

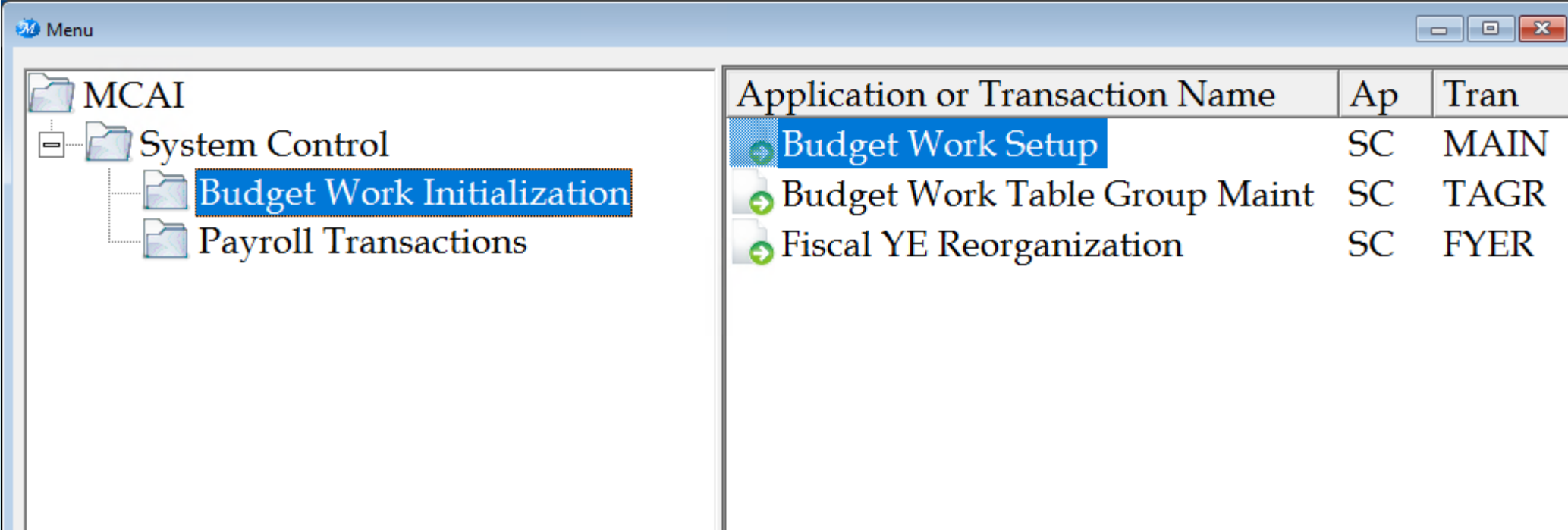
# Payroll Budget Prep and Other Helpful Features

2022 AASBO ANNUAL CONFERENCE

# Topics to Cover:

- Preparing for payroll budgeting
  - Updating salary schedule
    - 4% state mandated raise
  - Updating employer benefits
    - Retirement rate changes
    - PEEHIP (no change for FY23)
    - Social Security amount withheld
  - Resetting payroll variables
    - Salary pay periods
    - Contract days
    - Mandatory deductions included
- Position Control
  - Budgeting vacant positions
  - Budgeting stipends, sub position, etc
- Other Helpful Features
  - Prorating salary schedule
  - Contract Payoff
  - Deduction Adjustment Module




# Open Budget Schema for New Fiscal Year



The screenshot shows a menu window with a tree view on the left and a list of transactions on the right. The tree view shows the following structure:

- MCAI
  - System Control
    - Budget Work Initialization**
    - Payroll Transactions

The right pane displays a table of transactions:

Application or Transaction Name	Ap	Tran
 Budget Work Setup	SC	MAIN
 Budget Work Table Group Maint	SC	TAGR
 Fiscal YE Reorganization	SC	FYER

SC/MAIN: Budget Work Setup (v3.10)

Budget Work File Name: **FY23BUD** Description: **FY23 Budget Works** Assign to Install ID: **Cenoff**

Tables Needed - Check the Box to Copy Data To Tables

Table Name	User Name	Description	Search
<input type="checkbox"/> AUDITTRAIL	Audit Trail	Audit Trail	Privat
<input checked="" type="checkbox"/> HRPERSON	Person M...	Person M...	Privat
<input type="checkbox"/> HRPRAUDITTRAIL	HRPR Au...	HRPR Au...	Privat
<input checked="" type="checkbox"/> PRBENEFIT	Employer...	Employer...	Privat
<input checked="" type="checkbox"/> PRDEDCOMP	Matching ...	Matching ...	Data F
<input checked="" type="checkbox"/> PRDEDM	Deductio...	Deductio...	Data F
<input checked="" type="checkbox"/> PREJDEDM	Employe...	Employe...	Privat
<input checked="" type="checkbox"/> PREJDEDQ	Employe...	Employe...	Privat
<input checked="" type="checkbox"/> PREJEARN	Employe...	Employe...	Privat
<input checked="" type="checkbox"/> PREJFB	Employe...	Employe...	Privat
<input checked="" type="checkbox"/> PREJFBQ	Employe...	Employe...	Privat
<input checked="" type="checkbox"/> PREJGL	Employe...	Employe...	Privat
<input type="checkbox"/> PREJGLB	Employe...	Employe...	Privat

Copy Data From InstallID: **Cenoff**

Data will be Copied From the Install Id's Public and Private Schema

Table Copy Method: ☒ Replace Data ☐ Insert New Data

Enter Information For New Schema and Click Save to Create Tables

- Creating a new budget works schema will overwrite the previous year. Make sure you have all previous budget information saved before creating the new year file

Budget Work

? Another Budget Work Data Set is Already Assigned To The Install Id: Cenoff  
Do You Wish To Continue?

Yes No

File Name

### Description

FY23 Budget Works

Assign to Install ID Cenoff

Cenoff

Tables Created - Check the Box to Copy Data To Tables

Table Name	User Name	Description	Search R
<input type="checkbox"/> HRPERSO	Person M...	Person M...	Private
<input type="checkbox"/> PRBENEFIT	Employer...	Employer...	Private
<input type="checkbox"/> PRDEDCOMP	Matching ...	Matching ...	Data FKe
<input type="checkbox"/> PRDEDM	Deductio...	Deductio...	Data FKe
<input type="checkbox"/> PREJDEDM	Employee...	Employee...	Private
<input type="checkbox"/> PREJDEDQ	Employee...	Employee...	Private
<input type="checkbox"/> PREJEARN	Employee...	Employee...	Private
<input type="checkbox"/> PREJFB	Employee...	Employee...	Private
<input type="checkbox"/> PREJFBQ	Employee...	Employee...	Private
<input type="checkbox"/> PREJGL	Employee...	Employee...	Private
<input type="checkbox"/> PREJGLB	Employee...	Employee...	Private
<input type="checkbox"/> PREJGLBD	Employee...	Employee...	Private
<input type="checkbox"/> PREJLV	Employee...	Employee...	Private

Cenoff

☐ Show Table Names

- **Replace Data**

- Insert New Employee Data

\*\*\* The Current Budget Work Schema is: FY23BUD \*\*\*

## Auburn City Schools

### Budget and Upgrade Salaries and Benefits

Run the following transactions to begin either Budget Preparation or Salary Upgrades.

