Payroll Processing

→ **Payroll Batch Processing – Leave**

▶ HR > Leave > Leave forms
▶ Enter Leave Forms prior to creating the payroll batch

▶ Select ⊕ Add Leave Form

Leave Forms			⊕ Add Leave Form
System ID	Name	Comments	Actions
271	Ballina, Louise	Testing leave	✉ ❌
223	Gammel, Heath	03/27/2015	✉ ❌
263	Poths, Carmel	Maternity Leave 4/6 - 4/28	✉ ❌

Page Size: 10 ▽ Filter: Outstanding Forms ▽

▶ **To Enter a Leave Form(s)** – multiple leave forms can now be entered on one screen
  ◦ Enter the **Employee**
  ◦ Select the **Instructional Period**
  ◦ **Est. Leave Balances** – The employee's available leave is listed.
  ◦ **Leave Type** – select the Leave Type applicable to the leave
  ◦ **Comments** – enter Comments such as dates, reasons for absence, etc.
  ◦ **TRS Contract Month** – defaults to current month, but this may be changed to a previous or later month, dependent upon the leave.
  ◦ **Units Used** – enter the employee's time off
  ◦ **Process on or After** – select the payroll in which to include the leave. Future dates can be used.

Save – select Save to complete the leave forms

▶ Leave Form(s)

New Leave Form

A leave form

Leave Form

Employee* Staff 1

Instructional Period* 2014-2015 School Year

The employee's available leave is listed

Mutiple leave forms can be entered at once for any future pay period by selecting the Add icon.

Est. Leave Balances Local Personal: 0
State Personal: 7.5

Leave Type	Comments	TRS Contract Month	Units Used	Process On Or After	
Bereavement	Funeral 5/1/15	5 - May	1.00	05/01/2015	❌
Bereavement	Funeral 5/2/15	5 - May	1.00	05/01/2015	❌
State Personal	Sick 5/15/15	5 - May	1.00	05/01/2015	❌
State Personal	Personal 6/6/15	6 - June	1.00	06/01/2015	❌

➕ Add

Comments are available for each leave form.

💾 Save   🚫 Cancel

➡ You now have the ability to view prior batches!

◦ Select the 🔍 (magnifying glass) to view prior batches and unpaid batches.

Payroll Batches

➕ Create Batch

Page Size: 10 ▾ Filter: Current/Recent Batches ▾

System ID	Pay Date	Status	Name	Actions
207	5/6/2015	* un-submitted *	looking at deduction expense codes	✉ ❌
201	5/6/2015	* un-submitted *	correct taxable wages	✉ ❌
200	4/30/2015	* un-paid *	Standard Batch: Monthly 04/01/	🔍
189	4/3/2015	Processed	Supplemental - For March Payro	🔍
188	3/27/2015	Processed	Lisa Torres	🔍

Click on the magnifying glass to view unsubmitted or processed payroll

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▸ Select the 🔍 (magnifying glass) to view an employee's payroll record within the batch.

▸ Select the 🖨 (printer icon) to view the individual journal.
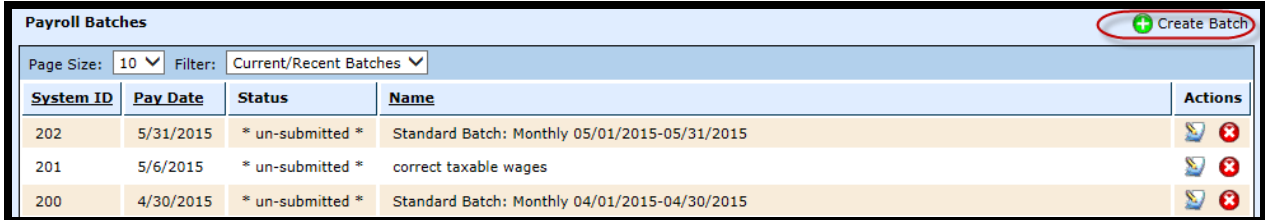
▶ Select any tab to view information about a prior payroll batch and to maneuver in current payroll batches.
- ◦ **Batch Details** – contains information about the payroll batch
- ◦ **Scheduled Payments** – lists employees and their pay
- ◦ **Messages & Status** – lists errors. Also the place to submit the batch.
- ◦ **Time Import/Export** – provides an export/import feature to import time.
- ◦ **Accrual** – coming soon. This will be discussed at a later date.
- ◦ **Documents** – WebSmart*i* allows the ability to upload documents.
- ◦ **Reports** – payroll reports are now available to view within the batch.

