



State Of Oklahoma CORE Project

Course P205

Payroll Processing Training Manual

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State of Oklahoma

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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 run a payroll for. 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:

Format for State Pay Run ID is AAAYYFPPNN, where:

AAA is Agency

YY is Fiscal Year

F is Frequency which will either be a **M** (monthly) or **B** (Bi-weekly)

PP is Fiscal Period

NN is 00 for regular on-cycle and a sequential number greater than 00 for supplemental and off-cycle runs.

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

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

PAY RUN TABLE ADD PAGE

Pay Run Table

Add a New Value

Pay Run ID:

Add

Simply type in the appropriate Pay Run ID for the payroll to be processed and click the **Add** button.



The Pay Run Table page will be empty except for the ID you specified to add.

Pay Run Table

Pay Run ID: 47704M0700

*Description:

Short Description:

Pay Calendar Data Find | View All First 1 of 1 Last

Company	Pay Group	Pay Period End Date
---------	-----------	---------------------

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 the  Save button.

NOTE: Someone from the CORE group will create Pay Run IDs for all agencies. Prior to Go-Live Pay Run IDs will be created 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.

CREATING PAY CALENDARS MANUALLY

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](#)

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



Fill in the Company (known as the Agency number in the Legacy System), Pay Group, and Pay Period End Date. Then click on the **Add** button.

PAY CALENDAR PAGE

Pay Period End Date	Enter the Pay period end date here.
Pay Period Begin Date	Enter the pay period begin date.
Weeks in this Period	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.
Pay Periods Per Year	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.

<p>Off-Cycle Calendar?</p>	<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. (NOTE: 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>
<p>Pay Run ID</p>	<p>Enter the PayRun ID you want to use to process this payroll. PeopleSoft uses the PayRun 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 PayRun IDs must be assigned to this page. The system validates this field against the PayRun table when filled in. (NOTE: 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>
<p>Aggregate ID</p>	<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.</p>
<p>Paycheck Issue Date</p>	<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.

Accrual Percent	The State will not be using this field, as it is not applicable to Education and Government.
Reverse Accruals	The State will not be using this field.
FLSA On-Cycle Pay End Date	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.
Deductions Taken	This field controls how deductions are taken for the payroll
	None: Select this value if you do not want PeopleSoft to take any deductions. This selection will be used during Longevity Processing.
	Deduction: The State will use this value for all on-cycle payrolls.
	Subset: This field allows you to only take specific deductions pre-defined in a deduction subset.
Deduction Subset ID	Only enter a value if you selected Subset above.
Pay Period of the Month	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: First, Second, Third, Fourth, and Fifth.

Once all the parameters are defined, click the  button.



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.

To add a Run Control ID, click on the [Add a New Value](#) hyperlink and enter a Run Control ID of **Calendars** and click the  button.)

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

Pay Calendar Creation

Find an Existing Value

Run Control ID:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)



PAY CALENDAR CREATION PAGE

Define the first pay period of the year by filling the following fields:

Company – Select the Company using the lookup button.

Pay group – Select the Pay Group using the lookup button.

Pay Period End Date -- Enter the Pay Period End Date.

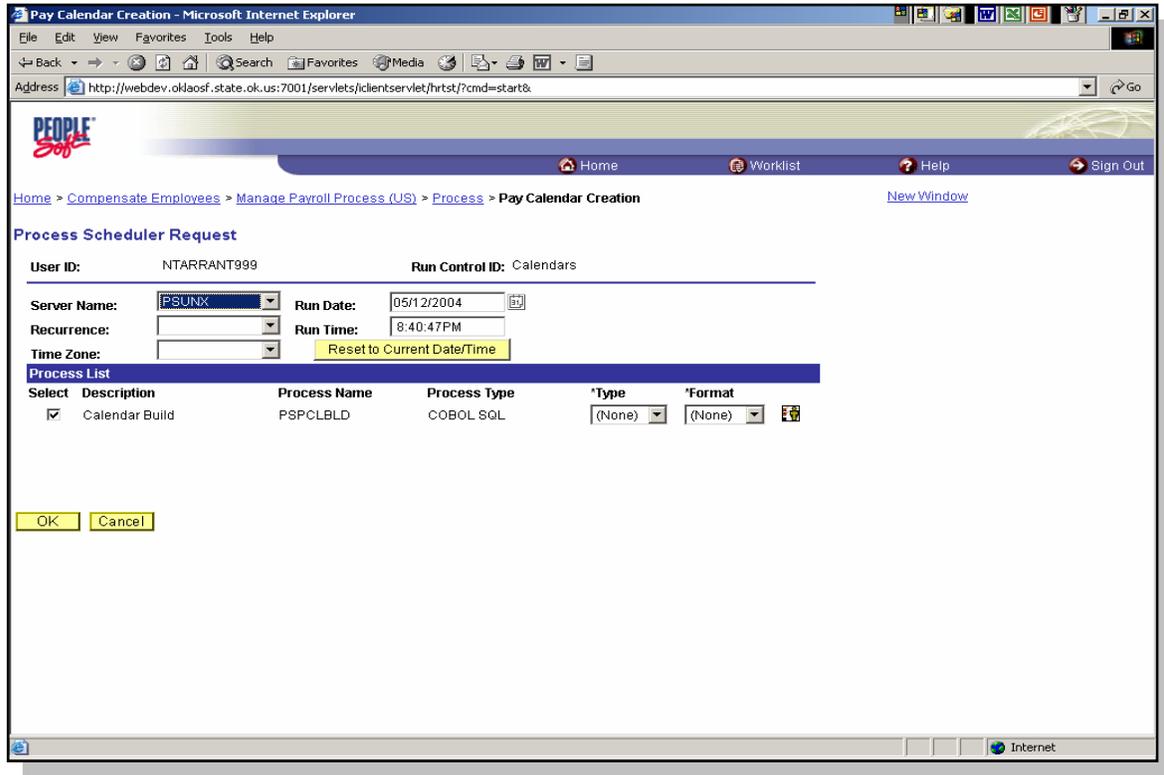
Check Date Days From Pay End Date – Enter the Check Date Days.

Pay Periods Per Year - Enter the Pay Periods Per Year.

After defining these fields, click the **Run** button, the Process Scheduler will appear.



Process Scheduler



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 **OK** 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.



User ID	Displays the User ID of the person who requested the process or report.
Run Control ID	Displays the run control used to define and run the process or report
Server name	The State will use PSUNX.
Run Date	Displays the date the request was made. For processes you want to schedule in the future, you can change this date.
Recurrence	This is for scheduling recurring processes. You do not need to specify anything here
Run Time	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.
Time Zone	Leave Blank
Reset to Current date/Time	Use this button to change the date and time back to the current data.
Select	By checking this box, you tell the system to run the process or report. It should default to checked.
Description	The description of the process or report.
Process Name	The actual program name of the process or report.
Process Type	What kind of program in which the process or report is created. COBOL, SQR report, SQR process, Application Engine are examples.
Type	Indicates what type of output the system should create. Options are E-mail, file, printer, and web. The State will use Web for all reports.
Format	Almost all PeopleSoft reports, with the exception of Crystals, will be in PDF format . 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).

After you click the  button you will be taken back to the Pay Calendar Creation Page.



Pay Calendar Creation Run Control

Pay Calendar Creation

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

Process Request Parameter(s)

*Company: Dept of Wildlife Conservation

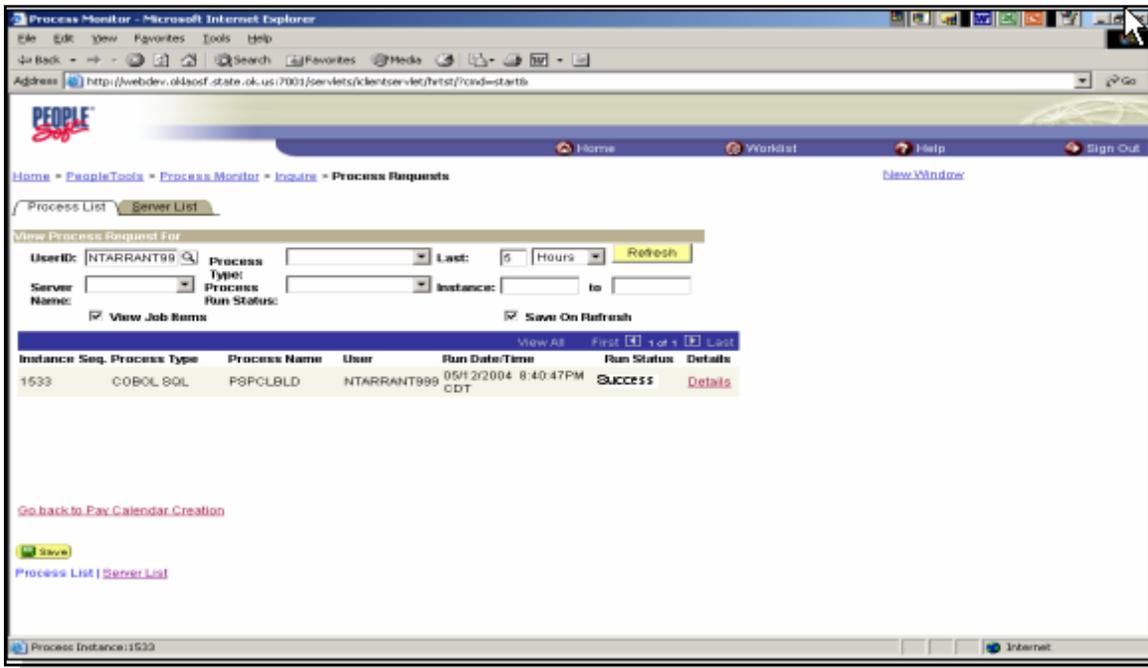
*Pay Group: Hourly Employees

*Pay Period End Date:

Check Date Days From Pay End Date:

Pay Periods Per Year:

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.





Click on the **Refresh** button 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 the **Refresh** button and the system will display the most current list.

User	This indicates the user that ran the report or made the process request.
Type	As in the Process scheduler, this field indicates the kind of program the process or report is.
Last	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.
Server	Not applicable.
Run Status	Options are Cancel, Cancelled, Error, Generated, Hold, Initiated, No Success, Not Posted, Posted, Posting, Processing, Queued, Resend, Success
Instance to	The system assigns a Process Instance to each process or report. This allows you to indicate a range of process instances.
View Job Items	Occasionally you may run processes with multiple steps, each contingent on the success of the one before it. By clicking this box, you can see all the steps and their individual status. If it is not clicked, 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 the button.



Pay Calendar Table

Pay Calendar Table - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7001/servlets/clientervlet/hrtsj/?cmd=start&

Home Worklist Help Sign Out

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

Pay Calendar Table Confirm Err Option

Company: 320 Dept of Wildlife Conservation Off-Cycle Calendar? Off-Cycle Ded Override

Pay Group: MH1 Hourly Employees

Pay Period End Date: 01/31/2006 Pay Run ID: 320 Jan 06

*Pay Period Begin Date: 01/01/2006 Aggregate ID: *Paycheck Issue Date: 01/31/2006

Pay Period Close Date: 01/31/2006

Weeks in this Period: 4

*Pay Periods Per Year: 12

Accrual Percent: Reverse Accruals *FLSA On-Cycle Pay End Date: 01/31/2006

*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

Save Return to Search Add Update/Display

Process Instance:1533

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 on the **Save** button.

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 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 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

Paysheets Run	Indicates that you created paysheets for this pay group
Preliminary Calc Run	Indicates that the pay calculation has been performed in preliminary mode
Payroll Calculation run	Indicates that the payroll has moved into the Final Calculation, locking out HR actions and their affect on the current calculation
Payroll Confirmation started	Indicates that the pay calculation has been performed in preliminary mode
Payroll Confirmation Run	Indicates that the payroll has been confirmed, check numbers assigned and the balances updated.
Pay Distribution Run	N/A
GL Interface run	Once the GL process is run a check will appear in this box.
Off-Cycle calcs outstanding	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.
Off-Cycle closed	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.
T&L extract costs	Time & labor distribution has been run, sending the payroll costs back to the T&L module. (Note: This process is not being used by the Stat of Oklahoma.)
Single check for multiple jobs	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 PayRun ID.

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

[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 Correct History

[Basic Search](#)

[Add a New Value](#)

Enter the Pay Run ID and click the button.



Pay Calendar Table

The screenshot shows a web browser window titled "Pay Run Table - Microsoft Internet Explorer". The address bar contains the URL: <http://webdev.okjaosf.state.ok.us:7001/servlets/clientervlet/hrtst?cmd=start&>. The page header includes the "PEOPLE Soft" logo and navigation links for Home, Worklist, Help, and Sign Out. The breadcrumb trail is: Home > Define Business Rules > Define Payroll Process > Setup 2 > Pay Run Table. A "New Window" link is also present.

The main content area is titled "Pay Run Table" and contains the following fields:

- Pay Run ID: 32005M0700
- Description: 320 January 2006
- Short Description: 320 Jan 06

Below these fields is a table titled "Pay Calendar Data" with the following data:

Company	Pay Group	Pay Period End Date
320 Wildlife	MH1 Hourly EEs	01/31/2006

At the bottom of the table, there are navigation controls: "Find | View All", "First", "1 of 1", and "Last". Below the table are several buttons: "Save", "Return to Search", "Add", "Update/Display", "Include History", and "Correct History". The status bar at the bottom indicates "Process Instance:1533" and "Internet".



STATE OF OKLAHOMA PAYROLL PROCESS FLOW

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 - Run Longevity Part-Time	
--	---	--

STEP 1 – RUN LONGEVITY PART-TIME REPORT

Navigation: Reports Menu > OCP Reports > PY > MDC Lgvy 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.

	Step 2 - Run First Longevity Process	
--	---	--

STEP 2 – RUN FIRST LONGEVITY PROCESS

Navigation: Reports Menu > OCP Reports > PY > MDC Lgvy 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. This can be checked against the Longevity Amounts Report.

	Step 3 - Run Time Administration Process	
--	---	--

STEP 3 – RUN TIME ADMINISTRATION PROCESS

Navigation: 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 - Run Employee Leave Error Report

STEP 4 – RUN EMPLOYEE LEAVE ERROR REPORT

Navigation: *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 - Run Employee Leave Audit Report

STEP 5 – RUN EMPLOYEE LEAVE AUDIT REPORT

Navigation: *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 – Run Presheet Audit Report

STEP 6 – RUN PRESHEET AUDIT REPORT

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

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



Step 7 – Create Pay Sheets

STEP 7 – CREATE PAY SHEETS PROCESS

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

Check for errors and correct any errors, then proceed to Step 8. For some errors, such as missing tax data, the corrections will need to be made on both the employee tax data pages and the payline security pages.

Step 8 – Run Precalculation Audit,

STEP 8 – RUN PRECALCULATION AUDIT REPORT

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

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

Step 9 – Run Preliminary Calculation

STEP 9 – RUN PRELIMINARY CALCULATION PROCESS

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

Check for errors, correct any errors and rerun the Preliminary Calculation again. Repeat this process until no errors appear, then proceed to Step 10.

Step 9A – Check Payroll Error Messages

STEP 9A – CHECK PAYROLL ERROR MESSAGES

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

If your agency does not have any error messages, you will get the message “you are not authorized to view this data”.



Step 9B – Check Paycheck Data for one of your changes
--

STEP 9B – CHECK PAYCHECK DATA FOR CHANGES

Navigation: *Compensate Employees > Manage Payroll Process > Inquire > Paycheck Data Employee ID*

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

Step 10 – Run Second Longevity Process

STEP 10 - RUN SECOND LONGEVITY PROCESS

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

This process creates a payline 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 employees' overtime pay.

Step 10A – EBC Notify to Take Additional Deduction Amount or setup a General Deduction

STEP 10A- EBC NOTIFY TO TAKE ADDITIONAL DEDUCTION AMOUNT

If EBC has notified you 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.



Step 11 – Run Preliminary Calculation Process
--

STEP 11-RUN PRELIMINARY CALCULATION PROCESS

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

Check for errors, correct any errors and rerun the Preliminary Calculation again. Repeat this process until no errors appear, then proceed to Step 14.

Step 12 – Run Payroll Register (0233)
--

STEP 12 - RUN PAYROLL REGISTER - NAME REPORT (0233)

Navigation: *Compensate Employees > Manage Payroll Process (US) > Report 2 > Payroll Register – Name (0233)*

This report has been customized by the State of Oklahoma and lists employee detail check information and shows the employer contribution. It is very useful reconciling employee Gross to Net calculations.

Step 13 – Run Payroll Budget Checking
--

STEP 13 – RUN PAYROLL BUDGET CHECKING REPORT

Navigation: *Reports Menu > OCP Reports > PY > GL Account Check Report (0025)*

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 attach 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 13 and Step 15** 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 recalc. Most of the time, the funding code change will be picked up by the Calc..

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



Step 13A – Run Payroll Unsheet – if necessary	
--	--

STEP 13A – RUN PAYROLL UNSHEET – IF NECESSARY

Pay Unsheet Process:

- Compensate Employees > Manage Payroll Process (US) > Process > Pay Unsheet. (Enter corresponding data and run to Successful status.)
- Run Step 9
- Run Step 10
- Run Step 12
- Run Step 13 (only if you entered any override deduction data)
- Run Step 15

Step 14 – Run Claim Document	
-------------------------------------	--

STEP 14 – RUN CLAIM DOCUMENT REPORT

Navigation: *Reports Menu > OCP Reports > PY > 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.

Step 15 – Run Final Calculation Process	
--	--

STEP 15 – RUN FINAL CALCULATION PROCESS

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

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 11** above.



Step 15A – Check Pay Calendar for Flags

STEP 15A – CHECK PAY CALENDAR FOR FLAG

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

There should be a **checkmark** in the box in front of the label **Payroll Calculation** for every **paygroup** that is active in this **PayRun ID**.

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

Step 16 – Run Pay Confirmation

STEP 16 – RUN PAY CONFIRMATION PROCESS

Navigation: *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 to the paylines.

If the error messages say there is an open calendar, contact the CORE Team to resolve this and then restart with Step 16.

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 15** 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 number to them and splits them out based on the employee's record by CHECK or ADVICE and deletes all the paysheets for the paygroups in this PayRun ID.

A paygroup must be confirmed or the employees do not get paid!!!



Step 17 – Check Pay Calendar for Flags

STEP 17 - CHECK PAY CALENDAR FOR FLAGS

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

The checkmarks should be in the boxes beside the label **Payroll Confirmation Started** and **Payroll Confirmation Run** for all paygroups processed in the PayRun ID.

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

Step 18 – Check PayCheck Data for Advice and Check Numbers

STEP 18 – CHECK PAYCHECK DATA FOR ADVICE AND CHECK NUMBERS

Navigation: *Compensate Employees > Manage Payroll Process > Inquire > Paycheck Data > Employee ID (on you processed in this PayRun 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 19 – Check to be sure Paysheets have been deleted

STEP 19 – CHECK FOR DELETED PAYSHEETS

Navigation: *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.



Step 20 – Run OCP 0156 Process Date
--

STEP 20 – RUN OCP_0156_PROCESS_DATE

Navigation: *Compensate Employees > Manage Payroll Process (US) > Process > OCP_0156_Process_Date*

After Payroll Confirmation process has been run to a Status of "Success", this process is run loading a payroll table with the Process Date, which corresponds with the System Date.

Other processes, such as PY to GL, and creation of multiple outbound interface files, are based off of the data stored in this table.

Step 21 – Run GL Process

STEP 21 – RUN GL PROCESS

Navigation: *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 3rd 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 the GL Trace File **MUST balance** with the **Budget Checking and Claim Documents** already printed.

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



Step 22 – Check Pay Calendar for Flag
--

STEP 22 – CHECK PAY CALENDAR FOR FLAG

Navigation: *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 paygroups that are attached to this payrun ID.

If there isn't, contact the CORE Team immediately for help in resolving this issue.

Step 22A – Fax Documents to OSF by 3:00 pm

STEP 22A – FAX DOCUMENTS TO OSF

The Budget Check Report from Step 13
The Claim Document from Step 14 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, it will be held until the paywork 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.



Step 23 – Run BOND – Fed Reserve Process	
---	--

STEP 23 – RUN BOND=FED RESERVE PROCESS

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

Enter the As Of Date (Check Date) and Agency number.

Step 24 – Run First PY to AP Process	
--	--

STEP 24 – RUN FIRST PY TO AP PROCESS

Navigation: *Compensation 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 25 – Run Second PY to AP Process	
--	--

STEP 25 – RUN SECOND PY TO AP PROCESS

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

This process publishes the voucher information to AP.



Step 26 – Run Deductions Register (0205)

STEP 26 – RUN DEDUCTIONS REGISTER (0205)

Navigation: *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 26A – Print Earnings Statements

STEP 26A – PRINT EARNINGS STATEMENTS

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

This process prints the Employee Earnings Statements.

Step 27 – Run Leave Accrual Process
--

STEP 27 – RUN LEAVE ACCRUAL PROCESS

Navigation: *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 28 – Run Leave Accrual Statements
--

STEP 28 – RUN LEAVE ACCRUAL STATEMENTS

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

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

Step 29 – Run Funding Distribution Report (if needed)
--

STEP 29 – RUN FUNDING DISTRIBUTION REPORT (IF NEEDED)

Navigation: *Reports Menu > OCP Reports > PY > Funding Distribution Rep(0108)*

Print this report if your agency needs it.



