Lesson 7: Payroll Process

Scenario

In this lesson, our SHARP trainer, Hall, will explain to the newly hired Payroll Processor, Kelly, the SHARP on-cycle payroll process and the tasks that need to be performed during the process.



Hall



Kelly

Lesson Objectives

After completing this lesson, you will be able to:

- Understand the payroll cycles
- Learn the daily tasks during the on-cycle processing timeline
- Understand off-cycle transactions
- View paychecks online
- Learn what payroll reports are available

Lesson 7: Payroll Process

Lesson Topics

In this lesson you will learn about the following topics. Click **Home** (at the lower left corner) at any time to return to this menu. Click each topic to navigate to that topic.



Topic 1: Payroll Cycles



Topic 2: On-Cycle Payroll Process Timeline



Topic 3: Off-Cycle Trans-actions



Topic 4: Viewing Paychecks Online

Payroll Cycles - 1

The payroll process runs centrally on a routine schedule to issue bi-weekly pay to employees. SHARP has two types of payroll cycles: **on-cycle** and **off-cycle**. Both cycles run on a routine schedule but serve different purposes. To produce accurate paychecks and payroll records, transactions in all components must be entered accurately by the deadlines established by the payroll process.

The **on-cycle** payroll processes the regular bi-weekly payroll. The bi-weekly pay period begins on Sunday 12:01 a.m. and ends two weeks later on Saturday at midnight.

The major activities during the two weeks of the current payroll period are entering time and leave data, and maintaining personal, employment, and job data records.

Payroll Cycles - 2

The week following the pay period end date is the critical entry time. This "third" week allows additional days for original entry of time and leave, entering non-pay affecting adjustments; and maintaining personal, employment, and job data. This is the week for error corrections, three pre-calculations of payroll, a final pay calculation and pay confirmation. Paycheck and EFT (Direct deposit) advice numbers are assigned during pay confirmation.

The **off-cycle** payroll is used to process supplementals, adjustments, reprints, and reversals. The payroll off-cycle provides the opportunity to (1) make entries that were not entered in a timely manner because the data was not available for on-cycle processing, and (2) make changes to bi-weekly payroll data that processed in a final pay calculation.

Payroll Cycles - 3

Three off-cycle runs are associated with every on-cycle payroll run. They are scheduled on the Monday and Wednesday in the week that follows pay confirmation and the Monday in the following week.

Supplementals can only be processed during the three off-cycle runs that are associated with the on-cycle payroll run. If the supplemental is not entered within that time frame, the agency must submit form DA-180, Paycheck Reversal/ Adjustment/Supplemental, with attachment, or a copy of the timesheet, to Payroll Services to have the supplemental processed.

Next page is an example of two payroll cycles. A printable version is also available at https://admin.ks.gov/docs/default-source/payroll/SHARP-9.2/two_Payroll_Cycles.pdf

Lesson 7: Payroll Process

Two Payroll Cycles - May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 **Pay Period begins**	2 Off-Cycle C for PPED 4/16/11	3	4	5	6 Final Pay Calc for PPED 4/30/11	7
8	9 Off-Cycle A for PPED 4/30/11	10	11 Off-Cycle B for PPED 4/30/11	12	13	**14** **Pay Period Ends**
15 **Pay Period begins**	**16** Off-Cycle C for PPED 4/30/11	**17** 1st Pre Calc for PPED 5/14/11	**18** 2nd Pre Calc for PPED 5/14/11	**19** 3rd pre Calc for PPED 5/14/11	**20** Final Pay Calc for PPED 5/14/11	**21**
22	**23** Off-Cycle A for PPED 5/14/11	**24**	**25** Off-Cycle B for PPED 5/14/11	**26**	**27** Pay Day for PPED 5/14/11	**28** **Pay Period Ends**
29 **Pay Period begins**	**30** Off-Cycle C for PPED 5/14/11	**31** 1st Pre Calc for PPED 5/28/11				

Payroll Data Process

Agencies can view updates to employee month-to-date, quarter-to-date, and year-to-date balances for earnings, deductions, taxes, arrears, and salary expenditure data the morning after pay confirmation for an on-cycle or the day after the off-cycle run for an off-cycle payroll.

Pay day for the on-cycle payroll is the second Friday following the end of the pay period. If the normally scheduled Friday pay day is a State of Kansas holiday, pay day is the preceding work day. Paycheck issue date for off-cycle payroll will be 3 working days after the off-cycle payroll run.

Payroll transactions for both on-cycle and off-cycle payroll are posted to SMART 2 days prior to check issue date.

Employees will be able to view their paycheck information through Employee Self Service –View Paycheck the day after pay confirmation for an on-cycle or the day after the off-cycle run for an off-cycle payroll.

On-Cycle Payroll Process Timeline - 1

You can pull up a printable SHARP On-Cycle Bi-Weekly Payroll Processing Timeline attachment at https://admin.ks.gov/docs/default-source/Payroll/SHARP-9.2/Oncycle_Biweekly_Timeline.pdf to follow along with the explanation below:

From pay period begins to pay period ends:

At the beginning of the pay period, batch programs are run to identify classified employees who are eligible for longevity bonuses in the pay period. Eligible employees will appear on the Longevity Bonus – Active page (Navigation: ***Main Menu>Compensation>Maintain Longevity Bonus***) with the Approved check box on. This means the Longevity (LNG earnings code) and Overtime Differential Pay due (ODP earnings code) -- if overtime was reported in the previous 12 months -- will add to the employee's timesheet on the Monday night following the end of the pay period. (more)

On-Cycle Payroll Process Timeline - 2

From pay period begins to pay period ends (cont.):

(cont.) The dollars associated with LNG and ODP will populate in the timesheet on the employee's anniversary date with a "Submitted" status.

During this period, agencies can enter time and leave, job data changes, position changes, and deduction changes for the pay period.

Please note that timekeepers without agency wide access will not be able to see a retired/terminated employee's timesheet.

On-Cycle Payroll Process Timeline - 3

Days after the pay period ends:

The following activities and deadlines are for the "normal" payroll timeline. If the timeline is impacted by holidays, the Payroll Services Section in the Department of Administration will issue informational circular to inform agencies of payroll processing schedule changes.

Day 1 (Sunday) - First Day After The End Of The Pay Period

Agencies can continue to enter time and leave, job data changes, position changes, and deduction changes for the pay period just ended. Generally, changes that are entered for the pay period prior to the creation of paysheets on the evening of Day 3 are reflected on the employee's paycheck for the pay period.

On-Cycle Payroll Process Timeline - 4

Day 1 (Sunday) - First Day After The End Of The Pay Period (cont.)

Self service employees have until 6:00 PM Sunday, the day after the pay period ends, to enter time on their timesheets.

Day 2 (Monday) - Second Day After The End Of The Pay Period

Time and Labor interface agencies must have time and leave files for the pay period submitted to the Department of Administration for processing by 5:00 PM on this day. Check with your supervisor if you are unsure if yours is an interface agency.

On-Cycle Payroll Process Timeline - 5

Day 3 (Tuesday) Third Day After The End Of The Pay Period

Time entry error correction continues until the final pay calculation on Day 6. Errors should be corrected as soon as possible. Do NOT wait until Day 6 (Friday) to act thinking you still have time. Entry and system errors do occur!

Interface agencies may view interface errors from the Fluid Location: **SHARP Homepage** click on the drop down arrow to select **Time and Labor** Homepage, click on **Time and Labor Reports** tile**>TCD Errors**.

Self Service and Timekeepers agencies can view time entry errors at the View Time Entry Errors page at the Fluid Location: **SHARP Homepage** click on the drop down arrow to select **Time and Labor** Homepage, click on **Time and Labor Reports** tile **>** ***Exceptions***

A list of common Time and Labor exceptions and recommended actions can be found at the SHARP Documents and Forms page at http://www.da.ks.gov/SHARP/documents/tlexceptionlist.pdf.

On-Cycle Payroll Process Timeline - 6

Day 3 (Tuesday) Third Day After The End Of The Pay Period (cont.)

You should also review the following Time and Labor online pages and make the necessary corrections.
The Unprocessed Reported Time:

Fluid Location: **SHARP Homepage** click the drop down to select **Time and Labor** Homepage, click **Reported Time** tile>**Unprocessed Reported Time** identifies time that has not gotten to Payable Time.

The Unprocessed Payable Time:

Fluid Location: **SHARP Homepage** click the drop down to select **Time and Labor** Homepage, click **Payable Time** tile>**Unprocessed Payable Time** identifies time that has not been paid.

On-Cycle Payroll Process Timeline - 7

Day 3 (Tuesday) Third Day After The End Of The Pay Period (cont.)

Various reports are also available for monitoring time and leave data status and accuracy. You can find the list of available reports and their descriptions at:
https://www.admin.ks.gov/offices/personnel-services/sharp/reports

Self Service Time Approval Deadline. The deadline for Self Service Managers to approve the time reported by their employees is 6:00 p.m. The managers will not have access to their employees' time after this day.

