





## MGRS/ MRSD PROCEDURES (Payroll Gross Line)

Step 1	MGRS=SSSSSSSSSFY Or to use copy function: MRSD=SSSSSSSSSFY	Type social security number + fiscal year to create an active MGRS screen for the employee. You may use the copy function if an MGRS exists via MRSD by tabbing to appropriate gross line and selecting the F7 key. You will be taken to a new MGRS screen (with an action code of "A") to start editing information.
Step 2	ACTION	There are four valid action codes: A = Add C = Change D = Delete P = Page
Step 3	JOB TITLE	Enter the appropriate 2 character job title code. To view dictionary for previously set up job title codes type, DICT=PCPP*000*, enter. A B16 dictionary should be kept at hand for referencing and can be order via the JOBR.
Step 4	PAY CYCLE	Enter Pay Cycle. Valid codes are: 1 = 30 <sup>th</sup> payroll – classified employee 2 = 1 <sup>st</sup> payroll – certificated employee 3 = 10 <sup>th</sup> payroll – classified employee - hourly 4 = 10 <sup>th</sup> payroll – certificated employee – hourly DICT=FYPYX000  When paying retro: 5 = classified retroactive pay (works on the 30 <sup>th</sup> or the 10 <sup>th</sup> ) 6 = certificated retroactive pay (works on the 30 <sup>th</sup> or the 10 <sup>th</sup> ) Note: The Community College and DPS must be informed in writing when a district plans to run a retroactive payroll. Indicate the pay cycle to be run, if it is a monthly or variable payroll, and the date of the payroll. Include a contact name, phone number and e-mail address. This information must be supplied in advance of the first preliminary payroll run.
Step 5	SALARY SCHED	Enter the appropriate salary schedule (normally provided by personnel) that is associated with the job title. To assist you in providing the correct information a PY01 salary matrix report can be order via the JOBR. <ul style="list-style-type: none"> <li>This field may be left blank if a salary schedule does not exist.</li> </ul>
Step 6	BASE AMOUNT	This field will automatically be filled in from the salary schedule entered above. <ul style="list-style-type: none"> <li>If there isn't a salary schedule entered this field must contain a rate that is in agreement with the basis, A, M, H or D.</li> </ul>
Step 7	BASIS	Choose the appropriate letter for the employee. "M" for Monthly "H" for Hourly "D" for Daily "A" for Annual

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Step 8	CALC SALARY	Can not enter data in this field. The calculated salary will automatically compute once the base amount and basis are in place.
Step 9	PAY START/STOP	<p>Pay start and stop dates: Enter the date the employee is to start receiving pay in the MMDDYY format. The start day "DD" should always be the first day of the month and the stop day "DD" should be the last day of the month. 12 pay employees should have the start/stop dates that correspond with the current fiscal year. 10 pay employees should have the 10 month pay period start and stop dates. Ex: 9/01/02 – 06/30/03</p> <p>Note: variable payrolls cover the prior month service. Example: 11/10 payroll check is considered October earnings.</p>
Step 10	BASE FACTOR	This factor is the percent of the base amount that the employee is to receive. This factor is used by all basis types in computing the calculated salary. This factor has 5 decimal positions. If you do not enter anything, the factor will default to 1.00000.
Step 11	NBR PAYMENTS	<p>This field must be entered if the employee has a basis of "A".</p> <ul style="list-style-type: none"> <li>• <b>Leave blank for any other basis.</b></li> </ul> <p>This field is used to divide the annual salary into monthly pay amounts.</p>
Step 12	NBR UNITS	<p>This field is valid only for <b>Hourly</b> or <b>Daily</b> basis.</p> <ul style="list-style-type: none"> <li>• Permanent units for hourly or daily (as defined by an "N" in the VAR/HR indicator) would remain on the gross line from pay period to pay period.</li> <li>• Temporary units for variable hourly or daily employees are zeroed after the payroll run for that gross screen as indicated to the system by putting a "Y" in the VAR/HR indicator field. District's should use the SUPERVISOR field in conjunction with this field.</li> </ul>
Step 13	RATE FACTOR	<p>This field is valid only for hourly and daily basis. Enter the correct rate for the type of pay: Straight time: 1.0 Time and a half: 1.5 Double time: 2.0</p>

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Step 14	SUPERVISOR	This field can be used to link variable hourly employees to a specific supervisor (code). This supervisor code must be on the dictionary. Only gross lines with a basis of "H" or "D" may have a supervisory code. Once an hourly/daily gross line has been set up with a supervisor code, the timesheet hours can be input via the MPAY transaction. After the hours are entered the MPAY transaction will update each employee's gross line (s). Once the final payroll has run the hours are reset to zero. An employee may have different gross lines coded to different supervisors. DICT=SYSVXXX0
Step 15	ADJ REASON	The adjustment reasons are county defined and on the dictionary. If there is an adjustment amount there must be an adjustment reason code. This field is cleared after the final payroll run. DICT=SYARX000
Step 16	ADJSTMNT AMT	Enter this amount if adjusting the calculated salary field. This amount will appear as a separate line on the check stub using the description from the dictionary's adjusted reason code. This amount may be a positive or negative amount. If a negative amount, type a minus "-" sign over the "+" on the screen. This field will either add to the calculated salary or subtract from it depending on the sign. <b>(It will not replace the calculated salary.)</b> This field will clear after the final payroll run. Do not use this field if the gross screen has a negative base amount.
Step 17	STP	If there is a stipend connected with this gross line amount the two character code may be entered here. To validate stipend codes see your B16 dictionary or view stipend codes online by typing, DICT=PYSTXX00, enter. Districts may have up to three stipends per gross line. All stipends are calculated and added together before being added into the calculated salary field. If the stipend is a flat dollar amount the amount will show on the screen on the STP line. If the stipend is a percent the percentage will show on the screen of the STP line. To remove a stipend, space out the two character code. When the update is complete the stipend will be removed.
Step 18	PCT DISTRIBUTION	This field may have up to eight account distributions per gross screen. The total of the percent distributions must equal one hundred (100.00). To remove a distribution line (both percent and account) set the percent to zero. When the update is complete the distribution line will be removed. Duplicate account numbers may not be entered. All account

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Step 18	PCT DISTRIBUTION (CONTD)	numbers on a single gross screen must be in the same object range. (I.E. cannot mix 1000 objects with 2000 objects) When paying an employee who does certificated and classified work set up a separate gross screen for each classification. Salary objects are the only accounts permitted on this screen
Step 19	INDICATORS:	
	SMR	<p>Summer fund employee indicator. This indicator tells the payroll program whether to take a summer fund deduction amount from this gross line. If the deduction is taken it is calculated based on the following: 1/6 for 10 month employee; 1/12 for 11 month employees. The calculation includes the pay back (refund of contributions to summer fund) which occurs in June. The summer fund calculated amount does not appear on the screen nor is it included in either amounts calc(1) or calc(2).</p> <ul style="list-style-type: none"> <li>• Use "T" for calculating summer fund using formula for 10-month employee.</li> <li>• Use "E" for calculating summer fund using the formula for 11-month employee.</li> <li>• Use "N" employee does not participate in summer fund deductions.</li> </ul>
	VAR/HR	<p>Variable hour indicator.</p> <ul style="list-style-type: none"> <li>• Y = yes this gross line will have variable hours each payroll period and after the payroll is run these hours will be set to zero. Those gross lines with a "Y" should also have the supervisor field entered so that entering the new hours each month can be handled through the MPAY transaction.</li> <li>• N = Permanent hourly gross line. These hours are not zeroed after a payroll run. If nothing is entered in this field it will default to "N".</li> </ul>
	R/A	Retirement Alternative (not in use at this time.)
	SPL	<p>Special Use Indicator. This indicator tells the payroll program to treat this gross line (MGRS) in a particular way.</p> <ul style="list-style-type: none"> <li>• N = normal processing</li> <li>• U = One time use only (the gross line will be deleted after the payroll run.</li> <li>• B = One time bypass (bypass this gross line for the current payroll run) the indicator will be reset to "N" after the run.</li> <li>• H = Hold (This gross line will not be processed as long as this field is equal to "H". Does not get reset.</li> <li>• D = Delete after stop date has passed; MGRS will not be touched at the year end rollover).</li> </ul>

## MGRS/ MRSD PROCEDURES (Payroll Gross Line)

Step 19	INDICATORS: (CONTD)	
	F/B	<p>Fringe benefit indicator.</p> <ul style="list-style-type: none"> <li>• Y = distribute fringe benefits to all accounts</li> <li>• N = do not distribute fringe benefits to any accounts.</li> </ul> <p>This field will default to "Y". Determines if the employer paid expenses for health and welfare (3400 or 3900 objects) will be distributed against the gross line in the finance system.</p>
	FICA	<p>Social Security and Medicare indicator. Defaults to "N" for pension types A or 1. Defaults to "Y" for all other pension types.</p> <ul style="list-style-type: none"> <li>• "Y" for employee wages subject to Social Security and Medicare.</li> <li>• "M" for employee wages subject to Medicare only.</li> </ul>
	FIT	<p>Federal tax indicator. Will default to "Y". Indicates if this gross line is subject to federal tax. May use "F" for flat rate of 28%. (Flat rates may change each year). FIT and SIT indicators must be the same on all gross screens paying on that payroll. N = No taxes (should not be used without checking with DPS services)</p>
	SIT	<p>State tax indicator. Will default to "Y". Indicates if this gross line is subject to state tax. May use "F" for flat rate of 6% (flat rates may change each year). FIT and SIT indicators must be the same on all gross screens paying on that payroll. N = No taxes (should not be used without checking with DPS services)</p>
	UI	<p>Unemployment Insurance indicator.</p> <ul style="list-style-type: none"> <li>• Y = yes, unemployment will be calculated on this gross line and the gross line amount will be added to the YTD U.I. totals on this history file.</li> </ul> <p>Will default to a "Y" if nothing is entered.</p>
	SDI	<p>State Disability Insurance indicator. Will default to an "N". May be changed to:</p> <ul style="list-style-type: none"> <li>• "Y" for yes, state disability insurance will be calculated on this gross line and the gross line amount will be added to the YTD SDI totals on the history file.</li> <li>• "N" for no, disability will not be calculated on this gross line.</li> </ul>
	WC	<p>Worker's Compensation indicator. Will default to "Y".</p> <ul style="list-style-type: none"> <li>• If gross wages are subject to worker's compensation the indicatory should be "Y".</li> <li>• If they are not subject to workers compensation the indicator should "N". Student workers would be an example of this type of situation.</li> </ul>

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Step 19	INDICATORS: (CONTD)	
	PIK	<p>Payment in Kind indicator. This gross line (screen) is not regular compensation, but the value is reported for retirement purposes. Any dollar amounts in the record are not added to the gross pay amounts for computing salary. It does add to the retirement amount.</p> <ul style="list-style-type: none"> <li>• “1” is for employer</li> <li>• “2” is for employee</li> <li>• “N” is for none</li> </ul> <p>Will default to an “N”.</p>
	GRS	<p>Gross wages indicator. Include this gross in the employees total gross wages.</p> <ul style="list-style-type: none"> <li>• Y = yes add to total gross.</li> <li>• N = no, do not add amount to the total gross wages. If “N” is input it will override FIT and SIT indicators when adding the gross line amount to the total salary gross amounts (all screens).</li> </ul> <p>Will default to “Y”.</p>
Step 20	PENSION TYPE	<p>Pension type indicator. Must be filled in whether or not the employee participates in a retirement plan. See retirement coding for STRS/PERS on B16 dictionary report. To view retirement codes on-line, type: DICT=FYPGX000, enter. If employee isn’t eligible for participating in a retirement system code this field “N”.</p> <p><b>Gross lines for 125 Cash Option retirement reporting have separate rules. Please see “special instructions”.</b></p>
Step 21	STRS MEMBER	See retirement manual for the appropriate coding or contact DPS.
Step 22	STRS ACCOUNT	See retirement manual for the appropriate coding or contact DPS.
Step 23	PAY RATE	<p>This field is for reporting the correct salary to the retirement system.</p> <ul style="list-style-type: none"> <li>• The first field is the override pay rate field for the user to input if necessary. If an amount is manually entered in this field, it will remain in effect until the user changes it.</li> <li>• The second field is automatically calculated according to the CALC SALARY amount. If this (system generated) pay rate is correct the first field should not be input.</li> </ul>
Step 24	PAY CODE	See retirement manual for the appropriate coding or contact District Payroll Services.

## MGRS/ MRSD PROCEDURES (Payroll Gross Line)

Step 25	CONTRIB CODE	See retirement manual for the appropriate coding or contact District Payroll Services.
Step 26	ADJ FROM DATE ADJ TO DATE	<p>These fields are not necessary to input unless the gross line is reporting earnings from a prior period.</p> <ul style="list-style-type: none"> <li>• STRS reports in month/day format.</li> <li>• PERS reports in month/year format, no exceptions to the rule.</li> </ul> <p>Special reporting procedure for retroactive pay: Report the first date and last date of the period the retroactive pay is covering. Example of retro covering July through October in current fiscal year:</p> <ul style="list-style-type: none"> <li>• STRS example: 07/01 – 10/31 July 1<sup>st</sup> through October 31<sup>st</sup></li> </ul> <p>STRS exception: If retroactive pay cover <b>prior fiscal year</b> the format should be reported in month and year.</p> <ul style="list-style-type: none"> <li>• STRS example: 07/02 – 10/02 July, 2002 through October, 2002</li> </ul> <p>PERS example: 07/02 – 10/02 July, 2002 through October, 2002</p>

# MAYR PROCEDURES (Payroll Demographic Screen)

**PURPOSE: FOR DISPLAY AND UPDATING OF THE DEMOGRAPHIC SECTION OF THE PAYROLL RECORD.**

**ENTER: MAYR=999999999YR**

**9'S= SOCIAL SECURITY NUMBER**

**YR= FISCAL YEAR**

1= Married Male  
2= Married Female  
3= Single Male  
4= Single Female

Defaults to N= active employee

Enter employee start date

The screenshot shows a mainframe terminal window titled 'vse\_esaTST - RJMBA Mainframe Display'. The screen displays the following information:

MAYR= 2006 02/24/2006 15:24:19

PAY HOLD IND: N N=ACTIVE, D=DELETE START DATE: 01 07 1980  
T=TEMP HOLD, B=ONETIME BYPASS TERM DATE: MM DD YYYY

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TAX STATUS INFORMATION:  
FIT MAR/SEX: 2 MALE FEMALE  
SIT MAR/SEX: 2 MAR: 1 2  
FIT XMPTS: 10 SIN: 3 4 EIC ELIGIB \_ 1=1 W5 FILED  
SIT XMPTS: 10 H/H: 5 6 2=2 W55 FILED  
SIT SPL XMP: 00

TAX CYCLE: 1 = LAST OF MONTH EFFECTIVE DATE: MM DD YYYY  
SMR FN NBR PAY: - REFUND DATE: MM DD YYYY  
SMR FN DED CYC: - RETIRE DATE: MM DD YYYY

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WARRANT/STUB LOCATION CURRENT DIRECT DEPOSIT  
EOM: DOP DISTRICT OFFICE PERS DD ROUTING: TYP:  
10TH: --- DD A/C:  
DD EOM: DD 10TH:  
F5=MGRS F6=MDED F7=MRSD

PRE-NOTE FOR DIRECT DEPOSIT STATUS: ROUTING: A/C: TYP (C/S):  
DEL DD: -

Ready Running APL NLR W/ CAP NUM W 1,2 3:27:20 PM

Number of exemptions from W-4 form

H/H- Head of household applies only to State Taxes.

Enter Direct Deposit Pre-note Info

Warrant/Stub Location  
DICT=sypxZZZ0  
ZZZ=code

## **MAYR PROCEDURES (Payroll Demographic Screen)**

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If the entry is made incorrectly an error message will appear on the screen stating the error. If the employee is not on the personnel file, then an error message will appear. If on the personnel file, but no payroll record, then a blank record will appear. When a blank record appears, a payroll record will be created if you press the 'enter' key. If you do not wish to create a payroll record when the blank screen appears, press the 'clear' key.

