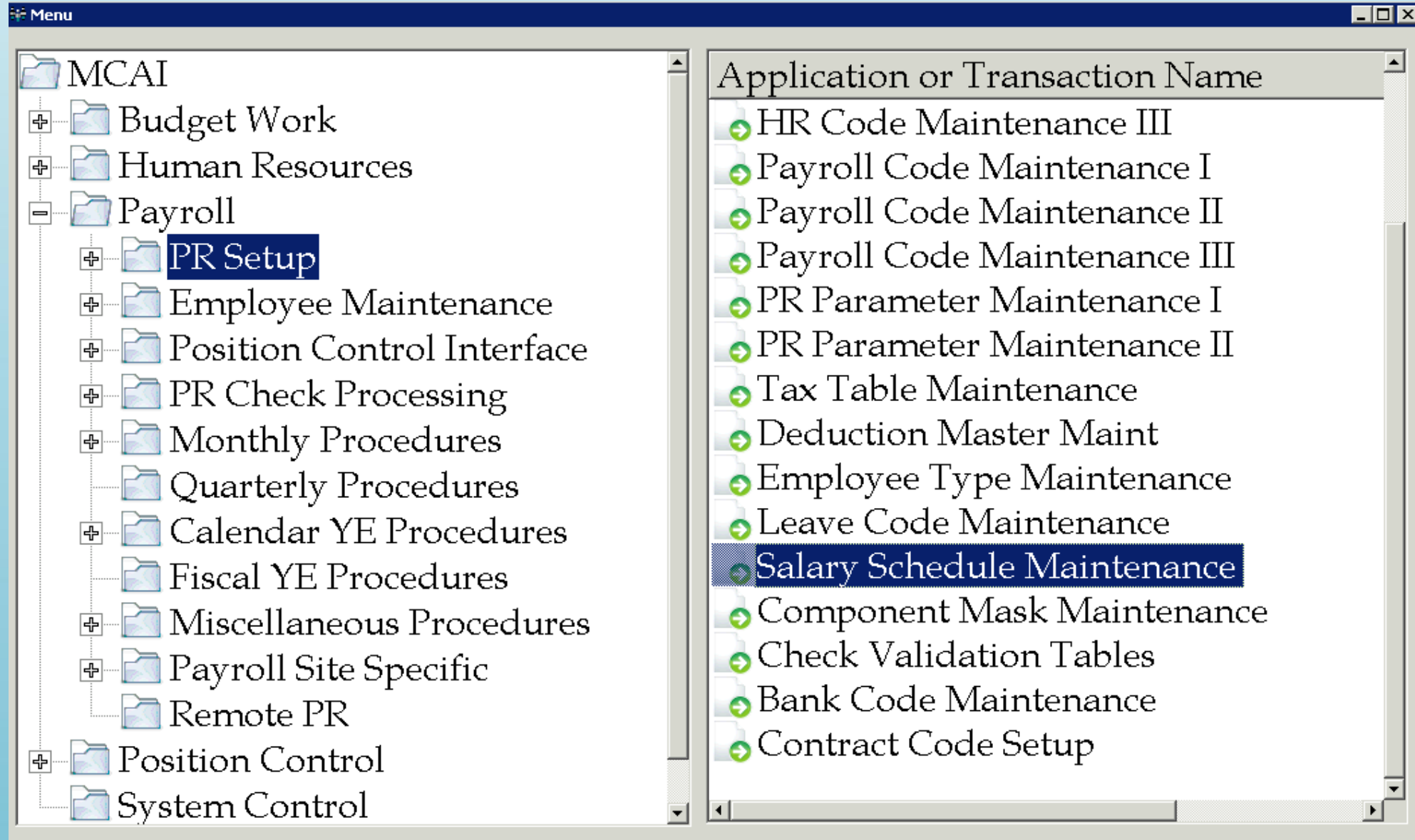


Utilizing Technology in Payroll / Personnel

Topics to Cover:

- Salary Schedules
 - Prorating schedules
 - Increasing salary amounts
 - Changing contract days
- Resetting Payroll Variables
 - Salary pay periods
 - Contract days
- Using Adjustment Codes
 - Input Pay
 - Service Report
- Calculating Contract Payoff
- Deduction Adjustment Module
- Salary Transfer
- Leave Adjustment to History
- Prior Period Comparison Report

Updating Salary Schedule



Prorating Salary Schedule

- One salary schedule for multiple employee types
- No manual salary calculation for late hire / mid year termination

PR/SASM: Salary Schedule Maintenance (v3.13)

1. Maintenance

2. Functions

3. Mass Change

Salary Schedule Code Teacher

Salary Schedule Rank BACHELOR

Salary Schedule Step Schedule Type Annual

Thru Years

State Based Salary

Other Salary

Contract Days

Default Supplement Amount

Default Supplement Percent

☒ Prorate State Based ☒ Prorate Other

Search Salary Schedules

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

Updating Salary Schedule

PR/SASM: Salary Schedule Maintenance (v3.13)

1. Maintenance 2. Functions 3. Mass Change

Salary Schedule Code Teacher

Salary Schedule Rank BACHELOR

Salary Schedule Step Schedule Type Annual

Thru Years Contract Days

State Based Salary Default Supplement Amount

Other Salary Default Supplement Percent

☒ Prorate State Based ☒ Prorate Other

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

- Make manual changes to individual schedules
 - Break out salary between state and local
 - Change one or both parts of salary
 - Change contract days for specific schedule
 - Choose to prorate

Enter

Add

Change

Delete

Save

Inquire

Next

Back

Clear

Search

PrtScr

Exit

PR/SASM: Salary Schedule Maintenance (v3.13)

1. Maintenance

2. Functions

3. Mass Change

☒ Increase

☐ ReCalculate

☐ Copy

☐ Delete

Increase

☒ Percent

☐ Amount

☐ Percent With Round

☐ State Based

☐ Other Salary

☒ Both

Salary Schedule Code

Code	Description
<input type="checkbox"/> SE	AFTER SCHO.
<input type="checkbox"/> SM	State Teacher .
<input type="checkbox"/> SP	Support Perso.
<input checked="" type="checkbox"/> T	Teacher
<input type="checkbox"/> TA	Teacher Assist
<input type="checkbox"/> TE	Technology
<input type="checkbox"/> TK	TRACK SUPP.

Salary Schedule Rank

Code	Description
<input type="checkbox"/> B4	BACHELORS
<input type="checkbox"/> B5	BACHELORS
<input checked="" type="checkbox"/> BA	BACHELOR
<input type="checkbox"/> BD	BUS DRIVER
<input type="checkbox"/> BK	BOOKKEEPER
<input type="checkbox"/> B1	BUS ASSISTANT
<input type="checkbox"/> C1	CLERICAL AI

Salary Schedule Step

0 Thru 99

3

- Mass Change multiple schedules
 - Increase complete schedules based on SS Code and rank
 - Increase by percentage or amount
 - Increase specific part of salary if needed
 - Can decrease amount by using a negative (-) factor

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

PR/SASM: Salary Schedule Maintenance (v3.13)

Sal Sch Cd	Rank Cd	Step	State Sal	New State Sal	Other Sal	New Other Sal
<input checked="" type="checkbox"/> T	BA	0	44309.65	45638.94	0.00	0.00
<input checked="" type="checkbox"/> T	BA	1	45749.55	47122.04	0.00	0.00
<input checked="" type="checkbox"/> T	BA	2	45749.55	47122.04	0.00	0.00
<input checked="" type="checkbox"/> T	BA	3	49895.34	51392.20	0.00	0.00
<input checked="" type="checkbox"/> T	BA	4	49895.34	51392.20	0.00	0.00
<input checked="" type="checkbox"/> T	BA	5	49895.34	51392.20	0.00	0.00
<input checked="" type="checkbox"/> T	BA	6	53352.97	54953.56	0.00	0.00
<input checked="" type="checkbox"/> T	BA	7	53352.97	54953.56	0.00	0.00
<input checked="" type="checkbox"/> T	BA	8	53352.97	54953.56	0.00	0.00
<input checked="" type="checkbox"/> T	BA	9	56204.72	57890.86	0.00	0.00
<input checked="" type="checkbox"/> T	BA	10	56767.59	58470.62	0.00	0.00
<input checked="" type="checkbox"/> T	BA	11	57334.20	59054.23	0.00	0.00
<input checked="" type="checkbox"/> T	BA	12	57334.20	59054.23	0.00	0.00
<input checked="" type="checkbox"/> T	BA	13	57745.60	59477.97	0.00	0.00
<input checked="" type="checkbox"/> T	BA	14	60451.49	62265.03	0.00	0.00
<input checked="" type="checkbox"/> T	BA	15	60451.49	62265.03	0.00	0.00
<input checked="" type="checkbox"/> T	BA	16	60892.81	62719.59	0.00	0.00
<input checked="" type="checkbox"/> T	BA	17	61500.56	63345.58	0.00	0.00
<input checked="" type="checkbox"/> T	BA	18	64535.57	66471.64	0.00	0.00

Inquire Mode: Enter the Key Word for the Desired Record

- Review list of proposed changes
- Check Salary Schedules to change
- Click “SAVE” for changes to be made to the master salary schedule

1. Maintenance

2. Functions

3. Mass Change

Salary Schedule Code

T

Teacher

Salary Schedule Rank

BA

BACHELOR

Salary Schedule Step

0

Schedule TypeAnnual

Thru Years

0

State Based Salary

44,309.65

Other Salary

0.00

Contract Days

187.00

Default Supplement Amount

0.00

Default Supplement Percent

0%

☒ Prorate State Based☒ Prorate Other

Search Salary Schedules

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

1. Maintenance

2. Functions

3. Mass Change

Salary Schedule Code

T

Teacher

Salary Schedule Rank

BA

BACHELOR

Salary Schedule Step

0

Schedule TypeAnnual

Thru Years

0

State Based Salary

45,638.94

Other Salary

0.00

Contract Days

187.00

Default Supplement Amount

0.00

Default Supplement Percent

0%

☒ Prorate State Based☒ Prorate Other

Search Salary Schedules

Inquire Mode: Enter the Key Word for the Desired Record

Employee #	Name (Last, First M)	SSN
5112		420-5

Job Number	1	Employee Type: TC9
------------	---	--------------------

Contract Days	187.00	State Sal
Percent Worked	100%	State Base
Annual Salary	45,638.94	Full Time E
Salaried Periods	12	Summer I
Pay Period Salary	3,803.25	<input checked="" type="checkbox"/> Include
Hourly/Daily Code	D	<input type="checkbox"/> Use Pa
Hours Per Day	8.00	2 / 8
Rate of Pay	244.06	<input type="checkbox"/> Use Co
Overtime Rate	366.09	1 / 1
Accrual Days	26.42	<input type="checkbox"/> Calcul

Employee #	Name (Last, First M)	SSN
5112		420-5

Job Number	1	Employee Type: TC9
------------	---	--------------------

Contract Days	92.00	State Sal
Percent Worked	100%	State Base
Annual Salary	22,453.38	Full Time E
Salaried Periods	8	Summer I
Pay Period Salary	2,806.67	<input checked="" type="checkbox"/> Include
Hourly/Daily Code	D	<input type="checkbox"/> Use Pa
Hours Per Day	8.00	2 / 8
Rate of Pay	244.06	<input type="checkbox"/> Use Co
Overtime Rate	366.09	1 / 1
Accrual Days	26.42	<input type="checkbox"/> Calcul

<input type="checkbox"/> Use Contract Dates	1 / 1 / 1900
<input checked="" type="checkbox"/> Calculate Salaries	

Calculating Fields...