STATE OF OKLAHOMA PAYROLL PROCESSING DETAILS

Agency Processing

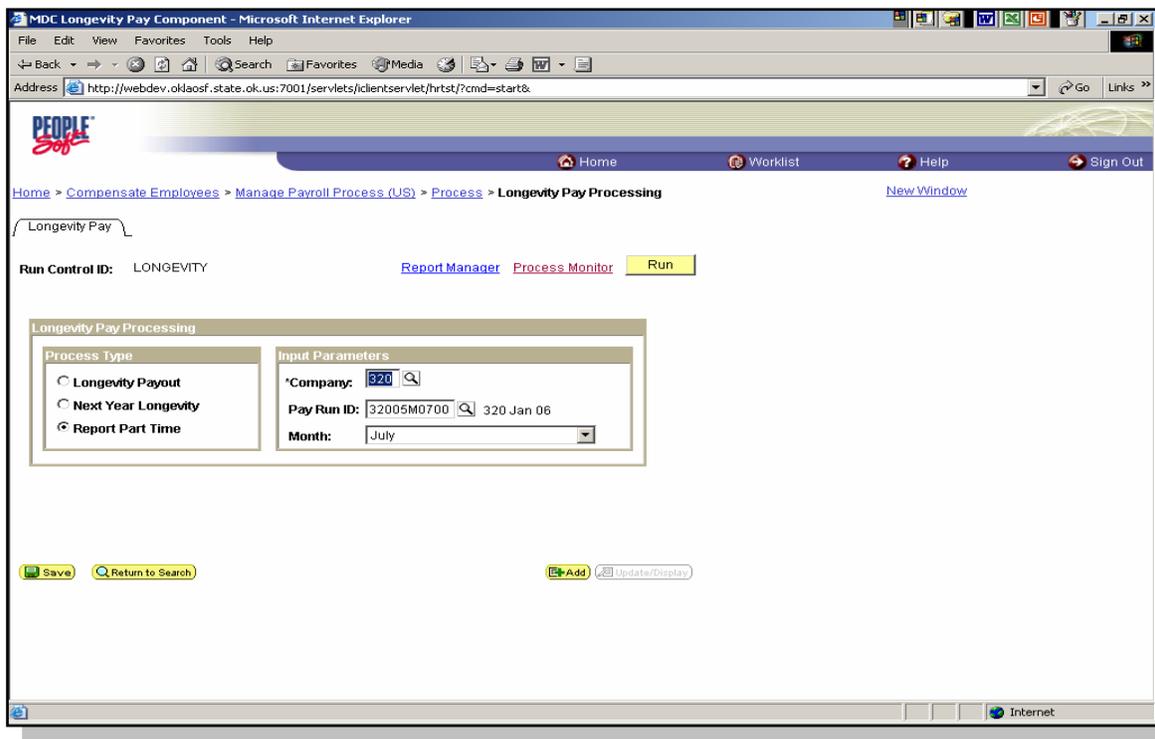
Step 1

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 OK to Pay.

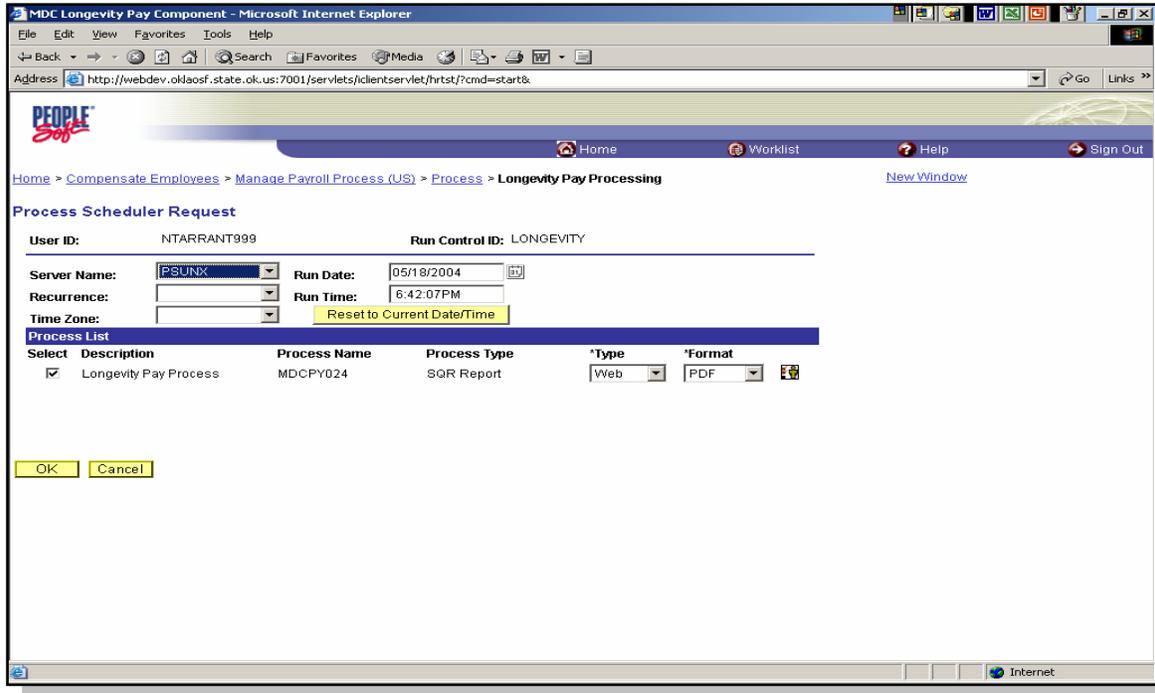
Navigation: Reports Menu > OCP Reports > PY > MDC LgvtY Cmp (0024)

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





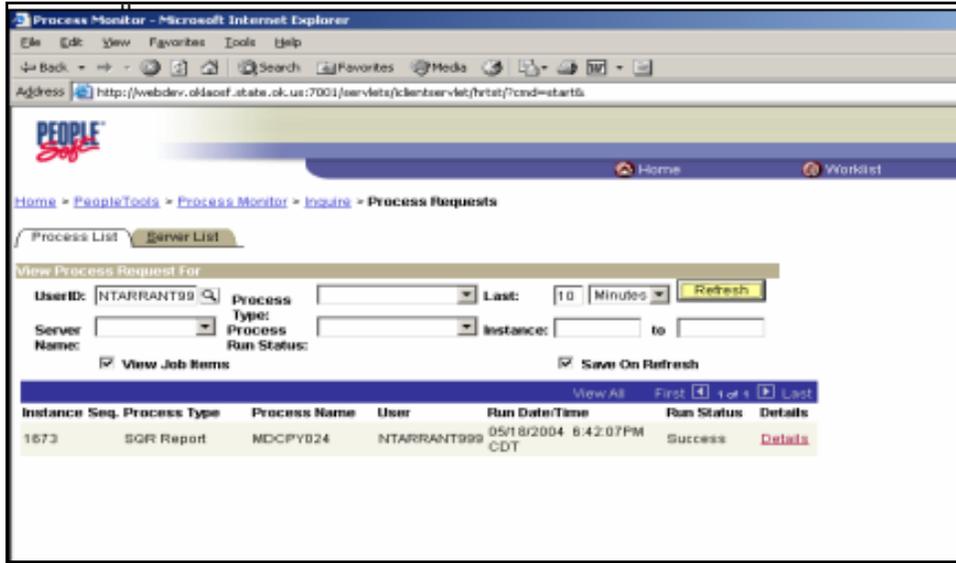
Click on the radio button next to Report Part Time. Fill in the correct Company, Pay Run ID that will be used throughout this payroll process, and select the month that this process is running for. To select the correct month, click on the down arrow and click on the applicable month. Once all information is filled in correctly click the **Run** button.



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

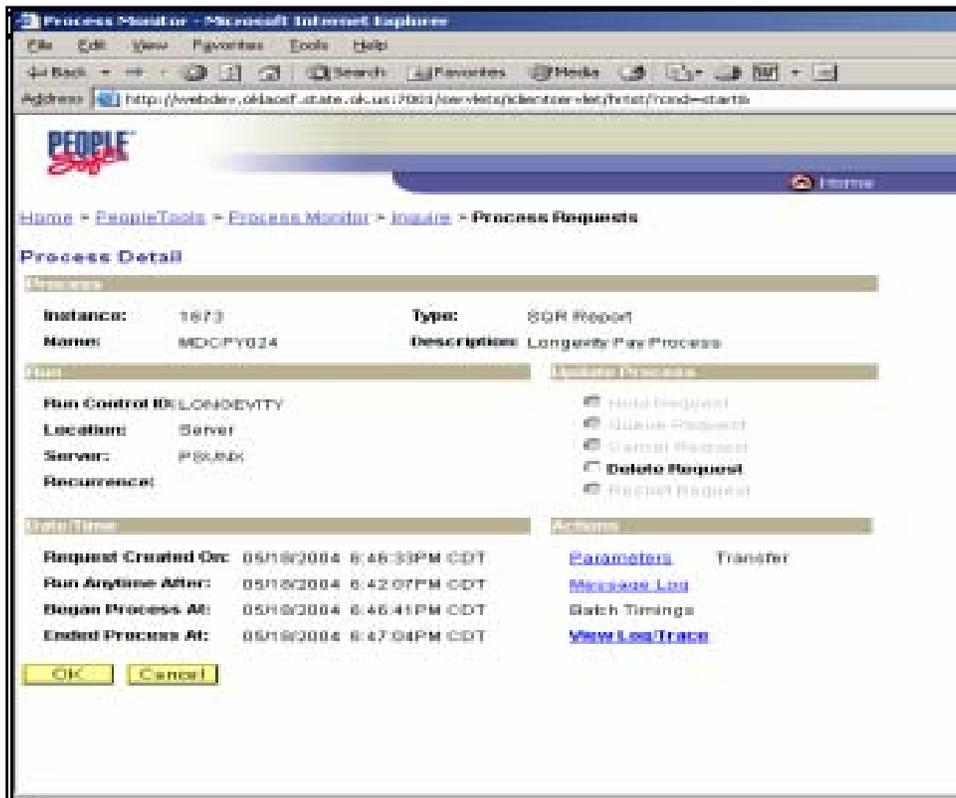
Write down your Process Instance Number.

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



Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
1673		SQR Report	MDCPY024	NTARRANT99	05/18/2004 6:42:07PM CDT	Success	Details

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



Instance:	1673	Type:	SQR Report
Name:	MDCPY024	Description:	Longevity Pay Process
Run Control ID:	LONGVEMTY	Location:	Server
Server:	PR050X	Recurrence:	
Request Created On:	05/18/2004 6:46:33PM CDT	Run Anytime After:	05/18/2004 6:42:07PM CDT
Began Process At:	05/18/2004 6:46:41PM CDT	Ended Process At:	05/18/2004 6:47:04PM CDT

To view and/or print the report, click on the [View Log/Trace](#) hyperlink to take you to the Report Log/Viewer page. At this point click on MDCPY024 to view and/or print the report. If employees appear on the report, Payroll Administrators will prorate employees' Longevity payout and enter the payment information in Time & Labor 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 Payable Time using the **TRC code LONGV on the last day of the payperiod.** 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: Reports Menu > OCP Reports > PY > MDC Lgvtv Cmp (0024)

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

The screenshot shows a web browser window titled "MDC Longevity Pay Component - Microsoft Internet Explorer". The address bar shows a URL starting with "http://webdev.okjaosf.state.ok.us:7001/". The page content includes a navigation menu with "Home", "Worklist", "Help", and "Sign Out". Below the menu, there is a breadcrumb trail: "Home > Compensate Employees > Manage Payroll Process (US) > Process > Longevity Pay Processing". The main content area is titled "Longevity Pay" and contains a "Run Control ID" field with the value "LONGEVITY" and a "Run" button. There are also links for "Report Manager" and "Process Monitor". Below this is a "Longevity Pay Processing" form with two sections: "Process Type" and "Input Parameters". The "Process Type" section has three radio buttons: "Longevity Payout" (selected), "Next Year Longevity", and "Report Part Time". The "Input Parameters" section has three fields: "Company" with the value "320", "Pay Run ID" with the value "32005M0100" and a sub-value "320 JUL 04", and "Month" with a dropdown menu set to "July". At the bottom of the form are buttons for "Save", "Return to Search", "Add", and "Update/Display".

First you will need to select 'Longevity Payout' under Process Type. Then enter Company (Agency), Pay Run ID (Pay Run ID associated with the pay cycle you are getting ready to run), and select the appropriate month from the drop down box. Once all the above information is filled in click on the



Run button. On the Process Schedule Request page make sure the Server Name selected is **PSUNX**, the select box

preceding Longevity Pay Process should be checked, then click on the **OK** button. When the Process Monitor shows that the process has successfully completed, proceed to **Step 3**

Step 3

STEP 3 - RUN TIME ADMINISTRATION PROCESS

This process sets payable time in Time and Labor 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: Administer Workforce > Capture Time and Labor > Process > Time Administration

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

The screenshot shows the 'Process Time Admin' web page. At the top, there is a 'Run Control ID' field containing 'TIME_ADMIN'. To the right are links for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. Below this are three checkboxes: 'Forecast Payable Time' (unchecked), 'Use Reported Time for POI' (checked), and 'Use Current Date' (unchecked). A 'Process Date' field contains '05/14/2004' with a calendar icon. The main section is titled 'Employees To Process' and features a table with columns for 'EmpID:', 'Empl Rcd #:', 'Group ID:', and '*Include/Exclude Indicator:'. Each column has a search icon. The 'Include/Exclude Indicator' column has a dropdown menu set to 'Include' and '+' and '-' buttons. At the bottom right of the table area are additional '+' and '-' buttons. The table currently shows one entry with '0' in the 'Empl Rcd #' column.

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 on the **+** button and enter the data for the next Static Group. Now click the **Run** button.





The next page that appears is the Process Scheduler Request page. Make sure PSUNX appears in the

Process Scheduler Request

User ID: NKAZEK Run Control ID: TIME_ADMIN

Server Name: [] Run Date: 07/26/2004 [BT]

Recurrence: [] Run Time: 9:22:03AM

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

Process List

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

Server Name selection box and **Select** box is checked next to TL_TIMEADMIN. Click the **OK** button. Click on the [Process Monitor](#) hyperlink to take you to the Process Monitor page.

Process Monitor - Microsoft Internet Explorer

Address: http://webdev.okstate.edu/~7001/psv/lets/monitor/let/letat/mond-starts

Home - PeopleTools - Process Monitor - Instance - Process Requests

Process List **View List**

User ID: NTARRANT09 Process Type: [] Last: 30 Minutes **Refresh**

Server: [] Process Instance: [] to []

Monitor: [] Run Status: []

View Job Items Save On Refresh

Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Details
1874		Application Engine	TL_TIMEADMIN	NTARRANT09	05/18/2004 9:09:03AM CDT	Failed	Details

Click the **Refresh** button 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: Reports Menu > OCP Reports > PY > Leave Error Report (0057)

Enter a Run Control ID and press the **Search** button.

The screenshot shows a web interface for running a report. At the top left, there is a breadcrumb trail: 'Run' > 'Ocpbb0057'. Below this, the 'Run Control ID' is set to 'Leave_Error'. To the right of the ID are two blue hyperlinks: 'Report Manager' and 'Process Monitor', followed by a yellow 'Run' button. A large rectangular area is highlighted with a blue border, containing three input fields: '*As of Date:' with a calendar icon, '*Sort by (1-EmpId, 2-Emp. Name):' with a dropdown arrow, and '*Agency:' with a search icon.

On the report page (above) enter the As of Date, Sort Sequence and Agency and click on the **Run** button. On the Process Schedule Request page make sure Server Name selected is **PSNT**, the select box is checked preceding OCB0057, then click on the **OK** button. When the Process Monitor shows that this process has successfully run, click on the [Details](#) hyperlink to take you to the Process Detail page..



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 cycle 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. Once all employees have been moved into their appropriate pay groups the HR Administrator will contact payroll supervisor.

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

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

After filling in the appropriate information, click on the **Run** button. On the Process Schedule Request page make sure Server Name selected is **PSNT**, the select box is checked preceding OCBB0056, then click on the **OK** button. When the Process Monitor shows that the report has successfully completed, follow the procedures as in previous step 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: *Compensate Employees > Manage Payroll Process (US) > Report 2 > Presheet Audit*

PRESHEET AUDIT RUN CONTROL

Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameter(s)

Full report ? Run ID Report ?

Pay Run ID: 04003B0100 040 - Period 01 2003 Biweekly

You have the option of running this report for all employees and pay groups by running this report for a specific Pay Run ID and entering a Pay Run ID in the Pay Run ID prompt box. 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 the **Run** button, which transfers you to the Process Scheduler page.



Process Scheduler Request

User ID: LHOLDER Run Control ID: 1

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Paysheet Audit	PAY034	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/> <input type="button" value="E"/>

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

Process List **Server List**

View Process Request For

User: Type: Last: Days

Server: Run Status: Instance: to

View Job Items

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
103	SQR Report	PAY034	LHOLDER	01/29/2003 12:08:31PM PST	Queued	Details
102	SQR Report	PAY034	LHOLDER	01/29/2003 10:05:52AM PST	Success	Details
101	SQR Report	PAY034	LHOLDER	01/29/2003 12:05:31PM PST	Success	Details
100	SQR Report	PAY034	LHOLDER	01/29/2003 11:46:49AM PST	Posting	Details
99	SQR Report	PAY034	LHOLDER	01/29/2003 11:22:50AM PST	Posting	Details

View All First 1-5 of 5 Last

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.



```

                                PeopleSoft
Report ID: PAY034                DATABASE AUDIT PRIOR TO PAYSHEET                Page No. 1
Run ID: 04003B0100                Run Date 01/29/2003                Run Time 12:59:33

Company Emplid  Empl Rcd #  Message
0 Deduction Not on General Deduction Table                00                PREPAY
0 Earn Code OT Hours not valid on Earnings Table          E01                OTP
0 Earn Code OT Hours not valid on Earnings Table          N01                OTP
0 Earn Code OT Hours not valid on Earnings Table          N01                OTP
0 Deduction Code used on this Benefit Program is not valid 007
0 Deduction Code used on this Benefit Program is not valid 007
0 Deduction Code used on this Benefit Program is not valid 007
0 Deduction Code used on this Benefit Program is not valid 007
0 Deduction Code used on this Benefit Program is not valid 007
0 Deduction Code used on this Benefit Program is not valid 025
0 Deduction Code used on this Benefit Program is not valid 025
  
```

PRESHEET AUDIT ERROR MESSAGES

Message Text	What to do – how to fix the problem
Deduction Code not on General Deduction table	Add the code to the General deduction table or remove it from the employee's General Deduction data. Contact the CORE Team for this function.
Deduction code used in this Benefit Program is not valid	Home > Define Business Rules > Define Base >Benefits > Setup > Benefit Program Tbl Add the deduction to the Benefit program on the cost tab or remove the Employee from that benefit Plan. Contact the CORE Team for this function.
Earnings code not in Earnings Program	Home > Define Business Rules > Define Payroll Process > Setup 1 > Earnings Program Table Add the earnings to the earnings Program or make sure it is removed from the employee causing the error. Contact the CORE Team for this function.
Earn code not valid on earnings table or is not active	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. Contact the CORE Team for this function.
Missing Personal data	Check the effective date on the employee's personal data record to make sure the first row matches the hire date
Employee Type not valid for Pay group	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.
Tax Distribution records not present	Home > Compensate Employees > Maintain Payroll Data (US) > Use > Employee Tax Distribution Check the employee's Tax Distribution record to insure the earliest effective-dated row matches the effective date of the employee hire.



US Federal tax data missing	Home > Compensate Employees > Maintain Payroll Data (US) > Use > Employee Tax Data Check the employee's Federal tax data tab for parity of dates with the hire row on Job
State Tax data missing	Home > Compensate Employees > Maintain Payroll Data (US) > Use > Employee Tax Data Check the employee's State tax data tab for parity of dates with the hire row on Job
Comp rate Missing	Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data Check the employee's Job data record for the compensation rate field.
Benefit Program Participation record missing	Check the employee's Job record for the Benefit Program field on the Benefit Program Participation page.



Step 7

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.

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



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

Paysheet Creation

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s)

*Pay Run ID:

Enter the Pay Run ID that indicates the pay period you are creating paysheets for and click on the [Run](#) button. You will then be taken to the Process Scheduler Request page.

Process Scheduler Request

User ID: PS Run Control ID: 1

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"/>	Create Paysheet	PSPPYBLD	COBOL SQL	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>

[OK](#)

The settings on this page tell the system how to handle your process request. Make sure **PSUNX** is selected in the Server Name box and the checkbox preceding 'Create Paysheet' is checked. Click the [OK](#) button when you are ready.



The system transfers you back to the Run Control Page. 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

User: Type: Last: Days

Server: Run Status: Instance: to

View Job Items

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
131	COBOL SQL	PSPPYBLD	PS	01/29/2003 1:29:32PM PST	Success	Details
130	SQR Report	HPCA010	PS	01/29/2003 11:30:02AM PST	Success	Details
129	SQR Report	PAY034	PS	01/29/2003 11:28:24AM PST	Success	Details

To see the progress of your report click the button. 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.

