QSSUG Finance/Personnel Committee - Webinar

Payroll Overview

October 17, 2013

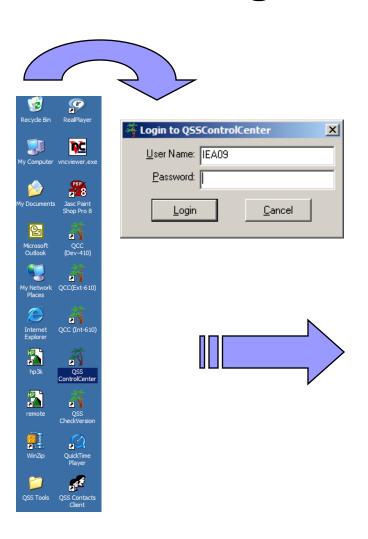
Duane Percox, QSS

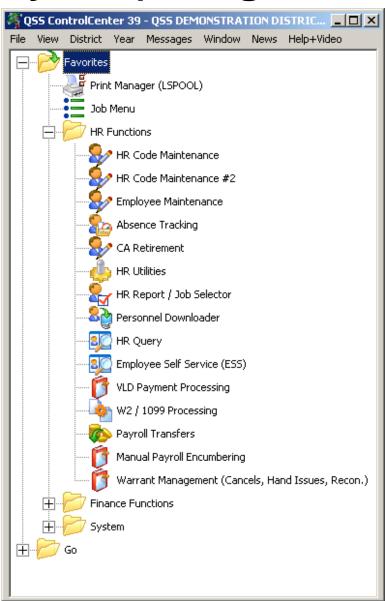


Agenda

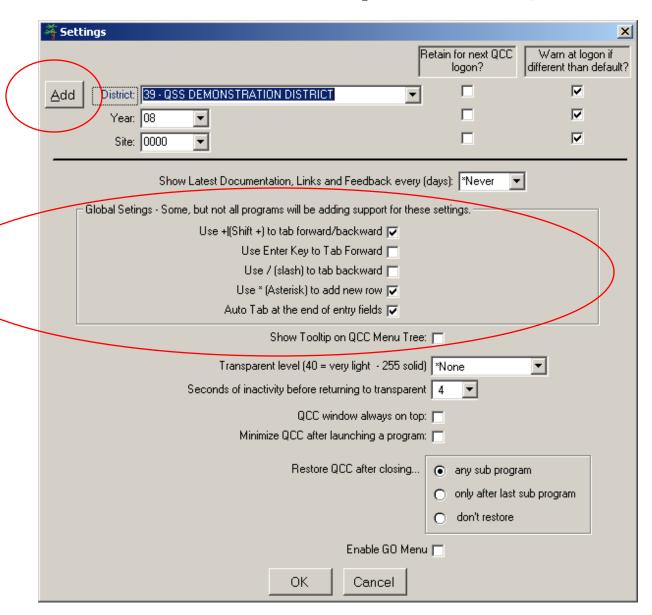
- Brief Exploration of Available Modules
- Using Code Maintenance (#1 and #2) to Maintain Payroll Related Master Tables
- Employee Maintenance for All Things Payroll
- Payroll Job Menu: Requesting Reports and Jobs
- Payroll History and Other Search / Lookups
- Payroll Data Import Functions

Accessing QCC/Payroll (Using Favorites)





QCC File | Settings...



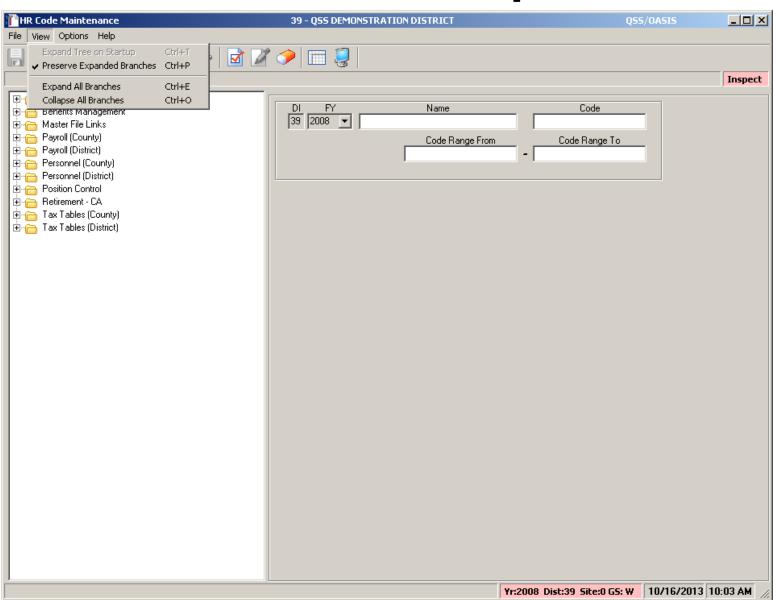


Code Maintenance #1 and #2

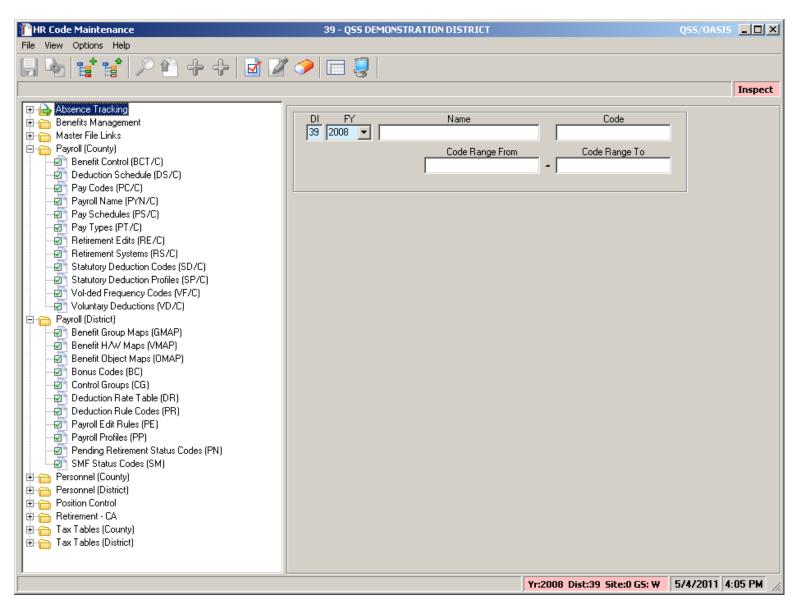
County and District Payroll Related Master Files

Tax Tables

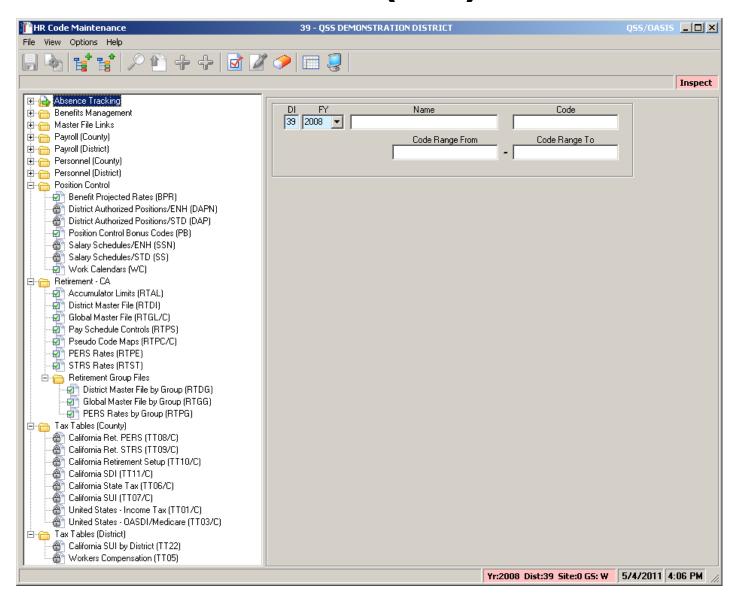
HRCM – New Options



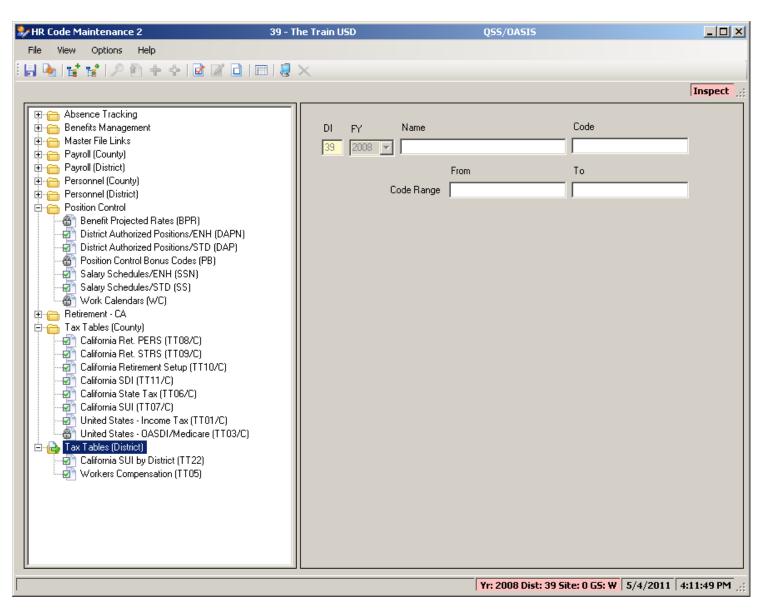
HRCM – Pay (County/District)



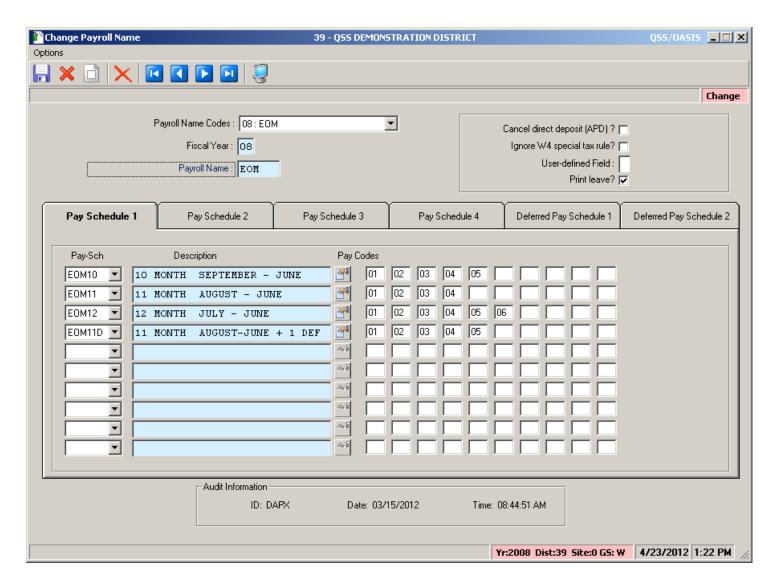
HRCM - PC / Ret(CA) / Tax Tables



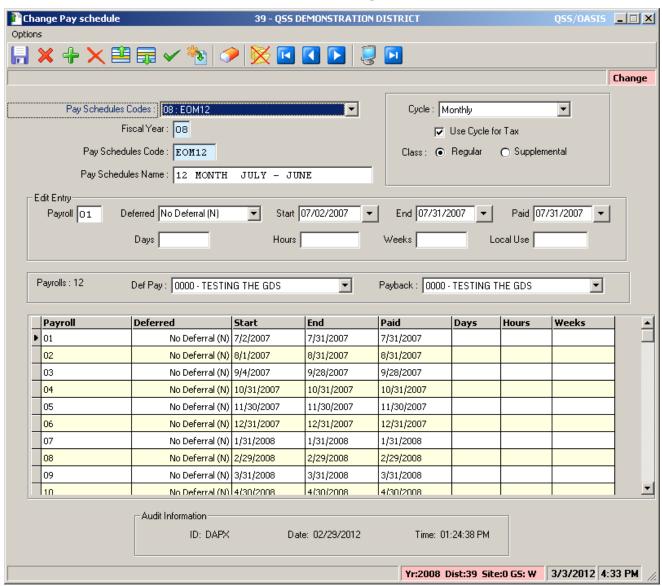
HRCM #2 - Pos-CTL / Tax Tables



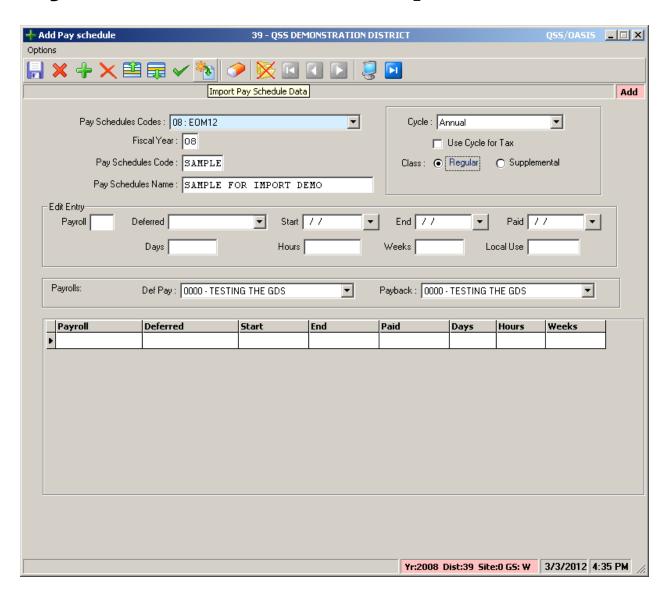
Sample Payroll PAYNAM



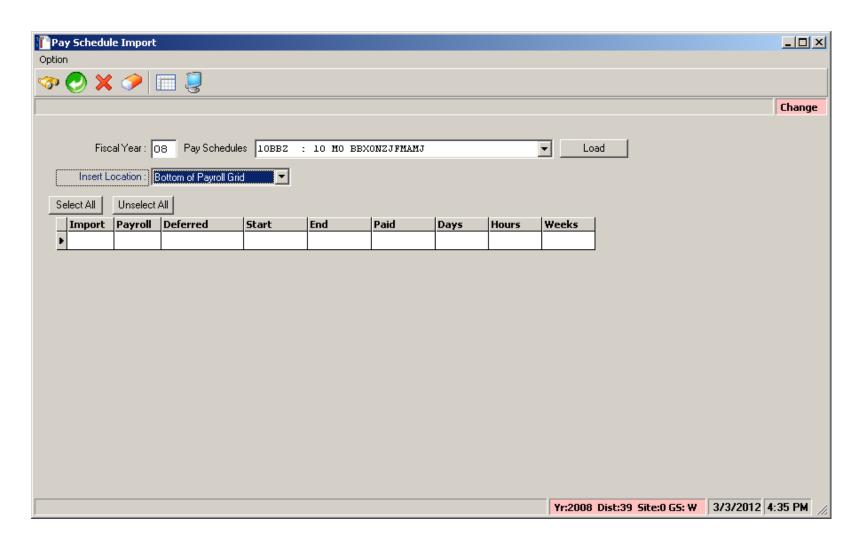
Sample Pay Schedule



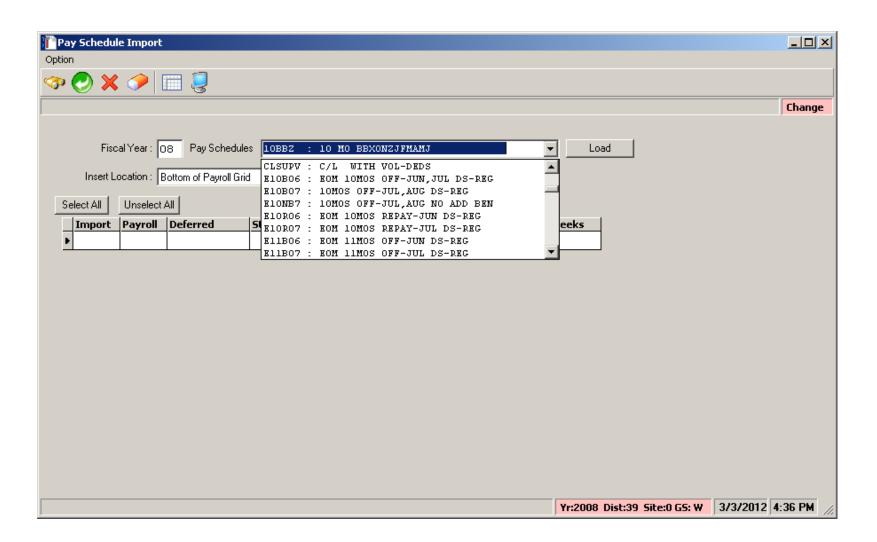
Pay Schedule – Import Feature



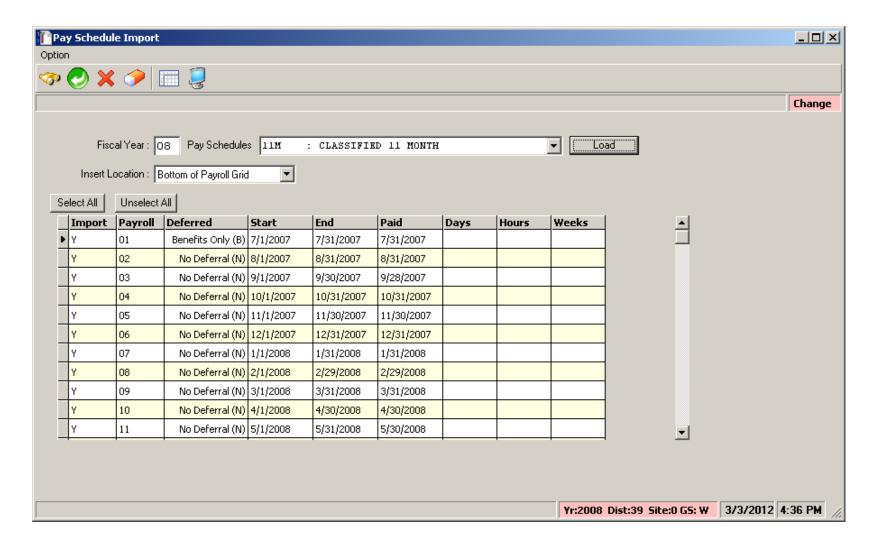
Pay Schedule – Import Screen



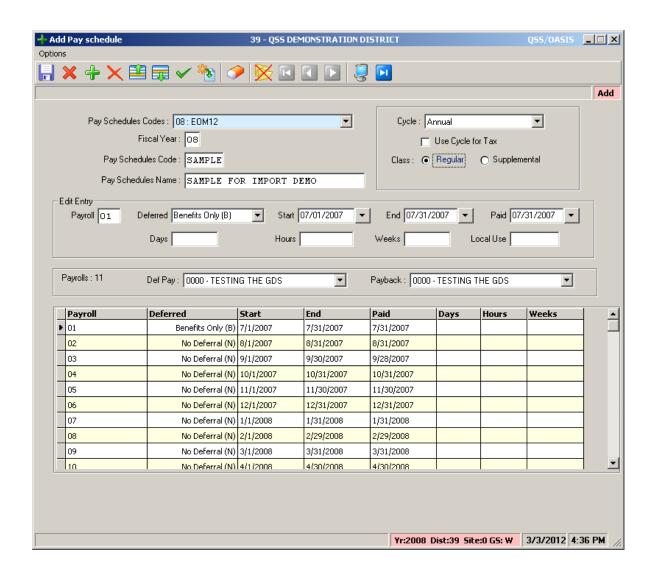
Pay Schedule – Select for Import



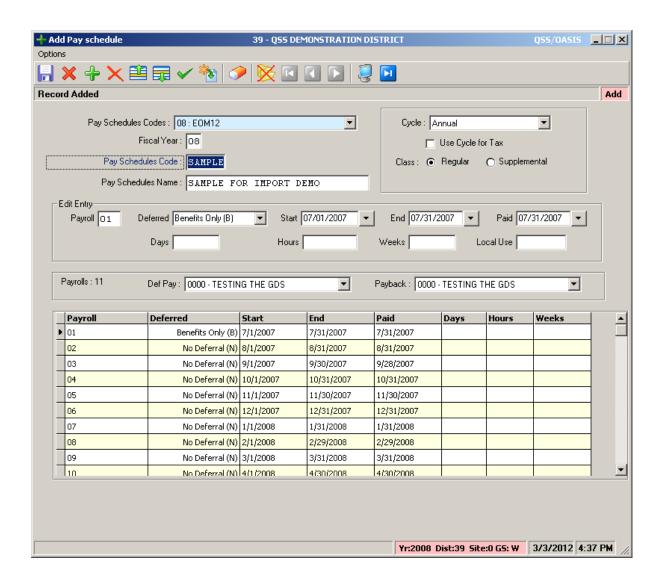
Grid Populated...



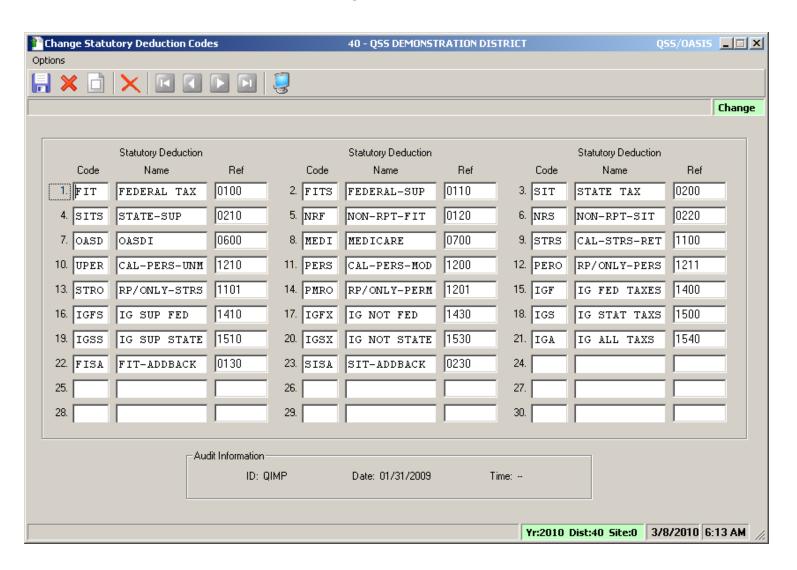
Return Imported Rows...



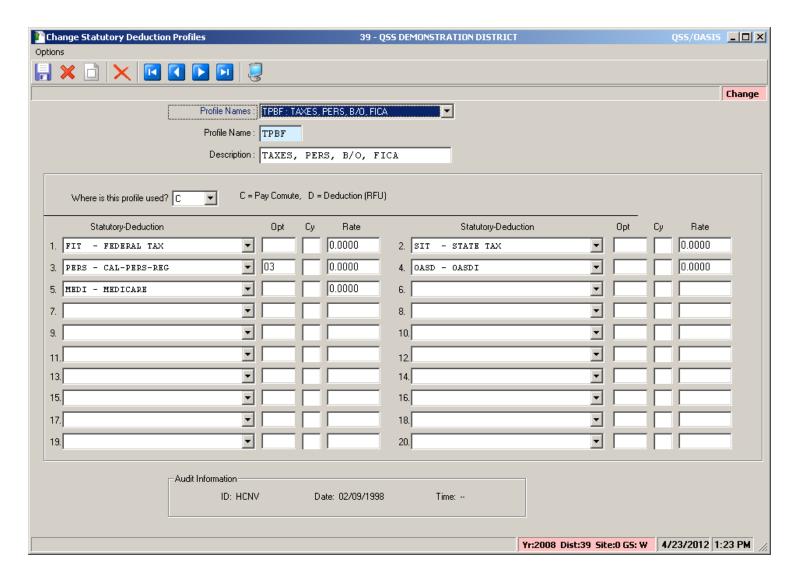
Save Pay Schedule



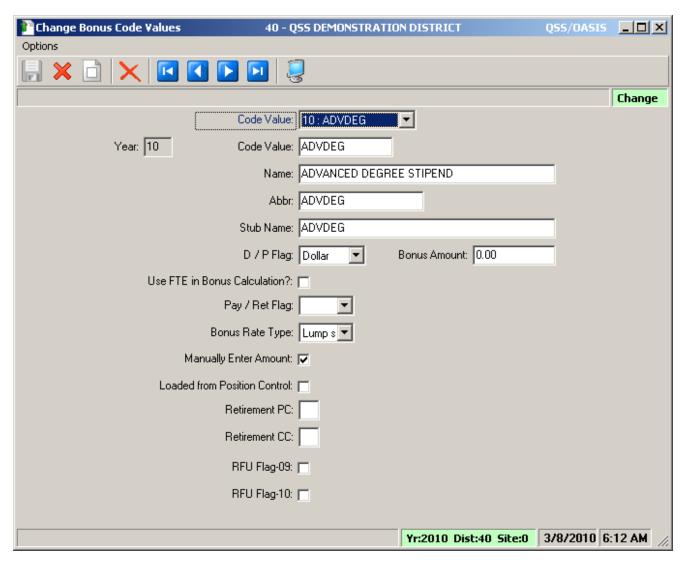
Statutory Deductions



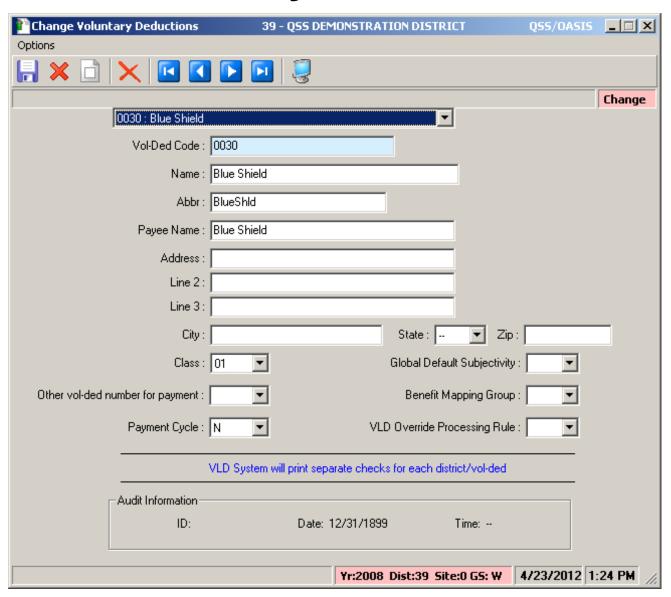
Stat-Ded Profile



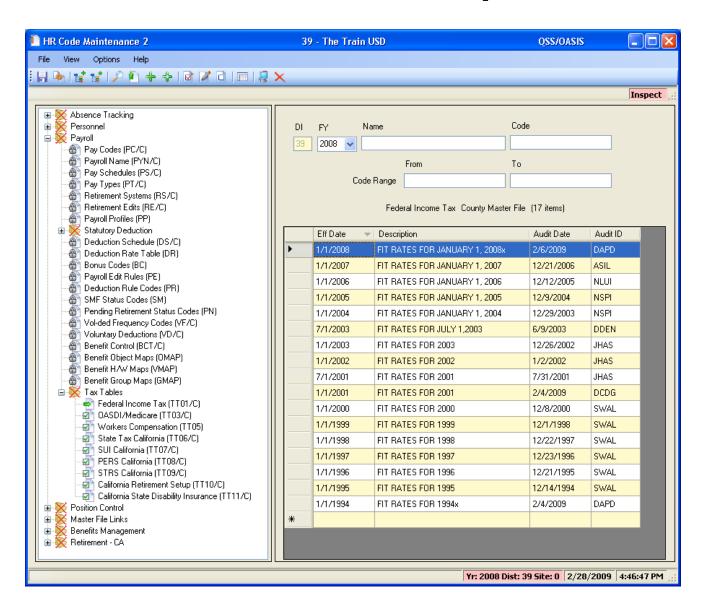
Payroll Bonus Codes (ENH Only)



