



# Payroll Tips & Tricks

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# Welcome to KS Skyward Users Group

## Payroll Tips & Tricks

**By spending a little extra time on setup, you can save yourself time every single work day in the future!**

**REMEMBER: Proper Preparation Prevents Poor Performance!**

How Employee Type Code Defaults can be your best friend

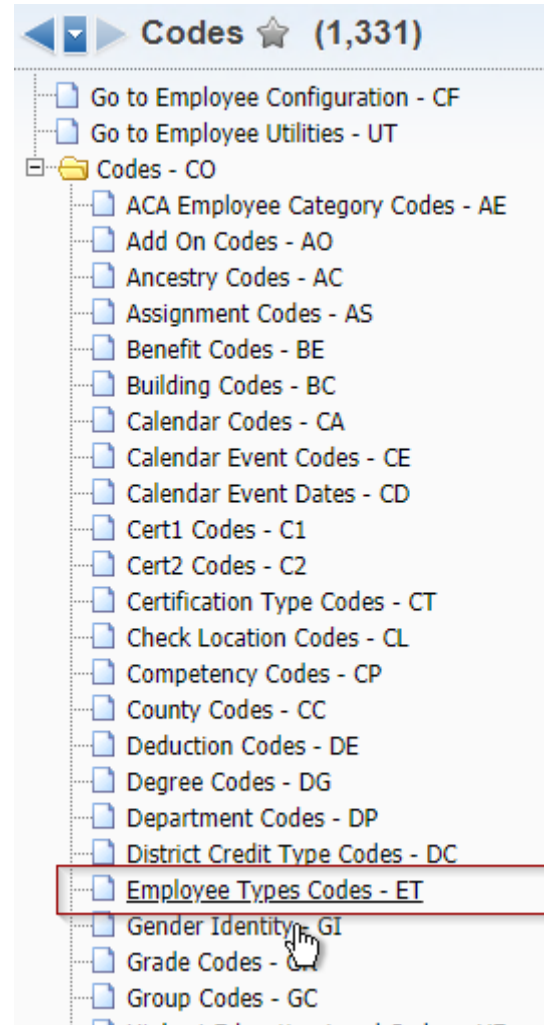
- How setting up Deductions and Benefits can save you time
- Setting up A-loads in payroll

# How Employee Type Code Defaults can be your best friend

- In Web, Human Resource, Employee, Setup, Codes, Employee Type Codes



# How Employee Type Code Defaults can be your best friend



# How Employee Type Code Defaults can be your best friend

- List of employee type codes, you can then expand the arrow to the left of the employee type code you want, or ADD new

Employee Type Codes (164)

Views: General Filters: \*Skyward Default

Code	Short Description	Long Description	Count
▶ ACCOM	Accompanist	Accompanist	0
▶ ADCTR	Admin Center	Admin Center Staff	8
▶ ADSAL	12 Sal NonEx	12mo Sal NonExempt	2
▶ ADSUP	Admin Support	Admin Center Support Staff	0
▶ ATHL	Athletic Direct	Athletic Director	0
▶ ATHLW	Athletic Worker	Athletic Worker	0
▶ CERT	Certified	Certified Staff	84
▶ CONV	CONVERSION	CONVERSION	27
▶ CROSS	Crossing Guard	Crossing Guard	0
▶ CUST	Custodian	Custodian	40
▶ HELTH	Health Workers	Health Wkrs - pd by grant \$s	0
▶ INACT	INACTIVE	INACTIVE	1
▶ INTRN	Tech Intern	Tech Intern	0
▶ LIB	Librarian	Librarian	0
▶ LUMP	Lump Sum	Lump Sum	43
▶ Lunch	Lunch Aide	Lunch Aide	0
▶ NCL	Nurse Coun Lib	Nurse, Counselor, Librarian	1
▶ PARAS	ParaPros	ParaProfessionals	88
▼ PRINC	Principals	Principals	7

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

100 27 records displayed Code: ABC

# How Employee Type Code Defaults can be your best friend

- Let's add one for Food Service

Employee Type Codes (164)

Views: General Filters: \*Skyward Default

Code	Short Description	Long Description	Count
▶ ACCOM	Accompanist	Accompanist	0
▶ ADCTR	Admin Center	Admin Center Staff	8
▶ ADSAL	12 Sal NonEx	12mo Sal NonExempt	2
▶ ADSUP	Admin Support	Admin Center Support Staff	0
▶ ATHL	Athletic Direct	Athletic Director	0
▶ ATHLW	Athletic Worker	Athletic Worker	0
▶ CERT	Certified	Certified Staff	84
▶ CONV	CONVERSION	CONVERSION	27
▶ CROSS	Crossing Guard	Crossing Guard	0
▶ CUST	Custodian	Custodian	40
▶ HELTH	Health Workers	Health Wkers - pd by grant \$s	0
▶ INACT	INACTIVE	INACTIVE	1
▶ INTRN	Tech Intern	Tech Intern	0
▶ LIB	Librarian	Librarian	0
▶ LUMP	Lump Sum	Lump Sum	43
▶ Lunch	Lunch Aide	Lunch Aide	0
▶ NCL	Nurse Coun Lib	Nurse, Counselor, Librarian	1
▶ PARAS	ParaPros	ParaProfessionals	88
▶ PRINC	Principals	Principals	7
▶ SEC	Build Secretary	Building Secretary	3

100 27 records displayed Code: ABC

Buttons: Add, Edit, Delete, Count, Back

# How Employee Type Code Defaults can be your best friend

- Enter the Employee type code, short description and long description and click on Time Off Default

Employee Type Code Maintenance - WH\EP\PS\CO\ET - 25355 - 05.21.10.00.12 - Google Chrome

Not secure | skydevapp01:81/scripts11/cgiip.exe/WService=42356web/hpretedit001.w?isPopup=true

### Employee Type Code Maintenance (92)

**Employee Type**

\* Employee Type Code:  1

\* Short Description:  2

\* Long Description:  3

Faculty

**Time Off Default:**

When this Employee Type is assigned to a Profile that employee will automatically be assigned to the Security Groups selected below.

PaC System:

PaC Security Group:

Web System:

Web Security Group:

Asterisk (\*) denotes a required field

Save Back

- We don't see one for food service, so let's add

Time Off Defaults Setup (124)

Views: General Filters: \*Skyward Default

TO Default Code	Description	Group 1 Unit Type
Administration	Administration	Hours
Bus Drivers	Bus Drivers/Aides	Hours
New Certified	New Certified	Hours
New Classified	New Classified 12 Months	Hours
Paras	Paras	Hours
Principals	Principals	Hours
Secretary	Secretary	Hours

Buttons: Select, Add, Edit, Delete, Back

How  
Employee  
Type Code  
Defaults  
can be  
your best  
friend



# How Employee Type Code Defaults can be your best friend

- Enter TO Default code and description and select the groups in which food service should be in and whether or not their requests are made in HOURS or DAYS, then SAVE

Add TO Default Code - WH\EP\PS\CO\ET - 25355 - 05.21.10.00.12 - Google Chrome

Not secure | skydevapp01:81/scripts11/cgiip.exe/WService=42356web/rtimeedit002.w?isPopup=true

### Add TO Default Code (90)

**TO Default Code Maintenance**

\* TO Default Code:

\* Description:

Group 1:  Hours ▾

Group 2:  Hours ▾

Group 3:  ▾

Group 9:  Hours ▾

Save

Back

Asterisk (\*) denotes a required field

# How Employee Type Code Defaults can be your best friend

- Then we will see Food service in our list of time off defaults and we can expand the arrow to the left to add time off codes:

Time Off Defaults Setup (125)

Views: General1 Filters: \*Skyward Default

TO Default Code ▲	Description	Group 1 Unit Type
▶ Administration	Administration	Hours
▶ Bus Drivers	Bus Drivers/Aides	Hours
▶ Food Service	Food Service	Hours
▶ New Certified	New Certified	Hours
▶ New Classified	New Classified 12 Months	Hours
▶ Paras	Paras	Hours
▶ Principals	Principals	Hours
▶ Secretary	Secretary	Hours

Buttons: Select, Add, Edit, Delete, Back

- Step 1, expand arrow to left and expand all

**Time Off Defaults Setup (125)**

Views: **General** Filters: **\*Skyward Default**

TO Default Code ▲	Description	Group 1 Unit Type
▶ Administration	Administration	Hours
▶ Bus Drivers	Bus Drivers/Aides	Hours
▶ <b>Food Service</b>	Food Service	Hours

1

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

2

▼ Assigned Time Off Codes Add Time Off code

There are no Time Off codes assigned to this Time Off Default Code.

