Sonoma County Office of Education

Manual Payroll Process



Revised July 2023

Table of Contents

Manual Payroll Chart 2
Required Forms 3
- Affidavit 3
- Payroll Check Status Request and Manual Payroll Request 4
- Create Manual Payroll Form 5

Add Manual Pay Cycle 6
Option 1: Create Manual Pay Make Entries in Manual Payroll 7
- Example: Received Late Timesheet for a Substitute Teacher 7
- Retirement Override 8

Option 2: Create Manual Pay Make Entries in Adjust Payroll 14
- Example: Received Late Timesheet for a Classified Extra Hours 14
- Retirement Override 17

Net Pay Paid through AP or District Revolving 20
- Example: Received Late Timesheet for Certificated Substitute 20
- Training Database - Calculate Earnings in Adjust Payroll 21
- Pay 99 Employee Payroll Snapshot for Production Data Entry 22
- Production: Create Manual Pay with REPAY Deduction 23
- Retirement Override 24

Overpayment - Establish Payroll Accounts Receivable 30
- Example: Incorrect Salary Placement Caused an Overpayment 30
- Review Pay99 Employee Payroll Snapshot in Training 34
- Create Manual Pay Cycle - Enter Negative Earnings in Production 35
- Retirement Override 37
- Review the Negative Adjustment 38
- FIT and SIT Adjustments 39
- Review Net Pay – Enter REPAY Deduction 40
- Review Payroll Errors in Details Tab for Payroll Errors 42
- Sample Notification Letter for Overpayment 42
- Enter Repayment Plan in Employee Management 43
- Review the Pay34 Payroll Deduction and Contribution Detail 44

Reprocess Pay 45
Report to Send to SCOE Business Services 46
- Pay01 Payroll Summary and required forms 46

Resources 48

Manual Payroll Chart

The Pay Manual Checks activity includes several actions that can be applied to a pay date or a single check. The actions are selected from a lookup. You can mix and match the actions. In one list, you can have a cancel and reverse, a manual pay or reprocess pay.

Districts can only perform the action of **Create Manual Pay** or **Reprocess Pay**. Manual Payroll is submitted by SCOE Business Services, there is no submit option for Districts for this.

Action	Who performs	Description	Request Form Submited to SCOE	Submit in Payroll Processing
Cancel and Reissue Check	SCOE	Applies to checks only, generally used when someone loses their check.	District	SCOE
Cancel and Reverse Pay	SCOE	Used any time a payroll record needs to be canceled/reversed in the system. ***Possible Examples:*** **Check is the wrong amount or made out to the wrong person **Check was lost and LEA plans to re-issue on a payroll other than manual payroll **ACH Reversed, Pay history needs to be corrected *In order to process a cancel/reverse, the check must not have been cashed. If it was an ACH reversal, the funds need to come back before processing this cancel/reverse*	District	SCOE
Create Manual Pay	District	Used to create manual pay in a Pay Cycle other than Regular or Supplemental. Generally used for late time sheet or adjustments.	District	SCOE
Reprocess Pay	District	This recalculates the original pay, MUST be done immediately after the orignal pay period, no pay periods in between. This action would be used to change a person's pay. First, SCOE would cancel and reverse, then District can choose Reprocess Pay.	District	SCOE

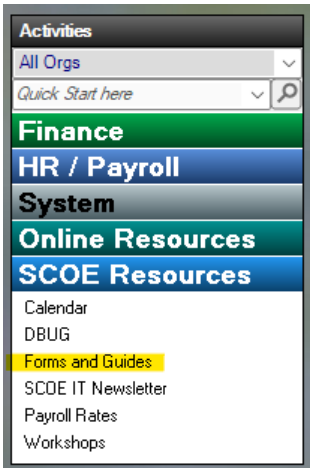
The "Pay Date" is not set until it is submitted by SCOE Business Services for processing. As entries are made, the pay date always defaults to tomorrow's date or the first open pay date. This means if you create a manual payroll on Monday, the pay date will be Tuesday. This allows manual payrolls to comply with State Tax transmittal regulations.

Manual Payroll is considered Prior Period and must NOT be created until the First of the Month!

Required Forms

The forms can be found on the SCOE website or in ***SCOE Resources***.

- Click Forms and Guides
- Scroll to Manual Payroll
- Be sure to use the most current forms



Affidavit

The Affidavit form is used to obtain a duplicate of lost or destroyed check only; not needed just to create a Manual Payroll.

Link to form: *https://www.scoe.org/files/Affidavit_-_New_(fill-in).pdf*

AFFIDAVIT TO OBTAIN DUPLICATE OF LOST OR DESTROYED WARRANT

I, _____ , being duly sworn, state:

that being the legal owner of that certain County warrant numbered _____, dated _____ 20___, drawn by the Auditor Controller of the County of Sonoma on the _____ Fund in the amount of _____ dollars and _____ cents;

that said warrant has not been paid but was _____ before the same was paid by the County Treasurer of said County of Sonoma. I realized that if said warrant is recovered after signing and submitting this affidavit, the warrant is non-negotiable and I will return the warrant to the County of Sonoma.

_____ _____

Claimant's Signature Date

Form 161a

Keep Affidavit for District records – DO NOT send to SCOE

Payroll Check Status Request and Manual Payroll Request

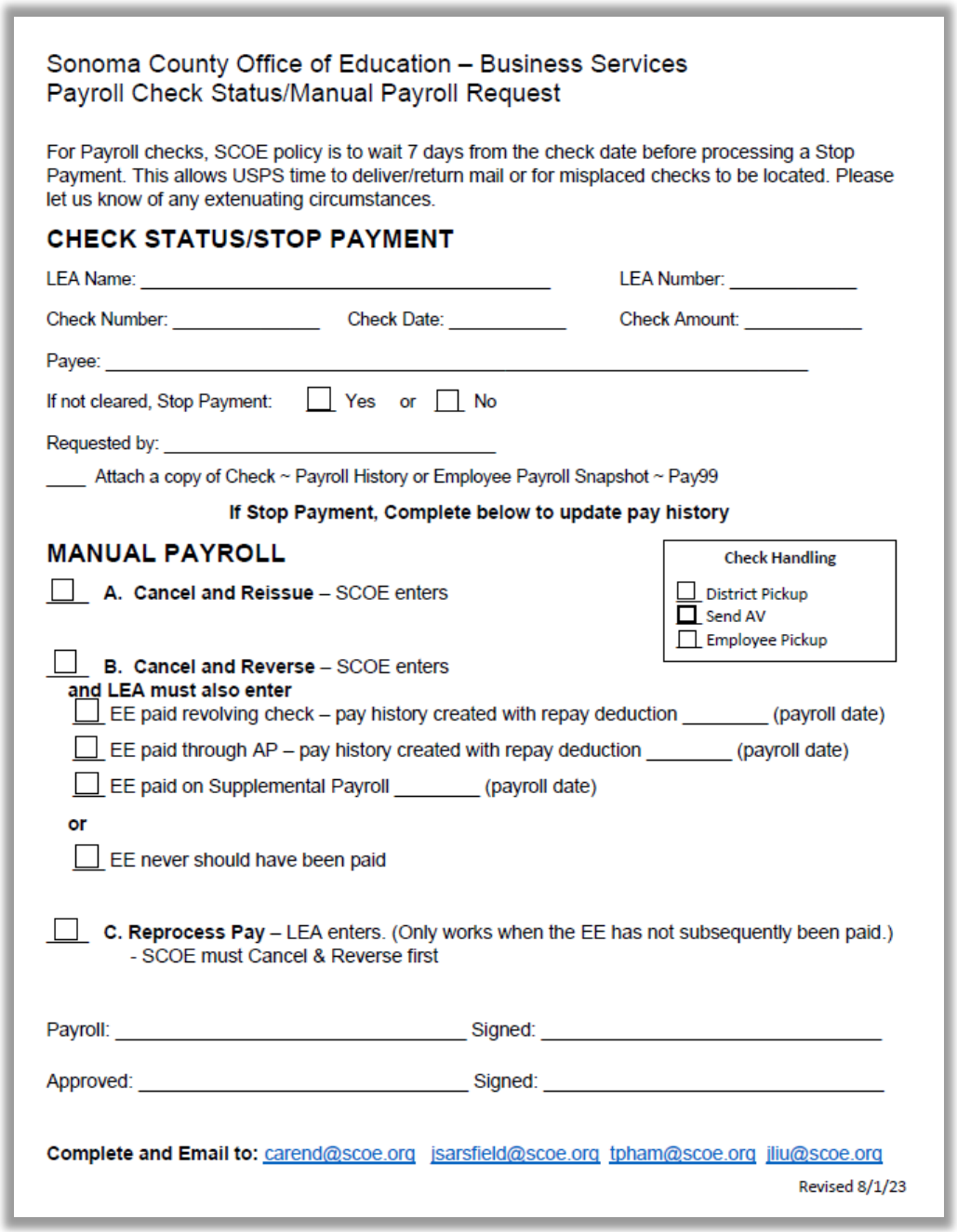
This form is used when an employee has reported that their check has been paid incorrectly, lost, stolen or destroyed in order to verify that the check has not been cashed or not “cleared the bank”.

If the check has not cleared at the bank, then be sure to check the box to Stop Payment. This will only stop the payment at the bank.

When marked **Yes**, complete the **Manual Payroll Request** portion to correct pay history in the system.

Link to form: *https://www.scoe.org/files/Payroll_Check_Status_Request_and_cancellation_form-_fillable.pdf*

New & Improved



Sonoma County Office of Education – Business Services
Payroll Check Status/Manual Payroll Request

For Payroll checks, SCOE policy is to wait 7 days from the check date before processing a Stop Payment. This allows USPS time to deliver/return mail or for misplaced checks to be located. Please let us know of any extenuating circumstances.

CHECK STATUS/STOP PAYMENT

LEA Name: _____ LEA Number: _____

Check Number: _____ Check Date: _____ Check Amount: _____

Payee: _____

If not cleared, Stop Payment: ☐ Yes or ☐ No

Requested by: _____

____ Attach a copy of Check ~ Payroll History or Employee Payroll Snapshot ~ Pay99

If Stop Payment, Complete below to update pay history

MANUAL PAYROLL

Check Handling
☐ District Pickup
☐ Send AV
☐ Employee Pickup

☐ **A. Cancel and Reissue** – SCOE enters

☐ **B. Cancel and Reverse** – SCOE enters
and LEA must also enter
☐ EE paid revolving check – pay history created with repay deduction _____ (payroll date)
☐ EE paid through AP – pay history created with repay deduction _____ (payroll date)
☐ EE paid on Supplemental Payroll _____ (payroll date)
or
☐ EE never should have been paid

☐ **C. Reprocess Pay** – LEA enters. (Only works when the EE has not subsequently been paid.)
- SCOE must Cancel & Reverse first

Payroll: _____ Signed: _____

Approved: _____ Signed: _____

Complete and Email to: carend@scoe.org jsarsfield@scoe.org tpham@scoe.org jliu@scoe.org

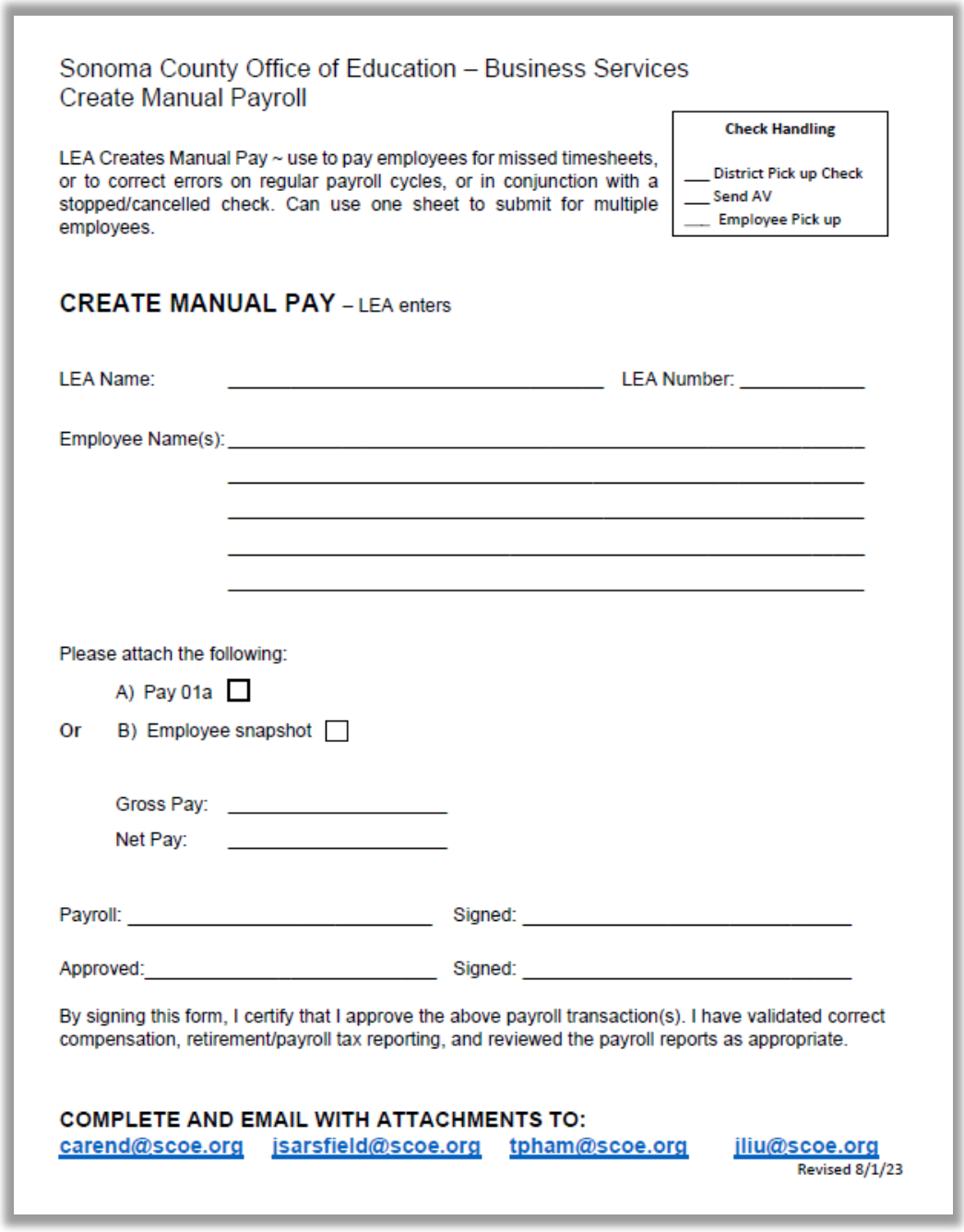
Revised 8/1/23

Create Manual Payroll Form

This form must be completed and submitted to SCOE Business Services when using the Pay Manual Checks activity. Manual Payroll can be used if there are earnings to be paid that did not make the Regular or Supplemental Pay Cycles.

Link to form: https://www.scoe.org/files/Create_Manual_Payroll_8.1.23-fillable.pdf

New & Improved



Sonoma County Office of Education – Business Services
Create Manual Payroll

LEA Creates Manual Pay ~ use to pay employees for missed timesheets, or to correct errors on regular payroll cycles, or in conjunction with a stopped/cancelled check. Can use one sheet to submit for multiple employees.

Check Handling
___ District Pick up Check
___ Send AV
___ Employee Pick up

CREATE MANUAL PAY – LEA enters

LEA Name: _____ LEA Number: _____

Employee Name(s): _____

_____

_____

_____

_____

Please attach the following:

A) Pay 01a ☐

Or B) Employee snapshot ☐

Gross Pay: _____

Net Pay: _____

Payroll: _____ Signed: _____

Approved: _____ Signed: _____

By signing this form, I certify that I approve the above payroll transaction(s). I have validated correct compensation, retirement/payroll tax reporting, and reviewed the payroll reports as appropriate.

COMPLETE AND EMAIL WITH ATTACHMENTS TO:
carend@scoe.org jsarsfield@scoe.org tpham@scoe.org jliu@scoe.org
Revised 8/1/23

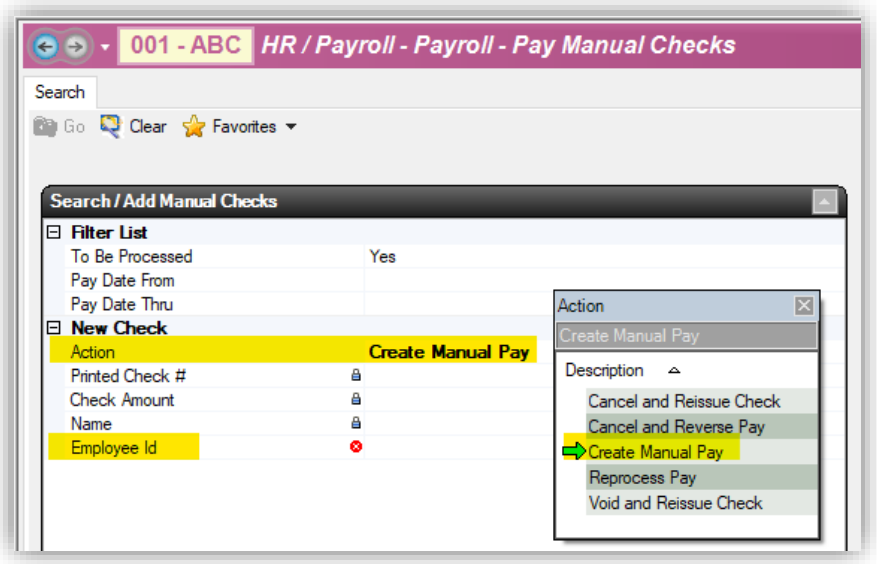
Manual Payroll is submitted in Frontline ERP by SCOE Business Services for all Districts, provided all the required forms and backup are sent in.

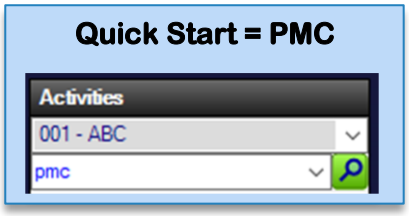
Add Manual Pay Cycle

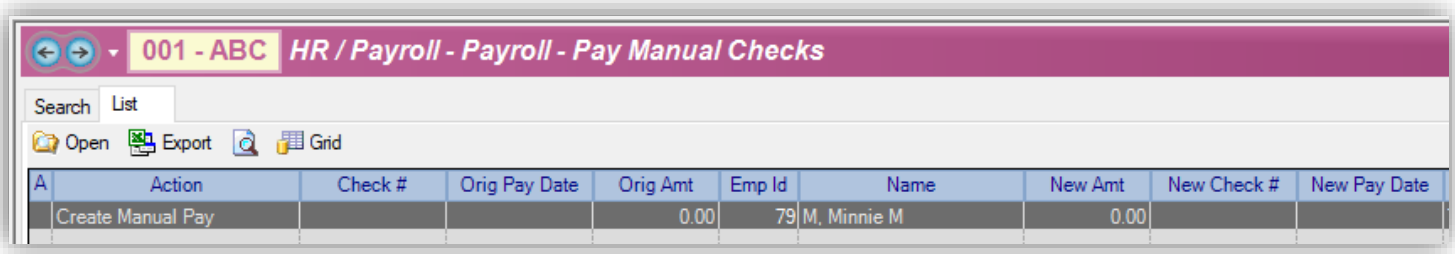
Now you are ready to create Manual Payroll. If the are multiple employees that require the Manual Pay Cycle, this can be used in the Additional Pay activity, once one employee is added in the Pay Manual Checks for that period.

Go to HR/Payroll – Payroll – Pay Manual Checks

- **Action**: Create Manual Pay
- **Employee Id**: Enter Employee Id or enter partial last name to select
- **Click Go** to get started







<u>Option 1</u>: Enter data in ***Pay Manual Checks*** Activity

<u>Option 2</u>: Enter data in ***Adjust Payroll*** Activity

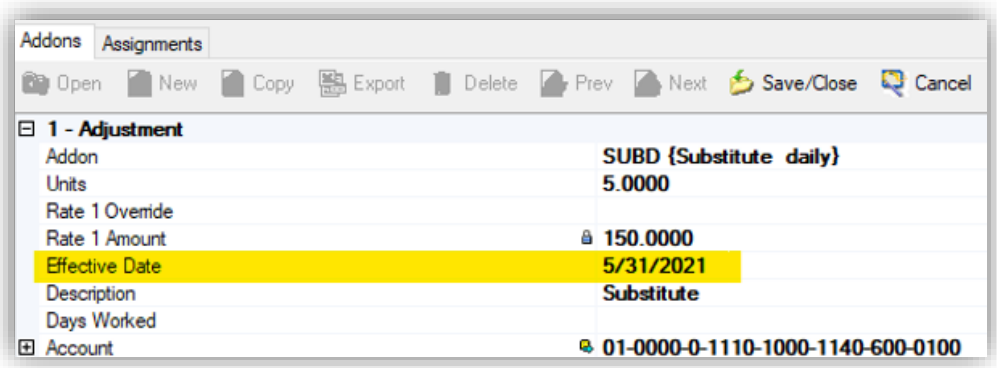
Look for ETS or ETC Pay Cycle
Advantage is seeing all Tabs and Payroll Errors

<u>Option 3</u>: Enter data in ***Additional Pay*** Activity for multiple employees, <u>after</u> one employee has been added in Manual Payroll for the same period.
Look for ETS or ETC Pay Cycle

Option 1: Create Manual Pay Make Entries in Manual Payroll

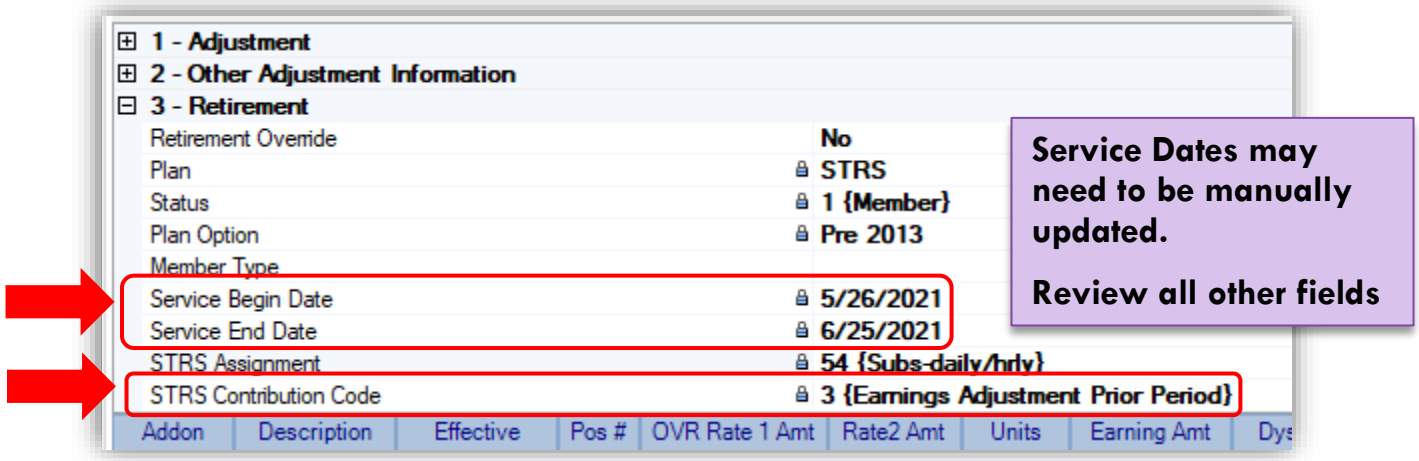
Example: Received Late Timesheet for a Substitute Teacher

- **Click New** to select Addon to create earnings
- **Units:** Enter number of Days or Hours
- **Effective Date: Defaults to date of entry**
  - **Enter End of period date in which service was performed be sure to press Enter Key to validate date**
- **Account:** Enter appropriate Account Code
- **Close section 1 – Adjustment**
  - Click on ⊟ minus sign