➡️ Creating a Scheduled Payroll Batch
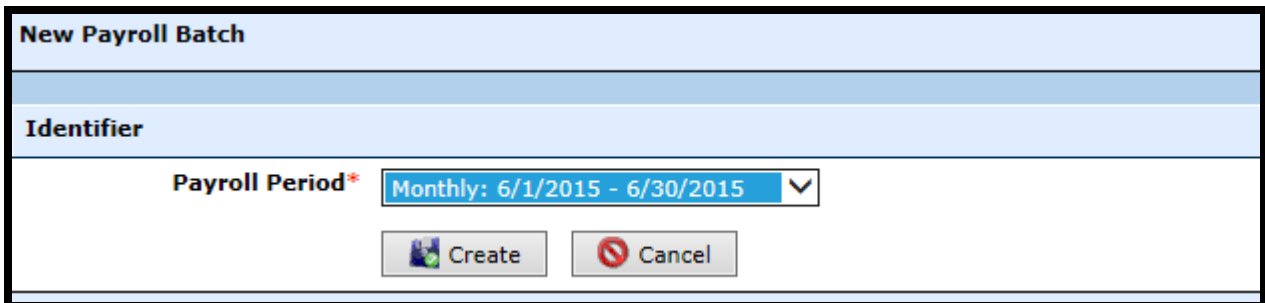
Finance > Payroll > Processing > Payroll Batches

- ◦ Creating a payroll batch has not changed.
- ◦ Select Create Payroll Batch

Payroll Batches				⊕ Create Batch
Page Size: 10 ▾ Filter: Current/Recent Batches ▾				
System ID	**Pay Date**	**Status**	**Name**	**Actions**
202	5/31/2015	* un-submitted *	Standard Batch: Monthly 05/01/2015-05/31/2015	📝 ❌
201	5/6/2015	* un-submitted *	correct taxable wages	📝 ❌
200	4/30/2015	* un-submitted *	Standard Batch: Monthly 04/01/2015-04/30/2015	📝 ❌
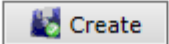
- ▸ The payments are already scheduled in the Calendars as we discussed earlier.
- ▸ To process a standard payroll batch according to your payroll calendars, select the Payroll Period.
- ▸ Select Create.

New Payroll Batch

Identifier

Payroll Period* [Monthly: 6/1/2015 - 6/30/2015 ▾]

[💾 Create]   [🚫 Cancel]

➡️ Creating a Supplemental Payroll Batch

- ▸ To create a supplemental, select Supplemental Payroll
- ▸ Select the Instructional Period – the system will default to current
- ▸ Select Period Begin and End Dates (this should reflect the pay period.. not just one day)
- ▸ Enter Comments
- ▸ Adj. Load Options – select the appropriate adjustment load options
  - ◦ None – select if you want statutory deductions taken out only
  - ◦ Benefit Programs ONLY – select if you want to include statutory and Benefits
  - ◦ Additional Allowances ONLY – select if you want to include statutory and additional allowances

▸ Batch Details contain information including the instructional period, general ledger, Workers Comp Policy, Payroll Period, Pay Date and Post Date and Comments to identify the batch.

▸ Edit Details – select if you need to update the Pay Date and/or the Post Date

▸ **Scheduled Payments** – most of the icons remain the same as indicated in the screenshot below.

To Add Staff to the Batch:

- Select to Add Staff

- Staff is now provided to you in an alphabetical list.
- Select the checkbox(es) for the appropriate staff.
- Select Save.

▸ Filter – Several queries are available to view specific items.
▸ Select any of the categories to view
  ◦ (Note: With Warnings – this is coming soon.)

To Edit Staff

▸ To Edit Staff – Select the 📝 edit icon to edit and/or view staff
▸ Employees highlighted in red are terminated in WebSmart.

▸ The staff information within the Scheduled Payments is broken down into several segments.

📝 Employee: Staff 1 – by selecting the 📝 Employee, this feature directs the user to the employee's HR Staff Manager screen, where the user can make any necessary changes and return back to the batch.

Edit: Standard Batch #200: 04/01/2015-04/30/2015

Payroll Payment Detail #43328

Selecting the edit icon will all the user to edit the staff's HR Manager screen and return back to the batch with changes in tact.

