



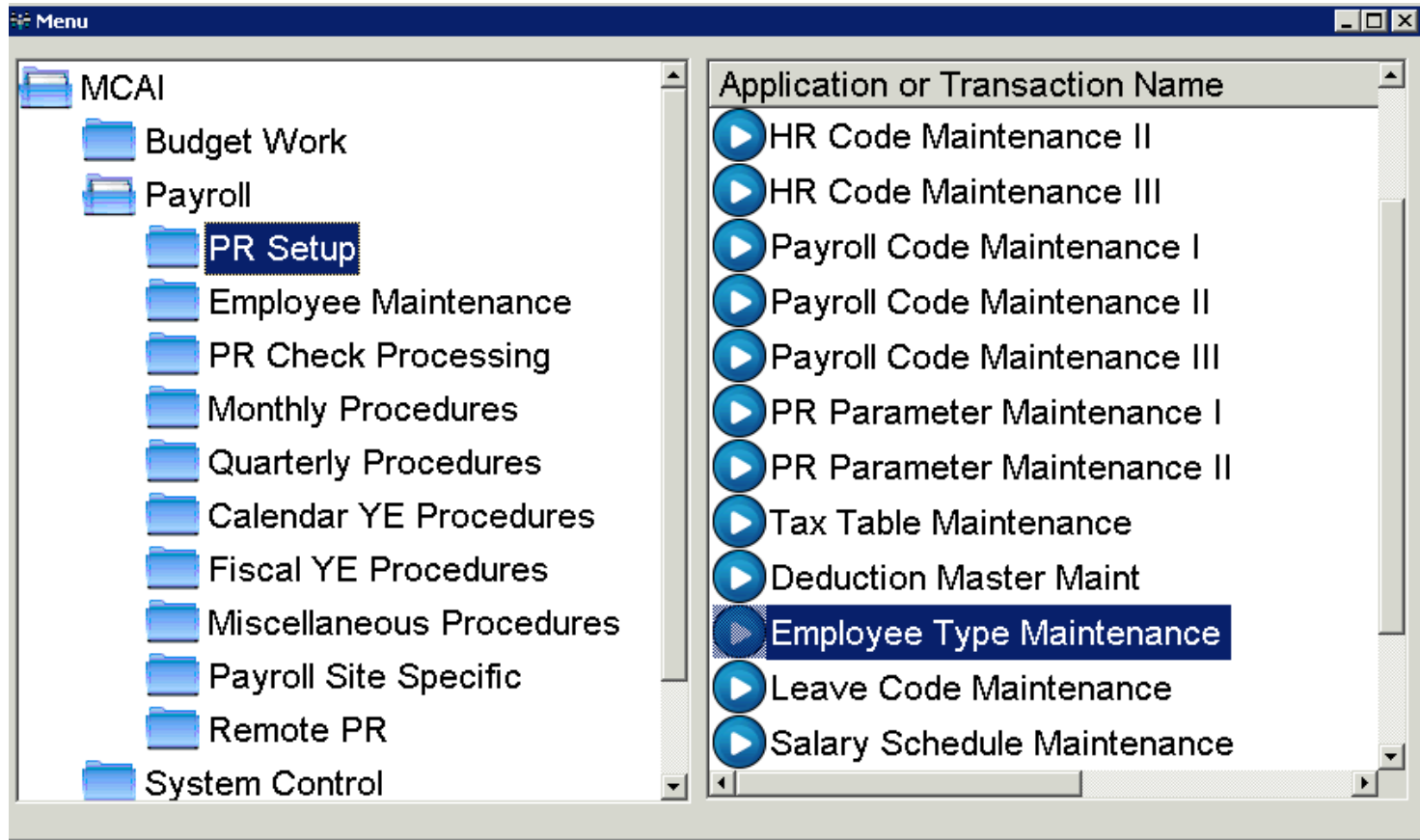
HARRIS
School Solutions

Payroll Accrual Extract

NextGen

Updating Accrual Days

Under PR setup, then Employee Type Maintenance, the accrual days need to be changed for each employee type first.