▼ Employee Types with TO Default Code Select Employee Types

There are no Employee Types associated with the Time Off Default Code.

Select Add Edit Delete Back

How  
Employee  
Type Code  
Defaults  
can be  
your best  
friend

- Step 2, Add time off code

Add Time Off Default Setup Code - WH\EP\PS\CO\ET - 25355 - 05.21.10.00.12 - Google Chrome

Not secure | skydevapp01:81/scripts11/cgiip.exe/WService=42356web/rtimeedit003.w?isPopup=true

### Add Time Off Default Setup Code (90)

Default Employee Time Off Setup

\* Time Off:  Units:  Group:

Active  
 Display on checks and in Employee Access  
 Currently on long-term disability leave  
 FMLA

\* Hours Per Day:

\* Roll Disposition:

\* Reason Code at Roll:  Desc

Auto Accrual Setup

Use Auto Accrual

Asterisk (\*) denotes a required field

Save  
Back

How  
Employee  
Type Code  
Defaults  
can be  
your best  
friend

# How Employee Type Code Defaults can be your best friend

- Use the drop down menu, to select personal hours, hours per day Roll Disposition and Reason Code at Roll, then Save and repeat for Sick hours and any other codes

Add Time Off Default Setup Code - WH\EP\PS\CO\ET - 25355 - 05.21.10.00.12 - Google Chrome

Not secure | skydevapp01:81/scripts11/cgiip.exe/WService=42356web/rtimeedit003.w?isPopup=true

### Add Time Off Default Setup Code (90)

**Default Employee Time Off Setup**

\* Time Off: **Personal Hours** PRHRS Units: **Hours** Group: **2**

Active  
 Display on checks and in Employee Access  
 Currently on long-term disability leave ?  
 FMLA ?

\* Hours Per Day: **Classified 6 Hours** 6.00  
\* Roll Disposition: **Lose Balance** LOSE  
\* Reason Code at Roll: **Year End** YREND Desc

**Auto Accrual Setup**  
 Use Auto Accrual

Asterisk (\*) denotes a required field

# How Employee Type Code Defaults can be your best friend

- Once we have added them, it will look like this and we will click select

The screenshot shows a web browser window titled "Time Off Defaults Setup - WH\EP\PS\CO\ET - 25355 - 05.21.10.00.12 - Google Chrome". The address bar shows a URL starting with "skydevapp01:81/scripts11/cgiip.exe/WService=42356web/rtimebrws001.w?hDefaultCode=Food%20Se...". The page title is "Time Off Defaults Setup (126)".

At the top, there are controls for "Views: General" and "Filters: \*Skyward Default". To the right are icons for camera, print, and help, along with a "Select" button.

The main content area has a table with columns: "TO Default Code", "Description", and "Group 1 Unit Type". The table lists three entries:

TO Default Code	Description	Group 1 Unit Type
Administration	Administration	Hours
Bus Drivers	Bus Drivers/Aides	Hours
Food Service	Food Service	Hours

Below the table are buttons for "Expand All", "Collapse All", "Modify Details (displaying 2 of 2)", and "View Printable Details".

There is a section for "Assigned Time Off Codes" with an "Add Time Off code" link. It contains a table with columns: "Time Off", "Units", "G", "A", "C/EA", "LTD", "FMLA", "H/D", "Roll", "Reason", and "AA".

Time Off	Units	G	A	C/EA	LTD	FMLA	H/D	Roll	Reason	AA
E D Other	H	9	Y	Y			6.00	LOSE	YREND	
E D PRHRS	H	2	Y	Y			6.00	LOSE	YREND	
E D SICKH	H	1	Y	Y			6.00	ROLL	YREND	

Below this table is a section for "Employee Types with TO Default Code" with a "Select Employee Types" link. A message box states: "There are no Employee Types associated with the Time Off Default Code." A mouse cursor is pointing at this message.

On the right side of the interface, there are buttons for "Add", "Edit", "Delete", and "Back".

# How Employee Type Code Defaults can be your best friend

- And the food service time off default will show up in our employee type code
- If we wanted to setup default security groups for our food service staff we could do that here as well – we will look at that in more detail on another employee type, so click SAVE

The screenshot shows a web browser window titled "Employee Type Code Maintenance - WH\EP\PS\CO\ET - 25355 - 05.21.10.00.12 - Google Chrome". The address bar shows the URL "skydevapp01:81/scripts11/cgiip.exe/WService=42356web/hpretedit001.w?isPopup=true". The page title is "Employee Type Code Maintenance (92)".

The main form area is titled "Employee Type" and contains the following fields:

- \* Employee Type Code:
- \* Short Description:
- \* Long Description:
- Faculty
- Time Off Default:  Food Service

Below the form, there is a note: "When this Employee Type is assigned to a Profile that employee will automatically be assigned to the Security Groups selected below." This is followed by four fields:

- PaC System:
- PaC Security Group:
- Web System:
- Web Security Group:

At the bottom left of the form area, it says "Asterisk (\*) denotes a required field". On the right side of the form, there are two buttons: "Save" and "Back".

# How Employee Type Code Defaults can be your best friend

- If we go back into time off defaults setup and look at food service now and expand the arrow to the left, we can see that employees with an employee type of FOOD will have these time off defaults:

The screenshot shows the 'Time Off Defaults Setup' web application. The 'Food Service' category is expanded, revealing the 'Assigned Time Off Codes' table. A red box highlights the table content.

TO Default Code	Description	Group 1 Unit Type
Administration	Administration	Hours
Bus Drivers	Bus Drivers/Aides	Hours
Food Service	Food Service	Hours

Time Off	Units	G	A	C/EA	LTD	FMLA	H/D	Roll	Reason	AA
E D Other	H	9	Y	Y			6.00	LOSE	YREND	
E D PRHRS	H	2	Y	Y			6.00	LOSE	YREND	
E D SICKH	H	1	Y	Y			6.00	ROLL	YREND	

Code	Description
Food	Food Service



# How Employee Type Code Defaults can be your best friend

- Now if we go back to the FOOD employee type code and expand the arrow to the left, we can (1) add our default deductions and (2) benefits, and security groups, if applicable:

The screenshot shows a web application interface for 'Employee Type Codes'. The browser title is 'Employee Type Codes - WH\EP\PS\CO\ET - 25355 - 05.21.10.00.12 - Google Chrome'. The URL is 'skydevapp01:81/scripts11/cgiip.exe/WService=42356web/hpretbrws001.w?isPopup=true'. The page title is 'Employee Type Codes (166)'. The interface includes a 'Views: General' dropdown and a 'Filters: \*Skyward Default' dropdown. A table shows the 'Food' employee type code with a count of 0. Below the table, there are four expandable sections: 'Default Deductions', 'Default Benefits', 'Default Security Groups', and 'Time Off Default Detail'. The 'Default Deductions' and 'Default Benefits' sections are marked with red circles containing the number '1' and '2' respectively, indicating where to click to expand them. The 'Default Security Groups' section shows 'PaC: Not Assigned' and 'Web: Not Assigned'. The 'Time Off Default Detail' section shows a table with columns 'Code', 'Group', and 'Units'.

