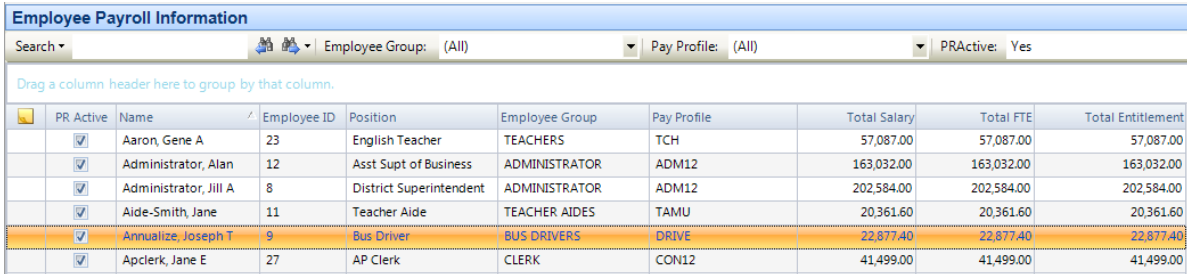# Payroll Module

Employee Payroll Information
Path: Payroll/Setup/Employee Payroll Information

Employee Payroll Information setup is used to maintain and review appointment and earnings, deductions, direct deposit, tax withholding, and paycheck history information for a specified employee.

Employee Payroll Information

Search ▾ | 🔍🔍▾ | Employee Group: (All) ▾ | Pay Profile: (All) ▾ | PRActive: Yes ▾

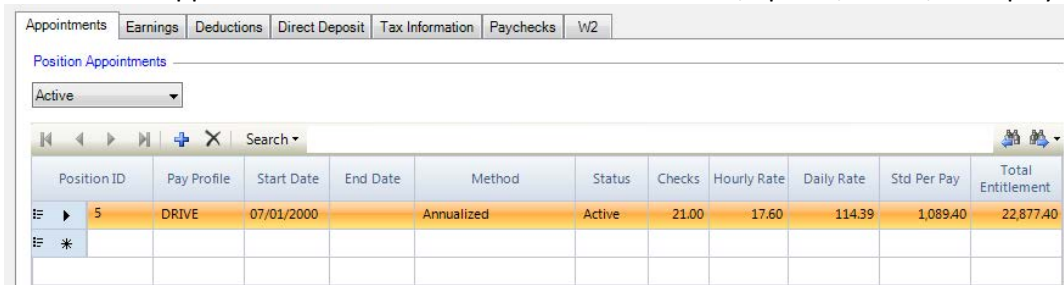Drag a column header here to group by that column.

	PR Active	Name	Employee ID	Position	Employee Group	Pay Profile	Total Salary	Total FTE	Total Entitlement
	☑	Aaron, Gene A	23	English Teacher	TEACHERS	TCH	57,087.00	57,087.00	57,087.00
	☑	Administrator, Alan	12	Asst Supt of Business	ADMINISTRATOR	ADM12	163,032.00	163,032.00	163,032.00
	☑	Administrator, Jill A	8	District Superintendent	ADMINISTRATOR	ADM12	202,584.00	202,584.00	202,584.00
	☑	Aide-Smith, Jane	11	Teacher Aide	TEACHER AIDES	TAMU	20,361.60	20,361.60	20,361.60
	☑	Annualize, Joseph T	9	Bus Driver	BUS DRIVERS	DRIVE	22,877.40	22,877.40	22,877.40
	☑	Apclerk, Jane E	27	AP Clerk	CLERK	CON12	41,499.00	41,499.00	41,499.00

Adding Payroll Information for Employee
- Highlight the appropriate employee name in the listing.
- Enter Update mode by clicking ✏ Update Record or by double clicking on employee.

Appointment/Earnings Tab
The Position Appointments area of the window is used to add, update, delete, or display an employee's appointment.

| Appointments | Earnings | Deductions | Direct Deposit | Tax Information | Paychecks | W2 |

Position Appointments

Active ▾

◀◀ ◀ ▶ ▶▶ ➕ ✖ | Search ▾   🔍🔍▾

	Position ID	Pay Profile	Start Date	End Date	Method	Status	Checks	Hourly Rate	Daily Rate	Std Per Pay	Total Entitlement
▶	5	DRIVE	07/01/2000		Annualized	Active	21.00	17.60	114.39	1,089.40	22,877.40
✱											

- o To Add an Appointment Record, click the Add Record ➕.
  - Position Controlled - Leave the box checked if this appointment is Position Controlled.
  - Select the Position ID that this employee is assigned to.
  - Fill in all enabled fields (Position Control decides which fields are auto-filled)
    - **NOTE:** ***All Field Descriptions are defined on last page of document***
  - Click OK when finished.
    - If the employee is in more than one position, enter another position record.
- o To Update an Appointment Record, click update ⊞ ▶ or double click on appointment.
  - Fill in all enabled fields (Position Control decides which fields are auto-filled)
    - **NOTE:** ***All Field Descriptions are defined on last page of document***
  - Click OK when finished.
  - *Note: nVision Payroll permits you to change the employee group for an appointment that is NOT linked to a position. If the appointment is position controlled, you cannot update the employee group.*
- o To Delete an Appointment Record
  NOTE: *If an assignment (earnings) record exists for the employee for this appointment, the system prohibits you from deleting the appointment record. You also cannot delete an appointment if a leave of absence, scheduled evaluation, position, civil service, or attendance record exists for the appointment. If needed, you can delete all position, civil service, and attendance records and then delete the employee appointment.*
  - Highlight the appropriate record in the listing.
  - Click Delete ✖ .