Calculate Using Annual Salary

Calculate Using Current Annual Salary?
If Answer No It will Use Salary Schedules

Yes No

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

PR/SASM: Salary Schedule Maintenance (v3.13)

1. Maintenance 2. Functions 3. Mass Change

Salary Schedule Code T Teacher

Salary Schedule Rank BA Thru BA

☒ Ignore Old Contract Days and Write New Contract Days to All Records

New Contract Days 189

☒ Adjust State Based Salary ☒ Adjust Other Salary ☐ Round Amounts

Mass Change multiple contract days

- Increase/decrease contract days
- Increase/decrease schedule salary amounts based on new contract days
- Increase specific part of salary if needed

1. Maintenance

2. Functions

3. Mass Change

Salary Schedule Code

T

Teacher

Salary Schedule Rank

BA

BACHELOR

Salary Schedule Step

0

Schedule Type

Annual

Thru Years

0

Contract Days

187.00

State Based Salary

45,638.94

Default Supplement Amount

0.00

Other Salary

0.00

Default Supplement Percent

0%

☒ Prorate State Based

☒ Prorate Other

Search Salary Schedules

Inquire Mode: Enter the Key Word for the Desired Record

1. Maintenance

2. Functions

3. Mass Change

Salary Schedule Code

T

Teacher

Salary Schedule Rank

BA

BACHELOR

Salary Schedule Step

0

Schedule Type

Annual

Thru Years

0

Contract Days

189

State Based Salary

46127.06

Default Supplement Amount

0

Other Salary

0

Default Supplement Percent

0

☒ Prorate State Based

☒ Prorate Other

Search Salary Schedules

36 Salary Schedules Successfully Updated!

Employee Type Maintenance

PR/ETPM: Employee Type Maintenance (v3.09)

1. Employee Type

2. Leave Information

3. Mandatory Ded

4. Substitute Info

Employee TypeTC9

Position DescTEACHER 9 MONTH

Active Employee Type☒

Certified CodeC

Contract Days187.00

Work Hrs/Day8.00

Work Months/Year12.0

Sub's UnitsD

of Accrual Days26.42

Leave UnitsD

Work Comp Code

Pay Class Code

Work Comp Rate0%

Sick Bank TypeS

Job Type

Ext Sub Days0

State Supp Type

ACA OOC Code1A

☐ Exempt From Matching Insurance

☐ Exempt From Retirement

☐ Use Contract Date Range

Rate Code:

☒ Salaried

☐ Daily

☐ Hourly

☐ Overtime Computation

☐ Exempt from Overtime

☐ State Based Salary

☒ Elig For Sub

☐ Board Member

☒ Include Job in LEAPS Reporting

☐ Update Budget Max

☐ Confirm?

☐ Regular

☐ OVT

☐ Pay Adj

☐ Supplemental Pay

☐ Substitute Pav

☐ Leave Adjustments

Build RSA Enroll Record☒

Summer Position☐

Report Units From IPAY☐

Payment Reason00Regular Pay

RSA Contribution Group011Teacher

RSA Position Status01Regular

Work Schedule Code187187 work days

Type of Rate of Pay03Yearly

Type of Units Worked00Days

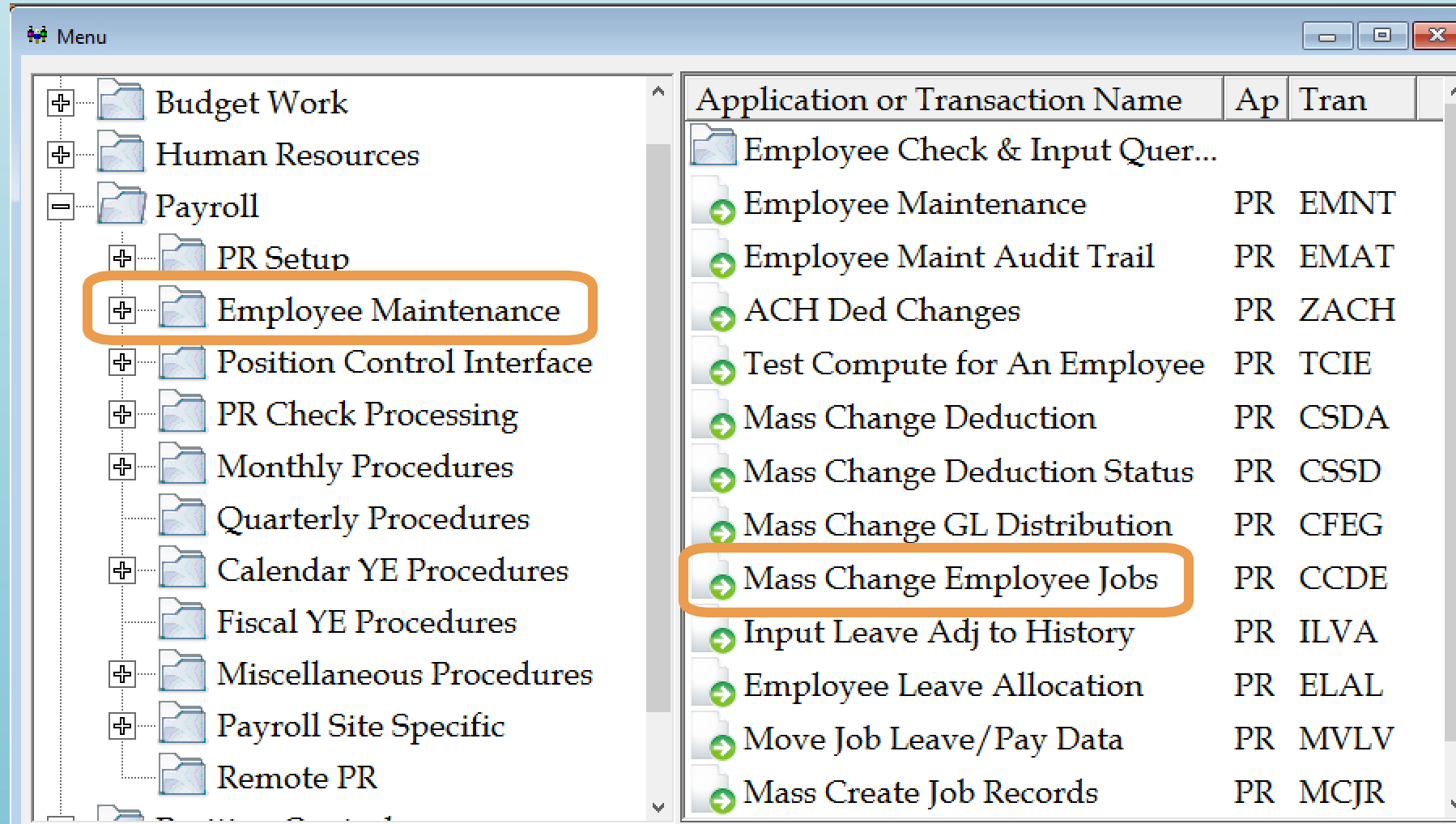
FT Units Per Week5.00Days

Annual Units to Work187Days

Resetting Payroll Variables

- Salary pay periods
 - Reset 13 check option or late hire periods to 12
- Contract Days
 - Reset prorated contracts days to employee type contract days

Mass Change Employee Jobs



Update Salary Periods

PR/CCDE: Mass Change Employee Jobs (v3.12)

Employee Types

Type	Description	Day
<input type="checkbox"/> T1TR	Retiree TITLE 1 T...	0
<input type="checkbox"/> T1TU	TITLE 1 TUTOR	0
<input checked="" type="checkbox"/> TC10	TEACHER 10 MO...	200
<input checked="" type="checkbox"/> TC12	TEACHER 12 MO...	238
<input checked="" type="checkbox"/> TC9	TEACHER 9 MO...	187
<input checked="" type="checkbox"/> TCE	TEACHER - ELL	187
<input checked="" type="checkbox"/> TCHN	TECHNICIAN	238

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 Subs
<input type="checkbox"/> S	Substitute
<input type="checkbox"/> T	Terminated

Job Types

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

☐ Update Hourly/Daily Code
☒ **Update (Reset) Salary Periods**
☐ Update Accrual Days
☐ Update Hours/Day
☐ Update Contract Dates
☐ Include in LEAPS Reporting
☐ Update Job Type
☐ Eligible For Substitute
☐ Update ACA Offer of Coverage

☐ Update Job Terminations After
☐ Update Contract Days
 ☐ From Employee Type
 ☐ From Salary Schedule
☒ All ☐ Only if Less than Emp Type/Sal Sched

☐ RSA Position Status ☐ RSA Contribution Group
☐ Type of Units Worked ☐ Type of Rate of Pay
☐ Scheduled Units Per Week
 ☒ Based on Hours Per Day (Hourly Only)
 ☐ Based on FT Units Per Week

Hired Before 07/01/2023
02/03/2023

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

- Run prior to first payroll of new pay year
- Run each update separately
- Enter date to skip new hires

File Edit Tools Toolbar **Windows** Favorites Help Idea Portal

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













PR/CCDE: Mass Change Employee Jobs (v3.12)

Emp1 #	Name	Job #	Type	Emp1 Type Description	PP	Job Hire	Curr Sal Periods	New Sal Periods
<input checked="" type="checkbox"/> 5170	TAM...	1	13TC	TEACHER - 13 MONTH	M	08/03/2022	13	12
<input checked="" type="checkbox"/> 5172	FAUL...	1	13TC	TEACHER - 13 MONTH	M	08/03/2022	13	12
<input checked="" type="checkbox"/> 5178	ARN...	1	13TC	TEACHER - 13 MONTH	M	08/03/2022	13	12
<input checked="" type="checkbox"/> 5180	KAM...	1	13TC	TEACHER - 13 MONTH	M	08/03/2022	13	12
<input checked="" type="checkbox"/> 5193	GRA...	1	13TC	TEACHER - 13 MONTH	M	08/03/2022	13	12
<input checked="" type="checkbox"/> 5194	GILL...	1	13TC	TEACHER - 13 MONTH	M	08/03/2022	13	12
<input checked="" type="checkbox"/> 5196	ARRI...	1	13TC	TEACHER - 13 MONTH	M	08/03/2022	13	12
<input checked="" type="checkbox"/> 5199	MAY...	1	13TC	TEACHER - 13 MONTH	M	08/03/2022	13	12
<input checked="" type="checkbox"/> 5244	BYRD...	1	13TC	TEACHER - 13 MONTH	M	08/11/2022	13	12
<input checked="" type="checkbox"/> 4614	MOO...	1	ACCT	ACCOUNTANT	M	03/02/2020	9	12
<input checked="" type="checkbox"/> 2997	ALLE...	1	BD	BUS DRIVER	M	11/16/2022	9	12
<input checked="" type="checkbox"/> 4160	BAR...	1	BD	BUS DRIVER	M	08/02/2018	10	12
<input checked="" type="checkbox"/> 4989	SAPP ...	1	BD	BUS DRIVER	M	09/15/2021	1	12
<input checked="" type="checkbox"/> 5272	WIDE...	1	BD	BUS DRIVER	M	10/12/2022	10	12
<input checked="" type="checkbox"/> 5293	WOL...	1	BD	BUS DRIVER	M	10/12/2022	11	12
<input checked="" type="checkbox"/> 5300	CRIS...	1	BD	BUS DRIVER	M	11/16/2022	10	12
<input checked="" type="checkbox"/> 5301	LAN...	1	BD	BUS DRIVER	M	11/16/2022	9	12
<input checked="" type="checkbox"/> 5302	PEEL...	1	BD	BUS DRIVER	M	11/16/2022	9	12
<input checked="" type="checkbox"/> 5325	MESS...	1	BD	BUS DRIVER	M	01/09/2023	8	12
<input checked="" type="checkbox"/> 5344	TRO...	1	BD	BUS DRIVER	M	01/17/2023	8	12
<input checked="" type="checkbox"/> 5341	CUPL...	1	BUSA	BUS AIDE	M	01/17/2023	8	12
<input checked="" type="checkbox"/> 5184	GOO...	1	CA11	Clerical Aide - 11 month	M	07/11/2022	13	12
<input checked="" type="checkbox"/> 5291	BRO...	1	CN24	COUNSELOR 238 DAY	M	10/12/2022	9	12
<input checked="" type="checkbox"/> 5257	KAH...	1	CORD	AFTER SCHOOL COORDI...	M	12/15/2022	8	12
<input checked="" type="checkbox"/> 5215	LIT...	1	CORD	AFTER SCHOOL COORDI...	M	01/04/2023	8	12

