



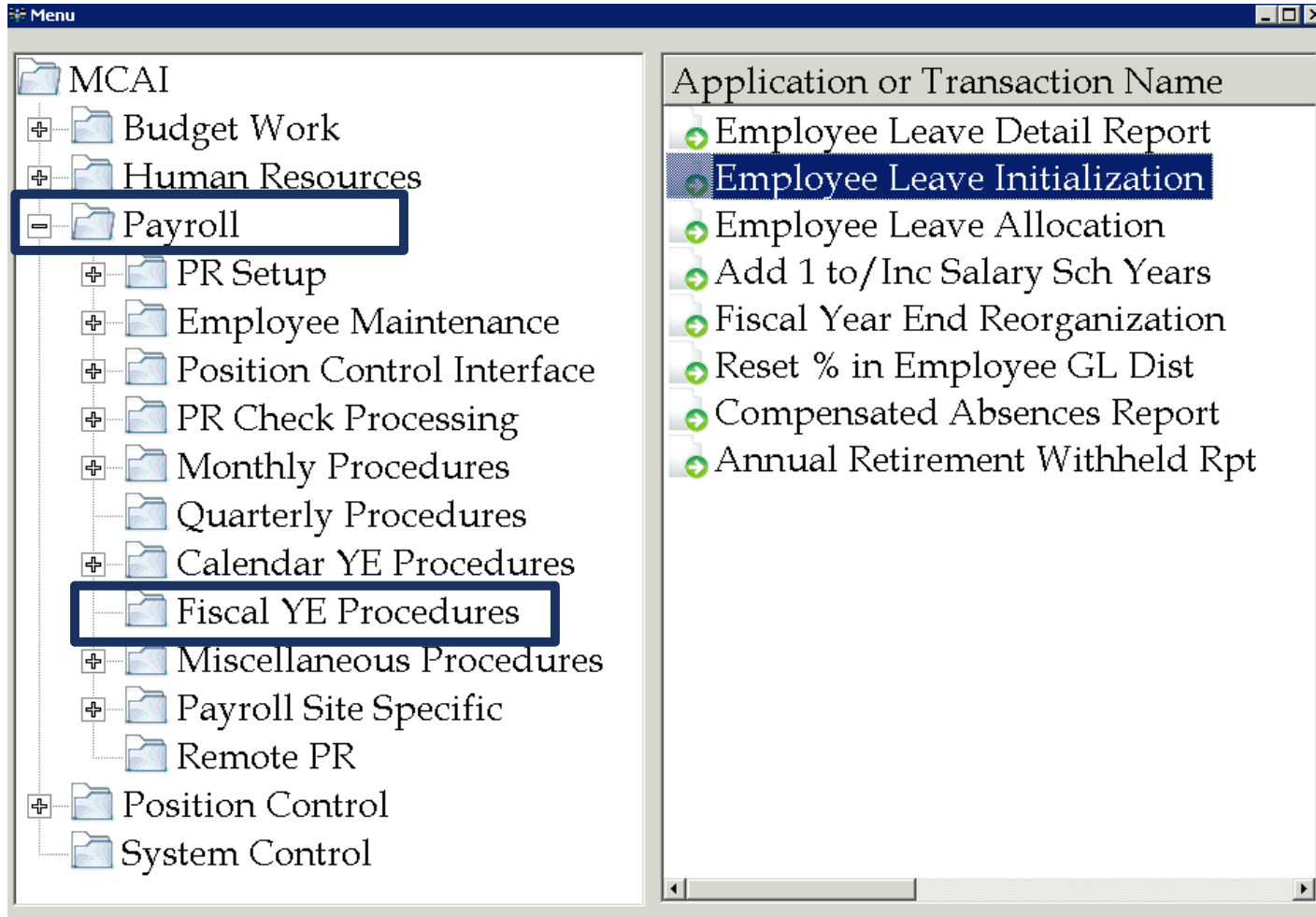
FISCAL YEAR END FOR PAYROLL



PROCESSES TO COVER:

- Initializing leave
- Incrementing experience
- Updating tenure
- Fiscal year end reorganization
- LEAPS
- Updating accrual days
- Payroll accrual data extract
- Updating benefits
- Balancing fund sources

INITIATING LEAVE



- Leave initialization needs to be completed at the beginning of your leave year
- Initialize for all leave types for which employees accrue leave:
 - Sick
 - Personal
 - Vacation
 - Sick leave Bank

1. Employee Type

2. Leave Information

3. Mandatory Ded

Employee Type

BUS - 13 CHECK

Leave Type

Sick Leave

Leave Business Code

Sick Days- 9 month employees

Sub GL Comp Name Sub GL Comp Value

Empl ...	Lv T...	Lv Bus ...	Sub GL Comp...	S
13B	SB	SBANK		
13S	1	SCK090		
13S	5	NCPER		
13S	SB	SBANK		
13TC	1	SCK090		
13TC	2	CPER		
13TC	SB	SBANK		
ACCT	1	SCK120		
ACCT	3	VACDY		
ACCT	5	NCPER		
ACCT	SB	SBANK		
ACSP	1	SCK120		

File Edit Tools Toolbar Windows Favorites Help

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/ELIN: Employee Leave Initialization (v3.18)

New Leave Year: 2019

Effective Leave Date: 10/ 1 /2018

☒ Review Proposed Changes and Exceptions Only

☐ Initialize New Year and Generate Report

Leave Types

Co...	Description
<input checked="" type="checkbox"/> 1	Sick Leave
<input checked="" type="checkbox"/> 2	Certified Personal Lea
<input checked="" type="checkbox"/> 3	Vacation
<input checked="" type="checkbox"/> 5	NonCert Personal Lea
<input type="checkbox"/> 6	FLOATER-CLASSRM
<input type="checkbox"/> A	ATHLETIC PAID PRC
<input type="checkbox"/> AL	Administrative Leave

Job Status Codes

Co...	Description
<input checked="" type="checkbox"/> A	Active
<input type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input type="checkbox"/> R	Retiree Substitute
<input type="checkbox"/> S	Substitute
<input type="checkbox"/> T	Terminated

Job Location

Code	Description
<input checked="" type="checkbox"/> 0000	SYSTEM NO COST
<input checked="" type="checkbox"/> 0001	CENTRAL OFFICE
<input checked="" type="checkbox"/> 0005	AUBURN EARLY E
<input checked="" type="checkbox"/> 0010	AUBURN HIGH SC
<input checked="" type="checkbox"/> 0011	AUBURN HIGH SC
<input checked="" type="checkbox"/> 0020	AUBURN JUNIOR I
<input checked="" type="checkbox"/> 0021	AUBURN JUNIOR I

Employee Type

Code	Description
<input checked="" type="checkbox"/> 13B	BUS - 13 CHECK
<input checked="" type="checkbox"/> 13S	SUPPORT - 13 CH
<input checked="" type="checkbox"/> 13TC	TEACHER - 13 M
<input checked="" type="checkbox"/> ACCT	ACCOUNTANT
<input checked="" type="checkbox"/> ACSP	ACCOUNTING SI
<input checked="" type="checkbox"/> ACTP	ACCOUNTANT -
<input checked="" type="checkbox"/> ADAS	ADMINISTRATIV

☒ Only Get Primary Jobs ☐ Only Get if Job is Printing on the Service Report

Report Destination

☐ To Printer Jans HP LaserJet M606 PCL 6 (redirected)

☒ To Report Viewer

☐ To File

Report Criteria Loaded

Review Leave Changes

You Have Selected to Review Only.
Data Will Not be Changed.
Do You Wish to Proceed?

Yes No

- New Leave Year: the same as the fiscal year you are about to start
- Effective Leave Date: depends on your district. Personal Leave calculates 3/5 days based on this date
- Leave Types: be sure all accrual leave types are checked
- Job Location/Employee Type: within each field, "Ctrl A" to make sure all job location and employee types are included. If any cell is not checked, any employee in that location or type will be skipped during leave initialization
- ALWAYS run as a review first!
- Click "enter" to run job

anges and Exceptions (in Red)

Fir...	...	Jo...	Jo...	Lv...	LvDescr...	Accrue...	2018 En...	AdjustEn...	Amt Int...	RollInto...	Amt Into ...	Roll...	2019 Beg...	Units2
M...	T	01...	1	1	Sick Lea...	No	235	235	238	1	0		238	0
M...	T	01...	1	5	NonCer...	Yes	3	3	3	1	0		0	5
VL...	L...	01...	1	1	Sick Lea...	No	123	123	128	1	0		128	0
VL...	L...	01...	1	5	NonCer...	Yes	5	5	5	1	0		0	5
SH...	E	01...	1	1	Sick Lea...	No	256.5	256.5	261.5	1	0		261.5	0
SH...	E	01...	1	5	NonCer...	Yes	5	5	5	1	0		0	5
RU...	S...	01...	1	1	Sick Lea...	No	0	0	0	1	0		0	0
RU...	S...	01...	1	5	NonCer...	Yes	0	0	0	1	0		0	5
RU...	S...	01...	1	SB	Sick Bank	No	-5	-5	-5	SB	0		-5	0
WL...	M	01...	1	1	Sick Lea...	No	30.5	30.5	35.5	1	0		35.5	0
WL...	M	01...	1	5	NonCer...	Yes	5	5	5	1	0		0	5
DO...	J...	01...	1	1	Sick Lea...	No	92	92	95	1	0		95	0
DO...	J...	01...	1	5	NonCer...	Yes	3	3	3	1	0		0	5
DO...	J...	01...	1	SB	Sick Bank	No	5	5	5	SB	0		5	0
WL...	P	01...	1	1	Sick Lea...	No	3	3	6	1	0		6	0
WL...	P	01...	1	5	NonCer...	Yes	3	3	3	1	0		0	5
WL...	P	01...	1	SB	Sick Bank	No	5	5	5	SB	0		5	0
DE...	C	01...	1	1	Sick Lea...	No	140.5	140.5	143.5	1	0		143.5	0

Max Allowed Balances and Accrual Quantities Displayed.

Press PrtScr to Print this Page, or Press Clear or Close to Return to Selection Criteria.

File Edit Tools Toolbar Windows Favorites Help

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

Employee Leave Initialization (v3.18)

New Leave Year: 2019

Effective Leave Date: 10/1/2018

☐ Review Proposed Changes and Exceptions Only
☒ Initialize New Year and Generate Report

Leave Types		Job Status Codes		Job Location		Employee Type	
Co...	Description	Co...	Description	Code	Description	Code	Description
<input type="checkbox"/> J	JURY DUTY	<input checked="" type="checkbox"/> A	Active	<input checked="" type="checkbox"/> 0000	SYSTEM NO COST C	<input checked="" type="checkbox"/> 13B	BUS - 13 CHECK
<input type="checkbox"/> L	TECH TRAINING	<input type="checkbox"/> L	On Leave	<input checked="" type="checkbox"/> 0001	CENTRAL OFFICE	<input checked="" type="checkbox"/> 13S	SUPPORT - 13 CHI
<input type="checkbox"/> M	AUBURN IN MOTION	<input type="checkbox"/> P	Applicant	<input checked="" type="checkbox"/> 0005	AUBURN EARLY EL	<input checked="" type="checkbox"/> 13TC	TEACHER - 13 MC
<input type="checkbox"/> N	STATE PROFESSION...	<input type="checkbox"/> R	Retiree Substitute	<input checked="" type="checkbox"/> 0010	AUBURN HIGH SCI	<input checked="" type="checkbox"/> ACCT	ACCOUNTANT
<input type="checkbox"/> P	Professional Leave	<input type="checkbox"/> S	Substitute	<input checked="" type="checkbox"/> 0011	AUBURN HIGH SCI	<input checked="" type="checkbox"/> ACSP	ACCOUNTING SP
<input type="checkbox"/> PR	PROF REIMBURSED ...	<input type="checkbox"/> T	Terminated	<input checked="" type="checkbox"/> 0020	AUBURN JUNIOR H	<input checked="" type="checkbox"/> ACTP	ACCOUNTANT - I
<input type="checkbox"/> S	STAFF SUPPORT TEA.			<input checked="" type="checkbox"/> 0021	AUBURN JUNIOR H	<input checked="" type="checkbox"/> ADAS	ADMINISTRATIV
<input checked="" type="checkbox"/> SB	Sick Bank			<input checked="" type="checkbox"/> 0030	SYSTEM-BOYS & GI	<input checked="" type="checkbox"/> ADM...	ADMINISTRATIO

