

Processing Payroll – Pre-Payroll

Overview

The payroll cycle is a process that is completed each time State employees are paid. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print pay cycle reports
- Process final update

Before each payroll cycle, information is updated that the system uses during the payroll cycle. This information includes pay frequency, as well as employee information, such as the employee's tax ID number, pay rate, tax information, and timecards.

Pre-payroll must be processed first and final update is processed last to complete the Payroll Cycle. The payments, journal entries, and reports steps can be completed any time after pre-payroll and before final update. During the payroll cycle, information is verified and corrections can be made when necessary. The Pay Cycle Workbench is the central location for pay cycle processing. Pay cycle processing includes the following tasks:

- Processing pre-payroll
- Reviewing pay cycle information online
- Correcting errors in pre-payroll processing
- Understanding recalculation of employee taxes
- Processing payments
- Resetting pay cycle steps
- Working with pro forma journal entries
- Reviewing pay cycle reports
- Processing the final update

The workbench displays information about each payroll ID and simplifies the process of reviewing the status of a pay cycle and verifying information.

The Pay Cycle is controlled by the Payroll ID. To process pre-payroll, a Payroll ID must be entered. The Payroll ID is used to select the employees to be paid. The same payroll ID is used for all steps of the Pay Cycle. Different Payroll IDs can be used to process multiple Payroll Cycles simultaneously. The User ID of the person processing payroll must be entered in Execution Control for the particular Payroll ID. Agencies can verify which users are established in Execution Control by highlighting the Payroll ID and selecting Execution Control from the Row Exit. If changes need to be made to Execution Control, agencies should contact the Help Desk. Agencies do not have authority to change Execution Control.

To manage payroll processing and prevent anyone from changing current payroll information for the employees included in a cycle, the pre-payroll program

initiates a payroll lockout condition for all employee records that are included in the pre-payroll.

If an employee is accessed who is included in a Pay Cycle, the system displays a warning message. On some windows, a locked record appears in the color fuchsia (bright pink). On other forms, the status box in the upper right corner appears in fuchsia.

When the system establishes a lockout, the lockout remains in effect until the final update is complete. During lockout, only authorized users can update any of the employee records that are included in the pre-payroll.

When an employee record is locked by a Payroll ID, that employee cannot be included in another Payroll ID until the lock is removed. To remove the lock, final update or a reset must be performed.

 If you reset a payroll cycle, you must resubmit pre-payroll.

Processing pre-payroll is the first step in the paycycle. The pre-payroll must complete successfully before other steps can be performed. During the pre-payroll process work files are created that the system needs to produce payments and reports. After pre-payroll is processed, pay cycle information is reviewed and any necessary corrections are made before the payments are printed.

Pay cycle processing includes the following tasks:

- Define the employees to include in a payroll cycle.
- Generate timecards for employees who are set up for auto-pay. Auto-pay employees are those for whom you do not need to enter timecards for regular pay.
- Process timecards entered for the pay period.
- Calculate gross-to-net pay for employees.
- Create the work files that the system needs in order to produce payments and reports.
- Print reports listing pay types, deductions, benefits, and accruals (PDBAs); taxes withheld; and any unique overrides used in the calculations.

This Work Instruction shows how to:

[Submit Pre-Payroll](#)

[Review Pre-Payroll Messages Online](#)

[Review Pay Calculations Online](#)

[Review Payroll Register Report](#)

[Correct Errors in Pre-Payroll](#)

[Run Changes Only for the Pay Cycle](#)

[Reset Pay Cycle steps](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with

State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

Click Roles, HR_PR.

