

# Payroll

**“How to successfully implement payroll”**

Presented By:

Richard Dean  
with Kathleen Ritch  
(from Indian River)



# Session Agenda

- Presenter introductions and session overview.
- Discussion with Kathy Ritch (Indian River School District)
  - Which pre-implementation steps paid off the most during go live?
  - Which pre-implementation steps would you have done differently?
  - What internal process changes were made to better take advantage of Focus payroll?
  - What tips and insights would you give to a payroll manager about to start implementation?
- Focus setup considerations for implementation
  - Calendar start dates vs pay type end dates
  - Pay schedules are needed for every pay type
  - Employee benefit start and end date processes might need to change.
  - Percentage based supplements (differentials), plus premium vs non-premium
  - Employees who log hours in multiple facilities need a “flex” pay type.
  - Discussion of wage recovery and how to limit the recovery.
  - Miscellaneous pay codes and how they are reported in survey.
- Questions and Answers

## Discussion with Kathy Ritch

- Background

Kathleen Ritch, CPP  
Payroll Manager  
Indian River School District

- Implementation Discussion Points

- Which pre-implementation steps paid off the most during go live?
- Which pre-implementation steps would you have done differently?
- What internal process changes were made at the district to better take advantage of Focus payroll?
- What tips and insights would you give to a payroll manager about to start implementation?

# Implementation Setup Considerations

## Calendar start dates vs pay type end dates

When setting up calendars in Focus (Payroll > Maintenance > Main Tables > Calendars) the first working day must be set by the user as the Start date. Based on the start date, the number of days in the calendar, and the selected holidays the end date is derived. When setting up a pay type (Payroll > Maintenance > Main Tables > Pay Types) a calendar is linked to the pay type, this implicitly defines the first working day for the pay type but the last work day is also defined at the pay type level. This means that multiple pay types can share a calendar as long as each pay type has the same start date and the same paid/unpaid days. Each pay type linked to the calendar could have a different end date. If any of those are different then a different calendar must be setup for the pay type.

Yearly Setting											
<div> <div>Prev</div> <div>Page: 3 / 3</div> <div>Next</div> </div>		<div> <div>Export:</div> <div></div> </div>		<div> <div>Filters:</div> <div>OFF</div> </div>							
Pay Type	Calendar	Annualized	Flex	Overtime	Number	Service	Service	Paid	Hrs Per	Date	Last Work
		Hourly	Facility	Exempt	of Checks	Months	Days	Months	Day	Group	Day
XX HOMEBOUND TE...	CC-180 Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	10	180	10	1.00	Semi-Mo...	06/01/2019
YS 12-MONTH BUS D...	YY-186 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	9	186	9	8.00	Semi-Mo...	06/01/2019
YY AIDES & BIL. TUT...	YY-186 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	9	186	9	8.00	Semi-Mo...	06/01/2019

Calendar Settings For The Year													
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Calendar	Start Date	End Date	Days	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Holidays		
AT ATHL COACH.1	08/01/2018	06/11/2019	206	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/09/03 Lab...	Dates	Explain
AT- Athletic Train	08/01/2018	06/11/2019	206	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/09/03 Lab...	Dates	Explain
CC-180 Calendar	08/15/2018	05/31/2019	180	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/09/03 Lab...	Dates	Explain
CM-196 Days	08/08/2018	06/04/2019	196	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/09/03 Lab...	Dates	Explain
CW-Cafeteria Wor	08/10/2018	06/03/2019	190	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/08/14 Non...	Dates	Explain
M4 CLERICAL 232	08/01/2018	06/28/2019	232	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/09/03 Lab...	Dates	Explain

## Pay schedules are needed for every pay type

Pay schedules (Payroll > Maintenance > Pay Schedule) are required for every pay type in the system. A pay schedule is very important because it defines when each pay type (pay group) is paid throughout the year. This allows for the system to calculate the remaining number of pays for a pay type on any given date. One way pay schedule are use are for late start calculations, for example if an employee starts mid-month the system needs to know how many checks he/she will receive to accurately calculate the period pay (per check amount). The same is true for a future terminations. The pay schedule is also use for reporting.

