QSSUG
Finance/Personnel Committee
Webinar
April 17, 2018

QSS/OASIS

PERS Retro Reporting

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Recording and Feedback

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Overview

Webinar Agenda

- Retroactive Payroll Analysis Reporting (PRT200 / PRT300)

- PRT200 vs. PRT300

- Security Options / Settings

- Running PRT200 / PRT300 and Reviewing Results

- Loading Pay Lines with PRT200 / PRT300

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Retroactive Payroll Analysis (PRT200 / PRT300)

- A report that can project the costs of applying retroactive pay increases

- Two different percentage increases can be projected

- Selection of employees, accounts, pay lines to process

- Optionally create and load pay lines or csv file for each employee (uses first rate only)

- Uses saved payroll history files

- Can honor payroll transfers

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PRT200 vs. PRT300?

- PRT200 supports standard pay lines

- PRT300 supports both standard and enhanced pay lines

- PRT300 has additional pay line grouping features not found in PRT200

- Both PRT200 and PRT300 can load generated pay lines to the database

- Both PRT200 and PRT300 can create a csv file of pay lines to Personnel Downloader

User Security

MTUS (GS54) Pages 4-53 – 4-57

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USERSEC Values Used

- PRTSUB – defaults for launch screens PRT200 and PRT300

- PRT030 – Optional grouping of pay lines by field value

- PRT300 – Optional rules for transforming source SDP into target SDP

PRTSUB Usersec Values – 1 of 2

Table 4-27: PRTSUB USERSEC parameters for the PRT200 and PRT300 modules

COL	CONTROLS	DESCRIPTION
01	Not used in QCC	For the traditional software only, type Y to allow access to the launch screen. N, blank, or any other value disables access.
02	**For District** list	L Disabled (default). The logon district is pre-selected and cannot be changed. Y Enabled.
03	**Source Year** box	L Disabled (default). The logon year is pre-selected and cannot be changed. Y Enabled. You can type a fiscal year.
04	**Create Pay Line Option** list	**VERSION H** N Disabled (default). The only choice is **Do not Create Pay Lines**. Y You can select **Create Pay Lines and Load into Database**. **VERSION L** N Disabled (default). The only choice is **Do not Create Pay Lines**. Y You can select **Create Pay Lines and Load into Database** and the choices enabled by typing L in this column. F The available choices are **Do not Create Pay Lines** and **Create Pay Line Import SCV with Name 'PRT1lx' in Personnel Downloader**, where x is a letter from A through E.
05 - 06	Default for **File Mnemonic** check box	(blank). The process uses payroll history files that begin with the letters PA. Most sites use this option. xx If your site uses a different mnemonic, replace the xx with that mnemonic.
07	Default for **Include Terminated Employees** check box	Y Selected (default). N Cleared.
08	Default for **Include Start/End Dates** check box	N Cleared (default). Y Selected.
09	Default for **Include Cancelled Warrants** check box	N Cleared (default). Y Selected.
10	Default for **Include Payroll Transfers** check box	N Cleared (default). Y Selected.

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PRTSUB Usersec Values – 2 of 2

Table 4-27: PRTSUB USERSEC parameters for the PRT200 and PRT300 modules - continued

COL	CONTROLS	DESCRIPTION
11	Date format for history files	0 MMDDYY (default). This convention allows one payroll per day. For example, the payroll run on April 15, 2012 is PA041512. 1 Julian date. This convention allows multiple payrolls on the same day. The format is PAyyddds, where *yy* is the last 2 digits of the calendar year, *ddd* is a Julian day, and *s* is a sequence number of 0 - 9 or A - Z.
12	Not used for QCC	In QCC, the PRT200 or PRT300 user security controls the report that is created. For the traditional software, type 1 to use PRT300. For PRT200, leave blank or type 0.
13 - 60	Not used	Leave blank

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PRT300 Usersec Values – 1 of 2

Table 4-29: PRT300 USERSEC parameters for the PRT300 module

COL	CONTROLS	DESCRIPTION
01	Replacement rule	I Insert (default). R Replace. N No change.
02 - 07	Replacement characters	Replacement or insertion characters to transform an SDP for regular tax rates into one for supplemental tax rates. The system uses a default of a ? followed by 5 spaces.
08 - 13	Match characters	Match characters to determine whether to transform the SDP. If all 6 characters are question marks, all SDPs are transformed when the SDP does not have the same leading character as the replacement character. The default is 5 question marks.
14 - 60	Not used	Leave blank

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PRT300 Usersec Values – 2 of 2

Insertion Rule Example One (Default)
Replacement rule: I
Replacement character: %
Match characters: ??????

