



CORE Oklahoma

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**State of Oklahoma  
COR205 Payroll Processing Manual**

Revised: April 15, 2008



# CORE Oklahoma

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Review Date:

Original Issue: [06/01/2004]  
Current Version: [04/15/2008]  
[09/01/2008]

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## MAIN PAYROLL PROCESS FLOW (PAYROLL CHECKLIST)

The following pages outline the pay cycle processes of a Regular Pay Cycle for the State of Oklahoma. These pages outline who runs what, when, and how. The rest of this training manual will review each step, sequentially, while learning how to process a payroll in the PeopleSoft environment. By the end of this class, you will be familiar with PeopleSoft as well as having a step-by-step guide to processing your own payrolls.

Step 1
--------

### STEP 1 – RUN LONGEVITY PART-TIME REPORT

**Navigation:** Home > Reports Menu > OCP Reports > PY > MDC Lgvtv Cmp (0024)

This report will list any part-time employees that may be receiving a partial longevity payout. The Payroll Administrator will take the information from this report, manually calculate the prorated payment and **enter** the information into Time and Labor Weekly Elapsed Time using the LONGV Time Reporting Code.

Step 2
--------

### STEP 2 – RUN FIRST LONGEVITY PROCESS

**Navigation:** Home > Reports Menu > OCP Reports > PY > MDC Lgvtv Cmp (0024)

The first part of the Longevity process selects employees eligible to receive Longevity payments, through the eligibility process, and **enters** the Longevity payments into Time and Labor on the employee's anniversary month and day. The Time Reporting Code of LONGV is used. This can be checked against the Longevity Amounts Report.

Step 3
--------

### STEP 3 – RUN TIME ADMINISTRATION PROCESS

**Navigation:** Home > Administer Workforce > Capture Time and Labor > Process > Time Administration

This process sets payable time in Time and Labor to 'Estimated – Ready for Payroll'. This process should be run the night before payroll runs due to the amount of time it could take to process all time entered into Time and Labor. It can be run on a nightly basis if time entry reporting is required.



Step 4

## STEP 4 – RUN EMPLOYEE LEAVE ERROR REPORT

**Navigation:** *Home > Reports Menu > OCP Reports > PY > Leave Error Audit Rpt (0057)*

Only run this report if your agency is using PeopleSoft to handle your sick and annual leave plans. This report identifies employees enrolled in a leave plan that shouldn't be and employees that need to be enrolled in a leave plan. If employees do appear on the report notify your benefits administrator to update their Leave Plan enrollments.

Step 5

## STEP 5 – RUN EMPLOYEE LEAVE AUDIT REPORT

**Navigation:** *Home > Reports Menu > OCP Reports > PY > Leave Accrual Audit Rpt (0056)*

Only run this report if your agency is using PeopleSoft to handle your sick and annual leave plans. This report identifies employees who should be moved to the Supplemental Pay Cycle group and Vice Versa. If employees appear on this report notify your HR administrator to add an effective dated row to their Job record while moving them into the correct Pay group. The effective date needs to be the pay period begin date.

Step 6

## STEP 6 – RUN PRESHEET AUDIT REPORT

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > Presheet Audit (0191)*

Correct any errors appearing on this report and rerun report. Continue this step until report is error free.

Step 7

## STEP 7 – CREATE PAY SHEETS PROCESS

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Paysheet Creation*

Check for and correct any errors then proceed to the next step. For some errors, such as missing tax data, the corrections will need to be made on both the employee tax data pages and the payroll security pages.



Step 7A
---------

## STEP 7A – MAKE CHANGES TO PAYLINE AS NEEDED

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Use > Payline Security*

If you need to take additional benefit deductions out of an employee's check go to the one-time deduction tab, **enter** the appropriate data to take the additional deduction amount out. Also **enter** any other payline changes here.

Step 8
--------

## STEP 8 – RUN PRECALCULATION AUDIT REPORT

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Use > Report 2 > Precalculation Audit*

Check for errors and correct any errors listed. Then proceed to Step 9.

Step 9
--------

## STEP 9 – RUN PRELIMINARY CALCULATION PROCESS

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Calculation(0346)*

Check for errors, correct any errors and rerun the Preliminary Calculation again. Repeat this process until no errors appear, then proceed to the next step. This step pulls in the payable time from Time and Labor.

Step 9A
---------

## STEP 9A – CHECK PAYROLL ERROR MESSAGES

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Payroll Error Messages*

If your agency does not have any error messages, you will get the message "No Payroll Error Messages exist for this agency..."



Step 9B

## **STEP 9B – RUN GO\_PAY\_TIME\_BY\_PAY\_PERIOD\_NAME QUERY**

**Navigation:** *Home > PeopleTools > Query Manager > Use > Query Manager > GO\_PAY\_TIME\_BY\_PAY\_PERIOD\_NAME*

Run this query to identify employees with time in Time and Labor that was rejected by payroll.

Step 9C

## **STEP 9C – CHECK PAYCHECK DATA FOR CHANGES**

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Paycheck Data Employee ID*

Verify that the changes you made on payline security reflects as you expected on paycheck data.

Step 10

## **STEP 10 – RUN SECOND LONGEVITY PROCESS**

**Navigation:** *Home > Reports Menu > OCP Report > MDC Lgvtly Cmp (0024)*

This process creates a payline entry for each employee that will be eligible for Longevity payments next year. The process uses the earnings code of SPC and will create future line items in the pay tables based on employees' FLSA calendars. The amounts calculated by this process will be used when figuring employee's overtime pay.

Step 11

## **STEP 11 – RUN PRELIMINARY CALCULATION PROCESS**

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Calculation(0346)*

Check for errors, correct any errors and rerun the Preliminary Calculation again. Repeat this process until no errors appear, then proceed to the next step. This step pulls in payable time from Time and Labor.



Step 12A

## STEP 12A – RUN PAYROLL REGISTER

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > Payroll Register*

There are 3 versions of this customized report. The changes were requested by the State of Oklahoma. This report lists employee detail check information and shows the employer's contribution. It is very useful reconciling employee Gross to Net calculations.

- **Payroll Register - Name (0233)** – Sorted in last name order
- **Payroll Register - Mail Drop (0312)** – Sorted by the Mail Drop Field  
(Warrant Sequence Number on Payroll Data)
- **Payroll Register - Div/Name (0312C)** – Sorted by Division and then Name

Step 12B

## STEP 12B – RUN FUNDING DISTRIBUTION REPORT (0108)

**Navigation:** *Home > Compensate Employees > Administer GL Interface > Report > Funding Distribution Report (0108)*

Print this report.

Step 12C

## STEP 12C – ADDITIONAL REPORTS

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Report 1 >*

Print the following reports for additional validation and to identify potential issues:

- **Employees Not Processed Report:** Provides a list of all the earnings lines in the paysheets that have OK to Pay turned off on them.
- **Deductions Not Taken Report:** Provides a list of employees that had deductions that were NOT taken in this payroll.
- **Other Earnings Report:** Provides a list of employees that were paid other earnings in addition to their regular salary.
- **Payroll Summary Report:** This report summarizes total number of employees paid, gross payroll, taxes, deductions and net for this payroll. It also summarizes those totals by major categories such as OVT.



Step 13
---------

## STEP 13 – RUN PAYROLL BUDGET CHECKING REPORT AND PAYROLL CLAIM DOCUMENT

**Navigation:** *Home > Compensate Employees > Administer GL Interface > Report > Budget Check (0025) – also produces the ‘Payroll Claim Document (0018)’*

### **Budget Check (0025)**

This report shows the total cost of the payroll. Review report looking for any errors or areas lacking sufficient funds. If sufficient funds are NOT available, make the necessary funding adjustments. (These adjustments can be made at the employee level on their Earnings Distribution record, directly to the payline, or through Financials.)

If an error report is generated, **enter** the correct account code to the listed earnings based on where the earnings are coming from (Ex: Housing Allowance will be coming from Additional Pay).

If adjustments and/or error corrections are made to the paylines, repeat **Step 11 thru Step 13** until there are no errors and there are sufficient funds in all accounts. If the adjustments are made to the employees' Earnings Distribution record, you must be sure the recalculate **all paysheets**. Most of the time, the funding code change will be picked up by the Calc.

If the changed funding code does not get picked up on the Calc, you will have to unsheet and start over to make the system pick it up.

### **Payroll Claim Document (0018)**

Agencies are to submit this signed authorization to OSF. This signed report includes required information that OSF needs to complete the payroll. **This report should balance to the Budget Checking Report for Total Claim Cost and Net Pay should balance to Net Pay on the Payroll Register.**



Step 13A

## STEP 13A – RUN PAYROLL UNSHEET – *IF NECESSARY*

**Navigation:** Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Unsheet

This process deletes all the paysheets that have been created for the specified Pay Run ID – basically you are starting over. It moves any payable time from the paysheet back to payable time and sets the payable status to “Rejected by Payroll”. This status setting means that it is ready to be processed by payroll the next time you run a payroll for this employee.

### Pay Unsheet Process:

- Compensate Employees > Manage Payroll Process (US) > Process > Pay Unsheet (**Enter** corresponding data and run to Successful status)
- Run Step 7
- Run Step 7A
- Run Step 8
- Run Step 9
- Run Step 9A
- Run Step 9B
- Run Step 10
- Run Step 11
- Run Step 12
- Run Step 13

Step 14

## STEP 14 – RUN FINAL CALCULATION PROCESS

**Navigation:** Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Calculation

This process calculates all the paysheets again and updates the Pay Calendar by pay group by putting a checkmark in the box beside the Pay Calculation line.

Step 14A

## STEP 14A – CHECK PAY CALENDAR FOR PAY CALCULATION CHECKMARK

**Navigation:** Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table > PayRunID

After running Final Calc, inquire to see if there were any payroll error messages. If there are errors, make the necessary corrections and then start with **Step 14** above.



Step 15
---------

## STEP 15 – RUN PAY CONFIRMATION PROCESS

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Confirmation*

Check for Payroll Error Messages. If errors appear, they must be corrected. Depending on the error message, some corrections must be made directly in the paylines.

If the error messages say there is an open calendar, contact the CORE Team to resolve this and then restart with Step 15.

If the error messages deals with the calculation on an employees paycheck, the agency must make the correction and re-run Calc – but it **must be Final Calc in Step 14** above instead of Preliminary Calc. Then – Confirm must be run again.

**CONFIRM is CRITICAL AND IMPORTANT.** It updates the employee balances, the creates the paychecks and advices and assigns numbers to them and splits them out based on the employee's record by CHECK or ADVICE and deletes all the paysheets for the pay groups in this Pay Run ID.

**A pay group must be confirmed or the employees do not get paid!!!**

Step 16
---------

## STEP 16 – CHECK PAY CALENDAR FOR FLAG

**Navigation:** *Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table > PayRunID*

There should be a **checkmark** in the box in front of the label **Payroll Confirmation Started and Payroll Confirmation Run** for every **pay group** that is active in this **Pay Run ID**.

***If this checkmark is missing in anywhere, contact the CORE Team to help you resolve this issue.***

**If any of the pay groups have these checkmarks missing, call the CORE Team immediately to help you resolve your issue.**



Step 17
---------

## STEP 17 – CHECK PAYCHECK DATA FOR ADVICE AND CHECK NUMBERS

**Navigation:** *Home > Compensate Employees > Manage Payroll Process > Inquire > Paycheck Data > Employee ID (an employee you processed in this Pay Run ID)*

You should see the word **ADVICE or CHECK** under the heading **FORM NUMBER** and you should see the actual number under the heading **Paycheck Number**.

**If this information is missing, contact the CORE Team to help you resolve this issue.**

Step 18
---------

## STEP 18 – CHECK TO BE SURE ALL PAYSHEETS HAVE BEEN DELETED

**Navigation:** *Home > Compensate Employees > Manage Payroll Process > Use > Paysheets*

You should **enter** your agency number and **click** SEARCH. You should not have any paysheets for the PAYRUN ID that you have just confirmed. You should get the message '**No matching values**' which means all the paysheets have been deleted as expected.

***If paysheets for the CONFIRMED PAYRUN ID are listed, contact the CORE Team to help you resolve the issue immediately.***



**Step 19**

**STEP 19 – RUN THE GL PROCESS**

**Navigation: Home > Compensate Employees > Administer GL Interface > Process > GL Intfc - Non Comm Acctg**

This process loads the HR Accounting Line Table from which General Ledger journal entries are created on the Financial side.

It also produces a short report that must be printed. This is the **3<sup>rd</sup> document that must be faxed to OSF** before OSF will release this payroll to be picked up by the process that sends the checks and direct deposits to the Treasury Department for processing.

```
GL Interface Process

Report Began: 03:25:02_PM

Run ID - 30806M1201
Date of Run - 05-JUL-2006
Job instance - 225178
Process Instance - 225179

Report Ended: 03:25:37_PM

Total Debits      30,692.02
Total Credits     30,692.02-
Total Acctg Lines 294.000000
```

The numbers on the GL Trace File **MUST balance with the Budget checking and Claim Document already printed.**

If the numbers do not balance, contact the CORE Team for help in resolving this issue.

**Check and print the Trace Log from View/Log Trace.  
Write your name and phone number on this report.**

This is the 3<sup>rd</sup> report that you need to fax to OSF. Follow up with signed original to State Finance – Transaction Processing.



Step 20
---------

## STEP 20 – CHECK PAY CALENDAR FOR FLAG

**Navigation:** Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table

There should be a checkmark in the box in front of the label **GL Interface Run** for all the pay groups that are attached to this Pay Run ID.

If the checkmark is missing, contact the CORE Team **immediately** for help in resolving this issue.

Step 20A
----------

## STEP 20A – FAX DOCUMENTS TO OSF

OSF requires that each agency payroll processor send them 3 documents. They are:

- **The Budget Check Report from Step 13**
- **The Claim Document from Step 13 also** and
- **The GL Interface Trace File** must be faxed to **OSF by 3:00 pm** in order for your payroll to be **released to OST** on that day. Otherwise, the payroll will be held until the paperwork is faxed to them.

**Fax # 521-3383 to Elsa at OSF.**

---

**NOTE:** The next steps are numbered for explanatory purposes. These processes can be run in a different order.

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Step 21
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## STEP 21 – RUN BOND - FED RESERVE PROCESS

**Navigation:** Home > Compensate Employees > Report Payroll Info (US) > Report > Bond – Fed Reserve

**Enter** the As Of Date (**Check Issue Date**) and Agency number. It produces both files and a printed report.

The files need to be downloaded as .TXT files to diskette and sent to the Federal Reserve.



Step 22
---------

## STEP 22 – RUN FIRST PY TO AP PROCESS

**Navigation:** *Home > Compensate Employees > Administer AP Interface > Process > Extract Non-Tax Deductions*

The agency must run this process as soon as the payroll has been completed. This process loads a temporary table with all the necessary information needed to create vouchers.

Step 23
---------

## STEP 23 – RUN SECOND PY TO AP PROCESS

**Navigation:** *Home > Compensate Employees > Administer AP Interface > Process > Send Vouchers to AP*

This process publishes the voucher information to AP.

Step 24
---------

## STEP 24 – RUN DEDUCTION REGISTER (0205)

**Navigation:** *Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Deduction Register (0205)*

This process creates a report listing all employee deductions taken for this payroll and is sorted by Deduction Code.

Step 24A
----------

## STEP 24A – PRINT EARNINGS STATEMENTS

**Navigation:** *Home > Reports Menu > OCP Reports > PY > Earnings Statements (0040)*

This process prints the Employee Earnings Statements.



Step AA
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## STEP AA – RUN LEAVE ACCRUAL PROCESS

**NAVIGATION:** *Home > Compensate Employees > Administer Base Benefits > Process > Leave Accrual*

After **ALL** (main payroll, **supplemental** payroll and **off-cycle** payrolls) payrolls have been **confirmed** for the calendar month run this leave accrual process – if you were using the OPM leave system.

Step BA
---------

## STEP BA – RUN LEAVE ACCRUAL STATEMENTS

**NAVIGATION:** *Home > Reports Menu > OCP Reports > BB > Empl Leave Accrual Rpt (0053)*

This process produces the Employee Leave Statements to be distributed to the employees.



# MAIN PAYROLL PROCESSING DETAILS (PAYROLL CHECKLIST)

**Step 1**

## STEP 1 - RUN LONGEVITY PART-TIME REPORT

This report will list any part-time employees that are eligible for a pro-rated Longevity payout. The report includes Employee ID and **full Longevity payout amount** as if employee was at a full-time status. The agency Payroll Administrator then calculates the prorated payout and enters the information into Time and Labor. When Time Admin is run this data is set to 'Estimated – Ready for Payroll' status. During the first Preliminary Calculation, the payout will be loaded into paysheets marking the paylines marked OK to Pay.

**NAVIGATION:** *Home > Reports Menu > OCP Reports > PY > MDC Lgvtty Cmp (0024)*

After entering a Run Control ID and clicking **Search** the Longevity Pay run control page appears.

**Click** the radio button next to **Report Part Time**. Fill in the correct Company (agency) and Pay Run ID that will be used throughout this payroll process. Once all information is filled in correctly, **click** **Run**



**Process Scheduler Request**

User ID: PBACHLER Run Control ID: LONGEVITY

Server Name: PSUNX Run Date: 12/04/2007

Recurrence: Run Time: 4:26:20PM

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Longevity Pay Process	MDCPY024	SQR Report	Web	PDF

OK Cancel

On the Process Scheduler Request page, make sure **Server Name** selected is **"PSUNX"**, the select box is checked preceding Longevity Pay Process, then click **OK**.

Longevity Pay

Run Control ID: LONGEVITY [Report Manager](#) [Process Monitor](#) **Run**

Process Instance: 549156

**Longevity Pay Processing**

Process Type	Input Parameters
<input type="radio"/> Longevity Payout <input type="radio"/> Next Year Longevity <input checked="" type="radio"/> Report Part Time	*Company: 400 Pay Run ID: 40008M0600 400 Dec 07

Write down your Process Instance Number. Click on the [Process Monitor](#) hyperlink to take you to the Process Monitor page.

**If you do not get a .PDF file on the output**, this means that you do not have any employees eligible for partial longevity payout for this pay period.



Process List **Server List**

**View Process Request For**

UserID: PBACHLER   Process  Last: 1 Days

Server Name:  Process Type:  Instance:  to

View Job Items  Save On Refresh

View All First 1 of 1 Last

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
549156	SQR Report	MDCPY024	PBACHLER	12/04/2007 4:26:20PM CST	Success	<a href="#">Details</a>

Click  until the Process Monitor shows a Status of **“Success”**. Once this process has successfully run, click [Details](#) hyperlink to take you to the Process Detail page.

**Process Detail**

**Process**

Instance: 549156 Type: SQR Report  
 Name: MDCPY024 Description: Longevity Pay Process

**Run** **Update Process**

Run Control ID: LONGEVITY  Hold Request  
 Location: Server  Queue Request  
 Server: PSUNX  Cancel Request  
 Recurrence:  **Delete Request**  
 Restart Request

**Date/Time** **Actions**

Request Created On: 12/04/2007 4:29:29PM CST [Parameters](#) Transfer  
 Run Anytime After: 12/04/2007 4:26:20PM CST [Message Log](#)  
 Began Process At: 12/04/2007 4:29:40PM CST Batch Timings  
 Ended Process At: 12/04/2007 4:29:54PM CST [View Log/Trace](#)

To view and/or print the report, click on the [View Log/Trace](#) hyperlink to take you to the Report Log/Viewer page.



**Report/Log Viewer**

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**Instance:** 549156      **Type:** SQR Report  
**Name:** MDCPY024      **Run Cntl ID:** LONGEVITY  
**Status:** Success      **Submitted By:** PBACHLER  
**Server:** PSUNX      **Recurrence:**

---

[Longevity Pay Process](#)

Name	File Size	File Creation Date
<a href="#">Message Log</a>	1174 bytes	2007-12-04 16:29:49
<a href="#">Trace File</a>	178 bytes	2007-12-04 16:29:49

The system only creates the MDCPY024 report if there are part-time employees who are to receive longevity pay. Otherwise you will only see the Message Log and Trace File.

If employees appear on the report, Payroll Administrators will ***prorate employee's Longevity payout and enter the payment information in Time & Labor Weekly Elapsed Time using LONGV as TRC code.***



**Step 2**

**STEP 2 - RUN FIRST LONGEVITY PROCESS**

This process uses State Statutes eligibility requirements for selecting and paying employees Longevity payout. When an employee passes the eligibility requirements, this process enters data into Time and Labor Weekly Elapsed Time using the **TRC** (Time Reporting Code) **LONGV** on the anniversary month and day of the pay period.. For example, the employee was hired on 2/01/2002. The longevity amount would be entered into Weekly Elapsed time on February 1<sup>st</sup> of the year that you are processing. Longevity eligibility requirements are:

- Full Time Employee
- Employees' Longevity month is equal to month entered in Run Control Parameter
- Payment amount is based on calculated years of service and rate from the Longevity Payment table.

**NAVIGATION:** *Home > Reports Menu > OCP Reports > PY > MDC Lgvtv Cmp (0024)*

After entering the Run Control ID and clicking **Search** you will be taken to the Longevity Pay Page.

First you will need to **select "Longevity Payout"** under **Process Type**. Then **enter your Company** (Agency) and the **Pay Run ID** (Pay Run ID associated with the pay cycle you are getting ready to run). Once all the above information is filled in **click Run**. On the Process Scheduler Request page make sure the Server Name selected is **"PSUNX"**, the select box preceding Longevity Pay Process is checked, then **click OK**.

When the Process Monitor shows that the process has successfully completed **click** on the [Details](#) hyperlink. Then **click** on the [View Log/Trace](#) hyperlink, which will take you to the **Report/Log Viewer** page.



Report/Log Viewer
✕

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**Instance:** 549157      **Type:** SQR Report  
**Name:** MDCPY024      **Run Cntl ID:** LONGEVITY  
**Status:** Success      **Submitted By:** PBACHLER  
**Server:** PSUNX      **Recurrence:**

---

Longevity Pay Process

Name	File Size	File Creation Date
<a href="#">Message Log</a>	1174 bytes	2007-12-04 16:53:40
<a href="#">Trace File</a>	92627 bytes	2007-12-04 16:53:40
<a href="#">mdcpy024_549157.PDF</a>	11277 bytes	2007-12-04 16:53:40

Click on the **mdcpy024 PDF** to open up the Longevity report. This report lists all employees who are eligible to receive longevity for the pay period specified.

Company	Paygroup	Employee Name	Employee ID	Longevity Date	Payment Amount
400	ME1	██████████	██████	11-DEC-1989	\$1900.00
		██████████	██████	03-DEC-1988	\$1900.00
	ME1	██████████	██████	17-DEC-1974	\$3200.00
	MN1	██████████	██████	12-DEC-1988	\$1900.00
	ME1	██████████	██████	18-DEC-1977	\$3000.00
	MN1	██████████	██████	10-DEC-1999	\$850.00
		██████████	██████	19-DEC-1994	\$1250.00
	ME1	██████████	██████	07-DEC-1994	\$1250.00
	MN1	██████████	██████	06-DEC-2004	\$250.00
		██████████	██████	06-DEC-1999	\$850.00
	ME1	██████████	██████	01-DEC-1978	\$2800.00
	MN1	██████████	██████	02-DEC-1985	\$2200.00
		██████████	██████	08-DEC-1997	\$1062.00



**Step 3**

**STEP 3 - RUN TIME ADMINISTRATION PROCESS**

This process calculates payable time from the entries in Weekly Elapsed Time in Time and Labor and sets payable time status to 'Estimated – Ready for Payroll'. It is best to run this process the night before payroll runs due to the amount of time it could take to process all time entered into Time and Labor. It can be run on a nightly basis after entering time, if time entry reporting is required.

**NAVIGATION:** Home > Administer Workforce > Capture Time and Labor > Process > Time Administration

After entering a Run Control ID and clicking **Search** you will be on the Process Time Admin page.

Make sure the box is checked preceding **"Use Reported Time for POI"**. Fill in the correct **Process Date** (usually the last day of the month) and the **Static Group ID**. If more than one Static Group is to be processed, click **+** and **enter** the data for the next Static Group. Now click **Run**.

The next page that appears is the Process Scheduler Request page.



**Process Scheduler Request**

User ID: PBACHLER      Run Control ID: TIMEADMIN

Server Name: PSUNX      Run Date: 12/04/2007

Recurrence:      Run Time: 5:37:49PM

Time Zone:      [Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	TL_TIMEADMIN	TL_TIMEADMIN	Application Engine	(None)	(None)

[OK](#)   [Cancel](#)

Make sure "PSUNX" appears in the **Server Name** selection box and the Select box is checked next to TL\_TIMEADMIN. Click [OK](#) . This will take you back to the Process Time Admin page.

Process Time Admin

Run Control ID: TIMEADMIN      [Report Manager](#)   [Process Monitor](#)   [Run](#)

Process Instance: 549158

Forecast Payable Time

Use Reported Time for POI

Use Current Date      Process Date: 12/31/2007

EmpID:	Empl Rcd #:	Group ID:	'Include/Exclude Indicator:
		40001	<a href="#">+</a> <a href="#">-</a>

Click on the [Process Monitor](#) hyperlink to take you to the Process Monitor page.



Process List **Server List**

**View Process Request For**

UserID: PBACHLER   Process Type:  Last: 1 Days

Server Name:  Process Run Status:  Instance:  to

View Job Items  Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
549158	Application Engine	TL_TIMEADMIN	PBACHLER	12/04/2007 5:37:49PM CST	Success	<a href="#">Details</a>
549157	SQR Report	MDCPY024	PBACHLER	12/04/2007 4:53:21PM CST	Success	<a href="#">Details</a>
549156	SQR Report	MDCPY024	PBACHLER	12/04/2007 4:26:20PM CST	Success	<a href="#">Details</a>

Click  until the Run Status shows Success. When the Process Monitor shows that this process has successfully run, all time previously entered into Time and Labor is ready to be picked up by payroll.

**Step 4**

**STEP 4 - RUN EMPLOYEE LEAVE ERROR REPORT**

*(If you do not use PeopleSoft to track and accrue leave, you do not have to run this report.)*

This report identifies employees in a plan that shouldn't be and/or identifies employees that need to be enrolled in a plan. This report is to be run only if your agency is **using PeopleSoft to handle your sick and annual leave plans**. If employees appear on this report, their leave plan enrollments must be updated. Contact your Benefit Administrator. Once employee data has been updated, the Benefit Administrator should contact the payroll supervisor to continue with the payroll.

**NAVIGATION:** Home > Reports Menu > OCP Reports > PY > Leave Error Report (0057)

Enter a Run Control ID and click  .



Run Ocpcb0057

Run Control ID: LEAVE\_ERROR [Report Manager](#) [Process Monitor](#)

'As of Date: 12/31/2007

Sort by (1-EmpId, 2-Emp. Name: 2

'Agency: 400

Enter the **As of Date** (the Period End Date of the pay period being processed), **Sort Sequence** and **Agency** and click  .

**Process Scheduler Request**

User ID: PBACHLER Run Control ID: LEAVE\_ERROR

Server Name: PSNT  Run Date: 12/04/2007

Recurrence:  Run Time: 6:04:27PM

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	'Type	'Format
<input checked="" type="checkbox"/>	OCBB0057	OCBB0057	Crystal	Web <input type="button" value="BT"/>	PDF <input type="button" value="BT"/>

On the Process Scheduler Request page make sure **Server Name** selected is **"PSNT"**, the select box is checked preceding OCBB0057 and the **Format** selected is **"PDF"**, then click  .