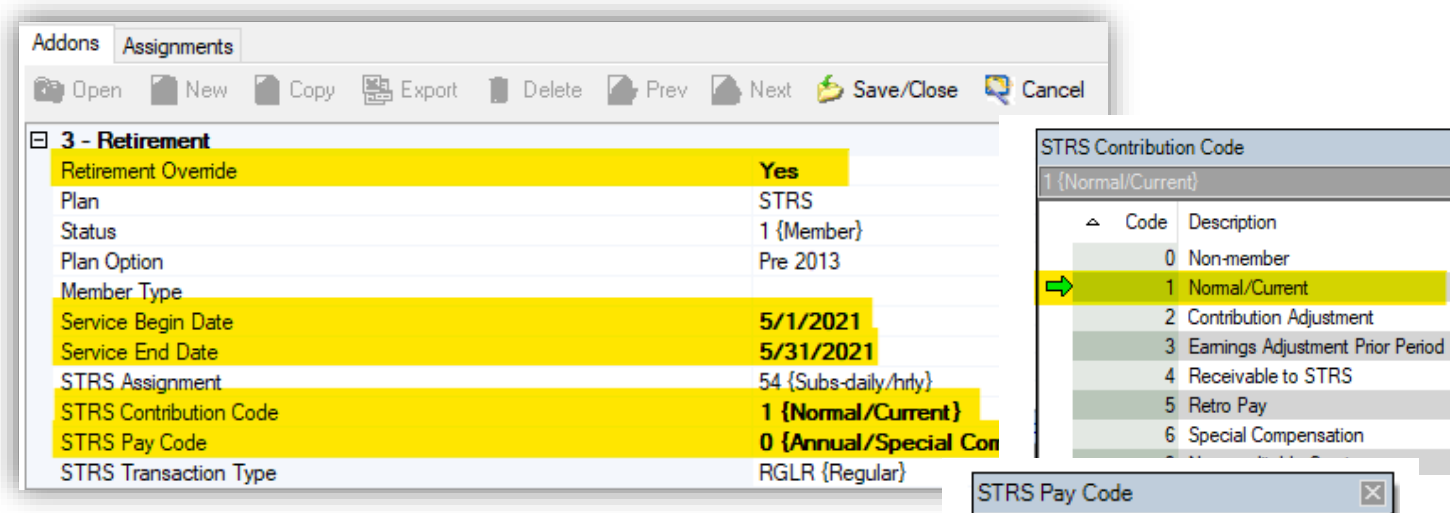
- **Open Section 3 – Retirement**
  - Click on ⊞ plus sign

    The fields are locked except the Retirement Override
    - Plan, Status, Plan Option will populate based on the employee record
    - Notice Service Begin and End Dates; will need to be manually updated
    - STRS Assignment Code will populate based on the employee record
    - STRS Contribution Code: 3 {Earnings Adjustment Prior Period} is incorrect and would be considered1 {Normal/Current} like Supplemental Payroll

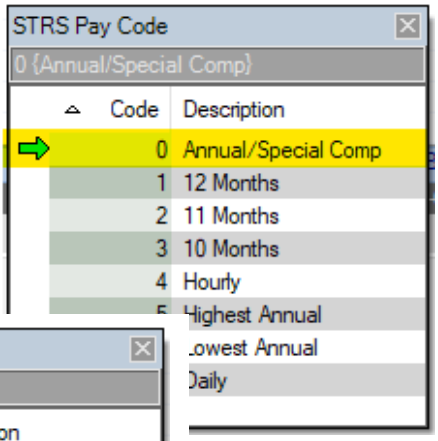


Retirement Override

- **Retirement Override**: Yes
  - This will unlock the fields in order to edit and correct retirement coding
- **Service Begin and End Dates**: Enter dates in which service was performed
- **STRS Contribution Code:** Populates from the employee Retirement record
  - This example is a STRS Member 1 {Normal/Current}



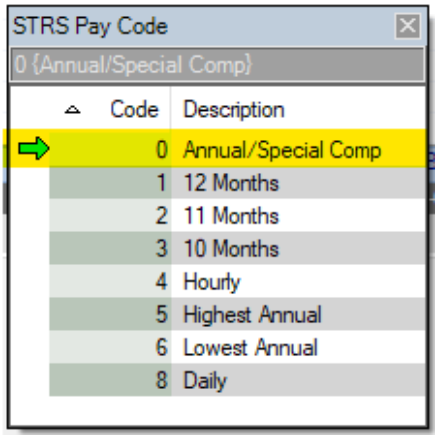
- **STRS Pay Code**: Select option from menu:
  - This example is 0 {Annual/Special Comp}



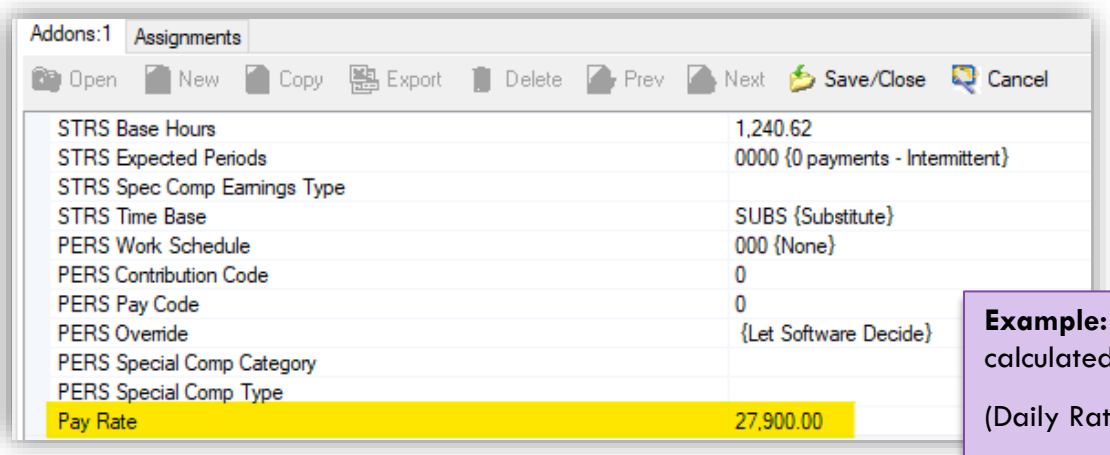
STRS Members could be:

- 0 = Annual/Special Comp
- 1 = 12 Pay Periods
- 2 = 11 Pay Periods
- 3 = 10 Pay Periods
- 5 = Highest Annual
- 6 = Lowest Annual

STRS Non-Members can be Hourly or Daily



- **Pay Rate**: Scroll down to enter the correct pay rate based on the Pay Code of Annual, Daily, or Hourly
  - STRS Member: Annual Pay Rate (Calculated based on Daily Rate X Calendar Days)
  - STRS Non-Member: Daily or Hourly

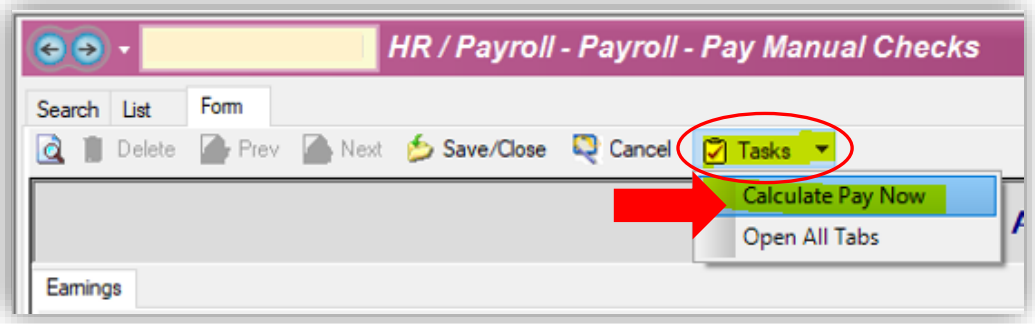


Example: STRS Member
calculated Annual Pay Rate

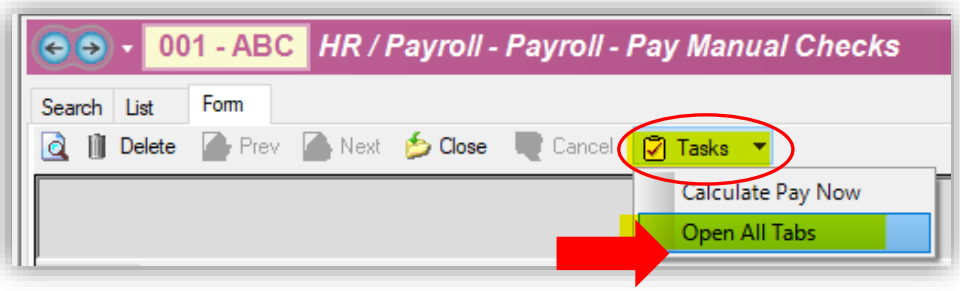
(Daily Rate X Calendar Days)

($150 X 186 = $27,900)

- Go to Tasks to select Calculate Pay Now

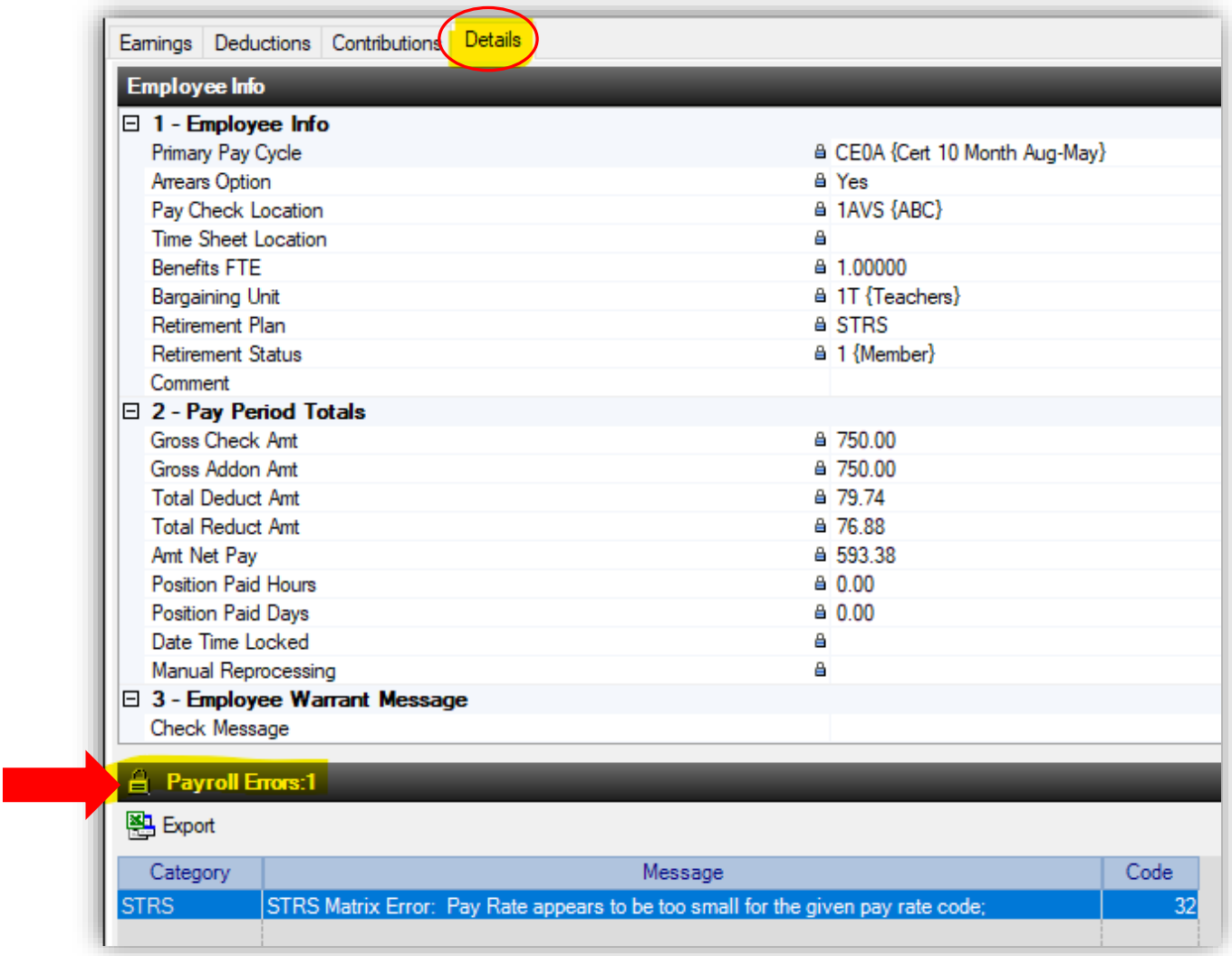


- Select Open All Tabs to add Deduction, Contribution, and Details Tab



Review Payroll Errors

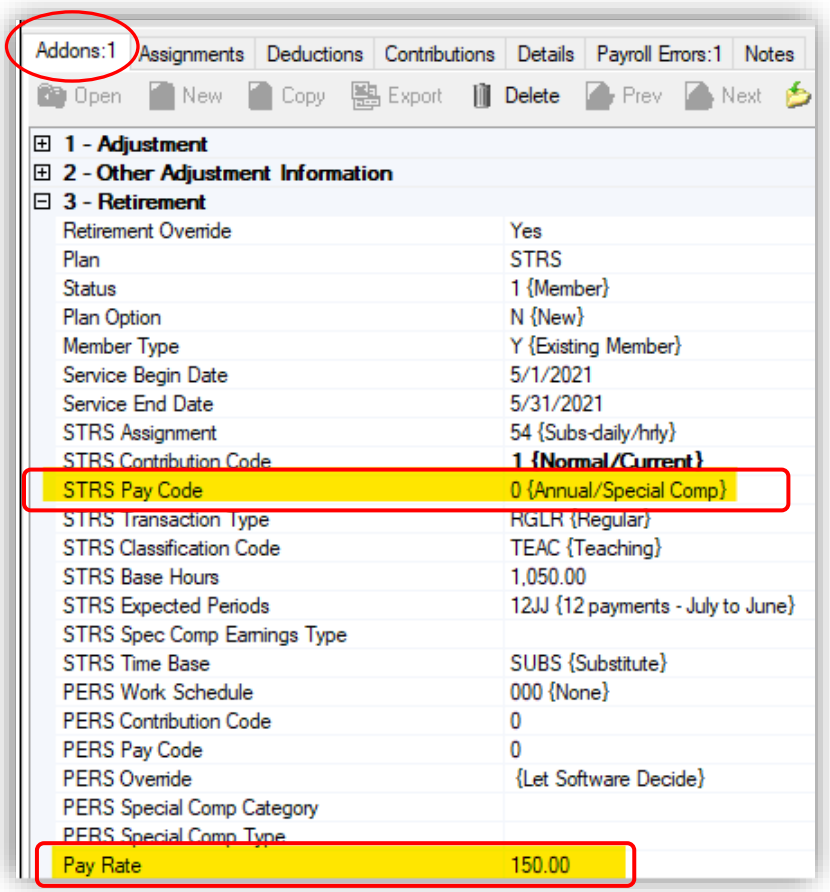
Review Payroll Errors in the Details Tab in Payroll Errors section.



Example STRS Matrix Error:

Pay Rate appears to be too small for the given pay rate code.

Review the Addon and Retirement Section, scroll down to review Pay Rate field.



Example: STRS Matrix Errors

Pay Rate appears to be too small for given pay rate code.

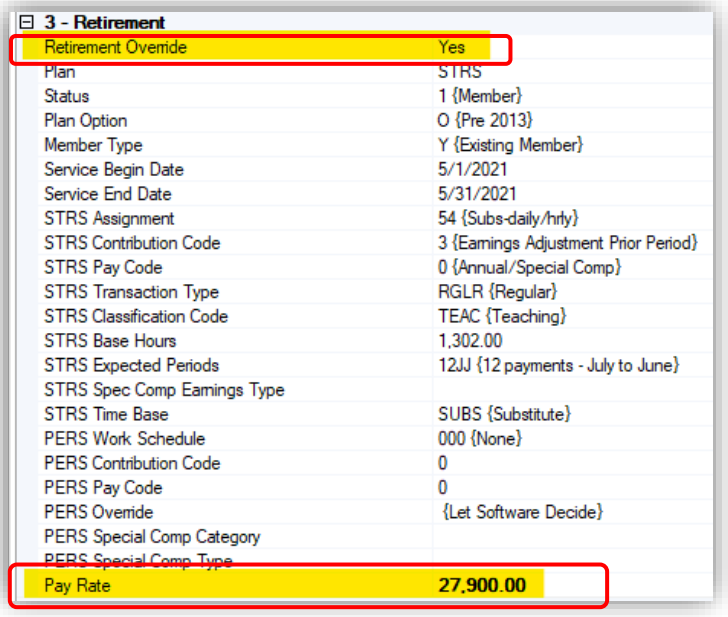
STRS Pay Code: 0 {Annual}
Pay Rate: 150.00

The Pay Rate must be an annual pay rate when the STRS Pay Code is 0

(Daily Rate x Calendar Days)

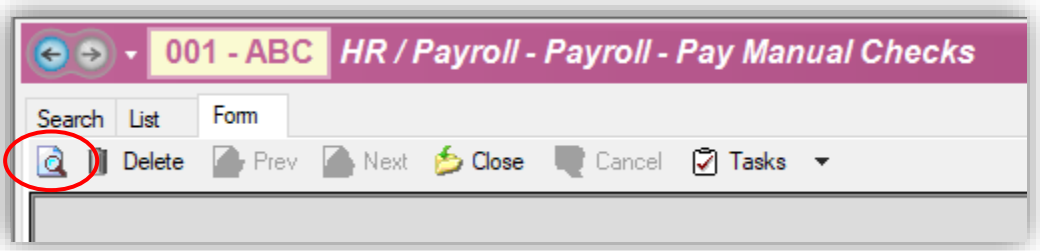
Section 3 – Retirement

- **Retirement Override:** Yes to unlock fields
- **Pay Rate:** Enter Annual Pay Rate ($150/day x 186 Calendar Days) = 27,900
- Save/Close



Review Pay99 Employee Payroll Snapshot

- Click the Preview Button in the Form or List Tabs to review the Employee Payroll Snapshot to verify pay and retirement reporting as expected



Review the payroll snapshot Earnings, Reductions (Pretax), Taxes, Deductions/Contributions (Post Tax) and Net pay to verify it has calculated as expected.

Pay99 — **Employee Payroll Snapshot**

Smith, Joe | **ETS #3 - Manual payroll** | **Gross to Net**

Employee Smith, Joe
Address 1234 Happy Lane
Santa Rosa,CA 95403
Pay Check Site ABC School
Time Sheet Site

Pay Period 3, 06/02/21 - 06/02/21 on 06/03/21
(Last Final Computed CE0A#10 - Ending 05/31/21 on 05/28/21)
FTE .00000 Benefit FTE 1.00000
SS# ###-##-#### EmpId 000079
Bargaining Unit 1T

Status Open
Approved
Last Calc'd TLEHMANN, 6/2/21 10:41 am

	Pay Period			Calendar Year To Date		
EARNINGS	Employee	Other	Rate	Employee	Other	Subj Gross
ADJUST (SUBD) Substitute	750.00		150.00	750.00		
Total	750.00	.00		750.00	.00	
REDUCTIONS	Employee	Employer	Subj Gross	Employee	Employer	Subj Gross
(STRS) STRS	76.88	121.13	750.00	76.88	121.13	750.00
Total	76.88	121.13		76.88	121.13	
TAXES						
(FIT) [M 1] Federal Withholding			673.12			673.12
(SIT) [S 1 :0] State Withholding			673.12			673.12
(MEDICARE) Medicare	10.88	10.88	750.00	10.88	10.88	750.00
(SUI) Unemployment Ins		.38	750.00		.38	750.00
(WORKCOMP) Workers Comp		10.65	750.00		10.65	750.00
Total	10.88	21.91		10.88	21.91	
NET						
Warrant #	662.24	Partial Net				
Net Pay	662.24			662.24	FTD Summer Pay:	.00

- Be sure to scroll down to review all the snapshot pages
- Review Retirement Detail to verify reporting as expected
- Must report in period services were performed

STRS RETIREMENT DETAIL	MBR	Assn Code	Pay Rate	Pay Cd	Earnings	Contributions Cd	Contributions Amount	Service Began	Period Ended		Employer Contributions
ADJUST (SUBD) Substitute	1	54	27,900.00	0	750.00	3	76.88	05/01/21	05/31/21	*	121.13
Retirement Total					750.00		76.88				121.13

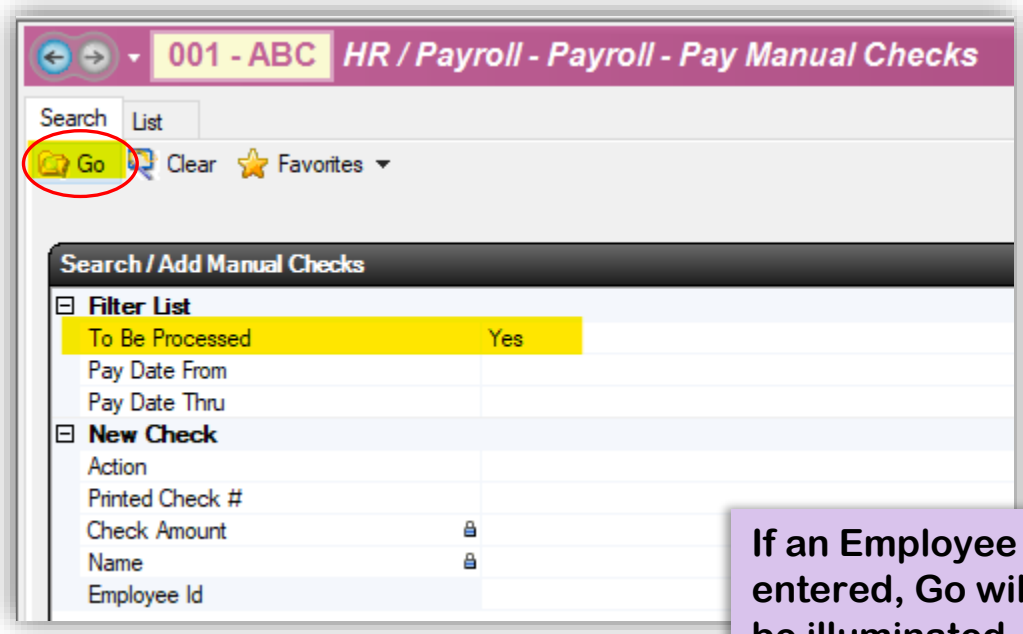
- Be sure to scroll down to review all the snapshot pages
- Review Labor Distribution to verify account information



LABOR DISTRIBUTION

FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Debit	Credit	Description
01- 0000- 0- 1110- 1000- 1140- 600- 0100	750.00		(2021) Teacher Substit,Instructi
01- - - - - 9110- -		662.24	(2021) Cash In County,
01- - - - - 9544- -		76.88	(2021) STRS,
01- - - - - 9548- -		10.88	(2021) MEDI EE,
01- 0000- 0- - - 9110- -		750.00	(2021) Cash In County,Unrestrict
01- - - - - 9110- -	750.00		(2021) Cash In County,
01- 0000- 0- 1110- 1000- 3331- 600- 0100	10.88		(2021) Medicare,Instruction,Regu
01- 0000- 0- 1110- 1000- 3101- 600- 0100	121.13		(2021) STRS,Instruction,Regular
01- 0000- 0- 1110- 1000- 3501- 600- 0100	.38		(2021) SUI,Instruction,Regular E
01- 0000- 0- 1110- 1000- 3601- 600- 0100	10.65		(2021) Workers' Comp,Instruction
01- - - - - 9558- -		10.88	(2021) Medi ER,
01- - - - - 9551- -		121.13	(2021) STRS ER,
01- - - - - 9555- -		.38	(2021) Unemployment In,
01- - - - - 9556- -		10.65	(2021) Workers Comp In,
01- 0000- 0- - - 9110- -		143.04	(2021) Cash In County,Unrestrict
01- - - - - 9110- -	143.04		(2021) Cash In County,
Labor Distribution Total	1,786.08	1,786.08	

NOTE: To search for a record already created in Pay Manual Checks that has not been processed yet click GO to get a list of items in Open Status. Do not enter Action again, this will create a duplicate record.

