



# **Moving 11-, 12-, or 13-month Employees from NY Payroll to CY Payroll**

## **2021**

**(Previously named June, July, August Checklist)**

## BEFORE YOU BEGIN

It is highly recommended that you **process the export** when the Export prompt is displayed for a step. Be sure to create folders for each export so that if you need to import from a particular step, you can easily locate which file to use. If you perform an export on the same process multiple times, it is recommended that you move the previous exports to separate folders so they are not replaced by the new export in case you need to import from a particular step.

- Before moving the **11-month employees** (August through July contracts), the July payroll **and** adjustments should be posted and all reports printed and verified. Go to [Human Resources > Tables > Pay Dates](#) to verify if the July payroll and adjustments are interfaced. Be sure to print the School YTD report to verify data prior to this move.

Before moving the **12-month employees** (July through June contracts), the June payroll **and** adjustments should be posted and all reports printed and verified. Go to [Human Resources > Tables > Pay Dates](#) to verify if the June payroll and adjustments are interfaced. Be sure to print the School YTD report to verify data prior to this move.

- Before moving the **13-month employees** (August through August contracts), the July payroll **and** adjustments should be posted and all reports printed and verified. Go to [Human Resources > Tables > Pay Dates](#) to verify if the July payroll and adjustments are interfaced. Be sure to print the School YTD report to verify data prior to this move.
- If your district uses **multiple pay frequencies**, these steps must be done in each pay frequency, as applicable. For example, if you have 11-Month employees in both frequencies, and they receive their first pay in August.

# After May Payroll has been processed

Verify the Contract Balances for June, July, August contracts.

## HRS6050 – Contract Balance Variance Report

If the employee has not been accruing, then the contract Balance on the Account Distribution Journal should represent sufficient funds to make the remaining payments. If the amount is not sufficient to accommodate the remaining payment due on the contract, then research the original contract total, contract balances, and pay rate to be sure they were calculated correctly. If not, make adjustments so that there will be a sufficient amount for remaining payments. **Run Human Resources>Reports>HR Reports>Payroll Information Reports>HRS6050-Contract Balance Variance Report** verify this data.

Choose your Acceptable Difference and run the report for Pay Type 1 and Pay Type 2 employees. If there is a variance, go to **Maintenance>Staff Job/Pay Data>Job Info** and verify the contract information.

Version : 3.5 Build: 0234  
User: pchristopher Host: 10.13.2.32 Browser: IE 11.0

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Reports > HR Reports > Payroll Information Reports > Contract Balance Variance Report

[Return to Reports](#)

Report ID: **HRS6050**  
Frequency: **6**  
User ID: **PCHRISTOPHER**

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
Maximum Acceptable Difference	<input type="text" value=".01"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="A"/>
Pay Type 1-4, or blank for ALL	<input type="text" value="1"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/> ...
Select Primary Campus(es), or blank for ALL	<input type="text"/> ...
Select Employee(s), or blank for ALL	<input type="text"/> ...

[Run Preview](#)  
[Clear Options](#)

Run for Pay Type 1 then run again for Pay Type 2

1. Log on to the Next Year (NYR) payroll frequency.

2. Prepare next year payroll for the move to current year.

Go to [Human Resources > Reports > HR Reports > User Created Reports](#)

Verify all employee data is correct **prior** to the move to the current year **and** identify all employees whose # of Months in Contract field on the Job Info tab is equal to 11, 12, **or** 13-Month as these are the employees that will be moved to current year.

Reports > User Created Reports > HR Report SessionTimer: 89 min and 07 sec

Save Create Report Delete Reset

Report Template   Public Retrieve Directory

Report Title

Employee Nbr:   Active Employees Only

**Employee Demographic**

- Employee Nbr
- Texas Unique Staff ID
- Name Prefix
- First Name
- Middle Name
- Last Name
- Generation
- Sex
- DOB
- Staff ID/SSN
- Address Number
- Street/P.O. Box
- Apt
- City
- State
- Zip
- Zip+4
- Addr Country
- Maiden Name
- Former Prefix
- Former First Name
- Former Middle Name
- Former Last Name
- Former Generation
- Driver's License
- DL State
- DL Expir Date
- Phone Area Cd
- Phone Nbr
- Bus Phone Area
- Bus Phone Nbr
- Bus Ext
- Cell Area Cd
- Cell Phone Nbr
- Local Restriction
- Public Restriction
- Last Change Date
- Citizenship
- Marital Stat
- Other Language
- Local Use 1
- Local Use 2
- Email
- Home Email
- Employee Notes
- Emer Contact
- Relationship
- Emer Notes
- Emer Area Cd
- Emer Phone Nbr
- Emer Ext
- Hispanic/Latino
- American Indian
- Asian
- African American
- Pacific Islander
- White

