Parallel Payroll Checklist

**Notes:**

* **Chrome and Firefox web browsers work the best**
* **Make sure Pop-up Blocker is turned off**
1. \_\_\_\_\_\_\_\_\_\_ Add New Employee(s)
	1. **Core > Employee**
		* Click **+Create**
		* Number: ID Number will auto assign if left empty
		* SSN
		* Last Name
		* First Name
		* Address
		* Marital Status
		* ODJFS Reportable
		* Report to EMIS
		* Birthdate
		* Hire Date
		* OSDI
		* ODJFS Hire Date
		* Race – Optional
		* Hispanic/Latino Option – Optional
		* Degree Type
		* Gender
		* Click Save
	2. Employee Dashboard 
		* **Position**
			1. Click **Positions**
			2. Click **+Create**
			3. Enter Employee Name
			4. Choose desired Template. If not using a Template, enter all needed info, such as Job Status, Appt Type, FTE, Retirement Code.
			5. Pay Group
			6. Building Codes
			7. Hire Date
			8. Start Date
			9. Contract Amount
			10. Contract Workdays
			11. Building IRN
			12. Click **Save** and then **X** to close the page
		* **Compensation**
			1. Click on **Positions**
			2. Click on **Eye** beside the name
			3. Go to the bottom and click on **+** under **Compensation**
			4. Type – Contract or Non-Contract
				1. Non-contract should be used for subs and hourly employees
			5. Job Calendar
			6. Start Date
			7. Stop Date
			8. Description – Something to identify this compensation Ex. FY18
			9. Label – Job Title
			10. Pay Plan – Biweekly, Semi-Monthly
			11. Pay Unit – Hourly/Daily
			12. Retirement Hours
			13. Unit Amount – Hourly/Daily Rate \*Must be greater than 0\*
			14. Contract Amount
			15. Contract Obligation
			16. Contract Work Days – auto populates
			17. Pay Per Period – auto populates
			18. Pays in Contract
			19. Check box next to **Stretch Pay**
			20. Calendar Start Date
			21. Stop Date – leave blank
			22. Hours Per Day
		* Pay Account
			1. Click Payroll Accounts on Employee Dashboard
			2. Click +Create Payroll Accounts
			3. Enter Payroll Expenditure Account
			4. Rate Type
			5. Rate
			6. Status – Active
			7. Check box next to Leave Projection – if used in your district
			8. Check box next to Employer Distribution – if used in your district
			9. Sort Order – 1 allows priority of fixed amount accounts
			10. Click Save, and Click X to close page
		* Leaves
			1. Click Leaves on Employee Dashboard
			2. Click +CREATE
			3. Sick Leave Detail Information
				1. Accum Per Month
				2. Leave Unit – Daily/Hourly
				3. Maximum Leave Amount
			4. Personal Leave Detail Information
				1. Accum Per Month – leave blank
				2. Leave Unit – Daily/Hourly
				3. Maximum Leave Amount
				4. Reset Value
			5. Vacation Leave Details
				1. Accum Per Month
				2. Leave Unit – Daily/Hourly
				3. Maximum Leave Amount
			6. Click Save and click X to close page
		* Pay Distributions
			1. Click Payroll Distributions on Employee Dashboard
			2. Click +CREATE
			3. Click +Add Payroll Distribution
			4. Select DIRDEP
			5. Click Continue
			6. Enter Deduction Code – 700 codes
			7. Enter Account Number
			8. Select Fixed or Percent
			9. Rate – 100%
			10. Select Direct Deposit Type – Automated Deposit/Demand Credit Records
			11. ACH Destination
			12. ACH Source
			13. Click Save and click X to close the page
		* Payroll Items
			1. Click Payroll Items on Employee Dashboard
			2. Click +CREATE
			3. Add all Deduction Items individually
			4. Save after each one

**\*Note\* The position does not need to be chosen for new Payroll Items. The only time the position should be chosen is for example, a Superintendent has pickup on pickup, but has a supplemental job that does not have pickup on pickup.**

