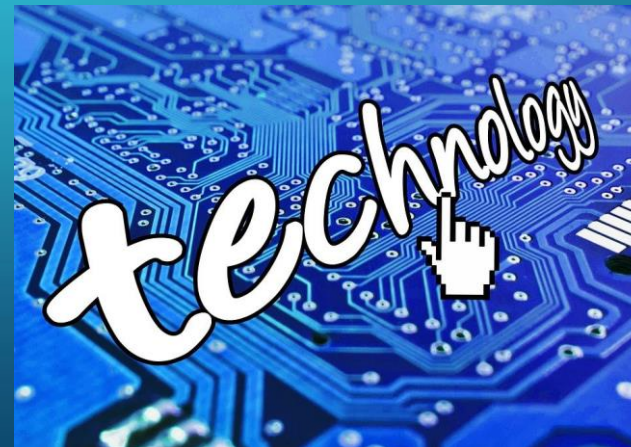


# UTILIZING TECHNOLOGY IN THE ADMINISTRATION OF HUMAN RESOURCES & PAYROLL

NICOLE EGGERT ROBINSON, MM, SHRM-CP

*HR/PAYROLL/FINANCE SPECIALIST*

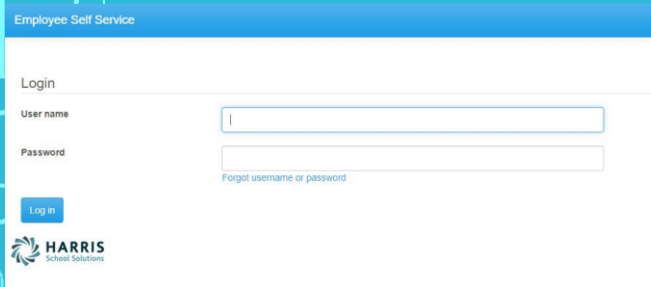
*CULLMAN CITY SCHOOLS*



# REASONS TO UTILIZE TECHNOLOGY

- More Efficient
- Fewer Errors
- Better Traceability
- Digital Documentation






Employee Self Service

Login

User name

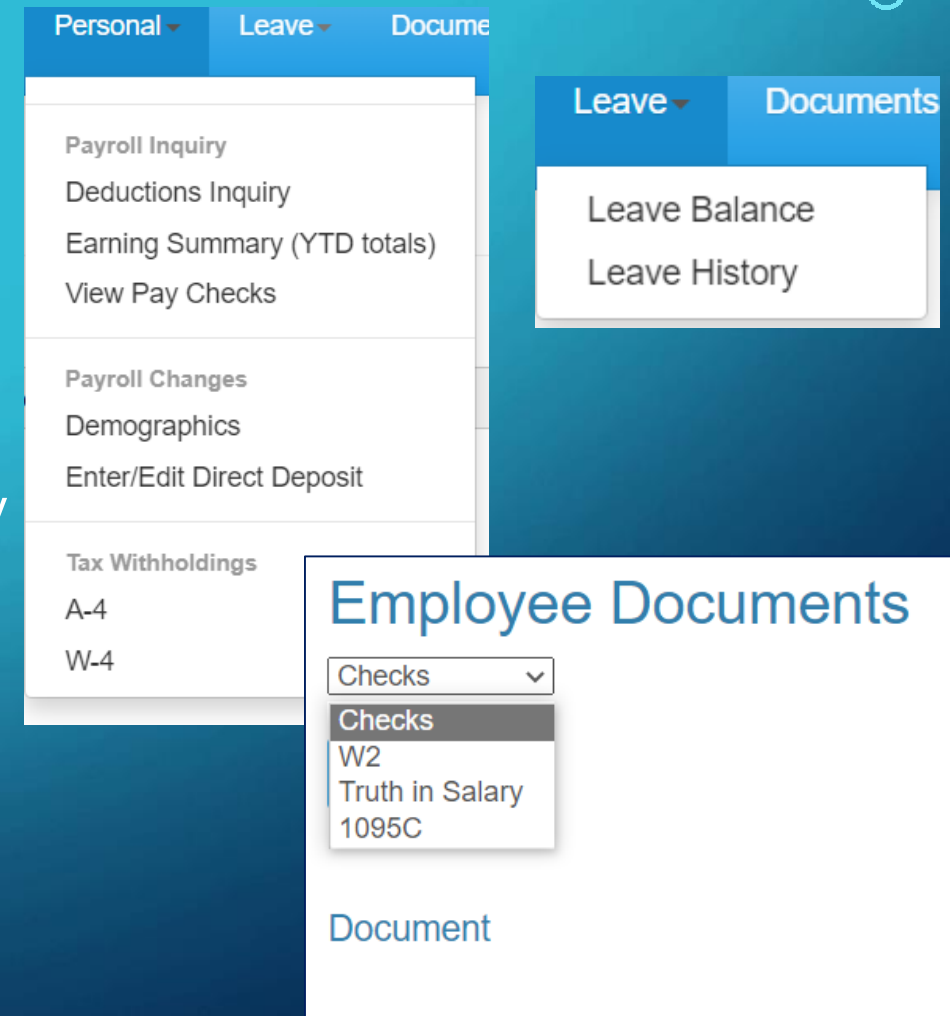
Password

Forgot username or password

 **HARRIS**  
School Solutions

# EMPLOYEE SELF SERVICE (ESS) BENEFITS

- Employees can view their paychecks
- Employees can view W2, Truth In Salary, and 1095C without Employer printing a copy
- Employees can make changes to their address, bank information, and/or tax withholdings without filling out paperwork (reduces paperwork and employer entry errors)
- Employees can have access to company documents and employee documents
- Goes hand-in-hand with Document Services (DS2)



Personal ▾ Leave ▾ Documents ▾

Payroll Inquiry  
Deductions Inquiry  
Earning Summary (YTD totals)  
View Pay Checks

Payroll Changes  
Demographics  
Enter/Edit Direct Deposit

Tax Withholdings  
A-4  
W-4

Leave ▾ Documents ▾

Leave Balance  
Leave History

## Employee Documents

Checks ▾

Checks  
W2  
Truth in Salary  
1095C

Document

# EMPLOYEE SELF SERVICE (ESS) POTENTIAL PROBLEMS

- Some employees aren't comfortable with technology
  - Make training material readily available
  - Have a public computer set up at Centrol Office or each school for those who don't have a home computer or printer
  - Resist the urge to "just do it the old way" because it's what everyone knows
- People don't like change