### **PAYROLL RECORD NOT FOUND:**

If you enter a social security number and the payroll record is not found, then try accessing the record via the 'PNAM' transaction. The 'PNAM' transaction is an alphabetical index of all employees and their social security number. If the employee is on the 'Name File' verify that the SSN you are entering is the same as the one displayed. You can access the record via 'PNAM' or re-enter 'MAYR' with the SSN displayed on the 'Name File'.

### **FUNCTION KEYS:**

You can navigate between payroll screens by using the function keys listed below the screen.

These are as follows: F5= MGRS

F6= MDED

F7= MRSD

### **UPDATING:**

Add or change fields as stated in the field descriptions.

### **THE FOLLOWING FIELDS ARE REQUIRED:**

- PAY HOLD IND
- START DATE
- FIT EXEMPTIONS
- FIT MAR/SEX
- SIT EXEMPTIONS
- SIT MAR/SEX
- TAX CYCLE CODE
- WARRANT LOCATION

### **TERMINATING/DELETING**

Enter a 'D' in 'PAY HOLD IND'. This will cause the payroll record to be bypassed on all payroll processing. The record will not be removed from the file until the calendar year end process is completed. Also, enter a termination date.

### **INCORRECT NAME OR SSN ON PAYROLL RECORD**

If an employee's name or social security number is incorrect on the payroll record, it must be changed using transaction "DNNC" and you must notify DPS if STRS or PERS records need to be changed.

### **FIELD DEFINITIONS:**

<b>FIELD NAME</b>	<b>DESCRIPTION</b>
<b>*Pay Hold Ind.</b>	Payroll record status indicator. If 'B' 'D' or 'T' then record is bypassed when running payroll. (1 Character Alpha)      Valid entries are: B- One time bypass      D- Delete T- Temporary Hold      N- No Hold/ Active

## MAYR PROCEDURES (Payroll Demographic Screen)

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<b>*Start Date</b>	Enter the date which the employee started employment with the district. Enter date as MMDDYY (6 Characters numeric)
<b>Term Date</b>	Enter the date which the employee terminated. Enter date as MMDDYY. (Once this date has been entered, this will cause the record to be bypassed when the payroll is run) (6 Characters numeric)
<b>*FIT Exemptions</b>	Enter the number of exemptions the employee has claimed for federal tax calculations. (Enter '99' for exempt) (2 characters, numeric)
<b>*FIT MAR/SEX</b>	The marital status and sex code have been combined. Enter the appropriate code Mar/Sex status the employee has specified for federal tax calculations. (1 character, numeric) 1= Married Male                      2= Married Female 3= Single Male                        4= Single Female 5= H/Household Male                6= H/Household Female
<b>*SIT Exemptions</b>	Enter the number of exemptions the employee has claimed for state tax calculations. (Enter 99 for exempt) (2 characters, numeric)
<b>SIT SPL Exemptions</b>	This field is not supported at this time.
<b>*SIT MAR/SEX</b>	The marital status and sex code have been combined. Enter the appropriate code Mar/Sex status the employee has specified for state tax calculations. (1 character, numeric) 1= Married Male                      2= Married Female 3= Single Male                        4= Single Female 5= H/Household Male                6= H/Household Female
<b>EIC Eligible</b>	Earned Income Credit Eligibility 1 = 1 W5 Filed 2= 2 W5's Filed
<b>*Tax cycle code</b>	This code is used to specify an employee's regular pay period. (When does employee receive their regular monthly check?) Valid Codes are: 1 – Last Day of month (Classified) 2- First Day of month (Certificated) 3- Tenth Day of month (1 character, numeric)
<b>Summer Fund Number of Pays</b>	Number of checks that the employee will receive for summer fund: 1= Eleven month employee receiving one summer fund check. (MGRS should have an "E" in SMR indicator) 2= Ten month employee receiving two summer fund checks. (MGRS should have a "T" in SMR indicator)

## MAYR PROCEDURES (Payroll Demographic Screen)

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<b>Summer Fund Deduction Cycle</b>	Cycle code from MDED screen for deductions that should come out of summer fund checks. By using cycle a "7" for deductions that you want to be taken from summer fund checks (EX: Additional Federal or State Taxes), you will not have to enter a "B" every June to bypass regular deductions. NOTE: Since summer fund is not "salary", 125 benefits and TSA deductions should not be taken out of checks.
<b>Warrant Location EOM</b>	This code designates the location for the employees payroll warrant. This field must be filled in. The end of the month payroll will use this location. The 10th payroll will use this location if no location is entered in the field called WARRANT LOC 10th. The code entered must be on the dictionary (DICT=SYPXXX00). (3 characters, alpha/numeric) This is also the location of a stub if the check is Direct Deposited.
<b>Effective Date</b>	This is an informational field only. User defined. It may be used to reflect the date the employee's wages became effective to STRS or PERS retirement.
<b>Refund Date</b>	This is an informational field only. User defined. It may be used to reflect the employee's refund date with STRS or PERS.
<b>Retire Date</b>	This is an informational field only. User defined. It may be used to reflect the employee's retirement date with STRS or PERS.
<b>*Warrant Location 10<sup>th</sup></b>	This code designates the location for the employees payroll warrant on the 10th payroll if it is not the same as the location for the end of the month warrant. Persons having the same locations for both payrolls should not use this field. The code entered must be on the dictionary (DICT=SYPXXX00). NOTE: The summer fund checks use the DD 10th Location- if there isn't an X in the DD 10th box; Summer Fund will not be direct deposited. (3 characters alpha/numeric) This is also the location for the stub if the check is direct deposited.

### CURRENT DIRECT DEPOSIT FIELDS:

<b>DD Routing</b>	The eight digit routing code of the direct deposit bank followed by the one digit check digit code. This appears as a nine digit number on the bottom of the check. This field can only be changed by going thru the pre-note process.
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## MAYR PROCEDURES (Payroll Demographic Screen)

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<b>Type</b>	Type of Account C= Checking S= Savings This field can only be changed by going through the pre-note process.
<b>DD A/C</b>	Direct Deposit account number. This number can be found on the bottom of the employee's check. This field can only be changed by going through the pre-note process.
<b>DD EOM</b>	Place an 'X' in this field if the end of the month check is to be direct deposited.
<b>DD 10<sup>TH</sup></b>	Place an 'X' in this field if the 10th of the month check is to be direct deposited.
<b>PRE-NOTE FOR DIRECT DEPOSIT</b>	
<b>Status</b>	This field indicates the status of the pre-note data. It may only be set to 'N' to indicate a new pre-note S= Pre-note sent to bank E= Error in pre-note If you desire to clear the pre-note fields, enter a 'C' in this field.
<b>DD Routing</b>	The eight digit routing code of the direct deposit bank followed by the one digit check digit code. This appears as a nine digit number on the bottom of the check.
<b>Type</b>	Type of Account C= Checking S= Savings
<b>DD A/C</b>	Direct deposit account number. This number can be found on the bottom of the employees check.
<b>DD EOM</b>	Place an 'X' in this field if the end of month check is to be direct deposited.
<b>DD 10<sup>TH</sup></b>	Place an 'X' in this field if the 10th of the month check is to be direct deposited.
<b>DEL DD</b>	Placing a question mark (?) in this field will cause all the current direct deposit information to be cleared.

Indicates the field is required and must have valid data entered.

Pre noting a direct deposit – the purpose of pre noting is to verify the routing and account numbers before a check can be direct deposited.  
Enter all the direct deposit information on the screen. On the next end of month payroll, the data will be sent to the bank for verification. If verified, the data will be moved to the current direct deposit fields and therefore activate direct depositing by the next end of month payroll.



## MDED PROCEDURES (Voluntary Payroll Deductions)

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*C Y	Enter a deduction cycle code in this field. It must be on the dictionary. To view code types, DICT=FYDC0000* (must match MGRS cycle code).
EMPLOYEE AMNT/PCT	This field can only be updated for voluntary deductions and employer/employee total premium deductions. Enter an amount or a percent to update it. The format is 0000.00 for both amounts and percents. 1% = 0001.00. ( 6 characters numeric)
*START DATE	Enter the start date in this field. The format is month/year. Example: October, 2002 would be 102002.
STOP DATE	It is not necessary to enter a date in this field if you want the deduction to continue from month to month. To enter the stop date in this field, the format is month/year. Example: October, 2002 would be 102002.
REFERENCE NO	This is a free form optional field. (12 characters alpha/numeric)
O T	One time indicator. Valid codes are: N= None (Default) U= One time use B= One time bypass H= Hold 1= Double Deduct in June 2= Double Deduct in May and June 3= Triple deduct in June
EMPLOYER AMNT/PCT	This field can only be updated for Cash Options. The format is 0000.00 for amounts and 00.0000 for percentages. (6 characters numeric)
T X	Tax indicator. This indicator is valid only if there is an 'employer' amount. If the employer amount is to be added to the taxable gross prior to tax calculations, enter a 'Y', or else enter an 'N'. The default is 'N'. (1 character alpha)
DESCRIPTION/ERROR MES	This field can not be updated.

\*Indicates the field is required and must have valid data entered.

# **DIRECT DEPOSITS**

# DIRECT DEPOSITS

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# DIRECT DEPOSITS

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## OVERVIEW OF DIRECT DEPOSITS

Direct Deposit is a feature that allows net pay to be electronically deposited directly to a checking or savings account on payday, instead of being paid by a warrant. The employee receives an advice of the amount deposited with a pay stub identical to a warrant stub.

District staff establishes an employee for Direct Deposit by entering the employee's banking information for their checking or savings account number on the MAYR screen. After the account information is entered, the computer system initiates a \$0.00 deposit test transaction (pre-note) and allows the employee's bank 20 calendar days to report any problem with the test transaction. If no problem is reported, direct deposit status is automatically activated. Except for cancellations, there is no change in district payroll processing procedures for Direct Deposit employees.

### SYSTEM GUIDELINES/ EDITS:

- Net pay cannot be deposited to more than one account per employee.
- Direct Deposit checks must be pre-noted (name and account number sent to the clearing house to make sure they are valid).
- Pre-noting will only be done on the end of the month payroll and must be done at least one payroll in advance of the payroll in which the direct deposit of a check is to begin.
- It is recommended that you delete the old direct deposit account information before pre-noting to avoid a delay of the employee receiving funds in the case of closed accounts. The employee will receive a check for the month that the new pre-note is being processed.

# DIRECT DEPOSITS

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## GENERAL PROCESS

### INITIAL EMPLOYEE SET-UP:

- Employee submits the Direct Deposit Authorization form to their district to begin, change or cancel Direct Deposit.
- District processes the Direct Deposit Authorization form and enters account information and warrant/ stub location on the MAYR screen.

### PRE-NOTE TEST:

- After the district has set-up the account information on the MAYR screen, a “pre-note” test transaction (\$0 deposit) is sent to the bank clearing system to be posted to the employee’s account as input on the MAYR screen. This pre-note test is done on the end of the month payroll even if the employee is being paid on the supplemental payroll.
- Unless District Payroll Services is advised by the employee’s bank that the pre-note test has failed, Direct Deposit status will be automatically activated 20 days from the pre-note test date. Reliance is placed on the employee’s bank to process the pre-note transaction and report error conditions. If the employee’s bank does not process the pre-note, an error condition would go undetected until the first actual direct deposit attempt.
- If the employee’s bank attempts to process, but cannot locate an account matching the pre-note transaction (name, SSN, account type, account no.), a pre-note rejection notice is usually sent to District Payroll Services. District Payroll services will notify the district that the pre-note has been rejected and will place an “E” in the pre-note information STATUS field on the MAYR screen. This pre-note information will not become current direct deposit information until the district obtains and inputs corrected account information and pre-notes again.

# DIRECT DEPOSITS

---

## **BANK INTERFACE:**

- One bank serves as the “originating depository financial institution” (ODFI) through which all Direct Deposit transactions are sent to the automated clearing house system. Wells Fargo Bank will serve as our ODFI and District Payroll Services handles all interface with the ODFI.

## **EXCEPTIONS:**

- District Payroll Services will advise and assist districts in exception situations. At the districts request, District Payroll Services will contact the ODFI to ascertain the disposition of funds reported undeposited by the employee. At this time District Payroll Services will issue a handwritten warrant for the net amount to the employee.
- If an employee is overpaid by Direct Deposit, the district can either recover the overpayment amount on the employee’s next payroll, or handle as a cash collection. If an employee is underpaid by Direct Deposit, the district can either adjust on the next payroll or issue a handwarrant.
- It is important that a district establish policies governing the handling of Direct Deposit exception situations. There may be certain conditions under which the district may choose to handle a Direct Deposit employee differently than an employee paid by warrant. A district may need to meet and confer with employee groups, as appropriate.
- A Direct Deposit can be “Deleted/Recalled” if the District determines that the Employee should not be paid or the amount was incorrect.
  - Delete: Within 24 hours of file being sent.
  - Recall: Funds have reached Employees account and can only be recalled if there are available funds. This is best done within 5 days of the pay date.

# DIRECT DEPOSITS

---

## PAYROLL PROCEDURES

### SUMMER FUND:

- Employees who are on direct deposit and wish to have their summer fund checks sent to their district instead of their bank will need to let their district payroll clerks know. Payroll clerks will need to remove the “X” from the DD 10<sup>th</sup> \_\_ portion of the direct deposit field on the MAYR screen. See MAYR sample on Page 14. See MHCK on Page 14.
- Be sure to add the DD 10<sup>th</sup> X back after the Summer Fund Payroll Finals.

### CERTIFICATED JANUARY 1<sup>ST</sup> PAYCHECKS:

- Employees who are set up on the MAYR screen to have their January 1 paycheck direct deposited will not have their funds available to them until at least January 2<sup>nd</sup> as January 1<sup>st</sup> is a bank holiday. Depending on the day that the first falls, their check could possibly not be available up until the 4<sup>th</sup>. In some cases, the bank actually has the money in the account on the 1<sup>st</sup>. Employees can arrange with the district’s payroll clerk to pick up their check for this payroll. Payroll clerks will need to remove the “X” from the DD EOM \_\_ portion of the direct deposit field on the MAYR screen. See sample on Page 14. After the payroll has run, districts must go into the MAYR screen and put the employee back on direct deposit before the next payroll runs. The employee would not be able to pick up their paycheck until after January 1 since the 1<sup>st</sup> is a holiday, so it probably will not benefit the employee to make this change.

# DIRECT DEPOSITS

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## ALL ABOUT PRE-NOTE

### PRE-NOTING FOR DIRECT DEPOSIT- EOM PAYROLL ONLY:

After receiving the direct deposit authorization from the employee, you will enter the information on the MAYR screen in the PRE-NOTE fields any time before the final EOM payroll run. You must fill out the pre-note information completely.

The EOM payroll will create a pre-note record (a test record with routing and account information but with no amount in it) and send it through the clearing house (ACH) to the employees' bank to see if the routing and the account number are on file at the bank. PY09 lists all the pre-notes.

At the time (final payroll) the system sends the pre-note record to the clearing house, PY15 will replace the pre-note status code of "N" (on the MAYR) with an "S" to indicate the pre-note has been sent. PY15 will show the audit trail of this change in pre-note status.

If the routing, account number, or account type is invalid, the clearing house will inform DPS.

- DPS WILL REPLACE THE "S" with an "E" and inform you of the error.
- If DPS records an "E" in the pre-note status you will have to re-pre-note.
- You will have to alert the employee to the fact that (s)he will not be DD as expected.

Two days before the first preliminary of the next EOM payroll the system will look at all the payroll records with pre-note information (PY05).

- If the pre-note information has an "S" in the status the system (PY05) will move the pre-note information to the Current Direct Deposit fields and clear the pre-note fields.
- The system will produce a report (PY05) of these file updates showing both the successful and unsuccessful pre-notes. The PY05 listing is the only report of unsuccessful pre-notes that the system produces. It will arrive on your RAPS with the first preliminary PL09 so be on the lookout for it.

The first preliminary PY09 will show all the new ("N") pre-notes on the file for the upcoming EOM payroll.