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



PROCESS DETAIL PAGE

Process Detail

Process	
Instance:	131
Name:	PSPPYBLD
Type:	COBOL SQL
Description:	Create Paysheet

Run	Update Process
Run Control ID: 1	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 01/29/2003 1:32:31PM PST	Parameters Transfer
Run Anytime After: 01/29/2003 1:29:32PM PST	Message Log
Began Process At: 01/29/2003 1:32:42PM PST	Batch Timings
Ended Process At: 01/29/2003 1:32:42PM PST	View Log/Trace

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

- 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
✕

Instance:	131	Type:	COBOL SQL
Name:	PSPPYBLD	Run Cntl ID:	1
Status:	Success	Submitted By:	PS
Server:	PSUNX	Recurrence:	

[Create Paysheet](#)

Name	Size	CreationDate
Message Log	567 bytes	2003-01-29 16:32:42



3. Click the [Message Log](#) hyperlink
4. 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:[HRDMO      ]:HRDMO

Username:[PS                               ]:PS

Password:[*****]:

Run Control ID[                ]: 1

Process Instance:[0]:131

SQL Trace:[0]:

DB Flag:[0]:0

PaySheets started for Run: KC3-00-13
at 16:32:42.08.
PaySheets ended at 16:32:42.11
```

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.

Navigation: 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 use the PayRun ID since you are familiar with it by now. You can also use the Process Instance number from the Process monitor, if you like.



USING PAYSHEETS AND PAYLINES

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: Funding Code 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 the  button. Use the **Payline** pages to enter individual earnings data, corrections and last-minute adjustments for a specific employee. Payline access is much faster when wanting to access information for specific employees, not groups of employees.

WORKING WITH PAYLINES

Each Payline 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 Paysheet 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 paylines. 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 Paylines:

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

The screenshot shows a web browser window with the PEOPLE Soft logo and a navigation breadcrumb: Home > Compensate Employees > Manage Payroll Process (US) > Use > Payline Security. The main heading is 'Payline Security' followed by 'Find an Existing Value'. The form includes 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
- [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, Non-exempt)

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

Payline # - The line within the paysheet

EmplID – The employee's Id number



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

Calculation required – Indicates there has been a change to the payline 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 the **Search** button 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..

Home > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Use](#) > [Payline](#)

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

Company: GBI Pay Group: KU2 Pay Period End Date: 05/05/2000 Page: 1
 ID: KU0075 Name: Martignoni, David Manual Check Line: 1
 Empl Rcd#: 0 Ben Rcd#: 0 Check # Check Date Total Gross Net Pay

Payline Details Find | View All First 1 of 6 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
	40.00			5.769231	

Earnings Begin/End Dates: 04/30/2000 / 05/05/2000 Shift: N/A State: IA Locality: [Additional Data](#)

Other Earnings Find | View All First 1 of 1 Last

*Code	Seq #	Rate Code	Hours	Rate	Amount

The data at the top of the Payline page 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 not 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. This will open up the **Check #, Check Date, Total Gross, and Net pay** fields. (**NOTE: The State of Oklahoma will not be using the Manual Check option.**)

The **Payline Details** 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

Business Unit:	US004	Tax Periods:	1
Department:	10000	Annl Tax Prds:	<input type="text"/>
Job Code:	KU077	Pay Frequency:	B Biweekly
Position:	19000089	Tax Method:	Annualized
GL Pay Type:		FICA Status:	<input type="text" value="N"/> <input type="button" value="Q"/>
Account Code:			

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							Find View All	First	1 of 1	Last
*Code	Seq #	Rate Code	Hours	Rate	Amount					
<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>								

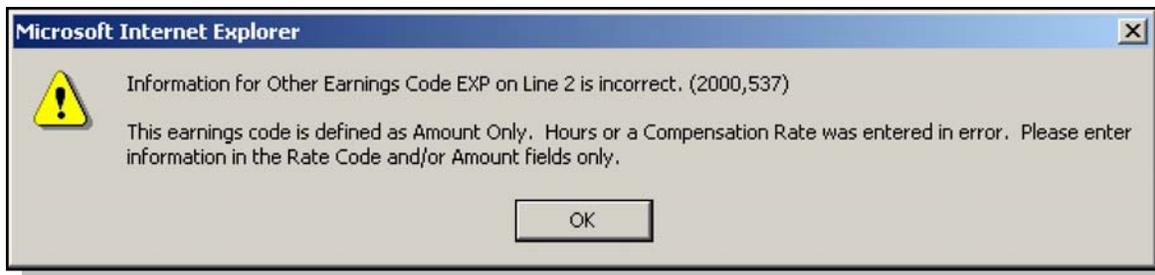
Generally, the system uses the Other Earnings paylines to post data from the Additional Pay pages and data coming from Time and Labor. Earnings coming in from Additional Pay will be Benefit, Remaining Benefit, Housing, and Uniform allowances. As mentioned before, Time & Labor will also load its time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



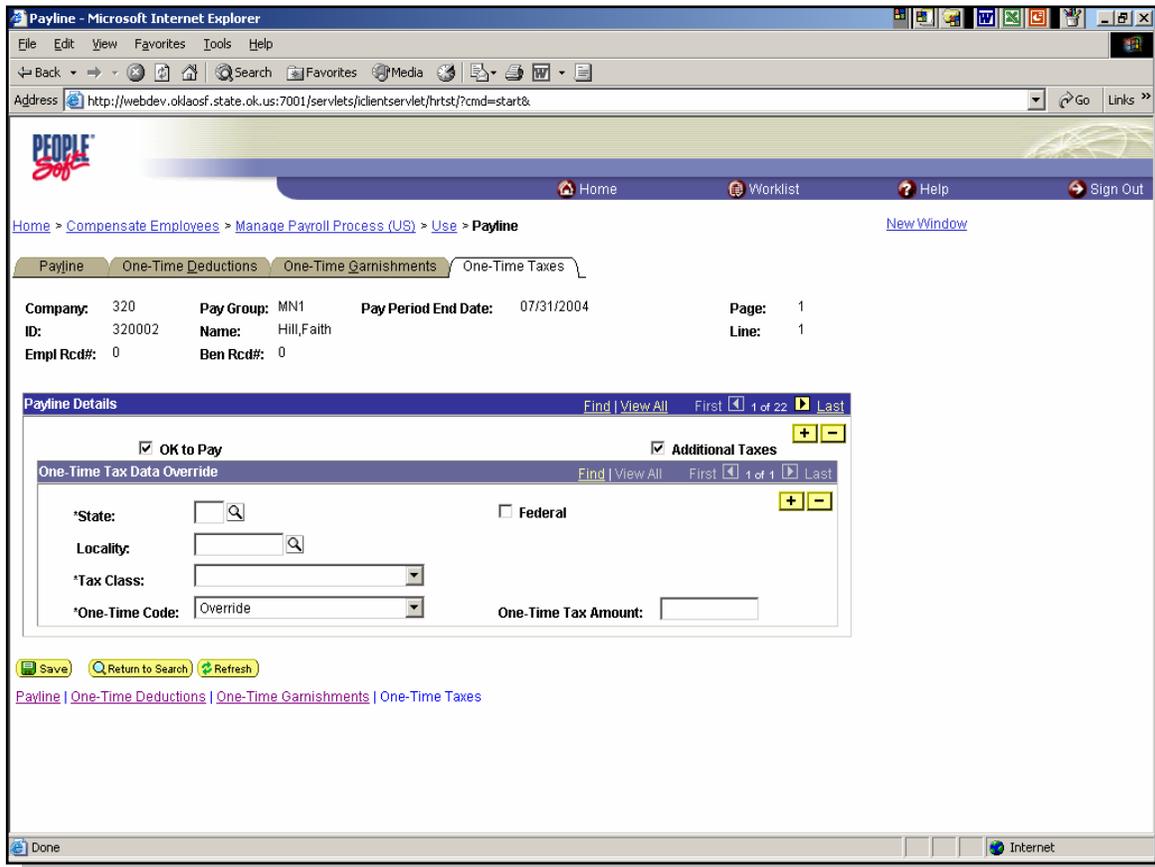


ONE TIME OVERRIDE – TAX DATA

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

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

As discussed earlier there are many ways to access paylines. For employee one-time overrides you will access the paylines by entering EmplID and clicking on the **Search** button, then click on the One-Time Taxes tab.



If the tax override is at the State level you would enter the two 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.

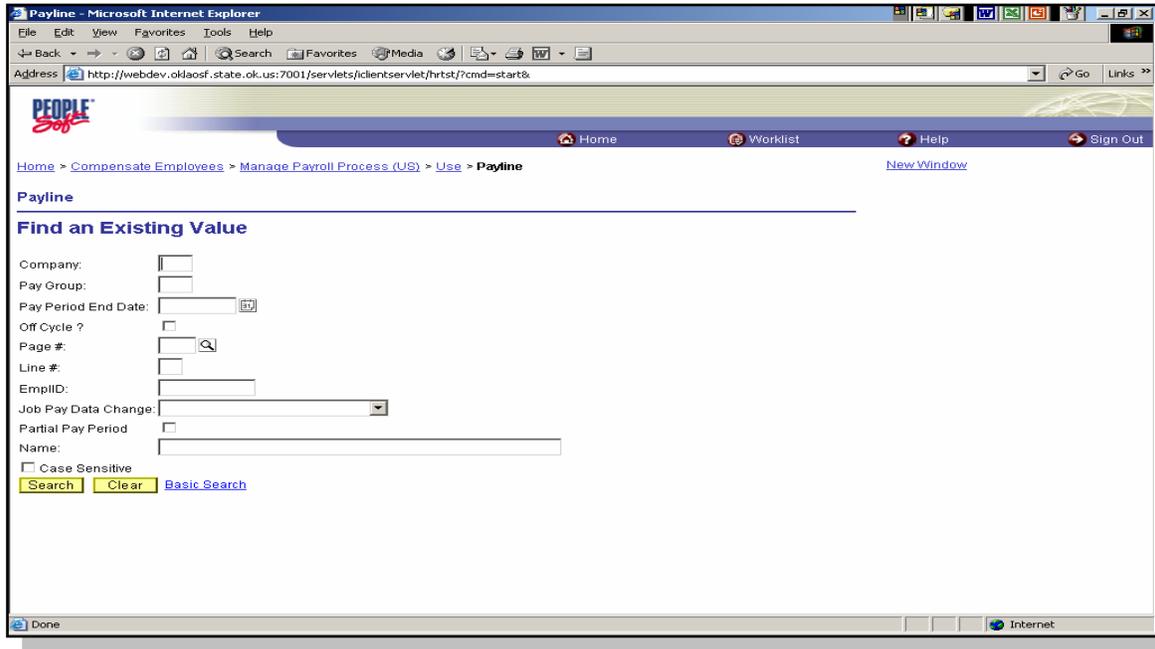
The last data item to fill in is the **One Time Tax Amount** field, then click the  button.



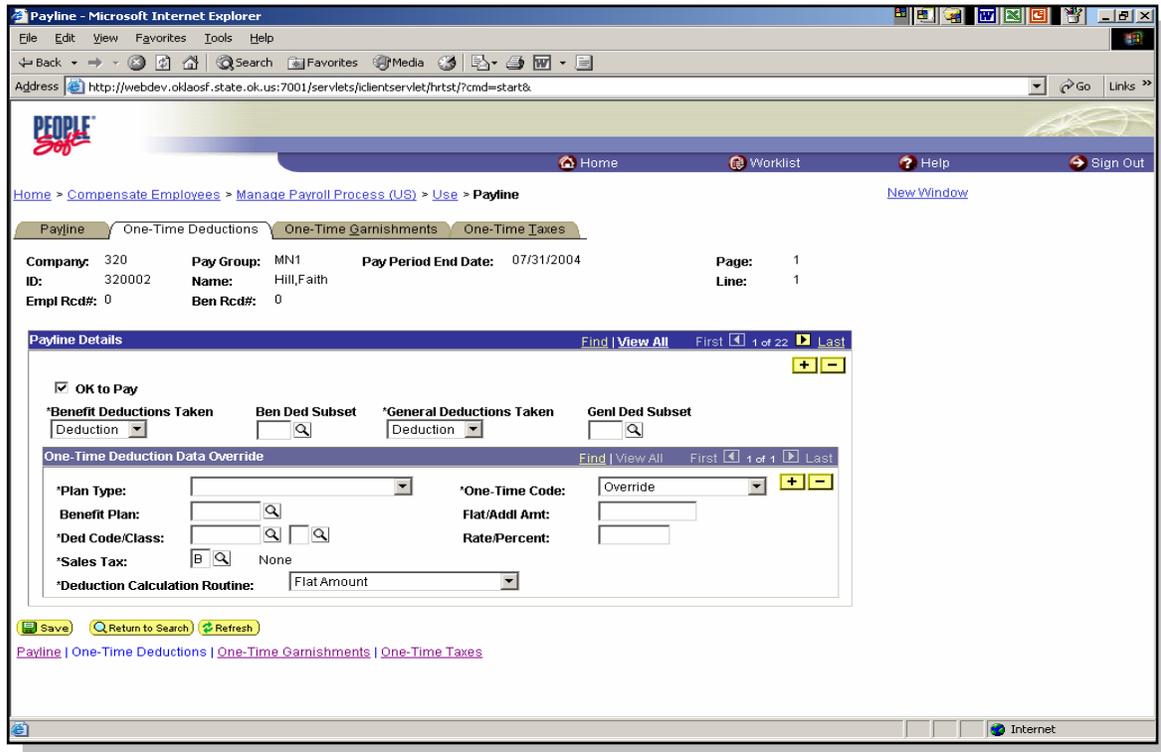
ONE TIME OVERRIDE – DEDUCTION DATA

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

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



As discussed earlier there are many ways to access paylines. For employee one-time overrides you will access the paylines by entering EmplID and clicking on the **Search** button, then click on the One-Time Deductions tab.



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 is 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 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.

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.



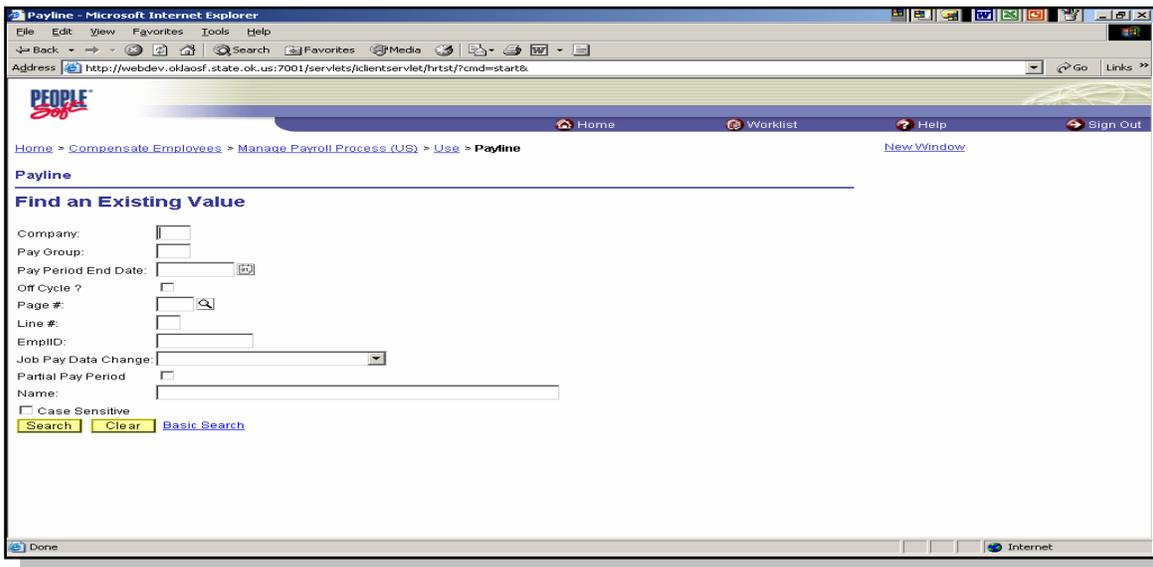
- The second box pertains to whether this deduction is a Before and After tax deduction. (B = Before, A = After)

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 the  button.

ONE TIME OVERRIDE – GARNISHMENT DATA

You will use the One Time Override – Garnishment Data tab on the paylines to enter amounts for employee refunds and/or additional amounts taken out for this one-time only. For an 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: Compensate Employees > Manage Payroll Process (US) > Use > Payline



As discussed earlier there are many ways to access paylines. For employee one-time overrides you will access the paylines by entering EmplID and clicking on the  button, then click on the One-Time Garnishments tab.



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 the  **Save** button.



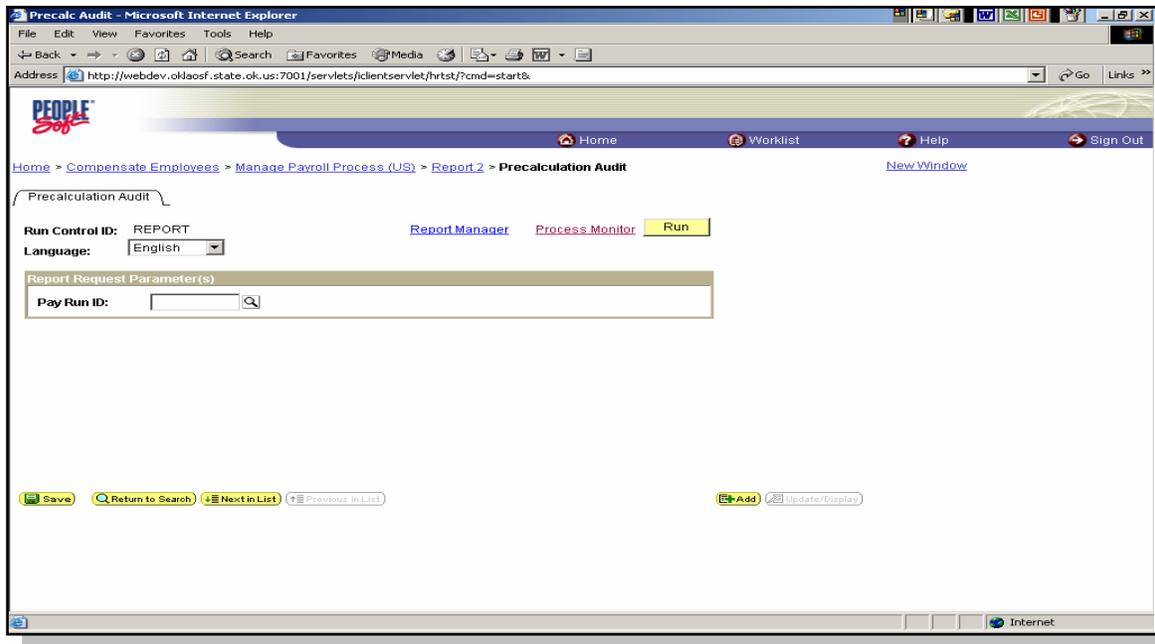
Step 8

STEP 8 - RUN PRECALCULATION AUDIT REPORT

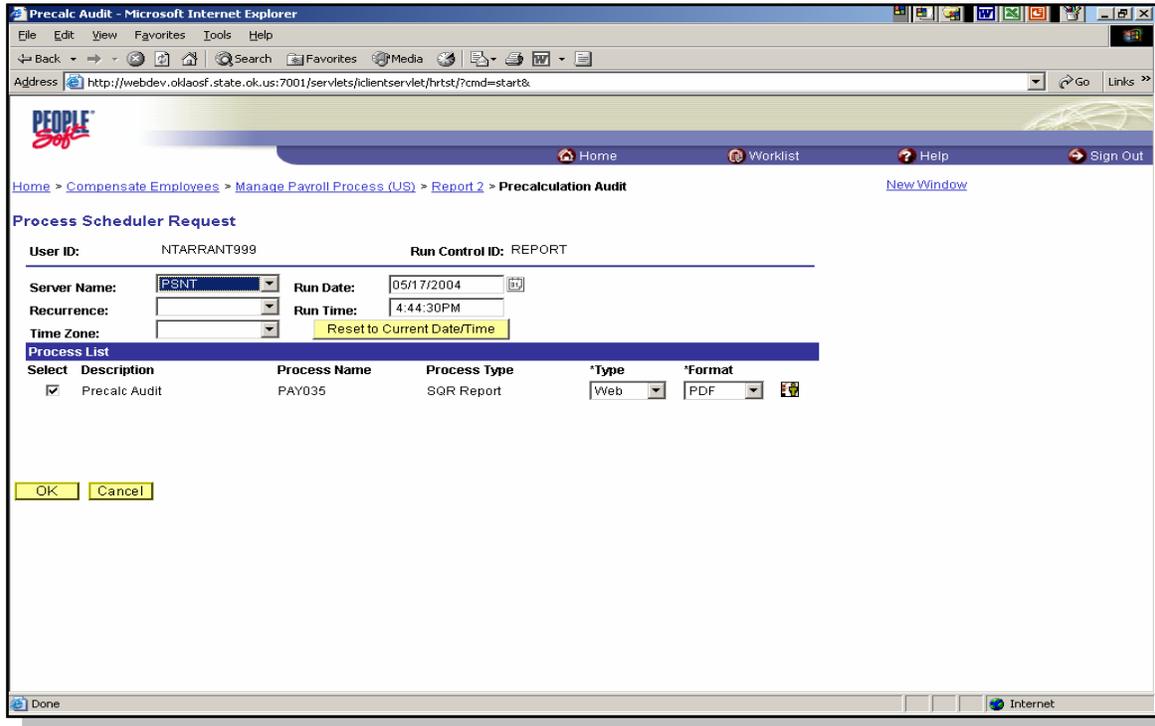
This report lists any errors that would keep your payroll from processing error free. Since you ran the pre-sheet audit and created paysheets you could have entered and/or changed a large amount of data. This report will pick up any errors that could be caused from the data entries.

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

After entering a Run Control ID and clicking the **Search** button.



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



Make sure **Server Name** shows **PSUNX** and the select check box is checked for Precalc Audit, then click on the **OK** button. 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



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 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.

As you recall, you learned how the Pay Run IDs and Pay Calendars were linked together, the pay calculation process, like the Paysheet Creation process, only works if you use the correct Pay Run ID, same one 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.



Step 9

STEP 9 - RUN PRELIMINARY CALCULATION PROCESS

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 in T&L having a status of 'Estimated - Waiting for Payroll', 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

After entering a Run Control ID and clicking on **Search** button, 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 '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
Payline Details 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 + -
		Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Regular Salary
						20.375481	
Earnings Begin/End Dates		Shift	*State		Locality		
01/01/2003 / 01/31/2003		N/A	OK			Additional Data	
Other Earnings Find View All First 1 of 1 Last							