  - Stress the benefits of having unlimited access to their information
  - Remind payroll personnel that it will save time once everyone has adjusted



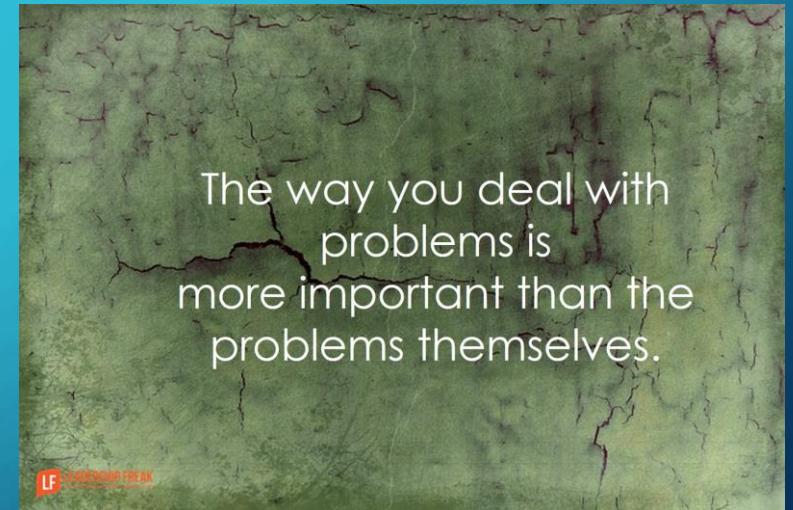
# TIME KEEPING SYSTEM BENEFITS

- Reduces time calculation errors
- Creates a file that can be imported to NextGen
- Creates a leave file that can be imported
- Enters Sub pay for leave (discuss more later)
- Helps show compliance with Employee Leave Laws
- Digital File makes it easier to pull past data



# TIMEKEEPING SYSTEM POTENTIAL PROBLEMS

- Some feel like they lose control of the information with an import
  - Run reports that check the information
- If leave isn't entered correctly, sub pay won't import
  - Train employees to enter leave every time
  - Train subs to clock in correctly
  - Run reports that check the information
- Wide Variety of Systems for Wide Range of Cost
  - Research
  - Look at actual needs – Don't get caught up in flashy options if you don't need them




**GORRIE & REGAN**




# SUBSTITUTES

- Orientation
  - Make expectations clear from the beginning
  - Properly train them in the technology they will utilize
  - Valuable resource – treat them that way
- Timekeeping
  - Make sure employee leave is entered
  - Make sure sub time is entered
  - Run reports to reconcile
- Sub Calling System
  - Determine if centralized person or employee will enter Sub need
  - Reconcile to Timekeeping system
- ESS
  - Just as important for sub to view information
  - Sub needs ability to make changes, too

**My Checks**

Start Date  

End Date  

Select date range and click Search to list pay records. Select check number from list to view pay record.

