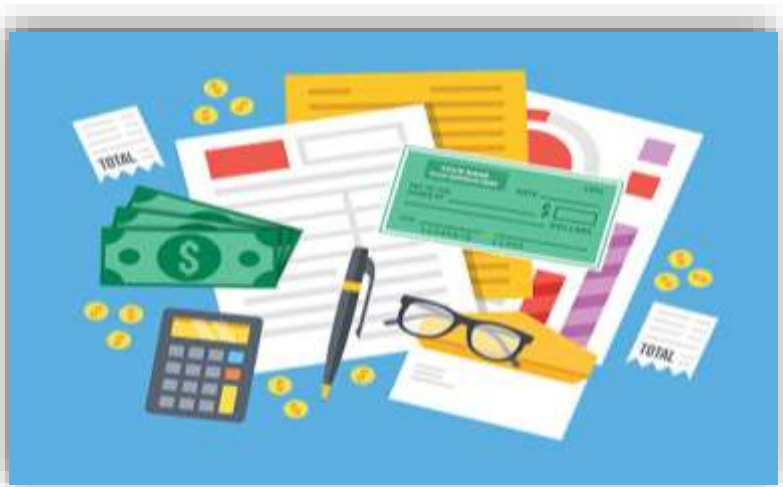


Sonoma County Office of Education

Manual Payroll Process



Revised July 2023

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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**.

Action	Who performs	Description	Request Form Submitted 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 <i>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</i>	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 original 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

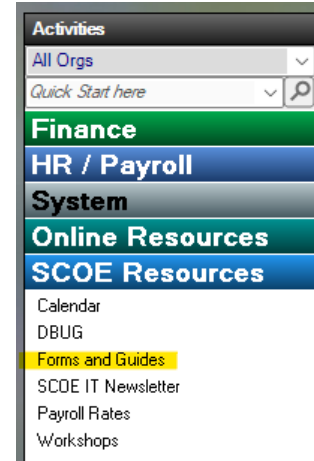
The "Pay Date" is not set until it is submitted by SCOE Business Services for processing. As entries are made, the pay date always defaults to tomorrow's date or the first open pay date. This means if you create a manual payroll on Monday, the pay date will be Tuesday. This allows manual payrolls to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

- 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](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



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

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



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

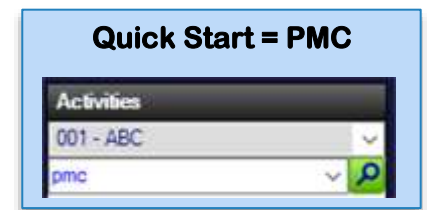
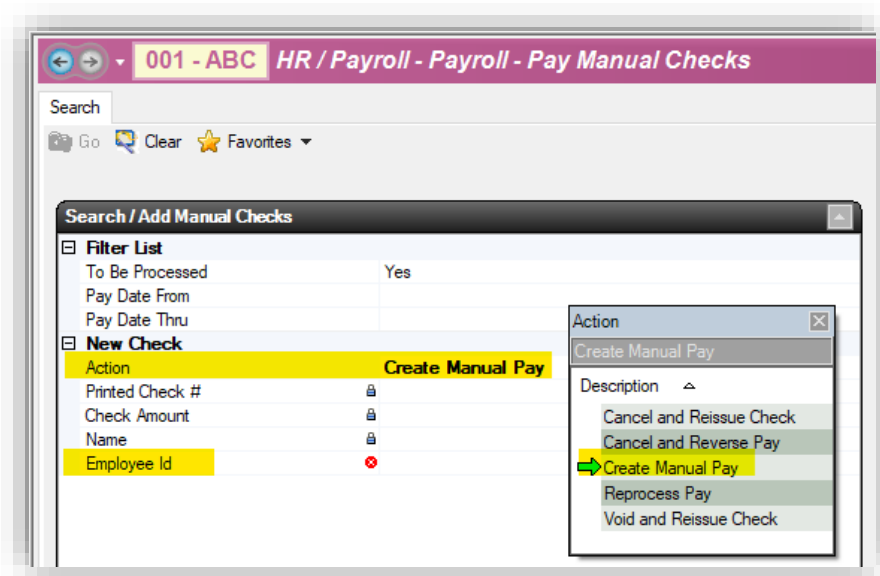
Revised 8/1/23

Add Manual Pay Cycle

Now you are ready to create Manual Payroll. If there 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



001 - ABC HR / Payroll - Payroll - Pay Manual Checks

Search List

Open Export Grid

A	Action	Check #	Orig Pay Date	Orig Amt	Emp Id	Name	New Amt	New Check #	New Pay Date
	Create Manual Pay			0.00	79	M, Minnie M	0.00		

Option 1: Enter data in *Pay Manual Checks* Activity

Option 2: Enter data in *Adjust Payroll* Activity

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

Option 3: Enter data in *Additional Pay* Activity for multiple employees, after 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

1 - Adjustment	
Addon	SUBD {Substitute daily}
Units	5.0000
Rate 1 Override	
Rate 1 Amount	150.0000
Effective Date	5/31/2021
Description	Substitute
Days Worked	
Account	01-0000-0-1110-1000-1140-600-0100

- **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 considered 1 {Normal/Current} like Supplemental Payroll

3 - Retirement	
Retirement Override	No
Plan	STRS
Status	1 {Member}
Plan Option	Pre 2013
Member Type	
Service Begin Date	5/26/2021
Service End Date	6/25/2021
STRS Assignment	54 {Subs-daily/hrly}
STRS Contribution Code	3 {Earnings Adjustment Prior Period}

Service Dates may need to be manually updated.
Review all other fields

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}

The screenshot shows a software interface with a menu bar containing 'Addons' and 'Assignments'. Below the menu bar are icons for 'Open', 'New', 'Copy', 'Export', 'Delete', 'Prev', 'Next', 'Save/Close', and 'Cancel'. The main area displays '3 - Retirement' with the following fields:

Retirement Override	Yes
Plan	STRS
Status	1 {Member}
Plan Option	Pre 2013
Member Type	
Service Begin Date	5/1/2021
Service End Date	5/31/2021
STRS Assignment	54 {Subs-daily/hrly}
STRS Contribution Code	1 {Normal/Current}
STRS Pay Code	0 {Annual/Special Comp}
STRS Transaction Type	RGLR {Regular}

Two dropdown menus are shown:

STRS Contribution Code
1 {Normal/Current}

Code	Description
0	Non-member
1	Normal/Current
2	Contribution Adjustment
3	Earnings Adjustment Prior Period
4	Receivable to STRS
5	Retro Pay
6	Special Compensation

STRS Pay Code
0 {Annual/Special Comp}

Code	Description
0	Annual/Special Comp
1	12 Months
2	11 Months
3	10 Months
4	Hourly
5	Highest Annual
6	Lowest Annual
8	Daily

- **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

The screenshot shows a 'STRS Pay Code' dropdown menu with the following options:

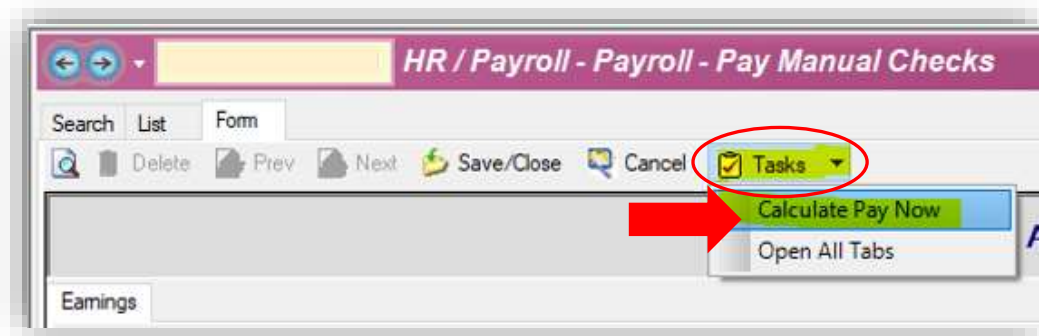
Code	Description
0	Annual/Special Comp
1	12 Months
2	11 Months
3	10 Months
4	Hourly
5	Highest Annual
6	Lowest Annual
8	Daily