Code	Seq #	Rate Code	Hours	Rate	Amount		
RGS			40.00		+ -		



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, nor 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 the **Recalculate 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 the **Recalculate All Checks** box.

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



CHECKING 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.

1. Click the [Details](#) hyperlink on the Process Monitor Page. The system will transfer you to the Process Detail page.
2. 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
3. Click the [Trace File](#) or the Message Log hyperlink

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 SEARCH PAGE

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. Entering the Pay Run ID is one way, but you can specify an individual pay group and pay 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 is to search for errors by entering the Process Instance Sequence Number. Once data is entered on the above search page and you have clicked the button the system will then display information pertaining to errors, if any.



PAYROLL ERROR SEARCH RESULTS PAGE

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

Search Results

View All First ◀ 1-5 of 5 ▶ Last

Company	Pay Group	Pay Period End Date	Off Cycle ?	Page #	Line #	Pay Run ID	Process Instance
568	E01	01/31/2003	N	1	1	56803M0700	418
568	E01	01/31/2003	N	1	4	56803M0700	418
568	N01	01/31/2003	N	1	1	56803M0700	418
568	N01	01/31/2003	N	2	1	56803M0700	418
568	N01	01/31/2003	N	999	1	56803M0700	418

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

PAYROLL ERROR MESSAGE PAGE

Payroll Error Messages

Company: 568 Pay Group: N01 Pay Period End: 01/31/2003 Off Cycle ?

Page: 999 Line: 1 Process Instance: 418

Johnson, Lisa ID: 9000 Empl Rcd#: 0

Message Find | View All First ◀ 1 of 1 ▶ Last

Separate Check #: Message ID: 000214 + -

Description:

Warning: The Earnings Begin Date is not within a FLSA Period Begin Date.

Message Data: Earnings Begin-End Dates
 2003-01-01
 2003-01-31

The error above is just a sample of an error message, there are many possible error messages. 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 REPORTS

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 MESSAGE REPORT RUN CONTROL

Payroll Error Messages

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameter(s)

Pay Run ID: 477 - January 2003 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 and the check box next to the report is **checked**. Also make sure the **Format is PDF**

Process Scheduler Request

User ID: LHOLDER Run Control ID: 1

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

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

Click the button 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.



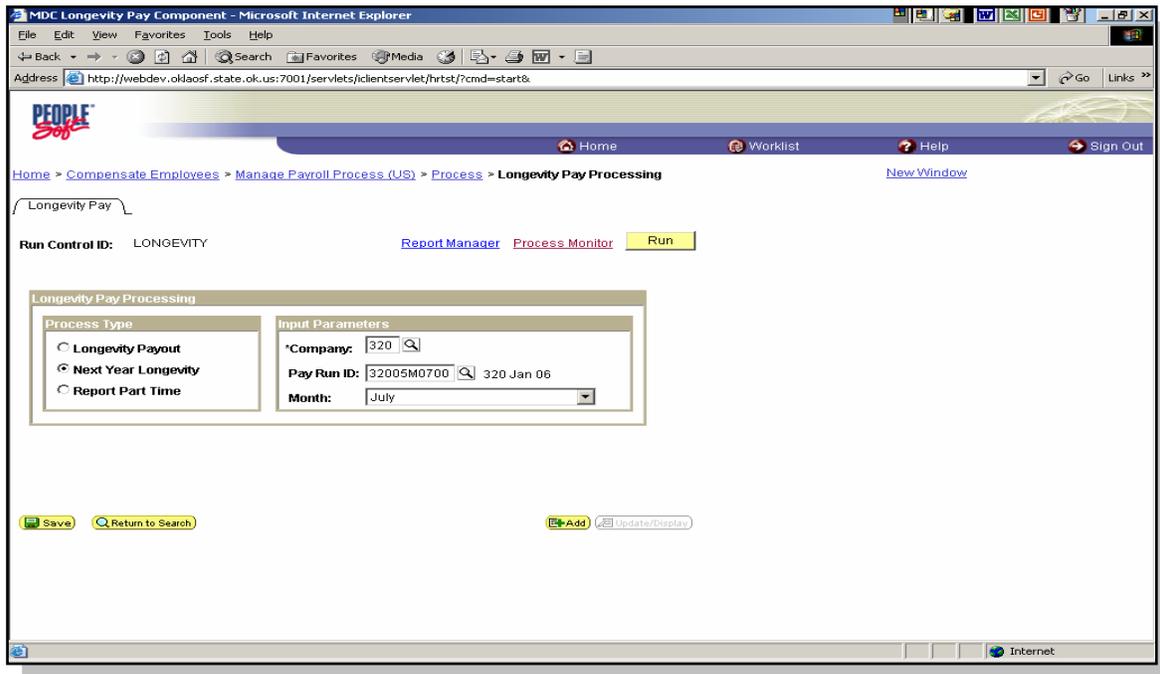
Step 10

Step 10 - Run Second Longevity Process

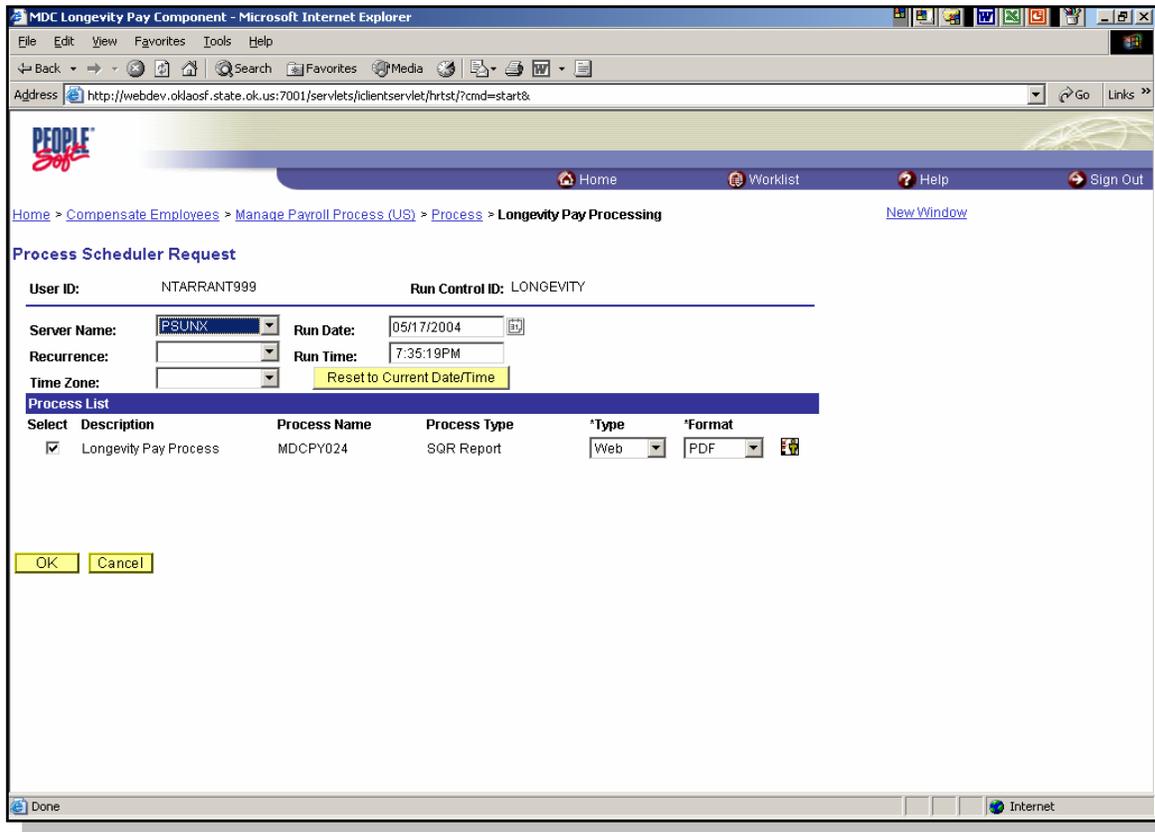
This step enters data into the Other Earnings portion of the Pay Lines using the SPC earnings code. The amount entered is equivalent to what the employee will be receiving for Longevity Payout the next year. This data will NOT be calculated as part of the employees Gross Wages but will be calculated 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: Reports Menu > OCP Reports > PY > MDC Lgvtv Cmp (0024)

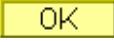
After entering a Run Control ID and clicking the **Search** button the Longevity Pay run control page appears.



Click the radio button for **Next Year Longevity**. Enter the correct Company, Pay Run ID, and select the month you are running this process for. The month selected should be the same month that the first



Longevity Process was run for. When all the above information is filled in correctly, click the  button.

On the Process Schedule Request page, above, make sure the **Server Name** is set to PSUNX and the **Select** check box is checked for Longevity Pay Process. Click . Follow the procedures for waiting till the Status changes to Success before going any further.



**Step
10A**

Step 10A - EBC Notify to Take Additional Deduction

EBC will notify someone in your Payroll Department if additional benefit deductions need to be taken out of an employee's check. You will use the One-Time Deduction Override tab on the employee's payline to enter the appropriate deduction data.

**Step
10B**

Step 10B – Run RET Deduction Audit Report (Teachers Only)

Navigation: *Reports Menu > OCP Reports > BB > Retirement Deduction Audit Rep*

This report will list any retirement overrides that need to be made. Insert the deduction Overrides on the employee's paylines.

Step 11

Step 11 - Run Preliminary Calculation Process- again

Due to the amount of data that could have changed on the paylines, etc., another Preliminary Calc must be run.

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

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



PAY CALCULATION RUN CONTROL PAGE

Pay Calculation

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Process Request Parameter(s)

On-Cycle or Off-Cycle Run	or	Off-Cycle Run
Pay Run ID: <input type="text" value="40503M0100"/>		Company: <input type="text"/>
On or Off-Cycle: <input type="text" value="On-Cycle"/>		Pay Group: <input type="text"/>
<input checked="" type="checkbox"/> On-Cycle Preliminary Calc Run		Pay End Date: <input type="text"/>
		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

Fill in the Pay Run ID, select On-Cycle, make sure the check box is selected for On-Cycle Preliminary Calc Run, click on the radio button for (Re)Calculate All Checks, then click the button. 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.



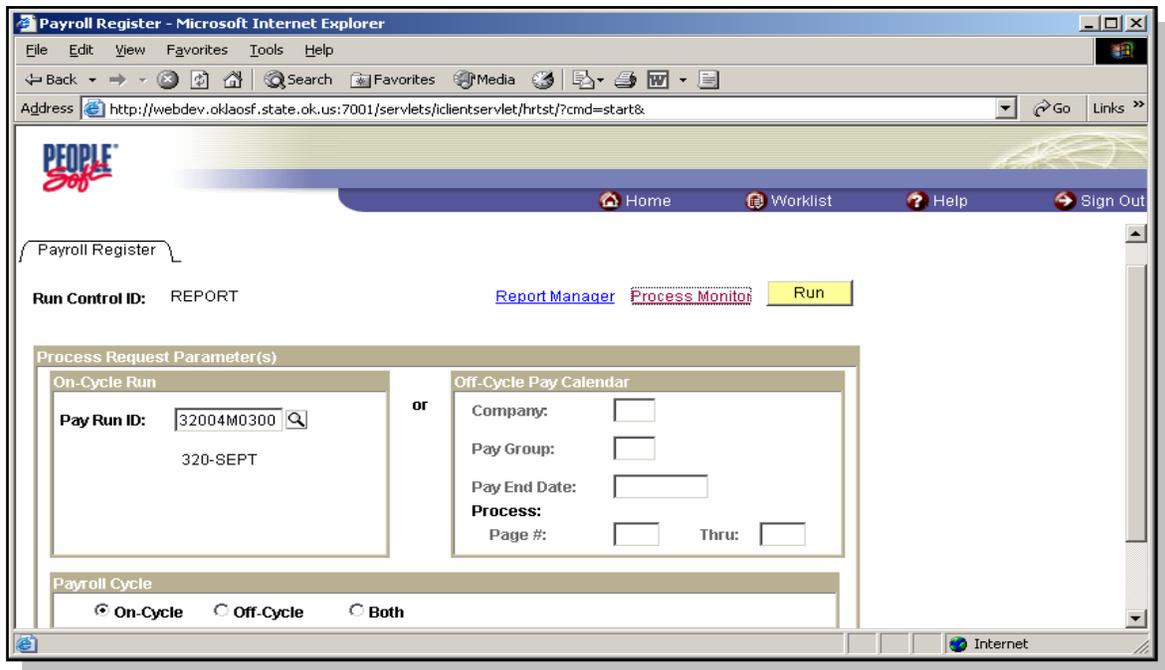
Step 12

Step 12 - Run Payroll Register – Name (0233) Report

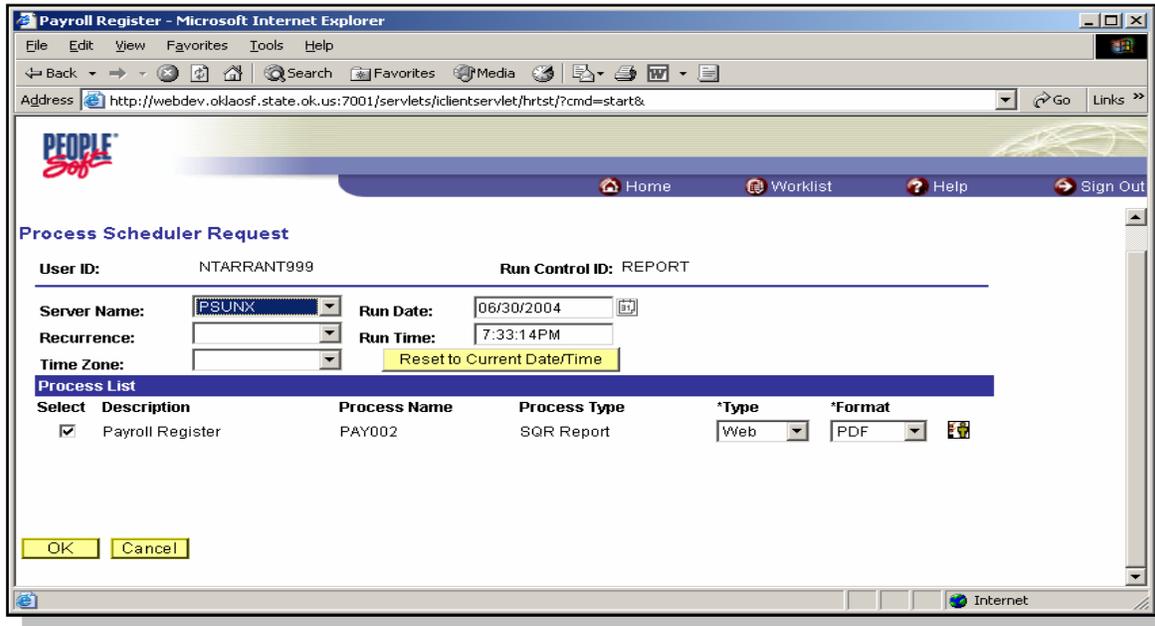
The payroll Register lists, in detail, employee check information for reconciling Gross to Net. This report can be used to look at employee paycheck detail information if you had to manually add earnings/deductions to the payline; if you wanted to see that a new deduction was being deducted correctly, making sure a tax change took affect, etc.

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

Name (0233)



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



ON the Process Scheduler Request page make sure the **Server Name** is set to **PSUNIX**, select the check box next to Payroll Register, and click the **OK** button. On the Process Monitor page, when the status changes to Success, print and review the report.



Step 13

Step 13 - Run Payroll Budget Checking Report

This report checks to make sure all earnings have account codes associated with them, itemizes all funding charges for this pay cycle, then checks for available funds per each account.

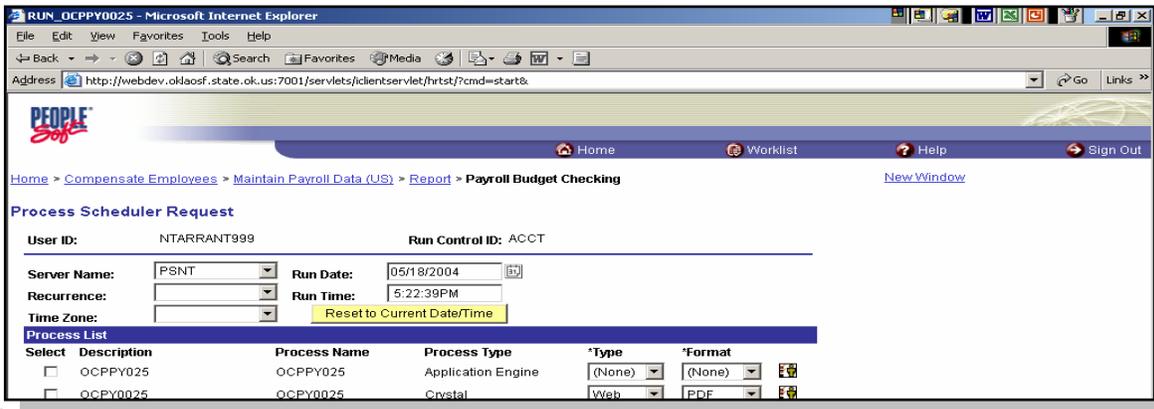
This is the first of 3 documents that must be faxed to OSF.

Navigation: Reports Menu > OCP Reports > PY > GL Account Check Report (0025)

After entering a Run Control ID and clicking the **Search** button the Run Ocppy0025 page appears.

Enter the Business Unit (Agency plus 00), the correct Pay Run ID and click the **Run** button.

On the Process Scheduler Request page make sure **Server Name** is set to **PSNT** select the check box next to Payroll Budget Checking, and click the **OK** button. On the Process Monitor page, when



the

status changes to Success, print and review the report. Look 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 the Paylines, or contact Financials to move funds from one account to another. If funding adjustments are made to the paylines, the Agency must repeat **Step 13** and **Step 15** until both meet the necessary successful criteria.



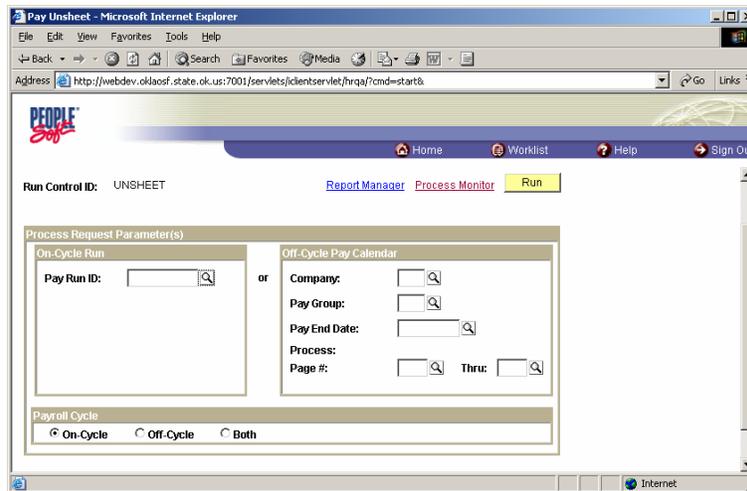
Step 13A

Step 13A - Payroll Unsheets Process – if necessary

NOTE: Some situations require the paysheets to be unsheeted. The steps to follow are listed below.

Pay Unsheet Process:

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



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

- Run Step 9
- Run Step 10
- Run Step 12
- Run Step 13 (only if you entered any override deduction data)
- Run Step 15



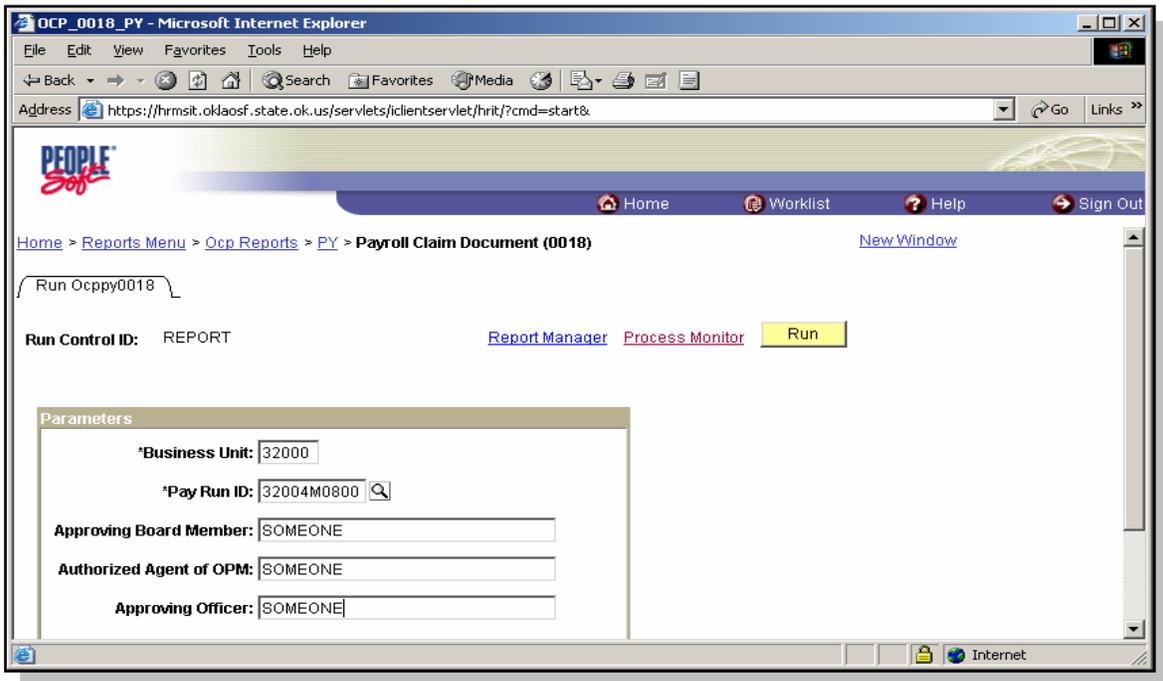
Step 14

Step 14 - Run Claim Document Report

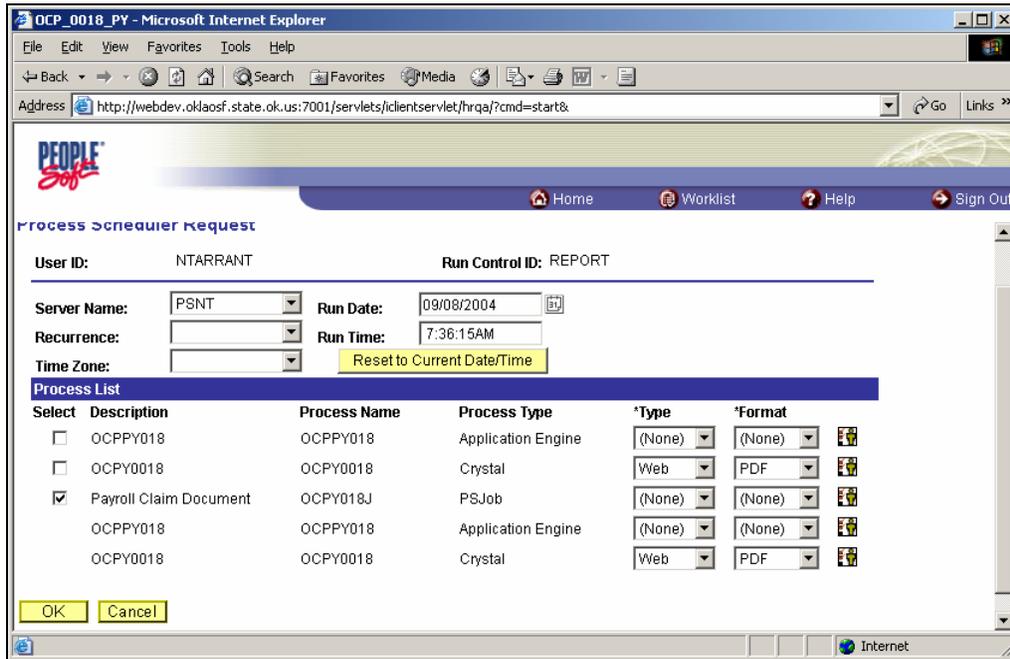
Agencies are to submit a signed Claim Document Authorization Form to OSF listing payroll information. ***This is the 2nd document that you must fax to OSF.***

Navigation: Reports Menu > Ocp Reports > PY > Payroll Claim Document (0018)

After entering a Run Control ID, you will be taken to the Run Ocppy0018 page.



Enter the Business Unit, Pay Run ID, and fill in the appropriate personnel names as deemed necessary for your agency. The names fields are not marked as required fields, they can be left blank. Click the **Run** button.