For Timekeepers agencies, all employees' reported time must be entered into SHARP by 3:30 PM. After Time Administration runs at 3:30 PM, payable time must be approved by 6:00 PM in order for a paycheck record to be created in the 1st preliminary calculation that evening.

On-Cycle Payroll Process Timeline - 8

Day 3 (Tuesday) Third Day After The End Of The Pay Period (cont.)

Deduction Changes can continue until the final calculation. The changes made during the day will be picked up in the pre calc that evening and reflected on the calculated results the next day.

Paysheets Created. During the evening of Day 3, paysheets are generated. A paysheet contains one-time deductions, taxes, garnishments, and all earnings information for an employee for the pay period.

On-Cycle Payroll Process Timeline - 9

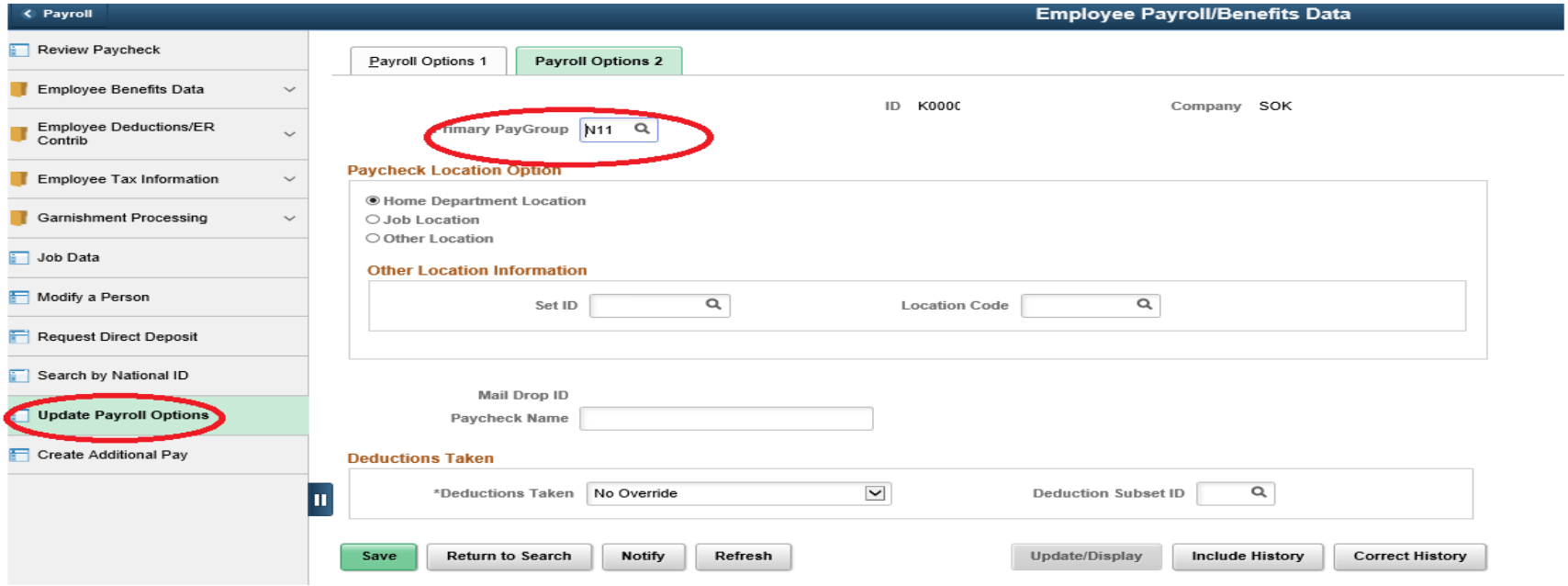
Day 3 (Tuesday) Third Day After The End Of The Pay Period (cont.)

Position and Job Data Deadlines. When paysheets are created, all position and job data are posted. Time and Labor will pick up most changes after paysheet creation. However, FLSA status (Exempt/Nonexempt) changes after this day will require additional actions to ensure the paycheck will be correct. You will have to: 1) contact Payroll Services by phone at 785-368-8000 or via email at PayAdj@ks.gov to delete the old paysheet. 2) change the employee's Primary Paygroup on the Payroll Options 2 page at *Fluid Location:* ***SHARP Homepage*** *click the drop down arrow select* ***Payroll*** *Homepage, select* ***Employee Payroll/Benefits Data*** *tile* ***> Update Payroll Options***. Enter the employee's new paygroup, then click **Save**. Be sure to verify the paycheck is correct after the next pay calculation.

On-Cycle Payroll Process Timeline - 9

Day 3 (Tuesday) Third Day After The End Of The Pay Period (cont.)

SHARP Homepage click the drop down arrow select **Payroll** Homepage, click **Employee Payroll/Benefits Data** tile**> Update Payroll Options**. Search Criteria Empl ID>Search



On-Cycle Payroll Process Timeline - 10

Day 3 (Tuesday) Third Day After The End Of The Pay Period (cont.)

It is very important that any termination and retirement be entered, and correct payable time exists for the employee, before paysheet creation so that correct timesheet payout information will default. In the case of late/incorrect entry of termination, retirement, or payable time, you must manually calculate the employee's vacation leave and sick leave service hours, and vacation leave and sick leave accrual hours for this final pay period. Then you must submit a request to SHARP@ks.gov to increase the sick and vacation balances by the accrual. You must also manually calculate the amount of vacation leave and sick leave payout hours the employee is eligible to receive and enter the rows on the timesheet. NOTE: Do not enter the leave payout dollars and hours on the timesheet until after the SHARP Corrections Unit has manually updated the sick and vacation balances for you. If you need assistance calculating these hours/amounts, contact the SHARP Corrections Unit at SHARP@ks.gov.

On-Cycle Payroll Process Timeline - 11

Day 3 (Tuesday) Third Day After The End Of The Pay Period (cont.)

First Preliminary Pay Calculation (1st Pre Calc). During the evening, the first of three preliminary pay calculations runs. The pay calculation process is a batch job that is run during the night of the third (Tuesday), fourth (Wednesday), and fifth (Thursday) days after the end of the pay period. The final pay calculation is processed on the night of Day 6 (Friday). The number of preliminary pay calculations may vary due to holidays. The computed pay for employees is available on-line the next day, along with any error messages, for agency personnel to review.

On-Cycle Payroll Process Timeline - 12

Days 4 & 5 (Wednesday & Thursday) – Fourth & Fifth Days After The End Of The Pay Period

Deduction changes and corrections continue, and the 2nd and 3rd preliminary calculations will run on Days 4 and 5.

Timekeepers can continue entering employees' reported time each day until 3:30 PM. After Time Administration runs at 3:30 PM, payable time must be approved by 6:00 PM in order for a paycheck record to be created in the preliminary calculation that evening every on-cycle pay pre-calc week, following each pre-calc, to monitor checks with ADV earnings, ADVNCE/ADJUST deductions, missing KPERS, etc. Payroll query job aid is provided at the top of the workcenter page.

Agencies should run payroll queries available:

Fluid Location: **SHARP Homepage** click the drop down arrow to select **Payroll** Homepage, click **Payroll WorkCenter** tile>**Query Manager** on the lower left corner select the query enter the **Pay Period End Date** > click View Results

On-Cycle Payroll Process Timeline - 13

Days 4 & 5 (Wednesday & Thursday) –
Fourth & Fifth Days After The End Of The Pay Period (cont.)

Agencies should review and correct any payroll errors after each of the three preliminary pay calculations to ensure employees are paid on time and for the correct amount. Payroll errors can be viewed on-line in the Fluid Location: ***SHARP Homepage*** *click the drop down arrow, select* ***Payroll*** *Homepage, click* ***Payroll Processing*** *tile>**Review Processing Messages>Review Payroll Error Messages***. However, the error messages will be overwritten after the next payroll calculation. You should download the PAY011, Payroll Error Messages report after each payroll run from the agency MVS mailbox so that you have the records to verify if the errors have been corrected.

The following reports are centrally generated after each on-cycle preliminary calculation run and can be downloaded from the agency MVS mailbox using the Core FTP Pro software.

On-Cycle Payroll Process Timeline - 14

Days 4 & 5 (Wednesday & Thursday) –
Fourth & Fifth Days After The End Of The Pay Period (cont.)

Click on each report link to view the description and purposes of the report.
PAY002 Payroll Register
PAY008 Deductions Not Taken
PAY010 Employees Not Processed In Current Payroll
PAY011 Payroll Error Messages

Employee calculated checks from the previous night's pre calc run may be viewed on-line at the Review Paycheck page. Fluid Location: ***SHARP Homepage*** *click the drop down arrow, select* ***Payroll*** *Homepage, click* ***Payroll Processing*** *tile* ***>Review Paycheck*** *(located on top left corner of page)*. The Review Paycheck pages will be discussed in detail later in the Viewing Paychecks Online topic.

