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



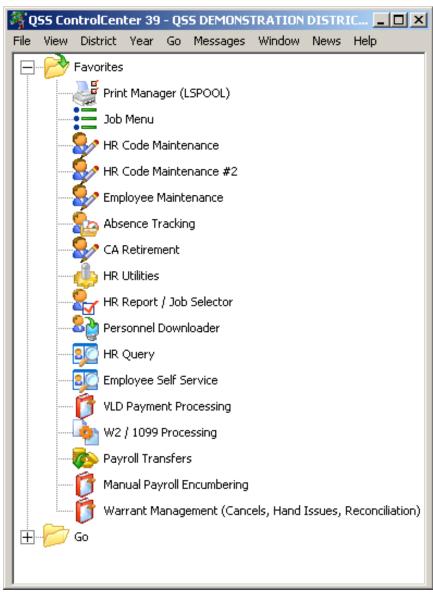
Exploration of Available Modules

Answering the Important Question

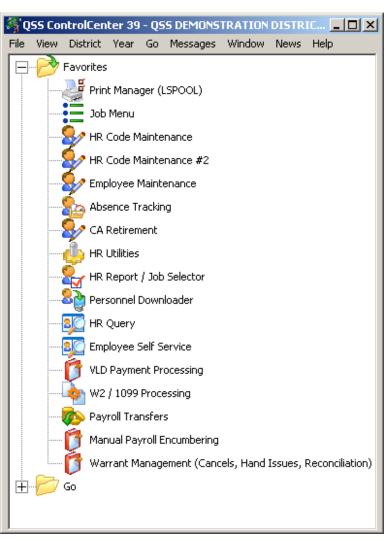
So, where is my stuff?

Accessing QCC/Payroll (Using Favorites)





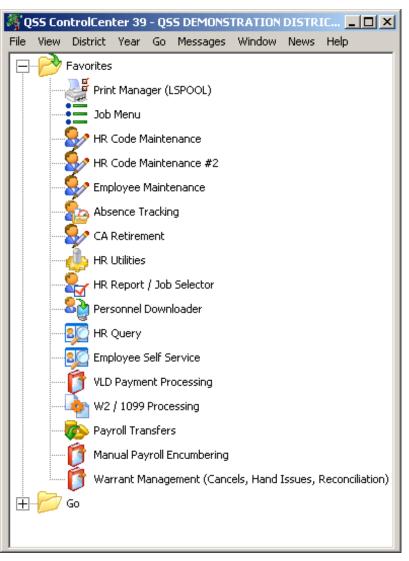
QCC/Payroll (Favorites)



- 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)



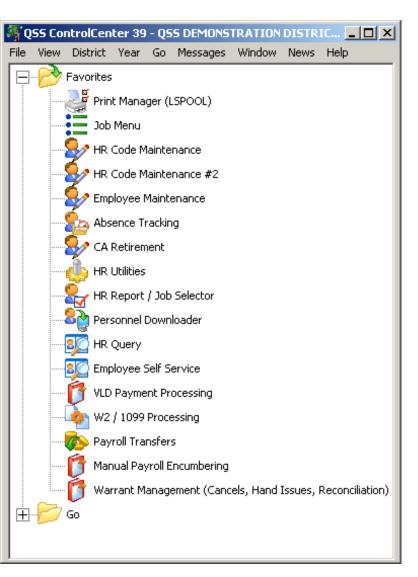
Absence Tracking (Leave Tracking/Balances)

CA Retirement – Retirement (RCA002)

HR Utilities (Locking/setups)

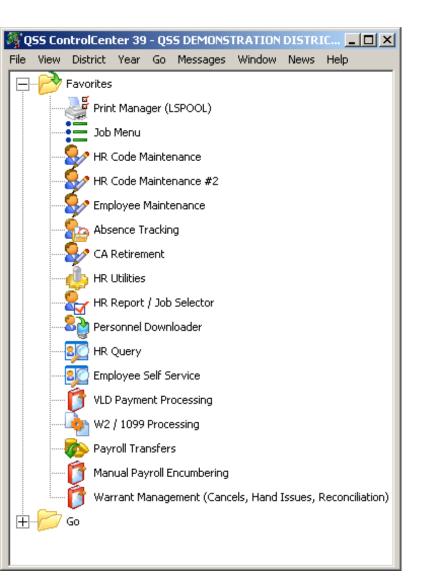
HR Report/Job Selector –
 various simple reports & jobs

QCC/Payroll (more Favorites)



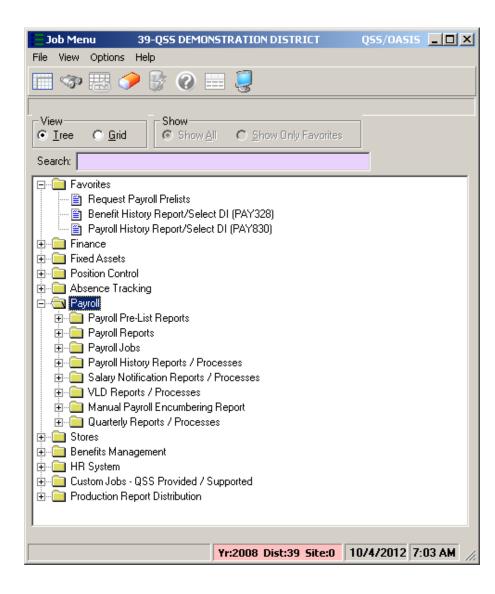
- Personnel Downloader download payroll data (PD/PH/W4)
- HR/Query report/download all payroll data
- Employee Self Service (lookup)
- VLD Payment Processing Maintenance and VLD job interface

QCC/Payroll (more Favorites)

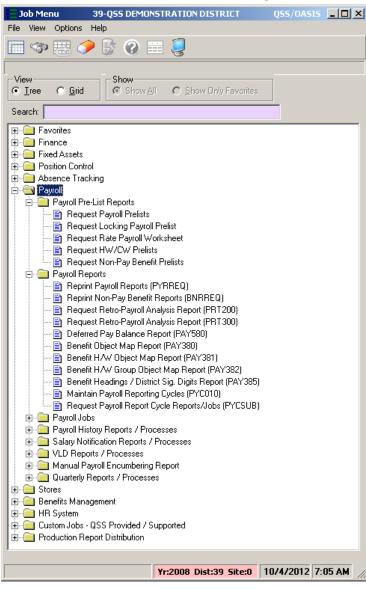


- W2/1099 W2 processing
- Payroll Transfers
- Manual Payroll Encumbering
- Warrant Management Hand / Cancels / View Warrant Images

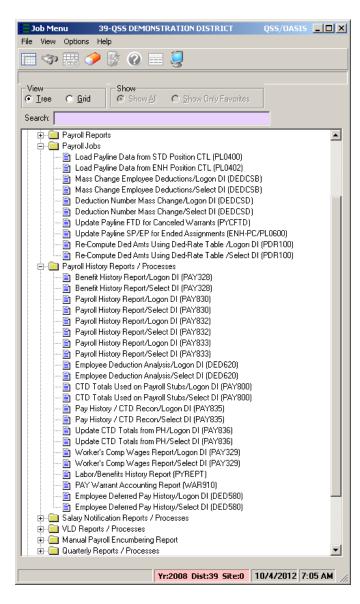
All Job Menu



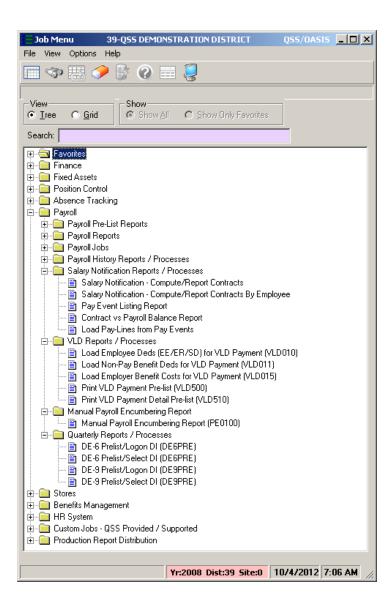
All Job Menu – Payroll Folders



All Job Menu – More Payroll Folders



All Job Menu – And Even More...



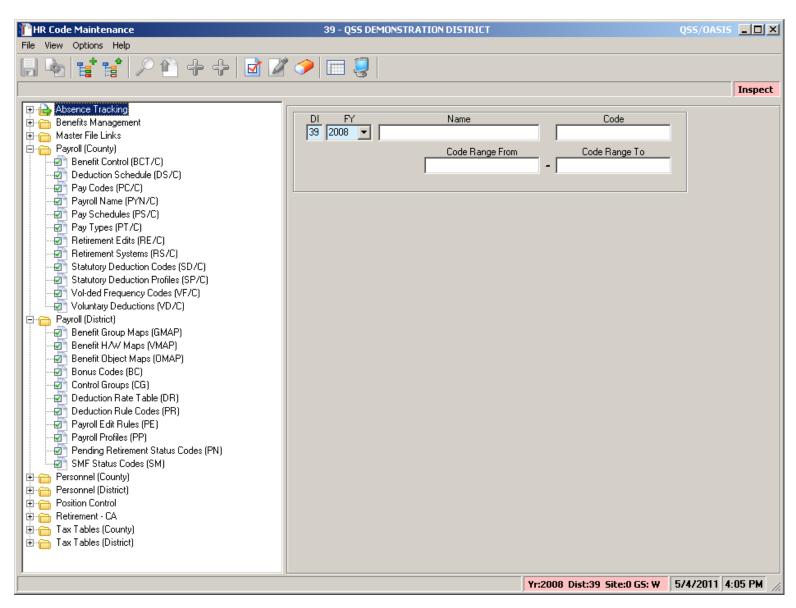


Code Maintenance #1 and #2

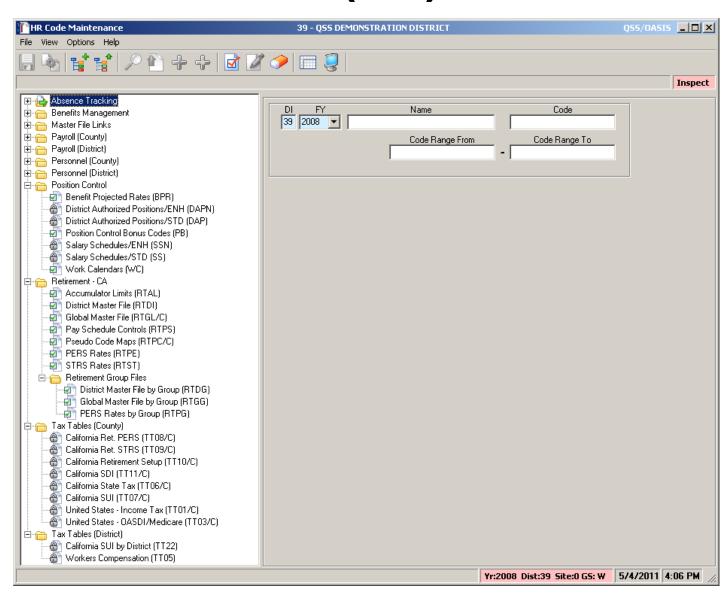
County and District Payroll Related Master Files

Tax Tables

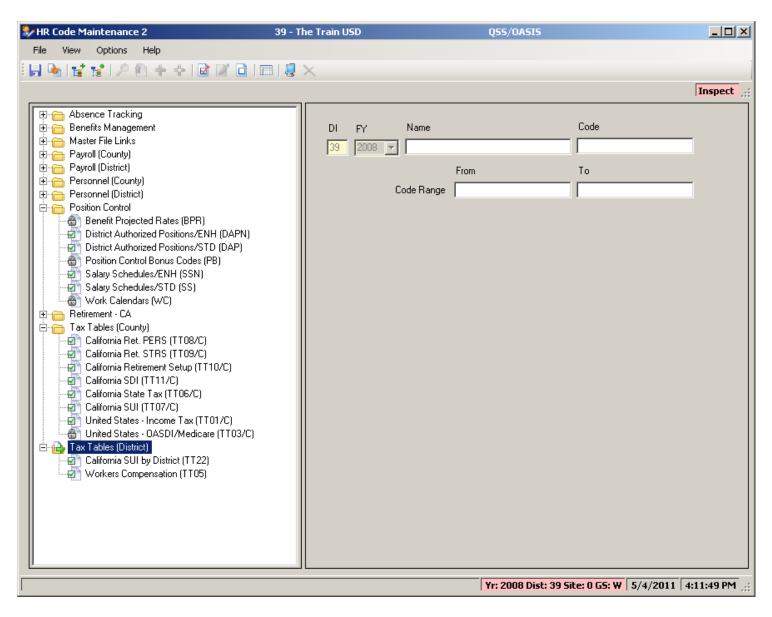
HRCM – Pay (County/District)



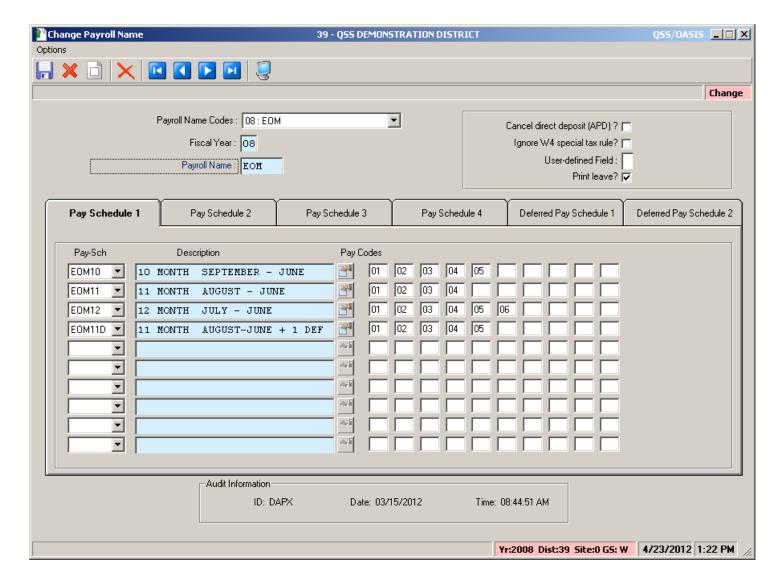
HRCM – PC / Ret(CA) / Tax Tables



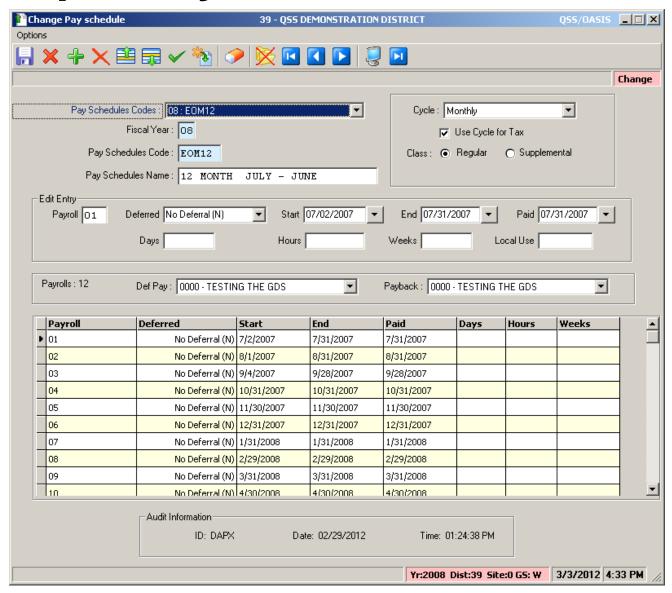
HRCM #2 - Pos-CTL / Tax Tables



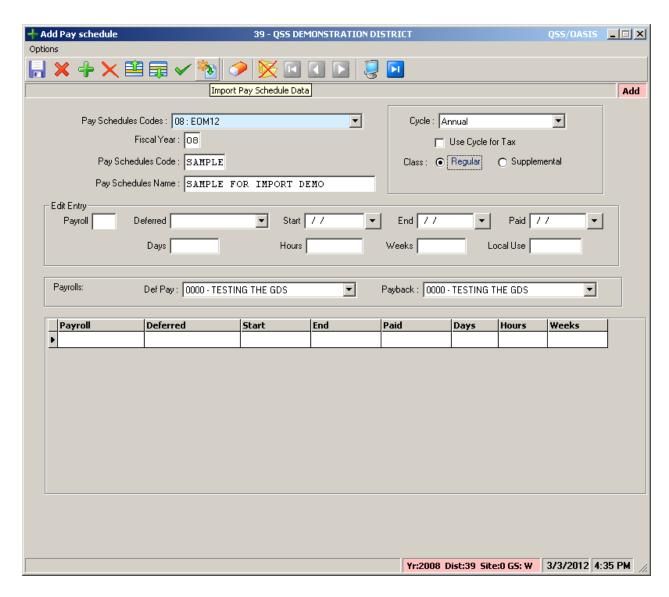
Sample Payroll PAYNAM



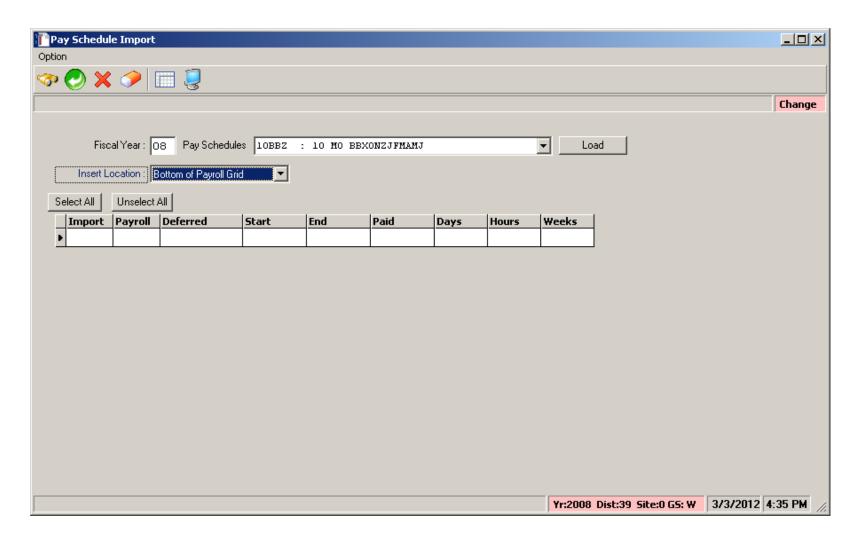
Sample Pay Schedule



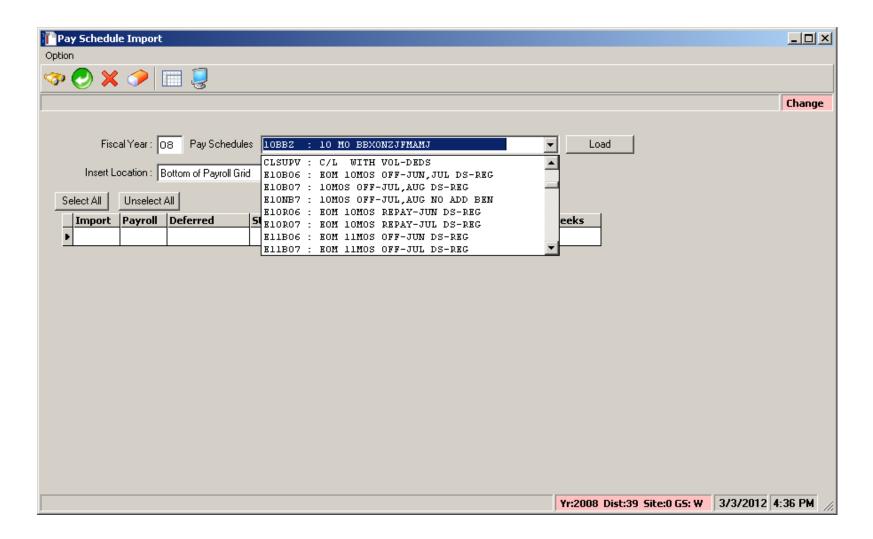
Pay Schedule – Import Feature



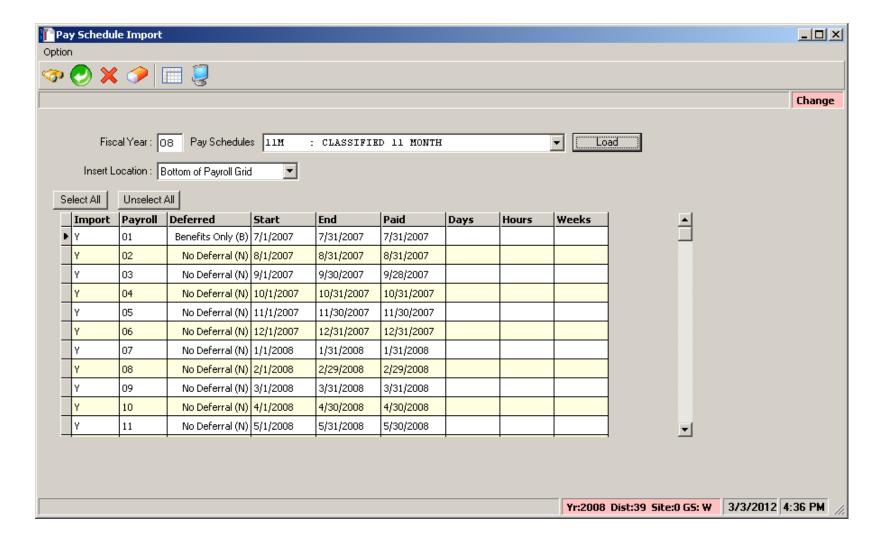
Pay Schedule – Import Screen



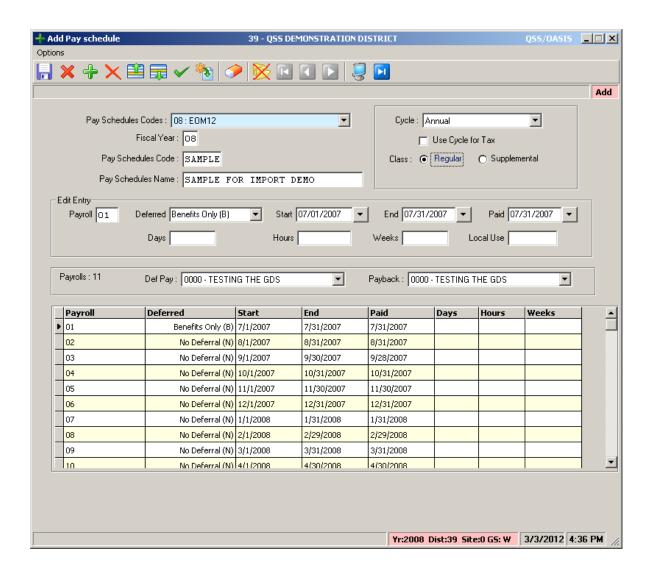
Pay Schedule – Select for Import



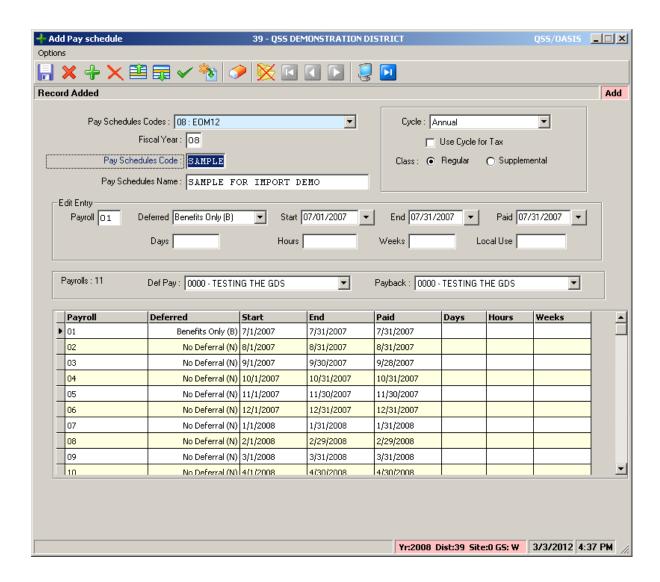
Grid Populated...