- **Identifying the Check Location**
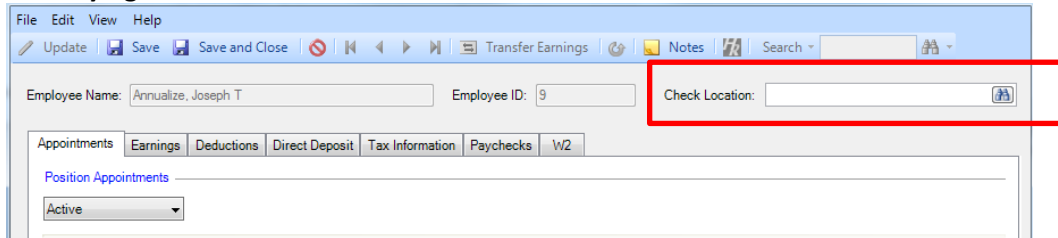
- o The Check Location field is used to specify the building and location, if applicable, where the check will be delivered to. Use the lookup to select from a listing of valid building locations.
  - o The location will print along with the building on an employee's check stub when selecting to print payroll checks By Building by Name under the Check Settings option.

Appointment Earning Detail

- **Appointment Earning Tab**
  If the selected employee has more than one appointment record above, *highlight or tab to the appropriate record in the Position Appointments listing*.
    - o To Add a New Earnings Record, click ⊕ .
        - ▪ Chose the type of earning that you would like to add to the appointment.
        - ▪ Contractual, Annualized, Daily, or Hourly. Click OK.
        -OR-
        - ▪ Set the radio button to Other Earning if you wish to add an additional earning that is not contractual, annualized, daily, or hourly. Click OK.
        - ▪ Enter all information associated with the earnings.
            - **NOTE:** ***All Field Descriptions are defined on last page of document***
        - ▪ Continue to add earnings as needed or click the Budget Distribution folder to add account distribution for this earning. You must enter balanced account distribution information BEFORE saving the record and exiting this routine.
    - o To Update an Earnings Record, click ⊞ ▶ or double click on earning.
        - ▪ Fill in all enabled fields.
            - **NOTE:** ***All Field Descriptions are defined on last page of document***
        - ▪ Click OK when finished.
    - o To Delete an Earning Record
      NOTE: If an employee has fiscal earnings for this appointment, the system prohibits you from deleting the earnings record.
        - Highlight the appropriate record in the listing.
            - ▪ Click Delete ✕ .
- **Timesheet Earnings Tab –** Used to indicate the non-appointment-related earnings that you want generated for this employee in the Timesheet Generation routine. Examples of these earnings would be anything other than hourly or per diem earnings for hourly and daily appointments; other non-appointment earnings for contractual, annualized, or supplemental appointments such as chaperoning or mentoring.
  Note: Only earnings with a PAY TYPE of HOURLY or PER DIEM can be added on the Timesheet Earnings window.

- o Enter the earning code, employee group, building name, account, and department.
- o Select the appropriate pay rate. The Pay Rate drop-down is a listing of the rates (hourly/daily) from each active employee appointment.
- o Choose the appropriate retirement system.
- o Check the Civil Service box if this earning is reportable to Civil Service.
- o Check the box if the earning is active.
- o Save the record or click on another folder to enter more employee payroll information.
- **Budget Distribution Tab -** This window is used to indicate the account code(s) from which the employee's earnings are to be expensed.

- o Highlight the correct Position/Appointment on the Appointment/Earnings window. The earnings for the selected appointment are shown at the bottom of the window.
- o Enter the account distribution information.
  - Distribute Other Earnings Separately - Used to distribute only the other earning amount to an account code that is different from the Contract or Annualized account code.
  NOTE: You can also check this field if the other earning is being expensed out of the same account code as the contract earning, but you want the check stub to reflect the contract portion as well as the other earnings portion on two separate lines.
  - Code - Select the appropriate earning that you wish to distribute. If you have an "other" earning and you are distributing by earnings, enter a value in this field if the other earning is being expensed out of the same account code as the contract earning, but you want the check stub to reflect the contract portion as well as the other earnings portion on two separate lines.
  - Account - Enter the account number from which the earnings are to be expensed.
  - Limit Pct - Enter the percentage of the entitlement that will be expensed from the selected account code. The percentages should add up to 100% for each earning. Upon entry of the percentage, nVision automatically calculates the Limit Amt, Per Pay Pct, and Per Pay Amt.
  - Limit Amt - Enter the total amount that the employee is to be paid out of the selected account code. The employee will not be paid more than their limit amount.
  - Per Pay Pct - Enter the period pay percentage amount.
  - Per Pay Amt - Enter the amount per check that the employee is to be paid from the selected account code.
  - Earnings FYD - This display-only field is updated whenever a check is posted to the employee's check record. The FYD Earnings will never be more than the Limit Amount .
  - Remaining - This display-only field is updated whenever a check is posted to the employee's check record. This is the amount of the entitlement that remains to be paid to the employee.
- o Continue to add distribution records as needed until the distribution is in balance.