- **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

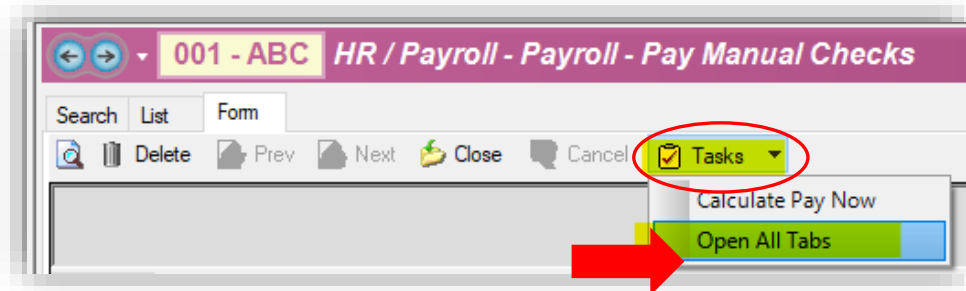
Addons:1 Assignments	
STRS Base Hours	1,240.62
STRS Expected Periods	0000 {0 payments - Intermittent}
STRS Spec Comp Earnings Type	
STRS Time Base	SUBS {Substitute}
PERS Work Schedule	000 {None}
PERS Contribution Code	0
PERS Pay Code	0
PERS Override	{Let Software Decide}
PERS Special Comp Category	
PERS Special Comp Type	
Pay Rate	27,900.00

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

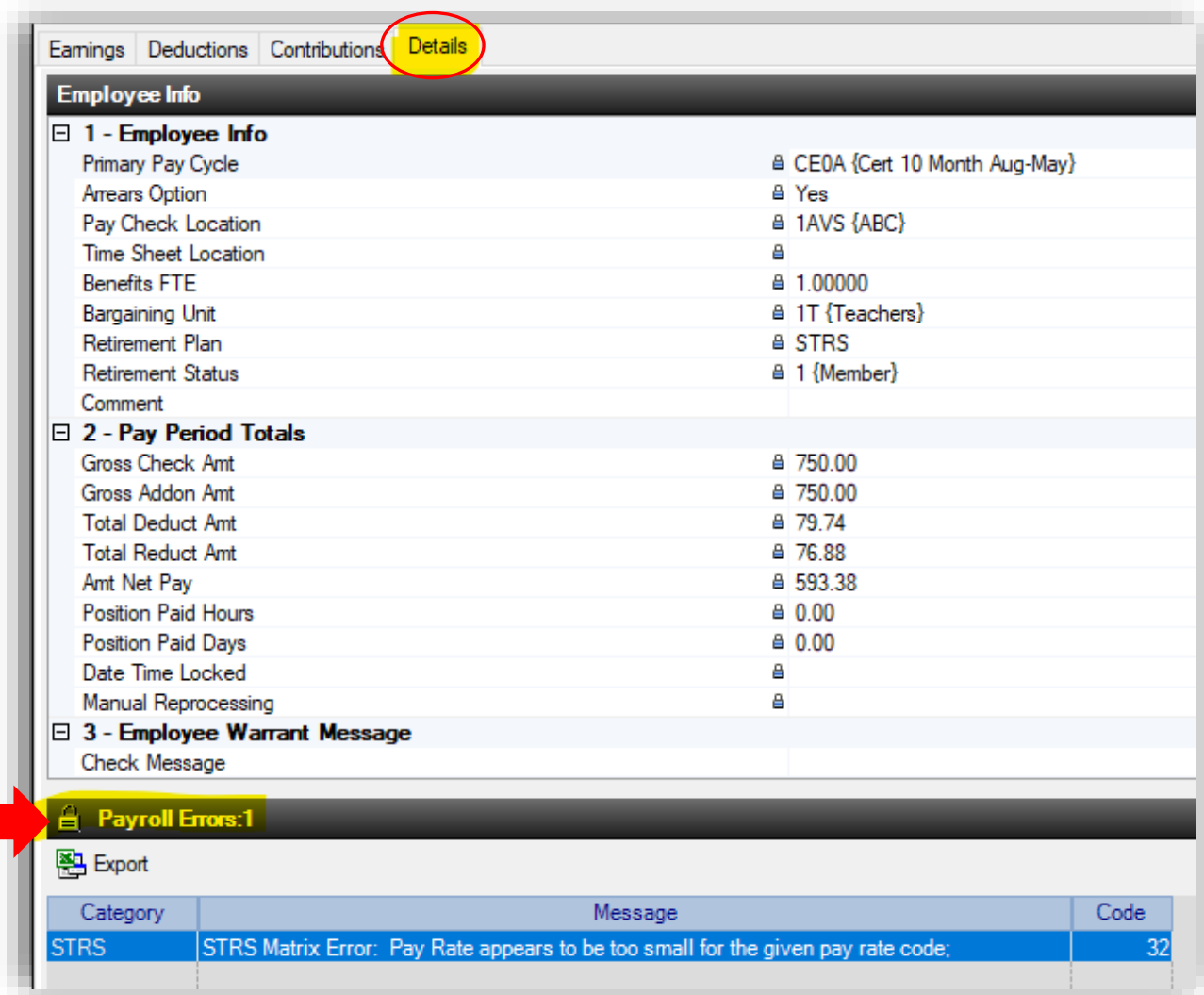


- Select Open All Tabs to add Deduction, Contribution, and Details Tab



Review Payroll Errors

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



The screenshot displays a software interface with tabs for 'Earnings', 'Deductions', 'Contributions', and 'Details'. The 'Details' tab is selected and circled in yellow. Below the tabs, there are three expandable sections: '1 - Employee Info', '2 - Pay Period Totals', and '3 - Employee Warrant Message'. A red arrow points to a yellow bar labeled 'Payroll Errors: 1' with a lock icon. Below this bar is an 'Export' button and a table with the following data:

Category	Message	Code
STRS	STRS Matrix Error: Pay Rate appears to be too small for the given pay rate code;	32

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.

1 - Adjustment	
2 - Other Adjustment Information	
3 - Retirement	
Retirement Override	Yes
Plan	STRS
Status	1 {Member}
Plan Option	N {New}
Member Type	Y {Existing Member}
Service Begin Date	5/1/2021
Service End Date	5/31/2021
STRS Assignment	54 {Subs-daily/hrly}
STRS Contribution Code	1 {Normal/Current}
STRS Pay Code	0 {Annual/Special Comp}
STRS Transaction Type	RGLR {Regular}
STRS Classification Code	TEAC {Teaching}
STRS Base Hours	1,050.00
STRS Expected Periods	12JJ {12 payments - July to June}
STRS Spec Comp Earnings Type	
STRS Time Base	SUBS {Substitute}
PERS Work Schedule	000 {None}
PERS Contribution Code	0
PERS Pay Code	0
PERS Override	{Let Software Decide}
PERS Special Comp Category	
PERS Special Comp Type	
Pay Rate	150.00

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)

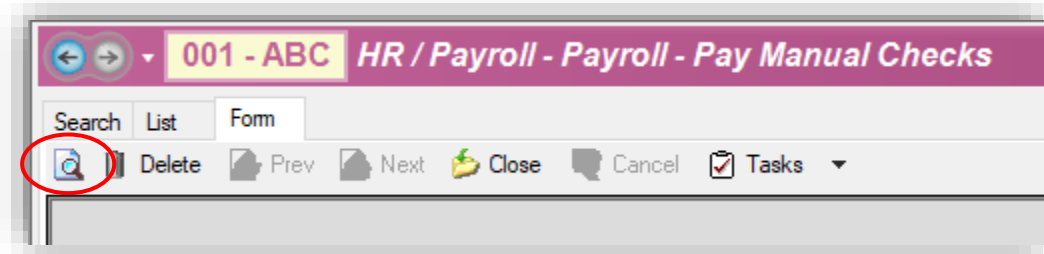
Section 3 – Retirement

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

3 - Retirement	
Retirement Override	Yes
Plan	STRS
Status	1 {Member}
Plan Option	0 {Pre 2013}
Member Type	Y {Existing Member}
Service Begin Date	5/1/2021
Service End Date	5/31/2021
STRS Assignment	54 {Subs-daily/hrly}
STRS Contribution Code	3 {Earnings Adjustment Prior Period}
STRS Pay Code	0 {Annual/Special Comp}
STRS Transaction Type	RGLR {Regular}
STRS Classification Code	TEAC {Teaching}
STRS Base Hours	1,302.00
STRS Expected Periods	12JJ {12 payments - July to June}
STRS Spec Comp Earnings Type	
STRS Time Base	SUBS {Substitute}
PERS Work Schedule	000 {None}
PERS Contribution Code	0
PERS Pay Code	0
PERS Override	{Let Software Decide}
PERS Special Comp Category	
PERS Special Comp Type	
Pay Rate	27,900.00

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		Pay Period 3, 06/02/21 - 06/02/21 on 06/03/21			Status: Open	
Address: 1234 Happy Lane Santa Rosa, CA 95403		(Last Final Computed CEOA#10 - Ending 05/31/21 on 05/29/21)				
Pay Check Site: ABC School		FTE: .00000	Benefit FTE: 1.00000			
Time Street Site		SSN: ###-##-####	Empid: 000079	Approved Last Calc'd: TLEHMANN, 6/2/21 10:41 am		
Bargaining Unit: 1T						
EARNINGS						
	Employee	Pay Period Other	Rate	Employee	Calendar Year To Date 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
(ST) [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		662.24	FTD Summer Pay	.00
Net Pay	662.24			662.24		.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		M	Assn	Pay	Earnings	Contributions	Service	Period	Employer	
	R	Code	Pay Rate	Cd		Cd	Amount	Began	Ended	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						Debit	Credit	Description	
FD	RSRC	Y	GOAL	FUNC	OBJT	SCH	MGMT		
01	0000	0	1110	1000	1140	600	0100	750.00	(2021) Teacher Substit,Instruct
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	-	-		36 (2021) Unemployment In,
01	-	-	-	-	-9558	-	-		10.65 (2021) Workers Comp In,
01	0000	0	-	-	-9110	-	-		143.04 (2021) Cash In County,Unrestrict
01	-	-	-	-	-9110	-	-		(2021) Cash In County,
							143.04		
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.