Select Employee Job Records to Update and Click Save,
or Click Clear to Select Different Criteria

- Review list of proposed changes
- Uncheck any record that does not need to change
- Click “SAVE” for changes to be made to the employee’s pay record

Update Contract Days



EnterDefaultLastDeleteSaveInquireNextBackClearSearchPrtScrExit

PR/CCDE: Mass Change Employee Jobs (v3.12)

Employee Types

Type	Description	Days	Cert
<input checked="" type="checkbox"/> T1TC	TEACHER - TITL...	187	C
<input type="checkbox"/> T1TR	Retiree TITLE 1 T...	0	S
<input type="checkbox"/> T1TU	TITLE 1 TUTOR	0	S
<input checked="" type="checkbox"/> TC10	TEACHER 10 MO...	200	C
<input checked="" type="checkbox"/> TC12	TEACHER 12 MO...	238	C
<input checked="" type="checkbox"/> TC9	TEACHER 9 MO...	187	C
<input checked="" type="checkbox"/> TCE	TEACHER - ELL	187	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 Subst...
<input type="checkbox"/> S	Substitute
<input type="checkbox"/> T	Terminated

Job Types

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

☐ Update Hourly/Daily Code

☐ Update (Reset) Salary Periods

☐ Update Accrual Days

☐ Update Hours/Day

☐ Update Contract Dates

☐ Include in LEAPS Reporting

☐ Update Job Type

☐ Eligible For Substitute

☐ Update ACA Offer of Coverage

☐ Employee☐ Job☐ Service

☐ Include Jobs Terminations After 02/03/2023

☒ Update Contract Days

☒ From Employee Type☐ From Salary Schedule

☒ All☐ Only if Less than Emp Type/Sal Sched

☐ RSA Position Status☐ RSA Contribution Group

☐ Type of Units Worked☐ Type of Rate of Pay

☐ Scheduled Units Per Week

☒ Based on Hours Per Day (Hourly Only)☐ Based on FT Units Per Week

Hired Before 07/01/2023

Report Criteria Loaded

Enter

Default

Last

Delete

Save

Inquire

Next

Back

Clear

Search

PrtScr

Exit

PR/CCDE: Mass Change Employee Jobs (v3.12)

Emp #	Name	Job #	Type	Emp Type Description	TT	Job Title	Cur Cond Days	New Cond Days
<input type="checkbox"/> 5120	EDW...	2	13TC	TEACHER - 13 MONTH	M	08/03/2022	189	187
<input checked="" type="checkbox"/> 5152	EAGL...	1	13TC	TEACHER - 13 MONTH	M	08/03/2022	97	187
<input type="checkbox"/> 5159	JONE...	1	13TC	TEACHER - 13 MONTH	M	07/29/2022	194	187
<input checked="" type="checkbox"/> 5244	BYRD...	1	13TC	TEACHER - 13 MONTH	M	08/11/2022	182	187
<input checked="" type="checkbox"/> 4614	MOO...	1	ACCT	ACCOUNTANT	M	03/02/2020	164	238
<input checked="" type="checkbox"/> 3641	STRE...	1	AIA	ACCESS AIDE	M	09/08/2015	184	187
<input checked="" type="checkbox"/> 2997	ALLE...	1	BD	BUS DRIVER	M	11/16/2022	112	182
<input checked="" type="checkbox"/> 4160	BAR...	1	BD	BUS DRIVER	M	08/02/2018	135	182
<input checked="" type="checkbox"/> 4989	SAPP...	1	BD	BUS DRIVER	M	09/15/2021	21	182
<input checked="" type="checkbox"/> 5272	WIDE...	1	BD	BUS DRIVER	M	10/12/2022	135	182
<input checked="" type="checkbox"/> 5273	BON...	1	BD	BUS DRIVER	M	09/14/2022	154	182
<input checked="" type="checkbox"/> 5293	WOL...	1	BD	BUS DRIVER	M	10/12/2022	135	182
<input checked="" type="checkbox"/> 5300	CRIS...	1	BD	BUS DRIVER	M	11/16/2022	112	182
<input checked="" type="checkbox"/> 5301	LAN...	1	BD	BUS DRIVER	M	11/16/2022	112	182
<input checked="" type="checkbox"/> 5302	PEEL...	1	BD	BUS DRIVER	M	11/16/2022	112	182
<input checked="" type="checkbox"/> 5325	MESS...	1	BD	BUS DRIVER	M	01/09/2023	90	182
<input checked="" type="checkbox"/> 5344	TRO...	1	BD	BUS DRIVER	M	01/17/2023	85	182
<input checked="" type="checkbox"/> 5341	CUPL...	1	BUSA	BUS AIDE	M	01/17/2023	85	182
<input checked="" type="checkbox"/> 5250	CAN...	1	CA09	CLERICAL AIDE - 9 months	M	08/22/2022	173	189
<input checked="" type="checkbox"/> 1935	SMIT...	1	CN22	COUNSELOR 220 DAY	M	08/03/2005	129	220
<input checked="" type="checkbox"/> 5291	BRO...	1	CN24	COUNSELOR 238 DAY	M	10/12/2022	167	238
<input checked="" type="checkbox"/> 5257	KAH...	1	CORD	AFTER SCHOOL COORDI...	M	12/15/2022	96	185
<input checked="" type="checkbox"/> 5261	DAN...	1	CORD	AFTER SCHOOL COORDI...	M	08/23/2022	172	185
<input checked="" type="checkbox"/> 5315	LITTL...	1	CORD	AFTER SCHOOL COORDI...	M	01/04/2023	94	185

- Review list of proposed changes
- Uncheck any record that does not need to change
- Click “SAVE” for changes to be made to the employee’s pay record

Select Employee Job Records to Update and Click Save,
or Click Clear to Select Different Criteria

Before Update

Employee #	Name (Last, First M)	
5257		
Job Number	1	Employee Type: COR
Contract Days	96.00	Sta
Percent Worked	100%	State
Annual Salary	12,830.40	Full T
Salaried Periods	8	Sup
Pay Period Salary	1,603.80	<input checked="" type="checkbox"/>
Hourly/Daily Code	D	<input type="checkbox"/>
Hours Per Day	5.00	<input type="checkbox"/>
Rate of Pay	133.65	<input type="checkbox"/>
Overtime Rate	200.48	<input type="checkbox"/>
Accrual Days	24.58	<input type="checkbox"/>

After Update

Employee #	Name (Last, First M)	
5257		
Job Number	1	Employee Type: COR
Contract Days	185.00	Sta
Percent Worked	100%	State
Annual Salary	12,830.40	Full T
Salaried Periods	12	Sup
Pay Period Salary	1,603.80	<input checked="" type="checkbox"/>
Hourly/Daily Code	D	<input type="checkbox"/>
Hours Per Day	5.00	<input type="checkbox"/>
Rate of Pay	133.65	<input type="checkbox"/>
Overtime Rate	200.48	<input type="checkbox"/>
Accrual Days	24.58	<input type="checkbox"/>

***Resetting Payroll Variables WILL NOT automatically recalculate Annual or Pay Period Salaries!

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
5257			4076	Job Pay Record	

Job Number	Employee Type	Job Title	Job Status
1	CORD	AFTER SCHOOL COORDINATOR	Active

Contract Days	State Salary Unit	Total of All Active Jobs
185.00	0.00	Annual: 12,830.40 Monthly: 1,603.80

Percent Worked	Annual Salary	Exempt From
100%		<input type="checkbox"/> 1. Federal Tax <input type="checkbox"/> 2. State Tax <input type="checkbox"/> 3. Social Security <input type="checkbox"/> 4. Medicare <input type="checkbox"/> 5. County Tax <input type="checkbox"/> 7. Retirement

Hourly/Daily Code	Use Pay Dates	Use End Pay Date
D	<input type="checkbox"/>	<input type="checkbox"/>

Hours Per Day	Rate of Pay	Overtime Rate	Accrual Days
5.00	133.65	200.48	24.58

Use Contract Dates	Calculate Salaries
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Calculating Fields.....Salaries, Rate, Ea

Calculate Using Annual Salary

Calculate Using Current Annual Salary?
If Answer No It will Use Salary Schedules

Yes No

Employee #	Name (Last, First M)
5257	

Job Number	Employee Type
1	CORD

Contract Days	Percent Worked	Annual Salary	Salaried Periods	Pay Period Salary	Hourly/Daily Code	Hours Per Day	Rate of Pay	Overtime Rate	Accrual Days
185.00	100%	24,725.25	12	2,060.44	D	5.00	133.65	200.48	24.58

Helpful Features

- Adjustment Codes
- Importing Input Pay from Excel Spreadsheet
- Contract Payoff
- Deduction Adjustment Module
- Salary Transfer
- Leave Adjustments to History
- Prior Period Comparison Report

Using Adjustment Codes

- Identifies additional pay/salary reduction affecting an employee during the payroll process
- Can control pay rate and general ledger account for remote pay
- Beneficial when using spreadsheet to upload input pay entries
 - Payroll Service Report

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

Application or Transaction Name	Ap	Tran
PR Parameter Reports		
HR Parameter Maintenance	PR	HRPM
HR Code Maintenance I	PR	HRCN
HR Code Maintenance II	PR	HRCM
HR Code Maintenance III	PR	HRND
Payroll Code Maintenance I	PR	PDCM
Payroll Code Maintenance II	PR	PDC2
Payroll Code Maintenance III	PR	PDC3
PR Parameter Maintenance I	PR	PAPM
PR Parameter Maintenance II	PR	PAP2
Tax Table Maintenance		
Deduction Master Maintenance		
Employee Type Maintenance		

PR/PDC2: Payroll Code Maintenance II (v3.12)

1. Termination Code

2. Pay Period Code

3. Summer Pay Flag

4. Position Tenure Code

9. Hourly/Daily Code

10. Work Sched Code

11. Work Sched Units

5. Contract Month Code

6. Fringe Benefit Type

7. Input Pay Type

8. Adjustment Code

Adjustment Code

MEN

Adj Code Description

Mentor Program

☒ Retirement Wage

☐ Employee's Rate

☐ Substitute's Rate

☒ Flat Rate

☐ Percent Rate

500.00

Component Name

AllComp

Value

125229019282205990082200000

Inquire Mode: Enter the Key Word for the Desired Record

Remote Payroll / Input Pay

Menu

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

Application or Transaction Name	Ap	Tran
Input Pay and Leave	PR	IPAY
Input Pay & Leave Edit Report	PR	IPYR

Payroll Id Employee Number Job Number XTRA - EXTRA PAY
february282023 5112 10 Personnel Hire Date - 08/03/2022

february 28, 2023 regu

1. Leave

2. Hourly/Daily

3. Pay Adjust

4. Ex Substitute

5. Supplemental

Date Adj. Code Adj. Amt # of Hours Add Mentor Program
1 / 29 / 2023 MEN 500.00 1

Date	Adj. Code	Adj. Amt	Adj Units	Reason
	MEN			
	MIP			
	MTH			
	NB			
	NPD			
	NTI			
	PBS			
	PDL			

Payroll Id Employee Number Job Number XTRA - EXTRA PAY
february282023 5112 Saved to this PC Personnel Hire Date - 08/03/2022

february 28, 2023 regu

1. Leave

2. Hourly/Daily

3. Pay Adjust

4. Ex Substitute

5. Supplemental

Date GL Distribution - Adjustment Pay \$ 500.00 To Be Distributed: \$ 0.00
1 / 29 Fiscal Year Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec GL Amount GL Percent
2023 No Account Selected

Date

OTHER INSTRUCTIONAL, STIPENDS

Add Item

Accept GL Distribution

Cancel GL Distribution

Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec	Amount	Description
12-5-2290-192-8220-5990-0-8220-0000	500.00	OTHER INSTRUCTIONAL, ST

Remote Payroll / Input Leave

PR/IPAY: Input Pay and Leave (v4.29)

