QSSUG
Finance/Personnel Committee
Seminar
April 27 & 28, 2020

HSS OASIS

Payroll

Financial Solutions

Payroll Cycles	• Customer defined Pay Schedules • Pay WK, BW, SM, MO • Can mix cycles on same payroll
Payments (Pay Lines)	• From position control • Imported (timesheet update / sub-import in 'L') • Manually entered / updated / copied / template • Loaded from retro compute (PRT200/PRT300)
Mandatory Deductions	• On-line tax tables • Customer defined profiles
Voluntary Deductions	• Manually entered • Created from BMG • Imported • Copied (DEDCHD)
Direct Deposit	• One acct (checking/savings); w/wo pre-note • Enhanced ACH in development (L only) • Temporary holds • Pre-payroll pre-note (custom by customer) • Don't print stub flag

Financial Solutions

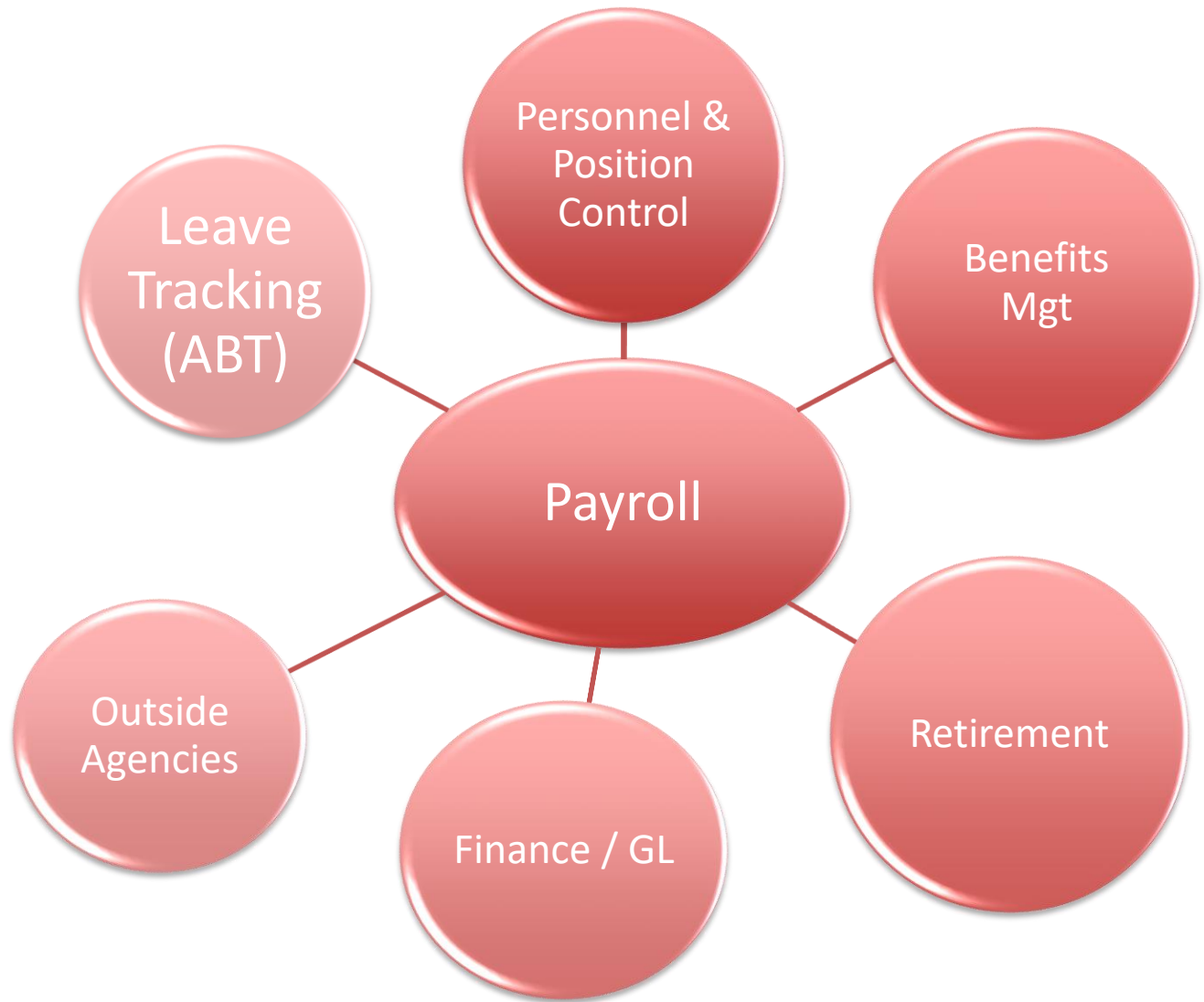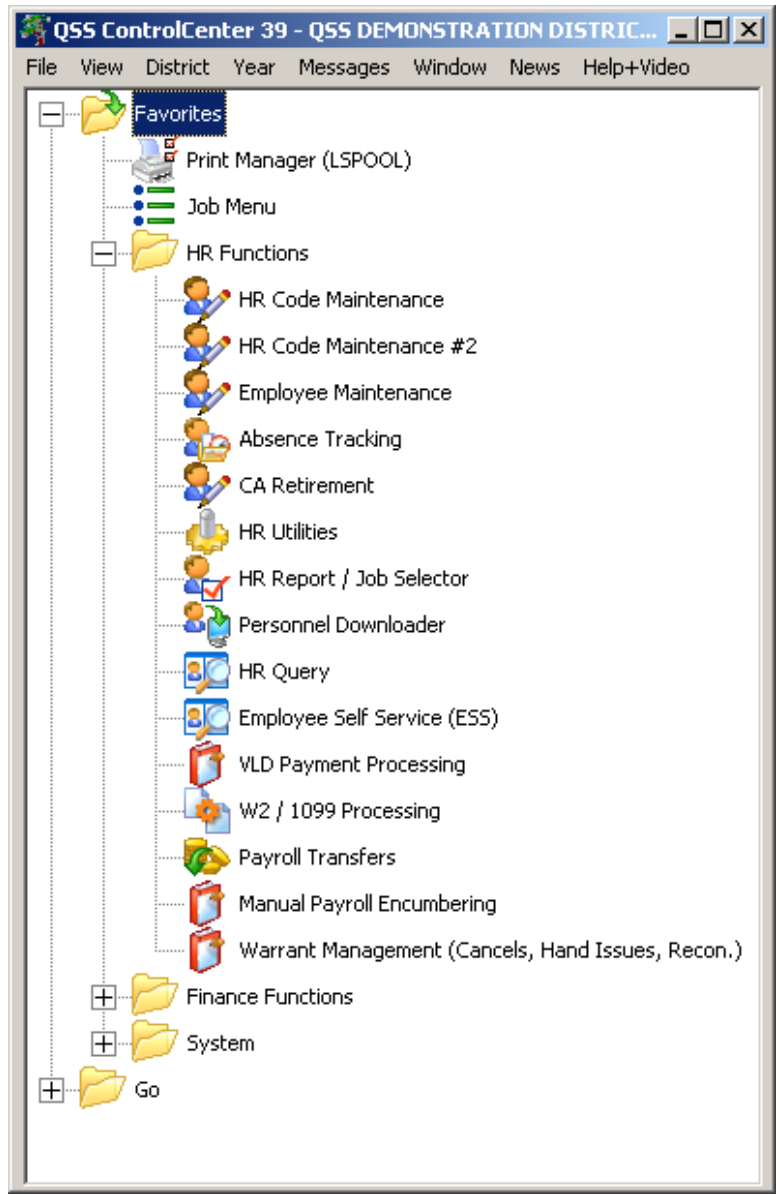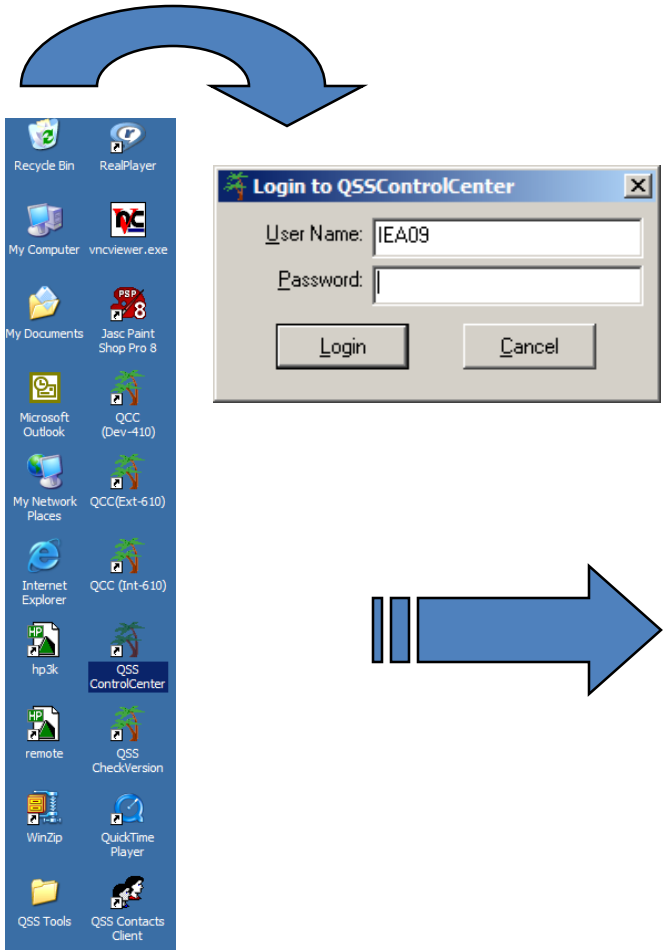| Deferred Pay	• Net pay deferred • Gross adjustment • Customer defined paid vs earned
VLD (Vendor) Payments	• Trailing warrants • VLD payment system • Both trailing and VLD payment • EFT for trailing warrants
GL Interface	• Customer defined by FY • Flexible labor and benefit rules • Clearing account support for labor / benefits • Cancels have full reversal
External Interfaces	• Retirement (PERS/STRS/Other states) • Alternate Retirement Reporting • TSA processing (TDS/etc.) • Credit Union / etc.