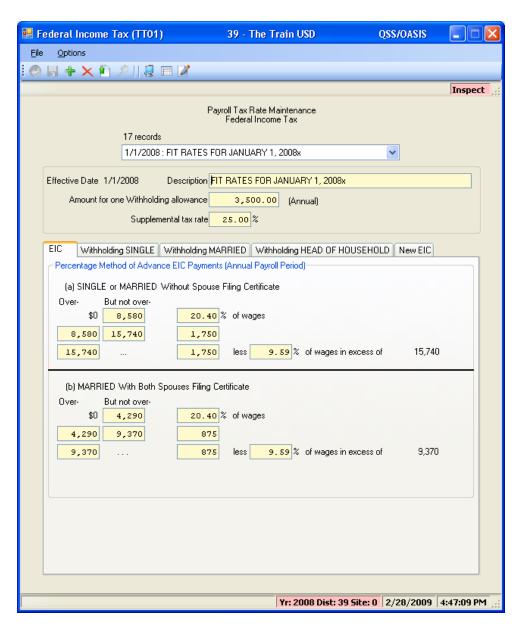
Voluntary Deduction



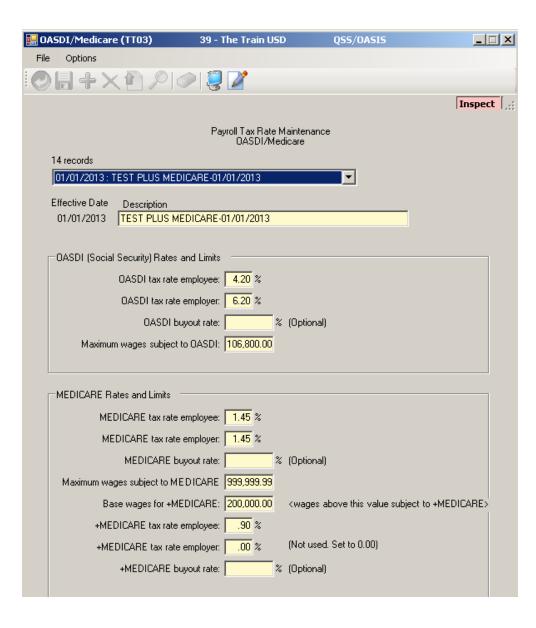
HR Code Maint#2 (Tax Tables)



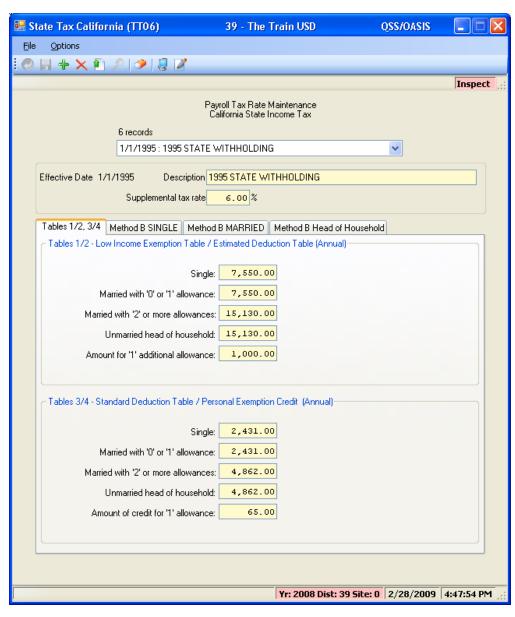
Federal Tax Tables



OASDI/Medicare Tax Tables



CA State Tax Tables

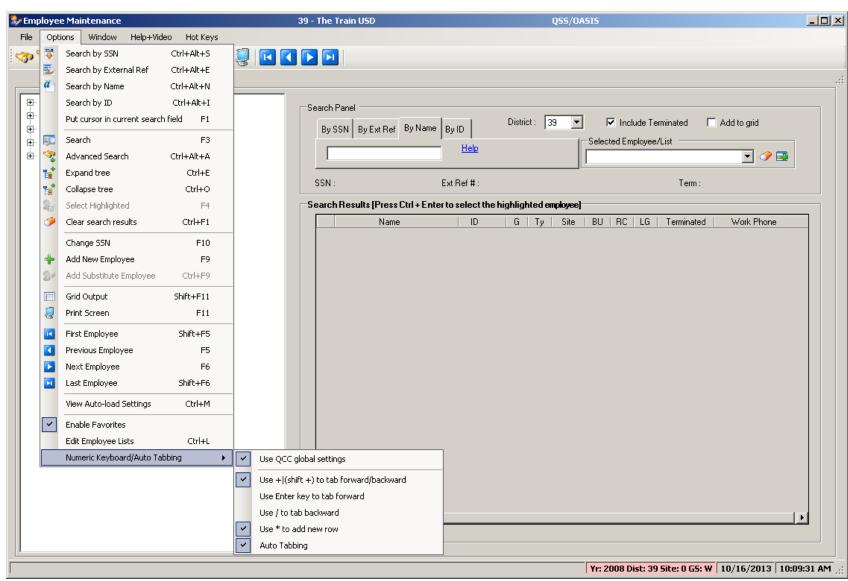




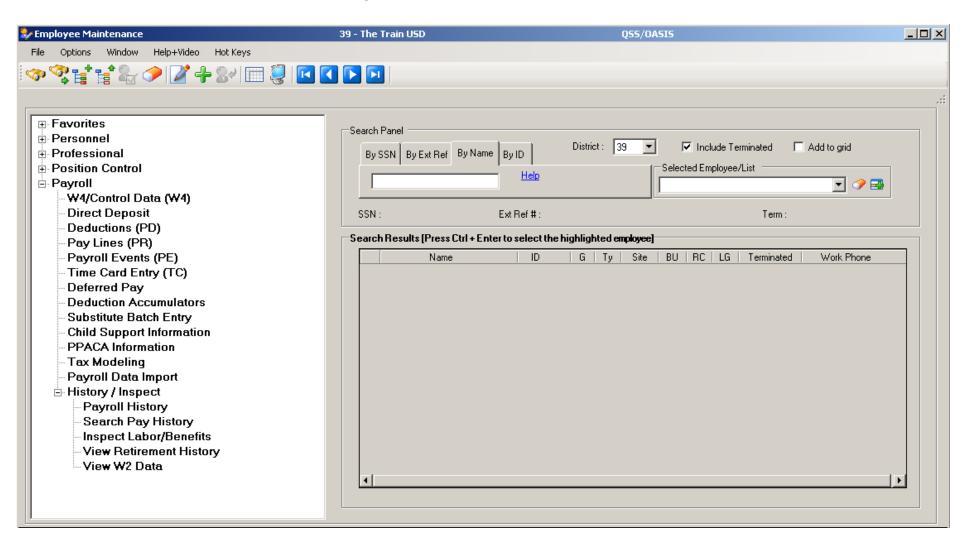
Employee Maintenance

Entering and Viewing Employee Related Payroll Data

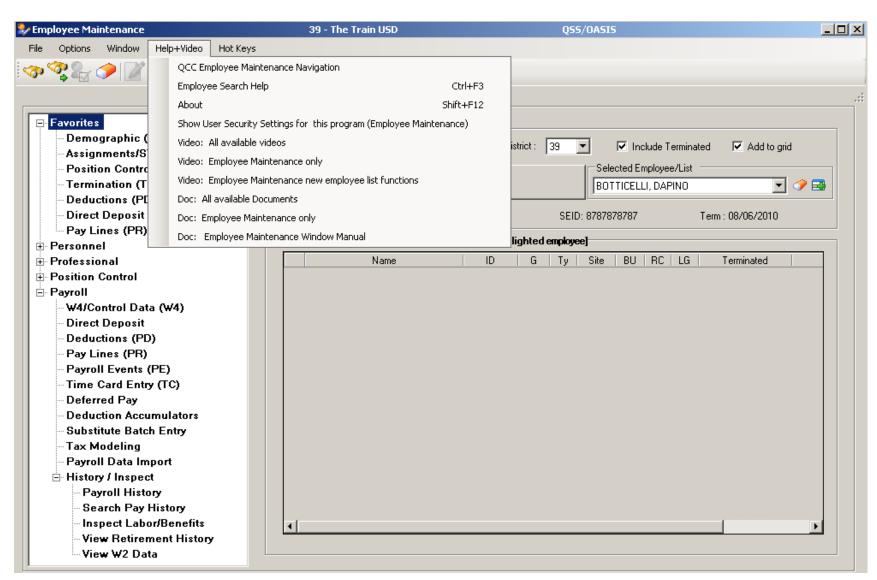
Employee Maintenance - Options



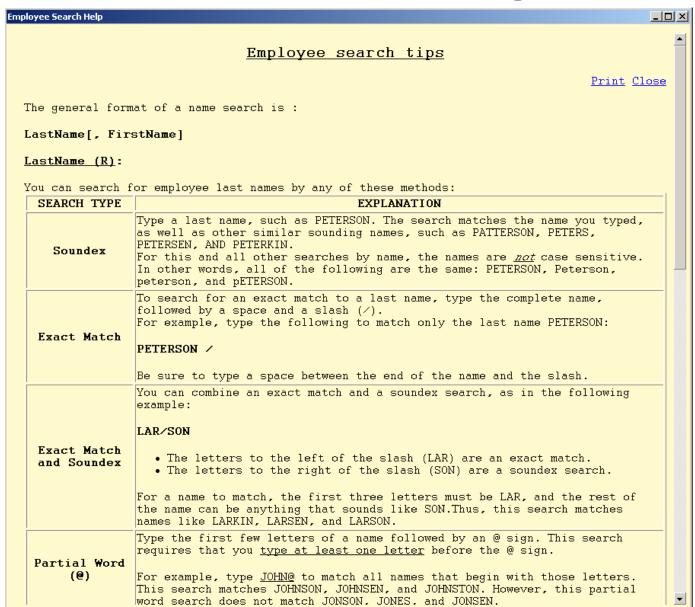
Employee Maintenance



Help+Video Menu



Search Help – Page 1



Search Help – Page 2

Employee Search Help		<u> </u> ×		
Employee Search neip				
Wildcard (*)	 Type a * to do a wildcard match. Type an * by itself to search for all last names. You can combine this global search with other criteria, such as a First name or Work Loc. Type one or more letters followed by an * to get part of the alphabet. For example, type G* to list all last names starting with G and going through the end of the alphabet. 			
Substring (~) (QCC Only)	Type full or part of a name followed by a tilde (~). This will search for your input expression occurring anywhere within a last name. For example: • Type SMITH~ to search for all last names containing SMITH in it. Thus, this search will include last names like SMITHSON, ASMITHE, and GOLDSMITH. • Type -~ to find all hyphenated last names. • Type JR~ to find all last names containing JR.			
All-District Search (QCC Only)	Type an & after the last name to search for that last name across all districts. For example: • Type SMITH& to search for all employees with last name SMITH across all districts. • Note: The all-district search identifier (&) can't be used in conjunction with the partial-word (@) or wild-card (*) identifiers.			
Social Security Number	Type 9 digits and wildcards to search by SSN. You can do an exact match or use wildcards. The format is: nnnnnnnnm# (or nnnnnnnnn% to search all districts) • Replace each # with a digit from 0 through 9 or a ? (wildcard that stands for a digit) • Do not type any dashes or spaces between the parts of the SSN. • Type a # as the tenth character. • If & is used as the tenth character (instead of #), the search scope will include all districts. Here are some examples of how to search using this method: • Type 445329933# for an exact match on a SSN 445-32-9933. • Type 777779933# to match all SSNs that end with the digits 9933 (xxx-xx-9933) • Type 445779933# to match all SSNs that begin with the digits 445 and end with the digits 9933 (445-xx-9933).			

Search Help – Page 3

Em	oloyee Search Help		_
			_
		Type an External Reference Number followed by a period.	
	ExtRef	The ExtRef can be up to 6 digits long. You do not need to type the leading zeros. For example, you can type Ext Ref 000398 this way: 398.	
		The final period is required to make the program search for an ExtRef.	

FirstName (0):

The FirstName is optional and is interpreted in the following ways:

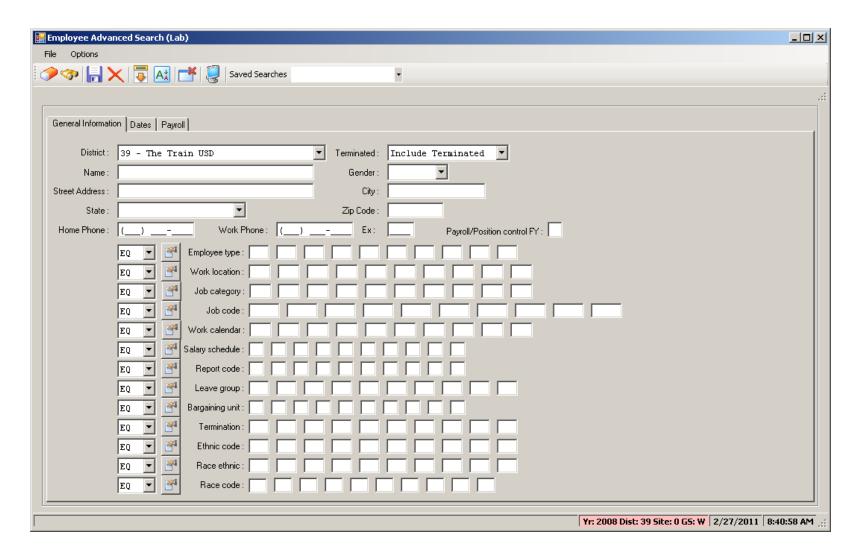
- . Leave blank if you do not want to search by first name.
- To specify FirstName, insert a comma(,) after LastName and type one or more names separated by a "|".
- Type an & after the first-name to search for all employees with that first name across all districts. For example, type <u>SMITH, JOHN&</u> to search for all employees with last name SMITH and first name JOHN across all districts.
- <u>Note</u>: The all-district search identifier (&) can't be used in conjunction with the partial-word (@) or wild-card (*) identifiers.

Here are some examples of how to specify FirstName in your search:

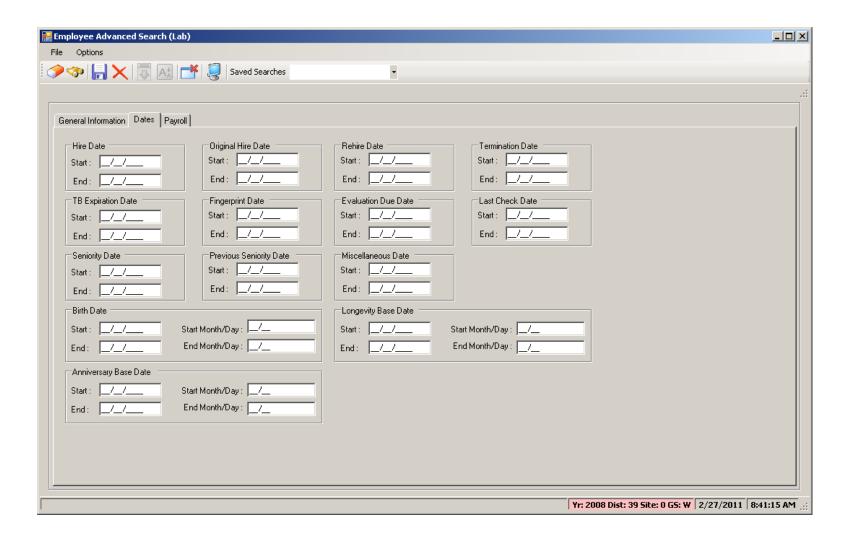
- \bullet Type \underline{JAN} to find all first names that begin with those letters, such as JAN, JANET, JANICE etc.
- Type LISAIFRED to find the following:
 - o All first names that begin with L.
 - o All first names that begin with SA, like SAM, SAMUEL etc.
 - o All first names that begin with FRED, like FRED, FREDDY etc.

NOTE: The search for the first name also checks the preferred name on the MA screen. The First Name field contains the person's real first name. The Preferred field contains a preferred name. For example, the First Name for an employee may be Elizabeth, but the Preferred name may be Beth.