001 - ABC HR / Payroll - Payroll - Pay Manual Checks

Search List

Go Clear Favorites

Search / Add Manual Checks

Filter List

To Be Processed	Yes
Pay Date From	
Pay Date Thru	

New Check

Action

Printed Check #

Check Amount

Name


Employee Id

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



001 - ABC HR / Payroll - Payroll - Pay Manual Checks

Search

Go Clear Favorites

Search / Add Manual Checks

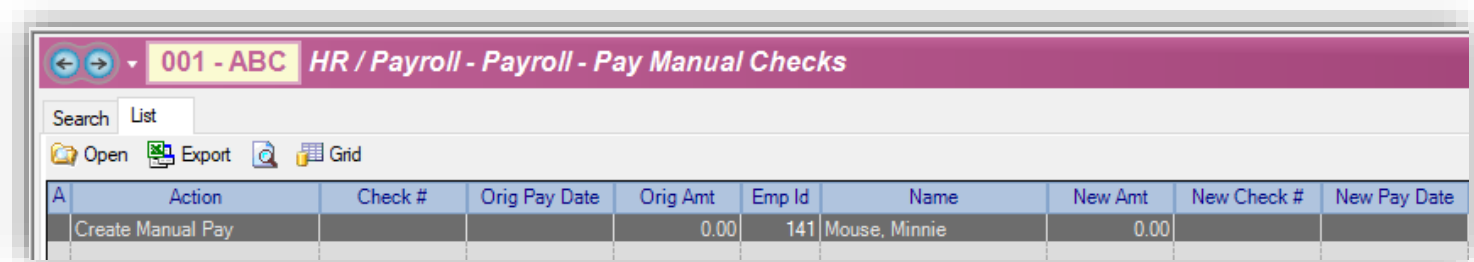
Filter List

To Be Processed	Yes
Pay Date From	
Pay Date Thru	

New Check

Action	Create Manual Pay
Printed Check #	🔒
Check Amount	🔒
Name	🔒
Employee Id	000141 {Mouse, Mickey}

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



001 - ABC HR / Payroll - Payroll - Pay Manual Checks

Search List

Open Export Grid

A	Action	Check #	Orig Pay Date	Orig Amt	Emp Id	Name	New Amt	New Check #	New Pay Date
	Create Manual Pay			0.00	141	Mouse, Minnie	0.00		

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



Activities

001 - ABC

pay id 141

Finance

HR / Payroll



001 - ABC HR / Payroll - Payroll - Adjust Payroll

Search

Go Clear Favorites

Search Criteria - Payroll Adjustments

1 - Employee

Employee Id	000141 {Mouse, Minnie}
Social Security Number	

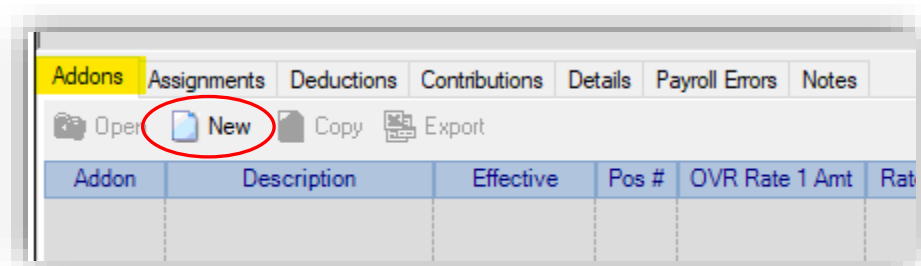
Go to HR/Payroll – Payroll – Adjust Payroll

- 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








Addon	Description	Effective	Pos #	OVR Rate 1 Amt	Rat
1 - Adjustment	ADDLHRLY {Additional Hourly}				
Units	10.0000				
Rate 1 Override					
Rate 1 Amount	29.0700				
Effective Date	6/30/2022				
Description	June Add1 Hrs				
Days Worked					
ACA Hours					
Account					

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

 1 - Adjustment	
 2 - Other Adjustment Information	
 3 - Retirement	
Retirement Override	No
Plan	 PERS
Status	 1 {Member}
Plan Option	 O {Pre 2013}
Member Type	 Y {Existing Member}
Service Begin Date	 6/1/2022
Service End Date	 6/30/2022

- Scroll down to review all fields in the Retirement Section

STRS Base Hours	
STRS Expected Periods	 0000 {0 payments - Intermittent}
STRS Spec Comp Earnings Type	
STRS Time Base	
PERS Work Schedule	
PERS Contribution Code	 13 {Prior Period Earnings Adjustment Tax}
PERS Pay Code	 4 {Hourly}
PERS Override	
PERS Special Comp Category	
PERS Special Comp Type	
Pay Rate	

PERS Work Schedule

PERS Contribution Code

PERS Pay Code

Pay Rate

Must be populated or will cause Errors in PERS Reporting

- **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

3 - Retirement	
Retirement Override	Yes
Plan	PERS
Status	1 {Member}
Plan Option	0 {Pre 2013}
Member Type	Y {Existing Member}
Service Begin Date	6/1/2022
Service End Date	6/30/2022
STRS Assignment	
STRS Contribution Code	0 {Non-member}
STRS Pay Code	0 {Annual/Special Comp}
STRS Transaction Type	RGLR {Regular}
STRS Classification Code	OUTG {Outgrowth}
STRS Base Hours	
STRS Expected Periods	0000 {0 payments - Intermittent}
STRS Spec Comp Earnings Type	
STRS Time Base	
PERS Work Schedule	400 {Hourly}
PERS Contribution Code	13 {Prior Period Earnings Adjust}
PERS Pay Code	4 {Hourly}
PERS Override	{Let Software Decide}
PERS Special Comp Category	
PERS Special Comp Type	
Pay Rate	29.07

PERS Work Schedule	
Code	Description
000	None
050	Daily
163	Monthly
173	Monthly
375	Hourly
400	Hourly

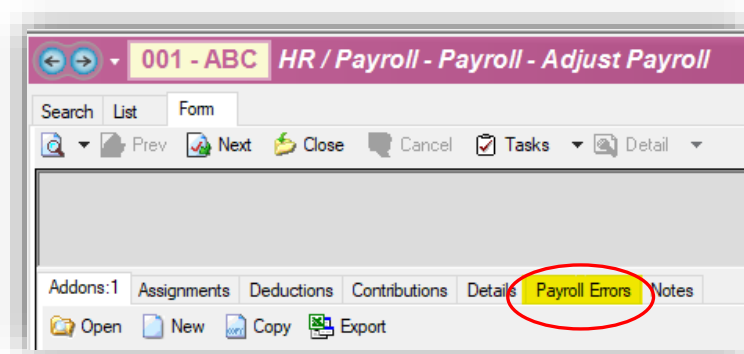
- **Service Begin and End Dates:** Enter dates in which service was performed
- **PERS Work Schedule:** 400 {Hourly}
- **PERS Contribution Code:** 13 {Prior Period Earnings}
- **PERS Pay Code:** 4 {Hourly}
- **Pay Rate:** Enter Prior Period Pay Rate
- **Small Save/Close**

