

Finance Symposium

HR/Payroll

School's Out for Summer!



But... Not for You!

It is time for you to cut loose and plan ahead...and get ready to close this year and prepare for next school year!



Introduction/Goals

Welcome and thank you for joining us today.

Introduction of Presenters

June 15th & 16th

- Melissa Davis – mdavis@jr3online.com
CTSBS Certification in Accounting

June 27th & 28th

- Sherry Walker – swalker@jr3online.com
CTSBS Certification in Accounting

July 20th & 21th

- Katrina Carmean – kcarmean@jr3online.com



Wireless Access Code: jr3online

Introduction/Goals

Today's Agenda



- Refer to TO DO LIST – HR/Payroll

Our goal is for you to review and work through your data, ask questions, and feel comfortable with new processes!









HR - Verify Payroll Begin Date

Finance > HR > Organization > Contract Types

- Verify Payroll Begin date field on all Contract Types
- Important NOTE:
 - ✓ This field will decipher employees first check Payment Schedules set up on their Positions.
 - ✓ It is important to review for accuracy.

Contract Types + Add Contract Type

Page Size: 10 Filter: Active Records

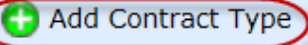








System ID	Name	Date		Payroll Begin	Accrue	Actions
6	190 Days	190	10 Month Employees	9/1	False	 
2	196 Day	196	10 Month Employees	9/1	False	 
3	206 Days	206	11 Month Employees	9/1	False	 
9	227 (Sept)	227	12 Month Employees	9/1	False	 

Note: A red callout box points to the 'Payroll Begin' column with the text 'Verify Payroll Begin date'.

HR - Verify Contract Types

Finance > HR > Organization > Contract Types

- Verify valid Contract Types
- Delete unused Contract Types
- Create New Contract Types – set them up *before* running the Promote Contracts Utility

Contract Types								
System ID	Name	Days	TRS Class	Payroll Begin	Accrue	Actions		
6	190 Days	190	10 Month Employ		False	 		
2	196 Day	196	10 Month Employ		False	 		
3	206 Days	206	11 Month Employ		False	 		
9	227 (Sept)	227	12 Month Employees	9/1	False	 		

Verify Valid Contract Types

Add new Contract Types, if applicable

Delete any unused Contract Types

HR – Edit Contract Types

Edit Contract Types as necessary – Contract Types are assigned to staff and serve multiple functions:

- Created to identify the following in the Promote Contract Utility –
 - ❑ # of days an employee works (New - located on the Calendar tab)
 - ❑ Months – 10, 11 or 12 month contract (New – located on the Months tab)
- Do not create a contract type for an employee that has been hired mid-year. Select one of the standard Contract Types. On the Contract, you will be able to enter the # of days actually worked.

HR – Add New Contract Types

- ❑ **Name**- Enter a name for the Contract Type. Example: 10 month, 12 month, Admin
- ❑ **Days**- Enter the number of days of the contract type
- ❑ **Months** – Select the appropriate Contract Type as mandated by TRS from the drop down box: 10, 11 or 12 month employee
- ❑ **Payroll Begin**- Select the month and the day from the drop down boxes in which the contract should begin during a school year.
- ❑ **Accrue** – Select whether or not to accrue payroll
- ❑ **Select Create**

Identifier

Name*

Days*

Months*

Payroll Begin* /

Accrue*

HR – What's New for TRS?

Calendars for TRS Reporting Purposes

(See What's New for TRS 2016 Handout)

- ❑ Create Calendars for 2016-2017 on Contract Types
- ❑ Enter Hours Per Day on the Position Types
- ❑ Promote Contract Types
- ❑ Promote Position Types
- ❑ Terminate Non-returning employees
- ❑ Update Pay Scales, if applicable
- ❑ Update Leave Policies

Follow TRS Instructions!!

HR - Verify Contract Types

- Contract Types are linked to the employee on the employee's Employment Contract in Staff Manager.
- Substitutes ***must*** be linked to a Contract Type in order roll over correctly.

Finance > HR > Staff Manager

Demographics Payroll HR Info Leave Roles Contact Info Certifications Reports

Anderson, Bennie Dean

Employment Contract

Placement Type* FTE
District*
Instructional Period* 2014-2015 School Year

Contract Terms

Contract Type* 227 (Sept) ▼
Contract Days* 227
Contract Begin* 8/1/2014
Contract End* 7/31/2015

Contract Type set up is selected on the employee's Employment Contract.

HR – Employee Wage Report

- Run Employee Wage Report by Account Mask for each grant
- Verify federally funded employees
- Verify Employee Positions, Codes, Contract Types, Days, %'s and Salaries on the Employee Wages Report in *Finance > Reports > Employee Wages*

10 Total Page(s)
06/08/2015
01:24:11 PM

Employee Wages

Parameters:
 Report Grouping: By Employee
 Effective Date: 5/29/2015
 Report Filter: All
 Filter Value:

Position	P R I	Compensation Type	Workmans Comp Category	Account Mask	Allocation	Rate	Estimated Annual Wages
All Employees							
Employee Name							
01 - Professional							
Contract Period: 08/01/2014 - 07/31/2015		Contract Days: 227 / 227	Pay Step: 1	% of Day: 100	Original Hire Date: 08/12/2014		
Office Manager-Peims Coordinator	X	Base Salary Range	Clerical	420-23-8129.00-001-?-99-0-00	MDCR FUTA SUTA	100.00% \$ 40,000.00	\$ 40,000.00
				Eligibilities: TRS FICA		Est. Daily Rate: \$ 176.21	Est. Annual Wages: \$ 40,000.00
						Total Wages For Employee Name	\$ 40,000.00

HR – Federal Funded Employees

- *In Finance > Reports*, run the Payroll Expenses report for each federal fund: 211, 224, 255, etc

Finance Reports : Payroll Expenses Return to list

Payroll Expenses

Parameters

Date Range: This fiscal year

Employee: All...

ID Type: Default

Export Data To Excel:

Fund: 211

Function:

Object:

Fiscal Year:

Run this report for each federal fund: 211, 224, 225, 255, 263 etc

HR – Federal Funded Employees

- Run Expenditures Budget By Object report (*Finance > Reports > Expenditures > Expenditures by Object*) for the last completed month of payroll. This example is looking at total federal payroll expenses for the month of May.

The screenshot displays the 'Finance Reports : Expenditures' interface. The 'Parameters' section includes the following fields:

- Report Type:** Expenditures By Object (circled in red)
- Date Range:** Custom
- Range Begin:** 05/01/2015 (circled in red)
- Range End:** 05/31/2015 (circled in red)
- District Filter:** 101869-C O R E ACADEMY (alpha)
- Inclusive:**
- Export Data To Excel:**
- Fund:** 211 (circled in red)
- Function:** [Empty]
- Object:** [Empty]
- Sub-Object 1:** [Empty]
- Organization:** [Empty]
- Fiscal Year:** [Empty]
- Program Intent:** [Empty]
- Sub-Object 2:** [Empty]

A red callout box points to the 'Range Begin' and 'Range End' fields with the text: "Enter the month of your last completed payroll". A 'Run Report' button is located at the bottom of the form.

HR – Federal Funded Employees

- Check payroll expenses against your budget to ensure you do not overspend for the current year, and adjust if needed.

Expenditures By Object
Custom
05/01/2015 - 05/31/2015

1 Total Page(s)
6/8/2015
1:45:49 PM

Fund:	211							
Account	Description	May	June, July, August	Notes	Range Totals	Year-to-Date Totals	Unencumbered	% Used
Fund: 211 (Title I, A)								
6100s								
6119	Total Title I Budget		151,996.00					
6141	Less YTD Expenses		(105,043.56)					
6146	Less Estimated 3 Payrolls		(35,044.62)					
	Total Anticipated				\$10,083.34	\$90,750.06	\$37,745.94	70.62%
	Ending Balance of Title I		11,907.82		\$138.84	\$1,249.63	\$250.37	83.31%
6142	Grp Hlth/Life Ins			\$6,000.00	\$466.12	\$4,171.38	\$1,828.62	69.52%
6143	Workers'Comp			\$0.00	\$0.00	\$0.00	\$0.00	***
6145	Unemployment			\$1,000.00	\$0.00	\$135.01	\$864.99	13.50%
6146	TRS Care			\$15,000.00	\$993.24	\$8,737.48	\$6,262.52	58.25%
Total Object Series: 6100s								
			\$151,996.00	\$0.00	\$11,681.54	\$105,043.56	\$46,952.44	69.11%
Totals for Fund: 211 (Title I, A)								
			\$151,996.00	\$0.00	\$11,681.54	\$105,043.56	\$46,952.44	69.11%
Total:								
			\$151,996.00	\$0.00	\$11,681.54	\$105,043.56	\$46,952.44	69.11%

HR – Reconcile Benefits!

- Benefits – after the last payroll of your fiscal year – run the Benefit Program Participation (formerly known as Payroll Plan Participation) reports, reconcile and post everything!!!

Finance > Reports > Benefit Program Participation

Finance Reports			
Page Size:	10	Category: All categories	Filter: All Reports
System ID	Name	Actions	
14	Balance Sheet		
2715	Bank List		
L18	Bank Statement		
2611	Banking Account Reconciliation		
2684	Banking Register		
2952	Benefit Program Participation		

Formerly called Payroll Plan Participation

HR – Reconcile Benefits!

- Select parameters for the last month of fiscal year
- Run it to Excel for easier reconciliation

Finance Reports : Benefit Program Participation [Return to list](#)

Parameters

Report Grouping By Vendor

Vendor Principal Life Insurance Company

Staff All...

Date Range Custom

Range Begin 08/01/2015

Range End 08/31/2015

District Filter Texas ISD

ID Type Default

Export Data To Excel

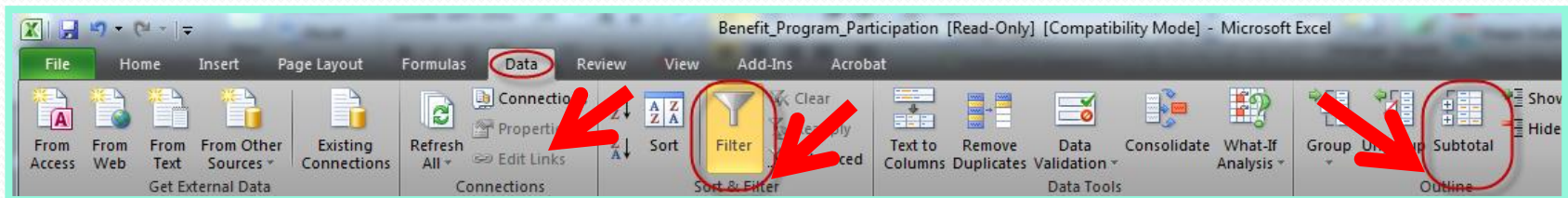
Reconcile last month of fiscal year

Select Vendor

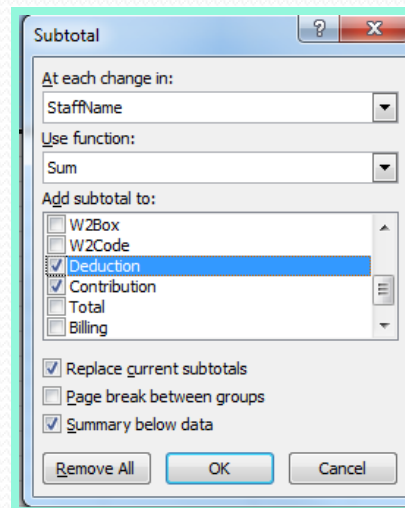
Run the report to Excel for easier reconciliation

HR – Reconcile Benefits!

- In Excel, select the Data tab and select Filter



- Select SubTotal and select the following criteria
- Select OK



HR – Reconcile Benefits!