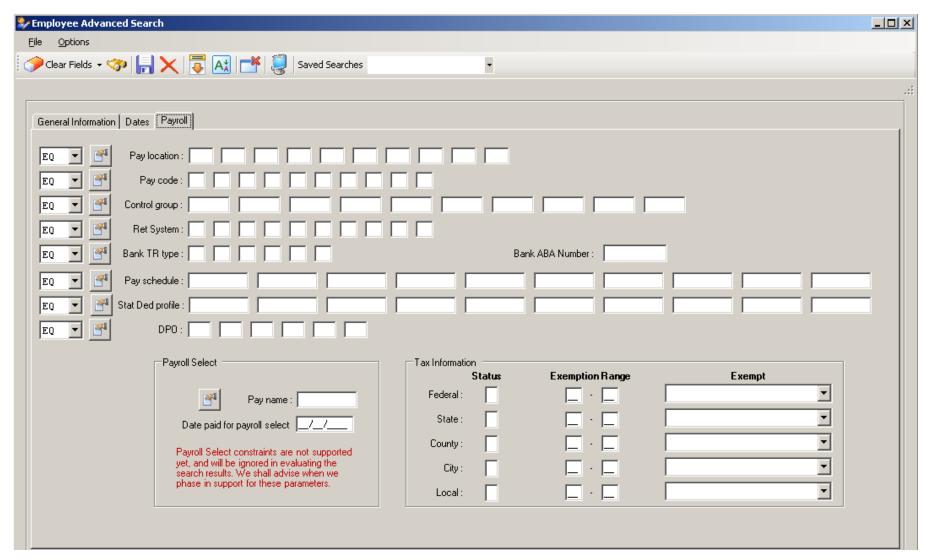
Advanced Search Main Tab



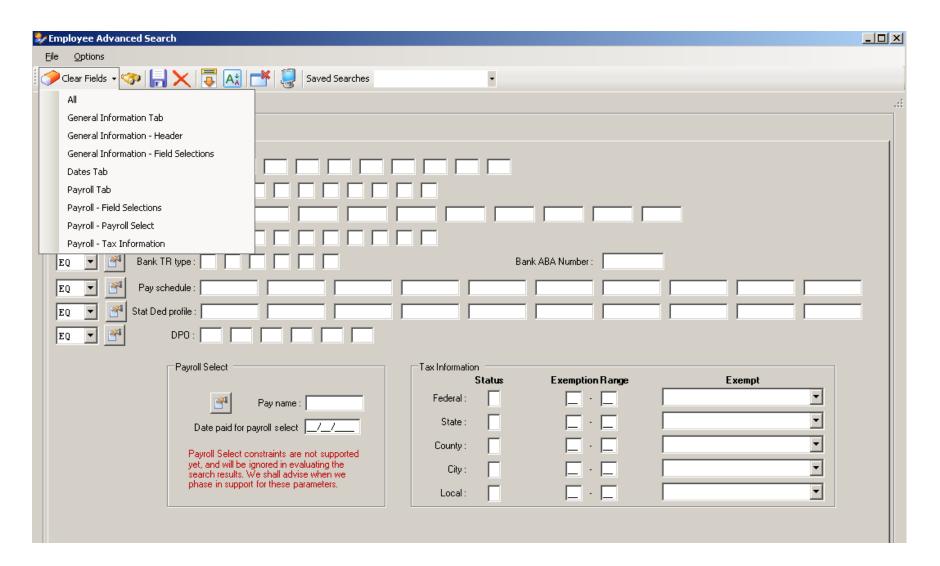
Advanced Search Date Tab



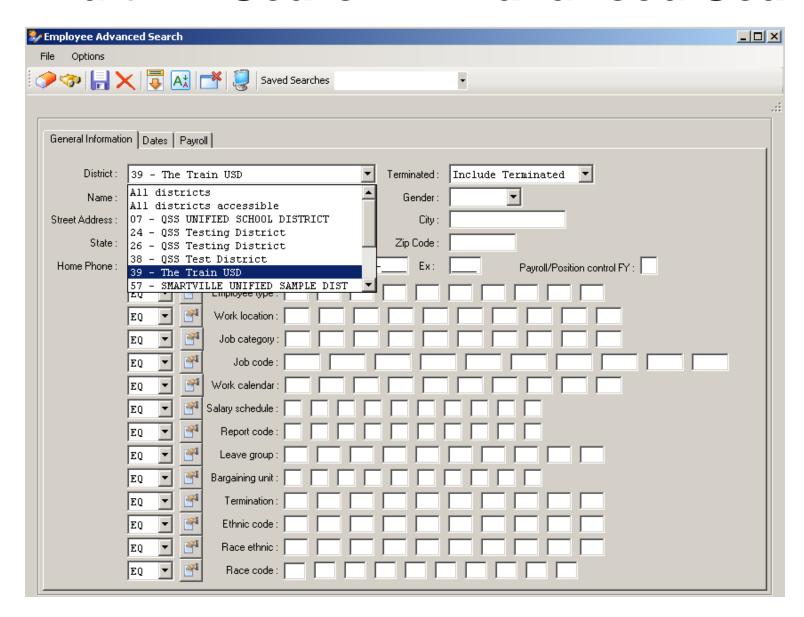
Advanced Search Payroll Tab



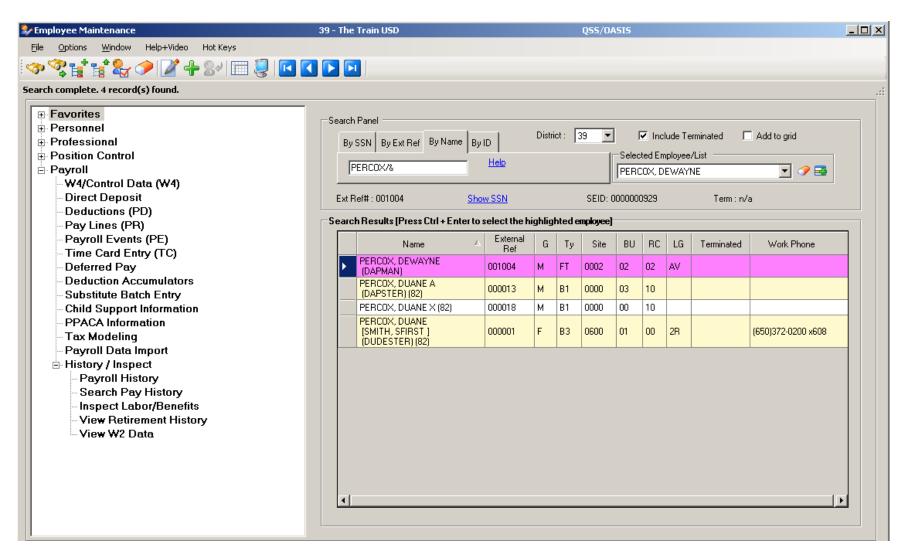
Advanced Search – Clear Criteria



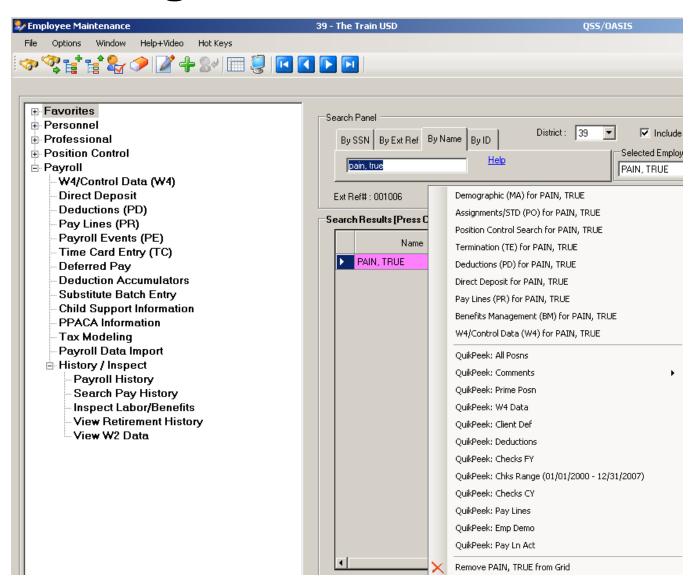
Multi-DI Search in Advanced Search



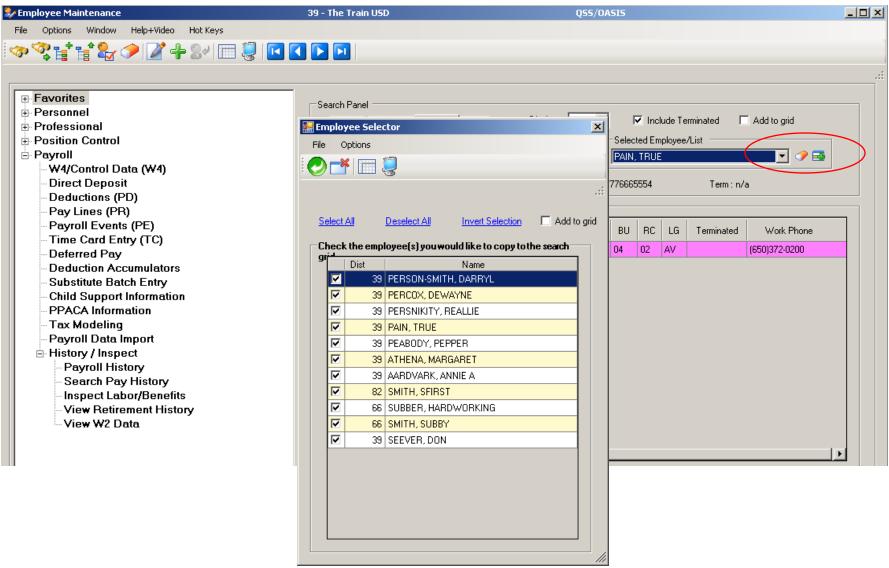
Multi-DI Search in Main Window



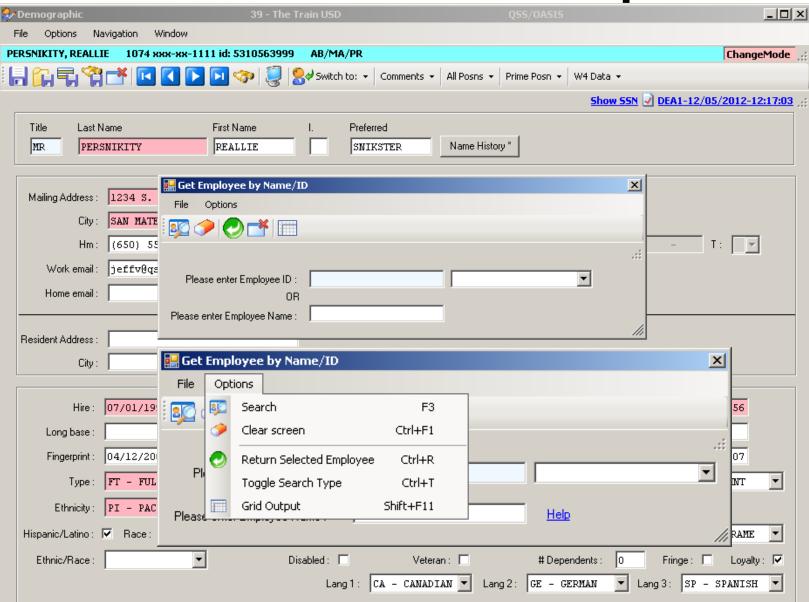
Right Click Context Menu



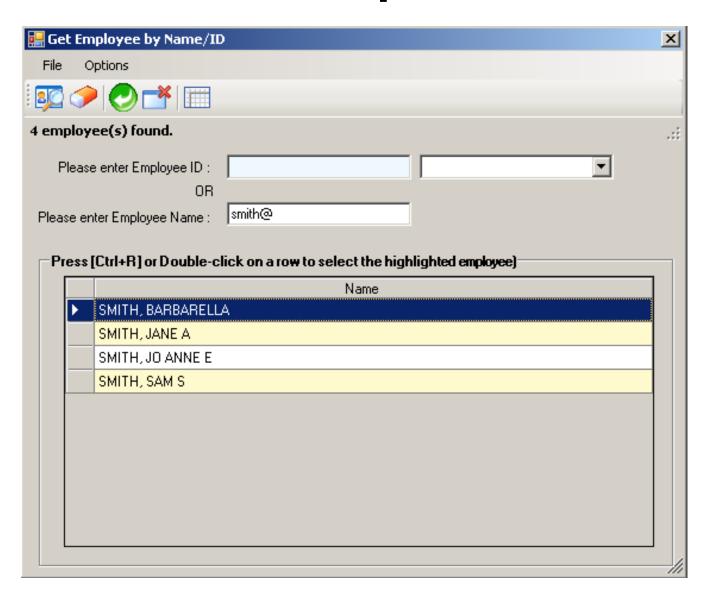
Copy the History List to Grid



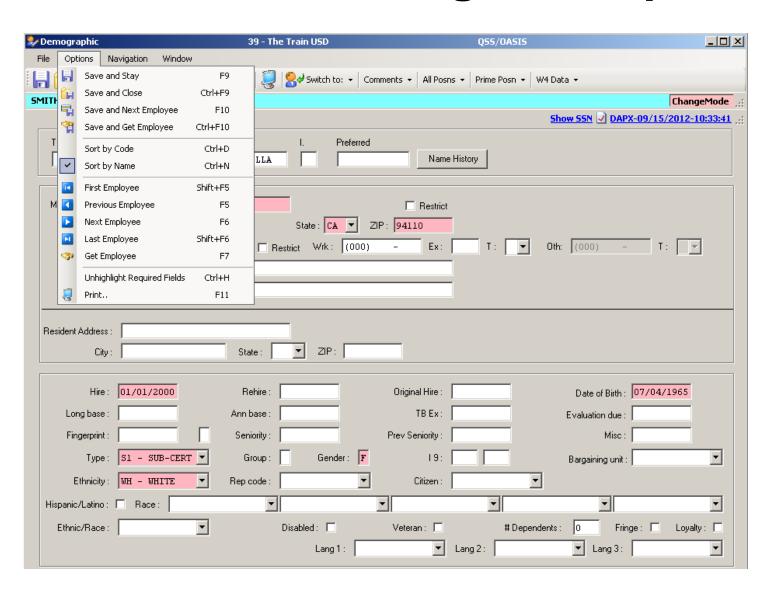
Data Form Lookup



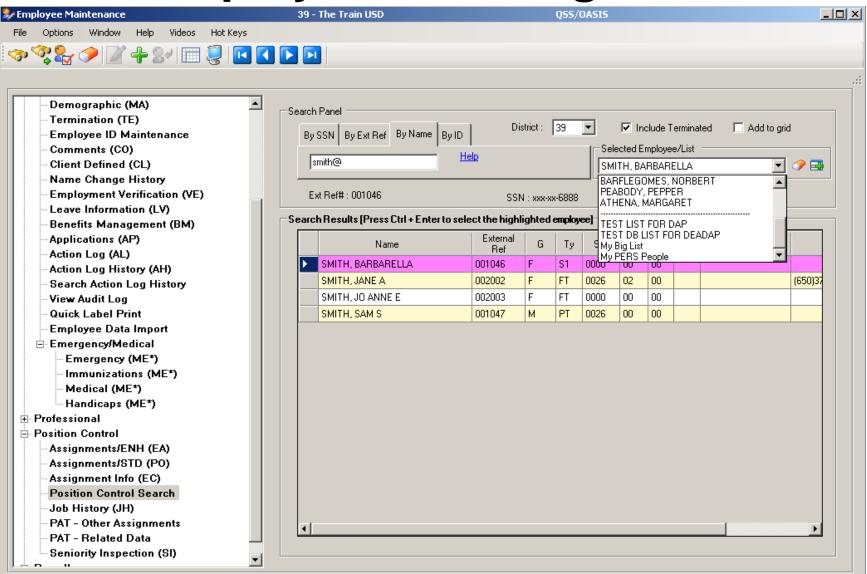
Data Form Lookup – Name Search



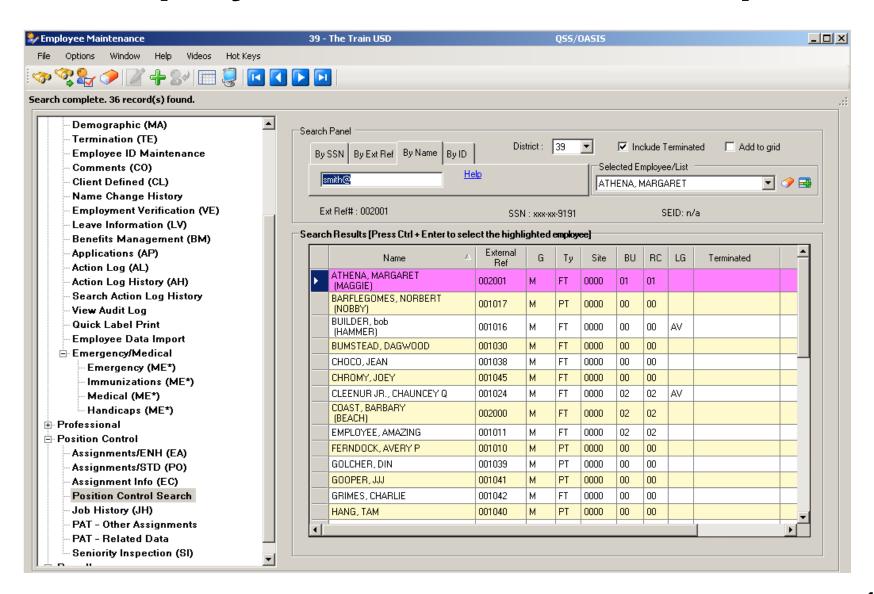
Data Form Grid Navigation Options



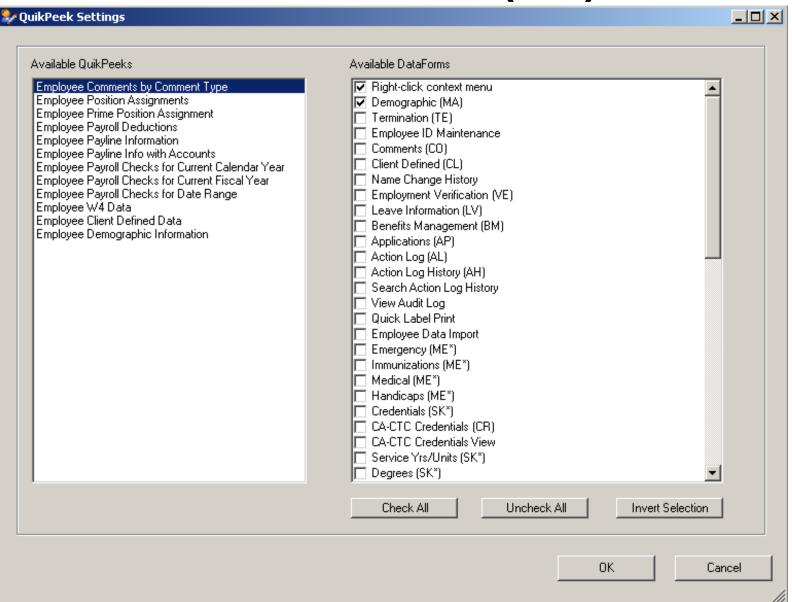
Employee List Integration



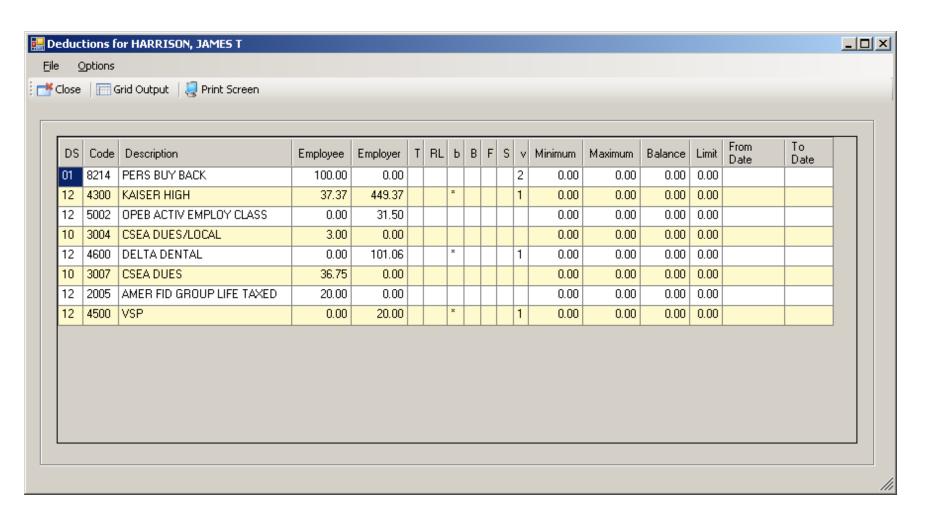
Employee List – Retrieve Emps...



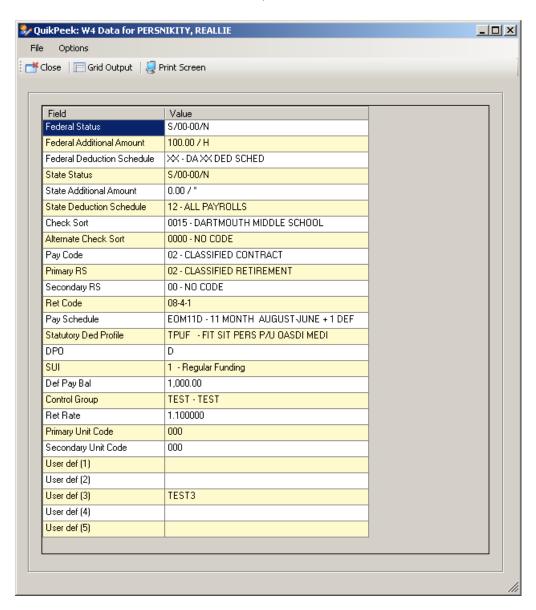
QuikPeeks (QP)