Process List **Server List**

**View Process Request For**

UserID: PBACHLER   Process Type:  Last: 1 Days

Server Name:  Process:  Instance:  to

View Job Items  Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
549164	Crystal	OCBB0057	PBACHLER	12/04/2007 6:04:27PM CST	Success	<a href="#">Details</a>
549158	Application Engine	TL_TIMEADMIN	PBACHLER	12/04/2007 5:37:49PM CST	Success	<a href="#">Details</a>
549157	SQR Report	MDCPY024	PBACHLER	12/04/2007 4:53:21PM CST	Success	<a href="#">Details</a>
549156	SQR Report	MDCPY024	PBACHLER	12/04/2007 4:26:20PM CST	Success	<a href="#">Details</a>

When the process has completed successfully, **click** on the [Details](#) hyperlink which will take you to the Process Detail page.

**Process Detail**

**Process**

Instance: 549164 Type: Crystal  
 Name: OCBB0057 Description: OCBB0057

**Run** **Update Process**

Run Control ID: LEAVE\_ERROR  Hold Request  
 Location: Server  Queue Request  
 Server: PSNT  Cancel Request  
 Recurrence:  Delete Request  
 Restart Request

**Date/Time** **Actions**

Request Created On: 12/04/2007 6:06:16PM CST [Parameters](#) Transfer  
 Run Anytime After: 12/04/2007 6:04:27PM CST [Message Log](#)  
 Began Process At: 12/04/2007 6:06:41PM CST Batch Timings  
 Ended Process At: 12/04/2007 6:11:15PM CST [View Log/Trace](#)

To view and/or print the report, **click** on the [View Log/Trace](#) hyperlink to take you to the Report Log/Viewer page.



Report/Log Viewer
✕

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**Instance:** 549164      **Type:** Crystal  
**Name:** OCBB0057      **Run Cntl ID:** LEAVE\_ERROR  
**Status:** Success      **Submitted By:** PBACHLER  
**Server:** PSNT      **Recurrence:**

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[OCBB0057](#)

Name	File Size	File Creation Date
<a href="#">Message Log</a>	0 bytes	Tue Dec 04 18:09:43 2007
<a href="#">OCBB0057_549164.PDF</a>	10227 bytes	Tue Dec 04 18:09:52 2007

Click on OCBB0057 PDF to view and/or print the report.

	State of Oklahoma Office of Personnel Management Employee Leave Error Report Agency: 400	Run Date: 12/4/2007 Run Time: 6:09:52PM Page Nbr: 1
As of Date: 12/31/2007		Sorted by: Employee Name
Employee Name	Emplid	Reg/Temp    Plan Type    Error Message
██████████	██████████	R      Employee authorized for leave, but does not have a leave plan.

**Step 5**

**STEP 5 - RUN EMPLOYEE LEAVE AUDIT REPORT**

*(Only run this report if your agency is using PeopleSoft to handle your sick and annual leave plans.)*

This report identifies employees who should be moved to a **Supplemental** pay group and vice versa based on the amount of leave they have accrued. If employees appear on this report, contact your HR Administrator to add an effective dated row to the employees' Job data and make the necessary pay group change. Once all employees have been moved into their appropriate pay groups, the HR Administrator will contact the payroll supervisor.



NAVIGATION: *Home > Reports Menu > OCP Reports >> PY > Leave Accrual Audit Rpt (0056)*

After entering your Run Control ID and clicking **Search** , you will be on the Run Ocpbb0056 page.

Run Ocpbb0056

Run Control ID: LEAVE\_AUDIT [Report Manager](#) [Process Monitor](#) **Run**

**\*As of Date:**

**\*Sort (1=Emplid, 2=Name, 3=Location, 4=Deptid):**

**Minimum Hours:**

**Hours Checked (A=Annual, C=Combined Sick & Annual):**

**\*Agency:**

**Beginning Deptid:**

**Ending Deptid:**

After filling in the appropriate information, click **Run** .

**NOTE:** The Beginning Deptid has a default value of 0000000000 and the Ending Deptid has a default value of 9999999999. If you leave the defaults the report will be run for ALL departments. Otherwise, if you want to run this report only for one or several specific departments, **enter** the appropriate values.

On the Process Schedule Request page make sure **Server Name** selected is **"PSNT"**, the select box is checked preceding OCBB0056, then click **OK** .

When the Process Monitor shows that the report has successfully completed, follow the procedures for viewing and printing the report as in previous steps above.



**Step 6**

**STEP 6 - RUN PRESHEET AUDIT REPORT**

Prior to creating Paysheets, you can run a delivered PeopleSoft report that identifies database and/or employee set-up errors. This report is very useful in identifying areas where you need to do table updates and/or maintenance to employee data that may have been missed during normal business processing.

**NAVIGATION: Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > Presheet Audit (0191)**

**PRESHEET AUDIT RUN CONTROL**

The State of Oklahoma will use the **Run ID Report** option since each Agency is administering its own payroll.

After selecting **Run ID Report** option and filling in the correct pay **Run ID** on Presheet Audit Run Control page, click **Run** , which transfers you to the Process Scheduler page on the following page.

Make sure the **Server Name** is set to **"PSUNX"** and the select box is checked preceding Paysheet Audit. Now click **OK** . The system will transfer you back to the Run Control Page. **Click** on the **Process Monitor** hyperlink at the top of the page to take you to the Process Monitor Page.



Process List **Server List**

**View Process Request For**

UserID: PBACHLER  Process Type:  Last: 1 Days

Server Name:  Process:  Instance:  to

View Job Items  Save On Refresh

View All First 1-5 of 5 Last

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
549165	SQR Report	MDCPY191	PBACHLER	12/04/2007 6:28:26PM CST	Success	<a href="#">Details</a>
549164	Crystal	OCBB0057	PBACHLER	12/04/2007 6:04:27PM CST	Success	<a href="#">Details</a>
549158	Application Engine	TL_TIMEADMIN	PBACHLER	12/04/2007 5:37:49PM CST	Success	<a href="#">Details</a>

Once the report has been successfully run, **click** on the [Details](#) hyperlink to view and/or print the report.

Below is a sample of what the report could look like followed by an explanation of the various error messages that can appear on the report. If errors are listed, correct them before going any further.

Company	Emplid	Empl Rcd #	Message	NBP	400SK	400L4
	101087	0	Leave Plan is not valid for Benefit Program	NBP	400SK	
	101087	0	Leave Plan is not valid for Benefit Program	NBP	400L4	
Error Records:			2			

**PRESHEET AUDIT ERROR MESSAGES**

Message Text	What to do – how to fix the problem
<i>Deduction Code not on General Deduction table</i>	Add the code to the General deduction table or remove it from the employee's General Deduction data. <b>Contact the CORE Team for this function.</b>
<i>Deduction code used in this Benefit Program is not valid</i>	<a href="#">Home &gt; Define Business Rules &gt; Define Base &gt; Benefits &gt; Setup &gt; Benefit Program Tbl</a> Add the deduction to the Benefit program on the cost tab or remove the Employee from that benefit Plan. <b>Contact the CORE Team for this function.</b>



Message Text	What to do – how to fix the problem
<i>Earnings code not in Earnings Program</i>	<p><a href="#">Home</a> &gt; <a href="#">Define Business Rules</a> &gt; <a href="#">Define Payroll Process</a> &gt; <a href="#">Setup 1</a> &gt; <a href="#">Earnings Program Table</a></p> <p>Add the earnings to the earnings Program or make sure it is removed from the employee causing the error.</p> <p><b>Contact the CORE Team for this function.</b></p>
<i>Earn code not valid on earnings table or is not active</i>	<p>The earnings may have been inactivated or deleted technically from the earnings table. Reactivate it, add it back, or remove it from the employee causing the error.</p> <p><b>Contact the CORE Team for this function.</b></p>
<i>Missing Personal data</i>	<p>Check the effective date on the employee's personal data record to make sure the first row matches the hire date</p>
<i>Employee Type not valid for Pay group</i>	<p>The Pay group may have been updated and the employee type removed after the employee was placed into the Pay group. Update the Pay group or update the employee's Job record, moving them to another pay group or to another employee type.</p>
<i>Tax Distribution records not present</i>	<p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Payroll Data (US)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Employee Tax Distribution</a></p> <p>Check the employee's Tax Distribution record to insure the earliest effective-dated row matches the effective date of the employee hire.</p>
<i>US Federal tax data missing</i>	<p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Payroll Data (US)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Employee Tax Data</a></p> <p>Check the employee's Federal tax data tab for parity of dates with the hire row on Job</p>
<i>State Tax data missing</i>	<p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Payroll Data (US)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Employee Tax Data</a></p> <p>Check the employee's State tax data tab for parity of dates with the hire row on Job</p>
<i>Comp rate Missing</i>	<p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Job Data</a></p> <p>Check the employee's Job data record for the compensation rate field.</p>
<i>Benefit Program Participation record missing</i>	<p>Check the employee's Job record for the Benefit Program field on the Benefit Program Participation page.</p>



<b>Step 7</b>
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## STEP 7 – CREATE PAYSHEETS PROCESS

### OVERVIEW OF PAYSHEET CREATION

The heart of a PeopleSoft payroll is the paysheets. Paysheets house information pertaining to employees' job, earnings, and tax detail which allow the system to correctly calculate each employee's paycheck.

During the paysheet creation process, the system scans all employees and selects the employees to be paid during the specified pay period based on the following: Employees are recognized by the pay groups they are attached to on the Job record, which is attached to a Pay Calendar that is associated with the Pay Run ID used to create paysheets. Paysheets are only created for employees with a status of Active or Paid Leave on their job record for the pay period being processed.

When you create paysheets, the system performs the following tasks:

- Creates paylines for each employee with details of salary or hourly rates, number of regular hours being paid for, additional earnings, tax methods based on each employee's tax detail information, and accounting information as specified in the employee's Job Earnings Distribution or Additional Pay pages.
- Creates paylines where the State will be able to view and change hours, additional earnings, one-time deductions, one-time garnishments, one-time taxes, and overrides to previously established employee-level data (such as the department and/or account code to which earnings are funded).
- Creates multiple paylines for earnings and hours to be divided among two or more departments, accounts, locations, etc., based on the employee Job Earnings Distribution.
- The system uses the pay calendar and holiday schedule to automatically set up the holiday earnings code and hours for pay periods that contain holidays, using the holiday schedule and earnings code from the Pay Group Table - Calc Parameters page.
- Prorates earnings and hours for employees who work only part of a pay period or have a data change (such as a pay increase or department change). The system will use the pay begin and end dates from the pay calendars to create prorated pay as needed.
- Creates multiple paylines for employees who work at multiple jobs during a pay period.
- Automatically approves paysheet data by turning on the **OK to Pay** checkbox on each payline, as specified by the Confirmation Required check box on the Pay Group Table – Process Control page. Salaried employees will have OK to Pay turned on. For part-time hourly employees, T&L hours/amounts will interface into the paysheets turning on OK to Pay flag.
- Automatically creates multiple lines for Fair Labor Standards Act (FLSA) employees when the FLSA period is smaller than the pay period. Non-exempt employees will have distinct paylines with begin and end dates corresponding to their FLSA periods. For employees on a rotational two-week schedule (alternate Mondays or Fridays off) a 14-day FLSA period will be setup with these dates being reflected on the paylines. Employees on 28-Day FLSA periods will have paylines with begin and end dates corresponding with their 28-day cycles.



To create paysheets, run the Create Paysheet process:

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Paysheet Creation*

**Paysheet Creation**

---

**Find an Existing Value**

Run Control ID:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

Enter a Run Control ID and click  .

**Paysheet Creation**

**Run Control ID:** PAYSHEETSCREATION [Report Manager](#) [Process Monitor](#)

---

**Process Request Parameter(s)**

**'Pay Run ID:**

Enter the Pay Run ID that indicates the pay period you are creating paysheets for and click  . You will then be taken to the Process Scheduler Request page.





Process List **Server List**

**View Process Request For**

UserID: PBACHLER   Process Type:  Last: 5 Days

Server Name:  Process Run Status:  Instance:  to

View Job Items  Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
548986	COBOL SQL	PSPPYBLD	PBACHLER	11/28/2007 11:01:39AM CST	Success	<a href="#">Details</a>
548982	COBOL SQL	PSPCLBLD	PBACHLER	11/28/2007 9:52:56AM CST	Success	<a href="#">Details</a>

To see the progress of your report click  . Once you see a Run Status of “Success”, paysheets have been created. If a Run Status of “Error” displays, please report your User ID and Instance Sequence number to the OSF Help Desk.

### VIEWING THE MESSAGE LOG FROM PROCESS MONITOR

Once you have seen a Run Status of “Success” for your process or report, there are four steps to view the message log. The message log from this process informs you if there were any errors encountered while creating paysheets.

Process List **Server List**

**View Process Request For**

UserID: PBACHLER   Process Type:  Last: 5 Days

Server Name:  Process Run Status:  Instance:  to

View Job Items  Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
548986	COBOL SQL	PSPPYBLD	PBACHLER	11/28/2007 11:01:39AM CST	Success	<a href="#">Details</a>
548982	COBOL SQL	PSPCLBLD	PBACHLER	11/28/2007 9:52:56AM CST	Success	<a href="#">Details</a>

Click the [Details](#) hyperlink on the Process Monitor Page. The system will transfer you to the Process Detail page.



### PROCESS DETAIL PAGE

This page is a summary of the details surrounding your process request.

Process Detail	
<b>Process</b>	
<b>Instance:</b> 548986	<b>Type:</b> COBOL SQL
<b>Name:</b> PSPPYBLD	<b>Description:</b> Create Paysheet
<b>Run</b>	<b>Update Process</b>
<b>Run Control ID:</b> PAYSHEETSCREATION	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSUNX	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input checked="" type="radio"/> <b>Delete Request</b>
	<input type="radio"/> Restart Request
<b>Date/Time</b>	<b>Actions</b>
<b>Request Created On:</b> 11/28/2007 11:09:20AM CST	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 11/28/2007 11:01:39AM CST	<a href="#">Message Log</a>
<b>Began Process At:</b> 11/28/2007 11:09:23AM CST	Batch Timings
<b>Ended Process At:</b> 11/28/2007 11:12:17AM CST	<a href="#">View Log/Trace</a>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

To continue and view the message output, **click** the [View Log/Trace](#) hyperlink. The system will open a new window for the Report/Log Viewer Page.

### REPORT/LOG VIEWER PAGE

Report/Log Viewer		
<b>Instance:</b> 548986	<b>Type:</b> COBOL SQL	
<b>Name:</b> PSPPYBLD	<b>Run Cntl ID:</b> PAYSHEETSCREATION	
<b>Status:</b> Success	<b>Submitted By:</b> PBACHLER	
<b>Server:</b> PSUNX	<b>Recurrence:</b>	
<a href="#">Create Paysheet</a>		
Name	File Size	File Creation Date
<a href="#">Message Log</a>	1323 bytes	2007-11-28 11:12:17

Click the [Message Log](#) hyperlink.



The system then transfers you to a web page where you will the message log is displayed.

```
PeopleSoft Payroll -- Version 8.00
Copyright (c) 1988-2000 PeopleSoft, Inc.
All Rights Reserved

DB Type:[ORACLE | DB2ODBC | INFORMIX |
        DB2400 | DB2UNIX | SYBASE |
        MICROSOFT]:ORACLE

Database:[HRQA      ]:HRQA

Username:[PSADM                ]:PBACHLER

Password:[*****]:

Run Control ID[                ]: PAYSHEETSCREATION

Process Instance:[0]:548986

SQL Trace:[0]:

DB Flag:[0]:0

PaySheets started for Run: 40008M0600
at 11:09:23.92.
PaySheets started for Company: 400
                        Pay Group: ME1
                        Pay End Date: 2007-12-31
at 11:09:23.92.
    159 employee(s)/job(s) processed.
PaySheets started for Company: 400
                        Pay Group: MN1
                        Pay End Date: 2007-12-31
at 11:10:32.91.
    715 employee(s)/job(s) processed.
PaySheets started for Company: 400
                        Pay Group: MN2
                        Pay End Date: 2007-12-31
at 11:12:17.20.
    0 employee(s)/job(s) processed.
PaySheets started for Company: 400
                        Pay Group: MN3
                        Pay End Date: 2007-12-31
at 11:12:17.26.
    0 employee(s)/job(s) processed.
PaySheets ended at 11:12:17.44
```

In this case, the process encountered no problems and finished successfully. Had there been errors of some sort, you would have seen “**Check Messages!!!!**” printed near the bottom of the message log.

If you see “**Check Messages!!!!**” you will need to view the specific message(s). The easiest way to do this is to go back to the web page where you were last. Find the Process Detail page and look for the [Go back to Paysheet Creation](#) hyperlink. **Clicking** this hyperlink is the fastest way to navigate back to the breadcrumbs related to the Payroll process.



Process List **Server List**

View Process Request For

UserID: PBACHLER  Process:  Last: 5 Days

Server:  Type:  Instance:  to

Name:  Run Status:

View Job Items  Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
548986	COBOL SQL	PSPPYBLD	PBACHLER	11/28/2007 11:01:39AM CST	Success	<a href="#">Details</a>
548982	COBOL SQL	PSPCLBLD	PBACHLER	11/28/2007 9:52:56AM CST	Success	<a href="#">Details</a>

[Go back to Paysheet Creation](#)

Home > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Process](#) > **Paysheet Creation**

Paysheet Creation

Run Control ID: PAYSHEETSCREATION [Report Manager](#) [Process Monitor](#)

Process Request Parameter(s)

'Pay Run ID:

To look up Payroll Error Messages online navigate as follows:

**NAVIGATION: Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Payroll Error Messages**

**Payroll Error Messages**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Off Cycle?

Page #:

Line #:

Pay Run ID:

Process Instance:

[Basic Search](#)

You can search for the messages related to your process in various ways, based on the fields on the page, shown above. The easiest way is to **enter** the agency number and **click**  . You can also use the Pay Run ID since you are familiar with it by now. You can also use the Process Instance number from the Process monitor, if you like.



<b>Step 7A</b>
----------------

## **STEP 7A – MAKE CHANGES TO PAYLINE AS NEEDED**

### **OVERVIEW – USING PAYSHEETS AND PAYLINES**

PeopleSoft structures its payroll processing around pages known as Paysheets. Modeled after old-fashioned paper payroll sheets, these pages are created with each active employee's basic job information, compensation rate, and tax information. Upon Paysheet creation, the system aggregates all this data from the various tables throughout the system and uses it to correctly pay and tax each employee. There are automatic updates built into the calculation process that will recognize and administer changes to the employee's compensation rate, tax distribution, or deduction eligibility, making it easier for HR to continue routine employee maintenance without waiting until the payroll process has completed.

---

**NOTE:** *Pay Group changes should not be made while payroll is in process.*

---

Each Paysheet is composed of multiple paylines, which is where the employee detail resides and where you can add or change data such as earnings, frequency, one-time deductions, one-time garnishments, one-time taxes, accounting data, and tax periods. Paysheet and Payline pages display the same content, but you access them differently. **Paysheets** are useful when you are entering hours or earnings for the majority of the employees in your payroll run. Accessing a paysheet means you have an ordered list of multiple employees from the pay group that you can work through using . Use the **Payline Security** pages to **enter** individual earnings data, corrections and last-minute adjustments for a specific employee. Payline Security access is much faster when wanting to access information for specific employees, not groups of employees.

### **WORKING WITH PAYLINES**

Each Payline Security has various key fields that allow the system to keep all the information organized. Among the most important key fields are company, pay group, page number and line number. If you were to search for a list of employees just by Company, the system orders the employees in the payroll by the same fields, so you will see ordered by company, and then in a pay group, etc. When you access the system and begin a search, you see these fields along with the employee ID and the employee record number on the search page.

The paysheets and paylines are what the system uses to calculate paychecks during Pay Calculation. Once a pay calc is run with no errors, you can view employee Pay Check data results. If there is a manual change to the payline – say you add earnings or change a deduction – the system will make a note of this change and you will be unable to view the paycheck data until you run another pay calc. The logic behind this is that the Pay Check data results would no longer be correct, given the changes you just made. This is an important concept to remember if the system ever tells you “No Matching Values Were Found” when you are using the Paycheck Data Search page. It's possible that someone has changed payment data, which requires a new calculation. The system will not show uncalculated data.



**NOTE:** Once the payroll has been confirmed the system will no longer allow you to access paysheets. The data still exists in the database, but it is now a matter of history, making this data (which allowed you to make changes) obsolete. You can always inquire on **paycheck data** to see employees' earnings, taxes, and deduction data.

To access Payline Security:

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Use > Payline Security*

**Payline Security**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Off Cycle ?

Page #:

Line #:

EmpID:

Job Pay Data Change:

Partial Pay Period

Name:

Case Sensitive

[Basic Search](#)

**Company** – The Agency in which you want to find an employee

**Pay Group** – The group assigned to the employee for payroll processing.  
(Exempt - ME1, Non-exempt - MN1)

**Pay Period End Date** – The last day of the work period being paid

**Off Cycle ?** – Indicates if the earnings were included in the regular, payroll run or on a separate payroll.

**Page #** – The Paysheet Page Number

**Payline #** – The line within the paysheet

**EmpID** – The employee's ID number

**Job Pay data change** – Indicates the status of the payroll. Values are:

- **Calculation required** – Indicates there has been a change to the payroll or Job data and the system needs to recalculate the check to display the correct data.



- **Yes** – The employee’s Job, tax, deduction data has changed and the system needs to recalculate the check
- **No** – There had been no change since the last calculation.

**Partial pay period** – Indicates if the dates of payment begin mid-period

**Name** – Allows you to enter part of a name and see a list of matching employees

**NOTE:** If you click **Search** without entering any data in any field, the system will issue the following message:



**PAYLINE PAGE**

When the system locates the data you have requested, the payline will be displayed.

Payline One-Time Deductions One-Time Garnishments One-Time Taxes

██████████ ID: ██████████

**Payline Details** Find | View All First 1 of 1 Last

Company	Pay Group	Pay Period End Date	Off Cycle	Page	Line	Empl Rcd#	Ben Rcd#	Manual Check
400	MN1	12/31/2007	<input type="checkbox"/>	3	1	0	0	<input type="checkbox"/>

Check #      Check Date      Total Gross      Net Pay

**Earnings** Find | View All First 1 of 3 Last

OK to Pay  Job Pay  Override Hourly Rate  No Direct Deposit  Gross-Up  TL Records

Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Regular Salary
				15.622327	1,353.93

Earnings Begin/End Dates      Shift      State      Locality  
 12/01/2007 / 12/31/2007      N/A      OK

[Additional Data](#)

**Other Earnings** Find | View All First 1 of 1 Last

Code	Seq #	Rate Code	Hours	Rate	Amount
<input checked="" type="checkbox"/> HOL			8.00		

The data in the **Payline Details** scroll area is displayed for your information and indicates the key fields.



**NOTE:** The Check#, Check Date, Total Gross, and Net pay fields are blank. This means the check has not yet been calculated, therefore there is no data in those fields.

---

The **Manual Check** box is used ONLY when a check was cut out of another system and you want to create an entry in PeopleSoft, known as a Manual Check. (**NOTE: The State of Oklahoma will not be using the Manual Check option.**)

### EARNINGS

The **Earnings** scroll area contains various fields that can be updated. The **OK to Pay** checkbox tells the system to include this payline in the total calculation for that check and employee. If it is turned off, the calculation will skip the earnings and they will not be reflected in the Paycheck data page. Depending on the type of employee, this may be set to default to checked or blank. The State has configured the system so that for **salaried** and **some full time hourly** employees this box will always be **checked**, meaning the payline will automatically be included in the pay calculation process. However for **part time hourly** employees, the OK to Pay box will always be **unchecked**, meaning that payroll data is coming from Time and Labor and that process will mark the paylines OK to Pay.

The **Job Pay** checkbox is very powerful. This checkbox insures that the system recalculates the paycheck if there are any changes to the employee's job, tax, deduction, or garnishment data. If you **unclick** it, these updates will cease and YOU CANNOT GET THE BOX BACK to re-check it. If you save the page, the system will permanently exclude the payline from updates from Job data changes because PeopleSoft assumes you wanted a one-time override to the payline. If you **unclick** the box but change your mind, you can cancel out of the page without saving to retain the Job Pay functionality. Only paylines created by PeopleSoft, and not those added manually, will have this checkbox available.

**Override Hourly Rate** – If **clicked** on, this allows you to change the hourly rate used for 'REG' hours displayed. You cannot get the box back once you turn it off. Generally, the system populates the hourly rate automatically based on the employee's Job data record.

**No Direct Deposit** – If the employee generally opts for direct deposit of earnings and this box is checked, this will pay the earnings on an actual check.

**Gross Up** – this box is only available for paylines that you add manually. The system-created lines will not have this box available. The system will calculate the earnings as a grossed up amount if you check this box.

**TL records** – The system will check this box if the earnings have been loaded from the Time & labor system. You cannot change this box if it is checked. Salaried employees will NOT have regular hours updated to the paylines since the salary encompasses their total compensation. They will, however have other types of hours sent to the paylines under the Other Earnings area. Hourly employees will have all approved time sent to the Other Earnings Paylines.



**Reg Rt Cd** and **OT Rt Cd** – This will display additional rate codes added to an employee’s compensation record.

**Reg hours** – The system will populate this field with the standard hours as specified on the employee’s job record.

**OT hours** – it is possible to **enter** OT hours into this field, but the State will be entering all overtime hours through Time and Labor.

**Hourly Rate** – For hourly employees, this is a display only field based on the compensation rate in the employee’s job record. You cannot change it unless you **click** the **Override Hourly rate** box discussed above.

**Regular Salary** – For salaried employees, this will display the pay cycle period salary amount.

**Earnings begin and End dates** – These fields indicate the period for which the system should calculate the earnings. These dates generally reflect the pay period begin and end dates, but they may also change for prior period adjustments coming from T&L or for entering future payroll data that will be used later to calculate specific overtime rates.

**Shift** – The state of Oklahoma will not be using PeopleSoft shifts, this field will always be NA.

**State** – This reflects the employee’s work state and should always be ‘OK’.

**Locality** – This would reflect a taxing locality if it existed. Oklahoma does not have locality taxes.

The [Additional Data](#) hyperlink will take you to the following page:

**Additional Data**

<b>Business Unit:</b>	40000	<b>Tax Periods:</b>	1
<b>Department:</b>	0210060	<b>Ann Tax Prds:</b>	<input type="text"/>
<b>Job Code:</b>	D14C	<b>Pay Frequency:</b>	M Monthly
<b>Position:</b>	40001283	<b>Tax Method:</b>	Annualized
<b>GL Pay Type:</b>		<b>FICA Status:</b>	<input type="checkbox"/> N <input type="checkbox"/>
<b>Account Code:</b>	000007333		



As long as the Job Pay check box is checked, you will not be able to change the data on this page, with the exception of the **Annl Tax periods**. If the Job Pay check box is unchecked, you can update these fields. The State could use this to change the **Account Code** field to charge earnings to different agencies and chartfield combinations when funds are not available in the Account(s) setup on the employees' Earnings distribution record.

**OTHER EARNINGS**

The **Other Earnings** scroll area, towards the bottom of the payline, contains fields for the entry of additional types of earnings.

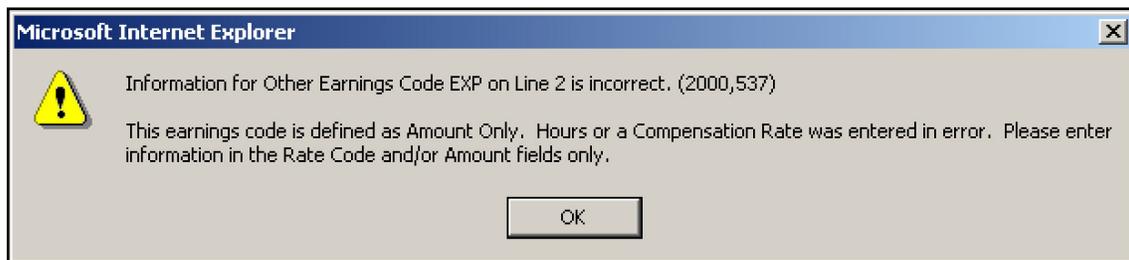
Other Earnings					
Code	Seq #	Rate Code	Hours	Rate	Amount
<input checked="" type="checkbox"/> HOL			8.00		

Generally, the system uses the Other Earnings paylines to post data from the Additional Pay pages and data coming from Time and Labor. Earnings coming in from Additional Pay will be Benefit, Remaining Benefit, Housing, and Uniform allowances. As mentioned before, Time & Labor will also load its time to Other Earnings.

