

Payroll Processes That Aren't Routine


HCM SESSION A

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Session Topics

- Welcome & Introductions (5 min)
- Sick Half-Pay, Release/Admin Release (5 min)
- Guest Speaker: Laura Vaca (Poway) – VPO (5 min)
- Guest Speaker: Ernie Garcia (Fallbrook Elementary) – Short Work Break (25 min)
- Group Discussion (15 min)
 - Additional Pay and Combo Codes
 - Short Work Break
 - Extra Hours
- Wrap up & Closing (5 min)

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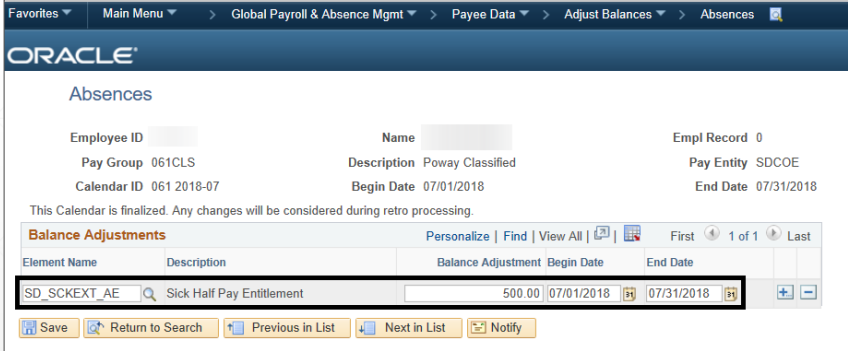
Sick Half-Pay, Release/Admin Release

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Sick Half-Pay: Needs a balance

- Sick Half-Pay needs a balance to process effectively.
- After posting the Sick Half-Pay on the adjustment screen, you will need to wait for the overnight process to run.



The screenshot shows the Oracle Absences Adjust Balances screen. The breadcrumb trail is: Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences. The Oracle logo is at the top left. The page title is "Absences". The employee information is: Employee ID (redacted), Name (redacted), Empl Record 0, Pay Group 061CLS, Description Poway Classified, Pay Entity SDCOE, Calendar ID 061 2018-07, Begin Date 07/01/2018, End Date 07/31/2018. A note states: "This Calendar is finalized. Any changes will be considered during retro processing." The "Balance Adjustments" section is active, showing a table with columns: Element Name, Description, Balance Adjustment, Begin Date, and End Date. The table contains one row: SD_SCKEXT_AE, Sick Half Pay Entitlement, 500.00, 07/01/2018, 07/31/2018. Below the table are buttons for Save, Return to Search, Previous in List, Next in List, and Notify.

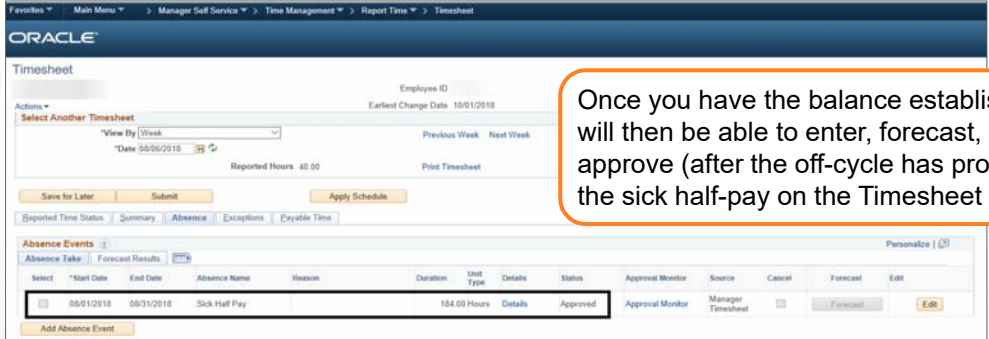
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Sick Half-Pay: Should be entered on Timesheet

- Sick Half-Pay should be entered on the Timesheet screen for forecasting and processing purposes.

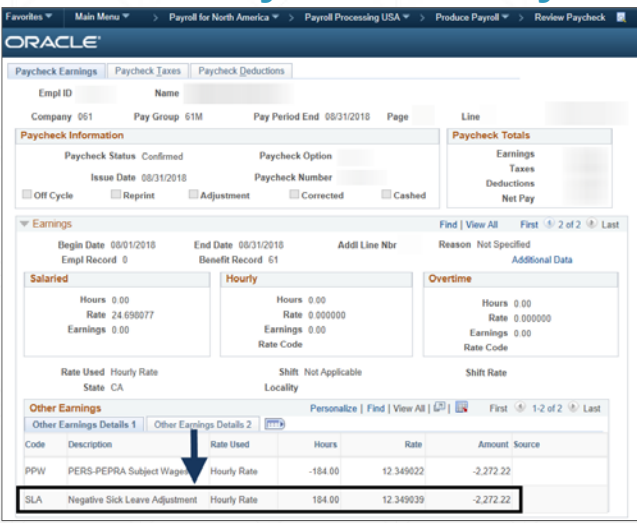


Once you have the balance established, you will then be able to enter, forecast, and approve (after the off-cycle has processed) the sick half-pay on the Timesheet screen.