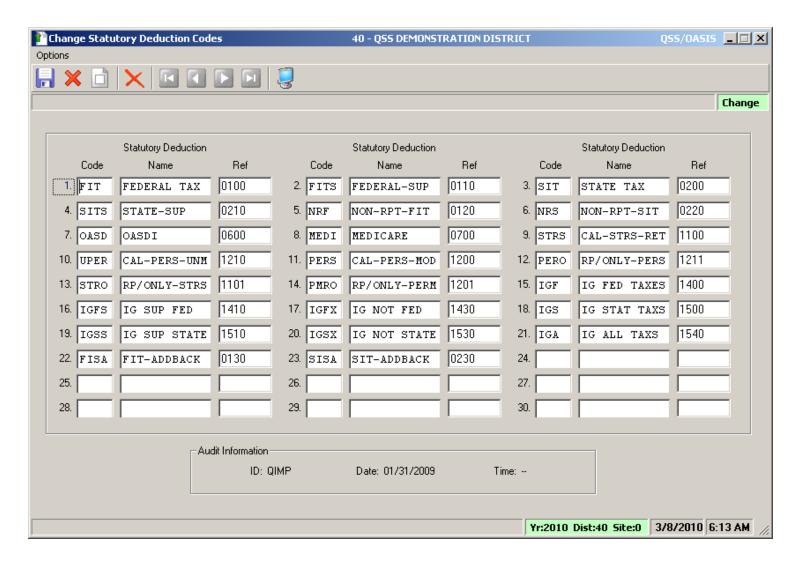
Return Imported Rows...



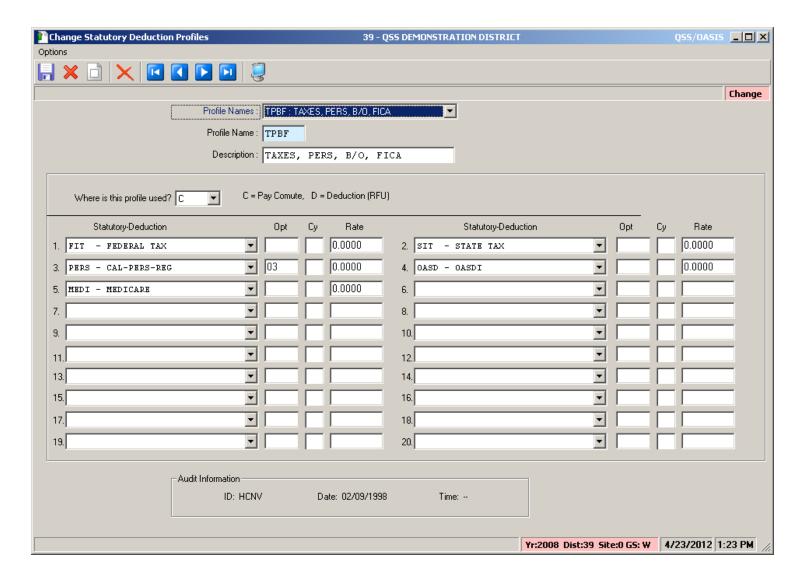
Save Pay Schedule



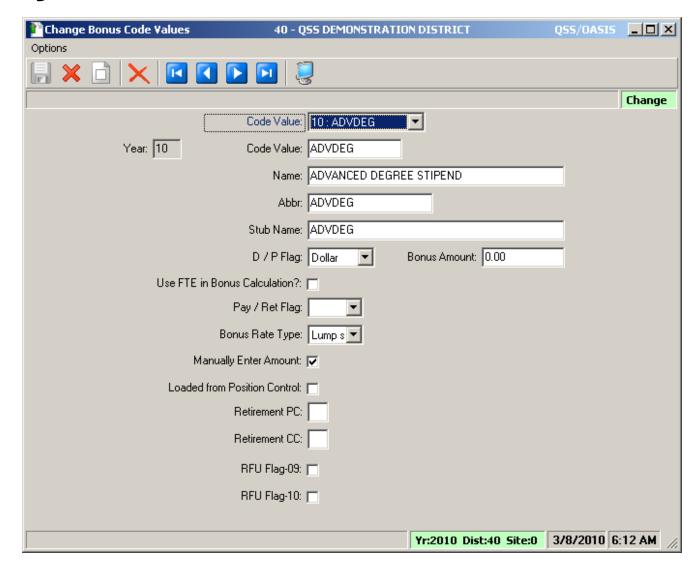
Statutory Deductions



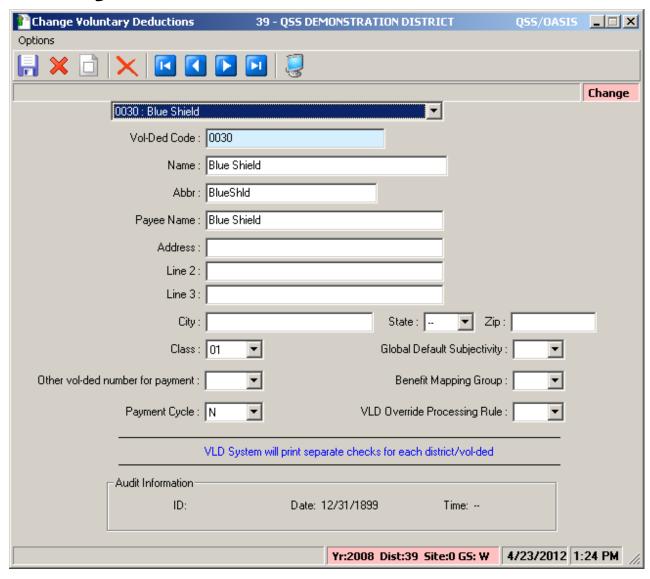
Stat-Ded Profile



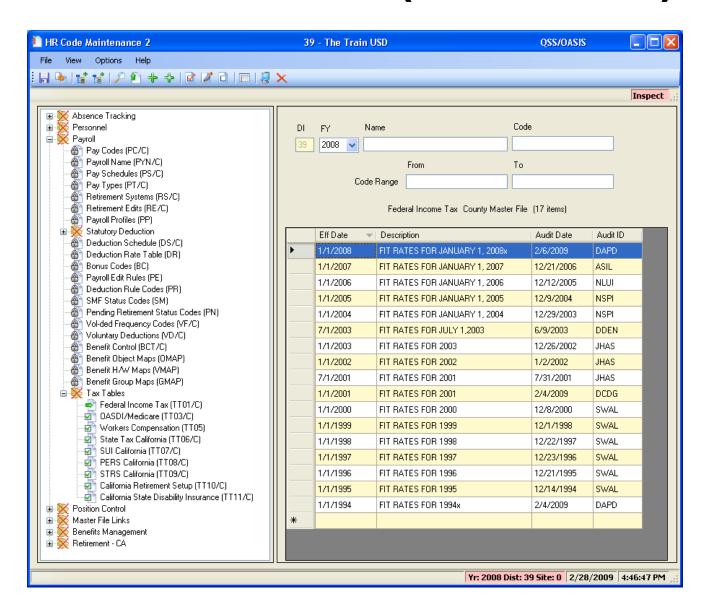
Payroll Bonus Codes



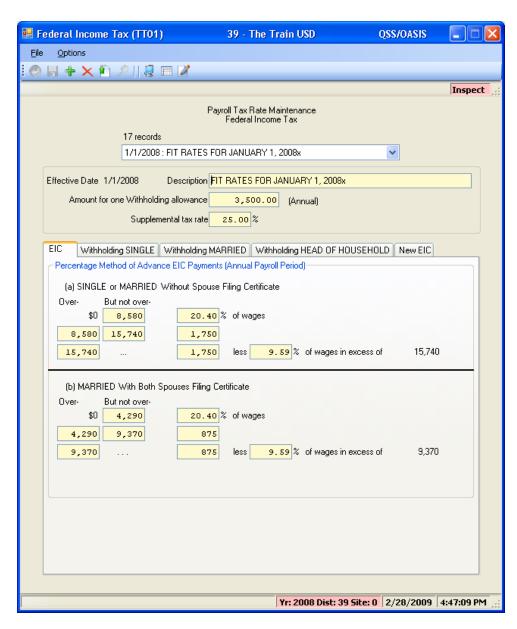
Voluntary Deduction



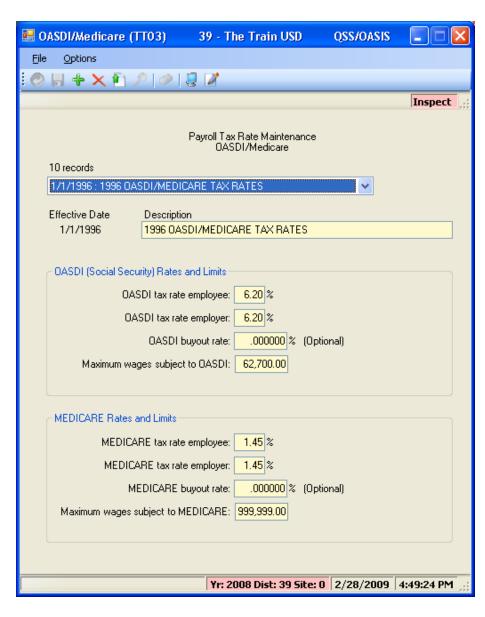
HR Code Maint#2 (Tax Tables)



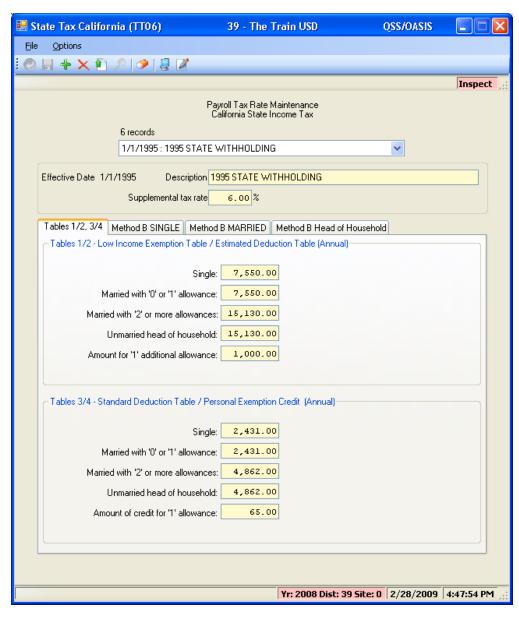
Federal Tax Tables



OASDI/Medicare Tax Tables



CA State Tax Tables

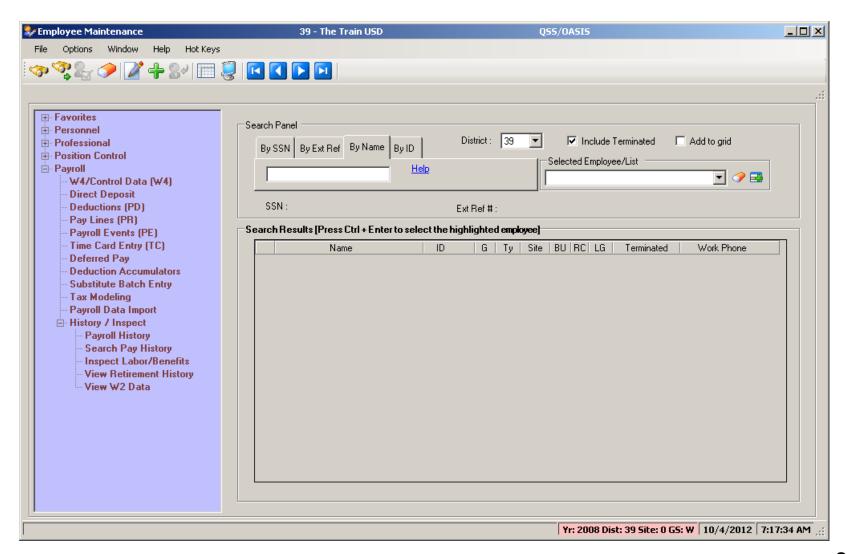




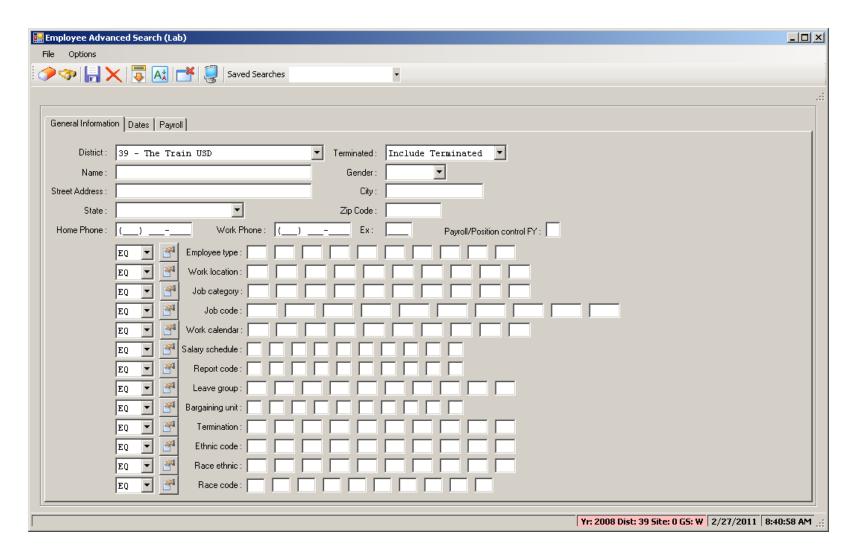
Employee Maintenance

Entering and Viewing Employee Related Payroll Data

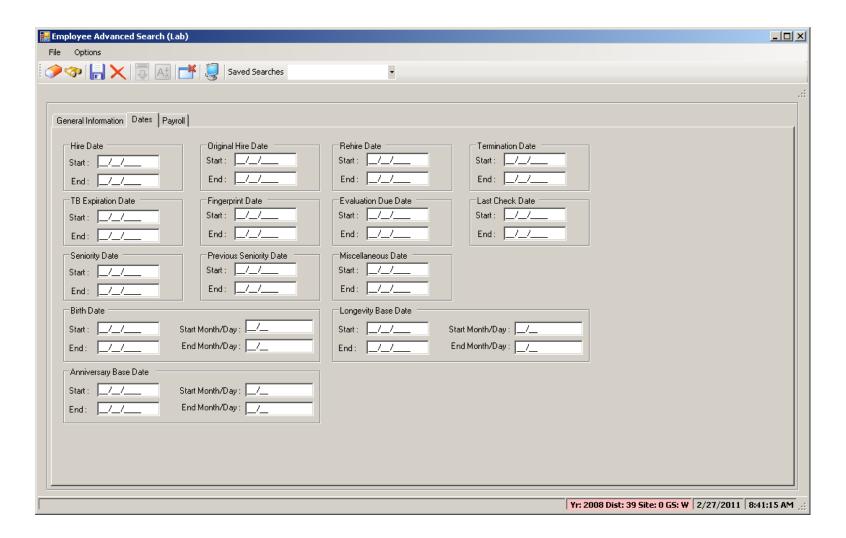
Employee Maintenance



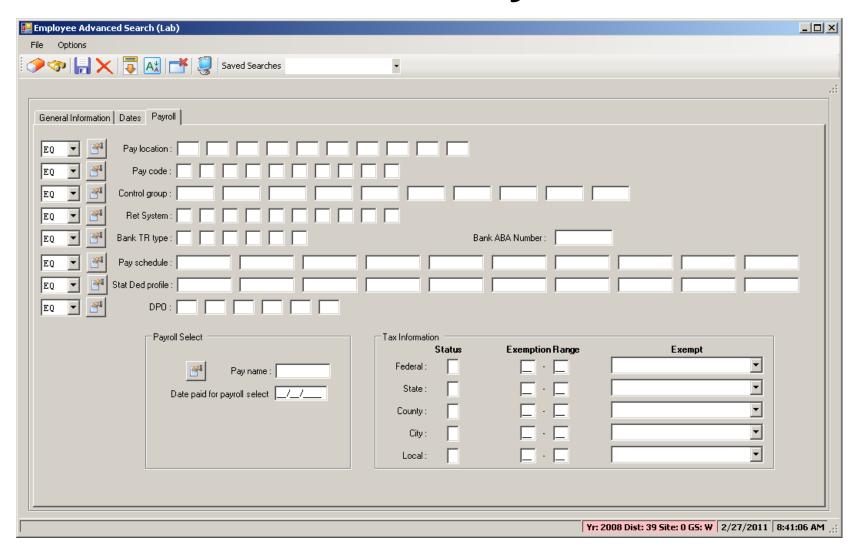
Advanced Search Main Tab



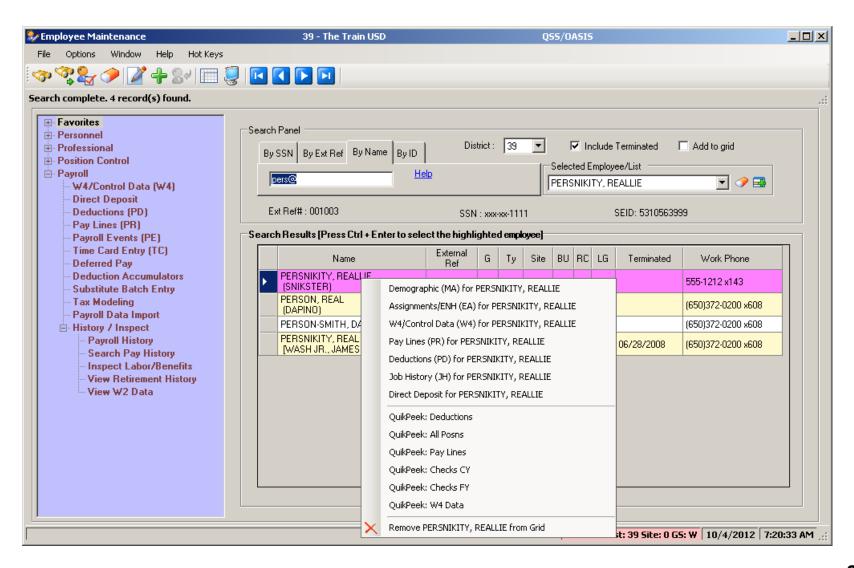
Advanced Search Date Tab



Advanced Search Payroll Tab



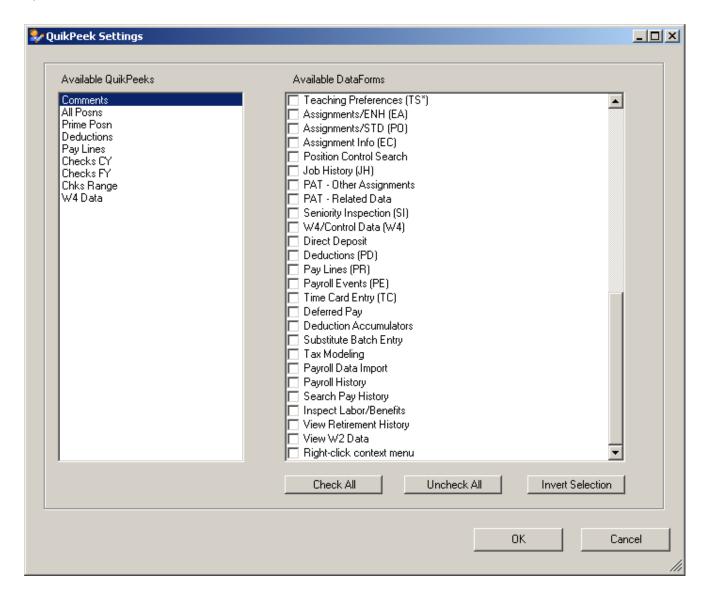
Right Click Context Menu



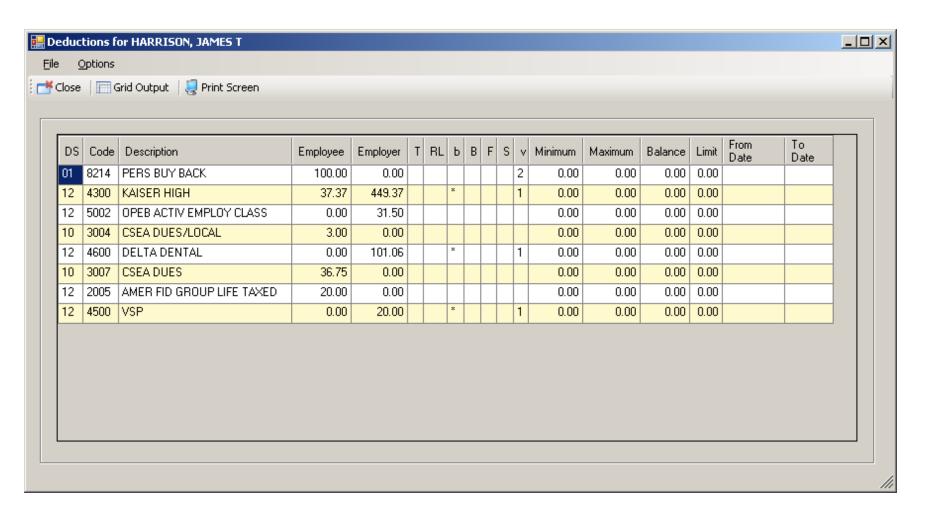
Copy the History List to Grid



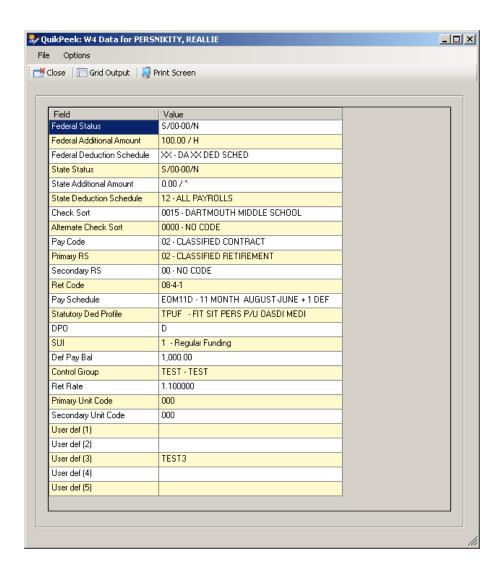
QuikPeeks...