Updating Accrual Days

The image displays two screenshots of the PR/ETPM: Employee Type Maintenance (v3.02) software interface. The left screenshot shows the 'Employee Type' tab with the '# of Accrual Days' field set to 23.25, circled in red. The right screenshot shows the same interface after the value has been updated to 27.00, also circled in red, with a 'Record Changed' message at the bottom.

Left Screenshot (Initial State):

- Employee Type: T1
- Position Desc: 189 Teacher
- Certified Code: C
- Contract Days: 189
- Work Hrs/Day: 7.50
- Work Months/Year: 9.0
- Sub's Units: D
- # of Accrual Days: 23.25
- Leave Units: D
- Retire Mem. Class Cd: 01
- Pay Class Code: [blank]
- Work Comp Code: [blank]
- State Empl Type: [blank]
- Work Comp Rate: 0%
- Sick Bank Type: T
- Job Type: P
- Ext Sub Days: 0
- State Supp Type: [blank]

Right Screenshot (Updated State):

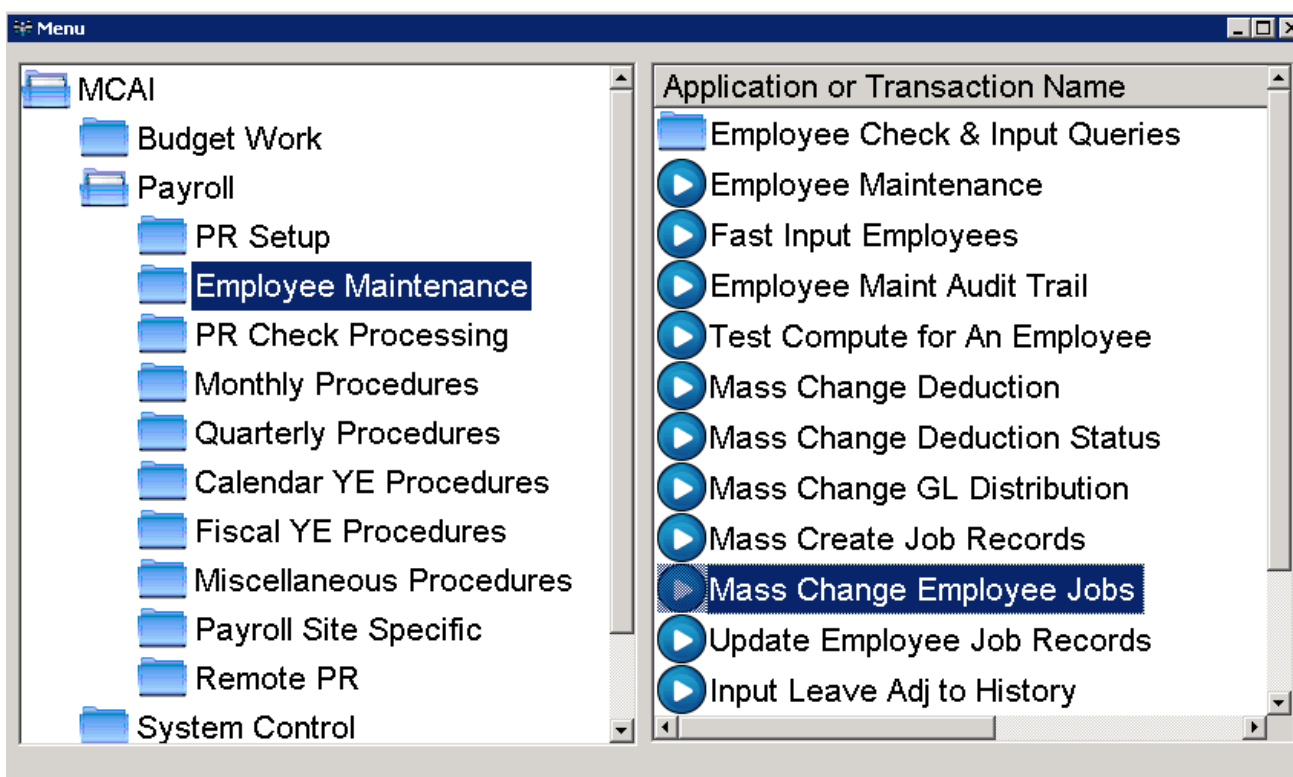
- Employee Type: T1
- Position Desc: 189 Teacher
- Certified Code: C
- Contract Days: 189
- Work Hrs/Day: 7.50
- Work Months/Year: 9.0
- Sub's Units: D
- # of Accrual Days: 27.00
- Leave Units: D
- Retire Mem. Class Cd: 01
- Pay Class Code: [blank]
- Work Comp Code: [blank]
- State Empl Type: [blank]
- Work Comp Rate: 0%
- Sick Bank Type: T
- Job Type: P
- Ext Sub Days: 0
- State Supp Type: [blank]
- Board Member:
- State Based Salary:
- Use Contract Date Range:
- Contract Dates: 10/01/2014 Thru 09/30/2015
- Rate Code: Salaried Daily Hourly
- Overtime Computation:
- Exempt from Overtime:
- Elig For Sub:
- Update Budget Max: Confirm?:
- Regular: Supplemental Pay:
- OVT: Substitute Pay:
- Pay Adj: Leave Adjustments:

Click Change, update the “# of Accrual Days” field and then click Save and verify Record Changed. The Next button in the toolbar will move you to the next employee type.

This only changes default information on an employee type. It does not change the employee’s job record screen.

Mass Change Employee Jobs

To change employee's job records to reflect the new accrual days, go to the "Mass Change Employee Jobs" under Employee Maintenance Folder



Mass Change Employee Jobs

PR/CCDE: Mass Change Employee Jobs (v3.02)

Employee Types			Job Status	
Type	Description	Type Uses Contract Date Range	Stat	Description
<input type="checkbox"/> SZ	240 Supplem...	No	<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> T1	189 Teacher	Yes	<input checked="" type="checkbox"/> L	On Leave
<input type="checkbox"/> T2	202 Teacher	No	<input type="checkbox"/> P	Applicant
<input type="checkbox"/> T3	212 Teacher	No	<input type="checkbox"/> R	Retiree Su
<input checked="" type="checkbox"/> T4	222 Teacher	No	<input type="checkbox"/> S	Substitute
<input checked="" type="checkbox"/> T5	240 Teacher	No	<input type="checkbox"/> T	Terminated
<input type="checkbox"/> T6	Conversion-...	No		

Update Hourly/Daily Code Employee Job Service Hired Before: 03/28/2014
 Update (Reset) Salary Periods Update Contract Days
 Update Accrual Days From Employee Type
 Update Hours/Day From Salary Schedule
 Update Contract Dates All Only if Less than Emp Type/Bal Sched

Select the employee types to change, select the status, and select the "Update Accrual Days" box.

Press Enter and a list view will populate with the Current Accrual Days and New Accrual Days based on Employee Type Maintenance.

PR/CCDE: Mass Change Employee Jobs (v3.02)

Empl #	Name	Job #	Type	Empl Type ...	PP	Job Hire	Curr Accrual Days	New Acc
<input checked="" type="checkbox"/> 27	LAST NAM...	1	T1	189 Teacher	M	08/13/2003	23.25	27
<input checked="" type="checkbox"/> 31	LAST NAM...	1	T1	189 Teacher	M	08/18/1994	23.25	27
<input checked="" type="checkbox"/> 37	LAST NAM...	1	T1	189 Teacher	M	09/27/1978	23.25	27
<input checked="" type="checkbox"/> 38	LAST NAM...	1	T1	189 Teacher	M	08/20/1990	23.25	27
<input checked="" type="checkbox"/> 39	LAST NAM...	1	T1	189 Teacher	M	08/23/1993	23.25	27
<input checked="" type="checkbox"/> 45	LAST NAM...	1	T1	189 Teacher	M	08/20/1991	23.25	27
<input checked="" type="checkbox"/> 46	LAST NAM...	1	T1	189 Teacher	M	08/18/1989	23.25	27
<input checked="" type="checkbox"/> 53	LAST NAM...	1	T1	189 Teacher	M	08/20/1990	23.25	27
<input checked="" type="checkbox"/> 59	LAST NAM...	1	T1	189 Teacher	M	01/11/1989	23.25	27