- In Excel, add columns for Total, Billing, and Difference
- Hide columns that are not needed.
- Create a formula in the Total column to add the employee Deductions and employer Contributions.
- In the Billing Column, add the amount from the invoice for each employee.
- Create a formula in the Difference column to subtract the Total from the Billing. This will list any discrepancies in the billing. You can create credit memos or bills to adjust any discrepancies.
- Reconcile ALL benefits!!!!

StaffName	PayrollID	Deduction	Contribution	Total	Billing	Difference
Employee 1 Total		144.04	11.20	155.24	155.24	0
Employee 2 Total		104.93	8.56	113.49	113.49	0
Employee 3 Total		18.96	7.96	26.92	26.92	0
Grand Total		267.93	27.72	295.65	295.65	

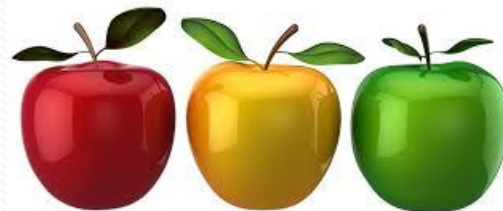
Manually add columns for ease in reconciliation

Payroll Liabilities

Review Payroll liabilities

- Confirm if the outstanding bills are valid liabilities for the school year or if they need to be cleared so that they do not roll over to next year
- Run Vendor Aged Payables through the end of the FY16
- Run Unpaid Bills report through the end of the FY16
- Compare these two reports and they should tie
- Compare to the Trial Balance, and it should be a 3 way tie

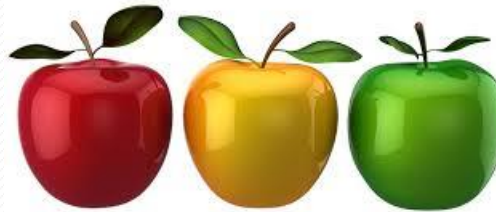
Vendor Aged
Payables →



← Unpaid Bills

Payroll Liabilities

Vendor Aged Payables →



← Unpaid Bills

Vendor Aged Payables

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Reference Number	Date Paid	0- 30 Days	31- 60 Days	61- 90 Days	> 90 Days	Amount Due
Vendor Texas Workforce Commission	Bill Number 1885	Reference Number PB#86 - Statutory Adjustment	PO Number	Inv Date 5/29/2015	Due Date 5/29/2015	
1 - SUTA		420-51-6145.00-999-5-99-0-00		\$3.35	\$3.35	\$ 0.00
1 - SUTA		420-11-6145.00-001-5-11-0-00		\$12.23	\$12.23	\$ 0.00
				Total:	\$15.58	\$ 0.00
				Total for Texas Workforce Commission :	\$391.46	\$ 0.00
				Grand Total:	\$3,928.64	\$ 0.00
Total For 420-00-2159.00-000-5-00-0-00				\$ 688.37	\$ 0.00	\$ 0.00
Grand Totals				\$ 3,568.85	\$ 70.96	\$ 288.83
						\$ 0.00
						\$ 688.37
						\$ 3,928.64

This is the Unpaid Bills report




Payroll Liabilities

What do I do if they do not balance?

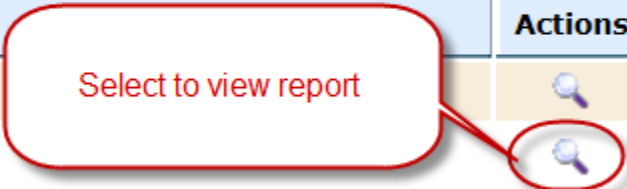
- Determine which liability account is off: 2110, 2151, 2152, etc.
- Run the Outstanding Liability Detail report for that liability account

Finance Reports

Page Size: 10 ▼ Category: All categories ▼ Filter: All Reports ▼

<u>System ID</u>	<u>Name</u>	<u>Actions</u>
L290	Opening Entries	
2661	Outstanding Liability Detail	
2077	Outstanding Purchase Orders	

Select to view report



Payroll Liabilities

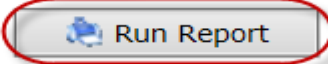
- Select this year's General Ledger
- Select the liability account that needs to be reviewed
- Select Run Report

Finance Reports : Outstanding Liability Detail

Outstanding Liability Detail

Parameters

District Filter	Sample IS	▼
General Ledger	2014-201	
District Filter	2159	▼


 Run Report

Select the liability account that needs to be reviewed and select Run Report

Payroll Liabilities

- Review the status of each of the payables.
- This report will help you identify any discrepancies in the Vendor Aged Payables and Unpaid Bills reports.

	A	B	C	D	E	F	G
1	fund	code	description	amount	status		
2	211	211-00-2159.00-000-5-00-0-00	Payable #1708	-13.38	Unprocessed		
3	224	224-00-2159.00-000-5-00-0-00	Payable #732	5.04	Fully Processed		
4	224	224-00-2159.00-000-5-00-0-00	Payable #759	3.5	Fully Processed		
5	224	224-00-2159.00-000-5-00-0-00	Payable #768	5.04	Fully Processed		
6	420	420-00-2159.00-000-5-00-0-00	Opening Entries	-350.58			
7	420	420-00-2159.00-000-5-00-0-00	Payable #1708	-67.92	Unprocessed		
8	420	420-00-2159.00-000-5-00-0-00	Payable #1717	-15.9	Unprocessed		
9	420	420-00-2159.00-000-5-00-0-00	Payable #1719	-58.01	Unprocessed		
10	420	420-00-2159.00-000-5-00-0-00	Payable #1726	-108.12	Unprocessed		



Payroll Budget

Payroll Budget

- Review Remaining Expenses
- Run Expenditures Budget report for ~61%

The screenshot shows the 'Finance Reports : Expenditures' interface. The 'Parameters' section includes the following fields and controls:

- Report Type:** Expenditures Budget
- Date Range:** Custom
- Range Begin:** 05/01/2014 (with a calendar icon)
- Range End:** 05/31/2014 (with a calendar icon)
- District Filter:** 161919-QA2~ BE (dropdown menu)
- Inclusive:**
- Export Data To Excel:**
- Run Report:** A button with a blue icon and the text 'Run Report'.

On the right side, there are several empty input fields for 'Fund', 'Object', 'Object 1', 'Object 2', and 'Sub-Object 3'. The 'Object' field contains the text '~61%' and is circled in red. A red callout bubble points to the 'Run Report' button with the text 'Export to Excel to run formulas, sort & filter'. Another red callout bubble points to the date range fields with the text 'run for a completed month to review accurate projections'. A 'Return to list' link is visible in the top right corner, and a 'Filter Help' link is in the bottom right corner.

Payroll Budget

Payroll Budget (Continued)

- Review Budget vs Expenses
- Review projections for the remainder of the year – do you have sufficient budget or do you need to request an amendment?

The screenshot shows the 'Finance Reports : Expenditures' interface. The 'Parameters' section includes the following fields and controls:

- Report Type:** Expenditures Budget
- Date Range:** Custom
- Range Begin:** 05/01/2014
- Range End:** 05/31/2014
- District Filter:** 161919-QA2~ BE
- Inclusive:**
- Export Data To Excel:**
- Run Report:** Button
- Fund:** [Empty field]
- Object:** ~61%
- Object 1:** [Empty field]
- Object 2:** [Empty field]
- Object 3:** [Empty field]
- Year:** [Empty field]
- Month:** [Empty field]
- Day:** [Empty field]
- Filter Help:** Link



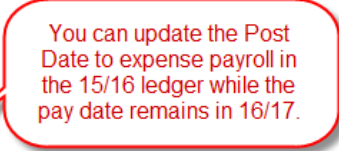
Annotations in red callouts provide instructions:

- A callout pointing to the 'Range Begin' and 'Range End' fields says: "run for a completed month to review accurate projections".
- A callout pointing to the 'Run Report' button says: "Export to Excel to run formulas, sort & filter".

Payroll Budget

Review Accrued Wages (2160)

- Do you have wages in this FY that have been earned but not yet paid?
- Calculate and record your JE's (most of you use this option)
- If you want to expense your payroll in the current year and show the pay date in the next year, you can change the Post Date within the payroll batch

Batch Details		 Edit Details
Instructional Period*	2016-2017 School Year	
GeneralLedger*	2015-2016 Fiscal Year	
WC Policy*	Vendor 795 09/01/2012-08/31/2016	
Payroll Period*	07/01/2016-07/31/2016	
Tax Proration*	12.00000	
Calendar Type*	Monthly	
Pay date*	7/15/2016	
Post date*	6/30/2016	
Comments*	Standard Batch: Standard Calendar 07/01/2016-07/31/2016	

Break

Please take this time for a brief break.
We will be available for questions.




BREAK TIME



HR – Employee Leave

Verify/Correct Current Year Balances

- Go to *Finance > Reports > Employee Leave*

<u>System ID</u>	<u>Name</u>	<u>Actions</u>
2950	EFTPS Detail	
2622	Employee Directory	
2951	Employee Leave	

- Select Summary of Balances and Run Report

Parameters

Display

Instructional Period

Facility

Employee

Active Only?

Mask SSN?

Export Data To Excel

HR – Employee Leave

Review employee leave balances

- Review all leave balances for accuracy
 - The balance will roll forward as beginning balances (if defined in the Leave Policy, which will be discussed later).
- Verify Leave Types for accuracy
 - if an employee is missing a Leave Type then that employee will not receive the Accrued leave as defined in the Leave Policy for the new year once the Promote Contracts is processed.

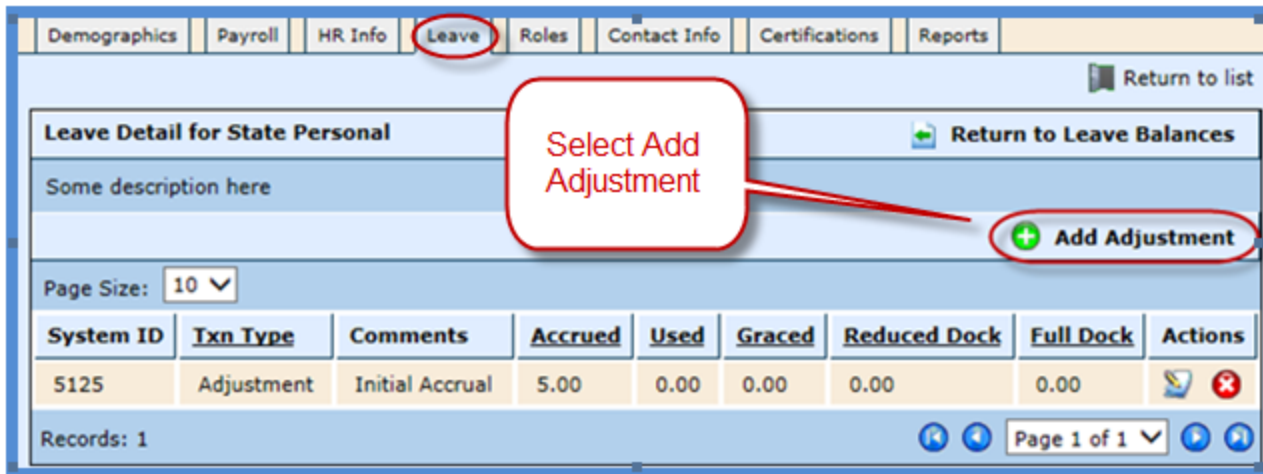
Leave Type	Carried	Accrued	Used	Graced	Docked	Available
Employee Name						
Contract: 08/01/2014 - 07/31/2						
6 Bereavement Balance	0.00	0.00	3.00	0.00	0.00	0.00
Personal Balance	0.00	3.00	8.00	0.00	0.00	0.00
Sick Balance	0.00	5.00	0.50	0.00	0.00	4.50
Vacation Balance	10.00	0.00	10.00	0.00	0.00	0.00

Are these balances correct?