Code	Group	Units
Other	9	Hours
PRHRS	2	Hours
SICKH	1	Hours

# How Employee Type Code Defaults can be your best friend

- Edit Deductions, will bring up a list of deductions to choose and we can select the ones that will apply to everyone in this employee type (i.e. Fica, Medicare, Withholding, Unemployment, KPERs, etc).

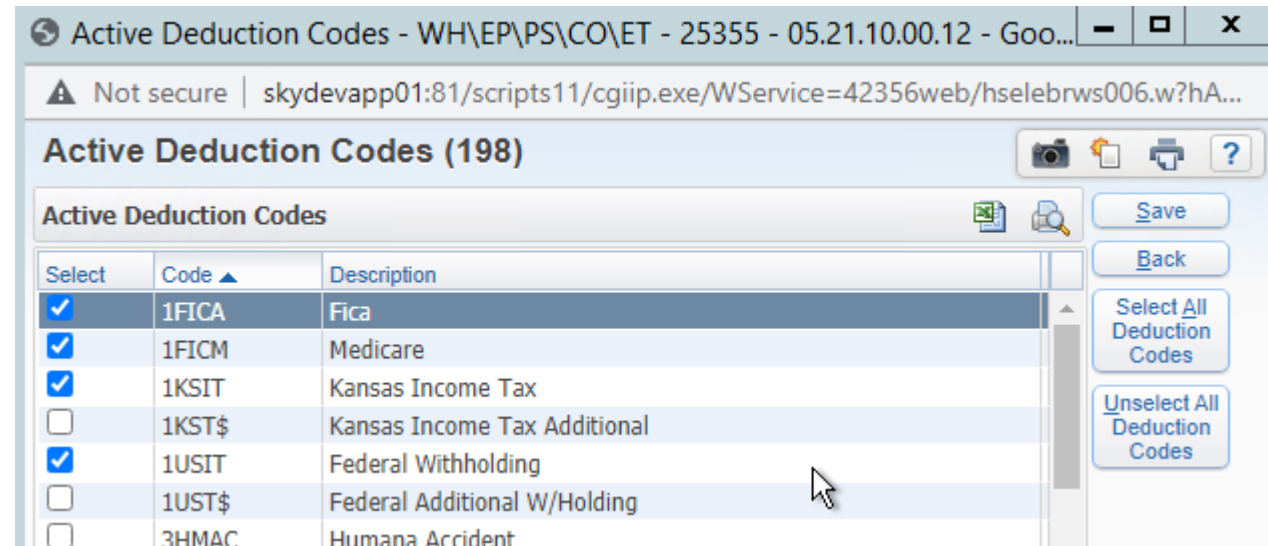
Active Deduction Codes (192)

Select	Code	Description
<input checked="" type="checkbox"/>	1FICA	Fica
<input type="checkbox"/>	1FICM	Medicare
<input type="checkbox"/>	1KSIT	Kansas Income Tax
<input type="checkbox"/>	1KST\$	Kansas Income Tax Additional
<input type="checkbox"/>	1USIT	Federal Withholding
<input type="checkbox"/>	1UST\$	Federal Additional W/Holding
<input type="checkbox"/>	3HMAC	Humana Accident
<input type="checkbox"/>	3HMCI	Humana Critical Illness
<input type="checkbox"/>	3HMCN	Humana Cancer
<input type="checkbox"/>	3MHMI	Humana Hospital Indemnity
<input type="checkbox"/>	3MHMS	Humana Heart Stroke
<input type="checkbox"/>	3SUR1	Surency Life & Health Option
<input type="checkbox"/>	3SUR2	Surency Life & Health Option
<input type="checkbox"/>	4DEME	Dep Care/125 Plan
<input type="checkbox"/>	4MERE	Medical Reimb 125 Plan
<input type="checkbox"/>	AACC	Aflac Accident
<input type="checkbox"/>	ACCI	Accident Insurance Pretax
<input type="checkbox"/>	AEA	Faculty Assoc Dues

67 records displayed

# How Employee Type Code Defaults can be your best friend

- Select the (1) deduction codes you want and click save



# How Employee Type Code Defaults can be your best friend

- Select the (2) benefit codes you want and click save

The screenshot shows a web browser window with the title 'Active Benefit Codes - WH\EP\PS\CO\ET - 25355 - 05.21.10.00.12 - Google...'. The address bar shows 'skydevapp01:81/scripts11/cgiip.exe/WService=42356web/hpretbrws003.w?h...'. The page content is titled 'Active Benefit Codes (104)' and features a table of benefit codes. The table has three columns: 'Select', 'Code', and 'Description'. The '1FICA' and 'UNEMP' rows are selected, indicated by checked checkboxes in the 'Select' column. To the right of the table are buttons for 'Save', 'Back', 'Select All Benefit Codes', and 'Unselect All Benefit Codes'.

Select	Code	Description
<input checked="" type="checkbox"/>	1FICA	Fica
<input checked="" type="checkbox"/>	1FICM	Medicare
<input type="checkbox"/>	3BCBS	Employer Paid Health Bcbs
<input type="checkbox"/>	3DELT	Delta Dental Bba
<input type="checkbox"/>	457R	457(b) ROTH
<input type="checkbox"/>	GTL	Group Term Life Insurance
<input type="checkbox"/>	HSA	Employer Paid Health Savings
<input type="checkbox"/>	KMISC	Employer Paid Kpers Misc
<input type="checkbox"/>	KPRR1	Employer Paid Kpers 14.41%
<input type="checkbox"/>	KPRR2	Employer Paid Kpers 30%
<input type="checkbox"/>	REIMB	Reimbursement
<input checked="" type="checkbox"/>	UNEMP	Unemployment

# How Employee Type Code Defaults can be your best friend

- Now when you look at the Food Service employee type, you can see all of the default deduction, benefits, security groups (if applicable) and time off:

**Employee Type Codes (166)**

Views: **General** Filters: **\*Skyward Default**

Code	Short Description	Long Description	Count	Faculty	Time Off Default Code
Food	Food Service	Food Service	0		Food Service

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

**Default Deductions** Edit Deductions

Code	Level
1FICA	1
1FICM	1
1KSIT	1
1USIT	1
KPER1	1

**Default Benefits** Edit Benefits

Code	Level
1FICA	1
1FICM	1
UNEMP	1

**Default Security Groups** Edit Default Groups

System	Security Group
PaC:	Not Assigned
Web:	Not Assigned

**Time Off Default Detail** Edit Time Off Default

Code	Group	Units
Other	9	Hours
PRHRS	2	Hours
SICKH	1	Hours

# How Employee Type Code Defaults can be your best friend

- We are going to look at the employee type code for Lunch aide and see that there are no default settings

The screenshot shows a web interface for configuring an employee type code. The breadcrumb trail is 'Lunch > Lunch Aide > Lunch Aide'. The page title is 'Lunch Aide' and the employee count is '0'. There are four main sections, each with a 'No details available' message:

- Default Deductions** (Edit Deductions): No details available.
- Default Benefits** (Edit Benefits): No details available.
- Default Security Groups** (Edit Default Groups):

	System	Security Group
PaC:	Not Assigned	
Web:	Not Assigned	
- Time Off Default Detail** (Edit Time Off Default): No details available.