You can insert rows in the scroll area immediately below the Payline Details area if they are to be associated with the same **Account Code** found in the [Additional Data](#) hyperlink.

If you need to change the **Account Code** for an earnings code entered into the Other Earnings Scroll area, you should insert a row at the **Payline Details** level. If you enter multiple other earnings codes below the same Payline Details scroll area row, they will all be charged to the same Account Code. It is important to understand that the Other Earnings scroll area inherits its Account code and other job data defaults from the Payline Details area under which it falls. Each row of data in Other Earnings will show an incremental number in the **Addl #** field.

The system will edit the Other Earnings data, as you're entering, and will issue an error if you try to **enter** hours for an earnings code defined as amounts only, or vice versa (see below).





## ONE TIME OVERRIDE – DEDUCTION DATA

You will use the One Time Override – Deduction Data tab on the payline to **enter** amounts for employee refunds and/or additional amounts taken out for this one-time only.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Use > Payline Security*

**Payline Security**

---

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:  

Off Cycle ?

Page #:  

Line #:

EmplID:

Job Pay Data Change:  

Partial Pay Period

Name:

Case Sensitive

[Basic Search](#)

To access the employee one-time override pages, **enter** the EmplID and **click**  . Then **click** on the ***One-Time Deductions*** Tab.



Payline One-Time Deductions One-Time Garnishments One-Time Taxes

██████████ ID: ██████████

**Payline Details** Find | View All First 1 of 1 Last

Company	Pay Group	Pay Period End Date	Off Cycle	Page	Line	Empl Rcd#	Ben Rcd#	<input type="checkbox"/> Manual Check
400	MN1	12/31/2007	<input type="checkbox"/>	5	7	0	0	<input type="checkbox"/>

**Deductions** Find | View All First 1 of 4 Last

OK to Pay

\*Benefit Deductions Taken: Deduction  Ben Ded Subset:

\*General Deductions Taken: Deduction  Genl Ded Subset:

**One-Time Deduction Data Override** Find | View All First 1 of 1 Last

\*Plan Type:  \*One Time Code: Override

Benefit Plan:

\*Ded Code/Class:

\*Sales Tax: B  None

\*Deduction Calculation Routine: Flat Amount

Save Return to Search Refresh

If the deduction override only pertains to benefit deductions overall (not for a specific one), or to only use a special benefits subset for this payroll (ignoring benefit deductions not in subset) you will **click** on the down arrow under **Benefit Deductions Taken** make the appropriate selection. If you selected Subset, then you must fill in the Prompt Box under **Ben Ded Subset**. The next two areas **General Deductions Taken** and **Genl Ded Subset** work the same way but are only for General deductions.

The One-Time Deduction Data Override scroll area is where you **enter** specific information pertaining to a specific deduction and amount. You will need to **select** the proper **Plan Type** by **clicking** on the down arrow and selecting the appropriate plan. The **One Time Code** selection area tells the system to:

- Override employee setup data for this deduction class and use the amount given.
- The amount given is for an Arrears payback.
- The amount given is in Addition to what should be taken out for this employee.
- The amount given is a Refund to the employee.

If this deduction override pertains to a benefit deduction, you must **enter** the **Benefit Plan** or **click** on the prompt icon and **select** the correct plan. The Benefit Plan area should be left blank for General Deduction overrides. The **Flat/Addl Amt** area is to **enter** the amount of the override. **Ded Code/Class** prompt boxes are to be filled in as follows:

- The first box is the Deduction Code you need to use for this override.
- The second box pertains to whether this deduction is a Before and After tax deduction.  
(B = Before, A = After)



## CORE Oklahoma

---

The last area on this page that the State of Oklahoma will use is the **Deduction Calculation Routine** selection area. **Click** on the down arrow and **select** the correct calculation routine. For the most part, the State of Oklahoma will be selecting 'Flat Amount' which is the system default. When all the data is properly filled in, **click**  .



### ONE TIME OVERRIDE – GARNISHMENT DATA

You will use the One Time Override – Garnishment Data tab on the payline to **enter** amounts for employee refunds and/or additional amounts taken out for this one-time only. For example, you received a letter late from an attorney instructing you to increase an employee’s garnishment for just one time, so you need to take out an additional amount this period.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Use > Payline Security*

**Payline Security**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Off Cycle ?

Page #:

Line #:

EmplID:

Job Pay Data Change:

Partial Pay Period

Name:

Case Sensitive

[Basic Search](#)

To access the employee one-time override pages, **enter** the EmplID and **click** . Then **click** **One-Time Garnishments** Tab.

Payline | One-Time Deductions | **One-Time Garnishments** | One-Time Taxes

ID:

**Payline Details** Find | View All First  Last

Company	Pay Group	Pay Period End Date	Off Cycle	Page	Line	Empl Rcd#	Ben Rcd#	<input type="checkbox"/> Manual Check	<input type="button" value="+"/>	<input type="button" value="-"/>
400	MN1	12/31/2007	<input type="checkbox"/>	5	7	0	0			

**Garnishments** Find | View All First  Last

OK to Pay

**One-Time Garnishment Override** Find | View All First  Last

\*Garnishment ID:  \*One-Time Code:

Priority:  \*Deduction Calculation Routine:

DE Percent:  Flat Amount:

**Processing Fees**

Greater of	%Deduction or Flat Amount	
To Company:	<input type="text"/>	<input type="text"/>
To Payee:	<input type="text"/>	<input type="text"/>



**Garnishment ID** prompt box needs to be the actual Garnishment ID pertaining to the employee's garnishment spec data that you are overriding.

**One Time Code** selection box options are:

- Override Garnishment Amounts
- Refund Garnishment Amount
- Suspend Garnishment

**Priority** should be set to a 1.

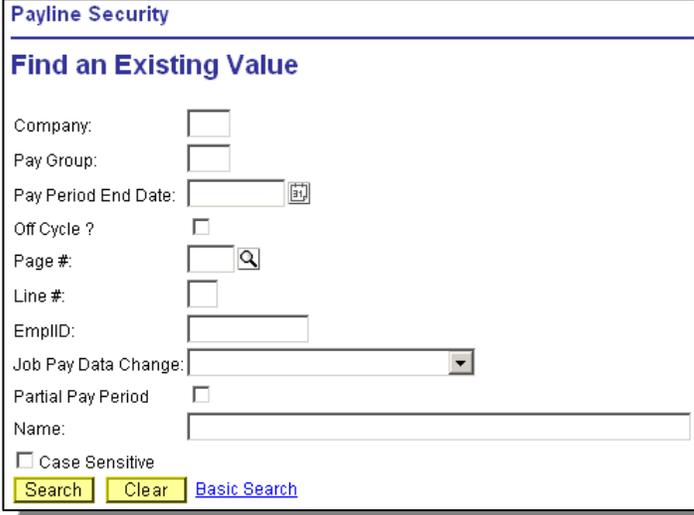
The **Deduction Calculation Routine** selection box options are the same as the options you select when setting up garnishment spec data. The percent and/or amount data is then entered in the corresponding **DE Percent** and/or **Flat Amount** data boxes. If there are additional processing fees to be entered, this information should go into the 'Processing Fees' data area.

When all data is filled in, click  Save .

## ONE TIME OVERRIDE – TAX DATA

You will use the One Time Override – Tax Data tab on the payline to **enter** amounts for employee refunds and/or additional amounts taken out for this one-time only.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Use > Payline Security*



The screenshot shows a web form titled "Payline Security" with a sub-header "Find an Existing Value". The form contains the following fields and controls:

- Company:
- Pay Group:
- Pay Period End Date:  
- Off Cycle?:
- Page #:  
- Line #:
- EmplID:
- Job Pay Data Change:  
- Partial Pay Period:
- Name:
- Case Sensitive
- Buttons:   [Basic Search](#)

To access the employee one-time override pages, **enter** the EmplID and click  . Then click **One-Time Taxes** Tab.



If the tax override is at the State level, you would **enter** the two (2) letter state abbreviation in the box next to **State:** otherwise, the override would be for Federal tax and you should leave the State area blank and tab over to the check box preceding **Federal** and **click** on it. The **Tax Class** selection box (the State of Oklahoma does not have locality taxes) is the next area to be filled in. You will access the selection area by **clicking** on the down arrow then selecting the correct taxing class you will be affecting. Be careful on your selection since both employee (EE) and employer (ER) tax classes are available.

The **One Time Code** selection area tells the system to:

- Override employee setup data for this tax class and use the amount given.
- The amount given is for an Arrears payback.
- The amount given is in Addition to what should be taken out for this employee.
- The amount given is a Refund to the employee.

The last data item to fill in is the **One Time Tax Amount** field; then **click**  .



**Step 8**

**STEP 8 – RUN PRECALCULATION AUDIT REPORT**

This report lists any errors that would keep your payroll from processing error free. Since you ran the pre-sheet audit and created paysheets, you could have entered and/or changed a large amount of data. This report will pick up any errors that could be caused from the data changes.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > Precalculation Audit*

**Precalculation Audit**

---

**Find an Existing Value**

Run Control ID:

Case Sensitive

[Basic Search](#)

Enter a Run Control ID and click  .

**Precalculation Audit**

**Run Control ID:** PRECALC\_AUDIT [Report Manager](#) [Process Monitor](#)

**Language:** English

**Report Request Parameter(s)**

**Pay Run ID:**   400 - December 2007 Monthly

Enter the correct Pay Run ID, or use the prompt icon to select the correct Pay Run ID, and click  . You will be taken to the Process Scheduler Request page.



Home > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 2](#) > **Precalculation Audit**

**Process Scheduler Request**

User ID: PBACHLER      Run Control ID: PRECALC\_AUDIT

---

Server Name: PSUNX      Run Date: 11/28/2007

Recurrence:      Run Time: 4:55:57PM

Time Zone:      [Reset to Current Date/Time](#)

**Process List**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Precalc Audit	PAY035	SQR Report	Web	PDF

[OK](#)      [Cancel](#)

Make sure **Server Name** shows **"PSUNX"** and the select check box is checked for Precalc Audit, then click [OK](#) . Follow the same procedures for monitoring the report until a status of success is displayed. Check the report for any errors. Errors listed on this report would indicate employees missing tax records, missing a working state record, incorrect earnings or deduction code used, etc. Correct any errors that are listed prior to moving to the next step

**Step 9**

**STEP 9 – RUN PRELIMINARY CALCULATION PROCESS**

**PAY CALCULATION PROCESS OVERVIEW**

The "Calc" as it's commonly referred to, is intended to be an iterative process, meaning you can run it over and over, checking the results and changing data until the results are as you wish. The iterative process generally depends on your running the process in **Preliminary** mode and not **Final** mode. **Preliminary** mode executes different processes than **Final** mode and those processes allow or disallow the changing of and recalculating of data that gives PeopleSoft Payroll its flexibility and strength. This method of processing also gives you complete control of your payroll, allowing you to report on, analyze, and balance your payroll before checks are ever cut.

The calc process uses the HR data in the employee's Job record along with any additional information you have keyed onto the paylines. You will refer to the Payline Security and to the Paycheck data inquiry pages often during the pay calculation processes to check the results and confirm that your changes are in effect.



The Calculation process also performs many audits of the data to alert you of potentially problematic set up problems, errors in taxes and deductions and employee data issues. All errors must be cleaned up before running Final Calc and Pay Confirm processes. PeopleSoft delivers reports and online pages to help you see and correct the errors.

You have learned how the Pay Run IDs and Pay Calendars were linked together by a Pay Run ID. The pay calculation process also uses the Pay Run ID that you used to create paysheets. Remember, the Pay Run ID links the pay groups to the employees included in these processes. This configuration allows each agency to maintain control of the employee data being processed during this pay cycle.

This following section discusses the difference between Preliminary versus Final Calc, and Calculate where needed versus Re-calculate all.

### PRELIMINARY CALC

Now that you have created paysheets and run the Pre-Calc Audit, you will run your first payroll calculation process called the Preliminary Calc. This process loads data from T&L having a status of 'Estimated - Ready for Payroll' into the already created paysheet, as well as edits and calculates earnings, deductions and taxes for all employees associated with this pay cycle.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Calculation(0346)*

A screenshot of the PeopleSoft interface for 'Pay Calculation(0346)'. The page title is 'Pay Calculation(0346)'. Below the title is a section titled 'Find an Existing Value'. This section contains a text input field labeled 'Run Control ID:'. Below the input field is a checkbox labeled 'Case Sensitive'. At the bottom of this section are three buttons: 'Search', 'Clear', and 'Basic Search'. Below the 'Find an Existing Value' section is a link labeled 'Add a New Value'.

Enter a Run Control ID, click **Search** and the Pay Calculation run control page appears.



**PAY CALCULATION RUN CONTROL PAGE**

First step is to **enter**, or select using the prompt icon, the correct **Pay Run ID**.

Next, for monthly, bi-weekly, and supplemental normal pay cycles, you will ALWAYS choose **“On-cycle”** for the calculation process. On-cycle payrolls always use the left hand group box entitled **On-cycle or Off-cycle** run. Although the Group Box title is a bit confusing, this is the area where you will specify the **on-cycle** nature of the payroll and the mode in which to calculate.

The check box below the on-cycle field, the **On-Cycle Preliminary Calc Run**, defaults to **“Yes”**, or **checked**. This means that the system will do the following things:

- Check for Job Data changes such as rate changes, terminations or new hires
- Check for new Additional Pay records, not changes to already created records.
- Add paylines for new hires
- Add any newly approved and payable time not yet loaded from Time & Labor
- Calculate FLSA rates if needed

HR can continue to make changes to employee Job records, excluding Earnings Distribution data, where the changes will update the paylines as long as you are calculating in Preliminary mode. This helps avoid holding data changes until the next payroll.



During the Preliminary Calculation process time marked 'Estimated - Ready for Payroll' in T&L is loaded into paysheets. The system creates multiple other earnings rows for each employee who has payable time coming from Time & Labor. On the other earnings paylines, if time comes from a prior period, each prior period adjustment will have to and from dates for each day adjusted, allowing the system to pay the time at the proper rate for the specified date. Otherwise, this process will summarize earnings by earnings code according to FLSA schedules, if the employee is FLSA eligible and in accordance with the employees' Earnings Distribution record. Notice how the system has turned on the **TL Records flag** in the middle right hand side of the page. You cannot change this flag. The Load process has also checked the **OK to Pay** box for Part-Time Hourly employees.

## PAYLINE PAGE WITH T&L DATA IN OTHER EARNINGS

Payline		One-Time Deductions	One-Time Garnishments	One-Time Taxes			
Company:	805	Pay Group:	E01	Pay Period End Date:	01/31/2003	Page:	1
ID:	1060	Name:	Williams, Kelly	<input type="checkbox"/> Manual Check	Line:	1	
Empl Rcd#:	0	Ben Rcd#:	0	Check #	Check Date	Total Gross	Net Pay
<b>Payline Details</b> Find   View All First 3 of 3 Last							
Addl #:	2	<input checked="" type="checkbox"/> OK to Pay	<input checked="" type="checkbox"/> Job Pay	<input checked="" type="checkbox"/> Override Hourly Rate	<input type="checkbox"/> No Direct Deposit	<input type="checkbox"/> Gross-Up	<input checked="" type="checkbox"/> TL Records <b>+</b> <b>-</b>
		Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Regular Salary
						20.375481	
<b>Earnings Begin/End Dates</b>		<b>Shift</b>	<b>*State</b>	<b>Locality</b>			
01/01/2003 / 01/31/2003		N/A	OK		<a href="#">Additional Data</a>		
<b>Other Earnings</b> Find   View All First 1 of 1 Last							
<b>Code</b>	<b>Seq #</b>	<b>Rate Code</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>		
RGS			40.00		<b>+</b> <b>-</b>		

If the employee has any payable time changes that occur and Time Administration is run, whenever another Preliminary Calculation is run, the changes will come to the payline automatically. Once Final Calc has run successfully, no more T&L changes will update the paylines, neither will changes to the Job record or new Additional Pay records update the paylines.



### **CALC WHERE NEEDED VS RECALCULATE ALL**

In the Calculation options group box, you have two choices. The system defaults to ***“Only Calculate Where Needed”***. This tells the system to only re-calculate employee records where data changes have occurred. This saves processing time and allows you to see the results of your changes more quickly. Changes that trigger a re-calculation are as follows:

- Paysheet
- Additional pay
- Personal data
- Employment data
- Job (if Job pay is selected)
- Job earnings distribution
- Federal, state, or local tax data
- Garnishment rule, schedule, or specification
- General deductions
- Health benefit
- Disability benefit
- FSA benefit
- Life benefit
- Pension benefit
- Retirement benefit
- Savings benefit
- Vacation benefit
- Beneficiaries

When you **select “(Re)Calculate All Checks”**, the process will check the above bulleted areas as well as changes to setup tables such as earnings, deduction codes, or benefit set-up tables. It is ALWAYS better to **select “(Re)Calculate All Checks”**.

The State will NOT be using the ***“Transfer Calc Errors”*** function, this box must always be left unchecked.



Once all the parameters have been entered, click **Run** and the Process Scheduler Request page appears:

**Process Scheduler Request**

User ID: PBACHLER      Run Control ID: PAYCALC

---

Server Name:       Run Date:

Recurrence:       Run Time:

Time Zone:      

**Process List**

Select	Description	Process Name	Process Type	'Type	'Format	
<input checked="" type="checkbox"/>	Calculate Pay with MDCPY305	PSPYRUNA	PSJob	(None)	(None)	
<input type="checkbox"/>	MDCPY305 - (OCP_0346_PY)	MDCPY305	SQR Process	Web	PDF	
<input type="checkbox"/>	Calculate Pay	PSPPYRUN	COBOL SQL	(None)	(None)	

Make sure the **Server Name** selected is **"PSUNX"** and the checkbox next to the list of processes is **checked**. Click **OK**. This will take you back to the Pay Calculation page.

Pay Calculation

Run Control ID: PAYCALC      [Report Manager](#)    [Process Monitor](#)   

Process Instance: 549040,549041,549042

**Process Request Parameter(s)**

<b>On-Cycle or Off-Cycle Run</b>	or	<b>Off-Cycle Run</b>
Pay Run ID: <input type="text" value="40008M0600"/> <input type="button" value="Q"/>		Company: <input type="text"/>
400 Dec 07		Pay Group: <input type="text"/>
On or Off-Cycle: <input type="text" value="On-Cycle"/>		Pay End Date: <input type="text"/>
<input checked="" type="checkbox"/> On-Cycle Preliminary Calc Run		Process: <input type="text"/>
		Page #: <input type="text"/> Thru: <input type="text"/>

**Calculation Options**

Only Calculate Where Needed       Transfer Calc Errors

(Re)Calculate All Checks

Click the [Process Monitor](#) hyperlink at the top of the page to be transferred to the Process Monitor Page.



Process List **Server List**

**View Process Request For**

UserID:   Process  Last:  Days

Server  Process Type:  Instance:  to

Server Name:  Process Run Status:

View Job Items  Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
549040	PSJob	PSPYRUNA	PBACHLER	11/28/2007 5:31:46PM CST	Success	<a href="#">Details</a>
549041 1	SQR Process	MDCPY305	PBACHLER	11/28/2007 5:31:46PM CST	Success	<a href="#">Details</a>
549042 2	COBOL SQL	PSPPYRUN	PBACHLER	11/28/2007 5:31:46PM CST	Success	<a href="#">Details</a>

To see the progress of your report click  . Once you see a **Run Status** of **“Success”**, the paychecks have been calculated. If a **Run Status** of **“Error”** displays, please report your User ID and Instance Sequence number to the OSF Help Desk.

**Step 9A**

**STEP 9A – CHECK PAYROLL ERROR MESSAGES**

After each calc process, be it Preliminary, Final or Confirm, you will always want to check the Payroll error messages to see if the system encountered any problems while processing. There are two places to check. The first is the output message log in the process scheduler. This output file will only tell if anything was amiss, but it will not specify the problems or the employees to check or correct. The second is the Payroll Error message page, which will provide detailed information about what the problem is, and guide you to ways to fix it. If there are multiple errors, you may want to run the Payroll Error Report.

Once you have seen the “Success” of your process, there are three steps to view the message log from the process output.

Click the [Details](#) hyperlink next to the last process (Process Name: PSPPYRUN) on the Process Monitor Page. The system will transfer you to the Process Detail page.



**Process Detail**

Process	
<b>Instance:</b> 549042	<b>Type:</b> COBOL SQL
<b>Name:</b> PSPPYRUN	<b>Description:</b> Calculate Pay

Run	Update Process
<b>Run Control ID:</b> PAYCALC	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSUNX	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
<b>Request Created On:</b> 11/28/2007 5:36:03PM CST	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 11/28/2007 5:31:46PM CST	<a href="#">Message Log</a>
<b>Began Process At:</b> 11/28/2007 5:36:28PM CST	Batch Timings
<b>Ended Process At:</b> 11/28/2007 5:47:25PM CST	<a href="#">View Log/Trace</a>

To continue and view the message output, **click** the [View Log/Trace](#) hyperlink. The system will open a new window for the Report/Log Viewer Page

Report/Log Viewer
✕

---

<b>Instance:</b> 549042	<b>Type:</b> COBOL SQL
<b>Name:</b> PSPPYRUN	<b>Run Cntl ID:</b> PAYCALC
<b>Status:</b> Success	<b>Submitted By:</b> PBACHLER
<b>Server:</b> PSUNX	<b>Recurrence:</b>

[Calculate Pay](#)

Name	File Size	File Creation Date
<a href="#">Message Log</a>	3359 bytes	2007-11-28 17:47:25

Click the [Message Log](#) hyperlink.



```
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DB Type:[ORACLE | DB2ODBC | INFORMIX |
        DB2400 | DB2UNIX | SYBASE |
        MICROSOFT]:ORACLE

Database:[HRQA      ]:HRQA

Username:[PSADM                    ]:PBACHLER

Password:[*****]:

Run Control ID[                ]: PAYCALC

Process Instance:[0]:549042

SQL Trace:[0]:

DB Flag:[0]:0

On-Cycle Calculation started for Run: 40008MO600
at 17:36:28.32.
Checking PaySheet Update for Company: 400
                                Pay Group: ME1
                                Pay End Date: 2007-12-31
at 17:36:29.19.
Checking PaySheet Update ended at 17:36:49.25.

If Load Time and Labor does not complete, please refer to the
< PROCEDURE TO FOLLOW WHEN LOAD TIME AND LABOR ABENDS >
provided by Peoplesoft.
Payroll Req Num...: +0000080080
Process Instance...: 0000549042

Check Time and Labor Errors in Payroll Error Messages
Check Messages!!!

Calculation started for Company: 400
                                Pay Group: ME1
                                Pay End Date: 2007-12-31
at 17:42:21.90.
159 check(s) to calculate.
Start employee processing at 17:42:24.11.
Calculation started for Company: 400
                                Pay Group: MN1
                                Pay End Date: 2007-12-31
at 17:43:46.00.
Calculation ended at 17:47:25.24.
```

If you see “**Check Messages!!!**” towards the bottom of the trace file, you must go to the Payroll error messages page and look for details.



### PAYROLL ERROR MESSAGES SEARCH PAGE

NAVIGATION: *Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Payroll Error Messages*

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Inquire](#) > **Payroll Error Messages**

**Payroll Error Messages**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Off Cycle ?

Page #:

Line #:

Pay Run ID:

Process Instance:

[Basic Search](#)

There are various ways to search for your error messages. If you **enter** only the **Company** and **click**  , the system will list ALL error messages for your agency. So if there are unresolved errors from a previous pay period, they will also come up. You can narrow your search by entering the **Pay Run ID**, but you can also specify an individual **Pay Group** and/or **Pay Period End Date** if you want to see a sub set of the list (assuming there are multiple pay groups in your pay run ID). The most efficient way to search for errors is to **enter** the **Company** and **Process Instance** Number. Once data is entered on the above search page and you have **clicked**  , the system will then display information pertaining to errors, if any.

**NOTE:** You must always **enter** your agency number in the **Company** field, if you **enter** other parameters without entering your agency number the following message will appear:

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Inquire](#) > **Payroll Error Messages** [New Window](#)

**Payroll Error Messages**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Off Cycle ?

Page #:

Line #:

Pay Run ID:

Process Instance:

[Basic Search](#)

Microsoft Internet Explorer

A valid Company must be selected. (20000,60)

A valid Company must be selected in order to search for payroll error messages.



PAYROLL ERROR MESSAGE SEARCH RESULTS PAGE

NAVIGATION: Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Payroll Error Messages

**Payroll Error Messages**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Off Cycle ?

Page #:

Line #:

Pay Run ID:

Process Instance:

[Basic Search](#)

**Search Results**

View All First ◀ 1-9 of 9 ▶ Last

Company	Pay Group	Pay Period End Date	Off Cycle ?	Page #	Line #	Pay Run ID	Process Instance
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">N</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">40008M0600</a>	<a href="#">549042</a>
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">N</a>	<a href="#">14</a>	<a href="#">10</a>	<a href="#">40008M0600</a>	<a href="#">549042</a>
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">N</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">40008M0600</a>	<a href="#">549042</a>
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">N</a>	<a href="#">17</a>	<a href="#">5</a>	<a href="#">40008M0600</a>	<a href="#">549042</a>
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">N</a>	<a href="#">17</a>	<a href="#">13</a>	<a href="#">40008M0600</a>	<a href="#">549042</a>
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">N</a>	<a href="#">17</a>	<a href="#">17</a>	<a href="#">40008M0600</a>	<a href="#">549042</a>
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">N</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">40008M0600</a>	<a href="#">549042</a>
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">N</a>	<a href="#">17</a>	<a href="#">26</a>	<a href="#">40008M0600</a>	<a href="#">549042</a>
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">N</a>	<a href="#">19</a>	<a href="#">1</a>	<a href="#">40008M0600</a>	<a href="#">549042</a>

Click on the first error in the list. The system then transfers you to the message page describing the error message.



PAYROLL ERROR MESSAGES PAGE

Payroll Error Messages

Company: 400      Pay Group: ME1      Pay Period End: 12/31/2007       Off Cycle ?  
Page: 14      Line: 10      Process Instance: 549042

Rose, Steve W      ID: 107230      Empl Rcd#: 0

**Message**      Find | View All      First 1 of 1 Last

Separate Check #:      Message ID: 005010      + -

Group: Verify Employees Paysheets. Rounding of hours or amounts has occurred. This is a warning.  
Message: This error was generated by the Time and Labor Load Process (PSPLDTL2).

Message Data:

Return to Search    Next in List    Previous in List

The "error" above is just a sample of an error message; there are many possible error messages. Some are simply warnings (as seen above) asking you to verify your data and others are actual errors (see below) that will stop a paycheck from being calculated.