HR – Employee Leave

Correcting Leave Balances

- How do I correct leave balances?
 - Great news! You can add adjustments to leave on the employee's record in Staff Manager on the Leave tab with the ability to enter comments, which will appear on the Employee Leave – Detailed List.
 - On the employee's Leave tab, select Add Adjustment



The screenshot displays the HR system interface for an employee's leave record. The 'Leave' tab is selected and highlighted with a red circle. A red callout box with the text 'Select Add Adjustment' points to the 'Add Adjustment' button, which is also circled in red. The interface shows a table with columns for System ID, Txn Type, Comments, Accrued, Used, Graced, Reduced Dock, Full Dock, and Actions. The table contains one record with System ID 5125, Txn Type Adjustment, and Comments Initial Accrual. The Accrued balance is 5.00, and the Used balance is 0.00. The interface also includes a 'Page Size' dropdown set to 10, a 'Records: 1' indicator, and a 'Page 1 of 1' dropdown.

System ID	Txn Type	Comments	Accrued	Used	Graced	Reduced Dock	Full Dock	Actions
5125	Adjustment	Initial Accrual	5.00	0.00	0.00	0.00	0.00	

HR – Employee Leave

Correcting leave balances (Cont'd)

- Enter Comments to help you identify the leave
- Enter a negative amount to adjust leave. In this example, we chose to reimburse 1 day of leave.
- Select Save and Return to Leave Balances.

The screenshot shows a web-based HR system interface. At the top, there are navigation tabs: Demographics, Payroll, HR Info, Leave, Roles, Contact Info, Certifications, and Reports. The 'Leave' tab is selected. Below the tabs, there is a 'Return to list' link. The main content area is titled 'Leave Detail for State Personal' and includes a 'Return to Leave Balances' link. A text input field contains 'Some description here'. Below this is a section titled 'Leave Transaction' with three fields: 'Comments*' with the value 'Reimburse Leave 02/23', 'Units Accrued*' with the value '0.00', and 'Units Used*' with the value '-1.00'. Below the 'Leave Transaction' section is a section titled 'Dock Related Balances' with three fields: 'Graced*' with the value '0.00', 'Units Reduced*' with the value '0.00', and 'Units Full*' with the value '0.00'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.






Leave Transaction	
Comments*	Reimburse Leave 02/23
Units Accrued*	0.00
Units Used*	-1.00

Dock Related Balances	
Graced*	0.00
Units Reduced*	0.00
Units Full*	0.00

HR – Employee Leave

Correcting Leave Balances (Cont'd)

- The adjustments will be displayed on the Leave Balances screen for future reference.
- If a mistake was made, it can be edited or deleted.

								 Add Adjustment
Page Size:		10						
System ID	Txn Type	Comments	Accrued	Used	Graced	Reduced Dock	Full Dock	Actions
157	Adjustment		3.00	0.00	0.00	0.00	0.00	 
373	Adjustment	Reimburse Leave 2/23	0.00	-1.00	0.00	0.00	0.00	 

HR – Employee Leave

- *Reports > Employee Leave > Detailed List*
- Example of Employee Leave Detail report after creating the negative leave form
 - Reflects correction with comments to identify the reason the leave was corrected
 - Reflects the corrected leave balance

Contract: 08/21/2014 - 06/05/2015						
State Personal						
	2014-2015 Leave		5.00	0.00	0.00	0.00
	Reimburse Leave 02/23		0.00	-1.00	0.00	0.00
b State Personal Balance		0.00	5.00	-1.00	0.00	0.00
						6.00

HR – Employee Leave

- *HR > Leave > Leave Forms*
- Corrections may also be made using Leave Forms

LeaveForm

Edit: [Return to list](#)

A leave form

Leave Form

Employee* Employee Name

Instructional Period* 2014-2015 School Year

Est. Leave Balances Bereavement: 0
Personal: 3
Sick: 3

Leave Type	Comments	TRS Contract Month	Units Used	Process On Or After
Personal	Reimburse Leave	6 - June	-1.00	6/30/2015

[Save](#) [Cancel](#) [+ Add](#)

enter as a negative to reimburse leave days

HR – Employee Leave

Creating an adjustment for a prior Service Record

- How do I add leave from an employee's previous school district?
 - Go to the employee's Leave tab in **HR > Staff Manager**
 - Select the previous year. In this example, 2013-2014
 - Select the edit icon

The leave bank represents the selected instructional period's balances by leave type. If you need to manually adjust balances, simply edit the selected instructional period and create an adjusting entry.

Leave for: 2013-2014 School Year

Initialize Leave Balance

Category/	Carried Forward	Accrued	Used	Dock (Grace/Reduced/Full)	Available	Actions		
State Pers	0.00	5.00	0.00	0.00	0.00	0.00	5.00	

HR – Employee Leave

- Select Add Adjustment

The screenshot displays a web-based HR system interface. At the top, there is a navigation bar with several tabs: Demographics, Payroll, HR Info, Leave, Roles, Contact Info, Certifications, and Reports. The 'Leave' tab is currently selected. Below the navigation bar, there is a 'Return to list' link. The main content area is titled 'Leave Detail for State Personal' and includes a 'Return to Leave Balances' link. A description field contains the text 'Some description here'. At the bottom right of the main content area, there is a green circular button with a plus sign and the text 'Add Adjustment', which is highlighted with a red oval. At the bottom left, there is a 'Page Size' dropdown menu set to '10'.

HR – Employee Leave

- Enter Comments
- Units Accrued – enter the amount from the employee’s previous service record
- Select Save
- Select Return to Leave Balances to verify the Carry Forward amount

The screenshot shows a web-based HR system interface. At the top, there is a navigation bar with tabs for Demographics, Payroll, HR Info, Leave, Roles, Contact Info, Certifications, and Reports. The 'Leave' tab is selected. Below the navigation bar, there is a 'Return to list' link. The main content area is titled 'Leave Detail for State Personal' and includes a 'Return to Leave Balances' link. A text field contains 'Some description here'. The 'Leave Transaction' section has three input fields: 'Comments*' with the value 'Dallas ISD - Service Record', 'Units Accrued*' with the value '5.00', and 'Units Used*' with the value '0.00'. The 'Dock Related Balances' section has three input fields: 'Graced*' with the value '0.00', 'Units Reduced*' with the value '0.00', and 'Units Full*' with the value '0.00'. At the bottom, there are 'Save' and 'Cancel' buttons.

Leave Transaction	
Comments*	Dallas ISD - Service Record
Units Accrued*	5.00
Units Used*	0.00

Dock Related Balances	
Graced*	0.00
Units Reduced*	0.00
Units Full*	0.00

HR – Employee Leave

Verify the Carry Forward amount

- Select the Current Year
- Verify the Carried Forward amount is on the screen









The screenshot shows a web-based HR system interface. At the top, there are navigation tabs: Demographics, Payroll, HR Info, Leave, Roles, Contact Info, Certifications, and Reports. Below the tabs is a 'Return to list' link. A text box explains: 'The leave bank represents the selected instructional period's balances by leave type. If you need to manually adjust balances, simply edit the leave type in question and create an adjusting entry.' Below this is a dropdown menu for 'Leave for' set to '2014-2015 School Year', and a green '+ Initialize Leave Balance' button. A table displays the leave balances for 'State Personal'.

Category/Type	Carried Forward	Accrued	Used	Dock (Grace/Reduced/Full)			Available	Actions
State Personal	5.00	5.00	-1.00	0.00	0.00	0.00	11.00	

Verify Leave Policies

Finance > HR > Leave > Leave Policies

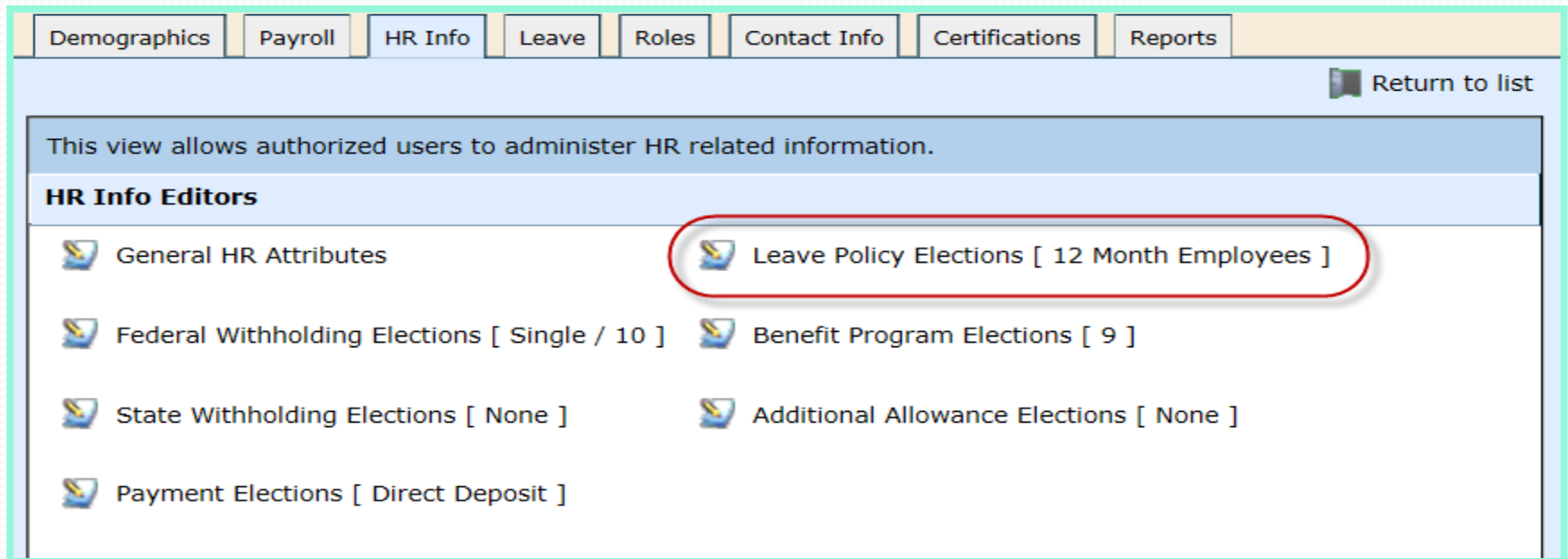
- Leave Policies have been created to replace the former Leave Groups.
- Leave Policies are designed according to each district's local policy. Leave Policy Examples:
 - Standard Leave Group
 - Maintenance/Custodial
 - Non-Eligible Employees
 - Superintendent

Leave Policies		+ Add Leave Policy
Page Size:	10	Filter: Active Records
System ID	Name	Actions
1	10 Month Employees	 
2	12 Month Employees	 
4	Maintenance	 
3	Not eligible	 

Verify Leave Policies

Leave Policies are assigned to an employee in

Finance > HR > Staff Manager > HR Info > Leave Policy Elections



The screenshot displays a web application interface for HR management. At the top, there is a navigation bar with tabs for Demographics, Payroll, HR Info, Leave, Roles, Contact Info, Certifications, and Reports. The HR Info tab is currently selected. Below the navigation bar, there is a "Return to list" button. A blue banner below the navigation bar states: "This view allows authorized users to administer HR related information." Underneath this banner is a section titled "HR Info Editors" which contains a list of HR-related actions, each with a pencil icon. The "Leave Policy Elections [12 Month Employees]" item is highlighted with a red oval. Other items in the list include "General HR Attributes", "Federal Withholding Elections [Single / 10]", "Benefit Program Elections [9]", "State Withholding Elections [None]", "Additional Allowance Elections [None]", and "Payment Elections [Direct Deposit]".

Demographics Payroll HR Info Leave Roles Contact Info Certifications Reports

Return to list

This view allows authorized users to administer HR related information.