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Sick Half-Pay: Review Paycheck Screen

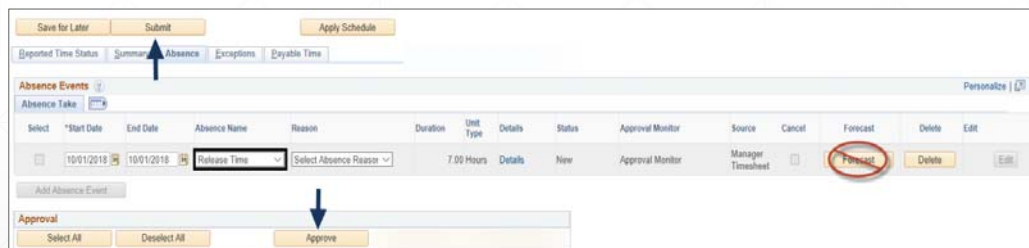


Use Review Paycheck to view Sick Half-Pay.

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Admin Release: Not necessary to forecast

- Since Release and Admin Release absences do not have a balance, it is not necessary to Forecast. These absence entries can be Submitted and Approved.



Guest Speaker: VPO (Vacation Payout)

Laura Vaca, Poway, lvaca@powayusd.com

VPO: Excel to CI

- An Excel to CI upload can be used to process a mass upload to the paylines for VPO (Vacation Payout).
- Queries that are used to get the hourly rates and VPO balances to prepare the spreadsheet:
 - Hourly Rates: **M_HR_SAL_GRADE_STEP_BY_EMPL** or **M_PY_JOB_INFO_V1**
 - Balances: **M_AM_DISTRICT_BALANCES**
- V-lookup is performed from the Grade Step by EMPL or JOB Info query to insert the hourly rate to the employee.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
PaySheet Update Source	Employee Date	Company	Pay Group	Pay Period End Date	Off Cycle Y	Earnings Begin Date	Earnings End Date	Empl ID	Empl Record	Sequence Number	PaySheet Transaction Type	Transaction Status	Earnings Code	Other Hours	Hourly Rate	OK to Pay	Amount
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	20.000000	19.01	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	40.000000	20.87	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	30.000000	19.01	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	15.000000	19.50	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	17.500000	18.75	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	30.000000	19.09	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	37.500000	19.74	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	40.000000	26.47	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	40.000000	20.96	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	9.000000	10.45	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	30.000000	19.39	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	14.250000	17.75	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	40.000000	23.57	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	25.000000	20.87	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	30.000000	19.75	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	18.120000	18.82	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	30.000000	16.18	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	4.470000	17.95	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	30.000000	18.84	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	30.000000	24.94	Y		
DT	11/4/2017	061	ISM	11/30/2017	N	11/1/2017	11/30/2017		0.0	E	A	VPO	38.000000	19.77	Y		

Guest Speaker: Short Work Break

Ernie Garcia, Fallbrook Elementary, egarciahernandez@fuesd.org

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Short Work Break: What is unique about June, July and August?

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Terminations or Retirements during Short Work Break

- If an employee Terminates or Retires during a month they are on SWB, and the SWB row has been inserted...
 - Return them from SWB on JOB DATA and enter the correct termination date. If the term date is after the 1st, the pay will be prorated.
- If the effective date of the termination is prior to 7/1 and the SWB row has been inserted...
 - Contact CRC to remove the SWB row and enter the correct termination date.

EXAMPLE

Today's date is 7/14/18 and the employee's termination date is 6/15/18.

Contact CRC to remove SWB row and then the District can insert the correct termination date and create a Paysheet, if necessary, to pay any money owed through 6/14/18.

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Changes to Job Data during Short Work Break:

- Short Work Break (SWB) rows are inserted at the time Paysheets are created for 10 and 11 month Employees. If an employee is 10 or 11 month, it is highly recommended that any changes to JOB DATA or POSITIONS WITH ACTIVE INCUMBENTS which feed into Job Data are done prior to Paysheets being created (i.e. Step Advances, FTE Changes, Department Changes, PAY schedule changes).
- If you need to make changes to the JOB DATA after Paysheets are created, it is highly recommended that you audit the Paychecks for those employees after each Calc.
- **IMPORTANT: Use correct effective dates on Job Data. Do not change dates to accommodate SWB.**