Employee: Staff 1

Statutory Excess: $0.00
Blended Hourly Rate: $0.00
Dock Rate: $0.00

Gross Earnings: $1,450.00
Net Earnings: $1,265.74

Positions / Supplements - Direct Deposit Effective 9/4/2013	Edit Time / Days	Overtime		Rate	Earnings	Actions
Substitute $125-001 GES (0.00%)	Days: 2.00	0.00	0.00	$125.00	$250.00	
Substitute LT-001 GES (0.00%)	Days: 0.00	0.00	0.00	$200.00	$0.00	
Substitute-001 GES (0.00%)	Days: 7.00	0.00	0.00	$100.00	$700.00	

▸ To return to the payroll batch, select ⬅ Return to batch once all changes have been made in HR.

Staff 1 — Return to batch

This view allows you to edit the core demographic information related to an employee. This data is used for all reporting and throughout the system to identify the employee.

Demographics — Edit Demographics

Name* Staff 1

▸ **Edit Time/Days** – Select 📝 Edit Time/Days to enter hours and/or days for the employee.
▸ **Add Earnings** – Select ⊕ Add Earnings to add/edit hours and/or add additional earnings.

Edit: Standard Batch #222: 05/01/2015-05/31/2015

Payroll Payment Detail #46999

Select to enter hours/days

Select Earnings to add additional earnings.

Employee:

Statutory Excess: $0.00
Blended Hourly Rate: $27.7...
Dock Rate: $221.93

Gross Earnings: $2,041.71
Net Earnings: $1,862.05

Positions / Supplements - Direct Deposit Effective 4/6/2015	Edit Time / Days	OT / DT		Rate	Earnings	Actions
Performance Coach (100.00%)	Scheduled $2,041.71	0.00	0.00	$41,500.00	$2,041.71	
Totals					**$2,041.71**	

▸ **Edit Time/Days** – Select 📝 to add hours and/or days to an employee.
▸ Select **Save**

> ▸ **Add Earnings** – Select 🟢 Add Earnings to add/edit hours and/or add additional earnings.
>   - ◦ **Allowance** - the allowance can be a One-Time or a preset Additional Allowance that can be selected from the menu
>   - ◦ **Name** – enter a description of the One-Time allowance
>   - ◦ **Payroll Tax Treatment** – the tax treatment defaults to **Supplement is considered FULLY Taxable**. If the supplemental pay should be exempt from any item, select from the menu.

>   - ◦ **Payroll Activity Code** – select the Payroll Activity code

>   - ◦ **Workers Comp** – select the appropriate workers comp code

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- ◦ **Performance Pay** – defaults to Does NOT represent performance pay. Be careful of changing this to Performance Pay. The district must first submit a form to TRS prior to marking anything performance pay. See Form 596

- ◦ **Distribution** – defaults to Supplemental is State Retirement System Qualified. If the additional earnings are not TRS qualified, be sure to select Supplemental is NOT state Retirement System qualified.

- ◦ **Amount** - enter the amount of the additional earnings or allowance.
- ◦ **Expense Mask** - defaults to all ?'s, which will expense to the employee's main position code(s).
- ◦ Select **Save**

- ▸ **Leave** –
  - ◦ Select ⊕ Units Taken to add any additional leave for the employee.
  - ◦ Shows dock amount for the employee leave if there is not any leave available.

▸ **To Enter Leave in the Payroll Batch** –
- ◦ Select **Leave Type**
- ◦ **Est. Leave Balance** – indicates the amount of available leave for that leave type.
- ◦ **Units** – enter the amount of leave
- ◦ **TRS Contract Month/Year** – this defaults to the current month. If leave needs to be reported for a prior month, select a different date, which will create an RP15 for TRAQS.
- ◦ **Dock Calculation** –
  - ・ Based upon leave policy
  - ・ Manual – enter $ amount
- ◦ **Comments** - enter
- ◦ Select **Save**

▸ **To Enter a Manual Dock in the Payroll Batch** –
- ◦ Select **Leave Type**
- ◦ **Est. Leave Balance** – indicates the amount of available leave for that leave type.
- ◦ **Units** – enter the amount of leave
- ◦ **TRS Contract Month/Year** – this defaults to the current month. If leave needs to be reported for a prior month, select a different date, which will create an RP15 for TRAQS.
- ◦ **Dock Calculation** –
  - ・ Select Manual
  - ・ Enter $ amount
- ◦ **Comments** - enter
- ◦ Select **Save**

Leave Transaction : Manual

Leave Type* Dock

Est. Leave Balance 0 units

Units* 3.00

TRS Contract Month/Year* 5 / 2015

Dock Calculation Manual 300.00

Enter the total amount of the manual dock.