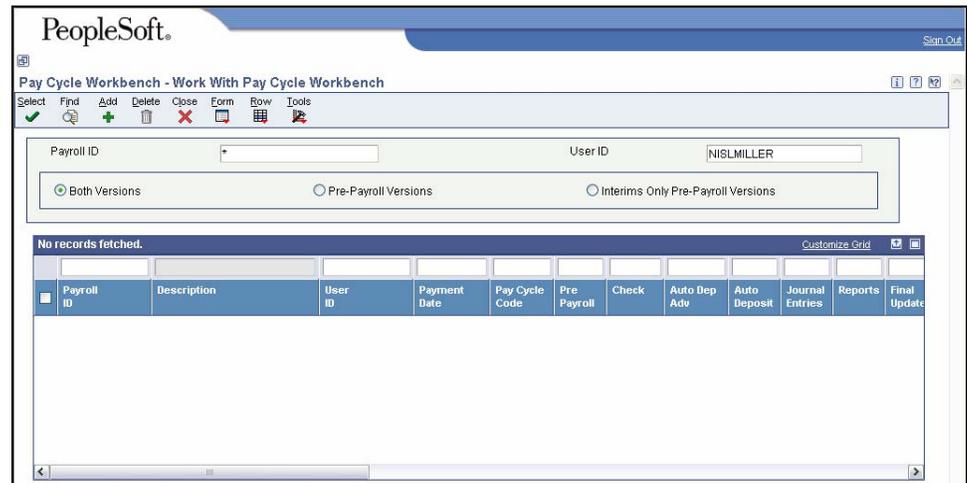
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll – Agencies > Payroll > Pay Cycle Workbench

Steps

Submit Pre-Payroll

Start this instruction from the Pay Cycle Workbench – Work with Pay Cycle Workbench window.



1. Enter an asterisk (*) in the User ID field in the header.
2. Click the radio button for Pre-Payroll Versions in the header.
3. Enter the agency number followed by an asterisk in the Payroll ID field in the QBE line. (i.e. 65*). (For training, enter the Payroll ID specified on the data sheet.)
4. Click **Find**.
5. Choose the Payroll ID on the grid you wish to process.
6. Click **Select**. The Pay Cycle Workbench – Pre-Payroll Processing window appears.

PeopleSoft Pay Cycle Workbench - Pre-Payroll Processing

Payroll Parameters

Interim Only Merge Interims AutoPay Changes Only Leave Balance

Pay Cycle Information

Payroll ID: 45BW Submit Pre-Payroll

Pay Cycle Code: BW12 *Biweekly-End Fri-12 day lag*

Country Code: US UNITED STATES

Pay Period End Date: 08/05/2005

Version: BW45 Century/Year: 2005

Date/Detail Info **Additional Parameters**

Dates

From: 07/23/2005 Thru: 08/05/2005

Check Date: 08/17/2005 Auto Deposit Date: 08/17/2005

Detail Information

Period No	W	B	2	S	M	O
Std. Hours	W	B	80.00	S	M	O

7. Verify the following:

- Pay Period End Date
- The information on the **Date/Detail Info** Tab
 - From – First day of the Pay Period
 - Thru – Last day of the Pay Period
 - Check Date
 - Auto Deposit Date

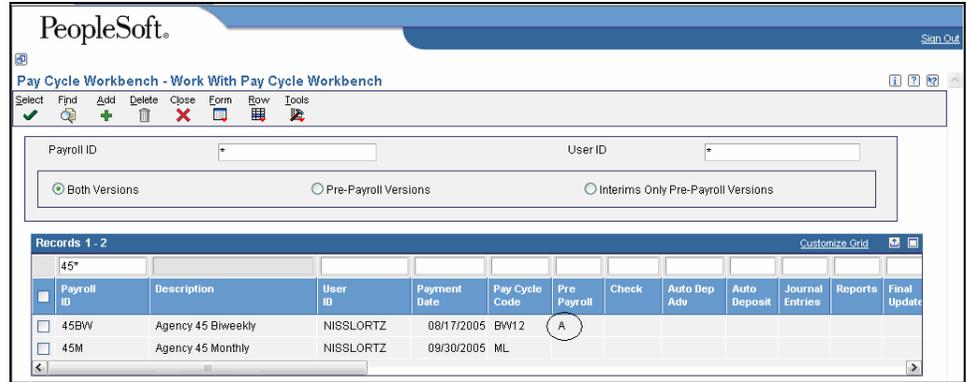
 These fields are updated after Final Update to the next pay cycle dates.

