





## Creating Employee Leave Forms

Prior to creating the payroll batch, enter the leave forms. This process will pull the leave forms into the payroll batch for processing and update the employee's leave on the individual's Service Record in the HR > Staff Manager when it's processed.

### **Finance > HR > Leave > Leave Forms**

- Select **+** **Create Leave Form**.
- Select **Staff** by typing in the first few letters of the employee's last name and selecting the appropriate employee.
- Enter the **Effective Date** – the effective date must be within the payroll period in order to be processed within the payroll batch.
- Tab or click the mouse off of the **Effective Date field**.
- **TRS Period** –
  - The TRS Period defaults to the current payroll period.
  - If a leave form is for a prior or future payroll period, the TRS Period will need to be changed in this field.
  - If a prior or future TRS Period is entered other than the current TRS Period, the required RP15 necessary for TRAQS reporting if an employee is docked a full day is generated.
- Select the **Leave Type**.
- Select the **Leave Reason**.
- Enter the **Requested Days** – if an employee is to be docked days, be careful entering a lump sum of docked days here when there are increments other than a whole day because TRS reporting is only reviewing whole docked days.
  - **For example**, if an employee was out ½ day on Thursday and ½ day on Friday, and the employee was out of personal days and is going to be docked on both days.
    - **Correct Leave Form** – you would need to create 2 separate leave forms – ½ day for Thursday and ½ day for Friday.
    - **Incorrect Leave Form** – if you entered 1 full day – the system will read that as 1 full dock day at the employee's daily rate of pay, therefore, an RP15 would erroneously generate.
- Enter **Comments** (optional). – this field is used to keep track of the actual days the employee is absent because the Effective Date must be in the actual payroll period.
- Select **Save**.
  
- If an employee is docked, the docked amount of pay is not seen until the payroll batch is generated.

Checklist

Example #1: Leave Form – reporting leave in same TRS Period – no docks

Leave Form	
* Staff:	Aaaaaaa, Melissa
* Payroll Period:	Calendar 2 12/01/2011-12/31/2011 <b>December payroll period</b>
* TRS Period:	December 2011 <b>Defaults to current payroll period</b>
* Leave Type:	State Personal Leave
* Leave Reason:	Sick <b>Reduces leave balance on employee's Service Record in HR when payroll is processed.</b>
* Requested Days:	2.00 From 10.00 Available
<b>Comments</b>	
Sick child <b>Prints on Employee Leave Detail report in Finance &gt; Reports &gt; Legacy Reports &gt; Employee Leave</b>	

Example #2 - Leave Form – reporting employee leave in same TRS Period – using 4 available leave days and docking 1 day – this generates an RP15

Leave Form	
* Staff:	Aaaaaaa, Melissa
* Payroll Period:	Calendar 2 12/01/2011-12/31/2011 <b>December payroll period</b>
* TRS Period:	November 2011 <b>Prior month TRS Period because days taken were in Nov.</b>
* Leave Type:	Local Leave
* Leave Reason:	Sick <b>-Reduces employee balance by 4 days -Docks 1 day -Generates RP15 record for reporting the 1 docked day in November</b>
* Requested Days:	5.00 From 4.00 Available
<b>Comments</b>	
11/1 - 11/5/2011   <b>Prints on Employee Leave Detail report in Finance &gt; Reports &gt; Legacy Reports &gt; Employee Leave</b>	

# Employee Leave Reports

You can review and print Employee Leave Reports at any time throughout the year.

- Go to **Finance > Reports > Legacy Reports**
- Select **E** at the bottom of the screen, which will direct you to all Legacy Reports beginning with E.
- Select the **Employee Leave Report**

46	<b>Employee Leave</b>	Employee Leave Report	
50	Employee Payment Summary	Employee Payment Summary Report	
201	Employee Wages		
37	Employees Receiving Email Check Stubs	Employees Receiving Email Check Stubs Report	
302	Expenditure Vs Revenue		
26	Expenditures	Expenditures grouped by fund, function and the first two positions of the object code, e.g. 199-11-61XX.	
All   A   B   C   D   <b>E</b>   F   G   H   I   J   K   L   M   N   O   P   Q   R   S   T   U   V   W   X   Y   Z			

- Select a **Sub-Report** – there are 2 options:
  - **Employee Leave Balances** – this report provides a report similar to below including employee leave balances

Demo District 2 District #000002 0068:6427	<b>Employee Leave Balances</b> 2011-2012 School Year	1 Total Page(s) 2/22/2012 4:25:35 PM				
<b>Leave Type</b>	<b>Balance</b>	<b>Carried</b>	<b>Accrued</b>	<b>Earned</b>	<b>Used</b>	<b>Docked</b>
Aaaaaaa, Melissa (**-**-1170)						
Contract: 08/15/2011 - 06/05/2012						
Local Leave	0.00	0.00	4.00	0.00	5.00	1.00
(b) State Personal Leave	8.00	5.00	5.00	0.00	2.00	0.00

- **Employee Leave Detail** – this report provides a report similar to the one below including employee leave detail for the employee

Demo District 2 District #000002 0066:6432	<b>Employee Leave Detail</b> 2011-2012 School Year	1 Total Page(s) 2/22/2012 4:26:17 PM
Carried    Accrued    Earned    Used    Docked    Net    Balance		
Aaaaaaa, Melissa (**-**-1170)		
Contract: 08/15/2011 - 06/05/2012		
<b>Local Leave</b>		
8/15/2011    Annual Leave Accural	0.00	4.00
12/31/2011    11/1 - 11/5/2011	0.00	0.00
		5.00
		1.00
		-4.00
		0.00
<b>State Personal Leave</b>		
8/15/2011    Annual Leave Accural	5.00	5.00
12/31/2011    Sick child	0.00	0.00
		0.00
		2.00
		0.00
		10.00
		-2.00
		8.00

## Checklist

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- **Mask SSN** – Select this box if you would like the employees’ SSN’s masked on the report for security reasons.
- **Instructional Period** – select the appropriate Instructional Period in which the leave balances or detail will be located.
- **Facility** – select to review through All Facilities or select the appropriate Facility. This field defaults to All Facilities.
- **Employee** – select to review All Employees or select one employee.
- **Active Employees Only** – if you are selecting the Employee Leave Balances, the user can select to review Active Employees Only by checking the box. If not, ALL employees will be listed on the report.
- **Format** – select the appropriate Format. The Format defaults to PDF.