PR/EMINT Name: LAST NAME 24, SUSAN SSN: 000-00-0000

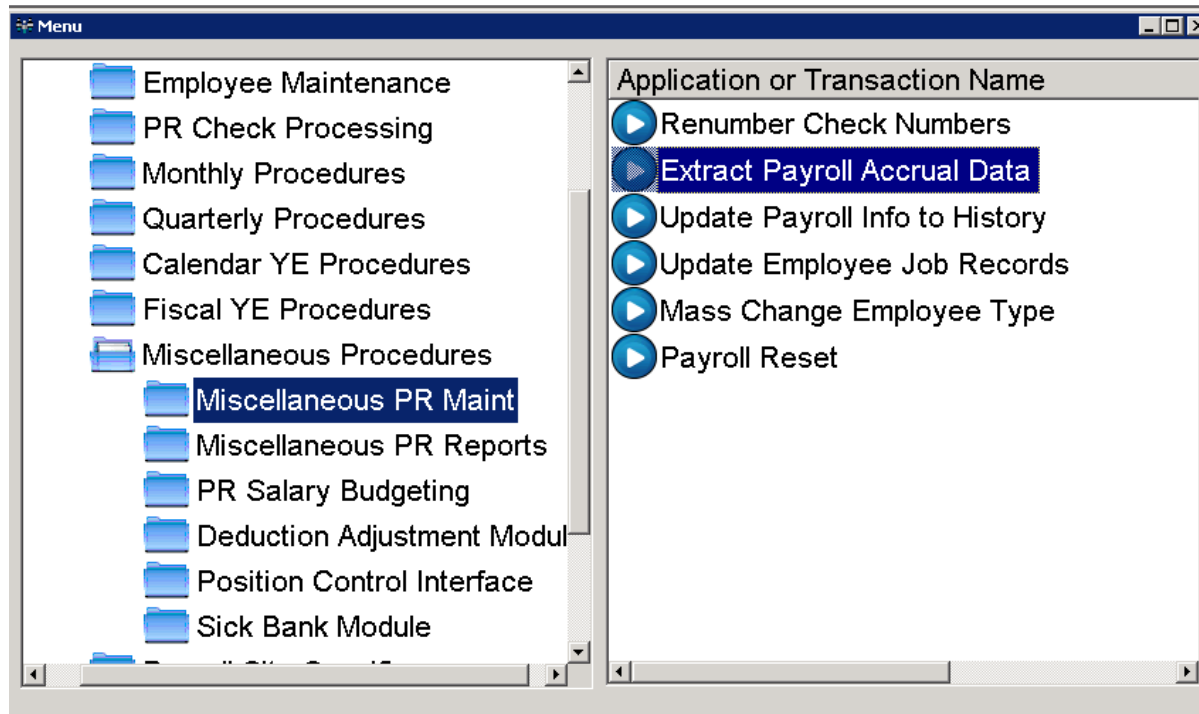
Employee #	Name (Last, First M)
27	LAST NAME 24, S...

Job Number: 1 Employee Ty...
 Contract Days: 189
 Percent Worked: 100%
 Annual Salary: 58,861.00
 Salaried Periods: 12
 Pay Period Salary: 4,905.08
 Hourly/Daily Code: D
 Hours Per Day: 7.50
 Rate of Pay: 311.43
 Overtime Rate: 467.15
 Accrual Days: 27.00

Deselect the employees that should not update, if any. Once verified, click SAVE and the Job Pay Record screen will be updated in Employee Maintenance.

Extract Payroll Accrual Data

Under Miscellaneous Procedures, Miscellaneous PR Maint, select the Extract Payroll Accrual Data. This transaction creates a file as well as a two reports for verification.



NOTE: This transaction should be run before any changes are made to deductions OR salaries for the New Fiscal Year

Extract Payroll Accrual Data

1. Fiscal Year should be the year that is currently ending.
2. "No Pay" should NOT be selected under Job Pay Period.
3. Select to Print Detail Report - gives a detail of employees and accrual days
4. Select Active and On Leave for Job Status.
5. Select By GL Component – Sort order 1 should be FundFund and Sort Order 2 should be ClassFunction.