The system uses this replacement rule if you do not define the PRT300 user security. All SDPs that do not start with a % will have that character inserted. For example, TSM becomes %TSM.

This transformation will not create an SDP that exceeds the maximum length of 6 characters. If an SDP is already 6 characters long, the system does not transform it and displays a warning to identify such cases.

Insertion Rule Example Two
Replacement rule: I
Replacement character: %
Match character: T

The only SDPs that get transformed are those that start with a T. Thus, TFP becomes %TFP, but NFP, LFP, and ZFP are unchanged.

Replacement Rule Example One
Replacement rule: R
Replacement character: %
Match characters: ?????

Any SDP that does not start with the replacement character of % has the first character replaced. For example, TSM becomes %SM. However, %XC is unchanged.

Replacement Rule Example Two
Replacement rule: R
Replacement character: %
Match character: T

SDPs that begin with the letter T have the first character changed to %. For example, TFP becomes %FP, but NFP, DFP, and OFP are unchanged.

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PRT030 Usersec Values

Table 4-28: PRT030 USERSEC parameters for the PRT300 module

COL	CONTROLS	DESCRIPTION
01 - 02	First code	Do either of the following:
03 - 04	Second code	
05 - 06	Third code	• Leave blank to create a single Pay Line per employee.
07 - 08	Fourth code	
09 - 10	Fifth code	• Type up to 12 codes to build separate Pay Lines for one or
11 - 12	Sixth code	more of the following codes.
13 - 14	Seventh code	
15 - 16	Eighth code	The 2-character codes that you can use are listed below
17 - 18	Ninth code	this table. You can type them in any order.
19 - 20	Tenth code	
21 - 22	Eleventh code	
23 - 24	Twelfth code	
25 - 60	Not used	Leave blank.

Codes for both Standard and Enhanced Payroll:

- AC for Retirement System Account Code
- CC for Retirement System Contribution Code
- PC for Retirement System Pay Codes
- PO for position number
- PS for Pay Schedule
- PT for Pay Type
- RB for Ret Base
- SD for Statutory Deduction Profile

Codes for Enhanced Payroll only:

- BU for Bargaining Unit
- FT for FTE
- JC for Job Code
- PL for Placement
- SS for Salary Schedule
- WC for Work Calendar
- WL for Work Location

PRT200 Screens

PRT200 Launch – Screen #1

PRT200 Launch – Screen #2

PRT200 Launch – Screen #3

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PRT200 Launch – Screen #4

PRT200 Launch – Screen #4

Request Retroactive Payroll Analysis Report (PRT200)