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Financial Solutions

QSS/OASIS System Integration

- Personnel & Position Control
- Leave Tracking (ABT)
- Benefits Mgt
- Payroll
- Outside Agencies
- Finance / GL
- Retirement

Financial Solutions

Accessing QCC/Payroll (Using Favorites)

QCC File | Settings…

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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…

Pay Schedule From Last FY

Advance Dates Option…

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After Advancing Dates...

Statutory Deductions

Change Statutory Deduction Codes — 40 - QSS DEMONSTRATION DISTRICT — QSS/OASIS

Options

Change

	Statutory Deduction				Statutory Deduction				Statutory Deduction		
	Code	Name	Ref		Code	Name	Ref		Code	Name	Ref
1.	FIT	FEDERAL TAX	0100	2.	FITS	FEDERAL-SUP	0110	3.	SIT	STATE TAX	0200
4.	SITS	STATE-SUP	0210	5.	NRF	NON-RPT-FIT	0120	6.	NRS	NON-RPT-SIT	0220
7.	OASD	OASDI	0600	8.	MEDI	MEDICARE	0700	9.	STRS	CAL-STRS-RET	1100
10.	UPER	CAL-PERS-UNM	1210	11.	PERS	CAL-PERS-MOD	1200	12.	PERO	RP/ONLY-PERS	1211
13.	STRO	RP/ONLY-STRS	1101	14.	PMRO	RP/ONLY-PERM	1201	15.	IGF	IG FED TAXES	1400
16.	IGFS	IG SUP FED	1410	17.	IGFX	IG NOT FED	1430	18.	IGS	IG STAT TAXS	1500
19.	IGSS	IG SUP STATE	1510	20.	IGSX	IG NOT STATE	1530	21.	IGA	IG ALL TAXS	1540
22.	FISA	FIT-ADDBACK	0130	23.	SISA	SIT-ADDBACK	0230	24.			
25.				26.				27.			
28.				29.				30.			

Audit Information
ID: QIMP   Date: 01/31/2009   Time: --

Yr:2010 Dist:40 Site:0   3/8/2010 6:13 AM

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Stat-Ded Profile

Retirement Edits List

Retirement Edit (STRS)

Retirement Edit (PERS)

Payroll Bonus Codes (ENH Only)

Voluntary Deduction

Financial Solutions

USERSEC Update: VDUPDT

- New feature to control allowable values in global subjectivity dropdown by vol-ded code range (type)

- Byte 41 – Set to Y to enable defining allowable values in dropdown

- Bytes 42-46: allowed values for 1-7999

- Bytes 47-51: allowed values for 8xxx

- Bytes 52-56: allowed values for 9xxx

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HR Code Maint#2 (Tax Tables)

Federal Tax Tables

Federal Tax Tables

OASDI/Medicare Tax Tables

CA State Tax Tables

HR Utilities

Copy Payroll Bonus Codes

Copy Payroll Bonus Codes — 39 - The Train USD — QSS/OASIS

File Options

Save | Save and Close | Close

From FY: 2010
To FY: 2012

Single District: 39 Add Remove
District Range: [ ] - [ ] Add Remove
Add All Remove All

Merge data, don't overwrite duplicates Merge data, overwrite duplicates Replace All Clear Option

District	FY 2010 Count	FY 2012 Count	Duplicate Count	Option	Lookup	Lookup
07 - QSS UNIFIED SCHOOL DISTRICT	0	0	0	No copy	Duplicates	All
24 - QSS Testing District	0	0	0	No copy	Duplicates	All
26 - QSS Testing District	0	0	0	No copy	Duplicates	All
38 - QSS Test District	0	0	0	No copy	Duplicates	All
39 - The Train USD	7	0	0	No copy	Duplicates	All
57 - SMARTVILLE UNIFIED SAMPLE	0	0	0	No copy	Duplicates	All
65 - QSS Documentation District	0	0	0	No copy	Duplicates	All
66 - SUBSTITUTE POOL	0	0	0	No copy	Duplicates	All
80 - ORANGE	0	0	0	No copy	Duplicates	All
82 - TESTING DISTRICT #82	0	0	0	No copy	Duplicates	All
99 - QSS Woodland Test District	0	0	0	No copy	Duplicates	All

Lookup Data for District

Copy Options

Save (Copy)

Copy Audit Report

Lookup Again...

Compare Bonus Code By Year

Employee Maintenance

Employee Maintenance - Options

Help+Video Menu

Search Help – Page 1

Employee Search Help

Employee search tips

The general format of a name search is :

LastName[, FirstName]

LastName (R):

You can search for employee last names by any of these methods:

SEARCH TYPE	EXPLANATION
Soundex	Type a last name, such as PETERSON. The search matches the name you typed, as well as other similar sounding names, such as PATTERSON, PETERS, PETERSEN, AND PETERKIN. For this and all other searches by name, the names are *not* case sensitive. In other words, all of the following are the same: PETERSON, Peterson, peterson, and pETERSON.
Exact Match	To search for an exact match to a last name, type the complete name, followed by a space and a slash (/). For example, type the following to match only the last name PETERSON: **PETERSON /** Be sure to type a space between the end of the name and the slash.
Exact Match and Soundex	You can combine an exact match and a soundex search, as in the following example: **LAR/SON** • The letters to the left of the slash (LAR) are an exact match. • The letters to the right of the slash (SON) are a soundex search. For a name to match, the first three letters must be LAR, and the rest of the name can be anything that sounds like SON. Thus, this search matches names like LARKIN, LARSEN, and LARSON.
Partial Word (@)	Type the first few letters of a name followed by an @ sign. This search requires that you type at least one letter before the @ sign. For example, type JOHN@ to match all names that begin with those letters. This search matches JOHNSON, JOHNSEN, and JOHNSTON. However, this partial word search does not match JONSON. JONES. and JONSEN.

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Search Help – Page 2

Employee Search Help

Wildcard (*)	Type a * to do a wildcard match. • Type an *<u> </u>* 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 <u>G*</u> 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 <u>SMITH~</u> to search for all last names containing SMITH in it. Thus, this search will include last names like SMITHSON, ASMITHE, and GOLDSMITH. • Type <u>-~</u> to find all hyphenated last names. • Type <u>JR~</u> 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 <u>SMITH&</u> to search for all employees with last name SMITH 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.
Social Security Number	Type 9 digits and wildcards to search by SSN. You can do an exact match or use wildcards. The format is: nnnnnnnnn# (or nnnnnnnnn& to search all districts) • Replace each *n* 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 <u>445329933#</u> for an exact match on a SSN 445-32-9933. • Type <u>?????9933#</u> to match all SSNs that end with the digits 9933 (xxx-xx-9933) • Type <u>445??9933#</u> to match all SSNs that begin with the digits 445 and end with the digits 9933 (445-xx-9933).

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Search Help – Page 3

Employee Search Help

ExtRef	Type an External Reference Number followed by a period. 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 (O):

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 SMITH, JOHN& to search for all employees with last name SMITH and first name JOHN across all districts.
- Note: 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:

- Type JAN to find all first names that begin with those letters, such as JAN, JANET, JANICE etc.
- Type L|SA|FRED to find the following:
  - All first names that begin with L.
  - All first names that begin with SA, like SAM, SAMUEL etc.
  - 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.

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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

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Employee List Integration

Employee List – Retrieve Emps…

QuikPeeks (QP)

QuikPeeks (QP)

Financial Solutions

QP: Deduction

Deductions for HARRISON, JAMES T

File   Options

Close | Grid Output | Print Screen

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

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QP: W4 Data

QuikPeek: W4 Data for PERSNIKITY, REALLIE

File   Options

Close | Grid Output | Print Screen

Field	Value
Federal Status	S/00-00/N
Federal Additional Amount	100.00 / H
Federal Deduction Schedule	XX - DA XX DED SCHED
State Status	S/00-00/N
State Additional Amount	0.00 / *
State Deduction Schedule	12 - ALL PAYROLLS
Check Sort	0015 - DARTMOUTH MIDDLE SCHOOL
Alternate Check Sort	0000 - NO CODE
Pay Code	02 - CLASSIFIED CONTRACT
Primary RS	02 - CLASSIFIED RETIREMENT
Secondary RS	00 - NO CODE
Ret Code	08-4-1
Pay Schedule	EOM11D - 11 MONTH AUGUST-JUNE + 1 DEF
Statutory Ded Profile	TPUF - FIT SIT PERS P/U OASDI MEDI
DPO	D
SUI	1 - Regular Funding
Def Pay Bal	1,000.00
Control Group	TEST - TEST
Ret Rate	1.100000
Primary Unit Code	000
Secondary Unit Code	000
User def (1)	
User def (2)	
User def (3)	TEST3
User def (4)	
User def (5)	