### Example of Employee Leave Parameters

Configure Report: Employee Leave	
Employee Leave Report	
<b>Sub-Report:</b>	Employee Leave Balances <input type="button" value="v"/>
<b>Report Parameters</b>	
<b>Mask SSN</b>	<input checked="" type="checkbox"/>
<b>Instructional Period</b>	2011-2012 School Year <input type="button" value="v"/>
<b>Facility</b>	All Facility... <input type="button" value="v"/>
<b>Employee</b>	All Employee... <input type="button" value="v"/>
<b>Active Employees Only</b>	<input checked="" type="checkbox"/>
<b>Output Options</b>	
<b>Format:</b>	PDF <input type="button" value="v"/>
<input type="button" value="Submit Report"/> <input type="button" value="Return To List"/>	

**Compliance > State > Texas > TRAQS**

Once payroll is complete, and the user is preparing TRAQS reports, the RP15 records are generated in **Compliance > State > Texas > TRAQS**.

- Once the new extract for the appropriate month is created, select the Regular Payroll tab within the TRAQS Submission extract to view the RP15 records.

Record Type	Description	Records	Actions
RP00	Lead Record	1	N/A
RP10	Payroll Detail	53	
RP11	Performance Pay Payroll Detail	0	
RP15	Payroll Adjustment	1	
RP16	Performance Pay Payroll Adjustment	0	

- Select the edit button to open the employee’s RP15 record.

System ID	Name	Actions
69	Aaaaaaa, Melissa	

**Example RP15 Record generated when a Leave Form was created and processed.**

Member Data Regular Payroll Retired Members

Edit: 2011-12 [Return to list](#)

This view allows you view and modify the records that will be a part of this submission

**Identifier**

Member ID Number\* 000001170

Date of Birth\* 4/22/1982

Gender Code\* F - Female

Last Name\* Aaaaaaa

First Name Melissa

Generation None

Middle Name

Monthly Salary Difference\* 0.00

Monthly Contribution Difference\* 0.00

Insurance Contribution Difference\* 0.00

TRS Care Contribution Difference\* 0.00

Employer Contribution Difference\* 0.00

Special Service Tax Shelter Flag A - After-Tax

Special Service Payroll Deduction 0.00

Adjustment Reason U - Unreported service

Original Report Year\* 2011

Original Report Month\* 11

Number of Days\* -1

Save Cancel

**Shows reduced number of docked days for the employee. This was generated from the Leave Form when an employee was docked and the TRS Period was selected.**

# Payroll Checklist

For Pay Period: \_\_\_\_\_

## Pre-Payroll Processing

**\*\*These tasks must be completed before the payroll batch is created in order for the pay period to include all necessary data.\*\***

Finance > HR > Staff Manager




- Payroll Changes** - Enter all employee payroll changes and/or corrections.
- Add Staff** – Enter Core Demographics, Employment Detail, Leave and Service Record information for all new employees.

Finance > HR > Leave > Leave Forms

- Absence Entry** – Enter all Absence from Duty Forms by creating a leave form for each employee’s absence. (The Leave Forms created here will merge into the payroll batch.)

## Payroll Processing











Finance > Payroll > Processing > Payroll Batches

- Create Batch** – Click  **Create Batch**. Choose the appropriate Batch Type and Payroll Period from the drop menus, enter the Payment Date and click .
- Verify and Correct Errors** – You will be prompted if there are errors in the batch. Click on Errors to view. An error icon  will also appear beside each employee’s name containing an error.












## Checklist

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- Errors will be corrected outside of the Payroll Batch either in the Chart of Accounts or on the employee's HR screen.
- Once errors are corrected, return to the Payroll Batch and recalculate the employee with the error message. To reprocess one employee only use the  to the right of the employee, to reprocess all employees use the  **Reprocess All Records** at the top of the Payroll Batch.
  
- Edit** – Click on the Edit icon  to view the payment details and errors in the batch.
  
- Add Additional Earnings** – Click  **Add Additional Earnings** to enter a one-time earnings description, amount, and expense account. Check the appropriate boxes in the Earnings Qualification and Tax Treatment sections. Click Update Adjustment.
  
- Enter Hourly/Daily Earnings** – Click edit icon  for the employee and then on the edit icon  for the appropriate position to enter hourly and/or daily earnings into the appropriate field(s). Click Update Earnings and Return to Payment Details. Repeat for all applicable employees (including subs). Click Update Earnings.
  
- Refund a Deduction** (images on last screen) – on the employee's Payment Detail screen:
  - Click  **Add Additional Earnings**, for a Deduction refund leave the **Type** set to – One-Time Earnings --, enter a **Description**, enter the **Amount** (as a positive), for a Deduction refund leave the **Expense Account** as ?s to pay the employee from their regular account. Check  or un-check  the appropriate boxes based on the type of refund, all boxes for Earnings Qualification will be un-checked. Use the following to determine the proper boxes to have checked for **Tax Treatment**:
    - For 403Bs (before tax deductions) - only Federally Taxable should be checked.
    - For any After Tax deductions - no boxes should be checked.
    - For Cafeteria Plans - Federally Taxable, FICA Taxable, and Medicare Taxable should all be checked.
  - Click  **Add Deduction**, select the **Type** (the fields to edit will be based on the Type selected), enter a **Description** (i.e. September refund), enter the **Amount** (to credit a Deduction enter a negative amount),  **Update Adjustment**
  -  **Update Adjustment**

**NOTE:** Payroll Batch Icon Legend (these icons may be used on other screens with a slightly different function)

	Error
	Live Check
	Direct Deposit
	Leave Recorded
	Print (Payroll Journal, not the check)
	Reprocess (individual OR all)
	Edit
	Delete
	Recalculate All Records

Finance > Reports


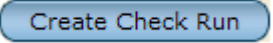
- Print Payroll Journal Reports** Sub-Report: **Payroll Journal – Employee Detail** and select the Payroll Batch Number. Review the Payroll Journal for accuracy and make any necessary corrections.

Finance > Payroll > Processing > Payroll Batches

- Submit** – Upon verifying the Payroll Batch is complete and accurate, click 






**Payroll Checks & Direct Deposits**

Finance > Payroll > Processing > Payroll Checks

- Create Check Run** – Click  **Create Check Run**.
- Select** the appropriate Banking Account and Payroll Batch(es).
- Click** 
- Verify** the starting check number. Verify the Live Check and Direct Deposit information.