File   Options

Report Selections | SSN/Account Selections | File Selections | Payroll Selections
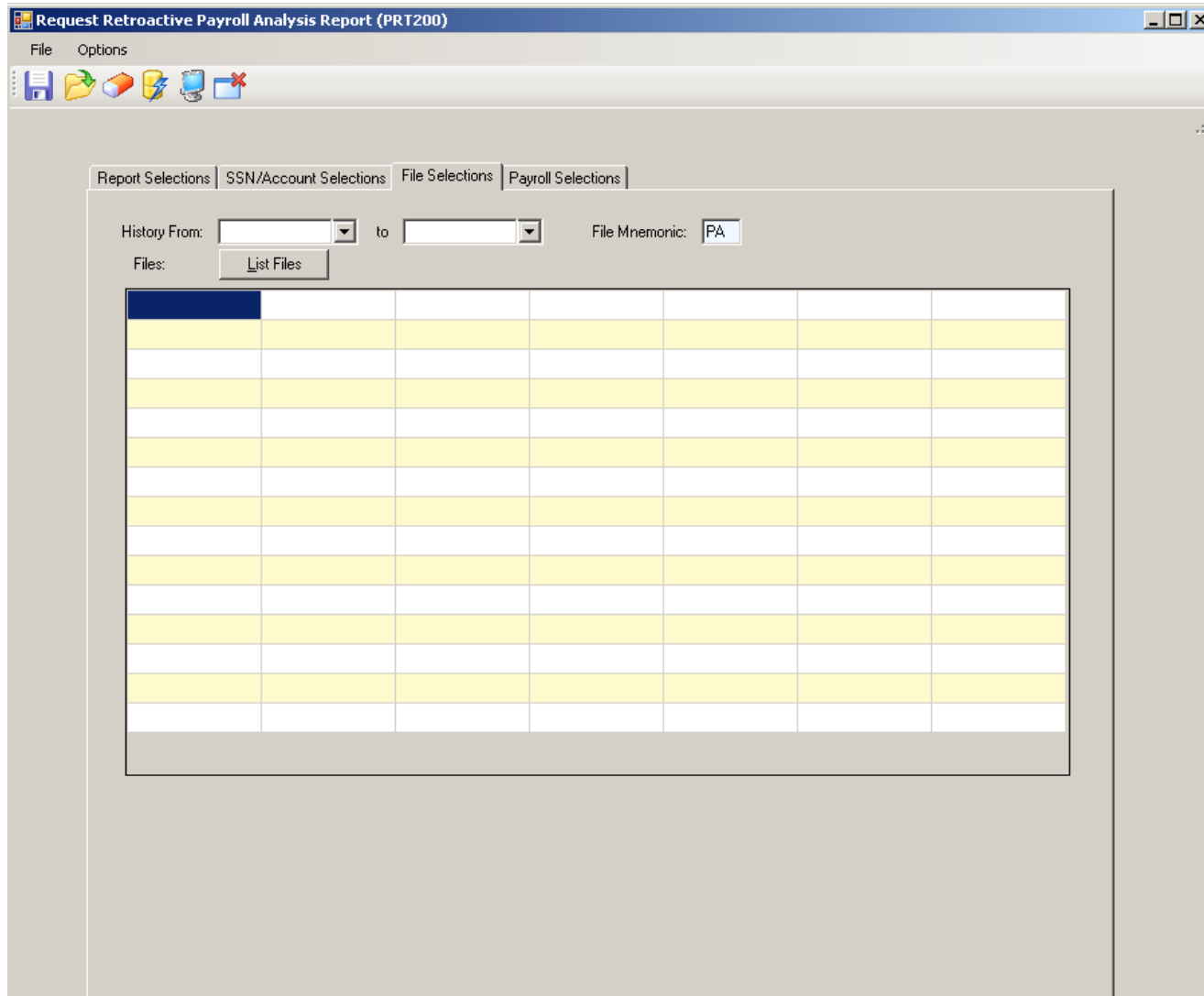
Report Title

Retro Percent 1: _____ Sign: [+ ▼]   Retro Percent 2: _____ Sign: [+ ▼]

Include Employee Totals: ☑   Page Break on Employee: ☐

Create Pay Line Option: [Do not Create Pay Lines ▼] (Will use Retro Percent 1)

- Do not Create Pay Lines
- Create Pay Lines and Load into Database
- Create Pay Line Import CSV with Name 'PRT2IA' in Personnel Downloader
- Create Pay Line Import CSV with Name 'PRT2IB' in Personnel Downloader
- Create Pay Line Import CSV with Name 'PRT2IC' in Personnel Downloader
- Create Pay Line Import CSV with Name 'PRT2ID' in Personnel Downloader
- Create Pay Line Import CSV with Name 'PRT2IE' in Personnel Downloader

Target Year:

Pay Schedule:

Starting Payroll Number:

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PRT300 Screens

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PRT300 Launch – Screen #1

PRT300 Launch – Screen #2

PRT300 Launch – Screen #3

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PRT300 Launch – Screen #4

PRT300 Launch – Screen #4

PRT300 Launch – Screen #5

Sample Report

Sample Page-0

```
001 QSS Test Unified SD              RETROACTIVE PAYROLL ANALYSIS REPORT         J99001  PRT200   L.00.02 10/14/15 PAGE      0
QSS Sample

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



        Account classifications selected                              Field ranges selected
        Fd Resc Y Goal Func Objt Loc CCTR                             FI    RANGE
        -------------------------------------------------------       ----------------------
   1.   ??-????-?-????-????-2???-???-????
   2.     -    - -    -    -    - -
   3.     -    - -    -    -    - -
   4.     -    - -    -    -    - -
   5.     -    - -    -    -    - -
   6.     -    - -    -    -    - -
   7.     -    - -    -    -    - -
   8.     -    - -    -    -    - -
   9.     -    - -    -    -    - -
  10.     -    - -    -    -    - -




DI: 78  FY: 16  LOW POS: 000000  HIGH POS: 999999  TERM EMPS: Y  CAN WARRS: N  START/END: Y  PAY XFERS: Y
BU:
ET:
PC:
PT:
PS:
SD:
SSN:
RATE-1: 02.00 %  RATE-2: 01.00 %  EMPLOYEE PAY-LINE ACCOUNT SUMMARY: Y  PAGE BREAK ON EMPLOYEE: N  BUILD PAY/ACCT LINES: N

THESE HISTORY FILES PROCESSED:
NAME    RUN      PAID     END      COUNT NAME    RUN      PAID     END      COUNT NAME    RUN      PAID     END      COUNT
EOM   07/28/15 07/31/15 07/31/15  1029 EOM   08/26/15 08/31/15 08/31/15  2613 EOM   09/25/15 09/30/15 09/30/15  3125
```