HR Info Editors

- General HR Attributes
- Leave Policy Elections [12 Month Employees]
- Federal Withholding Elections [Single / 10]
- Benefit Program Elections [9]
- State Withholding Elections [None]
- Additional Allowance Elections [None]
- Payment Elections [Direct Deposit]

Verify Leave Policies

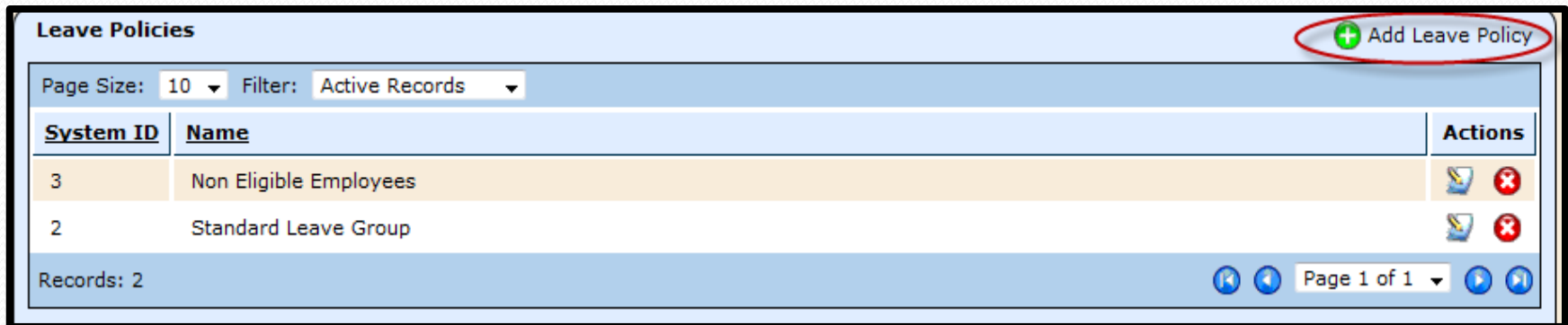
Leave Policies are designed to have multiple functions in the payroll process:

- **Accrual:** Leave Policies are created to accrue specified Leave Types to a group of employees for a particular time period such as by pay period or annually. Again, this is initially set up according to your local leave policy.
 - ✓ For example, this process simplifies accruing the state personal days and/or local days at the beginning of each school year.
 - ✓ Annual accrual of leave happens when contracts are promoted.





- **Dock:** Leave Policies also contain the option to dock employee leave given entered criteria for Days of Grace, Days of Reduced Dock, Reduced Dock Method, and the Reduced Dock Rate.
 - ✓ For example, if an employee is absent due to FMLA reasons and district policy indicates that the employee shall be docked at a lower daily rate instead of his/her daily rate of pay, the information would be entered here.

Verify Leave Policies

- **Finance > HR > Leave > Leave Policies**
 - Do you have a new leave policy to add?
 - Select Add Leave Policy

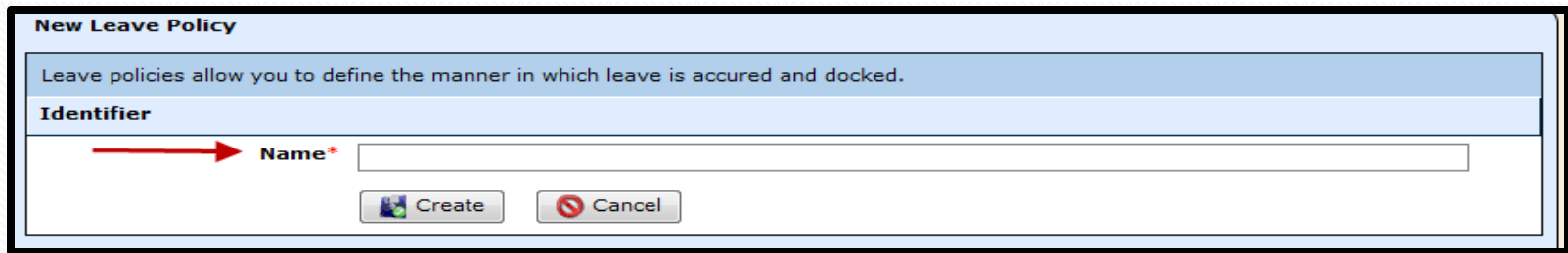


The screenshot displays the 'Leave Policies' interface. At the top right, there is a green plus icon followed by the text 'Add Leave Policy', which is circled in red. Below this, the interface shows a table with two records. The table has columns for 'System ID', 'Name', and 'Actions'. The first record has System ID 3 and Name 'Non Eligible Employees'. The second record has System ID 2 and Name 'Standard Leave Group'. At the bottom of the table, it says 'Records: 2'. On the right side of the bottom, there are navigation icons and a page indicator 'Page 1 of 1'.

System ID	Name	Actions
3	Non Eligible Employees	 
2	Standard Leave Group	 

Verify Leave Policies

- **Name** – Enter the name of the leave policy
- Select **Create**

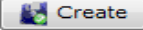



New Leave Policy

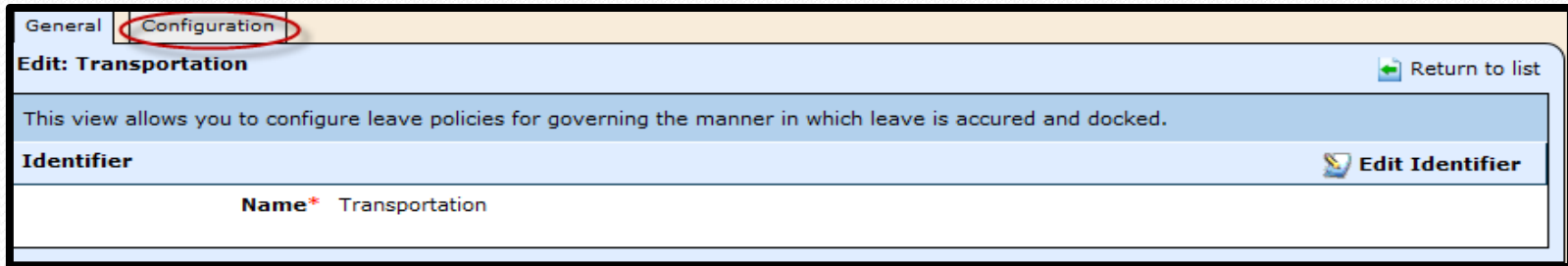
Leave policies allow you to define the manner in which leave is accrued and docked.

Identifier

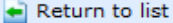
Name*

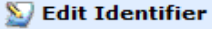
- Select the Configuration tab
- Select **Edit Identifier**



General **Configuration**

Edit: Transportation 

This view allows you to configure leave policies for governing the manner in which leave is accrued and docked.

Identifier 

Name* Transportation

Verify Leave Policies



- **Effective Date** – Enter the effective date of the leave policy.
- If you know the school's leave policy is going to change effective 9/1/2015, add it to WebSmart in advance.
- Select **Save**

The screenshot shows a web application interface for editing transportation configurations. At the top, there are tabs for 'General' and 'Configuration'. Below the tabs, the page title is 'Edit: Transportation' and there is a 'Return to list' link. The main content area is titled 'Program Configurations'. Under this title, there is a form field for 'Effective Date*' with the value '2/1/2015' and a calendar icon. A red arrow points to the calendar icon. Below the date field, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.

Verify Leave Policies

- Select **0 Leave Types** in the Configure section

The screenshot displays a web application interface for configuring a program. At the top, there are tabs for 'General' and 'Configuration', with 'Configuration' selected. Below the tabs, the text 'Edit: Transportation' is visible, along with a 'Return to list' link. The main content area is titled 'Program Configurations' and includes a 'Change Configuration' button. A table with the following data is shown:

System ID	Effective Date	Configure	Actions
8	2/1/2015	0 Leave Type(s)	 

Below the table, it indicates 'Records: 1' and 'Page 1 of 1'. A red circle highlights the text '0 Leave Type(s)' in the 'Configure' column of the table row.

Verify Leave Policies

➤ Select **Add Leave Type**

General | Configuration

Edit: Transportation [Return to list](#)

Program Configurations : 2/1/2015 [Return to Configuration Menu](#)

This editor allows you edit the specific policies associated with each leave type

Leave Type Policies [+ Add Leave type](#)

No Leave Type Policies

Verify Leave Policies

➤ Example of a Leave Policy Configuration

General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > HR > Leave > Leave Policies

General | Configuration

Edit: Transportation Return to list

Program Configurations : 4/20/2016 Return to Configuration Menu

This editor allows you edit the specific policies associated with each leave type

Leave Type Policies

Leave Type* BEREAVEMENT (Hours) Select Leave Type from the Drop Down Arrow

Accrual Period* Annual Select the Accrual Period from the Drop Down Arrow

Accrual Units* 0.00 Enter the accrual units for the period or leave blank for no limit

Accrual Limit * Leave blank to indicate no limit

Carry Forward Limit * Leave blank to indicate no limit

Grace Units* 0.00 Enter the carry forward limit for the leave type or leave blank for no limit

Reduced Units* 0.00 The amount of time the policy allows for before an employee is docked at his/hur full daily rate

Reduced Calc Method* Flat Amount Enter Reduced Units in accordance with policy Use Drop Down Arrow to select Reduced Calc Method

Reduced Dock Rate* 0.00 Enter Reduced Dock Rate

Verify Leave Policies

Description(s) of the Leave Policy Configuration

- **Leave Type** - Select the leave type.
- **Accrual Period** -Select the accrual period.
 - Annual - this option will accrue the Leave Type annually during the Promote Contracts process.
 - By Pay Period - this option will accrue the Leave Type each pay period during the payroll process.
- **Accrual Units** - Enter the accrual units for the period.
- **Accrual Limit** - Enter the accrual limit for the leave type or leave blank for no limit
- **Carry Forward Limit** - Enter the carry forward limit for the leave type or leave blank for no limit
- **Grace Units** - Enter the grace units of the leave if the policy allows days of grace before an employee is docked his/her full daily rate.
- **Reduced Units** - Enter the reduced units of the local leave if the policy allows days of reduced dock before an employee is docked her/her full daily rate.
- **Reduced Calc Method** - Select the reduced calc method from the drop down box choosing the flat amount or percentage method.
- **Reduced Dock Rate** - Enter the reduced dock rate if local leave policy docks an employee at a reduced dock. For example, a school may dock at a reduced substitute rate rather than an employee's full daily rate
- Select Save

Verify Leave Policies

Continue the same procedures until all appropriate leave is added to the policy.

Program Configurations : 2/1/2015 Return to Configuration Menu

This editor allows you edit the specific policies associated with each leave type

Leave Type Policies + Add Leave type

Leave Type	Accrual Policy	Carry Forward Limit	Grace Period	Reduced Dock Policy	Actions
Personal Leave - 10 Month	2.00 Days each year up to 2.00 total	No Limit	0.00 Days	0.00 Days	
Bereavement	1.00 Days each year	No Limit	0.00 Days	0.00 Days	
Jury Duty	2.00 Days each year	No Limit	0.00 Days	0.00 Days	

➤ Select Return to Configuration to see the following screen.

General | Configuration Return to list

Edit: Transportation Change Configuration

Page Size: 10

System ID	Effective Date	Configure	Actions
8	2/1/2015	3 Leave Type(s)	

Records: 1 Page 1 of 1









number of leave types associated with the leave policy

Verify Leave Policies

- Edit an existing Leave Policy

Leave Policies + Add Leave Policy

Page Size: 10 Filter: Active Records

System ID	Name	Actions
1	10 Month Employees	 
2	12 Month Employees	 
4	Maintenance	 
3	Not eligible	 


Select to edit an existing leave policy

- Select Edit Identifier if you wish to rename the policy

General Configuration

Edit: 10 Month Employees Return to list

This view allows you to configure leave policies for governing the manner in which leave is accrued and docked.

Identifier  **Edit Identifier**

Name* 10 Month Employees

Verify Leave Policies

- Select the Configuration tab to update the leave policy configuration.
- Select Change Configuration to enter any updates with a specified effective date then the history of the policy configurations will be listed here.

