QSSUG Finance/Personnel Committee - Webinar

QCC Payroll Overview

October 4, 2012

Duane Percox, QSS

Agenda

- Brief Exploration of Available Modules
- Using Code Maintenance (#1 and #2) to Maintain Payroll Related Master Tables
- Employee Maintenance for All Things Payroll
- Payroll Job Menu and Requesting Common Reports
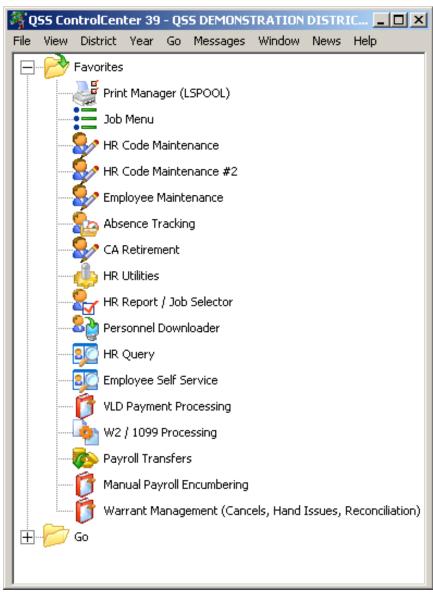- Payroll Data Import Functions

Exploration of Available Modules
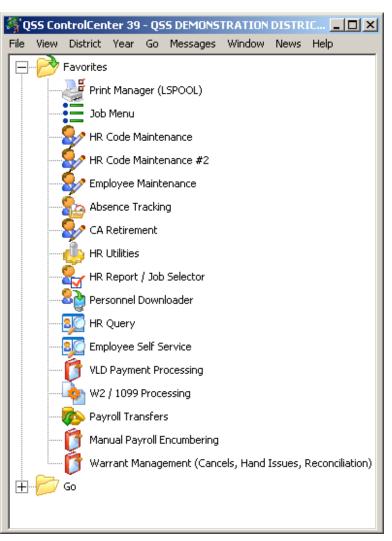
Answering the Important Question

So, where is my stuff?

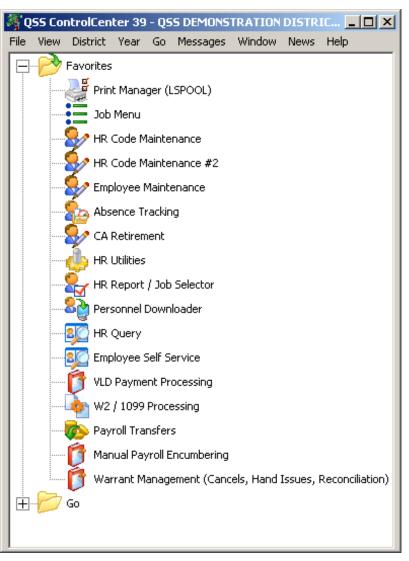# Accessing QCC/Payroll (Using Favorites)

QCC/Payroll (Favorites)

- Print manager – Manage Reports

- Job Menu – All Report/Jobs (prelist/history)

- HR Code Maintenance – Payroll Master Files

- HR Code Maint#2 – Tax Tables, Schedules, Positions

- Employee Maintenance – Payroll input/lookup

QCC/Payroll (more Favorites)

QSS ControlCenter 39 - QSS DEMONSTRATION DISTRIC...

File   View   District   Year   Go   Messages   Window   News   Help

- Favorites
  - Print Manager (LSPOOL)
  - Job Menu
  - HR Code Maintenance
  - HR Code Maintenance #2
  - Employee Maintenance
  - Absence Tracking
  - CA Retirement
  - HR Utilities
  - HR Report / Job Selector
  - Personnel Downloader
  - HR Query
  - Employee Self Service
  - VLD Payment Processing
  - W2 / 1099 Processing
  - Payroll Transfers
  - Manual Payroll Encumbering
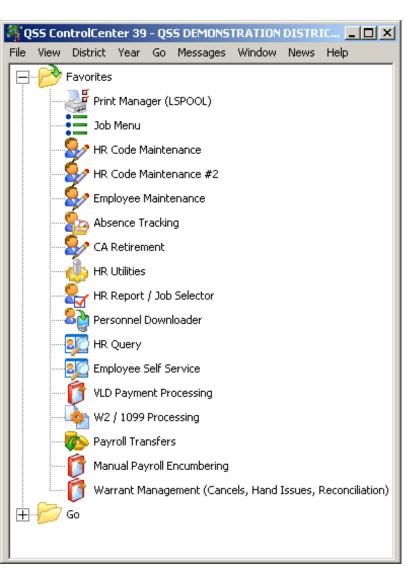 - Warrant Management (Cancels, Hand Issues, Reconciliation)
- Go

- Absence Tracking (Leave Tracking/Balances)

- CA Retirement – Retirement (RCA002)
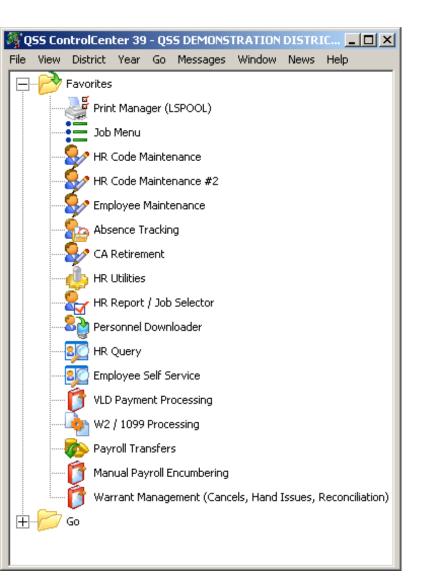
- HR Utilities (Locking/setups)

- HR Report/Job Selector – various simple reports & jobs
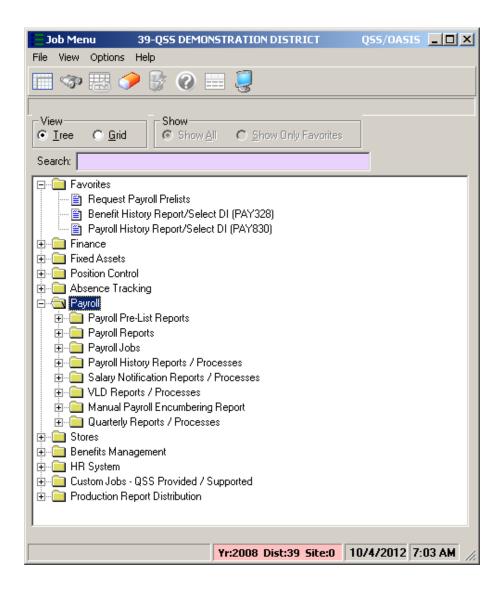
QCC/Payroll (more Favorites)

- Personnel Downloader – download payroll data (PD/PH/W4)

- HR/Query – report/download all payroll data

- Employee Self Service (lookup)

- VLD Payment Processing – Maintenance and VLD job interface
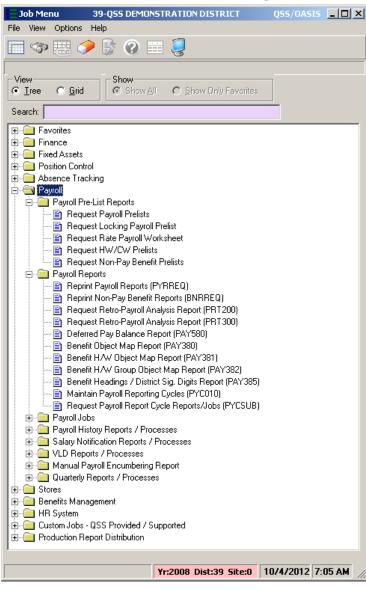
QCC/Payroll (more Favorites)

- W2/1099 – W2 processing

- Payroll Transfers

- Manual Payroll Encumbering

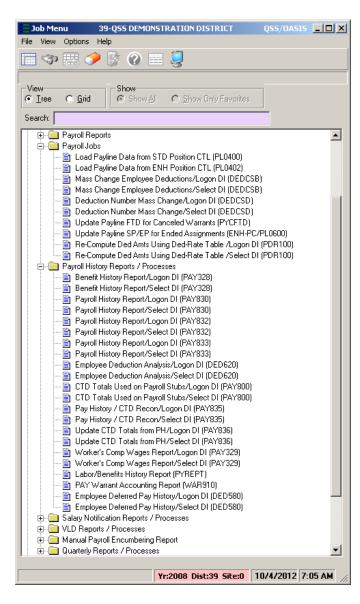- Warrant Management – Hand / Cancels / View Warrant Images
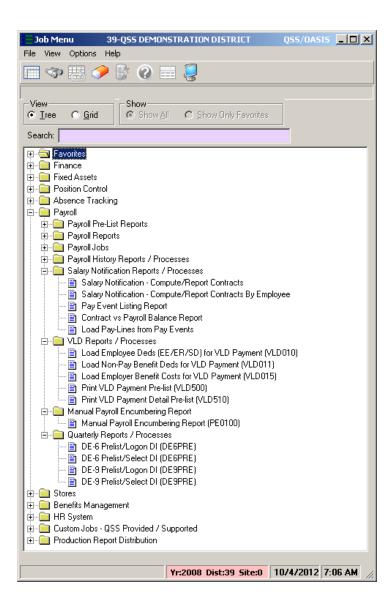
All Job Menu

All Job Menu – Payroll Folders

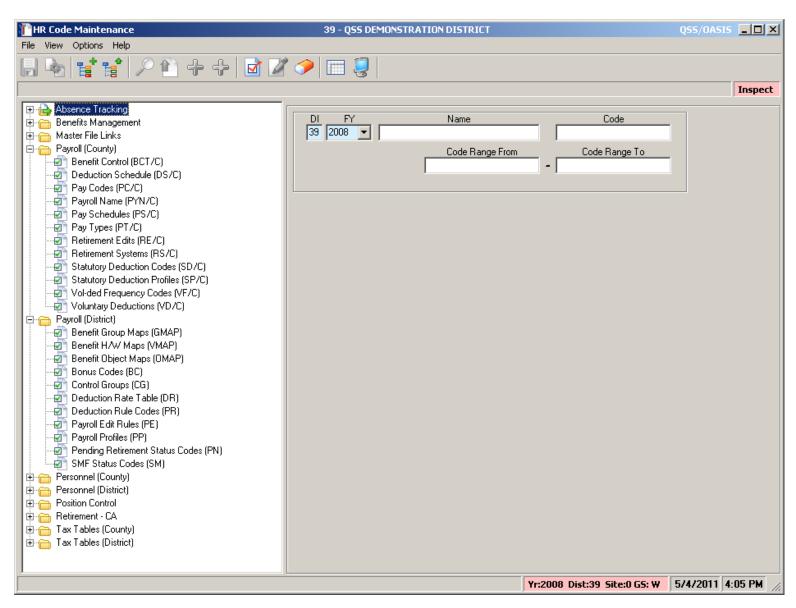# All Job Menu – More Payroll Folders

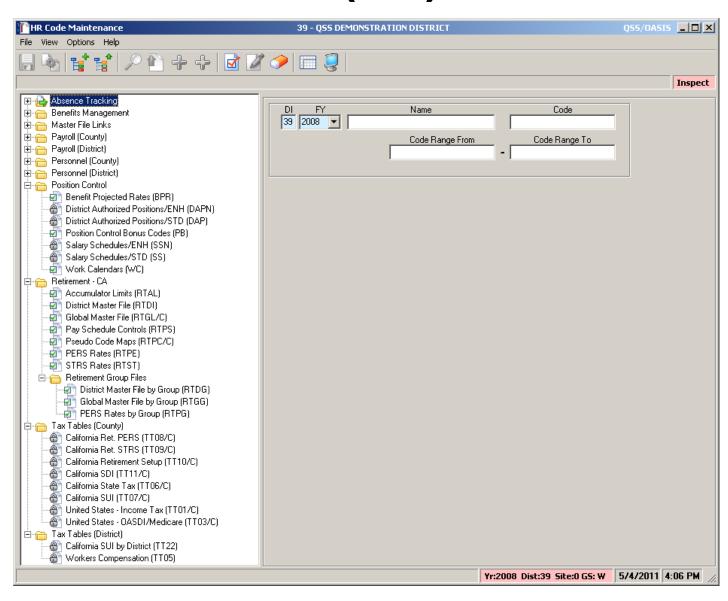# All Job Menu – And Even More…

Code Maintenance #1 and #2

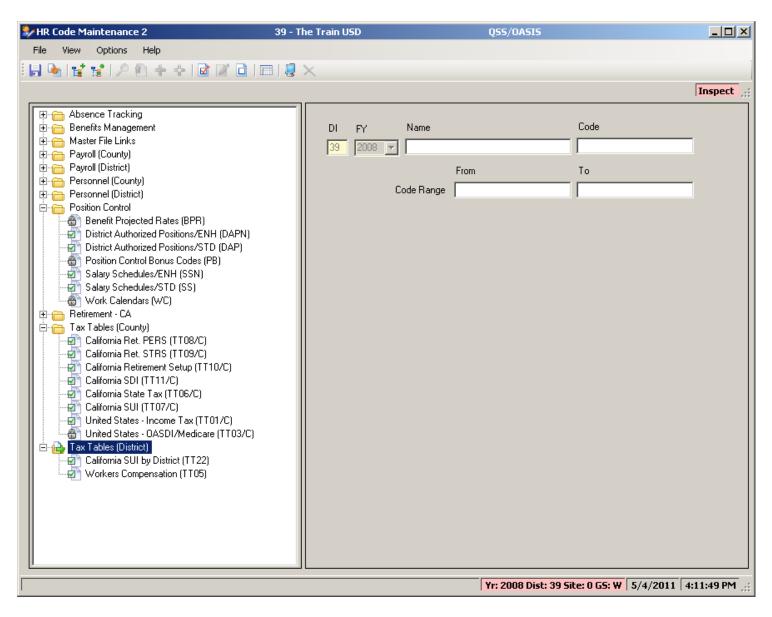**County and District Payroll Related Master Files**