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Sample Report – One Employee

```
001 QSS Test Unified SD               RETROACTIVE PAYROLL ANALYSIS REPORT          J99001  PRT200   L.00.02 10/14/15 PAGE     1
QSS Sample


REFERENCE     NAME                  BU ET CGRP PLOC PC RS WARRANT   PAY-DATE    START-DATE END-DATE   RATE-1: 02.00 %   RATE-2: 01.00 %
              SQ POS-NO PTYP PAYSCD SDPROF S RET-CODE WSCD     RATE R     UNITS  TS  EXT-GROSS         ADJUST      ADJ-GROSS        RET-BASE
                             UNITS   Fd Resc Y Goal Func Objt Loc CCTR                 ACCT-GROSS     RETRO-1 AMT     RETRO-2 AMT
------------------------------------------------------------------------------------------------------------------------------------------
910482        GODZILLA PETER         04 EM        0054 01 02 99503971 07/31/2015
  RB PC       08 000000 SUM  MSUPLD TMP     1 08-04-01          19.68 H    4.76   U      93.68            0.00         93.68           19.68
                             4.76 H 01-6500-0-5750-1130-2114-365-1000                   93.68           1.87            .94
              GODZILLA PETER         04 EM        0054 01 02 99505921 08/31/2015
  PC          05 032761 NML  M11D   TMP     1 08-04-01         380.33 L    1.00   P     380.33            0.00        380.33           20.66
                             100.00 % 01-6500-0-5750-1130-2111-054-1000                380.33           7.61           3.80
              GODZILLA PETER         04 EM        0054 01 02 99505921 08/31/2015
  PC          03 032305 NML  M11D   TMP     1 08-04-01       2,205.17 L    1.00   P   2,205.17            0.00      2,205.17           20.66
                             100.00 % 01-6500-0-5750-1110-2111-054-1000              2,205.17          44.10          22.05
              GODZILLA PETER         04 EM        0054 01 02 99509648 09/30/2015
  PC          03 032305 NML  M11D   TMP     1 08-04-01       2,205.17 L    1.00   P   2,205.17            0.00      2,205.17           20.66
                             100.00 % 01-6500-0-5750-1110-2111-054-1000              2,205.17          44.10          22.05
              GODZILLA PETER         04 EM        0054 01 02 99509648 09/30/2015
  PC          05 032761 NML  M11D   TMP     1 08-04-01         380.33 L    1.00   P     380.33            0.00        380.33           20.66
                             100.00 % 01-6500-0-5750-1130-2111-054-1000                380.33           7.61           3.80
              GODZILLA PETER         04 EM        0054 01 02 99509648 09/30/2015
  RB PC       13 000000 EXP  MSUPLD TMP     1 08-04-01          20.66 H    0.50   U      10.33            0.00         10.33           20.66
                             0.50 H 01-6500-0-5750-1110-2114-365-2000                   10.33            .21            .10
              GODZILLA PETER         04 EM        0054 01 02 99509648 09/30/2015 08/01/2015 08/31/2015
  RB PC CC    12 000000 EXP  MSUPLD TMP     1 08-04-03          20.66 H    2.25   U      46.49            0.00         46.49           20.66
                             0.75 H 01-6500-0-5750-1110-2111-054-1000                   15.50            .31            .15
                             1.50 H 01-6500-0-5750-1110-2114-365-2000                   30.99            .62            .31
                             P/LINE TOTAL                                               46.49            .93            .47

                             SUB TOTAL   01-6500-0-5750-1130-2114-365-1000              93.68           1.87            .94
                             SUB TOTAL   01-6500-0-5750-1130-2111-054-1000             760.66          15.22           7.60
                             SUB TOTAL   01-6500-0-5750-1110-2111-054-1000           4,425.84          88.51          44.26
                             SUB TOTAL   01-6500-0-5750-1110-2114-365-2000              41.32            .83            .41
                             GRAND TOTAL                                             5,321.50         106.43          53.21
```