1. \_\_\_\_\_\_\_\_\_\_\_ Enter Deduction changes
	* + **Core > Payroll Items** OR access the Employee on the Employee Dash Board and click Payroll Items
		+ To create a new Payroll Item, click **+Create**
		+ To edit existing Payroll Item, Click  next to the desired deduction
2. \_\_\_\_\_\_\_\_\_\_\_ Current Posting Period
	* + To Initialize the payroll, the month of the pay date must be **Open and Current**
		+ Go to **Core > Posting Period**
		+ Make sure Open = True and Current = True for the month of the payroll
3. \_\_\_\_\_\_\_\_\_\_\_ Payroll Payments Future **–** Enter from pay sheets, time sheets, ect. (UPDCAL-FUT)
	1. Enter Attendance
		* Go to **Core > Attendance**
		* Click +CREATE to enter one day or +Mass Add to enter multiple days
		* If desired, choose Posting Option – Post to Future
	2. Enter other payroll information
		* Go to **Payroll > Payroll Payment – Future**
		* Select Employee
		* Select Compensation #
		* Description
		* Pay Type – Regular, Misc, Dock, etc.
	3. Run **SSDT Future Pay Amount Report** to balance items entered into Future
		* Go to Home, click on ‘SSDT Future Pay Amount’
4. \_\_\_\_\_\_\_\_\_\_\_ Import Attendance/Absence from Kiosk **(**AESOP) (if applicable) (USPIMPORT)
	* + Go to **Utilities > Attendance Import**
		+ Browse for file
		+ Location Code
		+ Post to Payroll Processing Options
		+ Combine Attendance Entries – unchecked
		+ Allow Negative Leave Balances – unchecked
		+ Payroll Account to Charge
		+ Click Import
		+ Review ATTERR.CSV
5. \_\_\_\_\_\_\_\_\_\_\_ Initialize Payroll (INICAL)
	* + Go to **Payroll > Payroll Processing**
		+ Click +Initialize New Payroll
		+ Payroll Description – Ex. 1st Payroll 10/06/2017
			1. The description will show on reports in USAS
		+ Pay Plan
		+ Pay Cycle
		+ Start Date
		+ Stop Date
		+ Pay Date
		+ Unselect any undesired Pay Groups
		+ Click Initialize Payroll
		+ Notes:
			1. May take several minutes to run
			2. Pay Groups with errors will show with a red circle under Status
			3. **Review Error Report**
			4. Any changes to employee’s compensation record will require to ‘Modify Payroll’
			5. Changes made just in ‘Payroll Processing – Current’ **do not** require to ‘Modify Payroll’. Simply rerun ‘Pay Report’
			6. Modifying Payroll will cause any changes in Current to be lost
6. \_\_\_\_\_\_\_\_\_\_\_ If needed, enter items into Payroll Payments – Current (UPDCAL-CUR)
	1. Enter Attendance
		* Go to **Core > Attendance**
		* Click +CREATE to enter one day or +Mass Add to enter multiple days
		* If desired, choose Posting Option – Post to Current
	2. Enter other payroll information
		* Go to **Payroll > Payroll Payments – Current**
		* Click +Create
		* Enter desired data, click Continue
		* Enter payroll information, click Save and close window
		* Continue entering all additional information
		* Select all items entered in Current and then click ‘Payroll Report’
		* Verify data and balance
7. \_\_\_\_\_\_\_\_\_\_\_ Print Pay Amount Summary Report
	* + Go to **Reports > Pay Amount Summary Report**
		+ Compare to PAYSUM
8. \_\_\_\_\_\_\_\_\_\_\_ Review Pay Report (CALCPAY/PAYRPT)
	* + Go to **Payroll > Payroll Processing > Detail**
		+ Click Pay Report
		+ Report Title
		+ Sort By: Employee Last Name
		+ Report Format: PDF
		+ Compare to Classic Pay Report. Review pay amounts, deductions, work days, account number.
		+ Compare Pay Items Total to DEDTOT from Classic
9. \_\_\_\_\_\_\_\_\_\_\_ Review Pay Item Detail Report (DEDDET)
	* + Click **‘Pay Item Detail Report’**
		+ Print and/or Save this report.
		+ This includes balances for this payroll only. It will only balance to DEDDET
10. \_\_\_\_\_\_\_\_\_\_\_ Post Payroll (CHKUPD)