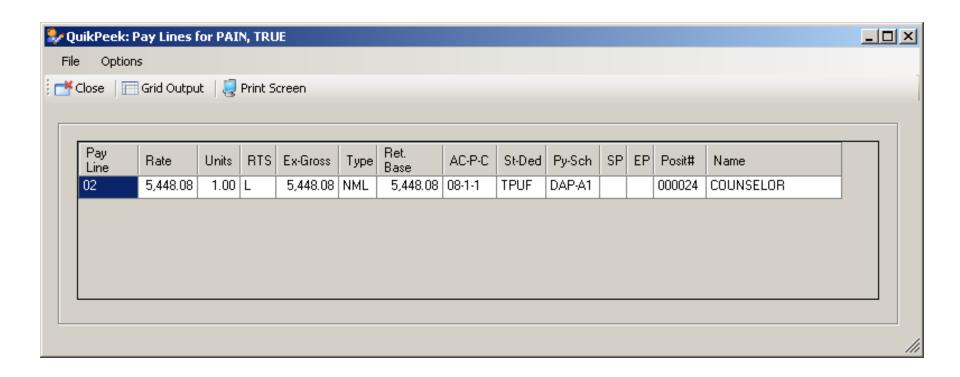
Deduction QuikPeek...



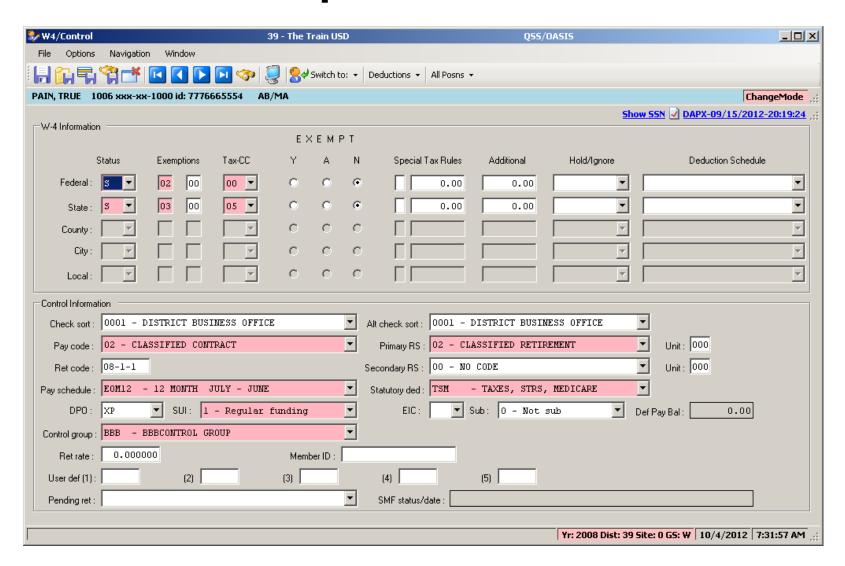
W4 QuikPeek...



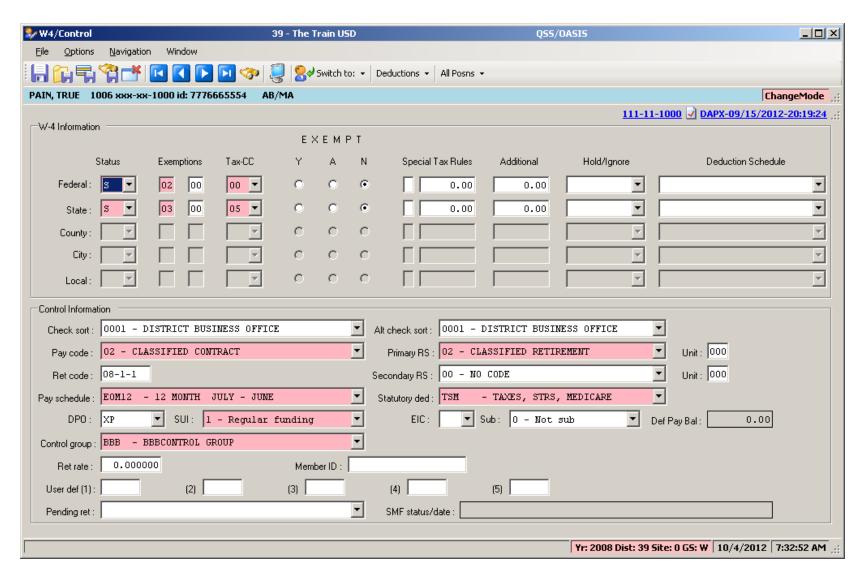
PayLine QuikPeek...



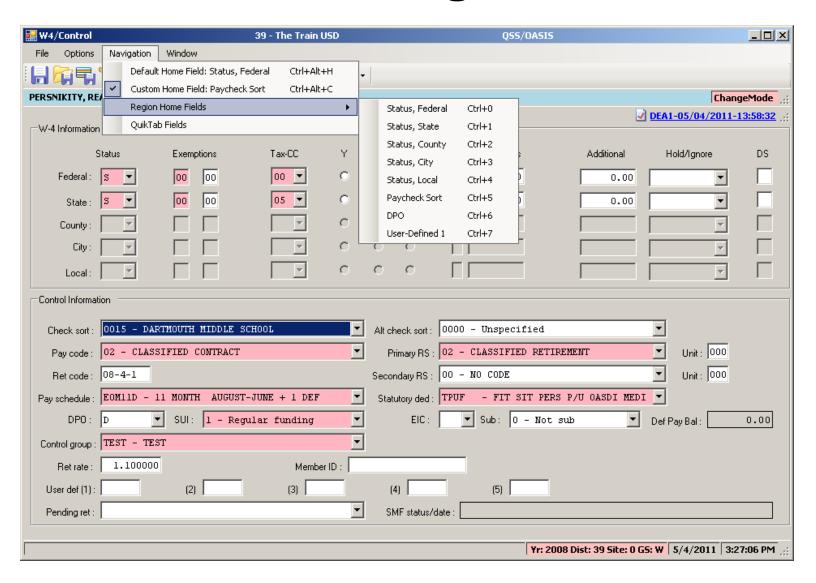
W4 Data w/Required Fields



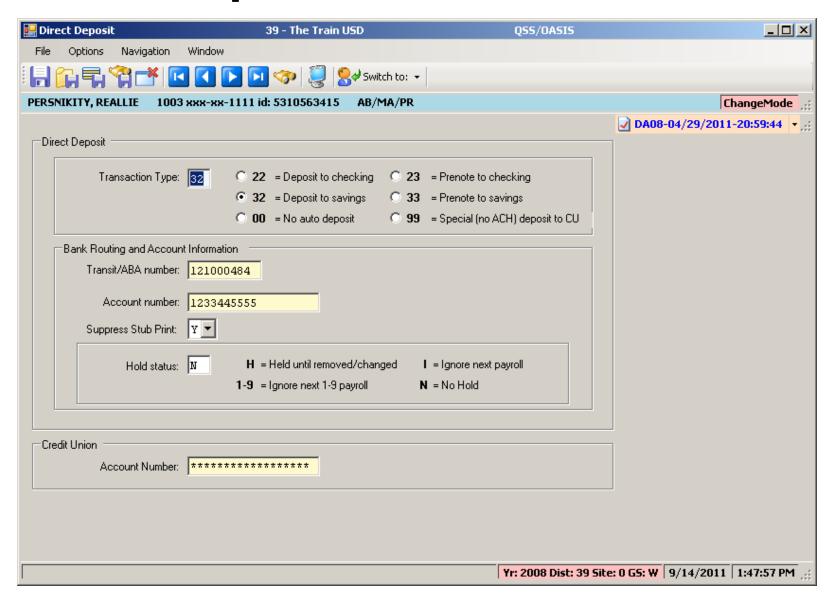
W4 Data - Show SSN



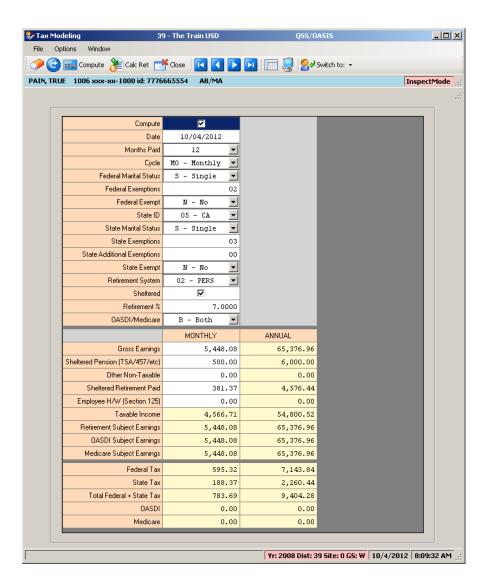
W4 Data Field Navigation



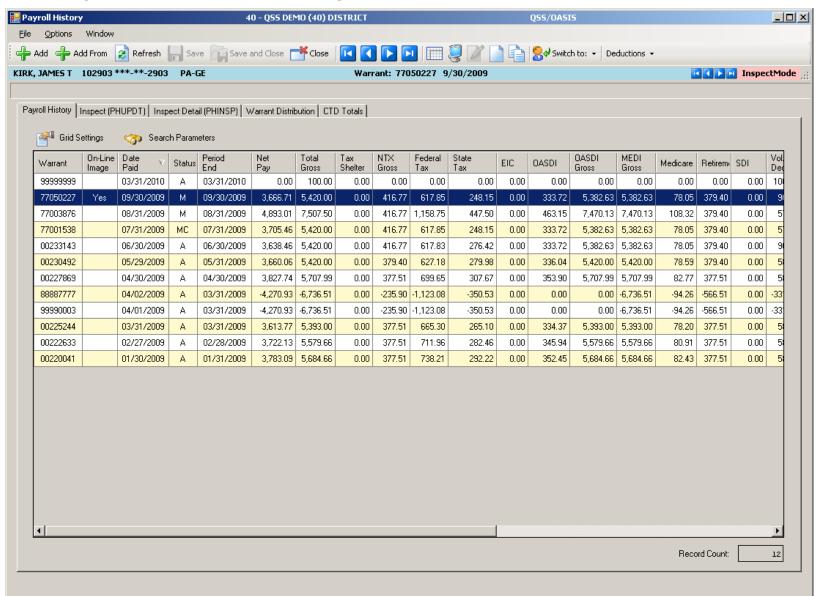
Direct Deposit



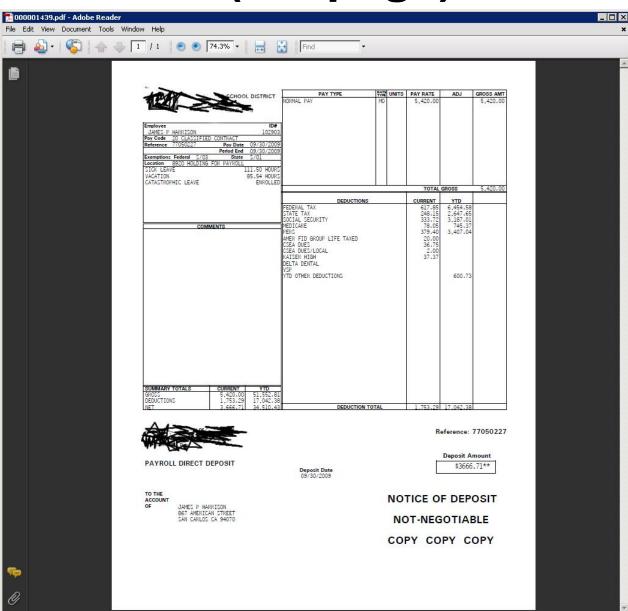
Tax Modeling



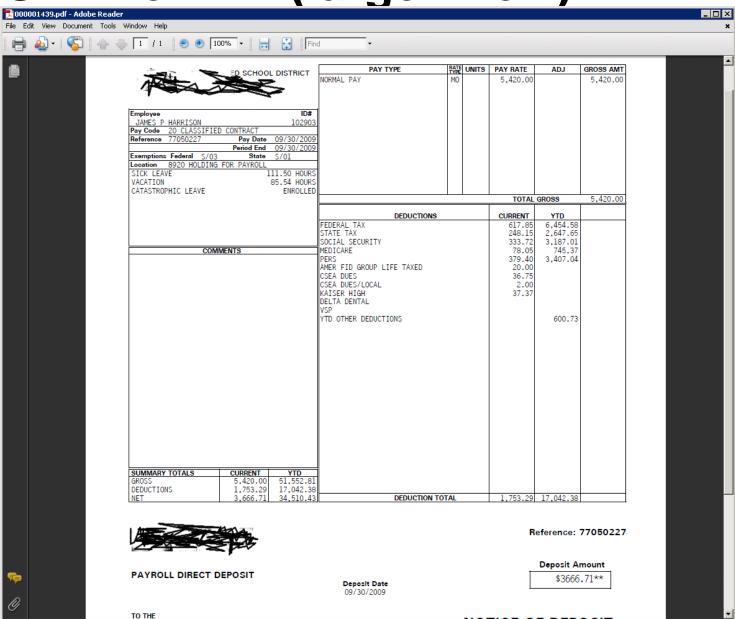
Payroll History



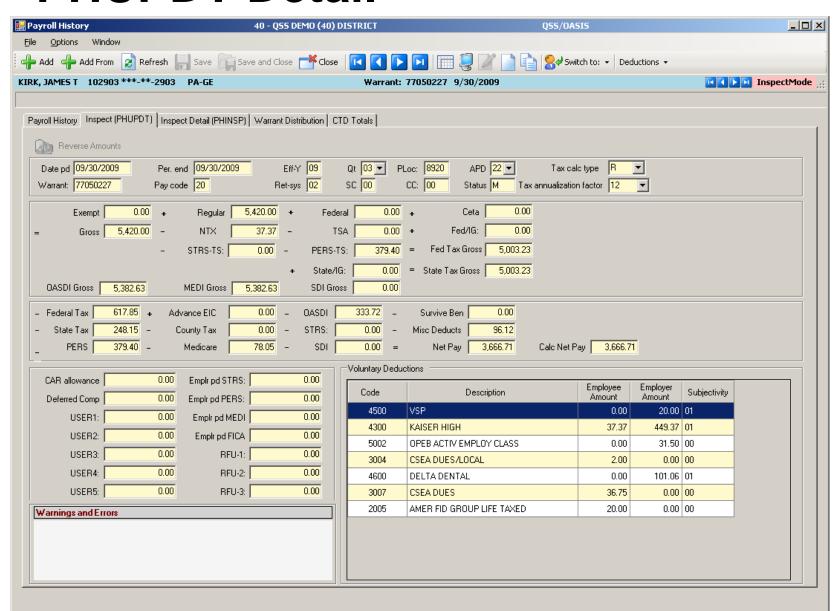
On-line PDF (full page)



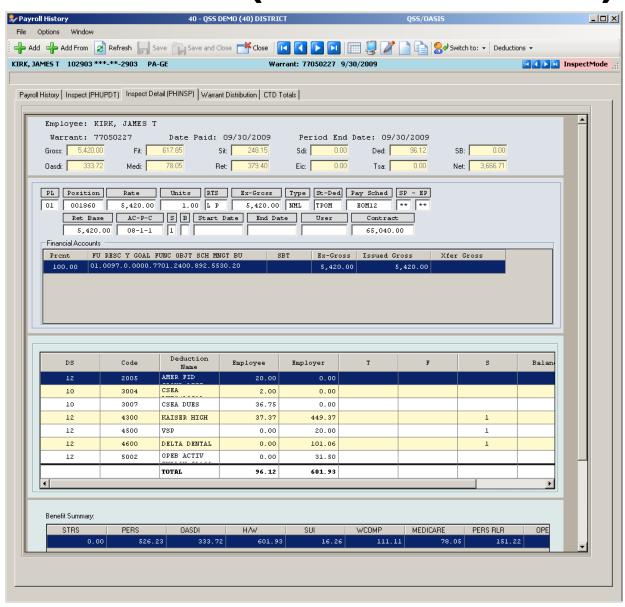
On-line PDF (larger view)



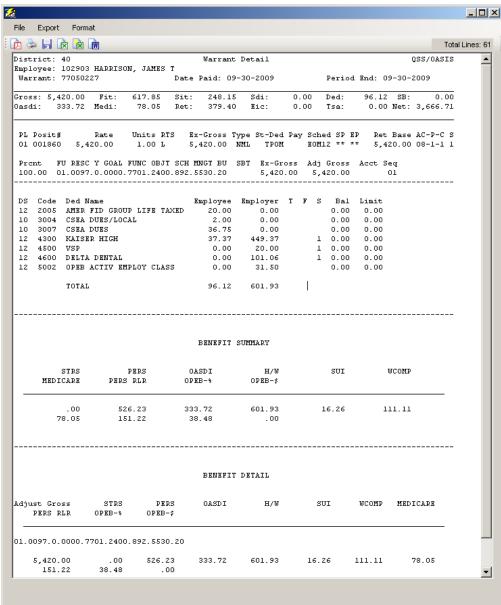
PHUPDT Detail



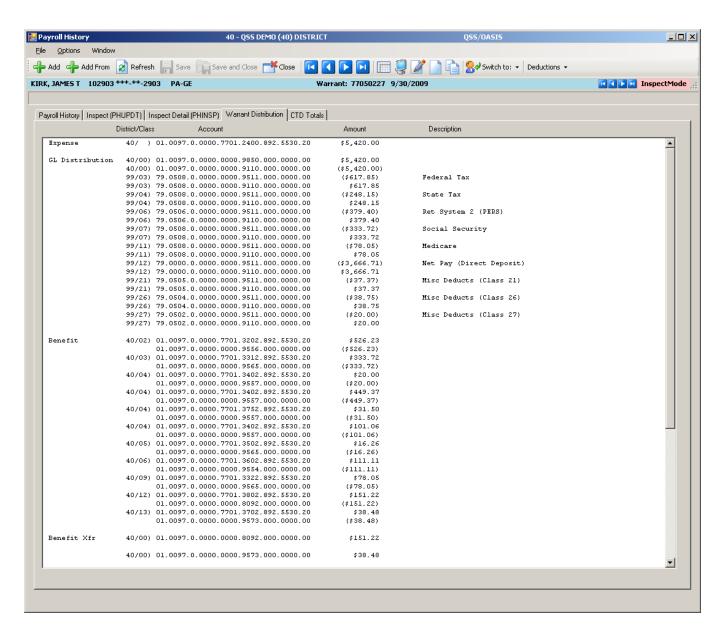
PHINSP Detail (W/Benefit Data)



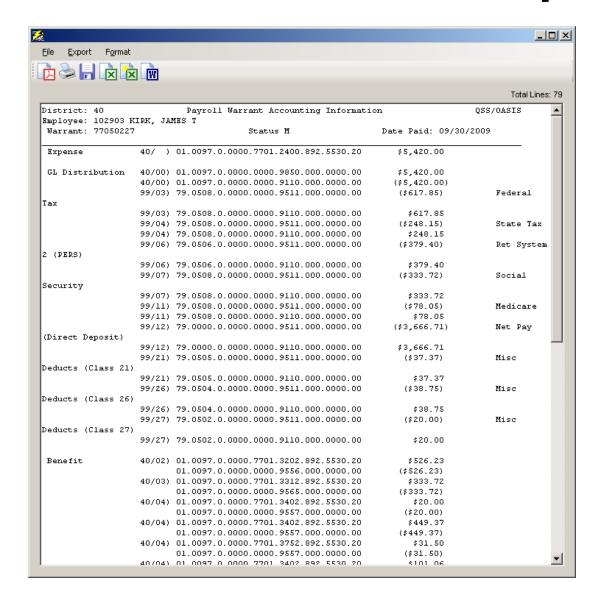
PHINSP Detail (Instaprt)



