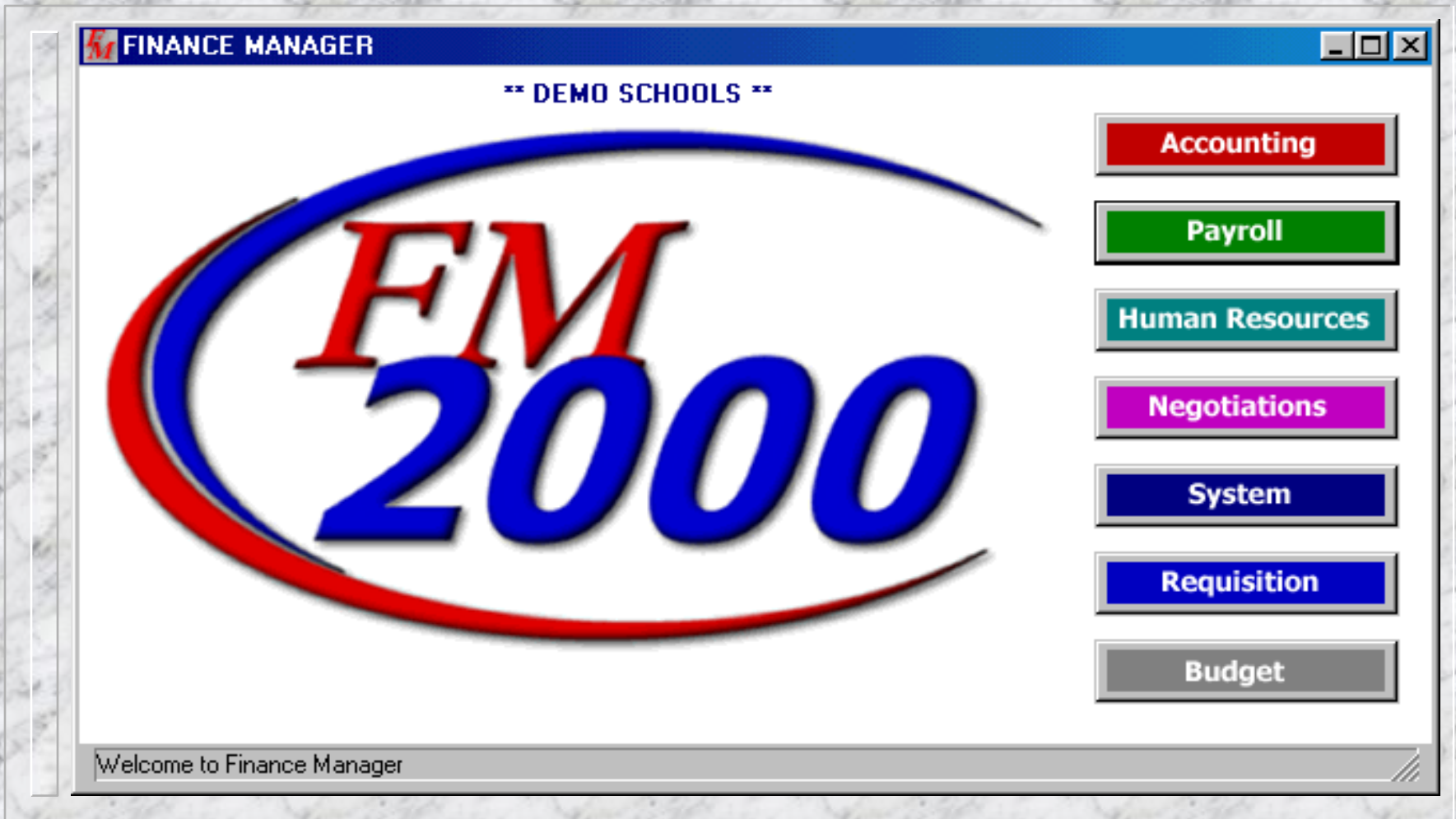# Finance Manager
Payroll Table Training

Payroll Manager - Table Implementation

- **Employee Types (Shared with Human Resources)**
- **Departments (Optional)**
- **Buildings (Shared with Accounting Manager)**
- **Chart of Accounts (Shared with Accounting Manager)**
- **Deductions**
- **Pay Frequencies**
- **Earning Codes**
- **Direct Deposit Banks**
- **Tax Tables**

Proceed to Maintenance Area of Payroll Manager

Employee Types–Employee Maintenance Menu

Hints for Employee Type Creation

■   **Remember the following ways an Employee Type is used as you create new ones**:

1. As a means for turning Contractual and Supplemental pay period amounts on and off

2. To differentiate appointments and their respective earnings

3. To differentiate Bargaining Units and tie salary schedules for these units from Negotiations Manager to employees within the employee type

4. As a means of enforcing attendance rules upon Fiscal Year rollover

■   The # of days, # of Hrs/Day, # of Months/Contr, and # of Checks fields are based on default full-time workdays for this group

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Add Employee Type

- Enter code for an employee type (Up to 5 characters)
- Enter the Bargaining Unit the employees in this type belong to (from Bargaining Unit table in Human Resources)
- Are these employees Instructional? (Y)es or (N)o
- Do these employees substitute? (Y)es or (N)o. This will put employees of this type in the sub pick list for attendance
- Check off Generate Contract and/or Generate Supplemental if these types of earnings should be included in the current payroll period for this employee type

Employee Type Maintenance

File   Navigation

Print | Save | Reset | Add | Delete | Cancel | Exit

Employee Type | Calendar | Attend Days | Requirements | Schedule

Emp Type	Description
ADM10	ADMINISTRATOR 10MO
ADM12	ADMINISTRATOR 12MO
CLERK	CLERKS
CONF	CONFIDENTIAL EMPLOYEES
DRIVE	BUS DRIVERS
FS	FOOD SERVICE WORKER
MAINT	MAINTENANCE WORKERS
NURSE	NURSES
SCOCH	SPRING COACH
SUBDR	SUB BUS DRIVERS
SUBTC	SUB TEACHER-CERTIFIED
SUBTU	SUB TEACHER-UNCERTIFIED

Emp Type: TCH21   Description: TEACHER 21 PAYS

Bargain Unit: TU   Teachers' Union

Calendar:

☑ Instructional
☑ Substitutes
☐ Generate Contract
☐ Generate Supplemental

Contract Days: 200.00
Hrs/Day: 7.00
Months/Contract: 10.0
Checks: 21
BiWk Chks/Days: Checks

Press to Run Report.

Add Employee Type (Continued)

- Enter a default # of days/year for this employee type
- Enter a default # of hours/day
- Enter a default # of months/year
- Enter a default # of checks/year
- Calculate biweekly gross based on # of (C) or by (D)aily rate

Employee Type Maintenance

File   Navigation

Print   Save   Reset   Add   Delete   Cancel   Exit

Employee Type | Calendar | Attend Days | Requirements | Schedule

Emp Type	Description
ADM10	ADMINISTRATOR 10MO
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Emp Type: TCH21   Description: TEACHER 21 PAYS

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Calendar:

☑ Instructional
☑ Substitutes
☐ Generate Contract
☐ Generate Supplemental

Contract Days: 200.00
Hrs/Day: 7.00
Months/Contract: 10.0
Checks: 21
BiWk Chks/Days: Checks

Press to Run Report.

Employee Type Maintenance – Attendance Days (*Default Settings)*

- Enter the annual amount of time received when rolling to a new fiscal year
- Enter the maximum amount of time that may be carried into the new fiscal year
- Enter any default accrual rates used to accrue time using the Attendance Accrual utility
- Enter the type of units (days or Hours) used to record attendance for this group
- Enter how much Personal and/or Comp time (if any) should be converted to sick

Sample List of Employee Types


```
03/06/01                    ** DEMO SCHOOLS **                        PAGE   1
********************************************************************************
EMPLOYEE TYPES

        Code  Description                Bargain Unit    Sick  Per   Vac Comp
        ----- -------------------------- --------------- ----  ----  ---- ----
        ADM10 ADMINISTRATOR 10MO         None Assigned   15.0  3.0   0.0   .0
        ADM12 ADMINISTRATOR 12MO         None Assigned   20.0  3.0  20.0   .0
        CLERK CLERKS                     CSEA            10.0  3.0  10.0   .0
        CONF  CONFIDENTIAL EMPLOYEES     None Assigned   15.0  3.0  15.0   .0
        DRIVE BUS DRIVERS                None Assigned   15.0  3.0   0.0   .0
        FS    FOOD SERVICE WORKER        CSEA            10.0  3.0   0.0   .0
        MAINT MAINTENANCE WORKERS        CSEA            15.0  3.0  15.0   .0
        NURSE NURSES                     Teachers' Union 15.0  3.0   0.0   .0
        SCOCH SPRING COACH               None Assigned    0.0  0.0   0.0   .0
        SUBDR SUB BUS DRIVERS            None Assigned    0.0  0.0   0.0   .0
        SUBTC SUB TEACHER-CERTIFIED      None Assigned    0.0  0.0   0.0   .0
        SUBTU SUB TEACHER-UNCERTIFIED    None Assigned    0.0  0.0   0.0   .0
        TA21  TEACHER AIDES-21 PAYS      Teachers' Union 15.0  3.0   0.0   .0
        TA26  TEACHER AIDES-26 PAYS      Teachers' Union 15.0  3.0   0.0   .0
        TCH21 TEACHER-21 PAYS            Teachers' Union 15.0  3.0   0.0   .0
        TCH26 TEACHER-26 PAYS            Teachers' Union 15.0  3.0   0.0   .0

 Report Completed    5:41 PM
```