- Go to Tasks to select Calculate Pay Now

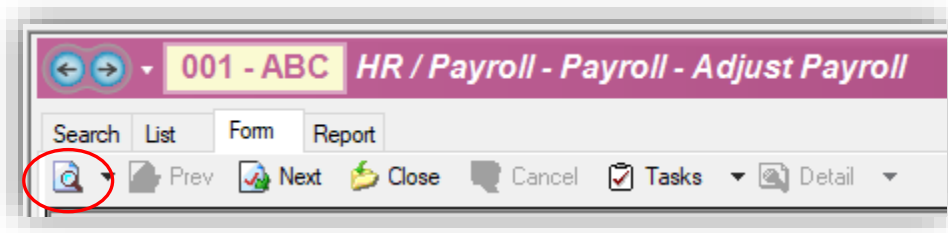


Review Payroll Errors

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 SSN ****-**-**** Empid 000141 Bargaining Unit 2C			Status: Open Approved Last Calc'd TLEHMANN, 8/16/22 - 2:17 pm	
EARNINGS		Pay Period		Calendar Year To Date		Subj Gross
		Employee	Other	Employee	Other	
	ADJUST (ADDLHRLY) June Add'l Hrs	290.70		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
	(MEDICARE) Medicare	4.22	4.22	290.70	4.22	4.22
	(SUI) Unemployment Ins		1.45	290.70		1.45
	(WORKCOMP) Workers Comp		2.79	290.70		2.79
	Total	22.24	26.48	22.24	26.48	
DEDUCTIONS / CONTRIBUTIONS	(PERS) PERS	20.35	66.60	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		Pay Cd	Pay Rate	Earnings	Overtime	Contributions		Work Sched Code	M R	Survivor Benefit	Employer Contributions
	MO	YR					Cd	Amount				
	6	22	0	4	29.07		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- -			(2023) Cash In County,		
	93.08				
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.

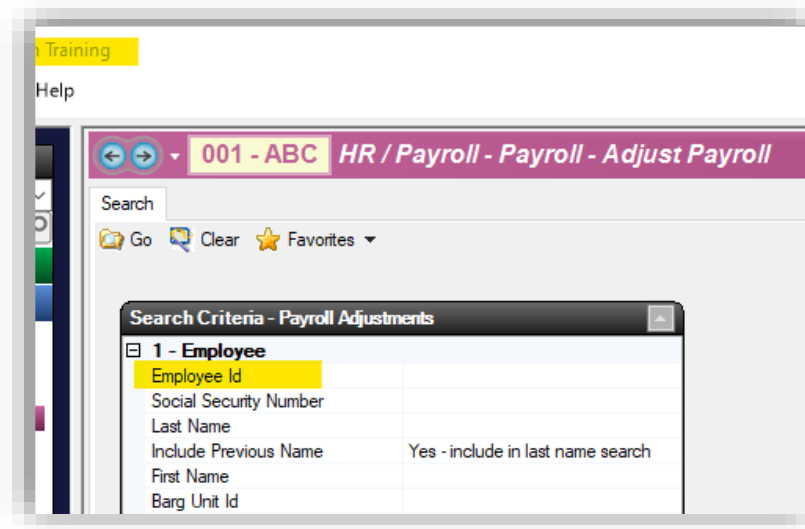
Generate AP Check or District Revolving Reimbursement using 9213 Object Code

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](#)

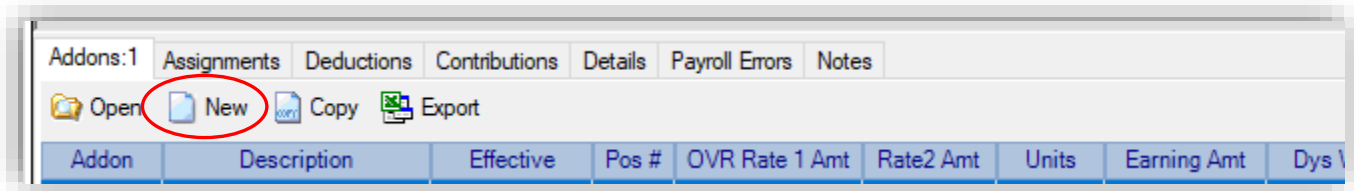


Be sure you are in Training:

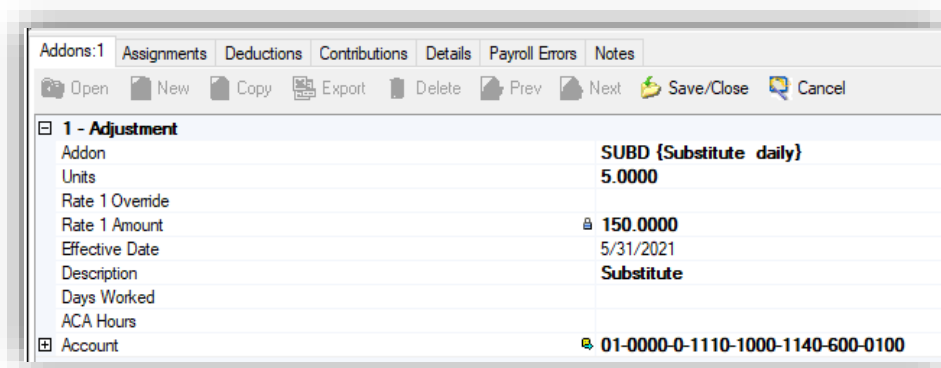
- **Employee Id:** Enter partial last name; use the drop down to select from the list
- **Pay Date:** Enter the next Supplemental Pay Date
- Click Go to enter earnings

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

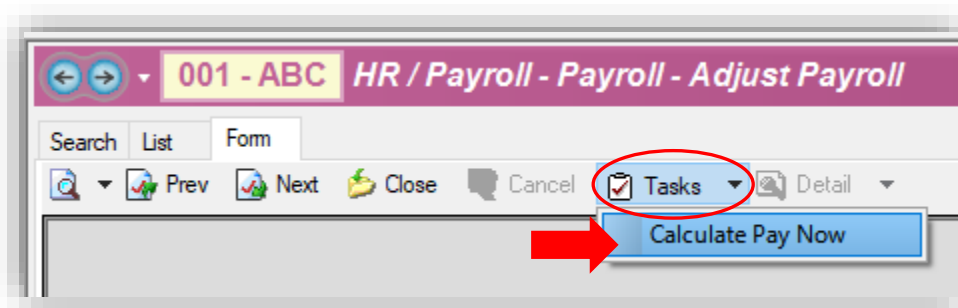
Training Database - Calculate Earnings in Adjust Payroll



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

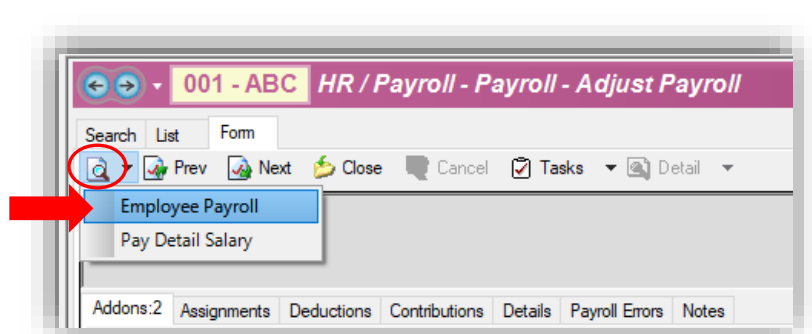


- Go to Tasks to Calculate Pay Now



- 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	Pay
Address 1234 Happy Lane	(La
Santa Rosa, CA 95403	FTI
Pay Check Site ABC School	SS
Time Sheet Site	Bas
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