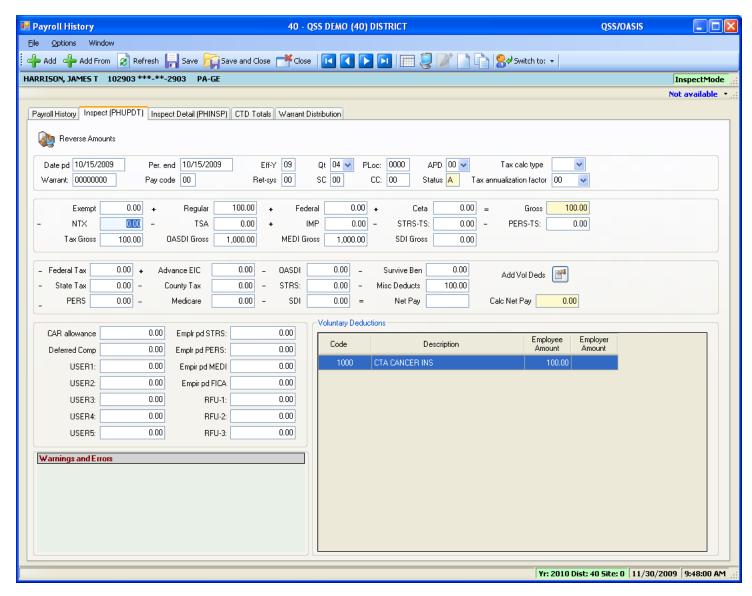
Warrant Distribution



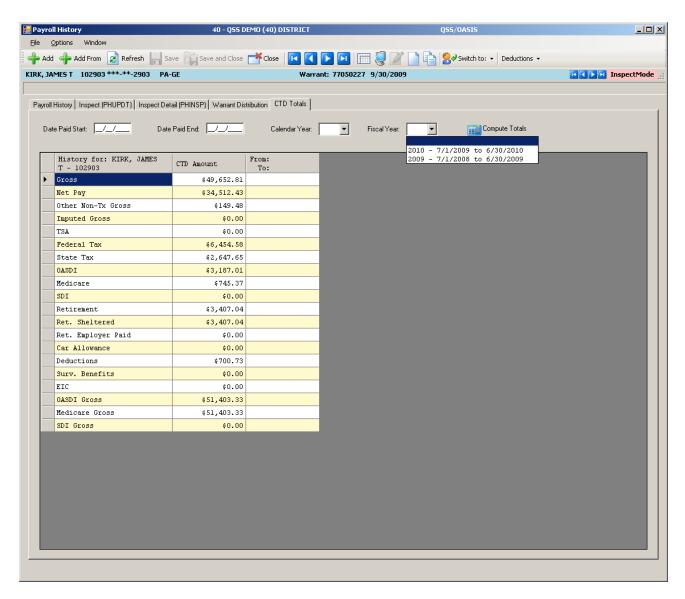
Warrant Distribution Instaprt



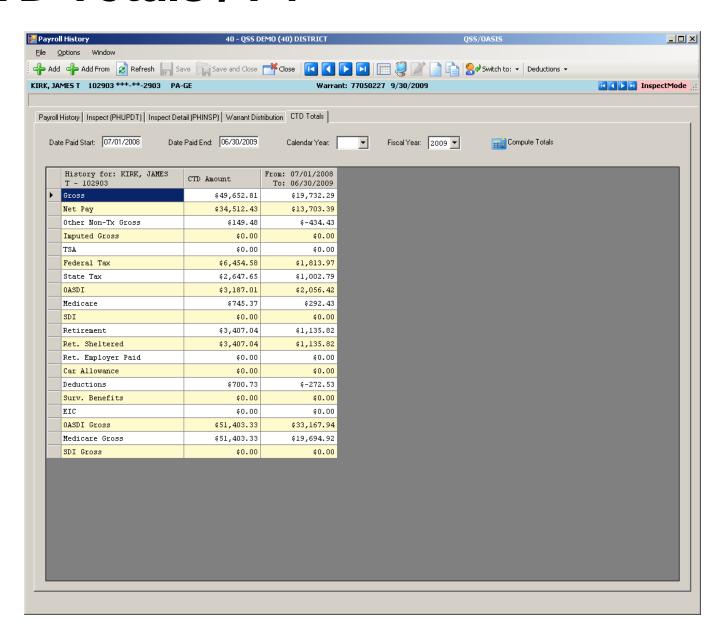
Adding Pay History Adjustment



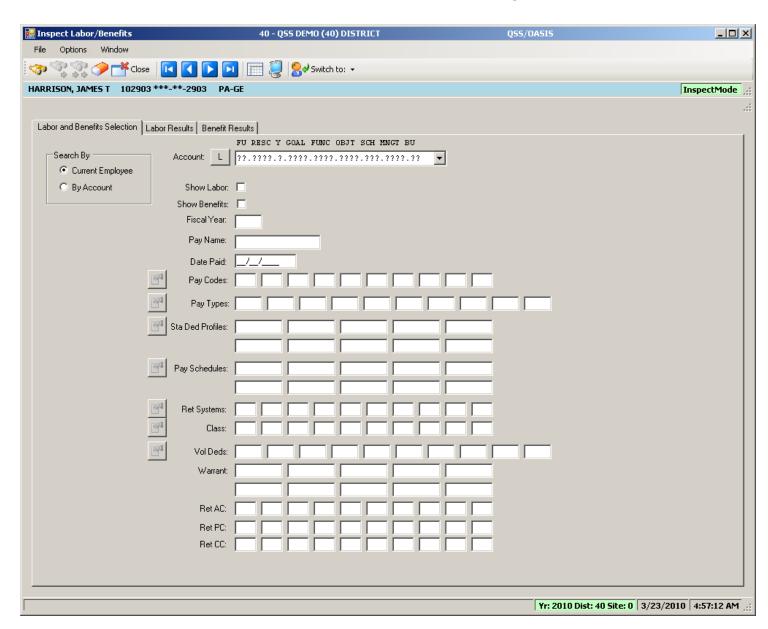
CTD Totals / Custom or From History



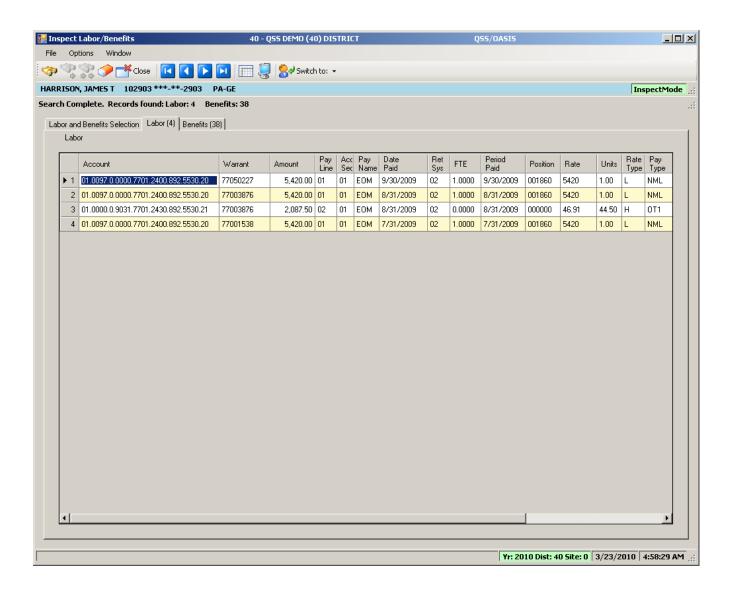
CTD Totals / FY



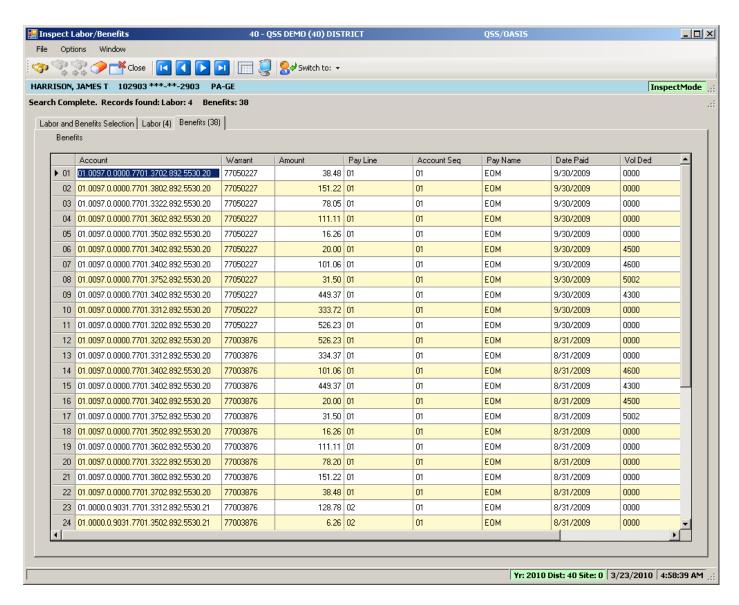
Labor / Benefit History



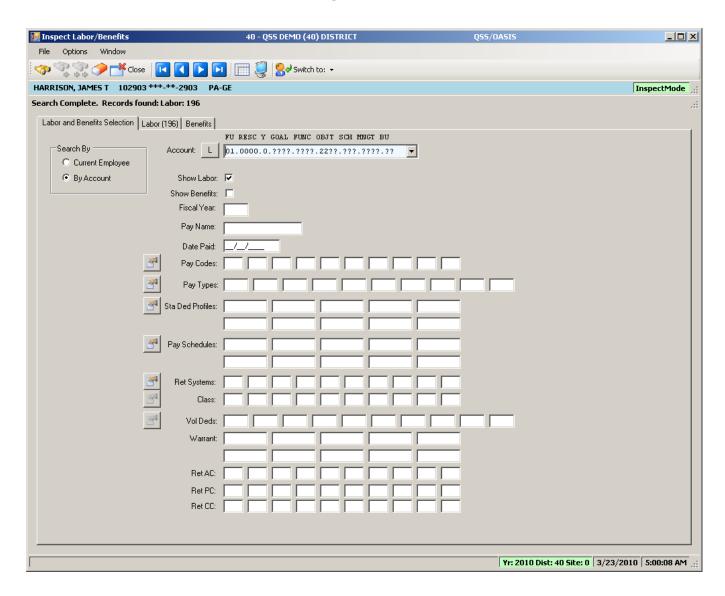
Labor Results...



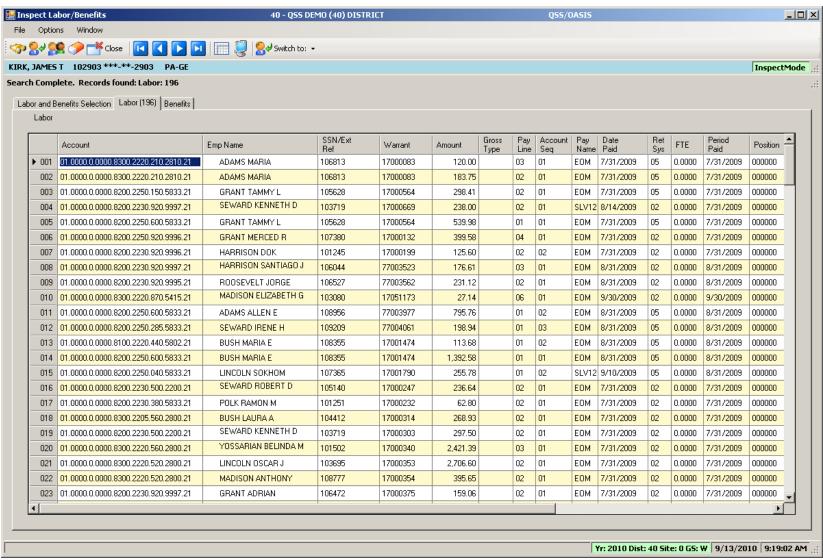
Benefit Results...



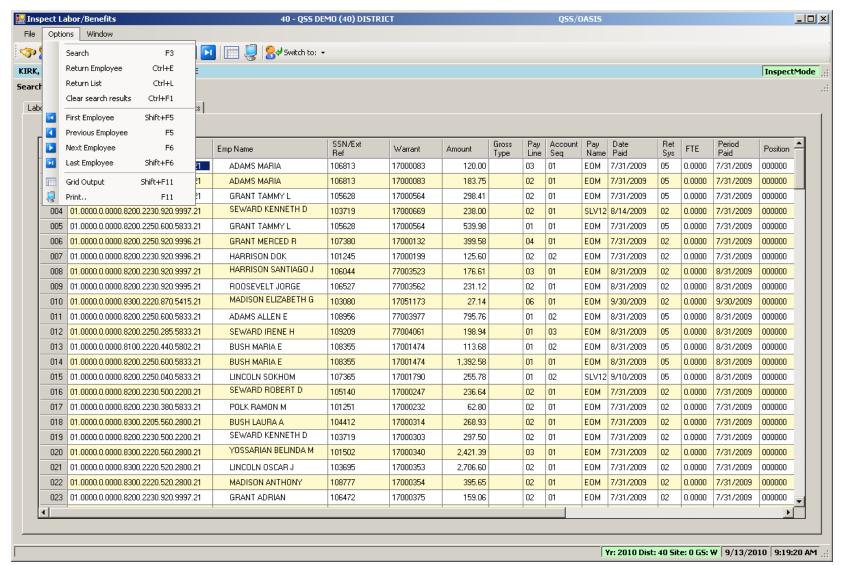
Search Labor by Acctclass



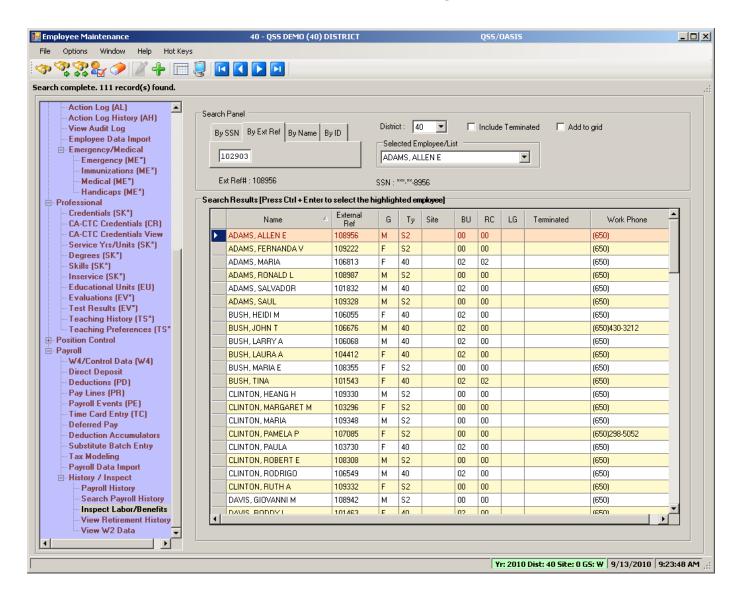
Labor Result by Acctclass



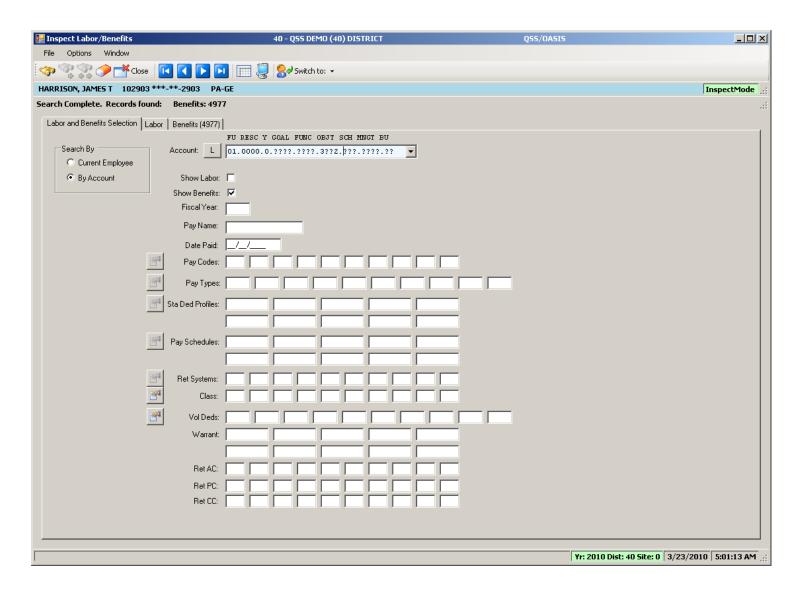
Return Employee(s)



