Using Payroll
Reissued Manual as of February 2014

This is a new edition of the Using Payroll manual, for Release 18. This edition replaces the previous edition and reflects the changes issued on software update SU60037.52-1805.

The Primary Changes Made

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<td>Procedure for Purging Advices</td>
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Using Payroll
Introduction
About This Manual

Who Should Read This Manual

This manual explains how to use the Payroll module in order to accomplish a wide range of payroll tasks. Anyone who works with, or is responsible for, processing payrolls or maintaining records that are used in payroll processing should become familiar with the procedures and concepts presented here. This group of people includes staff at your institution who manage direct deposit records, update employee time information, modify and maintain existing tax and benefit information, generate payrolls, and void and reconcile paychecks and advices.

What This Manual Covers

This manual provides information and procedures for setting up the Payroll module and handling the many tasks in your institution’s payroll office. These procedures outline the steps necessary to perform a specific task, such as recording time information for your institution’s employees, using Ellucian’s Colleague HR.

Note: These procedures do not take into consideration your institution’s policies and procedures; therefore, you can modify the procedures provided in this manual to incorporate the way in which your office performs these tasks.

Wherever possible, we indicate how your policies could have a specific impact on a particular task and remind you to consider those policies before proceeding.
How This Manual Is Organized

The manual is divided into the following parts, each of which contains chapters related to a particular topic:

- **Introduction**, which you are reading now, contains information about this manual and its organization, including an overview of the Payroll module and where it fits in Colleague.

- **Getting Started** contains information and procedures for the following:
  - Ensuring that the Human Resources codes used by the Payroll module have been defined.
  - Setting up the Payroll module for standard processing.
  - Setting up the module for additional functionality, such as remittances processing or electronic reconciliation, which not all institutions use.
  - Setting up the parameters necessary for creating an export file of quarterly data for a state or local tax agency.
  - Defining box codes for processing tax data.
  - Setting up the parameters necessary for W-2 processing.

- **Employee Records** provides an overview of employee records used in the Payroll module and procedures for maintaining the following:
  - Earnings limits information.
  - Employee tax information.
  - Employee direct deposit information.
  - Employee financial aid information.
  - Benefit/deduction limit-to-date amounts.

- **Time Entry and Attendance** provides an overview of the following processes associated with tracking the time worked by your employees:
  - Entering time information manually, reviewing, and approving time entries.
  - Importing time information from a third-party vendor’s software or hardware.
  - Importing faculty teaching time from information already stored in Colleague.
“Payroll Processing” provides the procedures for processing a payroll. This section also includes the following information:
• Understanding the Payroll Exception Report.
• Creating a prenotification file for direct deposit purposes.
• Creating and processing remittances.
• Issuing manual and replacement paychecks.
• Handling unusual situations at your institution, including reprinting materials generated during payroll processing, re-creating GL transactions, reversing paychecks and advices, processing retroactive pay, and voiding unissued paychecks.

“Payroll Adjustments” provides information about performing adjustments on the payroll currently being processed and adjustments to an employee’s to-date amounts.

“Reconciliation of Paychecks and Advices” provides an overview of and the procedures for performing the following tasks associated with reconciling paychecks and advices using a bank statement:
• Generating the paycheck status report
• Reconciling paychecks and advices in a range
• Reconciling paychecks and advices individually
• Generating the advice status report

“Fiscal-Year Processing” provides an overview of and the procedures for using the processes that report and clear fiscal-year totals.

Canadian Calendar Year-End Processing” provides an overview of and the procedures for transitioning to a new year.

“Managing Your Database” provides information about and procedures for using the processes that purge old or unneeded data, such as the paychecks and advices that have been reversed, reconciled, or voided.
Typographical Conventions

The following presentation conventions are used in this book to help you identify important information quickly and easily.

Table 1 illustrates the typographical styles used in this book, and explains their significance.

Table 1: Typographical Conventions Used in This Manual

<table>
<thead>
<tr>
<th>Style</th>
<th>Type of Information</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>bold</strong></td>
<td>Items that you can select, such as menu items, buttons, or other options that appear on the screen.</td>
<td>On the <strong>File</strong> menu, point to <strong>New</strong>, and then click <strong>Folder</strong>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select <strong>100%</strong> from the drop-down list box for the Zoom field.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click <strong>Cancel</strong> to return to the previous form.</td>
</tr>
<tr>
<td><strong>bold</strong></td>
<td>Text that you must type exactly as shown.</td>
<td>Type the following at the operating system prompt:</td>
</tr>
<tr>
<td><strong>Courier</strong></td>
<td></td>
<td><code>cd /deptdir/mydir</code></td>
</tr>
<tr>
<td></td>
<td>Specific entries that you make in a field, typically by typing one or more of the letters in the entry.</td>
<td>In the Update Mode field, enter <strong>Yes</strong>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Note that to enter “Yes” in a field, you normally need to type just the letter Y.)</td>
</tr>
<tr>
<td><strong>italic</strong></td>
<td>Text that can vary, depending on the specific item or record involved. Note that the text might also be <strong>italic courier</strong> if it is part of a message displayed on your screen, or <strong>italic bold courier</strong> if it is something that you must type, substituting your own value for the italicized word or words.</td>
<td>Type <code>dictname.SQL</code>, where <code>dictname</code> is the name of the dictionary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the system displays the message <strong>PersonID Not Found</strong>, proceed to Step 4 to create a new Person record.</td>
</tr>
</tbody>
</table>
Where to Find More Information

This manual provides task-oriented procedures for setting up and using the Payroll module. In addition, Table 2 lists some other sources of information that might be helpful in using this module.

Table 2: Additional Sources of Information for Using the Payroll Module

<table>
<thead>
<tr>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>Technical information about the Payroll module and how it interacts</td>
<td>Technical documentation available from the Documentation page of Ellucian’s website</td>
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<tr>
<td>with other modules in Colleague HR</td>
<td>“About the Payroll Module” on page 33</td>
</tr>
<tr>
<td>Technical support or problems with the Payroll module software</td>
<td>Your system administrator</td>
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<td></td>
<td>Ellucian Solution Center</td>
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<tr>
<td>Detailed information about each form and field in the Payroll module</td>
<td>Tech Doc Online available from the Documentation page of Ellucian’s website</td>
</tr>
<tr>
<td></td>
<td>Online help. To learn about using online help, see the <strong>Guide to User Interface</strong> manual for the version of UI that your institution uses.</td>
</tr>
<tr>
<td>Instructions for performing basic functions (such as accessing forms,</td>
<td>The <strong>Guide to User Interface</strong> manual for the version of UI that your institution uses.</td>
</tr>
<tr>
<td>entering data, and accessing online help) using each of the available</td>
<td></td>
</tr>
<tr>
<td>Colleague interfaces</td>
<td>In-person instruction in setting up and using the Payroll module</td>
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<td></td>
<td>Payroll Learning Guide</td>
</tr>
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<td></td>
<td>Ellucian’s computer-based training for Colleague HR</td>
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<td>Training classes offered by Ellucian</td>
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</table>
If you need additional help with implementing, installing, and setting up the Payroll module, see your system administrator. You can also refer to the following resources in Table 3.

### Table 2: Additional Sources of Information for Using the Payroll Module (cont’d)

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<thead>
<tr>
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<th>Reference</th>
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<td>Information about WebAdvisor workflows for Colleague HR</td>
<td>WebAdvisor for Colleague HR</td>
</tr>
<tr>
<td>Procedures for using modules which interface with the Payroll module</td>
<td>The following procedural manuals:</td>
</tr>
<tr>
<td></td>
<td>• Using Human Resources</td>
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<td></td>
<td>• Using Position Budgeting</td>
</tr>
<tr>
<td></td>
<td>• Using Employee and Labor Relations</td>
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<tr>
<td></td>
<td>• Using Employment Actions</td>
</tr>
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<td></td>
<td>• Using General Ledger</td>
</tr>
<tr>
<td></td>
<td>• Using Awarding &amp; Aid Distribution</td>
</tr>
<tr>
<td></td>
<td>• Using Accounts Receivable/Cash Receipts</td>
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<td></td>
<td>• Using Accounts Payable</td>
</tr>
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<td>• U.S. Regulatory Reporting</td>
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<tr>
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<td>• Canadian Regulatory Reporting</td>
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<td>• IPEDS Reporting for Colleague HR</td>
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### Table 3: Sources of Information for Implementing Colleague and the Payroll Module

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<thead>
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<th>Topic</th>
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<td>Planning your implementation of the Payroll module</td>
<td>Ellucian consultants and project managers</td>
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<tr>
<td>Installing the Colleague software</td>
<td>Installation Procedures for your Colleague release level</td>
</tr>
<tr>
<td>Detailed information about each Colleague subroutine, file, field,</td>
<td>Technical documentation available from the Documentation page of Ellucian’s website</td>
</tr>
<tr>
<td>form, procedure, validation code, list specification, and batch</td>
<td></td>
</tr>
<tr>
<td>process</td>
<td></td>
</tr>
<tr>
<td>Changes and enhancements to Colleague since the previous release</td>
<td>Release Highlights for your Colleague release level</td>
</tr>
<tr>
<td>Information about your terminal, your other computer equipment, and</td>
<td>Your system administrator</td>
</tr>
<tr>
<td>standard procedures affecting how the Colleague system is used at your</td>
<td></td>
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<tr>
<td>institution</td>
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<td>Known problems and bugs</td>
<td>AnswerNet</td>
</tr>
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About the Payroll Module

In This Chapter

The Payroll module is part of Colleague HR. This module is designed to help your institution collect and manage its payroll data by providing as flexibility in operation, advanced functionality, and code files that you can tailor to your institution’s needs.

The Payroll module can assist you in managing the payroll process and employee/employer contributions. It provides the capability for creating tax and benefit records, managing direct deposit accounts, generating remittance vouchers, and entering time information.

Table 4 lists the topics covered in this chapter.

Table 4: Topics In This Chapter

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<td>Controlling Access to Colleague and the Payroll Module</td>
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An Overview of Colleague

Colleague is Ellucian’s administrative software solution, designed to support every aspect of an institution from student services to financial management to human resources. Colleague is composed of the following systems:

- **Colleague Core** provides a central location for information and processing rules used throughout Colleague.
- **Colleague Student** provides an automated administrative solution for all aspects of student services provided by your institution.
- **Colleague Finance** provides strategic analysis tools to keep you up to date with new policies and guidelines, so that you can prepare for your institution’s financial future.
- **Colleague HR** provides the tools to access and analyze information, allowing you to anticipate upcoming issues before they become problematic.
- **Colleague Advancement** provides your institutional advancement professionals and alumni to manage demographic information, move constituents through the cultivation process, maintain detailed histories of giving and contact patterns, plan and manage activities and events, and personalize constituent communications.

Colleague Core

Colleague Core is divided into seven modules. Three of those modules interface directly with the Payroll module—Communications Management, Demographics, and Electronic File Transfer (ELF).

Colleague Student

Colleague Student is divided into three components—Instructional Management, Enrollment Management, and Campus Life—which are further divided into twelve modules.

Four of those modules interface with the Payroll module: Curriculum Management, Faculty Information, Accounts Receivable, and Financial Aid.
Colleague Finance

Colleague Finance is divided into ten modules. Four of those modules interface with the Payroll module: Accounts Payable, Budget Management, General Ledger, and Projects Accounting.

Colleague HR

Colleague HR is divided into five modules. The Payroll module interfaces with each of the remaining modules: Employee and Labor Relations, Employment Actions, Human Resources, and Position Budgeting.

Colleague Advancement

Colleague Advancement is divided into five components. One of those components interfaces with the Payroll module: Contribution Management.

The Payroll Module

The Payroll module contains features that provide your institution with the necessary flexibility to operate your payroll department efficiently and consistently. This module also has the capability to interface with other Colleague systems and with Colleague Advancement, Ellucian’s institutional advancement solution. It also interfaces with Colleague HR WebAdvisor, a self-service solution. These features and interfaces are described below.

Features of the Payroll Module

The Payroll module handles all parts of your institution’s payroll data. It is designed to provide the flexibility that your institution needs to manage this data.
Because the Payroll module is tightly integrated with other administrative functions, your department can incorporate important human resources information into planning efforts. For example, by using the check modeling feature, you can determine the effect on an employee’s net pay if wages, taxes, or benefits change. This feature enables you to create “what if” scenarios to help your institution plan for future payroll changes.

The Payroll module enables your institution to do all of the following:
- Record the time that employees worked.
- Import time information from a third-party vendor’s software package.
- Post employer contributions or liabilities to one general ledger account or distribute them automatically across the departments to be expensed.
- Create the appropriate vouchers during payroll processing and automatically update Colleague’s Accounts Payable module.
- Create templates of your most frequently used combinations of benefits or taxes, which then can be easily assigned to employees and modified individually.
- Maintain historic information specific to each employee, including earnings limits, direct deposit information, tax information, account numbers, benefit/deduction information, and leave information.
- Allow employees who have contracts for less than twelve months to have their pay spread over the entire year.
- Create stipends for employees who need to be paid retroactively.
- Process payrolls that automatically update Colleague’s Financial Aid module for those students who participate in the College Work-Study Program and receive financial aid.
- Issue manual or replacement paychecks outside of normal payroll processing.
- Allow an employee to hold several positions at the same time.
- Provide and support competitive retirement plans.
- Handle a variety of benefits, deductions, and leave plans.
- Allow benefit deductions to go into arrears in pay periods when an employee has insufficient or no pay.
- Share applications with multiple users without duplication.
Interfaces with Other Colleague Modules

Modules in several Colleague systems interface directly with the Payroll module.

- Three modules in Colleague Core.
- Three modules in Colleague HR.
- Four modules in Colleague Finance.
- Four modules in Colleague Student.
- One module in Colleague Advancement.

These interfaces are described in detail with the related procedures in this manual.

Interface with Colleague Advancement

In addition to interfacing with other modules within Colleague, the Payroll module also interfaces with Colleague Advancement to make pledge payments, recurring donations, and membership dues. This interface allows employees to make contributions to designations and campaigns at your institution and have payments deducted from their paychecks and posted.

Interface with Colleague HR WebAdvisor

To allow employees to view their records and perform human resources actions online, the Payroll module interfaces with Colleague HR WebAdvisor, Ellucian’s self-service solution. Using WebAdvisor, employees can view their positions, leave hours, and stipends. They can also enter time worked, view their time history, access their U.S. W-2 statements or their Canadian T4 slips, enroll in benefits. For complete information about the HR workflows that are available in WebAdvisor, see the WebAdvisor for Colleague HR manual.
Controlling Access to Colleague and the Payroll Module

There are many ways to set up access to Colleague, and the setup at your institution may differ from that at another institution. Because of these differences, Ellucian does not provide procedures for controlling access to Colleague. Your supervisor or system administrator should provide you with your Colleague login ID, password, and step-by-step instructions for accessing the appropriate systems.

After you have been set up with the access that you need, you can find information about accessing a form and navigating around the system in the Guide to User Interface manual for the version of UI that your institution uses.

**Note:** Your system administrator can set up Colleague to restrict access to certain parts of the system for each user. If you cannot access a form that you need for your work, see your supervisor or system administrator.
Preparing to Use the Payroll Module

In This Chapter

This chapter describes the setup procedures for the Human Resources module that must be completed before you begin setting up the Payroll module. Complete documentation for the setup procedures discussed in this chapter can be found in the *Using Human Resources* manual.

Table 5 lists the topics covered in this chapter.

**Table 5: Topics in This Chapter**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Codes Used in Payroll Setup</td>
<td>42</td>
</tr>
<tr>
<td>Checklists for Preparing to Use the Payroll Module</td>
<td>48</td>
</tr>
</tbody>
</table>
Human Resources Codes Used in Payroll Setup

This section provides summary information about the following types of codes from the Human Resources module, which are used to set up information processed by the Payroll module:

- Tax
  - Employee Tax Tables
  - Employer Tax Tables
- Earnings Type
- Payroll Bank
- Funding Source
- Pay Class
- Pay Cycle
- Benefit and Deduction
- Leave Plan

This section also provides an overview of Earnings Categories and Earnings Differential. For complete details on defining codes in the Human Resources module, see the *Using Human Resources* manual.

Tax Codes

Tax codes are used to define all the various taxes to which your payroll is subject, including the following:

- Income taxes that are withheld from an employee’s pay.
- FICA tax for which your institution must pay a matching amount.
- State and local income taxes.
- Unemployment or workers’ compensation insurance.

Use the Tax Code Definition (TAXC) form to define tax codes.
Employee Tax Tables

Employee tax tables are used to define the tax computations for taxes that are paid, in whole or in part, by employees. The employee tax tables are used by the Payroll module for calculating an employee’s tax withholding during the payroll calculation process. If a tax is partially paid by the employer, you must also define a tax table for that tax on the employer tax table. Separate tax tables are defined for each calendar year.

For U.S. institutions, use the Employee Tax Table (EETT) form to define employee tax tables. For Canadian institutions, use the Employee Deduction Table (EEDE) form to define employee tax tables.

Employer Tax Tables

Employer tax tables are used to define the tax computations for taxes that are paid, in whole or in part, by your institution. The employer tax tables are used by the Payroll module for calculating an employer’s tax liability for the payroll run. If a tax is partially paid by the employee, you must also define a tax table for that tax on the employee tax table. Separate tax tables are defined for each calendar year.

For U.S. institutions, use the Employer Tax Table (ERTT) form to define employer tax tables. For Canadian institutions, use the Employer Contribution Table (ERCN) form to define employer tax tables.

Earnings Type Codes

Earnings type codes are used to define groups of payroll earnings. The items and information in each earnings type are used to specify the type of payroll processing. Examples of earnings types include regular teaching pay, overload teaching pay, overtime pay, and vacation pay.

All employees processed on a payroll have an earnings type associated with their normal pay period amount. They can also have an earnings types for vacation, sick or other leave, or overtime pay. In addition to the default earnings types, you can add or change line items during payroll preparation to include other earnings types appropriate for that specific payroll.
In the Payroll module, earnings type codes are used to do the following:

- Identify appropriate earnings for an employee.
- Calculate the overtime pay rate for employees being paid for overtime work.
- Identify the leave type for recording leave hours taken for an employee.
- Identify the College Work-Study general ledger distribution accounts for work-study earnings.
- Identify the tax codes for which earnings are excluded from taxable income and tax withholding.

Use the Earnings Types Definition (EARN) form to define earnings type codes.

**Earnings Categories**

All earnings types that you define must belong to one of the following pre-defined earnings categories:

- Regular
- Overtime
- Leave
- College Work-Study
- Miscellaneous

Earnings category codes are defined in EARNINGS.CATEGORIES validation code table. You can define more than one earnings type for each of the five earnings categories.

**Earnings Differential**

The Payroll module uses earnings differentials to calculate additional earnings for employees who are granted additional pay for working nonstandard hours or in alternative work conditions. Also known as a shift differential, an earnings differential code can be defined as either a dollar amount or as a percentage.

Use the Earnings Differential (EDIF) form to define earnings differential codes.
Payroll Bank Codes

Payroll bank codes define the bank account used by your institution for issuing paychecks. The Payroll module uses these codes to identify the following information:

- Appropriate general ledger cash account to credit for the payroll run.
- Last paycheck number and last pay advice number processed.
- Transit routing number used for direct deposit tape processing.

Use the Bank Code Definition (BANK) form to define payroll bank codes.

Note: To define the codes that identify the banks receiving your employee’s direct deposits, institutions in the United States use the U.S. Direct Deposit Banks (UDDB) form, while institutions in Canada use the Canadian Direct Deposit Banks (CDDB) form. For information about these forms, see “Defining Codes for Banks Receiving Direct Deposits” on page 67.

Funding Source Codes

Funding source codes indicate the sources of monies for human resources positions. Each funding source code is associated with one or more general ledger account numbers that must be valid for payroll expenses. The Payroll module uses funding source codes to validate general ledger numbers when you enter hours worked for payroll processing. If any new pay period line items need to be added for an employee, the Payroll module validates the entry against the funding source code.

The Payroll module uses funding sources to track a variety of situations, such as the following:

- When the research component of a faculty member’s teaching (or research) pay is funded by a special grant.
- For students who are in a college work-study program. In this case, though the work they do in a certain department is marked as being under that department’s cost center, a portion of the student’s wages can be credited back to the department and charged to a central work-study expense account.

Use the Funding Source Definition (FUND) form to define funding source codes.
Pay Class Codes

Pay class codes are used to define standard methods of paying employees. The items and information in each pay class are used as defaults for an employee at the time a person is appointed to or hired for a position. Examples of pay classes include 12-month faculty contracts, 9-month faculty contracts, salary administrative, and hourly administrative. Pay class codes are used in the Payroll module to do the following:
- Select which employees are processed on a given pay cycle.
- Identify the general ledger cash account number to credit for the payroll run.
- Control manual check replacements.
- Provide defaults for check modeling.
- Annualize gross pay for proper tax calculation, which is important for employees participating in deferred pay.

Use the Pay Class Definition (PCLS) form to define pay class codes.

Note: Be sure to define your pay classes with hours as the units of working time. Using other measures, such as days or weeks, can cause errors in payroll calculation.

Pay Cycle Codes

Pay cycle codes are used to define a group of pay classes for processing together on a single payroll run. There is a pay cycle defined for each payroll that you will run. Examples of pay cycles include monthly, semimonthly, biweekly, and weekly. Pay cycle codes are used in the Payroll module to do the following:
- Select which employees are processed for a given payroll.
- Identify the bank code used with the pay cycle.
- Identify which pay classes are included when processing a payroll run.
- Determine whether Colleague’s Financial Aid module is updated with work-study earnings during the Employee History Update (EHUP) process.

Use the Pay Cycle Definition (PCYL) form to define pay cycle codes.
Benefit and Deduction Codes

You must define a benefit/deduction code for each benefit or deduction processed during a payroll. You can set up payroll deductions for the following:

- Benefits having an employee contribution as well as other obligations, such as a garnishment, that are wholly paid by the employee.
- Benefits paid by the employer.

You should take extra care when defining taxable benefits and tax-deferred deductions so that the tax calculations are accurate.

If your institution uses Colleague Advancement and your employees choose to have pledge payments or recurring donations deducted automatically from their pay, this process happens automatically during the Employee History Update (EHUP) process.

You define benefit and deduction codes using a number of different forms. See “Benefits and Deductions” in the Using Human Resources manual for detailed information about setting up benefits and deductions.

Leave Plan Codes

Leave plan codes define each type of leave offered by your institution. The leave accrual method that you define for each leave plan code is critical to the way the Payroll module handles the leave plan. The leave plan accrual method controls the way leave is accrued for each employee enrolled in the plan.

There are three possible accrual methods:

- Human Resources module accrual
- Payroll module salaried accrual
- Payroll module hourly accrual
If you use either of the Payroll accrual methods for any leave plan, leave accrual for employees enrolled in those plans is processed by the Employee History Update (EHUP) process. You can also handle leave accruals on either a batch level through the Human Resources module’s Personnel Leave Accrual (PLVA) form or on an individual level through the Person’s Leave Detail Summary (LDTS) form. Note that when you update leave accruals through the Personnel leave accrual process, general ledger transactions are not created. Thus, the dollar amount of leave accrued is not posted to the appropriate expense account. When you accrue leave through the Payroll module, the appropriate general ledger transactions are created, if specified in the leave plan’s definition.

If you are required to accrue leave as a liability, you should define the leave plans with a payroll accrual method and the GL Distribution flag on the Accounting Information (LACT) form set to “Yes.” When you run the Employee History Update (EHUP) process, both the employee leave plan balances and the general ledger account are updated with the leave accrual amounts.

Regardless of how leave accruals are defined, you can process leave taken on every payroll without special setup in the leave plan definition by defining each type of paid leave your institution offers with an earnings category of “Leave.”

You define leave-plan information on several forms in the Human Resources module. For detailed information about setting up leave plans, see the chapters in “Leave” in the Using Human Resources manual.

Checklists for Preparing to Use the Payroll Module

The following tables list each of the items that you must define before you can complete the setup tasks required for the Payroll module. This table is in the form of a checklist to help you keep track of the specific tasks that you have completed and the ones that remain to be done. All setup tasks referred to in this table use either the Validation Codes (VAL) form or the Human Resources forms discussed in “Human Resources Codes Used in Payroll Setup” beginning on page 42. The Dependencies column indicates the different tables and codes you must define before you set up the associated item.
Complete the following checklist to ensure that all of the necessary codes are defined in the Human Resources module before you set up the Payroll module.

## General Setup Checklist

**Table 6: Checklist for Setting Up General Codes**

<table>
<thead>
<tr>
<th>Code/Table</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the Validation Codes (VAL) form to define the following validation code tables:</td>
<td>None</td>
</tr>
<tr>
<td>• LEAVE.TYPES</td>
<td></td>
</tr>
<tr>
<td>• TIME.FREQUENCIES</td>
<td></td>
</tr>
<tr>
<td>• PAYCHECK.DAYS</td>
<td></td>
</tr>
<tr>
<td>Use the Funding Source Definition (FUND) form to define your funding source codes.</td>
<td>General ledger numbers</td>
</tr>
<tr>
<td>Use the Bank Code Definition (BANK) form to define your bank codes.</td>
<td>General ledger numbers</td>
</tr>
<tr>
<td>Use the Earnings Type Definition (EARN) form to define your earnings type codes.</td>
<td>LEAVE.TYPES validation code table (VAL)</td>
</tr>
<tr>
<td></td>
<td>Tax Code Definition (TAXC)</td>
</tr>
<tr>
<td>Use the Pay Class Definition (PCLS) form to define your pay class codes.</td>
<td>Validation Codes (VAL):</td>
</tr>
<tr>
<td></td>
<td>• TIME.FREQUENCIES</td>
</tr>
<tr>
<td></td>
<td>• TIME.UNITS</td>
</tr>
<tr>
<td></td>
<td>• HOURLY.RATE.CALC.TYPE</td>
</tr>
<tr>
<td></td>
<td>Earnings Type Definition (EARN)</td>
</tr>
<tr>
<td>Use the Pay Cycle Definition (PCYL) form to define your pay cycle codes.</td>
<td>Validation Codes (VAL):</td>
</tr>
<tr>
<td></td>
<td>• TIME.FREQUENCIES</td>
</tr>
<tr>
<td></td>
<td>• PAYCHECK.DAYS</td>
</tr>
<tr>
<td></td>
<td>General ledger numbers</td>
</tr>
<tr>
<td></td>
<td>Bank Code Definition (BANK)</td>
</tr>
<tr>
<td></td>
<td>Pay Class Definition (PCLS)</td>
</tr>
<tr>
<td>Use the Tax Code Definition (TAXC) form to define your tax codes.</td>
<td>None</td>
</tr>
</tbody>
</table>
For U.S. institutions, use the Employee Tax Table (EETT) form to define or update employee tax tables.

For Canadian institutions, use the Employee Deduction Table (EEDE) form to define or update employee tax tables.

For U.S. institutions, use the Employer Tax Table (ERTT) form to define or update employer tax tables.

For Canadian institutions, use the Employer Contribution Table (ERCN) form to define or update employer tax tables.

<table>
<thead>
<tr>
<th>Code/Table</th>
<th>Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>For U.S. institutions, use the Employee Tax Table (EETT) form to define or update employee tax tables. For Canadian institutions, use the Employee Deduction Table (EEDE) form to define or update employee tax tables.</td>
<td>Tax Code Definition (TAXC)</td>
</tr>
<tr>
<td>For U.S. institutions, use the Employer Tax Table (ERTT) form to define or update employer tax tables. For Canadian institutions, use the Employer Contribution Table (ERCN) form to define or update employer tax tables.</td>
<td>General ledger numbers Tax Code Definition (TAXC)</td>
</tr>
</tbody>
</table>
## Benefit/Deduction Setup Checklist

**Table 7:** Checklist for Setting Up Benefits and Deductions

<table>
<thead>
<tr>
<th>Code/Table</th>
<th>Dependencies</th>
</tr>
</thead>
</table>
| Use the Validation Codes (VAL) form to define the following validation code tables:  
  - BENDED.TYPES  
  - BENEFIT.PERIODS  
  - IPEDS.BENEFITS.TYPES | None |
| Use the Benefit/Deduction Definition (BEND) to define your benefit and deduction codes. | Validation Codes (VAL):  
  - BENDED.TYPES  
  - BENEFIT.PERIODS  
  - IPEDS.BENEFITS.TYPES |
| Use the Accounting Information (BACT) form to define the accounting information for each benefit and deduction code. | General ledger numbers  
Benefit/Deduction Definition (BEND)  
BENEFIT.PERIODS validation code table (VAL) |
| Use the Cost Parameters (BCST) form to define cost information for each benefit and deduction code. | Benefit/Deduction Definition (BEND)  
Earnings Type Definition (EARN) |
| Use the Employee History Update (EHUP) form to create campaign pledge payments or recurring donations for Colleague Advancement. | None |
| Use the Cost Information Summary (BCIS) form to define cost information for each benefit and deduction code. | Benefit/Deduction Definition (BEND)  
Cost Parameters (BCST) |
| Use the Taxable Information (BTAX) or the Life Insurance Taxable Info (BLIF) form to define tax-related information for each benefit and deduction code. | Tax Code Definition (TAXC)  
Benefit/Deduction Definition (BEND)  
Cost Parameters (BCST) |
# Leave Plan Setup Checklist

**Table 8:** Checklist for Setting Up Leave Plans

<table>
<thead>
<tr>
<th>Code/Table</th>
<th>Dependencies</th>
</tr>
</thead>
</table>
| Use the Validation Codes (VAL) form to define the following validation code tables:  
  • LEAVE.TYPES  
  • TIME.FREQUENCIES | None |
| Use the Leave Plan Definition (LEAD) form to define your leave plans. | Validation Codes (VAL):  
  • LEAVE.TYPES  
  • TIME.FREQUENCIES |
| Use the Accrual Information Summary (LAIS) form to define accrual information for each leave plan. | Leave Plan Definition (LEAD)  
  General ledger numbers  
  Earnings Type Definition (EARN) |
| Use the Accounting Information (LACT) form to define accounting information for each leave plan.  
**Note:** Use LACT if leave accrual costs must be posted to your general ledger or to restrict leave accruals to specific earnings types. | General ledger numbers  
Earnings Type Definition (EARN) |
In This Chapter

This chapter provides information and procedures for setting up the Payroll Module for standard processing.

Table 9 lists the topics covered in this chapter.

Table 9: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting Up the Payroll Parameters</td>
<td>54</td>
</tr>
<tr>
<td>Defining Codes for Banks Receiving Direct Deposits</td>
<td>67</td>
</tr>
<tr>
<td>Defining Tax Templates</td>
<td>68</td>
</tr>
<tr>
<td>Defining the Validation Code Tables</td>
<td>70</td>
</tr>
<tr>
<td>Specifying Your First Fiscal Year</td>
<td>72</td>
</tr>
</tbody>
</table>

For information about setting up the module for additional functionality, such as remittance processing and electronic reconciliation, see “Setting Up the Payroll Module for Extra Functionality” on page 73.

The procedures in this chapter require access to the forms listed in Table 10.

Table 10: Forms Used for Setting Up the Module for Standard Processing

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Form</th>
<th>Mnemonic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting up the payroll parameters</td>
<td>Payroll Parameter Setup</td>
<td>PRPS</td>
</tr>
<tr>
<td>Defining direct deposit bank codes</td>
<td>U.S. Direct Deposit Banks</td>
<td>UDDB</td>
</tr>
<tr>
<td></td>
<td>Canadian Direct Deposit Banks</td>
<td>CDDB</td>
</tr>
<tr>
<td>Defining tax templates</td>
<td>Tax Template Definition</td>
<td>TTMP</td>
</tr>
<tr>
<td>Defining validation code tables</td>
<td>Validation Codes</td>
<td>VAL</td>
</tr>
<tr>
<td>Defining your first fiscal year</td>
<td>Fiscal Totals Clear Parameter</td>
<td>FTCP</td>
</tr>
</tbody>
</table>
Setting Up the Payroll Parameters

The basic parameters that control how you want the Payroll module to work for your institution are found on the Payroll Parameter Setup (PRPS) form.

**Figure 1: Example of the Payroll Parameter Setup (PRPS) Form**

The following fields are required:
- Institution Name and Address
- Print Deposit Advices
- Create Direct Deposit Offset Entry
- Post Employer Contributions to GL
- Employer Contribution GL Account Piece
- Delete Terminated Employees at Year End
- Use Check Date as Posting Date
- Remove Earnings Types with Zero Amounts
- Time Recording Method
- Print Zero Amount Ben/Ded on Pay Stub
- Formatting Subroutine for Paychecks
- Formatting Subroutine for Advices
- Subroutine for Creating WEB.PAY.ADVICES
Before You Begin

Before setting up parameters for the Payroll module, you should do the following:

- Define the Human Resources codes that are also used by the Payroll module. See “Human Resources Codes Used in Payroll Setup” beginning on page 42 of this manual.
- Review “Understanding Employer Contributions” on page 56 for information about the general ledger account numbers that you must define for the Payroll module.
- See your business office for the GL account numbers that are used by the Payroll module.
- Review “Determining the Timeframe for Quarterly or Yearly Processing” on page 59 for information about the window of opportunity for starting your quarterly or yearly processing.
- Review “Understanding the Posting Date for General Ledger Transactions” on page 60 to ensure that your general ledger transactions are posted on the appropriate date.
- Have your system administrator or Financial Aid office create yearly file suites in the Financial Aid module. These files suites are needed for those payroll processes that verify information about students participating in the College Work-Study Program.
- Determine the subroutines that your institution will use to print paychecks and advices. You can modify one of the following subroutines that are included in the base product, or you can create one of your own:
  - S.PREPARE.PAYCHK.DATA
  - S.PREPARE.PAYCHK.DATA.MOORE
  - S.PREPARE.ADVICE.DATA
  - S.PREPARE.ADVICE.DATA.MOORE.

Note: If you plan to offer employees the capability to view advices online, note that the Ellucian standard subroutine S.PREPARE.ADVICE.DATA displays the employee’s benefits/deductions differently on paper and online:

- The paper advice lists a maximum of 11 benefits/deductions. Employees with more than 11 see the first 10 listed individually with the full benefit/deduction description and deduction amount. The deduction amounts for the remainder are totaled on the 11th line and labeled “Other.”
- The online advice lists each of the employee’s benefits/deductions with the full description and deduction amount.

When using the subroutine S.PREPARE.ADVICE.DATA.MOORE, the paper and online advice both list all of the employee’s benefits/deduction with the full description and deduction amount for each.
Determine the subroutine that your institution will use to store the paycheck and advice data to be displayed on the online form. This data is stored in the WEB.PAY.ADVICES file. Colleague updates this file during payroll processing for all employees, regardless of whether your institution offers this capability to its employees and regardless of whether an employee chooses to view advices online. Doing so enables historical data to be available for viewing online if your institution chooses to offer employees this option or if an employee chooses to view advices online. To capture this data, Ellucian provides the subroutine S.CREATES.WEB.PAY.ADVICES. If you have additional data to display on the Pay Advice Online web form, you must either modify this subroutine or develop a new one that meets your needs.

**Note:** If you plan to offer this capability in the future, see the WebAdvisor for Colleague HR manual for information about the setup you can do now to capture the data for displaying later.

---

**Understanding Employer Contributions**

On this PRPS form, you must tell Colleague how the employer contributions that your institution makes to taxes, benefits, and deductions are to be posted to the general ledger and which expense account is to be used.

However, before you process your first payroll, you must define the codes for the taxes, benefits, and deductions to include any employer contributions.

- To define the employer contributions to taxes, which are associated with employee records, use the Tax Code Definition (TAXC) form and its associated forms.
- To define the employer contributions to any benefit and deduction codes, which are associated with human resources records, use Benefit/Deduction Definition (BEND) form and its associated forms.

For information about using these forms, see the Using Human Resources manual.

After the taxes and benefits/deductions have been defined, the employer contributions are directly posted to the general ledger with the regular payroll expenses during the Payroll Summary Register–Post (PSRP) step of payroll processing.
Posting Employer Contributions to General Ledger

You can set up the Payroll module to handle employer contributions to taxes and benefits, as well as deductions that the employer matches, are handled in either of the following ways:

- Posted to one general ledger expense account per benefit/deduction.
- Automatically distributed across the departments paying the salary expenses for each payroll.

Table 11 below shows what to enter in the Post Employer Contributions to GL field on the Payroll Parameter Setup (PRPS) form based on how your institution uses employer contributions.

<table>
<thead>
<tr>
<th>If Employer Contributions…</th>
<th>Then in the Field Post Employer Contributions to GL on PRPS…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are not used at your institution...</td>
<td>Enter No</td>
</tr>
<tr>
<td>Are calculated but are not posted to the general ledger...</td>
<td>Enter No</td>
</tr>
<tr>
<td>Are calculated and are posted to the general ledger...</td>
<td>Enter Yes</td>
</tr>
</tbody>
</table>

**Note:** The field Post Employer Contributions to GL provides an all-or-nothing option. For example, you cannot choose to post employer contributions to taxes but not post employer contributions to benefits/deductions or vice versa.

Defining the Expense Account for the Employer Contribution

Each tax, benefit, and deduction is associated with a general ledger account number that identifies the liability account against which the total payroll liability is credited. To properly debit the expense associated with the employer’s contribution to the tax, benefit, or deduction, you must tell Colleague which component of the general ledger account number is to define this expense. This component of the departmental salary expense is substituted during the tax calculation process to construct the expense accounts charged for the employer contributions.
For each employee tax, employer-paid benefit, and matching deduction, you must enter a valid number for this general ledger account component. Colleague then uses this component with each salary FUND and DEPARTMENT to derive the employer contribution expense account for the tax, benefit, or deduction. Specifying these account numbers lets Colleague distribute the cost of the employer contributions to all departments that pay the employee.

For example, Ellucian University’s general ledger account numbers are composed of the components FUND, DEPARTMENT, and OBJECT. Ellucian University uses the component OBJECT to define the types of expenses, such as salaries, life insurance, health insurance, or employer’s share of taxes. Therefore, the OBJECT component of the departmental salary expense is substituted during the payroll calculation process to construct the general ledger account number to be charged for employer contributed amounts.

Table 12 and Table 13 show examples of how Ellucian University uses the OBJECT component for distributing the employer contribution to full-time salaries in one case and the employer contribution to FICA in the other.

### Table 12: Sample GL Expense Account Number for Full-Time Salaries

<table>
<thead>
<tr>
<th>Number</th>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>FUND</td>
<td>Current Unrestricted</td>
</tr>
<tr>
<td>8101</td>
<td>DEPARTMENT</td>
<td>Institutional Support: Accounting Office</td>
</tr>
<tr>
<td>910</td>
<td>OBJECT</td>
<td>Expense: Full-Time Salaries</td>
</tr>
</tbody>
</table>

### Table 13: Sample GL Expense Account Number for FICA

<table>
<thead>
<tr>
<th>Number</th>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>FUND</td>
<td>Current Unrestricted</td>
</tr>
<tr>
<td>8101</td>
<td>DEPARTMENT</td>
<td>Institutional Support: Accounting Office</td>
</tr>
<tr>
<td>990</td>
<td>OBJECT</td>
<td>Expense: FICA</td>
</tr>
</tbody>
</table>

In both examples, the FUND and DEPARTMENT components of the GL account number are the same. Therefore, at Ellucian University, the GL account number for distributing the employer contribution to full-time salaries is 10-8101-910, while the GL account number for distributing the employer contribution to FICA is 10-8101-990.
Determining the Timeframe for Quarterly or Yearly Processing

When setting up the Payroll module, you must define a window of opportunity for beginning quarterly or, for Canadian institutions, yearly processing. Defining this timeframe ensures that this processing begins when it should and is not inadvertently overlooked.

The number that you enter in the Timeframe for Quarterly/Yearly Processing field on the PRPS forms defines this window of opportunity. (On the PRPS form, U.S. institutions see the field labeled as “Timeframe for Quarterly Processing,” while Canadian institutions see it labeled as “Timeframe for Yearly Processing.”) That number represents the number of days before or after the end of the old quarter or year within which you must run the first step of quarterly or yearly processing.

- For U.S. institutions, that process is Copy EMPLOYEES to EMPBKUP (QCEB). For more information, see the *U.S. Regulatory Reporting* manual.
- For Canadian institutions, that process is Canadian Year End Backup (CYEB). For information about when to use this process, see “Preparing for the First Payroll of the New Year” on page 582.

For example, if you enter 10 in this field, then a U.S. institution with September 30 as the ending date for the third quarter has from September 20 through October 10 to run the QCEB process. Colleague will not allow you to run QCEB before September 20 or after October 10.

You can enter any number from 0 through 999; however, Ellucian strongly recommends that you enter a number, such as 10, that realistically reflects the timeframe needed at your institution, and use an extended timeframe, such as 180 days, for testing purposes only. If you leave this field blank, then Colleague uses 7 as the default.

Be aware that if you enter 0, then you can begin quarterly or yearly processing only on the date that the quarter or year ends, even if that date falls on a weekend or holiday.
Understanding the Posting Date for General Ledger Transactions

The following two fields on the Payroll Parameter Setup (PRPS) form work together to determine the date that Colleague uses as the posting date for all payroll-related general ledger transactions:

- Payroll Accrual General Ledger Account
- Use Check Date as Posting Date

Such payroll-related transactions include posting such items as salaries and benefits to the appropriate expense account and posting each employee’s net pay to the appropriate cash account. The data that you enter in these two fields determines whether the posting date used for these transactions is the pay period ending date or the paycheck date.

Using the Pay Period Ending Date as the Posting Date

If your institution uses the payroll accrual method, then use the Payroll Accrual General Ledger Account field on the PRPS form to specify the general ledger account number used for payroll accrual. When you enter a GL account number in this field, then the field Use Check Date as Posting Date is automatically set to “No.” The combination of data entered in these two fields causes Colleague to do the following:

- Use the paycheck date for posting to the payroll cash account.
- Use the pay period ending date for posting to the payroll expense account.

This method provides a more detailed audit trail of each payroll transaction.

If your institution does not use the payroll accrual method, you can follow the steps below to use the pay period ending date as the general ledger posting date.

1. Leave the Payroll Accrual General Ledger Account field blank, which tells Colleague that your institution does not use the payroll accrual method.
2. Enter No in the field Use Check Date a Posting Date field.

This combination of data causes Colleague to use the pay period ending date for posting to both the expense and the cash accounts.
Using the Paycheck Date as the Posting Date

To use the paycheck date as the posting date for both the expense and cash accounts, enter “Yes” in the field Use Check Date a Posting Date. Colleague then ignores any data entered in the Payroll Accrual General Ledger Account field.

Summarizing the Options

Table 14 summarizes the combination of data to enter in the fields Payroll Accrual General Ledger Account and Use Check Date as Posting Date to ensure that Colleague uses the GL account posting date that you want.

Table 14: Setting Up the Date Used for Posting GL Transactions

<table>
<thead>
<tr>
<th>For a General Ledger Transaction Posting Date That Is…</th>
<th>Enter This Data in the Payroll Accrual General Ledger Account Field</th>
<th>And Enter This Data in the Use Check Date…</th>
</tr>
</thead>
<tbody>
<tr>
<td>The pay period ending date for the expense account and the paycheck date for the cash account</td>
<td>The general ledger account number for accruing charges to both the expense account and the cash account</td>
<td>No</td>
</tr>
<tr>
<td>The pay period ending date for both the expense account and the cash account</td>
<td>Blank</td>
<td>No</td>
</tr>
<tr>
<td>The paycheck date for both the expense account and the cash account</td>
<td>Colleague ignores any data entered in this field.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Procedure for Setting Up the Payroll Parameters

Complete the tasks listed in “Before You Begin” on page 55 to ensure that you have made all the decisions and gathered all the data necessary for setting up the payroll parameters.

**Step 1.** Access the Payroll Parameter Setup (PRPS) form.

**Step 2.** In the Institution Name field, enter the name of the institution that is generating the payroll.

Colleague includes this name on report headings, bank files, and tax forms.

**Step 3.** In the Institution Address field, enter the complete address of that institution. Include the complete street address, city, state, and zip code.

Colleague includes this address on report headings, bank files, and tax forms.

**Step 4.** In the U.S. Federal Tax Number field, enter your institution’s Employer Identification Number (EIN).

This number is assigned by the Internal Revenue Service.

**Step 5.** In the State ID Number field, enter your institution’s state ID number.

This number is assigned by your state. If your institution has employees who reside in neighboring states and, therefore, has tax ID numbers for those states, enter each additional tax ID number on the Tax Code Definition (TAXC) form for the appropriate tax code.

**Step 6.** Does your institution intend to print direct deposit advices?

**Yes.** In the Print Deposit Advices field, enter Yes if your institution offers its employees a program for directly depositing their paychecks into their bank accounts.
In the Print Deposit Advices field, enter **No** if your institution does not offer its employees a program for directly depositing their paychecks into their bank accounts. I

**Note:** If your institution typically prints advices but occasionally issues employees a paycheck, such as for a holiday bonus, then do the following:

- In the Print Deposit Advices field, enter **Yes** for the majority of payroll processing.
- In the Print Deposit Advices field, enter **No** if you are processing the special paychecks for which no advices are to be issued.

**Step 7.** Do you want to create an offset entry for direct deposits?

**Yes.** In the Create Direct Deposit Offset Entry field, enter **Yes** if the bank where your institution has its payroll account requires an offset entry.

**No.** In the Create Direct Deposit Offset Entry field, enter **No** if the bank where your institution has its payroll account does not require an offset entry.

**Step 8.** In the Post Employer Contributions to GL field, do you want the employer's contributions to taxes and benefits/deductions to be posted to a GL account?

**Yes.** Enter **Yes** to post an employer’s contributions for both taxes and benefits/deductions to a GL account.

**No.** Enter **No** to post none of an employer’s contributions. Posting an employer’s contributions is an all-or-nothing option.

For more information, see “Understanding Employer Contributions” on page 56.

**Step 9.** In the Employer Contribution GL Account Piece field, if you entered “Yes” in the Employer Contribution GL Account Piece field, specify the component.

If you entered “No” in the previous field, then leave this field blank.
**Step 10.** In the Delete Terminated Employees At Year End field, do you want terminated employees to be deleted from the EMPLOYES file?

**Yes.** Enter Yes to delete these employees.

**No.** Enter No in the Delete Terminated Employees At Year End field to leave these employees on the file.

Terminated employees are deleted from the EMPLOYES file only after they have had no earnings for a full calendar and a full fiscal year. For example, an employee who was terminated on July 2, 1999, would remain on the file until the year-end processing for 2001 was performed.

The Clear Employee QTD/YTD Totals (QCLT) process deletes these employees.

**Step 11.** In the Timeframe to Start Quarterly Processing field, enter the number of days that determine the timeframe for starting quarterly or yearly processing. You can enter any number from 0 to 999.

If you leave this field blank, then Colleague uses 7 days as the default.

If you enter 0, then you can begin quarterly processing only on the day that the quarter ends.

For more information, see “Determining the Timeframe for Quarterly or Yearly Processing” on page 59.

**Step 12.** If your institution uses the payroll accrual method, then in the Payroll Accrual General Ledger Account field, enter the number of the GL account for accruing payroll charges. Otherwise, leave this field blank.

For more information, see “Understanding the Posting Date for General Ledger Transactions” on page 60.
**Step 13.** Do you want the GL account transactions posted with the paycheck date.

**Yes.** In the Use Check Date as Posting Date field, enter *Yes* to use the paycheck date as the posting date for *both* the expense and cash accounts. Colleague ignores any data entered in the previous Payroll Accrual General Ledger Account field.

**No.** In the Use Check Date as Posting Date field, enter *No* if you do not want to use the paycheck date as the posting date.

This field works with the previous field to control the date that is used for posting payroll-related items to the GL expense and cash accounts. For more information, see “Understanding the Posting Date for General Ledger Transactions” on page 60.

**Step 14.** During year-end processing do you want to remove from the EMPLOYEES record those earnings types with a zero amount in the quarter-to-date, year-to-date, and fiscal year fields?

**Yes.** In the Remove Earnings Types with Zero Amounts field, enter *Yes* to remove these earnings types.

**No.** In the Remove Earnings Types with Zero Amounts field, enter *No* to leave them in the EMPLOYEES record.

If you maintain life-to-date information, you might want to keep these earnings types in the record.

**Step 15.** In the Time Recording Method field, enter *D*.

For information, see “Understanding Time Tracking” on page 143.

**Step 16.** Do you want any benefits/deductions with a zero year-to-date dollar amount to print on the paycheck stubs or advices?

**Yes.** In the Print Zero Amount Ben/Ded on Pay Stub field leave the default as “Yes” to print these benefits/deductions.

**No.** In the Print Zero Amount Ben/Ded on Pay Stub field, enter *No* to skip printing these benefits/deductions.

**Step 17.** Are you going to use a subroutine to format your paychecks?
Yes. In the Formatting Subroutine for Paychecks field, enter the name of the subroutine that you will use.

For information, see “Before You Begin” on page 55.

No. Enter No if you do not need a subroutine to format your paychecks.

**Step 18.** Are you going to use a subroutine to format your advices?

Yes. In the Formatting Subroutine for Advices field, enter the name of the subroutine that you will use.

For information, see “Before You Begin” on page 55.

No. Enter No if you do not need a subroutine to format your advices.

If you plan to use the WebAdvisor Pay Advice Online workflow, note that the Ellucian standard subroutine displays benefits/deductions differently on the employee’s online and paper pay advice. For information, see “Before You Begin” on page 55.

**Step 19.** In the Subroutine for Creating WEB.PAY.ADVICES field, specify the subroutine that you want to use to store pay information in the WEB.PAY.ADVICES file.

The default is S.CREATE.WEB.PAY.ADVICES, which is provided by Ellucian.

**Step 20.** Finish from the PRPS form to save your parameters.
Defining Codes for Banks Receiving Direct Deposits

If your institution offers its employees a direct deposit program, then you must define a code to identify each bank that receives an employee’s direct deposit. If your institution does not offer direct deposit, then you do not need to define these codes.

The form that you use to define direct deposit bank codes depends on whether your institution is located in the United States or Canada.

U.S. Institutions

If your institution is located in the United States, then use the U.S. Direct Deposit Banks (UDDB) form to define your direct deposit bank codes.

**Figure 2: Example of the U.S. Direct Deposit Banks (UDDB) Form**

Before you begin, you must find out the routing or transit number associated with each bank that you want to define. This number, which is included on the direct deposit file that you send to your bank, ensures that each employee’s deposit goes to the correct bank and branch.

**Note:** The UDDB form is for defining only the banks that receive direct deposits. To define the code for the bank where your institution has its payroll account, use the Bank Code Definition (BANK) form in the Human Resources module. (For some information about this form, see “Payroll Bank Codes” on page 45.)
Canadian Institutions

If your institution is located in Canada, then use the Canadian Direct Deposit Banks (CDDDB) form to define your direct deposit bank codes.

Figure 3: Example of the Canadian Direct Deposit Banks (CDDDB) Form

Before you begin, you must find out the following information for each financial institution that you want to define:

- The three-digit number assigned to that financial institution
- The five-digit branch transit number assigned to the branch of that financial institution

Note: The CDDDB form is for defining only the banks that receive direct deposits. To define the code for the bank where your institution has its payroll account, use the Bank Code Definition (BANK) form in the Human Resources module. (For some information about this form, see “Payroll Bank Codes” on page 45.)

Defining Tax Templates

Tax templates are used to group multiple tax codes into frequently used combinations for easy assignment to employees. For example, the married employees at your institution probably use the federal married tax withholding rate. They also have codes assigned to them for withholding the appropriate state, FICA, and Medicare taxes. Using a tax template that contains this combination of tax codes enables you to assign this combination of taxes to each married employee’s record on the Employee Taxes (ETAX) form.
Form for Defining a Tax Template

To create a tax template, use the Tax Template Definition (TTMP) form.

**Figure 4: Example of the Tax Template Definition (TTMP) Form**

You can enter tax codes in any order that you like. However, when you update or finish from this form, Colleague sorts and redisplays them in the order in which they will be processed, and it tests them for possible errors.

**Note:** The number of active federal tax codes that you can enter varies according to the country where your institution is located. Canadian institutions can enter a maximum of two active codes for federal income tax (tax type CINC) on this form, while institutions in the United States can enter only one active tax code for federal withholding (tax type FWHT).

After you apply the template to an employee using the Employee Taxes (ETAX) form, you are not restricted to the tax codes it contains. You can add, delete, or modify any of the codes that are defaulted in by the template to reflect the employee’s actual tax requirements.
Before You Begin

Before you can define tax templates, you must do the following:

- Define your tax codes. Payroll tax codes are defined using the Tax Code Definition (TAXC) form in the Human Resources module. See the *Using Human Resources* manual for more information about defining tax codes.

- Plan the tax codes that you want to combine into templates. By taking the time to think through the tax codes that you have defined and the most frequent ways that employees combine them, you can create tax templates that are much more useful to your institution.

Defining the Validation Code Tables

Before you can begin processing payrolls, you must define the validation code tables that are used by the Payroll module. Some of the validation code tables delivered with Colleague HR can be maintained only by Ellucian; those are delivered ready to use and are not discussed in this section.

Table 15 provides a list of the code tables that you must define and the purpose of the information each contains. Note that some of these code tables apply only to those institutions located in Canada.

<table>
<thead>
<tr>
<th>Validation Code Table</th>
<th>Purpose</th>
<th>U.S. Institutions</th>
<th>Canadian Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXCEPTION.CODES</td>
<td>Contains the exception codes used in the Payroll Exceptions Report. If you choose, you can sort the report by these codes.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PAY.STATIONS</td>
<td>Contains the codes, typically for locations on your campus, to which paychecks are delivered, such as a mail stop or work station. However, the code can be anything, for example supervisors’ initials, that meets your needs. Paychecks, advices, W-2s, and some reports can be printed in order by an employee’s pay station.</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Note: To assign a pay station to an employee, use the Person’s Office Information (OFFI) form.
Table 15: Validation Code Tables to Be Defined for the Payroll Module (cont’d)

<table>
<thead>
<tr>
<th>Validation Code Table</th>
<th>Purpose</th>
<th>U.S. Institutions</th>
<th>Canadian Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAVE.TYPES</td>
<td>Contains codes that represent types of leave used at your institution. You can modify this validation code table as needed.</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>ROE.PAY.PERIOD.TYPE</td>
<td>Contains the codes that correspond to the pay period chart on the back of the ROE form. These codes are associated with each pay cycle.</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>ROE.REASON.CODES</td>
<td>Contains codes for the reasons an employee had an interruption in earnings. This reason prints on the ROE form.</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>T4.EMPLOYMENT.CODES</td>
<td>Contains the employment codes printed on the T4 slip and submitted on a file to the Canada Revenue Agency (CRA).</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>T4.TECH.LANG</td>
<td>Contains the codes for the languages that you might use to communicate with the Canada Revenue Agency (CRA).</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>
Specifying Your First Fiscal Year

Before you process your first payroll, you must specify the fiscal year in which this first payroll will be processed. To do so, you use the Fiscal Totals Clear Parameter (FTCP) form and enter the fiscal year in the first line of the Fiscal Year Processing table.

**Figure 5: Example of the Fiscal Totals Clear Parameter (FTCP) Form**

You never again have to update this form with a new fiscal year. After you specify the fiscal year for your first payroll, Colleague then updates this field automatically at the end of each fiscal year when you clear your fiscal-year totals by using the Clear Payroll FYR Totals (CPFY) process.

For information about fiscal-year processing, see “Understanding Fiscal-Year Processing” on page 563 and the chapters on individual processes that follow it.
Setting Up the Payroll Module for Extra Functionality

In This Chapter

This chapter provides procedures for setting up extra functionality for the Payroll Module.

Table 16 lists the topics covered in this chapter.

Table 16: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
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<td>74</td>
</tr>
<tr>
<td>Defining the Time Information Input File</td>
<td>79</td>
</tr>
<tr>
<td>Defining Custom Routines for Electronic Reconciliation</td>
<td>82</td>
</tr>
</tbody>
</table>

The procedures in this chapter require access to the forms listed in Table 17.

Table 17: Forms Used for Setting Up the Module for Additional Functionality

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Form</th>
<th>Mnemonic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defining remittance codes</td>
<td>Remittance Codes Creation</td>
<td>REMC</td>
</tr>
<tr>
<td>Defining the time information input file</td>
<td>Time Card Record Definition</td>
<td>TCRD</td>
</tr>
<tr>
<td>Defining custom subroutines for electronic reconciliation of paychecks</td>
<td>Bank Recon Custom Routines</td>
<td>BKRR</td>
</tr>
</tbody>
</table>
Defining Remittance Codes

The Payroll module can interface with the Accounts Payable module in Colleague Finance to automatically create the appropriate vouchers in that module during payroll processing. If your institution wants to use this feature, you must first define the remittance codes that are used to ensure that these vouchers are created correctly.

Understanding Remittance Codes

During payroll calculation, an employee’s contributions to benefits, taxes, and other deductions are subtracted from his earnings. At the same time, the employer’s contributions towards these items are calculated and noted for deduction from the proper general ledger accounts. These collected amounts can be reported to the Accounts Payable module as vouchers to be automatically created for paying the appropriate vendors and agencies.

In Colleague HR, remittance codes are used to do the following:

- Associate either a vendor to the benefits/deductions it provides or an agency to the taxes it collects
- Provide a means to group specific payments that a vendor or agency wants to receive on a separate paycheck

After payroll processing, running the Voucher Report/Payment (BVRP) process can automatically create remittance vouchers for those remittance codes designated to have vouchers created. Using information from the completed payroll to identify the amounts paid towards each benefit/deduction and tax, this process reports these amounts and creates the appropriate vouchers in the Accounts Payable module.

For information about processing remittances, see “Processing Remittances” beginning on page 341.
Form Used to Define a Remittance Code

You define and maintain remittance codes on the Remittance Codes Creation (REMC) form. This information is then stored in the REMITTANCE CODES file.

**Note:** A single remittance code can be associated to either a benefit/deduction code or a tax code, but not both.

Some vendors require a separate paycheck for each type of payment made to them. For each separate paycheck required, you must define a separate remittance code that groups the benefit/deduction codes or the tax codes that go into that paycheck. Be sure to enter “Yes” in the Separate Vendor Checks field of the REMC form.

**Figure 6: Example of the Remittance Codes Creation (REMC) Form**

The following fields are required in order to finish from this form:
- Description
- Remit Vendor
- AP Type
- Additions and Cancellations (automatically defaults to “No”)
- Separate Vendor Checks (automatically defaults to “No”)

In addition, you must specify at least one Benefit/Deduction Code or Tax Code.
Getting Started: Setting Up the Payroll Module for Extra Functionality

Procedure for Defining a Remittance Code

Use the Remittance Codes Creation (REMC) form to define remittance codes for your institution.

Gather the following information from your Accounts Payable office:
- Vendor ID of the vendor or agency to be paid
- AP Type of the vouchers that this remittance code will create. Be sure to use only codes defined with a Payroll category source code.

Step 1. Access the Remittance Codes Creation (REMC) form.

Step 2. At the Remittance Codes LookUp prompt, enter the ID of the remittance code that you want to define.

If the remittance code is already defined, Colleague displays its information on this form. If the remittance code is not already defined, Colleague displays a message that the record was not found and enables you to add it.

Step 3. At the “Record not found --Reenter or Add” prompt to add the new remittance code, enter A.

Colleague redisplays the REMC form with the remittance code you entered in the Code field at the top of the form and with default subroutines in the Amount Calculation Subroutine and the Report/Output Subroutine fields.

Step 4. In the Description field, enter a phrase that describes this remittance code.

This description appears in the title of the reports generated during the Voucher Report/Payment (BVRP) process.

You can enter 30 characters.

Step 5. In the Remit Vendor field, enter the Vendor ID that you got from your Accounts Payable office.

Step 6. In the AP Type field, enter the AP type that you got from your Accounts Payable office.
Step 7. Does this remittance code pertain to benefits/deductions?

Yes. In the Benefit/Deductions Codes table, enter the benefit/deduction code for each benefit/deduction that you want to associate with this remittance code.

No, it pertains to taxes. In the Taxes Codes table, enter the tax code for each tax that you want to associate with this remittance code.

Step 8. At the Name and Address Hierarchy LookUp field, enter the ID of the Name and Address Hierarchy that you want to use for vouchers and paychecks going to this vendor.

If you leave this field blank, it defaults to AP.CHECK code after you complete the rest of the form. If you do not know the code to enter, then use Colleague’s LookUp feature.

Step 9. If you want vouchers to be created for this remittance code automatically during the BVRP process, then do one of the following:

- In the Amount Calculation Subroutine field, enter the name of any custom calculation subroutine that you want to be used.
- In the Amount Calculation Subroutine field, leave the default as STANDARD to use the normal calculation subroutine.

If you do not want vouchers created automatically during the BVRP process, then leave this field blank. Leaving this field blank sets the Create Vouchers field to “No.”

Step 10. If you want to generate reports for this remittance code during the BVRP process, then do one of the following:

- In the Report/Output Subroutine field, enter the name of any custom reporting subroutine that you want to be used.
- In the Report/Output Subroutine field, leave the default as STANDARD to use the normal reporting subroutine.

If you do not want to generate reports during the BVRP process, then leave this field blank.

Step 11. In the Additions and Cancellations field, if this remittance code pertains to benefits/deductions and if you want the Additions and Cancellations reports to print during the BVRP process, then enter Yes.
If you leave this field blank, it defaults to “No” after you complete the rest of the form.

The Additions and Cancellations reports list the employees who have been added to or cancelled from the benefits/deductions associated with this remittance code for the period that the BVRP process is being run. This report is not available for tax codes.

**Step 12.** In the Separate Vendor Checks field, indicate whether a separate paycheck should be printed for this remittance code.

If you leave this field blank, it defaults to “No” after you complete the rest of the form.

**Step 13.** In the Create Vouchers field, enter **Yes** to create vouchers for this remittance code during the Voucher/Report Payment (BVRP) process.

If you leave this field blank, it defaults to “Yes” after you complete the rest of the form. If you enter **No**, BVRP generates reports on this remittance code but does not create vouchers.

**Step 14.** Finish from the REMC form to save this record.
Defining the Time Information Input File

You need to define a time input file only if your institution imports time information from a third-party vendor’s time-input device or time-tracking software.

Colleague HR can accept time information data from a third-party vendor’s time-input devices and time-tracking software. Before you can import this time information from the input file, you must define its layout so that Colleague HR can accurately map the time information in that file to the Colleague HR file EMPTIME.DTL.

The Time Card Record Definition (TCRD) form is used to define the file layout of the time information input file. The file format you specify on this form is used by the Time Card Batch Entry (TCBE) process to accurately import the time information input file. The information entered on this form is stored in the TIME.CARD.IMPORT file.

Figure 7: Example of the Time Card Record Definition (TCRD) Form
About the Input File

The time information input file must meet these requirements:

- It must be an ASCII text file.
- It must be a flat file (fields are not separated by delimiters).
- Each record in the file must be specific to a single employee in a single position working in a defined pay period.
- It must include the following information:
  - Employee ID or other identifier (see below)
  - Position ID
  - Work date
  - Earnings type for reported hours
  - Hours worked for specified earnings type (decimal should be explicitly stated)
  - Earnings differential code, if any
  - Earnings differential—eligible hours worked for specified code, if any (decimal should be explicitly stated)

The time information input file need not include the pay cycle and period ending date of the pay period being reported; this information can be specified when the file is imported.

The third-party vendor hardware or software that you are using might not be capable of generating Colleague-style employee IDs, position IDs, or codes for earnings type or earnings differential. If this is the case, then you still must specify the location of the relevant information in the input file. Later, when the input file is imported into Colleague, you can specify a custom subroutine to convert the information to data that is compatible to Colleague.

See your system administrator for more information about the file format of your time information input file.

Understanding the Interface

The fields on the Time Card Record Definition (TCRD) form are primarily divided into two groups: one for defining the record identification block and one for defining the first-occurring time information block of a record. Although a record can have only one record identification block, it can have multiple time information blocks.
Only the first-occurring time information block is defined on TCRD; the locations of the remaining time information blocks are automatically calculated based on the starting positions and field lengths of the first time information block. Figure 8 below illustrates this relationship.

**Figure 8:** The Time Information Input File and the TCRD Form
Defining Custom Routines for Electronic Reconciliation

Colleague provides the capability for reconciling paychecks electronically regardless of the application in which they were created. To ensure that any exported file of paychecks to be reconciled can be read by the receiving bank and to ensure that the returned file of reconciled paychecks can be imported into Colleague, your institution might need to develop custom subroutines.

If your institution does not use electronic reconciliation but instead reconciles paychecks by using a bank statement, then you do not need to specify these subroutines.

Understanding Custom Routines Used in Electronic Reconciliation

The processes for exporting a file of paychecks to be reconciled by your bank and importing the data returned from the bank allow any Colleague application with paychecks needing reconciliation to be included on the same file. For example, paychecks created by Colleague HR and vendor paychecks created by the Accounts Payable module can be sent to a bank for reconciliation on the same file. When the bank returns a file of reconciled paychecks, Colleague can separate the paychecks from the vendor paychecks and update the appropriate files in each application.

To ensure that these files are exported and imported correctly, your institution might need to develop custom ELF specifications or custom subroutines for some banks. If so, you must enter the names of these subroutines on the form Bank Recon Custom Routines (BKRR). Because this form can be used by other Colleague applications, it resides in Colleague Core; however, you can access it within Colleague HR.

Because Colleague enables users of both the AP module and Colleague HR to include paychecks on the same file, users in either application can develop the custom routine for a particular bank and enter the name on the BKRR form. If no custom routine has been specified on BKRR for a particular bank, then the export or import process uses the appropriate default ELF subroutines that were delivered with Colleague.
Form Used for Defining Custom Routines

The Bank Recon Custom Routines (BKRR) form provides a central place for storing any custom ELF specifications or custom subroutines needed to create a file of paychecks to be reconciled in the receiving bank’s prescribed format and read the file of reconciled paychecks returned from that bank.

Any application with paychecks to be reconciled can use this form to store these custom subroutines.

- Any custom subroutines entered for exporting a file are used only by the Bank Recon Request Export (BRRE) process.
- Any entered for importing a file are used only by the Bank Reconciliation Import (BKRI) process.

Do not use this form to specify custom subroutines that are used by any other processes for exporting or importing files.

If you need to create a custom routine, Ellucian provides the following templates in CORE.SUBROUTINES:

- S.BANK.RECON.EXPORT.TMPLT
- S.BANK.RECON.IMPORT.TMPLT

Figure 9: Example of the Bank Recon Custom Routines (BKRR) Form
Procedure for Defining a Custom Export or Import Subroutine

Use the Bank Recon Custom Routines (BKRR) form to define custom export or import subroutines.

**Note:** If you do not use custom subroutines to import and export bank reconciliations, you do not need to use this form.

**Step 1.** Access the Bank Recon Custom Routines (BKRR) form.

**Step 2.** At the Bank Code LookUp prompt, enter the code for the bank that is requesting a file of paychecks to be reconciled or returning a file of reconciled paychecks.

To define a new bank code, use the Bank Code Definition (BANK) form.

**Step 3.** Do you use either a custom ELF specification or custom subroutine to export files to the bank entered in Step 2 for bank reconciliation?

- **Custom ELF Specification.** In the Custom ELF Specification field, enter your custom ELF specifications.

- **Custom Subroutine.** In the Custom Subroutine field, enter your custom subroutine.

**Step 4.** Do you use either a custom ELF specification or custom subroutine to import the returned files of reconciled paychecks from the bank entered in Step 2?

- **Custom ELF Specification.** In the Custom ELF Specification field, enter your custom ELF specifications.

- **Custom Subroutine.** In the Custom Subroutine field, enter your custom subroutine.

**Step 5.** Finish from the BKRR form to save this record.
Understanding Employee Records

In This Chapter

The Payroll module maintains a vast database of payroll-related information for each employee at your institution. A majority of this information is stored in the EMPLOYES file.

Table 18 lists the topics covered in this chapter.

Table 18: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the EMPLOYES File</td>
<td>88</td>
</tr>
<tr>
<td>Maintaining Employee Records</td>
<td>90</td>
</tr>
<tr>
<td>Clearing Limits in the EMPLOYES File</td>
<td>92</td>
</tr>
<tr>
<td>Interfacing with Colleague’s Financial Aid Module</td>
<td>93</td>
</tr>
</tbody>
</table>
About the EMPLOYES File

The EMPLOYES file is the primary storage area for most of the information that the Payroll module uses for payroll processing and other payroll-related activities. For every employee, it stores information about earnings limits, taxes, specifications for direct deposits, financial aid awards, and limits on benefits and deductions. For Canadian institutions, it also stores information about the tax credits and the employer account numbers that are valid for each employee.

Table 19 summarizes the type of information that is stored in the EMPLOYES file.

<table>
<thead>
<tr>
<th>Type of Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option to View Pay Advices Online</td>
<td>The flag that indicates whether employees can view their pay advice in WebAdvisor.</td>
</tr>
<tr>
<td>Earnings Limits</td>
<td>Information about each employee's earnings limits and earnings limits-to-date for the quarter, calendar year, and fiscal year in each of the employee's earnings categories (Regular, Overtime, Leave, College Work-Study, and Miscellaneous). The number of hours (or other work unit) that an employee has worked in each of these categories is also stored here.</td>
</tr>
<tr>
<td>Tax</td>
<td>Information about the taxes for which an employee is responsible. This information includes any exemptions or allowances pertaining to those taxes and the order in which the taxes are to be calculated and deducted.</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>Information about the bank and the account to which an employee's pay is to be distributed. For employees who distribute their pay among several banks or accounts, the file stores the priority in which these deposits are made.</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Information about each award received by a student employee participating in either a federal College Work-Study Program (destination 3) or other work-study programs (destination 5).</td>
</tr>
<tr>
<td>Benefit/Deduction Limits</td>
<td>Information about the to-date and limit-to-date amounts for each employee's benefits and deductions. This information includes quarterly, calendar-year, and fiscal-year information, in addition to limit amounts and limit balances.</td>
</tr>
</tbody>
</table>
### Table 19: Types of Information Stored in the EMPLOYES File (cont’d)

<table>
<thead>
<tr>
<th>Type of Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Canadian Institutions Only</strong></td>
<td></td>
</tr>
<tr>
<td>Tax Credits</td>
<td>Information about an employee’s tax credit amounts for each of the major tax credit categories, including the standard personal amount, amounts allowed for a spouse and disabled dependent, amounts deferred to an eligible pension fund, age credit amounts, tuition and education fees, amounts allowed for personal disability, and amounts transferred from relatives.</td>
</tr>
<tr>
<td>Employer Account Number</td>
<td>Information about the employer account numbers from which an employee has earned pay, including the dates for which those numbers are valid.</td>
</tr>
</tbody>
</table>
Maintaining Employee Records

Information for each employee in the EMPLOYES file is maintained primarily from the Employee Overview (EPOV) form, although other forms are used for specific activities, such as clearing limits or updating award information from Colleague’s Financial Aid module. From each field on the EPOV form, you can detail to associated forms that allow you to view or modify particular information for an employee on the EMPLOYES file. This form provides one place from which you can access various types of information for a single employee.

**Figure 10:** Example of the Employee Overview (EPOV) Form
Viewing or Modifying Information for Existing Employees

Using the View Advices Online field on the EPOV form, you can set or change the option for employees to view their own pay advices online.

Using the other fields on this form, you can detail to additional forms which you can modify a particular types of information for an employee. Table 20 lists the forms that are available from the EPOV form and the type of information that you can view or modify from each. You can also access each form directly without going through the EPOV form.

Table 20: Forms Available from the EPOV Form

<table>
<thead>
<tr>
<th>To View or Modify...</th>
<th>Use This Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For All Institutions</strong></td>
<td></td>
</tr>
<tr>
<td>Earnings Limits and Limit-to-Date Amounts</td>
<td>Employee Earnings (EERN)</td>
</tr>
<tr>
<td>Tax Information</td>
<td>Employee Taxes (ETAX)</td>
</tr>
<tr>
<td>Direct Deposit Information</td>
<td>Employee Direct Deposits (EDDP)</td>
</tr>
<tr>
<td>Benefit/Deduction Limits</td>
<td>Employee Ben/Ded Limits (EBDL)</td>
</tr>
<tr>
<td><strong>For Canadian Institutions Only</strong></td>
<td></td>
</tr>
<tr>
<td>Tax Credits</td>
<td>Tax Credit Return Summary (TCRS)</td>
</tr>
<tr>
<td>Employer Account Numbers</td>
<td>Employee Account Numbers (EACB)</td>
</tr>
</tbody>
</table>

To generate a report of the changes, you can use the Payroll Audit Report (PADR) process. This process enables you to generate a report of all changes made to employees’ pay records within a date range. This “Report of Employee Record Maintenance” presents detailed information about the change made to each record, including the original data, the new data, the date and time when the record was changed, and the operator who changed it.
Adding a New Employee

In addition to viewing or modifying information about an existing employee, you can use the EPOV form and any of its detail forms to add a new employee to the file. If you enter a person at the LookUp prompt who has a record in the HRPER file in the Human Resources module but not in the EMPLOYES file in the Payroll module, Colleague displays a message asking if you want to add that person as a new employee. If you enter “Yes,” then Colleague immediately adds that person to the EMPLOYES file.

When adding a new employee, be sure to use all of the appropriate forms available from the EPOV form to enter information about that employee’s earnings limits, taxes, and direct deposits. That information is stored in this employee’s record in the EMPLOYES file and is essential for payroll-related processing.

Clearing Limits in the EMPLOYES File

Periodically, you need to clear limit and limit-to-date information from the EMPLOYES file. This information pertains only to an employee’s earnings categories and to benefits/deductions. Limits would need to be cleared if, for example, your institution or a regulatory agency changed its policy regarding the allowable limits. Limit-to-date amounts need to be cleared at the end of the limits’ time period, such as at the end of the calendar or fiscal year, in order to reset the counters.

A single form—Clear Employee Limits (CEML)—can be used to clear the following data:

- Limits, limit-to-date information, or both from the records of employees in specified earnings categories.
- Limit-to-date information pertaining to contributions made to particular benefits/deductions from the records of employees enrolled in those benefits/deductions.

The CEML process even enables you to clear information pertaining to earnings categories and benefits/deductions at the same time.

For information about using the CEML process, see the sections below:

- To clear limits in earnings categories, see “Clearing the Earnings Limits” on page 105.
- To clear limit-to-date amounts in benefits/deductions, see “Clearing Limit-to-Date Amounts for Benefit/Deductions” on page 138.
Interfacing with Colleague’s Financial Aid Module

If your institution uses Colleague’s Financial Aid module, some of the work study information in the EMPLOYES file can be maintained automatically. The Update FA Earnings Limits (UFEL) process can either update or clear the earnings limits for student employees with financial aid awards for the federal College Work-Study Program (destination 3) or for those with regular earnings from other work-study programs (destination 5).

- In update mode, the process gathers the accepted awards from the Financial Aid files and updates the records in the EMPLOYES file with the appropriate award earnings limits.
- In clear mode, the process clears the award, earnings limits, and earnings limit-to-date fields in the EMPLOYES file.

For information about using this process, see “Maintaining Employee Financial Aid Information” on page 126.

If your institution does not use Colleague’s Financial Aid module, see “Maintaining Information on Earnings Limits” on page 101 for information about updating and clearing these limits manually.
Maintaining Option to View Pay Advices Online

In This Chapter

This chapter provides information about maintaining each employee’s option to view their pay advices online instead of receiving a printed direct-deposit advice.

Table 21 lists the topics covered in this chapter.

Table 21: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of the Option to View Pay Advices Online</td>
<td>96</td>
</tr>
<tr>
<td>Maintaining the Option to View Pay Advices Online</td>
<td>98</td>
</tr>
</tbody>
</table>

This chapter assumes that your institution already uses the WebAdvisor Pay Advice Online workflow. It does not include information about the workflow or procedures for setting up Colleague to use it. For information about those topics, see the WebAdvisor for Colleague HR manual.

Note: To change the parameters that control when pay advices are available for viewing online and the number of prior years for which pay advices can be viewed, use the Pay Advice Parameters (PASP) form. For information about this form, see the WebAdvisor Installation and Administration manual.
Overview of the Option to View Pay Advices Online

The EMPLOYES file stores the option for each employee to view their pay advices online. This option controls not only the employee’s ability to view his or her pay advices online but also whether the employee continues to receive a printed direct deposit advice.

Note: In this workflow, “pay advice” or “advice” refers to the pay information that an employee receives on either a paycheck or a direct deposit advice.

Implications of Choosing to View Pay Advices Online

If your uses Pay Advice Online, employees can choose to view their pay information online or to receive printed advices, but not both. Employees who receive all or part of their pay by check will always receive a paycheck regardless of whether they choose to view advices online.

When All Pay Is Deposited Directly

Employees who have all of their pay deposited directly into one or more bank accounts and who choose to view pay advices online will no longer receive a printed direct deposit advice.

Note: Employees with a net pay of zero dollars always receive a paycheck, even if they have all of their pay deposited directly. Employees who choose to view pay advices online will be able to view the information for this paycheck online.

When Some or No Pay Is Deposited Directly

Employees who have part of their pay deposited directly or who do not participate in direct deposit are paid by check. These employees receive only a printed paycheck—not a printed direct deposit advice; their paycheck stub contains all information about their direct deposit.
When these employees choose to view their pay advices online, all of their pay information—the portion, if any, that is directly deposited and the portion for which they are paid by check—can be viewed online.

**Capability of Viewing Past Pay Information**

Employees who choose to view pay advices online can view information for any pay advice or paycheck that was issued after your institution loaded the software for the WebAdvisor Pay Advice Online workflow as long as that paycheck or advice is not voided.

After you load the software for the WebAdvisor Pay Advice Online workflow, Colleague begins updating the WEB.PAY.ADVICES file with each employee’s pay information during payroll processing. It stores this information for all employees, regardless of whether your institution has begun offering employees this option and regardless of whether an employee chooses to view pay advices online. Therefore, whenever your institution offers this option or whenever an employee chooses to use it, the data is available.

Your institution controls how many years of pay information are made available to employees. This parameter is set on the Pay Advice Parameters (PASP) form. For information about this form, see the *WebAdvisor for Colleague HR* manual.

**When Employment Is Terminated**

The Colleague processes that terminate employment do not control the employee’s ability to log in to WebAdvisor or the option for that employee to view pay advices online.

Therefore, an institution can allow those employees who chose to view their pay information online to view their last pay advice after employment is terminated.

If you do not want to allow this capability, you must use either the Employee Overview (EPOV) form or the Allow Viewing of Pay Advices (AVPA) process to reset the employee’s option for viewing advices online.
Maintaining the Option to View Pay Advices Online

When your institution hires new employees or when existing employees change their preference for viewing pay advices online, you will need to set or reset the option that controls their ability to view pay advices online. This option also controls whether they receive a printed direct deposit advice.

To set this option, use one of the following forms, depending on the number of employees whose option you want to set:

- For one employee, use the Employee Overview (EPOV) form.
- For a group of employees, use the Allow Viewing of Pay Advices (AVPA) form.

For One Employee

The View Advices Online field on the Employee Overview (EPOV) form controls whether an employee can view his or her pay advices online and whether the employee receives a printed direct deposit advice.

Entering “Yes” in this field enables the employee to view pay advices online. These employees no longer receive a printed direct-deposit advice. The default is “No.”

Figure 11 on page 99 shows an example of the EPOV form.
Maintaining the Option to View Pay Advices Online

Figure 11: The View Pay Advices Online Field the EPOV Form

For a Group of Employees

The Allow Viewing of Pay Advices (AVPA) form enables you to set the option for viewing advices online for a group of employees. The option that you enter in the Allow Viewing Advices Online field is assigned to all of the employees that meet the criteria entered in the remaining fields on the form. Figure 12 on page 100 shows an example of this form.

You can limit the employees who are given this capability by entering a saved list name, employee IDs, or additional selection criteria.

Note: If you enter an employee ID, you cannot also enter a saved list name or additional selection criteria.
If you leave all of the selection fields blank, the process sets the option that you specify to all *active* employees—that is, all employees who either have no termination date or whose termination date is later than the date on which you are running this process.

When you enter data in the selection fields, the process selects those employees who meet the criteria, regardless of whether they are active or inactive. Therefore, using the selection fields enables you to give a group of terminated employees the capability to view their advices online after their termination date.

For more information about using this process, see the *WebAdvisor for Colleague HR* manual.
Maintaining Information on Earnings Limits

In This Chapter

Information on the earnings limits for employees in particular earnings categories are stored and maintained in the EMPLOYES file.

Table 22 lists the topics covered in this chapter.

Table 22: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Earnings Limits in Colleague</td>
<td>102</td>
</tr>
<tr>
<td>Updating Earnings Limit Information</td>
<td>103</td>
</tr>
<tr>
<td>Clearing the Earnings Limits</td>
<td>105</td>
</tr>
</tbody>
</table>
Overview of Earnings Limits in Colleague

The EMPLOYES file contains information on each employee’s earnings limits and earnings limits-to-date for the quarter, calendar year, and fiscal year in each of the employee’s earnings categories (Regular, Overtime, Leave, College Work-Study, and Miscellaneous).

Periodically, you must review and update this information to ensure that it reflects the current regulatory or institutional policy. At other times, particularly at the end of the year, you must clear the limit-to-date information for one or all earnings categories in order to reset the counters for the employees in those earnings categories.

Note: Colleague uses earnings limits for reporting purposes only. Your employees’ earnings are not reduced or stopped if they exceed their specified limit. This differs from the limits on benefits and deductions, which do stop an employee from continuing in a benefit or deduction when its specified limit is met.

The Payroll Register and the Limit Against Earnings report help you monitor when an employee is approaching the earnings limits. (For information about these reports, see “Contents of the Payroll Detail Register” on page 246 and “Step 24. Print the Limit Against Earnings Report” on page 299.)

The Employee Earnings (EERN) form enables you to manually update an employee’s limits and limit-to-date earnings in one or more earnings categories. The Clear Employee Limits (CEML) form enables you to clear the earnings limit-to-date amounts, the earnings limits, or both for all employees in an earnings category. Each of these forms is discussed in the sections that follow.

Note: If your institution uses Colleague’s Financial Aid module, Ellucian recommends that, instead of the EERN and CEML processes, you use the Update FA Earnings Limits (UFEL) process to update or clear the earnings limits for student employees participating in a college work-study program.

The UFEL process interfaces with the Financial Aid module to automatically update the earnings limits for student employees from information in the Financial Aid files or to clear all information pertaining to an award, not just the earnings limits. For information about using the UFEL process, see “Maintaining Employee Financial Aid Information” on page 126.
Updating Earnings Limit Information

You can use the Employee Earnings (EERN) form to view or modify information about earnings limits for existing employees. You can also use it to add a new employee to the EMPLOYES file.

