US DEPARTMENT OF LABOR

Office of Job Corps

SAAS User Guide

Student Allowance and Allotment System

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Overview

The Student Allotment and Allowance System (SAAS) is the primary system used by Job Corps to manage student payroll, deductions, allotments, allowances, and other payroll-related tasks. As part of the Career Development Services Systems suite of applications (CDSS), it shares centralized data in real time. This document explains the features and functions of SAAS and the tasks that the JCDC Student Payroll and Finance/Accounting departments can perform with the software.

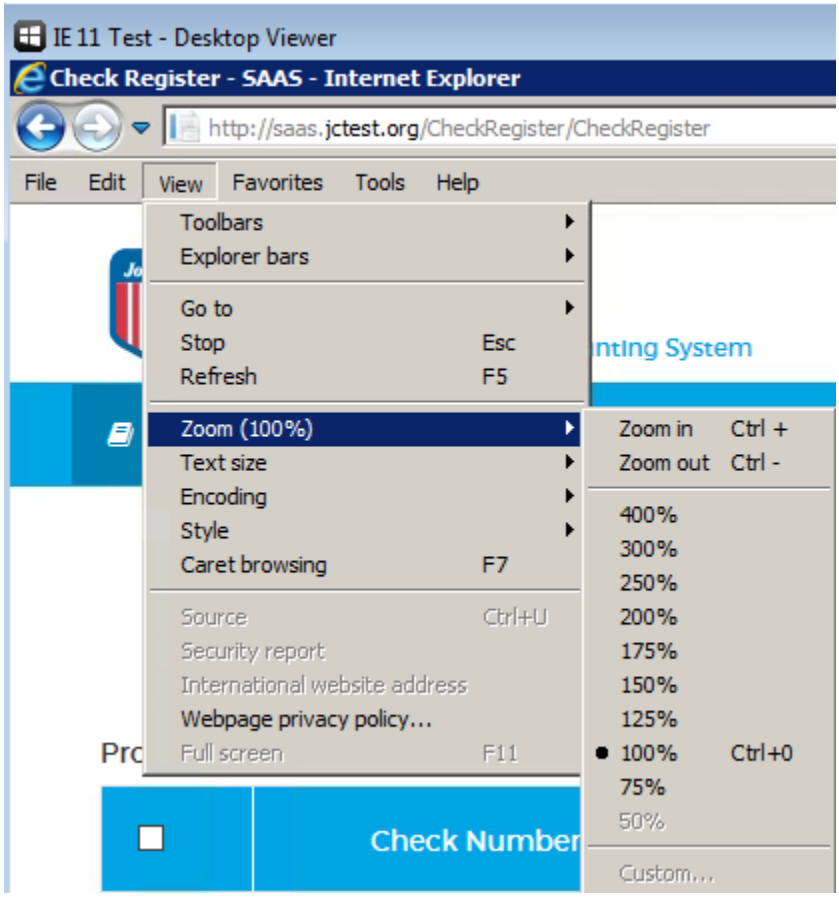
This document's audience is SAAS users.

General usage

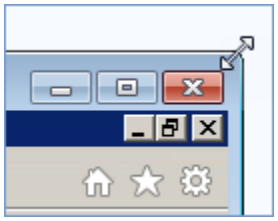
Adjust your Internet Explorer browser settings

SAAS runs on Internet Explorer 11. Take advantage of this browser's features to **adjust the size of text and the zoom level** to suit your personal preferences.

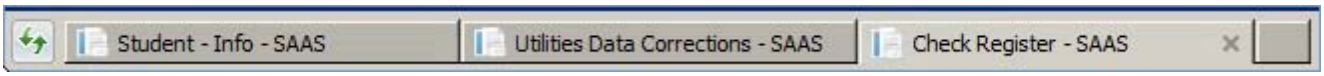
A quick way to zoom in and out is to click **CTRL –** and **CTRL +** (hold the Control key and click the minus sign or plus sign on your keyboard).



Use the tools in the upper right corner of the window to **change the window size**.



Open multiple tabs to use different SAAS modules at the same time. This can be especially helpful if you want to preserve a filtered view in one module while doing related work in another. For instance, you can view information on a specific Student ID in the Student Info module while performing a Data Correction on the same Student ID in the Utilities module.

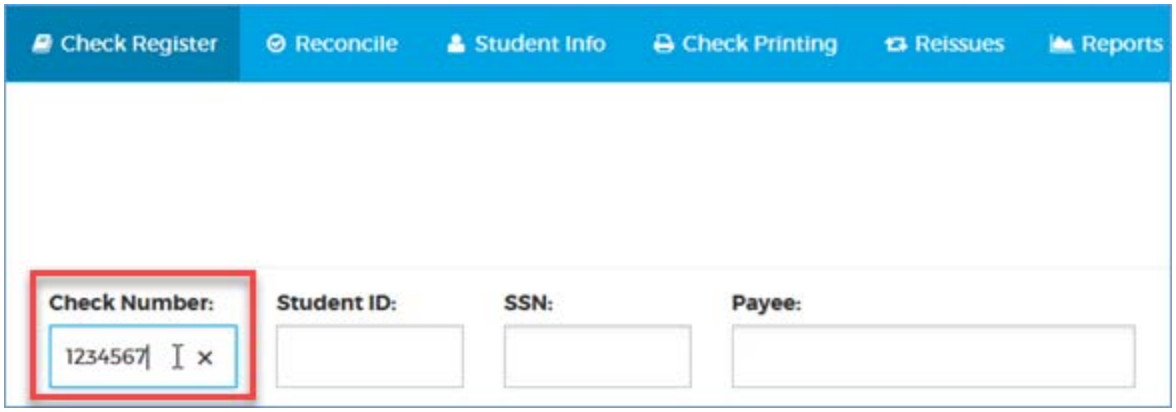


Searching efficiently

When you're searching or filtering for specific records on students, payments, checks, or other data, try these tips to optimize your results.

- **Enter a unique identifier** if possible. For instance, if you're searching for a student, enter the Student ID if you have it.

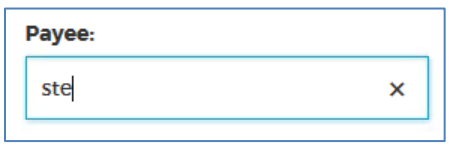
If you're filtering for a check in the Check Register, enter the Check Number if you have it.



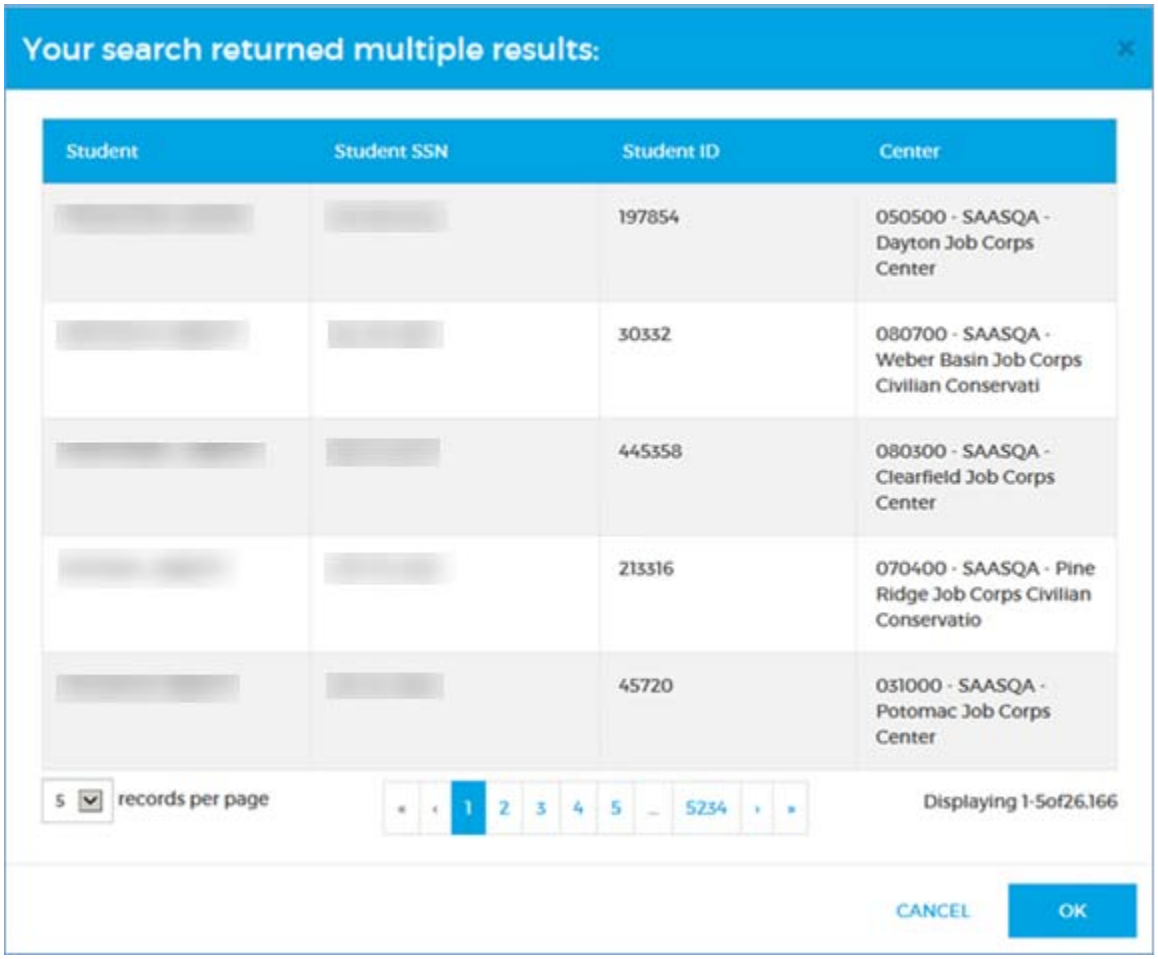
- **If you don't have a unique identifier, enter as much information as possible**.

  You can enter as much or as little information as you like, but the more you enter, the more precise your results will be.

  In the Check Register for instance, you can enter any part of the Payee's name. The entry shown below will fetch every payee whose first or last name contains "ste." This would include such names as Stella Jones, Esteban Garcia, Anne Stevens, Jane Austen, and Jesus Beneste.



This could fetch tens of thousands of records, in which case you'll get a pop-up table like the one shown below.



If the table contains what you consider a manageable number of results, you can select the record you want . . .

. . . and click **OK** to fetch it.

If you get an unwieldy number of results, you can **CANCEL** and try your search again.

- For some fields, such as the Payee field described above, you can enter partial information. For other fields, such as Student SSN, you must enter the complete value.

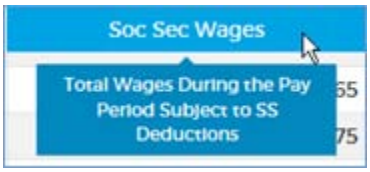
Getting through tables

SAAS tables generally behave the same way, whether they display one row or thousands of rows.

1. A drop-down at the bottom-left lets you set the number of rows per page.
2. A navigator in the center lets you click through the pages. You can get to the first and last pages by clicking the « and » buttons.
3. A counter at the bottom-right tells you how many rows are in the table and which rows you're looking at.

Most tables can be **sorted**. Click the arrow at the right of the column heading you want to sort on. Click it again to sort in the opposite order. If you don't see the arrow, the column can't be sorted.

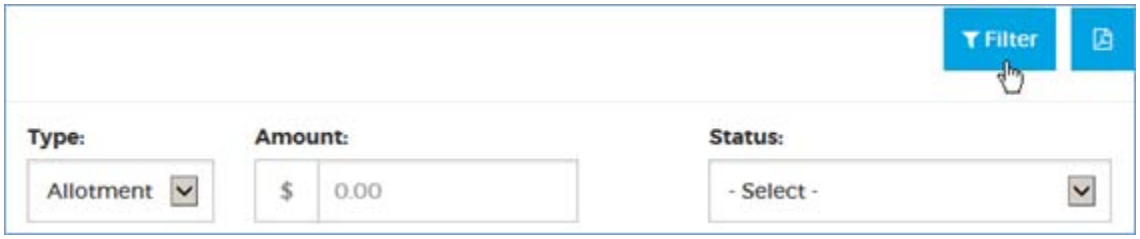
Hovering your cursor over a column label shows a detailed description.



Filters: If a table looks strangely empty or incomplete, you might have filtered it to show fewer results. In the screenshot below, you've filtered the Check Register for "Allotment" checks.

Check Number	Student ID	SSN	Payee	Issue Date	Type	Amount	Status	Actions
3504061	1003172			01/03/2014	Allotment	$60.00	Returned	
3504383	1415188			01/03/2014	Allotment	$60.00	Returned	
3504752	1329952			01/03/2014	Allotment	$90.00	Returned	
3508490	1422940			01/17/2014	Allotment	$90.00	Returned	
3508508	1003172			01/17/2014	Allotment	$60.00	Returned	
3508776	1381605			01/17/2014	Allotment	$60.00	Returned	
3508783	1434049			01/17/2014	Allotment	$60.00	Returned	
3508833	1415188			01/17/2014	Allotment	$60.00	Returned	
3508911	1408451			01/17/2014	Allotment	$162.84	Returned	
3509077	1395978			01/17/2014	Allotment	$60.00	Returned	
3509111	1438568			01/17/2014	Allotment	$30.00	Returned	
3509145	1386116			01/17/2014	Allotment	$90.00	Returned	

Click the **Filter** button again to see and adjust the filters. You can also clear filters by simply clicking to another module in the application.



Don't forget to scroll

Some tables have more information in them than you can see when they first load. Use the scrollbar at the side of the table to see all the rows.

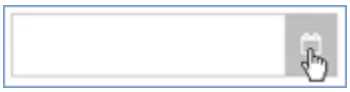
Use the accordions

Some tables can be collapsed and expanded so you can view as much or as little information at a time as you like. Use the arrow at the side of the table to see all the rows.

Entering and deleting dates

You can't use the keyboard to type or delete dates. tbd

1. Click the datepicker at the right of any date field.



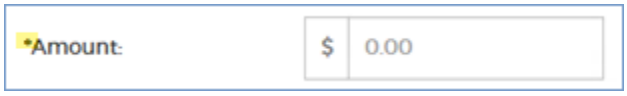
2. Click on the date you want when the calendar opens. If necessary, use the arrows at the top to browse to the month you want.

The date will be entered in the field.

To delete a date, put the cursor in the date field and click the × that appears at the right.

*Mandatory fields

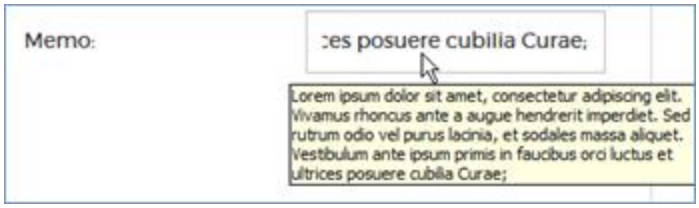
Required fields are marked with an asterisk. You won't be able to execute a task (**SAVE** or **SUBMIT**, for instance) if you haven't filled in all the mandatory fields on a form.



To clear a *date* or anything you have *typed* in, you can use your keyboard's **Backspace** or **Delete** keys, or click the ✕ at the far right of the field.

What did I type?

Some fields let you enter up to 255 characters, but the text is entered on one line and you might wonder what you typed at the beginning. You can hover the cursor over the field to see all the text in a pop-up. To keep track of what you're entering, you can also type the text in another application like Notepad and copy/paste it in.



Is it working?

Searching for a student may take a few seconds. If you see "Searching…" below the Search button, be patient.

Loading big tables, such as the Check Register, the Reissues tab, or the payroll verification tables, may also take a few seconds. If you see "Processing…" at the top-left of a table, be patient.

The button doesn't do anything

If some of the dates in a **datepicker** or a button such as **SAVE, OK**, or **RECONCILE** looks grey or "won't click," you may not have completed all the information properly or you may be trying to enter invalid data. Be sure you've followed all the requirements as described. You have to enter a *complete* Student ID or SSN, or a date that falls within a specific range.

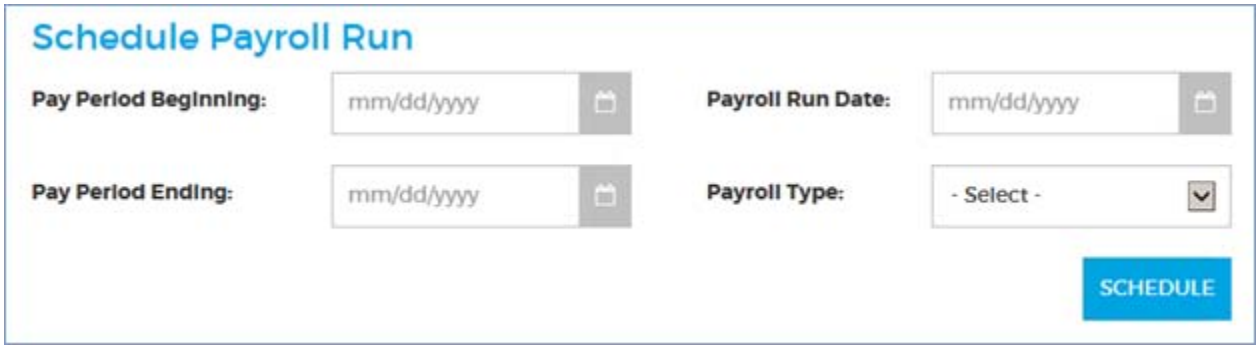
Payroll

Scheduling a payroll run

Use these steps to schedule a payroll run.

1. Go to **Utilities → Payroll**.

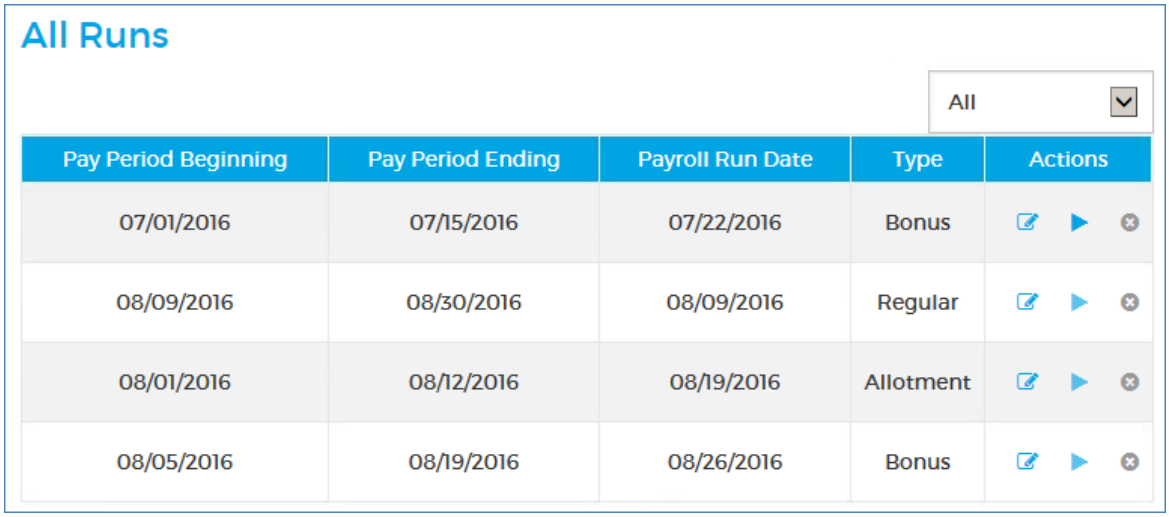
2. Complete the Schedule Payroll Run form.



Pay Period Beginning	The first date of the payroll cycle.
Pay Period Ending	The last date of the payroll cycle.
Payroll Run Date	The date the payroll run should occur, almost always a Friday. ***Note:*** *You can run a payroll on a date other than the Payroll Run Date you enter.*
Payroll Type	The type of payroll to run: Regular, Allotment, Termination, or Bonus.

3. Click **SCHEDULE** to enter the payroll run in the All Runs table and clear the form.

The All Runs table displays the current and future payroll runs in ascending order by Payroll Run Date. After a payroll is run and finalized, it no longer shows in the table.

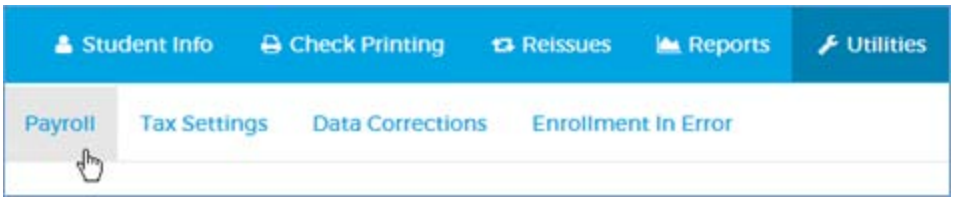


Changing the display in the All Runs table

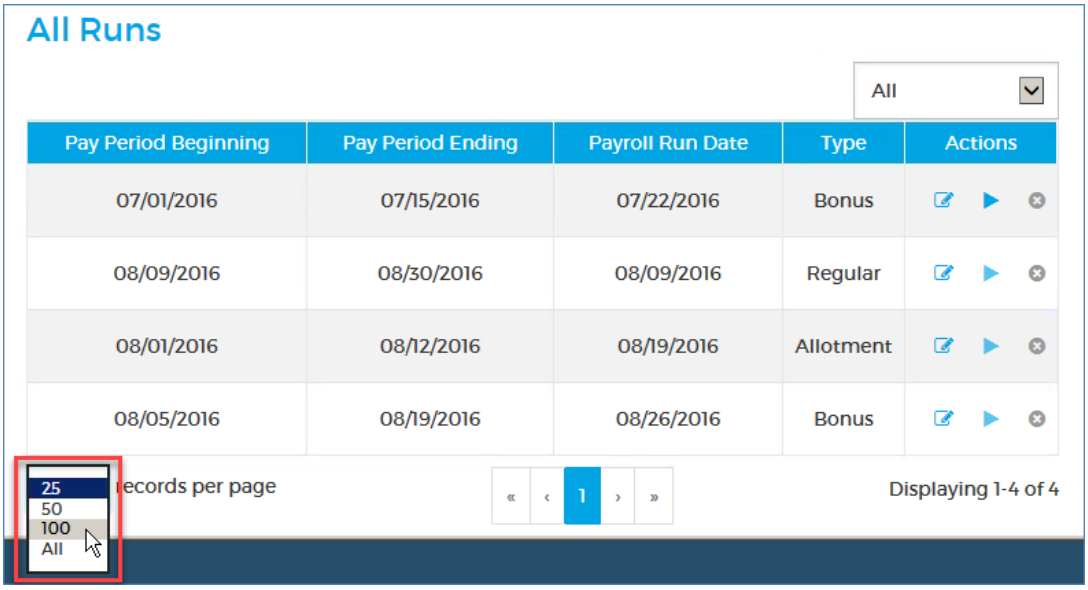
You may want to view more or fewer rows in the All Runs table, or view only one type of payroll. Use these steps to change the display.