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QP: Pay Line

QP: Pay Line w/Accounts

Employee Payline Info with Accounts for PAIN, TRUE

File   Options

Close | Grid Output | Print Screen

Pay Line	Rate	Units	RTS	Ex-Gross	Type	Ret. Base	AC-P-C	St-Ded	Py-Sch	SP	EP	Posit#	Name	Acct Seq	Acct Pct	Acct Units	Account Class	FTD Paid	FTD Units
02	5,000.00	1.00	L	5,000.00	NML	5,448.08	08-1-1	TPUF	DAP-A1			000024	COUNSELOR	01	1.04	0.00	060-7393-0-1200-00-1110-3110-000000-026-0000	0.00	0.00
02														02	98.96	0.00	020-1100-0-1200-00-1110-3110-000000-026-0000	0.00	0.00
03	4,634.96	0.00	H U	0.00	OUT	4,634.96	54-8-3	TR	DAP-A1			000000		01	0.00	0.00	020-1100-0-1200-00-1110-3110-000000-026-0000	0.00	0.00
04	10.00	10.00	H P	100.00	NML	0.00	99-9-9	TF	EOM12			000024	COUNSELOR	01	1.04	0.00	060-7393-0-1200-00-1110-3110-000000-026-0000	100,000.00	555.55
04														02	98.96	0.00	020-1100-0-1200-00-1110-3110-000000-026-0000	0.00	0.00
05	20.00	6.00	D U	120.00	NML	0.00	99-9-9	TF	EOM12			000024	COUNSELOR	01	0.00	2.00	111-7393-0-1200-00-1110-3110-000000-026-0000	0.00	0.00
05														02	0.00	4.00	020-1100-0-1200-00-1110-3110-000000-026-0000	0.00	0.00
06	25.00	5.00	H P	125.00	NML	5,448.08	99-9-9	TF	EOM12			000024	COUNSELOR	01	1.04	0.00	060-7393-0-1200-00-1110-3110-000000-026-0000	0.00	0.00
06														02	98.96	0.00	020-1100-0-1200-00-1110-3110-000000-026-0000	36,000.00	860.00
08	20.00	1.00	L P	20.00	OTP	0.00	99-9-9	TF	EOM12			000024	COUNSELOR	01	1.04	0.00	060-7393-0-1200-00-1110-3110-000000-026-0000	0.00	0.00
08														02	98.96	0.00	020-1100-0-1200-00-1110-3110-000000-026-0000	0.00	0.00

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QP: Position w/ Payroll

QP: Payroll History in Date Range

Employee Payroll Checks for Date Range for PERSNIKITY, REALLIE

File   Options

Close   Grid Output   Print Screen

Warrant	Status	Date Paid	Period End	Net	Date	Description
72124832	MC	01/31/2006	01/31/2006	1902.79		
72127031	M	02/28/2006	02/28/2006	1902.79		
72129045	M	03/31/2006	03/31/2006	1902.79		
09899587	HC	04/10/2006	03/31/2006	901.56		
72131190	M	04/28/2006	04/30/2006	2015.58		
72132582	M	05/31/2006	05/31/2006	2015.58		
72133301	M	06/30/2006	06/30/2006	2015.58		
72135867	M	08/31/2006	08/31/2006	1969.50		
09920773	M	09/18/2006	08/31/2006	578.82		
72137837	M	09/29/2006	09/30/2006	2129.65		
72139960	M	10/31/2006	10/31/2006	2129.65		
72142136	M	11/30/2006	11/30/2006	2122.77		
72144326	M	12/15/2006	12/31/2006	2129.65		
72146323	M	01/31/2007	01/31/2007	2178.20		
72148459	M	02/28/2007	02/28/2007	2178.20		
72150957	M	03/30/2007	03/31/2007	2178.20		
72153235	M	04/30/2007	04/30/2007	2178.20		
72154673	M	05/31/2007	05/31/2007	2178.20		

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QP: Last Issued Check/APD

QP: Demographic Data

QP: Leave Balances

Employee Leave Balances for KIRK, JAMES T

File   Options

Close   Grid Output   Print Screen

Field	Value
NAME / LEAVE GROUP	JAMES T KIRK (102903) / 2B
BALANCES ARE IN	HOURS
VACATION	85.54
SICK LEAVE	29.50
PERSONAL NECESSITY	56.00
COMPELLING PERSONAL IMPORTANCE	16.00
COMPENSATORY TIME OFF	3.00
DIFFERENTIAL/SUPP SICK LEAVE	800.00
WORKER'S COMPENSATION	0.00
CATASTROPHIC LEAVE	0.00

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QP: Absences for Current FY

Employee Absences for Current Fiscal Year for KIRK, JAMES T

File   Options

Close | Grid Output | Print Screen

Seq	Reason	Leave Group	Units	Affected	Type	From Date	To Date	Remark
0004	A2 - ACCRUAL BUCKET 2	2B - CLASSIFIED - 12 MO	96.00	nYnnnnnnnn	H	07/31/2009	07/31/2009	
0005	A4 - ACCRUAL BUCKET 4	2B - CLASSIFIED - 12 MO	56.00	nnnYnnnnnn	H	07/31/2009	07/31/2009	
0006	A5 - ACCRUAL BUCKET 5	2B - CLASSIFIED - 12 MO	16.00	nnnnYnnnnn	H	07/31/2009	07/31/2009	
0007	A7 - ACCRUAL BUCKET 7	2B - CLASSIFIED - 12 MO	800.00	nnnnnnYnnn	H	07/31/2009	07/31/2009	
0008	A1 - ACCRUAL BUCKET 1	2B - CLASSIFIED - 12 MO	11.36	Ynnnnnnnnn	H	07/31/2009	07/31/2009	
0009	SB - SCHOOL BUSINESS	2B - CLASSIFIED - 12 MO	-1.50	nnnnnnnnnn	H	07/08/2009	07/08/2009	
0010	A1 - ACCRUAL BUCKET 1	2B - CLASSIFIED - 12 MO	11.36	Ynnnnnnnnn	H	08/01/2009	08/31/2009	
0011	V - VACATION	2B - CLASSIFIED - 12 MO	-20.00	Ynnnnnnnnn	H	08/12/2009	08/13/2009	AT SANTA BARBARA
0012	CT - COMPENSATORY TIME OFF	2B - CLASSIFIED - 12 MO	-1.00	nnnnnYnnnn	H	08/19/2009	08/19/2009	CTO ASK
0013	SL - SICK LEAVE	2B - CLASSIFIED - 12 MO	-2.00	nYnnnnnnnn	H	05/28/2010	05/28/2010	TEST

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Termination & Direct Deposit

Usersec PP02TE, byte 21 (new)
0, ' ' (default) – based on Ok to pay?
1 – Always retain direct deposit
2 – Always cancel direct deposit
3 – Select retain/cancel with retain default
4 – Select retain/cancel with cancel default

W4 w/Required Fields – W4MODE = 19

W4 w/Required Fields – W4MODE = " "

W4 Control w/Required Fields

W4 Control w/Required Fields

W4 Show SSN & Navigation

W4 Data Field Navigation

Direct Deposit (APD)

APD/Enh (L – Development)

APD/Enh Switch Mode Manually

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APD/Enh – Adding Second Account Requires Mode Switch

APD/Enh – New Data Structure

APD/Enhanced Fields in DB (1 of 2)

emp_ach_seq	9(4)	unique seq for the emp's ach records. This seq_no should never change and be auto-numbered like absence tracking seq_no. This can be used to connect records to the logging of emp_ach_activity.
name	x(30)	optional name/comment to identify this ACH distribution.
r_seq_no	9(2)	used to define the order in which the records are evaluated for use in sending the net pay to different accounts when processing a payroll that is defined as 'R' - regular ACH. This field is not used when the class field is set to 'S' because then this record would not be used for an 'S' ACH payroll.
s_seq_no	9(2)	used to define the order in which the records are evaluated for use in sending the net pay to different accounts when processing a payroll that is defined as 'S' - supplemental ACH. This field is not used when the class field is set to 'R' because then this record would not be used for an 'R' ACH payroll.
class	x(1)	R for regular only, S for supplemental only, B for both
value_flag	x(1)	P for percent, A for amount using the amt_value field or 'R' for remaining amount not already distributed. Note that the use of 'R' is limited to one (1) entry per resolved class of R or S. Because 'B' class flags cause an entry to be qualified for both R and S ACH payrolls, you cannot have both an 'R' for a 'B' class and any other class (R or S). The entry of multiple ACH accounts is controlled such that you must distribute the entire net pay using a combination of entries that will be guaranteed to distribute the entire amount, either by percentage or by a combination of amounts, percentage, or remaining (R flag). The net pay is distributed using a rule of applying the record against the remaining net pay. This means you can have an 'A' entry followed by a 'P' of 100% because the 100% is taking the remaining net pay not already distributed. Also, there are many ways to use these flags to accomplish the same thing so don't be confused and in all cases, the last entry will catch all the remaining net pay regardless of the flag settings.
pct_value	9(3)v9(4)	Used when pct_amt_flag=P
amt_value	9(7)v99	Used when pct_amt_flag=A
code	99	banking transaction code for this amount. Regardless of pre-note or live codes, the rules for class and value_flag must be followed because a pre-note record can become a live record automatically.
aba_routing	9(10)	Bank ABA number for the deposit
bank_acct	x(18)	Bank Account number for the deposit

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APD/Enhanced Fields in DB (2 of 2)

use_flag	x(1)	This is a record or entry flag to control the use of this record. Set to 'I' to ignore. There is no individual record temporary hold flag. The temporary hold flag is global to the employee for ACH overall. This flag allows an entry to be left on file even though it isn't used anymore for ACH.
prenote_setup_date	date	date the record was setup as a prenote
made_live_date_paid	date	date paid of the payroll that caused a prenote to get changed into live
made_live_wr_no	9(8)	
made_live_pay_name	x(6)	
made_live_date	date	the system date when the made_live fields were updated
last_used_wr_no	9(8)	
last_used_amount	9(7)v99	
last_used_date_paid	9(8)	
last_used_pay_name	x(6)	
last_used_date	date	the system date when the last_used fields were updated

Tax Modeling

Payroll History

On-line PDF (full page)

On-line PDF (larger view)

Screenshot of Adobe Reader displaying 000001439.pdf — a payroll direct deposit notice.