General | **Configuration**

Edit: 10 Month Employees Return to list

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program the appropriate contributions and deductions based upon the configuration that was effective on the pay date of the payroll. This program was last included in a payroll as of **5/31/2015** so no configuration changes are allowed prior to this date.

Program Configurations **Change Configuration**

Page Size: 10

<u>System ID</u>	<u>Effective Date</u>	<u>Configure</u>	<u>Actions</u>
5	7/1/2015	3 Leave Type(s)	
1	8/1/2013	2 Leave Type(s)	Locked

Indicates this leave policy has been used

Verify Leave Policies

- Enter a new Effective Date
- Select Save

General Configuration

Edit: 10 Month Employees [Return to list](#)

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program. Contributions and deductions based upon the configuration that was effective on the pay date of 5/31/2015 so no configuration changes are allowed p...

Program Configurations

Effective Date*

Enter a new effective date and save

Verify Leave Policies

- The previous configuration pulls forward
- Select the magnifying glass under Configure to update





General | Configuration

Edit: 10 Month Employees [Return to list](#)

Each program may have a different configuration based upon an effective date. Payrolls run after the effective date will "assess" employees who have elected into the program the appropriate contributions and deductions based upon the configuration that was effective on the pay date of the payroll. This program was last included in a payroll as of **5/31/2015** so no configuration changes are allowed prior to this date.

Program Configurations [Change Configuration](#)

Page Size: 10 ▾

<u>System ID</u>	<u>Effective Date</u>	<u>Configure</u>	<u>Actions</u>
6	6/1/2015	 2 Leave Type(s)	 
1	8/1/2013	 2 Leave Type(s)	Locked

The previous configuration pulls forward, select here to update

Verify Leave Policies

- Select edit to update each Leave Type





General Configuration

Edit: 10 Month Employees [Return to list](#)

Program Configurations : 6/1/2015 [Return to Configuration Menu](#)


This editor allows you edit the specific policies associated with each leave type

Leave Type Policies [+ Add Leave type](#)

Leave Type	Accrual Policy	Carry Forward Limit	Grace Period	Reduced Dock Policy	Actions
Personal	3.00 Days each year	No Limit	0.00 Days	0.00 Days	 
Sick	5.00 Days each year	No Limit	0.00 Days	0.00 Days	 


Verify Leave Policies

- Leave Policies are assigned to employees in *HR > Staff Manager > HR Info > Leave Policy Elections* when initially entered into HR.
- Verify employees are on the correct Leave Policy

HR Information  [Return to HR Information Menu](#)

Use this editor to change the status of an employee's leave policy elections. Change status will update the election effective the date you provide.

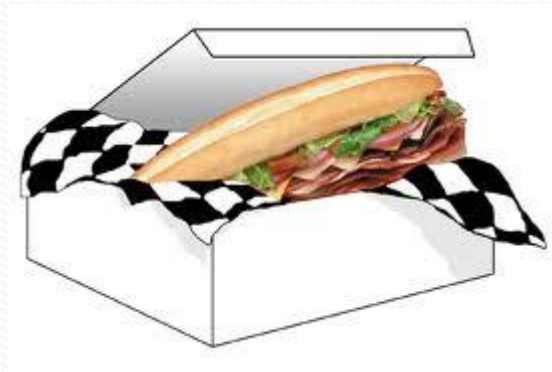
IMPORTANT NOTE: If you "back date" a status change it will delete any elections subsequent to that effective date. Also, you may not make make changes prior to the last posted payroll. The first available change date is **5/30/2015**

Leave Policy Elections  [Change Election](#)

Page Size: Filter:

System ID	Effective Date	Policy	Actions
51	8/1/2013	12 Month Employees	Locked

Lunch



Please take this time to take a lunch break.

WebSmart support staff will be available for questions.

HR – Employee Service Records

Reviewing Employee Service Records (Reports)

- **Reports** > *Service Records - Detail*
- Define criteria in the parameters

Finance Reports : Service Records - Detail

Service Record Detail

Parameters

School Year 2015-2016 School Year ▼

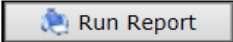
Contract Types
10 1/2 Month - 196 Days
10 1/2 Month - 197 Day
10 Month - 187 Days
11 Month - 202 Days
11 Month - 205 Days

Employee All..... ▼

Payroll Month Any ▼

Mask SSN?

Export Data To Excel


 Run Report

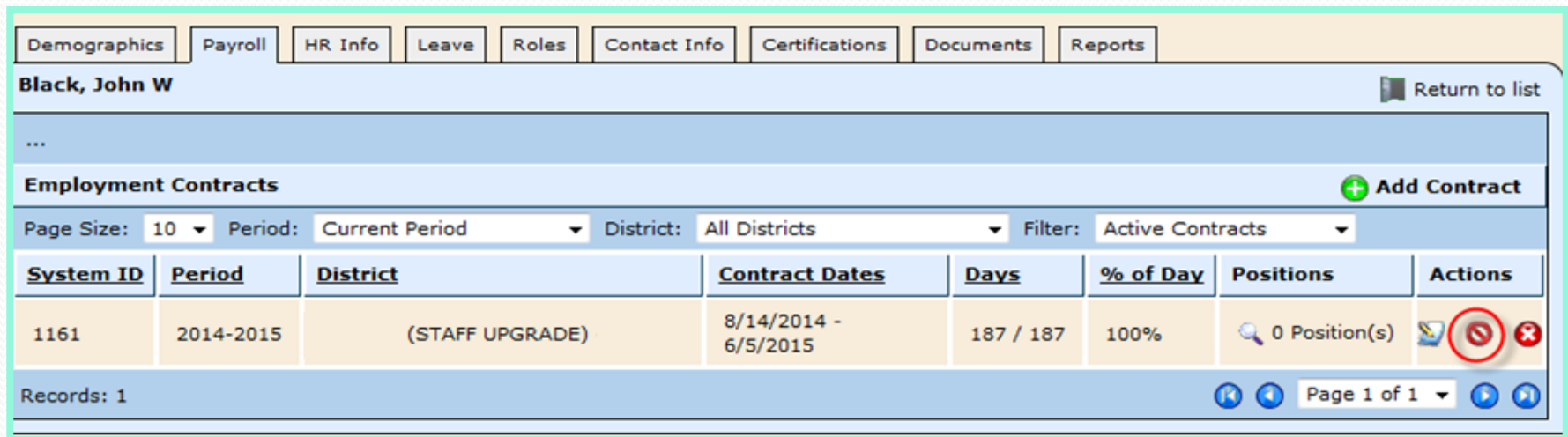
HR – Employee Service Records

- Review Service Record Details report for accuracy
 - Reports > Service Records - Detail*
 - Years of Exp – Will increment + 1 year
 - No. Days Emp – verify
 - % of Day – verify
 - Position – verify and search for substitutes

Demo District 1 District #000001		Service Record - Detail			48 Total Page(s) 06/14/2016 04:09:00 PM	
Parameters:						
Instructional Period:	2015-2016 School Year					
Contract Type:						
Employee:	All.....					
Payroll Month:	0					
Employee Name:	[REDACTED]		SSN:	***-**-0113	TUID:	3123654427
Contract ID:	5446	Institution:	Demo District 1		Years of Experience:	22
Dates of Service:	08/17/2015 - 06/04/2016	State/County:	Somecounty / TX		# Days Employed:	187
School Year:	2015-2016	Position:	Teacher - HS (10 Month - 187 Days)		Percent of Day:	100
Payroll Begin:	09/01/2015	Degree Type:	Bachelor's			
Leave	Days Carried Forward	Days Accrued/Earned	Days Used	Balance		
Local Personal Leave	0.00	2.00	1.00	1.00		
School Business	0.00	0.00	8.00	0.00		
State Personal Leave	0.00	95.50	0.00	95.50		
State Sick Leave	0.00	8.00	0.00	8.00		

HR – Non-Returning Employees

- In Staff Manager, terminate all non-returning employees prior to promoting next year contracts to eliminate rolling forward unnecessary information.
- Payroll tab
 - Select the  to terminate correctly






Demographics Payroll HR Info Leave Roles Contact Info Certifications Documents Reports

Black, John W [Return to list](#)

...

Employment Contracts [+ Add Contract](#)

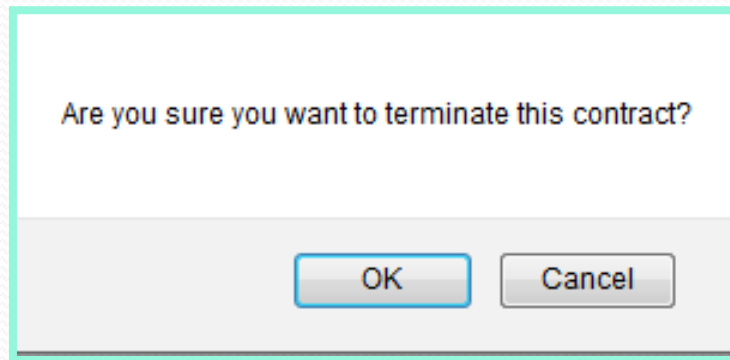
Page Size: 10 Period: Current Period District: All Districts Filter: Active Contracts

System ID	Period	District	Contract Dates	Days	% of Day	Positions	Actions
1161	2014-2015	(STAFF UPGRADE)	8/14/2014 - 6/5/2015	187 / 187	100%	0 Position(s)	  

Records: 1 [Page 1 of 1](#)

HR – Employee Service Records

- The following prompt will appear.
- Select OK.




HR – Employee Service Records


- **Adjusted Contract Days** – Enter the actual number of days the employee has worked during this contract period. (This updates the days on the employee's Service Record)
- **Contract End** - Enter the last day worked for the employee
- **Termination Code**– Select the appropriate leave status from the drop down box. (Death, Medical Leave, Other, Retirement, Etc.)

Use this screen to terminate an employee's contract. Provide the adjusted contract end date and contract days and the final payment for each calendar on which the employee is scheduled to receive payments. The software will calculate the balance of the contract amount and will prorate the amount over the final payments.


Contract Termination Details


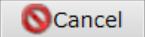
Adjusted Contract Days*

Contract End* 

Termination Code* 

Final Payments By Calendar

Standard Calendar* 

HR – Non-Returning Employees

- Once the employee's contract has been terminated, it moves the contract to Terminated contracts.
- Use the drop filter and select **Terminated Contracts**

...

Employment Contracts Add Contract

Page Size: 10 ▾ Period: Current Period ▾ District: All Districts ▾ Filter: Active Contracts
Terminated Contracts
All Contracts

<u>System ID</u>	<u>Period</u>	<u>District</u>	<u>Contract Dates</u>	<u>Days</u>	<u>% of Day</u>	<u>Positions</u>	<u>Actions</u>
472	2014-2015	(STAFF UPGRADE)	8/14/2014 - 5/15/2015 [O - Other]	150 / 187	100%	2 Position(s)	





HR – Non-Returning Employees

- Select the **Positions** icon to review the payment schedule for the payoff.

Use this screen to modify the positions associated with this contract. All salaried wages will be pro-rated by 150 / 187 days or 0.8021

Positions + Add Position

Page Size: 10 Calendar: All Calendars

System ID	Calendar	Name	PAC/DE	Coding	Actions
1186	Monthly	Stipend Coaching-003 GHS	13 / Y	420-36-6119.00-003-7	per year  
2585	Monthly	Teacher-003 GHS	80 / N	420-36-6119.00-003-7-91-0-00	100.00% @ 41,500.00 per year  

Records: 2 Page 1 of 1

Select to review the payment schedule of each position





HR – Non-Returning Employees

- Select the **Positions** icon to review the payment schedule for the payoff.
- Select the edit icon to review the payment schedule of each position

Use this screen to modify the positions associated with this contract. All salaried wages will be pro-rated by 150 / 187 days or 0.8021

Positions + Add Position

Page Size: 10 Calendar: All Calendars

System ID	Calendar	Name	PAC/DE	Coding	Actions
1186	Monthly	Stipend Coaching-003 GHS	13 / Y	420-36-6119.00-003-?	 
2585	Monthly	Teacher-003 GHS	80 / N	420-36-6119.00-003-?-91-0-00	100.00% @ 41,500.00 per year  

Records: 2 Page 1 of 1

Select to review the payment schedule of each position


HR – Non-Returning Employees

- Scheduled Payments calculates the employee's payoff.
- Select the employee's last payoff check.