**Employment**

- Employee Status Code
- Highest Degree Achieved
- Percent Day Employed
- Est Annual Salary
- Yrs Professional Experience
- Yrs Professional in District
- Yrs Non-Professional Experience
- Yrs Non-Professional in District
- Contract Class
- Contract Term
- Contract Year
- Grades Taught
- Original Emp Date
- Latest Re-Employ Date
- Retirement Date
- Termination Date
- Extended Leave Begin
- Extended Leave End
- Take Retiree Surcharge
- ~~NW Take~~ Retiree Surcharge
- W-2 Elec Consent
- 1095 Elec Consent
- ERS Retiree Health Elig
- NY ERS Retiree Health Elig
- Employment Type
- Retiree Employment Type
- Termination Reason
- Termination Reason Descr
- Full Semester
- PEIMS Auxiliary Role ID
- Highly Qualified

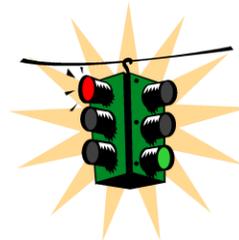
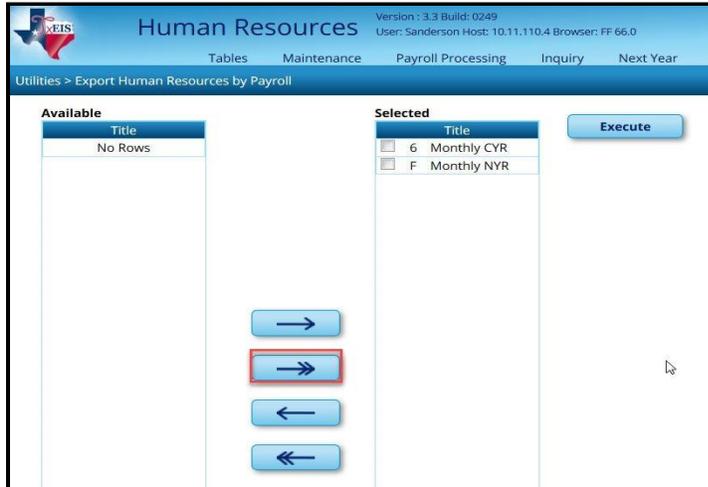
**Job Information**

- Job Code
- Job Descr
- Primary Job
- Prim Campus
- Campus Name
- Nbr Mon Contr
- Yrs of Job exper
- Percent Assigned
- Department
- Pay Type
- Calendar Code
- Contract Begin Dt
- Contract End Dt
- Yrs in Career Ladder
- Payoff Date
- Nbr Days Employed
- Nbr Days in Contract
- Local Contract Days
- Nbr of Annual Pymts
- Remaining Pymts
- Wkly Hrs Sched
- Pay Grade
- Pay Step
- Pay Schedule
- State Step
- Contract Total
- Contact Balance
- Wholly Sep Amt
- Daily Rate
- Hrly Rate
- Pay Rate
- Base Annual
- Accrual Cd
- Accrual Rate
- Reg Hrs Worked
- Overtime Eligible
- Overtime Rate
- Hours/Day
- TRS Position Cd
- State Minimum Salary
- TRS Year
- Workers' Comp Cd
- Workers' Comp Annual
- Workers' Comp Remain
- Exempt Status
- Incr Pay Step
- Vacant Position

### 3. Create an Export.

Go to **Human Resources > Utilities > Export Human Resourced by Payroll**

Complete an export of **Current Year frequency AND the Next Year frequency.**



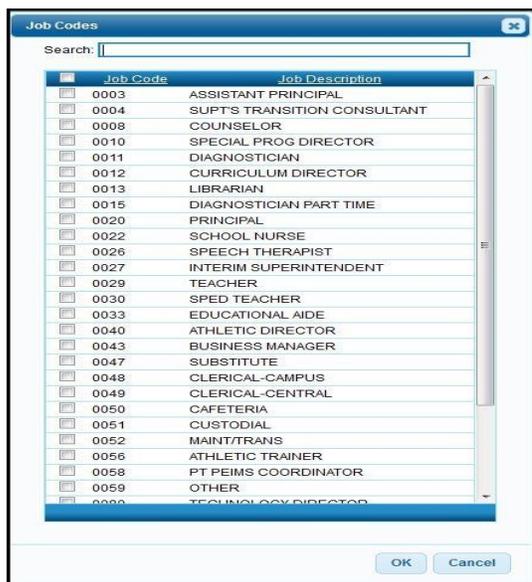
**EVERYONE MUST LOG OUT OF HUMAN RESOURCES EXCEPT YOU!!**

#### 4. **Copy applicable Next Year Tables to Current Year**

Go to [Human Resources > Next Year > Copy NYR Tables to CYR – HRS4300](#)

**If** it applies, you will copy Extra Duty Pay, Job Codes, and School Calendar, BUT only copy tables that are **applicable** to the group (11, 12, or 13) of employees you are moving to current year. Think about when these employees will receive their first check.

- Click the **ellipsis box** to open the **Job Code selections**.



- Use the **report created in Step 2** to select the calendar codes for **either** your 11, 12, or 13-Month employees.
- After making selections, click **OK**.

