

# Payroll User Group Meeting: Reviewing and Troubleshooting Paychecks

Presented by: Joan Smith 04/20/2016



**SAN DIEGO COUNTY**  
OFFICE OF EDUCATION

CUSTOMER RESOURCE CENTER

# Agenda

- Purpose and Scope
- Review Paycheck Navigation
- Review Paycheck – Earnings
- Subject Wages vs Earnings
- Review Paycheck – Taxes
- Review Paycheck – Deductions
- Troubleshooting Deduction Discrepancies
- Reminders
- Wrap-up / Q&A



# Purpose and Scope

- Give users explanation of tabs on a Review Paycheck.
- Give users the ability look at Review Paycheck and determine if check is incorrect.
- Determine if deductions not taken have been added to arrears.
- Reminders.
- Ideas for future Users Group meetings?



# Review Paycheck

- Navigation:
  - Main Menu>Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck
    - Enter Pay Period End Date and Empl ID or Name

Favorites - Main Menu - > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

ORACLE

### Review Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Company: begins with

Pay Group: begins with

Pay Period End Date: =

Off Cycle?

Page Nbr: =

Line Nbr: =

Separate Check Nbr: =

Paycheck Number: =

Empl ID: begins with

Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria



# Review Paycheck - Earnings

Favorites ▾ Main Menu ▾ > Payroll for North America ▾ > Payroll Processing USA ▾ > Produce Payroll ▾ > Review Paycheck 🔍

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Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID [REDACTED] Name [REDACTED]

Company 000 Pay Group XXM Pay Period End 04/30/2016 Page 9 Line 2 Separate Check

Paycheck Information		Paycheck Totals	
Paycheck Status	Confirmed	Earnings	9,108.36
Paycheck Option	Advice	Taxes	2,191.93
Issue Date	04/29/2016	Deductions	937.87
Paycheck Number	[REDACTED]	Net Pay	5,978.56
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint		
<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected		
<input type="checkbox"/> Cashed			

**Earnings** Find | View All First 1 of 2 Last

Begin Date 04/01/2016 End Date 04/30/2016 Addl Line Nbr Reason Not Specified

Empl Record 0 Benefit Record XX Additional Data # of rows

Salaried	Hourly	Overtime
Hours 126.00	Hours 0.00	Hours 0.00
Rate 69.077535	Rate 0.000000	Rate 0.000000
Earnings 7,356.76	Earnings 0.00	Earnings 0.00
Rate Code	Rate Code	Rate Code

Rate Used Hourly Rate Shift Not Applicable Shift Rate

State CA Locality

**Other Earnings** Personalize | Find | View All First 1 of 1 Last

Code	Description	Rate Used	Hours	Rate	Amount	Source
SSW	STRS Subject Wages	Hourly Rate	126.00		7,356.76	Retirement Subject Wages

**Special Accumulators** Personalize | Find | View All First 1-8 of 14 Last

Code	Description	Hours	Earnings	Empl Record
403	403(b) Special Accumulator	126.00	9,108.36	0
457	457 Special Accumulator	126.00	9,108.36	0
ARS	ARS Special Accumulators	126.00	9,108.36	0
CSE	CSE for % Exempt	126.00	9,108.36	0



# Review Paycheck - Earnings Cont.

[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Payroll Processing USA](#) > [Produce Payroll](#) > [Review Paycheck](#)

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[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#)

Empl ID: [Redacted]    Name: [Redacted]

Company: 000    Pay Group: XXM    Pay Period End: 04/30/2016    Page: 9    Line: 2    Separate Check

**Paycheck Information**

Paycheck Status: Confirmed    Paycheck Option: Advice  
 Issue Date: 04/29/2016    Paycheck Number: [Redacted]

Off Cycle     Reprint     Adjustment     Corrected     Cashed

**Paycheck Totals**

Earnings	9,108.36
Taxes	2,191.93
Deductions	937.87
Net Pay	5,978.56

**Earnings**    [Find](#) | [View All](#)    First 2 of 2 Last

Begin Date: 07/01/2015    End Date: 11/30/2015    Addl Line Nbr: 1    Reason:

Empl Record: 0    Benefit Record: XX    Additional Data:

**Salaried**

Hours: 0.00  
Rate: 69.077535  
Earnings: 0.00

**Hourly**

Hours: 0.00  
Rate: 0.000000  
Earnings: 0.00  
Rate Code:

**Overtime**

Hours: 0.00  
Rate: 0.000000  
Earnings: 0.00  
Rate Code:

Rate Used: Hourly Rate    Shift: Not Applicable    Shift Rate:  
 State: CA    Locality:

**Other Earnings**    [Personalize](#) | [Find](#) | [View All](#)    First 1-2 of 2 Last

Other Earnings and Retirement Subject

Code	Description	Rate Used	Hours	Rate	Amount	Source
RRP	Retro Pay	Hourly Rate			1,751.60	OT
SSW	STRS Subject Wages	Hourly Rate			1,751.60	

**Special Accumulators**    [Personalize](#) | [Find](#) | [View All](#)    First 1-8 of 14 Last

Code	Description	Hours	Earnings	Empl Record
403	403(b) Special Accumulator	126.00	9,108.36	0
457	457 Special Accumulator	126.00	9,108.36	0
ARS	ARS Special Accumulators	126.00	9,108.36	0



# Subject Wages vs Earnings

- The Subject Wages are used for calculating STRS and PERS contributions on the associated earnings line.
- Earn Codes for Subject Wages:
  - SSW – STRS Subject Wages
  - SPW – STRS PEPRA Subject Wages
  - SRW – STRS Reduced Workload Wages
  - PPW – PERS PEPRA Subject Wages
  - PSW – PERS Subject Wages
- In some instances the Salary Earnings and Other Earnings may differ from Subject Wages due to the following:
  - Employee has met the maximum creditable hours for the service period
  - Earnings are not creditable to the Retirement Plan
  - Elig Fld 2 on the Benefits Program Participation tab is not coded for a Retirement Plan (this is done by the Retirement Department)



# Review Paycheck - Taxes

A= Employee Taxes

[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Payroll Processing USA](#) > [Produce Payroll](#) > [Review Paycheck](#)

**ORACLE**

[Paycheck Earnings](#) | **[Paycheck Taxes](#)** | [Paycheck Deductions](#)

Empl ID [redacted]      Name [redacted]

Company 000      Pay Group XXM      Pay Period End 04/30/2016      Page 9      Line 2      Separate Check

Paycheck Information				Paycheck Totals	
Paycheck Status	Confirmed	Paycheck Option	Advice	Earnings	9,108.36
Issue Date	04/29/2016	Paycheck Number	[redacted]	<b>Taxes</b>	<b>2,191.93</b>
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Deductions	937.87
			<input type="checkbox"/> Cashed	Net Pay	5,978.56

**Taxes**      Personalize | Find | View All | First 1-5 of 5 Last

[Tax Details 1](#) | [Tax Details 2](#) | [Tax Tips](#)

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	9,108.36	132.07
US Federal					Med/ER	9,108.36	132.07
US Federal					Withholdng	8,270.39	1,499.58
State	CA				Unempl ER	9,108.36	4.55
State	CA	Y			Withholdng	8,270.39	560.28

**1042 Taxes**      Personalize | Find | View All | First 1 of 1 Last

State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.000000		0.00			

[Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)





# Review Paycheck – Taxes cont.

- US Federal Withholding and State Withholding are determined by the Employee Tax Data page using the Marital Status, Withholding Allowances, and Additional Amounts if applicable.
- OASDI (Social Security) and Medicare withholding is determined by the FICA Status on the Payroll tab on the Job Data. This may vary on job data depending on position.