# How Employee Type Code Defaults can be your best friend

- We are going to look at employee type PRINC for Principals and see that we also have a security group of Web Financial management for WEB - Principals

PRINC Principals Principals 7 Principals

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

▼ Default Deductions Edit Deductions

Code	Level
1FICA	1
1FICM	1
1KSIT	1
1USIT	1
KPER1	1

▼ Default Benefits Edit Benefits

Code	Level
1FICA	1
1FICM	1
UNEMP	1

▼ Default Security Groups Edit Default Groups

System	Security Group
PaC: Not Assigned	
Web: Web Financial Management	WEB - Principals

▼ Time Off Default Detail Edit Time Off Default

Code	Group	Units
PRHRS	2	Hours
SICKH	1	Hours

# Adding a new employee with default deductions

- We are going to Add Gerald A Baron as Principal, when we add the name, we can see that we have a matching name for an inactive profile (2) with a different middle initial (3) – we can also use the scroll bar to see more information

The screenshot shows a web browser window titled 'Add - WH\EP\TB\EP\NA - 9019 - 05.21.10.00.12 - Google Chrome'. The page is titled 'Add (113)' and contains an 'Add Employee' form. The form has the following fields: Status (Employee), \* SSN (334-45-5666), \* Last Name (Baron), \* First Name (Gerald), and Middle Name (A). There are two search buttons: 'Find Names with matching SSN' and 'Find Names with matching Last/First Name'. Below the form is a 'Matching Names' table with the following data:

Last Name	First	Middle	Name Key	Profile Exists?	Primary Phone	Address
Baron	Gerald	H	BARONGER000	Yes	(555) 864-4472	2587 Scramble avenue Scramble, WV

At the bottom of the table, it says '1 records displayed'. A red box highlights the 'Middle' column for the first record, and a red circle highlights the 'Baron' name. Another red circle highlights the 'H' middle initial. A fourth red circle highlights the scroll bar at the bottom of the table. A red note at the bottom of the page states: 'Names displayed in this color represent inactive employee profiles. Asterisk (\*) denotes a required field'.



# Adding a new employee with default deductions

- When we slide over we can see the address doesn't agree and the birthdate does not agree – so we will click on Add Entered Name to Employees

The screenshot shows a web application window titled "Add - WH\EP\TB\EP\NA - 9019 - 05.22.02.00.04 - Google Chrome". The address bar shows "Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/hempredit060.w?isPopup=true". The page title is "Add (114)".

The "Add Employee" form includes the following fields and buttons:

- Status: Employee (dropdown)
- \* SSN: 334-45-5666 (dropdown)
- Find Names with matching SSN (button)
- \* Last Name: Baron (dropdown)
- Find Names with matching Last/First Name (button)
- \* First Name: Gerald (dropdown)
- Middle Name: A (text input)

The "Matching Names" table displays the following data:

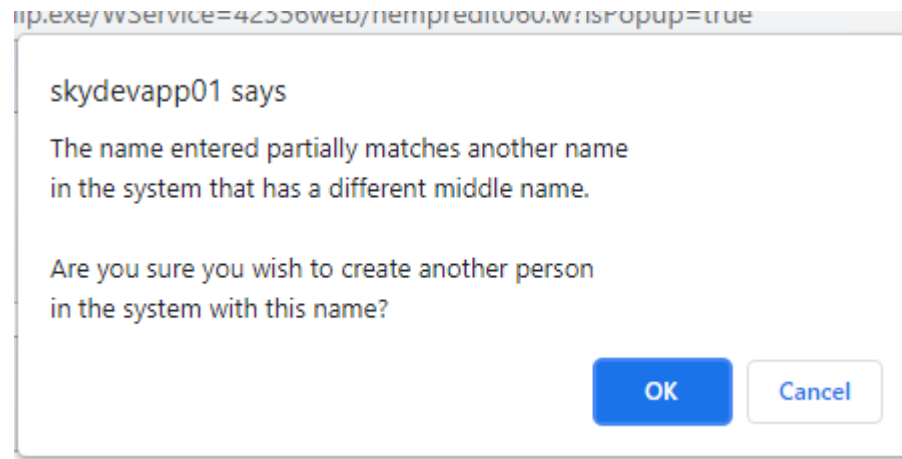
Last Name	First	Third Phone	Date of Birth	Race	Name Types
Baron	Gerald	44	05/30/1950	W	SECURITY USER, VENDOR, ORDER FROM, EMP

Buttons on the right side of the interface include "Add Entered Name to Employees" (highlighted with a red box) and "Back". A "Select Name And Add To Employees" button is also visible on the right.

At the bottom left, it says "1 records displayed".

## Adding a new employee with default deductions

- After clicking add, the system will give you one more reminder



Click OK, and you will come up with the name screen, address, phone, W4 information, etc.

Enter Information accordingly and page through screens

# Adding a new employee with default deductions

- On the Personnel information screen, we will use employee type PRINC
- Then Save and Continue

Personnel Information - WH\EP\TB\EP\NA - 9019 - 05.22.02.00.04 - Google Chrome

Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/hempredit003.w

### Personnel Information (121)

Name:

#### Employee Information

Status:   Active

\* Employee Type:    Hold True Time Sheet

Building Loc:    Faculty

Check Location:

Other Building:

EEOC Code:

#### Dates

Hire:  Hire Hour:  Min:

Start:  Curr Pos Start:

I-9:  Last Check:

Rehire:  Unpaid Absence > 60:   Employee has an unpaid absence of more than 60 days

BCI Date:

#### Leave Information

Termination Date:

Termination Reason:

Decreased Date:

#### Additional Information

Comments:

Occupation:

Employer:

Organization:

# Adding a new employee with default deductions

- Then tax screen (and anyone who has ever talked to me on a service call – knows I like to share “extra information”
- And Save and Continue

Tax - WH\EP\TB\EP\NA - 9019 - 05.22.02.00.04 - Google Chrome

Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/hempredit048.w

### Tax (176)

Employee:

#### IRS Lock Order

Locked W-4 Lock Date:

#### Tax Information

Actual # of Dependents:   2020 or After W-4

\* Federal Marital Status:

Step 3:

Step 4a:

Step 4b:

Calc Non-Resident Tax  Step 2

\* Tax State:

\* State Marital Status:

State Allowance:

# Adding a new employee with default deductions

- Then Retirement, YES and save

**Retirement (92)**

Employee:  Baron, Gerald A

**Retirement**

Retire:

End Date:   

Reason Code:   

Withdrawn Contributions:

- After hitting save, you get a pop up asking if you would like to load DEFAULTS – read the message and click YES

Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/hempredit055.w

**Retirement (92)**

Employee:  Baron, Gerald A

**Retirement**

Retire:

End Date:   

Reason Code:   

Withdrawn Contributions:   

**Load Defaults**

Do you want to pre-load default deduction/benefits for this employee type?

Note: Profile retirement = yes; deductions/benefits with a group of retirement will be added at this time if they are loaded on the default deduction/benefits list for this employee type.

# Adding a new employee with default deductions

- Will receive a confirmation of the time off defaults that will be loaded – if correct, enter YES

Time Off Default (94)

Name:

Time Off Default Information

Employee Type:

Time Off Default Code:

Employee's current time off groups are: Time off default setup is:

Group 1:	<input type="text"/>	Group 1:	<input type="text" value="HOURS"/>	<input type="text" value="Will be set up!"/>
Group 2:	<input type="text"/>	Group 2:	<input type="text" value="HOURS"/>	<input type="text" value="Will be set up!"/>
Group 3:	<input type="text"/>	Group 3:	<input type="text"/>	<input type="text" value="Will NOT be set up"/>
Group 9:	<input type="text"/>	Group 9:	<input type="text" value="HOURS"/>	<input type="text" value="Will be set up!"/>

Do you want to pre-load time off default information for this employee?