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CSV File

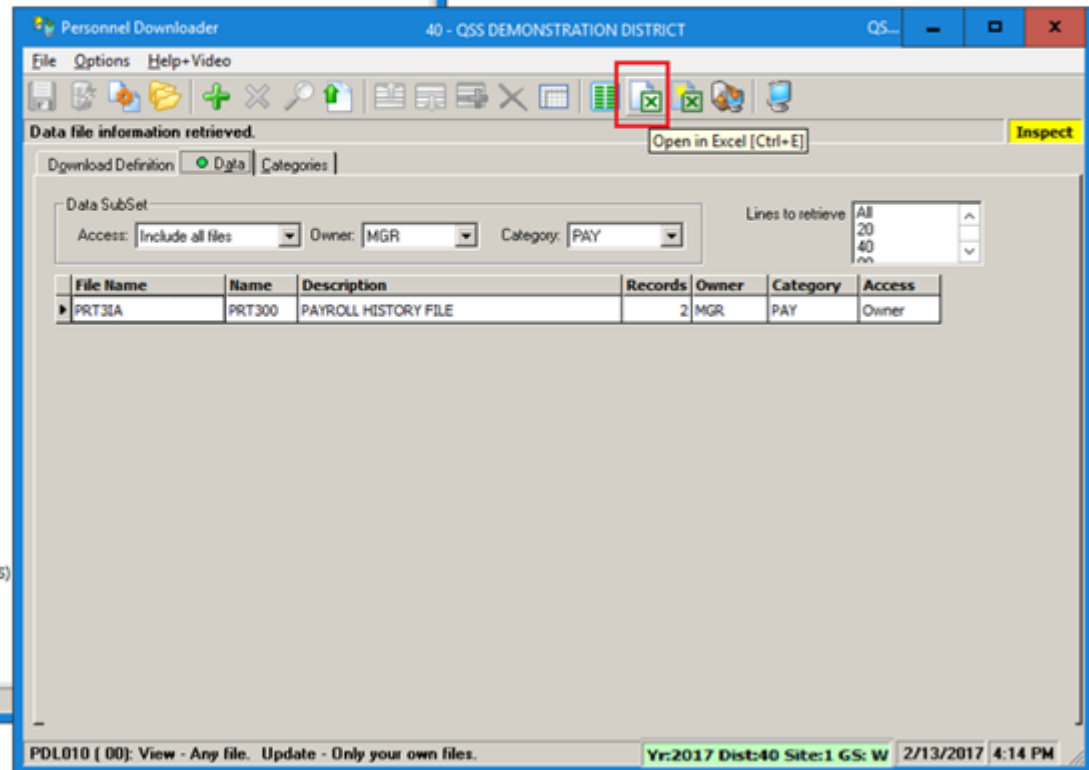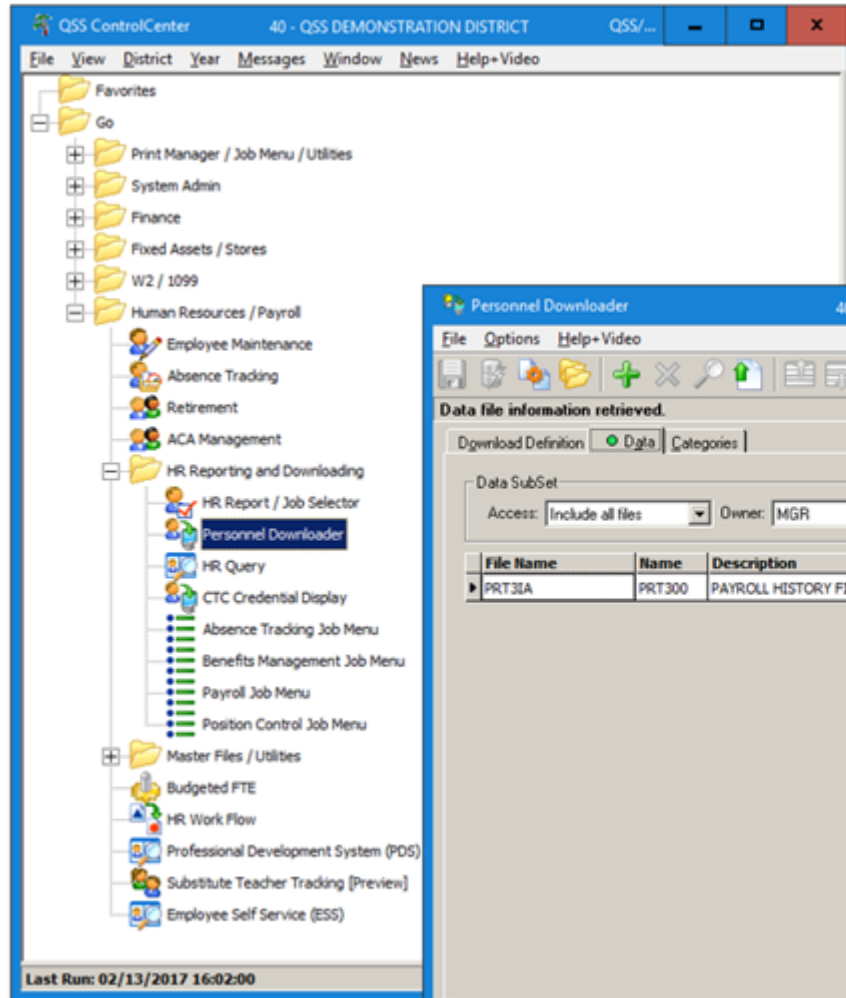HARRIS
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CSV File Creation

```
040 QSS DEMONSTRATION DISTRICT          LOAD PAYLINE RECORDS INTO CSV FILE        J63297  PRT910   L.00.00 02/13/17 PAGE      1
QSSUG SAMPLE


                                        R P Pay    Stat  Payroll                        Pay         Start    End
Employee ID Name                Rate    Units  T U Type  -Ded  Beg/End    Ret Base AC-PC-CC  Sched  SUI  Date     Date
------------------------------------------------------------------------------------------------------------------------------

######     XXXXXX XXXXX X        836.40   1.00   LZ P RET   TUBMPU  0 0   8,244.52  00-01-05  EOM12    1   07/01/16 09/30/16

                                 50.00 %   01-0000-0-2400-800-8600-7700-070-000

                                 50.00 %   01-0000-0-2400-800-0000-7700-070-000
```