Working Year: 2018/19

Main Tables Tax Tables Contribution Limits Evaluation Percentages Job Codes Pay Schedules

Pay Schedules

Export: [Icons] Filters: OFF

Title	Pay Types	Choose
AT	AT ATHLETIC TRAINER	>
CM	CM CAFETERIA MANA...	>
CW	CW CAFETERIA WORK...	>
D1/S3/TA/XX/Z3	D1 SUB.TEACHERS/CO...	>
M1/M2/M5/M6/S1	M1 12.MO CLERICAL(1...	>

Dates

Export: [Icons] Filters: OFF






Run Code	Period Beg	Period End	Posting	Check Date	Journal Date	Exclude	Errors
103	08/09/2018	08/15/2018	08/15/2018	08/15/2018	08/15/2018	<input type="checkbox"/>	
104	08/16/2018	08/31/2018	08/28/2018	08/30/2018	08/30/2018	<input type="checkbox"/>	
105	09/03/2018	09/14/2018	09/13/2018	09/14/2018	09/14/2018	<input type="checkbox"/>	
106	09/18/2018	09/29/2018	09/27/2018	09/29/2018	09/29/2018	<input type="checkbox"/>	
107	10/02/2018	10/13/2018	10/11/2018	10/13/2018	10/13/2018	<input type="checkbox"/>	
108	10/15/2018	10/31/2018	10/25/2018	10/26/2018	10/26/2018	<input type="checkbox"/>	






◆ **Did you know?** - Focus has a full sick bank, leave transfer, and leave donation management system.

Human Resources > Leave Maintenance > Bank (Tab) and Employee (tab)

## Payroll Run Pay Dates and the Employee benefit enroll and drop date controls processing.

When processing a payroll run, an employee benefit will be processed if it was active at least one day during the pay period. This means if the benefit starts or ends with in the pay from/to date range it will be processed. Some payroll system are driven off the check date, which may be out side of the pay period date range. If a district is coming from a system like this, and internal process change will need to be put in place to insure that the correct start and end dates are used.

Pay Codes						
<div>&lt; Prev    Page: 1 / 4    Next &gt;    <b>Export:</b>  </div>						
Pay	Tax Table	Pay Period		Days		
Type	Freq	From	To	Override	Paid	
 AT ATHLETIC TR... ▼	Semi-Mo... ▼	10/16/2018	10/31/2018		12	
 CM CAFETERIA ... ▼	Semi-Mo... ▼	10/16/2018	10/31/2018		12	
 CW CAFETERIA ... ▼	Semi-Mo... ▼	10/16/2018	10/31/2018		12	

Taxes						
<div><b>Export:</b>      <b>Filters:</b> OFF</div>						
Status	Class	Subclass	Amount	Enrolled	Dropped	
 Manually Controlled ▼	001 Federal Taxes ▼	001 FEDERAL WITHHOLDING ▼		07/03/2006		
 Manually Controlled ▼	005 Social Security/Medicare ▼	020 MC - EMPLOYEE ▼		07/03/2006		
 Manually Controlled ▼	005 Social Security/Medicare ▼	015 MC - EMPLOYER ▼		07/03/2006		

◆ **Did you know?** - There is a system setting to ignore the benefit enrollment date. This is used by districts that want to record the benefit effective date (usually 30 days after employment starts) in the Enrolled date field, but the benefit still needs to be processed by the payroll prior to that date.

Setup -> Settings > Payroll > General Settings > Ignore Deduction Enrollment Date

## Percentage based supplements



Percentages based supplements are a new type of supplement supported by the Focus payroll system. A supplement can be setup as a percentage of the employee's base contract plus optionally other supplements. For example an employee might be eligible for 10% more pay for being on a committee. This 10% additional pay could be based on his/her base contract and other supplements.

Base	Perc	Number Of Pays	Allow Overtime	Append Type	Add Supplement	
					Standard	Premium
Percenta...	15.00			Standard	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filter						
Flat dollar amount						
Flat dollar amount using contract date range						
Time based						
Paid at job's rate						
Percentage of contract						

1. Set the "Base" type to "Percentage of contract"
2. Set the percentage in the "Perc" column
3. Any supplement with a contract amount can be defined as a "Standard" or a "Premium" supplement in the "Append Type" column
4. Check the "Standard" or "Premium" checkboxes in the "Add Supplement" column to include supplements that are marked as "Standard" or "Premium" in the percentage calculation.