Payroll Error Messages

Company: 400      Pay Group: ME1      Pay Period End: 12/31/2007       Off Cycle ?  
Page:      Line:      Process Instance: 549042

ID:      Empl Rcd#: 0

**Message**      Find | View All      First 1 of 1 Last

Separate Check #:      Message ID: 005019      + -

Group: The employee is terminated for the date being processed. The transaction/s are skipped. This error was generated by the Time and Labor Load Process (PSPLDTL2).  
Message:

Message Data: 107851  
000  
2007-10-11

Return to Search    Next in List    Previous in List

Please see the Presheet Audit section of this document for a larger list of errors and potential solutions. If you navigate to the payline from this message page, the system will carry the details of the employee for you and display the payline without your having to enter the employee ID, pay group, pay end date, page or line number.



### PAYROLL ERROR REPORT

Along with being able to see error messages online, PeopleSoft delivers a report so you can run and print a report listing all the errors for this pay cycle.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > Payroll Error Messages*

### PAYROLL ERROR MESSAGES REPORT RUN CONTROL

Payroll Error Messages

Run Control ID: REPORTS [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameter(s)

Pay Run ID: 40008M0600 400 - December 2007 Monthly

Enter the **Pay Run ID** for which you want the process to report on and click .

From the Process Scheduler Request page, make sure the **Server Name** is set to PSUNX and the check box next to the report is **checked**. Also make sure the **Type is Web** and the **Format is PDF**.

Process Scheduler Request

User ID: PBACHLER Run Control ID: REPORTS

Server Name: PSUNX Run Date: 11/30/2007

Recurrence: Run Time: 11:40:12AM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Payroll Error Messages	PAY011	SQR Report	Web	PDF

Click  to submit the report. As with the Pre-sheet audit report, you should check the status in the process scheduler. Once you see the Status change to 'Success', click the [Details](#) hyperlink on the Process Monitor Page and follow the same procedures as outlined above to view and print the report.



**Step 9B**

**STEP 9B – RUN GO\_PAY\_TIME\_QUERY**

**NAVIGATION:** *Home > PeopleTools > Query Manager > Use > Query Manager > GO\_PAY\_TIME\_BY\_PAY\_PERIOD\_NAME*

Run the query GO\_PAY\_TIME\_BY\_PAY\_PERIOD\_NAME query to identify any time in Time and Labor that was rejected by payroll. Time that was rejected by payroll will NOT be loaded to the paysheet and therefore will not be calculated. This list should be used to clean up any rejected time so it will be loaded to payroll during the next pay calculation.

**Step 9C**

**STEP 9C – CHECK PAYCHECK DATA FOR CHANGES**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Paycheck Data*

In this step, you need to check some calculated paychecks to be sure they have calculated as you expected. You especially want to check employees that you have made changes to during the pay period that you are processing.

**Step 10**

**STEP 10 – RUN SECOND LONGEVITY PROCESS**

This step enters data into the Other Earnings portion of the *Paylines using the SPC earnings code*. The amount entered is equivalent to what the employee will be receiving for Longevity Payout the next year. This data will NOT be calculated as part of the employees Gross Wages but will be calculated and prorated out over the next year based on the employee’s FLSA schedule. These calculated amounts will be included in the employee’s overtime rate calculations throughout the next year.

**NAVIGATION:** *Home > Reports Menu > OCP Reports > PY > Mdc Lgvtv Cmp (0024)*

Enter a Run Control ID and click **Search**. The Longevity Pay run control page appears.

Mdc Lgvtv Cmp (0024)

**Find an Existing Value**

Run Control ID:

Case Sensitive

**Search** [Advanced Search](#)



Longevity Pay

Run Control ID: LONGEVITY [Report Manager](#) [Process Monitor](#)

**Longevity Pay Processing**

<b>Process Type</b>	<b>Input Parameters</b>
<input type="radio"/> Longevity Payout	*Company: 400
<input checked="" type="radio"/> Next Year Longevity	Pay Run ID: 40008M0600 400 Dec 07
<input type="radio"/> Report Part Time	

Click the radio button for **Next Year Longevity**. Enter the correct Company and Pay Run ID. When all the above information is filled in correctly, click .

**Process Scheduler Request**

User ID: PBACHLER Run Control ID: LONGEVITY

Server Name:  Run Date: 11/29/2007

Recurrence:  Run Time: 10:47:45AM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Longevity Pay Process	MDCPY024	SQR Report	Web	PDF

On the Process Scheduler Request page above, make sure the **Server Name** is set to "PSUNX" and the **Select** check box is checked for Longevity Pay Process. Click  to submit the process.

Follow the usual procedures for waiting till the Status changes to Success before going any further.



**Step 11**

**STEP 11 – RUN PRELIMINARY CALCULATION PROCESS - AGAIN -**

After Step 10 inserts the new earnings lines with the SPC codes into the paysheets, Preliminary Calculation must be run again to include those changes in the calculated paycheck.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Calculation(0346)*

After entering a **Run Control ID** and clicking **Search**, the Pay Calculation run control page appears.

**PAY CALCULATION RUN CONTROL PAGE**

Fill in the **Pay Run ID**, select **"On-Cycle"**, make sure the check box is selected for **On-Cycle Preliminary Calc Run**, click the radio button for **"(Re)Calculate All Checks"**, then click **Run**. After running the Preliminary Pay Calculation successfully, make sure you check for errors and correct them. **If there were corrections made, re-run this step until it runs error free.**



**Step 12A**

**STEP 12A – RUN PAYROLL REGISTER REPORT**

The payroll Register lists, in detail, everything on an employee’s paycheck for the given pay period and provides information for reconciling Gross to Net. This report can be used to look at employee paycheck detail information if you had to manually add earnings/deductions to the payline; if you wanted to see that a new deduction was being deducted correctly, to make sure that longevity was paid, making sure a tax change took affect, etc.

The State of Oklahoma has customized this report and there are currently 3 different versions of it. The main change to this report is that it includes the State’s share of the benefits and taxes on it. There has been a box drawn around the employee name and a box drawn around the totals for the employee so that they are easy to see. They all provide the same information but have it sorted and printed in different orders.

The three versions currently are:

- **Payroll Register - Name (0233)** – Sorted in last name order
- **Payroll Register - Mail Drop (0312)** – Sorted by the Mail Drop Field  
(Warrant Sequence Number on Payroll Data)
- **Payroll Register - Div/Name (0312c)** – Sorted by Division and then Name

**NAVIGATION:** Home > Compensate Employees > Manage Payroll Process (US) > Report > Payroll Register

**Payroll Register – Name (0233) – Sorted by Last Name**

The screenshot shows a web-based interface for running a payroll report. At the top, it says "Run Ocppy0233". Below that, "Run Control ID: PAYCALC" is displayed. To the right are links for "Report Manager" and "Process Monitor", and a yellow "Run" button. A section titled "Process Request Parameter(s)" contains two panels: "On-Cycle Run" and "Off-Cycle Pay Calendar". In the "On-Cycle Run" panel, the "Pay Run ID" is "40008M0600" with a search icon, and the date is "400 Dec 07". The "Off-Cycle Pay Calendar" panel has fields for "Company:", "Pay Group:", "Pay End Date:", "Process:", "Page #:", and "Thru:". At the bottom, a "Payroll Cycle" section has three radio buttons: "On-Cycle" (which is selected), "Off-Cycle", and "Both".

Enter the Pay Run ID, click on "On-Cycle" and then click  .



**Process Scheduler Request**

User ID: PBACHLER Run Control ID: PAYCALC

Server Name: **PSUNX** Run Date: 11/29/2007

Recurrence: Recurrence: Run Time: 11:08:43AM

Time Zone: **Reset to Current Date/Time**

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	PAY002A	PAY002A	SQR Report	Web	PDF

OK Cancel

On the Process Scheduler Request page make sure the **Server Name** is set to **"PSUNX"**. **Select** the check box next to Payroll Register, verify that the **Format** selected is **"PDF"** (if it is anything other than PDF, the output for the report will not be in the proper format for printing or being able to read the report online). **Click** **OK**. On the Process Monitor page, when the status changes to **"Success"**, print and review the report.

**Payroll Reg – Name (0233) – Sorted by Last Name**

Report ID: PAY002 PeopleSoft Payroll Register Page No. 1  
 Company: 400 Office of Juvenile Affairs Run Date 11/29/2007  
 Pay Period End: 12/31/2007 On Cycle Run Time 11:24:54  
 Pay Group: M01 400 Monthly Non-Exempt Salary Company/Name order

Employee Name/ID	Form ID	REGULAR	OVERTIME	OTHER	Gross Pay	Taxes Type	Deductions Code	Net Pay
Dept. ID	Business Unit	Hours	Earnings	Hours	Earnings	Type	Code	
		162.89	2,879.14		3,737.26	191.18 QASDI-EE	25.00 00-0211-EE	2,129.67 U
		5.11	90.27			191.18 QASDI-ER	8.96 00-0290-EE	
0408916	40000			BEA	628.82	44.71 MEDI-EE	364.24 00-0513-EE	
12/31/2007		1.84	31.52	BEA	139.03	395.04 FWT-EE	189.04 00-0550-EE	
		0.06	1.03	CTP 1.84-	31.52-	44.71 MEDI-ER	49.14 00-0560-EE	
				SKL 5.09	87.20	134.00 OKSWT-EE	7.54 00-0570-EE	
				CTP 0.06-	1.03-		3.90 00-0575-EE	
				SKL 0.16	2.74		6.00 00-0585-EE	
							6.30 00-0685-EE	
							25.66 00-AI03-EE	
							14.95 00-AI24-EE	
							13.00 00-AI29-EE	
							25.00 49-SAST-EE	
							25.00 49-SAST-ER	
							103.93 4Y-SROP-EE	
							400.87 4Y-SROP-ER	
							1.65 42-SAST-EE	
<b>Employee Total</b>		<b>169.90</b>	<b>3,001.96</b>	<b>0.00</b>	<b>0.00</b>	<b>3.35</b>	<b>825.24</b>	<b>3,737.26</b>
							<b>764.93</b>	<b>842.66</b>
							<b>235.89 ER</b>	<b>427.52 ER</b>
								<b>2,129.67</b>
								<b>0.00</b>
								<b>2,129.67 U</b>

After each employee, the report lists the employee's total earnings, deductions and taxes. It also further separates taxes by employee and employer paid taxes.



**Step 12B**

**STEP 12B – FUNDING DISTRIBUTION REPORT**

The Funding Distribution Report is part of the custom GL Allocation Process (the process was changed in the summer of 2006). During this process all payroll data is allocated and temporarily stored on the allocations table prior to the creation of the report. All entries are checked to be sure that they have a valid account code for the current fiscal year.

This report produces two outputs, a Crystal Report and a Sqr Report.

If it finds any account codes invalid, it will produce **ONLY an error report** and **will NOT produce the Funding Distribution Report**.

The MDCALLOC Sqr Report is an error report. If there are any accounting errors during the funding distribution process, an error report will print similar to the error report you received under the old Budget Check Process.

The Sqr Report will also have the Trace Log in it which shows total allocated payroll costs and Debits equaling Credits.

If the process completes satisfactorily, it will produce the Funding Distribution Report which is a Crystal Report. If there are errors, the Funding Distribution Report will have an error message pointing you back to the SQR allocations error report.

**NAVIGATION: Home > Compensate Employees >Administer GL Interface Report > Funding Distribution Report (0108)**

**FUNDING DISTRIBUTION RUN CONTROL**

Funding Distribution - 0108

Run Control ID: FUNDINGDISTRIBUTION      [Report Manager](#)   [Process Monitor](#)  

**Pay Run**

Pay Run ID:        or

400 Dec 07

**Pay Calendar**

Company:

Pay Group:

Pay End Date:

Enter the Pay Run ID, click on "On-Cycle" and then click  .



**Process Scheduler Request**

User ID: PBACHLER Run Control ID: FUNDINGDISTRIBUTION

Server Name: **PSNT** Run Date: 11/30/2007  
 Recurrence: Run Time: 12:02:57PM  
 Time Zone: **Reset to Current Date/Time**

**Process List**

Select	Description	Process Name	Process Type	'Type	'Format
<input checked="" type="checkbox"/>	Funding Distribution Report	OCP311PB	PSJob	(None)	(None)
<input type="checkbox"/>	MDCALLOC	MDCALLOC	SQR Report	Web	PDF
<input type="checkbox"/>	OCPY0108	OCPY0108	Crystal	Web	PDF

OK Cancel

On the Process Scheduler Request page make sure the **Server Name** is set to **"PSNT"**. **Select** the check box next to Funding Distribution Report and verify that the **Format** selected for both reports is **"PDF"** (if it is anything other than PDF, the output for the report will not be in the proper format for printing or being able to read the report online). **Click** **OK**. On the Process Monitor page, when the status changes to **"Success"**, print and review the report.

**Funding Distribution Report Page Example**

Hours	Jobcode	Emplid	Name	True Gross	Excess Benefit	State FICA/MQFE	State Ins. Adj. Ben.	State Ret.	State Unemp.	State Share Amnities	Total Payroll Cost
State of Oklahoma Office of State Finance Funding Distribution Report Agency: 400 Pay Run ID: 40008M0600 11/30/2007 12:35:43PM Page 1 of 166											
Division: CBD00											
Class fld: 19801 Budget Ref: 08 Depr Id: 0100001											
21.32	H10B			473.98	13.10	30.24	158.89	63.99	0.00	3.41	743.61
84.00	H10B			2,034.86	89.08	162.49	334.28	274.71	0.00	13.33	2,908.75
37.93	H10C			1,518.03	82.52	118.49	182.23	204.94	0.00	0.00	2,106.21
163.45	Totals: By Account			4,026.87	184.70	311.22	675.40	543.64	0.00	16.74	5,758.57
Class fld: 19801 Budget Ref: 08 Depr Id: 0100020											
1.13	H10B			24.79	0.68	1.58	8.29	3.34	0.00	0.18	38.86
1.29	H10C			33.90	1.85	2.63	4.08	4.59	0.00	0.00	47.07
2.42	Totals: By Account			58.69	2.53	4.23	12.37	7.93	0.00	0.18	85.93



**Step 12C**

**STEP 12C – ADDITIONAL REPORTS**

Additional reports that are helpful are:

- **Employees Not Processed Report** - Provides a list of all the earnings lines in the paysheets that have OK to Pay turned off on them.
- **Deductions Not Taken Report** - Provides a list of employees that had deductions NOT taken on this payroll.
- **Other Earnings Report** - Provides a list of employees that were paid additional earnings in addition to their regular salary.
- **Payroll Summary Report** - This report is a highly summarized report. It is only 7 pages long. The first page shows the total number of employees paid, total gross payroll, total taxes, total deductions, and total net for this payroll. The additional pages summarize by major category such as OVT which shows total money and total number of employees paid.

**Step 13**

**STEP 13 – RUN PAYROLL BUDGET CHECKING REPORT AND CLAIM DOCUMENT**

This report process step was changed when the new GL Allocation Process was put into production in the summer of 2006. It now produces 3 separate reports.

The **MDC Allocation Report (MDCALLOC)** is a SQR Report. This is an error report. It will list any employees that are assigned to invalid account codes. This will be the only report that is generated when errors are encountered.

The **Payroll Budget Checking Report (OCPY0025)** is a crystal report. This report checks to make sure all earnings have account codes associated with them and that they are valid account codes, it itemizes all funding charges for this pay cycle, then checks for available funds per each account.

**This is the 1<sup>st</sup> of the 3 documents that you must fax to OSF.**

The **Claim Document (OCPY0018)** is also produced by this process if there are no errors. Agencies must submit a signed Claim Document authorization Form to OSF listing payroll information.

**This is the 2<sup>nd</sup> of the 3 documents that you must fax to OSF.**



NAVIGATION: Home > Compensate Employees > Administer GL Interface > Report > Budget Check (0025)

Enter the Run Control ID, click **Search** and the Budget Check - 0025 page appears.

Budget Check - 0025

Run Control ID: BUDGETCHECK [Report Manager](#) [Process Monitor](#) **Run**

**Pay Run**

Pay Run ID:

400 Dec 07

or

**Pay Calendar**

Company:

Pay Group:

Pay End Date:

Business Unit:   Display Details

Approving Officer:

Approving Board Member:

Authorized Agent of OPM:

Enter the correct Pay Run ID, the Business Unit (Agency plus "00"), click on the check box next to Display Details and click **Run** to submit the process.

### Process Scheduler Page

**Process Scheduler Request**

User ID: PBACHLER Run Control ID: BUDGETCHECK

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:  **Reset to Current Date/Time**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	HR To GL Preliminary Reports	OCP311PA	PSJob	(None)	(None)
<input type="checkbox"/>	MDCALLOC	MDCALLOC	SQR Report	Web	PDF
<input type="checkbox"/>	OCPY0025	OCPY0025	Crystal	Web	PDF
<input type="checkbox"/>	OCPY0018	OCPY0018	Crystal	Web	PDF

**OK** **Cancel**

On the Process Scheduler Request page make sure **Server Name** is set to "PSNT", select the check box next to Payroll Budget Checking, be sure that **Type** says "Web" and **Format** says "PDF" and click **OK**.

This process submits 3 different reports – MDCALLOC, OCPY0025 – Budget, OCPY0018 – Claim.



On the Process Monitor page, when the status changes to Success, print and review the reports.

The **MDCALLOC SQR Report** is an error report. If the process finds invalid accounts assigned to any of the employees in the payroll, it will generate errors and print the related information on this report. It will also **NOT print the other two reports** - Budget Check Report and Claim Document until the invalid account numbers have been cleaned up.

If there is a deficit in any of the accounts on the Payroll Budget Checking Report, there will be a box drawn around all the people that are assigned to that account and the amount of money that is needed for the account will be listed under the deficit column. Check for any areas lacking sufficient funds. If sufficient funds are NOT available, you will need to make the necessary adjustments. These adjustments can be made on the employees Earnings Distribution record as well as on Payline Security, or contact your Financials group to move funds from one account to another. If funding adjustments are made to payline security, the Agency must repeat **Step 11 thru Step 13** until the account codes are valid and there is sufficient money in the accounts to pay the payroll.

**Payroll Budget Checking Report** – with Budget Deficit

Bus Unit	Class	Budget	Dept	Fund	Bud Ref	Payroll Amount	Amount Available	Budget Deficit	Allot
116816				3,754.93					
	GOLD3			3,474.23					
18701	Allot	04			07	13,440.66	0.00	13,440.66	
	<u>Employee ID</u>			<u>Amount</u>					
	GOLD1			13,440.66					
19701	Allot	07			07	78,981.97	0.00	78,981.97	
	<u>Employee ID</u>			<u>Amount</u>					
	103885			6,331.17					
	103941			6,954.11					
	104546			4,259.09					
	104708			4,052.16					
	105024			3,420.47					
	105308			4,879.81					

**Do not proceed any further down the Main Payroll Checklist until the Budget Checking Report has no deficits or until your management has made arrangements with the OSF Management to permit deficit payrolls.**



The Payroll Budget Checking Report - NO DEFICITS - is the 1<sup>st</sup> of 3 documents that must be faxed to OSF in order to have your payroll released by OSF and sent on to the Treasurer.

**Payroll Budget Checking Report** – NO Budget Deficit

Bus Unit	Class	Budget	Dept	Fund	End Ref	Payroll Amount	Amount Available	Budget Deficit	Allot
19801	Allot	01		08		6,411.97	100,363.18	0.00	
19801	Allot	02		08		399,867.21	12,068,165.67	0.00	
19801	Allot	03		08		1,839,892.73	231,137,803.26	0.00	
19801	Allot	04		08		1,250,759.38	39,208,806.68	0.00	
19801	Cash			1000		3,496,931.29	168,878,045.14	0.00	
19803	Allot	03		08		47,932.01	2,128,892.78	0.00	
19803	Allot	04		08		11,799.00	1,794,675.00	0.00	
19803	Cash			1000		59,731.01	84,439,022.57	0.00	
40000	Allot	01		08		6,595.63	397,003.96	0.00	
40000	Cash			1000		6,595.63	1,008,051.26	0.00	
41000	Allot	02		08		9,572.64	373,996.52	0.00	
41000	Allot	04		08		98,124.87	7,233,977.28	0.00	
41000	Cash			1000		107,697.51	6,211,865.84	0.00	

Report Name: OCPY0025  
Query Title: OCP\_PY0025

Bus Unit	Class	Budget	Dept	Fund	End Ref	Payroll Amount	Amount Available	Budget Deficit	Allot
41500	Allot	06		08		6,158.73	627,574.10	0.00	
41500	Cash			1000		6,158.73	2,693,245.66	0.00	
<b>Gross Payroll:</b>						<u>3,677,114.17</u>			



**Claim Document**

The third report produced in this step is the Claim Document. The **Total Claim Cost** on this report must balance with the **Gross Payroll number on the Budget Check Report** printed above. **The Net Pay** on this report must balance with the **Net Pay on the last line of the Payroll Register**.

**The Claim Document is the 2<sup>nd</sup> of 3 documents** that must be signed and faxed to OSF to allow OSF to release your payroll to the Treasurer.



State of Oklahoma  
Office of State Finance 11/30/2007  
Payroll Claim Document 1:33:35PM  
Page 1 of 2

Pay Run ID : [REDACTED] Pay Period Beginning : December 01, 2007 Ending : December 31, 2007 Pay Cycle : ON CYCLE  
Date Processed : 11/30/2007 1:33:35PM Agency Name : [REDACTED]

**PAYROLL CLAIM DETAIL**

Salary and Earnings		3,154,712.37
Employer Taxes		
513110 OASDI		155,737.80
513120 FICA/MED		36,422.45
Employer Contributions		
513230 OPERS Ret		317,316.30
513280 Defr Comp		12,125.00
513280 SoonerSave		800.25

**TOTAL CLAIM COST** 3,677,114.17

Salary, Earnings and Benefit Allowance		3,154,712.37
Deductions		
Federal Income Tax Withholding	214,732.73	
State Income Tax Withholding	86,160.00	
Earned Income Credit	(73.68)	
OASDI	155,737.80	
FICA/MED	36,422.45	
Total Deductions		<u>492,979.30</u>

Deductions		
Bonds	1,262.50	
CWA-WKR-UN	1,276.00	
Charity	306.00	
Credit UN	35,580.00	
Defr Comp	41,205.33	
Garnishmen	22,499.83	
Group Ins	648,781.61	
OPEA	3,920.00	
OPERS Ret	83,844.74	
Oth EE INS	8,299.07	
Other INS	473.90	
Other RET	638.58	
TIAA-CREFF	50.00	

Total Deductions 848,137.50  
**Net Pay** 1,813,595.51



**Step 13A**

**STEP 13A – RUN PAY UNSHEET PROCESS**  
**- IF NECESSARY -**

**NOTE:** Some situations require the paysheets to be unsheeted. The Main Payroll Steps to Unsheet are listed below.

**Pay Unsheet Process:**

- Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Unsheet.**

(Enter corresponding data and run to a Successful status.)

- Run Step 7
- Run Step 7A
- Run Step 8
- Run Step 9
- Run Step 9A
- Run Step 9B
- Run Step 10
- Run Step 11
- Run Step 12
- Run Step 13



**Step 14**

**STEP 14 – RUN FINAL CALCULATION PROCESS**

Once Budget Checking verifies that the money is available and the Claim Document is run and both of them balance to the Payroll Register, the calculation process in Final Calc mode will be run. This process stops the payline refresh process for HR data changes and T&L changes. Users updating the Job record will receive a message that the payroll has entered final calculation and that any changes will be held until the next payroll. When ready to run Final Calc, fill in the Pay Calculation Run Control page as before except **uncheck** the On-Cycle Preliminary Calc Run check box.

**NAVIGATION:** Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Calculation

Enter the Run Control ID, click **Search** and the Pay Calculation run control page appears.

Fill in the **Pay Run ID** and select **“On-Cycle”** in the drop down box.

**UNCHECK** the **On-Cycle Preliminary Calc Run** check box.

Click the radio button to select **“(Re)Calculate All Checks”**, and click **Run**.





**Step 14A**

**STEP 14A – CHECK PAY CALENDAR FOR FLAG**

NAVIGATION: *Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table >*

Enter the **Pay Run ID**. All Pay Groups attached to the Pay Run ID will display.

**Pay Calendar Table**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Pay Run ID:

[Basic Search](#)

[Add a New Value](#)

**Search Results**

[View All](#) First  1-4 of 4  Last

Company	Pay Group	Pay Period End Date	Pay Run ID	Paysheets Run	Payroll Calculation Run	Payroll Confirmation Run
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">40008M0600</a>	Y	Y	N
<a href="#">400</a>	<a href="#">MN1</a>	<a href="#">12/31/2007</a>	<a href="#">40008M0600</a>	Y	Y	N
<a href="#">400</a>	<a href="#">MN2</a>	<a href="#">12/31/2007</a>	<a href="#">40008M0600</a>	Y	Y	N
<a href="#">400</a>	<a href="#">MN3</a>	<a href="#">12/31/2007</a>	<a href="#">40008M0600</a>	Y	Y	N

All rows displayed should have a “Y” in the **Payroll Calculation Run** column. **Click** on one of the rows to see the detail.



Pay Calendar Table **Confirm Err Option**

Company: 400 Office of Juvenile Affairs  Off-Cycle Calendar?  Off-Cycle Ded Override

Pay Group: ME1 400 Monthly Exempt Salary

Pay Period End Date: 12/31/2007 Pay Run ID: 40008M0600 400 Dec 07

'Pay Period Begin Date: 12/01/2007 Aggregate ID: 'Paycheck Issue Date: 12/31/2007

Pay Period Close Date: 12/31/2007

'Weeks in this Period: 4

'Pay Periods Per Year: 12

Accrual Percent:   Reverse Accruals 'FLSA On-Cycle Pay End Date: 12/31/2007

'Benefit Deductions Taken: Deduction Benefit Ded Subset ID:

'General Deductions Taken: Deduction General Ded Subset ID:

Pay Period of the month  First  Second  Third  Fourth  Fifth

Paysheets Run  Payroll Confirmation Started  GL Interface Run  T&L Extract costs

Payroll Preliminary Calc Run  Payroll Confirmation Run  Off-Cycle Calcs Outstanding  Single Chk for Multiple Jobs

Payroll Calculation Run  Pay Distribution Run  Off-Cycle Closed  CA GL Interface Run

Balance ID details				
Find   View All				
First 1 of 2 Last				
Balance ID	Year	Quarter	Period	
CY	Cal Year	2007	4	12

There should be a **checkmark** in the box in front of the label **Payroll Calculation** for every **pay group that is active in this Pay Run ID**

If this **checkmark is missing** in any pay group, file a Help Desk Case with the OSF Help Desk to get this issue resolved **before continuing the processing steps**.



**Step 15**

**STEP 15 – PAY CONFIRMATION PROCESS**

Pay Confirmation is the payroll step that updates employees’ balances such as hours, earnings, deductions and tax balances based on all paylines marked **OK to Pay**. It also assigns check and advice numbers and eliminates access to the paylines for the pay period being processed.

Once the Confirmation process has successfully completed, you will use the Pay Check Data inquiry pages to see the check detail information.

**NAVIGATION:** Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Confirmation

**PAY CONFIRMATION RUN CONTROL PAGE**

To confirm a payroll, **enter** the same **Pay Run ID** you used for creating paysheets and for running the various calculations. **Select "On-Cycle"** in the **On or Off-Cycle** selection box, as the system does NOT default this value on the page. **Click** **Run**. On the Process Scheduler Request page, make sure the PSUNX is the server indicated and **click** **OK**.

After the process has successfully completed, check for errors, as you did for Preliminary and Final calculations. If **errors** exist, **they MUST be CORRECTED** and the Final Calculation and Pay Confirmation processes have to be re-run.



**Step 16**

**STEP 16 – CHECK PAY CALENDAR FLAGS**

NAVIGATION: *Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table*

**Pay Calendar Table**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Pay Run ID:

[Basic Search](#)

Enter the **Pay Run ID** and click  . All Pay Groups attached to the Pay Run ID will display.