Departments–Code Maintenance Menu (Optional)
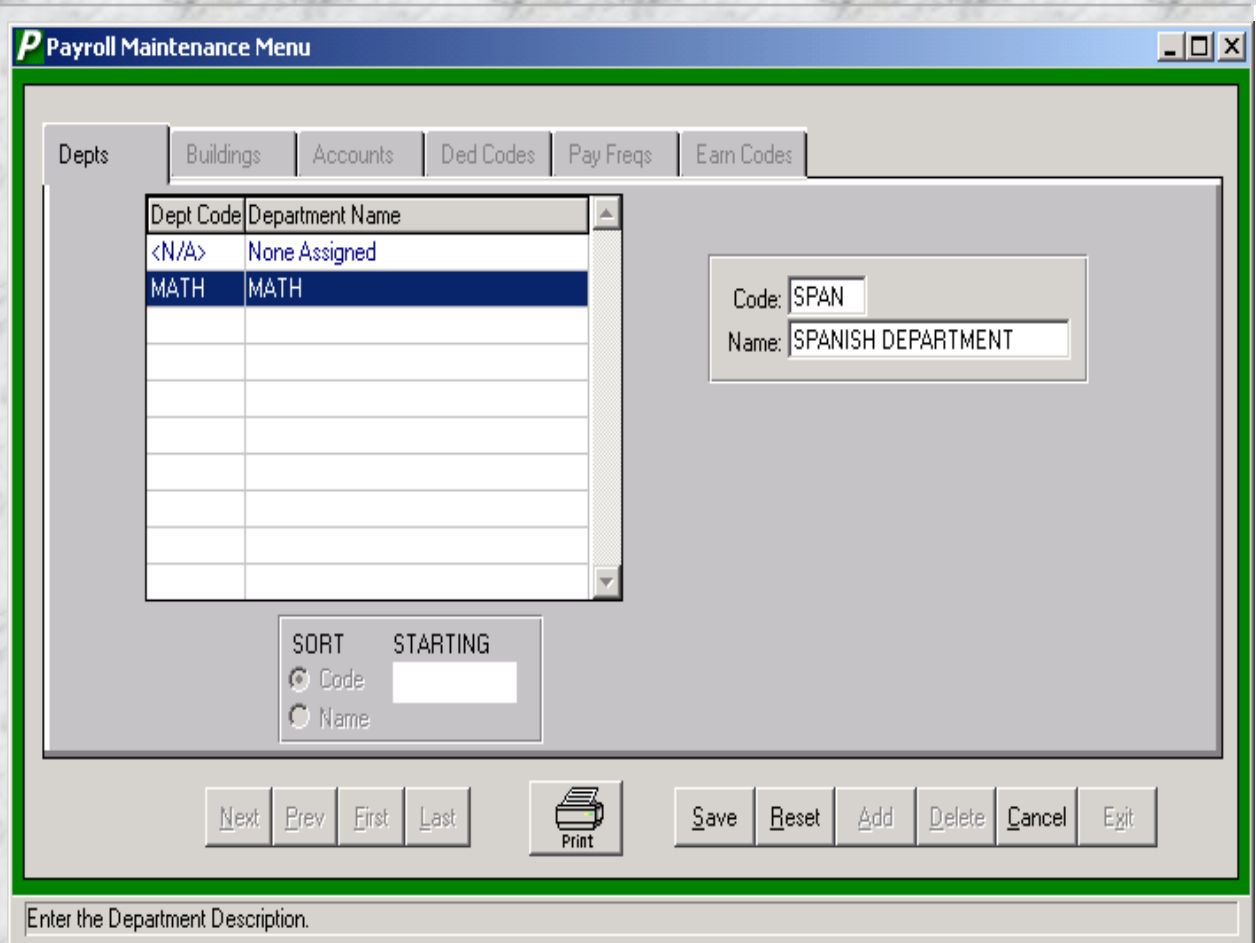
Add Departments

- Enter a Department code (Up to 5 characters)
- Enter the Department Name

Buildings–Code Maintenance Menu (Shared with Accounting)