On-Cycle Payroll Process Timeline - 15

Day 6 (Friday) – Sixth Day After The End Of The Pay Period

Review Reports/Error Messages
Timekeepers make Time And Leave Entry And Corrections
Correct Payroll Errors/Make Deduction Changes
These activities continue on Day 6 and agencies have until 6:00 PM to make most, except for time entry, error corrections for them to be included in the employee's on-cycle paycheck for the pay period. Timekeeper agencies have until 3:30 PM to enter reported time. After Time Administration is run on 3:30 PM, the payable time must be approved by 6:00 PM for the time to be included in the employee's on-cycle paycheck for the pay period.

Time and labor edits process is again run in the evening of Day 6.

On-Cycle Payroll Process Timeline - 16

Day 6 (Friday) – Sixth Day After The End Of The Pay Period (cont.)

Final Pay Calc
During the evening of Day 6, the final pay calculation is run and the pay confirmation process is started.

Pay Confirmation
The pay confirmation process tells the system that agencies have reviewed and approved all payroll information for the pay period and the system is now ready to produce paychecks. Once the final pay calculation is complete and the pay confirmation has begun, agencies can no longer make changes to employee payroll information. SHARP updates all month-to-date, quarter-to-date, and year-to-date balances for earnings, deductions, taxes, and arrears. At this time, the system assigns paycheck numbers and advice numbers.

On-Cycle Payroll Process Timeline - 17

Day 9 (Monday) – Ninth Day After The End Of The Pay Period

The reports listed below are centrally generated after the final pay calculation run and can be downloaded from the agency's MVS mailbox Monday (Day 9). These reports will show a create date one or two days after the date of the final pay calculation. **These are the final on-cycle reports for the pay period and should be kept in agency files.** You can click on the report name to view the report details.

DDP002	Direct Deposit Register
DDP004	Payroll Advice Register
KPAY710	Department Budget Earnings
KPAY711	Dept. Positions and Budget Earnings
KPAYGL5C or 6C	General Ledger Extract
PAY001	Deduction Register
PAY002	Payroll Register

On-Cycle Payroll Process Timeline - 18

Day 9 (Monday) – Ninth Day After The End Of The Pay Period (cont.)

PAY004	Payroll Check Register
PAY008	Deductions Not Taken
PAY021	Employer Benefit Contributions/Deductions
BEN007	Leave Accruals
PAY011	Payroll Error Messages
KPAYOVTM	Overtime Reporting File
KPAY345	Comp Time Reporting File

Employee Balances

Updated employee Year-to-Date, Quarter-to-Date, and Month-to-Date balances are available on-line from the Fluid Location: ***SHARP Homepage*** *click the drop down arrow, select* ***Payroll*** *Homepage, click* ***Payroll Annual/Period Process*** *tile* ***>Balance Reviews>Earnings, Deductions, or Taxes***

On-Cycle Payroll Process Timeline - 19

Day 9 (Monday) – Ninth Day After The End Of The Pay Period (cont.)

EFT Transactions To Bank
Electronic Fund Transfer transactions are sent to the contracting bank.

Employee Self Service – View Paycheck
Employees can view their paycheck information on-line in Employee Self Service, View Paycheck.

Journal Generator
Journal generator for the on-cycle payroll transactions is processed during night batch processing. Once in the SMART General Ledger, the journals are edited.

On-Cycle Payroll Process Timeline - 20

Day 10 (Tuesday) – Tenth Day After The End Of The Pay Period

Download and review the PAY007 Deductions in Arrears report after every off-cycle. Review arrearages included on the report and take appropriate action, such as setting up Maximum Arrears Payback schedule for a large arrearage that needs to be collected over more than one pay period, to collect the arrearages.

Journal Generator
Journal generator for the off-cycle A payroll transactions is processed during night batch processing. Once in the SMART general ledger, the journals are edited.

Day 11 (Wednesday) – Eleventh Day After The End Of The Pay Period

Payroll Charges for On-Cycle and Off-Cycle A are budget checked and posted to SMART.

On-Cycle Payroll Process Timeline - 21

Day 12 (Thursday) – Twelfth Day After The End Of The Pay Period

Budget Check and Correct Funding
If there are fund insufficiencies, the SMART Finance Section within the Office of General Services will contact the responsible agencies. Unless the insufficiency occurs in a fund subject to the State's Federal Cash Management Agreement, agencies need to resolve the insufficiency prior to the pay check issue date.

Payroll Expenditures Sent To SMART
Payroll expenditures transactions are posted to SMART.

Day 13 (Friday) - Thirteenth Day After The End Of The Pay Period

Pay Day!

Off-Cycle Transactions

There are four types of off-cycle transactions. Each of these four types of transactions will be discussed in detail in later lessons.

(1) Reprints: A reprint is used to replace a lost, stolen, or destroyed paycheck.
(2) Reversals: A reversal backs out all accounting and employee data associated with a particular paycheck.
(3) Adjustments: Adjustments are used to correct errors in confirmed paychecks.
(4) Supplementals: Supplemental pay is issued when there was no original paycheck printed or the original is being reversed.

Ways To Avoid Off-Cycle Transactions - 1

Payroll errors can and will occur. You can minimize payroll errors by understanding the following points.

Review time and leave error messages: SHARP time and leave edits (Time Admin.) are performed daily at 11:00a.m., 3:30p.m., and in the evening batch process. The error messages are created during the edit process. If you make a time and leave correction, you should view on-line the time and leave error messages again following the Time Administration process to ensure no additional errors were found. If an error is found, it must be corrected before 6:00 p.m. on Day 6 (to be reflected on the employee's on-cycle check).

Update job data before 6:00 p.m. on Day 3 (Tuesday): The system will pick up most job or position data changes after this day. However, if you made FLSA status (exempt/non-exempt) updates after this day, you must change the Primary Paygroup on the Payroll Options 2 page and contact Payroll Services at 785-368-8000 Option 1 to delete the old paysheet.

Ways To Avoid Off-Cycle Transactions - 2

Review payroll error messages: Payroll error messages are created during the preliminary pay calculation process. The messages are available the morning after each preliminary pay calculation process (i.e., Days 4, 5, and 6 on the timeline). View the messages on-line or use the PAY011 report. If messages are found, make the necessary corrections. If you make a correction, view payroll error messages again the following day to ensure the error was corrected and no additional errors were found.

Review PAY010 report: This report is generated after each preliminary pay calculation and the final pay calculation. This report lists employees who may not receive a paycheck given current system data. If an employee should be paid, agency personnel might first verify that the employee's reported time and payable time have been approved. If they have, something else is preventing paycheck calculation and needs to be identified. Agencies should check time entry error messages, payroll error messages, leave balances, and/or job data records for department or FLSA changes. (more)

Ways To Avoid Off-Cycle Transactions - 3

(cont.) PAY010 report details can be found at https://admin.ks.gov/docs/default-source/payroll/SHARP-9.2/PAY010.pdf. Due to the frequency of processing errors resulting from FLSA and department changes made with an effective date in the middle of a pay period, some agencies have implemented a policy of making such changes at the beginning of a pay period only.

Update deduction data before 6:00 p.m. on Day 6 (Friday): Deduction data updates must be made before the final pay calculation on the evening of Day 6 on the timeline. Deduction (and benefit) data elements that may need to be changed include KPERS, GHI (medical, dental, and vision), Flexible Spending Accounts, United Way, optional group life, parking, organization dues, worker's compensation insurance, and state leave assessment. If an incorrect deduction code is used during the final pay calculation process, a payroll adjustment will be required.

Ways To Avoid Off-Cycle Transactions - 4

Make payroll updates if possible: If you discover a payroll error prior to the deadline for making the update, be sure to enter the update. Do Not Wait for the deadline to pass with the idea that it is not a problem to process a supplemental or adjustment.

Note: Agencies can enter a supplemental request for the three off-cycle runs (on Days 9, 11, and 16 on the timeline) linked to that pay period end date. The supplemental must be entered on Monday, Day 9, for the supplemental check to be issued on the same date as the regular bi-weekly paycheck.

Viewing Paychecks Online - 1

Paychecks can be viewed online after each preliminary pay calculation at the Review Paycheck page, although the paycheck/advice number will not be assigned until after pay confirmation. The Fluid Location:

SHARP Homepage click on the drop down arrow, select the **Payroll** Homepage, click on the **Payroll Processing** tile>**Review** Paycheck (located on the left side of page).

Usually use the **Pay Period End Date** and **Employee ID** as search criteria to find the transactions related to a specific pay period end date. Searching by employee ID only will pull up a list of all of the paychecks available in the system for the employee.