Date	Number	Date	Gross	Net	Pay Adj.-Sub Info
------	--------	------	-------	-----	-------------------

# HRMS - Human Resources Management System



An HRMS is “a type of information system (IS) that is designed to manage an organization’s computerized and automated human resources processes.” (www.techopedia.com)

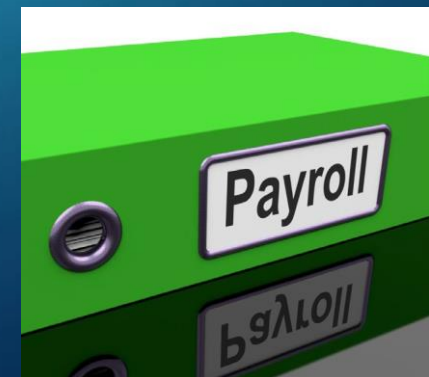


# NEXTGEN

- Move Job Leave Pay Data
- Mass Initialize Employee jobs
- New Hire Upload



important stuff



# MOVE JOB LEAVE/PAY DATA (PR/MVLV)



- When an employee moves jobs to another job number
  - Example: Teacher to Assistant Principal
- MVLV will copy Fringe and Leave from old job to new job number.
- Must have new job created first
- Can also copy GL, Salary Schedules, and Pay Record, if needed
  - Normally this will be setup differently because of new position

PR/MVLV: Move Job Leave/Pay Data (v3.15)

Employee # 1456 W [REDACTED] Calendar Year 2021

Job  
From Job # 1 To Job # 3

☐ Copy Job and Pay Record Data

☐ Create To Job If Doesn't Exist

☐ Terminate From Job

Term Code [REDACTED]

Salary Schedule  
☐ Copy Salary Schedules

GL Distribution  
☐ Copy G/L Distribution Data

Fiscal Yr 2021

Fringe  
☒ Copy Fringe Benefit Data

☒ Inactivate From Job Fringe Benefit Data

Deduction  
☐ Copy Deduction Data

☐ Inactivate From Job Deduction Data

Employer Paid  
☐ Copy Employer Paid Benefit Data

Leave  
☒ Copy Leave Data Leave Yr 2021

☒ Inactivate From Job Leave Data

- Moving leave and fringe from Job 1 to Job 3
- Deselect options not needed
- Deduction and Employer Paid options are not for Alabama users
- Pressing Save will inactive information on old job and copy it to the new job number.
- Information will be identical from old job.

# MASS INITIALIZE EMPLOYEE JOBS (SC/MCET)

- Relatively new transaction
- Transaction under System Control
  - Request transaction from Harris Support
- Mass updates information on employee jobs
- Different from Mass Change Employee Jobs under Employee Maintenance Folder
- Give List View with changes for review
- Mass Termination
- Can be tricky to use



## Job Status Codes

Ty...	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

## Job Types

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

## Summer Pay Flags

Type	Description
<input checked="" type="checkbox"/> A	Prt Jul/Au...
<input checked="" type="checkbox"/> C	Print Jul/A...
<input checked="" type="checkbox"/> N	No Summ...

Only Job Number

All

New Field Values on Job Record

<input type="checkbox"/> Status Code and Date	<input type="text"/>	<input type="text" value="2 / 3 /2021"/>
<input type="checkbox"/> Term Code and Date	<input type="text"/>	<input type="text" value="2 / 3 /2021"/>
<input type="checkbox"/> Job Location	<input type="text"/>	
<input type="checkbox"/> Pay Period Code	<input type="text"/>	
<input type="checkbox"/> Hire Date	<input type="text" value="2 / 3 /2021"/>	
<input type="checkbox"/> Service Date	<input type="text" value="2 / 3 /2021"/>	
<input type="checkbox"/> Employee Type	<input type="text"/>	
<input type="checkbox"/> Summer Pay Flag	<input type="text"/>	
<input type="checkbox"/> Job Type	<input type="text"/>	