Tax Tables
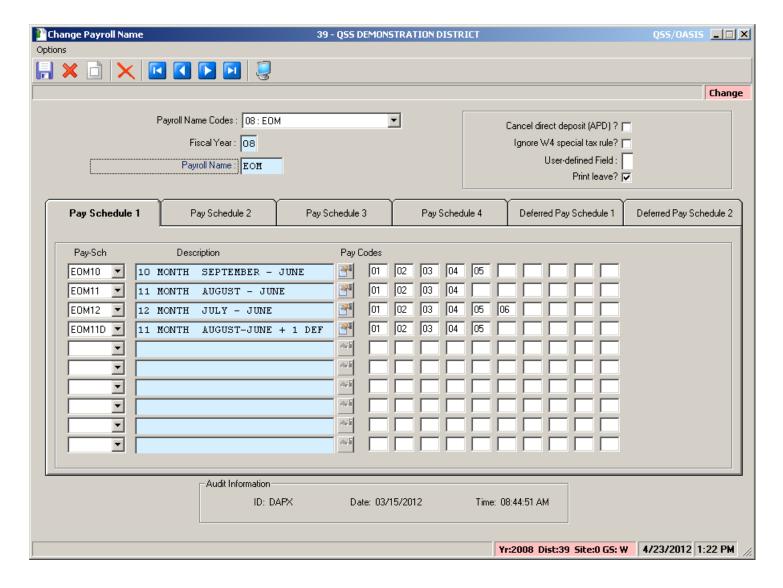
HRCM – Pay (County/District)
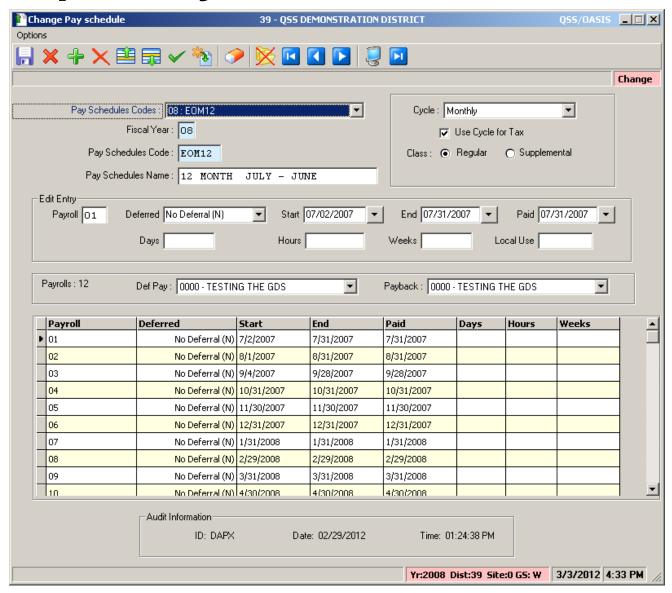
HRCM – PC / Ret(CA) / Tax Tables
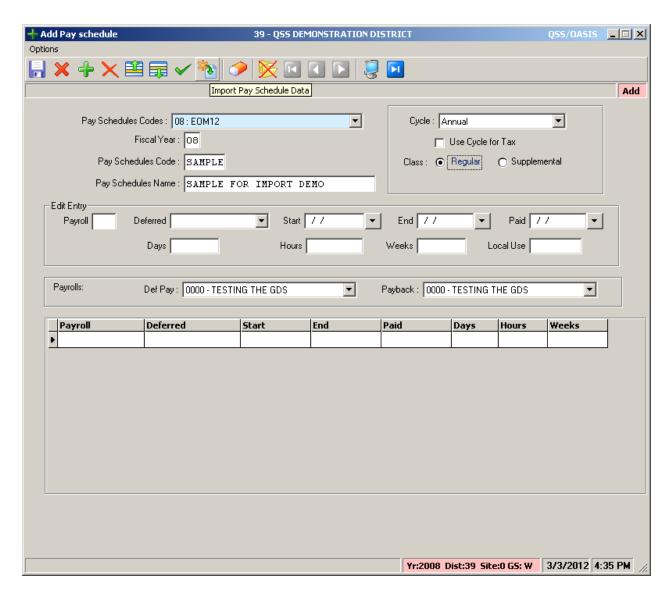
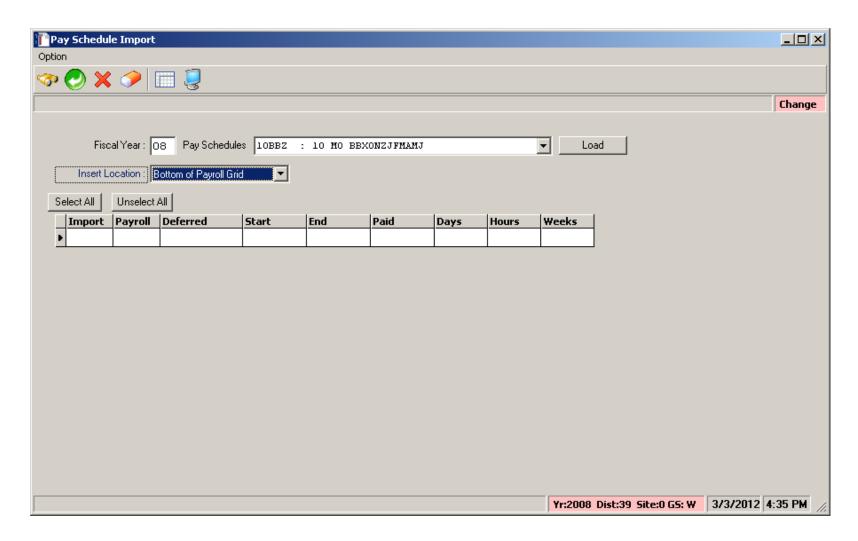# HRCM #2 - Pos-CTL / Tax Tables

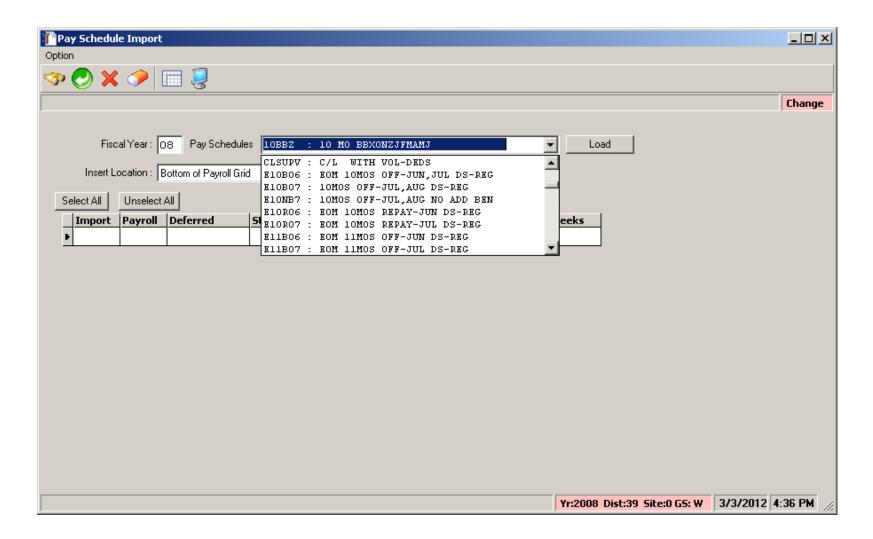# Sample Payroll PAYNAM

Sample Pay Schedule

Pay Schedule – Import Feature

Pay Schedule – Import Screen

Pay Schedule – Select for Import

Grid Populated…

Return Imported Rows…

Save Pay Schedule

Statutory Deductions

Stat-Ded Profile

Payroll Bonus Codes

Voluntary Deduction

HR Code Maint#2 (Tax Tables)