☒ Only Get Primary Jobs
 ☐ Only Get if Job is Printing on the Service Report

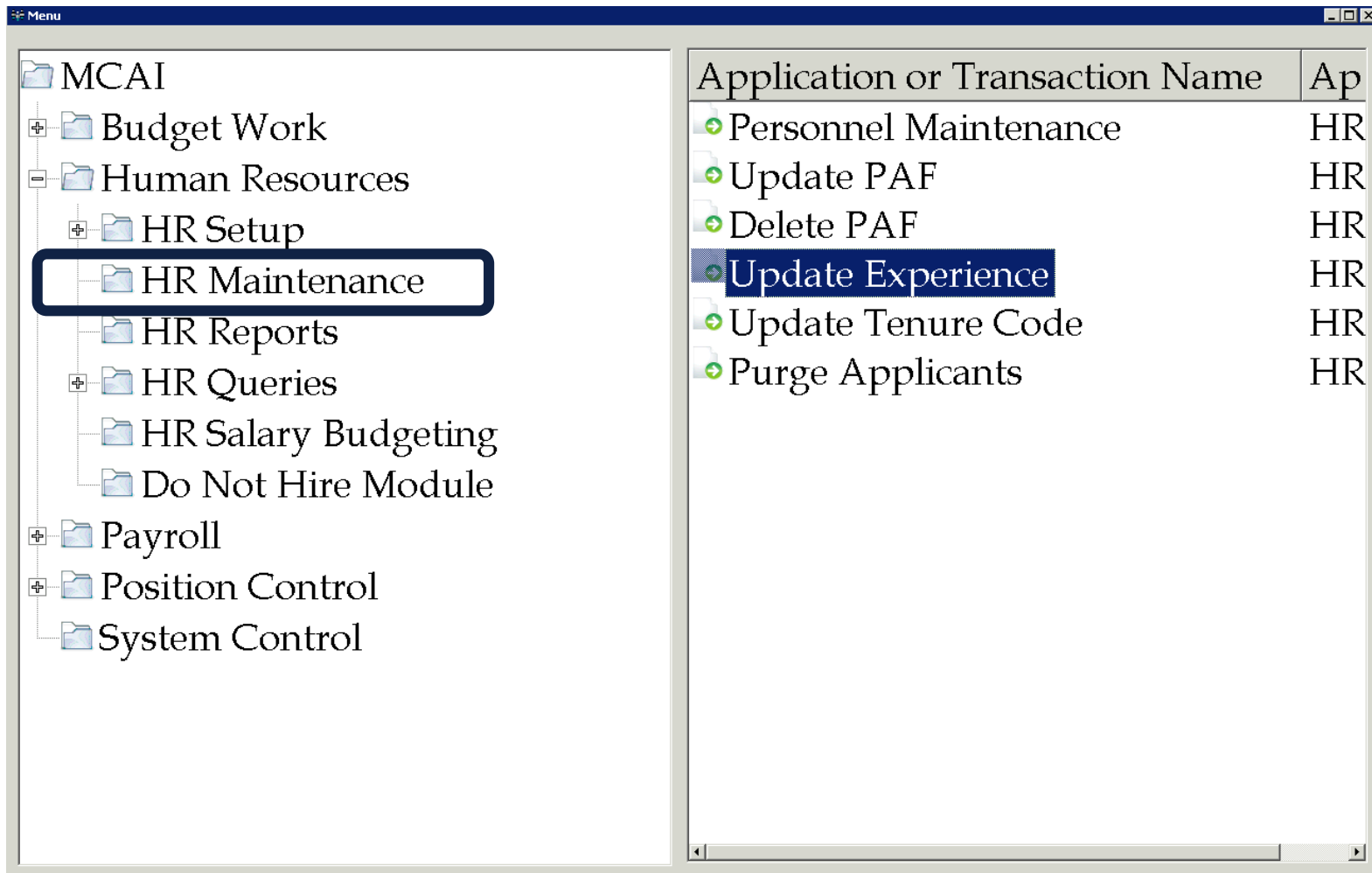
Report Destination

☐ To Printer Jans HP LaserJet M606 PCL 6 (redirected)
☒ To Report Viewer
☐ To File

Setup

Report Criteria Loaded

INCREMENTING EXPERIENCE



****MUST BE COMPLETED
PRIOR TO RUNNING LEAPS**

HR/UPEX: Update Experience (v3.09)

Skip Personnel Hired After
07/01/2018

☒ Report Only

☐ Update Retirement Credit

☒ Insert New Experience Types

☐ Mask SSN on Report

☐ Subtract Experience

Personnel Status Codes

Code	Description
<input checked="" type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input type="checkbox"/> R	Retiree Substitute
<input type="checkbox"/> S	Substitute
<input type="checkbox"/> T	Terminated

Experience Types

Type	Description
<input checked="" type="checkbox"/> O...	Auburn City Classified...
<input checked="" type="checkbox"/> SYS	Auburn City Certified ...

Show/Hide Exceptions

Report Destination

☐ To Printer Jans HP LaserJet M606 PCL 6 (redirected)

☒ To Report Viewer

☐ To File

Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

RUN DATE: 09/14/2018
RUN TIME: 12:46PM

MCAI HUMAN RESOURCES SYSTEM
PERSONNEL EXPERIENCE PREVIEW
AUBURN CITY BOARD OF EDUCATION

Page 1 of 27
HRUPEX

<u>PERS ID</u>	<u>NAME</u>	<u>SOC SEC NO</u>	<u>EMPL NO</u>	<u>RET CREDIT</u>	<u>TYPE</u>	<u>description</u>	<u>YEARS</u>	<u>Months</u>	<u>MOS TO ADD</u>
2845	*INSERT: HYDE , TIFFANY H.		4025	0.00	OTH	Auburn City Classified Experi	0.00	0.00	12.00
2428	*INSERT: MASH , MARTHA B		3805	0.00	OTH	Auburn City Classified Experi	0.00	0.00	12.00
2844	*INSERT: MURPHY , SHARNEKIA		3816	0.00	OTH	Auburn City Classified Experi	0.00	0.00	12.00
2822	*INSERT: RICHARDSON , SIERRA		4006	0.00	SYS	Auburn City Certified Experi	0.00	0.00	12.00
2855	*INSERT: STRICKLAND , MICHAEL		4033	0.00	SYS	Auburn City Certified Experi	0.00	0.00	12.00
2975	*INSERT: VATRAL , DANIEL		4159	0.00	OTH	Auburn City Classified Experi	0.00	0.00	3.00
618	ABNEY , WILLIAM J		1271	2.00	OTH	Auburn City Classified Experi	17.00	0.00	12.00
376	ADAMS , BEVERLY GINN		1564	2.00	SYS	Auburn City Certified Experi	17.00	0.00	12.00
484	ADAMS , LEE ANN		1240	2.00	OTH	Auburn City Classified Experi	14.00	9.00	12.00
1966	ADAMSON , JENNY DOWNER		3125	0.00	SYS	Auburn City Certified Experi	4.00	0.00	12.00
1390	ADCOCK , EMILY W.		2559	1.00	SYS	Auburn City Certified Experi	7.00	0.00	12.00
805	ADRIAN , TRACY B		1567	2.00	SYS	Auburn City Certified Experi	20.00	0.00	12.00
1221	AGERTON , LESLIE L.		2411	2.00	SYS	Auburn City Certified Experi	9.00	0.00	12.00
218	AGLAN , MARY ANN		1568	2.00	SYS	Auburn City Certified Experi	11.00	0.00	12.00
2168	AKASHEH , JENNY LEIGH		3338	0.00	SYS	Auburn City Certified Experi	3.00	0.00	12.00
2850	ALDRIDGE , ADRIENNE SONORA		4023	0.00	SYS	Auburn City Certified Experi	0.00	0.00	12.00
346	ALEXANDER , LUCINDA L		1857	2.00	SYS	Auburn City Certified Experi	12.00	7.00	12.00
1839	ALLEN , BRADLEY DAVID		2997	0.00	OTH	Auburn City Classified Experi	4.00	0.00	12.00
2373	ALLEN , CHARMA D.		3524	0.00	SYS	Auburn City Certified Experi	2.00	0.00	12.00
1049	ALLEN , JESSICA K		2203	1.00	OTH	Auburn City Classified Experi	2.00	6.00	12.00
	ALLEN , JESSICA K				SYS	Auburn City Certified Experi	0.00	0.00	12.00
2799	ALLEN , KERRI F		3986	0.00	OTH	Auburn City Classified Experi	1.00	2.00	12.00
1933	ALLEN , MICHAEL J		3106	0.00	OTH	Auburn City Classified Experi	4.00	0.00	12.00
2541	ALLISON , SHANNON M		3715	0.00	OTH	Auburn City Classified Experi	1.00	2.00	12.00
1273	ALLISON , TAMMY S		2438	0.00	SYS	Auburn City Certified Experi	6.00	0.00	12.00
3054	ALLMAN , AMBER M		4231	0.00	SYS	Auburn City Certified Experi	0.00	0.00	0.00
1087	ALSOBROOK , AUDREY JOHNSON		2279	2.00	SYS	Auburn City Certified Experi	9.00	0.00	12.00
321	ANDERSON , CARMEN		1571	2.00	SYS	Auburn City Certified Experi	13.00	0.00	12.00
756	ANDERSON , CINDY L		2020	1.00	OTH	Auburn City Classified Experi	7.00	9.00	12.00
595	ANDERSON , DEBRA J		1628	2.00	SYS	Auburn City Certified Experi	13.00	0.00	12.00

Type

OTH

 Auburn City Classified Experience

Beginning Date

Thru Date

Years

15

Months

0

Contract Days

238.00

Standard Contract Days

238

Job Title

SDE IMPORT

Experience Verified

☒

Supervisor

Previous Employer Data

School/Employer Name

Reason for Leaving

Duties Performed

Address

Zip

00000

Phone

(000) 000-0000

Show/Add Experience


Add/Update Experience


Comments


➡


⬅


FileEditToolsToolbarWindowsFavoritesHelp


Enter


Default


Last


Delete


Save


Inquire


Next

Back

Clear

Search

PrtScr

Exit

HR/UPEX: Update Experience (v3.09)

Skip Personnel Hired After
07/01/2018

☐ Report Only
☐ Update Retirement Credit
☒ Insert New Experience Types
☐ Mask SSN on Report
☐ Subtract Experience

Personnel Status Codes

Code	Description
<input checked="" type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input type="checkbox"/> R	Retiree Substitute
<input type="checkbox"/> S	Substitute
<input type="checkbox"/> T	Terminated

Experience Types

Type	Description
<input checked="" type="checkbox"/> O...	Auburn City Classified...
<input checked="" type="checkbox"/> SYS	Auburn City Certified ...

Show/Hide Exceptions

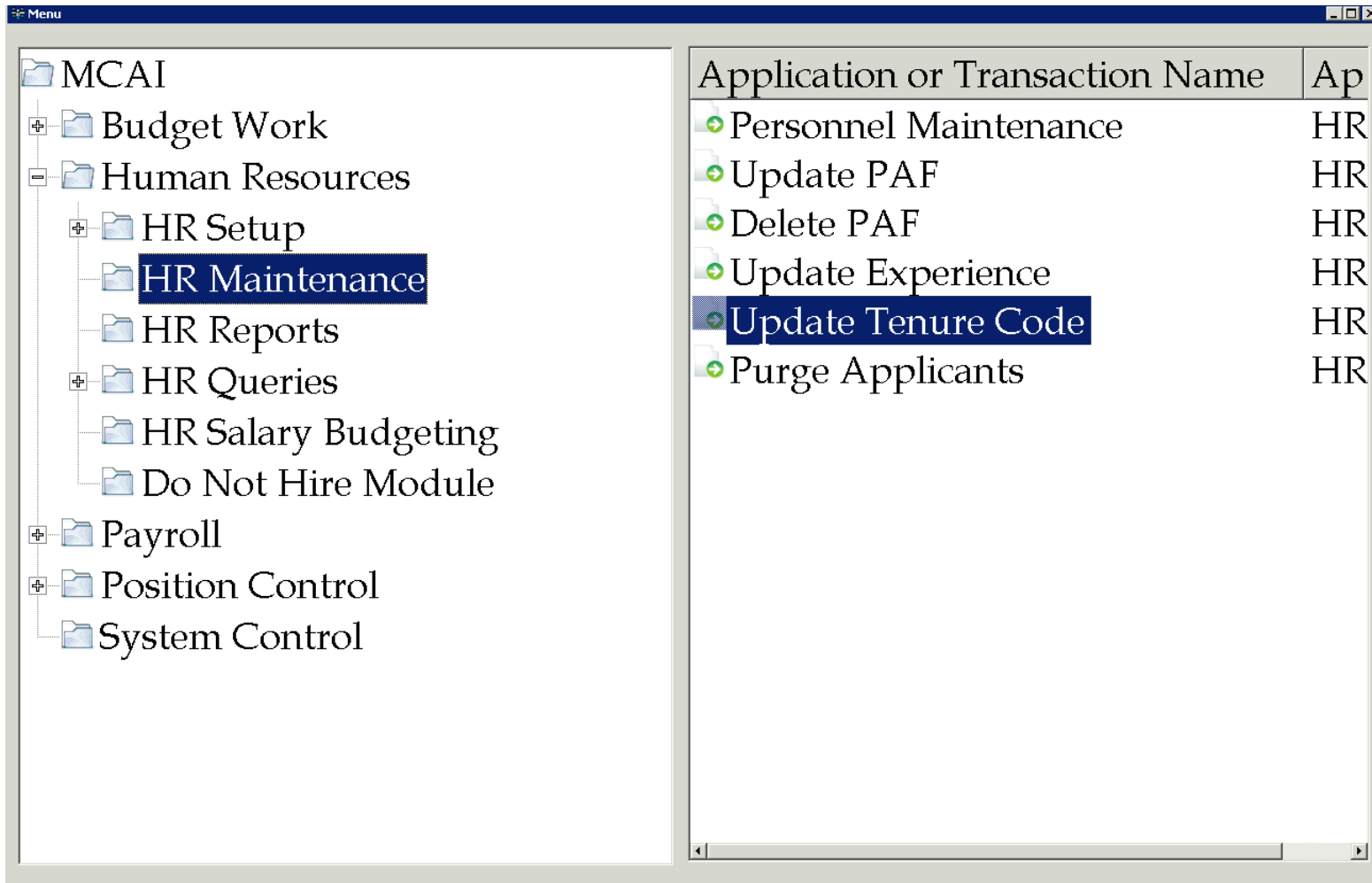
Report Destination

☐ To Printer Jans HP LaserJet M606 PCL 6 (redirected)
☒ To Report Viewer
☐ To File

Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

UPDATING TENURE



****MUST BE COMPLETED
PRIOR TO RUNNING LEAPS**

HR/UPTC: Update Tenure Code (v3.05)

Skip Personnel Hired After 10/01/2017

Experience Type SYS

From Months Thru Months

Tenure Code

Auburn City Certified Experience

Personnel Status

Code	Description
<input checked="" type="checkbox"/> A	Active
<input type="checkbox"/> L	On Leave
<input type="checkbox"/> R	Retiree Substitute
<input type="checkbox"/> S	Substitute
<input type="checkbox"/> T	Terminated

Add/Update Item

From ...	Thru ...	Tenure
0	11	0
12	35	1
36	999	2

Enter Selection Criteria, Click Enter(F1) To Execute Query

- You will run this transaction twice. Once for support personnel, once for certified personnel.
- Cut off date is prior year
- Only run for Active employees

Exceed Query Limit?

This Query will exceed the User Specified limit of 500
Record Count: 669
Do you wish to Continue?

