

Payroll User Group Meeting: Queries

Presented by Joan Smith 02/23/2016



SAN DIEGO COUNTY
OFFICE OF EDUCATION

CUSTOMER RESOURCE CENTER

Agenda

- Purpose and Scope
- Absence Management Queries
- Time and Labor Queries
- Payroll Queries
- Reminders
- Wrap-up / Q&A



Purpose and Scope

- Give users queries to identify absence events and timesheet entries that need attention to be able to be processed with payroll.
- Give users queries that are useful to help audit payroll for accuracy.
- Guidelines for timelines for running queries.
- Helpful payroll reminders.



Absence Management Queries

Absence Management is finalized at Precalc. All Absence events must be submitted and approved prior to precalc. The following queries should be run prior to precalc to ensure absence transactions are finalized with the payroll process:

- M_AM_ABSENCES_NOT_SUBMITTED-Identifies absence entries that have been saved but not submitted. Absences must be submitted prior to precalc to be picked up by the payroll process.

Emp	Name	Empl Record	Absence Group	Begin Date	End Date	Duration	Status	Absence	Location
123456	Employee, 1	0	0XXCLS	12/7/2015	12/7/2015	8.00	Data Saved	Sick	XXXXXX
234567	Employee, 2	0	0XXCLS	12/28/2015	12/30/2015	24.00	Data Saved	Vacation	XXXXXX
345678	Employee, 3	0	0XXCLS	11/30/2015	11/30/2015	8.00	Data Saved	Sick	XXXXXX
456789	Employee, 4	0	0XXCER	1/26/2016	1/26/2016	5.00	Data Saved	Personal Necessity	XXXXXX



Absence Management Queries cont.

- The M_AM_UNAPPROVED_ABSENCES query identifies absent event transactions that need to be approved. Absences requiring approval, must be approved prior to precalc to be picked up by the payroll process. Absences are only picked up on the On Cycle payroll

Co	Dept ID	Dept Descr	ID	Empl Record	Empl Name	Absence Group	Absence Descr	Begin Date	End Date	Approv	Voiced	WF Status	Duration
XXX	123	Classified Director	123456	0	Employee, 1	0XXCLS	Sick	12/20/2016	12/21/2016	N	N	Submitted	16.00
XXX	456	Child Development	234567	0	Employee, 2	0xxCLS	Vacation	12/7/2016	12/7/2016	N	N	Submitted	8.00
XXX	789	Pupil Personnel Services	345678	0	Employee, 3	0XXCLS	Personal Necessit	10/21/2016	10/21/2016	N	N	Submitted	4.00
XXX	234	Integrated Technology Services	456789	0	Employee, 4	0XXCLSM	Vacation	9/16/2016	9/30/2016	N	N	Submitted	88.00
XXX	567	Certificated Director	567890	0	Employee, 5	0XXCERM	Recess	6/29/2016	6/30/2016	N	N	Submitted	16.00



Time and Labor Queries

Time and Labor is pulled into payroll with each payroll calculation. Run the following queries to audit Time and Labor transactions:

- To identify employees that have Reported Time that needs to be approved run the M_TL_NEEDS_APPROVAL query. Approve these time entries so they can be processed with payroll.

Co	Name	ID	Empl Record	Position	Rpt Dt	Reported Status	TRC	Quantity	OvrdRate	Daily Rt	Hrly Rate
XXX	Employee, 1	123456	0	10XX2424	1/5/2016	NA	OT1.5	4.500000	0.000000	214.808	26.850962
XXX	Employee, 1	123456	0	10XX2424	1/6/2016	NA	OT1.5	4.500000	0.000000	214.808	26.850962
XXX	Employee, 1	123456	0	10XX2424	1/7/2016	NA	OT1.5	1.500000	0.000000	214.808	26.850962
XXX	Employee, 1	123456	0	10XX2424	1/8/2016	NA	OT1.5	2.000000	0.000000	214.808	26.850962
XXX	Employee 2	234567	3	10XX6999	1/22/2016	NA	HRLY	3.000000	0.000000	0.000	8.570000
XXX	Employee 2	234567	3	10XX6999	1/23/2016	NA	HRLY	3.000000	0.000000	0.000	8.570000
XXX	Employee 2	234567	3	10XX6999	1/24/2016	NA	HRLY	3.000000	0.000000	0.000	8.570000
XXX	Employee 2	234567	3	10XX6999	1/25/2016	NA	HRLY	3.000000	0.000000	0.000	8.570000



Time and Labor Queries cont.

- After all timesheet entries have been approved run the M_TL_REPORTED_TIME_AUDIT query to audit timesheets. The prompts on this query are From Date, To Date, and Company. The from date should be the earliest timesheet transaction that has been entered for the current pay cycle.

