

ERP for California (CA ERP) Payroll Process Checklist

✓	Task	Notes
Before You Begin Your Payroll Process		
Step 1	Initiate Pay. - Select New. - Select Save/Close. - To view Status. - Open the record. - Select Task. - Select Wait for Status. PAY04 – Payroll Differences Report (run before you enter your timecards.) OR Pay15 – Payroll (Earnings) Differences (can show all earnings) PAY01a – Payroll Summary Report. (Districts should print & keep report) PAY22 – Payroll Errors Report. (Run before you start your payroll) CRED94 – Pay Holds Report. (Run several times to find pay holds)	HR/Payroll – Processes – Initiate Payroll Requests activity. Enter pay date and pay schedule type = 1 This creates the pay detail files for the upcoming payroll. It computes all pay and YTD statistics. Review differences Compare to prior month for anomalies. Review and fix errors. Review and contact county.
Input Leave Transactions		
Step 2	Enter Leave Transactions in a Batch and Submit for Processing. (Skip Steps 2 & 3 if you don't enter Leaves into Batches)	Go to Employment, Leave Transactions activity to create a new batch and then submit for processing.
Step 3	Review and Post Leave Transaction Batch <i>(Only do this for the EOM Payroll).</i>	Go to Employment, Leave Transactions activity to post the batch. Leaves are posted to the Employee record, where they can be edited.
Step 4	Grant Leaves. frequently & often Verify the grants (print Leave Grant Audit) <i>(Only do this for the EOM Payroll)</i>	Go to Employment, Leave Status activity to grant leaves for the period. Open the record and use the task to Grant Leaves. You may grant leaves as many times as you like before you load. Once you load leaves, the grant task becomes unavailable. Note that the leave reporting period is defined in the Organization record.
Step 5	Load and Review Leaves. A decision needs to be made whether the dock generated will be posted to payroll or allowed to go negative. The user must take action to change the dock to allow it to go negative, otherwise, the default is to dock the employee. <i>(Only do this for the EOM Payroll)</i>	Go to Employment, Leave Status activity to review leaves for the current period. Open the record and use the task to Load Leaves. Review the transactions loaded, paying special attention to docks generated. Transactions may be edited in the Employee record before the period is posted. Transactions after the reporting period cutoff will not load into the current pay period.
Step 6	Post Leaves by the 15 th of each month. You can only rollback until payroll has been submitted. <i>(Only do this for the EOM Payroll)</i>	Go to Employment, Leave Status activity to post leaves for the current period. Open the record and use the task to Post Leaves. Automatic Docks will be added to employee's adjust payroll for this pay period.

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Enter payroll adjustments		
<u>Step 7</u>	Analyze and Verify Accuracy: - In Adjust Payroll, create a List and make your list match your workflow. You can search by pay cycles or groups of employees you want to review. - Adjust employees' earnings, contributions/deductions, and tax changes or message (Adj-Other tab) as needed. - Optional – Select “Calculate Now” task to recompute earnings on-the-fly or just save the record and CA ERP will recompute automatically. Run Employee Payroll snapshot to review their details.	Go to Payroll, Adjust Payroll activity to review and/or edit employee pay. May enter or import adjustments in Additional Pay Activity. When you save the changes, CA ERP automatically recomputes the pay for the current period. Note that addons control many things like retirement, pay rate, and tax applicability.
<u>Step 8</u>	Initiate Pay for the pay date. Run after you have entered all of your adjustments.	Go to Processes, Initiate Payroll Requests activity. Enter pay date and pay schedule type = 1. Create a new request to pick up any system or organization setup changes that may have occurred. Review changes as needed.
<u>Step 9</u>	Balance the Pay Period. - Pay01a – Payroll Summary Report - Pay03c – Payroll Detail w/Grosses Report - Pay04 – Payroll Differences Report (OR Pay15) - Pay13 – Payroll Adjustment Report - Pay14 – Payroll Audit Report Pay Detail w/Amounts – select Net Pay - Pay17 – Vendor Detail - Pay22 – Payroll Errors Report - Pay36b – Run for selected addons - Pay34 – Run for selected deductions/contributions - Cred94 – Pay Holds Report (Run several times to find pay holds) - Pay31 – W2 Errors - Pay27 – W2 Summary	Go to Reports, Payroll activity. Run these payroll reports to audit your payroll before submitting to the county. **VERY IMPORTANT** You should NOT try to submit payroll with Labor Errors. Labor errors are Fatal/Critical Errors that will stop payroll.
<u>Step 10</u>	Submit the Pay Period. - When the Search Criteria screen appears – click on Go - Verify the payroll amounts to the payroll summary. - Open the necessary Pay Period - Add a message to all employees if appropriate. - Go to Task - Click on Submit - Click on Yes	Go to Payroll, Payroll Status activity. This will “lock in” the payroll. Employee setup is no longer changeable for the pay period. Payroll adjustments cannot be made to this pay date. CA ERP will automatically alert you to negative balances and other processing errors.
<u>Step 11</u>	Notify county Payroll Auditor by email of payroll submission & the signed Pay01a & Pay22 reports have been uploaded to SharePoint.	Signed by an Authorized payroll signer as designated by the Board.
<u>Step 12</u>	Report Warehouse The purpose of the Report Warehouse is to archive a pre-determined set of reports for payroll processing so a user with the right permission can view and/or print select pages at a future date. District submits: - PAY01 – Payroll Summary Report - PAY22 – Payroll Errors Report	County approves: - PAY09 – Labor Distribution Summary - PAY16 – Vendor Summary - PAY 17 – Vendor Detail County processes: - PAY02 – Payroll Detail - PAY03 – Payroll Detail with Grosses - PAY07 – Check Register - PAY14 – Payroll Audit - PAY18 – Vendor Check Summary - PAY19 – Site Check Listing