Payroll Hot Topics

January 2014

Welcome Back!

The first semester of the 2013-14 school year had several changes in payroll. The personnel in our department changed, with Kathy's retirement and the addition of Shannon. The ASCD and accrued comp time procedures were updated. Thanks to the school board, we processed the first bonus payment to qualifying employees.

For this session of Hot Topics, we asked for suggestions from our timekeepers regarding what you thought you needed help with on the dashboard reports available to your location. Out of 95 timekeepers, we received 11 surveys.

That could mean:

    a. The training that the payroll department provides is working
    b. That you are too busy to help us help you
    c. You research the dashboard reports yourself and are comfortable in utilizing the reports in the best manner to accomplish your goals

The tally of the returned surveys showed a wide range of interest in all 4 sections of the HR/Payroll area on your dashboard.

Response Tally to Dashboard Report Survey.docx

We are going to go over the following reports today:

Leave Summary with Running Balance

Non-Rolling Leave Plan Balances

Payroll Time Records Report by Accounting Organization (Org. or Resp.) or Batch

Leave Summary with Running Balance

This report is a useful tool if an employee has a discrepancy with their leave balances from the ESS Leave Balances / Detail or their check stub totals. By running this report, you will see each transaction and how it applied to all leave plans that the employee has available.

Once you have set the parameters and click ok, you will see the next screen and you can export the file into a PDF file. This report can be run for the current school year and/or previous years. Each year is a separate report.

Main Report

730 Director Of Accounting

Pasadena I.S.D.

Leave Summary With Running Balance
Location and Supervisor Title
Employee Name / ID #
Job Code / Title

Plan	Date	Description	Department	Hours	Balance
FMLA	08/01/2013	Lost-Carryover Limit Exceeded		-344.00	-344.00
	08/01/2013	SUMMARY PYB PLUG-IN		344.00	0.00
Local Leave	08/01/2013	SUMMARY PYB PLUG-IN		0.00	0.00
	08/01/2013	Allotment for per end 20140429		56.00	56.00
	10/17/2013	Ill In Household - Local Leave		-0.50	55.50
	10/18/2013	Ill In Household - Local Leave		-2.75	52.75
	10/23/2013	Ill In Household - Local Leave		-8.00	44.75
	10/29/2013	Ill In Household - Local Leave		-0.50	44.25
	11/13/2013	Ill In Household - Local Leave		-0.25	44.00
State Personal	08/01/2013	SUMMARY PYB PLUG-IN		11.50	11.50
	08/01/2013	Allotment for per end 20140429		40.00	51.50
Vacation - ND	08/01/2013	SUMMARY PYB PLUG-IN		0.00	0.00
	08/01/2013	Allotment for per end 20140730		80.00	80.00
	09/06/2013	Vacation/Non-Duty Leave		-8.00	72.00
	09/30/2013	Vacation/Non-Duty Leave		-8.00	64.00
	10/21/2013	Vacation/Non-Duty Leave		-8.00	56.00
	11/25/2013	Vacation/Non-Duty Leave		-3.00	53.00
	11/26/2013	Vacation/Non-Duty Leave		-8.00	45.00

Non-rolling leave plan, payroll will process the transaction to zero out the balance

PYB = Prior Year Balance
Any leave plan that accrues year to year

How many of you know how to export a dashboard report?

Parameters Group Tree

Main Report

Export

File Format:
Crystal Reports (RPT)
Page Range:
All Pages
Select Pages
From: To:

Export

Parameters Group Tree

Main Report

Export

File Format:
Crystal Reports (RPT)

✓ Crystal Reports (RPT)
PDF
Microsoft Excel (97-2003)
Microsoft Excel (97-2003) Data-Only
Microsoft Word (97-2003)
Microsoft Word (97-2003) - Editable
Rich Text Format (RTF)
Separated Values (CSV)
XML

Once it has been exported you can save it and/or print it so you can review all entries to verify the accuracy of the data. You may find entry errors that caused a discrepancy. All corrections need to be entered into the system. You can correct current year errors on the next payroll batch. Contact your payroll specialist for all previous year corrections.