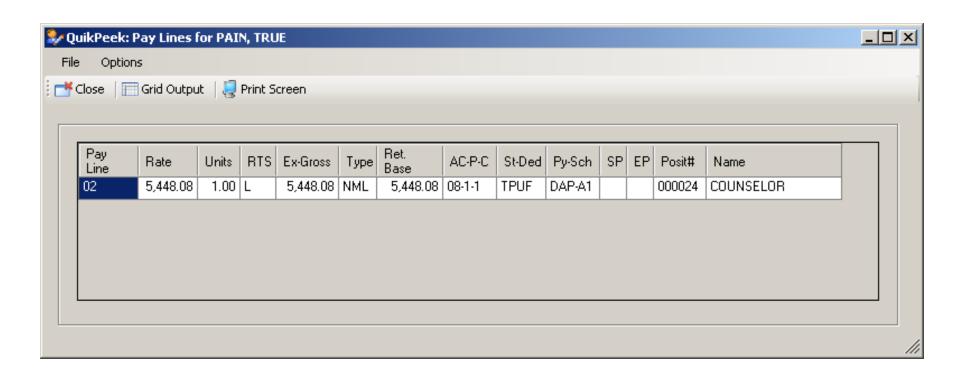
QP: Deduction



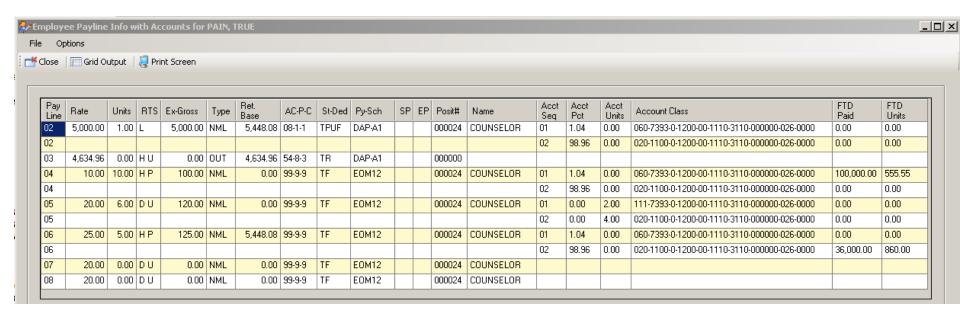
QP: W4 Data



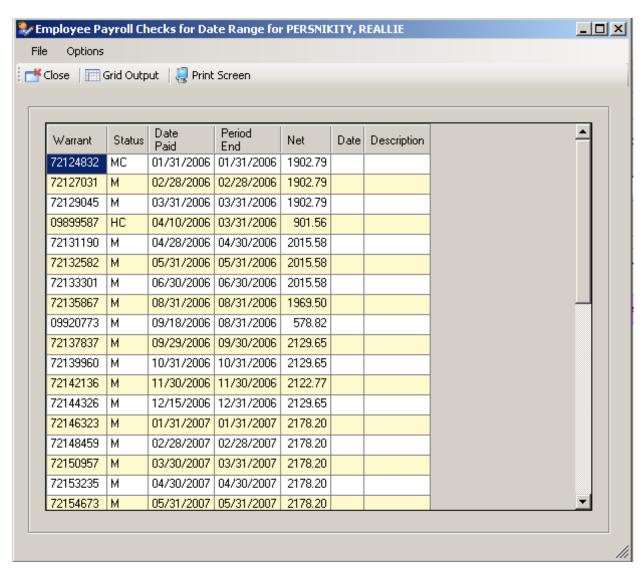
QP: Pay Line



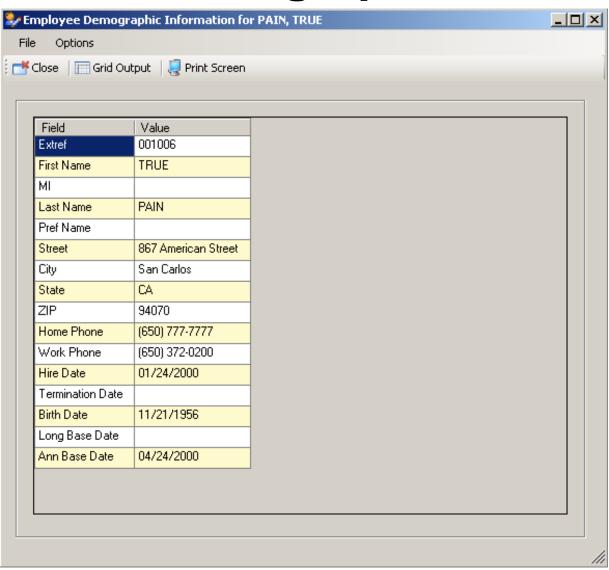
QP: Pay Line w/Accounts



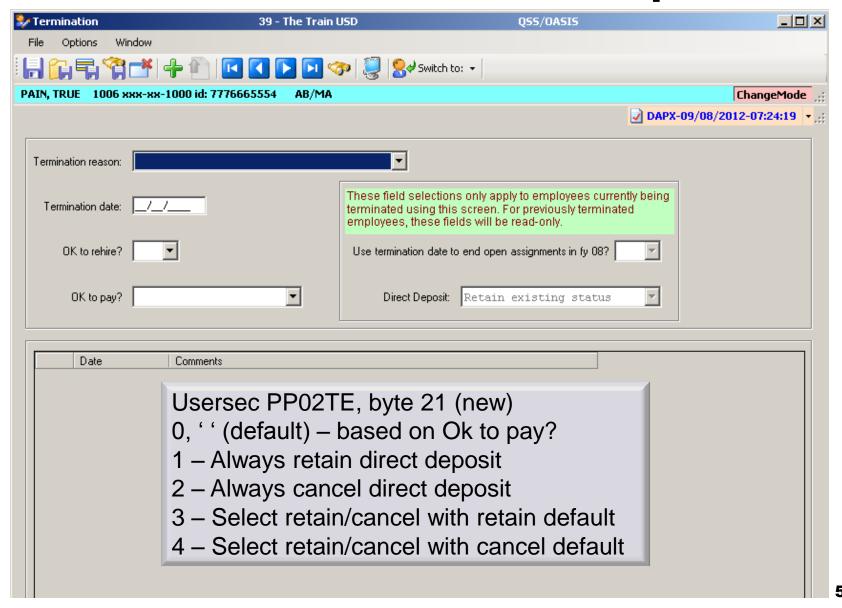
QP: Payroll History in Date Range



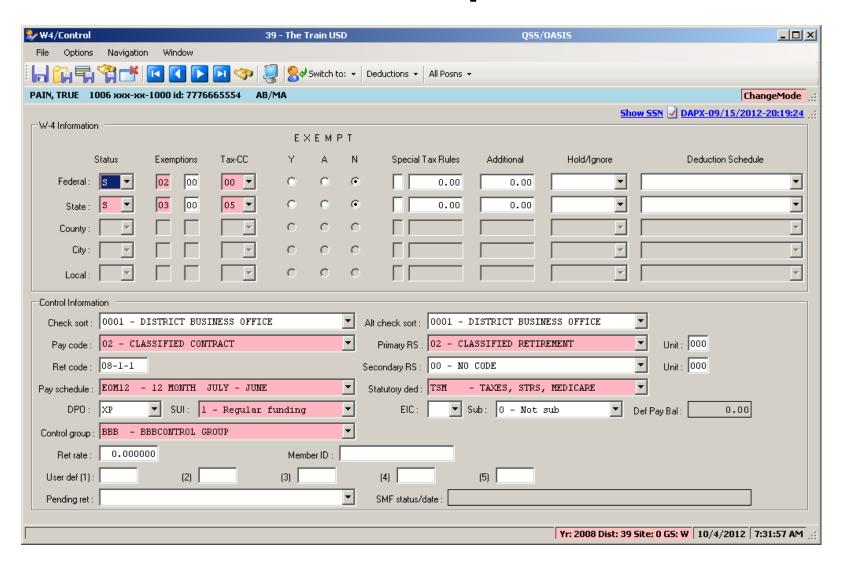
QP: Demographic Data



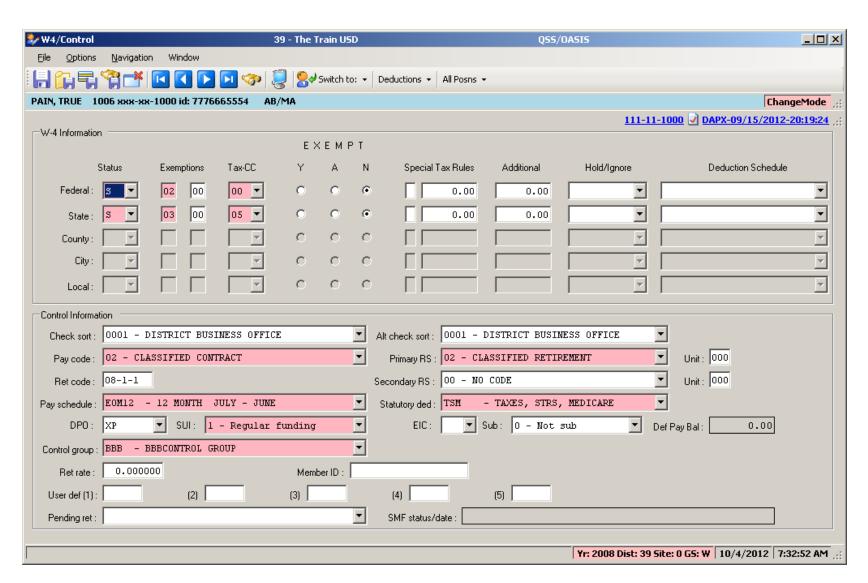
Termination & Direct Deposit



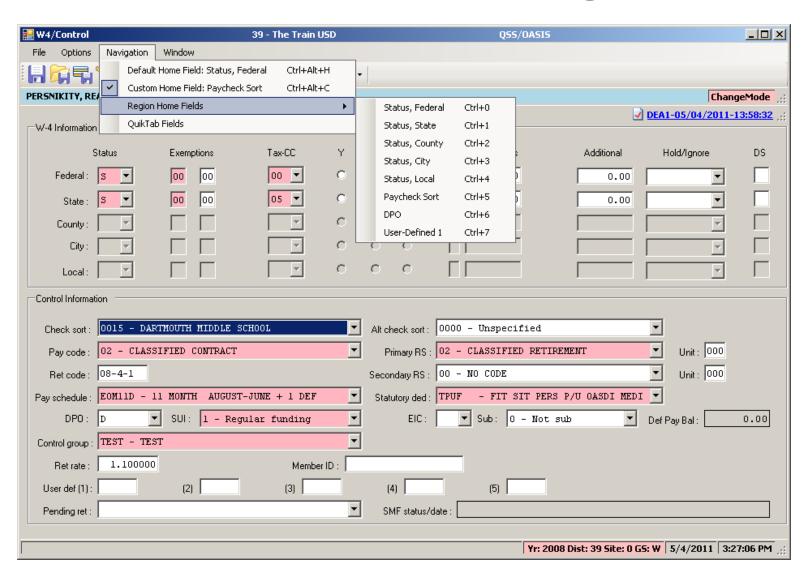
W4 Data w/Required Fields



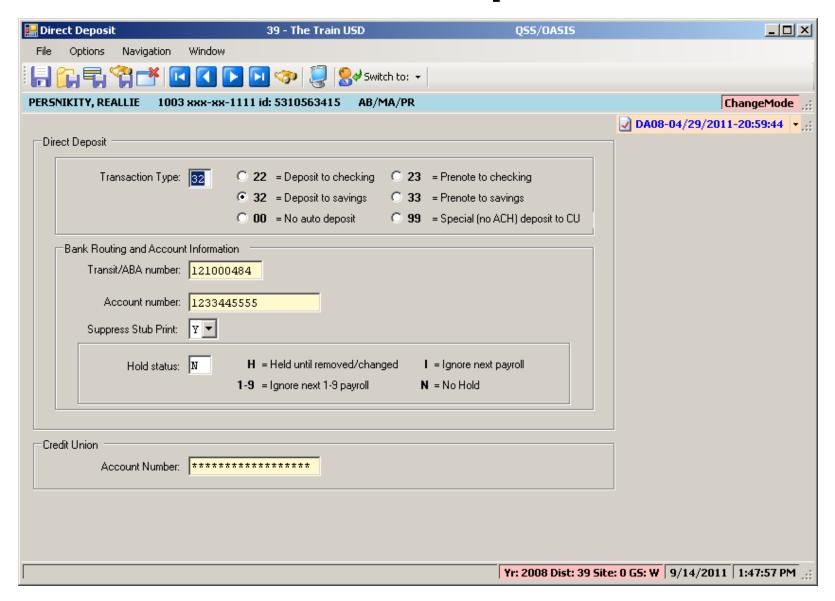
W4 Data – Show SSN



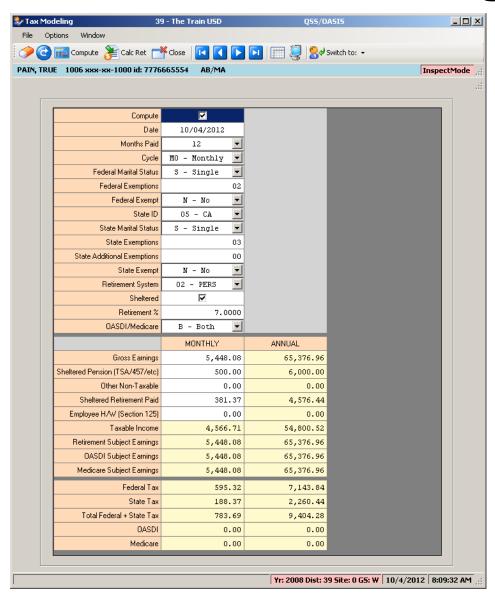
W4 Data Field Navigation



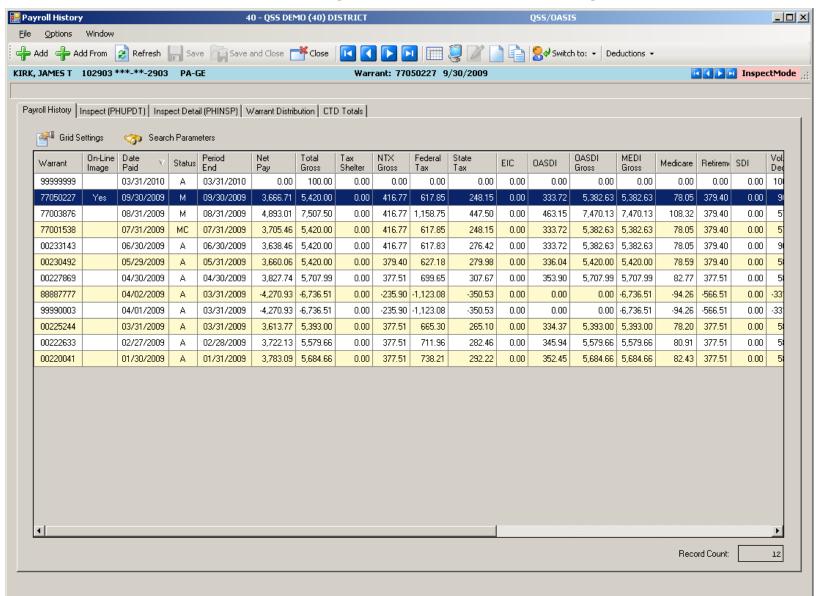
Direct Deposit



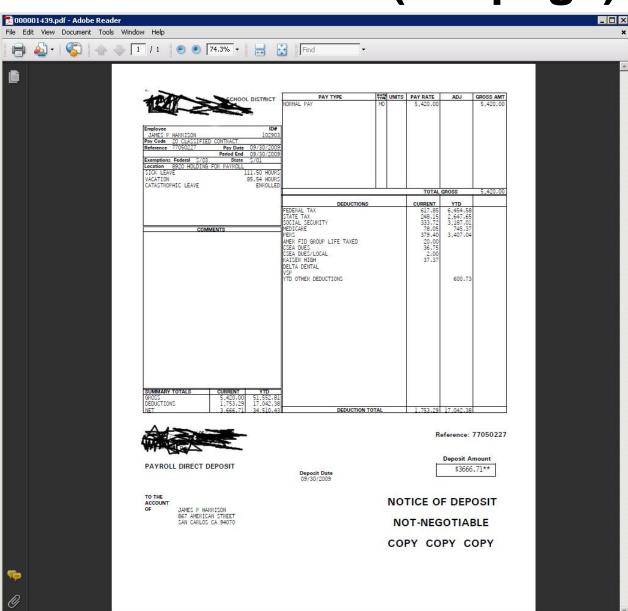
Tax Modeling



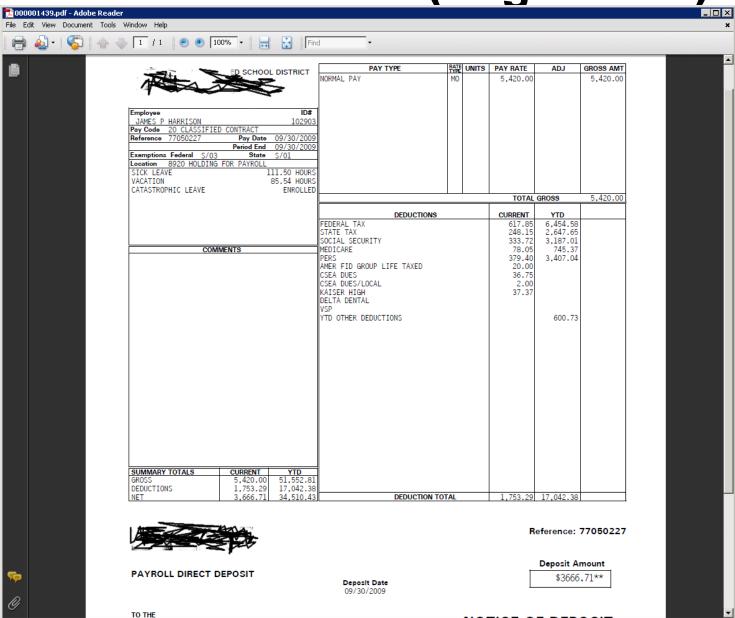
Payroll History



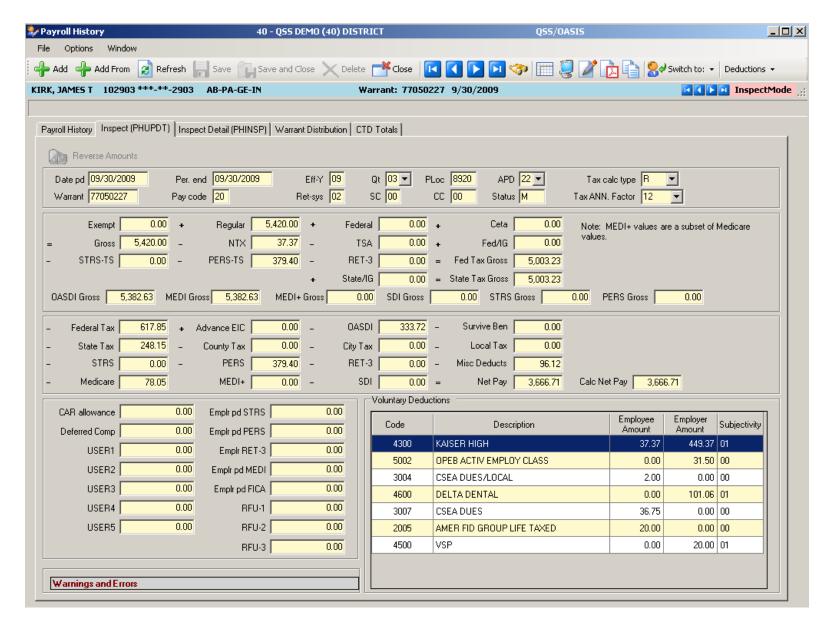
On-line PDF (full page)



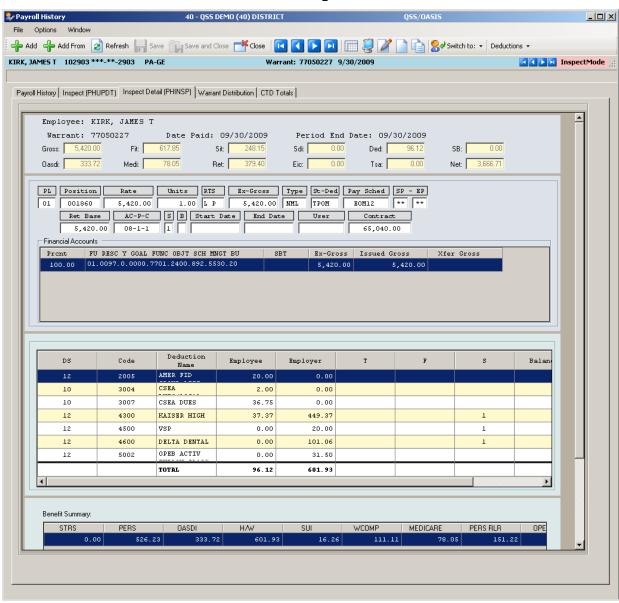
On-line PDF (larger view)



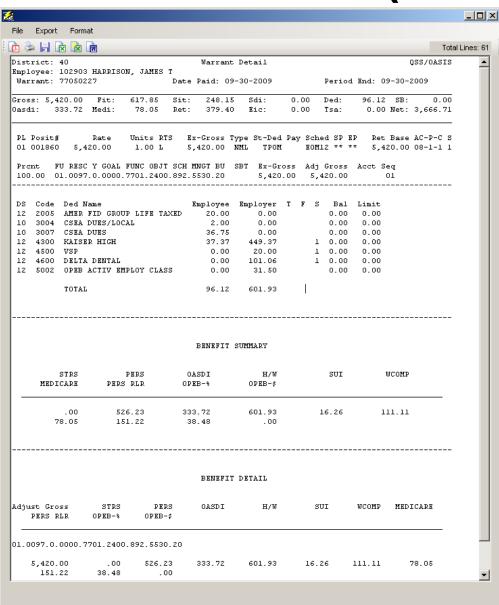
PHUPDT Detail



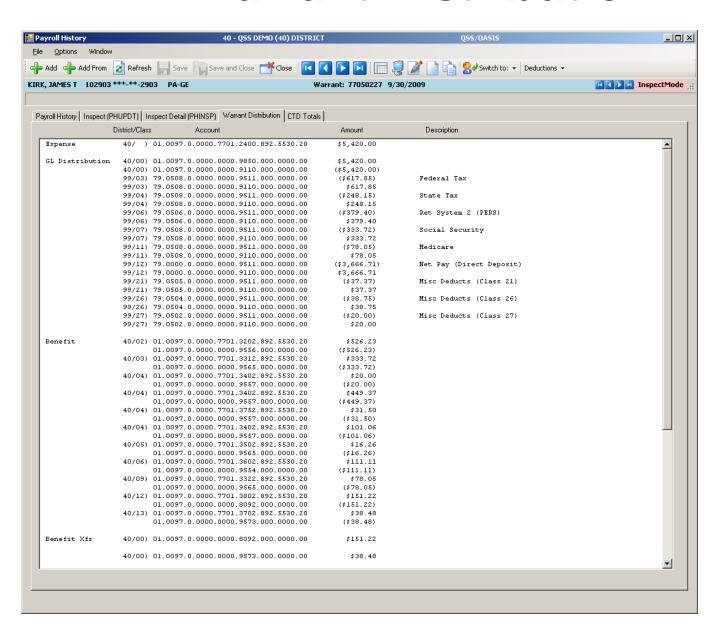
PHINSP Detail (W/Benefit Data)



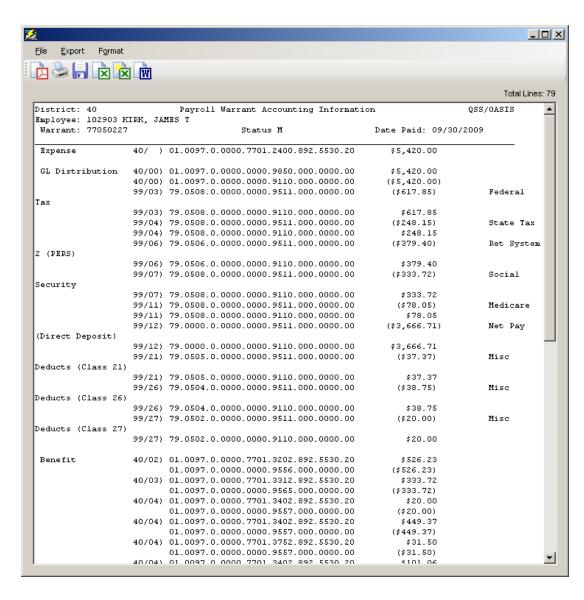
PHINSP Detail (Instaprt)



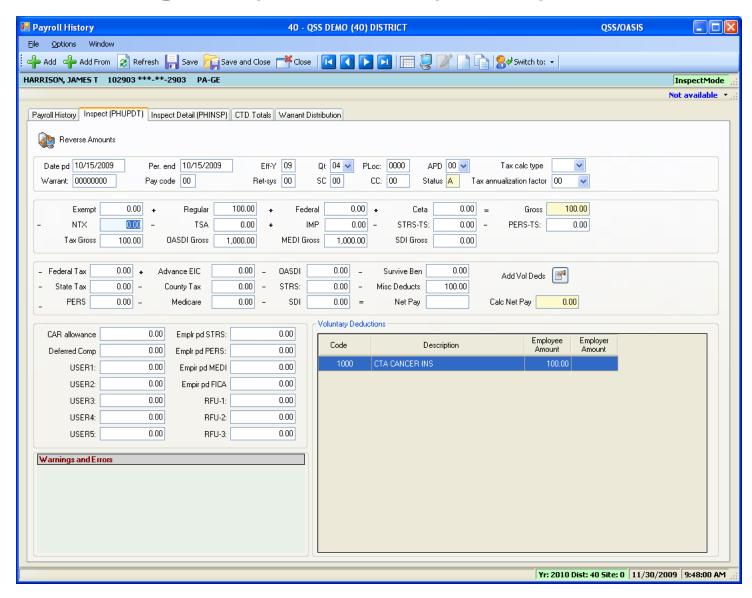
Warrant Distribution



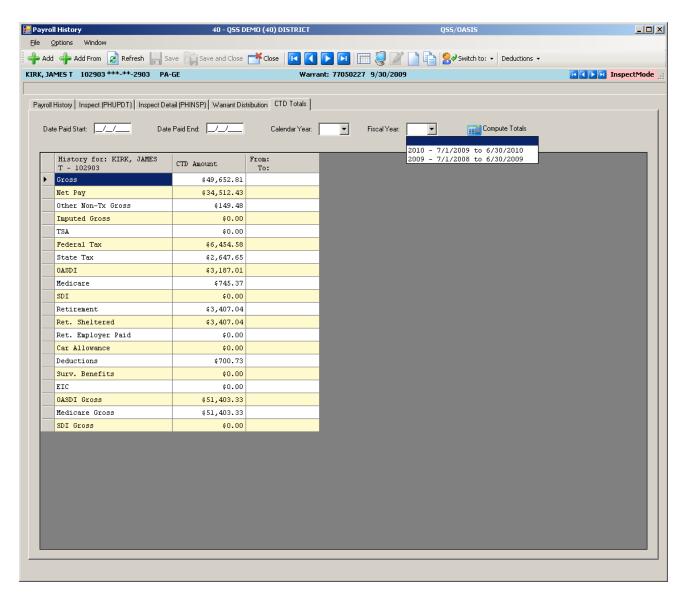
Warrant Distribution Instaprt



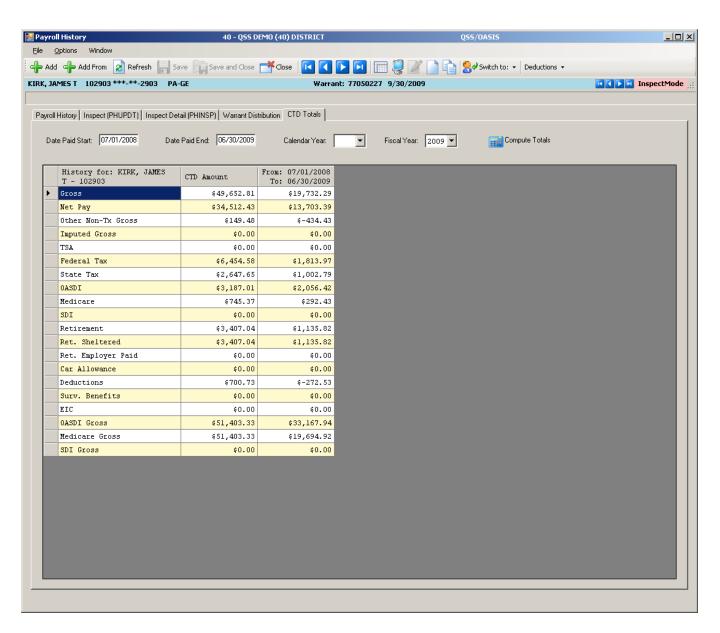
Adding Pay History Adjustment



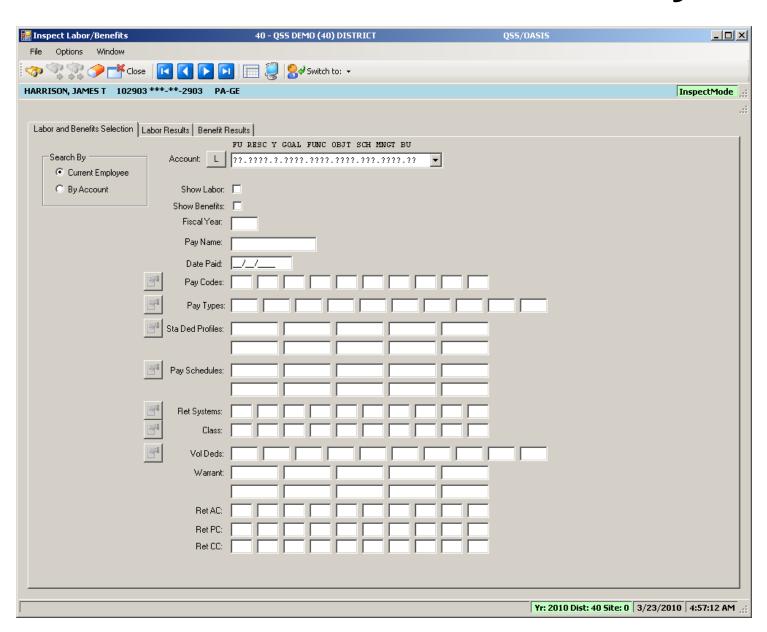
CTD Totals / Custom or From History



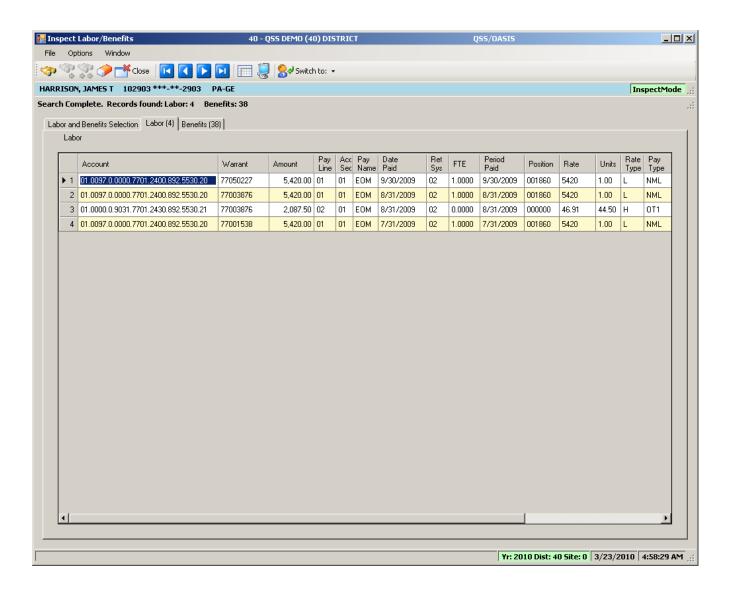
CTD Totals / FY



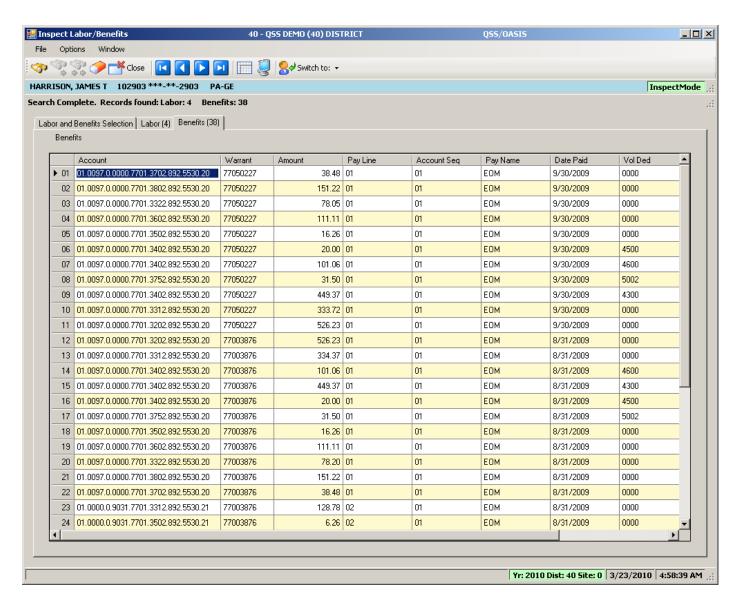
Labor / Benefit History



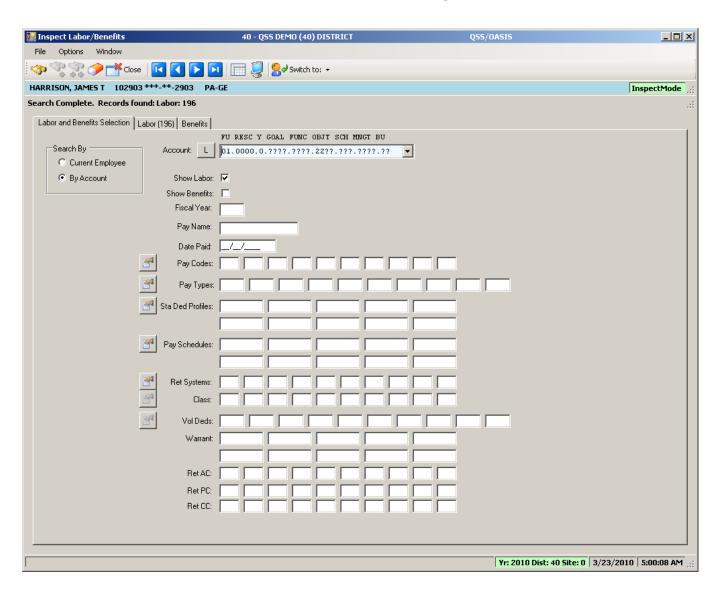
Labor Results...



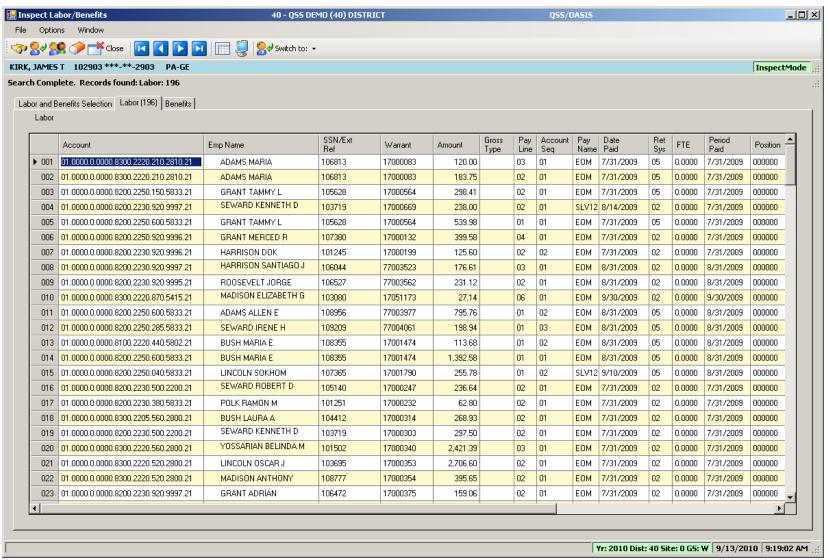
Benefit Results...



