

PAYROLL PROCESSING

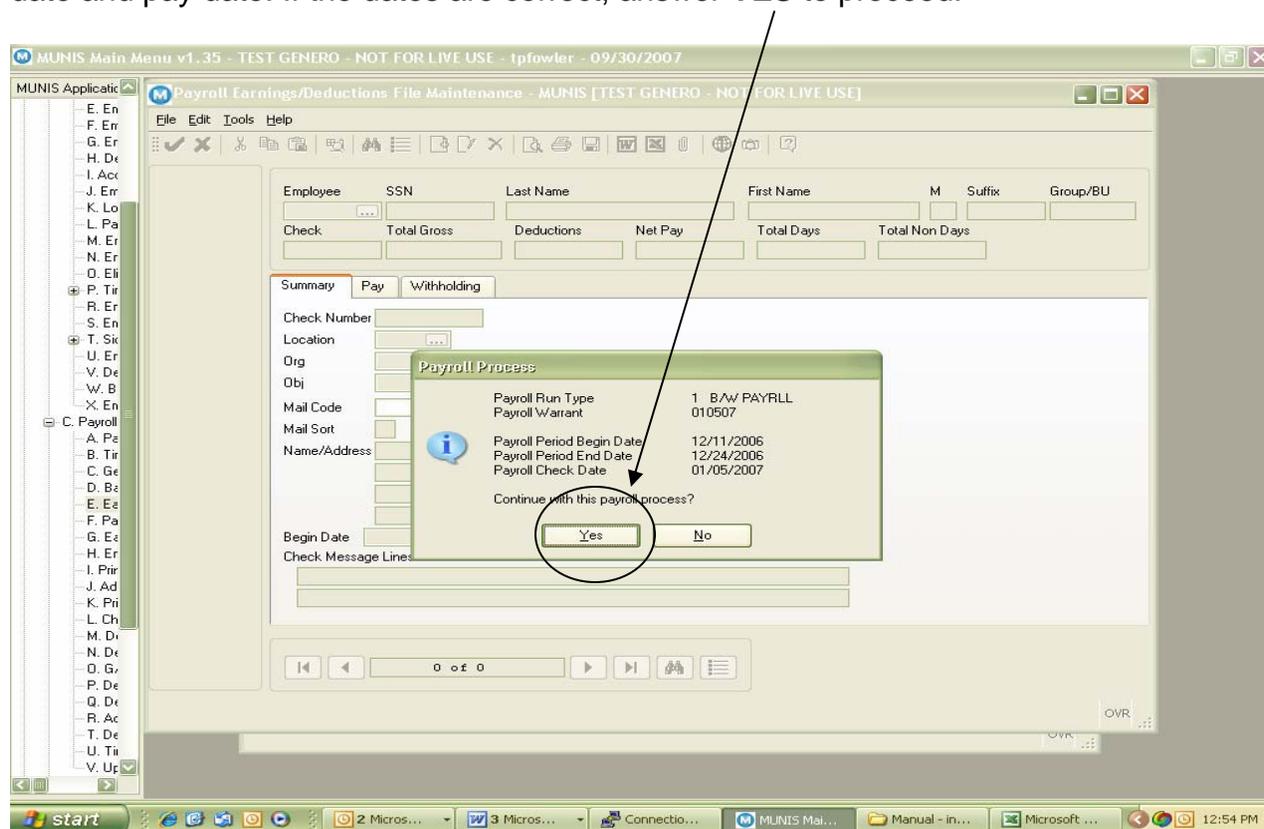
Payroll is generated at 4:00 p.m. on the Monday following the last day of each pay period. The generated payroll is available for key-entry beginning at 8:00 a.m. Tuesday mornings.

1. To key-enter payroll hours:

Choose **C: Payroll Processing Functions**

Choose **E: Earnings/Deductions F/M**

You will be prompted by the following pop-up box to verify the payroll begin date, end date and pay date. If the dates are correct, answer **YES** to proceed.