Viewing or Modifying Information for Existing Employees

Use the Employee Earnings (EERN) form to do the following:

- Modify the limits in the Limit Amts and Limit ToDate fields for an existing employee.
- Review all of the to-date earnings—quarterly, calendar year, and fiscal year—for an existing employee. You cannot change the to-date earnings information that Colleague displays on the form; this information reflects earnings that have already been paid and, therefore, is for display only.

Note: If you use the Financial Aid module, use the Update FA Earnings Limits (UFEL) process instead of the EERN form to update earnings limits for student employees directly from that module. For more information about the UFEL process, see page 126.

You can access the EERN form directly or by going to the Employee Overview (EPOV) form and detailing from the Employee Earnings field.
Adding a New Employee

In addition to viewing or modifying information about an existing employee, you can also add a new employee to the file from either of the following forms:

- Employee Overview (EPOV) form, from which you can then access the EERN form.
- EERN form, if you accessed that form directly.

If you enter a person at the LookUp prompt on either of these forms and that person has a record on the HRPER file in the Human Resources module but not on the EMPLOYES file in the Payroll module, Colleague displays a message asking whether you want to add that person as a new employee. If you select “Yes,” then Colleague immediately adds that person to the EMPLOYES file with all appropriate fields, including those for earnings limits. However, these fields remain empty until you enter information in the Limit Amts and Limit To Date field for the appropriate earnings categories and finish from the EERN form.

**Note:** When adding a new employee, be sure to use all of the appropriate forms available from the Employee Overview (EPOV) form to also enter information about that employee’s taxes and direct deposits. That information is stored in this employee’s record and is essential for other processes in the Payroll module.
Clearing the Earnings Limits

Periodically, such as at the end of the calendar or fiscal year or at the end of a quarter, you will need to clear the limit-to-date earnings for particular earnings categories in order to reset the counters for employees in those categories. At other times, your institution might change the limits for certain earnings categories, and you would then need to clear existing limits so the new limits could take effect.

The Clear Employee Limits (CEML) form enables you to clear the earnings limit-to-date amounts, the earnings limits, or both for all employees in an earnings category. Although you might typically reset the limit-to-date earnings at the end of the year or quarter, you can use this form whenever you need to clear limits or limit-to-date amounts for any reason.

**Note:** If you use the Financial Aid module, use the Update FA Earnings Limits (UFEL) process instead of the CEML form to clear all information pertaining to an award, not just the earnings limits, for student employees. For more information about the UFEL process, see page 126.

**Figure 14:** Example of the Clear Employee Limits (CEML) Form

You can also use this form to clear the current benefit/deduction limit-to-date amounts for the employee’s or the employer’s contribution or both. For more information about the Benefits/Deductions portion of this form, see “Clearing Limit-to-Date Amounts for Benefit/Deductions” on page 138.
For All Employees in an Earnings Category

Use the Earnings Category table on the CEML form to specify each earnings category that needs to be cleared. For each earnings category, enter either “Yes” or “No” in the Limit-to-Date and Limit columns to indicate which amounts you want cleared. The default for each is “Yes.”

When you finish from this form, all employees within the earnings categories that you entered are selected, and the fields that you specified are cleared.

For Selected Employees in an Earnings Category

If you do not want to select all employees within each earnings category, then use the Saved List Name or Additional Selection Criteria field to narrow the employees selected from the EMPLOYES file. For every selected employee—one who is on the saved list, or who meets the selection criteria, or both—the CEML process clears the limits in that employee’s record for those earnings categories that match those entered in the Earnings Category table.
Maintaining Employee Tax Information

In This Chapter

This chapter provides information on the taxes paid by each employee that is stored and maintained in the EMPLOYES file.

Table 23 lists the topics covered in this chapter.

Table 23: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updating Tax Information</td>
<td>111</td>
</tr>
<tr>
<td>Updating Canadian Personal Tax Credits</td>
<td>114</td>
</tr>
<tr>
<td>Clearing Tax Information</td>
<td>117</td>
</tr>
</tbody>
</table>

Overview of Employee Taxes in Colleague

The EMPLOYES file contains information on the taxes that are deducted from each employee’s pay. Occasionally, you might need to adjust the amount of taxes being deducted in each pay cycle, for example, if a single employee marries, or an employee moves to a different jurisdiction.

The Employee Taxes (ETAX) form enables you to view, add, or modify the existing tax information for each employee at your institution. By detailing on a particular tax code displayed, you can access the Employee Tax Withholdings (TXWH) form, which displays the year-to-date and quarter-to-date amounts paid by the employee and by your institution.

During the calculation step of payroll processing, Colleague calculates taxes for both miscellaneous and regular earnings, tax-deferred deductions, and taxable benefits. Regardless of the order in which you enter tax codes on the ETAX form, they are processed in a prescribed order. This order differs depending on whether your institution is located in the United States or Canada.
For U.S. institutions, taxes are calculated in this order:
1. FICA Withholding
2. Federal Withholding
3. Earned Income Credit
4. State Withholding
5. Federal Unemployment Tax (FUTA)
6. Unemployment Insurance
7. City Withholding
8. County Withholding
9. School District Withholding
10. Other Local Withholding

For Canadian institutions, taxes are calculated in this order:
1. Canadian Pension Plan (CPP)
2. Employment Insurance
3. Income Tax
4. Provincial Tax
5. Workers’ Compensation

You can access the ETAX form directly or by going to the Employee Overview (EPOV) form and detailing from the Employee Taxes field. Figure 15 on page 109 shows the relationship between the ETAX and TXWH forms.
Understanding FATER Codes

FATER codes are a Ellucian-created method for telling Colleague which calculation method to use for each tax code. These codes are entered in the FATER Code field for each tax code displayed on the ETAX form. The default is “R” for Regular Tax.

Some FATER codes require that you also enter an amount in the FATER Amount column on the ETAX form. If you do not enter an amount, Colleague calculates the tax as if the FATER code were “R.”
Table 24 below lists the FATER codes that are available, the description for each, and whether you should also enter an amount in the FATER Amount field.

Table 24: FATER Codes and Their Descriptions

<table>
<thead>
<tr>
<th>FATER Code</th>
<th>Description</th>
<th>Requires a FATER Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Fixed Amount</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Indicates that the amount specified in the FATER Amount field should be <strong>deducted</strong> from an employee’s taxable earnings <strong>regardless of</strong> the tax code calculation.</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Additional Amount</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Indicates that the amount specified in the FATER Amount field should be <strong>deducted in addition to</strong> any tax calculation.</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Additional Earnings</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Indicates that the amount specified in the FATER Amount field should be <strong>added</strong> to the employee’s taxable earnings <strong>before</strong> the tax is calculated.</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Exempt Tax</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indicates that a tax should be calculated and applied so that it <strong>reduces</strong> the employee’s taxable earnings. The taxable earnings associated with this FATER code are <strong>tracked</strong> by Colleague.</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Regular Tax</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indicates that the tax is to be calculated normally; it is <strong>not affected</strong> by any special processing requirements.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Deactivated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indicates that a tax is <strong>no longer applicable</strong> to the employee. This code is necessary because after a tax code has been added to an employee’s record, it cannot be removed until it is cleared by year-end processing.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Exempt Tax</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indicates that a tax should be calculated and applied so that it reduces the employee’s taxable earnings. The taxable earnings associated with this FATER code are <strong>not tracked</strong> by Colleague.</td>
<td></td>
</tr>
</tbody>
</table>
Deleting and Deactivating Tax Codes

After a tax code has been added to an employee’s record, it cannot be removed using the ETAX form. Tax codes can be permanently removed from an employee’s record only during end-of-year processing.

If a tax code becomes inapplicable for an employee during the year, you can deactivate it by assigning it the FATER code “D” on the ETAX form. A deactivated tax code is ignored during payroll processing. If you later want to reactivate it, simply assign it a new FATER code.

**Note:** During end-of-year processing, any tax code with the FATER code “D” (deactivated) is purged from the employee’s record.

Updating Tax Information

You can use the Employee Taxes (ETAX) form to view or modify information about taxes for existing employees. You can also add a new employee to the EMPLOYES file from this form.

**Note:** Do not use the ETAX form to make a one-time adjustment to the taxes applied to an employee’s earnings during payroll processing. Instead, use the Pay Period Tax Adjustment (PPTA) form. For more information about this process, see “Tax Adjustments” on page 478.

Viewing or Modifying Information for Existing Employees

Use the Employee Taxes (ETAX) form to perform the tasks in the following list.

**Note:** Canadian institutions can enter a maximum of two active codes for federal income tax (tax type CINC) on this form, while institutions in the United States can enter only one active tax code for federal withholding (tax type FWHT).
Add a new tax code to an existing employee.

For example, if an employee moved to a municipality that requires tax to be withheld, then you would add that tax code to those currently assigned to that employee. Before you can assign a tax code, you must have defined it using the Tax Code Definition (TAXC) form. For more information about defining tax codes, see the Using Human Resources manual.

You can enter these codes in any order. However, when you update or finish from this form, Colleague sorts them in the order in which they will be processed and then displays them in that order when you next access this employee using the ETAX form.

Change a tax code assigned to an existing employee.

For example, if an employee marries, you can change this employee’s existing federal tax code for a single person to the federal tax code for a married person. These tax amounts are totaled for state and W-2 reporting. However, if you prefer to keep the history of this employee’s change, you would deactivate the federal tax code for a single person and add the federal tax code for a married person.

Deactivate a tax code that no longer applies to an employee.

For example, if an employee moves to a different municipality, then you would need to deactivate that tax code to ensure that municipal taxes are no longer withheld from that employee’s pay.

Change the number of exemptions or allowances for a particular tax code.

Employees often need to change the number of exemptions claimed on their W-4 form to adjust the amount of federal tax withheld. Likewise, employees in those states or localities that permit allowances might need to make similar adjustments.

Change the FATER code, FATER amount, or both.

For example, if an employee wants additional state tax withheld, you would change the FATER code to “A” and enter the additional amount to be withheld in the FATER Amount field.

Review the quarter-to-date and year-to-date tax contributions for both the employee and employer.

To view this information, detail on the appropriate tax code to access the Employee Tax Withholdings (TXWH) form. This form also displays the days and weeks worked for both the quarter and year to date.
Adding a New Employee

In addition to viewing or modifying information about an existing employee, you can also add a new employee to the EMPLOYES file from either of the following forms:

- The Employee Overview (EPOV) form, from which you can then access the ETAX form.
- The ETAX form, if you accessed that form directly.

If you enter a person at the LookUp prompt on either of these forms, and that person has a record in the HRPER file in the Human Resources module but not in the EMPLOYES file in the Payroll module, then Colleague displays a message asking whether you want to add that person as a new employee.

If you select “Yes,” then Colleague does the following:

- Adds that person to the EMPLOYES file with all appropriate fields, including those for taxes. However, these fields remain empty until you enter tax code information on the ETAX form.
- Displays a message asking you to enter a tax template. Tax templates are predefined sets of tax codes that can be used by a group of employees who have identical or similar tax situations. For example, you might have a tax template for married employees and another for single employees. You can use the LookUp feature to select the appropriate tax template for this employee.
  - If you select a tax template, you can still modify the information that defaults into the ETAX form.
  - If you do not select a tax template, you must manually enter each tax code that applies to this employee.

For more information about setting up tax templates, see “Defining Tax Templates” on page 68.

If your institution is located in Canada, the ETAX process also stores an employer account number in the record for any new employee added to the database by using this form. The value that defaults into the Employer Acct field comes from an active EI tax type code created on the Statutory Deduction Codes (STDC) form. If your institution is located in the U.S., leave this field blank.

**Note:** When adding a new employee, be sure to use all of the appropriate forms available from the Employee Overview (EPOV) form to enter information about that employee’s earnings and direct deposits. That information is stored in this employee’s record and is essential for other processes in the Payroll module.
Updating Canadian Personal Tax Credits

If your institution reports Canadian taxes, you also need to maintain personal tax credits for each employee by using the Personal Tax Credits Return (TD1) form. The following forms are used to enter and maintain this information:

- Tax Credit Return Summary (TCRS) form, which summarizes an employee’s personal tax credit information.
- Tax Credit Return (TCRT) form, which is a detail form from the TCRS form and contains the information about a particular line item on the TCRS form.

Understanding the Tax Credit Return Summary (TCRS) Form

The Tax Credit Return Summary (TCRS) form enables Canadian institutions to view a specific employee’s total tax credit information. You can access this form directly or by detailing from the Tax Credit Return Summary field on the Employee Overview (EPOV) form.

The TCRS form summarizes an employee’s tax credits as specified on that employee’s TD1 form. You can use the TCRS form to view information that you enter on the Tax Credit Return (TCRT) form. To add a new personal tax credit for an employee, you would detail on the Add TD1 Tax Credit field to access the TCRT form. For more information about the TCRT form, see “Overview of the Tax Credit Return (TCRT) Form” on page 115.

You can view the following information on the TCRS form:

- Date range for which the tax credits are in effect.
- Total amount of federal tax credits, taken from the employee’s TD1 form.
- Total amount of federal prescribed zone amount and other authorized tax credit amounts.
- Total amount of provincial tax credits, taken from the employee’s TD1 form.
- Total amount of provincial prescribed zone amount and other authorized tax credit amounts.

In addition, you can change the date range for a particular tax credit.
Overview of the Tax Credit Return (TCRT) Form

The Tax Credit Return (TCRT) form enables Canadian institutions to enter the credit amounts specified on the employee’s TD1 form or on the corresponding form, if any, for your province.

- To add a new tax credit, you must detail from the Add TD1 Tax Credit field on the TCRS form.
- To modify an existing TD1 tax credit, you can detail from a line of information in the Tax Credits field on the TCRS form. Figure 17 on page 116 below shows the information that is displayed on the TCRT form for a particular line item on the TCRS form.
Most of the federal information entered on the TCRT form can be taken from the corresponding line item on the employee’s TD1 form. To enter data for the Other Authorized Tax Credits field, however, the information originates from a source other than the TD1 form. This field contains the total dollar amount of any other federal tax credits not previously specified in any other field, such as medical expenses and charitable donations. Enter the total dollar amount, if any, that the employee is claiming for other authorized tax credit amounts.
Clearing Tax Information

Neither U.S. nor Canadian institutions can use the ETAX form to clear any tax information. This section discusses how to remove a tax code from an employee’s record and how to clear tax contributions made by an employee and employer.

**Note:** To ensure accurate tax records, you cannot use Colleague to clear tax contributions from the EMPLOYES file at any time other than during normal quarterly or end-of-year processing.

Clearing Tax Codes

You cannot remove a tax code from an employee’s record. However, you can use the ETAX form to change one tax code to another, such as changing the federal withholding for an unmarried employee who gets married, or to deactivate a tax code that no longer applies by assigning it the FATER code “D.” Colleague ignores deactivated tax codes during payroll processing. If you later need to reactivate it, you can simply assign it a new FATER code. See “Understanding FATER Codes” on page 109 for more information about using FATER codes.

Deactivated tax codes—those with a FATER code “D”—are permanently removed from an employee’s record when any of the following quarter-end or calendar end-of-year processes are run:

- For U.S. institutions, quarterly processing and calendar year-end processing is done using the Clear Employee QTD/YTD Totals (QCLT) form. For information about this process, see the *U.S. Regulatory Reporting* manual.
- For Canadian institutions, calendar year-end processing is done using the Clear Employees Amounts (CEMP) form. For information about when to use this process, see “Preparing for the First Payroll of the New Year” on page 582.
Clearing Amounts to Date

Whenever you close out a quarter, a calendar year, or a fiscal year, you must clear all totals—including tax amounts—before Colleague enables you to run the first payroll of the next quarter or year. You cannot use Colleague to clear tax amounts at any other time.

To clear these amounts, use the following processes depending on the location of your institution and whether you are clearing quarterly, calendar-year, or fiscal-year totals:

- For U.S. institutions, quarterly processing and calendar year-end processing is done using the Clear Employee QTD/YTD Totals (QCLT) form. For information about this process, see the *U.S. Regulatory Reporting* manual.
- For Canadian institutions, calendar year-end processing is done using the Clear Employees Amounts (CEMP) form. For information about when to use this process, see “Preparing for the First Payroll of the New Year” on page 582.
- For fiscal year-end processing, both U.S. and Canadian institutions use the Clear Payroll FYR Totals (CPFY) form.
In This Chapter

Direct deposit information for each employee who participates in your institution’s direct deposit program is stored and maintained in the EMPLOYES file.

Table 25 lists the topics covered in this chapter.

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Overview of Direct Deposit Information in Colleague

A employee participating in your institution’s direct deposit program can have deposits made to any number of accounts in any number of banks. The Employee Direct Deposits (EDDP) form is used to maintain the following information for each participating employee:

- Banks and account numbers to receive the deposits.
- The type of account, either checking or savings, that is receiving each deposit.
- Amount to be deposited to each account.
- Order in which the deposits are to be allocated.
- The dates when the deposits should begin and end.
- Any pay cycles that should be skipped.

You can access the EDDP form directly or from the Employee Overview (EPOV) form by detailing on the Employee Direct Deposits field.

Figure 18: Example of the Employee Direct Deposits (EDDP) Form

Note: Do not use the EDDP form to make one-time adjustments to an employee's direct deposit distributions. Instead, use the Pay Period Deposit Adjustment (PPDA) form for any one-time adjustments that must be made. For more information, see “Direct Deposit Adjustments” on page 480.
If an employee is depositing portions of pay into several bank accounts, Colleague must know not only the bank code, type of account, and account number for each deposit, but also the amount to be deposited into each account and the order in which to allocate the deposits.

Note: Any changes that you make to an existing line item on the EDDP form or any new line items that you add are not processed until the bank where your institution has its payroll account is notified of the new and changed information. See "Notifying Your Bank of the Changes" on page 124 for more information.

Specifying the Deposit Amounts

In the Deposit Amount field on the EDDP form, you must enter an actual dollar amount, not a percentage, for every bank code entered except the one that is to receive the balance after all other deposits are allocated.

For the bank code that is to receive the balance, enter R for “Remainder” as the deposit amount. You can specify only one bank code with a deposit amount of “Remainder;” any net pay remaining after all other deposits are allocated is then deposited into that account.

Determining the Priorities for the Deposits

In the Prty (Priority) field on the EDDP form, you must enter a number from 1 to 999 for every bank code entered to determine the order in which the deposits are to be made. The Payroll Calculation-Register (CALC) process uses this information during payroll processing to allocate the deposits. A bank code with a lower number in this field is processed before one with a higher number. The bank code with the deposit amount as “Remainder” is always assigned the priority 999 and, therefore, is always allocated last.

In the example shown in Figure 18 on page 120, the line items would be processed in this order:
1. Line Item 1 with the deposit of $500.00 and the priority 1.
2. Line Item 2 with the remaining net pay and the priority 999.
Suspending an Employee from Direct Deposit Processing

Employees participating in your direct deposit program might not want to have every paycheck deposited. For example, employees who hold positions in different pay cycles might want their paycheck in one pay cycle deposited but not the other. Even employees who hold only one position at times might want to temporarily be suspended from the direct deposit program and receive a paycheck.

- To exclude or suspend an employee from the direct deposit program for particular pay cycles, enter the pay cycles to be skipped in the Cycles To Skip field on the EDDP form. You can specify up to five pay cycles. The employee will be excluded from the direct deposit program and receive a paycheck for every pay cycle entered in this table until the pay cycle is removed.

- To reinstate employees who were temporarily suspended from the program, delete that pay cycle from the Cycles To Skip table.
Making One-Time Adjustments

Do not use the EDDP form to make one-time adjustments to an employee’s direct deposit distributions. Instead, use the Pay Period Deposit Adjustment (PPDA) form for any one-time adjustments that must be made. For more information, see “Direct Deposit Adjustments” on page 480.

Adding a New Employee

In addition to viewing or modifying information about an existing employee, you can also add a new employee to the file from either of the following forms:

- Employee Overview (EPOV) form, from which you can then detail on the Employee Direct Deposits field to access the EDDP form.
- EDDP form, if you accessed that form directly.

If you enter a person at the LookUp prompt on either of these forms and that person has a record on the HRPER file in the Human Resources module but not on the EMPLOYES file in the Payroll module, then Colleague displays a message asking if you want to add that person as a new employee. If you enter “Yes,” then Colleague immediately adds that person to the EMPLOYES file with all appropriate fields, including those for direct deposit information. However, these fields remain empty until you enter direct deposit information for that employee on the EDDP form.

Note: When adding a new employee, be sure to use all of the appropriate forms available from the Employee Overview (EPOV) form to enter information about that employee’s earnings and taxes. That information is stored in this employee’s record and is essential for other processes in the Payroll module.
Notifying Your Bank of the Changes

When you enter or change a line item on the EDDP form, the value in the Chg Flg (Change Flag) field on the form is automatically changed to “Y,” indicating that the line item has been changed. (The value in this Chg Flg field on the EDDP form is stored in the EMP.DEPOSIT.CHANGE.FLAGS field in the EMPLOYES file.)

During payroll processing, Colleague ignores any direct deposit information that has a “Y” in this Chg Flg field. To change the status of this flag and have Colleague begin creating transactions for this line item, you must notify the bank where your institution has its payroll account of this new or changed information.

The process that you use to notify your bank depends upon whether your bank requires this information in a separate file or enables you to include it in the file containing the direct deposit payments for a payroll.

- If you must create a separate file containing only the new or changed direct deposit information, use the Direct Deposit Prenote (DDPN) form. For information about using the DDPN process, see “Creating a Prenotification File” beginning on page 331.
- If you can include this information on the same file as the direct deposit payments, use either the U.S. Direct Deposit (UDDM) or Canadian Direct Deposit (CDDM) form according to your institution’s location. For information about using these processes, see “Step 21. Create the Direct Deposit File” on page 287.

All of these processes—DDPN, UDDM, and CDDM—automatically change the Chg Flg field to “P,” which tells Colleague that your bank has been notified of this employee’s change and that this change can now be included in payroll processing.

The next time that you process a payroll for this employee, Colleague creates a direct deposit transaction for this line item and deletes the “P” from the Chg Flg field leaving it blank. Payroll processing always checks this field and creates direct deposit transactions only when it finds either a “P” or nothing.
In This Chapter

If your institution uses Colleague’s Financial Aid module, you can use the Update FA Earnings Limits (UFEL) process to interface between the Payroll and Financial Aid modules and either update the earnings limits of student employees or clear all award data at the end of an award year.

Table 26 lists the topics covered in this chapter.

Table 26: Topics in This Chapter

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</table>
Overview of the Process

Student employees participating in either the federal College Work-Study Program (destination 3) or another work-study program at your institution (destination 5) are allowed to earn only a specified amount based on the award that they receive. To maintain this information, you must do the following:

- Periodically update their earnings limits to reflect any new awards.
- At the end of each award year, clear all award data to prepare for the new award year.

Colleague’s Update FA Earnings Limits (UFEL) process performs both of these functions. However, unlike the forms that you can access from the Employee Overview (EPOV) form, you cannot use this form to add a new student employee to the EMPLOYES file.

Figure 19: Example of the Update FA Earnings Limits (UFEL) Form
Updating the Financial Aid Earnings Limits for Student Employees

Ellucian recommends that you run the UFEL process to *update* the earnings limits at the beginning of each payroll that contains any student employees. Doing so ensures that the employees’ records in the Payroll module contain the most recent accepted awards listed in the Financial Aid module.

For more information about using the UFEL process to update these earnings limits, see “Step 2. Update Limits for Student Employees with Financial Aid” on page 206.

Although the Employee Earnings (EERN) process can also update financial aid earnings limits, institutions that use Colleague’s Financial Aid module should *always* use the UFEL process instead. The UFEL process gathers the awards for the specified work-study programs (destinations) directly from the files in the Financial Aid module and uses that data to update records in the EMPLOYES file with the appropriate earnings limits for each accepted award.
Clearing Data on Financial Aid Awards for Student Employees

Although you can run the UFEL process to clear earnings limits at any time, you must run it at the end of a financial aid award period to remove all limits and awards for the previous award period and prepare the file for the accepted awards in the new award period. In clear mode, the process clears the award, earnings limits, and earnings limit-to-date fields in the EMPLOYES file for the selected destinations.

To finish from this form when updating earnings limits, you must enter information in the following fields:
- Update or Clear Earnings Limits
- Individual or Award Limits
- Destination

Comparison with the Clear Employees Limits (CEML) Process

Although the Clear Employee Limits (CEML) process can also clear financial aid earnings limits, institutions that use Colleague’s Financial Aid module should always use the UFEL process instead. The CEML process clears only the amounts in the earnings limit and limit-to-date fields, while the UFEL process clears not only these fields but also the award and all of its associated information.
Procedure for Clearing the Earnings Limits for Student Employees

Use the Update FA Earnings Limits (UFEL) process to update the earning limits for students participating in a work-study program.

If you do not use the UFEL process, see “Clearing the Earnings Limits” on page 105 for more information about the Clear Employees Limits (CEML).

Step 1. Access the Update FA Earnings Limits (UFEL) form.

Step 2. In the Update or Clear Earnings Limit field, enter C to clear award information.

Step 3. Do you want to select individual student employees or all student employees?
   - **All student employees.** Enter A in the Individual or Award Limits field.
   - **Individual student employee.** Enter I in the Individual or Award Limits field.

Provide the IDs by either specifying the name of a saved list in the Saved List Name field or by entering the IDs in the Employee IDs field.

Step 4. In the Destination field, specify the type of work-study program with which the awards are associated.
   - To clear the award information only for the employees participating in the federal College Work-Study Program (destination 3), enter C.
   - To clear the award information only for the employees participating in other work-study programs (destination 5), enter R.
   - To clear the award information for employees participating in both programs, enter B.

Step 5. In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting the student employees whose award information you want to clear.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this UFEL form. You can enter criteria for selecting employees from the EMPLOYES file there.
**Step 6.** On the peripheral defaults form, specify the additional selection criteria for this process.

**Step 7.** Finish from the UFEL form to begin clearing the award information for the selected student employees.
Maintaining Benefit/Deduction Limit-to-Date Amounts

In This Chapter

Information about the limits, if any, on the contributions that employees and employers can make toward specific benefits/deductions, and about the contributions that have been made so far towards those limits, are stored in the EMPLOYES file.

Note: Limits on the contributions to particular benefits/deductions are entered and maintained on the Person’s Benefits/Deductions (BNDS) form. For information about this form and about assigning benefits and deductions to employees, see the Using Human Resources manual.

Table 27 lists the topics covered in this chapter.

Table 27: Topics in This Chapter

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Overview of Benefit/Deduction Limit-to-Date Amounts

For those benefits/deductions that have limits on the amounts that can be contributed, such as a flexible spending contribution or the employer’s contribution to the employee’s retirement plan, you can review and, if necessary, update the amounts contributed to date to ensure that they are accurate.

Note: Unlike the limits on earnings categories, which do not stop or reduce the employee’s earnings once those limits are reached, when the limits to the contributions for a benefit/deduction are reached, no other contributions can be made to that benefit/deduction.

In addition, there are times, particularly at the end of the year, when you must clear the limit-to-date information for those benefits/deductions that have contribution limits in order to reset the counters for the employees who have those benefits/deductions.

The following forms are used to perform these tasks:

- The Employee Ben/Ded Limits (EBDL) form and its detail form, Benefit/Deduction Totals (BDTL), which allow you to view and modify the limits-to-date on specific benefits/deductions for an employee.
- The Clear Employee Limits (CEML) form, which enables you to clear the employee or employer limit-to-date amounts for specific benefits/deductions for an employee.

Each of these forms is discussed in the sections that follow.
Updating Limit-to-Date Amounts

The Employee Benefit/Deduction Limits (EBDL) form and its detail form, Benefit/Deduction Totals (BDTL), provide information about the employee’s and employer’s limit-do-date amounts for each benefit/deduction assigned to the employee.

You can also use the BDTL form to add an existing person to the EMPLOYES file.

**Figure 20:** Examples of the EBDL Form and the BDTL Form
Viewing or Modifying Information for Existing Employees

Using the Employee Ben/Ded Limits (EBDL) and Benefit/Deduction Totals (BDTL) forms, you can do the following:

- Review the limits for the benefits/deductions assigned to the employee.
- Compare those amounts with the amounts contributed so far toward that limit.

**Note:** The EBDL form displays all of the benefits/deductions assigned to the employee, including those that have no limit amount.

An example of the EBDL and BDTL forms are shown in Figure 20 on page 133.

The EBDL Form

For each benefit/deduction that is defined with a limit amount, the EBDL form displays the current amount that has been contributed so far toward the limit amount by the employee, the employer, or both:

- For *employee-paid* benefits/deductions, the amount that the employee has contributed is displayed in the Employee Limit to Date field.
- For *employer-paid* benefits/deductions, the amount that the employer has contributed is displayed in the Employer Limit to Date field.
- For benefits/deductions for which the cost is *shared* between the employee and the employer, the amount contributed by each is displayed in the corresponding Limit to Date field.

If any of these amounts is not correct, you can enter the correct amount.

**Technical Tip:** A benefit/deduction that shows no contributions to date either has no limit amount, or the benefit/deduction has not yet been through payroll processing where deductions and contributions are calculated and attributed to the employee.

On the EBDL form, you can update only the limit-to-date amounts if necessary; you cannot change the employee’s benefits/deductions or any limits associated with them.
To add or delete a benefit/deduction or to change its limits, use the Person’s Benefits/Deductions (BNDS) form in the Human Resources module. (For more information about enrolling employees in benefits, see the Using Human Resources manual.)

Because the limit-to-date amounts represent the contributions and deductions made during payroll processing, you should rarely, if ever, need to update these amounts.

For more detailed information about the amounts contributed to a particular benefit/deduction, you can detail from any line item to the Benefit/Deduction Totals (BDTL) form.

The BDTL Form

The Benefit/Deduction Totals (BDTL) form provides a detailed breakdown of the amounts contributed by the employee, the employer, or both if the cost is shared between the employee and employer.

Costs That Are Shared

When the cost of the benefit/deduction is shared between the employee and the employer, the BDTL form displays the following amounts:

- The total limit amount for the employee and for the employer.
- The amount of the limit that the employee and the employer each have contributed as of today’s date.
- The amounts that the employee and the employer each have contributed so far this quarter, this year, and this fiscal year.

Costs Paid by Only the Employee or the Employer

If the cost is paid only by the employee, then only the fields labeled as an employee amount contain amounts, or information pertaining to the amounts, that the employee has paid.

Likewise, if the cost is paid only by the employer, then only the fields labeled as an employer amount contain amounts that the employer has paid.
**Canadian GST Information**

For Canadian institutions, the BDTL form also displays the following information about the computed Goods and Services Tax (GST) for those benefits/deductions that have a GST component:

- The employee’s and the employer’s share of the benefit/deduction before the GST tax is computed as of the quarter to date, the year to date, and the fiscal year to date.
- The amount of GST tax for which the employee and the employer are liable so far this quarter, this year, and this fiscal year. This amount is computed on the employee’s portion of the benefit/deduction’s cost.
- The year-to-date total for the GST component, if any, that is being added to the employee’s taxable income.

**Note:** You cannot change any of the information displayed on the BDTL form.

**Figure 20** on page 133 shows the relationship of these two forms. In this example, the EBDL form for Jade Mallet shows that his employer has contributed $612.00 to his teacher’s retirement plan and that he has contributed $120 to his health flexible spending plan, and $68.00 to his dependent care flexible spending plan.

Detailing on the benefit/deduction code FLXM accesses the BDTL form, which provides the following information about the contributions made to his health flexible spending plan:

- The Employee Limit Amount field shows that Mr. Mallet can contribute up to $5,050 to his health flexible spending plan this year.
- The Employee Limit to Date field shows that he has already contributed $100 to his health flexible spending plan this year.
- The Quarter to Date column shows that he contributed $100 of that $5,050 in this quarter.
- The Year to Date column shows that a total of $100 was contributed so far this year.
- The FiscalYr to Date column shows that $300 was contributed so far during this fiscal year.
Adding a New Employee

In addition to viewing or modifying information about an existing employee, you can also add a new employee to the file from either of the following forms:

- Employee Overview (EPOV) form, from which you can then access the EBDL form.
- EBDL form, if you accessed that form directly.

If you enter a person at the LookUp prompt on either of these forms and that person has a record on the HRPER file in the Human Resources module but not on the EMPLOYES file in the Payroll module, then Colleague displays a message asking if you want to add that person as a new employee.

If you select “Y,” then Colleague adds this employee to the EMPLOYES file. However, you cannot assign benefits and deductions to this employee from this form; instead, you must use the Person’s Benefits/Deductions (BNDS) form to add them and to assign any limits to their contributions. For information about setting up benefits and deductions and assigning them to employees, see the Using Human Resources manual.

**Note:** When adding a new employee, be sure to use all of the appropriate forms available from the Employee Overview (EPOV) form to also enter information about that employee’s earnings, taxes, and direct deposits. That information is stored in this employee’s record and is essential for other processes in the Payroll module.
Clearing Limit-to-Date Amounts for Benefit/Deductions

Periodically, such as at the end of a calendar or fiscal year, you will need to clear the limit-to-date information for those benefits/deductions that have a limit on the employee’s or employer’s contributions. Clearing these limits resets the counter for each amount so that contributions for the new calendar or fiscal year are reflected accurately.

The Clear Employee Limits (CEML) process enables you to clear the limit-to-date amounts for the employee contribution, the employer contribution, or both for the employees enrolled in particular benefits/deductions. Although you might typically reset the limit-to-date amounts at the end of the year or quarter, you can use this form any time that you need to clear those amounts.

**Note:** You can also use the CEML process to clear the earnings limit-to-date amounts, the earnings limits, or both for all employees in an earnings category. For information, see "Clearing the Earnings Limits" on page 105.

**Figure 21: Example of the Clear Employee Limits (CEML) Form**

Use the Benefit/Deductions table on the CEML form to specify each benefit/deduction that needs to be cleared. Then, for each benefit/deduction, enter either “Yes” or “No” in the Employee and Employer Limit-to-Date fields to indicate which amounts that you want cleared. The default for both is “Yes.”
When you finish from the CEML form, Colleague selects all employees having the benefits/deductions that are entered in this table and clears the amounts in the limit-to-date fields that you specified to be cleared.

You can also use this form to clear the current limit and limit-to-date amounts for the employees in particular earnings categories. For more information about the Earnings Category table, see “Clearing the Earnings Limits” on page 105.

Procedure for Clearing Limits

Follow the steps below to clear limits for all or some benefits/deductions.

Note: To clear earnings limits for employees, see “Clearing the Earnings Limits” beginning on page 105.

Step 1. Access the Clear Employee Limits (CEML) form.

Step 2. In the Benefits/Deductions table, use the LookUp feature to select the each benefit/deduction for which you want to clear limits.

Technical Tip: If you want to select all benefit/deductions, check Select All on the list of benefits/deductions that are displayed. All of the displayed benefit/deduction codes are then flagged for selection.

When you return to the CEML form, each benefit/deduction that you selected is listed in the Benefits/Deductions table. The corresponding Employee and Employer Limit-to-Date fields for each benefit/deduction display “Yes.”

Step 3. Do you want to clear the limits for all benefits/deductions displayed in the Benefits/Deductions table?

Yes. Continue with the next step.

No, I want to clear the limits for only some of these benefits/deductions.

For each benefit/deduction that you do not want to process, do either of the following:

- Click the numbered Table Operation Button at the beginning of the row for that benefit/deduction, and choose Delete.
That row is removed from the table.

- Enter No in the corresponding Limit-to-Date fields.

**Step 4.** If you have a saved list that you want to use to limit the employees processed, enter its name in the Saved List Name field. Otherwise, leave this field blank.

The saved list that you enter must contain record IDs from the EMPLOYES file.

If you do not know the name of the saved list, use the LookUp feature to select from a list of those available.

**Step 5.** If you want to create a query to select the employees whose limits will be cleared, enter “Yes” in the Additional Selection Criteria field. Otherwise, leave the default as “No.”

If you enter “Yes,” the Additional Criteria form is displayed when you save and update from the CEML form.

**Step 6.** Save your work and update from the CEML form.

The CEML process will begin clearing the limits for these benefits/deductions.
Using Payroll
Time Entry and Attendance
Understanding Time Tracking

In This Chapter

This chapter provides information about how time tracking is used in Colleague HR.

Table 28 lists the topics in this chapter.

Table 28: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Time Tracking</td>
<td>143</td>
</tr>
<tr>
<td>Files Used</td>
<td>146</td>
</tr>
</tbody>
</table>

Overview of Time Tracking

Colleague HR enables you to record the actual number of hours worked by an employee each day in a pay period.

Note: To ensure that your employees' pay is calculated correctly, you must have defined your pay classes by using hours as the units of time. Using other measures, such as days or weeks, can cause errors in payroll calculation.

Role of Work Schedules

Work schedules provide information about the days and hours that an employee in a particular position is scheduled to work. Work schedules are defined on the Work Schedule Definition (WRKS) form and assigned to a position on the Position Definition (POSD) form.
These schedules provide Colleague with default time information, which reduces the amount of data entry required in entering time information for each employee for each day of each pay period. The amount of information that is defaulted varies according to the time recording type assigned to an employee’s position.

**Time Recording Types**

You can choose from three time recording types that control how information defaults from an employee’s work schedule:

- Exception-based
- Positive-based
- Scheduled positive-based

Exception-based and positive-based are standard industry time-recording methods. Schedule positive-based is a Ellucian-created method that is similar to positive-based time recording but with significantly less data entry.

**Exception-Based**

With exception-based time recording, all of an employee’s time information defaults in during the Pay Period Generation (PPGN) process. In fact, an employee with exception-based time recording is automatically processed with no effort from you. This means that employees with exception-based time recording always gets paid, regardless of whether you review or alter their time information. Your only task with exception-based time recording is to enter each employee’s exceptions—that is, the vacation time, holidays, sick leave, etc., used by an employee in the pay period you are processing.

Exception-based time recording is used most often for salaried employees with a fixed work schedule. A typical example would be a salaried employee who works Monday through Friday, eight hours a day.

**Positive-Based**

Positive-based time recording is a more manual process. Although the dates and earnings types are defaulted in, work hours are not. Therefore, you must enter all time worked for each employee with positive-based time recording or that employee will not get paid.
Positive-based time recording is used most often for hourly employees who must submit a time card each pay period, and for hourly or salaried employees with no fixed work schedule—such as College Work Study employees or casual employees who might work Monday and Tuesday this week for six hours each day, but Wednesday, Thursday and Friday next week for four hours each day.

**Scheduled Positive-Based**

The scheduled positive-based time recording type was created by Ellucian to help alleviate some of the data entry required with employees using the positive-based time recording method. This method is similar to positive-based time recording in that you must enter time information for every employee using this method; therefore, each employee must be processed in order to be paid. However, it differs in that when you bring up an employee on the Time Card Entry (TCDE) form, that employee’s default work schedule information is defaulted into the pay period work time. You then make only the necessary adjustments.

Scheduled positive-based time recording is most useful for employees who must submit a time card each pay period but who have a fixed work schedule, for example, they typically work Monday through Friday eight hours a day every week. An example of such employees would be clerical or physical plant workers.

**Controlling the Data Entry Required**

Your institution’s policies and procedures affect the amount of data entry required to track employees’ worked time. For example, some institutions reduce the amount of data entry by assigning most of their employees to the exception-based time recording type.

Other institutions require a more strict control of the time-entry process and, therefore, choose to assign most, if not all, of their employees to the positive- or scheduled positive-based time recording type. This decision can result in a substantial amount of data entry.
**Options for Capturing Time Information**

Table 29 shows the options that are available for capturing time worked by employees. Regardless of the method used, all time entries can be modified by using the Time Card Entry (TCDE) form.

**Table 29: Options for Capturing Time Information**

<table>
<thead>
<tr>
<th>Option</th>
<th>Performed by</th>
<th>Form or WebAdvisor Workflow Used</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter time in Colleague</td>
<td>Payroll staff</td>
<td>Time Card Entry (TCDE)</td>
<td>“Entering Time Information” beginning on page 151</td>
</tr>
<tr>
<td>Enter time in WebAdvisor</td>
<td>Employees</td>
<td>WebAdvisor Time Entry and Approval workflow</td>
<td>WebAdvisor for Colleague HR manual</td>
</tr>
<tr>
<td>Import time from a third-party vendor’s device or software</td>
<td>Payroll staff</td>
<td>Time Card Batch Entry (TCBE)</td>
<td>“Importing Time Information” beginning on page 163</td>
</tr>
<tr>
<td>Import faculty teaching time from Colleague files</td>
<td>Payroll staff</td>
<td>Batch Import Faculty Time (BIFT)</td>
<td>“Importing Faculty Teaching Time” on page 171</td>
</tr>
</tbody>
</table>

**Files Used**

This section provides an overview of the files that store time information. It also explains the relationship between the EMPTIME.DTL and the PPDTIME.DTL files. Because of the way in which these files are updated, the order in which data is entered and adjusted is extremely important.
Overview of the Files Used

Table 30 below provides an overview of the files used with time tracking.

Table 30: Files Used with Time Tracking

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPTIME</td>
<td>This is a pointer file to each of an employee’s records in the EMPTIME.DTL file.</td>
</tr>
<tr>
<td>EMPTIME.DTL</td>
<td>This file is used to store time information that has been entered for each of an employee’s positions in a pay period. It is populated by time information entered on the Time Card Entry (TCDE) or the WebAdvisor Time Entry forms, in addition to time that is imported using the Time Card Batch Entry (TCBE) or the Batch Import Faculty Time (BIFT) process. The Pay Period Generation (PPGN) process uses this data to create PPDTIME.DTL records for a specific payroll. Records in the EMPTIME.DTL file are deleted at the end of payroll processing.</td>
</tr>
<tr>
<td>EMPTIME.HISTORY</td>
<td>This file stores iterations of the time history for an employee in a pay period. Changes to the employee’s time and supervisor approvals or rejections are stored as separate records. This file is updated by the following: • Time Card Entry (TCDE) form. • Forms for entering, approving, and modifying time in the WebAdvisor Time Entry and Approval workflow. • Time Card Batch Entry (TCBE) process. • Batch Import Faculty Time (BIFT) process.</td>
</tr>
<tr>
<td>EMPTIME.PRD</td>
<td>This is a pointer file to each of an employee’s records in the EMPTIME.DTL file for a specific pay period and pay cycle.</td>
</tr>
<tr>
<td>PPDTIME.DTL</td>
<td>This file stores time information that originated in the EMPTIME.DTL file, along with wage information for each employee, by day and position. It is used during payroll processing to create records in the PAYPRDS file. The information in this file is updated by the Pay Period Generation (PPGN) process from data in the EMPTIME.DTL file and other pay information.</td>
</tr>
</tbody>
</table>
The Relationship Between EMPTIME.DTL and PPDTIME.DTL

The EMPTIME.DTL file stores time information for each employee for the current payroll. The Pay Period Generation (PPGN) and the Pay Period Gross Summary (PPGS) processes use the data in this file to create the PPDTIME.DTL file, which contains the information from the EMPTIME.DTL file along with other pay information, and the PAYPRDS file, which is used to calculate the payroll. To avoid problems when the payroll is calculated, it is important that the time information stored in the EMPTIME.DTL file always matches the time information in the PPDTIME.DTL file.

**Note:** If you do a record delete on the TCDE form, the record is deleted from both the EMPTIME.DTL and the PPDTIME.DTL files.

Figure 22 below illustrates the relationship between these files and the processes used to maintain them.

**Figure 22:** Relationship Between EMPTIME.DTL and PPDTIME.DTL Files
This flow of data is described below:

- The Pay Period Generation (PPGN) process originally populates the PPDTIME.DTL file with information from the EMPTIME.DTL file.
- After the PPGN process is completed, the PPDTIME.DTL file can then be updated for a particular employee by using the Pay Period Gross Summary (PPGS) form and its detail form, Pay Period Gross Adjustment (PPGA).

Time information can still be entered after the PPGN process has completed; however, these late entries change the information already in the EMPTIME.DTL file, which means that it no longer matches the data in the PPDTIME.DTL file.

You should not enter time information after running the PPGN process, regardless of whether the late entries are made by using the Time Card Entry (TCDE), Time Card Batch Entry (TCBE), Batch Import Faculty Time (BIFT), or the WebAdvisor Time Entry form. You can either enter all time prior to running the PPGN process or delay making any adjustments using the PPGS and PGA processes until all time has been entered.

To align these files again, you can do one of the following based on your situation:

- If only a few employees had late time-card entries, you can use the PPGS process to update the PPDTIME.DTL file with the new time information.
- If many employees had late time-card entries, you can rerun the PPGN process to update the PPDTIME.DTL file with the new time information.

**Note:** If you previously used the PPGS process to make a wage change after running the PPGN process and if the same employee who had the wage change also had a late time-card entry, then you must re-enter the wage change using the PPGS form.

You can identify the mismatched records by using the Delete Unprocessed Time (DUPT) form or the Time Card Entry Detail report, which is generated by the Time Card Entry Detail (TCDT) process. For information about the DUPT form, see “Handling Time Entries That Cannot Be Processed” on page 250. For information about the TCDT process, see “Step 9. Print Time Card Entry Detail Report” on page 225.
In This Chapter

This chapter explains the method for manually entering and reviewing the number of hours worked by each employee in each position during a pay period.

Table 31 lists the topics covered in this chapter.

Table 31: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding the TCDE Form</td>
<td>152</td>
</tr>
<tr>
<td>Reviewing an Employee’s Time Entries</td>
<td>160</td>
</tr>
</tbody>
</table>

If you need to import time information rather than enter it manually, Colleague has other processes available.

- To import time information from a third-party vendor’s time-input device or time-tracking software, see “Importing Time Information” on page 163.
- To import teaching time already stored in Colleague Student, Colleague HR, and Colleague Core, see “Importing Faculty Teaching Time” on page 171.

Note: If your institution uses the WebAdvisor Time Entry and Approval workflow, then you do not need to enter or import the employees’ time entries. All time entered in WebAdvisor is automatically stored in the EMPTIME.DTL file, where it is ready for processing. However, you can manually enter missing time for an employee or modify existing time for an employee by using the Time Card Entry (TCDE) form described in this chapter.

For information about setting up and using the WebAdvisor Time Entry and Approval workflow, see the WebAdvisor for Colleague HR manual.
Understanding the TCDE Form

The Time Card Entry (TCDE) form, shown in Figure 23, is used to do the following:

- Manually enter the time that an employee worked in a specific pay period.
- Review and, if necessary, modify an employee’s time entry. You can use the TCDE form to review and modify time that was captured using any of the following methods:
  - Imported using the Time Card Batch Entry (TCBE) or Batch Import Faculty Time (BIFT) processes.
  - Entered by employees using the WebAdvisor Time Entry and Approval workflow.
- Manually approve or reject unapproved time entries.

Figure 23: Example of the Time Card Entry (TCDE) Form
The TCDE form has a number of characteristics that have been designed to simplify and expedite time entry:

- The TCDE form displays only the dates an employee was scheduled to work in the pay period you are processing. However, you can enter time for any date within the start and end dates of the pay period. You can also enter dates outside of this pay period if you enter “Yes” in the Allow Dates Outside Period prompt. For more information about this option, see “Allowing Dates Outside the Pay Period” on page 155.

- The TCDE form displays an employee’s scheduled time and the actual time worked. An employee’s scheduled time is derived from the employee’s work schedule, which is defined on the Person’s Work Schedule (PWSC) form.

- The time information entered on this form is stored in the EMPTIME.DTL and EMPTIME.HISTORY files. The EMPTIME.DTL file is later used by the Pay Period Generation (PPGN) process to create pay period time detail (PPDTIME.DTL) records.

- When you are using the TCDE form, the EMPTIME.DTL record that you are processing and its associated PPDTIME.DTL record are locked by Colleague so that nobody else can alter them until you have completed your processing.

- The Pay Period Generation (PPGN) process or the Pay Period Gross Summary (PPGS) process must be run (or rerun) after any changes are made on the TCDE form. Refer to “The Relationship Between EMPTIME.DTL and PPDTIME.DTL” on page 148 for more information about the ramifications of making additional time entries after you have run the PPGN process.
Information Required for Processing

To use the Time Card Entry (TCDE) form, you need the following information:

- The pay cycle for which you will be entering time information.
- The end date of the pay period for which you will be entering time information.
- The IDs of the employees for which you will be entering time information.
- The IDs of the positions held by those employees.
- The time information that you will be entering, which could be on time cards, completed Payroll Time Worksheet Reports, or other forms used by your institution.

**Note:** To enter leave hours for an employee, the leave plan must be assigned to the employee and must have a value in the Earnings Type field on the Leave Plan Definition (LEAD) form.

The amount of information that defaults into this form is controlled by the time recording type that is assigned to the employee’s position. The time recording type is entered on the Position Definition (POSD) form in the Time Recording Type field.

Time Recording Types

The following sections explain the time recording types.

**Exception-Based or Scheduled Positive-Based**

When an employee has a position with a time recording type of exception-based or scheduled positive-based, the employee’s expected work time is displayed on this form based on the employee’s work schedule. The employee’s work schedule can be defaulted from the Person’s Work Schedule (PWSC) form if a work schedule exists.

You then need to verify that the time worked is correct for this pay period and make any necessary changes.

If the schedule is positive-based, you need to save from the TCDE form even if no changes were made.
Positive-Based

When an employee has a position with a positive-based time recording type, no work time is displayed on this form because positive positions do not have a work schedule.

For these employees, you must enter the time worked for this pay period from the employee’s time card, Colleague’s Payroll Time Worksheet, or another form used by your institution for tracking the time worked. (For information about generating the Payroll Time Worksheet, see “Step 3. Print the Payroll Time Worksheet” on page 210.)

Allowing Dates Outside the Pay Period

After specifying the pay cycle and the pay period ending date at the appropriate prompts, Colleague displays the prompt “Allow Dates Outside Period? (y/n).”

- If you enter “Yes” at this prompt, Colleague does not verify that the date entered in the Work Date field is within the pay period. You can then enter time for any pay period.
  Typically, you would enter “Yes” only in a situation in which you need to pay an employee for time worked during a previous pay period. For example, an hourly employee worked all of the scheduled time for the last pay period, but the time card for that pay period was misplaced, turned in late, or not turned in at all. To pay that employee in the current pay period for that time worked, you would enter “Yes” at this prompt.
  In this situation, you must also use the Pay Period Gross Summary (PPGS) form and its detail form Pay Period Gross Adjustments (PPGA) to indicate that this employee’s pay is for two pay periods. Doing so ensures that all deductions and withholdings are calculated correctly.

- If you enter “No” at this prompt, you can enter time only for the dates within the pay period as defined for this pay cycle on the Pay Cycle Pay Dates (PCPD) form. In most cases, you would enter “No” at this prompt, allowing Colleague to verify that the dates you enter are for this pay period.
Approving the Employee’s Time Entry

The Decision field on the TCDE form enables you to approve or reject the employee’s time entry. If a decision is already entered, you can override it if necessary.

**Note:** When a supervisor rejects an employee’s time entry in WebAdvisor, the employee is automatically notified by email. However, when a time entry is rejected on the TCDE form, Colleague does not notify the employee.

To enter a decision or override an existing decision, select the code to either approve or reject the time entry. These codes are stored in the validation code table WEB.SUPERVISOR.DECISION, which is maintained by Ellucian.

The Reviewer field displays the name of the person who made the decision or the last person who saved this employee’s time entry on the TCDE form.

**Note:** When you save or exit from the TCDE form, such as after entering or changing a decision, your name is automatically recorded in the Reviewer field. It is displayed the next time that this form is accessed.

If a reviewer’s name already appears in this field and you have not changed any information on this form, cancel from the form so that your name does not overwrite the previous reviewer.

If your institution uses the WebAdvisor Time Entry and Approval workflow, the name of the employee’s supervisor is displayed in the Reviewer field if any of the following situations occur:

- The supervisor approved or rejected the employee’s time entry in WebAdvisor, and no one in your payroll department has changed that decision.
- The supervisor reviewed the employee’s time entry in WebAdvisor but did not approve or reject it. No one in your payroll department has approved or rejected the employee’s time entry.
- The employee accessed the Time Entry form in WebAdvisor and submitted without entering time or electronically signing the Time Entry form. The supervisor did not review, approve, or reject the employee’s time entry, and no one in your payroll department has saved or updated from this form.
Special Processing Situations

At times, you will need to handle special circumstances pertaining to entering time on the TCDE form. Some of the more common situations are discussed below.

Deleting an Employee from the Current Pay Period

You can delete an employee from a pay period using a record delete. Deleting employees from a pay period in this way does not permanently remove them from the Payroll module.

Modifying Time for a Current Pay Period

If you have modified time during this pay period, you must run the Pay Period Generation (PPGN) process or the Pay Period Gross Summary (PPGS) process again. If you do not run these processes again, you receive an error message during payroll processing.

**Note:** You must rerun the PPGN or PPGS process to synchronize the PPDTIME.DTL file with the updated EMPTIME.DTL file.

Entering Time When an Employee Holds Multiple Positions

You must enter all required information on the TCDE form for each position held by an employee. Therefore, if an employee holds multiple positions in the pay period that you are processing, you must use the TCDE form multiple times to enter time information for each of the employee’s positions.

**Note:** You cannot enter time information for an employee for a date on which that employee was not assigned to the position that you are processing.
When Employment Begins or Ends in the Middle of a Pay Period

Salaried and hourly employees whose pay starts or ends in the middle of a pay period automatically have their wages reduced to reflect their prorated amount. Colleague calculates the reduction by multiplying the prorated hours by the employee’s calculated hourly rate.

Recovering from a Session That Timed Out

If your institution uses the Time Entry and Approval workflow and a time-entry session times out on the web, then you or someone with proper authority, such as your system administrator, can use the Monitor Payroll Processing (MTPP) form to reset the statuses in this payroll’s Pay Control record. Resetting the statuses enables time entry to continue. For more information, see “Understanding the MTPP Form” on page 401.

Accessing Unapproved Time Records for a Previous Pay Period

If your institution withholds pay for unapproved time, you can access time cards that have not been processed through payroll after the payroll has completed. If a supervisor has not approved an employee’s time, the supervisor or the payroll office can use the Time Card Entry (TCDE) form to approve time after the payroll has been run. For more information about paying an employee with unapproved time, see “Paying an Employee with Unapproved Time” on page 374.

Withholding Pay for Unapproved Time Entries

If you do not use the Time Entry and Approval workflow but you withhold pay for unapproved time, for each payroll you must use the TCDE form. You must approve time for each employee on the TCDE form who is excluded from a normal payroll cycle because of unapproved time. Your name will appear as the reviewer if you change the information on the TCDE form.
For example, you might prevent hourly employees assigned to the ADM1 position from receiving pay for unapproved time. When you process a payroll, Colleague excludes any employees assigned to that position who have unapproved time entries. You must then enter APP in the Decision field on the TCDE form for each employee who was excluded from that payroll.

**Time Entries and Projects**

If your institution uses the Projects Accounting module, you can enter an employee’s time worked and assign that time to a project. Multiple projects can be entered for each day.

If you do not have the Projects Accounting module, the Project Number field on the TCDE form is inquiry-only.

After the time has been entered for the appropriate projects, payroll can be completed as usual.
Reviewing an Employee’s Time Entries

Time card entries can be reviewed by using either the Employee Time Card Summary (ETCS) or Employee Time Summary (EPTS) forms, depending on the number of pay periods for which an employee is paid.

Both forms display the number of hours worked by the employee in each line item and the number of hours that the employee was scheduled to work according to the work schedule. This information is from the EMPTIME and EMPTIME.DTL files.

You cannot enter information on these forms. However, if you want to make changes to the time information, you can detail to the Time Card Entry (TCDE) form where you can make any necessary changes.
Reviewing Time Information for a Single Pay Period

For a specified pay period, the Employee Time Card Summary (ETCS) form displays all of the time information for an employee in all of the positions that the employee held during that pay period.

For example, Figure 24 shows Mr. Jones as a drama professor, who also holds a second position as an assistant track coach. He is paid biweekly for both positions. The hours worked in each position would have been entered individually on the Time Card Entry (TCDE) form. By accessing the ETCS form, you could review all of the hours worked by Mr. Jones in both positions.

Figure 24: Example of the Employee Time Card Summary (ETCS) Form
### Reviewing Time Information Across Pay Periods

The Employee Time Summary (EPTS) form displays all of the time that has been entered for an employee across all pay periods, including future pay periods and pay periods not yet completed. The information is displayed in ascending sequence by pay cycle, period end date, and position.

For example, Mr. Jones is a drama professor, for which he is paid biweekly. In addition, he serves as an assistant track coach, for which he is also paid biweekly. The hours worked in each position are entered using the Time Card Entry (TCDE) form. Figure 25 below shows that unlike the Employee Time Card Summary (ETCS) form, which displays only those time entries for a specific pay period that have not been processed through payroll, the EPTS form displays all of the recent time entries for each of the positions Mr. Jones holds.

**Figure 25: Example of the Employee Time Summary (EPTS) Form**

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Period</th>
<th>Position</th>
<th>Description</th>
<th>Work Hours</th>
<th>Defined Hours</th>
<th>Earn Diff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BTN</td>
<td>DRIVING</td>
<td>Drives Bus</td>
<td>80.00</td>
<td>80.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>BTN</td>
<td>TRACK</td>
<td>Assistant</td>
<td>80.00</td>
<td>80.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
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<td>7</td>
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</tbody>
</table>
Importing Time Information

In This Chapter

The information in this chapter applies only to institutions that import time information from a third-party vendor’s time-input device or time-tracking software.

Table 32 lists the topics covered in this chapter.

Table 32: Topics in This Chapter

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</table>

Before You Begin

Before you can import time information from a third-party vendor’s time-input device or time-tracking software, you must do the following:

- Define the layout of the input file using the Time Card Record Definition (TCRD) form.
- Verify that the subroutine provided by Ellucian will meet your needs. If not, you must develop a custom subroutine and a scanner to convert codes on the input file to Colleague codes.

The sections that follow explain these tasks.
Defining the Layout of the Input File

Before you can import time information from a third-party vendor’s time-input device or time-tracking software, you must use the Time Card Record Definition (TCRD) form to define the layout of the input file. Colleague uses the layout to accurately map the time information in the input file to the correct fields in the EMPTIME.DTL and EMPTIME.HISTORY files, where this information is stored.

If you have not yet defined this file, see “Defining the Time Information Input File” on page 79.

Converting Input Codes to Colleague Codes

Although your third-party vendor’s hardware or software might store such information as employee ID, position ID, pay cycle, earnings type code, and earnings differential code, they might not be codes that are recognized by Colleague. For example, the code for a weekly pay cycle that is on the input file might not match the code that your institution defined on the Pay Cycle Definition (PCYL) form.

Such incompatible data must be converted to codes that Colleague recognizes in order for them to be useful in payroll processing. If the Ellucian-provided subroutine and scanner (STD.SCANNER) do not meet your needs, then you must develop a custom subroutine and scanner that are appropriate for your institution. Your system administrator can help you determine whether a custom subroutine is needed.

After the subroutine is developed, you must then use the Scanner Definition (SCAN) form in Colleague Core to specify the name of the scanner that should call this subroutine. When you use the TCBE process to import files, you will select the scanner—and, therefore, the subroutine—to use for each file from the list available in the Scanner field.
Understanding the TCBE Process

The Time Card Batch Entry (TCBE) process imports data from the time-information input file using the file format defined on the Time Card Record Definition (TCRD) form and the subroutine called by the scanner. The imported data is stored in the EMPTIME.DTL and EMPTIME.HISTORY files.

Once imported, the time information can be changed using the Time Card Entry (TCDE) form.

Figure 26: Example of the Time Card Batch Entry (TCBE) Form

Note: If the TCBE process ends abnormally, such as from a system failure or power outage, use the Monitor Payroll Processing (MTPP) form to reset the statuses in the Pay Control record for this payroll. For information about using the MTPP form, see “Understanding the MTPP Form” on page 401.
The Records That Are Imported

To be imported, an input record must meet the following criteria:

- The employee must have a record in the EMPLOYES file.
- Both a pay cycle and a pay period ending date must either be present in the input record or entered on the TCBE form.
  
  If this data is both present in the input record and entered on the TCBE form, the data must match. If a record in the file has a different pay period ending date or a different pay cycle from the one entered on the form, that record is not imported.
- The pay cycle that is present in the record or entered on the TCBE form must either be a Colleague pay cycle code that was defined on the Pay Cycle Definition (PCYL) form or one that can be converted to a Colleague pay cycle.
- The record’s pay period ending date must be valid for its pay cycle. The pay period ending dates for each pay cycle are defined on the Pay Cycle Pay Dates (PCPD) form.
- A record must have a work date that is the same as or prior to that record’s pay period ending date. The work date cannot be later than the pay period ending date.

Records that are not imported are listed on the batch error report.

Capability to Overwrite Existing Data

The TCBE form enables you to indicate whether or not to overwrite existing data for an employee who already has time information stored on the EMPTIME.DTL file whenever the input file contains time information for that same employee and payroll.

This situation could occur if an employee’s time information was entered manually using either the Time Card Entry (TCDE) form or the WebAdvisor Time Entry and Approval workflow, or was previously imported—for example, you might receive a weekly file of time information for a monthly payroll.

Entering “No” in the Overwrite Existing Data field enables you to append time information to an existing EMPTIME.DTL record for the same employee in the same position with the same pay cycle and pay period ending date. This option enables you to incrementally import time on a daily or weekly basis until the end of the pay period.
Entering “Yes” in this field causes existing EMPTIME.DTL records to be replaced by the imported records for the same employee in the same position with the same pay cycle and pay period ending date. Typically, you would enter “Yes” only when you need to reimport a file because the process was interrupted and unable to be completed during a previous run.

Note: If you choose to overwrite existing data and the input file includes records for employees whose data on the EMPTIME.DTL file has been adjusted using either the TCDE or the Pay Period Gross Summary (PPGS) form, then those adjustments will be lost when the record on the input file is imported.

Specifying a Pay Cycle and Period Ending Date

Your third-party vendor’s hardware or software can not store a pay cycle and pay period ending date in its file. In such circumstances, you must specify a pay cycle and pay period ending date in the Pay Cycle and Period Ending Date fields on the TCBE form. This pay cycle and pay period ending date is then assigned to all records that are imported in the batch you are processing.

Note: For your file to be imported, a pay cycle and a pay period ending date must either be present in the input file or entered on the TCBE form. Otherwise, the records are not imported.

You should enter this data only if the records on the input file do not include it. If this data is already in the file and you enter it on the form, then the data must match in both places in order for a record to be imported.

Capability to Automatically Approve Imported Time Information

The TCBE form provides the option to automatically mark imported time information as Approved in the EMPTIME.DTL and EMPTIME.HISTORY files. Marking time information as Approved affects only institutions using the WebAdvisor Time Entry and Approval workflow. (For information about this workflow, see the WebAdvisor for Colleague HR manual.)
Time Entry and Attendance: Importing Time Information

When you choose to automatically approve time entries, the ID of the user who runs the TCBE process is recorded as the supervisor in each EMPTIME.DTL and EMPTIME.HISTORY record that is created, and the date and time when it is run are recorded as the date and time when the time information was approved.

**Note:** If you choose to automatically approve time entries and your institution uses the WebAdvisor Time Entry and Approval workflow, then employees whose time is stored as being “approved” will not have the opportunity to review their time entries using WebAdvisor. However, their supervisors can review their employees’ time entries and approve or reject them as necessary.

**Location of the Input File**

You can use the Import File Name field to define the location of the Input File for the information you want to import. If you enter only the name of the input file, Colleague assumes that it resides in the directory SCANNED.RECORDS.

You can send the input file to another directory, but you must first create a VOC pointer to the directory. When creating the VOC pointer, you must enter the VOC pointer directory and name of the file in the following format:

```
VOC pointer directory>filename
```
Procedure for Importing Time Information

Follow these steps to import time information from a third-party vendor’s time-input device or time-tracking software.

**Step 1.** Verify file layout and make any changes needed on the Time Card Record Definition (TCRD) form.

For information about the TCRD form, see “Defining the Time Information Input File” on page 79.

**Step 2.** Access the Time Card Batch Entry (TCBE) form.

**Step 3.** Are you using a subroutine to convert any data from the input file?

- **Yes.** In the Scanner field, select the scanner that represents the subroutine that will convert the input data into codes recognized by Colleague.

- **No.** Leave the Scanner field blank.

For information, see “Converting Input Codes to Colleague Codes” on page 164.

**Step 4.** Do you want to overwrite existing data for an employee who already has time information entered for this payroll?

- **Yes.** In the Overwrite Existing Data field, enter **Yes** to overwrite existing records.

- **No.** In the Overwrite Existing Data field, leave the default as “No.” Information will be appended to existing records.

For implications associated with overwriting data, see “Capability to Overwrite Existing Data” on page 166.

**Step 5.** Do the records on your input file contain a pay cycle?

- **Yes.** Leave the Pay Cycle field blank.
No. In the Pay Cycle field, enter the pay cycle to be assigned to these records.

If you do not know the code to enter, use the LookUp feature to choose from the codes available on the PAYCYCLE file. To define a pay cycle, use the Pay Cycle Definition (PCYL) form.

Step 6. Do the records on your input file contain a pay period ending date?

Yes. Leave Period Ending Date the field blank.

No. In the Period Ending Date field, enter the pay period ending date to be assigned to these records.

The date that you enter must be valid for the pay cycle that you entered in Step 5. These dates were entered on the Pay Cycle Pay Dates (PCPD) field.

Step 7. Does your institution use the WebAdvisor Time Entry and Approval workflow?

Yes. In the Automatically Approve field, indicate whether you want all imported time entries to be marked as approved.

No. In the Automatically Approve field, leave the default as “No.”

For information about the data that is stored and the implications of marking records as approved, see “Capability to Automatically Approve Imported Time Information” on page 167.

Step 8. In the Import File Name field, enter the name of the input file.

If the input file does not reside in the SCANNED.RECORDS directory, you must enter the entire path using the format:

directory>filename

Step 9. Finish and update from the TCBE form to begin importing records.
In This Chapter

This chapter explains the Batch Import Faculty Time (BIFT) process, which can speed time-card entry for certain employees by automatically creating records in the EMPTIME.DTL and EMPTIME.HISTORY files from information already stored in Colleague Student, Colleague HR, and Colleague Core.

It includes information about the files that the BIFT process uses, the records it creates, its relationship with Time Card Entry (TCDE) form, and the implications of rerunning the process.

Table 33 lists the topics covered in this chapter.

**Table 33: Topics in This Chapter**

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</tbody>
</table>

Understanding the BIFT Process

The Batch Import Faculty Time (BIFT) process automatically creates the EMPTIME.DTL and EMPTIME.HISTORY records within a pay period using information already available in other files. Because it eliminates some data entry and speeds the time card entry process, the BIFT process can be particularly helpful if your institution employs a large number of adjunct faculty.
The process imports teaching time only for those faculty members who meet the following criteria:

- They have active assignment contracts.
- They have an hourly payment method.

**Note:** The BIFT process imports only *teaching* time for faculty on *hourly* assignment contracts.

Ellucian also recommends that you use the BIFT process primarily for employees who use the *positive-based* time recording type. For non-teaching time or for those employees not on hourly assignment contracts or not positive-based, use the Time Card Entry (TCDE) form to enter information manually.

**Figure 27:** Example of the Batch Import Faculty Time (BIFT) Form

**Note:** If the BIFT process ends abnormally, such as from a system failure or power outage, use the Monitor Payroll Processing (MTPP) form to reset the statuses in the Pay Control record for this payroll. For information on using the MTPP form, see "Understanding the MTPP Form" on page 401.
Files Used

To reduce the time spent manually typing information in the Time Card Entry (TCDE) form, the BIFT process gathers information that has already been entered in Colleague Core, Colleague HR, and Colleague Student.

Table 34 lists the files in the order in which they are used and the information that is gathered from each.

Table 34: Files Used in Batch Import Faculty Time (BIFT) Process

<table>
<thead>
<tr>
<th>File</th>
<th>How the File Is Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER.ASGMT.CONTRACT</td>
<td>Provides the IDs of any employees who are associated with an assignment contract.</td>
</tr>
<tr>
<td>CALENDAR.SCHEDULES (Colleague)</td>
<td>Provides all course sections scheduled for each employee in this pay period.</td>
</tr>
<tr>
<td>COURSE.SEC.FACULTY (Colleague Student)</td>
<td>Provides the assignment contract link to Human Resources Assignment Contracts for each course section in the CALENDAR.SCHEDULES file.</td>
</tr>
<tr>
<td>PAC.LP.ASGMTS</td>
<td>Provides any earnings differential codes, assignment wages, and the position of the employee teaching this course section.</td>
</tr>
<tr>
<td>PERPOS</td>
<td>Using employee position, the BIFT process looks up the employee’s link to the PERPOSWG file, which contains wage information.</td>
</tr>
<tr>
<td>PERPOSWG</td>
<td>Provides the wage information for each employee.</td>
</tr>
<tr>
<td>EMPTIME.DTL</td>
<td>Stores the record that the BIFT process creates from imported information.</td>
</tr>
<tr>
<td>EMPTIME.HISTORY</td>
<td>Stores the record that the BIFT process creates as an iteration of the time history for the employee for this pay period. Modifications to this record and supervisor approvals or rejections are stored as separate records in this file.</td>
</tr>
</tbody>
</table>
About the Records Created

The BIFT process creates a unique EMPTIME.DTL and EMPTIME.HISTORY record for each employee whose time is imported, each date the employee worked, and each earnings type for that employee. For example, an employee who worked two hours under one earnings type and three hours under a second earnings type on the same day would have two BIFT-created EMPTIME.DTL and EMPTIME.HISTORY records.

The process also stores “BIFT” as the source code in each record it creates.

Using a Custom Subroutine

You can use a custom subroutine to modify the hours worked within a group of records. Such a subroutine could, for example, reduce the number of hours on days when the course involved a lab or add a percentage of time to lecture hours that would account for class preparation.

If your institution uses a custom subroutine, you must enter its name in the Custom Subroutine field on the BIFT form.

Capability to Automatically Approve Imported Time Information

The BIFT form provides the option to automatically mark the imported time information as approved in the EMPTIME.DTL and EMPTIME.HISTORY files.

When you choose to automatically approve time entries, the ID of the user who runs the BIFT process is recorded as the supervisor in each EMPTIME.DTL and EMPTIME.HISTORY record that is created, and the date and time when it is run are recorded as the date and time when the time information was approved.

Note: If you choose to automatically approve time entries and your institution uses the WebAdvisor Time Entry and Approval workflow, then because their time is stored as being “approved,” employees will not have the opportunity to review their time entries using WebAdvisor. However, their supervisors can review their employees’ time entries and approve or reject them as necessary.
The Report That Is Generated

Upon completion, the BIFT process generates a report that is identical to the one generated by the Time Card Entry Detail (TCDT) form. The asterisk (*) at the end of a detail line on this report identifies an EMPTIME.DTL record that was created by the BIFT process.

Relationship with the Time Card Entry Process

Even if you use the BIFT process to automatically create EMPTIME.DTL records, you can still enter time information manually using the Time Card Entry (TCDE) form. No matter how these records are created—whether imported using the BIFT process or entered manually using the TCDE form—they are all handled the same during the Pay Period Generation (PPGN) process.

You can also use the TCDE form to modify an EMPTIME.DTL record created by the BIFT process. The corresponding EMPTIME.HISTORY record is also updated.
Implications of Rerunning the BIFT Process

Rerunning the BIFT process updates only those records that the BIFT process originally imported; it does not write over any records that you created or modified using the TCDE form. In other words, you can change the EMPTIME.DTL—and the corresponding EMPTIME.HISTORY—records that the BIFT process creates, but the BIFT process cannot change the EMPTIME.DTL and EMPTIME.HISTORY records that you create or modify. The BIFT process uses the source code in the record to identify whether it or a user created the record.

**Note:** If you use the TCDE form to modify time information in a record created by the BIFT process and you then rerun the BIFT process, the BIFT process will again import the time information for that employee, creating duplicate records.

This situation occurs because the source code of the modified record contains a user’s ID. When the BIFT process is run, it checks the source code of existing EMPTIME.DTL records and overwrites only those with the source code “BIFT.” Because the source code of a modified record is now a user’s ID, the BIFT process doesn’t know that the employee’s record exists and imports it again.

To identify employees with multiple EMPTIME.DTL records, use the report that BIFT generates at the end of the process.
Procedure for Importing Faculty Teaching Time

Follow these steps to define how to import faculty teaching time.

Step 1. Access the Batch Import Faculty Time (BIFT) form.

Step 2. In the Pay Cycle field, enter the pay cycle to be assigned to the imported records.

Step 3. In the Pay Period Ending Date field, enter the pay period ending date to be assigned to the imported records.

Step 4. In the Custom Subroutine field, enter the name of a subroutine, if any, that your institution uses to calculate the hours worked on the imported records.

Step 5. In the Automatically Approve field, enter Yes if you want all imported time entries to be marked as approved.

For information on the data that is stored and the implications of marking records as approved, see “Capability to Automatically Approve Imported Time Information” on page 174.

Step 6. Use the following fields to select the work time records that you want to import, or leave all of these fields blank to import all records in the import file:
- Saved List Name
- Faculty Members
- Contract Types
- Contract Statuses
- Additional Selection Criteria

Step 7. Finish and update from the BIFT form to begin importing records.
**Step 8.** Review the report that is generated. You can modify individual records by using the Time Card Entry (TCDE) form.
Working with the Time Entry and Approval Workflow

In This Chapter

This chapter provides information about working with the WebAdvisor Time Entry and Approval workflow.

Table 35 lists the topics covered in this chapter.

Table 35: Topics in This Chapter

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<td>Rules for Unapproved Time</td>
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<td>Understanding the Cutoff Dates and Times</td>
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</tr>
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This chapter does not include information about setting up Colleague to use this workflow or details on how employees and supervisors use it. For information about those topics, see the WebAdvisor for Colleague HR manual.
Overview of the Time Entry and Approval Workflow

The WebAdvisor Time Entry and Approval workflow provides a method for employees to use a Time Entry form on the web to enter the hours they worked each pay period on a Time Entry form on the web. When all of their time is entered, employees select a check box to electronically sign the Time Entry form, which indicates that their time is ready for approval.

Supervisors review each employee’s time entry and approve or reject it as appropriate.

**Note:** If you do not withhold pay for unapproved time entries, payroll will include all of your employees in the payroll. If your institution withholds pay for unapproved time entries, the employees with unapproved time will not be paid during payroll. For more information about the employees who are excluded from payroll, see “Step 23. Generate the Employee Time Not Paid Report” on page 295.

Payroll staff can use the Time Card Entry (TCDE) form to view and, if necessary, modify the employee’s time entry or override a supervisor’s decision. For information about using the TCDE form, see “Entering Time Information” beginning on page 151.

**Note:** Unlike WebAdvisor, which sends an e-mail message to the employee when a supervisor rejects a time entry, Colleague does not notify the employee when a payroll staff rejects a time entry on the TCDE form.

As time entries are electronically signed and either approved or rejected, a snapshot is taken of the time entry. A snapshot is also taken whenever the payroll staff modifies a time entry by using the TCDE form. These snapshots are stored as time history records in the EMPTIME.HISTORY file.

Using the web forms, employees and supervisors can view their time history records. Employees can electronically sign a time history record that did not get signed before the deadline for completing the time entry. Likewise, supervisors can approve an employee’s time history record that was not previously approved or rejected.

You can use the Time Entry History Report (TEHR) process to generate a report of the records in this file for one or more employees in a particular payroll. For information about this report, see “Time Entry History Report” on page 196.
Parameters for Web Time Entry and Approval

At each institution, this workflow is controlled by the following parameters, which are maintained on the Time Entry/Approval Params (TEAP) and the Time Entry Cutoff Parameters (TCTP) forms:

- When your employees must electronically submit their time entries each pay period.
- When your supervisors must approve their employees’ time entries each pay period.
- Whether your employees are allowed to include unreported overtime worked in the previous pay period.
- The maximum number of hours that must be worked weekly and daily before overtime begins.
- Any leave plans that are to be excluded from viewing on the web.
- The subroutines used to calculate overtime, verify compensatory time, and calculate earnings differentials.
- Any earnings types that are to be excluded from the overtime calculation.
- Rules to control the hourly and salaried employees who should be excluded from payroll processing whenever they have unapproved time.
- The maximum number of hours in a pay period that employees can take as compensatory time.
- Whether to use the Resource Database to determine an employee’s supervisor and a supervisor’s employees.
- The email hierarchy to be used for automatic emails generated by the time entry and approval process.
- Whether supervisors receive an automatic email from each of their employees notifying them that the employee’s time entry is ready for approval.
- Whether supervisors are allowed to modify their employees’ time entries.
Figure 28: Example of the TEAP and TCTP Forms

For more information about the parameters on the TEAP and TCTP forms, and about WebAdvisor Time Entry and Approval, see the *WebAdvisor for Colleague HR* manual.
Assigning Supervisors

If your institution uses the Resource Database and if, on the TEAP form, “Yes” is entered in the Use Resource DB to Match Supervisor & Employees field, then WebAdvisor determines the relationship between employees and supervisors based on the relationships entered in the Resource Database. For information about the Resource Database, see the Using the Resource Database manual.

If your institution does not use the Resource Database or does not want to use it to determine the supervisor/employee relationship, then each employee must be assigned a supervisor. For information about the hierarchy that WebAdvisor uses to determine the supervisors who can approve an employee’s time entry, see the WebAdvisor for Colleague HR manual.

A supervisor can be assigned to an employee by using the Position Definition (POSD) form to assign a supervisory position to a position. You can also assign an alternate supervisory position.

Assigning Alternate Supervisors

To allow for situations in which an employee’s supervisor is not available to approve an employee’s time entry, you can assign an alternate supervisor to the employee. Assigning an alternate supervisor can be done at the employee level in the Alternate Supervisor field on the Person’s Position (PPOS) form or at the position level in the Alternate Supv Position field on the POSD form. If a supervisor position is vacant, the alternate supervisor does not have access to the employee's time entries under that position.

To restrict the time period in which an alternate supervisor can approve the employee’s time—for example, only during the absence of the employee’s regular supervisor—you must enter the alternate supervisor when you want this authority to begin and remove it when you want the authority to end.
Assigning Non-Employee Supervisors

Colleague enables non-employees to modify, approve, or reject employee time using the Time Entry and Approval workflow. Use the Position Definition (POSD) form to define positions for non-employee supervisors and alternate supervisors. Use the Person’s Position (PPOS) form to assign a non-employee supervisor or alternate supervisor to a position.

You can then assign non-employees to this position using the Add Non-Employee/Volunteer (NEMP) form or the Person’s Status (PSTA) form. The non-employee should not have position or pay wage information set up. For more information about assigning a non-employee supervisor, see the Using Human Resources manual.

Understanding Supervisor Approval

Listed below are some important points to keep in mind about supervisor approval:

- Supervisors can access their employees’ time entries before their employees enter time.
- Supervisors can change their employees’ time entries at any time, provided that the Supervisor Modify Employee Time Entry field on the Time Entry/Approval Params (TEAP) form displays “Yes.”
- After the supervisor approves an employee’s time entry, the employee can no longer access that time entry. However, the signed time entry can be viewed in the history file.
- If your institution withholds pay for unapproved time, employees will not be paid if the supervisor has not approved the employees’ time.
Allowing Supervisors to Modify Employee Time

The Supervisor Modify Employee Time Entry field on the TEAP form determines whether supervisors at your institution can modify their employees’ time entries using the employee Completion form or the Employee Time History workflow in WebAdvisor.

Note: Be aware that the Supervisor Modify Employee Time Entry parameter applies to all supervisors. This authority cannot be granted to some supervisors and not others. You can change this parameter at any time.

To ensure that the correct supervisor approves each employee’s time entry, you must ensure that every employee is assigned a supervisor.

Supervisors Ability to Approve Time After Payroll Is Complete

For institutions withholding pay for unapproved time, after a payroll is complete, you can approve an employee’s time using the Time Card Entry (TCDE) form in Colleague. The supervisor can approve the time using the Employee Time History form on the web. Both situations can be done up until that time is paid using the Manual Check Calculation (MNCK) process.

For example, the employee is an hourly employee in the ADM1 position. Because of unapproved time, the employee was not paid in the normal payroll that was run on July 1. Using the TCDE form, you can modify or approve the time card after July 1 and until that time is paid using the MNCK process.

In order for the time card to be approved by the supervisor, the time card on the Employee Entry form must display “Draft” in the Type field. If the time card displays “Final” in the Type field, the supervisor cannot modify or approve the time card.

For more information about unapproved time, see “Entering Time Information” on page 151.
Rules for Unapproved Time

To specify which employees should be prevented from receiving pay for unapproved time, you must define a rule for each group of employees—whether hourly or salaried.

The rules that you define apply to all employees who meet the criteria that you specify regardless of their pay cycle.

For example, you might prevent college work-study employees from receiving pay for unapproved time. You should then define a rule that lists the hourly positions that are affected, such as Cafeteria Student Workers in position “CFTS,” Computer Center Interns in position “CCIS,” and Library Student Workers in position “ADM1,” as shown in Figure 29 on page 187.

Use the Rule for Hourly Employees Who Will Not be Paid and Rule for Salaried Employees Who Will Not be Paid fields on the Time Entry/Approval Params (TEAP) form to define these rules.

Note: You should use the TEAP form to access the Rules Definition (RLDE) form where you define these rules. If you define these rules by accessing the RLDE form directly, you must then assign the rules that you define to the TEAP process using either the Rule for Hourly Employees Who Will Not be Paid or Rule for Salaried Employees Who Will Not be Paid fields.

Do not create or update rule definitions at any time while unapproved time entries are on the web, after the PPGN process has been run, and after the EHUP process has been run for the current payroll. Colleague has already built the initial PAYPRDS record for the payroll, and the rule changes will not be processed for the current payroll.
Figure 29: Example of a Rule to Prevent Hourly Employees from Receiving Pay
Understanding the Cutoff Dates and Times

Use the columns on the Time Entry Cutoff Parameters (TCTP) form to select cutoff dates and times by which all employees must electronically sign their time entries and by which supervisors must approve the entries.

For example, if a pay period ends on August 15 and you entered “5” in the Cutoff Days After column and “11:00AM” in the Cutoff Time column, then your employees must complete their time entry by 11:00 a.m. on August 20.

Figure 30: Example of the Time Entry Cutoff Parameters (TCTP) Form

![Image of TCTP Form]
On the Pay Period Preparation (PPPR) form, you can override these dates and times for a particular payroll. For example, you could change these dates to accommodate a holiday that falls within a pay period. For those pay periods that need a change to the cutoff date and time, Datatel recommends that you use the PPPR form to set up the Pay Control record in advance. Doing so ensures that employees have the correct cutoff information for that pay period before they begin entering time.

**Note:** Any changes that you make to these cutoff dates apply only to the pay cycle and pay period ending date displayed on the PPPR form. For institutions using the WebAdvisor Time Entry and Approval workflow, you must set the parameters for employee and supervisor cutoff dates and times before running a payroll.