Federal Tax Tables

OASDI/Medicare Tax Tables

CA State Tax Tables

Employee Maintenance

Entering and Viewing Employee Related Payroll Data

Employee Maintenance

Advanced Search Main Tab

Advanced Search Date Tab

Advanced Search Payroll Tab

Right Click Context Menu

Copy the History List to Grid

QuikPeeks…

Deduction QuikPeek…

Deductions for HARRISON, JAMES T

File   Options

Close | Grid Output | Print Screen

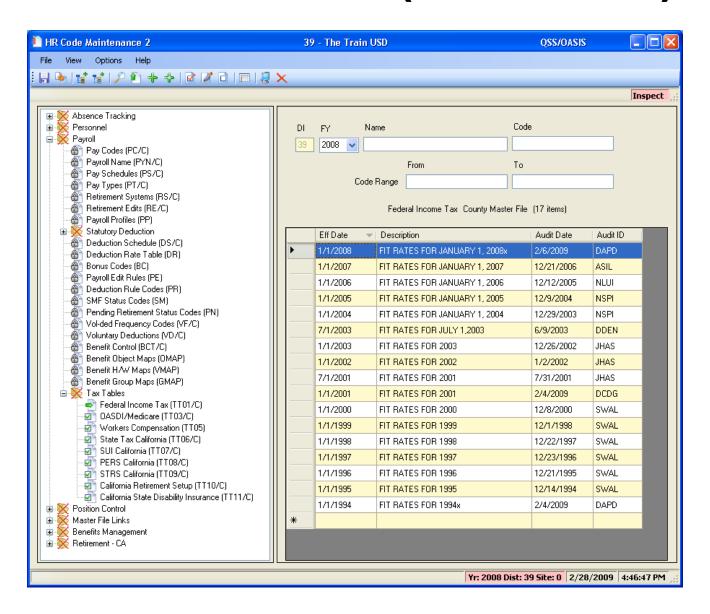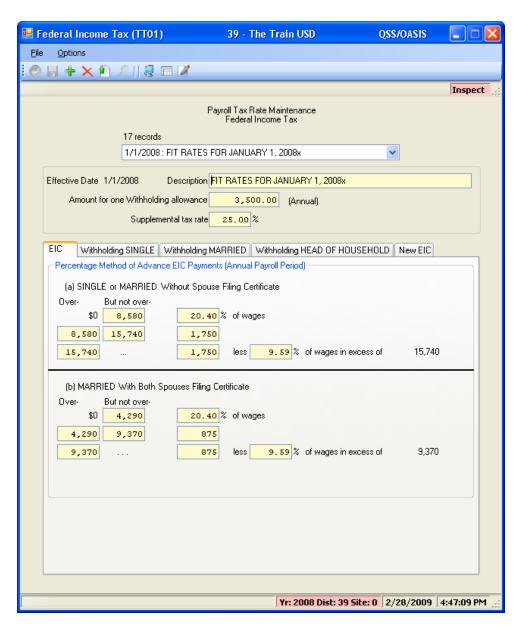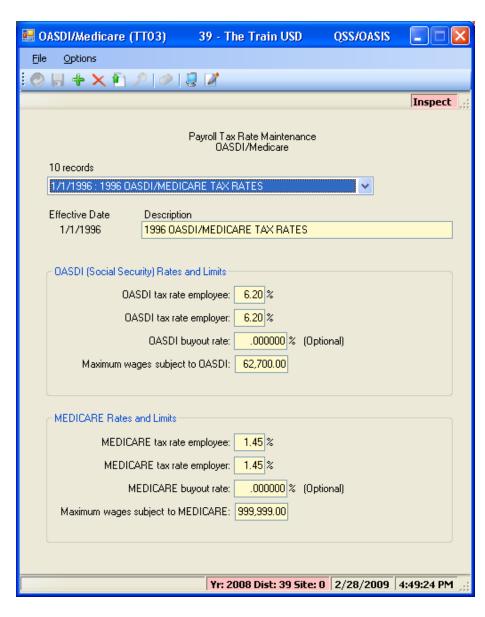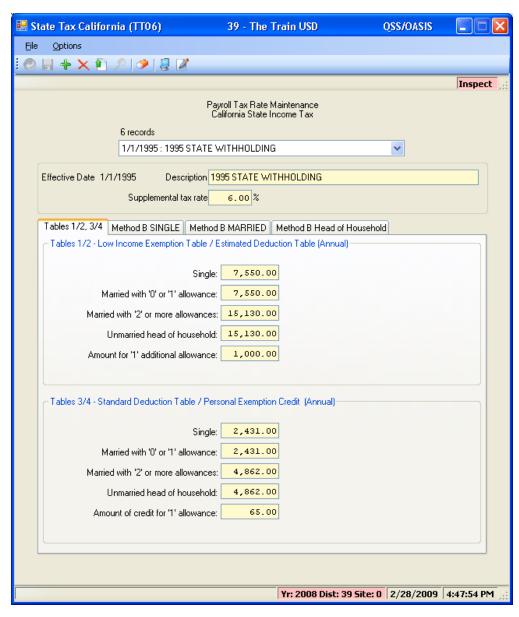| DS	Code	Description	Employee	Employer	T	RL	b	B	F	S	v	Minimum	Maximum	Balance	Limit	From Date	To Date
01	8214	PERS BUY BACK	100.00	0.00							2	0.00	0.00	0.00	0.00		
12	4300	KAISER HIGH	37.37	449.37			*				1	0.00	0.00	0.00	0.00		
12	5002	OPEB ACTIV EMPLOY CLASS	0.00	31.50								0.00	0.00	0.00	0.00		
10	3004	CSEA DUES/LOCAL	3.00	0.00								0.00	0.00	0.00	0.00		
12	4600	DELTA DENTAL	0.00	101.06			*				1	0.00	0.00	0.00	0.00		
10	3007	CSEA DUES	36.75	0.00								0.00	0.00	0.00	0.00		
12	2005	AMER FID GROUP LIFE TAXED	20.00	0.00								0.00	0.00	0.00	0.00		
12	4500	VSP	0.00	20.00			*				1	0.00	0.00	0.00	0.00		

W4 QuikPeek…

PayLine QuikPeek…

QuikPeek: Pay Lines for PAIN, TRUE

File   Options

Close | Grid Output | Print Screen

Pay Line	Rate	Units	RTS	Ex-Gross	Type	Ret. Base	AC-P-C	St-Ded	Py-Sch	SP	EP	Posit#	Name
02	5,448.08	1.00	L	5,448.08	NML	5,448.08	08-1-1	TPUF	DAP-A1			000024	COUNSELOR

W4 Data w/Required Fields

W4 Data – Show SSN

W4 Data Field Navigation

Direct Deposit

Payroll History

On-line PDF (full page)

On-line PDF (larger view)

PHUPDT Detail

PHINSP Detail (W/Benefit Data)

