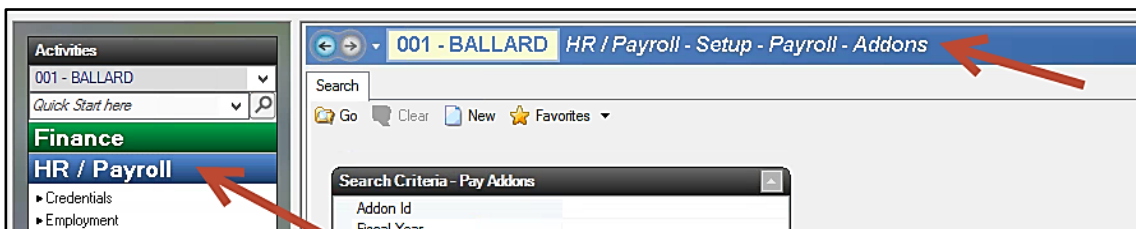


**MAINTENANCE THROUGHOUT THE MONTH**

- Add new employees
- Addons – attached to employees
- Assignments – add or end
- Bargaining units – update as needed
- Benefit providers and levels – update as needed
- Calendars – update each year or as schedules change
- Contributions and Deductions – add, change, or end
- Demographics – update addresses, phone numbers, email addresses, and tax withholding
- Direct Deposit – add, change, and delete banking institution information
- Job Categories/Job Classes – maintain
- Payroll Vendors – add and maintain
- Positions – add or end
- Retirement system status – PERS or STRS; change from non-member to member to retiree
- Salary schedules – update for cost of living adjustments; end and start new or updated schedules

**ACTIVITY TITLE BAR – DESTINATIONS**



- Addons.....HR/Payroll – Setup – Payroll – Addons
- Assignments.....HR/Payroll – Employment – Employee Management – Assignment Tab
- Benefit Providers.....HR/Payroll – Setup – Benefits – Benefit Providers
- Calendars.....HR/Payroll – Setup – Assignment – Calendars
- Contributions.....HR/Payroll – Employment – Employee Management – Contributions Tab
- Deductions.....HR/Payroll – Employment – Employee Management – Deductions Tab
- Employee Benefits.....HR/Payroll – Employment – Employee Management – Benefit Provider Tab
- Pay Cycle.....HR/Payroll – Employment – Employee Management – Pay Cycle Tab
- Positions.....HR/Payroll – Employment – Positions
- Retirement.....HR/Payroll – Employment – Employee Management – Retirement Tab
- Salary Schedules.....HR/Payroll – Setup – Assignment – Salary Schedules
- Vendors.....HR/Payroll – Setup – Payroll – Payroll Vendor

Several times throughout the month and before SUBMITTING payroll use the following reports to audit transactions, monitor PERS/STRS membership qualification, and resolve errors.

- **Contributions and Deductions**

**Pay 17 – Vendor Detail**

Audit employer contributions and employee deductions. Cash movement designation: C=check, L=liability, T=transfer to fund.

**Pay 34 – Payroll Deduction and Contribution Detail**

Use for audit and research. Order the report with type “T” in the *Exclude Contribution Group* and *Exclude Deduction Group* fields to exclude taxes.

- **Credentials**

**Cred 94 – County Holders with Pay Holds**

Run the report several times during the month to resolve credential pay holds.

- **Leaves**

Look for negative balances that may require docking adjustments, allowed carry over amounts and vacation pay offs.

- Leave 01 Leave Transactions for adjustments only**
- Leave 02 Leave Transactions with Excess Balances**
- Leave 03 Leave Balance**
- Leave 04 Leave Liability by Account**
- Leave 12 Leave Balance Pay by Employee**
- Leave 13 Leave Balance Pay by Account**
- Leave 114 Leave Liability by Employee**
- Leave 301 Leave Usage FY Summary & Detail**
- Leave 302 Possible Leave Duplicates (Overlapping Dates)**
- Leave 40 Approaching Maximum Accrual**

- **Payroll**

**Pay 01 – Payroll Summary**

Compare totals to previous months. Resolve negative and zero net pays

**Pay 02 – Pay Detail**

Review gross pay, retirement, and Social Security and Medicare earnings.

**Pay 03 – Payroll Detail with Grosses**

Audit transactions; reconcile differences.

**Pay 04 – Payroll Differences**

Audit differences in pay by comparing amounts from previous month.

**Pay 10 – Labor Distribution Detail**

Audit for correct account coding for each employee

**Pay 13 – Payroll Adjustments**

This report shows adjustments from all sources. Audit pay rates, units, Addons, accounts, and retirement coding. Use to validate timesheet data.