Viewing Paychecks Online - 2

The paycheck data page is separated into three tabs - Paycheck Earnings, Paycheck Taxes, and Paycheck Deductions. Each tab is further divided into sections:

Paycheck Earnings includes:

Earnings, Other Earnings, and Special Accumulators

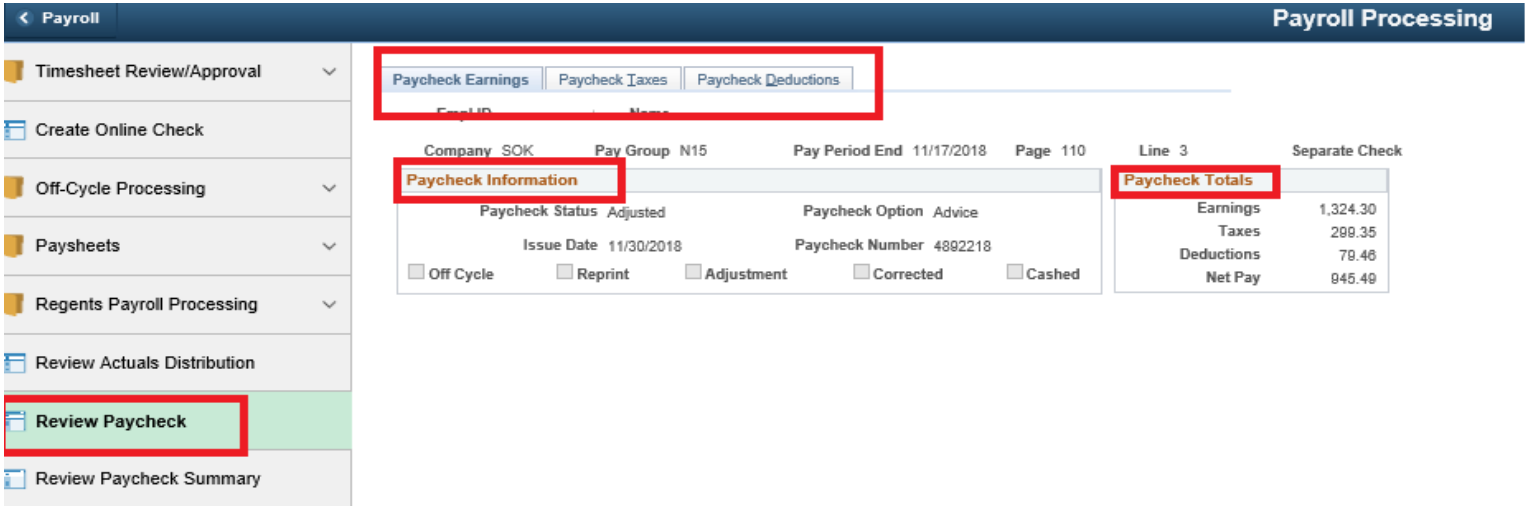
Paycheck Taxes includes:

Taxes, Tax Tips, and 1042 Taxes

Paycheck Deductions includes:

Deductions, Garnishments, and Net Pay Distribution

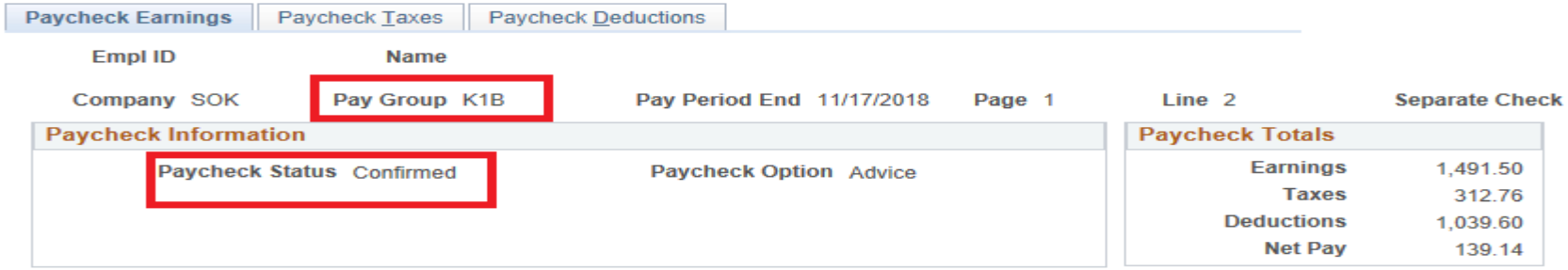
Viewing Paycheck Earnings - 1



This same paycheck header information will display at the top of each of the Paycheck Earnings, Paycheck Taxes, and Paycheck Deductions tabs. On the left is the paycheck process information and on the right is a summary of the paycheck totals.

Below are detail descriptions of the fields:

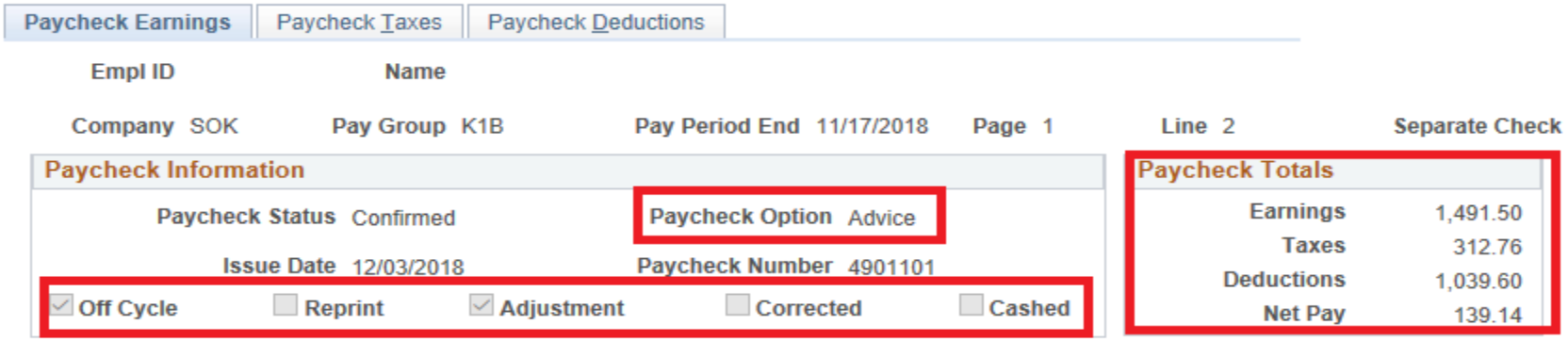
Viewing Paycheck Earnings - 2



Pay group: SHARP automatically assigns employees to a Pay Group. On-cycle Pay Groups are based on FLSA status (exempt and non-exempt) and employee ID number. Off-cycle Pay Groups are based on type of adjustment, FLSA status, and the off-cycle processed. The Key Payroll Terminology topic of the Introduction to Payroll lesson provides complete details on pay groups.

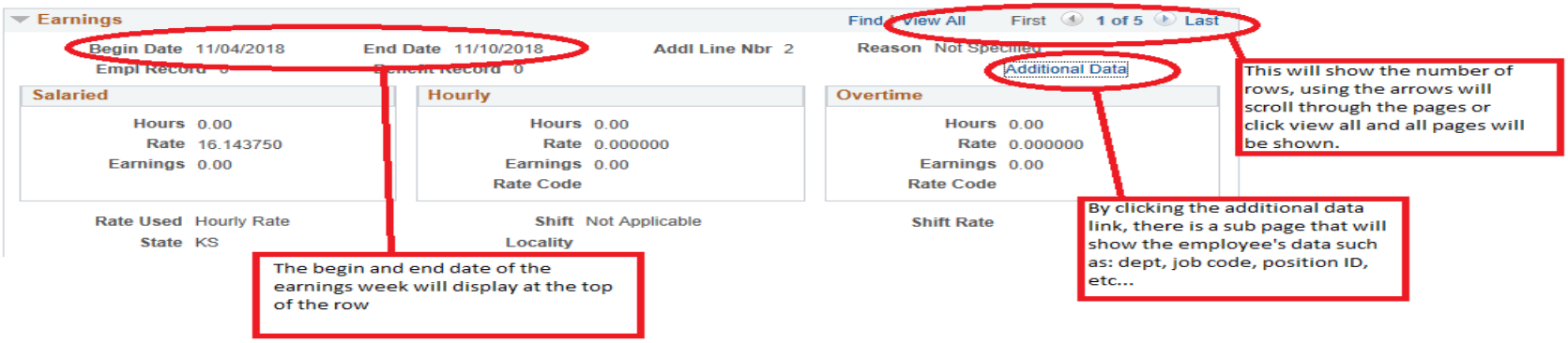
Paycheck Status: Indicates the point in the pay calculation process from which the paycheck data is derived. For a preliminary pay calculation, "Calculated" appears. Paycheck Number will be blank for a calculated check. After the pay confirmation, "Confirmed" appears. Paycheck Number will be populated for a confirmed check. For a reversal paycheck, “Reversal” appears; for a reversed original check, “ Reversed” appears; and an adjusted original check will say “Adjusted”.