## Checklist

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- Save** – Click .
- Print Live Checks** – Click on Print Live Checks . The checks will open as a PDF file. Align checks and print.
- Print Stubs** – Click Print Direct Deposit Stubs . This will only print the stubs that are not emailed to the employee; to print an emailed stub you will need to manually print it.
- Print NACHA File** – Click Print NACHA File . The direct deposit file will open in Notepad. Save this file to your desktop to process through your bank.
- Print Earnings Statements** – Click Print Earnings Statements , if any.

## Payroll Reports

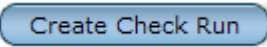
Finance > Reports

**Print the following reports for your records:**

- Payroll Journal Reports** Sub-Report: **Payroll Journal – Employee Detail** select the Payroll Batch in the Parameters
- Payroll Journal Reports** Sub-Report: **Payroll Journal – Deductions** select the Payroll Batch in the Parameters
- Payroll Journal Reports** Sub-Report: **Payroll Journal – Contributions** select the Payroll Batch in the Parameters
- Payroll Distribution** Sub-Report: **Payroll Distribution By Batch**



## Benefits & Deductions Processing

Finance > Purchasing & AP > Payments > Make Payments

- Banking Account** – Select appropriate banking account.
- Liabilities** – Select appropriate payroll vendors to pay.
- Create Check Run** – Click .
- Verify** – Verify Banking Account, Check Date, and Check Number.

- Save** – Click .

Finance > Purchasing & AP > Payments > AP Check Runs

- Print Live Checks** – Click on Print Live Checks . The checks will open as a PDF file. Align checks and print.
- Print Electronic Files** – From the Electronic Files section, click on the binoculars icon  to view and print the Electronic Payment report. We recommend selecting one e-pay vendor at a time when posting electronic payments to the system.
- EFTPS Payment** – the electronic payment report will be laid out as information needs to be entered on EFTPS website. Include a copy of EFTPS Payment Report. *Example on last page.*

Finance > Reports

- Payroll Plan Participation** – Print Payroll Plan Participation for each vendor to submit with the payroll deduction check.

Checklist

Example:

From WebSmart  
EFTPS Electronic Payment

FILE TOTAL: \$7,767.72

Vendor: Internal Revenue Service (003084)

FICA	\$422.74	2 X \$211.37
Federal W/H	\$4,801.54	
Medicare	\$2,543.44	2 X \$1,271.72
Other	\$0.00	
Calculated Payment	<u>\$7,767.72</u>	
Actual Payment:	<u>\$7,767.72</u>	
TOTAL PAYMENT:	\$7,767.72	

From EFTPS website

Tax Form Selected	
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Payment Amount	\$7,767.72

Sub Category Amounts	
1 Social Security	\$ <input type="text" value="422.74"/>
2 Medicare	\$ <input type="text" value="2543.44"/>
3 Tax Withholding	\$ <input type="text" value="4801.54"/>

[CLEAR FORM](#)

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# Checklist

## Refunding a Deduction: Before selecting a Type

Deduction Adjustment Detail		Return to Payment Detail
<b>Employee:</b> Anderson, Staff1902		<b>Gross Earnings:</b> \$2,841.09
		<b>Net Earnings:</b> \$1,800.59
		<b>Blended Hourly Rate:</b> \$0.00
Update Adjustment		
<b>* Type:</b>	-- One-Time Deduction --	
<b>* Description:</b>	<input type="text"/>	
<b>* Amount:</b>	<input type="text" value="0.00"/>	
<b>* Liability Account:</b>	???-??-????,??-???-?-??-?-??	
<b>* Adjustment Category:</b>	Not categorized	
<b>* Vendor:</b>	<input type="text"/>	
Tax Treatment		
<input checked="" type="checkbox"/> Federally Taxable?	<input checked="" type="checkbox"/> FICA Taxable?	
<input checked="" type="checkbox"/> State Taxable?	<input checked="" type="checkbox"/> Medicare Taxable?	

## Selecting a Cafeteria Plan

Deduction Adjustment Detail		Return to Payment Detail
<b>Employee:</b> Anderson, Staff1902		<b>Gross Earnings:</b> \$2,841.09
		<b>Net Earnings:</b> \$1,800.59
		<b>Blended Hourly Rate:</b> \$0.00
Update Adjustment		
<b>* Type:</b>	C125 - Fortune Nat Cancer	
<b>* Description:</b>	<input type="text" value="Refund September"/>	
<b>* Amount:</b>	<input type="text" value="-40.59"/>	

Earnings Adjustment Detail		Return to Payment Detail
<b>Employee:</b> Anderson, Staff1902		<b>Gross Earnings:</b> \$2,841.09
		<b>Net Earnings:</b> \$1,800.59
		<b>Blended Hourly Rate:</b> \$0.00
Update Adjustment		
<b>* Type:</b>	One-Time Earnings	
<b>* Description:</b>	<input type="text" value="Refund Fortune National September"/>	
<b>* Amount:</b>	<input type="text" value="40.59"/>	
<b>* Expense Account:</b>	???-??-????,??-???-?-??-?-??	
Earnings Qualification		
<input type="checkbox"/> State Benefit Qualified?	<input type="checkbox"/> Workman's Comp Qualified?	<input type="checkbox"/> Performance Pay?
Tax Treatment		
<input checked="" type="checkbox"/> Federally Taxable?	<input checked="" type="checkbox"/> FICA Taxable?	<input type="checkbox"/> FUTA Taxable?
<input type="checkbox"/> State Taxable?	<input checked="" type="checkbox"/> Medicare Taxable?	<input type="checkbox"/> SUTA Taxable?

Checklist

403B

Deduction Adjustment Detail		Return to Payment Detail
<b>Employee:</b> Anderson, Staff1902		<b>Gross Earnings:</b> \$2,841.09
		<b>Net Earnings:</b> \$1,800.59
		<b>Blended Hourly Rate:</b> \$0.00
Update Adjustment		
<b>* Type:</b>	403B - Annuity Investor	
<b>* Description:</b>	<input type="text" value="Refund Sept Deduction"/>	
<b>* Amount:</b>	<input type="text" value="-100.00"/>	


Earnings Adjustment Detail		Return to Payment Detail
<b>Employee:</b> Anderson, Staff1902		<b>Gross Earnings:</b> \$2,941.09
		<b>Net Earnings:</b> \$1,885.59
		<b>Blended Hourly Rate:</b> \$0.00
Update Adjustment		
<b>* Type:</b>	One-Time Earnings	
<b>* Description:</b>	<input type="text" value="Refund 403B - Annuity Investor"/>	
<b>* Amount:</b>	<input type="text" value="100.00"/>	
<b>* Expense Account:</b>	<input type="text" value="???-??-????,??-???-?-??-?-??"/> ...	
<b>Earnings Qualification</b>		
<input type="checkbox"/> State Benefit Qualified? <input type="checkbox"/> Workman's Comp Qualified? <input type="checkbox"/> Performance Pay?		
<b>Tax Treatment</b>		
<input checked="" type="checkbox"/> Federally Taxable?	<input type="checkbox"/> FICA Taxable?	<input type="checkbox"/> FUTA Taxable?
<input type="checkbox"/> State Taxable?	<input type="checkbox"/> Medicare Taxable?	<input type="checkbox"/> SUTA Taxable?