If you change the date and time parameters entered on the TCTP form after you have run the PPPR process to create Pay Control records, then your changes are not applied to the existing Pay Control records. To update existing Pay Control records, you must manually enter the new cutoff date on the PPPR form for each outstanding Pay Control record.

For information about the PPPR process, see “Step 5. Create the Pay Control Record” on page 213.

**The Files That Are Updated**

Time entry data that is entered on the web is stored in the following files:

- **EMPTIME.DTL.** A record is created in this file when the employee first enters data on either version of the WebAdvisor Time Entry form and clicks Submit. This record is updated each time that the employee clicks Submit on the same Time Entry form. You can view and, if necessary, modify the data entered or override the supervisor’s decision on the Time Card Entry (TCDE) form.

- **EMPTIME.HISTORY.** A record is created in this file each time that the employee electronically signs the WebAdvisor Time Entry form and each time that the supervisor either approves or rejects the employee’s time. Therefore, a single record exists in this file for each signature/approval iteration. These records can be viewed by the employee and the supervisor. You can generate the Time Entry History Report from this file. For information, see “Time Entry History Report” on page 196.

- **EMPTIME.PRD.** This is a pointer file to each employee’s records in the EMPTIME.DTL file for a specific pay period and pay cycle.
- **PPDTIME.DTL.** This file is updated with the time information that originated in the EMPTIME.DTL file, along with wage information for each employee, by day and position. It is used during payroll processing to create records in the PAYPRDS file. The information in this file is updated by the Pay Period Generation (PPGN) process from data in the EMPTIME.DTL file and other pay information.

---

## Maintaining Human Resources Data Needed by the Workflow

Some data that is used by the WebAdvisor Time Entry and Approval workflow is maintained in the Human Resources module. Table 36 provides the Human Resources form and field for maintaining this data. For detailed information about this data, see the *WebAdvisor for Colleague HR* manual.

<table>
<thead>
<tr>
<th>Types of Information</th>
<th>Forms</th>
<th>Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings types that make up earnings type groups.</td>
<td>Earnings Type Groups (ETGR)</td>
<td>Earnings Type, Description, Prior Pay Period Overtime Earnings Type</td>
</tr>
<tr>
<td><strong>Note:</strong> These earnings types are used with hours that employees enter as other time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earnings type groups that are assigned to a position.</td>
<td>Pay Range Information (PPRI)</td>
<td>Earnings Type Group ID</td>
</tr>
<tr>
<td><strong>Note:</strong> To change the earnings types groups for many positions, use the batch process Earnings Type Group Assignment (TEEG).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Version of the WebAdvisor Time Entry form—Detail or Summary—assigned to a position.</td>
<td>Position Definition (POSD)</td>
<td>Web Time Entry Form</td>
</tr>
<tr>
<td><strong>Note:</strong> To change the earnings types groups for many positions, use the batch process Time Entry Form Assignment (TEFA).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave plan information for earnings type, negative leave, and accrual limits.</td>
<td>Leave Plan Definition (LEAD)</td>
<td>Earnings Type</td>
</tr>
</tbody>
</table>
Table 36: Human Resources Data Used by the Time Entry and Approval Workflow (cont’d)

<table>
<thead>
<tr>
<th>Types of Information</th>
<th>Forms</th>
<th>Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave plans and balances that are prevented from being displayed on the Time Entry form on the web.</td>
<td>Time Entry/Approval Params (TEAP)</td>
<td>Exclude Leave Plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exclude Earnings Types from OT Subroutine</td>
</tr>
</tbody>
</table>
| Leave types that can be entered in the Annual Leave Hours and Sick Hours columns on the WebAdvisor Time Entry form. | Validation Codes (VAL) — LEAVE.TYPES validation code table | First Special Processing column:  
  • “1” indicates a code that is for annual leave.  
  • “2” indicates a code that is for sick leave. |
|                                                                                      |                                            | Note: If your institution no longer tracks types of leave separately, but instead gives employees a specific amount of leave each year to use as needed, then do the following:  
  1. On the WebAdvisor Time Entry form, choose the column in which you want employees to enter all annual leave or sick hours. You can choose either the Annual Leave column or the Sick Hours column.  
  2. In the LEAVE.TYPES validation code table, enter the special processing code for that column (“1” for Annual Leave column; “2” for Sick Hours column) in the first Special Processing column of the appropriate leave types. |
|                                                                                      |                                            | Be sure to notify your employees which column to use.                 |
| Beginning and ending time for a shift.                                              | Earnings Differential (EDIF)               | Differential Start Time                                                |
|                                                                                      |                                            | Differential End Time                                                 |
| Supervisor or alternate supervisor assigned to an employee.                          | Person’s Position (PPOS)                  | Supervisor                                                             |
|                                                                                      |                                            | Alternate Supervisor                                                  |
| Supervisor and alternate supervisory position to a position.                         | Position Definition (POSD)                | Supervisor Position                                                    |
|                                                                                      |                                            | Alternate Supv Position                                               |
|                                                                                      |                                            | Normal Work Week Schedule                                             |

Using Payroll, February 2014
### Table 36: Human Resources Data Used by the Time Entry and Approval Workflow (cont’d)

<table>
<thead>
<tr>
<th>Types of Information</th>
<th>Forms</th>
<th>Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail address for employee or supervisor.</td>
<td>Name and Address Entry (NAE)</td>
<td>E-Mail Adr</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong>: At least one e-mail address entered on the NAE form must have an e-mail type that matches an e-mail type entered on the Web Access Core Parameters (ACWP) form.</td>
</tr>
<tr>
<td></td>
<td>Web Access Core Parameters (ACWP)</td>
<td>E-Mail Type</td>
</tr>
</tbody>
</table>
Reporting Capabilities

Four reports are available to help you manage the time entered by employees and approved by supervisors using the web:

- Time Entry/Approval Status Report, which helps you monitor the status of the time entries.
- Time Entry History Report, which provides historical data that could be needed for legal purposes.
- Employee Time Not Paid Report, which generates a report of employees who were not paid in their normal payroll cycle because of unapproved time. For more information about the Employee Time Not Paid (ETNP) form produces a report, see “Step 23. Generate the Employee Time Not Paid Report” on page 295.
- Time Entry Overtime Report, which lists each supervisor’s employees whose hours worked in a pay period exceed the minimum number of daily or weekly hours entered on the Time Entry Overtime Report (TEOR) form. For more information about the TEOR report, see “Step 7. Print the Time Entry Overtime Report” on page 221.

Time Entry/Approval Status (TEAS) Report

The Time Entry/Approval Status (TEAS) Report provides the status, by supervisor, of the employees in a particular payroll whose time entries are not yet approved. Employees whose time entries are approved are not reported.

Ellucian recommends that you generate this report before running the Payroll Calculation–Register (CALC) process to ensure that all time is entered and to resolve any time entry discrepancies.
About the TEAS Process

The Time Entry/Approval Status (TEAS) process generates this report.

**Figure 31: Example of the Time Entry/Approval Status (TEAS) Form**

On the TEAS form, you need to enter only the pay cycle and pay period ending date for the payroll that you are processing. You can limit the time entries reported by specifying a time recording type, selecting hourly or salaried employees, using a saved list of record IDs in the PERPOSWG file, or entering additional selection criteria.

The Only Web Time Entry Positions field determines whether the report is limited only to employee positions that use the Time Entry and Approval workflow to enter time on the web:

- If you enter “Yes,” only employees in positions that use time entry on the web are displayed on the report.
- If you enter “No” or leave this field blank, all employee positions are included on the report, even if they do not use time entry on the web.

Each time that you access this form, it displays the criteria that were last used to generate this report.
About the Report

For each supervisor, the report lists the employees whose time entry meets the criteria for one of the following four statuses:

- **Missing.** No time is recorded for the employee. Either the employee did not enter time on the WebAdvisor Time Entry form or did not click “Submit” to save the time entered.
- **Not Approved.** The employee’s time is ready for approval, but the supervisor has not yet approved it.
- **Not Complete.** The employee entered time on the Time Entry form but did not select the check box to electronically sign the submitted time.
- **Rejected.** The employee entered time on the Time Entry form, and the supervisor rejected it.

**Figure 32: Example of the Time Entry/Approval Status Report**

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Position/Department/Location</th>
<th>Supervisor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0005013</td>
<td>Hardy, Barry H</td>
<td>Assistant Adjunct Faculty, Rel Studies</td>
<td></td>
</tr>
<tr>
<td>100203B</td>
<td>Taylor, Paige</td>
<td>Full Time Lecturer, Medical Lab Technology</td>
<td>Main Campus</td>
</tr>
</tbody>
</table>

The report includes the supervisor’s and employee’s phone number, e-mail address, and the times and dates when they are available, to help you notify employees of the status of the time entry. The report is sorted in the following order:

- By the status of the unapproved time entry (Missing, Not Approved, Not Complete, and Rejected).
- Alphabetically by employee within status.
- Alphabetically by position, for employees with multiple positions.
Time Entry History Report

The Time Entry History Report provides historical data on the time entered for selected employees in a particular payroll.

For each time entry that an employee electronically signs on the Time Entry form on the web, that data for that entry is recorded in the EMPTIME.HISTORY file. When a supervisor approves or rejects an employee’s time entry, that data is also recorded. Therefore, the EMPTIME.HISTORY file contains a separate record for every submission or approval iteration of every employee’s time entry in every payroll. This data can be useful for legal purposes.

Note: Exception-based employees have time history only for those payrolls in which they did not work the full pay period, such as when they used sick or annual leave. Therefore, they might not always have data to report.

About the TEHR Process

The Time Entry History Report (TEHR) process generates this report.

Figure 33: Example of the Time History Report (TEHR) Form

On the TEHR form, you need to specify the following:
- Pay cycle and pay period ending date for the payroll that you want to report.
- Version of the report that you want to generate.
- At least one employee ID. Because of the detailed information in this report, you cannot generate it for all employees.
Each time that you access this form, it displays the criteria that were last used to generate this report.

### About the Report

The Time Entry History Report is available in two versions:

- **All Records Report.** This version shows every signature/approval iteration of the time recorded in the EMPTIME.HISTORY file by the selected employees in the specified payroll and each action taken by the employee’s supervisor. This version of the report is useful for legal purposes; however, it can be extremely long.

- **Final Record Report.** This version shows only the last iteration that was signed and approved. This time entry is the final record that was used in payroll calculation for the selected employees.

![Figure 34: Example of the Time Entry History Report](image)

<table>
<thead>
<tr>
<th>DATE</th>
<th>IN</th>
<th>OUT</th>
<th>TIME</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 11/01/10</td>
<td>09:00AM</td>
<td>04:00PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues 11/02/10</td>
<td>08:00AM</td>
<td>05:00PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 11/03/10</td>
<td>08:00AM</td>
<td>06:00PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 11/04/10</td>
<td>08:00AM</td>
<td>04:00PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 11/05/10</td>
<td>08:00AM</td>
<td>06:00PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>NUMBER OF HOURS</th>
<th>EARNINGS TYPE</th>
<th>--- EARNINGS DIFFERENTIAL ---</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 11/01/10</td>
<td>9.00</td>
<td>RA Regular Administrative</td>
<td></td>
</tr>
<tr>
<td>Tues 11/02/10</td>
<td>9.00</td>
<td>RA Regular Administrative</td>
<td></td>
</tr>
<tr>
<td>Wed 11/03/10</td>
<td>10.00</td>
<td>RA Regular Administrative</td>
<td></td>
</tr>
<tr>
<td>Thu 11/04/10</td>
<td>8.00</td>
<td>RA Regular Administrative</td>
<td></td>
</tr>
<tr>
<td>Fri 11/05/10</td>
<td>10.00</td>
<td>RA Regular Administrative</td>
<td></td>
</tr>
</tbody>
</table>

Total Hours Worked: 46.00
Total Leave Hours.: 0.00
Total Overtime....: 0.00
Both versions of the report are sorted by the employee’s name, ID, position, and the Employee History ID. However, you can change this sequence to meet your needs.

The contents of both versions include whether the employee electronically signed the time entry and, if so, when it was signed. They also include the supervisor’s decision, when the decision was entered, and any comments entered.

Both versions of the report also include the following grand totals:

- **Total Hours Worked**
  This total includes all of the following:
  - Regular hours
  - College Work-Study hours
  - Overtime hours for the current pay period
  - Previously unreported overtime hours from the prior pay period.

- **Total Leave Hours**
  This total includes all annual leave hours and all sick hours. However, this total does not include any unpaid leave hours that the employee might have taken.

- **Total Overtime**
  This total includes all overtime hours for the current pay period and any previously unreported overtime hours from the prior pay period.
Using Payroll
Payroll Processing
In This Chapter

This chapter explains the procedures for processing a payroll.

Steps at a Glance

Table 37 beginning on page 202 provides an overview of the steps for processing a payroll. Detailed procedures for each step are in the sections that follow.

This table indicates which steps are required for Colleague to process a complete and accurate payroll and which are optional.

Note: Although the steps that are labeled as optional are not necessary for Colleague to complete payroll processing, they might be required at your institution based on its internal policies and procedures.

For example, Step 21, “Creating the direct deposit file” on page 203 is not required for Colleague to complete payroll processing, and an institution that does not offer direct deposit can safely skip this step. However, those institutions that do offer direct deposit must perform this step so that their bank has all the information needed to direct the appropriate amounts to the correct employee’s bank account. Therefore, be certain that you adhere to your institution’s policies and procedures and perform all of the steps that are necessary for a complete and accurate payroll at your institution.
## Table 37: Steps in Payroll Processing

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
<th>Required or Optional</th>
<th>Mnemonic</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Print the Pay Items Audit Report.</td>
<td>Optional</td>
<td>PITA</td>
<td>page 205</td>
</tr>
<tr>
<td>2.</td>
<td>Update the earnings limits for students in the College Work-Study Program.</td>
<td>Optional</td>
<td>UFEL</td>
<td>page 206</td>
</tr>
<tr>
<td>3.</td>
<td>Print the Payroll Time Worksheet.</td>
<td>Optional</td>
<td>PTWR</td>
<td>page 210</td>
</tr>
<tr>
<td>4.</td>
<td>Create leave accrual records for new employees or those with a new accrual rate.</td>
<td>Optional</td>
<td>LVAU</td>
<td>page 212</td>
</tr>
<tr>
<td>5.</td>
<td>Create the pay control record.</td>
<td>Required</td>
<td>PPPR</td>
<td>page 213</td>
</tr>
<tr>
<td>6.</td>
<td>Enter time information.</td>
<td>Required</td>
<td>TCDE, TCBE, BIFT</td>
<td>page 220</td>
</tr>
<tr>
<td>7.</td>
<td>Print Time Entry Overtime Report.</td>
<td>Optional</td>
<td>TEOR</td>
<td>page 221</td>
</tr>
<tr>
<td>8.</td>
<td>Print time discrepancy reports.</td>
<td>Optional</td>
<td>PTDR, ETDR</td>
<td>page 223</td>
</tr>
<tr>
<td>10.</td>
<td>Gather the data for this payroll.</td>
<td>Required</td>
<td>PPGN</td>
<td>page 227</td>
</tr>
<tr>
<td>11.</td>
<td>Make one-time adjustments as needed.</td>
<td>Optional</td>
<td>PPGS, PPGA, PPTA, PPBA, PPAA, PPLA, PPDA, DEAA</td>
<td>page 235</td>
</tr>
<tr>
<td>13.</td>
<td>Print Missing Payroll Time Cards Report.</td>
<td>Optional</td>
<td>MPTC</td>
<td>page 238</td>
</tr>
<tr>
<td>14.</td>
<td>Print Time Entry/Approval Status Report.</td>
<td>Optional</td>
<td>TEAS</td>
<td>page 239</td>
</tr>
<tr>
<td><strong>Note:</strong> For institutions using the WebAdvisor Time Entry and Approval workflow.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Calculate the payroll.</td>
<td>Required</td>
<td>CALC</td>
<td>page 240</td>
</tr>
<tr>
<td>16.</td>
<td>Make any corrections needed and recalculate.</td>
<td>Required</td>
<td>varies</td>
<td>page 253</td>
</tr>
<tr>
<td>17.</td>
<td>Print paychecks and direct deposit advices.</td>
<td>Required</td>
<td>PCHK, PADV, APAD</td>
<td>page 255</td>
</tr>
<tr>
<td>18.</td>
<td>Process e-mails to employees who chose to view pay advices online.</td>
<td>Optional</td>
<td>PCB</td>
<td>page 281</td>
</tr>
<tr>
<td><strong>Note:</strong> For institutions using the WebAdvisor Pay Advice Online workflow.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Table 37: Steps in Payroll Processing (cont’d)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
<th>Required or Optional</th>
<th>Mnemonic</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>Create transactions for posting.</td>
<td>Required</td>
<td>PSRP</td>
<td>page 282</td>
</tr>
<tr>
<td>20.</td>
<td>Print the Direct Deposit Report.</td>
<td>Optional</td>
<td>PDDR</td>
<td>page 286</td>
</tr>
<tr>
<td>21.</td>
<td>Create the direct deposit file.</td>
<td>Optional</td>
<td>UDDM, CDDM</td>
<td>page 287</td>
</tr>
<tr>
<td>22.</td>
<td>Update the employee history records and time history records.</td>
<td>Required</td>
<td>EHUP</td>
<td>page 292</td>
</tr>
<tr>
<td>23.</td>
<td>Generate the employee time not paid report.</td>
<td>Optional</td>
<td>ETNP</td>
<td>page 295</td>
</tr>
<tr>
<td>24.</td>
<td>Print the Limit Against Earnings report.</td>
<td>Optional</td>
<td>LAER</td>
<td>page 299</td>
</tr>
<tr>
<td>25.</td>
<td>Process remittances.</td>
<td>Optional</td>
<td>BVRP</td>
<td>page 301</td>
</tr>
</tbody>
</table>
Monitoring Payroll Processing

Throughout payroll processing, you can use the Monitor Payroll Processing (MTPP) form to verify the status of a payroll.

Using this form, you can see at a glance the last payroll step that completed, any current step that is in progress, and whether any time is being entered or imported. Figure 35, for example, shows a payroll that has successfully completed printing paychecks and advices. It currently has no payroll step in progress, and no time is being entered or imported.

**Figure 35: Example of the Monitor Payroll Processing (MTPP) Form**

![Monitor Payroll Processing Form](image)

Using this form to monitor a payroll can alert you to a payroll step that might have ended abnormally or a session that might have timed out while time was being entered. For example, if the “3I PCHK/PADV” process is displayed in the Current Step field for an inappropriate amount of time for the payroll being processed, you should begin researching whether that process aborted. Likewise, if the Time Entry In Progress field displays “Yes” for an unusual amount of time, it could be indicating that a session timed out while time was being entered or that a process aborted while importing time.

The Reset PAYCNTRL field is used to recover from situations in which a payroll step, prior to printing paychecks or advices, ended abnormally or a session timed out while time was being entered. For information about using this field and on recovering from other situations that might occur during payroll processing, see “Recovering from Payroll Steps That End Abnormally” on page 399.
Step 1. Print the Pay Items Audit Report

The Pay Items Audit Report (PITA) process generates the Pay Items Audit Report. This report, which is sorted by employee, identifies any wage records that have been added, changed, or deleted within the date range and for any particular employees that you specify on the form. Such information is useful when you are conducting a payroll audit or verifying changes you have made to a PERPOSWG (person’s wage) record.

This is an optional step in payroll processing.

For wage records to be reported, the Envision Transaction Logging process must have been activated for the PERPOSWG file. See your system administrator for information about implementing the Envision Transaction Logging feature.

Figure 36: Example of the Pay Items Audit Report (PITA) Form

To finish from the form, you must enter only a date in the Audit Start Date field.

If you leave the rest of the form blank, then you generate a report on all updated wage records—regardless of whether they were additions, changes, or deletions—for all affected employees from the Audit Start Date through today.
Step 2. Update Limits for Student Employees with Financial Aid

Before you begin payroll processing, use the Update FA Earnings Limits (UFEL) process to update the maximum amount that can be earned by a student participating in a work-study program. Colleague updates these limits with the latest amounts from accepted awards in the Financial Aid module. This process works with only the financial aid awards for the federal College Work-Study Program (destination 3) and regular earnings from other work-study programs (destination 5).

This is an optional step in payroll processing. However, if this payroll includes student employees who participate in a work-study program, Ellucian recommends that you run this process to ensure that the Payroll module is using the most recent amounts available.

Overview of the Process

The UFEL process enables you to update or clear the earnings limits for students participating in a work-study program. When running UFEL as part of normal payroll processing, always choose to update the earnings limits. Occasionally—particularly at the end of a financial aid award period—you will need to clear earnings limits. For information about clearing earnings limits, see “Maintaining Employee Financial Aid Information” on page 126.
Step 2. Update Limits for Student Employees with Financial Aid

Figure 37: Example of the Update FA Earnings Limits (UFEL) Form

Using the UFEL process, you can choose to update individual student employees or all student employees associated with particular financial aid awards. You also can choose to update only those who have federal College Work-Study awards, only those who participate in another work-study program, or both.

When you run this process in update mode, Colleague gathers the awards for the specified work-study programs (destinations) from the files in the Financial Aid module and uses that data to update records in the EMPLOYES file with the appropriate earnings limits for each accepted award. A report is then generated that lists every employee who participates in a work-study program and the earnings limit for each award.

To finish from this form when updating earnings limits, you must enter information in the following fields:
- Update or Clear Earnings Limits
- Individual or Award Limits
- Destination
- Academic Year to Process

Using Payroll, February 2014 207
Procedure for Updating the Earnings Limits for Student Employees

Follow the steps to use the Update FA Earnings Limits (UFEL) process to update the earning limits for students participating in a work-study program.

Step 1. Access the Update FA Earnings Limits (UFEL) form.

Step 2. In the Update or Clear Earnings Limits field, enter U to update the earnings limits before you process the payroll.

This process also clears all award information. For information about that function, see “Maintaining Employee Financial Aid Information” on page 126.

Step 3. In the Individual or Award Limits field, enter I for individual student employees or A for all student employees.

If you choose to clear information for only certain individuals, then you must provide their IDs by doing either of the following:

- Specifying the name of a saved list in the Saved List Name field
- Entering the IDs in the Employee IDs field.

Step 4. In the Destination field, specify the type of work-study program to update.

- To update the earnings limits only of the student employees participating in the federal College Work-Study Program (destination 3), enter C.
- To update the earnings limits only of the student employees participating in other work-study programs with regular earnings (destination 5), enter R.
- To update the earnings limits of student employees participating in both programs, enter B.

Step 5. In the Academic Year to Process field, enter the academic year for which you want to update the earnings limits.

If the year that you enter is not accepted, contact your Financial Aid office. To be accepted, the academic year must exist in the FA.SUITES file and have the status “C.”
Step 6. In the Saved List Name field, enter the name of any saved list that you want to use to limit the student employees updated.

This saved list must contain the IDs of records in the EMPLOYES file.

Step 7. If in Step 3 you chose to update only individual student employees and if you did not enter a saved list name in the Saved List Name field, then you must enter the IDs of those employees in the Employee IDs field.

Leave the Employee IDs field blank if you chose to update by award instead of by individual student employees.

Step 8. In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting the student employees to update.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this UFEL form. You can enter criteria for selecting employees from the EMPLOYES file there.

Step 9. Finish from the UFEL form to begin updating the earnings limits of student employees.

Step 10. Review the Earnings Update from Financial Aid report generated by this process.
Step 3. Print the Payroll Time Worksheet

Using the Payroll Time Worksheet Report (PTWR) process, you can produce a worksheet for your departments to record the number of hours worked in a pay period by each employee in that department. When the worksheet is completed, you can then use the hours recorded by each department to enter employee time on the Time Card Entry (TCDE) and Pay Period Gross Summary (PPGS) forms. (For information about entering time, see “Step 6. Enter Time Information” on page 220.)

This is an optional step in payroll processing.

**Figure 38: Example of the Payroll Time Worksheet Report (PTWR) Form**

The PTWR form enables you to control a number of factors when generating the worksheet. Using these controls, you can choose to do the following:

- Generate the worksheet for either salaried employees, hourly employees, or both.
- Include wage information on the worksheet for salaried employees, hourly employees, or both.

**Note:** Because employee wage information is confidential, be sure that your institution’s policies and procedures allow that information to be included on this worksheet before you choose to include it.
The PTWR process generates a separate worksheet for each department listing all of that department’s employees. For each employee, it includes such information as normal hours, pay rate, amount, and earnings type. It also indicates whether the employee is hourly or salaried and the pertinent GL number. In addition, the worksheet provides blank spaces for recording the following information for each employee:

- Number of regular and overtime hours that the employee worked.
- Number and type of hours worked that are eligible for shift differential.
- Amount and type of leave taken.

The information on this worksheet comes from the PERPOS, PERPOSWG, and PERSTAT files.
Step 4. Create New Leave Accrual Records

To ensure that leave is accrued for all employees based on the correct number of benefit service years, run the Leave Accrual Update (LV AU) process regularly—at least once a month, but preferably as part of your normal payroll processing.

Although this is an optional step in payroll processing, because accrual amounts can be based on the number of years an employee has been with your institution and because anniversary dates occur throughout the year, running the LV AU process at least once a month for everyone with an anniversary date in the next month ensures that employees accrue leave at the correct rate and that their paycheck stubs or advices reflect the correct amount accrued.

**Figure 39: Example of the Leave Accrual Update (LV AU) Form**

![Example of the Leave Accrual Update (LV AU) Form](image)

Specify the date range of the anniversaries to be updated.

In the example shown in Figure 39, all employees in the leave plan Full-Time Vacation with an anniversary date in March 2011 will have new accrual records created.

This process generates a report of the employees whose anniversary dates fall into the range specified and who, therefore, have new accrual records created.
Step 5. Create the Pay Control Record

The PAYCNTRL (pay control) file contains information that controls and safeguards the payroll being processed. Before you begin processing the current payroll, you must create a record for it in this file. After this record is created, you can make adjustments to employee payroll records without having to enter time information.

To create a Pay Control record, you can use either of the following processes:
- Pay Period Preparation (PPPR)
- Pay Period Generation (PPGN)

This step focuses on the PPPR process, which creates only the Pay Control record. The PPGN process creates both the Pay Control record, if it has not yet been created by the PPPR process, and the PAYPRDS (pay periods) file, which is a work file of records for this payroll.
- If you are processing a full payroll, you can create the Pay Control record by either running both the PPPR and PPGN processes or only the PPGN process. (For more information about the PPGN process, see “Step 10. Gather the Data for This Payroll” on page 227.)
- If you are processing a special payroll, such as one that is unscheduled and that contains only a few employees, then you should use the PPPR process, not the PPGN process, to create the Pay Control record.

About the Pay Control Sequence Number

An important element in the PAYCNTRL file is the Pay Control Sequence Number, which is stored in the PCL.LAST.PROGRAM field. This sequence number ensures that the steps used to process this payroll are performed in the right order and that a step is not inadvertently run twice.

When a key payroll process completes, it increments the Pay Control Sequence Number. When the next key process begins, it first verifies that the Pay Control Sequence Number is valid for it to continue, ensuring that all payroll processes are run in the right order. For example, the Pay Control Sequence Number prevents you from printing paychecks before you have calculated each employee’s net pay or from inadvertently running the Employee History Update (EHUP) process twice.
The Processes That Update the Pay Control Sequence Number

Table 38 lists the payroll processes that are controlled by the Pay Control Sequence Number. These processes must be completed in the order in which they are presented in this table. Only those processes that actually increment the Pay Control Sequence Number are listed.

Table 38: Payroll Processes That Increment the Pay Control Sequence Number

<table>
<thead>
<tr>
<th>This Pay Control Seq. No.</th>
<th>Is Set When This Payroll Process Runs</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pay Period Generation (PPGN)</td>
<td>“Step 10. Gather the Data for This Payroll” on page 227</td>
</tr>
<tr>
<td></td>
<td>Pay Period Gross Summary (PPGS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay Period Gross Adjustments (PPGA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay Period Tax Adjustment (PPTA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay Period Benefit Adjustment (PPBA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay Period Leave Adjustment (PPLA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay Period Deposit Adjustment (PPDA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Daily Expense/Accrual Adjust (DEAA)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Payroll Calculation–Register (CALC)</td>
<td>“Step 15. Calculate the Payroll” on page 240</td>
</tr>
<tr>
<td>3I</td>
<td>Print Paychecks (PCHK)</td>
<td>“Step 17. Print Paychecks and Direct Deposit Advices” on page 255</td>
</tr>
<tr>
<td></td>
<td>Print Advices (PADV)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Accept Paychecks and Advices (APAD)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Payroll Summary Register–Post (PSRP)</td>
<td>“Step 19. Create Transactions for Posting to AR and GL” on page 282</td>
</tr>
<tr>
<td>5</td>
<td>Employee History Update (EHUP)</td>
<td>“Step 22. Update Employee History Records and Time History Records” on page 292</td>
</tr>
</tbody>
</table>

Table 38 shows that running the PPGN or PPGS process for a given payroll sets the Pay Control Sequence Number for that payroll to 1. Running the Payroll Calculation–Register (CALC) process increments this number to 2.

After running the CALC process, however, you can still rerun the processes that set the Pay Control Sequence Number to 1—such as the one-time adjustment forms that can be used to fix any calculation errors—and the Sequence Number is then reset to 1. A payroll can have its Sequence Number set and reset from 1 to 2 and 2 to 1 as often as necessary to produce an error-free calculation.
The Pay Control Sequence Number 3I indicates that the printing of paychecks or advices is in progress. This number enables you to reprint paychecks or advices as often as necessary until you are satisfied. Accepting the print process using the Accept Paychecks and Advices (APAD) form increments the Pay Control Sequence Number to 3.

**Note:** Once the Pay Control Sequence Number increments to 3 or beyond, you can no longer rerun a previous process that requires a lower Sequence Number.

### Limitation on the Number of Payrolls You Can Process at Once

You can begin processing as many payrolls as you like as long as each has its Pay Control Sequence Number set to 1 and none of them has begun the CALC process.

After a payroll begins the CALC process, no other payroll can be processed. You must then complete that payroll through the Employee History Update (EHUP) process before another payroll can be calculated, printed, posted, and updated.

### Overview of the Pay Period Preparation (PPPR) Process

The Pay Period Preparation (PPPR) form displays default information primarily from the PAYCYCLE file. Most data was originally entered on the Pay Cycle Pay Dates (PCPD) form; however, you can change this information as necessary. (For information about the PCPD form, see the *Using Human Resources* manual.)
If your institution uses the WebAdvisor Time Entry and Approval workflow, you can override the default cutoff dates and times by which employees must complete their Time Entry forms and supervisors must approve them. For those pay periods in which you want to change the cutoff date and time, Ellucian recommends that you set up the Pay Control record in advance. Doing so ensures that employees have the correct cutoff information for that pay period before they begin entering time.

The cutoff dates are calculated from the number of cutoff days entered on the Time Entry Cutoff Parameters (TCTP) form. If these dates and times are not appropriate for a particular payroll—such as when a holiday that falls within the pay period—you can override them on the PPPR form.

**Note:** If you have not defined the dates for the pay cycle being processed, the cutoff dates do not default in on the PPPR form. You must enter a cutoff date in the default date fields for the time cards in this payroll to be available online.

For information about working with the WebAdvisor Time Entry and Approval, see “Working with the Time Entry and Approval Workflow” beginning on page 179.
Procedure for Creating Pay Control Records Using the PPPR Process

Use the Pay Period Preparation (PPPR) form to create pay control records.

**Step 1.** Access the Pay Period Preparation (PPPR) form.

**Step 2.** In the Pay Period Ending Date LookUp prompt, enter the pay period ending date of the payroll that you want to process.

**Step 3.** In the Pay Cycle LookUp prompt, enter the pay cycle of the payroll that you want to process.

To see a list of valid pay cycles, use Colleague’s LookUp feature.

**Step 4.** In the Date to appear on Checks/Advices field, verify that the date to print on paychecks and advices is the one that you want for this payroll and make any changes necessary.

If a date did not default into this field, then enter the date to print on paychecks and advices for this payroll.

This date defaults from the Pay Cycle Pay Dates (PCPD) form, but you can change it here.

**Step 5.** In the AR Term field, enter the AR term to which you want to post any accounts receivable deductions.

To see a list of valid AR terms, use Colleague’s LookUp feature.

**Step 6.** For this pay cycle, in the FA Award Period field, is the Financial Aid module to be updated with work-study earnings automatically?

Yes. Enter the award period for work-study earnings to be automatically posted to FA in the FA Award Period field.

No. Leave this field blank.
To verify the definition for this pay cycle, use the Pay Cycle Definition (PCYL) form.

**Step 7.** In the Default Weeks Worked for Pay Period field, enter the default number of weeks that employees in this pay cycle worked during this pay period.

You can change this number for any individual employee for this pay period by using the Pay Period Gross Summary (PPGS) form.

**Step 8.** Does your state require that you track the number of days an employee worked during a tax reporting period?

- **Yes.** In the Default Days Worked for Pay Period field, enter the number of days to use as a default for this pay period.
- **No.** Leave this field blank.

This number is for informational and reporting purposes only. It is not used in payroll calculation and does not have to correspond to or be used with the Default Weeks Worked for Pay Period field.

**Step 9.** In the Withhold Benefits/Deductions field, verify that it is what you want specified for this payroll.

This option defaults in from the Pay Cycle Pay Dates (PCPD) form, but you can change it if necessary.

If an option did not default into this field, then indicate whether you want benefits and deductions withheld.

If this payroll is processing retroactive pay for a group of employees, enter **No.** Taxes are then calculated and deducted from the earnings, but benefits and deductions are ignored.

Otherwise, enter **Yes** to have the benefits and deductions for this payroll to be calculated.

**Step 10.** Verify that the codes for the benefit/deduction periods are correct for this payroll. Make any changes necessary.

**Changes necessary.** In the Benefit/Deduction Periods field, enter the period codes for those benefits/deductions that you want withheld for this payroll.
Step 5. Create the Pay Control Record

**No changes.** Otherwise, leave the field blank, and Colleague will withhold all benefits and deductions pertaining to this payroll.

These codes are used when a benefit or deduction is not withheld in every pay cycle. These codes default from the Pay Cycle Pay Dates (PCPD) form.

**Step 11.** Verify that the earnings types to be excluded from the gross pay are correct for this payroll. Make any changes necessary.

**Changes necessary.** In the Exclude Earnings Types field, if no earnings types defaulted into this field, then enter any that you want to be excluded.

**No changes.** Otherwise, leave this field blank, and Colleague will calculate the earnings for all earnings types.

Typically, these are special earnings types for which employees are paid only at particular times, such as monthly or quarterly. These earnings types default from the Pay Cycle Pay Dates (PCPD) form.

**Step 12.** Does your institution use the Time Entry and Approval workflow?

**Yes.** In the Employee Cutoff Date/Time and Supervisor Cutoff Date/Time fields, verify that the cutoff dates and times are correct for this payroll. These fields control the date and time by which your employees must complete their time entries and their supervisors must approve them.

The default date fields are based on parameters entered on the Time Entry Cutoff Parameters (TCTP) form.

**No.** Leave the fields for specifying cutoff dates and times blank.

The cutoff dates do not default in on the PPPR form if you have not defined the dates for the pay cycle being processed.

You must enter a cutoff date in the default date fields in order for the time cards in this payroll to be available online.

**Step 13.** Finish from the PPPR form to save your changes and to create the Pay Control record.
Step 6. Enter Time Information

If all employees for this payroll are in positions using exception-based time recording and if none had any exception time, such as sick leave or vacation, then you do not need to enter any time for this pay period. With exception-based time recording, all of an employee’s time information defaults in during the Pay Period Generation (PPGN) process. (For an explanation of the different time recording types, see “Time Recording Types” on page 144.)

For most payrolls, you must enter time information for at least some employees. Colleague provides three methods for your payroll staff to enter or import time. These methods are listed in Table 39. You might use one method or a mixture, depending upon the situation at your institution.

Table 39: Methods for Entering Time Worked

<table>
<thead>
<tr>
<th>Topic</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manually enter time or review and modify the number of hours worked by each employee in each position during this pay period.</td>
<td>Time Card Entry (TCDE)</td>
<td>“Entering Time Information” on page 151</td>
</tr>
<tr>
<td>Import time from a third-party vendor’s input device or software.</td>
<td>Time Card Batch Entry (TCBE)</td>
<td>“Importing Time Information” on page 163</td>
</tr>
<tr>
<td>Import teaching time for faculty on hourly assignment contracts.</td>
<td>Batch Import Faculty Time (BIFT)</td>
<td>“Importing Faculty Teaching Time” on page 171</td>
</tr>
</tbody>
</table>

For institutions using the Time Entry and Approval workflow, time is also entered by employees and approved by their supervisors on the web. However, you can display these time entries on the TCDE form, where you can review them and, if necessary, modify the time entered or override the supervisor’s decision. For information about setting up and using this workflow, see the WebAdvisor for Colleague HR manual.
Step 7. Print the Time Entry Overtime Report

The Time Entry Overtime Report (TEOR) process generates a report of possible overtime situations at your institution. The report lists each supervisor’s employees whose hours worked in a pay period exceed the minimum number of daily or weekly hours entered on the TEOR form. The data reported comes from the EMPTIME.DTL file.

The report is arranged in alphabetical order by the supervisor’s last name and, within supervisor, by employee’s last name. Employees without an assigned supervisor are listed under the supervisor heading “Unassigned.”

This is an optional step in payroll processing.

Employees are included on this report regardless of the method used to capture their time—Time Entry and Approval workflow, Time Card Entry (TCDE) form, Time Card Batch Entry (TCBE) process, or Batch Import Faculty Time (BIFT) process.

To generate this report, you must enter the following criteria on the TEOR form:

- Pay cycle and pay period ending date of the payroll that you want to report.
- Whether you want the hours reported to be totaled by day or by week.
- Minimum number of hours that must be worked before overtime hours are calculated. The number that you enter is associated with whether you are totaling the hours reported by day or week. When totaling hours by day, you might enter 8; by week, 40.
You can limit the employees reported to those assigned a particular earnings type or time recording type. You can further limit the report by entering a saved list name of record IDs in the EMPTIME.DTL file or additional selection criteria. (For an explanation of time recording types, see “Time Recording Types” on page 144.)

When you access the TEOR form, it displays the criteria that were last used to generate this report.
Step 8. Print Time Discrepancy Reports

The Positive Time Discrepancies (PTDR) and Exception Time Discrepancies (ETDR) processes generate reports that help you identify possible time entry errors or omissions. Before generating either report, you must have entered or imported time information.

This is an optional step in payroll processing.

Positive Time Discrepancies Report

The Positive Time Discrepancies Report, which is generated by the Positive Time Discrepancies (PTDR) process, lists all employees who are eligible to be paid in the payroll you are processing but who do not have time information entered.

The PTDR form enables you to do the following:
- Choose to report employees in positions that are positive, scheduled positive, or both.
- Confirm or limit the employees that are reported by detailing on the Identify Selection/Sort Criteria field. You can either enter a saved list name, or confirm or change the additional selection criteria.

Figure 42: Example of the Positive Time Discrepancies (PTDR) Form
In addition to listing those employees for whom no time has been entered, the report also lists each employee who has had time entered but whose total time entered differs from the expected total time as defined for that employee’s position. It also identifies any employee whose wage record has been suspended. To produce this report, the process compares data in the EMPTIME.DTL file with the default data in the PERPOSWG and PERPOS files.

This report is sorted by location, department, employee, and position, and breaks on location and department. However, you can use the Sort/Break Definition form to change these criteria as necessary. (To access this form, detail from the Identify Selection/Sort Criteria field.)

### Exception Time Discrepancies Report

The Exception Time Discrepancies Report, which is generated by the Exception Time Discrepancies (ETDR) process, lists all employees whose daily time entries differ from their default work schedule. The data that is reported comes from the EMPTIME.DTL file.

This report is available in summary and detail versions, both of which are sorted by location, department, employee, and position, and break on location and department. However, you can use the Sort/Break Definition form to change these criteria as necessary. (To access this form, detail from the Identify Selection/Sort Criteria field.)

*Figure 43: Example of the Exception Time Discrepancies (ETDR) Form*
Step 9. Print Time Card Entry Detail Report

The Time Card Entry Detail (TCDT) process generates an audit report of all time entries for each employee that were made using any available methods for capturing time—the Time Entry and Approval workflow, the Time Card Entry (TCDE) form, the Time Card Batch Entry (TCBE) process, or the Batch Import Faculty Time (BIFT) process. Data that originated from the BIFT process are flagged with an asterisk at the end of that line item on the report.

This report can be used to verify time entries and identify possible keystroke errors. The data reported comes from the EMPTIME.DTL file.

This is an optional step in payroll processing.

**Note:** You can also identify these records by using the Delete Unprocessed Time (DUPT) form. For information, see “Handling Time Entries That Cannot Be Processed” on page 250.

Before generating this report, you must have entered or imported time information.

To generate the report, you must confirm or limit the employees reported by detailing on the Identify Selection/Sort Criteria field and either enter a saved list name, or confirm or change the additional selection criteria.

**Figure 44:** Example of the Time Card Entry Detail (TCDT) Form

The report is sorted by department, employee, and position, breaking on department. However, you can use the Change Sort Specification (CSPS) form to change the sort criteria as necessary.

**Technical Tip:** To access the CSPS form, first detail from the Identify Selection/Sort Criteria field on the TCDT form. When the HR Standard List/SSelect form is displayed, detail on the Sort field.
To generate a report that identifies employees with recent time entries that have not yet been incorporated into the PPDTIME.DTL file, you can detail on the Identify Selection/Sort Criteria field, and enter the following selection criteria on the Selection/Sort Criteria form:

WITH EMPTD.PROCESSED NE "Y"

Entering this select statement results in a report of only those EMPTIME.DTL records that have not yet been processed by the PPGN or PPGS processes. These are the new time entries. By displaying these entries on the PPGS form, you automatically cause the new entries to be carried over to the payroll records.
Step 10. Gather the Data for This Payroll

The Pay Period Generation (PPGN) process gathers all of the data needed to completely process a payroll and stores it in the following work files:

- PAYPRDS, which stores all of the data that is needed to completely process a payroll.
- PPDTIME.DTL, which stores the daily time information for the employees in the payroll being processed.

Note: Before you run this process, you must make any needed permanent changes to an employee’s record; otherwise, those changes are not included in this payroll.

This process includes all employees who are scheduled to be processed in this payroll. If you want to process a special payroll, such as one that is unscheduled and that contains only a few employees, then you should use the following processes instead.

1. Pay Period Preparation (PPPR) process to create the Pay Control record. For information about the PPPR process, see “Step 5. Create the Pay Control Record” on page 213.

2. Pay Period Gross Summary (PPGS) process to create the PAYPRDS and PPDTIME.DTL records for the specific employees included in this payroll.

Note: For institutions that withhold pay for unapproved time, when you run the PPGN process to begin payroll processing, Colleague does not create PAYPRDS records for unapproved time entries. In addition, the PPGN process generates a warning message indicating that unapproved and leave without pay time records exist for the current pay period. You can override this warning on the PPGS form to pay specific employees.
This process generates the following reports:

- Payroll Preparation Exception Report, which lists the exceptions that were found in the records selected for payroll processing.
- Payroll Preparation No Pay Report, which is generated only when your institution processes benefits/deductions for employees who have no pay in the pay period being processed.

To avoid errors during the Payroll Calculation–Register (CALC) process, you should review these exceptions and make the necessary corrections. For information about troubleshooting the reported exceptions, see “Understanding the Payroll Preparation Reports” on page 323.

Running the PPGN process for a given payroll sets the Pay Control Sequence Number for that payroll to 1.

**Note:** If the PPGN process ends abnormally, such as from a system failure or power outage, use the Monitor Payroll Processing (MTPP) form to reset the statuses in the Pay Control record for this payroll. For information about using the MTPP form, see “Understanding the MTPP Form” on page 401.
Gathering the Information for This Payroll

The PPGN process gathers the necessary payroll information from many Human Resources files. First, it searches the PERPOSWG (person’s wage) file for any records associated with the specified pay period. It then consolidates these records by employee and stores them in the PAYPRDS file. After gathering all of the employees that need to be processed, the PPGN process searches through other HR files to gather the information about these employees that is needed for this payroll.

Table 40 alphabetically lists the files that this process searches and the information that it gathers from each.

<table>
<thead>
<tr>
<th>From This File</th>
<th>PPGN Gathers This Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENDED and BENDEDCS</td>
<td>Benefit accounting information, restrictions on earnings types, table deduction, tax information, GL liability account number, and information needed for arrears processing</td>
</tr>
<tr>
<td>EMPLOYES</td>
<td>Taxes, limit-to-date, and direct deposit information</td>
</tr>
<tr>
<td>EMPTIME.DTL</td>
<td>Time information</td>
</tr>
<tr>
<td>HRPARM</td>
<td>Eligibility for arrears and no-pay processing based on rules</td>
</tr>
<tr>
<td>HRPER</td>
<td>The benefits, leave, wages, and position records that are active for the pay period</td>
</tr>
<tr>
<td>LEAVPLAN</td>
<td>Eligibility for leave plans based on earnings types; appropriate GL account numbers</td>
</tr>
<tr>
<td>PERBEN and PERBENCS</td>
<td>Benefits and deductions, benefit/deduction costs, and benefit/deduction dates; overrides for arrears eligibility for this person’s benefit/deduction</td>
</tr>
<tr>
<td>PERLEASE and PERLVACC</td>
<td>Leave plans, accrual rates, and accrual limits</td>
</tr>
<tr>
<td>PERPOS and PERPOSWG</td>
<td>Position, gross pay, GL distribution information, pay class, hours, earnings type, and default work week schedule</td>
</tr>
<tr>
<td>PERPOSWG</td>
<td>Employees to be processed</td>
</tr>
<tr>
<td>PERSTAT</td>
<td>Primary department</td>
</tr>
<tr>
<td>POSITION</td>
<td>Positions IDs; time recording type (exception, positive, or scheduled positive)</td>
</tr>
<tr>
<td>POSPAY</td>
<td>Default funding source and GL distribution information for the position</td>
</tr>
<tr>
<td>STIPEND</td>
<td>Stipends, earnings information, funding source information</td>
</tr>
</tbody>
</table>

For more information about the EMPTIME.DTL file and the PPDTIME.DTL work file, see “The Relationship Between EMPTIME.DTL and PPDTIME.DTL” on page 148.
For institutions that process deductions in arrears or the benefits/deductions for employees who have no pay in the payroll, the PPGN process uses the rules entered on the Ben/Ded Parameter Setup (BDPS) form to determine the following:

- Whether the deduction for each person’s benefit included in this payroll is eligible to go into arrears.
- Whether to process the benefits/deductions for those employees who have no pay, and the funding source to use for each of these benefits/deductions that are processed.

For information about arrears processing and processing employees without pay, see “Understanding Arrears Processing” on page 305. For information about the rules entered on the BDPS form, see the Using Human Resources manual.

**Overriding the Parameter on PPGS**

For institutions withholding pay for unapproved time, you can override the parameter to withhold pay for each employee in the current payroll using the Pay Period Gross Summary (PPGS) form.

For example, an hourly employee is assigned to the position “ADM1.” If Colleague withholds pay for each employee in the ADM1 position with unapproved time, and the employee’s time is rejected, then you receive the warning message, “ADM1 has not been approved. Do you want to pay position Yes or No?” on the PPGS form when accessing that employee’s record.

Click “Yes” if you want to process the employee’s time through payroll regardless of its approval status.

After the current payroll has been processed through the Payroll Calculation-Register (CALC) process, you can no longer override this parameter for any employees.
Regenerating the Payroll

If you make additional time information entries using the Time Card Entry (TCDE) form, or if the approval statuses of unapproved time cards change after the PPGN process has been run, then you must rerun either the PPGN or PPGS process to update existing PPDTIME.DTL and PAYPRDS records with the latest time information. Otherwise, the CALC process will not run. (For information about the interaction among the TCDE, PPGS, and PPGN forms, see “The Relationship Between EMPTIME.DTL and PPDTIME.DTL” on page 148.)

You can identify these records by using the Delete Unprocessed Time (DUPT) form or the Time Card Entry Detail report, which is generated by the Time Card Entry Detail (TCDT) process. For information about the DUPT form, see “Handling Time Entries That Cannot Be Processed” on page 250. For information about the TCDT process, see “Step 9. Print Time Card Entry Detail Report” on page 225.

**Note:** If you previously used the PPGS process to make a wage change after running the PPGN process and if the same employee who had the wage change also had a late time card entry, then you must enter the wage change using the PPGS form again.

**Note:** If you run the PPGN form and then redefine a pay cycle to exclude a different set of earning types, rerunning PPGN does not update the earnings types being excluded in the payroll now being processed. In other words, the changes that you made do not take effect until the next payroll is processed.

To exclude earnings types from a payroll that has already been generated, you must delete the appropriate records from the PAYPRDS and PPDTIME.DTL files. See your system administrator for assistance.
Procedure for Gathering the Payroll Data

Step 1. Access the Pay Period Generation (PPGN) form.

Step 2. At the Pay Period Ending Date prompt, enter the pay period ending date of the payroll that you want to process.

Step 3. At the Pay Cycle LookUp prompt, enter the pay cycle of the payroll that you want to process.

To see a list of valid pay cycles, use Colleague’s LookUp feature.

Step 4. In the Date to appear on Checks/Advices field, verify that the date to print on paychecks and advices is the one that you want for this payroll, and make any changes necessary.

This date defaults from the Pay Cycle Pay Dates (PCPD) form, but you can change it to meet your needs.

If a date did not default into this field, then enter the date to print on paychecks and advices for this payroll.

Step 5. In the AR Term field, enter the AR term to which you want to post any accounts receivable deductions.

To see a list of valid AR terms, use Colleague’s LookUp feature.

Step 6. For this pay cycle, is the Financial Aid module to be automatically updated with work-study earnings?

Yes. In the FA Award Period field, enter the award period toward which any work-study earnings for this pay period should be applied.

To verify the definition for this pay cycle, use the Pay Cycle Definition (PCYL) form.

To see a list of valid award periods, use Colleague’s LookUp feature.

No. Leave the FA Award Period field blank.
Step 7. In the Default Weeks Worked for Pay Period field, enter the default number of weeks that employees in this pay cycle worked during this pay period.

This number is for informational and reporting purposes only.

You can change this number for any individual employee for this pay period by using the Pay Period Gross Summary (PPGS) form.

Step 8. Does your state require that you track the number of days an employee worked during a tax reporting period?

Yes.

In the Default Days Worked for Pay Period field, enter the number of days to use as a default for this pay period.

This number is for informational and reporting purposes only. It is not used in payroll calculation and does not have to correspond to or be used with the Default Weeks Worked for Pay Period field.

No. Leave this field blank.

Step 9. In the Withhold Benefits/Deductions field, verify that the option to withhold benefits and deductions is what you want for this payroll.

This option is defaulted from the Pay Cycle Pay Dates (PCPD) form, but you can change it if necessary.

If an option did not default into this field, then indicate whether you want benefits and deductions withheld.

- To calculate the benefits and deductions for this payroll, enter Yes.
- Otherwise, such as when the payroll is processing retroactive pay for a group of employees, enter No. Taxes are then calculated and deducted from the earnings, but benefits and deductions are ignored.

Step 10. In the Benefit/Deduction Periods field, verify that the codes for the benefit/deduction periods are correct for this payroll, and make any changes necessary.

If no codes defaulted into this field, then enter the period codes for those benefits/deductions that you want withheld for this payroll.

Otherwise, leave the field blank, and Colleague will withhold all benefits and deductions pertaining to this payroll.
These codes are used when a benefit or deduction is not withheld in every pay cycle. These codes default from the Pay Cycle Pay Dates (PCPD) form, but you can change them to meet your needs.

**Step 11.** In the Exclude Earning Types field, verify that the earnings types to exclude for this payroll are correct, and make any changes necessary.

If no codes defaulted into this field, then enter any earnings type that you want to exclude.

Otherwise, leave this field blank, and Colleague will calculate the earnings for all earnings types.

Typically, these are special earnings types for which employees are paid only at particular times, such as monthly or quarterly. These earnings types default from the Pay Cycle Pay Dates (PCPD) form, but you can change them to meet your needs.

**Step 12.** Save your work on the PPGN form to begin the process.

**Step 13.** Review the Payroll Preparation Exception Report.

For information about troubleshooting the exceptions reported, see “Payroll Preparation Exception Report” on page 323.

**Step 14.** If your institution processes benefits/deductions for employees who have no pay in the payroll being processed, then review the Payroll Preparation No Pay Report.

For this report to be generated, at least one rule must be entered in the Rules for Employees without Pay field on the Ben/Ded Parameter Setup (BDPS) form in the Human Resources module.

For information about this report, see “Payroll Preparation No Pay Report” on page 328.
Step 11. Make One-Time Adjustments

You can make adjustments to an employee’s wages, taxes, benefits/deductions, arrears prepayments or repayments, direct deposit information, and leave accrual information for this payroll only by using one of the processes listed in Table 41 below. If you are running a special payroll, you can also use one of these processes instead of the Pay Period Generation (PPGN) process to create the payroll records for this payroll.

**Note:** If you already made adjustments using the Pay Period Gross Summary (PPGS) form or its detail form, Pay Period Gross Adjustments (PPGA), and if you since reran the PPGN process to add last minute time-card entries into this payroll, then the adjustments that you made have been overwritten and must be entered again.

If you have no adjustments to make or to re-enter and if you have already created payroll records using the PPGN process, then you can skip this step.

### Table 41: Forms Used to Make One-Time Payroll Adjustments

<table>
<thead>
<tr>
<th>To Change</th>
<th>Use This Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage Information</td>
<td>Pay Period Gross Adjustments (PPGA), a detail form from PPGS</td>
</tr>
<tr>
<td>Benefits/Deductions</td>
<td>Pay Period Ben/Ded Adjustment (PPBA)</td>
</tr>
<tr>
<td>Arrears Prepayments or Repayments</td>
<td>Pay Period Arrears Adjustment (PPAA)</td>
</tr>
<tr>
<td>Tax Information</td>
<td>Pay Period Tax Adjustment (PPTA)</td>
</tr>
<tr>
<td>Direct Deposit Information</td>
<td>Pay Period Deposit Adjustment (PPDA)</td>
</tr>
<tr>
<td>Leave Accrual Information</td>
<td>Pay Period Leave Adjustment (PPLA)</td>
</tr>
<tr>
<td>Deferred Pay Information</td>
<td>Daily Expense/Accrual Adjust (DEAA), a detail form from PPGS</td>
</tr>
</tbody>
</table>

**Note:** If the any of the adjustment processes ends abnormally, such as from a system failure or power outage, use the Monitor Payroll Processing (MTPP) form to reset the statuses in the Pay Control record for this payroll. For information about using the MTPP form, see “Understanding the MTPP Form” on page 401.
Any changes that you make using these one-time adjustment forms affect only the payroll currently being processed; the employee’s permanent payroll information is not changed.

**Note:** To make a permanent change to the employee’s information, you must use the Employee Overview (EPOV) form and its associated forms. For a permanent change to be included in a payroll, it must be made *before* you begin payroll processing.

For detailed information about making these one-time payroll adjustments, see “One-Time Adjustments to the Current Payroll” beginning on page 467.

For information about making permanent changes to the employee’s payroll information, see “Understanding Employee Records” beginning on page 87.
Step 12. Print the Daily Time Verification Report

The Daily Time Verification (DTVR) process generates a report that you can use in conjunction with the Time Verification Report, generated by the Time Verification Report (TVRR) process, to verify the time and earnings information for which an employee is to be paid. Unlike the summarized time and earnings information found on the Time Verification Report, the Daily Time Verification Report displays detailed time and earnings information from the PPDTIME.DTL file; this is the same information that is summarized to populate the PAYPRDS file.

This is an optional step in payroll processing.

To generate this report, you must confirm or limit the employees to be reported by detailing on the Identify Selection/Sort Criteria field. You then either enter a saved list name, or confirm or change the additional selection criteria.

Figure 46: Example of the Daily Time Verification (DTVR) Form

By default, the report is sorted by location, department, employee ID, date worked, and position. It breaks on location and department. However, you can use the Sort/Break Definition form to change these criteria. (To access this form, detail from the Identify Selection/Sort Criteria field.)
Step 13. Print the Missing Payroll Time Cards Report

The Missing Payroll Time Cards (MPTC) process generates the Missing Payroll Time Cards Report. This report is used to identify those active employees who hold positions with a time recording type of positive or scheduled-positive for whom no time information has been entered for the pay period that you are processing. (For an explanation of the time recording types exception, positive, and scheduled positive, see “Time Recording Types” on page 144.)

This is an optional step in payroll processing.

To generate the report, you must confirm or limit the employees reported by detailing on the Identify Selection/Sort Criteria field and either enter a saved list name, or confirm or change the additional selection criteria.

Figure 47: Example of the Missing Payroll Time Cards (MPTC) Form

The report displays employee ID, employee name, position type (positive or scheduled positive), position, scheduled work time, and a descriptive message. By default, the report is sorted by location, department, and employee; it breaks on location, department, and position. However, you can use the Sort/Break Definition form to change these criteria as necessary. (To access this form, detail from the Identify Selection/Sort Criteria field.)
Step 14. Print Time Entry/Approval Status Report

If your institution uses the WebAdvisor Time Entry and Approval workflow, you can use the Time Entry/Approval Status (TEAS) process to generate a report of the status, by supervisor, of employees in a particular payroll whose time entries are not yet approved. Employees whose time entries are approved are not reported.

**Note:** The TEAS process is available to all institutions; however, the statuses used on this report are most meaningful to institutions using the WebAdvisor Time Entry and Approval workflow.

This is an optional step in payroll processing.

**Figure 48** below shows an example of the TEAS form.

For a sample of this report and an explanation of the statuses, see “Time Entry/Approval Status (TEAS) Report” on page 193.

To generate this report, you must enter a pay cycle and a pay period ending date for the payroll you are processing on the TEAS form. You can limit the time entries reported by specifying a time-recording type, hourly or salaried employees, a saved list of record IDs in the PERPOSWG file, a sort option, or entering additional selection criteria.

Each time that you access this form, it displays the criteria that were last used to generate this report.

**Figure 48: Example of the Time Entry/Approval Status (TEAS) Form**
Step 15. Calculate the Payroll

The Payroll Calculation–Register (CALC) process calculates the net pay for each employee in the payroll that you are processing. All calculations are stored in the PAYPRDS file.

You cannot run the CALC process until the necessary information for the payroll that you are processing has been gathered and stored in the PAYPRDS file. The process that you used to gather this information depends on the type of payroll that you are running.

- For full payrolls, you would have used the Pay Period Generation (PPGN) process. (The PPGN process is explained in “Step 10. Gather the Data for This Payroll” on page 227.)
- For special payrolls, such as those that are unscheduled and that contain only a few employees, you would have used the Pay Period Gross Summary (PPGS) and the Pay Period Preparation (PPPR) processes. (The PPGS process is explained in “Step 11. Make One-Time Adjustments” on page 235; the PPPR process, in “Step 5. Create the Pay Control Record” on page 213.)

Note: For institutions that withhold pay for unapproved time, the CALC process displays a warning message which indicates if unapproved time records exist for the current pay period. However, this warning does not stop the CALC process from generating wages for employees who have unapproved time records that were included in the payroll using the warning override on PPGS.

Figure 49: Example of the Payroll Calculation–Register (CALC) Form

The CALC process generates the following reports:

- Payroll Detail Register
- Payroll Project Fringe Benefits Register (if your institution uses Projects Accounting)
- Payroll Exception Report
- An error report
Step 15. Calculate the Payroll

When the CALC process finishes successfully, the Pay Control Sequence Number for the payroll that you are processing is set to 2. However, after running the CALC process, you can still rerun any of the one-time adjustment processes, which resets the sequence number from 2 back to 1. You must then rerun CALC to incorporate these adjustments into the payroll that you are processing. (For the forms used to make one-time adjustments, see “Step 11. Make One-Time Adjustments” on page 235. For information about rerunning the CALC process, see “Step 16. Recalculate after Correcting Errors or Making Adjustments” on page 253.)

Note: When the CALC process finishes without errors and all one-time adjustments are made, you cannot run the CALC process on any other payroll until this payroll has completed all payroll processing steps through the Employee History Update (EHUP) process. (For information about the EHUP process, see “Step 22. Update Employee History Records and Time History Records” on page 292.) This restriction helps to prevent errors in processing the taxes or benefits/deductions that have limits.

If the CALC process displays a message that prevents you from running the process, and you are certain that no other payroll has been processed through the CALC process but not the EHUP process, then the most probable reason is that additional time information has been entered on the Time Card Entry (TCDE) form or the Time Entry and Approval web forms but has not been run the Pay Period Generation (PPGN) or the Pay Period Gross Summary (PPGS) processes. To correct this situation, you must rerun the PPGN or PPGS process to gather the new time information entered on the TCDE form. (For more information, see “Regenerating the Payroll” on page 231 and “Handling Time Entries That Cannot Be Processed” on page 250.)

Note: If the CALC process ends abnormally, such as from a system failure or power outage, use the Monitor Payroll Processing (MTPP) form to reset the status in the Pay Control record for this payroll.

If you save your work on the CALC form but then cancel out of a peripheral form, you must also use the MTPP form to reset the status.

For information about using the MTPP form, see “Understanding the MTPP Form” on page 401.
Understanding How Net Pay Is Calculated

To calculate an employee’s net pay, Colleague begins with the employee’s gross pay, subtracts the appropriate taxes, and from that balance, subtracts the appropriate deductions. This equation is

\[
\text{Gross Pay} - \text{Taxes} - \text{Deductions} = \text{Net Pay}
\]

The CALC process gathers or calculates the information needed in the following order.

1. **Gross Pay**
   The CALC process totals all earnings and stipends.

2. **Taxes**
   Taxes are calculated for both miscellaneous and regular earnings, tax deferred deductions, and taxable benefits.

   **U.S. taxes** are calculated in this order:
   - FICA Withholding
   - Federal Withholding
   - Earned Income Credit
   - State Withholding
   - Federal Unemployment Tax (FUTA)
   - Unemployment Insurance
   - City Withholding
   - County Withholding
   - School District Withholding
   - Other Local Withholding

   **Canadian taxes** are calculated in this order:
   - Canadian Pension Plan (CPP)
   - Employment Insurance
   - Income Tax
   - Provincial Tax
   - Workers’ Compensation

3. **Deductions**
   The CALC process calculates deductions and notes any tax-exempt deductions and taxable benefits. The process also determines both the employee and employer contributions for benefits and handles each appropriately. Employee contributions are deductions and, therefore, are deducted from gross pay, while employer contributions are charged to the appropriate general ledger expense accounts. Any special subroutine that has been set up for a benefit or deduction is called.
Step 15. Calculate the Payroll

For institutions using arrears processing, the CALC process determines whether an employee’s benefit/deduction is eligible for arrears processing. If so, it checks for any prepayment that should be added to the employee’s regular deduction. It then determines whether the employee can make repayments as a payroll deduction. If so, it adds any repayment that should be made to the employee’s regular deduction. For more information, see “Understanding Arrears Processing” on page 305.

4. Net Pay

The CALC process uses the equation (Gross Pay minus Taxes minus Deductions = Net Pay) to calculate net pay. It always subtracts taxes from gross pay before it subtracts deductions. Deductions are subtracted according to the priority that they were assigned on the Person’s Benefit/Deduction (PBND) form.

For institutions using arrears processing, the CALC process looks for any prepayments that the employee has on deposit in the Accounts Receivable module in Colleague Student when the following is true:

- The employee’s net pay cannot cover that employee’s share of a benefit’s cost.
- The employee’s benefit/deduction is eligible for arrears processing.

If a prepaid balance exists, the CALC process applies as much of it as possible to the arrears amount for that employee’s benefit/deduction. Any portion of the benefit’s cost that cannot be paid goes into arrears. For more information, see “Understanding Arrears Processing” on page 305.

**Note:** Net pay cannot be an amount less than zero. If the CALC process determines that withholding a deduction or a tax amount would reduce an employee’s pay to an amount less than zero, it withholds only the amount that keeps the employee’s net pay from becoming less than zero. (For institutions using arrears processing, the CALC process looks first for any arrears prepayment or repayment to reduce or eliminate.) If that deduction is tax deductible, the CALC process adds the portion that was not withheld back into the employee’s taxable pay, and recalculates the taxes. Such discrepancies are not noted on the Payroll Detail Register.
5. **Leave**

Leave accruals and leave used are calculated for employees who have gross pay. They are stored in the PAYPRDS file for later processing.

If your institution processes benefits/deductions for employees who have zero gross pay and those employees accrue leave when they have no pay—such as faculty who are on sabbatical. After the payroll has processed, you or your human resources staff must manually enter the accrued hours on the Person’s Leave Detail (PLED) form. The PLED form is accessed only from the Person’s Leave Detail Summary (LDTS) in the Human Resources module.

If your institution allows employees to enter time using leave without pay for the entire pay period, that time will be included in the payroll. Colleague does a calculation for salaried employees and for hourly employees. Colleague reduces the hourly rate and the leave without pay to zero.

An example of the salary calculation is the following:

The work unit rate is multiplied by the leave without pay hours and that number is subtracted from the gross amount. For example, a salaried employee has a unit rate of 22.00 and the employee takes 8 hours of leave without pay, which would be 176.00. The employee’s gross pay for an 80 hour pay period is 1760.00. The employee would have 176 of leave without pay subtracted from the normal 1760 gross amount, leaving a gross amount of 1584 for this pay period.

6. **Direct Deposit**

Direct deposit amounts are calculated and stored in the PAYPRDS file for later processing.

---

**Correcting Errors**

If errors occur during the payroll calculation process, then the CALC process generates an error report, which can be either displayed on your screen or printed.

**Note:** Before continuing with the next step to print paychecks and direct deposit advices, you must correct all errors and rerun the CALC process until it is error-free.
During the CALC process, all salary expense, employer expense, and liability GL account numbers are verified to confirm that all of the accounts are available for posting. If you have any errors pertaining to GL account numbers, use Table 42 below as a guide to fixing them. If you are certain that a GL account number is correct even though the CALC process identified it as an error, then contact your business office to verify that the account number has been made available for posting.

**Table 42: Resolving Errors Involving GL Account Numbers**

<table>
<thead>
<tr>
<th>GL Account Type</th>
<th>Associated Expense/Liability</th>
<th>Form to Make Corrections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Expense Account</td>
<td>Wages</td>
<td>Pay Period Gross Adjustments (PPGA), a detail form from Pay Period Gross Summary (PPGS)</td>
</tr>
<tr>
<td>Employer Expense Account</td>
<td>Benefits or Deductions</td>
<td>Ben/Ded Accounting Information (BACT)</td>
</tr>
<tr>
<td></td>
<td>Leave</td>
<td>Leave Accounting Information (LACT)</td>
</tr>
<tr>
<td></td>
<td>Employer Paid Taxes</td>
<td>U.S.: Employer Tax Table (ERTT)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canada: Employer Contribution Table (ERCN)</td>
</tr>
<tr>
<td>Liability Account</td>
<td>Benefits or Deductions</td>
<td>Ben/Ded Accounting Information (BACT)</td>
</tr>
<tr>
<td></td>
<td>Leave</td>
<td>Leave Accounting Information (LACT)</td>
</tr>
<tr>
<td></td>
<td>Employer and Employee Payroll Taxes</td>
<td>Tax Code Definition (TAXC)</td>
</tr>
<tr>
<td>Asset Cash Account</td>
<td>Net Pay</td>
<td>Bank Code Definition (BANK)</td>
</tr>
</tbody>
</table>
Understanding the Payroll Detail Register

The CALC process also generates the Payroll Detail Register, which contains detailed information about each employee’s gross income, deductions, and net pay.

Contents of the Payroll Detail Register

This report includes the following information for each employee in the payroll that you are processing:

- Position ID
- GL account number associated with the position
- Project number (if your institution uses Projects Accounting)
- Project line item code (if your institution uses Projects Accounting)
- Hourly/salary status
- Earnings type
- Hourly rate or salary
- Time worked
- Period amount
- Tax codes and amounts, both employee-paid and employer-paid
- Benefit/deduction codes and amounts, both employee-paid and employer-paid
- Taxable portion of a benefit/deduction
- Taxable gross
- Salary base
- Paycheck number and date
- Total amount of deductions
- Net pay
- Direct deposit information

In addition, it includes the summary reports described in Table 43 on page 247.
Table 43: Description of the Summary Reports

<table>
<thead>
<tr>
<th>Summary Report</th>
<th>Contents</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Summary by Earnings Type</td>
<td>Gross amount of earnings, the expense amount, and the accrual amounts. Number of employees for each earnings type.</td>
<td>Earnings type</td>
</tr>
<tr>
<td>Tax Summary by Tax Code</td>
<td>Taxable amount, the employee-paid and employer-paid amounts. Number of employees for each tax code.</td>
<td>Tax type and tax code</td>
</tr>
<tr>
<td>Benefit/Deduction Summary by Benefit Code</td>
<td>Employee-paid and employer-paid amounts, the taxable amount, and the number of employees enrolled in each benefit/deduction. Note: This report includes all benefits/deductions that are included in the payroll, regardless of whether they have an associated cost—such as any benefit/deduction with a zero-cost record that is assigned to an employee and intended only for adjustments.</td>
<td>Benefit/deduction code</td>
</tr>
<tr>
<td>Zero Net Employee Summary</td>
<td>All employees on the Payroll Detail Register who have zero net pay. (These employees are also flagged on the Payroll Detail Register.) Employee ID, name, primary location, primary department, gross pay, total deductions, and net pay.</td>
<td>Employee name</td>
</tr>
<tr>
<td>Employee Exceeded Limits Summary</td>
<td>All employees on the Payroll Detail Register whose gross pay exceeds an earnings limit. (These employees are also flagged on the Payroll Detail Register.) Employee ID, name, primary location, and primary department.</td>
<td>Employee name</td>
</tr>
</tbody>
</table>
The Payroll Detail Register does not include the following information:

- Any taxes or deductions, or portions of any taxes or deductions, that were not withheld from an employee’s pay because doing so would have resulted in negative pay for that employee.

- Any employees having zero gross pay, unless the employee has arrears activity or your institution processes benefits/deductions for employees without pay.

Otherwise, records with zero gross pay are typically created because an institution is keeping active some of their employees who work only occasionally. In this situation, although the CALC process deletes these records from the PAYPRDS file without printing them, it does report the total number of those records on the last page of the Payroll Detail Register.

### Table 43: Description of the Summary Reports (cont’d)

<table>
<thead>
<tr>
<th>Summary Report</th>
<th>Contents</th>
<th>Sequence</th>
</tr>
</thead>
</table>
| Deductions in Arrears Register and Summary | For institutions that use arrears processing, the Payroll Detail Register also includes the Deductions in Arrears Register and the Deductions in Arrears Summary.  
**Note:** These reports are generated only when at least one employee has arrears activity in the payroll being processed. An arrears activity includes an amount going into arrears, a repayment toward an arrears balance, a prepayment toward an upcoming arrears situation, or a vendor payment made from deposited prepayments.  
When this report is generated, you can find it after the Benefit/Deduction Summary by Benefit Code.  
For information about these reports and examples, see “Deductions in Arrears Register and the Deductions in Arrears Summary” on page 316. | Employee name |
| Payroll Project Fringe Benefits Register | If your institution uses the Projects Accounting module, this register displays employees who have wage distributions to projects. Includes employee and employer contributions to taxes, benefits, and leave accrual. | Employee name |
Understanding the Payroll Exception Report

The Payroll Exception Report is generated each time that the CALC process is run. This report identifies employees whose payroll information, either calculated or entered, deserves closer scrutiny before paychecks are printed.

Note: Exceptions are not errors. Errors are reported on the Calculation Error Report. Exceptions are conditions that warrant further investigation.

Exception Conditions

Ellucian provides two standard exception conditions. These conditions, which are described in Table 44 below, are listed in the validation code table EXCEPTION CODES.

Table 44: Standard Exception Conditions Provided by Ellucian

<table>
<thead>
<tr>
<th>Exception Code</th>
<th>Description</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>Neg. leave not allowed</td>
<td>Employees whose leave plans were defined to disallow negative balances and whose resulting leave balance is a negative amount.</td>
</tr>
<tr>
<td>106</td>
<td>Leave during probation</td>
<td>Employees who have leave earnings in the payroll being processed; however, the leave plan pertaining to these earnings is not yet in effect for these employees. This condition typically occurs when a new hire is still in a probationary period.</td>
</tr>
</tbody>
</table>

Your system administrator can add other exception conditions as needed by customizing the S.CALC.EXCEPTIONS subroutine and by updating the EXCEPTION CODES validation code table accordingly.

The CALC process stores information about employees who meet an exception condition in the file PR.EXCEPTIONS, which the CALC process uses to produce the Payroll Exception Report. The PR.EXCEPTIONS file is cleared at the beginning of the CALC process and at the end of the Employee History Update (EHUP) process.
Reprinting the Payroll Exception Report

The Payroll Exception Report can be reprinted, either in whole or in part, by using the Payroll Period Exceptions (PYPE) form. You can reprint this report only before the Employee History Update (EHUP) process has been run. For more information about the PYPE process, see “Reprinting Reports Generated During Payroll Processing” on page 416.

Handling Time Entries That Cannot Be Processed

If you cannot run the Payroll Calculation–Register (CALC) process because you receive an error message that new or changed time exists, you have records that cannot be processed for one or both of the following reasons:

- The time entered is for an employee whose position is no longer active.
- The time entry has not been processed through the Pay Period Generation (PPGN) or Pay Period Gross Summary (PPGS) process because it was entered, changed, or approved after these processes were run. These records are listed on the Time Card Entry Detail (TCDT) Report. For information about generating this report, see “Step 9. Print Time Card Entry Detail Report” on page 225.

Using the Delete Unprocessed Time (DUPT) form, you can view these unprocessed records and take the appropriate action. Each type of unprocessed record is listed in the appropriate half of the form:

- The top half of the DUPT form, “Time Entry Records for Inactive Positions,” lists records for employees whose position is no longer active.
- The bottom half of the form, “Time Entry Records for Active Positions,” lists records that were entered, changed, or approved after the PPGN or PPGS process was run.
Step 15. Calculate the Payroll

**Figure 50: Example of the Delete Unprocessed Time (DUPT) Form**

**Time Entry Records for Inactive Positions**

The time entry records listed in the top half of the form represent time entered for an employee whose position is no longer active for the time entered. Each record in this section is marked to be deleted when you finish from the DUPT form; however, you can change this designation if necessary.

You can research a time entry record by detailing on a line item. The Time Card Entry (TCDE) form is displayed, where you can view the time entered for the employee and position. You cannot change the information displayed on the TCDE form.

When you finish from the DUPT form, all records with “Yes” in the Delete column are deleted from the EMPTIME.DTL and EMPTIME.HISTORY files.

**Time Entry Records for Active Positions**

The time entry records listed in the bottom half of the form represent time information that was entered or changed since the Pay Period Generation (PPGN) or Pay Period Gross Summary (PPGS) process was run. The positions are still active for these employees.
In most cases, rerunning either the PPGN or PPGS process will correct the problem, and the CALC process can then be run. (For more information, see “Regenerating the Payroll” on this page.) However, you can detail on a line item to the TCDE form where you can view and, if necessary, modify or delete the time entered for the employee and position.

Unlike the records in the top half of the form, these records are not deleted when you finish from the DUPT form. If a record should be deleted, you must delete it while you are in the TCDE form. Any changes that you make on the TCDE form update the EMPTIME.DTL and EMPTIME.HISTORY files.

For institutions that withhold pay for unapproved time, use the Employee Time Not Paid (ETNP) process to generate a report of employees who were not paid in their normal payroll cycles because of unapproved time. For more information about the ETNP report, see “Step 23. Generate the Employee Time Not Paid Report” on page 295.
Step 16. Recalculate after Correcting Errors or Making Adjustments

After running the Payroll Calculation–Register (CALC) process, you might need to either fix any errors that were found or make one-time adjustments. After these corrections and adjustments are made, you must then rerun the CALC process to recalculate the net pay and deductions based on those changes.

**Note:** You must resolve any errors and rerun the CALC process before you can continue payroll processing.

If you have no errors or do not need to make adjustments, you can skip this step.

**Rerunning CALC for Selected Employees**

To save processing time, you can choose to process only those employees with corrected or adjusted data by entering “Yes” in the Recalculate Errors and Changes Only field.

**Figure 51:** Limiting the Records Processed When Rerunning CALC

When rerunning the CALC process, entering “Yes” in this field causes only employees with changed data to be processed.

If you choose this option, the Payroll Detail Register that is generated from the CALC process includes only those employees who were processed during this rerun of the CALC process.

However, you can generate a single Payroll Detail Register that includes the error-free results for all employees in the current payroll by using the Reprint Payroll Detl Register (RPYR) form. (For more information, see “Reprinting a Payroll Detail Register” below.)
Reprinting a Payroll Detail Register

Using the Reprint Payroll Detail Register (RPyR) form, you can reprint a Payroll Detail Register, either in whole or in part, for any payroll, not just the one currently being processed.

The file that is used as the source of the information for the reprinted Payroll Detail Register depends upon whether the payroll being reported is currently being processed or is a previous payroll with all processing completed.

- A reprinted register for the current payroll uses information from the PAYPRDS file.
- A reprinted register for a previous payroll uses information from the PAYTODAT file.

A reprinted Payroll Detail Register might differ from the original report that was generated by the CALC process if one of the following conditions is met.

- If an employee’s Primary Campus Location has changed since the last time the CALC process was run, then the new information is reported on the reprinted Register. Because Primary Campus Location information is stored in the POSITION file instead of the PAYPRDS or PAYTODAT file, the RPYR process gathers this information directly from HRPER each time it is run.
- If you are reprinting a Payroll Detail Register from a previous payroll and the PAYTODAT file has multiple records for the same pay period and pay cycle because you have made an adjustment or issued a manual paycheck, then each of these records is included on the reprinted Payroll Detail Register.

For more information about using the RPYR process, see “Reprinting Reports Generated During Payroll Processing” on page 416.
Step 17. Print Paychecks and Direct Deposit Advices

After the Payroll Calculation–Register (CALC) process has completed successfully, the following processes are available for printing paychecks and advices for the current payroll.

- Print Paychecks (PCHK)
- Print Advices (PADV)
- Accept Paychecks and Advices (APAD)

If your payroll contains both paychecks and advices, it does not matter whether you use the PCHK process to print paychecks before or after you use the PADV process to print advices. However, you must have finished all printing—including any necessary reprinting—before you use the APAD process to indicate that all paychecks and advices have printed correctly.

**Note:** You cannot continue to the next step of payroll processing until you have printed paychecks, advices, or both and have accepted the results.

In addition to the processes listed above, the following three processes are also available to help you recover from problems that might occur before you have completed printing the paychecks and advices and accepted the results:

- Reprint Paychecks (RCHK), which enables you to reprint a selection of paychecks that were printed using the PCHK form but that were smeared, misaligned, or otherwise unusable.
- Reprint Advices (RPAD), which is the corresponding process to reprint a selection of advices that were printed using the PADV form but that were unusable.
- Undo Paychecks and Advices (UNCA), which enables you to start completely over if a serious problem occurs during the printing of paychecks and advices or if you discover that additional adjustments need to be made.

Because the RCHK, RPAD, and UNCA processes allow you to handle conditions that are not part of “normal” payroll processing, they are explained in the chapter “Handling Unusual Situations” beginning on page 399.
The sections in this step explain and provide procedures for the three processes used to routinely print paychecks and advices and to accept the results.

- For information about who receives an advice and who receives a paycheck, see “Who Receives a Paycheck and Who Receives a Printed Advice” below.
- If you are printing paychecks, see “Overview of the Process for Printing Paychecks” on page 257 for an explanation of the PCHK process and “Procedure for Printing Paychecks” on page 266 for the steps involved in running it.
- If you are printing advices, see “Overview of the Process for Printing Advices” on page 269 for an explanation of the PADV process and “Procedure for Printing Advices” on page 276 for the steps involved in running it.
- When you are satisfied with the printed paychecks and advices, see “Overview of the Process for Accepting Paychecks and Advices” on page 279 to prepare Colleague for the next step in payroll processing.

Who Receives a Paycheck and Who Receives a Printed Advice

Employees receive either a paycheck or an advice, not both.

Who Receives a Paycheck

The following employees receive a paycheck:

- Employees who are not participating in a direct deposit program.
- Employees who are participating in a direct deposit program but who have chosen to have only a portion of their pay deposited into one or more bank accounts.
  - The paycheck amount equals the balance of the employee’s pay that is not being deposited, after deductions and withholdings.
  - The portion that is being deposited is reported on the paycheck stub, broken down by the name of each bank that received a deposit, the account number, and the amount deposited.
Who Receives an Advice

Employees who have chosen to have all of their pay deposited directly into one or more bank accounts receive a direct deposit advice.

An exception occurs if an employee has chosen to have all of his pay deposited directly into one or more bank accounts but whose net pay is zero for the current payroll.

**Note:** Employees with a net pay of zero dollars always receive a paycheck, not an advice, even if they have chosen to have all of their pay deposited directly.

If your institution offers WebAdvisor Pay Advice Online, then only the employees who have chosen not to view their pay advice online receive a printed direct deposit advice.

Overview of the Process for Printing Paychecks

The Print Paychecks (PCHK) process enables you to print paychecks for the payroll that you are currently processing. If your payroll contains both paychecks and advices, it does not matter whether you use the PCHK process to print paychecks before or after you use Print Advices (PADV) process to print advices. If you are ready to print advices, then see “Overview of the Process for Printing Advices” on page 269 for information about using the PADV process.

Only one user at a time can run this PCHK process and only under the following conditions:

- The subroutine for printing paychecks has been entered on the Payroll Parameter Setup (PRPS) form
- The Payroll Calculation–Register (CALC) process, which calculates each employee's net pay, has completed successfully
- The Accept Paychecks and Advices (APAD) process, which prevents further use of the print, reprint, and undo processes, has not been run
Restrictions Imposed by This Process

When you begin to print paychecks using the PCHK process, you no longer have the option to simply return to the Payroll Calculation–Register (CALC) process or any of the one-time adjustment forms for the payroll that you are currently processing.

**Note:** Before running this process, be sure that you are satisfied with the data in your current payroll.

After you begin printing paychecks, if you find that the data in your current payroll is not correct, then you can use the Undo Paychecks and Advices (UNCA) process to return the payroll to its condition after the CALC process completed. (For information about the UNCA process, see “Undoing Printed Paychecks and Advices for Your Current Payroll” on page 413.)

**Figure 52:** Example of the Print Paychecks (PCHK) Form
You can run this process in its entirety only once to print paychecks. If you rerun it after it has completed successfully, no paychecks will be printed.

- If you need to reprint certain paychecks from this payroll, you can use the Reprint Paychecks (RCHK) process. For information about this process, see “Reprinting Paychecks” on page 407.
- If the PCHK process did not complete successfully, then you can rerun it to print the balance of the paychecks; it then prints only the paychecks that have not yet been printed.