After you click OK, the job code selections will appear in the Job Code field parameter.



If you have **School Calendar(s)** attached to the group of employees (11, 12, or 13) you are moving to current year, you will **click the ellipsis** to open the Calendar Code selections, then select applicable calendars. **DO NOT SELECT THE TRS CALENDAR**



If you have **Extra Duty Pay** attached to the group of employees (11, 12, or 13) you are moving to current year, you will **click the ellipsis** to open the Extra Duty Pay selections, and then select applicable calendars. **This must be done if you changed an existing extra duty code OR added a new extra duty code to the table.**

- When all tables are selected, you will click **Execute** to *continue* to the process.

Reports for each table 'type' copied will generate separately, *after* you click process. You should **print** and **verify** each report. Verify if all **applicable** Job Codes, Extra Duty Pay, and School

Calendars are shown on the reports.

- Print **and** VERIFY report.
- Click **Process** to continue to the next report. You must click Process in order for the table to copy.

**NOTE: Reports will not generate if employees are not attached to the specific table you are moving to current year.**

After clicking Process for the **last table**, you should see the following application box. The number of rows will be different on your database. If you copied additional table(s) [i.e. extra duty], you will also see the number of rows for those table(s). Click **OK**.



## 5. **Create an Export.**

Go to **Human Resources > Utilities > Export Human Resourced by Payroll**

Complete an export of **Current Year frequency AND the Next Year frequency.**



## 6. **Copy applicable staff to Current Year**

Go to **Human Resources > Next Year > Copy NYR Staff to CYR – HRS4300**

Copy **only** the applicable staff (11-, 12-, or 13-month) to the current year.

Below is an *example* of how to **copy a group of employees by number of months in contract**.

**CAUTION: If you have 11-month employees who receive new pay in August and September, you will need to use other parameters to limit the process to those who start their new pay in August.** Other parameters that could be used are: **Payoff Date; Extract ID; or Employee Nbr.** Decide what works best for **your** situation.

- **Pay Status**, *select Active.*
- **Frequency**, should be **your** next year frequency (i.e. F or E).
- **Contract months**, *enter 11, 12, or 13.*

- Click **Execute**, *after* you make your parameter selections. When you click execute, you will be prompted to make an export. This will be an export of current year frequency.

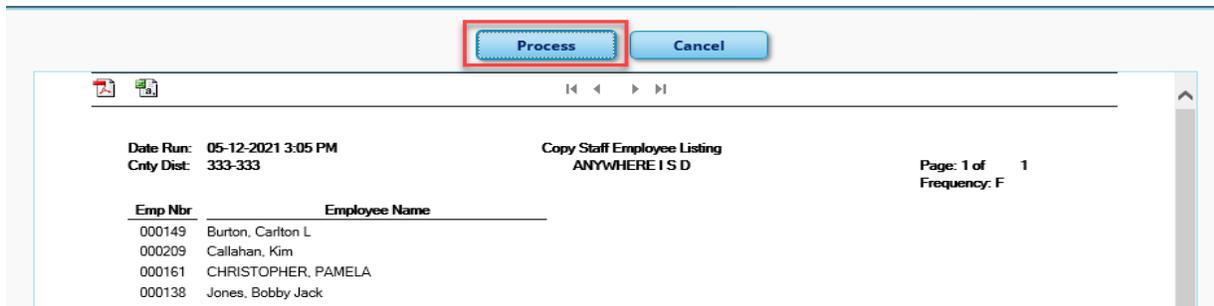
The following message will appear. Click **Yes** to continue. **Step 7 covers copying deductions to current.**

A 'Copy Staff Employee Listing' report will generate. Print the report and **verify** if all employees that should be copied are shown on the report. If someone is listed who should not

be copied, **click cancel** and **choose a different parameter**. After selections are made, click execute and review the report again.

- After you have verified all employees that should be copied are shown on the 'Copy Staff Employee Listing' report, **PRINT** the report.

Click **Process** to continue to the next report. You must process **EACH** report. You should print each report as well.



After all records are processed, you will see the following application box. Click **OK**. The list of tables in the application box depends on what *you* have copied.



## 7. **Employee Deductions Copy Options**

Typically, for most districts employee deductions *begin* in September, BUT at payoff the number or remaining deductions is set to 0, unless you use 99. You should **verify** the number of remaining payments **and** premium amounts for deductions for **each employee copied**, in the current year frequency (step 15).

## Not carrying over employee deductions:

If you have updated new premium amounts in the next year payroll frequency, it is recommended that you **NOT SELECT** the option to 'Carry over employee deductions'. **If you are not carrying over employee deductions, skip this step and go to step 8.**

## Carrying over employee deductions:

If you **have not** updated new premium amounts in the next year payroll frequency, you **CAN SELECT** the option to 'Carry over employee deductions'.

**Example** – Use the below example if you are **SELECTING** the option to "Carry over employee deductions". Remember, **if you have 11-month employees who receive new pay in August and September, you will need to use other parameters to limit the process to those who start their new pay in August.** Other parameters that could be used are: **Payoff Date; Extract ID; or Employee Nbr.** Decide what works best for **your** situation.

