



# BEST HCM Implementation

## Payroll Processing in HCM

Updated: January 31, 2024



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# A Day in the Life of Payroll

# A Day in the Life of Payroll Processing

## 1. Look at your infoAdvantage Reports

HCM InfoAdvantage

Pending Pay Report  
(HCM-PAYR-0087  
Pending Payments)

Time Report (OHCM-  
TIME-0205 Time Report)

Pending Deductions  
(HCM-DEDS-0224  
Pending Deductions)

**Note: Payroll Cycle begins the day after the previous cycle closes in production. This is not the issue date.**

## 2. Adjustments for a Prior Closed Pay Period.

This is entered in the current pay period so that it can be picked up in the retroactive cycle  
**DO NOT** hold prior pay period adjustments. Create the TADJ's when you get them to make sure they are picked up in the retroactive cycle

Payroll Management  
(PAYM) Activity Folder –  
Timesheet Adjustment  
(TADJ) document

Entering information from late timesheets or updated timesheets.  
Examples include additional hours, sick usage adjustments or vacation usage adjustments

Enter Flat Dollar payments

Workers Compensation Adjustments

**Note: Changes to Account Strings (LDPR codes) for prior closed pay periods MUST be done in FIN**

Deductions Management  
(DEDM) Activity Folder

Changes to CalSTRS or CalPERS Retirement Enrollments  
Employee Pension Profile (PENS)  
A Retroactive Trigger will be created

Benefits Administration  
(BA) Activity Folder

Changes to Benefit Enrollments  
Benefit Enrollment (ENRL)  
A Retroactive Trigger will be created

# A Day in the Life of Payroll Processing

## 3. Enter Information for a Current Pay Period

### Time and Leave (ATLM) Activity Folder

#### Exception Entries for Exception Paid Employee

Exceptions for non-  
Regular time  
Group Timesheet  
(TIMEG), Timesheet  
Adjustment (TADJ) or  
Timesheet Adjustment  
Interface (TADI)

#### Timesheet Group Roster (TSG)

Adding or Deleting  
Employees from  
Timesheet Group Roster  
(TSG)  
Only used for Group  
Timesheets (TIMEG)

#### Positive Entries for Positive Paid Employee

ALL Time and Leave  
Usage activity  
Group Timesheet  
(TIMEG), Timesheet  
Adjustment (TADJ) or  
Timesheet Adjustment  
Interface (TADI)

#### Overpayments

Creating a one-time  
payout that is either  
lump sum or hours  
based. For example,  
vacation payouts.  
Timesheet Adjustment  
(TADJ)

### Deduction Management (DEDM) Activity Folder

#### Changes to employee tax information Tax Parameters (TAX)

#### Changes to employee direct deposit information Net Pay Distribution (NPD)

#### Changes to an employee's voluntary deductions Miscellaneous Deductions (MISC)

#### Changes to an employee's CalSTRS or CalPERS enrollments Employee Pension Profile (PENS)

#### Starting an employee's Garnishment Family Course/Arrears/ Bankruptcy (GARN) Tax Levy (LEVY) Garnishments (GARN)

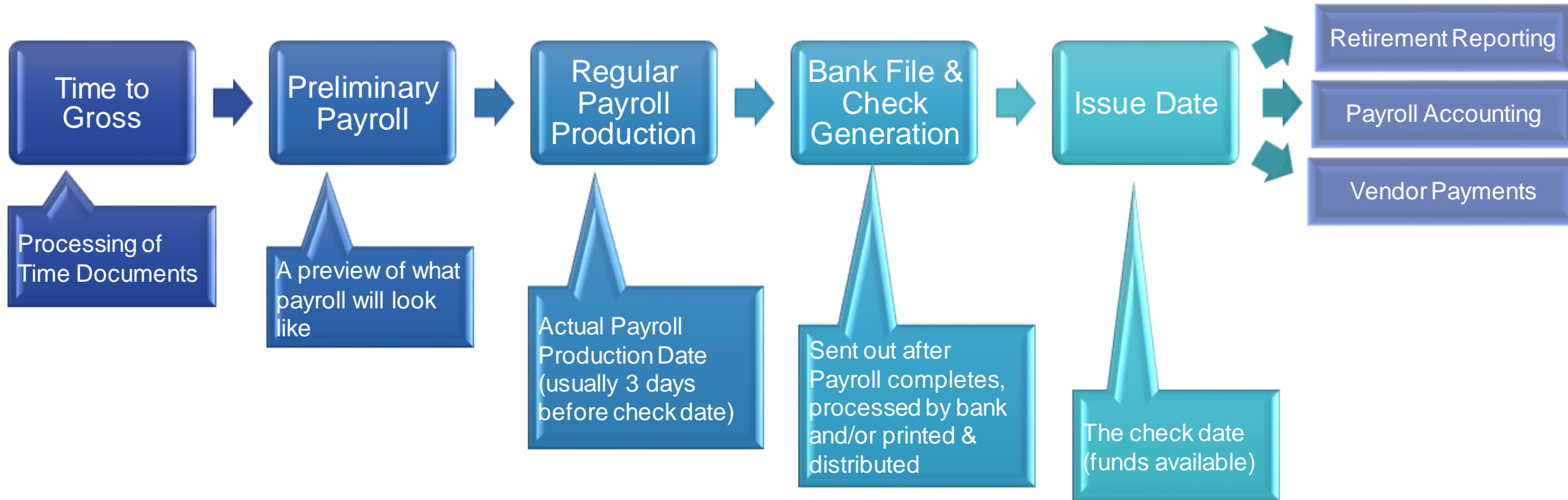
#### Creating a One-Time Deduction. For example, collecting for an overpayment or adjusting premium for benefit deductions One-Time Deductions (OTDED)

### Benefits Administration (BA) Activity Folder

#### Change to Benefit Enrollments Benefit Enrollment (ENRL)

# HCM Payroll Process Components

# Regular Payroll Process in HCM



# Time Data Entry Options

Time data must get into the BEST Advantage HCM system in some method  
Time to Gross calculations are required to start payroll processing

Time from 3<sup>rd</sup> Party  
Timekeeping  
System

Interface  
Functionality  
(TADI)

From third party time  
entry systems (e.g.  
NovaTime, Kronos,  
etc.)

Time Entry in HCM for Positive Paid and  
Exception Paid Employee Assignments

Group  
Timesheets  
(TIMEG)

Timekeepers from paper  
timesheets for a group  
of employees /  
assignments all at once

Timesheet  
Adjustments  
(TADJ)

Corrections to  
timesheets or  
exceptions entered by  
timekeepers

Exception Paid  
Employees

Time to Gross  
Process  
(TTG)

Exception paid  
employees are  
automatically paid  
regular wages based on  
base rates

# Preliminary Payroll Discussions to Date

## Preliminary Payroll 1

### 8-10 days prior to Production date

Validate the correct exception paid employees are included (make ESMT changes if necessary)

Enter TIMEG for positive and exception paid employees

## Preliminary Payroll 2

### 2 days prior to Production date

Validate all time data has been entered

Validate all employees have the correct data. Make adjustments/changes using Timesheet Adjustments (TADJ), Employee Status Maintenance (ESMT) and/or One-Time Deduction (OTDED) documents

## Preliminary Payroll 3

### 1 day prior to Production date

Validate all employees have the correct data. Make adjustments/changes using Timesheet Adjustments (TADJ), Employee Status Maintenance (ESMT) and/or One-Time Deduction (OTDED) documents

No further chance to validate except final payroll reports

**Time Report goes away.**

Preliminary Payroll is similar to current Verification

Errors found must be fixed in the HCM application where they originate

If an employee is Positive Paid, a TIMEG or TADJ must be entered and finalized, or the system will not produce any pay. As a District you can select a date as to when timesheets must be received.