**This is NOT “The Point of No Return**”

* + - Click Post Payroll
		- Click Post
		- If an error occurs during posting, a Post Error Report will be generated.
			1. Click ‘Unpost’
			2. Make necessary changes
			3. Modify the payroll
			4. Post the payroll again
1. \_\_\_\_\_\_\_\_\_\_\_ **Print Budget Distribution Report** for Treasurer/Superintendent to review
	* + Leave check # blank – this field will be going away
		+ Compare to the BUDDIS.TXT from Classic
2. \_\_\_\_\_\_\_\_\_\_\_ Print **Payroll Account Distribution Report**
	* + Compare to BUDDET.TXT from Classic
3. \_\_\_\_\_\_\_\_\_\_\_ Process Payments (CHKPRT)

**\*Do not need to do this step if there are no direct deposit notices or checks to print\***

* 1. Process Payments – Direct Deposits
		+ Click Process Payments
		+ Processing: Direct Deposit
		+ Output Format: XML
		+ Bank Account
		+ Sort By: Employee Last Name
		+ File Name: Auto populates
		+ Click Process Payments
	2. Process Payments – Checks
		+ Click Process Payments
		+ Processing: Checks
		+ Output Format: Click on XML for check printing software or PDF for format checks
		+ Starting Check # - will default to the next available check number
		+ Use the output file to print checks through your printing software – Edge or ABM
1. \_\_\_\_\_\_\_\_\_\_\_ Email Notices
	* + Click **‘Email Notices’**
		+ Choose desired date and time to send email notices
		+ All employees (with Email Direct Deposit checked on Employee Dashboard) will automatically be selected to receive a notice
		+ Click ‘Schedule Sending of Selected Email Notices’
2. \_\_\_\_\_\_\_\_\_\_\_ SERS New Hire Report - **Optional**
	* + Go to **Reports > SERS New Hire Report**
			1. Generate Files
				1. Save the file to folder of your choosing and then upload to eSERS
3. \_\_\_\_\_\_\_\_\_\_\_ STRS New Hire Report - **Optional**
	* + Go to **Reports > STRS New Hire Report**
		+ Generate Report and review
		+ Click ‘Generate Submission File and Submit to STRS’
4. \_\_\_\_\_\_\_\_\_\_\_ Create SERS Submission File (RETIRE/SERSREG)
	* + Go to **Reports > SERS Per Pay Report**
		+ Choose Sort option
		+ Check ‘Show Detail on Report’
		+ Check ‘Show Information Messages on Report’
		+ Enter Pay Date
		+ Enter eSERS Pay Cycle
		+ Enter eSERS Pay Cycle Code
		+ Enter Begin Date, End Date
		+ Generate Report and verify data
			1. Any employee with Attendance days outside of the pay period, will require an Adjustment to Retirement to report those days to SERS
				1. Go to Core > Adjustments

Employee Name

Type - SERS Retirement Days

Transaction Date - Date within the pay period and the period must be open

Amount – can do a lump sum Ex. 20 days

Description

* + - When data has been verified, click ‘Generate Submission File’
		- Check the ‘Generate Submission File For Adjustments Only?’ box and click ‘Generate Submission File again (Classic would automatically create the adjustment file, IF there was one)
		- Click ‘Link to eSERS’ login and and upload both files
1. \_\_\_\_\_\_\_\_\_\_\_ Create STRS Submission File (RETIRE/STRSREG and STRS\_SEND)
	* + Go to **Reports > STRS Report**
		+ Choose Sort option
		+ Choose Payment Method
		+ Enter in the Check or Transaction Number
		+ Choose Report Format
		+ Select the payroll you wish to create the report for
		+ Click ‘Generate Report’ and review data
			1. Any employee with Attendance days outside of the pay period, will require an Adjustment to Retirement to report those days to SERS
				1. Go to Core > Adjustments

