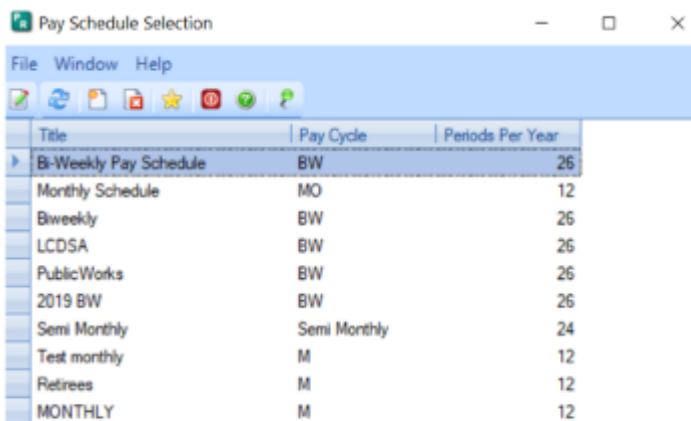


Payroll Pay Schedule & Year-End Checklist

Pay Schedule Setup

Pay Schedules are located and updated in Payroll > Maintenance > Pay Schedule. New Pay Schedules ONLY need to be set up if basic information needs to be changed. For example: If you have a group of employees that are paid with different begin and end dates for their pay period, different frequency or paid quarterly a new schedule may need to be added.

- Pay Schedule Setup
 - Add new periods to the pay schedule
 - Add Timesheets to the pay schedule if timesheets or web timesheets are used.
 - Your agency may only have 1 or 2 pay schedules.



Title	Pay Cycle	Periods Per Year
Bi-Weekly Pay Schedule	BW	26
Monthly Schedule	MO	12
Biweekly	BW	26
LCDSA	BW	26
PublicWorks	BW	26
2019 BW	BW	26
Semi Monthly	Semi Monthly	24
Test monthly	M	12
Retirees	M	12
MONTHLY	M	12

Pay Schedule Tips

- 💡 Pay Schedules are located and updated in **Payroll > Maintenance > Pay Schedule**.
 - NOTE that the following settings may not be changed when generating new periods for the Pay Schedule.
 - Pay Schedules are set up by Calendar Year not by Fiscal Year. This label has been fixed in the current version but not earlier versions.
 - Pay Schedules need to be modified for the next year. New Pay Schedules should NOT be set up for new years, just updated.
 - Make sure you set up the proper periods for the year.
 - If Bi-weekly you may have 27 periods for 2022. If so, use the copy feature then add another period to make the 27 periods.

- Salary amounts typically agencies pay the same amount rather than modifying it for the year.

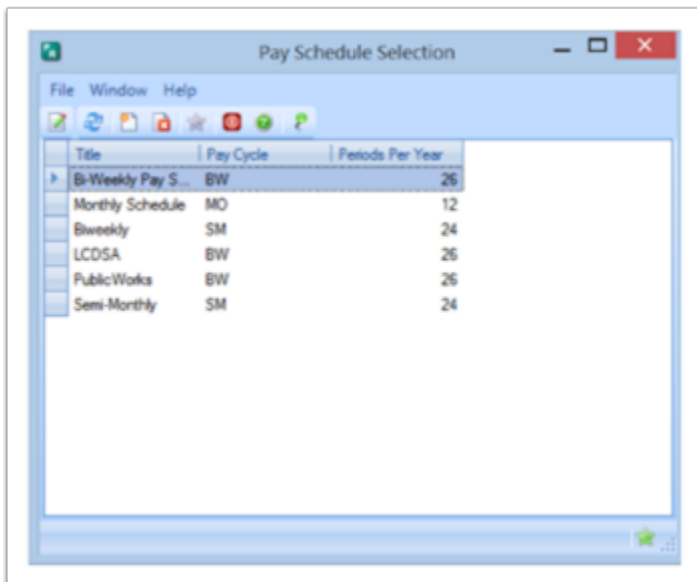
- **NOTE:** Pay Schedule Maintenance refers to Fiscal Year but actually means (and should say) Calendar Year. This has been resolved in the current version.
- Salary Adjust Type This selection will determine how the salary button calculates salary amounts on timecards if an employee has a salary change during the pay period.
 - Prorate by Days most common. Prorates by total days in the period.
 - Prorate by Schedule Hours Prorates based on the schedule on the right side.
 - Use Last Revision in Period
 - Use First Revision in Period.