Note: *The scheduled payrolls display in ascending order by Payroll Run Date. You cannot change the order.*

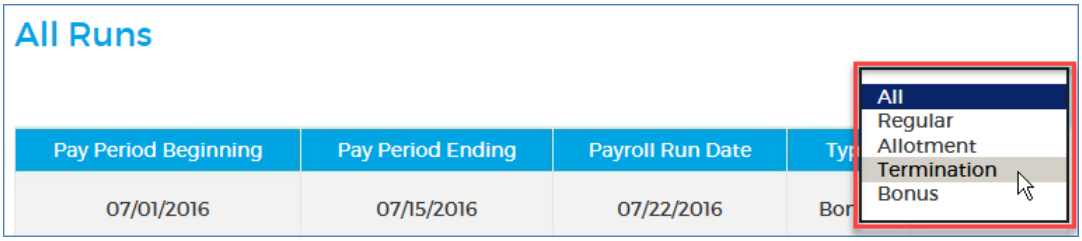
Go to **Utilities → Payroll**.



- **To see more or fewer rows**, use the drop-down at the bottom-left of the table.



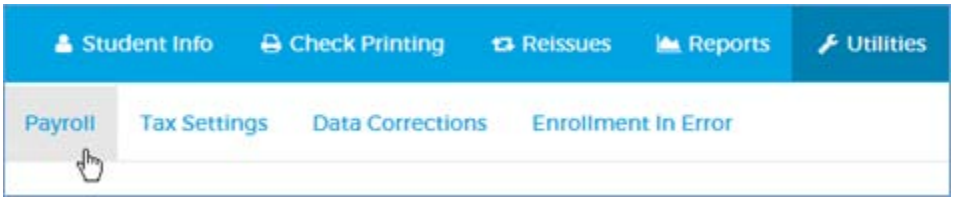
- **To see the runs for only one type of payroll**, select it from the drop-down filter at the top-right of the table.



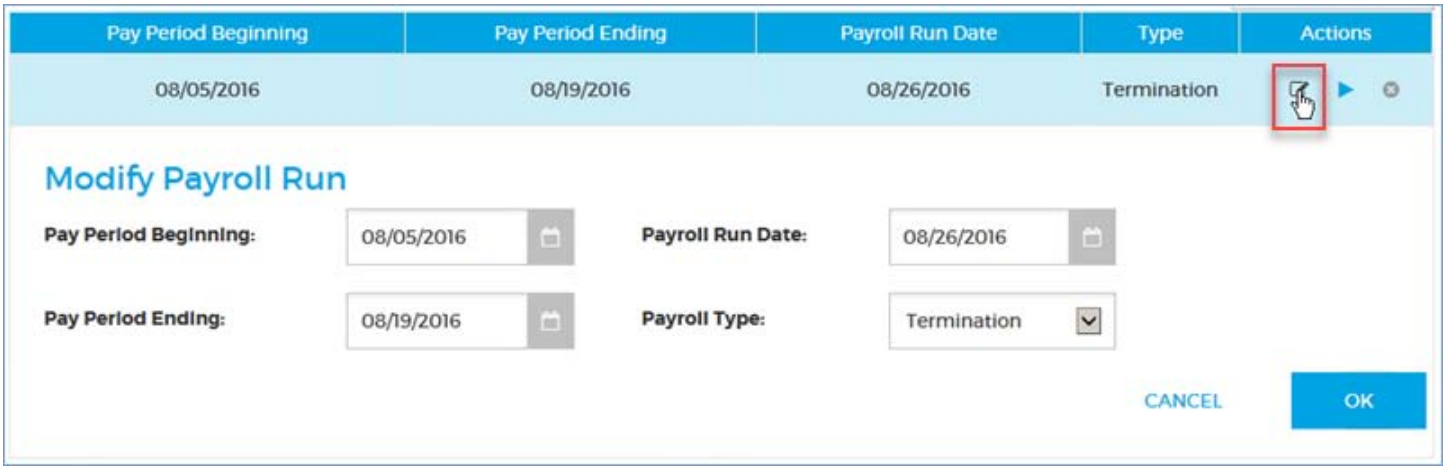
Modifying a scheduled payroll run

Use these steps to change the Date or Type settings for a payroll run that's already in the All Runs table.

1. Go to **Utilities → Payroll**.



2. In the All Runs table, click the **pencil** button in the row with the payroll run you want to change.



3. In the Modify Payroll Run form, change the settings you want.

Pay Period Beginning	The first date of the payroll cycle.
Pay Period Ending	The last date of the payroll cycle; must be after the Pay Period Beginning.
Payroll Run Date	The date the payroll run should occur, almost always a Friday.
Payroll Type	The type of payroll to run: Regular, Allotment, Termination, or Bonus.

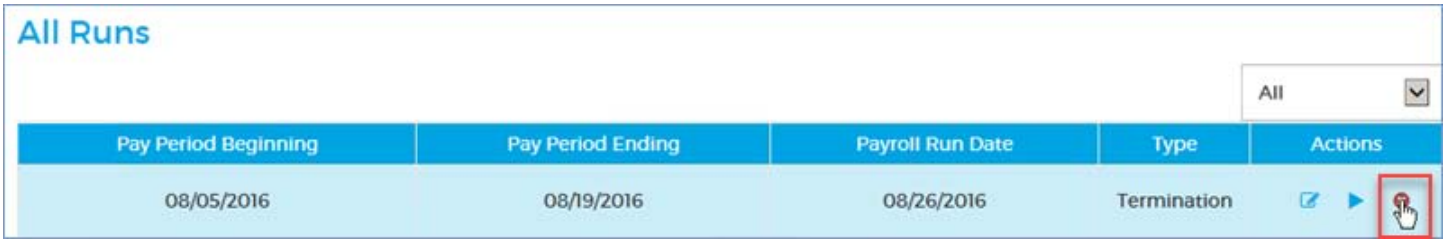
4. Click **OK** to update the payroll run in the All Runs table and close the form. **CANCEL** closes the form and leaves the All Runs table unchanged.

Deleting a scheduled payroll run

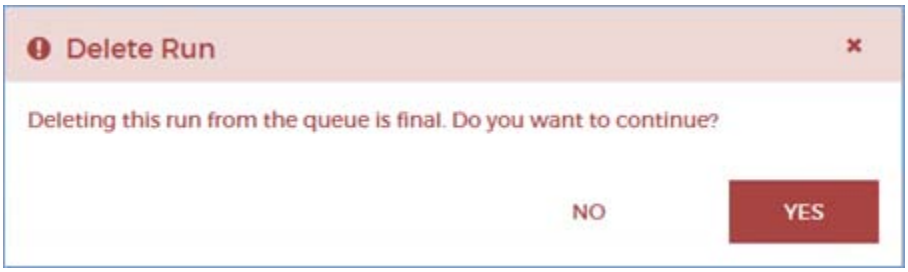
Use these steps to delete a payroll that was scheduled erroneously.

1. Go to **Utilities → Payroll**.

2. In the All Runs table, click the **remove** button in the row with the payroll run you want to delete.



3. When the warning appears, click **YES** to delete the payroll from the All Runs table. **NO** cancels the deletion and leaves the All Runs table unchanged.



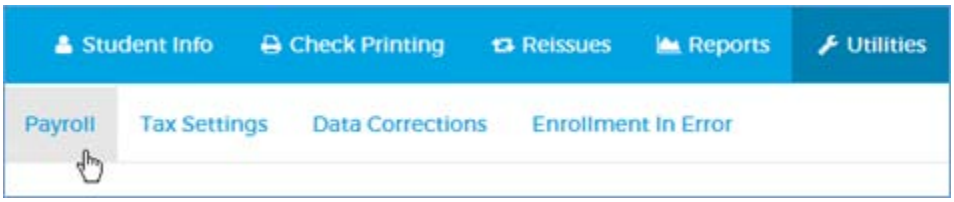
Running a payroll

Use these steps to run a payroll.

You must have a SAAS user role of **Super User** or **Submitter** to perform this task.

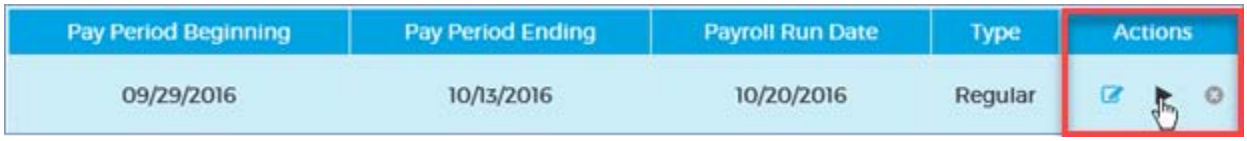
Note: *You cannot run a payroll until the previous run is finalized. The Payroll Run Status panel at the right of the page must show "Payroll is not running."*

1. Go to **Utilities → Payroll**.

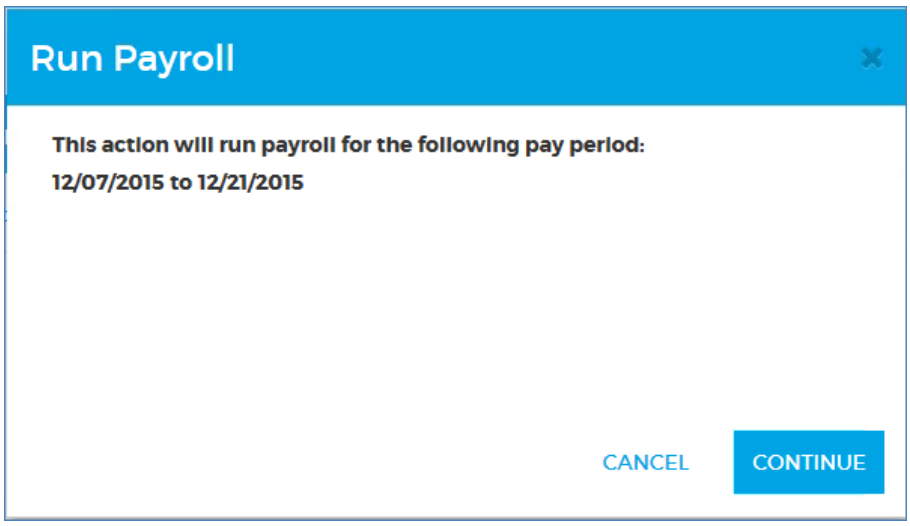


2. Click the **run** button in the top row. The **run** button is active only in the top row, which displays the earliest scheduled payroll run.

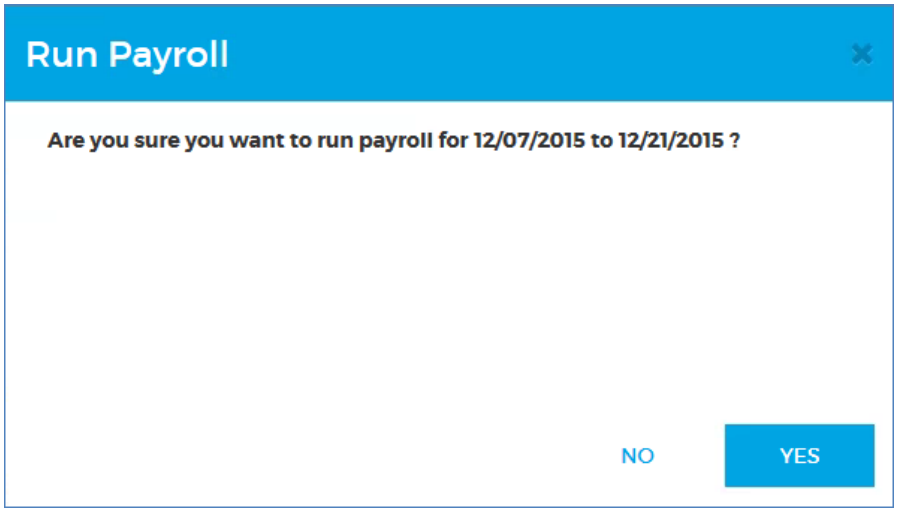
Note: *You can run a payroll on a date other than the scheduled Payroll Run Date.*



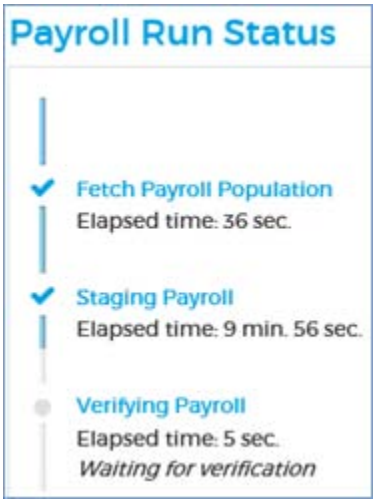
3. In the Run Payroll confirmation dialog, click **CONTINUE**. **CANCEL** cancels the payroll run and leaves the All Runs table unchanged.



4. If you are running a payroll on a date other than the scheduled Payroll Run Date, a second **Run Payroll** confirmation dialog appears. Click **YES** to run the payroll. **NO** cancels the payroll run and leaves the All Runs table unchanged.



Each step displays in the Payroll Run Status panel. You can leave the Payroll page and return later to verify it; it will remain in a waiting state until you or another admin takes further action.



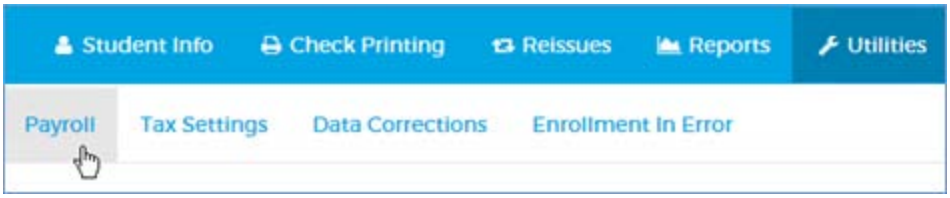
Verifying a payroll

Use these steps to verify a payroll.

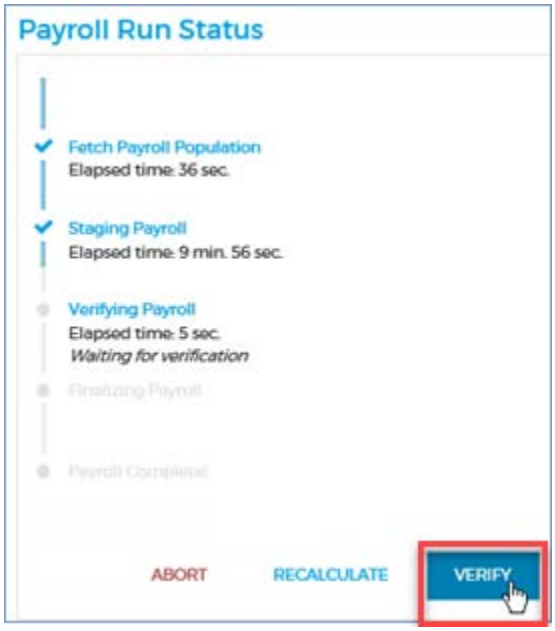
You must have a SAAS user role of **Super User** or **Submitter** to perform this task.

Note: *The payroll run status must be "Waiting for verification."*

1. Go to **Utilities → Payroll**.



2. Click the **VERIFY** button in the Payroll Run Status panel.



A verification page opens with seven tabs that are described below. Go through them in order, from left to right, to verify the payroll.

You can also navigate back and forth by clicking the tabs or the **BACK** and **NEXT** buttons at the top of each tab.

Note: *The **BACK** button is different from the **BACK TO PAYROLL** link, which returns to the Schedule Payroll page. From the Schedule Payroll page, you can restart or resume verification by clicking **VERIFY** again.*

In each tab, you'll find a table with information about the payroll. You can get full descriptions by hovering your cursor over the column headings.

Exceptions tab

The **Exceptions** tab displays Regular or Termination payments flagged for either of the following:

- Net regular pay exceeds $200
- Net separation pay exceeds $1200

Center	SSN	Exception
101100	[redacted]	Net regular pay exceeds $200
101100	[redacted]	Net regular pay exceeds $200
010100	[redacted]	Net regular pay exceeds $200
090700	[redacted]	Net regular pay exceeds $200
090700	[redacted]	Net regular pay exceeds $200

1. Review the Exceptions. Generate the *Payroll Exceptions* report if you like by clicking the **PDF** button. When the report is ready, open, save, or cancel it using the buttons at the bottom-right of your browser.

Note: *This report is not available from the Reports tab. You need to print it here if you want it.*

2. Click **NEXT** to advance to the Student Payroll Verification tab. **CANCEL** cancels verification and returns to the Schedule Payroll page.

Student Payroll Verification tab

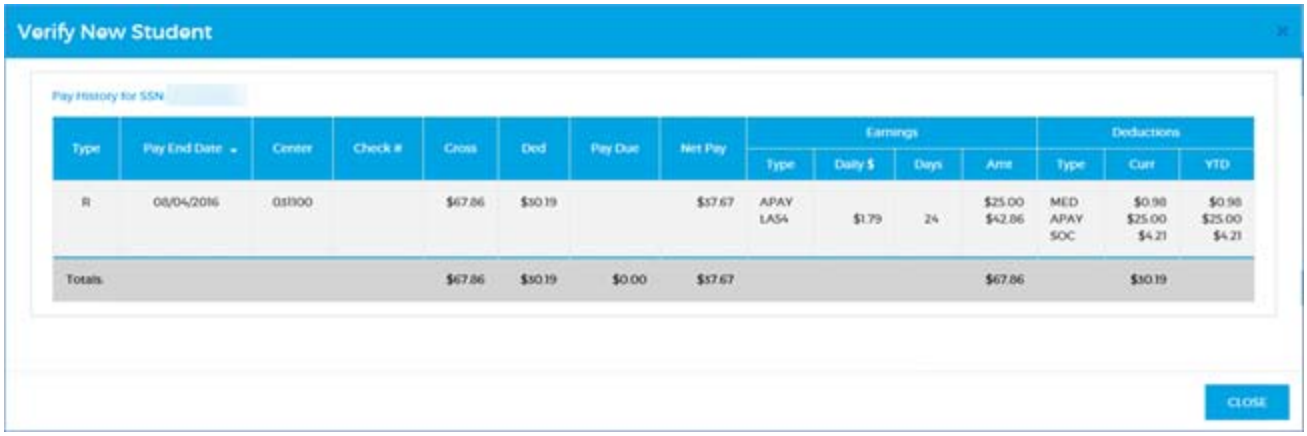
For Regular and Termination payrolls, the **Student Payroll Verification** tab shows a minimum of 30 randomly selected payment records so you can spot-check the payroll. There are four categories of payments.

Note: *Some categories may be empty, but a minimum of 30 records overall is provided.*

- **Separated Students** – separation pay for students who were separated other than MSWR during this pay period.
- **Medical Separations –** separation pay for students who received an MSWR separation during this pay period.
- **Taxable Transportation –** payments that include a Taxable Transportation deduction.
- **New Students –** payments to new enrollees receiving their first pay from Job Corps.

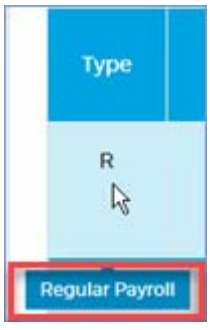
All these categories have the same format: a two-column display with the student's SSN and the center code.

1. Click an **SSN** link to open the student's pay history in a separate window for your inspection.

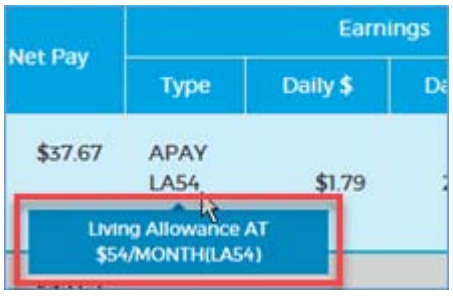


Tip: *You can hover the cursor to see full descriptions of data in the following columns:*

(Pay) Type

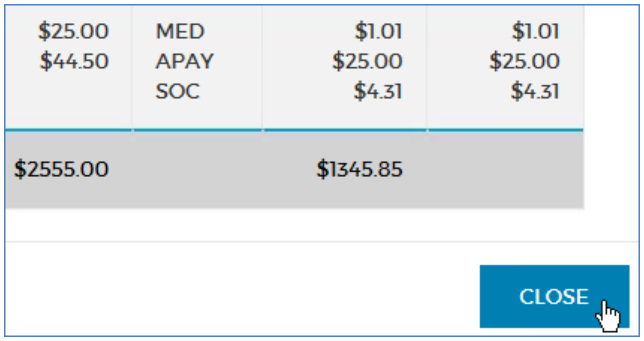


Earnings Type



Deductions Type

2. To close the pay history window, click the **CLOSE** button at the bottom-right. You may have to scroll down to see the button.



Generate the *Student Payroll Verification* report if you like by clicking the **PDF** button. When the report is ready, open, save, or cancel it using the buttons at the bottom-right of your browser.

Note: *This report is not available from the Reports tab. You need to print it here if you want it.*

3. When you've finished reviewing the Student Payroll Verification tab, click **NEXT** to advance to the Earnings tab. **CANCEL** cancels verification and returns you to the Schedule Payroll page.

Earnings tab

The **Earnings** tab displays a breakdown of earnings for each center. Any earning type that a center has received during the calendar year is listed.

Centers are listed in ascending order by center code alongside their names. You must scroll to see all the rows in the table; you can't sort it.

Earning Code	Description	Current Amount	MTD Amount	QTD Amount	YTD Amount
010100-Grafton					
APAY	Arrival Pay(APAY)	0.00	375.00	5,050.00	5,050.00
CLOT	Clothing Allowance(CLOT)	366.16	1,781.11	27,958.52	27,958.52
GED	New Transition GED Allowance	0.00	400.00	1,600.00	1,600.00
GPAL	GOVT Portion Of Allotment(GPAL)	0.00	175.00	2,553.60	2,553.60
LA54	Living Allowance AT $54/MONTH(LA54)	35.71	3,136.75	44,806.55	44,806.55
LA76	Living Allowance At $30/PPE (LA76)	35.00	2,172.50	37,255.00	37,255.00
PGS1	13 Week Placed Grads(PGS1)	0.00	0.00	150.00	150.00
PGS2	6 Month Placed Grads(PGS2)	0.00	0.00	240.00	240.00
PGS3	12 Month Placed Grads(PGS3)	0.00	0.00	180.00	180.00
TRAW	New Transition Graduate Allowance	3,000.00	6,000.00	55,000.00	55,000.00
TTRN	Taxable Transportation Charges(TTRN)	0.00	0.00	4,873.78	4,873.78
VOC	New Transition VOC Allowance	0.00	1,500.00	32,000.00	32,000.00
Center Total:		3,436.87	15,540.36	211,667.45	211,667.45

1. Review the Earnings. Generate the *Payroll Earnings* report if you like by clicking the **PDF** button. When the report is ready, open, save, or cancel it using the buttons at the bottom-right of your browser.

Tip: *This report is also available at* ***Reports → Payroll****.*

2. Click **NEXT** to advance to the Deductions tab. **CANCEL** cancels verification and returns to the Schedule Payroll page.

Deductions tab

The **Deductions** tab displays a breakdown of deductions for each center. Any deduction type that a center has during the calendar year is listed.

Centers are listed in ascending order by center code alongside their names. You must scroll to see all the rows in the table; you can't sort it.