PHINSP Detail (Instaprt)


```
District: 40                          Warrant Detail                        QSS/OASIS
Employee: 102903 HARRISON, JAMES T
 Warrant: 77050227               Date Paid: 09-30-2009      Period End: 09-30-2009
_____
Gross: 5,420.00  Fit:    617.85  Sit:    248.15  Sdi:    0.00  Ded:    96.12  SB:     0.00
Oasdi:   333.72  Medi:    78.05  Ret:    379.40  Eic:    0.00  Tsa:    0.00 Net: 3,666.71


 PL  Posit#      Rate    Units RTS   Ex-Gross Type St-Ded Pay Sched SP EP   Ret Base AC-P-C S
 01 001860    5,420.00    1.00 L     5,420.00  NML   TPOM      EOM12 ** **   5,420.00 08-1-1 1

 Prcnt    FU RESC Y GOAL FUNC OBJT SCH MNGT BU  SBT  Ex-Gross  Adj Gross  Acct Seq
 100.00   01.0097.0.0000.7701.2400.892.5530.20       5,420.00   5,420.00       01
-----------------------------------------------------------------------------------

 DS   Code  Ded Name                 Employee  Employer  T  F  S   Bal   Limit
 12   2005  AMER FID GROUP LIFE TAXED    20.00     0.00            0.00   0.00
 10   3004  CSEA DUES/LOCAL              2.00      0.00            0.00   0.00
 10   3007  CSEA DUES                   36.75      0.00            0.00   0.00
 12   4300  KAISER HIGH                 37.37    449.37     1      0.00   0.00
 12   4500  VSP                          0.00     20.00     1      0.00   0.00
 12   4600  DELTA DENTAL                 0.00    101.06     1      0.00   0.00
 12   5002  OPEB ACTIV EMPLOY CLASS      0.00     31.50            0.00   0.00

          TOTAL                        96.12    601.93         |


-----------------------------------------------------------------------------------


                              BENEFIT SUMMARY


            STRS         PERS        OASDI         H/W         SUI         WCOMP
          MEDICARE     PERS RLR      OPEB-%       OPEB-$
          _____

            .00        526.23       333.72       601.93       16.26       111.11
           78.05       151.22        38.48          .00


-----------------------------------------------------------------------------------


                              BENEFIT DETAIL


Adjust Gross      STRS         PERS        OASDI         H/W        SUI      WCOMP   MEDICARE
    PERS RLR     OPEB-%       OPEB-$
_____

01.0097.0.0000.7701.2400.892.5530.20

   5,420.00         .00       526.23       333.72       601.93      16.26     111.11      78.05
     151.22        38.48         .00
```
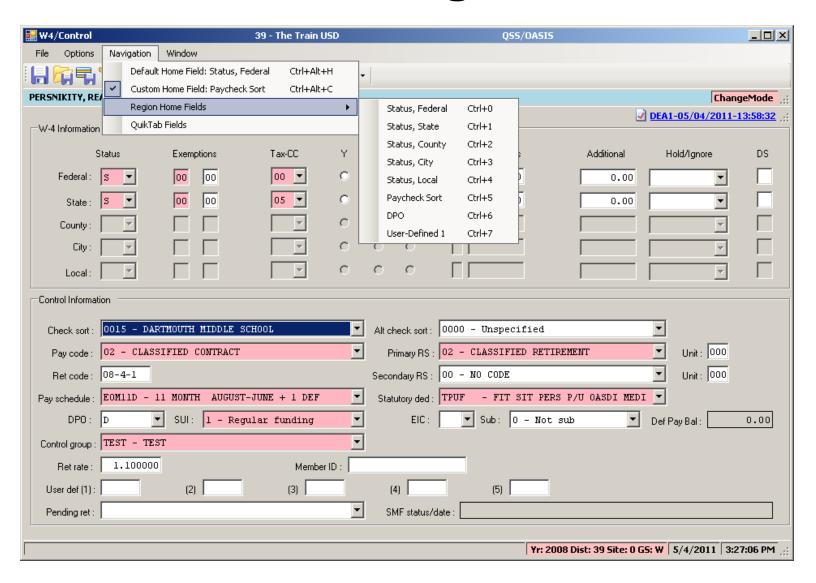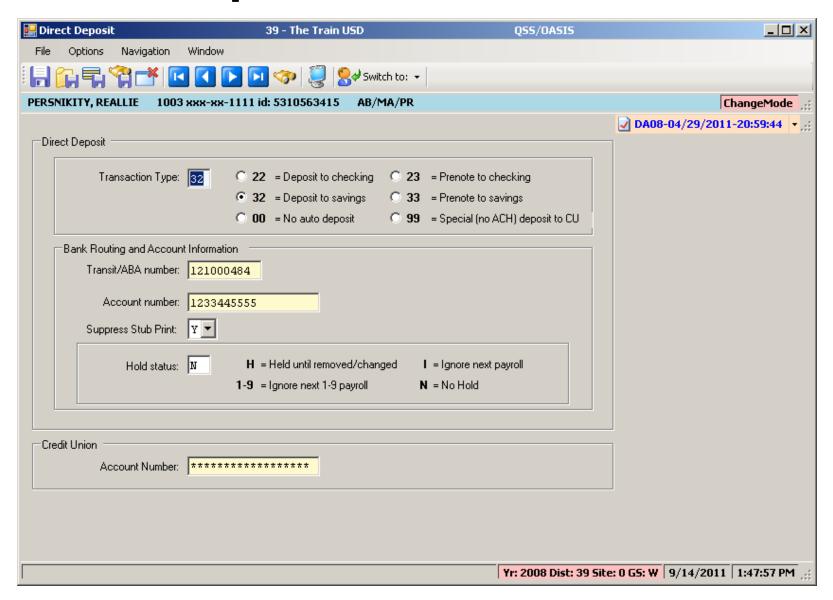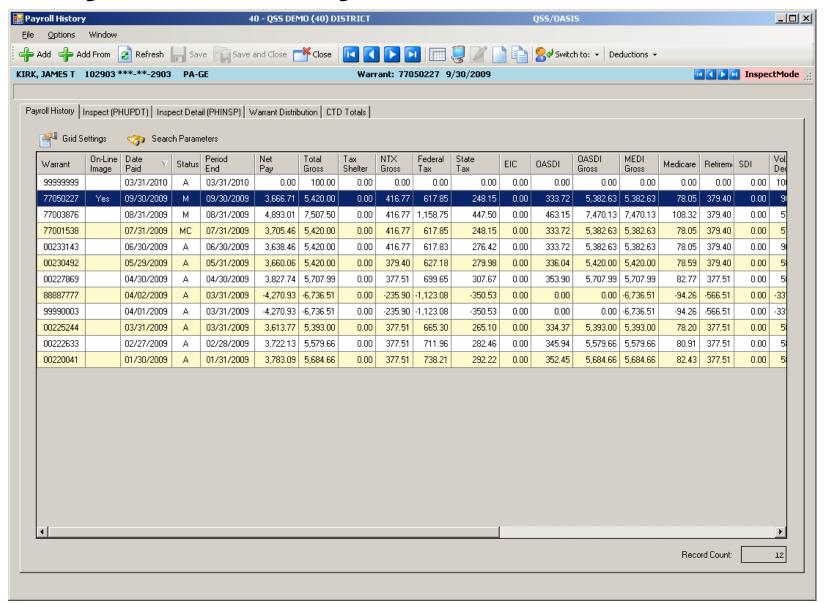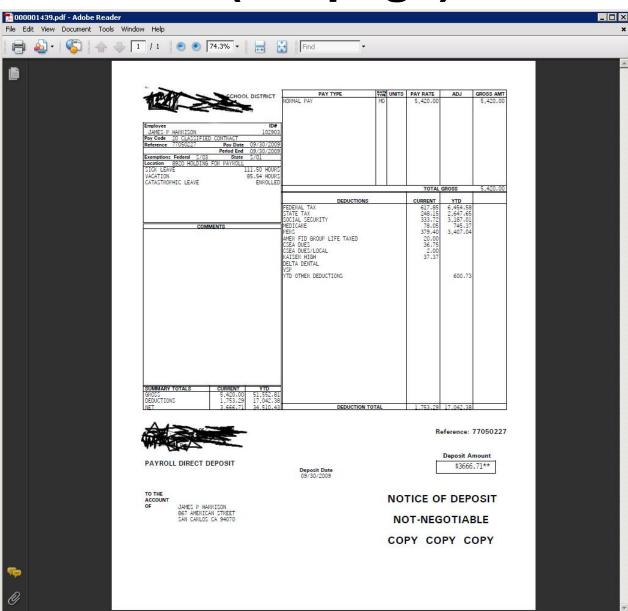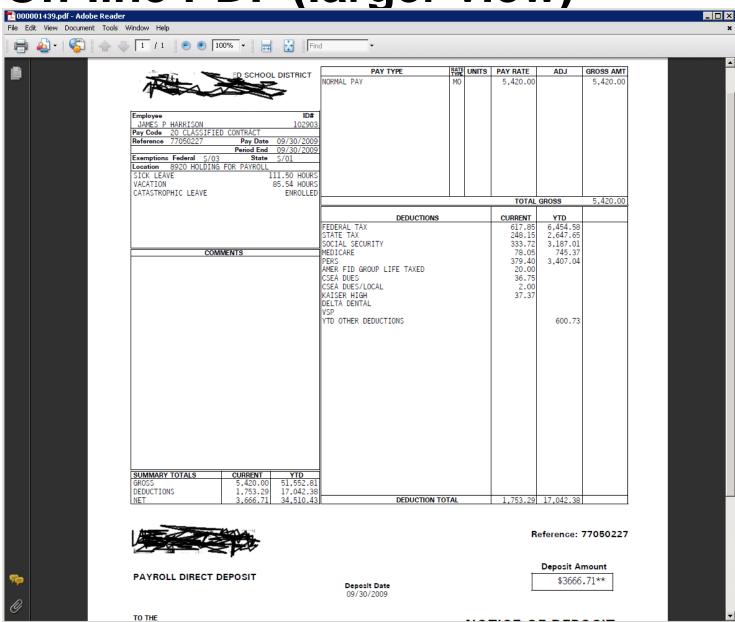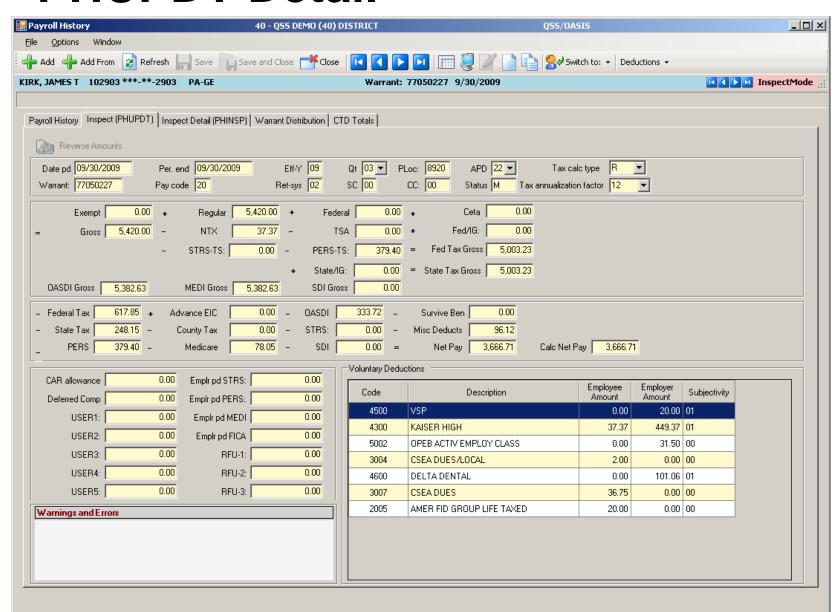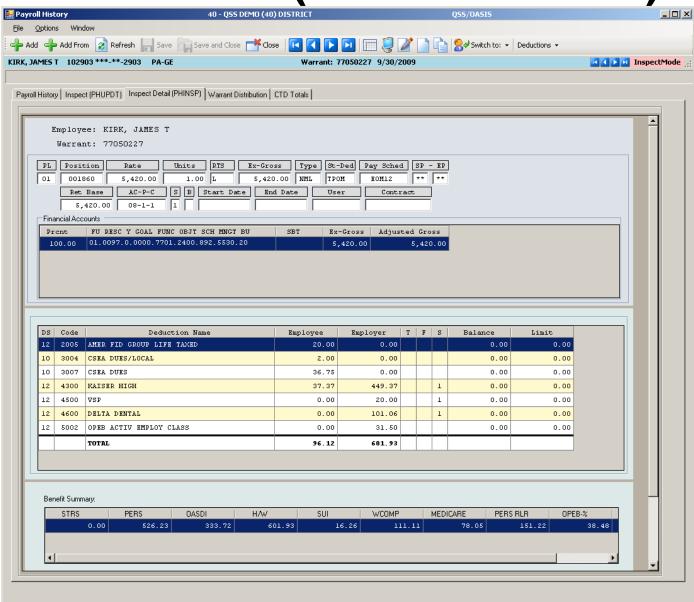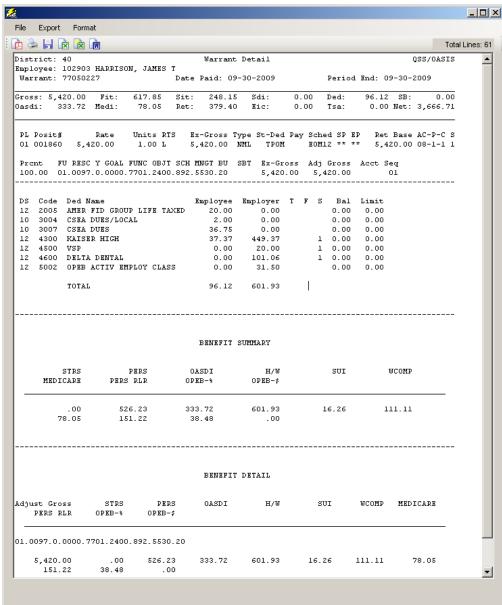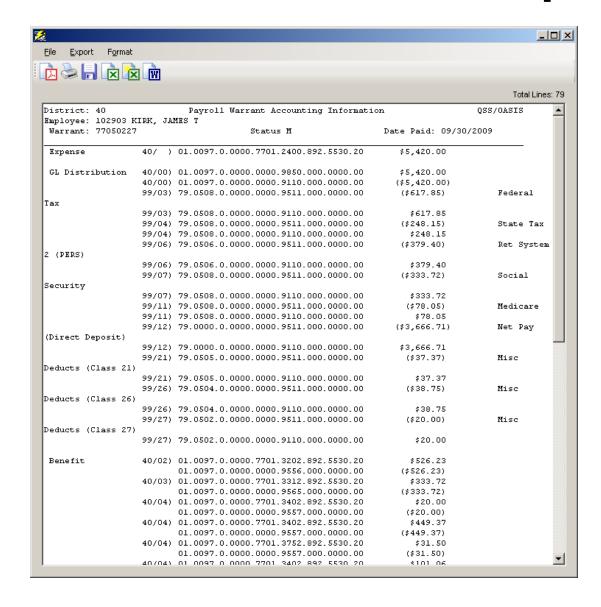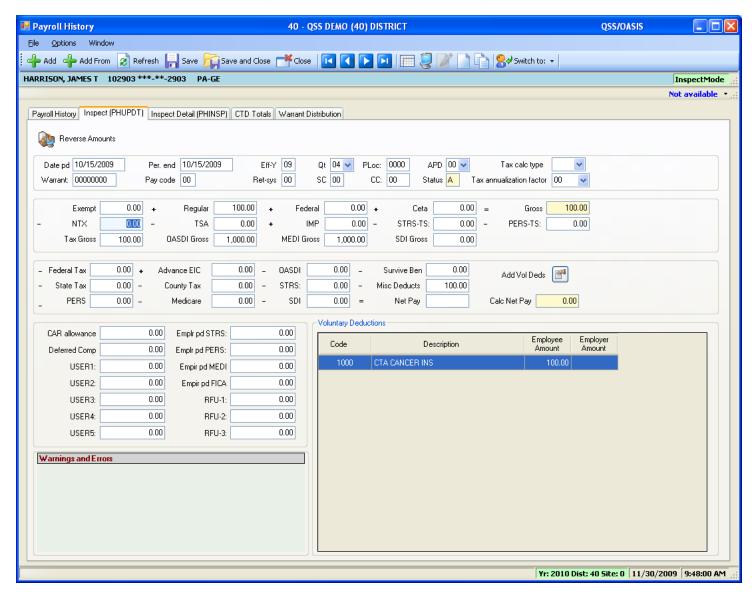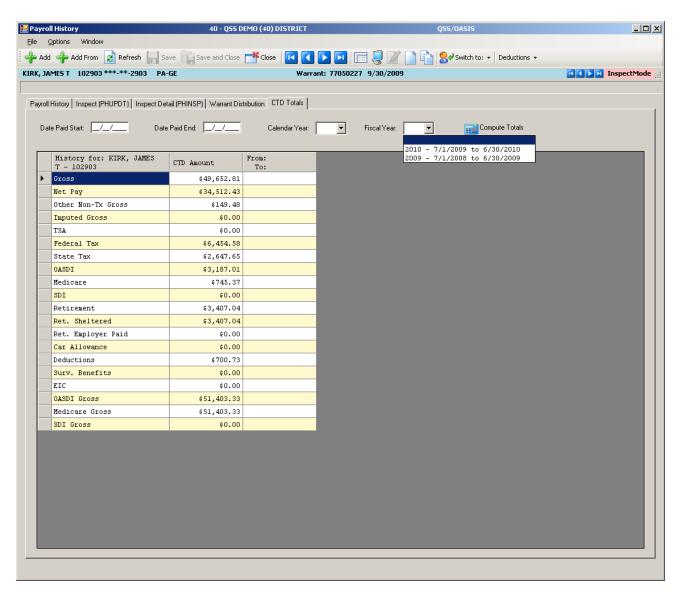
53