8. Click **OK** to return to the Pay Cycle Workbench - Work with Pay Cycle Workbench window.
9. Choose the appropriate Payroll ID.
10. Click **Row, Pre Payroll, Submit, Pre Payroll**. The Pay Cycle Workbench - Pre-Payroll Confirmation window appears.

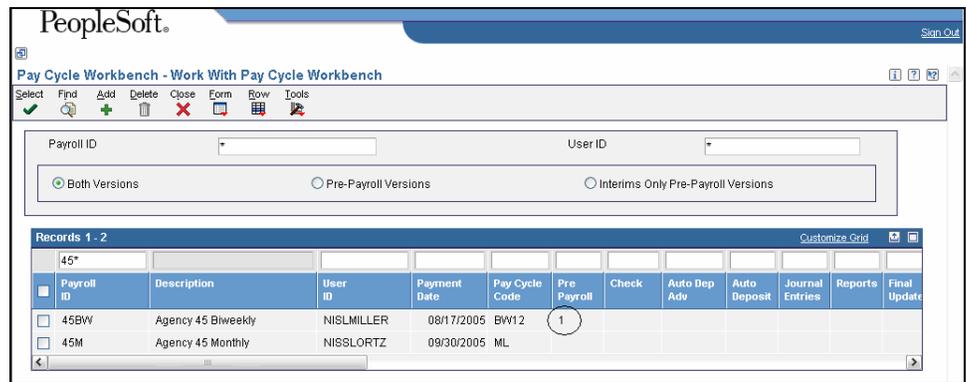
Pay Cycle Workbench - Pre-Payroll Confirma...

 Submitting Pre-Payroll program
Do you wish to continue?

11. Click **OK** to return to the Pay Cycle Workbench – Work with Pay Cycle Workbench window.
12. Review the grid row under the Pre-Payroll column. An “A” means the job is Active or on the job queue, this means the Pre-Payroll (R07200) is processing.

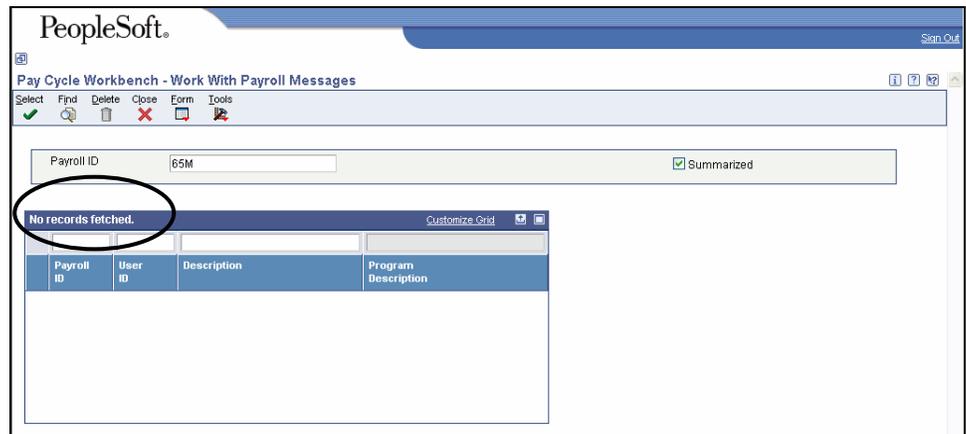


- Click **Find** until the grid row under the Pre-Payroll column changes to 1. This indicates that the Pre-Payroll is complete.