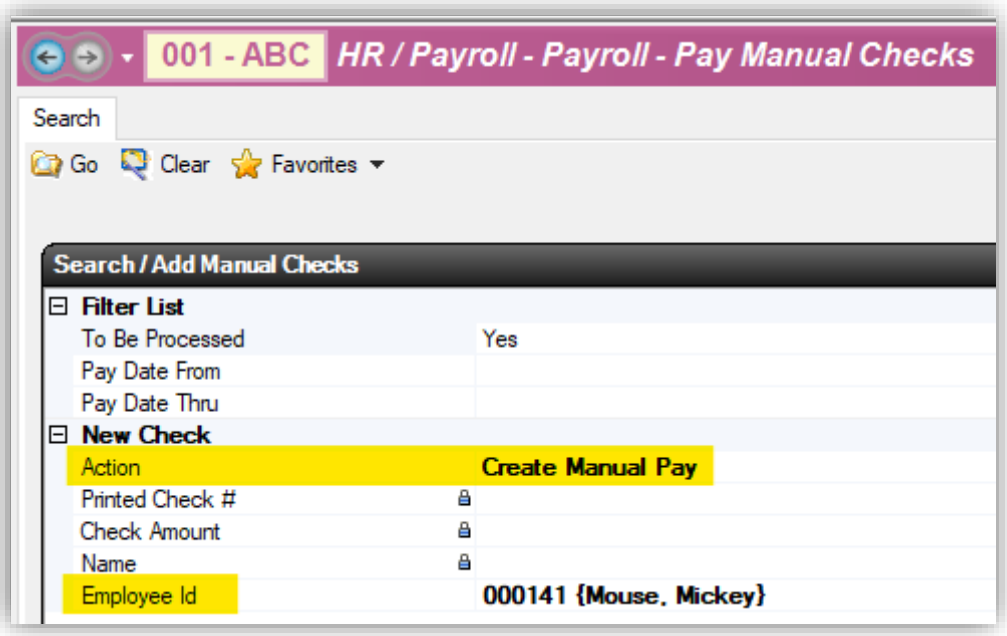


If an Employee Id is entered, Go will not be illuminated

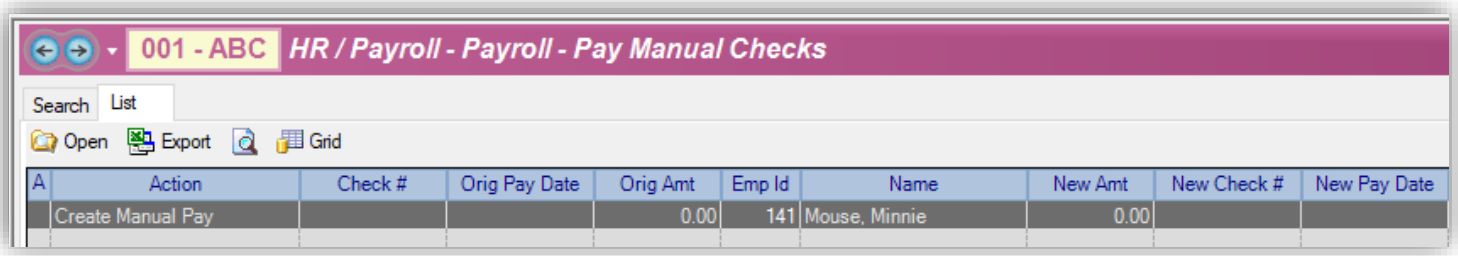
Option 2: Create Manual Pay Make Entries in Adjust Payroll

Example: Received Late Timesheet for a Classified Extra Hours

- **Action:** Create Manual Pay
- **Employee Id:** Enter Employee Id or type partial last name to select
- **Click Go** to get started

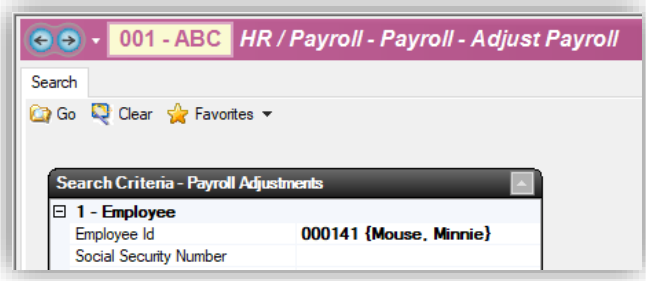


- This will establish the ETS Pay Cycle in Adjust Payroll in the Employee record



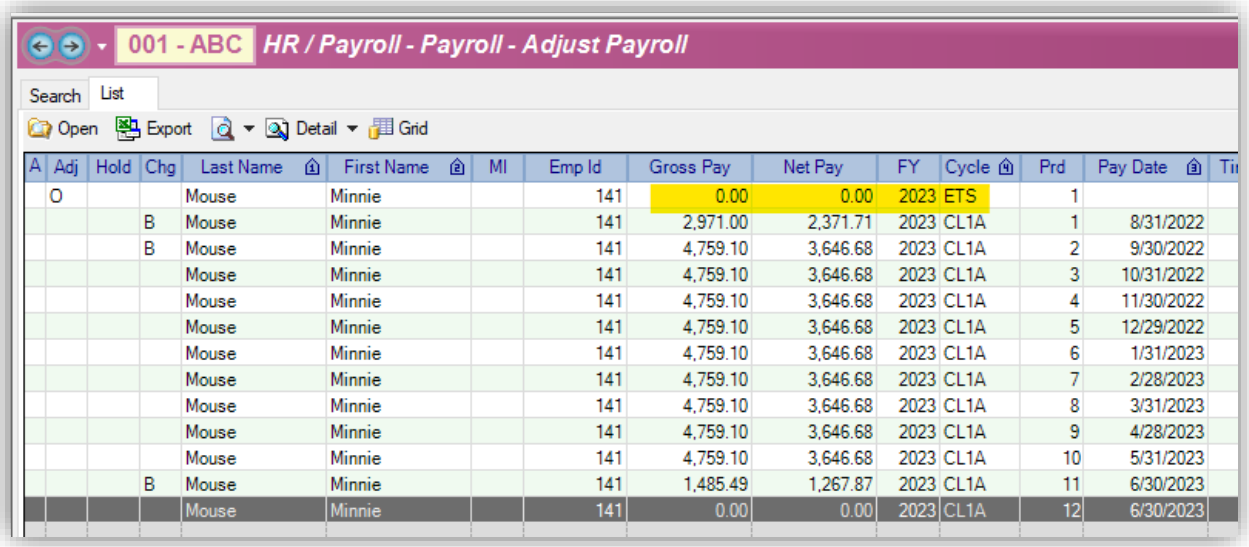
- Close the Pay Manual Checks activity
- Enter the Employee Id in the activity search for ***Quick Start*** to Adjust Payroll





Go to HR/Payroll – Payroll – Adjust Payroll

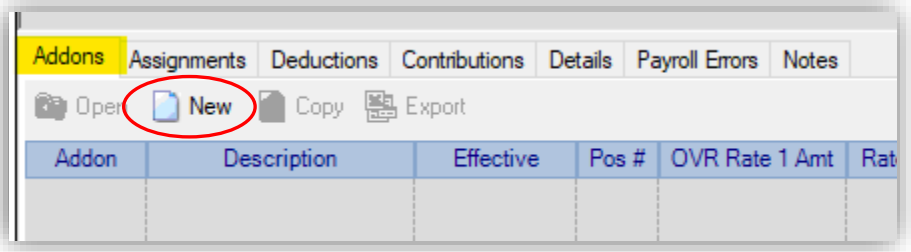
- Enter the Employee Id or first two characters of last name
- Click Go to get a list of Pay Dates



A	Adj	Hold	Chg	Last Name	First Name	MI	Emp Id	Gross Pay	Net Pay	FY	Cycle	Prd	Pay Date	Ti
	O			Mouse	Minnie		141	0.00	0.00	2023	ETS	1		
			B	Mouse	Minnie		141	2,971.00	2,371.71	2023	CL1A	1	8/31/2022	
			B	Mouse	Minnie		141	4,759.10	3,646.68	2023	CL1A	2	9/30/2022	
				Mouse	Minnie		141	4,759.10	3,646.68	2023	CL1A	3	10/31/2022	
				Mouse	Minnie		141	4,759.10	3,646.68	2023	CL1A	4	11/30/2022	
				Mouse	Minnie		141	4,759.10	3,646.68	2023	CL1A	5	12/29/2022	
				Mouse	Minnie		141	4,759.10	3,646.68	2023	CL1A	6	1/31/2023	
				Mouse	Minnie		141	4,759.10	3,646.68	2023	CL1A	7	2/28/2023	
				Mouse	Minnie		141	4,759.10	3,646.68	2023	CL1A	8	3/31/2023	
				Mouse	Minnie		141	4,759.10	3,646.68	2023	CL1A	9	4/28/2023	
				Mouse	Minnie		141	4,759.10	3,646.68	2023	CL1A	10	5/31/2023	
			B	Mouse	Minnie		141	1,485.49	1,267.87	2023	CL1A	11	6/30/2023	
				Mouse	Minnie		141	0.00	0.00	2023	CL1A	12	6/30/2023	

Notice the ETS Pay Cycle is at the top of the list since the Pay Date is not established until processed by SCOE Business Services.

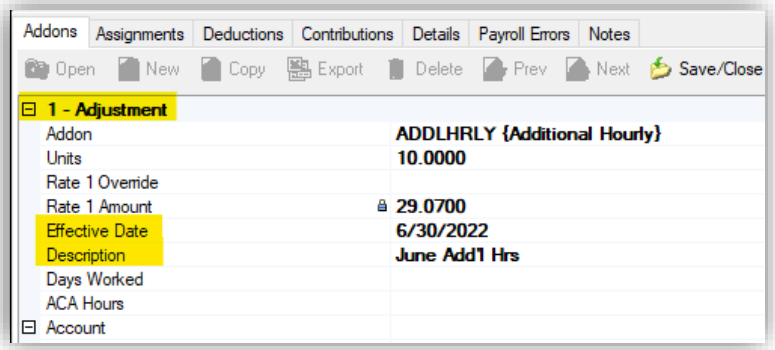
- Open the ETS Pay Cycle to enter earnings



- Click New in the Addon Tab to enter earnings

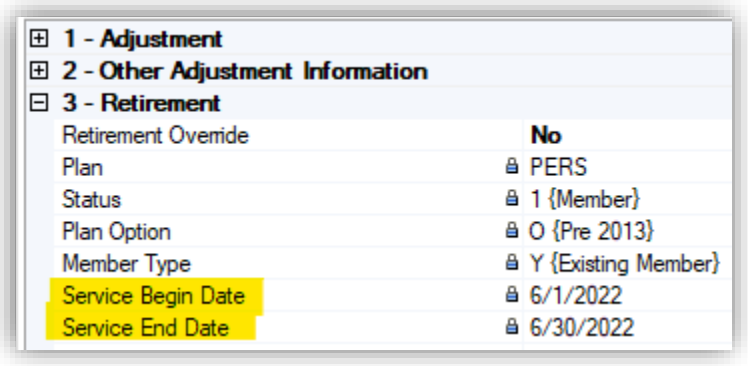
Enter the Adjustment information same as supplemental pay cycle

- **Addon:** Select from menu
- **Units:** Hours worked
- **Effective Date:** Enter end of period date in which the work was performed
- **Description:** Reason for adjustment
- **Account Code:** Enter if account number if not associated with the employee's Position

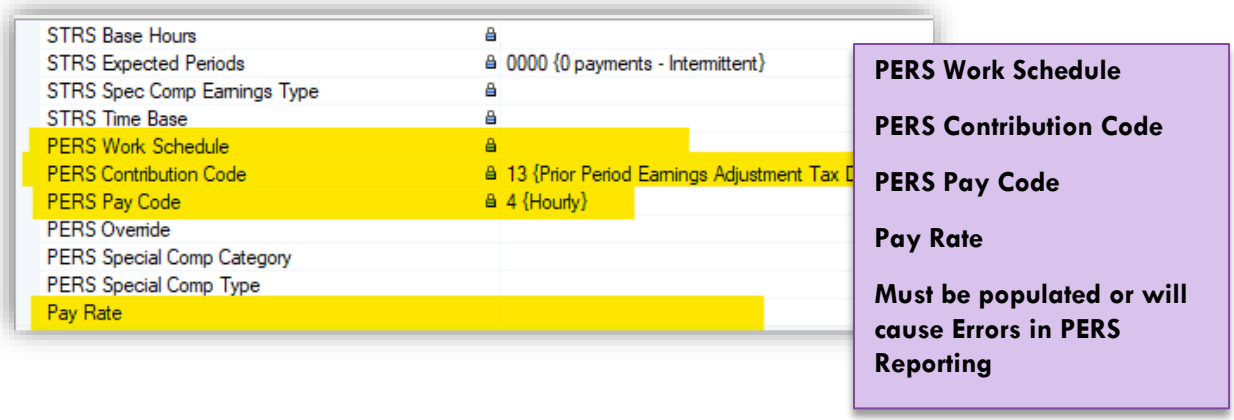


Review Retirement Section of the Addon

- Collapse Section 1 and 2
- Open **Section 3 – Retirement**
  - Click on ⊞ plus sign
    - The fields are locked except the Retirement Override field
- Service Begin and End Dates: Must have period dates when services were performed



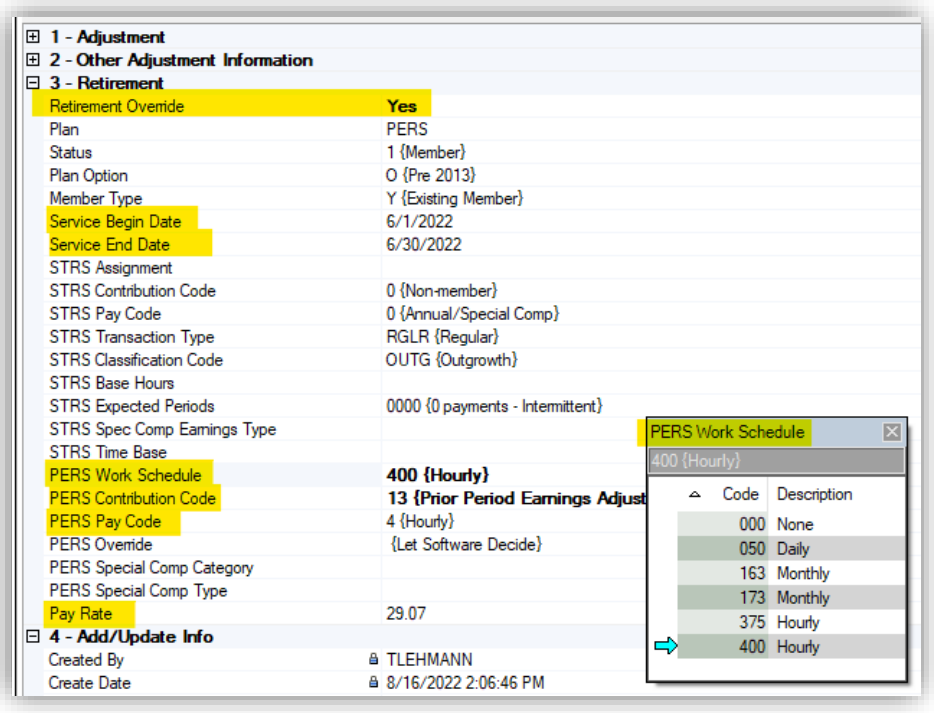
- Scroll down to review all fields in the Retirement Section



- **PERS Work Schedule**: Must be populated or will cause error for PERS reporting
  - If the PERS Work Schedule is missing, override here; typically, 400 {Hourly} or 173 {Monthly} then go to Employee Management to update the Retirement record to correct for future reporting
- **PERS Contribution Code**: Current or Prior Period Adjustment
- **PERS Pay Code**: Based on Salary Schedule; typically, 4 {Hourly}
- **Pay Rate**: Scroll down to enter the correct pay rate based on Salary Schedule

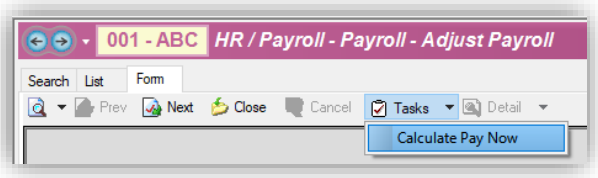
Retirement Override

- **Retirement Override**: Yes
  This will unlock the fields in order to edit and correct retirement reporting



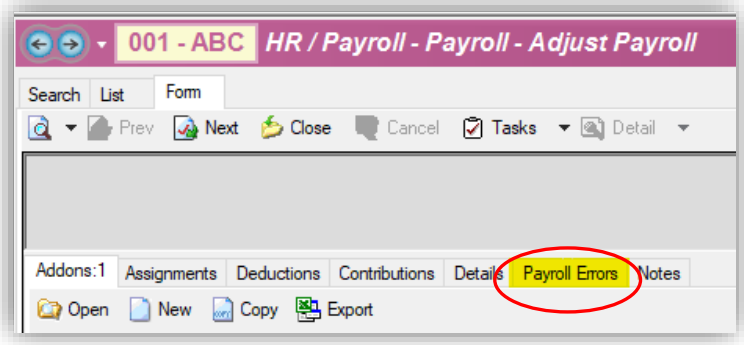
- **Service Begin and End Dates**: Enter dates in which service was performed
- **PERS Work Schedule**: 400 {Hourly}
- **PERS Contribution Code**: 13 {Prior Period Earnings}
- **PERS Pay Code**: 4 {Hourly}
- **Pay Rate**: Enter Prior Period Pay Rate
- **Small Save/Close**

- Go to Tasks to select Calculate Pay Now

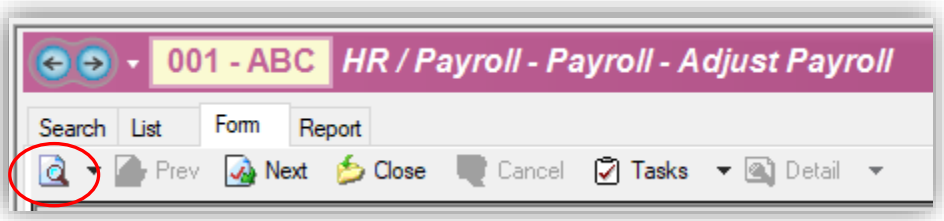


Review Payroll Errors

Review if there are errors in Adjust Payroll in the Payroll Errors Tab or run the Pay22 Payroll Errors Report. If there is a number next to the Payroll Errors, open to review detail.



Review Pay99 Employee Payroll Snapshot



- Click the Preview Button in the Form or List Tabs to review the Employee Payroll Snapshot to verify pay and retirement reporting as expected

- Review Earnings, Reductions (Pre-Tax Deductions), Taxes, Deductions (Post-Tax), Net Pay

Pay99 — **Employee Payroll Snapshot**

Mouse, Minnie | **ETS #1 - Manual payroll** | **Gross to Net**

Employee Mouse, Minnie
Address 1234 Happy Lane
Disneyland, CA 95555
Pay Check Site 1ABC - Elementary School
Time Sheet Site

Pay Period 1, 08/16/22 - 08/16/22 on 08/17/22
(Last Final Computed CLS#1 - Ending 07/31/22 on 08/10/22)
FTE .00000 Benefit FTE 1.00000
SS# ###-##-#### EmpId 000141
Bargaining Unit 2C

Status Open
Approved
Last Calc'd TLEHMANN, 8/16/22 2:17 pm

	Pay Period			Calendar Year To Date		
EARNINGS	Employee	Other	Rate	Employee	Other	Subj Gross
ADJUST (ADDLHRLY) June Add'l Hrs	290.70		29.07	290.70		
Total	290.70	.00		290.70	.00	
TAXES						
(FIT) [M 1] Federal Withholding			290.70			290.70
(SIT) [M 1 :0] State Withholding			290.70			290.70
(OASDI) OASDI	18.02	18.02	290.70	18.02	18.02	290.70
(MEDICARE) Medicare	4.22	4.22	290.70	4.22	4.22	290.70
(SUI) Unemployment Ins		1.45	290.70		1.45	290.70
(WORKCOMP) Workers Comp		2.79	290.70		2.79	290.70
Total	22.24	26.48		22.24	26.48	
DEDUCTIONS / CONTRIBUTIONS						
(PERS) PERS	20.35	66.60	290.70	20.35	66.60	290.70
Total	20.35	66.60		20.35	66.60	
NET						
Warrant #	248.11					
Net Pay	248.11			248.11	FTD Summer Pay:	.00

Notice in this example there are no Federal and State Withholdings. This is because Manual Payroll is using the Annual Tax Tables for this pay cycle only.

- Scroll down to review all pages of the snapshot
- Review Retirement Detail to verify reporting as expected
- Must report in period services were performed

PERS RETIREMENT DETAIL	Service Period MO	YR	T	Pay Cd	Pay Rate	Earnings	Overtime	Contributions Cd	Amount	Work Schd Code	M B R	Survivor Benefit	Employer Contributions
ADJUST (ADDLHRLY) June Add'l Hrs	6	22	0	4	29.07	290.70		3	20.35	400	1		66.60
Retirement Total						290.70			20.35				66.60

- Scroll down to review all pages of the snapshot
- Review Labor Distribution to verify account information



LABOR DISTRIBUTION

FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Debit	Credit	Description
01- 0000- 0- 0000- 8200- 2200- 600- 7300	290.70		(2023) Classified Supp,Operation
01- - - - - 9110- -		248.11	(2023) Cash In County,
01- - - - - 9548- -		4.22	(2023) MEDI EE,
01- - - - - 9546- -		18.02	(2023) OASDI EE,
01- - - - - 9545- -		20.35	(2023) PERS,
01- 0000- 0- - - 9110- -		290.70	(2023) Cash In County,Unrestrict
01- - - - - 9110- -	290.70		(2023) Cash In County,
01- 0000- 0- 0000- 8200- 3332- 600- 7300	4.22		(2023) Medicare,Operations,Undis
01- 0000- 0- 0000- 8200- 3312- 600- 7300	18.02		(2023) OASDI,Operations,Undistri
01- 0000- 0- 0000- 8200- 3202- 600- 7300	66.60		(2023) PERS,Operations,Undistrib
01- 0000- 0- 0000- 8200- 3502- 600- 7300	1.45		(2023) SUI,Operations,Undistribu
01- 0000- 0- 0000- 8200- 3602- 600- 7300	2.79		(2023) Workers' Comp,Operations,
01- - - - - 9558- -		4.22	(2023) Medi ER,
01- - - - - 9553- -		18.02	(2023) OASDI ER,
01- - - - - 9552- -		66.60	(2023) PERS ER,
01- - - - - 9555- -		1.45	(2023) Unemployment In,
01- - - - - 9556- -		2.79	(2023) Workers Comp In,
01- 0000- 0- - - 9110- -		93.08	(2023) Cash In County,Unrestrict
01- - - - - 9110- -	93.08		(2023) Cash In County,
Labor Distribution Total	767.56	767.56	

"Trouble Shooting Payroll Errors" – must be logged into Production to activate this link:
https://caerp-help.frontlineeducation.com/hc/en-us/articles/360052323354--Troubleshooting-Payroll-Errors

Error Categories

All errors should be reviewed and corrected.

- **General Errors** - These are usually the result of conflicting or missing setup.
- **Labor Errors** - These errors may result in an unbalanced labor distribution JE.
  - ***Must be corrected in order to submit Payroll***
- **PERS Errors** - These errors pinpoint contribution problems for reporting to PERS
- **STRS Errors** - These errors pinpoint contribution problems for reporting to STRS

Net Pay Paid through AP or District Revolving

When “Net” payment is processed through **Accounts Payable** or the **District Revolving Fund**, then Pay History must be updated in the system without generating a check to the employee. This can be done on a Manual Payroll or Supplemental Payroll using the REPAY Deduction Code to establish a Payroll Receivable using the 9213 Object Code. It’s also used for repayment once the agreement is made with an employee for the amount and time period.

The Manual Payroll is “outside” of the normal Pay Cycle; therefore, it doesn’t create the same tax withholdings when creating manual pay.