Deductions Code	Description	Current Amount	MTD Amount	QTD Amount	YTD Amount
010100-Grafton					
AFIT	Advance Federal Income Tax(AFIT)	0.00	0.00	154.29	154.29
ALLT	Student portion of Allotment(ALLT)	0.00	34.95	508.28	508.28
APAY	Arrival Pay(APAY)	0.00	375.00	5,050.00	5,050.00
CLOT	Clothing Allowance(CLOT)	366.16	1,781.11	27,958.52	27,958.52
GPAL	GOVT Portion of Allotment(GPAL)	0.00	175.00	2,553.60	2,553.60
MED	Medicare Tax(MED)	49.84	222.91	3,025.10	3,025.10
MISC	Miscellaneous Charges(MISC)	0.00	32.90	440.36	440.36
NCVR	Prior Pay Adjustment-Neg Net(NCVR)	0.00	19.30	1,038.43	1,038.43
PADV	Payroll Advance(PADV)	0.00	25.03	177.86	177.86
PRAD	Partial Readjustment Advance(PRAD)	2,106.00	4,878.00	44,720.59	44,720.59
SOC	Social Security Tax(SOC)	213.08	952.94	12,934.50	12,934.50
TRAN	Transportation Charges(TRAN)	0.00	0.00	366.81	366.81
TTRN	Tax Transportation Charges(TTRN)	0.00	0.00	4,873.78	4,873.78
Center Total:		2,735.08	8,497.14	103,802.12	103,802.12

1. Review the Deductions. Generate the *Payroll Deductions* report if you like by clicking the **PDF** button. When the report is ready, open, save, or cancel it using the buttons at the bottom-right of your browser.

Tip: *This report is also available at* ***Reports → Payroll****.*

2. Click **NEXT** to advance to the Payroll Tax tab. **CANCEL** cancels verification and returns to the Schedule Payroll page.

Payroll Tax tab

The **Payroll Tax** tab displays totals for employee and employer portions of each type of tax processed in the payroll run, with subtotals for each center.

Centers are listed in ascending order by center code alongside their names. You must scroll to see all the rows in the table; you can't sort it.

Center	Gross Wages	Medicare Wages	Soc Sec Wages	Fed With	Medicare	Soc Sec
010100 - Crafton	0.00	0.00	0.00	0.00	0.00	0.00
010200 - Northlands	0.00	0.00	0.00	0.00	0.00	0.00
010300 - Penobscot	0.00	0.00	0.00	0.00	0.00	0.00
010400 - Westover	0.00	0.00	0.00	0.00	0.00	0.00
010500 - New Haven	0.00	0.00	0.00	0.00	0.00	0.00
010600 - Loring	0.00	0.00	0.00	0.00	0.00	0.00
010700 - Shriver	0.00	0.00	0.00	0.00	0.00	0.00
010800 - Exeter	0.00	0.00	0.00	0.00	0.00	0.00
Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

	Medicare Wage	Med %	Medicare Tax	Soc Sec Wage	SS %	Soc Sec Tax
Employee Portion:	0.00	1.45%	0.00	0.00	6.2%	0.00
Employer Portion:	0.00	1.45%	0.00	0.00	6.2%	0.00
Totals:			**0.00**			**0.00**

Deposit: 0.00

1. Review the Payroll Tax information. Generate the *Payroll Tax* report if you like by clicking the **PDF** button. When the report is ready, open, save, or cancel it using the buttons at the bottom-right of your browser.

Tip: *This report is also available at* ***Reports → Payroll****.*

2. Click **NEXT** to advance to the Bank Cash Reqs tab. **CANCEL** cancels verification and returns to the Schedule Payroll page.

Bank Cash Reqs tab

For Regular payrolls, the **Bank Cash Reqs** tab displays the cash requirements for each center.

Centers are listed in ascending order by center code. You must scroll to see all the rows in the table; you can't sort it.

Center	Bank ID	Account Number	Payroll Amount	Reimb Amount	Paydue	Total Transfer	Negative Carry Forward	
010100 - Crafton	211372378	7710035150	4,563.64		0.00	0.00	4,563.64	0.00
010200 - Northlands	221172186	6500061779	4,191.86		0.00	0.00	4,191.86	0.00
010300 - Penobscot	211274450	0241715484	4,679.37		0.00	0.00	4,679.37	0.00
010400 - Westover	211871691	970640	6,924.34		0.00	0.00	6,924.34	0.00
010500 - New Haven	011900571	9417907688	2,950.04		0.00	0.00	2,950.04	0.00
010600 - Loring	011202392	10199470	4,595.79		0.00	0.00	4,595.79	0.00
010700 - Shriver	211371379	0308010552	6,407.88		0.00	0.00	6,407.88	0.00
010800 - Exeter	011501682	162002059	4,392.38		0.00	0.00	4,392.38	0.00
010900 - Hartford	011900571	385010296079	2,195.76		0.00	0.00	2,195.76	0.00
011000 - New Hampshire	011400495	003881129136	5,548.05		0.00	0.00	5,548.05	0.00
020100 - Arecibo	021502011	070-029458	3,875.34		0.00	0.00	3,875.34	0.00
020200 - Barranquitas	021502011	053-867971	4,520.71		0.00	0.00	4,520.71	0.00
020300 - Cassadaga	022302689	9400007150	4,209.22		0.00	0.00	4,209.22	0.00
020400 - Delaware Valley	021308833	483005602583	5,628.12		0.00	0.00	5,628.12	0.00
020500 - Edison	231372691	0261130056	8,351.43		0.00	32.32	8,319.11	0.00
020700 - Glenmont	221371372	98001274	4,623.56		0.00	0.00	4,623.56	0.00
020800 - Iroquois	021300077	321681000162	3,806.28		0.00	0.00	3,806.28	0.00
020900 - Oneonta	021300077	325471000043	5,066.49		0.00	32.32	5,034.17	0.00
021000 - Ramey	021502011	082-868190	5,681.50		0.00	22.03	5,659.47	0.00
021100 - South Bronx	021000021	049054112	3,316.10		0.00	0.00	3,316.10	0.00
021110 - Brooklyn	021000021	049500945565	3,196.34		0.00	41.02	3,155.32	0.00
030100 - Blue Ridge	122105278	5318095097	2,982.05		0.00	0.00	2,982.05	0.00
030200 - Charleston	051900395	0069122992	5,822.12		0.00	0.00	5,822.12	0.00
030400 - Flatwoods	051403452	40000134	2,817.07		0.00	32.32	2,784.75	0.00
030500 - Harpers Ferry	057000668	0005175506626	2,709.70		0.00	0.00	2,709.70	0.00
Total:			**716,814.40**	**0.00**	**948.19**	**715,866.21**	**0.00**	

1. Review the Bank Cash Requirements Generate the *Bank Cash Requirements* report if you like by clicking the **PDF** button. When the report is ready, open, save, or cancel it using the buttons at the bottom-right of your browser.

Note: *If you print the report from this tab, every row in the "Reimb Amount" column will be 0.00, since this amount is calculated after payroll is finalized. To see the center reimbursement amounts, generate the report from* ***Reports → Payroll*** *or from* ***Utilities → EFT****.*

2. .Click **NEXT** to advance to the Payroll Verification tab. **CANCEL** cancels verification and returns to the Schedule Payroll page.

Payroll Verification tab

The **Payroll Verification** tab displays center totals for the payroll run.

Centers are listed in ascending order by center code. You must scroll to see all the rows in the table; you can't sort it.

Center	Gross Wage	Med/Soc Wage	FIT Ded	Med Ded	Soc Ded	Tot Ded	Pay Due Ck	Pay Due Cash	(-) Net Ck	(-) Net Cash	(+) Net Ck	(+) Net Cash		
010100 Grafton	7,869.37	6,708.67	0.00	97.18	415.95	3,305.73	0.00		0.00		0.00	-120.66	0.00	4,684.30
010200 Northlands	5,656.66	5,531.66	0.00	80.18	343.05	1,464.80	0.00		0.00		0.00	-1.91	0.00	4,193.77
010300 Penobscot	7,020.66	6,309.96	0.00	91.46	391.28	2,341.29	0.00		0.00		0.00	-63.73	0.00	4,743.10
010400 Westover	11,799.41	9,174.41	0.00	133.02	568.93	4,875.07	0.00		0.00		0.00	-275.90	0.00	7,200.24
010500 New Haven	4,339.41	4,089.41	0.00	59.30	253.58	1,389.37	0.00		0.00		0.00	-29.71	0.00	2,979.75
010600 Loring	6,595.92	6,595.92	0.00	95.61	409.00	2,000.13	0.00		0.00		0.00	0.00	0.00	4,595.79
010700 Shriver	8,680.33	8,430.33	0.00	122.36	522.76	2,272.45	0.00		0.00		0.00	-26.91	0.00	6,434.79
010800 Exeter	5,225.88	5,225.88	0.00	75.82	324.06	833.50	0.00		0.00		0.00	0.00	0.00	4,392.38
010900 Hartford	3,818.97	2,885.02	0.00	41.75	178.90	1,623.21	0.00		0.00		0.00	-92.41	0.00	2,288.17
011000 New Hampshire	7,258.92	7,008.92	0.00	101.55	434.63	1,710.87	0.00		0.00		0.00	-17.68	0.00	5,565.73
020100 Arecibo	5,783.12	4,708.12	0.00	68.20	291.94	1,907.78	0.00		0.00		0.00	-88.64	0.00	3,963.98
020200 Barranquitas	9,032.56	6,016.51	0.00	87.17	373.10	4,511.85	0.00		0.00		0.00	-292.24	0.00	4,812.95
020300 Cassadaga	7,694.22	6,345.97	48.17	92.02	393.49	3,485.00	0.00		0.00		0.00	-129.84	0.00	4,339.06
020400 Delaware Valley	7,488.59	7,238.59	0.00	104.86	448.91	1,860.47	0.00		0.00		0.00	-23.84	0.00	5,651.96
020500 Edison	11,419.15	10,919.15	0.00	158.34	677.22	3,132.36	0.00		32.32		0.00	-35.74	0.00	8,354.85
020700 Glenmont	7,150.12	6,900.12	0.00	99.91	427.86	2,526.56	0.00		0.00		0.00	-17.68	0.00	4,641.24
020800 Iroquois	6,236.72	5,436.72	0.00	78.63	337.13	2,430.44	0.00		0.00		0.00	-67.17	0.00	3,873.45
020900 Oneonta	7,833.89	7,208.89	0.00	104.57	447.03	2,832.04	0.00		32.32		0.00	-88.04	0.00	5,122.21
021000 Ramey	7,217.11	6,574.26	0.00	95.24	407.71	1,579.67	0.00		22.03		0.00	-73.46	0.00	5,732.93
021100 South Bronx	13,069.29	5,319.29	0.00	77.18	329.91	9,753.19	0.00		0.00		0.00	-753.99	0.00	4,070.09
021110 Brooklyn	5,841.35	4,216.35	0.00	61.23	261.62	2,727.05	0.00		41.02		0.00	-154.00	0.00	3,309.32
030100 Blue Ridge	5,517.11	4,642.11	0.00	67.39	287.90	2,535.06	0.00		0.00		0.00	-75.74	0.00	3,057.79
030200 Charleston	8,648.93	7,773.93	0.00	112.48	481.98	2,826.81	0.00		0.00		0.00	-100.04	0.00	5,922.16
030400 Flatwoods	3,409.72	3,409.72	0.00	49.34	211.44	657.29	0.00		32.32		0.00	0.00	0.00	2,784.75
Contract Total:	**982,779.67**	**858,156.34**	**506.11**	**12,436.14**	**53,214.15**	**363,736.62**	**0.00**	**697.44**	**0.00**	**-12,742.35**	**0.00**	**632,482.84**		
CCC Total:	**133,775.59**	**127,855.99**	**11.22**	**1,852.95**	**7,928.02**	**37,900.62**	**0.00**	**250.75**	**0.00**	**-745.96**	**0.00**	**96,871.68**		
Total:	**1,116,555.26**	**986,012.33**	**517.33**	**14,289.09**	**61,142.17**	**401,637.24**	**0.00**	**948.19**	**0.00**	**-13,488.31**	**0.00**	**729,354.52**		

1. Review the Payroll Verification information. Generate the *Payroll Verification* report if you like by clicking the **PDF** button. When the report is ready, open, save, or cancel it using the buttons at the bottom-right of your browser.

Tip: *This report is also available at* ***Reports → Payroll****.*

2. Click **VERIFIED** at the upper-right of the table to verify the payroll and return to the Schedule Payroll page.

Your Admin ID will appear as the verifier in the Payroll Run Status panel. The payroll is ready for finalization by an admin with the SAAS Approver role.

Recalculating a payroll run

An admin with the SAAS user role of **Super User** can recalculate a payroll run. The staged student population is preserved, but the living allowances, earnings, deductions, paydues, and net are recalculated.

You can recalculate the payroll run at these points:

Payroll stage	Button location
After staging (while awaiting verification)	Payroll Run Status panel
After verification (while awaiting finalization)	Payroll Run Status panel
After reverification (instead of finalization)	Payroll Run Verification tab

Note: *There is no confirmation dialog. The* ***RECALCULATE*** *button executes the function immediately.*

Aborting a payroll run

An admin with the SAAS user role of Approver can abort a payroll run if an unforeseen failure occurs or the payroll was scheduled or run erroneously (wrong dates, wrong type, etc.). Aborting a payroll run discards the staged student population. The payroll can be re-run from the All Runs table after any necessary modifications are made.

You can abort the payroll run at these points:

Payroll stage	Button location
After staging (while awaiting verification)	Payroll Run Status panel
After verification (while awaiting finalization)	Payroll Run Status panel
After reverification (instead of finalization)	Payroll Run Verification tab

Note: *There is no confirmation dialog. The* ***ABORT*** *button executes the function immediately.*

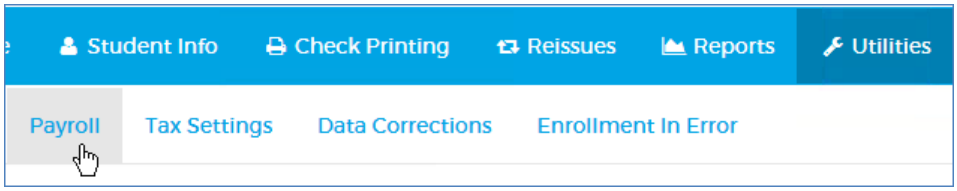
Finalizing a payroll

Use these steps to finalize a payroll that has been run and verified by another admin.

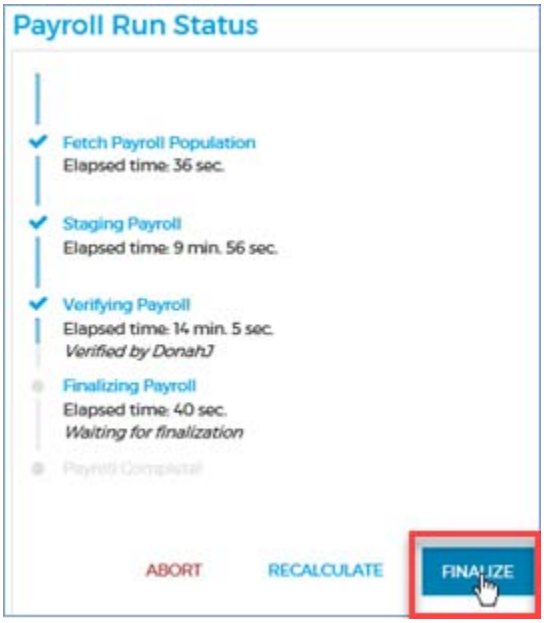
You must have a SAAS user role of **Super User** or **Approver** to perform this task.

Notes: *The payroll run status must be "Verified."*

1. Go to **Utilities → Payroll**.



2. In the Payroll Run Status panel, click the **FINALIZE** button.



3. Go through the verification tabs to spot-check randomly pulled pay records and to view exceptions, earnings, deductions, payroll taxes, bank cash requirements, and payroll verification. Generate the reports if you like. This process is described in Verifying a payroll (page 18).

4. When you reach the final tab (Payroll Verification), click **FINALIZED** to finalize the payroll and return to the Schedule Payroll page.

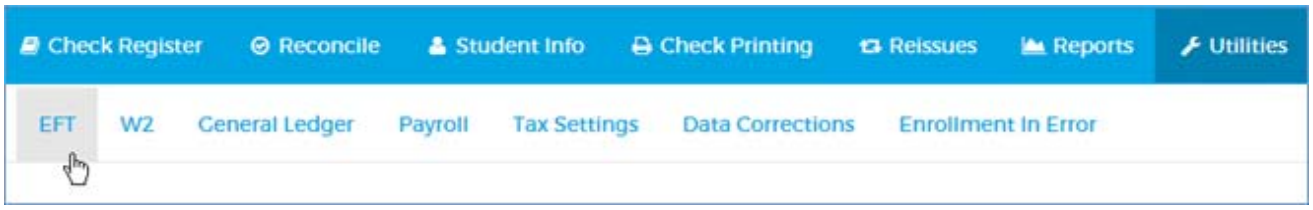
The run is removed from the All Runs table and the Payroll Run Status panel shows the payroll run as complete.

Generating the EFT report

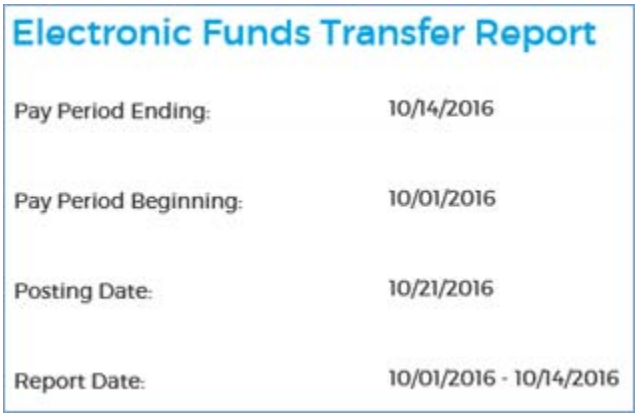
Use these steps to generate the *Electronic Funds Transfer List* report for the latest Regular payroll run.

Tip: *This report is also available at* ***Reports → Payroll****.*

1. Go to **Utilities → EFT**.



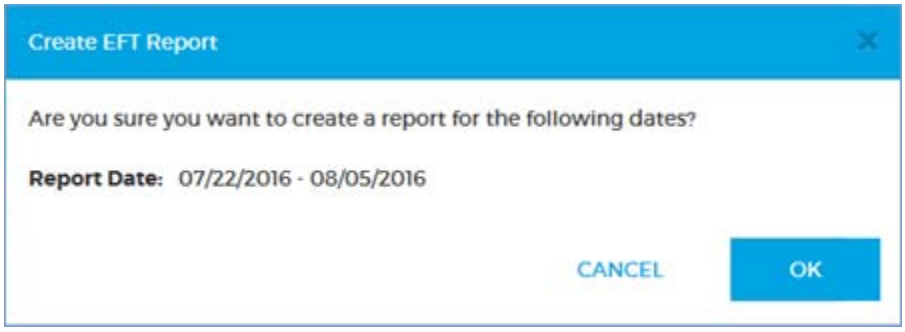
2. Review the Electronic Funds Transfer Report fields. These are information-only fields and cannot be changed.



Pay Period Ending	The pay period end date for the latest Regular payroll
Pay Period Beginning	The pay period beginning date for the latest Regular payroll
Posting Date	The Bank Effective Date (7 days after the **Pay Period Ending** date)
Report Date	The reporting period

3. Click the **Create EFT Report** button.

4. In the confirmation dialog, click **OK** to generate the report. **CANCEL** cancels the report generation and leaves the Electronic Funds Transfer Report form unchanged.



5. When the report is ready, open, save, or cancel it using the buttons at the bottom-right of your browser.

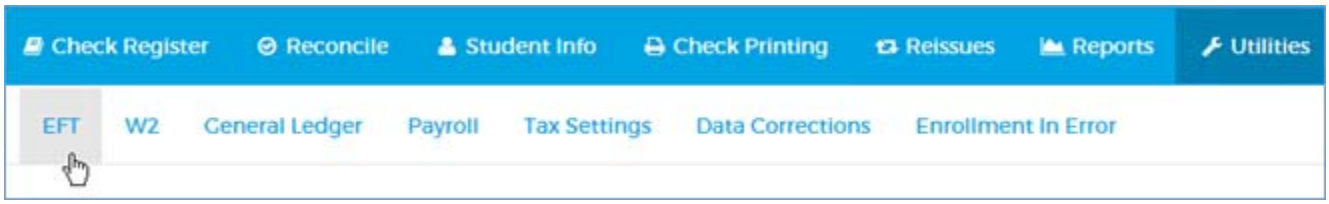
The EFT report file name is *ALTH1ACH.mmddyy* where *mmddyy* is the report's run date. You can open it with Notepad.

Generating the Bank Cash Requirements report

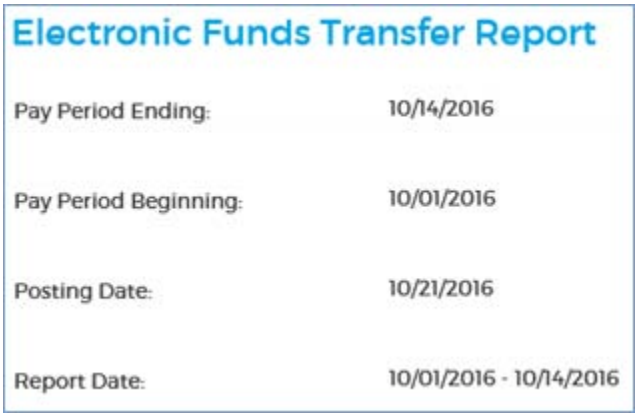
Use these steps to generate the *Bank Cash Requirements* report.

Tip: *This report is also available at* ***Reports → Payroll****.*

1. Go to **Utilities → EFT**.



2. Review the Electronic Funds Transfer Report fields. These are information-only fields and cannot be changed.



Pay Period Ending	The pay period end date for the latest Regular payroll
Pay Period Beginning	The pay period beginning date for the latest Regular payroll
Posting Date	The Friday 7 days after the **Pay Period Ending** date
Report Date	The reporting period

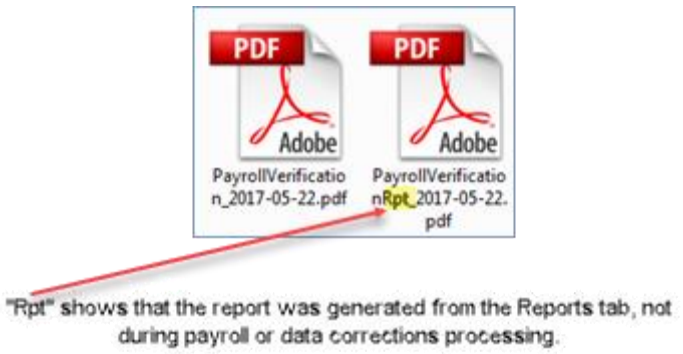
3. Click the **Create BCR Report** button.

4. In the confirmation dialog, click **OK** to generate the report. **CANCEL** cancels the report generation and leaves the Electronic Funds Transfer Report form unchanged.
5. When the report is ready, open, save, or cancel it using the buttons at the bottom-right of your browser.

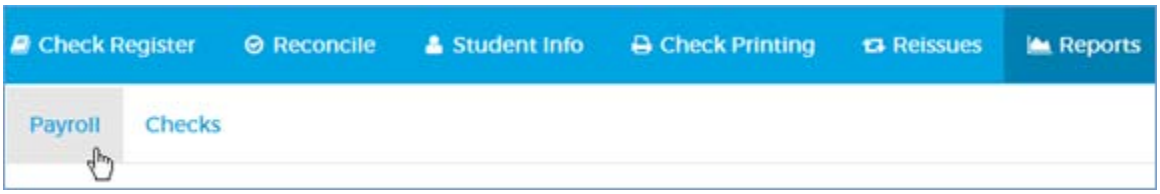
Generating payroll reports on demand

Use these steps to generate payroll reports for any date range at any time.