Comments* Dock - Unexcused Leave

Save   Cancel

▶ **Statutory Adjustments** –
   ◦ Shows all of the employee's statutory adjustments for this payroll check including the eligibility, taxable gross, contribution amounts and deduction amounts.

Statutory Adjustments	Eligbility	Taxable Gross	Contributions	Deduction	Actions
Federal Withholding	[Single / 0]	$4,302.53		$677.20	
Social Security (FICA)	Ineligible	$0.00	$0.00	$0.00	
Medicare	Eligible	$4,618.55	$66.97	$66.97	
Federal Unemployment (FUTA)	Ineligible	$0.00	$0.00		
State Unemployment (SUTA)	Eligible	$0.00	$0.00		
Workman's Compensation		$4,716.67	$0.00		
Totals			**$66.97**	**$744.17**	

▶ **Non-Statutory Adjustments** –
   ◦ Shows all of the employee's non-statutory adjustments for this payroll check including the source of the benefit, contribution amounts and deduction amounts.
   ◦ A benefit CAN be deleted from the payroll batch.

Non-Statutory Adjustments	Source	⊕ Contribution	⊕ Deduction	Actions
AT-ActiveCare Health	AT-ActiveCare Health: 10/01/13 - Current	$325.00	$230.00	❌
AT-EFLEX FEE	AT-EFLEX FEE: 09/01/13 - Current		$4.00	❌
AT-TransAmerica Life	AT-TransAmerica Life: 09/01/13 - Current		$13.42	❌
C125-Dental	C125-Dental: 09/01/13 - Current	$0.00	$38.41	❌
C125-EFLEX HSA	C125-EFLEX HSA: 09/01/13 - Current		$50.00	❌
C125-Vision	C125-Vision: 09/01/13 - Current	$0.00	$9.71	❌
Reporting Entity Payment for Non-OASDI Members	TRS Standard: 08/19/13 - Current	$70.75		❌
TRS 003 Federal Fund/Private	TRS Standard: 08/19/13 - Current	$28.33		❌
TRS 489 Federal TRS-Care	TRS Standard: 08/19/13 - Current	$4.17		❌
TRS Rep Enty Contrib	TRS Standard: 08/19/13 - Current	$25.94		❌
TRS-Care	TRS Standard: 08/19/13 - Current		$30.66	❌
TRS-Reg	TRS Standard: 08/19/13 - Current		$316.02	❌
Totals		**$454.19**	**$692.22**	

▶ **To Add Non-Statutory Adjustments** –
- ◦ Select   to add a Contribution
- ◦ Select   to add a Deduction

Non-Statutory Adjustments	Source	⊕ Contribution	⊕ Deduction	Actions
C125-ActiveCare Health	C125-ActiveCare Health: 10/01/13 - Current	$325.00	$0.00	❌
C125-Dental	C125-Dental: 08/19/13 - Current	$0.00	$38.41	❌

▶ **To Add Non-Statutory Adjustments** – Contribution

Non-Statutory Adjustments : Manual Contribution

Field	Value
Contribution Type*	One-Time
Vendor*	
Name*	
Calculation*	Calculate BEFORE statutory adjustments are made
Payroll Tax Treatment*	Default - Contribution is NOT considered taxable
Adjustment Category*	None
Expense Mask*	??? - ?? - ???? , ?? - ??? - ? - ?? - ? - ??
Liability Mask*	??? - ?? - 2110 , ?? - ??? - ? - ?? - ? - ??
W2 Reporting*	None
Distribution*	INCLUDE supplemental adjustment coding for distribution
Amount*	

Save   Cancel

▸ **To Add Non-Statutory Adjustments** – Deduction

Non-Statutory Adjustments : Manual Deduction

Field	Value
Deduction Type*	One-Time
Vendor*	
Name*	
Calculation*	Calculate BEFORE statutory adjustments are made
Payroll Tax Treatment*	Default - Deduction is considered FULLY taxable
Adjustment Category*	None
Liability Mask*	??? - ?? - 2110 , ?? - ??? - ? - ?? - ? - ??
W2 Reporting*	None
Distribution*	INCLUDE supplemental adjustment coding for distribution
Amount*	

Save   Cancel

‣ **Payroll Journal Entry**–
  ◦ Shows all of the transactions, which will generate as the result of the employee's payroll being processed.