Once into the generated payroll, there are two options for entering data:

1. Find your entire group of employees by **Location** – fastest method for data entry
2. This task is accomplished by using your **Ctrl+F** keys, then hitting **Enter**.
 - Once you've "found" all your employees by Location, you can use the **Jump** feature to quickly move from one employee to another (use your mouse to click on the "button" to the left of the summary page).
 - The **Jump** feature can be used on any of the 3 screens within the generated payroll
 - i. Summary screen
 - ii. **C=Pay** (employee hours and pay amounts)

iii. Withholding screen (employee deductions)

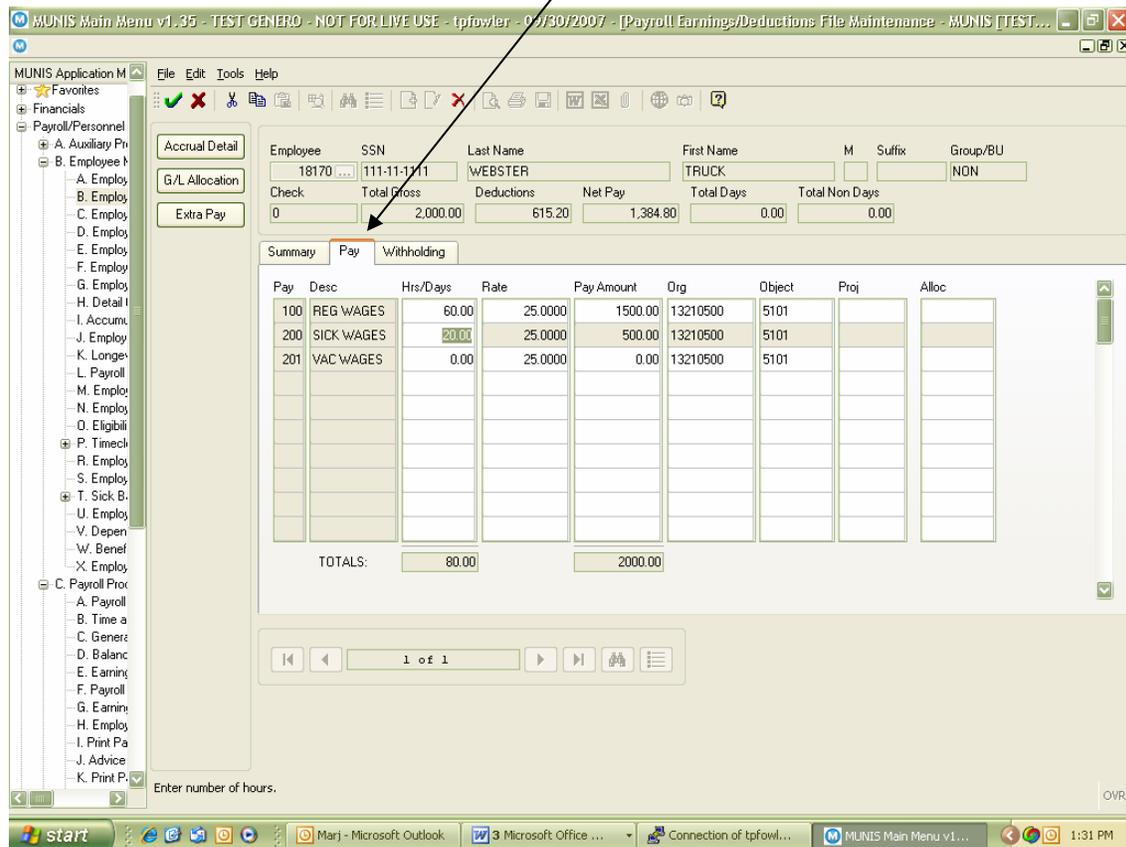
3. Find individual employees by Employee # – use to make entries individually
C=Pay

From the generated payroll Summary screen, choose the **Pay (C=Pay)** tab by clicking on it with your mouse.