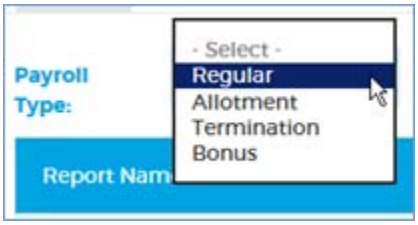
These are the same reports that you can generate during payroll or data corrections processing. The naming conventions differ slightly.



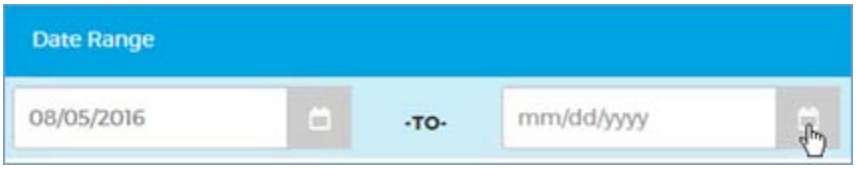
1. Go to **Reports → Payroll**.



2. For any report other than *Preview Backout of Pay Cycle* or *Backout of Pay Cycle*, make a selection from the **Payroll Type** dropdown (Regular, Allotment, Termination, or Bonus).



3. Depending on the output you want, leave the date blank or use the datepickers to enter a **date range.** If you leave the datepicker blank, you'll get the report for the most recent payroll. See the table below for details.



You can run the following reports, some of which are also available from other tabs. The output depends on the date range you select, if any.

Tip: *In most cases, you will probably want to leave the datepickers blank in order to generate a report for the latest pay period.*

Report Filename ***Note:*** *The date in the filename is the run date of the report.*	Also available at	Report period for NO date range selection	Report period for date range selection
Payroll Earnings PayrollEarnings_yyyy-mm-dd	Payroll Verification (Earnings tab)	The latest pay period of the selected payroll type	Pay period for the most recent PPE of the selected payroll type within the date range ***Note:*** *It doesn't matter how wide this range is; even if you enter dates that encompass a one-year period, only the latest pay period of the selected payroll type within the date range will be used. However, an overly narrow date range could generate an empty report if it does not encompass a PPE.*
Payroll Verification PayrollVerification_ yyyy-mm-dd	Payroll Verification (Payroll Verification tab)		
Bank Cash Requirements BankCashReqs_ yyyy-mm-dd	• Payroll Verification (Bank Cash Reqs tab) • Utilities → EFT		
Payroll Deductions PayrollDeductions_ yyyy-mm-dd	Payroll Verification (Deductions tab)		
Payroll Tax PayrollCtrTax_ yyyy-mm-dd	Payroll Verification (Payroll Tax tab)		
Electronic Funds Transfer List BankCashReqs_ yyyy-mm-dd	Utilities → EFT		
Preview Backout of Pay Cycle Report StudentPreviewPayBackout_ yyyy-mm-dd	Utilities → Data Corrections → Review Corrections	All pending payroll backouts; disregards any Payroll Type selection. The reporting period will display as "1/1/1753 – 12/31/9999."	Pending payroll backouts within the date range; disregards any Payroll Type selection
Backout of Pay Cycle Report StudentPayBackoutRpt_yyyy-mm-dd	n/a	All approved payroll backouts; disregards any Payroll Type selection. The reporting period will display as "1/1/1753 – 12/31/9999."	Approved payroll backouts within the date range; disregards any Payroll Type selection

4. Click the **PDF** button

5. Open, save, or cancel the report using the buttons at the bottom-right of your browser.

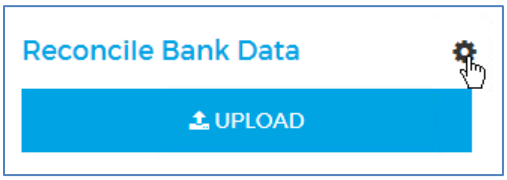
Banking

Mapping a bank file

Use these steps to map the bank file to Excel spreadsheet columns for SAAS. This should be a one-time task. You won't need to do it again unless the bank changes its format or JCDC changes banks.

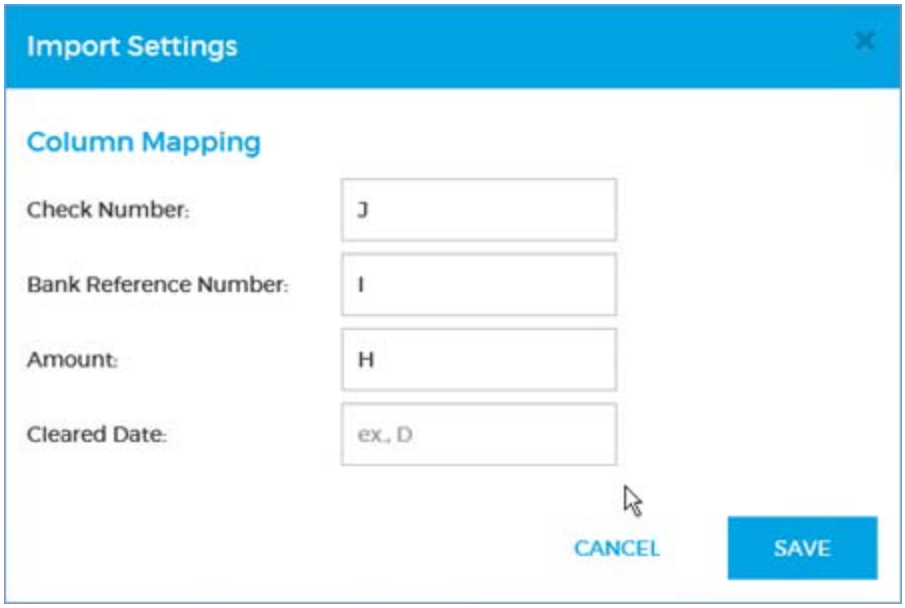
1. Click **Reconcile** on the main menu.

2. Click the **gear** button.



3. In the Import Settings dialog, click in each field and enter the UPPERCASE column letter the bank uses for the corresponding bank data.

Warning: *If you use lowercase letters, the columns will not map properly.*



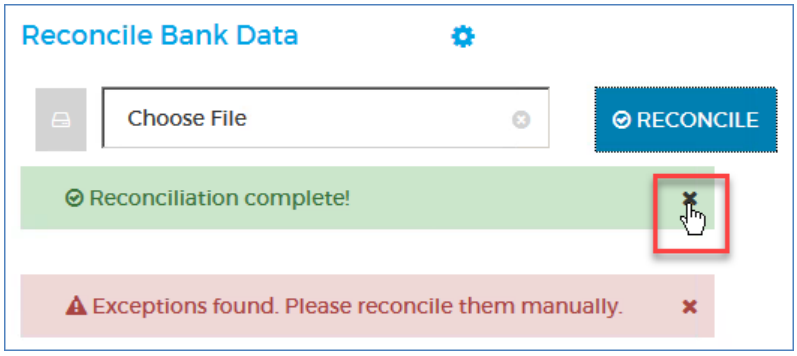
4. Click **SAVE** to import the settings. **CANCEL** closes the dialog without importing the settings.

Importing a bank file

Use these steps to upload, reconcile, and verify a bank file.

1. Click **Reconcile** on the main menu.

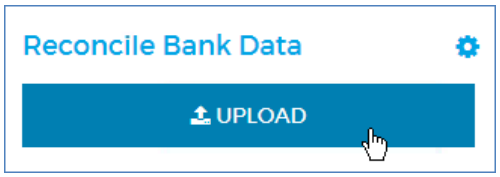
2. Dismiss any notifications from the previous reconcilation by clicking the ✖ at the far right of each message.



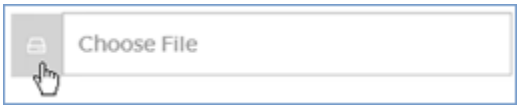
Note: *You can dismiss these notifications even if there are existing exceptions in the Exceptions table.* ***All exceptions remain in the table until you reconcile or reject them.***

When the messages are removed, the **UPLOAD** button replaces the **RECONCILE** button.

3. Click the **UPLOAD** button.

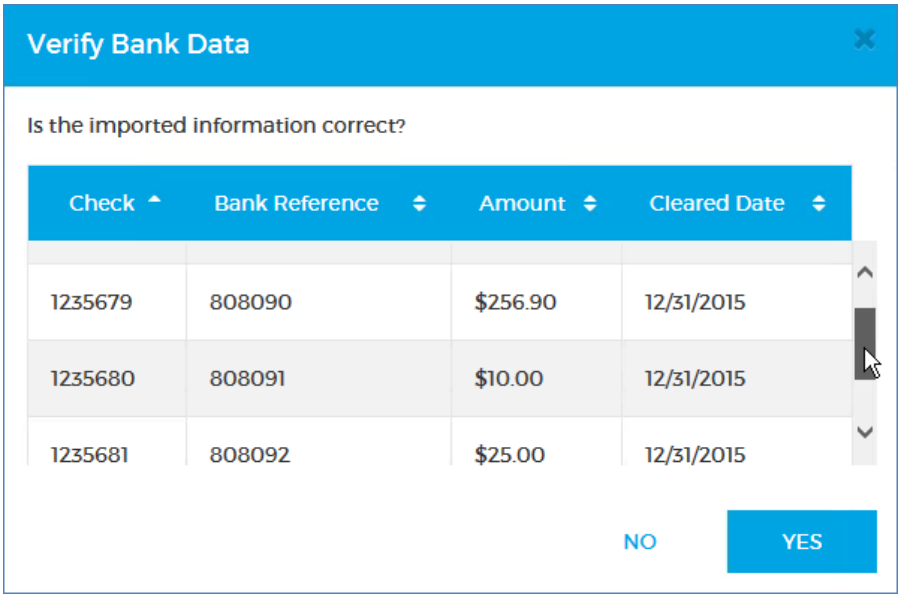


4. Browse to the bank file you want to upload.



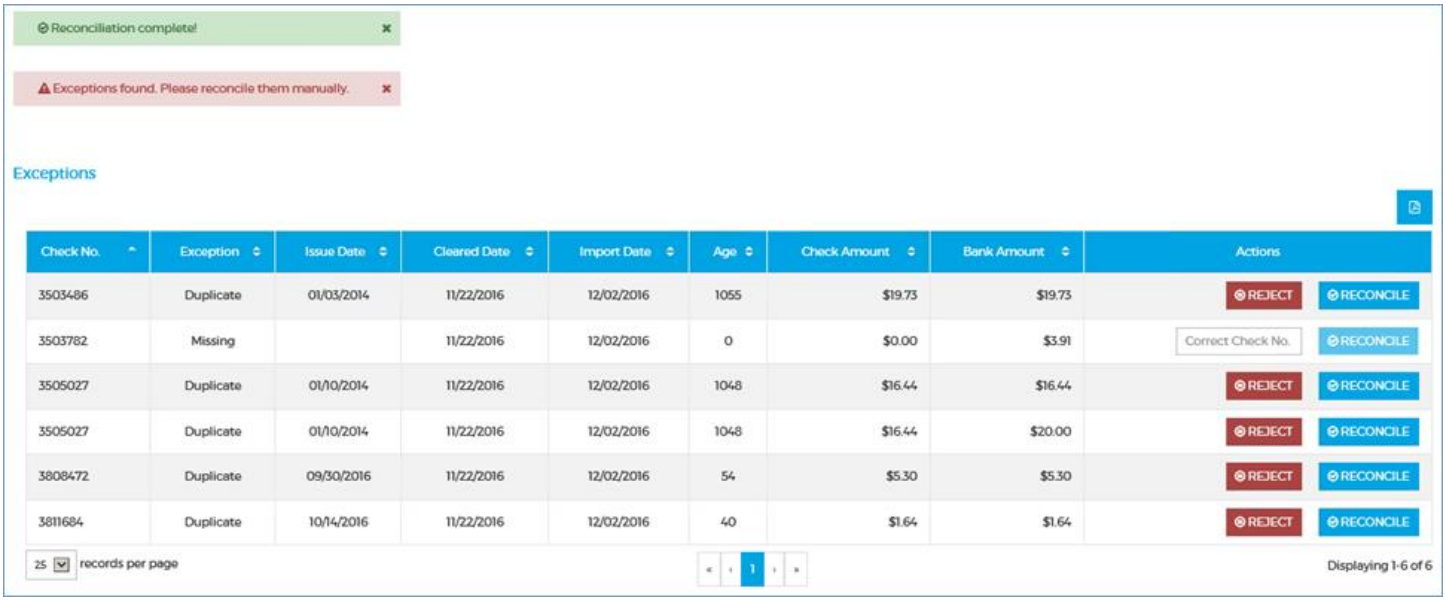
5. When the file is loaded into the Reconcile Bank Data form, click the **RECONCILE** button.

6. When the Verify Bank Data dialog opens, scroll through the sample rows (up to 25 display) to ensure that the imported data is mapped to the columns correctly. Specifically, check numbers should appear under the **Check** column, bank reference numbers in the **Bank Reference** column, amounts in the **Amount** column, and dates in the **Cleared Date** column. If the columns don't match, remap them (page 36) and click **RECONCILE** again.



7. Click **YES** to verify the mapping and reconcile the bank file. **NO** cancels the reconciliation.

   One or two notifications display, indicating that 1) reconciliation is complete, and possibly 2) exceptions have been found. Any exceptions display in the Exceptions table.



- **Optional:** To generate a report of the unreconciled exceptions, click the **PDF** button at the upper-right of the Exceptions table.

When the report is ready, open, save, or cancel it using the buttons at the bottom-right of your browser.

Reconciling missing exceptions

A Missing exception occurs when the Check No. in the Exceptions table is not in the Check Register, where it should have a status of "Open Not Cashed." Use these steps to reconcile a "Missing" exception.

8. Click **Reconcile** on the main menu.

9. In the Exceptions table, enter the correct seven-digit check number in the **Correct Check No** field for the Missing exception you want to reconcile.

Note: *If the **Correct Check No.** you enter already exists in the Check Register, another exception will immediately appear in the Exceptions table.*

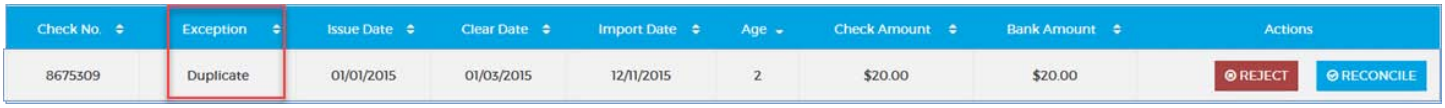
10. Click the **RECONCILE** button in the same row.

Note: *You must enter a seven-digit number in the **Correct Check No.** field before you can click **RECONCILE.***

11. When the confirmation dialog opens, click **OK** to reconcile the check under the **Correct Check No**. and remove it from the Exceptions table. **CANCEL** cancels the reconciliation and leaves the table unchanged.

Reconciling duplicate exceptions

A Duplicate exception occurs when the check number in the bank file matches a check with a status of "Reconciled" in the Check Register. Use these steps to reconcile a "Duplicate" exception.

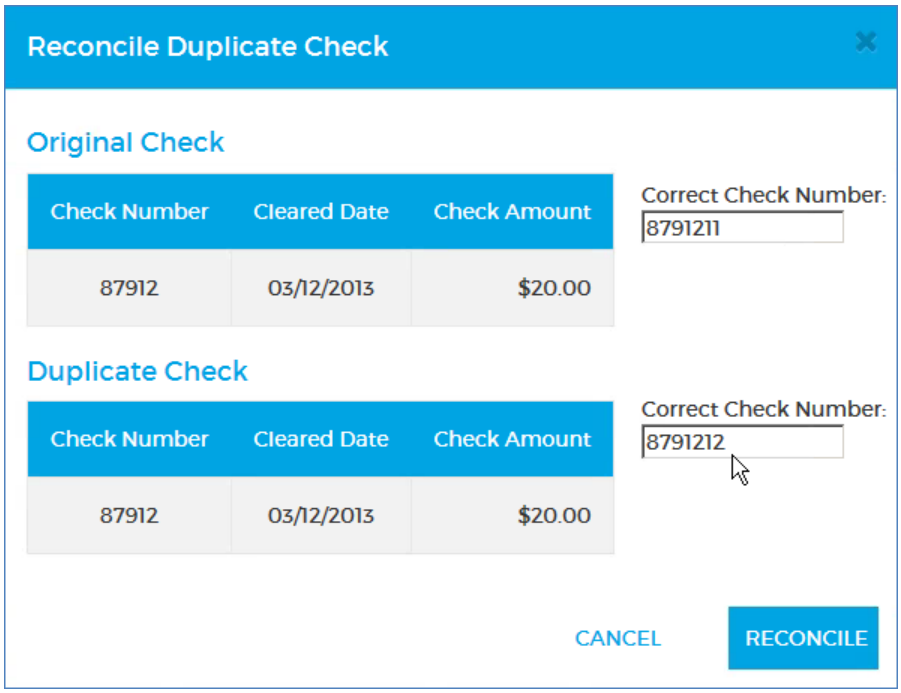


1. Click **Reconcile** on the main menu.

2. In the Exceptions table, select an action, **RECONCILE** or **REJECT**, for the Duplicate you want to resolve.

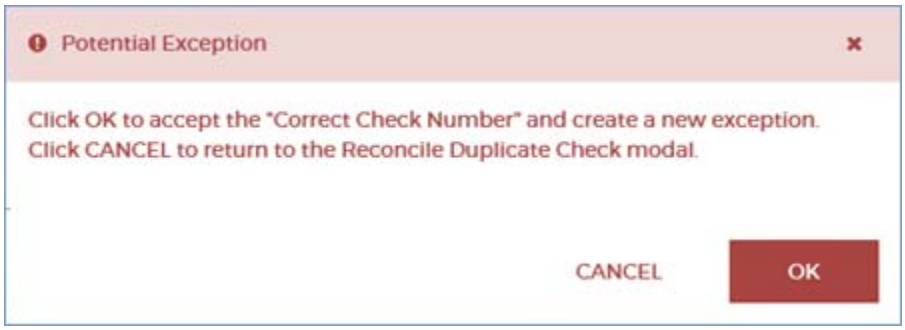
   - Select **REJECT** to reject the check as a true duplicate. **REJECT** opens a warning dialog. Click **OK** to reject the check from the bank file and remove it from the Exceptions table. **CANCEL** cancels the reconciliation and leaves the table unchanged.

   - Select **RECONCILE** to reconcile the checks under their correct check numbers .**RECONCILE** opens the Reconcile Duplicate Check form.



     a. Enter a seven-digit **Correct Check Number** for each check: the original and the duplicate.

Note: *When you enter the **Correct Check Number**, you could create another exception. Depending on the type, this will either 1) create another row in the Exceptions table, or 2) trigger an error message.*



*If you receive an error message, click **CANCEL** or **OK** to dismiss it, then re-enter the Correct Check Number.*

b. Click **RECONCILE** to reconcile the duplicate check, close the form, and remove the check from the Exceptions table**. CANCEL** cancels the reconciliation and closes the form.

Note: *You must enter two different seven-digit numbers in the **Correct Check Number** fields before you can click **RECONCILE**.*

c. When the confirmation dialog opens, click **OK** to confirm the reconciliation. **CANCEL** returns you to the Reconcile Duplicate Check form with no changes.

Reconciling dollar/amount exceptions

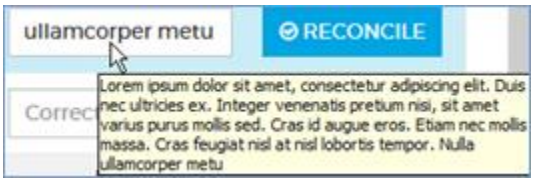
A Dollar/Amount exception occurs when the Check Amount from the Check Register and the Bank Amount are different. Use these steps to reconcile a "Dollar/Amount" exception.

Note: *If a check creates both a dollar/amount and a date exception, there will be two rows in the Exceptions table, one for each exception type.*

1. Click **Reconcile** on the main menu.

- **Optional**: In the Exceptions table, enter an explanatory **Comment** (255 characters max) for the Dollar/Amount exception you want to reconcile.

Tip: *Text you enter here scrolls horizontally. Hover your cursor over the field to see all the text you've entered.*



2. Click the **RECONCILE** button for the Dollar/Amount exception you want to reconcile.

3. When the confirmation dialog opens, click **OK** to reconcile the check as the **Check Amount**, save any comment you entered in the database, and remove the exception from the table. **CANCEL** cancels the reconciliation and leaves the table unchanged.

Reconciling date exceptions

A Date exception occurs when the check has the status of "Expired" in the Check Register. Use these steps to reconcile a "Date" exception.

Note: *If a check creates both a dollar/amount and a date exception, there will be two rows in the Exceptions table, one for each exception type.*

This exception serves as an FYI; reconciliation constitutes acknowledgment.

1. Click **Reconcile** on the main menu.

2. In the Exceptions table, click the **RECONCILE** button for the Date exception you want to reconcile.

3. When the warning dialog displays, click **OK** to remove the check from the Exceptions table. **CANCEL** cancels the reconciliation and leaves the table unchanged.

Generating the Check Reconciliation Exceptions report

You can generate a report of the unreconciled exceptions from the **Reconcile** tab (page 40) or the **Reports** tab (page 68).

If you generate the report from the Reconcile tab, all unreconciled exceptions are included in the report.

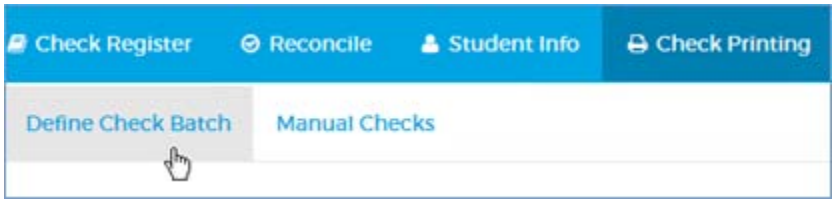
If you generate the report from the Reports tab, you have the option of limiting the exceptions to a specific bank file import date or dates.

Printing checks

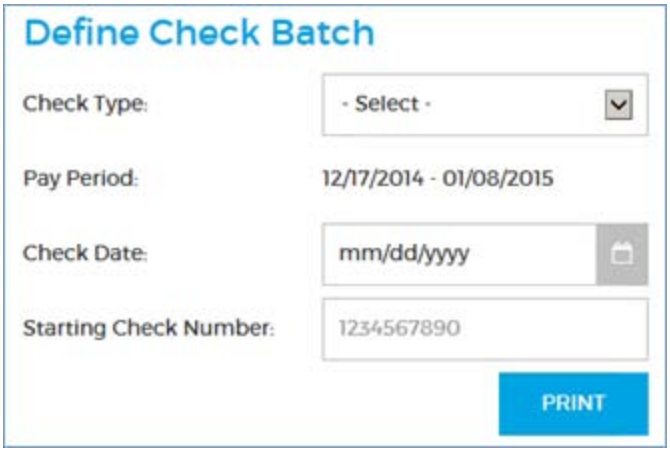
Printing check batches

Use these steps to queue check batches of all types for physical printing in EZPaySuite. You won't need paper or check stock for these steps.