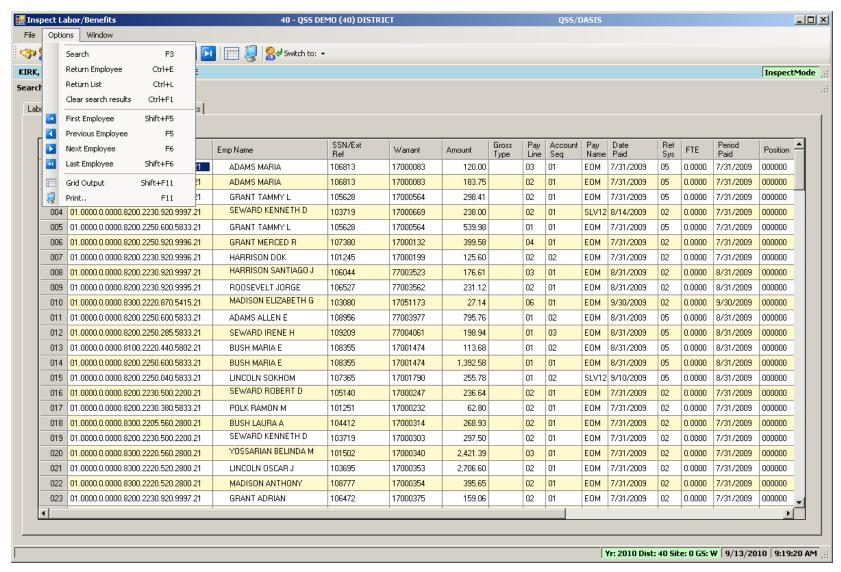
Search Labor by Acctclass



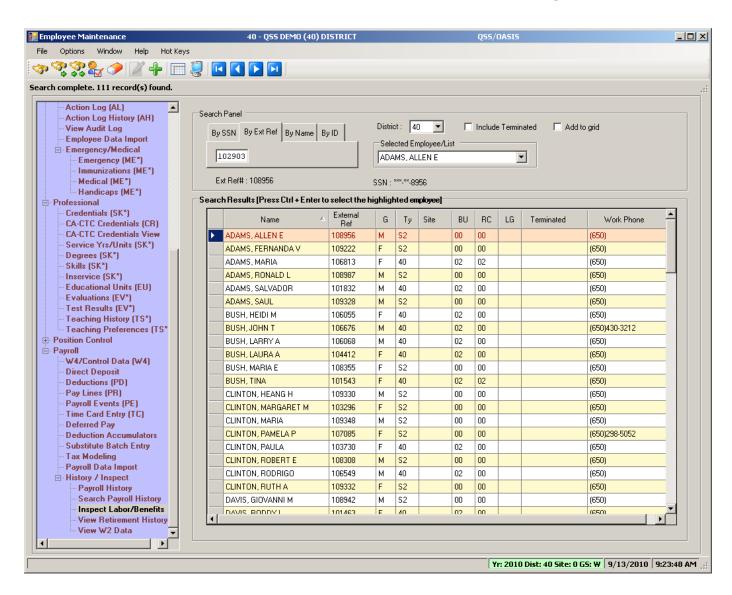
Labor Result by Acctclass



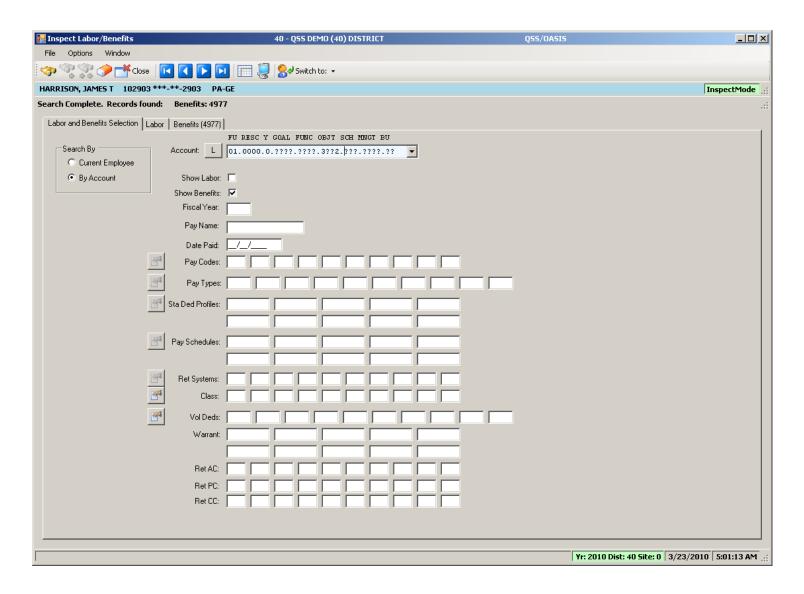
Return Employee(s)



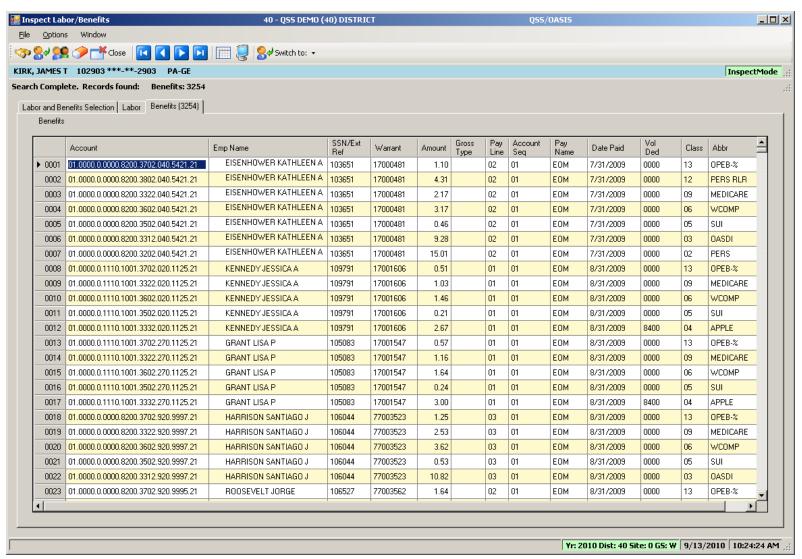
Returned to Employee Grid



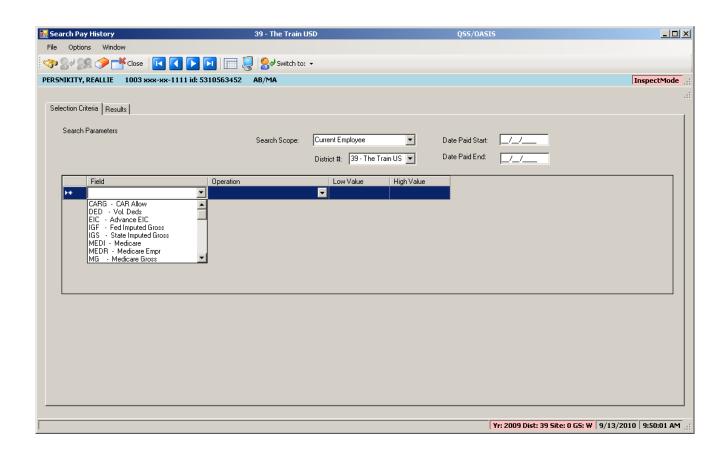
Search Benefits by Acctclass



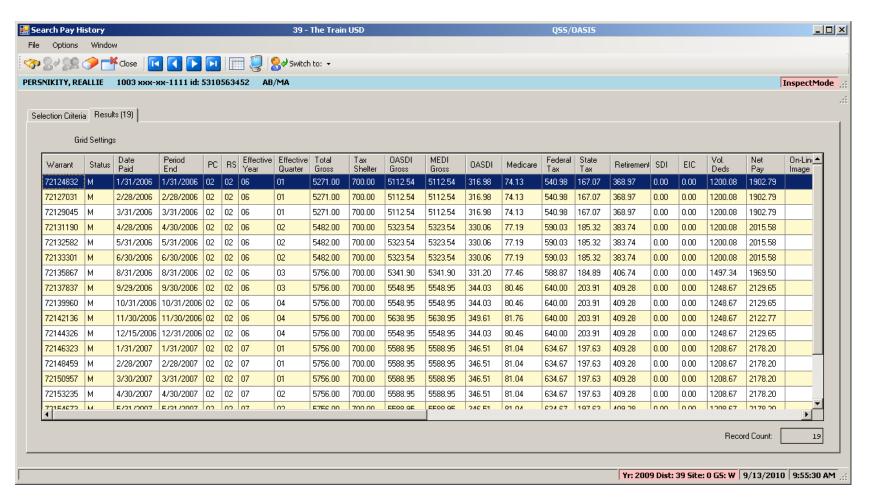
Benefit Result by Acctclass



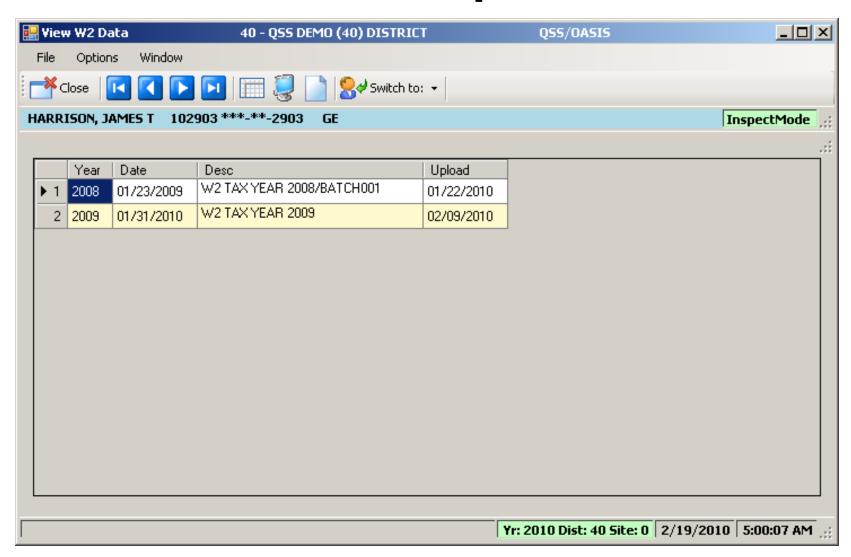
Search Pay History



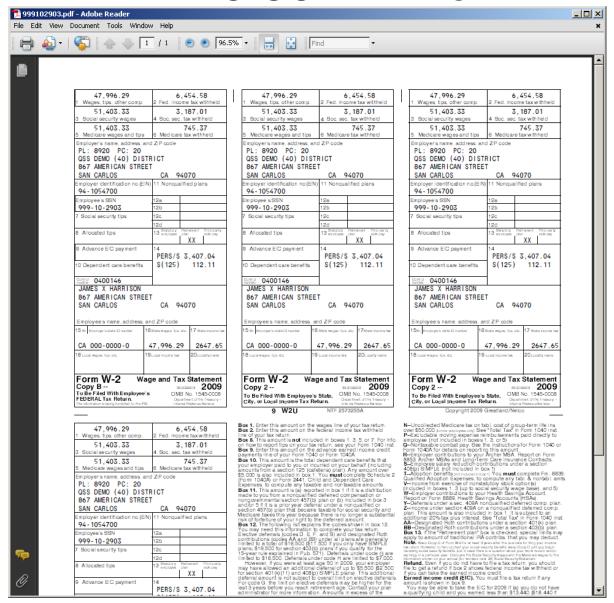
Returned Results



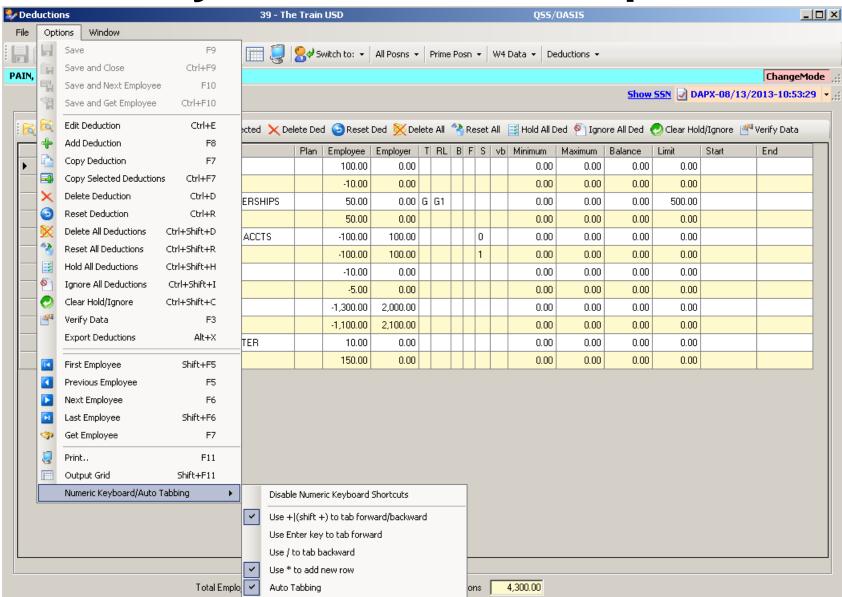
View W2 – From Emp. Maintenance



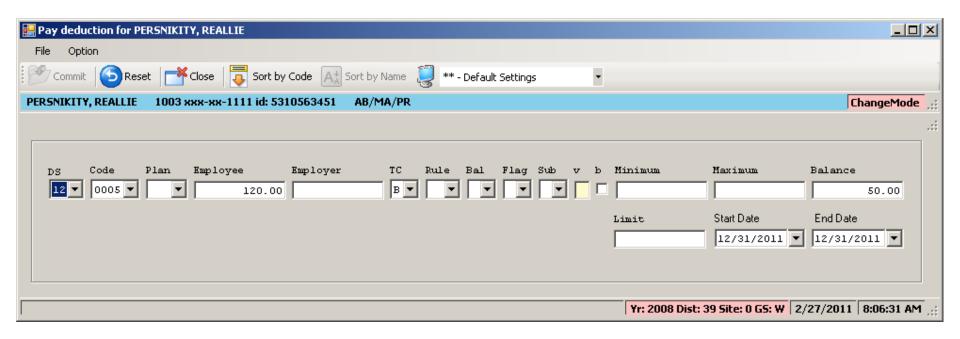
Nelco W2 Form...



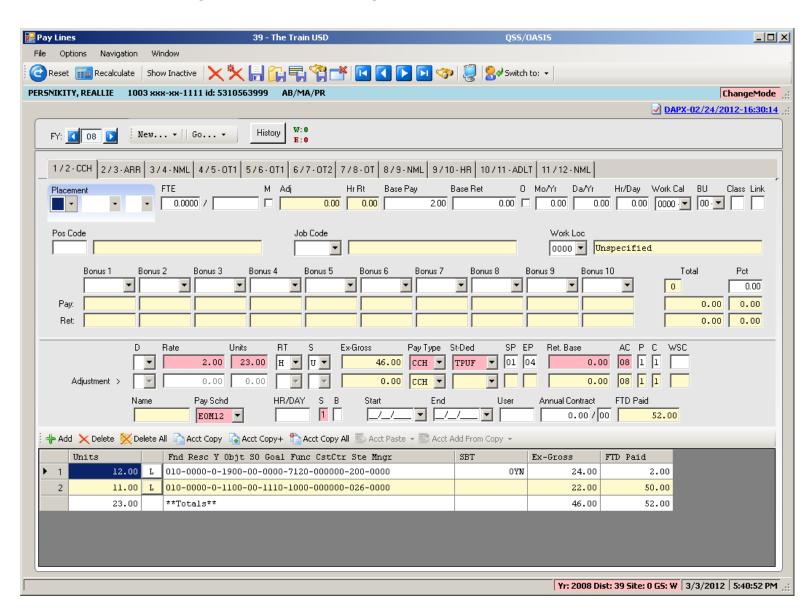
Pay Deductions/PD Options



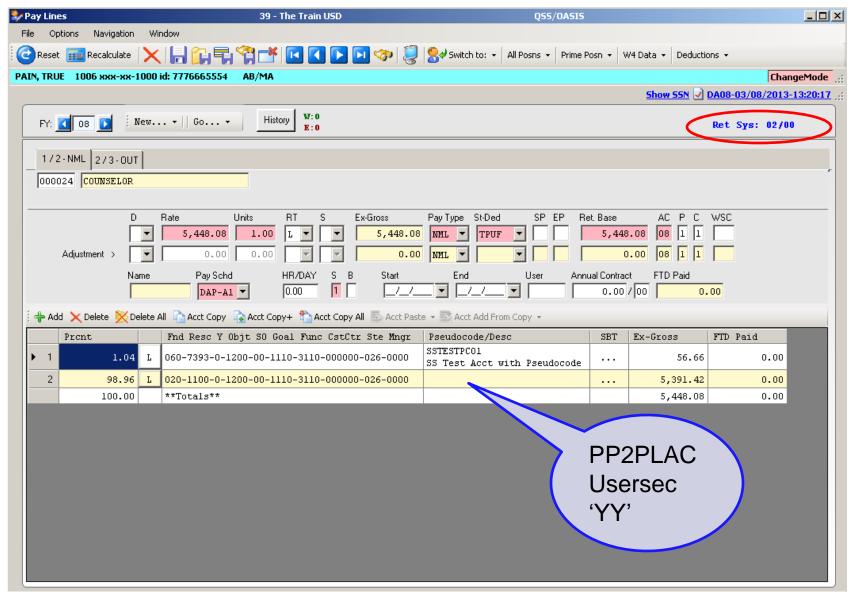
Edit Deduction Row



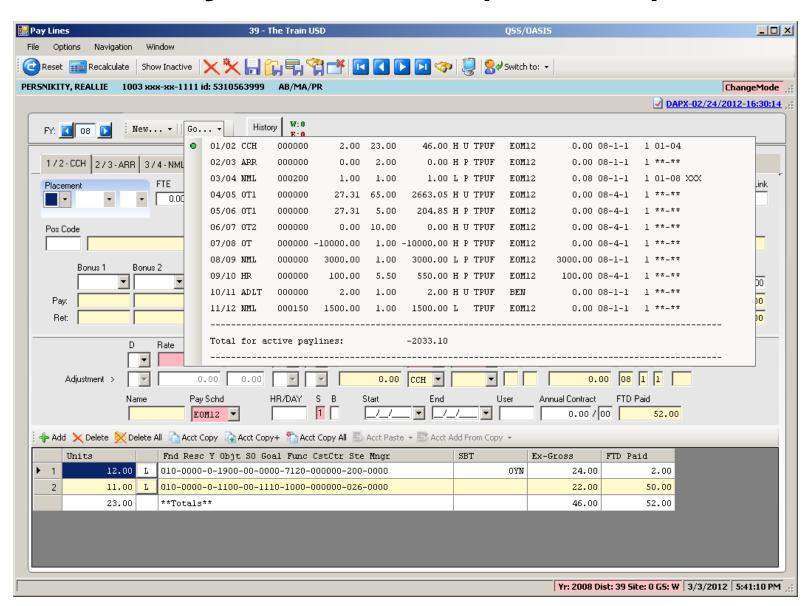
Payroll Pay Line/PR (ENH)



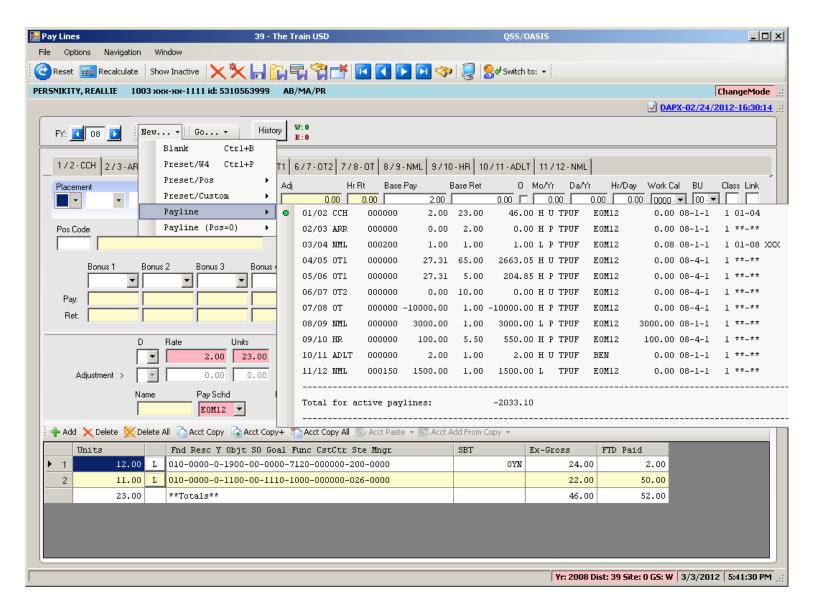
Payroll Pay Line/PR (STD)



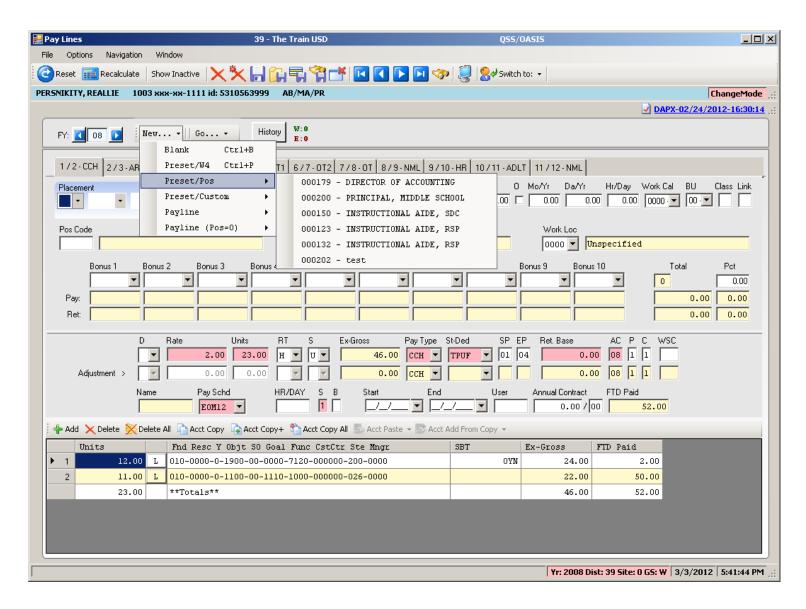
Pay Line - Go (ALT+G)...



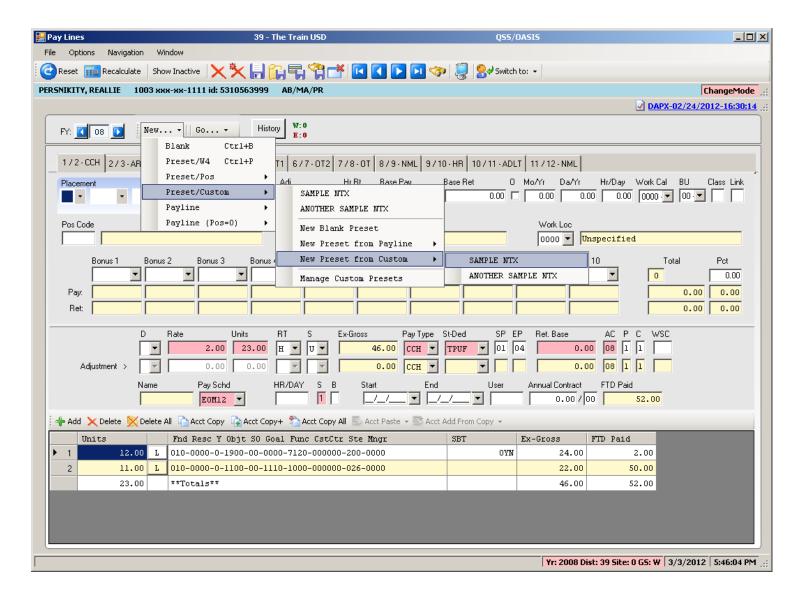
Pay Line – New (ALT+N)/Copy from Pay Line



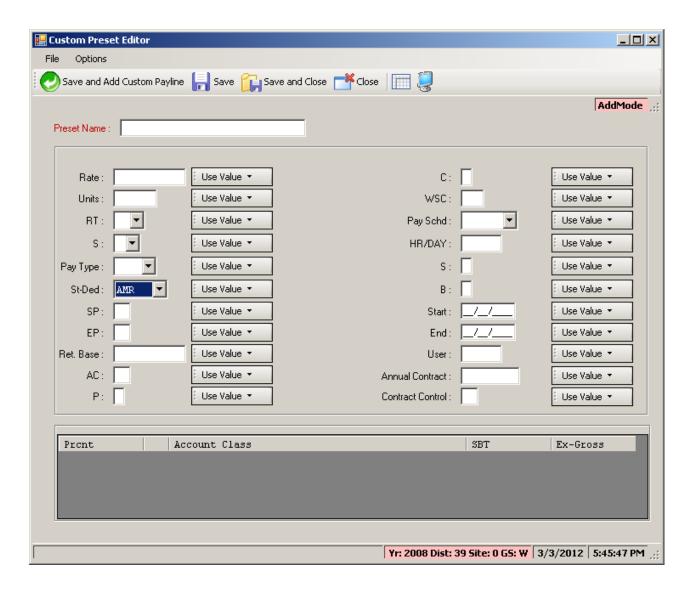
Pay Line – New Pay Line from PC



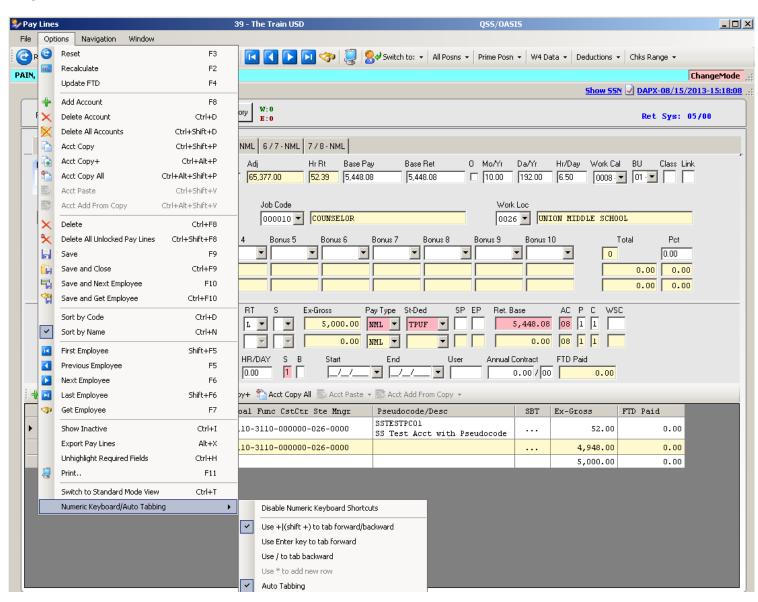
Pay Line – New Pay Line from Preset



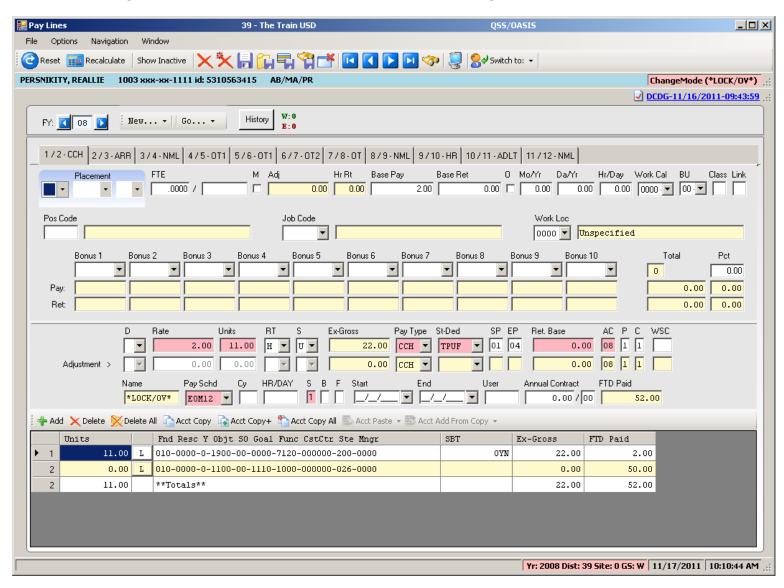
Pay Line – Custom Preset Editor



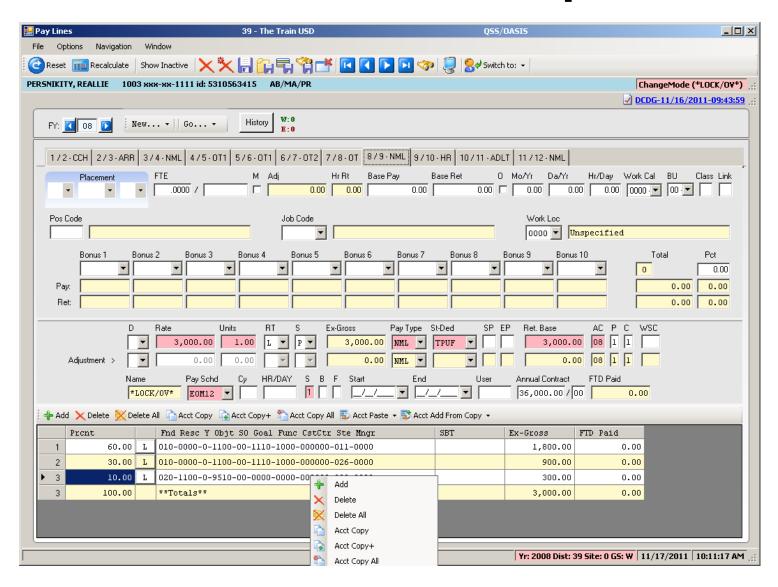
Pay Line – Edit FTD/(kb Shortcuts...)