ED SCHOOL DISTRICT

PAY TYPE	RATE TYPE	UNITS	PAY RATE	ADJ	GROSS AMT
NORMAL PAY	MO		5,420.00		5,420.00
TOTAL GROSS					5,420.00

Employee | **ID#**
JAMES P HARRISON | 102903
Pay Code 20 CLASSIFIED CONTRACT
Reference 77050227 | Pay Date 09/30/2009
| Period End 09/30/2009
Exemptions Federal S/03 | State S/01
Location 8920 HOLDING FOR PAYROLL
SICK LEAVE 111.50 HOURS
VACATION 85.54 HOURS
CATASTROPHIC LEAVE ENROLLED

COMMENTS

DEDUCTIONS	CURRENT	YTD	
FEDERAL TAX	617.85	6,454.58	
STATE TAX	248.15	2,647.65	
SOCIAL SECURITY	333.72	3,187.01	
MEDICARE	78.05	745.37	
PERS	379.40	3,407.04	
AMER FID GROUP LIFE TAXED	20.00		
CSEA DUES	36.75		
CSEA DUES/LOCAL	2.00		
KAISER HIGH	37.37		
DELTA DENTAL			
VSP			
YTD OTHER DEDUCTIONS		600.73	
DEDUCTION TOTAL	1,753.29	17,042.38	

SUMMARY TOTALS	CURRENT	YTD
GROSS	5,420.00	51,552.81
DEDUCTIONS	1,753.29	17,042.38
NET	3,666.71	34,510.43

Reference: 77050227

PAYROLL DIRECT DEPOSIT

Deposit Date 09/30/2009

Deposit Amount
$3666.71**

TO THE

HARRIS School Solutions

Financial Solutions

PHUPDT Detail

PHUPDT - Instaprt

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 / Calendar Year

CTD Totals / Quarter Selection

CTD Totals / Calendar QTR

Earnings History – Instaprt…

New Views…

CTD QTR View for Selected Year

Options for Multi-Year View

Results of Selected Multi-Year View

Right Click - Summary View for Column

Results of Selecting Summary View

Labor / Benefit History

Labor Results…

Benefit Results…

Search Labor by Acctclass

Labor Result by Acctclass

Inspect Labor/Benefits — 40 - QSS DEMO (40) DISTRICT — QSS/OASIS

File   Options   Window

KIRK, JAMES T   102903 ***-**-2903   PA-GE   InspectMode

Search Complete. Records found: Labor: 196

Labor and Benefits Selection | Labor (196) | Benefits

Labor

	Account	Emp Name	SSN/Ext Ref	Warrant	Amount	Gross Type	Pay Line	Account Seq	Pay Name	Date Paid	Ret Sys	FTE	Period Paid	Position
▶ 001	01.0000.0.0000.8300.2220.210.2810.21	ADAMS MARIA	106813	17000083	120.00		03	01	EOM	7/31/2009	05	0.0000	7/31/2009	000000
002	01.0000.0.0000.8300.2220.210.2810.21	ADAMS MARIA	106813	17000083	183.75		02	01	EOM	7/31/2009	05	0.0000	7/31/2009	000000
003	01.0000.0.0000.8200.2250.150.5833.21	GRANT TAMMY L	105628	17000564	298.41		02	01	EOM	7/31/2009	05	0.0000	7/31/2009	000000
004	01.0000.0.0000.8200.2230.920.9997.21	SEWARD KENNETH D	103719	17000669	238.00		02	01	SLV12	8/14/2009	02	0.0000	7/31/2009	000000
005	01.0000.0.0000.8200.2250.600.5833.21	GRANT TAMMY L	105628	17000564	539.98		01	01	EOM	7/31/2009	05	0.0000	7/31/2009	000000
006	01.0000.0.0000.8200.2250.920.9996.21	GRANT MERCED R	107380	17000132	399.58		04	01	EOM	7/31/2009	02	0.0000	7/31/2009	000000
007	01.0000.0.0000.8200.2230.920.9996.21	HARRISON DOK	101245	17000199	125.60		02	02	EOM	7/31/2009	02	0.0000	7/31/2009	000000
008	01.0000.0.0000.8200.2230.920.9997.21	HARRISON SANTIAGO J	106044	77003523	176.61		03	01	EOM	8/31/2009	02	0.0000	8/31/2009	000000
009	01.0000.0.0000.8200.2230.920.9995.21	ROOSEVELT JORGE	106527	77003562	231.12		02	01	EOM	8/31/2009	02	0.0000	8/31/2009	000000
010	01.0000.0.0000.8300.2220.870.5415.21	MADISON ELIZABETH G	103080	17051173	27.14		06	01	EOM	9/30/2009	02	0.0000	9/30/2009	000000
011	01.0000.0.0000.8200.2250.600.5833.21	ADAMS ALLEN E	108956	77003977	795.76		01	02	EOM	8/31/2009	05	0.0000	8/31/2009	000000
012	01.0000.0.0000.8200.2250.285.5833.21	SEWARD IRENE H	109209	77004061	198.94		01	03	EOM	8/31/2009	05	0.0000	8/31/2009	000000
013	01.0000.0.0000.8100.2220.440.5802.21	BUSH MARIA E	108355	17001474	113.68		01	02	EOM	8/31/2009	05	0.0000	8/31/2009	000000
014	01.0000.0.0000.8200.2250.600.5833.21	BUSH MARIA E	108355	17001474	1,392.58		01	01	EOM	8/31/2009	05	0.0000	8/31/2009	000000
015	01.0000.0.0000.8200.2250.040.5833.21	LINCOLN SOKHOM	107365	17001790	255.78		01	02	SLV12	9/10/2009	05	0.0000	8/31/2009	000000
016	01.0000.0.0000.8200.2230.500.2200.21	SEWARD ROBERT D	105140	17000247	236.64		02	01	EOM	7/31/2009	02	0.0000	7/31/2009	000000
017	01.0000.0.0000.8200.2230.380.5833.21	POLK RAMON M	101251	17000232	62.80		02	01	EOM	7/31/2009	02	0.0000	7/31/2009	000000
018	01.0000.0.0000.8300.2205.560.2800.21	BUSH LAURA A	104412	17000314	268.93		02	01	EOM	7/31/2009	02	0.0000	7/31/2009	000000
019	01.0000.0.0000.8200.2230.500.2200.21	SEWARD KENNETH D	103719	17000303	297.50		02	01	EOM	7/31/2009	02	0.0000	7/31/2009	000000
020	01.0000.0.0000.8300.2220.560.2800.21	YOSSARIAN BELINDA M	101502	17000340	2,421.39		03	01	EOM	7/31/2009	02	0.0000	7/31/2009	000000
021	01.0000.0.0000.8300.2220.520.2800.21	LINCOLN OSCAR J	103695	17000353	2,706.60		02	01	EOM	7/31/2009	02	0.0000	7/31/2009	000000
022	01.0000.0.0000.8300.2220.520.2800.21	MADISON ANTHONY	108777	17000354	395.65		02	01	EOM	7/31/2009	02	0.0000	7/31/2009	000000
023	01.0000.0.0000.8200.2230.920.9997.21	GRANT ADRIAN	106472	17000375	159.06		02	01	EOM	7/31/2009	02	0.0000	7/31/2009	000000

Yr: 2010 Dist: 40 Site: 0 GS: W   9/13/2010   9:19:02 AM

HARRIS School Solutions

Financial Solutions

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

Vol-Ded Code Filters

Manage Vol-Ded Code Filters

Editing Vol-Ded Code Filters

Payroll Pay Line/PR (ENH)

Payroll Pay Line/PR (STD)

PP2PLAC Usersec 'YY'

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

HARRIS School Solutions

Financial Solutions

Pay Line – Edit FTD/(kb Shortcuts...)