# Adding a new employee with default deductions

- Then it takes us back to the employee profile, if we look at Deductions, benefits and time off – we can see that information was added from employee type defaults:

- DEDUCTIONS

The screenshot shows the 'Deductions' section of an employee profile for 'Baron, Gerald A'. The interface includes a navigation menu on the left with options like 'Employee', 'Tax - W4', 'Direct Deposit', 'Benefits', 'Deductions', and 'Pay Records'. The main area displays the employee's details and a table of deductions. The table has columns for Code, Check Stub Description, Long Description, Amt/Pct, Type, Start Date, Stop Date, and a final value column.

Code	Check Stub Description	Long Description	Amt/Pct	Type	Start Date	Stop Date	
1FICA	Fica	Fica	6.2000	Clc			9,11
1FICM	Medicare	Medicare	1.4500	Clc			9,999,99
1KSIT	Ks Income Tax	Kansas Income Tax	0.0000	Clc			
1USIT	Federal W/H	Federal Withholding	0.0000	Clc			
KPER1	Kpers Wholding1	Kpers Withholding 1	6.0000	Pct			

- BENEFITS:

The screenshot shows the 'Benefits' section of the same employee profile. It displays the employee's details and a table of benefits. The table has columns for Code, Check Stub Description, Long Description, Amt/Pct, Type, Start Date, and Stop Date.

Code	Check Stub Description	Long Description	Amt/Pct	Type	Start Date	Stop Date
1FICA	Fica	Fica	6.2000	Clc		
1FICM	Medicare	Medicare	1.4500	Clc		
UNEMP	Unemployment	Unemployment	0.1000	Pct		

# Adding a new employee with default deductions

- TIME OFF GROUPS

Employee: **BARONGER001** Baron, Gerald A

Employee Type: Principals    User Name: gbaron    Name ID: 3470  
 Building: BUILDING -20    Check Location: CHECK LOCATION -20

Gender: M    Age: 48    Hire Date: 03/18/2022    Birth Date: 03/01/1974

### Time Off Groups

Groups

1: Sick/Hours    2: Personal/Hours    3:    9: Other/Hours    [Group](#)

- And time off setup:

Employee: **BARONGER001** Baron, Gerald A

Employee Type: Principals    User Name: gbaron    Name ID: 3470  
 Building: BUILDING -20    Check Location: CHECK LOCATION -20

Gender: M    Age: 48    Hire Date: 03/18/2022    Birth Date: 03/01/1974

### Time Off Setup

Views: General    Filters: \*Skyward Default

Time Off Code	Time Off Description	Grp	Allocated	Used	Left	Unpaid	Type	Active	Display Chks/EA	On L/Leav
▶ PRHRS	Personal Hours	2					Hours	Yes	Yes	No
▶ SICKH	Sick Hours	1					Hours	Yes	Yes	No





- 1095-C Info tab – and ADD

The screenshot shows the Skyward School District software interface. At the top, the user is logged in as Aida Quiliciscr. The main navigation bar includes options like Home, Employee, Employee Administration, Payroll, Time Off, Substitute Tracking, Insurance Tracking, TrueTime, Advanced Features, Federal/State Reporting, and Custom Reports. The current view is for the Affordable Care Act (ACA) for employee (372) Baron, Gerald A.

Employee details include: Employee Type: Principals, User Name: gbaron, Name ID: 3470, Building: BUILDING -20, Check Location: CHECK LOCATION -20, Gender: M, Age: 48, Hire Date: 03/18/2022, Birth Date: 03/01/1974.

The 1095-C Information section is active, showing a table with columns: Year, Month, Offer of Coverage, Employee Required Contribution, Safe Harbor, Report as CI, and Covered Individuals. The table is currently empty, displaying the message: "There are no records to display; check your filter settings." A red circle with the number "2" highlights the "Add" button in the top right corner of the table area.

On the left sidebar, the "1095-C Info" tab is highlighted with a red circle and the number "1".

# ACA Information

- ACA is reporting for an entire calendar year, so everyone who should be reported for ACA needs an ACA record for January of the current year showing that they were not offered coverage, if they were not employed in January

1095-C Maintenance (92)

Employee Name  
Name: BARONGER001 Baron, Gerald A

Employee Information  
\* Year: 2022  
\* Month: 1 - January  
\* Offer of Coverage: 1H - No Offer of Coverage  
Employee Required Contribution:  
Safe Harbor: 2A - Employee Not Employed in month  
 Report Employee as Covered Individual

Covered Individuals

Name	Social Security Number	Date of Birth
No records available		

# ACA Information

- Then add an entry for when they actually start work, in our case Mr Baron is starting on 7-1-22

1095-C Maintenance - WH\EP\TB\AF - 31324 - 05.22.02.00.04 - Google Chrome

Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/hempredit257.w?isPopup=true

### 1095-C Maintenance (92)

**Employee Name**  
Name:

**Employee Information**  
\* Year:   
\* Month:   
\* Offer of Coverage:   
Employee Required Contribution:   
Safe Harbor:  ?  
 Report Employee as Covered Individual

**Covered Individuals**

Name	Social Security Number	Date of Birth
No records available		

Buttons: Save, Back, Add, Edit, Delete

# ACA Information

- This is how it will look

Flex

- ▶ Retirement
- Check History
- Calendar YTD
- Fiscal YTD
- W2
- 1099R
- Leave History
- ▼ Time Off
  - Info
  - Groups
  - Setup

Employee: **BARONGER001** Baron, Gerald A

Employee Type: Principals      User Name: gbaron      Name ID: 3470

Building: BUILDING -20      Check Location: CHECK LOCATION -20

Gender: M      Age: 48      Hire Date: 03/18/2022      Birth Date: 03/01/1974

**1095-C Information** ?

Views: General      Filters: \*Skyward Default

Year	Month	Offer of Coverage	Employee Required Contribution	Safe Harbor	Report as CI	Covered Individuals
▶ 2022	7	1A			N	N
▶ 2022	1	1H		2A	N	N

Buttons: Add, Edit, Delete, Clone

# ACA Information

# Payroll Processing

- Now let's talk about actual payroll processing
- If you enter your own data into a worksheet you can make that process easier by changing the Entry Sequence in the worksheet setup.
- First let's talk about resetting the worksheet

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet

Description	Last Import Date	Last Import Time
Barbara's Para's	04/24/2020	12:15:36 PM
Bus Drivers - School Closing Pay	04/28/2020	2:45:37 PM
Bus Time Sheet	04/01/2020	9:35:25 AM
Certified Covid 19 Guaranteed Pa	04/11/2020	5:25:02 PM
CERTIFIED Extra Duty	04/24/2020	12:15:58 PM
CERTIFIED TRUE TIME WORKSHE	04/11/2020	5:44:38 PM
CLASSIFIED TRUE TIME WORKSH	04/28/2020	2:50:33 PM
Extra Worksheet	11/12/2019	12:34:28 PM
Latchkey & CIS Tutoring- School	04/28/2020	2:45:55 PM
Multiple Jobs List - School Closin	04/28/2020	2:46:07 PM
PARA/SUB SPED/SUB CUST/SUB	04/28/2020	2:46:16 PM