- **Pay Schedule Tab -** The Pay Schedule window provides a summarized look at the employee's check schedule for the entire fiscal year. The Pay Schedule window displays the gross dollar amount of each paycheck based on the entitlement and the number of checks in the fiscal year. Each appointment for an employee can have a different pay schedule. You can override any pay event amounts on a pay schedule any time before they have been paid and posted. This window allows you to allocate and balance earnings for the entire year before the first payroll is run.
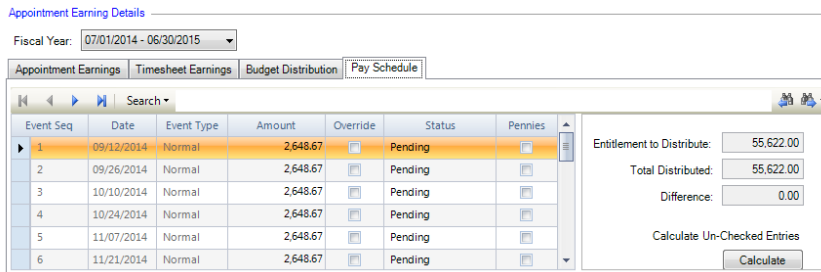
  o The window displays the amount of the entitlement to distribute, the amount already distributed by the pay schedule, and the difference between the distributed and not distributed amount.
  o Event Types in Pay Schedule
    - Normal – The employee is getting or was paid the normal period pay amount.
    - Flat – The employee is getting or was paid a flat amount. Example: Some districts pay their teachers a flat dollar amount at the start of the fiscal year.
    - Split – The employee is getting or was paid for only 5 out of the 10 days in the payroll period and you wish to pay that employee 50% of the normal pay period amount.
    - Multi – The employee is getting or was paid multiple checks in the same payroll period.
    - Pennies – The employee is getting or was paid extra pennies on the final check to complete payment of the full entitlement.
    - Void – The employee's check was voided.
    - Reissue – The employee's check was reissued from a void.
    - Transfer – The earnings from the employee's check was transferred to a different account code.
    - Additional Check – The employee was paid additional monies outside of the original scheduled check dates.
  o Updating an Employee's Pay Schedule
    - Be sure to select the appropriate appointment record.
    - Click Update.
    - Update the period pay Amount for the scheduled unposted check date by typing over the existing entry.
    - If you made changes to any of the original pay schedule entries, click Calculate. The system will recalculate any unchecked entries based on the changes that you made and the amount of the entitlement distributed.

Earnings Tab(View Only)
Earnings Analysis Tab - Provides a summary of the earning codes from which the employee already has been paid.
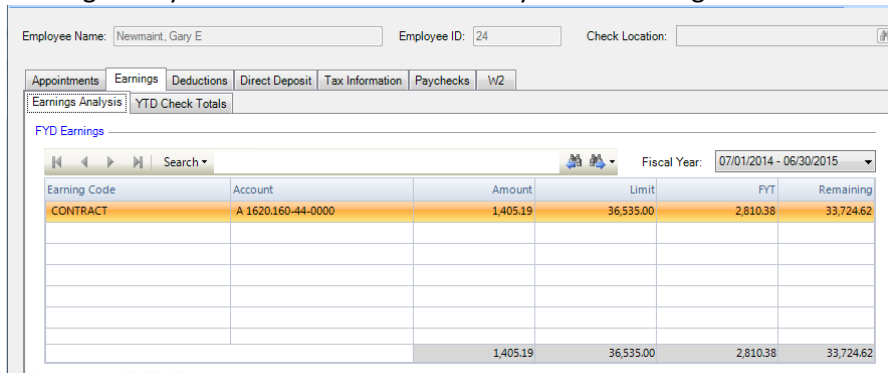
For each earning code, the window includes the account code from which the earning was expensed, the amount per check, the earning limit, the fiscal year to date amount, and the remaining amount to be paid. The information is for review purposes only and cannot be modified on this window.

YTD Totals Tab (View Only)

The Year to Date Check Totals window provides a summary of the total gross pay; contract amount; FICA, Medicare, Federal, State, and City Wages; and FICA, Medicare, Federal, State, and City Withholdings for the Calendar Year to Date, Fiscal Year to Date, and Quarter to Date.

Deductions Tab

Used to maintain and review employee voluntary deduction data. As deductions are taken with each payroll, the deduction information can be viewed in the History section at the bottom of the window.

- Adding a New Deduction Record
  - Click Update ✏ Update .
  - Move to next blank row in grid or click add button ➕.
  - Add all information associated with the deduction.
    - ▪ **NOTE:** *All field descriptions found at end of this document**
- Updating a Deduction Record
  - Use the row selector to highlight the correct record.
  - Click Update ⊟ or on any field in the line record that is to be updated.
  - Change information by keying over the existing data.
- Deleting a Deduction Record
  - Use the row selector to highlight the correct record.
  - Click Delete ✕ .

Direct Deposit Tab

- Adding a New Direct Deposit Record
    - Click Update [Update].
    - Move to next blank row in grid or click add button [+].
    - Add all information associated with the direct deposit.
        - **NOTE: All field descriptions found at end of this document**
- Updating a Direct Deposit Record
    - Use the row selector to highlight the correct record.
    - Click Update [Update] or on any field in the line record that is to be updated.
    - Change information by keying over the existing data.
- Deleting a Deduction Record
    - Use the row selector to highlight the correct record.
    - Click Delete [X].

Tax Information Tab

The Tax Information folder is used to maintain and review employee tax withholding data. With each completed payroll, the tax information can be viewed in the History section at the bottom of the window.

- Updating Tax Information
    - Click Update [Update].
    - Change information by keying over the existing data.

Paycheck History Tab

The Paychecks folder provides gross to net details, including tax withholdings, voluntary deductions, and earnings and account distribution for each check received by a selected employee.

To view any check, choose the appropriate fiscal year from the drop-down and click the icon to the left of any check record in the listing.

W2 Tab

The W2 folder provides a description of the type of W2 printed for a selected employee in a fiscal year. This window is updated each time a W2 is printed.
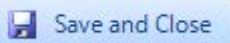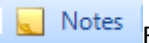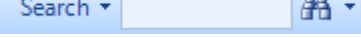
Employee Information Toolbar

 Enter a new employee

 Update exisiting employee

 Save changes and keep window open

 Save changes and close window

 Cancel changes

 Delete Employee Record – Unable to delete employee if they have been paid.