On the Process Scheduler Request page, make sure the **Server Name** is set to **PSNT** and the box is checked preceding 'Payroll Claim Document'. Then click the **OK** button. On the Process Monitor page, when the status changes to Success, print the document, make sure the 'Total Claim Cost' agrees with 'Gross Payroll' total on Payroll Budget Checking report, have the document signed.



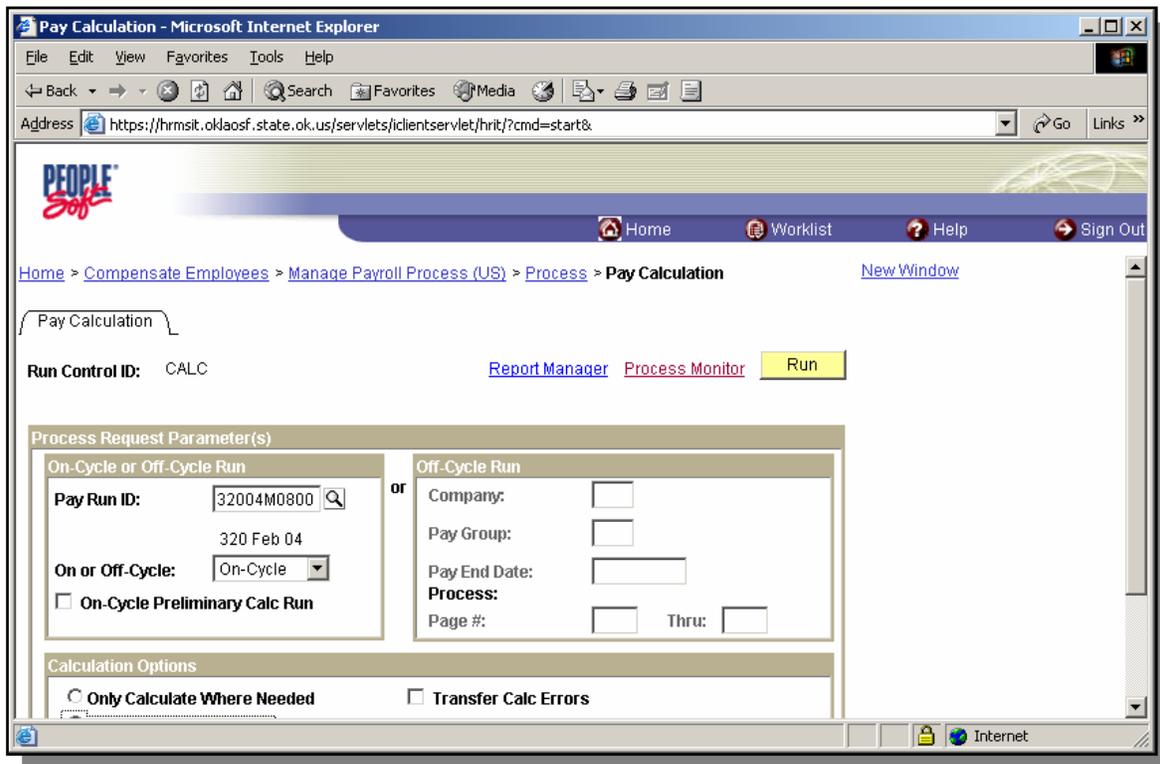
Step 15

Step 15 - Run Final Calculation Process

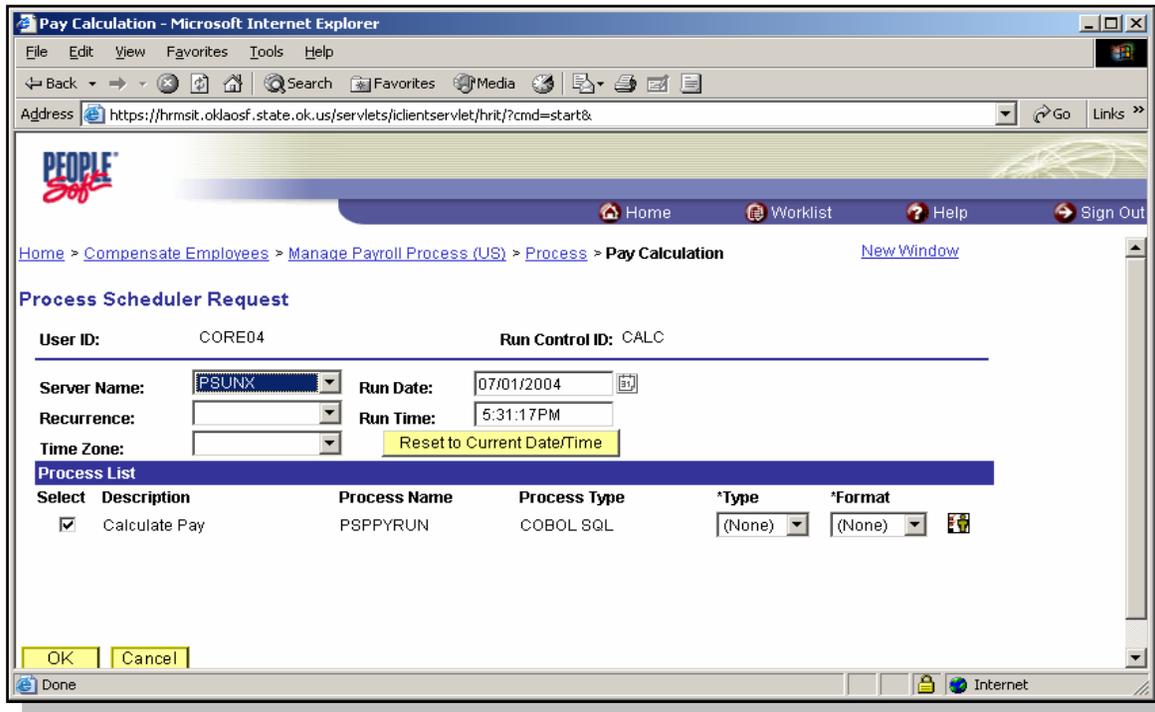
Once Budget Checking verifies that the money is available and the Claim Document is run and both of them balance to the Payroll Register, the calculation process in Final Calc mode will be run. This process stops the payline refresh process for HR data changes and T&L changes. Users updating the Job 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

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



Fill in the Pay Run ID, select On-Cycle in the drop down box, **uncheck the On-Cycle Preliminary Calc Run check box**, click the radio button to select Only Calculate Where Needed, and click the **Run** button.



Check to make sure **Server Name** is set to PSUNX, the box is checked preceding 'Calculate Pay', then click the **OK** button.

Once Final Calc has run to Success on the Process Monitor, check to make sure the process ran without any errors. If errors exist, they must be corrected and this step re-run.

Step 15A **Step 15A – Check Pay Calendar for Flag**

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

There should be **a checkmark** in the box in front of the label **Payroll Calculation** for every **paygroup that is active in this PayRun ID**

If this checkmark is missing in any paygroup, contact the OSF Help Desk to get this issue resolved before continuing the processing steps.



Step 16

Step 16 - 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. Once the Confirmation process has successfully completed, you will use the Pay Check Data inquiry pages to see the check detail information. Remember, paysheets and paylines will no longer be accessible for the pay period.

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 on the **Run** button. 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 ON THE PAYLINES** and Pay Confirmation process re-run.



Step 17 – Check Pay Calendar Flags	
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Step 17 – Check Pay Calendar Flags

Navigation: Define Business Rules > Define Payroll Process > Setup 2 > Pay Calendar Table > PayRun ID

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

If this checkmark is missing in any paygroup in this PayRun ID, contact the OSF Help Desk to resolve **this issue immediately – before you go any further. STOP until this is fixed.**

Step 18 – Check PayCheck Data for Advice and Check Numbers	
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Step 18 – Check PayCheck Data for Advice and Check Numbers

Navigation: 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!!

Step 19 – Check for deleted paysheets	
---------------------------------------	--

Step 19 – Check for Deleted Paysheets

Navigation: Compensate Employees > Manage Payroll Process > Use > Paysheets > Agency Number

You should enter your agency number and click SEARCH. You **should not have any paysheets for the PAYRUNID** 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 20 – Run OCP 0156 Process Date

Step 20 - Run OCP 0156 Process Date

Navigation: *Compensate Employees > Manage Payroll Process (US) Process > OCP 0156 Process Date*

After Payroll Confirmation process has been run to a Status of “Success”, this process is run loading a payroll table with the Process Date, which corresponds with the System Date.

Other processes, such as PY to GL, and creation of multiple outbound interface files, are based off of the data stored in this table.

Step 21

Step 21 - Run GL Process

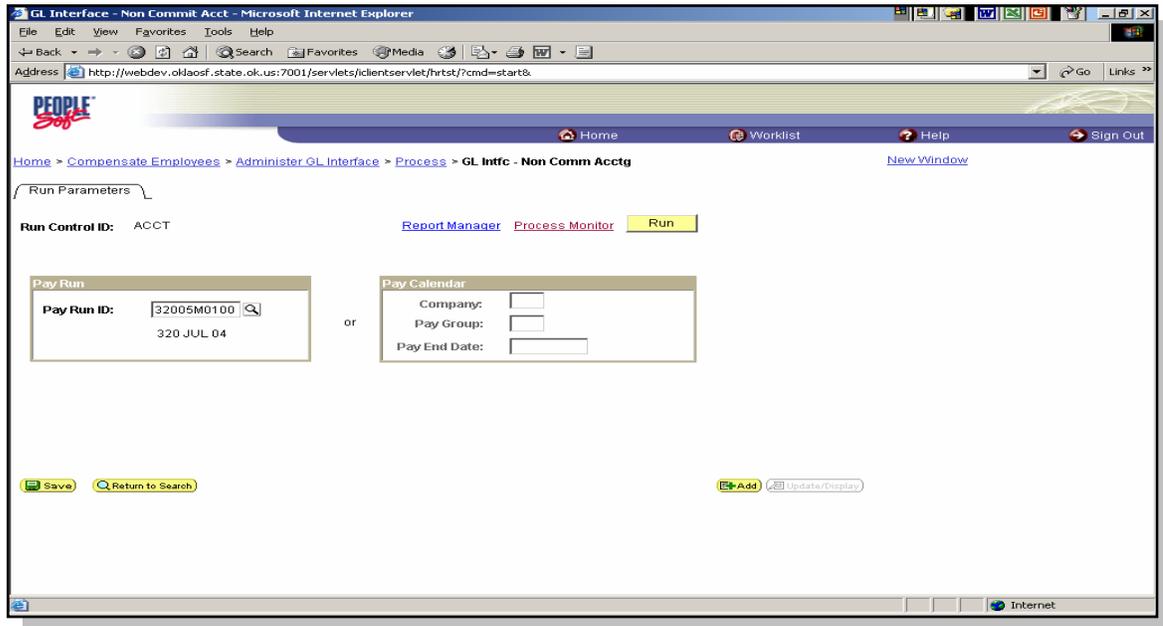
Navigation: *Compensate Employees > Administer GL Interface > Process > GL Intfc – Non Comm Acctg*

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 ***3rd 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.

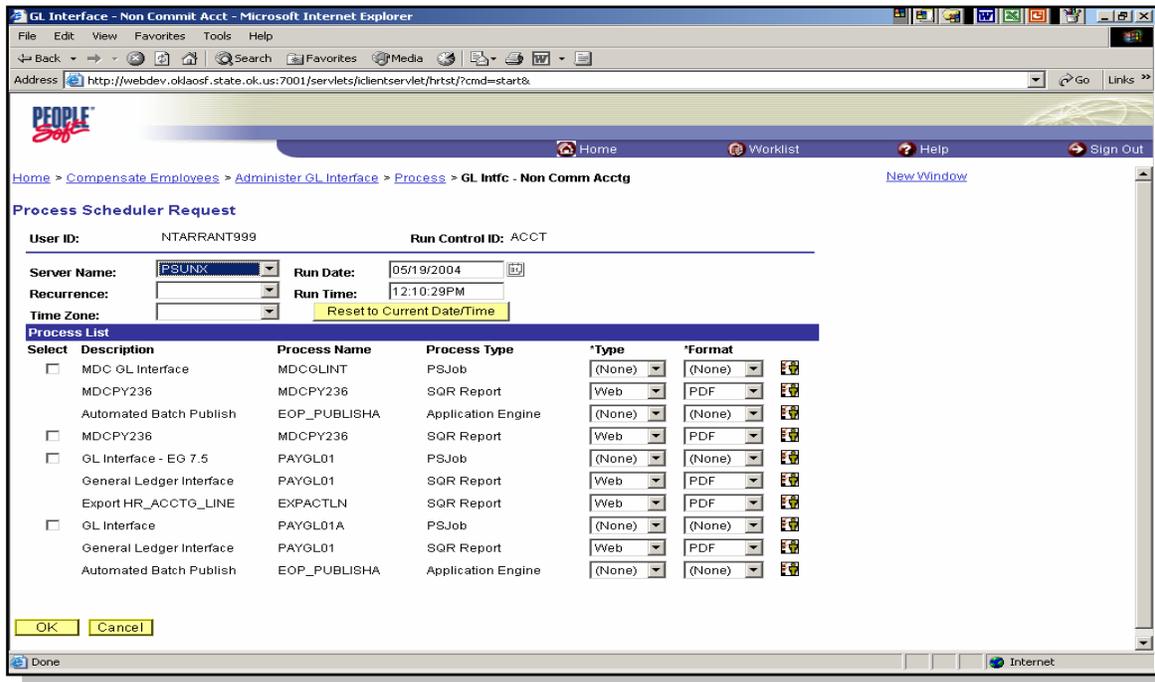
The numbers on this ***GL Trace File MUST balance*** with the Budget Checking Report (***Step 13***) and the Claim Document (***Step 14***) that have already been printed.

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



After entering a Run Control ID and clicking the **Search** button you are taken to the Run Parameters page.

Fill in the correct Pay Run ID and click the **Run** button.





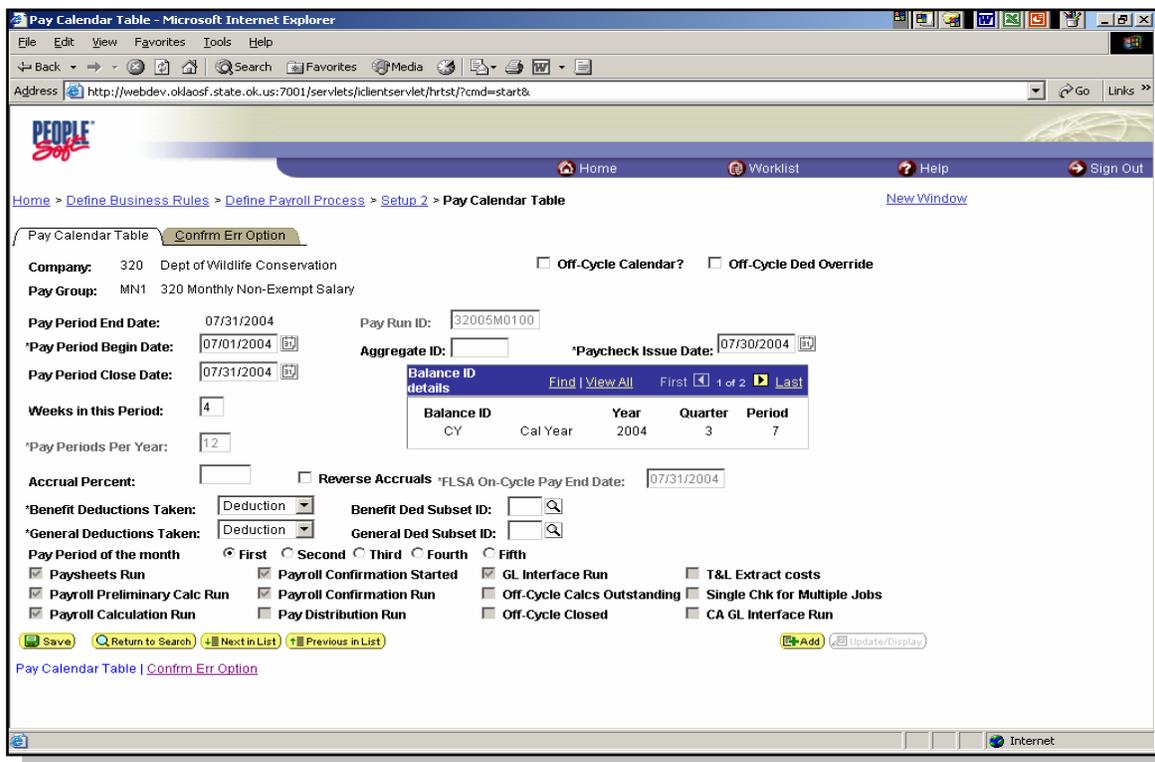
Make sure Server Name is set to PSUNX then select the check box next to MDC GL Interface and click on the **OK** button. Make sure the Run Status changes to Success, if the Run Status changes to 'Error', contact your Technical Department IMMEDIATELY. Until this data is received and Journal Entries made, the funds are still accessible for AP use.

Step 22

Step 22 - Check Pay Calendar Flag

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

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



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 22A

Step 22A – FAX Documents to OSF

The Budget Check Report from Step 13 and
The Claim Document from Step 14 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, 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.

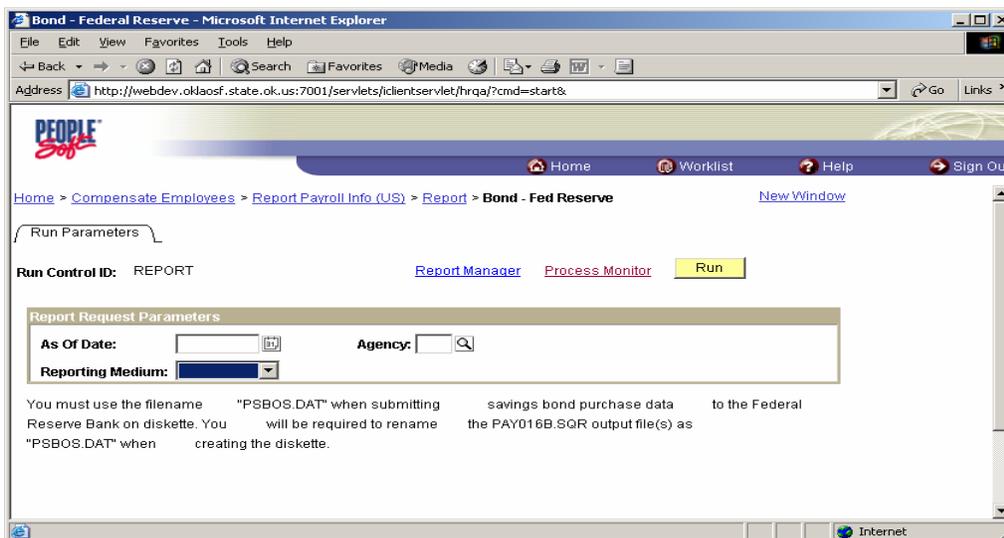
Step 23

Step 23 - 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.

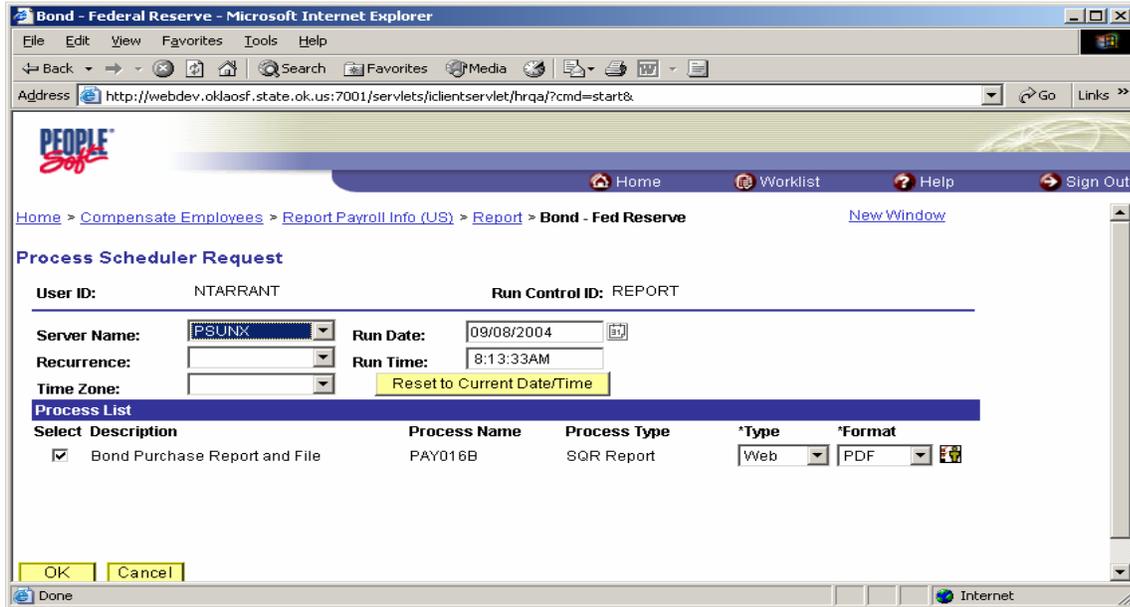
Navigate: *Compensate Employees > Report payroll Info (US) > Report > BOND – Fed Reserve*

After entering the Run Control the Run Parameters page appears.





Enter the Check Date in the As Of Date field, Agency number in the Agency field, and select Diskette from the Reporting Medium selection menu. Now click the **Run** button.



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 the **OK** button. When the process runs to a Successful status, the file will be FTP'd to the mainframe.

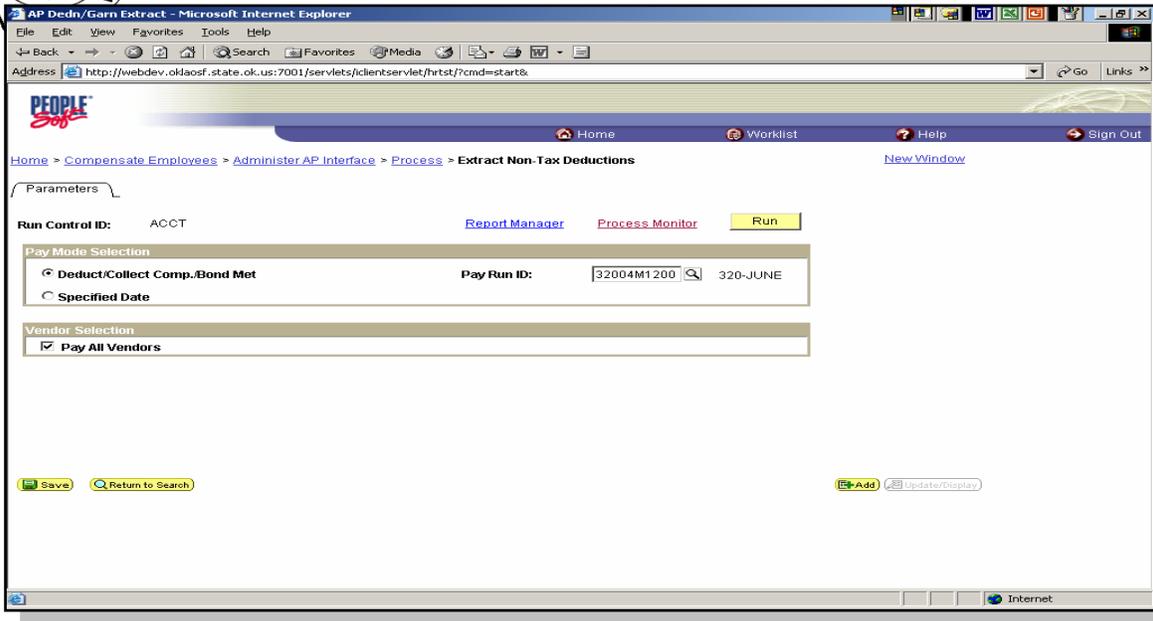
Step 24

Step 24 - Run First PY to AP Process

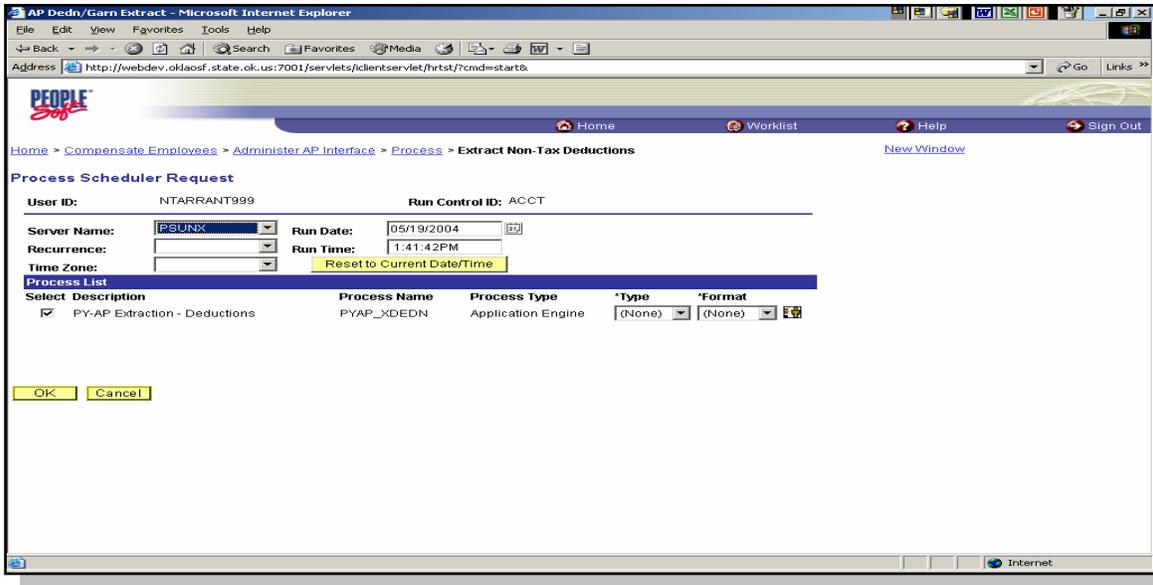
This payroll to accounts payable process loads a temporary table with all the non-taxable payroll deductions taken from the previous days pay cycle.

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

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



Make sure the radio button is selected next to **Deduct/Collect Comp./Bond Met**, enter the **Pay Run ID** used in the previous day's pay cycle, make sure the check is checked next to **Pay All Vendors** and click the **Run** button.



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



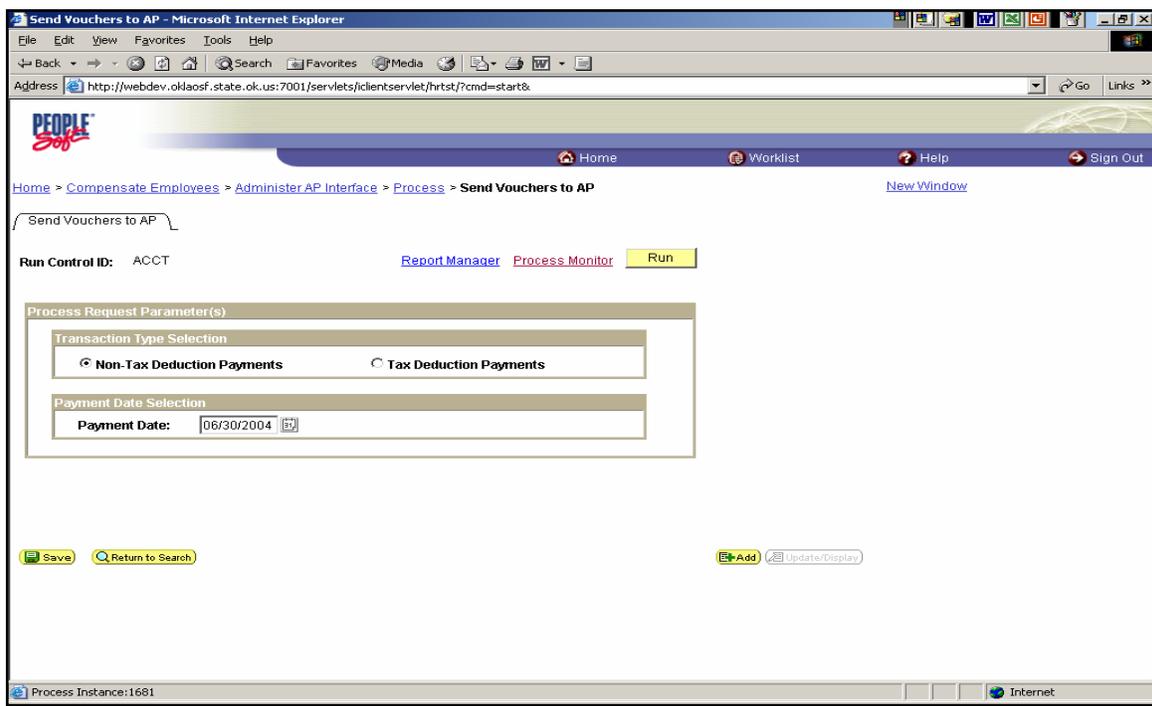
Step 25

Step 25 - Run Second PY to AP Process

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

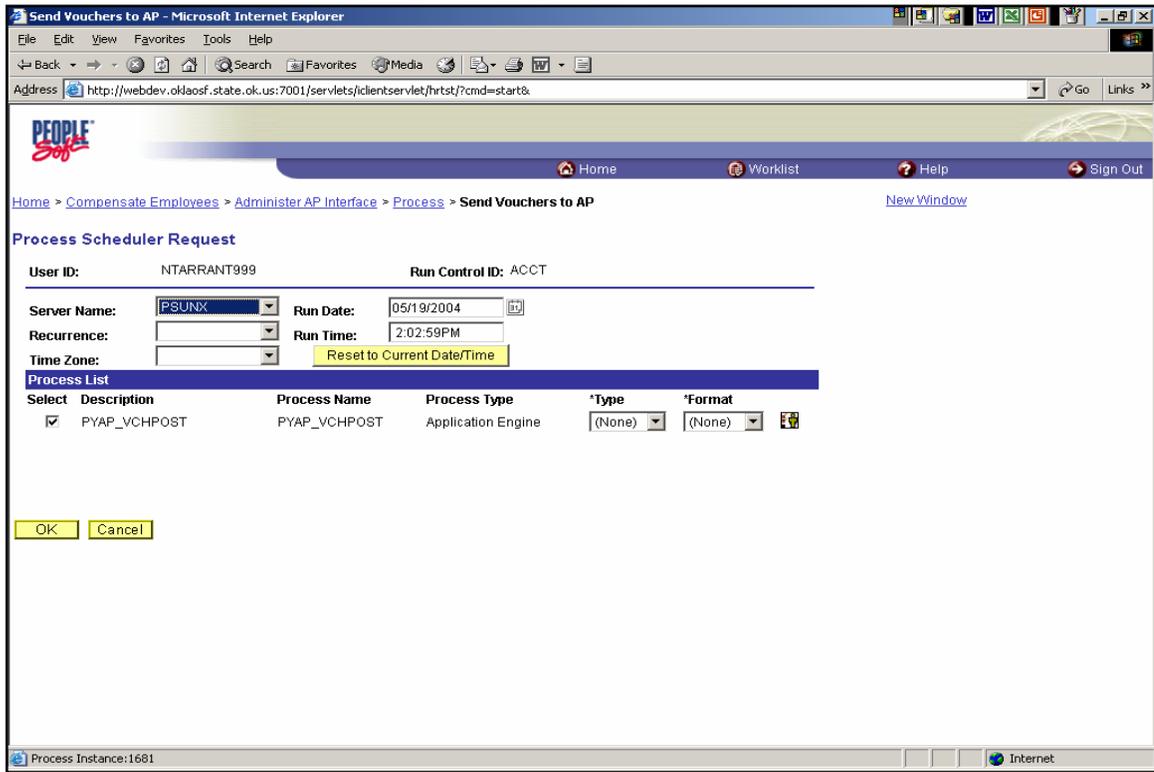
Navigation: Compensate Employees > Administer AP Interface > Process > Send Vouchers to AP

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



The radio button in front of **Non-Tax Deduction Payments** must be selected. In the **Payment Date** date box enter the check date from the pay cycle just completed, then click the **Run** button.

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 on the **OK** button. When a Run Status of 'Success' appears on the Process Monitor page the Payroll to Accounts Payable process is complete.



Step 26

Step 26 - Print Deduction Register Report

Navigation: 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.

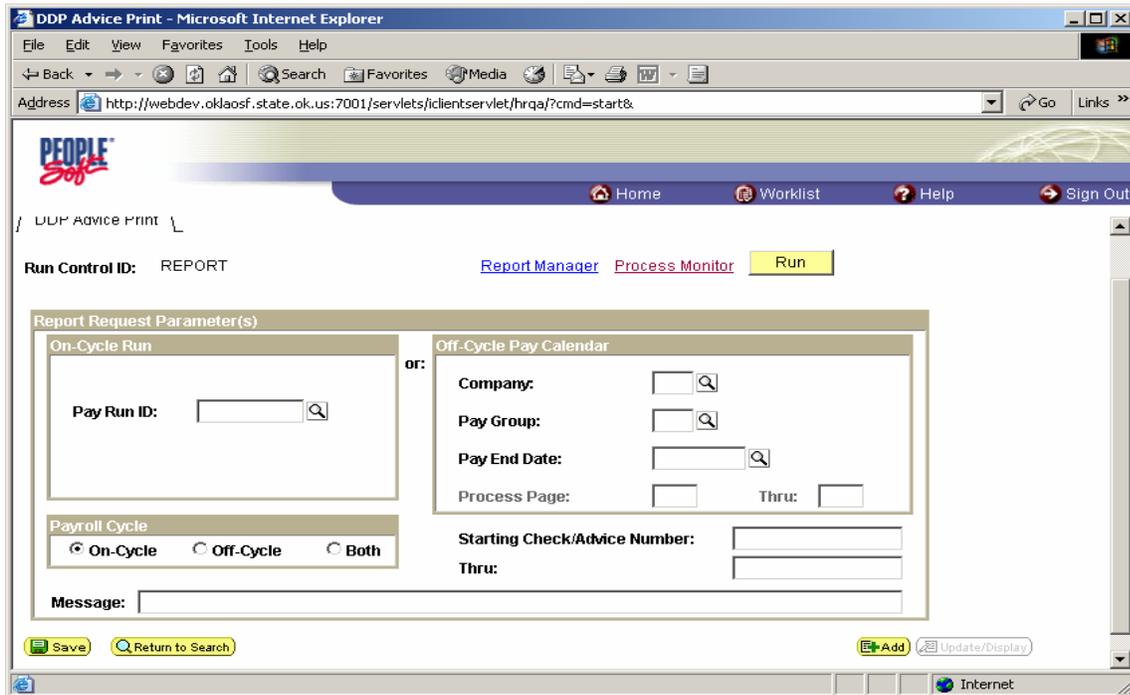
Step 26A

Step 26A - Print Earnings Statements (Check and Advices)

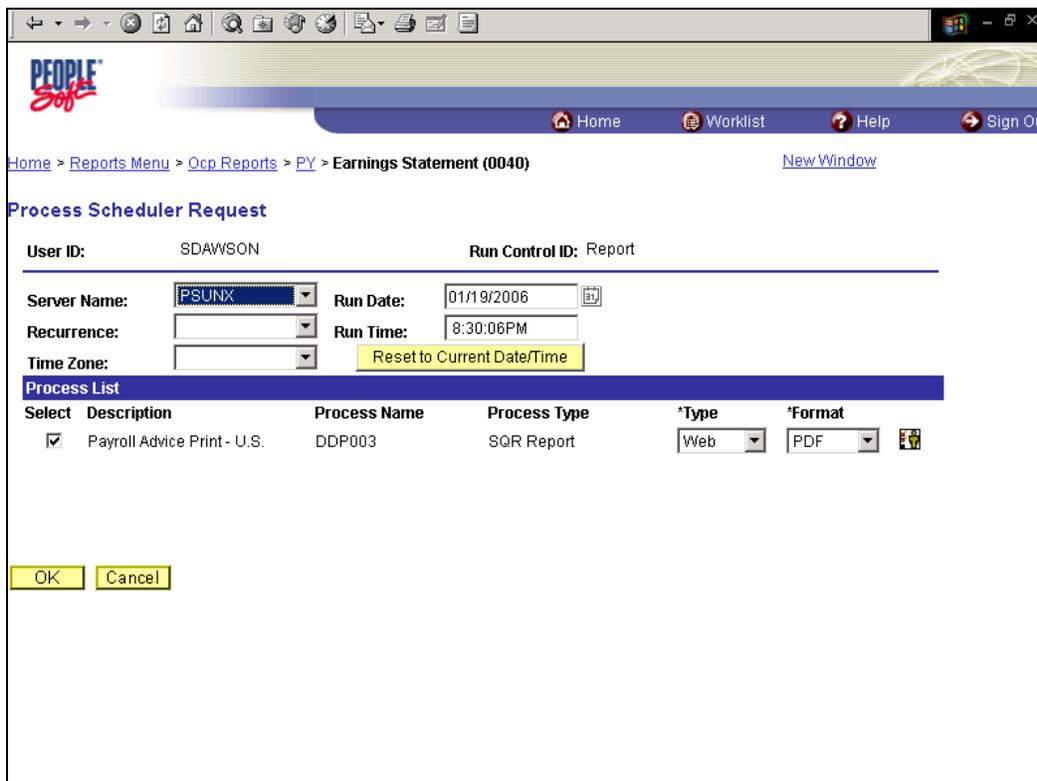
The State modified DDP003 to print both check and advice statements together.

Navigation: 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.



Enter the Pay Run ID on the Left of the page for On-Cycle Runs and select the On-Cycle radio button. Then click the **Run** button.





Make sure the **Server Name** is select to **PSUNX** and the check box selected next to Payroll Advice Print – U.S. Click the **OK** button.

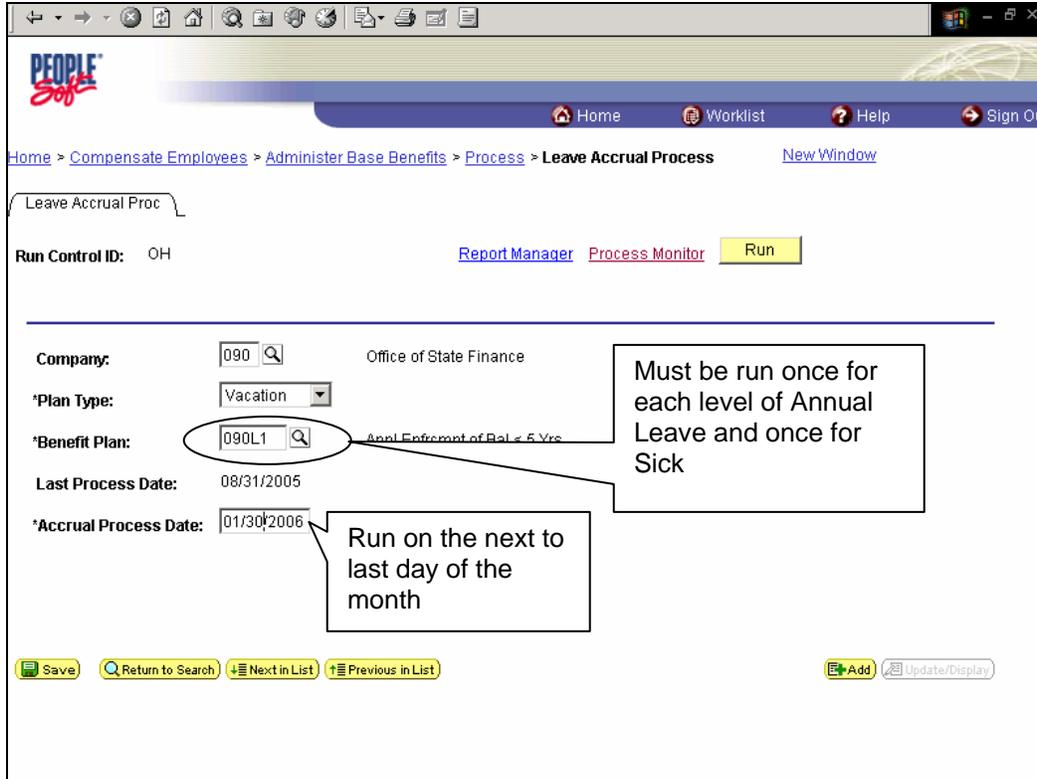
When the Status is at Success, the statements are ready to be printed. The usual process of clicking on [Details](#) and checking [View Log/Trace](#) and opening the [.PDF](#) file is used to print them.

Step 27

Step 27– Run Leave Accrual Process

Navigation: *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.





Run this process on the next to the last day of the month. Run this process as you have all the others to Success on Process Monitor.

Step 28

Step 28 – Run Leave Accrual Statements

Navigation: Reports Menu > OCP Reports > BB > Emp Leave Accrual Rpt (0053)