Co	Locatic	Position	Descr	Name	ID	Workgroup	Emp Repor d	Rpt Dt	TRC	Quantit y	Ovrd Ra	Hourly/Daily Rate	Reported Status	Payable Status	Combo Code	Fu	Resource	Goal	Function	Object	Site
XXXX	XXXXXX	102XX014	Cn I	Employee, 1	123456	XX-CLA-ANN	0	1/25/2016	HRLY	1.00	0.00	15.88	Approved	Picked up by	000140658	1300	5320000	0000	3700	2200092	220
XXXX	XXXXXX	102XX014	Cn I	Employee, 1	123456	XX-CLA-ANN	0	1/26/2016	HRLY	1.00	0.00	15.88	Approved	Distributed	000140658	1300	5320000	0000	3700	2200092	220
XXXX	XXXXXX	102XX014	Cn I	Employee, 1	123456	XX-CLA-ANN	0	1/27/2016	HRLY	1.00	0.00	15.88	Approved	Distributed	000140658	1300	5320000	0000	3700	2200092	220
XXXX	XXXXXX	102XX014	Cn I	Employee, 1	123456	XX-CLA-ANN	0	1/28/2016	HRLY	1.00	0.00	15.88	Approved	Distributed	000140658	1300	5320000	0000	3700	2200092	220
XXXX	XXXXXX	102XX014	Cn I	Employee, 1	123456	XX-CLA-ANN	0	1/29/2016	HRLY	1.00	0.00	15.88	Approved	Distributed	000140658	1300	5320000	0000	3700	2200092	220
XXXX	XXXXXX	10XX7080	Sch Bus Driver	Employee, 2	234567	XX-CLA-ANN	0	1/28/2016	HRLY	21.00	0.00	21.90	Approved	Distributed	000008656	0100	0000000	5001	3600	2200092	110
XXXX	XXXXXX	10XX7080	Sch Bus Driver	Employee, 2	234567	XX-CLA-ANN	0	1/29/2016	HRLY	21.00	0.00	21.90	Approved	Distributed	000007782	0100	0000000	0000	3600	2200092	110
XXXX	XXXXXX	10XX9955	Sub Office Asst II	Employee, 2	234567	XX-CLA-HLY	1	1/25/2016	HRLY	1.00	0.00	15.13	Approved	Distributed	000020794	0100	0000000	0000	3600	2400092	110



Payroll Queries

To audit payroll transactions and exceptions run the following queries:

- M_DATAENTRY_AUDIT-Identifies Employees missing Workers Comp Deduction, Fed/State Tax Record, Time Report Data, and Work Group. These exceptions should be corrected prior to the first precalc if possible. Resolutions to these problems can be found on the CRC website. [Data Entry Audit Error Messages](#)

Dis	ID	Name	Empl Recor	Position	Value 1	Value 2	Problem
XXX	123456	Employee, 1	0	10XXXXXX			(01) - Missing or inactive Time Reporter Data record
XXX	234567	Employee, 2	1	10XXXXXX			(02) - Missing Workers Comp deduction
XXX	345678	Employee, 3	1	10XXXXXX	PT 11 mths	YYYYYYYYYY	(08) - 10/11 Month employee with incorrect Pay Schedule flags. Value 2 shows flags for months JFMAMJJASOND.
XXX	456789	Employee, 4	0	10XXXXXX	11.55	11.67	(12) - Employee NAHRLY comprate (Value 1) does not match Salary Step hourly comprate (Value 2). Plan 005, Grade 006, Step 1
XXX	567890	Employee, 5	1	10XXXXXX	M (Monthly)	H (Hourly)	(14) - Compensation Frequency (Value 1) invalid for this Employee Type (Value 2)
XXX	678901	Employee, 6	3	10XXXXXX	Monthly	Hourly	(07) - Comp Frequency (Value 1) invalid for this Full/Part Time value (Value 2)
XXX	789012	Employee, 7	2	10XXXXXX	15-CER-HLY	SDCOE	(13) - Substitute Teacher in non-Substitute Time Reporter Workgroup (Value 1) and/or Taskgroup (Value 2).



Payroll Queries cont.

To audit paysheet transactions and one time deduction transactions run the following queries:

- The M_PY_PAYSHEET_DEDN_AUDIT query can be used to audit one time deduction adjustments.
- The M_PY_PAYSHEET_ADJ_AUDIT query can be used to audit paysheet adjustment entries.

Co	Group	Pay Period	Off Cycle	Pag e	ID	Empl Record	Recor d	Name	Earns Begin	Earns End	Pay Status	Pay	Hrly Rate	Reg Salary	Ded Taken	Subset ID	Ded Taken	Ded Subset	Earn Code	Rate Used	Oth Hrs	Oth Py	Oth Earns	TL Src Flg	Rate Used	Addl Seq #
XXX	XXM	2/29/2016	N	9	123456	0	0	Employee, 1	2/1/2016	2/29/2016	I	Y	20.97	4269.17	D		D		ATO	H		200.00	200.00		0.00	0
XXX	XXM	2/29/2016	N	15	234567	3	0	Employee, 2	11/30/2015	1/31/2016	I	Y	11.79	766.41	D		D		RRP	H		325.00	325.00		0.00	0
XXX	XXM	2/29/2016	N	15	345678	0	0	Employee, 3	1/1/2016	1/31/2016	I	Y	13.00	844.97	D		D		REG	H	-15.00	0.00	-195.00		0.00	0
XXX	XXM	2/29/2016	N	14	456789	0	0	Employee, 4	7/1/2016	1/31/2016	I	Y	14.25	1188.34	D		D		RRP	H		0.00	1050.00		0.00	0



Reminders

- Auditing is Critical
- Leave Direct Deposit records active when employees terminate. These records are global across districts.
- When making corrections to previously paid timesheets type over the amount that was paid and submit.
- 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





Any Questions?



Concluding Items

- We are looking for presenters for future meetings
 - Next meeting: Tuesday, March 29
- If you have presentation ideas, please let us know!
 - Joan Smith (joan.smith@sdcoe.net)
 - Bruce Roberts (bruce.roberts@sdcoe.net)
 - Please copy Sally Morton (sally.morton@sdcoe.net)
- Thanks for your attendance and interest



Q&A

- Can the report to (managers) be added to the M_AM_need_approval query?
 - We will look into adding this.