# Preliminary vs Supplemental vs Regular

## Preliminary Payroll Cycle

1. Back Up Database
2. Preliminary Processor
3. Preliminary GTN
4. Commit/Clear

**Supplemental** will be run **weekly** to handle the true reason for a supplemental...Separate a unique payroll run such as mass retro or bonuses

## Supplemental Gross-to-Net Cycle

### Regular Gross-to-Net Cycle Batch Sequence

1. Back Up Database
2. Preprocessor Supplemental Gross-to-Net
3. Supplemental Gross-to-Net
4. Generate Automated Accrual AACC Documents
5. Load Automated Accrual (AACC) Documents
6. Submit Automated Accrual (AACC) Documents
7. Load Leave Extract
8. Check Print
9. Back Up Database
10. Load Registry\*\*
  - a. Process Pay Checkb.
  - b. Process Pay Detail
  - c. Process Ded Detail
11. Payroll Account Management\*\*
  - a. Payroll Check Processor
  - b. Contract Pay Encumbrance Processor
  - c. Leave Liability Expense Processor
12. Back Up Database
13. Generate Bank Notification Extract File - Deduction
14. Generate Bank Notification Extract File - Net Pay
15. Merge EFT Extract Files
16. Paycheck Extract File Split
17. Create Check Bank Tapes
18. EFT Extract File Split
19. Create EFT Bank Tapes
20. Generate Timesheets
21. Generate/E-mail Paycheck Stubs
22. Paycheck Load
23. Back Up Database
24. Payroll Finalization
25. Back Up Database

## Regular Gross-to-Net Cycle

### Regular Gross-to-Net Cycle Batch Sequence

1. Back Up Database
2. Preprocessor Regular Gross-to-Net
3. Gross-to-Net: Regular Gross-to-Net Paycycle
4. Back Up Database
5. Generate Automated Accrual AACC Documents
6. Load Automated Accrual (AACC) Documents
7. Submit Automated Accrual (AACC) Documents
8. Load Leave Extract
9. Check Print
10. Back Up Database
11. Load Registry\*\*
  - a. Process Pay Checkb.
  - b. Process Pay Detail
  - c. Process Ded Detail
12. Payroll Account Management\*\*
  - a. Payroll Check Processor
  - b. Contract Pay Encumbrance Processor
  - c. Leave Liability Expense Processor
13. Back Up Database
14. Generate Bank Notification Extract File - Deduction
15. Generate Bank Notification Extract File - Net Pay
16. Merge EFT Extract Files
17. Paycheck Extract File Split
18. Create Check Bank Tapes
19. EFT Extract File Split
20. Create EFT Bank Tapes
21. Generate Timesheets
22. Generate/E-mail Paycheck Stubs
23. Paycheck Load
24. Back Up Database
25. Payroll Finalization
26. Back Up Database

# Regular Payroll

- Once the third Preliminary run is completed the next night Regular Payroll Cycle will begin. Payroll numbers will remain the same with the following exceptions:
  - H1 becomes E4
  - V2 becomes C5



Pay Cycle	Earned Start Date	Earned End Date	Long Description	Short Description	Check Date
C1	1/1/2018	1/31/2018	Monthly 1 <sup>st</sup> WD	MTHLY 1 <sup>st</sup> WD	2/1/2018
C2	1/1/2018	1/31/2018	Monthly Last WD	MTHLY LAST WD	1/31/2018
C3	1/1/2018	1/31/2018	Monthly 10 <sup>th</sup>	MTHLY 10 <sup>th</sup>	2/10/2018
C5	1/1/2018	1/31/2018	Monthly 5 <sup>th</sup>	MTHLY 5 <sup>th</sup>	2/5/2018
E1	1/1/2018 1/16/2018	1/15/2018 1/31/2018	Semi-Monthly 5 <sup>th</sup> and 20 <sup>th</sup>	SEMI 5 <sup>th</sup> /20 <sup>th</sup>	1/20/2018 2/05/2018
E4	1/1/2018 1/16/2018	1/15/2018 1/31/2018	Semi-Monthly 10 <sup>th</sup> and 25 <sup>th</sup>	SEMI 10 <sup>th</sup> /25 <sup>th</sup>	1/25/2018 2/10/2108

# Reading the HCM Payroll Calendar

# HCM Payroll Calendar

1		2	3	4			5	6		
CYCLE	MEMO	PAYROLL PERIOD FROM TO		Timesheet Interface (TADI)	1st PRELIM	2nd PRELIM	3rd PRELIM	PAYROLL PROD. DATE	ISSUE DATE	CYCLE
C1	1STWD	02-01-24	02-29-24	02-26-24	02-15-24	02-22-24	02-26-24	02-27-24	03-01-24	C1
E1	SEMI 5TH	02-16-24	02-29-24	02-28-24	02-20-24	02-26-24	02-28-24	02-29-24	03-05-24	E1
C5	5TH	02-01-24	02-29-24	02-28-24	02-20-24	02-26-24	02-28-24	02-29-24	03-05-24	C5
E4	SEMI 10TH	02-16-24	02-29-24	03-04-24	02-23-24	02-29-24	03-04-24	03-05-24	03-08-24	E4
C3	10TH	02-01-24	02-29-24	03-04-24	02-23-24	02-29-24	03-04-24	03-05-24	03-08-24	C3
E1	SEMI 20TH	03-01-24	03-15-24	03-14-24	03-06-24	03-12-24	03-14-24	03-15-24	03-20-24	E1
E4	SEMI 25TH	03-01-24	03-15-24	03-18-24	03-08-24	03-14-24	03-18-24	03-19-24	03-22-24	E4
C2	LWD	03-01-24	03-31-24	03-21-24	03-14-24	03-19-24	03-21-24	03-22-24	03-29-24	C2
C1	1STWD	03-01-24	03-31-24	03-26-24	03-15-24	03-21-24	03-26-24	03-27-24	04-01-24	C1
Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.										
Timesheet Interface (TADI)		Current period Interface files can be posted to the agencies SFTP server on any day through date listed under TADI. Files not posted by 3:00 PM on that date will not be processed and the agency will have to manually input time for employees affected.								
1st, 2nd, and 3rd PRELIM		1st, 2nd, and 3rd PRELIM produced this day. Employees listed on PRELIM are those that will get paid.								
Payroll Production Date		Payroll is produced on this day.								
Issue Date		Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.								

- The HCM Payroll Calendars are available on the Customer Resource Center
- Supplemental Payroll is twice per week or less with holidays. Check the schedule before communicating to employees when you will have a check for them.

# HCM Payroll Calendar

1		2		3	4			5	6	
CYCLE	MEMO	PAYROLL PERIOD FROM TO		Timesheet Interface (TADI)	1st PRELIM	2nd PRELIM	3rd PRELIM	PAYROLL PROD. DATE	ISSUE DATE	CYCLE
C1	1STWD	02-01-24	02-29-24	02-26-24	02-15-24	02-22-24	02-26-24	02-27-24	03-01-24	C1
E1	SEMI 5TH	02-16-24	02-29-24	02-28-24	02-20-24	02-26-24	02-28-24	02-29-24	03-05-24	E1
C5	5TH	02-01-24	02-29-24	02-28-24	02-20-24	02-26-24	02-28-24	02-29-24	03-05-24	C5
E4	SEMI 10TH	02-16-24	02-29-24	03-04-24	02-23-24	02-29-24	03-04-24	03-05-24	03-08-24	E4
C3	10TH	02-01-24	02-29-24	03-04-24	02-23-24	02-29-24	03-04-24	03-05-24	03-08-24	C3
E1	SEMI 20TH	03-01-24	03-15-24	03-14-24	03-06-24	03-12-24	03-14-24	03-15-24	03-20-24	E1
E4	SEMI 25TH	03-01-24	03-15-24	03-18-24	03-08-24	03-14-24	03-18-24	03-19-24	03-22-24	E4
C2	LWD	03-01-24	03-31-24	03-21-24	03-14-24	03-19-24	03-21-24	03-22-24	03-29-24	C2
C1	1STWD	03-01-24	03-31-24	03-26-24	03-15-24	03-21-24	03-26-24	03-27-24	04-01-24	C1
Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.										
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1st, 2nd, and 3rd PRELIM		1st, 2nd, and 3rd PRELIM produced this day. Employees listed on PRELIM are those that will get paid.								
Payroll Production Date		Payroll is produced on this day.								
Issue Date		Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.								