**What You Can Print**

This PCHK process enables you to print the following:

- Paychecks only (any portion of the pay that is deposited directly is reported on the paycheck stub).
- Alignment checks only.
- Both paychecks with amounts from associated advices and alignment checks.

Regardless of the option you choose, the number of paychecks that are available to be printed for this payroll is displayed in the form header as the Paycheck Count.

If you are printing both alignment checks and paychecks, then you also have the option of printing the alignment checks before the paychecks are printed, after they are printed, or both before and after. You can specify a maximum of nine alignment checks to be printed before the paychecks have printed and nine after the paychecks have printed. If you would rather not print any alignment checks either before or after the paychecks, you simply enter “0” in the appropriate field.
What You Cannot Print

The PCHK process does not allow you to do the following:

- **Print advices**
  This PCHK process prints only paychecks. If an employee has chosen to have a portion of his pay deposited directly, then the deposited amounts, along with the bank names and account numbers, are printed on the paycheck stub. To print advices for those employees who choose to have all of their pay deposited directly, you must use the Print Advices (PADV) process. (For information about the PADV process, see “Overview of the Process for Printing Advices” on page 269. For information about who receives an advice, see “Who Receives a Paycheck and Who Receives a Printed Advice” on page 256.)

- **Reprint paychecks**
  If you successfully ran the PCHK process to print all paychecks but need to reprint some that are smeared, crumpled, or otherwise unusable, then you must use the Reprint Paychecks (RCHK) process. That process voids the existing paychecks and prints new ones. (For information about the RCHK process, see “Reprinting Paychecks” on page 407.)

Understanding the Starting and Ending Check Numbers

When you enter a pay period and pay cycle on the PCHK form, the Last Used Check Number field displays the number of the last check, whether a paycheck or alignment check, that was printed from the bank account used for this pay cycle. Based on this check number and the options that you enter, this form also displays both the starting and ending check numbers for any alignment checks that you want to print, as well as the starting number for paychecks being printed.

Depending on the type of checks that your institution uses for its payroll, the numbers in these fields could either print on your blank checks along with the other data that is printed or correspond to a preprinted number already on your check stock.

**Note:** Always verify that the numbers in these fields match the numbers that your records show are the next available check numbers.
The sections below explain each field that displays a check number and the changes, if any, that you can make to the number that is displayed. A section is also included on handling an error message that a check number has already been used.

Alignment Starting Check Number

If you are printing alignment checks, either with paychecks or by themselves, and if you entered a number other than 0 in the Number of Beginning Alignment Checks field, then the next available check number is displayed in the Alignment Starting Check Number field.

- You can change this displayed check number to a higher number, but if you do so, Colleague displays a warning message. If you leave a gap in check numbers by changing this number to one that is not the next available check number, then you must manually void the unissued checks in this gap by using the Void Unissued Paychecks (VCKR) process.

- You cannot change this displayed check number to a lower number on this form. If you are certain that this change is necessary, then you must use the Bank Code Definition (BANK) form and modify the check number in the Last Payroll Check Number field. Making this change affects all of the check numbers displayed on this form. This situation should rarely occur.

Alignment Ending Check Number

This field is display-only and cannot be changed. The check number, if any, that is displayed is based on the options that you enter in other fields on the form.

- If you are printing alignment checks only, then this field displays the check number of the last alignment check that will be printed based on the quantity of alignment checks you specified in the field Number of Beginning Alignment Checks.

- If you are printing both paychecks and alignment checks, then this field displays the check number of the last alignment check that will be printed before the paychecks.

- If you are printing alignment checks after the paychecks are printed, then this field is blank.
Payroll Starting Check Number

If you are printing either paychecks only or both paychecks and alignment checks, then this field displays the check number for the first paycheck.

- You can change this displayed check number to a higher number, but if you do so, Colleague displays a warning message. If you leave a gap in check numbers by changing this number to one that is not the next available check number, then you must manually void the unissued checks in this gap by using the Void Unissued Paychecks (VCKR) process.

- You cannot change this displayed check number to a lower number on this form. If you are certain that this change is necessary, then you must use the Bank Code Definition (BANK) form and modify the check number in the Last Payroll Check Number field. Making this change affects all of the check numbers displayed on this form. This situation should rarely occur.

Error Message for Check Numbers Already Used

Based on the number of paychecks that must be printed, which is displayed as Paycheck Count at the top of the PCHK form, the quantity of alignment checks that you want to be printed, and the Last Used Check Number, Colleague determines the range of check numbers needed for this payroll. It then verifies that no check numbers in this range have already been issued.

If Colleague finds that a check number in this range has been issued, then Colleague displays this message:

Check number 013598 exists in PR.CHECKS. Proceed anyway (Y/N)?:

The check number in this message represents the highest check number—not necessarily the only check number—that Colleague found to already exist on the PR.CHECKS file in the range needed for this payroll.

How you respond to this message is partially based on whether your institution uses checks with preprinted numbers or whether the check numbers are printed on the checks at the same time as the other data.
If you respond with “Yes” to proceed anyway, then Colleague simply begins printing checks beginning with the first starting check number that is displayed on the form. When it comes to those check numbers that have already been used, it skips them and then picks up with the next available check number.

If your institution uses checks with preprinted numbers, choosing this option could cause a difference between the check number that is assigned to a paycheck in Colleague and the actual number preprinted on the check.

If you respond with “No,” then the next available starting check number defaults into the appropriate field, based on whether you are printing alignment checks or only paychecks.

**Note:** If your institution uses checks with preprinted numbers, then you should always respond by entering “No.” You should also verify that this starting check number matches the next available number on your preprinted checks.

**Understanding the Message to Print Field**

In the Message to Print field, you can enter a message that will be displayed on all employees' paychecks and advices that are produced for this payroll. For example, you could remind employees of an open enrollment period or wish them a happy holiday.

If a message is already displayed in this field, you can change it.

**Where the Message Is Stored and Used**

The message that you enter is stored in the PAYCNTRL file and is specific to this payroll. After you enter a message on, for example, the PCHK form, that message is displayed on all of the following forms, which are used to print or reprint a paycheck or advice for this payroll, or to issue a manual or replacement paycheck for this payroll:

- Print Paychecks (PCHK).
- Print Advices (PADV).
- Reprint Paychecks (RCHK).
- Reprint Advices (RPAD).
- Manual Check Parameters (MNC1), which you cannot access directly. It is part of the Manual Check Calculation (MNCK) and Manual Check Replacement (MCKR) processes and is used to enter the criteria for printing manual paychecks.
You can change or delete an existing message for this payroll on any of these forms. If you change an existing message, then the new message is stored in the PAYCNTRL file for this payroll, replacing the previous message. The new message is then displayed on other forms used to print or reprint a paycheck or advice for this payroll, or to issue a manual or replacement paycheck for this payroll. If you delete an existing message, then the message is deleted from the PAYCNTRL file for this payroll, and no message will be displayed on any of the forms that contain this field.

**Points to Remember When Entering a Message to Print on Paychecks**

Although you can enter an unlimited amount of text in the Message to Print field, the maximum amount that can be printed depends on the physical limitations of your paper forms and on the subroutine that you use to produce your paychecks. *Table 45* shows the maximum number of characters and spaces that can be printed using the paycheck subroutines that Ellucian provides.

<table>
<thead>
<tr>
<th>Subroutine</th>
<th>Description</th>
<th>Maximum Number of Characters and Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.PREPARE.PAYCHK.DATA</td>
<td>Ellucian standard subroutine</td>
<td>64</td>
</tr>
<tr>
<td>S.PREPARE.PAYCHK.DATA.MOORE</td>
<td>Subroutine for the RR Donnelley form</td>
<td>84</td>
</tr>
</tbody>
</table>

*Note:* The subroutine that your institution uses is displayed on the Payroll Parameter Setup (PRPS) form.

If you are using the subroutines displayed in *Table 45 on page 264*, then the text is always printed in a single line on the paycheck, regardless of how many lines you use to enter it. For example, if you enter less than the maximum amount of text but you enter it as two sentences on separate lines, the two sentences are printed on the *same line* of the paycheck, one after the other.
Options for Sorting

The process provides these five options for sorting the paychecks:

- Primary Department, Name
- Paystation, Name
- Department, Paystation, Name
- Paystation, Department, Name
- Name (Last, First, Middle)

These options are stored in the validation code table PAYCHECK.SORT.

If these options do not meet your institution’s needs, then you can increase your options for sorting by defining additional paystation codes. A paystation can represent whatever you want; it can be defined as a campus building, a floor in a building, an office, a person, or any combination of these to provide the sequence that you need. For example, the paystation SHD11 could represent a Student (S) who reports to the supervisor in office D11 of Holloway Hall (H).

Paystation codes are stored in the PAY.STATIONS validation code table and are defined on the Validation Codes (VAL) form. A person can be assigned to the appropriate paystation by using the Person’s Office Information (OFFI) form in the Human Resources module.

Pay Control Sequence Number

When the PCHK process begins, it sets the Pay Control Sequence Number (PCL.LAST.PROGRAM) to 3I meaning that step 3 is “In Progress.” This value enables you to reprint or undo paychecks as often as necessary until you accept the results using the Accept Paychecks and Advices (APAD) form.

Running the APAD process sets the Pay Control Sequence Number to 3, which prevents further use of all processes for printing, reprinting, or undoing all paychecks and advices for this payroll.
Procedure for Printing Paychecks

Use the Print Paychecks (PCHK) form to process your paychecks.

Step 1. Access the Print Paychecks (PCHK) form.

Step 2. At the Pay Period Ending Date and Pay Cycle LookUp prompts, enter the pay period ending date and the pay cycle for the payroll that you are processing.

The following information is displayed:

- Date to be printed on the paychecks.
- Quantity of paychecks to be printed.
- Bank code for this pay cycle.
- The last check number that was used.

Step 3. Do you want to print only paychecks, only alignment checks, or both?

Only Paychecks. Enter P in the Print Paychecks, Alignment Checks, or Both field, and then complete the following additional fields:

- Payroll Starting Check Number. If necessary, you can enter a higher check number than is displayed.
- Message to Print. Enter the message you want to print on each check.
- Sort By. Select the sort method you want used.

Only Alignment Checks. Enter AL in the Print Paychecks, Alignment Checks, or Both field, and then complete the following additional fields:

- Payroll Starting Check Number. If necessary, you can enter a higher check number than is displayed.
- Message to Print. Enter the message you want to print on each check.
- Sort By. Select the sort method you want used.
Both Alignment and Payroll Checks. Enter B in the Print Paychecks, Alignment Checks, or Both field, and then complete the following additional fields:

- Payroll Starting Check Number. If necessary, you can enter a higher check number than is displayed.
- Message to Print. Enter the message you want to print on each check.
- Sort By. Select the sort method you want used.

Step 4. In the Number of Beginning Alignment Checks field, enter the quantity of alignment checks to be printed before the paychecks are printed. You can enter any number from 0 to 9.

- If you want no alignment checks to be printed before the paychecks, then enter 0.
- If you are printing either paychecks only or alignment checks only, then this field defaults to 0.

Step 5. In the Number of Ending Alignment Checks field, enter the quantity of alignment checks to be printed after the paychecks are printed. You can enter any number from 0 to 9.

- If you want no alignment checks to be printed after the paychecks, then enter 0.
- If you are printing alignment checks only, then this field defaults to 0.

Step 6. If you are printing alignment checks, either alone or with paychecks, then verify the check number for the first alignment check.

You can change the check number displayed in the Alignment Starting Check Number field to a higher number; however, if you do so, a warning message is displayed.

- To change the check number to a lower number, you must first access the Bank Code Definition (BANK) form and modify the number in the Last Payroll Check Number field. This situation should rarely occur.
- The check number that is displayed in the Alignment Ending Check Number field is determined by whether you are printing only alignment checks or both alignment checks and paychecks.
- If you are printing only alignment checks, then this field displays the number for the last alignment check to be printed.
Step 7. If you are printing paychecks, either alone or with alignment checks, then verify the check number for the first paycheck.

- You can change the check number displayed in the Payroll Starting Check Number field to a higher number; however, if you do so, a warning message is displayed.
- To change the check number to a lower number, you must first access the Bank Code Definition (BANK) form and modify the number in the field Last Payroll Check. This situation should rarely occur.
- If you are printing alignment checks only, then this field is blank.

Step 8. In the Message to Print field, enter a message, if any, that you want to be printed on all paychecks for this payroll. If a message is displayed in this field, you can change or delete it.

See “Points to Remember When Entering a Message to Print on Paychecks” on page 264.

Step 9. In the Sort by field, indicate the way in which you want the paychecks sorted.

- To sort by primary department and name, enter **DN**.
- To sort by paystation and name, enter **PN**.
- To sort by department, paystation, and name, enter **DPN**.
- To sort by paystation, department, and name, enter **PDN**.

To sort by name (last, first, middle), enter **N**.

These options are validated against the validation code table PAYCHECK.SORT.

Step 10. Finish from the PCHK form to begin printing.
Overview of the Process for Printing Advices

The Print Advices (PADV) process enables you to print advices for the payroll that you are currently processing. If your payroll contains both paychecks and advices, it does not matter whether you use the PADV process to print advices before or after you use Print Paychecks (PCHK) process to print paychecks. For information about printing paychecks using the PCHK process, see “Overview of the Process for Printing Paychecks” on page 257.

Note: If your institution uses the WebAdvisor Pay Advice Online workflow, then advices are physically printed only for those employees who have all of their pay deposited directly and who did not choose to view their pay advices online.

However, even if all of your employees chose to view their pay advices online, you must still run this process to generate the data that is viewed online.

Only one user at a time can run the PADV process and only under the following conditions:

- The subroutine for printing advices has been entered on the Payroll Parameter Setup (PRPS) form.
- The Payroll Calculation–Register (CALC) process, which calculates each employee’s net pay, has completed successfully.
- The Accept Paychecks and Advices (APAD) process, which prevents further use of the print, reprint, and undo processes, has not been run.

Restrictions Imposed by This Process

When you begin to print advices using the PADV process, you no longer have the option to return to the Payroll Calculation–Register (CALC) process or any of the one-time adjustment forms for the payroll that you are currently processing.

Note: Before running this process, be sure that you are satisfied with the data in your current payroll.

After you begin printing advices if you find that the data in your current payroll is not correct, then you can use the Undo Paychecks and Advices (UNCA) process to return the payroll to its condition after the CALC process completed. (For information about the UNCA process, see “Undoing Printed Paychecks and Advices for Your Current Payroll” on page 413.)
Figure 53: Example of the Print Advices (PADV) Form

You can run this process in its entirety only once to print advices. If you rerun it after it has completed successfully, no advices will be printed.

- If you need to reprint certain advices from this payroll, you can use the Reprint Advices (RPAD) process. For information about this process, see “Reprinting Advices” on page 410.
- If the PADV process did not complete successfully, then you can rerun it to print the balance of the advices; it then prints only the advices that have not yet printed.

What You Can Print

This PADV process enables you to print the following:

- Advices only.
- Alignment forms only.
- Both advices and alignment forms.

Regardless of the option you choose, the number of advices that are created for this payroll is displayed in the form header as the Advice Count. If your institution uses the WebAdvisor Pay Advice Online workflow, this count includes the advices that are printed as well as those that are only displayed online.
If you are printing both alignment forms and advices, then you also have the option of printing the alignment forms before the advices are printed, after they are printed, or both before and after. You can specify a maximum of nine alignment forms to be printed before the advices are printed and nine after the advices are printed. If you would rather not print any alignment forms either before or after the advices, you simply enter “0” in the appropriate field.

What You Cannot Print

The PADV process does not allow you to do the following:

- **Print advices for employees who have chosen to view their advices online.**
  If your institution uses the WebAdvisor Pay Advice Online workflow, the PADV process does not print the advices for those employees who have all of their pay deposited directly and who chose to view their advices online. Those employees use WebAdvisor to view their current and past pay information. To confirm whether an employee chose to view advices online, look at the flag set in the View Advices Online field of the Employee Overview (EPOV) form.

- **Print paychecks**
  This PADV process prints only advices for employees who want all of their pay deposited directly. Employees who have chosen to have only a portion of their pay deposited directly receive a paycheck with the deposited amounts reported on the stub. To print paychecks, you must use the Print Paychecks (PCHK) process. (For information about the PCHK process, see “Overview of the Process for Printing Paychecks” on page 257. For information about who receives a paycheck, see “Who Receives a Paycheck and Who Receives a Printed Advice” on page 256.)

- **Reprint advices**
  If you successfully ran the PADV process to print all advices but now need to reprint some that are smeared, crumpled, or otherwise unusable, then you must use the Reprint Advices (RPAD) process. That process voids the existing advices and prints new ones. (For information about the RPAD process, see “Reprinting Advices” on page 410.)
Understanding the Starting and Ending Advice Numbers

When you enter a pay period and pay cycle on the PADV form, the Last Used Advice Number field displays the number of the last form, whether an advice or alignment form, that was printed from the bank account used for this pay cycle. Based on this form number and the options that you enter, this form also displays both the starting and ending numbers for any alignment forms that you want to print, as well as the starting number for advices being printed.

The sections below explain each field that displays an advice number and the changes, if any, that you can make to the number that is displayed.

Alignment Starting Advice Number

If you are printing alignment forms, either with advices or by themselves, and if you entered a number other than 0 in the Number of Beginning Alignment Forms field, then the next available advice number is displayed in the Alignment Starting Advice Number field.

- You can change this displayed number to a higher number, but if you do so, Colleague displays a warning message.
- You cannot change this displayed number to a lower number on this form. If you are certain that this change is necessary, then you must use the Bank Code Definition (BANK) form and modify the number in the Last Payroll Advice Number field. Making this change affects all of the advice numbers displayed on this form. This situation should rarely occur.

Alignment Ending Advice Number

This field is display-only and cannot be changed. The advice number, if any, that is displayed is based on the options that you enter in other fields on the form.

- If you are printing alignment forms only, then this field displays the advice number of the last alignment form that will be printed based on the quantity of alignment forms you specified in the field Number of Beginning Alignment Forms.
- If you are printing both advices and alignment forms, then this field displays the advice number for the last alignment form that will be printed before the advices are printed.
- If you are printing alignment forms after the advices are printed, then this field is blank.
Payroll Starting Advice Number

If you are printing either advices only or both advices and alignment forms, then this field displays the number for the first advice.

- You can change this displayed advice number to a higher number, but if you do so, Colleague displays a warning message.
- You cannot change this displayed number to a lower number on this form. If you are certain that this change is necessary, then you must use the Bank Code Definition (BANK) form and modify the number in the Last Payroll Advice Number field. Making this change affects all of the advice numbers displayed on this form. This situation should rarely occur.

Understanding the Message to Print Field

In the Message to Print field, you can enter a message that will be displayed on all employees' paychecks and advices that are produced for this payroll. For example, you could remind employees of an open enrollment period or wish them a happy holiday.

If a message is already displayed in this field, you can change it.

Where the Message Is Stored and Used

The message that you enter is stored in the PAYCNTRL file and is specific to this payroll. After you enter a message on, for example, the PCHK form, that message is displayed on all of the following forms, which are used to print or reprint a paycheck or advice for this payroll, or to issue a manual or replacement paycheck for this payroll:

- Print Paychecks (PCHK).
- Print Advices (PADV).
- Reprint Paychecks (RCHK).
- Reprint Advices (RPAD).
- Manual Check Parameters (MNC1), which you cannot access directly. It is part of the Manual Check Calculation (MNCK) and Manual Check Replacement (MCKR) processes and is used to enter the criteria for printing manual paychecks.
You can change or delete an existing message for this payroll on any of these forms. If you change an existing message, then the new message is stored in the PAYCNTRL file for this payroll, replacing the previous message. The new message is then displayed on other forms used to print or reprint a paycheck or advice for this payroll, or to issue a manual or replacement paycheck for this payroll. If you delete an existing message, then the message is deleted from the PAYCNTRL file for this payroll, and no message will be displayed on any of the forms that contain this field.

**Points to Remember When Entering a Message to Print on Advices**

Although you can enter an unlimited amount of text in the Message to Print field, the maximum amount that can be printed depends on the physical limitations of your paper forms and on the subroutine that you use to produce your advices. Table 46 shows the maximum number of characters and spaces that can be printed using the advice subroutines that Ellucian provides.

**Table 46: Maximum Amount of Text Printed Using Ellucian’s Advice Subroutines**

<table>
<thead>
<tr>
<th>Subroutine</th>
<th>Description</th>
<th>Maximum Number of Characters and Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.PREPARE.ADVICE.DATA</td>
<td>Ellucian standard subroutine</td>
<td>64</td>
</tr>
<tr>
<td>S.PREPARE.ADVICE.DATA.MOORE</td>
<td>Subroutine for the RR Donnelley form</td>
<td>84</td>
</tr>
</tbody>
</table>

**Note:** The subroutine that your institution uses is displayed on the Payroll Parameter Setup (PRPS) form.

If you are using the subroutines displayed in Table 46, then the text is always printed in a single line on the advice, regardless of how many lines you use to enter it. For example, if you enter less than the maximum amount of text but you enter it as two sentences on separate lines, the two sentences are printed on the same line of the advice, one after the other.
Step 17. Print Paychecks and Direct Deposit Advices

Options for Sorting

The process provides these five options for sorting the advices:

- Primary Department, Name
- Paystation, Name
- Department, Paystation, Name
- Paystation, Department, Name
- Name (Last, First, Middle)

These options are stored in the validation code table PAYCHECK.SORT.

If these options do not meet your institution’s needs, then you can increase your options for sorting by defining additional paystation codes. A paystation can represent whatever you want; it can be defined as a campus building, a floor in a building, an office, a person, or any combination of these to provide the sequence that you need. For example, the paystation SHD11 could represent a Student (S) who reports to the supervisor in office D11 of Holloway Hall (H).

Paystation codes are stored in the PAY.STATIONS validation code table and are defined on the Validation Codes (VAL) form. A person can be assigned to the appropriate paystation by using the Person’s Office Information (OFFI) form in the Human Resources module.

Pay Control Sequence Number

When the PADV process begins, it sets the Pay Control Sequence Number (PCL.LAST.PROGRAM) to 3I meaning that step 3 is “In Progress.” This value enables you to reprint or undo advices as often as necessary until you accept the results using the Accept Paychecks and Advices (APAD) form.

Running the APAD process sets the Pay Control Sequence Number to 3, which prevents further use of all processes for printing, reprinting, or undoing all paychecks and advices for this payroll.
Procedure for Printing Advices

Use the Print Advices (PADV) form to print advices.

**Step 1.** Access the Print Advices (PADV) form.

**Step 2.** At the Pay Period Ending Date and Pay Cycle LookUp prompts, enter the pay period ending date and the pay cycle for the payroll that you are processing.

The following information is displayed:
- Date to be printed on the advices.
- Quantity of advices to be printed.
- Bank code for this pay cycle.
- The last advice number that was used.

**Step 3.** Do you want to print only advices, only alignment forms or both.

**Only advices.** Enter **AD** in the Print Advices, Alignment Forms, or Both field, and then complete the following fields:
- **Payroll Starting Advice Number.** If necessary, you can enter a higher advice number than is displayed.
- **Message to Print.** Enter the message you want to print on each check.
- **Sort By.** Select the sort method you want used.

**Only Alignment Advices.** Enter **AL** in the Print Advice, Alignment Advices, or Both field, and then complete the following additional fields:
- **Payroll Starting Advice Number.** If necessary, you can enter a higher advice number than is displayed.
- **Message to Print.** Enter the message you want to print on each advice.
- **Sort By.** Select the sort method you want used.
Both Alignment and Payroll Advices. Enter B in the Print Advices, Alignment Advices, or Both field, and then complete the following additional fields:

- **Payroll Starting Advice Number.** If necessary, you can enter a higher advice number than is displayed.
- **Message to Print.** Enter the message you want to print on each advice.
- **Sort By.** Select the sort method you want used.

**Step 4.** In the Number of Beginning Alignment Forms field, enter the quantity of alignment forms to be printed before the advices are printed. You can enter any number from 0 to 9.

- If you want no alignment forms to be printed before the advices, then enter 0.
- In the previous field, if you chose to print alignment forms only, then the quantity that you enter represents all of the alignment forms that print. If you are printing advices only, then this field defaults to 0.

**Step 5.** In the Number of Ending Alignment Forms field, enter the quantity of alignment forms to be printed after the advices are printed. You can enter any number from 0 to 9.

If you want no alignment forms to be printed after the advices, then enter 0. If you are printing either advices only or alignment forms only, then this field defaults to 0.

**Step 6.** If you are printing alignment forms, either alone or with advices, then verify the advice number for the first alignment form.

- You can change the advice number displayed in the Alignment Starting Advice Number field to a higher number; however, if you do so, a warning message is displayed.
- To change the advice number to a lower number, you must first access the Bank Code Definition (BANK) form and modify the number in the Last Payroll Advice Number field. This situation should rarely occur. The advice number that is displayed in the Alignment Ending Advice Number field is determined by whether you are printing only alignment forms or both alignment forms and advices.
- If you are printing only alignment forms, then this field displays the number for the last alignment form to be printed.
Step 7. If you are printing advices, either alone or with alignment forms, then verify the number for the first advice.

- You can change the advice number displayed in the Payroll Starting Advice Number field to a higher number; however, if you do so, a warning message is displayed.
- To change the advice number to a lower number, you must first access the Bank Code Definition (BANK) form and modify the number in the field Last Payroll Advice Number. This situation should rarely occur.
- If you are printing alignment forms only, then this field is blank.

Step 8. In the Message to Print field, enter a message, if any, to be printed on all advices created for this payroll. If a message is displayed in this field, you can change or delete it.

See “Points to Remember When Entering a Message to Print on Advices” on page 274.

If your institution uses the WebAdvisor Pay Advice Online workflow, then the message you enter is also displayed on the advices that are viewed online.

Step 9. In the Sort by field, indicate the way in which you want the advices sorted.

- To sort by primary department and name, enter DN.
- To sort by paystation and name, enter PN.
- To sort by department, paystation, and name, enter DPN.
- To sort by paystation, department, and name, enter PDN.
- To sort by name (last, first, middle), enter N.

These options are validated against the validation code table PAYCHECK.SORT.

Step 10. Finish from the PADV form to begin printing.
Overview of the Process for Accepting Paychecks and Advices

When the Print Paychecks (PCHK) and Print Advices (PADV) processes have completed successfully and you are satisfied with the printed paychecks and advices, then you must use the Accept Paychecks and Advices (APAD) form to indicate that you have finished with this step of payroll processing and are ready to go on to the next step.

When you use the APAD form to accept the printed paychecks and advices, you no longer have the option to print or reprint them for the payroll that you are processing.

**Note:** Before running this process, be sure to look over your printed paychecks and advices carefully.

**Figure 54: Example of the Accept Paychecks and Advices (APAD) Form**

Only one user at a time can run this process and only after all paychecks and advices have printed.

The APAD process does the following:
- Sets the Pay Control Sequence Number to 3, which prevents you further use of the print, reprint, or undo processes for this payroll.
- Generates an e-mail to the employees who chose to view their advices online that the advices are available for viewing. This feature applies only to institutions who are using WebAdvisor Pay Advice Online and who want to the APAD process to generate an e-mail.
- Prepares Colleague for the next payroll step, Payroll Summary Register–Post (PSRP), which posts the payroll information.
In addition, it also creates the appropriate paycheck and advice records in the PR.CHECKS and PR.ADVICES files and updates the PAYPRDS file with the paycheck and advice data.

**Note:** If the APAD process ends abnormally, such as from a system failure or power outage, the PR.CHECKS and PR.ADVICES files will be partially updated. To recover from this situation without updating files twice, call Ellucian’s Solution Center for assistance.

When you run this process, you have the option to print the Payroll Paycheck Register and the Payroll Advice Register for this payroll. However, you can print these registers from the APAD form only if you are accepting the printed paychecks and advices. If you are not ready to accept paychecks and advices but you want to print the register, then use either the Payroll Check Register (PCKR) or Payroll Advice Register (PAVR) form instead. (For information about these processes, see “Reprinting Reports Generated During Payroll Processing” on page 416.)
Step 18. Process E-Mails to Employees Who View Advices Online

If your institution uses the WebAdvisor Pay Advice Online workflow and wants to e-mail employees that their advices are available for viewing, then you must use the Process Correspondence Batch (PCB) form to process the e-mails for this payroll.

Otherwise, you can skip this step.

The PCB process is part of Colleague’s Communications Management module in the Core System. For information about using this process and on setting up the Communications Module to process e-mail, see the Using Communications Management manual.
Step 19. Create Transactions for Posting to AR and GL

The Payroll Summary Register–Post (PSRP) process creates the transactions for the current payroll, which will be posted to accounts receivable and the general ledger, and prints the payroll summary registers. You can run this process only under the following conditions:

- The Accept Paychecks and Advices (APAD) process, which indicates that all paychecks and advices have printed correctly, has completed successfully.
- The Employee History Update (EHUP) process, which updates the historical fields in the employee's record with the data from the current payroll, has not been run.

Transactions are created the first time that you run this process for the current payroll. You can rerun this process, but only to print or reprint registers. The display-only fields Post to Accounts Receivable and Post to General Ledger indicate whether transactions are being created during the current run of PSRP. See “Creating Transactions” on page 283 for more information.

Figure 55: Example of the Payroll Summary Register–Post (PSRP) Form

“Yes” indicates that AR and GL transactions will be created. These fields display “Yes” only when this process is first run for the current payroll.

When PSRP is rerun to reprint registers, asterisks in these fields indicate the registers that this process previously printed for this payroll.
Overview of the Process

The PSRP process gathers information for this payroll from records in the PAYPRDS file, creates the transactions for posting to accounts receivable and general ledger, and prints the registers that you choose. Although you can rerun this process to print or reprint any of the registers, you can create transactions only the first time that you run the process for a payroll.

When the PSRP process finishes successfully, the Pay Control Sequence Number for the payroll that you are processing is set to 4.

Creating Transactions

The first time that you run the PSRP process, it gathers information for this payroll from records in the PAYPRDS file and creates the AR and GL transactions.

If your institution processes benefits/deductions for employees without pay, then transactions are created for employees with a gross pay of zero dollars; otherwise, those employees were identified and deleted from the PAYPRDS file during the Payroll Calculation–Register (CALC) process.

The PSRP process verifies all GL account numbers associated with this payroll and reports any errors. It creates the transactions for these invalid GL numbers; however, your business office must resolve the errors and adjust the transactions before posting them to the general ledger.

Earnings from the College Work-Study (CWS) category that have been defined with GL account numbers on the Earnings Type Definition (EARN) form in the College Work-Study Distribution table are posted to those GL accounts rather than to the expense account associated with the gross pay and hours worked for the earnings type.
For institutions that use arrears processing, the PSRP process also does the following:

- Creates deposits in the AR module for any prepayments made as a payroll deduction.
- Creates an invoice in the AR module for any amounts going into arrears.
- Applies the arrears amounts against any prepayment balances in the AR module.
- Creates an AR payment for amounts being repaid as a payroll deduction and applies the payment against the specified invoice.

**Note:** Although you can rerun the process to print or reprint any of the registers, you cannot rerun it to create or re-create AR and GL transactions.

If the process does not complete successfully during its first run to create transactions, then you must use the PR Repost GL & AR Transaction (RPTR) process to re-create the transactions. See your system administrator for assistance. (For information about the RPTR process, see “Re-Creating AR and GL Transactions” on page 432.)

The display-only fields Post to Accounts Receivable and Post to General Ledger indicate whether transactions will be created. If you are rerunning the PSRP process, then these fields display “No.”

**Printing the Registers**

Each time that you run this process for the current payroll, it generates the following registers:

- Summary by General Ledger Account
- Employer Contribution by Account
- Summary by Earnings Type
- Tax Summary
- Benefit / Deduction Summary
- College Work-Study Distribution
- Postings to Accounts Receivable
- Distribution Summary

**Note:** Arrears information is available on the Postings to Accounts Receivable and the Distribution Summary.
You can choose the registers to be printed by leaving the default as “Yes” for those that you want to print and changing it to “No” for those that you do not need. Regardless of whether you choose to print a register, the process gathers the data needed for every register. Therefore, when this process runs, Colleague displays a bar graph for every register, even those that are not printed.

If you have already run this process to create transactions, then an asterisk is displayed next to a register option in the column “Reports Generated” indicates a register that was printed during the initial run. You can choose to print it again or skip it.

Because institutions tend to print the same registers for each payroll, Colleague remembers your choices from one payroll to the next.

Using This Process

To use this process, you need only to review the defaults that are displayed for each register and make any necessary changes to specify which registers to be printed.

- **If you are running this process for the first time**, then Colleague displays a default in the field next to each register, which indicates whether you want to print that register. The display-only fields Post to Accounts Receivable and Post to General Ledger display “Yes” to indicate that transactions are being created.

- **If you are rerunning this process**, then you not only see the default option for each register but also an additional field in the column “Reports Generated.” An asterisk in this column indicates which registers were printed when the process was last run for this payroll. You can change the default options to print or reprint the registers that you need. The display-only fields Post to Accounts Receivable and Post to General Ledger display “No” to indicate that transactions are not being created.

When you have specified the registers to be printed, finish from the form to begin the process.
Step 20. Print the Direct Deposit Report

The Print Direct Deposit Report (PDDR) process generates a list of employees enrolled in the direct deposit program for the payroll that you are processing. You can use this report to document the direct deposits made for this payroll.

The report lists the following information:

- Name of your institution's bank that sent a direct deposit for the specified pay period and pay cycle.
- ID, name, and address of each employee who had a direct deposit made.
- Advice number, date, and total amount of each employee's direct deposit.
- Any amounts that were split among different accounts or banks, the name of each bank, the account number, and whether it was a draft or savings account.
- Total of all advice and deposit amounts made for the specified pay period and pay cycle.

You can generate this report only after the Accept Paychecks and Advices (APAD) process has completed successfully. (For information about the APAD process, see “Overview of the Process for Accepting Paychecks and Advices” on page 279.)

This is an optional step in payroll processing.

Figure 56: Example of the Print Direct Deposit Report (PDDR) Form
Step 21. Create the Direct Deposit File

If this payroll contains employees who are participating in direct deposit, then you must create a file to provide your bank with the following payment information:

- Amounts to be transferred to the accounts of those employees who participate in your direct deposit program.
- Account number and bank where each deposit is to be sent.

Only those institutions that offer direct deposit need to perform this step.

The process used to create this file is different depending on whether your institution is located in the United States or Canada.

- U.S. institutions use the U.S. Direct Deposit (UDDM) process, which is explained in “For U.S. Institutions” below.
- Canadian institutions use the Canadian Direct Deposit (CDDM) process, which is explained in “For Canadian Institutions” on page 290.

Regardless of which process you use, the Accept Paychecks and Advices (APAD) process must have completed successfully for the payrolls to be included on the file.

For U.S. Institutions

If your institution is located in the United States, then use the U.S. Direct Deposit (UDDM) process to create the file of direct deposit payments to be made for this payroll. This file meets U.S. banking-industry standards. You can create it in the standard format of the National Automated Clearing House Association (NACHA) or specify a different number of records per block to meet your bank’s requirements.

You can execute this process more than once for a given payroll. However, if you do so, Colleague displays a warning before allowing you to continue.
About the File That Is Created

The file that is created by the UDDM process contains one record for each deposit account for each employee; this record includes all of the information for that employee’s direct deposits.

You can include payment information for a maximum of 10 pay cycles on the same file. However, to do so, the following information must be the same for every pay cycle:

- Pay period ending date
- ABA transit or routing number of the bank that has your payroll account
- Your institution’s payroll account number
- Any offset account number
- Paycheck and advice date

If any of these are not the same for all pay cycles, then an error message is displayed.

You can also include prenote information on this file as long as your bank enables you to do so. If your bank requires that you submit prenote information on a separate file, then you must use the Direct Deposit Prenote (DDPN) process to create that file. (See “Creating a Prenotification File” on page 331 for information.)
You can output the file to either tape or disk. The file is stored in the PAYROLL.EXPORTS directory with the name entered in the Export File Name field. Only employees with the appropriate authority can view files in this directory.

**Note:** Each time that you run the UDDM process, it overwrites the data in any export file with that same name in the PAYROLL.EXPORTS directory. To preserve the data in your existing export files, you must change the name in the Export File Name field each time that you run this process.

### About the Process and the Reports

The UDDM form enables you to specify whether to include prenote information on this file, type of media that you want to use (disk or tape), the number of records per block, the name of the export file, a saved list name, the pay period ending date, up to 10 pay cycles to be included on the file, and additional selection criteria.

When you enter the first pay cycle, the form displays the transit/routing number of the bank where your institution has its payroll account for the payrolls included on this file, the account number, and the paycheck and advice date for the payroll. If you are including multiple pay cycles on the same file, then all of this displayed information along with the pay period ending date and any offset account number must be the same for every pay cycle entered.

This process also generates a report of the information included on the file and an error report. If you include prenote information on the same file, then the process generates a separate report of that data.

Both reports contain the following information:

- ID and name of each employee receiving a direct deposit payment
- Bank code and routing number of the employee’s bank receiving the deposit
- Employee’s account number and whether it is a draft or savings account
- Amount being deposited (On the prenote report, all amounts are zero.)
For Canadian Institutions

If your institution is located in Canada, then use the Canadian Direct Deposit (CDDM) process to create the file of direct deposit payments to be made for this payroll. This file meets banking-industry standards for Canada and is created in the format accepted by the Royal Bank.

You can execute this process more than once for a given payroll. However, if you do so, Colleague displays a warning before allowing you to continue.

Figure 58: Example of the Canadian Direct Deposit (CDDM) Form

About the File That Is Created

One file can contain information for as many as 10 pay cycles; however, the following information must be the same for every pay cycle that is included on the same file:

- Pay period ending date.
- Processing center number of the bank that has your payroll account.
- Client number assigned to your institution.
- Your institution's payroll account number.
- Paycheck and advice date.

If any of these are not the same for all pay cycles, then an error message is displayed.
You can find the file that is created in the PAYROLL.EXPORTS directory with the name entered in the Export File Name field. Only employees with the appropriate authority can view files in this directory.

**Note:** Each time that you run the CDDM process, it overwrites the data in any export file with that same name in the PAYROLL.EXPORTS directory. To preserve the data in your existing export files, you must change the name in the Export File Name field each time that you run this process.

### About the Process and the Reports

The CDDM form enables you to specify the name of the export file, a saved list name, the pay period ending date, up to 10 pay cycles to be included on the file, and additional selection criteria.

When you enter the first pay cycle, the form displays the processing center number of the bank where your institution has its payroll account for the payrolls included on this file, the client number assigned to your institution, the bank account number, and the paycheck and advice date for the payroll. If you are including multiple pay cycles on the same file, then all of this displayed information along with the pay period ending date and any offset account number must be the same for every pay cycle entered.

This process also generates a report of the information included on the file along with an error report. The report contains the following information:

- ID and name of each employee receiving a direct deposit payment
- Bank code and processing center number of the employee’s bank receiving the deposit
- Client number assigned to your institution
- Employee’s account number and whether it is a draft or savings account
- Amount being deposited
Step 22. Update Employee History Records and Time History Records

The Employee History Update (EHUP) process updates both the employee history records and the payroll time history records. Running this process transfers employees’ deductions for pledge payments, recurring donations, and membership dues to the HR.CA.INTERFACE file for processing later by Colleague Advancement. It also ensures that your year-end processing, particularly W-2 and T4 information, is accurate.

This process is the final required step in payroll processing. You can run it only once for each payroll and only after the Payroll Summary Register–Post (PSRP) process, which creates the accounts receivable and general ledger transactions, has completed successfully.

The EHUP process must complete successfully for this payroll before the next payroll can be calculated using the Payroll Calculation–Register (CALC) process.

Figure 59: Example of the Employee History Update (EHUP) Form

When the EHUP process finishes successfully, the Pay Control Sequence Number for the payroll that you are processing is set to 5.

Note: If the EHUP process ends abnormally, such as from a system failure or power outage, files will be partially updated. To recover from this situation without updating files twice, call Ellucian’s Solution Center for assistance.
Understanding the Dates Displayed on the Form

The EHUP form displays the following dates:

- **FA Award Period.** This date represents the award period if you specified on the Pay Cycle Definition (PCYL) form that you wanted the Financial Aid module to be updated automatically with work-study earnings.

- **Financial Aid Year.** This date represents the financial aid year associated with the FA award period.

- **Remittance Transaction Date.** This date represents the date on which the remittances are posted to the general ledger. It corresponds to either the check date or the pay period ending date for this payroll, depending on the option entered on the Payroll Parameter Setup (PRPS) form in the Use Check Date as Posting Date field.

Updating Employee History Records

The EHUP process first updates the historical fields in the employee’s record with the data from the payroll that you are processing. This portion of the process ensures that your year-end processing, particularly W-2 and T4 information, is accurate.

In this portion of the process, EHUP performs all of the following tasks:

- Updates quarter-to-date, year-to-date, fiscal-year-to-date, and limit-to-date amounts in the EMPLOYES file with data from the PAYPRDS file. For Canadian institutions, the EMPLOYES.DTL file is also updated with this information.

- Updates the HRPER file with the pay period ending date for this payroll.
- Copies the current PAYPRDS records to the PAYTODAT file and deletes those records from the PAYPRDS file. The PAYTODAT file stores information about each employee’s earnings, contributions, and deductions for each payroll in which the employee was paid.
- Records the leave accrued, taken, or both in the PERLVDTL file and updates the leave balances in the PERLEAVE file.
- Updates files in the Financial Aid module with work-study earnings if the parameter on the Pay Cycle Definition (PCYL) form has been set to have the Financial Aid files updated.
- Updates the HR.CAINTERFACE file with the pledge payments and recurring donations information.
- Copies pay period information, remittance codes, benefit/deduction codes and amounts, tax codes and amounts, and earnings information to the REMITTANCES file to be used later in creating vouchers. For institutions using arrears processing, it also does the following:
  • Subtracts any prepayments or repayments from the vendor payment.
  • Adds any arrears amounts or payments that are being made from prepaid deposits.

When the EHUP process finishes updating employee history records, it then begins updating the payroll time history records.

### Updating Time History Records

In this portion of the process, EHUP archives time information from the payroll that you are processing by copying the time records for this payroll from the PPDTIME.DTL file, separating them into individual records, and storing each record separately in the PR.TIME.HISTORY file. It then deletes these copied records from the PPDTIME.DTL file along with any associated records in the EMPTIME.DTL, EMPTIME.PRD, and EMPTIME files.

### Institutions Withholding Pay for Unapproved Time

For institutions who withhold pay for unapproved time, the EHUP process no longer deletes EMPTIME.DTL records for unapproved time entries. Instead, Colleague retains the EMPTIME.DTL record until a manual paycheck is issued for that employee using the Manual Check Calculation (MNCK) process.
Step 23. Generate the Employee Time Not Paid Report

The Employee Time Not Paid (ETNP) process generates a report of employees who were excluded from their normal payroll cycle because of unapproved time.

This is an optional step in payroll processing.

For each supervisor, the report lists employees whose time entries meet the criteria for one of the following four statuses:

- **Approved but Not Paid.** The employee’s time is approved by a supervisor, but needs to be run through the Manual Check Calculation (MNCK) process.
- **Not Approved.** The employee's time is ready for approval, but the time has not yet been approved using the Time Card Entry (TCDE) form or by a supervisor.
- **Not Complete.** The employee entered time on the Time Entry form but did not check the box to electronically sign the submitted time.
- **Rejected.** The employee entered time on the Time Entry form, and the supervisor rejected it.

**Note:** Once an employee's time is displayed as "Approved" on this report, you should pay that employee for the approved time using the Manual Check Calculation (MNCK) form.

Employees who have been paid, either during normal payroll processing or using the MNCK process, are not displayed on this report.

**Note:** When you modify or approve an employee’s time entry using the TCDE form, your name is recorded as the reviewer. As a result, your name is also displayed on this report as the supervisor for each time entry that you modified or approved on the TCDE form, even when the employee has an assigned supervisor.

The ETNP form creates this report by selecting off of the EMPTD.NOT.PAID flag. The flag must be set to “Yes” in order for the employee to be selected. The flag is set to “No” when the employee has already been paid through payroll.
The report is available in two versions:

- **Summary Report**, which lists the name and e-mail address, when available, for both supervisors and employees. It also includes each employee’s position, department, and location, when available. The total number of hours that each employee worked during the pay period is also displayed.

- **Detail Report**, which, in addition to the information displayed on the Summary Report, also lists the following:
  * Date and time that the employee electronically signed the time card using the web.
  * Supervisor’s decision and the date and time when that decision was entered.
  * Hours entered by date.
  * Earnings types associated to the hours entered.
  * Earnings differential information, if any, for each day.
  * Total hours worked.
  * Total leave hours.
  * Total overtime hours.

Both versions are sorted in the following order:

- Alphabetically by pay cycle and pay period end date.
- Status of the time entry (Approved, Not Approved, Not Complete, and Rejected)
- Alphabetically by supervisor. Employees who have no assigned supervisor are grouped together under the supervisor heading “Unassigned.”
- Alphabetically by employee within status.
- Alphabetically by position, for employees with multiple positions.
Step 23. Generate the Employee Time Not Paid Report

Employees are included on this report regardless of whether their time was entered using the Time Entry and Approval workflow, the Time Card Entry (TCDE) form, the Time Card Batch Entry (TCBE) process, or the Batch Import Faculty Time (BIFT) process.

Figure 60: Employee Time Not Paid (ETNP) Form

Note: This report only selects those employees who have unapproved time. You can generate this report as often as you see necessary. Each time that you access this form, it displays the criteria that were last used to generate this report.

Examples of the Employee Time Not Paid summary and detail reports are shown on the next page.
### Figure 61: Example of the Employee Time Not Paid Summary Report

<table>
<thead>
<tr>
<th>Employee ID/Name:</th>
<th>0032256</th>
<th>Goodyear, Maya</th>
<th>Employee Email: <a href="mailto:maya@college.com">maya@college.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>AHMS</td>
<td>Admissions</td>
<td>Pay Cycle: DL</td>
</tr>
<tr>
<td>Location</td>
<td>DT</td>
<td>Downtown Campus</td>
<td>Pay Period End Date: 06/17/11</td>
</tr>
<tr>
<td>Position</td>
<td>Position 3</td>
<td>Amanda, Jessica</td>
<td>Time Entry Status: Approved</td>
</tr>
<tr>
<td>Supervisor ID/Name</td>
<td>0032257</td>
<td><a href="mailto:123@college.com">123@college.com</a></td>
<td>Total Hours Worked: 0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee ID/Name:</th>
<th>0032254</th>
<th>Lodi, Haley</th>
<th>Employee Email: <a href="mailto:halley@college.com">halley@college.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>AHMS</td>
<td>Admissions</td>
<td>Pay Cycle: DL</td>
</tr>
<tr>
<td>Location</td>
<td>DT</td>
<td>Downtown Campus</td>
<td>Pay Period End Date: 06/17/11</td>
</tr>
<tr>
<td>Position</td>
<td>Position 2</td>
<td>Amanda, Jessica</td>
<td>Time Entry Status: Not Approved</td>
</tr>
<tr>
<td>Supervisor ID/Name</td>
<td>0032257</td>
<td><a href="mailto:123@college.com">123@college.com</a></td>
<td>Total Hours Worked: 0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee ID/Name:</th>
<th>0032410</th>
<th>Mason, Kylee</th>
<th>Employee Email: <a href="mailto:kylee@college.com">kylee@college.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>AHMS</td>
<td>Admissions</td>
<td>Pay Cycle: DL</td>
</tr>
<tr>
<td>Location</td>
<td>DT</td>
<td>Downtown Campus</td>
<td>Pay Period End Date: 06/17/11</td>
</tr>
<tr>
<td>Position</td>
<td>Position 1</td>
<td>Amanda, Jessica</td>
<td>Time Entry Status: Not Complete</td>
</tr>
<tr>
<td>Supervisor ID/Name</td>
<td>0032257</td>
<td><a href="mailto:123@college.com">123@college.com</a></td>
<td>Total Hours Worked: 0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee ID/Name:</th>
<th>0017460</th>
<th>Goldman, Adam</th>
<th>Employee Email: <a href="mailto:adam@college.com">adam@college.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>CHMB</td>
<td>Computer Center</td>
<td>Pay Cycle: DL</td>
</tr>
<tr>
<td>Location</td>
<td>MC</td>
<td>Main Campus</td>
<td>Pay Period End Date: 06/17/11</td>
</tr>
<tr>
<td>Position</td>
<td>4D</td>
<td>Programmer</td>
<td>Time Entry Status: Not Complete</td>
</tr>
<tr>
<td>Supervisor ID/Name</td>
<td>0000675</td>
<td><a href="mailto:765@college.com">765@college.com</a></td>
<td>Total Hours Worked: 0.00</td>
</tr>
</tbody>
</table>

### Figure 62: Example of the Employee Time Not Paid Detail Report

<table>
<thead>
<tr>
<th>Employee ID/Name:</th>
<th>0032253</th>
<th>Goodyear, Maya</th>
<th>Employee Email: <a href="mailto:maya@college.com">maya@college.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>AHMS</td>
<td>Admissions</td>
<td>Pay Cycle: DL</td>
</tr>
<tr>
<td>Location</td>
<td>DT</td>
<td>Downtown Campus</td>
<td>Pay Period End Date: 06/17/11</td>
</tr>
<tr>
<td>Position</td>
<td>Position 3</td>
<td>Amanda, Jessica</td>
<td>Time Entry Status: Approved</td>
</tr>
<tr>
<td>Supervisor ID/Name</td>
<td>0032257</td>
<td><a href="mailto:123@college.com">123@college.com</a></td>
<td>Total Hours Worked: 0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>POSITION</th>
<th>SUPERVISOR</th>
<th>SIGNED DATE</th>
<th>TIME DECISION</th>
<th>SIGNED</th>
<th>DATE TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>05/15/11</td>
<td>04:40PM</td>
<td>App</td>
<td>05/18/11</td>
<td>10:27PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Earnings Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/15/11</td>
<td>8.00</td>
<td>Regular Administrative</td>
</tr>
<tr>
<td>05/16/11</td>
<td>8.00</td>
<td>Regular Administrative</td>
</tr>
<tr>
<td>05/17/11</td>
<td>8.00</td>
<td>Regular Administrative</td>
</tr>
<tr>
<td>05/18/11</td>
<td>8.00</td>
<td>Regular Administrative</td>
</tr>
<tr>
<td>05/19/11</td>
<td>8.00</td>
<td>Regular Administrative</td>
</tr>
<tr>
<td>05/20/11</td>
<td>8.00</td>
<td>Regular Administrative</td>
</tr>
<tr>
<td>05/21/11</td>
<td>8.00</td>
<td>Regular Administrative</td>
</tr>
<tr>
<td>05/22/11</td>
<td>8.00</td>
<td>Regular Administrative</td>
</tr>
<tr>
<td>05/23/11</td>
<td>8.00</td>
<td>Regular Administrative</td>
</tr>
</tbody>
</table>

Total Hours Worked: 30.00
Total Leave Hours: 0.00
Total Overtime: 0.00
Step 24. Print the Limit Against Earnings Report

The Limit Against Earnings (LAER) process generates a report that enables you to compare an employee’s limit-to-date earnings in a specific earnings category with the limit for that employee in that earnings category. This report is useful for monitoring earnings for those employees with earnings limits, particularly those employees with Financial Aid awards. You can use this information to enforce earnings limits when processing the next payroll that includes these employees.

This is an optional step in payroll processing.

For each selected employee in the reported pay period, the report displays the earnings limit, amount earned to date, current limit balance, and pay period data, which includes the amount earned in the reported pay period, hours in the pay period, related GL account numbers, and pay cycle. The report also includes the percentage of the limit that has been used, and the percentage that remains for each earnings category (regular, overtime, and so on).

**Technical Tip:** The field Print Data from Wage Records controls whether the data reported is from wage records in the PERPOSWG file or pay records in the PAYTODAT file. For more information, see “Option to Print Data from Wage Record” on page 300.

Figure 63: Example of the Limit Against Earnings (LAER) Form
A separate report is generated for each earnings category that you specify. You also have options to specify the file that is used to report the data, and the way in which the data is sorted. These options are explained in the sections that follow.

**Option to Print Data from Wage Record**

This field controls whether the pay period data reported comes from wage records in the PERPOSWG file or pay records in the PAYTODAT file. The PERPOSWG file contains the hours that employees are expected to work and the amounts that they are supposed to be paid, while the PAYTODAT contains the actual amounts paid and hours worked.

The option you choose most likely is determined by whether this pay period contains hourly employees, such as students in a College Work-Study program, who would not typically have hours in their wage records.

- If this pay period *does not contain* hourly employees, enter “Yes.” The pay period data is reported from wage records in the PERPOSWG file.
- If this pay period *contains* hourly employees, enter “No.” The pay period data is reported from pay records in the PAYTODAT file.

**Option to Sort Only by ID**

Two sorting options are available.

- To sort the report only by employee ID, enter “Yes.”
- To sort the report first by the employee’s last, first, and middle name, and then by employee ID, enter “No.”

**Option to Select Earnings Categories**

A separate report is generated for each earnings category that you enter. If you leave this table blank, then a report is generated for *every* earnings category in the selected pay period.
Step 25. Process Remittances

The Payroll module can interface with the Accounts Payable (AP) module in Colleague’s Financial System to automatically create the appropriate vouchers in the AP module during payroll processing. If your institution uses this feature and has defined the remittance codes to have vouchers created, then records were created in the REMITTANCES file during the Employee History Update (EHUP) step of payroll processing.

You can now use the Voucher Report/Payment (BVRP) form to process those remittances and create the appropriate vouchers in the Accounts Payable module.

This is an optional step in payroll processing.

Figure 64: Example of the Voucher Report/Payment (BVRP) Form

You can run this process in Voucher Update mode to create vouchers or in Report Only mode to generate the reports that show what would have happened if the process had been run in Update mode; however, no actual vouchers are created.

You must specify a date to be assigned to the vouchers and enter a date in the Beginning Transaction Date field. The transaction date corresponds to the date that the remittances were created by the Employee History Update (EHUP) process. In Figure 64, only the remittances created between June 1, 2011, and June 30, 2011, will have vouchers created.
Although entering an approval ID is not required, the voucher creation process will validate any ID that you enter to ensure that person is capable of approving each voucher. If a voucher cannot be approved by the person identified, the voucher will still be created but will be marked as “Not Approved.” Non-approved vouchers cannot be further processed, and general ledger transactions will not be created until they are approved.

For more information about the BVRP process and on remittances processing in general, see “Processing Remittances” on page 341.
Step 26. Print Canadian PD7 Payroll Report

If your institution reports Canadian payroll deductions on the PD7 form, then you can use the Canadian PD7 Payroll Report (PDSV) form to generate this report for the current payroll.

This is an optional step in payroll processing.

Figure 65: Example of the Canadian PD7 Payroll Report (PDSV) Form

For each employer account (business number), this report includes the gross payroll; number of employees; the CPP, EI, CINC, PROV, and WKCOMP deductions; and the total taxes.

To use this process, you must specify the pay period and pay cycle to report on the PDSV form and then indicate whether you want to proceed to generate it.
In This Chapter

This chapter provides information about arrears processing.

Table 47 lists the topics covered in this chapter.

Table 47: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Arrears Processing</td>
<td>305</td>
</tr>
<tr>
<td>Modules Used</td>
<td>306</td>
</tr>
<tr>
<td>How Payroll Processing Handles Arrears</td>
<td>308</td>
</tr>
<tr>
<td>Processing Benefits for Employees Without Pay</td>
<td>313</td>
</tr>
<tr>
<td>Tools for Monitoring Arrears Processing</td>
<td>314</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td>321</td>
</tr>
</tbody>
</table>

Overview of Arrears Processing

Arrears processing enables eligible employees, who do not have enough pay to cover the costs of their eligible benefits/deductions, to continue their coverage in those benefits, and later repay the amounts that went into arrears.

This situation can occur when employees have reduced pay or no pay for one or more pay periods, or when employees are on leave for an extended period and their benefits should continue. During this time, arrears processing enables the employee’s portion of the benefit and the employer’s portion, if any, to continue to be collected. The premiums are then paid to the vendor during Colleague’s remittance processing.

The employee’s portion of the cost is either deducted from the employee’s prepaid balance, if prepayments were made, or is sent as an invoice to the Accounts Receivable module in Colleague Student. Employees later repay their arrears balance when their pay is sufficient to do so.
Colleague HR updates the Accounts Receivable module in Colleague Student with the employee’s arrears balance for each benefit/deduction, and with any prepayments or repayments that are deducted from the employee’s pay.

**Note:** In Colleague, the term “arrears processing” includes handling prepayments, amounts in arrears, and repayments.

For information about the capabilities of arrears processing along with the setup required, including the rules that determine which employees’ benefits/deductions are eligible for arrears processing or for processing in a payroll in which the employee has no pay, see the *Using Human Resources* manual.

## Modules Used

Setting up and processing deductions in arrears involve the Human Resources and Payroll modules in Colleague HR, and the Accounts Receivable module in Colleague Student. Table 48 summarizes how each module is used in arrears processing.

**Table 48: Modules Used with Arrears Processing**

<table>
<thead>
<tr>
<th>Module</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleague HR</td>
<td>• Defining the rules that are used in arrears processing.</td>
</tr>
<tr>
<td></td>
<td>• Setting up the benefits/deductions that are allowed to go into arrears.</td>
</tr>
<tr>
<td></td>
<td>• Specifying the repayment information to be deducted each pay period for</td>
</tr>
<tr>
<td></td>
<td>employees who are making these payments as payroll deductions.</td>
</tr>
<tr>
<td></td>
<td>• Viewing and reporting on an employee’s arrears-related balance in the AR</td>
</tr>
<tr>
<td></td>
<td>module.</td>
</tr>
<tr>
<td>Colleague Student</td>
<td></td>
</tr>
</tbody>
</table>

Using Payroll, February 2014
Table 48: Modules Used with Arrears Processing (cont’d)

<table>
<thead>
<tr>
<th>Module</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>• Determining whether an arrears situation exists for employees who have either no pay or insufficient pay to deduct the full cost of a benefit.</td>
</tr>
<tr>
<td></td>
<td>• Determining whether such an employee has an AR deposit that can be used to pay some or all of the current deduction, and if so, creating the appropriate vendor payments from the deposited amount.</td>
</tr>
<tr>
<td></td>
<td>• Determining whether an employee with sufficient pay to deduct the full cost of a benefit has an existing arrears balance for which repayments should be made.</td>
</tr>
<tr>
<td></td>
<td>• Determining whether an employee with sufficient pay to deduct the full cost of a benefit is making prepayments toward an upcoming arrears situation.</td>
</tr>
<tr>
<td></td>
<td>• Making a one-time adjustment to the prepayment or repayment amount for a particular employee in a particular payroll.</td>
</tr>
<tr>
<td></td>
<td>• Deducting the appropriate prepayment and repayment amounts from the appropriate employees’ pay.</td>
</tr>
<tr>
<td></td>
<td>• Creating the necessary AR transactions for prepayments, arrears amounts, and repayments.</td>
</tr>
<tr>
<td></td>
<td>• Processing remittances for payments that are being made from an employee’s prepaid balance.</td>
</tr>
<tr>
<td>Colleague Student</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>• Defining at least one AR type for arrears receivables.</td>
</tr>
<tr>
<td></td>
<td>• Defining AR codes.</td>
</tr>
<tr>
<td></td>
<td>• Defining AR deposit types.</td>
</tr>
<tr>
<td></td>
<td>• Viewing and reporting on an employee’s balance.</td>
</tr>
</tbody>
</table>
How Payroll Processing Handles Arrears

Payroll processing handles all of the following situations and passes the information on to the Accounts Receivable module in Colleague Student:
- Prepayments made as payroll deductions.
- Arrears amounts.
- Repayments made as payroll deductions.

**Note:** The Payroll Calculation–Register (CALC) process will issue an error if it encounters a benefit/deduction that has both an employee limit amount and arrears-related information (prepayment, arrears amount, or repayment). To resolve these errors, see “Troubleshooting” on page 321.

Handling Prepayments Made as Payroll Deductions

If your institution enables them to do so, your employees can make prepayments toward an upcoming arrears situation as a payroll deduction.

When prepayments are made as a payroll deduction, the amount that the employee wants to prepay is entered as a one-time payroll adjustment on the Pay Period Arrears Adjustment (PPAA) form.

**Note:** When an employee is making ongoing prepayments, you must manually enter the prepayment amount on the PPAA form for each payroll in which the prepayment is to be deducted.

Figure 66 on page 309 shows an example of the PPAA form. For information about using it, see “Arrears Adjustments” on page 475.
How Payroll Processing Handles Arrears

Figure 66: Specifying a Prepayment Deduction

During payroll processing, the Payroll Calculation–Register (CALC) process deducts the prepayment amount from the employee’s pay. This prepayment is deducted after all of the employee’s regular deductions are taken.

**Note:** If the prepayment causes an employee’s pay to be less than zero, the CALC process will reduce the prepayment and recalculate the employee’s pay until the employee’s net pay is zero.

This prepayment is reported, along with all other arrears processing for this payroll, on the Deductions in Arrears Registers (Detail and Summary versions). These registers are part of the existing Payroll Detail Register generated by the CALC process.

During the Payroll Summary Register–Post (PSRP) process, the employee’s prepayment is sent to the Accounts Receivable module in Colleague Student as a deposit. The deposit type assigned to this benefit/deduction ensures that the prepayment is allocated to the correct AR account.

**Note:** The S.MAKE.DEPOSIT subroutine sends prepayments that are made as payroll deductions to the AR module. This subroutine is stored in Colleague Student.
Handling Arrears Amounts

When an employee has either no pay or too little pay to deduct the full cost of a benefit, the Payroll Calculation–Register (CALC) process first determines whether the employee has made prepayments that are on deposit in the AR module and that can be used to pay some or all of the current deduction. The amount that is not covered by an AR deposit goes into arrears.

Arrears amounts for each employee and benefit/deduction are reported, along with all other arrears processing for a payroll, on the Deductions in Arrears Register, which is part of the existing Payroll Detail Register generated by the CALC process. For information, see “Deductions in Arrears Register and the Deductions in Arrears Summary” on page 316.

The Payroll Summary Register–Post (PSRP) process checks the AR module for any prepayments that the employee has made for this benefit/deduction either directly to the business office or as a payroll deduction. If a prepaid balance exists, the PSRP process creates an invoice and allocates the deposit to that invoice as a payment. (For information about the PSRP process, see “Step 19. Create Transactions for Posting to AR and GL” on page 282.)

Note: The PSRP process uses the S.CREATE.AR.INVOICE subroutine to create the AR invoice for arrears amounts. This subroutine is stored in Colleague Student.

For information about this subroutine, see either Tech Doc Online (www.datatel.com/techdoc) or the Process Technical Doc (TDOC) form in the Envision Tool Kit.
Handling Repayments Made as Payroll Deductions

If your institution enables them to do so, your employees can repay their arrears balance as a payroll deduction.

The Repayment Amount

The repayment can be either a fixed amount, such as $20, or a multiple of the employee’s share of the regular deduction, such as 1.5. For example, if the multiple is 1.5 and the employee’s regular deduction is $30, then Colleague multiplies 1.5 by $30 to determine the repayment amount of $45.

The default repayment amount or multiple of cost is entered on one of the following forms in the Human Resources module:

- Amount Calculation Method (BACM) form for benefits/deductions defined with the Amount (Fixed) calculation method.
- Insurance Calculation Method (BICM) form for benefits/deductions defined with the Insurance calculation method.

You can override the repayment information for a particular employee in a particular payroll on the Pay Period Arrears Adjustment (PPAA) form. In Figure 67 on page 312, the default repayments for the LIFA benefit/deduction are calculated at 1.5 times the cost of the benefit/deduction, while the default repayment for the MEDE benefit/deduction is $75.00.
Figure 67: Adjusting a Repayment Deduction

Repayment amounts deducted from an employee’s pay are reported, along with all other arrears processing for this payroll, on the Deductions in Arrears Register, which is part of the existing Payroll Detail Register generated by the CALC process.

Note: If the repayment causes an employee’s pay to be less than zero, the CALC process will reduce the repayment and recalculate the employee’s pay until the employee’s net pay is zero.

Date on Which Repayment Begins

If an employee is to begin repaying an arrears balance on a particular date, your human resources staff specifies that date on either the Person’s Amount Calc Cost (PACC) or the Person’s Insurance Calc Cost (PICC) form.

When a date is specified, Colleague begins deducting the repayment amount in the first payroll that includes the date.

When no date is specified, Colleague begins deducting the repayment amount in the first payroll in which this employee has enough pay to make the first repayment.
Sending Repayments to AR

The PSRP process sends a repayment amount to the Accounts Receivable module in Colleague Student. The repayment is applied to the invoice for that employee’s benefit/deduction, and the balance is adjusted.

Order in Which Deductions Are Taken

When an employee begins making repayments on an arrears balance, those repayments are always deducted after all of the employee’s regular deductions are taken.

The current withholding priorities for each benefit/deduction determine the order in which arrears balances are processed.

Processing Benefits for Employees Without Pay

Colleague uses the rules that are entered on the Ben/Ded Parameter Setup (BDPS) form in the Human Resources module to determine the following:

- Whether to process an employee’s benefits/deductions in pay periods when the employee has no pay.
- How to fund any employer’s portion of the benefit’s cost.

When rules are entered on the BDPS form in the Rules for Processing Ben/Deds for Employees without Pay field, the Pay Period Generation (PPGN) process selects all employees who have PERBENCS records that are valid as of the pay period ending date of the payroll that is being processed.

Note: To improve overall performance of the PPGN process, be sure to work with your human resources staff to end any person’s benefit/deduction cost records that are no longer in use.
Tools for Monitoring Arrears Processing

Colleague HR provides tools in both the Payroll and the Human Resources modules for monitoring arrears processing.

This section provides information about the following reports, all of which are generated during payroll processing:

- Payroll Preparation No Pay Report
- Deductions in Arrears Register and the Deductions in Arrears Summary
- Payroll Summary Registers
  - Postings to Accounts Receivable Report
  - Distribution Summary

These reports are explained in the sections that follow.

In addition, the Human Resources module provides the following forms and reports, which contain information about the current arrears balances in the Accounts Receivable module in Colleague Student:

- Person’s AR Balances (PARB) and Person’s AR Detail (PARD) forms.
- Ded in Arrears AR Balance Rpt (DABR) process, which generates the Deductions in Arrears AR Balance Report.

For information about these Human Resources forms and report, see the chapter on allowing deductions to go into arrears in the *Using Human Resources* manual.

Payroll Preparation No Pay Report

This report is generated by the Pay Period Generation (PPGN) process but only for institutions that process benefits/deductions for employees who have no pay in the pay period being processed. It provides the following messages:

- Warnings when a benefit/deduction will be processed for an employee who has no pay.
- Errors when a benefit/deduction has no AR code or AR type. This information is needed for arrears processing.

*Figure 68 on page 315* shows an example of this report.
For information about resolving the warning and error conditions, see “Troubleshooting” on page 321.

**Figure 68: Example of the Payroll Preparation No Pay Report**

<table>
<thead>
<tr>
<th>ID No.</th>
<th>Employee Name</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>000699</td>
<td>Johnson, Marshall C</td>
<td>Warning: Ben/ded TOTS will be processed for employee with no pay.</td>
</tr>
<tr>
<td>000665</td>
<td>Feldman, Sara</td>
<td>Warning: Ben/ded cost record must have an AR type for arrears processing, Warning: Ben/ded LECE will be processed for employee with no pay, Warning: Ben/ded TOTS will be processed for employee with no pay, Warning: Ben/ded MITE will be processed for employee with no pay, Warning: Ben/ded LPFII will be processed for employee with no pay, Warning: Ben/ded DEPA will be processed for employee with no pay.</td>
</tr>
<tr>
<td>000669</td>
<td>Cinzor, Jon</td>
<td>Warning: Ben/ded TOTS will be processed for employee with no pay, Warning: Ben/ded cost record must have an AR type for arrears processing, Warning: Ben/ded LECE will be processed for employee with no pay, Warning: Ben/ded TOTS will be processed for employee with no pay, Warning: Ben/ded MITE will be processed for employee with no pay, Warning: Ben/ded LPFII will be processed for employee with no pay.</td>
</tr>
<tr>
<td>000671</td>
<td>Smith, Sara</td>
<td>Warning: Ben/ded TOTS will be processed for employee with no pay, Warning: Ben/ded cost record must have an AR type for arrears processing, Warning: Ben/ded LECE will be processed for employee with no pay, Warning: Ben/ded TOTS will be processed for employee with no pay, Warning: Ben/ded MITE will be processed for employee with no pay, Warning: Ben/ded LPFII will be processed for employee with no pay.</td>
</tr>
<tr>
<td>000271.0</td>
<td>Kingston, Tiffany</td>
<td>Warning: Ben/ded MEDP will be processed for employee with no pay.</td>
</tr>
</tbody>
</table>
Deductions in Arrears Register and the Deductions in Arrears Summary

These reports are included in the Payroll Detail Register, which is generated by the Payroll Calculation–Register (CALC) process. Like all reports included in the Payroll Detail Register, it can be reprinted by using the Reprint Payroll Detl Register (RPYR) process.

The Deductions in Arrears Register provides the following details for each employee who had any arrears activity in the payroll being processed:

- Benefit/deduction code and description.
- Scheduled deduction for each benefit/deduction listed.
- Actual deduction that was taken during this payroll. This amount includes the scheduled deduction along with any repayment or prepayment amounts that were also deducted.
- Amount, if any, that went into arrears for an employee’s benefit/deduction.
- Amount, if any, that was repaid for this benefit/deduction. This amount is also included in the Actual Deduction column.
- Amount, if any, that was prepaid for this benefit/deduction. This amount is also included in the Actual Deduction column.
- Amount, if any, that is being paid to the vendor from a deposited amount that the employee prepaid.

The Deductions in Arrears Summary totals these amounts for each benefit/deduction.

Figure 69 on page 317 shows an example of both reports.
### Figure 69: Example of the Deductions in Arrears Register and Summary

**Payroll Detail Register**

<table>
<thead>
<tr>
<th>Date</th>
<th>Payroll Detail Register</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 17 2011</td>
<td>Deductions in Arrears Register</td>
<td>7</td>
</tr>
</tbody>
</table>

#### Deductions in Arrears Register

<table>
<thead>
<tr>
<th>Exp. ID</th>
<th>Employee Name</th>
<th>Code Description</th>
<th>Current</th>
<th>Actual</th>
<th>Arrears Amount</th>
<th>Prepayment Amount</th>
<th>Prepaid Ded</th>
<th>Put From</th>
</tr>
</thead>
<tbody>
<tr>
<td>0008340</td>
<td>Kimura, Donald</td>
<td>C202 West Ohio Plan 1</td>
<td>45.00</td>
<td>90.00</td>
<td>45.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FFAE Fixed Amount Employee</td>
<td>100.00</td>
<td>45.00</td>
<td>55.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FFAE Fixed Amount Shared</td>
<td>75.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>220.00</td>
<td>135.00</td>
<td>55.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000855Z</td>
<td>Murphy, Karen</td>
<td>C201 West Ohio Plan 1 - S</td>
<td>80.00</td>
<td>240.00</td>
<td>160.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HCOB Family Medical-MHO</td>
<td>12.00</td>
<td>0.00</td>
<td>12.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>92.00</td>
<td>240.00</td>
<td>12.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>160.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Grand Totals

|               | 312.00 | 375.00 | 67.00  | 45.00  | 160.00 | 75.00 |

---

**Payroll Detail Register**

<table>
<thead>
<tr>
<th>Date</th>
<th>Payroll Detail Register</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 17 2006</td>
<td>Deductions in Arrears Summary</td>
<td>9</td>
</tr>
</tbody>
</table>

#### Deductions in Arrears Summary

<table>
<thead>
<tr>
<th>Code Description</th>
<th>Scheduled Deductions</th>
<th>Actual Deductions</th>
<th>Arrears Amount</th>
<th>Prepayment Amount</th>
<th>Prepaid Amount</th>
<th>Put From</th>
</tr>
</thead>
<tbody>
<tr>
<td>C201 West Ohio Plan 1 - Single</td>
<td>80.00</td>
<td>240.00</td>
<td>0.00</td>
<td>0.00</td>
<td>160.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C202 West Ohio Plan 1 - Married</td>
<td>48.00</td>
<td>90.00</td>
<td>0.00</td>
<td>48.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>FFAE Fixed Amount Employee Paid</td>
<td>100.00</td>
<td>45.00</td>
<td>55.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>FFAE Fixed Amount Shared Paid</td>
<td>75.00</td>
<td>0.00</td>
<td>55.00</td>
<td>0.00</td>
<td>0.00</td>
<td>75.00</td>
</tr>
<tr>
<td>HCOB Family Medical-MHO</td>
<td>12.00</td>
<td>0.00</td>
<td>12.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Grand Totals

|               | 312.00 | 375.00 | 67.00  | 45.00  | 160.00 | 75.00 |

---

**Tools for Monitoring Arrears Processing**
Payroll Summary Registers

The following reports, which are part of the Payroll Summary Registers, include arrears information:

- **Postings to Accounts Receivable Report**
  This report includes the following information:
  - Benefit/deduction code.
  - The Accounts Receivable type, code, and reference number.
  - Deduction amount.
  - Prepayment amount.
  - Arrears amount.
  - Repayment amount.
  - Amount that is being paid to the vendor from prepayments made by the employee.

  Figure 70 on page 319 shows an example of this report.

- **Distribution Summary**
  This report includes the debits and credits for arrears-related information processed in this payroll.
  An example of this report is shown in Figure 71 on page 320.

The Payroll Summary Registers are generated by the Payroll Summary Register-Post (PSRP) process. For information about this process, see “Step 19. Create Transactions for Posting to AR and GL” on page 282.
### Figure 70: Example of the Postings to Accounts Receivable Report

<table>
<thead>
<tr>
<th>ID No</th>
<th>Employee Name</th>
<th>Code Type</th>
<th>Code</th>
<th>Ref No</th>
<th>Postings to Accounts Receivable - Pay Ref. No. 000076</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000669</td>
<td>Carpenter, Jon</td>
<td>EKEM 09</td>
<td>EKEM</td>
<td>P00001117</td>
<td>Amount: 19.91, Prepayment: 0.00, Arrears: 0.00, Repayment: 0.00</td>
</tr>
<tr>
<td>0000665</td>
<td>Kennedy, Bridget</td>
<td>EKEM 07</td>
<td>EKEM</td>
<td>P00001120</td>
<td>Amount: 2.50, Prepayment: 0.00, Arrears: 0.00, Repayment: 0.00, Debt from Prepaid Dep: 47.72</td>
</tr>
<tr>
<td>0003600</td>
<td>Arroyo, June</td>
<td>EKEM 09</td>
<td>EKEM</td>
<td>P00001122</td>
<td>Amount: 18.86, Prepayment: 0.00, Arrears: 0.00, Repayment: 0.00</td>
</tr>
<tr>
<td>0004005</td>
<td>Arthur, Valeria</td>
<td>EKEM 09</td>
<td>EKEM</td>
<td>P00001125</td>
<td>Amount: 0.00, Prepayment: 0.00, Arrears: 58.65, Repayment: 0.00</td>
</tr>
<tr>
<td>0004217</td>
<td>Hears, Sally K</td>
<td>EKEM 09</td>
<td>EKEM</td>
<td>P00001127</td>
<td>Amount: 250.00, Prepayment: 0.00, Arrears: 0.00, Repayment: 0.00</td>
</tr>
<tr>
<td>0004792</td>
<td>Andrews, Lorna</td>
<td>EKEM 07</td>
<td>EKEM</td>
<td>P00001135</td>
<td>Amount: 47.33, Prepayment: 0.00, Arrears: 0.00, Repayment: 0.00</td>
</tr>
<tr>
<td>0004792</td>
<td>Andrews, Lorna</td>
<td>EXPA 09</td>
<td>EKEM</td>
<td>P00001134</td>
<td>Amount: 0.00, Prepayment: 0.00, Arrears: 24.62, Repayment: 0.00</td>
</tr>
<tr>
<td>0005128</td>
<td>Brown, David</td>
<td>EKEM 09</td>
<td>EKEM</td>
<td>P00001136</td>
<td>Amount: 25.00, Prepayment: 0.00, Arrears: 0.00, Repayment: 0.00</td>
</tr>
<tr>
<td>0005128</td>
<td>Brown, David</td>
<td>EXPA 09</td>
<td>EKEM</td>
<td>P00001143</td>
<td>Amount: 0.00, Prepayment: 0.00, Arrears: 49.89, Repayment: 0.00</td>
</tr>
</tbody>
</table>

--- Total ---

<table>
<thead>
<tr>
<th>Amount</th>
<th>Prepayment</th>
<th>Arrears</th>
<th>Repayment</th>
<th>Debt from Prepaid Dep</th>
</tr>
</thead>
<tbody>
<tr>
<td>74.50</td>
<td>250.00</td>
<td>295.66</td>
<td>30.27</td>
<td>47.72</td>
</tr>
</tbody>
</table>
### Payroll Summary: Distribution Summary

**Period Ending:** 03/09/07  
**Posting Date:** 03/16/07

<table>
<thead>
<tr>
<th>GL Account Description</th>
<th>Projects</th>
<th>Payroll Line Items</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-01-00-000000-000101</td>
<td>Employment Contribution - OPEF</td>
<td></td>
<td></td>
<td>11.38</td>
</tr>
<tr>
<td>11-01-00-000000-000101</td>
<td>Employment Contribution - LIFE</td>
<td></td>
<td></td>
<td>3.05</td>
</tr>
<tr>
<td>11-01-00-000000-000301</td>
<td>Federal Withholding - Married</td>
<td></td>
<td></td>
<td>29.70</td>
</tr>
<tr>
<td>11-01-00-000000-000301</td>
<td>Federal Withholding - Single</td>
<td></td>
<td></td>
<td>88.50</td>
</tr>
<tr>
<td>11-01-00-000000-000401</td>
<td>State</td>
<td></td>
<td></td>
<td>4.11</td>
</tr>
<tr>
<td>11-01-00-000000-000501</td>
<td>Virginia State Withholding</td>
<td></td>
<td></td>
<td>68.50</td>
</tr>
<tr>
<td>11-01-00-000000-000801</td>
<td>FICA Withholding</td>
<td></td>
<td></td>
<td>184.10</td>
</tr>
<tr>
<td>11-01-00-000000-000901</td>
<td>Medicare Portion - FICA</td>
<td></td>
<td></td>
<td>42.84</td>
</tr>
<tr>
<td>11-01-00-000000-000101</td>
<td>Medical - Employee Only</td>
<td></td>
<td></td>
<td>949.77</td>
</tr>
<tr>
<td>11-01-00-000000-000101</td>
<td>Dental - Employee Only</td>
<td></td>
<td></td>
<td>218.96</td>
</tr>
<tr>
<td>11-01-00-000000-000101</td>
<td>Disability - Employee Only</td>
<td></td>
<td></td>
<td>119.40</td>
</tr>
<tr>
<td>11-01-00-000000-000101</td>
<td>Annual Leave 401(k)</td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>11-01-00-000000-000101</td>
<td>Annual Leave 401(k)</td>
<td></td>
<td></td>
<td>36.17</td>
</tr>
<tr>
<td>11-01-00-000000-000101</td>
<td>Group Term Life Insurance</td>
<td></td>
<td></td>
<td>4.43</td>
</tr>
<tr>
<td>11-01-00-000000-000101</td>
<td>Long Term Health Insurance</td>
<td></td>
<td></td>
<td>94.16</td>
</tr>
<tr>
<td>11-01-00-000000-000101</td>
<td>Short Term Health Insurance</td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>11-01-00-000000-000101</td>
<td>Life Ins. Multiples, Assy/Rate</td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
</tbody>
</table>

**Arrears Information**

**Arrears Proprietar Payment - HHLIB**  47.72
**Arrears Proprietor Payment - HHLIB**  250.00
**Arrears Proprietor Payment - INDEH**  243.37
**Arrears Proprietor Payment - INDEH**  148.59
**Arrears Proprietor Payment - INDEH**  227.07
**Arrears Proprietor Payment - INDEH**  19.91

**Net Pay**  227.30
**Net Pay**  227.30
**Net Pay**  2,310.12
**Net Pay**  5,696.51

*** Total 6,668.50 ***

*** Total 6,668.50 ***
Troubleshooting

Table 49 lists some of the potential issues that you might encounter during arrears processing, the cause of each, and its resolution.

Table 49: Troubleshooting Arrears Processing

<table>
<thead>
<tr>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>An error message on the Payroll Preparation Exception or the Payroll Preparation No Pay Report indicates that a benefit/deduction is missing one of the following:</td>
</tr>
<tr>
<td>• An AR type.</td>
</tr>
<tr>
<td>• An AR code.</td>
</tr>
<tr>
<td>These reports are generated by the Pay Period Generation (PPGN) process.</td>
</tr>
<tr>
<td>• The AR type set up by your business office for arrears receivables.</td>
</tr>
<tr>
<td>• The AR code for this benefit/deduction.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>A warning message on the Payroll Preparation No Pay Report indicates that a benefit/deduction will be processed for an employee who has no pay in the pay period being processed.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
### Table 49: Troubleshooting Arrears Processing (cont’d)

<table>
<thead>
<tr>
<th>Issue</th>
<th>Cause</th>
<th>Resolution</th>
</tr>
</thead>
</table>
| The batch error report from the Payroll Calculation–Register (CALC) process contains the following error message: Employee 1234567: Ben/ded ABCD can't have limits and arrears info. Remove person's limit amts or arrears info. | The person’s benefit/deduction has both limit amounts and arrears-related information (prepayment, arrears amount, or repayment). | Request that your human resources staff do one of the following:  
- Remove the limit amounts for this person’s benefit/deduction from the Person’s Amount Calc Cost (PACC) form.  
- On the Person’s Benefit/Deduction (PBND) form, enter No in the Make Person’s Benefit Ineligible field to make this person’s benefit ineligible for arrears processing.  
Then rerun the CALC process. |
| A person’s benefit/deduction was not processed as expected—either the person’s benefit/deduction was processed when you expected it to be ineligible, or it was not processed when you expected that it would be. | This issue is caused by a problem in one of the following:  
- The person’s setup—for example, the person might not have an active position, or the person’s earnings type might not match the eligible earnings types for the benefit/deduction.  
- The definition of the rules that control arrears processing. | Contact your human resources staff. They will do the following:  
- Verify that the person’s positions and benefits are set up correctly.  
- Use the Rules Test and Debug (RLTD) process and this person’s benefit/deduction to test each rule defined on the Ben/Ded Parameter Setup (BDPS) form. (For assistance, see your system administrator.) |
| Colleague processed a prepayment or repayment with an employee’s earnings type that is different from the benefit/deduction’s associated earnings type. | The Payroll Calculation–Register (CALC) process does not evaluate the benefit/deduction’s associated earnings type for prepayments and repayments. | For this payroll, on the Pay Period Arrears Adjustment (PPAA) form, delete the prepayment or repayment information.  
To make a permanent change to the repayment information for this employee’s benefit/deduction, request that your human resources staff access the Person’s Benefit/Deduction (PBND) form and enter No in the Repay Arrears during Payroll field. (Because prepayments are made as one-time payroll adjustments, there is no prepayment information that can be permanently changed.) |
Understanding the Payroll Preparation Reports

In This Chapter

This chapter provides an overview of the following reports that are produced during the Pay Period Generation (PPGN) process:

- Payroll Preparation Exception Report.
- Payroll Preparation No Pay Report, which is generated only for institutions that process benefits/deductions for employees who have no pay in the pay period being processed. Information about this report begins on page 328.