**Pay Calendar Table**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Pay Run ID:

[Basic Search](#)

[Add a New Value](#)

**Search Results**

View All First ◀ 1-4 of 4 ▶ Last

Company	Pay Group	Pay Period End Date	Pay Run ID	Paysheets Run	Payroll Calculation Run	Payroll Confirmation Run
<a href="#">400</a>	<a href="#">ME1</a>	<a href="#">12/31/2007</a>	<a href="#">40008M0600</a>	<a href="#">Y</a>	<a href="#">Y</a>	<a href="#">Y</a>
<a href="#">400</a>	<a href="#">MN1</a>	<a href="#">12/31/2007</a>	<a href="#">40008M0600</a>	<a href="#">Y</a>	<a href="#">Y</a>	<a href="#">N</a>
<a href="#">400</a>	<a href="#">MN2</a>	<a href="#">12/31/2007</a>	<a href="#">40008M0600</a>	<a href="#">Y</a>	<a href="#">Y</a>	<a href="#">Y</a>
<a href="#">400</a>	<a href="#">MN3</a>	<a href="#">12/31/2007</a>	<a href="#">40008M0600</a>	<a href="#">Y</a>	<a href="#">Y</a>	<a href="#">Y</a>

All rows displayed should have a “Y” in the **Payroll Confirmation Run** column. If any of the Pay Groups have an “N”, **click** on the row to go to the Pay Calendar page. This means that the checkmarks in the boxes in front of the “**Payroll Confirmation Started**” and “**Payroll Confirmation Run**” are missing.



Pay Calendar Table **Confirm Err Option**

Company: 400 Office of Juvenile Affairs  Off-Cycle Calendar?  Off-Cycle Ded Override

Pay Group: MN1 400 Monthly Non-Exempt Salary

Pay Period End Date: 12/31/2007 Pay Run ID: 40008M0600

\*Pay Period Begin Date: 12/01/2007 Aggregate ID: \*Paycheck Issue Date: 12/31/2007

Pay Period Close Date: 12/31/2007

\*Weeks in this Period: 4 Balance ID details: Find | View All First 1 of 2 Last

Balance ID	Year	Quarter	Period
CY	Cal Year	2007	4 12

\*Pay Periods Per Year: 12

Accrual Percent:  Reverse Accruals \*FLSA On-Cycle Pay End Date: 12/31/2007

\*Benefit Deductions Taken: Deduction Benefit Ded Subset ID:

\*General Deductions Taken: Deduction General Ded Subset ID:

Pay Period of the month:  First  Second  Third  Fourth  Fifth

Paysheets Run  Payroll Confirmation Started  GL Interface Run  T&L Extract costs

Payroll Preliminary Calc Run  Payroll Confirmation Run  Off-Cycle Calcs Outstanding  Single Chk for Multiple Jobs

Payroll Calculation Run  Pay Distribution Run  Off-Cycle Closed  CA GL Interface Run

**Contact the OSF Help Desk to resolve this issue immediately – before you go any further. STOP until this is fixed.**

Once the issue has been resolved and the Pay Confirmation has been re-run, the Pay Calendar page for ALL Pay Groups attached to this Pay Run ID should look like this:

Pay Calendar Table **Confirm Err Option**

Company: 400 Office of Juvenile Affairs  Off-Cycle Calendar?  Off-Cycle Ded Override

Pay Group: MN1 400 Monthly Non-Exempt Salary

Pay Period End Date: 12/31/2007 Pay Run ID: 40008M0600

\*Pay Period Begin Date: 12/01/2007 Aggregate ID: \*Paycheck Issue Date: 12/31/2007

Pay Period Close Date: 12/31/2007

\*Weeks in this Period: 4 Balance ID details: Find | View All First 1 of 2 Last

Balance ID	Year	Quarter	Period
CY	Cal Year	2007	4 12

\*Pay Periods Per Year: 12

Accrual Percent:  Reverse Accruals \*FLSA On-Cycle Pay End Date: 12/31/2007

\*Benefit Deductions Taken: Deduction Benefit Ded Subset ID:

\*General Deductions Taken: Deduction General Ded Subset ID:

Pay Period of the month:  First  Second  Third  Fourth  Fifth

Paysheets Run  Payroll Confirmation Started  GL Interface Run  T&L Extract costs

Payroll Preliminary Calc Run  Payroll Confirmation Run  Off-Cycle Calcs Outstanding  Single Chk for Multiple Jobs

Payroll Calculation Run  Pay Distribution Run  Off-Cycle Closed  CA GL Interface Run



**Step 17**

**STEP 17 – CHECK PAYCHECK DATA FOR ADVICE AND CHECK NUMBERS**

NAVIGATION: *Home > Compensate Employees > Manage Payroll Process > Inquire > Paycheck Data*

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Off Cycle ?

Page #:

Line #:

Separate Check #:

Paycheck Number:

EmpID:

Name:

Case Sensitive

[Basic Search](#)

**Search Results**

[View All](#) First  1-4 of 4  Last

Company	Pay Group	Pay Period End Date	Off Cycle ?	Page #	Line #	Separate Check #	Form Identification	Paycheck Number	EmpID	Name
400	MN1	12/31/2007	N	23	17	0	ADVICE	500797956		
400	MN1	12/31/2007	N	21	14	0	ADVICE	500797903		
400	MN1	12/31/2007	N	21	22	0	ADVICE	500797911		
400	MN1	12/31/2007	N	31	11	0	ADVICE	500798026		

You should see "ADVICE" or "CHECK" under the heading **Form Identification** and the actual number under the heading **Paycheck Number**.

**If this information is missing, contact the OSF Help Desk to resolve this issue immediately. STOP until this is fixed!!**



**Step 18**

**STEP 18 – CHECK FOR DELETED PAYSHEETS**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process > Use > Paysheets*

Enter your agency number and click **Search**. You *should not have any paysheets for the Pay Run ID* that you have just confirmed. You should get the message "No matching values were found" which means that all the paysheets have been deleted as expected.

The screenshot shows a web interface titled "Paysheet" with a sub-header "Find an Existing Value". It contains several search fields: "Company:" with the value "400", "Pay Group:", "Pay Period End Date:", "Off Cycle?" (checkbox), and "Page #:". Below these fields are three buttons: "Search", "Clear", and "Basic Search". A link "Add a New Value" is also present. At the bottom, the message "No matching values were found." is displayed and circled in red.



**Step 19**

**STEP 19 – RUN GL INTERFACE PROCESS**

This process loads the HR Accounting Line Table from which General Ledger journal entries are created on the Financial side.

It also produces a ***short report that must be printed***. This is the **3<sup>rd</sup> of 3 documents** that must be faxed to OSF before OSF will release this payroll to be picked up by the process that sends the checks and direct deposits to the Treasury Department for processing.

The numbers on this ***GL Trace File MUST balance*** with the Budget Checking Report and the Claim Document (**Step 13**) that have already been printed.

***If the numbers do not balance***, contact the OSF Help Desk to resolve this issue immediately.

**NAVIGATION: Home > Compensate Employees > Administer GL Interface > Process > GL Intfc – Non Comm Acctg**

GL Intfc - Non Comm Acctg

**Find an Existing Value**

Run Control ID:

Case Sensitive

[Basic Search](#)

Enter a Run Control ID and click  . This will take you to the Run Parameters page.

Run Parameters

Run Control ID: GL [Report Manager](#) [Process Monitor](#)

**Pay Run**

Pay Run ID:

400 Dec 07

or

**Pay Calendar**

Company:

Pay Group:

Pay End Date:

Fill in the correct Pay Run ID and click  .



**Process Scheduler Request**

User ID: PBACHLER Run Control ID: GL

Server Name: PSUNX Run Date: 12/06/2007

Recurrence: Run Time: 10:28:03AM

Time Zone: Reset to Current Date/Time

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	HR to GL Allocations Interface	OCP311PY	PSJob	(None)	(None)
<input type="checkbox"/>	MDCALLOC	MDCALLOC	SQR Report	Web	PDF
<input type="checkbox"/>	Automated Batch Publish	EOP_PUBLISHA	Application Engine	(None)	(None)

OK Cancel

Make sure Server Name is set to "PSUNX". Select the check box next to "HR to GL Allocations Interface". Make sure that the Format next to the MDCALLOC SQR Report is set to "PDF"; then click **OK**.

Make sure the Run Status changes to "Success", if the Run Status changes to "Error", contact your Technical Department **IMMEDIATELY**. Until this data is received and Journal Entries made, the funds are still accessible for AP use.

Process List **Server List**

View Process Request For

UserID: PBACHLER Process Type: Last: 1 Days Refresh

Server Name: Process Run Status: Instance: to

View Job Items  Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
549205	PSJob	OCP311PY	PBACHLER	12/06/2007 10:28:03AM CST	Success	<a href="#">Details</a>
549206 1	SQR Report	MDCALLOC	PBACHLER	12/06/2007 10:28:03AM CST	Success	<a href="#">Details</a>
549207 2	Application Engine	EOP_PUBLISHA	PBACHLER	12/06/2007 10:28:03AM CST	Success	<a href="#">Details</a>

Click on the [Details](#) hyperlink to the right of MDCALLOC. This will take you to the Process Detail page. Click on the [View Log/Trace](#) hyperlink to open the Report/Log Viewer page.



Report/Log Viewer✕

---

<b>Instance:</b>	549206	<b>Type:</b>	SQR Report
<b>Name:</b>	MDCALLOC	<b>Run Cntl ID:</b>	GL
<b>Status:</b>	Success	<b>Submitted By:</b>	PBACHLER
<b>Server:</b>	PSNT	<b>Recurrence:</b>	

---

MDCALLOC

Name	File Size	File Creation Date
<a href="#">Trace File</a>	348 bytes	Thu Dec 06 10:39:27 2007
<a href="#">MDCALLOC_549206.PDF</a>	1391 bytes	Thu Dec 06 11:58:33 2007
<a href="#">Message Log</a>	1424 bytes	Thu Dec 06 10:39:24 2007

Click on the [Trace File](#) hyperlink which will take you to the report that gives you the Debits and Credits.

```
Running Version - MDCALLCO_HRG4B_6fd
GL Allocations Errors
Report Began: 10:36:44_AM
Run ID - 40008M0600
Date of Run - 06-DEC-2007
Job instance - 549205
Process Instance - 549206
Report Ended: 11:54:30_AM
Total Debits 3,677,114.17
Total Credits 3,677,114.17-
Total Acctg Lines 28690.000000
```

This is the 3<sup>rd</sup> Document that has to be sent to OSF. The Total Debits and Credits should be the same and total amount has to also match the numbers on your Budget Check and Claim Document.



**Step 20**

**STEP 20 – CHECK PAY CALENDAR FLAG**

NAVIGATION: *Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table*

After entering company information in the search dialogue box and clicking **Search**, you will see the Pay Calendar Table page.

Pay Calendar Table Confirm Err Option

Company: 400 Office of Juvenile Affairs  Off-Cycle Calendar?  Off-Cycle Ded Override

Pay Group: MN1 400 Monthly Non-Exempt Salary

Pay Period End Date: 12/31/2007 Pay Run ID: 40008M0600

\*Pay Period Begin Date: 12/01/2007 BTJ Aggregate ID:  \*Paycheck Issue Date: 12/31/2007 BTJ

Pay Period Close Date: 12/31/2007 BTJ

\*Weeks in this Period: 4

\*Pay Periods Per Year: 12

Balance ID details				
Balance ID	Year	Quarter	Period	
CY	2007	4	12	

Accrual Percent:   Reverse Accruals \*FLSA On-Cycle Pay End Date: 12/31/2007

\*Benefit Deductions Taken: Deduction Benefit Ded Subset ID:  Q

\*General Deductions Taken: Deduction General Ded Subset ID:  Q

Pay Period of the month  First  Second  Third  Fourth  Fifth

Paysheets Run  Payroll Confirmation Started  **GL Interface Run**  T&L Extract costs

Payroll Preliminary Calc Run  Payroll Confirmation Run  Off-Cycle Calcs Outstanding  Single Chk for Multiple Jobs

Payroll Calculation Run  Pay Distribution Run  Off-Cycle Closed  CA GL Interface Run

Towards the bottom of the page, third column look for the check box to be checked next to GL Interface Run. This informs you that your GL Interface has been run and you can proceed with printing of reports, etc.

**Step 20A**

**STEP 20A – FAX DOCUMENTS TO OSF**

- The **Budget Check Report** from **Step 13** and
- The **Claim Document** from **Step 13** and
- The **GL Interface Trace File** from **Step 19** must be faxed to **OSF by 3:00 pm** in order for your payroll to be **released to OST** on that day. Otherwise, it will be held until the paperwork is faxed to OSF.

**Fax # 521-3383 to Elsa at OSF.**



**NOTE:** The next steps are numbered for explanatory purposes. These processes can be run in a different order.

**Step 21**

**STEP 21 – RUN BOND - FED RESERVE PROCESS**

This process creates the employee BOND Purchase File as well as sets parameters and balance amounts on the BOND Purchase Log.

**NAVIGATION:** Home > Compensate Employees > Report payroll Info (US) > Report > BOND - Fed Reserve

After entering the Run Control ID the Run Parameters page appears:

Run Parameters

Run Control ID: BONDS [Report Manager](#) [Process Monitor](#)

**Report Request Parameters**

As Of Date: 12/31/2007  Agency: 400  Office of Juvenile Affairs

Reporting Medium: Diskette

You must use the filename "PSBOS.DAT" when submitting savings bond purchase data to the Federal Reserve Bank on diskette. You will be required to rename the PAY016B.SQR output file(s) as "PSBOS.DAT" when creating the diskette.

Enter the *Check Date* in the **As Of Date** field, the *Agency number* in the **Agency** field and select **"Diskette"** from the **Reporting Medium** drop down list. Then click  .



**Process Scheduler Request**

User ID: PBACHLER Run Control ID: BONDS

---

Server Name: PSUNX Run Date: 12/06/2007  
Recurrence: Run Time: 12:44:47PM  
Time Zone: Reset to Current Date/Time

**Process List**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Bond Purchase Report and File	PAY016B	SQR Report	Web	PDF

OK Cancel

On the Process Scheduler Request page, make sure **Server Name** is set to **"PSUNX"**, and the check box is selected for **Bond Purchase Report and File**. Click **OK** . When the process runs to a Successful status, the file will be FTP'd to the mainframe.



**Step 22**

**STEP 22 – RUN FIRST PY TO AP PROCESS**

This payroll to accounts payable process loads a temporary table with all the non-taxable payroll deductions taken from the previous days pay cycle.

**NAVIGATION:** *Home > Compensate Employees > Administer AP Interface > Process > Extract Non-Tax Deductions*

After entering a Run Control ID and clicking **Search**, you will be on the Parameters page for extracting non-tax deductions.

Parameters

Run Control ID: AP [Report Manager](#) [Process Monitor](#) **Run**

Pay Mode Selection

**Deduct/Collect Comp./Bond Met** Pay Run ID: 40008M0600 400 Dec 07

Specified Date

Vendor Selection

**Pay All Vendors**

Make sure the radio button next to **Deduct/Collect Comp./Bond Met** is selected. Enter the **Pay Run ID** and verify that the checkbox next to **Pay All Vendors** is checked. Click **Run**.

Process Scheduler Request

User ID: PBACHLER Run Control ID: AP

Server Name: PSUNX Run Date: 12/06/2007

Recurrence: Run Time: 12:53:15PM

Time Zone: **Reset to Current Date/Time**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	PY-AP Extraction - Deductions	PYAP_XDEDN	Application Engine	(None)	(None)

**OK** **Cancel**

**“PSUNX”** should appear in the **Server Name** selection box and the select box should be checked next to PY-AP Extraction – Deductions. Click **OK**. Make sure the Run status changes to ‘Success’ on the Process Monitor before going on to Step 25.



**Step 23**

**STEP 23 – RUN SECOND PY TO AP PROCESS**

This process transfers (publishes) the AP voucher data, created in Step 24, to Accounts Payable.

**NAVIGATION:** *Home > Compensate Employees > Administer AP Interface > Process > Send Vouchers to AP*

After entering a Run Control ID and clicking **Search**, you will be on the Send Vouchers to AP control page.

The radio button in front of **Non-Tax Deduction Payments** must be selected. In the **Payment Date** box enter the **“Check Date”** of the pay cycle just completed; then click **Run**.

Select	Description	Process Name	Process Type	'Type	'Format
<input checked="" type="checkbox"/>	PYAP_VCHPOST	PYAP_VCHPOST	Application Engine	(None)	(None)

On the Process Scheduler Request page make sure **“PSUNX”** is in the **Server Name** selection box and the box is checked in front of **PYAP\_VCHPOST**. Click **OK** .. When a Run Status of **“Success”** appears on the Process Monitor page, the Payroll to Accounts Payable process is complete.



**Step 24**

**STEP 24 – PRINT DEDUCTION REGISTER REPORT**

This report lists all deductions processed during this payroll, sorted by Deduction Code, then employee.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Deduction Register (0205)*

After entering a Run Control ID and clicking **Search**, you will be on the run control page.

Enter the **Pay Run ID** and click on the appropriate radio button in the **Payroll Cycle** group box. Use either **“On-Cycle”** or **“Off-Cycle”**. **“Both”** only applies if the On- and Off-Cycle payrolls are run against the same Pay Run ID, which does not apply to the State of Oklahoma. Click **Run**.

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Deductions Register	PAY001	SQR Report	Web	PDF

Make sure **“PSUNX”** is in the **Server Name** selection box, the box is checked in front of **Deduction Register** and the **Format** is set to **“PDF”**. Click **OK**.



# CORE Oklahoma

Once the report has run to a **Status** of **"Success"**, the report is ready to be printed. Follow the usual steps: **Click** on [Details](#), [View Log/Trace](#) and then on the [.PDF](#) file to open up the report.

Report ID: PAY001		PeopleSoft					
Company 400 Office of Juvenile Affairs		DEDUCTIONS REGISTER					
Pay Period End 12/31/2007		On Cycle CONFIRMED					
Deduction 0294 VisionCare/CompBenefits Before							
Type General Deduction							
EE # /SSN	Name	Ben Rcd	Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken
[REDACTED]	[REDACTED]	999	6.76				
[REDACTED]	[REDACTED]	999	16.28				
[REDACTED]	[REDACTED]	999	6.76				
[REDACTED]	[REDACTED]	999	15.39				
[REDACTED]	[REDACTED]	999	16.28				
[REDACTED]	[REDACTED]	999	15.39				
Deduction Total			534.83	0.00	0.00	0.00	

The report lists the deduction amount for the specified pay period as well as Month, Quarter and Year To-Date amounts.

PeopleSoft		DEDUCTIONS REGISTER		Page No. 21		
On Cycle CONFIRMED				Run Date 12/06/2007		
				Run Time 13:41:33		
Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
			6.76	13.52	81.12	
			16.28	32.56	130.24	
			6.76	13.52	74.36	
			15.39	30.78	169.29	
			16.28	32.56	179.08	
			15.39	30.78	169.29	
0.00	0.00		534.83	1,091.89	5,400.40	



**Step 24A**

**STEP 24A – PRINT EARNINGS STATEMENTS  
(CHECKS AND ADVICES)**

The State modified DDP003 to print both check and advice statements together.

**NAVIGATION:** Home > Reports Menu > OCP Reports > PY > Earnings Statement (0040)

After entering a Run Control ID and clicking **Search**, you will be on the run control page.

Enter the **Pay Run ID** and **click** on the appropriate radio button in the **Payroll Cycle** group box. Use either **“On-Cycle”** or **“Off-Cycle”**. **“Both”** only applies if the On- and Off-Cycle payrolls are run against the same Pay Run ID, which does not apply to the State of Oklahoma. **Click** **Run**.

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Payroll Advice Print - U.S.	DDP003	SQR Report	Web	PDF

Make sure **“PSUNX”** is in the **Server Name** selection box, the box is checked in front of **Payroll Advice Print - U.S.** and the **Format** is set to **“PDF”**. **Click** **OK**.



# CORE Oklahoma

Once the report has run to a **Status** of **"Success"**, the statements are ready to be printed. Follow the usual steps: **Click** on [Details](#), [View Log/Trace](#) and then on the [.PDF](#) file to open up the file.

<b>Office of Juvenile Affairs</b> 3812 N. Sante Fe, 4th Floor Oklahoma City, OK 73126			Pay Group: ME1-400 Monthly Exempt Salary Pay Begin Date: 12/01/2007 Pay End Date: 12/31/2007		Business Unit: 40000 Advice #: [REDACTED] Advice Date: 12/31/2007			
<b>Name</b> [REDACTED] <b>Address</b> [REDACTED]		Employee ID: [REDACTED] Department: 0250050-Community Based Youth Services Location: CBD00 Pay Rate: \$3,700.08 Monthly		TAX DATA: Federal OK State Marital Status: Married Married, use regular ta Allowances: 4 4 Addl. Pct.: Addl. Amt.:				
HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Description	Current	YTD
Regular			3,358.32	1,721.24	35,760.52	Fed Withholding	0.00	921.60
Holiday - Salary	21.346615	16.01	341.76	72.01	1,498.70	Fed MED/EE	44.74	489.99
Benefit Allowance			1,240.27		13,642.97	Fed OASD/EE	191.31	2,095.14
Remaining Benefit Allowance			102.27		1,124.97	OK Withholding	0.00	693.00
Salary Administrative Leave			0.00	26.50	540.20			
Sick Leave Salaried			0.00	12.75	267.60			
Annual Leave Salaried			0.00	72.50	1,506.31			
Comp-Time Taken			0.00	92.25	1,901.44			
Enforced Leave			0.00	61.75	1,275.84			
Longevity			0.00		850.00			
<b>Total:</b>		16.01	5,042.62	2,059.00	55,318.80	<b>Total:</b>	236.05	4,199.73
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
SoonerSave	25.00	275.00				SoonerSave	25.00	275.00
OPERS	129.50	1,419.27				OPERS	499.51	5,262.38
Medical Reimbursement	300.00	3,300.00						
Dependent Care Spending Account	416.66	4,583.26						
Vision Care/Comp Benefits Before	15.39	169.29						
EE Global Health Std Before-Tax	338.92	3,728.12						
DP Global Health Std Before Tax	798.58	8,784.38						
Health Choice Dental Before	75.94	835.34						
EE Disability Before - Tax	7.54	82.94						
EE Basic Life Before - Tax	3.90	42.90						
<b>Total:</b>	2,111.43	23,220.50	<b>Total:</b>	0.00	0.00	<b>* Taxable</b>		
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current:	5,042.62	2,931.19	236.05	2,111.43	2,695.14			
YTD:	55,318.80	32,098.30	4,199.73	23,220.50	27,898.57			
							NET PAY DISTRIBUTION	
							Advice # [REDACTED]	2,695.14



**Step AA**

**STEP AA – RUN LEAVE ACCRUAL PROCESS**

NAVIGATION: *Home > Compensate Employees > Administer Base Benefits > Process > Leave Accrual*

**After ALL (main payroll, supplemental payroll and off-cycle payrolls) payrolls have been confirmed** for the calendar month, run this leave accrual process – if you were using the OPM leave system.

Leave Accrual Proc

Run Control ID: LEAVE\_ACCRUAL [Report Manager](#) [Process Monitor](#)

---

Company: 400 Office of Juvenile Affairs

\*Plan Type: Vacation

\*Benefit Plan: 400L1 Rolling Plan < 5 Yrs of Srvc

Last Process Date: 09/29/2007

\*Accrual Process Date: 12/30/2007

Must be run **once** for **each** level of Annual Leave and once for Sick

Enter the day before the last day of the month

Be sure to run this process for **ALL** Benefit Plans listed under each Plan Type (Vacation and Sick).

Run each process as you have all the others to **“Success”** on **Process Monitor**.



**Step BA**

**STEP BA – RUN LEAVE ACCRUAL STATEMENTS**

NAVIGATION: *Home > Reports Menu > OCP Reports > BB > Emp Leave Accrual Rpt (0053)*

Run Ocpbb0053

Run Control ID: LEAVE\_STATEMENTS [Report Manager](#) [Process Monitor](#)

'Pay End Date: 12/31/2007  Enter the last day of the month

'Sort Order: 1 (1=Employee Name, 2=Employee ID, 3=Mail Drop ID)

'Company: 400

Employee ID:  Leave Blank To Print All Employees

Department ID:  Leave Blank To Print All Departments

Once the report has run to a **Status** of **"Success"**, the statements are ready to be printed. Follow the usual steps: **Click** on [Details](#), [View Log/Trace](#) and then on the [.PDF](#) file to open up the report.



# OFF-CYCLE PAYROLL CONSIDERATIONS

## OFF-CYCLE CALENDARS

Now that you have seen how to create and use a pay calendar for your normal payroll processing, you need to understand another dimension to the pay calendar, which is the Off-Cycle concept. You should have noticed the Off-Cycle Calendar checkbox in the upper right hand area of the pay calendar page when you were creating regular payroll processing calendars. There is *always* an off-cycle calendar, or the option to tag certain paylines as off-cycle, that comes along with every on-cycle. This concept is odd because you did NOT indicate to the system to create an off-cycle calendar. However, PeopleSoft allows you to use the "invisible" off-cycle calendar associated with every normal pay calendar to your advantage.

There are two situations where this will happen:

1. An **On-Cycle calendar** against which you can process checks *individually* marked as off-cycle
  - a. You use the **next available on-cycle** pay calendar to run against for an "invisible" off-cycle payroll.

**This process is NOT used by the State of Oklahoma.**

<p><b>Pay calendar</b>          Pay Run ID 123          End date July 31, 2007          Off cycle check box = <b>No</b></p> <p><b>Normal</b> checks marked as  <b>On-cycle</b></p>	<p>"Invisible" Pay Calendar          Pay Run ID 123          End date July 31, 2007          Off cycle check box = No  <b>BUT...</b></p> <p>Some <b>individual</b> checks          marked as <b>Off-cycle</b></p>
--	---

2. An **Off-Cycle calendar** against which you can process checks that will be *automatically* marked as off-cycle due to their association with that calendar
  - a. **The State of Oklahoma will be using this process for their Off-Cycles.**

<p><b>Pay calendar</b>          Pay Run ID 456          End Date August 1, 2003          Off cycle check box = <b>YES</b></p> <p><b>ALL</b> Checks marked as  <b>Off-cycle</b></p>
--



Common uses for off-cycle designation include adjustments to checks issued in error or checks that can be processed to pay an employee shift, OT, etc. The check date is always later date than the pay period end date, however all the data will be included with using the same end date, as the on-cycle, plus one day, and designated as an off-cycle check. You can see the idea of off-cycle processing when you use common search pages like the payline page:

### Payline

---

### Find an Existing Value

Company:

Pay Group:

Pay Period End Date:

**Off Cycle ?**

Page #:

Line #:

EmpIID:

Job Pay Data Change:

Partial Pay Period

Name:

[Basic Search](#)

A check can be marked as off-cycle on an individual level, but still be included with the rest of the on-cycle checks by virtue of its pay end date.

---

**NOTE:** The system uses the *Paycheck Issue Date* of the calendar to which the off-cycle check is tied, to update **Calendar Year** balances (**Fiscal Year** balances are determined by the *Pay Period End Date*).

---



## OFF-CYCLE - ADDING A PAYSHEET

Once an Off-Cycle Calendar has been created by a member of the CORE team, you can start processing your payroll. The State of Oklahoma will use the Off-Cycle process to post leave that has been taken, pay overtime and to pay employees that have been terminated because their final pay could not be included in their last On-Cycle run. You **MUST** add a paysheet if the employee is NOT active (i.e. Leave of Absence, Terminated, etc.) Otherwise, as long as the employee is active and time is being posted in Time & Labor, the system will create the paysheet for you during the Time & Labor Load process.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Use > Paysheet*

### PAYSHEET ADD SEARCH PAGE

The screenshot shows a web form titled "Paysheet" with the sub-header "Find an Existing Value". It contains the following fields and controls:

- Company: [ ] [Q]
- Pay Group: [ ] [Q]
- Pay Period End Date: [ ] [Q]
- Off Cycle ?
- Page #: [ ]
- Buttons: Search, Clear, Basic Search
- Link: [Add a New Value](#)

Click on the [Add a New Value](#) hyperlink.