We recommend using the ***Frontline ERP Training Database*** to calculate the earnings and net pay on a Supplemental Payroll that does not already have earnings entered in order for Federal and State Withholding to calculate based on the Annual Tax Tables and combine with all taxable earnings for the pay period. Use the Training Payroll Snapshot to enter into Manual Payroll.

When payment is processed in Accounts Payable or District Revolving Account, the same 9213 Object “AR - Payroll” with Blank Account Components must be used to generate an AP Check or reimburse the Revolving Account offsetting the REPAY Deduction that was used to create the AR.

Generate AP Check or District Revolving Reimbursement using 9213 Object Code

Example: GF 01- - - - -9213- -

Example: Received Late Timesheet for Certificated Substitute

Compute Gross and Net Pay

Go to Frontline ERP Training: HR/Payroll – Payroll – Adjust Payroll

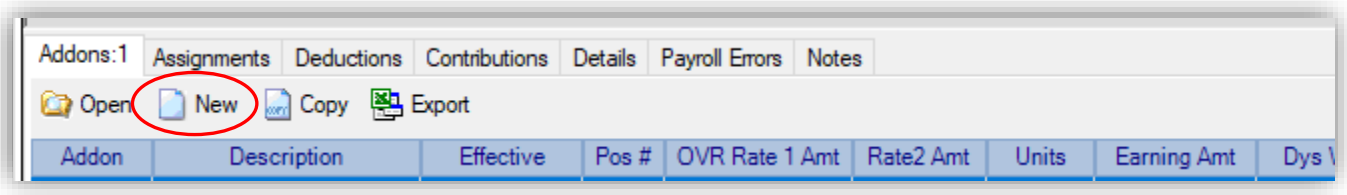


Be sure you are in Training:

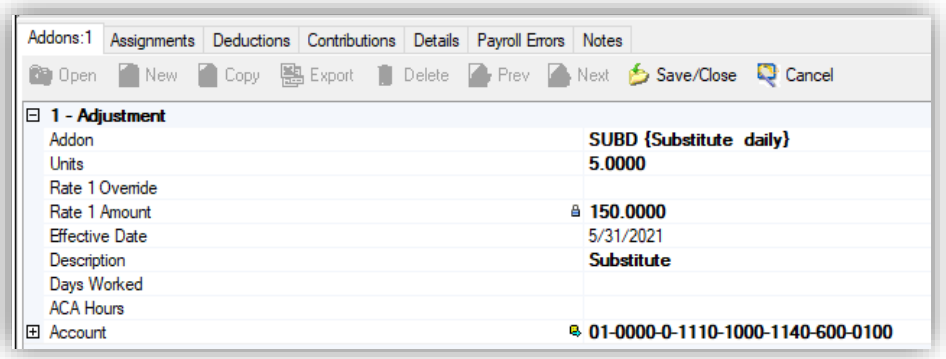
- **Employee Id:** Enter partial last name; use the drop down to select from the list
- **Pay Date:** Enter the next Supplemental Pay Date
- Click Go to enter earnings

- Go to the Addons Tab, Open the current Addon or Click New to add other Addons

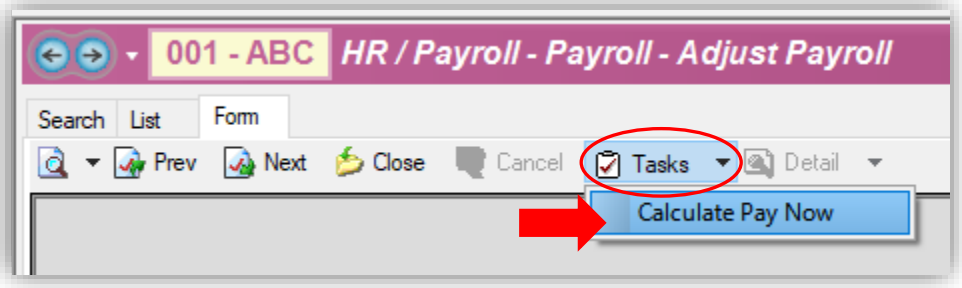
Training Database - Calculate Earnings in Adjust Payroll



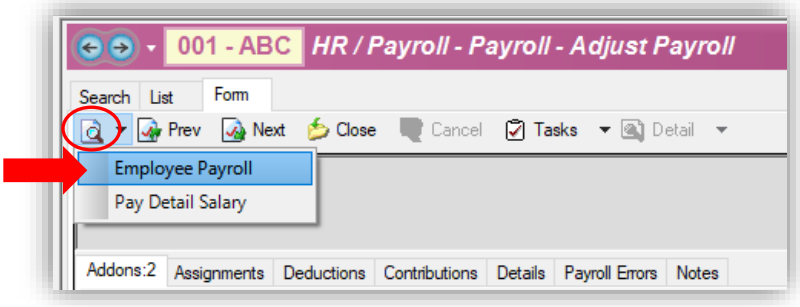
- Click New to select the Addon
- Enter Units
- Verify the Rate 1 Amount
- Save/Close



- Go to Tasks to Calculate Pay Now

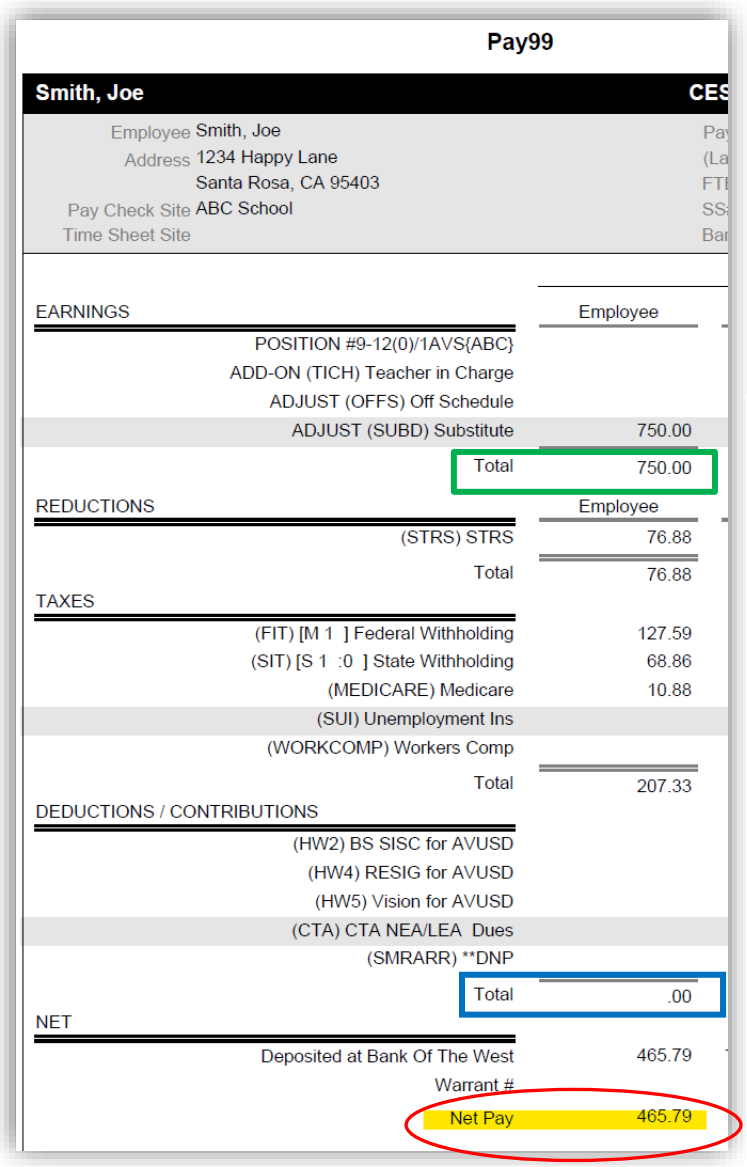


- Review the Employee Payroll Snapshot to get the Net Pay
  - Click on the Preview Button 
  - Select Employee Payroll



Pay 99 Employee Payroll Snapshot for Production Data Entry

Review the payroll snapshot Earnings, Reductions (Pretax), Taxes, Deductions/Contributions (Post Tax) and Net pay to verify it's calculated as expected.



Pay99

Smith, Joe CES

Employee Smith, Joe
Address 1234 Happy Lane
Santa Rosa, CA 95403
Pay Check Site ABC School
Time Sheet Site

EARNINGS	Employee
POSITION #9-12(0)/1AVS{ABC}	
ADD-ON (TICH) Teacher in Charge	
ADJUST (OFFS) Off Schedule	
ADJUST (SUBD) Substitute	750.00
Total	750.00

REDUCTIONS	Employee
(STRS) STRS	76.88
Total	76.88

TAXES	
(FIT) [M 1] Federal Withholding	127.59
(SIT) [S 1 :0] State Withholding	68.86
(MEDICARE) Medicare	10.88
(SUI) Unemployment Ins	
(WORKCOMP) Workers Comp	
Total	207.33

DEDUCTIONS / CONTRIBUTIONS	
(HW2) BS SISC for AVUSD	
(HW4) RESIG for AVUSD	
(HW5) Vision for AVUSD	
(CTA) CTA NEA/LEA Dues	
(SMRARR) **DNP	
Total	.00

NET	
Deposited at Bank Of The West	465.79
Warrant #	
Net Pay	465.79

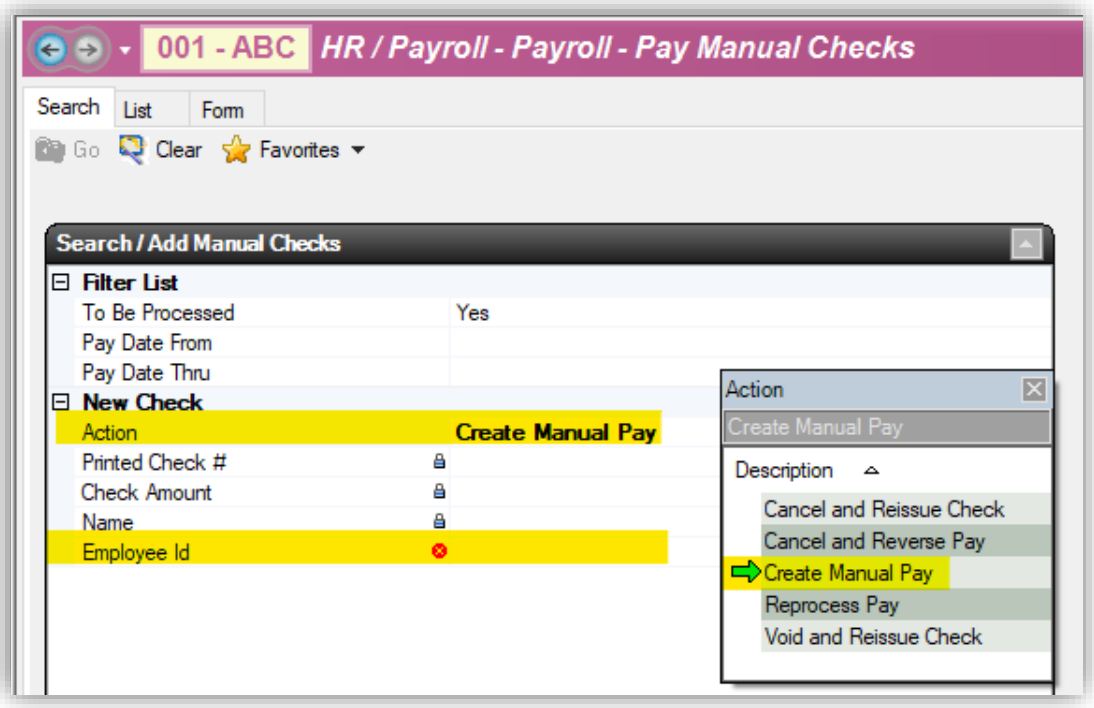
- Verify the Total Earnings have calculated as expected
- Review Deductions/Contributions
  - Use "Adjustment" codes that will not **NOT** generate a Vendor Check
  - Check with SCOE IT if you are not sure
- Get the Net Pay to process payment through Accounts Payable or District Revolving using the Payroll Account 9213 Object code with Blank Account Components

- Use the snapshot as back up for Check Request in AP or Revolving
- Provide copy of the snapshot for the employee

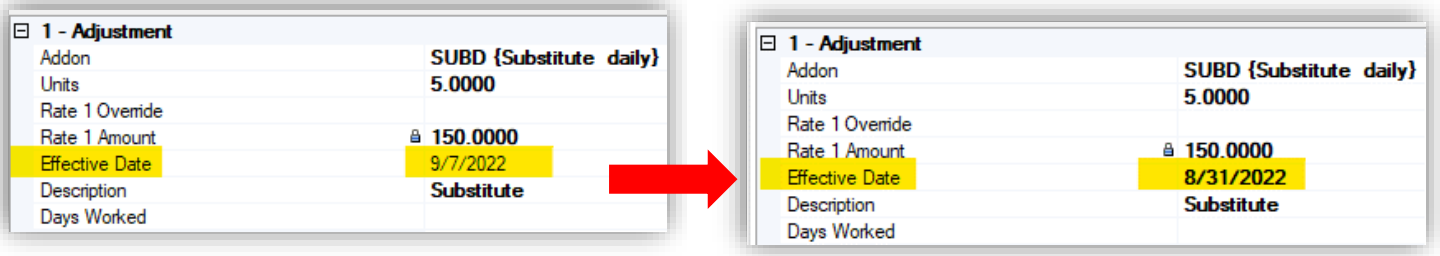
Production: Create Manual Pay with REPAY Deduction

Go to HR/Payroll – Payroll – Pay Manual Checks

- **Action:** Select Create Manual Pay
- **Employee Id:** Enter the employee Id or partial last name to select
- **Click Go** to get started

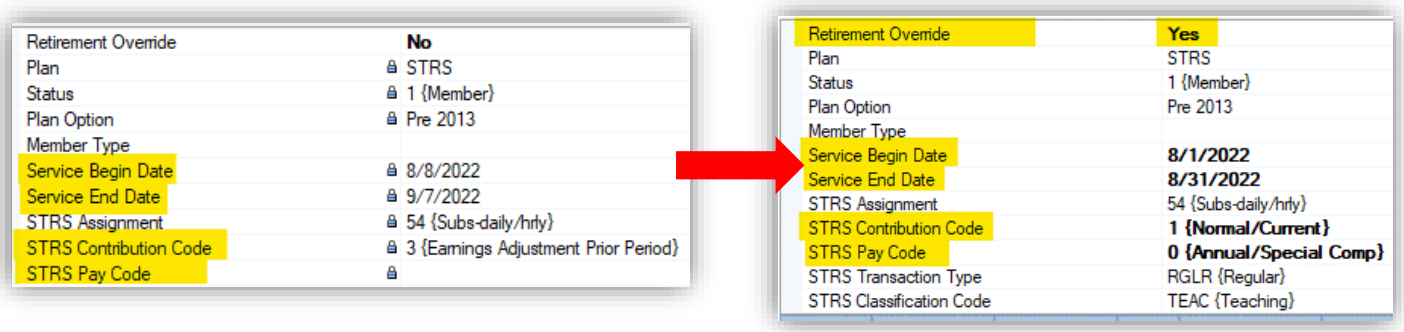


- Enter the Addon(s) or select from drop down
- Enter Units
- **Effective Date: Defaults to date of entry**
  - **Enter End of period date in which service was performed**
- Enter Account code or leave blank if Addon uses the Position Account
- Small Save/Close

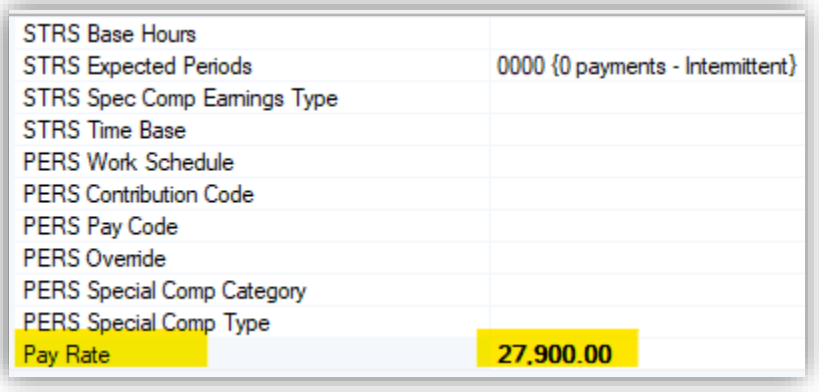


Retirement Override

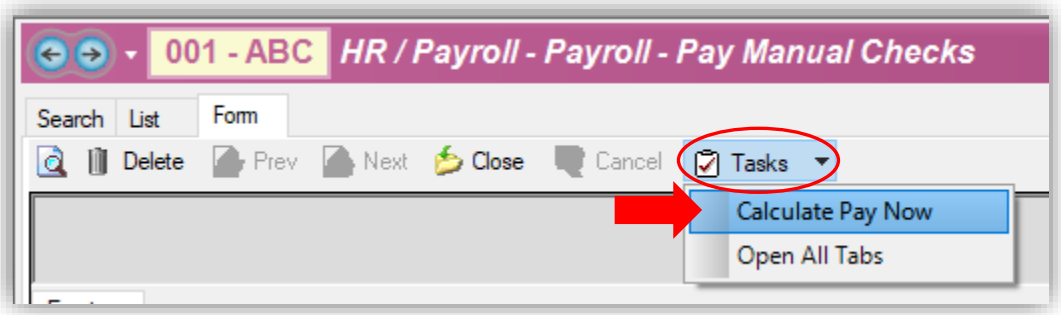
Review the Retirement Section for Service Begin and End Dates, override with periods when services were performed.



- Review Service Begin and End Dates
- **Retirement Override:** Yes to edit
- **STRS Assignment:** Default from the Employee's Retirement Record
- **STRS Contribution Code:** 3 for Prior Period, 1 Current Period for Members
- Scroll down to the Pay Rate

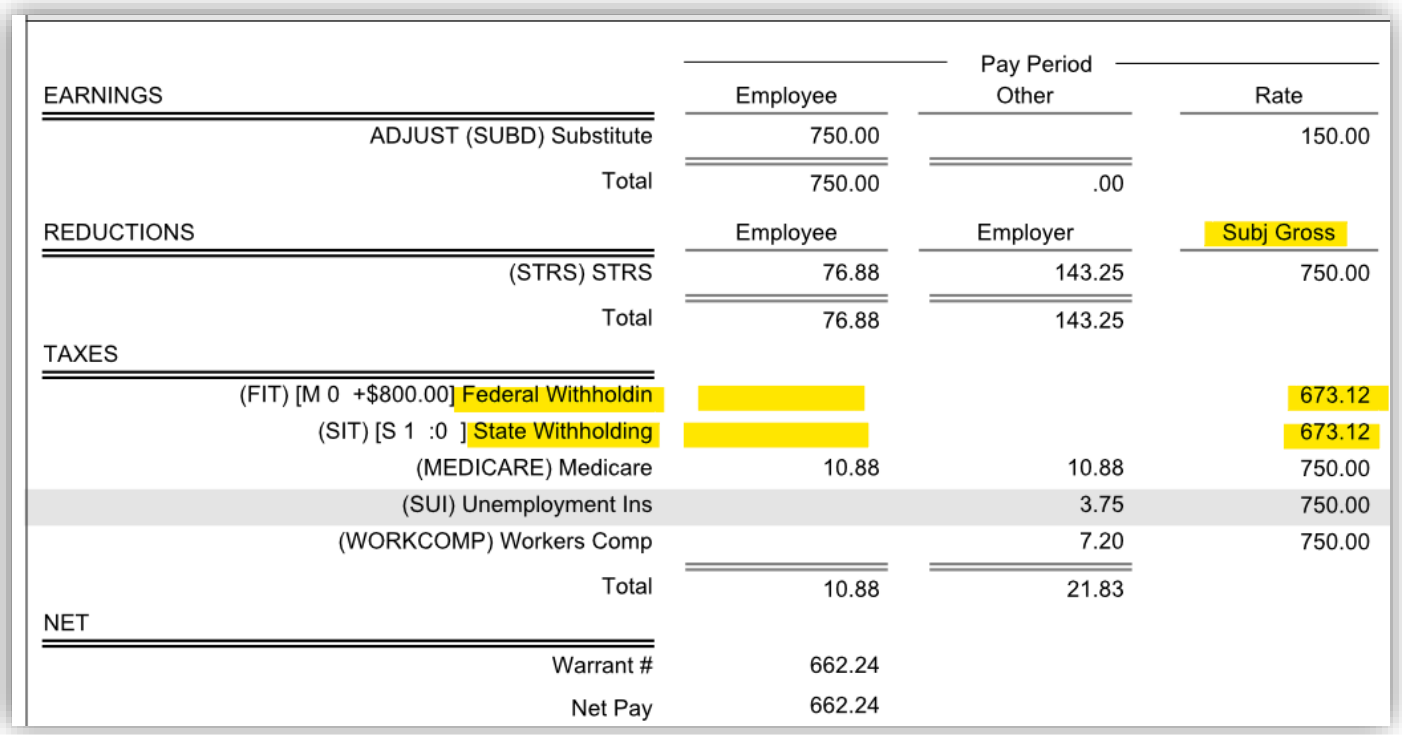


- **Pay Rate:** Annual Rate for STRS Member with STRS Assignment Code 54 {Subs-daily/hrly} (Daily Rate X Calendar Work Days)
- Save/Close
- Go to Tasks to Calculate Pay Now



Pay99 Employee Payroll Snapshot

Verify the Addon is calculating as expecting. Notice if there is any FIT or SIT that will need to be included in the manual adjustment.

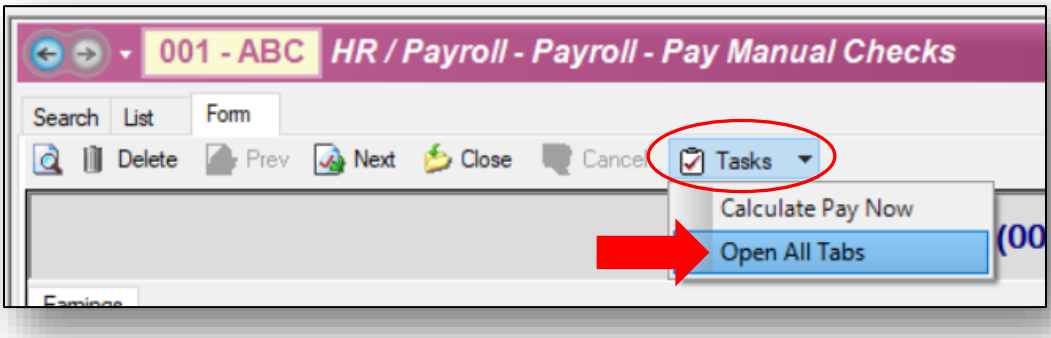


	Pay Period		
EARNINGS	Employee	Other	Rate
ADJUST (SUBD) Substitute	750.00		150.00
Total	750.00	.00	
REDUCTIONS	Employee	Employer	Subj Gross
(STRS) STRS	76.88	143.25	750.00
Total	76.88	143.25	
TAXES			
(FIT) [M 0 +$800.00] Federal Withholdin			673.12
(SIT) [S 1 :0] State Withholding			673.12
(MEDICARE) Medicare	10.88	10.88	750.00
(SUI) Unemployment Ins		3.75	750.00
(WORKCOMP) Workers Comp		7.20	750.00
Total	10.88	21.83	
NET			
Warrant #	662.24		
Net Pay	662.24		

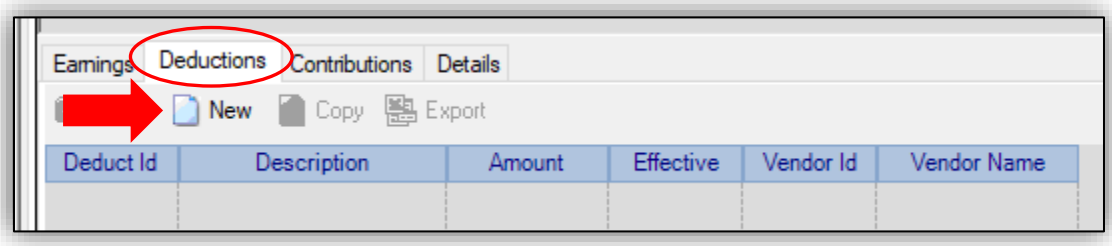
Pay Manual Checks – Deductions and Contribution Tabs

When “Net” payment is made through Accounts Payable or District Revolving Account, the REPAY Deduction Code is used to establish a Payroll Receivable using the 9213 Object Code. It’s also used for repayment once the agreement is made with an employee for the amount and time period.

