

Monthly Payroll Processing in PeopleSoft

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Overview

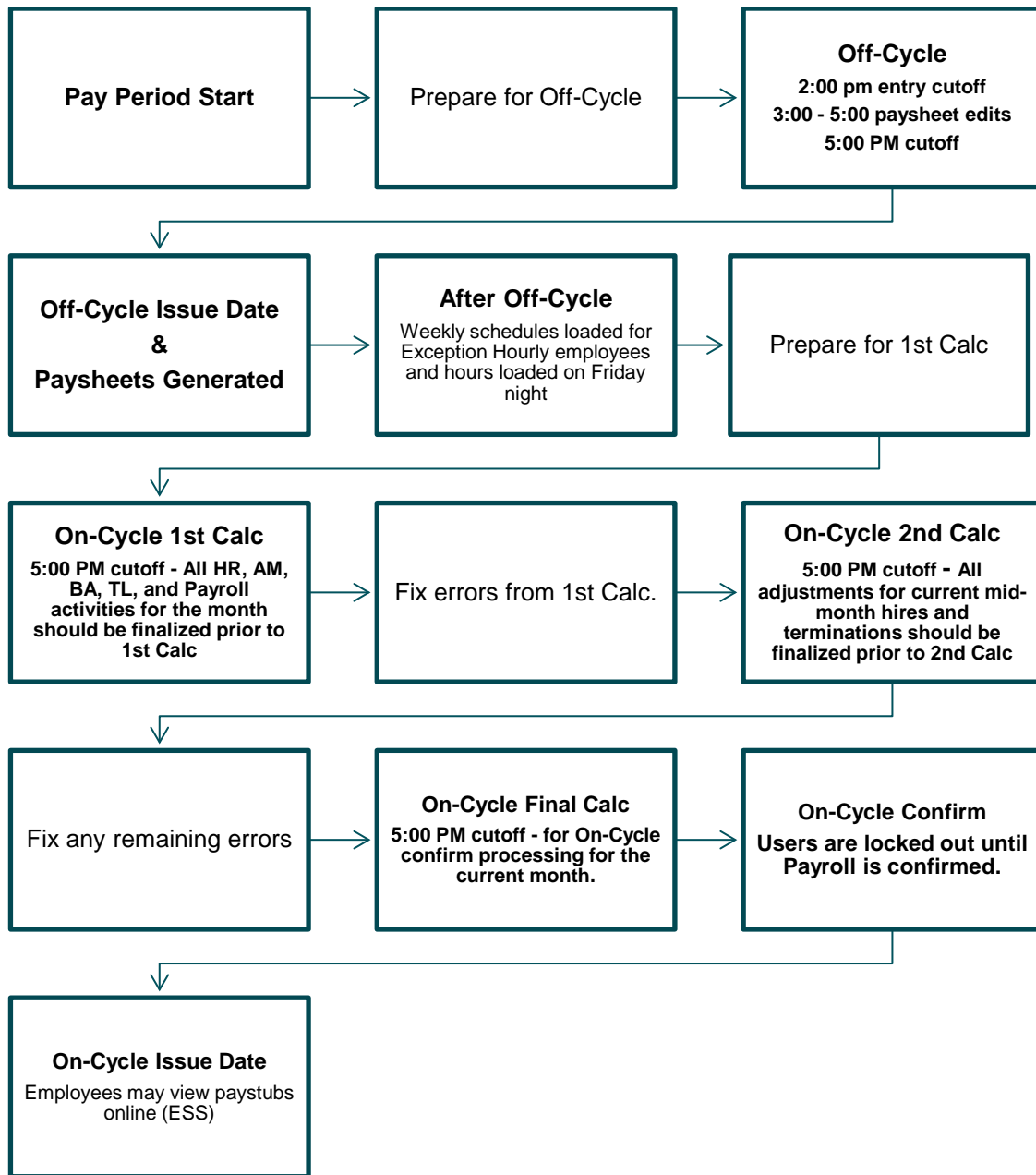
Each month your district follows the same process to generate monthly payroll. The regular monthly **On-Cycle payroll** includes two “pre-calcs” (1st Calc, 2nd Calc) which give you time to identify and correct any errors prior to the final 3rd payroll calc and confirmation for monthly **On-Cycle** processing. After the regular monthly **On-Cycle** payroll is run, if you have corrections that you need to fix and pay—these transactions may be handled at the beginning of the next month during the **Off-Cycle payroll** run.

The purpose of this job aid is to assist you with Monthly Payroll Processing in PeopleSoft. This document includes definitions, a workflow, and action items that you need to complete each cycle.