The screenshot shows the "Paysheet" form with the sub-header "Add a New Value". The fields are populated with the following values:

- Company: 400 [Q]
- Pay Group: MN1 [Q]
- Pay Period End Date: 01/01/2008 [Q]
- Off Cycle ?
- Page #: 1000
- Button: Add

You can see that the page allows you to specify **Company**, **Pay Group**, **Pay Period End Date**, **Off-Cycle**, and the actual **Page #** you want to create. Generally Payroll offices will use high numbered paysheets for off-cycle processing so these transactions are easier to find.

Enter the appropriate information and click [Add](#) .





Paysheet    One-Time Deductions    One-Time Garnishment    One-Time Taxes    Page Balances

Company: 400    Pay Group: MN1    Pay Period End Date: 12/31/2007    Page: 1000

**Paysheet Details**    Find    First 1 of 1 Last

Line	ID	Empl Rcd#	Ben Rcd#	Name	Manual Check
1		0	0		<input type="checkbox"/>

Check #    Check Date    Total Gross    Net Pay

**Earnings**    Find | View All    First 1 of 1 Last

OK to Pay     Override Hourly Rate     No Direct Deposit     Gross-Up     TL Records

Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Regular Salary
				11.380788	

Earnings Begin/End Dates    \*Shift    \*State    Locality

12/01/2007    12/31/2007    N/A    OK

[Additional Data](#)

**Other Earnings**    Find | View All    First 1 of 1 Last

*Code	Seq #	Rate Code	Hours	Rate	Amount
ALP				1000.00	

Click on the [Additional Data](#) hyperlink to enter the Account Code.

**Additional Data**

\*Business Unit: 40000    \*Tax Periods: 1

\*Department: 0300230    Annl Tax Prds:

Job Code: Z51B    \*Pay Frequency: M Monthly

Position: 40001035    \*Tax Method: Annualized

GL Pay Type:    FICA Status: N

Account Code:

OK    Cancel

Enter the appropriate Account Code (or click on to select it from the drop down list) and click **OK**.



**NOTE:** If the employee has already received his or her regular check and the earnings that you are paying are truly extra, make sure to **click** on the **One-Time Deductions** tab and set the deductions taken fields, both benefit AND general, to **"None"**. Otherwise, the system will try to take the employee's normal deductions, resulting in an over-deducted situation.

**ONE-TIME DEDUCTION PAGE – DEDUCTION GROUP BOX**

Pay<sub>s</sub>heet   One-Time Deductions   One-Time Garnishment   One-Time Taxes   Page Balances

Company: 400   Pay Group: MN1   Pay Period End Date: 12/31/2007   Page: 1000

**Paysheet Details**   Find | View All   First ◀ 1 of 1 ▶ Last

Line	ID	Empl Rcd#	Ben Rcd#	Name	+ -
1	██████	0	0	██████████████████	+ -

**Deductions**   Find | View All   First ◀ 1 of 1 ▶ Last

OK to Pay

'Benefit Deductions Taken	Ben Ded Subset	'General Deductions Taken	Genl Ded Subset
None ▾	<input type="text"/> 🔍	None ▾	<input type="text"/> 🔍

After you calculate this paysheet (which will happen when you run the next pay-calculation), you will find the paycheck data by specifying the page number, employee ID, or just check the Off-cycle box and the system would show you all the off-cycle paylines, from which you choose the employee.

**NAVIGATION:** Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Paycheck Data

**PAYCHECK DATA SEARCH PAGE – OFF-CYCLE CHECKED**

**Paycheck Data**

**Find an Existing Value**

Company:  🔍

Pay Group:  🔍

Pay Period End Date:  🔍

Off Cycle ?

Page #:  🔍

Line #:  🔍

Separate Check #:

Paycheck Number:

EmplID:

Name:

Case Sensitive

[Basic Search](#)



## OFF-CYCLE CALENDARS CREATION

**(A CORE Team Function)**

The State of Oklahoma will be using Off-Cycle Calendars, ***created by CORE Team members***, associated with an Off-Cycle Pay Run ID. To have a Calendar created the agency has to file a help desk case to be sent to the CORE Team specifying the Pay Groups(s) and Paycheck Issue Date needed. CORE will create the Off-Cycle Calendar(s) attaching an off-cycle Pay Run ID to each. The agency will be notified once the calendars have been created so they can start processing their Off-Cycle payroll.

---

**NOTE:** The State of Oklahoma has set the standard to run **one** Off-Cycle **per Pay Group per month**.

---

**NAVIGATION:** *Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table*

**Pay Calendar Table**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Pay Run ID:

[Basic Search](#)

[Add a New Value](#)

Click on [Add a New Value](#) and fill in the **Company**, **Pay Group**, and **Pay Period End Date**.

**Pay Calendar Table**

**Add a New Value**

Company:

Pay Group:

Pay Period End Date:

Click  . This will take you to the Pay Calendar page.

---

**NOTE:** The Pay Period End Date is the **On-Cycle Pay Period End Date PLUS one day**.

---



PAY CALENDAR PAGE

Pay Calendar Table **Confirm Err Option**

Company: 400 Office of Juvenile Affairs  Off-Cycle Calendar?  Off-Cycle Ded Override

Pay Group: MN1 400 Monthly Non-Exempt Salary

Pay Period End Date: 01/01/2008 Pay Run ID: 40008M0602 Dec 07 OC

'Pay Period Begin Date: 12/01/2007 Aggregate ID: 400806 'Paycheck Issue Date: 12/31/2007

Pay Period Close Date: 12/31/2007

'Weeks in this Period: 4

'Pay Periods Per Year: 12

Accrual Percent:   Reverse Accruals 'FLSA On-Cycle Pay End Date: 01/01/2008

'Benefit Deductions Taken: Subset Benefit Ded Subset ID: RET

'General Deductions Taken: Subset General Ded Subset ID: GRN

Pay Period of the month  First  Second  Third  Fourth  Fifth

Paysheets Run  Payroll Confirmation Started  GL Interface Run  T&L Extract costs

Payroll Preliminary Calc Run  Payroll Confirmation Run  Off-Cycle Calcs Outstanding  Single Chk for Multiple Jobs

Payroll Calculation Run  Pay Distribution Run  Off-Cycle Closed  CA GL Interface Run

Balance ID details				
Balance ID	Year	Quarter	Period	
CY	2007	4	12	

Click the **Off-Cycle Calendar?** check box.

Fill in the Off-Cycle **Pay Run ID**.

Enter the **Pay Period Begin Date**.

Enter the **Aggregate ID**, which identifies the agency number, FY, and FY Period (i.e. 400806 for agency 400, FY 2008, Period 6).

**NOTE:** The **same** Aggregate ID **MUST** also be attached to the **On-Cycle Pay** calendar.

The **Pay Period Close Date** will default to be the same date as the Pay Period End Date. Change the date to reflect the actual end of the Pay Period which is the **last day of the month** for most of the agencies.

Enter the number of weeks in the pay period (determined by the number of Wednesdays in the month) in the **Weeks in this Period** field.

Change the **Benefit Deductions Taken** field to read **"Subset"** and enter **"RET"** in the **Benefit Ded Subset ID** field. Change the **General Deductions Taken** field to read **"Subset"** and enter **"GRN"** in the **General Ded Subset ID** field.

Click **Save**.

Contact the Agency that the Calendar(s) are created, give them the correct Pay Run ID to use, and inform them that they can start their Off-Cycle processing.



# OFF-CYCLE PAYROLL PROCESSING STEPS (CHECKLIST)

For all Off-Cycle processing, you will either add paysheets manually or create them by running the Load Time and Labor process (which also pulls in any time entered into Time and Labor).

<b>Step 1</b>
---------------

## STEP 1 – CHECK FOR THE EXISTENCE OF OFF-CYCLE PAY CALENDARS

**NAVIGATION:** *Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table*

Enter the Pay Run ID to check that an off-cycle calendar exists for each of the pay groups for the payroll you are processing.

If the off-cycle calendars are not found, send a case to the Help Desk requesting that they be setup and specify which of the pay groups need them. If it is urgent, also call the CORE Team to advise them of the save information.

<b>Step 2</b>
---------------

## STEP 2 – ENTER TIME INTO TIME AND LABOR

**NAVIGATION:** *Home > Self Service > Manager > Tasks > Weekly Elapsed Time > Employee ID*

Enter all data into the Weekly Elapsed Time section of Time & Labor.

<b>Step 3</b>
---------------

## STEP 3 – RUN TIME ADMINISTRATION

**NAVIGATION:** *Home > Administer Workforce > Capture Time and Labor > Process > Time Administration*

Run the Time Administration using the **last date of the month** for the Process Date.

**Step 3A** - Check for Exceptions and make the necessary corrections and re-run Time Administration as needed to get all the exceptions cleaned up.

**Step 3B** - Check to see that payable time was created for all the Weekly Elapsed Time entries.



**Step 4**

**STEP 4 – RUN TIME AND LABOR LOAD**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Load Time and Labor*

**Load Time and Labor Tab**

Load Time and Labor **Off-Cycle Data**

Run Control ID: TIMEANDLABOR\_LOAD [Report Manager](#) [Process Monitor](#) **Run**

**Process Request Parameter(s)**

'Pay Run ID: 40008M0602  Dec 07 OC

Description: December 2007 Off-Cycle

'On or Off-Cycle: Off-Cycle   Prior Period Only Adj

OK to Pay  Refresh Request Request Source: User

Enter the **Pay Run ID**, **Description**, and **select Off-Cycle** from the drop down list. **OK to Pay** should automatically have a checkmark by it, verify that it does.

**Off-Cycle Data Tab**

This page is only used to restrict the Time and Labor Load Process to load specific employees that are identified on this page. You can also use this page to load specific earnings codes. Be sure to enter the correct corresponding Empl Rcd# for the specified employees.

Load Time and Labor **Off-Cycle Data**

Run Control ID: TIMEANDLABOR\_LOAD [Report Manager](#) [Process Monitor](#) **Run**

**Employee(s)** Find | View All First 1 of 1 Last

'EmplID	Empl Rcd #	Name
<input type="text"/>	0 <input type="text"/>	<input type="text"/>

**Earnings Code(s)** Find | View All First 1 of 1 Last

'Code	Description
OVT <input type="text"/>	Overtime <input type="text"/>



If all the time in Time & Labor that you have entered and processed through Time Admin is to be used during this off-cycle, there is no need to fill in this page.

Click **Run** . On the Process Scheduler page click **OK** . When the **Status** changes to **"Success"**, your Off-Cycle paysheets have been created and loaded with the data from Time and Labor.

<b>Step 5</b>
---------------

### **STEP 5 – RUN PRECALCULATION AUDIT REPORT**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > Precalculation Audit*

<b>Step 6</b>
---------------

### **STEP 6 – MAKE ANY PAYSHEET CHANGES - IF NECESSARY -**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Use > Payline Security*



**Step 7**

**STEP 7 – RUN PRELIMINARY CALCULATION PROCESS**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Calculation*

**Left Side Processing**

Using the left side of the run control allows you to run an off-cycle by **Pay Run ID**. The system will calculate all paysheets for all Pay Groups attached to the Pay Run ID.

The screenshot shows a web interface for 'Pay Calculation'. At the top, it displays 'Run Control ID: PAYCALC' and a yellow 'Run' button. Below this is a section titled 'Process Request Parameter(s)' which is divided into two columns by an 'or' separator. The left column, 'On-Cycle or Off-Cycle Run', contains a 'Pay Run ID' field with the value '40008M0602', a date field 'Dec 07 OC', an 'On or Off-Cycle' dropdown menu set to 'Off-Cycle', and a checked checkbox for 'On-Cycle Preliminary Calc Run'. The right column, 'Off-Cycle Run', contains fields for 'Company', 'Pay Group', 'Pay End Date', 'Process', and 'Page #' with 'Thru:'.

At the bottom of the form is a section titled 'Calculation Options' with two radio button options: 'Only Calculate Where Needed' (which is selected) and '(Re)Calculate All Checks'. There is also an unchecked checkbox for 'Transfer Calc Errors'.

After entering your **Run Control ID**, enter the **Pay Run ID**, click on select **"Off-Cycle"** from the drop down list. Click to submit the process.



## Right Side Processing

You can also run an off-cycle payroll using the right side of the run control. When you run on the right side, you **MUST** to run **once for each pay group**.

Pay Calculation

Run Control ID: PAYCALC [Report Manager](#) [Process Monitor](#) [Run](#)

**Process Request Parameter(s)**

On-Cycle or Off-Cycle Run	or	Off-Cycle Run
Pay Run ID: <input type="text"/>		Company: <input type="text" value="400"/> <input type="button" value="Q"/> OJA
On or Off-Cycle: <input type="text"/>		Pay Group: <input type="text" value="MN1"/> <input type="button" value="Q"/> Non Exempt
<input checked="" type="checkbox"/> On-Cycle Preliminary Calc Run		Pay End Date: <input type="text" value="01/01/2008"/> <input type="button" value="Q"/>
		Process: <input type="text"/>
		Page #: <input type="text" value="55"/> <input type="button" value="Q"/> Thru: <input type="text" value="1000"/> <input type="button" value="Q"/>

**Calculation Options**

Only Calculate Where Needed  Transfer Calc Errors

(Re)Calculate All Checks

You **must** fill in the **Company**, **Pay Group**, and **Pay Period End Date** for each **Pay Group** that you will be processing. On the last two fields, use the icon to **select** the first and last pages. In the **Page #** field, always **select** the lowest number that appears on your screen. For the **Thru** field, **select** the largest number that appears on your screen, paying attention to the scroll bar to the right. If you get the message **'Only 300 rows can be displayed'** you have to find out how many people you are trying to pay so that you can put the correct ending page number in the **Thru** field..

There is a query that counts the paysheets (**GO\_COUNT\_PAYSHEETS**). Run the query to find out the total number of people that you are paying by pay group. Enter the highest number in the **Thru** field. **Click** the **(Re)Calculate All Checks** radio button, then [Run](#) to submit the process.

On the Process Scheduler page, make sure the **Server Name** is set to **"PSUNX"** and **click** [OK](#) . Once the status has changed to **"Success"**, and you checked making sure there are no errors (same as for the On-Cycle Preliminary Calculation process).



<b>Step 8</b>
---------------

## **STEP 8 – CHECK PAYROLL ERROR MESSAGES**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Payroll Error Messages*

<b>Step 9</b>
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## **STEP 9 – CHECK A PERSON ON PAYCHECK DATA**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Paycheck Data*

<b>Step 10</b>
----------------

## **STEP 10 – RUN PAYROLL REGISTER AND FUNDING DISTRIBUTION REPORTS**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > Payroll Register*

The State of Oklahoma has customized this report and there are currently 3 different versions of it. The main change to this report is that it includes the State's share of the benefits and taxes on it. There has been a box drawn around the employee name and a box drawn around the totals for the employee so that they are easy to see. They all provide the same information but have it sorted and printed in different orders.

The three versions currently are:

- **Payroll Register - Name (0233)** – Sorted in last name order
- **Payroll Register - Mail Drop (0312)** – Sorted by the Mail Drop Field  
(Warrant Sequence Number on Payroll Data)
- **Payroll Register - Div/Name (0312C)** – Sorted by Division and then Name



NAVIGATION: **Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > Payroll Register – Name (0233) – sorted by last name**

Run Ocppy0233

Run Control ID: PAYCALC [Report Manager](#) [Process Monitor](#)

**Process Request Parameter(s)**

<p><b>On-Cycle Run</b></p> <p>Pay Run ID: <input type="text" value="40008M0602"/> <input type="button" value="Q"/></p> <p>Dec 07 OC</p>	or	<p><b>Off-Cycle Pay Calendar</b></p> <p>Company: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Pay End Date: <input type="text"/></p> <p>Process:</p> <p>Page #: <input type="text"/> <input type="button" value="Q"/> Thru: <input type="text"/> <input type="button" value="Q"/></p>
---	----	---

**Payroll Cycle**

On-Cycle  Off-Cycle  Both

Enter the **Pay Run ID**, click the **Off-Cycle** radio button, and then click  .

On the Process Scheduler page, make sure **"PSUNX"** is selected for **Server Name**, **Payroll Register** check box is checked, **Type** is set to **"WEB"** and **Format** is set to **"PDF"** then click  . Once the **Status** changes to **"Success"** print off the report. Use this report to verify all data/employees that are to be paid on this off-cycle is correct before going on.

When the Payroll Register looks good, go to the next step.



**Step 11**

**STEP 11 – RUN PAYROLL BUDGET CHECKING AND CLAIM DOCUMENT REPORTS**

This report process step was changed when the new GL Allocation Process which was put into production in the summer of 2006. It now produces 3 separate reports.

The **MDC Allocation Report** which is an SQR Report. This is an error report. It will list any employees that are assigned to invalid account codes. This will be the only report that is generated when errors are encountered.

The **Budget Report is OCPY0025 (0025)** and it is a crystal report. This report checks to make sure all earnings have account codes associated with them and that they are valid account codes for the General Ledger, it itemizes all funding charges for this pay cycle, then checks for available funds per each account. **This is the 1<sup>st</sup> of the 3 documents that you must fax to OSF.**

The **Claim Document OCPY0018 (0018)** is also produced by this process if there are no errors. Agencies must submit a signed Claim Document authorization Form to OSF listing payroll information. **This is the 2<sup>nd</sup> document that you must fax to OSF.**

**NAVIGATION:** Home > Compensate Employees > Administer GL Interface > Report > Budget Check (0025)

After entering a **Run Control ID** and clicking **Search**, the run control page appears.



Enter the correct **Pay Run ID**, the **Business Unit** (Agency plus 00), **click** on the check box on the right of **Display Details** and **click** **Run** to submit the process.

**Process Scheduler Request**

User ID: PBACHLER      Run Control ID: BUDGETCHECK

---

Server Name:       Run Date:

Recurrence:       Run Time:

Time Zone:      

**Process List**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	HR To GL Preliminary Reports	OCP311PA	PSJob	(None)	(None)
<input type="checkbox"/>	MDCALLOC	MDCALLOC	SQR Report	Web	PDF
<input type="checkbox"/>	OCPY0025	OCPY0025	Crystal	Web	PDF
<input type="checkbox"/>	OCPY0018	OCPY0018	Crystal	Web	PDF

On the Process Scheduler Request page make sure **Server Name** is set to **"PSNT"**, **select** the check box next to Payroll Budget Checking, and be sure that **Type** says **"Web"** and **Format** says **"PDF"**; then **click** **OK**.

This process submits 3 different reports – MDCALLOC, OCPY0025 – Budget, OCPY0018 – Claim Document.

On the Process Monitor page, when the **Status** changes to **"Success"**, print and review the report.

The **MDCALLOC SQR Report** is an error report. If the process finds invalid accounts assigned to any of the employees in the payroll, it will generate errors and print the related information on this report. It will also **NOT print the other two reports** - Budget Check Report and Claim Document until the invalid account numbers have been cleaned up.

**Look for any areas lacking sufficient funds. If sufficient funds are NOT available you will need to make the necessary adjustments.** If funding adjustments are made, do another off-cycle pay calculation process and rerun this report until there is no deficit showing on the report.

If there is a deficit in any of the accounts on the Budget Check Report, there will be a box drawn around all the people that are assigned to that account and the amount of money that is needed for the account will be listed under the deficit column. Check for any areas lacking sufficient funds. If sufficient funds are NOT available, you will need to make the necessary adjustments. These adjustments can be made on the employees Earnings Distribution record as well as on Payline Security or contact your Financials group to move funds from one account to another.



**Payroll Budget Checking Report** – with Budget Deficit

Bus Unit	Class	Budget	Dept	Fund	Bud Ref	Payroll Amount	Amount Available	Budget Deficit	Allot
19701	Allot	20		07		8.38	3.60	4.78	
<b>Employee ID</b>						<b>Amount</b>			
[REDACTED]						0.00			
[REDACTED]						0.00			
[REDACTED]						0.00			
[REDACTED]						8.38			
[REDACTED]						0.00			
[REDACTED]						0.00			
19701	Allot	30		07		20.60	834.50	0.00	
19701	Cash			1000		28.98	8,436,936.48	0.00	
19801	Allot	01		08		288,147.69	2,936,175.78	0.00	

**Do not proceed any further down the Off-Cycle Payroll Checklist until the Budget Checking Report has no deficits or until your management has made arrangements with the OSF Management to permit deficit payrolls.**

If funding adjustments are made to payroll security, the Agency must repeat **Step 11 thru Step 13** until the account codes are valid and there is sufficient money in the accounts to pay the payroll.

*The Budget Report – NO DEFICIT – is the 1st of 3 documents that must be faxed to OSF in order to have your payroll released by OSF and sent on to the Treasurer.*

**Payroll Budget Checking Report** – NO Deficit

Bus Unit	Class	Budget	Dept	Fund	Bud Ref	Payroll Amount	Amount Available	Budget Deficit	Allot
19801	Allot	30		08		21,764.04	32,946,691.40	0.00	
19801	Cash			1000		21,764.04	12,093,763.63	0.00	
<b>Gross Payroll:</b>						<u>21,764.04</u>			



**Claim Document Report**

The third report produced in this step is the Claim Document. The **Total Claim Cost** on this report must balance with the **Gross Payroll number on the Budget Check Report** printed above. **The Net Pay** on this report must balance with the **Net Pay on the last line of the Payroll Register**.

*The Claim Document this is the 2<sup>nd</sup> of 3 documents report that must be signed and faxed to OSF to allow OSF to release your payroll to the Treasurer.*

	State of Oklahoma Office of State Finance Payroll Claim Document	12/6/2007 11:55:51AM Page 1 of 2
Pay Run ID : [REDACTED]	Pay Period Beginning : <u>December 1,</u> 2007	Ending : <u>December 31,</u> 2007
Date Processed : <u>12/6/2007 11:55:51AM</u>	Agency Name : [REDACTED]	Pay Cycle : <u>OFF CYCLE</u>
<b>PAYROLL CLAIM DETAIL</b>		
Salary and Earnings		20,217.41
Employer Taxes		
513110 OASDI		1,253.48
513120 FICA/MED		293.15
<b>TOTAL CLAIM COST</b>		<b>21,764.04</b>
Salary, Earnings and Benefit Allowance		20,217.41
Deductions		
Federal Income Tax Withholding	4,057.33	
State Income Tax Withholding	1,027.00	
OASDI	1,253.48	
FICA/MED	293.15	
Total Deductions		6,630.96
Net Pay		13,586.45

This Payroll Claim Document has an Authorization Form that must to be signed by the designated authority in the agency.

Check the **'Total Claim Cost'** on this report against **'Gross Payroll'** total on Payroll Budget Checking report. They MUST balance. If they do not, research the differences, make corrections and re-run pay calc; then re-run these reports.



**Step 12**

**STEP 12 – RUN PAY UNSHEET PROCESS**  
**- IF NECESSARY -**

**NOTE:** Some situations require the paysheets to be unsheeted. The Off-Cycle Payroll Steps to Unsheet are listed below.

**Pay Unsheet Process:**

- NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Unsheet*

Pay Unsheet

Run Control ID: UNSHEET [Report Manager](#) [Process Monitor](#) Run

**Process Request Parameter(s)**

<p><b>On-Cycle Run</b></p> <p>Pay Run ID: <input style="width: 80%;" type="text"/> <input type="button" value="Q"/></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Time &amp; Labor Users: Unsheet will set all previously loaded time to 'RP' (rejected by payroll), even if the Run ID is removed from the Pay Calendar.</p> </div>	or	<p><b>Off-Cycle Pay Calendar</b></p> <p>Company: <input type="text" value="400"/> <input type="button" value="Q"/> OJA</p> <p>Pay Group: <input type="text" value="MN1"/> <input type="button" value="Q"/> Non Exempt</p> <p>Pay End Date: <input type="text" value="01/01/2008"/> <input type="button" value="Q"/></p> <p>Process:</p> <p>Page #: <input type="text" value="57"/> <input type="button" value="Q"/> Thru: <input type="text" value="100"/> <input type="button" value="Q"/></p>
---	----	---

**Payroll Cycle**

On-Cycle     Off-Cycle     Both

(Enter corresponding data and run to a Successful status.)

- Run Step 4
- Run Step 4A
- Run Step 5
- Run Step 6
- Run Step 7
- Run Step 8
- Run Step 9
- Run Step 10
- Run Step 11



**Step 13**

**STEP 13 – NO FINAL CALCULATION IN AN OFF-CYCLE PAYROLL RUN**

**Step 14**

**STEP 14 – RUN CONFIRM PROCESS**

Pay Confirmation is the payroll step that updates employees’ balances such as hours, earnings, deductions and tax balances based on all paylines marked OK TO PAY. It also assigns check and advice numbers and deletes the paysheets for the pay period being processed.

Once the Confirmation process has successfully completed, you will use the Pay Check Data inquiry pages to see the check detail information.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Confirmation*

**PAY CONFIRMATION RUN CONTROL PAGE**

To confirm a payroll, enter the same **Pay Run ID** you used for creating paysheets and for running the various calculations. **Select Off-Cycle** in the selection box, as the system does NOT default this value on the page. **Click**  .



### Process Scheduler Request Pay Confirmation

**Process Scheduler Request**

User ID: PBACHLER Run Control ID: PAYCONFIRM

Server Name: PSUNX Run Date: 12/06/2007

Recurrence: Run Time: 7:54:00PM

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format	
<input checked="" type="checkbox"/>	MDC Pay Confirmation	MDCCNFRM	PSJob	(None)	(None)	
<input type="checkbox"/>	MDCPY202	MDCPY202	SQR Report	Web	PDF	
<input type="checkbox"/>	Confirm Pay	PSPCNFRM	COBOL SQL	(None)	(None)	

OK Cancel

On the Process Scheduler page make sure the **Server Name** is set to **"PSUNX"** and check the box next to MDC Pay Confirmation. Now click **OK**.

After the process has successfully completed, check for errors, as you did for Preliminary calculations. If errors exist, THEY MUST BE CORRECTED and Pay Confirmation process re-run.

### Pay Confirmation for off-cycle payrolls may also be run on the right-hand side of the run control.

1. After entering Run Control ID and clicking **Search**, the Pay Calculation parameters page appears. Fill in data on the **right side** of the page labeled 'Off-Cycle Run'. **Enter** the Company, Pay Group, and Pay End Date, (all three (3) of these fields are found on the signed Payroll Authorization Form).
2. Tab down to the first box next to 'Page #' and **click** the icon. Then **click** the **Lookup** button and **select** the lowest number that appears on the page. Tab to the next box and **click** the icon. Then **click** on the **Lookup** button and **select** the highest number (largest number) that appears on the page. Sometimes you may need to scroll down the page in order to find the highest number (largest number) in sequence. You may have also recorded the highest number of the paysheet when you were checking paycheck data after the pay calc step. The system will only display 300 at one time. If you have more than 300 paysheets in the pay group you are processing, you must enter the highest number in this box. **Click** **Run**.



3. After the process has completed, check for errors the same as you do for the On-Cycle Confirmations. If errors appear, **file a help desk case and call for help immediately.**
4. If there are other Pay Groups to Confirm, as stated on the Payroll Authorization Form, re-run this confirmation process for each of the other Pay Groups.

<b>Step 15</b>
----------------

### **STEP 15 – CHECK PAY CALENDARS FOR FLAGS**

**NAVIGATION:** *Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table > Pay Run ID*

There should be a **checkmark** in the box in front of the **label Payroll Confirmation Started** and **Payroll Confirmation Run** for every **pay group** that is active in this **Pay Run ID**.