 First Record, Previous Record, Next Record, Last Record

 Refresh

 Employee Notes

 Access to Payroll Module

 Search for specific employee

Appointment Tab - Position Appointment

Field Descriptions

Earning Method	Using the drop-down arrow, select the appropriate **Earning Method**.
	Annualized – The employee's salary is based on an hourly or daily rate, which is totaled to a yearly base contract. This method acts exactly like Contractual, with the only difference being the data entry at the earnings level.
	Contractual – The employee's salary is based on a yearly total which is used to determine a pay period amount. The amount usually originates from a negotiated salary schedule.
	Daily – The employee's salary is based on the number of days worked in the pay period.
	Hourly – The employee's salary is based on the number of hours worked in the pay period.
	Supplemental – This method allows for extra earnings to be added as a flat amount only. An example of this would be payment for chaperoning or coaching.
	N/A – If you are unsure of the method at the present time, enter N/A. Be sure to fill in the appropriate method at a later time. The system will not generate a paycheck for an appointment with a method of N/A.
Employee Group	Use the lookup 🔍 to choose the employee group associated with this position appointment.
Department	Use the lookup 🔍 to choose the department associated with this position appointment.
EEOC Type	This field represents the EEOC type under which this employee will be reported.
Evaluation Schedule	Use the lookup 🔍 to select the evaluation schedule (optional). The evaluation schedule is used to automatically create a pending evaluation record for the employee based on an evaluation type and pre-determined due date.
Pay Profile Name	Use the lookup 🔍 to select the pay profile or pay schedule (optional). The pay profile shows the number of checks, payroll cycle name, and months per year.
Tax Method	This field is applicable for Supplemental appointments only. Using the drop-down, indicate whether the Normal or Flat tax method is to be used.
Frequency	This field is applicable for Supplemental appointments only. Enter the frequency that the earnings for this supplemental appointment will be paid. Use the lookup to select from a listing of valid codes from Pay Frequency Codes Setup. The code selected should NOT be flagged as a DEDUCTION type only code.
Attendance Start Date	The Attendance Start Date defaults to the starting date in the current fiscal year. Change the default date as needed. Employees in a specific employee grouping may annually accrue additional amounts depending on their Attendance Start Date. In most cases, the Attendance Start Date is the employees hire date from the Information window or their anniversary date from the Retirement window.
	The system uses this date to determine the employee-group-specific rules used for the rollover of each attendance code within a date range that encompasses the employee's Attendance Start Date. Additional amounts may be accrued annually through the Attendance Rollover process based on the employee's Attendance Start Date.
Attendance Profile Group	Use the lookup 🔍 to select the attendance profile group. During the rollover process, the system finds the appropriate attendance rollover rules that will be followed by employees in this employee group.
Appointment Start Date	Enter the starting date of this position. Appointment End Date Enter the ending date of this position.
Board Start Date/ Board End Date	Entries default from the Position Information table and cannot be modified.

Increment Date	Enter the month and day (in MM/DD format) that the employee should move up a step. Negotiations uses the date entered here to determine the salary projection.
Retirement System	Choose the retirement system code from the drop-down listing.
ERS Standard Hours	If the employee is a participant in the ERS retirement system, enter the standard number of hours to be reported to the Employees Retirement System. NOTE: You cannot enter a number less than 6, which is the minimum standard workday per ERS.
Area Type	Use the drop-down to indicate whether this employee is a tenured or civil service employee.
Principal	For position-based appointments, this flag is set based on the Principal flag in Position Information and cannot be changed. For non-position-based appointments with an employee group flagged as Principal, nVision automatically flags the appointment as a Principal appointment. Overwrite the flag as needed. This flag is used for HR Staff Evaluation reporting.
Overall FTE	Enter the Full Time Equivalent percentage for this appointment. Full Time Equivalent employees will generally receive 100% of the contract pay. For employees who are less than a full-time equivalent, the appropriate percentage in decimal format (ie. 60% = .60) should be entered. The system uses this percentage to calculate the FTE Amount on the Earnings window.
Months/Year	Enter the number of months per year that this employee is expected to work.
Standard Days	Enter the standard number of days for this type of appointment.
Standard Hrs	Enter the standard number of hours for this appointment, as recognized by the retirement system.
Standard Hrs/Yr	This field is applicable for Annualized appointments only. Enter the standard number of hours per year for this appointment. This field defaults to the number of standard days times the number of standard hours.
Actual Hrs/Day	The actual number of hours per day that this employee works. The default value for this field is based on the Overall FTE and the Standard Hours for the appointment. If the Overall FTE is 1.00 and the Standard Hours are 7.50, the Actual Hours/Day defaults to 7.50. If the Overall FTE is .50 and the Standard Hours are 7.50, the Actual Hours/Day defaults to 3.75. The default value may be modified as needed. The Actual Hours/Day from the appointment is then carried forward into the Hrs Per Day field on the Earnings window.
Number of Checks	Enter the number of checks the employee will receive this year. The number of checks defined in the appointment window is used to calculate the pay period for the earning. NOTE: When changing the number of checks in an existing appointment record, the system asks if you want to update the tax divisor.
Separate Payroll Check	This field is applicable for Supplemental appointments only. Check this box if the employee is getting paid for this earning in a separate payroll check. If this employee has two appointments (i.e., a Contract appointment and a Supplemental appointment), the Generate Contractual Payroll process will create two checks – a Sequence 1 check for the regular biweekly check and a Sequence 2 check for the supplemental earnings. Leave the box unchecked if the supplemental earning is to be included with the regular biweekly amount in one check.
Primary Appointment	Check the box if this is the employee's primary appointment.
Temporary	Check the box if this position is a temporary one.