There really shouldn't be any "E's" on the file by the time of the first preliminary PY09 payroll run if you have resolved the matter with the employee and changed the pre-note information and replaced the "E" with an "N".

# DIRECT DEPOSITS

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## PRE-NOTE FIELDS ON THE MAYR:

These fields are updatable by the district, by the system, and by DPS.

When you enter a pre-note direct deposit authorization from an employee, you put an "N" in the status and fill out all the other fields.

### STATUS

- N= New Pre-note (input by district for a new DD).
- S= Pre-note sent to clearing house (input by the system when clearing house pre-note record sent).
- E= Clearing house has reported this pre-note as invalid (DPS has put "E" in the status).
- C= Cancel Pre-note.

### ROUTING

The routing number is an eight character field followed by a check digit (nine characters in all) found on the employee's voided check between the two @ symbols. It tells the Clearing house which bank should receive the pay amount.

You must key in this information in order to do DD for an employee. The input must be numeric and you must enter nine digits.

NOTE: Direct Deposit Routing numbers beginning with "5" are not valid routing numbers.

### ACCOUNT NUMBER

The account number is from 1 to 17 characters and is found in front of the @ symbol. Most account numbers are 10 characters so you need to be sure that you don't pick up the sequence number of the voided check if the bank has encoded it in front of the account number.

You must key in this information in order to do DD for an employee. The input must be numeric. Leave the spaces that you don't need blank.

### TYPE

You need to tell the clearing house if the account is a checking or savings account.

- C= Checking account
- S= Savings account

You must key in this information in order to do DD for an employee.

### DD EOM and DD 10th

You need to tell the system which payroll should be DD. If both the 10<sup>th</sup> and the EOM payrolls are to be DD you need to put an "X" in both indicators. If you put an "X" only in the EOM indicator, then only the EOM payroll amount will be DD and the 10<sup>th</sup> will produce a warrant.

# DIRECT DEPOSITS

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*How do I correct a pre-note that wasn't accepted by the ACH?*

- First, check the employee' direct deposit request against the pre-note coding you entered.
- If the error is apparent, correct it on the MAYR by putting an "N" in the pre-note status field and entering the corrected information. This will generate a new pre-note on the EOM payroll.
- If the employee MAYR pre-note fields match the direct deposit authorization, contact DPS.
- In all cases you need to inform the employee they will not be on direct deposit for the current payroll.

# DIRECT DEPOSITS

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## ALL ABOUT CURRENT DIRECT DEPOSIT FIELDS

The direct deposit process requires a bank routing number, an account number, and an account type.

Since this process produces stubs or warrants for all checks, the warrant/stub location will be the physical location to which the warrant/stub should be delivered (and not an identifier of banking location).

The EOM and 10<sup>th</sup> payroll indicators tell which, if any, payroll(s) are to be direct deposited.

If you want to change the routing, account number or account type, you must do it through the pre-note process.

An employee may DD to only one account.

### FIELDS

#### ROUTING

You cannot enter data in this field. The routing number in this section is moved there from the valid pre-note routing field.

#### ACCOUNT NUMBER

You cannot enter data in this field. The account number in this section is moved there from the valid pre-note routing field.

#### TYPE

You cannot enter data in this field. The type in this section is moved there from the valid pre-note routing field.

#### DD EOM and DD 10<sup>TH</sup>

These fields will be filled in from a successful pre-note (which will wipe out any previous information in these fields).

You may also change these fields at any time. If you blank out either indicator DD will no longer take place for that payroll and a warrant will be issued instead. If you blank out both indicators, you have effectively put DD on hold until you activate one or both indicators again.

#### DEL DD

*How would I use the DEL DD field?*

If an employee asks you to permanently stop direct depositing, put a "?" in the DEL DD field and the system will delete the direct deposit information in the current direct deposit fields.

*When would I use the DEL DD field?*

If an employee reports that his checks or wallet have been stolen.  
If an employee is terminated or resigns.

NOTE: Don't use this field to temporarily stop direct deposit. If you delete the direct deposit information, you must go through the pre-note process all over again.

# DIRECT DEPOSITS

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*Can I stop a direct deposit for one (or more) check(s) and then start again?*

Yes, by blanking out the DD indicator for EOM and/or 10<sup>th</sup>. Direct deposit will not take place if the indicator is not an "X". When you want to re-start the direct deposit process for the employee, you have to put the "X" back in the DD indicator before the final payroll.

This feature, the DD indicator, will allow you to have warrants that are normally direct deposit delivered to a district site for a period of time and then go back to direct deposit without going through the pre-note (providing the account information doesn't change).

One of the uses for the DD indicator might be if a person direct deposits during the school year but wants the summer checks to come to the district office

# DIRECT DEPOSITS

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## ALL ABOUT STUBS

### *What will the stubs look like?*

The stub will look like a regular warrant and will be the same size but it will be printed on white paper forms.

The top part of the stub will contain all the information normally contained in the stub portion of a regular warrant.

The check area of the stub will have the employee's name and address with \$\*\*\*\*\*.00 in the Pay amount. NOT NEGOTIABLE will be watermarked in the center of the check area.

### *How can I tell the stub numbers from the warrant numbers on the reports and on the screens?*

On the PY11 Warrant Register, the PY12 Payroll Register the MHCK screen and all reports you will be able to recognize a stub (direct deposit) because the first character of the stub will be a letter.

Since there are 26 payrolls each payroll will be assigned a letter, i.e. A = 1/1, B=1/10, etc until they reach Z= 12/31.

### *How will I get the stubs?*

The stubs will come to you with the warrants and like the warrants they will be in location sequence.

The stubs will be listed on the PY11-05 in location sequence with the warrants.

The PY11-05 will be modified to show the routing and the account number for direct deposit stubs.

# DIRECT DEPOSITS

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## REPORT NUMBERS AND NAMES

- PY05-** Report of Direct Deposit Pre-note information that was moved to Current Direct Deposit information fields and Pre-note items that failed the clearing house validation.
- PY09-**
- 01-** Error and Pre-Note Report- contains pre-note verification items.
  - 02-** Totals- contain pre-note item counts.
- PY10** Contains new totals for Pre-note records and Direct Deposit Stubs.
- PY11**
- 01-** Contains new totals for Pre-Note records and Direct Deposit Stubs
  - 03-** Auditor's Warrant Issues Reconciliation- does not contain stub information or amounts.
  - 05-** Warrant Register- combines Warrant, Stub and Net Zero Warrant Information by location.
  - 07-** Direct Deposit Bank Tape Audit- Contains a list of Amounts and Pre-Notes (in alpha sequence) sent to the clearing house.
  - 15-** Payroll Reset Audit- shows audit trail of pre-note status indicator changes (from "N" [new] to "S" [sent]).
  - 20-** Payroll Distribution Report Totals- Net Warrant Amount will now only contain amounts for actual warrants. Net Stub Amount will only contain amounts for Direct Deposit employees.

# DIRECT DEPOSITS

vse\_esaTST - RUMBA Mainframe Display

MAYR=00000001406 000-00-0014 SMITH MARY J WAU 08/09/2005 15:03:39

PAY HOLD IND: N N=ACTIVE, D=DELETE START DATE: MM DD YYYY  
T=TEMP HOLD, B=ONETIME BYPASS TERM DATE: MM DD YYYY

-----

TAX STATUS INFORMATION:

FIT MAR/SEX: _	MALE FEMALE	EIC XMPTS: 00
SIT MAR/SEX: _	MAR: 1 2	UNDER 6: 00
FIT XMPTS: 00	SIN: 3 4	EIC ELIGIB _ 1=1 W5 FILED
SIT XMPTS: 00	H/H: 5 6	2=2 W5S FILED
SIT SPL XMP: 00		

TAX CYCLE: \_ EFFECTIVE DATE: MM DD YYYY  
SMR FN NBR PAY: \_ REFUND DATE: MM DD YYYY  
SMR FN DED CYC: \_ RETIRE DATE: MM DD YYYY

-----

WARRANT/STUB LOCATION CURRENT DIRECT DEPOSIT

EOM: \_\_\_ DD ROUTING: 12345647 8 TYP: C  
10TH: \_\_\_ DD A/C: 51102154650  
DD EOM: X DD 10TH: X

PRE-NOTE FOR DIRECT DEPOSIT

STATUS: \_ ROUTING: \_ A/C: \_ TYP (C/S): \_  
DD EOM: \_ DD 10TH: \_ DEL DD: \_  
F5=MGRS F6=MDED F7=MRSD

Ready Running APL NUMFLD OVR CAP NUM W 22,10 3:07:15 PM

Remove the X to receive a check for Summer Arrears.

vse\_esak12 - RUMBA Mainframe Display

MHCK WAU 2005

CHECK SUMMARY FROM 06/30/04 TO 06/30/04 - PF7 = PREV PAGE, ENTER = NEXT PAGE

ISSUE DATE	CHECK NO.	GROSS NET PAY	F/MED TSA	FWH SWH	SDI OTHER	RETIRE 125-CASH	ARR/EIC ADJUST
06302004	M4	4373.90	68.86	379.10	.00	361.91 S	670.66 f
		2966.57	125.00	76.37	100.43	375.00	.00
06302004	76	.00	.00	399.29	.00	.00	3725.90-f
		3244.85	.00	81.76	.00	.00	.00
06302004	76	.00	.00	399.29	.00	.00	3725.90-f
		3244.85	.00	81.76	.00	.00	.00
TOTAL LINE ONE-		4373.90	68.86	1177.68	.00	361.91	6781.14-
TOTAL LINE TWO-		9456.27	125.00	239.89	100.43	375.00	.00

This is a sample of the MHCK screen where the DD 10<sup>th</sup>:\_ indicator is deleted. Checks were issued for Summer Fund. EOM June was a DD. Direct Deposits begin with a letter-checks begin with a number.

# DIRECT DEPOSITS

**TO: District Payroll Office**

## Direct Deposit Authorization

New or Change       Cancel

NAME	SOCIAL SECURITY #
DISTRICT	WORK TELEPHONE
NAME OF BANK/CREDIT UNION/SAVINGS & LOAN	BRANCH #/LOCATION
ADDRESS OF BANK/CREDIT UNION/SAVINGS & LOAN	BRANCH TELEPHONE
ACCOUNT #	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS

I hereby authorize the above named District and the Contra Costa County Office of Education (CCCOE), and/or their agents, to initiate electronic deposits and, as necessary, debit corrections to previous deposits, to the above account.

I understand:

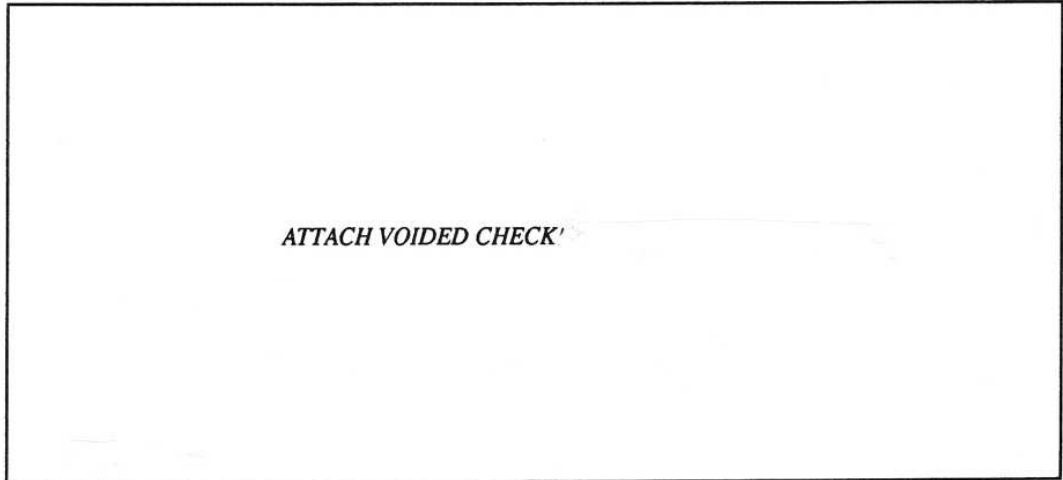
- Direct Deposit status is not activated for 31 days following a \$0 test transaction for NEW or CHANGE authorization.
- I must submit a new authorization form if I change my account (name, institution, branch, type account, etc.).
- I will pay any charges caused by my failure to submit a new authorization form for any account changes.
- Direct Deposit status may be suspended or rescinded by the District or CCCOE and payment made by county warrant, if necessary to meet payroll deadlines or under other extreme conditions.

I agree to hold harmless and indemnify the District and CCCOE, and their officers, employees and agents from any claim or demand of whatever nature for failure or delay in making deposits and/or corrections to deposits as herein authorized.

This authorization replaces any previously made by me and is to remain in effect until changed or cancelled by submission of a new Direct Deposit Authorization form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attached below is a  voided check  deposit slip showing the institution routing number and account number.



Area Below for District Use Only

FINANCIAL INSTITUTION ROUTING NUMBER											
⌘											⌘

EMPLOYEE DEPOSIT ACCOUNT NUMBER											
											⌘

Input by: \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRICT**

**MC**

**PROCEDURES**



<b>MCOO</b>	<b>DISPLAYS ALL MC'S PROCESSED</b>	<b>Page 3</b>
<b>MC01</b>	<b>FEDERAL WITHHOLDING ADJUSTMENT (For additional Fed. W/H -use MC05)</b>	<b>Page 5</b>
<b>MC02</b>	<b>STATE WITHHOLDING ADJUSTMENT (For additional St. W/H -use MC05)</b>	<b>Page 9</b>
<b>MC03</b>	<b>FICA/MEDICARE ADJUSTMENT</b>	<b>Page 13</b>
<b>MC05</b>	<b>MISCELLANEOUS DEDUCTIONS (MC05 DOES NOT ALTER TAXABLE GROSS- USE MC20 TO ALTER TAXABLE GROSS)</b>	<b>Page 16</b>
<b>MC07</b>	<b>SDI ADJUSTMENT</b>	<b>Page 20</b>
<b>MC09</b>	<b>SALARY OVERPAYMENT ADJ</b>	<b>Page 22</b>
<b>MC10</b>	<b>RETIREMENT ADJUSTMENT</b>	<b>Page 24</b>
<b>MC11</b>	<b>TSA ADJUSTMENT</b>	<b>Page 26</b>
<b>MC12</b>	<b>GROUP LIFE INSURANCE/ AUTO USE</b>	<b>Page 28</b>
<b>MC14</b>	<b>SUMMER FUND ADJUSTMENT (Pr Calendar Yr=Hand Warrant Only)</b>	<b>Page 33</b>
<b>MC18</b>	<b>PERS WC/TDI ADJUSTMENT</b>	<b>Page 38</b>
<b>MC19</b>	<b>EARNED INCOME CREDIT ADJ</b>	<b>Page 40</b>
<b>MC20</b>	<b>SEC 125 ADJUSTMENT</b>	<b>Page 42</b>



## **This Screen displays all MC adjustments**

This transaction is used to view and/or print an MC adjustment that has been processed for an employee.

### **ACCESSING THE SCREEN:**

To access the MC00 screen, the transaction must begin with MC00=

MC00=EMPLOYEE'S SOCIAL SECURITY NUMBER

And press the enter key.

### **MC ADJUSTMENT DISPLAY SCREEN:**

A display screen will appear listing all MC adjustments by check number, the type of MC adjustment (MC03, MC05, etc), the original check date, the date the MC adjustment was entered (adj date), the date the MC adjustment was processed on the Py20, the gross amount of the MC adjustment, and the net amount that was either refunded or collected from the employee.

To view or print a specific MC adjustment, you need to move the cursor to the MC adjustment you wish to view or print and press the enter key.

### **MC ADJUSTMENT VIEW SCREEN:**

After you select the MC adjustment line that you want to view or print and press the enter key, the first page of the MC adjustment will appear on your screen. This screen can be printed at this time. Press enter again and the second page of the MC adjustment will appear on your screen. This screen can be printed at this time. Press enter a third time and you will be taken back to the display screen.

All of these screens are view only. No changes can be made to the information.