1. Cycle identifies the HCM Payroll Cycles. The following HRS Payroll Cycles are rolled up into other payroll cycles in HCM:
  - H1 becomes E4
  - V2 becomes C5
2. The Payroll Period Start and End Dates

# HCM Payroll Calendar

1		2		3	4			5	6	
CYCLE	MEMO	PAYROLL PERIOD FROM TO		Timesheet Interface (TADI)	1st PRELIM	2nd PRELIM	3rd PRELIM	PAYROLL PROD. DATE	ISSUE DATE	CYCLE
C1	1STWD	02-01-24	02-29-24	02-26-24	02-15-24	02-22-24	02-26-24	02-27-24	03-01-24	C1
E1	SEMI 5TH	02-16-24	02-29-24	02-28-24	02-20-24	02-26-24	02-28-24	02-29-24	03-05-24	E1
C5	5TH	02-01-24	02-29-24	02-28-24	02-20-24	02-26-24	02-28-24	02-29-24	03-05-24	C5
E4	SEMI 10TH	02-16-24	02-29-24	03-04-24	02-23-24	02-29-24	03-04-24	03-05-24	03-08-24	E4
C3	10TH	02-01-24	02-29-24	03-04-24	02-23-24	02-29-24	03-04-24	03-05-24	03-08-24	C3
E1	SEMI 20TH	03-01-24	03-15-24	03-14-24	03-06-24	03-12-24	03-14-24	03-15-24	03-20-24	E1
E4	SEMI 25TH	03-01-24	03-15-24	03-18-24	03-08-24	03-14-24	03-18-24	03-19-24	03-22-24	E4
C2	LWD	03-01-24	03-31-24	03-21-24	03-14-24	03-19-24	03-21-24	03-22-24	03-29-24	C2
C1	1STWD	03-01-24	03-31-24	03-26-24	03-15-24	03-21-24	03-26-24	03-27-24	04-01-24	C1
Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.										
Timesheet Interface (TADI)		Current period Interface files can be posted to the agencies SFTP server on any day through date listed under TADI. Files not posted by 3:00 PM on that date will not be processed and the agency will have to manually input time for employees affected.								
1st, 2nd, and 3rd PRELIM		1st, 2nd, and 3rd PRELIM produced this day. Employees listed on PRELIM are those that will get paid.								
Payroll Production Date		Payroll is produced on this day.								
Issue Date		Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.								

3. Lists the latest date for loading the Timesheet Interface (TADI) file in HCM. This is used by Districts that have 3<sup>rd</sup> part Time and Leave systems.
4. Identifies the dates for the three Preliminary Payrolls
5. Identifies the Payroll Production Date
6. Identifies the Payroll Issue Date

# HCM Payroll Calendar

HCM SUPPLEMENTAL PRODUCTION SCHEDULE					
Production Date		Reg Retro Process (Prior Period Adj)		Supplemental Production	Supplemental Issue Date
03/01/24	FRI				----
03/02/24				SAT	----
03/03/24				SUN	----
03/04/24	MON	X			----
03/05/24	TUE			X	03/08/24
03/06/24	WED	X			----
03/07/24	THU			X	03/12/24
03/08/24	FRI				----
03/09/24				SAT	----
03/10/24				SUN	----
03/11/24	MON	X			----
03/12/24	TUE			X	03/15/24
03/13/24	WED	X			----
03/14/24	THU			X	03/19/24
03/15/24	FRI				----
03/16/24				SAT	----
03/17/24				SUN	----
03/18/24	MON	X			----
03/19/24	TUE			X	03/22/24
03/20/24	WED	X			----
03/21/24	THU			X	03/26/24
03/22/24	FRI				----
03/23/24				SAT	----
03/24/24				SUN	----
03/25/24	MON			HOL	----
03/26/24	TUE				----
03/27/24	WED	X			----
03/28/24	THU			X	04/02/24
03/29/24	FRI				----
03/30/24				SAT	----
03/31/24				SUN	----

- Regular Retro Process:
  - Run Monday and Wednesday except for Holidays
  - Create triggers that will generate pending payment and pending deduction documents
  - These pending payments and pending deductions will be processed in the employee's next payroll period
  - To process pending payments and pending deductions, they must be updated to designate to they be processed on the next Supplemental Payroll. (See Slide 5)
- Supplemental Production
  - Run Tuesday and Wednesday except for Holidays
  - Can be Direct Deposited if the employee has a Net Pay Distribution
- Supplemental Issue Date
  - Identifies the specific issue date for the Supplemental Payrolls

# Time and Leave Entry in HCM

# Time Entry Options in HCM

		Certificated Employees	Classified Employees	Certificated Substitutes	Board Members	Other Employee Types
Timesheet Groups (TIMEG)	Entering Time information using Timesheet Group Rosters (=HRS Time Report Location)	★	★	★	★	★
Timesheet Adjustment (TADJ) UPDOC	Time and Leave Usage information from a 3 <sup>rd</sup> Party System using an UPDOC	★	★	★	★	★
Timesheet Interface	Time and Leave Usage information from a 3 <sup>rd</sup> Party System using an Interface	★	★	★	★	★

What does your District do?

# Group Timesheet (TIMEG) or Timesheet Adjustment (TADJ) Entries

	Exception Paid	Positive Paid: Primary Assignment	Positive Paid: Additional Classified Assignment	Positive Paid: Additional Certificated Assignment
Regular Hours	<b><u>NO Entry</u></b>	REG	REG	REG
Additional Hours: <b>Not</b> Extra Duty for Scheduled Workdays	DAYOT	DAYOT	DAYOT	DAYOT
Additional Hours: <b>Not</b> Extra Duty for Unscheduled Workdays	WKOT	WKOT	WKOT	WKOT
Leave Usage <b><u>NEVER USE REG</u></b>	Correct Leave Usage Code	Correct Leave Usage Code	DO NOT USE	DO NOT USE

# Extra Duty Assignments for Certificated Assignments

**Option 1: A  
Descriptive Pay  
Event Code on  
the Primary  
Assignment**

## Descriptive Pay Event Code Examples

**Option 2: A  
Descriptive Pay  
Event on an Extra  
Duty Assignment**

HCM Pay Event Code	Short Description	Long Description
BAND	BAND DOL EPP	BAND Dollar paid as earned
BANDT	BAND T EPP	BAND Time paid as earned
CEP	CERT XTRA T PRD	Certificated Extra Period Time paid as earned
CEPD	CERT XTRA D PRD	Certificated Extra Period Dollar paid as earned
CEPDN	CERT XTRA D NPP	Certificated Extra Period Dollar not paid as earned
CEPN	CERT XTRA T NPP	Certificated Extra Period paid as earned
CLBN	CLBN DOLL NPP	Club Advisor Dollars not paid as earned
CLBNT	CLBN TIM NPP	Club Advisor Time not paid as earned
CLUBD	CLB ACT DOL EPP	Club Activities Dollars Paid as Earned
LDMNT	LEDM TIM NPP	Lead Mentor Induction Time not paid as earned
LDTMN	LDTM NPP	Leadership Team Member Dollars not paid as earned
LDTNT	LEAD T TIM NPP	Lead Teacher Time not paid as earned
MNTNP	MENTOR PAY NPP	Mentor Teacher Pay - not paid as earned
SATSC	SAT SCH T PE	Saturday School Time paid as earned
TUT	TUT DOLL EPP	Tutorial Dollars paid as earned
TUTRD	EXPY TUTOR D	Extra Pay for All Tutoring Dollar
TUTT	TUT TIME EPP	Tutorial Time paid as earned
YRBKD	YEARBOOK D	Year book: All duties/activities Dollar
YRBKT	YEARBOOK T	Year book: All duties/activities Time

# Classified Additional Assignments: NO Extra Duty Titles or Assignments in HCM

Primary Assignment:  
Additional Hours using  
DAYOT or WKOT

Secondary Assignments  
(Jobs): Use REG time

Titles (Job Classifications) must be descriptive of the  
job duties being performed

REG Pay Rates **MUST** be on a published salary schedule

This process meets CalPERS Reporting Requirements

# Leave With and Without Pay Scenarios: Pay Event Codes

**Scenario 1: Leave with Pay to Leave  
With 50% Pay to Leave Without Pay**



**Step 1: Complete the  
Employee Status  
Maintenance (ESMT) for  
the Leave with Pay**

**Scenario 2: Leave without Pay that  
does not transition from Leave with  
Pay to Leave without Pay**



**Step 1: Complete the  
Employee Status  
Maintenance (ESMT) for  
the Leave without Pay**

**Scenario 3: Leave With Pay only**



**Step 1: Complete the  
Employee Status  
Maintenance (ESMT) for  
the Leave with Pay**

**Scenario 4: Leave Without Pay for  
less than one full working day**



**Step 1: Complete the  
Group Timesheet  
(TIMEG) or Timesheet  
Adjustment (TADJ) to  
record Docked Pay**

**Step 2: Complete the  
Group Timesheet  
(TIMEG) or Timesheet  
Adjustment (TADJ) to  
record leave usage**

## HCM Pay Event Codes

**Step 3: Complete the  
Group Timesheet  
(TIMEG) or Timesheet  
Adjustment (TADJ) to  
record Half Pay**

**Step 4: Complete the  
Employee Status  
Maintenance (ESMT) for  
the Leave without Pay**

Leave With or Without Pay	Exception or Positive Pay	HCM Pay Event Code	Short Description	Long Description
Leave With Pay	Exception and Positive Paid	LOAPY	PAID LEAVE	Leave of Absence - Paid
Leave With Pay	Exception and Positive Paid	HFPY0	HALF PAY EX	Half Pay - Exception
Leave With Pay	Exception and Positive Paid	HF50P	HALF PAY	Half Pay
Leave Without Pay	Exception and Positive Paid	AWOP	ABSENT WO PAY	Absent With Out Pay
Leave Without Pay	Exception and Positive Paid	LOAUP	UNPAID LEAVE	Leave of Absence - Unpaid

