

From the main tree menu, go to Human Resources/Payroll, Employee Maintenance.

Add it to your FAVORITES menu by right clicking on Employee Maintenance and choosing Add to Favorites.

Your Payroll Jobs (pre-list) will be located in your Payroll Job Menu.

Or, you can search for any print job by opening your main Job Menu and searching in grid mode (image on next page).

You can also add favorites to your Job Menu by right-clicking on the job you'd like to add and choosing Add to Favorites.



Search found 20 lines.

View: Tree Grid

Show: Show All Show Only Favorites

Search: payroll

| Job Title | JCL Name |
|---|-------------------|
| ▶ CTD Totals Used on Payroll Stubs/Logon DI (PAY800) | PAY800LD.PAY800LD |
| CTD Totals Used on Payroll Stubs/Select DI (PAY800) | PAY800SD.PAY800SD |
| Contract vs Payroll Balance Report | PCN610.PCN610 |
| Create Payroll Enc. from Salary/Benefit Projection (PE0610) | PE0610.PPSSUB |
| Generate Payroll Earnings Analysis CSV File (Marin COE) | PAYHEAMR.PAYHEAMR |
| Generate Payroll Earnings Analysis CSV File (SC-COE) | PAYHEASC.PAYHEASC |
| Manual Payroll Encumbering Report (PE0100) | MPER.JOBGLD |
| Payroll History Report/Logon DI (PAY830) | PAY830LD.PAY830LD |
| Payroll History Report/Logon DI (PAY832) | PAY832LD.PAY833LD |
| Payroll History Report/Logon DI (PAY833) | PAY833LD.PAY833LD |
| Payroll History Report/Select DI (PAY830) | PAY830SD.PAY830SD |
| Payroll History Report/Select DI (PAY832) | PAY832SD.PAY833SD |
| Payroll History Report/Select DI (PAY833) | PAY833SD.PAY833SD |
| Reprint Payroll Reports (PYRREQ) | PYRREQ.PYRREQ |
| Request Locking Payroll Pelist | PAYSLP.PAYSLP |
| Request Payroll Pelist | PAYSUB.PAYSUB |
| Request Rate Payroll Worksheet | PAY500.PAY500 |
| Request Retro-Payroll Analysis Report (PRT200) | PRT200.PRTSUB |

Employee Maintenance

Search complete. 2 record(s) found.

Favorites

- Demographic (MA)
- Pay Lines (PR)
- Assignments/STD (PD)
- W4/Control Data (W4)
- Deductions (PD)
- Payroll History

Personnel

- Demographic (MA)
- Termination (TE)
- Employee ID Maintenance
- Comments (CO)
- Client Defined (CL)
- Name Change History
- Employment Verification (VE)
- Leave Information (LV)
- Benefits Management (BM)
- Applications (AP)
- Action Log (AL)
- Action Log History (AH)
- Search Action Log History
- View Audit Log
- Quick Label Print
- Employee Data Import
- Emergency/Medical
 - Emergency (ME*)
 - Immunizations (ME*)
 - Medical (ME*)
 - Handicaps (ME*)
- Professional
 - Credentials (SK*)

Search Panel

By SSN | By Ext Ref | By Name | By ID

District: 01 | Include Terminated | Add to grid

von ins [Help](#)

Selected Employee/List: VON INS, HEATHER M (01)

SSN: 548-55-9870

Search Results [Press Ctrl + Enter to select the highlighted employee]

| Name | SSN | G | Ty | Site | BU | RC | LG | Terminated | Work Phone |
|---------------|---|---|----|------|----|----|----|------------|---------------------|
| VON INS, HEA | Demographic (MA) for VON INS, HEATHER M | | | | | | | | |
| VON INS, RYAN | Pay Lines (PD) for VON INS, HEATHER M | | | | | | | | (530)257-2196 x3048 |

Once you have added screens to your Favorites, you can access them by right clicking on the employee's name and choosing the one you want. Unfortunately I was unable to get a good screen shot, but you can see part of the menu above.

Yr: 2012 Dist: 21 Site: 0 GS: W 8/25/2011 1:00:19 PM

If there are screens that you use frequently, you can add them to your favorites by right clicking and choosing "add to favorites." It will then put them at the top of your menu.

You can look up employees by SSN, Ext Ref, Name or ID.

Search Panel

By SSN | By Ext Ref | By Name | By ID

District: 01 | Include Terminated | Add to grid

Von ins [Help](#)

Selected Employee/List: VON INS, HEATHER M

Once the employee is listed, you can click on the screen in which you want to open them:

- [-] Personnel
 - ... Demographic (MA)
 - ... Termination (TE)
 - ... Employee ID Maintenance
 - ... Comments (CO)
 - ... Client Defined (CL)
 - ... Name Change History
 - ... Employment Verification (VE)
 - ... Leave Information (LV)
 - ... Benefits Management (BM)
 - ... Applications (AP)
 - ... Action Log (AL)
 - ... Action Log History (AH)
 - ... Search Action Log History
 - ... View Audit Log
 - ... Quick Label Print
 - ... Employee Data Import
- [-] Emergency/Medical
 - ... Emergency (ME*)
 - ... Immunizations (ME*)
 - ... Medical (ME*)
 - ... Handicaps (ME*)

Screens are used the following order for adding a new employee: **MA, W-4, PR, PD, PO (if used) and TE**, but are listed here the way they appear in the Employee Maintenance Menu.