This screen will only show checks for up to 18 months.

This is what you need to enter to access the screen.  
MCOO=Social Security #

MC00=111223333                      DOW   LAURENE M                      111-22-3333    SOS

SELECT RECORD WITH CURSOR KEYS OR HIT ENTER FOR MORE RECORDS

CHECK	TYP	SEQ	ORG	DATE	ADJ DATE	PY20	GROSS	NET	
669952		03	001	03-29-2002	09-23-2003	09-25-2003	382.72+		23.73+
669952		10	001	03-29-2002	09-23-2003	09-25-2003	382.72+		30.62-
673736		03	001	04-30-2002	09-23-2003	09-25-2003	765.44+		47.46+
673736		10	001	04-30-2002	09-23-2003	09-25-2003	765.44+		61.24-
677799		03	001	05-31-2002	09-23-2003	09-25-2003	382.72+		23.73+
677799		10	001	05-31-2002	09-23-2003	09-25-2003	382.72+		30.62-
681819		03	001	06-28-2002	09-23-2003	09-25-2003	765.44+		47.46+
681819		10	001	06-28-2002	09-23-2003	09-25-2003	765.44+		61.24-
684675		03	001	07-31-2002	09-23-2003	09-25-2003	382.72+		23.73+
684675		10	001	07-31-2002	09-23-2003	09-25-2003	382.72+		30.62-
689840		03	001	09-30-2002	09-23-2003	09-25-2003	765.44+		47.46+
689840		10	001	09-30-2002	09-23-2003	09-25-2003	765.44+		61.24-
693379		03	001	10-31-2002	09-23-2003	09-25-2003	861.12+		53.39+
693379		10	001	10-31-2002	09-23-2003	09-25-2003	861.12+		68.89-
696871		03	001	11-27-2002	09-23-2003	09-25-2003	430.56+		26.69+

## GENERAL RULES THAT APPLY TO MOST MC'S:

Amounts cannot be larger than the amount of deductions that were deducted from the original check. They cannot be larger than the amount of deductions on the calendar to date, the quarter to date or the fiscal to date histories for this employee.

The pay cycle you enter on the create MDED field does not determine when the MC will process; all MC's are processed on the next payroll run. Be sure the employee has sufficient pay before processing pick ups, refunds can be processed at any time.



## Federal Income Tax Adjustment

This MC adjustment is used to collect from or return to the employee federal income tax during the current calendar year. After 12/31 this MC is blocked for prior year adjustments.

**ATTENTION: Do not use this MC adjustment if you want to adjust additional federal income tax, you must use an MC05.**

### ACCESSING THE SCREEN:

To access the MC01 screen, the transaction must begin with:

MC01=111223333FYXXXXXX

111223333= Employee's social security number

FY= Fiscal year

XXXXXX= Employee's paycheck number

### ENTERING THE SCREEN:

For this adjustment, the following fields must be completed:

#### 1. Employee amount:

If the employee is receiving a refund, enter the amount being refunded as a (+) positive.

If the employee under contributed and this amount is being collected by check from the employee, contact your DPS Payroll Support Technician. If collecting an underpayment through payroll system, set up a deduction on the MDED screen as a one time (U) deduction with @F.

Note: This amount cannot be larger than the amount of federal income tax that was deducted from the original check. This amount cannot be larger than the amount of federal income tax on the calendar to date, the quarter to date or the fiscal to date histories for this employee.

#### 2. Create MDED:

By placing a "Y" and the employees regular pay cycle in this field, the amount to be collected or refunded will be processed on the next payroll.

Note: The pay cycle you enter in this field does not determine when the MC will process; all MC's are processed on the next payroll run, be sure the employee has sufficient pay before processing pickups, refunds can be processed any time. EG: Employee is normally paid on the end of the month payroll, pay cycle 2, you process this MC on the 4<sup>th</sup> day of the month and enter a pay cycle 2 in this field. The MC will be processed on the 10<sup>th</sup> of the month payroll. If you want this MC to be processed on the end of the month you must wait until the 10<sup>th</sup> payroll runs before you process this MC.

## MC01-FEDERAL INCOME TAX ADJUSTMENT (CONTD.)

### 3. Persl ck recd:

If the employee is giving you a personal check for the amount they under contributed you must put a "Y" in this field and do not fill out the "CREATE MDED" field.

### 4. Man chk nbr/date:

COE USE ONLY. Districts should not use this field

## UPDATING THE SECOND SCREEN:

When fields 1 and 2 or fields 1 and 3 have been entered press the enter key. You will be taken to a second screen. You need to make sure that the amount you have entered in the employee amount field on the first screen is showing in the FIT amount field on this screen. If you are collecting federal income tax from the employee, this amount will be a positive. If you are refunding federal income tax, this amount will be a negative.

If this amount is correct enter a "Y" and press enter.

If this amount is incorrect enter a "B" and press enter, this will take you back to the first screen and you can correct the error.

If you decide that you don't want to process this adjustment enter an "N" and this will clear both the first and second screen.

To print or view this MC adjustment, you must use the MC00 screen.

There should be an "\*A" code deduction line on the MDED screen.

MC01 FIRST SCREEN:

This is how you access this MC:  
Employee's Social Security Number,  
Fiscal Year and Paycheck No.

Amount to be  
refunded

MC01=11122333303717092	DOW FIT ADJ	LAURENE M	111-22-4444	SOS	03	001
			ORIGINAL CK DATE:		01312003	
GROSS AMOUNT:	0.00+		RETIREMENT:	ORIGINAL	ADJUSTED	
<b>EMPLOYEE AMOUNT:</b>	<b>400.00+</b>		PENSION TYPE:	-	-	
EMPLOYER AMT/PCT: %	0.0000+		STRS MEMBER :	-	-	
			STRS ACCOUNT:	-	-	
<b>CREATE MDED: Y 2</b>	PRSL CK RECD: _		PAY CODE :	-	-	
MAN CHK NBR/DATE:			CONTRIB CODE:	-	-	
MANUAL CHECK NET:	0.00+		PAY RATE :	0.000	0.000	
			SUBJ.ERNINGS:	0.00+	0.00+	
TAX:STAT/EXMPT/FLAT/ADDITNL AMOUNTS			ADL PERS GRS:	0.00+	0.00+	
GRS:	% 0.00+		ER-4-EE PCT:	0.0000	0.0000	
FIT: - - -	% 0.00+		EMPLOYEE PCT:	0.0000	0.0000	
SIT: - - -	% 0.00+		TAX / SURVIV:	-	-	
			SVC PD - GRP:	-	-	
F/B CODE _	125 TYP _	W2IND _	FICA SDI UI WC SF	CTD	FTD	QTD:
			- - - - -	-	-	-
SALARY ACCOUNTS						
0.00	_____	0.00	_____			
0.00	_____	0.00	_____			
0.00	_____	0.00	_____			
0.00	_____	0.00	_____			

This MC01 will refund this employee \$400.00 on the next payroll.

This MC will  
process on the  
next payroll- no  
matter what is  
entered.

NOTE:  
After 12/31 P/R this MC is blocked for the prior year.

MC01 SECOND SCREEN:

Change to a "Y" and enter to update screen.

MC01=11122333303717092		DOW LAURENE M	111-22-3333	SOS 03	001
CONTINUE? (Y/N/B) <b>B</b>		FIT ADJ			
CTD030	FTD030	QTD031	MTDNO		
TOTAL GRS	0.00+	125 PREM ONLY	0.00+	NO PEN GRS	0.00+
NON SAL GRS	0.00+	125 FLEX	0.00+		
TAXABLE GRS	0.00+	125 CASH OPT	0.00+		
ANNUITY AMT	0.00+			T UNTX GRS	0.00+
SMR FUND	0.00+	SMR FND RETRN	0.00+	ADDTX DED GRS	0.00+
STRS UNTX AMT	0.00+	STRS ER	0.00+	STRS GRS	0.00+
STRS TAXD AMT	0.00+	STRS R4E	0.00+		
PERS UNTX AMT	0.00+	PERS ER	0.00+		
PERS TAXD AMT	0.00+	PERS R4E	0.00+	PERS GRS	0.00+
DEDUCTION AMT	0.00+	EIC AMT	0.00+	EIC GRS	0.00+
<b>FIT AMT</b>	<b>400.00-</b>	ADD FIT	0.00+		
SIT AMT	0.00+	ADD SIT	0.00+		
RET ALT AMT	0.00+	RET ALT ER	0.00+	RET ALT GRS	0.00+
FICA AMT	0.00+	FICA R4E	0.00+	FICA GRS	0.00+
MEDI AMT	0.00+			MEDI GRS	0.00+
SDI AMT	0.00+	SDI R4E	0.00+	SDI GRS	0.00+
<b>MC ADJ AMT</b>	<b>400.00+</b>	PIK EMPLR AMT	0.00+	UI GROSS	0.00+
NET AMT	0.00+	PIK EMPLR AMT	0.00+	WC GROSS	0.00+
		ADD FICA	0.00+		
MAN CHK: 00000000	MDED CD/DAT: *A <b>122003</b>	PY20: <b>00000000</b>	ORIG CHECK:	<b>01312003</b>	

This amount will be refunded to the employee. It needs to be the same dollar amount as the first screen.

This amount will be on the MDED screen

This is the payroll date that this MC01 will be processed on.

This date will be entered by the system after the payroll runs.



## STATE INCOME TAX ADJUSTMENT

This MC adjustment is used to collect from or return to the employee, state income tax during the current calendar year. After 12/31 this MC is blocked for prior year adjustments.

**ATTENTION: Do not use this MC adjustment if you want to adjust additional state income tax. You must use an MC 05.**

### ACCESSING THE SCREEN:

To access the MC02 screen, the transaction must begin with:

MC02=111223333FYXXXXXX

111223333= Employee's social security number

FY= Fiscal year

XXXXXX= Employee's paycheck number

### ENTERING THE SCREEN:

**For this adjustment, the following fields must be completed:**

#### **1. Employee amount:**

If the employee is receiving a refund, enter the amount being refunded as a (+) positive.

If the employee under contributed and this amount is being collected by check from the employee, contact your DPS Payroll Support Technician. If collecting an underpayment through payroll system, set up a deduction on the MDED screen as a one time (U) deduction with @S.

NOTE: This amount cannot be larger than the amount of state income tax that was deducted from the original check. This amount cannot be larger than the amount of state income tax on the calendar to date, the quarter to date or the fiscal to date histories for this employee.

#### **2. Create MDED:**

By placing a "Y" and the employees regular pay cycle in this field, the amount to be collected or refunded will be processed on the next payroll.

Note: The pay cycle you enter in this field does not determine when the MC will process; all MC's are processed on the next payroll run, be sure the employee has sufficient pay before processing pickups, refunds can be processed any time. EG: Employee is normally paid on the end of the month payroll, pay cycle 2, you process this MC on the 4<sup>th</sup> day of the month and enter a pay cycle 2 in this field. The MC will be processed on the 10<sup>th</sup> of the month payroll. If you want this MC to be processed on the end of the month you must wait until the 10<sup>th</sup> payroll runs before you process this MC.

## MC02-STATE INCOME TAX ADJUSTMENT (CONTD.)

### 3. Prsl ck recd:

If the employee is giving you a personal check for the amount they under contributed you must put a "Y" in this field and do not fill out the "CREATE MDED" field.

### 4. Man chk nbr/date:

Do not use this field

### **UPDATING THE SECOND SCREEN:**

When fields 1 and 2 or fields 1 and 3 have been entered press the enter key. You will be taken to a second screen. You need to make sure that the amount you have entered in the employee amount field on the first screen is showing in the SIT amount field on this screen. If you are collecting state income tax from the employee, this amount will be a positive. If you are refunding state income tax, this amount will be a negative.

If this amount is correct enter a "Y" and press enter.

If this amount is incorrect enter a "B" and press enter, this will take you back to the first screen and you can correct the error.

If you decide that you don't want to process this adjustment enter an "N" and this will clear both the first and second screen.

To print or view this MC adjustment, you must use the MC00 screen.

There should be an "\*A" code deduction line on the MDED screen.



MCO2 SECOND SCREEN:

Change to a "Y" and enter to update screen.

MC02=11122333303717092		DOW	LAURENE M	111-22-3333	SOS 03	001
CONTINUE? (Y/N/B) <b>B</b>		SIT ADJ				
CTD030		FTD030	QTD031		MTDNO	
TOTAL GRS	0.00+	125 PREM ONLY	0.00+		NO PEN GRS	0.00+
NON SAL GRS	0.00+	125 FLEX	0.00+			
TAXABLE GRS	0.00+	125 CASH OPT	0.00+			
ANNUITY AMT	0.00+				T UNTX GRS	0.00+
SMR FUND	0.00+	SMR FND RETRN	0.00+		ADDTX DED GRS	0.00+
STRS UNTX AMT	0.00+	STRS ER	0.00+		STRS GRS	0.00+
STRS TAXD AMT	0.00+	STRS R4E	0.00+			
PERS UNTX AMT	0.00+	PERS ER	0.00+			
PERS TAXD AMT	0.00+	PERS R4E	0.00+		PERS GRS	0.00+
DEDUCTION AMT	0.00+	EIC AMT	0.00+		EIC GRS	0.00+
FIT AMT	0.00-	ADD FIT	0.00+			
<b>SIT AMT</b>	<b>75.00-</b>	ADD SIT	0.00+			
RET ALT AMT	0.00+	RET ALT ER	0.00+		RET ALT GRS	0.00+
FICA AMT	0.00+	FICA R4E	0.00+		FICA GRS	0.00+
MEDI AMT	0.00+				MEDI GRS	0.00+
SDI AMT	0.00+	SDI R4E	0.00+		SDI GRS	0.00+
<b>MC ADJ AMT</b>	<b>75.00+</b>	PIK EMPLR AMT	0.00+		UI GROSS	0.00+
NET AMT	0.00+	PIK EMPLR AMT	0.00+		WC GROSS	0.00+
		ADD FICA	0.00+			
MAN CHK: 00000000		MDED CD/DAT: *A	<b>122003</b>	PY20: <b>00000000</b>	ORIG CHECK:	01312003

This amount will be refunded to the employee. It needs to be the same dollar amount as the first screen.

This amount will be on the MDED screen

This is the payroll date that this MC02 will be processed on.

This date will be entered by the system after the payroll runs.



## **SOCIAL SECURITY/MEDICARE ADJUSTMENT DISTRICT INSTRUCTIONS**

If this adjustment is for a prior calendar year, you must complete the attached “PR Year Adjustments for Social Security and/or Medicare” form before this adjustment will be processed. For a prior year adjustment, a form W-2C will be sent to the district to be forwarded to the employee.

This MC adjustment is processed at District Payroll Services. Please complete the attached form and forward to District Payroll Services.





**PRIOR YEAR ADJUSTMENTS FOR SOCIAL SECURITY  
AND/OR MEDICARE**

TO: Contra Costa County Superintendent of Schools

FROM: \_\_\_\_\_ School District

I, \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ give my consent and allow the Contra Costa County Superintendent of schools to file the necessary adjustments for the calendar year \_\_\_\_\_ affecting my Social Security/Medicare wages and or taxes.

In the event that this adjustment is for a refund, I state that I have not claimed and will not claim a refund or credit of this amount from the Social Security Administration.

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

City, St., Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_



## **NON- 125 HEALTH AND WELFARE AND OTHER VOLUNTARY DEDUCTION ADJUSTMENTS**

This MC adjustment is used to collect from or return to the employee, health and welfare amounts or other deduction amounts for the current or prior calendar years that are Not Subject to 125.

THIS MC DOES NOT ALTER TAXABLE GROSS, DO NOT USE THIS MC ADJUSTMENT TO PICK UP OR RETURN SECTION 125 HEALTH AND WELFARE BENEFITS. YOU MUST USE AN MC20 ADJUSTMENT.

NOTE: Additional Federal and Additional State income tax can only be collected from or returned to the employee for the current calendar year.