The screenshot shows the 'Human Resources' software interface. The main title is 'Human Resources' with a version number. Below the title are navigation tabs: 'Tables', 'Maintenance', 'Payroll Processing', 'Inquiry', 'Next Year', 'Self-Service', 'Utilities', and 'Reports'. The current page is 'Next Year > Copy NYR Staff to CYR'. The session timer shows '59 min and 49 sec'.

The 'Parameters' section includes the following fields:

- Pay Status:  Active,  Inactive,  Both
- Primary Campus: All
- Payoff Date: [Empty]
- Pay Type: All
- Pay Campus: All
- Frequency: F Monthly NYR
- Job Code: All
- Contract Begin Date: [Empty]
- Salary Concept: All
- Accrual Code: All
- Contract End Date: [Empty]
- Extract ID: [Empty]
- Pay Grade: [Empty]
- Contract Months: 11
- Employee Nbr: [Empty]
- Prior Yr Emp Date: 00-00-0000

The 'Options' section includes the following checkboxes:

- Include Employees with Termination Date
- Carry over employee deductions
- Only process employee deductions
- Preview changes

A red callout box points to the 'Carry over employee deductions' checkbox with the text: 'Option to carry over deductions selected.'

- Click **Execute**, *after* you make your parameter selections. When you click Execute, you will be prompted to make an export. This will be an export of current year frequency.

When the export is completed, several 'Delete Employee Deductions' reports will generate.

Date Run: 05-10-2018 9:13 AM  
 City Dist: [redacted] Copy Next Year Staff to Current Year ISD  
 Delete Employee Deductions Page: 1 of 2  
 Frequency: 6

Cyl Nyr Flag	Freq	Emp Nbr	Ded Cd	Net Amount	Emplr Contrib	Pymts	Refund	Cafe 125	Emplr Contrib Factor	TEA Contrib Factor
C	6	000009	025	23.32	0.00	0	N	N	1	1
C	6	000037	009	2.00	0.00	0	N	N	1	1
C	6	000037	046	50.00	0.00	0	N	N	1	1
C	6	000046	009	10.00	0.00	0	N	N	1	1
C	6	000046	013	29.00	0.00	0	N	N	1	1
C	6	000046	022	122.00	0.00	0	N	Y	1	1

After **each** report is generated, you will do the following:

- Click the **PDF icon** to open the complete report.
- **Print** the report.
- **Verify** the data **being deleted** is for your **11, 12, or 13 month employees who start their new pay**.
- Click **Process** to continue to the next report.

After data is deleted in the current frequency, data preview reports will generate that shows the **information** that is being **copied from next year to current year pay frequency**.

Date Run: 05-10-2018 9:15 AM  
 City Dist: [redacted] Copy Next Year Staff to Current Year ISD  
 Copy Employee Deductions Page: 1 of 2  
 Frequency: 6

Cyl Nyr Flag	Freq	Emp Nbr	Ded Cd	Net Amount	Emplr Contrib	Pymts	Refund	Cafe 125	Emplr Contrib Factor	TEA Contrib Factor
C	6	000009	025	23.32	0.00	12	N	N	1	1
C	6	000037	009	2.00	0.00	12	N	N	1	1
C	6	000037	046	50.00	0.00	12	N	N	1	1
C	6	000046	009	10.00	0.00	12	N	N	1	1

After **each** report is generated, you will do the following:

- Click the **PDF icon** to open the complete report.
- **Print** the report.

- **Verify** the data **being deleted** is for your **11, 12, or 13 month employees who start their new pay.**
- Click **Process** to continue to the next report.

After records are copied, an application box will appear showing you Employee Deductions were copied. Click **OK**.

**8. Log on to the Current Year (CYR) payroll frequency.**

**9. Mass Change Fiscal Year**

ATTENTION **EARLY FISCAL YEAR DISTRICTS** YOU **WILL NOT** COMPLETE STEP 9, ***SKIP TO STEP 10!!***

Standard year districts, go to **Human Resources > Utilities > Mass Update > Employee tab.**

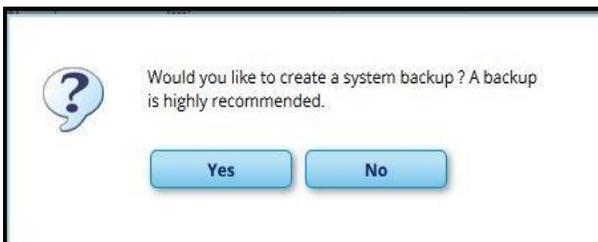
- **Year**, verify that is **C** (Current).
- **Frequency**, should be your current year frequency (i.e. 6 or 5).
- **Pay Status**, select **Active**.
- Use *your same parameters* (i.e. Contract Months; Payoff Date, etc.) that were used in **Step 6** to identify the 11, 12, or 13-Month employees.
- Select the **Fiscal Year box** and enter **1**.