## “Flex” Pay Types

When defining pay types in the Focus system there is an option to specify that a pay type has “Flex” facilities. Checking the “Flex Facility” checkbox for a pay type will allow employees in that pay type to have hours recorded for them not just at the facility tied to their job (which is the standard procedure), but they can have time recorded at any facility. This is commonly done for substitute pay types. This means that instead of setting up a unique job for each facility/school that a sub might work at they can have just one job setup (usually with a generic facility #) and time from any facility can be collected.

◀ Prev    Page: 3 / 4    Next ▶ <b>Export:</b>   <b>Filters:</b> 0			
Pay Type ⬆	Calendar ⬆	Annualized Hourly ⬆	Flex Facility ⬆
910 SUB HOURLY ▼	365 Hourly & Board ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>
920 HOURLY WITH F... ▼	365 Hourly & Board ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>
101 ADMIN 250 DAY ▼	180 Non Instructional ▼	<input type="checkbox"/>	<input type="checkbox"/>



◆ **Did you know?** - You can mark an allocation as a “Placeholder” only and if a user tries to process a payroll with that allocation the calculator will catch it as an error.



## Automatic Wage Recovery



The Focus payroll system has an automatic wage recovery system built into the payroll system. This means that employees who take excessive days off to the point where their dock pay exceeds their normal salary will be tracked with in the system. District staff who may have had to track and recoup this overage manually in the past can now use the the wage recovery system to manage these scenarios. This may change internal processes with in the district.

Navigation: Payroll > Run Payroll > Wage Recovery

Reimbursements Bonuses Wage Recovery Checks Std Rpts Reports								
Export:  		Filters: OFF						
Employee ↕	Run ↕	Owed ↕	Taken ↕	Adjustment ↕	Balance ↕	limit ↕	Explain	Adjust
Doe, Jane : 11111	105	57.34	0.00	0.00	57.34	0.00	<a href="#">Explain</a>	<a href="#">Adjust</a>
Smith, Mark : 2222	106	230.37	0.00	0.00	230.37	0.00	<a href="#">Explain</a>	<a href="#">Adjust</a>

X

Answers

Export:  

Filters: OFF

message ↕

Owed \$230.37 on run:106



Balance \$230.37

The “Explain” button will show the user which run the employee went into an overage on and by how much

The “Adjust” button will allow the overage to be adjusted +/- any amount along with an optional description.

X

Adjustments

Export:  

Filters: OFF

Description ↕	Amount ↕	Modified By ↕	Modified Date ↕
<input type="text"/>	<input type="text"/>		

## Misc Pay and State Reporting

Additional pays outside of employees contract is processed on the Payroll > Misc Pay (Tab). Some of these additional pays are required to be reported to the state as additional compensation. The easiest way to handle this is to setup “Misc” codes (Setup > District Codes > Misc code) to default the reporting type in. The “Supplement” dropdown is where reporting type is set.

Export: Filters: OFF

	Code ▾	Title ▾	Supplement ▾	FICA ▾	Retirement ▾	Insurance ▾	FTax ▾	Rate ▾
	Retention	Teacher Retention E	P Teacher Rate... ▾	Yes ▾	Yes ▾	Yes ▾	▾	0.00

In addition the “Supplement” reporting type can be set/overridden at the employee level when the misc pay is entered into the system.

Export: Filters: OFF

	Batches ▾	Code ▾	Hours ▾	Amount ▾	Count ▾
	Bonus	▾	0.00	0.00	0
		▾			

Export: Import Filters: OFF

Employee ▾	Job ▾	Hours ▾	Rate ▾	Amount ▾	Supplement ▾	FICA ▾	Ret ▾	Ins ▾	Ftax ▾
▾	▾				▾	Y... ▾	N... ▾	N... ▾	▾

◆ **Did you know?** - You can now set the supplemental tax rate within Focus, no programming required.

Setup -> Settings > Payroll > General Settings > Supplemental Tax Rate



Questions?

# **10<sup>th</sup> Annual**

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