Scheduled Payments						Do not promote this position
<input type="checkbox"/> Scheduled	Payroll Period	Pay Date	Post Date	<input type="checkbox"/> Scheduled Amount	Actual Amount	
<input type="checkbox"/>	Batch #132 09/01/2014-09/30/2014	9/30/2014	9/30/2014		Not Paid	
<input type="checkbox"/>	Batch #142 10/01/2014-10/31/2014	10/31/2014	10/31/2014		Not Paid	
<input type="checkbox"/>	Batch #148 11/01/2014-11/30/2014	11/30/2014	11/30/2014		Not Paid	
<input type="checkbox"/>	Batch #159 12/01/2014-12/31/2014	12/31/2014	12/31/2014		Not Paid	
<input type="checkbox"/>	Batch #166 01/01/2015-01/31/2015	1/31/2015	1/31/2015		Not Paid	
<input checked="" type="checkbox"/>	Batch #177 02/01/2015-02/28/2015	2/27/2015	2/27/2015	\$2,487.39	\$2,487.39	
<input checked="" type="checkbox"/>	Batch #185 03/01/2015-03/31/2015	3/27/2015	3/27/2015	\$2,056.02	\$2,056.02	
<input checked="" type="checkbox"/>	Batch #200 04/01/2015-04/30/2015	4/30/2015	4/30/2015	\$2,056.02	\$2,056.02	
<input checked="" type="checkbox"/>	05/01/2015-05/31/2015	5/31/2015	5/31/2015	\$5,165.28		
<input type="checkbox"/>	06/01/2015-06/30/2015	6/30/2015	6/30/2015			
<input type="checkbox"/>	07/01/2015-07/31/2015	7/31/2015	7/31/2015			
<input type="checkbox"/>	08/01/2015-08/31/2015	8/31/2015	8/31/2015			

HR – Do Not Promote This Position

- If current employees have a stipend or other temporary position that you do not want to roll forward, select to edit the employee's Position on the Payroll tab.
- Select “Do not promote this position” – Later when you Promote Contracts – these Positions will not be carried forward to the new year.

Scheduled Payments						Do not promote this position 	
<input type="checkbox"/> Scheduled	Payroll Period	Pay Date	Post Date	<input type="checkbox"/> Scheduled Amount	Actual Amount		
<input checked="" type="checkbox"/> Batch #786	09/01/2015-09/30/2015	9/15/2015	9/15/2015	\$1,561.50	\$1,561.50		
<input checked="" type="checkbox"/> Batch #792	10/01/2015-10/31/2015	10/15/2015	10/15/2015	\$1,561.50	\$1,561.50		


Open Next Year General Ledger

- Finance > General Ledger > Ledger Manager
- Select Open New Ledger (If you do not have security access to this feature, contact your Business Office Administrator.)

Finance > General Ledger > Ledger Manager

General Ledgers + Open New Ledger

Page Size: 10 Filter: Active/Open Ledgers

<u>System ID</u>	<u>Description</u>	<u>Date Range</u>	<u>Status</u>	<u>Actions</u>
13	2015-2016 Fiscal Year	7/1/2015 - 6/30/2016	OPEN (no locks)	

Records: 1 Page 1 of 1

Open Next Year General Ledger

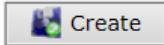
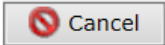
- Enter the parameters according to your school
- Select Create

Finance > General Ledger > Ledger Manager

New General Ledger

Identifier (These values cannot be changed once the ledger is opened)

Open Date*	7/1/2016
Period Type*	Standard Period ▼
Fiscal Year Code*	7-Fiscal Year 2017 ▼
Budgeting Model*	Annual ▼
Use Budget Controls	NO - Do not use budget controls ▼
Encumber Payroll	NO - Do not encumber payroll ▼
Consolidated Fund	No Consolidated Fund ▼

 Create  Cancel







Open Next Year Instructional Period

- Admin > District > Instr. Periods
- Select Add Instructional Period if your 2016-2017 school year is not open. If you do not have access to this feature, contact your PEIMS Coordinator.
- The Instructional Period indicated with the yellow star denotes the current Instructional Period.

Admin > District > Instr. Periods

Instructional Periods + Add Instructional Period

Page Size: Filter:

System ID	Description	Date Range	School Start Window	As Of Date	Actions
20	2016-2017 School Year	7/1/2016 - 6/30/2017	9/30/2016	10/28/2016	  
19	2015-2016 School Year	7/1/2015 - 6/30/2016	9/26/2015	10/31/2015	  

Open Next Year Instructional Period


- Enter the parameters according to your school. If you are unsure, contact your PEIMS Coordinator.


Admin > District > Instr. Periods


New Instructional Period


An instructional period is analogous to a school year.


Identifier



Begin Date* 

End Date* 

School Start Window* 

As Of Date* 









Attendance Model* 

Payroll – Update Pay Scales

For those districts using Pay Scales,
now is the time to Update Pay Sales, if applicable

- *Payroll > Pay Schedules > Local*
 - Edit each pay scale that needs to be updated

Compensation Types					 Add Ranged Type	 Add Stepped Type
Page Size: 10 ▼		Query: All Active Records ▼				
System ID	Type	Name	Pay Class	Actions		
2	RANGED	Base Hourly Range	HOURLY			
1	RANGED	Base Salary Range	SALARY			
8	STEPPED	Certified-Salary	SALARY			

Payroll – Update Pay Scales

- Select Add Step Schedule (If rates are not increasing, you do not have to update.)

State Position	
...	
* Name:	Certified-Salary
* Pay Class:	Salary

State Step Schedules		+ Add Step Schedule	
Effective Date	Steps	Actions	
8/1/2013	38		
8/1/2012	31		

- Enter Effective Date
- Select Add Step
- Enter the amount of that Step
- Select Add Step again until all steps have been added to the pay scale
- Select Update

State Step Schedules	
* Effective Date:	8/1/2014
Steps	
* Step 0:	0.00

when finished -

1. enter effective date

2. select

3. enter amount of each step

4. select for

Update Cancel

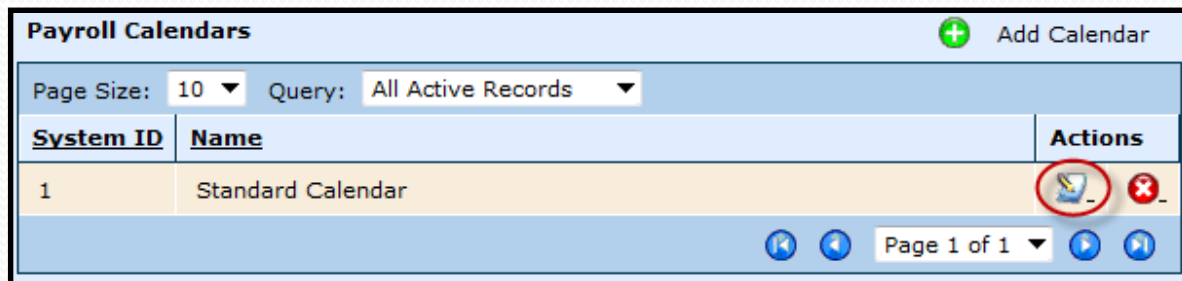
Add Step

Payroll – Update Pay Periods

- Finance > Payroll Pay Schedules > Calendars
- Pay Schedule Calendars are designed to work in conjunction with the payroll process.
- Multiple calendars can be created for each payroll type. For example, your district may run a Monthly Payroll and a Semi-Monthly payroll. In this case, you would set up two separate payroll calendars:
 - Monthly
 - Semi-Monthly
- The payroll periods are contained in each of the payroll calendars.



Payroll – Update Pay Periods

- Update Pay Periods for the next school year
- ***Payroll > Pay Schedules > Calendars***
- Select to edit each Payroll Calendar. Do NOT create a new Payroll Calendar unless you are actually creating a new calendar.



Payroll Calendars + Add Calendar

Page Size: 10 Query: All Active Records

<u>System ID</u>	<u>Name</u>	Actions
1	Standard Calendar	 


Page 1 of 1

Payroll – Update Pay Periods



- Select Payroll Periods tab
- Select to Add Period for each Payroll Period.
- Continue to Add Periods for the remainder of the school year. This is necessary for the employee Payment Schedules on the Positions.

Finance > Payroll > Pay Schedules > Calendars

General Payroll Periods

Edit: Standard Calendar  Return to list

A payroll period is a time period for which employees will be paid. Each payroll period can only be used once. The default pay date is the date that will be used, by default, as the payment date of the payroll batch.

Payroll Period  Add Period  Edit Periods

Page Size: 10

System ID	Period	Default Pay Date	Default Post Date	Exclusion	Payroll Batch	Actions
163	10/1/2016 - 10/31/2016	10/31/2016	10/31/2016	False		
162	9/1/2016 - 9/30/2016	9/30/2016	9/30/2016	False		
161	8/1/2016 - 8/31/2016	8/15/2016	8/15/2016	False		
160	7/1/2016 - 7/31/2016	7/15/2016	6/30/2016	False	Batch #825	

Payroll – Update Pay Periods

- Enter the Payroll Begin and End Dates
- Enter the Default Pay Date
- Enter the Default Post Date – this date CAN be different than the Pay Date.
Example: if you wish to post expenses in a prior period.
- Exclude Per Period Adjustments – defaults to False; however, if needed, you can edit this option
- Select Save
- Continue to add pay periods for the remainder of the year and save

The screenshot shows a software interface for editing payroll periods. At the top, there are two tabs: 'General' and 'Payroll Periods', with 'Payroll Periods' selected. Below the tabs is a title bar that reads 'Edit: Standard Calendar' and a 'Return to list' button. The main area is titled 'Payroll Period' and contains the following fields:

- Period***: Two date pickers (calendar icons) for selecting the start and end dates of the payroll period.
- Default Pay Date***: A date picker for selecting the default pay date.
- Default Post Date***: A date picker for selecting the default post date.
- Exclusions***: A dropdown menu currently set to 'False - Include per period adjustments'.

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Payroll – Update Pay Periods

- The Calendars are assigned on the Employee's Record on the Position entered in *Finance > HR > Staff Manager | Payroll tab > Position*

Finance > HR > Staff Manager

Demographics Payroll HR Info Leave Roles Certifications Contact Info Documents Reports


Return to list

Positions : Demo District 1 8/17/2015 - 6/4/2016 Return to Contract List

Use this screen to modify the positions associated with this contract. All salaried wages will be pro-rated by 187 / 187 days or 1.0000

Positions Add Position

Page Size: 10 Calendar: All Calendars

System ID	Calendar	Name	PAC/DE	Sch Wrk Days	Coding	Calculation	Actions
8499 (*)	Standard Calendar	HB3646 HS	80 / N	230.00 / 187	199-11-6119.00-001-?-11-0-00 (100.00%)	100.00% @ 806.00 per year	 

HR – Promote Contracts

Finance > HR > Organization > Promote Contract

- **Promote Contract Types** – *This utility allows a user to promote multiple Contract Type calendars to the selected instructional period without having to manage each individual type.*
- **Tabs** – select the Contract Types tab
- **Target Period** – Select 2016-2017 School Year
- **Calendar for 2016-2017 School Year** –
 - The calendar for the Contract Types have already been created in the previous step and will pull into this tab.
 - If a calendar has not been set up for a particular Contract Type, once the Promote button is clicked, this process will create a calendar from a previous year. **All calendars will need to be created this year.**

HR – Promote Contracts

➤ Select Promote

The screenshot shows the 'Contract Promotion' utility interface. At the top, there are three tabs: 'Contract Types', 'Position Types', and 'Contracts'. The 'Contract Types' tab is selected. Below the tabs, the title 'Contract Promotion' is displayed. To the right of the title, there is a 'Target Period:' dropdown menu set to '2016-2017 School Year'. Below the title, a descriptive text reads: 'This utility allows a user to promote multiple contract type calendars to... at having to manage each individual type.' The main area contains a table with two columns: 'Contract Type' and 'Calendar for 2016-2017 School Year'. The table lists various contract types and their corresponding calendar details. At the bottom of the table, there is a 'Promote' button. Annotations include a callout box pointing to the 'Contract Types' tab, a callout box pointing to the 'Target Period:' dropdown, a callout box pointing to the table content, and a callout box pointing to the 'Promote' button.