Definitions

- **Salary, Exception Hourly, and Positive Time:**
 - **Salary:** Additional time is entered for a salaried employee when there is a variation to their regular monthly time worked/paid. Additional time may be entered as overtime, holiday time, compensatory time, or one-time additional pay or absences such as sick leave, vacation, jury duty, and bereavement.
 - **Exception Hourly:** Exception time is entered or adjusted for an Exception Hourly employee who is paid according to their assigned weekly work schedule. If hours are worked that vary from the weekly schedule, adjustments need to be entered on the timesheet. Exception Hourly employees belong to workgroups ending in *EXC-FIX*.
 - **Positive Time:** Positive time is entered for all time worked by hourly and daily employees. The employee will receive pay for only the time entered on a timesheet. Positive time also includes overtime, holiday pay, compensatory time and any one-time additional pay.
- **Issue Date:** The day employee direct deposits are credited and employee payroll warrants are effective dated.
- **On-cycle:** Regular Monthly Payroll. Payroll Cycles are identified by Calendar Year months MO1 - January, MO2 - February, and MO3 - March.
- **Off-cycle:** Previously known as the TYPED Cycle in the LEGACY System.
- **Paysheet:** Paysheets contain the data required to calculate employee pay for each pay cycle. Paysheets include transactions that come from base compensation, additional pay, timesheets, and adjustments that may be entered directly onto paysheets.
- **Time:** Time entered on a timesheet may be either in units of days, hours or amounts, depending upon the position and the Time Reporting Code (TRC). Hours may be entered as straight time, overtime, holiday time, compensatory time or absence time. One-time Additional Pay may also be entered on the timesheet to be processed with time in dollar amounts.

Monthly Payroll Cycle



Monthly Payroll Processing

<p>Off-Cycle</p>	<p>If creating Paysheets for the Off-Cycle use page #100</p> <p>All time entered and approved prior to 3:00 pm on the Off-Cycle run date will be paid on the Off-Cycle payroll. Do not approve time to be paid on the On-Cycle, until after the Off-Cycle process.</p> <p>IMPORTANT: All Exception Hourly time entered on the timesheet is processed as if approved (Exception Hourly time never requires approval), and will be paid on the Off-Cycle. Enter Exception Hourly time prior to the Off-Cycle only if you want the time to be paid on the Off-Cycle.</p> <p>Absences are not loaded on the Off-Cycle</p> <p>ACH is not processed on the Off-Cycle</p> <p>ENTRY DEADLINE: 3:00 pm cutoff</p> <p>OFF-CYCLE PAYSHEET EDIT: 3:00 – 5:00 pm</p> <p>ALL USERS WILL BE LOCKED OUT OF HCM: 5:00 pm</p>	<ol style="list-style-type: none"> 1. Enter and approve any Timesheet transactions to be processed Off-Cycle. 2. Enter any Adjustments onto the Off-Cycle Paysheets. If creating paysheets use page #100. 3. Run Queries: M_DATAENTRY_AUDIT M_TL_NEEDS_APPROVAL M_TL_REPORTED_TIME_AUDIT M_TL_PAYABLE_TIME_AUDIT M_PY_AUDIT_JOB_PAYLINE M_PY_PAYLINES_SUBSET M_PY_PAYSHEET_ADJ_AUDIT_BY_LN M_PY_PAYSHEET_DEDN_AUDIT 4. Edit Off-Cycle Paysheets 3:00 pm – 4:30 pm OK to Pay Benefit Deductions Taken Enter Benefit Deduction Subset ID General Deductions Taken Enter General Deduction Subset ID Run M_PY_CALC_ERROR_MSGS_BY_DIST query <p>Off-Cycle Payroll Run</p> <ol style="list-style-type: none"> 5. Run Payroll Reports: Review Paycheck Payroll Register Other Earnings Register Deduction Register Employer Benefit Contribution Deduction Not Taken Check Register
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Event	Notes	Action Items
<p>Prepare for On-Cycle</p> <p>After Off-cycle Confirm</p>	<p>SDCOE creates (M&P) Paysheets for On-Cycle processing.</p> <p>The weekly schedules for Exception Hourly employees are invoked the day after the Off-Cycle runs. Time and Absences may now be entered for Exception Hourly employees without any restrictions.</p> <p>All Exception Hourly Time, loaded or entered on the timesheet, does not require approval, and will be paid on the On-Cycle.</p> <p>Gross Pay Adjustments & Benefit Adjustments for current employees may be entered onto Paysheets for On-Cycle processing.</p> <p>Time and Absence for Salaried and Positive Time Employees may be entered for On-Cycle processing.</p>	<ol style="list-style-type: none"> 1. Update any AM, BA, HR, TL, and Payroll records. 2. Run M_DATAENTRY_AUDIT any time during the month to validate data integrity. 3. Enter timesheet transactions for Salaried and Positive Pay Employees. 4. Enter any Adjustments onto Paysheets to be processed On-Cycle. 5. Enter Absences. 6. Enter and approve all Timesheet transactions to be processed On-Cycle, including Absences. 7. Enter any Gross Pay Adjustments and Benefit Adjustments onto Paysheets to be processed On-Cycle.