Payroll Id

february282023

Employee Number

5112

Job Number

1

TC9 - TEACHER 9 MONTH

Personnel Hire Date - 08/03/2022

february 28, 2023 regu

1. Leave

2. Hourly/Daily

3. Pay Adjust

4. Ex Substitute

5. Supplemental

Date

1 / 2 / 2023

Type

Lv Days

Member of Sick Bank

Sub #

Sub Job

Sub Rate

Sub Days

Adj. Code

Adj. Rate

Add

Leave Balance

Type	Description	Adj Balan...	Beg Balan...	Accrued ...	Taken YTD	Balance
1	Sick Leave	0	0	6	2	0
2	Certified Personal ...	3	0	3	0	3
SB	Sick Bank	14	0	0	0	4

<

>

Payroll Service Report

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 Report

PR Salary Budgeting

Application or Transaction Name	Ap	Tran
Employee Leave Detail Report	PR	ELTD
Employee List w/ Status Totals	PR	REST
Payroll Service Report	PR	PSVR
Payroll Worksheet Report	PR	PWSR
Employee All Purpose Report	PR	EAPR
Employee Leave Report	PR	ELVR
Employee Master Report	PR	EMSR
Employee Mailing Labels	PR	EMLB
Employee Insurance Report	PR	EINS
Employee Salary S		
Employee Person		
Employee Person		
Employee Pay Per		

PR/PSVR: Payroll Service Report (v3.08)

Payroll Date From 1/02/2023 Thru 01/29/202 Return Report By 02/13/202

Job Location From 0000 Thru 9999 Standard Days 20

Employee # From All Thru All Leave 5 Adj 5

☒ Export Service Report to Excel

Export Location

\\NG3-2095-B\NG-Users\Redirect\Desktop\jnswidorski\Desktop Browse

Report Options

☐ Pay Period Salaries

☐ Hours Per Day

☐ Leave Balance

☐ Hourly/Daily Rate

☐ Signature Lines

Select By

☒ Employee Types ☐ Job Status

☐ Pay Period Types

Type	Description
<input checked="" type="checkbox"/> 13B	BUS - 13 CHECK
<input checked="" type="checkbox"/> 13...	13 Check Custodian
<input checked="" type="checkbox"/> 13FS	13 CHECK FOOD SERVL...
<input checked="" type="checkbox"/> 13N	13 CHECK NURSE
<input checked="" type="checkbox"/> 13S	SUPPORT - 13 CHECKS

	MCAI HUMAN RESOURCES SYSTEM		
	PAYROLL SERVICE REPORT - REG/OVT/COMP/ADJ DATA		
RUN DATE/TIME:	1/25/2023 15:31		
SITE NAME:	AUBURN CITY BOARD OF EDUCATION		
SCHOOL NAME:	0001 - CENTRAL OFFICE		
ATTENDANCE DATE RANGE:	11/27/2022 - 01/01/2023		
RETURN REPORT BY:	1/31/2023		
STANDARD DAYS:	20		
ADJUSTMENT CODES	DESCRIPTION		
AAA	AAA Program		
ABD	ATHLETIC BUS DRIVER		
ABR	Additional Bus Route		
ACE	ACT Certification		
ACT	ACT Prep Class		
ADJ	ADUSTMENT - MISC		
ADM	Admin Retreat		

EMPLOYEE#	EMPLOYEE NAME	JOB#	ETYPE	DESCRIPTION	HOURS PER DAY	DATE	REGULAR WORKED	OVERTIME WORKED	COMP TIME EARNED	ADJUSTMENT CODE	ADJUSTMENT UNITS	ADJUSTMENT RATE	ADJUSTMENT ACCOUNT
4216		10								men	1	500	
2438		10								men	1	500	
4729		10								men	1	500	
4198		10								men	1	500	
4443		10								men	1	500	
3717		10								men	1	500	
4232		10								men	1	500	
3740		10								men	1	500	
2410		10								men	1	500	
2112		10								men	1	500	
3820		10								men	1	500	
1648		10								men	1	500	
3872		10								men	1	500	
4760		10								men	1	500	
2906		10								men	1	500	
1664		10								men	1	500	
2466		10								men	1	500	
1980		10								men	1	500	

Importing Payroll Service Report

The screenshot shows a software menu window titled "Menu". On the left is a tree view of the menu structure. The "Payroll" folder is expanded, and the "Monthly Procedures" sub-folder is selected and highlighted with a blue border. Under "Monthly Procedures", the following items are listed: "Employer Paid Benefits", "AEA Procedures", "Retirement Procedures", "Bank Statement Reconciliation", "Insurance Procedures", "Quarterly Procedures", "Calendar YE Procedures", and "Fiscal YE Procedures". On the right side of the window is a list of application or transaction names with columns for "Ap" (Application) and "Tran" (Transaction). The "Time & Attendance Import" entry is highlighted with a blue background. It is preceded by a green arrow icon, indicating it is the selected item.

Application or Transaction Name	Ap	Tran
Employer Paid Benefits		
AEA Procedures		
Retirement Procedures		
Bank Statement Reconciliation		
Insurance Procedures		
Third-Party Deduction Import	PR	PHIP
Time & Attendance Import	PR	TASI
Time & Attendance Export	PR	TASE
MTD Check Register	PR	MTDR
MTD Deduction Report	PR	MTDD
MTD Combined Deduction Re...	PR	MCND
MTD Matching Deductions by ...	PR	MNDJ
MTD Wage Base % Ded Report	PR	MTDW

File Import Option

☒ Import Hours Worked ☐ Import Leave Taken

PR Run ID february282023 february 28, 2023 regular pay ☒ Import Excel Spreadsheet

Fiscal Year 2023 ☐ Allow User to Clear Existing Imported Records

☐ Activate Inactive GL Accounts

File Name and Loc \\NG3-2095-B\NG-Users\Redirect\Desktop\jnswidorski\Desktop\january 2023 mentor pay impo Browse

Employee	Name	Job	Error Message

File Import Option

☒ Import Hours Worked ☐ Import Leave Taken

PR Run ID february282023 february 28, 2023 regular pay ☒ Import Excel Spreadsheet

Fiscal Year 2023 ☐ Allow User to Clear Existing Imported Records

File Name and Loc \\N Browse

Employee	Name

Building Hourly/Daily Array.....Please Wait

Import Completed Successfully

RUN DATE: 02/03/2023
RUN TIME: 4:15 pm

MCAI PAYROLL SYSTEM
INPUT PAY EMPLOYEE REPORT
ALL LOCATIONS ALL INPUT TYPES PAYROLL RUN ID february282023 ALL PAY PERIODS
AUBURN CITY BOARD OF EDUCATION
EMPLOYEE EDIT AND DISTRIBUTION REPORT

Page 2 of 28
PR IPYR(Emp)

(RPT LOC ORDER)

Location: 0010 AUBURN HIGH SCHOOL

Emp: 3717
Job 10: 0010 AUBURN HIGH SCHOOL Empl Type: XTRA EXTRA PAY

<u>PAY ADJ DATE</u>	<u>ADJ CODE</u>	<u>DESCRIPTION</u>	<u>HOURS/DAYS</u>	<u>ADJ RATE</u>	<u>ADJUST AMT</u>	
01/02/2023	MEN	Mentor Program	1.00	500.00	500.00	
		<u>Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec</u>		<u>DESCRIPTION</u>		<u>AMOUNT</u>
		12-5-2290-192-8220-5990-0-8220-0000		OTHER INSTRUCTIONAL, STIPENDS		500.00
				DISTRIBUTION TOTAL		500.00
EMPLOYEE TOTALS:					500.00	
					GROSS INPUT:	500.00

Emp: 4080
Job 10: 0010 AUBURN HIGH SCHOOL Empl Type: XTRA EXTRA PAY

<u>PAY ADJ DATE</u>	<u>ADJ CODE</u>	<u>DESCRIPTION</u>	<u>HOURS/DAYS</u>	<u>ADJ RATE</u>	<u>ADJUST AMT</u>	
01/02/2023	MEN	Mentor Program	1.00	500.00	500.00	
		<u>Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec</u>		<u>DESCRIPTION</u>		<u>AMOUNT</u>
		12-5-2290-192-8220-5990-0-8220-0000		OTHER INSTRUCTIONAL, STIPENDS		500.00
				DISTRIBUTION TOTAL		500.00
EMPLOYEE TOTALS:					500.00	
					GROSS INPUT:	500.00

Emp: 1641
Job 10: 0010 AUBURN HIGH SCHOOL Empl Type: XTRA EXTRA PAY

<u>PAY ADJ DATE</u>	<u>ADJ CODE</u>	<u>DESCRIPTION</u>	<u>HOURS/DAYS</u>	<u>ADJ RATE</u>	<u>ADJUST AMT</u>	
01/02/2023	MEN	Mentor Program	1.00	500.00	500.00	
		<u>Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec</u>		<u>DESCRIPTION</u>		<u>AMOUNT</u>
		12-5-2290-192-8220-5990-0-8220-0000		OTHER INSTRUCTIONAL, STIPENDS		500.00
				DISTRIBUTION TOTAL		500.00
EMPLOYEE TOTALS:					500.00	
					GROSS INPUT:	500.00

RUN DATE: 02/03/2023
RUN TIME: 4:15 pm

MCAI PAYROLL SYSTEM
INPUT PAY EMPLOYEE REPORT
ALL LOCATIONS ALL INPUT TYPES PAYROLL RUN ID february282023 ALL PAY PERIODS
AUBURN CITY BOARD OF EDUCATION
EMPLOYEE EDIT AND DISTRIBUTION REPORT

GRAND TOTALS

<u>REASON AND DESCRIPTION</u>	<u>ADJUSTMENT</u>
Final Pay	8,707.71
Mentor Program	26,500.00
<hr/>	
ADJUSTMENT GRAND TOTAL	35,207.71

Contract Payoff

- Change contract days under Employee Pay Data
- Change to Pay Period Salary to “0.00” under Employee Pay Data
- Run Payroll Check Record Report for total paid to date
- Check Job Leave/Fringe information for any days owed to the Sick Leave Bank
- Complete Calculating Contract Payoff (PR/CTPO) with requested data
- Contract Payoff will post as a Pay Adjustment into Input Pay
 - Must have a Final Pay Adjustment code established

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
4706			3522	Job Pay Record	

Job Number	1	Employee Type: NRS	NURSE	Job Status: Active
Contract Days	187.00	State Salary Unit	0.00	Total of All Active Jobs Annual: 26,407.46 Monthly: 0.00
Percent Worked	100%	State Based Salary	0.00	
Annual Salary	53,098.87	Full Time Earnings	4,424.91	Exempt From
Salaried Periods	12	Summer Pay Flag		<input type="checkbox"/> 1. Federal Tax
Pay Period Salary	4,424.91	<input checked="" type="checkbox"/> Include Job in LEAPS Reporting		
Hourly/Daily Code	D	<input type="checkbox"/> Use Pay Dates <input type="checkbox"/> Use End Pay Date		
Hours Per Day	8.00	2 / 3 / 2023 Thru 2 / 3 / 2023		
Rate of Pay	283.95	<input type="checkbox"/> Use Contract Dates		
Overtime Rate	425.93	1 / 1 / 1900 Thru 1 / 1 / 1900		
Accrual Days	26.42	<input type="checkbox"/> Calculate Salaries		

Employee #	Name (Last, First M)	SSN
4706		

Job Number	1	Employee Type: NRS
Contract Days	93.00	State Sala
Percent Worked	100%	State Based
Annual Salary	26,407.46	Full Time E
Salaried Periods	5	Summer P
Pay Period Salary		<input checked="" type="checkbox"/> Includ
Hourly/Daily Code	D	<input type="checkbox"/> Use Pa
Hours Per Day	8.00	2 / 3
Rate of Pay	283.95	<input type="checkbox"/> Use C
Overtime Rate	425.93	1 / 1
Accrual Days	26.42	<input type="checkbox"/> Calcul