Employee Name	Emp Type	Pay Code	Amount
* Rachal R Biernerscr	CLS	ARPAH	12.6000
* Patricia A Bovianscr	CLS	FSS2	11.2000
* Nu I Coventryscr	CLS	FSS2	14.2000
* Augustus D Dziukscr	CLWAR	FSS2	14.3000
* Tova Y Fallingscr	CLS	FSS2	15.1000
* Lorie U Fankhauserscr	CLS	FSS2	14.3000
* Signe E Faublescr	CLS	FSS2	11.8000
* Jewell C Franichscr	CLS	FSS2	10.6000
* Roxanne R Fullingtonscr	CLS	FSS2	14.3000
* Sommer N Gerbinoscr	CLS	pah2	11.2000
* Renee L Heckendorfsr	CLS	FSS2	14.3000
* Theresia F Ishakscr	CLS	FSS2	12.0000
* Cristi R Leierscr	CLS	pah2	13.7000
* Ludie S Linebaughscr	CLS	FSS2	15.9000
* Jude F Lobnerscr	CLS	pah2	16.3000
* Shiloh J Merryweatherscr	CLS	BSPAH	11.2000
* Gretta G Milaniscr	CLS	FSS2	15.1000
* Mario J Muchowscr	CLS	ARPAH	11.2000
* Mike E Nellerscr	CLWAR	FSS2	17.9000
* Marry E Oakdenscr	CLS	PAH	10.6000
* Loise R Redhousescr	CLS	pah2	10.6000

Lookup: Multiple Jobs List - School Closing

Reset factor/hours on an updated worksheet.

\* = record has been imported into payroll

# Payroll Processing

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet

Select field(s) to be reset and then choose a reset method for each field selected.  
Values for unselected field(s) will be left intact.

ACA Hours    Reset ACA Date Range   to:    OK  
(When selected, ACA Hours will be reset to zero)     

Amount    Leave Values Intact    Reset Values from Pay Record    Reset Values to Zero

Factor/Hours    Leave Values Intact    Reset Values from Pay Record    Reset Values to Zero

Retire Hours    Leave Values Intact    Reset Values from Pay Record    Reset Values to Zero  
 Reset Retire Hours to factor/hours on rate type pay records.

Hours Worked    Leave Values Intact    Reset Values from Pay Record    Reset Values to Zero  
 Reset Hours Worked to factor/hours on rate type pay records.

Reset ACA Hours associated with this worksheet.  

Skyward School District   Submitted on 07/20/2024   Version: 100.14



# Worksheet – reset values from pay record

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet

Select field(s) to be reset and then choose a reset method for each field selected.  
Values for unselected field(s) will be left intact.

ACA Hours     Reset ACA Date Range    03/01/2024    to:    03/15/2024  
(When selected, ACA Hours will be reset to zero)

Amount     Leave Values Intact     Reset Values from Pay Record     Reset Values to Zero

Factor/Hours     Leave Values Intact     Reset Values from Pay Record     Reset Values to Zero

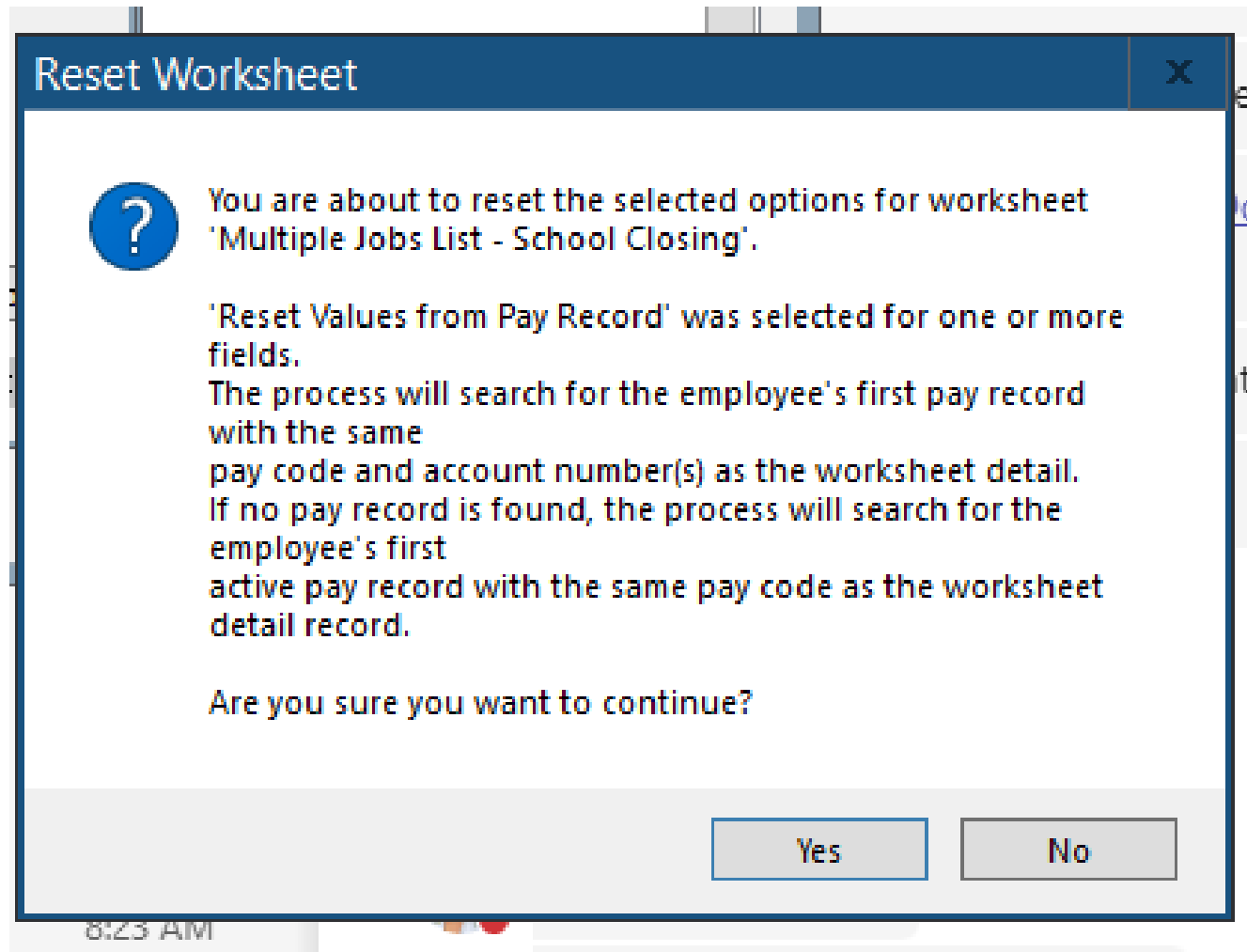
Retire Hours     Leave Values Intact     Reset Values from Pay Record     Reset Values to Zero  
 Reset Retire Hours to factor/hours on rate type pay records.

Hours Worked     Leave Values Intact     Reset Values from Pay Record     Reset Values to Zero  
 Reset Hours Worked to factor/hours on rate type pay records.