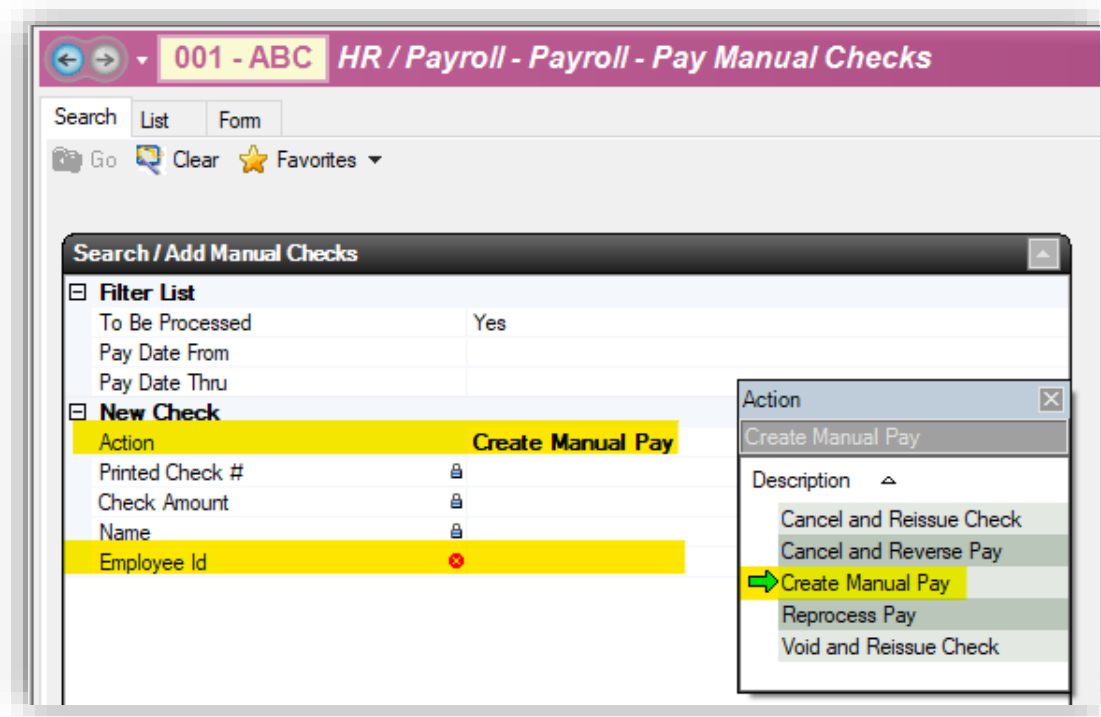
- Verify the Total Earnings have calculated as expected
- Review Deductions/Contributions
 - Use "Adjustment" codes that will not **NOT** generate a Vendor Check
 - Check with SCOE IT if you are not sure
- Get the Net Pay to process payment through Accounts Payable or District Revolving using the Payroll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

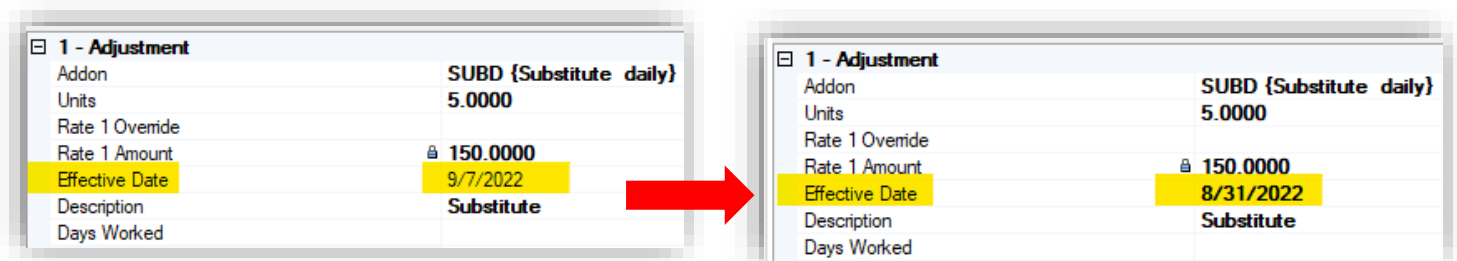
Production: Create Manual Pay with REPAY Deduction

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.

Retirement Override	No	Retirement Override	Yes
Plan	STRS	Plan	STRS
Status	1 {Member}	Status	1 {Member}
Plan Option	Pre 2013	Plan Option	Pre 2013
Member Type		Member Type	
Service Begin Date	8/8/2022	Service Begin Date	8/1/2022
Service End Date	9/7/2022	Service End Date	8/31/2022
STRS Assignment	54 {Subs-daily/hrly}	STRS Assignment	54 {Subs-daily/hrly}
STRS Contribution Code	3 {Earnings Adjustment Prior Period}	STRS Contribution Code	1 {Normal/Current}
STRS Pay Code		STRS Pay Code	0 {Annual/Special Comp}
		STRS Transaction Type	RGLR (Regular)
		STRS Classification Code	TEAC (Teaching)

- 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

STRS Base Hours	
STRS Expected Periods	0000 {0 payments - Intermittent}
STRS Spec Comp Earnings Type	
STRS Time Base	
PERS Work Schedule	
PERS Contribution Code	
PERS Pay Code	
PERS Override	
PERS Special Comp Category	
PERS Special Comp Type	
Pay Rate	27,900.00

- **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

The screenshot shows the top navigation bar with '001 - ABC' and 'HR / Payroll - Payroll - Pay Manual Checks'. Below the bar is a toolbar with buttons for Search, List, Form, Delete, Prev, Next, Close, and Cancel. A 'Tasks' dropdown menu is open, showing 'Calculate Pay Now' and 'Open All Tabs'. A red arrow points to the 'Calculate Pay Now' option.

Pay99 Employee Payroll Snapshot

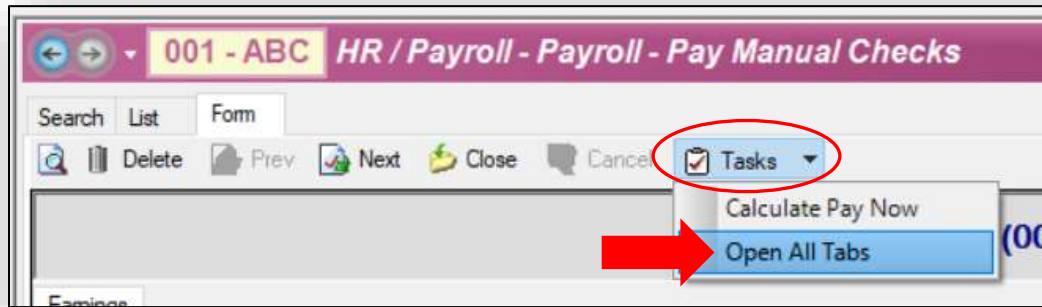
Verify the Addon is calculating as expecting. Notice if there is any FIT or SIT that will need to be included in the manual adjustment.

EARNINGS	Pay Period		Rate
	Employee	Other	
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		

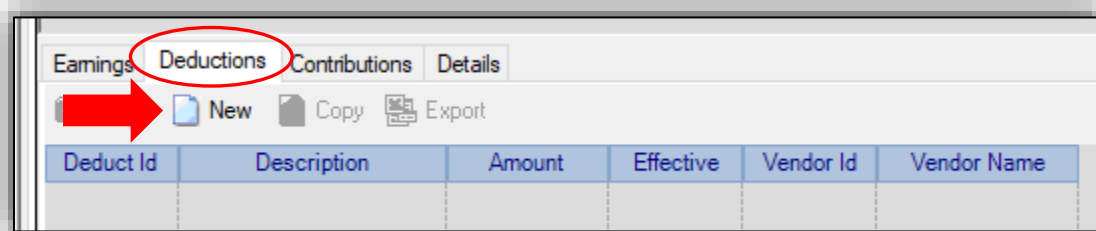
Pay Manual Checks – Deductions and Contribution Tabs

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

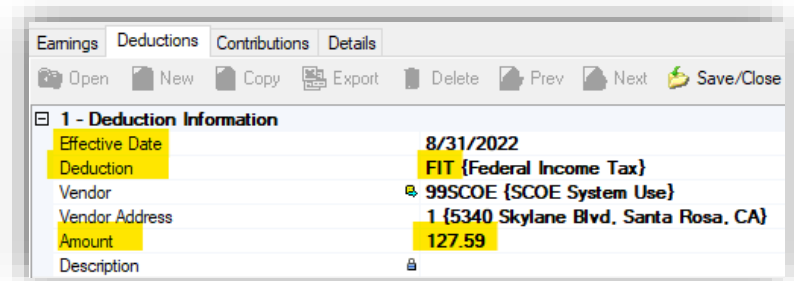


- Go to the Deduction Tab
- Click New to add deduction code

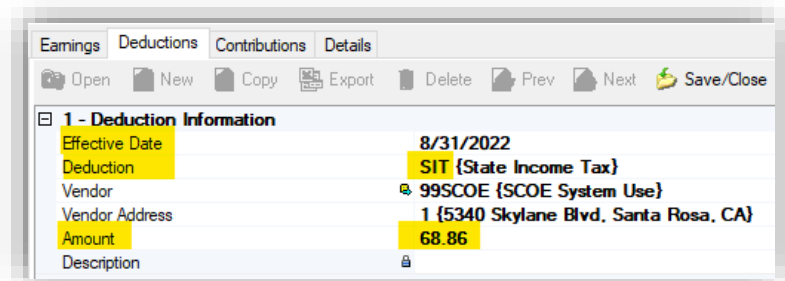


Since the Manual Pay Cycle is “outside” the normal Pay Cycle, only these earnings are used to calculate the Tax Withholdings; therefore, FIT and SIT may need to be manually entered.