#### Setup Transactions

GL/NEWY	Create New GL Year Tables
SC/MAIN	Budget Work Setup
BW/PCIN	Initialize PC for New Year

#### Employee Maintenance Tasks

BW/DEDM	Deduction Master Maintenance changes to Board Paid Retirement Rate and Insurance Amount
BW/CSDA	Mass Change Employee Deductions for Board Paid Retirement Rate, Insurance Amount, and FICA Total Deducted
BW/CCDE	Mass Change Employee Jobs fields: Salary Periods and Contract Days
BW/UPPR	Update Payroll from PAF thru 10/01/2012
BW/EMNT	Employee Maintenance to Add Mandatory Deductions for any Employees Added by BW/UPPR

#### Salary Upgrade Steps

BW/ADD1	Add 1 to Salary Schedule Step with Employee Hire Date Cutoff of 01/04/2012
BW/SUSW	Salary Work Maintenance Setup to Add Work File for Salary Upgrades (HR Salary Work Name is <u>Unchecked</u> )
BW/CSSW	Copy Salaries to Salary Work File (Use Salary Schedule Salary Option)
BW/SWTP	Print Salary Work File and Review Results
BW/UEFW	Update Employees Budget Salary (Check All Except Full Time Earnings)
BW/RSET	Reset PR/HR Data to Update Position Control from Payroll (All Checkboxes)

#### GL Budgeting for Salaries & Benefits of Primary Jobs

BW/SUSW	Salary Work Maintenance Setup to Add Work File for Budgeting Salaries & Benefits (HR Salary Work Name is <u>Checked</u> )
BW/CSSW	Copy Salaries to Salary Work File (Use Actual Salary or Salary Schedule Option)
BW/SWTP	Print Salary Work File and Review Results, Including Vacancies
BW/CMAB	Update Salary Budget to GL Budget using the 'Budget Position Control' option and choose 'Override Budget Dollars', 'Include Matching Benefits' and 'Round Final Budget Amounts'

#### GL Budgeting for Salaries & Benefits of Additional Jobs (Employee Types SP & TV)

BW/SUSW	Salary Work Maintenance Setup to Add Work File for Budgeting Salaries & Benefits (HR Salary Work Name is <u>Unchecked</u> )
BW/CSSW	Copy Salaries to Salary Work File (Use Actual Salary) for Employee Types SP & TV Only
BW/SWTP	Print Salary Work File and Review Results
BW/CMAB	Update Salary Budget to GL Budget using the 'Budget Salary Work' option, specify the Salary Work Name for SP & TV and choose 'Add To Budget Dollars', 'Include Matching Benefits' and 'Round Final Budget Amounts'

# Updating Salary Schedule

The screenshot shows the SAP Menu interface. On the left, a tree view displays the hierarchy: MCAI > Budget Work > Budget Work Maintenance. An orange arrow points from this path to the right-hand pane. The right-hand pane contains a table of applications and transactions. The entry 'Salary Schedule Maintenance' is highlighted with a blue background and an orange border. Another orange arrow points from the 'Payroll' folder in the left tree to this entry.

Application or Transaction Name	Ap	Tran
PR Parameter Reports		
Deduction Master Maint	BW	DEDM
Employee Type Maintenance	BW	ETPM
<b>Salary Schedule Maintenance</b>	BW	SASM
Component Mask Maintenance	BW	MDCM

# Updating Salary Schedule - Manually

BW/SASM: Salary Schedule Maintenance (v3.13) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

**1. Maintenance**      2. Functions      3. Mass Change

Salary Schedule Code: T Teacher

Salary Schedule Rank: BA BACHELOR

Salary Schedule Step: 0 Schedule Type: Annual

Search Salary Schedules

Thru Years: 0      Contract Days: 187.00

State Based Salary: 42,606.08      Default Supplement Amount: 0.00

Other Salary: 0.00      Default Supplement Percent: 0%

☒ Prorate State Based      ☒ Prorate Other

- 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



# Updating Salary Schedule – Mass Change

BW/SASM: Salary Schedule Maintenance (v3.13) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

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"/> PR	Principal
<input type="checkbox"/> SB	SOFTBALL ...
<input type="checkbox"/> SC	SOCCER SU...
<input type="checkbox"/> SE	AFTER SCH...
<input type="checkbox"/> SP	Support Pers.
<input checked="" type="checkbox"/> T	Teacher
<input type="checkbox"/> TA	Teacher Assi...

Salary Schedule Rank

Code	Description
<input type="checkbox"/> B4	BACHELOR...
<input type="checkbox"/> B5	BACHELOR...
<input checked="" type="checkbox"/> BA	BACHELOR
<input type="checkbox"/> BD	BUS DRIVER
<input type="checkbox"/> BK	BOOKKEEP...
<input type="checkbox"/> BT	BUS ASSIST...
<input type="checkbox"/> C1	CLERICAL ...

Salary Schedule Step  Thru

%

- 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



BW/SASM: Salary Schedule Maintenance (v3.13) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

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

State Based Salary    44,310.34

Other Salary    0.00

Contract Days    187.00

Default Supplement Amount    0.00

Default Supplement Percent    0%

☒ Prorate State Based    ☒ Prorate Other

Change Mode: Enter the Data Fields to be Changed

BW/SASM: Salary Schedule Maintenance (v3.13) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

1. Maintenance 2. Functions 3. Mass Change

Salary Schedule Code  Teacher

Salary Schedule Rank  Thru

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

New Contract Days

☒ 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

44,310.33

Default Supplement Amount

0.00

Other Salary

0.00

Default Supplement Percent

0%

☒ Prorate State Based

☒ Prorate Other

Search Salary Schedules

Change Mode: Enter the Data Fields 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 Type

Annual

Thru Years

0

Contract Days

189

State Based Salary

44,784.23

Default Supplement Amount

0

Other Salary

0

Default Supplement Percent

0

☒ Prorate State Based

☒ Prorate Other

Search Salary Schedules

12 Salary Schedules Successfully Updated!

# Employee Type Maintenance

BW/ETPM: Employee Type Maintenance (v3.09) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

1. Employee Type      2. Leave Information      3. Mandatory Ded      4. Substitute Info

Employee Type: TC9      Position Desc: TEACHER 9 MONTH      ☒ Active Employee Type

Certified Code: C      Contract Days: 187.00      ☐ Use Contract Date Range

Work Hrs/Day: 8.00      Work Months/Year: 12.0      Rate Code: ☒ Salaried    ☐ Daily    ☐ Hourly

Sub's Units: D      # of Accrual Days: 25.42      ☐ Overtime Computation

Leave Units: D      Work Comp Code:      ☐ Exempt from Overtime

Pay Class Code:      Work Comp Rate: 0%      ☐ State Based Salary

Sick Bank Type: S      Job Type:      ☒ Elig For Sub

Ext Sub Days: 0      State Supp Type:      ☐ Board Member

ACA OOC Code: 1A      ☒ Include Job in LEAPS Reporting

☐ Exempt From Matching Insurance      ☐ Update Budget Max    ☐ Confirm?

☐ Exempt From Retirement      ☐ Regular    ☐ Supplemental Pay

☐ Pay Adj    ☐ Substitute Pay    ☐ Leave Adjustments

Payment Reason: 00 Regular Pay      RSA Contribution Group: 011 Teacher

RSA Position Status: 01 Regular      Work Schedule Code: 187 187 work days

Type of Rate of Pay: 03 Yearly      Type of Units Worked: 00 Days

FT Units Per Week: 5.00 Days      Annual Units to Work: 187 Days

Inquire Mode: Enter the Key Word for the Desired Record

- Any change made to contract days in the Salary Schedule will also need to be made to all employee types related to that salary schedule

# Updating Employer Benefits

- Retirement rates for FY23
  - Tier 1: 12.59%
  - Tier 2: 11.44%
- PEEHIP: No changes for FY23
- Reset Social Security total deducted to \$0.00

# Updating Retirement Rates

The screenshot shows a software menu with a tree view on the left and a list view on the right. An orange arrow points from the 'PR Setup' folder in the tree view to the 'Deduction Master Maint' entry in the list view.