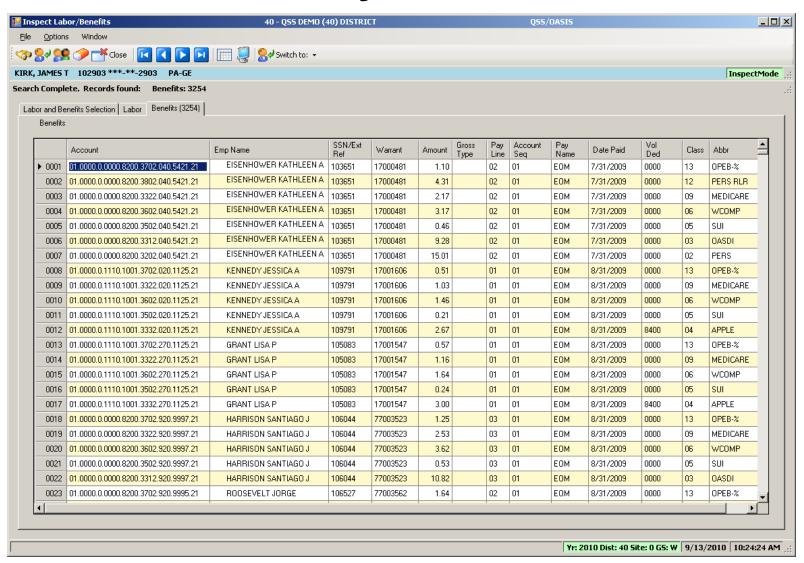
Returned to Employee Grid



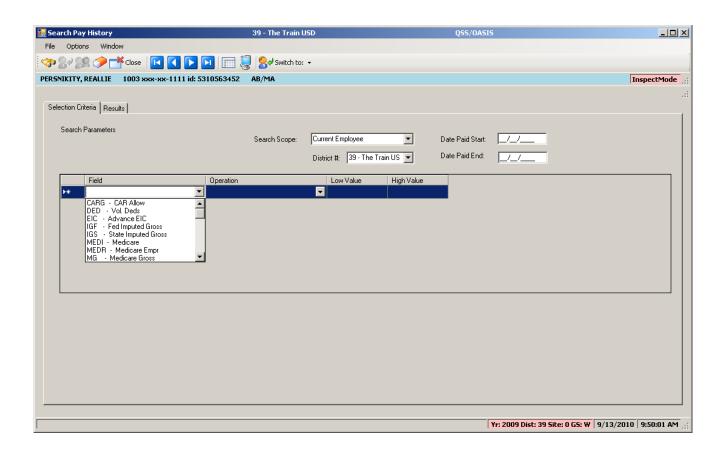
Search Benefits by Acctclass



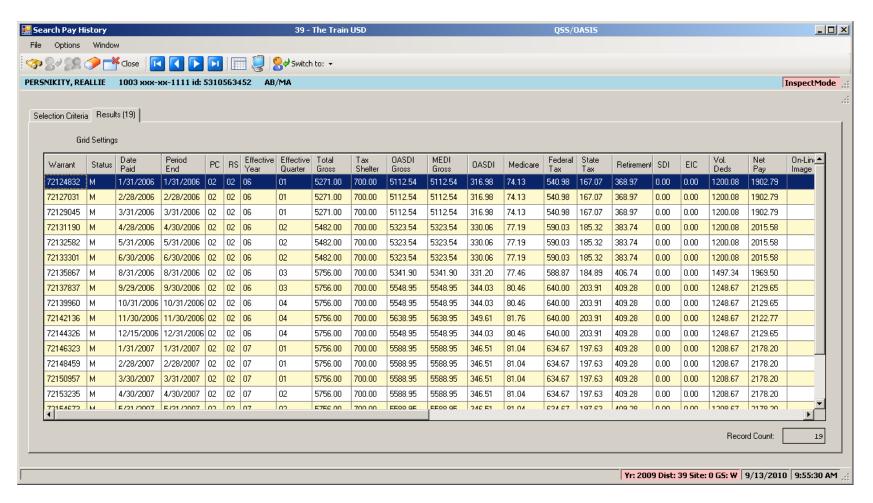
Benefit Result by Acctclass



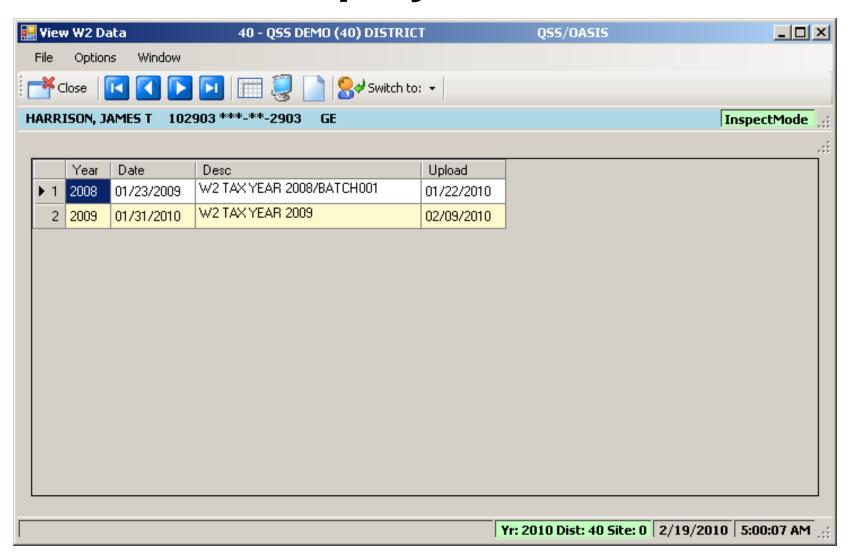
Search Pay History



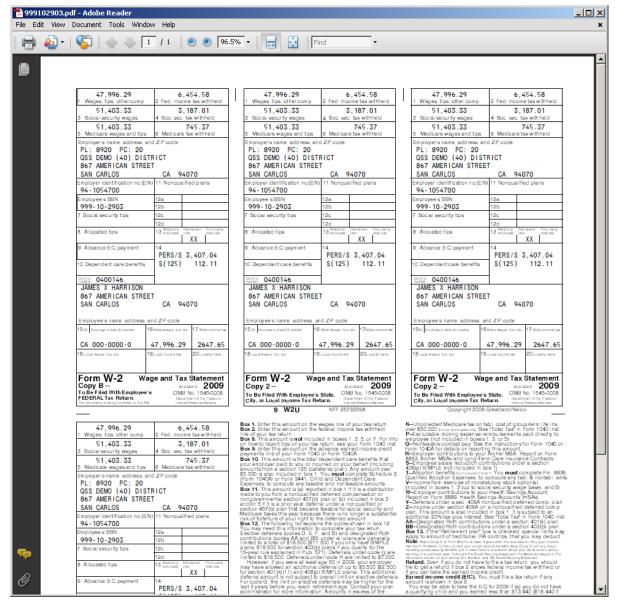
Returned Results



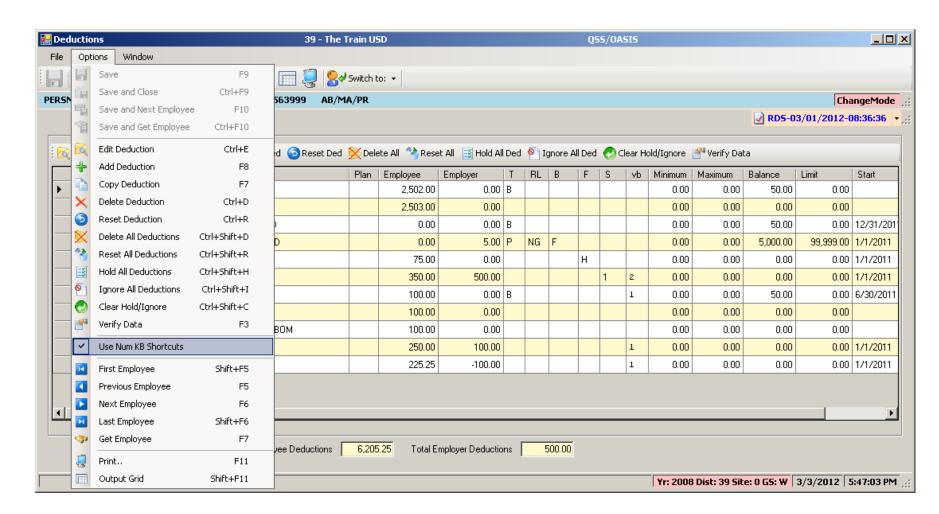
View W2 – Employee Maintenance



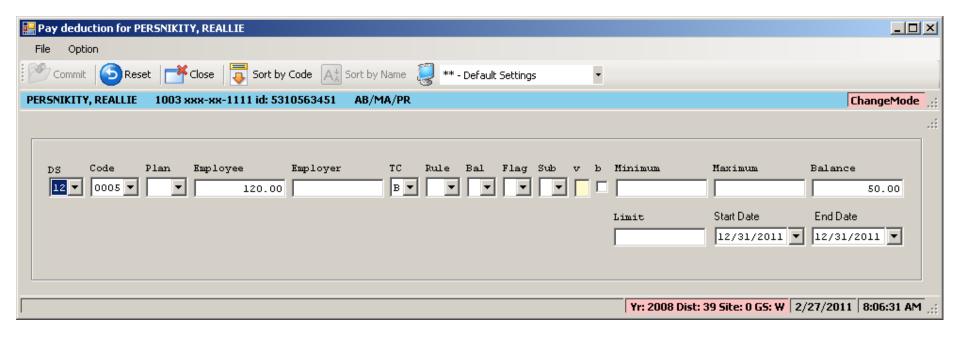
Nelco W2 Form...



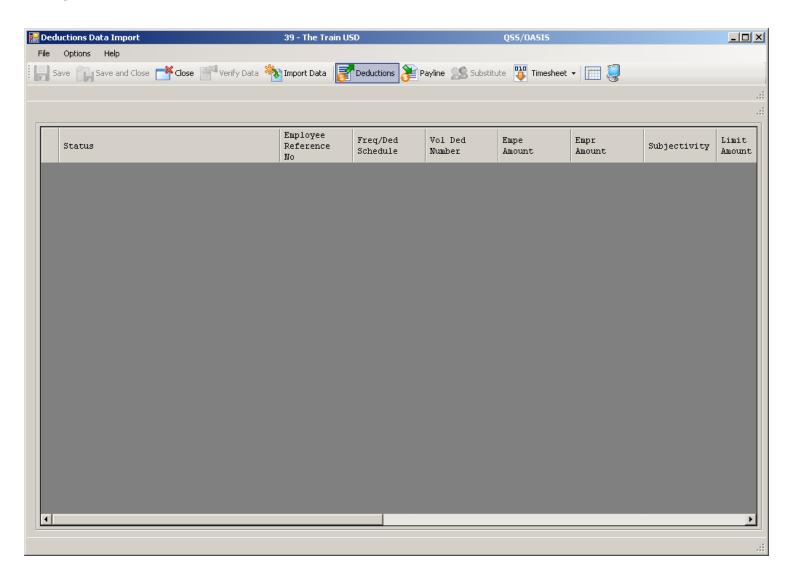
Pay Deductions/PD Options



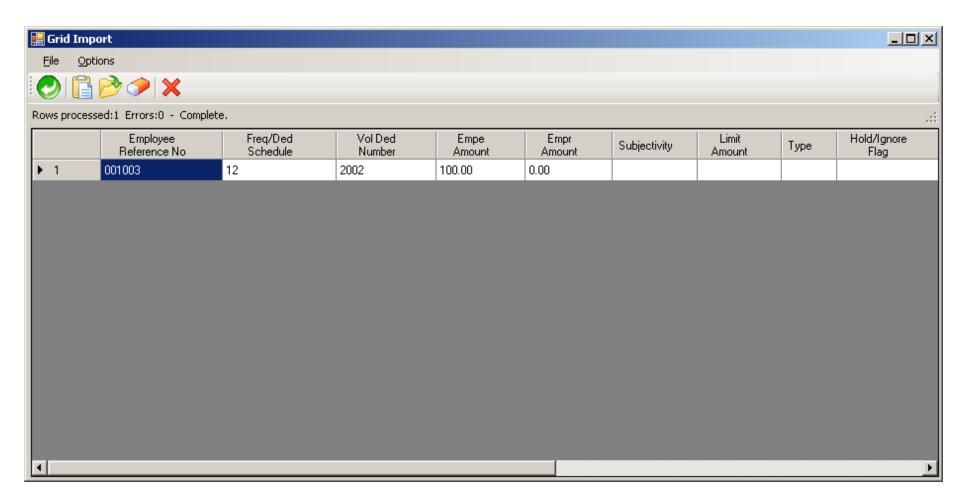
Edit Deduction Row



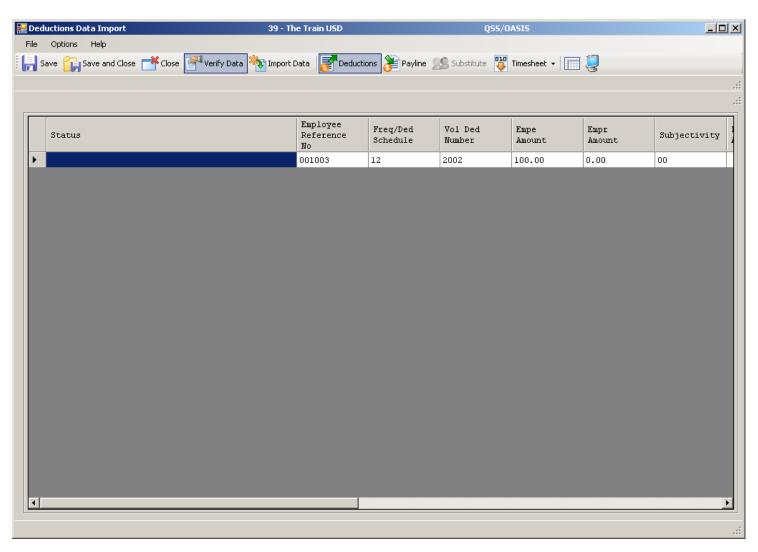
Payroll Data Import - Deductions



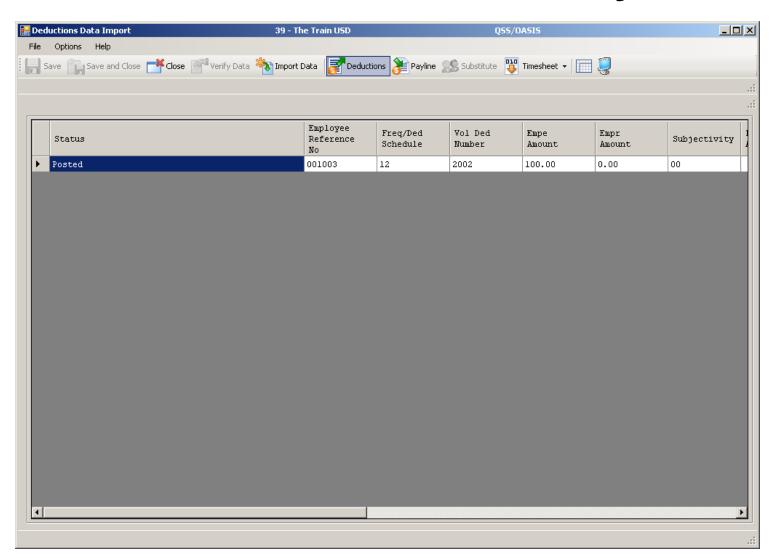
Imported from Clipboard...



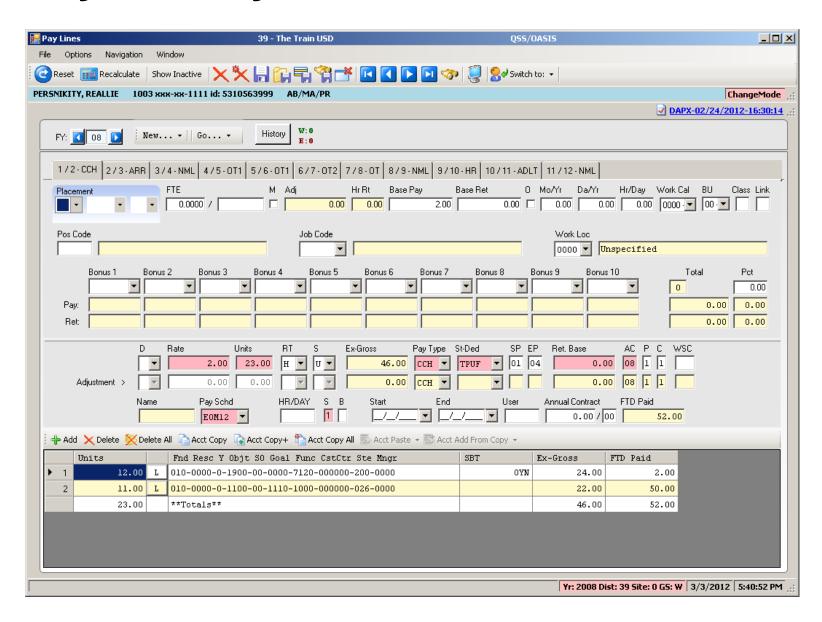
Verify Data – Ok (Save is active)



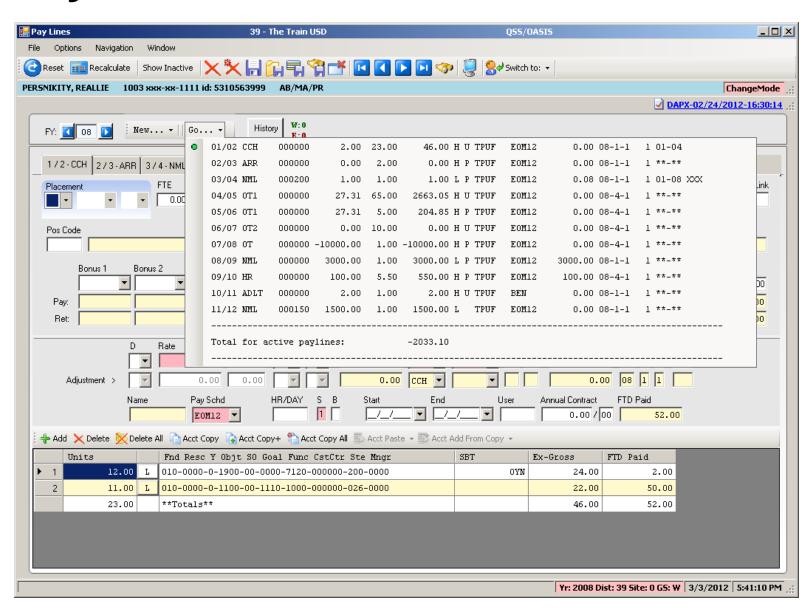
After Save Data – Icons Gray Out



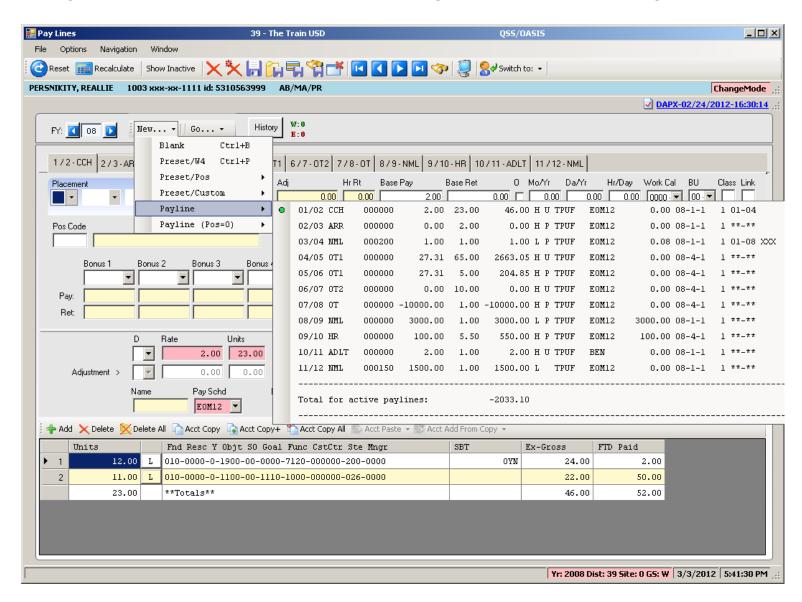
Payroll PayLine/PR



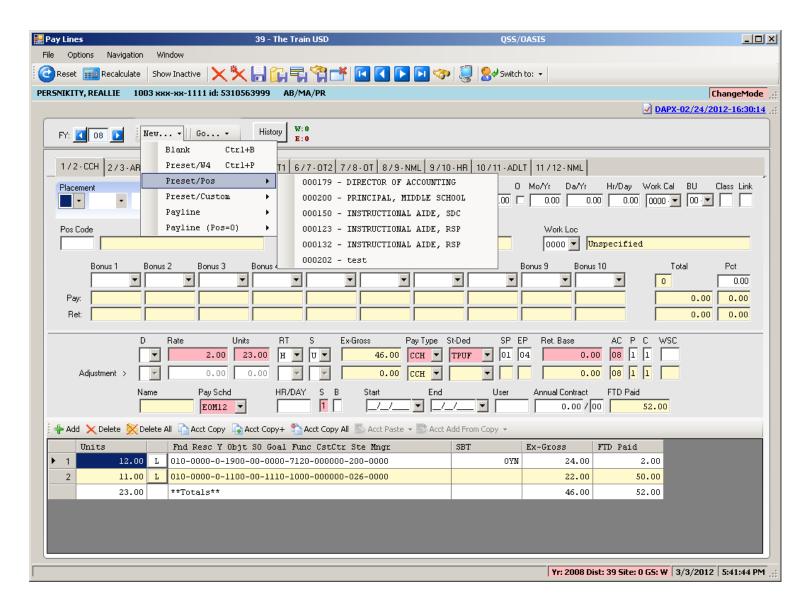
Payline – Go...



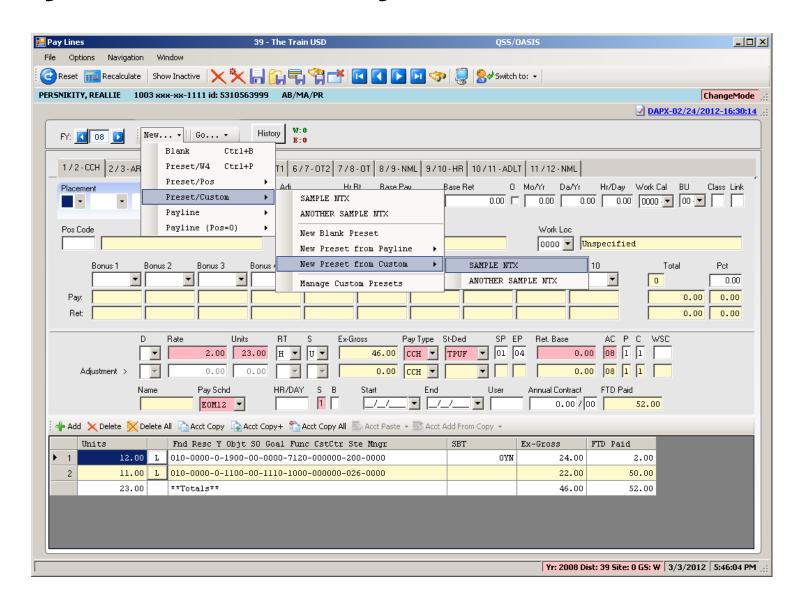
Payline – New/Copy from Pay Line



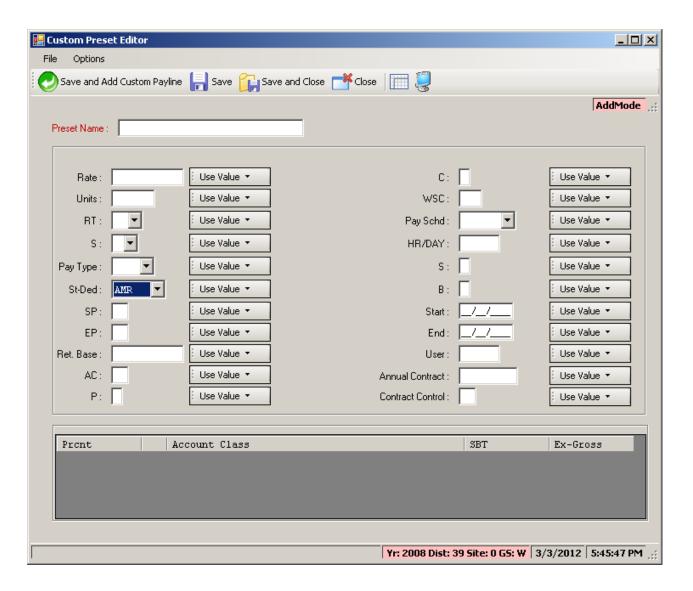
Payline – New Pay Line from PC



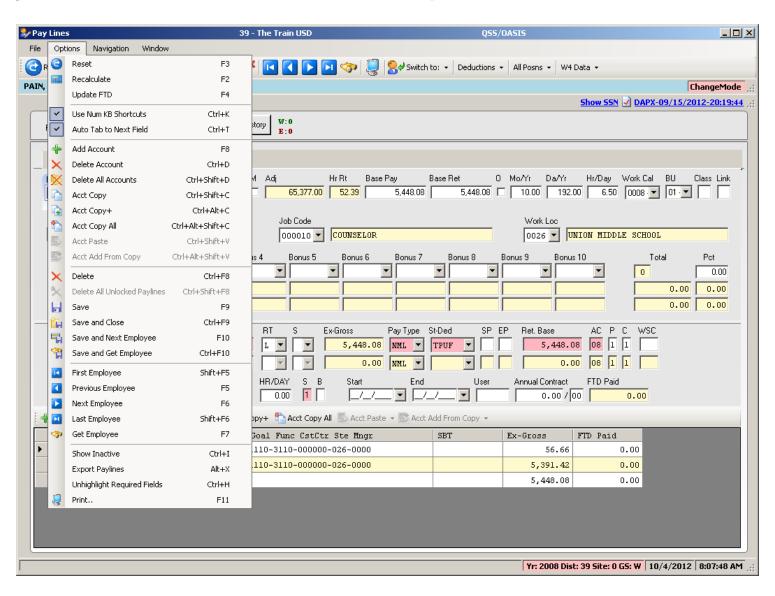
Payline – New Pay Line from Preset



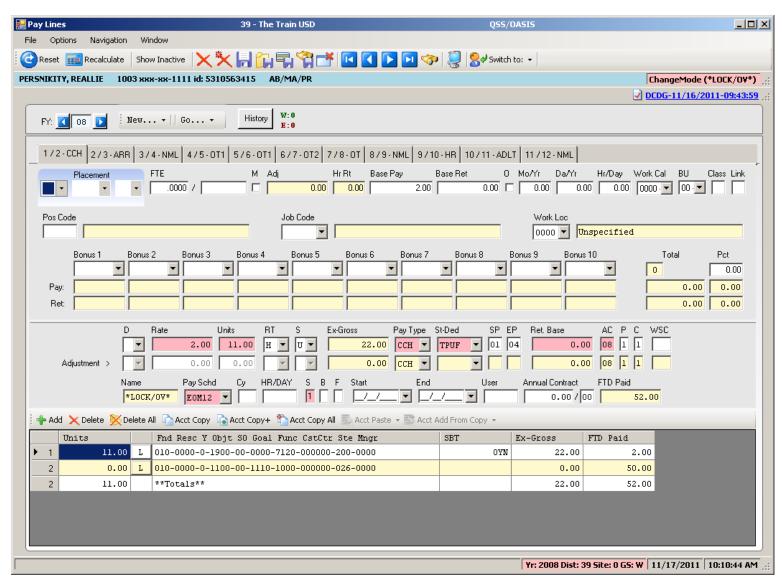
Payline – Custom Preset Editor



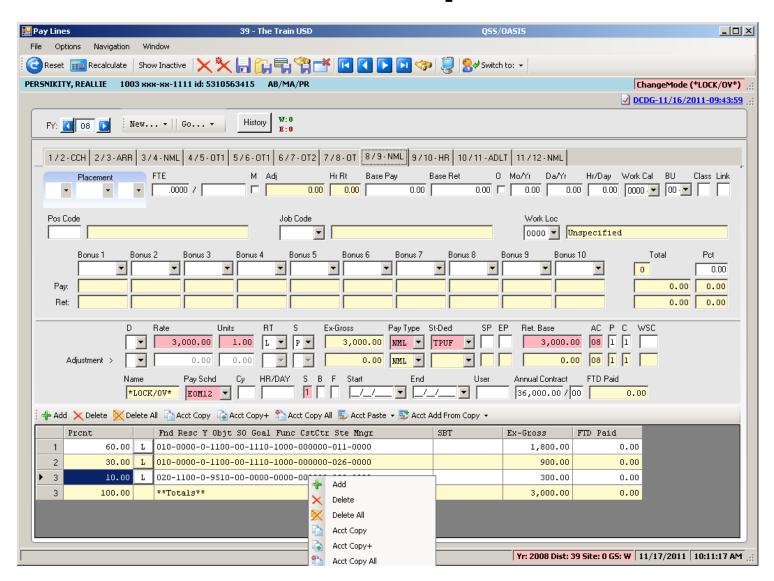
Payline – Edit FTD...(kb Shortcuts...)