Menu

Budget Work

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

Application or Transaction Name	Ap	Tran
Payroll Calendar		
Payroll Verification Report	PR	PRVR
W2 Table Maintenance	PR	W2AA
W2 Table Edit List	PR	
Generate W2 Data	PR	
Calc Taxable Fringe Benefit	PR	
W2 Recap Listing	PR	
Print W2 Report	PR	
Print W2 Forms	PR	
Payroll Check Record Report	PR	
Calendar YE Initialization	PR	
W2 Cross Reference Report	PR	
W2 Data Inquiry	PR	

PR/PCRR: Payroll Check Record Report (v3.10)

Order Report By

- Employee Name
- Employee Number**

Beginning Check Date

09/01/2022

Thru

12/31/2022

☒ Select Employee Numbers to Search

Employee Number

4706

Add

Employee Numbers

4706

☐ Summarize Employee Checks

☐ Page Break Between Employees

☐ Grand Totals Only

Employee Status Codes

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

Summer Pay Flags

Flag	Description
<input checked="" type="checkbox"/> A	Prt Jul/ Aug Chks in Jul/ Aug
<input checked="" type="checkbox"/> C	Print Jul/ Aug Checks Early
<input checked="" type="checkbox"/> N	No Summer Pay Flag

TOTAL OF ALL CHECKS INCLUDING VOIDED CHECKS										-----DEDUCTIONS-----			
Gross	F/B	FEDERAL	EIC	SOC SEC	STATE	MCARE	RET	NUM	DESC	AMOUNT	MATCH	WAGE	
17,327.37		14,728.53		15,802.81		15,802.81		5	AUBURN	173.28	0.00	17,327.37	
		609.52		979.76		229.13		7	SUI	0.00	6.55	17,327.37	
	0.00		0.00		15,802.81		17,327.37	11	RET	1,074.28	1,976.94	17,327.37	
			0.00		616.33		1,074.28	20	PHPEMPR	0.00	3,200.00	0.00	
EMPLOYER:				979.76		229.13	1,976.94	21	PHPEMPL	1,228.00	0.00	0.00	
								25	PHP DENTA	200.00	0.00	0.00	
								45	AFDIS	272.32	0.00	0.00	
								98	VISION	96.56	0.00	0.00	
								960	COOSA PINI	11,848.19	0.00	0.00	
Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec													
11-5-2140-121-8210-1110-0-8210-6730				Gross	ADJ AMT		OT AMT						
				4,424.91	0.00		0.00						
11-5-2140-121-8210-1220-0-8210-6730				12,902.46	-372.27		0.00						

Menu

- + 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 Procedures
 - PR Check Reports
 - Salary Transfer
 - + Monthly Procedures
 - Quarterly Procedures

Application or Transaction Name	Ap	Tran
➔ Default Input Pay for Hr/Dly	PR	UDTW
➔ Time Management Interface	PR	TMSI
➔ Calculate Contract Payoff	PR	CTPO
➔ Calculate Retro Pay	PR	CRTP
➔ Step Increase on Anniversary	PR	SSIA
➔ Delete/Update Input Pay Recs	PR	PIPY
➔ Time & Attendance Import	PR	TASI

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

SC/CTPO: Calculate Contract Payoff (v3.04)

Employee Number 4706 School: 0070 - WRIGHTS MILL ROAD

Job Number 1 NRS - NURSE

Beginning Date 1 / 2 / 2023 Effective Date 1 / 2 / 2023

Salaried Periods 5

	Annual	Daily	Pay Period
Current Salary	26,407.46	283.95	5,281.49
Total Days	93	283.95	26,407.35
Unpaid Days		283.95	(.00)
Sick Bank Owed	0	283.95	.00
Total Contract			26,407.35
Actually Paid		17,699.64	
Balance Owed		8,707.71	

Payroll Run Id february282023
february 28, 2023 regular pay

Adjustment Code FNP
Final Pay

Click Save (F5) to Update the Balance Owed to Input Pay

- Effective Date must be within the payroll processing dated
- Change Actual Paid to reflect total paid for the primary job for contract year
- Payroll Run ID is the payroll you want the payoff to occur
- Must have an adjustment code set up for Final Pay
- Contract Pay Off will be part of Input Pay

- + 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 Procedures
 - PR Check Reports
 - Salary Transfer
 - + Monthly Procedures
 - Quarterly Procedures

Application or Transaction Name	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Input Pay and Leave	PR	IPAY
Input Pay & Leave Edit Report	PR	IPYR
Pre- Compute Exceptions	PR	PCOM
Compute Payroll	PR	COMP
Payroll Register	PR	PREG
Print Payroll Checks	PR	PCKS
Payroll Check Register	PR	CREG
Generate ACH Direct Deposit	PR	GACH
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT
Computed Reports		

PR/IPAY: Input Pay and Leave (v4.29)

Payroll Id: february282023 Employee Number: 4706 Job Number: 1 NRS - NURSE
Personnel Hire Date - 08/04/2020

february 28, 2023 regu

1. Leave 2. Hourly/Daily 3. Pay Adjust 4. Ex Substitute 5. Supplemental

Date: 1 / 29 / 2023 Adj. Code: Adj. Amt: # of Days: Add

Date	Adj. Code	Adj. Amt	Adj Units	Reason
01/02/2023	FNP	8,707.71	1.00	Final Pay

Enter or Edit Input Pay Records
Click Save(F5) Button to Save Changes

PR/IPAY: Input Pay and Leave (v4.29)

Payroll Id: february282023 Employee Number: 4706 Job Number: 1 NRS - NURSE
Personnel Hire Date - 08/04/2020

february 28, 2023 regu

1. Leave 2. Hourly/Daily 3. Pay Adjust 4. Ex Substitute 5. Supplemental

Date: 1 / 2 GL Distribution - Adjustment Pay \$ 8,707.71 To Be Distributed: \$ 0.00

Fiscal Year: 2023 Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec: No Account Selected GL Amount: GL Percent:

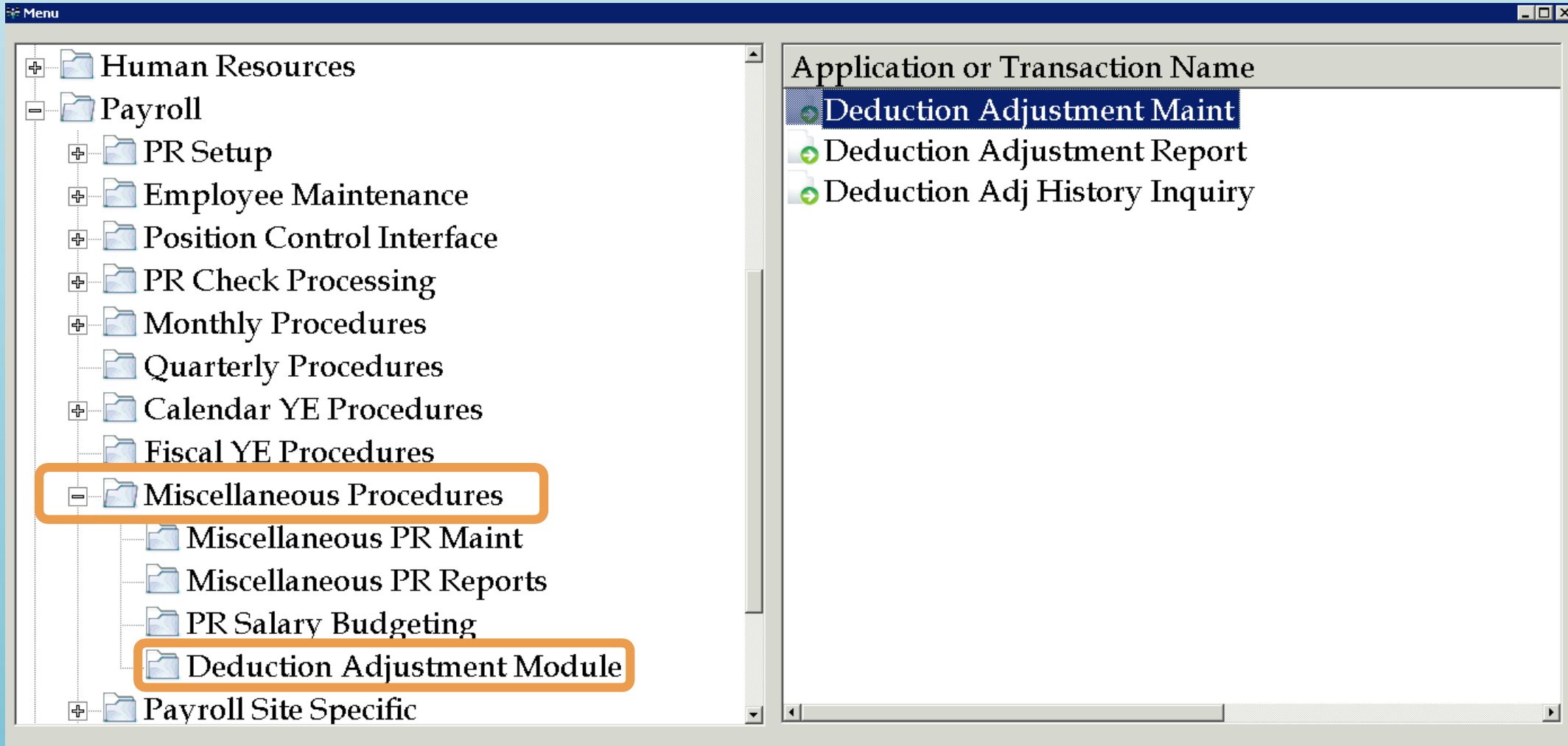
Date: 01/02 HEALTH SERVICES, REGISTERED NURSE

Add Item Accept GL Distribution Cancel GL Distribution

Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec	Amount	Description
11-5-2140-121-8210-1220-0-8210-6730	8,707.71	HEALTH SERVICES, REGISTE

Deduction Adjustment Module

- Use when needing to make a 1-time change to an existing deduction



PR/DAJM: Deduction Adjustment Maint (v3.06)

PR Run Id: february282023 february 28, 2023 regular pay

Employee Number: 1263

Job Number: [dropdown]

Adjustment Type: [dropdown] Adjust Existing Deduction Show/Hide Listview

Date: 2 / 28 / 2023 [dropdown]

Employee Amount Employer Add/Update Listview

11 [up] [down] 26

- Deduction to adjust must be an active deduction on employees pay record
- A: Adjust will add/subtract from current deduction amount
- O: Override will replace the current deduction amount
- Deduction adjustment will disappear once the payroll run is processed

PR/DAJM: Deduction Adjustment Maint (v3.06)

PR Run Id: february282023 february 28, 2023 regular pay

Employee Number: 1263

Job Number: [dropdown]

Adjustment Type: A Adjust Existing Deduction Show/Hide Listview

Date	Ded	Description	Job	Adj	Employee	Emplo...	PR Run Id
02/28/2023	144	VSP Vision Plan		A	\$12.63		february282023

Update Completed Successfully

RUN DATE: 02/03/2023

RUN TIME: 02:29PM

MCAI PAYROLL SYSTEM
DEDUCTION ADJUSTMENT REPORT
AUBURN CITY BOARD OF EDUCATION

Page 1 of 1

PRDAJR

PR RUN ID: february282023

<u>EMP NUM</u>	<u>NAME</u>	<u>JOB</u>	<u>DED</u>	<u>DATE</u>	<u>TYPE</u>	<u>EMPLOYEE</u>	<u>EMPLOYER</u>	<u>DED DESCRIPTION</u>
1263			144	02/28/2023	A - Adjust Existing Deduction	12.63		VSP Vision Plan