- Click **Execute**.

When you click execute, a report will generate.

- Print **and** VERIFY the report matches the list of employee names on the 'Copy Staff Employee Listing' report printed in Step 6.
- Click **Process** to continue.

When you click Process, you will be prompted to make an export. After clicking Yes to make the export, you will see the following message. **If you are the only person working in Human Resources, click Yes. If not, click No.**



## 10.Account Code Comparison

Go to [Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6000-Account Code Comparison](#)

Verify that all employee master distribution records have matching accounts in Finance.

Reports > HR Reports > Payroll Information Reports > Account Code Comparison

[Return to Reports](#)

Report ID: HRS6000  
Frequency: F  
User ID: JMCMILLAN

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	NY
From Date (MMDDYYYY)	
To Date (MMDDYYYY)	
Pay Status Active (A), Inactive (I), or blank for ALL	A

[Run Preview](#)  
[Clear Options](#)

**Include Reports**

Transaction File  
 Distribution File

[OK](#) [Cancel](#)

The report will be BLANK if the systems finds **no distribution accounts in Current Year Payroll** that **do not** exist in the Finance Application. The goal is for the report to be BLANK.

If account codes are displayed on this report, they should either be set up in Finance **OR** changed on the payroll master distribution page.

Date Run: 08-17-2020 2:30 PM  
Cntry Dist: 057-950

**Payroll Account Code Comparison  
TXEIS ISD**

Program: HRS6000  
Page: 1 of 1  
Frequency: 6

Account Codes in Distribution that DO NOT EXIST in Finance

Alphabetic List

Account Code	Emp Nbr	Employee Name	Job Code
199-11-6119.00-999-122000	000011	ALFORD, ALICIA H	0128 - DIRECTOR, TECHNOLOGY

## 11. Pre-Edit Payroll Data

Go to [Human Resources > Utilities > Pre-Edit Payroll Data](#)

- **Pay Status**, select **Active**.
- **Pay Date**, select *your* June **or** August pay date from the dropdown.  
**If** you copied 11-Month employees select *your* **August 2021 pay date**.  
**If** you copied 12-Month employees select *your* **July 2021 pay date**.  
**If** you copied 13-Month employees select *your* **August 2021 pay date**.
- Select parameter(s) that will **isolate the Pre-Edit to your 11, 12, or 13-Month employees** who should get paid the payroll month you are currently working on. You could use the **same parameters** that *you* used in Step 6.
- Click **Execute**

The screenshot shows the 'Human Resources' web interface. The breadcrumb trail is 'Utilities > Pre-Edit Payroll Data'. The page title is 'Human Resources'. The user is 'pchristopher' on host '10.13.2.32' using 'IE 11.0'. The session timer is '58 min and 33 sec'. The 'Parameters' section contains the following fields:

- Pay Status:  Active,  Inactive,  Both
- Pay Type: All
- Job Code: All
- Accrual Code: All
- Pay Grade: (empty)
- Prior Yr Emp Date: 00-00-0000
- Pay Date: 07-23-2021
- Primary Campus: All
- Pay Campus: All
- Contract Begin Date: (empty)
- Contract End Date: (empty)
- Contract Months: 12
- Payoff Date: (empty)
- Frequency: 6 Monthly CYR
- Salary Concept: All
- Extract ID: (empty)
- Employee Nbr: (empty)

Buttons: 'Reset' and 'Execute'.

The following report will generate.

You will use the 'Pre-Edit Error Listing' report for the 11, 12, or 13-month employees to verify if errors exist. Note: This report will not produce every potential error, but captures most. In **some** instances, errors can be ignored.

OK		
Pre Edit Error Listing		
Emp Nbr	Employee Name	Error Message
000047	EMPLOYEE, JOE B	JOB CODE: 0100 - LOCAL PAY GRADE IS EQUAL TO SPACES JOB CODE: 0100 - LOCAL PAY STEP IS EQUAL TO SPACES
Total Employee Errors: 2		
Total Employees: 1		Total Errors: 2
End of Report		

If you have employees that **are NOT linked to a salary table** (i.e. they do not have a pay grade and pay step entered on the Job Info tab), the employees will have the following error messages.

- Job Code XXXX – Local Pay Grade is Equal to Spaces (means not linked to a salary table)
- Job Code XXXX – Local Pay Step is Equal to Spaces (means linked to a salary table)

If this is a **valid** message (the employees **should not** be linked to a salary table), *ignore* the error.

**Verify and correct all other errors, as needed.**

## 12. Employee Leave

**Do not** update the leave at this time. It is awarded when payroll is processed (in August) **or** after service records are processed. If leave is awarded now, it could result in a duplication of leave in the employee’s record.

## 13. Years of Experience

**Do not** update the years of experience at this time. It is updated in August **or** after service records are processed. **If** an employee is leaving and needs his service record, run his record *separately* and verify it is still correct after updating all other service records.

