

PeopleSoft Training Activity Sheet

PR1: PAYROLL

For use in training. Last updated August 28, 2017

Activity 1: Additional Pay

Directions: Find the Additional Pay for **EID 614104** in the training database at District 064. Answer the questions for each.

Question	Answer
1. What is the Earnings Code of the Additional Pay that currently exists for this employee?	
2. When did the Additional Pay start and when will the Additional Pay end?	
3. How much Additional Pay is earned each month? How much Additional Pay was earned in the first effective month?	
4. What is the Addl Seq Number on this Additional Pay, and what does this signify?	
5. What is the second step in the process when setting up an additional pay?	

Activity 2: Additional Pay

Directions: Create new Additional Pays for **EID 609759**

Instructions
1. Create a new Additional Pay for an Expense Allowance (EXA). The monthly amount paid should be \$150.00 and should be effective September 1, 2017. The last monthly payment for this "Expense Allowance" should be for the June 2017 payroll.
2. Create a new Additional Pay for Mileage (MIL). The amount paid should be \$50.00 per month, and will be effective beginning August 1, 2017 with no end date.
3. Create a new Additional Pay for Out-Of-Class (OOC). The additional pay should be effective September 1, 2017 and should be 3% percent of Base with the last payment to process on the June 2018 payroll.
4. Go to the Override Additional Pay screen for each Additional Pay and select the months they should process.

Activity 3: General Deductions

Directions: Find the General Deduction for **EID 614104** in the training database at District 064. Answer the questions for each.

Question	Answer
1. What General Deduction code must be established for all employees?	
2. How many General Deductions exist for this employee and what are the Deductions Codes?	
3. What is the effective date of the FBC Auto/Home Insurance deduction, and how much was deducted in the first month?	
4. What is the second step in the process of setting up a general deduction?	
5. When setting up a general deduction with a Calculation Routine of "Default to Deduction Table", will you enter the dollar amount of the deduction?	
6. When backdating a general deduction, will the system retro automatically?	

Activity 4: General Deductions

Directions: Create new General Deductions for **EID 609759**.

Instructions
1. Create a General Deduction for Workers Comp (064WCP), effective as of the employees hire date. Allow the monthly deduction amount to default to the deduction table.
2. Create a Delay Net Pay deduction (DNP16) for this employee effective as of the hire date of the employee or the new fiscal year, whichever is later. (This employee is a 10 month employee.)
3. Create a General Deduction effective September 1, 2017, for an employee who owes \$2000.00 to the school district. The employee has authorized a repayment deduction of \$500.00 per month. The funds are to be deducted from the employees warrant using the Revolving Cash Fund (64RCF).
4. Go to the Override General Deduction screen, and modify the General Deduction Frequency for all deductions with the months they should process, with the information provided.

Activity 5: Tax Data

Directions: Find the Tax Withholding information for **EID 614104** in the training database at District 064. Answer the questions for each.

Question	Answer
1. How many Federal and how many State Withholding Allowances have been established for this employee?	
2. Does this employee have either a Federal or State Lock in Letter, if so what are the limits on allowances?	
3. True or False - State Unemployment Taxes (SUT) are deducted from all California school employees.	
4. What date was the State Tax Data last updated?	

Activity 6: Tax Data

Directions: Modify the Employee Tax Data for **EID 609759**.

Instructions
1. Effective for the next monthly payroll, change the Federal Tax Marital Status to Married with 6 withholding allowances. Do not click save until you have completed all instructions for this activity.
2. The employee has provided you with a Form DE-4 notifying you that they are a military spouse exempt from CA Personal Income tax withholding. Make the necessary change in withholding.
3. You have received a Lock-In Letter from the IRS. Change the Limit on Allowances to 4. After saving, what Federal Withholding Element changed?

Activity 7: Direct Deposit

Directions: Find the Direct Deposit information for **EID 614104** in the training database at District 064. Answer the questions for each.

Question	Answer
1. What is the Effective date and Status of this employees Direct Deposit?	
2. What are the three Deposit Types that can be used?	
3. When would you add a new bank to the Direct Deposit Records?	
4. What is the significance of the Priority? What priority should the net pay always be?	
5. What are the three Account Types that can be used?	

Activity 8: Direct Deposit

Directions: Add/Modify the Employee Direct Deposit for **EID 609759**. *Hint: Review all three steps before beginning.*

Instructions
1. Add a Savings Account deposit for 400.00. The bank routing number is 322281507. Account number 002631622. Require prenote.
2. Add a Checking Account deposit for 600.00. The bank routing number is 322281507. Account Number 00810512202. Require prenote.
3. Add a Checking Account deposit. The bank routing number is 121000248. Account Number 00162023. This deposit should be for balance of net pay. Require prenote.

Activity 9: Put It All Together

Directions: Using the New Hires Checklist found in the Overview Section of your Payroll Training Guide, create the records necessary to establish a new employee, **EID 610662**

Instructions
1. Create two additional pays. Use the Earning Code Look Up to identify appropriate additional payments. Establish one pay with a Flat dollar amount, and the second pay using a percent of base pay. Assume that this is a 10 month employee who will not receive additional pay in July and August. <i>Hint: This is a two-step process, don't forget the override screen to complete this task.</i>
2. Create two general deductions. The required Workers Compensation deduction, and the second a Union Dues deduction.(No stop date)
3. Create tax data records. Use a single tax status, with one withholding for Fed and State. Also withhold an additional \$50.00 withholding for the State.
4. Create an ACH record. \$500 to savings, \$1,000 to checking, and the remaining to balance of net pay. Use the bank routing number 322281507, bank account number for savings 002631622 and checking 002631698.

Activity 10: Paysheet Adjustment

Directions: Find the On Cycle Paysheet Adjustment information for **EID 614104** in the training database at District 064. Answer the questions for each.

Question	Answer
1. What are the total amount of earnings that are OK to pay in this paysheet adjustment?	
2. What is the pay period end date for this paysheet adjustment?	
3. What are the earnings begin and earning end dates for the paysheet adjustment?	
4. One-Time Deductions allow for benefit adjustments. What are the two One- Time Codes used to make adjustments?	

Activity 11: Paysheet Adjustment

Directions: Enter a Paysheet Adjustment for **EID 614053**

Instructions
1. Make a negative earnings adjustment for an employee for the prior month. Assume the employee was overpaid 500.00. Enter the Earnings Code (REG) and amount of the overpayment.
2. Refund CTA dues of \$85.00 to the employee <i>use code 64CTA1</i> . Will the current month CTA dues deduct?
3. Make a positive earnings adjustment for the employee for the current month by adding Auto Allowance for 250.00.

Activity 12: Off-Cycle

Directions: Find the Off-Cycle Pay information for **EID 614104** in the training database at District 064. Answer the questions for each.

Question	Answer
1. What is the off-cycle issue date for this warrant?	
2. What is the service period for these regular earnings?	
3. What is the Pay Period End Date for this transaction?	
4. What benefit and general deductions will be taken from this off-cycle check?	

Activity 13: Off-Cycle

Directions: Create an Off-Cycle Pay for **EID 610662**

Instructions
1. Create a new off-cycle paysheet (Page 100) for the September payroll. Use September 5th as the issue date. Create regular monthly pay (REG) for 1,500.00 for the prior month service period.
2. Assume this employee was previously paid in the prior month, use the One Time Deductions to stop additional benefit and general deductions, other than Retirement and Workers Compensation.