# Working Out of Class Scenarios and Payroll

- Working Out of Class is when an employee will be assuming part or all of the job duties of an employee who is in a higher-level appointment
- The employee's pay would increase to reflect at least a 5% increase in Gross Pay.
- The employee's working out of class duties must also be accurately reported as creditable for CalSTRS or CalPERS

**100% Backfill for at least 1 full working day**

**Example 1: An employee is on leave that need to be backfilled until they return from leave**

**Example 2: An employee has terminated, and the position needs to be backfilled until a replacement has been identified**

**Payroll: NO ACTION Needed**

**Partial Backfill for at least 1 full working day**

**Example 1: An employee is on leave and needs to have some of their job duties assumed by another employee**

**Example 2: An employee has terminated and need to have some of their duties assumed by another employee**

**Payroll: NO ACTION Needed**

**Backfilling for a time period that does not require a change in employee appointment**

**Example 1: An employee is absent for part of a working day and their job duties will be completed by another employee**

**Example 2: An employee is absent for an entire working day but does not need an employee appointment change. It will be recorded on either a Group Timesheet (TIMEG) or a Timesheet Adjustment (TADJ)**

**Payroll: ACTION Needed**

# Working Out of Class: Backfilling for a time period that does not require a change in employee appointment

Backfill for less than 1 full working day or does not need to be changed at the appointment level

Example A: Joe is going to be out for 3 hours, and Mary will assume his job duties for those 3 hours

Example B: Joe is going to be out for 1 ½ days and Mary will assume his job duties for that time.

Step 1: Mary's Group Timesheet (TIMEG) or Timesheet Adjustment (TADJ) is completed

Attendance and Leave Management (ATLM) Activity Folder

Time is recorded on the TIMEG or TADJ document for the specific pay event for backfilling.

The rate of pay would be at least 5% more than the employee's current pay rate for regular work hours

**Backfilling for a position that does not impact the employee appointment**

**Step 1:** Complete the Group Timesheet (TIMEG) or the Timesheet Adjustment (TADJ) to record the time worked supporting the backfill activities

- The employee's gross pay will increase to reflect the time spent supporting the backfill job duties
- The employee's creditable time for CalSTRS or CalPERS reporting will reflect the backfill activities

**Employee Profile Management (EPM) Documents**

**Not Applicable:** there would not be any changes to appointment of the employee who is completing duties that in addition to their regular primary appointment

**Position Control Authorization Impact (PAMT)**

**Not Applicable:** there would not be any changes to appointment of the employee who is completing so their would be any changes to the Incumbent and FTEs

## HCM Pay Event Codes

Working Out of Class (Temporary Upgrade)	HCM Pay Event Code	Short Description	Long Description
100% Temporary Upgrade	TUPP	TEMP UP 100 PER	Temporary Upgrade Pay - 100 Percent Duties - Percent Based
Less than 100% Temporary Upgrade	TULP	TMP LES 100 PER	Temp Upgrade Pay - less than 100 Percent Duties - Percent

# Stipends in HCM

**Paid Every Pay  
Period: Percent  
Based**

Entered as a Pay Parameter on the Employee Status Maintenance (ESMT) by the HR Team.  
Will pay only when REG time is entered for the employee  
Scenario 1: Employee works 10 months and is paid for 10 months  
Scenario 2: Employee works 10 months and is paid for 11 or 12 months. Stipend only paid for 10 months

**Paid Every Pay  
Period: Dollar  
Based**

Entered as a Pay Parameter on the Employee Status Maintenance (ESMT) by the HR Team. Will be paid regardless as long as they are in an active pay status.

**Not Paid Every  
Pay Period:  
Hours Based**

Entered on a Timesheet Adjustment (TADJ) by Payroll Team

**Not Paid Every  
Pay Period:  
Dollars Based**

Entered on a Timesheet Adjustment (TADJ) by Payroll Team

# Other HRS Activities – What do you do?

## Time Report Overrides?

- Override Pay Rates
- Other Examples?

## Pay on Different Pay Cycles

- Pay on a pay cycle different than the one on the HRS Job
- Other examples?

## Pay Extra Hours on Different Pay Cycles

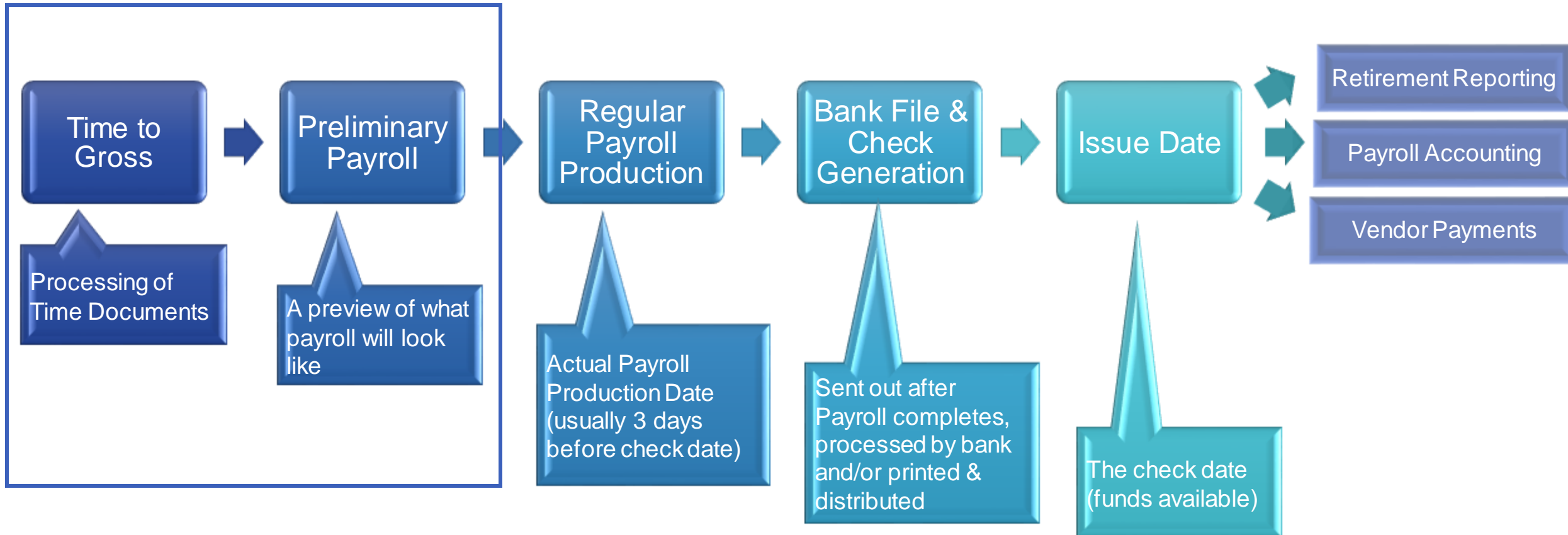
- Pay Extra Hours on a Pay Cycle that is different than the HRS Job they were worked against
- Other examples?

## Other Pay Activities

- Other Examples?