Viewing Paycheck Earnings - 3



Paycheck Option: Indicates how the paycheck will be disbursed. Entry may be "Check" (paper check issued), "Advice" (EFT deposit), "Check and Advice" (combination of paper check(s) and EFT).
Off-cycle, etc.: A checked box indicates the process from which the paycheck is generated. Corrected and Cashed are not used by the State.
Paycheck Totals: This is the summary of the employee's bi-weekly paycheck amounts. Their details are provided in their corresponding tabs – Paycheck Earnings, Paycheck Taxes, and Paycheck Deductions.

Viewing Paycheck Earnings - 4

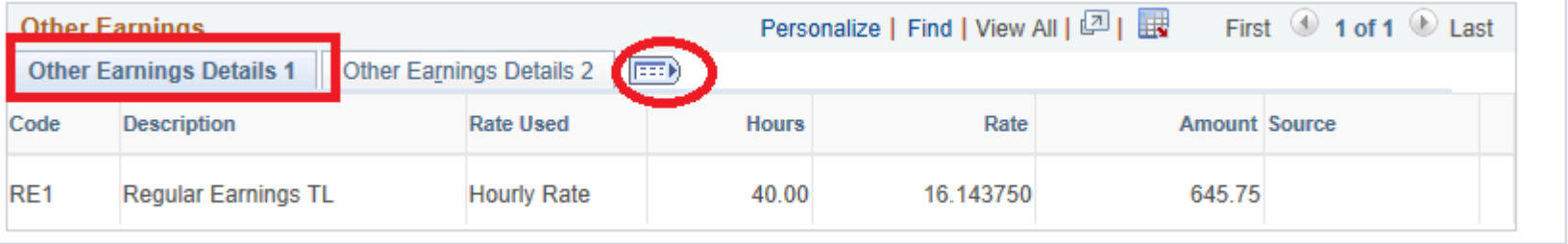


Earnings: Normally only the first row of data will display when you first access the page. Clicking the View All link will display all rows.

The begin and end dates of the earnings week will display at the top of the row.

Clicking the Additional Data link will take you to a sub-page where the employee's department, job code, position ID, etc. are displayed.

Viewing Paycheck Earnings - 5



Other Earnings: Include most earnings such as regular, vacation, sick, holiday, etc.. The details for each entry is maintained in two display tabs. Clicking the expand button ( ) will display the information of the two tabs on one screen. The **Other Earnings Details 1** tab (shown above) includes: Earnings code, description, rate, hours, rate, or amount used for calculation. The **Other Earnings Details 2** tab (shown below) repeats the Code and Description columns and indicates whether the earnings are added to gross pay, what tax method is used, and the rate code if known.



Viewing Paycheck Earnings - 6

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

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
TGL	Taxable Group Life	Hourly Rate			0.07	

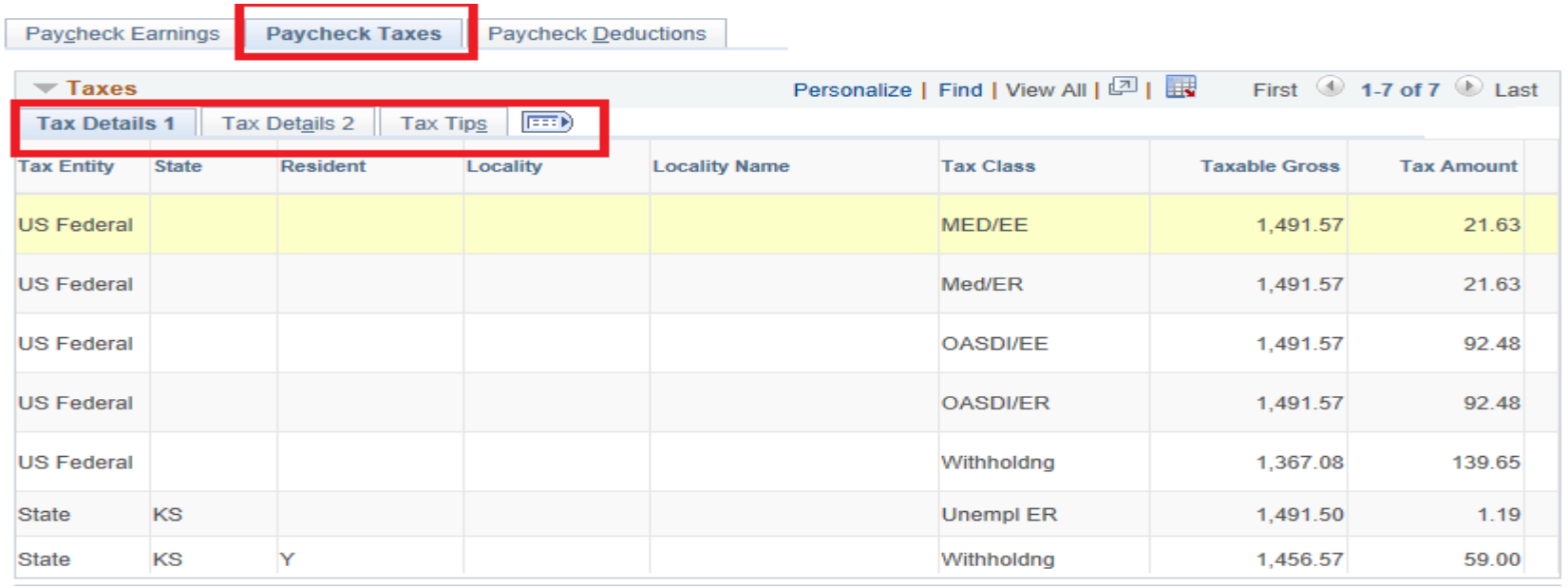
Special Accumulators Personalize | Find | View All | First 1-3 of 3 Last

Code	Description	Hours	Earnings	Empl Record
BEN	Benefits Gross	80.00	1,491.50	0
EXK	Workers Compensation Gross	80.00	1,491.50	0
STL	State Leave Assessment	80.00	1,491.50	0

TGL earnings (the imputed income), if any, will display in the last row.

Special Accumulators: Special Accumulators are totals of specified earnings codes used to calculate some benefit and deduction amounts.

Viewing Paycheck Taxes - 1



Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	1,491.57	21.63
US Federal					Med/ER	1,491.57	21.63
US Federal					OASDI/EE	1,491.57	92.48
US Federal					OASDI/ER	1,491.57	92.48
US Federal					Withholdng	1,367.08	139.65
State	KS				Unempl ER	1,491.50	1.19
State	KS	Y			Withholdng	1,456.57	59.00

The **Tax Details 1, Tax Details 2, & Tax tips** tabs display the taxable gross, tax amount, and AP status details for the paycheck.

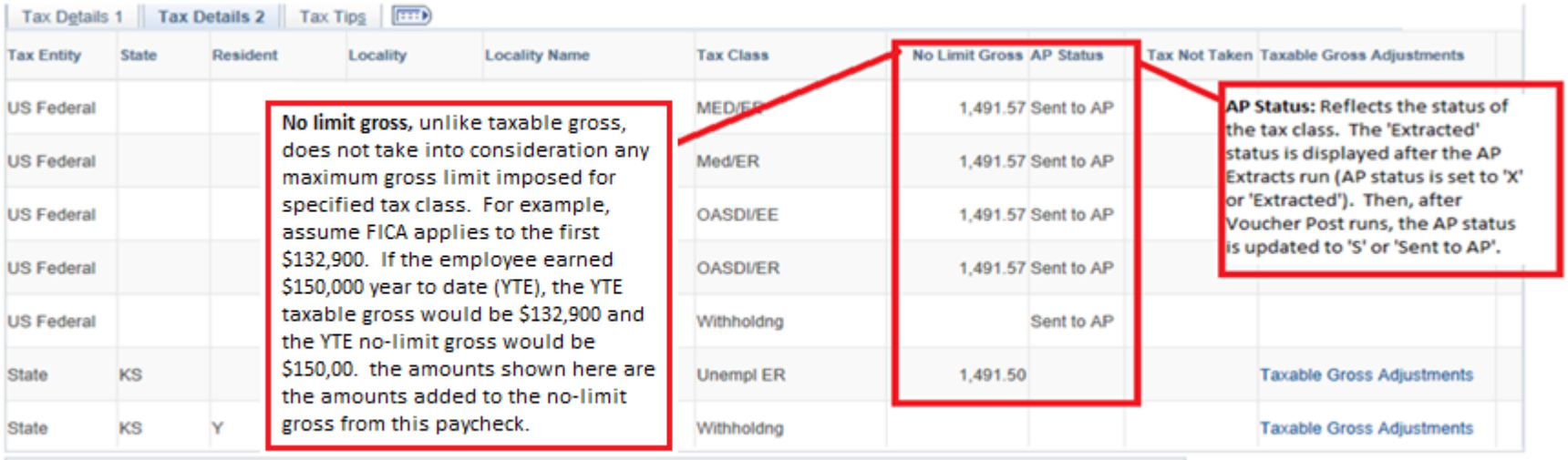
Below are the detailed descriptions of the Tax Details 1 tab:

Viewing Paycheck Taxes - 1



Tax Entity: Indicates the taxing authority, US Federal, State, or Local.
State: The state to which the tax is paid.
Residence: A "Y" will appear on the state withholding tax line. The data defaults from the State Tax Data page.
Locality/Locality Name: Identifies the code and name of the local taxing authority to which the tax is paid. Code 38000 (for Kansas City, Missouri) is the only valid code used for local tax.
Tax Class: The code for the type of tax. The amounts paid by the employee and the employer are presented. The EE at the end of the code indicates an employee paid tax and the ER indicates employer paid tax.
Taxable Gross: The taxable gross earnings for the specified tax class. Taxable gross takes into consideration any maximum limit imposed for the specified tax class.
Tax Amount: Amount of taxes for a particular tax class.