**Pay 14 – Payroll Audit**

Pay detail with amounts; select Net Pay to shorten the report.

**PayDtl 14 – Payroll Detail by Employee**

Order the report by employees with Addons; show accounts, deductions and contributions.

**Pay 15 – Payroll Differences (Earnings)**

Compare differences from previous month to current month.

**Pay 22 – Payroll Errors**

Shows all errors by pay date. Review during the month and prior to finishing payroll.

**Pay 35 – Purging Employee Files Report**

Run this report periodically to see whose pay cycle needs to end.

**Pay 36 (option B) – Addon Earnings Sort Option B (Addon Earnings by Employee)**

Audit data for correctness.

**Pay 50 – Extract of Earnings and Contributions**

Audit data to verify changes from one month to another.

- **Retirement – CalPERS and CalSTRS**

**Retire 01 – STRS Qualifying Report for Substitute Employees**

Monitor days and hours worked for membership qualifications.

**Retire 02 – STRS Qualifying Report of Part Time Employees**

Monitor days and hours worked for membership qualification.

**Retire 05 – STRS Errors**

Review for errors and resolve.

**Retire 06 – PERS Errors**

Review for errors and resolve.

**Retire 09 – PERS Qualifying**

Monitor hours worked for membership qualification.

- The list shown below identifies the leave processing cutoff for each district. The options are either the 1<sup>st</sup> or 15<sup>th</sup> of the month. The date cannot be the 31<sup>st</sup> because it is not always the last day of the month.
- The purpose of the leave balance cutoff is to have a point in time in which leave adjustments (positive and negative) apply to an employee’s record. Leave adjustments can affect employee compensation. The leave adjustment cutoff also affects the balances that show on the employee’s pay stub. For example:
  - If the leave cutoff is the 1<sup>st</sup>
    - The employee’s October paycheck reflects leave adjustments for the month of September.
  - If the cutoff is the 15<sup>th</sup>
    - The employee’s October paycheck reflects leave adjustments for the period of September 16 through October 15.

<b>01</b>	Ballard	15
<b>02</b>	Blochman	15
<b>04</b>	Buellton	15
<b>06</b>	Cold Spring	15
<b>07</b>	College	15
<b>10</b>	Goleta Union	15
<b>11</b>	Guadalupe Union	15
<b>12</b>	Hope	1
<b>14</b>	Los Olivos	1
<b>15</b>	Montecito	15
<b>16</b>	Orcutt Union	1
<b>18</b>	Santa Maria-Bonita	1
<b>19</b>	Solvang	15
<b>20</b>	Vista Del Mar	15
<b>32</b>	Santa Maria Jt. Union High	15
<b>33</b>	Santa Ynez Valley Union High	15
<b>41</b>	Lompoc Unified	15
<b>42</b>	Carpinteria Unified	1
<b>43</b>	Cuyama Jt. Unified	15
<b>61</b>	SBCEO	15
<b>71</b>	SELPA	15
<b>74</b>	Manzanita Charter	1
<b>75</b>	Peabody Charter	1
<b>76</b>	Family Partnership Charter	15
<b>77</b>	Adelante Charter	15

### Step 3

## Leave Processing – Concept Overview



#### Grant

Grant for the year or the month in the Leave Status activity.

#### Review

Review in Leave Transaction or Employee Management activity.

#### Load

Locks editing in Employee Management and Leave Trans . Creates balance transfers. Performed in Leave Status activity.

#### Enter

Enter in the Leaves Transaction activity. (Admin users, tool)

#### Post Transactions

Posts transactions. Performed in the Leave Transaction activity.

#### Post to Adjust Payroll

Posts to dock/payoff/transfer adjustments to Adjust Payroll, where they can be cleared. Performed in Leave Status activity.

### Step 4

## Leaves – Manual data entry

Must be done prior to Submitting Payroll

- **HR/Payroll – Employment – Leave Transaction**
- Manually input leave and substitute pay date for employees.

### Step 5

## Leaves – Batch processing

Must be done prior to Submitting Payroll

- **HR/Payroll – Employment – Leave Transactions** or
- **HR/Payroll – Employment – Employee Management (select employee and open their record) – Leaves Tab**
- Load leave data.
- Create a new BATCH and SUBMIT for processing.
- Review leaves.
- Edit posted leaves in the Employee record.
- Post the BATCH.
- Perform this step only with the Regular (month end) payroll

Step 6	Grant Leaves	Required to update records and process payroll
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- **HP/Payroll – Employment – Leave Status**
- Grant leaves before loading leaves.
- Granting leaves can take place multiple times during the month to capture transactions such as changes to FTE, which will re-compute leave entitlement for the remainder of the year.
- Define the leave reporting period in the Organization record.
- After loading leaves, the grant task becomes unavailable.