# HCM Preliminary Payrolls and Payroll Processing

# Regular Payroll Process in HCM



# HCM Payroll Processing

Time to Gross

Processing of Time Report Documents

Report ID: OHCM-TIME-0205  
Run Date: 10/25/2022  
Run Time: 6:39:57 PM

**Time Report**  
Pay Period 10/16/2022 to 10/31/2022

Payroll Number: 107564  
District/Agency: 0007 - Los Angeles County Office of Education  
Pay Location: 0000 - Los Angeles County Office of Education  
Employee: 00000000000000000000  
Appt ID:  
Timesheet Group: UNASSIGNED

Pay Period: 10/16/2022 to 10/31/2022  
Check Date: 11/10/2022

Title	Title Description	Sub-Title	Pay Policy Code & Description	FTE	Amount Basis ID	Pay Rate	Retirement	Retirement Description
00000000000000000000	Bus Driver	07	HN00H - Hourly Non-Exempt 10 over 10 Schedule H	0.96	Hourly Rate	20.7700	P08KE	CalPERS
LDPR Code	LDPR Accounting String		Distribution %					
10014	01.0 - 00000.0 - 11100 - 36000 - 2230 - 0002000		100.00%					

DIVISION OF SCHOOL FINANCIAL SERVICES  
**HCM DISTRICT PAYROLL SCHEDULE**  
FEBRUARY 2023 ISSUE DATE

CYCLE	MEMO	PAYROLL PERIOD		Generate Timesheets (TIMEI)	Timesheet Interface (TADI)	1st PRELIM	2nd PRELIM	3rd PRELIM	PAYROLL PROD. DATE	ISSUE DATE	CYCLE
FROM	TO										
C1	1STWD	01-01-23	01-31-23	N/A	01-26-23	01-18-23	01-24-23	01-26-23	01-27-23	02-01-23	C1
C5	5TH	01-01-23	01-31-23	N/A	01-30-23	01-20-23	01-26-23	01-30-23	01-31-23	02-03-23	C5
E4	SEMI 10TH	01-16-23	01-31-23	N/A	02-01-23	01-27-23	02-02-23	02-06-23	02-07-23	02-10-23	E4
C3	10TH	01-01-23	01-31-23	N/A	02-01-23	01-27-23	02-02-23	02-06-23	02-07-23	02-10-23	C3
E4	SEMI 25TH	02-01-23	02-15-23	N/A	02-16-23	02-09-23	02-15-23	02-17-23	02-21-23	02-24-23	E4
C2	LWD	02-01-23	02-28-23	N/A	02-21-23	02-13-23	02-16-23	02-21-23	02-22-23	02-28-23	C2
C1	1STWD	02-01-23	02-28-23	N/A	02-23-23	02-14-23	02-21-23	02-23-23	02-24-23	03-01-23	C1

Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.

**Timesheet Interface (TADI)**

Interface files must be posted to the agencies SFTP server by **3:00 PM** on the date noted under TADI. Files not posted on time will not be processed and the agency will have to manually input time for employees affected.

**1st, 2nd, and 3rd PRELIM**

1st, 2nd, and 3rd PRELIM produced this day. Employees listed on PRELIM are those that will get paid.

**Payroll Production Date**

Payroll is produced on this day.

**Issue Date**

Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.

# HCM Payroll Processing

Time to Gross

Processing of Time  
Report Documents

Preliminary Payroll

A preview of what payroll will  
look like



- Same as Verification Process in HRS and RAD
- Preliminary Payroll Registers run three (3) times before final payroll (new functionality)
- A Prelim Error Gross-to-net Report is also scheduled and run
- Preliminary Registers are used for review your payroll information and data

DIVISION OF SCHOOL FINANCIAL SERVICES  
HCM DISTRICT PAYROLL SCHEDULE  
FEBRUARY 2023 ISSUE DATE

CYCLE	MEMO	PAYROLL PERIOD FROM	PAYROLL PERIOD TO	Generate Timesheets (TIMEI)	Timesheet Interface (TADI)	1st PRELIM	2nd PRELIM	3rd PRELIM	PAYROLL PROD. DATE	ISSUE DATE	CYCLE
C1	1STWD	01-01-23	01-31-23	N/A	01-26-23	01-18-23	01-24-23	01-26-23	01-27-23	02-01-23	C1
C5	5TH	01-01-23	01-31-23	N/A	01-30-23	01-20-23	01-26-23	01-30-23	01-31-23	02-03-23	C5
E4	SEMI 10TH	01-16-23	01-31-23	N/A	02-01-23	01-27-23	02-02-23	02-06-23	02-07-23	02-10-23	E4
C3	10TH	01-01-23	01-31-23	N/A	02-01-23	01-27-23	02-02-23	02-06-23	02-07-23	02-10-23	C3
E4	SEMI 25TH	02-01-23	02-15-23	N/A	02-16-23	02-09-23	02-15-23	02-17-23	02-21-23	02-24-23	E4
C2	LWD	02-01-23	02-28-23	N/A	02-21-23	02-13-23	02-16-23	02-21-23	02-22-23	02-28-23	C2
C1	1STWD	02-01-23	02-28-23	N/A	02-23-23	02-14-23	02-21-23	02-23-23	02-24-23	03-01-23	C1

Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.

Timesheet Interface (TADI)

Interface files must be posted to the agencies SFTP server by 3:00 PM on the date noted under TADI. Files not posted on time will not be processed and the agency will have to manually input time for employees affected.

1st, 2nd, and 3rd PRELIM

1st, 2nd, and 3rd PRELIM produced this day. Employees listed on PRELIM are those that will get paid.

Payroll Production Date

Payroll is produced on this day.

Issue Date

Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.

# HCM Payroll Processing

Time to Gross

Processing of Time  
Report Documents

Preliminary Payroll

A preview of what payroll will  
look like



Report ID: OHCM-ERR-0002

Run Date: 12/5/22

Run Time: 7:38:50 PM

Preliminary Gross-to-Net Error Report

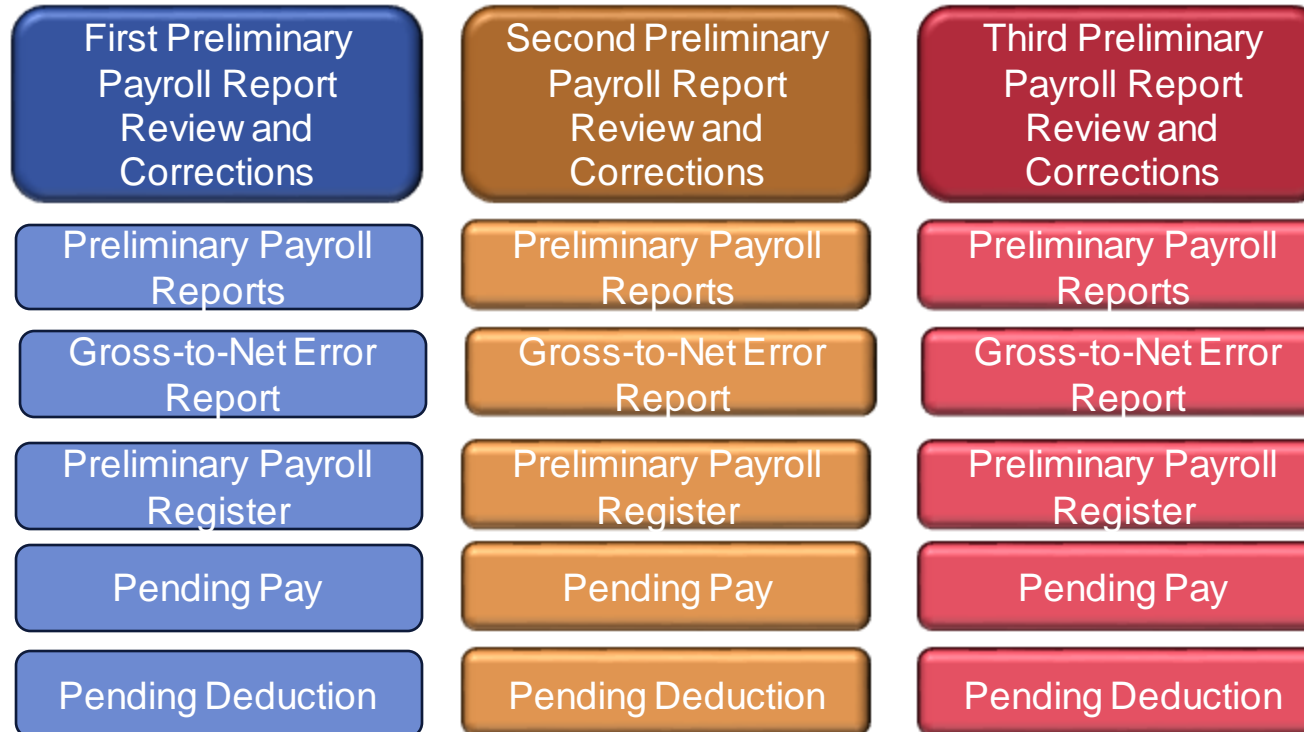
District/Agency

GTN Run Number 701

Employee Name	Employee ID	Additional Data Codes and Dates	Error Date	Error Code	Error Message
XXXXXXXXXX	XXXXXXXXXX	SUBFL 11/16/22	11/16/22	A1095	PAYPOL-RATE-TBL REC NOT FOUND
XXXXXXXXXX	XXXXXXXXXX	SUBFL 11/17/22	11/17/22	A1095	PAYPOL-RATE-TBL REC NOT FOUND
XXXXXXXXXX	XXXXXXXXXX	SUBFL 11/07/22	11/7/22	A1095	PAYPOL-RATE-TBL REC NOT FOUND
XXXXXXXXXX	XXXXXXXXXX	SUBFL 11/08/22	11/8/22	A1095	PAYPOL-RATE-TBL REC NOT FOUND