1. Go to **Check Printing → Define Check Batch**.



2. Complete the Define Check Batch form.



Check Type	The type of checks to print.
Pay Period	The pay period for the Check Type you selected; you cannot change this.
Check Date	Default date is the current date for Manual checks and 7 days after the end of the Pay Period for all other checks; see the restrictions below. **For Manual checks**, you cannot set a Check Date earlier than the current date or more than 7 days later than the current date. **For all other checks**, you cannot set a Check Date earlier than the Pay Period End date or more than 7 days later than the Pay Period End date.
Starting Check Number	The check number to start the print batch. ***Warning:*** *Do not change this number unless it's absolutely necessary.*

3. Click **PRINT**.

What happens next:

- One of the following print batch summary reports is generated as a PDF file that you may open, save, or cancel using the buttons at the bottom-right of your browser:

  - *Termination Payroll Summary* – opens if the check type is "Termination"

- *Allotment Check Register* – opens if the check type is "Allotment"
- *Check Register* – opens if the check type is "Manual," "Bonus," or "Regular." tbd: If you are printing a batch of Manual checks, this report includes any previous Manual check print batches for the current date.

- The checks appear in the Check Register with a status of "Open Not Cashed."
- Manual checks are removed from the Manual Checks table.
- The batch is saved to an EZPaySuite "Checkbook" with a status of "Pending." To continue processing the batch, log onto EZPaySuite.

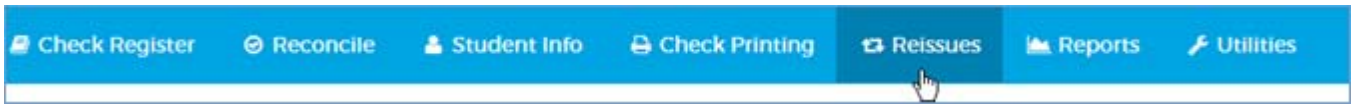
Follow the instructions in the *EZPaySuite User Guide*, which is located on the JCDC Share drive at S:\ACOM\Documentation\ EZPaySuite_UserGuide_v860.pdf.

Note: *If you have specified a check batch for which there is no data (for example, it has already been printed or payroll has not been finalized yet), an error message will display stating that there is nothing in the queue.*

Printing reissued checks

Use these steps to print checks that have been approved for reissue.

1. Click **Reissues** on the main menu.



- **Optional:**
  - To fetch a specific check or range of checks, filter the results (page 49).

2. Click **PRINT BATCH** at the upper-right of the table.

What happens next:

- The *Reissued Checks Print List* report is generated as a PDF file that you may open, save, or cancel using the buttons at the bottom-right of your browser. This report includes any previous Reissued check print batches for the current date.

- The checks are removed from the Reissues tab and appear in the Check Register with new check numbers and a status of "Open Not Cashed." The original checks remain in the Check Register with a status of "Reissued."
- The batch is saved to an EZPaySuite "Checkbook" with a status of "Pending." To continue processing the batch, log onto EZPaySuite.

Follow the instructions in the *EZPaySuite User Guide*, which is located on the JCDC Share drive at S:\ACOM\Documentation\ EZPaySuite_UserGuide_v860.pdf.

Note: *If you have specified a check batch for which there is no data (for example, it has already been printed or payroll has not been finalized yet), an error message will display stating that there is nothing in the queue.*

Removing reissued checks from the print queue

Use these steps to remove Reissued checks from the print queue.

You must have a SAAS user role of **Super User** or **Approver** to perform this task.

1. Click **Reissues** on the main menu.

- **Optional:** To fetch a specific check or range of checks, see Searching the Reissues tab, below.

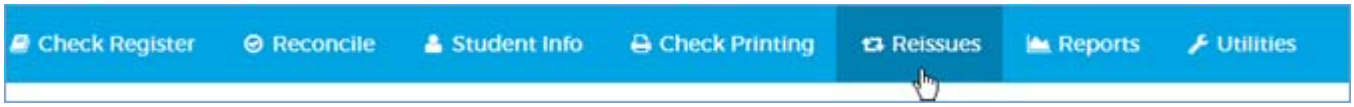
2. Click the **remove** button in the far-right column for each check you want to remove. This reverts the check to its previous status, i.e. "Stopped" or "Returned."

Searching the Reissues tab

Use these steps to filter or search the Reissues tab for specific checks or ranges of checks. See Searching efficiently (page 5) to optimize your results.

Note: *There are two filter buttons. One is **Filter** and the other is **FILTER** (uppercase). The **Filter** button toggles (closes and reopens) the filter display without changing any of your filter settings, while the **FILTER** button reloads the Reissues tab with your filters applied.*

1. Click **Reissues** on the main menu.



2. Click **Filter** at the far right of the page.

3. Enter criteria in any of the search fields.

Original Check Number	Enter a seven-digit number for the check.
Student ID	Enter a seven-digit number.
SSN	Enter a student's complete SSN.
Payee	Enter any part of the payee's name. For instance, if you enter "ste," you will fetch such names as Stella Jones, Esteban Garcia, Anne Stevens, Jane Austen, and Jesus Beneste.
Type	Select a check type from the drop-down: Allotment, Bonus, Manual, Regular, or Termination.
Amount	Type the decimal point if you want to include the cents amount. Examples: • **100** = one hundred dollars • **100.00** = one hundred dollars • **100.34** = one hundred dollars and thirty-four cents

	• **.34** = thirty-four cents

- Clicking the **Filter** button at any time toggles (closes or reopens) the filter display, leaving all your selections.

4. Click **FILTER** to reload the Reissues page with the filtered results. **RESET** clears all the filters and leaves the Reissues display unchanged.

Notes: ***1*** *– If all the filters are empty and you click the* ***FILTER*** *button, the entire Reissues tab will display.*

2 *– If you click off the Reissues tab to another tab, all your filters will be cleared, and the entire Reissues tab will display when you return.*

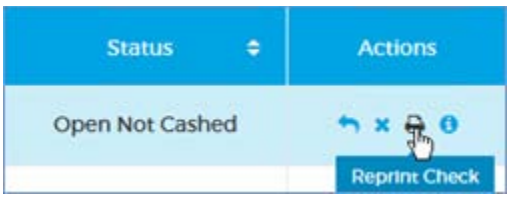
Reprinting a single check

A check's Status must be "Open Not Cashed" to be reprinted. Use these steps to reprint a check.

1. Click **Check Register** on the main menu.

- **Optional**: To fetch a specific check or range of checks, filter the results (page 54).

2. Click the **Reprint Check** button in the Actions column for the check you want to reprint.



3. Review the information in the Reprint Check form. The **Admin ID** is your ID.

4. Click **PRINT**. **CANCEL** closes the form and takes no action.

   The check file is saved to EZPaySuite with a status of "Pending." To continue processing the check, log onto EZPaySuite.

   Follow the instructions in the *EZPaySuite User Guide*, which is located on the JCDC Share drive at S:\ACOM\Documentation\ EZPaySuite_UserGuide_v860.pdf.

Reprinting multiple checks

A check's Status must be "Open Not Cashed" to be reprinted. Use these steps to reprint multiple checks.

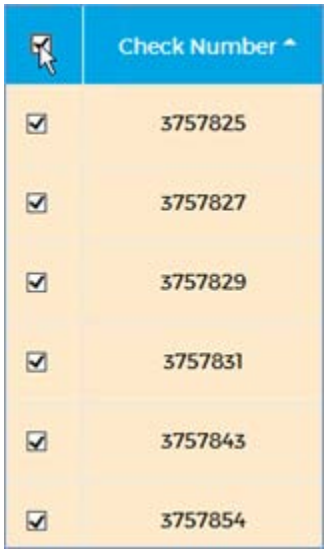
1. Click **Check Register** on the main menu.

- **Optional**: To fetch a specific check or range of checks, filter the results (page 54).

2. Click the checkboxes at the far left of the Check Register to select the checks you want to reprint.

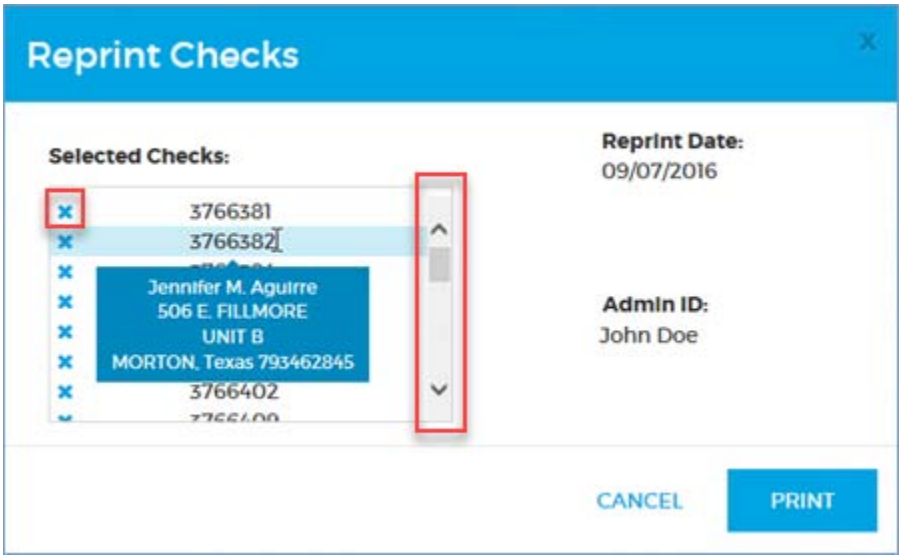
Tip: *To select all the checks on the page, click the box at the top of the Check Register.*

Click the box again to deselect all the checks.



3. Click the **Reprint Check** button in the Actions column for *any* selected check.

4. Review the information in the Reprint Check dialog.



   - The **Admin ID** is your ID.
   - Use the scrollbar if necessary to see all the Selected Checks.
   - Hover over a check number to see the payee and the address the check will be mailed to.

- **Optional:** click the **remove** button next to any check to remove it from the queue.

5. Click **PRINT**. **CANCEL** closes the form and takes no action.

   The batch is saved to an EZPaySuite "Checkbook" with a status of "Pending." To continue processing the batch, log onto EZPaySuite.

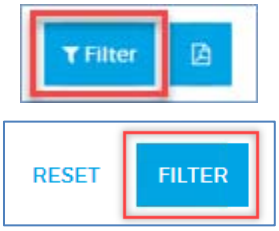
   Follow the instructions in the *EZPaySuite User Guide*, which is located on the JCDC Share drive at S:\ACOM\Documentation\ EZPaySuite_UserGuide_v860.pdf.

Handling checks

Searching for specific checks or ranges of checks

Use these steps to search for specific checks or ranges of checks. See Searching efficiently (page 5) to optimize your results.

Note: *There are two filter buttons. One is **Filter** and the other is **FILTER** (uppercase). The **Filter** button toggles (closes and reopens) the filter display without changing any of your filter settings, while the **FILTER** button reloads the Check Register with your filters applied.*



1. Click **Check Register** on the main menu.

2. Click **Filter** at the far right of the page.

3. Enter criteria in any of the search fields.

Original Check Number	Enter a seven-digit number for the original check.
Student ID	Enter a seven-digit number.
SSN	Enter a student's complete SSN.
Payee	Enter any part of the payee's name. For instance, if you enter "ste," you will fetch such names as Stella Jones, Esteban Garcia, Anne Stevens, Jane Austen, and Jesus Beneste.
Type	Select a check type from the drop-down: Allotment, Bonus, Manual, Regular, or Termination.
Amount	Type the decimal point if you want to include the cents amount. Examples: • **100** = one hundred dollars • **100.00** = one hundred dollars • **100.34** = one hundred dollars and thirty-four cents • **.34** = thirty-four cents
Status	Select a check status from the drop-down: Expired, Open Not Cashed, Open Student Received, Printing, Reconciled, Reissue Pending, Reissued, Returned, Stop Pending, or Stopped

4. Click **FILTER** to reload the Check Register with the filtered results. **RESET** clears all the filters and leaves the Check Register's display unchanged.

- If all the filters are empty and you click the **FILTER** button, the entire Check Register will display.
- Clicking the **Filter** button at any time toggles (closes or reopens) the filter display, leaving all your selections.

- If you click off the Check Register module to another tab, all your filters will be cleared, and the entire Check Register will display when you return. If you want to preserve a filtered view while you do related work in another module, such as Student Info or Data Corrections, open another browser tab for the second module.

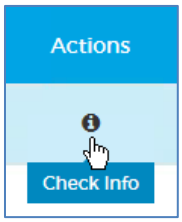
Getting check information

Use these steps to view the name of the student, the mailing address, and the history of a check.

1. Click **Check Register** on the main menu.

- **Optional**: To fetch a specific check or range of checks, filter the results (page 54).

2. Click the **Check Info** button in the Actions column for the check you want to get information about.



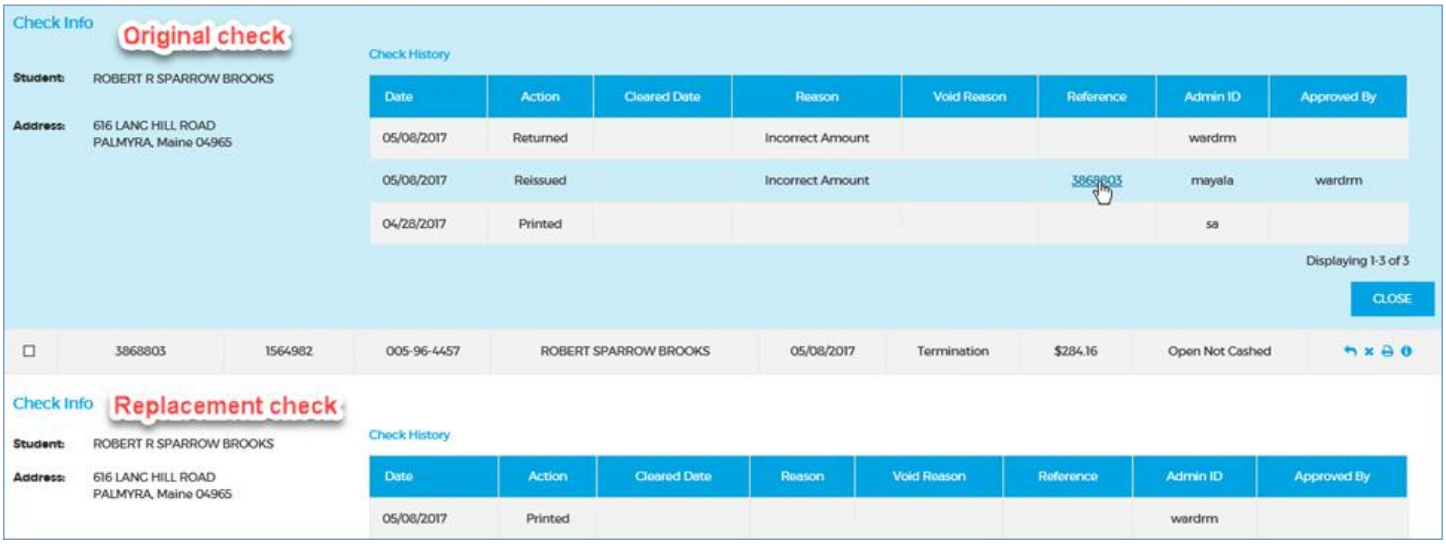
The Check Info table opens, displaying Check Info and Check History information as described below.

Student	The student's full name.
Address	The student's current address.
Date	The date any action was taken on the check.
Action	Any action that has been taken on the check, by the system (suchas "Expired") or by a user (such as "Returned"); there is a row in the table for each action that has been taken.
Cleared Date	The date the check cleared, if any.
Reason	The reason for any action taken on the check.
Void Reason	*always empty*
Reference	If the check Status is "Reissued," this is the Check Number of the check that replaced it. See the Optional step below for more information.
Admin ID	The admin who submitted an action.
Approved By	The admin who approved an action.

- **Optional:** To see more information about a check with status "Reissued," click the **Reference** number.

A second Check Info row opens, showing Check Info and Check History for the replacement check.

Example: Check 000001 was reissued as Check 000002. If you are currently viewing Check 000001, clicking **Reference** will display information for Check 000002.



When you are finished viewing information for a reissued check click the **BACK TO CHECK REGISTER** link at the upper-left to view other checks.

3. To close the Check Info window, click **CLOSE** at the bottom-right of the window.

Printing the Check Register

Use these steps to print the Check Register.

***Note**: This is not the same as the Check Register report, which provides the Check number, Student SSN, Student Name, Amount, Date, and Status for a specific pay period.*

1. Click **Check Register** on the main menu.

- **Optional**: To fetch a specific check or range of checks, filter the results (page 54).

***Warning:** If you don't apply any filters, the entire Check Register will be printed.*

2. Click the **PDF** button at the far right of the Check Register to print it (as filtered).

3. Open, save, or cancel the output using the buttons at the bottom-right of your browser.

Submitting a stop check request

A check's Status must be "Expired," "Open Not Cashed," or "Open Student Received" to be submitted for a stop. Use these steps to submit a stop check request.

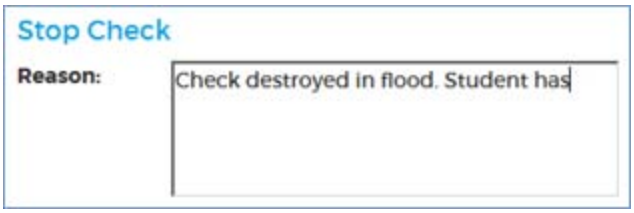
You must have a SAAS user role of **Super User** or Submitter to perform this task.

1. Click **Check Register** on the main menu.

- **Optional**: To fetch a specific check or range of checks, filter the results (page 54).

2. Click the **stop check** button in the Actions column for the check you want to stop.

3. In the Stop Check form, enter a **Reason** for stopping the check (255 characters max).



Tip: *Text you enter here scrolls horizontally. Hover your cursor over the field to see all the text you've entered.*

4. Click **OK** to submit the stop request for approval by an admin with the SAAS Approver role, change the check's Status to "Stop Pending" in the Check Register, and close the form. **CANCEL** closes the form and takes no action.

Note: *You must enter a **Reason** before you can click **OK**.*

Approving or rejecting a stop check request

A check's Status must be "Stop Pending" for you to approve or reject a stop. Use these steps to approve or reject a stop check request submitted by another admin.

You must have a SAAS user role of **Approver** or **Super User** to perform this task.

1. Click **Check Register** on the main menu.

- **Optional**: To fetch a specific check or range of checks, filter the results (page 54).

2. Click the **stop check** button in the Actions column for the pending stop check request you want to approve or reject.

3. Review the information in the Stop Check form. The **Admin ID** is the submitting admin. The **Approving Admin ID** is your ID.

4. Select an action: **STOP** or **REJECT**. To take no action and close the form, click **CANCEL**.
   - **STOP** closes the form, changes the check status to "Stopped," and stops the check.
   - **REJECT** closes the form. The check's status remains "Stop Pending."

   Your action, whether Stop or Reject, will display in the check's history in the **Check Register → Check Info** window with the date and your Admin ID.

Returning a check

A check's Status must be "Expired," "Open Not Cashed," or "Open Student Received" to be returned. Use these steps to return a check.

1. Click **Check Register** on the main menu.

- **Optional**: To fetch a specific check or range of checks, filter the results (page 54).

2. Click the **return** button in the Actions column for the check you want to stop.

3. In the Return Check form, select a **Reason** for returning the check. The **Admin ID** is your ID.

4. Click **OK** to return the check, change its Status to "Returned" in the Check Register, and close the form. **CANCEL** closes the form and takes no action.

Note: *You must select a* ***Reason*** *before you can click* ***OK****.*

The check will display on the Returned Checks Edit List report.

Submitting a reissue check request

A check's Status must be "Stopped" or "Returned" to be submitted for reissue. Use these steps to submit a reissue check request.

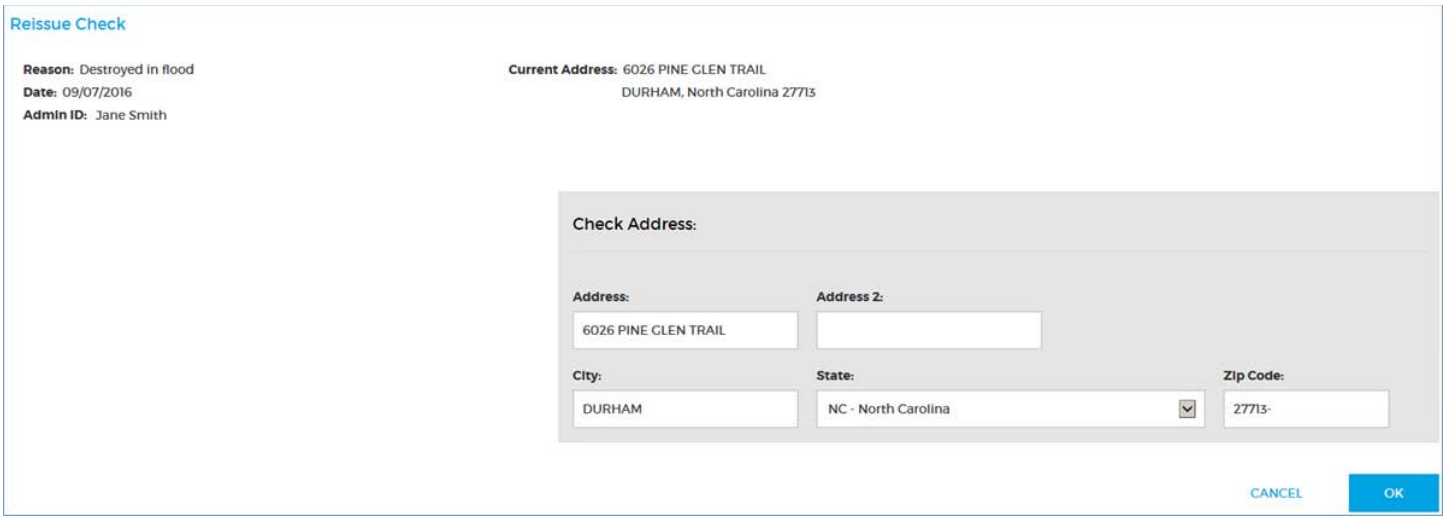
You must have a SAAS user role of **Super User** or Submitter to perform this task.

1. Click **Check Register** on the main menu.

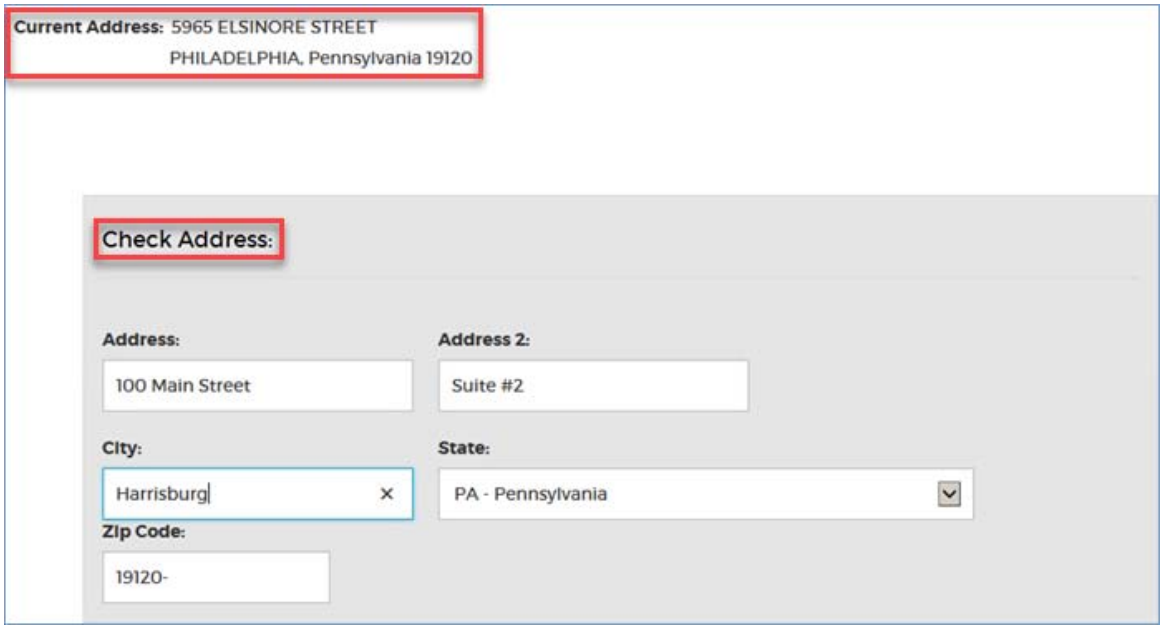
- **Optional**: To fetch a specific check or range of checks, filter the results (page 54).

