

School Business Advisory Services

## Sorting Payroll Warrants – Annual Maintenance

## Sort Method for Payroll Warrants and Direct Deposit-ACH forms

Each June, make it a best practice to establish sort methods for printed warrants and direct deposit (ACH) forms for the new fiscal year. Complete this task in advance <u>by opening each payroll issue date</u> <u>and making a selection</u>. Changes to a selected method can take place later during the year, if needed.

- Toward the end of the fiscal year and <u>after Rolling Assignments</u>, proactively complete the annual task of selecting sort methods for warrants and direct deposit-ACH forms for <u>each payroll issue</u> <u>date</u> in the new fiscal year.
- The sort method for each issue date applies to both warrants and direct deposit (ACH) advices.
- Complete the update to sorting methods no later than the last working day in June.
- Important → Sorting methods do not carry over to the new fiscal year and require manual resetting.
- Important → If a sort method is not selected for <u>a payroll issue date</u>, the system will default to printing warrants and advice/direct deposit forms in alphabetical order (certificated and classified intermingled).

See instructions and screen examples below to complete the task.

## STEP 1

- Go to HR/Payroll Setup Payroll Pay Dates
- In the Fiscal Year field, use the drop-down arrow to select the new fiscal date range 2022 (2021/2022)



• Press **Go**; see screen example below

STEP 2

• Highlight the payroll issue date and select Open as shown below

Activities	€ → -	HR	/ Payroll	Setup - H	Payroll - F	Pay Dates
Quick Start here	Search List F	Prev 🌛 Next	: 📶 Grid			
	Pay Date 🗈	Sort	Pay Type	Benefits?	Leaves?	Sal Sched?
HR / Payroll	7/9/2021		July Prior Y	No	Yes	No
► Credentials	7/30/2021		Regular	No	Yes	No
▶ Employment	7/30/2021		July Prior Y	No	Yes	No
HR Authorizations	7/30/2021		August Prior	No	Yes	No
► Payroll	8/10/2021		Regular	No	Yes	No
▶ Processes	8/31/2021		Regular	No	Yes	No
▶ Retirement	8/31/2021		August Prior	No	Yes	No
▶ Reports	9/10/2021		Regular	No	Yes	No
My Reports	9/30/2021		Regular	No	Yes	No

STEP 3

- Go to the Check/Advice Sort Method field and click on the drop down arrow
- From the drop-down box, choose a method to sort by:
  - Name
  - Person Type, Name
  - Person Type, Site, Name
  - Site, Name
  - Zip, Name
- After choosing a method, the Close button will change to Save/Close
- Select Save/Close
- Repeat Steps 1-3 for each payroll issue date

Activities	💿 💿 🔹 🔤 HR / Payroll - Setup - Payroll - Pay Dates	
Quick Start here	Search List Form	
Finance		
HR / Payroll	The Close button will change to Save/Close Regular Payroll for	7/30/2021
► Credentials	Pay Date after selecting the Check/Advice Sort Method	
► Employment	ray Date	
<ul> <li>HR Authorizations</li> </ul>	Pay Date	🔒 Other Information
► Payroll	1 - Pav Date Details	2 - Status Information
► Processes	Check Advice Soft Method	Submitted By
► Retirement	Print Benefits Info? No	Approved By
► Reports	Print Leaves Info? Yes	3 - Add/Update Infor
My Reports	Print Salary Schedule Info? No	Created By
Report Favorites	Default Email ACH Option Email Advices Only	Create Date
Report Warehouse	Default Email ACH Subject   Deposit Pay Stub for <~PayDate~>	Edit User
🖌 Setup	Default Email ACH Body   Dear Competition Statached is your pay stub for <pre>CPayDate</pre> >. <pre>CPINDescr</pre> >Best regards.Payroll Depar	Edit Date
Assignment	Default Email ACH PIN Option & Last 4 digits on M	
▶ Benefit	Override Email ACH Option	
► Credentials	Override Email ACH Subject Check/Advice Sort Method Check/Advice Sort Method	
► Employment	Overlide Entail Act it body	
HR Authorization	Override Email ACH PIN Option	
▶Leave	Description A	
A Payroll		
ACH Banks	Name	
Addons	Person Type, Name	
Addon Groups (Organization)	Person Type, Site, Name	
Contributions	Site, Name	
Contributions Management	Zip, Name	
Deductions		

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