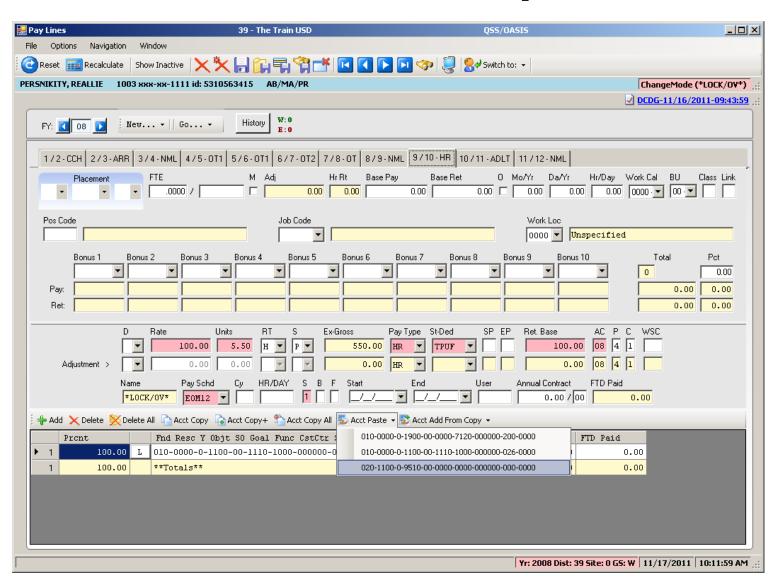
Pay Line Acct Copy Features



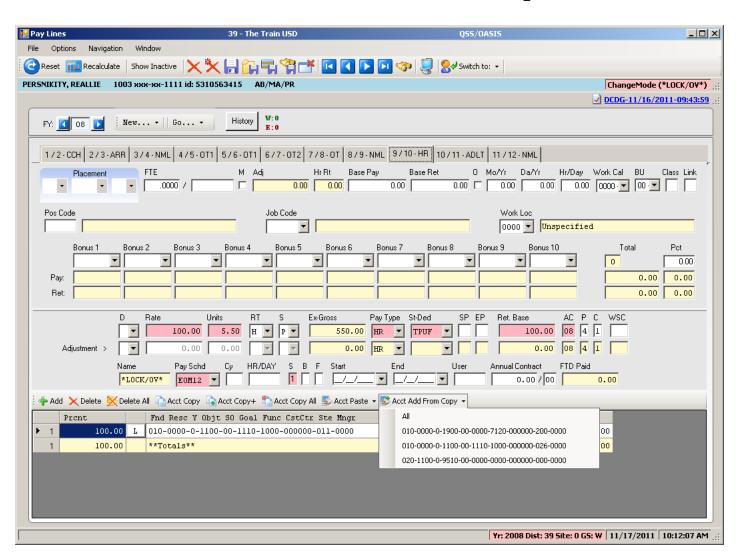
Can Add to Acct Clipboard



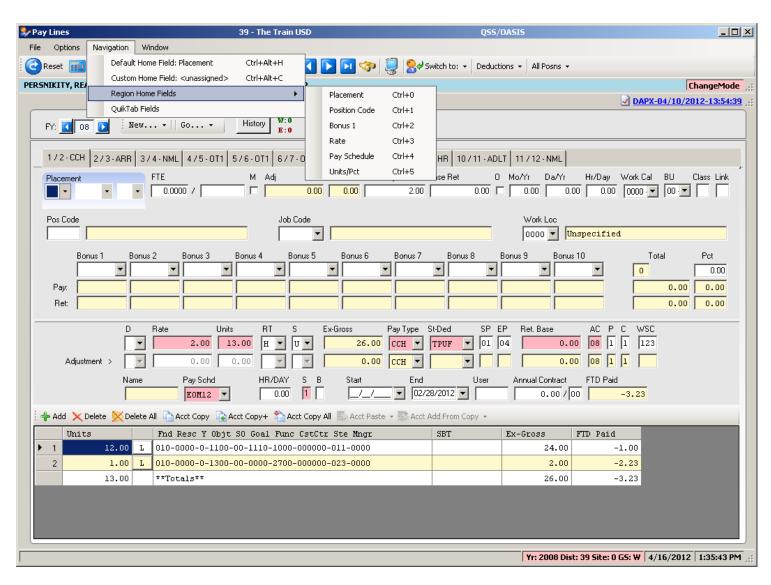
Paste from Acct Clipboard



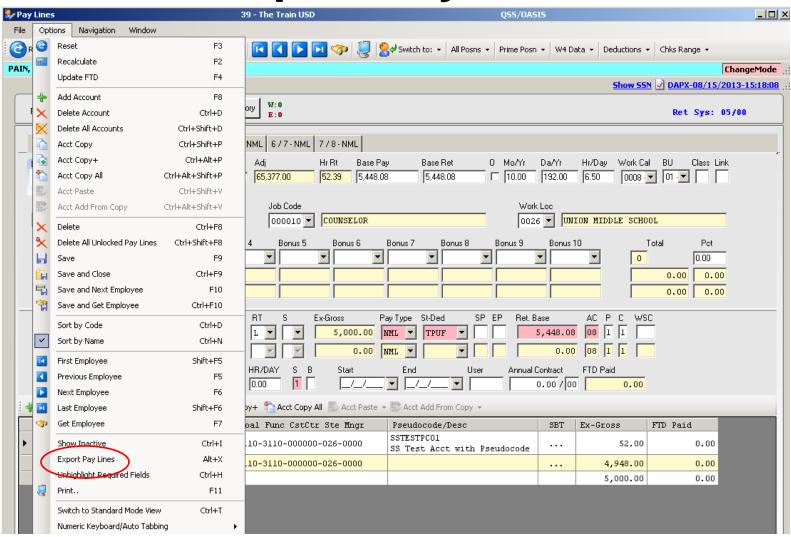
Add from Acct Clipboard



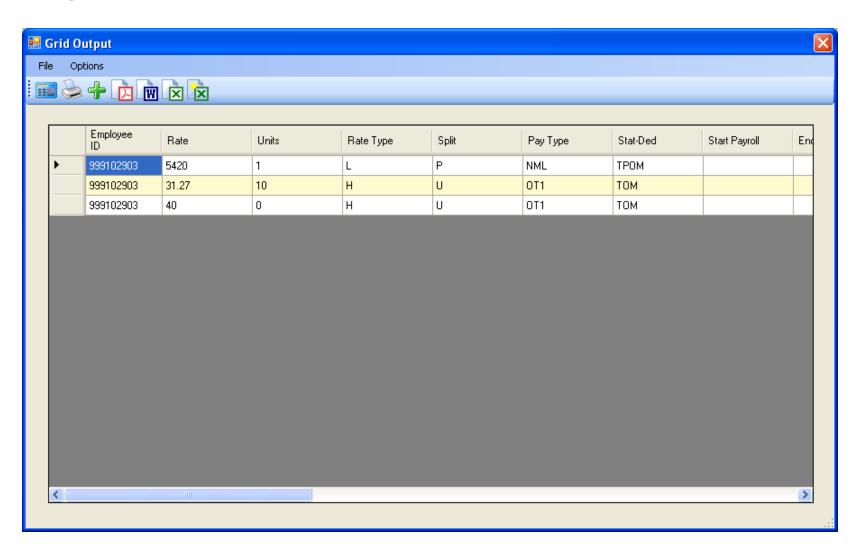
Pay Line Field Navigation



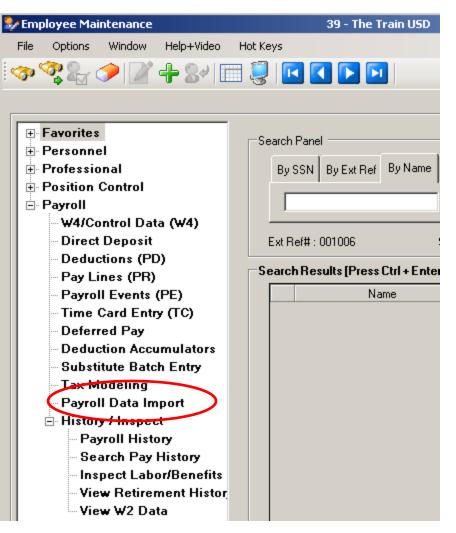
Export Pay Lines



Paylines Exported in Import Format







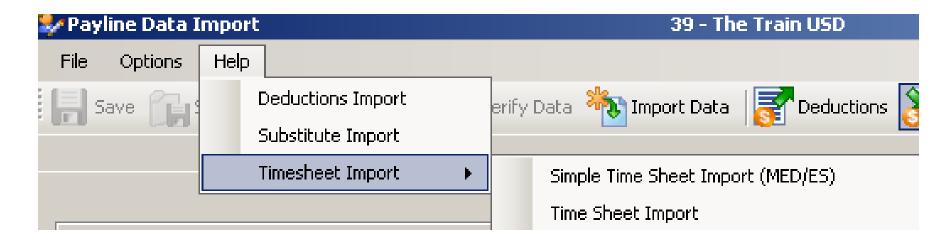
Deductions

Paylines

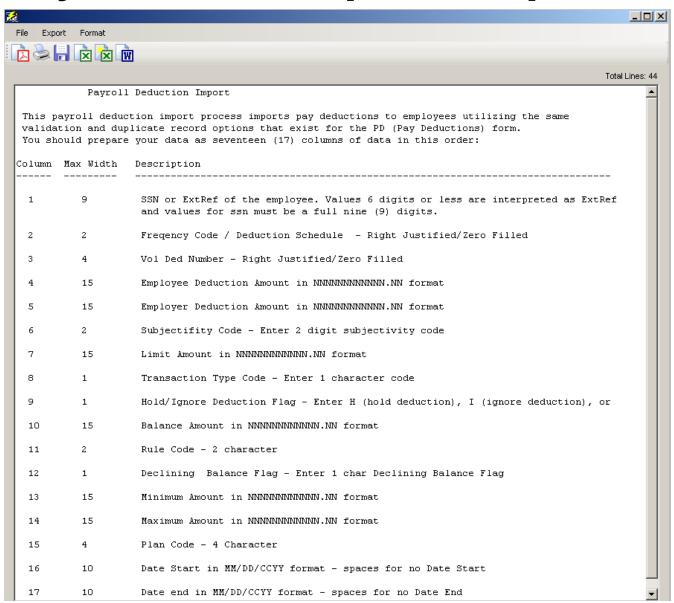
Timesheet Units by Acct

 Substitute Units by Acct (Version L) with Payline creation

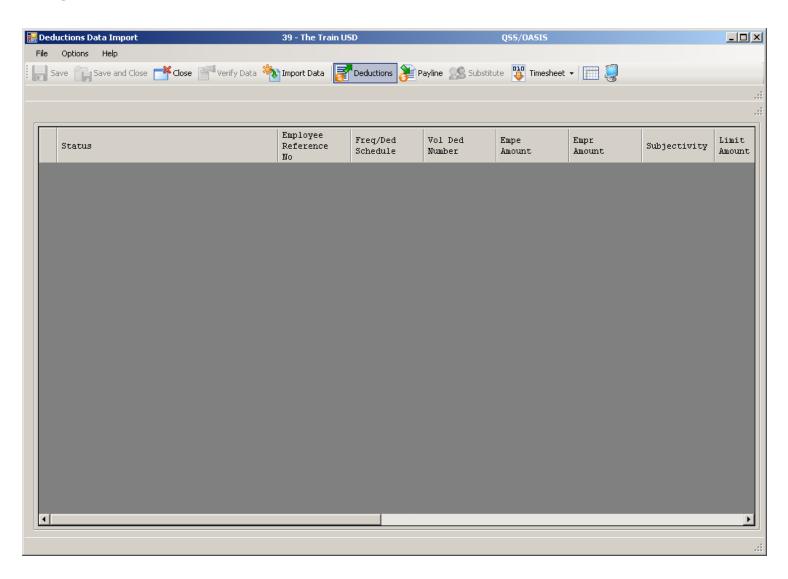
Payroll Data Import Help



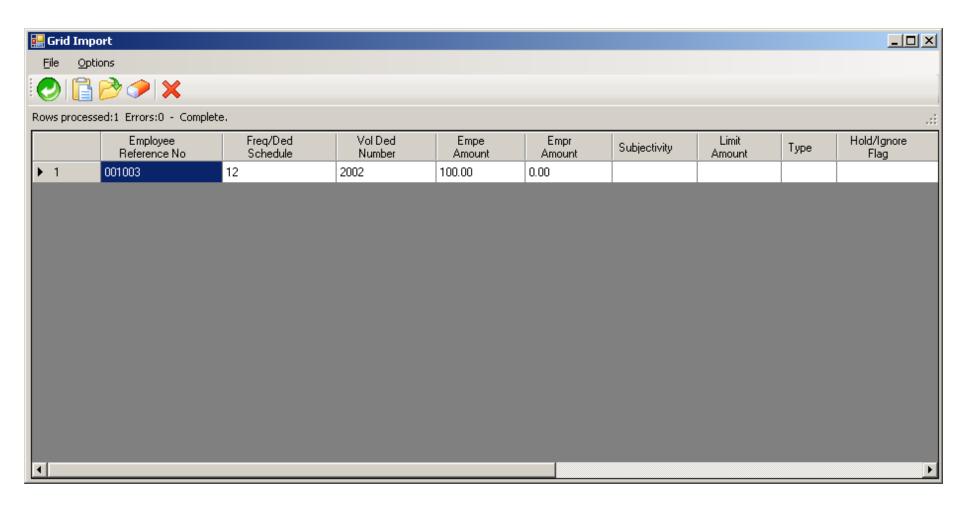
Payroll Data Import Help - Deds



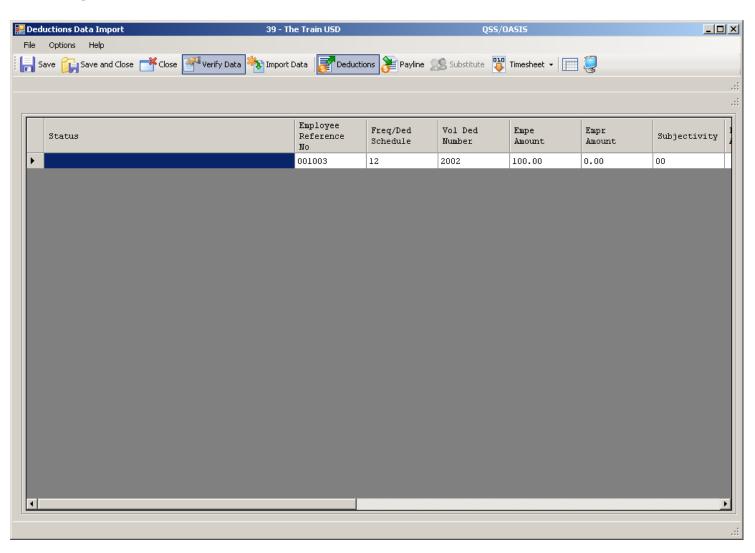
Payroll Data Import - Deductions



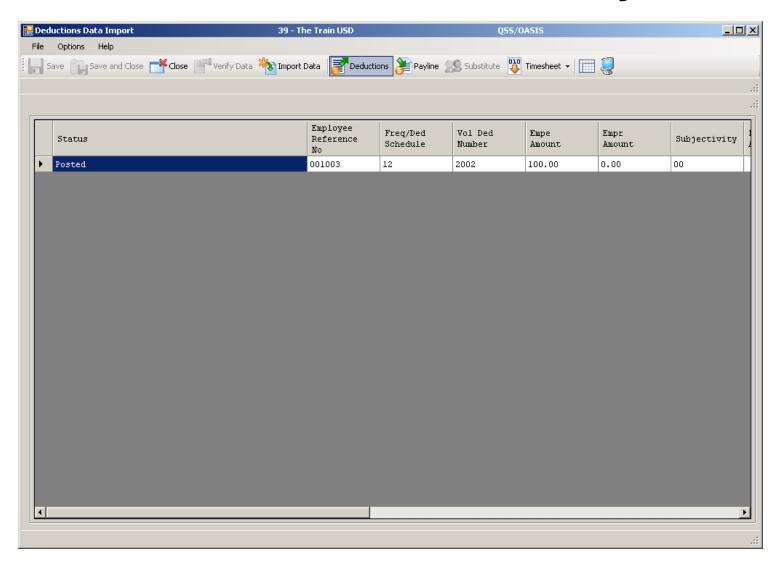
Imported from Clipboard...



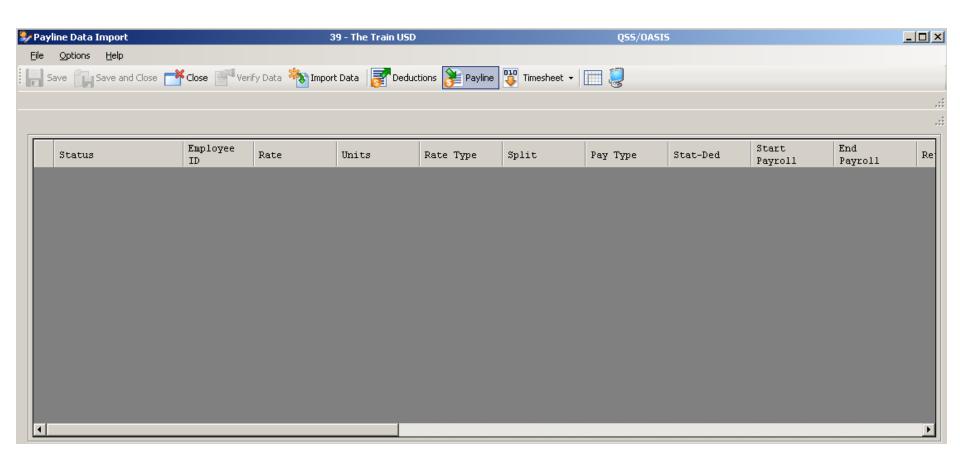
Verify Data – Ok (Save is active)



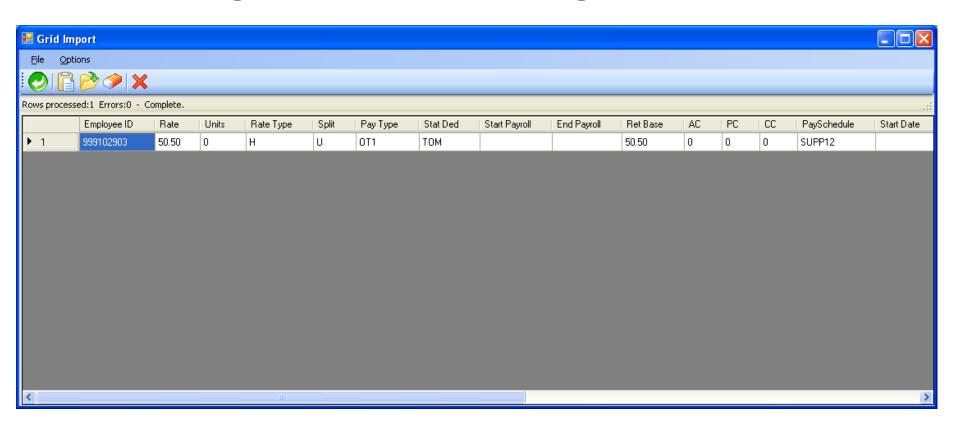
After Save Data – Icons Gray Out



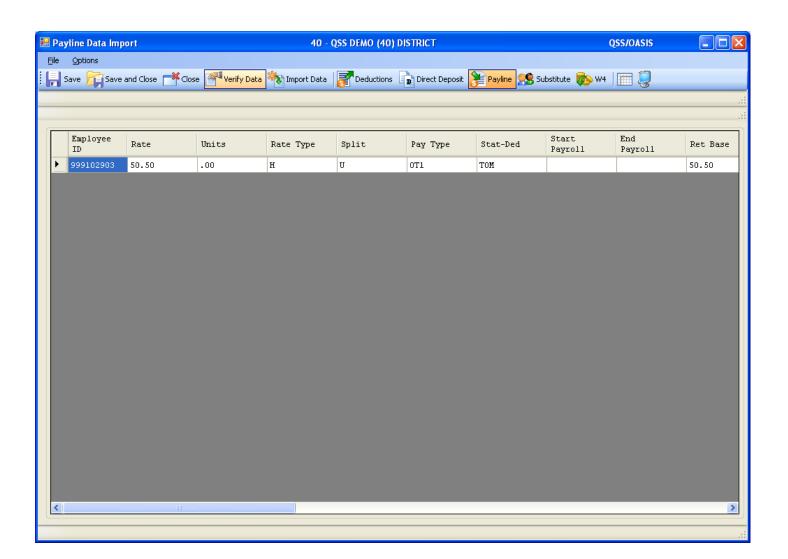
Payroll Data Import - Paylines



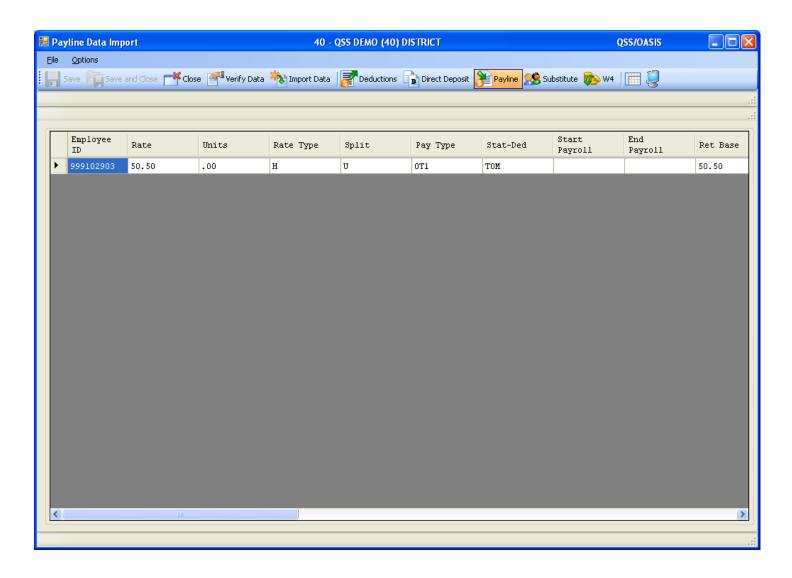
Imported from Clipboard...



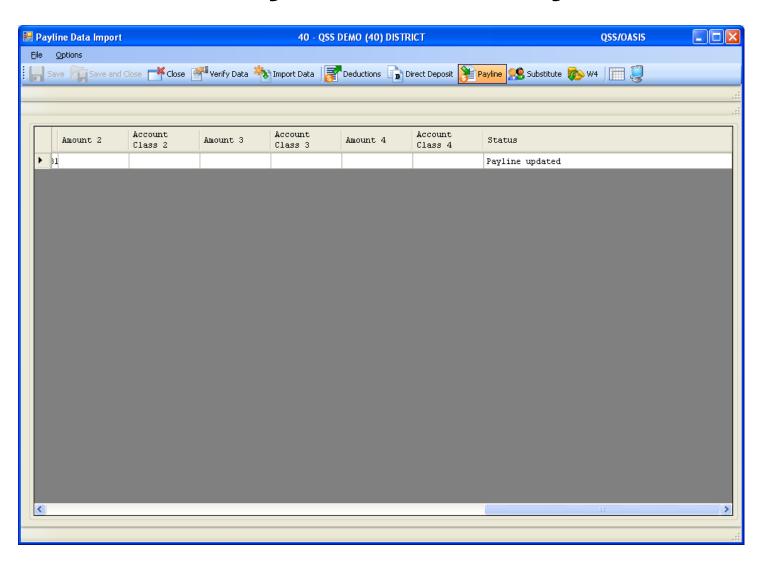
Verify Data – Ok (Save is active)



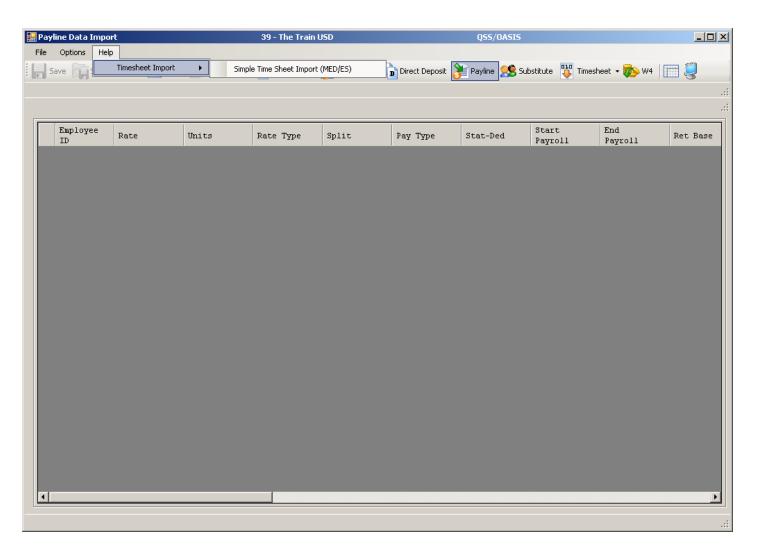
After Save Data – Icons Gray Out



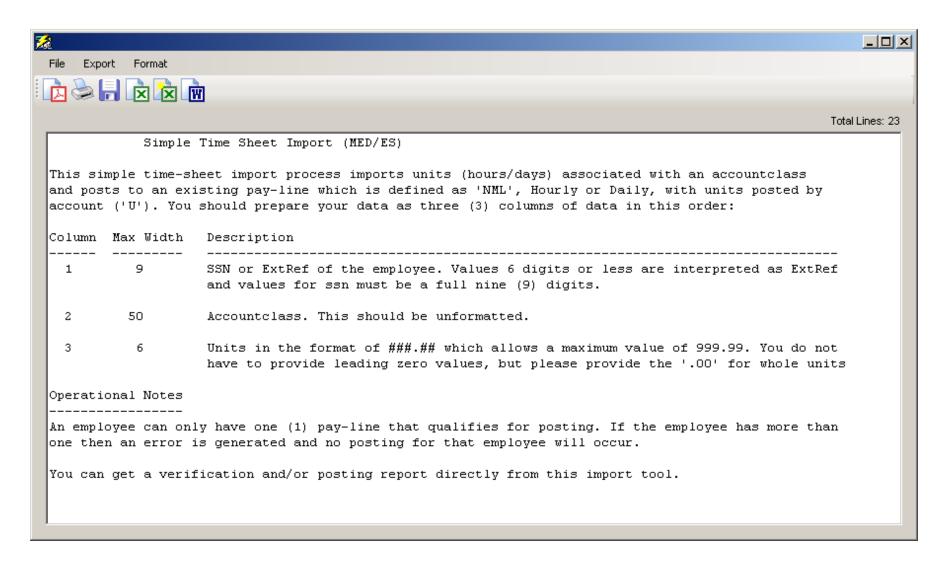
Verify Save of Payline...