- **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 as 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



Earnings	Deductions:2	Contributions	Details
Open	New	Copy	Export
Delete	Prev	Next	Save/Close
1 - Deduction Information			
Effective Date	8/31/2022		
Deduction	REPAY {Repay District}		
Vendor	99SCOE {SCOE System Use}		
Vendor Address	1 {5340 Skylane Blvd, Santa Rosa, CA}		
Amount	465.79		
Description	🔒		

- 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						Debit	Credit	Description	
FD-	RSRC-	Y-	GOAL-	FUNC-	OBJT-	SCH-	MGMT		
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

IMPORTANT

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 automatically 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§ionNum=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.

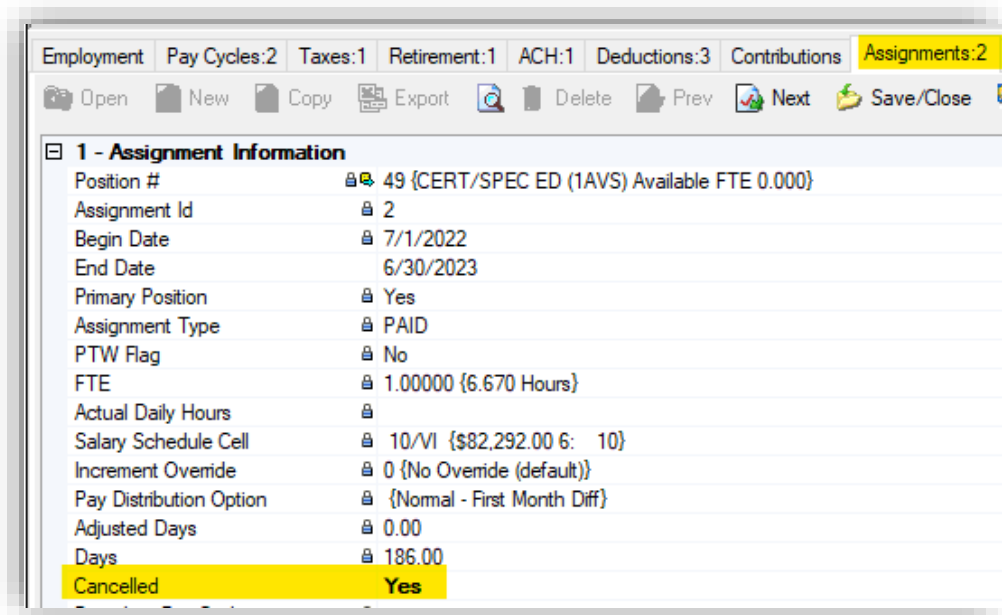
Go to HR/Payroll – Employment – Employee Management – Assignments

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

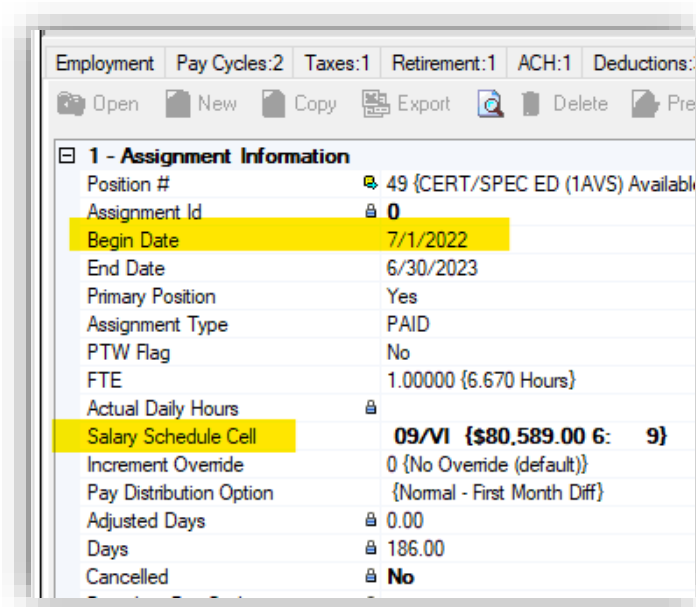
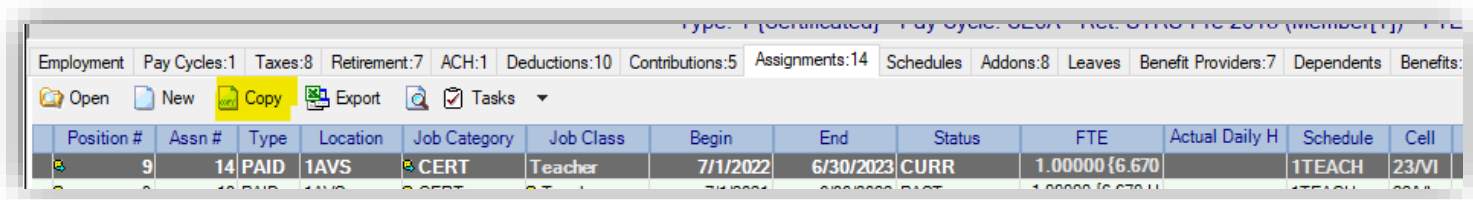
The screenshot shows the HR/Payroll - Employment - Employee Management interface. The employee record for Minnie Mouse (249) is displayed, with a status of EM. The interface includes a search bar, navigation buttons (Delete, Prev, Next, Close, Cancel, Tasks, Tab Favorites), and a summary of employee data: Type: 1 (Certificated) - Pay Cycle: CE0A - Ret: STRS-Pre 2013 (Member[Y]) - FTE. The 'Assignments: 2' link is circled in red. Below the summary is a table of assignments:

Position #	Assn #	Type	Location	Job Category	Job Class	Begin	End	Status	FTE	Actual Daily H	Schedule	Cell
49	2	PAID	1AVS	CERT	RSP teacher	7/1/2022	6/30/2023	CURR	1.00000 (6.670 H)		1TEACH	10/M
49	1	PAID	1AVS	CERT	RSP teacher	8/1/2021	6/30/2022	PAST	1.00000 (6.670 H)		1TEACH	09/M

- 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

001 - ABC HR / Payroll - Payroll - Adjust Payroll

Search

Go Clear Favorites

Search Criteria - Payroll Adjustments

1 - Employee

Employee Id 000249 {Mouse, Minnie}

Social Security Number

Last Name

Include Previous Name Yes - include in last name search

First Name

Barg Unit Id

Job Category

Job Class

Location

Person Type

Employment Type

2 - Addons and Assignments

3 - Pay Date

Pay Date 9/30/2022

Pay Schedule Type

- **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

001 - ABC HR / Payroll - Payroll - Adjust Payroll

Search List

Open Export Detail Grid

A	Adj	Hold	Chg	MI	Emp Id	Gross
B			B	Mo	249	8,0

Employee Payroll

Pay Detail Salary

- 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:

STRS RETIREMENT DETAIL		M	B	Assn	Pay	Pay	Earnings	Contributions	Service	Period	Employer	
		R		Code	Rate	Cd		Cd	Began	Ended	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	09/01/22	08/31/22 *	1,539.25
	POSITION #49-2(0)	1	57		8,229.20	3	8,229.20	3	843.49	09/01/22	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

Enter Positive Earnings to get Net Pay in Training

Enter Negative Earnings to establish the AR in Production

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

Addon	Description	Effective	Pos #	OVR Rate 1
1 - Adjustment				
Addon	REGULAR (Regular Earnings)			
Units	1.0000			
Rate 1 Override				
Rate 1 Amount	170.3000			
Effective Date	8/31/2022			
Description	Crct Aug Salary			
Days Worked				

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		Employee
(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 is 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

001 - ABC HR / Payroll - Payroll - Pay Manual Checks

Search

Go Clear Favorites

Search / Add Manual Checks

Filter List

To Be Processed	Yes
Pay Date From	
Pay Date Thru	

New Check

Action	Create Manual Pay
Printed Check #	🔒
Check Amount	🔒
Name	🔒
Employee Id	000249 {Mouse, Minnie}

- **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)

001 - ABC HR / Payroll - Payroll - Pay Manual Checks

Search List Form

Delete Prev Next Close Cancel Tasks

Mouse, Minnie

Earnings

Employee Info

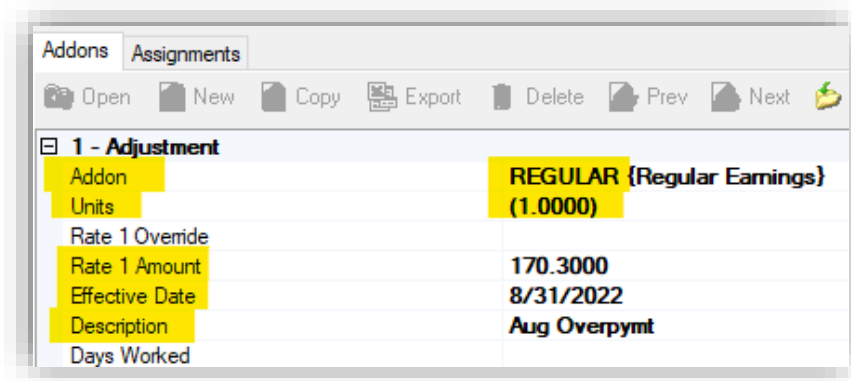
Primary Pay Cycle	CE0A {Cert 10 Month Aug-May}
Arrears Option	Yes
Time Sheet Location	
FTE	0.00000
Earnings	0.00 Gross / 0.00 Net

Addons Assignments

Open **New** Copy Export

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.