### **ACCESSING THE SCREEN:**

To access the MC05 screen, the transaction must begin with:

MC05=111223333FYXXXXXX

111223333= Employee's social security number

FY= Fiscal year

XXXXXX= Employee's paycheck number

### **ENTERING THE SCREEN:**

**For this adjustment, the following fields must be completed:**

**1. Gross amount:**

System Filled.

**2. Employee amount:**

Enter the employee amount of the deductions you are refunding or picking up.

If the employee is receiving a refund, enter the amount being refunded as a (+) positive.

If the employee under contributed and this amount is being collected from the employee, enter the amount being collected as a (-) negative.

NOTE: This amount cannot be larger than the amount that was deducted from the original check. This amount cannot be larger than the amount on the calendar to date, the quarter to date or the fiscal to date histories for this employee.

## MC05-HEALTH AND WELFARE AND OTHER DEDUCTIONS ADJUSTMENT (CONTD.)

### 3. Create MDED:

By placing a "Y" and the employees regular pay cycle in this field, the amount to be collected or refunded will be processed on the next payroll.

Note: The pay cycle you enter in this field does not determine when the MC will process; all MC's are processed on the next payroll run, be sure the employee has sufficient pay before processing pickups, refunds can be processed any time. EG: Employee is normally paid on the end of the month payroll, pay cycle 2, you process this MC on the 4<sup>th</sup> day of the month and enter a pay cycle 2 in this field. The MC will be processed on the 10<sup>th</sup> of the month payroll. If you want this MC to be processed on the end of the month you must wait until the 10<sup>th</sup> payroll runs before you process this MC.

### 4. Prsl ck recd:

If the employee is giving you a personal check for the amount they under contributed you must put a "Y" in this field and do not fill out the "CREATE MDED" field.

### 5. Man chk nbr/date:

COE use only.

### 6. F/B CODE (fringe benefit code):

You must enter the two (2) digit fringe benefit code for this deduction.

### 7. SALARY ACCOUNT NUMBERS:

You must enter the employee's salary account number from their MGRS screen.

NOTE: You must enter the account number because there are employer costs involved with this MC adjustment. The system will either debit or credit the employer for their share of this adjustment.

## UPDATING THE SECOND SCREEN:

When all necessary fields have been entered press the enter key. You will be taken to a second screen. You need to make sure that the amount you have entered in the employee amount field on the first screen is showing in the deduction amount field on this screen. If you are collecting monies from the employee, this amount will be a positive. If you are refunding monies, this amount will be a negative.

If this amount is correct enter a "Y" and press enter.

If this amount is incorrect enter a "B" and press enter, this will take you back to the first screen and you can correct the error.

If you decide that you don't want to process this adjustment enter an "N" and this will clear both the first and second screen.

MC05-HEALTH AND WELFARE AND OTHER DEDUCTIONS ADJUSTMENT (CONTD.)

To print or view this MC adjustment, you must use the MC00 screen.

There should be an “\*A” code deduction line on the MDED screen.

MC05 FIRST SCREEN:

This is how you access this MC:  
Employee's Social Security Number,  
Fiscal Year and Paycheck No.

MC05=11122333303717092      DOW      LAURENE M      111-22-4444

H&W/OTH ADJ      ORIGINAL CR DATE: 01/31/2005

GROSS AMOUNT:	00.00+	RETIREMENT:	ORIGINAL	ADJUSTED
<b>EMPLOYEE AMOUNT:</b>	<b>45.00+</b>	PENSION TYPE:	---	---
EMPLOYER AMT/PCT: %	0.0000+	STRS MEMBER :	---	---
<b>CREATE MDED: Y 2</b>	PRSL CK RECD: -	STRS ACCOUNT:	---	---
MAN CHK NBR/DATE:	---	PAY CODE :	---	---
MANUAL CHECK NET:	0.00+	CONTRIB CODE:	---	---
		PAY RATE :	0.000	0.000
		SUBJ.ERNINGS:	0.00+	0.00+
TAX:STAT/EXMPT/FLAT/ADDITNL AMOUNTS		ADL PERS GRS:	0.00+	0.00+
GRS: %	0.00+	ER-4-EE PCT:	0.0000	0.0000
FIT: %	0.00+	EMPLOYEE PCT:	0.0000	0.0000
SIT: %	0.00+	TAX / SURVIV:	---	---
		SVC PD - GRP:	---	---
<b>F/B CODE K1</b>	125 TYP _	W2IND _		
		FICA SDI UI WC SF	---	---
		CTD FTD QTD:	---	---

Amount to be refunded or  
picked up.

This MC will  
process on the  
next payroll- no  
matter what is  
entered.

SALARY ACCOUNTS

<b>100.00</b>	<b>01-0000-0000-0000-0000-000-0-000</b>	0.00	_____
0.00	_____	0.00	_____
0.00	_____	0.00	_____
0.00	_____	0.00	_____

Enter employee's  
25 digit acct. code  
from MGRS  
screen.

Fringe Benefit code  
used for this deduction.

This MC05 will refund this employee \$45.00 for health benefits on the next payroll.

NOTE:

If there is a refund to one vendor and a pick up from another vendor, then an MC must be done for each vendor.

**MCO5 SECOND SCREEN:**

Change to a "Y" and enter to update screen.

MC05=11122333303717092	DOW	LAURENE M	111-22-3333	SOS 03	001
CONTINUE? (Y/N/B) <b>B</b>	H&W/OTH ADJ				
CTD030	FTD030	QTD031		MTDNO	
TOTAL GRS 0.00+	125 PREM ONLY 0.00+		NO PEN GRS	0.00+	
NON SAL GRS 0.00+	125 FLEX 0.00+				
TAXABLE GRS 0.00+	125 CASH OPT 0.00+				
ANNUITY AMT 0.00+			T UNTX GRS	0.00+	
SMR FUND 0.00+	SMR FND RETRN 0.00+		ADDTX DED GRS	0.00+	
STRS UNTX AMT 0.00+	STRS ER 0.00+		STRS GRS	0.00+	
STRS TAXD AMT 0.00+	STRS R4E 0.00+				
PERS UNTX AMT 0.00+	PERS ER 0.00+				
PERS TAXD AMT 0.00+	PERS R4E 0.00+		PERS GRS	0.00+	
<b>DEDUCTION AMT 45.00+</b>	EIC AMT 0.00+		EIC GRS	0.00+	
FIT AMT 0.00-	ADD FIT 0.00+				
SIT AMT 0.00-	ADD SIT 0.00+				
RET ALT AMT 0.00+	RET ALT ER 0.00+		RET ALT GRS	0.00+	
FICA AMT 0.00+	FICA R4E 0.00+		FICA GRS	0.00+	
MEDI AMT 0.00+			MEDI GRS	0.00+	
SDI AMT 0.00+	SDI R4E 0.00+		SDI GRS	0.00+	
<b>MC ADJ AMT 45.00+</b>	PIK EMPLR AMT 0.00+		UI GROSS	0.00+	
NET AMT 0.00+	PIK EMPLR AMT 0.00+		WC GROSS	0.00+	
	ADD FICA 0.00+				
MAN CHK: 00000000	MDED CD/DAT: *A	<b>122003</b>	PY20: <b>00000000</b>	ORIG CHECK:	01312003

This amount will be on the MDED screen.

This amount will be refunded to the employee. It needs to be the same dollar amount as the first screen.

This is the payroll date that this MC05 will be processed on.

This date will be entered by the system after the payroll runs.



**SDI TAX ADJUSTMENT**

**DISTRICT INSTRUCTIONS**

This MC adjustment is processed at District Payroll Services. Please complete the attached form and forward to District Payroll Services.





## **SALARY OVERPAYMENT**

## **DISTRICT INSTRUCTIONS**

This MC adjustment is processed at District Payroll Services. Please complete the attached form and forward to District Payroll Services.



**Mc 09**

**SALARY OVERPAYMENT FORM**

**NOTE: Total Salary Overpayment cannot be fully processed until all deductions are recouped**

Employee Name: \_\_\_\_\_ SS# \_\_\_\_\_ Dist# \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_

Gross Overpayment Amt:\$( \_\_\_\_\_ )

Paycycle: \_\_\_\_\_

**RETIREMENT INFORMATION STRS \_\_\_ PERS \_\_\_**  
**ORIGINAL ADJUSTED**

Personal check for overpayment is being received: \_\_\_\_\_ (Y or N)

Pension Type: \_\_\_\_\_ PERS/STRS MEM: \_\_\_\_\_

Employee Contribution: \_\_\_\_\_

Employer Contribution: \_\_\_\_\_

**Tax Status Exmpt / Flat**

			Male	Female
FIT: _____	_____	MAR: 1	2	
		SIN: 3	4	
SIT: _____	_____	H/H: 5	6	

Original Report Adjusted Report

PERS/STRS Acct: \_\_\_\_\_

Pay Code: \_\_\_\_\_

Cont Code: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Sub Earn: \_\_\_\_\_

Was this check flat taxed? \_\_\_\_\_

Was this check subject to Medicare? \_\_\_\_\_

Was this check subject to Soc. Sec.? \_\_\_\_\_

Did this check have a TSA deduction? \_\_\_\_\_

Did this check have a 125 H&W deduction? \_\_\_\_\_

Did this check have any other non-tx ded? \_\_\_\_\_

Did this check have a CASH OPT deduct? \_\_\_\_\_

If yes, fill in Fringe Benefit Code

SACS Account Number:

\_\_\_\_\_ % \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ % \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ % \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Preparer Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

District Name: \_\_\_\_\_

Process this MC09 on the \_\_\_\_\_ Payroll

Is the Employee being paid on this payroll? \_\_\_\_\_

\*\*\*\*\*DPS USE ONLY\*\*\*\*\*

Net Amount: \_\_\_\_\_

District Notified: \_\_\_\_\_

Date Keyed: \_\_\_\_\_

Prelim Checked: \_\_\_\_\_



## **RETIREMENT ADJUSTMENT**

### **DISTRICT INSTRUCTIONS**

**This MC adjustment is processed at District Payroll Services. Please complete the attached form and forward to District Payroll Services.**



**PERS/STRS  
MC10 REQUEST FORM**

**PERS MC10 P/U\_\_REFUND\_\_  
(Check One)**

**STRS MC10 P/U\_\_REFUND\_\_  
(Check One)**

**EMPLOYEE NAME** \_\_\_\_\_

**SOCIAL SECURITY#** \_\_\_\_\_

**ORIGINAL CK#** \_\_\_\_\_

**ORIGINAL CK DATE** \_\_\_\_\_

**PAYRATE** \_\_\_\_\_

**EARNINGS REPORTED** \_\_\_\_\_

**PAY CYCLE** \_\_\_\_\_

**FIT Status** \_\_\_\_\_ **# of Exempts** \_\_\_\_\_ **FIT Status** \_\_\_\_\_ **# of Exempts** \_\_\_\_\_

**SIT Status** \_\_\_\_\_ **# of Exempts** \_\_\_\_\_ **SIT Status** \_\_\_\_\_ **# of Exempts** \_\_\_\_\_

**% of Salary** \_\_\_\_\_ **SACS Acct#** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASON FOR MC10 REQUEST;**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISTRICT #** \_\_\_\_\_

**DATE OF REQUEST** \_\_\_\_\_

**PERSON REQUESTING** \_\_\_\_\_

**PLEASE ATTACH COPY OF PRET SCREEN FOR THE MONTH YOU WANT ADJUSTED.**

G:\dist\_bus\dist payroll svcs\dist p/r mc10 request forms\mc10 req.forms



## **TSA (TAX SHELTER ANNUITY)/ 457 PLANS ADJUSTMENTS**

### **DISTRICT INSTRUCTIONS**

This MC adjustment is processed at District Payroll Services. Please complete the attached form and forward to District Payroll Services.

Complete the employee name and social security number sections.

For the check number and date, use the MHCK screen.  
To access this screen: MHCK=SSA#,FY,Check date; then "Enter"

Print out MHST screen for the check number to be adjusted.  
To access MHST screen: MHST=SSA#,FY,Check number "Enter"

In the "Employee Amount" area, enter the amount of the TSA to be refunded or picked up. (If refunding, the amount to be refunded cannot exceed the amount that was withheld on the original check. Check the MHST printout to verify.)

Check one of the following; To be refunded/ To be picked up.

Use the MRSD screen to fill in the 'pay cycle' information.  
To access MRSD screen, type: MRSD=SSN#,FY; then "Enter"

For the 'Tax Status' and 'Exmpt/flat', use the MAYR screen.  
To access the MAYR screen, type: MAYR=SSN#,FY; then "Enter" or use the F4 key if in the MRSD screen.

The Fringe Benefit code will come from the MDED screen.  
To access the MDED screen, type: MDED+SSN#,FY

Please sign and date. Include your District name and Your name and the Payroll that the MC11 is to be processed on

Mail or fax to the attention of the DPS Payroll Support Technician assigned to your district. The fax number is (925) 944-1698.



# MC 11 TSA/ 457 ADJUSTMENTS

Employee Name: \_\_\_\_\_ SS# \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_

Employee Amount:\$ \_\_\_\_\_

To be refunded \_\_\_\_\_ To be picked up \_\_\_\_\_ (Please check one)

Paycycle: \_\_\_\_\_

**Tax Status**

**Exmpt / Flat**

FIT: \_\_\_\_\_

SIT: \_\_\_\_\_

Fringe Benefit Code: \_\_\_\_\_

Male Female

MAR: 1 2

SIN: 3 4

H/H: 5 6

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

District Name: \_\_\_\_\_

Process this MC11 on the \_\_\_\_\_ Payroll

\*\*\*\*\*DPS USE ONLY\*\*\*\*\*

Date Keyed: \_\_\_\_\_ Prelim Checked: \_\_\_\_\_



## GROUP TERM LIFE INSURANCE/ AUTO USE

This MC adjustment is used to collect from or return to the employee social security, Medicare, SDI or UI on group term life insurance over \$50,000.00\*/ or the Auto Use for the current calendar year. Districts cannot process this MC on the end of the month payroll in December for certificated employees, unless a personal check has been received from the employee.

\*The portion over \$50,000 that becomes taxable is according to the IRS chart depending on amount and age.

### ACCESSING THE SCREEN:

To access the MC12 screen, the transaction must begin with:

MC12=111223333CYGLYYXX

				2 digit Month you are processing this adjustment
				Calendar year
				GL
				Calendar year
				Employee's social security number

### ENTERING THE SCREEN:

For this adjustment, the following fields must be completed:

**1. GROSS AMOUNT:**

Enter the employee amount of the Group Term Life insurance over \$50,000 from the IRS group term life insurance chart or the Auto Use Amount.

If you are picking up social security, Medicare, SDI or UI, enter this amount as a (+) positive.

If you are reversing a previous MC12 that was entered incorrectly, enter this amount as a (-) negative.

**2. Create MDED:**

By placing a "Y" and the employees regular pay cycle in this field, the amount to be collected or refunded will be processed on the next payroll.

## MC12-GROUP TERM LIFE/ AUTO USE (CONTD.)

Note: The pay cycle you enter in this field does not determine when the MC will process; all MC's are processed on the next payroll run, be sure the employee has sufficient pay before processing pickups, refunds can be processed any time. EG: Employee is normally paid on the end of the month payroll, pay cycle 2, you process this MC on the 4<sup>th</sup> day of the month and enter a pay cycle 2 in this field. The MC will be processed on the 10<sup>th</sup> of the month payroll. If you want this MC to be processed on the end of the month you must wait until the 10<sup>th</sup> payroll runs before you process this MC.

### 3. Prsl ck recd:

If the employee is giving you a personal check for the amount they under contributed, you must put a "Y" in this field and do not fill out the "CREATE MDED" field.

### 4. Man chk nbr/date:

Do not use this field

### 5. TAX: STAT/EXMPT/FLAT/ADDITIONAL AMOUNTS

FIT: You must enter the employee's federal tax status on the first line. This information is from the MAYR screen or you can use the payroll register.

- 1= married male
- 2= married female
- 3= single male
- 4= single female

The second line is for the number of deductions the employee is taking. This information is from the MAYR screen or you can use the payroll register.

SIT: You must enter the employee's state tax status on the first line. This information is from the MAYR screen or you can use the payroll register.

