Payroll System Documentation
Gross Payroll System
Frequently Asked Questions

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Frequently Asked Questions

How do I Add an Employee?

1) Display the EMPL screen.

2) Press F4 to get a work screen.

3) Enter all data for the employee and verify typing.

4) Press ENTER. The computer will edit all entered data and highlight any errors. An appropriate error message will be displayed at the bottom of the screen. Correct any highlighted areas and press ENTER again. Repeat until the record is added.

5) Display the TAX screen.

6) Enter all appropriate data for the employee.

7) Press F2. The computer will edit all entered data and highlight any areas. Correct any errors and press F2 again.

8) Display the PAYR screen.

9) Press F4.

10) Enter the salary information and account distribution for the employee's primary position as salary number 1.

11) Press ENTER.

12) If it is necessary to enter more salary rates, press F4, key the information and press ENTER. Repeat as necessary. NOTE: Each salary must have a unique number.

13) Display the EDED screen.

14) Enter the employee's deduction information.

15) Press F2. The computer will edit all entered data and highlight any errors. Correct any highlighted areas and press F2 again.

16) If the employee is having all or a portion of their check deposited using electronic direct deposit:

    a) Display the EDEP screen.

b) Enter the employee's deposit information.

c) Press F2. The computer will edit all entered data and highlight any errors. Correct any highlighted areas and press F2 again.

17) If the employee has multiple contracts:

a) Display the CON2 screen.

b) Enter the employee's contract information.

c) Press F2. The computer will edit all entered data and highlight any errors. Correct any highlighted areas and press F2 again.

18) If your district is using the Human Resource System, update the following screens as appropriate:

a) Display the PERS screen.

b) Enter all appropriate data for the employee.

c) Press F2. If necessary, correct any errors and press F2 again.

d) Press F5 to update any Miscellaneous Information, F6 to update Date Information, and F7 to update the Emergency Information.

e) Display the CERT screen.

f) Enter all appropriate data for the employee.

g) Press F2. If necessary, correct any highlighted areas and press F2 again.

h) Press F2 to update the employee's assignment information.

i) Display the JOBH screen.

j) Press F4.

k) Enter all data for the employee.

l) Press ENTER. If necessary, correct any errors and press ENTER again.

m) Repeat steps J through L as necessary for each position.

19) If your district is using the Fringe Benefit System:

   a) Display the EBEN screen.

   b) Enter the employee's benefit information.

   c) Press F2.

20) If your district is using the Attendance System:

   a) Display the EATT screen.

   b) Enter the employee's attendance information.

   c) Press F2.

How do I Delete an Employee?

1) Display the employee's YEAR screen for the current and previous year. The totals on both of these screens must be zero or blank. If any totals are displayed, the computer system will not allow the employee to be deleted.

2) Display the EMPL screen.

3) Press F11.

4) The computer will verify that the employee has no year-to-date totals. If none is found, a confirmation window will be displayed. Verify that the correct employee is being deleted and key **Y**.

5) Press ENTER.

How do I Terminate an Employee?

1) Display the EMPL screen for the employee.

2) Enter the termination date and termination reason for the employee.

3) Press F2 to update.

4) If the employee is contracted, display the appropriate PAYR screen and zero out the contract amount and bi-weekly pay.

5) If required by your district, update the termination date on the JOBH screen.

How do I Correct a Social Security Number?

1) Display the EMPL screen for the employee.

2) Type the correct social security number over the old one.

3) Type ‘CRSS’ in the function area.

4) Press ENTER.

NOTE: This may take several seconds. If it appears that the computer has “locked up”, please call the Regional Technology Center.

It’s the start of a contract year. How do I Clear Out the Old Contract?

1) Display the employee’s PAYR screen.

2) Put an ‘X’ to the left of the appropriate contract.

3) Press ENTER.

4) Put an ‘X’ in the Clr Contract field.

5) Put a zero in New Contract Amount and New Bi-Weekly Amount if the employee will not be paid on contract any longer.

6) Press F2.

How do I Enter an Employee’s New Contract?

<u>For the first contract:</u>

1) Display the PAYR screen for the employee.

2) Press F4.

3) Put an 'X' in Clear Contract 1.

4) Type the new contract starting and ending dates.