2. Click the **reissue check** button in the Actions column for the check you want to reissue.

3. Review the information in the read-only fields in the Reissue Check form. The **Admin ID** is your ID.



- **Optional:** If the reissued check must be sent to an address other than the Current Address, use the Check Address fields to change it.



4. Click **OK** to submit the reissue request for approval by an admin with the SAAS user role of Approver or Super User, change the check's Status to "Reissue Pending" in the Check Register, and close the form. **CANCEL** closes the form and takes no action.

Note: *Whether you have changed the address or not, all the fields except Address 2 in the Check Address form must be filled in before you can click **OK**.*

Approving or rejecting a reissue check request

Use these steps to approve or reject a check reissue request submitted by another admin.

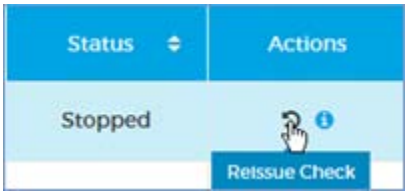
You must have a SAAS user role of **Approver** or **Super User** to perform this task.

Note: *A check's Status must be "Reissue Pending" to be approved or rejected for reissue.*

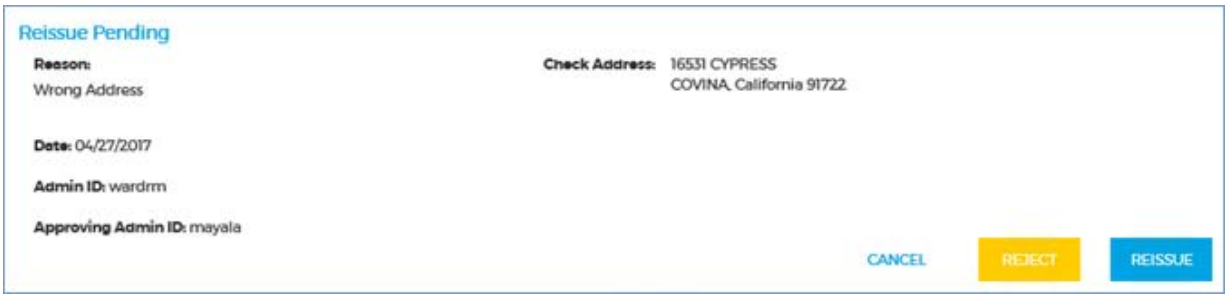
1. Click **Check Register** on the main menu.

- **Optional**: To fetch a specific check or range of checks, filter the results (page 54).

2. Click the **reissue check** button in the Actions column for the reissue check request you want to approve or reject.



3. Review the information in the Reissue Pending form. The **Admin ID** is the submitting admin. The **Approving Admin ID** is your ID.



4. Select an action: **REISSUE** or **REJECT**. To take no action and close the form, click **CANCEL**.
   - **REISSUE** closes the form, changes the check status to "Reissued" in the Check Register, and queues the check for printing on the Reissues tab.
   - **REJECT** closes the form. The check's status reverts to its previous state, "Returned" or "Stopped."

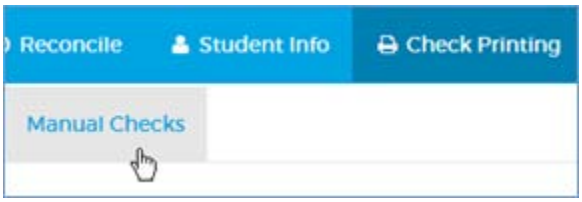
   Your action, whether Reissue or Reject, will display in the check's history in the **Check Register → Check Info** window with the date and your Admin ID.

Requesting a manual check

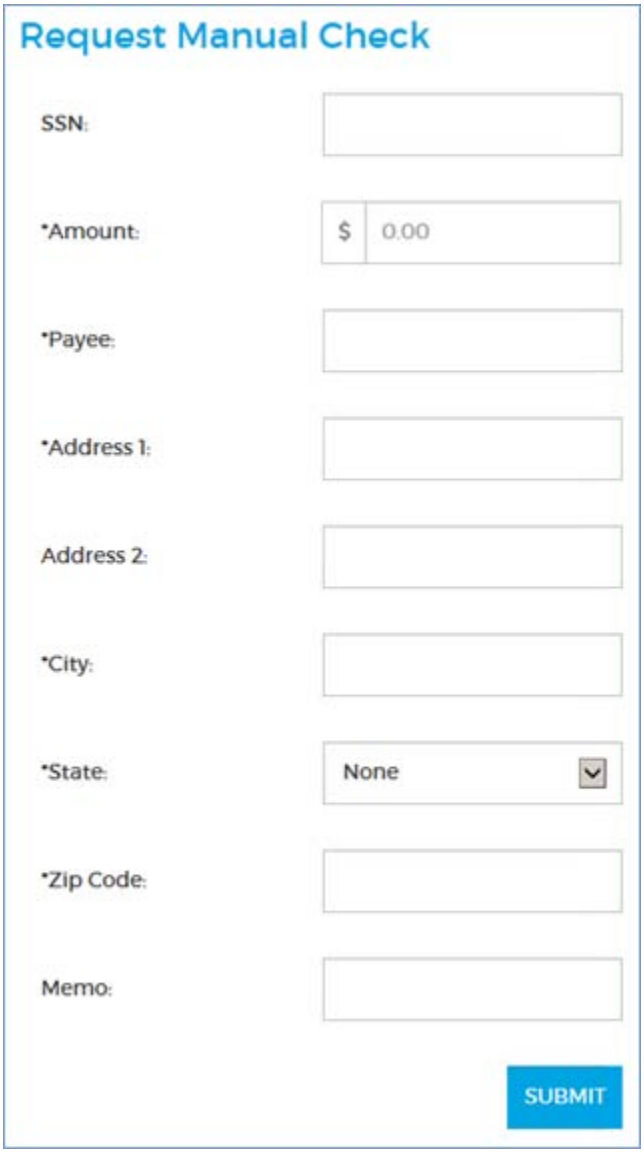
Use these steps to submit a manual check request.

You must have a SAAS user role of **Super User** or Submitter to perform this task.

1. Go to **Check Printing → Manual Checks**.

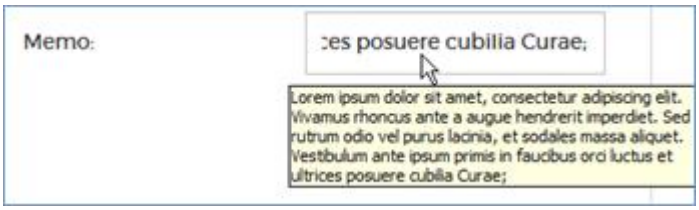


2. Complete the Request Manual Check form on the right side of the page.



Note: *If you enter a valid student SSN, the remaining fields will populate with the information on record. You can type over this with new information if you want.*

SSN	Optional: enter a valid student SSN.
Amount	Enter the check amount.

Payee	Enter the complete name of the payee.
Address 1	Enter the first line of the check's mailing address.
Address 2	Optional: enter the second line of the check's mailing address.
City	Enter the city of the check's mailing address.
State	Enter the state of the check's mailing address.
Zip code	Enter the zip code of the check's mailing address.
Memo	Optional: enter a memo (255 characters max) to be printed on the check. ***Tip:*** *Text you enter here scrolls horizontally. Hover your cursor over the field to see all the text you've entered.* 

Warning: *If you receive an error message about an invalid SSN and then enter the correct one, the fields will automatically repopulate with the information on record if you click or tab in them. Double-check any fields you have typed or retyped.*

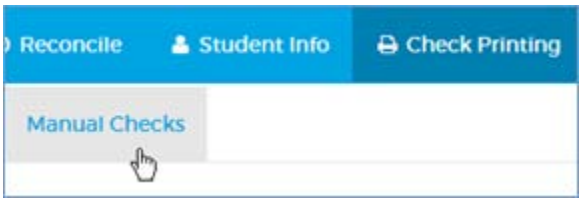
3. Click **SUBMIT** to submit the check request for approval by an admin with the SAAS user role of Approver or Super User, add this check to the Manual Checks table on the left side of the page with a Status of "Pending," and clear the form.

Approving or rejecting a manual check request

Use these steps to approve or reject a manual check request.

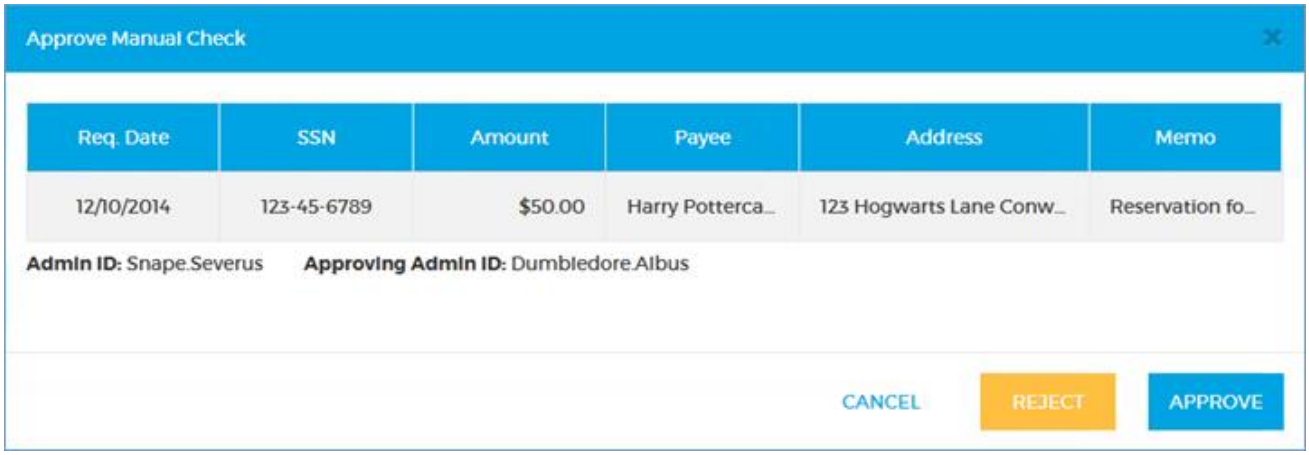
You must have a SAAS user role of **Approver** or **Super User** to perform this task.

1. Go to **Check Printing → Manual Checks**.



2. Click the **launch** button at the far-right of the Manual Checks table.

3. Review the information in the Approve Manual Check form.



The **Admin ID** is the submitting admin. The **Approving Admin ID** is your ID.

Tip: *To see the complete values for each field, hover your cursor over it.*

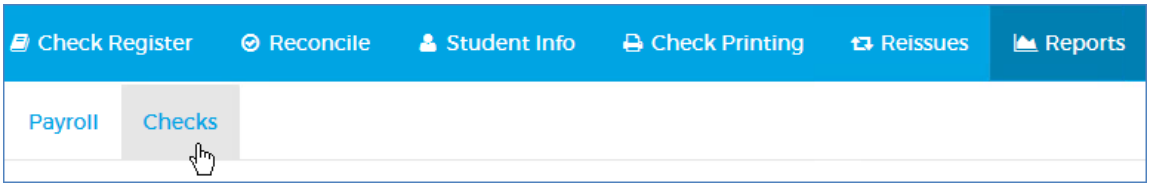
4. Select an action: **APPROVE** or **REJECT**. To take no action and close the form, click **CANCEL**.
   - **APPROVE** closes the form and changes the check status to "Approved." It can be printed from the Define Check Batch tab.
   - **REJECT** removes the check request from the Manual Checks table.

Generating check reports on demand

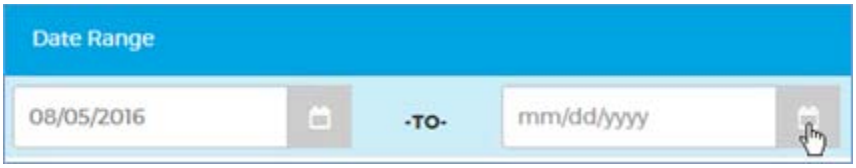
Use these steps to generate check reports.

These are the same reports you generate during check printing or reconciliation. The naming conventions differ slightly.

1. Go to **Reports → Checks**.



2. Depending on the output you want, leave the date blank or use the datepickers to enter a **date range** (see the table below).



You can run the following reports, some of which are also available from other tabs. The reporting period depends on the date range you select, if any.

Note: *The* Manual Check Register *report, which is automatically generated when manual checks are printed, is not available from this tab. To generate an equivalent report on demand, filter the Check Register for Type: Manual, and whatever Date and Status filters you want.*

Report Filename ***Note:*** *The date in the filename is the run date of the report.*	**Also available at**	**Report period for NO selected date range**	**Report period for selected date range**
Allotment Checks Report AllotChecksRpt_yyyy-mm-dd	Check Printing tab Returns the checks in the current Allotment print batch	Most recent pay period for Allotment checks If checks for the most recent pay period have not been printed, the report will be empty	Pay period for the most recent Allotment Bank Effective Date that falls within the date range If checks for the selected pay period have not been printed, the report will be empty
Approved Checks Edit List ApprovedChecksRpt_ yyyy-mm-dd	n/a	All approved manual and reissue checks (not yet printed)	Approved manual and reissued checks (not yet printed) for all the approval dates within the date range
Check Reconciliation Exceptions ReconcileRpt_ yyyy-mm-dd	Reconcile tab	All checks that are unreconciled exceptions	Unreconciled exceptions based on bank file import dates within the date range
Check Register PrintChecksSummaryRpt_ yyyy-mm-dd	Check Printing tab Returns the Bonus or Regular checks in the current print batch	Most recent pay period for Bonus or Regular checks If checks for the most recent pay period have not been printed, the report will be empty	Pay period for the most recent Bonus or Regular Bank Effective Date within the date range If checks for the selected pay period have not been printed, the report will be empty
Reissued Checks Report ReissuedChecksRpt_ yyyy-mm-dd	Reissues tab Returns the Reissued checks in all the Reissued check print batches for the current day	All reissued checks that have been printed	All reissued checks with an issue (print) date within the date range tbd
Returned Checks Edit List tbd tbd tbd	n/a	All checks with a status of Returned	All checks with a return date within the date range tbd tbd
Termination Payroll Summary TermChecksRpt_ yyyy-mm-dd	Check Printing tab Returns the checks in the current Termination print batch	Most recent pay period for Termination checks If checks for the most recent pay period have not been printed, the report will be empty	Pay period for the most recent Termination Bank Effective Date within the date range If checks for the selected pay period have not been

			printed, the report will be empty

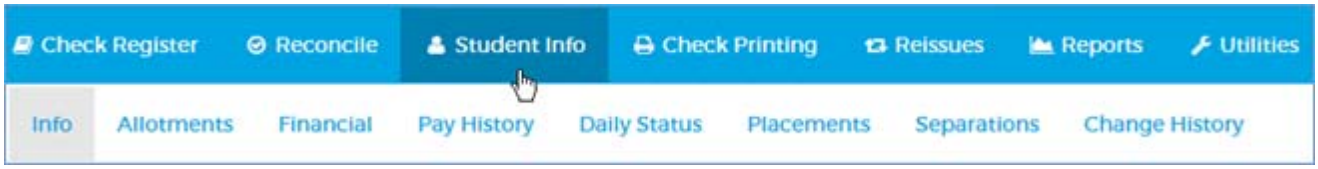
3. Click the PDF button.

4. Open, save, or cancel the report using the buttons at the bottom-right of your browser.

Getting information about a student

The Student Info tab has eight pages where you can get information on a student. All the fields are read-only.

1. Click **Student Info** on the main menu.



2. Enter criteria in any of the search fields (**Student ID** should suffice).

Student	Any part of a student's name. For instance, if you enter "ste," you will fetch such names as Stella Jones, Esteban Garcia, Anne Stevens, Jane Austen, and Jesus Beneste.
Student SSN	A student's complete SSN.
Student ID	A seven-digit number.
Center	Automatically populated by your other entries.

Tip: *If you get too many results, try the techniques in Searching efficiently (page 5).*

3. Click **SEARCH**.

Your search results will stay selected as you work in the Student Info module (Info page, Allotments page, Financials page, etc.). However, if you click to another module, such as the Check Register or Utilities, the Student Info search fields are cleared. If you want to preserve your search results while you do related work in another module, open another browser tab for the second module.

The **Student Info** module includes the following pages:

Info (General Info, Alternate Addresses, Enrollment Info, and Education for the current enrollment; and information on the latest Separation in the case of a student with multiple enrollments)

Allotments (allotment information for all enrollments)

Financial (Earnings, Deductions, Reimbursements, and Accruals for all enrollments)

Pay History (Payroll History for all enrollments)

Daily Status (Daily status for all enrollments)

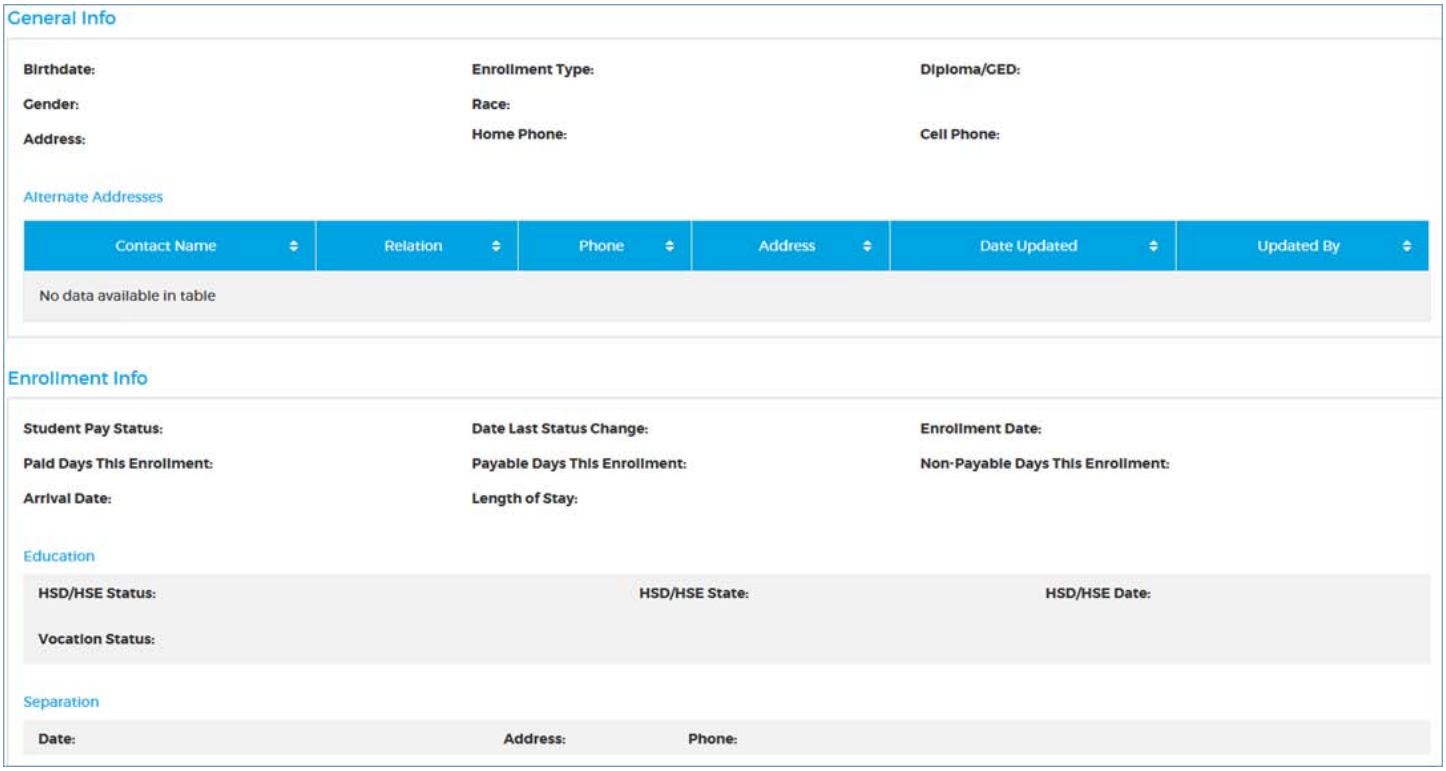
Placements

Separations

Change History (Date and Admin ID of changes to General Info, Allotments, and Financial for all enrollments)

Info page

This page provides General Info, Alternate Addresses, Enrollment Info, and Education for the current enrollment; and information on the latest Separation in the case of a student with multiple enrollments.



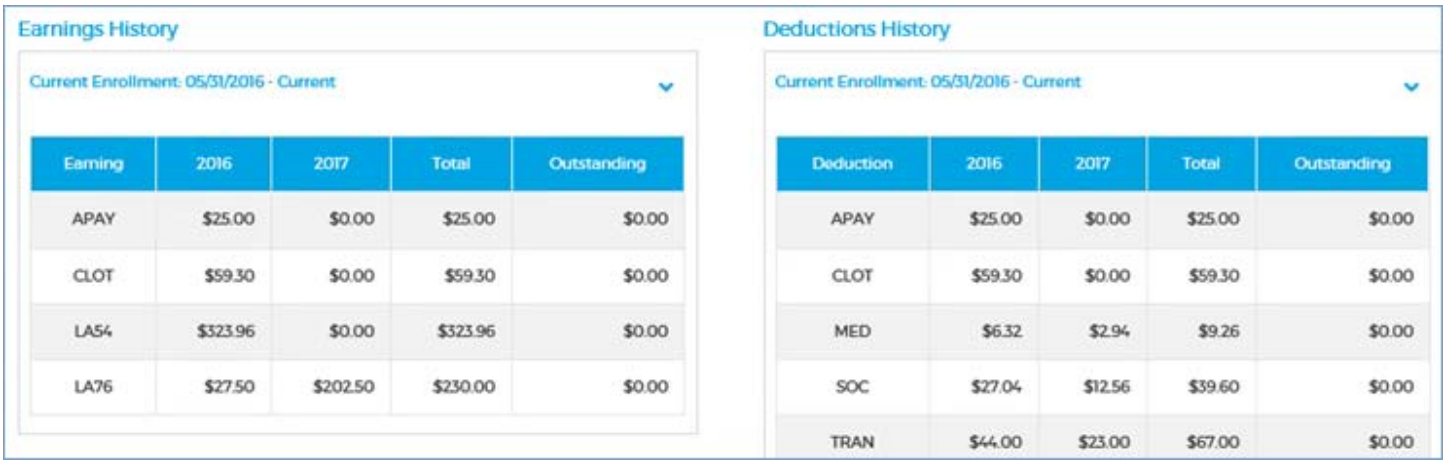
Allotments page

This page provides allotment information for all the student's enrollments, including the Type of allottee ("I" for individual or "B" for business), the start and end dates the student chose to pay allotments, the student's contribution ("Student Portion"), the government contribution ("Matched Portion"), and the combined totals of both to date ("Total to Date"). There is one row for each allottee.