- 1= married male
- 2= married female
- 3= single male
- 4= single female
- 5= head of household

The second line is for the number of deductions the employee is taking. This information is from the MAYR screen or you can use the payroll register.

### 6. FICA/SDI/UI INDICATOR:

You do not need to enter any information in these fields. The system will default to the indicators on the employee's MGRS screen. However, if you do not want the system to default to the MGRS screens, place a "D" in these fields.

### 7. Salary Accounts:

You must enter the employee's salary account number from their MGRS screen.

Note: You must enter the account number because there are employer costs involved with this MC adjustment. The system will either debit or credit the employer for their share of this adjustment.

## **MC12- GROUP TERM LIFE INSURANCE/ AUTO USE (CONTD.)**

### **UPDATING THE SECOND SCREEN:**

When all necessary fields have been entered press the enter key. You will be taken to a second screen. You need to make sure that the amount of Social Security, Medicare, SDI and UI is correct. If the employee has reached their maximum contribution amounts for social security or SDI these taxes will not be calculated.

The MC ADJ AMT field is the amount that will be deducted from the employee's next paycheck.

If this amount is correct enter a "Y" and press enter.

If this amount is incorrect enter a "B" and press enter, this will take you back to the first screen and you can correct the error.

If you decide that you don't want to process this adjustment enter an "N" and this will clear both the first and second screen.

To print or view this MC adjustment, you must use the MC00 screen.

There should be an "\*A" code deduction line on the MDED screen.



MC12 SECOND SCREEN:

Change to a "Y" and enter to update screen.

The employee's history will be adjusted by this amount.

MC12=111223333037	092	DOW	LAURENE M	111-22-3333	SOS 03	001
CONTINUE? (Y/N/B)	<b>B</b>	GROUP LIFE				
CTD030		FTD030		QTD031	MTDNO	
TOTAL GRS	0.00+	125 PREM ONLY	0.00+		NO PEN GRS	0.00+
NON SAL GRS	0.00+	125 FLEX	0.00+			
TAXABLE GRS	398.75+	125 CASH OPT	0.00+			
ANNUITY AMT	398.75+				T UNTX GRS	0.00+
SMR FUND	0.00+	SMR FND RETRN	0.00+		ADDTX DED GRS	0.00+
STRS UNTX AMT	0.00+	STRS ER	0.00+		STRS GRS	0.00+
STRS TAXD AMT	0.00+	STRS R4E	0.00+			
PERS UNTX AMT	0.00+	PERS ER	0.00+			
PERS TAXD AMT	0.00+	PERS R4E	0.00+		PERS GRS	0.00+
DEDUCTION AMT	0.00+	EIC AMT	0.00+		EIC GRS	0.00+
FIT AMT	0.00+	ADD FIT	0.00+			
SIT AMT	0.00+	ADD SIT	0.00+			
RET ALT AMT	0.00+	RET ALT ER	0.00+		RET ALT GRS	0.00+
FICA AMT	24.72+	FICA R4E	0.00+		FICA GRS	398.75+
MEDI AMT	5.78+				MEDI GRS	398.75+
SDI AMT	0.00+	SDI R4E	0.00+		SDI GRS	0.00+
MC ADJ AMT	30.50-	PIK EMPLR AMT	0.00+		UI GROSS	0.00+
NET AMT	0.00+	PIK EMPLR AMT	0.00+		WC GROSS	0.00+
		ADD FICA	0.00+			
MAN CHK: 00000000		MDED CD/DAT: *A	122003	PY20: 00000000	ORIG CHECK:	01312003

This amount will be picked up from the employee through the MDED screen on the employee's next check.

This is the payroll date that this MC12 will be processed on.

This date will be entered by the system after the payroll runs.

These amounts will be adjusted on the employee's history screen.



## SUMMER FUND ADJUSTMENT

This MC adjustment is used to collect from or return to the employee SUMMER FUND amounts for the current calendar year. IF YOU ARE REFUNDING SUMMER FUND FROM A PREVIOUS CALENDAR YEAR, YOU MUST USE THE HANDWARRANT PROCESS.

If you are refunding summer fund for several paychecks, you might want to use the handwarrant process. An MC must be done for each paycheck that you are refunding summer fund on.

Summer fund is collected and paid out on a fiscal year basis. You will not find any summer fund amounts on the employee's calendar to date (CTD) MHST screen.

### ACCESSING THE SCREEN:

To access the MC14 screen, the transaction must begin with:

MC14=111223333FYXXXXXX

    |      |  |  
    |      |  Paycheck Number  
    |      |  Fiscal year  
    |      |  Employee's social security number

### ENTERING THE SCREEN:

**For this adjustment, the following fields must be completed:**

**1. Employee amount:**

Enter the summer fund amount you want to refund or the summer fund amount you are picking up.

If the employee is receiving a refund, enter the amount being refunded as a (+) positive.

If you are picking up this amount from the employee, enter the amount being collected as a (-) negative.

Note: This amount cannot be larger than the amount that was deducted from the original check. This amount cannot be larger than the amount on the quarter to date or the fiscal to date histories for this employee.

## MC14- SUMMER FUND ADJUSTMENT (CONTD.)

### 2. Create MDED:

By placing a “Y” and the employees regular pay cycle in this field, the amount to be collected or refunded will be processed on the next payroll.

Note: The pay cycle you enter in this field does not determine when the MC will process; all MC's are processed on the next payroll run, be sure the employee has sufficient pay before processing pickups, refunds can be processed any time. EG: Employee is normally paid on the end of the month payroll, pay cycle 2, you process this MC on the 4<sup>th</sup> day of the month and enter a pay cycle 2 in this field. The MC will be processed on the 10<sup>th</sup> of the month payroll. If you want this MC to be processed on the end of the month you must wait until the 10<sup>th</sup> payroll runs before you process this MC.

### 3. Prsl ck recd:

If the employee is giving you a personal check for the amount they under contributed, you must put a “Y” in this field and do not fill out the “CREATE MDED” field.

### 4. Man chk nbr/date:

Do not use this field

### 5. TAX: STAT/EXMPT/FLAT/ADDITIONAL AMOUNTS

FIT: You must enter the employee's federal tax status on the first line. This information is from the MAYR screen or you can use the payroll register.

- 1= married male
- 2= married female
- 3= single male
- 4= single female

The second line is for the number of deductions the employee is taking. This information is from the MAYR screen or you can use the payroll register.

The third line is if the district flat taxed the paycheck. You would place an “F” in this field.

SIT: You must enter the employee's state tax status on the first line. This information is from the MAYR screen or you can use the payroll register.

- 1= married male
- 2= married female
- 3= single male
- 4= single female
- 5= head of household

The second line is for the number of deductions the employee is taking. This information is from the MAYR screen or you can use the payroll register.

The third line is if the district has flat taxed the paycheck. You would place an “F” in this field.

## **MC14- SUMMER FUND ADJUSTMENT (CONTD.)**

### **UPDATING THE SECOND SCREEN:**

When all necessary fields have been entered press the enter key. You will be taken to a second screen. You need to make sure that the amount you have entered in the employee amount field on the first screen is showing in the Taxable Gross field, the FIT and SIT AMT fields and the Summer Fund Field on this screen. If you are refunding summer fund to the employee, the Taxable gross amount will be a positive, the FIT and SIT AMT fields will be a negative and the Summer Fund field will be a negative. If you are picking up summer fund, these amounts will be the opposite.

The MC ADJ AMT field is the total of the Federal and State taxes less the Summer Fund amount. If the employee is paying you with a personal check, this is the amount you would need to collect.

If this amount is correct enter a "Y" and press enter.

If this amount is incorrect enter a "B" and press enter, this will take you back to the first screen and you can correct the error.

If you decide that you don't want to process this adjustment enter an "N" and this will clear both the first and second screen.

To print or view this MC adjustment, you must use the MC00 screen.

There should be an "\*A" code deduction line on the MDED screen.

MC14FIRST SCREEN:

This is how you access this MC; Employee's Social Security Number, Fiscal Year, and Paycheck No.

Summer Fund amount to be refunded or picked up.

MC14=11122333303GL0203      DOW      LAURENE M      111-22-4444      SOS      03      001  
 SUMMER FUND      ORIGINAL CK DATE:      01312003

GROSS AMOUNT:      000.00+      RETIREMENT:      ORIGINAL      ADJUSTED  
**EMPLOYEE AMOUNT:**      **298.00+**      PENSION TYPE:      -      -  
 EMPLOYER AMT/PCT:      %      0.0000+      STRS MEMBER :      -      -

**CREATE MDED: Y 2**      PRSL CK RECD:      -      PAY CODE :      -      -  
 MAN CHK NBR/DATE:      -      -      CONTRIB CODE:      -      -  
 MANUAL CHECK NET:      0.00+      PAY RATE :      0.000      0.000  
 TAX:STAT/EXMPT/FLAT/ADDITNL AMOUNTS      SUBJ.ERNINGS:      0.00+      0.00+  
 GRS:      %      0.00+      ADL PERS GRS:      0.00+      0.00+  
**FIT: 2 02**      -      R      0.00+      ER-4-EE PCT:      0.0000      0.0000  
**SIT: 2 10**      -      R      0.00+      EMPLOYEE PCT:      0.0000      0.0000  
 TAX / SURVIV:      -      -      -      -

This MC will process on the next payroll- no matter what is entered.

SVC PD - GRP:      -      -      -      -      -  
 F/B CODE      125 TYP      W2IND      -      -      -      -  
 FICA SDI UI WC SF      CTD FTD QTD:      -      -      -      -

SALARY ACCOUNTS  
 0.00      \_\_\_\_\_      0.00      \_\_\_\_\_  
 0.00      \_\_\_\_\_      0.00      \_\_\_\_\_  
 0.00      \_\_\_\_\_      0.00      \_\_\_\_\_  
 0.00      \_\_\_\_\_      0.00      \_\_\_\_\_

Tax withholding information from the MAYR screen or Payroll Register.

MC14 SECOND SCREEN:

Change to a "Y" and enter to update screen.

The employee's history will be adjusted by these amounts.

MC14=1112233330371092		DOW	LAURENE M	111-22-3333	SOS 03	001
CONTINUE? (Y/N/B) <b>B</b>		SUMMER FUND ADJ				
CTD030		FTD030		QTD031		MTDNO
TOTAL GRS	0.00+	125 PREM ONLY		0.00+	NO PEN GRS	0.00+
NON SAL GRS	0.00+	125 FLEX		0.00+		
<b>TAXABLE GRS</b>	<b>298.00+</b>	125 CASH OPT		0.00+		
ANNUITY AMT	000.00+				T UNTX GRS	0.00+
<b>SMR FUND</b>	<b>298.00-</b>	SMR FND RETRN		0.00+	ADDTX DED GRS	0.00+
STRS UNTX AMT	0.00+	STRS ER		0.00+	STRS GRS	0.00+
STRS TAXD AMT	0.00+	STRS R4E		0.00+		
PERS UNTX AMT	0.00+	PERS ER		0.00+		
PERS TAXD AMT	0.00+	PERS R4E		0.00+	PERS GRS	0.00+
DEDUCTION AMT	0.00+	EIC AMT		0.00+	EIC GRS	0.00+
<b>FIT AMT</b>	<b>22.10+</b>	ADD FIT		0.00+		
<b>SIT AMT</b>	<b>2.05+</b>	ADD SIT		0.00+		
RET ALT AMT	0.00+	RET ALT ER		0.00+	RET ALT GRS	0.00+
FICA AMT	00.00+	FICA R4E		0.00+	FICA GRS	0.00+
MEDI AMT	0.00+				MEDI GRS	0.00+
SDI AMT	0.00+	SDI R4E		0.00+	SDI GRS	0.00+
<b>MC ADJ AMT</b>	<b>273.85+</b>	PIK EMPLR AMT		0.00+	UI GROSS	0.00+
NET AMT	0.00+	PIK EMPLR AMT		0.00+	WC GROSS	0.00+
		ADD FICA		0.00+		
MAN CHK: 00000000		MDED CD/DAT: *A	<b>122003</b>	PY20: <b>00000000</b>	ORIG CHECK:	01312003

The refund will be adjusted by these amounts.

This amount will be refunded to the employee through the MDED screen.

This is the payroll date that this MC14 will be processed on.

This date will be entered by the system after the payroll runs.



**PERS WC/TDI ADJUSTMENT**

**DISTRICT INSTRUCTIONS**

This MC adjustment is processed at District Payroll Services. Please complete the attached form and forward to District Payroll Services.



# MC18

## PERS WC/TDI ADJUSTMENT

NAME \_\_\_\_\_ District Name/Letter \_\_\_\_\_

\_\_\_\_\_  
 Social Security #                      Check Date                      Check Number

\_\_\_\_\_  
 Date of Injury                      NC Voucher Number

Non Cash Voucher Covers Period From \_\_\_\_\_ TO \_\_\_\_\_

Adjustment to be made on the \_\_\_\_\_ Payroll.

Date of Injury \_\_\_\_\_ Hours worked per day \_\_\_\_\_

Pay Rate \_\_\_\_\_ # of Days to adjust \_\_\_\_\_

Pay Cycle \_\_\_\_\_ Total PERS Gross to be Adjusted \_\_\_\_\_

Percent \_\_\_\_\_  
 \_\_\_\_\_  
 25 Digit Salary Account Number

Percent \_\_\_\_\_  
 \_\_\_\_\_  
 25 Digit Salary Account Number

Comments \_\_\_\_\_

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

(Use one adjustment form for each check #. If there are multiple adjustments, use multiple forms.)  
 Use a separate form for each Payrate



## **EIC (Earned Income Credit) ADJUSTMENT**

### **DISTRICT INSTRUCTIONS**

This MC adjustment is processed at District Payroll Services. Please complete the attached form and forward to District Payroll Services.





**SECTION 125 PREMIUM, FLEX OR CASH OPTION  
(Employee Portion)  
DISTRICT INSTRUCTIONS**

This MC adjustment is processed at District Payroll Services. Please complete the attached form and forward to District Payroll Services.

*NOTE: 125 plans will adjust gross. You must use MHST SS/MEDI gross amount.*



## HPAY PROCEDURES (Payroll Units – Mass Update Screen)

**PURPOSE:** To list groups of employees by supervisor code so that the payroll units may be updated.

This screen reflects the employee name, job title, retirement type, basis, base rate factor, salary and units. The salary includes stipend percentages if applicable. If the employee's job title has two or more account numbers on the corresponding gross line (MGRS) a "+" sign will be in the last position (see example).

**UPDATING:** The two fields that may be updated are "units" and "account". The account field may be changed **ONLY** if the percent for that account number is 100%. (If it should become necessary to make a change to a gross line that has multiple accounts, toggle to the MGRS screen by tabbing to the employee, press the function key PF11, edit the information on the MGRS screen, update and return, by selecting the enter key.) Once the update is complete the units and account number will be changed on the MGRS screen.

**CAUTION:** ACCOUNTS DO NOT REVERT BACK TO THE ORIGINAL NUMBER AFTER A PAYROLL RUN. The account must exist in the budget file and the object code must be a salary object of 1000 - 2999.