The screenshot shows a web browser window with the PEOPLE Soft logo and navigation menu (Home, Worklist, Help). The breadcrumb trail is: Home > Reports Menu > Ocp Reports > BB > Emp Leave Accrual Rpt (0053). Below the breadcrumb is a search bar containing 'Run Ocpbb0053'. The main form area includes:

- Run Control ID: OH (with links for Report Manager, Process Monitor, and a Run button)
- Language: English (dropdown menu)
- *Month Ending: 01/31/06 (calendar icon)
- *Sort Order: 2 (with instructions: 1=Employee Name, 2=Employee ID, 3=Location)
- *Company: 625
- Employee ID: [] (with instruction: Leave Blank To Print All Employees)
- Department ID: [] (with instruction: Leave Blank To Print All Departments)

At the bottom of the form are buttons for Save, Return to Search, Next in List, Previous in List, Add, and Update/Display.

Use the last day of the month for this report's date.

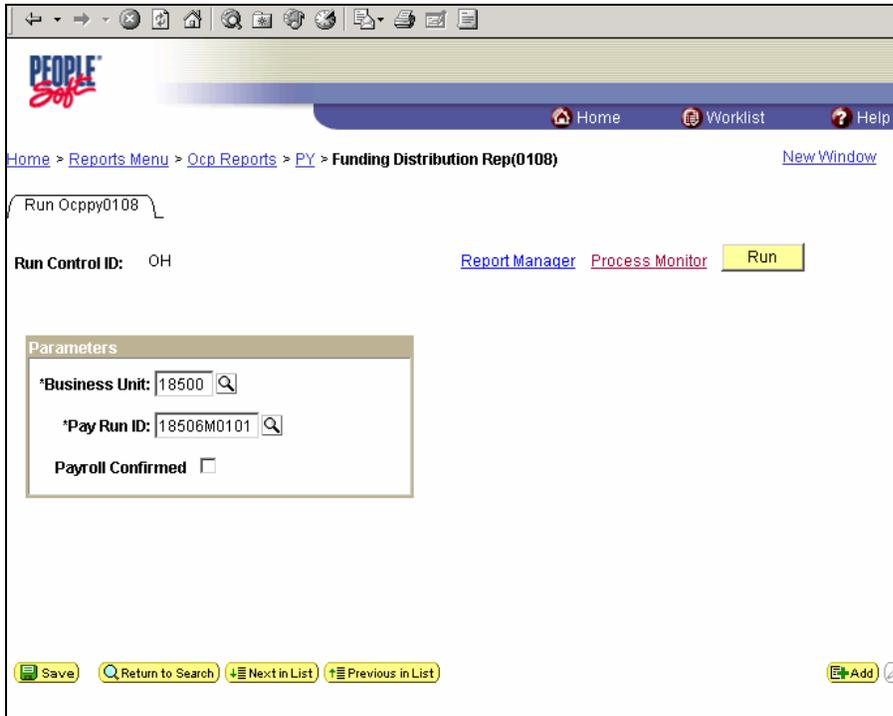
Run this report like you do all the other reports – to Success on Process Monitor and check the output.



Step 29

Step 29 – Run Funding Distribution Report (if needed)

Navigation: Reports Menu > OCP Reports > PY > Funding Distribution Rep(0108)



Enter your Business Unit and Pay Run ID and click the yellow Run Button.
Run this report to Success on Process Monitor and check as usual.





OFF-CYCLE PAY CALENDARS

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. However in the exercises, you did not check it because 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 for invisible off-cycle. This could happen if the State uses the On-Line check process (not used by the State).

Pay calendar
Pay Run ID 123
End date July 31, 2003
Off cycle check box =
No
Normal checks
marked as on-cycle

“Invisible” Pay Calendar
Pay Run ID 123
End date July 31, 2003
Off cycle check box =
No
BUT...
A few individual checks

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.**

Pay calendar
Pay Run ID End Date
August 10, 2003
Off cycle check box =
YES
ALL Checks marked
as off-cycle

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 #:

EmplID:

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 pay date* of the calendar to which the off-cycle check is tied to update balances.



ADDING A PAYSHEET – OFF-CYCLE

Once an Off-Cycle Calendar has been created by a member of the CORE team, you can add a new paysheet and use the page to compensate the employee as required. The State of Oklahoma will only use this process to pay employees that have been terminated, and their final pay could not be included in their last On-Cycle run.

PAYSHEET ADD SEARCH PAGE

Paysheet

Add a New Value

Company:

Pay Group:

Pay Period End Date:

Off Cycle ?

Page #:

You can see that the page allows you to specify the **Company, Pay group, Pay end date, off-cycle indicator**, and the actual **page number** you want to create. Generally Payroll offices will use high numbered paysheets for off-cycle processing so these transactions are easier to find.



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

PAYSHEET PAGE

The screenshot shows the 'Paysheet' page with the following details:

- Company:** 805 **Pay Group:** E01 **Pay Period End Date:** 01/31/2003 **Page:** 900
- Paysheet Details:**
 - Line 1, *ID: 1001, Empl Rcd#: 0, Ben Rcd#: 0, Name: Files, Robert
 - Check #, Check Date: 02/02/2003
 - Manual Check:
- Earnings:**
 - 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: 15.590365, Regular Salary
 - Earnings Begin/End Dates: 01/01/2003 to 01/31/2003, *Shift: N/A, *State: OK, Locality
 - Additional Data: [Additional Data](#)
- Other Earnings:**
 - *Code: OVT, Seq #, Rate Code, Hours: 12.60, Rate, Amount

At first, the page will be almost completely blank. You will start by specifying the **employee number** for the person you need to compensate. If you are paying the earnings to an employee with multiple jobs, make sure to change the **Empl Rec#** accordingly to reflect the proper job. (**Note:** The **Check Date** will be filled in during the Off-Cycle confirmation process.) Now click the **OK to Pay** check box, as it will NOT default to checked.

The system will check the **No Direct Deposit** check box automatically, as off-cycle checks are generally not sent electronically to the bank. Change this if the employee wants the money directly deposited.

Proceed with entering the required earnings data. You need to click on the [Additional Data](#) hyperlink and enter the correct account code. To pay the employee multiple other earnings on this check, insert rows as needed.

You will also notice that the **Total Gross** and **Net Pay** fields are blank at first and even after you save. The system will display data in these fields after you have calculated the off-cycle paysheet.



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

Deductions			
			Find View All First 1 of 1 Last
+ -			
<input checked="" type="checkbox"/> OK to Pay			
*Benefit Deductions Taken	Ben Ded Subset	*General Deductions Taken	Genl Ded Subset
None	<input type="text"/> <input type="button" value="Q"/>	None	<input type="text"/> <input type="button" value="Q"/>

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:	<input type="text" value="805"/> <input type="button" value="Q"/>
Pay Group:	<input type="text" value="E01"/> <input type="button" value="Q"/>
Pay Period End Date:	<input type="text" value="01/31/2003"/> <input type="button" value="Q"/>
Off Cycle ?	<input checked="" type="checkbox"/>
Page #:	<input type="text" value="900"/> <input type="button" value="Q"/>
Line #:	<input type="text"/> <input type="button" value="Q"/>
Separate Check #:	<input type="text"/>
Paycheck Number:	<input type="text"/>
EmplID:	<input type="text" value="1001"/>
Name:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search	



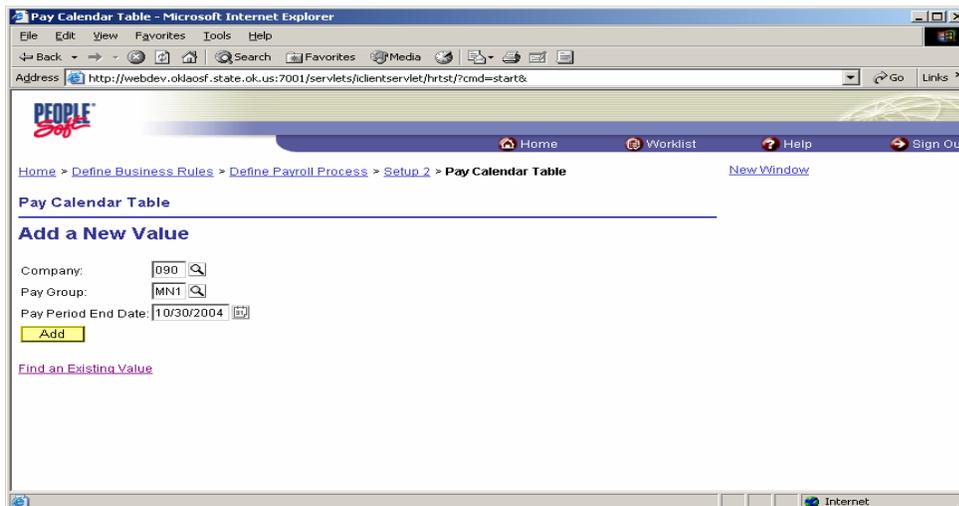
CREATING OFF-CYCLE CALENDARS

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 call or e-mail a member of the CORE Team informing them the month and paygroup(s) needed in the off-cycle. They will create the Off-Cycle Calendar(s) attaching an off-cycle Pay Run ID to each. The agency will then be notified to process their off-cycle. (**Note:** The State of Oklahoma has set the standard for running off-cycles to one per month, per paygroup.)

CORE Team Member

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

Click on [Add a New Value](#) and fill in the Company, PayGroup, and Pay Period End Date. (**Note:** The Pay Peirod End Date must be one day less than the On-Cycle Pay Period End Date was.) Click the  button.



Click the Off-Cycle Calendar check box, fill in the Off-Cycle Pay Run ID, Pay Period Begin Date, Pay Check Issue Date, and Weeks in this Pay Period fields. Make sure the Pay Period End Date, Pay Period Close Date, and the FLSA On-Cycle Pay End Date all have the same date, which must be the date appearing in the Pay Period End Date field. 'Benefit Deductions Taken' should be changed to read 'SubSet' and 'General Deductions Taken' and should be changed to also read 'SubSet'. 'Benefit Deduction Subset ID' should be keyed in as 'RET' and the 'General Deduction Subset ID' should be keyed in as "GRN'. Click the  button.



PAY CALENDAR PAGE

Pay Calendar Table - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7001/servlets/clientServlet/hrstst/?cmd=start&

PEOPLE Soft Home Worklist Help Sign Out

Company: 090 Office of State Finance Off-Cycle Calendar? Off-Cycle Ded Override

Pay Group: MN1 090 Monthly Non Exempt Salary

Pay Period End Date: 10/30/2004 Pay Run ID: 09005M0402

*Pay Period Begin Date: 10/30/2004 Aggregate ID: *Paycheck Issue Date: 11/15/2004

Pay Period Close Date: 10/30/2004

Weeks in this Period: 4

*Pay Periods Per Year: 12

Accrual Percent: Reverse Accruals *FLSA On-Cycle Pay End Date: 10/30/2004

*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	Cal Year	2004	4	11

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



OFF-CYCLE PAYROLL PROCESSING

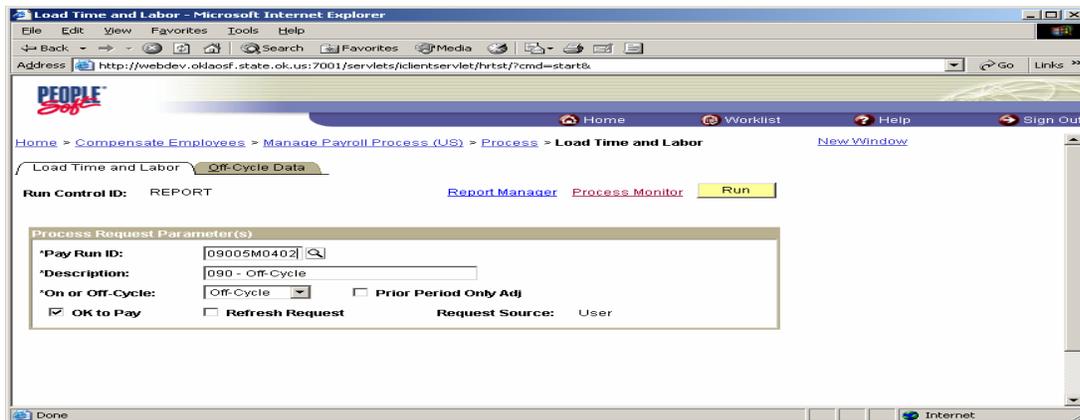
Enter all data into Time & Labor and run Time Administration to create Payable Time.

For all Off-Cycle processing, you will be creating paysheets and entering the payroll data thru a process called Load Time and Labor.

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

After entering the Run Control ID, you will be taken to the first page of the load process. Enter the correct Off-Cycle Pay Run ID, a Description, and select Off-Cycle. Make sure the OK-TO-PAY box is checked then click on the Off-Cycle Data tab.

LOAD TIME AND LABOR RUN CONTROL – PAGE 1 -

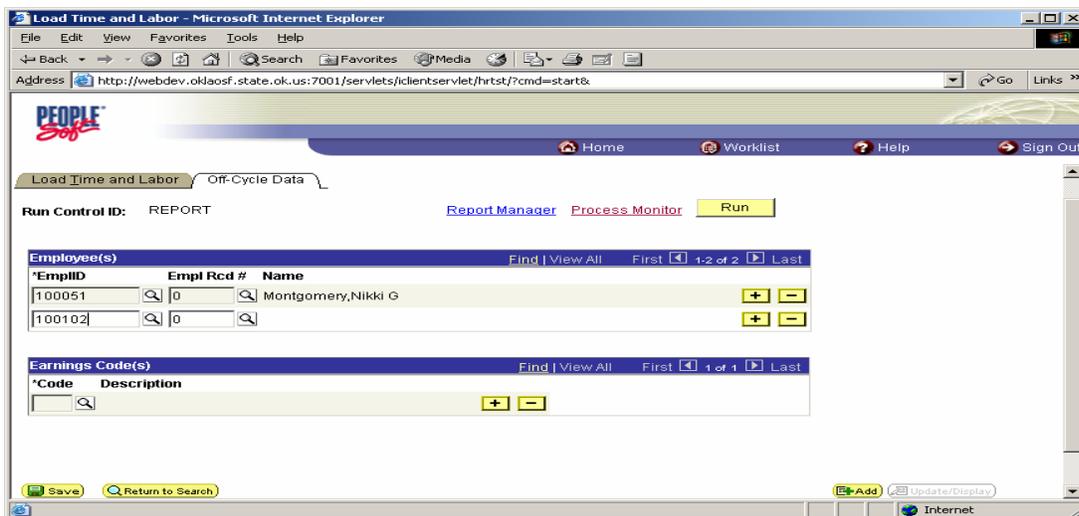




LOAD TIME AND LABOR – PAGE 2

Leave this page blank if you are processing all the employees that you have entered data for in Weekly Elapsed Time. But remember, **ALL** time for employees in the pay groups being processed and having time processed through Time Admin, will be processed through this Off-Cycle