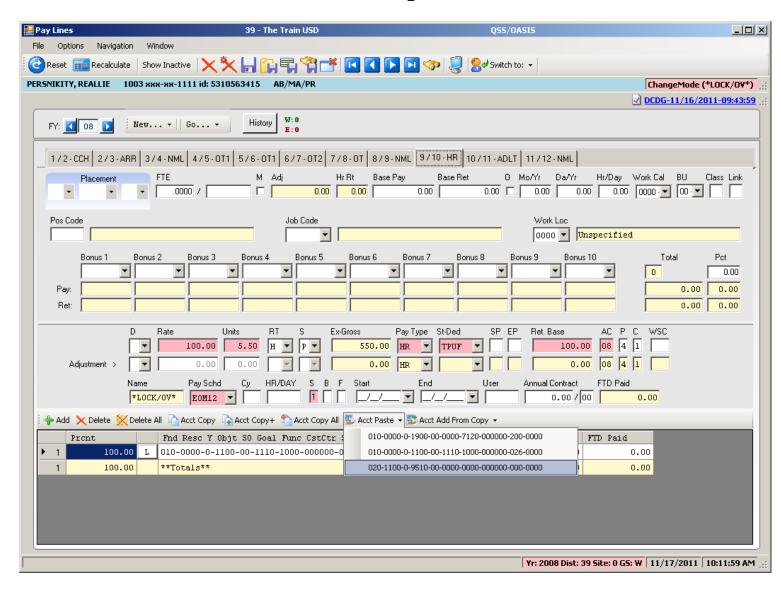
Payline Acct Copy Features



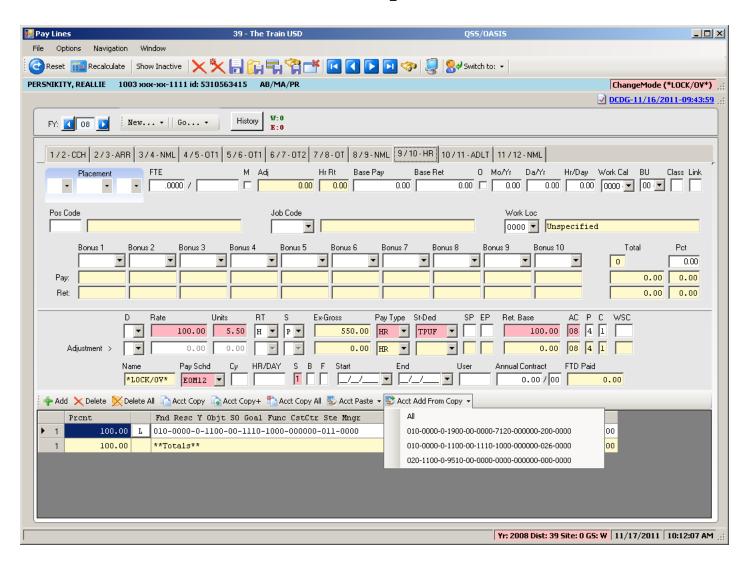
Can Add to Acct Clipboard



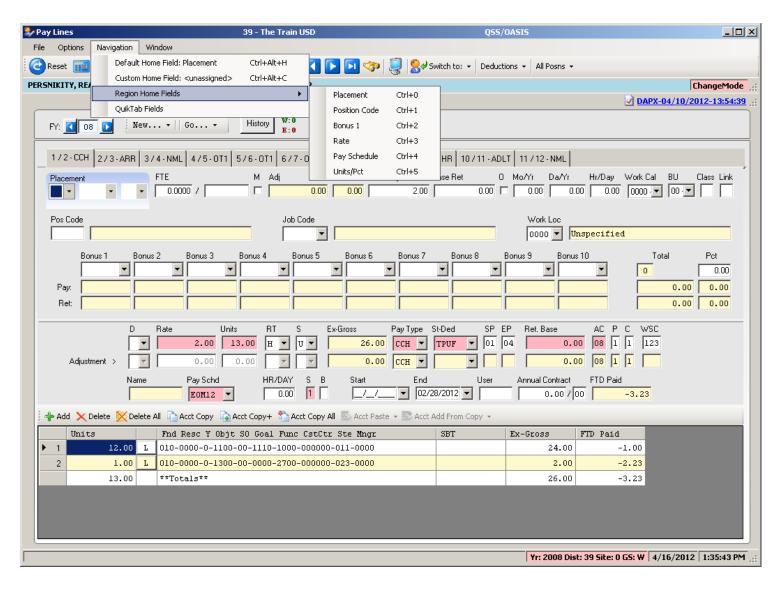
Paste from Acct Clipboard



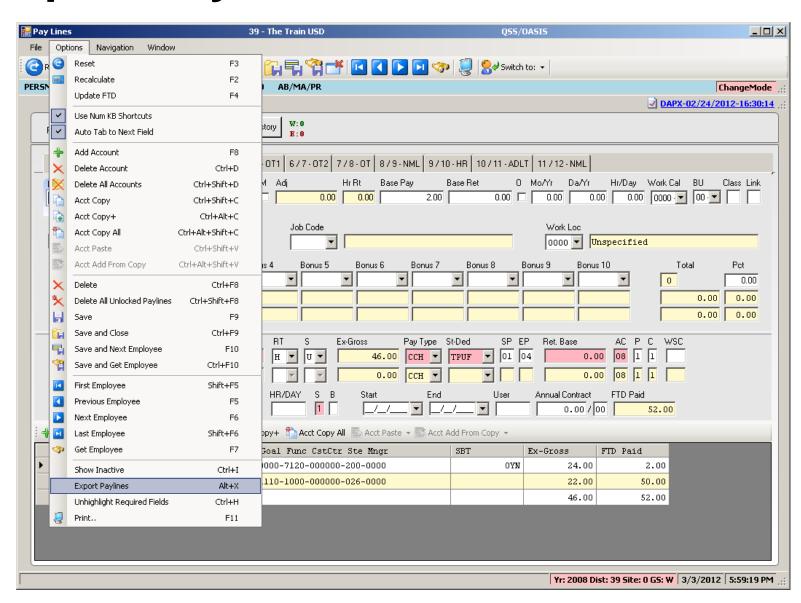
Add from Acct Clipboard



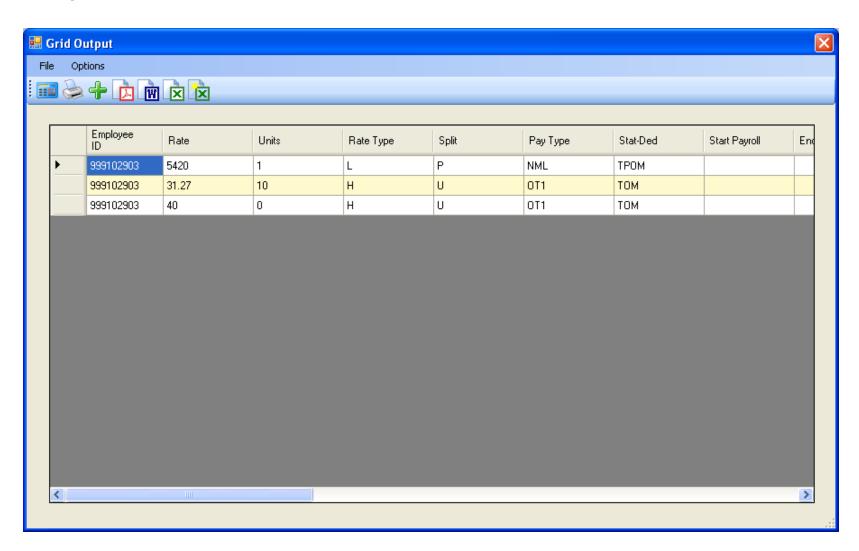
Pay Line Field Navigation



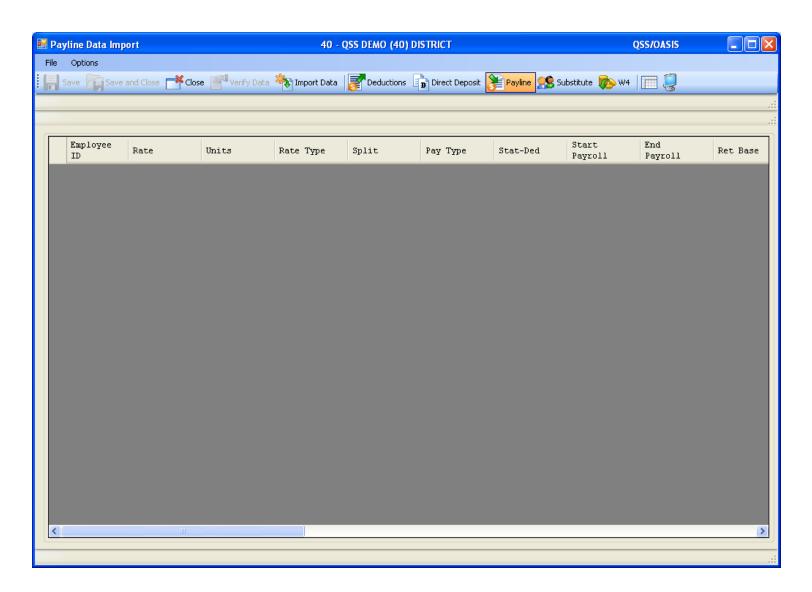
Export Paylines



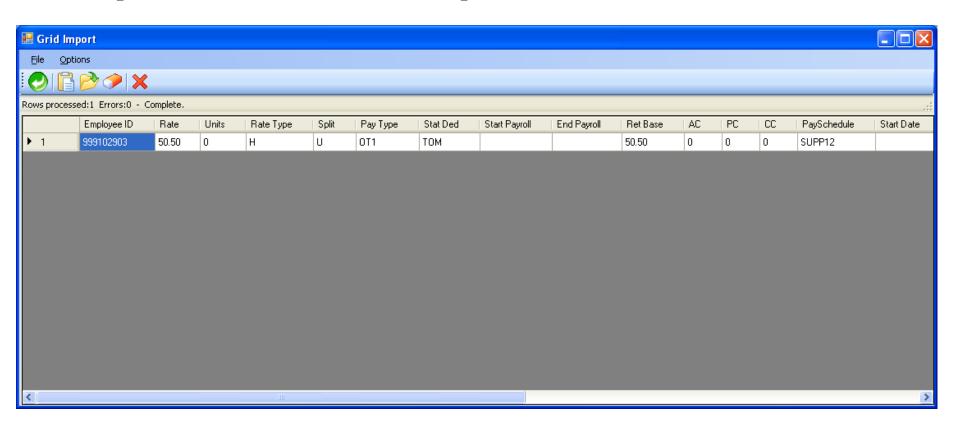
Paylines Exported in Import Format



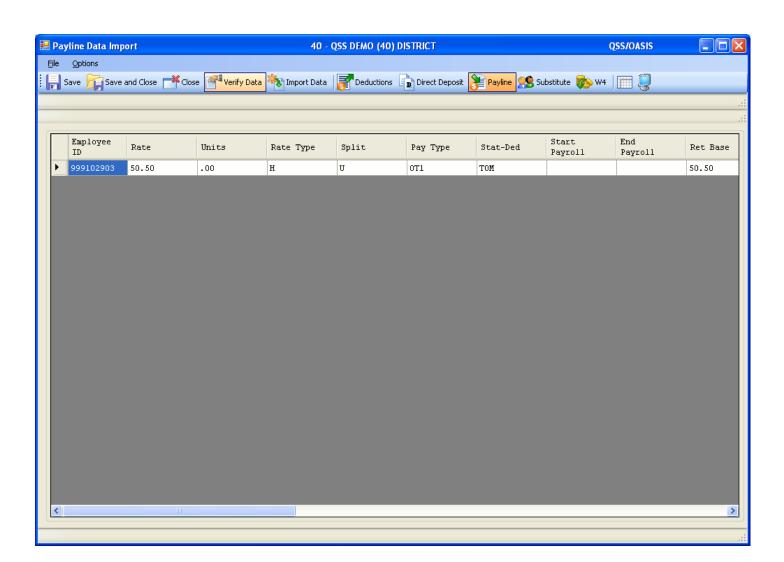
Payroll Data Import - Paylines



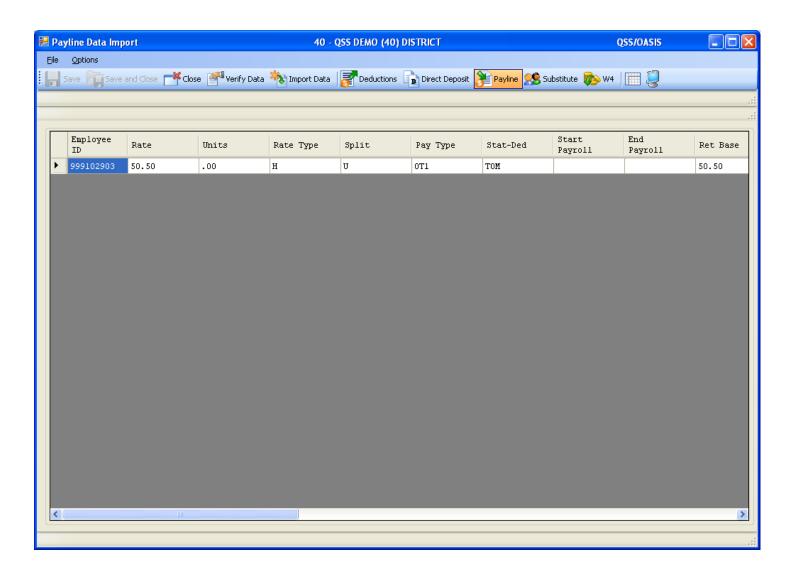
Imported from Clipboard...



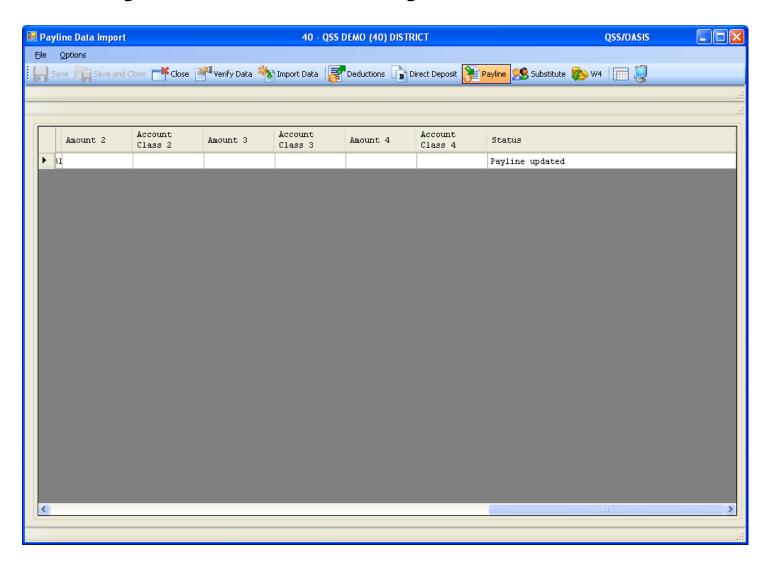
Verify Data – Ok (Save is active)



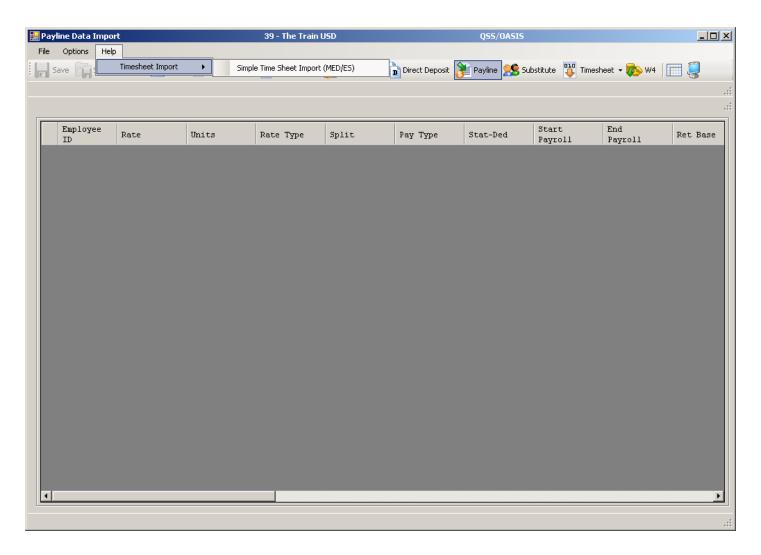
After Save Data – Icons Gray Out



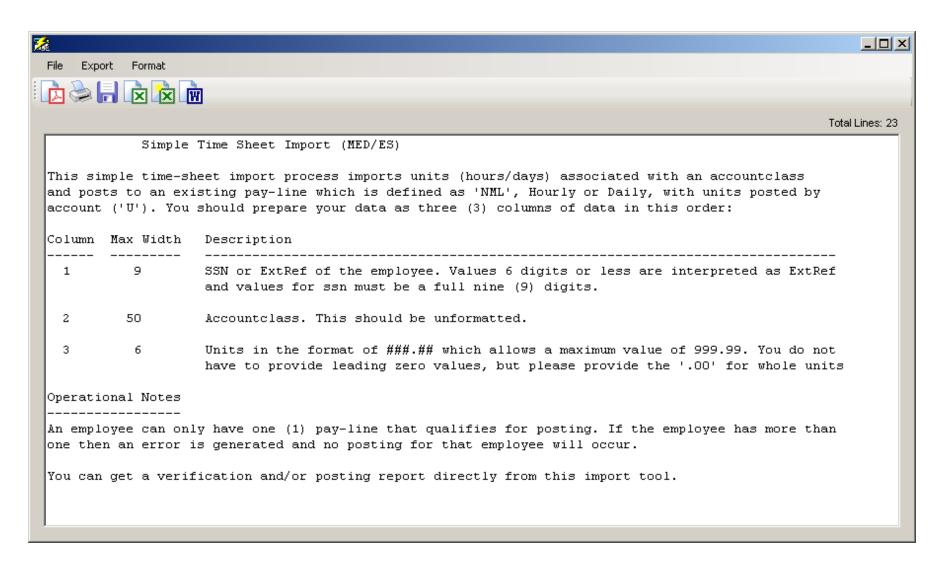
Verify Save of Payline...