## 14. TRS and ERS Retirees – Take TRS or ERS Retiree Surcharge

Go to [Human Resources > Reports > User Created Reports](#)

Create a user created report to identify 11, 12, or 13-Month employees that are marked as 'Take Retiree Surcharge' and 'NY Take Retiree Surcharge' OR 'ERS Health Elig' and 'NY Take ERS Retiree Health Elig' on the [Maintenance > STAFF Job/Pay Data > Employment Info tab](#). Review these employees to determine if they **should** be marked as 'Take Retiree Surcharge' OR 'ERS Retiree Health Elig' in current year payroll.

- **Report Template**, *type* TRS and ERS Retirees
- **Report Title**, *type* Take TRS Surcharge or ERS Health
- **Select Active Employees Only**
- **Employee Demo**, *select* Empl #, First Name and Last Name
- **Employment**, *select* Take Retiree Surcharge, NY Take Retiree Surcharge, ERS Retiree Health Elig, and NY ERS Retiree Health Elig
- **Job Information**, *select* Nbr of Mon Contr

Reports > User Created Reports > HR Report SessionTimer: 59 min and 00 sec

Save Create Report Delete Reset

Report Template: TRS AND ERS RETIREES  Public Retrieve Directory

Report Title: TAKE TRS SURCHARGE OR ERS HEALTH

Employee Nbr:   Active Employees Only

**Employee Demographic**

<input checked="" type="checkbox"/> Employee Nbr	<input type="checkbox"/> Staff ID/SSN	<input type="checkbox"/> Maiden Name	<input type="checkbox"/> Phone Area Cd	<input type="checkbox"/> Last Change Date	<input type="checkbox"/> Emer Contact	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Texas Unique Staff ID	<input type="checkbox"/> Address Number	<input type="checkbox"/> Former Prefix	<input type="checkbox"/> Phone Nbr	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Relationship	<input type="checkbox"/> American Indian
<input type="checkbox"/> Name Prefix	<input type="checkbox"/> Street/P.O. Box	<input type="checkbox"/> Former First Name	<input type="checkbox"/> Bus Phone Area	<input type="checkbox"/> Marital Stat	<input type="checkbox"/> Emer Notes	<input type="checkbox"/> Asian
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Apt	<input type="checkbox"/> Former Middle Name	<input type="checkbox"/> Bus Phone Nbr	<input type="checkbox"/> Other Language	<input type="checkbox"/> Emer Area Cd	<input type="checkbox"/> African American
<input type="checkbox"/> Middle Name	<input type="checkbox"/> City	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Bus Ext	<input type="checkbox"/> Local Use 1	<input type="checkbox"/> Emer Phone Nbr	<input type="checkbox"/> Pacific Islander
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Former Generation	<input type="checkbox"/> Cell Area Cd	<input type="checkbox"/> Local Use 2	<input type="checkbox"/> Emer Ext	<input type="checkbox"/> White
<input type="checkbox"/> Generation	<input type="checkbox"/> Zip	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Cell Phone Nbr	<input type="checkbox"/> Email		
<input type="checkbox"/> Sex	<input type="checkbox"/> Zip+4	<input type="checkbox"/> DL State	<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Home Email		
<input type="checkbox"/> DOB	<input type="checkbox"/> Addr Country	<input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Public Restriction	<input type="checkbox"/> Employee Notes		

**Certification**

<input type="checkbox"/> Cert Type	<input type="checkbox"/> Specialty Area
<input type="checkbox"/> Cert Date	<input type="checkbox"/> Teaching Spec
<input type="checkbox"/> Date Expire	

**Responsibility**

<input type="checkbox"/> Campus	<input type="checkbox"/> Pop Served	<input type="checkbox"/> Class ID	<input type="checkbox"/> Job Code	<input type="checkbox"/> Days Wk 3	<input type="checkbox"/> Min Wk 2
<input type="checkbox"/> Role ID	<input type="checkbox"/> Nbr Of Students	<input type="checkbox"/> Class Type	<input type="checkbox"/> Days Wk 1	<input type="checkbox"/> Days Wk 4	<input type="checkbox"/> Min Wk 3
<input type="checkbox"/> Service ID	<input type="checkbox"/> Monthly Minutes	<input type="checkbox"/> ESC/SSA	<input type="checkbox"/> Days Wk 2	<input type="checkbox"/> Min Wk 1	<input type="checkbox"/> Min Wk 4

**Employment**

<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date	<input checked="" type="checkbox"/> Take Retiree Surcharge	<input type="checkbox"/> W-2 Elec Consent	<input type="checkbox"/> Termination Reason
<input type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date	<input checked="" type="checkbox"/> NY Take Retiree Surcharge	<input type="checkbox"/> 1095 Elec Consent	<input type="checkbox"/> Termination Reason Descr
<input type="checkbox"/> Percent Day Employed	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Retirement Date	<input type="checkbox"/> Extract ID	<input checked="" type="checkbox"/> ERS Retiree Health Elig	<input type="checkbox"/> Full Semester
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Termination Date	<input type="checkbox"/> Fingerprint Status	<input checked="" type="checkbox"/> NY ERS Retiree Health Elig	<input type="checkbox"/> PEIMS Auxiliary Role ID
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave Begin	<input type="checkbox"/> Fingerprint Extract Date	<input type="checkbox"/> Employment Type	<input type="checkbox"/> Highly Qualified
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Grades Taught	<input type="checkbox"/> Extended Leave End	<input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> Retiree Employment Type	