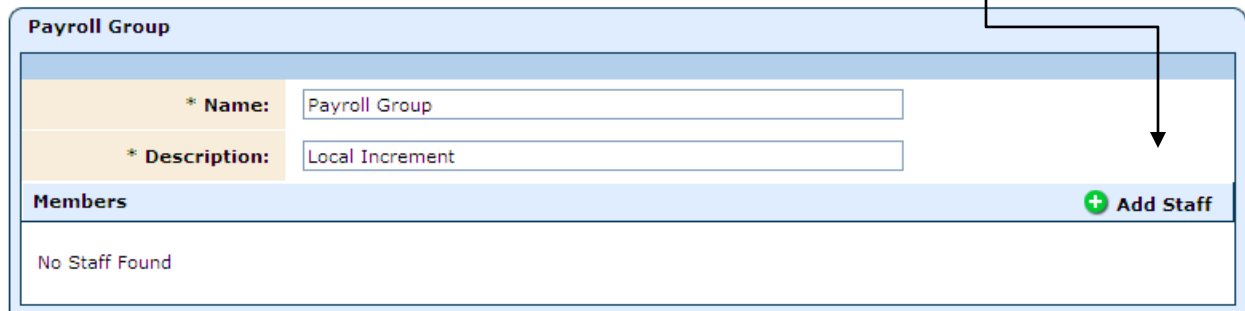
# Supplemental Payroll Group Checklist

For Pay Period: \_\_\_\_\_


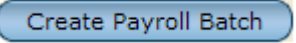
A **Payroll Group** is designed to allow the assignment of employees to a group in order to process a supplemental payroll. For example, let's say you need to process a supplemental payroll for a handful of employees to receive a portion of their stipend, local increment, or maybe an additional grant award. You would attach these employees to a Payroll Group; therefore, when the payroll batch is created, only these employees are processed.

Finance > Payroll > Processing > Payroll Groups

- Add Group – Click  Add Group.
- Enter a Name for the Payroll Group.
- Enter a Description for the Payroll Group.
- Select Add Staff to add all employees to be processed in this group.
- Select Save.



Finance > Payroll > Processing > Payroll Batches

- Create Batch** – Click  **Create Batch**.
- Select the Supplemental: Group.
- Select the Payment Date.
- Enter any Comments, a description of the payroll batch.
- Select the appropriate fiscal year for the General Ledger and Instructional Period.
- Enter the Payroll Period
- To process without deducting Payroll Plans and/or any other deductions, uncheck the boxes that indicate “Include Payroll Plans, Include Employer Contributions, Include Employee Deductions, Include Additional Pay.”
- Click  .





## Checklist

- See example below:

### Configure New Payroll Batch

Update the batch general information below:




* <b>Batch Type:</b>	Supplemental: Group <input type="button" value="Create Payroll Batch"/>
* <b>Payment Date:</b>	12/15/2010 <input type="button" value="Calendar"/>
* <b>Comments:</b>	Supplemental Group: Local Increment
* <b>Payroll Group:</b>	Payroll Group <input type="button" value="Dropdown"/>
<b>One-time Earnings:</b>	No additional earnings <input type="button" value="Dropdown"/>
* <b>General Ledger:</b>	2010-2011 Fiscal Year <input type="button" value="Dropdown"/>
* <b>Instructional Period:</b>	2010-2011 School Year <input type="button" value="Dropdown"/>
* <b>Payroll Period:</b>	12/1/2010 <input type="button" value="Calendar"/> To 12/31/2010 <input type="button" value="Calendar"/>
<b>Default Batch Settings:</b>	<input checked="" type="checkbox"/> Include General Deductions <input type="checkbox"/> Include Payroll Plans <input type="checkbox"/> Include Employer Contributions <input type="checkbox"/> Include Employee Deductions <input type="checkbox"/> Include Additional Pay

- Edit** – Click on the Edit icon  to add the Additional Earnings to each staff member in the batch.
- Add Additional Earnings** – Click  **Add Additional Earnings** to enter a one-time earnings description, amount, and expense account. Check the appropriate boxes in the Earnings Qualification and Tax Treatment sections. Click Update Adjustment. See example below.

* <b>Type:</b>	-- One-Time Earnings -- <input type="button" value="Dropdown"/>
* <b>Description:</b>	Local Increment
* <b>Amount:</b>	500.00
* <b>Expense Account:</b>	???-??-????-??-???-?-??-?-?? <input type="button" value="More"/>
<b>Earnings Qualification</b>	
<input checked="" type="checkbox"/> State Benefit Qualified?	<input checked="" type="checkbox"/> Workman's Comp Qualified? <input type="checkbox"/> Performance Pay?
<b>Tax Treatment</b>	
<input checked="" type="checkbox"/> Federally Taxable?	<input checked="" type="checkbox"/> FICA Taxable? <input checked="" type="checkbox"/> FUTA Taxable?
<input checked="" type="checkbox"/> State Taxable?	<input checked="" type="checkbox"/> Medicare Taxable? <input checked="" type="checkbox"/> SUTA Taxable?

## Checklist

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- Checks vs Direct Deposits** – If you wish to create checks instead of direct deposits, click on the , which will turn into  indicating that a live check will be processed for this payroll only.
- Submit** – Upon verifying the Payroll Batch is complete and accurate, click .
- Follow the rest of your normal payroll procedures to review and print any necessary payroll reports for your files.





## Correcting a Returned ACH from a Direct Deposit file




When processing a payroll, there may be an unforeseen circumstance where you receive a returned ACH, or direct deposit file, because the file rejected at the bank level due to an incorrect routing number, account number, or maybe even a case of identity theft.