Payroll Preparation Exception Report

The Payroll Preparation Exception Report lists the exceptions found in the records selected for processing. To avoid errors during the Payroll Calculation–Register (CALC) process, you should review these exceptions and make the necessary corrections.

Table 50, which begins on page 324, lists many of the messages that you might see on the Payroll Preparation Exception Report, the cause of each, and its resolution.

After you have resolved all exceptions, you must rerun the PPGN process to gather the corrected records and store them in the PAYPRDS file to be used in the balance of payroll processing.
Table 50: Resolutions for Messages on the Payroll Preparation Exception Report

<table>
<thead>
<tr>
<th>Message</th>
<th>Cause</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person not found on the HRPER file</td>
<td>Links between the Human Resources files have somehow been corrupted. This exception message is a rare occurrence.</td>
<td>Run the Personnel File Diagnostics (PEFD) process to check all the links between the different Human Resources files. See your system administrator for assistance.</td>
</tr>
</tbody>
</table>
| Person not found on the EMPLOYES file | An employee record has been created for this person in the Human Resources files, but the employee has not been brought over to the Payroll module through the Employee Overview (EPOV) forms. This situation might occur in the following situations:  
  • You process a payroll that includes an employee who is eligible for pay, but for whom you have not yet created a payroll record.  
  • You process a payroll, and there is an employee in the Human Resources files who belongs to the pay cycle you are running, but because the person’s start date is in the future, you have not created a payroll record. | If the employee is eligible for pay in this pay period, then you must go to the Employee Overview (EPOV) forms and add this employee. Doing so creates an EMPLOYES record for this person.  
If the employee is not eligible for pay in this pay period, you can ignore this message and continue with payroll processing. Colleague will not create a paycheck for this employee as long as a record does not exist in the EMPLOYES file. |
| Person has been terminated        | The employee has been terminated and his last pay date has passed but the payroll generation process is still picking up the employee’s record. | Ignore this message and continue processing. A paycheck will not be produced for this employee. |
In a rare occurrence valid wage information is not available in the Human Resources files for an employee included in the current payroll. Most often, this message appears during a special payroll, in which you are using one of the adjustment forms to generate a payroll and you inadvertently enter the identification number of a person not in that pay cycle.

If this message occurs when you run Pay Period Generation (PPGN), verify the start and end dates for the employee's wage records. The end dates are probably prior to the pay period end date, and the employee should not be included in this payroll.

If this message occurs when you use one of the adjustment forms to generate a special payroll, then you cannot adjust the record of the selected employee while you are processing the current payroll. If the employee you want to modify should be in this payroll, re-enter his employee ID at the LookUp prompt. If you want to make an adjustment for an employee not in the pay cycle you selected, return to the Pay Period Ending Date prompt on the Pay Period Preparation (PPPR) form, and enter a different pay period.

The employee’s last day was in the middle of the pay period, but the employee did not receive a paycheck at that time.

Verify the employee’s time worked and pay information. If these are correct, continue with payroll processing.

If you need to adjust the employee’s time, use the Time Card Entry (TCDE) form. To adjust the employee’s pay, use the Pay Period Gross Summary (PPGS) form and its detail form, Pay Period Gross Adjustments (PPGA).

Name or address information does not exist for this individual in one of two places:
- Paycheck & Other Information (CHCK) form or
- Name and Address Entry (NAE) form.

During payroll generation, first the CHCK form and then the NAE form is checked for a name and address to print on the check. If information is provided on CHCK, that information is used for the paycheck; otherwise the name and address from NAE is used. Note that if just the name or just the address is found on the CHCK form, then this exception message will occur.

Enter the employee’s name and address on either the Paycheck & Other Information (CHCK) form or on the Name and Address Entry (NAE) form. Your institution’s policy will dictate which form you use for this information.
### Table 50: Resolutions for Messages on the Payroll Preparation Exception Report (cont’d)

<table>
<thead>
<tr>
<th>Message</th>
<th>Cause</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>No exceptions detected during payroll preparation</td>
<td>Congratulations! Colleague found no exceptions to report.</td>
<td>Continue processing your payroll.</td>
</tr>
<tr>
<td>Earning type x is not a valid EARNTYPE</td>
<td>The employee has an earnings type code in the PERPOSWG file that does not exist in the EARNTYPE code file.</td>
<td>Do one of the following, depending on the reason for the exception condition:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Remove the invalid earnings type code from the PERPOSWG file and replace it with a valid code if necessary. If this change is for this payroll only, then use the Pay Period Gross Summary (PPGS) form and its detail form, Pay Period Gross Adjustments (PPGA), to make one-time adjustments. If this is a permanent change to the default information, then use the Person’s Wage/Salary (PWAG) form. Note that making a permanent change to an individual’s record requires special security to access the record.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Create a new earnings type code to match the one that does not currently exist by using the Earnings Type Definition (EARN) form. To change the default earnings type for this position, use the Pay Information Summary (PYIS) form.</td>
</tr>
<tr>
<td>Earning type x not included in this pay period</td>
<td>The employee’s record contains one or more earnings type codes that are in the list of earnings types to exclude for this pay period. Earnings types to exclude are defined, as defaults, on the Pay Period Conditions (PPCD) form. You can also identify earnings types to exclude on the Pay Period Preparation (PPPR) form. See the <em>Using Human Resources</em> manual for more information about the Pay Period Conditions (PPCD) form.</td>
<td>If you want the specified earnings type code excluded from this pay period, then ignore this message and continue with payroll processing. If you want the specified earnings type code included in this pay period, then rerun the Pay Period Generation (PPGN) process, removing this code from the Exclude Earnings Type table.</td>
</tr>
</tbody>
</table>
General ledger exception messages

These exceptions occur when any general ledger account number associated with an employee’s record is either inactive, not authorized, or does not exist.

Provide your business office with the list of general ledger exception messages for them to correct in the general ledger.

If you have erroneously entered a general ledger number in any of the Human Resources records, or if a previously valid general ledger number is no longer correct, you can make corrections to one or more Human Resources records. Check with the business office before making any changes to general ledger numbers.

Person will not be paid for position x where x is the position ID.

This exception occurs when:
- A user defines a rule that prevents position x from being paid for unapproved time using the Time Entry/Approval Params (TEAP) form.
- An employee who is assigned to position x had unapproved or rejected time in that position when the Pay Period Generation (PPGN) form was last run.

The supervisors must be notified and approve the time entry using the web. The payroll office can approve the time entry using the Time Card Entry (TCDE) form.

Once approved, the record must be run through the PPGN process. If the Print Paychecks (PCHK) process has already been run, the person needs to be paid manually through the Manual Check Calculation (MNCK) process.

For institutions using arrears processing, a benefit/deduction is missing one of the following:
- An AR type.
- An AR code.

Both an AR type and an AR code are required in order for arrears information to be processed.

In the Human Resources module, the following information must be entered on either the Amount Calculation Method (BACM) or the Insurance Calculation Method (BICM) form, depending on the calculation method used by the benefit/deduction:
- The AR type set up by your business office for arrears receivables.
- The AR code for this benefit/deduction.
Payroll Preparation No Pay Report

The Payroll Preparation No Pay report is generated only when your institution processes benefits/deductions for employees who have no pay in the pay period that is being processed. That is, at least one rule has been entered in the Rules for Employees without Pay field on the Ben/Ded Parameter Setup (BDPS) form.

If no employees meet the criteria of any of the rules entered in the Rules for Employees without Pay field, then the report includes only the message that no exceptions were detected.

Table 51 on page 329 lists the potential issues that you might encounter during arrears processing, the cause of each, and its resolution.

For information about the BDPS form and the rules entered there, see the Using Human Resources manual. For information about arrears processing, see “Understanding Arrears Processing” on page 305.
Table 51: Resolutions for Messages on the Payroll Preparation No Pay Report

<table>
<thead>
<tr>
<th>Issue</th>
<th>Cause</th>
<th>Resolution</th>
</tr>
</thead>
</table>
| An error message indicates that a benefit/deduction is missing one of the following:  
  • An AR type.  
  • An AR code. | Both an AR type and an AR code are required in order for arrears information to be processed. | In the Human Resources module, the following information must be entered on either the Amount Calculation Method (BACM) or the Insurance Calculation Method (BICM) form, depending on the calculation method used by the benefit/deduction:  
  • The AR type set up by your business office for arrears receivables.  
  • The AR code for this benefit/deduction. |
| A warning message indicates that a benefit/deduction will be processed for an employee who has no pay in the pay period being processed. | An employee who has no pay in the pay period being processed is enrolled in a benefit/deduction that is eligible for processing when an employee has no pay. | Verify whether this benefit/deduction should be processed for this employee.  
If it should not be processed, remove the employee from the payroll by using the Pay Period Gross Summary (PPGS) form to delete the employee’s PAYPRDS record.  
For information, see “Removing an Employee from a Payroll” on page 469. |
Creating a Prenotification File

In This Chapter

This chapter presents information and procedures for creating a separate file to notify your bank of new or changed direct deposit information. If your bank enables you to include this information in the same file as the direct deposit payments for a payroll, then see “Step 21. Create the Direct Deposit File” on page 287 for information.

This chapter includes a description of the prenotification process, including how Colleague knows whether the bank has been notified of specific changes and information about the prenotification file itself. It also includes an overview of the Direct Deposit Prenote (DDPN) process, which creates the prenotification file, and the procedures for running it.

Understanding the Prenotification Process

When an employee enrolls in your institution’s direct deposit program or when an existing participant changes information about his deposit, you must do the following:

1. Enter or update that information on the Employee Direct Deposits (EDDP) form (For information about using the EDPD form, see “Maintaining Employee Direct Deposit Information” on page 119.)

2. Notify the bank where your institution has its payroll account of this new or changed information.

Note: Colleague does not allow these changes to become effective until your bank has been notified.
How Colleague Monitors the Changes

When you enroll an employee in the direct deposit program or update existing direct deposit information for an employee in the EDDP form, the Direct Deposit Change Flag (EMP.DEPOSIT.CHANGE.FLAGS) in that employee’s record in the EMPLOYES file is set to “Y.” This value tells Colleague both of the following:

- The employee’s direct deposit information has changed.
- The bank has not yet been notified.

You can see the values currently in an employee’s record in the Chg Flg field on the EDDP form.

**Note:** When this flag is set to “Y,” Colleague ignores this change during payroll processing.

Colleague continues to ignore this change until you notify your bank by using one of the following processes:

- If your bank requires that you send this information in a separate file, then use the Direct Deposit Prenote (DDPN) process.
- If your bank enables this information to be included in the same file as the direct deposit payments for a payroll, then use either the U.S. Direct Deposit (UDDM) or Canadian Direct Deposit (CDDM) process depending on your institution’s location.

The process that you use to notify the bank of this new or changed information automatically changes the Direct Deposit Change Flag from “Y” to “P.” This new value tells Colleague that the bank has been notified of this change and this change can now be included in regular payroll processing.

**Note:** Because these processes select records according to the value in the Direct Deposit Change Flag field and because these processes update that field when they run, you cannot rerun these processes and get the same results.

The next time that you process a payroll, Colleague creates a direct deposit transaction for this change and deletes the “P” the Direct Deposit Change Flag field, leaving it blank.
About the Prenotification File

If your bank requires a separate file of the new or changed direct deposit information, you would use the Direct Deposit Prenote (DDPN) process to create this prenotification file. This file includes such data as the following:

- Routing information for your institution’s bank, which sends the funds to be deposited.
- Routing information for the employee’s bank, which receives the funds.
- Employee’s account number at that bank.
- Employee’s name.

Using DDPN, you can create the file on either tape or disk, whichever your bank requires. However, all records included in the file must pertain to the same payroll account (bank code) and become effective on the same date.

Note: If your institution has more than one payroll account, you must create a separate file for each account. Likewise, if the information included is to become effective on several dates, you must create a separate file for each date, even if these files are for the same payroll account.

If you create a second prenotification file during the same pay period for the same payroll account and for the same effective date as the first prenotification file, then the DDPN process enables you choose to which of the following information to include:

- Only information that is new or different since the last file was sent.
- All of the new or changed information during this pay period, including the information sent on the previous file.
Forms Used in Creating a Prenotification File

Table 52 lists the forms associated with creating a prenotification file and describes how each is used.

**Table 52: Forms Used in Creating a Prenotification File**

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposit Prenote (DDPN)</td>
<td>Create a prenotification file to be sent to the bank where your institution has its payroll account. This file notifies the bank of any new or changed direct deposit information.</td>
</tr>
</tbody>
</table>
| Employee Direct Deposits (EDDP)     | Maintain direct deposit information for each participating employee. When information is entered or updated on this form, the Direct Deposit Change Flag on the form is set to “Yes.” This flag, which is the EMP.DEPOSIT.CHANGE.FLAGS field on the EMPLOYES file, controls the following:  
  - Whether the record is included on a file to notify your institution’s bank of changed information.  
  - When the change is included in payroll processing.  
  For information about using this form, see “Maintaining Employee Direct Deposit Information” on page 119. |
Files Used in Creating a Prenotification File

Table 53 lists the files that pertain to the process of creating a prenotification file and describes how each is used.

Table 53: Files Used in Creating a Prenotification File

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK.CODES</td>
<td>Provides the information associated with the bank code—such as the bank name, account number, and GL number—that display on the Direct Deposit Prenote (DDPN) form. This information also prints on the Direct Deposit Prenote Report that DDPN generates.</td>
</tr>
<tr>
<td>EMPLOYES</td>
<td>Used and updated by the Direct Deposit Prenote (DDPN) process. Employees having new or changed direct deposit information are selected for the prenotification file based on the criteria entered on DDPN and the value in the Direct Deposit Change Flag field (EMP.DEPOSIT.CHANGE.FLAGS). DDPN updates the selected records in the EMPLOYES file to change the Direct Deposit Change Flag to &quot;P.&quot; When the first payroll is processed after the prenotification file is created, this &quot;P&quot; is deleted leaving the field blank. Information pertaining to records selected also prints on the Direct Deposit Prenote Report that DDPN generates.</td>
</tr>
</tbody>
</table>
Using the Direct Deposit Prenote (DDPN) Process

Overview of the Process

The Direct Deposit Prenote (DDPN) process creates the prenotification file that notifies your bank of any new or changed direct deposit information. The DDPN form enables you to specify the bank code, type of media that you want to use (disk or tape), the number of records per block, the name of the export file, a saved list name, the date when the information on this file is to become effective, and additional selection criteria. You also must specify whether this file is to include all of the direct deposit changes for this pay period or only the new changes. (See “Type of Prenote Field” on page 337 for more information.)

The process also generates a report of the information included on the file.

Figure 72: Example of the Direct Deposit Prenote (DDPN) Form

Note: All direct deposit information included on the prenotification file must pertain to the same payroll account (bank code) and become effective on the same date.
If your institution has more than one payroll account, you must create a separate file for each account. Likewise, if the information included is to become effective on several dates, you must create a separate file for each date, even if each file is for the same payroll account.

**Type of Prenote Field**

This field enables you to choose whether to select only those records that have not yet been processed (those that have a “Y” in the Direct Deposit Change Flag field) or both those that have not yet been processed as well as those that have (those with either a “Y” or a “P” in the Direct Deposit Change Flag field). What you choose depends on your current situation.

**If you are sending a second prenotification file.** At times, you might send a prenotification file to your bank only to find that additional direct deposit changes are needed that must take effect when the next payroll is processed. To notify the bank of these latest changes, you must send a second prenotification file. The Type of Prenote field on the DDPN form enables you to choose which of the following you want this second file to include:

- Only the records that have been added or changed since the last prenotification file was sent.
- All records that have been added or changed since the last payroll, including any that were sent on the first prenotification file.

If you enter “N” to include only the new records—those not sent on the first file—then the process selects only those records with “Y” in the Direct Deposit Change Flag field of the employee’s record (EMP.DEPOSIT.CHANGE.FLAGS).

If you enter “A” to include all records, even those sent on the first file, then the process selects records with either “Y” or “P” in the Direct Deposit Change Flag field.

**If you have not sent a prenotification file to your bank since the last payroll was processed.** In this situation, you can enter either “N” or “A.” When the last payroll was processed, Colleague deleted the “P” from the Direct Deposit Change Flag field as it created the Direct Deposit transaction for a record, so no record on the file would contain “P” in this field. Therefore, regardless of whether you enter “N” or “A,” only records containing “Y” in the Direct Deposit Change Flag field can be selected.
If you are rerunning the process for any reason. If, for example, you had a power failure or you created the file on the wrong type of media and need to rerun this process, then enter “A.” Otherwise, the process will not include any records that were processed the first time and that now have a “P” in the Direct Deposit Change Flag field.

Required Fields

You must enter information in the following fields in order to finish from the form:

- Bank Code
- Type of Media
- Blocking Factor
- Export File Name
- Effective Start Date
- Type of Prenote
Procedure for Creating a Prenotification File

Follow these steps to use the Direct Deposit Prenote (DDPN) process to create a separate prenotification file for your institution’s bank.

**Step 1.** Access the Direct Deposit Prenote (DDPN) form.

**Step 2.** In the Bank Code field, enter the bank code that represents the payroll account from which your institution issues paychecks for this payroll.

All records included on the file must pertain to the same account.

If any records pertain to a different bank or account, then you must create a separate file for each.

**Step 3.** In the Type of Media field, specify the type of media to be used.

- To create a disk file, enter D.
- To create a tape file, enter T.

A disk file is stored in the HOLD file with the name DIR.DEP.PRENOTES.

**Step 4.** In the Blocking Factor field, specify the number of records to include in a block. You can enter any number from 1 through 99.

The default is the blocking factor that was last used to create this export file.

Typically, you would enter the current NACHA standard unless your bank has different blocking requirements.

**Step 5.** In the Export File Name field, verify the name of the export file that you are creating and make any changes necessary.

The default is the name of the export file that was last created. If you do not change the file name, then the process will overwrite the data in the last file.

You can enter up to 15 alphanumeric characters without spaces.

**Step 6.** In the Saved List Name field, enter the name of any saved list that you want to use to limit the employees selected.
This saved list must contain the record IDs of employees in the EMPLOYES file.

**Step 7.** In the Effective Start Date field, enter the date on which the information being sent on this file is to become effective. The default is today’s date. All records included on the file must become effective on the same date.

Although you can enter any date, you must enter a date that is later or the same as the direct deposit start date and earlier or the same as the direct deposit end date for each record selected.

You must create a separate file for each effective date, even if the files are all for the same payroll account.

**Step 8.** In the Type of Prenote field, indicate the type of information to go in this file.

If you have already sent a prenotification file for this payroll account containing changes to take effect when the next payroll is processed, choose one of the following:

- To include only new information that was not sent on the first file, enter N.
- To include all information, including what was already sent on the first file, enter A.
- If you have not sent a file, you can enter either N or A.
- If you are rerunning this process, enter A.

For more information about how this field controls the records selected, see “Type of Prenote Field” on page 337.

**Step 9.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting employees to include on the file.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this DDPN form. You can enter criteria for selecting records from the EMPLOYES file there.

**Step 10.** Finish from the DDPN form to begin creating the prenotification file.
In This Chapter

This chapter presents information and procedures for creating remittances and the vouchers that pay the vendors or agencies. These payments are based on the payroll deductions collected for benefits/deductions and taxes.

Table 54 lists the topics covered in this chapter.

Table 54: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Remittance Processing</td>
<td>342</td>
</tr>
<tr>
<td>Creating and Maintaining Remittances</td>
<td>345</td>
</tr>
<tr>
<td>Creating Vouchers From Remittances</td>
<td>350</td>
</tr>
<tr>
<td>Generating Additional Reports</td>
<td>353</td>
</tr>
</tbody>
</table>

Before you can process remittances, you must have defined remittances codes using the Remittance Codes Creation (REMC) form. For information about this form and the procedure for defining the necessary codes, see “Defining Remittance Codes” on page 74.

For information about purging remittances that have processed and or are otherwise unneeded, see “Purging Remittances” on page 617.
Overview of Remittance Processing

During payroll calculation, the employee’s contributions to benefits, liable taxes, and other deductions are subtracted from the employee’s earnings. At the same time, the employer’s contributions towards these items are calculated and noted for deduction from the proper general ledger accounts. These collected amounts can be reported to the Accounts Payable module as vouchers to be automatically created for paying the appropriate vendors and agencies.

Information relevant to voucher processing is gathered by the Employee History Update (EHUP) process and stored in the REMITTANCES file. This information is later used by the Voucher Report/ Payment (BVRP) process to automatically create the appropriate vouchers on the Accounts Payable module. The figure below illustrates this process.

Figure 73: General Workflow for Paying Vendors
Forms Used in Remittance Processing

Table 55 below provides an alphabetical list of the forms used to define and process remittances.

Table 55: Forms Used in Remittance Processing

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee History Update (EHUP)</td>
<td>Create REMITTANCES records based on payroll information. This process is run during the normal course of payroll processing.</td>
</tr>
<tr>
<td>Purge Remittances (REMP)</td>
<td>Delete processed or unneeded remittances. For information about this process, see “Purging Remittances” on page 617.</td>
</tr>
<tr>
<td>Remittance Codes Creation (REMC)</td>
<td>Create a Remittance Code by associating a vendor to the benefits/deductions it provides or an agency to the taxes it collects. For information about this form, see “Defining Remittance Codes” on page 74.</td>
</tr>
<tr>
<td>Remittance File Listing (RMFL)</td>
<td>Print reports of remittance information. This form is helpful for reporting on any selected group of remittances or for reproducing the reports that were generated during the BVRP process.</td>
</tr>
<tr>
<td>Remittances Maintenance (REMM)</td>
<td>Modify or add remittance information prior to voucher processing.</td>
</tr>
<tr>
<td>Voucher Report/Payment (BVRP)</td>
<td>Process REMITTANCES records, print reports, and create vouchers for designated remittance codes in the Accounts Payable module.</td>
</tr>
</tbody>
</table>
Files Used in Remittance Processing

Table 56 below lists alphabetically the files that are updated or used by remittance processing.

Table 56: Files Used in Remittance Processing

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYPRDS</td>
<td>Used by the Employee History Update (EHUP) process to create remittances. This file is used primarily during payroll processing.</td>
</tr>
<tr>
<td>REMITTANCE.CODES</td>
<td>Used to associate a vendor to the benefits/deductions it provides or an agency to the taxes it collects. This file is maintained using the Remittance Code Creation (REMC) form.</td>
</tr>
<tr>
<td>REMITTANCES</td>
<td>Used by the Voucher Report/Payment (BVRP) process to create vouchers in the Accounts Payable module. This file can be modified or added to using the Remittances Maintenance (REMM) form. Records on this file can be deleted using the Purge Remittance (REMP) form.</td>
</tr>
<tr>
<td>VOUCHERS</td>
<td>Populated in the Colleague Financial System by the Voucher Report/Payment (BVRP) process from remittance information in the REMITTANCES file.</td>
</tr>
</tbody>
</table>
Creating and Maintaining Remittances

The Employee History Update (EHUP) process creates the vast majority of remittances during payroll processing. If you need to manually create a remittance—such as to replace missing or accidentally deleted remittances—or if you need to modify an existing remittance, use the Remittances Maintenance (REMM) form.

**Figure 74: Example of the Remittances Maintenance (REMM) Form**

The following fields are required:
- Remittance ID
- Pay Cycle
- Period Date
- Employee
- Transaction Date
- Remittance Code

In addition, you must specify at least one Tax Code or Benefit/Deduction Code.
Procedure for Creating a New Remittance

Use the Remittances Maintenance (REMM) form to create new remittances.

**Step 1.** Access the Remittances Maintenance (REMM) form.

**Step 2.** At the Remittance LookUp prompt, enter an ID that you want to assign to the new remittance.

If you want to modify an existing remittance, see “Procedure for Maintaining an Existing Remittance” on page 349.

**Step 3.** When prompted, choose to add the new remittance ID to the REMITTANCES file.

**Step 4.** In the Pay Cycle field, specify the pay cycle for this remittance ID.

**Step 5.** In the Period Date field, enter the ending date of the pay period for the appropriate payroll. To see a list of valid pay cycles, use Colleague’s LookUp feature.

To see the pay period ending dates for a specific pay cycle, use the Pay Cycle Pay Dates (PCPD) form.

**Step 6.** In the Employee field, enter an employee associated with this remittance. You can enter either an employee’s ID or an employee’s name.

To see a list of valid employees, use Colleague’s LookUp feature.

**Step 7.** In the Transaction Date field, enter the date that this remittance is being or was created.

This transaction date is used throughout remittances processing to select the records to be processed or reported.

**Step 8.** In the Remittance Code field, enter a remittance code to associate with this remittance. A remittance code can be associated either to a tax code or a benefit/deduction code, but not both.
To see a list of valid remittance codes, use Colleague’s LookUp feature.

**Step 9.** In the Tax Code field, specify a tax code to associate with this remittance.

If you want to associate a benefit/deduction code with this remittance instead of a tax code, leave this field blank and skip to **Step 12**.

To see a list of valid tax codes, use Colleague’s LookUp feature. GL account information associated with this tax code is displayed in the Tax GL Liability Account field.

**Step 10.** In the Employee Tax Amount field, enter the amount to be deducted from the employee’s earnings for this tax.

You can enter a negative number in this field, if a credit or refund is due the employee.

**Step 11.** In the Employer Tax Amount field, enter the amount that reflects the employer’s portion of this tax.

You can enter a negative number in this field, if a credit or refund is due the employer.

**Step 12.** In the Benefit/Deduction Code field, enter a benefit/deduction code if you did not associate a tax code with this remittance.

**Tax Code.** Skip to **Step 16**.

**Benefit/Deduction Code.** To see a list of valid benefit/deduction codes, use Colleague’s LookUp feature. GL account information associated with this benefit/deduction code is displayed in the GL Liability Account field.

**Step 13.** In the Employee Deduction Amount field, enter the amount to be deducted from the employee’s earnings for this benefit/deduction.

You can enter a negative number in this field, if a credit or refund is due the employee.

**Step 14.** In the Employer Benefit Amount field, enter the amount that reflects the employer’s contribution toward this benefit/deduction.
You can enter a negative number in this field, if a credit or refund is due the employer.

**Step 15.** In the Employee Insurance Amount field, specify the amount of insurance coverage that the employee has if this benefit/deduction pertains to insurance.

If this benefit does not pertain to insurance, continue with **Step 16.**

**Step 16.** Finish from the form to save the new remittance.

This remittance is stored in the REMITTANCES file.
Procedure for Maintaining an Existing Remittance

Under normal circumstances, only those remittances that were manually entered should be modified using the Remittances Maintenance (REMM) form. System-generated remittances should be modified only if the payroll records that were used to create those remittances cannot be adjusted.

Note: You can modify a remittance only if the Voucher Report/Payment (BVRP) process has not created a voucher for it or flagged it as having been updated.

On rare occasions, you could discover an automatically created remittance that needs an adjustment. Usually, the error on the remittance also appears in the payroll records that were used to create the faulty remittance. If possible, you should fix the remittance problem by correcting the original payroll records.

To adjust information in an existing remittance that was created manually using the REMM form, follow the steps below.

Step 1. Access the Remittances Maintenance (REMM) form.

Step 2. In the Remittance LookUp prompt, enter the ID of the remittance that you want to edit. To see a list of available remittance IDs, use Colleague’s LookUp feature.

If the remittance ID does not exist and you want to add it, see “Procedure for Creating a New Remittance” on page 346.

Step 3. Go to the appropriate fields to make your adjustments.

If you have already run the BVRP process in Voucher Update Mode on this remittance, you cannot make any changes to it.

For information about the BVRP process, see “Creating Vouchers From Remittances” on page 350.

Step 4. Finish from the REMM form to save any changes that you made.
Creating Vouchers From Remittances

Use the Voucher Report/Payment (BVRP) form during your regular payroll processing to initiate a batch process that processes REMITTANCES records, prints reports, and if specified, creates appropriate vouchers in the Accounts Payable module based on remittance information.

Because creating vouchers should be a regular step during payroll processing, the procedures for using the BVRP process are included in the chapters pertaining to processing a payroll, see “Step 25. Process Remittances” on page 301.

Figure 75: Example of the Voucher Report/Payment (BVRP) Form

The following fields are required:
- Voucher Update or Report Only
- Voucher Date
- Beginning Transaction Date
The Difference Between Report Only and Voucher Update Modes

The BVRP process can be run in two modes: Report Only and Voucher Update.

- In Report Only mode, the process generates reports depicting what would happen if the process were run in Voucher Update mode; however, no actual vouchers are created. Run this process in Report Only mode at least once before running it in Voucher Update mode to ensure that your remittances are correct.

- In Voucher Update mode, the process creates vouchers for those remittance codes designated to have vouchers created, and it generates reports for all remittances—those for which vouchers were created and those that are report-only. Run BVRP in Voucher Update mode only when you are absolutely sure that your remittances are correct and ready to be used to create vouchers. After this process runs in Voucher Update mode, each remittance record that was processed is flagged so that it cannot be processed again.

The Significance of the Beginning and Ending Transaction Dates

In either mode, you designate the remittances that are processed or reported by entering a beginning and an ending transaction date. The transaction date corresponds to the date that the remittance was created during payroll processing by the Employee History Update (EHUP) process.

No remittances are processed that have a transaction date before the date you enter in the Beginning Transaction Date field, and no remittances are processed that have a transaction date after the date you enter in the Ending Transaction Date field.

- To process only those remittances created after a particular date, enter that date in the Beginning Transaction Date field and leave the Ending Transaction Date field blank.

- To process remittances within a range, enter a date in both the Beginning Transaction Date and the Ending Transaction Date fields.
The Reports That Are Generated

Whether run in Report Only or Voucher Update mode, the Voucher Report/Payment (BVRP) process generates the following reports if on the Remittance Codes Creation (REMC) form you specified “Standard” in the Report/Output Subroutine field:

- Remittance Report for Benefits and Deductions
- Remittance Report for Taxes
- Additions Report for Benefits and Deductions, for those remittance codes set to print this report
- Cancellations Report for Benefits and Deductions, for those remittance codes set to print this report
- Reversals and Adjustments for Taxes or Ben/Deds

In addition, a Batch Error report prints, which provides processing information and any error messages.

The Files Used

The Voucher Report/Payment (BVRP) process uses information in the REMITTANCES and REMITTANCE.CODES files to generate its reports and, when run in Voucher Update mode, to create vouchers in the Accounts Payable module. Voucher information in the Accounts Payable module is stored in the VOUCHERS file.

Other Accounts Payable files that are updated when BVRP is run in Voucher Update mode include ITEMS, GL.POSTINGS, and VENDORS.
Generating Additional Reports

The Remittances File Listing (RMFL) form enables you to produce reports on any REMITTANCES record, regardless of its update status. Although you can use RMFL to produce these reports at any time, it is particularly useful for reproducing reports that were originally generated during a particular run of the Voucher Report/Payment (BVRP) process. After running BVRP in Voucher Update mode, you can no longer use BVRP to reproduce those reports for remittances that were updated.

Note: This process only generates reports; it does not process remittances or create vouchers.

If on the Remittance Codes Creation (REMC) form, you specified “Standard” in the Report/Output Subroutine field, then the following reports are generated:

- Remittance Report for Benefits and Deductions
- Remittance Report for Taxes
- Additions Report for Benefits and Deductions, for those remittance codes set to print this report
- Cancellations Report for Benefits and Deductions, for those remittance codes set to print this report
- Reversals and Adjustments for Taxes or Ben/Deds

Figure 76: Example of the Remittances File Listing (RMFL) Form

The only required field is Beginning Transaction Date.
The remaining selection fields allow you to limit the REMITTANCES records for these reports by specifying a date range, a saved list, or particular remittance codes. You can also use the Additional Selection Criteria to further customize your selection.

To reproduce reports generated during a particular BVRP run, use the same beginning and ending transaction dates along with any other specific criteria that you used when you ran BVRP.
In This Chapter

For employees who are using deferred pay, Colleague calculates the correct amounts to pay and withhold during regular payroll processing and automatically pays the employee from the appropriate account. This chapter provides the following information:

Table 57 lists the topics covered in this chapter.

**Table 57: Topics in This Chapter**

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An Overview of Deferred Pay

Deferred pay is the Colleague functionality that enables employees to work a portion of the year but spread their annual salary over the entire year, receiving paychecks of the same amount each pay period. This situation, which is sometimes called a variable-month or 9-over-12 contract, usually occurs when a faculty member works only 9 months of the year but receives paychecks of equal amounts during all 12 months.

To handle this situation, part of the employee’s earnings during the pay periods when he is working (the accrual period) is withheld and placed in an accrual account. During the months when he is not working (the payout period), the employee is paid from the funds in that accrual account.

**Note:** Only salaried employees can participate in deferred pay, and each participating employee must belong to a pay class that has been defined to handle deferred pay.

Deferred pay is implemented using pay classes. An employee who is eligible for deferred pay is assigned a pay class that has been specifically defined with the information necessary to accrue the employee’s earnings to the proper general ledger account during the accrual period and make payments from that account during the payout period.

To set up an employee with deferred pay, see the *Using Human Resources* manual.
Processing Employees with Deferred Pay

When salaried employees are associated with a pay class for deferred pay, the Pay Period Generation (PPGN) step of payroll processing automatically handles the accrual and the payout. The pay class contains the information necessary for Colleague to accrue the employee’s earnings to the proper general ledger account during the accrual period and make payments from that account during the payout period.

- During the accrual period, payroll processing automatically withholds a portion of the employee’s pay and places it in an earnings accrual account.
- During the payout period, the employee automatically receives a paycheck for his normal amount from the funds that were accrued while he was working.

Colleague knows when to switch from accrual to payout by monitoring the number of expense payments that have been made and comparing that number to the number that were scheduled. This information is displayed on the Person’s Pay Accrual (PPAC) form. When these numbers are equal, Colleague knows that the employee has finished working and that it should now begin paying the employee from the accrual account.
During payroll processing, you can manually adjust the calculated expense and accrual amounts by using the Daily Expense/Accrual Adjust (DEAA) form, which is a detail form from the Pay Period Gross Adjustment (PPGS) form.

### Making a Lump-Sum Payout

Employees usually request a lump-sum payout when they are leaving your institution or transferring to a position that is not eligible for deferred pay before they have received all of their accrued earnings.

When this situation occurs, you must change the earnings type and the amount on either the Pay Period Gross Summary (PPGS) form. Colleague then handles all of the required calculations during normal payroll processing.
Follow the steps below to make a lump-sum payout of an employee’s accrued balance.

**Step 1.** Verify that an earnings type has been created for a lump-sum payout.

This earnings type must be associated with the Miscellaneous earnings category.

To determine if this earnings type has been created, see your human resources department or use the Earnings Type Definition (EARN) form.

**Step 2.** Access the Person’s Pay Accrual (PPAC) form for this employee.

**Step 3.** Write down the amount displayed in the Accrued Balance field.

This is the amount that remains in the employee’s accrual account, and the amount that the employee will receive as a lump sum.

**Step 4.** Finish or cancel from the PPAC form.

**Step 5.** Access the Pay Period Gross Summary (PPGS) form.

**Step 6.** At the Pay Period End Date and Pay Cycle LookUp prompts, enter the pay period and pay cycle of the payroll in which you are making the lump-sum payout.

**Step 7.** At the Employee ID LookUp prompt, enter the ID of the employee who is requesting the payout.

If you do not know the employee’s ID, then use Colleague’s LookUp feature.

**Step 8.** In the Earn Type field, change the earnings type displayed to the earnings type required for a lump-sum payout.

This is the earnings type that you verified in Step 1.

**Step 9.** In the Unit Rate or Salary field, change the amount displayed to the amount that the employee is to receive as a lump sum.
This is the amount that you wrote down in Step 3.

**Step 10.** Finish from the form to save your changes.

**Step 11.** Process your payroll as usual.

**Step 12.** After the Employee History Update (EHUP) process has completed successfully, access the Person’s Pay Accrual (PPAC) form to verify that amount in the Accrued Balance field is now 0.
Issuing Manual and Replacement Paychecks

In This Chapter

This chapter presents information about how to issue a manual paycheck and how to replace a paycheck that has already been issued but was lost or damaged.

Table 58 lists the topics covered in this chapter.

### Table 58: Topics in This Chapter

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<thead>
<tr>
<th>Topic</th>
<th>Page</th>
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<td>361</td>
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<tr>
<td>Issuing Replacement Paychecks</td>
<td>386</td>
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</tbody>
</table>

Issuing Manual Paychecks

A manual paycheck is issued at a time other than when a scheduled payroll is being processed. For example, you might need to issue a manual paycheck in the following situations:

- To accommodate an employee, such as someone leaving on vacation, who wants to receive a paycheck before the scheduled payroll is processed.
- To amend a previously issued paycheck, such as to correct an excessive withholding of federal tax.
- To pay an employee who was not included in a scheduled payroll, such as when an employee’s pay was withheld for unapproved time.
- To process the benefits/deductions for an employee who has no pay, such as an employee who is on sabbatical.
- To pay severance or other pay for an employee whose employment is being terminated.
Using the Manual Check Calculation (MNCK) form and its detail forms, you can issue manual paychecks for multiple employees who are normally processed in the same payroll.

**Note:** If you are issuing a manual paycheck prior to the employee’s regularly scheduled payroll, be sure to remove that employee from the regular payroll to avoid generating another paycheck. For information, see “Removing an Employee from a Payroll” on page 469.

**Understanding the Process**

To issue a manual paycheck, you use the Manual Check Calculation (MNCK) form to enter criteria about the payroll. You then use its detail form, Manual Check Preparation (MCKP), to specify each employee who is to receive a manual paycheck and make any necessary adjustments to the paycheck information, such as to the employee’s wages or taxes. Figure 78 on page 363 shows examples of these forms.
When “Yes” is entered in the Calculate Gross to Net field, the calculated amounts are displayed in the Total Taxes, Total Deds, and Net Pay Fields.

When preparing checks manually, specify the check number to be assigned or to use the next sequential check number.

On the MCKP form, you can detail from the View Gross to Net field to view the details of the calculation on the Manual Check Gross to Net (MCGN) form. If your institution uses arrears processing and if the employee’s manual paycheck includes arrears information, you can view arrears information by further detailing to the Manual Check Arrears Calc (MCAC) form. An example of these forms is shown in Figure 79 on page 371.

If you choose to send the manual paychecks to a printer, then when you save your work on the MNCK form, the Manual Check Parameters (MNC1) form is displayed, where you can specify the following:

- Criteria for printing alignment checks if needed.
- Starting paycheck number. The next available number for the bank code is displayed; however, you can change it if necessary.
- Sort sequence in which the paychecks are printed.
For information about the print options and an example of the MNC1 form, see “Understanding the Print Options for Manual Checks” on page 375.

For an alphabetical list of all the forms that are used to create a manual paycheck, see “Forms Used” on page 365.

What Happens During the Process

The Manual Check Calculation (MNCK) process does all of the following:

- Calculates the employee’s taxes, benefits, deductions, and leave.
- Processes the eligible benefits/deductions for employees who have no pay.¹
- For institutions that use arrears processing, handles prepayment and repayment deductions, and amounts going into arrears for the eligible employee’s benefits/deductions.¹
- For institutions that withhold pay for unapproved time, you can pay employees who were previously excluded from the last payroll.
- Creates all of the appropriate payroll, general ledger, and accounts receivable transactions that are created during scheduled payroll processing.

These transactions are posted to the current quarter and current year, as of the transaction date entered on the MNCK form. This process does not adjust data from a previous quarter, fiscal year, or calendar year.

- Updates the BANK.CODES file with the number of the manual paycheck, but only if you choose to assign the next sequential check number.

If you are not assigning the next sequential check number, then depending upon your institution’s procedures, you might need to update the BANK.CODES file by recording the number of the manual paycheck issued in the Last Payroll Check Number field on the Bank Codes Definition (BANK) form.

- Prints the paychecks if you choose to do so. If you choose to print the paychecks, then the MNCK process updates the WEB.PAY.ADVICES file with information about these paychecks. This information is then available in WebAdvisor if the employees receiving these checks choose to view their pay advices online.

- Prints the Payroll Summary Registers.

- Runs the Employee History Update (EHUP) process.

¹ To determine the eligibility of an employee’s benefit/deduction for arrears and no-pay processing, the MNCK process uses the rules entered on the Ben/Ded Parameters (BDPS) form in the Human Resources module.
**Forms Used**

*Table 59* provides an alphabetical list of the forms that are used to issue a manual paycheck. The Manual Check Calculation (MNCK) form is the starting point; the remaining forms are available as detail forms.

*Table 59: Forms Used to Issue a Manual Paycheck*

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment forms:</td>
<td>Is used to adjust the information associated with a manual paycheck. All of these forms are available from the Manual Check Preparation (MCKP) form.</td>
</tr>
<tr>
<td>• Manual Check Ben/Ded Entry (MCBE)</td>
<td></td>
</tr>
<tr>
<td>• Manual Check Leave Entry (MCLE)</td>
<td></td>
</tr>
<tr>
<td>• Manual Check Tax Entry (MCTE)</td>
<td></td>
</tr>
<tr>
<td>• Pay Period Arrears Adjustment (PPAA)</td>
<td></td>
</tr>
<tr>
<td>• Pay Period Gross Summary (PPGS)</td>
<td></td>
</tr>
<tr>
<td>Manual Check Arrears Calc (MCAC)</td>
<td>Displays the arrears-related amounts that were calculated for the manual paycheck. This form pertains only to institutions that use arrears processing and only to manual paychecks that have arrears information—a prepayment, arrears amount, or repayment. This form is available only from the Manual Check Gross to Net (MCGN) form.</td>
</tr>
<tr>
<td>Manual Check Calculation (MNCK)</td>
<td>Is used to specify the payroll or other criteria for the manual paychecks you want to issue. The criteria entered on the MNCK form applies to all of the manual paychecks that are issued during the same session.</td>
</tr>
<tr>
<td>Manual Check Gross to Net (MCGN)</td>
<td>Displays the results of Colleague’s calculation of the net pay for a manual paycheck. This form is available only from the MCKP form.</td>
</tr>
</tbody>
</table>
### Table 59: Forms Used to Issue a Manual Paycheck (cont’d)

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Check Parameters (MNC1)</td>
<td>Is used to specify the criteria for printing the manual paychecks, such as the sequence in which the checks should be printed and whether alignment checks should be printed. This form is displayed only if you indicated on the MNCK form that you are sending these manual paychecks to a printer instead of preparing them manually. It is displayed after you have entered criteria for all employees for whom you are issuing a manual paycheck during this session.</td>
</tr>
<tr>
<td>Manual Check Preparation (MCKP)</td>
<td>Is used to specify the employee who is receiving the manual paycheck, make any necessary adjustments to the pay period amounts, and calculate the employee’s net pay. This form is available only from the MNCK form.</td>
</tr>
</tbody>
</table>
The MNCK Form

On the MNCK form, you specify the overall criteria for all of the manual paychecks that you want to issue during this session.

After entering the pay period ending date and pay cycle of the payroll for which you want to issue the manual paychecks, you must then enter data in the following required fields:

- Pay Period Start Date
- Transaction Date
- Check Date
- Default Weeks Worked for Pay Period
- Withhold Benefits/Deductions
- Financial Aid Award Period
  - This field is required only if the pay cycle for this paycheck was defined on the Pay Cycle Definition (PCYL) form to update work-study earnings in Colleague’s Financial Aid module.
- Print Manual Checks
  - (For information about this field, see “Understanding the Print Options for Manual Checks” on page 375.)

If you are using the MNCK process to amend a previously issued paycheck, then information defaults into most of these fields.

**Note:** The criteria that you enter on the MNCK form applies to all manual paychecks that are issued during the same session. If any manual paychecks require different criteria, then you must produce them in a separate session of the MNCK form.

From the last field on the MNCK form, Manual Calculation Entry, you detail to the Manual Check Preparation (MCKP) form to specify the first employee who is to receive the manual paycheck and the details of that employee’s check.
The MCKP Form

On the Manual Check Preparation (MCKP) form, you must first specify the employee who is being issued the manual paycheck.

Note: This process does not check whether employment has been terminated. Therefore, you can use it to issue a manual check for severance or other pay after the employee’s termination and last pay dates. For more information, see “Paying a Terminated Employee” on page 373.

The fields on the MCKP form are briefly explained in the sections that follow.

When you save your work on the MCKP form, you are returned to the MNCK form. You can then re-access the MCKP form to adjust any data that you entered except the check number that was assigned or to issue a paycheck for another employee.

Note: You cannot issue more than one manual paycheck for the same employee in the same session. To do so, you must save your work on the MCKP and the MNCK forms, exit the MNCK form, and then access the MNCK form again.

Use Pay Period Defaults

This field indicates whether you want to use this employee’s default wage, tax, benefit/deduction, leave codes, and related payroll information as of the pay period ending date to calculate the gross-to-net amount, or whether you want to enter the amounts manually.

Note: If the employee has deferred pay, you must enter “Yes” in this field to ensure that the deferred pay is calculated correctly.

If your institution withholds pay for unapproved time and you enter “Yes” in this field, paid positions could default in on this form. Use the Reprint Payroll Detl Register (RPYR) process to generate a report to see if the position has already been paid for an employee you plan on issuing a manual check. If the employee has already been paid and that employee defaults in on the MNCK form, you could pay an employee multiple times, and double-post the employee’s benefits, leave, and arrears.
If an employee does default in on the MNCK form and you do not need to issue a manual check to the employee, you will need to manually delete every line item from the Employee Wage Adjustments (EMWA) form for that position’s wages.

**Adjustment Fields**

The following adjustment fields allow you to detail to the appropriate form to modify the payroll information for this employee’s manual paycheck:

- **Wage Adjustment**
  This field details to a form for adjusting the employee’s wages for this manual paycheck. The Pay Period Gross Summary (PPGS) form is displayed.

- **Tax Adjustment**
  This field details to the Manual Check Tax Entry (MCTE) form where you can adjust such tax information as the number of exemptions, allowances, FATER codes, and amounts. You can also delete any tax codes that do not apply to this manual paycheck.

- **Ben/Ded Adjustment**
  This field details to the Ben/Ded Entry (MCBE) form where you can adjust information pertaining to the benefits and deductions for this paycheck. You can also delete any benefit/deduction codes that do not apply to this manual paycheck.

- **Arrears Adjustment**
  This field details to the Pay Period Arrears Adjustment (PPAA) form. If your institution uses arrears processing and if this employee’s benefit/deduction is eligible for arrears processing, you can use this form to make one-time adjustments to the prepayment and repayment information for this manual paycheck. For more information about this form, see “Arrears Adjustments” on page 475.

- **Leave Adjustment**
  This field details to the Manual Check Leave Entry (MCLE) form where you can change the leave accrual rate for this paycheck. You can also remove a leave accrual rate on the MCLE form, but you cannot delete a leave code.

After making adjustments, you must recalculate the employee’s gross to net pay.

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2. To determine the eligibility of an employee’s benefit/deduction for arrears and no-pay processing, the adjustment forms use the rules entered on the Ben/Ded Parameters (BDPS) form in the Human Resources module.
Any adjustments that you make affect this employee’s manual paycheck only. To make permanent changes for this employee, you must use the Employee Overview (EPOV) form and its associated forms. For information about making permanent changes, see “Understanding Employee Records” on page 87.

**Calculate Gross to Net**

Entering “Yes” in this field causes the net pay for this paycheck to be recalculated after adjustments are made.

The recalculated amounts are displayed in the Total Taxes, Total Deds, and Net Pay fields.

**View Gross to Net**

This field details to the Manual Check Gross to Net (MCGN) form where you can view the gross pay, taxes, deductions, and the net pay totals associated with this payroll calculation.

**Note:** If you are preparing your paycheck manually instead of sending it to a printer, then you must transfer the necessary information from this form onto your institution’s paycheck stock and check stub. For more information, see “Understanding the Print Options for Manual Checks” on page 375.

For institutions using arrears processing, the MCGN form includes the Arrears field for detailing to the Manual Check Arrears Calc (MCAC) form, where you can view all arrears information for this paycheck. An “X” in the Arrears field on the MCGN form indicates that arrears information is available. Figure 79 on page 371 shows an example of the MCGN and the MCAC forms.
Figure 79: Examples of the MCGN and MCAC Forms

An “X” in the Arrears field on the MCGN form indicates that arrears information is available on the MCAC form.

The MCAC form provides the following information for each benefit/deduction that is being processed:

- Any prepayment amount that is being deducted for a benefit/deduction.
- Any amount that is going into arrears because the employee has insufficient or no pay to cover the benefit’s cost.
- Any repayment amount that is being deducted to repay an amount that is currently in arrears.
- Any amount that is being remitted to the vendor from a prepayment that was previously deducted from the employee’s paycheck and is now on deposit in the Accounts Receivable module in Colleague Student.
Payroll Processing: Issuing Manual and Replacement Paychecks

Check Number or (N)ext

If you are preparing your checks manually instead of sending them to a printer, you can use this field to enter the number of the manual paycheck that is being issued to this employee or to specify that Colleague use the next sequential check number.

Note: This field is available only if you entered “No” in the Print Manual Checks field on the MNCK form.

If you entered “Yes” to send these paychecks to a printer, then Colleague automatically assigns the next sequential check number for the bank code to each check created in this session. For more information, see “Understanding the Print Options for Manual Checks” on page 375.

The option you choose depends on whether your institution's manual paychecks are numbered differently from those paychecks printed during regular payroll processing.

- If a different range of check numbers is used for manual paychecks, then you must enter the specific check number in this field.
- If the same range of check numbers is used for both manual paychecks and those generated during payroll processing, then you can enter “N” to assign the next available check number in that range for the bank code. You can view the last check number that was used on the Bank Code Definition (BANK) form in the Last Payroll Check Number field.

Note: If you choose to use the next sequential number, the assigned number is not displayed until you save your work on the MCKP form.
Paying a Terminated Employee

You can use the MNCK process to issue a manual paycheck to a terminated employee after the employee’s termination or last pay date.

Using Default Taxes and Benefit/Deductions

Entering “Yes” in the Use Pay Periods Defaults field on the MCKP form causes Colleague to use the codes and amounts for the taxes and benefits/deductions, such as a retirement plan, that were last in effect for the employee. You can make any necessary adjustments by detailing on the Tax Adjustment or Ben/Ded Adjustment fields on the MCKP form.

However, in order for the benefit/deduction codes and amounts to be used, you must first change the last pay date of the benefit/deduction to the pay period ending date for this manual check. You can change this date on one of the following forms:
- Correct Person Benefit Dates (CBED) form.
- The applicable Person’s Calculation Cost form.

You can access the Person’s Calculation Cost form by detailing from the Person’s Costs Summary (CSTS) form. The form that is displayed (PACC, PCPC, PICC, PPCC, PRCC, or PTCC) varies depending on the calculation method of the benefit/deduction.

Entering Wage Information

Wage amounts for a terminated employee are not defaulted into the MNCK process.

To enter wage amounts, you must do the following after you have retrieved the codes and amounts for the employee’s taxes and benefits/deductions:

1. In the Use Pay Periods Defaults field on the MCKP form, enter “No.”
   You can enter “No” immediately after entering “Yes” to retrieve the tax and benefit/deduction information; you do not need to save your work on the MCKP form.
2. Detail on the Wage Adjustment field. The Pay Period Gross Summary (PPGS) form is displayed.
3. Enter the employee’s wage information on the PPGS form.
Paying an Employee with Unapproved Time

To pay employees for positions that were excluded from their normal payroll cycles because of unapproved time, you must issue a manual paycheck for those employees using the MNCK form and its detail form MCKP. To specify which employees should be prevented from receiving pay for unapproved time, you must define a rule for each group of employees on the Time Entry/Approval Status (TEAS) form—whether hourly or salaried.

You must make sure that the employee’s position covered in the manual check is not processed for that employee again. Use the TEAS process to generate a report to verify whether time was entered by the employee for the position that was already paid. Use the Time Card Entry (TCDE) form or the Pay Period Gross Summary (PPGS) form to verify positions paid or to delete time for positions that have already been paid.

**Note:** Use the Employee Time Not Paid (ETNP) process to generate a report of employees who were excluded from their normal payroll cycles along with a list of their time entry statuses. For information about this report, see “Step 23. Generate the Employee Time Not Paid Report” on page 295.

Use the Reprint Payroll Detl Register Reprint (RPYR) process to reprint all or part of the Payroll Detail Register for a particular payroll. This register, which is generated automatically during payroll processing by the Payroll Calculation–Register (CALC) process, contains detailed information about each employee’s gross income, deductions, and net pay. You can verify the positions that were already paid during payroll or the employees who were not paid because of unapproved time.

**Note:** It is important to use the RPYR report before using the MNCK process to pay employees. You should run the RPYR process on each employee you are planning on issuing a manual check. If the employee has already been paid and that employee defaults in on the MNCK form, you could pay an employee multiple times, and double-post the employee’s benefits, leave, and arrears.

The rules that you define apply to *all* employees who meet the criteria that you specify regardless of their pay cycle.

For example, you might prevent college work-study employees from receiving pay for unapproved time. You should then define a rule that lists the hourly positions that are affected, such as Cafeteria Student Workers in position “CFTS,” Computer Center Interns in position “CCIS,” and Library Student Workers in position “ADM1.”
Understanding the Print Options for Manual Checks

The Print Manual Checks field on the MNCK form controls whether the paychecks are sent to a printer or whether you are preparing them manually. It also controls whether the information about these paychecks is available for viewing in WebAdvisor by the employees who are issued these checks and who opted to view their pay advices online.

The option that you choose applies to all manual paychecks that are produced during the same session. After you have detailed to the MCKP form and entered data for one manual check, you cannot change this option.

Note: If the check numbers for your manual checks are in a different range than the system-generated checks that you use for regular payrolls, then you must choose to prepare your paychecks manually.

Sending Paychecks to a Printer

When you enter “Yes” in the Print Manual Checks field on the MNCK form to send your manual paychecks to a printer, the MNCK process updates the WEB.PAY.ADVICES file with information about these paychecks. This information is then available in WebAdvisor if the employees receiving these checks chose to view their pay advices online.

Entering “Yes” in this field also causes Colleague to automatically assign the next sequential check number for your payroll bank code to each manual check that you create in this session. Consequently, you cannot access the Check Number or (N)ext field on the MCKP form. Colleague assigns these numbers after you enter the print parameters, including the starting check number and the sort sequence, on the Manual Check Parameters (MNC1) form.

Note: If you want to determine the first number that will be assigned before you begin creating checks, you can view the last check number that was used for this bank code in the Last Payroll Check Number field on the Bank Code Definition (BANK) form.

The MNC1 form, which is shown in Figure 80 on page 376, is displayed after you enter all data for your last manual paycheck and save your work on the MNCK form. In addition to providing options for changing the starting check number and specifying the sort sequence, the MNC1 form provides options for printing alignment checks if you choose to do so.
You also have the option to review the message, if any, in the Message to Print field and change it if necessary, or to enter a message if none is displayed. This message is stored in the PAYCNTRL file for this payroll; if you change it, it replaces any previous message for this payroll. The new message then is displayed on other forms used to print or reprint a paycheck or advice for this payroll. (For more information about the Message to Print field, including the amount of text you can enter and the Colleague forms on which this field is displayed, see “Understanding the Message to Print Field” on page 263.

**Figure 80: Examples of the MNCK and MNC1 Forms**

When you save your work on the MNCK form, the MNC1 form is later displayed only if “Yes” was entered in the Print Manual Checks field on the MNCK form.

When you save your work on the MNC1 form, three peripheral forms are displayed:
- The first is for specifying the printer for the manual paychecks.
- The second is for specifying the output device for the payroll registers.
- The third is for specifying the output device for the batch error report.
Colleague formats the paychecks using the subroutine entered in the Formatting Subroutine for Paychecks field on the Payroll Parameter Setup (PRPS) form.

**Preparing Your Paychecks Manually**

To prepare the employees’ paychecks and stubs manually, you must transfer the information displayed on the Manual Check Gross to Net (MCGN) form for each employee onto one of your institution’s blank checks. You can access this form by detailing from the View Gross to Net field on the MCKP form. This information is also available on the Payroll Detail Register.

*Figure 81: Information to Transfer to Paychecks Prepared Manually*
If you are not assigning the next sequential check number, then depending on your institution’s procedures you might need to update the Last Payroll Check Number field on the Bank Codes Definition (BANK) form with the number of the last manual paycheck issued in this session. Colleague updates this field automatically only if you are using the next sequential check number.

**Note:** When you prepare your checks manually, the WEB.PAY.ADVICES file is not updated; therefore, the information about these checks is not available to be viewed in WebAdvisor.

### Procedure for Issuing a Manual Paycheck

For institutions who withhold pay for unapproved time, run the RPYR process for each employee that you want to generate a manual paycheck to verify the positions for which those employees were already paid.

**Note:** When issuing a manual check to a terminated employee, in order to use the employee’s most recent benefit/deduction codes and amounts, you must first change the last pay dates of the employee’s benefits/deductions to the last pay date of this paycheck. For information, see “Paying a Terminated Employee” on page 373.

**Step 1.** Access the Manual Check Calculation (MNCK) form.

**Step 2.** At the Pay Period Ending Date prompt, enter a pay period ending date for which you want to create a manual paycheck.

This date does not need to match the pay period ending dates defined for the pay cycle that you enter at the Pay Cycle LookUp prompt.

**Step 3.** At the Pay Cycle LookUp prompt, enter the code for the pay cycle of the payroll for which you want to create a manual paycheck.

If a payroll has already been processed for the pay period ending date and pay cycle that you entered, then data is defaulted into most of the fields on the MNCK form.

**Step 4.** In the Pay Period Start Date field, enter the starting date of the pay period. If a date is displayed, verify it, and make any corrections necessary.
A date that defaults into this field was entered on the Pay Cycle Pay Dates (PCPD) form for the pay period ending date and pay cycle.

**Step 5.** In the Transaction Date field, enter the date when you want the general ledger transactions to be posted for all manual paychecks produced during this session.

**Step 6.** In the Check Date field, enter the date on which the employees receiving manual paychecks are to be paid.

**Step 7.** In the AR Term field, enter the code for the AR term to which any accounts receivable deductions are to be posted.

If you do not know the code to enter, use the LookUp feature to choose from a list of codes available.

**Step 8.** In the Default Weeks Worked for Pay Period field, enter the default number of weeks that were worked in the pay period for which these employees are receiving manual paychecks.

You can override this default for an employee by detailing on the Wage Adjustment field on the Manual Check Preparation (MCKP) form.

**Step 9.** In the Default Days Worked for Pay Period field, enter the default number of days that were worked in the pay period for which these employees are receiving manual paychecks.

This field is optional. You need to enter a number only if a tax agency requires that you track the number of days worked by an employee during a tax reporting period.

The number, if any, that you enter is not used in payroll calculation and does not have to correspond to the number entered in the Default Weeks Worked for Pay Period field.

**Step 10.** In the Withhold Benefits/Deductions field, indicate whether to withhold benefits and deductions from the manual paychecks you are producing.
Yes. Enter Yes to withhold benefits and deductions. When the net pay is calculated for each manual paycheck, the benefit and deduction amounts are calculated and the corresponding payroll transactions are created for posting to the general ledger.

No. Enter No to skip withholding benefits and deductions.

If a default is displayed, it originated from the Pay Cycle Pay Dates (PCPD) form for this pay period ending date and pay cycle.

**Step 11.** In the Benefit/Deduction Periods field, enter the code for each benefit/deduction period to be processed.

If period codes were entered for this pay period on the Pay Period Conditions (PPCD) form, then they are defaulted into this field.

**Step 12.** For the Financial Aid Award Period field, during payroll processing for this pay cycle, does your institution update the Financial Aid module with work-study earnings?

Yes. Enter the award period toward which any work-study earnings should be applied.

No. Leave this field blank.

For the Financial Aid module to be updated, the Pay Cycle Definition (PCYL) form for this pay cycle must have “Yes” entered in the field Update Work-Study Earnings in FA.

If you do not know the code to enter for the award period, use the LookUp feature to choose from a list of codes available.
Step 13. In the Print Manual Checks field, indicate whether to send the manual paychecks issued during this session to a printer.

Yes. Enter Yes to send all manual paychecks to a printer at the end of this session.

No. Enter No to prepare your paychecks manually.

If the check numbers for your manual checks are in a different range than the system-generated checks that you use for regular payrolls, then you must enter “No” to prepare your paychecks manually.

For more information, see “Understanding the Print Options for Manual Checks” on page 375.


Step 15. At the Employee LookUp prompt, enter the ID or name of an employee who is receiving a manual paycheck.

If this employee has data available for this payroll, the gross pay, total taxes, total deductions, and net pay are displayed on the right side of the form.

You can enter the person’s ID, name, or Social Security number if you know it, or use Person LookUp to locate the person in your database.

Step 16. In the Use Pay Period Defaults field, indicate whether to use this employee’s default information for wages, taxes, benefits, deductions, and leave accrual to calculate the net amount of this manual paycheck:

- To use default pay information, enter Yes.
- To manually enter all pay information needed to calculate the gross to net amount, enter No.

For employees with deferred pay, you must enter “Yes” in this field in order to calculate deferred pay correctly.

To pay terminated employees, you must first enter “Yes” to retrieve the default information for taxes and benefits/deductions, and then enter “No” to manually enter wage information.
If your institution uses unapproved time and you enter “Yes” in this field, paid positions could default in here. Use the RPYR report to see if the position has already been paid.

**Step 17.** Detail on the Wage Adjustment field to access the Pay Period Gross Summary (PPGS) form to enter or adjust wage information or amounts.

**Step 18.** Detail on the Tax Adjustment field to enter or adjust tax information or amounts.

The Manual Check Tax Entry (MCTE) form is displayed.

**Step 19.** To enter or adjust benefit/deduction information or amounts, detail on the Ben/Ded Adjustment field.

The Manual Check Ben/Ded Entry (MCBE) form is displayed.

**Step 20.** If your institution uses arrears processing and if this employee’s benefit/deduction is eligible for arrears processing, detail on the Arrears Adjustment field to specify a prepayment amount or adjust repayment information.

The Pay Period Arrears Adjustment (PPAA) form is displayed.

**Step 21.** Detail on the Leave Adjustment field to enter or adjust leave accrual information or amounts.

The Manual Check Leave Entry (MCLE) form is displayed.

**Step 22.** In the Calculate Gross to Net field, enter **Yes** to calculate the gross to net amount of this paycheck.

The recalculated amounts are displayed in the Total Taxes, Total Deds, and Net Pay fields.

Always recalculate the gross to net amount after making adjustments.

**Step 23.** Detail on the View Gross to Net field to view the details of the gross-to-net calculation.
The Manual Check Gross to Net (MCGN) form is displayed.

**Note:** If an “X” is displayed in the Arrears field on the MCGN form, detail to the Manual Check Arrears Calc (MCAC) form to view arrears information.

If you are preparing your paycheck manually instead of sending it to a printer, then you must transfer the necessary information from the MCGN and the MCAC forms onto the manual paycheck and stub. This data is also available on the Payroll Detail Register.

For more information about preparing a paycheck manually, see “Understanding the Print Options for Manual Checks” on page 375.

**Step 24.** Are you preparing these paychecks manually or sending them to a printer?

**Preparing them manually.** In the Check Number or (N)ext field, enter one of the following:

- \( N \) to indicate that the next sequential check number for this bank code should be assigned to this manual paycheck. This check number is displayed when you save your work on the MCKP form.
- The check number of the manual paycheck if these paychecks are in a different range of numbers than those used in regular payroll processing.

**Sending them to a printer.** The Check Number or (N)ext field is not available to you. When sending paychecks to a printer, the next sequential check number is always used.

**Step 25.** Save your work on the MCKP form for this employee’s paycheck.

You are returned to the MNCK form.

**Step 26.** Are you finished entering data for manual paychecks for this pay period ending date and pay cycle?

**Yes.** Save your work on the MNCK form.

If you are sending your paychecks to the printer, the Manual Check Parameters (MNC1) form is displayed. Continue with the next step.

If you are preparing your paychecks manually, skip to Step 37.

**No.** Detail on the Manual Calculation Entry field to access the MCKP form. Then return to Step 15 to enter data for your next manual paycheck.
Step 27. In the **Paychecks Only, Both Alignment and Checks** field on the MNC1 form, select whether to print only paychecks or both alignment checks and paychecks.

**Only paychecks.** If you choose to print only paychecks, skip to Step 31.

**Both alignment checks and paychecks.** If you choose to print both alignment checks and paychecks, then continue with the next step.

The codes for these options are stored in the code table MANUAL.CHECK.PRINT.OPTIONS, which is maintained by Ellucian.

Step 28. In the **Number of Beginning Alignment Checks** field, enter the quantity of alignment checks to print before the paychecks are printed. You can enter any number from 0 to 9.

If you want no alignment checks to be printed before the paychecks, then enter 0. If you are printing paychecks only, then this field defaults to 0.

Step 29. In the **Number of Ending Alignment Checks** field, enter the quantity of alignment checks to print after the paychecks are printed. You can enter any number from 0 to 9.

If you want no alignment checks to be printed after the paychecks, then enter 0. If you are printing paychecks only, then this field defaults to 0.

Step 30. In the **Alignment Starting Check Number** field, verify the check number for the first alignment check, which is displayed.

- You can change the check number that is displayed in this field to a *higher* number; however, if you do so, a warning message is displayed.
- To change the check number to a *lower* number, you must first access the Bank Code Definition (BANK) form and modify the number in the field Last Payroll Check Number. This situation should rarely occur.
- The **Alignment Ending Check Number** field displays the check number to print on the last alignment check before the paychecks print. If you are printing only ending alignment checks, then both the Alignment Starting Check Number and Alignment Ending Check Number fields are blank.
Step 31. In the Payroll Starting Check Number field, verify the check number to print on the first paycheck.

- You can change the check number that is displayed in this field to a higher number; however, if you do so, a warning message is displayed.
- To change the check number to a lower number, you must first access the Bank Code Definition (BANK) form and modify the number in the field Last Payroll Check. This situation should rarely occur.

Step 32. In the Message to Print field, enter a message, if any, to be printed on the manual paychecks. If a message is displayed in this field, you can change it.

The message that you enter becomes the default message on other forms used to print or reprint a paycheck or advice for this payroll.

See “Points to Remember When Entering a Message to Print on Paychecks” on page 264.

Step 33. In the Sort by field, choose the sequence in which you want the paychecks sorted.

The codes for these options are stored in the validation code table PAYCHECK.SORT, which is maintained by Ellucian.

Step 34. Save your work on the MNC1 form.

Step 35. On the peripheral default form for Paychecks, specify the printer to use for printing paychecks, and any other output criteria needed at your institution.

Step 36. Save your work on the peripheral default form for Paychecks.

Step 37. On the peripheral default forms for Manual Check Reports and Batch Error Report, specify the output device for each report, and any other output criteria needed at your institution.

Step 38. Save your work on each form to begin processing the manual paychecks.
Issuing Replacement Paychecks

A replacement paycheck is issued when an employee loses or damages the paycheck issued during a regular payroll. Like a manual paycheck, a replacement paycheck is issued at a time other than when a scheduled payroll is being processed.

You can issue a replacement check to a terminated employee in the same way that you would to an existing employee. No additional setup or preliminary processing is needed.

Understanding the Process

To issue a replacement paycheck, you use the Manual Check Replacement (MCKR) form and its detail form, Check Replacement Entry (CKRP). You can replace one or more paychecks that are outstanding for the specific pay period date and pay cycle that you enter on the MCKR form. Figure 82 on page 387 shows examples of these forms.
If you choose to send the replacement paychecks to a printer, then when you save your work on the MCKR form, the Manual Check Parameters (MNC1) form is displayed, where you can specify the following:

- Criteria for printing alignment checks if needed.
- Paycheck number.
- Sort sequence in which the paychecks are printed.

For more information about the print options and an example of the MNC1 form, see “Understanding the Print Options for Replacement Paychecks” on page 391.
What Happens During the Process

The MCKR process does all of the following:

- Displays the information for the outstanding paychecks issued to a specific employee for the payroll that you specify.
- Updates all of the files that are affected during normal payroll processing.
- Updates the BANK.CODES file with the number of the replacement paycheck, but only if you choose to assign the next sequential check number.
  
  If you are not assigning the next sequential check number, then depending upon your institution’s procedures, you might need to update the BANK.CODES file by recording the number of the replacement paycheck issued in the Last Payroll Check number field on the Bank Codes Definition (BANK) form.
- Voids the outstanding paycheck that’s being replaced.
- Deletes the void paycheck from the WEB.PAY.ADVICES file.
- Prints the paychecks if you choose to do so.
- Prints the Payroll Summary Registers.
- Runs the Employee History Update (EHUP) process.

To reissue a manual paycheck, you must complete the MCKR form, and its detail form, CKPR.
The MCKR Form

To issue a replacement paycheck, you must first enter the pay period ending date and pay cycle in which the original paycheck was issued.

Note: The date that you enter will typically be a date that was defined for that pay cycle on the Pay Cycle Pay Dates (PCPD) form. However, if you are replacing a manual check that was issued outside of a regular payroll, then you must enter the pay period ending date and the pay cycle that was entered on the Manual Check Calculation (MNCK) form when that check was created.

You must then enter data or verify the default data that is displayed in the following required fields:

- **Transaction Date.** The default is the transaction date used to post the original paycheck.
- **Check Date.** The default is the check date for the original paycheck. You can change this date for individual replacement checks.
- **Print Manual Checks.** For information about this field, see “Understanding the Print Options for Replacement Paychecks” on page 391.

Note: The information that you enter in these fields applies to all replacement paychecks that are issued during the same session. If any replacement paychecks require different criteria, then you must produce them in a separate session of the MCKR form.

From the last field on the MCKR form, you detail to the Check Replacement Entry (CKRP) form to specify the first employee whose paycheck must be replaced and to enter the criteria for that check.

The CKRP Form

On the CKRP form, you first specify the employee who is receiving the replacement paycheck. The form then displays all of that employee’s outstanding paychecks that were originally issued in the pay period and pay cycle that you entered on the MCKR form. For each outstanding paycheck, the form also displays the gross pay, total taxes, total deductions, and net pay.
You complete the CKRP form by entering the number of the outstanding paycheck to be replaced along with the paycheck number and date of the replacement paycheck. If the employee has only one outstanding paycheck for the specified pay period and pay cycle, then that paycheck number defaults into the Check Number to Be Replaced field.

When you save your work on the CKRP form, the system voids the outstanding paycheck that you are replacing and returns you to the MCKR form where you can repeat the process for other employees who need replacement paychecks from the same pay period and pay cycle.

The sections below explain the following fields on the CKRP form:
- Check Number or (N)ext
- Check Date

**Check Number or (N)ext**

If you are preparing your checks manually instead of sending them to a printer, this field enables you to enter the number of the replacement paycheck that is being issued to this employee or to specify that Colleague use the next sequential check number for this bank code.

**Note:** This field is available only if you entered “No” in the Print Manual Checks field on the MCKR form.

If you entered “Yes” to send these replacement checks to a printer, then Colleague automatically assigns the next sequential check for the bank code to each check created in this session. (For more information, see “Sending Paychecks to a Printer” on page 391.)

The option you choose depends on whether your institution uses a different range of numbers for checks issued manually than for paychecks printed during regular payroll processing.
- If a *different* range of check numbers is used for the paychecks produced manually, then you must enter the specific check number in this field.
- If the *same* range of check numbers is used for both manual paychecks and those generated during payroll processing, you can enter “N” to assign the next available check number in that range for the bank code. You can view the last check number that was used on the Bank Code Definition (BANK) form in the Last Payroll Check Number field.

**Note:** If you choose to use the next sequential number, the assigned number is not displayed until you save your work on the CKRP form.
### Check Date

You can enter any date that you want in the Check Date field on the CKRP form.

However, when replacing a paycheck from a *previous* quarter, you should enter a date from the same quarter as the original paycheck. Doing so enables the amounts from the voided paycheck and the replacement paycheck to cancel each other out on your quarterly reports.

### Understanding the Print Options for Replacement Paychecks

The Print Manual Checks field on the MCKR form controls whether the paychecks are sent to a printer or whether you are preparing them manually. The option that you choose applies to all replacement paychecks that are produced during the same session. After you have detailed to the CKRP form and entered data for one replacement check, you cannot change this option.

**Note:** If the check numbers for your replacement checks are in a different range than the system-generated checks that you use for regular payrolls, then you must choose to prepare your paychecks manually.

### Sending Paychecks to a Printer

When you enter “Yes” in the Print Manual Checks field on the MCKR form to send your replacement paychecks to a printer, Colleague automatically assigns the next sequential check number for your payroll bank code to each replacement check that you create in this session. Consequently, you cannot access the Check Number or (N)ext field on the CKRP form. Colleague assigns these numbers *after* you enter the print parameters, including the starting check number and the sort sequence, on the Manual Check Parameters (MNC1) form.

**Note:** If you want to determine the first number that will be assigned before you begin creating checks, you can view the last check number that was used for this bank code in the Last Payroll Check Number field on the Bank Code Definition (BANK) form.
The MNC1 form, which is shown in Figure 83, is displayed after you enter all data for your last replacement paycheck and save your work on the MCKR form. In addition to providing options for changing the starting check number and specifying the sort sequence, the MNC1 form provides options for printing alignment checks if you choose to do so.

You also have the option to review the message, if any, in the Message to Print field and change it if necessary, or to enter a message if none is displayed. This message is stored in the PAYCNTRL file for this payroll; if you change it, it replaces any previous message for this payroll. The new message then is displayed on other forms used to print or reprint a paycheck or advice for this payroll. (For more information about the Message to Print field, including the amount of text you can enter and the Colleague forms on which this field is displayed, see “Understanding the Message to Print Field” on page 263.

Figure 83: Examples of the MCKR and MNC1 Forms

When you save your work on the MCKR form, the MNC1 form is displayed only if “Yes” was entered in the Print Manual Checks field on the MCKR form.
When you save your work on the MNC1 form, three peripheral forms are displayed:

- The first is for specifying the printer for the replacement paychecks.
- The second is for specifying the output device for the payroll registers.
- The third is for specifying the output device for the batch error report.

Colleague formats the paychecks using the subroutine entered in the Formatting Subroutine for Paychecks field on the Payroll Parameter Setup (PRPS) form.

**Preparing Your Paychecks Manually**

To prepare the employees’ paychecks and stubs manually, you must transfer the information displayed on the CKRP form for each employee onto one of your institution’s blank checks. This information is also available on the Payroll Detail Register.

**Figure 84: Information to Transfer to Replacement Checks Prepared Man**

If you are not assigning the next sequential check number, then depending on your institution’s procedures you might need to update the Last Payroll Check Number field on the Bank Codes Definition (BANK) form with the number of the last paycheck issued in this session. Colleague updates this field automatically only if you are using the next sequential check number.
Procedure for Issuing a Replacement Paycheck

Use the Manual Check Replacement (MCKR) form to issue replacements
paychecks to employees.

Step 1. Access the Manual Check Replacement (MCKR) form.

Step 2. At the Pay Period Ending Date prompt, enter the pay period ending date in
which the original paychecks were issued.

If the original paycheck was issued as a manual check outside of a regular
payroll, then the date that you enter in this field must be the date that was
entered on the Manual Check Calculation (MNCK) form when the original
check was created.

Step 3. At the Pay Cycle LookUp prompt, enter the code for the pay cycle of the
payroll in which the original paychecks were issued.

If a payroll was processed for the pay period ending date and pay cycle that
you entered, then dates from that payroll’s PAYCNTRL file are defaulted into
the Transaction Date and Check Date fields.

If you do not know the pay cycle to enter, use the LookUp feature to select
from a list of available pay cycle IDs.

Step 4. In the Transaction Date field, enter the date when you want the general ledger
transactions to be posted for all replacement paychecks produced during this
session.

You can change any default date that is displayed.

Step 5. In the Check Date field, enter the date on which these replacement checks are
being issued.

If the original paycheck was issued in a previous quarter, then to keep your
quarterly reports accurate, enter a check date from that original quarter.

You can change any default date that is displayed.
Step 6. In the Print Manual Checks field, indicate whether to send the paychecks issued during this session to a printer.

Yes. Enter Yes to send all replacement paychecks to a printer at the end of this session.

No. Enter No to prepare your paychecks manually.

If the check numbers for your replacement checks are in a different range than the system-generated checks that you use for regular payrolls, then you must enter “No” to prepare your paychecks manually.

For more information, see “Understanding the Print Options for Replacement Paychecks” on page 391.

Step 7. Detail on the Check Replacement Entry field to access the Check Replacement Entry (CKRP) form.

Step 8. At the Employee LookUp prompt, enter the ID or name of an employee who is being issued a replacement paycheck.

All outstanding paychecks that were issued to this employee in the specified pay period and pay cycle are displayed.

You can enter the person’s ID, name, or Social Security number if you know it, or use Person LookUp to locate the person in your database.

Step 9. In the Check Number to Be Replaced field, enter the number of the paycheck that you want to replace from the list displayed.

If this employee has only one outstanding paycheck for the specified pay period and pay cycle, then that check number is defaulted into the Check Number to Be Replaced field.
Step 10. Are you preparing these paychecks manually or sending them to a printer?

- **Preparing them manually.** In the Check Number or (N)ext field, enter one of the following:
  - N to indicate that the next sequential check number for this bank code should be assigned to this replacement paycheck. This check number is displayed when you save your work on the CKRP form.
  - The check number of the replacement paycheck if these paychecks are in a different range of numbers than those used in regular payroll processing.

- **Sending them to a printer.** The Check Number or (N)ext field is not available to you. When sending paychecks to a printer, the next sequential check number is always assigned. You can change it later on the Manual Check Parameters (MNC1) form.

Step 11. In the Check Date field, enter the date of the replacement check that you are issuing.

You can enter any date that you want; however, to keep your quarterly reports accurate, Ellucian recommends that you enter a date in the same quarter in which the original paycheck was issued.

Step 12. Save your work on the CKPR form for this employee’s paycheck.

You are returned to the MCKR form.

Step 13. Are you finished entering data for replacement paychecks for this pay period ending date and pay cycle?

- **Yes.** Save your work on the MCKR form.
  
  If you are sending your paychecks to the printer, the Manual Check Parameters (MNC1) form is displayed. Continue with the next step.

  If you are preparing your paychecks manually, skip to **Step 24**.

- **No.** Detail on the Check Replacement Entry field to access the CKPR form. Then return to **Step 8** to enter data for your next replacement paycheck.

Step 14. In the Paychecks Only, Both Alignment and Checks field on the MNC1 form, select whether to print only paychecks or both alignment checks and paychecks.

- **Only paychecks.** If you choose to print only paychecks, skip to **Step 31**.
Both alignment checks and paychecks. If you choose to print both alignment checks and paychecks, then continue with the next step.

The codes for these options are stored in the code table MANUAL.CHECK.PRINT.OPTIONS, which is maintained by Ellucian.

Step 15. In the Number of Beginning Alignment Checks field, enter the quantity of alignment checks to print before the paychecks are printed. You can enter any number from 0 to 9.

If you want no alignment checks to be printed before the paychecks, then enter 0. If you are printing paychecks only, then this field defaults to 0.

Step 16. In the Number of Ending Alignment Checks field, enter the quantity of alignment checks to print after the paychecks are printed. You can enter any number from 0 to 9.

If you want no alignment checks to be printed after the paychecks, then enter 0. If you are printing paychecks only, then this field defaults to 0.

Step 17. In the Alignment Starting Check Number field, verify the check number for the first alignment check, which is displayed.
- You can change the check number that is displayed in this field to a higher number; however, if you do so, a warning message is displayed.
- To change the check number to a lower number, you must first access the Bank Code Definition (BANK) form and modify the number in the field Last Payroll Check Number. This situation should rarely occur.
- The Alignment Ending Check Number field displays the check number to print on the last alignment check before the paychecks print.
- If you are printing only ending alignment checks, then both the Alignment Starting Check Number and Alignment Ending Check Number fields are blank.

Step 18. In the Payroll Starting Check Number field, verify the check number to print on the first paycheck.

You can change the check number that is displayed in this field to a higher number; however, if you do so, a warning message is displayed.

To change the check number to a lower number, you must first access the Bank Code Definition (BANK) form and modify the number in the field Last Payroll Check. This situation should rarely occur.
**Step 19.** In the Message to Print field, enter a message, if any, to be printed on the replacement paychecks. If a message is displayed in this field, you can change it.

The message that you enter becomes the default message on other forms used to print or reprint a paycheck or advice for this payroll.

See “Points to Remember When Entering a Message to Print on Paychecks” on page 274.

**Step 20.** In the Sort by field, choose the sequence in which you want the paychecks sorted.

The codes for these options are stored in the validation code table PAYCHECK.SORT, which is maintained by Ellucian.

**Step 21.** Save your work on the MNC1 form.

**Step 22.** On the peripheral default form for Paychecks, specify the printer to use for printing paychecks, and any other output criteria needed at your institution.

**Step 23.** Save your work on the peripheral default form for Paychecks.

**Step 24.** On the peripheral default forms for Manual Check Reports and Batch Error Report, specify the output device for each report, and any other output criteria needed at your institution.

**Step 25.** Save your work on each form to begin processing the replacement paychecks.
Handling Unusual Situations

In This Chapter

This chapter addresses the situations that are not typically part of normal payroll processing.

Table 60 lists the topics covered in this chapter.

### Table 60: Topics in This Chapter

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<td>399</td>
</tr>
<tr>
<td>Reprinting Paychecks or Advices for Your Current Payroll</td>
<td>407</td>
</tr>
<tr>
<td>Undoing Printed Paychecks and Advices for Your Current Payroll</td>
<td>413</td>
</tr>
<tr>
<td>Reprinting Reports Generated During Payroll Processing</td>
<td>416</td>
</tr>
<tr>
<td>Re-Creating AR and GL Transactions</td>
<td>432</td>
</tr>
<tr>
<td>Reversing Paychecks and Advices</td>
<td>433</td>
</tr>
<tr>
<td>Processing Retroactive Pay</td>
<td>451</td>
</tr>
<tr>
<td>Voiding Unissued Paychecks</td>
<td>461</td>
</tr>
</tbody>
</table>

Recovering from Payroll Steps That End Abnormally

When a payroll step ends abnormally, such as from a system failure or power outage, or when a time-entry session times out, the status of certain fields in the PAYCNTRL file prevent you from continuing with payroll processing.

