



## Payroll FAQs 2018

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Version 1.0 | Updated May 1, 2018

### ADDITIONAL PAY

**Q1: Additional Pay is not calculating the correct % of pay for Shift Differential (SDL). The current record shows the amount based on a previous base rate prior to step progression. Why doesn't it show the correct amount?**

The additional pay gets updated during the 1<sup>st</sup> and 2<sup>nd</sup> precalc processes.

**Q2: Created an Additional Pay of \$150.00 beginning 08/01/2017 but \$1500.00 was paid on his August check. Why did it pay this amount and where did this amount come from?**

The employee has three different sequence numbers (1, 2, 3) set up for the Additional Pay Earnings Code XAR. Each row is active because they do not have an End Date, and Ok to Pay is checked. Sequence numbers are treated as separate records per Earnings Code. Adding a Seq Nbr 2 row on top of a Seq Nbr 1 row, without stopping Seq Nbr 1 row, will not override the Seq Nbr 1 row.

**Q3: I have an additional pay set up for a coach who is not entitled to it for the month of January so I unchecked January on the Override Additional Pay screen the day before 1<sup>st</sup> calc but it still paid. I do not understand why it still paid if I unchecked the month.**

The Paysheet only communicates with the SDCOE Custom Override Additional Pay screen the day paysheets are generated. The screen is not re-assessed during the payroll process. Changes made to the Override Additional Pay screen after paysheets are created must be monitored on the paysheet directly.

**Q4: I set up an additional pay on my employee's hire date of October 9<sup>th</sup> but it didn't prorate. I didn't want the employee to get the full month of additional pay.**

The Additional Pay screen is not configured to prorate the amount. If the additional pay is active any day during the month, the total earnings will pay.

Proration of Additional Pay will need to be manually calculated and adjusted directly on the payroll.

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### GENERAL DEDUCTIONS

**Q1: I added general deductions xxxWCP, DNP16, and xxCTA2 this morning to Empl ID #123456 effective next week. When I try to set up overrides in Override Deductions (Employee) I get the message "No matching values found". Is there now a delay before the newly created deductions show up on the override screen?**

The deduction codes will not appear in the Override General Deductions screen until the actual effective date of the General Deduction.

**Q2: Issued a check for the August Off-Cycle. I did not select "Subsets" on the paysheet so voluntary deductions took. But we have our deductions taken out tenthly, and the boxes for July and August in Override Deduction (Employee) screen are not checked. So, regardless of the Subsets being selected or not, why did the deductions take?**



The override deduction process is not run during the off-cycles. All deductions will take if Subsets are not chosen, regardless of overrides being set up or not.

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## **PAYSHEETS**

**Q1: If I hire an employee after paysheets are generated, should I create a paysheet manually and enter the amount the employee should be paid?**

It is always advised to let the system create the paysheet for the newly hired employees that are entered into Job Data after paysheets have been generated. This is because the system will create a paysheet during the 1<sup>st</sup> or 2<sup>nd</sup> calc, depending on when you enter the new employee. If the employee's hire date is after the 1<sup>st</sup> of the month the system will prorate the base pay and you will be able to make the necessary adjustments directly on the paysheet.

**Q2: The 1<sup>st</sup> calc ran last night so I went to the paysheet and made adjustments on the payline due to the proration. I ran the Payroll Register and the employee isn't listed. When I looked in Review Paycheck there isn't a check for the employee. What happened and why isn't the employee getting paid?**

If changes are made on the Paysheet or Job Data screen after the 1<sup>st</sup> or 2<sup>nd</sup> calc, you will not be able to see data on the Payroll Register or on the Paycheck Review screen. This is because the system will need to recalculate the changes which won't happen until the next calc processing.

However, if you are unable to view the data after changes are made, you can run the query `M_PY_PAYCHECKS_BY_DIST` to confirm whether or not the person had a check.

**Q3: I have a new employee whose hire date is 10/23/2017 (after final calc) but I checked the Payroll Register after the 1<sup>st</sup> calc and the employee isn't listed. Will this employee not get paid until November? Please explain.**

If the effective date for new hires or pay increases is after the final calc (future dated) then a paysheet will not be visible, however, it will pay accordingly. If an adjustment needs to be made to the paysheet, run the [M\\_PY\\_PAYSHEET\\_SEARCH](#) query to find the page and line number of the paysheet. Once you find the paysheet you can enter your adjustment.

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## **QUERIES**

**Q1: The 1<sup>st</sup> calc ran last night but empl id 123456 isn't on the register and I haven't touched their paysheet or Job Data. How can I find out if there is a problem?**

Run the `M_PY_CALC_ERROR_MSGS_BY_DIST` query after the 1<sup>st</sup> and 2<sup>nd</sup> calcs to determine if there is an issue with an employee's paycheck, e.g. earnings, benefits, deductions, etc. If you continue to have problems please submit a HEAT Ticket.

**Q2: Where can I find a list of queries that I can run to audit my payroll before and after the calcs?**

Please refer to the following PeopleSoft Query Reference Guide (HCM) [HCM Query Reference Guide v1.0.pdf](#).