5) To have the computer calculate the bi-weekly pay, put an 'X' in Calc Bi-Week and the number of pays in Div By.

6) Enter the total contract amount in Contract New Amount.

7) If the system is not computing the bi-weekly pay, enter the amount in Bi-Week New Amount.

8) Enter the reference or account number(s) and percentage(s) for the payroll distribution. To enter more accounts, press F5.

9) Press ENTER.

How do I Dock a Contract Employee?

1) Display the PAYR screen for the employee.

2) Put an 'X' to the left of the appropriate contract.

3) Press ENTER.

4) Type the amount that is to be deducted from the pay in Bi-Week Absence.

5) Press F2.

Can I enter a Pre-determined Amount of Taxes to be Withheld?

1) Determine the amount of taxes to be deducted.

2) Display the HOUR or DAYS screen for the employee.

3) Enter the amount of taxes in the appropriate areas.

4) Press F2.

NOTE: The total tax amount cannot be more that the gross pay.

How do I get Special Reports with a Payroll?

1) Display the SUBM screen.

2) Enter the number of the report desired. If the number is not known, display the REPT screen and press F6 to display the optional reports. To return to the REPT screen, press F12.

3) Enter the number of copies desired of the report.

4) Press F2 to update.

How do I get an Optional Report?

1) Display the REPT screen.

2) Key the printer number, number of copies, messages to the operator, and the report numbers on the screen. If the number is not known, display the REPT screen and press F6 to display the optional reports. To return to the REPT screen, press F12.

3) Press ENTER.

4) A message will be sent to the screen indicating when the reports are ready to be printed. To print the reports on your printer:

    a) Press ESC.

    b) Type 1.

    c) Press ENTER.

    d) Key 6 in the OPT filed in front of desired report.

How do I Write a Manual Check?

1) Display the employee's REGI screen.

2) Press F4. If this is a new employee and there are no REGI records, enter the employee's social security number and press F4.

3) Key in the employee's gross pay.

4) Press ENTER.

5) The computer will calculate the taxes and deductions based on the employee's records. If these are not the desired amounts, key over any amount with the correct deduction.

6) Press ENTER.

7) Verify all data is correct. If not, go back to step 5.

8) Key a description for the transaction.

9) Key the check number in the appropriate area at the top of the screen, below the employee name.

10) Press F4.

11) If your district has a MICR printer:

    a) Type CHCK in the function area and press ENTER.

    b) Press ESC.

    c) Type 1 and press ENTER.

    d) Use the PageDown and PageUp keys to locate the file named PRXXCHCK, where XX is the district abbreviation.

    e) Verify that the signature card and check stock are in the printer.

    f) Type 6 in the OPT field to the left of PRXXCHCK.

    g) Press ENTER.

How do I Void a Check?

1) Display the employee's REGI screen.

2) Press F1 until the record for the check to be voided is found or key the date of the check in the appropriate area and press ENTER.

3) Key VOID in the function area and press ENTER.

How do I Unvoid a Check?

1) Display the employee's REGI screen.

2) Press F1 until the record to be unvoided is found, or key the transaction date of the entry and press ENTER.

3) Type UNV in the function area and press ENTER.

How do I use my MICR printer to print checks?

1) Balance and submit the payroll run as usual.

2) Press ESC.

3) Type 2 (work with jobs).

4) Press ENTER.

5) Use PageUp/PageDown to find the payroll run. The file name will be PRXXRUN1 where XX will be replaced with your district abbreviation.

6) Type 6 in the OPT column.

7) Press ENTER.

8) When the run is finished, display the Operational Assistant Menu by pressing ESC, if not already displayed.

9) Type 1.

10) Press ENTER.

11) Use the PageUp/PageDown to find the paychecks. The file name will be CHECKSXX where XX will be replaced with your district abbreviation.

12) Turn on the MICR laser printer.

13) Place the signature card in the reader on the side of the printer.

14) Replace the standard toner cartridge with the MICR toner cartridge.

15) Place check stock in paper drawer.

16) Type 6 in the OPT column to the left of the checks.

17) Press ENTER.

18) When the checks have finished printing, remove the check stock, signature card, and MICR toner cartridge.