Yes No

File Edit Tools Toolbar Windows Favorites Help

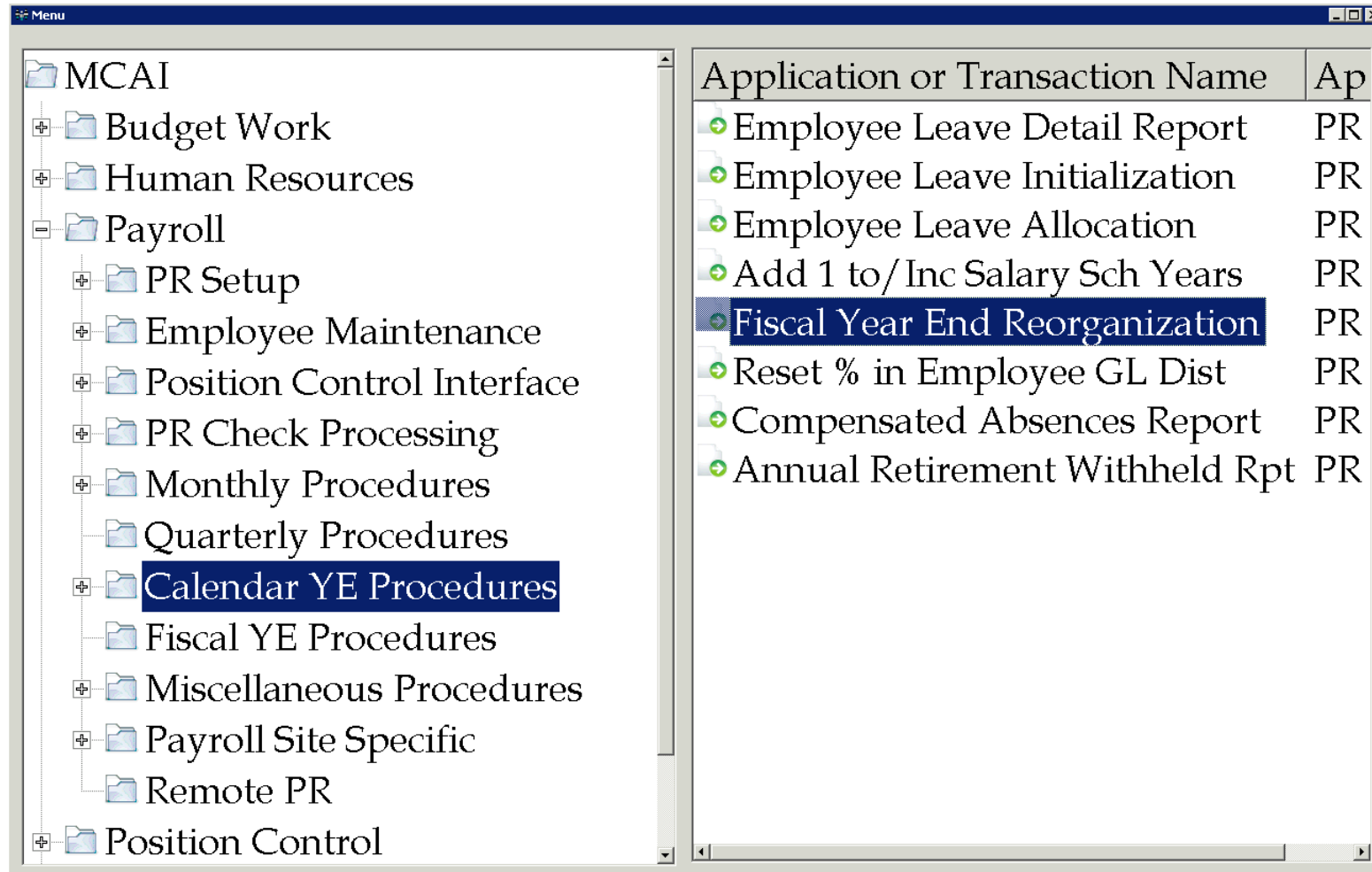
Enter Default Last Delete Save New Qry Next Back Clear Search PrtScr Exit

HR/UPTC: Update Tenure Code (v3.05)

Social Sec#	Name	Months ...	Tenure Date	Old C...	New ...	Hire Date
<input checked="" type="checkbox"/>	CARSON , VALERIE...	48	2019-09-28	1	2	2019-08-16
<input checked="" type="checkbox"/>	CLEAVER , LUCIN...	12	2020-07-01	0	1	2017-07-01
<input checked="" type="checkbox"/>	CONRADSON , KA...	12	2017-08-04	2	1	2017-08-04
<input checked="" type="checkbox"/>	DANIEL , KATIE T	0	2005-08-06	2	0	2002-08-06
<input checked="" type="checkbox"/>	FIELDS , MELANIE S.	24	2014-08-03	2	1	2011-08-03
<input checked="" type="checkbox"/>	FINCH , JONATHAN	18	2005-08-06	2	1	2002-08-06
<input checked="" type="checkbox"/>	FOLMAR , ANDRE...	24	2008-08-08	2	1	1996-08-19
<input checked="" type="checkbox"/>	FOSTER , JENNIFER J.	48	2020-08-03	0	2	2017-08-03
<input checked="" type="checkbox"/>	HARLING , JILL S.	48	2019-08-03	1	2	2016-08-03
<input checked="" type="checkbox"/>	HARLING , JILL S.	0	2019-08-03	1	0	2016-08-03
<input checked="" type="checkbox"/>	HARRIS , MARIE N	24	2009-08-02	2	1	2006-08-02
<input checked="" type="checkbox"/>	HIGGINBOTHAM , ...	21	2013-08-03	2	1	2010-08-03
<input checked="" type="checkbox"/>	HIGGINS , SHARON...	12	2013-08-03	2	1	2010-08-03
<input checked="" type="checkbox"/>	HOLDEN , LIBBI LA...	0	2011-08-04	2	0	2008-08-04
<input checked="" type="checkbox"/>	HUNTER , JULIUS	12	None	0	1	2017-02-07
<input checked="" type="checkbox"/>	KEY , GINGER WHE...	12	2017-08-04	2	1	2014-08-04
<input checked="" type="checkbox"/>	KLUCKING , SARA M	12	None	0	1	2017-05-01
<input checked="" type="checkbox"/>	LOWE , JASON HURL	27	2016-04-22	2	1	2013-04-22
<input checked="" type="checkbox"/>	MAY , KRISTIN	12	2012-08-04	2	1	2009-08-04

Enter Selection Criteria, Click Enter(F1) To Execute Query

FISCAL YEAR END REORGANIZATION



****Use this transaction to copy FY18 general ledger accounts to FY19 general ledger record with missing gl accounts**

PR/FYER: Fiscal Year End Reorganization (v3.06)

☒ Update GL Distribution☐ Update Job Pay Records Not Available (Payroll Param-MaxAmt on GL)

Copy G/L Records to Fiscal Year

2019

☐ Update Budget

General Ledger Distribution

☒ Copy GL Distribution From FY

2018

☒ Copy Only On Jobs Missing GL in FY2019☒ Zero FYTD Amounts in FY2019☐ Delete ALL Existing Records in FY2019

Employee Types

Salary Schedules

Pay Periods

Status

Code	Description
<input checked="" type="checkbox"/> 13B	BUS - 13 CHECK
<input checked="" type="checkbox"/> 13S	SUPPORT - 13 CHI
<input checked="" type="checkbox"/> 13TC	TEACHER - 13 MC
<input checked="" type="checkbox"/> ACCT	ACCOUNTANT
<input checked="" type="checkbox"/> ACSP	ACCOUNTING SP
<input checked="" type="checkbox"/> ACTP	ACCOUNTANT - I
<input checked="" type="checkbox"/> ADAS	ADMINISTRATIVE
<input checked="" type="checkbox"/> ADM	ADMINISTRATION

Code	Description
<input checked="" type="checkbox"/> A0	Assistant Principal 20
<input checked="" type="checkbox"/> A1	Assistant Principal 20
<input checked="" type="checkbox"/> A2	Assistant Principal 20
<input checked="" type="checkbox"/> A9	Assistant Principal 20
<input checked="" type="checkbox"/> AD	Administrative Person
<input checked="" type="checkbox"/> AF	ASSISTANT FOOTBA
<input checked="" type="checkbox"/> AS	After School Hourly
<input checked="" type="checkbox"/> AX	Auxiliary Personnel

Code	Description
<input checked="" type="checkbox"/> M	Monthly
<input checked="" type="checkbox"/> N	No-Pay
<input checked="" type="checkbox"/> S	Semi-Monthly

Code	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input checked="" type="checkbox"/> R	Retiree Substitute
<input checked="" type="checkbox"/> S	Substitute
<input type="checkbox"/> T	Terminated

Select Reorganization Function and Parameters and Press Enter to Update

☒ Update GL Distribution☐ Update Job Pay Records Not Available (Payroll Param-MaxAmt on GL)

Copy G/L Records to Fiscal Year

2019

☐ Update Budget

Employees Not Updated. Print List if Desired, then Press Exit to Return to Procedure.

Emp...	Job ...	Error
1000	10	Missing Record(s) in FY 2018 [PRE]GL]
1004	10	Missing Record(s) in FY 2018 [PRE]GL]
1005	10	Missing Record(s) in FY 2018 [PRE]GL]
1010	10	Missing Record(s) in FY 2018 [PRE]GL]
1017	10	Missing Record(s) in FY 2018 [PRE]GL]
1019	10	Missing Record(s) in FY 2018 [PRE]GL]
1022	10	Missing Record(s) in FY 2018 [PRE]GL]
1023	10	Missing Record(s) in FY 2018 [PRE]GL]
1025	10	Missing Record(s) in FY 2018 [PRE]GL]
1027	10	Missing Record(s) in FY 2018 [PRE]GL]
1041	11	Missing Record(s) in FY 2018 [PRE]GL]
1041	12	Missing Record(s) in FY 2018 [PRE]GL]
1045	50	Missing Record(s) in FY 2018 [PRE]GL]

Exit From This Screen

Job Number: 39 Employee Type: XBRT EXTRA BUS ROUTE Job Status: Active
 Fiscal Year: 2018 [Show/Hide G/L Distribution](#)

PR/EMNT Name: PURIFOY, WILLIAM R SSN: 424-56-3267 HQ: Not Approved Cert: Not Certified (v3.88)

Employee #	Name (Last, First M)	SSN	Person Id	Current F
2060	PURIFOY, WILLIAM R		830	Job G/L D

Job Number Employee Type: XBRT EXTRA BUS ROUTE

Fiscal Year

Account Number	Year	Curr. %	Curr. Amt	Budget T

Total Budget: \$0.00

Job Number: Employee Type: XBRT EXTRA BUS ROUTE Job Status: Active
Fiscal Year: [Show/Hide G/L Distribution](#)

[illegible]

Total Budget: \$0.00

Total FYTD Amt: \$0.00

No Records For This Job G/L Distribution

GENERATING LEAPS

The screenshot shows a software menu with the following structure:

- Human Resources
 - Payroll
 - PR Setup
 - Employee Maintenance
 - Position Control Interface
 - PR Check Processing
 - Monthly Procedures
 - Quarterly Procedures
 - Calendar YE Procedures
 - Fiscal YE Procedures
 - Miscellaneous Procedures
 - Payroll Site Specific**
 - Remote PR
 - Position Control
 - System Control

Two pop-up windows show the selected path:

Application or Transaction Name | Ap

Application or Transaction Name	Ap
AL Procedures	

Application or Transaction Name | Ap

Application or Transaction Name	Ap
SDE Payroll Extract	
Stored SQL	
Third-Party Deduction Import	PR
Update Retirement Units	PR
DROP Report/General	PR
DROP Report/PEEHIP	PR
DROP Report/Retirement	PR
DROP Report/Salaries	PR

PR/GSDE: Generate SDE Extract File (v3.32)

Pull Degree and Experience From ☒ Current Employee Data ☐ Previous Year's SDE Data

Ending School Year Pull GL Data From Fiscal Year

System State Public Private Support

Employee Job Status

Ty...	Description	
<input checked="" type="checkbox"/> A	Active	
<input checked="" type="checkbox"/> L	On Leave	
<input type="checkbox"/> P	Applicant	
<input type="checkbox"/> R	Retiree Substit...	
<input type="checkbox"/> S	Substitute	
<input type="checkbox"/> T	Terminated	

Pay Period Type

Ty...	Description	
<input checked="" type="checkbox"/> M	Monthly	
<input checked="" type="checkbox"/> N	No-Pay	
<input checked="" type="checkbox"/> S	Semi-Monthly	

☒ Exclude Object Codes > 179
Except for Object Codes

☒ Clear SDE Table ☐ Retain Vacancies

Add To SDE

☐ All Employees Not in Table

☐ One Employee

☒ Print Errors Report

Report Destination

☒ To Report Viewer ☐ To Grid ☐ To File

☐ To Printer HOLLYEBECKOFFICE (HP LaserJet M609) (redirected)