**Menu Structure:**

- MCAI
  - Budget Work
    - Budget Work Parameter Table
    - Budget Work Maintenance
    - Budget Work Reports
    - Budget Work Queries
    - Budget Salary Work
    - Update Live Tables From BW
  - Human Resources
  - Payroll
    - PR Setup
    - Employee Maintenance
    - Position Control Interface
    - PR Check Processing
    - Monthly Procedures
    - Quarterly Procedures
    - Calendar YE Procedures

**Application or Transaction Name Table:**

Application or Transaction Name	Ap	Tran
PR Parameter Reports		
Deduction Master Maint	BW	DEDM
Employee Type Maintenance	BW	ETPM
Salary Schedule Maintenance	BW	SASM
Component Mask Maintenance	BW	MDCM



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

BW/DEDM: Deduction Master Maint (v3.13) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

Deduction # 11 Ded. Desc. RETIREMENT Short Desc RET

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

Sheltered From

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

☒ Process Thru Payroll

☒ Print Check

☐ Round Ded Amount

☐ Local Tax Fringe Benefit

☒ Ded Maintainable

☐ Qualify Retirement

Employee

DT Amt. \$ ☐ 0.00

DT % ☒ 7.5%

☐ Mandatory Deduction

☐ Mandatory By Empl Type

☒ Store Deduction Wages

☒ Allow on Empl Master

☐ Allow on Empl Job

Employer

DT Amt. \$ ☐ 0.00

DT % ☒ 12.59%

☐ Inactive

Wage Base Code

- ☒ Actual Pay Pd Earnings
- ☐ Full Time Earnings
- ☐ State Based Salary

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

Update Employee Deduction Records



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

Would You Like To Run This Transaction Now?

Yes

No

# Employee Maintenance Mass Change Deduction

BW/CSDA: Mass Change Deduction (v3.13) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

Deduction Number  RET

Apply Changes To:

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

☐ Ignore Old Percent and Write New Percent to All Records

Old Percent  New Percent  %

☐ Update Benefit Code ☐ Update Division Code

Employee Status


Status	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


Select Data Update Paramters and Press Enter (F1)


**\*\***This job will need to be processed twice if you use one deduction for both retirement tiers


Aswering prior prompt:


- “yes” will open to this location
- “no” you will have to go to this step later
- Mass Change Deduction found under both Budget Work Maintenance and Employee Maintenance menu


Enter


Add


Change


Delete


Save


Inquire


Next

Back

Clear

Search

PrtScr

Exit

BW/CSDA: Mass Change Deduction (v3.13) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

Deduction Number

11

RET

Empl ...	Name ( Deduct # 11 - RET )	Curr Empr Amt ( % )	New Empr Amt ( % )	PayPerCode
<input checked="" type="checkbox"/> 1000		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1004		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1005		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1012		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1013		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1021		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1022		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1023		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1025		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1026		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1041		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1048		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1049		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1054		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1059		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1062		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1065		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1067		12.43%	12.59%	M
<input checked="" type="checkbox"/> 1069		12.43%	12.59%	M

Check/Uncheck the Employees to Change, then Press Save

708 Records Found

# Updating PEEHIP

BW/DEDM: Deduction Master Maint (v3.11) \*\*\*\*\* Budget Work \*\*\*\*\* Budget Work \*\*\*\*\* Budget Work \*\*\*\*\*

Deduction #  Ded. Desc.  Short Desc

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

**Sheltered From**

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

☒ Process Thru Payroll

☒ Print Check

☐ Round Ded Amount

☐ Local Tax Fringe Benefit

☒ Ded Maintainable

☐ Qualify Retirement

**Employee**

DT Amt. \$ ☒

DT % ☐

☐ Mandatory Deduction

☐ Mandatory By Empl Type

☐ Store Deduction Wages

☒ Allow on Empl Master

☐ Allow on Empl Job

**Employer**

DT Amt. \$ ☒

DT % ☐

☐ Inactive

**Wage Base Code**

- ☒ Actual Pay Pd Earnings
- ☐ Full Time Earnings
- ☐ State Based Salary

**Inquire Mode: Enter the Key Word for the Desired Record**

**\*\* When PEEHIP allocation amounts change – update on Deduction Master as well as Employees so that budget calculations will be made using the new amount**

Reset Social Security Amount Withheld

# Reset Social Security Amount Withheld

The screenshot shows a menu window with a tree view on the left and a list view on the right. The tree view is expanded to show the 'Payroll' folder, which contains 'PR Setup', 'Employee Maintenance', 'Position Control Interface', 'PR Check Processing', 'Monthly Procedures', 'Quarterly Procedures', and 'Calendar YE Procedures'. The 'PR Setup' folder is further expanded, showing 'Budget Work', 'Budget Work Parameter Table', 'Budget Work Maintenance', 'Budget Work Reports', 'Budget Work Queries', 'Budget Salary Work', and 'Update Live Tables From BW'. The 'Budget Work Parameter Table' folder is highlighted with a blue selection bar. An orange arrow points from this folder to the 'Deduction Master Maint' entry in the list view on the right. The list view has columns for 'Application or Transaction Name', 'Ap', and 'Tran'. The 'Deduction Master Maint' entry is highlighted with a blue selection bar and an orange border. The text 'Reset Social Security Amount Withheld' is overlaid on the image, pointing to the 'Deduction Master Maint' entry.

Application or Transaction Name	Ap	Tran
PR Parameter Reports		
Deduction Master Maint	BW	DEDM
Employee Type Maintenance	BW	ETPM
Salary Schedule Maintenance	BW	SASM
Component Mask Maintenance	BW	MDCM

Deduction Number  SOC SEC

Apply Changes To:

☐ Monthly Percent -  
Employee

☐ Monthly Percent -  
Employer

☒ Total  
Deducted

☐ Limit on Deduction -  
Employee

☒ Ignore Old Amount and Write New Amount to All Records

New Amount

\$

☐ Uppdate Benefit Code

☐ Update Division Code

Employee Status

Status	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	

File Edit Tools Window Help

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

PR/CSDA: Mass Change Deduction (vs.13)

Deduction Number  SOC SEC

Empl #	Name ( Deduct # 3 - SOC SEC )	Curr Tot Deduc ( \$ )	New Tot Deduc ( \$ )	
<input checked="" type="checkbox"/> 1166		3088.02	0.00	
<input checked="" type="checkbox"/> 1172		2750.07	0.00	
<input checked="" type="checkbox"/> 1885		2376.52	0.00	
<input checked="" type="checkbox"/> 1123		2216.13	0.00	
<input checked="" type="checkbox"/> 2996		2174.70	0.00	
<input checked="" type="checkbox"/> 3337		2150.16	0.00	
<input checked="" type="checkbox"/> 2588		1999.59	0.00	
<input checked="" type="checkbox"/> 2340		1930.83	0.00	
<input checked="" type="checkbox"/> 4789		1890.87	0.00	
<input checked="" type="checkbox"/> 1839		1806.21	0.00	
<input checked="" type="checkbox"/> 1393		1801.08	0.00	
<input checked="" type="checkbox"/> 1120		1793.46	0.00	
<input checked="" type="checkbox"/> 1584		1769.88	0.00	
<input checked="" type="checkbox"/> 1392		1690.65	0.00	
<input checked="" type="checkbox"/> 1803		1659.18	0.00	
<input checked="" type="checkbox"/> 4634		1654.68	0.00	
<input checked="" type="checkbox"/> 1122		1628.28	0.00	

Check/Uncheck the Employees to Change, then Press Save  
3,829 Records Found



# 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
- Mandatory deductions
  - Make sure all new employees added include mandatory deductions

# Mass Change Employee Jobs

BW/CCDE: Mass Change Employee Jobs (v3.12) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

**Employee Types**

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

**Job Status Codes**

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

**Job Types**

Type	Description
<input type="checkbox"/> A	Addition...
<input checked="" type="checkbox"/> P	Primary J...
<input type="checkbox"/> S	Supplem...