## Employee Types

Type	Description	Days	Cert	Con...
<input checked="" type="checkbox"/> A	ADMINISTRATOR 240	240	C	
<input checked="" type="checkbox"/> A1	SUPERINTENDENT	240	C	
<input checked="" type="checkbox"/> A2	ASSISTANT PRINCIPAL 202	202	C	
<input checked="" type="checkbox"/> A4	ASSISTANT PRINCIPAL 240	240	C	
<input checked="" type="checkbox"/> AD	TEACHER AIDES 182	182	N	
<input checked="" type="checkbox"/> AD2	TEACHER ASSISTANT 197	197	C	
<input checked="" type="checkbox"/> AD3	TEACHER AIDES 182 8 hour	182	N	
<input checked="" type="checkbox"/> AFT	AFTER SCHOOL CARE	0	N	
<input checked="" type="checkbox"/> AFTX	AFTER SCHOOL CARE - EE	0	N	
<input checked="" type="checkbox"/> BD	BUS DRIVER 182	182	N	
<input checked="" type="checkbox"/> C1	CLERICAL 240	240	N	
<input checked="" type="checkbox"/> C10	COUNSELOR 10M	202	C	
<input checked="" type="checkbox"/> C12	COUNSELOR 12M	240	C	
<input checked="" type="checkbox"/> C9	COUNSELOR 9M	187	C	
<input checked="" type="checkbox"/> CL	CLERICAL 202	202	N	
<input checked="" type="checkbox"/> CON	CONTRACT - EMPLOYEE	0	N	
<input checked="" type="checkbox"/> CONH	CONTRACT - HOURLY - NON...	0	N	
<input checked="" type="checkbox"/> CONM	CONTRACT - MONTHLY - NO	0	N	

☐ Use Budget Work Schema: BUD2021

## Job Locations

Loc	Description
<input checked="" type="checkbox"/> 0000	Default CCTR Value
<input checked="" type="checkbox"/> 0001	SYSTEM-WIDE
<input checked="" type="checkbox"/> 0010	ATHENS ELEME...
<input checked="" type="checkbox"/> 0015	ATHENS INTERM...
<input checked="" type="checkbox"/> 0020	ATHENS MIDDLE...
<input checked="" type="checkbox"/> 0025	ATHENS RENAISS...
<input checked="" type="checkbox"/> 0030	ATHENS HIGH S...
<input checked="" type="checkbox"/> 0035	BROOKHILL ELE
<input checked="" type="checkbox"/> 0040	JULIAN NEWMAN...
<input checked="" type="checkbox"/> 0050	JL COWART ELE
<input checked="" type="checkbox"/> 0060	Added from Conv...
<input checked="" type="checkbox"/> 0120	TANNER HIGH/LL...
<input checked="" type="checkbox"/> 0160	Added from Conv...

☐ Only Jobs Hired Before ☐ Only Jobs Not Paid Since ☐ Term the Person if All Jobs are Terminated

<input type="checkbox"/> Annual Salary	<input type="text"/>
<input type="checkbox"/> Salaried Periods	<input type="text"/>
<input type="checkbox"/> Pay Period Salary	<input type="text"/>
<input type="checkbox"/> Hours Per Day	<input type="text"/>
<input type="checkbox"/> Rate of Pay	<input type="text"/>
<input type="checkbox"/> Overtime Rate	<input type="text"/>
<input type="checkbox"/> Accrual Days	<input type="text"/>
<input type="checkbox"/> Contract Days	<input type="text"/>
<input type="checkbox"/> Percent Worked	<input type="text"/>

# NEW HIRE REPORT

The screenshot shows the ANHR (Alabama New Hire Reporting) application interface. On the left is a sidebar with a 'General' section containing links for 'Application Information' and 'Explore Output Folder'. Below this is a 'Loadable Snapins' section with categories: 'Affordable Care Act', 'Document Services', 'Human Resources', and 'State Specific'. Under 'State Specific', there is an 'Alabama' section with links for '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', and 'Truth In Salary'. The main content area has tabs for 'About' and 'ANHR'. A note states: 'Note: This new hire reporting format is for use with Alabama clients only.' Below this is the 'Employer Information' section with fields for FEIN (63-6000838), Name (Cullman City Board of Education), Address (301 First Street NE Suite 100), City (CULLMAN), State (AL), and Zip (35055). The 'Hire Date Range for Reporting' section has 'Start Date' (01/01/2023) and 'End Date' (01/31/2023). The 'Include Subs Not Paid in 60 Days' section has 'Payroll Run Id' (JAN2023), 'From Check Date' (10/01/2022), and 'Thru Check Date' (11/30/2022). At the bottom are buttons for 'Process Upload File' and 'Process CSV File', and a 'Released: 09-16-19' timestamp.

General

- Application Information
- Explore Output Folder

Loadable Snapins

- Affordable Care Act
- Document Services
- Human Resources
- 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

About ANHR

Note: This new hire reporting format is for use with Alabama clients only.