19) Verify that the printed checks are correct. If there is a problem with the checks, call the MAISD Held Desk for assistance.

20) When the checks are verified, delete the file from the print queue by typing 4 in the OPT column.

21) Press ENTER.

I paid someone from the wrong account. Now what do I do?

1) Display the PDST screen for the employee.

2) Press F4 to get a work screen.

3) Enter the fiscal year to which the entry applies.

4) Enter the account number where the salary was distributed in the column marked "current" (this is the credit side of the entry).

5) Enter the account number where the salary should be distributed in the column marked "new" (this is the debit side of the entry).

6) Press ENTER to add.

7) When you are finished with the adjustments, have the accounting department create a batch of journal entries for the adjustments using the PADJ function.

Frequently Asked Questions

I have a Bad Chart Read on all '9' account numbers on my Payroll Distribution Report. How do I correct this?

1) Display the PDST screen with all '9'.
2) Type VOID in the function area to void that screen. If there are multiple accounts on the screen, this will void ALL of the entries.
3) Press F4 to get a work screen.
4) Key the appropriate entries under "New Distribution". The total dollar amount should equal the dollar amount that appeared on the voided screen.
5) Press ENTER to add the record.
6) Run PADJ from the accounting system to create the adjusting journal entries.

What is the Formula for Computing Retirement Hours?

The formula used is:

(Hours per day * Number of days worked) / Number of pays received while working

How do I Update a Job Title List?

To add a job title:

1) Display the JOBL screen in System 5.
2) Press F4.
3) Enter the job number and job description.

To change a job title:

1) Display the JOBL screen and locate the job number you want to change.
2) Type an 'X' in the SEL column to the left of the appropriate job number and press F2.
3) Key over the current job description.
4) Press ENTER to update.

<u>To delete a job title:</u>

1) Display the JOBL screen and locate the job number you want to delete.
2) Type an ‘X’ in the SEL column to the left of the appropriate job number and press F11.
3) Type ‘Y’ to confirm the deletion.
4) Press ENTER.

How do I Print a Listing of the Job Codes?

1) Display the JOBL screen in System 5.
2) Press PRNT in the function area and press ENTER.
3) When the message is displayed indicating that the report is finished, press the ESC key.
4) Type 1.
5) Press ENTER.
6) Key 6 in the OPT field in front of the desired report.

How do I Add an Organization Code?

1) Display the ORGN screen in System 5.
2) Press F4 to get a work screen.
3) Key the information.
4) Press ENTER.

How do I Exempt Employees from State Tax?

1) If an employee is exempt from state tax, his number of exemptions for state tax should be 99.

2) To eliminate the deduction of state tax from a paycheck, key the number of state tax exempts as 98.

How do I Exempt Employees from Federal Tax?

1) If an employee is exempt from federal tax, his number of exemptions for federal tax should be 99.

2) To eliminate the deduction of federal tax from a paycheck, key the number of federal tax exempts as 98.

How do I Balance the Gross Pay?

1) Display the BALG screen.

2) Enter your totals in the two USER TOTAL columns. If you do not want to enter USER totals, put an 'X' in the column of underscores to the left of each user total you do not want to enter.

3) Press F2.

4) If you would like a list of the employees that make up the system total, put an 'X' in the column of underscores between the system totals you want to list.

5) Type BALN in function and press ENTER.

6) A message will appear indicating that the balance run is completed.

7) Press ESC.

8) Type 1.

9) Press ENTER.

10) Key 6 in the OPT filed in front of the desired report.

11) If anything appears in the GROSS DIFFERENCE column, go to step 1.

Frequently Asked Questions

How do I Balance the Employee Deductions?

These are the totals of deductions on file, **not** the amounts of deductions that will be taken during the payroll run.

1) Display the BALD screen.
2) Enter your totals under the USER column. If you do not want to enter USER totals, put an 'X' in the column of underscores to the left of each users total you do not want to enter.
3) Press F2.
4) If you would like a list of the employees that make up the system total, put an 'X' in the column of underscores to the left of each system total you want to list.
5) Type BALN in function and press ENTER.
6) A message will appear indicating that the balance run is completed.
7) Press ESC.
8) Type 1.
9) Press ENTER.
10) Key 6 in the OPT filed in front of desired report.
11) If anything appears in the DEDUCTION DIFFERENCE column, go to step 1.