Viewing Paycheck Taxes - 2



The **Tax Details 2** tab shown above indicates the No Limit Gross and AP Status for each tax class (shown in the Tax Details 1 tab).

Tax Tips: This information block is for jobs where earnings include tips and is not used by the State of Kansas. The information in this block defaults from the Taxes block above.

Viewing Paycheck Taxes - 3


1042 Taxes

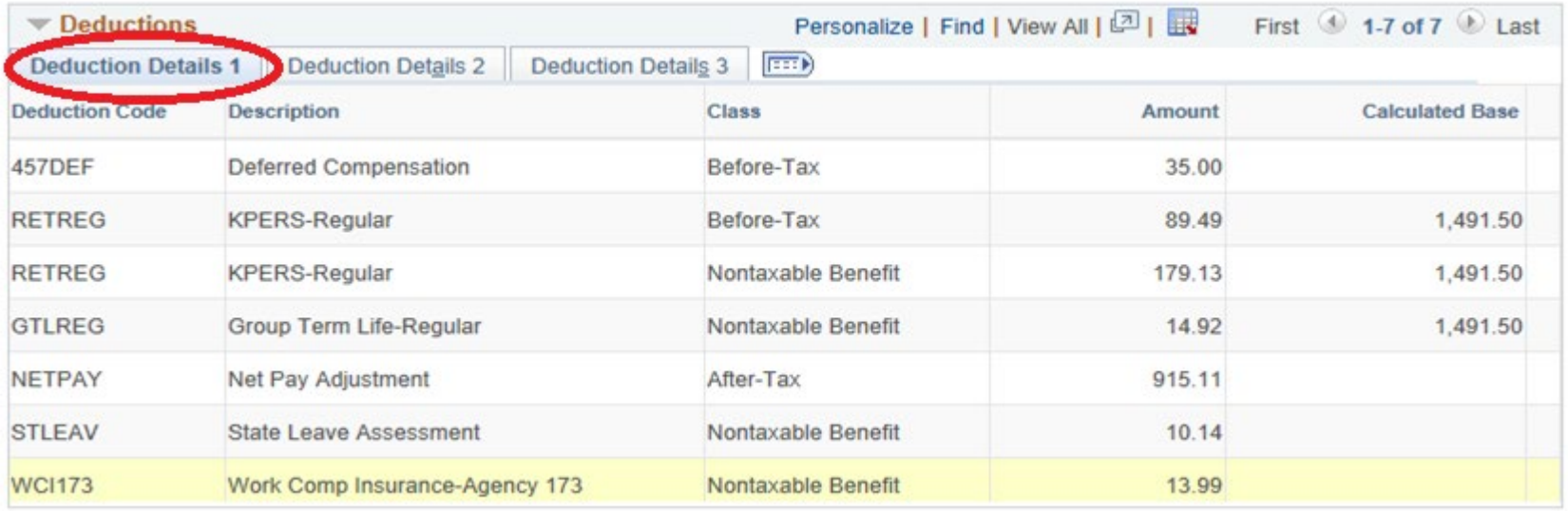
Personalize | Find | View All | First 1 of 1 Last

State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.000000		0.00			

Return to Search | Previous in List | Next in List | Notify

1042 Taxes shows tax information on non-resident aliens. The U.S. government has entered into tax treaties with nearly 40 foreign jurisdictions. Employers are required to apply the specific treaty when calculating federal withholding tax on individuals from the treaty countries. To claim benefits of a treaty, the employee is required to submit a written statement, file applicable forms, have a visa and be a resident of a treaty country. An employee can claim benefits of only one treaty at a time. Different types of earnings, including income such as scholarships, grants, and fellowships, may be subject to different taxation rates. The treaties may also include time limits and earnings caps. Contact the Payroll Services Section for more information if needed. Additional information can also be obtained from the IRS web site (www.irs.gov) such as IRS Publication 515 - Withholding of Tax on Nonresident Aliens and Foreign Entities.

Viewing Paycheck Deductions - 1



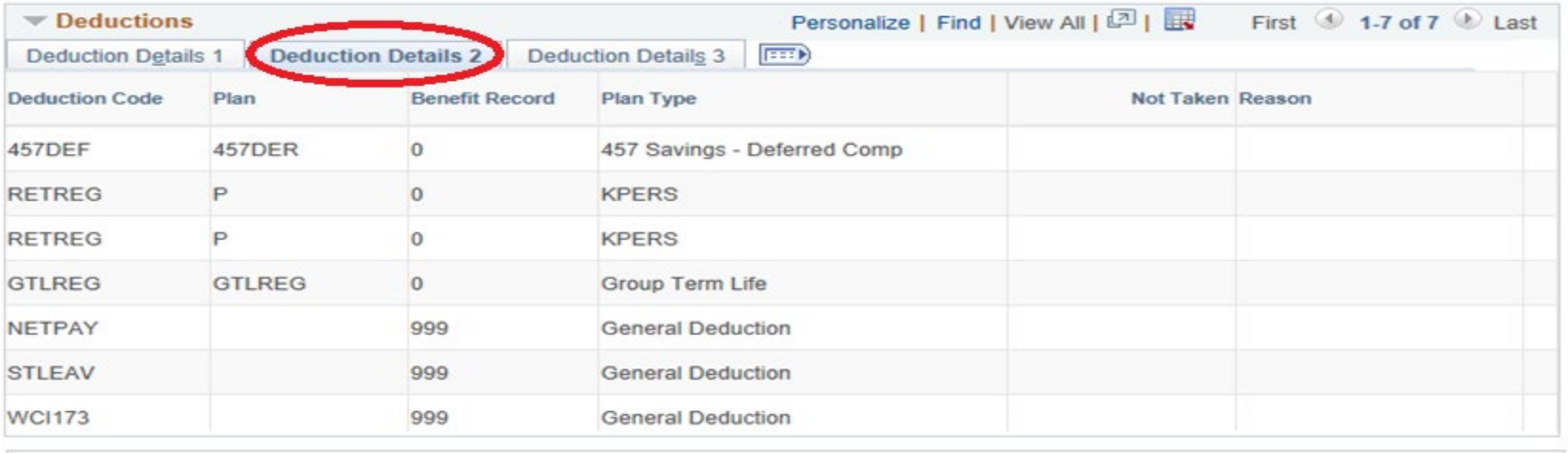
Deductions — Personalize | Find | View All | First 1-7 of 7 Last

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
457DEF	Deferred Compensation	Before-Tax	35.00	
RETREG	KPERS-Regular	Before-Tax	89.49	1,491.50
RETREG	KPERS-Regular	Nontaxable Benefit	179.13	1,491.50
GTLREG	Group Term Life-Regular	Nontaxable Benefit	14.92	1,491.50
NETPAY	Net Pay Adjustment	After-Tax	915.11	
STLEAV	State Leave Assessment	Nontaxable Benefit	10.14	
WCI173	Work Comp Insurance-Agency 173	Nontaxable Benefit	13.99	

The payroll deductions taken for benefit plans and other general payments, except for taxes, are displayed in the 3 Deduction Details tabs. The **Deductions Details 1** tab shown above lists the employee's deduction codes and their description, class, amount, and calculated base. Calculated base is the earnings used to calculate the deduction.