To enter into this screen, type: HPAY=SSSYCC (SSS=supervisory code YY=fiscal year C=pay cycle)  
(To view Supervisor codes: Enter; DICT=SYSVAAA0)

NAME	JT	R	B	RATE	SALARY	UNITS	ACCOUNT	
RAVI D	HS	N	H	1.00	35.00	0.0000	0172601110100021801000000	
ERIC	MM	N	H	1.00	10.00	0.0000	0190108500590029801000000	
GAELAN	QU	N	H	1.00	8.00	0.0000	0190108500590029801000000	
LEE	GA	N	H	1.00	20.00	0.0000	0171401110100021101000000	
MICHELLE	QU	N	H	1.00	9.34	0.0000	0190108500590029801000000	
BRIAN	LD	N	H	1.00	50.00	0.0000	0164051110311029801000000	
DOMINICK	LL	N	H	1.00	9.34	0.0000	0100001110100021101000000	+
EMLYN	QU	N	H	1.00	14.00	0.0000	0190108500590029801000000	
KATHLEEN	GC	N	H	1.00	15.00	0.0000	0190201110100021801000000	
KATHLEEN	QS	N	H	1.00	12.00	0.0000	0190108500590029801000000	
ERIK	HH	N	H	1.00	35.00	0.0000	0172601110100021801000000	
THOMAS	GA	N	H	1.00	20.00	0.0000	0171401110100021101000000	
THOMAS	QS	N	H	1.00	14.00	0.0000	0190108500590029801000000	
SARA	MM	N	H	1.00	10.00	0.0000	0190108500590029801000000	
SUSAN C	QU	N	H	1.00	14.00	0.0000	0190108500590029801000000	
DONNA	QQ	N	H	1.00	11.80	0.0000	0190108500590029801000000	
TIN VIRGIN	X2	N	H	1.00	10.00	0.0000	1353100000370022701000000	
LODEL KATH	QU	N	H	1.00	10.00	0.0000	0190108500590029801000000	
JOHN H	QU	N	H	1.00	14.00	0.0000	0190108500590029801000000	
JOHNNY	HS	N	H	1.00	35.00	0.0000	0172601110100021801000000	

MORE EMPLOYEES - ENTER TO UPDATE/PAGE - CLEAR TO EXIT - PF11 FOR "MGRS"

## HPAY PROCEDURES (Payroll Units – Mass Update Screen)

To page through the file, enter up to ten letters of a last name, after the basic sign on.

For example: HPAY=SSSYCGUI will bring up the following:

HPAY=00 106 I		CLASSIFIED	CYCLE 1	2006
NAME	JT R B	RATE	SALARY	UNITS ACCOUNT
GUI EMLYN	QU N H	1.00	14.00	0.0000 0190108500590029801000000
KATHLEEN	GC N H	1.00	15.00	0.0000 0190201110100021801000000
KATHLEEN	QS N H	1.00	12.00	0.0000 0190108500590029801000000
ERIK	HH N H	1.00	35.00	0.0000 0172601110100021801000000
THOMAS	GA N H	1.00	20.00	0.0000 0171401110100021101000000
THOMAS	QS N H	1.00	14.00	0.0000 0190108500590029801000000
SARA	MM N H	1.00	10.00	0.0000 0190108500590029801000000
SUSAN C	QU N H	1.00	14.00	0.0000 0190108500590029801000000
DONNA	QQ N H	1.00	11.80	0.0000 0190108500590029801000000
TIN VIRGIN	X2 N H	1.00	10.00	0.0000 1353100000370022701000000
LODEL KATH	QU N H	1.00	10.00	0.0000 0190108500590029801000000
JOHN H	QU N H	1.00	14.00	0.0000 0190108500590029801000000
JOHNNY	HS N H	1.00	35.00	0.0000 0172601110100021801000000
JOHNNY	QS N H	1.00	35.00	0.0000 0190108500590029801000000
KENNETH A	PM N H	1.00	50.00	0.0000 0172601110100021801000000
CALI	CV N H	1.00	20.00	0.0000 0170901110100021801000000
JANE	LE N H	1.00	1000.00	0.0000 0100000000242022801000000
MARY JOAN	LL N H	1.00	10.00	0.0000 0100001110100021801000000
DELI	RI 2 H	1.00	20.00	0.0000 0100001140100021801000000
DELI	X1 2 H	1.00	13.55	0.0000 1353100000370022101000000

MORE EMPLOYEES - ENTER TO UPDATE/PAGE - CLEAR TO EXIT - PF11 FOR "MGRS"

Ready Running APL NJMFLD OVR CAP NJM W 4,45 11:31:23 AM

# SALM PROCEDURES (Salary Matrix Screen)

Purpose; this transaction is used to create, update, delete or page through the salary matrix screen(s) for a salary schedule.

SALM=06ACE                      SALARY MATRIX UPDATE                      ACE                      06  
ACTION = C

RANGE	STEP	AMOUNT	RANGE	STEP	AMOUNT	RANGE	STEP	AMOUNT
04	010	038889.00	04	020	038889.00	04	030	040507.00
04	040	042417.00	04	050	044217.00	04	060	046065.00
04	070	047932.00	04	080	049784.00	04	090	051643.00
04	100	053502.00	--	---	000000.00	--	---	000000.00
05	010	038889.00	05	020	040746.00	05	030	042603.00
05	040	044463.00	05	050	046318.00	05	060	048173.00
05	070	050033.00	05	080	051889.00	05	090	053745.00
05	100	055601.00	05	110	057458.00	--	---	000000.00
06	010	040998.00	06	020	042858.00	06	030	044712.00
06	040	046570.00	06	050	048429.00	06	060	050285.00
06	070	052133.00	06	080	053996.00	06	090	055860.00
06	100	057714.00	06	110	059568.00	06	120	061429.00
07	010	043111.00	07	020	044971.00	07	030	046819.00
07	040	048677.00	07	050	050535.00	07	060	052385.00
07	070	054245.00	07	080	056097.00	07	090	057961.00
07	100	059812.00	07	110	061671.00	07	120	063538.00
07	130	065497.00	07	140	066733.00	07	150	067212.00
07	160	067690.00	07	170	068167.00	07	180	068644.00

PAGE

Ready                      Running                      APL                      NUMFLD                      OVR                      CAP                      NUM                      W                      | 1,2                      2:12:37 PM

NOTE: Be sure not to change the Salary Matrix until after the 10<sup>th</sup> payroll finals if Salaries on the 10<sup>th</sup> payroll shouldn't be updated to the new rate.

A salary schedule may have a maximum of 99 ranges with 99 steps per range. The salary matrix screen displays fifty-four occurrences of range, step and amount at one time; with each new range encountered beginning in the leftmost position of a line. A message in the bottom right corner of the screen will indicate whether the screen contains the entire salary schedule or whether there are more pages (end=salary matrix display is complete; page=display not complete - more pages).

# SALM PROCEDURES (Salary Matrix Screen)

---

## SALM TRANSACTION INSTRUCTIONS:

To begin this transaction enter the transaction code 'SALM', equal sign (=), the fiscal year, and the three-position salary schedule "name." This will bring up the entire schedule (all ranges and steps). If you want to see only one range, enter the two-digit range immediately after the schedule "name."

SALM=FYACE will bring up the entire salary matrix for salary schedule "ACE" for current fiscal year.

SALM=FYACE01 will bring up range 01 only of the salary matrix for salary schedule "ACE" for the current fiscal year. (NOTE: when this option is used, you cannot add steps for any other range)

Once the initial transaction ID has been input, hit the <enter> key.

If the original entry is incorrect, one of the following error messages will appear at the top of the screen:

- "Invalid transaction ident." -the transaction ID is invalid; should be "SALM"
- "Please enter district number" - the character entered for the district number is incorrect
- "Year must be numeric - re-enter" - fiscal year was not entered or was entered incorrectly
- "Must enter schedule (xxx)" - no salary schedule "name" was entered or it was entered incorrectly.
- "Range must be numeric - re-enter - range was input incorrectly

If transaction ID is correct, the screen will return with either:

A blank screen with "A" in the action field - this is an "add", i.e. the salary schedule or the salary range for the salary schedule is not on file.

If you are trying to change an existing schedule this indicates you have entered the wrong salary schedule.

# SALM PROCEDURES (Salary Matrix Screen)

---

## TERMINAL USERS GUIDE FOR UPDATING THE SALARY MATRIX SCREEN:

A filled screen with "C" (change)" in the action field means that this salary schedule or the salary range for the schedule is on file. You can now update the schedule. If you are trying to add a new schedule this indicates you have entered the wrong salary schedule.

### FILLING IN THE SCREEN:

\*\*\*\*\*

#### ADDING A NEW SALARY SCHEDULE OR A NEW RANGE IN AN EXISTING SCHEDULE:

\*\*\*\*\*

Fill in all the fields necessary to add the ranges and steps you desire, visually check the screen for correctness and hit the <enter> key. The data is sent to the computer where it is validated. If correct, a message is sent back stating "update complete";

If any field is entered incorrectly, the cursor will go to the field and give an error message. Correct the data and hit the enter key.

Continue this process until "update complete" message is received. (If at any time prior to receiving this message you decide you want out of the screen, hit the <clear> key and no processing will take place).

If you have filled the entire screen, but have more ranges/steps to enter: after last available range/step on first screen is filled hit the <enter> key to add that page. Once your "update completed" message is received, you may enter "p" in the action code to add a new page - action code will be "A" when blank screen is received.

NOTE: it is not necessary that range/step numbers be entered in order; the program will sequence them correctly for you.

\*\*\*\*\*

#### CHANGING AN EXISTING SALARY SCHEDULE:

\*\*\*\*\*

Modify all fields which need to be changed, using the normal field keys and/or the arrow keys to position cursor in correct position. When all fields have been modified, hit the <enter> key. The new screen information will be validated. As in the "add" process, If any field is entered incorrectly, the cursor will go to the field and give an error message. Correct the data and hit the enter key. Continue this process until "update complete" message is received. (If at any time prior to receiving this message you decide you want out of the screen, hit the <clear> key and no processing will take place).

NOTE: It is not necessary that range/step numbers be entered in order; the program will sequence them correctly for you.

Due to the method by which the salary matrix file is updated, you are not allowed to change existing range/step numbers by overlaying the new information in the range/step fields; to accomplish this, you must delete the range/step by entering "del" in the amount field, and enter the new range/step numbers and the salary amount in an open field on the screen. If you are inputting new range/step numbers you may go back and change any field - but only prior to getting "update completed" message.

# SALM PROCEDURES (Salary Matrix Screen)

To page through multiple screens on a salary schedule which has 'page' in the bottom right corner, enter 'P' in the action code and hit <enter>. As each new screen is displayed the action code changes to 'C' and you are ready to change the screen. When the last screen has been displayed, 'end' will show in the bottom right corner of the screen. If you have not changed anything in the schedule and you want to return to the first page, hit <enter>.

If you have filled the last screen for an existing salary schedule, but have more ranges/steps to enter: after last available range/step on screen is filled hit the <enter> key to process that page. Once your "update completed" message is received, you may enter "P" in the action code to get a new blank screen - action code will be "A" when blank screen is received.

To delete a step in existing salary schedule range: you must enter "del" in the first three positions of the amount field for that step - entering zeroes in the dollar amount will only change the step amt to zero, which is considered an error; attempting to enter spaces in the range and step will also cause an error.

Example: RNG STP amount to delete:

RNG STP amount 01 130 013000.00            01 130 del000.00

When an existing salary schedule is displayed for update, each new range will begin in the leftmost position of the next available line; this will leave some 'open' range/step/amount fields throughout the display. You may enter new steps for the salary schedule in any open fields on the screen, regardless of range/step sequence. When the updated screen is re-displayed to you, all ranges and steps will be in proper sequence.

When you are working with a salary schedule displayed on multiple screens and you change an item on the second (third, fourth, etc.) screen and hit <enter>, the page you change will be re-displayed to you as updated. If you then wish to return to the first page, hit <enter>.

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## **DELETING AN ENTIRE SALARY SCHEDULE:**

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To delete an entire salary schedule, enter 'SALM', '=', year, and salary schedule 'name' only (no range). When the screen is returned to you with the schedule, enter 'delete' in the action code ("D" will not work - must enter full word) and hit <enter>. The computer will return a blank screen to you with the message 'delete completed' and an action code of 'A' to add - if you do not want to add new information for this schedule, hit <clear> or enter the next salary schedule you want to update in the key area and hit <enter>.

NOTE: You cannot delete one page only of a salary schedule which is displayed on multiple screens - if you have paged through part of the schedule and enter 'delete' in the action code, the entire schedule is deleted, not the page you have on your screen.

# SALM PROCEDURES (Salary Matrix Screen)

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## DELETING ONE RANGE OF A SALARY SCHEDULE:

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To delete one range of a salary schedule, enter 'SALM', '=', year, salary schedule 'name', and range. When the screen is returned to you with the range, enter 'delete' in the action code and (enter). The computer will return a blank screen to you with the message 'delete completed' and an action code of 'a' to add - if you do not want to add new information for this range, hit <clear> or enter the next salary schedule you want to update in the key area and hit <enter>.

## ERROR MESSAGES GENERATED FROM INPUT TO SALM SCREEN:

Invalid action: must be 'A', 'C', 'P', or 'delete':

You have entered an invalid action code. Codes must be exactly as shown above.

Correct and hit <enter>.

Range and step must be numeric:

You have skipped over a range or step, or have entered a non-numeric character in one of these fields. Correct and hit <enter>.

Salary amount not numeric - invalid:

You have entered non-numeric information (other than "del") in an amount field. Correct and hit <enter>.

Salary amount cannot be zero - invalid:

You have changed an amount on an existing range/step to zero. Correct or enter "del" to delete step and hit <enter>.

Salary range not equal to range specified in key - invalid:

You initially put a range in the key area, and now are trying to add a step for a different range, or entered the range in error. You must correct the range and hit <enter> to clear this error - then, if you do not want the range/step enter "del" in the amount and hit enter.

Last position of step must be zero for full-step or five for half-step:

Last, or third, position of step must be 0 or 5. If you are using full-step incrementing, enter 0; if you are using half-step incrementing, enter 5.

## WARNING MESSAGE GENERATED FROM DISPLAY/INPUT TO SALM SCREEN:

Warning: steps and/or amounts out of sync in range NN: this message indicates that within range NN (number will display)

Either:

Steps are missing - step numbers go from 010 to 030, for example;

OR:

An amount in one step is lower than the amount in previous step - amt for step 010 is 1500.00 and amt for step 020 is 1000.00, for example.

This is a warning only and can be ignored if your schedule is correct as shown on screen. The purpose of this message is to draw the user's attention to "possible" errors.