Non-Rolling Leave Plan Balances

(Required for Audit)

This is a mandatory report that must be run during each payroll cycle to verify beginning comp time, trade hours, vacation and FMLA balances.

Who is eligible for comp time? Trade hours? Vacation?

What if there is a discrepancy on the comp time balance shown on the Non-Rolling Leave Plan report and the time card that the non-exempt employee turned in?

Why do you need to know the available balance of FMLA hours?

What happens when someone has used all FMLA hours but is unable to return to work? (See June 2013 Hot Topics)

Payroll Time Records Report by Accounting Organization (Org. or Resp.) or Batch (Required for Audit)

You can run this report as many times as you deem necessary during the payroll data entry and prior to cut-off date.

How many of you run this by account/organization?

What error/warning do you want in-depth explanation of?

Time Record Errors Currently Being Searched For

RECORD MAY BE DUPLICATED
ACCOUNT NOT VALID FOR THIS LOCATION
ONE-TIME PAY EXCEEDS $500.00
WARNING - ## CONSECUTIVE DAYS ?
TRANSACTION DATE MM-DD-YYYY IS BEYOND PERIOD END DATE MM-DD-YYYY
THERE IS A TRANSACTION POSTING TO THE GL ERROR SUSPENCE FOR THIS TIMERECORD
TRANSACTION POSTING TO 6119 FOR NON-EXEMPT EMPLOYEE
ABSENCE POSTED FOR HOURS OTHER THAN 4 OR 8 FOR EXEMPT EMPLOYEE
TIMERECORD ABSENCE DATE IS A SATURDAY, SUNDAY, OR A HOLIDAY
POSSIBLE CONTRACT DATE MISMATCH
COMP TIME LIMIT OF 60 HOURS WILL BE EXCEEDED WITH COMP TIME ACTIVITY TRANSACTIONS
LOCAL/STATE ABSENCE ENTERED FOR EMPLOYEE WITH COMP TIME HOURS
OVERTIME MAY NOT BE PAID OUT OF RESPONSIBILITY '000'
FULL ABSENCE AND PAY ON THE SAME DAY
EARNED TRADE TIME ENTERED AFTER ON-DUTY DATE
EMPLOYEE HAS ABSENCE AND OVERTIME IN SAME WEEK
LEAVE PLAN "xxxxxxxxxx" MISSING FOR EMPLOYEE
TIMERECORD POSITION (999999999999) - DATED 99/99/9999 - NOT FOUND FOR EMPLOYEE
Student Worker Pay Code not 241
Exempt employee receiving Temp/Para pay

Record May Be Duplicated

12/02/2013	-	Temp Para/Clerical/Service 8.0	3.00	-	3.00	$-	$24.00	199.00-23.002.099.002-6126-0000
12/04/2013	-	Temp Para/Clerical/Service 8.0	3.00	-	3.00	$-	$24.00	199.00-23.002.099.002-6126-0000
		***** WARNING - RECORD MAY BE DUPLICATED ******						
12/04/2013	-	Temp Para/Clerical/Service 8.0	3.00	-	3.00	$-	$24.00	199.00-23.002.099.002-6126-0000
		***** WARNING - RECORD MAY BE DUPLICATED ******						
12/05/2013	-	Temp Para/Clerical/Service 8.0	3.00	-	3.00	$-	$24.00	199.00-23.002.099.002-6126-0000
12/06/2013	-	Temp Para/Clerical/Service 8.0	3.25	-	3.25	$-	$26.00	199.00-23.002.099.002-6126-0000
	-		15.25	-	15.25	$-	$122.00	

This warning is asking the timekeeper to verify if the employee actually worked two different 3 hour shifts on 12/4/13. Or, is there a typo on the date. In many cases, it's a typo and the timekeeper needs to correct the entry on the PS33 screen before the payroll cut-off. Please send the time card to your payroll specialist for any error/warning that you have questions about.