Note: . If you only want to process selected employees, enter their employee Ids with their correct Empl Rcd # on this page.



Click the **Run** button. On the Process Scheduler Page click the **OK** button. When the Status changes to 'Success', your Off-Cycle paysheets are created along with the data being loaded thru from Time and Labor.



OFF-CYCLE PAYROLL CALCULATION

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

After entering your Run Control ID, fill in the **right side** of the page and run the process, for each Pay Group that you will be processing. Fill in the Company, PayGroup, and Pay Period End Date. On the last two fields use the Icon to select the first and last pages. In the first Page field, always select the lowest number that appears on your screen. For the last 'Thru:' field, select the largest number that appears on your screen, paying attention to the scroll bar to the right. Click the '(Re)Calculate All Checks' radio button, then click **Run**.

ON the Process Scheduler page, make sure the **Server Name** is set to **PSUNX** and click the **OK** button. 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), continue on by running the process to create your Payroll Register.

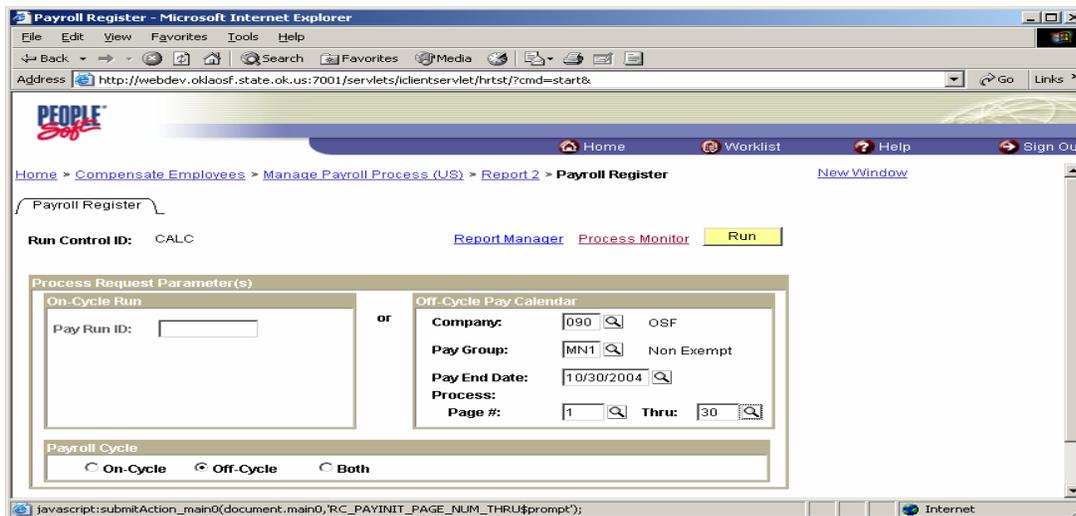


RUN THE PAYROLL REGISTER – NAME (0233)

To run the Payroll Register for an Off-Cycle process, you must run it for each PayGroup that is being processed.

Navigation: *Home > Compensate Employees > Manage Payroll Process (US) > Report 2 > Payroll Register – Name (0233)*

After entering the Run Control ID you will be at the Process Request page for Payroll Register. Click on the Off-Cycle radio button on the bottom of the page. Then, using the **right side** only, for Off-Cycle, fill in the Company, PayGroup, and Pay Period End Date. On the last two fields use the Icon to select the first and last pages. In the first 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. Click on the **Run** button.



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 the **OK** button. 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.

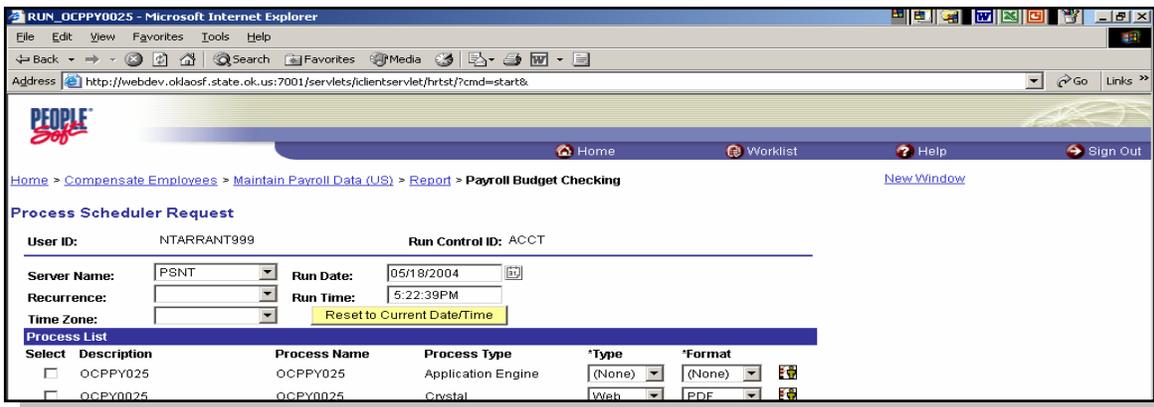


GL ACCOUNT CHECK REPORT (0025)

Once the Payroll Register looks good next step is to run the GL Account Check Report. This report checks to make sure all earnings have account codes associated with them, itemizes all funding charges for this pay cycle, then checks for available funds per each account.

Navigation: Reports Menu > OCP Reports > PY > GL Account Check Report (0025)

After entering a Run Control ID and clicking the **Search** button the **Run Ocppy0025** page appears. Enter the Business Unit (Agency plus 00), the correct Pay Run ID and click the **Run** button.





On the Process Scheduler Request page make sure **Server Name** is set to **PSNT** select the check box next to Payroll Budget Checking, and click the button. On the Process Monitor page, when the status changes to Success, print and review the report. Look for any areas lacking sufficient funds. If sufficient funds are NOT available you will need to make the necessary adjustments. These adjustments must be made on the Additional Data page of the employee's paysheet. 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.



STEP 15 - PAYROLL CLAIM DOCUMENT (0018)

Next run the Payroll Authorization Form report, have it signed and notify OSF that this process is ready to be confirmed. Agencies are to submit this signed authorization form to OSF listing payroll information. .

Navigation: Reports Menu > Ocp Reports > PY > Payroll Claim Document (0018)

After entering a Run Control ID, you will be taken to the **Run Ocppy0018** page.

PAYROLL CLAIM DOCUMENT (0018) RUN CONTROL

|

Enter the Business Unit, Pay Run ID, and fill in the appropriate personnel names as deemed necessary for your agency. The names fields are not marked as required fields, they can be left blank. Click the  button.



Payroll Claim Document Run Control – Process Scheduler Page

Select	Description	Process Name	Process Type	*Type	*Format
<input type="checkbox"/>	OCPY018	OCPY018	Application Engine	(None)	(None)
<input type="checkbox"/>	OCPY0018	OCPY0018	Crystal	Web	PDF
<input checked="" type="checkbox"/>	Payroll Claim Document	OCPY018J	PSJob	(None)	(None)
<input type="checkbox"/>	OCPY018	OCPY018	Application Engine	(None)	(None)
<input type="checkbox"/>	OCPY0018	OCPY0018	Crystal	Web	PDF

On the Process Scheduler Request page, make sure the **Server Name** is set to **PSNT** and the box is checked preceding 'Payroll Claim Document'. Then click the **OK** button. On the Process Monitor page, when the status changes to Success, print the document, make sure the 'Total Claim Cost' agrees with 'Gross Payroll' total on Payroll Budget Checking report, have the document signed to be forwarded to OSF.



OFF-CYCLE PAY CONFIRMATION PROCESS

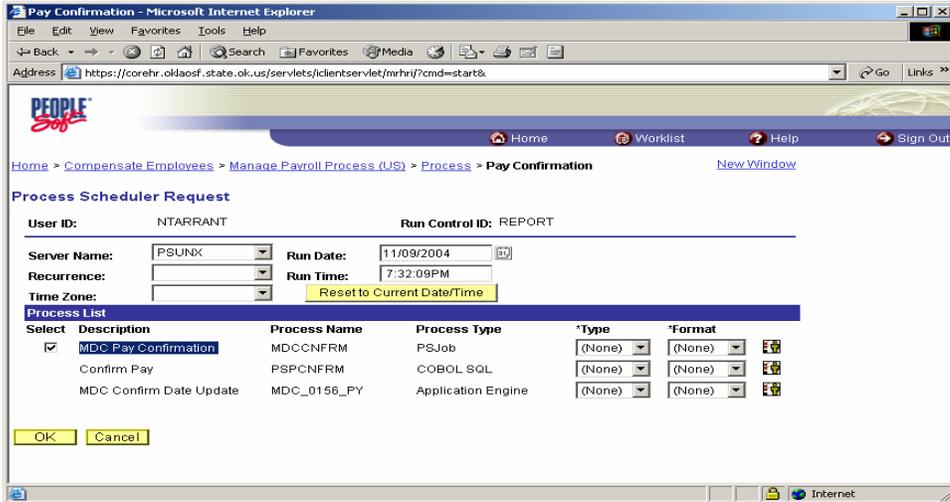
Navigation – *Compensate Employees > Manage Payroll Process (US) > Process > Pay Calculation*

1. This step will confirm your off-cycle payroll. The confirmation process for off-cycles must be done by PayGroup.. After entering Run Control ID and clicking the **Search** button, the Pay Calculation parameters page appears. (**Note:** For all Off-Cycle Payroll Confirmations you must fill in data on the **right side** of the page labeled 'Off-Cycle Run'.) Enter the Company, PayGroup, and Pay End Date (all three of these fields are found on the signed Payroll Authorization Form. Tab down to the first box next to 'Page #' and click on the icon. Then click on the **Lookup** button and select the lowest number that appears on the page. Tab to the next box and click on 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. Click the **Run** button.

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 on the **OK** button.



Pay Confirmation – Process Scheduler Page



2. After the process has completed, check for errors the same as you do for the On-Cycle Confirmations. If errors appear contact the Agency or your CORE representative. If there are other PayGroups to Confirm, as stated on the Payroll Authorization Form, re-run this confirmation
3. process for each of the other PayGroups.

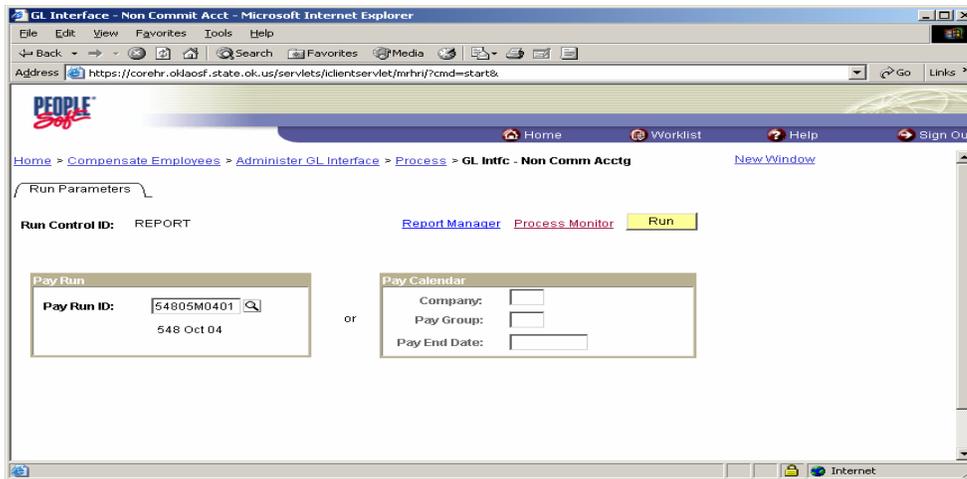


Step 19 - Payroll to General Ledger Process

. **Navigation – *Compensate Employees > Administer GL Interface > Process > G:L Intfc – Non Comm Acctg.***

After entering a Run Control ID and clicking the **Search** button you will be on the Run Parameters page. Fill in the Pay Run ID on the left side of the page. (**Note:** You will find the Pay Run ID at the top of your Payroll Authorization Form.) Tab out of the field and click the **Run** button.

GL INTFC- NONE Comm Acctg



On the Process Scheduler Request page make sure the **Server Name** is set to **PSUNX** and select the check box next to 'MDC GL Interface'. Click on the **OK** button. Once the Run Status changes to 'Success' print off a copy of the Trace Log. If the total on the Tract Log does not agree with the total on your Payroll Authorization Form contact the Help Desk giving them your name, and Process Instance #. Tell them this is urgent and they will create a CRM case and contact your CORE representative. If the Run Status should change to 'Error' call the Help Desk giving them your name, Process Instance #, and Pay Run ID. Tell them this is urgent and they will create a CRM case and contact a technical representative immediately.



Step 20 – Check Pay Calendar

Navigation: *Define Business Rules > Define Payroll Process > Setup 1 > Pay Calendar Table*

Check the Off-Cycle Pay Calendar Flags to see that GL processing was run. If deductions were taken out of any of the Off-Cycle checks/advices that need to go to AP (i.e. garnishments or non-benefit general deductions) run the next two PY to AP processes, else just move on down to print the check/advice statements.

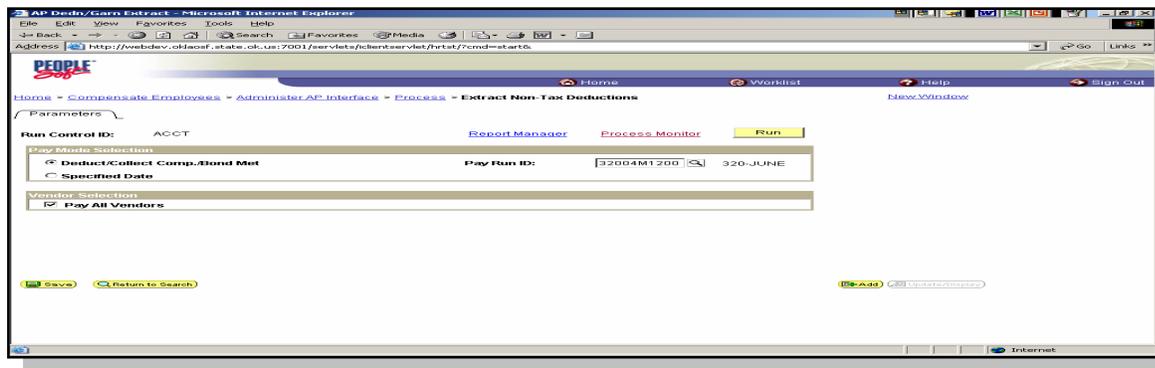


Payroll to AP Process

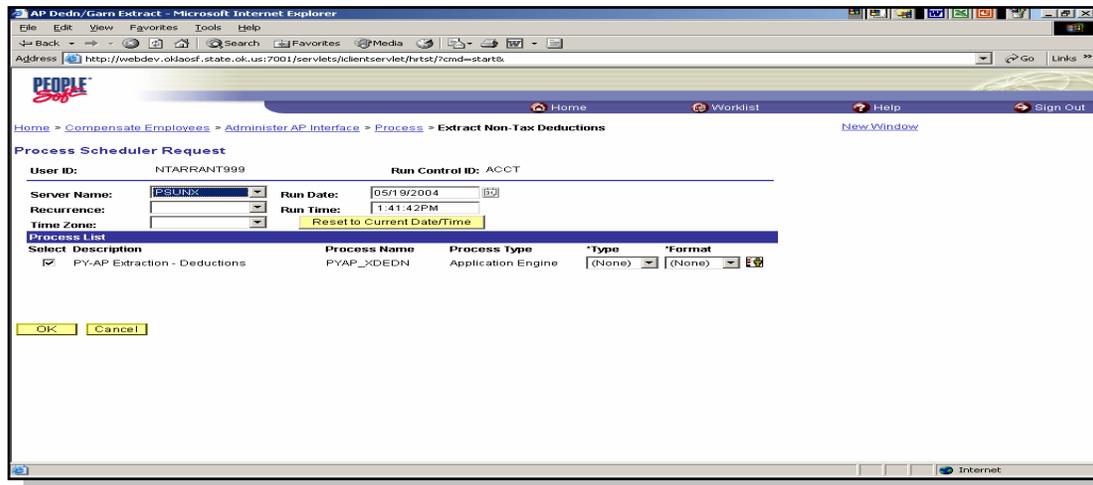
The first PY to AP process loads a temporary table with all the non-taxable payroll deductions taken from the previous days pay cycle.

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

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



Make sure the radio button is selected next to **Deduct/Collect Comp./Bond Met**, enter the **Pay Run ID** used in the previous day's pay cycle, make sure the check is checked next to **Pay All Vendors** and click the **Run** button.



PSUNX should appear in the **Server Name** selection box and the select box should be checked next to PY-AP Extraction – Deductions. Click the **OK** button. Make sure the Run status changes to 'Success' on the Process Monitor before going on to the second PY to AP process.