☐ 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

Hired Before 04/15/2022

☐ Include Jobs Terminations After 04/15/2022

☐ 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

Report Criteria Loaded

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

BW/CCDE: Mass Change Employee Job (v3.12) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

Empl #	Name	Job #	Type	Empl T...	PP	Job Hire	Curr S...	Ne...	Pers ^
<input checked="" type="checkbox"/> 1988		1	13TC	TEACH...	M	08/06/2007	13	12	598
<input checked="" type="checkbox"/> 2432		1	13TC	TEACH...	M	08/10/2009	13	12	1196
<input checked="" type="checkbox"/> 3474		1	13TC	TEACH...	M	08/03/2015	13	12	2308
<input checked="" type="checkbox"/> 3899		1	13TC	TEACH...	M	11/07/2016	13	12	2719
<input checked="" type="checkbox"/> 4597		1	13TC	TEACH...	M	08/04/2021	13	12	3413
<input checked="" type="checkbox"/> 4610		1	13TC	TEACH...	M	08/04/2021	13	12	3418
<input checked="" type="checkbox"/> 4744		1	13TC	TEACH...	M	08/04/2021	13	12	3555
<input checked="" type="checkbox"/> 4745		1	13TC	TEACH...	M	08/04/2021	13	12	3558
<input checked="" type="checkbox"/> 4760		1	13TC	TEACH...	M	08/04/2021	13	12	3573
<input checked="" type="checkbox"/> 4764		1	13TC	TEACH...	M	01/05/2021	13	12	3574
<input checked="" type="checkbox"/> 4826		1	13TC	TEACH...	M	08/04/2021	13	12	3610
<input checked="" type="checkbox"/> 4830		1	13TC	TEACH...	M	08/04/2021	13	12	3624
<input checked="" type="checkbox"/> 4833		1	13TC	TEACH...	M	08/04/2021	13	12	3628
<input checked="" type="checkbox"/> 4837		1	13TC	TEACH...	M	08/04/2021	13	12	3677
<input checked="" type="checkbox"/> 4839		1	13TC	TEACH...	M	08/04/2021	13	12	3678
<input checked="" type="checkbox"/> 4843		1	13TC	TEACH...	M	08/04/2021	13	12	3668
<input checked="" type="checkbox"/> 4845		1	13TC	TEACH...	M	08/04/2021	13	12	3648
<input checked="" type="checkbox"/> 4848		1	13TC	TEACH...	M	08/04/2021	13	12	3652
<input checked="" type="checkbox"/> 4849		1	13TC	TEACH...	M	08/04/2021	13	12	3640
<input checked="" type="checkbox"/> 4850		1	13TC	TEACH...	M	08/04/2021	13	12	3643
<input checked="" type="checkbox"/> 4851		1	13TC	TEACH...	M	08/04/2021	13	12	3683
<input checked="" type="checkbox"/> 4855		1	13TC	TEACH...	M	08/04/2021	13	12	3645
<input checked="" type="checkbox"/> 4857		1	13TC	TEACH...	M	08/04/2021	13	12	3656
<input checked="" type="checkbox"/> 4859		1	13TC	TEACH...	M	08/04/2021	13	12	3662
<input checked="" type="checkbox"/> 4861		1	13TC	TEACH...	M	08/04/2021	13	12	3667
<input checked="" type="checkbox"/> 4863		1	13TC	TEACH...	M	08/04/2021	13	12	3679
<input checked="" type="checkbox"/> 4864		1	13TC	TEACH...	M	08/04/2021	13	12	3681

<
 >

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

## Employee Types

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

## Job Status Codes

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

## Job Types

Type	Description
<input type="checkbox"/> A	Addition...
<input checked="" type="checkbox"/> P	Primary J...
<input type="checkbox"/> S	Supplem...

☐ 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 04/15/2022☒ Update Contract Days☒ From Employee Type☐ From Salary Schedule☒ All☐ Only if Less than Emp Type/Sal Sched☐ RSA Position Status☐ Type of Units Worked☐ Scheduled Units Per Week☒ Based on Hours Per Day (Hourly Only)☐ Based on FT Units Per Week

Hired Before 04/15/2022

☐ RSA Contribution Group☐ Type of Rate of Pay

Report Criteria Loaded



[illegible]

Employee #  Name (Last, First M)  SSN  Person Id  Current Form  Document

Job Number  Employee Level Deductions Employee Status: Substitute

Quarter Num  Calendar Year  Show/Hide Deductions

Ded#	Description	Monthlv	Board	Otrlv	Y-T-D	Limit	Tot. Ded.	Active
1	FED TAX	0%	0%	0	0.00	0.00	0.00	Yes
2	ST W/H	0%	0%	0	0.00	0.00	0.00	Yes
3	SOC SEC	6.2%	6.2%	0	0.00	7,960.80	0.00	Yes
4	MEDICARE	1.45%	1.45%	0	0.00	0.00	0.00	Yes
5	AUBURN	1%	0%	0	0.00	0.00	0.00	Yes
7	SUI	0%	0.01%	0	0.00	0.00	0.00	Yes
11	RET	7.5%	12.41%	0.00	0.00	0.00	0.00	Yes
20	PHPEMPR	0.00	800.00	0	0.00	0.00	0.00	Yes

# Position Control

- Budgeting vacant positions
- Budgeting stipends, substitutes, etc

# Budgeting with Position Control

The screenshot displays a software interface for budgeting with position control. On the left, a menu tree under 'MCAI' includes 'Budget Work', 'Human Resources', 'Payroll', 'Position Control', and 'System Control'. The 'Position Control' folder is expanded, showing sub-items like 'Budget Work Parameter Tables', 'Budget Work Maintenance', 'PC Interface', 'Budget Work Reports', 'Budget Work Queries', 'Budget Salary Work', and 'Update Live Tables From BW'. On the right, a list titled 'Application or Transaction Name' contains various functions, with 'Initialize PC for New Year' highlighted. A dialog box titled 'BW/PCIN: Initialize PC for New Year (v3.05) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget ...' is open, showing a 'New Fiscal Year' dropdown set to '2019'. It also features radio buttons for 'Delete Existing Records Before Prior Year Records Are Copied to New Year' (selected) and 'Copy Prior Year Records to New Year Only If Position Has NO New Year Records'. A red message at the bottom states 'Records Inserted For 2019'.

Menu

- MCAI
  - Budget Work
    - Budget Work Parameter Tables
    - Budget Work Maintenance
      - PC Interface
    - Budget Work Reports
    - Budget Work Queries
    - Budget Salary Work
    - Update Live Tables From BW
  - Human Resources
  - Payroll
  - Position Control
  - System Control

Application or Transaction Name

- Employee Maintenance
- Employee Maint Audit Trail
- Test Compute for An Employee
- Mass Change Deduction
- Mass Change Deduction Status
- Chg Component in Empl GL Dist
- Mass Change Employee Jobs
- Add 1 to Salary Sch Years
- Consolidate/Split GL Distrib
- Position Control Maint
- Mass Change Position Control
- Initialize PC for New Year**
- Mass Create Deduction Records
- PC Interface

BW/PCIN: Initialize PC for New Year (v3.05) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget ...