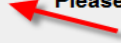# 1. ASCD Approved Temporary Aide/Clerical

ASCD Approved Aide

Payroll Procedures for ASCD Approved Temporary Aide/Clerical

- The ASCD approves the temporary employee for a period of no more than six weeks.

- The ASCD will email the campus notifying the principal of the approval and copy Yolanda Gamboa in Human Resources and Jeanne Conway in the Budget Office. The email must state if this person is to be paid out of local or federal funds.

- Since this is a temporary employee and not a substitute for a Board approved position, the temporary employee will not flow through the substitute system.

- Use the Temporary Employee Time Card on the Download Forms Business Office web site.

- For **instructional/clerical aides**, the campus secretary will input the time on the PS33 screen using Pay Code 239. By entering Pay Code 239, this will allow the campus to charge the pay to Responsibility 899 and not the campus. The time card must be signed by the temporary employee and the principal. The temporary employee will be paid at the PISD approved rate of $8.00/hour and be charged to a central office budget.

- For **special circumstances instructional aides**, the campus secretary will input the time on the PS33 screen using Pay Code 283. An example of this is a special circumstance for a one on one special ed aide for a particular behavior situation approved by the ASCD. The inability to hire an instructional aide for a regular situation does not qualify for this. By entering Pay Code 283, this will allow the campus to charge the pay to Responsibility 899 and not the campus. The time card must be signed by the temporary employee and the principal. The temporary employee will be paid at the PISD approved rate of $11.25/hour and be charged to a central office budget.

- If the Temporary Aide/Clerical is to be paid out of funds other than local money, the time card will need to be faxed to that Responsibility Code Manager and that department must input the time.

Please send the approval to your payroll specialist.

Account # for ASCD Approved Temporary Aide/Clerical

199.FN.CAM.PRG.899.6126.0

Please verify that the campus code provided to you by the ASCD is your location.

FN = Function Code
11 = Classroom Aide
12 = Library Aide
23 = School Office Aide
31 = Counselor Aide
33 = Nurse Aide

CAM = Campus Number

PRG = Program Code
11 = Basic Skills Education
21 = Gifted
22 = Career & Technology
23 = Special Education
24 = Compensatory Education
25 = Bilingual
99 = Undistributed

Accrued Comp Time Changes

TRS sent us reminders regarding the ineligibility of <u>accrued</u> comp time that is paid out as overtime earnings. If someone is not using their <u>accrued</u> comp time for absences and wants to be paid for the overtime, you must use pay code C13.

If the comp time is earned in one week and the employee wants to be paid overtime in that same week, you will continue to use pay code 213.

- **Beginning with the 2013-14 school year non-exempt employees are not eligible to earn trade time.**
- All additional or overtime worked that the employee does not chose to be paid for will be accrued as Comp Time.
- Comp Time paid at a later date is ineligible for TRS reported wages. (pay code C13)
- Additional time earned will be hour for hour
- Overtime earned will be multiplied at time and a half (all calculations will be done by the Time Card)Non-Exempt_Time_Card_Template_6-20-13(1).xls

- Enter an employee's absence, overtime, one-time pays and additional pay.
- Enter the time record date. For overtime or additional time pay, use the last working day to enter those hours earned for the week.
- If an employee chooses to be paid for accrued comp time two entries are required on PS33.
- The first entry will be a positive number using pay code 210 to deduct the hours requested to be paid.
- The second entry will be the positive number displayed in the overtime box on the employee's time card using pay code C13.
- Any hours worked on a Non-Working day, must be entered on the date worked.
- Per policy the PISD work week is Monday through Sunday.

The Payroll BOPM includes many "step-by-step" tutorials for Employee Self Service options.