Step 7	Load Leaves	Required to process payroll
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- **HR/Payroll – Employment – Leave Status**
- Review leaves for the current period.
- Loading leaves automatically generates docks (audit for correctness).
- Edit transactions in the Employee Record before the period is posted.
- Transactions with dates after the reporting period will not load into the current pay period. The system will hold these transactions for posting into the applicable pay period.
- Perform this step only with the Regular (end-of-month) payroll.

Step 8	Post Leaves	Required to process payroll
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- **HR/Payroll – Employment – Leave Status**
- Post leaves to current period.
- Automatic docks will post to employee pay records for the pay period.
- Perform this task only for the Regular (month end) payroll.
- Time period captured for the posting of leaves is determined by district policy;
  - Either the 1<sup>st</sup> or 15<sup>th</sup> of the month (not based on issue date).
- Warning – After submitting payroll, rollbacks of leave data cannot take place.

**Step 9****Adjust Pay****Complete various actions**

- **HR/Payroll – Payroll – Adjust Payroll**
- Optional – Import Time and Adjustment spreadsheets into Additional Pay for substitutes or hourly timecard employees.
- Manually input data for substitutes and timecard employees.
- Audit and verify accuracy of payments to employees.
- Create a “List” to match your workflow. Search by pay cycles, groups of employees, Addon codes, or other criteria.
- Adjust earnings, employer contributions, employee deductions, tax withholding.
- Add a message on the “Adj-Other” Tab for a specific employee.
- Look at an employee’s “Snapshot – Pay 99” to see the computed pay detail to validate accuracy of payment. Select the “Calculate Now” option from the Task box to re-compute earnings for an individual employee.

**Step 10****Initiate pay for the Month**  
*(updating for the year occurs automatically each night)***Must be done prior to Submitting Payroll**

Run this step after inputting all adjustments and updates to salary schedules, Addons, assignments, positions and other setup items for the payroll issue date to see results during the day. Otherwise, wait for the automatic job to run over night and view results the next day.

Data changes input into **Employee Management** and **Adjust Payroll** prompt an immediate automatic re-calculation of information.

**Critical:** This step *must* be done if any changes are made to items in the **HR/Payroll – Setup** area **and input on the day of close**. Initiate pay for the month prior to Submitting, otherwise the changes will not apply.

- **HR/Payroll – Processes – Initiate Payroll Request**
- Select New
- Input “Pay Date” ( the current issue date)
- Input “Pay Schedule as “1” for Regular
- Select Save/Close
- To view the job status, look on the Status column on the List Tab. This job may process for several minutes or several hours.



**Step 11****Resolve errors**  
*(payroll cannot process with labor errors)***Required  
to process payroll**

- Use *Pay 22 – Payroll Errors* report for a list items with errors or warnings to research and resolve.
- **HR/Payroll – Payroll – Payroll Status**
- In the *From Pay Date* field select the payroll issue date and press Go
- On the *List*, scroll to and open the issue date
- Look at the bottom half of the screen for *Fatal and Critical Payroll Errors*

**Step 12****Reconcile CalPERS “Missing Payroll” data****Required  
to avoid fees**

Every month, CalPERS expects the reporting of compensation and depositing of contributions for individuals with active appointment dates until the district inputs an ending appointment date in the **my|CalPERS** system or validation of no reporting earnings takes place.

When there is an active appointment with no earnings reported, CalPERS considers this a “Missing Payroll” for the employee and will assess a \$200 fee for each month compensation data is not reported and contributions are not deposited.

- Active appointments with no payroll earnings reported often apply to:
  - Retirees
  - Employees on-leave but not identified as such in the **my|CalPERS** system
  - Substitutes, intermittent workers
- Log into the **my|CalPERS** system and go to the **Retirement Appointment Reconciliation screen** or run the ***Projected Contributions Detail Report***. Use the report to audit projected, potential missing payroll data for employees. Resolve discrepancies by inputting Appointment data or verifying that there no reportable earnings for the pay period.
- Reconcile possible “Missing Payroll” information prior to Submitting Payroll for the month to avoid CalPERS imposed fees of \$200 for each occurrence that may include:
  - A missing or late Appointment Date.
  - A missing Appointment Date without additional information such as:
    - Leave of Absence
    - Permanent Separation
  - An Appointment Date with no earnings reported and no contributions submitted for each month there is a discrepancy:
    - For example, the Appointment Date is July 1, but earnings are not reported until September (CalPERS will charge a fee of \$200 for wrong Appointment Date and \$200 for July and \$200 for August for which earnings and contributions were expected but not received).