Setup

Report Criteria Loaded

RUN DATE: 09/14/2018
RUN TIME: 02:45PM

MCAI PAYROLL SYSTEM
GENERATE SDE DETAIL REPORT
AUBURN CITY BOARD OF EDUCATION

Page 1 of 1
PRGSDER

EMPLOYEE#	SOC.SEC.#	NAME	JOB	EMP TYPE	ERROR MESSAGE
1121		DANIEL, KATIE	1	PR	Warning: Work Center not a Valid School Code , Changed to 0001 [PR EMNT - Job G/L Dist] Acct#: 11-5-2310-022-0085-6001-0-8230-0000
2603		HAVARD, CHERYL	1	ELBK	Warning: Work Center not a Valid School Code , Changed to 0001 [PR EMNT - Job G/L Dist] Acct#: 11-5-2310-133-0085-1110-0-8230-0000
3613		JENSEN, MORGAN	10	XTRA	Error: Annual Salary Equals Zero [PR EMNT - Job Pay Record]
3613		JENSEN, MORGAN	10	XTRA	Error: Cannot Calculate Job Distribution [PR EMNT - Job G/L Dist] Acct#: 11-5-1100-010-0020-1110-0-2400-0000
3613		JENSEN, MORGAN	10	XTRA	Error: Contract Days Less Than or Equal to Zero [PR EMNT - Job Pay Record]
3613		JENSEN, MORGAN	10	XTRA	Error: Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist] Acct#: 11-5-1100-010-0020-1110-0-2400-0000
3613		JENSEN, MORGAN	10	XTRA	Error: Distributed Salary Equals Zero on Object Code Less Than 180 [PR EMNT - Job G/L Dist] Acct#: 11-5-1100-010-0020-1110-0-2400-0000
4259		JORDAN, CAROLYN	1	CU12	Warning: Work Center not a Valid School Code , Changed to 0001 [PR EMNT - Job G/L Dist] Acct#: 11-5-3200-171-0085-1110-0-8320-6631
3299		KEY, LINDSEY	10	XTRA	Error: Annual Salary Equals Zero [PR EMNT - Job Pay Record]
3299		KEY, LINDSEY	10	XTRA	Error: Cannot Calculate Job Distribution [PR EMNT - Job G/L Dist] Acct#: 11-5-1100-010-0020-1110-0-2400-0000
3299		KEY, LINDSEY	10	XTRA	Error: Contract Days Less Than or Equal to Zero [PR EMNT - Job Pay Record]
3299		KEY, LINDSEY	10	XTRA	Error: Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist] Acct#: 11-5-1100-010-0020-1110-0-2400-0000
3299		KEY, LINDSEY	10	XTRA	Error: Distributed Salary Equals Zero on Object Code Less Than 180 [PR EMNT - Job G/L Dist] Acct#: 11-5-1100-010-0020-1110-0-2400-0000
4116		LITTLE, GWENDOLYN	10	XTRA	Error: Annual Salary Equals Zero [PR EMNT - Job Pay Record]
4116		LITTLE, GWENDOLYN	10	XTRA	Error: Cannot Calculate Job Distribution [PR EMNT - Job G/L Dist] Acct#: 11-5-3200-171-0085-1110-0-8320-6631
4116		LITTLE, GWENDOLYN	10	XTRA	Error: Distributed Salary Equals Zero on Object Code Less Than 180 [PR EMNT - Job G/L Dist] Acct#: 11-5-3200-171-0085-1110-0-8320-6631
3570		ONEAL, JESSICA	10	XTRA	Error: Annual Salary Equals Zero [PR EMNT - Job Pay Record]
3570		ONEAL, JESSICA	10	XTRA	Error: Cannot Calculate Job Distribution [PR EMNT - Job G/L Dist] Acct#: 11-5-1100-010-0020-1110-0-2400-0000
3570		ONEAL, JESSICA	10	XTRA	Error: Contract Days Less Than or Equal to Zero [PR EMNT - Job Pay Record]
3570		ONEAL, JESSICA	10	XTRA	Error: Full Time Equivalent Equals Zero [PR EMNT - Job G/L Dist] Acct#: 11-5-1100-010-0020-1110-0-2400-0000
3570		ONEAL, JESSICA	10	XTRA	Error: Distributed Salary Equals Zero on Object Code Less Than 180 [PR EMNT - Job G/L Dist] Acct#: 11-5-1100-010-0020-1110-0-2400-0000
4257		ROSS, BRANDON	1	CU12	Warning: Work Center not a Valid School Code , Changed to 0001 [PR EMNT - Job G/L Dist] Acct#: 11-5-3200-171-0085-1110-0-8320-6631

*** END OF REPORT ***

Menu			
+ Human Resources		Application or Transaction Name Ap	
- Payroll		+ PR Account Codes Edit Report PR	
+ PR Setup		+ GL Account Codes Edit Report PR	
+ Employee Maintenance		+ Generate SDE Extract File PR	
+ Position Control Interface		+ SDE Report PR	
+ PR Check Processing		+ SDE Extract Worksheet Report PR	
+ Monthly Procedures		+ SDE Extract Data Maintenance PR	
+ Quarterly Procedures		+ Degree/Years Experience Matrix PR	
+ Calendar YE Procedures		+ Create SDE Extract Mag Data PR	
+ Fiscal YE Procedures		+ PR Account Edit Maintenance PR	
+ Miscellaneous Procedures		+ SDE Import PR	
- Payroll Site Specific			
- AL Procedures			
+ SDE Payroll Extract			
+ Stored SQL			
+ Remote PR			

PR/MSDE: SDE Extract Data Maintenance (v3.15)

Fiscal Year 2018

Search Work Tables

RLoc	Employee...	Name	SSN	Job	Account	Birth
0060	1648	CURRY, TRACI LATRICE		1	11-5-1100-010-0060-1110-0-...	12/05
0040	1131	CZERKAWSKI, CYNTHIA A		1	12-5-9130-111-0040-6921-0-...	04/05
0001	1121	DANIEL, KATIE T		1	11-5-2310-022-0085-6001-0-...	09/21
0005	3214	DANIEL, KRISTIN S		1		
0080	3520	DANIEL, STUART L		1		
0001	4129	DANIELS, JAMES		1		
0001	4149	DANIELS, PAULA DELANE		1		
0050	3872	DARVIN, MORGAN E		1		
0001	3614	DAVIS, ADAM J		1		
0060	2270	DAVIS, AMY THAXTON		1		
0040	3485	DAVIS, CASSIE		1		
0000	1247	DAVIS, DENISE B		1		
0010	1653	DAVIS, HOLLIS PARROTT		1		
0050	3185	DAVIS, JANET B		1		

Click on a Record in the List to View A:

PR/MSDE: SDE Extract Data Maintenance (v3.15)

Fiscal Year 2018 Employee # 1121 SSN Search Work Tables

Last Name DANIEL First Name KATIE Middle Name T

Birth Date 9 / 21 / 1974 Tenured 2

Gender F Female ☐ Speaks Spanish

Ethnicity 1 CAUCASIAN

Degree M MASTER

Report Loc 0001 CENTRAL OFFICE

----- Experience In Months -----

System State	Public	Private	Support
180	24	36	0

Job 1 Certified C Cnt Days 238 Hired 8 / 6 / 2002 Hrs Per Day 8.00

Account # 11-5-2310-022-0085-6001-0-8230-0000 Amt FTE 1.00 % of Sal 1.00

Menu

- Human Resources
- Payroll
 - PR Setup
 - Employee Maintenance
 - Position Control Interface
 - PR Check Processing
 - Monthly Procedures
 - Quarterly Procedures
 - Calendar YE Procedures
 - Fiscal YE Procedures
 - Miscellaneous Procedures
 - Payroll Site Specific
 - AL Procedures
 - SDE Payroll Extract**
 - Stored SQL
 - Remote PR

Application or Transaction Name	Ap
PR Account Codes Edit Report	PR
GL Account Codes Edit Report	PR
Generate SDE Extract File	PR
SDE Report	PR
SDE Extract Worksheet Report	PR
SDE Extract Data Maintenance	PR
Degree/Years Experience Matrix	PR
Create SDE Extract Mag Data	PR
PR Account Edit Maintenance	PR
SDE Import	PR

PR/SDEE: Create SDE Extract Mag Data (v3.24)

Fiscal Year 2019 Period 9 /14/2018 ☒ Print Detail Report

Export File C:\Users\jnswidorski\My Documents\110201809.txt Browse

Report Destination

☐ To Printer Jans HP LaserJet M606 PCL 6 (redirected)

☒ To Report Viewer

☐ To File

Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

EMPLOYEE	SOCIAL SECURITY						SPEAKS	HIGHEST	WORK			CONTRACT	CERTIFIED	MONTHS OF EXPERIENCE							
NUMBER	NUMELAS	FIRST	MID	BIRT	GENDER	ETHNICITY	SPANISH	DEGREE	CENTER	CERT YRS EXP	JOB#	DAYS	FLAG	SYSTEM	STATE	PUBLIC	PRIVATE	SUPPORT	HIRE DATE	tenure	Cs
1271	421-2	ABN	WILL	J	###	M	2	0 N	0001	0	1	238	N	0	0	0	0	204	9/11/2000	2 5	200
1564	417-9	ADA	BEVE	GIN	###	F	1	0 M	0005	20	1	187	C	204	36	0	0	0	8/8/2000	2 5	140
1240	419-2	ADA	LEE	ANN	###	F	1	0 B	0000	0	1	238	N	0	0	0	0	177	9/10/2002	2 5	310
1240	419-2	ADA	LEE	ANN	###	F	1	0 B	0000	0	1	238	N	0	0	0	0	177	9/10/2002	2 5	540
3125	418-2	ADA	JENN	DOV	###	F	1	0 M	0005	11	1	187	C	48	36	48	0	0	8/13/2018	2 5	100
2559	420-1	ADC	EMIL	W.	###	F	1	0 M	0075	11	1	187	C	84	12	32	0	0	8/3/2010	2 5	100
1567	424-1	ADR	TRAC	B	###	F	1	0 M	0065	21	1	187	C	240	12	0	0	0	8/18/1997	2 5	210
2411	592-4	AGE	LESLI	L.	###	F	1	0 M	0060	10	1	187	C	108	17	0	0	0	8/4/2009	2 5	2180
2411	592-4	AGE	LESLI	L.	###	F	1	0 M	0060	10	1	187	C	108	17	0	0	0	8/4/2009	2 5	2180
2411	592-4	AGE	LESLI	L.	###	F	1	0 M	0070	10	1	187	C	108	17	0	0	0	8/4/2009	2 5	2180
1568	386-6	AGL	MARY	ANN	###	F	1	0 M	0010	11	1	187	C	132	0	0	0	0	12/8/2006	2 5	100
3278	489-7	AIST	SHELI	A.	###	F	1	0 D	0005	31	1	238	C	36	0	336	0	0	7/1/2014	2 5	310
3338	533-1	AKA	JENN	LEIC	###	F	1	0 M	0055	3	1	187	C	36	0	0	36	0	8/4/2014	2 5	100
4023	424-3	ALD	ADRII	SON	###	F	2	0	6 0080	9	1	187	C	0	0	108	0	0	8/3/2017	0 5	100
1857	417-2	ALE	LUCIF	L	###	F	1	0 M	0010	13	1	187	C	151	0	0	0	0	11/15/2004	2 5	100
2997	423-8	ALLI	BRAD	DAV	###	M	1	0 N	0001	0	1	182	N	0	0	0	0	48	8/19/2018	2 5	120
3524	418-2	ALLI	CHARD		###	F	2	0 M	0040	18	1	187	C	24	192	0	0	0	8/3/2016	1 5	100
3986	253-9	ALLI	KERR	F	###	F	1	0 B	0055	0	1	238	N	0	0	0	0	14	5/24/2017	0 5	310
3106	192-6	ALLI	MICH	J	###	M	2	0 N	0001	0	1	182	N	0	0	0	0	48	8/19/2018	2 5	120
3715	421-2	ALLI	SHAN	M	###	M	2	0 B	0010	0	1	187	N	0	0	0	0	14	4/4/2016	1 5	100
2438	419-2	ALLI	TAMIS		###	F	1	0 B	0050	11	1	187	C	72	0	60	0	0	8/4/2011	2 5	100
2279	416-9	ALS	AUDF	JOH	###	F	1	0 M	0065	13	1	187	C	108	12	36	24	0	8/4/2008	2 5	220
1571	417-0	ANC	CARMEN		###	F	2	0 M	0005	13	1	187	C	156	0	0	0	0	8/6/2004	2 5	210

File View Help

Control Panel

State Specific

Alabama

- Alabama Ethics Report
- Alabama New Hire Export
- American Recovery and Reinvestment Act Report
- Check Register Accountability Report
- Leaps Approval
- RSA Employee Maintenance
- RSA State Reporting
- Truth In Salary

Tools



Working Online

DSN: NGSQSVR

User: JNSWIDERSKI

Install ID: CENOFF

About

ALPS

Browse for LEAPS File...

Options

Approve LEAPS File...

Approver Last Name:

View FTE Summary...

Work Center	Object Code	FTE
0000	061	1.00
0000	062	1.12
0000	081	1.50
0000	116	0.88
0000	123	3.00
0000	129	1.00
0000	133	3.50
0000	141	4.00
0000	142	1.00
0000	149	1.00

Workcenter FTE Total: 18.00

Work Center	Object Code	FTE
0001	010	4.50
0001	042	1.00
0001	051	0.90
0001	081	5.50
0001	083	1.00
0001	086	3.75
0001	088	1.00
0001	099	0.50
0001	102	1.00
0001	103	16.00
0001	111	1.00
0001	113	2.10
0001	114	1.00
0001	117	1.00
0001	121	14.00
0001	122	2.00
0001	133	0.50
0001	139	8.00
0001	141	2.00
0001	149	1.00
0001	151	4.00
0001	153	1.00
0001	159	7.00
0001	161	90.25
0001	171	1.00
0001	197	0.00
0001	198	0.00

Workcenter FTE Total: 171.00

FISCAL YEAR END CLOSE

- Updating Accrual Days
- Payroll Accrual Data Extract
- Updating Benefits for new fiscal year
- Fund Balance

CALCULATING ACCRUAL DAYS

- Calculate accrual days for each employee type
 - Based on work calendar

Example: 187 day teacher

Works 41 days of new year at end of September (21 days in August, 20 days in September)

Paid 15.58 days in September ($187 / 12 = 15.58$)

41 days worked – 15.58 days paid = 25.42 accrual days

UPDATING ACCRUAL DAYS

The screenshot displays a software interface with two main panels. The left panel shows a hierarchical file tree, and the right panel shows a list of applications or transactions.

File Tree (Left Panel):

- Human Resources
 - Payroll
 - PR Setup** (highlighted)
 - Employee Maintenance
 - Position Control Interface
 - PR Check Processing
 - Monthly Procedures
 - Quarterly Procedures
 - Calendar YE Procedures
 - Fiscal YE Procedures
 - Miscellaneous Procedures
 - Payroll Site Specific
 - AL Procedures
 - SDE Payroll Extract
 - Stored SQL
 - Remote PR

Application or Transaction List (Right Panel):

Application or Transaction Name	Ap
PR Parameter Reports	
HR Parameter Maintenance	PR
HR Code Maintenance I	PR
HR Code Maintenance II	PR
HR Code Maintenance III	PR
Payroll Code Maintenance I	PR
Payroll Code Maintenance II	PR
Payroll Code Maintenance III	PR
PR Parameter Maintenance I	PR
PR Parameter Maintenance II	PR
Tax Table Maintenance	PR
Deduction Master Maint	PR
Employee Type Maintenance (highlighted)	PR
Leave Code Maintenance	PR
Salary Schedule Maintenance	PR

1. Employee Type

2. Leave Information

3. Mandatory Ded

4. Substitute Info

Employee Type TC9

Position Desc TEACHER 9 MONTH

☒ Active Employee Type

Certified Code C

Contract Days 187

☐ Use Contract Date Range☐ Exempt Matching Ins

Work Hrs / Day 8.00

Work Months / Year 12.0

Rate Code:

☒ Salaried ☐ Daily ☐ Hourly☒ Build RSA Enroll Record

Sub's Units D

of Accrual Days 25.42

☐ Overtime Computation

Payment Reason 00 Regular Pay

Leave Units D

Work Comp Code

☐ Exempt from Overtime

RSA Contribution Group 011 Teacher

Pay Class Code

Work Comp Rate 0%

☐ State Based Salary

RSA Position Status 01 Regular

Sick Bank Type S

Job Type

☒ Elig For Sub

Work Schedule Code 09MT 9-Month Teachers

Ext Sub Days 0

State Supp Type

☐ Board Member

Type of Rate of Pay 03 Yearly

ACA OOC Code 1A

☒ Include Job in LEAPS Reporting

Type of Units Worked 00 Days

☐ Update Budget Max ☐ Confirm?