PR/EPAD: Extract Payroll Accrual Data (v3.10)

Fiscal Year: 2014

Job Pay Period

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

Job Status

Type	Description
<input checked="" type="checkbox"/> A	Active
<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

Print Detail Report

Select By GL Component

Export Path: C:\Documents and Settings\nicole\Desktop\ST34PYFL.TXT

Report Destination

To Printer Office - Fred HP4

To Report Viewer

To File

Setup

6. Browse to a path on YOUR computer to place the file. There will be a **PERMISSION DENIED** error if the wrong location is entered. You can not save file to the server.
7. Press ENTER to create the two reports and create the file.

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year: 2014

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 Name	Sort Order	From Value	To Value
FdSfnd	1		ZZZZZZ
ClassFunct	2		ZZZZZZ

Extract Payroll Accrual Data

First Report: Payroll Accrual Entries Listing - Shows accrual entries for payroll sorted by the GL components selected.

RUN DATE: 03/28/2014		MCAI PAYROLL SYSTEM		Page 1 of 36
RUN TIME: 08:58AM		GENERATE ACCRUAL ENTRIES FOR PAYROLL		PREPAD
		Harris Board of Education		
PAYROLL ACCRUAL ENTRIES LISTING				
<u>Fd-C-Func-Obj-Ctr-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	SAL & WAGES PAYABLE	Credit		1,801,601.10
		Class Funct Totals:	0.00	1,801,601.10
11-2-0222-000-0000-1110-0-0000-9002	FICA WHH TAXES	Credit		111,699.26
11-2-0222-000-0000-1110-0-0000-9007	FICA WHH TAXES	Credit		26,123.24
		Class Funct Totals:	0.00	137,822.50
11-2-0224-000-0000-1110-0-0000-9010	RETIREMENT WHH	Credit		181,616.25
		Class Funct Totals:	0.00	181,616.25
11-2-0249-000-0000-1110-0-0000-9109	OTH P/R WHH DEDUCT	Credit		1,080.64
		Class Funct Totals:	0.00	1,080.64
11-5-1100-010-0010-1110-0-1100-0000	INSTRUCTION-TEACHER	Debit	20,322.36	
11-5-1100-010-0010-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	152,260.66	
11-5-1100-010-0020-1110-0-1100-0000	INSTRUCTION-TEACHER	Debit	13,791.44	
11-5-1100-010-0020-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	176,516.46	
11-5-1100-010-0030-1110-0-1100-0000	INSTRUCTION-TEACHER	Debit	29,428.69	
11-5-1100-010-0030-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	266,734.00	
11-5-1100-010-0040-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	211,141.30	
11-5-1100-010-0050-1110-0-1500-0000	INSTRUCTION-TEACHER	Debit	347,153.44	
11-5-1100-010-0050-1110-0-3800-0000	INSTRUCTION-TEACHER	Debit	14,919.93	
11-5-1100-010-0060-1110-0-1500-0000	INSTRUCTION-TEACHER	Debit	368,548.40	
11-5-1100-010-0060-1110-0-3800-0000	INSTRUCTION-TEACHER	Debit	2,940.39	
11-5-1100-011-0010-1110-0-1200-0000	INSTRUCTION-RESOURCE TEACHER	Debit	7,240.75	
11-5-1100-011-0010-1110-0-2300-0000	INSTRUCTION-RESOURCE TEACHER	Debit	5,308.67	
11-5-1100-011-0010-1110-0-2300-0056	INSTRUCTION-RESOURCE TEACHER	Debit	7,372.58	
11-5-1100-011-0020-1110-0-1200-0000	INSTRUCTION-RESOURCE TEACHER	Debit	6,974.77	
11-5-1100-011-0020-1110-0-2300-0056	INSTRUCTION-RESOURCE TEACHER	Debit	7,419.77	

This report's totals should match with totals on the Employee Detail Report.

Extract Payroll Accrual Data

Second Report: Employee Detail Listing - Shows detailed information on each employee. This report is produced only when the "Print Detail Report" is selected.

