



END OF FISCAL YEAR

PROCEDURES

FOR

2007-2008

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I. PROCEDURE FOR CONTRACT PAYOFFS

AFTER you have processed the last regular pay that includes all teachers (typically, the 21st or 22nd check), do the following 6 steps --- these 6 steps are for this pay only!!!!

- (1) For all contract frequencies:

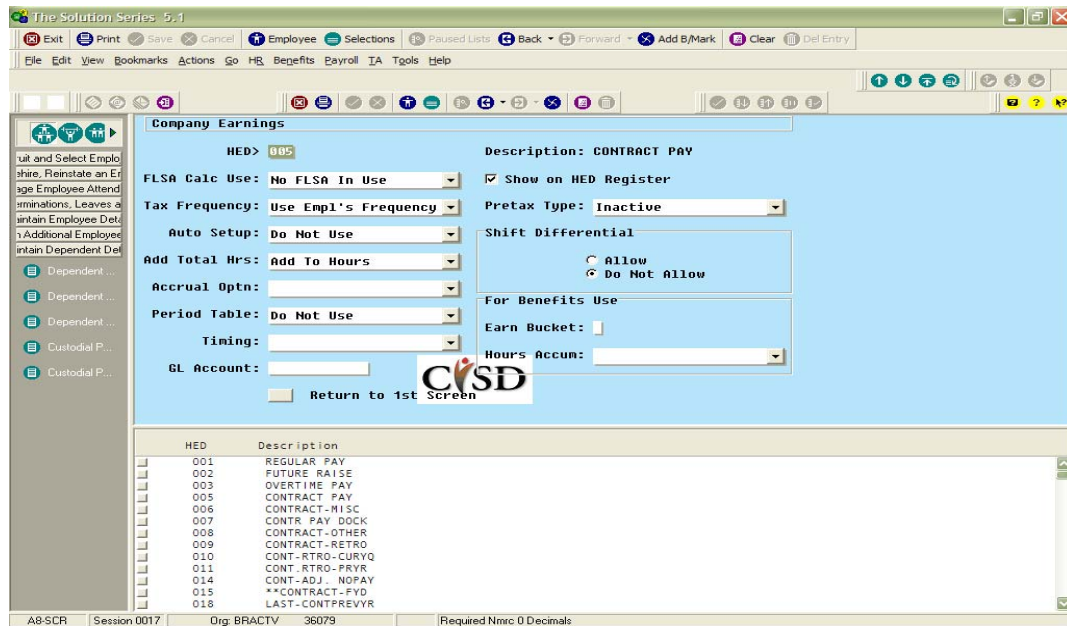
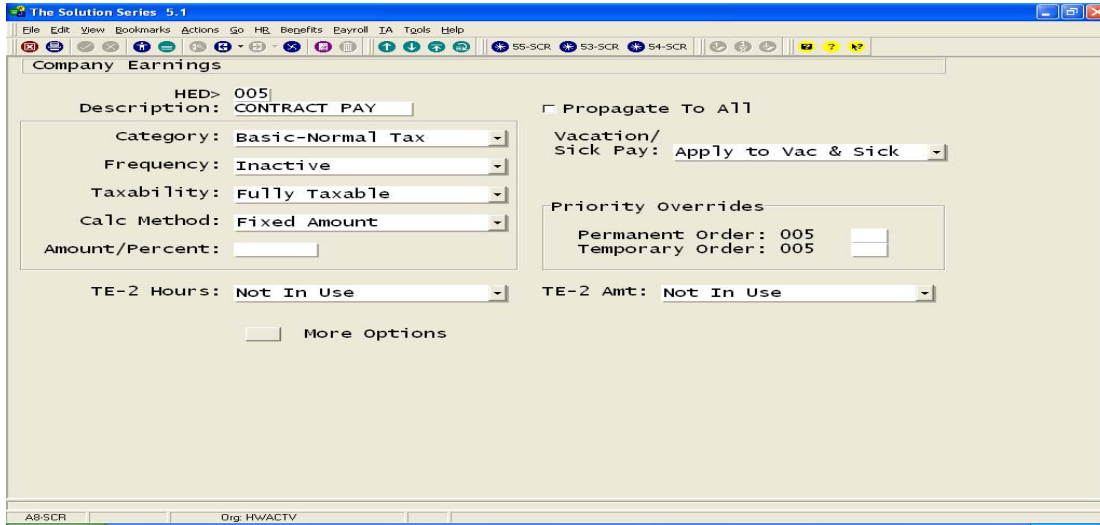
SUBmit (**CONBALPA**) after making the changes described in the comments in the job - this job needs to **include ALL** of your contract frequencies, *with the exception of your lumpsum payoff frequency*, and the # of pays remaining for each frequency that get retirement hours. (This should be 0 remaining pays).