Employer Information

FEIN: 63-6000838  
Name: Cullman City Board of Education  
Address: 301 First Street NE Suite 100  
City: CULLMAN  
State: AL Zip: 35055

Hire Date Range for Reporting

Start Date: 01/01/2023 End Date: 01/31/2023

Include Subs Not Paid in 60 Days

Payroll Run Id: JAN2023  
From Check Date: 10/01/2022  
Thru Check Date: 11/30/2022

Process Upload File Process CSV File Released: 09-16-19

Application Center

Hire Date Range:  
EMPLOYEE DATA SCREEN

This snippet shows a portion of the 'EMPLOYEE DATA SCREEN'. It contains two dropdown menus: 'Employee Status' set to 'Active' and 'Employee Hire Date' set to '1 / 3 / 2023'.

Employee Status: Active  
Employee Hire Date: 1 / 3 / 2023

60 Day Subs:  
Current Run Id: Which subs were paid

From/Thru Dates: Were they paid during this time frame?

NO? Then report  
Yes? Not reported

# Reporting Subs after Summer Break: 60 day rule

1. Change Employee Data screen date with new school year start date
1. Wait for substitute to report on the New Hire Report based on run ID and date ranges



3. Clean up your sub list  
Terminate subs not worked in a year (mass initialize)
4. Send email/letter about returning for next year  
Terminate those not returning and reset date for returns



=



22/23

## Late Start

Name: \_\_\_\_\_

Number: \_\_\_\_\_ CCTR: ItinerantPosition: Instructional AssistantPay Period Salary: **\$1,463.48** Jan - Aug

Salary Schedule	IB-00-11
Full Contract	\$ 23,042.00
Contracted Days	185
Daily Rate	\$ 124.55
Start Date	1/3/2023
# of Days to pay	94

## Salary Calculation

Salary for 94 days at daily rate of \$124.55      \$11,707.83  
 Number of Checks Remaining ÷ 8 Jan - Aug  
 Adjusted Monthly Salary      \$1,463.48

2023-2024 Salary : \$23,597.00      \$1,966.42      Sept - Aug
--

Employee's Signature \_\_\_\_\_

Date: \_\_\_\_\_

CSFO's Signature \_\_\_\_\_

Date: \_\_\_\_\_

HR/PR Signature \_\_\_\_\_

Date: \_\_\_\_\_

2022-2023

## Contract Payoff

Name: \_\_\_\_\_

Number: \_\_\_\_\_ CTR: \_\_\_\_\_

Position: TEACHER**PAY OFF: \$ 6,877.13 on 2/28/2023**

Salary Schedule	T9-A-23
Full Contract	\$ 69,515.00
Contracted Days	187
Daily Rate	\$ 371.74
Last Day	2/3/2023
# of Days Worked	114

Peehip Coverage Ends: 3/31/2023VSP Ends: 3/1/2023

## Salary Calculation

Salary for 114 days at daily rate of \$371.74      \$ 42,378.13  
 Cost of Days Owed to Sick Bank      \$ 743.48      2 Days  
 Total Amount Due      \$ 41,634.65

Previously Paid

SEPT	\$ 5,792.92
OCT	\$ 5,792.92
NOV	\$ 5,792.92
DEC	\$ 5,792.92
JAN	\$ 5,792.92
FEB	\$ 5,792.92

Total Paid      \$ 34,757.52

**Contract Payoff      \$ 6,877.13      2/28/2023**

PEEHIP DEDUCTION      \$ -

**AEA Dues      \$ 297.50**

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

CSFO SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Board PHP

HR/PR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**FMLA - UNPAID****Name:** \_\_\_\_\_**Number:** \_\_\_\_\_**CCTR:** Itinerant**Position:** Instructional Assistant**Pay Period Salary:** **\$781.63** Jan - Feb

Salary	\$ 18,861.00
Contracted Days	185
Daily Rate	\$ 101.95

Pay Period Salary	\$ 1,571.75
Dates Worked	8/4 - 11/30/22
# of Days to pay	77

**Salary Calculation**

Salary for 77 days at daily rate of \$101.95	\$7,850.25
Already Paid (Sept - Dec)	\$6,287.00
Number of Checks Remaining	÷ 2 Jan - Feb
Adjusted Monthly Salary	\$781.63