The screenshot displays the Oracle HR system interface for reviewing payroll information. The breadcrumb trail at the top reads: Favorites > Main Menu > Workforce Administration > Job Information > Job Data. The Oracle logo is visible in the top left. Below the breadcrumb trail, there are tabs for Work Location, Job Information, Job Labor, Payroll (selected), Salary Plan, Compensation, and SDCOE Job Data. The main content area shows the following details:

- Employee: [Redacted]
- Empl ID: [Redacted]
- Empl Record: 0
- Payroll Information: Effective Date 01/01/2016, Effective Sequence 0, HR Status Active, Payroll Status Active, Action Data Change, Reason Conversion - MITI USE ONLY, Job Indicator Primary Job.
- Payroll System: Payroll for North America
- Absence System: Absence Management
- Payroll for North America section includes: Pay Group [Redacted], Employee Type S (Salaried), Tax Location Code SDCOE (SDCOE), GL Pay Type [Redacted], and Combination Code [Redacted].
- FICA Status: Medicare only (highlighted with a red box).



# Review Paycheck - Deductions

- A=Employee Deductions
- B=General Deductions
- C=Elig Fld 2 from Benefit Program Participation page on Job Data. If an employee has both a certificated job data that is subject to STRS and a classified job data that is subject to PERS there will be a line for each separate deduction code. Like deduction codes will combine.

Oracle Payroll Processing USA - Review Paycheck

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID: [Redacted] Name: [Redacted]

Company: [Redacted] Pay Group: [Redacted] Pay Period End: 04/30/2016 Page: 9 Line: 2 Separate Check

**Paycheck Information**  
 Paycheck Status: Confirmed | Paycheck Option: Advice  
 Issue Date: 04/29/2016 | Paycheck Number: [Redacted]  
 Off Cycle  Reprint  Adjustment  Corrected  Cashed

**Paycheck Totals**

Earnings	9,108.36
Taxes	2,191.93
Deductions	937.87
Net Pay	5,978.56

**Deductions**

Deduction Code	Description	Class	Amount	Calculated Base
EA03	Member 10 Mos	After-Tax	99.90	
SDSTRS	STRS Deduction	Before-Tax	837.97	
SDDENA	Dental Deduction After Tax	Nontaxable Benefit	116.80	
SDEAP	Employee Assistance Program	Nontaxable Benefit	2.57	
WCP	Worker's Comp	Nontaxable Benefit	187.63	
SDLIFA	Life Insurance Deduction - AT	Nontaxable Benefit	8.75	50,000.00
SDLOTD	Long Term Disability After Tax	Nontaxable Benefit	7.49	88,281.09
SDMEDA	Medical Dedn After Tax	Nontaxable Benefit	822.00	
OPB1	OPEB % DEDUCTION CODE	Nontaxable Benefit	90.17	
OPB2	OPEB AMOUNT DEDUCTION CD	Nontaxable Benefit	60.00	
SDSTRS	STRS Deduction	Nontaxable Benefit	977.33	
UNL5	UNUM LTC EE Only < 20 Yrs	Nontaxable Benefit	1.56	
SDVISA	Vision Deduction After Tax	Nontaxable Benefit	6.20	

**Garnishments**

**Net Pay Distribution**

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
175600	Checking	322271627	3160541906	5,978.56

ACH information



# Troubleshooting Deduction Discrepancies

- Deduction amounts on Paycheck Deduction tab may be different than expected due to insufficient earnings for employee. This can be seen on the Paycheck Deduction Tab by expanding the view.