This is the audit job to put the employee's balance of contract into HED005 and change the employee to SAL-TE

Print and review this report.

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NOTE: Verify that HED005 on A8-SCR is set up as follows:



Tax Frequency must have- "Use Empl's Frequency" to properly handle multiple checks.

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(2) SUBmit (CONBALPU) - with the filedown.

This is the update for HH-SCR HED005 and the EF-SCR.

Verify a few employees' HH-SCR HED005 screens:

FREQUENCY = All Pay Periods

AMOUNT/PCT = biweekly salary (may be rounded up so all contract "pennies" will payoff);

AMOUNT ONE = Balance of contract

AMOUNT TWO = Retirement hours

USER FIELD CODE = # pays remaining with retirement hrs

STOP METHOD= Max Amount

STOP VALUE = 999999

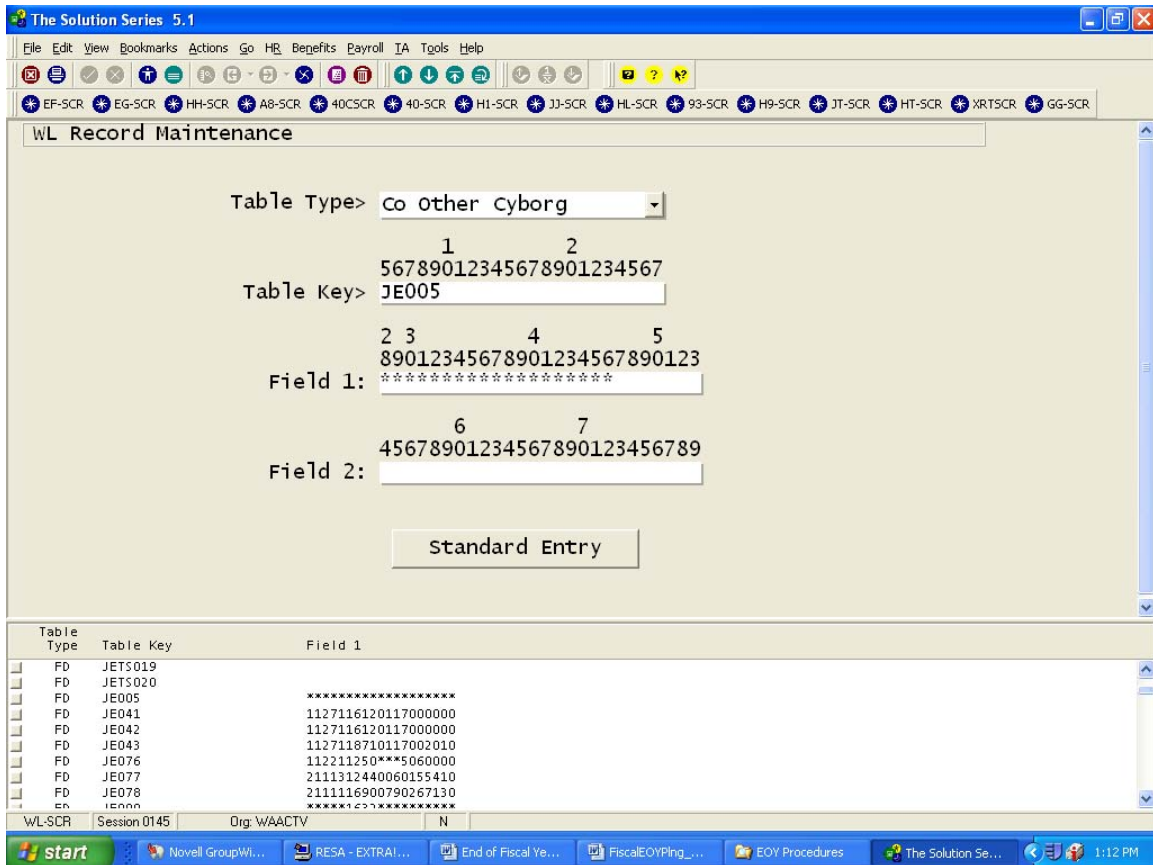
The screenshot shows the 'Employee Earnings And Deductions' screen for CRANE, BRENDA S. The screen is titled 'Employee Earnings And Deductions' and 'CRANE, BRENDA S'. Below the title, it says 'HED> 005 CONTRACT PAY' and 'ACTIVE-CONTRACT FT This is an EARNING'. The screen contains several fields and dropdown menus:

- Frequency: All Pay Periods
- Type: Fully Taxable
- Calc Method: Fixed Amount
- Amount/Pct: 212604
- One-time Rule: No One Time Amt
- One-time Amt: .00
- Amount One: 12,756.24
- Amount Two: 60.00
- Start Method: Inactive
- Start Value: 000000
- Stop Method: Max Amount
- Stop Value: 999999
- User Fields: Code: 01, Number: 0000000000, Multi Currency: []

The bottom status bar shows: HH-SCR | Session 0012 | Org: HWACTV | Employee: 100064 | B | Required

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- (3) In CYBORG, on the WL-SCR you must check for the entry for JE005 which might have your accrual account # from last summers pay. If it does change the account number to all asterisks for your pays in June: (click on column ruler to line up your entry)



In June, JE005 should be all asterisks, until you process summer pays in July and then should be changed to your accrual account number if you accrue summer teachers pay. This entry should be done very carefully for JE005 (but not JETS005 !!!). Change the account number back to all asterisks after the 26th teacher pay.

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- (4) SUBmit (**RETIRHRS**) to create a retirement hours dataset. The retirement hours for the employees getting HED005 Contract Pay will be in a dataset that stays in your PAYALL called **##.PAY.CYB513.RETIRHRS**. It gets the retirement hours from the AMOUNT TWO field on the HH-SCR for HED005 if the USER FIELD CODE is greater than 00. (Note: your paymerge job will decrement the USER FIELD CODE)
- (5) SUBmit (**CONBAL2**) and verify the balance of contract report.
- (6) Now you are ready to go ahead with your pay processing for your 22nd check
SUBmit (**RUNMISC**) to see HED005 pay by checkloc for balancing.

Be sure to check on your (**PRWARN**) report to see the employees whose HED005 contract pay is stopping - the employees listed should be the 21 (or 22) pay employees!



AFTER last pay in JUNE: do the following 3 steps:

- (1) Run N99 pay for VOIDS/MANUALS if needed.
- (2) SUBmit (**CONACCR**) report (after making changes described in comments in job - e.g. retirement rate 16.72%), and print 4 copies (for Auditors, Fin, Acctg, Payroll). This report cannot be run after 1st pay in July!!
- (3) SUBmit (**QTRMESC**) and verify report quarter total for MESC.

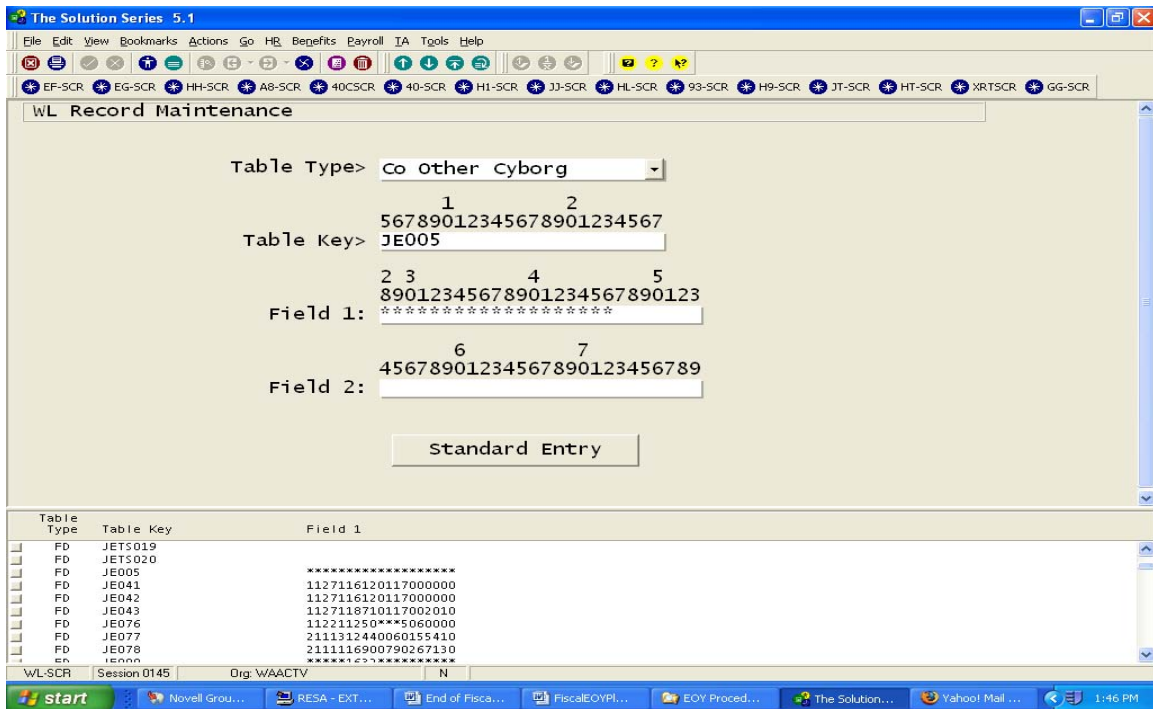
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BEFORE 1ST pay in JULY do the following 4 steps:

- (1) **DO NOT** do any VOIDS/MANUALS before your 1st July pay!!!
- (2) Setup up **WL-SCR** for HED005 contract pay accrual account#.

In CYBORG, on the WL-SCR you must **carefully enter** the Entry for JE005 (for HED005) which holds the accrual Account # for teacher's summer pay.

Example WL-SCR where ***** is your district's accrual account# for teacher's summer pay:



(click on column ruler to line up your entry)

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- (3) On top of AE-SCR REMEMBER:
- Clear to Date: Clear MTD & QTD
 - Reporting Type: End of Pay Per Run
 - Purge Rule: Clear Fiscal YTD Amt
(to clear HED299,310,311,312)
 - Run Type: Maintenance/Pay Run

The Solution Series 5.1

File Edit View Bookmarks Actions Go HR Benefits Payroll IA Tools Help

Payroll Run Process Control

Clear To-date: Clear MTD & QTD Run Type: Maintenance/Pay Run

Reporting Type: End of Pay Per Run Run Date: []

Purge Rule: Clear Fiscal YTD Amt Report Select: 000000000000

Print Update: Print Entire Report User Date: []

Version Number: 0 User Field: 0000

Define Frequencies to be Paid

Frequency: A TEACHER 21 New Period: Yes No

Payment Date: 07-06-2007 Pay Cycle: 1 Deduction Cycle: 1

AE-SCR Session 0012 Orig: HWACTV Date

- (4) After running 1st (PAYALL) and before going on with pay processing verify:
- (XXPRH2XX) H2H2 report For HED 299, 310, 311 - curr\$, month\$, qtr\$, and year\$ should all be the same!
 - (XXPR22TL) 22TL report to be sure that year to date is still correct for the calendar year W2 \$!

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***PROCEDURE FOR STARTING
NEW CONTRACTS FOR A PAY FREQUENCY***

FOLLOW ALL OF THESE STEPS WHEN STARTING NEW CONTRACTS:

- (1) Load new contracts on the **40CSCR** and **40-SCR**, and always check **H1-SCR**
- (2) To clear HED015 contract to date:
 - In CYBORG, after entering CTRL O, enter program **RGMSTR** for key **##X015**, where ## is your district's prefix; then change the parameters to clear by frequency (not union!), in **upper case**.
 - SUBmit **CLHED015 with filedown**.
- (3) To change all employees in the frequency from SAL-TE to SAL-AUTO:
 - In the job (**CONTAUTO**) make changes to the frequency, date and title lines within the job (see notes in the comment area at the top of the job in TSO);
 - SUBmit (**CONTAUTO**) with **filedown** to update
 - Submit (**CONBAL2**). Verify that the employees in the frequency have been changed to SALARY-AUTO

If you have an employee in the frequency who does not have a new contract, and should not be included on the balance of contract report, then change the employee's payment type to HRLY-TE on the **EF-SCR**. This will take the employee off of the CONBAL2 report.

- (4) To verify contracts, bi-weekly, and # of pays remaining:
 - Verify contract amount, biweekly, and the number of remaining pays are the total number of pays for that contract frequency for the full year. The # of Pay amounts must all end in '.999' or '.000'.

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- Verify the payment type (far right of report) for this frequency. These codes correspond to the employee payment type on the **EF-SCR** screen:
2=SAL-TE; 5=SAL-AUTO.

- 5) Employees on LOA may need to be changed on **EF-SCR** to SAL-TE so that they will remain on the balance of contract report, but will not get automatically paid.

Note: This must be done and run thru a payrun before the 21st (22nd) check, that is the last regular teacher pay for the school year!