Payroll Journal Entry	Expense	Liability	Employer Amount	Employee Amount
AT-ActiveCare Health	420-11-6119.00-003-5-11-0-00	420-00-2153.00-000-5-00-0-00		$209.68
AT-ActiveCare Health	255-11-6118.00-003-5-24-0-00	255-00-2153.00-000-5-00-0-00		$20.32
AT-EFLEX FEE	420-11-6119.00-003-5-11-0-00	420-00-2159.00-000-5-00-0-00		$3.65
AT-EFLEX FEE	255-11-6118.00-003-5-24-0-00	255-00-2159.00-000-5-00-0-00		$0.35
AT-TransAmerica Life	420-11-6119.00-003-5-11-0-00	420-00-2159.00-000-5-00-0-00		$12.23
AT-TransAmerica Life	255-11-6118.00-003-5-24-0-00	255-00-2159.00-000-5-00-0-00		$1.19
C125-Dental	420-11-6119.00-003-5-11-0-00	420-00-2159.00-000-5-00-0-00		$35.02

Federal Withholding	255-11-6118.00-003-5-24-0-00	255-00-2110.00-000-5-00-0-00		$59.82
Medicare	420-11-6119.00-003-5-11-0-00	420-00-2110.00-000-5-00-0-00		$61.05
Medicare	255-11-6118.00-003-5-24-0-00	255-00-2110.00-000-5-00-0-00		$5.92
Medicare Contribution	420-11-6141.00-003-5-11-0-00	420-00-2152.00-000-5-00-0-00	$61.05	
Medicare Contribution	255-11-6141.00-003-5-24-0-00	255-00-2152.00-000-5-00-0-00	$5.92	
Net Earnings	255-11-6118.00-003-5-24-0-00	255-00-2110.00-000-5-00-0-00		$289.77
Net Earnings	420-11-6119.00-003-5-11-0-00	420-00-2110.00-000-5-00-0-00		$2,990.51
Totals			**$521.16**	**$4,716.67**

➡ Payroll Messages & Status and **Submitting the Batch**

‣ **Messages & Status** – lists errors, which will need to be corrected before submitting the payroll batch.

Batch Details	Scheduled Payments	Messages & Status	Time Import/Export	Accrual	Documents	Reports

Edit: Standard Batch #202: 05/01/2015-05/31/2015 Return to list

Payroll processing error messages represent problems with the payroll batch. All processing error messages must be cleared prior to submission.

Payroll Processing Messages Status: Active ▾

Page Size: 10 ▾

Error Code	Employee	Description
1001	Staff 23	No federal withholding election effective 05/31/2015
1003	Staff 29	No leave policy election effective 05/31/2015
1203	Staff 38	Failed to allocate net income
1302	Staff 41	State eligible employee not contributing to benefits
4000	Staff 65	[AT - Active Care Substitute] Cannot have an offering-based deduction without gross earnings

‣ **Messages & Status – Submit the Payroll here.**
  ◦ Submitted – once all the errors have been resolved, select Submitted to submit the payroll batch for processing.

  ◦ Select OK
  ◦
◦ **Messages & Status – UnSubmit the Payroll here.**
◦ The payroll batch can be unsubmitted in this section.
◦ Select Active to unsubmit the payroll batch.

  ◦ The following prompt will appear.
  ◦ Select OK.

Message from webpage

(?) Are you sure you want to change the status of this payroll batch?

[OK]   [Cancel]
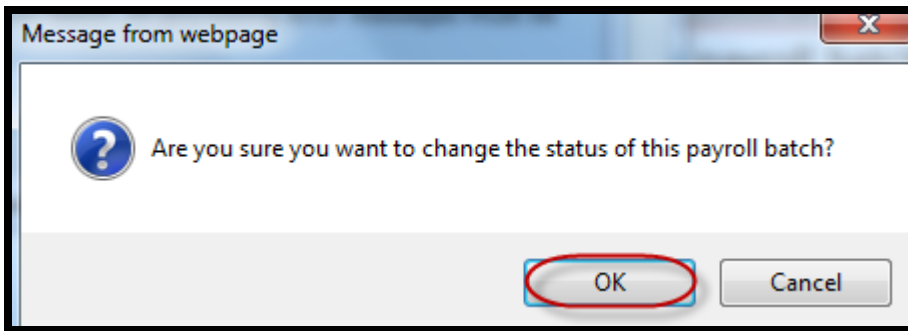
➡️ **Time Import/Export**