FT Units Per Week 5.00 Days

☐ Regular☐ Supplemental Pay☐ OVT☐ Substitute Pay☐ Pay Adj☐ Leave Adjustments

Annual Units to Work 187 Days

Change Mode: Enter the Key Word for the Record to be Changed

Menu		Application or Transaction Name		Ap
+	Human Resources		Employee Check & Input Queries	
-	Payroll		Employee Maintenance	PR
+	PR Setup		Employee Maint Audit Trail	PR
+	Employee Maintenance		ACH Ded Changes	PR
+	Position Control Interface		Test Compute for An Employee	PR
+	PR Check Processing		Mass Change Deduction	PR
+	Monthly Procedures		Mass Change Deduction Status	PR
	Quarterly Procedures		Mass Change GL Distribution	PR
+	Calendar YE Procedures		Mass Change Employee Jobs	PR
	Fiscal YE Procedures		Input Leave Adj to History	PR
+	Miscellaneous Procedures		Employee Leave Allocation	PR
-	Payroll Site Specific		Move Job Leave/ Pay Data	PR
	AL Procedures		Mass Create Job Records	PR
	SDE Payroll Extract		Mass Create Deduction Records	PR
	Stored SQL			
	Remote PR			

Employee Types

Type	Description	Days	Cert	
<input checked="" type="checkbox"/> 13B	BUS - 13 ...	182	N	
<input checked="" type="checkbox"/> 13S	SUPPORT...	182	N	
<input checked="" type="checkbox"/> 13TC	TEACHER...	187	C	
<input checked="" type="checkbox"/> ACCT	ACCOUN...	238	N	
<input checked="" type="checkbox"/> ACSP	ACCOUN...	238	N	
<input checked="" type="checkbox"/> ACTP	ACCOUN...	238	N	
<input checked="" type="checkbox"/> ADAS	ADMINIS...	220	C	

Job Status Codes

Stat	Description	
<input checked="" type="checkbox"/> A	Active	
<input type="checkbox"/> L	On Leave	
<input type="checkbox"/> P	Applicant	
<input type="checkbox"/> R	Retiree Su...	
<input type="checkbox"/> S	Substitute	
<input type="checkbox"/> T	Terminated	

Job Types

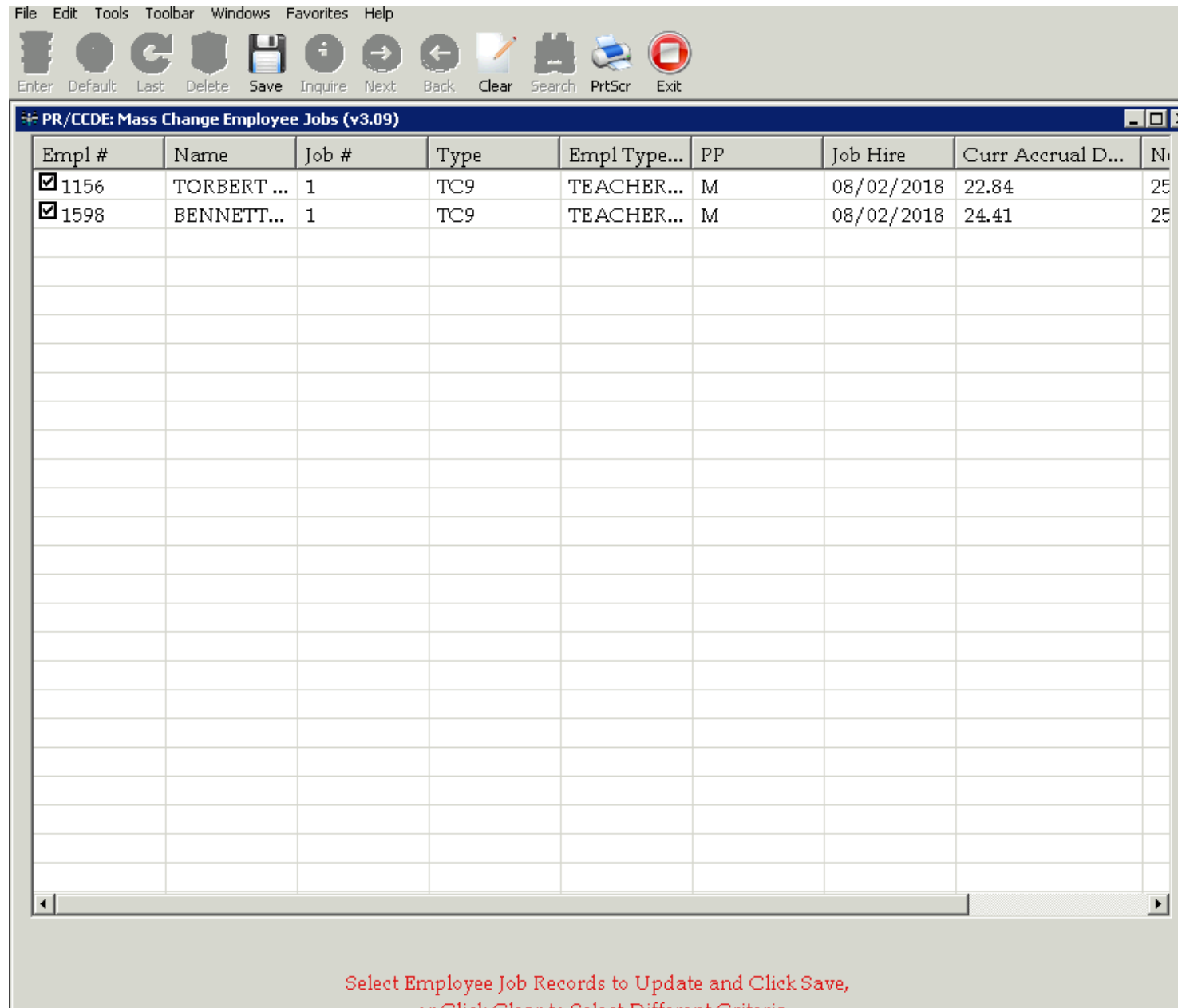
Type	Description	
<input checked="" type="checkbox"/> A	Additional...	
<input checked="" type="checkbox"/> P	Primary Job	
<input type="checkbox"/> S	Suppleme...	

☐ Update Hourly/Daily Code☐ Update (Reset) Salary Periods☒ Update Accrual Days☐ Update Hours/Day☐ Update Contract Dates☐ Include in LEAPS Reporting☐ Update Job Type☐ Update ACA Offer of Coverage☐ Employee ☒ Job ☐ Service☐ Include Jobs Terminations After 03/09/2018☐ Update Contract Days☐ From Employee Type☐ From Salary Schedule☒ All☐ Only if Less than Emp Type/Sal Sched☐ RSA Position Status☐ Type of Units Worked☐ Scheduled Units Per Week☐ Based on Hours Per Day (Hourly Only)☐ Based on FT Units Per Week

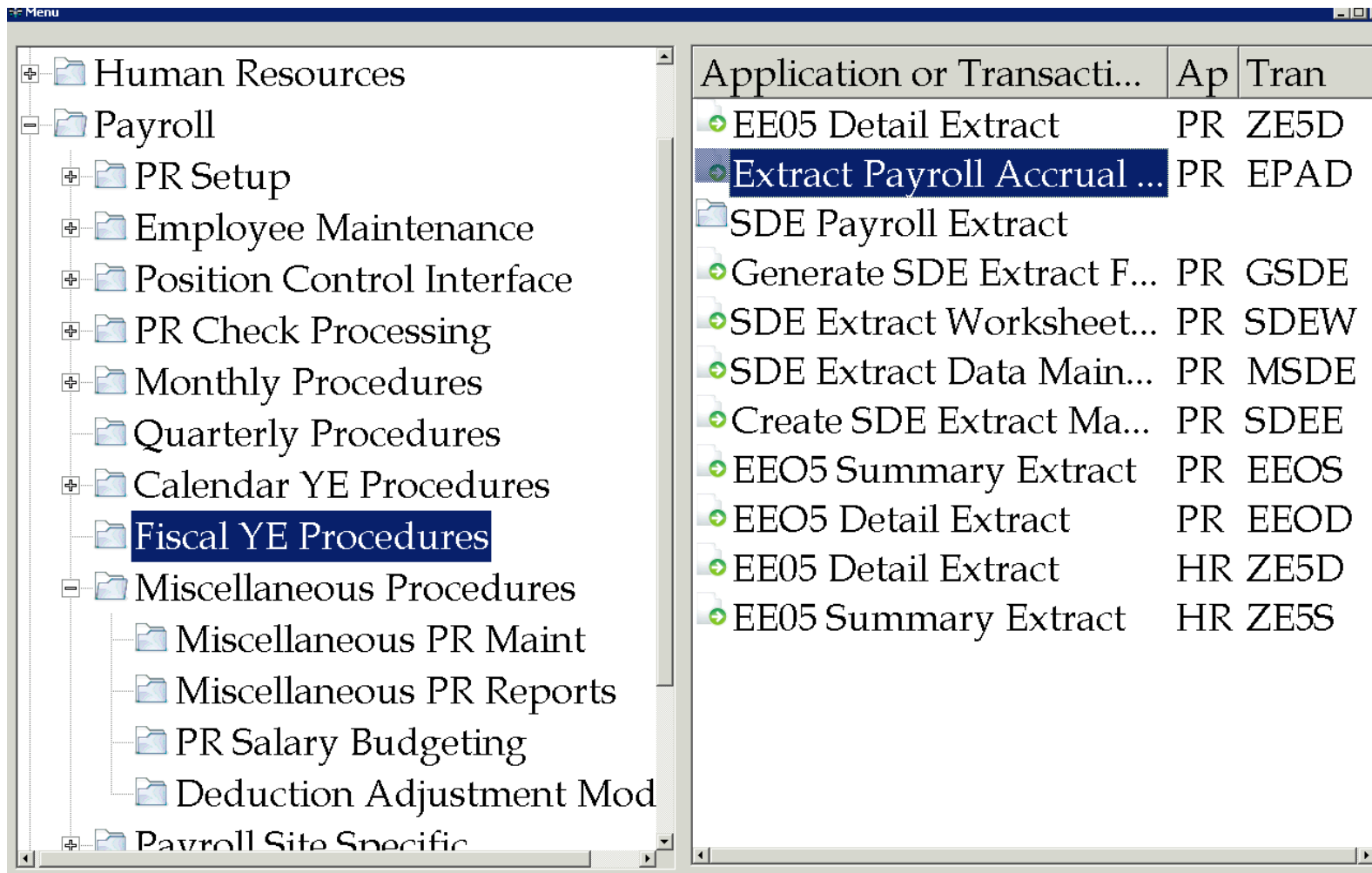
Hired Before 10/01/2018

☐ RSA Contribution Group☐ Type of Rate of Pay

Report Criteria Loaded



PAYROLL ACCRUAL DATA EXTRACT



****This job must be completed BEFORE changing employer benefits**

PR/EPAD: Extract Payroll Accrual Data (v3.16)

Fiscal Year 2018

Job Pay Period

Ty...	Description	
<input checked="" type="checkbox"/> M	Monthly	
<input checked="" type="checkbox"/> N	No-Pay	
<input checked="" type="checkbox"/> S	Semi-Monthly	

Job Status

Ty...	Description	
<input checked="" type="checkbox"/> A	Active	
<input type="checkbox"/> L	On Leave	
<input type="checkbox"/> P	Applicant	
<input type="checkbox"/> R	Retiree Substitute	
<input type="checkbox"/> S	Substitute	
<input type="checkbox"/> T	Terminated	

☒ Print Detail Report

Select By GL Component

Export Path \\tsclient\P\YEAR END REPORTS\FY16 year end\ST34PYFL.TXT

Browse

Report Destination

- ☐ To Printer Jans HP Laserjet M606 PCL 6 (redirected)
- ☒ To Report Viewer
- ☐ To File

Setup

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year

2018

Component Name

Sort Order

Beginning Value

Ending Value

Fund

1

zz

Add Item

Component Contain:

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value	
Fund	1		zz	

Enter the Desired Fiscal Year(s) and Fiscal Period(s)

Use the Add Item Button to Accept Components and Values

Click on the List to Change the Component, Double Click to Remove

RUN DATE: 10/25/2017
RUN TIME: 03:13PM

MCAI PAYROLL SYSTEM
GENERATE ACCRUAL ENTRIES FOR PAYROLL
AUBURN CITY BOARD OF EDUCATION
EMPLOYEE DETAIL LISTING

Page 1 of 68
PREPADDTL

EMP NUMBER	EMPLOYEE NAME	JB	ACC DAYS	HRS/DAY	H/D RATE	Accrual	SS MATCH	MC MATCH	RET MATCH	SUI MATCH
ACCOUNT NUMBER: 11-5-1100-010-0005-1110-0-1100-0000										
4003	JESSICA ELIZABETH BRADFORD	1	25.42	8.00						
3798	MARLEE N CLIFTON	1	25.42	8.00						
1664	HEATHER D DONALDSON	1	25.42	8.00						
1702	LANA GROOMS	1	25.42	8.00						
1749	STACYE A JONES	1	9.84	8.00						
4046	ANGELA JOY PAYNE	1	25.42	8.00						
4005	ABBY LAUREN SYKES	1	25.42	8.00						
1917	SUMMER B WILLIAMS	1	25.42	8.00						
2901	TRAVIS B. YARBROUGH	1	25.42	8.00						

ACCOUNT TOTALS: 58,129.95 842.89 11.62

ACCOUNT NUMBER: 11-5-1100-010-0005-1110-0-1200-0000
RUN DATE: 10/25/2017
RUN TIME: 03:13PM

MCAI PAYROLL SYSTEM
GENERATE ACCRUAL ENTRIES FOR PAYROLL
AUBURN CITY BOARD OF EDUCATION
PAYROLL ACCRUAL ENTRIES LISTING

Page 1 of 40
PREPAD

3125	JENNY DOWNER ADAMSON
1722	VOLANDRA M BAKER
2569	JUDY A. BOONE
3639	NICOLE DIANE BOSWELL
2870	MELISSA C. CLEONDIS
4003	KATIE CONLON