Depending on the process that ended abnormally, the recovery action that you can take varies. For example, if the Pay Period Generation (PPGN) process ends abnormally, you can use the Monitor Payroll Processing (MTPP) form to reset the statuses in the PAYCNTRL file and rerun PPGN.
However, three payroll processes—Accept Paychecks and Advices (APAD), Payroll Summary Register–Post (PSRP), and Employee History Update (EHUP)—update Payroll files. Therefore, if a system failure occurs while one of these processes is running, then files could be partially updated. Simply resetting the fields in the PAYCNTRL file and rerunning the process could cause these files to be updated twice. To avoid this situation, you should always call Ellucian’s Solution Center to help with the recovery.

Table 61 summarizes the recovery actions that you should take based on the payroll step that ended abnormally. (For information about Pay Control Sequence Numbers and the processes that set them, see “About the Pay Control Sequence Number” on page 213.

### Table 61: Recovery Actions for Payroll Steps That End Abnormally

<table>
<thead>
<tr>
<th>Payroll Step</th>
<th>Pay Control Seq. No.</th>
<th>Recovery Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering or importing time using the following processes:</td>
<td>—</td>
<td>Use the Monitor Payroll Processing (MTPP) process to reset statuses in the PAYCNTRL file. For information, see “Understanding the MTPP Form” on page 401.</td>
</tr>
<tr>
<td>• Time Card Entry (TCDE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Time Card Batch Entry (TCBE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Batch Import Faculty Time (BIFT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colleague processes used for the following:</td>
<td>1</td>
<td>Use one of the following processes:</td>
</tr>
<tr>
<td>• Pay Period Generation (PPGN)</td>
<td></td>
<td>• Reprint Paychecks (RCHK)</td>
</tr>
<tr>
<td>• Pay period adjustments</td>
<td></td>
<td>• Reprint Advices (RPAD)</td>
</tr>
<tr>
<td>Payroll Calculation–Register (CALC)</td>
<td>2</td>
<td>• Undo Paychecks and Advices (UNCA)</td>
</tr>
<tr>
<td>Print Paychecks (PCHK)</td>
<td>3I</td>
<td>For information about using these processes, see the following sections:</td>
</tr>
<tr>
<td>Print Advices (PADV)</td>
<td></td>
<td>• “Reprinting Paychecks or Advices for Your Current Payroll” on page 407.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• “Undoing Printed Paychecks and Advices for Your Current Payroll” on page 413.</td>
</tr>
</tbody>
</table>
Using Payroll, February 2014

Understanding the MTPP Form

Using the Monitor Payroll Processing (MTPP) form, you can do the following:
- Monitor the steps of the payroll currently being processed.
- Recover from situations, prior to printing paychecks and advices, in which a payroll step ended abnormally or a time-entry session timed out.

In most cases, the MTPP form is useful for verifying the status of a payroll. Using this form, you can see at a glance the last payroll step that completed, any current step that is in progress, and whether any time is being entered or imported for the specified payroll.

However, if a payroll step ended abnormally prior to printing paychecks or advices, or if a session timed out while time was being entered, then you can use this form to recover from that situation.

### Table 61: Recovery Actions for Payroll Steps That End Abnormally (cont’d)

<table>
<thead>
<tr>
<th>Payroll Step</th>
<th>Pay Control Seq. No.</th>
<th>Recovery Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept Paychecks and Advices (APAD)</td>
<td>3</td>
<td>To prevent files from being updated twice, call Ellucian’s Solution Center for assistance.</td>
</tr>
<tr>
<td>Payroll Summary Register–Post (PSRP)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Employee History Update (EHUP)</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Figure 85: The Monitor Payroll Processing (MTPP) Form

Using Payroll, February 2014

Accept Paychecks and Advices (APAD) To prevent files from being updated twice, call Ellucian’s Solution Center for assistance.

Payroll Summary Register–Post (PSRP)

Employee History Update (EHUP)
Understanding the Fields on the MTPP Form

When you access the MTPP form, you must enter the pay period ending date and pay cycle of the payroll that you want to monitor.

This section explains each of the fields on the form and the information that each provides for the specified payroll.

**Last Processed Step**

This field displays the last payroll step that ended successfully for the specified payroll. The information displayed in this field is based on data stored in the PCL.LAST.PROGRAM field in the PAYCNTRL file.

**Note:** A step that ended “successfully” means only that it finished processing without aborting; it does not necessarily mean that it completed without errors. To continue processing, you must check all batch error reports and fix any errors that are reported.

Typically, this field displays the Pay Control Sequence Number and the mnemonic of the payroll step that completed; however, when one of the processes that creates or adjusts PAYPRDS records ends successfully, this field displays the Pay Control Sequence Number “1” and “Payroll Prep.”

The codes displayed in this field are stored in the validation code table PAYCNTRL.SEQ.NO, which is maintained by Ellucian.

**Current Step**

This field displays the payroll step, if any, that is currently in progress for the payroll that you are monitoring. The information displayed in this field is based on data stored in the PCL.CURR.PROGRAM field in the PAYCNTRL file.

For processes other than those pertaining to payroll preparation, this field displays the Pay Control Sequence Number and the mnemonic of the payroll step that is currently in progress. For any process that creates or adjusts PAYPRDS records, it displays the Pay Control Sequence Number “1” and “Payroll Prep.” The codes displayed in this field are stored in the Ellucian-maintained validation code table PAYCNTRL.SEQ.NO.
If a payroll step ends abnormally while it was running, then this field continues to display the Pay Control Sequence Number and mnemonic of the payroll step or the Pay Control Sequence Number and “Payroll Prep” if the process creates PAYPRDS records.

When this field displays data, payroll processing cannot continue beyond the step that is displayed.

**Note:** Determining whether a payroll step ended abnormally requires some experience in payroll processing at your institution. You should know the approximate amount of time needed to complete each payroll step for each of your payrolls. If a payroll step takes longer than normal, then you should begin researching the reason for the delay. If you suspect that the payroll step aborted, then contact your system administrator, who can further research the situation and, if necessary, take recovery action.

If this field displays a Pay Control Sequence Number of “1” or “2” and you have determined that the step ended abnormally, then you or someone with proper authority, such as a system administrator, can use the Reset PAYCNTRL field to reset the status of fields in the PAYCNTRL file. Doing so enables you to rerun the unsuccessful payroll step and continue with payroll processing. For specific information about the fields that are reset, see “Reset PAYCNTRL” on page 404.

For information about recovering from payroll steps with a Pay Control Sequence Number greater than “2,” see Table 61 on page 400 for information.

**Time Entry In Progress**

This field indicates whether any time entry is in progress for the specified payroll. This field displays “Yes” in either of the following situations:

- One or more users are entering time on the Time Card Entry (TCDE) form.
- Time is being imported using either the Time Card Batch Entry (TCBE) or the Batch Import Faculty Time (BIFT) process.

However, if a time-entry session times out or an import process ends abnormally, then this field continues to display “Yes,” which prevents payroll processing from continuing. After determining that a problem has occurred, then you or someone with proper authority, such as a system administrator, can use the Reset PAYCNTRL field to reset the status of fields in the PAYCNTRL file. Doing so enables time entry and the payroll steps that follow to continue.
The data displayed in this field is stored in the PCL.TIME.ENTRY field in the PAYCNTRL file.

**Reset PAYCNTRL**

The Reset PAYCNTRL field provides a method to recover from either of the following situations:
- A payroll step, prior to printing paychecks and advices, ended abnormally.
- A user timed-out of a session while entering time.

**Note:** You cannot use this field to reset the status when the Current Step field displays a Pay Control Sequence Number greater than “2.” See Table 61 on page 400 for information about recovering from these situations.

The default is “No.” If you do not change the default, the MTPP process is canceled when you save and update from the form.

When you enter “Yes” in this field and save from the form, Colleague resets the following fields in the PAYCNTRL file to null:
- PCL.CURR.PROGRAM, which corresponds to the Current Step field on the MTPP form, which is now blank.
- PCL.TIME.ENTRY, which corresponds to the Time Entry In Progress field on the MTPP form, which is now set to “No.”
- PCL.BATCH.PAYPREP, which is not represented on the MTPP form. This field is updated only by the Pay Period Generation (PPGN) process.

**Note:** Because resetting the statuses in the PAYCNTRL file can have serious consequences, be sure that it is necessary before you proceed. That is, be sure that the step displayed in the Current Step field really did end abnormally or that a user’s session really did time out.
Using the MTPP Form to Reset the PAYCNTRL Status

Follow the steps in below to reset the PAYCNTRL Status to recover from payroll steps that ended abnormally prior to printing paychecks and advices or a session that timed out while time was being entered.

For information about recovering from situations in which a payroll step ended abnormally during or after paychecks and advices printed, see Table 61 on page 400.

**Step 1.** Access the Monitor Payroll Processing (MTPP) form.

If you do not have access to this form, see your manager or system administrator to have the PAYCNTRL statuses reset.

**Step 2.** At the Period Ending Date prompt, enter the pay period ending date for the payroll that you want to view.

You can find the valid pay period ending dates for a pay cycle on the Pay Cycle Pay Dates (PCPD) form.

**Step 3.** At the Pay Cycle LookUp prompt, enter the code for the pay cycle of the payroll that you want to view.

**Step 4.** Verify the status of the processing that has occurred or is in progress for this payroll.

**Step 5.** Has either of the following occurred?

- The Current Step field has continued to display the same process for longer than seems appropriate for this payroll.
- The Time Entry In Progress field has continued to display “Yes” for an inappropriate amount of time.

**Yes.** Determine whether a payroll step ended abnormally or a time-entry session timed out. Then continue with the next step.

**No.** Finish from the MTPP form.

**Step 6.** Does the Current Step field display a Pay Control Sequence Number greater than “2”?
Yes. You cannot use the MTPP form to recover from the payroll step that ended abnormally. Finish from the MTPP form and see Table 61 on page 400 for information about what to do next.

No. Continue with the next step.

**Step 7.** Are you certain that a payroll step prior to printing paychecks and advices ended abnormally or that a user timed out of a session while entering time?

Yes. Enter *Yes* in the Reset PAYCNTRL field. Any data displayed in the Current Step field is deleted, and if the Time Entry field displays “Yes,” it is immediately reset to “No.”

**Note:** If you enter “Yes” in the Reset PAYCNTRL field and then change your mind, you must *cancel* from the form. If you re-enter “No” in this field and then save, the statuses *will be reset.*

No. Leave the default as “No.”

**Step 8.** Finish from the MTPP form to save your changes.

If you left the default as “No” in the Reset PAYCNTRL field, then the process is canceled when you finish from the MTPP form.
Reprinting Paychecks or Advices for Your Current Payroll

The processes in this section allow you to reprint specific paychecks or advices for your current payroll that were originally printed using the Print Paychecks (PCHK) and Print Advices (PADV) forms but that were unusable for some reason. For example, they might have been crumpled by the printer, smeared, or misaligned.

The following processes are available for reprinting unusable paychecks or advices for the current payroll:

- Reprint Paychecks (RCHK). For information about this process, see “Reprinting Paychecks” on page 407.
- Reprint Advices (RPAD). For information about this process, see “Reprinting Advices” on page 410.

Reprinting Paychecks

This section pertains to the Reprint Paychecks (RCHK) process, which enables you to reprint paychecks for your current payroll. If any portion of the pay was deposited directly, then those amounts are reported on the stub of the reprinted paycheck.

**Note:** If you must replace a check from a previous payroll, then you must issue a replacement paycheck using the "Issuing Replacement Paychecks" on page 386.

Understanding the RCHK Process

The Reprint Paychecks (RCHK) process voids and reprints any paychecks that have already been printed by using the Print Paychecks (PCHK) process during normal payroll processing but that were unusable. Any direct deposit amounts that are associated with these paychecks are reprinted on the paycheck stub.

The paychecks and advices are reprinted in order by paycheck number.
Only one user at a time can run this process and only under the following conditions:

- You are reprinting paychecks only for the current payroll.
- These paychecks have already been printed using the PCHK process, and that process completed successfully.
- The Accept Paychecks and Advices (APAD) process has not yet been run for the current payroll. Because the APAD process indicates to Colleague that the printing of paychecks and advices is complete, it prevents further printing or reprinting for this payroll.

This process is like the PCHK process, which printed the original paychecks, in the following ways:

- You have the option to print alignment checks before the reprinted paychecks, after the reprinted paychecks, both before and after the reprinted paychecks, or not at all.
- Based on the options that you enter for the number of alignment checks to print, starting and ending check numbers default into fields on the form. Be sure to verify that these numbers match the numbers that your records show are the next available check numbers.
- You can reprint only paychecks, including direct deposit amounts associated with them. You cannot reprint advices using this process. To reprint advices, you must use the Reprint Advices (RPAD) process. For information about this process, see “Reprinting Advices” on page 410.
Using the RCHK process, you can reprint paychecks for the current payroll as often as necessary until you run the APAD process to accept them. Even if one of the reprinted paychecks is unusable, you can reprint it. The RCHK process simply voids the reprinted paycheck number, issues a new number, and reprints the paycheck with the latest number.

Using the RCHK Process to Reprint Paychecks

The RCHK form provides the option of entering either a single range of paycheck numbers to void and reprint or a list of individual paycheck numbers, but you cannot enter both.

However, if you have multiple ranges of paychecks to reprint or one range and several individual paychecks, you can get the results that you need by running this process multiple times. For example, to reprint two ranges of paycheck numbers and several individual paychecks, you could run this process three times. As an alternative, if these two ranges of paycheck numbers contain only a few paychecks each, then instead of entering the numbers as a range, you could enter them individually in the list along with the other individual paychecks to be reprinted and then run the process only once.

After specifying the pay period ending date and pay cycle of the current payroll, you must do the following to finish from this form:

- Specify the number of alignment checks to print before and after the reprinted paychecks. If you do not want alignment checks to print, then enter 0 in both fields.
- Enter either a range of paycheck numbers to reprint in the field Void and Reprint Paycheck Range or enter a list of individual paycheck numbers to reprint in the field Void and Reprint Paycheck Numbers.

**Note:** Before you finish from the form, always verify that the numbers in the fields Alignment Starting Check Number and Reprint Starting Check Number match the numbers that your records show are the next available check numbers.

You also have the option to review the message, if any, in the Message to Print field and change it if necessary, or to enter a message if none is displayed. This message is stored in the PAYCNTRL file for this payroll, replacing any previous message. It then is displayed on other forms used to print or reprint a paycheck or advice for this payroll. (For more information about the Message to Print field, including the amount of text you can enter and the Colleague forms on which this field is displayed, see “Understanding the Message to Print Field” on page 263.)
Reprinting Advices

This section pertains to the Reprint Advices (RPAD) process, which enables you to reprint advices for your current payroll.

Understanding the RPAD Process

The Reprint Advices (RPAD) process voids and reprints any advices that have already been printed by using the Print Advices (PADV) process during normal payroll processing but that were unusable.

The advices and paychecks are reprinted in order by advice number.

Figure 87: Example of the Reprint Advices (RPAD) Form

Only one user at a time can run this process and only under the following conditions:

- You are reprinting advices only for the current payroll.
- These advices have already been printed using the PADV process, and that process completed successfully.
The Accept Paychecks and Advices (APAD) process has not yet been run for the current payroll. Because the APAD process indicates to Colleague that the printing of paychecks and advices is complete, it prevents further printing or reprinting for this payroll.

This process is like the PADV process, which printed the original advices, in the following ways:

- You can reprint only advices. You cannot reprint paychecks using this process. To reprint paychecks, you must use the Reprint Paychecks (RCHK) process. For information about this process, see “Reprinting Paychecks” on page 407.

- If your institution uses the WebAdvisor Pay Advice Online workflow, you cannot reprint advices for employees who chose to view their advices online. Those employees use WebAdvisor to view their current and past pay information. To confirm whether an employee chose to view advices online, look at the flag set in the View Advices Online field of the Employee Overview (EPOV) form.

- You have the option to print alignment forms before the reprinted advices, after the reprinted advices, both before and after the reprinted advices, or not at all.

- Based on the options that you enter for the number of alignment forms to print, starting and ending advice numbers default into fields on the form. Be sure to verify that these numbers match the numbers that your records show are the next available advice numbers.

- You can review the message, if any, in the Message to Print field and change it if necessary, or to enter a message if none is displayed. This message is stored in the PAYCNTRL file for this payroll, replacing any previous message. It then is displayed on other forms used to print or reprint a paycheck or advice for this payroll, or to issue a manual or replacement paycheck for this payroll. (For more information about the Message to Print field, including the amount of text you can enter and the Colleague forms on which this field is displayed, see “Understanding the Message to Print Field” on page 263.

- Using the RPAD process, you can reprint advices for the current payroll as often as necessary until you run the APAD process to accept them. Even if one of the reprinted advices is unusable, you can reprint it. The RPAD process simply voids the reprinted advice number, issues a new number, and reprints the advice with the latest number.
Using the RPAD Process to Reprint Advices

The RPAD form provides the option of entering either a single range of advice numbers to void and reprint or a list of individual advice numbers, but you cannot enter both.

However, if you have multiple ranges of advices to reprint or one range and several individual advices, you can get the results that you need by running this process multiple times. For example, to reprint two ranges of advice numbers and several individual advices, you could run this process three times. As an alternative, if these two ranges of advice numbers contain only a few advices each, then instead of entering the numbers as a range, you could enter them individually along with the other individual advices to be reprinted and then run the process only once.

After specifying the pay period ending date and pay cycle of the current payroll, you must do the following to finish from this form:

- Specify the number of alignment forms to print before and after the reprinted advices. If you do not want alignment forms to print, then enter 0 in both fields.
- Enter either a range of advice numbers to reprint in the field Void and Reprint Advice Range or enter a list of individual advice numbers to reprint in the field Void and Reprint Advice Numbers.

Note: Before you finish from the form, always verify that the numbers in the fields Alignment Starting Advice Number and Reprint Starting Advice Number match the numbers that your records show are the next available advice numbers.

You also have the option to review the message, if any, in the Message to Print field and change it if necessary, or to enter a message if none is displayed. This message is stored in the PAYCNTRL file for this payroll, replacing any previous message. It then is displayed on other forms used to print or reprint a paycheck or advice for this payroll. (For more information about the Message to Print field, including the amount of text you can enter and the Colleague forms on which this field is displayed, see “Understanding the Message to Print Field” on page 263.)
Undoing Printed Paychecks and Advices for Your Current Payroll

The Undo Paychecks and Advices (UNCA) process can be used to reverse all effects of any attempts to print paychecks and advices for the current payroll. You might use this process if a serious problem occurred with the printing of paychecks and advices for your current payroll, or if you found that additional one-time adjustments are needed.

Running this process does all of the following:

- Returns all files to the state that they were in after the Payroll Calculation–Register (CALC) process finished.
- Deletes data from the PR.CHECK.FLAGS, PR.ADVICE.FLAGS, PAYPRDS, and WEB.PAY.ADVICES files.
- Resets the starting paycheck and advice number in the BANK.CODES file.
- Resets the Pay Control Sequence Number in the PAYCNTRL file to 2 to indicate that CALC was the last process that was run for this payroll.

**Note:** Because the UNCA process deals with the more technical issues of the Human Resources System and involves data manipulation, it should be used only in rare circumstances and only by those with the appropriate security level.

Understanding the UNCA Process

You can run the UNCA process only under the following conditions:

- The CALC process completed successfully for this payroll.
- The Pay Control Sequence Number is set to 3I, indicating that the print step of payroll processing is in progress. Attempting to run either the Print Paychecks (PCHK) or Print Advices (PADV) process sets this number to 3I, regardless of whether the process completes successfully.
- The Accept Paychecks and Advices (APAD) process has not run. Because the APAD process indicates to Colleague that the printing of paychecks and advices is complete, it prevents further printing or reprinting for this payroll, which includes running the UNCA process to prepare for another attempt at printing and reprinting.
Although this process undoes both paychecks and advices at the same time, if your payroll contains only paychecks or only advices, you can successfully run it. For example, if this payroll contained no advices, the report would show that no advices were undone.

**Note:** However, this is an all-or-nothing process. If your payroll contains *both* paychecks and advices, you cannot choose to undo either one or the other; if both are present, then you must undo both.

This process also generates three audit reports if you choose. Even if you choose to skip the reports, the process still generates information in the format of a Batch Errors Report to provide information about what was done during the process.
Understanding the Available Reports

If you choose to have the process generate audit reports, the following three reports are produced.

- **Part I – Undo Payroll Checks**
  This report provides the following information about each paycheck number, including those used for alignment:
  • Name of the employee who was issued the paycheck
  • Bank code for this payroll
  • Paycheck number
  • An indicator for whether that paycheck number was only voided or whether a new paycheck was issued
  • Key to the PAYPRDS file for each paycheck
  • Key to the PAYCNTRL file
  • Status of each paycheck, typically “Undone”
  It also provides a total of the number of paychecks that were undone.

- **Part II – Undo Payroll Advices**
  This report provides the same information as Part I for each advice number in the payroll, including those used for alignment.

- **Part III – Check and Advice Numbers Removed from PAYPRDS**
  This report lists all of the records in the PAYPRDS file that were undone and provides the following information for each:
  • Name of the employee who was issued the paycheck or advice
  • Key to the PAYPRDS file
  • The paycheck number and date
  • The advice number and date
  • Status of the PAYPRDS record, typically “Remove”
  It also provides a total of the number of the PAYPRDS records that were undone.

If you do not want the audit reports generated, then the UNCA process still produces another report to provide summary information of what happened during each step of the process. The report, which resembles a Batch Errors Report, includes the following information:

- The way in which the last paycheck and advice numbers were reset (For example, “Last Paycheck Number reset from 053211 to 053181”)
- Separate counts of the number of paychecks and advices that were undone
- A count of the paycheck and advice numbers that were removed from the PAYPRDS file, which includes the message that the process completed successfully.
Using the UNCA Process

After entering the pay period and pay cycle to indicate the payroll that you are working with, you must enter “Yes” in the field Undo All for the UNCA process to run. If you leave the default as “No,” then you must cancel out of the form.

The field Produce Audit Reports gives you the choice of whether you want to generate the three audit reports. If you leave the default as “No,” then you still receive one report, which resembles the Batch Errors Report and contains summary information about each step in the process. For specific information about the contents of these reports, see “Understanding the Available Reports” on page 415.

Reprinting Reports Generated During Payroll Processing

This section explains the processes for reprinting a report that was originally generated during regular payroll processing.

Table 62 below summarizes the reports that can be reprinted, the payroll process that originally generated each, and the process used to reprint it.

<table>
<thead>
<tr>
<th>Payroll Report</th>
<th>Originally Generated by...</th>
<th>To Reprint, Use...</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Detail Register</td>
<td>Payroll Calculation–Register (CALC)</td>
<td>Reprint Payroll Detl Register (RPLYR)</td>
<td>“Payroll Detail Register” below</td>
</tr>
<tr>
<td>Payroll Exception</td>
<td>Payroll Calculation–Register (CALC)</td>
<td>Payroll Period Exceptions (PYPE)</td>
<td>“Payroll Exception Report” on page 421</td>
</tr>
<tr>
<td>Payroll Check Register</td>
<td>Accept Paychecks and Advices (APAD)</td>
<td>Payroll Check Register (PCKR)</td>
<td>“Payroll Check Register” on page 423</td>
</tr>
<tr>
<td>Payroll Advice Register</td>
<td>Accept Paychecks and Advices (APAD)</td>
<td>Payroll Advice Register (PAVR)</td>
<td>“Payroll Advice Register” on page 428</td>
</tr>
</tbody>
</table>
Payroll Detail Register

Using the Reprint Payroll Detl Register Reprint (RPYR) process, you can reprint all or part of the Payroll Detail Register for a particular payroll. This register, which is generated automatically during payroll processing by the Payroll Calculation–Register (CALC) process, contains detailed information about each employee’s gross income, deductions, and net pay.

For information about the specific contents of the register, see “Understanding the Payroll Detail Register” on page 246.

Understanding the RPYR Process

The RPYR process enables you to reprint the entire register for a payroll or only the portions pertaining to employees in particular primary campus locations, primary departments, or both.

Note: To reprint a register, whether full or partial, the payroll must have successfully completed the CALC process.

Figure 89: Example of the Reprint Payroll Detl Register Reprint (RPYR) Form
The file that is used as the source of data for the reprinted register varies according to whether the payroll that you want to report has completed the Employee History Update (EHUP) process.

- If the payroll has not completed the EHUP process, then the reprinted register contains data from the PAYPRDS file.
- If the payroll has completed the EHUP process, then the reprinted register contains data from the PAYTODAT file.

In addition to allowing you to limit the report to particular locations, departments, or both, the RPYR form also provides an Additional Selection Criteria field which you can use to further limit the records that are reported. Be aware, however, that the criteria that you enter must pertain to the file that is providing the data.

**Note:** When entering additional selection criteria, notice whether data from the PAYPRDS or PAYTODAT file is being used to reprint the register, and enter the appropriate criteria for that file.

Figure 90 below shows an Additional Selection Criteria form indicating that the register will be generated from data in the PAYTODAT file.

**Figure 90: Example of Additional Selection Criteria Form the File Being Used**
The report is arranged by location and department, with the employees then listed in alphabetical order by last name. When you finish from the form, you see the Sort/Break Definition form, where you can change the selection criteria to meet your needs.

Understanding the Differences between the Original and Reprinted Registers

The reprinted register can differ from the original that was generated by the CALC process if either of the following conditions occur:

- The payroll has completed the EHUP process
- An employee’s primary campus location has changed since the CALC process, which created the original register, was run for this payroll.

**Differences Caused by the EHUP Process.** If the payroll has completed the EHUP process, then the reprinted register is based on data from the PAYTODAT file, instead of the PAYPRDS file, which was used to generate the original register. Because the PAYTODAT file also contains information for manual checks, replacement checks, and check reversals, which was not available from the PAYPRDS file when the register was originally generated, that information is included on the reprinted register. Therefore, the data reported on the original and reprinted reports for payrolls that have completed the EHUP process will be different for the affected employees.

**Differences Caused by Location Change.** If an employee’s primary campus location has changed since this payroll completed the CALC process, then his pay information will be included under his new location on the reprinted register.

The difference occurs because an employee’s primary campus location is stored in the HRPER file, not the PAYPRDS or PAYTODAT files. Therefore, each time that the register is reprinted, the RPYR process retrieves the latest information as it exists on the HRPER file.
Reprinting a Full Register

To reprint an *entire* Payroll Detail Register, you must specify only the pay period ending date and the pay cycle for the payroll that you want to report. All employees in that payroll are included on the reprinted register.

When you finish from this form, Colleague displays the Sort/Break Definition form where you can verify the order in which the data is being sorted and make any changes necessary.

Reprinting a Partial Register

You can reprint a *partial* Payroll Detail Register by entering in the appropriate fields the primary campus locations, primary departments, or both that you want to use to limit the employees included on the reprinted register.

- **Primary Campus Locations.** If you enter location codes in this table, then only the employees at these locations are included in the reprinted register. (The location codes that you enter are validated against the LOCATIONS file in the Core System.) You can review an employee’s primary location on the Person’s Office Information (OFFI) form. If you leave this field blank, then the location is ignored when employees are selected for the register.

- **Primary Departments.** If you enter department codes in this table, then only the employees whose primary positions are in these departments are included in the reprinted register. (The department codes that you enter are validated against the DEPTS file in the Core System.) You can review an employee’s primary department, by accessing the Person’s Statuses Summary (STAS) form and detailing to the Person’s Status (PSTA) form. If you leave this field blank, then the primary department is ignored when employees are selected for the register.

You can further limit the employees reported by entering your own selection criteria on the Additional Selection Criteria form.

**Note:** Remember that the source of data for the reprinted register can be either the PAYPRDS or PAYTODAT file depending on whether the payroll has completed the EHUP process. Be sure to enter selection criteria that pertains to the file being used.

When you finish from this form, Colleague displays the Sort/Break Definition form where you can verify the order in which the data is being sorted and make any changes necessary.
Payroll Exception Report

Using the Payroll Period Exceptions (PYPE) process, you can reprint a full or partial Payroll Exception Report for any payroll that has completed the Payroll Calculation–Register (CALC) process. This report, which is generated automatically by the CALC process during payroll processing, lists the employees who met one of the exception conditions provided by Ellucian or any additional conditions added by your institution.

For detailed information about the exception conditions, see “Understanding the Payroll Exception Report” on page 249.

Figure 91: Example of PYPE: Reprinting a Partial Payroll Exception Report

The sections that follow explain how to reprint the full report for a payroll or to limit the reprinted report to specific data. Figure 91 illustrates how you might reprint an exception report for only those employees in particular departments at the Alexandria location. This reprinted report would be sorted by department; within each department, the employees would be listed in alphabetical order by last name.
Reprinting a Full Report

To use the PYPE process to reprint a full Payroll Exception Report, you must specify only the pay period ending date and the pay cycle for the payroll that you want to report. All employees with exception conditions in that payroll are included on the reprinted register.

In the “Sort by” field, you can choose to sort the report by the either the employee’s primary department or primary location.

**Note:** If you leave the Sort by field blank, then the report is sorted by the employee’s name.

Reprinting a Partial Report

To reprint a partial Payroll Exception Report for a payroll, you must specify the pay period ending date and pay cycle for the payroll that you want to report and your preference to sort the report by the employee’s primary department or primary location.

**Note:** If you leave the Sort by field blank, then the report is sorted by the employee’s name.

The rest of the fields on the form can be used to limit the data to be reprinted.

**Saved List Name.** If you have a saved list of record IDs from the PR.EXCEPTIONS file, enter its name in this field.

**Primary Departments.** To limit the report to only those employees within particular departments, enter the codes for those departments in this table. (These codes are validated against the DEPTS file in the Core System.) Only those employees whose primary positions are in these departments and who meet the other criteria entered on this form are then included on the report. You can review an employee’s primary department, by accessing the Person’s Statuses Summary (STAS) form and detailing to the Person’s Status (PSTA) form. If you leave this table blank, then the primary department is ignored when employees are selected for the register.
**Primary Campus Locations.** To limit the report to only those employees at particular locations, enter the locations codes in this table. (These codes are validated against the LOCATIONS file in the Core System.) You can review an employee’s primary location on the Person’s Office Information (OFFI) form. If you leave this table blank, then the location is ignored when employees are selected for the register.

**Employees.** To limit the report to certain employees, then enter their IDs in this table. (These IDs are validated against the EMPLOYEES file.) Only the employees who have these IDs and who meet the other criteria entered on this form are then included on the report.

**Additional Selection Criteria.** Indicate whether you want to enter additional selection criteria to limit the employees reported. When you finish from this form, the Additional Selection Criteria form is displayed where you can enter criteria for selecting records from the PR.EXCEPTIONS file.

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**Payroll Check Register**

The Payroll Check Register (PCKR) process enables you to reprint the Payroll Check Register. This register, which can be generated during payroll processing by the Accept Paychecks and Advices (APAD) process, lists the paychecks that have been issued within a date range for specific bank codes.

You can also use this process to generate a new Payroll Check Register that is either more comprehensive than the one originally generated for a single payroll or more restrictive depending on your needs. The PCKR form enables you to select the paychecks to be reported by specifying a date range and particular bank codes. It also provides Saved List Name and Additional Selection Criteria fields, allowing you further control of the contents of the register.

**Note:** To include paychecks from the current payroll in either a reprinted or a new Payroll Check Register, the APAD process must have completed successfully.
Understanding the Contents of the Register

The Payroll Check Register includes the following information for each paycheck:

- Paycheck number
- Paycheck date
- Pay period date and pay cycle of the payroll in which the paycheck was issued
- Employee ID and the name of the employee who was issued the paycheck (If the paycheck has the status Voided, then “VOID” prints instead of the employee ID, and the employee name is left blank.)
- Gross amount of pay
- Deductions amount
- Paycheck amount
- Number and amount of an advice, if any, associated with this paycheck. This situation occurs when an employee had a portion of his pay deposited directly into his bank account and then received a paycheck for the balance.

For each bank code included, the register provides a total count of the paychecks issued and subtotals for all amounts reported. Grand totals are provided on the last page.

The data is organized by bank code and then sorted by paycheck number; however, you can change these criteria to meet your needs by using the Sort/Definition form, which is displayed when you finish from the PCKR form.
Using the PCKR Process

You can generate this register at any time for any combination of criteria available on the form.

**Note:** If you leave all fields blank, then all paychecks that currently exist on the PR.CHECKS file are reported.

To Reprint a Payroll Check Register

Follow the steps below to reprint the entire Payroll Check Register for one particular payroll.

**Step 1.** Access the Payroll Check Register (PCKR) form.

**Step 2.** In both the Start and End Date fields, enter the date that the paychecks for the payroll were issued. Only the paychecks issued on this date are reported.

If you do not know the date that you need, use the Pay Cycle Pay Dates (PCPD) form to display the dates for this pay cycle.

**Step 3.** Finish from the form. Leave the Saved List Name field and the Bank Codes table blank. In the Additional Selection Criteria field, leave the default “No.”

**Step 4.** On the Sort/Break Definition form, verify the order in which the data is being sorted and make any changes necessary.

**Step 5.** Finish from the form to begin processing.
Figure 92 below shows an example in which the Payroll Check Register is being reprinted for the biweekly payroll ending on March 31, 2001. Paychecks issued for this payroll were dated April 4, 2001.

**Figure 92: Example of the PCKR Form: Reprinting a Payroll Check Register**

To Generate a New Payroll Check Register

You can generate a new Payroll Check Register—one that does not correspond exactly to an existing payroll—by entering any available combination of criteria that meets your needs.

Figure 93 on page 427 shows the criteria used to generate a Payroll Check Register for all of the paychecks that were issued in March 2001 on the Operating Account that your institution has at Nations Bank.

To generate a new Payroll Check Register, you would set up the PCKR form in a similar way depending on the criteria for the paychecks that you wanted to report.
Figure 93: Example of PCKR: Generating a New Payroll Check Register

[Diagram of PCKR interface with fields for Saved List Name, Start Date, End Date, Bank Codes, and Additional Selection Criteria.]
Payroll Advice Register

The Payroll Advice Register (PAVR) process enables you to reprint the Payroll Advice Register. This register, which can be generated during payroll processing by the Accept Paychecks and Advices (APAD) process, lists the advices that have been issued within a date range for specific bank codes.

You can also use this process to generate a new Payroll Advice Register that is either more comprehensive than the one originally generated for a single payroll or more restrictive depending on your needs. The PAVR form enables you to select the advices to be reported by specifying a date range and particular bank codes. It also provides Saved List Name and Additional Selection Criteria fields, allowing you further control of the contents of the register.

Understanding the Contents of the Register

Note: To include advices from the current payroll in either a reprinted or a new Payroll Advice Register, the APAD process must have completed successfully.

The Payroll Advice Register includes the following information for each paycheck:
- Advice number
- Advice date
- Pay period date and pay cycle of the payroll in which the advice was issued
- Employee ID and the name of the employee who was issued the advice (If the advice has the status Voided, then “VOID” prints instead of the employee ID, and the employee name is left blank.)
- Gross amount of pay
- Deductions amount
- Advice amount
- Number and amount of a paycheck, if any, associated with this advice. This situation occurs when an employee had only a portion of his pay deposited directly into his bank account and then received a paycheck for the balance.

For each bank code included, the register provides a total count of the advices issued and subtotals for all amounts reported. Grand totals are provided on the last page.
The data is organized by bank code and then sorted by advice number; however, you can change these criteria to meet your needs by using the Sort/Definition form, which is displayed when you finish from the PAVR form.

**Using the PAVR Process**

You can generate this register at any time for any combination of criteria available on the form.

**Note:** If you leave all fields blank, then *all advice* that currently exist on the PR.ADVICES file are reported.

**To reprint a Payroll Advice Register.** Follow the steps below to reprint the entire Payroll Advice Register for *one particular payroll*.

**Step 1.** Access the Payroll Advice Register (PAVR) form.

**Step 2.** In both the Start and End Date fields, enter the date that the advices for the payroll were issued. Only the advices issued on this date are reported.

If you do not know the date that you need, use the Pay Cycle Pay Dates (PCPD) form to display the dates for this pay cycle.

**Step 3.** Finish from the form. Leave the Saved List Name field and the Bank Codes table blank. In the Additional Selection Criteria field, leave the default “No.”

**Step 4.** On the Sort/Break Definition form, verify the order in which the data is being sorted and make any changes necessary.

**Step 5.** Finish from the form to begin processing.
Figure 94 shows an example in which the Payroll Advice Register is being reprinted for the biweekly payroll ending on March 31, 2001. Advices issued for this payroll were dated April 4, 2001.

**Figure 94: Example of the PAVR Form: Reprinting a Payroll Advice Register**

<table>
<thead>
<tr>
<th>Saved List Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>04/04/01</td>
</tr>
<tr>
<td>End Date</td>
<td>04/04/01</td>
</tr>
<tr>
<td>Bank Code</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Additional Selection Criteria</td>
<td>No</td>
</tr>
</tbody>
</table>

To generate a new Payroll Advice Register. You can generate a new Payroll Advice Register—one that does not correspond exactly to an existing payroll—by entering any available combination of criteria that meets your needs.

Figure 95 on page 431 shows the criteria used to generate a Payroll Advice Register for all of the advices that were issued in March 2001 on the Operating Account that your institution has at Nations Bank.
To generate a new Payroll Advice Register, you would set up the PAVR form in a similar way depending on the criteria for the advices that you wanted to report.

Figure 95: Example of PAVR: Generating a New Payroll Advice Register

![Example of PAVR: Generating a New Payroll Advice Register](image-url)
Re-Creating AR and GL Transactions

During payroll processing, the Payroll Summary Register–Post (PSRP) process creates the transactions for the current payroll that are posted to files in the Accounts Receivable (AR) and General Ledger (GL) modules. However, the PSRP process can be run only one time to create transactions. Therefore, if a problem occurred and you need to re-create the transactions, you must use the PR Repost GL & AR Transaction (RPTR) process instead.

(For information about the PSRP process, see “Step 19. Create Transactions for Posting to AR and GL” on page 282.

**Note:** Because re-creating transactions can result in double-postings, this process should be run only in rare circumstances, such as if the original transactions were not created correctly or a file became corrupted.

**Figure 96:** Example of the PR Repost GL & AR Transaction (RPTR) Form

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You can run this process only after the PSRP process has been run for the payroll for which you want to re-create transactions.

**Note:** Before using this process to re-create transactions, carefully examine the files in the Accounts Receivable and General Ledger modules and delete any original transactions that you are planning to re-create to avoid double-posting. See your system administrator for assistance.
To use this process, you must specify the pay period ending date and pay cycle of the payroll at the appropriate prompts and indicate which transactions you want to re-create. You can choose to re-create the transactions for posting to Accounts Receivable, General Ledger, or both.

When the RPTR process completes, it generates all of the Payroll Summary Registers.

Reversing Paychecks and Advices

Reversing a paycheck or advice prevents the funds represented on that paycheck or advice from being used by the employee: It prevents the paycheck from being cashed or the direct-deposit funds from being deposited.

Each paycheck or advice created in Colleague has a status of Outstanding, Reconciled, or Voided. Table 63 below explains each status as it pertains to a paycheck and an advice. When you reverse a paycheck or advice, its status on Colleague’s files changes from Outstanding to Voided.

Table 63: Explanation of the Statuses for Paychecks and Advices

<table>
<thead>
<tr>
<th>Status</th>
<th>For a Paycheck</th>
<th>For an Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>The paycheck has been issued but has not yet cleared the bank.</td>
<td>The advice has been issued but the funds have not yet been deposited into the employee’s account.</td>
</tr>
<tr>
<td>Reconciled</td>
<td>The paycheck has cleared the bank.</td>
<td>The bank has deposited the funds into the employee’s account.</td>
</tr>
<tr>
<td>Voided</td>
<td>Your institution has declared the paycheck to be non-negotiable.</td>
<td>Your institution has declared that the funds are not to be deposited.</td>
</tr>
</tbody>
</table>

Colleague provides the following processes for reversing paychecks and advices:

- Reverse Paychecks (RVCK). For information about this process, see “Reversing Paychecks” on page 435.
- Reverse Advices (RVAD). For information about this process, see “Reversing Advices” on page 443.

Note: You cannot use the RVCK and RVAD processes to reverse an arrears amount for a paycheck or advice for which the employee had no pay. For information on handling this situation, see “Reversing Arrears Amounts in Pay Periods When Employees Had No Pay” on page 450.
# Understanding the Files Used for Reversals

Table 64 provides an alphabetical list of the primary files used by the reversal processes and a description of how each is used.

Because these processes also update the pertinent general ledger and employee files with the reversed amounts, the same files used by the Payroll Summary Register–Post (PSRP) and Employee History Update (EHUP) processes are also used during the reversals; however, they are not included in the table below.

## Table 64: Files Used in Reversing Paychecks and Advices

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK.CODES</td>
<td>Provides the information associated with the bank code—such as the bank name, account number, and GL number—that displays on the Reverse Paychecks (RVCK) and the Reverse Advices (RVAD) forms. This information also prints on any associated reports.</td>
</tr>
<tr>
<td>PAYTODAT</td>
<td>Used and updated by the Reverse Paychecks (RVCK) and the Reverse Advices (RVAD) processes. Based on the criteria entered on the forms, these processes change the status of the employee’s Outstanding paycheck, advice, or both to Voided in that employee’s pay record.</td>
</tr>
<tr>
<td>PERLVDTL</td>
<td>Used and updated by both the Reverse Paychecks (RVCK) and the Reverse Advices (RVAD) processes to reverse any leave plan transactions associated with the paycheck and advice being reversed and that were defined with the accrual method Payroll Salaried or Payroll Hourly.</td>
</tr>
<tr>
<td>PR.ADVICES</td>
<td>Used and updated by both the Reverse Paychecks (RVCK) and the Reverse Advices (RVAD) processes. When an advice is being reversed by the RVAD process or when an advice is associated with a paycheck that is being reversed by the RVCK process, its status is changed from Outstanding to Voided and its status date is changed to the reversal date specified on the form being used for the reversal.</td>
</tr>
<tr>
<td>PR.CHECKS</td>
<td>Used and updated by both the Reverse Paychecks (RVCK) and the Reverse Advices (RVAD) processes. When a paycheck is being reversed by the RVAD process or when a paycheck is associated with an advice that is being reversed by the RVCK process, its status is changed from Outstanding to Voided, and its status date is changed to the reversal date specified on the form being used for the reversal.</td>
</tr>
<tr>
<td>PR.REV.ADVICES</td>
<td>Contains the ID of each reversed advice. Serves as a pointer file to the PR.ADVICES file, which speeds reports generated by the List/Purge Reversed Advices (PRAD) process. This file is updated by both the Reverse Paychecks (RVCK) and the Reverse Advices (RVAD) processes. Reversed advices must be purged from this file using the PRAD process before they can be purged from the PR.ADVICES file.</td>
</tr>
</tbody>
</table>
Reversing Paychecks and Advices

Table 64: Files Used in Reversing Paychecks and Advices (cont’d)

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR.REV.CHECKS</td>
<td>Contains only the ID of each reversed paycheck. Serves as a pointer file to the PR.CHECKS file, which speeds reports generated by the List/Purge Reversed Paychecks (PRPK) process. This file is updated by both the Reverse Paychecks (RVCK) and the Reverse Advices (RVAD) processes. Reversed paychecks must be purged from this file using the PRPK process before they can be purged from the PR.CHECKS file.</td>
</tr>
<tr>
<td>PR.TIME.HISTORY</td>
<td>Updated by both the Reverse Paychecks (RVCK) and the Reverse Advices (RVAD) processes for institutions. These processes create reversing entries for the appropriate paychecks and advices. The reversed entries are then included in seniority processing. For information about this file and seniority processing, see the Using Employee and Labor Relations manual.</td>
</tr>
<tr>
<td>WEB.PAY.ADVICES</td>
<td>Contains all paycheck and advice data that can be displayed on the WebAdvisor Pay Advice Online form. This data is stored for all employees, regardless of whether they chose to view their advices online. This data is only for paychecks and advices that are Outstanding or Reconciled. Updated by both the Reverse Paychecks (RVCK) and the Reverse Advices (RVAD) processes to delete data for the paychecks and advices being reversed. For information about this file and WebAdvisor PayAdvices Online, see the WebAdvisor for Colleague HR manual.</td>
</tr>
</tbody>
</table>

Reversing Paychecks

The Reverse Paychecks (RVCK) process enables you to reverse Outstanding paychecks and any associated advices issued in the current quarter. It does not matter whether the paycheck was generated during regular payroll processing or issued manually using the Manual Check Calculation (MNCK) form.

You cannot use this process to do the following:

- Reverse advices for those employees who have all of their pay deposited directly. Instead, you must use the Reverse Advices (RVAD) process, which is explained in “Reversing Advices” on page 443.
- Reverse an arrears amount from a pay period in which the employee had no pay. For information about handling this situation, see “Reversing Arrears Amounts in Pay Periods When Employees Had No Pay” on page 450.
The sections below provide an explanation of the criteria for using the RVCK process, an overview of how the process works, and information about how to use it. Information is also included on the List/Purge Reversed Paychecks (PRPK) process, which enables you to generate a report of all paychecks that have been reversed within a particular date range.

**Understanding the Criteria**

A paycheck must meet all of the criteria below in order to be reversed.

- **The paycheck must have a status of Outstanding.**
  
  A paycheck cannot be reversed if it has the status of either Reconciled, which indicates that the paycheck has already cleared the bank, or Voided, which indicates that your institution has already declared the paycheck to be non-negotiable.

- **The paycheck is not being replaced.**
  
  If this paycheck was lost or damaged and you intend to issue a replacement, then use the Manual Check Replacement (MCKR) process, which voids the original paycheck when it issues the replacement. For information about the MCKR process, see “Issuing Replacement Paychecks” on page 386.

- **The paycheck must have been issued in an open calendar year.**
  
  Reversing a paycheck in a closed calendar year could affect U.S. W-2 and Canadian T4 reporting.
Understanding the RVCK Process

The RVCK process enables you to reverse as many paychecks as necessary for the same payroll as long as they meet all of the criteria in “Understanding the Criteria” above. The process also reverses any advice associated with a paycheck; this situation applies to those employees who have a portion of their pay deposited directly into a bank account and who receive a paycheck for the balance.

Figure 97: Example of the Reverse Paychecks (RVCK) Form

You can use this process as often as necessary until you run the first step of quarterly processing, Copy EMPLOYES to EMPBKUP (QCEB), to close the current quarter.
Running the RVCK process does all of the following:

- Voids the selected paychecks and any associated advices.
- Reverses all pertinent general ledger entries.
- Reverses any remittances and seniority information associated with the original paycheck.
- Reverses any leave plan transactions associated with the paycheck that were defined with the accrual method Payroll Salaried or Payroll Hourly.
- Generates the Payroll Summary Registers, which show the reversed amounts.
- Creates reversing entries in the PR.TIME.HISTORY file and in the PERLVDTL file if associated leave plan transactions were reversed.
- Updates the employee history files.
- Updates the leave balance in the PERLEAVE file for employees whose associated leave plan transactions were reversed.
- Deletes the reversed paycheck from the WEB.PAY.ADVICES file.
- Deletes the pay period ending date of the reversed paycheck from the HRP.LAST.PERIOD.PAID field in the HRPER file.

For institutions using arrears processing, it also does the following for employees who received a paycheck:

- Reverses any prepayment amounts, repayment amounts, or arrears amounts associated with the original paycheck. Amounts are reversed in files in the Payroll module and those in the Accounts Receivable module in Colleague Student.
- Includes the summary and detail register for arrears-related amounts in the Payroll Summary Registers.

**Note:** For employees who did not receive pay, see “Reversing Arrears Amounts in Pay Periods When Employees Had No Pay” on page 450.

### Reversing Paychecks for a Previous Fiscal Year

If you reverse a paycheck from a previous fiscal year and if the business office has not already closed that fiscal year, then Colleague creates correcting journal entries in your general ledger.
If the previous fiscal year has been closed, then Colleague still creates journal entries. However, the Payroll Summary Register-Post (PSRP) process, which posts entries to the GL, will reject any postings for a closed fiscal year. In this situation, the business office must then manually make the adjusting journal entries in the General Ledger module.

**Note:** Be sure to notify your business office of any manual adjustments that must be made to your general ledger to accommodate reversals of paychecks issued in a fiscal year that is now closed.

### Using the RVCK Process to Reverse Paychecks

Although multiple users can run this process at the same time, Ellucian recommends that each user work with a different pay period to avoid conflicts.

On the RVCK form, you must specify the payroll containing the paychecks to be reversed by entering the pay period ending date and the pay cycle at the LookUp prompts. You then see the name of the bank that has this payroll account, the account number, and the associated GL number displayed in the header of the form.

The remaining fields are explained below.

**Reversal Date.** Enter the date when these paychecks are to be reversed. The default is today’s date. The RVCK process records this date as the status date in the PR.CHECKS and PAYTODAT files. If an advice is associated with a reversed paycheck, then this date is also recorded in the PR.ADVICES file.

**Saved List Name.** If you have a saved list of the paychecks to be reversed, enter its name in this field. Your saved list must contain the record IDs from the PR.CHECKS file. If you enter a saved list name in this field, then you cannot also enter individual paycheck numbers in the Paycheck Number table.

**Paycheck Number.** Enter any individual paycheck numbers to be reversed. If you enter paycheck numbers in this table, then you cannot also specify a saved list name or enter additional selection criteria. Each paycheck number that you enter must have an Outstanding status. When the process confirms the paycheck’s status, then the name of the employee to whom it was issued and the paycheck amount are displayed.
**Additional Selection Criteria.** Indicate whether you want to enter additional selection criteria to limit the paychecks to be reversed. You can enter “Yes” only if you did not enter individual paycheck numbers in the Paycheck Number table. When you finish from this form, the Additional Selection Criteria form is displayed where you can enter criteria for selecting paychecks from the PR.CHECKS file.

**Note:** If you leave the Saved List Name and Paycheck Number fields blank and if you do not enter additional selection criteria, then all Outstanding paychecks and any associated advices are reversed for the payroll that you specified.

### Generating a Report of Reversed Paychecks

Although the RVCK process generates Payroll Summary Registers for the paychecks that it reverses, you can also use the following processes to generate a report of all paychecks that have been reversed within a particular date range.

- **Paycheck Status Report (PCSR),** which generates the Paycheck Status Report from the PR.CHECKS file. This process enables you to specify any combination of paycheck statuses. For information, see “Generating the Paycheck Status Report” on page 525.

- **Reconciled Paychks Purge Rpt (RPCR),** which generates the report Paychecks Available for Purging from the PR.CHECKS file. This report includes only those paychecks with the status Reconciled or Voided. For information, see “Reporting the Paychecks Available for Purging” on page 625.

- **List/Purge Reversed Paychecks (PRPK),** which generates the List of Reversed Paychecks from both the PR.REV.CHECKS and the PR.CHECKS files. This report includes only paychecks with the status Voided. Information for generating this report is included in this section.

All of these reports contain the following information for each bank code:

- Paycheck number and date.
- Name of the employee who was issued the paycheck.
- Amount of the paycheck.
- For any associated advices, the advice number and status, and the amount that was deposited.
- Total dollar amounts for the reported paychecks and advices.
- The number of paychecks and advices reported.
The report generated by the PRPK process, however, has these advantages:

- It contains two additional pieces of information:
  - Reversal date
  - Pay period ending date and pay cycle in which the paycheck was issued
- It can be generated more quickly.

Unlike the PCSR and RPCR processes, which look through the entire PR.CHECKS file to find the paychecks to be reported and then assemble their data, the PRPK process first selects the IDs of the paychecks to be reported from the smaller PR.REV.CHECKS file and then goes directly to the corresponding records in the PR.CHECKS file for the specific data.

The PRPK process also enables you to purge reversed paychecks from the PR.REV.CHECKS file.

**Note:** If you purge the IDs from PR.REV.CHECKS file, then you cannot longer generate a report for those paychecks using the PRPK process. However, as long as the paycheck data exists in the PR.CHECKS file, you can use either the PCSR or the RPCR process to generate a report.

The pertinent fields for generating the report using the PRPK process are explained below. For information about using this process to purge reversed paychecks, see “Purging Reversed Paychecks” on page 601.

**Figure 98: Example of the List/Purge Reversed Paychecks (PRPK) Form**
When you access the PRPK form, the criteria that was last used to generate this report defaults into the fields; however, you can change it as necessary to meet your current needs.

**Report, Purge, or Both.** To generate the report, enter R. The process then produces the report only; it does not purge records.

**Purge Date Range.** You must specify a date range in the Purge Date Range field. (Despite the name, of this field, no records are purged if you entered “R” in the Report, Purge, or Both field.) This date range is used to select the records that are reported based on the date that the paycheck was reversed. This date was entered on the RVCK form in the Reversal Date field.

- **Start Date.** Enter the earliest date for selecting the reversed paychecks to report. Any paycheck that was reversed on a date earlier than the date in this field is not selected. The date that you enter must be earlier than the date entered in the End Date field. If you leave this field blank, then it defaults to the beginning date of the prior fiscal year.

- **End Date.** Enter the latest date for selecting the reversed paychecks to report. Any paycheck that was reversed on a date later than the date in this field is not selected. This date must be later than the date entered in the Start Date field. If you leave this field blank, then it defaults to today’s date.

**Bank Codes to Purge.** If you want to limit the reversed paychecks reported to those associated with particular bank codes, then enter those bank codes in this table. (Despite the name of this field, no records are purged if you entered “R” in the Report, Purge, or Both field.) If you leave this table blank, then all reversed paychecks within the date range specified are reported, regardless of their associated bank code.

**Saved List Name and Additional Selection Criteria.** You can use these fields to further limit the reversed paychecks that are reported. Any saved list name that you enter must contain record IDs for the PR.REV.CHECKS file, which are composed of the bank code and paycheck number.

The report generated by the criteria entered on the PRPK form in Figure 98 on page 441 would include all reversed paychecks with a reversal date of March 1 through April 5, 2001, that are associated with bank code 01.
Reversing Advices

The Reverse Advices (RVAD) process enables you to reverse Outstanding advices issued in the current quarter along with any paychecks associated with those advices.

You cannot use this process to do the following:

- Reverse paychecks that do not have associated direct-deposit amounts; these paychecks are issued to employees who do not participate in your direct deposit program and who receive a paycheck for all of their pay. Instead, you must use the Reverse Paychecks (RVCK) process, which is explained in “Reversing Paychecks” on page 435.
- Reverse an arrears amount from a pay period in which the employee had no pay. For information about handling this situation, see “Reversing Arrears Amounts in Pay Periods When Employees Had No Pay” on page 450.

The sections below provide an explanation of the criteria for using the RVAD process, an overview of how the process works, and information about how to use it. Information is also included on the List/Purge Reversed Advices (PRAD) process, which enables you to generate a report of all advices that have been reversed within a particular date range.

Understanding the Criteria

An advice must meet both of the conditions below in order to be reversed.

- **The advice must have a status of Outstanding.**
  
  An advice cannot be reversed if it has the status of either Reconciled, which indicates that the bank has deposited the funds into the employee’s account, or Voided, which indicates that your institution has declared that the funds are not to be deposited.

- **The advice must have been issued in an open calendar year.**
  
  Reversing a paycheck in a closed calendar year could affect U.S. W-2 and Canadian T4 reporting.
Understanding the RVAD Process

The RVAD process enables you to reverse as many advices as necessary for the same payroll as long as they meet both of the conditions presented in “Understanding the Criteria” above. The process also reverses any paychecks associated with these advices; this situation applies to those employees who have a portion of their pay deposited directly into a bank account and who receive a paycheck for the balance.

Figure 99: Example of the Reverse Advices (RVAD) Form

You can use this process as often as necessary until you run the first step of quarterly processing, Copy EMPLOYES to EMPBKUP (QCEB), to close the current quarter.
Running this RVAD process does all of the following:

- Voids the selected advices and any associated paychecks.
- Reverses all pertinent general ledger entries.
- Reverses any leave plan transactions associated with the advice that were defined with the accrual method Payroll Salaried or Payroll Hourly.
- Generates the Payroll Summary Registers, which show the reversed amounts.
- Creates reversing entries in the PR.TIME.HISTORY file and in the PERLVDTL file if associated leave plan transactions were reversed.
- Updates the employee history files.
- Updates the leave balance in the PERLVDTL file for employees whose associated leave plan transactions were reversed.
- Deletes the reversed advice from the WEB.PAY.Advices file.
- Deletes the pay period ending date of the reversed advice from the HRP.LAST.PERIOD.PAID field in the HRPER file.

For institutions using arrears processing, it also does the following for employees who received pay:

- Reverses any prepayment amounts, repayment amounts, or arrears amounts associated with the original advice. Amounts are reversed in files in the Payroll module as well as those in the Accounts Receivable module in Colleague Student.
- Includes the summary and detail register for arrears-related amounts in the Payroll Summary Registers.

**Note:** For employees who did not receive pay, see "Reversing Arrears Amounts in Pay Periods When Employees Had No Pay" on page 450.

### Reversing Advices for a Previous Fiscal Year

If you reverse an advice from a previous fiscal year and if the business office has not already closed that fiscal year, then Colleague creates correcting journal entries in your general ledger.
If the previous fiscal year has been closed, then Colleague still creates journal entries. However, the Payroll Summary Register-Post (PSRP) process, which posts entries to the GL, will reject any postings for a closed fiscal year. In this situation, the business office must then manually make the adjusting journal entries in the General Ledger module.

**Note:** Be sure to notify your business office of any manual adjustments that must be made to your general ledger to accommodate reversals of advices issued in a fiscal year that is now closed.

### Using the RVAD Process to Reverse Advices

Although multiple users can run this process at the same time, Ellucian recommends that each user work with a different pay period to avoid conflicts.

On the RV AD form, you must specify the payroll containing the advices to be reversed by entering the pay period ending date and the pay cycle at the LookUp prompts. You then see the name of the bank that has this payroll account, the account number, and the associated GL number displayed in the header of the form.

The remaining fields are explained below.

**Reversal Date.** Enter the date when these advices are to be reversed. The default is today’s date. The RVAD process records this date as the status date in the PR.ADVICES and PAYTODAT files. If a paycheck is associated with a reversed advice, then this date is also recorded in the PR.CHECKS file.

**Saved List Name.** If you have a saved list of the advices to be reversed, enter its name in this field. Your saved list must contain the record IDs from the PR.ADVICES file. If you enter a saved list name in this field, then you cannot also enter individual advice numbers in the Advice Number table.

**Advice Number.** Enter any individual advice numbers to be reversed. If you enter advice numbers in this table, then you cannot also specify a saved list name or enter additional selection criteria. Each advice number that you enter must have an Outstanding status. When the process confirms the advice’s status, then the name of the employee to whom it was issued and the amount is displayed.

**Additional Selection Criteria.** Indicate whether you want to enter additional selection criteria to limit the advices to be reversed. You can enter “Yes” only if you did not enter individual advice numbers in the Advice Number table.
When you finish from this form, the Additional Selection Criteria form is displayed where you can enter criteria for selecting advices from the PR.ADVICES file.

**Note:** If you leave the Saved List Name and Advice Number fields blank and if you do not enter additional selection criteria, then all Outstanding advices and any associated paychecks are reversed for the payroll that you specified.

### Generating a Report of Reversed Advices

Although the RVAD process generates Payroll Summary Registers for the advices that it reverses, you can also use the following processes to generate a report of all paychecks that have been reversed within a particular date range.

- **Advice Status Report (AVSR),** which generates the Advice Status Report from the PR.ADVICES file. This process enables you to specify any combination of advice statuses. For information, see “Generating the Advice Status Report” on page 545.

- **Reconciled Advices Purge Rpt (ARCR),** which generates the report Paychecks Available for Purging from the PR.ADVICES file. This report includes only those advices with the status Reconciled or Voided. For information, see “Reporting the Advices Available for Purging” on page 636.

- **List/Purge Reversed Advices (PRAD),** which generates the List of Reversed Advices from both the PR.REV.ADVICES and the PR.ADVICES files. This report includes only advices with the status Voided. Information for generating this report is included in this section.

All of these reports contain the following information for each bank code:

- Advice number and date
- Name of the employee who was issued the advice
- Amount of the advice
- For any associated paychecks, the paycheck number, status, and amount
- Total dollar amounts for the reported advices and paychecks
- The number of advices and paychecks reported

The report generated by the PRAD process, however, has these advantages:

- It contains two additional pieces of information:
  - Reversal date
  - Pay period ending date and pay cycle in which the advice was issued
It can be generated more quickly.

Unlike the AVSR and ARCR processes, which look through the entire PR.ADVICES file to find the advices to be reported and then assemble their data, the PRAD process first selects the IDs of the advices to be reported from the smaller PR.REV.ADVICES file and then goes directly to the corresponding records in the PR.ADVICES file for the specific data.

The PRAD process also enables you to purge reversed advices from the PR.REV.ADVICES file.

**Note:** If you purge the IDs from PR.REV.ADVICES file, then you can no longer generate a report for those advices using the PRAD process. However, as long as the advice data exists in the PR.ADVICES file, you can use either the AVSR or the ARCR process to generate a report.

The pertinent fields for generating the report using the PRAD process are explained below. For information about using this process to purge reversed advices, see “Purging Reversed Advices” on page 609.

**Figure 100:** Example of the List/Purge Reversed Advices (PRAD) Form

When you access the PRAD form, the criteria that was last used to generate this report defaults into the fields; however, you can change it as necessary to meet your current needs.
Report, Purge, or Both. To generate the report, enter R. The process then produces the report only; it does not purge records.

Purge Date Range. You must specify a date range in the Purge Date Range field. (Despite the name of this field, no records are purged if you entered “R” in the Report, Purge, or Both field.) This date range is used to select the records that are reported based on the date that the advice was reversed. This date was entered on the RVAD form in the Reversal Date field.

- Start Date. Enter the earliest date for selecting the reversed advices to report. Any advice that was reversed on a date earlier than the date in this field is not selected. The date that you enter must be earlier than the date entered in the End Date field. If you leave this field blank, then it defaults to the beginning date of the prior fiscal year.

- End Date. Enter the latest date for selecting the reversed advices to report. Any advice that was reversed on a date later than the date in this field is not selected. This date must be later than the date entered in the Start Date field. If you leave this field blank, then it defaults to today’s date.

Bank Codes to Purge. If you want to limit the reversed advices reported to those associated with particular bank codes, then enter those bank codes in this table. (Despite the name of this field, no records are purged if you entered “R” in the Report, Purge, or Both field.) If you leave this table blank, then all reversed advices within the date range specified are reported, regardless of their associated bank code.

Saved List Name and Additional Selection Criteria. You can use these fields to further limit the reversed advices that are reported. Any saved list name that you enter must contain record IDs for the PR.REV.ADVICES file, which are composed of the bank code and advice number.

The report generated by the criteria entered on the PRAD form in Figure 100 on page 448 would include all reversed advices with a reversal date of March 1 through April 5, 2001, that are associated with bank code 01.
Reversing Arrears Amounts in Pay Periods When Employees Had No Pay

Because Colleague does not assign a paycheck or advice number when an employee has no pay, the RVCK and RVAD processes cannot be used to reverse the employee’s arrears amounts that were processed in that pay period.

To reverse these amounts, you must do the following:

- Notify your business office to manually reverse the invoice amount for the employee’s benefit/deduction. This amount is in the Accounts Receivable module of Colleague Student.

- For arrears amounts that pertain to taxable benefits/deductions, you must make quarter-to-date and year-to-date adjustments to the employee’s benefit/deduction amount. To do so, use the Employee Payroll Adjustments (EPAJ) form and access its detail form Employee Tax Adjustment (EMTA). For information about the EMTA form, see “Adjusting the To-Date Tax Amounts” on page 490.
Processing Retroactive Pay

Employees are paid retroactively through stipends, which are issued during the next payroll that is processed. Stipends are created in a step separate from the work file creation step, as shown in Table 65 on page 452.

For each employee that you want to pay retroactively, you must create a new PERPOSWG record using the Person’s Wage/Salary (PWAG) form with a start date equal to the date that you want the raise to be effective. For more information about creating a PERPOSWG record, see the Using Human Resources manual.

**Note:** Terminated employees are omitted from retroactive pay processing. If a terminated employee is eligible for retroactive pay, you must issue a manual paycheck. (For information, see “Issuing Manual Paychecks” on page 361.

To determine retroactive pay, Colleague uses a batch process to calculate each selected employee’s earnings for a date range at the new rate, compares it to the amount actually earned during that same period, and stores the difference in the RETROPAY.WORK file. Each set of records created by a run of the batch process is identified by a unique, sequential identification number, RETRO.PAY.ID.

After you have calculated retroactive pay, you can view or change the work records just created. You also can generate a report showing any retroactive pay calculation records that are still on file. After you have created the retroactive pay stipends, you should purge all retroactive pay calculation records for which you do not want to create stipends.
Retroactive Pay Processing Steps at a Glance

Follow the steps outlined in Table 65 below to process retroactive pay for your institution’s employees.

Table 65: Steps in Retroactive Pay Processing

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
<th>Mnemonic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Define retroactive pay processing default values</td>
<td>RPDF</td>
</tr>
<tr>
<td>2.</td>
<td>Calculate retroactive pay and create RETROPAY.WORK records</td>
<td>RPCA</td>
</tr>
<tr>
<td>3.</td>
<td>Review retroactive pay calculations</td>
<td>RPVM, RPDT</td>
</tr>
<tr>
<td>4.</td>
<td>Create a retroactive pay report</td>
<td>PRPW</td>
</tr>
<tr>
<td>5.</td>
<td>Create retroactive pay stipends or clear work file records without creating stipends</td>
<td>RPPR, RPCL</td>
</tr>
<tr>
<td>6.</td>
<td>Purge the retroactive pay work file of records for which stipends have been created</td>
<td>RPPU</td>
</tr>
</tbody>
</table>

**Note:** If your employees have received more than one pay increase that is retroactive, you must process them separately to ensure that each increase is calculated correctly and applied in the right order.
Step 1. Define Retroactive Pay Processing Default Values

Use the Define Retro Pay Defaults (RPDF) form to assign default values to all records created by the batch calculate retroactive pay process. Only the Earnings Type, Reason, and Description are required. If you do not enter funding source and GL information, the distribution information will be derived from the current PERPOSWG record.

**Figure 101: Example of the Define Retro Pay Defaults (RPDF) Form**

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>GL Number</th>
<th>Description</th>
<th>Project Number</th>
<th>Item</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 AGBU</td>
<td>11-00-02-61-26631-52910</td>
<td>Agriculture Bus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 BIDL</td>
<td>11-01-04-69-16592-51000</td>
<td>Biology: Facult</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 AGBU</td>
<td>11-00-02-61-26631-51000</td>
<td>Agriculture Bus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 AGBU</td>
<td>11-00-02-61-26631-52910</td>
<td>Agriculture Bus</td>
<td>STPD 939</td>
<td>PC</td>
<td>45.00</td>
</tr>
<tr>
<td>5 AGBU</td>
<td>11-00-02-61-26631-52910</td>
<td>Agriculture Bus</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Standard Funding Total: 55.00
Project Funding Total: 45.00
Default Funding Total: 130.00
Step 2. Calculate Retroactive Pay

Colleague uses a batch process to calculate retroactive pay for all selected employees during a given time period. Use the Calculate Retro Pay Work File (RPCA) form to create the RETROPAY.WORK records from which you can create stipends to pay employees retroactively.

Figure 102: Example of the Calculate Retro Pay Work File (RPCA) Form

An error report is generated if any errors are detected during processing.
Step 3. Review Retroactive Pay Calculations

Once you have created retroactive pay work records, you can review them before creating stipends. Use the Review Retro Pay Work File (RPVM) form to view records in the RETROPAY.WORK file.

**Figure 103:** Example of the Review Retro Pay Work File (RPVM) Form

You cannot view the records associated with multiple Retroactive Pay Control IDs simultaneously.

**Note:** You must verify that the retroactive pay period amount for each retroactive pay period is correct for salaried employees with project time and make manual adjustments if necessary.
You can detail on any record in the selected batch to view or change it using the Retroactive Pay Detail (RPDT) form.

**Figure 104: Example of the Retroactive Pay Detail (RPDT) Form**

Note: Use extreme caution before making changes to the retroactive period pay or total retroactive pay values. Changes to the distribution percentages cause Colleague to recalculate the totals within the employee’s record.

Note: You must verify that the retroactive pay period amount for each retroactive pay period is correct for salaried employees with project time and make manual adjustments if necessary.
Step 4. Create a Retroactive Pay Report

Before creating stipends from the retroactive pay work files, you can print a report for your records. The report also offers you one more opportunity to review the retroactive pay calculations before creating stipends. No changes are made to payroll files until stipends are created.

Use the Print Retro Pay Work File (PRPW) form to generate reports summarizing the retroactive pay calculated for a specified batch control file. Each run of the batch calculate retroactive pay process is assigned a sequential control number that you can use to identify the records you want to select.

Figure 105: Example of the Print Retro Pay Work File (PRPW) Form

The report lists by Person ID the current pay, prior pay, and calculated retroactive pay for each applicable pay period. It also displays the total retroactive pay and funding source/GL distribution information. Note that this report only displays retroactive pay work records that have not purged after being used to generate stipends.
Step 5. Create Retroactive Pay Stipends

In the previous steps, you created and reviewed retroactive pay work records in the RETROPAY.WORK file. None of the processes in steps one through four affected payroll. Once you are confident that the data in the relevant work records are correct, you can use the Process Retro Pay Stipends (RPPR) form to create retroactive pay stipends.

Figure 106: Example of the Process Retro Pay Stipends (RPPR) Form

After generating the stipend records, you should use the Purge Retro Pay Work File (RPPU) process to clear the data from the work file to save data storage space. The information will still be associated with the stipend record in summary form. For more information about the RPPU process, see “Step 6. Purge the Retroactive Pay Work File” beginning on page 460.

When payroll is next run, employees will be paid these stipends and their PAYTODAT records will be updated to reflect the retroactive earnings.
If you decide that you do not want to create stipends from a batch of records in the RETROPAY.WORK file, use the Clear Retro Pay Work File (RPCL) form to delete all retroactive pay work records with the specified Retroactive Pay Control ID without creating stipends from them.

Figure 107: Example of the Clear Retro Pay Work File (RPCL) Form

This process enables you to delete retroactive pay calculation records without actually creating stipends for them. You can do this if a calculation was run with incorrect dates or other information. If you delete these work records now, the retroactive pay calculations batch will not affect payroll in any way.
Step 6. Purge the Retroactive Pay Work File

When you create stipends, the information in the RETROPAY.WORK files is summarized in the new STIPEND records and becomes redundant. To conserve data storage space, you can purge the retroactive pay work file of records for which stipends have been created using the Purge Retro Pay Work File (RPPU) form.

**Figure 108: Example of the Purge Retro Pay Work File (RPPU) Form**

<table>
<thead>
<tr>
<th>RPPU - Purge Retro Pay Work File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retroactive Pay Control ID: 000017</td>
</tr>
<tr>
<td>Pay Cycle.....: BW Bi-Weekly Pay Cycle</td>
</tr>
<tr>
<td>Description....:</td>
</tr>
<tr>
<td>Purge all retroactive pay work file records for this batch for which stipends have been created</td>
</tr>
</tbody>
</table>

**Note:** It might be best to wait a period of time after the next payroll (when employees receive their retroactive pay stipend checks) before purging data from the work file. This gives you the opportunity to answer any questions employees paid retroactively might have while the detailed work file data is still available.
Voiding Unissued Paychecks

The Void Unissued Paychecks (VCKR) process enables you to void a range of paycheck numbers that have not yet been issued. Typically, this situation occurs whenever a series of blank paychecks have been damaged in some way—perhaps coffee was spilled on them or they were accidentally shredded.

This process pertains only to paychecks that have not been issued. To void a paycheck that has already been issued to an employee, you must use one of the following processes, depending on your situation.

- If you are not replacing the issued paycheck, then use the Reverse Paychecks (RVCK) process. For information about this process, see “Reversing Paychecks” on page 435.

- If you intend to issue a replacement paycheck, then use the Manual Check Replacement (MCKR) process, which automatically voids the original paycheck when you issue the replacement. For information about this process, see “Issuing Replacement Paychecks” on page 386.

Understanding the VCKR Process

The VCKR process reverses paychecks based on a pay cycle. When you access this form, the header displays the last paycheck number that was used. You can then void any number of unissued paychecks that you need to, beginning with the next available paycheck number.

**Note:** The first paycheck number that you void must be the next available paycheck number for this pay cycle. To void a range of unissued paychecks that begin with a higher number, see “Voiding a Range of Higher Paycheck Numbers” on page 463.

Running this process does all of the following:

- Changes the status of the paychecks in this range to Voided.
- Changes the status date for these paychecks to the date that you specify on the form.
- Records the number of the last paycheck that it voids in the BANK.CODES file. You can verify this number on the Bank Code Definition (BANK) form in the field Last Payroll Check Number.
- Generates the Voided Paycheck Register, which lists the number of each voided paycheck and the date that it was voided. It also includes the bank code for the account pertaining to the voided paychecks and a count of the paychecks that were voided.
If an error occurs during the process, such as a paycheck number in the range to be voided has already been issued, then no paychecks are voided and an error report is generated.

**Figure 109: Example of the Void Unissued Paychecks (VCKR) Form**

Using the VCKR Process

When you enter a pay cycle at the LookUp prompt, the following information defaults into the VCKR form:

- The bank code that is used to issue paychecks for this pay cycle
- The last paycheck number that was issued for this pay cycle
- The date that will be recorded as the date these paychecks were voided. The default is today’s date.
- The first paycheck number that is available to be voided. This number should always be one higher than the number displayed in the header as the last paycheck number used. You cannot change this number. (To void a range of higher paycheck numbers, see “Voiding a Range of Higher Paycheck Numbers” on page 463.)

To void paychecks, you need to verify that these defaults are acceptable and enter the last paycheck number that you want to void.

When you finish from the form, Colleague displays a message similar to the one in Figure 110 below which provides a count of the number of paychecks to be voided and gives you the opportunity to confirm or cancel the process.
Voiding a Range of Higher Paycheck Numbers

Occasionally, you might need to void a range of unissued paychecks that begin with a number that is higher than the next available paycheck number displayed in the First Paycheck Number to Void field. To do so, you must use the Bank Code Definition (BANK) form to adjust the paycheck number in the Last Payroll Check Number field and then reset that number after you have voided the paychecks.

If this situation occurs, follow the steps below.

**Step 1.** Access the Bank Code Definition (BANK) form.

**Step 2.** Write down the paycheck number currently in the Last Payroll Check Number field.

After you void the unissued paychecks, you will need this number to return the field to its original condition.

**Step 3.** In the Last Payroll Check Number field, enter the paycheck number that immediately precedes the first paycheck number that you want to void.

**Step 4.** Finish from the BANK form to save your change.

**Step 5.** Access the Void Unissued Paychecks (VCKR) form.
Step 6. In the First Paycheck Number to Void field, is the first number in the range of unissued paychecks that you want to void correct?

Yes. If this number is correct, continue with the next step.

No. If this number is not correct, cancel out of the VCKR form and return to Step 1.

Step 7. In the Last Paycheck Number to Void field, enter the last paycheck number in the range that you want to void.

Step 8. Finish from the VCKR form to begin the process.

Step 9. At the prompt, indicate whether the count of paychecks to be voided is correct.

Yes. Enter Yes to begin the process of voiding the paychecks.

No. Enter No if you want to be returned to the VCKR form.

Step 10. Review the Voided Paycheck Register that is generated.

Step 11. Access the BANK form.

Step 12. In the Last Payroll Check Number field, enter the paycheck number that was originally in this field.

This is the number that you wrote down in Step 2.

Step 13. Finish from the BANK form to save your change.
Using Payroll
Payroll Adjustments
One-Time Adjustments to the Current Payroll

In This Chapter

One-time adjustments can be made to any of the following information for one or more employees in the pay period.

Table 66 lists the topics covered in this chapter.

Table 66: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage Adjustments</td>
<td>470</td>
</tr>
<tr>
<td>Benefit/Deduction Adjustments</td>
<td>473</td>
</tr>
<tr>
<td>Arrears Adjustments</td>
<td>475</td>
</tr>
<tr>
<td>Tax Adjustments</td>
<td>478</td>
</tr>
<tr>
<td>Direct Deposit Adjustments</td>
<td>480</td>
</tr>
<tr>
<td>Leave Accrual Adjustments</td>
<td>481</td>
</tr>
</tbody>
</table>

Any adjustment that you make by using a process that is explained in this chapter is a one-time adjustment that affects only the payroll that is currently being processed. The employee’s default information is not affected by these changes.

Making Payroll Adjustments

Except for the Pay Period Arrears Adjustment (PPAA) form, which does not allow you to remove or add a pay period line item, each of the payroll adjustment forms enables you to do the following:

- Modify specific fields on any pay period line item.
- Remove a pay period line item.
- Add pay period line items, but only if the employee is eligible for that item for the current pay period.
- Remove an employee from the pay period.
All of these adjustments affect only the payroll currently being processed. One of the most common reasons for making these adjustments is to handle situations in which an employee worked only part of the current pay period. This situation affects new employees who began working in the middle of the pay period, employees who took leave without pay for a portion of the pay period, or employees who were terminated in the middle of the pay period and did not receive a final paycheck on their last day. All of these situations require adjustments to most of the pay period items on the adjustment forms.

**Modifying a Specific Field on Any Pay Period Line Item**

The most common type of modification you will make during payroll preparation is to change a few of the default values on a pay period line item. For example, you might make a one-time change in the number of exemptions a person claims or the amount of a benefit/deduction. You might also make an adjustment to a pay period wage line item by adjusting the pay rate. These adjustments require you to simply modify one or two of the data elements in an existing pay period line item. For example, to change the number of hours a person worked during a pay period, you would use the Pay Period Gross Summary (PPGS) form.

The discussion of each adjustment form includes which fields you can modify during the payroll preparation process.

**Removing a Pay Period Line Item**

For all adjustment forms except the Pay Period Arrears Adjustment (PPAA) form, you can modify an employee’s pay period items for a specific payroll by completely removing a pay period line item from the appropriate adjustment form. For example, you can remove a benefit/deduction, a specific tax, or a pay period wage item. To remove a pay period line item, select the line item that you want to remove, and delete it.

**Adding a Pay Period Line Item**

For all adjustment forms except the PPAA form, you can add a pay period line item to a specific payroll; however, with the exception of adding back a pay period line item that you accidently deleted, you are limited in the kind of new pay period line items that you can add for a specific pay period.
You can add a line item only if the employee is eligible for that item for the current pay period and if that line item is not already displayed on the particular pay period adjustment form. For example, an employee can be eligible for the 403(b) retirement plan, but that deduction for that benefit is not usually withheld during the current pay period. If, however, the employee wants the deduction withheld, you can add the benefit/deduction code to the list displayed on the Pay Period Ben/Ded Adjustment (PPBA) form. Colleague then takes the deduction for this pay period only; the employee’s default information is not affected.

Removing an Employee from a Payroll

At times, you might need to remove an employee from the current payroll. For example, if you created a manual paycheck for an employee for the pay period being processed before that employee went on vacation, you would not want to generate a paycheck for that employee during this payroll. To remove an employee from the current payroll, follow these steps:
1. Access the Pay Period Gross Summary (PPGS) form.
2. Enter that employee’s ID at the Employee LookUp prompt.
3. Delete the record that is displayed.

This action removes that employee’s record from the PAYPRDS workfile and, therefore, the remainder of the payroll process. The employee’s permanent record is not affected in any way.

Adding a Deleted Employee Back into the Payroll

If you accidentally remove the wrong employee from the current payroll, you can use the PPGS form to add that employee’s record back to the PAYPRDS file, and thus to the payroll process, by simply entering that employee’s ID at the Employee LookUp prompt. This action retrieves the employee’s complete payroll record, with all of the original default information intact. You can then use the adjustment forms listed in Table 67 to make any one-time adjustments needed.

Note that if you accidentally remove an employee after you made specific adjustments for the current payroll and then add that employee back into the payroll, you will lose those adjustments. In this situation, you must return to the adjustment form on which you originally made the adjustments and re-enter them.
Forms Used to Make One-Time Adjustments

Table 67 lists all of the forms on which you can make one-time adjustments.

<table>
<thead>
<tr>
<th>Adjustment Type</th>
<th>Corresponding Adjustment Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>Pay Period Gross Summary (PPGS) and its detail form Pay Period Gross Adjustments (PPGA)</td>
<td>page 470</td>
</tr>
<tr>
<td>Benefits/deductions</td>
<td>Pay Period Ben/Ded Adjustment (PPBA)</td>
<td>page 473</td>
</tr>
<tr>
<td>Arrears prepayment or repayment</td>
<td>Pay Period Arrears Adjustment (PPAA)</td>
<td>page 475</td>
</tr>
<tr>
<td>Taxes</td>
<td>Pay Period Tax Adjustment (PPTA)</td>
<td>page 478</td>
</tr>
<tr>
<td>Direct deposits</td>
<td>Pay Period Deposit Adjustment (PPDA)</td>
<td>page 480</td>
</tr>
<tr>
<td>Leave accrual</td>
<td>Pay Period Leave Adjustment (PPLA)</td>
<td>page 481</td>
</tr>
</tbody>
</table>

Wage Adjustments

You might adjust an employee’s pay period wage items for only one payroll for any of the following reasons:

- Entering overtime hours.
- Recording leave taken.
- Paying a bonus outside of a special bonus run.
- Paying a stipend.
- Adjusting for changes made to an employee’s employment status—such as changes to the position, funding source, or salary—that have not yet been recorded in the Human Resources module.

To make wage adjustments, use the Pay Period Gross Summary (PPGS) form and its detail form, Pay Period Gross Adjustments (PPGA), which are shown in Figure 111 on page 471.

With these forms, you can make adjustments to an employee’s pay period wage items in the payroll being processed. These adjustments affect only the payroll currently being processed; they do not affect the employee’s default information.
To make permanent changes to an employee’s default wage information, use the Person’s Wages Summary (WAGS) form. If you want these permanent changes included in the current payroll, then you must make them before you create the payroll records for this payroll.

**Figure 111: The PPGS and PPGA Forms**
Understanding Pay Period Wage Defaults

When an employee is appointed to a position through the Human Resources module, included in the information that is assigned by default is an earnings type for the employee’s regular pay. Without making any additional modifications, the only pay period wage line item that you will see during payroll preparation is the employee’s regular pay.

If you choose to keep this single pay period wage line item as the only default for this employee, then each time that you need to record leave (such as vacation or sick leave) or overtime pay, you will need to access the PPGA form and add a new pay period line item for each earnings type that you need to adjust. For example, to record vacation time taken during a pay period, you would enter a new pay period line item, using the appropriate earnings type code for the employee’s vacation.