The screenshot shows a software window titled 'Addons' with a sub-tab 'Assignments'. The window contains a table with the following data:

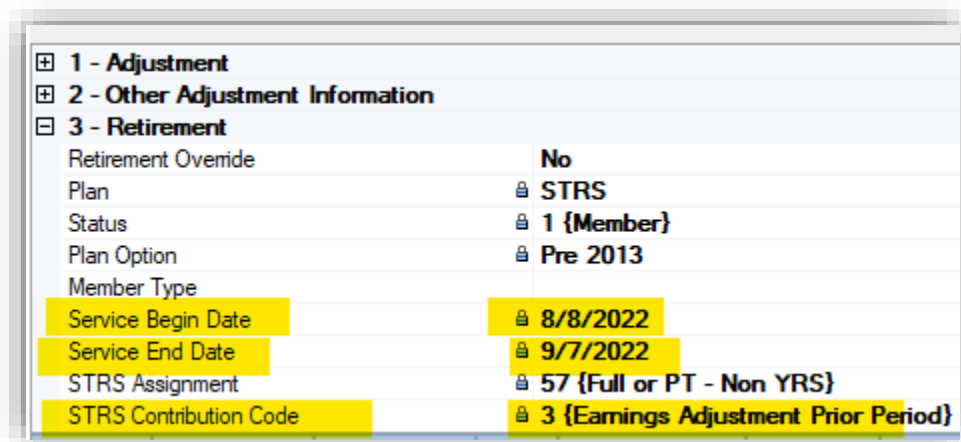
1 - Adjustment	
Addon	REGULAR {Regular Earnings}
Units	(1.0000)
Rate 1 Override	
Rate 1 Amount	170.3000
Effective Date	8/31/2022
Description	Aug Overpymt
Days Worked	

- **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



The screenshot shows a software window with a tree view containing three sections: '1 - Adjustment', '2 - Other Adjustment Information', and '3 - Retirement'. The '3 - Retirement' section is expanded and contains the following data:

Retirement Override	No
Plan	STRS
Status	1 {Member}
Plan Option	Pre 2013
Member Type	
Service Begin Date	8/8/2022
Service End Date	9/7/2022
STRS Assignment	57 {Full or PT - Non YRS}
STRS Contribution Code	3 {Earnings Adjustment Prior Period}

- **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

1 - Adjustment	
2 - Other Adjustment Information	
3 - Retirement	
Retirement Override	Yes
Plan	STRS
Status	1 {Member}
Plan Option	Pre 2013
Member Type	
Service Begin Date	8/1/2022
Service End Date	8/31/2022
STRS Assignment	57 {Full or PT - Non YRS}
STRS Contribution Code	1 {Normal/Current}

Code	Description
0	Non-member
1	Normal/Current
2	Contribution Adjustment
3	Earnings Adjustment Prior Period
4	Receivable to STRS
5	Retro Pay
6	Special Compensation
9	Non-creditable Service
93	Earnings Adj Taxable

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

Member Type	
Service Begin Date	8/1/2022
Service End Date	8/31/2022
STRS Assignment	57 {Full or PT - Non YRS}
STRS Contribution Code	1 {Normal/Current}
STRS Pay Code	3 {10 Months}
STRS Transaction Type	ADJS {Adjustment}
STRS Classification Code	

Code	Description
0	Annual/Special Comp
1	12 Months
2	11 Months
3	10 Months
4	Hourly
5	Highest Annual
6	Lowest Annual
8	Daily

STRS Base Hours	
STRS Expected Periods	
STRS Spec Comp Earnings Type	
STRS Time Base	
PERS Work Schedule	
PERS Contribution Code	
PERS Pay Code	
PERS Override	
PERS Special Comp Category	
PERS Special Comp Type	
Pay Rate	8,058.90

- **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			
EARNINGS	Employee	Pay Period	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-		

Taxes do not calculate on Negative Earnings
A Manual Adjustment is needed

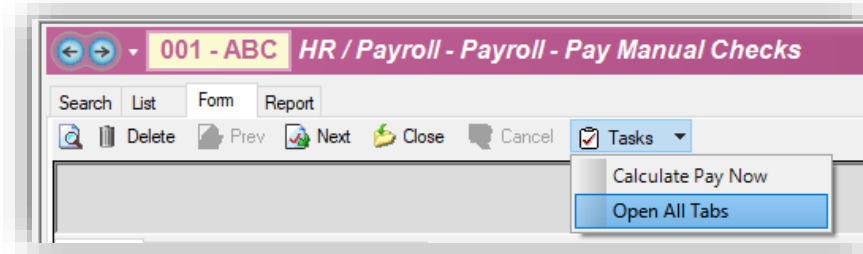
Net Pay is incorrect

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

Employee Info	
Primary Pay Cycle	CEOA {Cert 10 Month Aug-May}
Arrears Option	Yes
Time Sheet Location	
FTE	0.00000
Earnings	-170.30 Gross / -150.37 Net

1 - Deduction Information	
Effective Date	8/31/2022
Deduction	FIT {Federal Income Tax}
Vendor	99SCOE {SCOE System Use}
Vendor Address	1 {5340 Skylane Blvd, Santa
Amount	(18.34)

1 - Deduction Information	
Effective Date	8/31/2022
Deduction	SIT {State Income Tax}
Vendor	99SCOE {SCOE System Use}
Vendor Address	1 {5340 Skylane Blvd, Santa
Amount	(15.64)

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

The screenshot shows a software window titled 'Earnings Deductions:2 Contributions Details'. It has a menu bar with 'Open', 'New', 'Copy', 'Export', 'Delete', 'Prev', 'Next', and 'Save/Close'. Below the menu bar is a section titled '1 - Deduction Information' with the following fields:

Effective Date	8/31/2022
Deduction	REPAY {Repay District}
Vendor	99SCOE {SCOE System Use}
Vendor Address	1 {5340 Skylane Blvd, Santa Rosa, CA}
Amount	(116.39)

- 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.

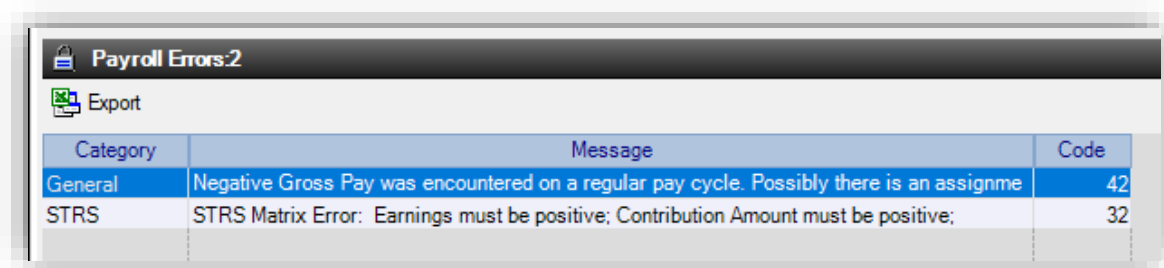
STRS RETIREMENT DETAIL	M B R	Assn Code	Pay Rate	Pay Cd	Earnings	Contributions		Service Began	Period Ended	Employer Contributions
						Cd	Amount			
ADJUST (REGULAR) Aug Overpymt	1	57	8,058.90	3	170.30-	1	17.46-	08/01/22	08/31/22 *	32.53-
Retirement Total					170.30-		17.46-			32.53-

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		Debit	Credit	Description
FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT				
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.