FMLA START: 11/10/2022  
ESTIMATED RETURN 2/23/2023

10 SICK DAYS  
11/10 - 11/30/22

**\*\*SUBJECT TO PHYSICIANS CERTIFICATION OR RETURN TO WORK NOTICE**\_\_\_\_\_  
*Employee's Signature*\_\_\_\_\_  
*Date:*\_\_\_\_\_  
*HR/PR Signature*\_\_\_\_\_  
*Date:*

## Salary Change

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Position: Teams Teacher

Pay Period Salary: **\$3,961.60** Dec-Aug

### Previous Salary Schedule

Salary Schedule	<u>T9-B-1</u>
Full Contract	\$ 44,462.00
Contracted Days	187
Daily Rate	\$ 237.76
Start Date	8/4/2022
End Date	11/15/2022
# of Days to pay	71

### New Salary Schedule

Salary Schedule	<u>T8-B-1</u>
Full Contract	\$ 51,981.00
Contracted Days	189
Daily Rate	\$ 275.03
Start Date	11/16/2022
End Date	6/2023
# of Days to pay	118

Change from a 187 Teacher to a 189 Teams Teacher

### Salary Calculation

Salary for 71 days at daily rate of \$237.76	16,881.29	
Salary for 118 days at daily rate of \$275.03	32,453.75	
Prorated New Salary	49,335.04	
Already Paid	(13,680.60)	Aug-Nov
Remaining Salary Due	35,654.44	
Number of Checks Remaining	÷ 9	Dec-Aug
Adjusted Monthly Salary	3,961.60	

Employee's Signature \_\_\_\_\_

Date: \_\_\_\_\_

CSFO's Signature \_\_\_\_\_

Date: \_\_\_\_\_

## Salary Change

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Position: Teacher + Coaching Supplement

Pay Period Salary: **\$5,550.41** Feb - Aug

### Previous Salary Schedule

Salary Schedule	<u>T9-A-4</u>
Full Contract	\$ 56,238.00
Contracted Days	187
Daily Rate	\$ 300.74
Start Date	8/4/2022
End Date	2/1/2023
# of Days to pay	112

### New Salary Schedule

Salary Schedule	<u>T9-AA-4</u>
Full Contract	\$ 60,639.00
Contracted Days	187
Daily Rate	\$ 324.27
Start Date	2/2/2023
End Date	5/26/2023
# of Days to pay	75

Received Professional Certification Class AA

### Salary Calculation

Salary for 112 days at daily rate of \$300.74	33,682.65	
Salary for 75 days at daily rate of \$324.27	24,320.45	
Prorated New Salary	58,003.11	
Already Paid	(23,432.50)	Aug-Jan
Remaining Salary Due	34,570.61	
Number of Checks Remaining	÷ 7	Feb - Aug
Adjusted Monthly Salary	4,938.66	
+ Supplements	611.75	
	<b>\$5,550.41</b>	New Monthly Gross

# BLENDED RATE CALCULATION FOR OT

## What are Blended Rates?

The federal government's Fair Labor Standards Act requires that when work is performed at two or more rates, overtime must be paid out at a blended rate. A "blended rate" is a rate of not less than one-and-a-half times the weighted average of all non-overtime rates used during that workweek.

[Blended Rate Calculation Explained \(nass.org\)](https://nass.org/blended-rate-calculation-explained)

## When is a blended rate required?

A blended rate is required any time an employee who earns different wages for different roles works overtime in any of these roles. Importantly, an employee who works 35 hours in one role and six in another during one week still earns overtime pay. Although this employee worked less than 40 hours in each role, the roles together amount to over 40 hours. That sum is what the FLSA uses to determine whether blended overtime pay is required.

[How Do You Calculate Blended Overtime Pay? - business.com](https://business.com/how-do-you-calculate-blended-overtime-pay/)



# EXAMPLE:

JOHN DOE'S JOB 1 IS A CNP WORKER MAKING \$15.41 AN HOUR

HIS JOB 2 IS A CROSSING GUARD MAKING \$15.00 AN HOUR

IN A SINGLE WEEK, HE WORKS 36.5 HOURS IN JOB 1 AND 13.75 HOURS IN JOB 2 FOR A TOTAL OF 50.25 HOURS.