New Fiscal Year: 2019

Select Action For Existing Records:

- ☒ Delete Existing Records Before Prior Year Records Are Copied to New Year
- ☐ Copy Prior Year Records to New Year Only If Position Has NO New Year Records

Records Inserted For 2019



# Creating Vacant Positions

FileEditToolsToolbarWindowsFavoritesHelp

Enter

Add Pos

Change

Delete

Save

Inquire

Next

Back

Clear

Search

PrtScr

Exit

BW/PSCM:Position Control Maint

New Position - Loc: 0065 JobCd: P00001

Position Number

Created By jnswidorski

04/29/2018

Comments

Position Location

View Employee Data

Job Code

1. General

2. Funding

3. Approval

Description

Job Type

Document Loc

Status/Date

04/29/2018

Type

Class

Salary From

0.00

Thru

0

Requested By

jnswidorski

Date

04/29/2018

Needed By

04/29/2018

Ends

04/29/2018

HR/PLK Position Control Lookup

Position Status

F

Filled

Position Location From

0010 AUBURN HIGH SCHOOL

To

0010 AUBURN HIGH SCHOOL

Position Type

All

Job Code From

D10001 1st Grade

To

P015SU Support

Position Class

All

☒ View GL Funding for Fiscal Year

2018

☐ Funding Lookup by CCTR

0000 SYSTEM NO COST CENTER REQUIRE

Posi..	Description	P...	Loc Description	JobCode	Stat	Type	Class	B...	Min Sal	Fd-C-Func-Obj-CCtr-SFnd-Y-P...	Ar
327	Forensic Science & Bio-Tech	0...	AUBURN HIGH SCH...	D10110	Fil...	Full...	Instructional	5...	45,936.00	11-5-1100-010-0010-1110-0-150...	54
5	Teacher - Art	0...	AUBURN HIGH SCH...	P00001	Fil...	Full...	Instructional	5...	48,566.00	11-5-1100-010-0010-1110-0-380...	56
6	Teacher - Art	0...	AUBURN HIGH SCH...	P00001	Fil...	Full...	Instructional	5...	46,331.00	11-5-1100-011-0010-1110-0-164...	54
8	Teacher	0...	AUBURN HIGH SCH...	P00001	Fil...	Full...	Instructional	4...	.00	11-5-1100-011-0010-1110-0-164...	48
26	Counselor - 238 Day	0...	AUBURN HIGH SCH...	P00001	Fil...	Full...	Instructional	8...	65,856.68	11-5-2120-044-0010-1110-0-821...	80
28	ROTC Instructor	0...	AUBURN HIGH SCH...	P00001	Fil...	Full...	Instructional	5...	71,271.24	11-5-1100-010-0010-6001-0-380...	58
36	ROTC Instructor	0...	AUBURN HIGH SCH...	P00001	Fil...	Full...	Instructional	7...	.00	11-5-1100-010-0010-6001-0-380...	79
39	Teacher - Special Education	0...	AUBURN HIGH SCH...	P00001	Fil...	Full...	Instructional	4...	38,139.00	11-5-1100-015-0010-1110-0-240...	40
41	Teacher	0...	AUBURN HIGH SCH...	P00001	Fil...	Full...	Instructional	5...	51,340.00	11-5-1100-015-0010-1110-0-240...	59
43	Teacher - Special Education	0...	AUBURN HIGH SCH...	P00001	Fil...	Full...	Instructional	4...	45,936.00	11-5-1100-011-0010-1110-0-240...	45

Search

Clear

Next 500

Previous 500

Exit

Use the Next and Previous Buttons to Scroll Through the Records  
Click on the Number You Want

Comments

[View Employee Data](#)

JESSICA M STETEKLUH -08/03/2016

Seq/Group: 0 TEACHER

## 1. General

## 2. Funding

### 3. Approval

Job Type P

Browse

View

Filled

Type **FT** Full-Time

☐ Allow Multiple Employees To Fill This Position at Same Time

Class **IN** ▾ Instructional

☐ Exclude Matching Insurance From Budget

Salary From	45,936.00	Thru	45,936.00
-------------	-----------	------	-----------

Requested By	mcaisu	Date	11/04/2008
--------------	--------	------	------------

Needed By 11/04/2008 ☐ Ends 04/29/2018

Position Number  Created By jnswidorski 04/29/2018

Position Location  ▾ AUBURN HIGH SCHOOL

Job Code  Teacher

Seq/Group: 0 TEACHER

Comments

[View Employee Data](#)

## 1. General

## 2. Funding

### 3. Approval

Fiscal Year 2019

G/L Acct	No Account Selected
----------	---------------------

☐ Admin Decision

Position Budget Amount	55,000.00	FTE	.00	Amount	0.00	<input checked="" type="checkbox"/> Budgeted Funding
------------------------	-----------	-----	-----	--------	------	--

Add/Update Funding

Fisca...	Account Number	ASN	Amount	FTE	Budgeted
2019	11-5-1100-011-0010-1110-0-2400-0000	500047	55,000.00	1.00	No

Position Number  Created By jnswiderski 2018-04-29Position Location  AUBURN HIGH SCHOOLJob Code  Teacher

Seq/Group: 0 TEACHER

[Comments](#)[View Employee Data](#)**1. General****2. Funding****3. Approval**Description Job Type Document Loc [Browse](#)[View](#)Status/Date   VacantType  Full-Time☐ Allow Multiple Employees To Fill This Position at Same TimeClass  Instructional☐ Exclude Matching Insurance From BudgetSalary From  Thru Requested By  Date Funding Approved Amount Needed By  ☐ Ends Total FTE Record Added  
Position Number 1290**Position Number 1290 Added!**Make a Note  
POSITION NUMBER 1290 ADDED!

OK

# Vacant Position for Stipends/Substitutes

BW/PSCM:Position Control Maint      Position#925 - Loc: 8600    JobCd: P0001S

Position Number       Created By jnswiderski      2010-03-31     

Position Location  CENTRAL OFFICE     

Job Code  Substitute

Seq/Group: 0 CONTRACT SUBSTITUTE

**1. General**      2. Funding      3. Approval

Description       Job Type

Document Loc            

Status/Date        Vacant

Type  SUBSTITUTE      ☒ Allow Multiple Employees To Fill This Position at Same Time

Class  Instructional      ☒ Exclude Matching Insurance From Budget

Salary From       Thru

Requested By       Date       Funding Approved Amount

Needed By       ☐ Ends       Total FTE

Position Number 925

Created By jnswiderski

2010-03-31

Comments

Position Location 8600

CENTRAL OFFICE

View Employee Data

Job Code P0001S

Substitute

Seq/Group: 0 CONTRACT SUBSTITUTE

\*\*amounts must equal

1. General

2. Funding

3. Approval

Fiscal Year 2019

G/L Acct No Account Selected

☐ Admin Decision

Position Budget Amount 536,316.51

FTE

.00

Amount

0.00

☒ Budgeted Funding

Add/Update Funding

Fisca...	Account Number	ASN	Amount	FTE	Budgeted
2019	11-5-2140-180-8210-6001-0-8210-6730	500841	7,000.00	.00	Yes
2019	11-5-4120-180-8410-6001-0-8410-6085	501928	55,000.00	.00	Yes
2019	12-5-4210-180-0005-5101-0-8420-0000	503424	500.00	.00	Yes
2019	12-5-4210-180-0010-5101-0-8420-0000	503425	500.00	.00	Yes
2019	12-5-4210-180-0020-5101-0-8420-0000	503426	1,000.00	.00	Yes
2019	12-5-4210-180-0040-5101-0-8420-0000	503427	500.00	.00	Yes
2019	12-5-4210-180-0050-5101-0-8420-0000	503428	500.00	.00	Yes

Salary Work Name test file

Show/Hide Errors

test file

Source FY 2018 Budget FY 2019

☐ Round Salaries and Benefits☐ Copy PC Vacancies Only

Job Status

C...	Description	
<input checked="" type="checkbox"/> A	Active	
<input checked="" type="checkbox"/> L	On Leave	
<input type="checkbox"/> P	Applicant	
<input type="checkbox"/> R	Retiree Su...	

Job Pay Period

C...	Description	
<input checked="" type="checkbox"/> M	Monthly	
<input checked="" type="checkbox"/> S	Semi-Mon...	