All active, full-time employees are generated into each payroll with the standard hours found on their Base Pay (usually 100 - Regular) record in Employee Job/Salary. All “leave” pay codes (sick, vacation, comp, personal, etc.) are designed to reduce the number of Regular Hours when key-entered through C=Pay.

On this screen, you can:

1. Choose **Ctrl+ U**, use your **DOWN** arrow key or tab through fields, down to the appropriate pay type code, enter the hours used during the pay period, hit **Enter**.



2. Enter “on-the-fly” pay types not found on the Employee Master Job/Salary. From the screen above, choose **Ctrl + A (or icon)**. A screen will appear over the C=Pay screen. If you know the number of the pay type code you wish to use, you can enter it in the Pay Code field. If not, use your mouse and click the drop down file adjacent to the field to see the available list of pay type codes. Scroll down, highlight the pay type you want to use. You can either hit **Enter** or use your mouse and click the green check mark.

Most of the data on the screen will automatically fill. Tab through the screen to the **HOURS** field, enter the number of hours required, rate of pay (if blank) and hit **Enter**.

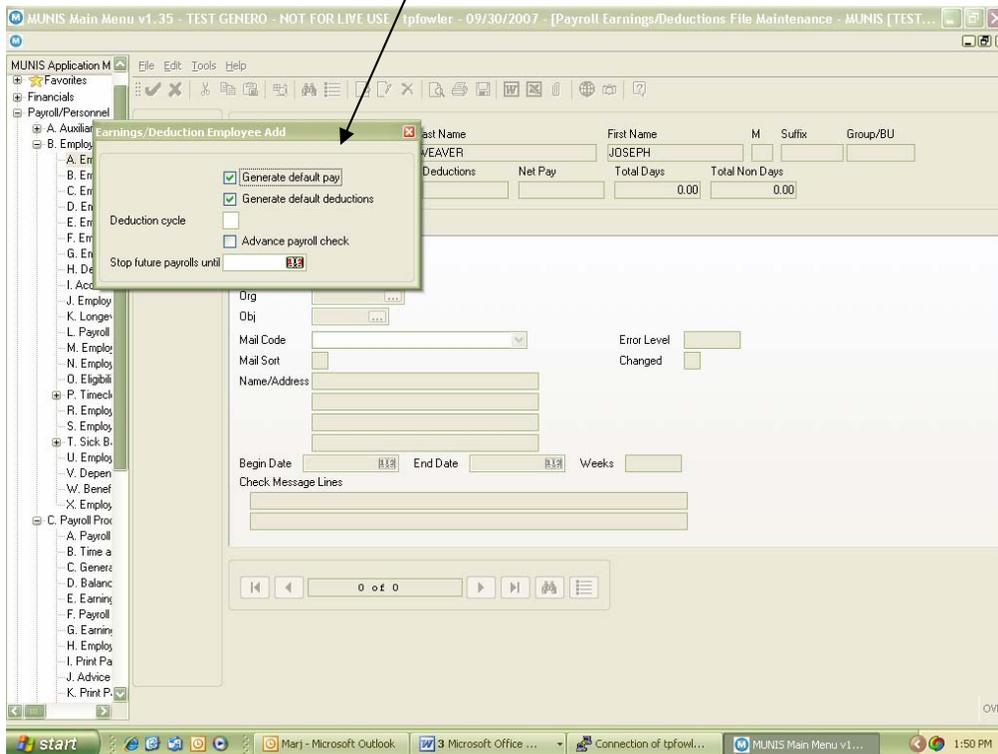
****NOTE:** Some of the pay type codes will automatically fill in the RATE OF PAY. Before you exit the screen, make sure there is a rate – if the rate doesn't automatically appear, you **MUST ENTER A RATE FOR THE EMPLOYEE TO BE PAID FOR THE HOURS KEY ENTERED.**