Contract Promotion Target Period: 2016-2017 School Year

This utility allows a user to promote multiple contract type calendars to... at having to manage each individual type.

Contract Type	Calendar for 2016-2017 School Year
10 1/2 Month - 196 Days	Calendar already exists: 22.00 / 21.00 / 22.00 / 22.00 / 22.00 / 20.00 / 23.00 / 20.00 / 23.00 / 22.00 / 21.00 / 23.00
10 1/2 Month - 197 Day	Calendar already exists: 22.00 / 21.00 / 22.00 / 22.00 / 22.00 / 20.00 / 23.00 / 20.00 / 23.00 / 22.00 / 21.00 / 23.00
10 Month - 180 Days	Calendar already exists: 22.00 / 21.00 / 22.00 / 22.00 / 22.00 / 20.00 / 23.00 / 20.00 / 23.00 / 22.00 / 21.00 / 23.00
10 Month - 187 Days	Calendar already exists: 22.00 / 21.00 / 22.00 / 22.00 / 22.00 / 20.00 / 23.00 / 20.00 / 23.00 / 22.00 / 21.00 / 23.00
11 Month - 202 Days	Calendar already exists: 22.00 / 21.00 / 22.00 / 22.00 / 22.00 / 20.00 / 23.00 / 20.00 / 23.00 / 22.00 / 21.00 / 23.00
11 Month - 205 Days	Calendar already exists: 22.00 / 21.00 / 22.00 / 22.00 / 22.00 / 20.00 / 23.00 / 20.00 / 23.00 / 22.00 / 21.00 / 23.00
11 Month - 206 Days	Calendar already exists: 22.00 / 21.00 / 22.00 / 22.00 / 22.00 / 20.00 / 23.00 / 20.00 / 23.00 / 22.00 / 21.00 / 23.00
12 Mnth July - 239 Days	Calendar already exists: 22.00 / 21.00 / 22.00 / 22.00 / 22.00 / 20.00 / 23.00 / 20.00 / 23.00 / 22.00 / 21.00 / 23.00
12 Mnth Sept - 239 Days	Calendar already exists: 22.00 / 21.00 / 22.00 / 22.00 / 22.00 / 20.00 / 23.00 / 20.00 / 23.00 / 22.00 / 21.00 / 23.00
12 Month - 226 Days	Calendar already exists: 22.00 / 22.00 / 20.00 / 23.00 / 20.00 / 23.00 / 22.00 / 21.00 / 23.00
Temporary/Part-Time/Substitute	Calendar already exists: 0.00 / 0.00 / 0.00 / 0.00 / 0.00 / 0.00 / 0.00 / 0.00 / 0.00 / 0.00 / 0.00

Promote

The calendar for these contract types have already been created in the previous step.

Select Promote to link calendars to Contract Types

HR – Promote Contracts

- If you see a check box to the right of the Contract Type (under the Calendar for 2016-2017 School Year), that means a calendar has not been associated to that particular contract type. In order to move forward, you need to do one of the following two processes.
- Check the check box, which will create a calendar from the previous year and will be available for the user to edit. (Suggested)
- Go back to the Contract Type and add the calendar.
- Note: *The user may promote multiple times. The software will only update the Contract Types, which have not been previously updated.*

240 days

Sub/Temp

Temporary/Part-Time/Substitute

If you have not created calendars for the year in which the promotion is going to be processed, click the check box to the left. This will create a calendar from the previous year and will be available for edit.

Select Promote to promote employee Contract Types

HR – Promote Position Types

- **Promote Position Types** – *This utility allows a user to promote multiple position types to the selected instructional period without having to manage individual position types.*
- **Tabs** – select the Position Types tab
- **Target Period** – Select 2016-2017 School Year
- **Contract Type for 2016-2017 School Year** –
 - The hours per day for the Position Types have already been created in the previous step and will pull into this tab.
 - If the hours per day have not been set up for a particular Position Type, once the Promote button is clicked, this process will create a Contract Type from a previous year.

HR – Promote Position Types

➤ Select Promote

➤ Note: *The user may promote multiple times. The software will only update the Contract Types, which have not been previously updated.*

Contract Types **Position Types** Contracts

Contract Promotion Target Period: 2016-2017 School Year

This utility allows a user to promote multiple position types to the selected instructional period without having to manage each individual position type.

Position Type	Contract Type for 2016-2017 School Year
Assistant Principal (11 Month - 202 Days)	11 Month - 202 Days
Assistant Superintendent (12 Month - 226 Days)	12 Month - 226 Days
Asst Superintendent	10 1/2 Month - 196 Days
Ath Director (12 Month - 226 Days)	12 Month - 226 Days
Business Office (12 Mnth July - 239 Days)	12 Mnth July - 239 Days
Business Office (12 Month - 226 Days)	12 Month - 226 Days
Classroom Aide (10 1/2 Month - 197 Days)	10 1/2 Month - 197 Day
Classroom Aide (10 Month - 187 Days)	10 Month - 187 Days
Counselor (10 1/2 Month - 196 Days)	Default
Counselor (10 1/2 Month - 197 Days)	Default
Counselor (10 Month - 187 Days)	10 1/2 Month - 197 Day
Counselor (11 Month - 202 Days)	Default
Counselor (11 Month - 205 Days)	11 Month - 206 Days

Default means the calendar will link the Position Type to last year's available Contract Type according to those days.

If the Position Type is changing days, the user may select a new Contract Type to associate to the Position Type such as moving from 205 to 206 days.

These Contract Types are already associated to the Positions Types from the set up in the previous steps.

HR – Promote Contracts

- **Promote Contracts:** *This utility allows a user to promote employment contracts from the selected period into a subsequent period. The utility can be run multiple times. If an employee has an employment contract in the period selected, it will be ignored.*
- **Tabs** – select the Contracts tab
- **Target Period** – Select 2016-2017 School Year (Note: defaults to current instructional year so make sure you are on the correct year.)

The screenshot shows the 'Contract Promotion' utility interface. At the top, there are three tabs: 'Contract Types', 'Position Types', and 'Contracts'. The 'Contracts' tab is selected and circled in red, with a red callout box pointing to it that says 'Select Contracts tab'. To the right of the tabs, there is a 'Target Period:' label followed by a dropdown menu showing '2016-2017 School Year' with a downward arrow. This dropdown is also circled in red, with a red callout box pointing to it that says 'Select new year'. Below the tabs and dropdown, there is a text area containing the following text: 'This utility allows a user to promote employment contracts from the selected period into subsequent period. The utility can be run multiple times and will promote any "un-promoted" contracts it finds. If an employee has an employment contract in the period selected, they will be ignored.' At the bottom of the text area, it says 'Contracts will be promoted into the selected period from the period labeled: **2015-2016 School Year**'.

HR – Promote Contracts

- **Contract Type/Position Type** – The information is listed in categories by Contract Type and then each Position Type is listed under the Contract Type
- **Contract Begin** – Enter the Contract Begin dates for each Contract/Position Type
- **Contract End** – Enter the Contract End dates for each Contract/Position Type. Be sure to watch the dates carefully.

HR – Promote Contracts

- **Promote Contracts:** *This utility allows a user to promote employment contracts from the selected period into a subsequent period. The utility can be run multiple times. If an employee has an employment contract in the period selected, it will be ignored.*
- **Tabs** – select the Contracts tab
- **Target Period** – Select 2016-2017 School Year

Contract Type / Position Type	Contract Begin	Contract End
10 1/2 Month - 196 Days		
Counselor (10 1/2 Month - 196 Days)	01/2016	06/13/2017
10 1/2 Month - 197 Day		
Classroom Aide (10 1/2 Month - 197 Day)	01/2016	06/15/2017
Counselor (10 1/2 Month - 197 Day)	01/2016	06/30/2017
10 Month - 187 Days		
Classroom Aide (10 Month - 187 Days)	8/17/2016	6/5/2017
Food Service (10 Month - 187 Days)	8/17/2016	6/5/2017
Librarian (10 Month - 187 Days)	8/17/2016	6/5/2017
Librarian Aide (10 Month - 187 Days)	8/17/2016	6/5/2017

For each Contract Type there are a sub set of Position Types.

Enter the Contract Begin and End Dates for each of the Position Types.

HR – Promote Contracts

- **Salary Increase** – If the board has approved a salary increase for certain Contract/Position Types, the increase can be selected in this section as a % increase or Fixed Amount and will automatically calculate the payroll increase during the promotion process on the position.
- **Hourly Increase** – If the board has approved an hourly increase for certain Contract/Position Types, the % increase or Fixed Amount can be selected in this section and will automatically calculate the payroll increase during the promotion process on the position.
- **Daily Increase** – If the board has approved a daily increase for certain Contract/Position Types, the % increase or Fixed Amount can be selected in this section and will automatically calculate the payroll increase during the promotion process on the position.
- To the right of the increases, you will see the # of contracts the software is expected to promote for the new school year.

Contract Type / Position Type	Contract Begin	Contract End	Salary Increase	Hourly Increase	Daily Increase	
10 1/2 Month - 196 Days						
Counselor (10 1/2 Month - 196 Days)		2017	3% increase	0% increase	0% increase	1 contracts to promote
10 1/2 Month - 197 Day						
Classroom Aide (10 1/2 Month - 197 Day)			3% increase	0% increase	0% increase	1 contracts to promote
Counselor (10 1/2 Month - 197 Day)		2017	4% increase	0% increase	0% increase	1 contracts to promote
10 Month - 187 Days						
Classroom Aide (10 Month - 187 Days)	8/17/2016	6/5/2017	3% increase	0% increase	0% increase	24 contracts to promote
Food Service (10 Month - 187 Days)	8/17/2016	6/5/2017	Fixed amount 500.00	0% increase	0% increase	9 contracts to promote
Librarian (10 Month - 187 Days)	8/17/2016	6/5/2017	3% increase	0% increase	0% increase	1 contracts to promote
Librarian Aide (10 Month - 187 Days)	8/17/2016	6/5/2017	3% increase	0% increase	0% increase	3 contracts to promote

For each sub set of Position Types, the user may select a % Increase or Fixed Amount increase for Salary, Hourly and/or Daily amounts.

To the right of the increase section, the # of contracts anticipated to be promoted are anticipated.

HR – Promote Contracts

- Select **Promote**
- Note: *This process rolls leave balances forward.*

Temporary/Part-Time/Substitute						
Special Ed Testing (Temporary/Part-Time/Substitute)	2017	0% increase	0% increase	0% increase	3 contracts to promote	
Substitute (Temporary/Part-Time/Substitute)	2017	0% increase	0% increase	0% increase	37 contracts to promote	

Select Promote to promote contracts and positions for the new year.