Employee Type

Type	Description	Days	C...
<input checked="" type="checkbox"/> 13B	BUS - 13 CH...	182	N
<input checked="" type="checkbox"/> 13S	SUPPORT - 1...	182	N
<input checked="" type="checkbox"/> 13TC	TEACHER - ...	187	C
<input checked="" type="checkbox"/> ACCT	ACCOUNTA...	238	N
<input checked="" type="checkbox"/> ACSP	ACCOUNTI...	238	N
<input checked="" type="checkbox"/> ACTP	ACCOUNTA...	238	N
<input checked="" type="checkbox"/> ADAS	ADMINISTR...	220	C

Job Location

Loc	Description	
<input checked="" type="checkbox"/> 00...	SYSTEM NO...	
<input checked="" type="checkbox"/> 00...	CENTRAL O...	
<input checked="" type="checkbox"/> 00...	AUBURN EA...	
<input checked="" type="checkbox"/> 00...	AUBURN HI...	
<input checked="" type="checkbox"/> 00...	AUBURN HI...	
<input checked="" type="checkbox"/> 00...	AUBURN JU...	
<input checked="" type="checkbox"/> 00...	AUBURN JU...	
<input checked="" type="checkbox"/> 00...	SYSTEM-BO...	

Position Job Code

Ty...	Description	
<input checked="" type="checkbox"/> D...	1st Grade	
<input checked="" type="checkbox"/> D...	2nd Grade	
<input checked="" type="checkbox"/> D...	3rd Grade	
<input checked="" type="checkbox"/> D...	4th Grade	
<input checked="" type="checkbox"/> D...	4th Grade M...	
<input checked="" type="checkbox"/> D...	5th Grade	
<input checked="" type="checkbox"/> D...	5th Grade La...	
<input checked="" type="checkbox"/> D...	5th Grade M...	
<input checked="" type="checkbox"/> D...	5th Grade Sci...	

Contract Status

C...	Description	
<input checked="" type="checkbox"/> N.	New Hire	
<input checked="" type="checkbox"/> P..	Principal ...	
<input checked="" type="checkbox"/> S...	Support C...	

E...	Name	J...	Error Message
1505	CAROL D H...	1	Waiting Contract Days - 0
9925	VACANT PO...	0	Invalid G/L Acct for Ded 11
9925	VACANT PO...	0	Invalid G/L Acct for Ded 11
9925	VACANT PO...	0	Invalid G/L Acct for Ded 11
9925	VACANT PO...	0	Invalid G/L Acct for Ded 11
9925	VACANT PO...	0	Invalid G/L Acct for Ded 11
9925	VACANT PO...	0	Invalid G/L Acct for Ded 11
9925	VACANT PO...	0	Invalid G/L Acct for Ded 11

☐ Use All Jobs to Calculate Benefits

Salary Work Records Created Successfully



# Helpful Features

- Prorating Salary Schedule
- Contract Payoff
- Deduction Adjustment Module



# Prorating Salary Schedule

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

BW/SASM: Salary Schedule Maintenance (v3.08) \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\* Budget Work \*\*\*\*

**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

State Based Salary    39,183.98    Default Supplement Amount    0.00

Other Salary    0.00    Default Supplement Percent    0%

☒ Prorate State Based    ☒ Prorate Other

Search Salary Schedules



Job Number1

Employee Type: TC9

TEACHER 9 MONTH

Job Status: Active

Contract Days92

Percent Worked100%

Annual Salary19,277.68

Salaried Periods8

Pay Period Salary2,409.71

Hourly/Daily CodeD

Hours Per Day8.00

Rate of Pay209.54

Overtime Rate314.31

Accrual Days25.42

State Salary Unit0.00

State Based Salary0.00

Full Time Earnings2,409.71

Summer Pay Flag

☒ Include Job in LEAPS Reporting

☐ Use Pay Dates4/29/2018Thru4/29/2018

☐ Use End Pay Date

☐ Use Contract Dates4/29/2018Thru4/29/2018

☐ Calculate Salaries

Total of All Active Jobs

Annual: 19,277.68

Monthly: 2,409.71

Exempt From

☐ 1. Federal Tax

☐ 2. State Tax

☐ 3. Social Security

☐ 4. Medicare

☐ 5. City Tax

☐ 6. County Tax

☐ 7. Retirement

☐ 8. SUI

☐ 9. Worker's Comp

☐ Matching Insurance

Calculate Using Annual Salary

?

Calculate Using Current Annual Salary?

If Answer No It will Use Salary Schedules

Yes

No

Job Number1

Employee Type: TC9

TEACHER 9 MONTH

Job Status: Active

Contract Days92

Percent Worked100%

Annual Salary19,277.68

Salaried Periods8

Pay Period Salary2,409.71

Hourly/Daily CodeD

Hours Per Day8.00

Rate of Pay209.54

Overtime Rate314.31

Accrual Days25.42

State Salary Unit0.00

State Based Salary0.00

Full Time Earnings2,409.71

Summer Pay Flag

☒ Include Job in LEAPS Reporting

☐ Use Pay Dates

4 / 29 / 2018Thru4 / 29 / 2018

☐ Use End Pay Date

☐ Use Contract Dates

4 / 29 / 2018Thru4 / 29 / 2018

☐ Calculate Salaries

Total of All Active Jobs

Annual: 19,277.68

Monthly: 2,409.71

Exempt From

☐ 1. Federal Tax

☐ 2. State Tax

☐ 3. Social Security

☐ 4. Medicare

☐ 5. City Tax

☐ 6. County Tax

☐ 7. Retirement

☐ 8. SUI

☐ 9. Worker's Comp

☐ Matching Insurance

Calculate Using Annual Salary

?

Calculate Using Current Annual Salary?

If Answer No It will Use Salary Schedules

Yes

No

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

Job Number 1 Employee Type: TC9 TEACHER 9 MONTH

Job Status: Active

Contract Days 187

Percent Worked 100%

Annual Salary 39,183.98

Salaried Periods 12

Pay Period Salary 3,265.33

Hourly/Daily Code D

Hours Per Day 8.00

Rate of Pay 209.54

Overtime Rate 314.31

Accrual Days 25.42

State Salary Unit 0.00

State Based Salary 0.00

Full Time Earnings 3,265.33

Summer Pay Flag

☒ Include Job in LEAPS Reporting

☐ Use Pay Dates

4 / 29 / 2018

☐ Use End Pay Date

Thru 4 / 29 / 2018

☐ Use Contract Dates

4 / 29 / 2018

Thru 4 / 29 / 2018

☐ Calculate Salaries

Total of All Active Jobs

Annual: 19,277.68

Monthly: 2,409.71

Exempt From

- ☐ 1. Federal Tax
- ☐ 2. State Tax
- ☐ 3. Social Security
- ☐ 4. Medicare
- ☐ 5. City Tax
- ☐ 6. County Tax
- ☐ 7. Retirement
- ☐ 8. SUI
- ☐ 9. Worker's Comp
- ☐ Matching Insurance

Calculate Using Annual Salary



Calculate Using Current Annual Salary?