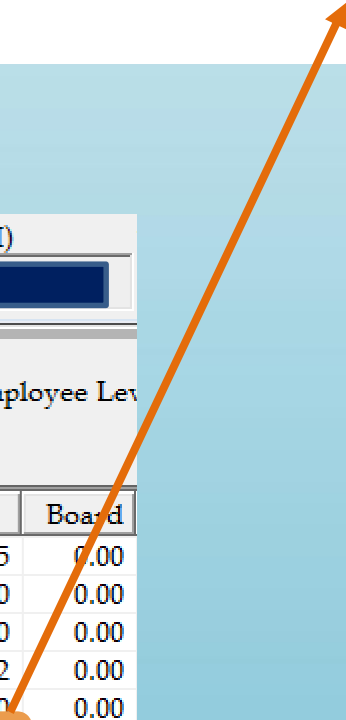
*** END OF REPORT ***

Employee #	Name (Last, First M)
1263	

Job Number	Employee Lev

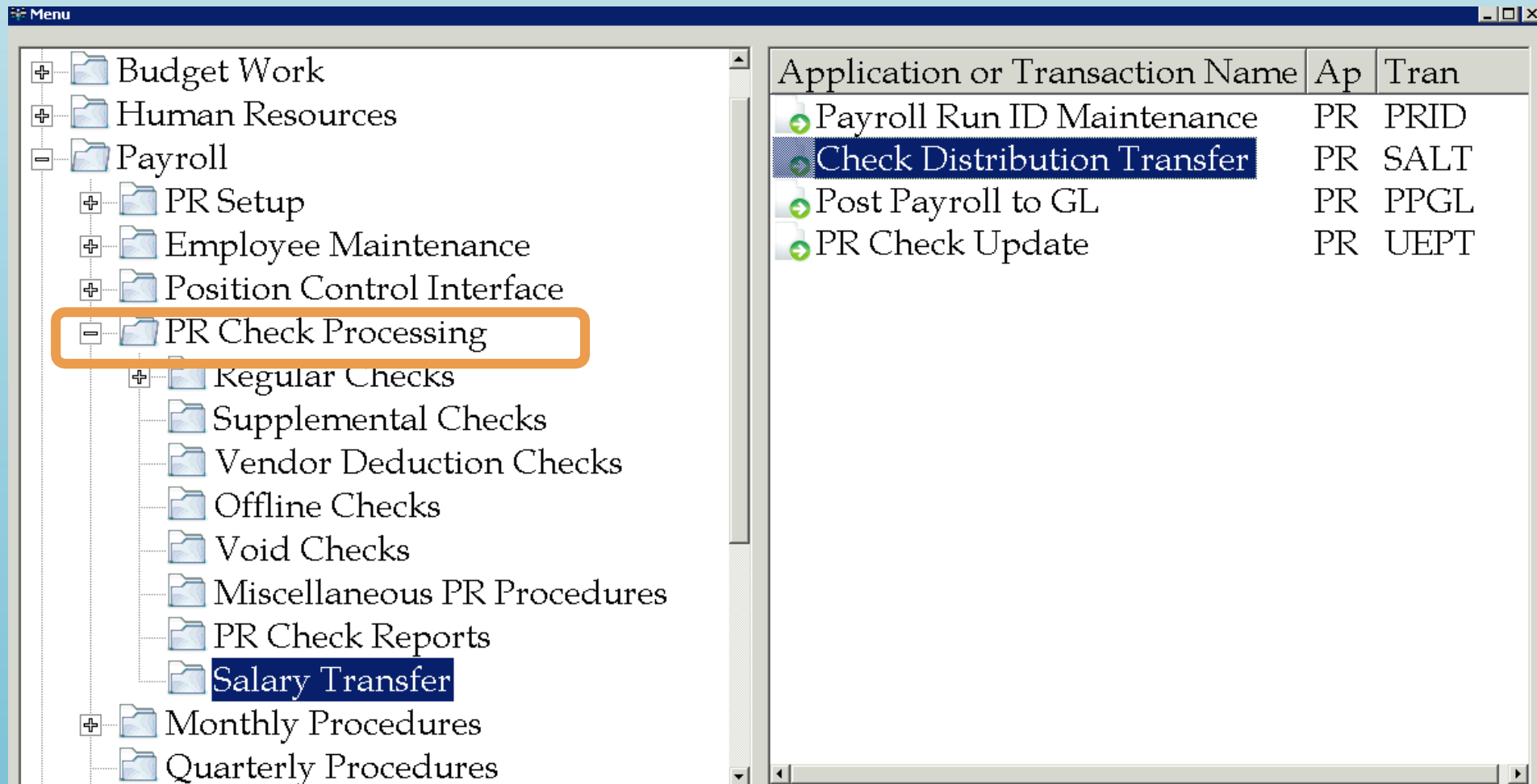
Quarter Num	
1	

De...	Description	Mon...	Boar d
44	TLIFE	14.75	0.00
46	AFCNS	11.60	0.00
49	AFCAN	45.70	0.00
98	VISION	19.62	0.00
121	URMED	0.00	0.00
144	VSP Vision	30.24	0.00



Salary Transfer

- Use to moved salary and benefits between general ledger accounts
- Replaces manual calculations and journal entries
- Payroll and Budgetary report information will match



The screenshot displays a software menu interface. On the left, a tree view shows the following structure:


- Budget Work
- Human Resources
- Payroll
 - PR Setup
 - Employee Maintenance
 - Position Control Interface
 - PR Check Processing** (highlighted with an orange box)
 - Regular Checks
 - Supplemental Checks
 - Vendor Deduction Checks
 - Offline Checks
 - Void Checks
 - Miscellaneous PR Procedures
 - PR Check Reports
 - Salary Transfer** (highlighted with a blue box)
 - Monthly Procedures
 - Quarterly Procedures


On the right, a table lists applications or transactions:


Application or Transaction Name	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Check Distribution Transfer	PR	SALT
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT


- Prior to starting transfer, you must add the new general ledger account number to the employee record


[illegible]


Enter


Add


Change


Delete


Save


Inquire


Next

Back

Clear

Search

PrtScr

Exit

PR/SALT: Check Distribution Transfer (v3.22)

Employee #

Posting Date

Chk #	Check Date	Gross Wage	Man Ded	Non-Man De...	Net	Status	Type
10133...	01-31-2023	8,707.71	1,780.23	6,927.48	0.00	Paid	Direct...
10120...	12-15-2022	4,424.91	673.00	3,751.91	0.00	Paid	Direct...
10108...	11-22-2022	4,052.64	589.02	3,463.62	0.00	Paid	Direct...
10096...	10-31-2022	4,424.91	673.00	3,751.91	0.00	Paid	Direct...
10083...	09-30-2022	4,424.91	673.00	3,751.91	0.00	Paid	Direct...
10072...	08-31-2022	4,154.72	612.06	3,542.66	0.00	Paid	Direct...
10056...	07-29-2022	532.30	16.88	515.42	0.00	Paid	Direct...
10042...	06-30-2022	1,424.42	99.11	1,325.31	0.00	Paid	Direct...
10031...	05-31-2022	532.30	16.88	515.42	0.00	Paid	Direct...
10019...	04-29-2022	4,254.72	634.62	3,620.10	0.00	Paid	Direct...
10007...	03-31-2022	1,797.45	146.72	1,650.73	0.00	Paid	Direct...
189888	02-28-2022	4,254.72	634.62	3,620.10	0.00	Paid	Direct...
208261	01-31-2022	4,254.72	634.62	3,620.10	0.00	Paid	Direct...

Click Item in the Listview to Alter

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

Add Item to Listview. Press Save to Transfer the Amounts

- Only use salary transfer for current fiscal year
- Posting date is current month; do not use for a period that has already been closed

PR/SALT: Check Distribution Transfer (v3.22)

Employee # 4706 Posting Date 02/03/2023

Check # 1013323

Check Date 01/31/2023
Quarter Number 1
Cost Center 0070
Gross Wage 8,707.71
Fringe Benefit
Federal Tax 663.63
Advanced EIC
State Tax 365.19
SS Tax 538.41
MCARE Tax 125.92
Total Deductions 7,014.56
Net Check 0.00

1. G/L Distribution

Job	Account Number	Gross
1	11-5-2140-121-8210-1220-0-8210-...	8,707.71

Job 1 Account # 11-5-2140-121-8210-1220-0-8210-6730

Gross 8,707.71 Adjustment -8707.71 Add Item

Click Item in the Listview to Alter
(Items in Red Are Stale Checks and Cannot be Altered)
Add Item to Listview. Press Save to Transfer the Amounts

PR/SALT: Check Distribution Transfer (v3.22)

Employee # 4706 Posting Date 02/03/2023

Check # 1013323

Check Date 01/31/2023
Quarter Number 1
Cost Center 0070
Gross Wage 8,707.71
Fringe Benefit
Federal Tax 663.63
Advanced EIC
State Tax 365.19
SS Tax 538.41
MCARE Tax 125.92
Total Deductions 7,014.56
Net Check 0.00

1. G/L Distribution

Job	Account Number	Gross	Adj Amt
1	11-5-2140-121-8210-1220-0-8210-...	8,707.71	-8,707.71

Job 1 Account # 11-5-2140-121-8210-1110-0-8210-6730

Gross Adjustment 8,707.71 Add Item

PR/SALT: Check Distribution Transfer (v3.22)

Employee # 4706 Posting Date 02/03/2023

Check # 1013323

Check Date 01/31/2023
Quarter Number 1
Cost Center 0070
Gross Wage 8,707.71
Fringe Benefit
Federal Tax 663.63
Advanced EIC
State Tax 365.19
SS Tax 538.41
MCARE Tax 125.92
Total Deductions 7,014.56
Net Check 0.00

1. G/L Distribution

Job	Account Number	Gross	Adj Amt
1	11-5-2140-121-8210-1220-0-8210-...	8,707.71	-8,707.71
1	11-5-2140-121-8210-1110-0-8210-...	0.00	8,707.71

Job Account #

Gross Adjustment Add Item

Before Image

NAME

4706

CHECK/STATEMENT

1013323

CHECK DATE

01/31/2023

job_no

Fd-C-Func-Obj-C-Ctr-SFnd-Y-Prog-Spec

gross

1

11-5-2140-121-8210-1220-0-8210-6730

8,707.71

8,707.71

JOB

ded_no

DESCRIPTION

Fd-C-Func-Obj-C-Ctr-SFnd-Y-Prog-Spec

EMP AMOUNT

BRD AMOUNT

WAGE AMOUNT

1

1

FED TAX

11-5-2140-121-8210-1220-0-8210-6730

663.63

0.00

8,144.17

1

2

ST W/H

11-5-2140-121-8210-1220-0-8210-6730

365.19

0.00

8,684.05

1

3

SOC SEC

11-5-2140-121-8210-1220-0-8210-6730

538.41

538.41

8,684.05

1

4

MEDICARE

11-5-2140-121-8210-1220-0-8210-6730

125.92

125.92

8,684.05

1

5

AUBURN

11-5-2140-121-8210-1220-0-8210-6730

87.08

0.00

8,707.71

1

7

SUI

11-5-2140-121-8210-1220-0-8210-6730

0.00

1.74

8,707.71

1

11

RET

11-5-2140-121-8210-1220-0-8210-6730

539.88

996.16

8,707.71

1

98

VISION

11-5-2140-121-8210-1220-0-8210-6730

24.14

0.00

0.00

1

960

COOSA PINE

11-5-2140-121-8210-1220-0-8210-6730

6,363.46

0.00

0.00

Page 1 of 1

PRPSALT

RUN DATE: 02/03/2023

RUN TIME: 03:07PM

TRANSACTION ID #

229391

MCAI PAYROLL SYSTEM

JOURNAL ENTRY REPORTING FROM POSTING

AUBURN CITY BOARD OF EDUCATION

SALARY TRANSFER

SRC

CD

FY

DATE

POSTED

FP

GENERAL REF.