Export

Format:

MS Excel 97-2000 (Data only)

MS Excel 97-2000

MS Excel 97-2000 (Data only)

MS Word

Rich Text Format

Tab-separated text

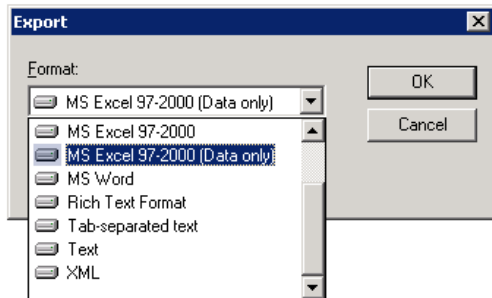
Text

XML

OK

Cancel

AUBURN CITY BOARD OF EDUCATION		PAYROLL ACCRUAL ENTRIES LISTING			
<u>Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>	
11-2-0211-000-0000-1110-0-0000-0000	SALARIES AND WAGES P	Credit		3,744,865.83	
11-2-0211-000-0000-1220-0-0000-0000	SALARIES AND WAGES P	Credit		27,550.96	
11-2-0211-000-0000-1221-0-0000-0000	SALARIES AND WAGES P	Credit		299.32	
11-2-0211-000-0000-1230-0-0000-0000	SALARIES AND WAGES P	Credit		10,276.25	
11-2-0211-000-0000-1252-0-0000-0000	SALARIES AND WAGES P	Credit		1,602.67	
11-2-0211-000-0000-1310-0-0000-0000	SALARIES AND WAGES P	Credit		167,459.28	
11-2-0211-000-0000-1410-0-0000-0000	SALARIES AND WAGES P	Credit		6,373.15	
11-2-0211-000-0000-1520-0-0000-0000	SALARIES AND WAGES P	Credit		2,028.04	
11-2-0211-000-0000-6001-0-0000-0000	SALARIES AND WAGES P	Credit		511,713.82	
11-2-0213-000-0000-1110-0-0000-9011	RETIREMENT BENEFITS	Credit		439,492.25	
11-2-0213-000-0000-1220-0-0000-9011	RETIREMENT BENEFITS	Credit		3,236.10	
11-2-0213-000-0000-1221-0-0000-9011	RETIREMENT BENEFITS	Credit		35.95	
11-2-0213-000-0000-1230-0-0000-9011	RETIREMENT BENEFITS	Credit		1,234.18	
11-2-0213-000-0000-1252-0-0000-9011	RETIREMENT BENEFITS	Credit		192.48	
11-2-0213-000-0000-1310-0-0000-9011	RETIREMENT BENEFITS	Credit		19,105.22	
11-2-0213-000-0000-1410-0-0000-9011	RETIREMENT BENEFITS	Credit		765.42	
11-2-0213-000-0000-1520-0-0000-9011	RETIREMENT BENEFITS	Credit		243.57	



	A	B	C	D	E	F	G	H	I	J	K
1		COUNT	AVG DAYS		AVG RATE	AVG AMOUNT	AVG SS MATCH	AVG MCR MATCH	AVG RET MATCH	AVG UC	
2											
3	FY12										
4	JOB 1 TOTALS	844	12,910.93		181,328.52	2,845,126.85	176,388.90	41,252.79	283,340.73	1,137.81	
5	JOB 1 AVERAGES		15.30		214.84	3,371.00	0.0620	0.0145	0.0996	0.0004	
6											
7											
8	FY13										
9	JOB 1 TOTALS	912	14,188.26		194,116.44	3,150,489.97	195,331.11	45,688.41	316,229.62	1,890.18	
10	JOB 1 AVERAGE		15.56		212.85	3,454.48	0.0620	0.0145	0.1004	0.0006	
11											
12											
13	FY14										
14	JOB 1 TOTALS	969	20,597.05		211,029.10	4,296,588.94	266,388.59	62,299.89	498,185.71	858.91	
15	JOB 1 AVERAGE		21.26		217.78	4,434.04	0.0620	0.0145	0.1159	0.0002	
16											
17	FY15										
18	JOB 1 TOTALS	954	22,661.83		220,844.94	4,714,899.09	292,323.67	68,365.67	545,342.91	942.75	
19	JOB 1 AVERAGE		23.75		231.49	4,942.24	0.0620	0.0145	0.1157	0.0002	
20											
21	FY16										
22	JOB 1 TOTALS	946	21,064.22		219,374.17	4,950,717.66	306,944.24	71,785.68	578,032.17	990.33	
23	JOB 1 AVERAGE		22.27		231.90	5,233.32	0.0620	0.0145	0.1168	0.0002	
24											
25	FY17										
26	JOB 1 TOTALS	968	20,287.71		224,545.64	4,786,560.25	296,765.97	69,405.07	559,900.36	956.92	
27	JOB 1 AVERAGE		20.96		231.97	4,944.79	0.0620	0.0145	0.1170	0.0002	
28											
29											
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47											
48											
49											
	recap	All Jobs	Job 1	Addtl Jobs							

	A	B	C	D	E	F
1	Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec	ACCOUNT DESCRIPTION	TYPE	DEBIT	CREDIT	
2	11-2-0211-000-0000-1110-0-0000-0000	SALARIES AND WAGES P	Credit		3,744,865.83	
3	11-2-0211-000-0000-1220-0-0000-0000	SALARIES AND WAGES P	Credit		27,550.96	
4	11-2-0211-000-0000-1221-0-0000-0000	SALARIES AND WAGES P	Credit		299.32	
5	11-2-0211-000-0000-1230-0-0000-0000	SALARIES AND WAGES P	Credit		10,276.25	
6	11-2-0211-000-0000-1252-0-0000-0000	SALARIES AND WAGES P	Credit		1,602.67	
7	11-2-0211-000-0000-1310-0-0000-0000	SALARIES AND WAGES P	Credit		167,459.28	
8	11-2-0211-000-0000-1410-0-0000-0000	SALARIES AND WAGES P	Credit		6,373.15	
9	11-2-0211-000-0000-1520-0-0000-0000	SALARIES AND WAGES P	Credit		2,028.04	
10	11-2-0211-000-0000-6001-0-0000-0000	SALARIES AND WAGES P	Credit		511,713.82	
11	11-2-0213-000-0000-1110-0-0000-9011	RETIREMENT BENEFITS	Credit		439,492.25	
12	11-2-0213-000-0000-1220-0-0000-9011	RETIREMENT BENEFITS	Credit		3,236.10	
13	11-2-0213-000-0000-1221-0-0000-9011	RETIREMENT BENEFITS	Credit		35.95	
14	11-2-0213-000-0000-1230-0-0000-9011	RETIREMENT BENEFITS	Credit		1,234.18	
15	11-2-0213-000-0000-1252-0-0000-9011	RETIREMENT BENEFITS	Credit		192.48	
16	11-2-0213-000-0000-1310-0-0000-9011	RETIREMENT BENEFITS	Credit		19,105.22	
17	11-2-0213-000-0000-1410-0-0000-9011	RETIREMENT BENEFITS	Credit		765.42	
18	11-2-0213-000-0000-1520-0-0000-9011	RETIREMENT BENEFITS	Credit		243.57	
19	11-2-0213-000-0000-6001-0-0000-9011	RETIREMENT BENEFITS	Credit		59,146.62	
20	11-2-0214-000-0000-1110-0-0000-9003	SOCIAL SECURITY BENE	Credit		232,181.07	
21	11-2-0214-000-0000-1220-0-0000-9003	SOCIAL SECURITY BENE	Credit		1,708.16	
22	11-2-0214-000-0000-1221-0-0000-9003	SOCIAL SECURITY BENE	Credit		18.56	
23	11-2-0214-000-0000-1230-0-0000-9003	SOCIAL SECURITY BENE	Credit		637.12	
24	11-2-0214-000-0000-1252-0-0000-9003	SOCIAL SECURITY BENE	Credit		99.37	
25	11-2-0214-000-0000-1310-0-0000-9003	SOCIAL SECURITY BENE	Credit		10,382.49	
26	11-2-0214-000-0000-1410-0-0000-9003	SOCIAL SECURITY BENE	Credit		395.13	
27	11-2-0214-000-0000-1520-0-0000-9003	SOCIAL SECURITY BENE	Credit		125.74	
28	11-2-0214-000-0000-6001-0-0000-9003	SOCIAL SECURITY BENE	Credit		31,726.21	
29	11-2-0216-000-0000-1110-0-0000-9004	MEDICARE BENEFITS PA	Credit		54,300.45	
30	11-2-0216-000-0000-1220-0-0000-9004	MEDICARE BENEFITS PA	Credit		399.50	
31	11-2-0216-000-0000-1221-0-0000-9004	MEDICARE BENEFITS PA	Credit		4.34	
32	11-2-0216-000-0000-1230-0-0000-9004	MEDICARE BENEFITS PA	Credit			
33	11-2-0216-000-0000-1252-0-0000-9004	MEDICARE BENEFITS PA	Credit			
333	11-5-9140-250-0005-1520-0-4712-0000	PRESCHOOL, STATE UNEMPLOYMENT C	Debit		0.40	
334	11-5-9140-250-0005-6001-0-4712-0000	PRESCHOOL, STATE UNEMPLOYMENT C	Debit		0.36	
335	Fund Totals:			5,338,635.44	5,338,635.44	
336	12-2-0211-000-0000-3210-0-0000-0000	SALARIES AND WAGES P	Credit		105,842.67	
337	12-2-0211-000-0000-3220-0-0000-0000	SALARIES AND WAGES P	Credit		2,191.98	
338	12-2-0211-000-0000-4110-0-0000-0000	SALARIES AND WAGES P	Credit		69,365.80	
339	12-2-0211-000-0000-4120-0-0000-0000	SALARIES AND WAGES P	Credit		15,888.81	

UPDATING EMPLOYER BENEFITS

The screenshot shows a software menu with a tree view on the left and a list view on the right. In the tree view, the 'Payroll' folder is expanded, and 'PR Setup' is highlighted. In the list view, 'Deduction Master Maint' is highlighted.

Menu Structure:

- Payroll
 - PR Setup**
 - Employee Maintenance
 - Position Control Interface
 - PR Check Processing
 - Monthly Procedures
 - Quarterly Procedures
 - Calendar YE Procedures
 - Fiscal YE Procedures
 - Miscellaneous Procedures
 - Miscellaneous PR Maint
 - Miscellaneous PR Reports
 - PR Salary Budgeting
 - Deduction Adjustment Mod
 - Payroll Site Specific

Application or Transaction List:

Application or Transaction N...	Ap	Tr
PR Parameter Reports		
HR Parameter Maintenance	PR	H
HR Code Maintenance I	PR	H
HR Code Maintenance II	PR	H
HR Code Maintenance III	PR	H
Payroll Code Maintenance I	PR	P
Payroll Code Maintenance II	PR	P
Payroll Code Maintenance III	PR	P
PR Parameter Maintenance I	PR	P
PR Parameter Maintenance II	PR	P
Tax Table Maintenance	PR	T
Deduction Master Maint	PR	D
Employee Type Maintenance	PR	E
Leave Code Maintenance	PR	L
Salary Schedule Maintenance	PR	S

PR/DEDM: Deduction Master Maint (v3.13)

Deduction # Ded. Desc. Short Desc

1. General 2. Deduction Parameters 3. Deduction Type Options

Sheltered From

- ☒ Federal Tax
- ☐ State Tax
- ☐ Social Security
- ☐ Medicare
- ☐ City Tax
- ☐ County Tax
- ☐ Retirement
- ☐ SUI Tax
- ☒ Garnishment

☒ Process Thru Payroll

☒ Print Check

☐ Round Ded Amount

☐ Local Tax Fringe Benefit

☒ Ded Maintainable

☐ Qualify Retirement

Employee

DT Amt. \$

DT % ☒

☐ Mandatory Deduction

☐ Mandatory By Empl Type

☒ Store Deduction Wages

☒ Allow on Empl Master

☐ Allow on Empl Job

Wage Base Code

☒ Actual Pay Pd Earnings

☐ Full Time Earnings

☐ State Based Salary

☐ Inactive

Change Mode: Enter the Key Word for the Record to be Changed

Update Employee Deduction Records

? The Transaction PR/CSDA Must Be Run To Update The Employees Currently Using Deduction 11.

Would You Like To Run This Transaction Now?