Appointment Earning Detail – Appointment Earnings

CONTRACT EARNING

Field	Description
Start Date	Enter the effective date (in MM/DD/YY format) of this earning. The start date of the earnings cannot be less than the start date of the appointment.
End Date	Enter the ending date (in MM/DD/YY format) of this earning. This is the actual date that the earnings stopped.
Level	Use the drop-down arrow to select from a listing of valid levels associated with a **current** earning schedule that is linked to this employee group. If there is no current schedule defined for this employee group, the level drop-down is blank.
Step	Enter the salary step within the selected level. Once the step is defined, nVision looks at the salary schedule in Negotiations to determine the base amount for the step and level.
Work Days	The number of days in the fiscal year that the employee works.
	If there is no calendar linked to the employee group, the Work Days defaults to the number of standard days defined on the appointment window.
	If a fiscal year calendar is linked to the employee group, the system checks the **Days Worked Method** setting in Employee Group Setup to determine the Work Days. If the Days Worked Method flag is set to **Actual**, the Work Days defaults to the number of Paid Work Days associated with the fiscal year calendar linked to the employee group in Employee Group Setup. If the Days Worked Method flag is set to **Swaim**, the Work Days defaults to the SWAIM number of calculated work days. Example: For 10-month Teachers, the Swaim calculated number of days is 200 (20 working days per month times 10 months per year).
	The number of working days is used to calculate the entitlement amount. Remember that if you change the starting and ending date of the earnings, you should adjust the number of working days as needed.
Hrs Per Day	Enter the number of hours that this employee works per day. The default value is the number of standard hours defined on the Position Appointment window. The number of hours per day is used to calculate the hourly rate.
Base Contract	Enter the base contract amount for this appointment. After specifying a level and step, the system will automatically default the appropriate base contract amount from the **current** schedule that is linked to the employee group.
FTE Amount	Enter the FTE amount or accept the system-calculated amount. The FTE Amount is equal to the Base Contract Amount multiplied by the Overall FTE % (from the Appointment). The FTE Amount is then used to determine the Daily Rate, Entitlement, and Period Pay amounts.
Daily Rate	Enter the Daily Rate or accept the system-calculated amount. The Daily Rate is equal to the FTE Amount divided by the number of Appointment Standard Days. The Daily Rate is then used to determine the Hourly Rate amount
Hourly Rate	Enter the Hourly Rate or accept the system-calculated rate. The Hourly Rate is equal to the Daily Rate divided by the number of Hours per Day (as defined on the Earnings window).
Entitlement	Enter the Entitlement Amount or accept the system-calculated amount. The Entitlement Amount is equal to the FTE Amount multiplied by (the number of Working Days divided by the Standard Days).
Std Per Pay	Enter the period pay amount or accept the system-calculated amount. The Period Pay amount is equal to the FTE amount divided by the Appointment Number of Checks.
Salary Schd	This display-only field denotes the current earning schedule linked to the employee type and bargaining unit.
Renewable	Check this field if this earnings is renewable for the next fiscal year. The system creates a projection in Negotiations only if the renewable flag is checked on this window.
Include in Contract	Check this field if this earnings is to be included in the employee's contract salary. Uncheck this field if this earnings is NOT to be included in the employee's contract salary. When this field is unchecked, the Generate Contractual Payroll routine will NOT include this earnings in the Gross Pay. The system checks the entry in this field when printing the check stub so that the correct Contract Salary amount is displayed.
Include in Period Pay	Check this field if this earnings is to be included in the employee's period pay amount. Uncheck this field if the earnings are not to be include in the period pay amount. When the field is UNCHECKED, this portion of the earning is NOT included in the Amt/Chk field on the Account Distribution window and the earning is NOT generated through the Payroll Generation routine.
Include in Retirement	Check this field if this earning is to be included in the employee's earnings reported to NYS retirement.

HOURLY EARNINGS

Earning Code	Use the lookup to choose the appropriate hourly pay-type earning code.
Start Date	Enter the effective date (in MM/DD/YY format) of this earning. The start date of the earnings cannot be less than the start date of the appointment.
End Date	Enter the ending date (in MM/DD/YY format) of this earning. This is the actual date that the earnings stopped or will end.
Level	Use the drop-down arrow to select from a listing of valid levels associated with a current earning schedule that is linked to this employee group. If there is no current schedule defined for this employee group, the level drop-down is blank.
Step	Enter the salary step within the selected level. Once the step is defined, the system looks at the salary schedule in Negotiations to determine the base amount for the step and level.
Salary Schd	This display-only field denotes the current earning schedule linked to the employee group and bargaining unit.
Contract Days	Enter the number of days the employee is scheduled to work. The number of standard days from the appointment defaults. The default value may be changed if necessary.
Hrs Per Day	Enter the number of hours per day that this employee is scheduled to work. The default value is the number of standard hours defined on the Appointment window. The default value may be changed if necessary.
Hourly Rate	Enter the employee's hourly rate. After specifying a level and step, the system will automatically default the appropriate hourly amount from the current schedule that is linked to the employee group.
Projected Amount	This system-calculated field is calculated by multiplying the Hourly Rate times the Hours Per Day times the Contract Days.
Differential Percent	Enter the differential percentage. The system takes the hourly rate and multiplies it by the differential percentage to automatically calculate the differential rate.
Differential Rate	This system-calculated field is determined by multiplying the hourly rate by the differential percentage. NOTE: If an employee is paid a differential, the differential is included in with the regular hourly rate.
Regular Acct	Enter the account code from which the employee's regular pay earnings are to be expensed. If necessary, use the lookup button to select the appropriate budget account code. When paying an Hourly employee through the Enter Additional Earnings and Timesheet routines, the system defaults the employee-specific regular account code for REG PAY earnings.
Overtime Acct	Enter the account code from which the employee's overtime earnings are to be expensed. If necessary, use the lookup button to select the appropriate budget account code. When paying an Hourly employee through the Enter Additional Earnings and Timesheet routines, the system defaults the employee-specific overtime account code for OT earnings.
Active	Check this field if the earnings are currently active.
Renewable	Check this field if this earnings is renewable for the next fiscal year. The system creates a projection in Negotiations only if the renewable flag is checked on this window.
Include in Retirement	Check this field if this earning is to be included in the employee's earnings reported to NYS retirement.
Hourly Default	Check this field if the system is to set up a timesheet record based on the hourly default. This is only used when setting up timesheet records by EMPLOYEE TYPE. If this field is checked, the system looks at every Active Hourly appointment where the Hourly Default flag is checked. In the Timesheet routine, the user will select the employee type(s) in the Utility feature and enter the number of days in the pay period. That number of days is then multiplied by the number of hours on the employee assignment window and recorded as the number of units in the Timesheet Utility

