

PeopleSoft Training Activity Sheet

PR1: PAYROLL REFRESHER

For use in training. Last updated December 16, 2015.

Activity 1

Directions: Find an employee in your district sandbox who is setup with an additional pay. Answer the questions for each.

Question	Answer
1. What Additional Pay currently exists for this employee? What is the Earnings Code?	
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. Assuming this employee works the entire year how much will the employee receive in total Additional Pay for the year?	

Activity 2

Directions: Create new Additional Pays for one of your colleagues.

Instructions
1. Create a new Additional Pay for an "Expense Allowance". The monthly amount paid should be \$250.00 and should be effective December 1, 2015. The last monthly payment for this "Expense Allowance" should be April 2016.
2. Create a new Additional Pay for an "In-Service Workshop". The amount paid should be \$150.00, and will be effective beginning January 1, 2016, and should be paid on a quarterly basis in the September, December, March, and June payrolls.
3. Create a new Additional Pay for Out-Of-Class. The additional pay should be effective December 1, 2015 and should be 3% percent of Base.

Activity 3

Directions: Create new General Deductions for an employee of your choice.

Instructions
1. Create a General Deduction effective in the current month. Allow the monthly deduction amount to default to the deduction tables.
2. Create a Delay Net Pay deduction for this employee, assuming they work 10 months and receive warrants September thru June.
3. Create a General Deduction effective November 1, 2015, 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 and credited to the Cardiff School Revolving Cash Fund.
4. Modify the General Deduction Frequency for the general deductions created above. <i>Hint no pay in July and August.</i>

Activity 4

Directions: Modify the Employee Tax Data for an employee of your choice.

Instructions
1. Effective with the current monthly payroll, change the Federal Tax Marital Status to Married with 6 withholding allowances.
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 5

Directions: Add/Modify the Employee Direct Deposit for an employee of your choice.

Instructions
1. Add a Savings Account deposit for 200.00. The bank routing number is 322281507. Account number 002631698. Require prenote.
2. Add a Checking Account deposit. The bank routing number is 322281507. Account Number 002631698. This deposit should be for balance of net pay. Require prenote.
3. Add a hardcopy warrant to be produced in the amount of 700.00.

Activity 6 – New Hire Checklist

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.

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.
2. Create two general deductions. The required Workers Compensation deduction, and the second a Union Dues deduction.
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 balance to a hardcopy warrant. Use the bank routing number 322281507, bank account number for savings and checking 002631698.

Activity 7

Directions: Modify the Paysheet for an employee of your choice.

Instructions
1. Make a negative earnings adjustment for an employee for the current month. Assume the employee was absent without pay. Reduce their regular pay by \$550.00.
2. Refund \$85.00 to the employee (CTA dues). Allow the current month CTA dues to deduct.
3. Make a positive earnings adjustment for an employee for the prior month. Add an Auto Allowance of 200.00.

Activity 8

Directions: Create an Off-Cycle Pay for an employee of your choice.

Instructions
1. Create a new off-cycle paysheet. This should be the first of the two monthly off-cycle processes. Create regular monthly pay for 1,500.00 for the prior month service period.
2. Assume this employee was previously paid in the prior month, use the Payline Details to stop additional benefit and general deductions, other than Retirement and Workers Compensation.