****Do not enter a rate on the following Leave Without Pay codes – the rate must be 0.00 for proper calculation: 205 Leave w/o Pay, 206 Absent w/o Leave, 210 Suspension, 212 Vacation Suspension, 215 Military Leave w/o Pay, 220 FMLA Unpaid.**

ADDING AN EMPLOYEE INTO THE GENERATED PAYROLL:

Occasionally, you might need to add an inactive employee into a payroll that has already been generated. This function is especially useful when an employee is to be paid Term Sick Pay. By leaving the employee inactive and adding them into the payroll manually, it lessens the chance that they will be paid their regular pay in subsequent payrolls -- you will not need to activate the employee, then remember to inactivate them again.

From the summary screen, choose **Ctrl + A**; enter the employee number. A warning box will appear with the message “**Employee Status is NOT Active. Continue?**” Type a **Y** for Yes if you wish to continue and add the employee into the generated payroll. Tab down to the **Check #** field and type a “**0**”. Another box will appear (see below) with several automatically filled questions. Tab through the first two questions. It is **IMPERATIVE** that you type in the correct **Deduction Cycle** to ensure the employee deductions are both included and calculated properly for that particular payroll. Deduction Cycle 1 = first pay of the month; Deduction Cycle 2 = second pay of the month; Deduction Cycle 3 = third pay of the month. **Enter** once more. The employee record is now in the current payroll; continue with the appropriate time and attendance key-entry.



This same process can also be done for new employees whose Employee Master File and Job/Salary were not entered into MUNIS/Genero® prior to the payroll generate. You must enter all of the employee data in Employee Master File Maintenance and Job Salary prior to adding “on the fly” into a generated payroll.

W = WITHHOLDINGS

From the generated payroll summary or the Pay screen, choose the **Withholding** tab. This screen contains all deductions for the specifically generated payroll. It shows employee and employer deduction amounts.

The screenshot shows the MUNIS application interface. The 'Withholding' tab is selected, displaying a summary of deductions for employee WEBSTER. The summary table is as follows:

Ded	Description	Empe Amt	Empr Amt	Not Taken	Taken
1100	MEDICARE TX	29.13	29.13	0.00	29.13
2360	SUPPL LF	0.00	0.00	0.00	0.00
2365	BENEFITS	0.00	430.50	0.00	0.00
3000	FED TAX	295.91	0.00	0.00	295.91
4000	STATE TX	62.56	0.00	0.00	62.56
5100	COLUMBUS	40.18	0.00	0.00	40.18
7000	PERS	190.84	278.22	0.00	190.84
TOTALS:		618.62	737.85	0.00	618.62

The interface also shows a summary of payroll data at the top: Employee 18170, SSN 111-11-1111, Last Name WEBSTER, First Name TRUCK, M, Suffix, Group/BU NDN. Summary: Total Gross 2,358.80, Deductions 618.62, Net Pay 1,740.18, Total Days 0.00, Total Non Days 0.00.

Generally, you will not need to make changes to employee deductions in the payroll, unless you receive a change **AFTER** the current payroll has been generated. If the change is effective **ONLY FOR THE CURRENT PAY**, you can update the amount directly on this screen.

If the change is to be **PERMANENT**, you must update the Employee Master Deduction record.

PRINTING A PAYROLL PROOF

Choose **C: Payroll Processing Functions**
Choose **G: Earnings/Deductions Proof**

You will again be prompted by the pop-up box to verify the payroll begin date, end date and pay date. If the dates are correct, answer **YES** to proceed.

The first time you access this screen, you will need to **DEFINE** the proof by entering the fields as seen below. You should **ALWAYS** choose B – Detail Proof as the **Proof Option**. You may use either the drop down box, or key enter the letter **B**.

You can either click the printer icon at the top of the page, or go to the **File** option in the upper left-hand corner, click and choose Output. This begins the printing process. Choose **Output** to print your proof. When the Print window appears, your default printer number should in the window (Call Bob x7343 to have this set-up if it doesn't appear).