HR – Verify Leave Balances

Always verify your data

- Go back to ***Finance > Reports***
 - Run and Verify Service Record reports
 - Run and Verify Employee Leave balances – either on the Service Record Report or the Employee Leave - Summary of Balances report



HR – Contracts


Update Positions/Contract Types




- *After Promotion Processes*
- After the contracts have been promoted for next year, be sure to do the following:
 - Verify contracts for next year, update if necessary
 - Verify positions for next year, update if necessary
 - Run the Employee Wages Report and verify data for 9/1/2016
 - Verify updated leave balances
 - Update individual employee calendars (see more details below)
 - Update the number of days per week the employee works, if applicable. The default is set to 5 days per week. (see more details below)

HR – Contracts

Update Positions/Contract Types

Update Individual Employee Calendars

1. Go to Finance > HR > Staff Manager
2. Edit the employee
3. Click on the Payroll tab
4. Click on the Position
5. If you need to override the default calendar previously set up on the Contract Types, select the  Calendar icon under Actions

Positions						
Page Size:	10	Calendar:	All Calendars			
System ID	Calendar	Name	PAC/DE	Sch Wrk Days	Coding	Actions
7812 (*)	Standard Calendar	Spec Prog Director	80 / N	230.00 / 187	199-21-61119.00-999-7-24-0-0	 

If you need to override the default calendar, click here.

HR – Contracts

Update Positions/Contract Types

6. To customize the employee's calendar, select "TRUE – Provide Custom Calendar"

Positions : 8/17/2015 - 6/4/2016

Use this screen to modify the positions associated with this contract. All salaried wages will be pro-rated by 187 / 187 days or 1.0000

Scheduled Work Days

Override Default*

- FALSE - Use Default Calendar
- TRUE - Provide Custom Calendar

Save Cancel

To customize the employee's calendar, select "TRUE - Provide Custom Calendar."

HR – Contracts

Update Positions/Contract Types

7. At this point, the user can adjust the Scheduled Hrs/Day and/or the Calendar Days per Month for this individual employee only. These updated days will be reported to TRS.
8. Select Save.

Scheduled Work Days

Override Default*

Scheduled Hrs/Day*


September*	<input type="text" value="22.00"/>
October*	<input type="text" value="22.00"/>
November*	<input type="text" value="21.00"/>
December*	<input type="text" value="13.00"/>
January*	<input type="text" value="21.00"/>
February*	<input type="text" value="21.00"/>
March*	<input type="text" value="18.00"/>
April*	<input type="text" value="21.00"/>
May*	<input type="text" value="22.00"/>
June*	<input type="text" value="5.00"/>
July*	<input type="text" value="23.00"/>
August*	<input type="text" value="21.00"/>

At this point, the user can adjust the Scheduled Hours Per Day and the Calendar Days per Month and select Save.

HR – Contracts

Update Positions/Contract Types

Update the number of days per week the employee works

1. Go to Finance > HR > Staff Manager
2. Edit the employee
3. Click on the Payroll tab
4. Click on the Position
5. The number of days per week the employee works defaults to 5 days per week. If the user needs to edit the number of days for an individual employee, select the  Edit icon under Actions

Position Details	
Payroll Calendar*	Standard Calendar
Name*	<input type="text" value="HS Teacher Comp Ed"/>
Position Type*	<input type="text" value="Teacher - HS (10 Month - 187 Days)"/>
Payroll Activity Code*	<input type="text" value="80 - Base Salary"/>
WC Category*	<input type="text" value="Professional"/>
Allocation*	<input type="text" value="10.00"/> <input type="text" value="5"/> <input checked="" type="checkbox"/> Days/Week

Select the number of days per week the employee works from the dropdown.

Break

Please take this time for a brief break.
We will be available for questions.



Payroll – Employee Wages (Run)

- Finance > Reports > Employee Wages
- Run and review the Employee Wages Report to verify your data. Always verify your data.

Demo District 1
District #000001

Employee Wages

57 Total Page(s)
06/14/2016
09:16:08 PM

Parameters:

Report Grouping: By Employee
Effective Date: 9/1/2016
Report Filter: All
Filter Value:

Position	P R I	Compensation Type	Workmans Comp Category	Account Mask	Allocation	Rate	Estimated Annual Wages	
All Employees								
██████████ (***-**-0113)								
02 - Teacher - HS (10 Month - 187 Days)				Original Hire Date: 08/17/2015				
Contract Period: 08/17/2016 - 06/05/2017		Contract Days: 187 / 187	Pay Step: 21	% of Day: 100	Eligibilities: TRS	FIGA	MDCR FUTA SUTA 0/F	
HB 3646 HS	X	Program Stipends	Professional	null	100.00%	\$ 806.00	\$ 806.00	
HS Coaching Stipend	X	Program Stipends	Professional	null	100.00%	\$ 500.00	\$ 500.00	
HS Teacher - Comp Ed	X	State Scale	Professional	null	10.00%	\$ 45,510.00	\$ 4,551.00	
HS Teacher Reg Ed	X	State Scale	Professional	null	90.00%	\$ 45,510.00	\$ 40,959.00	
					Est. Daily Rate:	\$ 260.36	Est. Annual Wages:	\$ 46,816.00
							Total Wages For ██████████	\$ 46,816.00

Payroll – Update Positions

- **HR > Staff Manager > Position**
- Select the Payroll tab on the employee
- Be sure to select All Periods in order to see the promoted positions for the new year
- Select All Contracts in the Filter to see all Contracts for the new year
- Edit Positions, if necessary
- Edit Contracts, if necessary

Finance > HR > Staff Manager

Demographics **Payroll** HR Info Leave Roles Certifications Contact Info Documents Reports

... list

Employment Contracts





Page Size: 10 Period: **All Periods** District: All Districts Filter: **All Contracts** Add Contract

Select All Periods to see the updated positions.

Select All Contracts to see the updated contract information.

Select to edit and update the contract

Select to edit and update the positions

System ID	Period	District	Contract Dates	ACA	Days	% of Day	Positions	Actions
5564	2016-2017	Demo District 1 - 000001	8/17/2016 - 6/5/2017	1A	187 / 187	100%	3 Position(s)	 
5328	2015-2016	Demo District 1 - 000001	8/17/2015 - 6/4/2016	1A	187 / 187	100%	3 Position(s)	 

Payroll – Update Positions

- Make any necessary adjustments to allocations, coding, days per week (new field for TRS)

Positions : Demo District 1 8/17/2016 - 6/5/2017 [Return to Contract List](#)

Use this screen to modify the positions associated with this contract. All salaried wages will be pro-rated by 187 / 187 days or 1.0000

Position Details

Payroll Calendar* Standard Calendar

Name*

Position Type*

Payroll Activity Code* Reminder - New field for TRS reporting

WC Category*

Allocation* Days/Week

Compensation Type*

Payroll – Update Positions




- See Wage Allocation Handout
- New fields
 - Coding Allocations
 - Overtime Object



Rate*	<input type="text" value="20,963.00"/>	<input type="button" value="Enter Non-Prorated Value"/>
Encumbrance*	<input type="text" value="Calculated"/>	▼
Exempt From Dock*	<input type="text" value="False - Wages earned from the position are used to calculate dock rate"/>	
Coding Allocations*	<input type="text" value="1"/>	
Coding Allocation 1*	<input type="text" value="240"/> <input type="text" value="35"/> <input type="text" value="6129"/> <input type="text" value=".00"/> <input type="text" value="999"/> <input type="text" value="?"/> <input type="text" value="99"/> <input type="text" value="0"/> <input type="text" value="00"/>	<input type="text" value="100.00"/>
Overtime Object*	<input type="text" value="None"/>	

Payroll – Update Contracts

- Update any Contract information, if necessary at this time

Finance > HR > Staff Manager

Contract Terms	
Contract Days*	<input type="text" value="187"/>
Contract Begin*	<input type="text" value="8/17/2016"/> 
Contract End*	<input type="text" value="6/5/2017"/> 
Status*	<input type="text" value="* - Active"/> 

Contract Attributes	
Primary Role*	<input type="text" value="Food Service (10 Month - 187 Days)"/> 
Percent Of Day*	<input type="text" value="100"/> 
Pay Step*	<input type="text" value="16"/>
Local Experience*	<input type="text" value="8"/>
Prof. Experience*	<input type="text" value="18"/>


Update Benefit Programs

- Finance > Payroll > Benefit Programs
- See Benefits Program Handout

Finance > Payroll > Benefit Programs

Benefit Program + Add Benefit Program

Page Size: 10 Filter: Active Records

<u>System ID</u>	<u>Name</u>	<u>ACA</u>	<u>Vendor</u>	<u>Method</u>	<u>Actions</u>
102	403B Roth - Horace Mann	None	Vendor 7786	Election-based	 
1	403B-Americo Financial	None	Vendor 7786	Election-based	 
2	403B-Annuity Investor	None	Vendor 7786	Election-based	 
3	403B-ASP-American Funds	None	Vendor 7786	Election-based	 
4	403B-Aviva Life	None	Vendor 7786	Election-based	 

Select to edit any benefits for the new year NOW

Payroll - Update Worker's Comp

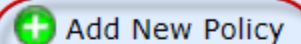
- Review the district's local worker's comp policy
- Go to Payroll > Workman's Comp > Policies
- Select to edit your existing policy, if needed, dependent upon the policy dates or select to Add Policy for the new school year to add the new rates. (Even if you are not using WebSmart to calculate Worker's Comp, you still need to create a Worker's Comp policy in the system for payroll processing purposes, or you will receive errors in the payroll batch when the policy expires.)







Finance > Payroll > Workman's Comp > Policies

Workman's Comp Policies

Page Size: 10 Filter: All Records

Select to Add
New Policy

 Add New Policy

System ID	Name	Date Range	Actions
7	Vendor 795	9/1/2012 - 8/31/2016	 
6	Vendor 800	9/1/2011 - 8/31/2012	 
5	Vendor 800	9/1/2010 - 8/31/2011	 

Payroll - Update Worker's Comp

- Select the W/C vendor
- Enter the Policy Begin and End dates
- Save

Finance > Payroll > Workman's Comp > Policies

General Rates Districts

Edit: Vendor 795 09/01/2012-08/31/2016 [Return to list](#)

This view allows you to configure a workman's comp policy general properties

Identifier

Vendor* Vendor 795

Policy Begin* 09/01/2016

Policy End* 8/31/2017


Enter/update Vendor, Policy Begin and End Dates

Payroll - Update Worker's Comp


- Select the Rates tab
- Select Edit Rates
- Enter new rates
- Save

Finance > Payroll > Workman's Comp > Policies

General **Rates** Districts

Edit: Vendor 795 09/01/2012-08/31/2016  Return to list

This view allows you to configure the rates for each available category

Rates  **Edit Rates**

Audit ID	Category	Rate
1	Professional	0.05000
3	Bus-Transportation	0.49000
2	Other - Food Svc & Maint	0.49000
4	Clerical	0.02000

Select to Edit Rates

Payroll - Update Worker's Comp

If you need to Add/Update/Edit a Worker's Comp Category, go to

Payroll > Workman's Comp > Categories

The screenshot shows a web application interface for managing 'Workman's Comp Categories'. At the top right, there is a green plus icon and the text 'Add Category'. Below this, there are controls for 'Page Size: 10' and 'Query: All Active Records'. A red callout box labeled 'Select to add' points to the 'Add Category' button. The main part of the interface is a table with columns for 'System ID', 'Name', and 'Actions'. The table contains four rows of data. A red callout box labeled 'Select to edit' points to the edit icon (a blue document with a pencil) in the 'Actions' column of the second row, which is 'Clerical'.

System ID	Name	Actions
3	Bus-Transportation	[Edit] [Delete]
4	Clerical	[Edit] [Delete]
2	Other - Food Svc & Maint	[Edit] [Delete]
1	Professional	[Edit] [Delete]

Questions



Resources

- New Manuals for each module – coming soon
- Sneak Peek – HR Manual

Customer Support Options!

Remember if you get stuck, we have
24 hour/7 days a week customer support:

1. Email the WebSmart Help Desk at
Support@websmart.freshdesk.com
2. Call us at 1-866-759-1902
3. Visit our Website at www.jr3online.com
and click on Software Support (password is jr3)

THANK YOU
for joining us!

End of Day 1

Thank you for joining us today.

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