JOB 1:  $\$15.47 \times 36.5 = \$562.47$     JOB 2:  $\$15.00 \times 13.75 = \$206.25$     REGULAR RATE FOR 50.25 HOURS IS \$768.72

HIS BLENDED REGULAR RATE IS  $\$768.72 / 50.25 \text{ HOUR} = \$15.30 \text{ AN HOUR}$

HIS CALCULATED BLENDED OVERTIME IS  $\$15.30 \times .5 \times 10.25 \text{ OT HOURS} = \$78.41$

JOHN DOE'S TOTAL PAY FOR THE WEEK IS \$768.72 FOR ALL HOURS WORK PLUS \$78.41 BLENDED OVERTIME

EQUALLING \$847.13 FOR THE WEEK



# PUT IT IN EXCEL!!


JOHN DOE				
Week of	2/5/2022	11-Feb		
Job 1 hours	JOB 1 RATE	Straight pay 1		
36.5 x	15.41 =	562.47		
0				
Job 2 hours		Straight Pay 2		
13.75 x	15 =	206.25		284.65
0 x	0	0		
Straight pay1 +pay 2 =				
Total Straigh	Total Hours =	Blended Reg Rate of pay		
768.72 /	50.25 =	15.30		
	40			
Blended Ra	*half time	Overtime		
15.30 x	0.5 =	7.65	78.40	
				847.12
	OT HOURS =	10.25		
**half time because employee is already receiving straight time hours under Pay 2.				





[Nrobinson@cullmancats.net](mailto:Nrobinson@cullmancats.net)

Document Type  File Name



Type	Document Name

Stored File Copies			
Document Information	Date Created	Created By	
<input type="checkbox"/> 2022 W2 - Cullman City Board of...	2023-02-01 12:13:11	DSDDataAccess, Version=4...	
<input type="checkbox"/> 2022 Truth - CENOFF	2023-01-18 18:01:55	DSDDataAccess, Version=4...	
<input type="checkbox"/> 2021 ACA1095C - CENOFF	2022-02-28 09:26:37	DSDDataAccess, Version=4...	
<input type="checkbox"/> 2021 W2 - Cullman City Board of...	2022-01-26 14:36:56	DSDDataAccess, Version=4...	

<input type="button" value="View"/>	

Copy B-To Be Filed With Employee FEDERAL Tax Return			38-2099803 OMB No. 1545-0008			Copy 2-To Be Filed With Employee State City, or Local Income Tax Return			38-2099803 OMB No. 1545-0008		
		Wages, tips, other comp.	2 Federal income tax withheld					1 Wages, tips, other comp.	2 Federal income tax withheld		
		1,164.00	0.00								
		Social security wages	4 Social security tax withheld					3 Social security wages	4 Social security tax withheld		
		1,164.00	72.17					1,164.00	72.17		
		Medicare wages and tips	6 Medicare tax withheld					5 Medicare wages and tips	6 Medicare tax withheld		
		1,164.00	16.89					1,164.00	16.89		
c Employer name, address, and ZIP code Cullman City Board of Education 301 First Street NE Suite 100 CULLMAN, AL 35055						c Employer name, address, and ZIP code Cullman City Board of Education 301 First Street NE Suite 100 CULLMAN, AL 35055					
d Control Number						d Control Number					
7 Social security tips		8 Allocated tips		9 Advance EIC payment		7 Social security tips		8 Allocated tips		9 Advance EIC payment	
10 Dependent care benefits		11 Nonqualified plans		12a Code See inst. for box 12		10 Dependent care benefits		11 Nonqualified plans		12a Code See inst. for box 12	
13 Statutory Employee		14 Other		12b Code		13 Statutory Employee		14 Other		12b Code	
Retirement plan				12c Code		Retirement plan				12c Code	
Third-party sick pay				12d Code		Third-party sick pay				12d Code	
AL	037822	1,164.00		22.61		AL	037822	1,164.00		22.61	
15 State Employer state ID number		16 State wages, tips, etc.		17 State income tax		15 State Employer state ID number		16 State wages, tips, etc.		17 State income tax	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name		18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

PR/ECR: Empl Check Record Inquiry v3.00

Employee # 3005

Chk #	Check
842526	01-31-
840925	10-31-
838914	06-30-
838394	05-31-
83320	04-29-
82810	03-25-

Emp Num

Check Type Regular Payroll Run ID JAN2023

Check Date 01/31/2023  
Quarter Number 1  
Cost Center 0001

Job	Fd-C-Func-Obj-CCTR-SFnd-Y-Prpg-S	Gross	Adj	OT
50	12-S-1100-180-0010-3210-0-2400-0000	77.00	0.00	0.00

Ded#	Job	Description	Empl Amt	Empr Amt	Wage Amount
1	50	FWH	0.00	0.00	77.00
2	50	STATE WH	0.00	0.00	77.00
3	50	SOC SEC	4.77	4.77	77.00
4	50	FICA	1.12	1.12	77.00

Gross Wage 77.00  
Federal Tax 0.00  
Advanced EIC 0.00  
State Tax 0.00  
SS Tax 4.77  
MCARE Tax 1.12  
Total Deductions 77.00  
Fringe Benefit 0.00  
Net Check .00