Category	Message	Code
General	Negative Gross Pay was encountered on a regular pay cycle. Possibly there is an assignme	42
STRS	STRS Matrix Error: Earnings must be positive; Contribution Amount must be positive;	32

Sample Notification Letter for Overpayment

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

Date

Employee Name

Address

City State and Zip Code

Re: Salary Overpayment

Dear _____(employee name):

This letter is to advise that you there has been an overpayment on your salary. On _____, (date of overpayment), you received a Gross salary overpayment of \$_____(amount of overpayment). This results in the Net Pay of \$_____ owed to the District.

Please contact _____(contact name) to establish a repayment plan.

Sincerely,


Name

Title

Phone

Email

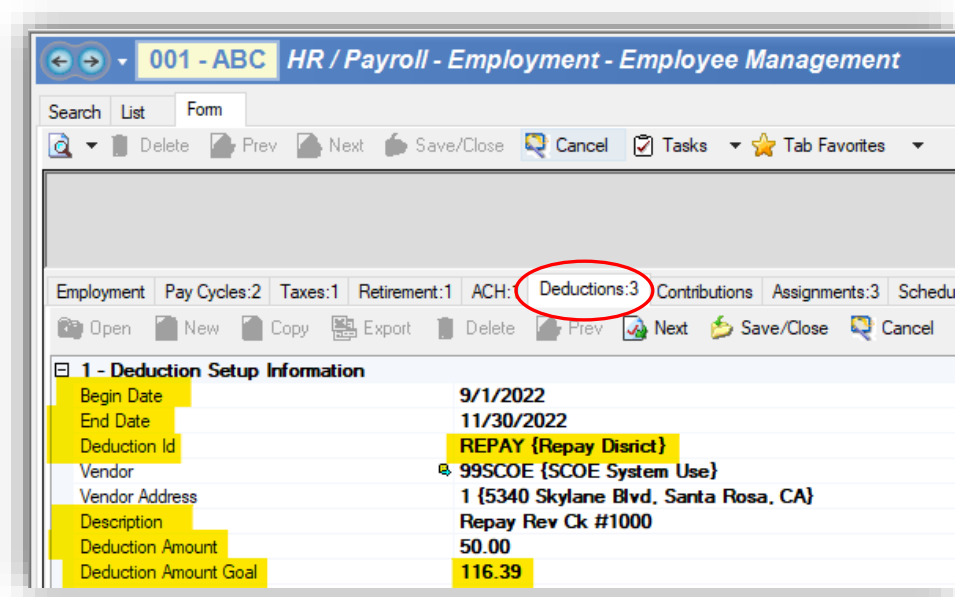
ABC School District



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



1 - Deduction Setup Information	
Begin Date	9/1/2022
End Date	11/30/2022
Deduction Id	REPAY {Repay District}
Vendor	99SCOE {SCOE System Use}
Vendor Address	1 {5340 Skylane Blvd. Santa Rosa, CA}
Description	Repay Rev Ck #1000
Deduction Amount	50.00
Deduction Amount Goal	116.39

- 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.

Request Report

1 - Report
 Report Number: Pay34
 Description: Payroll Deduction and Contribution Detail
 Report Sample: Pay34
 Report Favorite ID: Repay Fiscal Year

2 - User Options
 Fiscal Year:
 Starting Pay Date: 7/1/2022 {BFY}
 Ending Pay Date: 6/30/2023 {EFY}
 Pay Schedule Type(s):
 Pay Cycle(s):
 Pay Period(s):
 Employee Id(s): 000249 {Mouse, Minnie}
 Person Type(s):
 Bargaining Unit(s):

3 - W2 Filtering
 W2 Box(s):
 W2 Box Category(s):

4 - Select Deductions
 Deduction Id(s): REPAY {Repay District}
 Deduction Id(s):
 Deduction Group(s):

5 - Select Contributions
 Contribution Id(s):
 Contribution Id(s):
 Contribution Group(s):

6 - Exclude Deductions
 Exclude Deduction Id(s):
 Exclude Deduction Group(s):

7 - Exclude Contributions
 Exclude Contribution Id(s):
 Exclude Contribution Group(s): all

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	15.39
Employee Count for 001 - ABC >>> 1									0.00

Reprocess Pay

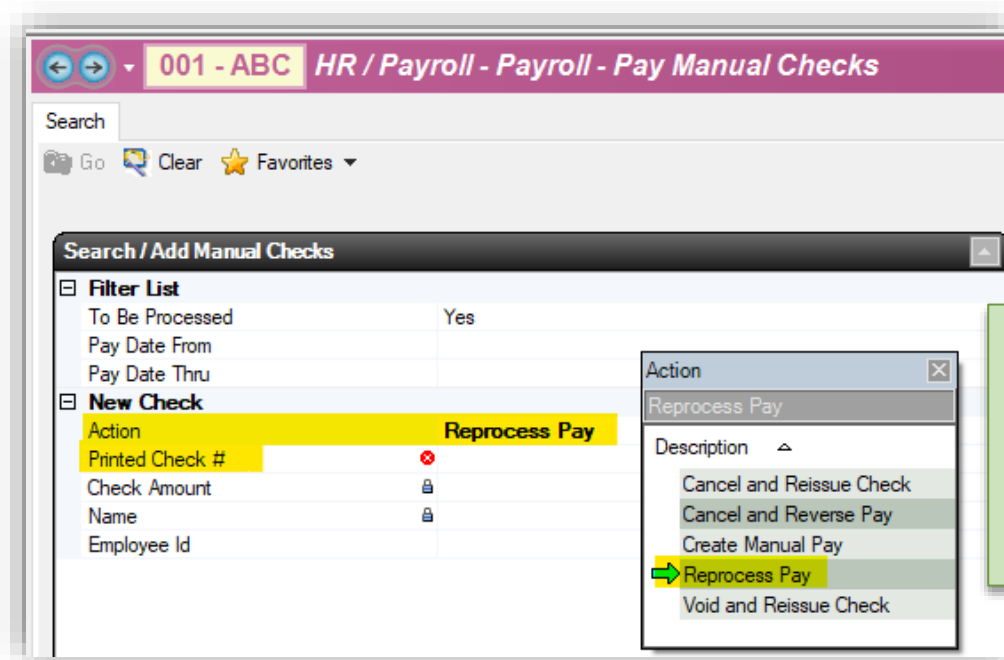
This option recalculates the original pay and must be done immediately after the original period or an error will generate. Changes are allowed in Earnings, Deductions and Contributions if needed. This can be used if a check needs to be canceled and reissued for a different amount. Keep in mind this 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

A	Action	Check #	Orig Pay Date	Orig Amt	Emp Id	Name	New Amt	New Check #
	Reprocess Pay	5402980		0.00	249		5,436.16	
	Cancel and Reverse Pay	5402980		0.00	249		(5,436.16)	

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 Summary

- **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

Save as a Favorite to Save Time!

Code	Description
BENE	Benefits Only
CE0A	Cert 10 Month Aug-May
CE0S	Cert 10 Month Sep-Jun
CE1A	Cert 11 Month Aug-Jun
CE2J	Cert 12 Month Jul-Jun
CES	Certificated Supplemental
CL0A	Class 10 Month Aug-May
CLOS	Class 10 Month Sep-Jun
CL1A	Class 11 Month Aug-Jun
CL2J	Class 12 Month Jul-Jun
CLS	Classified Supplemental
ETR	Reissue payrolls
ETS	Manual payroll

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	TAXES	Employee	Employer	Total	Subject Grosses
Regular		750.00		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
TOTAL		750.00		SUBTOTAL	10.88	30.01	40.89	
EARNINGS by Group		Income	Adjustments	REDUCTIONS	Employee	Employer	Total	Subject Grosses
Sub		750.00		STRS	76.88	121.13	198.01	750.00
TOTAL		750.00		SUBTOTAL	76.88	121.13	198.01	
EARNINGS		Person Type	Female Employees	DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Cert	1	750.00	1	750.00				
TOTAL	1	750.00	1	750.00			.00	
Vendor Summary for Pay Date 12/31/2079				Cancel/Reissue for Process Date 12/31/2079				
Vendor Checks				Reissued				
Vendor Liabilities				Cancel Checks				
				Void ACH				
BALANCING DATA				NET				
Gross Earnings	750.00	662.24	Net Pay	Direct Deposits				
District Liability	151.14	87.76	Deductions	Checks	662.24	1		
		151.14	Contributions	Partial Net ACH				
	901.14	901.14		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.

- [Pay Manual Checks](#) ⌚ 14:12
Reviews canceling, voiding, reprocessing, and creating manual paychecks.

SCOE Resources

Manual Payroll Procedures

Link to form: [https://www.scoe.org/files/Manual Payroll Procedures Updated 09.05.pdf](https://www.scoe.org/files/Manual_Payroll_Procedures_Updated_09.05.pdf)

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

