

Payroll System Documentation

Projected/Proposed Systems

The following screens are found in the Projected/Proposed Systems Manual:

1. Overview
2. SCHD – Salary Schedule
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4. PROP – Proposed Salary
5. PBEN – Proposed Benefits

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An Overview

To aid in the task of salary and benefit projections and determining yearly budgets, the MAISD on-line system has the Salary Projector and Proposed Salary and Benefit System. These two systems allow the business department to project the salary expense up to three years in advance.

To begin using the Salary Projector System, the salary schedule(s) for each bargaining unit must be keyed. This schedule can be keyed with a variety of pay rates, e.g., daily rates, hourly rates, contract amounts, contractual indexed rates. Longevity amounts can also be included if appropriate. In addition to the rates, information regarding the number of hours and days a full-time employee works is recorded, so the system can automatically pro-rate the employees' yearly salary according to the number of hours and days worked that is keyed on their record.

By entering three different fiscal years and the associated percentages, it is possible to project the salaries for three consecutive years. The system moves the employees up the salary schedule either one-half or a whole step for each year as appropriate, giving the business department the most accurate information possible. When the same fiscal year is entered three times and three different rates are entered, the system will project the salaries for the same fiscal year at three different rates. This is a very useful tool in negotiations since these reports are available at the district's site and can be printed in three sequences: alphabetical, by account number, and by account program. At the end of the alphabetical report, a Frequency Distribution report is printed which can be used to determine when and how many employees will be reaching the longevity threshold, getting close to retirement, etc.

All changes made in the Salary Projector System affect all employees in the changed Salary Schedule. The Proposed Salary and Benefit System allows the district to make changes to individual employees as necessary. When the Salary Schedule information has been verified, the data on the Proposed Salary and Benefit System is updated with the new information for each employee. This data can then be changed on an individual basis to correct those people that "are exceptions to the rules", and were not updated properly.

It is also possible to add and delete employees on the Proposed Salary and Benefit System to allow for expansion and reductions in employment. None of these changes affect the active payroll system; it is used for projection purposes only. Several reports are available from this system to make the tedious budgeting process as easy and accurate as possible.

When the timing is correct, the information from the Proposed Salary and Benefit System can be transferred to the active payroll system, eliminating the need for the data to be re-keyed and verified.

Payroll System Documentation

SCHD ● Salary Schedule

PM540		PAYROLL SYSTEM					Date	3/16/05
District 61060		Salary Schedule Index					Time	13:09:57
Function _____		From Proposed Info? <u>N</u>						
Unit	<u>01</u>	Schedule	<u>1.0</u>	Hours/Day	<u>7.00</u>	Days/Year	<u>186.00</u>	
Rate	<u>C</u> CONTRACT	Amt Code	<u>I</u> INDEX	Base Amount	<u>34298.00</u>	Calc Con	<u>1 N</u>	
Start Date	<u>09/01/2004</u>	End Date	<u>08/31/2005</u>	<u>05/06</u>	<u>06/07</u>	<u>07/08</u>		
1/2 Step Range	> _____	< _____	Percentages					
Level	<u>BA</u>	<u>MA</u>	<u>MA+</u>	<u>BAP</u>	<u>MAP</u>	<u>MA+P</u>		
Step								
<u>1.0</u>	<u>1.0000</u>	<u>1.0382</u>	<u>1.0820</u>	<u>1.0000</u>	<u>1.0382</u>	<u>1.0820</u>		
<u>1.5</u>	<u>1.0100</u>	<u>1.0528</u>	<u>1.1048</u>	<u>1.0100</u>	<u>1.0528</u>	<u>1.1048</u>		
<u>2.0</u>	<u>1.0200</u>	<u>1.0674</u>	<u>1.1275</u>	<u>1.0200</u>	<u>1.0674</u>	<u>1.1275</u>		
<u>2.5</u>	<u>1.0510</u>	<u>1.1066</u>	<u>1.1771</u>	<u>1.0510</u>	<u>1.1066</u>	<u>1.1771</u>		
<u>3.0</u>	<u>1.0820</u>	<u>1.1458</u>	<u>1.2267</u>	<u>1.0820</u>	<u>1.1458</u>	<u>1.2267</u>		
<u>3.5</u>	<u>1.1015</u>	<u>1.1699</u>	<u>1.2536</u>	<u>1.1015</u>	<u>1.1699</u>	<u>1.2536</u>		
<u>4.0</u>	<u>1.1211</u>	<u>1.1940</u>	<u>1.2805</u>	<u>1.1211</u>	<u>1.1940</u>	<u>1.2805</u>		
<u>4.5</u>	<u>1.1420</u>	<u>1.2195</u>	<u>1.3087</u>	<u>1.1420</u>	<u>1.2195</u>	<u>1.3087</u>		
<u>5.0</u>	<u>1.1630</u>	<u>1.2450</u>	<u>1.3370</u>	<u>1.1630</u>	<u>1.2450</u>	<u>1.3370</u>		
<u>5.5</u>	<u>1.1853</u>	<u>1.2718</u>	<u>1.3666</u>	<u>1.1853</u>	<u>1.2718</u>	<u>1.3666</u>		
<u>6.0</u>	<u>1.2076</u>	<u>1.2987</u>	<u>1.3962</u>	<u>1.2076</u>	<u>1.2987</u>	<u>1.3962</u>		