Pay Line – Update FTD

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

Payroll Data Import
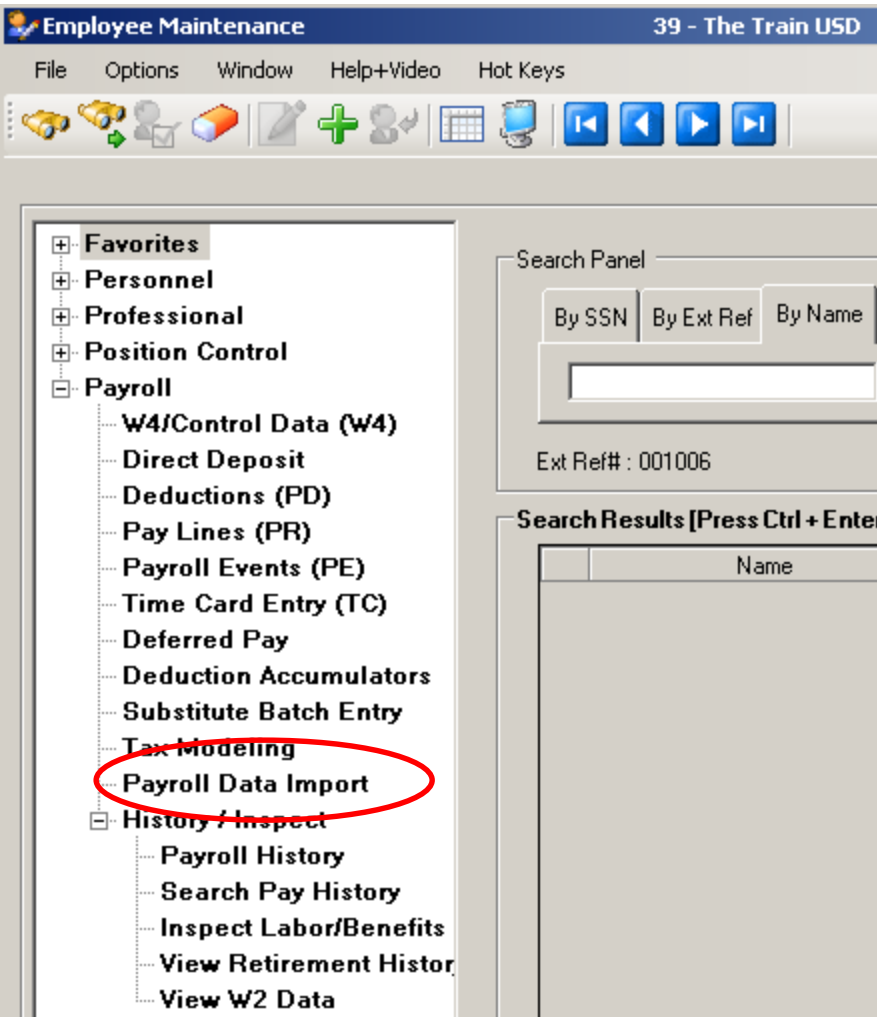
- **Deductions**

- **Paylines**

- **Timesheet Units**
  - By emp/acct for NML only
  - By emp/pay-type/rate/acct

- **Substitute Units by Acct (Version L) with Payline creation**

HARRIS School Solutions

Financial Solutions

Payroll Data Import Help
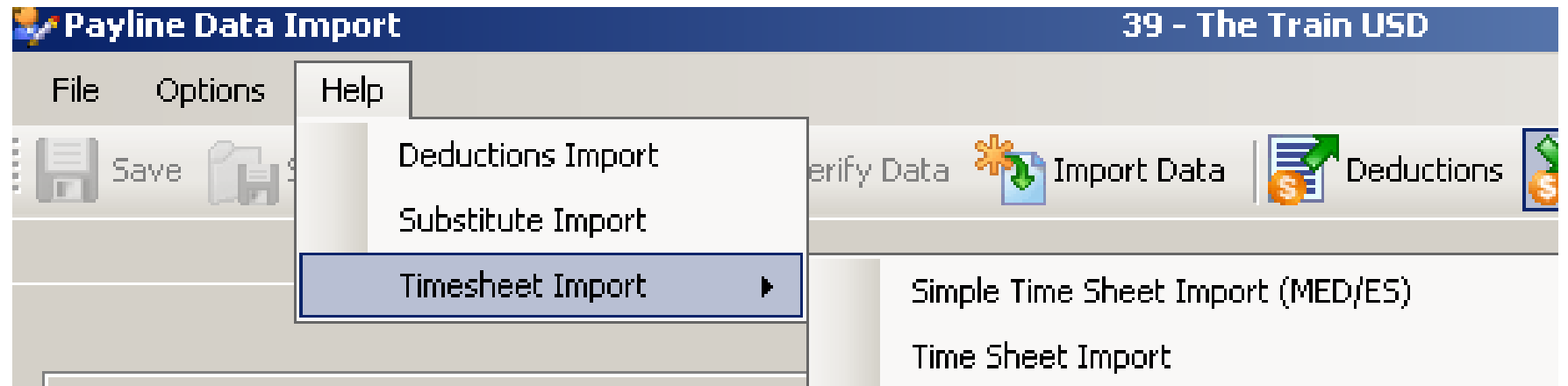
Payroll Data Import Help - Deds

```
                    Payroll Deduction Import

 This payroll deduction import process imports pay deductions to employees utilizing the same
 validation and duplicate record options that exist for the PD (Pay Deductions) form.
 You should prepare your data as seventeen (17) columns of data in this order:

Column  Max Width    Description
------  ---------    ------------------------------------------------------------------------

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

  2         2         Freqency Code / Deduction Schedule  – Right Justified/Zero Filled

  3         4         Vol Ded Number – Right Justified/Zero Filled

  4        15         Employee Deduction Amount in NNNNNNNNNNNNN.NN format

  5        15         Employer Deduction Amount in NNNNNNNNNNNNN.NN format

  6         2         Subjectifity Code – Enter 2 digit subjectivity code

  7        15         Limit Amount in NNNNNNNNNNNNN.NN format

  8         1         Transaction Type Code – Enter 1 character code

  9         1         Hold/Ignore Deduction Flag – Enter H (hold deduction), I (ignore deduction), or

 10        15         Balance Amount in NNNNNNNNNNNNN.NN format

 11         2         Rule Code – 2 character

 12         1         Declining  Balance Flag – Enter 1 char Declining Balance Flag

 13        15         Minimum Amount in NNNNNNNNNNNNN.NN format

 14        15         Maximum Amount in NNNNNNNNNNNNN.NN format

 15         4         Plan Code – 4 Character

 16        10         Date Start in MM/DD/CCYY format – spaces for no Date Start

 17        10         Date end in MM/DD/CCYY format – spaces for no Date End
```