To correct the returned direct deposit in the system, you'll need to follow these steps:

1. Void the returned direct deposit transaction in the banking register
2. Print the new check
3. Enter a bank charge and a receipt to clear the item on the bank statement

### Void the returned direct deposit transaction



- Go to Finance > Banking & Receipts > Registers
- Select the appropriate banking account in which the direct deposit was paid from
- Sort the transactions by Ref to find the appropriate EPay transaction containing the returned direct deposit
- Select the  to open the transaction to the EPay file (direct deposit file)
- Select the  to the right of the returned direct deposit transaction (see below)

	Date	Ref	Memo / Description	Debit (-)	CLR	Credit (+)	
	3/15/2011	EPAY033760		\$308,742.66		\$0.00	
		\$2,670.96	Aames, Willie A				

- Select Void the selected Direct Deposit Payment and re-issue as a check
- Enter the New Check Number
- Select Execute Void (see below)

**Void Banking Transaction**

Select the void transaction that is applicable to the banking transaction you have chosen.

 Return to Register  Execute Void

Void the transaction completely

Void the selected DirectDepositPayment and re-issue as a check

\* New Check Number:

- This process voids the direct deposit from the Epay file and places the new check in the register. This also changes the amount of the Epay file. (see later instructions on entering a bank charge and a receipt)

\*\*\*\*\*




**Note:** The only time you want to select the “Void the transaction completely” prompt is when the direct deposit amount was completely incorrect. For example, if an employee’s direct deposit amount is incorrect, and you requested the amount back from the district’s bank, you’ll select this option. Then, you would need to create a supplemental payroll batch to correct the employee’s pay.

\*\*\*\*\*

**Print the New Check**

When you select Execute Void in the above process, the system goes back to the main register screen. From this screen, following these steps to print the new check:

- Click on the Ref heading to sort the check numbers
- Find the new check number
- Select  to open the file in PDF format
- Print the check




**Enter a bank charge and a receipt to clear the item on the bank statement**

Once the returned direct deposit has been voided in the system, and the new check has been issued, it’s time to think about how this will affect the bank statement reconciliation process. Since voiding the returned direct deposit reduced the amount of the entire direct deposit file in WebSmart, you’ll need to create a bank charge to clear with the reduced EPay and a Receipt to show the deposit or receipt of the returned ACH.

**To create a Bank Charge**

- Go to Finance > Banking & Receipts > Bank Charges
- Select Create Bank Charge
- Select the banking account
- Enter the date of the original payroll direct deposit file
- Enter a memo and description referencing the correction
- Enter a unique liability account code used to keep track of returned ACH’s
  - For example, in the chart of accounts, set up a separate liability account to code as Returned ACH’s or Returned Direct Deposits. In this example, I just used 420-00-2110.34-000-1-00-0-00, but you can create your own.
- Select Save


**Bank Charge**

			<u>Transaction Reference</u>	
			New Bank Charge	
<u>Banking Account</u>			<u>Charge Date</u>	
Account 1 			3/15/2011 	
<u>Memo</u>				
Correcting Aames, Willie returned direct deposit				
Item	Description	Account	Amount	
1	Correcting Aames, Willie returned direct deposit	420-00-2110.34-000-1-00-0-00	2,670.96	
			Balance	2,670.96 

## **To Create a Receipt**

- Go to Finance > Banking & Receipts > Receipts
- Select Create Receipt
- Select the banking account
- Enter the date of the ACH was returned to the bank
- Enter a memo and description referencing the correction
- Enter the same liability account used for the bank charge
- Select Save

### **Receipt**

		<b>Transaction Reference</b>	
<u>Banking Account</u>		New Receipt	
Account 1		Deposit Date 3/16/2011	
<u>Memo</u>			
Returned direct deposit, Willie			
Item	Description	Account	Amount
1	Returned direct deposit, Willie	420-00-2110.34-000-1-00-0-00	2,670.96
Balance			2,670.96 

## **Reconcile the Bank Statement**

When it's time to reconcile the bank statement, select the following items:

- Original Epay (direct deposit file)
- Bank Charge
- Receipt

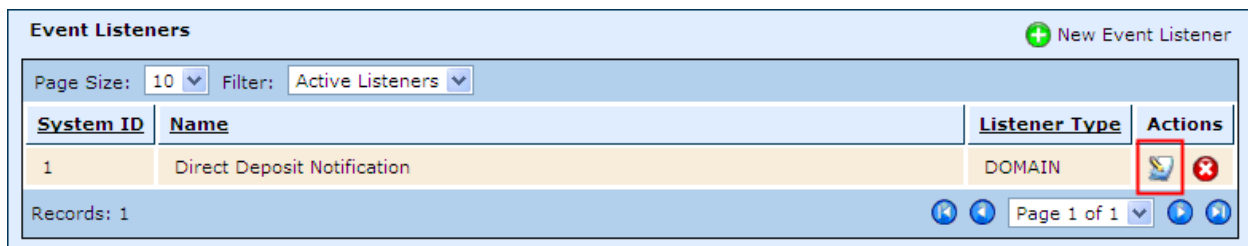




# Creating a System Message on Direct Deposit Stubs Email

WebSmart offers the ability to send a customized email message with the emailed direct deposit stubs to employees when the payroll checks are processed. To create the customized message, follow these steps:

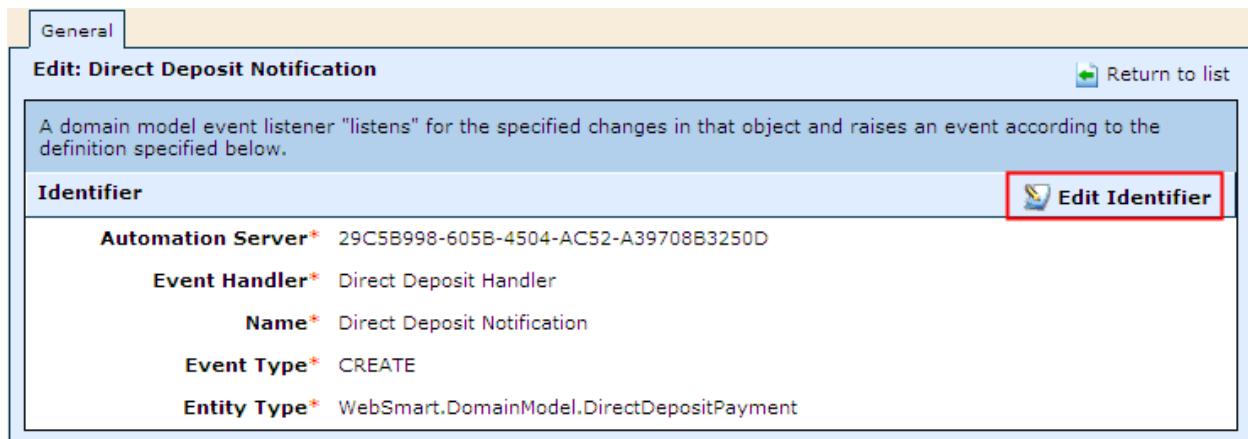
## To Create a System Message on Direct Deposit Stubs Email