Review Pre-Payroll Messages Online

- On the Pay Cycle Workbench – Work with Pay Cycle Workbench window, choose the Payroll ID on the grid you wish to review.
- Click **Row, Pre-Payroll, Review Messages**. The Pay Cycle Workbench – Review Messages window appears.

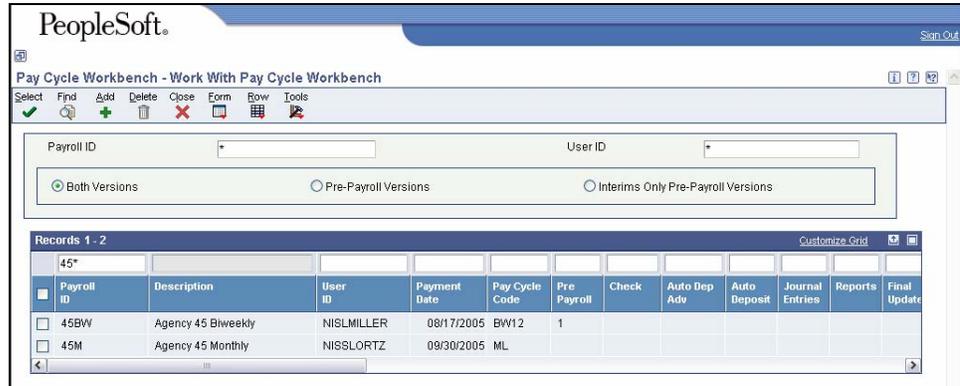


- ✎ If there are “No records fetched.”, the Pre-Payroll completed successfully. If there are errors, the Pre-Payroll can be revised or the errors can be corrected, Pre-Payroll reset and the Pre-Payroll submitted again.

3. Click **Close**.

Review Pay Calculations Online

Start this instruction from the Pay Cycle Workbench – Work with Pay Cycle Workbench window.



1. Choose the Payroll ID on the grid you wish to review.
2. Click **Row, Payment Review**.



3. Choose the Employee on the grid you wish to review.

- Click **Row**, **Stub Detail**. The Pay Cycle Workbench – Work with Pay Stub Detail window appears.

Pay Type	Pay Type Description	Hours	Hourly Rate	Gross Pay	YTD Gross Amount	DBA Code	DBA Code Description	Current Amount	YTD Amount
1	Regular Pay	65.00	23.910	1,554.15	20,343.19		GROSS WAGES	1,912.80	22,040.80
30	Vacation Pd.	15.00	23.910	358.65	358.65		FEDERAL INCOME TAX	147.12	1,694.67
40	Sick Paid				765.12		FEDERAL FICA WITHHEL	113.16	1,306.78
240	Holiday				573.84		FEDERAL MEDICARE WF	26.47	305.62
	Health Ins			329.58	3,245.80		NEBRASKA STATE INCO	58.69	678.61
	Basic Life Ins			0.70	7.70		RETIREMENT	91.81	964.12
	Retirement			143.22	1,504.03	1350	DEF COMP ST	100.00	1,100.00
	Vacation Hours Earned			7.70	92.40		HEALTH INS	87.61	963.71
	Sick Hours Earned			9.24	110.88	2446	LIFE-DEP10K	2.07	22.72
	* Sick Taken/Available	32.00		78.88			LONG TERM DISABILITY	14.71	161.81
Gross Pay				1,912.80			Deductions	641.64	
Net Pay								1,271.16	

- Review the pay stub information.
- Click **Close** to return to the Work with Employee Payment Review window.
- To review other employees, repeat steps 3 - 6.
- Click **Close** to return to the work With Pay Cycle Workbench window.
- Click **Close**.

 Depending on what you want to see on an employee, you can review different information. Follow step 4 of this work instruction to view Distribution Review, Time Card Detail, DBA Review and Tax Detail.