If Answer No It will Use Salary Schedules

Yes

No

# 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

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
3110	[REDACTED]	[REDACTED]	1937	Job Pay Record	

Job Number 1 Employee Type: BD BUS DRIVER Job Status: Active

Contract Days 112 State Salary Unit 0.00

Percent Worked 100% State Based Salary 0.00

Annual Salary 7,516.99 Full Time Earnings 626.42

Salaried Periods 6 Summer Pay Flag [v]

Pay Period Salary 0.00 ☒ Include Job in LEAPS Reporting

Hourly/Daily Code D ☐ Use Pay Dates ☐ Use End Pay Date

Hours Per Day 4.00 2 / 7 / 2015 Thru 2 / 7 / 2015

Rate of Pay 67.12 ☐ Use Contract Dates

Overtime Rate 100.68 2 / 7 / 2015 Thru 2 / 7 / 2015

Accrual Days 21.83 ☐ Calculate Salaries

Total of All Active Jobs  
Annual: 12,215.11  
Monthly: 1,017.93

Exempt From

- ☐ 1. Federal Tax
- ☐ 2. State Tax
- ☐ 3. Social Security
- ☐ 4. Medicare
- ☐ 5. City Tax
- ☐ 6. County Tax
- ☐ 7. Retirement
- ☐ 8. SUI
- ☐ 9. Worker's Comp
- ☐ Matching Insurance



RUN DATE: 02/07/2015  
 RUN TIME: 1:15:29PM

MCAI PAYROLL SYSTEM  
 PAYROLL CHECK RECORDS REPORT  
 AUBURN CITY SCHOOLS  
 DATE RANGE: 09/01/2014 - 01/31/2015

Page 1 of 1  
 PRPCRR

TOTAL OF ALL CHECKS INCLUDING VOIDED CHECKS

							-----DEDUCTIONS-----						
<u>GROSS</u>	<u>F/B</u>	<u>FEDERAL</u>	<u>EIC</u>	<u>SOC SEC</u>	<u>STATE</u>	<u>MCARE</u>	<u>RET</u>	<u>NUM</u>	<u>DESC</u>	<u>AMOUNT</u>	<u>MATCH</u>	<u>WAGE</u>	
5,738.32		5,269.47		5,613.77		5,613.77		5	AUBURN	57.39	0.00	5,738.32	
		460.07		348.05		81.39		7	SUI	0.00	1.14	5,738.32	
	0.00		0.00		5,613.77		5,738.32	11	RET	344.30	634.40	5,738.32	
			0.00		0.00		344.30	20	PHPEMPR	0.00	3,900.00	0.00	
EMPLOYER:				348.05		81.39	634.40	21	PHPEMPL	45.00	0.00	0.00	
								97	UNITED	79.55	0.00	0.00	
<u>Fd-C-Func-Obj-C Ctr-SFnd-Y-Prog-Spec</u>								859	REGIONS	4,322.57	0.00	0.00	
				<u>GROSS</u>		<u>ADJ AMT</u>	<u>OT AMT</u>						
11-5-1100-161-0005-6001-0-8100-0000				82.11		82.11	0.00						
11-5-1100-161-0010-6001-0-8100-0000				249.90		249.90	0.00						
11-5-1100-161-0040-6001-0-8100-0000				32.13		32.13	0.00						
11-5-1100-161-0045-6001-0-8100-0000				60.69		60.69	0.00						
11-5-1100-161-0060-6001-0-8100-0000				71.40		71.40	0.00						
11-5-1100-161-0070-6001-0-8100-0000				32.13		32.13	0.00						
11-5-1100-161-0080-6001-0-8100-0000				32.13		32.13	0.00						
11-5-1100-199-0010-6001-0-8100-0000				35.70		35.70	0.00						
11-5-4120-161-8410-1310-0-8410-6085				5,089.65		0.00	0.00						
11-5-4120-199-8410-1310-0-8410-6085				16.78		16.78	0.00						
11-5-4190-161-0030-6001-0-8410-0000				35.70		35.70	0.00						



Employee # Name (Last, First M) SSN Person Id Current Form Document

3110

1937

Job Leave/Fringe

Job Number

1

Employee Type: BD

BUS DRIVER

Job Status: Active

## Leave Information

Leave Yr

2015

Leave Type

Leave Units: Day

Allowed

0.00

Max at EOY

0.00

Accrual Date

8 /19/2013

☒ Active

Add/Update Leave Item

Beg. Bal.

0.00

Accrued YTD

0.00

Taken YTD

0.00

Balance

0.00

Type	Description	Allowed	Beg Bal	Accrued	Taken	Max.	Balance	Active	Acc. Date	Year	Adjust
1	Sick Leave	9.00	7.50	6.00	1.00	999.00	12.50	Yes	8/19/2013	2015	0.00
5	NonCert Personal L...	3.00	0.00	3.00	1.50	3.00	1.50	Yes	8/19/2013	2015	0.00

View Fringe Benefit Data

## PR/CTPO: Calculate Contract Payoff (v3.03)

Employee Number 3110 School: 8410 - TRANS OFFICE

Job Number 1 BD - BUS DRIVER

Beginning Date 2 / 6 / 2015 Effective Date 2 / 6 / 2015

Dates must fall within the pay period

Salaried Periods 6

	Annual	Daily	Pay Period
Current Salary	7,516.99	67.12	1,252.83
Total Days	112	67.12	7,517.44
Unpaid Days	0	67.12	(.00)
Sick Bank Owed	0	67.12	.00
Total Contract			7,517.44
Actually Paid		5,089.65	
Balance Owed			2,427.79

Payroll Run Id february272015  
february 27, 2015 regular payAdjustment Code FNP  
Final Pay