Status  
Paid  
Paid  
Paid  
Paid  
Paid  
Paid

Select Check or Statement Number to View Detail  
Click on Summary Deduction Listview for Detail Information

Close Print

1. Employee Type		2. Leave Information		3. Mandatory Ded		4. Substitute Info	
Employee Type	RSU	Position Desc	RETIREE SUBSTITUTE			<input checked="" type="checkbox"/> Active Employee Type	
Certified Code	S	Contract Days	0.00	<input type="checkbox"/> Use Contract Date Range		<input checked="" type="checkbox"/> Build RSA Enroll Record	
Work Hrs/Day	0.00	Work Months/Year	0.0	Rate Code: <input type="checkbox"/> Salaried <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Hourly		<input type="checkbox"/> Summer Position	
Sub's Units	D	# of Accrual Days	0.00	<input type="checkbox"/> Overtime Computation		<input checked="" type="checkbox"/> Report Units From IPAY	
Leave Units	D	Work Comp Code		<input type="checkbox"/> Exempt from Overtime		Payment Reason	
Pay Class Code		Work Comp Rate	0%	<input type="checkbox"/> State Based Salary		00 Regular Pay	
Sick Bank Type		Job Type		<input type="checkbox"/> Elig For Sub   Level		RSA Contribution Group	
Ext Sub Days	0	State Supp Type		1		020 Other Suport Wor	
ACA OOC Code	1H			<input type="checkbox"/> Board Member		RSA Position Status	
<input type="checkbox"/> Exempt From Matching Insurance			<input type="checkbox"/> Include Job in LEAPS Reporting		03 Seasonal / Irregul		
<input type="checkbox"/> Exempt From Retirement			<input type="checkbox"/> Update Budget Max <input type="checkbox"/> Confirm?		Work Schedule Code		
				<input type="checkbox"/> Regular <input type="checkbox"/> Supplemental Pay		09MT 9-Month 188	
				<input type="checkbox"/> OVT <input type="checkbox"/> Substitute Pay		Type of Rate of Pay	
				<input type="checkbox"/> Pay Adj <input type="checkbox"/> Leave Adjustments		03 Yearly	
						Type of Units Worked	
						02 Hours	
						FT Units Per Week	
						40.00 Hours	
						Annual Units to Work	
						1920 Hours	

Inquire Mode: Enter the Key Word for the Desired Record

1. Employee Type		2. Leave Information		3. Mandatory Ded		4. Substitute Info	
Employee Type	RES	Position Desc	RETIREE EMPLOYEE - SALARY			<input checked="" type="checkbox"/> Active Employee Type	
Certified Code	S	Contract Days	0.00	<input type="checkbox"/> Use Contract Date Range		<input checked="" type="checkbox"/> Build RSA Enroll Record	
Work Hrs/Day	0.00	Work Months/Year	0.0	Rate Code: <input type="checkbox"/> Salaried <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Hourly		<input type="checkbox"/> Summer Position	
Sub's Units	D	# of Accrual Days	0.00	<input type="checkbox"/> Overtime Computation		<input type="checkbox"/> Report Units From IPAY	
Leave Units	D	Work Comp Code		<input type="checkbox"/> Exempt from Overtime		Payment Reason	
Pay Class Code		Work Comp Rate	0%	<input type="checkbox"/> State Based Salary		00 Regular Pay	
Sick Bank Type		Job Type		<input type="checkbox"/> Elig For Sub Level		RSA Contribution Group	
Ext Sub Days	0	State Supp Type		1		011 Teacher	
ACA OOC Code	1H			<input type="checkbox"/> Board Member		RSA Position Status	
<input type="checkbox"/> Exempt From Matching Insurance				<input type="checkbox"/> Include Job in LEAPS Reporting		03 Seasonal / Irregular	
<input type="checkbox"/> Exempt From Retirement				<input type="checkbox"/> Update Budget Max <input type="checkbox"/> Confirm?		Work Schedule Code	
				<input type="checkbox"/> Regular <input type="checkbox"/> Supplemental Pay		09MT 9-Month 188	
				<input type="checkbox"/> OVT <input type="checkbox"/> Substitute Pay		Type of Rate of Pay	
				<input type="checkbox"/> Pay Adj <input type="checkbox"/> Leave Adjustments		03 Yearly	
						Type of Units Worked	
						00 Days	
						FT Units Per Week	
						5.00 Days	
						Annual Units to Work	
						188 Days	