If this checkmark is missing in any pay group in this Pay Run ID, contact the [OSF Help Desk](#) to resolve **this issue immediately – before you go any further. STOP until this is fixed.**

<b>Step 16</b>
----------------

### **STEP 16 – CHECK PAYCHECK DATA**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process > Inquire > Paycheck Data > Employee ID*

You should see the **ADVICE** or **CHECK** under the heading **FORM NUMBER** and you should see the actual number under the heading **Paycheck Number**.

**If this information is missing, contact the OSF Help Desk to resolve this issue immediately. STOP until this is fixed!!**

<b>Step 17</b>
----------------

### **STEP 17 – MAKE SURE ALL PAYSHEETS ARE GONE**

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process > Use > Paysheets > Agency Number*

Enter your agency number and click **Search**. You **should not have any paysheets for the Pay Run ID** that you have just confirmed. You should get the message '**No matching values**' which means that all the paysheets have been deleted as expected.



**Step 18**

**STEP 18 – RUN GL INTERFACE PROCESS**

**NAVIGATION: Home > Compensate Employees > Administer GL Interface > Process > GL Intfc – Non Comm Acctg**

This process loads the HR Accounting Line Table from which General Ledger journal entries are created on the Financial side.

It also produces a ***short report that must be printed***. This is the **3<sup>rd</sup> document** that must be faxed to OSF before OSF will release this payroll to be picked up by the process that sends the checks and direct deposits to the Treasury Department for processing.

The numbers on this ***GL Trace File MUST balance*** with the Budget Checking Report and the Claim Document (**Step 11**) that have already been printed.

```
Running Version - MDCALLCO_HRG4B_6fd

GL Allocations Errors

Report Began: 12:10:00_PM

Run ID - ██████████
Date of Run - 06-DEC-2007
Job instance - 575211
Process Instance - 575212

Report Ended: 12:10:04 PM
Total Debits 21,764.04
Total Credits 21,764.04-
Total Acctg Lines 43.000000
```

***If the numbers do not balance***, contact the OSF Help Desk to resolve this issue immediately.

**Check and print the Trace Log from View/Log Trace.  
Write your name and phone number on this report.**

**This is the 3<sup>rd</sup> report that you need to fax to OSF.**



**Step 19**

**STEP 19 – CHECK PAY CALENDARS FOR FLAGS**

NAVIGATION: Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table

After entering company information in the search dialogue box and clicking **Search**, you will see the Pay Calendar Table page.

Pay Calendar Table

Company: 400 Office of Juvenile Affairs  Off-Cycle Calendar?  Off-Cycle Ded Override

Pay Group: MN1 400 Monthly Non-Exempt Salary

Pay Period End Date: 01/01/2008 Pay Run ID: 40008M0602 Dec 07 OC

\*Pay Period Begin Date: 12/01/2007 Aggregate ID: 400806 \*Paycheck Issue Date: 12/31/2007

Pay Period Close Date: 01/01/2008

\*Weeks in this Period: 4

\*Pay Periods Per Year: 12

Accrual Percent:   Reverse Accruals \*FLSA On-Cycle Pay End Date: 01/01/2008

\*Benefit Deductions Taken: Deduction Benefit Ded Subset ID:

\*General Deductions Taken: Deduction General Ded Subset ID:

Pay Period of the month  First  Second  Third  Fourth  Fifth

Paysheets Run  Payroll Confirmation Started  **GL Interface Run**  T&L Extract costs

Payroll Preliminary Calc Run  Payroll Confirmation Run  Off-Cycle Calcs Outstanding  Single Chk for Multiple Jobs

Payroll Calculation Run  Pay Distribution Run  Off-Cycle Closed  CA GL Interface Run

Balance ID details					
		Find   View All	First	1 of 2	Last
Balance ID	Year	Quarter	Period		
CY	Cal Year	2007	4	12	

Towards the bottom of the page, third column look for the check box to be checked next to GL Interface Run. This informs you that your GL Interface has been run successfully and you can proceed with printing of reports, etc. You must check the flag in each pay group that you are processing in this Pay Run.

**Step 20**

**STEP 20 – FAX DOCUMENTS TO OSF**

- The **Budget Check Report** from Step 11 and
- The **Claim Document** from Step 11 and
- The **GL Interface Trace File** from Step 18 must be faxed to **OSF by 3:00 pm** in order for your payroll to be **released to OST** on that day. Otherwise, it will be held until the paperwork is faxed to OSF.

**Fax # 521-3383 to Elsa at OSF.**



**NOTE:** The next steps are numbered for explanatory purposes. These processes can be run in a different order.

**Step 21**

**STEP 21 – RUN BOND -FED RESERVE PROCESS**

This process creates the employee BOND purchase file and also sets parameters and balance amounts on the BOND Purchase Log.

**NAVIGATION:** *Home > Compensate Employees > Report payroll Info (US) > Report > BOND – Fed Reserve*

After entering the **Run Control ID**, the Run Parameters page appears.

**RUN CONTROL PAGE FOR BOND – FED RESERVE**

Run Parameters

Run Control ID: BONDS [Report Manager](#) [Process Monitor](#) **Run**

**Report Request Parameters**

As Of Date:   Agency:

Reporting Medium:

You must use the filename "PSBOS.DAT" when submitting savings bond purchase data to the Federal Reserve Bank on diskette. You will be required to rename the PAY016B.SQR output file(s) as "PSBOS.DAT" when creating the diskette.

Enter the *Check Issue Date* in the **As Of Date** field, *Agency* number in the **Agency** field, and **select "Diskette"** from the Reporting Medium selection menu. Now **click** **Run** .





**Step 22**

**STEP 22 – RUN FIRST PY TO AP PROCESS**

This first payroll to accounts payable process loads a temporary table with all the non-taxable payroll deductions taken from the previous days pay cycle.

**NAVIGATION:** *Home > Compensate Employees > Administer AP Interface > Process > Extract Non-Tax Deductions*

Enter a Run Control ID and click **Search**. This will take you to the Run Control page.

**RUN CONTROL PAGE FOR EXTRACT NON TAX DEDUCTIONS (1<sup>ST</sup> PY TO AP PROCESS)**

Make sure the radio button is selected next to **Deduct/Collect Comp./Bond Met**. Enter the **Pay Run ID** for the payroll you are processing, make sure there is a checkmark next to **Pay All Vendors** and click **Run**.

**Process Scheduler Request for Extract Non Tax Deductions (1<sup>st</sup> PY to AP Process)**

Select Description	Process Name	Process Type	'Type	'Format
<input checked="" type="checkbox"/> PY-AP Extraction - Deductions	PYAP_XDEDN	Application Engine	(None)	(None)

**"PSUNX"** should appear in the **Server Name** selection box and the select box should be checked next to **PY-AP Extraction – Deductions**. Click **OK**. Make sure the **Run Status** changes to **"Success"** on the Process Monitor before going on to Step 23.



**Step 23**

**STEP 23 – RUN SECOND PY TO AP PROCESS**

This process transfers (publishes) the AP voucher data, created in Step 22, to Accounts Payable.

**NAVIGATION:** *Home > Compensate Employees > Administer AP Interface > Process > Send Vouchers to AP*

Enter the Run Control ID and click **Search**. This will take you to the Run Control page.

**RUN CONTROL PAGE - SEND VOUCHERS TO AP**

Send Vouchers to AP

Run Control ID: AP [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameter(s)

Transaction Type Selection

Non-Tax Deduction Payments  Tax Deduction Payments

Payment Date Selection

Payment Date: 12/31/2007

The radio button in front of **Non-Tax Deduction Payments** must be selected. In the **Payment Date** box enter the *Check Issue Date* from the pay cycle just completed; then click **Run**.

**Process Scheduler Request for Send Vouchers to AP (2<sup>nd</sup> PY to AP Process)**

Process Scheduler Request

User ID: PBACHLER Run Control ID: AP

Server Name: PSUNX Run Date: 12/06/2007

Recurrence: Run Time: 8:43:07PM

Time Zone: **Reset to Current Date/Time**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	PYAP_VCHPOST	PYAP_VCHPOST	Application Engine	(None)	(None)

**OK** **Cancel**

On the Process Scheduler Request page, make sure **"PSUNX"** is in the **Server Name** selection box and the box is checked next to **PYAP\_VCHPOST**. Click **OK**. When a **Run Status** of **"Success"** appears on the Process Monitor page the Payroll to Accounts Payable process is complete.



Step 24

STEP 24 – PRINT DEDUCTION REGISTER REPORTS (0205)

NAVIGATION: Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Deduction Register (0205)

This report lists all deductions processed during this payroll, sorted by Deduction Code, then employee.

Step 25

STEP 25 – PRINT EARNINGS STATEMENTS (CHECKS AND ADVICES)

The State modified DDP003 to print both check and advice statements together.

NAVIGATION: Home > Reports Menu > OCP Reports > PY > Earnings Statement (0040)

After entering the Run Control you will be on the DDP Advice Print page. This process will print the check and advice statements.

RUN CONTROL PAGE – EARNINGS STATEMENTS

DDP Advice Print

Run Control ID: EARNINGS\_STATEMENTS      [Report Manager](#)   [Process Monitor](#)  

---

**Report Request Parameters**

<p><b>On-Cycle Run</b></p> <p>Pay Run ID: <input type="text" value="40008M0602"/> <input type="button" value="Q"/></p> <p>Dec 07 OC</p>	or:	<p><b>Off-Cycle Pay Calendar</b></p> <p>Company: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Pay End Date: <input type="text"/></p> <p>Process Page: <input type="text"/> <input type="button" value="Q"/>      Thru: <input type="text"/> <input type="button" value="Q"/></p> <p>Starting Check/Advice Number: <input type="text"/></p> <p>Thru: <input type="text"/></p>
---	-----	--

**Payroll Cycle**

On-Cycle    Off-Cycle    Both

Message:

Enter the **Pay Run ID** on the Left of the page for **On-Cycle Runs** and **select** the **Off-Cycle** radio button. Then **click**  .



Process Scheduler Request for Earnings Statement (0040)

**Process Scheduler Request**

User ID: PBACHLER Run Control ID: EARNINGS\_STATEMENTS

---

Server Name: PSUNX Run Date: 12/06/2007  
Recurrence: Run Time: 8:48:51PM  
Time Zone: Reset to Current Date/Time

**Process List**

Select	Description	Process Name	Process Type	'Type	'Format
<input checked="" type="checkbox"/>	Payroll Advice Print - U.S.	DDP003	SQR Report	Web	PDF

OK Cancel

Make sure the **Server Name** is set to **"PSUNX"** and the check box next to **Payroll Advice Print – U.S.** is selected. Click **OK**.

When the **Status** is at **"Success"**, the statements are ready to be printed. Follow the usual process of **clicking** on **Details** and checking **View Log/Trace** and opening the **.PDF** file is used to print them.



**Step 26**

**STEP 26 – RUN LEAVE ACCRUAL PROCESS**

NAVIGATION: *Home > Compensate Employees > Administer Base Benefits > Process > Leave Accrual*

After ALL (main payroll, supplemental payroll and off-cycle payrolls) payrolls have been confirmed for the calendar month, run this leave accrual process – if you were using the OPM leave system.

Leave Accrual Proc

Run Control ID: LEAVE\_ACCRUAL [Report Manager](#) [Process Monitor](#)

---

<b>Company:</b>	<input type="text" value="400"/> <input type="button" value="Q"/>	Office of Juvenile Affairs	Must be run <b>once</b> for <b>each</b> level of Annual Leave and once for Sick
<b>*Plan Type:</b>	<input type="text" value="Vacation"/> <input type="button" value="v"/>		
<b>*Benefit Plan:</b>	<input type="text" value="400L1"/> <input type="button" value="Q"/>	Rolling Plan < 5 Yrs of Srvc	
<b>Last Process Date:</b>	<input type="text" value="09/29/2007"/>		Enter the day before the last day of the month
<b>*Accrual Process Date:</b>	<input type="text" value="12/30/2007"/>		

Be sure to run this process for **ALL** Benefit Plans listed under each Plan Type (Vacation and Sick).

Run each process as you have all the others to **“Success”** on **Process Monitor**.



**Step 27**

**STEP 27 – RUN LEAVE ACCRUAL STATEMENTS**

NAVIGATION: *Home > Reports Menu > OCP Reports > BB > Emp Leave Accrual Rpt (0053)*

Run Ocpbb0053

Run Control ID: LEAVE\_STATEMENTS      [Report Manager](#)   [Process Monitor](#)   **Run**

Enter the last day of the month

'Pay End Date: 12/31/2007

'Sort Order: 1 (1=Employee Name, 2=Employee ID, 3=Mail Drop ID)

'Company: 400

Employee ID:  Leave Blank To Print All Employees

Department ID:  Leave Blank To Print All Departments

Once the report has run to a **Status** of **"Success"**, the statements are ready to be printed. Follow the usual steps: **Click** on [Details](#), [View Log/Trace](#) and then on the [.PDF](#) file to open up the report.



# ONLINE CHECKS

## OVERVIEW

PeopleSoft offers a very handy and powerful method of creating on-demand or online checks for those times when you need to answer a “what if” question or just pay an employee earnings owed quickly. The “What if” or modeling functionality is helpful when you are setting up garnishments or when an employee wants to know the impact of changing his or her tax exemptions. With Online checks, you can answer the questions and then choose to delete the check without any harm to your current payroll.

The State of Oklahoma will only use the On-Line Check process for calculating what if scenarios. The State will **NEVER** use this process to create and print a check.

**Navigation:** Home > Compensate Employees > Manage Payroll Process (US) > Use > Online Check

### Online Check Search Page

Enter the **Pay Period End Date** and the **EmplID**. The **Pay Period End Date** you choose should be the next open On-Cycle or Off-Cycle Pay Calendar. If you choose a Pay Period End Date for a calendar with no Pay Run ID attached, you will receive an error.

As long as the employee does not already have a payline marked as Off-Cycle (for an online or regular check), the system will display the following message:

### PAYSHEET CREATE MESSAGE

Click **No** . If you click **Yes** , the system will create a paysheet with any applicable additional pay, holiday, and all deductions that would normally occur for the employee.



In addition, the system asks you if you want to load any payable time from Time & Labor

**LOAD TIME & LABOR DATA MESSAGE**

Would you like the process to Load available Time from Time & Labor? (2000,477)

If you click Yes, the process will load available Time from Time & Labor product.

Click  .

**ONLINE PAYSHEET PAGE**

Company: 805	Pay Group: MN1	Pay Period End Date: 12/31/2007	Page: 1
ID: [REDACTED]	Name: [REDACTED]		Line: 1
Empl Rcd#: 0	Check Dt: 12/04/2007	Check #: [REDACTED]	Regular

**Online Check Request** Find | View All First 1 of 1 Last

Save and Calculate Return to Search + -

OK to Pay  Override Hourly Rate  No Direct Deposit  Gross-Up  TL Records

Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Reg Salary
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	10.748769	[REDACTED]

Earnings Begin/End Dates: 12/01/2007 12/31/2007 \*State: OK Locality: [REDACTED] [Additional Data](#)

\*Benefit Deductions Taken: Deduction Ben Ded Subset: [REDACTED] \*General Deductions Taken: Deduction Genl Ded Subset: [REDACTED]

**Other Earnings** Find | View All First 1 of 1 Last

*Code	Seq #	Rate Code	Hours	Rate	Amount
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[One-Time Deductions](#) [One-Time Taxes](#) [One-Time Garnishments](#)

If you **clicked**  when prompted by the Paysheet Create Message, ALL information such as salary, etc. has to be entered manually.



Company: 805    Pay Group: MN1    Pay Period End Date: 12/31/2007    Page: 1  
 ID: [REDACTED]    Name: [REDACTED]    Line: 1  
 Empl Rcd#: 0    Check Dt: 12/04/2007    Check #: [REDACTED]    On-line

**Online Check Request**    Find | View All    First 1 of 2 Last

Save and Calculate    Return to Search    + -

OK to Pay     Override Hourly Rate     No Direct Deposit     Gross-Up     TL Records

Reg Rt Cd [REDACTED]    Reg Hrs [REDACTED]    OT Rt Cd [REDACTED]    OT Hrs [REDACTED]    Hourly Rate 10.748769    Reg Salary 1,863.12

Earnings Begin/End Dates 12/01/2007 / 12/31/2007    \*State OK    Locality [REDACTED]    [Additional Data](#)

\*Benefit Deductions Taken Deduction    Ben Ded Subst [REDACTED]    \*General Deductions Taken Deduction    Genl Ded Subst [REDACTED]

**Other Earnings**    Find | View All    First 1 of 1 Last

'Code	Seq #	Rate Code	Hours	Rate	Amount
HOL	[REDACTED]	[REDACTED]	16.00	[REDACTED]	[REDACTED]

[One-Time Deductions](#)    [One-Time Taxes](#)    [One-Time Garnishments](#)

If you **clicked**  when prompted by the Paysheet Create Message, the employee's salary, etc. will be filled in automatically.

**Check Date**    The date will default to the current date – Leave the default. The State of Oklahoma does not use online checks to create actual checks, therefore the Check Date does not need to be changed.

**Check #**    Leave blank – The State of Oklahoma does not use online check to create actual checks, therefore the Check # field is not used.

**Save and Calculate**    Once you have entered all of the earnings data and additional data you are testing, you are ready to calculate the check.

**Click**  . The system will transfer you to the calculated results page.

**Return to Search**    If you wish to process an online check for another employee, **click**  to return to the Online Check search page.

You will notice that many of the fields on the Online Check Paysheet page are identical to those on the Paysheet page.

**CAUTION:** If you ever **click**  to the Paysheet Creation process message, and the employee already has an active, unconfirmed paysheet using the same on-cycle Pay Calendar being processed in batch, the employee will receive a duplicate check. This assumes you confirm and print the check.



**ONLINE RESULTS PAGE**

Online Results					
<b>Company:</b>	805	<b>Earnings:</b>	3,501.22	<b>Empl Rcd#:</b>	0
<b>Pay Group:</b>	MN1	<b>Taxes:</b>	462.76	<b>Check #:</b>	
<b>Pay Period End Date:</b>	12/31/2007	<b>Deductions:</b>	1,438.71	<b>Form ID:</b>	
		<b>Net Pay:</b>	1,599.75		On-line
<input type="button" value="Confirm &amp; Print"/> <input type="button" value="Delete"/> <input type="button" value="Reverse &amp; Confirm"/> <input type="button" value="Change Data"/>					
▶ <b>Earnings</b>					
▶ <b>Deductions</b>					
▶ <b>Taxes</b>					
<input type="button" value="Return to Search"/>					

Use  to expand the earnings, deductions and taxes sections as needed.

**EARNINGS**

Earnings						Find   View All	First	1 of 2	Last
<b>Begin Date:</b>	12/01/2007	<b>End Date:</b>	12/31/2007						
	<b>Rate Code</b>	<b>Hours</b>	<b>Rate</b>	<b>Earnings</b>	<b>Hourly Rate:</b>				14.306573
<b>Regular:</b>					<b>FLSA Rate:</b>				
<b>Overtime:</b>					<b>Shift Rate:</b>	N /			
<b>Reg Earns:</b>		152.00		2,250.90	<b>State:</b>	OK			
<b>Rate Used:</b>	Hourly Rate								
<b>Other Earnings</b>						Find   View All	First	1 of 1	Last
<b>Code</b>	<b>Description</b>	<b>Rate Code</b>	<b>Hours</b>	<b>Rate Used</b>	<b>Amount</b>				
HOL	Holiday - Salary		16.00	14.306573	228.91				

**DEDUCTIONS**

Deductions						Find   View All	First	1-11 of 15	Last
<b>Ben Rcd#</b>	<b>Code</b>	<b>Description</b>	<b>Class</b>	<b>Amount</b>					
0	SAST	SoonerSave	Before-Tax	310.00					
0	SAST	SoonerSave	PTax Ben	25.00					
0	SR0P	OPERS	Before-Tax	86.79					
0	SR0P	OPERS	PTax Ben	334.77					
0	SAST	SoonerSave Admin Fee	PTax Ben	1.65					
999	0290	Vision Service Plan Before-Tax	Before-Tax	14.96					
999	0513	EEHealthChoice High Before-Tax	Before-Tax	364.24					
999	0550	DPHealthChoice High Before-Tax	Before-Tax	554.18					



TAXES

Taxes						
State	Tax Entity	Resident	Tax Class	Tax Amount	Taxable Gross	AP Status
	US Federal		OASDI/EE	154.72	2,495.40	
	US Federal		OASDI/ER	154.72	2,495.40	
	US Federal		MED/EE	36.18	2,495.40	

Once you have reviewed the calculated results, you have two options:

1. **Delete** Use this button if you are satisfied with the results and ready to discard the online check. The system will delete the calculated results and return you to the online search page.

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Inquire](#) > **Online Results**

**Online Results**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Off Cycle ?

Page #:

Line #:

Paycheck Number:

EmpIID:

Name:

Case Sensitive

[Basic Search](#)

To verify that the paysheet has been deleted navigate to:  
**Home > Compensate Employees > Manage Payroll Process (US) > Use > Payline Security**

Enter the **EmpIID** and click **Search** .



**Payline Security**

---

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Off Cycle ?

Page #:

Line #:

EmpID:

Job Pay Data Change:

Partial Pay Period

Name:

Case Sensitive

[Basic Search](#)

**No matching values were found.**

You should see a message that says ***“No matching values were found”***. This means that there are no open paysheets for this employee.

---

**NOTE:** If the paysheet was NOT deleted, the paysheet will pull up. If that happens you can either recalculate the online check and try to DELETE it again OR you can use the Unsheet process to actually unsheet the paysheet.

---

- 2.  Use this button if you want to change the data and recalculate the check.

**NEVER LEAVE THE ON-LINE CHECK PROCESS WITHOUT CLICKING**  .

If you do, you will be leaving an off-cycle check attached to a Pay Calendar that is unconfirmed which will cause payroll calculation errors later on.

---

**NOTE:** The  and  buttons are grayed out. These two (2) options should never be used and therefore are not available at the State of Oklahoma.

---



## PAY RUN IDS (A CORE TEAM FUNCTION)

Pay groups can be grouped together and run on the same payroll cycle as long as their pay-end dates are the same. That means you could run a monthly and a bi-weekly pay group together if the bi-weekly pay end date happens to fall on the same pay end date as the monthly pay group.

PeopleSoft uses the Pay Run ID to group together all the pay groups you choose to include in a payroll. The Pay Run ID also tells the system which calendar to use to create paysheets. Oklahoma State Pay Run IDs will be structured as follows:

The format for the monthly State Pay Run ID is **AAAYYFPPNN**, where:

AAA is Agency

YY is Fiscal Year

F is Frequency which will either be an **M** (monthly)

PP is Fiscal Period

NN is 00 for regular on-cycle and a sequential number greater than 00 for supplemental and off-cycle runs.

The format for the bi-weekly State Pay Run ID is **AAAYYFNNNN**, where:

AAA is Agency

YY is Fiscal Year

F is Frequency which will be **B** (Bi-weekly)

NNNN is a sequential number of the payroll for the year

(first payroll – 0100, second payroll – 0200)

The occasional off-cycle pay run id will follow the pattern of the last 2 digits being 01, 02, etc.

Pay Run IDs are created online.



To add a **Pay Run ID**, navigate to:

**NAVIGATION:** *Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Run Table*

**Pay Run Table**

**Find an Existing Value**

Pay Run ID:

Description:

Case Sensitive

Include History

[Basic Search](#)

[Add a New Value](#)

Click on the [Add a New Value](#) hyperlink.

**Pay Run Table**

**Add a New Value**

Pay Run ID:

Simply type in the appropriate **Pay** **Run ID** for the payroll to be processed and click .

**PAY RUN TABLE PAGE**

Pay Run Table

**Pay Run ID:** 40008M0700

**Description:**

**Short Description:**

**Pay Calendar Data** Find | View All First 1 of 1 Last

Company	Pay Group	Pay Period End Date

The Pay Run Table page will be empty except for the ID you specified to add.



## CORE Oklahoma

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You then complete the description and the short description fields. If the short description field is not filled in, the system will use the first 10 characters of the Long Description to populate it when you **click**



---

**NOTE: *The CORE group will create Pay Run IDs for all agencies.***

---



# PAY CALENDARS (A CORE TEAM FUNCTION)

## OVERVIEW

PeopleSoft uses a Pay Calendar to hold pay cycle information such as the correct pay period begin and end dates and paycheck date. It also identifies which balances the system should update when the confirm process runs. You can manually define your pay calendars, or, run a process to create them for the entire year. We will cover both options in this section. First we will outline the process to create a single Pay Calendar manually, (such as the current process to create off-cycle calendars) then we will outline the process of creating Pay Calendars for an entire year.

**NOTE: A CORE team member will create Pay Calendars prior to the beginning of a new calendar year for all agencies. If you need an off-cycle calendar created, contact CORE.**

## CREATING PAY CALENDARS MANUALLY

NAVIGATION: Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table

**Pay Calendar Table**

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Pay Run ID:

[Basic Search](#)

[Add a New Value](#)

Click [Add a New Value](#) hyperlink.

**Pay Calendar Table**

**Add a New Value**

Company:

Pay Group:

Pay Period End Date:



Fill in the **Company** (known as the Agency number in the Legacy System), **Pay Group**, and **Pay Period End Date**. Then click **Save**.

**PAY CALENDAR PAGE**

Pay Calendar Table Confirm Err Option

**Company:** 400 Office of Juvenile Affairs  Off-Cycle Calendar?  Off-Cycle Ded Override

**Pay Group:** MN1 400 Monthly Non-Exempt Salary

**Pay Period End Date:** 01/31/2008 **Pay Run ID:**

**'Pay Period Begin Date:**   **Aggregate ID:**  **'Paycheck Issue Date:**

**Pay Period Close Date:** 01/31/2008

**'Weeks in this Period:**

**'Pay Periods Per Year:** 12

**Accrual Percent:**   Reverse Accruals **'FLSA On-Cycle Pay End Date:** 01/31/2008

**'Benefit Deductions Taken:** Deduction  **Benefit Ded Subset ID:**

**'General Deductions Taken:** Deduction  **General Ded Subset ID:**

**Pay Period of the month**  First  Second  Third  Fourth  Fifth

Paysheets Run  Payroll Confirmation Started  GL Interface Run  T&L Extract costs

Payroll Preliminary Calc Run  Payroll Confirmation Run  Off-Cycle Calcs Outstanding  Single Chk for Multiple Jobs

Payroll Calculation Run  Pay Distribution Run  Off-Cycle Closed  CA GL Interface Run

Balance ID details			
Balance ID	Year	Quarter	Period
Find   View All First 1 of 1 Last			

<b>Pay Period End Date</b>	Enter the Pay period end date here.
<b>Pay Period Begin Date</b>	Enter the pay period begin date.
<b>Weeks in this Period</b>	Enter a value to indicate the number of weeks within the payroll cycle. For State bi-weekly employees, this value will be 2. For monthly employees, it will usually be 4 or could be 5. The number of weeks is based on the number of Wednesdays in the pay period.
<b>Pay Periods Per Year</b>	Enter a number that will indicate the number of pay periods in the year. When the system calculates deductions, it checks the deduction table, annualizes the amount of each deduction, and then divides the result by the number of pay periods per year, as indicated here. For monthly pay periods, the system will automatically fill in the number 12.

- The system relies on these dates to do the following:
- Prorate pay according to Job-related changes
  - Create Holiday Pay
  - Determine which deductions and additional pays to use.