RUN DATE: 03/28/2014		MCAI PAYROLL SYSTEM										Page 1 of 49
RUN TIME: 09:00AM		GENERATE ACCRUAL ENTRIES FOR PAYROLL										PREPADDTL
Harris Board of Education												
EMPLOYEE DETAIL LISTING												
EMP NUMBER	EMPLOYEE NAME	JB	ACC DAYS	HRS/DAY	H/D RATE	ACCRUAL	SS MATCH	MC MATCH	RET MATCH	SUIMATCH		
ACCOUNT NUMBER: 11-5-1100-010-0010-1110-0-1100-0000												
1657	TARA LAST NAME 1363	1	23.25	7.50	291.53	6,778.07	420.24	98.28	683.23	4.07		
2797	SAMMYE LAST NAME 2422	1	23.25	7.50	269.08	6,256.11	387.88	90.71	630.62	3.75		
563	DIANE LAST NAME 520	1	23.25	7.50	313.47	7,288.18	451.87	105.68	734.65	4.37		
ACCOUNT TOTALS:						20,322.36		294.67		12.19		
							1,259.99		2,048.50			
ACCOUNT NUMBER: 11-5-1100-010-0010-1110-0-1200-0000												
1408	CYNTHIA LAST NAME 1133	1	23.25	7.50	311.43	7,240.75	448.93	104.99	729.87	4.34		
1722	JENNIFER LAST NAME 1427	1	23.25	7.50	311.43	7,240.75	448.93	104.99	729.87	4.34		
2060	AMANDA LAST NAME 1760	1	23.25	7.50	299.99	6,974.77	432.44	101.13	703.06	4.18		
2065	JULIA LAST NAME 1765	1	23.25	7.50	311.43	7,240.75	448.93	104.99	729.87	4.34		
2235	SHERRY LAST NAME 1932	1	23.25	7.50	311.43	7,240.75	448.93	104.99	729.87	4.34		
2460	TIFFANY LAST NAME 2116	1	23.25	7.50	285.95	6,648.34	412.20	96.40	670.15	3.99		
2811	LAURA LAST NAME 2435	1	23.25	7.50	285.95	6,648.34	412.20	96.40	670.15	3.99		
2880	JESSICA LAST NAME 2501	1	23.25	7.50	249.04	5,790.18	358.99	83.96	583.65	3.47		
3004	CARDLINE LAST NAME 2615	1	23.25	7.50	221.84	5,157.78	319.78	74.79	519.90	3.09		
3039	ASHLEY LAST NAME 2649	1	23.25	7.50	318.03	7,394.20	458.44	107.22	745.34	4.44		
3040	COLLEEN LAST NAME 2650	2	23.25	7.50	221.84	5,157.78	319.78	74.79	519.90	3.09		
3157	MICHEAL LAST NAME 2768	1	7.00	7.50	284.37	497.65	30.85	7.22	50.16	0.30		
3389	CARDLINE LAST NAME 3004	2	23.25	7.50	195.56	4,546.77	281.90	65.93	458.31	2.73		
3688	LONDON LAST NAME 3267	1	23.25	7.50	249.04	5,790.18	358.99	83.96	583.65	3.47		
3682	MARION LAST NAME 3272	1	23.25	7.50	219.81	5,110.58	316.86	74.10	515.15	3.07		
3671	AMELIA LAST NAME 3296	2	23.25	7.50	194.41	4,520.03	280.24	65.54	455.82	2.71		
37	DANA LAST NAME 34	1	23.25	7.50	317.10	7,372.58	457.10	106.90	743.15	4.42		
3850	EMILY LAST NAME 3460	1	23.25	7.50	222.29	5,168.24	320.43	74.94	520.96	3.10		
3851	CARLA LAST NAME 3470	1	23.25	7.50	303.85	7,064.51	438.00	102.44	712.10	4.24		
3865	JEREMY LAST NAME 3474	1	23.25	7.50	236.87	5,507.23	341.45	79.85	555.13	3.30		
3864	JENNIFER LAST NAME 3477	1	23.25	7.50	251.09	5,837.84	361.95	84.65	588.45	3.50		
38	LINDA LAST NAME 35	1	23.25	7.50	317.10	7,372.58	457.10	106.90	743.15	4.42		
39	PHILLIP LAST NAME 36	1	23.25	7.50	317.10	7,372.58	457.10	106.90	743.15	4.42		
45	DEBRA LAST NAME 42	1	23.25	7.50	287.43	6,882.75	414.33	96.90	673.62	4.01		
46	JEFFREY LAST NAME 43	1	23.25	7.50	287.43	6,882.75	414.33	96.90	673.62	4.01		
PREPADDTL_ttc.EMPL_NO (Number)						ACCOUNT TOTALS:	152,260.66		2,207.78		91.31	
							9,440.18		15,347.87			

Extract Payroll Accrual Data

Once the reports are generated, the transaction will have two new buttons to show any errors. Verify that there are no GL errors. Majority of the time, invalid GL numbers are the reason the two reports don't balance.