Yes No

Menu

- Human Resources
- Payroll
 - PR Setup
 - Employee Maintenance**
 - Position Control Interface
 - PR Check Processing
 - Monthly Procedures
 - Quarterly Procedures
 - Calendar YE Procedures
 - Fiscal YE Procedures
 - Miscellaneous Procedures
 - Miscellaneous PR Maint
 - Miscellaneous PR Reports
 - PR Salary Budgeting
 - Deduction Adjustment Mod
 - Payroll Site Specific

Application or Transaction N...	Ap	Tr
Employee Check & Input Q...		
Employee Maintenance	PR	EM
Employee Maint Audit Trail	PR	EM
ACH Ded Changes	PR	ZA
Test Compute for An Emplo...	PR	TC
Mass Change Deduction	PR	CS
Mass Change Deduction Sta...	PR	CS
Mass Change GL Distribution	PR	CF
Mass Change Employee Jobs	PR	CC
Input Leave Adj to History	PR	ILV
Employee Leave Allocation	PR	EL
Move Job Leave/ Pay Data	PR	MV
Mass Create Job Records	PR	MC
Mass Create Deduction Rec...	PR	MC

PR/CSDA: Mass Change Deduction (v3.12)

Deduction Number RET

Apply Changes To:

☐ Monthly Percent - Employee ☒ Monthly Percent - Employer ☐ Total Deducted ☐ Limit on Deduction - Employee

☐ Ignore Old Percent and Write New Percent to All Records

Old Percent New Percent %

☐ Update Benefit Code ☐ Update Division Code

☐ Include Terminated Employees

Select Data Update Paramters and Press Enter (F1)

**Uncheck if you use one deduction for both retirement tiers!

You will have to run this job for both retirement tiers

File Edit Tools Toolbar Windows Favorites Help

Enter Add Change Delete **Save** Inquire Next Back Clear Search PrtScr Exit

PR/CSDA: Mass Change Deduction (v3.12)

Deduction Number RET

Empl #	Name (Deduct # 11 - RET)	Curr Empr Amt (%)	New Empr Amt (%)
<input checked="" type="checkbox"/> 1000	BAUGH , MARSHA T	12.24%	12.41%
<input checked="" type="checkbox"/> 1004	MCLURE , VICKI LYNN	12.24%	12.41%
<input checked="" type="checkbox"/> 1005	OGBURN , SHARON E	12.24%	12.41%
<input checked="" type="checkbox"/> 1010	BAKER , RUBY SUE	12.24%	12.41%
<input checked="" type="checkbox"/> 1012	CHANDLER , WILLIA M	12.24%	12.41%
<input checked="" type="checkbox"/> 1013	CORE , DOROTHY JEAN	12.24%	12.41%
<input checked="" type="checkbox"/> 1017	HUMPHREY , WILLIE P	12.24%	12.41%
<input checked="" type="checkbox"/> 1019	LEE , DELORES C	12.24%	12.41%
<input checked="" type="checkbox"/> 1021	LIGON , VALORIE R	12.24%	12.41%
<input checked="" type="checkbox"/> 1022	MARTIN , LARRY ANN	12.24%	12.41%
<input checked="" type="checkbox"/> 1023	PUK , EWA AGATA	12.24%	12.41%
<input checked="" type="checkbox"/> 1025	TOLBERT , PAMELA	12.24%	12.41%
<input checked="" type="checkbox"/> 1026	WILSON , ALICIA S	12.24%	12.41%
<input checked="" type="checkbox"/> 1027	WOOD , JANE ANN	12.24%	12.41%
<input checked="" type="checkbox"/> 1041	BEISEL , SANDRA S	12.24%	12.41%

Check/Uncheck the Employees to Change, then Press Save

PR/CSDA: Mass Change Deduction (v3.12)

Deduction Number RET

Apply Changes To:

☐ Monthly Percent - Employee ☒ Monthly Percent - Employer ☐ Total Deducted ☐ Limit on Deduction - Employee

☐ Ignore Old Percent and Write New Percent to All Records

Old Percent New Percent %

☐ Update Benefit Code ☐ Update Division Code

☐ Include Terminated Employees

File Edit Tools Window Help

Enter Add Change Delete Save Inquire Next Back Clear Search Print Exit

PR/CSDA: Mass Change Deduction (v3.12)

Deduction Number RET

Empl ...	Name (Deduct #11 - RET)	Curr Empr Amt (%)	New Empr Amt (...	PayPer [^]
<input checked="" type="checkbox"/> 2203	ALLEN , JESSICA K	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 2209	LETT , EMILY C	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 2451	FOREMAN , TAMIKA D	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 2623	KNOWLTON , STACY M.	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 2649	ODOM , BARRETT P	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 2679	BRADFORD , KAYLA K	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 2913	PIERCE , LINDSAY M	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 2924	BURNETTE , MEREDITH G.	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 2936	KEY , BEVERLY N	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 2954	FERGUSON , JENNIFER SK...	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 2981	BOYLSTON , JANET O.	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 3006	WIERSMA , WENDY RUNY...	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 3030	LEONARD , RUSSELL LAIRD	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 3044	CROWDUS , TRINA JONES	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 3050	GWIN , KATHRYN P	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 3054	SHARMAN , SARAH P	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 3055	CORNEIL , ISALIE	11.01 %	11.35 %	M
<input checked="" type="checkbox"/> 3057	WALL , REBECCA ANNE	11.01 %	11.35 %	M

Check/Uncheck the Employees to Change, then Press Save

PR/CSDA: Mass Change Deduction (v3.12)

Deduction Number RET

Apply Changes To:

☐ Monthly Percent - Employee ☒ Monthly Percent - Employer ☐ Total Deducted ☐ Limit on Deduction - Employee

☒ Ignore Old Percent and Write New Percent to All Records

New Percent %

☐ Update Benefit Code ☐ Update Division Code

☐ Include Terminated Employees

**leave checked if septeate deductions are set up for each retirement tier.

You will run this job for each deduction number

File Edit Tools Toolbar Windows Favorites Help

Enter Add Change Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/CSDA: Mass Change Deduction (v3.12)

Deduction Number RET

Empl ...	Name (Deduct # 11 - RET)	Curr Empr Amt (%)	New Empr Amt (...	PayPer
<input checked="" type="checkbox"/> 2970	NICHOLS , WHITNEY J.	12.24%	12.41%	M
<input checked="" type="checkbox"/> 2981	BOYLSTON , JANET O.	11.01%	12.41%	M
<input checked="" type="checkbox"/> 2991	WARNKE , NICOLE K.	12.24%	12.41%	M
<input checked="" type="checkbox"/> 2996	LOWE , JASON HURL	12.24%	12.41%	M
<input checked="" type="checkbox"/> 2997	ALLEN , BRADLEY DAVID	12.24%	12.41%	M
<input checked="" type="checkbox"/> 3001	NEIGHBORS , ANNE KIMB...	12.24%	12.41%	M
<input checked="" type="checkbox"/> 3003	WILLIAMS , ELIZABETH C...	12.24%	12.41%	M
<input checked="" type="checkbox"/> 3006	WIER SMA , WENDY RUNY...	11.01%	12.41%	M
<input checked="" type="checkbox"/> 3023	NEEDHAM , KERRI ANN	12.24%	12.41%	M
<input checked="" type="checkbox"/> 3029	BAKER , CHRISTOPHER A...	12.24%	12.41%	M
<input checked="" type="checkbox"/> 3030	LEONARD , RUSSELL LAIRD	11.01%	12.41%	M
<input checked="" type="checkbox"/> 3031	SPENCER , LASE AN DENISE	12.24%	12.41%	M
<input checked="" type="checkbox"/> 3041	WILLIAMS , PAMELA SCOTT	12.24%	12.41%	M
<input checked="" type="checkbox"/> 3043	PATTERSON , SHELLEY NI...	12.24%	12.41%	M
<input checked="" type="checkbox"/> 3044	CROWDUS , TRINA JONES	11.01%	12.41%	M
<input checked="" type="checkbox"/> 3048	WATTS , TOKEMA F.	12.24%	12.41%	M
<input checked="" type="checkbox"/> 3049	BRYAN , MEREDITH MOSL...	12.24%	12.41%	M
<input checked="" type="checkbox"/> 3050	GWIN , KATHRYN P	11.01%	12.41%	M

Check/Uncheck the Employees to Change, then Press Save

BALANCING FUND SOURCE

- All fund sources except local funds must balance at the close of the fiscal year
 - Budget analysis report
 - Salary transfer
- Payroll clearing fund must be cleared at the end of the fiscal year

Menu

MCAI

Asset Inventory System

Receipt Module

System Control

Requisitions

Accounts Payable

Purchase Order

General Ledger

Application or Transaction Name	Ap
GL Support File & Rebuild Menu	
Budget Analysis Report	GL
General Ledger Budget Menu	
Recurring Journal Entry Import	GL
GL Reports & Queries	
Budget Input	GL
State Reporting	
GL Account Maintenance	GL
Create Journal Entry	GL

[illegible]

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year 2018	Fiscal Period August
Ending Fiscal Year 2018	Ending Fiscal Period August

Component Name Fund	Sort Order 3	Beginning Value	Ending Value zz	Add Item
------------------------	-----------------	-----------------	--------------------	----------

Component Contains: Fd

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Na...	Sort Or...	From Value	To Value	
SFund	1	4110	4110	
Object	2	010	250	

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
 Use the Add Item Button to Accept Components and Values
 Click on the List to Change the Component, Double Click to Remove

% of budget as of August should be 91.

PAYROLL

RUN DATE: 9/14/2018
RUN TIME: 04:58PM

MCAI BUDGETARY ACCOUNTING SYSTEM
BUDGET ANALYSIS REPORT
AUBURN CITY BOARD OF EDUCATION
THRU FISCAL YEAR-PERIOD-MONTH: 2018-11-August

Page 9 of 9
GLBARP

Description	2017 <u>BUDGET</u>	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	2018 <u>YTD ACT</u>	2018 <u>YTD ENC</u>	% OF <u>BUD</u>	<u>VAR</u>
Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec							
SPECIAL AREA EXECUTIVE, STATE UNEMPLOYMENT (
12-5-6220-250-8620-4110-0-8620-0000	14.57	14.71	7.29	6.97	0.00	95.61	0.32
*** TOTAL EXPENDITURES:	147.42	140.36	64.40	56.12	0.00	87.14	8.28
*** Object 250 ***							
TOTAL REVENUES:						0.00	0.00
TOTAL EXPENDITURES:	147.42	140.36	64.40	56.12	0.00	87.14	8.28
DIFFERENCE:	-147.42	-140.36	-64.40	-56.12	0.00	87.14	-8.28
*** SFund 4110 ***							
TOTAL REVENUES:						0.00	0.00
TOTAL EXPENDITURES:	964,475.94	920,274.35	806,400.10	726,317.10	0.00	90.07	80,083.00
DIFFERENCE:	-964,475.94	-920,274.35	-806,400.10	-726,317.10	0.00	90.07	-80,083.00
*** GRAND TOTALS ***							
TOTAL REVENUES:						0.00	0.00
TOTAL EXPENDITURES:	964,475.94	920,274.35	806,400.10	726,317.10	0.00	90.07	80,083.00
DIFFERENCE:	-964,475.94	-920,274.35	-806,400.10	-726,317.10		90.07	

*** END OF REPORT ***

% of budget as of August should be 91.

SYSTEM TOTAL

RUN DATE: 9/14/2018
RUN TIME: 05:02PM

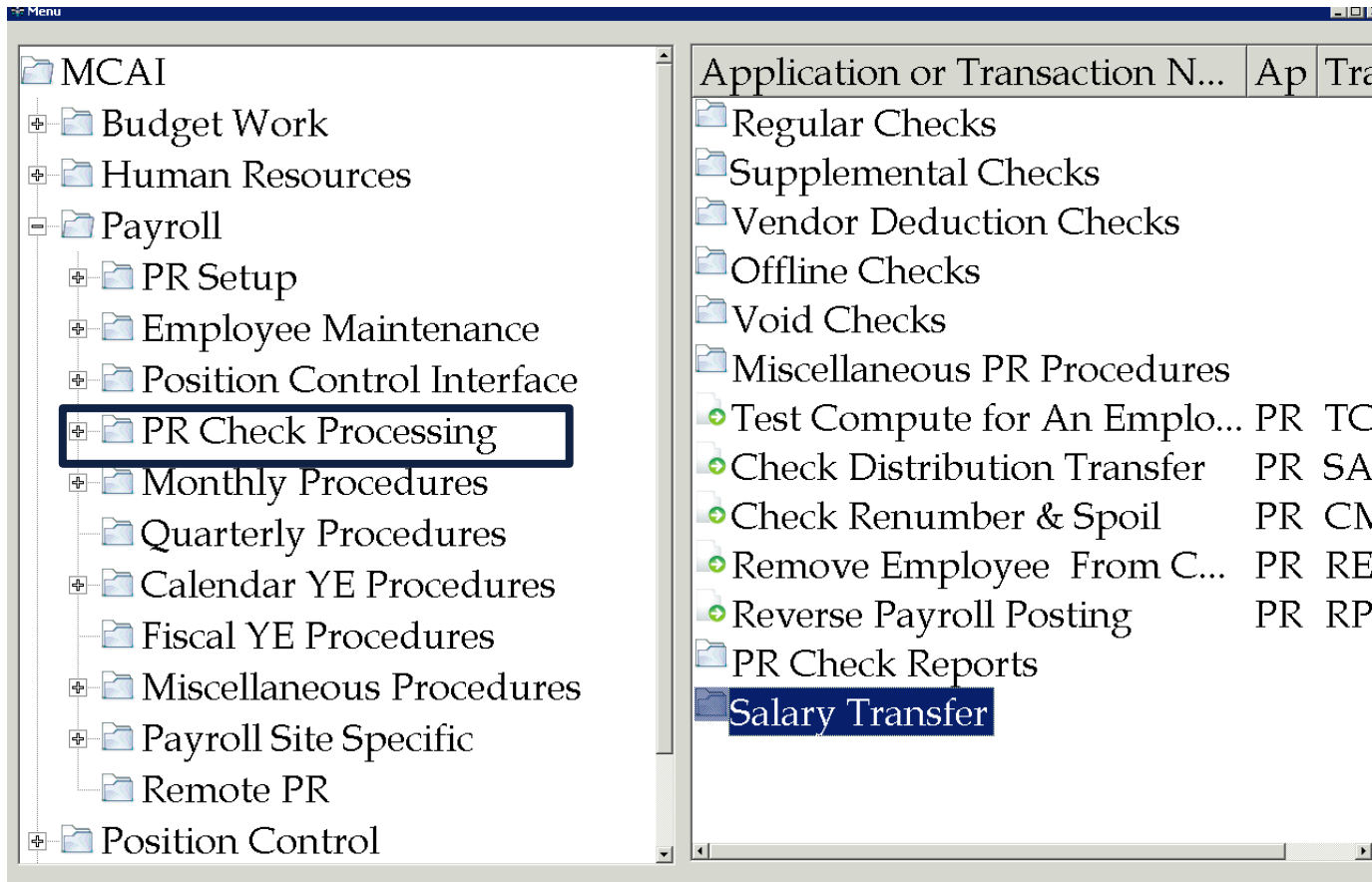
MCAI BUDGETARY ACCOUNTING SYSTEM
BUDGET ANALYSIS REPORT
AUBURN CITY BOARD OF EDUCATION
THRU FISCAL YEAR-PERIOD-MONTH: 2018-11-August