- Go to Tasks to select Open All Tabs

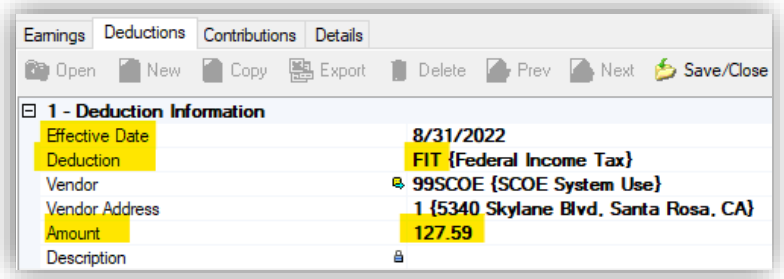


- Go to the Deduction Tab
- Click New to add deduction code

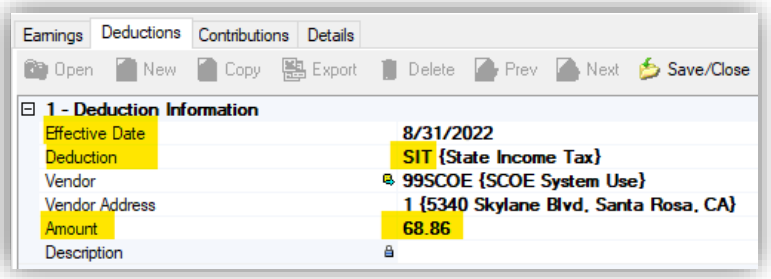


Since the Manual Pay Cycle is “outside” the normal Pay Cycle, only these earnings are used to calculate the Tax Withholdings; therefore, FIT and SIT may need to be manually entered.

- **Effective Date:** 8/31/2022
- **Deduction:** FIT
- **Amount:** 127.59
- **Small Save/Close**

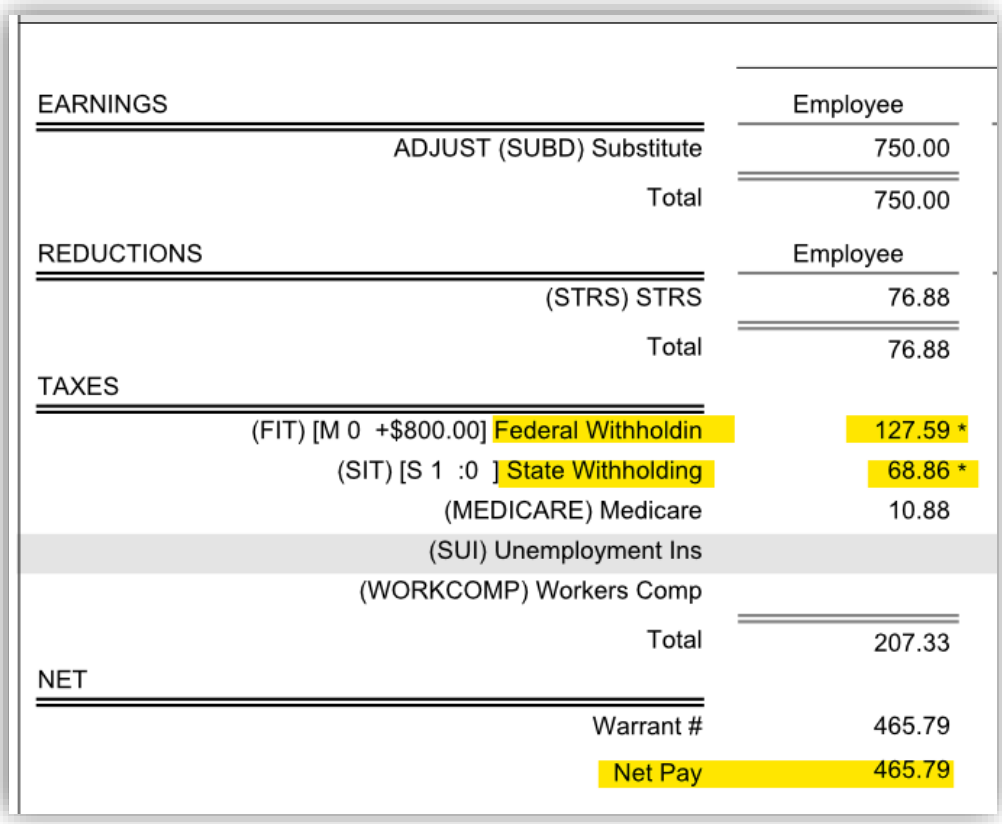


- **Effective Date:** 8/31/2022
- **Deduction:** SIT
- **Amount**: 68.86
- **Small Save/Close**
- **Go to Tasks to Calculate Now**
- **Review Pay99 Snapshot**



Review the Pay99 Snapshot to Verify Net Pay

Verify that FIT and SIT Withholdings are same a Training Calculated.

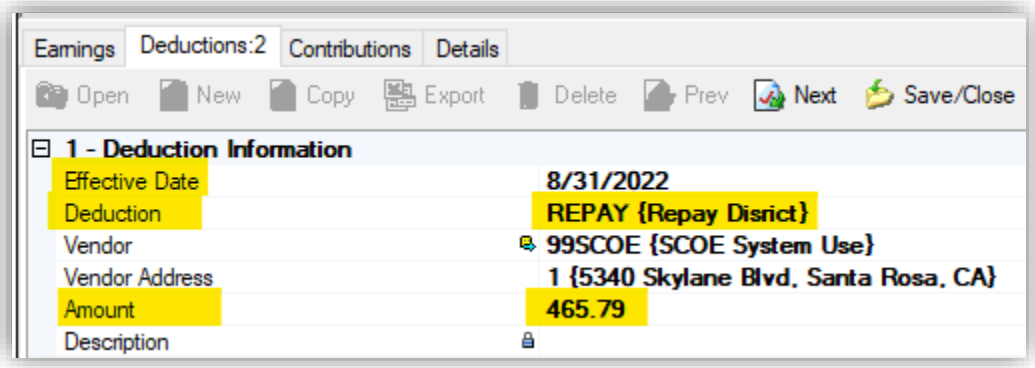


EARNINGS	Employee
ADJUST (SUBD) Substitute	750.00
Total	750.00
REDUCTIONS	**Employee**
(STRS) STRS	76.88
Total	76.88
TAXES	
(FIT) [M 0 +$800.00] Federal Withholdin	127.59 *
(SIT) [S 1 :0] State Withholding	68.86 *
(MEDICARE) Medicare	10.88
(SUI) Unemployment Ins	
(WORKCOMP) Workers Comp	
Total	207.33
NET	
Warrant #	465.79
Net Pay	465.79

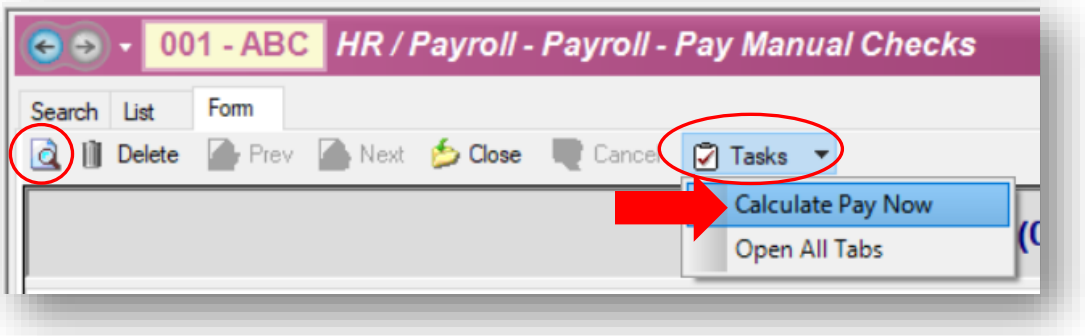
REPAY Deduction Code



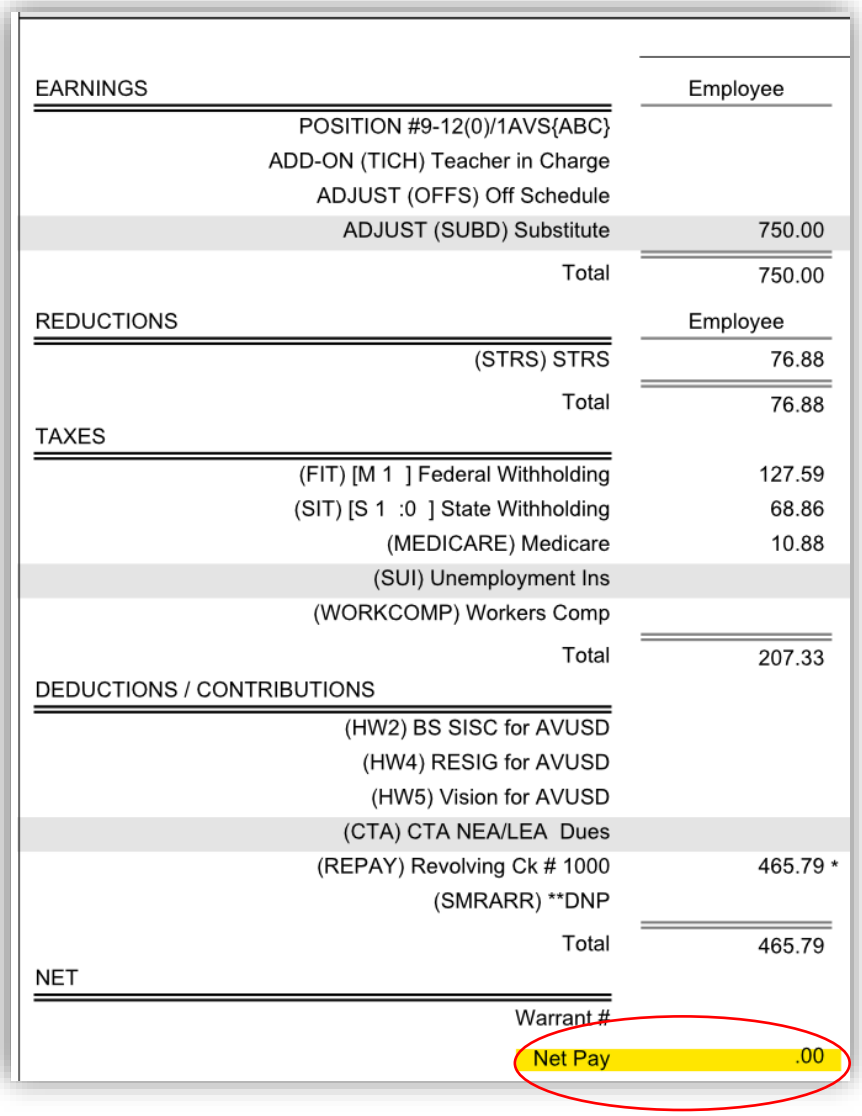
- **Effective Date:** End of period when services performed
- **Deduction:** REPAY {Repay District}
- **Amount:** Enter the Net Pay Amount from the Pay99 Snapshot
- **Description:** Is Locked in the Pay Manual Checks Activity
  - Go into Adjust Payroll to edit the Description
- Save/Close



- Go back to Tasks to select Calculate Pay Now



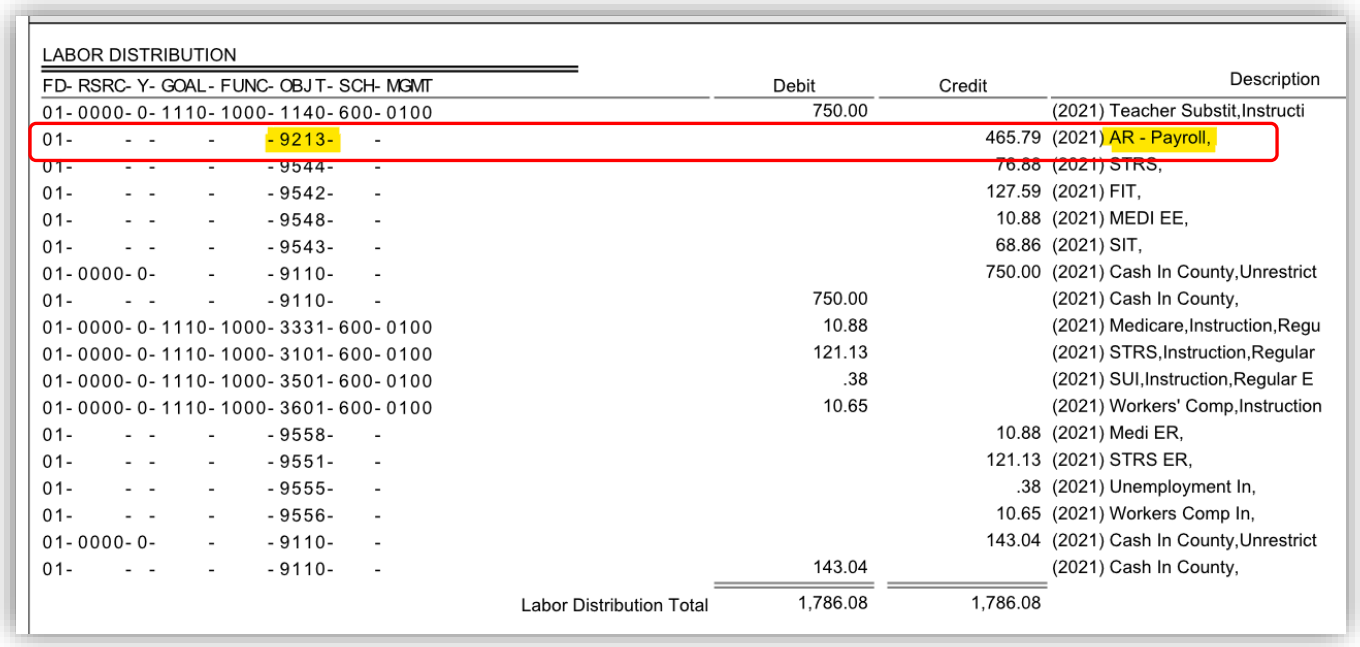
- Review the Pay99 Employee Snapshot to verify the Net Pay is 0.00



EARNINGS	Employee
POSITION #9-12(0)/1AVS{ABC}	
ADD-ON (TICH) Teacher in Charge	
ADJUST (OFFS) Off Schedule	
ADJUST (SUBD) Substitute	750.00
Total	750.00
REDUCTIONS	**Employee**
(STRS) STRS	76.88
Total	76.88
TAXES	
(FIT) [M 1] Federal Withholding	127.59
(SIT) [S 1 :0] State Withholding	68.86
(MEDICARE) Medicare	10.88
(SUI) Unemployment Ins	
(WORKCOMP) Workers Comp	
Total	207.33
DEDUCTIONS / CONTRIBUTIONS	
(HW2) BS SISC for AVUSD	
(HW4) RESIG for AVUSD	
(HW5) Vision for AVUSD	
(CTA) CTA NEA/LEA Dues	
(REPAY) Revolving Ck # 1000	465.79 *
(SMRARR) **DNP	
Total	465.79
NET	
Warrant #	
Net Pay	.00

- Scroll down to review all pages of the snapshot

- Review the Labor Distribution to verify the REPAY is using 9213 Object Code
- This will offset the payment made in AP or District Revolving Account



LABOR DISTRIBUTION

FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Debit	Credit	Description
01- 0000- 0- 1110- 1000- 1140- 600- 0100	750.00		(2021) Teacher Substit,Instructi
01- - - - - 9213- -		465.79	(2021) AR - Payroll,
01- - - - - 9544- -		76.88	(2021) STRS,
01- - - - - 9542- -		127.59	(2021) FIT,
01- - - - - 9548- -		10.88	(2021) MEDI EE,
01- - - - - 9543- -		68.86	(2021) SIT,
01- 0000- 0- - - 9110- -		750.00	(2021) Cash In County,Unrestrict
01- - - - - 9110- -	750.00		(2021) Cash In County,
01- 0000- 0- 1110- 1000- 3331- 600- 0100	10.88		(2021) Medicare,Instruction,Regu
01- 0000- 0- 1110- 1000- 3101- 600- 0100	121.13		(2021) STRS,Instruction,Regular
01- 0000- 0- 1110- 1000- 3501- 600- 0100	.38		(2021) SUI,Instruction,Regular E
01- 0000- 0- 1110- 1000- 3601- 600- 0100	10.65		(2021) Workers' Comp,Instruction
01- - - - - 9558- -		10.88	(2021) Medi ER,
01- - - - - 9551- -		121.13	(2021) STRS ER,
01- - - - - 9555- -		.38	(2021) Unemployment In,
01- - - - - 9556- -		10.65	(2021) Workers Comp In,
01- 0000- 0- - - 9110- -		143.04	(2021) Cash In County,Unrestrict
01- - - - - 9110- -	143.04		(2021) Cash In County,
Labor Distribution Total	1,786.08	1,786.08	



When payment is processed through Accounts Payable or District Revolving, use the same “AR – Payroll” Account with Blank Account Components with 9213 Object code

Example:

General Fund 01- - - - -9213- - .

Overpayment - Establish Payroll Accounts Receivable

When an overpayment to an employee is discovered, a Payroll Accounts Receivable must be established and a repayment plan set up with the employee. The District cannot automattically deduct the overpayment of earnings, except when there is a deduction to cover health and welfare or pension plan contributions is expressly authorized by a collective bargaining or wage agreement.

- **California Labor Code Section 224** Prohibits any deduction from an employee's wage which is not either authorized by the employee in writing or permitted by law

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=LAB&sectionNum=224

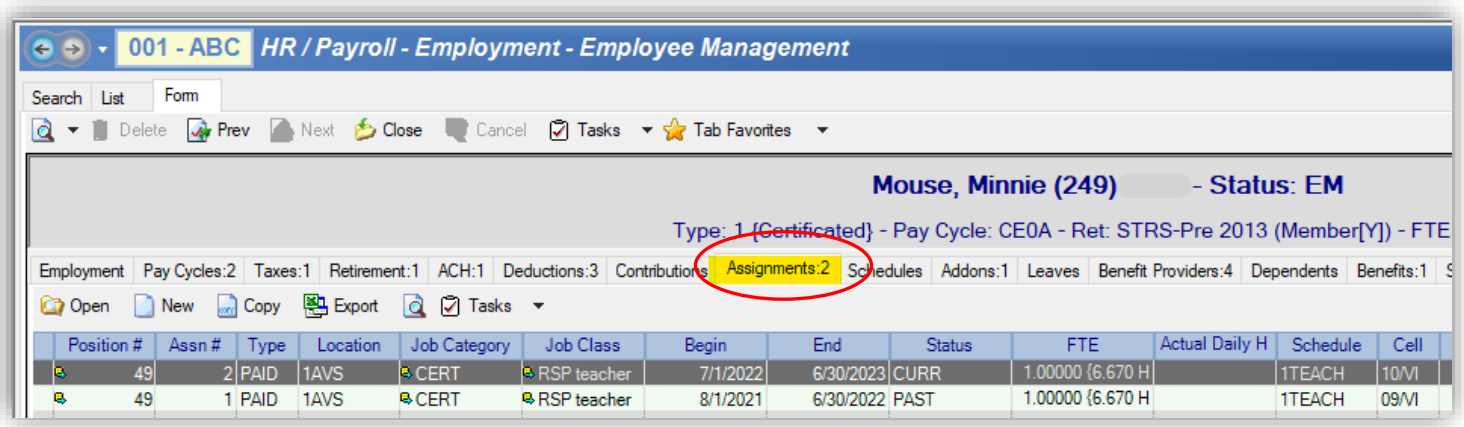
Example: Incorrect Salary Placement Caused an Overpayment

Compute Gross and Net Pay

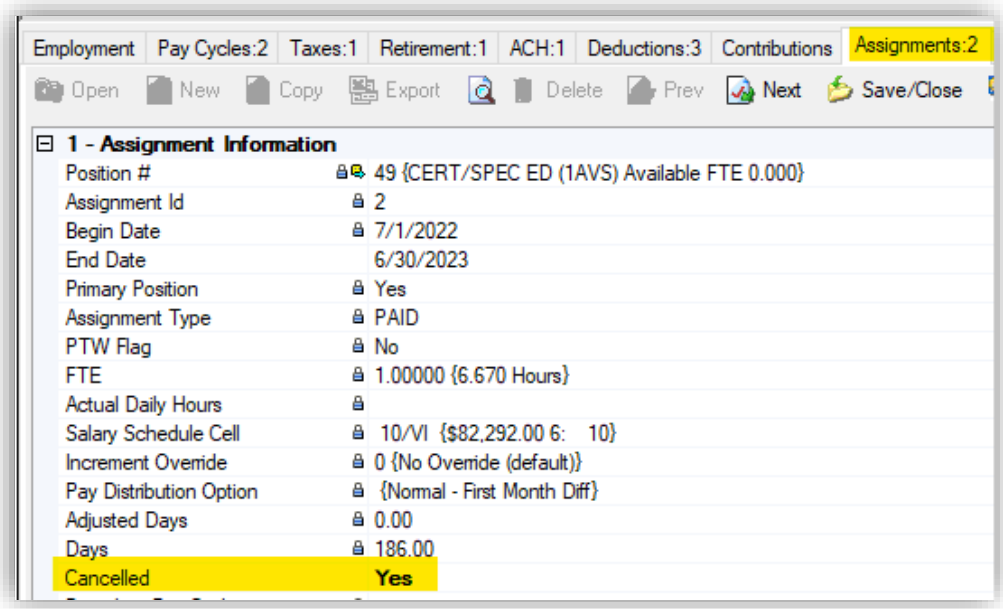
It's recommended to Cancel the Assignment, copy then correct the salary cell. Once the overpayment of Gross earnings is calculated, you will need to determine the ***Net Amount*** owed by the employee to be able to set up the repayment plan.