Add Building

- **Enter Code for Building (Up to 5 Characters)**
- **Enter Building Name**
- **Enter Address (Required for Computer Generated Purchasing**
- **Enter a default contact person or leave blank if there is not a particular contact person for purchasing (Optional)**

Chart of Accounts - Code Maintenance Menu (Shared with Accounting)

Add Account

- Enter a valid Fund
- Enter the Account without punctuation and starting with the fund indicator
- Enter Account Name
- Choose the Account Type:
  - G/L
  - Revenue
  - Appropriation
- Choose the Account Status: Active or Inactive
- Enter a valid ST3 Consolidation Code (Optional–Must be imported through the Import ST3 Definitions routine first and can be auto assigned)
- Display – While in update or view mode, this system defined field shows the way the account number will be displayed for reporting purposes. Punctuation is added based on Fund setup for function, object, location and program lengths.

Deduction Codes-Code Maintenance Menu

Hints for Deduction Creation

■ **Remember the following when setting up deductions:**

1. Be as descriptive as possible when setting up new deduction codes so they are easy to recognize

2. Set up deduction codes for groups, such as TSA and Flex, with the same characters in the beginning so they are grouped together in an alphabetical list (ie, TSA-AETN, GAR-ACSC, FLX-HLTH)

3. Answer (Y)es to Bank Acct in order to add an account number for any applicable deduction (ie, garnishments) on each individual employee's deduction screen and have it print on a Deduction Register for specific payroll periods.

Add Deduction Codes

- Enter a deduction code (Up to 8 characters)
- Enter a description for the deduction
- Is this deduction an Annuity? (Y)es or (N)o
- Should this deduction be calculated before or after taxes?
- Is this deduction part of a Flex plan? (Y)es or (N)o
- If deduction is Flex, enter type:
  - Dependent Care
  - Medical
  - Reimbursement
- Is this a Bond Deduction? (Y)es or (N)o. If yes, enter face amount

Payroll Maintenance Menu

Code	Description	Tax Type
CRED UN	CREDIT UNION	Before
ERS	EMP'S RETIREMENT SYS	Before
ERSAR	ERS ARREARS	After
ERSAR414	ERS ARREARS-414H	Before
ERSBACK	ERS ADJUSTMENT	Before
ERSLN	ERS LOAN	After
FLX-MED	FLEX MEDICAL	Before
GARN-ASC	GARN-ALBANY SCU	Before
P&F	P&F'S RETIREMENT SYS	Before

Code: FLX-MED   Descr: FLEX MEDICAL

Annuity: No   Type: Before Tax Deduction From Gross   Flex: Yes

Flex: Medical   Bond: No   Bond Amount: 0.00

Bank Acct: No   Exclude From Calc: no   Mandatory: No

***** DEFAULT SETTINGS *****

Pay Freq: 2X10   Ded Year: C   Amt/Pct: 0.00

Times Taken: 20   Ded Type: $ Dollar Lim: 0.00

***** ACCOUNTING INFORMATION *****

G/L Acct: TA20   HEALTH INSURANCE

A/P Vend: 762   HEALTH LINK

Print Pos: 0   Exemptions

SORT: Code / Description
STARTING
TYPE: All / Before Tax / After Tax

Next Prev First Last   Print   Save Reset Add Delete Cancel Exit

Enter the Description of this Deduction.

Add Deduction Codes (Continued)

- Does this deduction require a specific account # for each employee? (Y)es or (N)o.
- Should this deduction be excluded from payroll calculation
- Is this a mandatory deduction which should always be taken (including on second checks)?
- Enter default settings: frequency; # of times taken; deduction year - (C)alendar or (F)iscal; deduction type - $ or %; Amount or Percentage; $ limit (0.00 for NO limit)
- Enter the related G/L account
- Enter the related Vendor

Add Deduction Codes (Continued)
Before Tax Deductions

■ **If the deduction type is set to Before tax, the Exemption Information box will become accessible. This box allows the user to change what taxes the deduction is exempt from whenever necessary. When ADDING a new deduction code, if Annuity or Flex is marked Yes, these exemption boxes should default accordingly.**

Exemption Information ✕

Code: FLX-MED   Descr: FLEX MEDICAL

EXEMPT FROM:

☑ Emp FICA   ☑ Empr MEDI   ☑ State W/H

☑ Empr FICA   ☑ Fed W/H   ☐ SUI

☑ Emp MEDI   ☑ FUI   ☑ City W/H

[OK]   [Cancel]

Pay Frequencies-Code Maintenance Menu

Hints for Frequency Setup

- **Remember the following when setting up frequencies:**

1. Each frequency can be set up for either an earning, deduction, or both

2. Frequencies MUST be set to YES in the Set Payroll Parameters screen when setting up each payroll in order for that deduction to be taken or the earning to be generated