Total Lines: 44

HARRIS School Solutions

Financial Solutions

Payroll Data Import - Deductions

Imported from Clipboard…

HARRIS School Solutions

Financial Solutions

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...
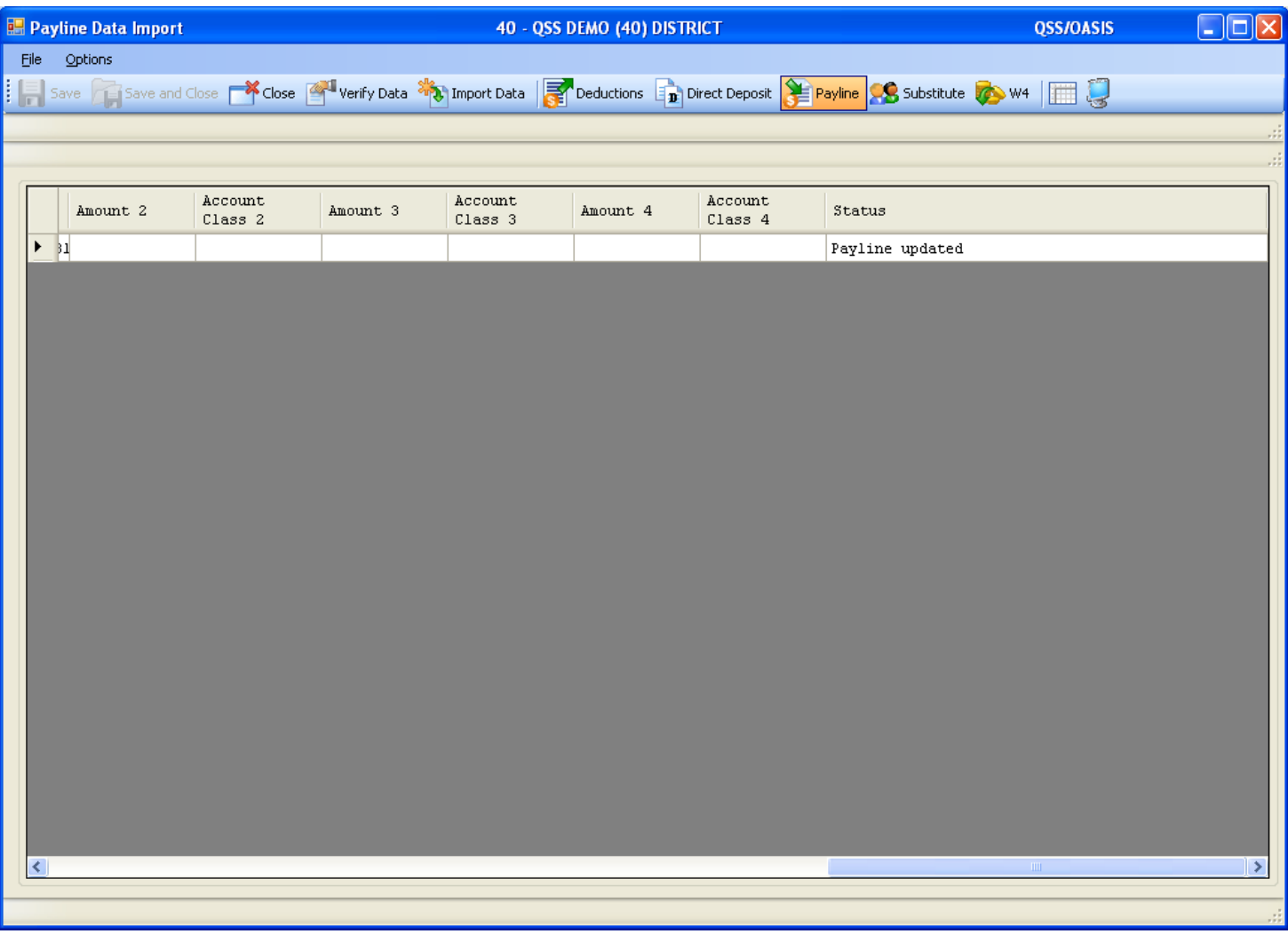
Simple Time Sheet Import
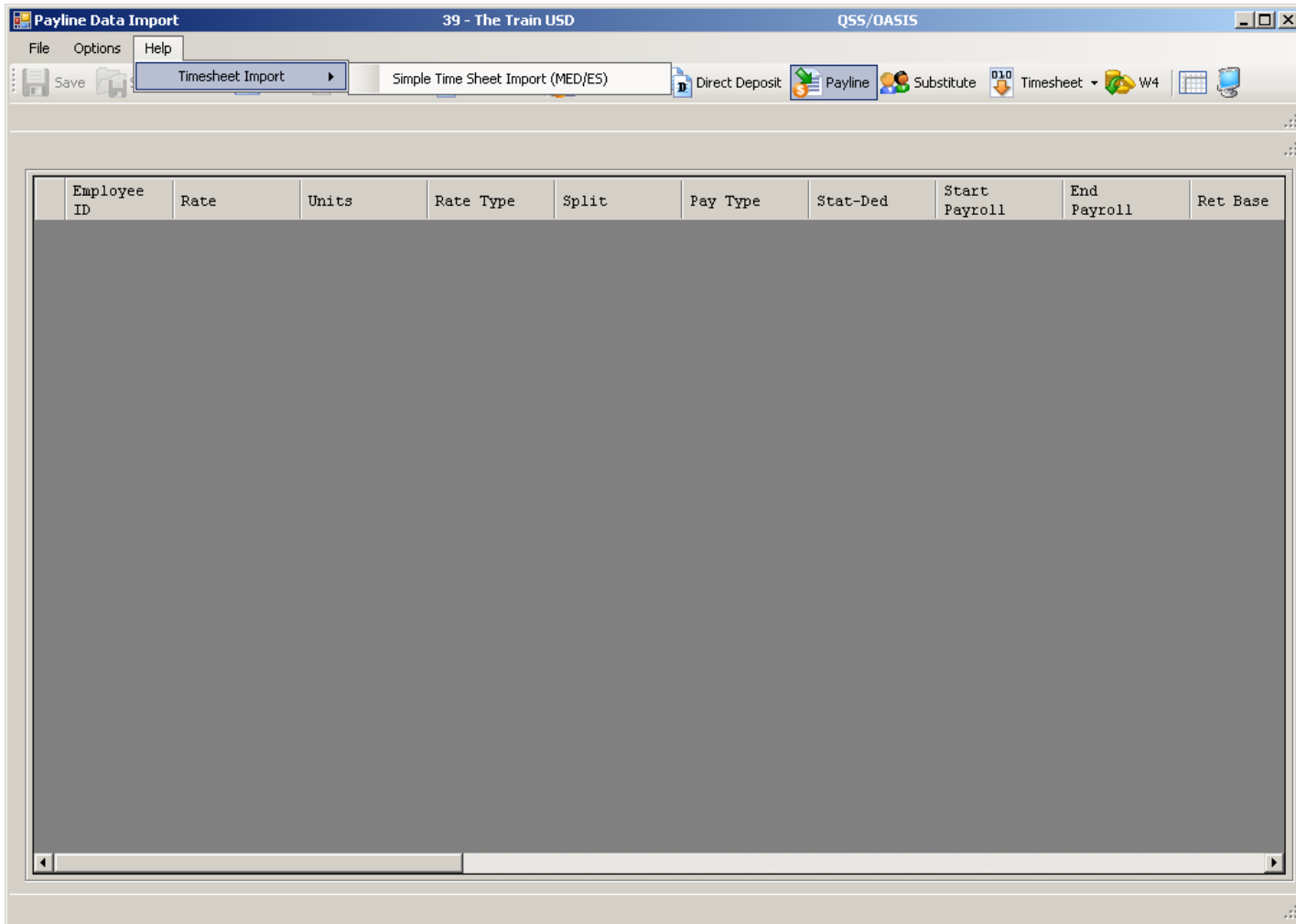
On-line Documentation

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

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

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

  2         50        Accountclass. This should be unformatted.

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

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

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

Total Lines: 23

HARRIS School Solutions

Financial Solutions

Select Time Sheet Import Style
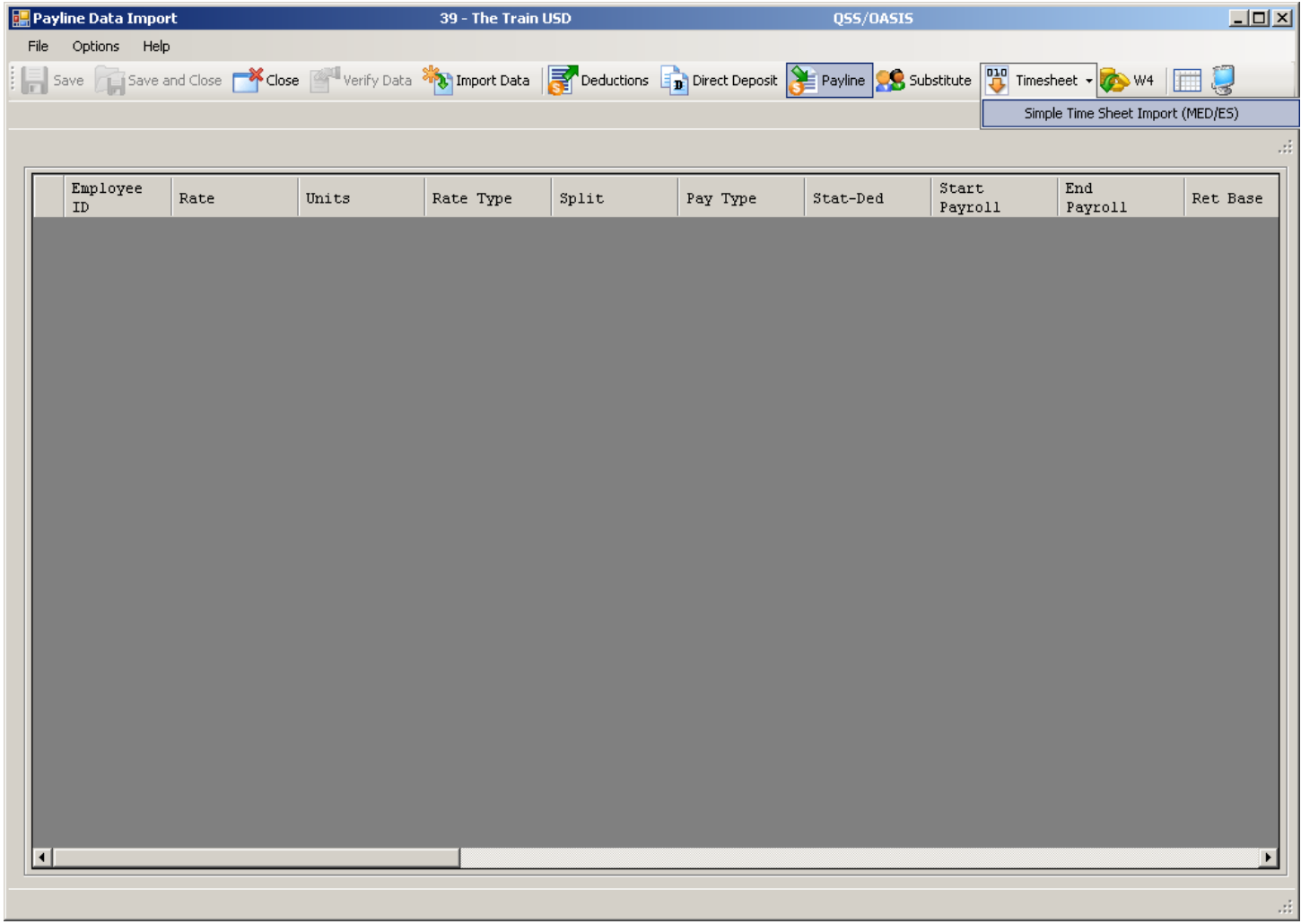
Click Import Button to Import Data
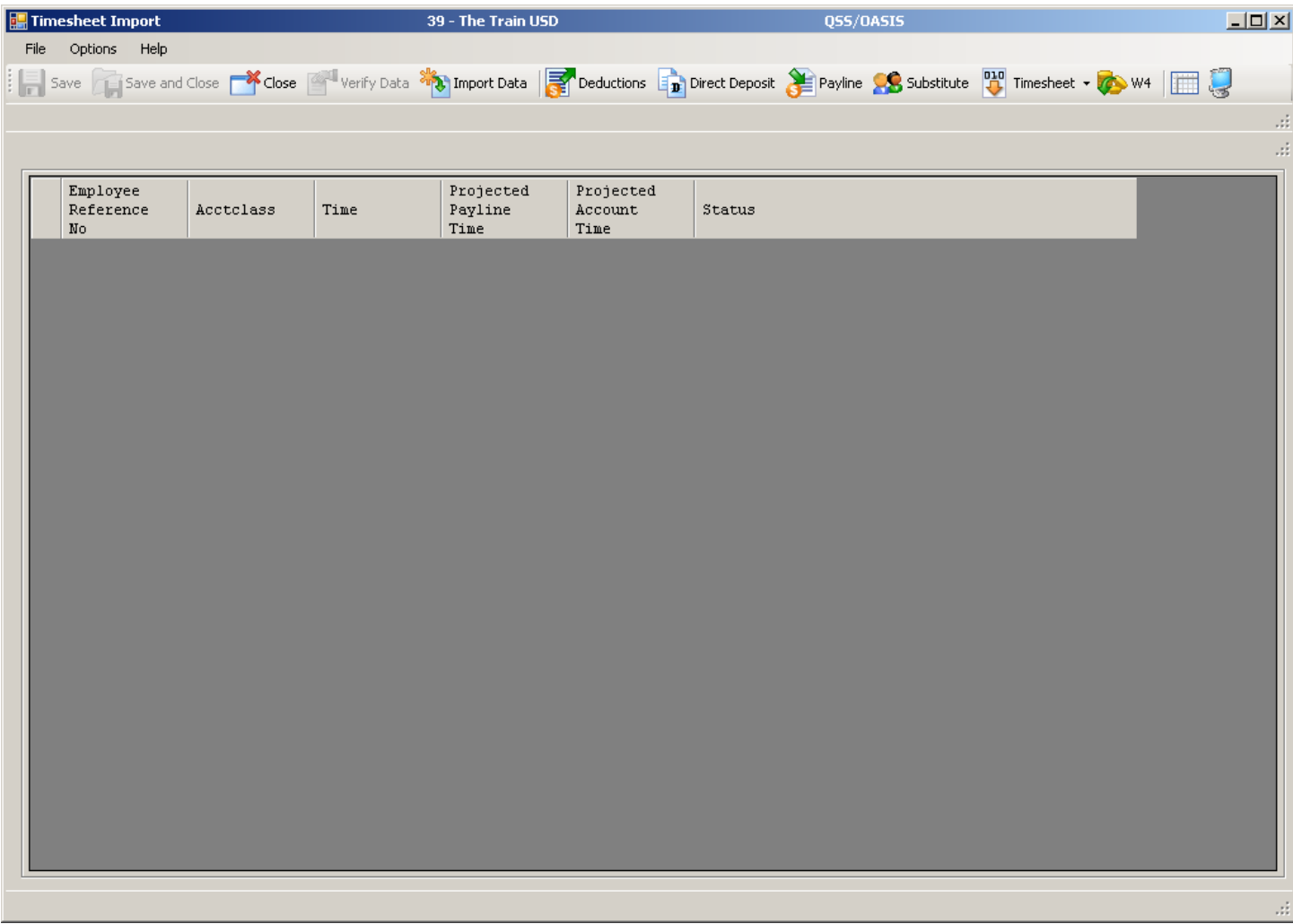
Import from File (.xls/.txt) or Clipboard