Employee Name

Type - STRS Retirement Days

Transaction Date - Date within the pay period and the period must be open

Amount – can do a lump sum Ex. 20 days

Description

* + - Click ‘Generate Submission File and Submit to STRS’
1. \_\_\_\_\_\_\_\_\_\_\_ ODJFS New Hire Report
	* + Go to **Reports > ODJFS New Hire Report**
		+ Double Click on the employee name under New Employees
		+ Click ‘Generate Report’
		+ Click ‘Generate Submission File’ to create tape file
2. \_\_\_\_\_\_\_\_\_\_\_ AFFORD Report
	* + Go to **Reports > AFFORD**
		+ Choose sort option
		+ Enter Beginning and Ending Date
		+ Check ‘Exclude based on termination date box’ – if applicable
		+ Check ‘Exclude employees with insurance box’ – if applicable
		+ Choose ‘Calculate based on number of week or month’ from dropdown box
		+ Choose calendar for calculating breaks
		+ Select Pay Groups
		+ Click ‘Generate Report’ and review
		+ Click ‘Generate CSV’
3. \_\_\_\_\_\_\_\_\_\_\_ Payable Reports (PAYDED Projection)
	* + Go to **Processing > Processing Outstanding Payables**
		+ Click ‘Payable Report’
		+ Choose by Payment Cycle **OR** Payroll Item Configurations
		+ Click ‘Full Report’ and **PRINT** (DEDRPT)
		+ Click ‘Summary Report’ and **PRINT** (DEDSUM)
		+ Notes:
			1. Balance to DEDRPT/DEDSUM
			2. If you use deduct codes 692 and 694, they will be combined in Redesign; 694 is no longer used.
4. \_\_\_\_\_\_\_\_\_\_\_ Pay Any Electronic Payments (such as EFTPS, Ohio Business Gateway, etc.)

– district specific
 **\*This step is only for real payrolls, NOT parallel payrolls\***

1. \_\_\_\_\_\_\_\_\_\_\_ Employer Distribution Report (BRDDIS Projection)
	* + Go to **Reports > Employer Distributions**
		+ Enter in ‘Start Date’ and ‘End Date’. Depending on the deduction code you will use either the pay date or the first to the end of the month.
		+ Select the deduction
		+ Click ‘Generate Report’
		+ These reports will be used in the next step to post Employer Distributions
2. \_\_\_\_\_\_\_\_\_\_\_ Employer Distribution (BRDDIS Actual)
	* + Go to **USAS Integration > Employer Distribution Submissions**
		+ Enter in ‘Start Date’ and ‘End Date’. Depending on the deduction code you will use either the pay date or the first to the end of the month.
		+ Click ‘Show Submission Preview’
		+ Review info in the ‘Submission Preview’ box
		+ Click ‘Submit to USAS’
3. \_\_\_\_\_\_\_\_\_\_\_ Employer Retirement Share report
	* + Go to **Reports > Employer Retirement Share**
		+ Enter Begin Date and End Date
		+ Enter STRS Amount to Distribute
		+ Enter SERS Amount to Distribute
		+ Click ‘Generate Report’
4. \_\_\_\_\_\_\_\_\_\_\_ Employer Share of Retirement (BRDRET) – if applicable
	* + Got to **USAS Integration > Employer Retirement Share Submission**
		+ Enter Beginning and End Date
		+ Enter ‘STRS Amount to Distribute’ and ‘SERS Amount to Distribute’
		+ Click ‘Show Submission Preview’ and review
		+ Click ‘Submit Employer Share of Retirement to USAS’
5. \_\_\_\_\_\_\_\_\_\_\_ Create ACH submission
	* + Click **Report > ACH Submission**
		+ Pay Date
		+ ACH Source
		+ Replace Employee SS# with ID
		+ Sort By
		+ Report Format: the desired format of the report
		+ Select the payroll in the ‘Historical Payrolls’ box
		+ Click Generate Report
		+ Verify deposit amount to Pay Report
		+ Click Generate Submission File, after the report has been verified
6. \_\_\_\_\_\_\_\_\_\_\_ HSA ACH Submission – if applicable
	* + Go to **Report > ACH Submission > HSA Submission tab**
		+ Separate ACH file will be created for each HSA deduction processed.
			1. HSAACHXXX.SEQ, XXX represents the deduction code
		+ **Once the file has been generated, the payable will be posted and payroll can no longer be unposted**
7. \_\_\_\_\_\_\_\_\_\_\_ Processing Outstanding Payables (PAYDED Actual)