	Title	Type
	OHCM-PRELIM-0003 Preliminary Direct Deposit Register - Excel : 1814297	Microsoft Excel
	OHCM-PRELIM-0006 Preliminary Deduction Register : 1814301	Adobe Acrobat
	OHCM-PRELIM-0001 Preliminary Payroll Register : 1814300	Adobe Acrobat
	OHCM-PRELIM-0001 Preliminary Payroll Register - Excel : 1814291	Microsoft Excel
	OHCM-PRELIM-0005 Preliminary Warrant Cancellation Detail Register - Excel : 1814261	Microsoft Excel
	OHCM-PRELIM-0006 Preliminary Deduction Register - Excel : 1814286	Microsoft Excel
	OHCM-PRELIM-0007 Preliminary Deduction Not Taken - Excel : 1814306	Microsoft Excel
	OHCM-PRELIM-0005 Preliminary Warrant Cancellation Detail Register : 1814277	Adobe Acrobat
	OHCM-PRELIM-0002 Preliminary Warrant Register - Excel : 1814237	Microsoft Excel
	OHCM-ERR-0002 Prelim Gross-to-Net Error Report : 1814225	Microsoft Excel
	OHCM-PRELIM-0002 Preliminary Warrant Register : 1814202	Adobe Acrobat
	OHCM-PRELIM-0003 Preliminary Direct Deposit Register : 1814242	Adobe Acrobat
	OHCM-ERR-0002 Prelim Gross-to-Net Error Report : 1814226	Adobe Acrobat
	OHCM-PRELIM-0007 Preliminary Deduction Not Taken : 1814266	Adobe Acrobat

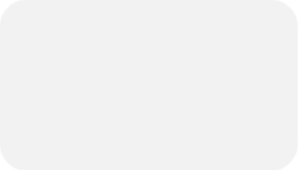
# Preliminary Payroll Reports



Time Entry in HCM or Time Information from 3<sup>rd</sup> Party System

# OCHM-ERR-0002 Prelim Gross-to-Net Error

- The prelim gross-to-net report is automatically placed in your scheduled reports folder on a daily basis. This is an error report that captures errors generated during payroll cycles by employee.

Employee Name	Employee ID	Additional Data Codes and Dates		Error Date	Error Code	Error Message
	0000011033	SHFTD	01/01/23	1/1/23	A1095	PAYPOL-RATE-TBL REC NOT FOUND
	0000011583	SHFTD	01/01/23	1/1/23	A1095	PAYPOL-RATE-TBL REC NOT FOUND
	0000011738	SHFTD	01/01/23	1/1/23	A1095	PAYPOL-RATE-TBL REC NOT FOUND

# OCHM-PRELIM-0001 Preliminary Payroll Register

- The preliminary payroll register is automatically placed in your scheduled reports folder on a daily basis. This report comes in the form of a PDF or excel. The Payroll Register report lists all employees who were paid during a specified pay cycle. For each employee the report lists all data appearing on the employee's pay check stub. The employees are grouped by pay cycle, payroll group, payroll number, and bank account number. The report prompts the user for the GTN Run Number. You can also run this report manually. Data on the report is reset after every preliminary date referenced in your payroll calendar

Employee Name		Employee ID		Warrant Number		Fed Tax Marital Status		S	State Tax Marital Status		M		
Total Gross Pay Amount				1,814.81		Total Deductions		459.29		Total Net		1,355.52	
Category Code	Event Date	Input Amount	Pay Rate	Pay Amount	Category Code	Deduction Plan	Deduction Plan Desc	Deduction Amount	YTD Deduction Amount				
REG	1/15/23	86.40	20.9398	1,814.81	CATAX	CATAX	California State Income Tax	22.70	22.70				
					CSCH	WASLO	CSEA Local Chapter Dues After-Tax (10 Month)	.75	.75				
					CSEAN	CSEAS	CSEA State Union Dues After-Tax Semi-Monthly	23.63	23.63				
					DLTAE	CMPOS	Delta Dental PPO 3000 Ortho A-Class 12 mo Composite	0.00	0.00				
					DLTER	CMPOS	Delta Dental PPO 3000 Ortho A-Class 12 mo Composite	60.25	60.25				
					FIT	FEDTX	Federal Income Tax	38.60	38.60				
					KSRAE	CMPOS	Kaiser \$30 Rx 10-30 PPO Dental-Class 12 mo Composite	89.60	89.60				
					KSRRER	CMPOS	Kaiser \$30 Rx 10-30 PPO Dental-Class 12 mo Composite	536.40	536.40				
					MEDEE	MEDEE	Medicare Employee Tax (EE)	26.31	26.31				
					MEDER	MEDER	Medicare Tax Employer Contribution (ER)	26.31	26.31				
					OASDE	OASDE	OASDI Employee Tax (EE)	112.52	112.52				
					OASDR	OASDR	OASDI Employer Tax (ER)	112.52	112.52				
					P01PE	P01PE	CalPERS School Districts PEPRA Employee	145.18	145.18				
					P01PR	P01PR	CalPERS School Districts PEPRA Employer	460.42	460.42				
					SUIEE	EMPL	California State Uemployment Insurance (SUI)	0.00	0.00				
					SUIER	EMPL	California State Uemployment Insurance (SUI)	9.07	9.07				

# OHCM-PAYR-0087 Pending Pay

- The pending payment report is a report that can be manually generated at any time. This report can be found in the payroll folder. You can filter down the report by a number of criteria to review including payroll number, event date, employee, and/or document code. The system shall provide the ability to track all pending pay for each assignment or person in every pay period.

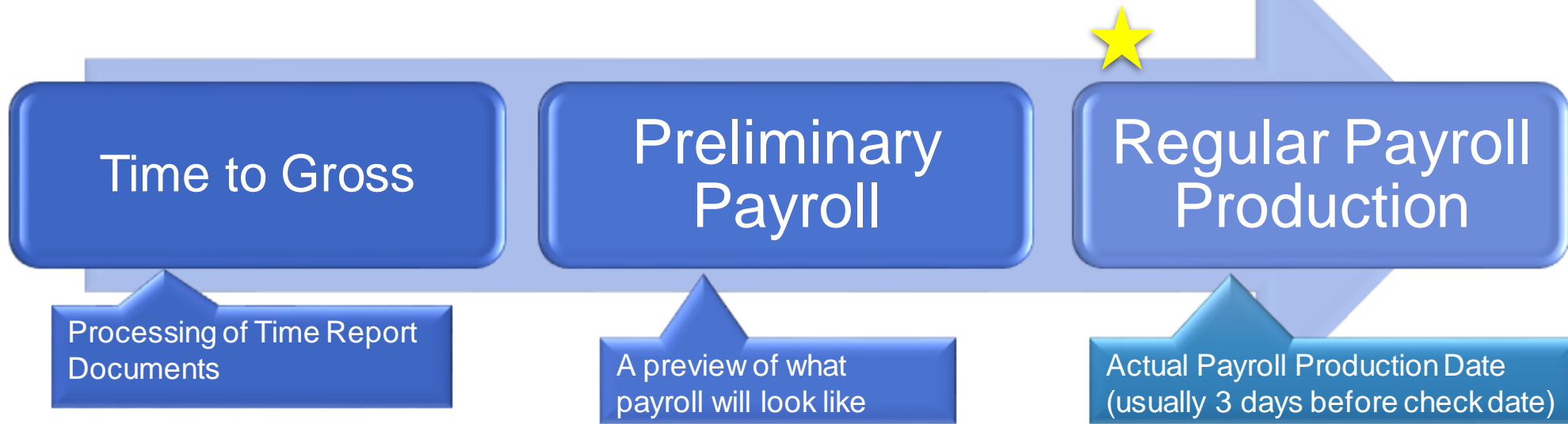
Employee: <input type="text"/>							
Appt ID	Document Code	Pay Event	Event Date	Payment Status	Pending Pay Input Amount	Dollar Amount	Pending Pay Rate Amount
	TADJ	ECAJD	08/10/2023	Not On Hold	2,379.18	\$2,379.18	\$0.00
	TADJ	ECAJT	08/10/2023	Not On Hold	94.50	\$0.00	\$0.00

# OHCM-DEDS-0224 Pending Deduction

- The pending deduction report is a report that can be manually generated at any time. This report can be found in the benefits and deductions folder. The Pending Deductions Report shows pending deductions displayed from the Deduction Management Activity Folder. Entries are listed by Deduction Type. There are prompts for Employee Status, Deduction Type, and Deduction Code i.e. OTDED, RTRO. Report can be used after retro process has run to verify pending deductions.