Working against the position in M Pay Group on Short Work Break

Working against the position in M Pay Group that is on Short Work Break	
Scenario	Required actions:
If SWB is in June:	<ul style="list-style-type: none"> • Time worked prior to June – Enter time on Timesheet and must create a Paysheet • Time worked in June – Create a Paysheet and enter time directly on the Paysheet
If SWB is in July	<ul style="list-style-type: none"> • Time worked prior to July – Enter time on Timesheet and must create a Paysheet • Time worked in July – Create a Paysheet and enter time directly on the Paysheet
If SWB is in August	<ul style="list-style-type: none"> • Time worked prior to August – Enter time on Timesheet and must create a Paysheet • Time worked in August – Create a Paysheet and enter time directly on the Paysheet

Short Work Break: Helpful Queries for HR/Payroll Data

1. **M_PY_JOB_INFO_V1:** List of EE's, Positions, FTE, Salaries and the Active Pay Months.
2. **M_PY_MCOP_VALIDATION:** List of EE's, MCOP rate codes, Annual amounts, Monthly amounts and Active Pay months.
3. **M_HR_NAANL_STEP_ENTRY_DT:** For Annual Salaried EE's. Lists step for date range selected for Salaried EE's.
4. **M_HR_NAHRLY_STEP_ENTRY_DT:** For Hourly EE's (if applicable). Lists step for date range selected for Hourly EE's.
5. **M_PY_AUDIT_JOB_PAYLINE:** Lists Employees (in the M Paygroup) Compensation Rate on Jobs and their Compensation on the Paysheet. Look for differences. In most cases the difference is due to proration (late hire, termination, mid-month FTE change, etc.)
6. **M_HR_EE_ACTIONS:** Shows the Employee Actions on Job Data within date range.
7. **M_PY_ADDL_PAY_OVERRIDE:** List of EE's, Additional Pay Codes, Monthly amounts or %, and Active Pay months.
8. **M_PY_ADDL_PAY_NO_OVRRD:** List of EE's, Additional Pays with Overrides missing. The Query returns all Addition Pays without a corresponding override set up.
9. **M_PY_PAYSHEET_SEARCH:** Will list all paysheets for the payroll month.
10. **M_PY_CALC_ERROR_MSGS_BY_DIST:** Run after the 1st and 2nd calcs to determine if there is an issue with an employee's paycheck, e.g. earnings, benefits, deductions, etc.

Short Work Break: Helpful Queries for Benefits and General Deductions

1. **M_BN_EMPL_DED_PROC_GENDED:** Benefit and Non-Benefit General Deduction Codes, Monthly Amounts and Active Deduction Months (only for active employees).
2. **M_BN_EMPL_DED_PROC_HLTH:** Health Plan Deductions (Medical/Dental/Vision) and Active Deduction Months (only for active employees).
3. **M_BN_EMPL_DED_PROC_NONHLTH:** Non-Health Plan Deductions (Disability, Life, Long Term and Legal Plans) and Active Deduction months (only for active employees).
4. **M_BN_EMPL_DED_PROC_SVNGS:** 403B/457/Roth Savings plan deductions and Active Deduction Months (only for active employees).
5. **M_BEN_DED_OVERRD_MISSING:** Benefit and general deduction enrollments that do not have a corresponding override. **NOTE:** It's possible that certain benefits and general deductions listed in the results may not require an override, such as OPEB or Workers' Comp. Includes both active and inactive employees – check HR Status column.

Short Work Break: Helpful Queries for Time & Labor and DNP (Delayed Net Pay)

1. **M_TL_PAYABLE_TIME_AUDIT_TERM_SWB:** List of timesheet entries with a status of Estimated, Rejected or Taken for Employees who are terminated or on SWB status on JOB DATA.
2. **M_TL_NEEDS_APPROVAL:** Lists EE's who have reported time which has yet to be approved.
3. **M_TL_PAYABLE_TIME_AUDIT:** Lists all reported time which has been approved, picked up by Time Administration and moved over to payable time.
4. **M_TL_EXCEPTIONS:** List of all timesheet exceptions.
NOTE: High Severity exceptions will not be paid (Ex. Reporting an Override Rate for an Amount TRC, or an Invalid Combo code)
5. **M_TL_SCHED_VALIDATION:** Lists work schedule assigned to corresponding employee position.
6. **M_PY_DNP_BALANCE_DISTRICT:** List of employee's DNP balances.

Group Discussion

Additional Pay & Combo Codes
Short Work Break
Extra Hours

Group Discussion Prompts

1. Additional Pays & Combo Codes

- You have multiple Add'l Pays with the same Earnings Code, e.g. three coaching stipends for three different sports, each with different Combo Codes. How do you set-up the Combo Codes?

2. Short Work Break

- Pretend you are retiring ☺. What advice would you give to your replacement regarding Short Work Break?

3. Extra Hours

- A 10-month employee is on SWB and submitted a Timesheet indicating they worked extra hours in their Primary position in July. How do you pay the employee the extra hours in their Primary position?

Session Notes

These slides and session notes are published on the CRC Website.
<http://crc.sdcoe.net/peoplesoftconference>