Favorites ▾ Main Menu ▾ > Payroll for North America ▾ > Payroll Processing USA ▾ > Produce Payroll ▾ > Review Paycheck 
Home

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Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions**

Empl ID  Name

Company  Pay Group  Pay Period End 03/31/2016 Page 48 Line 1 Separate Check

**Paycheck Information**

Paycheck Status Confirmed      Paycheck Option Advice

Issue Date 03/30/2016      Paycheck Number

Off Cycle       Corrected       Cashed

**Paycheck Totals**

Earnings	760.23
Taxes	6.29
Deductions	543.27
Net Pay	210.67

Deductions Personalize | Find | View All  | First 1-8 of 11 Last

Deduction Code	Description	Class	Amount	Calculated Base	Plan	Benefit Record	Plan Type	Not Taken	Reason	Payback Amount	Refund Amount	AP Status
CTA7	CTA Dues	After-Tax	103.00			999	General Deduction					Sent to AP
SIDISA	Standard Ins Disability AT	After-Tax	41.03			999	General Deduction					Sent to AP
SIVLA	Standard Ins. - Vol Life - AT	After-Tax	2.40			999	General Deduction					Sent to AP
SDDCSA	American Fidelity - DCSA	Before-Tax				999	General Deduction	500.00	Not Enough Net Pay			
SDMED	Medical Deductions Pre-Tax	Before-Tax	326.90		KAISEV	0	Medical					Sent to AP
SDSTRS	STRS Deduction	Before-Tax	69.94		STRS	0	STRS Teacher's Retirement					Sent to AP
SDDENT	Dental Deductions Pre Tax	Nontaxable Benefit	62.23		20DD01	0	Dental					Sent to AP
WCP	Workers Comp	Nontaxable Benefit	15.66			999	General Deduction					Sent to AP



# Troubleshooting Deduction Discrepancies cont.

- Deductions not taken can also be identified on the Deductions Not Taken report. This report also identifies deductions not taken that have gone into arrears. Deductions added to arrears will try and process with each payroll.
- If deduction did not add to arrears a manual One Time Deduction will need to be done on the payline.
- Navigation to ordering Deductions Not Taken Report
  - Main Menu>Payroll for North America>Payroll Processing USA>Pay Period Reports>Deductions Not Taken

Report ID: PAY008		PeopleSoft				Page No. 10	
Company: ██████████		Deductions Not Taken Report				Run Date 04/25/2016	
Pay Period End:03/31/2016		On/Off Cycle CONFIRMED				Run Time 17:16:42	

  

Employee ID	Name	Pay Group	Ded. Code	Deduction	Ben Rcd	Amount Not Taken	Reason Not Taken	Added to Arrears?	Arrears Balance	Check No.
██████	██████████████	██████	SDDCSA AF - DCSA	999	500.00	N Net			000000000	██████
					Pay Period Total	500.00			0.00	
					Company Total	500.00			0.00	



# Reminders

- Run queries after the first precalc to identify errors before final calculation.
- When using the Earn Code of REG on payline adjustments include number of hours as well as amount.
- Send salary schedule updates into CRC 3 weeks prior to paysheets being created for the effective payroll cycle.
- Send Excel to CI paysheet uploads for retro transactions into the Post Implementation team 2 weeks prior to precalc.



# Questions

# Any Questions?



# Concluding Items

- Do you have a new process that has helped with auditing, payroll processing, or reporting that you would like to share with others. Please let us know.
- If you have presentation ideas or topics you would like to share please let us know!
  - Joan Smith ([joan.smith@sdcoe.net](mailto:joan.smith@sdcoe.net))
  - Bruce Roberts ([bruce.roberts@sdcoe.net](mailto:bruce.roberts@sdcoe.net))
  - Please copy Sally Morton ([sally.morton@sdcoe.net](mailto:sally.morton@sdcoe.net))

Next meeting: Tuesday, May 31, 2016

- Thanks for your attendance and interest



# Q&A

- From what we understand if a benefit is added to arears it will only try to take 25% of that arears total each month till paid?
  - This is true
- Is there a year end payroll and accruals training coming up?
  - No there is not. Accruals are not done on separate screens in PS. The system looks at any prior fiscal year entries and posts them to accruals.
- What is OPED?
  - OPEB is Other Post Employment Benefits. These are mandated by the state to budget for them.
- Will there be training for Step Adv or info sent?
  - Once this is given to the districts to process instructions will be sent out.
- Can we do a Form 113 Session?
  - This is covered by Payroll Audit.