DAILY EARNINGS

Earning Code   Use the lookup to choose the appropriate per diem pay-type earning code.

Start Date   Enter the effective date (in MM/DD/YY format) of this earning. The start date of the earnings cannot be less than the start date of the appointment.

End Date   Enter the ending date (in MM/DD/YY format) of this earning. This is the actual date that the earnings stopped.

Level   Use the drop-down arrow to select from a listing of valid levels associated with a **current** earning schedule that is linked to this employee group. If there is no current schedule defined for this employee group, the level drop-down is blank.

Step   Enter the salary step within the selected level. Once the step is defined, the system looks at the salary schedule in Negotiations to determine the base amount based on the step and level.

Salary Schd   This display-only field denotes the current earning schedule linked to the employee group and bargaining unit.

Contract Days   Enter the number of days the employee is scheduled to work. The number of standard days from the appointment defaults. The default value may be changed if necessary.

Hrs Per Day   Enter the number of hours per day that this employee is scheduled to work. The number of standard hours from the appointment defaults. The default value may be changed if necessary.

Daily Rate   Enter the daily rate. After specifying a level and step, the system will automatically default the appropriate daily rate amount from the **current** earnings schedule that is linked to the employee group.
NOTE: nVision defaults the employee's daily rate when paying PER DIEM pay through Enter Additional Earnings or Timesheets.

Account   Use the lookup to choose the account code from which the employee's per diem earnings are to be expensed. When paying PER DIEM earnings for a Daily employee through the Enter Additional Earnings and Timesheet routines, nVision defaults the employee-specific account code specified.

Projected Amount   This system-calculated field is calculated by multiplying the Daily Rate times the Contract Days.

Active   Check this field if the earnings are currently active.

Renewable   Check this field if this earnings is renewable for the next fiscal year. nVision creates a projection in Negotiations only if the renewable flag is checked on this window.

Include in Retirement   Check this field if this earning is to be included in the employee's earnings reported to NYS retirement.

ANNUALIZED EARNINGS

Earning Code	Use the lookup to select the appropriate hourly or per diem pay type earning code.
Start Date	Enter the effective date (in MM/DD/YY format) of this earning. The start date of the earnings cannot be less than the start date of the appointment.
End Date	Enter the ending date (in MM/DD/YY format) of this earning. This is the actual date that the earnings stopped.
Level	Use the drop-down arrow to select from a listing of valid levels associated with a **current** earning schedule that is linked to this employee group. If there is no current schedule defined for this employee group, the level drop-down is blank.
Step	Enter the salary step within the selected level. Once the step is defined, nVision looks at the salary schedule in Negotiations to determine the base amount based on the step and level.
Salary Schd	This display-only field denotes the current earning schedule linked to the employee group and bargaining unit.
Work Days	Enter the number of days in the fiscal year that the employee works. The default value is the number of standard days defined on the appointment window. The number of working days is used to calculate the entitlement amount. Remember that if you change the starting and ending date of the earnings, you should adjust the number of working days as needed.
Hrs Per Day	Enter the number of hours per day that this employee is scheduled to work. The number of standard hours per day from the appointment defaults. The default value may be changed if necessary.
Hrs Per Year	This system-calculated field is determined by multiplying the Work Days times Hours Per Day.
Hourly Rate	Enter the employee's hourly rate. After specifying a level and step, the system will automatically default the appropriate hourly rate amount from the **current** earning schedule that is linked to the employee group. This amount is used to calculate the Base Contract and Entitlement Amounts.
Daily Rate	The system calculates this field by multiplying the Hours Per Day (from the Earnings window) times the Hourly Rate.
Base Contract FTE Amount	The system calculates this field by multiplying the Appointment Standard Hours/Year by the Hourly Rate. Enter the FTE amount or accept the system-calculated amount. The FTE Amount is equal to the Base Contract Amount multiplied by the Appointment Overall FTE %. The FTE Amount is then used to determine the Period Pay amount.
Entitlement	Enter the Entitlement Amount or accept the system-calculated amount. The Entitlement Amount is equal to the Hours Per Year multiplied by the Hourly Rate.
Std Per Pay	Enter the period pay amount or accept the system-calculated amount. The Period Pay amount is equal to the FTE amount divided by the Appointment Number of Checks.
Renewable	Check this field if this earnings is renewable for the next fiscal year. nVision creates a projection in Negotiations only if the renewable flag is checked on this window.
Include in Contract	Check this field if this earnings is to be reflected in the Total Contract summary. Uncheck the field if the earnings is NOT included in the Total Contract summary. When this field is unchecked, the Generate Contractual Payroll routine will NOT include this earning in the Gross Pay. The system checks the entry in this field when printing the check stub so that the correct Contract Salary amount is displayed.
Include in Period Pay	Check this field if this earnings is to be included in the employee's period pay amount. Uncheck this field if the earnings are not to be include in the period pay amount. When the field is UNCHECKED, this portion of the earning is NOT included in the Amt/Chk field on the Account Distribution window and the earning is NOT generated through the Payroll Generation routine.
Include in Retirement	Check this field if this earning is to be included in the employee's earnings reported to NYS retirement.