Page 10 of 10
GLBARP

Description	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 YTD ACT	2018 YTD ENC	% OF BUD	VAR
Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec							
SPECIAL AREA EXECUTI, REGISTRATION FEES							
12-5-6220-623-8620-4110-1-8620-0000	0.00	0.00	6.18	0.00	0.00	0.00	6.18
OTHER GENERAL & CENT, INDIRECT COST							
12-5-6910-910-8690-4110-0-1810-0000	3,849.29	3,823.25	5,768.66	4,788.17	0.00	83.00	980.49
OTHER GENERAL & CENT, INDIRECT COST							
12-5-6910-910-8690-4110-0-8690-0000	17,796.55	16,478.11	19,824.44	17,154.83	0.00	86.53	2,669.61
OTHER GENERAL & CENT, INDIRECT COST							
12-5-6910-910-8690-4110-1-1810-0000	0.00	0.00	437.90	228.94	0.00	52.28	208.96
OTHER GENERAL & CENT, INDIRECT COST							
12-5-6910-910-8690-4110-1-8690-0000	1,097.33	1,097.33	1,215.76	970.29	0.00	79.81	245.47
*** TOTAL EXPENDITURES:	1,075,667.88	1,012,079.23	1,047,724.65	889,892.76	33,277.87	88.11	124,554.02
*** SFund 4110 ***							
TOTAL REVENUES:	1,075,667.88	1,012,079.23	1,047,724.65	984,136.00	0.00	93.93	63,588.65
TOTAL EXPENDITURES:	1,075,667.88	1,012,079.23	1,047,724.65	889,892.76	33,277.87	88.11	124,554.02
DIFFERENCE:	0.00	0.00	0.00	94,243.24	-33,277.87	0.00	-60,965.37
*** GRAND TOTALS ***							
TOTAL REVENUES:	1,075,667.88	1,012,079.23	1,047,724.65	984,136.00	0.00	93.93	63,588.65
TOTAL EXPENDITURES:	1,075,667.88	1,012,079.23	1,047,724.65	889,892.76	33,277.87	88.11	124,554.02
DIFFERENCE:	0.00	0.00	0.00	94,243.24	-33,277.87	0.00	-60,965.37

*** END OF REPORT ***

SALARY TRANSFER



**** MAKE ANY SALARY CORRECTIONS
USING SALARY TRANSFER**

- **ONE TRANSACTION WILL MOVE
SALARY AS WELL AS EMPLOYER
BENEFITS**
- **PAYROLL REPORTS AND
BUDGETARY REPORTS WILL
COINCIDE**

- + Budget Work
- + **Human Resources**
- Payroll
 - + PR Setup
 - + Employee Maintenance
 - + Position Control Interface
 - PR Check Processing
 - + Regular Checks
 - Supplemental Checks
 - Vendor Deduction Checks
 - Offline Checks
 - Void Checks
 - Miscellaneous PR Procedure
 - PR Check Reports
 - Salary Transfer
- + Monthly Procedures

Application or Transaction N...	Ap	Tr
+ Payroll Run ID Maintenance	PR	PR
+ Check Distribution Transfer	PR	SA
+ Post Payroll to GL	PR	PP
+ PR Check Update	PR	UE

PR/SALT: Check Distribution Transfer (v3.15)

Enter Employee # 1000 Posting Date 09/30/2020

Enter Add Change Delete Save Inquire Next Back Clear Search PrtScr Exit

Enter Employee # and Posting Date for transfer and then click Enter

Click on check that you wish to transfer


PR/SALT: Check Distribution Transfer (v3.15)


Employee # 1000 Posting Date 09/30/2020


Chk #	Check Date	Gross Wage	Man Ded	Non-Man ...	Net	Status	Type	Rec...
186616	07-31-2020	3,411.36	661.94	2,749.42	0.00	Paid	Direc...	Cle...
185375	06-30-2020	3,411.36	661.94	2,749.42	0.00	Paid	Direc...	Cle...
184317	05-29-2020	3,411.36	661.94	2,749.42	0.00	Paid	Direc...	Cle...
183258	04-30-2020	3,411.36	661.94	2,749.42	0.00	Paid	Direc...	Cle...
182097	03-31-2020	3,411.36	661.94	2,749.42	0.00	Paid	Direc...	Cle...
180931	02-28-2020	3,411.36	661.94	2,749.42	0.00	Paid	Direc...	Cle...
179766	01-31-2020	3,411.36	661.94	2,749.42	0.00	Paid	Direc...	Cle...
178598	12-18-2019	3,411.36	661.92	2,749.44	0.00	Paid	Direc...	Cle...
177414	11-26-2019	3,411.36	661.92	2,749.44	0.00	Paid	Direc...	Cle...
176250	10-31-2019	3,411.36	661.92	2,749.44	0.00	Paid	Direc...	Cle...
175091	09-30-2019	3,411.36	661.92	2,749.44	0.00	Paid	Direc...	Cle...
173825	08-30-2019	3,280.15	630.17	2,649.98	0.00	Paid	Direc...	Cle...
172393	07-31-2019	3,280.15	987.44	2,292.71	0.00	Paid	Direc...	Cle...
170997	06-28-2019	3,280.15	630.17	2,649.98	0.00	Paid	Direc...	Cle...


To Select a Check Number Click in the Listview


Click Item in
(Items in Red Are Stale)


 Enter


 Add


 Change


 Delete


 Save


 Inquire


 Next

 Back

 Clear

 Search

 PntScr

 Exit

PR/SALT: Check Distribution Transfer (v3.15)

Employee #

Posting Date

Check #

Check Date 07/31/2020

Quarter Number 3

Cost Center 0160

Gross Wage 3,411.36

Fringe Benefit

Federal Tax 274.29

Advanced EIC

State Tax 124.39

SS Tax 185.72

MCARE Tax 43.43

Total Deductions 2,783.53

Net Check 0.00

1. G/L Distribution

2. Deductions

Job	Account Number	Gross	Adj Gross
1	12-5-4210-115-0060-5101-0-8420-0000	3,411.36	0

Job

Account #

Gross

Adjustment

Add Item

Click Item in the Listview to Alter

(Items in Red Are Stale Checks and Cannot be Altered)

PR/SALT: Check Distribution Transfer (v3.15)

Employee # 1000 Posting Date 09/30/2020

Check # 186616

Check Date 07/31/2020
 Quarter Number 3
 Cost Center 0160
 Gross Wage 3,411.36
 Fringe Benefit
 Federal Tax 274.29
 Advanced EIC
 State Tax 124.39
 SS Tax 185.72
 MCARE Tax 43.43
 Total Deductions 2,783.53
 Net Check 0.00

1. G/L Distribution

Job	Account Number	Gross	Adj Gross
1	12-5-4210-115-0060-5101-0-8420-0000	3,411.36	0

Job 1 Account # 12-5-4210-115-0060-5101-0-8420-0000

Gross 3,411.36 Adjustment -3,411.36 Add Item

Click on account number to have funds transferred from.

The job and account information will auto populate.

Enter the amount to transfer as a negative adjustment amount.

Add Item.

Click the drop down arrow next to Job to select job # for transfer (this has to match the job you are transferring from
 * transfers cannot be made between jobs)

Click the drop down arrow next to Account # to select the account # you are transferring to.

Enter the amount to transfer as a positive adjustment amount.

Add Item.

PR/SALT: Check Distribution Transfer (v3.15)

Employee # 1000 Posting Date 09/30/2020

Check # 186616

Check Date 07/31/2020
 Quarter Number 3
 Cost Center 0160
 Gross Wage 3,411.36
 Fringe Benefit
 Federal Tax 274.29
 Advanced EIC
 State Tax 124.39
 SS Tax 185.72
 MCARE Tax 43.43
 Total Deductions 2,783.53
 Net Check 0.00

1. G/L Distribution

Job	Account Number	Gross	Adj Gross
1	12-5-4210-115-0060-5101-0-8420-0000	3,411.36	0.00

Job 1 Account # 12-5-4210-172-0060-5101-0-8420-0000

Gross Adjustment 3,411.36 Add Item



PR/SALT: Check Distribution Transfer (v3.15)

Employee # 1000

Posting Date 09/30/2020

Check # 186616

Check Date 07/31/2020
Quarter Number 3
Cost Center 0160
Gross Wage 3,411.36
Fringe Benefit
Federal Tax 274.29
Advanced EIC
State Tax 124.39
SS Tax 185.72
MCARE Tax 43.43
Total Deductions 2,783.53
Net Check 0.00

1. G/L Distribution

2. Deductions

Job	Account Number	Gross	Adj Gross
1	12-5-4210-115-0060-5101-0-8420-0000	3,411.36	0.00
1	12-5-4210-172-0060-5101-0-8420-0000	0.00	3,411.36

Job Account #

Gross Adjustment Add Item

The Gross and Adj Gross amounts must equal.

Click on Save to complete the transfer of funds.



Three reports will generate:

- Original check G/L information

- Transfer G/L entried

- Post transfer check G/L information

Print or Save these for future reference if needed.

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PRSALT

12-5-4210-240-0060-5101-0-8420-0000	PST	2020	07/31/2021	JOB	ded_no	DESCRIPTION	Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec	EMP AMOUNT	BRD AMOUNT	WAGE AMOUNT
12-5-4210-240-0060-5101-0-8420-0000	PST	2020	07/31/2021	1	1	FED TAX	12-5-4210-172-0060-5101-0-8420-0000	274.29	0.00	2,739.59
12-5-4210-250-0060-5101-0-8420-0000	PST	2020	07/31/2021	1	2	ST W/H	12-5-4210-172-0060-5101-0-8420-0000	124.39	0.00	2,995.44
12-5-4210-220-0060-5101-0-8420-0000	PST	2020	07/31/2021	1	3	SOC SEC	12-5-4210-172-0060-5101-0-8420-0000	185.72	185.72	2,995.44
12-5-4210-210-0060-5101-0-8420-0000	PST	2020	07/31/2021	1	4	MEDICARE	12-5-4210-172-0060-5101-0-8420-0000	43.43	43.43	2,995.44
				FU	5	AUBURN	12-5-4210-172-0060-5101-0-8420-0000	34.11	0.00	3,411.36
					7	SUI	12-5-4210-172-0060-5101-0-8420-0000	0.00	0.34	3,411.36
				GF	11	RET	12-5-4210-172-0060-5101-0-8420-0000	255.85	424.03	3,411.36
*** END OF REPORT ***					20	PHPEMPR	12-5-4210-172-0060-5101-0-8420-0000	0.00	800.00	0.00
					21	PHPEMPL	12-5-4210-172-0060-5101-0-8420-0000	282.00	0.00	0.00
					25	PHP DENTAL	12-5-4210-172-0060-5101-0-8420-0000	50.00	0.00	0.00
					27	PHP VISION	12-5-4210-172-0060-5101-0-8420-0000	38.00	0.00	0.00
					45	AFDIS	12-5-4210-172-0060-5101-0-8420-0000	24.40	0.00	0.00
					49	AFCAN	12-5-4210-172-0060-5101-0-8420-0000	51.00	0.00	0.00
					859	REGIONS	12-5-4210-172-0060-5101-0-8420-0000	25.00	0.00	0.00
					913	REGIONS	12-5-4210-172-0060-5101-0-8420-0000	1,723.17	0.00	0.00
					962	REGIONS	12-5-4210-172-0060-5101-0-8420-0000	300.00	0.00	0.00

Payroll Report Prior to Transfer:

RUN DATE: 10/02/2020

RUN TIME: 11:29AM

MCAI PAYROLL SYSTEM
Salary & Benefits by GL Report (v3.21)
AUBURN CITY BOARD OF EDUCATION
07/31/2020 Thru 07/31/2020

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PRSBGL

	<u>GROSS AMT</u>	<u>EMPLOYER SOC SEC</u>	<u>EMPLOYER MEDICARE</u>	<u>EMPLOYER SUI</u>	<u>EMPLOYER RET</u>	<u>EMPLOYER PHPEMPR</u>	<u>TOTAL</u>
FOOD & NUTRITION FUN 5101							
MANAGER/ASST. MANAGE 115							
12-5-4210-115-0060-5101-0-8420-0000							
1000	3,411.36	185.72	43.43	0.34	424.03	800.00	4,864.88
4239	1,528.49	68.89	16.11	0.15	189.99	800.00	2,603.63
Account Total:	4,939.85	254.61	59.54	0.49	614.02	1,600.00	7,468.51
Object 115 Total:	4,939.85	254.61	59.54	0.49	614.02	1,600.00	7,468.51

COOK/BAKER 172							
12-5-4210-172-0060-5101-0-8420-0000							
4471	1,327.46	77.47	18.12	0.13	150.53	800.00	2,373.71
1022	1,792.20	111.12	25.99	0.18	222.77	800.00	2,952.26
4468	1,327.46	79.46	18.58	0.13	150.53	800.00	2,376.16
Account Total:	4,447.12	268.05	62.69	0.44	523.83	2,400.00	7,702.13
Object 172 Total:	4,447.12	268.05	62.69	0.44	523.83	2,400.00	7,702.13

SFund 5101 Total:	9,386.97	522.66	122.23	0.93	1,137.85	4,000.00	15,170.64

GRAND TOTALS ==>	9,386.97	522.66	122.23	0.93	1,137.85	4,000.00	15,170.64

*** END OF REPORT ***

Payroll Report AFTER Transfer.

Salary plus employer benefits were moved during Salary Transfer process.

No manual calculations or entries.

Payroll reports and Budgetary reports will contain the same information.

RUN DATE: 10/02/2020

RUN TIME: 11:53AM

MCAI PAYROLL SYSTEM
Salary & Benefits by GL Report (v3.21)
AUBURN CITY BOARD OF EDUCATION
07/31/2020 Thru 07/31/2020

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PRSBGL

	<u>GROSS AMT</u>	<u>EMPLOYER SOC SEC</u>	<u>EMPLOYER MEDICARE</u>	<u>EMPLOYER SUI</u>	<u>EMPLOYER RET</u>	<u>EMPLOYER PHPEMPR</u>	<u>TOTAL</u>
FOOD & NUTRITION FUN 5101							
MANAGER/ASST. MANAGE 115							
12-5-4210-115-0060-5101-0-8420-0000							
4239	1,528.49	68.89	16.11	0.15	189.99	800.00	2,603.63
Account Total:	1,528.49	68.89	16.11	0.15	189.99	800.00	2,603.63
Object 115 Total:	1,528.49	68.89	16.11	0.15	189.99	800.00	2,603.63

COOK/BAKER 172							
12-5-4210-172-0060-5101-0-8420-0000							
1000	3,411.36	185.72	43.43	0.34	424.03	800.00	4,864.88
4471	1,327.46	77.47	18.12	0.13	150.53	800.00	2,373.71
1022	1,792.20	111.12	25.99	0.18	222.77	800.00	2,952.26
4468	1,327.46	79.46	18.58	0.13	150.53	800.00	2,376.16
Account Total:	7,858.48	453.77	106.12	0.78	947.86	3,200.00	12,567.01
Object 172 Total:	7,858.48	453.77	106.12	0.78	947.86	3,200.00	12,567.01

SFund 5101 Total:	9,386.97	522.66	122.23	0.93	1,137.85	4,000.00	15,170.64

GRAND TOTALS ==>	9,386.97	522.66	122.23	0.93	1,137.85	4,000.00	15,170.64

*** END OF REPORT ***