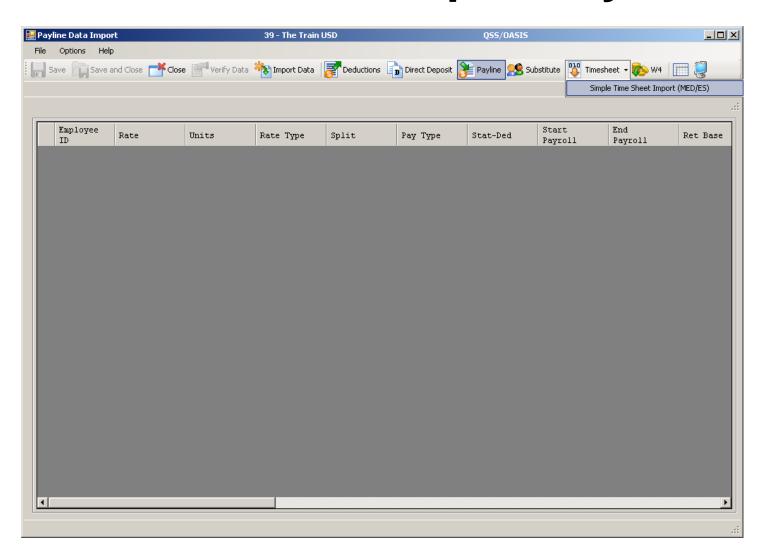
Simple Time Sheet Import



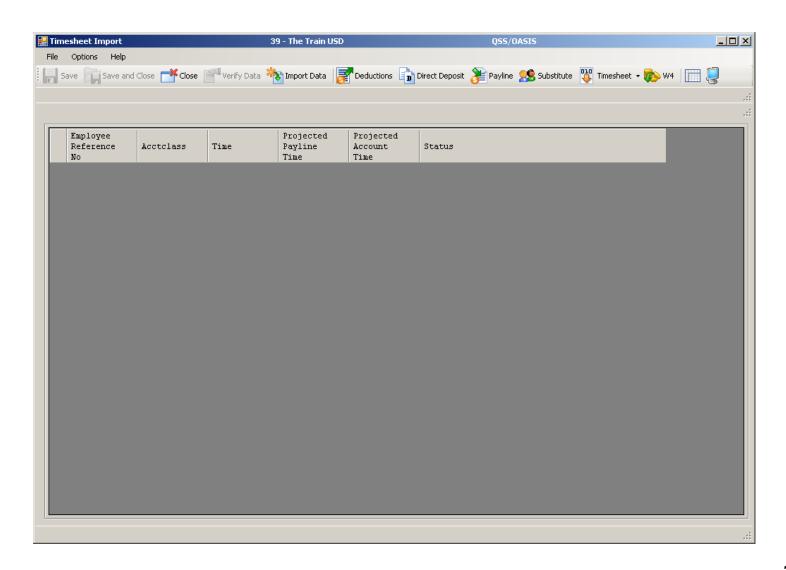
On-line Documentation



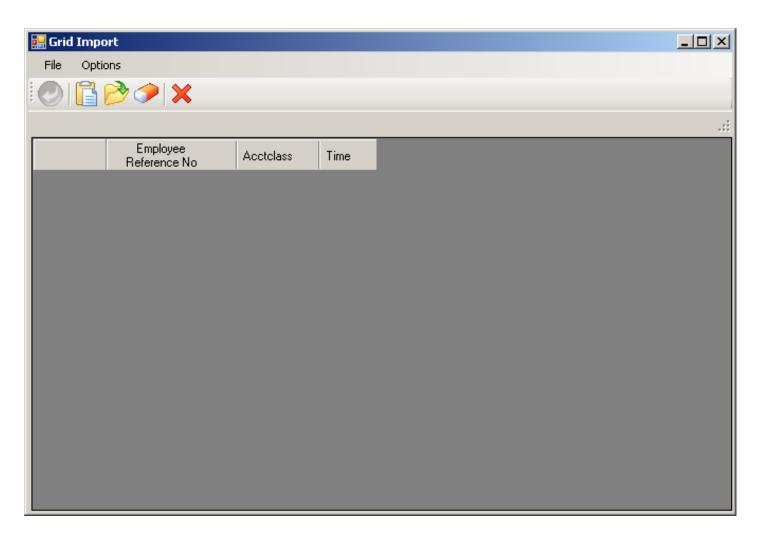
Select Time Sheet Import Style



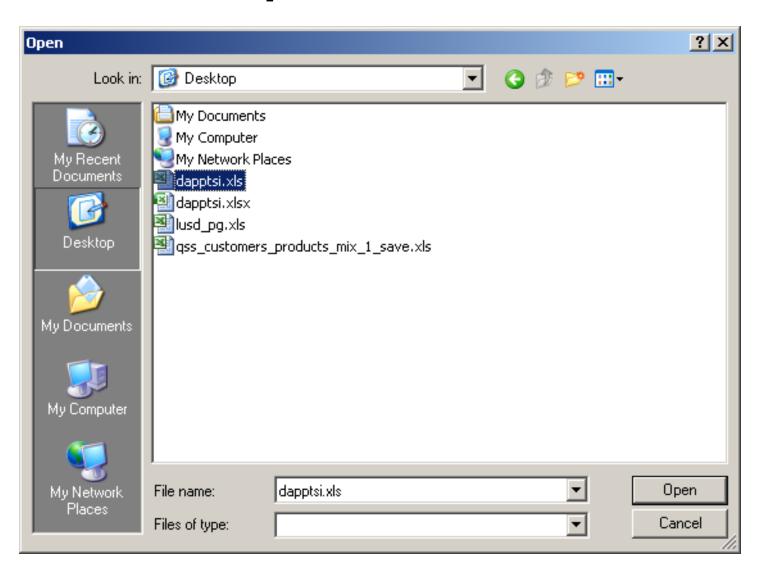
Click Import Button to Import Data



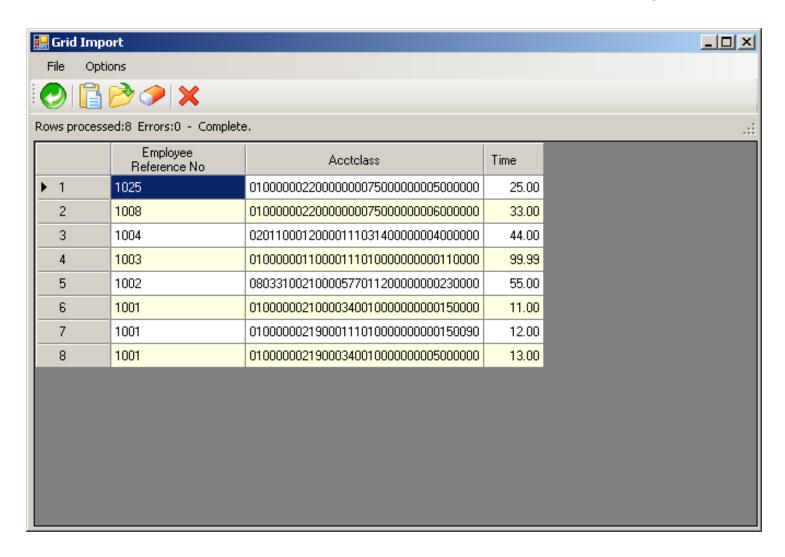
Import from File (.xls/.txt) or Clipboard



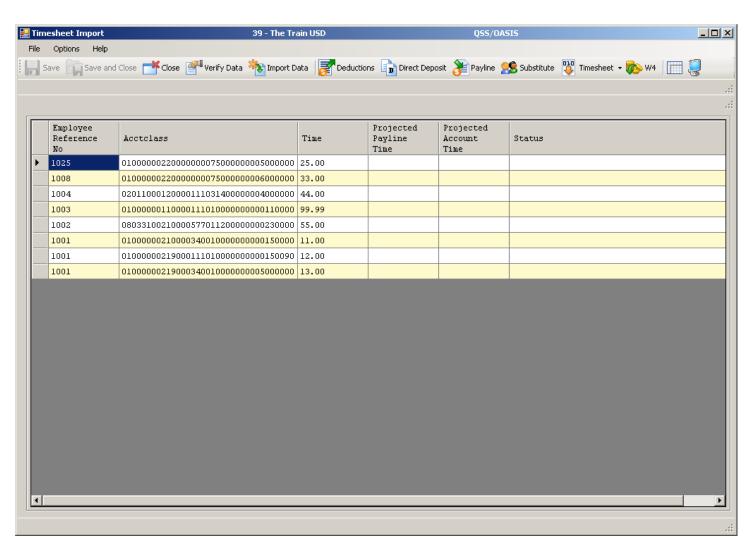
Let's Use a Spreadsheet



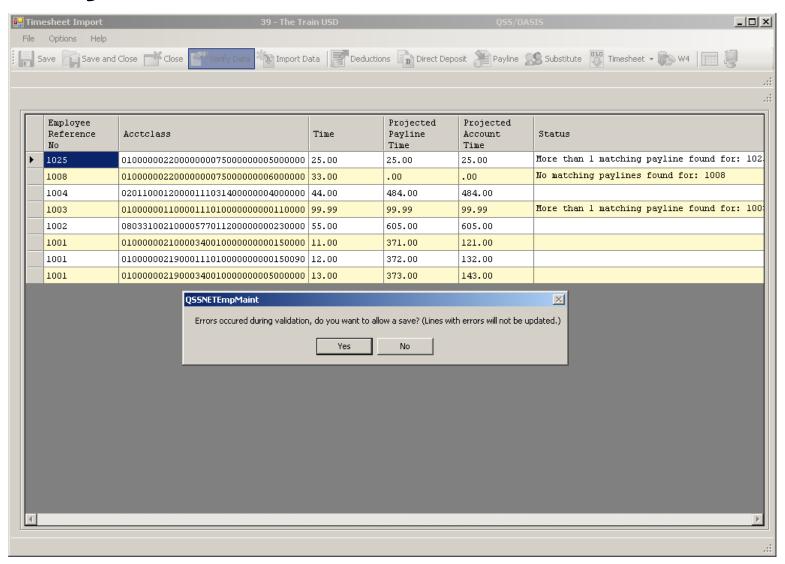
Data is Validated (Format Only)



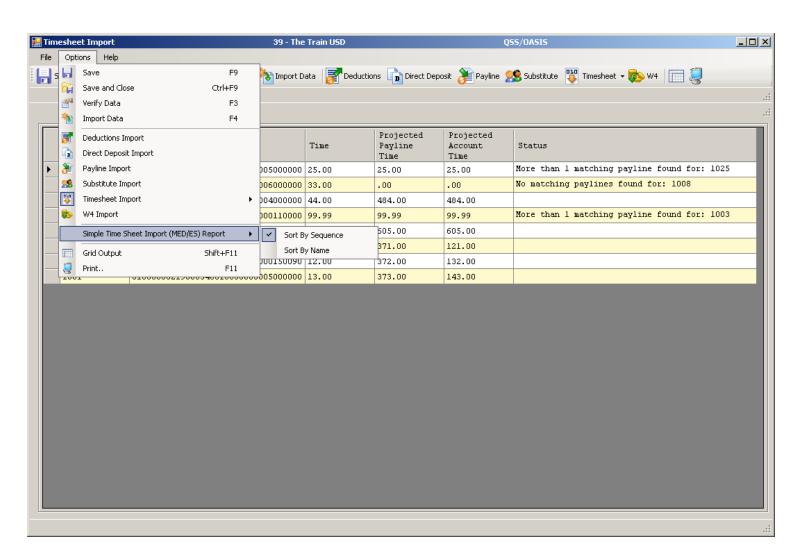
Return Data to Import Grid



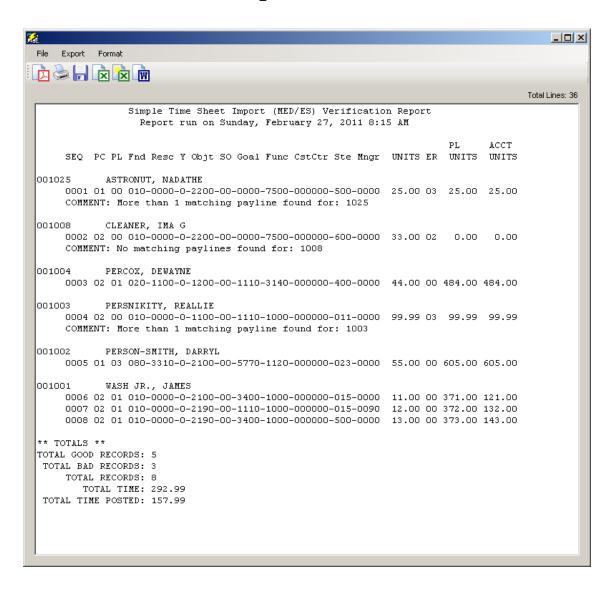
Verify Data Results



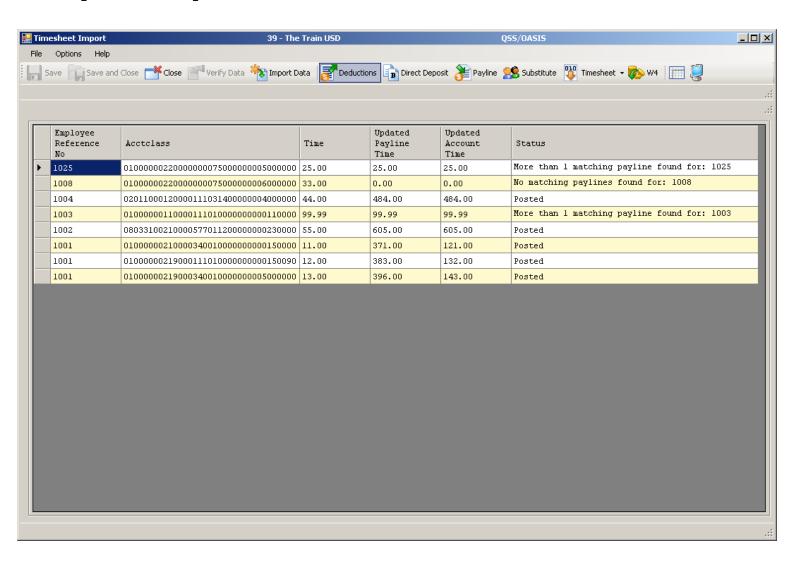
Review Verification Report



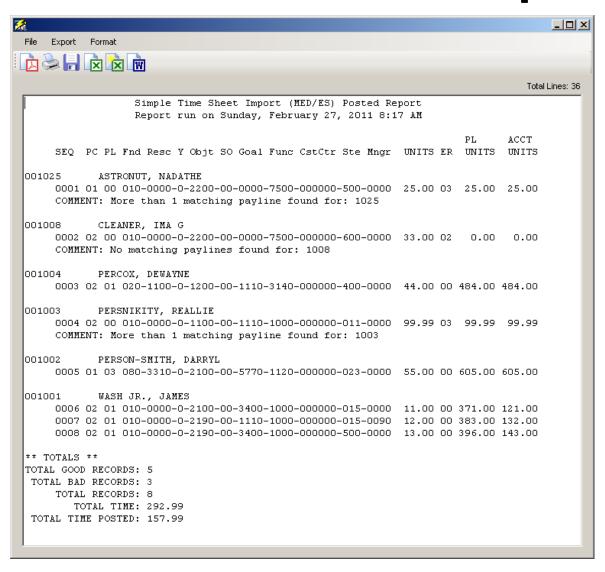
Verification Report



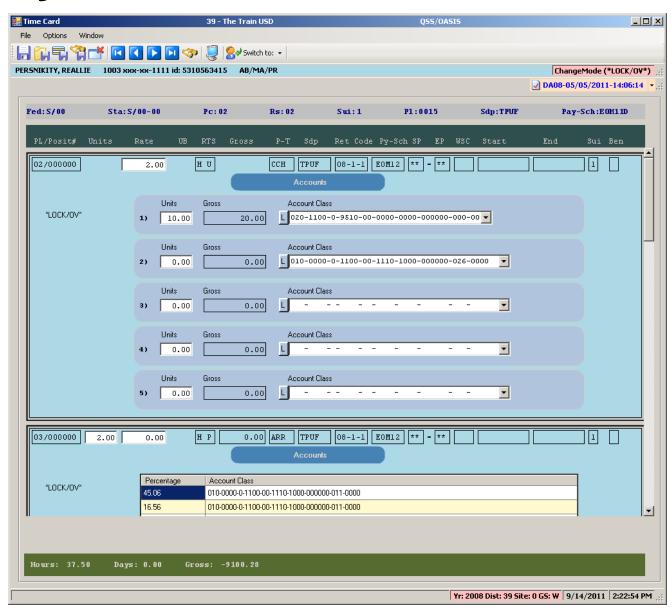
Save (Post) Timesheet Data



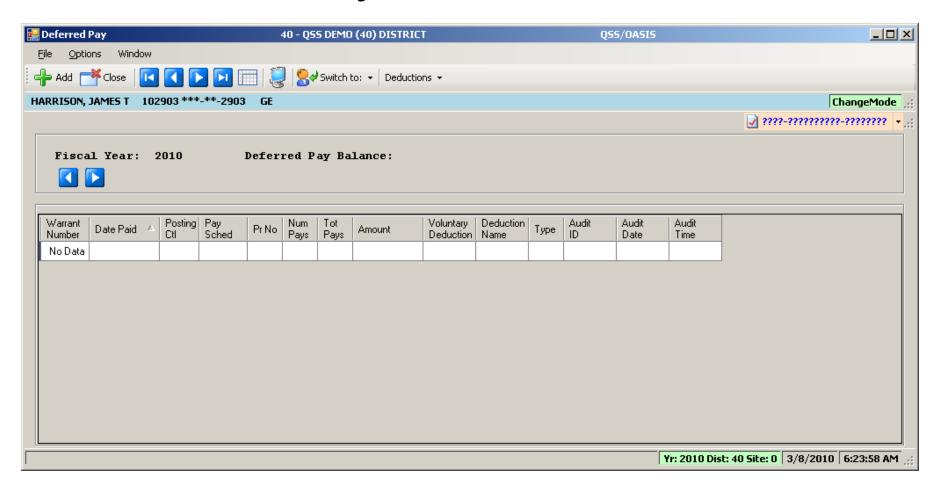
Timesheet Posted Data Report



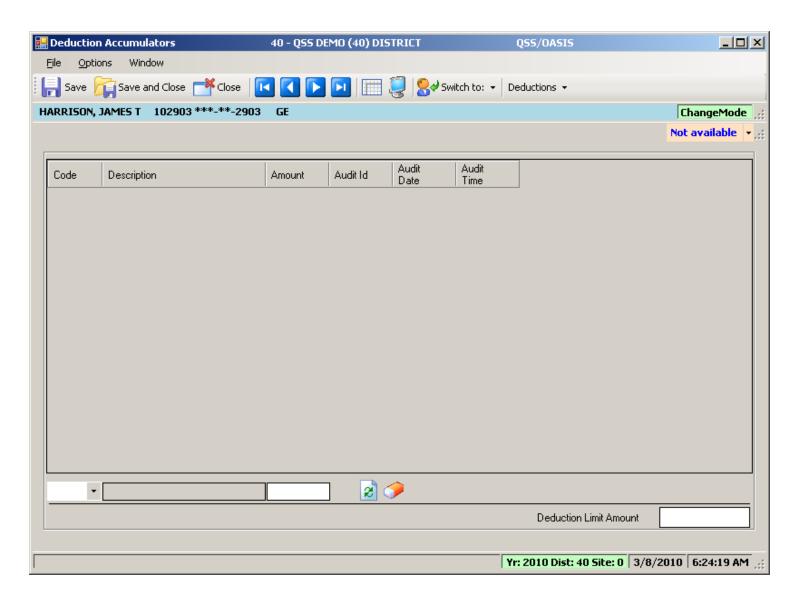
Payroll TimeCard/TC



Deferred Pay Transactions



Deduction Accumulators

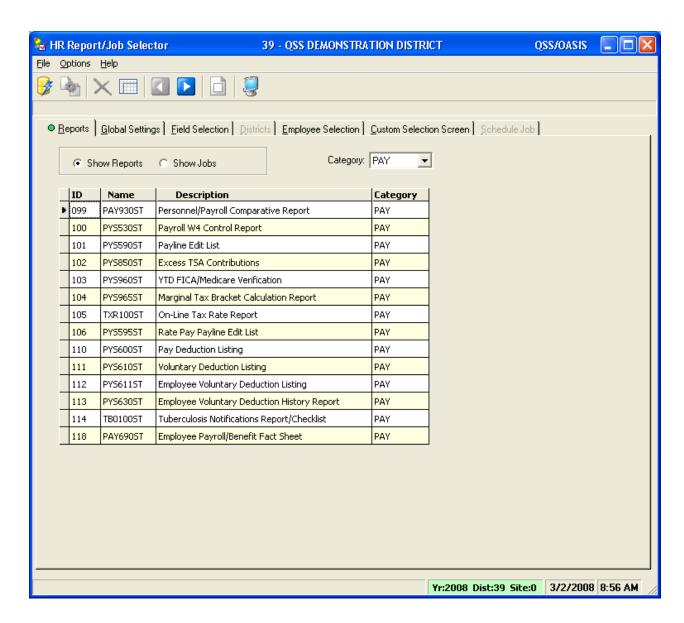




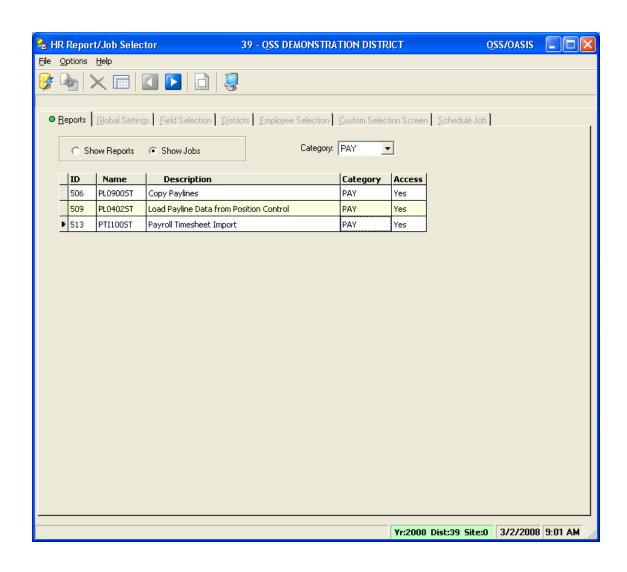
Payroll Reports

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

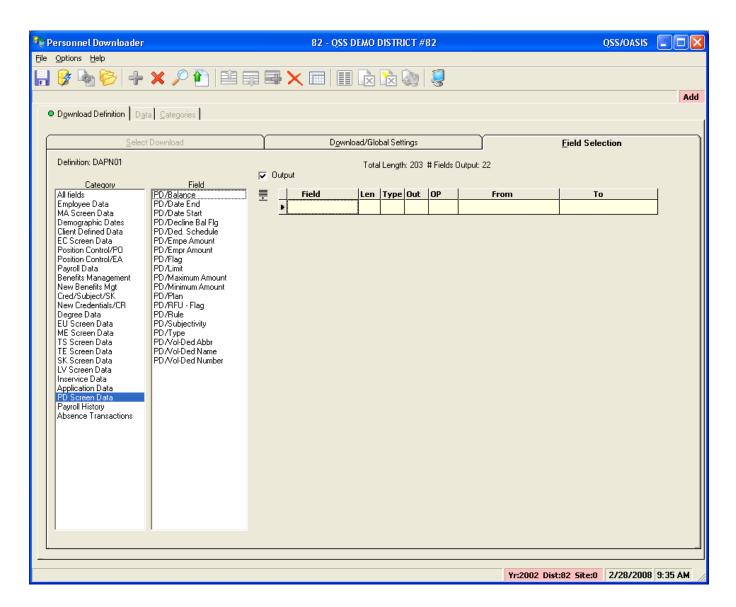
HR Report/Job Selector (Pay Rpts)