Review Payroll Reports

After pre-payroll is processed, review the Payroll Register report (R073012) to verify that the system correctly calculated employees' gross-to-net amounts and that the correct employees are being paid. Review employee earnings for this payroll cycle by pay type and deductions. The report lists the following information:

- Pay type and deductions for each employee by business unit
- Totals by pay type for each business unit
- Grand totals by pay type for each company
- Check-control numbers

The Payroll Register report also shows which employees' gross-to-net calculations are incorrect.

Check-control numbers are system-assigned numbers that are used to help track your actual payment numbers. The system also uses the check-control number to complete all of the necessary account reversals when you void a payment and to track journal entries. The check-control number is particularly important because at this point in the process the system does not track actual payment

(i.e. warrant) numbers. Payment/warrant numbers are not tracked in the system until after the Print Payments process has been run.

 The Check-control number is not the warrant number.

A warning prints on the report when the total gross amount minus the deductions does not equal the total net amount.

1. View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions.

 Please see below for a list of jobs that will appear in the submitted jobs:

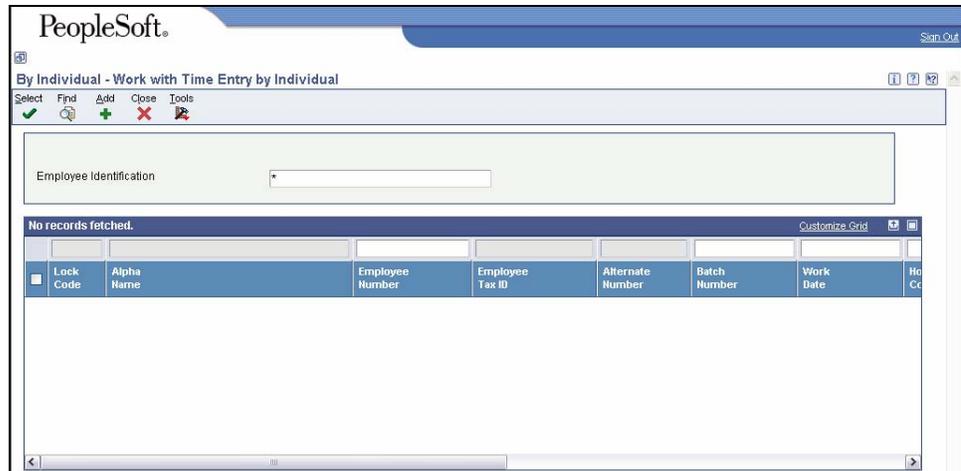
- R07200 - This is a UBE, no report output
 - A UBE is a program that generates reports or runs other programs.
- **R053191 - Payroll Exception**
 - View this report to see employees who either exceed the maximum or fall below the minimum rates or hours as defined by the NIS team in Processing Options. This report also includes warning messages about possible time entry errors.
- **R073012 - Payroll Register**
 - See description above.
- **R073051 - Time and Pay Entry Journal**
 - View this report to see timecard information for employees.
- R07354 - This is a UBE, no report output
 - See description above.

Correct Errors/Make Changes after Pre-Payroll

Navigation

Human Resources and Payroll – Agencies > Payroll > Time Maintenance > By Individual