Financial page

This page provides information on the student's earnings, deductions, reimbursements, and accruals for all enrollments.

Earnings and deductions are summarized per type and year; the year is determined by the earning's or deduction's Bank Effective Date.



Earnings History

Current Enrollment: 05/31/2016 - Current

Earning	2016	2017	Total	Outstanding
APAY	$25.00	$0.00	$25.00	$0.00
CLOT	$59.30	$0.00	$59.30	$0.00
LA54	$323.96	$0.00	$323.96	$0.00
LA76	$27.50	$202.50	$230.00	$0.00

Deductions History

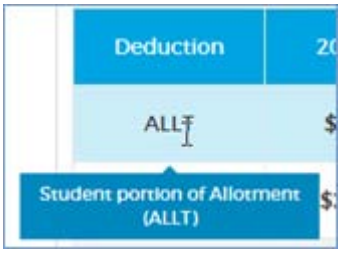
Current Enrollment: 05/31/2016 - Current

Deduction	2016	2017	Total	Outstanding
APAY	$25.00	$0.00	$25.00	$0.00
CLOT	$59.30	$0.00	$59.30	$0.00
MED	$6.32	$2.94	$9.26	$0.00
SOC	$27.04	$12.56	$39.60	$0.00
TRAN	$44.00	$23.00	$67.00	$0.00

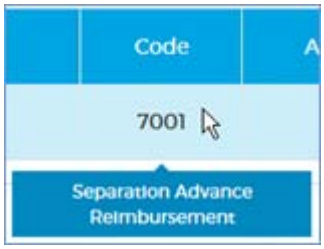
Tip: *You can hover the cursor to see full descriptions of data in the following columns:*

Earning (type)

Deductions (type)



Reimbursements



The Reimbursements table lists each reimbursement paid to the center for the student by the date the reimbursement was requested by the center ("Transaction Date"), the reimbursement code entered by the center, the amount, and the end date of the pay period during which the center received the reimbursement. You can also filter the table by selecting a pay period end date from the dropdown at the upper-left of the table.

Reimbursements

ALL

Transaction Date	Code	Amount	Pay Period Ending
04/11/2017	7005	$20.77	

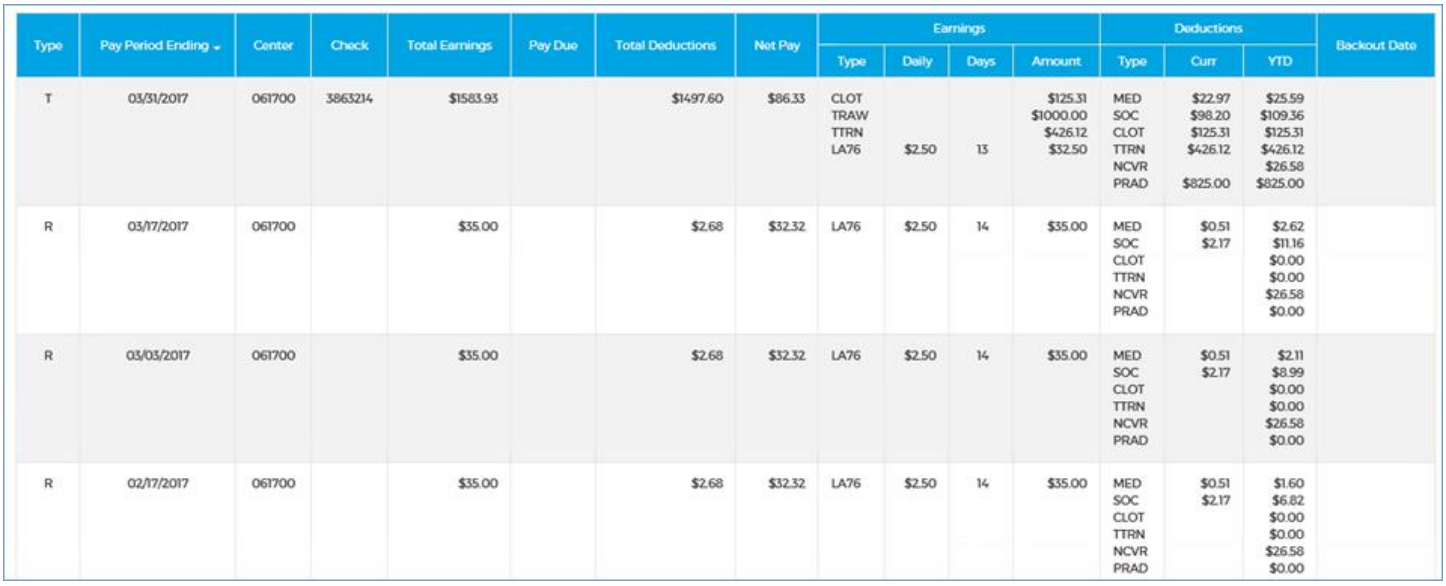
The Accruals table lists each accrual for the student, including the total amount accrued, the total amount used, and the difference ("Amount").

Accruals

Accrual	Accrued	Used	Amount
New Transition Graduate Allowance	$1,000.00	$1,000.00	$0.00

Pay History page

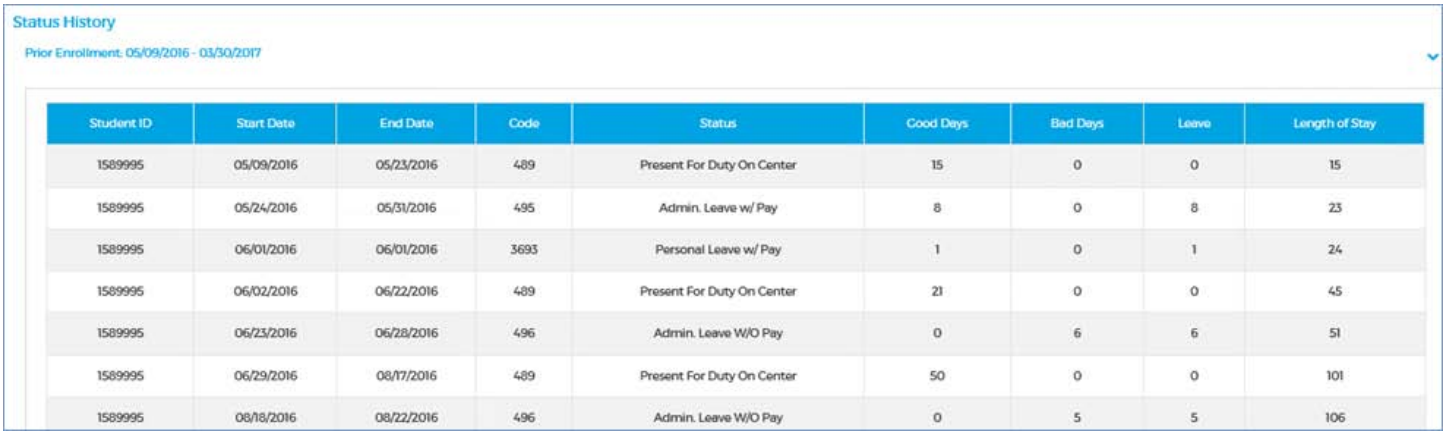
This table has a row for each of the student's pay records, with the most recent first.



Type	Pay Period Ending	Center	Check	Total Earnings	Pay Due	Total Deductions	Net Pay	Earnings				Deductions			Backout Date
								Type	Daily	Days	Amount	Type	Curr	YTD	
T	03/31/2017	061700	3863214	$1583.93		$1497.60	$86.33	CLOT TRAW TTRN LA76	 $2.50	 13	$125.31 $1000.00 $426.12 $32.50	MED SOC CLOT TTRN NCVR PRAD	$22.97 $98.20 $125.31 $426.12 $825.00	$25.59 $109.36 $125.31 $426.12 $26.58 $825.00	
R	03/17/2017	061700		$35.00		$2.68	$32.32	LA76	$2.50	14	$35.00	MED SOC CLOT TTRN NCVR PRAD	$0.51 $2.17	$2.62 $11.16 $0.00 $0.00 $26.58 $0.00	
R	03/03/2017	061700		$35.00		$2.68	$32.32	LA76	$2.50	14	$35.00	MED SOC CLOT TTRN NCVR PRAD	$0.51 $2.17	$2.11 $8.99 $0.00 $0.00 $26.58 $0.00	
R	02/17/2017	061700		$35.00		$2.68	$32.32	LA76	$2.50	14	$35.00	MED SOC CLOT TTRN NCVR PRAD	$0.51 $2.17	$1.60 $6.82 $0.00 $0.00 $26.58 $0.00	

Daily Status page

This table has a row for each change in the student's daily status, starting with the most recent.



Status History

Prior Enrollment: 05/09/2016 - 03/30/2017

Student ID	Start Date	End Date	Code	Status	Good Days	Bad Days	Leave	Length of Stay
1589995	05/09/2016	05/23/2016	489	Present For Duty On Center	15	0	0	15
1589995	05/24/2016	05/31/2016	495	Admin. Leave w/ Pay	8	0	8	23
1589995	06/01/2016	06/01/2016	3693	Personal Leave w/ Pay	1	0	1	24
1589995	06/02/2016	06/22/2016	489	Present For Duty On Center	21	0	0	45
1589995	06/23/2016	06/28/2016	496	Admin. Leave W/O Pay	0	6	6	51
1589995	06/29/2016	08/17/2016	489	Present For Duty On Center	50	0	0	101
1589995	08/18/2016	08/22/2016	496	Admin. Leave W/O Pay	0	5	5	106

Placements page

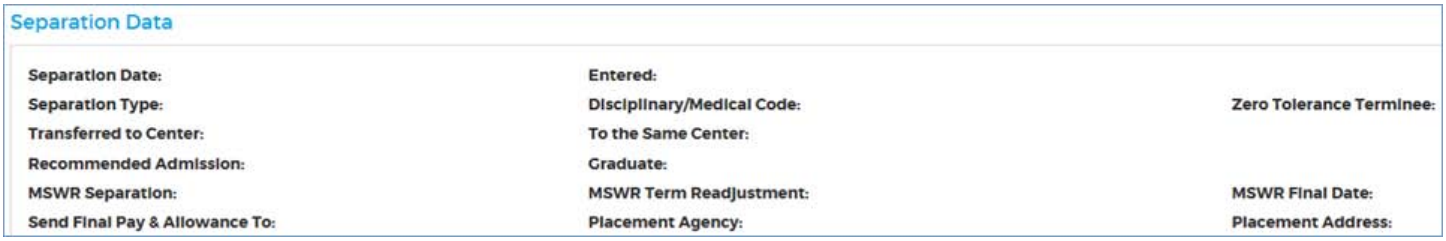
This page provides placement information for all the student's enrollments.

Placement History

Type	Agency ID	CT Specialist	Status	Hours	Hourly Wage	Job Title	Report Date	Placed Date	Verified Date	Approved Date

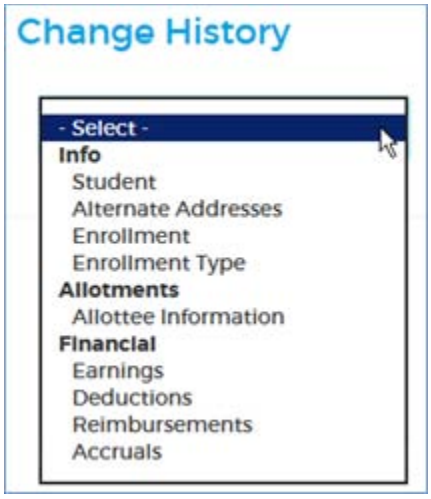
Separations page

This page provides separation information for all the student's enrollments.



Change History page

This page displays the Date and Admin ID of changes to General Info, Allotments, and Financial information for all the student's enrollments.The display on this page depends on which information you select from the drop-down. The fields available for each selection are listed below.



Change History Information

Info → Student

Student Name
SSN
Birth Date
Gender
Race
Address
Home Phone
Cell Phone

Info → Alternate Addresses

Contact Name
Relation
Phone
Address

Info → Enrollment

Enrollment Date

Info → Enrollment Type

Enrollment Type
Center Name
Arrival Date

Allotments → Allottee Information

Allottee Name
Allottee Type
Address
Phone
Start Date
End Date
Student Portion
Matched Portion
Total To Date

Financial → Earnings

Earning Code
Earning Amount
Paid to Date
Outstanding Amount
Closed
Reversed

Financial → Deductions

Deduction Code
Deduction Amount
Paid to Date
Outstanding Amount
Closed
Reversed

Financial → Reimbursements

Transaction Date
Reimbursement Code
Center Name
Reimbursement Amount
Paid
Reversed
Pay Period Ending

Financial → Accruals

Accrual Code
Accrual Amount
Accrual Used
Outstanding Accrual
Closed
Reversed

Complete index of Student Info fields

This field is on	this page	in this table
Accrual	Financial	Accruals
Accrual Amount	Change History	Accruals
Accrual Code	Change History	Accruals
Accrual Used	Change History	Accruals
Accrued	Financial	Accruals
Address	Allotments	
	Change History	
	Change History	Alternate Addresses
	Change History	Student Info
	Student Info	Alternate Addresses
	Student Info	General Info
	Student Info	Separation
Agency ID	Placements	
Allottee Name	Change History	
Allottee Type	Change History	
	Student Info	
Amount	Financial	Accruals
	Financial	Reimbursements
Approved Date	Placements	
Arrival Date	Student Info	Enrollment Info
Arrival Date	Change History	Enrollment Type
Backout Date	Pay History	
Bad Days	Daily Status	
Birth Date	Change History	Student Info
Birthdate	Student Info	General Info
Cell Phone	Change History	Student Info
	Student Info	General Info
Center	Pay History	
Center Name	Change History	Enrollment Type
	Change History	Reimbursements
Check	Pay History	
Closed	Change History	Accruals
	Change History	Deductions
	Change History	Earnings
Code	Financial	Reimbursements
	Daily Status	
Contact Name	Change History	Alternate Addresses
	Student Info	Alternate Addresses
CT Specialist	Placements	
Date	Student Info	Separation

This field is on	this page	in this table
Date Last Status Change	Student Info	Enrollment Info
Date Updated	Student Info	Alternate Addresses
Deduction	Financial	Deductions History
Deduction Amount	Change History	Deductions
Deduction Code	Change History	Deductions
Deductions Curr	Pay History	
Deductions Type	Pay History	
Deductions YTD	Pay History	
Diploma/GED	Student Info	General Info
Disciplinary/Medical Code	Separations	
Earning	Financial	Earnings History
Earning Amount	Change History	Earnings
Earning Code	Change History	Earnings
Earnings Amount	Pay History	
Earnings Daily	Pay History	
Earnings Days	Pay History	
Earnings Type	Pay History	
End Date	Allotments	
	Change History	
	Daily Status	
Enrollment Date	Change History	
	Student Info	Enrollment Info
Enrollment Type	Change History	
	Student Info	General Info
Entered	Separations	
Gender	Change History	Student Info
	Student Info	General Info
Good Days	Daily Status	
Graduate	Separations	
Home Phone	Change History	Student Info
	Student Info	General Info
Hourly Wage	Placements	
Hours	Placements	
HSD/HSE Date	Student Info	Education
HSD/HSE State	Student Info	Education
HSD/HSE Status	Student Info	Education
Job Title	Placements	
Leave	Daily Status	
Length of Stay	Daily Status	
	Student Info	Enrollment Info
Matched Portion	Allotments	
	Change History	

This field is on	this page	in this table
MSWR Final Date	Separations	
MSWR Separation	Separations	
MSWR Term Readjustment	Separations	
Name	Allotments	
Net Pay	Pay History	
Non-Payable Days This Enrollment	Student Info	Enrollment Info
Outstanding	Financial	Deductions History
	Financial	Earnings History
Outstanding Accrual	Change History	Accruals
Outstanding Amount	Change History	Deductions
	Change History	Earnings
Paid	Change History	Reimbursements
Paid Days This Enrollment	Student Info	Enrollment Info
Paid to Date	Change History	Deductions
	Change History	Earnings
Pay Due	Pay History	
Pay Period Ending	Change History	Reimbursements
	Financial	Reimbursements
	Pay History	
Payable Days This Enrollment	Student Info	Enrollment Info
Phone	Allotments	
	Change History	
	Change History	Alternate Addresses
	Student Info	Alternate Addresses
	Student Info	Separation
Placed Date	Placements	
Placement Address	Separations	
Placement Agency	Separations	
Race	Change History	Student Info
	Student Info	General Info
Recommended Admission	Separations	
Reimbursement Amount	Change History	Reimbursements
Reimbursement Code	Change History	Reimbursements
Relation	Change History	Alternate Addresses
	Student Info	Alternate Addresses
Report Date	Placements	
Reversed	Change History	Accruals
	Change History	Deductions
	Change History	Earnings
	Change History	Reimbursements
Send Final Pay & Allowance To	Separations	
Separation Date	Separations	

This field is on	this page	in this table
Separation Type	Separations	
SSN	Change History	Student Info
Start Date	Allotments	
	Change History	
	Daily Status	
Status	Placements	
	Daily Status	
Student Name	Change History	Student Info
Student Pay Status	Student Info	Enrollment Info
Student Portion	Allotments	
	Change History	
To the Same Center	Separations	
Total	Financial	Deductions History
	Financial	Earnings History
Total Deductions	Pay History	
Total Earnings	Pay History	
Total To Date	Allotments	
	Change History	
Transaction Date	Change History	Reimbursements
	Financial	Reimbursements
Transferred to Center	Separations	
Type	Allotments	
	Placements	
	Pay History	
Updated By	Student Info	Alternate Addresses
Used	Financial	Accruals
Verified Date	Placements	
Vocation Status	Student Info	Education
Zero Tolerance Terminee	Separations	

Correcting an enrollment in error

JCDC Payroll receives Remedy tickets to resolve regionally approved enrollment-in-error corrections. SAAS will delete the SSN records and back out any uncollected pay.

Submit enrollments in error in a timely manner so that an approving admin can take action before the next regular payroll run. Otherwise, an additional payment will be erroneously issued to the student.

Use these steps to submit an enrollment in error correction for approval by another admin.

You must have a SAAS user role of **Super User** or **Submitter** to perform this task.

1. Go to **Utilities → Enrollment in Error**.

2. Enter criteria in any of the search fields of the student search form (**Student ID** should suffice).

3. Click **SEARCH**.

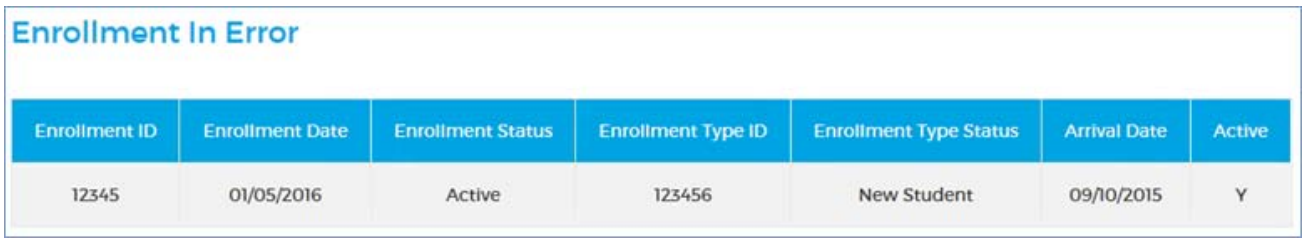
.***Tip:*** *If you get too many results, try the techniques in Searching efficiently (page 5).*

   - Depending on the student's enrollment status, a message may display advising you that no action is possible because of one of the following:
     - The student has not arrived on center.
     - The student can't have been enrolled in error (Enrollment type is other than "New Student.
     - The student has received a payment and you must contact the center to proceed (Enrollment Type is "New Student" and student's Paydue does not equal his/her pay).

     Tip: *If you get one of these messages, you may have mistyped the search info. Try again.*

   If you entered a valid Enrollment in Error (the student's Enrollment Type is "New Student " and his/her Paydue matches his/her total pay to date), the Enrollment in Error table appears below the search results.

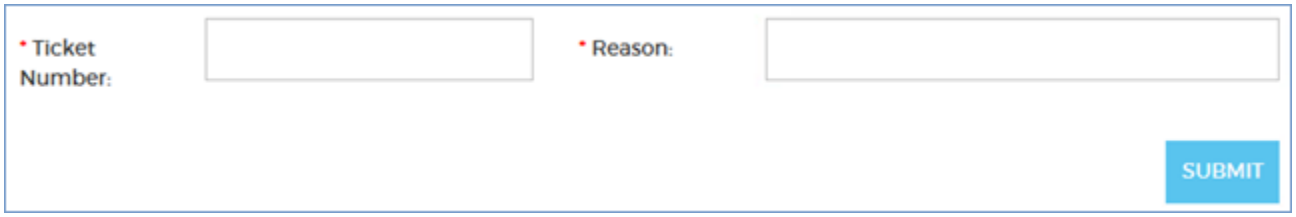
4. Review the information in the Enrollment in Error table.



Enrollment In Error

Enrollment ID	Enrollment Date	Enrollment Status	Enrollment Type ID	Enrollment Type Status	Arrival Date	Active
12345	01/05/2016	Active	123456	New Student	09/10/2015	Y

5. Complete the Enrollment in Error form below the table.



Ticket Number	The Remedy ticket number used to report the enrollment in error.
Reason	Explanatory text (255 characters max). ***Tip:*** *Text you enter here scrolls horizontally. Hover your cursor over the field to see all the text you've entered.*

6. Click **SUBMIT** to submit the data correction for approval by an admin with a SAAS user role of Approver or Super User on the Review Data Corrections screen.

Note: *Both fields must be completed before you can click* ***SUBMIT****.*

Approving or rejecting an enrollment in error

It is important to approve enrollments in error in a timely manner. If you wait until after the next regular payroll run, an additional payment will be erroneously issued to the student.

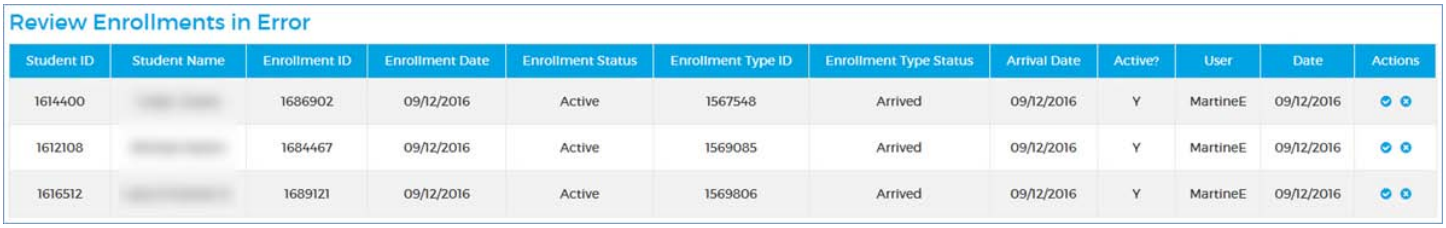
Use these steps to approve or reject an enrollment-in-error correction submitted by another admin.