- Go to Admin > Admin > Automation > Event Listeners
- Select  to the right of Direct Deposit Notification (see below)




System ID	Name	Listener Type	Actions
1	Direct Deposit Notification	DOMAIN	 


- Select Edit Identifier to open the contents of the Direct Deposit Notification (see below)



**General**

**Edit: Direct Deposit Notification** 

A domain model event listener "listens" for the specified changes in that object and raises an event according to the definition specified below.

**Identifier** 

**Automation Server\*** 29C5B998-605B-4504-AC52-A39708B3250D

**Event Handler\*** Direct Deposit Handler

**Name\*** Direct Deposit Notification

**Event Type\*** CREATE

**Entity Type\*** WebSmart.DomainModel.DirectDepositPayment

- The standard email address entered into the Message Template indicates the emails will appear to be from [fthompson@jr3online.com](mailto:fthompson@jr3online.com). To change the email address to appear to be from a district staff, locate the following line within the Message Template. (It's the first line):

<parameter name="from">**fthompson@jr3online.com**</parameter> <parameter

- Highlight the email address and enter another email address. Make sure there are not any spaces between the > and <.

General

Edit: Direct Deposit Notification Return to list

A domain model event listener "listens" for the specified changes in that object and raises an event according to the definition specified below.

**Identifier**

**Automation Server\*** 29C5B998-605B-4504-AC52-A39708B32500

**Event Handler\*** Direct Deposit Handler

**Name\*** Direct Deposit Notification

**Event Type\*** CREATE

**Entity Type\*** DirectDepositPayment

**Assertion\*** <criteria default="false"> <evaluate property="PayrollPaymentDetail.EmployeeDetail.PermissionToEmailCheckStub" equals="true"> <onMatch return="true" /> </evaluate> </criteria>

**Message Template\*** <parameter name="from">fthompson@jr3online.com</parameter> <parameter name="to">##PayrollPaymentDetail.Staff.ContactInfo.PrimaryEmail##</parameter> <parameter name="subject">Direct Deposit</parameter> <parameter name="body">##PayrollPaymentDetail.Staff.Name.FirstName## ##PayrollPaymentDetail.Staff.Name.LastName##: Please find attached to this message your check stub! WebSmart by JR3</parameter>

Save Cancel

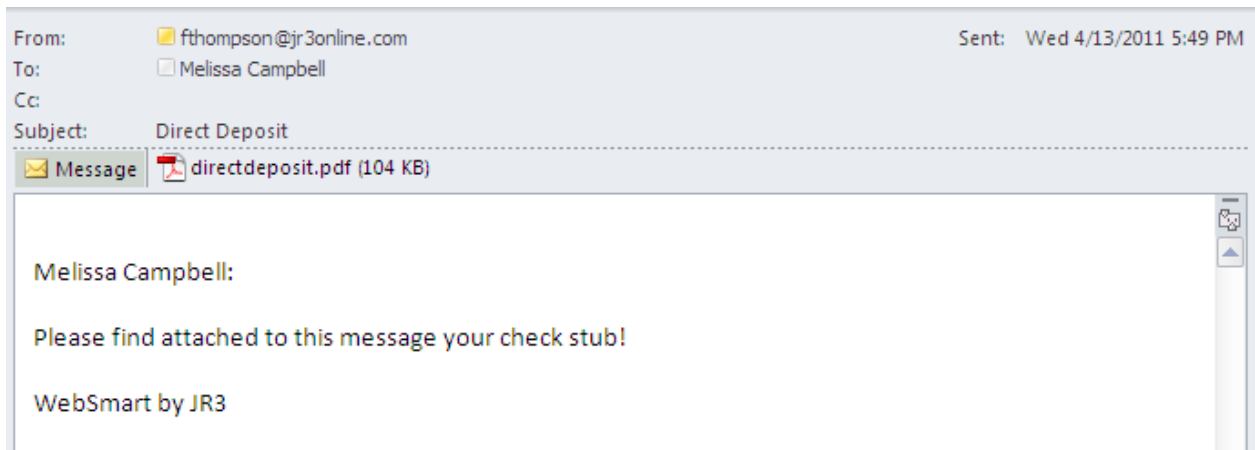
- Next, look in the Message Template and find the message that appears AFTER ##PayrollPaymentDetail.Staff.Name.LastName##:
  - The standard message may appear something similar to the message below: Please find attached to this message your check stub! WebSmart by JR3.
  - Highlight the standard message and begin typing your custom message exactly how you want it to appear in the email when district staff receive their emailed direct deposit stubs.
  - Select Save.

Message Template\*

<parameter name="to">##PayrollPaymentDetail.Staff.ContactInfo.PrimaryEmail##</parameter> <parameter name="subject">Direct Deposit</parameter> <parameter name="body">##PayrollPaymentDetail.Staff.Name.FirstName## ##PayrollPaymentDetail.Staff.Name.LastName##: Please find attached to this message your check stub! WebSmart by JR3</parameter>

Save Cancel

- The email message to the employees will appear similar to the one below.









---

## How do I change an employee's direct deposit election?



- Go to **Finance > HR > Staff Manager**.
- In the **Actions** column, select  of the appropriate employee.
- Select **Employment Detail > Direct Deposit**.
- Select **Add Direct Deposit Election** in order to stop the existing election.
- Select **None** as the Method.
- Select the date the direct deposits to the existing bank should stop.
- Select **Update**. The new election (of None) stops the direct deposits; however, the direct deposit information will remain visible as historical data. This stops the direct deposit completely.
  
- To enter new direct deposit information, select  to edit the direct deposit method just entered.
- Change the **Method** from None to either Percentage or Flat Amount.
- Select **Add Distribution**.
- Select the direct deposit **Bank**.
- Enter the employee's direct deposit **Account Number**.
- Enter the **Rate**. For example, if 100% of the employee's direct deposit is to be deposited to this bank, enter 100.00.
- If the employee's account is a savings account, check the box indicated **Is This a Savings Account?**
- Select **Update** in the Distribution and Elections section.
- Select **Save**.