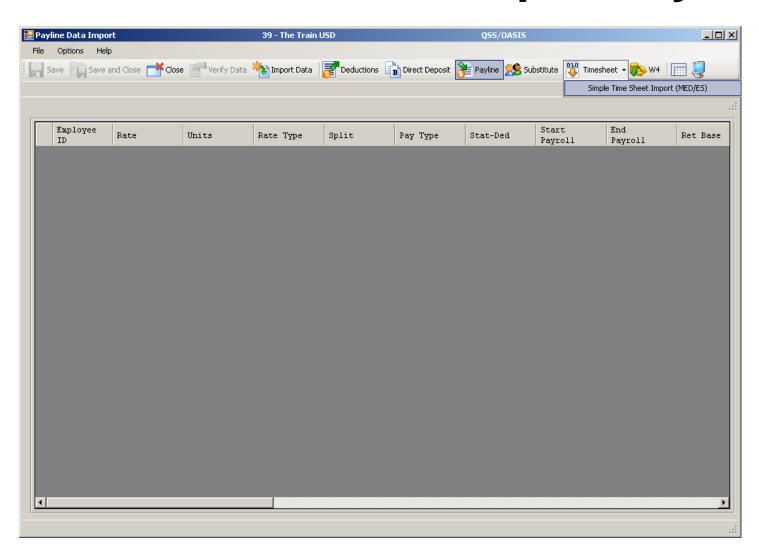
Simple Time Sheet Import



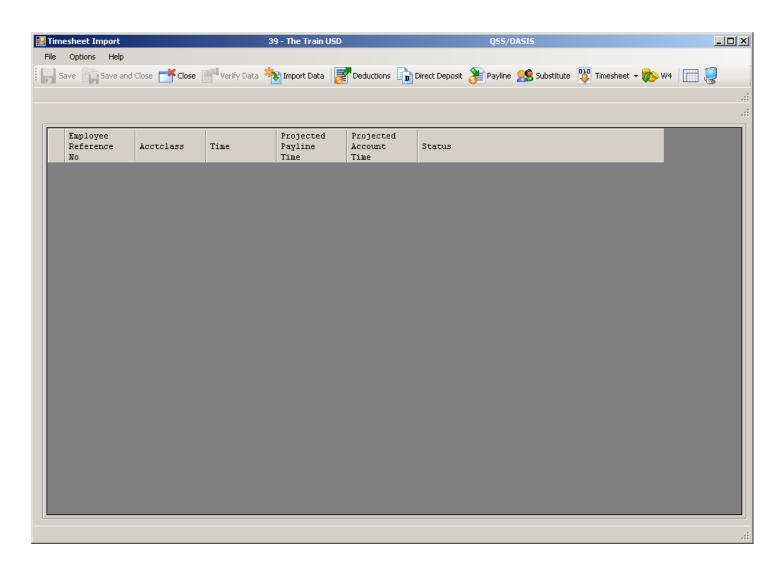
On-line Documentation



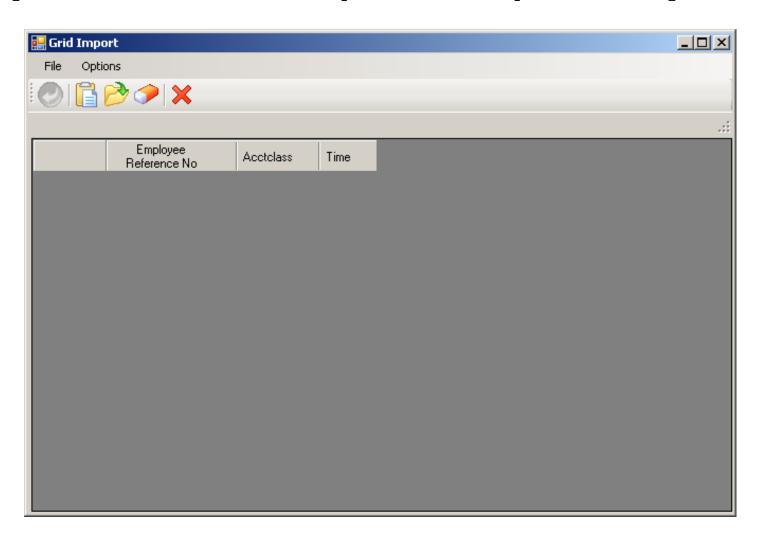
Select Time Sheet Import Style



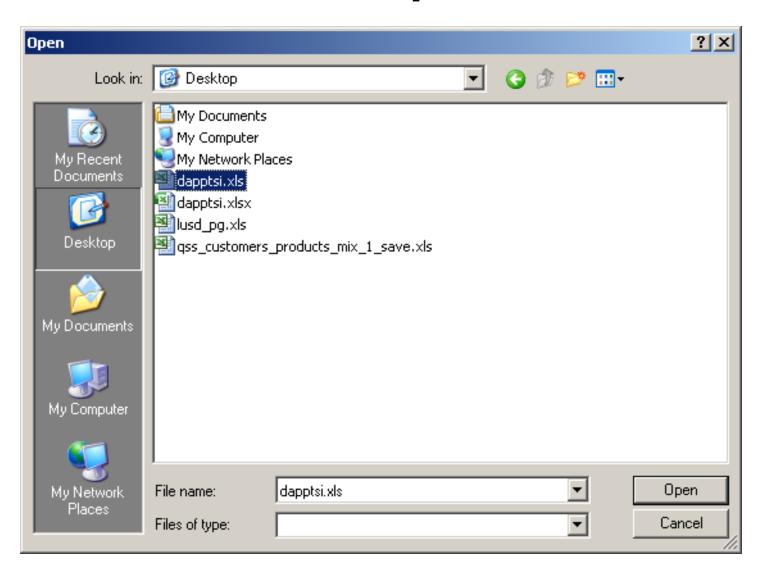
Click Import Button to Import Data



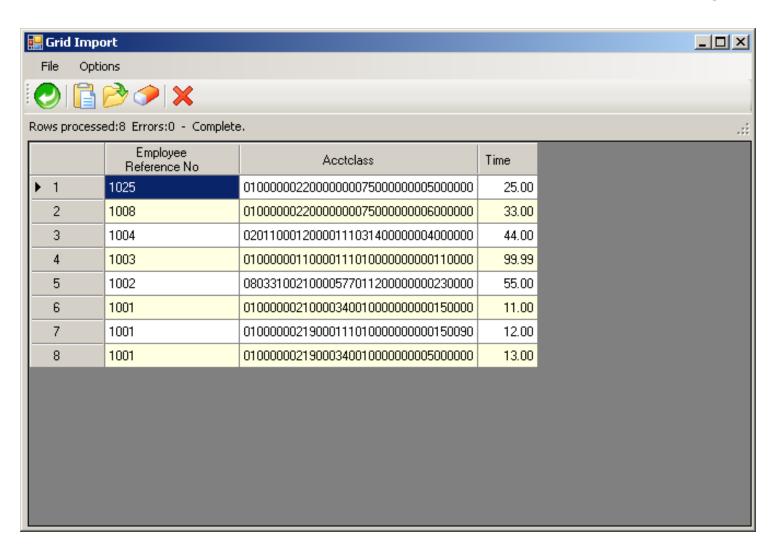
Import from File (.xls/.txt) or Clipboard



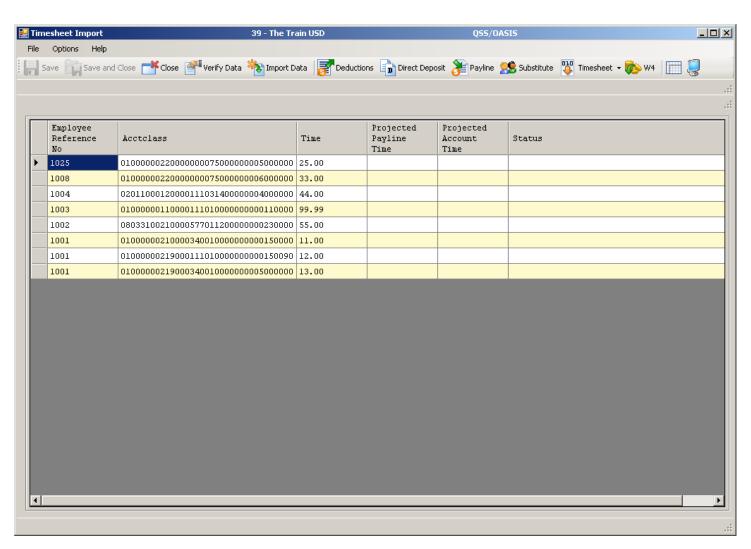
Let's Use a Spreadsheet



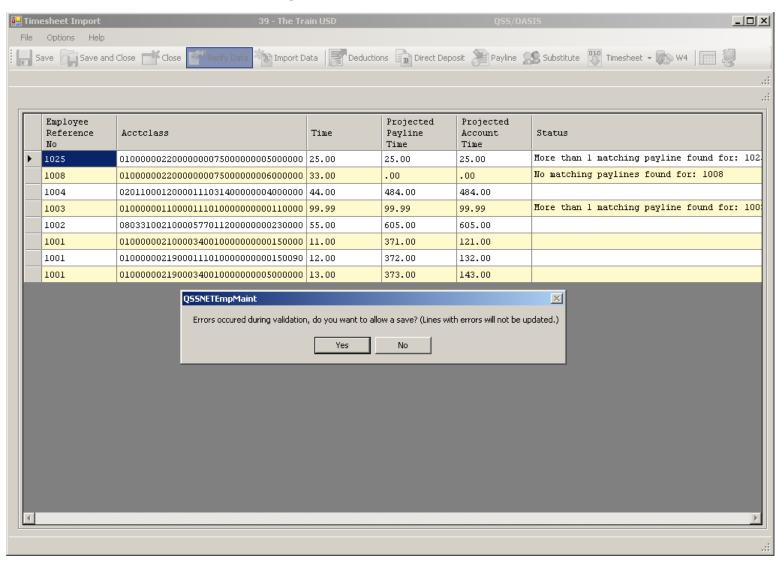
Data is Validated (Format Only)



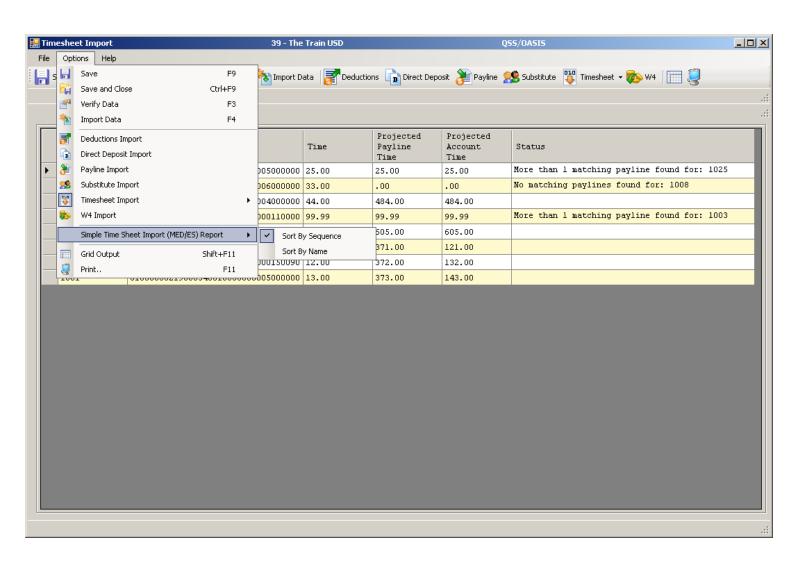
Return Data to Import Grid



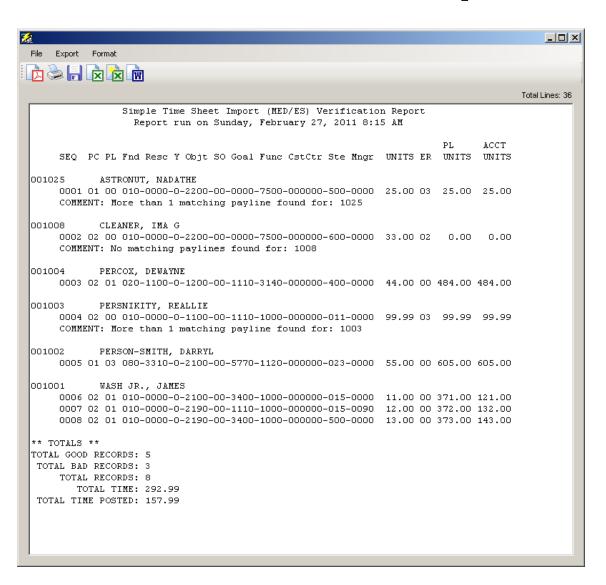
Verify Data Results



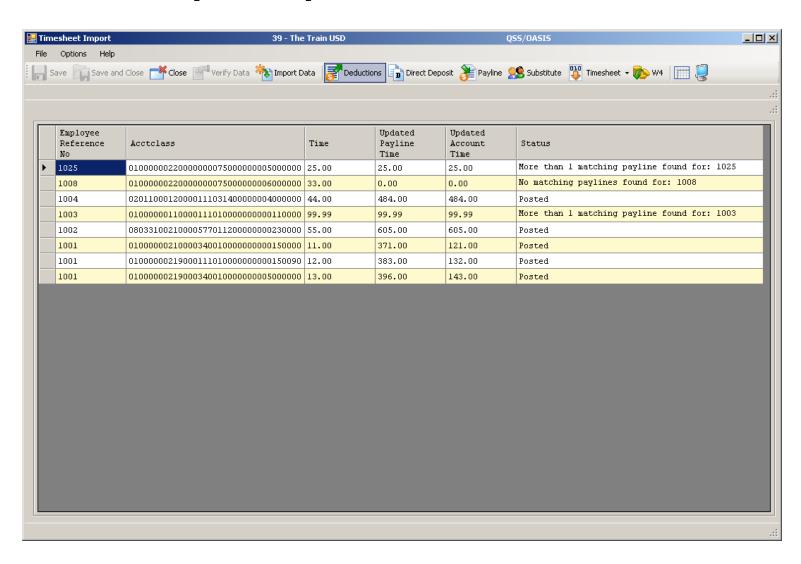
Review Verification Report



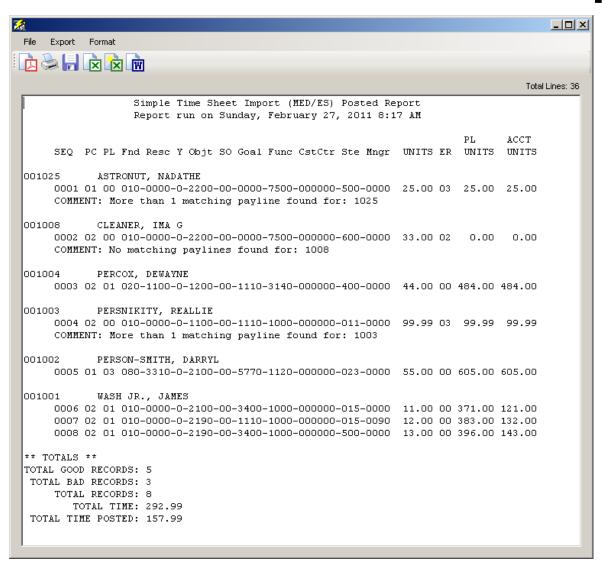
Verification Report



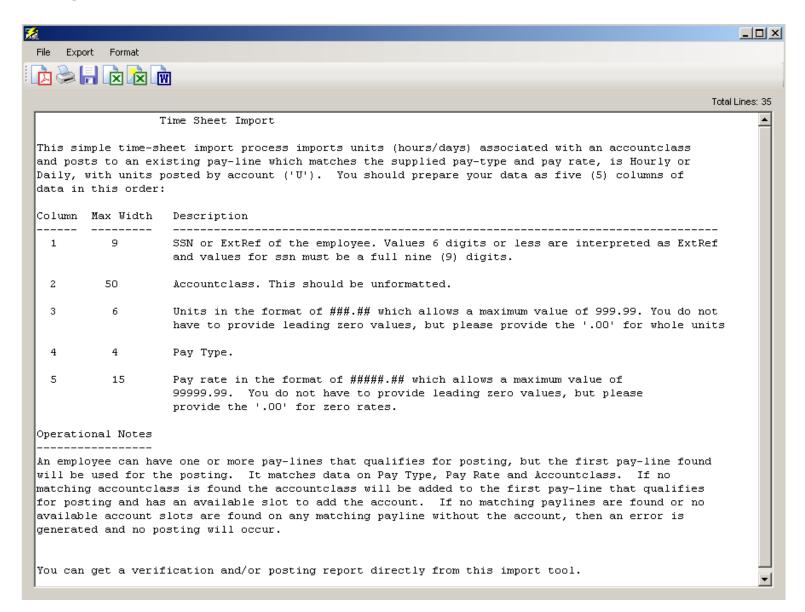
Save (Post) Timesheet Data



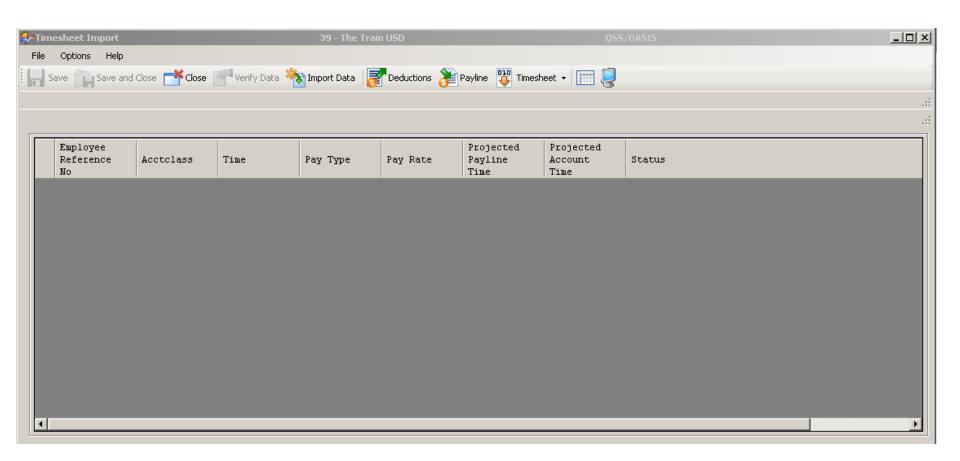
Timesheet Posted Data Report



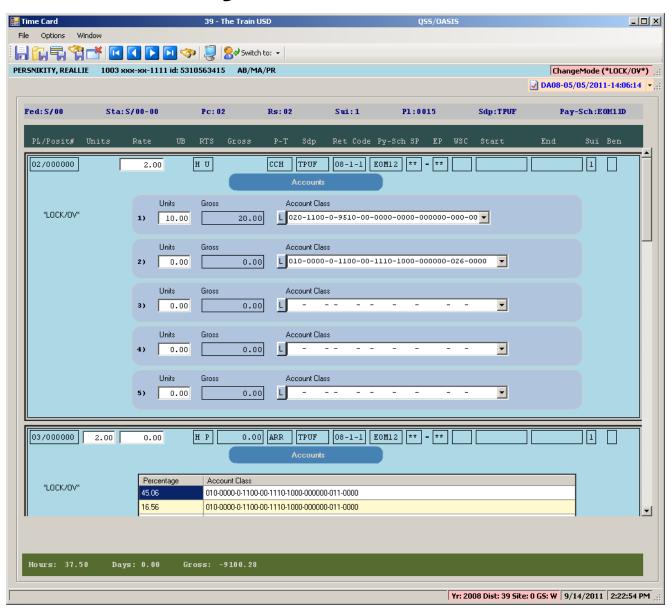
Payroll Data Import Help - Timesheet



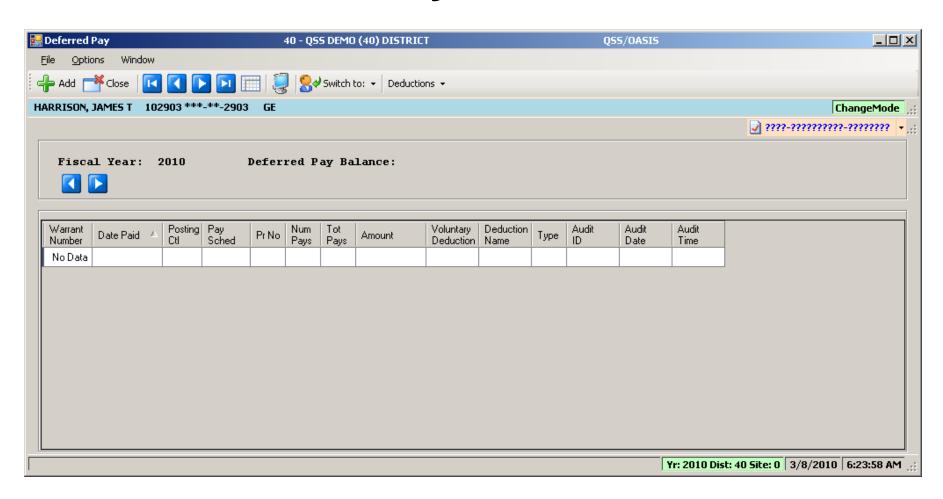
Time Sheet Import



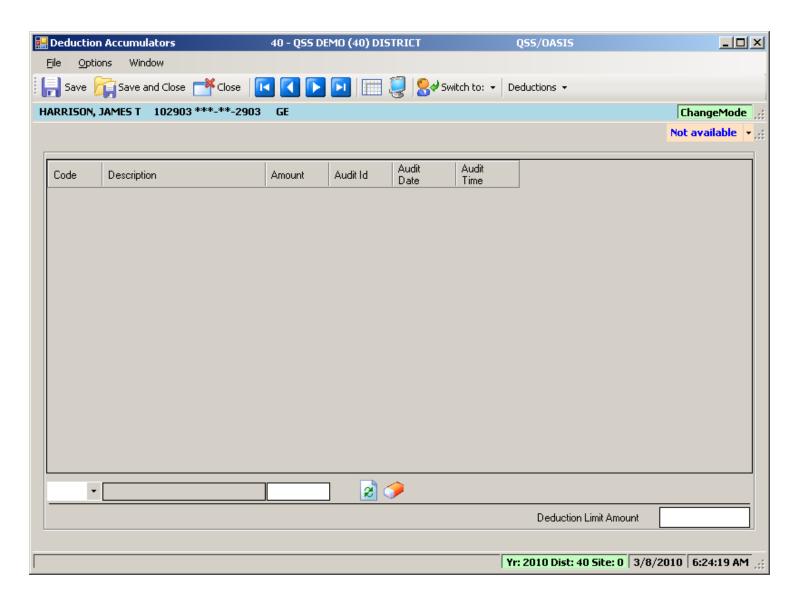
Payroll TimeCard/TC



Deferred Pay Transactions



Deduction Accumulators

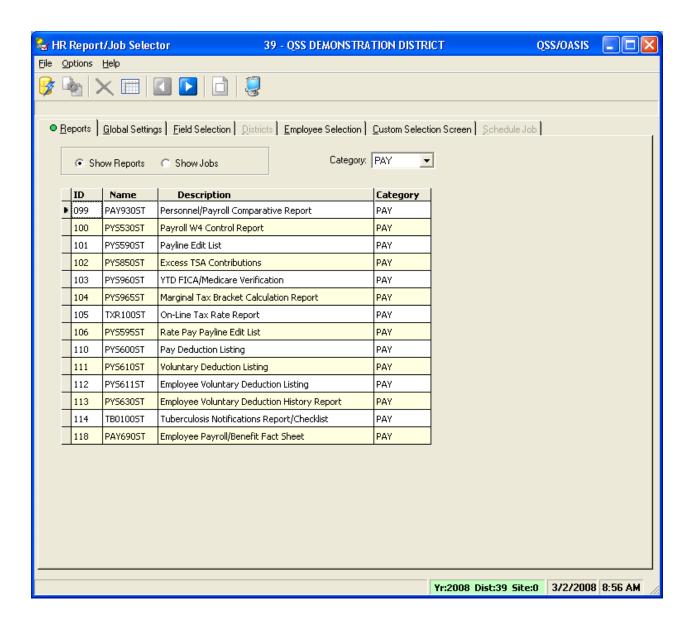


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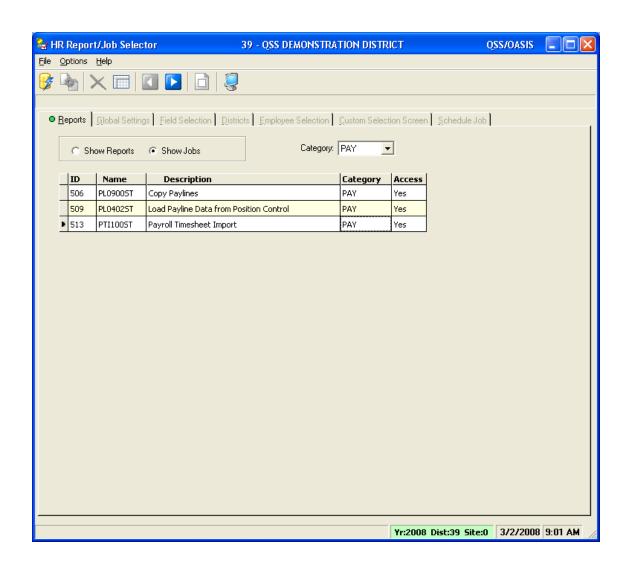
Payroll Reports

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

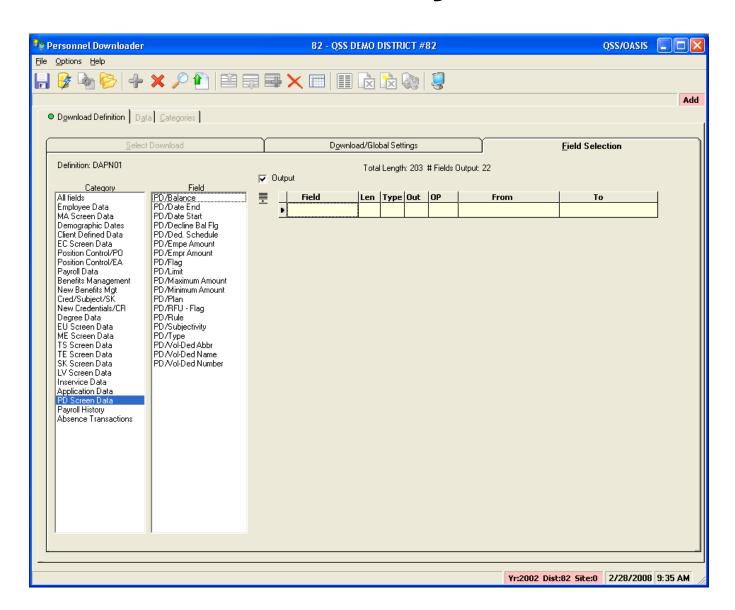
HR Report/Job Selector (Pay Rpts)