3. Frequencies are assigned to each Deduction on the employee's deduction screen and each Supplemental Appointment on the Earnings Screen

4. Deductions which are taken at certain times for one employee type may not necessarily be taken at the same time for another, causing a need for multiple frequencies for a particular deduction. (ex, TSA's may be taken twice a month for 10 months for 10 month employees and twice a month for 12 months for 12 month employees)

5. If different deductions are taken at the same time (or different supplemental earnings are paid at the same time), try to use the same frequency for them. By doing this, you will be cutting down on the number of frequencies that need to be turned on for each payroll. Do NOT create separate frequencies for each employee type and each deduction unless necessary

Add Pay Frequency

- Enter a frequency code (Up to 4 characters)

- Enter a description for the frequency

- Enter the default number of checks to calculate pay amounts for items using this frequency

- Enter whether this frequency will be used for (E)arnings, (D)eductions or (B)oth

Sample List of Frequencies

Code	Description	Type
2X10	TWICE MONTHLY-10 MOS	DEDUCTIONS
2X12	TWICE MONTHLY-12 MOS	DEDUCTIONS
ALL	ALL PAYS	BOTH
BW21	BIWEEKLY 21 PAYS	BOTH
BW26	BIWEEKLY 26 PAYS	BOTH
COAF	COACHING-FALL	EARNINGS
CR10	CREDIT UNION-10 MOS	DEDUCTIONS
NONE	NEVER TAKEN	BOTH
RET	MANDATORY CONTRIB	DEDUCTIONS
UNWY	UNITED WAY	DEDUCTIONS

Sample Frequency Setup for A Given Payroll

Payroll Parameters

| Parameters | Frequencies | Employee Type | Print |

Freq	Description	Occurence	Type	Earnings	Deducts
2X10	TWICE MONTHLY-10 MOS	20	Deductions	NO	YES
2X12	TWICE MONTHLY-12 MOS	24	Deductions	NO	YES
ALL	ALL PAYS	26	Both	YES	YES
BW21	BIWEEKLY 21 PAYS	21	Both	YES	YES
BW26	BIWEEKLY 26 PAYS	26	Both	YES	YES
COAF	COACHING-FALL	4	Earnings	NO	NO
CR10	CREDIT UNION-10 MOS	21	Deductions	NO	YES
NONE	NEVER TAKEN	0	Both	NO	NO
RET	MANDATORY CONTRIB	26	Deductions	NO	YES
UNWY	UNITED WAY	10	Deductions	NO	YES

Next | Prev | First | Last | Exit

Earning Codes–Code Maintenance Menu

Add Earning Code

- Enter an earning code (Up to 8 characters)
- Enter the earning code description
- Enter whether the earning code is for (I)ndividual earnings (A lump-sum amount) or (F)ixed earnings (Allows units and a rate to be entered)
- Is this earning part of (W)ages or is it a (R)eimbursement?
- Choose an Earning Method (Used for Supplemental Appointment Earnings and Other Earnings screens):
  - Standard
  - Credit Hour
  - Differential

Add Earning Code (Continued)

- **Include this earning as part of Contract? (Y)es or (N)o. (This is not used currently in FM2000)**

- **Enter default settings (Optional): Pay Frequency; # of times paid; earning year - (F)iscal or (C)alendar based limit; Dollar Amount; Limit (0.00 for None)**

- **Enter a default account for this earning to be paid from (Leave blank if earning is paid from different accounts)**

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Direct Deposit Banks- Maintenance Menu

Add Direct Deposit Bank

- Enter a code for the bank (Up to 8 characters)
- Enter the bank's routing number
- Enter the name of the bank
- Enter the address for the bank (Optional)
- Enter a contact name and phone number (Optional)

Bank Maintenance

Bank Code	Name	City
CAPCOM	CAPITAL COMMUNICATIONS	
CHASE	CHASE BANK	
FLAT	FLAT AMOUNT	
KEY BANK	KEY BANK	
NET-DIST	NET DISTRIBUTION PERCEN	

Bank Code: FLEET   Routing #: 021300019

Name: FLEET BANK
Address:

City/St/Zip: NY

Contact:
Phone:

SORT   STARTING
○ Code
○ Name
○ City

Next Prev First Last   Print   Save Reset Add Delete Cancel Exit

Enter the Bank's Name.

Tax Tables-Maintenance Menu

- Finance Manager will provide EduTech detailed directions for updating Tax Tables as they are needed. While Districts may look at these tables, they should never have to update them.