## PAYROLL SYSTEM PROGRAM/ REPORTS & HOW TO REQUEST

FAC JOB NUMBER	JOB NAME	JOBR	REQS	MRPT	FRPT	SCHD	SYSTEM GENERATED
B04	SALARY ENCUMBRANCES Purpose: Job MSGB04 reads the encumbrance tape file produced by MSGPL06, and after clearing out the payroll encumbrance field (trans-out amount) for every district on the MSG budget file, posts the salary encumbrance data. Only the districts which were selected by MSGPL06 will be updated. If any districts are not represented on the input encumbrance tape, their payroll encumbrance data fields will remain zero.						X
PR11	MONTH TO DATE PAYROLL EXPENSES- Purpose: produce payroll expenses as requested via 'MRPT'.			X			
PY01	SALARY MATRIX- Purpose: 1) provide listing of all salary schedules 2) delete salary schedules by year (based on process year, cannot delete the last 2 or 3 years).	X					
PY05	PRE NOTE AUDIT AND EDIT LIST- Purpose: the payroll file is read and error or verified pre note data is processed. Verified data is moved to the direct deposit fields and the pre note fields cleared. Error data is cleared.						X
PY06	CLASSIFIED HRS AND DAYS UPDATE REPORT Purpose: update the personnel file with the classified hours and days worked by employees without retirement. It can then be determined if these employees work enough hours to qualify for retirement coverage.						X
PY08-01	ACCUMULATED CLASSIFIED HOURS EXCEPTION REPORT- Purpose: report all employees who have reached the classified limit and will require retirement to be taken. Produce a county wide report for COE that also accumulates employees who work in multiple districts. PY08-01 is by name within district.						X
PY08-03	COUNTYWIDE CLASSIFIED HOURS EXCEPTION REPORT- Purpose: report all employees who have reached the classified limit and will require retirement to be taken. Produce a county wide report for COE that also accumulates employees who work in multiple districts. PY08-03 is by SSN within county.						X
PY09	CREATE PAYROLL WORKFILE TAPE - (EXCEPTION LIST)- Purpose: this program builds a tape containing payroll work records. One record exists for each pay check to be created. Each work record. Contains all the data required to calculate and process a pay check. All the data is extracted from the various payroll files.						X

## PAYROLL SYSTEM PROGRAM/ REPORTS & HOW TO REQUEST

FAC JOB NUMBER	JOB NAME	JOBR	REQS	MRPT	FRPT	SCHD	SYSTEM GENERATED
PY10	PAYROLL CALCULATIONS (CONTROL TOTALS REPORT PRODUCED)- Purpose: read the PY09 work tape and calculate the gross pay and deductions. It will also calculate all employee and employer costs for PERS, STRS, WC, UI, taxes, etc.						X
ALL PY11'S	Purpose: to sort, format and print the payroll checks. Produces several supporting reports for the checks. Produce the reconciliation tape. Produce the direct deposit tape to send to Wells Fargo bank. Produce the updated payroll work tape. Produces stubs for checks that are direct deposited. Put direct deposit data into download file.						
PY11-01	CONTROL TOTALS- These must balance back to PY10.						X
PY11-02	DIRECT DEPOSIT BANK LISTING						X
PY11-03	SCHOOLS PAYROLL RECONCILIATION LISTING- TO CENTRAL PAYROLL, DBS AND COUNTY.						X
PY11-05	WARRANTS/STUB REGISTER- REPORTS:						X
PY11-06	NET ZERO WARRANT REGISTER						X
PY11-07	DIRECT DEPOSIT BANK TAPE AUDIT						X
PY12-01	PAYROLL REGISTER- Purpose: to print the payroll register. To show the gross, deductions, and net payroll information in a consolidated form.						X
PY12-02	PAYROLL EXCEPTION LISTING						X
PY13	UPDATE PAYROLL HISTORY (CONTROL TOTALS REGISTER PRODUCED)- Purpose: to update the payroll history file records and to add the current check to the payroll history file.						X
PY15	PAYROLL RECORDS RESET (REPORT IS OPTIONAL)- Purpose: the payroll file is read and gross lines are modified or deleted according to the parameters of the run. Deduction lines are also modified or deleted.						X

## PAYROLL SYSTEM PROGRAM/ REPORTS & HOW TO REQUEST

FAC JOB NUMBER	JOB NAME	JOBR	REQS	MRPT	FRPT	SCHD	SYSTEM GENERATED
PY16	PERS/STRS SALARY BASIS/PENSION CODING CONFLICTS- Purpose: PY16 creates PERS and STRS retirement records from the month's payroll tapes from which checks were printed, and adds these records to the retirement file. A control total sheet is produced for balancing, PERS and STRS remittance advice reports are produced, a salary basis/pension coding exception listing is produced and a retirement records not processed list is produced by district.						X
PY17	STATE TEACHERS RETIREMENT SYSTEM- Purpose: PY17 reads the retirement file STRS records for a given month, edits them producing a report in F-496 format, and produces the final F-496 report and tape which the state teacher's retirement system requires once per month.		X				
PY18	PUBLIC EMPLOYEES RETIREMENT SYSTEM- Purpose: PY18 reads the retirement file PERS records for a given month, edits them producing a report in required format, and produces the final PERS report and tape which the public employee's retirement system requires once per month.		X				
PY19-01 PY19-02	01-STATE TEACHERS RETIREMENT SYSTEM- 02-PUBLIC EMPLOYEES RETIREMENT SYSTEM- Purpose: PY19 prints miscellaneous reports for PERS and STRS for a given month, with the contents of the report/s dependent upon selection parameters specified by central payroll or other users.						X
PY20-	PAYROLL DISTRIBUTION BY RESOURCE AND TRUST FUND ERRORS- Purpose: this program is a multi function program. It expenses the payroll and creates journal entries for employee contributions to trust funds. It also creates distribution history records, MC transactions for the county auditor's check reconciliation, and the records for the deduction registers and remittance advices.						X
PY22-01	DEDUCTION REGISTER- Purpose: this program prints the payroll deduction register and the remittance advices for those retirement, tax and fringe benefits that have a "P" coded in column 20 of the 09 FB dictionary record.						X
PY22-02	REMIITTANCE ADVICE- Purpose: this program prints the payroll deduction register and the remittance advices for those retirement, tax and fringe benefits that have a "P" coded in column 20 of the 09 FB dictionary record.						X

## PAYROLL SYSTEM PROGRAM/ REPORTS & HOW TO REQUEST

FAC JOB NUMBER	JOB NAME	JOBR	REQS	MRPT	FRPT	SCHD	SYSTEM GENERATED
PY23-01	EMPLOYEE CROSS REFERENCE IN NAME SEQUENCE- Purpose: this job prints payroll name and SSN cross reference lists.						X
PY23-02	EMPLOYEE CROSS REFERENCE IN SSN SEQUENCE- Purpose: this job prints payroll name and SSN cross reference lists.						X
PY26	EMPLOYMENT AND PAYROLL REPORT FOR US DEPARTMENT OF LABOR- Purpose: this job gives an unduplicated count of total employees, total women, total faculty, and total payroll for the employment and payroll report for the u.s. department of labor. It also lists the employees who were under social security for the dates selected. The social security information is to be reported to the public employee's retirement system, social security unit. The report is run for payroll data for a single payroll month--for employees paid on the last day of the month, or the following first day of the month, or on the 10th of the month. Employee counts are compiled for each district and a total by district is printed, and the report appears on a single page.						X
PY28	PAYROLL/RETIREMENT EXCEPTION LISTING- Purpose: the purpose of PY28 is to verify our STRS membership data on the payroll and personnel files against a STRS master file sent to CCD by the state STRS system. PY28 is run prior to final payroll processing, thereby reducing the number of exceptions being reported. Two processes are involved in the match.						X
ALL PY29'S	Purpose: PY29 reads the payroll history file and produces up to 7 different reports for federal and state tax reporting. 4 of the reports are one-page reports showing totals of all employees in the district for the quarter-to-date. MSGPY29 also has the option of producing tapes of payroll data which can be sent to state agencies for tax reporting. Five of the reports are quarterly reports and one report is calendar-year-end.						
PY29-01	QUARTERLY SDI REPORTS-						X
PY29-02	QUARTERLY PIT/SUI REPORTS						X
PY29-03	QUARTERLY TAX REPORT						X
PY29-05	QUARTERLY DETAIL TAX REPORT						X

## PAYROLL SYSTEM PROGRAM/ REPORTS & HOW TO REQUEST

FAC JOB NUMBER	JOB NAME	JOBR	REQS	MRPT	FRPT	SCHD	SYSTEM GENERATED
PY30	PAYROLL FILE ROLLOVER- Purpose: the main purpose of this program is to give active payroll records current dates and to reorganize the file, dropping all deleted records. In effect, this program creates next years' payroll file.						X
PY31	PAYROLL HISTORY FILE DELETION LISTING- Purpose: delete all associated records from history file when check date is eighteen months or older than control card date.						X
PY32	PAYROLL/PERSONNEL FILE DELETION LISTING- Purpose: deletes payroll / personnel records from payroll / personnel file when date is eighteen months or older than run date. Deletes associated supervisor records if MGRS record is deleted.						X
PY33	PAYROLL ADJUSTMENT DELETION LISTING- Purpose: delete all payroll adjustment records from payroll adjustment file when date is eighteen months or older than run date.						X
PY34	PAYROLL RETIREMENT DELETION LISTING- Purpose: delete all records from payroll retirement file when date is 18 months or older than run date.						X
PY36	STRS ADDRESS AND ERROR LISTING- Purpose: this program creates an address tape for all people who belong to the state teacher's retirement system (STRS). This tape is created semi-annually in time to be forwarded to STRS by March 1 and October 15. Mount Diablo and Richmond must send their tapes to Community College data center by early February and early September in order to be included in this process.						X
PY37	PERS SUMMARY AND MICROFICHE- Purpose: PY37 reads the retirement file PERS records for a given fiscal year and produces a history report.						X
ALL PY41'S	Purpose: PY41 reads the payroll history check records, selecting those checks with no process date and a process reason of "V" or "Y" (cancelled check), "K" or "J" (void/handwritten checks), and "H" or "I" (handwritten check); and reads the payroll adjustment file, selecting those records with no processed date. See NARD=PY41 for more information.						
PY41-01	CHECKS NOT FOUND/PROCESSED-						X
PY41-02	CANCELLED CHECK REGISTER- DPS USE ONLY-						X
PY41-03	PAYROLL CANCELLED CHECKS REGISTER						X
PY41-04	PAYROLL HANDWRITTEN CHECKS REGISTER						X

## PAYROLL SYSTEM PROGRAM/ REPORTS & HOW TO REQUEST

FAC JOB NUMBER	JOB NAME	JOBR	REQS	MRPT	FRPT	SCHD	SYSTEM GENERATED
PY41-05	PAYROLL ADJUSTMENTS REGISTER						X
PY41-06	PAYROLL EMERGENCY CHECKS REGISTER						X
PY43	REPORT OF HANDCHECKS AND MC'S ISSUED- Purpose: to create a report of all the hand checks and MC'S issued between the dates specified in the control card and for the union codes specified.						X
PY44	CUMULATIVE PAYROLL GROSS LINES – FOR RETRO CALCULATIONS-YOU CAN REQUEST FOR A __% TO BE ADDED- Purpose: this program reads payroll data from programs PY11 (which prints the payroll checks) and PY41 (which produces a register of checks cancelled and payroll adjustments) and produces a report showing all monthly payroll gross lines per employee for a retro pay period. This does not include hand checks (typed warrants). The retro pay period can be for any length of time – from a single month to years. The program prints employee payroll gross lines for either selected bargaining unit codes (union codes) or for selected salary schedules. If neither BARG UNIT nor salary SCHD are selected, all gross lines will be selected.	X					
PY45-01	EDIT REPORT OF INCOMPLETE SUMMER FUND DATA- Purpose: provide districts with a report of 1) errors coded either on payroll history or payroll file or; 2) all encoded summer fund employees and any errors applicable.						X
PY45-02	SUMMER FUND EMPLOYEES AND ERRORS IF ANY- Purpose: provide districts with a report of 1) errors coded either on payroll history or payroll file or; 2) all encoded SMR fund employees and any errors applicable.						X
PY46	CREATE SUMMER FUND GROSS LINES- Purpose: the purpose of this program is to create all gross lines necessary to pay back summer fund for the fiscal year.						X
PY50-01	EARNINGS LEDGER – Purpose: provide recap of pay check (MHCK) data for calendar and fiscal year end on CD for central payroll and districts.						X
PY51-01	P/R ADJUSTMENTS LEDGER – Purpose: provide recap of P/ADJ data for calendar and fiscal year end on CD for DPS and districts.						X

## PAYROLL SYSTEM PROGRAM/ REPORTS & HOW TO REQUEST

FAC JOB NUMBER	JOB NAME	JOBR	REQS	MRPT	FRPT	SCHD	SYSTEM GENERATED
PY53-01	<p>W2 BENEFIT CODE ERROR REPORT- Purpose: provide preliminary and final report of w2 benefit code amounts that are in error due to one of the following:</p> <ol style="list-style-type: none"> <li>1) benefit type no longer on dictionary;</li> <li>2) amount cannot be negative;</li> <li>3) W2 amount not = to calendar to date annuity amount</li> <li>4) 125-flex amount exceeds the calendar to date 125-flex amount</li> <li>5) employee has no calendar to date record.</li> </ol>						X
PY55-01	SUMMARY OF FORM W-2 MAGNETIC MEDIA INFORMATION – FEDERAL						X
PY55-02	SUMMARY OF FORM W-2 MAGNETIC MEDIA INFORMATION - STATE						X
PY56	<p>REPORT OF GROSS WAGES PAID IN SEQUENCE BY HIGHEST WAGES- Purpose: provide district a list of all employees in sequence by highest wages paid to lowest for the given year.</p>						X
PY57-01	<p>NON EXEMPT PERSONS FOR WHOM NO FIT WAS WITHHELD- Purpose: provide district a list of all employees who may qualify for earned income credit. The program will also produce a set of labels for all persons on the list or no labels</p>						X
PY60-01	<p>PAYROLL / PERSONNEL FRINGE BENEFIT AUDIT – DETAIL- Purpose: the fringe benefit history from PY20 is matched against the fringe benefit history from PL09. Totals and mismatches are presented. Any difference between what was taken out in the payroll and what was paid in PL09 is indicated in the balance field.</p>						X
PY60-02	PAYROLL / PERSONNEL FRINGE BENEFIT AUDIT – SUMMARY-						X
ALL PY85'S	<p>Purpose: provide 3 reports of out of balance payroll history-MHST entries by comparing applicable;</p> <ol style="list-style-type: none"> <li>1) quarter check totals to QTDXXX</li> <li>2) QTDXXX to CTDXXX</li> <li>3) QTDXXX to FTDXXX.</li> </ol> <p>P/ADJ entries are included with applicable quarter date of check being adjusted. Serves as a check of corrections and adjustments for each employee on the payroll history file.</p>						

## PAYROLL SYSTEM PROGRAM/ REPORTS & HOW TO REQUEST

FAC JOB NUMBER	JOB NAME	JOBR	REQS	MRPT	FRPT	SCHD	SYSTEM GENERATED
PY85-01	PAYROLL HISTORY RECONCILIATION- COVERS THE CURRENT FISCAL AND CALENDAR YEAR.						X
PY85-02	PAYROLL HISTORY RECONCILIATION FOR FISCAL YEAR						X
PY85-03	PAYROLL HISTORY RECONCILIATION FOR CALENDAR YEAR						X
PY86-01	S.T.R.S MR87 NAME / STATUS CHANGE NOTIFICATION EDIT						X
ALL PY87'S	Purpose: provides preliminary and final of MR87 data to be furnished STRS. COE must furnish batch numbers to be selected.						
PY87-01	S.T.R.S MR87 NAME / STATUS CHANGE NOTIFICATION – SSA SEQUENCE						X
PY87-02	S.T.R.S MR87 NAME / STATUS CHANGE NOTIFICATION – NAME SEQUENCE-						X
PY91	DAILY CHANGES MADE TO PAYROLL FILE- Purpose: this program produces a listing of all Changes made to the payroll system on a daily basis. A separate listing, showing operator id in the upper right portion of the heading, is produced for each operator who has accessed any of the payroll screens that day. If an operator called up one or more screens and reviewed them but entered no changes to them, a message will appear on the operator's listing stating "no changes made for this operator ID."						X
PY93	PAYROLL LOGFILE SELECTION REPORT- Purpose: PY93 prints the same report as produced by program PY91, which shows the changes made to the payroll file during a day, but PY93 has the additional capability to select records to appear on the report whereas PY91 prints all of the records showing all of the changes made to the payroll file during a day by all terminal users in all districts. For example, PY93 can print a report showing all changes made to the payroll file during a day or even an entire month for a single district; or it can show changes to the file for a single day for a single district; or it can show changes made to the file by a single terminal user during a day; or it can show the changes for a single transaction, say 'MAYR' for a day, etc.						X

## INDEX OF PAYROLL DICTIONARY CODES

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This is a list of frequently used dictionary codes that will assist the user when setting up or reviewing payroll screens.

Type exactly the way it is stated with the exception of “FY” dictionary codes, which should be replaced with the actual fiscal year that you are interested in.

This list is designed to allow you online view of codes. It is not a conclusive dictionary list (B16), which is available in hardcopy by request via the JOBR transaction.

TRANSACTION	TO VIEW, TYPE:	SCREEN FIELD DESCRIPTION	COMMENTS
MAYR	DICT=SYPX	WARRANT/STUB LOCATION	Warrant Destination Codes
MDED	DICT= FYDC	C Y	Payroll Deduction Cycle Codes
MDED/ DPFU	DICT=FYPD*000*	CO DE	Fringe Benefit Codes
MGRS/ DPEP	DICT=PCPP*000*	JOB TITLE	Job Title Codes
MGRS	DICT=FYPG	PENSION TYPE	Retirement Pension Codes
MGRS	DICT=SYSV	SUPERVISOR	Supervisor Codes (to use with HPAY)
MGRS/ DPEP	DICT=PYST	STIPENDS/STP	Stipend Codes
MGRS	DICT=SYAR	ADJ REASON	Payroll Adjustment Reason Codes
MGRS	DICT=FYPY	PAY CYCLE	Pay Cycle Codes