You must have a SAAS user role of **Approver** or **Super User** to perform this task.

1. Go to **Utilities → Enrollment in Error**.

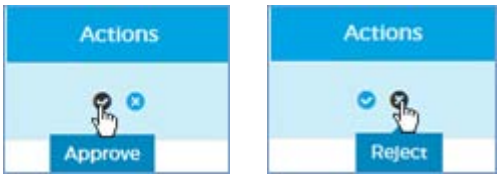
2. Click the **REVIEW ENROLLMENTS IN ERROR** link at the right of the page.

3. Review the information in the Review Enrollments in Error table.



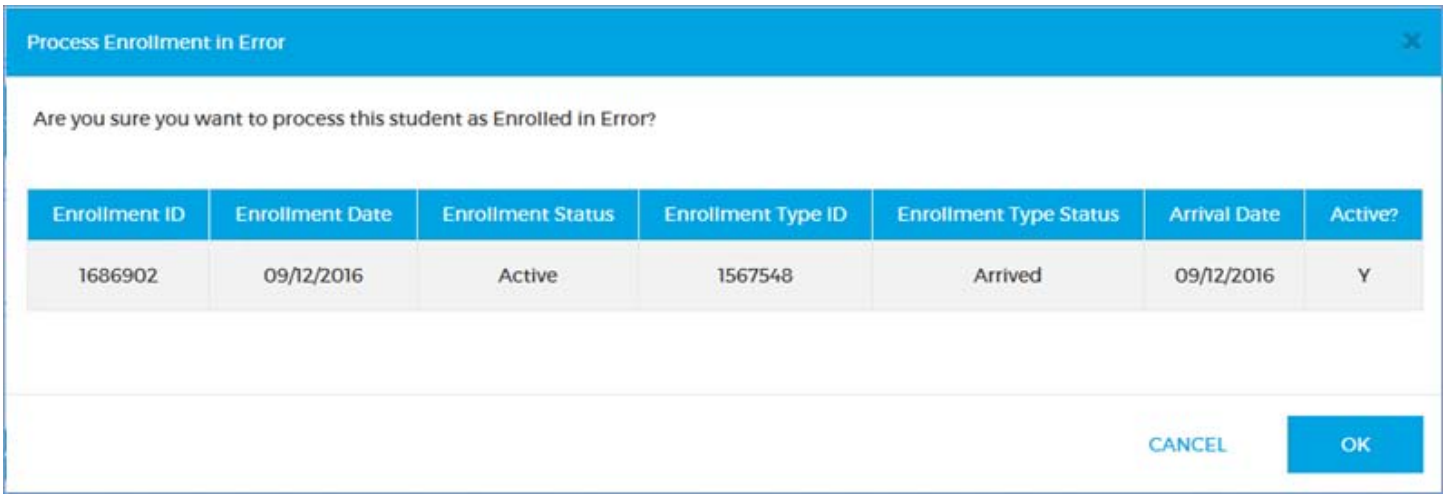
Student ID	Student Name	Enrollment ID	Enrollment Date	Enrollment Status	Enrollment Type ID	Enrollment Type Status	Arrival Date	Active?	User	Date	Actions
1614400		1686902	09/12/2016	Active	1567548	Arrived	09/12/2016	Y	MartineE	09/12/2016	
1612108		1684467	09/12/2016	Active	1569085	Arrived	09/12/2016	Y	MartineE	09/12/2016	
1616512		1689121	09/12/2016	Active	1569806	Arrived	09/12/2016	Y	MartineE	09/12/2016	

4. Select an action: approve (✓) or reject (✖).



- **Approve**– click the **approve** button in the Actions column.

  In the Process Enrollment in Error confirmation dialog, click **OK** to execute the unenrollment, remove the row from the Review Enrollments in Error table, and close the form. **CANCEL** cancels the action and closes the dialog.



Enrollment ID	Enrollment Date	Enrollment Status	Enrollment Type ID	Enrollment Type Status	Arrival Date	Active?
1686902	09/12/2016	Active	1567548	Arrived	09/12/2016	Y

- **Reject–** click the **reject** button in the Actions column to reject the correction and remove the row from the Review Enrollments in Error table. The date of the rejection and your user ID are recorded in the database.

- Click the **BACK TO ENROLLMENTS IN ERROR** link at the upper-left at any time to return to the Enrollment in Error page.

Entering a data correction

JCDC Payroll corrects erroneous pay records in some cases where the center is unable to.

Submitting a correction to an advance

Active student

Use these steps to do any of the following:

- Provide an advance for Emergency Clothing
- Create an advance/deduction if a center has omitted to report an advance/deduction for a transfer student
- Correct the amount and/or type of an advance/deduction for a transfer student

You must have a SAAS user role of **Super User** or **Submitter** to perform this task.

1. Go to **Utilities → Data Corrections**.

2. Enter criteria in any of the search fields of the student search form (**Student ID** should suffice).

3. Click **SEARCH**.

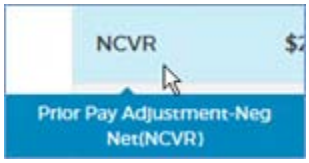
Tip: *If you get too many results, try the techniques in Searching efficiently (page 5).*

4. Review the information in the Data Corrections table, which lists all the student's deductions in his/her current enrollment.

Type	Paid to Date	Outstanding	Total
APAY	$25.00	$0.00	$25.00
CLOT	$96.17	$0.00	$96.17
MED	$10.51	$0.00	$10.51
NCVR	$5.52	$0.00	$5.52
SOC	$44.98	$0.00	$44.98
TTRN	$179.72	$0.00	$179.72

- **Type** - the type of advance or deduction.

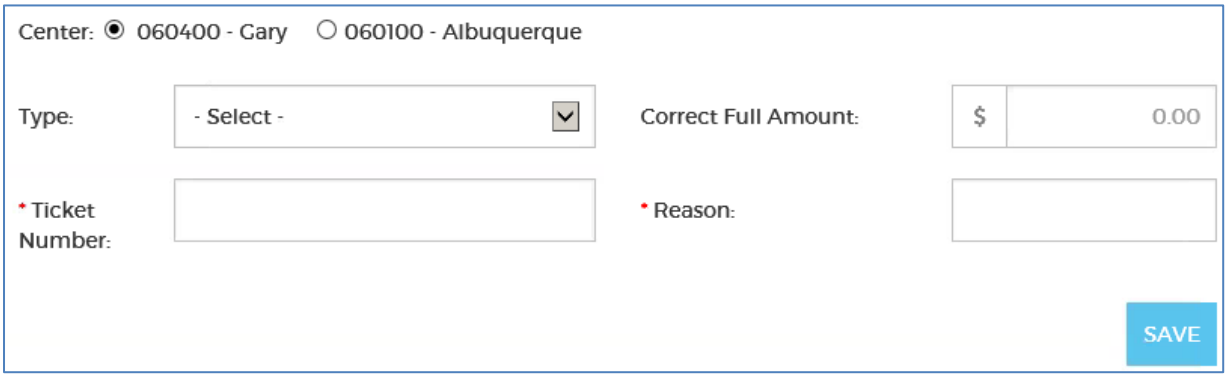
Tip: *Hover your cursor over the deduction Types to view full descriptions.*



- **Paid to Date** - the total amount for the advance/deduction type that the student has received during his/her current enrollment.
- **Outstanding** -any uncollected amount of the advance/deduction. This can be a negative amount.
- **Total** - the sum of the Paid to Date amount and the Outstanding amount.

Note: *If the student has no pay records, a message will display that there is no data available.*

5. Complete the Data Corrections form below the table.



Center	For a transferred student, select the Center that should be reimbursed. If there is only one enrollment type, only one Center displays and it is automatically selected. (The only data correction for this situation is providing Emergency Clothing).
Type	The type of earning or deduction to correct. *Always select Clothing Allowance (CLOT) if there is only one Center showing.*
Correct Full Amount	Amount the center disbursed *plus* any Total for the Type shown in the Data Corrections table. If there is no row for this Type, enter the amount the center disbursed. **Example 1**: The center disbursed a $50 Bail Bond advance to the student in the table shown in step 4. Enter $50 as the Correct Full Amount, since there is no existing Total for BAIL. **Example 2:** The center disbursed a $20 TTRN advance to the student in the table shown in step 4. Enter $199.72 as the Correct Full Amount, to include the existing $179.72 TTRN Total. ***Note:*** *If this amount is less than $1.00, type the 0 in front of the decimal point. Otherwise, you will not be able to SAVE the correction.*
Ticket Number	The Remedy ticket number used to report the enrollment in error.
Reason	Explanatory text (255 characters max). ***Tip:*** *Text you enter here scrolls horizontally. Hover your cursor over the field to see all the text you've entered.*

6. Click **SAVE** to submit the correction for approval by an admin with the SAAS user role of Approver or Super User.

Note: *All the fields must be completed before you can click **SAVE**. Any amounts less than $1.00 must have a 0 before the decimal point.*

Separated student

Use these steps when a center has miscategorized a separation advance. A typical scenario is that a center accidentally records a separation advance as taxable transportation, and a JCDC Payroll admin has returned the check. These steps reimburse the center and back out the student's separation pay, which will be adjusted on the next Termination payroll run.

You must have a SAAS user role of **Super User** or **Submitter** to perform this task.

1. Go to **Utilities → Data Corrections**.

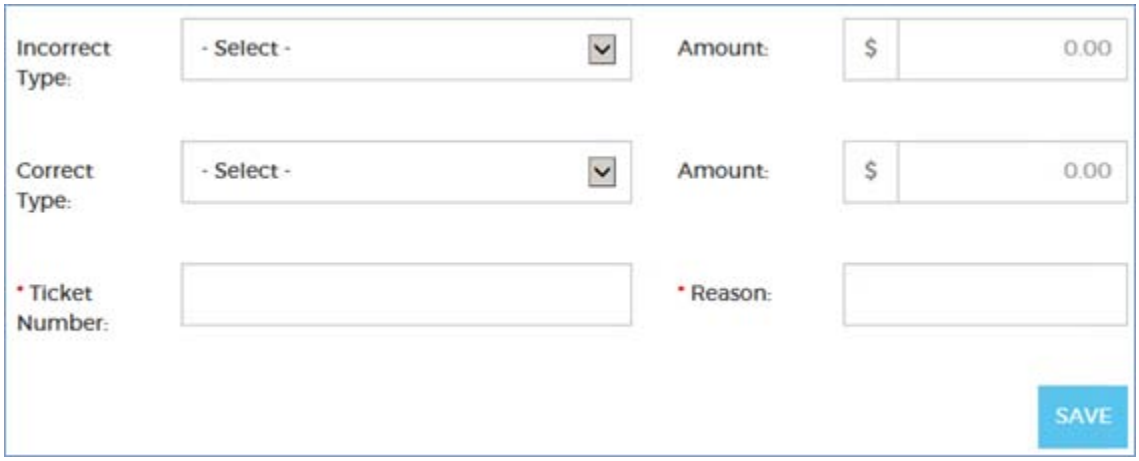
2. Enter criteria in any of the search fields of the student search form (**Student ID** should suffice).

3. Click **SEARCH**.

.***Tip:*** *If you get too many results, try the techniques in Searching efficiently (page 5).*

- If there's a problem with the check's status, you'll get a message. Proceed accordingly.
  - **If the student has already cashed the separation check**, use standard procedures to close the Remedy ticket or return it to TAC.
  - **If the separation check has been mailed out but the student hasn't cashed it yet**, contact the agency and ask them to return the check to JCDC Payroll. If you get it back, return it or stop it. Then come back to Data Corrections and start over.
  - **If the separation check's status is "Reissued"** and it is in the print queue on the Reissues tab, go to the Reissues tab and remove it (page 48). Then come back to Data Corrections and start over.
  - **If the separation check's status is "Reissue pending,"** go to the Check Register and reject it (page 64). Then come back to Data Corrections and start over.
  - **If the separation check's status is "Expired,"** contact the agency and ask them to return the check to JCDC Payroll. If you get it back, return it or stop it. Then come back to Data Corrections and start over.
- If the check been has stopped or returned, you'll see a Data Corrections table with the latest separation pay information. Proceed with the steps below.

4. Complete the Data Corrections form below the table.



Incorrect Type	The type of advance the center *mistakenly* entered. ***Note:*** *The advance types available are those in the Earning and Deduction types in the student's separation pay record.*
Correct Type	The type of advance the center should have entered. ***Notes:*** *1 – Earnings that are calculated by number of days paid, such as Living Allowance, cannot be modified.* *2 – Use Payroll Advance (PADV) for a separation advance.*
Amount (Incorrect Type)	The *correct full* amount of the selected (incorrect) advance type for the pay period. If the student was carrying a debt for this type of deduction, this could be a negative amount. **Example:** The student was paid $400 cash in TTRN during the final pay period as well as a $100 (cash) separation advance. The center correctly recorded the $400 TTRN, but it accidentally also recorded the $100 separation advance as TTRN. Select "Taxable Transportation" as the **Incorrect Type** and enter $400 as the **Amount**, as $400 is the correct full amount of TTRN for the student's final pay period. ***Note:*** *If this amount is less than $1.00, type the 0 in front of the decimal point. Otherwise, you will not be able to SAVE the correction.* ***Warning:*** *Do not enter the amount incorrectly entered by the center. Enter the full amount the student should receive for the **Incorrect Type** selection you made.*
Amount (Correct Type)	The amount the center meant to give the student as another type of advance. ***Note:*** *If this amount is less than $1.00, type the 0 in front of the decimal point. Otherwise, you will not be able to SAVE the correction.*
Ticket Number	The Remedy ticket number.
Reason	A brief (255 characters max) explanation for the data correction. ***Tip:*** *Text you enter here scrolls horizontally. Hover your cursor over the field to see all the text you've entered.*

5. Click **SAVE** to submit the data correction for approval by another admin.

Note: *All the fields must be completed before you can click **SAVE**. Any amounts less than $1.00 must have a 0 before the decimal point.*

Once you have submitted the data correction, you can view it on the Review Data Corrections tab. Click the **REVIEW CORRECTIONS** link at the right of the page.

From the Review Data Corrections table, you can also generate the *Preview Backout of Pay Cycle* report. This report will contain only the data correction on the row. To generate a report with a range of data corrections, use the **Reports** tab.

Approving or rejecting a correction to an advance

Use these steps to approve or reject a data correction submitted by another admin.

You must have a SAAS user role of **Approver** or **Super User** to perform this task.

1. Go to **Utilities → Data Corrections**.

2. Click the **REVIEW CORRECTIONS** link at the right of the page.

3. Review the information in the Review Data Corrections table.

4. Select an action: approve (✓) or reject (✖).

   - **Approve** executes the data correction and removes the row from the Review Corrections table. The date of execution and your user ID are recorded in the database.
   - **Reject** rejects the data correction and removes the row from the Review Corrections table. The date of your rejection and your user ID are recorded in the database.

- **Optional:** For a data correction to a separated student, the row includes a **PDF** button in the Actions column. Click it to generate the *Preview Backout Pay Cycle* report, which you may open, save, or cancel using the buttons at the bottom-right of your browser. You may also run this report rom the **Reports** tab.

- Click the **BACK TO DATA CORRECTIONS** link at the upper-left at any time to return to the Data Corrections page.

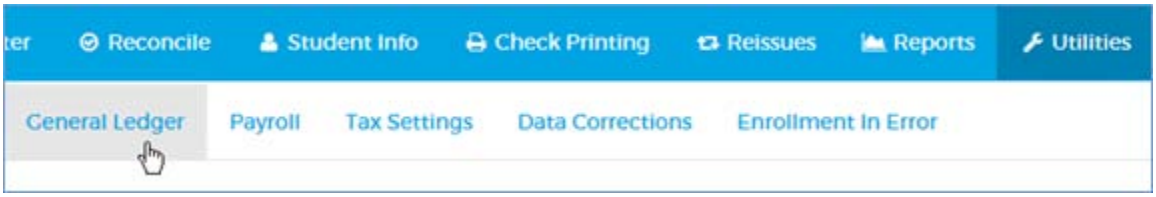
Tip: *After approving a data correction, you can confirm the backout by 1) running the Backout of Pay Cycle Report and 2) viewing the backout in the student's Pay History page.*

General ledger reports

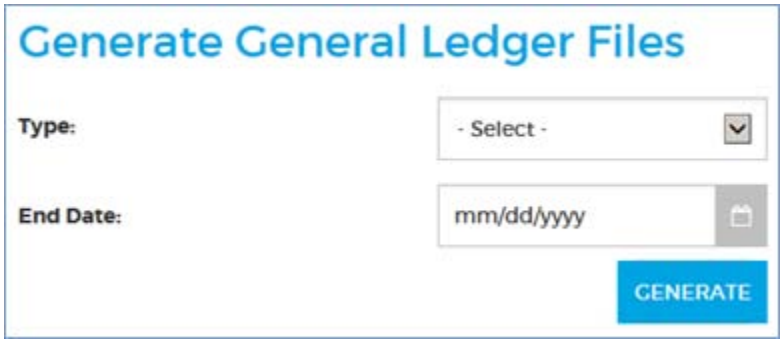
Use these steps to generate general ledger reports. The following reports are available:

Weekly	Monthly	Other
allot*mmddyy*	act_debt_*mmddyy*	mas200_*mmddyy*
bonus*mmddyy*	allot_debt_act*mmddyy*	
reg*mmddyy*	bck*mmddyy*bck	
reimb_*mmddyy*	center_traw*mmddyy*	
term*mmddyy*	check_backout*mmddyy*	
	check_clear*mmddyy*	
	check_issd*mmddyy*	
	check_reissd*mmddyy*	
	check_stale*mmddyy*	
	gpal*mmddyy*	
	manual_chk*mmddyy*	
	paydue_*mmddyy*	
	population_*mmddyy*	
	term_debt*mmddyy*	
	traw_backout*mmddyy*	

1. Go to **Utilities → General Ledger**.



3. Complete the Generate General Ledger Files form.



Type	Type of report to generate (Weekly, Monthly, or mas200)
End Date	Use the default or change it with the datepicker.

Report Type	**Default End Date**
Weekly	PPE date for the most recent finalized payroll ***Notes:*** *If you set a Weekly **End Date** that is not the end date of any pay period, these reports will be empty.* *If the most recent finalized payroll is an Allotment payroll, this date will be two weeks later than the PPE for the other payroll types. Change it if you want reports for the most recent Regular, Term, or Bonus payroll or Reimbursement amounts.*
Monthly	Last calendar day of the current month
mas200	Current date

4. Click **GENERATE**.

   All the reports for the Type and End Date that you selected are saved to a folder in the JCDC file system in csv format. From there, you can open them and use them as you wish.

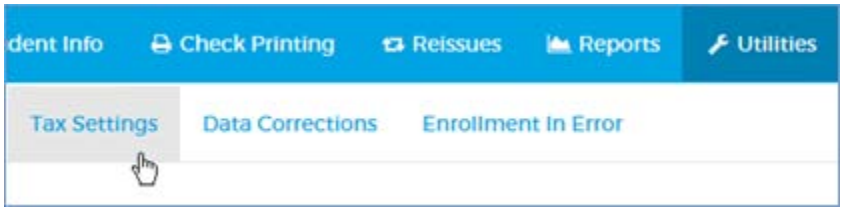
Note: *Generating the reports could take several minutes.*

Taxes

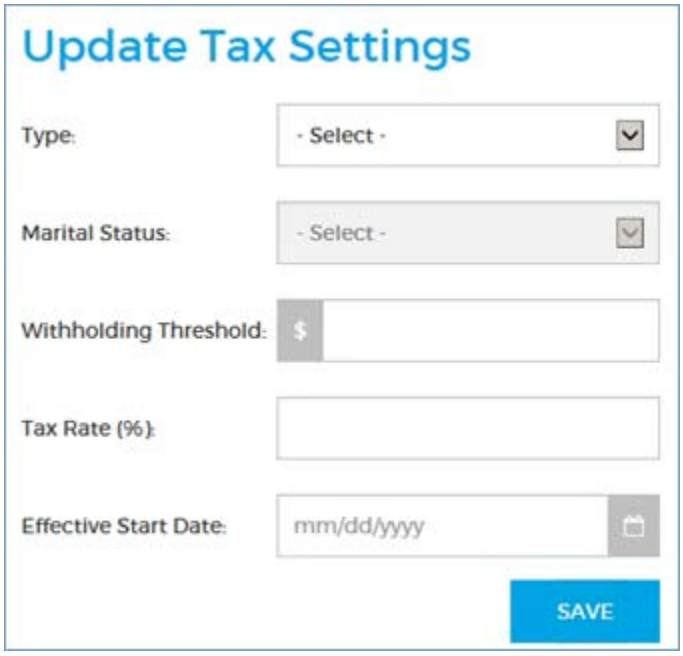
Updating tax settings

Use these steps to adjust the tax rates and withholding thresholds for payroll.

1. Go to **Utilities → Tax Settings**.



2. Complete the Update Tax Settings form.



Type	The types of tax withholding to be adjusted.
Marital Status	Marital status that the Withholding Threshold and Tax Rate will be applied to. ***Note:*** *This field appears only if the* ***Type*** *is Federal Income Tax.*
Withholding Threshold	Dollar amount threshold that determines when tax should be withheld.
Tax Rate	Percentage of the tax withheld after the threshold has been met.
Effective Start Date	Date the tax settings should take effect.

3. Click **SAVE** to enter the tax settings in the Tax Settings table; they will be applied to all payrolls until you set them again. If you accidentally entered the wrong tax settings, you can overwrite them by entering the proper values in the Update Tax Settings form again.

The Tax Settings table shows all your settings for the current and previous year. When you enter new tax settings, an "End Date" is automatically entered for the previous year.

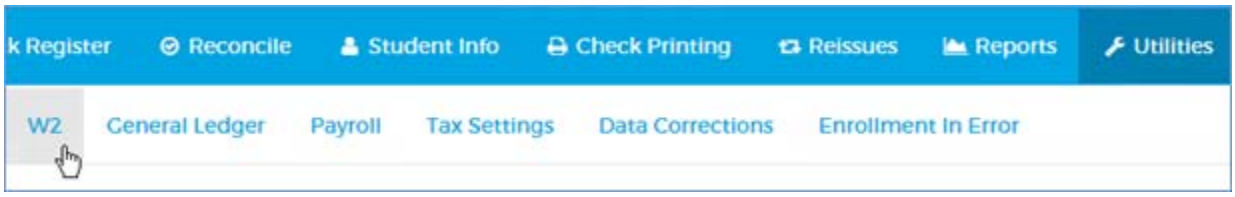
Tax Settings

Type	Marital Status	Tax Rate	Withholding	Eff. Start Date	End Date
Federal Income Tax	Single	10%	$4000	01/06/2014	
Federal Income Tax	Married	10%	$4000	01/06/2014	
Medicare		1.4%	1.45	01/06/2014	
Social Security		7.2%	7.2%	01/06/2014	

Generating W-2 data

Use these steps to generate W-2 data for a specific tax year.

1. Go to **Utilities → W2**.



2. Select the **Tax Year** for which you want to generate data.

3. Click **GENERATE W2 DATA**.
4. When the mmf file has been generated, save it to the location of your choice.