**Note:** Because this step involves entering all of the information in a pay period wage line item (including the funding source, general ledger account number, and position ID), this can be a time-consuming process.

Adjusting the Number of Pay Periods

When an employee needs to be paid for multiple pay periods at the same time, you should adjust the number in the Number of Periods field to ensure that taxes and the deductions for benefits are calculated correctly.

For example, an employee on a biweekly payroll is taking vacation during the next pay period. In this pay period, that employee wants to receive both the regular pay and the vacation pay from the next pay period. To handle this situation, you would enter “2” in the Number of Periods field on the PPGS form.

The Payroll Calculation-Register (CALC) process then multiplies any fixed-amount benefits by the number of periods, in effect taking the benefit twice. The benefits/deductions that have a percentage calculation method are calculated on the full earnings amount.

To calculate taxes, the CALC process divides the taxable amount by the number of pay periods before annualizing, which essentially reduces the taxable amount to the equivalent of that for one pay period before annualizing. To determine the total tax for the two pay periods in this example, the CALC process multiplies the calculated tax amount for this pay period by 2, the number entered in the Number of Periods field.
What You Cannot Do

You cannot use the wage adjustment forms to pay an employee for work in a position to which that employee is not currently assigned. When you add a new pay period line item, or modify the default information, you are restricted to what you can enter in the Position ID field by the positions to which the employee is currently assigned. For example, if an employee is assigned to two positions and the payroll you are processing pays the employee regular pay for only one of these positions, you could include a stipend for the other position, but you could not pay the employee for a third position that the employee does not hold.

Benefit/Deduction Adjustments

You might adjust an employee’s benefit/deduction information for only one payroll in any of the following situations:

- An employee has requested a permanent change in the way in which a benefit/deduction is handled, but the change has not been recorded in the Human Resources module.
- An employee wants a deduction removed so that it is not withheld or expensed in the current payroll.
- An employee wants to make a one-time increase to a deduction, such as a United Way contribution at the end of the calendar year.

Use the Pay Period Ben/Ded Adjustment (PPBA) form to make adjustments to an employee’s benefits/deductions in the payroll being processed. These adjustments affect only the payroll currently being processed; they do not affect the employee’s default information.

To make permanent changes to an employee’s default benefits or deductions, use the Person’s Benefits/Deductions (BNDS) form or the Person’s Cost Summary (CSTS) form. If you want these permanent changes included in the current payroll, then you must make them before you create the payroll records for this payroll. For information about the BNDS and CSTS forms, see the chapter on enrolling an employee in a benefit/deduction in the Using Human Resources manual.
Payroll Adjustments: One-Time Adjustments to the Current Payroll

**Figure 112: The Pay Period Ben/Ded Adjustment (PPBA) Form**

![The Pay Period Ben/Ded Adjustment (PPBA) Form](image)

**What You Cannot Do**

You cannot use the PPBA form to add a benefit/deduction for which the employee is not currently enrolled. An employee is enrolled if she has a benefit/deduction record in the Human Resources file and the pay period end date is within the range of the start and end dates of this benefit.

If your institution uses arrears processing, you should not use the PPBA form to add an employee to the current payroll. Instead, Ellucian recommends that you always use the Pay Period Gross Summary (PPGS) form or the Pay Period Generation (PPGN) process to add that employee *before* you use this form to adjust that employee’s benefits/deductions. Doing so ensures that Colleague correctly evaluates the employee’s eligibility for arrears processing.
Arrears Adjustments

If your institution uses arrears processing, you can use the Pay Period Arrears Adjustment (PPAA) form to make the following one-time adjustments to an employee’s benefit/deduction that is eligible for arrears processing:

- Specify a prepayment to be deducted.
- Adjust a repayment to be deducted.

**Figure 113: The Pay Period Arrears Adjustment (PPAA) Form**
The PPAA form displays the following information:

- Each benefit/deduction, in which this employee is enrolled, that will be processed during this payroll.
- An eligibility flag that indicates one of the following depending on the situation:
  - Whether an employee-paid or shared benefit/deduction is eligible for arrears processing when the employee has some pay.
  - Whether an employee’s benefit/deduction—either employee-paid, employer-paid, or shared—is eligible for processing when the employee has no pay in the pay period being processed. When an employee has no pay in a pay period, Colleague ignores any prepayment and repayment information entered for this benefit/deduction.
- The default repayment information for the benefit/deduction—either the fixed amount to be deducted or the multiple of cost that is used to calculate the repayment amount to be deducted.
- For each benefit/deduction with “Yes” displayed in the Elig Y/N field, the amount, if any, that is going into arrears during this payroll. However, this amount is not available until the Payroll Calculation-Register (CALC) process is successfully completed.

### Specifying a Prepayment

There are no default prepayment amounts for this form to display.

If an employee chooses to prepay the premium for this benefit as a payroll deduction, you must enter the prepayment amount that should be deducted in this pay period. The amount you enter applies to this payroll only. It is in addition to the employee’s regular deduction for this benefit. The Payroll Summary Register-Post (PSRP) process later sends this prepayment to Colleague Student as an Accounts Receivable deposit.

If this employee either is prepaying this benefit’s premiums directly to the business office or is not making prepayments, you should leave this field blank.

**Note:** Colleague ignores this amount whenever the benefit/deduction is employer-paid or the employee has no pay in the pay period being processed.
Adjusting a Repayment

The way in which an employee repays arrears amounts for a benefit/deduction is defined in the benefit/deduction as either a fixed amount, such as $20, or a multiple of the employee’s share of the regular deduction, such as 1.5. The PPAA form displays the default repayment amount or multiple of cost for each of the employee’s benefits/deductions that is defined with this information.

You can change the type of repayment that is being made—for example, from a multiple of cost to a fixed amount—or change the information displayed in the Repayment Fixed Amount or the Repayment Mult of Cost field.

You can change the repayment information only for the benefits/deductions with “Yes” displayed in the Elig Y/N field.

To skip the repayment for this payroll, delete the repayment information for that benefit/deduction.

Note: To interrupt an ongoing repayment that is currently being deducted from an employee’s pay, use either the Person’s Amount Calc Cost (PACC) or the Person’s Insurance Calc Cost (PICC) form, depending on the calculation method used by the benefit/deduction, and enter a new date in the Arrears Start Date field on that form. Colleague will then stop the repayment deductions in the next payroll, and resume them in the first payroll that contains the new start date.

For more information about arrears processing, see “Understanding Arrears Processing” on page 305.

What You Cannot Do

You cannot add a benefit/deduction to, or delete a benefit/deduction from, the list displayed on this form. To add or remove a benefit/deduction to this payroll for this employee, you must use the Pay Period Ben/Ded Adjustment (PPBA) form.

If an amount is going into arrears during this payroll, you cannot view that amount until the CALC process is successfully completed.

You cannot permanently specify the employee’s prepayment amount on this form or any other form.
You cannot permanently change the employee’s repayment information on this form. To do so, you or your human resources staff must make the change on either the Person’s Amount Calc Cost (PACC) form or the Person’s Insurance Calc Cost (PICC) form, depending on whether the benefit/deduction uses an Amount (Fixed) or Insurance calculation method. For information about these forms, see the chapter on enrolling an employee in a benefit/deduction in the Using Human Resources manual.

You should not use the PPAA form to add an employee to the current payroll. Instead, Ellucian recommends that you always use the Pay Period Gross Summary (PPGS) form or the Pay Period Generation (PPGN) process to add that employee before you use this form to adjust that employee’s arrears information. Doing so ensures that Colleague correctly evaluates the employee’s eligibility for arrears processing.

**Tax Adjustments**

You might adjust an employee’s taxes for only one payroll in any of the following situations:

- An employee has required a change to his W-4 information, and that change has not been permanently made on the Employee Taxes (ETAX) form.
- A new employee worked during part of the pay period, and you need to adjust her taxes for the portion that she actually worked.
- It is the end of the calendar year, and an employee wants to increase or decrease the taxes deducted from the current paycheck.

Use the Pay Period Tax Adjustment (PPTA) form to make adjustments to an employee’s taxes in the payroll being processed. These adjustments affect only the payroll currently being processed; they do not affect the employee’s default information.

To make permanent changes to an employee’s default tax information, use the ETAX form. If you want these permanent changes included in the current payroll, then you must make them before you create the payroll records for this payroll.
What You Cannot Do

You cannot use the PPTA form to add a tax code that is not already associated with the employee. Tax codes are assigned to an employee on the ETAX form.

If your institution uses arrears processing, you should not use the PPTA form to add an employee to the current payroll. Instead, Ellucian recommends that you always use the Pay Period Gross Summary (PPGS) form or the Pay Period Generation (PPGN) process to add that employee before you use this form to adjust that employee’s tax information. Doing so ensures that Colleague correctly evaluates the employee’s eligibility for arrears processing.
Payroll Adjustments: One-Time Adjustments to the Current Payroll

Direct Deposit Adjustments

You might adjust an employee’s direct deposit information for only one payroll in any of the following situations:

- An employee wants the entire amount to be deposited to his checking account, instead of depositing a portion to his savings account.
- An employee wants to change the amount of the deposit made to one of her accounts.
- An employee wants to receive a paycheck and not make a direct deposit.

Use the Pay Period Deposit Adjustment (PPDA) form to make adjustments to an employee’s direct deposit information in the payroll being processed. These adjustments affect only the payroll currently being processed; they do not affect the employee’s default information.

To make permanent changes to an employee’s default direct deposit information, use the Employee Direct Deposits (EDDP) form. If you want these permanent changes included in the current payroll, then you must make them before you create the payroll records for this payroll.

Figure 115: The Pay Period Deposit Adjustment (PPDA) Form

![PPDA Form](image)
What You Cannot Do

You cannot use the PPDA form to add a direct deposit line item for a bank account not already associated with the employee. Instead, use the EDDP form to add a direct deposit bank to an employee’s payroll record.

If your institution uses arrears processing, you should not use the PPDA form to add an employee to the current payroll. Instead, Ellucian recommends that you always use the Pay Period Gross Summary (PPGS) form or the Pay Period Generation (PPGN) process to add that employee before you use this form to adjust that employee’s direct deposit information. Doing so ensures that Colleague correctly evaluates the employee’s eligibility for arrears processing.

Leave Accrual Adjustments

You might adjust an employee’s leave accrual rate for only one payroll in any of the following situations:

- An employee is hired or terminated in the middle of a pay period and must have his leave prorated to reflect only the time he worked.
- An employee reached an employment anniversary and is eligible for an extra week of leave even though her leave accrual rate is not changing. In this case, you must add the additional week to her total accrued leave.

Use the Pay Period Leave Adjustment (PPLA) form to make adjustments to an employee’s leave accrual information in the payroll being processed. These adjustments affect only the payroll currently being processed; they do not affect the employee’s default information.

Use the Person’s Leave Plans Summary (LEVS) form to make permanent changes to an employee’s default leave plans and the Person’s Leave Accrual Rate Summary (ACRS) form to change an employee’s default leave accrual rate. If you want these permanent changes included in the current payroll, then you must make them before you create the payroll records for this payroll.
What You Cannot Do

You cannot use the PPLA form to include a leave plan that is not already assigned to the employee. To assign a leave plan to an employee, use the Person’s Leave Plans Summary (LEVS) form.

You also cannot enter an accrual rate for a leave plan that uses the Personnel accrual method. This accrual method is used for leave plans in which leave hours are not accrued during payroll processing, but by running the Personnel Leave Accrual (PLVA) process in the Human Resources module.

If your institution uses arrears processing, you should not use the PPLA form to add an employee to the current payroll. Instead, Ellucian recommends that you always use the Pay Period Gross Summary (PPGS) form or the Pay Period Generation (PPGN) process to add that employee before you use this form to adjust that employee’s leave accrual information. Doing so ensures that Colleague correctly evaluates the employee’s eligibility for arrears processing.
Adjustments to an Employee’s To-Date Amounts

In This Chapter

Using the Employee Payroll Adjustments (EPAJ) form and its detail forms, you can adjust any combination of the following to-date amounts for an employee in a particular pay cycle.

Table 68 lists the topics covered in this chapter.

Table 68: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the EPAJ Process</td>
<td>484</td>
</tr>
<tr>
<td>Adjusting the To-Date Wage Amounts</td>
<td>488</td>
</tr>
<tr>
<td>Adjusting the To-Date Tax Amounts</td>
<td>490</td>
</tr>
<tr>
<td>Adjusting the To-Date Benefit/Deduction Amounts</td>
<td>494</td>
</tr>
</tbody>
</table>

However, only the to-date amounts in the EMPLOYES file are updated. This process does not create any general ledger transactions or remittances associated with the adjustments that you make. Nor does it update data from a closed quarter in the EMPBKUP file.
Using the EPAJ Process

The Employee Payroll Adjustments (EPAJ) form provides a single place from which you can access the necessary forms to make several types of adjustments for the same employee. You can access these adjustment forms only by detailing from a field on this form; you cannot access any of these detail forms directly.

Figure 117: Example of the Employee Payroll Adjustments (EPAJ) Form

Understanding the Adjustments That Can Be Made

Using the EPAJ process, you can adjust an employee’s quarter-to-date, year-to-date, and fiscal-year-to-date totals for wages, taxes, or benefits/deductions in the current quarter.

The process automatically updates the to-date limit balance, if any, on the employee’s earnings, taxes, or benefits/deductions to reflect your adjustments and keep all related amounts in sync.
You cannot use the EPAJ process to do the following:

- Adjust leave accrual balances, limit amounts, financial aid earnings to-date in the Financial Aid files, or accounts receivable balances.
- Make permanent changes to any employee’s payroll information.
- Make one-time adjustments to the current payroll.

For information about making permanent changes to an employee’s information, see “Understanding Employee Records” on page 87 and the chapters that follow it. For information about making adjustments to data for the current payroll, see “One-Time Adjustments to the Current Payroll” beginning on page 467.

**Note:** In addition, the EPAJ process does not create general ledger transactions or remittances for the adjustments that you make. Nor does it update quarterly amounts in the EMPBKUP file for the quarter that was most recently closed. For more information, see “Understanding the Limitations of the EPAJ Process” on page 487.

### Understanding the EPAJ Process

When you access the EPAJ form, you must specify a pay cycle and an employee to update at the appropriate prompts. You can make as many adjustments as necessary to an employee’s wage, tax, or benefit/deduction amounts by detailing to the appropriate form.

All adjustments that you make are dated today.
## Payroll Adjustments: Adjustments to an Employee’s To-Date Amounts

### Accessing the Detail Forms

Table 69 below lists the forms that are accessible from the EPAJ form based on the adjustment that you want to make; again, none of these forms can be accessed directly.

**Table 69: Forms Available from the EPAJ Form**

<table>
<thead>
<tr>
<th>Type of Information</th>
<th>Detail Field</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage amounts or hours worked</td>
<td>Wage Adjustment</td>
<td>Employee Wage Adjustment (EMWA)</td>
<td>“Adjusting the To-Date Wage Amounts” on page 488</td>
</tr>
<tr>
<td>Tax information</td>
<td>Tax Adjustment</td>
<td>Employee Tax Adjustment (EMTA), from which you can detail to the Adjust Employee Defer/Taxable (EMDT) form</td>
<td>“Adjusting the To-Date Tax Amounts” on page 490</td>
</tr>
<tr>
<td>Benefit/deduction limits</td>
<td>Ben/Ded Adjustment</td>
<td>Employee Ben/Ded Adjustment (EMBA)</td>
<td>“Adjusting the To-Date Benefit/Deduction Amounts” on page 494</td>
</tr>
</tbody>
</table>

Updating from each detail form returns you to the EPAJ form where you can make other adjustments for the same employee in the same pay cycle. No amounts are updated until you finish from the EPAJ form to run the process.

### Recording the Canadian Business Number

The Employer Account field is used by Canadian institutions to specify the business number that pertains to the employee for whom the adjustments are being made. This number, which indicates the employer account to which this employee was associated when a payroll for this pay cycle was processed, is used when generating the PD7 report.

### Creating an Optional Audit Trail

The Adjustment Comments field provides a method for you to enter any details about the adjustments that you are making to the employee’s amounts.

These comments are stored in the PAYTODAT file, where they can help you track why and how these adjustments were made.
Updating the Appropriate Files

When you finish from the EPAJ form, the process runs a short version of the Employee History Update (EHUP) process on these adjustments, and updates the appropriate fields in the EMPLOYES, PAYTODAT, and PR.FISCAL.PAY files.

Understanding the Limitations of the EPAJ Process

Although the EPAJ process updates the appropriate fields in the EMPLOYES, PAYTODAT, and PR.FISCAL.PAY files based on the adjustment that was made, it does not create any general ledger transactions or remittances associated with the adjustments that you make.

Note: Any GL transactions or remittances needed for the adjustments must be manually created.

The EPAJ process also does not update the quarterly data in the EMPBKUP file. To adjust data for the most recent quarter that has been closed, you must use the Employee Overview Copy (EOVC) form and its associated detail forms. Be aware, however, that the EOVC process adjusts only the data in the EMPBKUP file; it does not update any to-date amounts in EMPLOYES file. For information about these forms, see the U.S. Regulatory Reporting manual.
Adjusting the To-Date Wage Amounts

Detailing on the Wage Adjustment field on the EPAJ form takes you to the Employee Wage Adjustment (EMWA) form where you can adjust the employee’s to-date hours and amounts, including quarter-to-date, year-to-date, and fiscal-year-to-date.

**Figure 118: Example of the Employee Wage Adjustment (EMWA) Form**

You can enter either positive or negative numbers depending on the adjustments that you want to make, and the employee’s current to-date totals will be increased or decreased by that amount.
Adjusting the To-Date Wage Amounts

Figure 118 above shows an example in which 40 hours of the employee’s time was previously charged to the wrong earnings type—regular earnings (FTS) instead of vacation (VAC). To correct the employee’s data, two adjustments are needed:

- The adjustment on the first line of the Wage Adjustments table subtracts the incorrect hours and corresponding amount from the employee’s to-date totals for this earnings type. In this example, 40 hours and the corresponding wages are entered as negative adjustments for the earnings type FTS. These amounts will be subtracted from the employee’s to-date totals for this earnings type.

- The adjustment on the second line of this table adds these hours and the corresponding wages to the correct earnings type, VAC. These amounts will be added to the employee’s to-date totals for this earnings type.

The fields for each line item in the Wage Adjustments table are described below. You can enter as many adjustments for this employee in this pay cycle as necessary.

- **Funding Source.** Enter the funding source for the adjustment that you want to make. You can enter any funding source that you like; you are not limited to those normally associated with the employee. However, the funding source that you enter determines the general ledger account numbers that you can enter for this wage adjustment in the GL Account Number field.

- **Position ID.** Enter the position ID associated with the adjustment. You can leave this field blank if, for example, you are entering an adjustment to pay an employee with a stipend. If you enter a position ID, you must enter one that is associated with this employee.

- **GL Account Number.** Enter the general ledger account number to which the gross salary is expensed. The GL number that you enter must be valid for the funding source that you entered in the Funding Source field for this wage adjustment.

- **Earn Type.** Enter the earnings type associated with this wage adjustment. The earnings type determines how the EPAJ process treats the adjustment amount for the line item when the adjustment is calculated.

- **Adjustment Hours.** Enter the number of hours, either positive or negative, to be added to or subtracted from the employee’s total to-date hours. When the EPAJ process is run, it adjusts the quarter-to-date, year-to-date, and fiscal-year-to-date hours by this amount. The net total of the number of hours being adjusted for all line items in this table is displayed below this column.

- **Adjustment Amount.** Enter the dollar amount, either positive or negative, to be added to or subtracted from the employee’s total to-date earnings. When the EPAJ process is run, it adjusts the quarter-to-date, year-to-date, and fiscal-year-to-date total gross earnings by this amount. The net total of the dollar-amount adjustments for all line items in this table is displayed below this column.
If you also need to adjust the total number of weeks, days, or both worked by this employee, use the following fields to specify the adjustments needed:

- **Number of Weeks Worked.** If you need to adjust the total number of weeks worked by the employee, then enter the number of weeks, either positive or negative, that you want to add to or subtract from his current total of quarter-to-date and year-to-date weeks worked.

- **Number of Days Worked.** If you need to adjust the total number of days worked by the employee, then enter the number of days, either positive or negative, that you want to add to or subtract from his current total of quarter-to-date and year-to-date days worked.

When you finish from the EMWA form, you are returned to the EPAJ form where you can continue to adjust amounts as necessary for this employee.

### Adjusting the To-Date Tax Amounts

Detailing on the Tax Adjustment field on the EPAJ form takes you to the Employee Tax Adjustment (EMTA) form where you can adjust the following to-date amounts for specific tax codes:

- Tax withheld for the employee.
- Amount on which the employee paid tax.
- Tax amount paid by the employer.
- Amount on which the employer paid tax.
- Amounts for a special tax withheld by institutions in Texas.

You can also adjust any benefit/deduction amounts that are either tax deferred or taxable for particular tax codes by detailing to the Adjust Employee Defer/Taxable (EMDT) form.

**Note:** You can make adjustments only to those tax codes that have been assigned to the employee.
Adjusting the To-Date Tax Amounts

Figure 119: Example of the Employee Tax Adjustment (EMTA) Form

To use this form, you first need to enter the tax codes that you want to adjust. If you use Colleague’s LookUp feature, Colleague displays only the tax codes that have been assigned to this employee.

You cannot use this form to assign new tax codes to an employee or to delete existing tax codes. To change an employee’s tax codes, use the Employee Taxes (ETAX) form. (For information about the ETAX form, see “Maintaining Employee Tax Information” on page 107.)

The sections that follow explain how to adjust amounts on this form and how to adjust deferred amounts on the EMDT form. When you finish from the EMTA form, you are returned to the EPAJ form where you can detail to the appropriate forms to continue adjusting amounts as necessary for this employee.

Adjusting the Tax and Taxable To-Date Amounts

For each tax code that you specify, you can adjust the employee’s amount of tax paid to date, the total amount to date on which he has had taxes withheld for this tax code, or both. In addition, you can adjust the amount of tax that the employer has paid to date, the total amount to date on which the employer has paid taxes for this tax code, or both.
Payroll Adjustments: Adjustments to an Employee's To-Date Amounts

To adjust these amounts, enter the dollar amount, either positive or negative, to be added to or subtracted from the to-date tax amount paid or the to-date taxable amount for the employee, the employer, or both. When the EPAJ process is run, it adjusts the appropriate quarter-to-date and year-to-date tax paid and total taxable amounts accordingly.

To adjust any deferred or taxable amounts for any benefit/deduction associated with a tax code, detail on the Dfr Txb field to access the Adjust Employee Defer/Taxable (EMDT) form. For information about making these adjustments, see “Adjusting the Deferred Amounts” on page 492.

Adjusting the Special Tax Withheld (for Texas institutions only)

This field is used only by those Texas state institutions that pay part of the employee’s FICA tax for the tax year. If your institution does not meet this criteria, then leave this field blank.

If your institution does meet this criteria, then enter the dollar amount, either positive or negative, to be added to or subtracted from the employer’s special tax amount. When the EPAJ process is run, it adjusts the quarter-to-date, year-to-date, and fiscal-year-to-date total taxable amounts accordingly.

Adjusting the Deferred Amounts

To adjust the deferred or taxable amounts for any benefit/deduction associated with a tax code, you must access the Adjust Employee Defer/Taxable (EMDT) form by detailing on the Dfr Txb field of the appropriate line item on the EMTA form.

Using the EMDT form, you can adjust the following year-to-date totals for any benefit/deduction associated with this tax code:

- The year-to-date totals for deferred tax amounts for the employee, employer, or both.
- The employer’s year-to-date taxable amount.

These year-to-date totals are used during W-2 processing to report tax deferments and additional taxable amounts to the IRS.
Regardless of whether you are adjusting deferred amounts for the employee or employer, or the employer’s taxable amount, the benefit/deduction code that you enter must meet both of these conditions:

- It has been assigned to the employee whose amounts you want to adjust.
- It has deferred amounts associated with the tax code that is displayed in the For Tax Code field.
To adjust any of the amounts on this form, enter the dollar amount, either positive or negative, to be added to or subtracted from the year-to-date amount that you want to adjust. When the EPAJ process is run, it adjusts the appropriate year-to-date amounts accordingly.

**Adjusting the To-Date Benefit/Deduction Amounts**

Detailing on the Ben/Ded Adjustment field on the EPAJ form takes you to the Employee Ben/Ded Adjustment (EMBA) form where you can adjust the employee’s quarter-to-date, year-to-date, and fiscal-year-to-date totals for employee-paid and employer-paid benefits and deductions.

**Figure 121: Example of the Employee Ben/Ded Adjustment (EMBA) Form**

![Employee Ben/Ded Adjustment (EMBA) Form](image)

**Note:** You cannot use the EMBA form to adjust the deferred or taxable amounts for a benefit/deduction associated with a tax code. To adjust those amounts, see “Adjusting the Deferred Amounts” on page 492.
You can adjust amounts for only those benefit/deduction codes that have already been assigned to this employee. You can adjust the employee-paid amount, the employer-paid amount, or both for each benefit/deduction code that you enter.

To make adjustments, enter the dollar amount, either positive or negative, to be added to or subtracted from the to-date amounts that you want to adjust. When the EPAJ process is run, it adjusts the appropriate employee-paid and employer-paid quarter-to-date, year-to-date, and fiscal-year-to-date amounts accordingly.

When you finish from the EMBA form, you are returned to the EPAJ form where you can detail to the appropriate forms to continue adjusting amounts as necessary for this employee.
Using Payroll
Reconciliation of Paychecks and Advices
Reconciling Paychecks Electronically

In This Chapter

This chapter describes how to electronically reconcile paychecks.

Table 70 lists the topics covered in this chapter.

Table 70: Topics in This Chapter

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Before You Begin

Electronic check reconciliation is a complex procedure, and it requires a considerable amount of setup. The following steps summarize the procedures involved in setting up electronic check reconciliation:

Step 1. Contact your bank. Tell them that you want to reconcile your checks electronically and ask them to send you any documentation they have on their procedures and requirements (such as type of tapes allowed, tape layout, etc).

Technical Tip: The file from the bank must match the layout for the BANK.RECON.IMPORT file. You can view this layout on the Variable File Fields (ELFV) in Core. For information, see the Using ELF manual.
Step 2. Determine whether your bank requires a check request tape. Some banks require that you send them a tape containing all of the checks that you want to reconcile, which they then load and compare with their records. The bank then sends you a reconciliation tape for you to load. Other banks do not require a check request tape. If this is the case, they will generally send a reconciliation tape containing all of the reconciled checks for a given date range or check range.

Step 3. Modify the subroutine that loads the reconciliation tape to meet the layout that your institution needs. The following subroutines are the defaults to use for reconciliation:

- S.BANK.RECON.EXPORT.TMPLT
- S.BANK.RECON.IMPORT.TMPLT

These subroutines are located in CORE.SUBROUTINES file.

To modify these subroutines, follow the substeps below:

a. Make copies of both the S.BANK.RECON.EXPORT.TMPLT and the S.BANK.RECON.IMPORT.TMPLT subroutines.

b. Edit the copy, making changes as necessary to meet the needs of your bank.

c. Compile and catalog the new subroutine.

If you plan to reconcile checks with more than one bank, you will probably need a subroutine for each bank.
Understanding the Process

To reconcile paychecks, you first create an extract file of paychecks to be sent by your bank for reconciliation and then import the data returned from the bank. This process allows checks that need to be reconciled to be exported or imported on the same file.

When a bank returns a file of reconciled checks, the Bank Reconciliation Import (BKRI) form writes the records to the BANK.RECON file. The Bank Paycheck Recon (BKPR) form then extracts the reconciled paychecks from the file, and reconciles the corresponding records in the PR.CHECKS and PAYTODAT files.

To ensure that these files are exported and imported correctly, your institution might need to develop custom ELF specifications or custom subroutines for some banks. If so, you must enter the names of these subroutines on the Bank Recon Custom Routines (BKRR) form.

If no custom subroutine has been specified on the BKRR form for a particular bank, then the export or import process uses the appropriate default ELF subroutines that were delivered with Colleague. For more information, see “Specifying the Subroutine” on page 502.

Forms Used

Table 71 shows an alphabetical list of the forms used in this chapter and a description of each.

Table 71: Forms Used with Check Reconciliation

<table>
<thead>
<tr>
<th>Forms</th>
<th>Description</th>
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</thead>
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<tr>
<td>Bank Paycheck Reconciliation (BKPR)</td>
<td>Electronically reconciles paychecks in the BANK.RECON file and updates the PR.CHECKS file from the bank.</td>
</tr>
<tr>
<td>Bank Recon Custom Routines (BKRR)</td>
<td>Provides a central location for storing any custom subroutines used to create and read the file of reconciled checks.</td>
</tr>
<tr>
<td>Bank Recon Request Export (BRRE)</td>
<td>Creates a file of checks to be sent from the BANK.RECON.REQUEST file to a particular bank for electronic reconciliation.</td>
</tr>
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</table>
Table 71: Forms Used with Check Reconciliation

<table>
<thead>
<tr>
<th>Forms</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Bank Reconciliation Import (BKRI)</td>
<td>Reads the data from the file of reconciled checks sent by the bank and updates the BANK.RECON file.</td>
</tr>
<tr>
<td>Build Paycheck Recon Request (BPRR)</td>
<td>Selects outstanding paychecks for your bank to reconcile and writes the checks out to the BANK.RECON.REQUEST file.</td>
</tr>
</tbody>
</table>

Files Used

Table 72 lists the primary files used in this section and a description of each.

Table 72: Files Used with Check Reconciliation

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BANK.RECON.REQUEST</td>
<td>Stores records for checks that must be exported to a bank for electronic reconciliation.</td>
</tr>
<tr>
<td>BANK.RECON.REQ.PARM</td>
<td>Stores totals, such as total number of checks included on the file and total dollar amount, by account number.</td>
</tr>
<tr>
<td>BANK.RECON</td>
<td>Stores imported records of reconciled checks being sent by a bank.</td>
</tr>
<tr>
<td>BANK.RECON.CONTROL</td>
<td>Stores control information about each batch of check reconciliation information imported for processing.</td>
</tr>
</tbody>
</table>

Specifying the Subroutine

In order to reconcile paychecks, you need to create a file that lists the paychecks that need to be reconciled, and send that file to the bank. That file needs to be formatted according to the bank’s specifications. The bank then returns the file with information about those paychecks. This import file might need to be translated in order for Colleague to read it.

The Bank Recon Custom Routines (BKRR) form provides a central place for storing any custom ELF specifications or custom subroutines needed to create a file of paychecks to be reconciled in the receiving bank’s prescribed format and read the file of reconciled paychecks returned from that bank.
The paychecks that need to be reconciled can use this form to store these custom subroutines. Any custom subroutines entered for exporting a file are used only by the Bank Recon Request Export (BRRE) process. Any entered for importing a file are used only by the Bank Reconciliation Import (BKRI) process.

Do not use this form to specify custom subroutines that are used by any other processes for exporting or importing files.

If you need to create a subroutine, Ellucian provides the following templates in the CORE.SUBROUTINES file:

- **S.BANK.RECON.EXPORT.TMPLT**
- **S.BANK.RECON.IMPORT.TMPLT**

Figure 122: The Bank Recon Custom Routines (BKRR) Form

The custom ELF specifications or subroutines that are entered on this form are for a specific bank account or bank code, which you select at the Bank Code LookUp prompt when you access the form.

These subroutines ensure that any required exported file is in the bank’s prescribed layout and that the imported file from the bank can be read by your institution. You should analyze the requirements for any bank that requests or provides a file of check reconciliations and complete this form for those that need custom subroutines.
Noteworthy Fields on the BKRR Form

The fields described in this section are particularly important for using the BKRR form.

Export Custom Specification

Enter the name of any custom ELF specification for exporting to this bank.

If the export file requesting check reconciliation for this bank requires a custom ELF specification, then use this field to specify its name. This custom specification must be defined using the ELF tool.

If you enter a custom ELF specification here, then the Bank Recon Request Export (BRRE) process is used to create the reconciliation request file for this bank.

If you leave both this field and the Custom Subroutine field blank, then the BRRE process uses the default ELF export subroutine that was shipped with Colleague. The default ELF subroutine is DBE017.

Export Custom Subroutine

Enter the name of any custom subroutine for this bank.

If the export file requesting check reconciliation for this bank requires a custom subroutine, then use this field to specify its name. This custom subroutine must accept the required inputs defined in the sample subroutine template (S.BANK.RECON.EXPORT.TMPLT).

If you enter a custom subroutine here, then the Bank Recon Request Export (BRRE) process is used to create the reconciliation request file for this bank.

If you leave both this field and the Custom Specification field blank, then the BRRE process uses the default ELF export subroutine that was shipped with Colleague.

Custom Specification

Enter the custom ELF specification to load an import file from this bank.
If the import file of reconciled checks from this bank requires a custom ELF specification to load the file, then use this field to specify its name. This custom specification must be defined using the ELF tool.

If you enter a custom ELF specification here, then the Bank Reconciliation Import (BKRI) process is used to load the file of reconciled checks from this bank.

If you leave both this field and the Custom Subroutine field blank, then the BKRI process uses the default ELF import subroutine that was shipped with Colleague. The default ELF subroutine is DBM018.

**Custom Subroutine**

Enter the custom subroutine for loading the import file from this bank.

If the export file requesting check reconciliation for this bank requires a custom subroutine, then use this field to specify its name. This custom subroutine must accept the required inputs defined in the sample subroutine template (S.BANK.RECON.IMPORT.TMPLT in the CORE.SUBROUTINES file).

If you enter a custom subroutine here, then the Bank Reconciliation Import (BKRI) process is used to load the file of reconciled checks from this bank.

If you leave both this field and the Custom Specifications field blank, then the BKRI process uses the default ELF import subroutine that was shipped with Colleague.

**Procedure for Defining a Custom Export or Import Subroutine**

Use the Bank Recon Custom Routines (BKRR) form to define custom export or import subroutines.

**Note:** If you do not use custom subroutines to import and export bank reconciliations, you do not need to use this form.

**Step 1.** Access the Bank Recon Custom Routines (BKRR) form.
Step 2. At the Bank Code LookUp prompt, select the bank that you want to exchange check reconciliation information with. To define a new bank code, use the Bank Code Definition (BANK) form.

Step 3. Have you created a custom ELF specification or custom subroutine to export and import files for bank reconciliation?

Yes. In the Custom ELF Specification or Custom Subroutine fields, enter your custom ELF specification or Custom Subroutine.

No. If you have not created your subroutines, see Step 3 on page 500.

Step 4. Finish from the BKRR form to save this record.
Creating an Export File

Two processes are used to create an export file for paychecks that are to be reconciled by a bank:
- Build Paycheck Recon Request (BPRR)
- Bank Recon Request Export (BRRE)

The BPRR Process

The BPRR process gathers outstanding checks from the PR.CHECKS file, stores them in the BANK.RECON.REQUEST file, and generates a report of the paychecks selected. The BANK.RECON.REQUEST file is used as a repository for all of your checks that must be sent to a bank for reconciliation.

Figure 123: The Build Paycheck Recon Request (BPRR) Form

[Image of the Build Paycheck Recon Request (BPRR) Form]
Noteworthy Fields on the BPRR Form

The fields described in this section are particularly important for using the BPRR form.

Saved List Name

Enter the name of a saved list to limit the paychecks selected.

If you have a saved list of paycheck IDs that you want to include, use this field to identify the name of a saved list of record IDs from the PR.CHECKS file. Only the paychecks having those record IDs are selected.

If you enter a saved list, Colleague ignores any other selection criteria that is entered on this form.

Bank Codes

Use this field to specify the bank code that reflects the bank and account on which these paychecks were written. This bank is the one that will receive the export file of Outstanding paychecks to be reconciled when that file is created.

You can enter more than one bank code if they all have the same transit or routing number U.S. banks or the same Processing Center and Client Numbers Canadian banks.

Paycheck Date Range

Use these fields to specify the earliest and latest paycheck dates to be used in selecting paychecks from the PR.CHECKS file. These dates create a range used for selecting the Outstanding paychecks to be included on the file for bank reconciliation.

Any paycheck outside of the date range in these fields is not selected.
Paycheck Number Range

If you want to use the paycheck number to limit the Outstanding paychecks selected for reconciliation, use these fields to specify the first and last paycheck numbers to be selected. If you enter a paycheck number in these fields, you cannot enter individual paycheck numbers in the Paycheck Numbers field.

Paycheck Numbers

If you want to select specific paycheck numbers to be reconciled, enter those numbers in this field. Only the Outstanding paychecks with these numbers are selected.

If you entered a range of paycheck numbers in the Paycheck Number Range field, you cannot enter individual paycheck numbers in this field.

The BRRE Process

The BRRE process creates the export file in the bank’s prescribed format from the checks stored in the BANK.RECON.REQUEST file.

The BRRE process uses any custom export subroutine entered on the BKRR form to ensure that the file meets the bank’s needs. If a custom subroutine is not specified, the BRRE form uses the default ELF export subroutine. The default ELF subroutine is DBE017.

If you need to develop a custom subroutine for exporting a bank’s files, see the “Specifying the Subroutine” on page 502.
Figure 124: The Bank Recon Request Export (BRRE) Form

Noteworthy Fields on the BRRE Form

The fields described in this section are particularly important for using the BRRE form.

**Batch Control ID**

Use this field to specify a batch ID that uniquely identifies this export file. You must enter a batch ID when using an ELF subroutine to create the export, even if you are not running in update mode.

If you are using a custom subroutine to create the export file, then you cannot enter an ID in this field.

Unlike the ELF import process, the export process does not use the batch ID for record keeping. However, you can use it to refer to any errors generated by the export process. These errors are also printed on the ELF batch errors report.
**Update Mode**

Enter **Yes** to create the export file.

Use this field to specify whether you want to create the export file. The default is **No**.

Use this field only if you are using a custom ELF specification to create the export file.

If you leave the default as **No**, then the process generates a report showing what would have happened had you actually created the file.

If you enter **Yes**, the process creates the export file. It also requires that you enter a batch ID in the Batch Control ID field. Be sure to detail on the Modify Target File Definition field to verify the type of file that will be created.

After an export file is created, you must do one of the following to avoid overwriting it:

- Manually transfer the data to another file and delete it from the export file before writing another file to the same disk name.
- Detail on the Modify Target File Definition field to access a form on which you can change the name of the new file that you want to create.

**Disk or Tape**

Enter either **D** or **T** to indicate disk or tape media.

Use this field to specify the type of media to be used. You can use this field only if you are using a custom subroutine to create the export file.

If you choose disk output, you can find it in the HOLD file with the name BANK.RECON.REQ.EXP.

**Saved List Name**

Enter the name of a saved list to limit the checks being exported.

Use this field to identify the name of a saved list of record IDs in the BANK.RECON.REQUEST file.

Only the checks having those record IDs are selected to be included on the reconciliation request file for the specified bank.
Source Codes

Indicate the Colleague modules to have checks included in this file.

Use this field to specify the code for the paychecks to be included on this reconciliation request file.

Enter the code if you know it, or use field help to select from the list of modules that currently have this capability. These codes are stored in the validation code table BANK.RECON.SOURCE.

Bank Codes

Use this field to specify the bank codes for each account at this bank that has checks included on this file.

If the bank codes entered reflect different account numbers, you see a warning message. However, depending on your institution's procedures and the bank's requirements, you could include reconciliation requests for multiple accounts in the same export file.

For U.S. banks, the transit or routing numbers must be the same for all bank codes entered in this field.

For Canadian banks, the processing center and client numbers must be the same for all bank codes entered in this field.
Procedure for Creating an Export File

Use the Build Paycheck Recon Request (BPRR) form to create the export file.

**Step 1.** Access the Build Paycheck Recon Request (BPRR) form.

**Step 2.** Use the following fields to select the checks that you want to reconcile:
- Bank Codes
- Paycheck Date Range
- Paycheck Number Range
- Paycheck Numbers

**Step 3.** Finish from the BPRR form.

**Step 4.** Access the Bank Recon Request Export (BRRE) form.

**Step 5.** Are you using a custom ELF specification to build the export file?
- **Yes.** Complete the fields in the ELF Export Options section of the form.
- **No.** Use **Step 6** for custom subroutine export options.

**Step 6.** Are you using a custom subroutine specification to build the export file?
- **Yes.** Complete the fields in the Custom Subroutine Export Options section of the form.
- **No.** Continue with **Step 7**.

**Step 7.** In the Saved List Name field, enter a saved list that you want to use.

**Step 8.** In the Source Codes field, indicate the modules to have checks included on this file.

**Step 9.** In the Bank Codes field, enter a bank code for each account with checks to be reconciled on this bank file.

**Step 10.** Finish from the BRRE form.
Importing a File of Reconciled Checks

The process of importing a file of reconciled checks consists of two steps:
1. Loading the file provided by your bank.
2. Updating Colleague’s files with the information from the imported file.

Loading the File

The Bank Reconciliation Import (BKRI) process is used to read a file of reconciled checks sent by your bank. The BKRI process uses any import custom subroutine for your bank entered on the Bank Recon Custom Routines (BKRR) form. If no custom subroutine is specified, the default ELF import subroutine is used. The default ELF subroutine is DBM018.

If you need to develop a custom subroutine for importing a bank’s files, a new template S.BANK.RECON.IMPORT.TMPLT in the CORE.SUBROUTINES file is available.

The BKRI process loads the file of reconciled checks provided by the bank into the BANK.RECON file. If you are not processing in Update Mode, then you receive a report detailing the errors found on the import file. If you are processing in Update Mode, then the process imports the file and prints a detailed report of the checks imported.

The BANK.RECON file can be used as a repository for any reconciled checks in any Colleague application. Users in each application can then run a process specific to their application that extracts their reconciled checks and updates the appropriate files.
Noteworthy Fields on the BKRI Form

The fields described in this section are particularly important for using the BKRI form.

**Bank Reconciliation Batch**

Enter the ID of the batch that you want to process or create.

Use this field to assign a batch ID to uniquely identify this file. You can assign an existing batch ID only if the file for that batch has not been imported into Colleague. If records have been imported into Colleague, then to reuse that batch ID, you first must purge that batch from Colleague.

**Update Mode**

Indicate whether you want to import the file or only generate an error report.

If you leave the default as “No,” then the process generates a report showing the errors that occurred when the process tried to read the data from the source file.
If you enter “Yes,” then the process imports the file into the BANK.RECON file and generates a report of the items that were imported without error. In either case, you must enter a batch ID in the Bank Reconciliation Batch field. Be sure to do one of the following to specify the type of file that is being imported:

- Detail on the Modify Source Definition field if this bank file uses the default ELF import subroutine.
- Specify the type of file in the Source File Type field if this bank file uses a custom subroutine.

**Report Detail**

Indicate the level of detail that you want to see on the report.

Because this process does not verify duplicates, the only option available is to report all details by selecting “D.”

**Modify Source Definition**

Use this field to access the Electronic Transfer File (ELFT) form on which you can change the specifications for the bank file being imported. For example, you can change any of the following:

- File type
- Tape characteristics
- Delimiters for variable length components
- Block and record length

You can use this field only if you are using the default ELF subroutine to import the file.
Source File Type

Use this field to specify the type of media that contains the file being imported.

Select one of the following:
- C – Colleague File
- CQ – Comma Quote (.csv)
- FD – Fixed Disk
- FT – Fixed Tape
- O – Other
- VD – Variable Disk
- VT – Variable Tape

The custom subroutine that you specify on the BKRR form must be programmed to read the different file types. You can use the template subroutine, S.BANK.RECON.IMPORT.TMPLT in the CORE.SUBROUTINES file, which is available in the Envision Tool Kit, as a starting point for your customized subroutine if you choose not to use ELF.
Procedure for Importing the Bank File

Use the Bank Reconciliation Import (BKRI) form to import the bank file from your bank.

Step 1. Access the Bank Reconciliation Import (BKRI) form.

Step 2. In the Bank Reconciliation Batch field, enter the code for the batch that you want to process.

Step 3. In the Update Mode field, enter Yes to import the bank file. Enter No if you want to only generate an error report. The default for this field is “No.”

Step 4. In the Report Detail field, select D for all details.

Step 5. In the Modify Target File Definition field, detail to the Electronic Transfer File (ELFT) form to change the file specifications.

Step 6. In the Source File Type field, indicate the media that contains the file being imported. The options are the following:

- C – Colleague File
- CQ – Comma Quote (.csv)
- FD – Fixed Disk
- FT – Fixed Tape
- O – Other
- VD – Variable Disk
- VT – Variable Tape

Step 7. Finish from the BKRI form.
Updating the Paychecks File

The Bank Paycheck Recon (BKPR) process does the following:

- Selects only the paychecks in a particular batch from the BANK.RECON file, leaving checks from any other application.
- Updates the corresponding paycheck in the HR files PR.CHECKS and PAYTODAT by changing the status of each reconciled paycheck from Outstanding to Reconciled and changing the status date to today’s date.
- Changes the status and date of any advice associated with the reconciled paycheck in the PR.ADVICES file if you choose to reconcile associated advices.
- Deletes the successfully reconciled paychecks from the BANK.RECON file.
- Reports the number of paychecks reconciled and their total dollar amount, the number of paychecks processed, their total dollar amount, and any errors found.

The BKPR process reconciles as many paychecks as possible, regardless of the number of errors found. If an error is found, it is listed on the error report, and the process leaves the unreconciled paycheck in the BANK.RECON file. You can rerun the BKPR process as many times as necessary for the same batch until all of the errors in that batch have been resolved and all valid paychecks reconciled.
Reconciling Paychecks Using a Bank Statement

In This Chapter

This chapter presents information and procedures for reconciling paychecks by using a bank statement.

Table 73 lists the topics covered in this chapter.

Table 73: Topics in This Chapter

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</tbody>
</table>
Understanding the Processes

Paycheck data is stored in the PR.CHECKS file. Each paycheck has one of the following statuses:

- Outstanding, which indicates that the paycheck has been issued but has not yet cleared the bank.
- Reconciled, which indicates that the paycheck has cleared the bank.
- Voided, which indicates that your institution has declared the paycheck to be non-negotiable.

Only Outstanding paychecks can be reconciled.

Depending on your institution’s procedures and your bank’s requirements, you can reconcile paychecks by using either of the following:

- Your bank statement to determine which paychecks have cleared the bank.
- Electronic reconciliation in which your bank sends you a file of the checks that have cleared.

If you use a bank statement to reconcile paychecks, Colleague provides two reconciliation processes:

- Reconcile Paychecks – Batch (PRBE) is a batch process that enables you to reconcile all paychecks within ranges of paycheck numbers. For information about this process and the procedure for running it, see “Reconciling All Paychecks in a Range” on page 530.
- Reconcile Paychecks – Manual (PRME) is a manual process that lets you reconcile individual paychecks either alone or within a range. For information about this process and the procedure for running it, see “Reconciling Individual Paychecks” on page 535.

Typically, you will use both of these processes. For example, you might use the PRBE process first to reconcile large groups of Outstanding paychecks and then use the PRME process to reconcile any stragglers.

Both processes provide an option for you to reconcile any advices associated with the paychecks being reconciled.

Note: Before reconciling paychecks, verify that the Employee History Update (EHUP) process has been run for the payrolls containing the paychecks that you want to reconcile.
Colleague also provides a process for generating a report of paycheck statuses. Although this report can be run at any time, it can be particularly useful before you begin to reconcile paychecks by helping you do the following:

- Determine the paychecks that have been or are ready to be reconciled.
- Identify ranges of paychecks so that you can choose which to reconcile using the batch process and which to reconcile using the manual process.

For information about the Paycheck Status Report (PCSR) process and the procedure for running it, see “Generating the Paycheck Status Report” on page 525.

### Forms Used in Reconciling Paychecks

Table 74 lists the forms used for reconciling paychecks using a bank statement and describes how each is used.

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paycheck Status Report (PCSR)</td>
<td>Generate a report of the statuses for all paychecks and any associated advices for one or more bank codes in a particular date range.</td>
</tr>
<tr>
<td>Reconcile Paychecks – Batch (PRBE)</td>
<td>Reconcile all paychecks within specific ranges of paycheck numbers. If you choose to reconcile associated advices, then any advices associated with these paychecks are also reconciled at the same time.</td>
</tr>
<tr>
<td>Reconcile Paychecks – Manual (PRME)</td>
<td>Reconcile specific paychecks. When most paychecks within a range have already been reconciled, this form displays the Outstanding paychecks remaining in that range and enables you to choose the ones to reconcile. It also provides the option for reconciling any advices associated with these paychecks.</td>
</tr>
</tbody>
</table>
Files Used in Reconciling Paychecks

Table 75 lists the files that pertain to the reconciliation process and describes how each is used.

Table 75: Files Used in Reconciling Paychecks

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK.CODES</td>
<td>Provides the information associated with the bank code—such as the bank name, account number, and GL number—that is displayed on the forms used</td>
</tr>
<tr>
<td></td>
<td>for reconciling paychecks or reporting the status of paychecks. This information is also printed on any associated reports.</td>
</tr>
<tr>
<td>PAYTODAT</td>
<td>Used and updated by the Reconcile Paychecks – Batch (PRBE) and Reconcile Paychecks – Manual (PRME) processes. Based on the criteria entered on the</td>
</tr>
<tr>
<td></td>
<td>form, each of these processes updates the employee’s pay record by changing the status of the Outstanding paycheck to Reconciled. If you choose to</td>
</tr>
<tr>
<td></td>
<td>reconcile associated advices, it also updates the status of any advice associated with each paycheck.</td>
</tr>
<tr>
<td>PR.ADVICES</td>
<td>Used and updated by the PRBE and PRME processes when you choose to update associated advices. The advices associated with the paychecks being</td>
</tr>
<tr>
<td></td>
<td>reconciled are selected from this file and are updated with the status of Reconciled and the date of reconciliation. The Paycheck Status Report</td>
</tr>
<tr>
<td></td>
<td>(PCSR) process also uses this file to gather the information about advices associated with the paychecks being reported.</td>
</tr>
<tr>
<td>PR.CHECKS</td>
<td>Used and updated by the PRBE and PRME processes. The Outstanding paychecks to be reconciled are selected from this file based on the criteria</td>
</tr>
<tr>
<td></td>
<td>entered on these forms. These records are then updated with the status of Reconciled and the date of reconciliation entered on these forms. The</td>
</tr>
<tr>
<td></td>
<td>PCSR process also uses this file to gather the paycheck information being reported.</td>
</tr>
</tbody>
</table>
Generating the Paycheck Status Report

Before reconciling paychecks, it might be helpful for you to have a report of all Outstanding paychecks. Not only would such a report identify the paychecks that were available for reconciliation, but because Colleague provides two processes for reconciling paychecks—one that reconciles all paychecks in a range and one that reconciles individual paychecks—it would also help you determine how best to use these processes to reconcile your paychecks efficiently.

After paychecks have been reconciled, it might also be helpful for you to have a report of all Outstanding and Reconciled paychecks to ensure that the reconciliation worked as you intended.

The Paycheck Status Report meets both these needs.

Overview of the Process

The Paycheck Status Report (PCSR) process generates a report on the statuses of all paychecks and any associated advices issued by your institution on particular bank accounts within a particular date range, based on the date that the paycheck was issued. You can run the report at any time for any or all paycheck statuses.
The Paycheck Status Report that is generated includes the following information:

- Paycheck number, date issued, status, and amount.
- Employee’s name to whom the paycheck was issued.
- Number, status, and amount of any associated advice.

It also provides subtotals of all paychecks and associated advices for each bank code with a breakdown by paycheck status. In addition, it provides the grand totals for all bank codes reported, also with a breakdown by paycheck status.

While this report typically sorts by bank code then paycheck number, breaking on the bank code, you can use the Sort/Break Definition form that is displayed when you finish from the form to customize the report to sort and break however you like.
Although you can run this report at any time to see an overview of the statuses of all paychecks and associated advices by bank code, doing so both before and after you reconcile paychecks can be particularly helpful:

- Running it before reconciliation helps you determine the paychecks that are available to be reconciled and, of those, which can be reconciled using the batch process.
- Running it after reconciliation verifies that the process worked correctly, specifically that you did not overlook any of the Outstanding paychecks that you intended to reconcile and that you reconciled the correct paychecks.
Procedure for Generating the Paycheck Status Report

Follow the steps below to use the Paycheck Status Report (PCSR) form to generate a report of paycheck statuses. Ellucian recommends that you generate this report before you begin reconciling paychecks.

**Step 1.** Access the Paycheck Status Report (PCSR) form.

**Step 2.** In the Saved List Name field, enter the name of any saved list that you want to use to limit the paychecks reported.

This saved list must contain the record IDs of paychecks in the PR.CHECKS file.

**Step 3.** In the Starting and Ending Date Range fields, enter a date range of paychecks to report based on the date that the paychecks were issued.

- **Starting Date.** If you leave the Starting Date Range blank, it defaults to the beginning date of the current fiscal year.
- **Ending Date.** If you leave the Ending Date Range blank, it defaults to today’s date.

**Step 4.** In the Bank Codes field, enter the bank codes representing the banks and accounts for the paychecks that you want to included on the report. You must enter at least one bank code. You must enter all bank codes that you want to report, even if you want them all.

**Step 5.** In the Paycheck Status field, enter any specific paycheck statuses that you want reported. You can enter any combination of paycheck statuses:

- To report Outstanding paychecks, enter O.
- To report Reconciled paychecks, enter R.
- To report Voided paychecks, enter V.
- To report all three statuses, leave the field blank.

**Step 6.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting paychecks to be reported.
If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this PCSR form. You can enter criteria for selecting paychecks from the PR.CHECKS file there.

Step 7. Finish from the PCSR form to begin generating the report.
Reconciling All Paychecks in a Range

Colleague provides two processes for reconciling paychecks. This section pertains to the batch process Reconcile Paychecks – Batch (PRBE), which reconciles all paychecks within ranges of paycheck numbers.

If you need to reconcile individual paychecks, see “Reconciling Individual Paychecks” on page 535 for information about that process.

Overview of the Process

The Reconcile Paychecks – Batch (PRBE) process enables you to reconcile all paychecks in multiple ranges of paycheck numbers for a specific bank code. Although you can use this process to reconcile individual paychecks by creating a “range” of only one paycheck, it is more efficient to use the Reconcile Paychecks – Manual (PRME) process if you have more than a few individual paychecks to reconcile.

**Note:** All of the paychecks within each range specified must have an Outstanding status. If you know that some of the paychecks within a range have already been reconciled or voided, then use the PRME process to reconcile the remaining Outstanding paychecks.

Figure 127: Example of the Reconcile Paychecks – Batch (PRBE) Form
The process enables you to choose whether you want to also reconcile any advices associated with the paychecks being reconciled. If you want to reconcile advices only, then use either the Reconcile Advices – Batch (ARBE) or the Reconcile Advices – Manual (ARME) process. (For information about using these processes, see “Reconciling Advices” beginning on page 541.)

Although more than one person can use the PRBE process to reconcile paychecks at the same time, Ellucian recommends that you each work with a different bank code. Doing so avoids the potential conflict should two users try to reconcile the same paycheck at the same time and the errors created when one user has just reconciled a paycheck in the same range and bank code that another user is trying to reconcile.

This reconciliation process consists of a validation step and a reconciliation step. Each step is described below.

**Validation Step**

The validation step verifies all of the following conditions:

- Each paycheck in the specified ranges.
  - Exists in the PR.CHECKS file.
  - Has an Outstanding status.
  - Has a record in the PAYTODAT file.
- The number of paychecks entered in the field Total Number of Paychecks to Reconcile is correct.
- The dollar amount entered in the field Total Amount of Paychecks to Reconcile is correct.

If this step finds any errors, then the PRBE process stops. No paychecks are reconciled, and an error report is generated. You must fix any errors found before the process can continue to the reconciliation step.

**Reconciliation Step**

When the process completes the validation step without errors, then the reconciliation step immediately begins.

This step reconciles all paychecks in the ranges specified. It updates the PR.CHECKS and PAYTODAT files by changing the status from Outstanding to Reconciled and replacing the status date with the Reconciliation Date entered on the form. If you chose to update associated advices, then the status and status date in the PR.ADVICES file are updated in the same way.
Before You Begin

Before reconciling paychecks, Ellucian recommends that you follow the steps below to gather necessary information and reconcile your paychecks more efficiently.

**Step 1.** Use the Paycheck Status Report (PCSR) form to generate a report of the Outstanding paychecks for each bank code that you want to reconcile.

**Step 2.** Compare this report with your bank statements to find the Outstanding paychecks that have now cleared the bank. Highlight these paycheck numbers on your report.

**Step 3.** Review the highlighted portions of the report to determine which Outstanding paychecks fall within ranges that can be reconciled using the Reconcile Paychecks – Batch (PRBE) process and which should be reconciled using the Reconcile Paychecks – Manual (PRME) process.

Look for Outstanding paychecks in the same bank code that have consecutive paycheck numbers. These paychecks can be reconciled using the PRBE batch process, which reconciles all paychecks in a range.

**Step 4.** Count the total number of paychecks that will be reconciled using the PRBE process.

If you have highlighted large groups of paychecks with consecutive advice numbers, consider rerunning the Paycheck Status Report (PCSR) process using saved lists of the record IDs for those paychecks. The report would give you the count needed in this step and the total dollar amount needed in the next step for those paychecks.

You will need this total when you enter information on the PRBE form.

**Step 5.** Add the dollar amounts of the paychecks that will be reconciled using the PRBE process.

If you have highlighted large groups of paychecks with consecutive advice numbers, consider rerunning the Paycheck Status Report (PCSR) process using saved lists to allow the report to calculate the total dollar amount needed for those paychecks. You will need this total when you enter information on the PRBE form.
Procedure for Reconciling All Paychecks in a Range

Follow the steps below to use the Reconcile Paychecks – Batch (PRBE) form to reconcile all paychecks in a particular bank account within specified ranges of paycheck numbers.

If you want to reconcile only some of the paychecks within a range, use the Reconcile Paychecks – Manual (PRME) process instead. See “Reconciling Individual Paychecks” on page 535 for information about that process.

All paychecks in the ranges to be reconciled must have a status of Outstanding.

Step 1. Access the Reconcile Paychecks – Batch (PRBE) form.

Step 2. At the Bank Code LookUp prompt, enter the bank code of the bank and account for the paychecks that you want to reconcile.

If another user is running this process at the same time, you should each work with different bank codes to avoid conflicts and errors.

Step 3. Verify that the bank name, account number, and GL number that are displayed in the form’s header are the ones that you want.

Step 4. In the Reconciliation Date field, enter the date when these paychecks are to be reconciled.

The PRBE process records this date in the PR.CHECKS and PAYTODAT files when the paychecks are reconciled. If you choose to reconcile associated advices, then this date is also recorded in the appropriate advice records in the PR.ADVICES file.

Step 5. In the Reconcile Associated Advices field, indicate whether you want to also reconcile any advices associated with these paychecks:

- If you want all advices associated with these paychecks to be reconciled, enter Yes. All validated paychecks are reconciled regardless of whether an advice is associated with them.

- If you want all validated paychecks to be reconciled, while any associated advices are ignored, enter No.
Reconciliation of Paychecks and Advices: Reconciling Paychecks Using a Bank Statement

**Step 6.** In the Saved List Name field, enter the name of any saved list that you want to use to limit the paychecks selected for reconciliation.

This saved list must contain the record IDs of paychecks in the PR.CHECKS file.

**Step 7.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting paychecks to be reconciled.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this PRBE form. You can enter criteria for selecting paychecks from the PR.CHECKS file there.

**Step 8.** In the Paycheck Ranges field, enter the ranges of paycheck numbers that you want to reconcile.

You must enter at least one range of paycheck numbers. If you enter only a beginning number, then that number defaults into the End field to create a range of one paycheck.

*All* paychecks in this range must have a status of Outstanding. If the PRBE process finds any Reconciled or Voided paychecks in this range, then none of the paychecks are reconciled.

**Step 9.** In the Total Number of Paychecks to Reconcile field, enter the number of Outstanding paychecks in all ranges.

This is the number from Step 4 of “Before You Begin” on page 532.

**Step 10.** In the Total Amount of Paychecks to Reconcile field, enter the total dollar amount of all the Outstanding paychecks in all ranges.

This is the number from Step 5 of “Before You Begin” on page 532.

**Step 11.** Finish from the PRBE form to begin the reconciliation process.
Reconciling Individual Paychecks

Colleague provides two processes for reconciling paychecks. This section pertains to the Reconcile Paychecks – Manual (PRME) process, which enables you to reconcile individual paychecks within ranges of paycheck numbers.

If you need to reconcile all paychecks within a range of paycheck numbers, then see “Reconciling All Paychecks in a Range” on page 530 for information about that process.

Overview of the Process

The Reconcile Paychecks – Manual (PRME) process enables you to reconcile individual paychecks within a range of paycheck numbers for a specific bank code.

Figure 128: Example of the Reconcile Paychecks – Manual (PRME) Form
Unlike the Reconcile Paychecks – Batch (PRBE) process, all paychecks in the range that you enter on the PRME form do not need to have an Outstanding status. When you enter the range, all of the Outstanding paychecks in that range are displayed in the Outstanding Paychecks portion of the form. You then indicate which ones you want to reconcile now and which ones you want to skip.

In fact, you do not even need to know the exact paycheck numbers for the beginning and end of the range. For example, you can enter paycheck 1 to paycheck 9999, and the process displays all of the Outstanding paychecks, and only the Outstanding paychecks, within that range.

This PRME form enables you to enter only one range of paycheck numbers. However, for any additional paycheck numbers that you want to reconcile, you can either add them to the list of Outstanding Paychecks that is displayed or you can broaden the range that you enter to include them.

Like the PRBE process, the PRME form enables you to choose whether you want to also reconcile any advices associated with the paychecks being reconciled. If you want to reconcile advices only, then use either the Reconcile Advices – Batch (ARBE) or the Reconcile Advices – Manual (ARME) processes. (For information about using these processes, see “Reconciling Advices” beginning on page 541.)

Although more than one person can use the PRME process to reconcile paychecks at the same time, Ellucian recommends that each of you work with a different bank code to avoid the potential conflict of trying to reconcile the same paycheck at the same time.

After you specify a bank code, you must enter information in the following fields in order to finish from the form:

- Reconciliation Date.
- Reconcile Associated Payroll Advices.
- Either Range of Paychecks or at least one paycheck number in the Outstanding Paychecks portion of the form.
Before You Begin

Before reconciling paychecks, Ellucian recommends that you follow the steps below on how to reconcile your paychecks more efficiently.

**Step 1.** Use the Paycheck Status Report (PCSR) form to generate a report of the Outstanding paychecks for each bank code that you want to reconcile.

**Step 2.** Compare this report with your bank statements to find the Outstanding paychecks that have now cleared the bank. Highlight these paycheck numbers on your report.

**Step 3.** Review the highlighted portions of the report to determine which Outstanding paychecks can be reconciled using the Reconcile Paychecks – Batch (PRBE) process and which should be reconciled using the Reconcile Paychecks – Manual (PRME) process.

Look for Outstanding paychecks in the same bank code that have consecutive paycheck numbers. These paychecks can be reconciled using the PRBE batch process, which reconciles *all* paychecks in a range.

Procedure for Reconciling Individual Paychecks

If you want to reconcile all paychecks within a particular range for a bank code, use the Reconcile Paychecks – Batch (PRBE) process instead. See “Reconciling All Paychecks in a Range” on page 530 for information about that process.

**Step 1.** Access the Reconcile Paychecks – Manual (PRME) form.

**Step 2.** At the Bank Code LookUp prompt, enter the bank code of the bank and account for the paychecks that you want to reconcile.

If another user is running this process at the same time, you should each work with different bank codes to avoid conflicts.
Step 3. Verify that the bank name, account number, and GL number that are displayed in the form’s header are the ones that you want.

Step 4. In the Range of Paychecks field, enter a range of paycheck numbers that contains the paychecks to be reconciled.

The Outstanding paychecks in this range are displayed in the Outstanding Paychecks portion of the form.

You do not need to enter the exact paycheck numbers representing the beginning and end of the range. For example, you can enter 1 to 9999, and only the Outstanding paychecks in that range are displayed.

If you enter only a beginning number, then that number defaults into the End field to create a range of one paycheck.

You can leave this range blank and enter individual paycheck numbers in the Outstanding Paychecks portion of the form.

Step 5. In the Reconciliation Date field, enter the date when these paychecks are to be reconciled.

The PRME process records this date in the PR.CHECKS and PAYTODAT files when the paychecks are reconciled. If you choose to reconcile associated advices, then this date is also recorded in the appropriate advice records in the PR.ADVICES file.

Step 6. In the Reconcile Associated Payroll Advices field, indicate whether you want to also reconcile any advices associated with these paychecks.

- If you want any advices associated with these paychecks to be reconciled, enter Yes. All validated paychecks are reconciled regardless of whether an advice is associated with them.
- If you want all validated paychecks to be reconciled, and any associated advices are ignored, enter No.
Step 7. For each paycheck listed in the Outstanding Paychecks portion of the form, enter either Yes or No in the Reconcile column to indicate whether you want to reconcile that paycheck. If you did not enter a range of paychecks in the Range of Paychecks fields, then do the following:

- Enter individual paychecks in this Outstanding Paychecks portion of the form.
- Indicate in the Reconcile column whether you want them to be reconciled.
- If you have individual paychecks to reconcile that are outside of the range that you entered, you can add them to this list.

Step 8. Finish from the PRME form to begin the reconciliation process.

Step 9. Generate the Paycheck Status Report using the Paycheck Status Report (PCSR) form to verify the paychecks that were reconciled.

For information about the PCSR process, see “Generating the Paycheck Status Report” on page 525.
Reconciling Advices

In This Chapter

The information in this chapter includes an overview of the Colleague processes involved in reconciling advices, followed by a description of each specific process and the procedures for running it.

Table 76 lists the topics covered in this chapter.

Table 76: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generating the Advice Status Report</td>
<td>545</td>
</tr>
<tr>
<td>Reconciling All Advices in a Range</td>
<td>550</td>
</tr>
<tr>
<td>Reconciling Individual Advices</td>
<td>556</td>
</tr>
</tbody>
</table>

Understanding the Processes

Data pertaining to advices is stored in the PR.ADVICES file. Each advice has one of the following statuses:

- Outstanding, which indicates that the advice has been issued but the funds have not yet been deposited into the employee’s account.
- Reconciled, which indicates that the bank has deposited the funds into the employee’s account.
- Voided, which indicates that your institution has declared that the funds are not to be deposited.

Only Outstanding advices can be reconciled.
Colleague provides two processes for reconciling advices:

- Reconcile Advices – Batch (ARBE) is a batch process that enables you to reconcile all advices within ranges of advice numbers. For information about this process and the procedure for running it, see “Reconciling All Advices in a Range” on page 550.

- Reconcile Advices – Manual (ARME) is a manual process that lets you reconcile individual advices either alone or within a range. For information about this process and the procedure for running it, see “Reconciling Individual Advices” on page 556.

Typically, you will use both of these processes. For example, you might use the ARBE process first to reconcile large groups of Outstanding advices and then use the ARME process to reconcile any stragglers.

Both processes provide an option for you to reconcile any paychecks associated with the advices being reconciled.

**Note:** Before reconciling advices, verify that the Employee History Update (EHUP) process has been run for the payrolls containing the advices that you want to reconcile.

Colleague also provides a process for generating a report of advice statuses. Although this report can be run at any time, it can be particularly useful before you begin to reconcile advices by helping you do the following:

- Determine the advices that have been or are ready to be reconciled.
- Identify ranges of advices so that you can choose which to reconcile using the batch process and which to reconcile using the manual process.

For information about the Advice Status Report (AVSR) process and the procedure for running it, see “Generating the Advice Status Report” on page 545.
Forms Used in Reconciling Advices

Table 77 lists the forms used for reconciling advices and describes how each is used.

Table 77: Forms Used in Reconciling Advices

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advice Status Report (AVSR)</td>
<td>Generate a report of the statuses for all advices and any associated paychecks for one or more bank codes in a particular date range.</td>
</tr>
<tr>
<td>Reconcile Advices – Batch (ARBE)</td>
<td>Reconcile all advices within specific ranges of advice numbers.</td>
</tr>
<tr>
<td></td>
<td>If you choose to reconcile associated paychecks, then any paychecks associated with these advices are also reconciled at the same time.</td>
</tr>
<tr>
<td>Reconcile Advices – Manual (ARME)</td>
<td>Reconcile specific advices.</td>
</tr>
<tr>
<td></td>
<td>When most advices within a range have already been reconciled, this form displays the Outstanding advices remaining in that range and enables you to choose the ones to reconcile. It also provides the option for reconciling any paychecks associated with these advices.</td>
</tr>
</tbody>
</table>
Files Used in Reconciling Advices

Table 78 lists the files that pertain to the reconciliation process and describes how each is used.

### Table 78: Files Used in Reconciling Advices

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK.CODES</td>
<td>Provides the information associated with the bank code—such as the bank name, account number, and GL number—that is displayed on the forms used for reconciling advices or reporting the status of advices. This information is printed on any associated reports.</td>
</tr>
</tbody>
</table>
| PAYTODAT         | Used and updated by the Reconcile Advices – Batch (ARBE) and Reconcile Advices – Manual (ARME) processes.  

Based on the criteria entered on the form, each of these processes updates the employee’s pay record by changing the status of the Outstanding advice to Reconciled.  

If you choose to reconcile associated paychecks, it also updates the status of any paycheck associated with each advice. |
| PR.ADVICES       | Used and updated by the ARBE and ARME processes.  

The Outstanding advices to be reconciled are selected from this file based on the criteria entered on these forms. These advice records are then updated with the status of Reconciled and the date of reconciliation entered on these forms.  

The Advice Status Report (AVSR) process also uses this file to gather the advice information being reported. |
| PR.CHECKS        | Used and updated by the ARBE and ARME processes when you choose to update associated paychecks.  

The paychecks associated with the advices being reconciled are selected from this file and are updated with the status of Reconciled and the date of reconciliation.  

The AVSR process also uses this file to gather the information about paychecks associated with the advices being reported. |
Generating the Advice Status Report

Before reconciling advices, it might be helpful for you to have a report of all Outstanding advices. Not only would such a report identify the advices that were available for reconciliation, but because Colleague provides two processes for reconciling advices—one that reconciles all advices in a range and one that reconciles individual advices—it would also help you determine how best to use these processes to reconcile your advices efficiently.

After advices have been reconciled, it might also be helpful for you to have a report of all Outstanding and Reconciled advices to ensure that the reconciliation worked as you intended.

The Advice Status Report meets both these needs.

Overview of the Process

The Advice Status Report (AVSR) process generates a report on the statuses of all advices and any associated paychecks issued by your institution on particular bank accounts within a particular date range, based on the date that the advice was issued. You can run the report at any time for any or all advice statuses.

**Figure 129: Example of the Advice Status Report (AVSR) Form**
About the Report

The Advice Status Report that is generated includes the following information:

- Advice number, date issued, status, and amount.
- Employee’s name to whom the advice was issued.
- Number, status, and amount of any associated paycheck.

It also provides subtotals of all advices and associated paychecks for each bank code with a breakdown by advice status. In addition, it provides the grand totals for all bank codes reported, also with a breakdown by advice status.

While this report typically sorts by bank code then advice number, breaking on the bank code, you can use the Sort/Break Definition form that is displayed when you finish from the form to customize the report to sort and break however you like.

Figure 130 on page 547 shows an example of this report.

Although you can run this report at any time to see an overview of the statuses of all advices and associated paychecks by bank code, doing so both before and after you reconcile advices can be particularly helpful:

- Running it before reconciliation helps you determine the advices that are available to be reconciled and, of those, which can be reconciled using the batch process.
- Running it after reconciliation verifies that the process worked correctly, specifically that you did not overlook any of the Outstanding advices that you intended to reconcile and that you reconciled the correct advices.
**Figure 130: Example of the Advice Status Report**

<table>
<thead>
<tr>
<th>Advice Number</th>
<th>Date</th>
<th>Status</th>
<th>Employee Name</th>
<th>Advice Amount</th>
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**Nations Bank - Operating Acct Totals**

<table>
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<tr>
<th></th>
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<th></th>
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</thead>
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<td>Outstanding:</td>
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<td>5,276.65</td>
<td></td>
</tr>
<tr>
<td>Reconciled:</td>
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<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Void:</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Paychecks.:</td>
<td>5</td>
<td>$5,276.65</td>
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</table>

**GRAND TOTALS**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding:</td>
<td>$13,302.55</td>
<td>5,276.65</td>
<td></td>
</tr>
<tr>
<td>Reconciled:</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Void:</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Paychecks.:</td>
<td>5</td>
<td>$5,276.65</td>
<td></td>
</tr>
</tbody>
</table>
Procedure for Generating the Advice Status Report

Follow the steps below to use the Advice Status Report (AVSR) form to generate a report of advice statuses. Ellucian recommends that you generate this report before you begin reconciling advices.

**Step 1.** Access the Advice Status Report (AVSR) form.

**Step 2.** In the Saved List Name field, enter the name of any saved list that you want to use to limit the advices reported.

This saved list must contain the record IDs of advices in the PR.ADVICES file.

**Step 3.** In the Starting Date and Ending Date Range fields, enter a date range of advices to report based on the date that the advice was issued.

**Starting Date.** If you leave the Starting Date Range blank, it defaults to the beginning date of the current fiscal year.

**Ending Date.** If you leave the Ending Date Range blank, it defaults to today’s date.

**Step 4.** In the Bank Codes field, enter the bank codes representing the banks and accounts for the advices that you want to include on the report. You must enter at least one bank code.

You must enter all bank codes that you want to report, even if you want them all.

**Step 5.** In the Advice Statuses field, enter any specific advice statuses that you want reported.

You can enter any combination of advice statuses:
- To report Outstanding advices, enter O.
- To report Reconciled advices, enter R.
- To report Voided advices, enter V.
- To report all three statuses, leave the field blank.
**Step 6.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting advices to be reported.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this AVSR form. You can enter criteria for selecting advices from the PR.ADVICES file there.

**Step 7.** Finish from the AVSR form to begin generating the report.
Reconciling All Advices in a Range

Colleague provides two processes for reconciling advices. This section pertains to the batch process Reconcile Advices – Batch (ARBE), which reconciles all advices within ranges of advice numbers.

If you need to reconcile individual advices, see “Reconciling Individual Advices” on page 556 for information about that process.

Overview of the Process

The Reconcile Advices – Batch (ARBE) process enables you to reconcile all advices in multiple ranges of advice numbers for a specific bank code. Although you can use this process to reconcile individual advices by creating a “range” of only one advice, it is more efficient to use the Reconcile Advices–Manual (ARME) process if you have more than a few individual advices to reconcile.

**Note:** All of the advices within each range specified must have an Outstanding status. If you know that some of the advices within a range have already been reconciled or voided, use the ARME process to reconcile the remaining Outstanding advices.

The process enables you to choose whether you want to also reconcile any paychecks associated with the advices being reconciled. If you want to reconcile paychecks only, then use either the Reconcile Paychecks – Batch (PRBE) or the Reconcile Paychecks – Manual (PRME) process. (For information about using these processes, see “Reconciling Paychecks Using a Bank Statement” beginning on page 521.)

**Technical Tip:** Although more than one person can use the ARBE process to reconcile advices at the same time, Ellucian recommends that each of you work with a different bank code. Doing so avoids the potential conflict should two users try to reconcile the same advice at the same time or the errors created when one user has just reconciled an advice in the same range and bank code that another user is trying to reconcile.
This reconciliation process consists of a validation step and a reconciliation step. Each is explained in the sections that follow.

**Validation Step**

The validation step verifies all of the following conditions:

- Each advice in the specified ranges.
  - Exists in the PR.ADVICES file.
  - Has an Outstanding status.
  - Has a record in the PAYTODAT file.
- The number of advices entered in the field Total Number of Payroll Advices to Reconcile is correct.
- The dollar amount entered in the field Total Amount of Payroll Advices to Reconcile is correct.

If this step finds any errors, then the ARBE process stops. No advices are reconciled, and an error report is generated. You must fix any errors before the process can continue to the reconciliation step.

**Reconciliation Step**

When the process completes the validation step without errors, then the reconciliation step immediately begins.
Reconciliation of Paychecks and Advices: Reconciling Advices

This step reconciles all advices in the ranges specified. It updates the PR.ADVICES and PAYTODAT files by changing the status from Outstanding to Reconciled and replacing the status date with the Reconciliation Date entered on the form. If you chose to update associated paychecks, then the status and status date in the PR.CHECKS file are updated in the same way.

Before You Begin

Before reconciling advices, Ellucian recommends that you follow the steps below to gather necessary information and reconcile your advices more efficiently.

**Step 1.** Use the Advice Status Report (AVSR) form to generate a report of the Outstanding advices for each bank code that you want to reconcile.

**Step 2.** Compare this report with your bank statements to find the Outstanding advices that have now cleared the bank. Highlight these advice numbers on your report.

**Step 3.** Review the highlighted portions of the report to determine which Outstanding advices fall within ranges that can be reconciled using the Reconcile Advices – Batch (ARBE) process and which should be reconciled using the Reconcile Advices – Manual (ARME) process.

Look for Outstanding advices in the same bank code that have consecutive advice numbers. These advices can be reconciled using the ARBE batch process, which reconciles *all* advices in a range.

**Step 4.** Count the total number of advices that will be reconciled using the ARBE process.

If you have highlighted large groups of advices with consecutive advice numbers, consider rerunning the Advice Status Report (AVSR) process using saved lists of the record IDs for those advices. The report would give you the count needed in this step and the total dollar amount needed in the next step for those advices.

You will need this total when you enter information on the ARBE form.
Step 5. Add the dollar amounts of the advices that will be reconciled using ARBE.

If you have highlighted large groups of advices with consecutive advice numbers, consider rerunning the Advice Status Report (AVSR) process using saved lists to allow the report to calculate the total dollar amount needed for those advices.

You will need this total when you enter information on the ARBE form.
Procedure for Reconciling All Advices in a Range

Follow the steps to use the Reconcile Advices – Batch (ARBE) form to reconcile all advices in a particular bank account within specified ranges of advice numbers.

If you want to reconcile only some of the advices within a range, use the Reconcile Advices – Manual (ARME) process instead. See “Reconciling Individual Advices” on page 556 for information about that process.

Step 1. Access the Reconcile Advices – Batch (ARBE) form.

Step 2. At the Bank Code LookUp prompt, enter the bank code of the bank and account for the advices that you want to reconcile. If another user is running this process at the same time, you should each work with different bank codes to avoid conflicts and errors.

Step 3. Verify that the bank name, account number, and GL number that are displayed in the form’s header are the ones that you want.

Step 4. In the Reconciliation Date field, enter the date when these advices are to be reconciled.

The ARBE process records this date in the PR.ADVICES and PAYTODAT files when the advices are reconciled. If you choose to reconcile associated paychecks, then this date is also recorded in the appropriate paycheck records in the PR.CHECKS file.

Step 5. In the Reconcile Associated Payroll Checks field, indicate whether you want to also reconcile any paychecks associated with these advices.

- If you want any paychecks associated with these advices to be reconciled, enter Yes. All validated advices are reconciled regardless of whether a paycheck is associated with them.
- If you want all validated advices to be reconciled, while any associated paychecks are ignored, enter No.

Step 6. In the Saved List Name field, enter the name of any saved list that you want to use to limit the advices selected for reconciliation.
This saved list must contain the record IDs of advices in the PR.ADVICES file.

**Step 7.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting advices to be reconciled.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this ARBE form. You can enter criteria for selecting advices from the PR.ADVICES file there.

**Step 8.** In the Advice Number Ranges field, enter the ranges of advice numbers that you want to reconcile.

You must enter at least one range of advice numbers. If you enter only a beginning number, then that number defaults into the End field to create a range of one advice.

*All* advices in this range must have a status of Outstanding. If the ARBE process finds any Reconciled or Voided advices in this range, then none of the advices are reconciled.

**Step 9.** In the Total Number of Payroll Advices to Reconcile field, enter the number of Outstanding advices in all ranges.

This is the number from Step 4 of “Before You Begin” on page 552.

**Step 10.** In the Total Amount of Payroll Advices to Reconcile field, enter the total dollar amount of all the Outstanding advices in all ranges.

This is the number from Step 5 of “Before You Begin” on page 552.

**Step 11.** Finish from the ARBE form to begin the reconciliation process.
Reconciling Individual Advices

Colleague provides two processes for reconciling advices. This section pertains to the Reconcile Advices – Manual (ARME) process, which enables you to reconcile individual advices within ranges of advice numbers.

If you need to reconcile all advices within a range of advice numbers, see “Reconciling All Advices in a Range” on page 550 for information about that process.

Overview of the Process

The Reconcile Advices – Manual (ARME) process enables you to reconcile individual advices within a range of advice numbers for a specific bank code.

Figure 132: Example of the Reconcile Advices – Manual (ARME) Form

Unlike the Reconcile Advices – Batch (ARBE) process, all advices in the range that you enter on ARME do not need to have an Outstanding status. When you enter the range, all of the Outstanding advices in that range are displayed in the Outstanding Advices portion of the form. You then indicate which ones you want to reconcile now and which ones you want to skip.
In fact, you do not even need to know the exact advice numbers for the beginning and end of the range. For example, you can enter advice 1 to advice 9999, and the process displays all of the Outstanding advices, and only the Outstanding advices, within that range.

This ARME form enables you to enter only one range of advice numbers. However, for any additional advice numbers that you want to reconcile, you can either add them to the list of Outstanding Advices that is displayed or you can broaden the range that you enter to include them.

Like the ARBE process, the ARME form enables you to choose whether you want to also reconcile any paychecks associated with the advices being reconciled. If you want to reconcile paychecks only, then use either the Reconcile Paychecks – Batch (PRBE) or the Reconcile Paychecks – Manual (PRME) processes. (For information about using these processes, see “Reconciling Paychecks Using a Bank Statement” beginning on page 521.)

Although more than one person can use the ARME form to reconcile advices at the same time, Ellucian recommends that each of you work with a different bank code to avoid the potential conflict of trying to reconcile the same advice at the same time.

After you specify a bank code, you must enter information in the following fields in order to finish from the form:

- **Either** Range of Advices or at least one advice number in the Outstanding Advices portion of the form.
- Reconciliation Date.
- Reconcile Associated Payroll Checks.
Before You Begin

Before reconciling advices, Ellucian recommends that you follow the steps to reconcile your paychecks more efficiently.

**Step 1.** Use the Advice Status Report (AVSR) form to generate a report of the Outstanding advices for each bank code that you want to reconcile.

**Step 2.** Compare this report with your bank statements to find the Outstanding advices that have now cleared the bank. Highlight these advice numbers on your report.

**Step 3.** Review the highlighted portions of the report to determine which Outstanding advices can be reconciled using the Reconcile Advices – Batch (ARBE) process and which should be reconciled using the Reconcile Advices – Manual (ARME) process.