The screenshot shows the 'Pay Schedule Maintenance' window. It includes a menu bar with 'File', 'Window', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintenance' and contains several input fields: 'Fiscal Year' (set to 2021), 'Title' (Sample pay schedule), 'Pay Cycle' (BW), and 'Salary Adjust Type' (Prorate by Days). To the right of these fields are input fields for 'Monday Hours' through 'Sunday Hours', all of which are currently set to 0.00. At the bottom of the window, there is a status bar with a table that has columns labeled 'Y', 'Period', 'Period B', 'Period End', 'Timecard Date', 'Calcul', and 'Tim'.

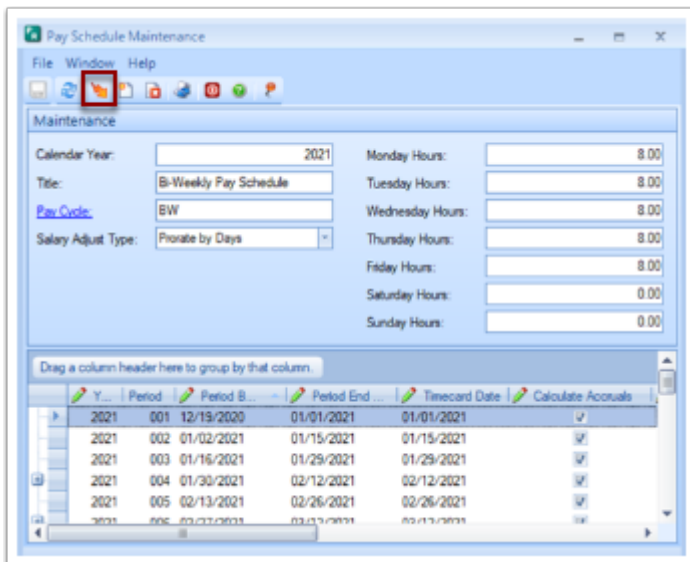
Update the Pay Schedule

Open a Pay Schedule to Update. This is the process you will do each year to prepare for next year's payroll batches.

- Do not set up a new pay schedule otherwise every employee would need to be opened.
- Each schedule used will need to be maintained.
- When opened, the pay schedule will display the latest year set up. In my example below the pay schedule is for Calendar Year 2021.



Click on the Add Periods to Schedule button



Select the Build Type

- Copy Latest Year will copy the prior year with a date beginning after the current year dates. This is the most common build type used.
 - This selection will not allow you to add periods or change dates but will copy Calculate Accruals, Timecard and Deduction Cycles from the current year.
 - Other options are noted below.

Adding Periods to the Pay Schedule

- Click the Generate New Periods button to create periods on the window.

Build Pay Schedule Periods

File Window Help

Options

Build Type: Copy Latest Year

Build Year: 2022

Number of Periods: 26

Begin Date: 12/18/2021

Semi-monthly Date 2: 1/1/2022

Year | P... | Period Begin... | Period End... | Timecard Date

Review and Modify new periods

- New periods will display in the window. If what you are expecting, click the “Add Periods to Schedule” button (green check) to add the periods to the Pay Schedule.

Build Pay Schedule Periods

File Window Help

Options

Build Type: Copy Latest Year

Build Year: 2022

Number of Periods: 26

Begin Date: 12/18/2021

Semi-monthly Date 2: 1/1/2022

Year	P...	Period Begin...	Period End...	Timecard Date
2022	001	12/18/2021	12/31/2021	12/31/2021
2022	001	12/17/2022	12/30/2022	12/30/2022
2022	002	01/01/2022	01/14/2022	01/14/2022
2022	003	01/15/2022	01/28/2022	01/28/2022
2022	004	01/29/2022	02/11/2022	02/11/2022
2022	005	02/12/2022	02/25/2022	02/25/2022

Review and Modify new periods

- New periods will be added to the newly created year.
- Review the dates.
- Review calculate accruals toggle.
- If bi-weekly, carefully review the time card and deduction cycles. Those will typically change months in the new year.

Saving the new Pay Schedule

- If the save button in the Pay Schedule Maintenance window below is not saved, the changes to the pay schedule will be lost.

- Saving can be done now or timesheets can be added before saving. Instructions to add timesheets are listed in a later section of this document.