F1=Help F2=Update F3=Exit F4=Add F11=Delete
 F12=Cancel PageDown=Next PageUp=Previous

The Salary Schedule Screen is used to print projections of salary information and also to update the employee information on the Proposed Salary Information Screen (PROP).

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F4 = Add new schedule
- F11 = Delete
- F12 = Cancel
- PageDown = Next
- PageUp = Previous

Available Functions:

- PRNT = Prints salary schedule
- PROJ = Prints salary projection report in alphabetical order
- ACCT = Prints salary projection report by account number
- PROG = Prints salary projection report by program
- FUNC = Prints salary projection report by function
- TRAN = Updates proposed salary file with salary schedule information

Payroll System Documentation

SCHD ● Salary Schedule

Explanation of Fields:

Unit

This is the two-digit number that identifies the bargaining unit for the salary schedule.

Schedule

This is the salary schedule name.

Hours/Day

This is the number of hours per day a full-time employee works.

Days/Year

This is the number of days per year a full-time employee works.

Rate

This is the rate of pay for the schedule.

Valid Values:

C = Contract

H = Hourly Rate

D = Daily Rate

Amt Code

This is the type of information being entered into the salary schedule.

Valid Values:

I = Index

D = Dollar Amount

Base Amount

For salary schedules using the index method, this is the base amount of the schedule.

Calc Con 1

A 'Y' indicates a contract 1 amount should be calculated from the hourly rates entered on the salary schedule.

Start Date

This is the start date to be entered for the employee's contract.

Valid Values:

Any valid date

End Date

This is the end date to be entered for the employee's contract.

Valid Values:

Any valid date

Payroll System Documentation

SCHD ● Salary Schedule

Fiscal Years

Dates can be consecutive or the same.

1/2 Step Range

When computing the step increment for an employee, if the full-time equivalency (FTE) is between this range, the step will be incremented by .5.

Percentages

These are the three percentages to be used in the projection process.

Level

These are the ten levels of the salary schedule.

Step

This is the salary step of the salary schedule. This number contains one decimal position enabling the recording of half steps. A step zero is allowed.

Amounts

This is the dollar amount or index that applies to the salary step and level.

Note: To delete a salary step, type DELETE in the first level of the salary step. A backwards slash '\ ' can be used to duplicate the information from the previous salary step.