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CSV File Creation

CSV File Creation / Use

CSV File Creation / Use

CSV File Creation / Use

D	Rate	Units	RT	S	Ex-Gross	Pay Type	St-Ded	SP	EP	Ret. Base	AC	P	C	WSC	PSCT
⌄	836.40	1.00	LZ ⌄	P ⌄	836.40	RET ⌄	TUBMPU ⌄			8,244.52	00	1	5		

Rate:	Calculated by PRT200/300	SP-EP:	From launch screen if entered
Units:	Always 1.00	Ret. Base:	From last NML pay line on report times the retro rate
RT:	Always LZ		
S:	Always P	AC:	From last NML Pay line on report
Pay Type:	From launch screen	P:	From last pay line on report
St-Ded:	If Ret Sys 02 – from launch screen or last NML pay line on report if not entered on launch screen	C:	5 if pay type is RET 3 if pay type is ARR
		WSC:	From first pay line on report
	If Ret Sys not = 02 – from last NML pay line on report		

Name	Pay Schd	HR/DAY	S	B	Start	End	User	Annual Contract	ACA Hours	Days Worked	FTD Paid
	EOM12 ⌄	0.00	1		07/01/2016 ⌄	09/30/2016 ⌄		0.00 / 00	0.00	0.00	0

Pay Sched:	From launch screen or last NML pay line on report if not entered on launch screen	User:	RB = At least 1 pay line on report has non L Rate T could indicate Rate vs Ret.Base problem
S:	From first pay line on report		PC = At least 1 pay line on report has non 1 (month ret Pay Code, could indicate invalid pay line included on report
B:	From first pay line on report		
Start:	From first pay line on report		CC = At least 1 pay line on report has non 1 (norma ret Contribution Code, could indicate invalid p Included on report
End:	From last pay line on report		
			AC = More than pay line 24 accounts on report

Prcnt		Fd Resc Y Objt Ste Goal Fctn Lnk Op2	SBT	Ex-Gross	FTD Paid
50.00	L	01-0000-0-2400-800-0000-7700-070-000	...	418.20	0.

Prcnt:	Calculated by PRT200/300	QSS/OASIS payroll software only supports 24 accounts p
Account:	Calculated by PRT200/300	pay line. If retro pay line has more than 24 accounts, only
Ex-Gross:	Calculated by PRT200/300	first 24 accounts will be used

Payroll Data Import only supports 8 accounts per pay line. If create CSV option is selected and retro pay line has more than 8 accounts, only the first 8 accounts will be used.

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PERS Retro Entry

PERS Entry for Retro