PR/EPAD: Extract Payroll Accrual Data (v3.10)

Fiscal Year: 2014

Show GL Errors Show Errors

Job Pay Period

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

Job Status

Type	Description
<input checked="" type="checkbox"/> A	Active
<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

Print Detail Report

Select By GL Component

Export Path: C:\Documents and Settings\nicole\Desktop\ST34PYFL.TXT

Report Destination

To Printer Office - Fred HP4

To Report Viewer

To File

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

The "Show Errors" button will show information on employees that may or may not need to be addressed.

PR/EPAD: Extract Payroll Accrual Data (v3.10)

E...	Employee Name	Job	Error Message
343	ANNIE LAST NAME 335	14	Accrual Days Equals Zero
10	ANGELA LAST NAME 8	14	Accrual Days Equals Zero
27	SUSAN LAST NAME 24	13	Hourly/Daily Rate Equals Zero
29	NANCY LAST NAME 26	25	Hourly/Daily Rate Equals Zero
29	NANCY LAST NAME 26	14	Accrual Days Equals Zero
31	ANN LAST NAME 28	20	Accrual Days Equals Zero
31	ANN LAST NAME 28	13	Hourly/Daily Rate Equals Zero
37	DANA LAST NAME 34	13	Hourly/Daily Rate Equals Zero
38	LINDA LAST NAME 35	13	Hourly/Daily Rate Equals Zero
39	PHILLIP LAST NAME 36	25	Hourly/Daily Rate Equals Zero
45	DEBRA LAST NAME 42	25	Hourly/Daily Rate Equals Zero
45	DEBRA LAST NAME 42	13	Hourly/Daily Rate Equals Zero
46	JEFFREY LAST NAME 43	25	Hourly/Daily Rate Equals Zero
46	JEFFREY LAST NAME 43	13	Hourly/Daily Rate Equals Zero
53	LESLIE LAST NAME 50	25	Hourly/Daily Rate Equals Zero
53	LESLIE LAST NAME 50	13	Hourly/Daily Rate Equals Zero
59	MARY LAST NAME 56	13	Hourly/Daily Rate Equals Zero
63	KATHERINE LAST NAME 60	13	Hourly/Daily Rate Equals Zero
72	CHRISTINA LAST NAME 68	13	Hourly/Daily Rate Equals Zero
72	CHRISTINA LAST NAME 68	13	Hourly/Daily Rate Equals Zero

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

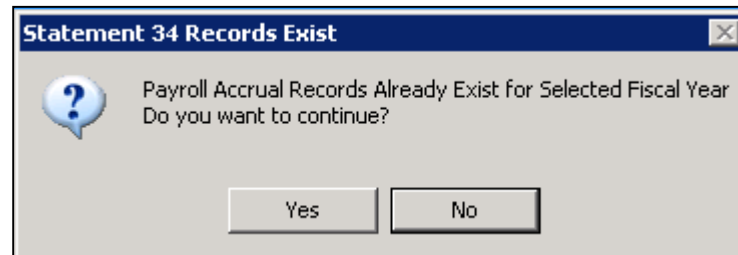
Extract Payroll Accrual Data

If you have errors to fix, you may need to go back into employee maintenance or Budgetary depending on the errors.

You can go back and extract the Payroll Accrual Data again as long as you have not made changes for the new year (deductions and/or salary increases).

If the Accrual Data is generated again, you will be prompted that records already exist and “Do you want to continue?”.

Select YES and the previously ran accrual data will be overwritten with the new information (“fixes” for GL number and/or employee maintenance).



If you answer NO, the transaction will still run and give you the reports and file with the original data from the first generate. No new information will be calculated.