If you need to **make changes** to an employee's screen, go to [Human Resources > Maintenance > Staff Job/Pay Data > Employment Info tab.](#)

Human Resources Version: 3.3 Build: 0249  
User: Sanderson Host: 10.11.310.4 Browser: FF 66.0

Maintenance > Staff Job/Pay Data SessionTimer: 239 min and 38 sec

Save

Employee: 0000 HLEY D Retrieve Directory

Employment Info Pay info Job info Distributions Deductions Leave Balance

Employee Status: 1 Active professional Original Emp. Date: 08-16-1991 Primary Job Code: 0619 - ELEMENTARY TEACHER

Highest Degree: 1 Bachelor's Latest Re-Employ Date: 08-09-2004 Primary EEOC:

Percent Day Employed: 100% Retirement Date: 00-00-0000 Percent Assigned: 100%

Eligible for Re-hire:  Take Retiree Surcharge:  NY Take Retiree Surcharge:  Year Round:

Extract ID: SPP SEPT PROFESSIONAL ERS Retiree Health Elig:  NY ERS Retiree Health Elig:

W-2 Elec Consent:  Employment Type: F Half-Time or more

1095 Elec Consent:  Retiree Employment Type: PEIMS Auxiliary Role ID:

**Years Experience**

Professional Total: 27	Non-Professional Total: 0
In District: 27	In District: 0

**Contract Information**

Class: Term: Year:

**Extended Leave**

Begin: 00-00-0000 End: 00-00-0000

**Termination**

Date: 00-00-0000 Reason: Full Semester:

**Grade(s) Taught**

**Unemployment Eligibility**

Qtr 1: 1: <input checked="" type="checkbox"/>	Qtr 2: 4: <input checked="" type="checkbox"/>	Qtr 3: 7: <input checked="" type="checkbox"/>	Qtr 4: 10: <input checked="" type="checkbox"/>
2: <input checked="" type="checkbox"/>	5: <input checked="" type="checkbox"/>	8: <input checked="" type="checkbox"/>	11: <input checked="" type="checkbox"/>
3: <input checked="" type="checkbox"/>	6: <input checked="" type="checkbox"/>	9: <input checked="" type="checkbox"/>	12: <input checked="" type="checkbox"/>

**Fingerprint Information**

Status: N Not extracted Extract Date: 00-00-0000 Fingerprint Date: 00-00-0000

**Estimated Annual Salary (Hourly Employees Only)**

Budget Code: Activity Fund Func Obj Org Prog Amount: 0

## 15. Run Sample Payroll

Go to [Human Resources > Payroll Processing > Run Payroll](#).

Calculate a *sample payroll* to **identify any errors** on the 'Payroll Calculations' report that need to be corrected **prior** to the first payroll actually being processed.

- Select the **applicable** pay date and go through **Run Calculations** on **all employees**.
- The goal is to receive a report with the notation 'Payroll calculations completed successfully! No errors found'.
- *Correct* any Warnings **and** Failures for **11, 12, or 13-Month employees**. **Do not** continue until errors are corrected.
- **If** corrections are made go through the Run Calculations process again.

The screenshot shows a web interface for payroll calculations. At the top, there are navigation arrows. Below that, the text 'Date Run: 05-10-20 10:22 AM' is on the left, and 'Page: 1 of 1' is on the right. In the center, a red box highlights the 'Payroll Calculations' button. Below the button, 'City Dist: ISD' is displayed. Further down, 'Pay Date: 08-25-2016 School Year: 2016' is on the left, and 'Frequency: 6' is on the right. A table header is visible with columns: 'Emp Nbr', 'Employee Name', and 'Failure / Warning Message'. Below the table, a yellow box contains the message: 'Payroll calculations completed successfully! No errors found.' At the bottom left, it says 'System' and 'End of Report'.

- **As needed**, continue making corrections until you have cleared all Warnings and Failures.
- When all **errors are corrected**, and you receive the completed successfully message when calculations are run, click the **Next button**.

From the reports menu, generate and print the following **Pre-Post Reports**:

**Payroll Earnings Register** – For each 11, 12, or 13-Month employee, verify if the **pay amount is correct (standard gross)**.

- Divide employee **contracted salary** by 12, 24, or 26 to determine if the standard gross is correct on the report.
- Make any necessary corrections under [Maintenance > Staff Job Pay Data > Job Info tab](#).