Y...	Period	Period B...	Period End ...	Timecard Date	Calculate Ac...	Time Card Cycle	Deduction ...	Period Op...	Hours	Days	V
2022	001	12/18/2021	12/31/2021	12/31/2021	✓	1	1	✓	80.00	14.00	
2022	002	01/01/2022	01/14/2022	01/14/2022	✓	2	2	✓	80.00	14.00	
2022	003	01/15/2022	01/28/2022	01/28/2022	✓	1	1	✓	80.00	14.00	
2022	004	01/29/2022	02/11/2022	02/11/2022	✓	2	2	✓	80.00	14.00	
2022	005	02/12/2022	02/25/2022	02/25/2022	✓	1	1	✓	80.00	14.00	

Build types other than Copy Latest Year

- Other Build Types are available but generate different information. Other types do NOT copy the Timecard Dates and other schedule information but allow you to generate as many periods as you want (example is 27 biweekly periods to cover the pay periods for 2022).

! Note: It still may be simpler to Copy, save and add the 27th period.

Year	P...	Period Begin...	Period End ...	Timecard Date
2021	001	12/13/2020	12/26/2020	12/26/2020
2021	002	12/27/2020	01/09/2021	01/09/2021
2021	003	01/10/2021	01/23/2021	01/23/2021
2021	004	01/24/2021	02/06/2021	02/06/2021
2021	005	02/07/2021	02/20/2021	02/20/2021
2021	006	02/21/2021	03/06/2021	03/06/2021

Available Build Types

- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly

Generate Options for Types other than Copy Latest Year

- Can select the Number of Periods
- Can change the Begin Date Normally not necessary.
- Will need to manually set Calculate Accruals, Time Card Cycles and Deduction Cycles before saving the newly created pay schedule year.
- Can optionally change other information.

Adding Periods to the Pay Schedule

- Click Generate new periods to have the new period display in the window.
- Once the periods desired are generated click Add Periods to add them to the selected Pay Schedule.



Tip: You can add them and not save in the next step if you find a problem.

Year	P...	Period Begin...	Period End ...	Timecard Date
2022	001	12/18/2021	12/31/2021	12/31/2021
2022	002	01/01/2022	01/14/2022	01/14/2022
2022	003	01/15/2022	01/28/2022	01/28/2022
2022	004	01/29/2022	02/11/2022	02/11/2022
2022	005	02/12/2022	02/25/2022	02/25/2022
2022	006	02/26/2022	03/11/2022	03/11/2022

Review and Modify new periods

- Depending on the Build Type you must review the information to assure it is correct.
- All fields are editable.

- Time Card and Deduction cycles will likely change for Bi-Weekly or Weekly schedules each year. These must be correct to assure that the employees are paid and deducted properly.
- It is not required to have Hours, Days and Weeks in the pay schedule.
 - If you key car allowance using the 'Per Day Worked' deduction calculation you will not want days filled in.

Make sure these are correct to avoid issues during Payroll

- Check all fields but the most critical are:
- Timecard Cycle
- Deduction Cycle
- Close any periods that employees should not key time to.

The screenshot shows the 'Pay Schedule Maintenance' window. It has a menu bar with 'File', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into two sections. The top section contains fields for 'Calendar Year' (set to 2022), 'Title' (set to 'Bi-Weekly Pay Schedule'), 'Pay Cycle' (set to 'BW'), and 'Salary Adjust Type' (set to 'Prorate by Days'). The bottom section contains a table of weekly hours for days of the week.

Calendar Year	Title	Pay Cycle	Salary Adjust Type	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Saturday Hours	Sunday Hours
2022	Bi-Weekly Pay Schedule	BW	Prorate by Days	8.00	8.00	8.00	8.00	8.00	0.00	0.00

Below the table is a section for 'Drag a column header here to group by that column.' followed by a table with columns: Y..., Period, Period B..., Period End..., Timecard Date, Calculate Ac..., Time Card Cycle, Deduction..., Period Op..., Hours, Days, W. The table contains five rows of data for the year 2022.