**Direct Deposit Elections: Aldridge, Becky employment from 8/8/2005 - Present**

Update the Direct Deposit Elections below. To generate a prenotification file, select an effective date and the payroll banking account to which you wish to process the prenotification and click the Generate Prenotification button. To stop an existing direct deposit election and select the method **None** and the effective date of the change.

[Return to Employment Details](#)

**Effective Date:** 10/24/2007

**Banking Account:** Payroll - American Bank - American Bank - 111900604

**Elections** + Add Direct Deposit Election

Effective Date	Deposit Method	Actions
8/8/2005	Percentage	

Existing election

Add new election to stop existing election

**Elections**

\* Method: None

\* Effective Date: 10/24/2007

**Distribution** + Add D

No Distributions Found

Choose None as the method

Click Update

Select the date the direct deposits should stop

**Direct Deposit Elections**

Update the Direct Deposit Elections below. To generate a prenotification file, select an effective date and the payroll banking account to which you wish to process the prenotification and click the Generate Prenotification button. To stop an existing direct deposit election and select the method **None** and the effective date of the change.

[Return to Employment Details](#)

**Effective Date:** 10/24/2007

**Banking Account:** Payroll - American Bank - American Bank - 111900604

**Elections** + Add Direct Deposit Election

Effective Date	Deposit Method	Actions
8/8/2005	Percentage	
10/24/2007	None	

Original election for direct deposit

NEW election stopping direct deposit

# Refund TRS deduction

**Finance > Payroll > Processing > Payroll Batches**

**Additional Earnings – To Refund Employee:**


- In the payroll batch, select Add Additional Earnings
- Select One-Time Earnings
- Enter a Description
- Enter the Amount of the TRS deduction(s) refund
- Enter the Expense Account
- Select the Workman’s Comp Category (if applicable)
- Uncheck the State Benefit Qualified box
- Enter the Tax Treatments as indicated in the example below
- Select Update Adjustment

<b>Update Adjustment</b>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"><b>* Type:</b></td> <td>One-Time Earnings</td> </tr> <tr> <td><b>* Description:</b></td> <td><input style="width: 90%;" type="text" value="Refund TRS - Regular"/></td> </tr> <tr> <td><b>* Amount:</b></td> <td><input style="width: 80%;" type="text" value="300.00"/></td> </tr> </table>	<b>* Type:</b>	One-Time Earnings	<b>* Description:</b>	<input style="width: 90%;" type="text" value="Refund TRS - Regular"/>	<b>* Amount:</b>	<input style="width: 80%;" type="text" value="300.00"/>
<b>* Type:</b>	One-Time Earnings					
<b>* Description:</b>	<input style="width: 90%;" type="text" value="Refund TRS - Regular"/>					
<b>* Amount:</b>	<input style="width: 80%;" type="text" value="300.00"/>					
<b>One-Time Payment Coding</b>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"><b>* Expense Account:</b></td> <td><input style="width: 80%;" type="text" value="???-??-????,??-???-?-??-?-??"/> ...</td> </tr> <tr> <td><b>* Workman's Comp Category:</b></td> <td>-- Not Workman's Comp Qualified -- ▾</td> </tr> </table>	<b>* Expense Account:</b>	<input style="width: 80%;" type="text" value="???-??-????,??-???-?-??-?-??"/> ...	<b>* Workman's Comp Category:</b>	-- Not Workman's Comp Qualified -- ▾		
<b>* Expense Account:</b>	<input style="width: 80%;" type="text" value="???-??-????,??-???-?-??-?-??"/> ...					
<b>* Workman's Comp Category:</b>	-- Not Workman's Comp Qualified -- ▾					
<b>Earnings Qualification</b>						
<input type="checkbox"/> <b>State Benefit Qualified?</b> <input type="checkbox"/> <b>Performance Pay?</b>						
<b>Tax Treatment</b>						
<table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Federally Taxable?</td> <td><input type="checkbox"/> FICA Taxable?</td> <td><input type="checkbox"/> FUTA Taxable?</td> </tr> <tr> <td><input type="checkbox"/> State Taxable?</td> <td><input type="checkbox"/> Medicare Taxable?</td> <td><input type="checkbox"/> SUTA Taxable?</td> </tr> </table>	<input checked="" type="checkbox"/> Federally Taxable?	<input type="checkbox"/> FICA Taxable?	<input type="checkbox"/> FUTA Taxable?	<input type="checkbox"/> State Taxable?	<input type="checkbox"/> Medicare Taxable?	<input type="checkbox"/> SUTA Taxable?
<input checked="" type="checkbox"/> Federally Taxable?	<input type="checkbox"/> FICA Taxable?	<input type="checkbox"/> FUTA Taxable?				
<input type="checkbox"/> State Taxable?	<input type="checkbox"/> Medicare Taxable?	<input type="checkbox"/> SUTA Taxable?				

**Other Deductions** – to create a credit memo for the deduction; thus reducing the liability.


- Select Add Deduction
- Select TRS – Regular
- Enter a Description
- Enter a negative amount (the amount of the refund)
- Select Update Adjustment

Checklist


 Update Adjustment	
* Type:	TRS - Regular
* Description:	refund
* Amount:	-300.00

- Follow the same procedures to reimburse TRS – Care

**TRS – Care – Refund employee through Additional Earnings**

 Update Adjustment		
* Type:	One-Time Earnings	
* Description:	Refund TRS - Care	
* Amount:	30.00	
<b>One-Time Payment Coding</b>		
* Expense Account:	???-??-????-??-??-?-?-??-?-?? ...	
* Workman's Comp Category:	-- Not Workman's Comp Qualified --	
<b>Earnings Qualification</b>		
<input type="checkbox"/> State Benefit Qualified? <input type="checkbox"/> Performance Pay?		
<b>Tax Treatment</b>		
<input type="checkbox"/> Federally Taxable?	<input type="checkbox"/> FICA Taxable?	<input type="checkbox"/> FUTA Taxable?
<input type="checkbox"/> State Taxable?	<input type="checkbox"/> Medicare Taxable?	<input type="checkbox"/> SUTA Taxable?