Go to HR/Payroll – Employment – Employee Management – Assignments

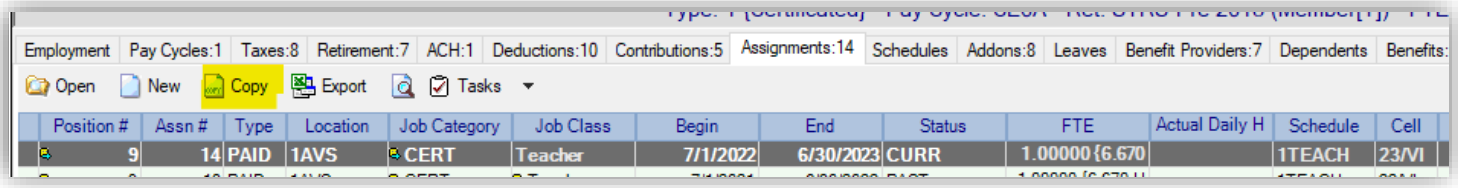
- Open the employee record
- Go to the Assignment Tab
- Open the Assignment with incorrect Salary Cell

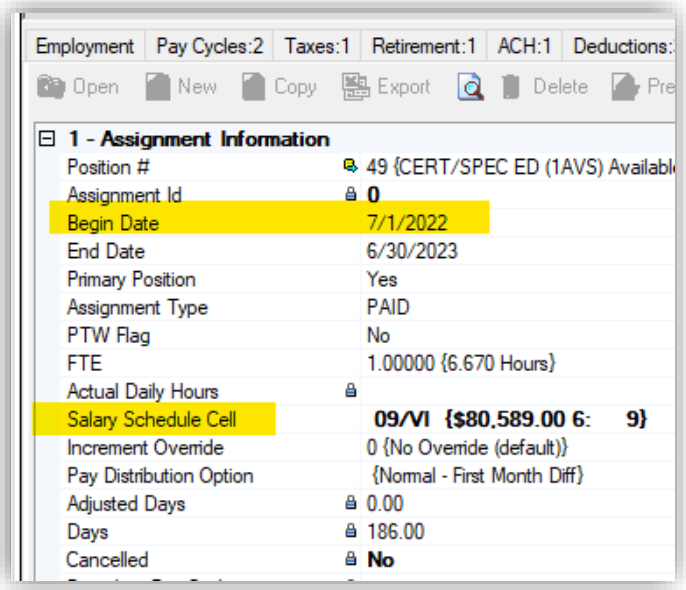


- Open the Assignment with incorrect Salary Cell
- **Cancelled: Yes**



- Small Save/Close
- The record will be bold, click Copy

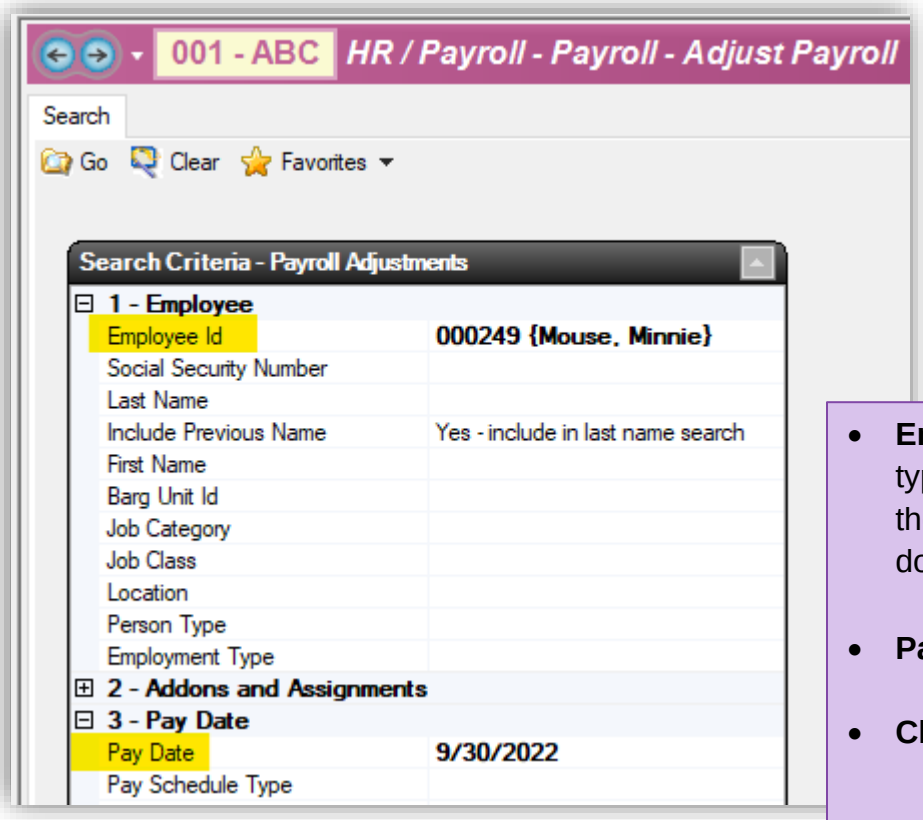




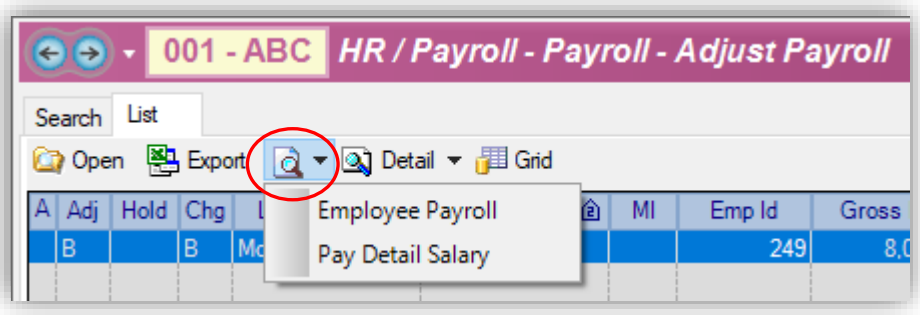
- **Begin Date:** Enter same date of original assignment
- **Salary Schedule Cell:** Update with correct salary placement
- Small Save/Close
- Big Save Close
- Review adjustment in Adjust Payroll

Review Adjustment in Adjust Payroll

Go to HR/Payroll – Payroll – Adjust Payroll

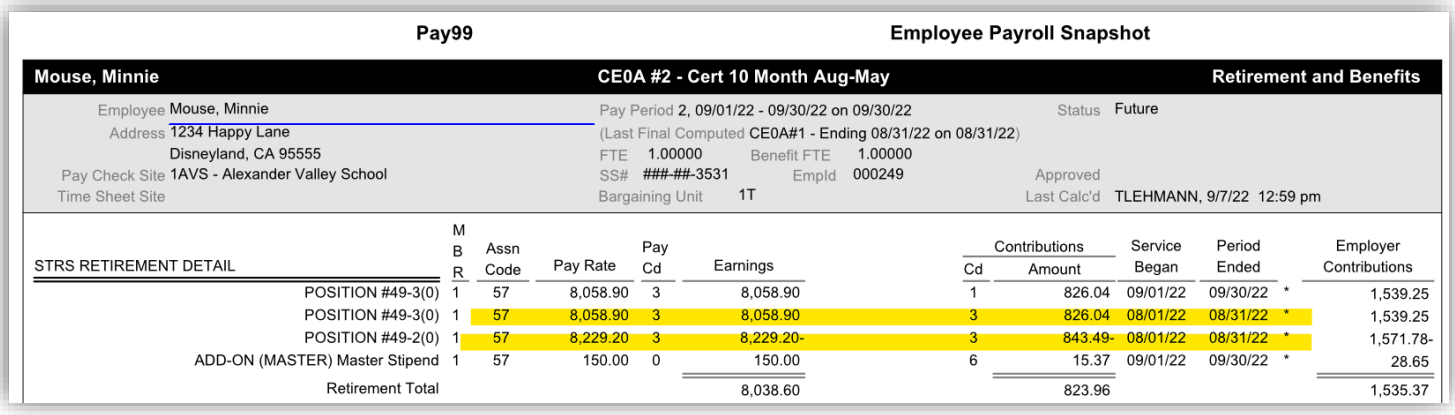


- **Employee Id:** Enter number or type at least two characters of the last name to use the pull down
- **Pay Date:** Enter Pay Date
- **Click Go** to get to the list



- Click on the snapshot button to review the Pay99 Employee Payroll or the Pay37 Pay Detail
- Scroll down to the Retirement Reported to review the adjustment

Example Pay99 Employee Payroll Snapshot:



Pay99 — Employee Payroll Snapshot

Mouse, Minnie | CE0A #2 - Cert 10 Month Aug-May | Retirement and Benefits

Employee Mouse, Minnie
Address 1234 Happy Lane
Disneyland, CA 95555
Pay Check Site 1AVS - Alexander Valley School
Time Sheet Site

Pay Period 2, 09/01/22 - 09/30/22 on 09/30/22
(Last Final Computed CE0A#1 - Ending 08/31/22 on 08/31/22)
FTE 1.00000 Benefit FTE 1.00000
SS# ###-##-3531 EmpId 000249
Bargaining Unit 1T

Status Future
Approved
Last Calc'd TLEHMANN, 9/7/22 12:59 pm

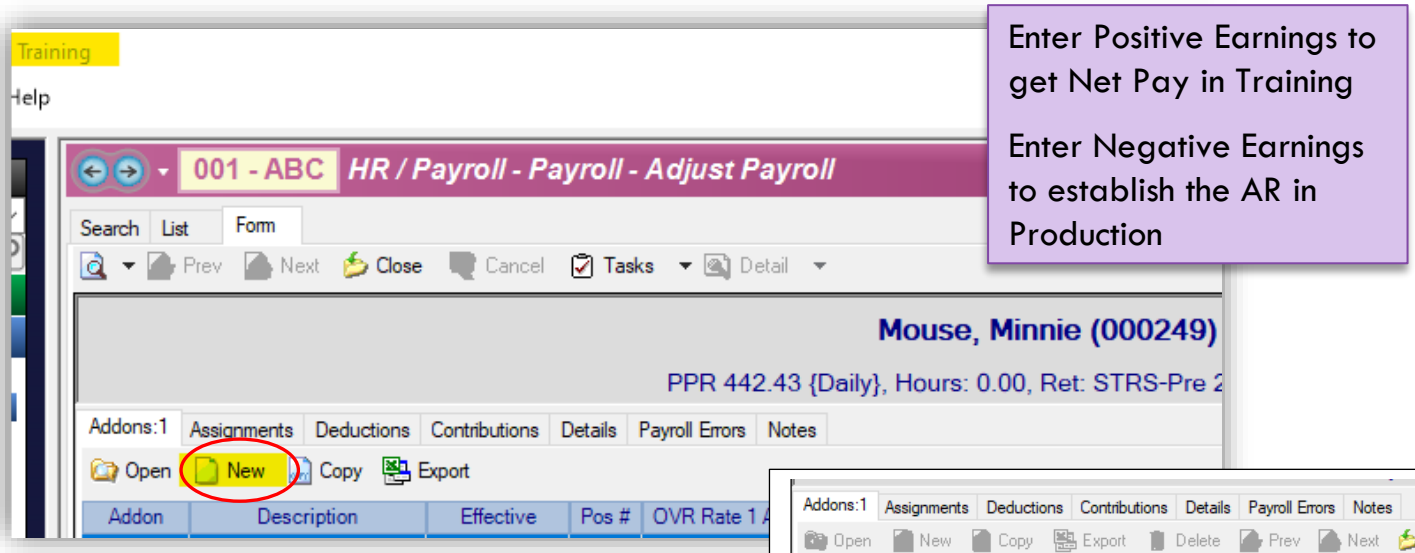
STRS RETIREMENT DETAIL

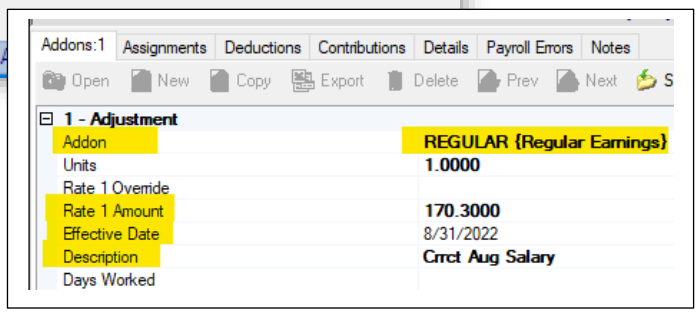
	MBR	Assn Code	Pay Rate	Pay Cd	Earnings	Contributions Cd	Contributions Amount	Service Began	Period Ended		Employer Contributions
POSITION #49-3(0)	1	57	8,058.90	3	8,058.90	1	826.04	09/01/22	09/30/22	*	1,539.25
POSITION #49-3(0)	1	57	8,058.90	3	8,058.90	3	826.04	08/01/22	08/31/22	*	1,539.25
POSITION #49-2(0)	1	57	8,229.20	3	8,229.20-	3	843.49-	08/01/22	08/31/22	*	1,571.78-
ADD-ON (MASTER) Master Stipend	1	57	150.00	0	150.00	6	15.37	09/01/22	09/30/22	*	28.65
Retirement Total					8,038.60		823.96				1,535.37

- Calculate the amount of the over payment, the difference between the earnings paid and the corrected earnings
- Gross Pay $8,058.90 - $8,229.20 = $170.30
- Now we need to calculate the Net pay

Go to Frontline ERP Training – HR/Payroll – Payroll – Adjust Payroll

- Go to the next available Supplemental Payroll
- Enter Positive earnings in order to calculate Federal and State Withholdings
    - Negative earnings do not calculate withholdings on the Annual Tax Tables

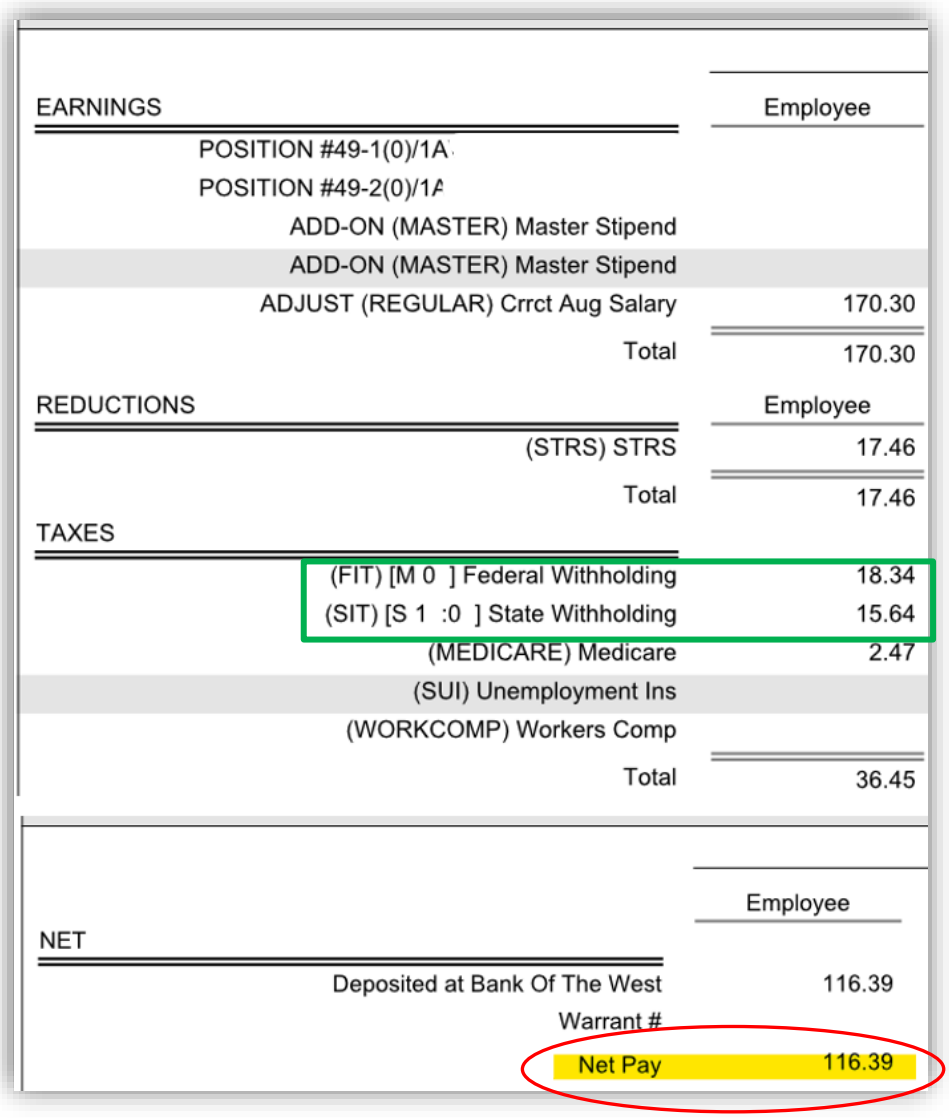




- Click New in the Addons Tab
- Enter the Addon or select from the menu
- Small Save/Close
- Go to Tasks to Calculate Pay Now

Review Pay99 Employee Payroll Snapshot in Training

Review the Employee's snapshot to get the calculated amounts and Net Pay to enter in Production as Negative Earnings to establish the Payroll Accounts Receivable.



EARNINGS	Employee
POSITION #49-1(0)/1A	
POSITION #49-2(0)/1A	
ADD-ON (MASTER) Master Stipend	
ADD-ON (MASTER) Master Stipend	
ADJUST (REGULAR) Crrct Aug Salary	170.30
Total	170.30

REDUCTIONS	Employee
(STRS) STRS	17.46
Total	17.46

TAXES	
(FIT) [M 0] Federal Withholding	18.34
(SIT) [S 1 :0] State Withholding	15.64
(MEDICARE) Medicare	2.47
(SUI) Unemployment Ins	
(WORKCOMP) Workers Comp	
Total	36.45

NET	Employee
Deposited at Bank Of The West	116.39
Warrant #	
Net Pay	116.39

Review Taxes to get calculated amounts

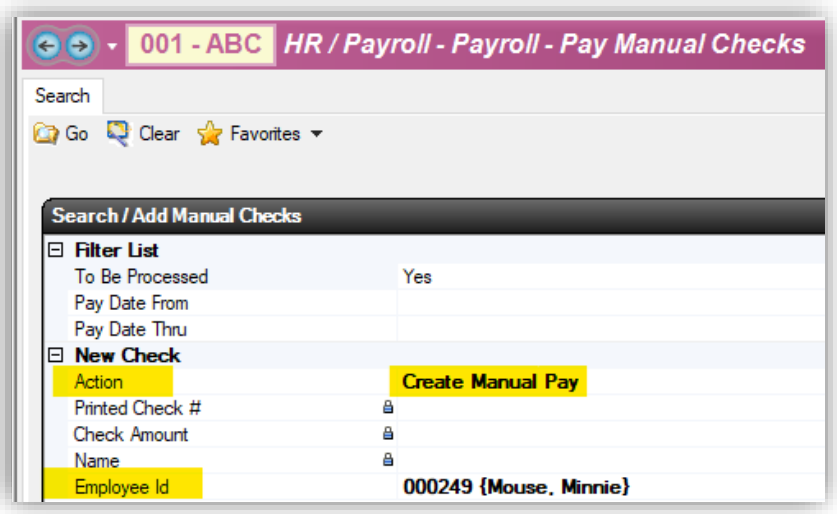
Employee owes the Net Pay Amount

- Use the snapshot as back up for Check Request in AP or District Revolving
- Provide copy of the snapshot to include in letter to notify the employee of the overpayment and establish a repayment plan.

Create Manual Pay Cycle - Enter Negative Earnings in Production

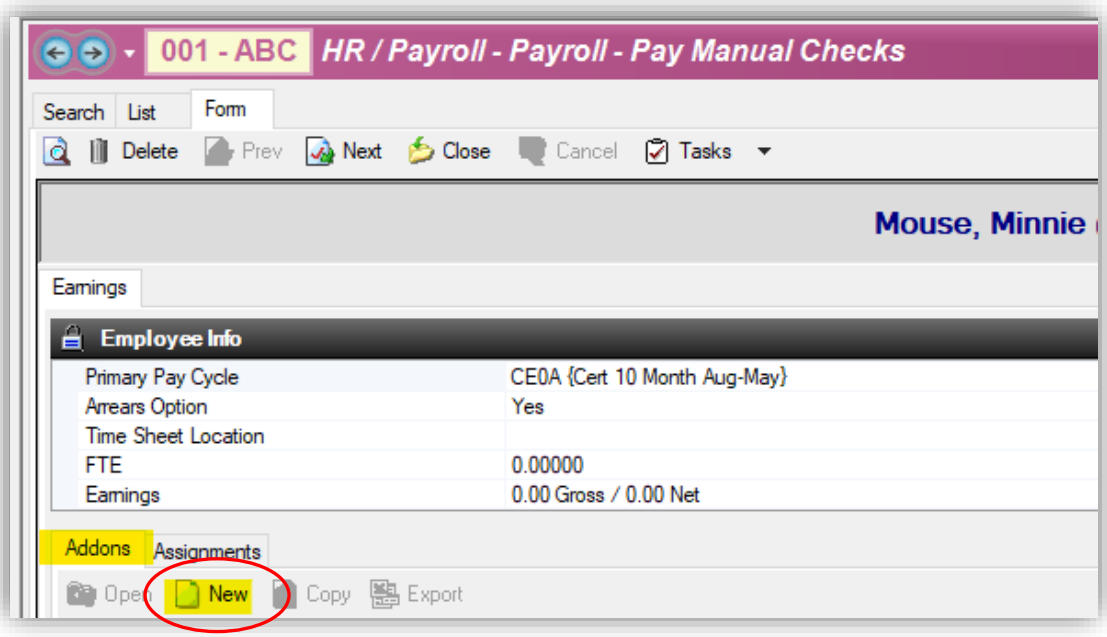
Once the Net Pay in calculated, the Negative earnings need to be entered in Production in Manual Payroll or in Supplemental Payroll to establish the Payroll Accounts Receivable. Deductions and Contributions may need to be entered manually as a negative amount to balance to the Net Pay.

Go to HR/Payroll – Payroll – Pay Manual Checks



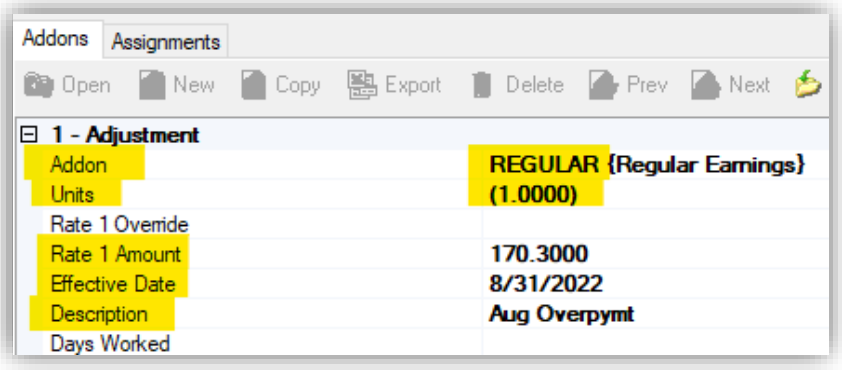
- **Action:** Create Manual Pay
- **Employee Id:** Enter the number or type in at least two characters of last name to select from drop down
- **Click Go to enter earnings**

- On the Addons Tab, click New enter an Addon
  - REGULAR (Lump Sum)
  - REGH (Hourly)
  - REGD (Daily)



Enter Adjustment

It's recommended to use REGULAR, REGH or REGD Addons, be sure to review the retirement reporting for prior periods in SEW or CalPERS.

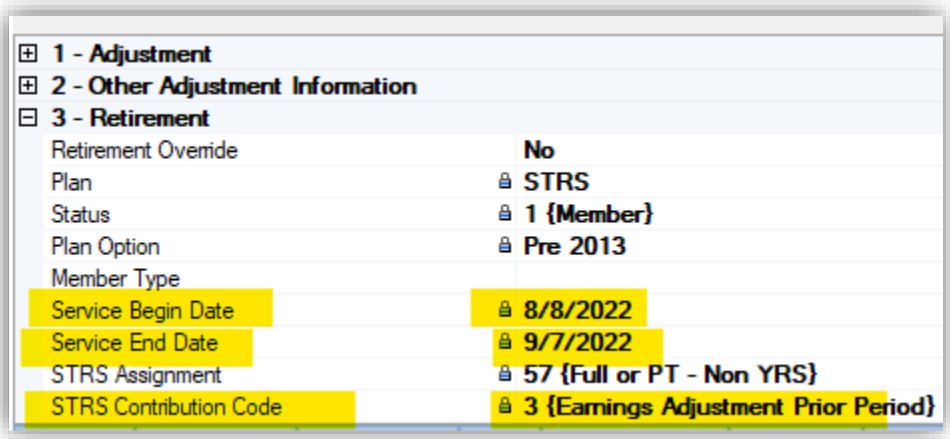


- **Addon:** REGULAR
- **Units:** Negative -1
- **Rate Amount:** Positive
  (Must be positive Pay Rate for Retirement Reporting)
- **Effective Date:** Period of Overpayment
- **Description:** Overpayment
- Small Save/Close

Review 3 – Retirement

Notice the Service Begin and End Dates may populate with the default date the manual Payroll was created. This will need to be overridden to report retirement correctly.