Payroll System Documentation

LONG ● Longevity Schedule

```
PM550          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050 Longevity Schedule                 Time 09:15:24
Function _____

Unit 04      Schedule OFFC      Add To Contract N      Amount Code D
Pro-Rate Y

Level  A      B      C      D      E      F
Base
Step
11.0  232    232    232    232    232    232
11.5  290    290    290    290    290    290
12.0  348    348    348    348    348    348
12.5  406    406    406    406    406    406
13.0  464    464    464    464    464    464
13.5  522    522    522    522    522    522
14.0  580    580    580    580    580    580
14.5  638    638    638    638    638    638
15.0  696    696    696    696    696    696
15.5  754    754    754    754    754    754
16.0  812    812    812    812    812    812
16.5  870    870    870    870    870    870

F1=Help      F2=Update      F3=Exit      F12=Cancel
PageDown=Next PageUp=Previous
```

The Longevity Schedule Screen is used in conjunction with the Salary Schedule Screen (SCHD) to allow projections of salary information and also to update the employee information on the Proposed Salary Screen (PROP).

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F12 = Cancel
- PageDown = Next
- PageUp = Previous

Payroll System Documentation

LONG ● Longevity Schedule

Explanation of Fields:

Unit

This is the two-digit number that identifies the bargaining unit the longevity schedule is for as identified on the Salary Schedule Screen (SCHD).

Schedule

This is the salary schedule name as identified on the Salary Schedule Screen (SCHD).

Add To Contract

A "Y" indicates the longevity amount is to be added to the salary amount in the salary projection reports. Also, when the schedule information is transferred to the Proposed Salary System (PROP), the longevity amount will be included in the Contract 1 amount.

Amount Code

This is the type of information being entered into the longevity schedule.

Valid Values:

P = Percentage

D = Dollar Amount

Pro-Rate

A "Y" indicates the longevity amount is to be pro-rated for part-time employees.

Level

These are the ten levels of the salary schedule as specified on the Salary Schedule Screen (SCHD).

Base

For longevity schedules using a percentage, this is the base amount for each level.

Step

This is the salary step of the schedule as identified on the Salary Schedule Screen (SCHD).

Amounts

This is the dollar amount or percentage that applies to the salary step and level.

Note: A backwards slash '\ ' can be used to duplicate the information from the previous salary step.

Payroll System Documentation

PROP ● Proposed Salary

```
PM570                P A Y R O L L   S Y S T E M                Date 3/24/05
District 99060        Proposed Benefit Information            Time 11:57:21
Function               Building - 1234
Act Benefit->       
Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE                   JANE           E
----- Health Insurance ----- Benefit Information -----
Org -----> 05                Type --- Benefit Name --- Org Code   Amount
Code -----> 1                L  LIFE, DENTAL, VISION  05   1   89.43
Premium --> 1018.69
Options --> 3.20
Total ----> 1021.89
Schl Shr -> 955.46
----- Reimbursement Information -----
Code   Amount   G/F Exmpt Pays   Account Number   Ref #   Percent
1    150.00   G   -   26   252-181-0000-000-0000-0000 19168 100.00
-----
F1=Help      F2=Update      F3=Exit      F12=Cancel
PageDown=Next PageUp=Previous
```

The Proposed Salary Information allows the user to enter salary amounts, contract information, and salary distribution accounts for employees for the next fiscal year. It also allows the addition or deletion of employees to the Proposed Salary System only, giving the flexibility of planning for known expansion or reduction for the next fiscal year. Any information entered does not affect the current payroll files, but does give the user the ability to project the next year's salary costs on a by-employee basis.

An additional benefit of this system is the ability to transfer the proposed salary information to the active salary information, eliminating the need to re-key and verify. This is done individually for each salary rate and certain safeguards have been built into the system. For example, the system will ask for verification before it overwrites an active contract (contract balance greater than zero).

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PROP ● Proposed Salary

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Add
F5 = Miscellaneous Fields
F6 = Job History Fields
F11 = Delete
F12 = Cancel
PageDown = Next
PageUp = Previous

Available Functions:

CRSS = Change social security number

Explanation of Fields:

Demographic Information

Building

This is the building within the district where the employee will work during the next school year.