**Step 13****Lock Payroll – CAUTION****Not required  
Rarely used**

- **Caution rarely used** - Locking can be done separately, prior to Submitting.

After LOCKING:

- The following areas **will update**:
  - Adjust Payroll
  - Additional Pay
  - Additional Contributions or Deductions
  - Timecard Assignment Adjustment (import)
  - Leave Transactions
  - Leave Status Retro Payroll
- The following areas **will NOT update** until the next payroll:
  - Initiate Pay
  - Employee Management – includes:
    - Addon, assignment, and FTE changes
    - Name change
    - Address change
    - Direct deposit
    - Tax withholding

**Step 14****Submit the Pay Period****Required  
to process payroll**

- **HR/Payroll – Payroll – Payroll Status**
- When the Search Criteria screen appears, select Go
- Open the applicable Pay Period
- Verify payroll amounts to the payroll summary
- Add a message to the pay stub for all employees, if desired
- Go to Task
- Select Submit
- Select Yes
- Submitting the pay period performs two functions at the same time:
  - (a) **Locking**
  - (b) **Submitting**

**Step 15****Provide authorization to issue payroll to the County****Required  
to release payroll**

Prior to the issuance of payroll, send the Pay 01 Payroll Summary report with a board approved authorized signature to: Richard Weger at [rweger@sbceo.org](mailto:rweger@sbceo.org) or Fax 805-964-3041

**Step 16****Pay History****View pay stubs**

The day after organizations Submit payroll, the County begins payroll production. View paystub and ACH-direct deposit information in Pay History:

- **HR/Payroll – Payroll – Payroll History**
- In the Pay Date field, input the payroll issue date (such as 7/31/19) and select Go

**Step 17****Report Warehouse****Archived reports**

The archive contains a pre-determined set of reports for each payroll. Only users with permission can view or print the documents.

Pay 01 Payroll Summary	Pay 14 Payroll Audit
Pay 02 Payroll Detail	Pay 16 Vendor Summary
Pay 03 Payroll Detail with Grosses	Pay 17 Vendor Detail
Pay 07 Check Register	Pay 18 Vendor Check Summary
Pay 09 Labor Distribution Summary	Pay 19 Site Check Listing
Pay 10 Labor Distribution Detail	Pay 22 Payroll Error

## **County Office Payroll Production**

### **Overview timeline for a Regular (EOM-End of Month) payroll**

- **4 days before payday – Begin payroll production for organizations (charters and districts)**
  - Manually verify that each organization is without errors so that processing may begin.
  - Generate and post journal entries for labor distribution.
  - Move monies into and out of district Payroll Transfer Fund 76.
  - Move monies into district Fund 67, for specific Health and Welfare transactions.
  - Transfer monies into SBAS trusts funds for taxes and retirement.
  - Post inter-organizational journal entries.
  - Post the “Payroll Sweep” to clear Payroll Transfer Fund 76.
  - Encumber current salaries and benefits and disencumber previous pay date transactions.
  - Generate paycheck data with YTD information.
  - Gather Email ACH PIN Options and Email Addresses for sending ACH-direct deposit messages to employees on payday.
  - Create vendor summary.
  - Create CalPERS and CalSTRS retirement reporting files.
  - Grant seniority, sick leave and vacation only for extra hours.
  - Create Pay History – district can view pay stubs (warrants and direct deposits) on the system.
  - Create files for direct deposits.
  - Create files for garnishments.
  - Generate files for warrant reconciliations and cash transactions to move monies between funds for Auditor/Treasurer.
  - Print warrants for employees, Credential Holds, and vendors.
  - Print ACH-direct deposit forms.
  
- **2 days before payday**
  - No less than two days before payday, transmit ACH-direct deposit data to ensure deposit into employee accounts on payday.
  
- **1-2 days before payday**
  - Close/Lock the Pay Date - Closing also Locks the payroll for the given issue date. After performing this function, a Roll Back to reverse transactions cannot take place.
  - Post employee pay check data to Portal.
    - This data only displays after Close/Lock step is complete.
  - Submit payroll taxes and associated documents to move cash and fund payment.
  
- **Payday – Regular (end of month) payroll only – 4 a.m.**
  - At 4 a.m., begin sending ACH-direct deposit information to employees by email. This occurs only with the Regular payroll and only for those charters and districts that have activated this feature and only for employees on direct deposit.