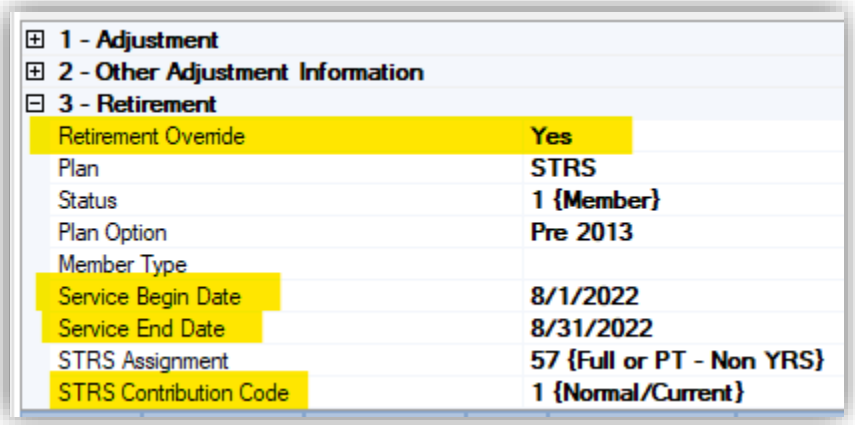
- **Retirement Override:** Change from No to Yes to unlock the fields to edit

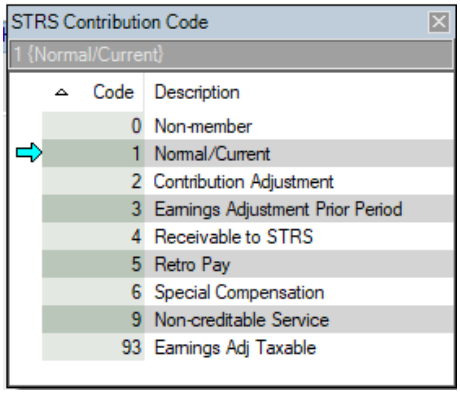


- **STRS Contribution Code:** 3 {Earnings Adjustment Prior Period} will cause an error since this is "current" pay period

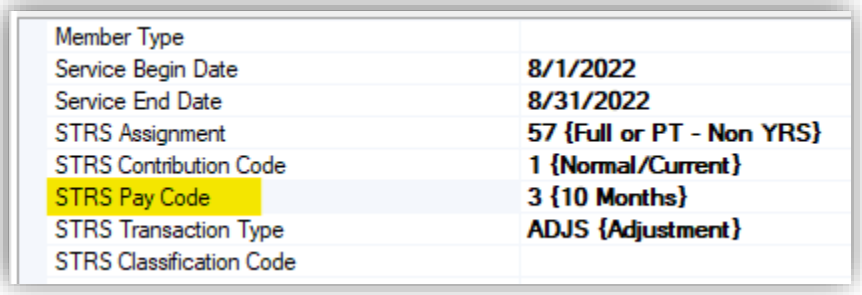
Retirement Override

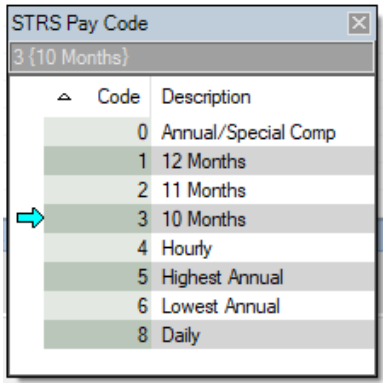
- **Retirement Override:** Change from No to Yes to unlock the fields to edit
- **Service Begin Date:** Enter Begin date of correct period
- **Service End Date:** Enter End date of correct period
    - **STRS Contribution Code:** 1 {Normal/Current} for STRS Members

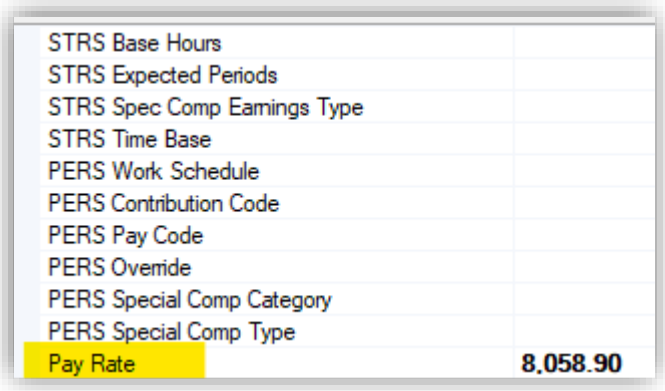




- **STRS Pay Code:** Select Based on employee pay periods







- **Pay Rate:** Enter new pay rate based on the salary schedule cell
- Small Save/Close
- Go to Tasks to Calculate Pay Now
- Review the snapshot for the negative adjustment

Review the Negative Adjustment

The system does not calculate Federal and State Withholding on negative earnings, but it does adjust the taxable gross accordingly. Manual adjustments would need to be entered to get the net pay to match the REPAY Deduction. Use the snapshot from the positive Earnings previously calculated in Training.

Production – Before tax Adjustments

Taxes do not calculate on Negative Earnings

A Manual Adjustment is needed

	Pay Period		
EARNINGS	Employee	Other	
ADJUST (REGULAR) Aug Overpymt	170.30-		
Total	170.30-	.00	
REDUCTIONS	Employee	Employer	Subj Gross
(STRS) STRS	17.46-	32.53-	170.30-
Total	17.46-	32.53-	
TAXES			
(FIT) [M 0] Federal Withholding			152.84-
(SIT) [S 1 :0] State Withholding			152.84-
(MEDICARE) Medicare	2.47-	2.47-	170.30-
(SUI) Unemployment Ins		.85-	170.30-
(WORKCOMP) Workers Comp		1.63-	170.30-
Total	2.47-	4.95-	
NET			
Warrant #	150.37-		
Net Pay	150.37-		

Net Pay is incorrect

Training – Positive Earnings Tax Calculations

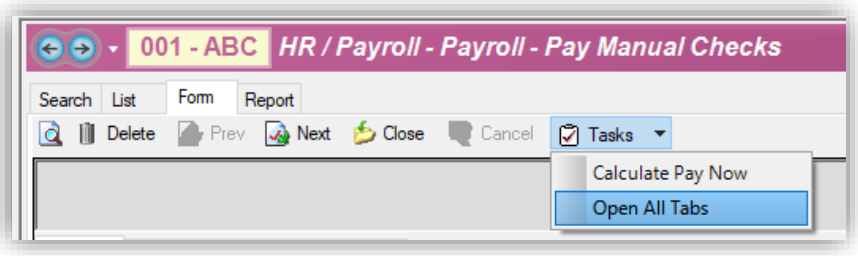
EARNINGS	Employee
POSITION #49-1(0)/1A	
POSITION #49-2(0)/1A	
ADD-ON (MASTER) Master Stipend	
ADD-ON (MASTER) Master Stipend	
ADJUST (REGULAR) Crrct Aug Salary	170.30
Total	170.30
REDUCTIONS	Employee
(STRS) STRS	17.46
Total	17.46
TAXES	
(FIT) [M 0] Federal Withholding	18.34
(SIT) [S 1 :0] State Withholding	15.64
(MEDICARE) Medicare	2.47
(SUI) Unemployment Ins	
(WORKCOMP) Workers Comp	
Total	36.45

NET	Employee
Deposited at Bank Of The West	116.39
Warrant #	
Net Pay	116.39

FIT and SIT Adjustments

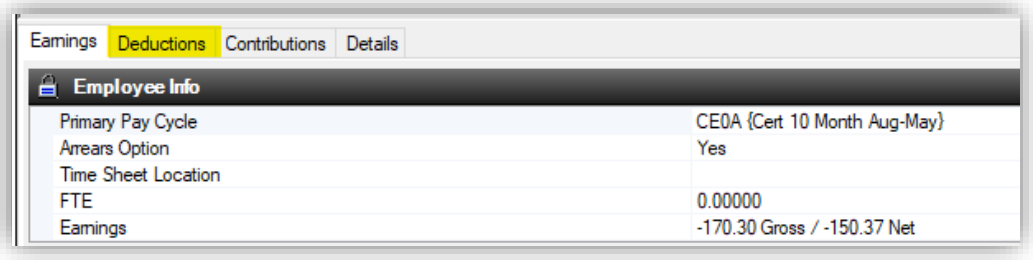
Typically, we recommend to let the system calculate taxes, but always want to verify withholdings, and enter manually as needed. Be mindful of Voluntary Deductions/Contributions that affect a vendor check and use appropriate “Adjustment” Codes when applicable.

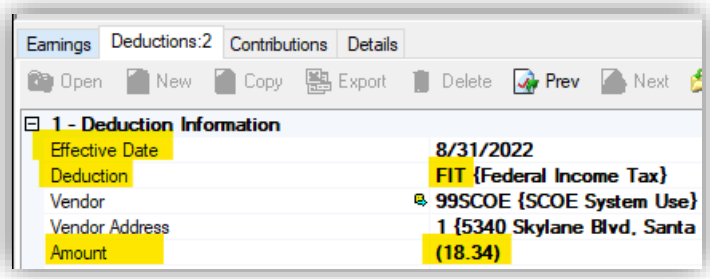
- Go to Tasks to Open All Tabs

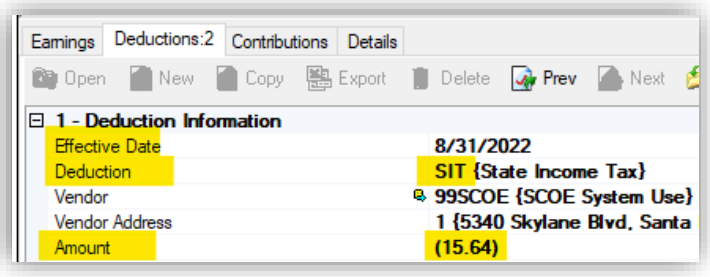


Deduction, Contributions and Details Tabs are now available.

- Click on Deductions
- Click New to Add FIT and SIT with negative amount to credit







Effective Date:

Deduction: FIT and SIT with negative amount to credit

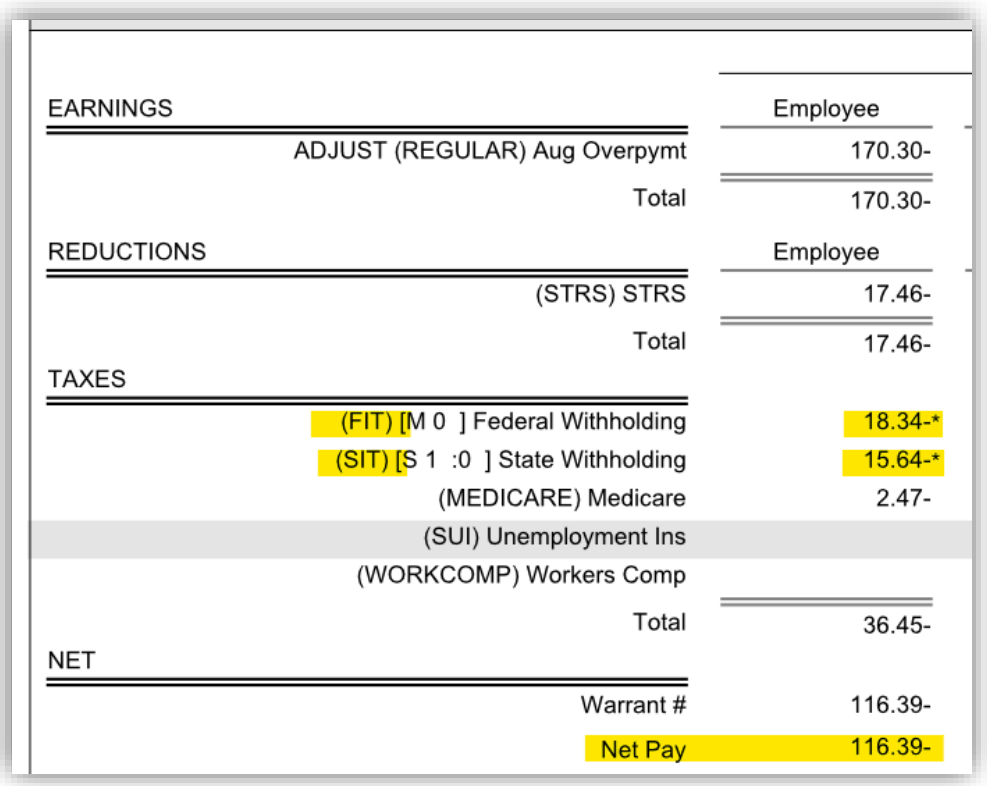
Amount: Enter calculated amount from the positive earnings created in Training

Small Save/Close

Go to Tasks to Calculate Pay Now review the snapshot again to verify Net Pay in balance, then enter the REPAY Deduction Code

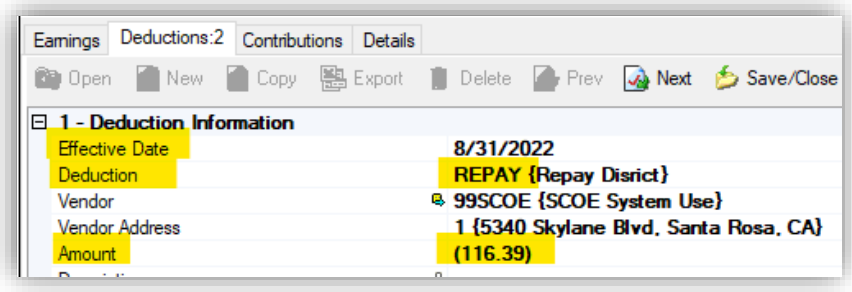
Review Net Pay – Enter REPAY Deduction

The Net Pay is the amount paid out of the District Revolving. Use the REPAY Deduction Code with a negative amount to offset to 0.00 Net Pay.



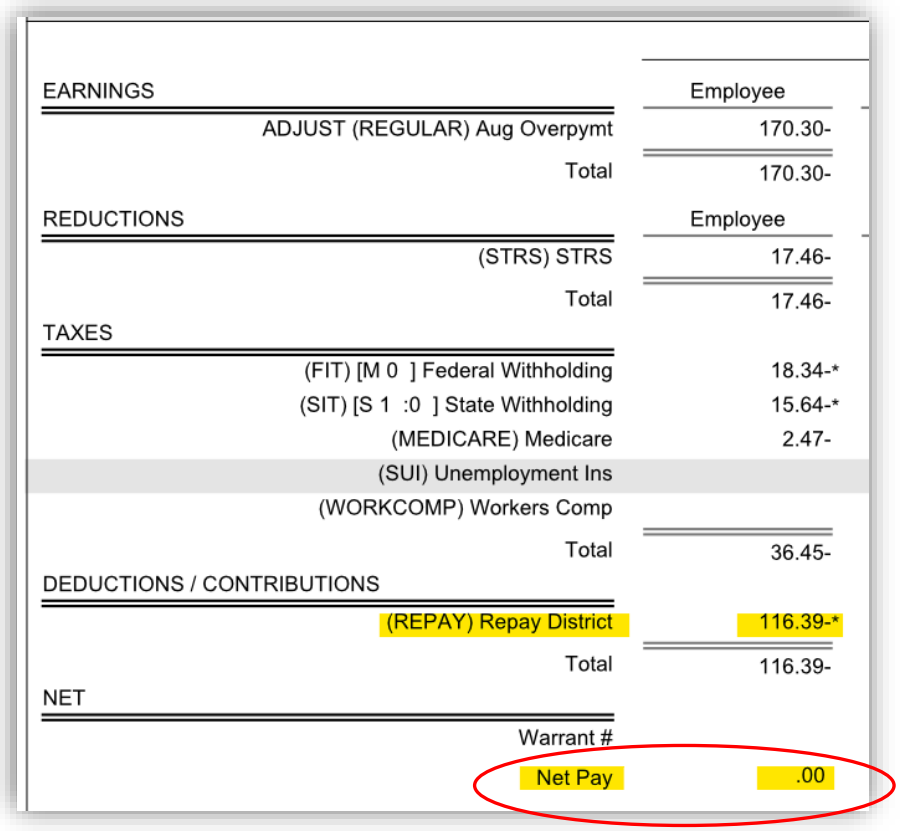
EARNINGS	Employee
ADJUST (REGULAR) Aug Overpymt	170.30-
Total	170.30-
REDUCTIONS	**Employee**
(STRS) STRS	17.46-
Total	17.46-
TAXES	
(FIT) [M 0] Federal Withholding	18.34-*
(SIT) [S 1 :0] State Withholding	15.64-*
(MEDICARE) Medicare	2.47-
(SUI) Unemployment Ins	
(WORKCOMP) Workers Comp	
Total	36.45-
NET	
Warrant #	116.39-
Net Pay	116.39-

- Click New to add the REPAY Deduction Code



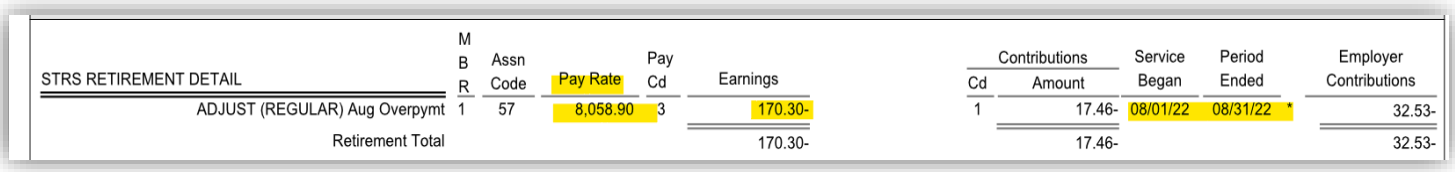
- Small Save/Close
- Go to Tasks to Calculate Pay Now

- Review snapshot again to verify the Net Pay is 0.00
- Review Retirement Reporting



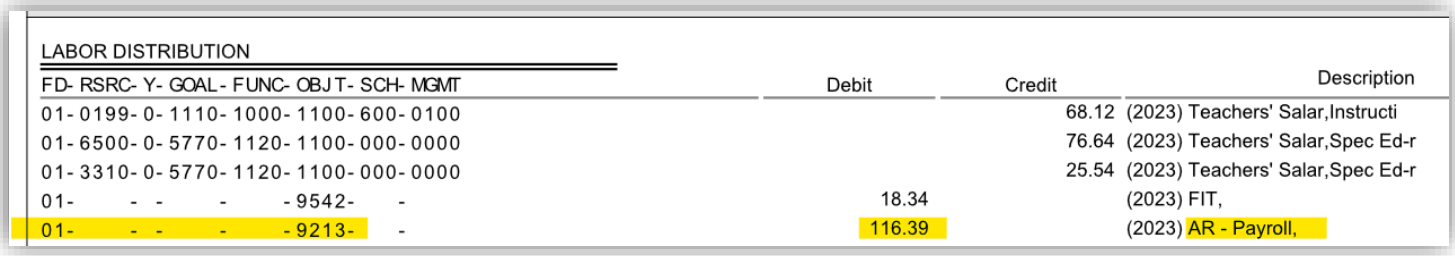
EARNINGS	Employee
ADJUST (REGULAR) Aug Overpymt	170.30-
Total	170.30-
REDUCTIONS	**Employee**
(STRS) STRS	17.46-
Total	17.46-
TAXES	
(FIT) [M 0] Federal Withholding	18.34-*
(SIT) [S 1 :0] State Withholding	15.64-*
(MEDICARE) Medicare	2.47-
(SUI) Unemployment Ins	
(WORKCOMP) Workers Comp	
Total	36.45-
DEDUCTIONS / CONTRIBUTIONS	
(REPAY) Repay District	116.39-*
Total	116.39-
NET	
Warrant #	
Net Pay	.00

Review STRS Retirement Detail: Pay Rate should be the new corrected Pay Rate and Service Begin and End should be in period of correction.



STRS RETIREMENT DETAIL	MBR	Assn Code	Pay Rate	Pay Cd	Earnings	Contributions Cd	Contributions Amount	Service Began	Period Ended	Employer Contributions
ADJUST (REGULAR) Aug Overpymt	1	57	8,058.90	3	170.30-	1	17.46-	08/01/22	08/31/22 *	32.53-
Retirement Total					170.30-		17.46-			32.53-

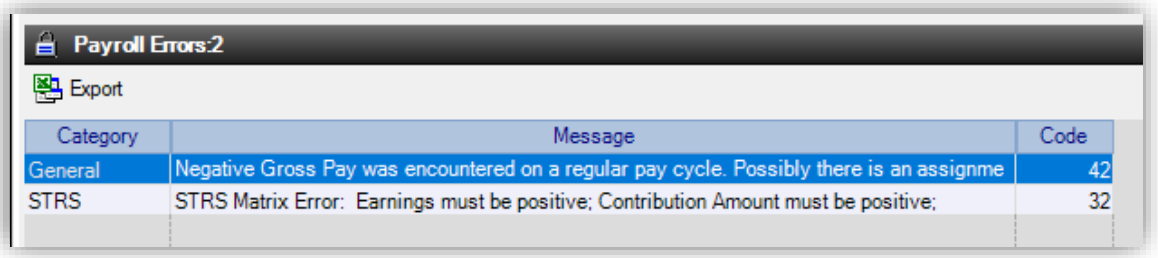
Review Labor Distribution: REPAY Deduction Code will establish the AR in 9213 Object. Be sure to use the same account to reimburse revolving.



LABOR DISTRIBUTION FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Debit	Credit	Description
01- 0199- 0- 1110- 1000- 1100- 600- 0100		68.12	(2023) Teachers' Salar,Instructi
01- 6500- 0- 5770- 1120- 1100- 000- 0000		76.64	(2023) Teachers' Salar,Spec Ed-r
01- 3310- 0- 5770- 1120- 1100- 000- 0000		25.54	(2023) Teachers' Salar,Spec Ed-r
01- - - - - 9542- -	18.34		(2023) FIT,
01- - - - - 9213- -	116.39		(2023) AR - Payroll,

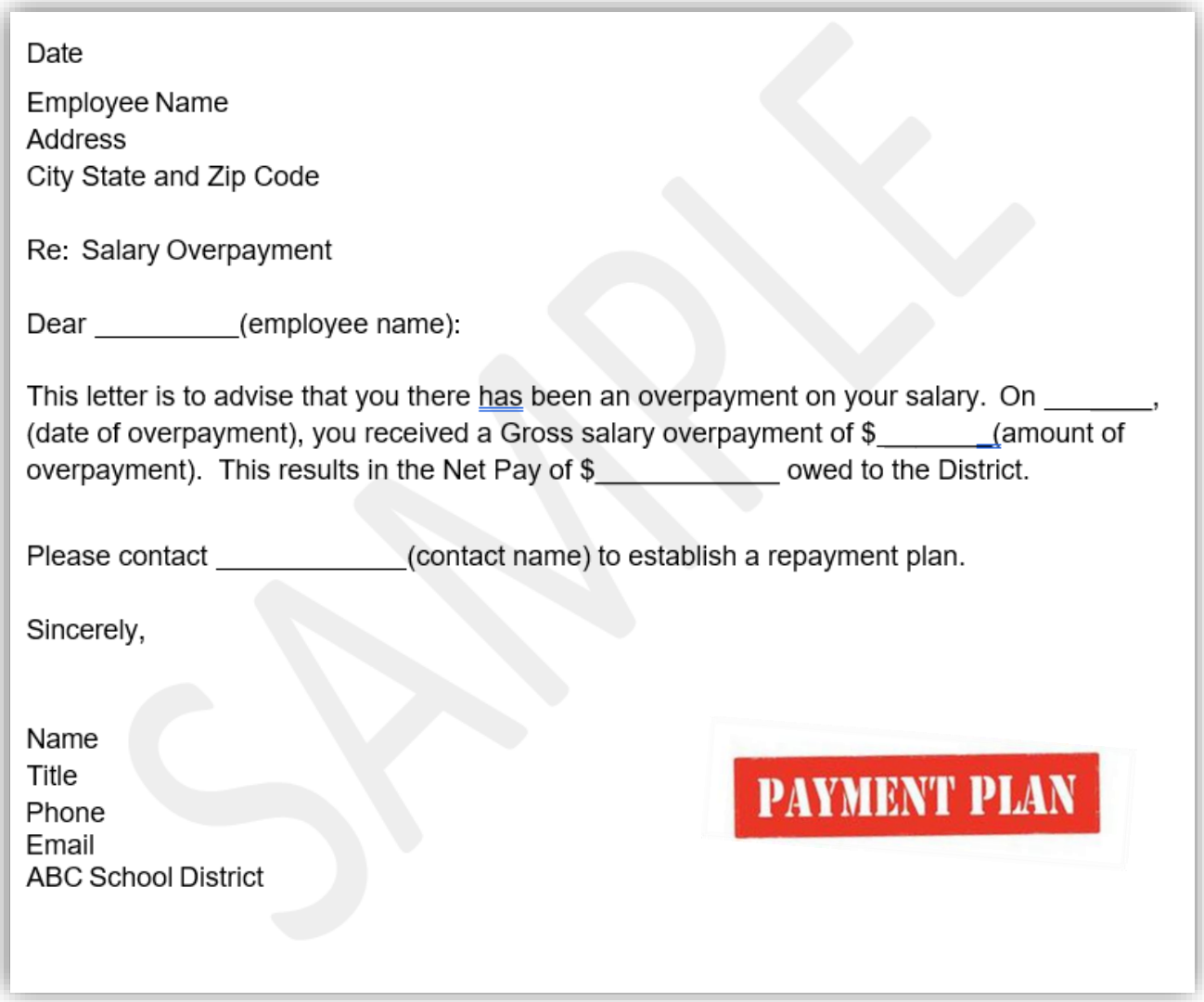
Review Payroll Errors in Details Tab for Payroll Errors

Negative earnings adjustments will cause a General and Retirement error, but in this case the negative earnings are correct, therefore payroll will be processed with the errors, just make note that you reviewed.