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

## PR/IPAY: Input Pay and Leave (v4.26)

Payroll Id

february272015

Employee Number

3110

Job Number

1

BD - BUS DRIVER

february 27, 2015 regu

1. Leave2. Hourly/Daily3. Pay Adjust4. Ex Substitute5. SupplementalDate

2 / 8 / 2015

Adj. CodeAdj. Amt

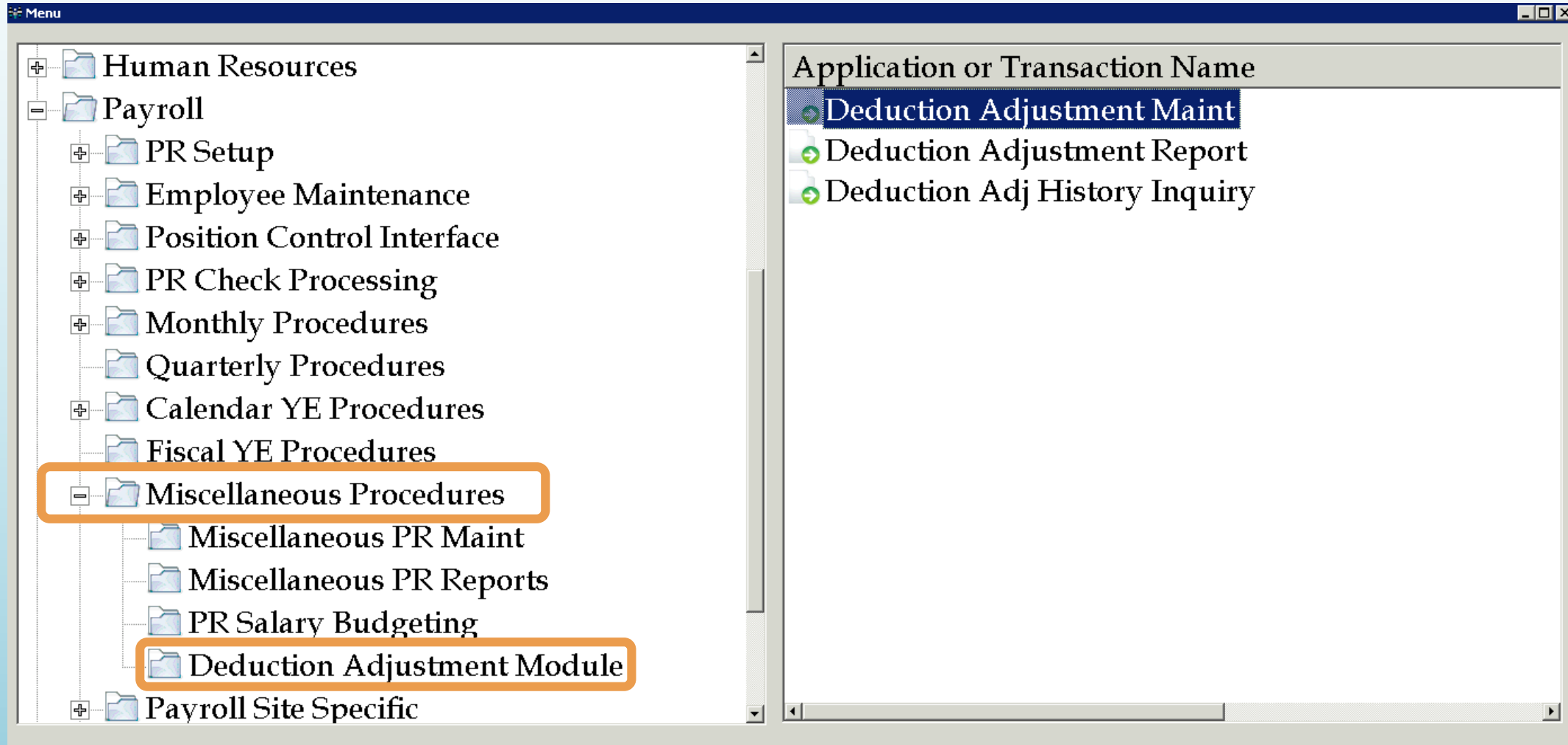
# of Days

Add

Date	Adj. C...	Adj. Amt	Adj Un...	Reason	
02/06/...	FNP	2,427.79	1.00	Final Pay	

# Deduction Adjustment Module

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



PR Run Id  may 31, 2018 regular payEmployee Number Job Number Adjustment Type  Adjust Existing Deduction

Date

Deduction

Employee Amount Employer

DISABILITY - NS

	Monthly Amt/Perc	Pay Per 1	Pay Per 2	Pay Per 3	Pay Per 4	Pay Per 5
Employee	\$24.40	\$48.80	\$0.00	\$0.00	\$0.00	\$0.00
Employer						



PR/DAJM: Deduction Adjustment Maint (v3.05)

PR Run Id	may312018	may 31, 2018 regular pay
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Employee Number

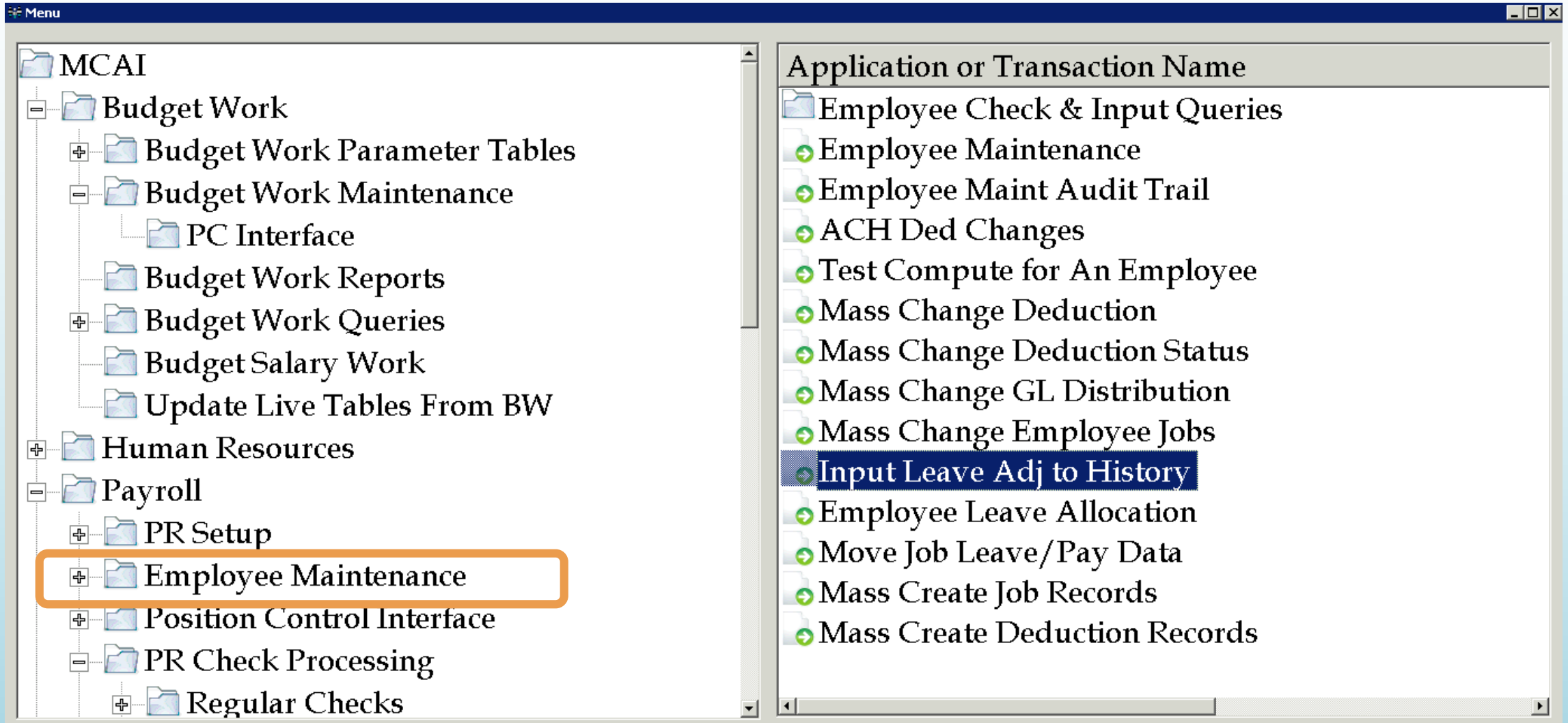
Job Number

Adjustment Type	A	Adjust Existing Deduction
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Show/Hide Listview[illegible]

# 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





Payroll Id  march 30, 2018 regul

Input Leave

Job Number

ADMINISTRATION

## Enter Leave Adjustment Data

Input Date

# Units (+/-) Leave Type

Uom

Adjustment Description

Input Date	Leave Type	Units	Uom	Adjustment Description	Job ...	
02/05/2018	3	1.00	D		1	
02/06/2018	3	1.00	D		1	
02/12/2018	P	1.00	D		1	
02/13/2018	P	1.00	D		1	
02/05/2018	3	-1.00	D	should be sick leave	1	
02/06/2018	3	-1.00	D	should be sick leave	1	
02/05/2018	1	1.00	D	originally entered as vacation	1	
02/06/2018	1	1.00	D	originally entered as vacation	1	

Click Save(F5) To Add Leave Adjustment Record

RUN DATE: 04/29/2018

RUN TIME: 11:55AM

MCAI PAYROLL SYSTEM  
EMPLOYEE LEAVE DETAIL REPORT  
AUBURN CITY BOARD OF EDUCATION

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PRELTD

DATE RANGE 07/01/2017 THRU 06/30/2018 SORTED BY EMPLOYEE NO

EMPLOYEE NO & NAME

<u>TRANSACTION</u> <u>DATE</u>	<u>LEAVE TYPE TAKEN</u>	<u>UNITS</u> <u>TAKEN</u>			
2018-01-30	ABSENT W/O PAY	1.00	D		X
2018-01-31	ABSENT W/O PAY	1.00	D		X
2018-02-01	ABSENT W/O PAY	1.00	D		X
2018-02-02	ABSENT W/O PAY	1.00	D		X
2018-02-05	Vacation	1.00	D		X
2018-02-05	Vacation		D	-1.00	should be sick leave
2018-02-05	Sick Leave		D	1.00	originally entered as vacation
2018-02-06	Vacation	1.00	D		X
2018-02-06	Vacation		D	-1.00	should be sick leave
2018-02-06	Sick Leave		D	1.00	originally entered as vacation
2018-02-12	Professional Leave	1.00	D		X
2018-02-13	Professional Leave	1.00	D		X

EMPLOYEE JOB LEAVE TOTALS =====> 65.50

\*\*\* END OF REPORT \*\*\*