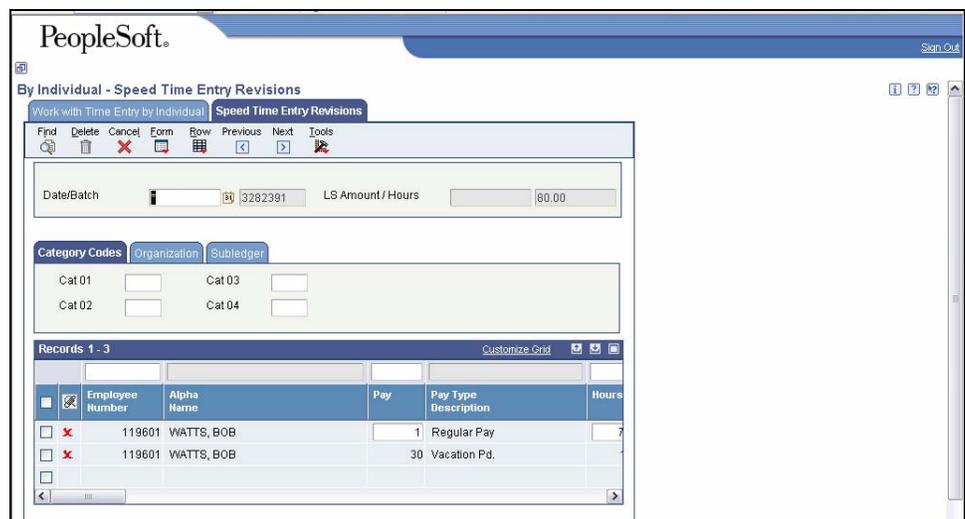
Start this instruction from the By Individual – Work with Time Entry by Individual window.



1. In the Employee Identification field, type the Employee Number.
2. Click **Find**.



3. The Employee's timecards will appear on the grid. Choose the appropriate timecard based on batch number or work date.
4. Click **Select**. The By Individual - Speed Time Entry Revisions window appears.



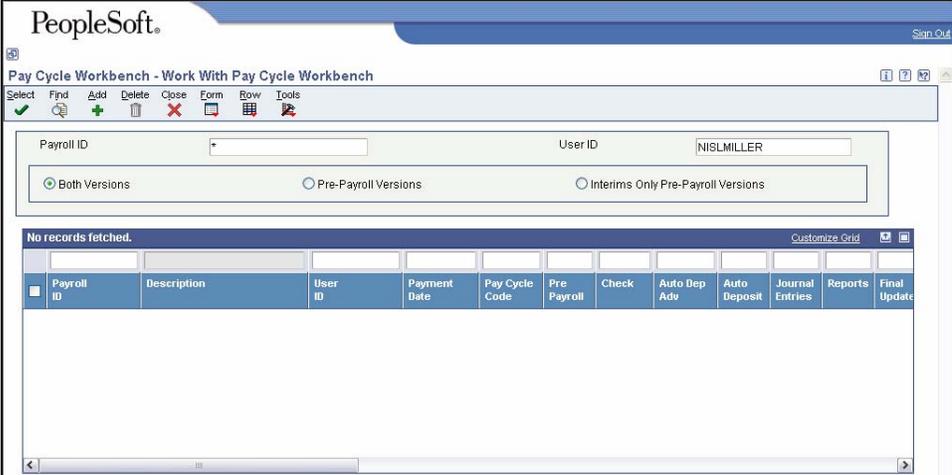
5. On the By Individual – Speed Time Entry Revisions window, make changes to the appropriate fields.
6. Use the down arrow key to move to the next line on the grid
-  The **OK** icon will not appear on the window until you move the cursor to the next row on the grid.
7. Click **OK**.
-  The **OK** icon will disappear from the screen. The changes made to an existing timecard will be highlighted in blue.
8. Click **Cancel** to return to Work With Time Entry by Individual window.
9. Click **Close**.
-  When it is necessary to make changes to timecards after Pre-Payroll has run, a "1" will populate in the Changes Only field in the grid on the Work With Pay Cycle Workbench window. The next step is to Reset the Payroll Cycle or Run Changes Only for the Pre-Payroll.

Run Changes Only for a Payroll Cycle

Look for a "1" in the Changes Only column to determine if Changes Only needs to be run.