Sample Notification Letter for Overpayment

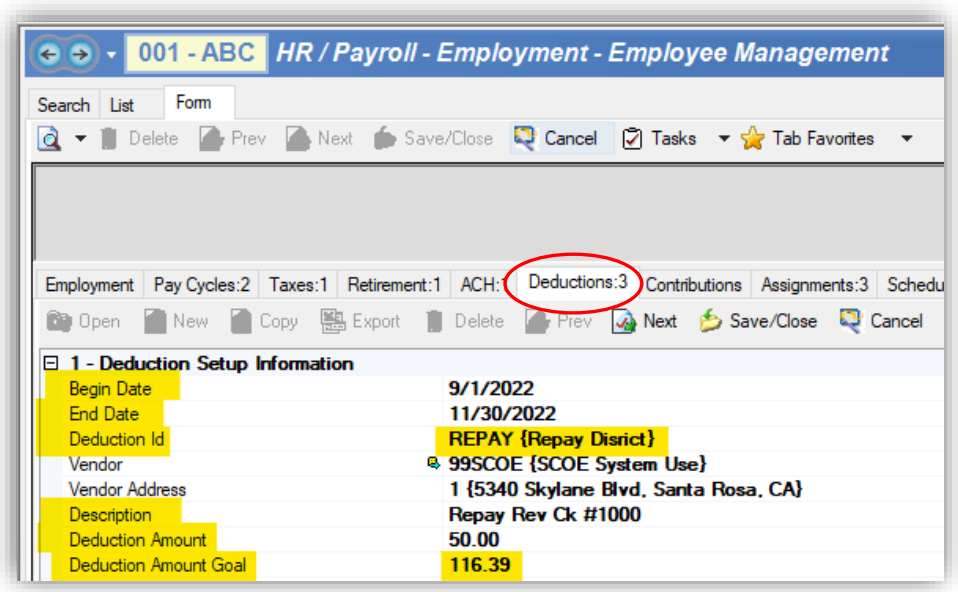
Districts must do its due diligence to collect the overpayment otherwise this is a gift of public funds.



Enter Repayment Plan in Employee Management

Once the repayment plan is established and the amount of the deduction is agreed upon in writing by the employee, then enter the REPAY Deductions in Employee Management.

Go to HR/Payroll – Employment – Employee Management

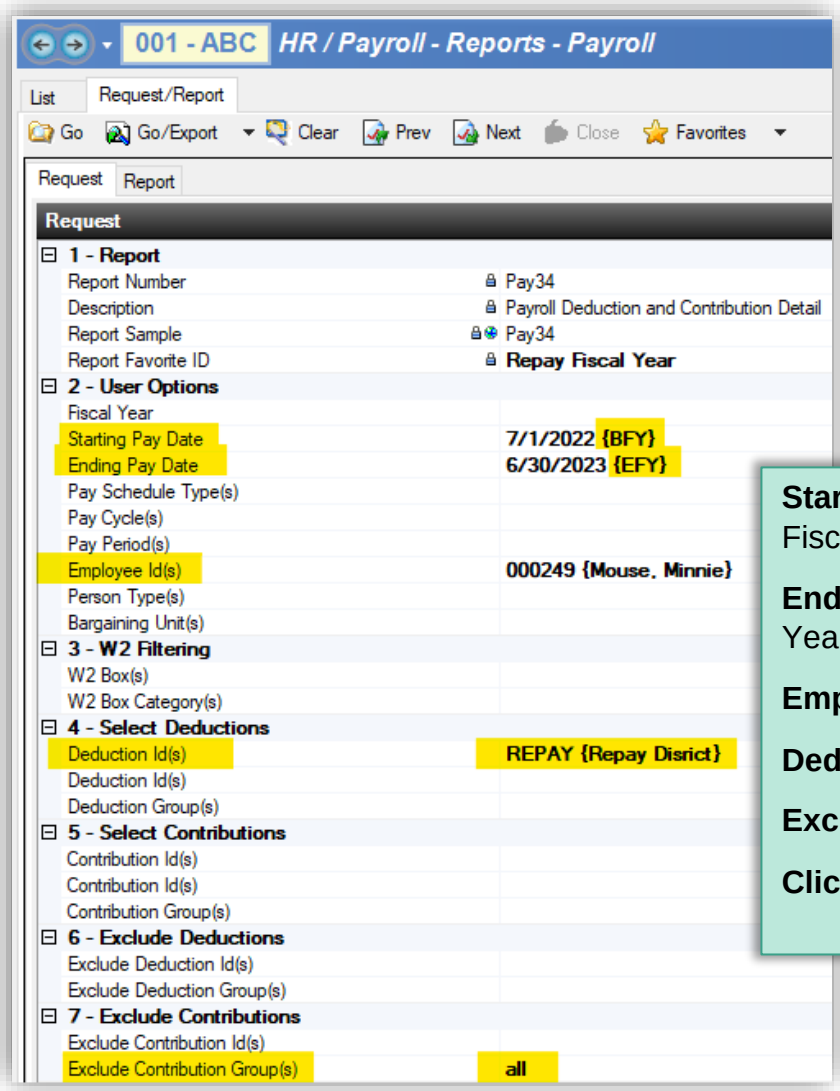


- Go to the Deductions Tab
- Begin Date: Current Period
    - Deduction Id: REPAY {Repay District}
    - Description: Repay
    - Deduction Amount: Agreed Amount Per Month
    - Deduction Amount Goal: Total amount owed
        - Deduction will stop when goal is met

Review set up and REPAY in the Pay34 Payroll Deduction and Contribution Detail Report

Review the Pay34 Payroll Deduction and Contribution Detail

Review the Pay34 to verify that the REPAY Deduction will net to 0.00 after Manual Payroll is processed.



Starting Pay Date: BFY {Beginning of Fiscal Year}

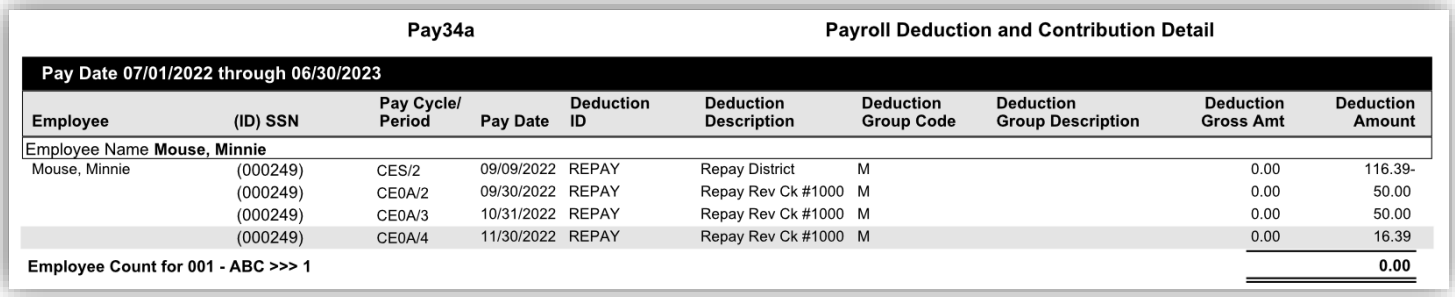
Ending Pay Date: EFY {End of Fiscal Year}

Employee Id: Enter number or Last Name

Deduction Id: REPAY

Exclude Contribution Groups: All

Click Go to generate the report



Pay34a **Payroll Deduction and Contribution Detail**

Pay Date 07/01/2022 through 06/30/2023

Employee	(ID) SSN	Pay Cycle/ Period	Pay Date	Deduction ID	Deduction Description	Deduction Group Code	Deduction Group Description	Deduction Gross Amt	Deduction Amount
Employee Name **Mouse, Minnie**									
Mouse, Minnie	(000249)	CES/2	09/09/2022	REPAY	Repay District	M		0.00	116.39-
	(000249)	CE0A/2	09/30/2022	REPAY	Repay Rev Ck #1000	M		0.00	50.00
	(000249)	CE0A/3	10/31/2022	REPAY	Repay Rev Ck #1000	M		0.00	50.00
	(000249)	CE0A/4	11/30/2022	REPAY	Repay Rev Ck #1000	M		0.00	16.39
Employee Count for 001 - ABC >>> 1									**0.00**

Reprocess Pay

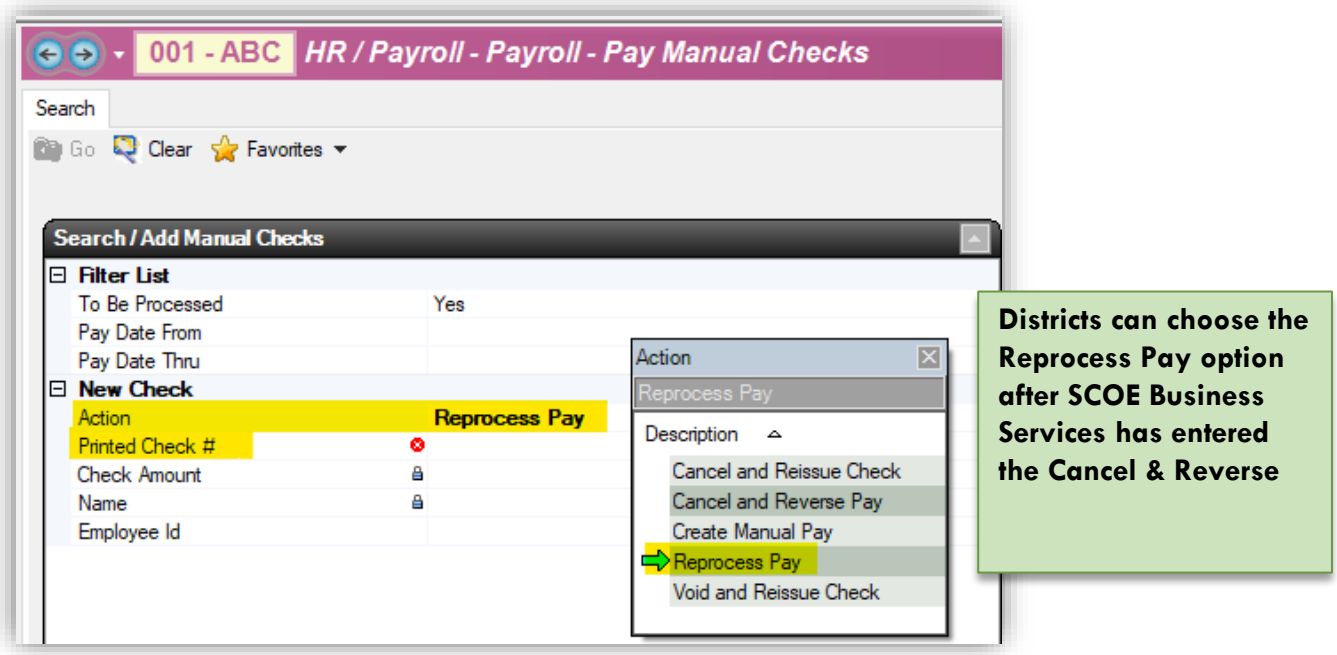
This option recalculates the original pay and must be done immediately after the original period or an error will generate. Changes are allowed in Earnings, Deductions and Contributions if needed. This can be used if a check needs to be canceled and reissued for a different amount. Keep in mind this option only works if no other earnings in between periods.

For example, if an employee reports they lost their Regular end of month Payroll and were then paid additional earnings on the Supplemental Payroll, then the Reprocess Pay is not an option.

NOTE: First the Cancel and Reverse option would need to be done by SCOE Business Services prior to selecting the Reprocess Pay Option

Go to HR/Payroll – Payroll – Pay Manual Checks

- **Action:** Reprocess Pay
- **Printed Check #:** Enter check # to be replaced
  - Check Amount, Name and Id will auto fill
- Click Go to get started



- Open the Reprocess Pay line if changes need to be made otherwise be sure that all forms have been submitted to SCOE Business Services to process the manual payroll



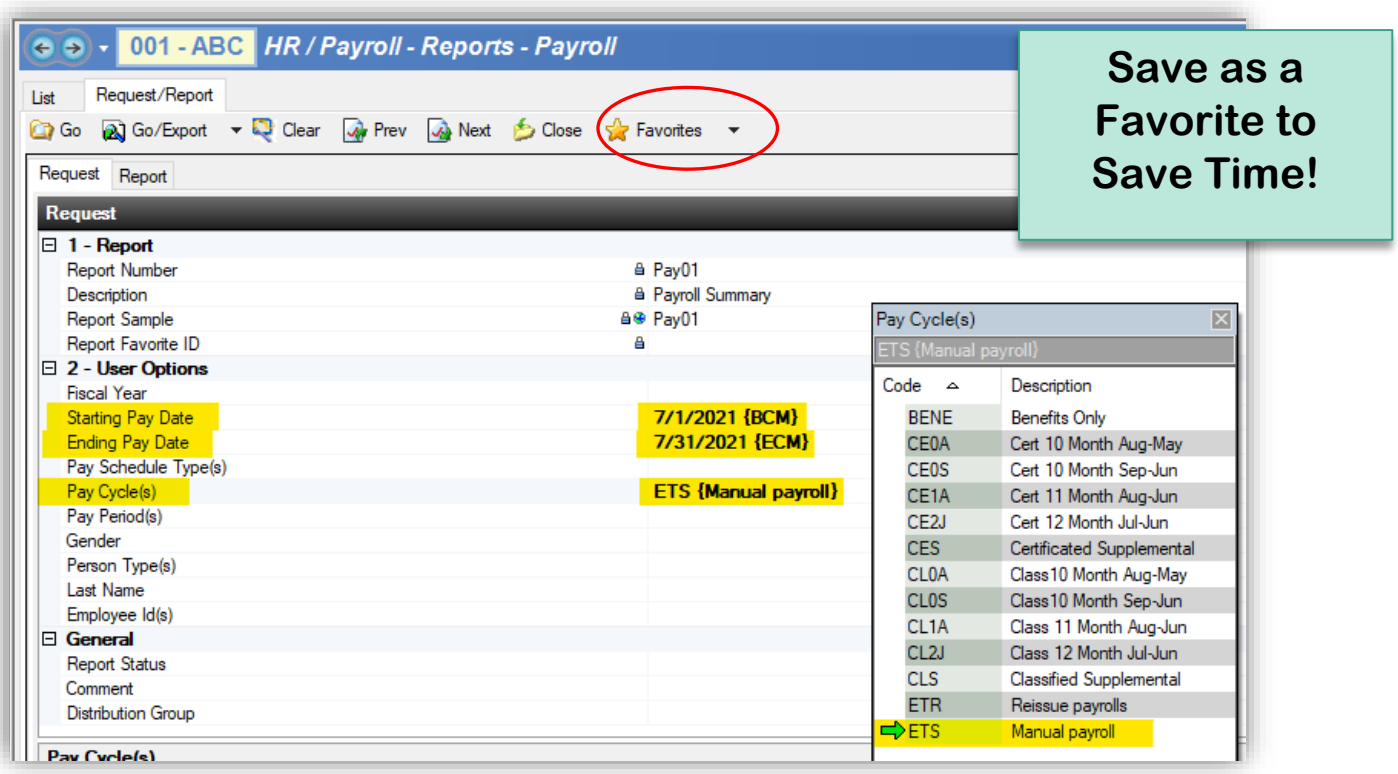
Report to Send to SCOE Business Services

Pay01 Payroll Summary and required forms

The Pay01 must be submitted with the **Manual Payroll Request form** and other required forms depending on the scenario. Since the Pay Date is not established until SCOE Business Services submits, the Starting Pay Date and Ending Pay Date would need to be a range for the month of entry and select the Pay Cycle ETS Manual Payroll.

Go to HR/Payroll – Report – Payroll – Pay01 Payroll Sumary

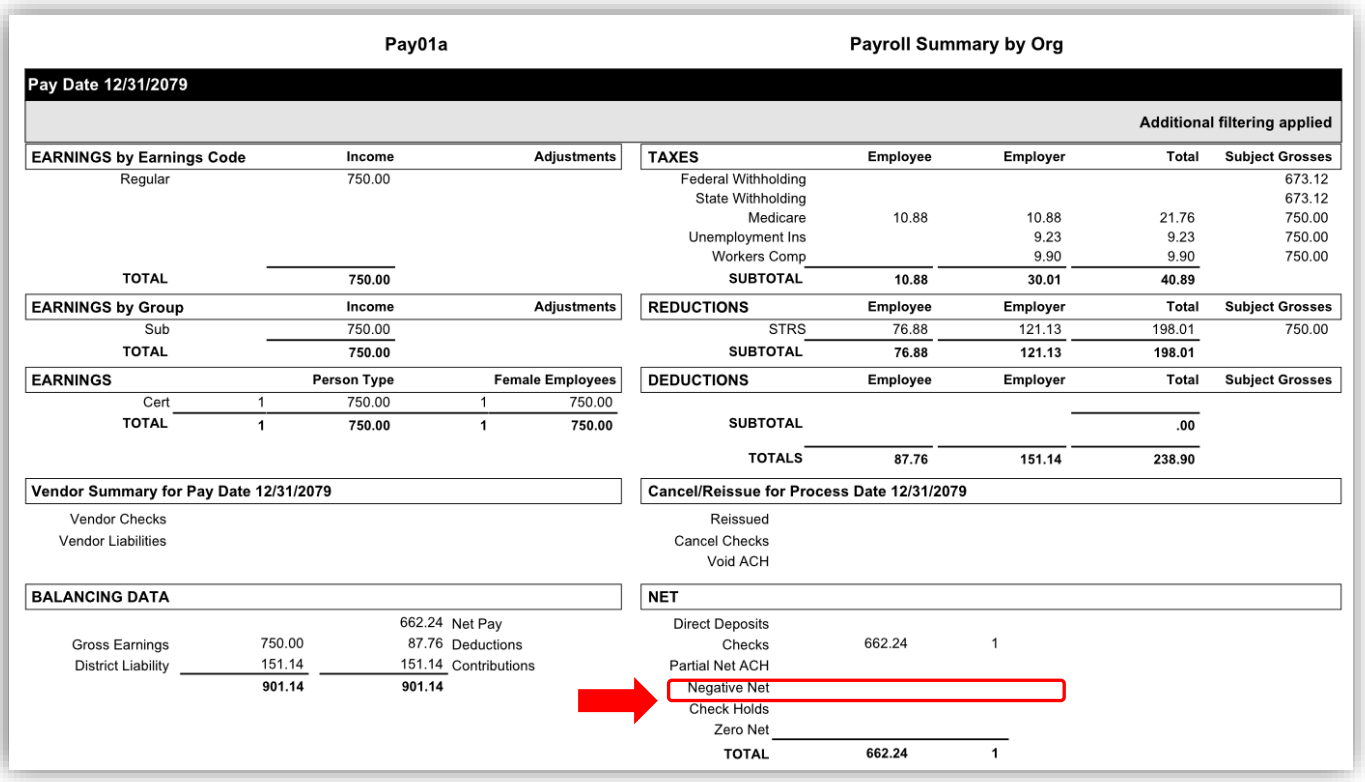
- **Starting Pay Date:** Use Mnemonics {BCM} Begin of Current Month
- **Ending Pay Date:** Use Mnemonics {ECM} End of Current Month
- **Pay Cycle:** ETS Manual Payroll
- **Click Go** to generate the report



Example Pay01 Payroll Summary

Email the Pay01 and required forms to SCOE Business Services listed on the forms. The Pay Date will not display the Pay Date until the Manual Payroll is submitted by SCOE Business Service.

- Review that there is not any Negative Net Pay
  - Payroll will not process with Negative Net Pay



Pay01a — **Payroll Summary by Org**

Pay Date 12/31/2079

Additional filtering applied

EARNINGS by Earnings Code	Income	Adjustments
Regular	750.00	
TOTAL	750.00	

EARNINGS by Group	Income	Adjustments
Sub	750.00	
TOTAL	750.00	

EARNINGS		Person Type		Female Employees
Cert	1	750.00	1	750.00
TOTAL	1	750.00	1	750.00

TAXES	Employee	Employer	Total	Subject Grosses
Federal Withholding				673.12
State Withholding				673.12
Medicare	10.88	10.88	21.76	750.00
Unemployment Ins		9.23	9.23	750.00
Workers Comp		9.90	9.90	750.00
SUBTOTAL	10.88	30.01	40.89	

REDUCTIONS	Employee	Employer	Total	Subject Grosses
STRS	76.88	121.13	198.01	750.00
SUBTOTAL	76.88	121.13	198.01	

DEDUCTIONS	Employee	Employer	Total	Subject Grosses
SUBTOTAL			.00	
TOTALS	87.76	151.14	238.90	

Vendor Summary for Pay Date 12/31/2079

Vendor Checks	
Vendor Liabilities	

Cancel/Reissue for Process Date 12/31/2079

Reissued	
Cancel Checks	
Void ACH	

BALANCING DATA

		662.24	Net Pay
Gross Earnings	750.00	87.76	Deductions
District Liability	151.14	151.14	Contributions
	901.14	901.14	

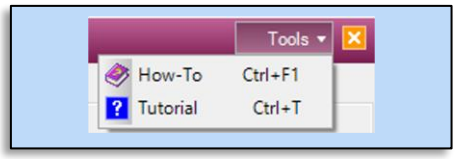
NET

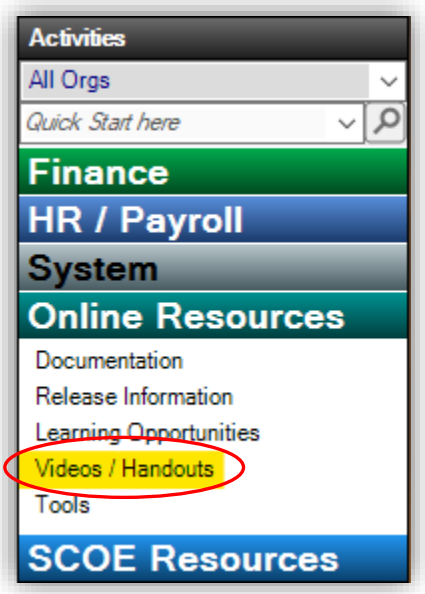
Direct Deposits		
Checks	662.24	1
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
TOTAL	662.24	1

Resources

Tools are available in every activity

Frontline Documentation or Tutorials



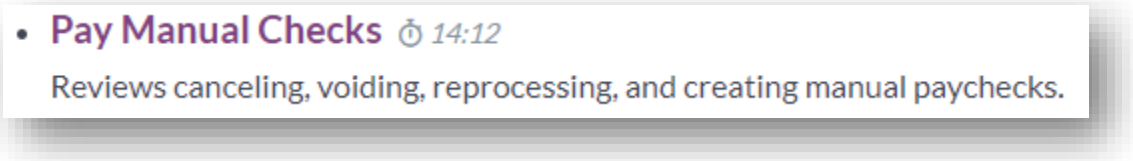


We recommend that users review the Tutorial for Pay Manual Checks that can be found in:

Online Resources > Videos / Handouts > Table of Contents > Payroll > Pay Manual Checks

OR in the ***Pay Manual Checks activity in Tools > Tutorials***

This is a 14 minute video to review the options available and tips creating manual payroll.



SCOE Resources

Manual Payroll Procedures

Link to form: ***https://www.scoe.org/files/Manual_Payroll_Procedures_Updated_09.05.pdf***

Still have questions, send an email to **helpdesk@scoe.org**