Agency/District: <input type="text"/>									
Deduction Type: +ST02D - CalSTRS PEPRA District									
Employee ID	Employee Name	Appointment ID	Document Code	Deduction Plan	Effective Date	Add Replace ID	Include in Supplemental Run	Hold Flag	Deduction Amount
0000010439	<input type="text"/>		OTDED	ST02D	12/01/2019	Add Amount	Y	N/A	0.00
0000010499		2	RTRO	ST02D	08/14/2023	Add Amount	N	N/A	40.57
0000010499		7	RTRO	ST02D	08/14/2023	Add Amount	N	N/A	34.96
0000010499		8	RTRO	ST02D	08/14/2023	Add Amount	N	N/A	137.52
0000010858		2	RTRO	ST02D	08/14/2023	Add Amount	N	N/A	-45.84
0000011440		3	RTRO	ST02D	08/02/2023	Add Amount	N	N/A	183.36
0000011455		6	RTRO	ST02D	08/14/2023	Add Amount	N	N/A	45.84
0000011496			OTDED	ST02D	12/01/2019	Add Amount	N	N/A	0.00

# HCM Payroll Processing



DIVISION OF SCHOOL FINANCIAL SERVICES  
HCM DISTRICT PAYROLL SCHEDULE  
FEBRUARY 2023 ISSUE DATE

CYCLE	MEMO	PAYROLL PERIOD FROM TO		Generate Timesheets (TIMEI)	Timesheet Interface (TADI)	1st PRELIM	2nd PRELIM	3rd PRELIM	PAYROLL PROD. DATE	ISSUE DATE	CYCLE
C1	1STWD	01-01-23	01-31-23	N/A	01-26-23	01-18-23	01-24-23	01-26-23	01-27-23	02-01-23	C1
C5	5TH	01-01-23	01-31-23	N/A	01-30-23	01-20-23	01-26-23	01-30-23	01-31-23	02-03-23	C5
E4	SEMI 10TH	01-16-23	01-31-23	N/A	02-01-23	01-27-23	02-02-23	02-06-23	02-07-23	02-10-23	E4
C3	10TH	01-01-23	01-31-23	N/A	02-01-23	01-27-23	02-02-23	02-06-23	02-07-23	02-10-23	C3
E4	SEMI 25TH	02-01-23	02-15-23	N/A	02-16-23	02-09-23	02-15-23	02-17-23	02-21-23	02-24-23	E4
C2	LWD	02-01-23	02-28-23	N/A	02-21-23	02-13-23	02-16-23	02-21-23	02-22-23	02-28-23	C2
C1	1STWD	02-01-23	02-28-23	N/A	02-23-23	02-14-23	02-21-23	02-23-23	02-24-23	03-01-23	C1

Issue Dates may be changed based upon observed Bank holidays and County office closures. Observed holidays are considered non-work days.

**Timesheet Interface (TADI)**

Interface files must be posted to the agencies SFTP server by **3:00 PM** on the date noted under TADI. Files not posted on time will not be processed and the agency will have to manually input time for employees affected.

**1st, 2nd, and 3rd PRELIM**

1st, 2nd, and 3rd PRELIM produced this day. Employees listed on PRELIM are those that will get paid.

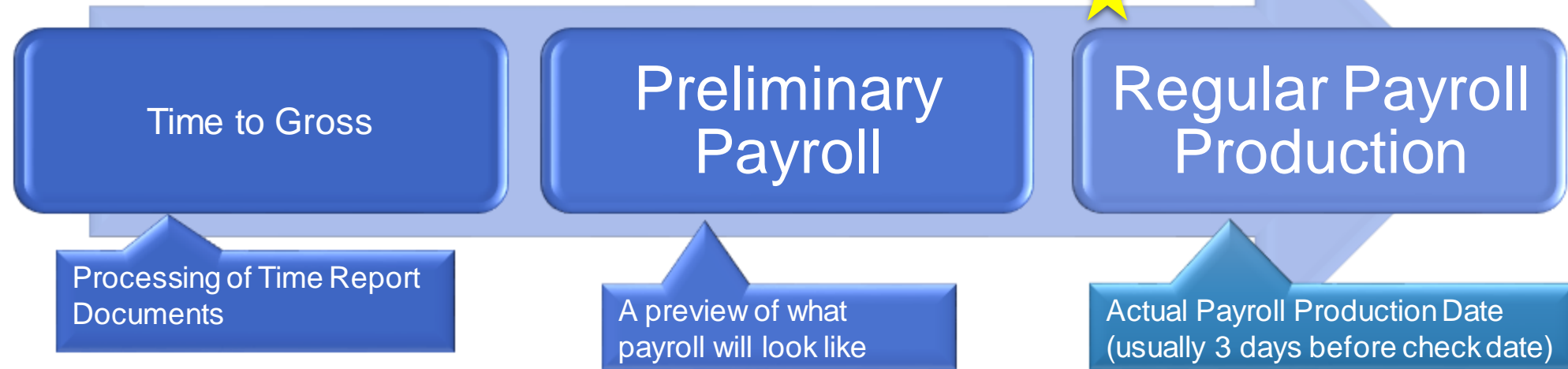
**Payroll Production Date**

Payroll is produced on this day.

**Issue Date**

Issue date printed on warrants. Warrants are not to be released to employees prior to this date, per County Treasurer's Office.

# HCM Payroll Processing



Report ID: HCM-HPCD-0001

Run Date: 12/6/2022

Run Time: 10:38 PM

Payroll Audit Register

Type: Regular

GTN Run No 703

Pay Period Start Date: 11/16/2022

Pay Period End Date 11/30/2022

Issue Date: 12/09/2022

Process Date: 12/06/2022

Payroll Group

Pay Cycle E4 - Semi-Monthly 10th 25th

Payroll Number

Civil Service Status N-CLASSIFIED

Employee Name

Employee ID

Warrant Number

FWT Marital Status S

SWT Marital Status

Total Gross Pay				2,216.24	Total Deductions		619.66	Total Net Pay		1,596.58
Category Code	Event Date	Input Amount	Pay Rate	Pay Amount	Category Code	Deduction Plan	Deduction Plan Desc	Deduction Amount	YTD Deduction Amount	
CELL	11/30/2022	55.00	55.0000	55.00	CATAX	CATAX	California State Income Tax	59.21	1,045.22	
HOLI	11/24/2022	8.00	24.5595	196.48	CSCH	CASAB	California School Employee Association (CSEA) Chapter Dues	1.00	19.00	
HOLI	11/25/2022	8.00	24.5595	196.48			(CSEA) Union Dues SM			
REG	11/21/2022	-8.00	24.5595	(196.48)	CSEAN	CASAA	California School Employee Association (CSEA) Union Dues SM	23.63	522.37	
REG	11/22/2022	-8.00	24.5595	(196.48)	FIT	FEDTX	Federal Income Tax	193.38	3,843.65	
REG	11/23/2022	-8.00	24.5595	(196.48)			Medicare Employee Tax (EE)	32.14	651.39	
REG	11/24/2022	-8.00	24.5595	(196.48)	MEDER	MEDER	Medicare Tax Employer Contribution (ER)	32.14	651.39	
REG	11/25/2022	-8.00	24.5595	(196.48)	OASDE	OASDE	OASDI Employee Tax (EE)	137.40	2,785.24	
REG	11/30/2022	88.00	24.5595	2,161.24			OASDI Employer Tax (ER)	137.40	2,785.24	
VACPY	11/21/2022	8.00	24.5595	196.48	P01PE	P01PE	CalPERS School Districts PEPPA Employee	172.90	3,160.55	
VACPY	11/22/2022	8.00	24.5595	196.48			CalPERS School Districts PEPPA			
VACPY	11/23/2022	8.00	24.5595	196.48			CalPERS School Districts PEPPA			

Title	Type
HCM-PAYC-0009 Tax Remittance Report - Regular : 3504736	Adobe Acrobat
HCM-HPCD-0007 Deduction Register Vendor Totals - Excel : 3504538	Microsoft Excel
HCM-HPCD-0012 Zero Warrants : 3504551	Adobe Acrobat
HCM-HPCD-0015 Deduction Not Taken - Excel : 3504571	Microsoft Excel
HCM-HPCD-0007 Deduction Register Vendor Totals : 3504527	Adobe Acrobat
HCM-HPCD-0002 Warrant Register : 3504461	Adobe Acrobat
HCM-HPCD-0006 Deduction Register : 3504731	Adobe Acrobat
HCM-HPCD-0002 Warrant Register - Excel : 3504474	Microsoft Excel
HCM-HPCD-0001 Payroll Audit Register Multi GTN - Regular : 3504738	Adobe Acrobat
HCM-HPCD-0005 Warrant Cancellation Detail Register - Excel : 3504511	Microsoft Excel
HCM-HPCD-0005 Warrant Cancellation Detail Register : 3504498	Adobe Acrobat
HCM-HPCD-0014 Summary Check Report : 3504652	Adobe Acrobat
OHCM-ERR-0004 Supp Gross-to-Net Error Report : 3504671	Adobe Acrobat
HCM-HPCD-0015 Deduction Not Taken : 3504682	Adobe Acrobat
HCM-HPCD-0006 Deduction Register - Excel : 3504679	Microsoft Excel
OHCM-ERR-0005 Hours to Gross Register Report : 3504691	Adobe Acrobat

# OHCM-ERR-0001 Regular Gross-to-Net Error Report

- The regular gross-to-net report is automatically placed in your scheduled reports folder the day after payroll production day. This is an error report that captures errors generated during payroll cycles by employee.