SUPPLEMENTAL/OTHER EARNINGS

Earning Method	Enter the earnings code. Use the lookup button to select from a listing of valid codes from the Earnings Codes Setup File.
Start Date	Enter the effective date (in MM/DD/YY format) of this earning. The start date of the earnings cannot be less than the start date of the appointment.

End Date	Enter the ending date (in MM/DD/YY format) of this earning. This is the actual date that the earnings stopped.
Level	Use the drop-down arrow to select from a listing of valid levels associated with a **current** earning schedule that is linked to this employee group. If there is no current schedule defined for this employee group, the level drop-down is blank.
Step	Enter the salary step within the selected level. Once the step is defined, nVision looks at the salary schedule in Negotiations to determine the base amount based on the step and level.
Salary Schd	This display-only field denotes the current earning schedule linked to the employee group and bargaining unit.
Work Days	Enter the number of days in the fiscal year that the employee works. The default value is the number of standard days defined for the appointment. The number of working days is used to calculate the entitlement amount. Remember that if you change the starting and ending date of the earnings, you should adjust the number of working days as needed.
Hrs Per Day	Enter the number of hours that this employee works per day. The default value is the number of standard hours defined for the appointment. The number of hours per day is used to calculate the hourly rate.
Units	(Applicable for Credit Hours or Differential Earnings Only) Enter the number of units associated with this supplemental earning. nVision uses the number of units to determine the base amount of the earning.
Rate	(Applicable for Credit Hours or Differential Earnings Only) Enter the rate for each unit of this supplemental earning. After specifying a level and step, nVision automatically defaults the appropriate rate amount from the **current** earning schedule that is linked to the employee group. nVision uses the rate to determine the base amount of the earning.
Amount	Enter the base amount of this supplemental earning. After specifying a level and step, nVision automatically defaults the appropriate amount from the **current** schedule that is linked to the employee group. For supplemental earnings, such as credit hours, nVision calculates this field by multiplying the Units times the Rate. **NOTE: When a Supplemental Appointment or an Other Earning is entered in Employee Maintenance using an earning code that has a default fixed amount, that amount defaults in the Amount field of the employee earning record.**
FTE Amount	Enter the FTE amount or accept the system-calculated amount. The FTE Amount is equal to the Base Amount multiplied by the Appointment Overall FTE %. The FTE Amount is then used to determine the Daily Rate, Entitlement, and Period Pay amounts.
Daily Rate	Enter the Daily Rate or accept the system-calculated amount. The Daily Rate is equal to the FTE Amount divided by the number of Appointment Standard Days. The Daily Rate is then used to determine the Hourly Rate amount.
Hourly Rate	Enter the Hourly Rate or accept the system-calculated rate. The Hourly Rate is equal to the Daily Rate divided by the number of Hours per Day (as defined on the Earnings window).
Entitlement	Enter the Entitlement Amount or accept the system-calculated amount. The Entitlement Amount is equal to the FTE Amount multiplied by (the number of Working Days divided by the Standard Days).
Std Per Pay	Enter the period pay amount or accept the system-calculated amount. The Period Pay amount is equal to the FTE amount divided by the Appointment Number of Checks.
Renewable	Check this field if this earnings is renewable for the next fiscal year. nVision creates a projection in Negotiations only if the renewable flag is checked on this window.
Include in Contract	Check this field if this earnings is to be reflected in the Total Contract summary. Uncheck the field if the earnings is NOT included in the Total Contract summary. When this field is unchecked, the Generate Contractual Payroll routine will NOT include this earning in the Gross Pay. nVision checks the entry in this field when printing the check stub so that the correct Contract Salary amount is displayed.
Include in Period Pay	Check this field if this earnings is to be included in the employee's period pay amount. Uncheck this field if the earnings are not to be include in the period pay amount. When the field is UNCHECKED, this portion of the earning is NOT included in the Amt/Chk field on the Account Distribution window and the earning is NOT generated through the Payroll Generation routine. When might you uncheck this box? You could uncheck this box if you are a district that includes earnings such as Longevity pay in the total contract salary and OT rate, but only pay it at a certain time (i.e., one time) and do not spread it over the normal pays as part of the period pay amount. Using this same example, if you want to spread the Longevity earning over all normal pays for the salary, leave the box checked to have that earning included in the period pay amount.
Include in Retirement	Check this field if this earning is to be included in the employee's earnings reported to NYS retirement.
Include in Hourly/Daily Rate	This checkbox is applicable to Contract, Annualized, Per Diem, and Hourly appointments where you are adding an **Other** earning. Check this field if this other earning is to be included when calculating the employee's hourly/daily rate.

Deduction Tab - <u>DEDUCTIONS</u>

Deduction Code File.   Enter the code that identifies the deduction. Use the lookup to choose from a listing of valid codes from the Deduction Codes Setup File.

Frequency Code   Enter the code that identifies the frequency that this deduction will be taken. Use the lookup to choose from a listing of valid codes from the Pay Frequency Codes Setup File. If a frequency was defined for the deduction in Deduction Code Setup, that frequency will default here.