DEBIT

AMOUNT

CREDIT

AMOUNT

COMMENT

11-5-2140-121-8210-1220-0-8210-6730

PST

2023

02/03/2023

5

GROSS PAY

0.00

8,707.71

FD TRANS PAY-1013323 2023/02/03 14:52

11-5-2140-230-8210-1220-0-8210-6730

PST

2023

02/03/2023

5

MATCHING SS

0.00

538.41

FD TRANS PAY-1013323 2023/02/03 14:52

11-5-2140-240-8210-1220-0-8210-6730

PST

2023

02/03/2023

5

MATCHING MC

0.00

125.92

FD TRANS PAY-1013323 2023/02/03 14:52

11-5-2140-250-8210-1220-0-8210-6730

PST

2023

02/03/2023

5

MATCHING SUI

0.00

1.74

FD TRANS PAY-1013323 2023/02/03 14:52

11-5-2140-220-8210-1220-0-8210-6730

PST

2023

02/03/2023

5

BRD MAT-11

0.00

996.16

FD TRANS PAY-1013323 2023/02/03 14:52

11-5-2140-121-8210-1110-0-8210-6730

PST

2023

02/03/2023

5

GROSS PAY

8,707.71

0.00

FD TRANS PAY-1013323 2023/02/03 14:52

11-5-2140-230-8210-1110-0-8210-6730

PST

2023

02/03/2023

5

MATCHING SS

538.41

0.00

FD TRANS PAY-1013323 2023/02/03 14:52

11-5-2140-240-8210-1110-0-8210-6730

PST

2023

02/03/2023

5

MATCHING MC

125.92

0.00

FD TRANS PAY-1013323 2023/02/03 14:52

11-5-2140-250-8210-1110-0-8210-6730

PST

2023

02/03/2023

5

MATCHING SUI

1.74

0.00

FD TRANS PAY-1013323 2023/02/03 14:52

11-5-2140-220-8210-1110-0-8210-6730

PST

2023

02/03/2023

5

BRD MAT-11

996.16

0.00

FD TRANS PAY-1013323 2023/02/03 14:52

11-1-0111-000-0000-1220-0-0000-0000

PST

2023

02/03/2023

5

Trans 11

10,369.94

0.00

FD TRANS PAY-1013323 2023/02/03 14:52

11-1-0111-000-0000-1110-0-0000-0000

PST

2023

02/03/2023

5

Trans 11

0.00

10,369.94

FD TRANS PAY-1013323 2023/02/03 14:52

FUND TOTALS

20,739.88

20,739.88

GRAND TOTALS

20,739.88

20,739.88

Page 1 of 1

PRPSALT

After Image

NAME

4706

CHECK/STATEMENT

1013323

CHECK DATE

01/31/2023

job_no

Fd-C-Func-Obj-C-Ctr-SFnd-Y-Prog-Spec

gross

1

11-5-2140-121-8210-1110-0-8210-6730

8,707.71

8,707.71

JOB

ded_no

DESCRIPTION

Fd-C-Func-Obj-C-Ctr-SFnd-Y-Prog-Spec

EMP AMOUNT

BRD AMOUNT

WAGE AMOUNT

1

1

FED TAX

11-5-2140-121-8210-1110-0-8210-6730

663.63

0.00

8,144.17

1

2

ST W/H

11-5-2140-121-8210-1110-0-8210-6730

365.19

0.00

8,684.05

1

3

SOC SEC

11-5-2140-121-8210-1110-0-8210-6730

538.41

538.41

8,684.05

1

4

MEDICARE

11-5-2140-121-8210-1110-0-8210-6730

125.92

125.92

8,684.05

1

5

AUBURN

11-5-2140-121-8210-1110-0-8210-6730

87.08

0.00

8,707.71

1

7

SUI

11-5-2140-121-8210-1110-0-8210-6730

0.00

1.74

8,707.71

1

11

RET

11-5-2140-121-8210-1110-0-8210-6730

539.88

996.16

8,707.71

1

98

VISION

11-5-2140-121-8210-1110-0-8210-6730

24.14

0.00

0.00

1

960

COOSA PINE

11-5-2140-121-8210-1110-0-8210-6730

6,363.46

0.00

0.00

Menu

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

Application or Transaction Name	Ap	Tran
Combined Deduction Report	PR	CNMD
GL Distribution Report	PR	GLD1
Insurance Distribution Report	PR	INSD
Insurance Remittance Report	PR	INSR
Deduction Report	PR	NMDR
Employee Leave Accrual Rep...	PR	ELVA
Prior Period Comparison Rep...	PR	PPCR
Salary & Benefits by GL Report	PR	SBGL
Wage Base % Deduction Rep...	PR	WBPC

PR/SBGL: Salary & Benefits by GL Report (v3.22)

Beginning Post Date: 10/01/2022 Thru: 02/28/2023

☒ Updated Checks ☐ In Process Checks

Restrict Report By:
☐ Payroll Run Id
☐ Check Date
☒ Post Date

Sort Report By:
☒ Employee Name
☐ Employee#

Select By GL Component

☒ Print Employee Detail
☒ Print GL Account Detail
☒ Include Gross Amt
☐ Print Social Security#
☐ Page Break on Primary Comp

Report Columns

<input type="radio"/> Column 1	Desc 1	SOC SEC
<input type="radio"/> Column 2	Desc 2	MEDICARE
<input type="radio"/> Column 3	Desc 3	SUI
<input type="radio"/> Column 4	Desc 4	RET
<input checked="" type="radio"/> Column 5	Desc 5	PHPEMPR
<input type="radio"/> Column 6	Desc 6	Column 6

☒ Select Employee Numbers to Report

Employee Number: Add

☐ Enter List of Employee Numbers to Report (Separated by Commas)

Deductions To Use For Column

Ded #	Description
<input type="checkbox"/> 3	SOCIAL SECURITY
<input type="checkbox"/> 4	MEDICARE WITHH
<input type="checkbox"/> 7	UNEMPLOYMENT
<input type="checkbox"/> 11	RETIREMENT
<input checked="" type="checkbox"/> 20	PEEHIP - EMPLOYE
<input type="checkbox"/> 121	UNREIM MEDIC AT

Employee Numbers

4706

RUN DATE: 02/03/2023
RUN TIME: 03:13PM

MCAI PAYROLL SYSTEM
Salary & Benefits by GL Report (v3.22)
AUBURN CITY BOARD OF EDUCATION
10/01/2022 Thru 02/28/2023

Page 1 of 1
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>
GENERAL 11							
11-5-2140-121-8210-1110-0-8210-6730							
4706 [REDACTED]	8,707.71	538.41	125.92	1.74	996.16		10,369.94
Account Total:	8,707.71	538.41	125.92	1.74	996.16		10,369.94
11-5-2140-121-8210-1220-0-8210-6730							
4706 [REDACTED]	12,902.46	729.05	170.50	2.57	1,476.04	2,400.00	17,680.62
Account Total:	12,902.46	729.05	170.50	2.57	1,476.04	2,400.00	17,680.62
Fund 11 Total:	21,610.17	1,267.46	296.42	4.31	2,472.20	2,400.00	28,050.56
<hr/>							
GRAND TOTALS ==>	21,610.17	1,267.46	296.42	4.31	2,472.20	2,400.00	28,050.56

*** END OF REPORT ***

Input Leave Adjustment to History

- Use When:
 - Making corrections to leave taken
 - Receiving or transferring sick leave from/to another school
 - Donating/receiving days under catastrophic leave
- Transaction will be included in leave history
- History will include a record of why the change occurred for future reference

Menu			
MCAI		Application or Transaction Name	
+ Budget Work		Employee Check & Input Queries	
+ Human Resources		Employee Maintenance	PR
- Payroll		Employee Maint Audit Trail	PR
+ PR Setup		ACH Ded Changes	PR
+ Employee Maintenance		Test Compute for An Employee	PR
+ Position Control Interface		Mass Change Deduction	PR
- PR Check Processing		Mass Change Deduction Status	PR
+ Regular Checks		Mass Change GL Distribution	PR
+ Supplemental Checks		Mass Change Employee Jobs	PR
+ Vendor Deduction Checks		Input Leave Adj to History	PR
+ Offline Checks		Employee Leave Allocation	PR
+ Void Checks		Move Job Leave/Pay Data	PR
+ Miscellaneous PR Procedures		Mass Create Job Records	PR
+ PR Check Reports		Mass Create Deduction Records	PR
+ Salary Transfer			
+ Monthly Procedures			

Enter

Add

Change

Delete

Save

Inquire

Next

Back

Clear

Search

PrtScr

Exit

PR/ILVA: Input Leave Adj to History (v3.14)

Payroll Id

february28202

february 28, 2023 re

Input Leave

Taken

Accrued

Adjusted

Employee No.

4447

Job Number

1

2023

CUSTODIAN 220 DAYS

Enter Leave Adjustment Data

Input Date

2 / 3 / 2023

Units (+/-)

1.00

Leave Type

1

Uom

D

Adjustment Description

catastrophic donated day

Leave Year: 2023 Sick Leave

Input Date	Leave ...	U...	Uom	Adjustment Description

Click Save(F5) To Add Leave Adjustment Record

PR/ILVA: Input Leave Adj to History (v3.14)

Payroll Id

february28202

february 28, 2023 re

Input Leave

Taken

Accrued

Adjusted

Employee No.

4447

Job Number

1

2023

CUSTODIAN 220 DAYS

Enter Leave Adjustment Data

Input Date

2 / 3 / 2023

Units (+/-)

0.00

Leave Type

1

Uom

D

Adjustment Description

catastrophic donated day

Leave Year: 2023 Sick Leave

Input Date	Leave Type	Units	Uom	Adjustment Description
02/03/2023	1	1.00	D	catastrophic donated day

Click Save(F5) To Add Leave Adjustment Record



PR/ILVA: Input Leave Adj to History (v3.14)

Payroll Id january312023 january 31, 2023 reg Input Leave Taken Accrued Adjusted

Employee No. 4447 Job Number 1 2023

CUSTODIAN 220 DAYS

Enter Leave Adjustment Data

Input Date 2 / 3 / 2023 # Units (+/-) 0.00 Leave Type Uom Adjustment Description

Leave Year: 2023

Input Date	Leave Type	Units	Uom	Adjustment Description	Job N...
12/05/2022	1	1.00	D		
12/09/2022	5	0.50	D		
12/15/2022	5	0.50	D		

Click Save(F5) To Add Leave Adjustment Record

PR/ILVA: Input Leave Adj to History (v3.14)

Payroll Id january312023 january 31, 2023 reg Input Leave Taken Accrued Adjusted

Employee No. 4447 Job Number 1 2023

CUSTODIAN 220 DAYS

Enter Leave Adjustment Data

Input Date 12/ 9 / 2022 # Units (+/-) Leave Type 1 Uom D Adjustment Description processed as personal leave

Leave Year: 2023 Sick Leave

Input Date	Leave Type	Units	Uom	Adjustment Description	
12/05/2022	1	1.00	D		
12/09/2022	5	0.50	D		
12/15/2022	5	0.50	D		
12/09/2022	5	-0.50	D	should have been sick leave	
12/09/2022	1	0.50	D	processed as personal leave	

Records Updated

Menu

Budget Work

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 Module

Payroll Site Specific

Application or Transaction Name	Ap	Tran
Employee Leave Detail Report	PR	ELTD
Employee List w/ Status Totals	PR	REST
Payroll Service Report	PR	PSVR
Payroll Worksheet Report	PR	PWSR
Employee All Purpose Report	PR	EAPR
Employee Leave Report	PR	ELVR
Employee Master Report	PR	EMSR
Employee Mailing Labels	PR	EMLB
Employee Insurance Report	PR	EINS
Employee Salary Schedule Rpt	PR	ESSR
Employee Pers		
Employee Pers		
Employee Pay		
YTD Distributi		
YTD Fund Dist		
Insurance Birth		

PR/ELTD: Employee Leave Detail Report (v3.13)

Print Order

☐ Last Name

☒ Employee Number

☐ Location

Page Break On

☐ Location

☐ Employee

Employee Number

☐ Select Employee Numbers to Search

4447

Thru

4447

☐ Job Location

☐ Reporting Location

All

Thru

All

List

☐ All Employees

☐ Only with Total Leave Taken >=

Items To Include on Report

☒ Leave Taken

:/01/2022

Thru

06/30/20

☐ Leave Accrued

07/01/20

Thru

06/30/20

☐ Substitute Information

☐ Leave Adjustments

☒ Non Imported Records

☐ Imported Records

Leave Types

Type	Description
<input checked="" type="checkbox"/> 1	Sick Leave
<input checked="" type="checkbox"/> 2	Certified Personal Leave
<input checked="" type="checkbox"/> 3	Vacation
<input checked="" type="checkbox"/> 5	NonCert Personal Leave
<input checked="" type="checkbox"/> 6	FLOATER-CLASSRM ...