Warrant Distribution

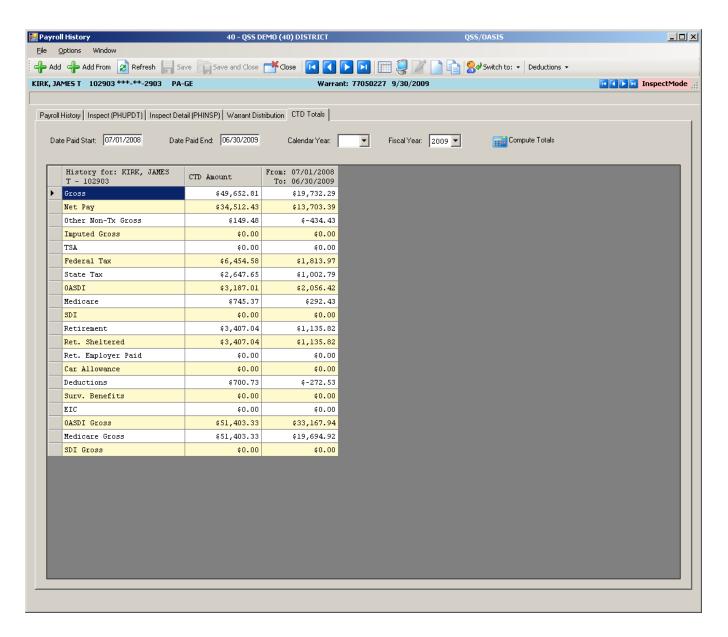# Warrant Distribution Instaprt

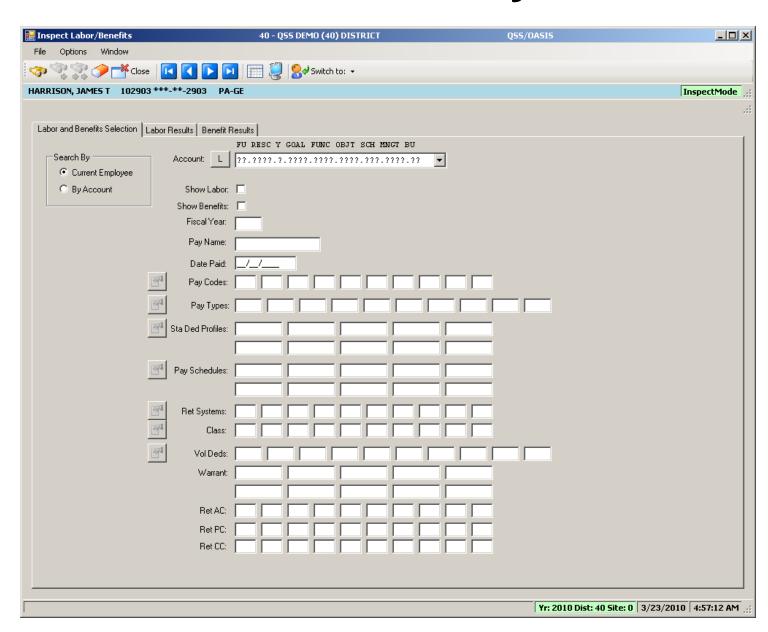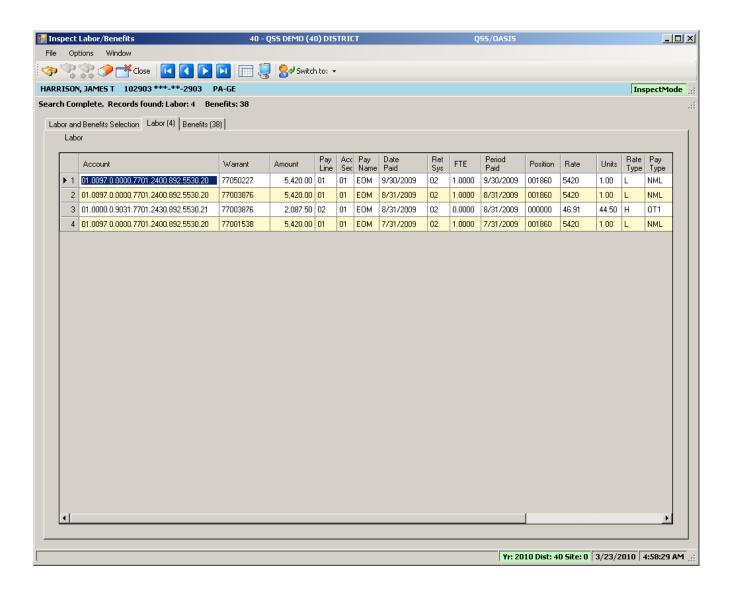# Adding Pay History Adjustment
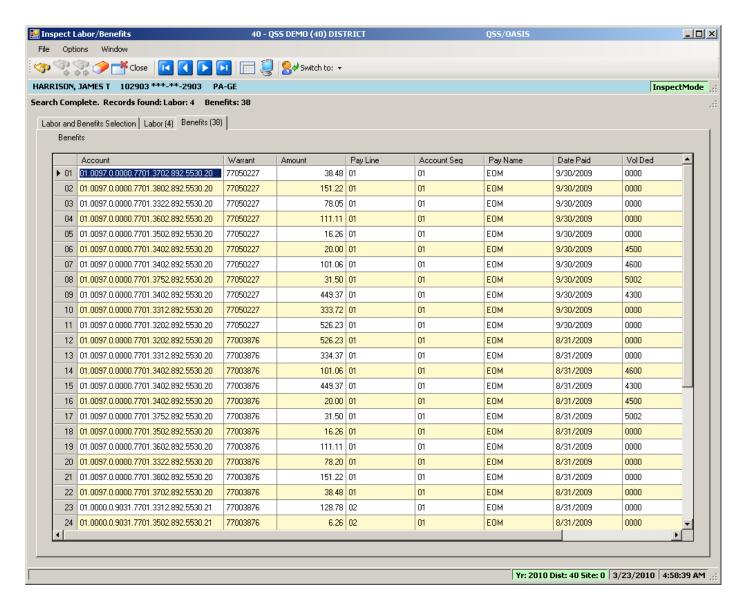
CTD Totals / Custom or From History
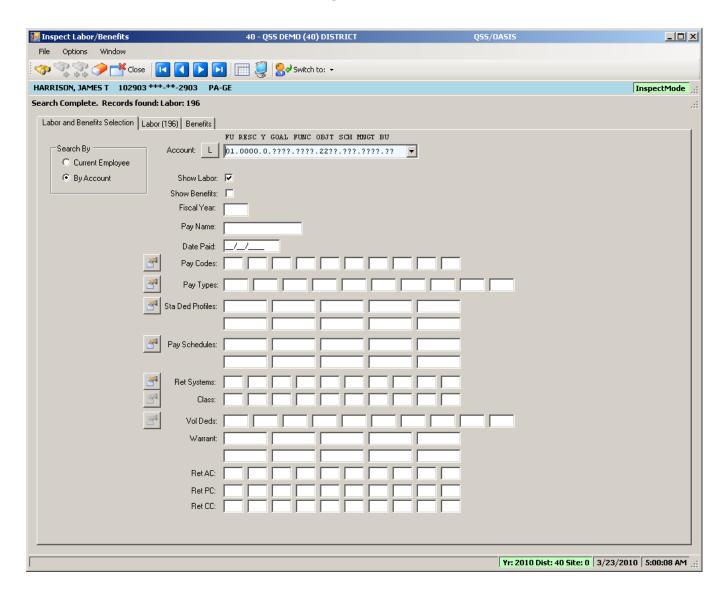
CTD Totals / FY
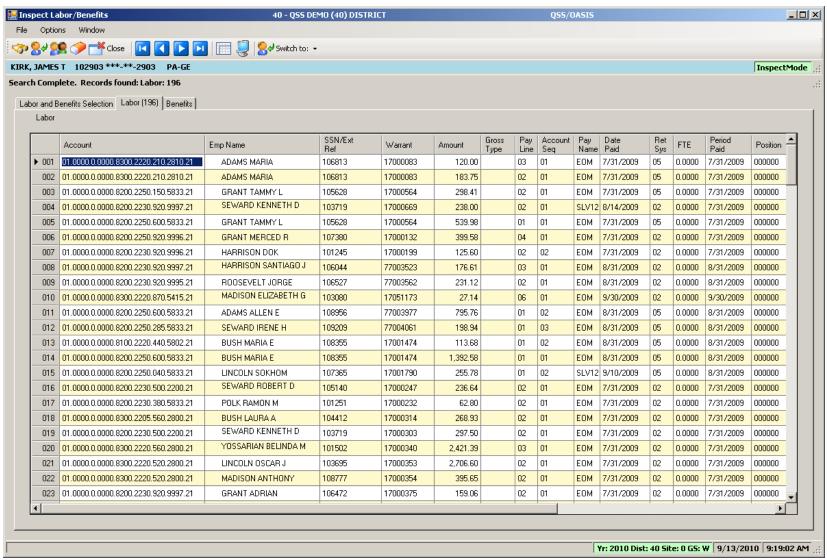
Labor / Benefit History
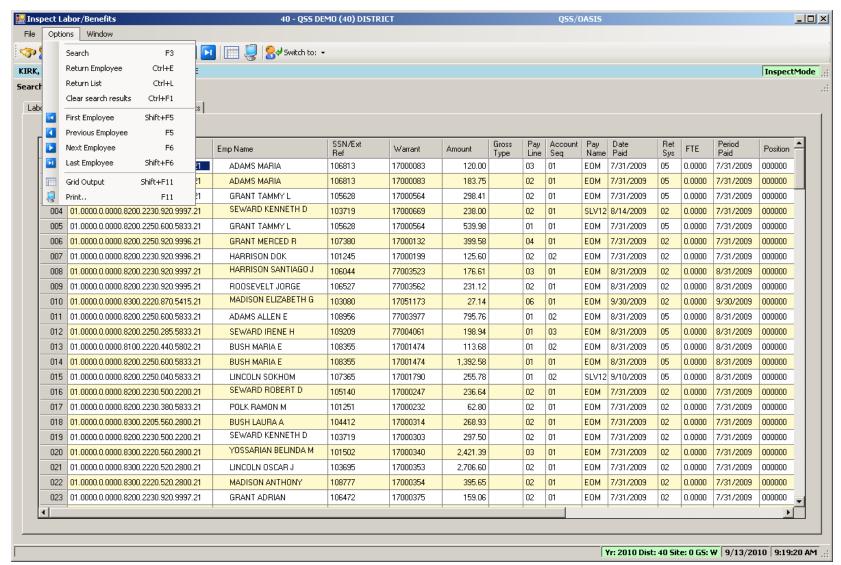
Labor Results…

Benefit Results…
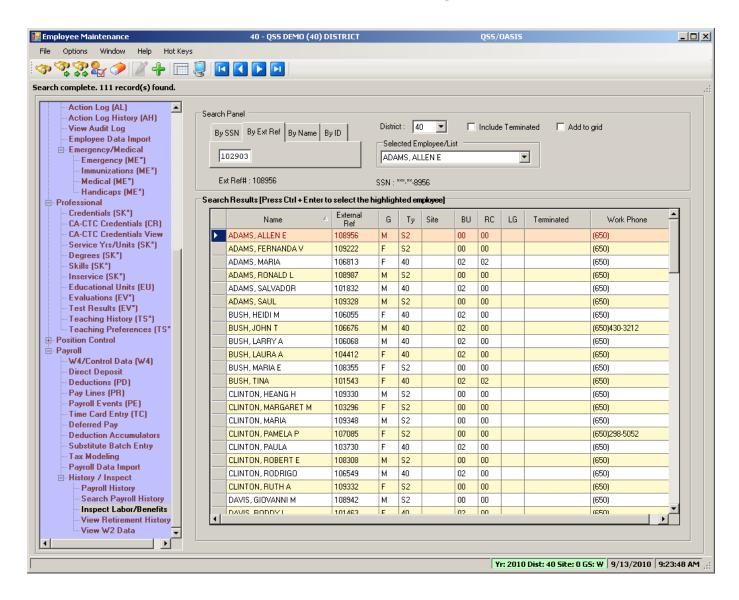
Search Labor by Acctclass
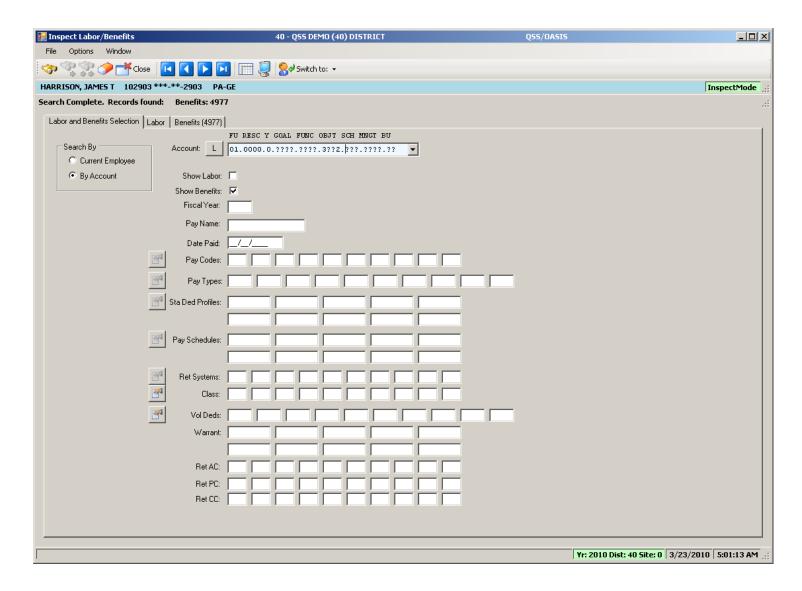
Labor Result by Acctclass
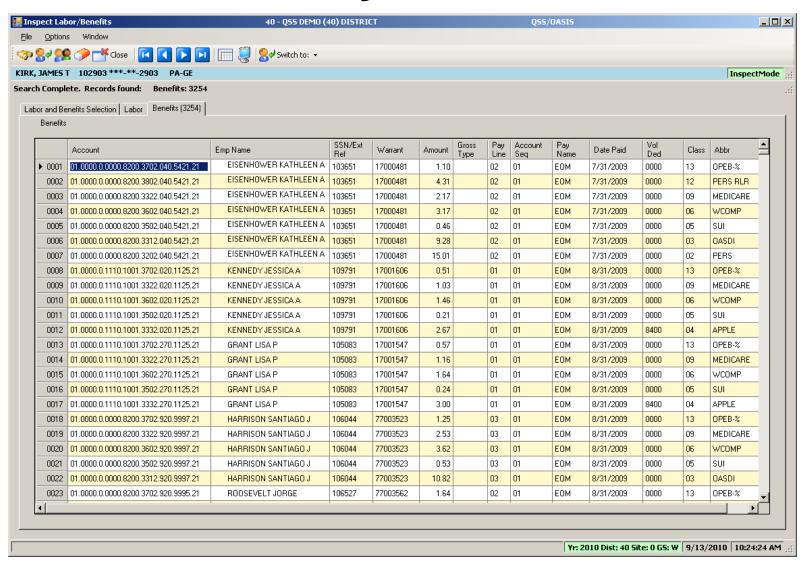
Return Employee(s)