▸ **Time Import/Export** – allows you to export and import time and update records in the payroll batch
   ◦ Select Export Time to Excel

| Batch Details | Scheduled Payments | Messages & Status | Time Import/Export | Accrual | Documents | Reports |

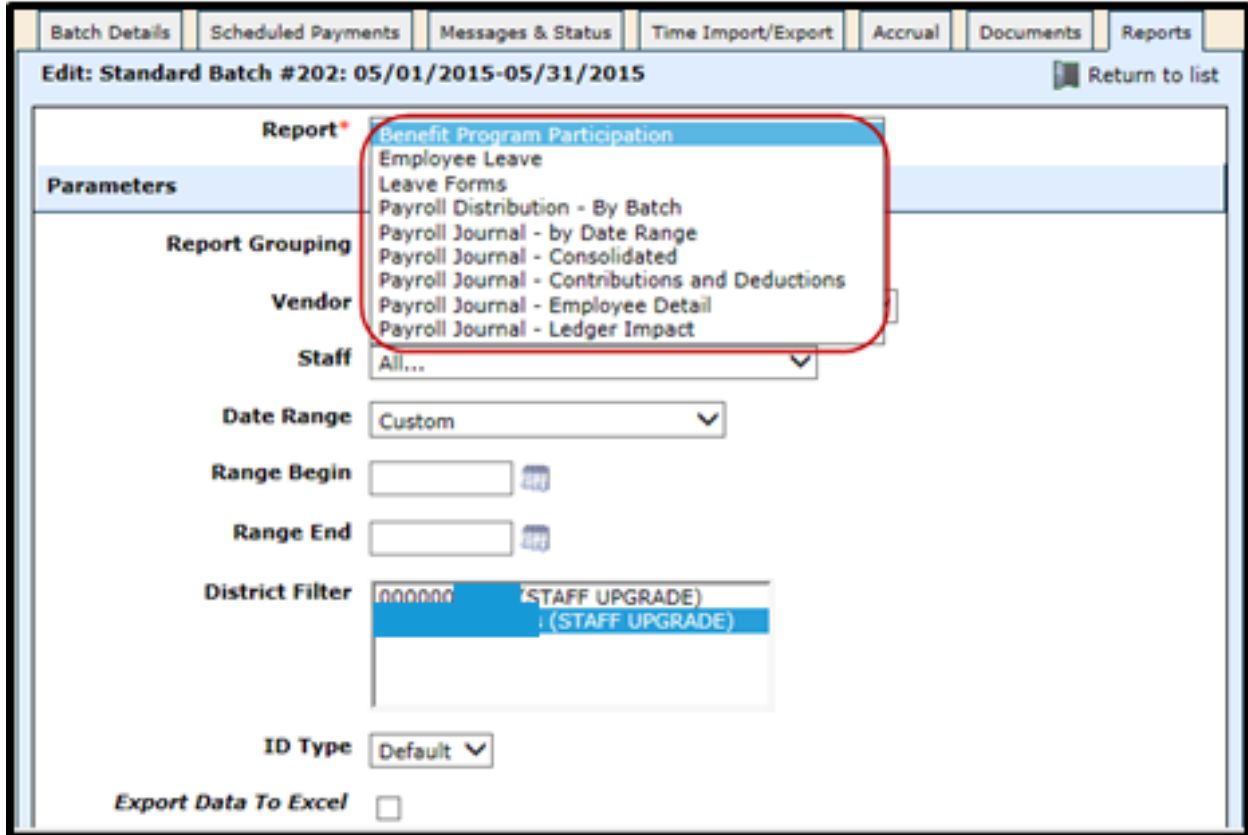**Edit: Standard Batch #202: 05/01/2015-05/31/2015**   🗐 Return to list

This view can be used to import and export time from the system and update the payroll records accordingly.