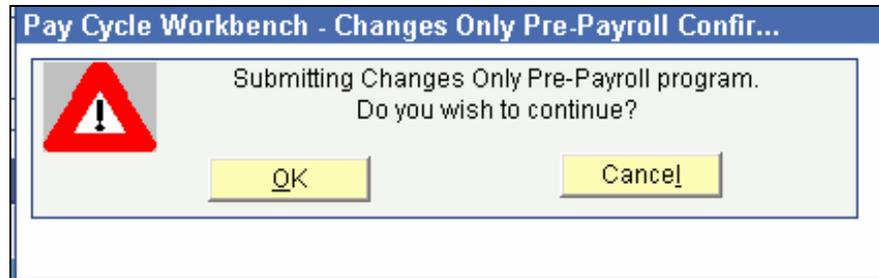
-  Running Changes Only will create a Payroll Register Report containing only employees with changes processed.

Start this instruction on the Pay Cycle Workbench - Work with Pay Cycle Workbench window.



The screenshot displays the PeopleSoft interface for the 'Pay Cycle Workbench - Work With Pay Cycle Workbench' window. At the top, the PeopleSoft logo and 'Sign Out' link are visible. Below the title bar, there is a toolbar with icons for Select, Find, Add, Delete, Close, Form, Row, and Tools. The main area contains search criteria: 'Payroll ID' (empty) and 'User ID' (NLSMILLER). Below the search fields are three radio buttons: 'Both Versions' (selected), 'Pre-Payroll Versions', and 'Interims Only Pre-Payroll Versions'. A message 'No records fetched.' is displayed above a table. The table has the following columns: Payroll ID, Description, User ID, Payment Date, Pay Cycle Code, Pre Payroll, Check, Auto Dep Adv, Auto Deposit, Journal Entries, Reports, and Final Update. The table is currently empty.

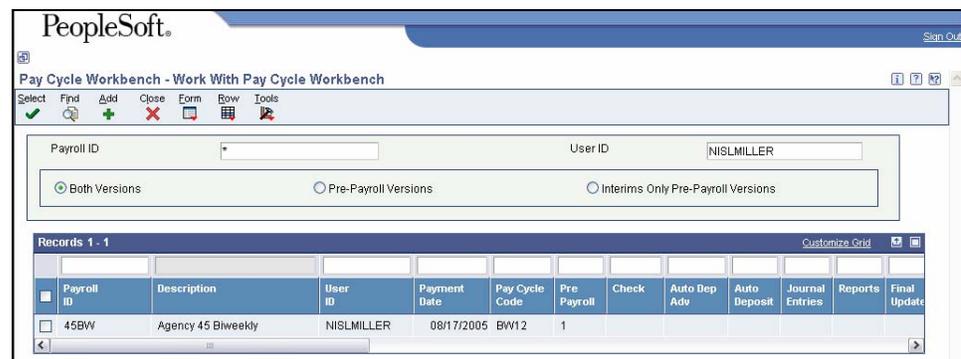
1. On the Pay Cycle Workbench - Work with Pay Cycle Workbench window, choose the Payroll ID version on the grid you wish to process changes.
2. Click **Row, Pre-Payroll, Submit, Changes Only**.



3. Click **OK**. The Printer Selection window appears.
4. Click **OK** to return to the Pay Cycle Workbench - Work With Pay Cycle Workbench window.
5. Review the grid row under the Pre-Payroll column. An "A" means the job is Active or on the job queue, this means the Pre-Payroll is processing.
6. Click **Find** until the grid row under the Pre-Payroll column changes to 1. This indicates that the Pre-Payroll is complete.
7. Click **Close**.

Reset a Payroll Cycle

Start this instruction from the Pay Cycle Workbench - Work with Pay cycle Workbench window.



1. On the Pay Cycle Workbench - Work with Pay Cycle Workbench window, choose the Payroll ID version on the grid you wish to reset.
2. Click **Row, Pre-Payroll, Reset Payroll**
3. Click **OK** on the Pay Cycle Workbench – Reset Payroll window. This is a caution message because you are about to reset the entire Payroll.



4. Return to the Work Instructions for [Submit Pre-Payroll](#).

-  Resetting Payroll is a process that takes time to complete. Click Find until the “1” disappears.