**TRS – Care – Enter negative amount in Other Deductions**

 Update Adjustment	
* Type:	TRS - Care
* Description:	Refund TRS - Care
* Amount:	-30.00

# Posting Workers Comp & Unemployment Comp

**Finance > General Ledger > Chart of Accounts > Account Codes**

- Add Account Code
  - Set up a unique cash account for the Payroll Clearing Account for U/C & W/C, such as 420-00-1107.00-000-1-00-0-00
  - Set up a unique liability account for the Payroll Clearing Account for U/C & W/C, such as 420-00-2159.00-900-1-00-0-00. The reason for the unique liability code is to be able to clear the entire liability to one account code instead of multiple funds. You will use this account code when adding the receipt.

**Finance > Banking & Receipts > Banking Setup > Banks**

- Select Add Bank

Banks <span style="float: right;">+ Add Bank</span>			
Page Size: 10		Query: All Active Banks	
System ID	Name	Routing Number	Actions
7	Members Choice Of Central Tex	311990058	
27	Payroll Clearing Account for U/C & W/C	999999999	

- Enter a Name, such as Payroll Clearing Account for U/C & W/C
- Enter 9's as the Routing Number
- Select Save

**Edit: Payroll Clearing Account for U/C & W/C - 999999999**

Save Cancel

**General Information**

**Bank**

Update the bank general information below:

\* Name:

\* Routing Number:

## Checklist

### **Finance > Banking & Receipts > Banking Setup > Banking Accounts**

- Select Add Checking Account
- Enter a Name, such as Payroll Clearing Account for U/C & W/C to help you identify the account.
- Enter 9's for the Account Number
- Select Payroll Clearing Account for U/C & W/C as the Bank
- Enter the Account Mask according to the account code set up in your chart of accounts for these transactions.
- Select Available for Payroll
- Select Available for Payables
- Select Save

**Banking Account**

Update the bank general information below:

**Banking Account Details**

* Name:	Payroll Clearing Account for U/C & W/C
* Account Number:	999999999
* Bank:	Payroll Clearing Account for U/C & W/C - 999999999
* Account Mask:	???-00-1107.00-000-?-00-0-00
Default Endorser:	
Max Real Check Number:	0

Available For Payroll     Available For Payables

### **Finance > Purchasing & AP > Vendors > Vendors**

- Verify the payment method for the workers compensation and unemployment compensation vendors are set to Standard EPay, Standard so that a paper check is not printed.
- Select the vendor
- Select the Purchasing tab
- On the Payment Method, select Standard or Standard EPay
- Select Save

### **Finance > Purchasing & AP > Payments > Make Payments**

- Select the Banking Account as Payroll Clearing Account for U/C & W/C
- Select the Pay amounts for unemployment and workers compensation
- Select Create Check Run

## Checklist

**Unpaid Liabilities**

Update the bank general information below:

\* **Banking Account:** Payroll Clearing Account for U/C & W/C

**Total Amount:** 1,796.39 Create Check Run

**Liabilities**

Query: Net 30

	Vendor	Amount	Pay
<input type="checkbox"/>	Texas Workforce Commission	\$920.98	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Workers Compensation	\$875.41	<input checked="" type="checkbox"/>

- Enter the Run Date, which is the date you want the transactions to post to the ledger. This will not create a paper check.
- Select Save
- Select Return to List
- Select as the Action to print the voucher

### Finance > Banking & Receipts > Receipts

- Select Payroll Clearing Account for U/C & W/C as the Banking Account
- Enter the Deposit Date, which is the date you want it posted to the ledger
- Enter the appropriate comments in the Memo and Description fields
- Enter the ledger account codes from the Totals By Account Code (last page of the voucher printer earlier)
- Select Save

### Receipt

**Transaction Reference**  
**DEP001411**

<b>Banking Account</b>	<b>Deposit Date</b>
<span style="border: 1px solid gray; padding: 2px;">Payroll Clearing Account for U/C &amp; W/C</span>	<span style="border: 1px solid gray; padding: 2px;">1/31/2011</span>
<b>Memo</b>	
<span style="border: 1px solid gray; padding: 2px;">Posting U/C &amp; W/C</span>	

Item	Description	Account	Amount
1	U/C & W/C	420-00-2159.00-900-1-00-0-00	1,796.39
Balance			1,796.39

### Finance > Banking & Receipts > Reconciliation

## Checklist

- Select Create Bank Statement
- Select the Banking Account
- Enter the Statement Date (this field will populate according to the last reconciled date in the system. It is necessary to enter the date the first time you reconcile an account.)
- Enter the Period from and to dates

**Bank Statement**

...

\* **Banking Account:** Payroll Clearing Account for U/C & W/C - Payroll Clearing Account for U/C & W/C - 999999999 ▼

\* **Statement Date:** 1/31/2011

\* **Period:** 1/1/2011 To 1/31/2011

**Balances**

<b>Starting Balance</b>	\$	0.00	<b>Credits</b>	\$	0.00
<b>Ending Balance</b>	\$	<input style="width: 50px;" type="text" value="0.00"/>	<b>Debits</b>	\$	0.00
<b>Net Change</b>	\$	0.00	<b>Cleared Amount</b>	\$	0.00
<b>Difference</b>	\$	0.00			

- Select Clear Withdrawals and clear all necessary withdrawals

**Summary**

<b>Starting Balance</b>	\$	0.00	<b>Credits</b>	\$	0.00
<b>Ending Balance</b>	\$	0.00	<b>Debits</b>	\$	1,796.39
<b>Net Change</b>	\$	0.00	<b>Cleared Amount</b>	\$	-1,796.39
<b>Difference</b>	\$	1,796.39			

**Cleared Withdrawals and Debits** + Clear Range

Page Size: 10 ▼

Reference	Date	Memo	Amount	CLR
EPAY001408	1/31/2011		\$1,796.39	<input checked="" type="checkbox"/>

Page 1 of 1

- Select Clear Deposits and clear all necessary deposits




## Checklist

Summary				
<b>Starting Balance</b>	\$	0.00	<b>Credits</b>	\$ 1,796.39
<b>Ending Balance</b>	\$	0.00	<b>Debits</b>	\$ 1,796.39
<b>Net Change</b>	\$	0.00	<b>Cleared Amount</b>	\$ 0.00
<b>Difference</b>	\$	0.00		

**Cleared Deposits and Credits**

Page Size:

<u>Reference</u>	<u>Date</u>	<u>Memo</u>	<u>Amount</u>	<u>CLR</u>
DEP001411	1/31/2011	Posting U/C & W/C	\$1,796.39	<input checked="" type="checkbox"/>



- The payments posted earlier from payroll along with the receipts will offset each other, and the Ending Balance will be 0.00.
- Select Save