Job Status

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

Employee Type

Type	Description
<input checked="" type="checkbox"/> 13B	BUS - 13 CHECK
<input checked="" type="checkbox"/> 13CU	13 Check Custodian
<input checked="" type="checkbox"/> 13FS	13 CHECK FOOD SE
<input checked="" type="checkbox"/> 13N	13 CHECK NURSE
<input checked="" type="checkbox"/> 13S	SUPPORT - 13 CHE

RUN DATE: 02/03/2023
RUN TIME: 03:35PM

MCAI PAYROLL SYSTEM
EMPLOYEE LEAVE DETAIL REPORT
AUBURN CITY BOARD OF EDUCATION
DATE RANGE 12/01/2022 THRU 06/30/2023 SORTED BY EMPLOYEE NO

Page 1 of 1
PRELTD

EMPLOYEE NO & NAME

4447



<u>TRANSACTION DATE</u>	<u>LEAVE TYPE TAKEN</u>	<u>UNITS TAKEN</u>			
2022-12-05	Sick Leave	1.00	D	X	
2022-12-09	NonCert Personal Lea	.50	D	X	
2022-12-09	NonCert Personal Lea		D	-.50	should have been sick leave
2022-12-09	Sick Leave		D	.50	processed as personal leave
2022-12-15	NonCert Personal Lea	.50	D	X	
2023-02-03	Sick Leave		D	1.00	catastrophic donated day

EMPLOYEE JOB LEAVE TOTALS =====> 2.00 1.00

*** END OF REPORT ***

Prior Period Comparison Report

- Compares current month's payroll to prior month
 - Compares gross pay and/or deductions at job level
 - Option to compare all changes or set thresholds
 - Should have documentation to support any changes identified
 - Total Difference from Prior Period should equal the difference from total gross pay on the current payroll register and total gross pay from the comparison period



PR/PPCR: Prior Period Comparison Report (v3.16)

Payroll Run ID

may 31, 2016 regular pay

Sort Report By:

☒ Last Name ☐ Report Loc ☐ Check Loc ☐ Job Loc

Check Date 05/31/2016

Period Ending Date 05/01/2016

☒ Gross Pay☒ Report Changes Only☐ Employee Deductions

Gross Pay

☐ Employer Deductions

% Difference



0.00%

☐ Fringe Data☐ Mask SSN on Report

Employee Last Name

From All

Thru All

Prior Check Dates

From 04/01/2016

Thru 04/30/2016

Payroll Run ID's

Payroll Run ID	Check Date	ID Type	
<input type="checkbox"/> april2016rayphp	04/06/2...	Offline	
<input checked="" type="checkbox"/> april292016	04/29/2...	Regular	

Pay Period Code

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

Job Status

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

N DATE: 04/26/2016
N TIME: 02:44PM

MCAI PAYROLL SYSTEM
EMPLOYEE GROSS PAY PRIOR PERIOD COMPARISON REPORT
AUBURN CITY BOARD OF EDUCATION
PRIOR PERIOD: 03/01/2016 THRU 03/31/2016

△ fax

LECTED (CURRENT) PAYROLL RUN ID: april292016 DATED: 2016-04-29

EMPLOYEE NAME	EMP#	SSN	JOB#	PRIOR AMOUNT	CURRENT AMOUNT	DIFF FROM PRIOR PERIOD	PERCENT DIFF
AM			1	3,390.14	3,424.93 pl	34.79	1.02620
			10	794.36	634.46 tutor	-159.90	-20.12940
			1	438.75	341.25 affz	-97.50	-22.22220
			10	86.70	76.50 tutor	-10.20	-11.76470
			10	232.68	85.68 ft	-147.00	-63.17690
			10	203.63	209.00 ft & xtra makes	5.37	2.63710
			1	.00	729.11 new	729.11	100.00000
			1	221.25	178.13 affz	-43.12	-19.48930
			1	4,256.26	4,341.46 pl	85.20	2.00180
			1	4,338.06	4,252.86 pl	-85.20	-1.96400
			1	3,917.31	3,832.11 pl	-85.20	-2.17500
			1	1,051.34	912.70 w/o pay	-138.64	-13.18700
			10	60.66	26.00 xbr	-34.66	-57.13810
			10	127.50	20.40 tutor	-107.10	-84.00000
			10	275.40	.00 tutor	-275.40	-100.00000
			50	2,244.00	1,535.10 tutor	-708.90	-31.59090
			10	.00	135.44 cnp xtra	135.44	100.00000
			10	91.80	71.40 tutor	-20.40	-22.22220
			50	3,626.64	2,921.46 xtd sub	-705.18	-19.44440
			10	286.26	345.70 ft & xbr	59.44	20.76430
			1	1,017.93	950.81 w/o pay	-67.12	-6.59380
			50	3,928.86	3,022.20 xtd sub	-906.66	-23.07690
			10	255.00	122.40 tutor	-132.60	-52.00000
			1	1,668.07	1,737.65 pl	69.58	4.17130
			10	172.05	120.90 xbr	-51.15	-29.72970
			10	.00	155.68 cnp xtra	155.68	100.00000
			10	102.00	81.60 tutor	-20.40	-20.00000
AR			1	4,543.02	4,913.68 w/o pay	370.66	8.15890
ADD			50	51.00	00 nurse sub	51.00	100.00000

PARISON REPORT
ATION
3/31/2016

<u>DIFF FROM</u>	<u>PERCENT</u>
<u>PRIOR PERIOD</u>	<u>DIFF</u>
-76.50	-25.64100
-1,031.31	-23.73940
-246.33	-47.91670
-85.20	-2.06390
1,950.20	195.35990
-179.44	-31.69030
-20.40	-30.76920
-93.75	-27.93250
-708.90	-67.80490
-122.86	-28.81200
172.15	12.83970
-344.19	-29.06570
85.20	1.61510
-350.00	-70.00000
85.20	1.99130
-23,996.65	

RUN DATE: 04/27/2016
RUN TIME: 09:18AM

MCAI PAYROLL SYSTEM
PAYROLL REGISTER
AUBURN CITY BOARD OF EDUCATION
PAYROLL RUN ID: april292016 - Regular

Page 368 of 368
PRPREG

CHECK DATE: 2016-04-29 ALL PERIODS END OF MONTH SICK LEAVE MONTH: 9

<u>SFund</u>	<u>gross</u>	<u>SS MATCH</u>	<u>MC MATCH</u>	<u>SUI MATCH</u>	<u>RET MATCH</u>	<u>WC MATCH</u>	<u>BOARD PAID</u>	<u>MAT INS</u>	<u>SFUND TOTAL</u>
1110	2,402,803.56	141,591.76	33,114.26	480.62	282,101.79	0.00	0.00	481,065.58	3,341,157.57
1220	16,936.46	1,003.91	234.77	3.37	1,985.60	0.00	0.00	3,373.03	23,537.14
1221	2,035.02	122.19	28.58	0.41	242.98	0.00	0.00	187.20	2,616.38
1230	34,246.49	1,978.83	462.78	6.84	4,089.03	0.00	0.00	5,387.23	46,171.20
1252	867.53	49.93	11.68	0.17	103.58	0.00	0.00	169.73	1,202.62
1310	124,760.81	6,893.29	1,612.15	24.93	14,355.77	0.00	0.00	71,737.89	219,384.84
1410	5,058.27	308.59	72.17	1.01	603.96	0.00	0.00	1,084.20	7,128.20
1520	939.66	47.41	11.09	0.19	112.20	0.00	0.00	412.62	1,523.17
3210	67,166.45	4,042.37	945.38	13.45	7,680.18	0.00	0.00	15,178.80	95,026.63
3220	836.63	42.21	9.87	0.17	99.89	0.00	0.00	367.38	1,356.15
4110	43,553.54	2,584.53	604.45	8.70	4,595.14	0.00	0.00	7,020.00	58,366.36
4130	9,717.75	567.24	132.66	1.95	1,151.22	0.00	0.00	1,708.20	13,279.02
4150	2,162.40	127.25	29.75	0.41	254.45	0.00	0.00	0.00	2,574.26
5101	87,072.87	5,093.89	1,191.33	17.42	10,109.11	0.00	0.00	37,440.00	140,924.62
5992	12,319.54	730.25	170.78	2.47	1,470.96	0.00	0.00	1,667.36	16,361.36
6001	624,206.71	37,078.11	8,671.51	124.83	66,180.97	0.00	0.00	100,082.49	836,344.62
6921	36,055.42	2,177.03	509.17	7.22	1,625.63	0.00	0.00	4,694.67	45,069.14
6940	2,766.84	164.70	38.51	0.57	321.11	0.00	0.00	843.62	4,135.35
TOTAL ==>	3,473,505.95	204,603.49	47,850.89	694.73	397,083.57	0.00	0.00	732,420.00	4,856,158.63

RUN DATE: 03/29/2016
RUN TIME: 11:55AM

MCAI PAYROLL SYSTEM
PAYROLL REGISTER
AUBURN CITY BOARD OF EDUCATION
PAYROLL RUN ID: march312016 - Regular

Page 367 of 367
PRPREG

CHECK DATE: 2016-03-31 ALL PERIODS END OF MONTH SICK LEAVE MONTH: 8

<u>SFund</u>	<u>gross</u>	<u>SS MATCH</u>	<u>MC MATCH</u>	<u>SUI MATCH</u>	<u>RET MATCH</u>	<u>WC MATCH</u>	<u>BOARD PAID</u>	<u>MAT INS</u>	<u>SFUND TOTAL</u>
1110	2,412,919.15	142,213.06	33,259.47	482.61	283,215.25	0.00	0.00	481,544.54	3,353,634.08
1220	17,032.93	1,009.83	236.15	3.40	1,997.12	0.00	0.00	3,373.03	23,652.46
1221	2,035.02	122.19	28.58	0.41	242.98	0.00	0.00	187.20	2,616.38
1230	34,289.09	1,981.69	463.44	6.86	4,094.12	0.00	0.00	5,387.23	46,222.43
1252	867.53	49.98	11.69	0.17	103.58	0.00	0.00	169.73	1,202.68
1310	127,930.00	7,079.78	1,655.77	25.50	14,712.33	0.00	0.00	71,760.00	223,163.38
1410	5,798.27	354.47	82.90	1.16	603.96	0.00	0.00	1,084.20	7,924.96
1520	939.66	47.41	11.09	0.19	112.20	0.00	0.00	412.62	1,523.17
3210	68,877.07	4,147.65	970.01	13.78	7,971.84	0.00	0.00	15,568.80	97,549.15
3220	836.63	42.21	9.87	0.17	99.89	0.00	0.00	367.38	1,356.15
4110	44,977.16	2,672.80	625.10	9.00	4,540.06	0.00	0.00	7,020.00	59,844.12
4130	9,717.75	567.24	132.66	1.95	1,151.22	0.00	0.00	1,708.20	13,279.02
4150	3,284.40	193.29	45.21	0.64	385.18	0.00	0.00	0.00	3,908.72
5101	86,492.35	5,065.91	1,184.80	17.29	10,037.68	0.00	0.00	38,220.00	141,018.03
5992	12,319.54	730.23	170.78	2.47	1,470.96	0.00	0.00	1,668.53	16,362.51
6001	622,685.55	36,962.06	8,644.38	124.70	66,004.96	0.00	0.00	101,514.11	835,935.76
6921	43,128.90	2,614.13	611.46	8.60	1,667.78	0.00	0.00	4,710.97	52,741.84
6940	3,371.60	202.33	47.32	0.68	389.55	0.00	0.00	843.46	4,854.94
TOTAL ==>	3,497,502.60	206,056.26	48,190.68	699.58	398,800.66	0.00	0.00	735,540.00	4,886,789.78