Viewing Paycheck Deductions - 2



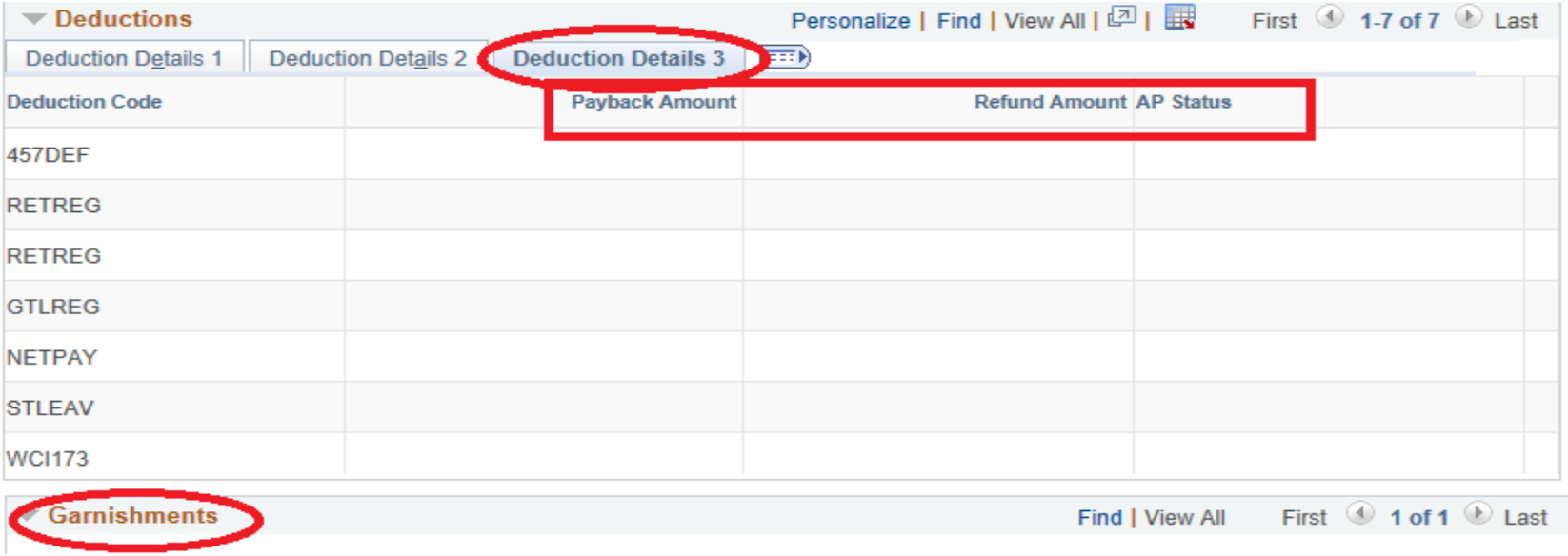
Deductions — Personalize | Find | View All | First 1-7 of 7 Last

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Plan	Benefit Record	Plan Type	Not Taken	Reason
457DEF	457DER	0	457 Savings - Deferred Comp		
RETREG	P	0	KPERS		
RETREG	P	0	KPERS		
GTLREG	GTLREG	0	Group Term Life		
NETPAY		999	General Deduction		
STLEAV		999	General Deduction		
WCI173		999	General Deduction		

The **Deductions Details 2** tab repeats the deduction codes in the Deductions Details 1 tab, and their plan, benefit record #, plan type, and (deductions) not taken amount, and the reason not taken.

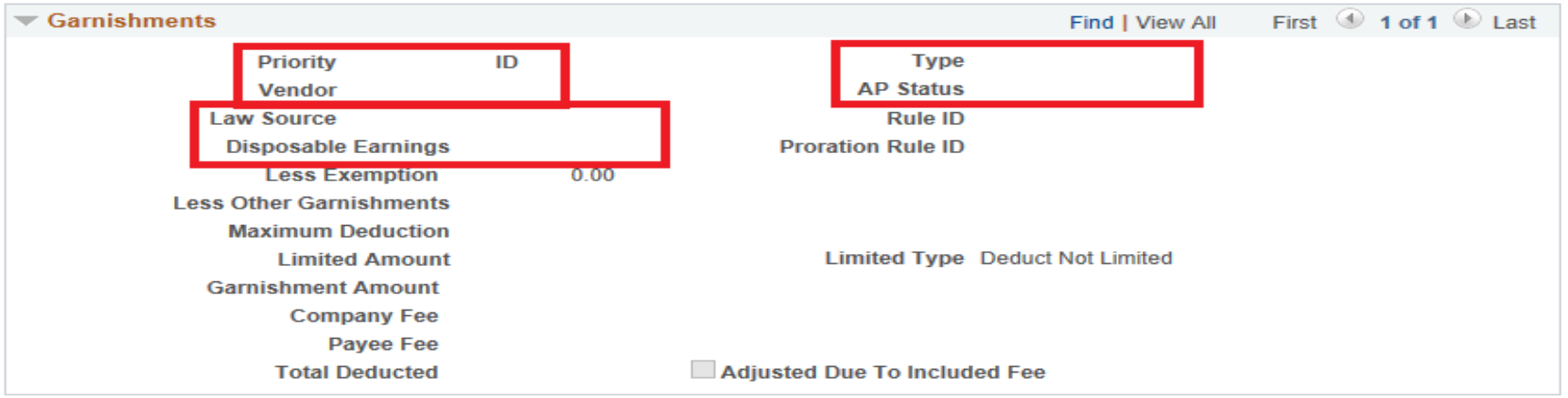
Viewing Paycheck Deductions - 3



The **Deduction Details 3** tab displays payback amount, refund amount, and AP (accounts payable) status for the current pay period for the specified deduction code.

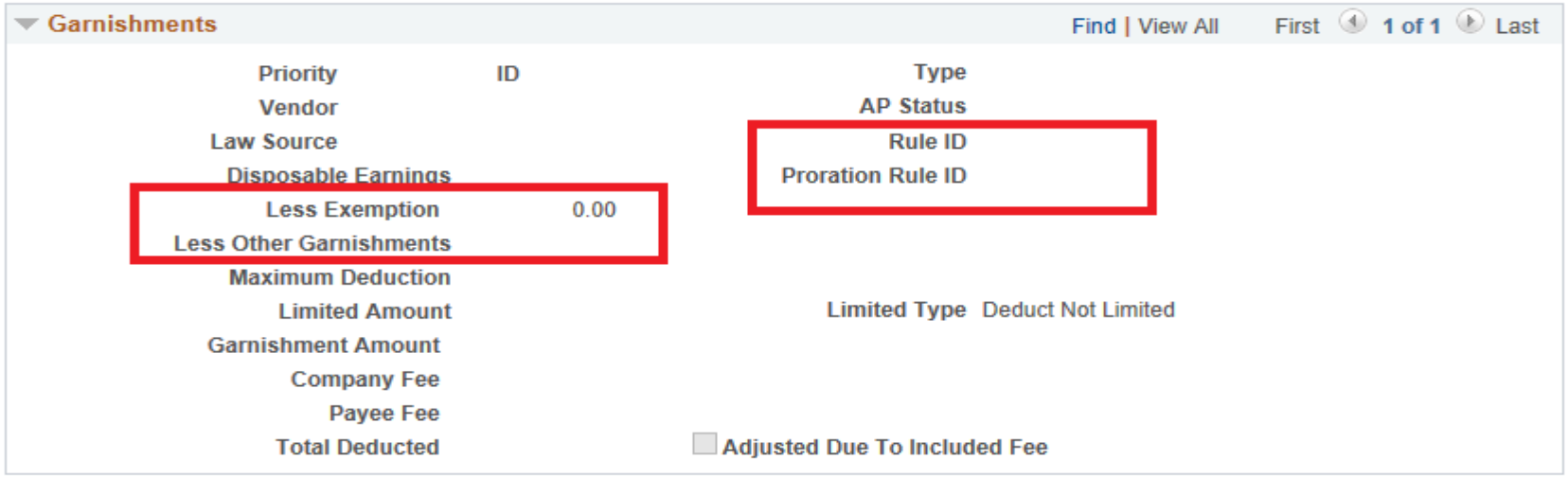
The **Garnishments** section is usually collapsed, you have to click on the Expand arrow to display it.