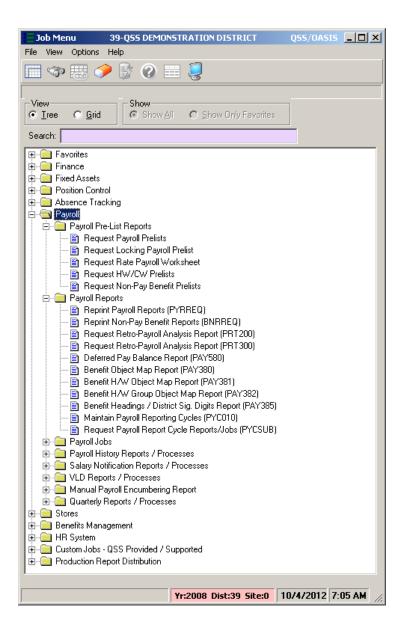
HR Report/Job Selector (Pay Jobs)



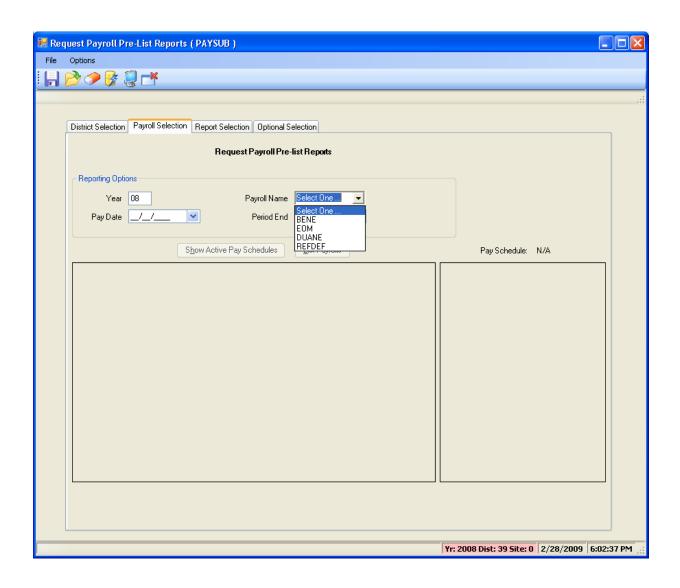
PDL – Payroll Data



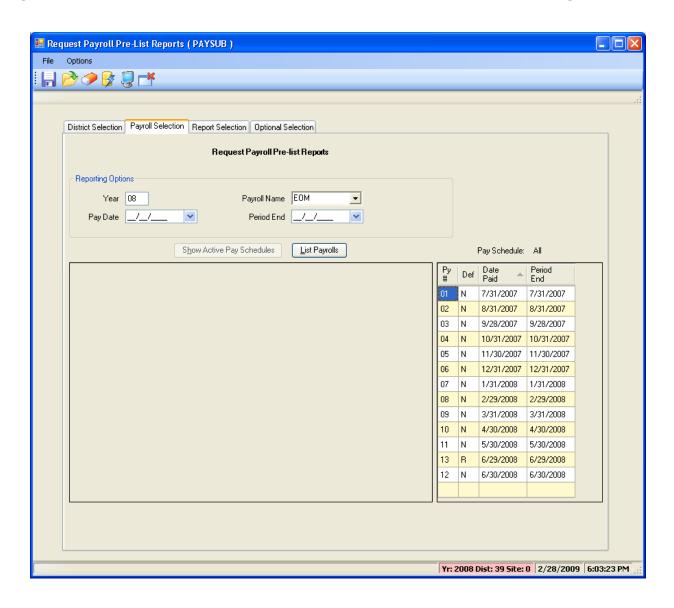
Payroll Job Menu



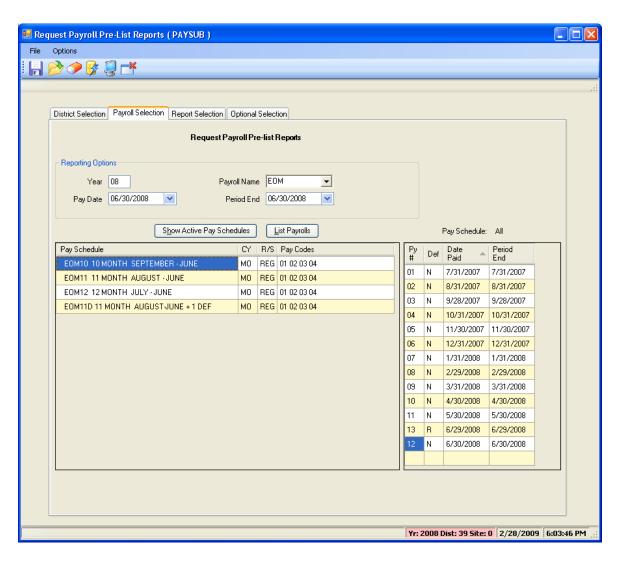
Payroll Prelist - Select Pay Name



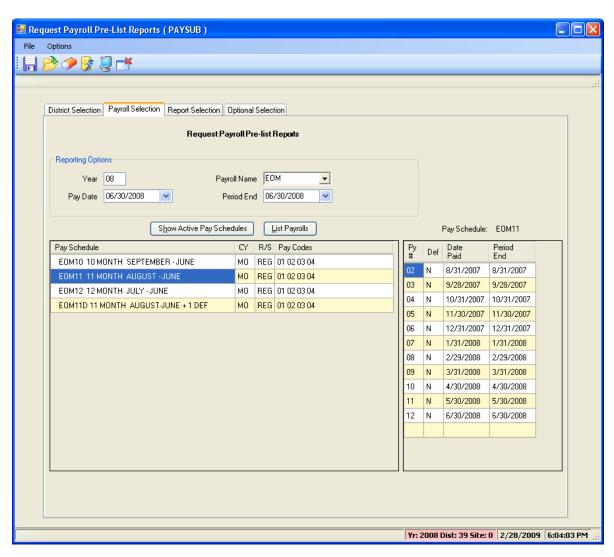
Payroll Prelist – List All Payrolls



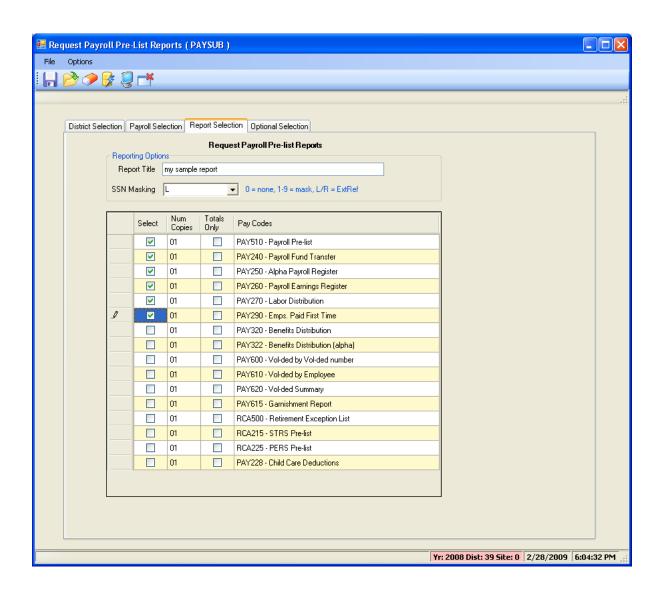
Payroll Prelist – Pick Payroll / Show Pay Schedules



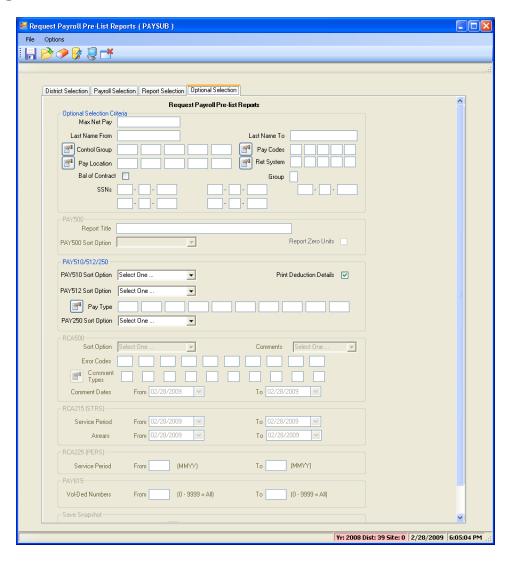
Payroll Prelist – List Payrolls for Pay Schedule



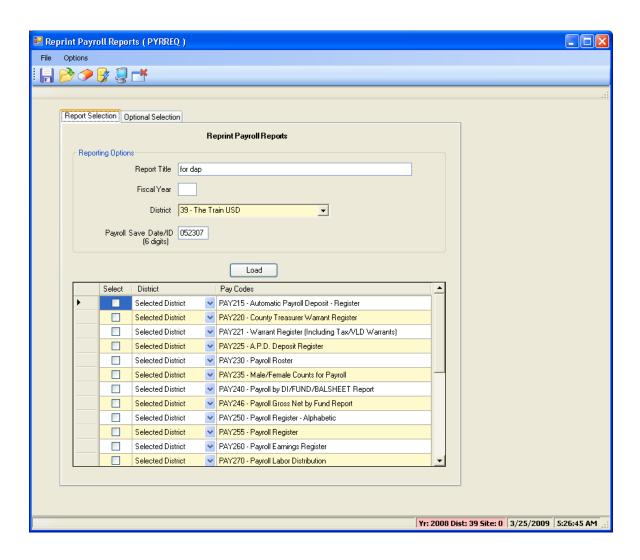
Payroll Prelist - Choose Reports



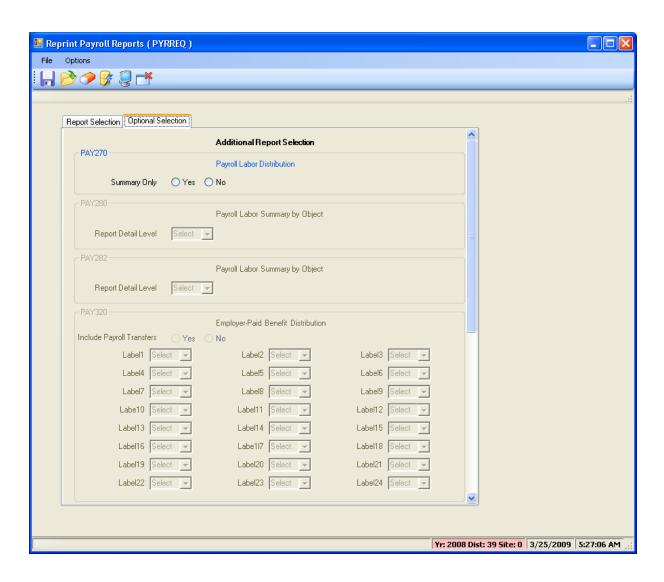
Payroll Prelist – Selection / Report Criteria



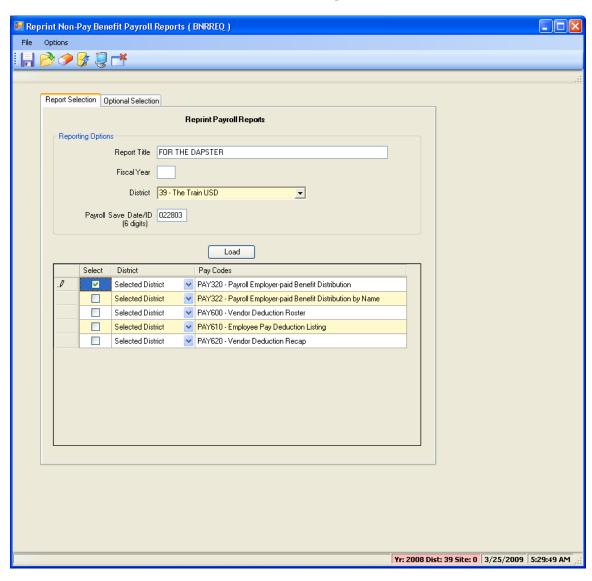
Re-Print Payroll Reports



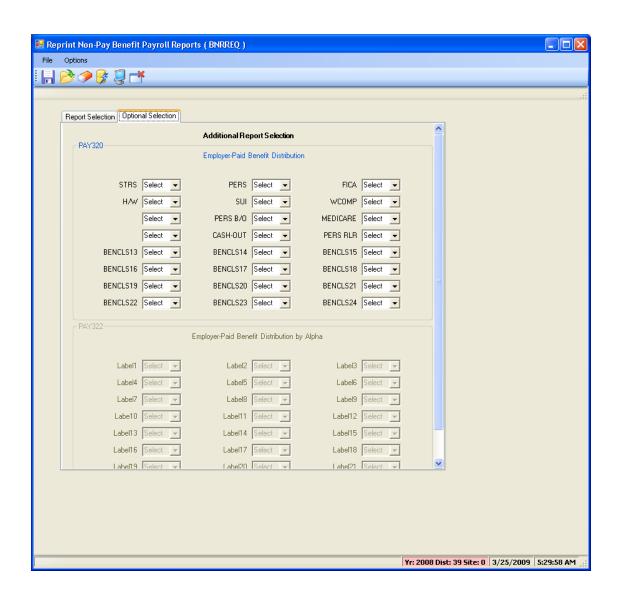
Re-Print Payroll Reports - Criteria



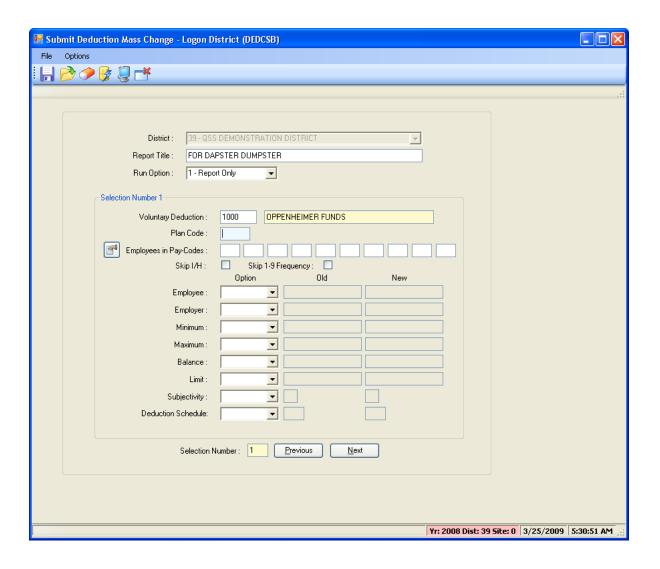
Re-Print Non-Pay Benefit Reports



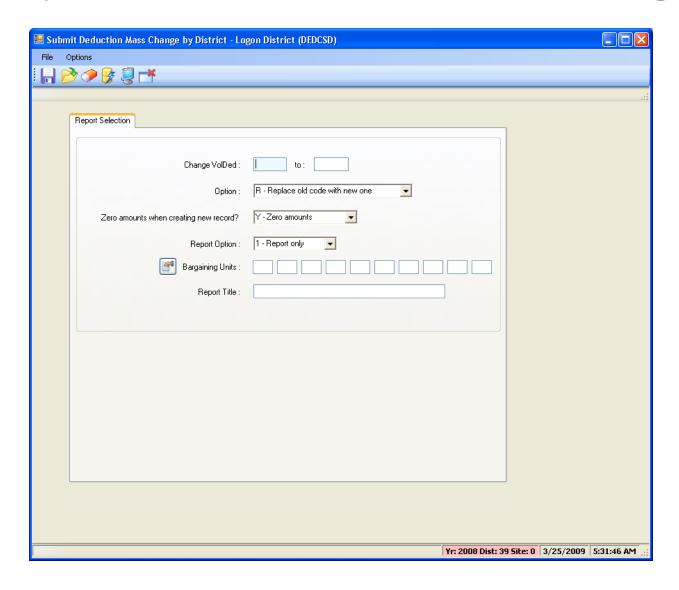
Re-Print Non-Pay Ben Rpts - Criteria



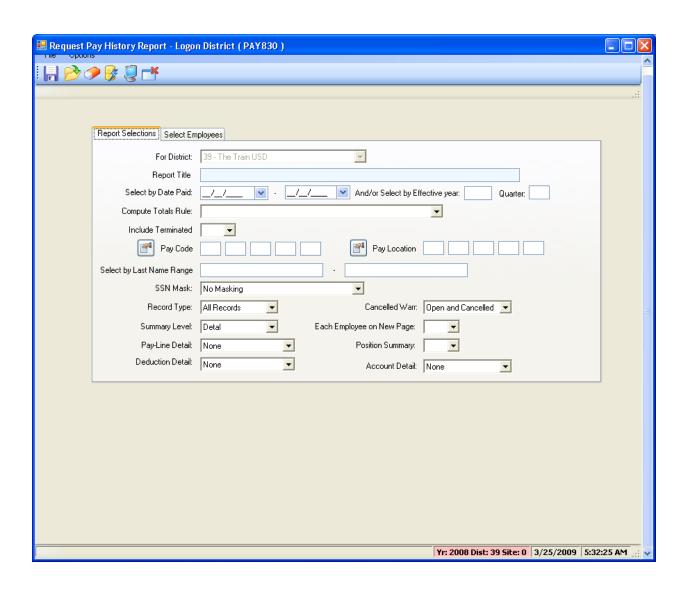
Mass Change Pay-Deductions



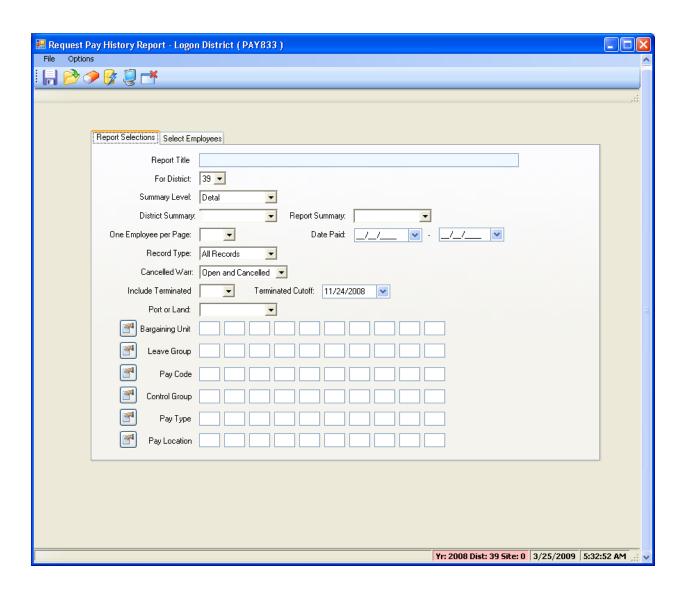
Pay-Deduction Vol-Ded Change/Copy



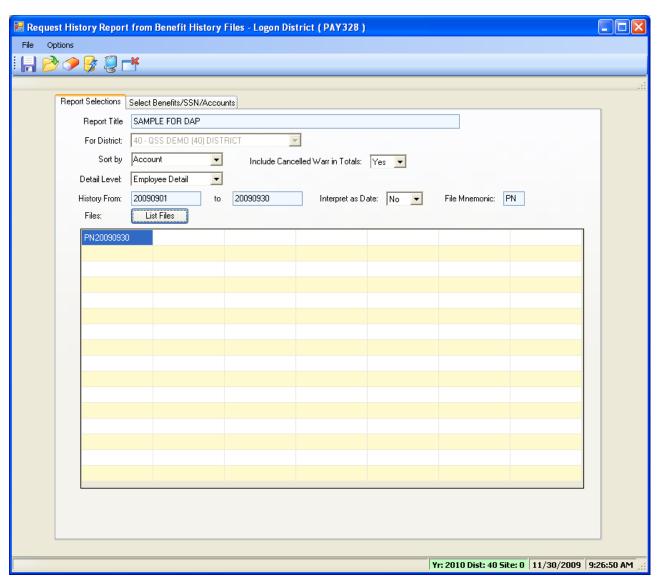
Request Pay History Report (PAY830)



Request Pay History Report (PAY833)



Request Benefit History (PAY328)



PAY328 – Benefits / Emp / Accts