Pre-Post Payroll Earnings Register											
Date Run: 08-27-2020 12:26 PM				Program: HRS2200				Page: 1 of 65			
Cnty Dist: 057-950				Frequency: 6							
For Payroll Period											
Employee Name	Stand Gr	Suppl Pay	N-Tax Bus	Abs Ded	Abs Ref	Units Wrkd	Hrly Rate	Tot Gross	Net Pay		
Emp Nbr	Withld Grs	Withld Tax	EIC Amt	Cafe 125	Annuity	Dep Care	Emplr Cont	Other Ded	Net Adjust		
M/S/H	Med Grs	Med Tax	TRS Grs	TRS Dep	TRS Ins	TRS Sal Red	W/C Tx	Emp 457	Emplr 457		
Rem Pymts	FICA Grs	FICA Tax	TRS Fd Grs	TRS Fd DP	TRS Fd Car	Unemp Grs	Unemp Tax	Ovtm Grs	Ovtm Units		
W4 Othr Exmpt	Multi-Job	N-TRS Suppl	Tax Bus	NP Tax Bus	NP NT Bus	N-TRS Excs	N-TRS Base	TRS Suppl	TEA Hlth Ins	Emplr Care	
W4 Othr Inc	Chldm	PR Pay Grs	PR Sal Red	PR Ins	Ret Pen Gr	Ret Pen Sur	Care Surch	New TRS Gr	New TRS Co	Ann Roth	
W4 Othr Ded	Othr Dep	Emplr Dep Car	Empr DC Tax	HSA Emp	HSA Emplr	Emplr FICA	Emplr Misc	Emplr Med	CYTD Med	Roth 457b	
								Tx	Grs		
	8,218.70	.00	.00	.00	.00	.00	.00	8,218.70	5,880.76		
000011	* 128967	6,693.31	652.90	.00	892.55	.00	.00	226.20	892.55	2,337.94	
M	0	7,326.15	106.23	8,218.70	686.26	53.42	632.84	108.81	.00	.00	
7	0	.00	.00	.00	.00	.00	8,218.70	.00	.00	.00	
		.00	.00	.00	.00	.00	.00	.00	.00	61.64	
		.00	.00	.00	.00	.00	.00	.00	.00	.00	
		.00	.00	290.00	.00	.00	.00	106.23	74,090.94	.00	
Job Cd	Description	A/C	Days Earned	Job Cd	Description	A/C	Days Earned				
0128	DIRECTOR, TECHNOLOGY		.00								
Ded Cd	Emple Amt	Emplr Amt	Caf-125 Ref	Ded Cd	Emple Amt	Emplr Amt	Caf-125 Ref	Ded Cd	Emple Amt	Emplr Amt	Caf-125 Ref
069	497.00	225.00	Y N	102	105.55	.00	Y N	109	.00	1.20	N N
212	290.00	.00	Y N								

**Deduction Register** – This report is separated by deduction code. For each 11, 12, or 13-Month employee, verify if everyone that should be listed on each deduction register are shown with correct remaining deductions **and** deduction amounts.

Make any necessary corrections to the employee deduction screen under [Maintenance > Staff Job/Pay Data > Deduction tab](#).

Employee Name	SSN	Ded Cd	Employee Amount	Employer Contrib	TEA Contrib	Total Amount	Ded Tkn	Ded Rem	Emplr Fac	Camp	Last Pay Date	Caf 125	W2 Emplr
BAKER, A		001	100.00	.00	.00	100.00	1	99	1	901	06-25-2020	N	N
BOMAN, [REDACTED]		001	300.00	.00	.00	300.00	1	9	1	102	08-25-2020	N	N
BROOKS, E		001	28.00	.00	.00	28.00	1	9	1	101	08-25-2020	N	N
BROWN, I		001	25.00	.00	.00	25.00	1	0	1	903	11-21-2019	N	N

**If corrections are made, re-run payroll calculations.**

**CAUTION (Please Read)**

When you copied the **11, 12 or 13-Month employees** from Next Year Frequency to Current Year Frequency, the system automatically changed them to an Inactive status in Next Year Frequency.

**If** you have **not interfaced** Next Year Payroll to Budget **OR** you will be **interfacing again** , you **MUST** go into Next Year Payroll and make your **11, 12, or 13-Month employees Active**. **These employees' payroll amounts will not interface to Budget if they are inactive.**

**AFTER YOU HAVE INTERFACED TO BUDGET, YOU MUST MAKE THE 11, 12, or 13-MONTH EMPLOYEES INACTIVE again!**

## 13 MONTH EMPLOYEE INFORMATION

1. Set up a special accrual calendar that will start with Aug and end with Aug.
2. Do not include in Aug. Accrual calculations for the current school year. This calendar will be accruing for the month of August.
3. Remember to put this employee on the regular accrual calendar for all others with the same days worked when you set them up in next year.

MOVING NEXT YEAR PAYROLL TO CURRENT YEAR FOR 10-MONTH EMPLOYEES WILL BE COVERED IN THE 'FIRST PAYROLL OF THE SCHOOL YEAR CHECKLIST' DURING THE AUGUST 2021 WORKSHOP.