Returned to Employee Grid

Search Benefits by Acctclass

Benefit Result by Acctclass

Search Pay History

Returned Results

View W2 – Employee Maintenance

Nelco W2 Form…

Pay Deductions/PD Options

Edit Deduction Row

Payroll Data Import - Deductions

Imported from Clipboard…

Verify Data – Ok (Save is active)

After Save Data – Icons Gray Out

Payroll PayLine/PR

Payline – Go…

Payline – New/Copy from Pay Line

Payline – New Pay Line from PC

Payline – New Pay Line from Preset

Payline – Custom Preset Editor

Payline – Edit FTD…(kb Shortcuts…)

Payline Acct Copy Features

Can Add to Acct Clipboard

Paste from Acct Clipboard

Add from Acct Clipboard

Pay Line Field Navigation

Export Paylines

Paylines Exported in Import Format

Payroll Data Import - Paylines

Imported from Clipboard…

Verify Data – Ok (Save is active)

After Save Data – Icons Gray Out

Verify Save of Payline…

Simple Time Sheet Import

On-line Documentation

```
                Simple Time Sheet Import (MED/ES)

This simple time-sheet import process imports units (hours/days) associated with an accountclass
and posts to an existing pay-line which is defined as 'NML', Hourly or Daily, with units posted by
account ('U'). You should prepare your data as three (3) columns of data in this order:

Column  Max Width    Description
------  ---------    ----------------------------------------------------------------------
  1        9         SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef
                     and values for ssn must be a full nine (9) digits.

  2        50        Accountclass. This should be unformatted.

  3        6         Units in the format of ###.## which allows a maximum value of 999.99. You do not
                     have to provide leading zero values, but please provide the '.00' for whole units

Operational Notes
-----------------
An employee can only have one (1) pay-line that qualifies for posting. If the employee has more than
one then an error is generated and no posting for that employee will occur.

You can get a verification and/or posting report directly from this import tool.
```
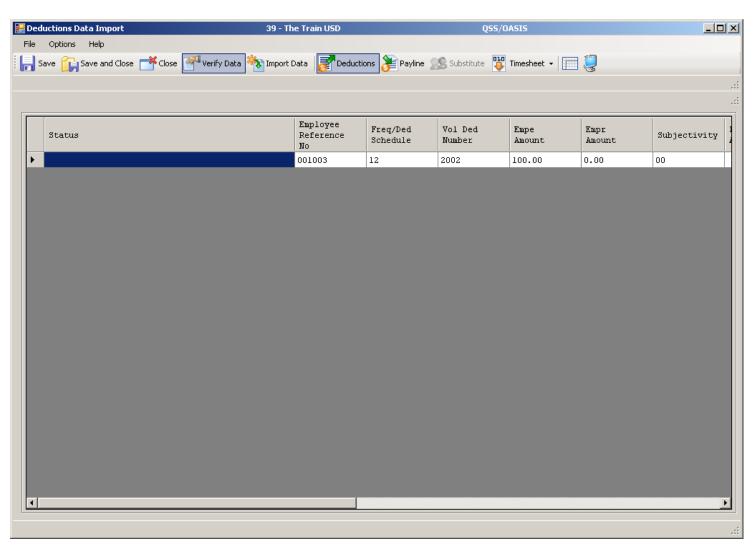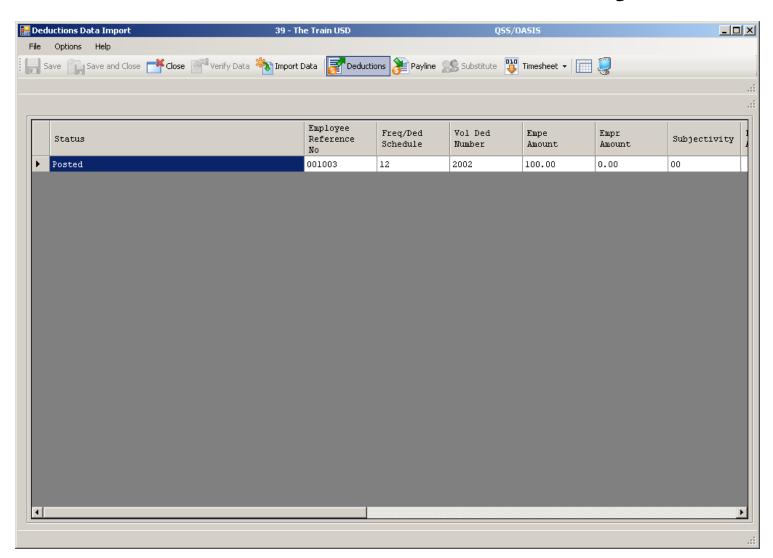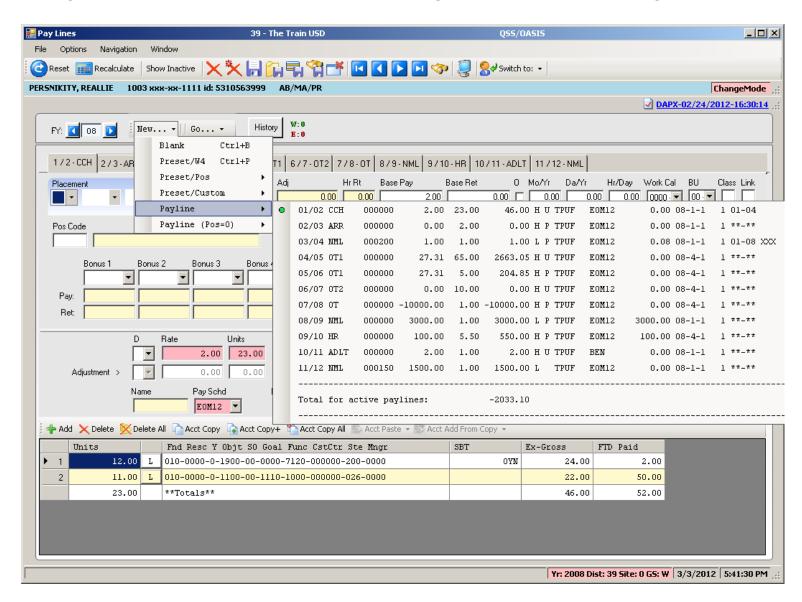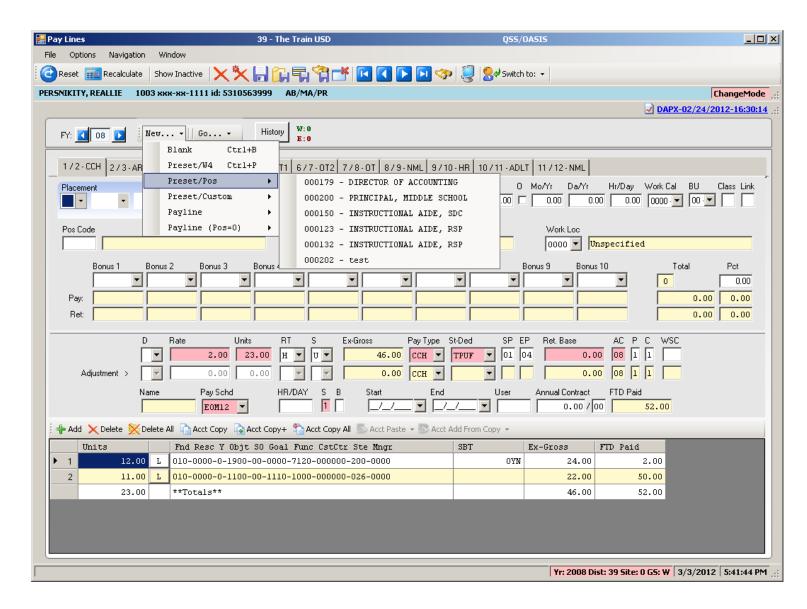
Total Lines: 23

Select Time Sheet Import Style

Click Import Button to Import Data

Import from File (.xls/.txt) or Clipboard

Let's Use a Spreadsheet

Data is Validated (Format Only)

Grid Import

File   Options

Rows processed:8 Errors:0 - Complete.

	Employee Reference No	Acctclass	Time
1	1025	010000002200000000750000000005000000	25.00
2	1008	010000002200000000750000000006000000	33.00
3	1004	020110001200001110314000000004000000	44.00
4	1003	010000001100001110100000000000110000	99.99
5	1002	080331002100005770112000000000230000	55.00
6	1001	010000002100003400100000000000150000	11.00
7	1001	010000002190001110100000000000150090	12.00
8	1001	010000002190003400100000000005000000	13.00

Return Data to Import Grid

Verify Data Results

Review Verification Report

Verification Report


```
                    Simple Time Sheet Import (MED/ES) Verification Report
                         Report run on Sunday, February 27, 2011 8:15 AM

                                                                      PL      ACCT
        SEQ   PC PL Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr   UNITS ER  UNITS   UNITS

001025        ASTRONUT, NADATHE
        0001 01 00 010-0000-0-2200-00-0000-7500-000000-500-0000   25.00 03  25.00   25.00
        COMMENT: More than 1 matching payline found for: 1025

001008        CLEANER, IMA G
        0002 02 00 010-0000-0-2200-00-0000-7500-000000-600-0000   33.00 02   0.00    0.00
        COMMENT: No matching paylines found for: 1008

001004        PERCOX, DEWAYNE
        0003 02 01 020-1100-0-1200-00-1110-3140-000000-400-0000   44.00 00 484.00  484.00

001003        PERSNIKITY, REALLIE
        0004 02 00 010-0000-0-1100-00-1110-1000-000000-011-0000   99.99 03  99.99   99.99
        COMMENT: More than 1 matching payline found for: 1003

001002        PERSON-SMITH, DARRYL
        0005 01 03 080-3310-0-2100-00-5770-1120-000000-023-0000   55.00 00 605.00  605.00

001001        WASH JR., JAMES
        0006 02 01 010-0000-0-2100-00-3400-1000-000000-015-0000   11.00 00 371.00  121.00
        0007 02 01 010-0000-0-2190-00-1110-1000-000000-015-0090   12.00 00 372.00  132.00
        0008 02 01 010-0000-0-2190-00-3400-1000-000000-500-0000   13.00 00 373.00  143.00

** TOTALS **
TOTAL GOOD RECORDS: 5
 TOTAL BAD RECORDS: 3
     TOTAL RECORDS: 8
        TOTAL TIME: 292.99
 TOTAL TIME POSTED: 157.99
```

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Save (Post) Timesheet Data

	Timesheet Import		39 - The Train USD			QSS/OASIS	

File   Options   Help

Save   Save and Close   Close   Verify Data   Import Data   Deductions   Direct Deposit   Payline   Substitute   Timesheet ▾   W4

Employee Reference No	Acctclass	Time	Updated Payline Time	Updated Account Time	Status
1025	0100000022000000075000000005000000	25.00	25.00	25.00	More than 1 matching payline found for: 1025
1008	0100000022000000075000000006000000	33.00	0.00	0.00	No matching paylines found for: 1008
1004	0201100012000011103140000004000000	44.00	484.00	484.00	Posted
1003	0100000011000011101000000000110000	99.99	99.99	99.99	More than 1 matching payline found for: 1003
1002	0803310021000057701120000000230000	55.00	605.00	605.00	Posted
1001	0100000021000034001000000000150000	11.00	371.00	121.00	Posted
1001	0100000021900011101000000000150090	12.00	383.00	132.00	Posted
1001	0100000021900034001000000005000000	13.00	396.00	143.00	Posted