Soc Sec #

This is the employee's social security number. When entering records for future job positions, a fictitious number must be entered. To change a social security number, key the correct social security number over the displayed number, type CRSS in function and press ENTER.

Name

This is the employee's name in last name, first name, and middle initial format. When entering records for future job positions, a fictitious name must be entered.

Job Code

These two codes indicate what the employee's job classification(s) will be.

Valid Values:

Any code found on the Job Code Screen (JOBL) in System 5

Bargaining Unit

This number indicates the employee's bargaining unit. This should correspond to the bargaining unit specified for the salary schedule as entered on the Salary Schedule Screen (SCHD) if using the Salary Projector System.

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PROP ● Proposed Salary

Act Benefit

This is used to activate the proposed salary information.

Valid Values:

- Y = Transfer proposed salary information to the active salary information found on the employee's EMPL, CON1, CON2, PERS, HOUR, and DAYS screens
- * = The proposed data has been transferred to the active information
- Blank = No data has been transferred

Start Date

This is the date the employee's contract will begin.

Valid Values:

Any valid date

End Date

This is the date the employee's contract will end.

Valid Values:

Any valid date

Number of Pays

This is the number of pays the employee will be receiving.

Days/Year

This is the number of days the employee will work.

Hours/Day

This is the number of hours the employee will be scheduled to work in one day.

Class Code

This is the class code for this rate. Used for retirement reporting, the system will use this as default when paying this pay rate.

Wage Code

This is the transaction code for the employee's record.

Valid Values:

- 01 = Regular wages
- 04 = Retroactive payments: used to report a member who has received a retroactive payment. Retroactive payments can be reported as lump sums for a period that spans up to, but not exceeding a fiscal year (July 1-June 30). ORS will evenly distribute the amount reported with a Wage Code 04 between each pay period within the Begin and End dates designated. When reporting retroactive payments as a lump sum, the records begin and end dates should be the

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PROP ● Proposed Salary

- beginning and ending dates of the period for which the payments may be evenly distributed.
- 05 = Positive adjustment: used to report a positive adjustment to a previous pay period for a member. Only wage and service fields requiring adjustments should be reported. The fields that are reported will be added to the previously reported amounts.
 - 06 = Negative adjustment: used to report a negative adjustment to a previous pay period for a member. Only wage and service fields requiring adjustments should be reported. The fields that are reported will be subtracted from the previously reported amounts. **NOTE: DO NOT REPORT A NEGATIVE SIGN.**
 - 07 = Wages, but no member contributions: Used to report a member that is retired and is returning to work or a member who is on Workers Compensation.
 - 08 = Wages but no service: used to report employees who are not working but are receiving wages over the summer months.
 - 09 = Wages for longevity payments: used to report wages paid as longevity payment. No hours are to be reported with these wages.
 - 11 = Wages for coaches: used to report wages that are paid to coaches.
 - 15 = Positive longevity adjustment: used to report a positive adjustment to a longevity payment made in a previous pay period for a member. The wages will be added to the previously reported amount.
 - 16 = Negative longevity adjustment: used to report a negative adjustment to a longevity payment made in a previous pay period for a member. The wages will be subtracted from the previously reported amount.
 - 21 = Reporting active wages after a person is terminated or retired: used to report regular wages earned while the person was an active employee but not paid until after the termination or retirement.
 - 28 = Reporting active wages after a person is terminated or retired: used to report summer spread wages earned while the person was an active employee but not paid until after the termination or retirement.

Exempt Retire

This contract is exempt from retirement.

Retirement Hrs

This is the number of hours the employee worked.

Salary Schedule

This is a four-character user-defined field indicating the employee's salary schedule. This should correspond to the salary schedules entered on the Salary Schedule Screen (SCHD) if using the Salary Projector System.