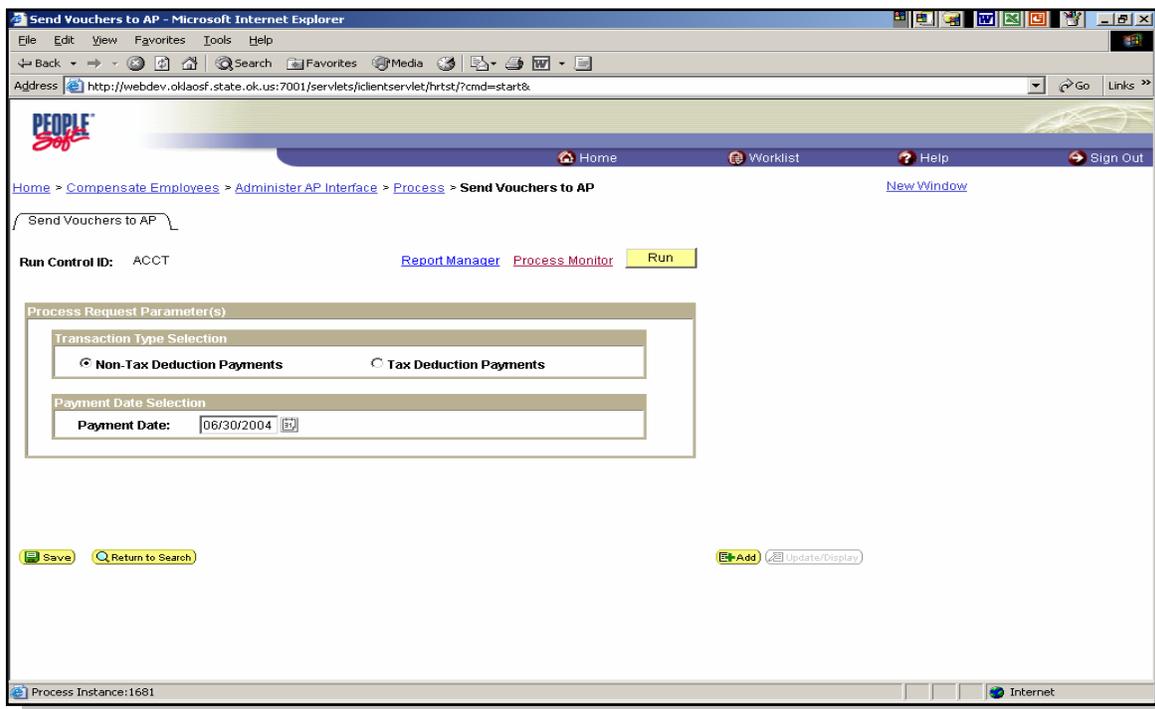


Step 22 – Second Payroll to AP Process

The second PY to AP process transfers (publishes) the AP voucher data, created in to Accounts Payable.

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

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



The radio button in front of **Non-Tax Deduction Payments** must be selected. In the **Payment Date** date box enter the check date from the pay cycle just completed, then click the **Run** button.

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 on the **OK** button. When a Run Status of 'Success' appears on the Process Monitor page the Payroll to Accounts Payable process is complete.

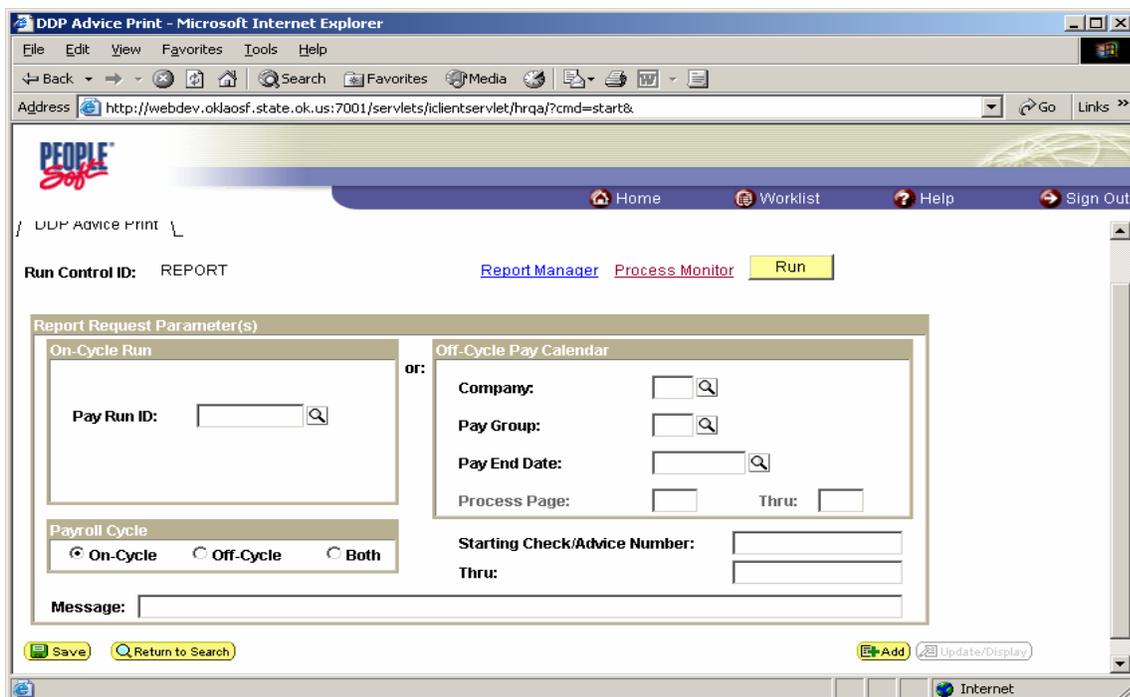


Step 23 – Print Earnings Statements

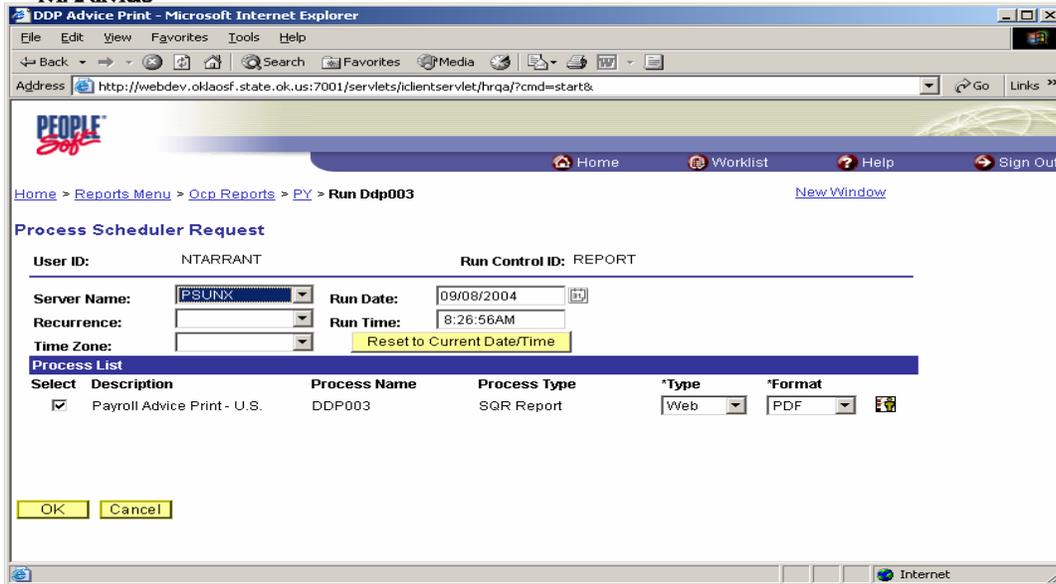
Navigation: Reports Menu > OCP Reports > PY > Run DDP003

The last step of your Off-Cycle is to print the employee check/advice statements

After entering the Run Control you will be on the DDP Advice Print page. This process will print the check and advice statements.



Enter the payroll information on the right side of the page for Off-Cycle Runs and select the Off-Cycle radio button. Then click the **Run** button.



Make sure the **Server Name** is select to **PSUNX** and the check box selected next to Payroll Advice Print – U.S. Click the **OK** button. When the Status is at Success, the statements are ready to be printed same as with any report.

Step 27

Step 27 – Run Leave Accrual Process



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

Online Check

Find an Existing Value

Pay Period End Date: 

EmplID:

Empl Rcd Nbr:

[Basic Search](#)

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

Do you wish to use the paysheet creation process to create data for this employee for online use? (2000,139)

You can use the paysheet creation process to create data for an employee for online processing. This will create data as created by the normal paysheet process for the employee selected, Please select 'Yes' if you wish to do so.

Click the button. If you click the button 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: 585	Pay Group: E01	Pay Period End Date: 01/31/2003	Page: 1
ID: 1039	Name: Torres, Lynn	Line: 1	
Empl Rcd#: 0	Check Dt: 02/18/2003	Check #: <input type="text"/>	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	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Reg Salary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	16.270846	2,820.28

Earnings Begin/End Dates: 01/01/2003 / 01/31/2003 *State: OK Locality:

*Benefit Deductions Taken: Deduction Ben Ded Subset: *General Deductions Taken: Deduction Genl Ded Subset:

[Additional Data](#)

Other Earnings Find | View All First 1 of 1 Last

*Code	Seq #	Rate Code	Hours	Rate	Amount
HOL	<input type="text"/>	<input type="text"/>	16.00	<input type="text"/>	<input type="text"/>

[One-Time Deductions](#) [One-Time Taxes](#) [One-Time Garnishments](#)

Check # If you do specify a check number, the system will use the next paycheck number available.

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, so click this button. 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 the **Return to Search** button to redisplay 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 would 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.



Once you click the **Save and Calculate** button, the system will calculate the employee's check and transfer you to the results page.

ONLINE RESULTS PAGE

Online Results					
Torres, Lynn		ID: 1039			Page: 2
Company:	585	Earnings:	3,580.61	Empl Rcd#:	0
Pay Group:	E01	Taxes:	430.95	Check #:	
Pay Period End Date:	01/31/2003	Deductions:	1,518.01	Form ID:	
			Net Pay:	1,631.65	On-line
Confirm & Print Delete Reverse & Confirm Change Data					
▶ Earnings					
▶ Deductions					
▶ Taxes					
Return to Search					

Use the button to expand the earnings, deductions and taxes sections as needed.

EARNINGS

Earnings						Find View All	First	2 of 2	Last
Begin Date:	01/01/2003		End Date:	01/31/2003					
	Rate Code	Hours	Earnings	Hourly Rate:	16.270846				
Regular:				FLSA Rate:					
Overtime:				Shift/Rate:	3 /				
Reg Earns:				State:	OK				
Rate Used:	Hourly Rate			Locality:					
Other Earnings						Find View All	First	1-2 of 2	Last
Code	Description	Rate Code	Hours	Rate	Amount				
BEA	BENEFIT ALLOWANCE				500.00				
RET	RETIRMENT UNDER \$25,000				2083.33				



▼ Deductions					Find View All	First	1-11 of 18	Last
Ben Rcd#	Code	Description	Class	Amount				
0	0516	Pacificare High Pre Tax	Before-Tax	324.14				
0	0560	HealthChoice Dental Pre Tax	Before-Tax	19.78				
0	0227	Vision Pre Tax	Before-Tax	15.61				
0	0560	HealthChoice Dental Pre Tax	Before-Tax	34.62				
0	0554	Dep Pacificare High Pre Tax	Before-Tax	515.38				
0	0575	Basic Life Pre Tax	Before-Tax	2.80				
0	0585	Age Rated Supp Life Pre Tax	Before-Tax	3.50				
0	0690	Dependent Life - Low	After-Tax	1.74				
0	0585	1st 20,000 Supp Life Pre Tax	Before-Tax	2.80				
0	0685	>50,000 Supp Life Post Tax	After-Tax	24.50				
0	0570	Short Term Disability Pre Tax	Before-Tax	4.10				

DEDUCTIONS

TAXES

▼ Taxes							Find View All	First	1-3 of 6	Last
State	Tax Entity	Resident	Tax Class	Tax Amount	Taxable Gross	AP Status				
	US Federal		OASDI/EE	135.55	2,186.24					
	US Federal		OASDI/ER	135.55	2,186.24					
	US Federal		MED/EE	31.70	2,186.24					

Once you have reviewed the calculated results, you have three choices:

Confirm & Print - The system will run the confirmation process and allow you to print a check. **THIS IS NEVER TO BE USED.**

Delete - The system will delete the calculated results and return you to the online search page

Change Data - The system will return you to the online payline where you can alter the data and calculate again.



If you want to change the data and recalculate again, click the button. If you are satisfied with the results, click the button. **NEVER LEAVE THE ON-LINE CHECK PROCESS WITHOUT CLICKING THE BUTTON.** 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.

:



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
 - 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

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 on-cycle pay calendar with which you want to process the reversal. Check reversal cannot be run if the pay Run ID on the Pay Calendar is blank, and, the reversal must be associated with a Pay Calendar that is not closed for off-cycle processing.



Use the fields listed on the right side of the page, do not use the Paycheck Number and Paycheck Issue Date.

Select **Reversal**.

Select the correct Accounting Period option. Select to process the original, current, or a specified accounting period.

Select the fiscal year of the specific accounting period you want to process.

Running Paycheck Reversal

Click **Run** to run 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 are 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

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 here in case a rare circumstance arises that they would want to adjust the type of leave taken on an employees check/advice.

NOTE: You cannot adjust an adjusted check again. Similarly, you cannot adjust an online check.

BASIC STEPS TO ADJUST A CHECK

1. Enter all the data listed above (in the reversal section) including the company.
 - 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.
 - b. The searches for the page and line fields are dependent on the pay end date you specified.

ADJUSTMENT PAGE LOOKUP



Lookup Page

Company: 477
 Pay Group: E01
 Pay Period End Date: 01/31/2003
 Off Cycle ?
 Page #:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-4 of 4 Last

Page

- [1](#)
- [2](#)
- [3](#)
- [4](#)

ADJUSTMENT LINE LOOKUP

Lookup Line

Company: 477
 Pay Group: E01
 Pay Period End Date: 01/31/2003
 Off Cycle ?
 Page #: 1
 EmplID:
 Name:
 Job Pay Data Change:
 Partial Pay Period
 Department:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-6 of 6 Last

Line #	EmplID	Name	Job Pay Data Change	Partial Pay Period	Department
1	1043	Burkman, Mary	Yes	N	10000
2	1001	Files, Robert	No	N	10000
3	1015	Holsinger, Keifer	Yes	N	10000
4	1003	Kwan, John	No	N	10000
5	1042	MARATHON, DALE	No	N	10000
6	1002	McKay, Betty	No	N	10000



- c. Once you complete the Alternate selection Criteria group box fields, the system will populate the data in the Selection Criteria group box to the right:

Selection Criteria	
Paycheck Number:	1001
Paycheck Issue Date:	01/31/2003
EmplID:	Net Pay
1043	\$2,082.03
Burkman, Mary	

2. Make sure the **Reversal/Adjustment** radio button is selected near the **lower left-hand side** of the page.
3. Accounting period option should be _____
4. Click the **Run** button to begin the process
5. Click the **OK** button to submit the process to process scheduler
- d. 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