Type   Indicate the deduction type. Valid entries are:

Amount($) - If the deduction is a flat dollar amount
Percent(%) - If the deduction is a specified percentage of earnings

Limit Year   Specify the limit year as one of the following:

(A)bsolute means that the deduction has an absolute limit (one not based on any type of year, such as Calendar or Fiscal) and therefore is simply taken until the limit is reached.   The payroll calculation routine will continue to take the deduction until the limit is reached.   Typically, the deduction most likely to have an Absolute limit is a garnishment.

(C)alendar means that the deduction is to be taken during the Calendar year only. The year-end payroll routine will **not** bring the deduction to its limit.   The Fiscal YTD Amount field on the Deduction window will be impacted by this deduction amount.

F(iscal) means that the deduction is to be taken during the Fiscal year only.   The year-end payroll routine will deduct the amount necessary to bring the deduction to its limit.   The Fiscal YTD Amount field on the Deduction window will be impacted by this deduction amount.

Reference   Optionally enter a reference or bank account number (i.e., for credit union deductions).

One Time Amt   Enter the one-time dollar amount that should be deducted over and above the normal deduction amount. You may enter a negative dollar amount to refund a deduction when necessary. The Payroll Calculation routine will apply this one time deduction dollar amount. Once the check is printed and posted, the One Time Amount field is cleared.

Start Date   Enter the date (in MM/DD/YYYY format) that the deduction should start being taken.

End Date   Enter the date (in MM/DD/YY format) that the deduction should stop being taken. When adding a deduction record, the End Date field is left blank. When the deduction end date is not specified, the deduction will continue to be taken. When an end date is entered, the deduction will no longer be taken.

Times Taken   Enter the number of times that the deduction should be taken or the number of occurrences. If a times taken value was defined for the deduction in Frequency Code Setup, that times taken amount defaults here.

Limit   Enter the dollar limit for this deduction.   If there is no limit, enter 0.00.
If a dollar limit was defined in the Deductions Setup File, the system defaults the limit. It should do this ONLY if the limit or the times taken are 0.00 since this means the calculated amount is 0.

Amt/Pct   Enter the percentage or dollar amount of the deduction per pay period. You may enter a negative dollar amount to refund a deduction when necessary.

Active Flag   Indicate the deduction status. Leave the box checked if the deduction is **Active**.

Leave the box uncheck if the deduction is **Inactive**. Inactive deductions will not be included in the calculation during the Calculate Payroll Checks process.

Start MM/DD End MM/DD   Enter the deduction starting and ending month and day in MM/DD format. This helps to determine if the deduction is to be renewed in the next fiscal year. These fields allow the user to specify a particular date range that the deduction is to be taken. The year is omitted because the deduction is recurring. So if an employee is to have a deduction only be taken during the summer every year, the deduction

date range may be 07/01 through 08/30. These fields are reviewed during the Payroll Calculation process to ensure that deductions are properly taken.

Fiscal YTD	This system-calculated field represents the current fiscal year to date amount of the deduction taken. This field is for reference only and is not modifiable.
Calendar YTD	This system-calculated field represents the calendar year-to-date amount of the deduction taken. This field is for reference only and is not modifiable.
Absolute YTD	This field is applicable for those deductions where the Limit Year is **(A)bsolute**. This system-calculated field represents the absolute to date amount of the deduction taken. This value represents the entire amount taken for the life of the deduction.
Remaining	This system-calculated field represents the amount of the deduction that remains to be taken. This field is only calculated when there is a deduction limit amount. This field is for reference only and is not modifiable.
Last Amt	This system-calculated field represents the last dollar amount taken for this deduction. This field is for reference only and is not modifiable.
Last Taken	This system-calculated field represents the last date that the deduction amount was taken. This field is for reference only and is not modifiable.

Direct Deposit Tab - <u>DIRECT DEPOSIT</u>

Deposit Method	Using the drop-down, select the deposit method. Note that the **total percentage** records must **equal but not exceed 100%**. Valid entries are as follows: Select **Paycheck** if a **portion** of the employee's net pay is a direct deposit and the **remainder** is in the form of a check. Then, in the **Type** field, enter the dollar amount <u>or</u> percentage of the net pay that the employee will receive as a check. Select **Checking** when **ALL** the employee's net pay is a direct deposit into a checking account(s) <u>or</u> when the employee is receiving a split check (part direct deposit into a checking account and part check). This method allows you to enter a specific dollar or percentage amount that is a direct deposit to a checking account. Select **Savings** when **ALL** the employee's net pay is a direct deposit into a savings account <u>or</u> when the employee is receiving a split check (part direct deposit into a savings account and part check). This method allows you to enter a specific dollar or percentage amount that is a direct deposit to a savings account.
Account	If the Deposit Method selected is Checking or Savings, enter the employee's bank account number into which the monies are being deposited.
Type	Use the drop-down to indicate whether the amount being direct deposited is a dollar amount or percentage of the employee's net pay.
Amt/Pct	Specify the appropriate dollar amount or percentage of the net pay based on the type chosen.
Start Date	Enter the date (in MM/DD/YYYY format) that the direct deposit is to start.
End Date	Enter the date (in MM/DD/YYYY format) that the direct deposit is to stop.
FYD	Enter the fiscal year to date amount for this deposit method.
CYD	Enter the calendar year to date amount for this deposit method.
Pre-Notes	Enter the number of pre-notifications to be made to the bank before this direct deposit is transmitted. This number decreases automatically with each pre-noted payroll produced for the employee. Finance Manager recommends setting up two pre-notes for new direct deposits. When an employee is pre-noted, a check is produced. The nacha.dat file will include information the bank needs to verify the routing and bank account numbers for the employee.
Active	Indicate the status of the direct deposit. Check the box if the status is **Active**. Uncheck the box if the status is inactiv