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PROP ● Proposed Salary

Salary Step

This indicates the salary step that applies to the employee. This number has one decimal position.

Salary Level

This is a four-character user-defined field indicating the employee's salary level. This should correspond to the salary level for the schedule entered on the Salary Schedule Screen (SCHD) if using the Salary Projector System.

Longevity Step

This is the longevity step the employee is on if different from the salary step.

Yrs Experience This

This is the number of years teaching experience the employee will have next year at your district.

Yrs Experience Other

This is the number of years teaching experience the employee has at another district.

Years Service

This is the number of years the employee will have been employed by your district.

Salary Information

Salary No

Each salary must have a unique number. Salary number 1, regardless of the type of pay, is considered the default salary and distribution for the employee.

Hour

This is the hourly rate(s) the employee will be paid.

Daily

This is the daily rate the employee will be paid.

Contract

This is the amount of the employee's primary contract.

Biweekly

This is the amount the employee will receive bi-weekly. If a Contract 1 amount is entered, the bi-weekly pay will automatically be computed using the number of pays entered above.

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PROP ● Proposed Salary

Calc Bi-Week

An 'X' will compute a new bi-weekly pay amount by dividing the Contract Amount by the Number of Pays.

Longevity

This is the amount of longevity the employee will receive.

In Contract

This indicates if the amount of longevity is included in the employee's Contract 1 amount.

Pay Code

This indicates which pay(s) of the month the bi-weekly pay is to be paid.

Valid Values:

1 = First pay of month

3 = Third pay of month

2 = Second pay of month

4 = Fourth pay of month

Account No

This is the account(s) the salary will be distributed against. The account/reference number must match an account on the district's chart of accounts.

Percent

This indicates what percentage of the wages should be distributed against this particular account. These must total 100.00%.

Payroll System Documentation

PBEN ● Proposed Benefits

Explanation of Fields:

Building

This identifies the building within the district where the employee will work. Any changes to this must be completed on the Proposed Salary Information Screen (PROP).

Soc Sec #

This is the employee's social security number. Any changes to this must be completed on the Proposed Salary Information Screen (PROP).

Name

This is the employee name in last name, first name, and middle initial format. Any changes to this must be completed on the Proposed Salary Information Screen (PROP).

Act Benefits

This is used to activate the proposed benefit information.

Valid Values:

Y = Transfer proposed benefit information to the active benefit information found on the employee's EBEN, EDED, and REIM screens

* = The proposed data has been transferred to the active information

Blank = No information has been transferred

Health Insurance Information

Org

This code specifies to which organization the insurance premium should be paid.

Valid Values:

Any two-character code listed on the Organization Screen (ORGN) in System 5

Code

This specifies which pay(s) of the month the employer's share of the insurance premium should be distributed.

Valid Values:

0 = Not to be paid

3 = First and second pays

1 = First pay of month

4 = Every pay

2 = Second pay of month

Premium

This is the amount of the insurance premium.

Options

This is the amount of options the employee has.

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PBEN ● Proposed Benefits

Total

This is the total amount of the insurance premium. This amount is calculated by the program.

Schl Shr

This is the portion of the total insurance premium that is being paid by the school district.

Benefit Information

Type

This indicates the type of benefit that the employee will be receiving.

Valid Values:

Any benefit type that is listed on the Benefit Definition Screen (DBEN) in System 5

Benefit Name

This describes the benefit. It cannot be changed on this screen. Changes must be made on the Benefit Definition Screen (DBEN) in System 5.

Org

This is the organization to which the benefit will be paid.

Valid Values:

Any two-character code listed on the Organization Screen (ORGN) in System 5

Code

This code specifies which pay(s) of the month that the benefit amount should be expended.

Valid Values:

0 = Not to be paid	3 = First and second pays
1 = First pay of month	4 = Every pay
2 = Second pay of month	

Amount

This is the amount of the benefit to be distributed.