<b>Off-Cycle Calendar?</b>	<p>Select this field to identify the pay calendar if you intend to use it for off-cycle processing. PeopleSoft allows two types of processing with a pay calendar: on-cycle and off-cycle. On-cycle processing is the normal, scheduled payroll processing for a pay group and pay period. This would be the scheduled Bi-weekly, Monthly, or Supplemental payrolls for an agency. You can also define off-cycle pay calendars to accommodate payroll activity that falls outside the normal, scheduled payrolls. You might need an off-cycle calendar to pay a new hire whose paperwork missed the cutoff for the regular payroll, reverse a check that was issued in error, or pay an employee an unexpected bonus. Off-cycles let you pay employees without waiting for the next regular payroll. <b>(NOTE:</b> The State policy, starting with Go-Live, is to limit the number of pay cycles, off and on-cycle, to a combined total of three a month per agency. This is possible due to the system not limiting payrolls to specific object codes, being able to combine on-cycle runs with off-cycle runs, and only scheduling off-cycle runs during a week where no payrolls are run. When combining off-cycle with on-cycle runs you will use the on-cycle calendar.)</p>
<b>Pay Run ID</b>	<p>Enter the Pay Run ID you want to use to process this payroll. PeopleSoft uses the Pay Run ID to determine what pay groups to process. All pay calendar entries with the same Pay Run ID are processed at the same time. Prior to beginning a payroll process Pay Run IDs must be assigned to this page. The system validates this field against the Pay Run table when filled in. <b>(NOTE:</b> Prior to the beginning of a new year, this field will be filled in by a CORE team employee for calendars covering the entire new year for all agencies.)</p>
<b>Aggregate ID</b>	<p>The aggregate tax method is used when you must pay employees more than once in a single pay period. Every pay calendar with the same Aggregate ID value is aggregated together (including Off-Cycle payrolls) for the purposes of tax calculations. All wages paid on each calendar with the same Aggregate ID are combined, then annualized and taxed accordingly. The aggregate ID is 6 digits composed of the three digit agency number followed by one digit fiscal year and followed by 2 digit fiscal period. Example: 585607 - Agency = 585, Fiscal Year = 6, Fiscal Period = 07 (Agency 585 – January 2006)</p>
<b>Paycheck Issue Date</b>	<p>Enter the paycheck issue date. This date appears on the employee's paycheck or advice statement. PeopleSoft uses the paycheck date (not the period end date) to post earnings and hours to balances. In addition, the system uses the paycheck issue date to find the appropriate effective-dated entry in the tax tables to use for this pay calculation.</p>



**Balance ID Details**

This group box displays the year, quarter, and period for which the system will maintain balances. Balance IDs will be defined and maintained by OSF. This information is displayed automatically when Pay Calendars are created.

<b>Accrual Percent</b>	The State will not be using this field, as it is not applicable to Education and Government.
<b>Reverse Accruals</b>	The State will not be using this field.
<b>FLSA On-Cycle Pay End Date</b>	If this calendar is for an off-cycle payroll, select a pay end date for FLSA off-cycle processing. You will not be able to use this field for on-cycle calendars. If the earnings being paid in the off-cycle are subject to FLSA enter the on-cycle pay end date to which the earnings should be applied. The system uses this date to determine the correct FLSA period to apply the earnings.
<b>Deductions Taken</b>	This field controls how deductions are taken for the payroll
	<b>None:</b> Select this value if you do not want PeopleSoft to take any deductions. This selection will be used during Longevity Processing.
	<b>Deduction:</b> The State will use this value for all on-cycle payrolls.
	<b>Subset:</b> This field allows you to only take specific deductions pre-defined in a deduction subset. Benefit Subset includes RET (retirement) deductions and the General Deduction Subset includes GRN (garnishments).
<b>Deduction Subset ID</b>	Only enter a value if you selected Subset above.
<b>Pay Period of the Month</b>	PeopleSoft uses the value in this field to pay additional pay and to take deductions. If the value here matches the value in those tables, the calculation will include the earnings or deduction. Select the corresponding option to specify the pay period of the month you want: <b>First, Second, Third, Fourth, and Fifth.</b>

Once all the parameters are defined, click  .



## PAY CALENDAR CREATE PROCESS

The State of Oklahoma will be creating regular pay cycle Pay Calendars by using the Pay Calendar Create process. This process begins by you defining the first calendar of the year. The process then creates all others for the same pay frequency for the entire year.

**NAVIGATION:** *Home > Compensate Employees > Manage Payroll Process (US) > Process > Pay Calendar Creation*

On the Run Control Page enter a run control.

---

**NOTE:** The Run Control ID is a label used to run processes in PeopleSoft.

---

The screenshot shows the "Pay Calendar Creation" page with the "Find an Existing Value" section. It includes a text input field for "Run Control ID:", a "Case Sensitive" checkbox, and three buttons: "Search", "Clear", and "Basic Search". A blue hyperlink "Add a New Value" is located below the buttons.

To add a Run Control ID, click [Add a New Value](#) hyperlink.

The screenshot shows the "Pay Calendar Creation" page with the "Add a New Value" section. It includes a text input field for "Run Control ID:" and a yellow "Add" button.

Enter a **Run Control ID** of **"Calendars"** and click .



**PAY CALENDAR CREATION PAGE**

Pay Calendar Creation

Run Control ID: CALENDAR [Report Manager](#) [Process Monitor](#)

**Process Request Parameter(s)**

'Company:

'Pay Group:

'Pay Period End Date:

Check Date Days From Pay End Date:

Pay Periods Per Year:

Define the first pay period of the year by filling the following fields:

**Company** – Enter the agency number or **click** on  to **select** it from the drop down list.

**Pay Group** – Enter the pay group or **click** on  to **select** it from the drop down list.

**Pay Period End Date** – Enter the Pay Period End Date.

**Check Date Days From Pay End Date** – Enter the number of days between the Pay Period End date and the Check Date. For example if the Pay Period End Date is 01/31/2008 and the Check Date is 01/31/2008, you would leave this field blank (which is the equivalent of entering 0).

**Pay Periods Per Year** – Enter the Pay Periods Per Year.

After defining these fields, **click** , the Process Scheduler will appear.



Process Scheduler

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Process](#) > **Pay Calendar Creation**

**Process Scheduler Request**

User ID: PBACHLER Run Control ID: CALENDARS

---

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format	
<input checked="" type="checkbox"/>	Calendar Build	PSPCLBLD	COBOL SQL	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>	

The settings on this page tell the system how to handle your request. For this process make sure PSUNX appears in the Server Name box and **click**  when you are ready. Let's take a look at this page to review the various selections available and what they mean in terms of running processes versus reports.



<b>User ID</b>	Displays the User ID of the person who requested the process or report.
<b>Run Control ID</b>	Displays the run control used to define and run the process or report
<b>Server name</b>	<b>The State will use PSUNX.</b>
<b>Run Date</b>	Displays the date the request was made. For processes you want to schedule in the future, you can change this date.
<b>Recurrence</b>	This is for scheduling recurring processes. You do not need to specify anything here
<b>Run Time</b>	The system sets this time stamp to reflect when the request was made. You can change it for those processes you want to schedule to run at a later date.
<b>Time Zone</b>	Leave Blank
<b>Reset to Current date/Time</b>	Use this button to change the date and time back to the current data.
<b>Select</b>	By checking this box, you tell the system to run the process or report. It should default to 'checked'.
<b>Description</b>	The description of the process or report.
<b>Process Name</b>	The actual program name of the process or report.

<b>Process Type</b>	What kind of program in which the process or report is created. COBOL, SQR report, SQR process, Application Engine are examples.
<b>Type</b>	Indicates what type of output the system should create. Options are E-mail, file, printer, and web. The State will use <b>Web</b> for all reports.
<b>Format</b>	Almost all PeopleSoft reports, with the exception of Crystals, will be in <b>PDF format</b> . Indicates the output format the system will use when the process is completed. Other common examples are PDF (Adobe acrobat), CSV (comma separated values flat file), HTM (hyper text mockup).

Click  and it will be taken back to the Pay Calendar Creation Page.



[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Process](#) > **Pay Calendar Creation**

Pay Calendar Creation

Run Control ID: CALENDARS [Report Manager](#) [Process Monitor](#)

Process Instance:548982

**Process Request Parameter(s)**

*Company:	<input type="text" value="400"/> <input type="button" value="Q"/>	Office of Juvenile Affairs
*Pay Group:	<input type="text" value="MN1"/> <input type="button" value="Q"/>	400 Monthly Non-Exempt Salary
*Pay Period End Date:	<input type="text" value="01/31/2008"/> <input type="button" value="E1"/>	
Check Date Days From Pay End Date:	<input type="text"/>	
Pay Periods Per Year:	<input type="text" value="12"/>	

In the upper right hand corner a Process Instance number will appear. To see that the process runs successfully, **click** on the [Process Monitor](#) hyperlink and you will be taken to the Process Monitor page.



Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process List Server List

View Process Request For

UserID: PBACHLER   Process Type:  Last: 5 Days

Server Name:  Process Run Status:  Instance:  to

View Job Items  Save On Refresh

View All First 1 of 1 Last

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
548982	COBOL SQL	PSPCLBLD	PBACHLER	11/28/2007 9:52:56AM CST	Success	<a href="#">Details</a>

[Go back to Pay Calendar Creation](#)

Click  until you see a status of **“Success”** appear in the Run Status column. Once you see a Run Status of “Success” your process and/or report has been completed.

**NOTE:** If a Run Status of **“Error”** displays, record your User ID and Instance Sequence number.

The fields on the Process Monitor Page are designed to allow you to limit the rows of information that are displayed. By default, you will only see the reports and processes you request. Depending on your security, you may be able to view requests made by other users as well. If you change any of these fields, click  and the system will display the most current list.



<b>User</b>	This indicates the user that ran the report or made the process request.
<b>Type</b>	As in the Process scheduler, this field indicates the kind of program the process or report is.
<b>Last</b>	This field in combination with the drop down box next to it allows you to narrow the list by specifying a period of days, hours, or minutes.
<b>Server</b>	Not applicable.
<b>Run Status</b>	Options are Cancel, Cancelled, Error, Generated, Hold, Initiated, No Success, Not Posted, Posted, Posting, Processing, Queued, Resend, Success

<b>Instance to</b>	The system assigns a Process Instance to each process or report. This allows you to indicate a range of process instances.
<b>View Job Items</b>	Occasionally you may run processes with multiple steps, each contingent on the success of the one before it. By <b>clicking</b> this box, you can see all the steps and their individual status. If it is not <b>clicked</b> , you will only see one piece of the process.

Once this calendar creation process has completed successfully, you will link Pay Calendars to Pay Run IDs.

**Navigation:** Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table

[Home](#) > [Define Business Rules](#) > [Define Payroll Process](#) > [Setup 2](#) > **Pay Calendar Table**

**Pay Calendar Table**

---

**Find an Existing Value**

Company:

Pay Group:

Pay Period End Date:

Pay Run ID:

[Basic Search](#)

[Add a New Value](#)

Enter the **Company**, **Pay Group**, and/or the **Pay Period End Date** pertaining to the calendar that you want displayed. Click  .



### PAY CALENDAR TABLE

Pay Calendar Table Confirm Err Option

Company: 400 Office of Juvenile Affairs  Off-Cycle Calendar?  Off-Cycle Ded Override

Pay Group: MN1 400 Monthly Non-Exempt Salary

Pay Period End Date: 01/31/2008 Pay Run ID:

'Pay Period Begin Date:  Aggregate ID:  'Paycheck Issue Date:

Pay Period Close Date:

'Weeks in this Period:

'Pay Periods Per Year:

Accrual Percent:   Reverse Accruals 'FLSA On-Cycle Pay End Date:

'Benefit Deductions Taken:  Benefit Ded Subset ID:

'General Deductions Taken:  General Ded Subset ID:

Pay Period of the month  First  Second  Third  Fourth  Fifth

Paysheets Run  Payroll Confirmation Started  GL Interface Run  T&L Extract costs

Payroll Preliminary Calc Run  Payroll Confirmation Run  Off-Cycle Calcs Outstanding  Single Chk for Multiple Jobs

Payroll Calculation Run  Pay Distribution Run  Off-Cycle Closed  CA GL Interface Run

Balance ID details				
Balance ID	Year	Quarter	Period	
CY	Cal Year	2008	1	1

To attach a Pay Run ID to the pay Calendar enter the correct Pay Run ID and tab out of the field, or **click** on the Prompt Icon to **select** the correct Pay Run ID, then **click**  .

Let's take a look at the Pay Calendar Process Flags on the bottom of the Pay Calendar Table page. They begin at the lower left portion of the Pay Calendar page and continue across the bottom of the page.



**PAY CALENDAR PAGE – PROCESS BENCHMARKS**

<input checked="" type="checkbox"/> Paysheets Run	<input checked="" type="checkbox"/> Payroll Confirmation Started	<input checked="" type="checkbox"/> GL Interface Run	<input type="checkbox"/> T&L Extract costs
<input checked="" type="checkbox"/> Payroll Preliminary Calc Run	<input checked="" type="checkbox"/> Payroll Confirmation Run	<input type="checkbox"/> Off-Cycle Calcs Outstanding	<input checked="" type="checkbox"/> Single Chk for Multiple Jobs
<input checked="" type="checkbox"/> Payroll Calculation Run	<input type="checkbox"/> Pay Distribution Run	<input type="checkbox"/> Off-Cycle Closed	<input type="checkbox"/> CA GL Interface Run

<b>Paysheets Run</b>	Indicates that you created paysheets for this pay group
<b>Preliminary Calc Run</b>	Indicates that the pay calculation has been performed in preliminary mode
<b>Payroll Calculation run</b>	Indicates that the payroll has moved into the Final Calculation, locking out HR actions and their affect on the current calculation
<b>Payroll Confirmation started</b>	Indicates that the pay calculation has been performed in preliminary mode
<b>Payroll Confirmation Run</b>	Indicates that the payroll has been confirmed, check numbers assigned and the balances updated.
<b>Pay Distribution Run</b>	N/A
<b>GL Interface run</b>	Once the GL process is run, a check will appear in this box.
<b>Off-Cycle calcs outstanding</b>	Indicates that there are off-cycle checks (those marked with the Off-cycle check box) that have not yet been confirmed. The rest of the on-cycle checks may be confirmed, but there are still some off-cycles yet to deal with.
<b>Off-Cycle closed</b>	Indicates that all Off-cycle checks associated with this calendar have been confirmed and that no more are allowed. GL has taken the payroll data and has closed the calendar. This will be discussed in detail in the Off-cycle section of this manual.
<b>T&amp;L extract costs</b>	Time & labor distribution has been run, sending the payroll costs back to the T&L module. ( <b>NOTE:</b> This process is not being used by the Stat of Oklahoma.)
<b>Single check for multiple jobs</b>	The State is not paying multiple jobs on one check, so this box should be blank

Once the Pay Run ID is filled in on all appropriate Pay Calendars you can return to the Pay Run Table page and see a list of all pay groups that will be processed using the Pay Run ID.



Navigation: Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Run Table

**Pay Run Table**

---

**Find an Existing Value**

Pay Run ID:

Description:

Case Sensitive

Include History

[Basic Search](#)

Enter the Pay Run ID and click  .

Pay Run Table

**Pay Run ID:** 40008M0700

**Description:**

**Short Description:**

---

**Pay Calendar Data** Find | View All First ◀ 1 of 1 ▶ Last

Company	Pay Group	Pay Period End Date
400 OJA	MN1 Non Exempt	01/31/2008



# CHECK REVERSALS AND ADJUSTMENTS - (OSF Processing Only)

## OVERVIEW – CHECK REVERSALS AND ADJUSTMENTS

The State will sometimes need to reverse an employee paycheck if the employee was not correctly compensated. PeopleSoft reversals automatically update balances so you do not have to worry about doing so manually. For the State, both types of transactions will be done using off-cycle paylines, associated with the next regular on-cycle calendar.

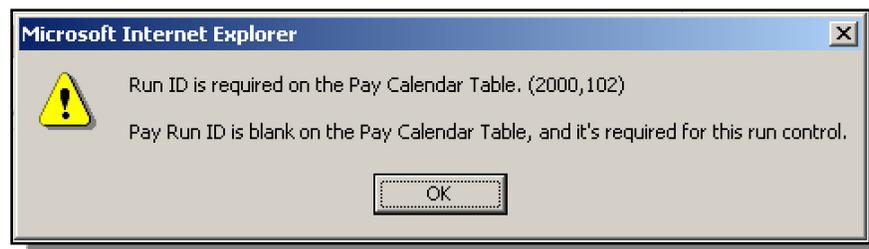
Generally speaking, you will **reverse a check** when you have the physical check in your possession. For example, you learn after payroll has confirmed that an employee terminated and the termination information was not entered into HR in a timely manner. The reversal process created an exact opposite or negative image of the check, basically canceling out the original transaction. Both transactions are kept in PeopleSoft, however, so you have a perfect historical record of your actions. The original check will show a calculated or confirmed “Reversal” and the second transaction will show “Reversing” in the message display.

You will **adjust a check** if the employee had already cashed it and then realized that some additional pay was coded wrong. The adjustment process reverses out the original transaction on one payline and gives you another to enter the data as it should have been in the first place. The state will only use the adjustment process when:

- There will be no change to the employee’s net pay (i.e. the employee took Sick Leave instead of Annual Leave and can’t wait till next pay period for the adjustment).

---

Please note, reversals and adjustments must be associated with the next on-cycle pay calendar. **You must have a Run ID defined and identified on the target pay calendar before you begin the reversal or adjustment process or PeopleSoft will issue an error:**





### REVERSING CHECKS/ADVICES - (OSF Processing Only)

Check reversals are accomplished when the check/advice has NOT been disbursed to the employee, or check and/or funds has been returned to the State.

You run the paycheck reversal process when a system-generated check is incorrect and has not been cashed or deposited. The reversal program locates the check(s) you've specified on a special run control and creates an off-cycle paysheet page for each reversal. The resulting paylines reflects the original paysheet entries, with negatives in the hours and amount fields. These pages are display-only.

During the Reversal process, the system makes a copy of the paycheck record and reverses the signs (plus/minus) on the amount fields. The original paycheck record is retained, not deleted. You can view both the original and the reversed paycheck records from the Paycheck pages in the Manage Payroll Process menu. On the reversed check, all of the amounts display as negative numbers, and the message "Calculated Check Reversal" appears in the upper-left corner of the first scroll box.

To reverse paychecks, you do not run Pay Calculation. When you run the Reversal process, the system finds the check or checks you've specified and reverses the plus/minus signs. Because the amounts themselves have already been calculated, no additional calculation is necessary.

To delete a reversal if you made a mistake, **select** Delete Current Reversal/Adjustment on the Paycheck Reversal/Adjustment Run Control page and run the Reversal process again. If you need to make a correction after the reversal has been confirmed, you must process a manual check.

To update the balance records with the final reversal information, run Pay Confirmation. After confirmation, when you view the paycheck, the message "Confirmed Check Reversal" appears in the upper-left corner. You can then issue an on-demand or online check for the correct amount.

**NOTE:** Reversals will always be processed using the right side of the run control page. If you use the left side of the run control page, the process generates calculation errors later in the process.

- Prior to running the reversal process, print a copy of the employee's paycheck data. Navigate to:  
***Compensate Employees > Maintain Payroll Process (US) > Inquire > Paycheck Data***
- Once you have a copy of the check, navigate to:  
***Compensate Employees > Manage Payroll Process (US) > Process > Paycheck Reversal/Adjustment***
- Select** Reversal and define the parameters for the Reversal Program.

For every Paycheck Reversal/Adjustment run control you enter, the system sets up a separate off-cycle paysheet page and line.



**Pay Group** and **Pay Period End Date** – The Pay Period End Date corresponds to the pay calendar with which you want to process the reversal. A check reversal cannot be run if the pay Run ID on the Pay Calendar is blank. Also, the reversal MUST be associated with a Pay Calendar that is not closed for off-cycle processing.

Paycheck Reversal/Adjustment

Run Control ID: REVERSAL [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s) Find | View All First 1 of 1 Last

\*Company: 400 Office of Juvenile Affairs  
\*Pay Group: MN1 400 Monthly Non-Exempt Salary  
\*Pay Period End Date: 12/31/2007 Pay Run ID: 40008M0600

Selection Criteria or Alternate Selection Criteria

Paycheck Number: [ ] Paycheck Issue Date: [ ]  
EmpID: [ ] Net Pay  
\*Pay Group: MN1  
\*Pay Period End Date: 12/31/2007  
 Off Cycle  
\*Page #: [ ]  
\*Line #: [ ]  
Separate Check #: 0

Reversal  Reversal/Adjustment  Delete Current Reversal/ Adjustment

Accounting Period Option  
 Original  Current  Specified

Use the fields under **Alternate Selection Criteria** (on the right side of the page), do not use the Paycheck Number and Paycheck Issue Date.

Alternate Selection Criteria

\*Pay Group: MN1  
\*Pay Period End Date: 10/31/2007  
 Off Cycle  
\*Page #: 4  
\*Line #: 1  
Separate Check #: 0

- The **Pay Group** and **Pay Period End Date** will default when you enter the information above. Change the Pay Period End Date to the **Pay Period End Date the check was originally issued** in.
- Enter the **Page** and **Line #**.



Once the **Alternate Selection Criteria** data has been entered the fields on the left side of the page will automatically be filled in by the system.

The screenshot shows a 'Selection Criteria' form with the following fields and values:

Paycheck Number:	[Redacted]
Paycheck Issue Date:	10/31/2007
EmpID:	[Redacted]
Net Pay	\$2,628.94

- **Select Reversal.**
- The **Accounting Period** defaults to **"Original"**. Leave the default. If you select any other option the following error message will appear:



### Running Paycheck Reversal

Click **Run** to process this request. PeopleSoft Process Scheduler runs the Paycheck Reversal process at user-defined intervals.

To view the effects of the reversal look at the original check and the reversed check on the Paycheck Earnings page. To view this page, navigate to: **Compensate Employees > Manage Payroll Process > Inquire > Paycheck Data**

On the reversed check, all of the amounts display as negative numbers, and the message **"Calculated Check Reversal"** appears in the upper left corner of the first scroll box.

### Running Pay Confirmation

When satisfied that the reversal is correct, confirm the reversal by running the Pay Confirmation process. Specify your run control parameters on the Pay Confirmation page. To access this page, navigate to: **Compensate Employees > Manage Payroll Process > Process > Pay Confirmation.**

After entering the parameters, run the Pay Confirmation process as you normally would for an on-cycle payroll run, always using the right side if the reversals and/or reversal/adjustments are off-cycle.



### **Viewing Confirmed Reversed Checks**

After you run Pay Confirmation, you can view information, including updated balances, using the Paycheck Data pages in the Maintain Payroll Data and Manage Payroll Process menus, and you can run any required reports.

After reversing the check, you will create an Off-Cycle Calendar and issue a corrected check.

### **Running PY to GL for One-Time Check Reversals**

The modified PY to GL process selecting a reversal check is in the process of being tested.

### **Reversal Information to EBC, OPERS, OLERS**

These processes are still being discussed and/or being tested.



## ADJUSTING A CHECK (OSF Processing Only)

### OVERVIEW – ADJUSTING A CHECK

Sometimes instead of reversing an incorrect paycheck, you will need to adjust some incorrect piece of an otherwise correct paycheck. The employee may have been put on Sick Leave instead of Annual Leave. In these kinds of situations, if the employee cannot wait until the next regular payroll for the adjustment to take affect, you may want to adjust the check that the employee received.

The adjustment process contains a reversal of the original check, similar to the reversal process above. This allows you to make sure you are starting from a clean slate for the adjustment. The State of Oklahoma should never have to use this adjustment process but the process is explained here in case a rare circumstance arises that they would want to adjust the type of leave taken on an employee's check/advice.

**NOTE:** You cannot adjust an adjusted check again. Similarly, you cannot adjust an online check.

Home > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Process](#) > Paycheck Reversal/Adjustment

Paycheck Reversal/Adjustment

Run Control ID: ADJUSTMENT [Report Manager](#) [Process Monitor](#)

Process Request Parameter(s)		Find   View All	First	1 of 1	Last
'Company:	<input type="text"/>	<input type="button" value="Q"/>			<input type="button" value="+"/> <input type="button" value="-"/>
'Pay Group:	<input type="text"/>	<input type="button" value="Q"/>			
'Pay Period End Date:	<input type="text"/>	<input type="button" value="Q"/>			
<b>Selection Criteria</b>		or	<b>Alternate Selection Criteria</b>		
Paycheck Number:	<input type="text"/>		'Pay Group:	<input type="text"/>	<input type="button" value="Q"/>
Paycheck Issue Date:	<input type="text"/>	<input type="button" value="Q"/>	'Pay Period End Date:	<input type="text"/>	<input type="button" value="Q"/>
EmpID:	<input type="text"/>	<input type="button" value="Q"/>	<input type="checkbox"/> Off Cycle		
Net Pay			'Page #:	<input type="text"/>	<input type="button" value="Q"/>
			'Line #:	<input type="text"/>	<input type="button" value="Q"/>
			Separate Check #:	<input type="text"/>	<input type="button" value="Q"/>
<input checked="" type="radio"/> Reversal <input type="radio"/> Reversal/Adjustment		<input type="checkbox"/> Delete Current Reversal/ Adjustment			
<b>Accounting Period Option</b>					
<input checked="" type="radio"/> Original <input type="radio"/> Current <input type="radio"/> Specified					



**BASIC STEPS TO ADJUST A CHECK**

1. Enter all the data listed above (in the reversal section) including the company.

**Process Request Parameter(s)** [Find](#) | [View All](#)

\*Company:

\*Pay Group: SH1  Supplemental Hourly PT

\*Pay Period End Date: 10/31/2007  Pay Run ID:

- a. When you enter the **Pay Group** and **Pay Period End Date** at the top, the system will automatically populate the same fields in the right hand group box.

**Alternate Selection Criteria**

\*Pay Group: SH1

\*Pay Period End Date: 10/31/2007

Off Cycle

\*Page #:

\*Line #:

Separate Check #:

- b. The searches for the page and line fields are dependent on the pay end date you specified.

**ADJUSTMENT PAGE LOOKUP**

**Lookup Page #**

Company:

Pay Group: SH1

Pay Period End Date: 10/31/2007

Off Cycle ?

Page #:

[Basic Lookup](#)

**Search Results**

View All First  1-3 of 3  Last

**Page #**

[1](#)

[2](#)

[3](#)





Paycheck Reversal/Adjustment

Run Control ID: ADJUSTMENT [Report Manager](#) [Process Monitor](#)

Process Request Parameter(s) Find | View All First 1 of 1 Last

\*Company:

\*Pay Group:

\*Pay Period End Date:

Pay Run ID:

**Selection Criteria**

Paycheck Number:  or

Paycheck Issue Date:

EmpID:   Net Pay

**Alternate Selection Criteria**

\*Pay Group:

\*Pay Period End Date:

Off Cycle

\*Page #:

\*Line #:

Separate Check #:

Reversal  **Reversal/Adjustment**  Delete Current Reversal/ Adjustment

**Accounting Period Option**

**Original**  Current  Specified

2. Make sure the  **Reversal/Adjustment** radio button is selected near the lower left-hand side of the page.
3. The **Accounting Period Option** defaults to **“Original”**. Leave the default.
4. **Click**  to begin the process.
5. **Click**  to submit the process to process scheduler
  - a. Follow the process through the process monitor until complete
6. When you see **“Success”**, you can return to the payline where you will find two things:
  - a. A payline that is **display only** used by the system to do the reversing entry and netting to zero (using a deduction code of NET).
  - b. A new payline with the same data as before the check was originally confirmed, ready for your changes
7. Make your changes to the payline.
8. Calculate the adjustment.
9. Confirm the adjustment as an off-cycle transaction.
10. Print the new check.