Let's Use a Spreadsheet

HARRIS School Solutions

Financial Solutions
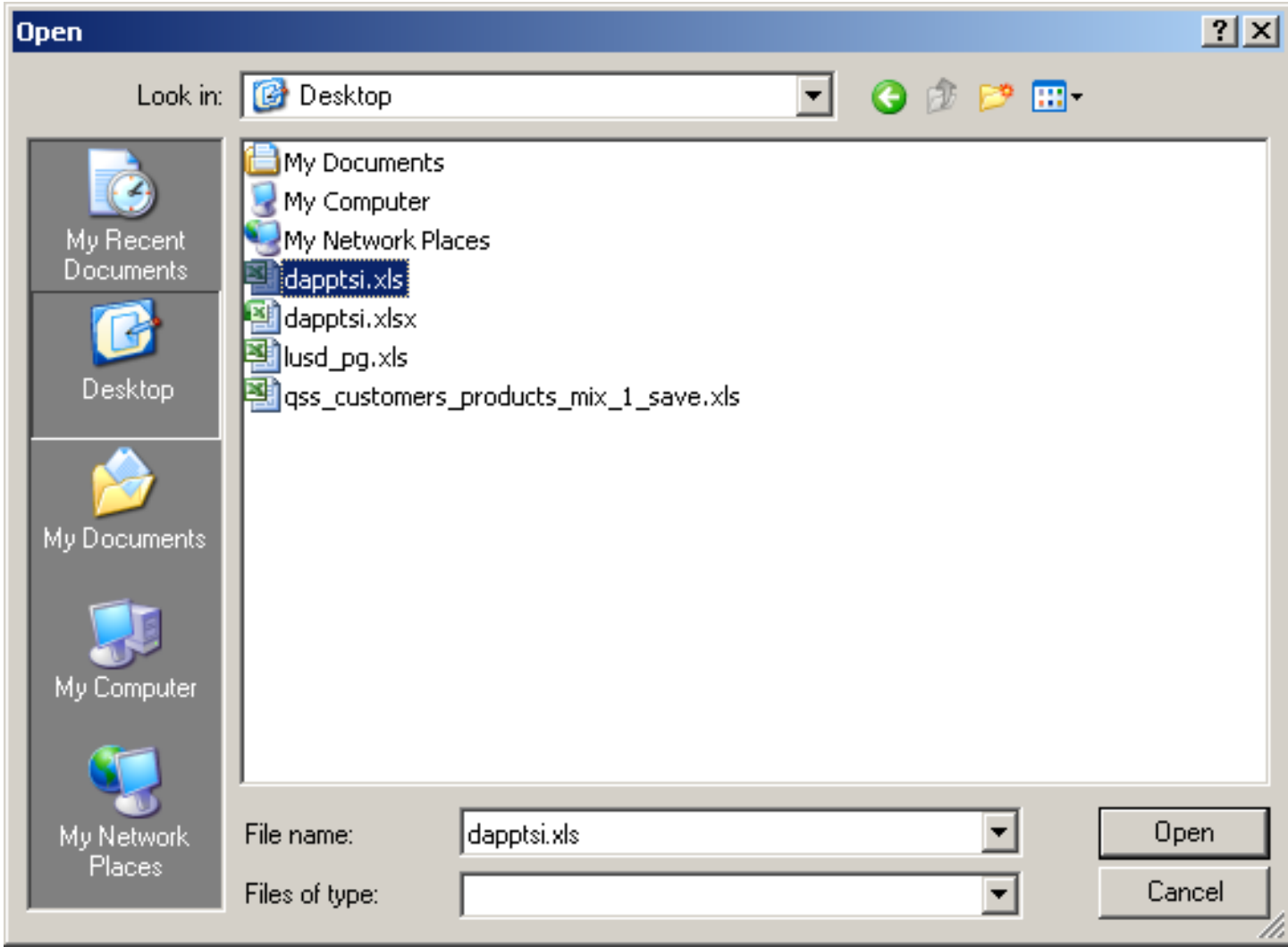
Data is Validated (Format Only)

Return Data to Import Grid

Verify Data Results

Review Verification Report

Verification Report


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


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

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

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

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

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

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

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


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

HARRIS School Solutions

Financial Solutions

Save (Post) Timesheet Data

Timesheet Posted Data Report

Payroll Data Import Help - Timesheet

```
                    Time Sheet Import

This simple time-sheet import process imports units (hours/days) associated with an accountclass
and posts to an existing pay-line which matches the supplied pay-type and pay rate, is Hourly or
Daily, with units posted by account ('U').  You should prepare your data as five (5) columns of
data in this order:

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

  2         50        Accountclass. This should be unformatted.

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

  4          4        Pay Type.

  5         15        Pay rate in the format of #####.## which allows a maximum value of
                      99999.99.  You do not have to provide leading zero values, but please
                      provide the '.00' for zero rates.

Operational Notes
-----------------
An employee can have one or more pay-lines that qualifies for posting, but the first pay-line found
will be used for the posting.  It matches data on Pay Type, Pay Rate and Accountclass.  If no
matching accountclass is found the accountclass will be added to the first pay-line that qualifies
for posting and has an available slot to add the account.  If no matching paylines are found or no
available account slots are found on any matching payline without the account, then an error is
generated and no posting will occur.


You can get a verification and/or posting report directly from this import tool.
```
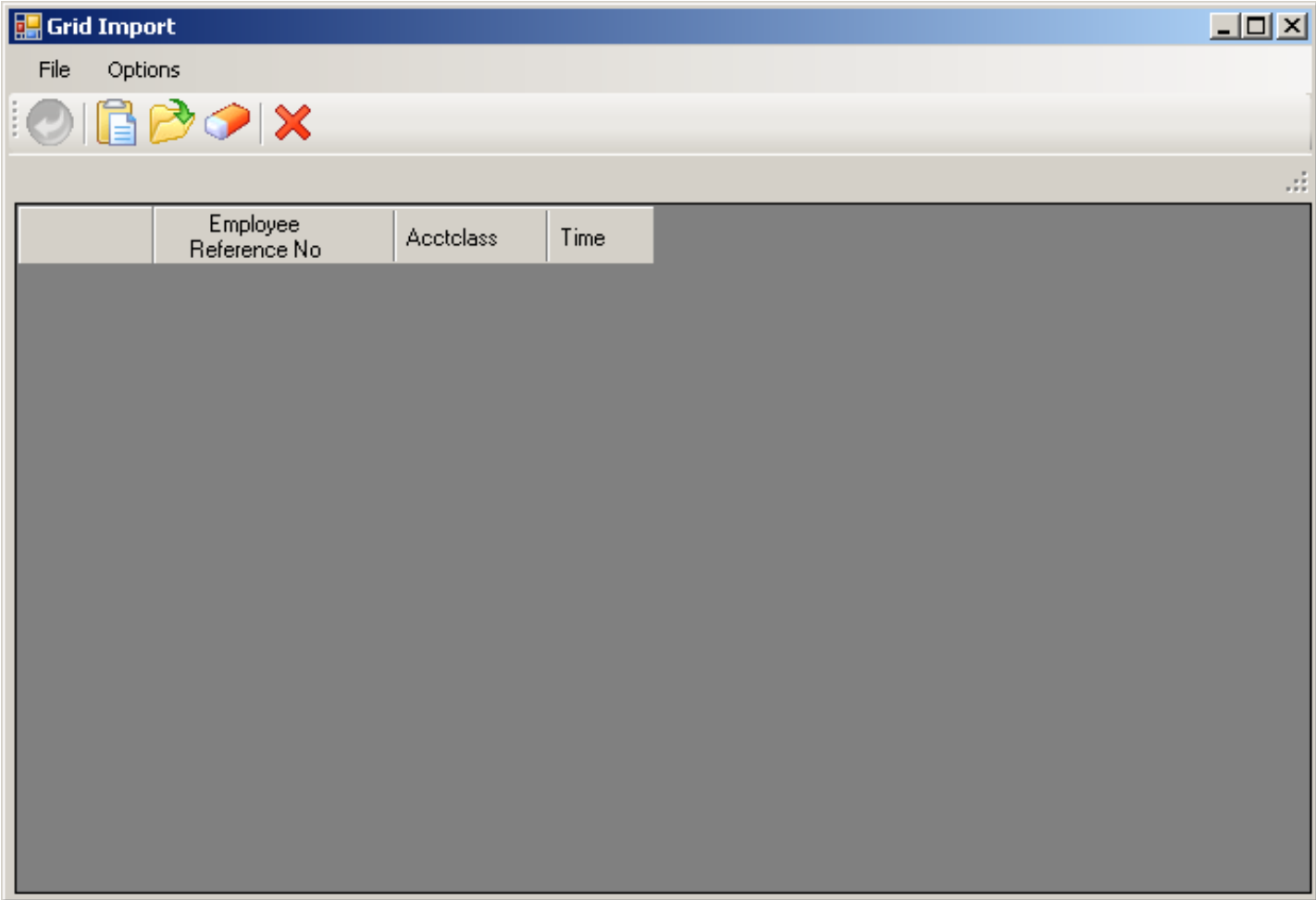
Total Lines: 35