**\*Once Payables have been posted, the payroll can no longer be ‘unposted’ for modifications\***

* + - Go to **Processing > Processing Outstanding Payables**
		- There are 4 tabs for viewing (plus a tab for viewing Payables Adjustments) Select the tab most useful to you
		- Select Payroll Cycle: choose the cycle and move to Select box
		- Select Items to be paid by clicking the box or selecting all
		- Review the amounts with DEDSUM
		- Click Post
		- Transaction Date = Check Date – change the date if desired
		- Save **check.xml** – used for printing check
			1. Open Download folder on your computer
			2. Copy check.xml to C:\Checks, if using Edge
		- Print checks using your printing software – Edge or ABM
1. \_\_\_\_\_\_\_\_\_\_\_ Post Payroll to USAS
	* + Go to **USAS Integration > Payroll Submission**
		+ Click ‘Post to USAS’
		+ Review Payroll Total and payroll details
		+ Click ‘Submit to USAS’
2. \_\_\_\_\_\_\_\_\_\_\_ Post Pending Transactions in USAS
	* + Depending on the processes in your office, either the Treasurer or payroll person can post the transactions in USAS
		+ Login to **USAS**
		+ Got to **Transaction > Pending Transaction**
		+ Click on ‘Edit’ button
		+ Review
		+ Click ‘Validate’ and then ‘Post’
		+ **If you want a physical payroll check to deposit at the bank, uncheck ‘Electronic**
		+ Click ‘Post’
		+ Repeat for all pending transactions for your payroll
3. \_\_\_\_\_\_\_\_\_\_\_ If physical payroll check is wanted from step above
	* + Go to Transactions > Disbursements
		+ Select the payroll item
		+ Click ‘Generate Print File’ in upper left corner
		+ Enter check number
		+ Print Output Type: XML
		+ Click ‘Generate’
		+ Save file and use printing software to print the check
4. \_\_\_\_\_\_\_\_\_\_\_ Invoice and Process Payables for payroll items
	* + Go to **USAS > Transactions > Purchase Orders**
		+ Filter for the Pay Date
		+ Click Invoice Button
		+ Enter Invoice #
		+ Enter Vendor #
		+ Check line item box and click ‘Fill Items’
		+ Click Save
5. \_\_\_\_\_\_\_\_\_\_\_ Post the Payables
	* + Go to **USAS > Transaction > Payables**
		+ Select the payable and then click ‘Post Selected’
6. \_\_\_\_\_\_\_\_\_\_\_ Reconcile Payroll Disbursements
	* + Go to **USAS > Transactions > Disbursements**
		+ Select payroll batch and the Payables posted in step above
		+ Click ‘Reconcile’
		+ Click box ‘Show Printable’ and make sure they do not show on the grid
7. \_\_\_\_\_\_\_\_\_\_\_ Benefit Update and Projection (BENACC)
	* + Go to **USPS > Processing > Benefit Update and Projection**
		+ Choose ‘Accrual Projection Report’
		+ Select ‘Vacation’ or ‘Sick’
		+ Accrual Date = last day of the month
		+ Choose the Pay Groups and move to Selected
		+ Click ‘Generate Report’
		+ Compare to BENACC Report from Classic
		+ If the report is correct, change Accrual or Projection? to ‘Accrual Report’
		+ Complete these steps again for ‘Vacation’ or ‘Sick’
8. \_\_\_\_\_\_\_\_\_\_ Review Posting Period
	* + Go to **Core > Posting Periods**
		+ Need to keep prior month open until after the pay period is out of that month.
			1. Example: Pay Period is 4/25 – 5/8, Pay Date 5/22
			2. April will remain open until after the 5/22 is completed, incase Adjustments need to be done with an April Date
			3. When ready to close the Posting Period, make Open = False and Current = False
		+ Create the next month, make it Open and Current

**Reports to review before going live:**

* Compare Earnings Register and ERNREG
	+ When running in Redesign, make sure to check boxes
* Compare Quarter Report and QRTRPT

**Problems that could be causing reports to balance:**

* Additional Withholdings not on Redesign report
* Voided checks are being calculated as regular check on Redesign report
* Refund of deduction not on Redesign Report
* Deductions deleted from DEDSCN not on Redesign report

**ODJFS Quarter Reporting**

* District will need to register for an ERIC account on ODFJS’s website. Districts will upload their ODFJS report directly to the ERIC system by the 20th of the succeeding month.