Reset the worksheet record Amounts.    SkyDoc

OK    Help    Cancel

# Payroll Processing





# Payroll Processing

- If we click on ENTRY to enter transactions the system takes us to (1) Pay Record; then (2) account number; then (3) amount and FINALLY (4) factor hours (which is all I really need to enter)

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet Multiple Jobs List - School Closing - Employee Key Sequence

Selection Parameters No selection parameters chosen ACA Date Range: 03/01/2024 to: 03/15/2024 Edit

Name Key	Employee Name	Pay Code	Account Number	Pay Rate
* BIERNRAC000	Rachal R Biernerscr	ARPAH	Multiple Accounts	12.6000
BOVIAPAR000	Particia A Bovianscr	FSS2	24 E 3100 178 1984 000	11.2000
COVENNU 000	Nu I Coventryscr	FSS2	24 E 3100 178 1984 000	14.2000
DZIUKAUG000	Augustus D Dziukscr	FSS2	24 E 3100 178 1944 000	14.3000
FALLITOV000	Tova Y Fallingscr	FSS2	24 E 3100 178 1984 000	15.1000
FANKHLOR000	Lorie U Fankhauserscr	FSS2	24 E 3100 178 1942 000	14.3000

\* = record has been imported into payroll. Lookup: BOVIAPAR000

Worksheet Totals: Pay: 0.00 Factor/Hours: 0.00 Retire Hours: 0.00 ACA Hours: 0.00

Employee: Particia A Bovianscr Time Off Hours Per Day: 5.7500 Roll Back

Employee Type: CLS CLASSIFIED Building: CKA BUILDING - CKA Check Location: CKA CHK LOC - CKA

Updateable Information

1 Pay Record Pay Code: FSS2 Food Service 2 OK Cancel

2 Account Number: 24 E 3100 178 1984 000 Edit

3 Pay Rate: 11.2000 Factor/Hours: 0.00 Retire Hours: 0.00 Hours Worked: 0.00 Total Pay: 0.00

4 ACA Hours: 0.00

Pay record pay code - used to determine what pay record to pull ded/bens from. SkyDoc

# Payroll Processing

- If I go back and EDIT my worksheet and look at the entry sequence:

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet

Worksheet Description:

When importing worksheet records to payroll, where should the process get the associated deductions and benefits:  
\* This option can only be modified if worksheet detail does not exist.

Display a laundry list of employee's pay records and allow user to select one.  
 Enter a pay code now. Each employee added MUST have an existing pay record with this pay code.

Pay Code:

Enter Employee By:  Name Key  Social Security Number\*  Employee ID\* \*The entry screen will take longer to load.

Template Type:  Full (All fields)  Abbreviated (Amount and Account Number only)

Accumulate hours for duplicate records when importing this worksheet into payroll

Browse Display Sequence

Building/Employee Key (BE)  
 Check Location/Employee Key (LE)  
 Building/Check Location/Employee Key (BLE)  
 Employee Type/Employee Key (TE)  
 Employee Key (E)  
 Sequence Records were Added (S)

Column Display Sequence

Employee Key  
Employee Name  
Pay Code  
Account Number  
Pay Rate  
Factor/Hours  
ACA Hours  
Retire Hours  
Employee Type  
Check Location  
Building

Initialize Fields To

Values from Pay Record  
 Values from the Last Entry  
 Zero (Amount, Factor/Hours, Ret. Hours)  
 Amount from Pay Record - Zero Factor/Hours, Ret. Hours

Entry Sequence

Use Optional Transaction Pay Code

Start On:

Go To:  After:

REQUIRED: Worksheet master description.

OK Help Cancel SkyDoc

# Payroll Processing

- By making one simple change from starting on pay record to starting on Factor hours and go to next record on factor hours

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet

Worksheet Description:

When importing worksheet records to payroll, where should the process get the associated deductions and benefits:  
\* This option can only be modified if worksheet detail does not exist.

Display a laundry list of employee's pay records and allow user to select one.  
 Enter a pay code now. Each employee added MUST have an existing pay record with this pay code.

Pay Code:

Enter Employee By:  Name Key  Social Security Number\*  Employee ID\* \*The entry screen will take longer to load.

Template Type:  Full (All fields)  Abbreviated (Amount and Account Number only)

Accumulate hours for duplicate records when importing this worksheet into payroll

Browse Display Sequence

Building/Employee Key (BE)  
 Check Location/Employee Key (LE)  
 Building/Check Location/Employee Key (BLE)  
 Employee Type/Employee Key (TE)  
 Employee Key (E)  
 Sequence Records were Added (S)

Column Display Sequence

Employee Key  
Employee Name  
Pay Code  
Account Number  
Pay Rate  
Factor/Hours  
ACA Hours  
Retire Hours  
Employee Type  
Check Location  
Building

Initialize Fields To

Values from Pay Record  
 Values from the Last Entry  
 Zero (Amount, Factor/Hours, Ret. Hours)  
 Amount from Pay Record - Zero Factor/Hours, Ret. Hours

Entry Sequence

Use Optional Transaction Pay Code

Start On:

Go To:  After:

Starting field for worksheet entry.

Where the focus should go after a record has been edited.

Sample check: Skyward School District - Scrambled on 07/26/2021 Version:010041

# Payroll Processing

- Now I start on Factor hours and can go right to next record:

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet Multiple Jobs List - School Closing - Employee Key Sequence

Selection Parameters No selection parameters chosen ACA Date Range: 03/01/2024 to: 03/15/2024

Name Key	Employee Name	Pay Code	Account Number	Pay Rate
BIERNRAC000	Rachal R Biernerscr	ARPAH	Multiple Accounts	12.6000
BOVIAPAR000	Particia A Bovianscr	FSS2	24 E 3100 178 1984 000	11.2000
COVENNU 000	Nu I Coventryscr	FSS2	24 E 3100 178 1984 000	14.2000
DZIUKAUG000	Augustus D Dziukscr	FSS2	24 E 3100 178 1944 000	14.3000
FALLITOV000	Tova Y Fallingscr	FSS2	24 E 3100 178 1984 000	15.1000
FANKHLOR000	Lorie U Fankhauserscr	FSS2	24 E 3100 178 1942 000	14.3000

\* = record has been imported into payroll. Lookup: BOVIAPAR000

Worksheet Totals: Pay: 123.20 Factor/Hours: 11.00 Retire Hours: 11.00 ACA Hours: 0.00

Employee: Particia A Bovianscr Hours Per Day: 5.7500

Employee Type: CLS CLASSIFIED Building: CKA BUILDING - CKA Check Location: CKA CHK LOC - CKA

**Updateable Information**

Pay Record Pay Code: FSS2 Food Service 2

Account Number: 24 E 3100 178 1984 000

Pay Rate: 11.2000 Factor/Hours: 11.00 Retire Hours: 11.00 Hours Worked: 11.00 Total Pay: 123.20

ACA Hours: 0.00

Employee's factor/hours. (Press 'Alt +' to open Skyward Calculator)

# Payroll Processing and A Loads

- A-Loads during the payroll processing is another area that with proper setup can save you time on a “quick” payroll

HR\PA\CP\SE - 745 - Current Payroll Selection Parameters

Period End Date 04/01/2024    Check Date 04/01/2024    # of Times to Pay 1

ACA Entry Options  
Date Range: 03/01/2024 to: 03/15/2024

Employee/Pay Record Parameters

**Default Parameters (as changed for this payroll.)**

Code Type

Employee Building  
Employee Check Loc  
Employee Range  
Employee Type  
Frequency  
Pay

Selected Codes

Code	Description
*ALL	All

All     Select

Employee Range  
Low:                      High: ZZZZZZZZZZZ

Deduction/Benefit Times to Pay

**Default Ded/Ben Times (as changed for this payroll.)**

Deduction Codes

Code	Description	Times
2DEL	2DELETE	0
3N1	3 in 1 Suppleme	1
ACC	Aflac Accident	0
ACC1	Aflac Accident	1
ACCA	ACC. AFT TAX	1
AET	AETNA	0
AETNA	AETNA MEDICAL P	1

Benefit Codes

Code	Description	Times
DNK	DELTA DENTAL BN	0
DRC	DRC MEMBERSHIP	1
EMPMD	EMPLOYER PAID M	1
FIC	FICA TAX	1
K ADJ	KPERS ADJUSTMEN	1
KPERS	EMPLOYER PAID K	1
MED	MED FICA	1

The code type.