Event	Notes	Action Items
<p>Pay Calc #1</p>	<p>All AM, HR, BA, TL, and Payroll activities for the month should be entered prior to 5:00 pm.</p> <p>Final day for entering absences.</p> <p>Absence Management is closed for month.</p> <p>DEADLINE: 5:00 pm cutoff for On-Cycle processing</p>	<p>6. Update all AM, BA, HR, TL, and Payroll records prior to Pay Calc #1 cutoff.</p> <p>7. Run Queries: M_DATAENTRY_AUDIT M_TL_NEEDS_APPROVAL M_TL_REPORTED_TIME_AUDIT M_AM_ABSENCES_NOT_SUBMITD M_AM_ABSENCES_AUDIT M_AM_ABSENCES_TO_PAYROLL M_TL_PAYABLE_TIME_AUDIT M_PY_PAYSHEET_ADJ_AUDIT_BY_LN M_PY_PAYSHEET_DEDN_AUDIT</p> <p>Pay Calc #1 Runs</p> <p>8. Run Payroll Reports: Review Paycheck Payroll Register Other Earnings Register Deduction Register Employer Benefit Contribution Deduction Not Taken Run M_PY_CALC_ERROR_MSGS_BY_DIST query</p>

Event	Notes	Action Items
<p>Pay Calc #2</p>	<p>Absence management reopened for future months.</p> <p>Paysheets were created for current month new hires during Calc #1, and paysheets are now available for Gross Pay and Benefit Adjustments.</p> <p>System generated pro-rated mid-month salaries for new hires and terminations must be analyzed and determine if an adjustment is necessary.</p> <p>Enter Gross Pay and Benefits Adjustments for pro-rated mid-month new hires and terminations if appropriate.</p> <p>DEADLINE: 5:00 PM cutoff for On-Cycle processing</p>	<p>9. Correct any errors identified from Pay Calc #1</p> <p>10. Enter Gross Pay Adjustments and Benefit Adjustments for pro-rated mid-month new hires and terminations on Paysheets.</p> <p>11. Run Queries: M_DATAENTRY_AUDIT M_TL_NEEDS_APPROVAL M_TL_REPORTED_TIME_AUDIT M_AM_ABSENCES_AUDIT M_AM_ABSENCES_TO_PAYROLL M_TL_PAYABLE_TIME_AUDIT M_PY_PAYSHEET_ADJ_AUDIT M_PY_PAYSHEET_DEDN_AUDIT</p> <p>Pay Calc #2 Runs</p> <p>12. Run Payroll Reports: Review Paycheck Payroll Register Other Earnings Register Deduction Register Employer Benefit Contribution Deduction Not Taken Run M_PY_CALC_ERROR_MSGS_BY_DIST query</p>

Event	Notes	Action Items
<p>Finalize Payroll</p>	<p>Paysheets were created for current month new hires during Calc #1 and #2, and paysheets are now available for Gross Pay and Benefit Adjustments.</p> <p>System generated pro-rated mid-month salaries for new hires and terminations must be analyzed and determine if an adjustment is necessary.</p> <p>Enter Gross Pay and Benefits Adjustments for pro-rated mid-month new hires and terminations if appropriate.</p> <p>DEADLINE: 5:00 pm cutoff for On-Cycle processing for the current month. All users locked out.</p>	<p>13. Correct any errors identified from Pay Calc #2</p> <p>14. Run Queries: M_DATAENTRY_AUDIT M_TL_NEEDS_APPROVAL M_TL_REPORTED_TIME_AUDIT M_AM_ABSENCES_AUDIT M_AM_ABSENCES_TO_PAYROLL M_TL_PAYABLE_TIME_AUDIT M_PY_PAYSHEET_ADJ_AUDIT_BY_LN M_PY_PAYSHEET_DEDN_AUDIT</p> <p>Pay Calc #3 Final Runs</p>
<p>Confirm and Post Confirm</p>		<p>Confirm Payroll Runs</p> <p>15. Run Payroll Reports: Review Paycheck Payroll Register Other Earnings Register Deduction Register Employer Benefit Contribution Deduction Not Taken Check Register</p> <p>16. Entries may be made on Timesheets for the next Off-Cycle and On Cycle payrolls.</p>
<p>On-Cycle Issue Date</p>	<p>Employees may view paystubs online (ESS)</p>	<p>No Action Item</p>