GTN Run Number 1,033

Employee Name	Employee ID	Additional Data Codes and Dates	Error Date	Error Code	Error Message
	0000011322	CE12T 001 099 REG P		A2145	PAY POL RATE ENTRY NOT FOUND

# HCM-HPCD-0001 Payroll Audit Register

- The Payroll Audit Register report is automatically placed in your scheduled reports folder the day after payroll production day. The Payroll Register report lists all employees who were paid during a specified pay cycle. For each employee, the report lists all data appearing on the employee's paycheck stub. The employees are grouped by pay cycle, payroll group, payroll number, and bank account number. The report prompts the user for the GTN Run Number.

GTN Run No 1033

Pay Period Start Date: 08/01/2023

Pay Period End Date 08/31/2023

Issue Date: 08/31/2023

Process Date: 08/25/2023

Payroll Group

Pay Cycle C2 - Monthly last WD

Payroll Number WSUC2 - Westside Union MTHLY Last WD

Civil Service Status C-CERTIFICATED

Employee Name

Employee ID 0000011409

Warrant Number 000000081118420

FWT Marital Status S

SWT Marital Status S

Total Gross Pay					6,504.34	Total Deductions		2,325.22	Total Net Pay		4,179.12
Category Code	Event Date	Input Amount	Pay Rate	Pay Amount	Category Code	Deduction Plan	Deduction Plan Desc	Deduction Amount	YTD Deduction Amount		
REG	07/31/2023	0.00	0.00	0.00	2P62E	ST02M	CalSTRS PEPRA Member	663.77	5,106.96		
REG	08/31/2023	104.38	62.1681	6,504.34	2P62R	ST02D	CalSTRS PEPRA District	1,242.33	9,558.41		
					403RG	WSU08	403b-PenServ EMPL #1	500.00	4,000.00		
					AFCAN	WSUAD	American Fidelity Cancer Plan After-Tax (12 Month)	9.20	73.60		
					AFCNP	WSUAE	American Fidelity Cancer Plan 125 (12 Month)	25.74	205.92		
					AFDSA	WSUBC	American Fidelity Disability Plan After-Tax Cert (12 Month)	32.50	260.00		
					AMFAE	WSUAI	American Fidelity Life After-Tax (12 Month)	36.25	253.75		
					CATAX	CATAX	California State Income Tax	198.12	1,200.05		
					DLTER	WSUA3	Delta Dental Basic Unlimited Incentive-Certificated Cmpos	121.70	973.60		
					FIT	FEDTX	Federal Income Tax	524.30	3,424.80		
					KSRAE	WSU00	Kaiser Plan 3 Chiro-Inc Dental-Certificated Composite	145.40	1,163.20		
					KSRER	WSU99	Kaiser Plan 3 Chiro-Inc Dental-Certificated Composite	1,098.99	8,791.92		
					MEDEE	MEDEE	Medicare Employee Tax (EE)	93.94	689.87		
					MEDER	MEDER	Medicare Tax Employer Contribution (ER)	93.94	689.87		
					SUIER	WSU01	California State Unemployment Insurance (SUI)	3.24	172.05		
					UNLFR	WSUA9	Unum District Paid Life Insurance-Certificated EMPL	1.65	13.20		
					VSPER	WSUA7	VSP Vision-Certificated Compsite	29.04	232.32		
					WRKCR	WSU03	Workers Compensation	83.26	786.01		
					WUTA	WSUAM	WUTA/CTA Union Dues After-Tax (12 Month)	96.00	768.00		

# HCM-PAYC-0009 Tax Remittance Report

- The HCM-PAYC-0009 report is a report to run after each payroll. The report is in the tax reporting folder. You will need the GTN number of the payroll you would like the report for. The Tax Remittance Report includes Total Gross and Liabilities for Fed, OASDI, Med, Statue, and SUI for payroll by Schedule and District.

Federal Tax Liability						State Tax Liability				
Federal Employee Withheld	OASDI Employee Deduction	OASDI Employer Fringe	MEDI Employee Deduction	MEDI Employer Fringe	Total Federal Tax Liability	State Employee Withheld	SUI Employer Fringe	SDI Employee Deduction	Total State Tax Liability	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Gross Wages : 0.00			Total Federal Wages : 0.00			Total State Wages : 0.00				
Total Taxable Wages OASDI				0.00	x	0.124	=	0.00		
Total Taxable Wages MEDI				0.00	x	0.029	=	0.00		
Taxable Wages Subject to Additional Medicare Tax Withholding				0.00	x	0.009	=	0.00		
Total Taxable SUI				0.00	x	0.0005	=	0.00		
Total Taxable SDI				0.00	x	0.009	=	0.00		

# HCM-HPCD-0012 Zero Warrants

- The Zero Warrants report is automatically placed in your scheduled reports folder the day after payroll production day. The Zero Warrants report is a listing of all warrants that have a net amount of 0 or less. The user is prompted for the GTN Run Number, Payroll Group, Employee ID, and Employee Name.

GTN Run No		1033-Regular		Process Date		08/25/2023		Pay Period Start Date		08/01/2023		Pay Period End Date		08/31/2023	
Payroll Group		65102 - Westside Union School District						Pay Cycle		C2 - Monthly last WD					
Print Warrant Flag		No													
Employee ID	Employee Full Name	Appt ID	Title	Issue Date	Warrant/Advice Number	Pay Period Warrant Gross Amount	Pay Period Deductions Amount	Net Pay							
0000010223			Teacher	08/31/2023	000000021016544	0.00	0.00	0.00							
0000011009			Elementary Principal and K-8 less than 800	08/31/2023	000000081118502	0.00	0.00	0.00							
0000011968			Teacher	08/31/2023	000000021016545	0.00	0.00	0.00							
0000010499			Teacher	08/31/2023	000000021016510	0.00	0.00	0.00							
0000010034			Teacher	08/31/2023	000000021016547	0.00	0.00	0.00							
0000010999			Teacher	08/31/2023	000000021016548	0.00	0.00	0.00							
0000011305			Teacher	08/31/2023	000000021016549	0.00	0.00	0.00							
Print Warrant Flag		Yes													
Employee ID	Employee Full Name	Appt ID	Title	Issue Date	Warrant/Advice Number	Pay Period Warrant Gross Amount	Pay Period Deductions Amount	Net Pay							
0000011607			Teacher	08/31/2023	000000021016522	0.00	0.00	0.00							
Total for Payroll Group - 65102						0.00	0.00	0.00							
Totals For Run 1033						0.00	0.00	0.00							

# HCM-HPCD-0015 Deductions Not Taken

- The Deductions Not Taken report is automatically placed in your scheduled reports folder the day after payroll production day. The HCM Deduction Register report lists all employees who had deductions that were not taken during a pay period. Consideration should be given for the size of the report if multiple GTN run numbers are used. This report uses the Pay Cycle universe which provides real time data at the time of payroll.

GTN Run No	1033	Type	Regular	Process Date	08/25/2023	Issue Date	08/31/2023
Payroll Group	65102 - Westside Union School District						
Pay Cycle	C2 - Monthly last WD						
Payroll Number	WSUC2 - Westside Union MTHLY Last WD						

Deduction Type	Deduction Plan	Deduction Plan Desc	Recycle	Rejection Reason	Deduction Not Taken	Amount Taken	Gross Pay	Net Pay
Employee ID	0000012239	Employee Name		Warrant Number	000000081118710			
GWRT1	GWRT1	Sheriff Writ of Execution Levy #1	0.00		278.90	785.53	5,286.51	3,233.66
Grand Total					6,361.07	785.53	5,286.51	3,383.45

# Regular Payroll Process in HCM