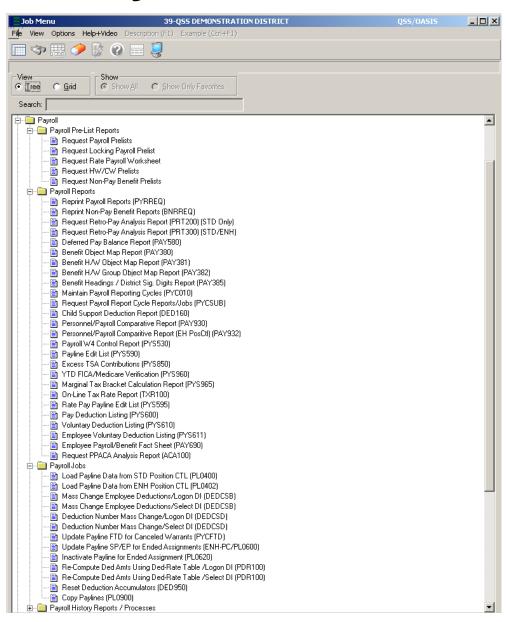
HR Report/Job Selector (Pay Jobs)



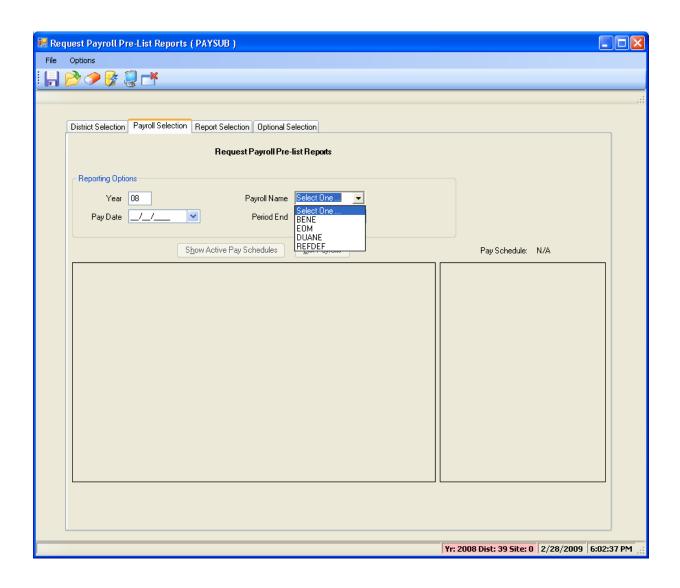
PDL – Payroll Data



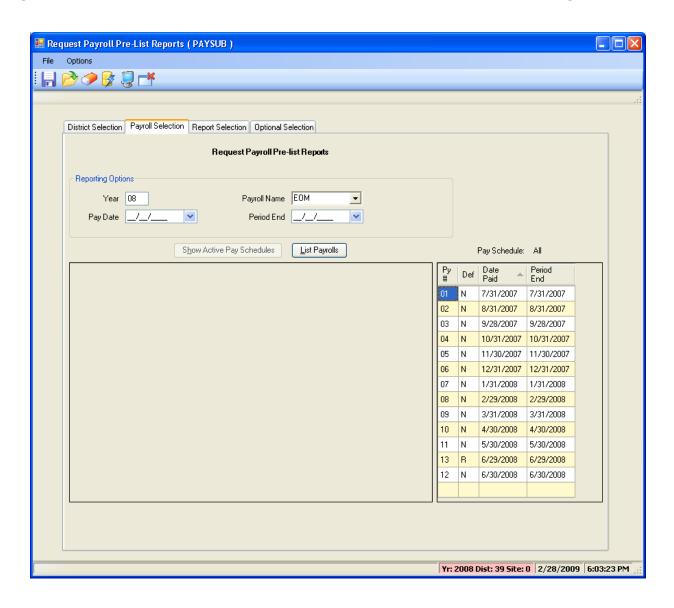
Payroll Job Menu



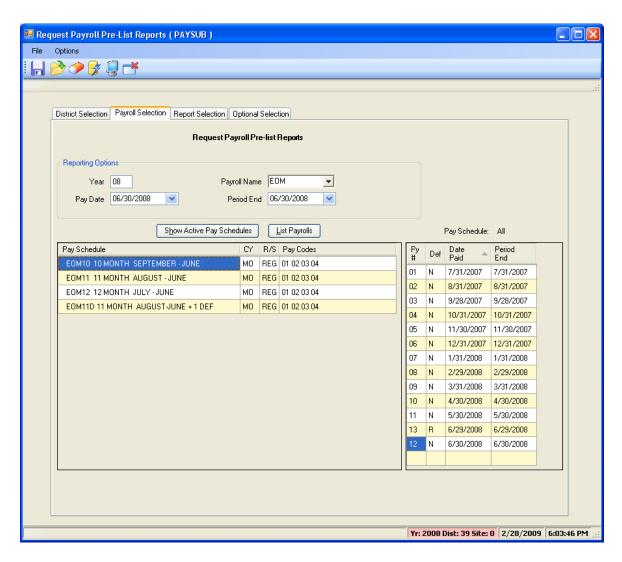
Payroll Prelist - Select Pay Name



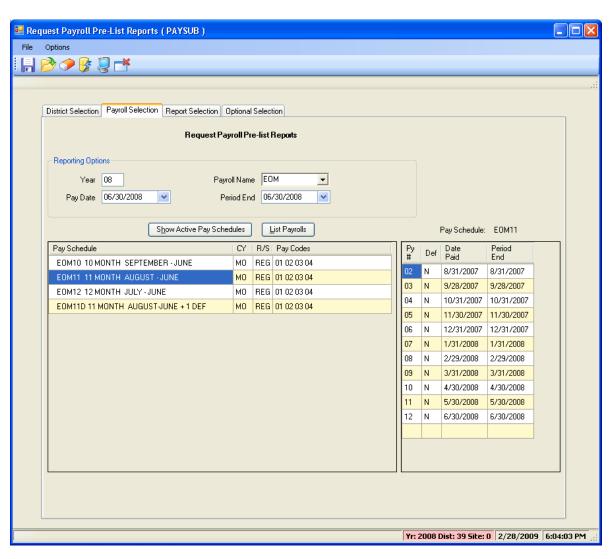
Payroll Prelist – List All Payrolls



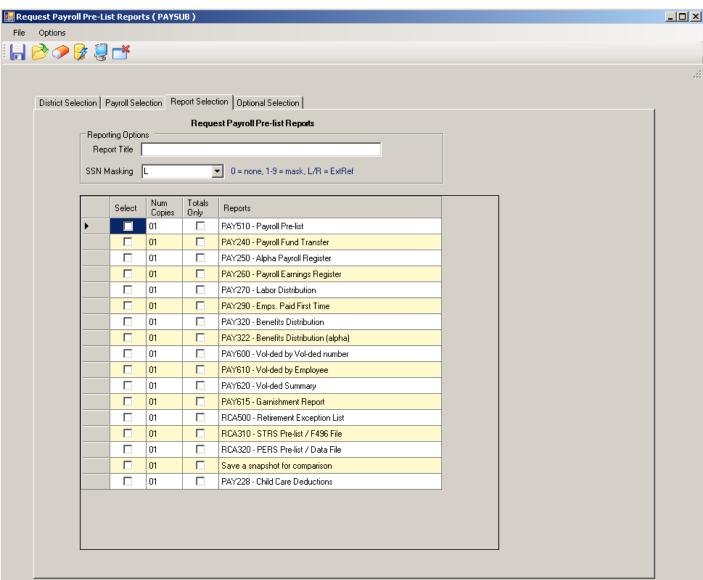
Payroll Prelist – Pick Payroll / Show Pay Schedules



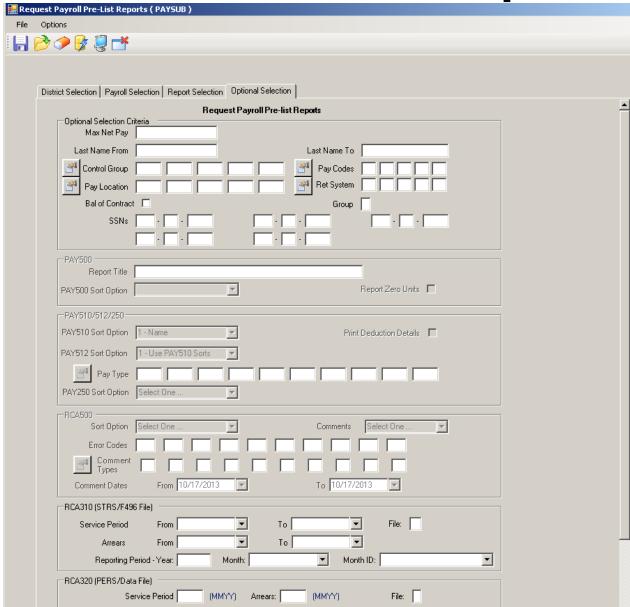
Payroll Prelist – List Payrolls for Pay Schedule



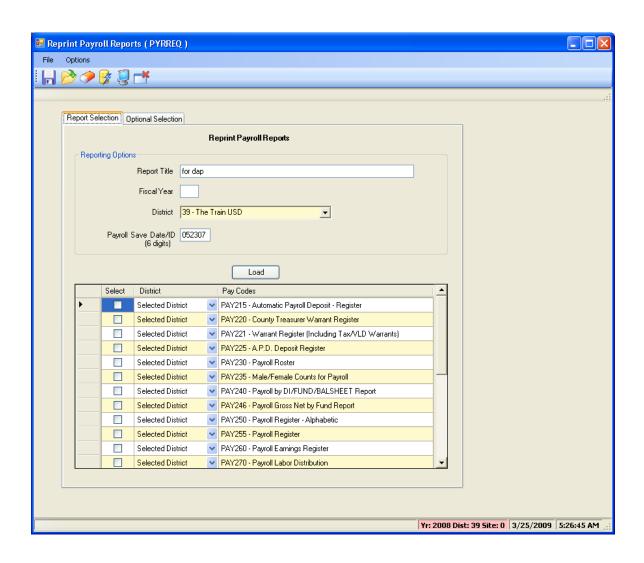
Payroll Prelist – Choose Reports



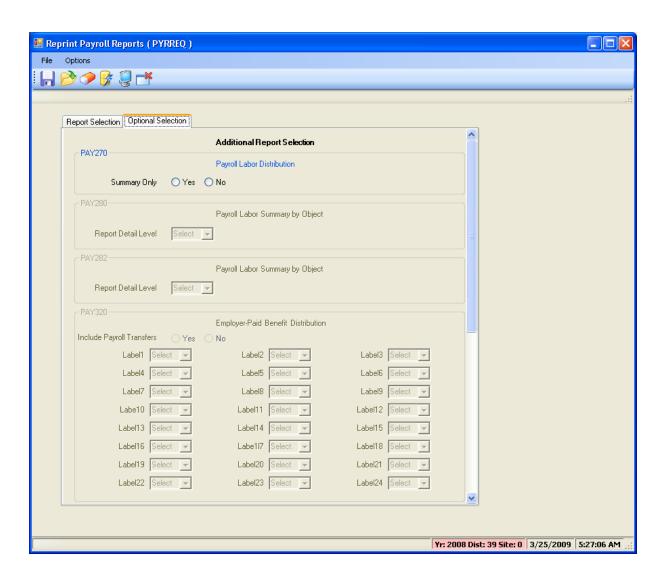
Payroll Prelist – Selection / Report Criteria Request Payroll Pre-List Reports (PAYSUB) Criteria



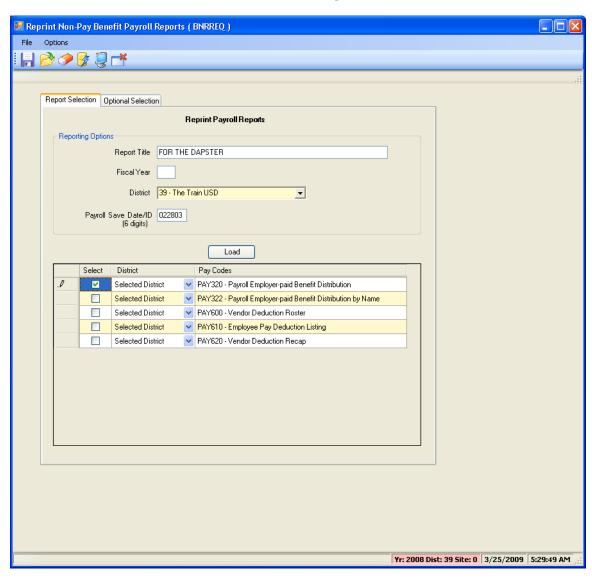
Re-Print Payroll Reports



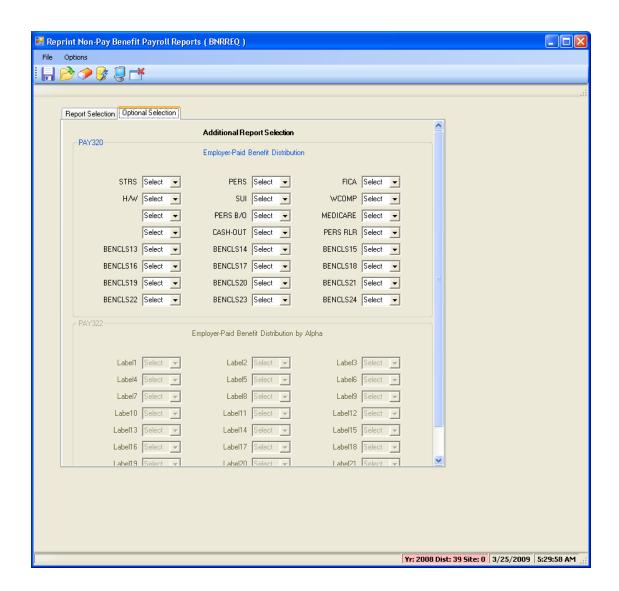
Re-Print Payroll Reports - Criteria



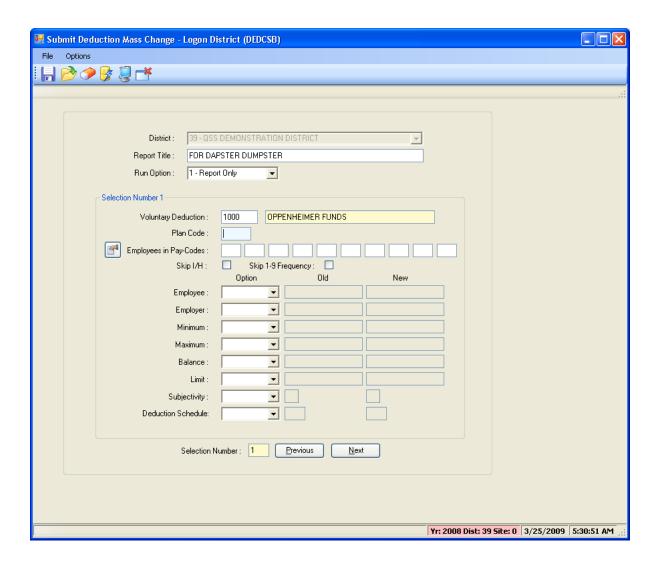
Re-Print Non-Pay Benefit Reports



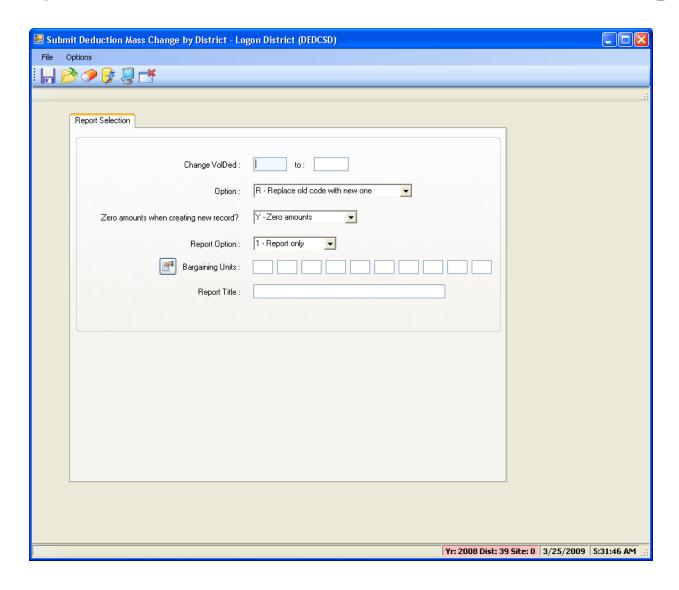
Re-Print Non-Pay Ben Rpts - Criteria



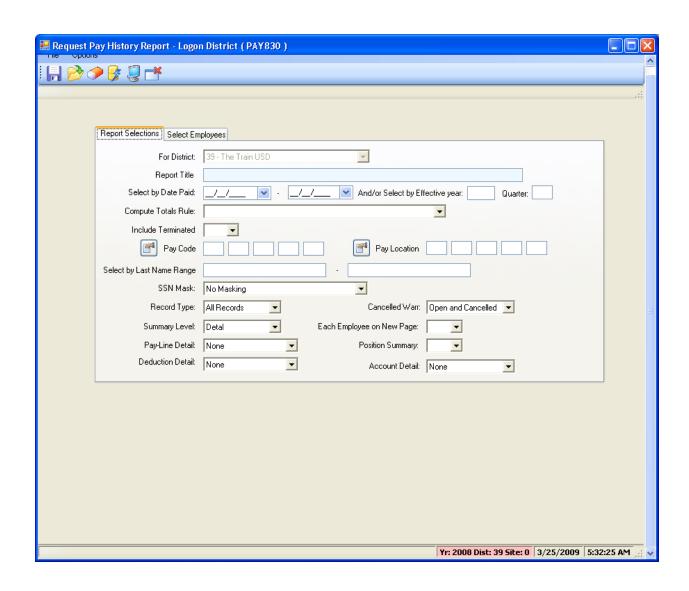
Mass Change Pay-Deductions



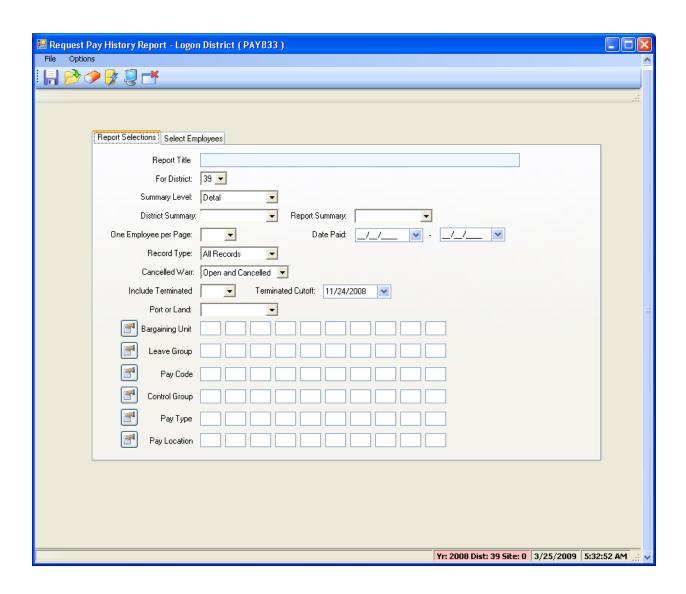
Pay-Deduction Vol-Ded Change/Copy



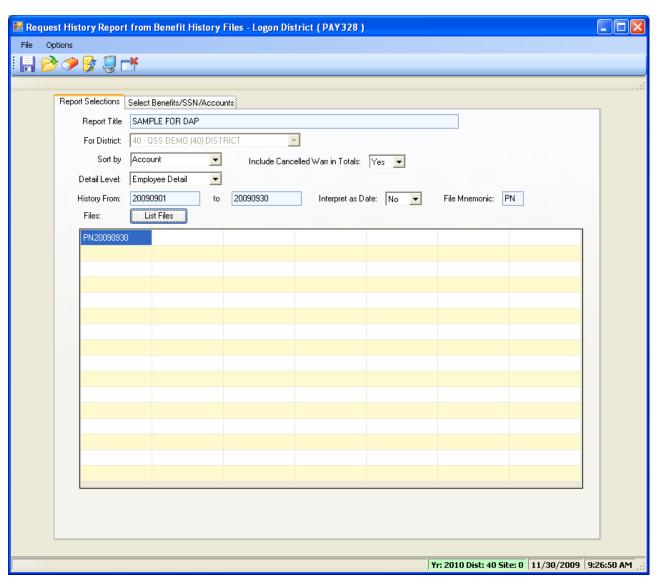
Request Pay History Report (PAY830)



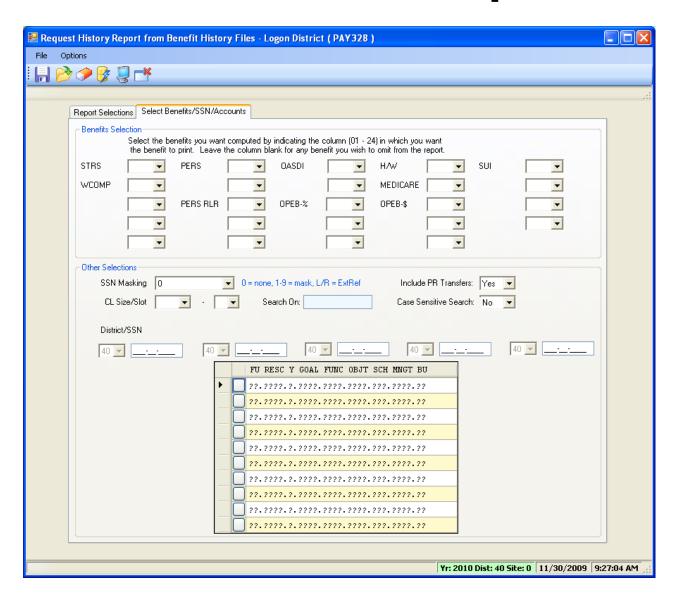
Request Pay History Report (PAY833)



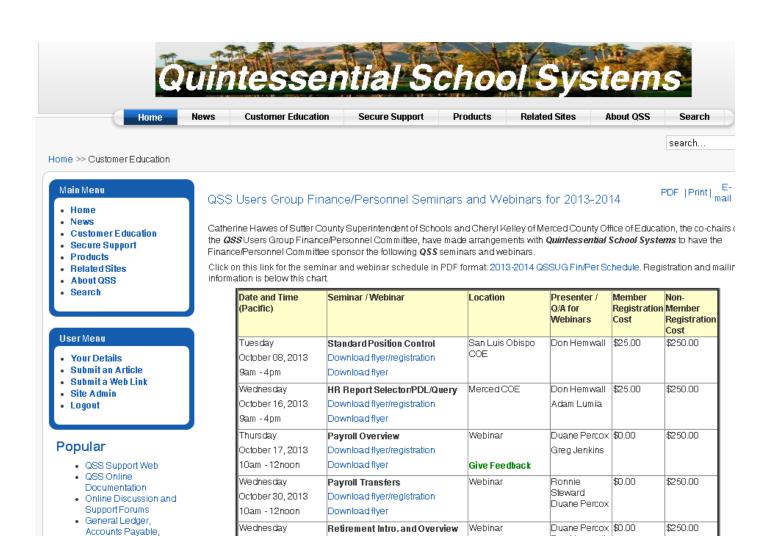
Request Benefit History (PAY328)



PAY328 – Benefits / Emp / Accts



Feedback on Webinar



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Download flyer

Budgeting & Receivables

Tracking

Products

November 20, 2013

10am - 12noon

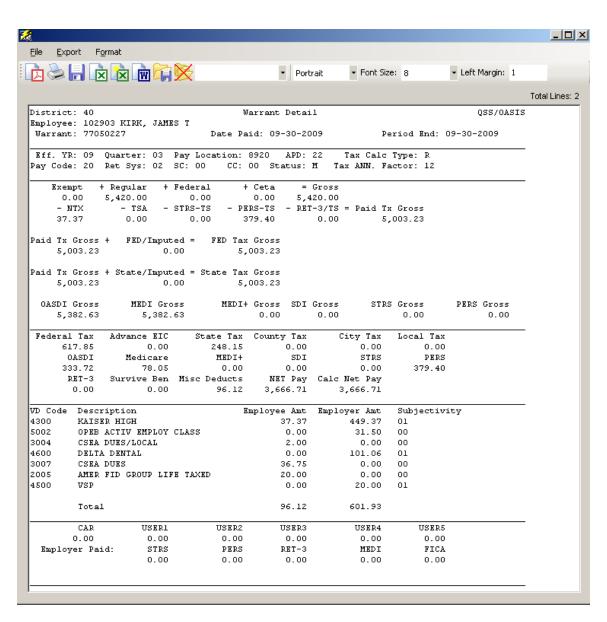
Don Hemwall

Survey Form

sed by QSS to improv Required			minutes. Responses a	
our Name (optional)	1			
,				
our Organization (o	ptional)			
our Job Title (option	nal)			
ebinar Evaluation *				
ease evaluate the we		presentation.		
	Excellent	Good	Could be Better	Not Applicable
Effective delivery style	o	С	o	О
Content explained with useful examples	o	o	o	o
Clear responses to questions	O	0	o	o
Organized and managed time well	o	o	o	О
Useful webinar handouts	О	С	О	О
	Comments			
'ebinar / Presenter				
febinar / Presenter				
/ebinar / Presenter (

Webinar Experience using GoToWebinar (GTW) *						
	Excellent	Good	Could be Better	Not Applicable		
Informative flyer and registration form	0	c	o	O		
Smooth registration process	c	o	0	0		
GTVV email notifications	0	c	o	o		
GTVV software performance	0	c	o	0		
GTW display quality	0	О	0	c		
GTVV audio quality	0	c	o	0		
Q&A - during presentation	0	c	o	c		
Q&A - live at end of presentation	0	o	c	0		
GTW Comments						
Submit Never submit password	ds through Google	Forms.				

Addendum to Slide 62



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Updates to Original Presentation

- Updated page 62 new icon for instaprt
- Slide 153 is the instaprt of PHUPDT tab
- Slide 87 updated text (ALT+G)
- Slide 88 updated text (ALT+N)
- Slide 96 was corrupted in original document so image was missing
- Slide 139 reshot to show RCA310/RCA320 options
- Slide 140 reshot to show RCA310/RCA320 parms