Timesheet Posted Data Report


```
                          Simple Time Sheet Import (MED/ES) Posted Report
                          Report run on Sunday, February 27, 2011 8:17 AM

                                                                      PL      ACCT
          SEQ  PC PL Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr   UNITS ER  UNITS   UNITS

001025       ASTRONUT, NADATHE
      0001 01 00 010-0000-0-2200-00-0000-7500-000000-500-0000  25.00 03  25.00   25.00
      COMMENT: More than 1 matching payline found for: 1025

001008       CLEANER, IMA G
      0002 02 00 010-0000-0-2200-00-0000-7500-000000-600-0000  33.00 02   0.00    0.00
      COMMENT: No matching paylines found for: 1008

001004       PERCOX, DEWAYNE
      0003 02 01 020-1100-0-1200-00-1110-3140-000000-400-0000  44.00 00 484.00  484.00

001003       PERSNIKITY, REALLIE
      0004 02 00 010-0000-0-1100-00-1110-1000-000000-011-0000  99.99 03  99.99   99.99
      COMMENT: More than 1 matching payline found for: 1003

001002       PERSON-SMITH, DARRYL
      0005 01 03 080-3310-0-2100-00-5770-1120-000000-023-0000  55.00 00 605.00  605.00

001001       WASH JR., JAMES
      0006 02 01 010-0000-0-2100-00-3400-1000-000000-015-0000  11.00 00 371.00  121.00
      0007 02 01 010-0000-0-2190-00-1110-1000-000000-015-0090  12.00 00 383.00  132.00
      0008 02 01 010-0000-0-2190-00-3400-1000-000000-500-0000  13.00 00 396.00  143.00

** TOTALS **
TOTAL GOOD RECORDS: 5
 TOTAL BAD RECORDS: 3
     TOTAL RECORDS: 8
        TOTAL TIME: 292.99
 TOTAL TIME POSTED: 157.99
```

Payroll TimeCard/TC

Deferred Pay Transactions

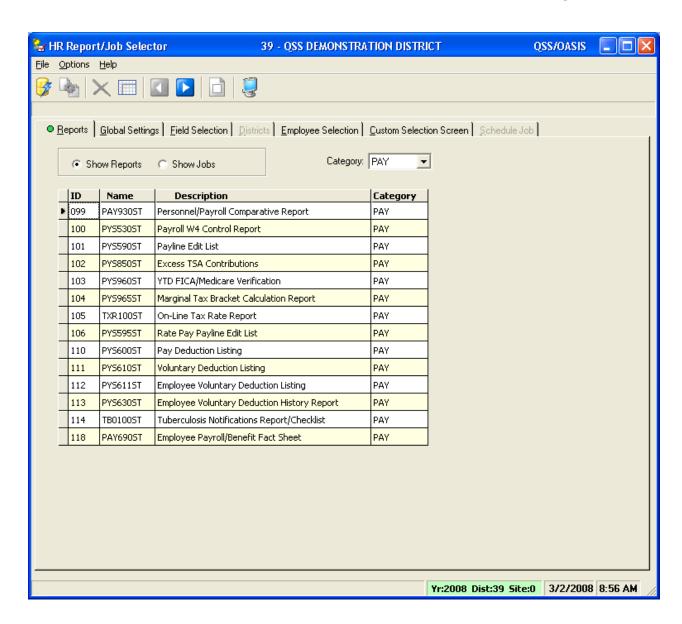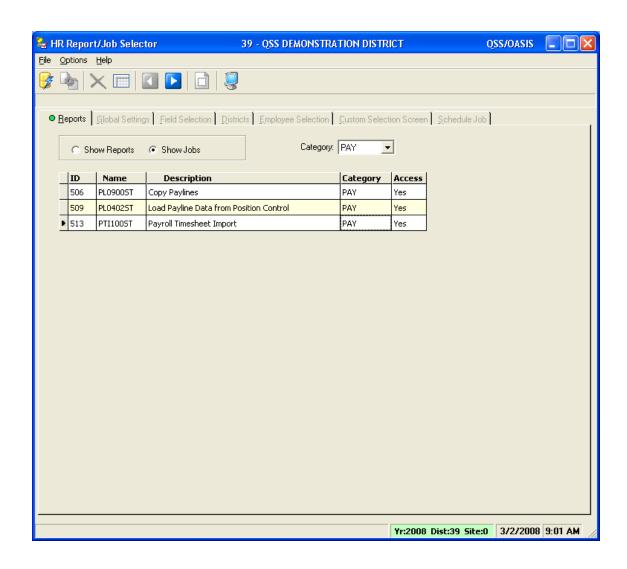# Deduction Accumulators

Payroll Reports

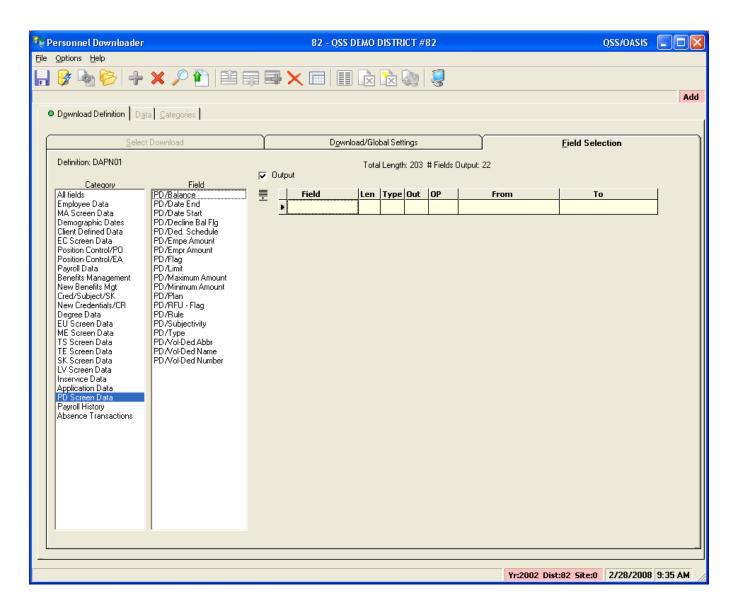## So I Entered the Data – Now How Do I Report It?

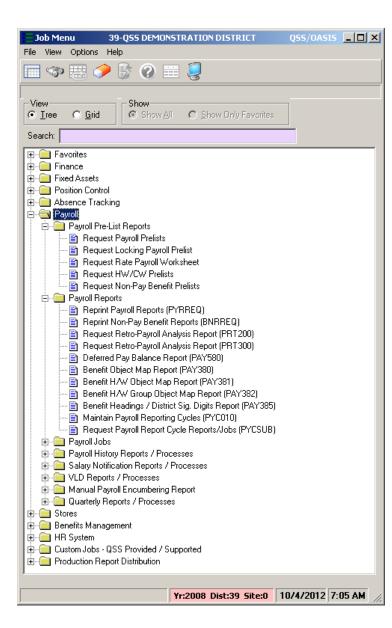# HR Report/Job Selector (Pay Rpts)
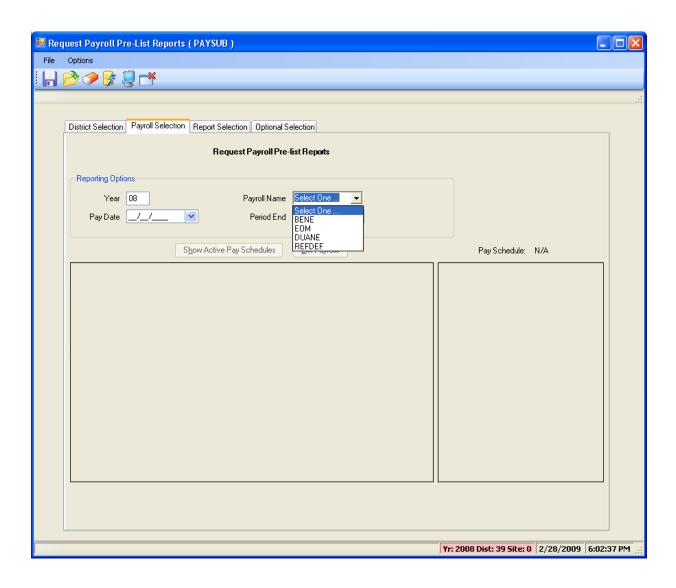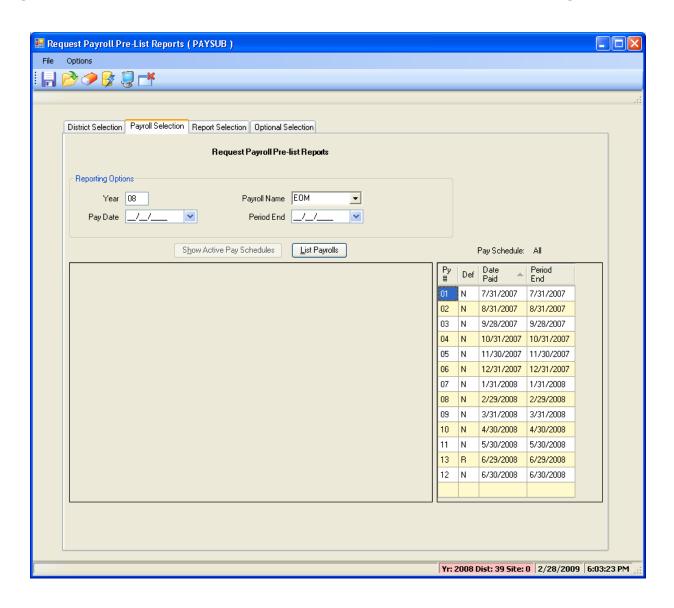
HR Report/Job Selector (Pay Jobs)

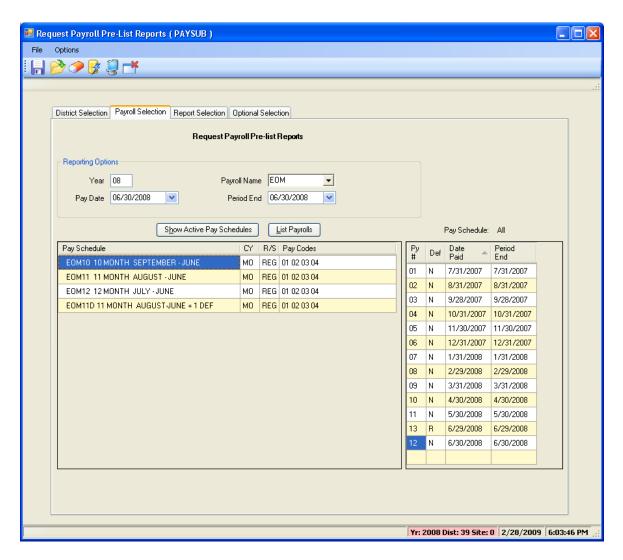# PDL – Payroll Data
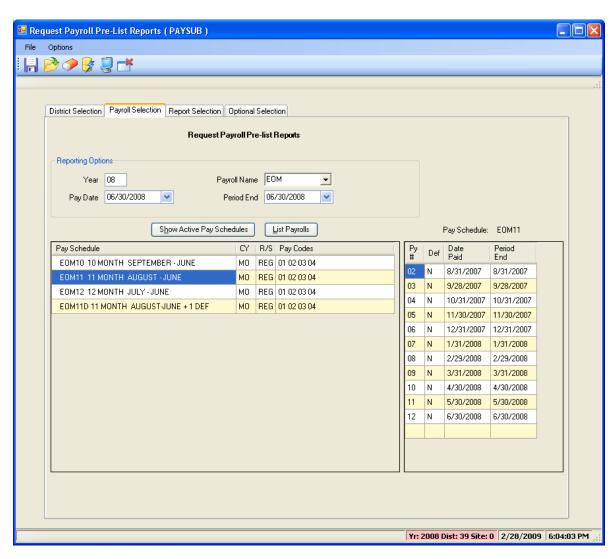
Payroll Job Menu