Okay, I've balanced my payroll. Now what?

1) Balance your payroll. There can be **NO** amounts in any of the three difference columns.
2) Display the SUBM screen.
3) Enter the report number and the desired number of copies for any optional report. If desired, enter the journal comments, check comment, and note to the computer operator.
4) Press F2.

5) Type CALC in function and press ENTER.

6) Wait for the message telling you that the payroll has been successfully received by the data processing department. If you have not received a message in 15 minutes, please call MAISD.

What do I need to do at the End of the Quarter?

1) Display the BALQ screen.

2) Enter user totals under the USER column.

3) Press F2.

4) If a listing of the employees and the individual totals is desired, type an 'X' in the column of underscores to the left of the appropriate system total.

5) Type BALN in the function area and press ENTER.

6) A message will appear when the job has been completed.

7) Press ESC.

8) Type 1.

9) Press ENTER.

10) Key 6 in the OPT filed in front of desired report.

11) All differences appearing in the DIFFERENCE column must be resolved before the quarter-end process can be continued.

How do I Use the Help Screen?

1) Display an on-line payroll screen.

2) Press F1.

3) To return to the payroll screen, press F12.

Frequently Asked Questions

How does the MAISD Human Resource System work with the MEIS REP (Registry of Educational Personnel) System?

The MAISD Payroll and Human Resource System has been changed to incorporate all of the data elements required by the REP. As changes are made throughout the year to the Employee Information Screen (EMPL), Contract 1 Information Screen (CON1), Certification Information Screen (CERT), and Job History Screen (JOBH), the Registry of Educational Personnel Screen (REP) in the MAISD system is also updated.

My union dues are increasing for all my staff. Is there a way I can do a mass update?

1) Display the Deduction Rate Screen (DEDR) in System 5. This screen will display all of the different deductions currently on file for your district by organization and the current rates.

2) Locate the appropriate deduction by keying the deduction type in the area at the top of the screen.

3) Press ENTER.

4) Locate the rate(s) to be changed under the CURRENT AMOUNT column.

5) Key the new rates in the NEW AMOUNT column. Amounts in this column will be placed in the NEW AMOUNT field on the Employee Deduction Screen (EDED).

6) If changes are needed for the current pay only (a one-time amount), key the rate in the column labeled 1 TIME AMOUNT.

7) Key the appropriate remaining pays in the REMAINING PAYS column.

8) Press F2.

9) If necessary, use PageUp/PageDown to view additional pages of rates and updates as described above.

10) Type TRAN in the function area.

11) Press ENTER. A job will be submitted that will update the Employee Deduction Screen (EDED). When it is completed, a message will be sent to your computer.

How do I set up a TDP deduction?

1) Display a TDPM screen for the employee. If no TDPM screen exists, over-key the displayed social security number with the social security number for the employee.

2) Press F4.

3) Key the appropriate data.

4) Press ENTER.

5) Display the Employee Deduction Screen (EDED) for the employee.

6) Key the deduction for the employee. **NOTE**: The deduction type <u>must</u> be @ and the organization code (ORG) <u>must</u> be the same as the service type on the TDPM screen.

7) Press F2.

How do I get a TDP authorization file to send to MPSERS?

1) Display the REPT screen.

2) Enter Report # 327. In the OPTIONAL INFORMATION, key the starting and ending dates for the records. This time frame represents when the TDPM records were <u>keyed</u>, not the agreement dates. The dates must be keyed in YYYYMMDD YYYYMMDD format, i.e., 20020701 20020731.

3) Press ENTER.

4) A message will be sent to your computer when the job is finished. The authorization file will be e-mailed to you.

How do I get a TDP payment file to send to MPSERS?

1) Display the REPT screen.

2) Enter Report # 328. In the OPTIONAL INFORMATION, key the starting and ending dates for the payments and the seven-digit check number of the payment. This time frame represents the pay date when the deductions were taken. The date must be

keyed in YYYYMMDD   YYYYMMDD followed by a seven-digit check number, i.e., 20020701   20020731   0012345.

3) Press ENTER.

4) A message will be sent to your computer when the job is finished. The payment file will be e-mailed to you.