Import Excel Spreadsheet Details   🖩 Export Time To Excel

File*	Browse... No file selected.
Position ID Column	Column A ▾
ST/Days Column	Column A ▾
OT Column	No Overtime Data ▾
DT Column	No Double time Data ▾
Sheet Number	Worksheet #1 ▾
Contains Header Row?	NO - File does not contain a header row ▾
	🖳 Upload File
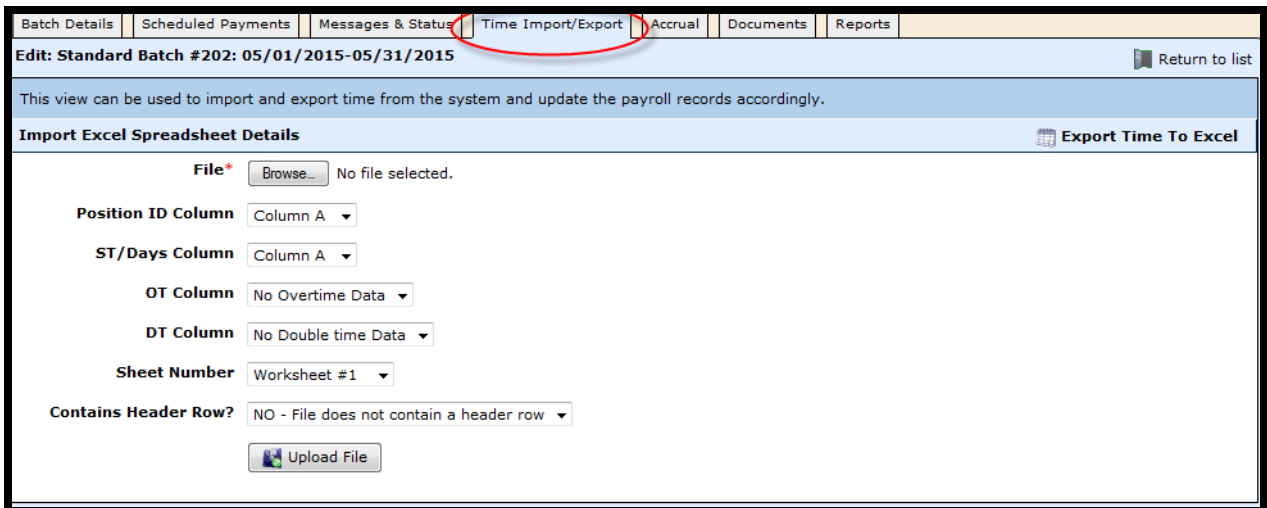
▸ **Time Import/Export** – allows you to export and import time and update records in the payroll batch
   ◦ Select Export Time to Excel

SSN	Employee Name	Position	Straight Time Code	ST Rate	Overtime Code	OT Rate	Compensation Type	Pay Class	Hours / Days	OT Hours	DT Hours
123-45-6789	Black, John W	Substitute $125-001 GES	420-11-6112.00-001-?-11-0-00	125	420-11-6112.00-001-?-11-0-00	0	Daily	Daily	0	0	0
123-45-6789	Black, John W	Substitute LT-001 GES	420-11-6112.00-001-?-11-0-00	200	420-11-6112.00-001-?-11-0-00	0	Daily	Daily	0	0	0
123-45-6789	Black, John W	Substitute-001 GES	420-11-6112.00-001-?-11-0-00	100	420-11-6112.00-001-?-11-0-00	0	Daily	Daily	0	0	0
123-45-6789	Black, John W	Substitute-002 GMS	420-11-6112.00-002-?-11-0-00	100	420-11-6112.00-002-?-11-0-00	0	Daily	Daily	0	0	0
123-45-6789	Black, John W	Substitute-002 GMS $125.00	420-11-6112.00-002-?-11-0-00	125	420-11-6112.00-002-?-11-0-00	0	Daily	Daily	0	0	0
123-45-6789	Black, John W	Substitute-003 GHS	420-11-6112.00-003-?-11-0-00	100	420-11-6112.00-003-?-11-0-00	0	Daily	Daily	0	0	0

   ◦ Enter hours
   ◦ When importing back to WebSmart, verify the columns

‣ Identify the fields in the exported spreadsheet when you get ready to import the hours back into WebSmart.

 Documents

‣ **Documents** – if you have purchased WebSmart-*i*, you will see a Documents tab and have the ability to upload the supporting documents for your payroll batch here.
‣ You are allowed to upload documents of any size.
‣ Select Upload File
‣ Once uploaded, the batch number, period pay date, period begin and period end dates automatically populate.

➡️ **Reports**

▸ **Reports are now available on a Reports tab within the payroll batch.**