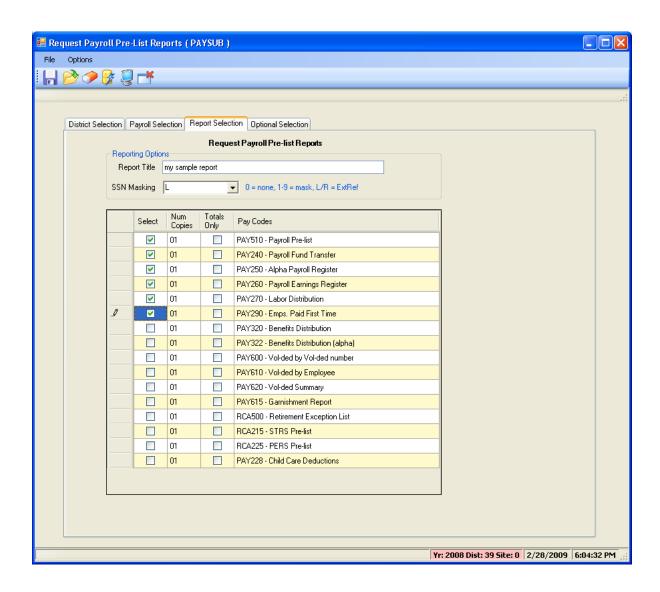# Payroll Prelist – Select Pay Name

Payroll Prelist – List All Payrolls

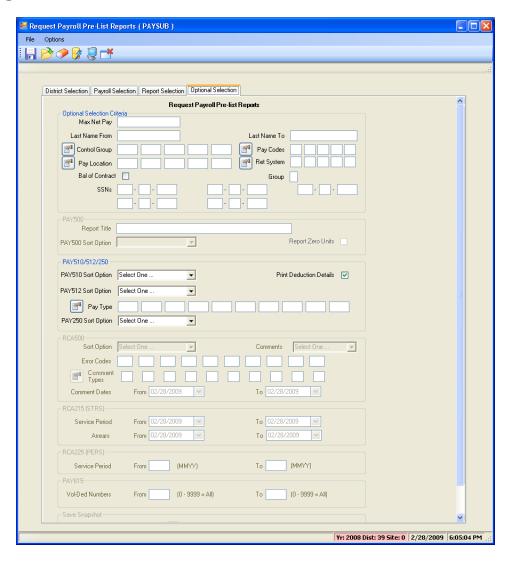# Payroll Prelist – Pick Payroll / Show Pay Schedules
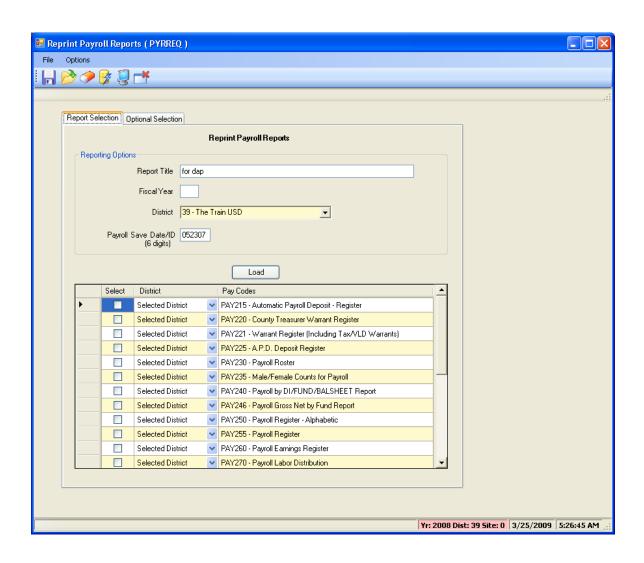
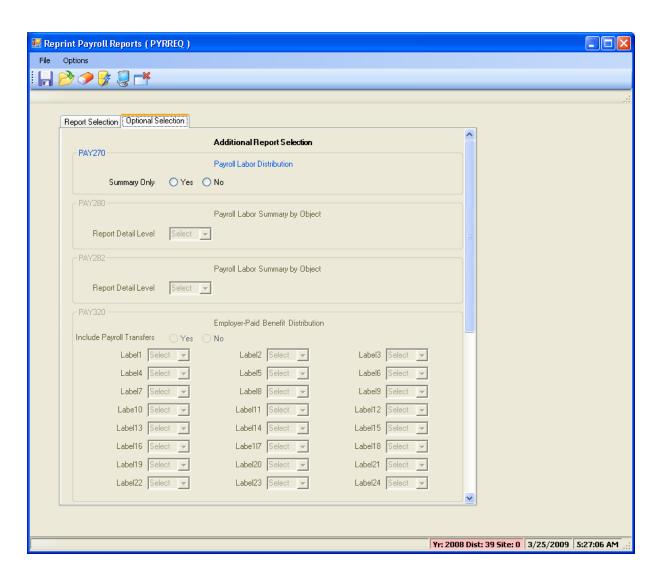# Payroll Prelist – List Payrolls for Pay Schedule

Payroll Prelist – Choose Reports

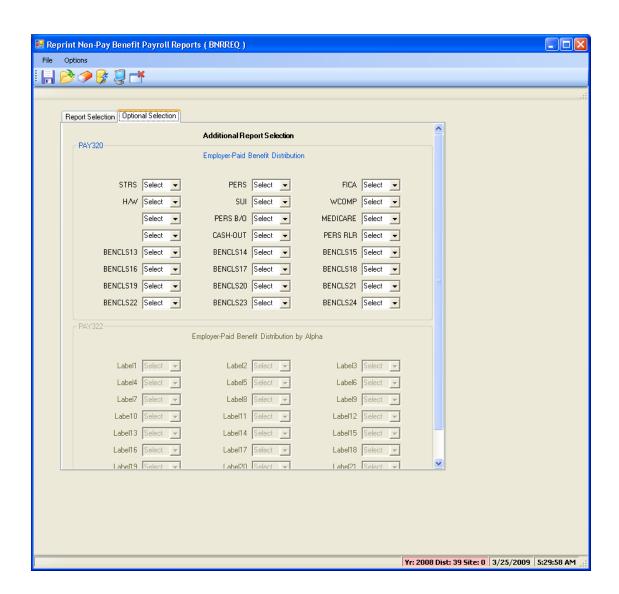# Payroll Prelist – Selection / Report Criteria

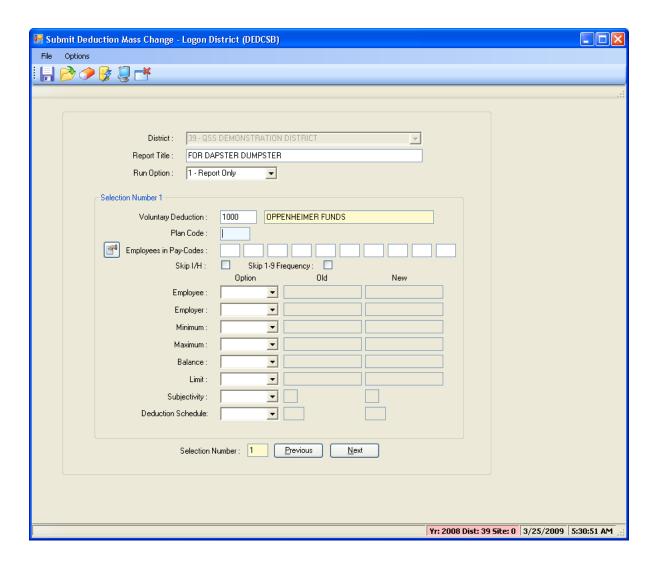# Re-Print Payroll Reports

Re-Print Payroll Reports - Criteria
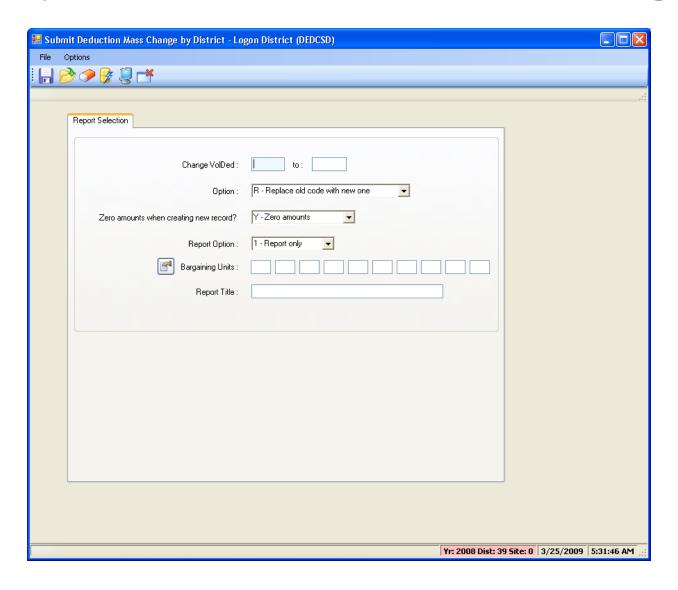
Re-Print Non-Pay Benefit Reports
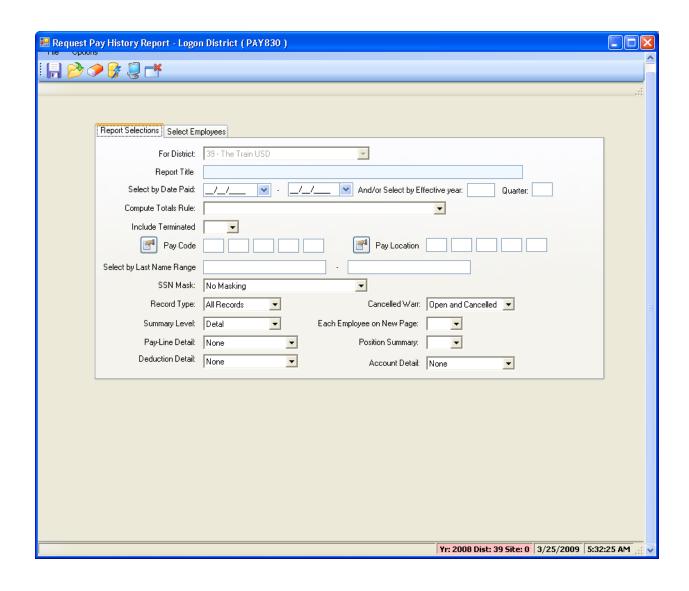
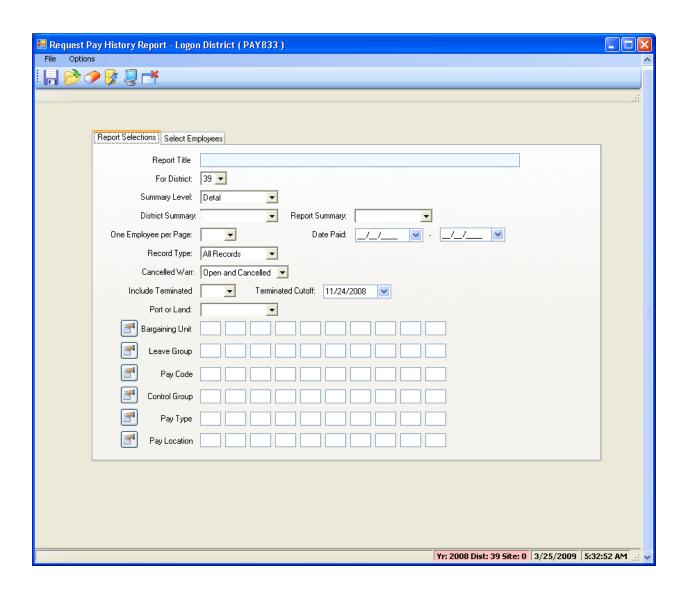# Re-Print Non-Pay Ben Rpts - Criteria

Mass Change Pay-Deductions
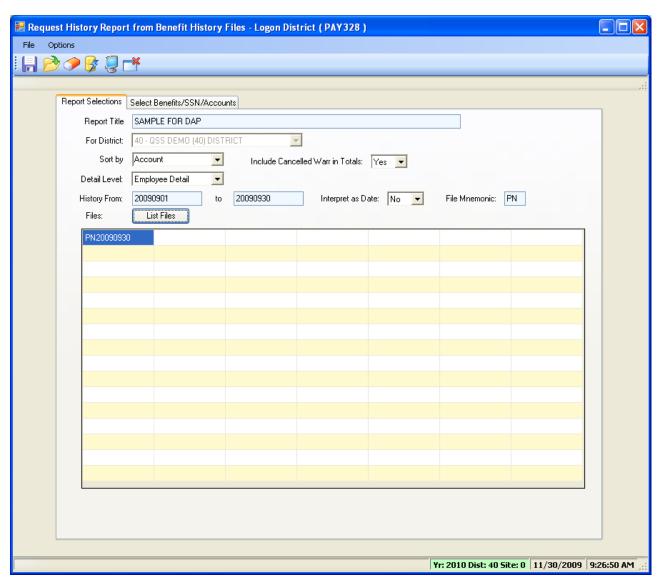
Pay-Deduction Vol-Ded Change/Copy

Request Pay History Report (PAY830)

Request Pay History Report (PAY833)

Request Benefit History (PAY328)

PAY328 – Benefits / Emp / Accts