Viewing Paycheck Deductions - 4



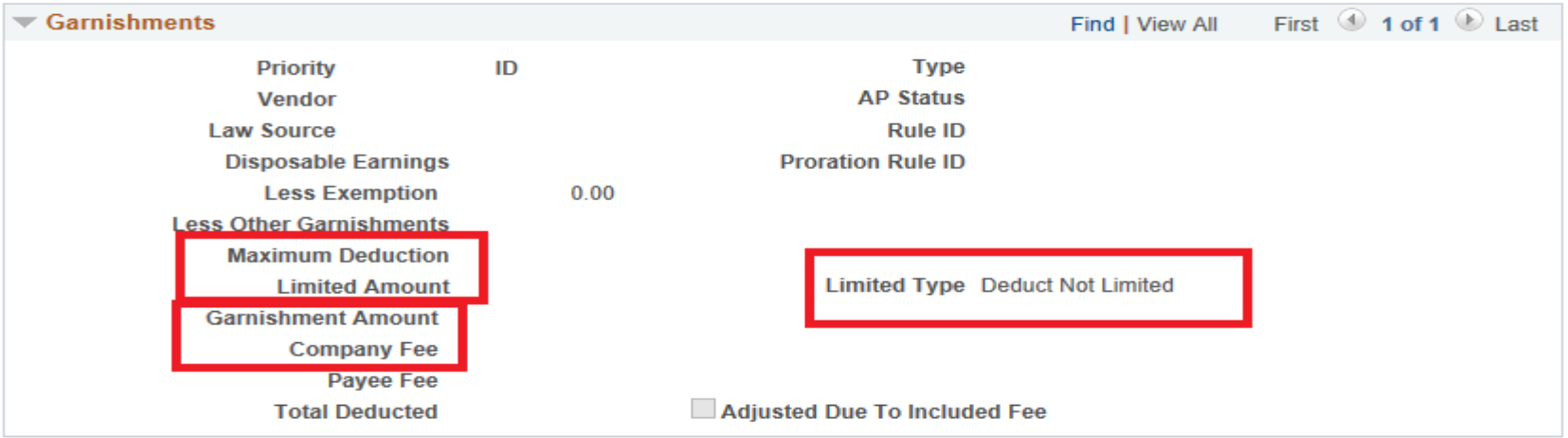
This is the expanded Garnishments section. Below are the field descriptions:
Priority: The processing priority of the garnishment in relation to other garnishments.
Vendor: The name of the entity (court, government agency, or business) to whom the payment will be made when money is collected.
ID: The unique identifier assigned to the garnishment when it's entered in the system.
Type: The type of garnishment, i.e., Writ of Garnishment, Child Support, Tax Levy, Wage Assignment, etc.)
AP Status: Not used by the State of Kansas.
Law Source: The jurisdictional entity.
Disposable Earnings: The defined disposable earnings (DE) that can be used for this garnishment with a brief description of the type of garnishment.

Viewing Paycheck Deductions - 4



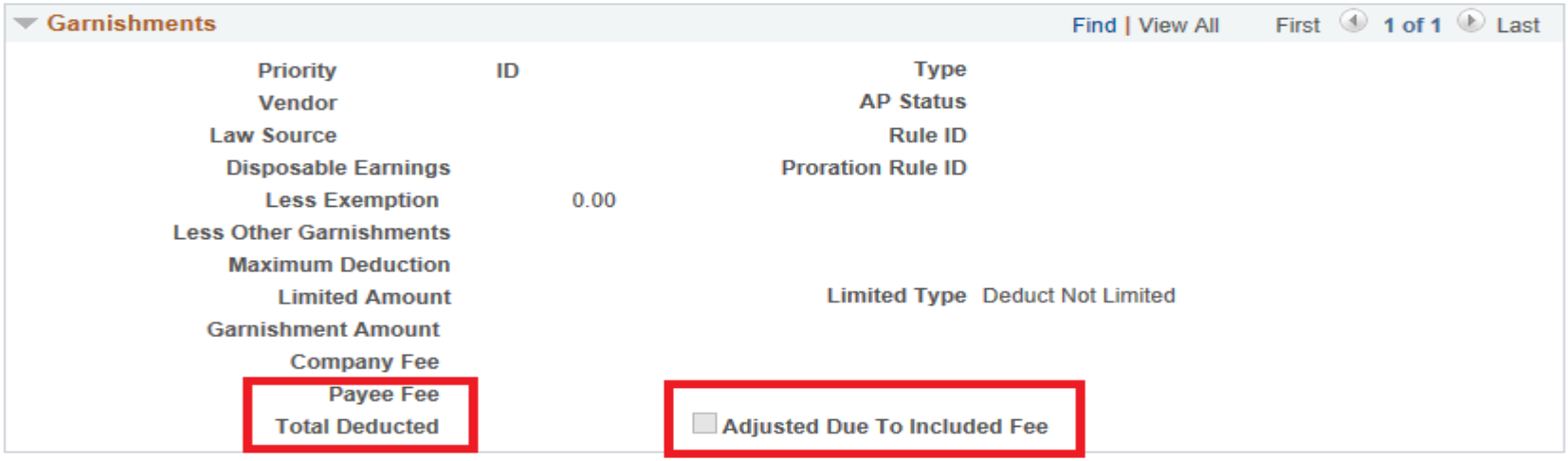
Garnishments section field descriptions (cont.):
Rule ID: The unique ID for each rule.
proration Rule ID: The proration rule ID that applies to the garnishment if the garnishment needs to be prorated such as between multiple payees.
Less Exemption: The amount determined (as defined in the rule or garnishment set up) to be excluded from the garnishment.
Less Other Garnishment: Refers to garnishments that have been already processed against this payment. This applies only when there are multiple prioritized garnishments.

Viewing Paycheck Deductions - 4



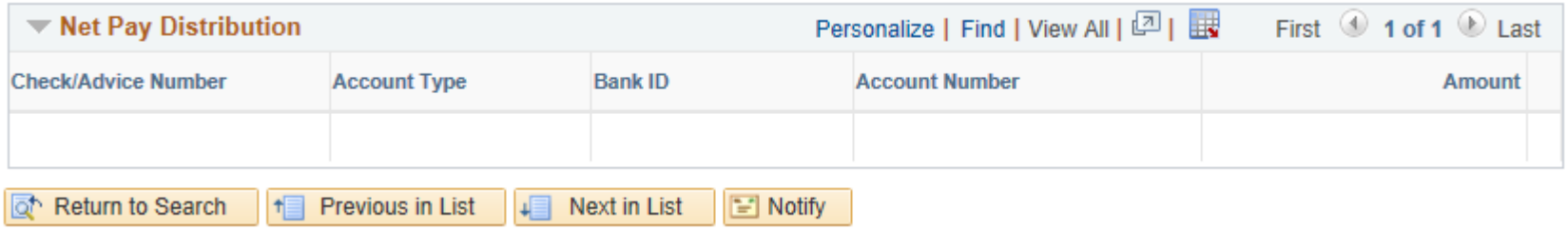
Garnishments section field descriptions (cont.):
Maximum Deduction: The calculated amount (based on the above deduct items) that reflects the maximum deduction that can be taken for this garnishment. Vendor: The name of the entity (court, government agency, or business) to whom the payment will be made when money is collected.
Limited Amount: The maximum amount that will be deducted per pay period, if applicable.
Limited Type: Indicates limitation on garnishment after the system calculated the maximum deduction.
Garnishment Amount: The dollar amount of the court ordered withholding deduction.
Company Fee: The fee for the court ordered withholding collection. There is a $10.00 fee per pay period for garnishments, not to exceed $20 per month; and a $5.00 fee per pay period for income withholding orders, not to exceed $10 per month.

Viewing Paycheck Deductions - 4



Garnishments section field descriptions (cont.):
Payee Fee: Not used by the State of Kansas.
Total Deducted: The total of the court ordered withholding deduction and the company fee amount.ID: The unique identifier assigned to the garnishment when it's entered in the system.
Adjusted Due to Included Fee : This box is checked if the garnishment order says you can collect a fee for processing but the fee has to be included within the disposable earnings (maximum deduction amount shown above) which may have an impact on the amount paid towards the garnishment order.

Viewing Paycheck Deductions - 5



The **Net Pay Distribution** section lists the net pay distribution details such as check/advice number, bank account information, and amount.

Lesson Checkpoint

Now is your opportunity to ensure that you are learning the course material. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.

Lesson Checkpoint



According to the on-cycle time line, when are paysheets normally created?

A. Day 1, Sunday, first day after the end of the pay period

B. First Day of the pay period

C. Day 3, Tuesday, third day after the end of the pay period

The correct answer is C.

Lesson Checkpoint



Normally how many off-cycles are associated with a payroll period?

A. One

B. Two

C. Three

The correct answer is C.

Lesson Checkpoint



Normally when is the final pay calculation?

A. Day 3, Tuesday, third day after the end of the pay period

B. Day 6, Friday, sixth day after the end of the pay period

C. Day 10, Tuesday, tenth day after the end of the pay period

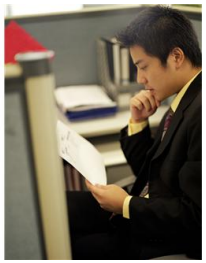
The correct answer is B.

Lesson 7: Payroll Process

Lesson Summary



The week following the pay period end date, called pre-calc week, is the critical entry time. This "third" week allows additional days for original entry of time and leave, and maintaining personal, employment, job data, and error corrections.



Payroll data must be entered before the final pay calculation on the evening of Day 6 on the timeline to be included in the employee's on-cycle paycheck for the pay period.



The final on-cycle payroll reports are available from the agency's MVS mailbox Monday (Day 9). They should be downloaded and **kept in agency files.**

In this lesson, I walked you through the on-cycle payroll process, ways to avoid off-cycle transactions, and viewing paychecks on-line. On the left are some key concepts.



Lesson Completion

Congratulations! You have finished this lesson.

If you have another lesson to take, go back to the 9.2 Training Resources page to select the next lesson you want to take.