Look for Outstanding advices in the same bank code that have consecutive advice numbers. These advices can be reconciled using the ARBE batch process which reconciles *all* advices in a range.

Procedure for Reconciling Individual Advices

If you want to reconcile all advices within a particular range for a bank code, use the Reconcile Advices – Batch (ARBE) process instead. See “Reconciling All Advices in a Range” on page 550 for information about that process.

**Step 1.** Access the Reconcile Advices – Manual (ARME) form.

**Step 2.** At the Bank Code LookUp prompt, enter the bank code of the bank and account for the advices that you want to reconcile.

If another user is running this process at the same time, you should each work with different bank codes to avoid conflicts.

**Step 3.** Verify that the bank name, account number, and GL number that are displayed in the form’s header are the ones that you want.
Step 4. In the Range of Advices field, enter a range of advice numbers that contains the advices to be reconciled.

The Outstanding advices in this range are displayed in the Outstanding Advices portion of the form.

If you enter only a beginning number, then that number defaults into the End field to create a range of one advice.

You can leave this range blank and enter individual advice numbers in the Outstanding Advices portion of the form.

Step 5. In the Reconciliation Date field, enter the date when these advices are to be reconciled.

The ARME process records this date in the PR.ADVICES and PAYTODAT files when the advices are reconciled. If you choose to reconcile associated paychecks, then this date is also recorded in the appropriate paycheck records in the PR.CHECKS file.

Step 6. In the Reconcile Associated Payroll Checks field, indicate whether you want to also reconcile any paychecks associated with these advices.

- If you want any paychecks associated with these advices to be reconciled, enter Yes. All validated advices are reconciled regardless of whether a paycheck is associated with them.
- If you want all validated advices to be reconciled, while any associated paychecks are ignored, enter No.

Step 7. In the Outstanding Advices portion of the form for each advice listed, enter either Yes or No in the Reconcile column to indicate whether you want to reconcile that advice.

If you did not enter a range of advices in the Range of Advices fields, then do the following:

- Enter individual advices in this Outstanding Advices portion of the form.
- Indicate in the Reconcile column whether you want them to be reconciled.

Step 8. Finish from the ARME form to begin the reconciliation process.

Step 9. Generate the Advice Status Report using the Advice Status Report (AVSR) form to verify the advices that were reconciled.

For information about the AVSR process, see “Generating the Advice Status Report” on page 545.
Using Payroll
Fiscal-Year Processing
Understanding Fiscal-Year Processing

In This Chapter

This chapter presents information about performing the fiscal-year processing at your institution.

- An overview of the processes that are used.
- A description of the pertinent forms and files.
- The preliminary steps that must be done before you begin fiscal-year processing.

If you need to adjust the fiscal-year totals for a particular employee, see “Adjustments to an Employee’s To-Date Amounts” on page 488.

Overview of the Processes

With Colleague, you can perform the following tasks pertaining to fiscal-year processing:

- **Report on your payroll totals for a fiscal year**
  Using the Payroll Fiscal-Year Totals (PFYT) process, you can generate a report of your payroll totals by GL number for each employee for a fiscal year. You can generate this report for your current fiscal year or for any fiscal year for which data still exists. This report can be generated for all GL numbers or only those of special interest. For information about this process and the report, see “Generating the Payroll Fiscal-Year Totals Report” on page 567.

- **Clear the fiscal-year totals from the EMPLOYES file at the end of a fiscal year.**
  In the same way that Colleague requires you to clear the quarter-to-date and year-to-date totals at the end of a quarter or calendar year, it also requires you to clear fiscal-year totals at the end of a fiscal year before you can calculate a payroll in the next fiscal year. Doing so resets these fields and enables payroll totals to begin accumulating during the next fiscal year. For information about the process that clears these totals, Clear Payroll FYR Totals (CPFY), see “Clearing the Fiscal-Year Totals” on page 573.
In addition, to help you keep your files to a manageable size, Colleague provides the Purge Payroll Fiscal Year (PPFY) process for purging unneeded records for an entire fiscal year from the PR.FISCAL.PAY file. You can find information about this and other purge processes in the “Managing Your Database” on page 599. For information about this particular process, see “Purging Records for a Fiscal Year” on page 643.

Forms Used in Fiscal-Year Processing

Table 79 provides an alphabetical list of the forms associated with fiscal-year processing and describes how each is used.

The forms pertaining to setup and database management are more fully discussed in other parts of this manual. For those forms, this table includes the page number that contains information about them.

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Payroll FYR Totals (CPFY)</td>
<td>Copy the fiscal-year totals in the EMPLOYES file to the EMPFYEAR file and then clear those totals from the EMPLOYES file to allow new totals to be accumulated during payroll processing in the next fiscal year. You must run this process before attempting to calculate the first payroll for the next fiscal year. Running this process updates the FISCAL.TOTALS.CLEARED record in the HR.PARMS file. You can view this record on the Fiscal Totals Clear Parameter (FTCP) form.</td>
</tr>
<tr>
<td>Fiscal Totals Clear Parameter (FTCP)</td>
<td>Verify whether the totals have been cleared for a fiscal year. The data that is displayed on this form is stored in the FISCAL.TOTALS.CLEARED record in the HR.PARMS file. During the implementation of Colleague, the first fiscal year must be entered on this form. From then on, the Clear Payroll FYR Totals (CPFY) process, which clears the fiscal-year totals from the EMPLOYES file, automatically updates the FISCAL.TOTALS.CLEARED record and, therefore, the data displayed on this form, with the next fiscal year. For information about this form, see “Specifying Your First Fiscal Year” on page 72.</td>
</tr>
</tbody>
</table>
Table 79: Forms Used in Fiscal-Year Processing

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Fiscal-Year Totals (PFYT)</td>
<td>Generate a report of payroll totals for any fiscal year for which data exists in the PR.FISCAL.PAY file. This report displays each employee’s hours-to-date and amounts-to-date for each GL number in the selected fiscal year. You can generate the report for all GL numbers, or you can specify the GL numbers to include or exclude.</td>
</tr>
<tr>
<td>Purge Payroll Fiscal Year (PPFY)</td>
<td>Purge records for an entire fiscal year from the PR.FISCAL.PAY file. For information about this process, see “Purging Records for a Fiscal Year” on page 643.</td>
</tr>
</tbody>
</table>

Files Used in Fiscal-Year Processing

Table 80 provides an alphabetical list of the primary files that pertain to fiscal-year processing and a description of how each is used.

Table 80: Files Used in Fiscal-Year Processing

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPFYEAR</td>
<td>Stores fiscal-year totals of earnings, benefits, and deductions by employee by year.</td>
</tr>
<tr>
<td></td>
<td>This file is updated by the Clear Payroll FYR Totals (CPFY) process, which copies fiscal-year totals from the EMPLOYES file after all payroll processing for the fiscal year is complete.</td>
</tr>
<tr>
<td></td>
<td>You can view the fiscal-year totals for a specific employee by using the Fiscal Year Salary History (FYSH) form in the Human Resources module.</td>
</tr>
<tr>
<td>EMPLOYES</td>
<td>Stores most of the data that is used for payroll processing and other payroll-related activities. For every employee, it stores information about earnings limits, taxes, specifications for direct deposits, financial aid awards, and limits on benefits and deductions.</td>
</tr>
<tr>
<td></td>
<td>During fiscal-year processing, this file is updated by the Clear Payroll FYR Totals (CPFY) process, which clears the totals in the fiscal-year fields that were accumulated during payroll processing in the last fiscal year.</td>
</tr>
</tbody>
</table>
Before You Begin

In order to perform fiscal-year processing, you or someone with proper authority must have used the Fiscal Year Totals Clear Parameter (FTCP) form to specify the first fiscal year in which your institution will use Colleague to process a payroll. Typically, this fiscal year is entered on the FTCP form when Colleague is implemented at your institution. Afterwards, this year is automatically updated by the Clear Payroll FYR Totals (CPFY) process.

For information about the FTCP form, see “Specifying Your First Fiscal Year” on page 72.

Table 80: Files Used in Fiscal-Year Processing

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FISCAL.TOTALS.CLEARED</td>
<td>Stores the current fiscal year for which payrolls are being processed, along with status information about the fiscal years that have had their totals copied and cleared using the Clear Payroll FYR Totals (CPFY) process. For each fiscal year that has been processed, this status information includes the date when the totals were copied and cleared, by whom, and whether the CPFY process completed both steps successfully. This record in the HR.PARMS file is first updated by the Fiscal Totals Clear Parameter (FTCP) form during Colleague implementation and afterwards by the CPFY process.</td>
</tr>
<tr>
<td>PR.FISCAL.PAY</td>
<td>Stores employee earnings by general ledger number by fiscal year. This file is updated during payroll processing by the Employee History Update (EHUP) process. The Payroll Fiscal-Year Totals (PFYT) process uses the data in this file to produce the Payroll Fiscal-Year Totals report. Records for an entire fiscal year can be purged from this file by using the Purge Payroll Fiscal Year (PPFY) process.</td>
</tr>
</tbody>
</table>
Generating the Payroll Fiscal-Year Totals Report

In This Chapter

This chapter presents the following information for generating a report of payroll totals for a fiscal year:

Table 81 lists the topics covered in this chapter.

Table 81: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding the Report</td>
<td>567</td>
</tr>
<tr>
<td>Generating the PFYT Report</td>
<td>569</td>
</tr>
<tr>
<td>Procedure for Generating the PFYT Rpt</td>
<td>570</td>
</tr>
</tbody>
</table>

Understanding the Report

The Payroll Fiscal-Year Totals report enables you to review fiscal-year totals by GL number for each employee. Using data from the PR.FISCAL.PAY file, this report provides the following information for a specific fiscal year:

- Each employee’s hours-to-date and amounts-to-date by GL number. All earnings categories are included in the hours and amounts reported.
- Subtotals of the hours-to-date and amounts-to-date for each GL number along with the allocated budget amounts.
- Grand totals of the hours-to-date and amounts-to-date.

Figure 133 on page 568 shows an example of this report.

You can use this report to review your fiscal-year totals for all or selected GL numbers from any fiscal year for which data still exists on the PR.FISCAL.PAY file.
Although you can generate this report whenever you like, Ellucian recommends that you always generate it for all GL numbers in a fiscal year that you are planning to purge from the PR.FISCAL.PAY file using the Purge Payroll Fiscal Year (PPFY) process. (For information about the PPFY process, see “Purging Records for a Fiscal Year” on page 643.)

### Figure 133: Example of the Payroll Fiscal-Year Totals Report

<table>
<thead>
<tr>
<th>GL ACCOUNT</th>
<th>EMPLOYEE ID</th>
<th>EMPLOYEE NAME</th>
<th>FISCAL VTD MUNOS</th>
<th>FISCAL TTD AMOUNT</th>
<th>BUDGET AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-01-01-00-10505-52011</td>
<td>1050500</td>
<td>Sanders, Lisa</td>
<td>100.00</td>
<td>2,515.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals for Part-Time Faculty: Biology</td>
<td>100.00</td>
<td>2,515.60</td>
<td>3,340.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GL ACCOUNT</th>
<th>EMPLOYEE ID</th>
<th>EMPLOYEE NAME</th>
<th>FISCAL VTD MUNOS</th>
<th>FISCAL TTD AMOUNT</th>
<th>BUDGET AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-09-02-05-10101-51091</td>
<td>1053470</td>
<td>Kouri, Deborah</td>
<td>80.00</td>
<td>1,739.10</td>
<td></td>
</tr>
<tr>
<td>1050500</td>
<td>De Gracia, Jose</td>
<td>80.00</td>
<td>1,653.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1053470</td>
<td>Harrison, John R.</td>
<td>80.00</td>
<td>1,653.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1056665</td>
<td>Kemleck, Calvin R.</td>
<td>80.00</td>
<td>1,208.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1051189</td>
<td>Kehlter, Armand</td>
<td>80.00</td>
<td>1,269.71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1053191</td>
<td>Jones, Dennis P.</td>
<td>80.00</td>
<td>2,571.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1056665</td>
<td>Knoedler, Patricia</td>
<td>80.00</td>
<td>2,498.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1053669</td>
<td>Vickers, Steven C.</td>
<td>80.00</td>
<td>2,692.31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1053669</td>
<td>York, Christine</td>
<td>80.00</td>
<td>0.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals for Part-Time Faculty: Business</td>
<td>690.00</td>
<td>10,257.39</td>
<td>32,500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Generating the PFYT Report

The Payroll Fiscal-Year Totals (PFYT) process generates the Payroll Fiscal-Year Totals report. You can run this process at any time to report totals from any fiscal year for which data still exists on the PR.FISCAL.PAY file.

The PFYT process enables you to limit the data that is reported by using a saved list, entering additional selection criteria, or specifying particular GL numbers to either include or exclude. When you access the PFYT form, it displays the options that were used the last time that the report was generated. Therefore, if you are tracking the totals for particular GL numbers, you do not have to reenter them each time that you run this process.

However, if you want to generate the report for different GL numbers than were previously used, you can easily clear the list by entering “Yes” in the Clear Incl/Excl field.

Figure 134: Example of the Payroll Fiscal-Year Totals (PFYT) Form
Procedure for Generating the PFYT Rpt

Follow the steps below to use the Payroll Fiscal-Year Totals (PFYT) process to generate a report of the payroll totals by GL number and employee for a fiscal year.

**Step 1.** Access the Payroll Fiscal-Year Totals (PFYT) form.

The form displays the options that were used the last time that this report was generated.

**Step 2.** Are the GL Accounts Incl and GL Accounts Excl tables set up close to the way that you want to run the report this time?

- **Yes.** Leave the Clear Incl/Excl field set to “No,” and add or remove individual GL accounts from the GL Accounts Incl or GL Accounts Excl tables.

- **No.** Enter **Yes** in the Clear Incl/Excl field. Colleague clears the GL Accounts Incl and GL Account Excl tables so that you can enter new selection criteria.

If one of those windows contains GL numbers, and if you want to use most of those same numbers, then you can modify that list by adding or deleting individual GL numbers.

**Step 3.** In the Saved List Name field, enter the name of a saved list, if any, that you want to use to limit the records reported.

This saved list must contain record IDs in the PR.FISCAL.PAY file.

**Step 4.** In the Fiscal Year field, enter the four-digit fiscal year for which you want to report data.

You can enter any fiscal year for which data still exists on the PR.FISCAL.PAY file.

**Step 5.** In either the GL Accounts Incl table or the GL Accounts Excl table, enter the GL numbers to be *included* in the report or enter those GL numbers to be *excluded* from the report.
To report data for all GL numbers, leave both windows blank. You cannot enter GL numbers in both windows.

In the Clear Incl/Excl field, enter **Yes** if you want to clear the entire list of GL numbers that defaulted into these windows.

**Step 6.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting records to be reported.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this form. You can enter criteria for selecting records from the PR.FISCAL.PAY file there.

**Step 7.** Save your entries and update from the PFYT form to generate the report.
Clearing the Fiscal-Year Totals

In This Chapter

This chapter presents information about the Clear Payroll FYR Totals (CPFY) process, which prepares the EMPLOYES file for the payroll processing to be done during the next fiscal year.

Table 82 lists the topics covered in this chapter.

Table 82: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding the CPFY Process</td>
<td>573</td>
</tr>
<tr>
<td>Procedure for Clearing Payroll FYR Totals</td>
<td>578</td>
</tr>
</tbody>
</table>

Understanding the CPFY Process

The Clear Payroll FYR Totals (CPFY) process does the following:

- Copies fiscal-year totals from the EMPLOYES file to the EMPFYEAR file. You can then view them using the Fiscal Year Salary History (FYSH) form in the Human Resources module.
- Clears those totals from the EMPLOYES file.
- Updates the FISCAL.TOTALS.CLEARED record in the HR.PARMS file.

This section explains the timeframe in which the CPFY process must be run, the information displayed in the status fields, what happens during each step of the process, and what happens when the process must be rerun.
About the Timeframe for Running This Process

You must run this process within the following timeframe:

- After all payroll processing is complete for the ending fiscal year that you want to process.
- Before the first payroll of the next fiscal year is calculated. Although Colleague does allow some preliminary payroll processing to run, it does not allow you to run the Payroll Calculation–Register (CALC) process for a payroll in the next fiscal year until the CPFY process has been completed.

Table 83 below lists the processes that verify whether fiscal-year totals have been cleared and how each process is affected if they have not been cleared.

Table 83: Processes Affected When Fiscal-Year Totals Have Not Been Cleared

<table>
<thead>
<tr>
<th>Form</th>
<th>What Happens If Fiscal-Year Totals Have Not Been Cleared</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Preparation (PPPR)</td>
<td>A warning message is displayed, but the process can be run.</td>
</tr>
<tr>
<td>Pay Period Generation (PPGN)</td>
<td></td>
</tr>
<tr>
<td>Payroll Calculation–Register (CALC)</td>
<td>An error message is displayed. The process cannot be run until the fiscal-year totals have been cleared.</td>
</tr>
<tr>
<td>Manual Check Calculation (MNCK)</td>
<td></td>
</tr>
</tbody>
</table>

About the Status Fields

When you access the CPFY form, Colleague displays a prompt similar to the one in Figure 135 below.

Figure 135: Example of the Prompt for the Fiscal Year to Process

![Figure 135: Example of the Prompt for the Fiscal Year to Process](image)
After you confirm or change the fiscal year, the form then displays the following information:

- The fiscal year that you specified.
- The most recent fiscal year for which this process was run.
- Initials of the person who last ran this process.
- Date on which it was run.
- Whether each step was completed successfully.

**Figure 136: Example of the Clear Payroll FYR Totals (CPFY) Form**

The information displayed in the Copied Successfully and Cleared Successfully fields controls the processing that can take place. For example, you cannot rerun the CPFY process for a fiscal year that has “Yes” displayed in both the Copied Successfully and Cleared Successfully fields.

However, if the Copied Successfully field displays “Yes” and the Cleared Successfully field displays “No,” then you can rerun this process for that fiscal year. In that example, the process would skip the step that copies the totals to the EMPFYEAR file because that step was already completed successfully, and go directly to the step that clears the fiscal-year totals from the EMPLOYES file. For more information, see “Rerunning the Process” on page 577.
What Happens During the Process

The Clear Payroll FYR Totals (CPFY) process consists of three steps:

- Copying the fiscal-year totals in the EMPLOYES file into the EMPFYEAR file.
- Clearing those fiscal-year totals from the EMPLOYES file, which prepares those fields for new payroll processing in the next fiscal year.
- Updating the FISCAL.TOTALS.CLEARED record in the HR.PARMS file.

Each of these steps is explained below.

Copying Fiscal-Year Totals to the EMPFYEAR File

The first step of the CPFY process is to copy the existing fiscal-year totals from the EMPLOYES file into the EMPFYEAR file. Copying this data does the following:

- Archives the fiscal-year totals for as long as you want to keep them.
- Enables you to view these totals for a specific employee by using the Human Resources form Fiscal Year Salary History (FYSH).

When this step completes successfully, it sets the Copied Successfully field to “Yes,” allowing the process to continue with clearing the fiscal-year totals.

Clearing the Fiscal-Year Totals in the EMPLOYES File

After the CPFY process successfully copies fiscal-year totals into the EMPFYEAR file, it then proceeds to clear those totals from the fiscal-year fields in the EMPLOYES file. Doing so resets the counters in these fields and enables them to begin accumulating totals for the payroll processing that is done in the next fiscal year.

When this step completes successfully, it sets the Cleared Successfully field to “Yes,” allowing the process to continue with updating the FISCAL.TOTALS.CLEARED record.
Updating the FISCAL.TOTALS.CLEARED Record

If the process completes both steps successfully, then it updates the FISCAL.TOTALS.CLEARED record in the HR.PARMS file with the next fiscal year. You can view this record on the Fiscal Totals Clear Parameter (FTCP) form. (For information about this form, see “Specifying Your First Fiscal Year” on page 72.)

Rerunning the Process

You can rerun this process for a fiscal year only if one or both of the status fields “Copied Successfully” and “Cleared Successfully” displays “No.” This status indicates that a problem occurred during that step.

Because you cannot run the Payroll Calculation–Register (CALC) process for the first payroll in the next fiscal year until the CPFY process has cleared the current fiscal-year totals and because the process cannot clear those totals until they have been successfully copied to EMPFYEAR, you must rerun this process until the statuses in both fields are “Yes.”

When you rerun the process, it performs only the steps that were not complete successfully. Therefore, if the status field indicates that the file was copied successfully, the process skips that step and proceeds to begin clearing the totals.
Procedure for Clearing Payroll FYR Totals

Follow the steps below to use the Clear Payroll FYR Totals (CPFY) process to copy and clear the fiscal-year totals in the EMPLOYES file.

**Step 1.** Access the Clear Payroll FYR Totals (CPFY) form.

**Step 2.** At the “Process End of Fiscal Year for:” prompt, either accept the default fiscal year to process or specify another.

If you specify a fiscal year that is more than one year before or after the default fiscal year, Colleague displays a message asking you to confirm the year that you entered.

After you confirm or change the fiscal year, the form then displays the following information:
- The fiscal year that you specified.
- The most recent fiscal year for which this process was run.
- Initials of the person who last ran this process.
- Date on which it was run.
- Whether each step was completed successfully.

**Step 3.** In the Copy and Clear Employee Fiscal-Year Totals field, indicate “Yes” or leave the default if you want to proceed with copying and clearing the fiscal-year totals.

**Step 4.** Save your changes and finish from the form to begin processing.
Using Payroll
Canadian Calendar Year-End Processing
In This Chapter

The information in this chapter is intended to reduce the potential for the errors that often occur during payroll processing when a new year begins for Canadian clients.

Table 84 lists the topics covered in this chapter.

Table 84: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completing Payroll Processing for the Prior Year</td>
<td>581</td>
</tr>
<tr>
<td>Preparing for the First Payroll of the New Year</td>
<td>582</td>
</tr>
</tbody>
</table>

Completing Payroll Processing for the Prior Year

Before you process the last payroll of a calendar year, you should perform some preliminary activities to ensure that all processing is complete. Follow the steps in Table 85 below to ensure that your last payroll of the year is successful.

Table 85: Steps for Completing Payroll Processing for the Prior Year

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Verify that deductions for all taxable benefits have been withheld.</td>
</tr>
<tr>
<td>2.</td>
<td>Make correcting adjustments to all earnings, benefits, and statutory deductions that will be processed during T4 reporting.</td>
</tr>
<tr>
<td>3.</td>
<td>Complete all steps in payroll processing.</td>
</tr>
</tbody>
</table>
Preventing for the First Payroll of the New Year

After completing your last payroll of the prior year and before beginning to process your first payroll of the new year, you must perform some additional activities. These activities save the T4 data to a separate file and prepare the necessary payroll files for the first payroll of the new year, which will allow you to process T4s at a time that is convenient for you while continuing with normal payroll processing in the new year. (For information about setting up and processing T4s, see Canadian Regulatory Reporting.)

Note: You must run the Canadian Year End Backup (CYEB) process within the timeframe specified on the Payroll Parameter Setup (PRPS) form in the Timeframe for Yearly Processing field.

For information about this parameter and how it controls your yearly processing, see “Determining the Timeframe for Quarterly or Yearly Processing” on page 59.

Follow the steps in Table 86 below to perform these activities.

Table 86: Steps to Complete Before Running the First Payroll of a New Year

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Verify that the Copy EMPBKUP to EMPBKUP.QTLY (CEBQ) process was run at the conclusion of T4 processing for the prior tax year. If you have not run the CEBQ process, run the CEBQ process now.</td>
<td>Copy EMPBKUP to EMPBKUP.QTLY (CEBQ)</td>
</tr>
<tr>
<td>2.</td>
<td>Purge the T4 work files.</td>
<td>T4 Purge (T4PG)</td>
</tr>
<tr>
<td>3.</td>
<td>Update the T4 work file status.</td>
<td>T4 Status Change (T4SC)</td>
</tr>
<tr>
<td>4.</td>
<td>Update T4 tax year and other parameters.</td>
<td>T4 Setup (T4SU)</td>
</tr>
<tr>
<td>5.</td>
<td>Copy year-to-date totals from employee records to backup files. This process clears the existing data from the backup files before it copies data from the employee records. These backup files serve as the primary source of T4 reporting information.</td>
<td>Canadian Year End Backup (CYEB)</td>
</tr>
</tbody>
</table>
### Table 86: Steps to Complete Before Running the First Payroll of a New Year

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Clear totals from employee records so that they are clean for the new year’s payroll processing.</td>
<td>Clear Employees Amounts (CEMP)</td>
</tr>
<tr>
<td>7.</td>
<td>Prepare the new year’s tax tables.</td>
<td>Tax Table Rollover (TXTR)</td>
</tr>
</tbody>
</table>
Viewing and Modifying Year-End Data

In This Chapter

The data, for Canadian clients, for the quarter that is currently being processed can be viewed and modified while it is in the EMPBKUP file by using the Employee Overview Copy (EOVC) form and its associated detail forms. After being archived to the EMPBKUP.QTLY file by the Copy EMPBKUP to EMPBKUP.QTLY (CEBQ) process, the data can no longer be modified, but it can still be viewed.

Table 87 lists the topics covered in this chapter.

Table 87: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding the EOVC Form</td>
<td>585</td>
</tr>
<tr>
<td>Understanding the Detail Forms</td>
<td>588</td>
</tr>
</tbody>
</table>

Understanding the EOVC Form

The Employee Overview Copy (EOVC) form and its associated detail forms, each of which can be accessed directly, allow you to do the following:

- View information about an employee’s earnings, taxes, or benefits/deductions in the EMPBKUP file during year-end processing.
- Modify this information for an employee in the EMPBKUP file as long as the Copy EMPBKUP to EMPBKUP.QTLY (CEBQ) has not yet been run for the year.
- View an employee’s historical data stored in the EMPBKUP.QTLY file.

Note: The EOVC form works only with the EMPBKUP and the EMPBKUP.QTLY files. It does not allow you to view or modify data stored in the EMPBKUP.DTL or the EMPBKUP.DTL.QTLY files.
The EOVC form is similar to the Employee Overview (EPOV) form, in that it provides a single place from which you can access data for a particular employee. It is different from the EPOV form in that you can access only the data used for year-end processing, which is stored in either the EMPBKUP or EMPBKUP.QTLY file, depending on the stage of the processing for a particular year.

**Figure 137**: Example of the Employee Overview Copy (EOVC) Form

![Image of EOVC form]

**Table 88** below shows the forms that you can access from each field on the EOVC form and the type of information that you can view or modify from each.

**Table 88**: Forms Available from the EOVC Form

<table>
<thead>
<tr>
<th>View or Modify</th>
<th>Use This Form</th>
<th>Available from This Field on EOVC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings, earnings limits, and limit-to-date amounts</td>
<td>Employee Earnings Copy (EERC)</td>
<td>Employee Earnings</td>
</tr>
<tr>
<td>Tax information</td>
<td>Employee Taxes Copy (ETXC)</td>
<td>Employee Taxes</td>
</tr>
<tr>
<td>Benefit/deduction information</td>
<td>Employee Ben/Ded Limits Copy (EBLC)</td>
<td>Employee Benefits/Deductions</td>
</tr>
</tbody>
</table>
Understanding the EOVC Form

Note: Any changes that you make using these "...Copy" forms do not affect the permanent data for that employee in the EMPLOYES file; instead, they affect only the "copy" of the data from the EMPLOYES file now in the EMPBKUP file, which is used during year-end processing.

To make permanent changes to an employee’s data, you must use the Employee Overview (EPOV) form and its detail forms. For information about making permanent changes, see "Understanding Employee Records" on page 87.

The Payroll Audit Report (PADR) process enables you to generate a report of changes made to an employee’s pay record within a date range. This "Report of Employee Record Maintenance" reports the changes made using both the EPOV and EOVC forms.

In addition to detailing to these forms from the EOVC form, you can also access each of them directly; however, the method that you use to access them determines the data that you can view and modify.

Capabilities When Detailing from the EOVC Form

If you access these forms by detailing from fields on the EOVC form, then you must specify the calendar year for the data in which you are interested. This information determines the file that is used and whether you can modify or only view the data.

- If you accept the default of the current calendar year on the EOVC form, then these detail forms work the same way as if you had accessed them directly. That is, you can view the data for this year in the EMPBKUP file, and you can modify that data if the Copy EMPBKUP to EMPBKUP.QTLY (CEBQ) process has not yet archived it to the EMPBKUP.QTLY file.
- If you enter a calendar year that has already been archived, then you can only view the data for that year in the EMPBKUP.QTLY file. Because this file contains historical data from years that have completed year-end processing, you cannot modify the data stored there.
Capabilities When Accessing the Forms Directly

If you access one of these forms directly, then Colleague displays the employee’s data now in the EMPBKUP file for the year currently or most recently processed. You do not have an option to specify another year.

You can modify this data only if the CEBQ process has not yet archived it to the EMPBKUP.QTLY file. After the CEBQ process runs, the data is considered to be historical and cannot be modified.

Understanding the Detail Forms

Each of the detail forms enables you to view and, depending on the status of year-end processing, modify the following year-end data for a particular employee:

- Earnings, earnings limits, and limit-to-date amounts.
- Tax information.
- Benefit/deduction information.

The sections below explain the form that is used to view or modify each type of data.

Employee Earnings Copy (EERC)

Using the Employee Earnings Copy (EERC) form, you can view and modify an employee’s earnings, earnings limits, limit-to-date amounts, and hours worked for the current, unarchived year. You can also use this form to view archived data from a previous year.
Figure 138: Example of Employee Earnings Copy (EERC) Form for Archived Year

If this data is from the year currently being processed and if the CEBQ process has not yet been run to archive this data, then you can view or modify the data that is displayed. To see data from the current, unarchived year, you can either access this form directly or detail from the EOVC form. However, if you access this form directly, then you can see only the data for the current year being processed; you do not have the option of viewing archived data from a previous year.

Note: Any change that you make on the EERC form affects only the year-end data for that employee in the EMPBKUP file. It does not affect the employee’s permanent data in the EMPLOYES file.

To make a permanent change to this employee’s limits or limit-to-date amounts, you must use the Employee Earnings (EERN) form, which you can access directly or by detailing from the Employee Overview (EPOV) form. For more information, see “Maintaining Information on Earnings Limits” on page 101.

Data that has been archived using the CEBQ process, whether from the current or a previous year, is historical data and, therefore, can only be viewed. To view archived data, you must detail to the EERC form from the EOVC form, where you can specify the year that you want to view.
Employee Taxes Copy (ETXC)

Using the Employee Taxes Copy (ETXC) form and its associated detail form, Tax Withholding Copy (TXWC), you can view and modify an employee’s and employer’s tax data for the current, unarchived year. The ETXC form displays the following information for an employee:

- Each tax code assigned to that employee.
- Its tax type.
- Number of allowances and exemptions for that tax code.
- Its assigned FATER code and FATER amount.
- The Employer Number (Business Number).

By detailing on a tax code, you can access the TXWC form, which displays both the employee’s and employer’s quarter-to-date and year-to-date contributions for that tax code, in addition to the days and weeks worked for the quarter and year to date.

You can also use these forms to view archived data from a previous year.

- To see data from the current, unarchived year, you can either access this form directly or detail from the EOVC form. However, if you access this form directly, then you can see only the data for the current year being processed.
- To view archived data, you must detail to the ETXC form from the EOVC form, where you can specify the year that you want to view. Data that has been archived using the CEBQ process, whether from the current or a previous year, is historical data and, therefore, can only be viewed.

To access the TXWC form, you must detail from the appropriate tax code on the ETXC form; you cannot access the TXWC form directly.
Figure 139: Examples of the ETXC Form and the TXWC Form from an Archived Year

Note: Any change that you make on the ETXC or TXWC forms affects only the year-end data for that employee in the EMPBKUP file. It does not affect the employee’s permanent data in the EMPLOYES file.

To make a permanent change to this employee’s tax information, you must use the Employee Taxes (ETAX) form, which you can access directly or by detailing from the Employee Overview (EPOV) form. For more information, see “Maintaining Employee Tax Information” on page 107.
Employee Ben/Ded Limits Copy (EBLC)

The Employee Ben/Ded Limits Copy (EBLC) form displays an employee’s benefit/deduction limit-to-date amounts for the employee’s and employer’s contributions. Its associated detail form, Ben/Ded Totals Copy (BDTC), displays the following information:

- Limit amounts and the to-date amounts for both the employee’s and employer’s portions of the benefit/deduction.
- To-date amounts for the Goods and Services Tax (GST)—both for the employee’s and employer’s cost and tax.
- Year-to-date amount for the GST component. This component is an amount calculated on the cost of an employer paid benefit/deduction, which is then added to the employee’s taxable amount of that benefit/deduction. This component is used for benefits/deductions in which the actual value of that benefit/deduction exceeds its cost.

You can view and modify this data for an employee in the current, unarchived year, or you can view the archived data from a previous year.

- To see data from the current, unarchived year, you can either access this form directly or detail from Employee Benefits/Deductions field on the EOVC form. However, if you access this form directly, then you can see only the data for the current year being processed.
- To view archived data, you must detail to the EBLC form from the EOVC form, where you can specify the year that you want to view. Data that has been archived using the CEBQ process, whether from the current or a previous year, is historical data and, therefore, can only be viewed.

To access the BDTC form, you must detail from a benefit/deduction code displayed on the EBLC form. You cannot access the BDTC form directly.
Figure 140: Examples of the EBLC Form and the BDTC Form for an Archived Year

If this data is from the year now being processed and if the CEBQ process has not yet been run to archive this data, then you can view or modify the data that is displayed. To see data from the current year, you can either access this form directly or detail from the EOVC form. However, if you access this form directly, then you can see only the data for the current year being processed.

Note: Any change that you make on the EBLC or BDTC forms affects only the year-end data for that employee in the EMPBKUP file. It does not affect the employee’s permanent data in the EMPLOYES file.

To make a permanent change to this employee’s limits or limit-to-date amounts, you must use the Employee Ben/Ded Limits (EBDL) form, which you can access directly or by detailing from the Employee Overview (EPOV) form. For more information, see “Maintaining Benefit/Deduction Limit-to-Date Amounts” on page 131.
Archiving Year-End Data

In This Chapter

For Canadian clients, Colleague enables you to archive data from your current year to files where you can view it whenever you like.

Table 89 lists the topics covered in this chapter.

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Archiving Earnings, Taxes, and Benefit/Deductions

The Update Calendar Year Salary (CCYH) process enables you to copy the earnings, benefits, deductions, and tax data for the past calendar year from the EMPBKUP file to the EMPCYEAR file where it remains accessible for viewing. The EMPCYEAR file contains payroll totals by calendar year for each employee. You can view this archived data by using the Calendar Year Salary History (CYSH) form in the Human Resources module.

Figure 141: Example of the Update Calendar Year Salary (CCYH) Form
You can run the CCYH process anytime after the Copy EMPLOYES to EMPBKUP (CYEB) process has copied your yearly data from the EMPLOYES and EMPLOYES.DTL file to the EMPBKUP and EMPBKUP.DTL files. However, we also recommend that you run it only after all T4 processing is complete. Doing so ensures that the EMPCYEAR file contains all adjustments made to the EMPBKUP file. (For information about the CYEB process, see “Preparing for the First Payroll of the New Year” on page 582.)

Archiving Data in the EMPBKUP and EMPBKUP.DTL Files

The Copy EMPBKUP to EMPBKUP.QTLY (CEBQ) process copies the year-end data in the EMPBKUP and EMPBKUP.DTL files to the EMPBKUP.QTLY and EMPBKUP.DTL.QTLY files.

You can view the data in the EMPBKUP.QTLY file for any archived year by using Employee Overview Copy (EOVC) and its associated detail forms. The data in the EMPBKUP.DTL.QTLY file is not accessible from a form. (For information about EOVC and its associated forms, see “Viewing and Modifying Year-End Data” on page 585.)

Understanding the CEBQ Process

You can run the CEBQ process to archive data only after all T4 processing is complete and the status of the records in the T4 work file is “Submitted.” If this process is not completed successfully, then the Canadian Year End Backup (CYEB) process for the next year cannot be run.
Figure 142: Example of Copy EMPBKUP to EMPBKUP.QTLY (CEBQ) Form

The CEBQ process only copies data from the EMPBKUP and EMPBKUP.DTL files; it \textit{does not delete} data from either of those file after it copies them. The data in the EMPBKUP file remains accessible for viewing from EOVC and its associated forms until you run the Copy EMPLOYEES to EMPBKUP (CYEB) process to begin closing out the next year. That process first deletes all data from both the EMPBKUP and EMPBKUP.DTL files before it copies the next year’s data into them. (For information about the CYEB process, see “Preparing for the First Payroll of the New Year” on page \pageref{preparing_first_payroll}.)

Understanding the EMPBKUP.QTLY File

As the data for each year is copied into the EMPBKUP.QTLY file, that file becomes an archive of historical year-end data. You can view this data whenever you like by using the Employee Overview Copy (EOVC) form and its associated detail forms. However, these forms allow you to view only the data in the EMPBKUP.QTLY file, not the data in the EMPBKUP.DTL.QTLY. For more information about how to use these forms, see “Viewing and Modifying Year-End Data” on page \pageref{viewing_modifying_year_end_data}.

This record ID is made up of the following components:

- Calendar year expressed as four digits
- “Q4” to indicate that the record contains data from the end of the calendar year
- Employee ID
For example, an ID in this file might be 2009*Q4*0000854. Assuming that the person with the ID 0000854 has been employed by your institution for three years, he most likely has three other records archived on this file:

- 2009*Q4*0000854
- 2009*Q4*0000854
- 2009*Q4*0000854

Periodically, to control the size of the EMPBKUP.QTLY file, you should delete records that are no longer needed. The Purge Quarterly/Yearly Files (PQYF) process enables you to purge all records by calendar year and quarter from both the EMPBKUP.QTLY and the EMPBKUP.DTL.QTLY files.

**Using the CEBQ Process**

To begin running the CEBQ process, you need only to indicate in the field “Would you like to proceed” whether you want to proceed with copying the file.

If you leave the default as “Yes,” then the CEBQ process begins copying the data from the EMPBKUP and EMPBKUP.DTL files to the EMPBKUP.QTLY and EMPBKUP.DTL.QTLY files.

If you either change the default to “No” or cancel from this form, then the process is canceled and the data on all files is left as it is. Colleague displays a message that this process did not begin.
Using Payroll
Managing Your Database
Purging Reversed Paychecks

In This Chapter

This chapter presents information and procedures for using the List/Purge Reversed Paychecks (PRPK) process to purge reversed paychecks from the PR.REV.CHECKS file. It includes the following information:

- An overview of the process, which is used to generate a report of reversed paychecks and to purge the reversed paychecks from the PR.REV.CHECKS file.
- The procedure for using this process.

Understanding the Process

The List/Purge Reversed Paychecks (PRPK) process enables you to do the following:

- Generate a report of reversed paychecks.
- Purge reversed paychecks from the PR.REV.CHECKS file.

The PR.REV.CHECKS file contains only the record IDs of reversed paychecks; the data for all paychecks, including those that have been reversed, is stored on the PR.CHECKS file. The PRPK process does not purge the paycheck data from the PR.CHECKS file.

- For information about these files and how they are used throughout the reversal processes, see “Understanding the Files Used for Reversals” on page 434.
- For information about how and when the PRPK process uses these files, see “Relationship to the Files Containing Reversed Paychecks” on page 603.
Whether the PRPK process is being used for reporting, purging, or both, it selects reversed paychecks based on the date that the paycheck was reversed. To control the paychecks that are selected, you can specify a saved list name, the date range, bank codes, and additional selection criteria.

The files that it uses, however, differ based on whether the process is generating a report or purging reversed paychecks.

This section includes an explanation of the files that are used when the PRPK process is reporting and purging reversed paychecks, a description of the report that it generates and how it differs from other paycheck reports, and a list of the fields that are required to finish from the form.
Relationship to the Files Containing Reversed Paychecks

The files that the PRPK process uses vary according to how the process is being used—whether it is generating a report or purging reversed paychecks.

When Generating a Report

When the PRPK process is used to generate its report, List of Reversed Paychecks, it reports data that is stored in the PR.CHECKS file. However, instead of going directly to the PR.CHECKS file and evaluating every paycheck’s status, status date, bank code, and other data against the selection criteria entered in the form, the process uses the IDs in the PR.REV.CHECKS file to quickly identify the reversed paychecks that are in the PR.CHECKS file. It then needs to evaluate the data only for the corresponding paychecks on the PR.CHECKS file in order to determine whether it meets the selection criteria entered.

By using the IDs of the reversed paychecks in the PR.REV.CHECKS file to identify the reversed paychecks in the PR.CHECKS file, the PRPK process can generate its report more quickly than if it searched through the data for every paycheck, regardless of status, in the PR.CHECKS file.

When Purging Reversed Paychecks

When the PRPK process is used to purge reversed paychecks, it purges only the records from the PR.REV.CHECKS file. Although it uses data from the PR.CHECKS file to determine which paychecks meet the selection criteria, it does not purge those data records from the PR.CHECKS file.

You can purge the corresponding data records from the PR.CHECKS file by using the Reconciled Paychecks Purge (RCCP) process. The RCCP process purges both Reconciled and Voided paychecks from the PR.CHECKS file; however, it does not purge any reversed paychecks that still have IDs on the PR.REV.CHECKS file. (For more information about the RCCP process, see “Purging Reconciled and Voided Paychecks” on page 623.)
Therefore, purging reversed paychecks is a two-step process:

1. Purge the record IDs from the PR.REV.CHECKS file using the PRPK process.
2. Purge reversed paychecks from the PR.CHECKS file using the RCCP process.

Although these steps must be performed in the order listed, you do not have to purge the paychecks from the PR.CHECKS file immediately after purging their IDs from the PR.REV.CHECKS file. For example, many institutions prefer to purge the ID records from the PR.REV.CHECKS file soon after they have verified the data from the List of Reversed Paychecks report, while keeping their data records in the PR.CHECKS file for several years.

### About the Report

The PRPK process generates the List of Reversed Paychecks report based on the selection criteria that you enter on the form. This process is one of several that you can use to generate a report of reversed paychecks.

This section compares the reports generated by all of these processes and presents the advantages and limitations of generating the report using the PRPK process. It also explains the relationship between using the PRPK process to generate the report and to purge reversed paychecks.

### Comparison to Other Report Processes

You can generate a report of reversed paychecks by using any of the following processes:

- Paycheck Status Report (PCSR), which generates the Paycheck Status Report from the PR.CHECKS file. This process enables you to report any combination of paycheck statuses. For more information, see “Generating the Paycheck Status Report” on page 525.

- Reconciled Paychecks Purge Rpt (RPCR), which generates the report Paychecks Available for Purging from the PR.CHECKS file. This report includes only those paychecks with the status Reconciled or Voided. For information, see “Reporting the Paychecks Available for Purging” on page 625.

- List/Purge Reversed Paychecks (PRPK), which generates the List of Reversed Paychecks from both the PR.REV.CHECKS and the PR.CHECKS files. This report includes only paychecks with the status Voided.
All of these reports contain the following information for each bank code:

- Paycheck number and date.
- Name of the employee who was issued the paycheck.
- Amount of the paycheck.
- For any associated advices, the advice number and status, and the amount that was deposited.
- Total dollar amounts for the reported paychecks and advices.
- The number of paychecks and advices reported.

**Advantages of Using the PRPK Process for Reporting**

The report generated by the PRPK process has two advantages over those generated by the PCSR and RPCR processes.

- It contains two additional pieces of information:
  - Reversal date.
  - Pay period ending date and pay cycle in which the paycheck was issued.
- It can be generated more quickly.

Unlike the PCSR and RPCR processes, which look through the entire PR.CHECKS file to find the paychecks to be reported and then assemble their data, the PRPK process first selects the IDs of the paychecks to be reported from the smaller PR.REV.CHECKS file and then goes directly to the corresponding records in the PR.CHECKS file to gather the specific data reported.

**Limitation of Using the PRPK Process for Reporting**

Because the PRPK process uses the IDs of the paychecks on the PR.REV.CHECKS file to quickly find the data to be reported from the PR.CHECKS file, you can generate this report only if the IDs of the paychecks that you want to report have not been purged from the PR.REV.CHECKS file.

**Note:** If the reversed paychecks that you want to report have been purged from the PR.REV.CHECKS file, then you cannot use the PRPK process to generate a report. Instead, you must use either the PCSR or RPCR process, both of which access data on the PR.CHECKS file.
Relationship with the Purging Process

Although the PRPK process does not require that you generate the List of Reversed Paychecks report before purging paychecks from the PR.REV.CHECKS file, Ellucian recommends that you do so.

You can generate this report as often as you like without continuing with the purge process. However, this process assumes that you are likely to purge the records that you last reported. Therefore, the PRPK form remembers the selection criteria that you most recently used to generate a report and displays that criteria the next time that you access the form.

When you use the PRPK process to purge records from the PR.REV.CHECKS file, that selection criteria are no longer remembered.

About the Fields

You must enter information in the following fields in order to finish from the form:
- Report, Purge, or Both
- Start Date
- End Date

You are not required to enter a bank code; however, if you leave the Bank Code field blank, then all reversed paychecks that meet the other selection criteria are processed, regardless of their bank code.
Procedure for Purging Reversed Paychecks

Follow the steps below to use the List/Purge Reversed Paychecks (PRPK) process to generate a report of the reversed paychecks, purge reversed paychecks from the PR.REV.CHECKS file, or both.

**Note:** Although Colleague does not require you to generate the report before you purge paychecks, Ellucian recommends that you do so.

After you use this process to purge paychecks from the PR.REV.CHECKS file, you can no longer use it to generate the report for those paychecks. However, if their data still exists on the PR.CHECKS file, you can still generate a report of these reversed paychecks by using either the Paycheck Status Report (PCSR) or the Reconciled Paychks Purge Rpt (RPCR) process.

**Step 1.** Access the List/Purge Reversed Paychecks (PRPK) form.

**Step 2.** In the Report, Purge, or Both field, enter **R** for Report, enter **P** for Purge, or **B** for Both.

Reversed paychecks are purged from the PR.REV.CHECKS file, which contains only their IDs. To purge the corresponding data from the PR.CHECKS file, use the Reconciled Paychecks Purge (RCCP) process, which purges both reconciled and voided paychecks. See “Purging Reconciled and Voided Paychecks” on page 623 for information about this process.

**Step 3.** In the Saved List Name field, enter the name of any saved list that you want to use to limit the reversed paychecks selected.

This saved list must contain the record IDs of reversed paychecks in the PR.REV.CHECKS file.

**Step 4.** In the Purge Date Range fields, enter a date range of the paychecks to select based on the date that the paycheck was reversed.

If dates defaulted into these fields, then verify that they reflect the reversal dates of the paychecks that you want to report or purge.
If you leave the Start field blank, then it defaults to the beginning date of the prior fiscal year. If you leave the End field blank, then it defaults to today’s date.

**Step 5.** In the Bank Codes to Purge field, enter the bank codes representing the banks and accounts for the paychecks to be selected.

If bank codes defaulted into this table, then verify that they reflect the bank codes of the paychecks that you want to report or purge.

If you leave this table blank, then the bank code is ignored when the paychecks are selected.

**Step 6.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting paychecks to be reported.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this PRPK form. You can enter criteria for selecting paychecks from the PR.REV.CHECKS file there.

**Step 7.** Finish from the PRPK form to begin processing.
Purging Reversed Advices

In This Chapter

This chapter presents information and procedures for using the List/Purge Reversed Advices (PRAD) process to purge reversed advices from the PR.REV.ADVICES file. It includes the following information:

- An overview of the process, which is used to generate a report of reversed advices and to purge the reversed advices from the PR.REV.ADVICES file.
- The procedure for using this process.

Understanding the Process

The List/Purge Reversed Advices (PRAD) process enables you to do the following:

- Generate a report of reversed advices.
- Purge reversed advices from the PR.REV.ADVICES file.

The PR.REV.ADVICES file contains only the record IDs of reversed advices; the data for all advices, including those that have been reversed, is stored in the PR.ADVICES file. The PRAD process does not purge the advice data from the PR.ADVICES file.

- For information about these files and how they are used throughout the reversal processes, see “Understanding the Files Used for Reversals” on page 434.
- For information about how and when the PRAD process uses these files, see “Relationship to the Files Containing Reversed Advices” on page 611.
Whether the PRAD process is being used for reporting, purging, or both, it selects reversed advices based on the date that the advice was reversed. To control the advices that are selected, you can specify a saved list name, the date range, bank codes, and additional selection criteria.

The files that it uses, however, differ based on whether the process is generating a report or purging reversed advices.

This section includes an explanation of the files that are used when the PRAD process is reporting and purging reversed advices, a description of the report that it generates and how it differs from other advice reports, and a list of the fields that are required to finish from the form.
Relationship to the Files Containing Reversed Advices

The files that the PRAD process uses vary according to how the process is being used—whether it is generating a report or purging reversed advices.

When Generating a Report

When the PRAD process is used to generate its report, List of Reversed Advices, it reports data that is stored in the PR.ADVICES file. However, instead of going directly to the PR.ADVICES file and evaluating every advice’s status, status date, bank code, and other data against the selection criteria entered on the form, the process uses the IDs in the PR.REV.ADVICES file to quickly identify the reversed advices that are in the PR.ADVICES file. It then needs to evaluate the data only for the corresponding advices in the PR.ADVICES file in order to determine whether it meets the selection criteria entered.

By using the IDs of the reversed advices in the PR.REV.ADVICES file to identify the reversed advices in the PR.ADVICES file, the PRAD process can generate its report more quickly than if it searched through the data for every advice, regardless of status, in the PR.ADVICES file.

When Purging Reversed Advices

When the PRAD process is used to purge reversed advices, it purges only the records from the PR.REV.ADVICES file. Although it uses data from the PR.ADVICES file to determine which advices meet the selection criteria, it does not purge those data records from the PR.ADVICES file.

You can purge the corresponding data records from the PR.ADVICES file by using the Reconciled Advices Purge (RCAP) process. The RCAP process purges both Reconciled and Voided advices from the PR.ADVICES file; however, it does not purge any reversed advices that still have IDs on the PR.REV.ADVICES file. (For more information about the RCAP process, see “Purging Reconciled and Voided Paychecks” on page 623.)
Therefore, purging reversed advices is a two-step process.

1. Purge the record IDs from the PR.REV.ADVICES file using the PRAD process.
2. Purge reversed advices from the PR.ADVICES file using the RCAP process.

Although these steps must be performed in the order listed, you do not have to purge the advices from the PR.ADVICES file immediately after purging their IDs from the PR.REV.ADVICES file. For example, many institutions prefer to purge the ID records from the PR.REV.ADVICES file soon after they have verified the data from the List of Reversed Advices report, while keeping their data records on the PR.ADVICES file for several years.

**About the Report**

The PRAD process generates the List of Reversed Advices report based on the selection criteria that you enter on the form. This process is one of several that you can use to generate a report of reversed advices.

This section compares the reports generated by all of these processes and presents the advantages and limitations of generating the report using the PRAD process. It also explains the relationship between using the PRAD process to generate the report and to purge reversed advices.

**Comparison to Other Report Processes**

You can generate a report of reversed advices by using any of the following processes:

- Advice Status Report (AVSR), which generates the Advice Status Report from the PR.ADVICES file. This process enables you to report any combination of advice statuses. For more information, see “Generating the Paycheck Status Report” on page 525.

- Reconciled Advices Purge Rpt (ARCR), which generates the report Advices Available for Purging from the PR.ADVICES file. This report includes only those advices with the status Reconciled or Voided. For information, see “Reporting the Advices Available for Purging” on page 636.

- List/Purge Reversed Advices (PRAD), which generates the List of Reversed Advices from both the PR.REV.ADVICES and the PR.ADVICES files. This report includes only advices with the status Voided.
All of these reports contain the following information for each bank code:

- Advice number and date.
- Name of the employee who was issued the advice.
- Amount of the advice.
- For any associated paychecks, the paycheck number, status, and amount.
- Total dollar amounts for the reported advices and paychecks.
- The number of advices and advices reported.

**Advantages of Using the PRAD Process for Reporting**

The report generated by the PRAD process has two advantages over those generated by the AVSR and ARCR processes.

- It contains two additional pieces of information:
  - Reversal date.
  - Pay period ending date and pay cycle in which the advice was issued.
- It can be generated more quickly.

Unlike the AVSR and ARCR processes, which look through the entire PR.ADVICES file to find the advices to be reported and then assemble their data, the PRAD process first selects the IDs of the advices to be reported from the smaller PR.REV.ADVICES file and then goes directly to the corresponding records in the PR.ADVICES file to gather the specific data reported.

**Limitation of Using the PRAD Process for Reporting**

Because the PRAD process uses the IDs of the advices on the PR.REV.ADVICES file to quickly find the data to be reported from the PR.ADVICES file, you can generate this report only if the IDs of the advices that you want to report have not been purged from the PR.REV.ADVICES file.

**Note:** If the reversed advices that you want to report have been purged from the PR.REV.ADVICES file, then you cannot use the PRAD process to generate a report. Instead, you must use either the AVSR or ARCR process, both of which access data on the PR.ADVICES file.
Relationship with the Purging Process

Although the PRAD process does not require that you generate the List of Reversed Advices report before purging advices from the PR.REV.ADVICES file, Ellucian recommends that you do so.

You can generate this report as often as you like without continuing with the purge process. However, this process assumes that you are likely to purge the records that you last reported. Therefore, the PRAD form remembers the selection criteria that you most recently used to generate a report and displays that criteria the next time that you access the form.

When you use the PRAD process to purge records from the PR.REV.ADVICES file, that selection criteria is no longer remembered.

About the Fields

You must enter information in the following fields in order to finish from the form:

- Report, Purge, or Both
- Start Date
- End Date

You are not required to enter a bank code; however, if you leave the Bank Code field blank, then all reversed advices that meet the other selection criteria are processed, regardless of their bank code.
Procedure for Purging Reversed Advices

Follow the steps below to use the List/Purge Reversed Advices (PRAD) process to generate a report of the reversed advices, purge reversed advices from the PR.REV.ADVICES file, or both.

**Note:** Although Colleague does not require you to generate the report before you purge advices, Ellucian recommends that you do so.

After you use this process to purge advices from the PR.REV.ADVICES file, you can no longer use it to generate the report for those advices. However, if their data still exists on the PR.ADVICES file, you can still generate a report of these reversed advices by using either the Advice Status Report (AVSR) or the Reconciled Advices Purge Rpt (ARCR) process.

**Step 1.** Access the List/Purge Reversed Advices (PRAD) form.

**Step 2.** In the Report, Purge, or Both field, enter **R** for Report, enter **P** for Purge, or **B** for Both.

Reversed advices are purged from the PR.REV.ADVICES file, which contains only their IDs. To purge the corresponding data from the PR.ADVICES file, use the Reconciled Advices Purge (RCAP) process, which purges both reconciled and voided advices. See “Purging Reconciled and Voided Advices” on page 633 for information about this process.

**Step 3.** In the Saved List Name field, enter the name of any saved list that you want to use to limit the reversed advices selected. This saved list must contain the record IDs of reversed advices in the PR.REV.ADVICES file.

**Step 4.** In the Purge Date Range fields, enter a date range of the advices to select based on the date that the advice was reversed.

If dates defaulted into these fields, then verify that they reflect the reversal dates of the advices that you want to report or purge.
If you leave the Start field blank, then it defaults to the beginning date of the prior fiscal year. If you leave the End field blank, then it defaults to today’s date.

Despite the name of this field, no records are purged if you entered “R” in the Report, Purge, or Both field.

**Step 5.** In the Bank Codes to Purge field, enter the bank codes representing the banks and accounts for the advices to be selected.

If bank codes defaulted into this table, then verify that they reflect the bank codes of the advices that you want to report or purge.

If you leave this table blank, then the bank code is ignored when the advices are selected.

**Step 6.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting advices to be reported.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this form. You can enter criteria for selecting advices from the PR.REV.ADVICES file there.

**Step 7.** Finish from the PRAD form to begin processing.
Purging Remittances

In This Chapter

This chapter presents information and procedures for using the Purge Remittances (REMP) process to purge the processed or unneeded remittances from the REMITTANCES file. It includes the following information:

- An overview of the process, which can be used to generate a report of the remittances and to purge selected remittances from the REMITTANCES file.
- The procedure for using this process.

Understanding the Process

The Purge Remittances (REMP) process enables you to either report or purge the remittances that have been used to create vouchers along with any other unneeded remittances. These remittances are stored in the REMITTANCES file.

This process only purges selected records from the REMITTANCES file; it cannot be used to delete either remittance codes or specific fields in a REMITTANCES record.
The Difference Between Test and Update Modes

The REMP process can be run in two modes: Test and Update.

- In Test mode, this process only generates a report of the remittances that would have been purged if you had run this process in Update mode using the same selection criteria. No remittances are purged.
- In Update mode, this process purges the selected remittances from the REMITTANCES file and generates a report of the remittances that were purged along with a batch error report.

**Note:** Ellucian recommends that you always run this process in Test mode at least once and carefully review the report to ensure that you purge only those remittances that you intend to purge.

The Test or Update Mode field is the only required field on the REMP form.
Limiting Remittances to Be Reported or Purged

The REMP process provides several methods for you to select the remittances to report or purge, depending on whether you are using Test or Update mode. This section explains the selection fields that are provided.

**Note:** If you leave all of the selection fields blank, then all remittances are either reported or purged.

**Beginning/Ending Transaction Date.** You can enter a beginning date, an ending date, or both to limit the remittances that are reported or purged.

- If you enter only a *beginning* transaction date, then only those remittances with a date in the REM.TRANSACTION.DATE field that is the same as or later than the date that you entered are selected.
- If you enter only an *ending* transaction date, then only those remittances with a date in the REM.TRANSACTION.DATE field that is the same as or earlier than the date that you entered are selected.
- If you enter *both* a beginning and an ending date, then only those remittances with a date in the REM.TRANSACTION.DATE field that is the same as one of the dates that you entered or that falls between those dates are selected.

If you do not enter a date in either field, then the transaction date is ignored.

**Purge Only Updated Remittances.** You can choose to report or purge only those remittances that have had vouchers created. Payment vouchers are created automatically in the Accounts Payable module by the Voucher Report/Payment (BVRP) process. The remittances are then flagged to ensure that another voucher cannot be created for that same remittance. If you enter “Yes” in this field, then only those remittances that have had vouchers created are reported or purged.

**Purge Report-Only Remittances.** You can also choose to report or purge only those remittances for which vouchers will never be created. These are remittances that were created for reporting purposes only. The codes for these remittances were defined on the Remittance Codes Creation (REMC) form with “No” in the field Create Vouchers. If you enter “Yes” in this Purge Report-Only Remittances field, then only those remittances that have been designated report-only are reported or purged.

**Saved List Name.** If you have a saved list of record IDs in the REMITTANCES file, you can enter it in this field. Only the records that have these IDs and that also meet the other selection criteria entered on the REMP form are reported or purged.
Selected Pay Cycles. You can limit the remittances selected to particular pay cycles. If you enter specific pay cycles in this table, then only the remittances with matching pay cycles are selected for reporting or purging. Any pay cycles that you enter are verified against the PAYCYCLES file.

Selected Remittance Codes. You can specify particular remittances that you want to report or purge. If you enter specific remittance codes in this table, then only the remittances with those codes are selected for reporting or purging. Any remittance codes that you enter are verified against the REMITTANCE.CODES file.

Additional Selection Criteria. If you want to enter your own selection criteria, then entering “Yes” in this field causes the Additional Selection Criteria form to be displayed when you finish from the REMP form. There, you can construct your own criteria for selecting records from the REMITTANCES file.

Understanding the Report

The report that is generated in both Test and Update modes contains the following information for each remittance code:

- Remittance ID.
- Pay period and pay cycle of the payroll when the remittance was created.
- Employee’s name.
- If the remittance code is for benefits/deductions, the benefit/deduction code and the amounts contributed by the employee and employer.
- If the remittance code is for taxes, the tax code and the amounts contributed by the employee and employer.
- ID and date of the voucher, if any, that was created.

The report title also reminds you whether this report was from the process being run in Test or Update mode.

- For Test mode, Colleague displays “Changes NOT Written to File.”
- For Update mode, Colleague displays “Records DELETED from File.”

The report header also includes any date range specified in the Beginning/Ending Transaction Date fields, along with the vendor’s ID and name, and the remittance code.

The report sorts and breaks on the remittance code.
Procedure for Purging Remittances

Follow the steps below to either generate a report of the remittances or purge selected remittances from the REMITTANCES file.

**Note:** Although Colleague does not require you to generate the report before you purge advices, Ellucian recommends that you do so.

**Step 1.** Access the Purge Remittances (REMP) form.

**Step 2.** In the Test or Update Mode field, indicate whether you want to run this process in Test or Update mode.

To only generate a report of remittances, enter T and to purge reversed advices, enter U. The remittances selected are purged from the REMITTANCES file, and a report of the purged remittances is generated.

Ellucian recommends that you always run this process in Test mode at least once and carefully review the report to ensure that you purge only those remittances that you intend to purge.

**Step 3.** In the Purge Only Updated Remittances field, indicate whether the remittances for which a voucher has been created should be updated.

**Step 4.** In the Purge Report-Only Remittances field, indicate whether the remittances that were created only for reporting purposes should be selected.

**Step 5.** In the Saved List Name field, enter the name of any saved list that you want to use to limit the remittances selected.

This saved list must contain the record IDs of reversed paychecks in the REMITTANCES file.

**Step 6.** In the Selected Pay Cycles field, enter the codes for any pay cycles that you want to use to limit the remittances selected.

**Step 7.** In the Selected Remittance Codes field, enter the codes for any remittances that you want selected.
**Step 8.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting remittances.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this form. You can enter criteria for selecting remittances from the REMITTANCES file there.

**Step 9.** Finish from the REMP form to begin processing.
In This Chapter

This chapter presents information and procedures for purging paychecks that have been reconciled or voided.

Table 90 lists the topics covered in this chapter.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Understanding the Processes</td>
<td>623</td>
</tr>
<tr>
<td>Reporting the Paychecks Available for Purging</td>
<td>625</td>
</tr>
<tr>
<td>Using the Process to Purge Paychecks</td>
<td>629</td>
</tr>
</tbody>
</table>

Understanding the Processes

To keep your PR.CHECKS file to a manageable size, you periodically need to purge those older paychecks that have been reconciled or voided. To ensure that you purge only the intended paychecks, Colleague provides the following processes:

- **Reconciled Paychks Purge Rpt (RPCR)**, a report process that identifies paychecks having the status Reconciled or Voided that are available for purging.

- **Reconciled Paychecks Purge (RCCP)**, a separate process that actually purges the paychecks.

Although Colleague does not require that you generate the report before you purge paychecks, Ellucian recommends that you do so to avoid errors.
Forms Used in Purging Paychecks

Table 91 lists the forms used for purging paychecks and describes how each is used.

Table 91: Forms Used in Purging Reconciled Paychecks

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciled Paychs Purge Rpt (RPCR)</td>
<td>Generate the Paychecks Available for Purging report, which lists all Reconciled and Voided paychecks, along with any associated advices, for one or more bank codes in a particular date range. The content and format are the same as that of the Paycheck Status Report (PCSR).</td>
</tr>
<tr>
<td>Reconciled Paychecks Purge (RCCP)</td>
<td>Purge Reconciled and Voided paychecks from the PR.CHECKS file according to the date range and bank codes specified on the form.</td>
</tr>
</tbody>
</table>

Files Used in Purging Paychecks

Table 92 lists the three files that pertain to the process of purging paychecks and describes how each is used.

Table 92: Files Used in Purging Reconciled Paychecks

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK.CODES</td>
<td>Provides the information associated with the bank code—such as the bank name, account number, and GL number—that is displayed on the forms used for reporting and purging paychecks. This information is also printed on any associated reports.</td>
</tr>
</tbody>
</table>
To ensure that you purge only the paychecks that you want to purge from the PR.CHECKS file, Colleague provides a process that identifies the paychecks that are available for purging. This section describes that process, including how it works with the purge process, and the procedure for running it.

### Overview of the Process

The Reconciled Paychks Purge Rpt (RPCR) process generates the report Paychecks Available for Purging. This report lists all Reconciled and Voided paychecks, along with any associated advices, for specific bank codes in a particular date range, based on the date that the paycheck was issued. These are the paychecks that are available for purging.

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYCK.PURGE.CNTRL</td>
<td>Updated with status information when the Reconciled Paychks Purge Rpt (RPCR) and the Reconciled Paychecks Purge (RCCP) processes are run. For example, if the report process finds errors in the PR.CHECKS file, then it updates a status code in this record in the HR.PARMS file. That code prevents the RCCP process from running until an error-free report has been generated.</td>
</tr>
<tr>
<td>PR.CHECKS</td>
<td>Updated by the Reconciled Paychecks Purge (RCCP) process. This process selects Reconciled and Voided paychecks based on information entered on the form, validates them, and then purges them from the file. The Reconciled Paychks Purge Rpt (RPCR) process also uses this file to identify the paychecks that are available for purging.</td>
</tr>
</tbody>
</table>
Relationship with the Purge Process

Although Colleague does not require that you generate this report before purging paychecks, Ellucian strongly recommends that you do so to identify errors and to prevent purging the wrong paychecks.

You can generate this report as often as you like without continuing with the purge process. However, if you choose to generate this report and then to purge paychecks from the file, you should be aware of the following:

- You must correct any errors found by this report before you can purge paychecks. When you run this report process, it updates a status code in the PAYCK.PURGE.CNTRL record in the HR.PARMS file. If this status code indicates that the report process found errors, it prevents the purge process from running. You cannot continue with the purge process until an error-free report has been generated.

- When you access the Reconciled Paychecks Purge (RCCP) form, Colleague assumes that you want to purge the same records that you last reported. Therefore, the date range and bank codes that you last used to generate the report defaults into the fields on the RCCP process; however, you can change this criteria as you like.
About the Report

This report’s content and format are the same as that of the Paycheck Status Report generated on the Paycheck Status Report (PCSR) form. The following information is reported:

- Number, date, status, and amount of each Reconciled or Voided paycheck.
- Name of the employee who was issued the paycheck.
- Number, status, and amount of any associated advice.

It also provides subtotals of all paychecks and associated advices for each bank code, with a breakdown by paycheck status. In addition, it provides grand totals for all bank codes reported, also with a breakdown by paycheck status.

Like the Paycheck Status Report, this report typically sorts by bank code and then paycheck number, breaking on the bank code; however, you can use the Sort/Break Definition form that is displayed when you finish from the form to customize the report to sort and break as you like.

This report differs from the Paycheck Status Report in the following ways:

- It includes only Reconciled and Voided paychecks.
- The date range and bank codes that you last used to generate this report default into the Reconciled Paychecks Purge (RCCP) form the next time that you access it.
Procedure for Identifying the Paychecks Available for Purging

Use the Reconciled Paychks Purge Rpt (RPCR) process to generate a report of the paychecks that are available for purging. Ellucian recommends that you generate this report before you begin purging paychecks.

Step 1. Access the Reconciled Paychks Purge Rpt (RPCR) form.

Step 2. In the Saved List Name field, enter the name of any saved list that you want to use to limit the paychecks reported. This saved list must contain the record IDs of paychecks in the PR.CHECKS file.

Step 3. In the Report Date Range fields, enter a date range of paychecks to report based on the date that the paycheck was issued.
- If you leave the Start field blank, then it defaults to the beginning date of the current fiscal year.
- If you leave the End field blank, then it defaults to today’s date.

The only paychecks reported are those with a date that falls within this range of dates.

Step 4. In the Bank Codes field, enter the bank codes representing the banks and accounts for the paychecks that you want included on the report. You must enter at least one bank code. You must enter all bank codes that you want to report, even if you want them all.

Step 5. In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting paychecks to be reported.

If you enter Yes, then the Additional Selection Criteria form is displayed when you finish or update from this RPCR form. You can enter criteria for selecting paychecks from the PR.CHECKS file there.

Step 6. Finish from the RPCR form to begin generating the report.
Using the Process to Purge Paychecks

Overview of the Process

The Reconciled Paychecks Purge (RCCP) process purges Reconciled and Voided paychecks from the PR.CHECKS file for one or more bank codes in a particular date range, based on the date that the paycheck was issued. The RCCP form enables you to specify a saved list name, a date range, bank codes, and additional selection criteria.

A paycheck is purged only if it meets all of the following conditions:
- It belongs in the bank code specified on the form.
- The date that it was issued falls within the date range entered on the form.
- Its paycheck status is either Reconciled or Voided.
- It does not exist on the reversed paychecks file (PR.REV.CHECKS).

To purge reversed paychecks, first use the List/Purge Reversed Paychecks (PRPK) process to purge them from the PR.REV.CHECKS file. Then, run RCCP to purge the corresponding paychecks from the PR.CHECKS file. (For information about the PRPK process, see “Purging Reversed Paychecks” on page 601.)
This process does not purge advices, even if they are associated with a paycheck being purged. You must purge advices separately, using the Reconciled Advices Purge (RCAP) process. (For information about the RCAP process, see “Purging Reconciled and Voided Advices” on page 633.)

Only one user at a time can run the RCCP process.

**Note:** Before running this or any purge process, verify that you have a full backup of your system.

**Relationship with the Report Process**

Colleague does not require that you generate the Paychecks Available for Purging report before you run the purge process; however, Ellucian recommends that you do so to prevent errors during the purge process and to ensure that you purge the correct paychecks. If you choose to run this report before purging, you must correct any errors that the report process finds before Colleague enables you to continue with the purge.

If you ran the report process and are now continuing with the purge, the purge process assumes that you want to purge the same paychecks that you last reported. Therefore, when you access the RCCP form, the information that Colleague displays in the date range and bank codes fields represents the criteria entered on the Reconciled Paychks Purge Rpt (RPCR) form to generate the latest Paychecks Available for Purging report. You can change this criteria any way that you like.
**Procedure for Purging Paychecks**

Follow the steps below to purge all Reconciled or Voided paychecks in particular bank accounts within a date range.

Ellucian recommends that, before purging paychecks, you first use the Reconciled Paychks Purge Rpt (RPCR) process to generate the report Paychecks Available for Purging. For information about this process and the procedures for using it, see “Reporting the Paychecks Available for Purging” on page 625.

**Step 1.** See your system administrator to verify that you have a full backup of your system.

**Step 2.** Access the Reconciled Paychecks Purge (RCCP) form. Only one user can run this process at a time.

**Step 3.** In the Saved List Name field, enter the name of any saved list that you want to use to limit the paychecks selected for purging. This saved list must contain the record IDs of paychecks in the PR.CHECKS file.

**Step 4.** In the Date Range to Purge field, verify that the dates that defaulted into the Purge Date Range fields reflect the issue dates of the paychecks that you want to purge. Make any changes necessary.

Because Colleague assumes that the paychecks that you want to purge are the same paychecks that you last reported using the Reconciled Paychks Purge Rpt (RPCR) process, it defaults in the date range and bank codes used the last time that the RPCR process was run.

**Step 5.** In the Bank Codes fields, verify that the bank codes that defaulted into the Bank Codes table are the ones that you want. Make any changes necessary. The bank codes default in from the last time that the RPCR process was run.

**Step 6.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting paychecks to be reconciled.

If you enter **Yes**, then the Additional Selection Criteria form is displayed when you finish or update from this RCCP form. You can enter criteria for selecting paychecks from the PR.CHECKS file there.
Step 7. Finish from the RCCP form to begin purging paychecks.


If any paychecks were not purged because they had been reversed, then follow the substeps below.

a. Use the List/Purge Reversed Paychecks (PRPK) process to first purge these paychecks from the PR.REV.CHECKS file. For information about the PRPK process, see “Purging Reversed Paychecks” on page 601.

b. Rerun this RCCP process to then purge these paychecks from the PR.CHECKS file.
In This Chapter

This chapter presents information and procedures for purging advices that have been reconciled or voided.

Table 93 lists the topics covered in this chapter.

<table>
<thead>
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<tr>
<td>Reporting the Advices Available for Purging</td>
<td>636</td>
</tr>
<tr>
<td>Using the Process to Purge Advices</td>
<td>639</td>
</tr>
</tbody>
</table>

Understanding the Processes

To keep your PR.ADVICES file to a manageable size, you periodically need to purge those older advices that have been reconciled or voided. To ensure that you purge only the intended advices, Colleague provides a report process that identifies advices having the status Reconciled or Voided that are available for purging, along with the process that actually purges the advices. These processes are:

- Reconciled Advices Purge Rpt (ARCR) and
- Reconciled Advices Purge (RCAP)

Although Colleague does not require that you generate the report before you purge advices, Ellucian recommends that you do so to avoid errors.
Forms Used in Purging Advices

Table 94 lists the forms used for purging advices and describes how each is used.

Table 94: Forms Used in Purging Reconciled Advices

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciled Advices Purge Rpt (ARCR)</td>
<td>Generate the Advices Available for Purging report, which lists all Reconciled and Voided advices, along with any associated paychecks, for one or more bank codes in a particular date range. The content and format are the same as that of the Advice Status Report (AVSR).</td>
</tr>
<tr>
<td>Reconciled Advices Purge (RCAP)</td>
<td>Purge Reconciled and Voided advices from the PR.ADVICES file according to the date range and bank codes specified on the form.</td>
</tr>
</tbody>
</table>

Files Used in Purging Advices

Table 95 lists the files that pertain to the process of purging advices and describes how each is used.

Table 95: Files Used in Purging Reconciled Advices

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK.CODES</td>
<td>Provides the information associated with the bank code—such as the bank name, account number, and GL number—that is displayed on the forms used for reporting and purging advices. This information is also printed on any associated reports.</td>
</tr>
</tbody>
</table>
Updated with status information when the Reconciled Advices Purge Rpt (ARCR) and the Reconciled Advices Purge (RCAP) are run. For example, if the report process finds errors in the PR.ADVICES file, then it updates a status code in this record in the HR.PARMS file. That code prevents the RCAP process from running until an error-free report has been generated.

PR.ADVICES
Updated by the Reconciled Advices Purge (RCAP) process. This process selects Reconciled and Voided advices based on information entered on the form, validates them, and then purges them from the file. The Reconciled Advices Purge Rpt (ARCR) process also uses this file to identify the advices that are available for purging.
Reporting the Advices Available for Purging

To ensure that you purge only the advices that you want to purge from the PR.ADVICES file, Colleague provides a process that identifies the advices that are available for purging. This section describes that process, including how it works with the purge process, and the procedure for running it.

Overview of the Process

The Reconciled Advices Purge Rpt (ARCR) process generates the report Advices Available for Purging. This report lists all Reconciled and Voided advices, along with any associated paychecks, for specific bank codes in a particular date range, based on the date that the advice was issued. These are the advices that are available for purging.

Figure 148: Example of the Reconciled Advices Purge Rpt (ARCR) Form

Relationship with the Purge Process

Although Colleague does not require that you generate this report before purging advices, Ellucian strongly recommends that you do so to identify errors and to prevent purging the wrong advices.
You can generate this report as often as you like without continuing with the purge process. However, if you choose to generate this report and then to purge advices from the file, you should be aware of the following:

- You must correct any errors found by this report before you can purge advices. When you run this report process, it updates a status code in the PRADVICE.PURGE.CNTRL record in the HR.PARMS file. If this status code indicates that the report process found errors, it prevents the purge process from running. You cannot continue with the purge process until an error-free report has been generated.

- When you access the Reconciled Advices Purge (RCAP) form, Colleague assumes that you want to purge the same records that you last reported. Therefore, the date range and bank codes that you last used to generate the report defaults into the fields on RCAP; however, you can change this criteria as you like.

**About the Report**

This report’s content and format are the same as that of the Advice Status Report generated on the Advice Status Report (AVSR) form. The following information is reported:

- Number, date, status, and amount of each Reconciled or Voided advice.
- Name of the employee who was issued the advice.
- Number, status, and amount of any associated paycheck.

It also provides subtotals of all advices and associated paychecks for each bank code with a breakdown by advice status. In addition, it provides grand totals for all bank codes reported, also with a breakdown by advice status.

Like the Advice Status Report, this report typically sorts by bank code and then advice number, breaking on the bank code; however, you can use the Sort/Break Definition form that displayed when you finish from the form to customize the report to sort and break as you like.

This report differs from the Advice Status Report in the following ways:

- It includes only Reconciled and Voided advices.
- The date range and bank codes that you last used to generate this report defaults into the Reconciled Advices Purge (RCAP) form the next time that you access it.
Procedure for Identifying the Advices Available for Purging

Use the Reconciled Advices Purge Rpt (ARCR) process to generate a report of the advices that are available for purging. Ellucian recommends that you generate this report before you begin purging advices.

Step 1. Access the Reconciled Advices Purge Rpt (ARCR) form.

Step 2. In the Saved List Name field, enter the name of any saved list that you want to use to limit the advices reported. This saved list must contain the record IDs of advices in the PR.ADVICES file.

Step 3. In the Report Date Range fields, enter a date range of advices to report based on the date that the advice was issued.

Start Date. If you leave the Start field blank, then it defaults to the beginning date of the current fiscal year.

End Date. If you leave the End field blank, then it defaults to today’s date.

Step 4. In the Bank Codes field, enter the bank codes representing the banks and accounts for the advices that you want included on the report. You must enter at least one bank code. You must enter all bank codes that you want to report, even if you want them all.

Step 5. In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting advices to be reported.

If you enter Yes, then the Additional Selection Criteria form is displayed when you finish or update from the ARCR form. You can enter criteria for selecting advices from the PR.ADVICES file there.

Step 6. Finish from the ARCR form to generate the report.
Using the Process to Purge Advices

Overview of the Process

The Reconciled Advices Purge (RCAP) process purges Reconciled and Voided advices from the PR.ADVICES file for one or more bank codes in a particular date range, based on the date that the advice was issued. The RCAP form enables you to specify a saved list name, a date range, bank codes, and additional selection criteria.

![Example of the Reconciled Advices Purge (RCAP) Form](image)

An advice is purged only if it meets all of the following conditions:
- It belongs in the bank code specified on the form.
- The date that it was issued falls within the data range entered on the form.
- Its advice status is either Reconciled or Voided.
- It does not exist on the reversed advices file (PR.REV.ADVICES).

To purge reversed advices, first run the List/Purge Reversed Advices (PRAD) process to purge them from the PR.REV.ADVICES file. Then, run the RCAP process to purge the corresponding advices from the PR.ADVICES file. (For more information about the PRAD process, see “Purging Reversed Advices” on page 609.)
This process *does not* purge paychecks, even if they are associated with an advice being purged. You must purge paychecks separately, using the Reconciled Paychecks Purge (RCCP) process. For information about the RCCP process, see “Purging Reconciled and Voided Paychecks” on page 623.

Only one user at a time can run the RCAP process.

**Note:** Before running this or any purge process, verify that you have a full backup of your system.

**Relationship with the Report Process**

Colleague does not require that you generate the Advices Available for Purging report before you run the purge process; however, Ellucian recommends that you do so to prevent errors during the purge process and to ensure that you purge the correct advices. If you choose to run this report before purging, you must correct any errors that the report process finds before Colleague enables you to continue with the purge.

If you ran the report process and are now continuing with the purge, the purge process assumes that you want to purge the same advices that you last reported. Therefore, when you access the RCAP form, the information that Colleague displays in the date range and bank codes fields represents the criteria entered on the Reconciled Advices Purge Rpt (ARCR) form to generate the latest Advices Available for Purging report. You can change this criteria any way that you like.
Procedure for Purging Advices

Follow the steps below to purge all Reconciled or Voided advices in particular bank accounts within a date range.

Ellucian recommends that, before purging advices, you first use the Reconciled Advices Purge Rpt (ARCR) process to generate the report Advices Available for Purging. For information about this process and the procedures for using it, see “Reporting the Advices Available for Purging” on page 636.

**Step 1.** See your system administrator to verify that you have a full backup of your system.

**Step 2.** Access the Reconciled Advices Purge (RCAP) form. Only one user can run this process at a time.

**Step 3.** In the Saved List Name field, enter the name of any saved list that you want to use to limit the advices selected for purging. This saved list must contain the record IDs of advices in the PR.ADVICES file.

**Step 4.** In the Purge Date Range field, verify that the dates that defaulted into the Purge Date Range fields reflect the issue dates of the advices that you want to purge. Make any changes necessary.

Because Colleague assumes that the advices that you want to purge are the same advices that you last reported using the ARCR process, it defaults in the date range and bank codes used the last time that the ARCR process was run.

**Step 5.** In the Bank Code fields, verify that the bank codes that defaulted into the Bank Codes table are the ones that you want. Make any changes necessary.

**Step 6.** In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting advices to be reconciled.

If you enter **Yes**, then the Additional Selection Criteria form is displayed when you finish or update from the RCAP form. You can enter criteria for selecting advices from the PR.ADVICES file there.
Step 7. Finish from the RCAP form to begin purging advices.


If any advices were not purged because they had been reversed, then follow the substeps below.

a. Use the List/Purge Reversed Advices (PRAD) process to first purge these advices from the PR.REV.ADVICES file.

   For information about the PRAD process, see “Purging Reversed Advices” on page 609.

b. Rerun this RCAP process to then purge these advices from the PR.ADVICES file.
Using Payroll, February 2014

Purging Records for a Fiscal Year

In This Chapter

This chapter presents information and procedures for using the Purge Payroll Fiscal Year (PPFY) process to purge records for an entire fiscal year from the PR.FISCAL.PAY file.

Understanding the Process

The Purge Payroll Fiscal Year (PPFY) process enables you to purge records for an entire fiscal year from the PR.FISCAL.PAY file. This file is updated during payroll processing by the Employee History Update (EHUP) process.

Figure 150: Example of the Purge Payroll Fiscal Year (PPFY) Form

When you access the form, Colleague displays the following status information from the last time this process was run:

- Fiscal year that was purged
- Operator who ran the process
- Date on which it was run
- Whether it was completed successfully

If you try to run the process for a fiscal year that has a status showing that it was purged successfully, you will see a warning message.
Procedure to Purge Records for a Fiscal Year

Follow the steps below to purge all records in a particular year from the PR.FISCAL.PAY file.

**Step 1.** Use the Payroll Fiscal-Year Totals (PFYT) process to generate the Payroll Fiscal-Year Totals report for all GL numbers in the fiscal year that you want to purge.

Although this step is not required, Ellucian recommends it to avoid errors and ensure that the correct records are purged.

For information about the report and the procedure for generating it, see “Generating the Payroll Fiscal-Year Totals Report” on page 567.

**Step 2.** See your system administrator to verify that you have a full backup of your system.

**Step 3.** Access the Purge Payroll Fiscal Year (PPFY) form.

**Step 4.** Verify that the fiscal year that defaults into the Fiscal Year to Purge field is the fiscal year that you want to purge from the file. Make any changes necessary.

Ellucian recommends that you purge fiscal years in order. Therefore, the fiscal year that you purge should be the year after the one that is displayed in the Last Processed Fiscal Year field.

**Step 5.** Save your changes and finish from the form to begin purging records.
From this index you can click on any entry to access the information about the topic.

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