HARRIS School Solutions

Financial Solutions

Time Sheet Import

Payroll TimeCard/TC

HR Report/Job Selector (Pay Rpts)

HARRIS School Solutions

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HR Report/Job Selector (New Features)

HR Report/Job Selector (Pay Jobs)

HR Report/Job Selector — 39 - QSS DEMONSTRATION DISTRICT — QSS/OASIS

File   Options   Help+Video

Tabs: ● Reports | Global Settings | Field Selection | Districts | Employee Selection | Custom Selection Screen | Schedule Job

○ Show Reports   ◉ Show Jobs

Category: PAY - Payroll

Search:

Ignore unused reports: ☐   Show Favorites: ☐

ID	Name	Description	Category	Access	Last Run	Last Job #	# Run
▶ 506	PL0900ST	Copy Paylines	PAY	Yes			
507	PCT900ST	Re-Calculate Employee Projections	PAY	Yes			
508	PCT920ST	Update D-EMP-POSITION with Bonus Recalculations	PAY	Yes			
509	PL0402ST	Load Payline Data from Position Control (ENH)	PAY	Yes			
513	PTI100ST	Payroll Timesheet Import	PAY	Yes			
514	PCT902ST	Re-Calculate Employee Projections (EH PosCtl)	PAY	Yes			
515	PL0400ST	Load Payline Data from Position Control (STD)	PAY	Yes			

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PDL – Payroll Data

Payroll Job Menu

Payroll Prelist – Select Pay Name
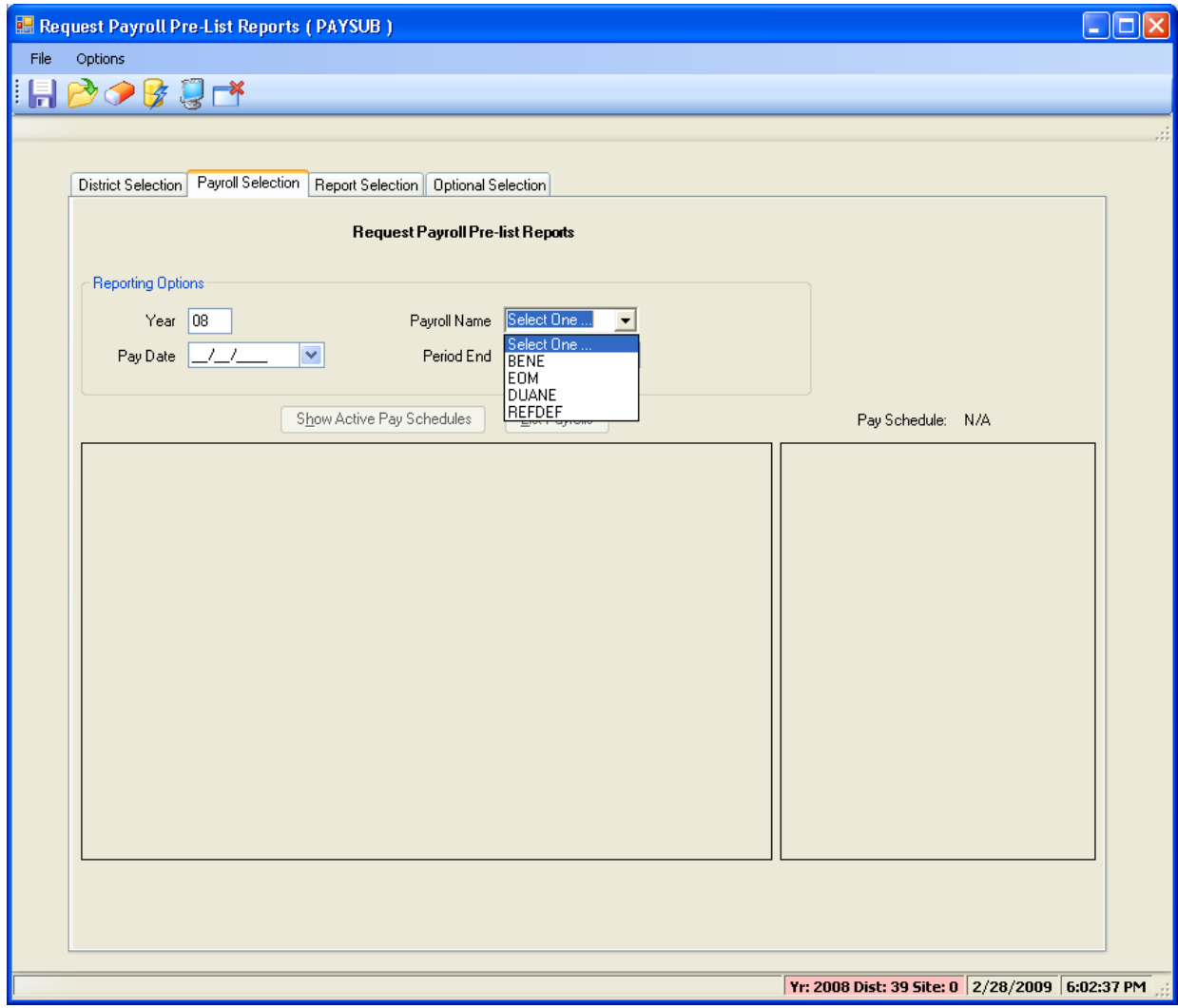
Payroll Prelist – List All Payrolls

Payroll Prelist – Pick Payroll / Show Pay Schedules

Payroll Prelist – List Payrolls for Pay Schedule

Payroll Prelist – Choose Reports

Request Payroll Pre-List Reports (PAYSUB)

File   Options

District Selection | Payroll Selection | Report Selection | Optional Selection

Request Payroll Pre-list Reports

Reporting Options

Report Title [   ]

SSN Masking [Select One ... ▼]   0 = none, 1-9 = mask, L/R = ExtRef

Select	Num Copies	Totals Only	Reports
☐	01	☐	PAY510 - Payroll Pre-list
☐	01	☐	PAY240 - Payroll Fund Transfer
☐	01	☐	PAY250 - Alpha Payroll Register
☐	01	☐	PAY260 - Payroll Earnings Register
☐	01	☐	PAY270 - Labor Distribution
☐	01	☐	PAY290 - Emps. Paid First Time
☐	01	☐	PAY320 - Benefits Distribution
☐	01	☐	PAY322 - Benefits Distribution (alpha)
☐	01	☐	PAY600 - Vol-ded by Vol-ded number
☐	01	☐	PAY610 - Vol-ded by Employee
☐	01	☐	PAY620 - Vol-ded Summary
☐	01	☐	PAY615 - Garnishment Report
☐	01	☐	RCA500 - Retirement Exception List
☐	01	☐	RCA310 - STRS Pre-list / F496 File
☐	01	☐	RCA320 - PERS Pre-list / Data File
☐	01	☐	CRD132 - Credential Audit
☐	01	☐	PAY612 - H/W vs VLD Difference
☐	01	☐	PAY225 - A.P.D. Deposit Register
☐	01	☐	PAY226 - Credit Union Deposit Register
☐	01	☐	PAY228 - Child Care Deductions
☐	01	☐	Save a snapshot for comparison
☐	01	☐	PCM200 - Payroll Compare/Audit

HARRIS School Solutions

Financial Solutions

Payroll Prelist – Selection/Criteria

Re-Print Payroll Reports

Re-Print Non-Pay Benefit Reports

Mass Change Pay-Deductions

Pay-Deduction Vol-Ded Change/Copy

Request Pay History Report (PAY830)

PAY830 – Select Employees

Request Benefit History (PAY328)

PAY328 – Benefits / Emp / Accts