Y...	Period	Period B...	Period End...	Timecard Date	Calculate Ac...	Time Card Cycle	Deduction...	Period Op...	Hours	Days	W
2022	001	12/18/2021	12/31/2021	12/31/2021	✓	1	1	✓	80.00	14.00	
2022	002	01/01/2022	01/14/2022	01/14/2022	✓	2	2	✓	80.00	14.00	
2022	003	01/15/2022	01/28/2022	01/28/2022	✓	1	1	✓	80.00	14.00	
2022	004	01/29/2022	02/11/2022	02/11/2022	✓	2	2	✓	80.00	14.00	
2022	005	02/12/2022	02/25/2022	02/25/2022	✓	1	1	✓	80.00	14.00	

Saving the new Pay Schedule

- After review, save the expanded Pay Schedule.
- Expanding the current schedule will avoid having to make any changes to individual employees

Pay Schedule Maintenance

File Window Help

Maintenance

Fiscal Year: 2021

Title: Biweekly

Pay Cycle: BW

Salary Adjust Type: Use Last Revision in Period

Monday Hours: 8.00

Tuesday Hours: 8.00

Wednesday Hours: 8.00

Thursday Hours: 8.00

Friday Hours: 8.00

Saturday Hours: 0.00

Sunday Hours: 0.00

Drag a column header here to group by that column.

Y...	Period	Period B...	Period End	Timecard Date	Calcul	Tim...
2021	001	12/13/2020	12/26/2020	12/26/2020		1

Save Errors

- Complete Time Card Cycles before saving if the Copy option is not used..
- This is the disadvantage of generating 27 periods for biweekly payrolls rather than copying and adding the extra period.

Pay Schedule Maintenance

File Window Help

Maintenance

Fiscal Year: 2021

Title: Biweekly

Pay Cycle: BW

Salary Adjust Type: Use Last Revision in Period

Monday Hours: 8.00

Tuesday Hours: 8.00

Wednesday Hours: 8.00

Thursday Hours: 8.00

Friday Hours: 8.00

Saturday Hours: 0.00

Sunday Hours: 0.00

Drag a column header here to group by that column.

Y...	Period	Period B...	Period End	Timecard Date	Calcul	Tim...
2021	001	12/13/2020	12/26/2020	12/26/2020		0
2021	002	12/27/2020	01/09/2021	01/09/2021		0
2021	003	01/10/2021	01/23/2021	01/23/2021		0
2021	004	01/24/2021	02/06/2021	02/06/2021		0

Do Timesheet Periods need to be added?

Timesheet periods are required if time entry is being processed outside of the Computer Checks process. Timesheet periods are never copied from the prior year.

- Employee Self Service ESS will not recognize or display the new pay schedule until timesheet periods are added to the Pay Schedule.

- Employees or clerks enter time in Timesheets or Quick Time Entry.
- Some custom time clock imports require timesheet periods.
- Not required if you import time cards into the Computer Check process. This is standard in versions 7.17.0 and up.

New Timesheet Periods

- Highlight period in the Pay Schedule window.
- Click New “add timesheet to paeriod” button.
- Add Timesheet Begin and End Dates.
- This process will need to be completed for each pay period and will take time but is required if using timesheets.
- Save the changes.

Pay Schedule Maintenance

File Window Help

Maintenance

Calendar Year: 2022

Title: Bi-Weekly Pay Schedule

Pay Cycle: BW

Salary Adjust Type: Prorate by Days

Monday Hours: 8.00

Tuesday Hours: 8.00

Wednesday Hours: 8.00

Thursday Hours: 8.00

Friday Hours: 8.00

Saturday Hours: 0.00

Sunday Hours: 0.00

Drag a column header here to group by that column.

Y...	Period	Period B...	Period End ...	Timesheet Date	Calculate Ac...	Tr
2022	001	12/18/2021	12/31/2021	12/31/2021	✓	
Sequence Timesheet Begin D... Timesheet End Date						
2022	002	01/01/2022	01/14/2022	01/14/2022	✓	
2022	003	01/15/2022	01/28/2022	01/28/2022	✓	

Change the Title of a Pay Schedule

- Available in versions 7.17.0 and up.
- The Title of the Pay schedule can be modified in these versions.

End of Year Batches

Batch Number affects on Payroll

- Batch numbers are CRITICAL to year end payroll batches.
- **Make sure batch year matches the check year for the checks.**
- Year-to-date amounts on the checks will display by batch year.
- The batch year will set the annual maximums calculated in the process.
 - FICA
 - MEDI
 - Deferred Compensation

Make sure your Payroll batch year matches the check year for the checks.

- Look at the checks or ACH checks printed before committing.
- Support has a utility that can change batch numbers/years when the payroll is open for later versions but cannot change committed information.
- December 31 is a Friday which may be the last payroll for 2021 for your agency.
- If batch is generated in 2021 for checks dated after January 1, 2022 the information will be incorrect when calculated in Payroll.