# Payroll Processing

- Let's talk about deductions and benefits, the RESET Deductions or RESET benefits button will reset every "ACTIVE" deduction or benefits for this parameter set to times to pay of 1.
- What are some examples of when you might use an A-LOAD

The screenshot displays a payroll processing interface. A dialog box titled "HR\PA\CP\SE - 745 - Save/Load Selection Parameters" is open, showing a table of "Saved Parameter Sets". The "Save As Description" field contains "Fica, Medicare, State & KPERS".

Description	Last Updated	Update Time	Created By	Created Date
Default Ded/Ben Times	08/05/2002	12:00:00		08/05/2002
Default Parameters	04/21/2015	3:30:03	FEENSIN000	04/21/2015
Default Parameters	01/05/2017	2:52:45	WHEDBYUE000	01/05/2017
Default Parameters	12/06/2019	11:08:18	BEREZRAN000	12/06/2019
Default Parameters	04/01/2024	10:55:16	ABLERMAR000	04/01/2024
Holiday Prmium	10/10/2017	10:43:57	FEENSIN000	10/10/2017
No Benefits Withheld	11/12/2018	3:40:13	FEENSIN000	08/30/2016
No Benefits/Deductions Withheld	12/12/2018	3:55:34	FEENSIN000	12/12/2018

The main interface shows "Deduction/Benefit Times to Pay" with a "Check Date" of 04/01/2024 and "# of Times to Pay" set to 1. It includes sections for "Deduction Codes" and "Benefit Codes".

Code	Description	Times
2DEL	2DELETE	0
3N1	3 in 1 Suppleme	0
ACC	Aflac Accident	0
ACC1	Aflac Accident	0
ACCA	ACC. AFT TAX	0
AET	AETNA	0
AETNA	AETNA MEDICAL P	0

Code	Description	Times
DNK	DELTA DENTAL BN	0
DRC	DRC MEMBERSHIP	0
EMPMD	EMPLOYER PAID M	0
FIC	FICA TAX	1
K ADJ	KPERS ADJUSTMEN	0
KPERS	EMPLOYER PAID K	1
MED	MED FICA	1

- After making selections, then you click on SAVE:

# Payroll Processing

HR\PA\CP\SE - 745 - Current Payroll Selection Parameters

Period End Date 04/01/2024      Check Date 04/01/2024      # of Times to Pay 1

ACA Entry Options  
Date Range: 03/01/2024 to: 03/15/2024

**Employee/Pay Record Parameters**  
**Default Parameters (as changed for this payroll.)**

Code Type  
Employee Building  
Employee Check Loc  
Employee Range  
Employee Type  
Frequency  
**Pay**

Code	Description	
*ALL	All	

All     Select

Employee Range  
Low:                      High: ZZZZZZZZZZ

**Deduction/Benefit Times to Pay**  
**Fica, Medicare, State & KPERS (as changed for this payroll)**

Code	Description	Times
2DEL	2DELETE	0
3N1	3 in 1 Suppleme	0
ACC	Aflac Accident	0
ACC1	Aflac Accident	0
ACCA	ACC. AFT TAX	0
AET	AETNA	0
AETNA	AETNA MEDICAL P	0

Code	Description	Times
DNK	DELTA DENTAL BN	0
DRC	DRC MEMBERSHIP	0
EMPMD	EMPLOYER PAID M	0
FIC	FICA TAX	1
K ADJ	KPERS ADJUSTMEN	0
KPERS	EMPLOYER PAID K	1
MED	MED FICA	1

The Save button saves all changes for ded/ben times to pay.

## Payroll Processing – fixing mistakes

- Voiding payroll checks
- QUICK VOID PROCESS – you have no control over dates – the date of the original check will be used so




- Think about whether or not you want to impact the month and year of the void before processing as a QUICK VOID
- Think about the finance person in your office who does the bank recs
- Think about 941's and W2's



- If you just need to reissue an OLD lost check
- Do a manual void (where you can control the dates) for the NET amount of the check ONLY with no deductions or benefits in the current month

# Payroll Processing – fixing mistakes

HR\PA\VC\SE - 766 - Change/Select Pay Record

Name: AAGAAOSC000 Aagaardscr, Oscar X. (SUBSTITUTE)  Period End Date: 04/01/2024

Check Date: 04/01/2024

Pay Code: SUH SUB TEACH DAY

Freq 12  12  Pays/Year: 12

Retirement Hours: 0.00 Hours Worked: 0.00 ACA Hours for Pay: SUH

ACA Hours 0.00

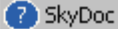
333.1600 Rate/Amount  
 X 1.0000 Hours/Factor  
 = 333.16  
 X 1 Times to pay  
 = 333.16

Account Distribution	
Account Number	Percent
06 E 1300 115 1944 000	100.00

Deductions				
Code	Amount	Type	Start	Stop

Update


Benefits				
Code	Amount	Type	Start	Stop

Change benefits, amounts, times to pay for this transaction. 

# Payroll Processing – fixing mistakes

- Then do a regular payroll process for the NET amount of the check ONLY with no deductions or benefits in the current month
- NO IMPACT to either year for tax purposes

HR\PA\CP\SE - 745 - Change/Select Pay Record

Name: AAGAAOSC000 Aagaardscr, Oscar X. (SUBSTITUTE)  Period End Date: 04/01/2024

Check Date: 04/01/2024

Pay Code: SUH SUB TEACH DAY

Freq 12  12  Pays/Year: 12

Retirement Hours: 0.00 Hours Worked: 0.00 ACA Hours for Pay: SUH

ACA Hours 0.00

Rate/Amount: 33.1600  
Hours/Factor: X 0.0000  
= 0.00  
Times to pay: X 1  
= 0.00

Account Distribution	
Account Number	Percent
06 E 1300 115 1944 000	100.00

Deductions				
Code	Amount	Type	Start	Stop

Benefits				
Code	Amount	Type	Start	Stop

Change benefits, amounts, times to pay for this transaction.

- Questions & Answers

# Questions & Answers



PAYROLL MADE  
EASIER WITH QMLATIV

You handle crucial tasks every day in payroll: tracking employee payroll data, verifying data accuracy, creating and submitting payroll reports, and much more. But handling challenges like fraud risk, data inaccuracies, and changing compliance regulations can take up valuable time and resources.

Skyward recognizes these challenges, and with feedback from payroll professionals, we've developed solutions to simplify and streamline these tasks within the Qmlativ® Business Management System.

### BENEFITS OF THE QMLATIV SOLUTION:

Qmlativ solutions are built to help you manage your tasks with ease, with enhanced features to provide a more seamless experience:

#### NEGATIVE NET CHECK FUNCTIONALITY (PRIORITIZED DEDUCTIONS)

- Qmlativ allows users to define priority order for deductions.
- Once defined, the program systematically removes deductions in priority order.
- If deductions were not taken out, Qmlativ can track and recoup them in subsequent payrolls.

#### PAYROLL/PROFILE COMPARISON

- Easily compare the payroll to the employee's profile and update payroll with any differences.
- Run or rerun processes as needed to update payroll amounts.
- Payroll reports are always accessible and can be rerun as needed, even after payroll is complete.

SCAN ME



### DISCOVER THE QMLATIV DIFFERENCE

Learn more about what sets Qmlativ apart at [skyward.com/qmlativ](https://skyward.com/qmlativ), or schedule a live demonstration with your Skyward sales representative.

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# PAYROLL MADE EASIER WITH QMLATIV