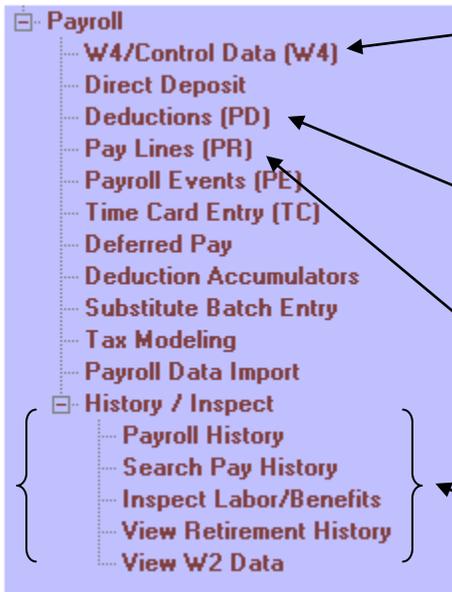
The **Main/Demographic** Screen adds an employee record to the Personnel/ Payroll database. The screen records the employee's name, address, phone number, date of hire, and other demographic information. This screen is required and is the first you will enter info in when adding a new employee.

The **Termination (TE)** Screen includes the date of and reason for termination and a flag that indicates whether to pay the employee one more time.

The **Employee Verification** Screen is a read-only screen that summarizes information for routine employment verification. This screen is not often used but is included here for informational purposes.

- [-] Professional
 - ... Credentials (SK*)
 - ... CA-CTC Credentials (CR)
 - ... CA-CTC Credentials View
 - ... Service Yrs/Units (SK*)
 - ... Degrees (SK*)
 - ... Skills (SK*)
 - ... Inservice (SK*)
 - ... Educational Units (EU)
 - ... Evaluations (EV*)
 - ... Test Results (EV*)
 - ... Teaching History (TS*)
 - ... Teaching Preferences (TS*)
- [-] Position Control
 - ... Assignments/ENH (EA)
 - ... Assignments/STD (PO)
 - ... Assignment Info (EC)
 - ... Position Control Search
 - ... Job History (JH)
 - ... PAT - Other Assignments
 - ... PAT - Related Data
 - ... Seniority Inspection (SI)

PO Screen (Position Control): For Position Control, the Position Assignment Screen assigns an employee to one or more authorized positions. This screen defines the range and step on a salary schedule and other factors, such as longevity or degree bonuses, that determine the employee's pay for the position assignment. With Position Control, the Payroll System can set up most of the data on the employee's Pay Lines from position assignment data on the PO Screen.



The **W4/Control Data (W4)** Screen contains control information for payroll processing, such as income tax filing status, number of exemption credits, where to distribute payroll warrants, and retirement membership.

The **Pay Deductions (PD)** window maintains pay deductions. Pay Deductions are voluntary deductions for health insurance, union dues, tax-sheltered annuities, etc. Such deductions can be employer-paid, employee-paid, or some combination of the two.

The **Pay Line (PR)** Screen maintains an employee's Pay Lines. Each employee has one or more Pay Lines that determine gross pay.

History/Inspect screens allow you to view employee payroll history and current information.

Order for Using Payroll Screens

The payroll office maintains three screens to compute an employee's pay: the MA, W4, and PR (Pay Lines). Every employee who gets a payroll warrant must have a MA, W4 and PR Screen.

MA (Demographic) Screen:

The screenshot shows the 'Demographic' screen for '01 - LASSEN CO OFFICE OF EDUCATION'. The interface includes a menu bar (File, Options, Window), a toolbar with icons for Save, Save and Close, Close, and navigation, and a status bar at the bottom showing 'Yr: 2011 Dist: 01 Site: 0 GS: W 4/19/2011 9:08:28 AM'. The main form area contains the following fields and sections:

- Title:** []
- Last Name:** []
- First Name:** []
- I:** []
- Preferred:** []
- Name History:** []
- Show SSN:** []
- Mailing Address:** [P O BOX 834]
- City:** []
- State:** [CA]
- ZIP:** []
- Hm:** []
- T:** []
- Restrict:** []
- Wrk:** [() -]
- Ex:** []
- T:** []
- Oth:** [() -]
- T:** []
- Work email:** []
- Home email:** []
- Resident Address:** []
- City:** []
- State:** [CA]
- ZIP:** []
- Hire:** [09/05/2007]
- Rehire:** []
- Original Hire:** []
- Date of Birth:** []
- Long base:** []
- Ann base:** []
- TB Ex:** [09/13/2011]
- Evaluation due:** []
- Fingerprint:** []
- Seniority:** []
- Prev Seniority:** []
- Misc:** []
- Type:** [F2 - FT CLASS]
- Group:** []
- Gender:** [F]
- I 9:** []
- Bargaining unit:** [02 - CSEA]
- Ethnicity:** [UN - UNDESIGN]
- Rep code:** []
- Citizen:** []
- Lang 1:** []
- Hispanic/Latino:** []
- Disabled:** []
- Veteran:** []
- # Dependents:** [0]
- Lang 2:** []
- Ethnic/Race:** []
- Fringe:** []
- Loyalty:** []
- Lang 3:** []
- Race:** []

W4/Control Data (W4) Screen:

This screen contains control information for payroll processing, such as income tax filing status, number of exemption credits, where to distribute payroll warrants, and retirement membership. Fill in status information for Federal tax and all applicable state and local income taxes:

| | Status | Exemptions | Tax-CC | Y | A | N | Special Tax Rules | Additional | Hold/Ignore | DS |
|----------|--------|------------|--------|-----------------------|-----------------------|----------------------------------|-------------------|------------|-------------|----|
| Federal: | M | 01 00 | 00 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 0.00 | 0.00 | | |
| State: | M | 01 00 | 05 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 0.00 | 0.00 | | |
| County: | | | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | | | |
| City: | | | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | | | |
| Local: | | | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | | | |

Control Information

Check sort: 0999 - LASSEN COUNTY OFFICE OF ED Alt check sort: 0000 - LASSEN COUNTY OFFICE OF EDUC

Pay code: 02 - CLASSIFIED END OF MONTH Primary RS: 02 - PUBLIC EMPLOYEES RET SYSTEM Unit: 000

Ret code: 08 Secondary RS: 00 - NO CODE Unit: 000

Pay schedule: EOM12 - EOM 12 MO EMPLOYEE 12 WARRANTS Statutory ded: TFP - TAXES, FICA, PERS MODIFIED

DPO: N SUI: 1 - Regular funding EIC: Sub: 0 - Not sub

Control group: Ret rate: 0.000000 Member ID: User def (1): (2) (3) (4) (5) Pending ret: SMF status/date:

QSS recommends that you fill in the control information on the W4 Screen before filling the PR Screen for an employee.

W-4 Information

Status: Choose a code for the employee's filing status. For Federal withholding, choose M or S. Some State income taxes may include other Status codes.

Exemptions: Choose a number from 0 through 99 for the employee's exemption credits. The first column is for regular exemptions. The second column is for additional exemptions. As of 2001, additional exemptions are applicable only to California state income taxes. Federal, State, and Local taxes have different rules on the maximum number of exemption credits. See the official publications of those tax agencies for more information.

Tax-CC: Choose a 2-digit code for tax rules to use. **Federal Tax:** Type 00. **State Tax:** The screen fills in the state number for the Tax- CC, such as 05 for California state income tax. **County, City, and Local Taxes:** Type codes as directed by QSS.

| W-4 Information | | | | | | | | | | |
|-----------------|------------|----|--------|-----------------------|-----------------------|----------------------------------|-------------------------------|------------|-------------|--------------------------|
| Status | Exemptions | | Tax-CC | Y A N | | | Special Tax Rules | Additional | Hold/Ignore | DS |
| Federal: | M | 01 | 00 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="checkbox"/> 0.00 | 0.00 | | <input type="checkbox"/> |
| State: | M | 01 | 05 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="checkbox"/> 0.00 | 0.00 | | <input type="checkbox"/> |
| County: | | | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | | | <input type="checkbox"/> |
| City: | | | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | | | <input type="checkbox"/> |
| Local: | | | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | | | <input type="checkbox"/> |

Exemption

Flags:

The exemption flags are Y, blank, A (non –resident alien) and N. N or blank=The employee is subject to income tax. Y= The employee is exempt from income tax.

Special Tax

Rules:

Leave blank, or type tax rules for the employee. Leave blank to use standard tax tables for the employee. It is exceedingly rare to have a situation other than those noted above. To tax an employee a flat dollar amount or percent, enter **Special Tax Rules** for that person. The 1-character field under the label **Special** holds a code of P for percentage or D for dollar amount. **Flat Percentage:** To calculate taxes as a flat percentage, type a P. The box next to the P holds the percentage, specified by up to 2 decimal places. For example, type 12.33 for 12.33%. **Flat Dollar Amount:** To calculate taxes as a flat dollar amount, type a D. Type a dollar amount from .00 through 99999.99 in the field next to the D.

Additional:

Leave blank. Only calculate additional taxes by using a Vol-ded. To use frequency codes that control when additional tax is taken, use Voluntary Deductions 8600 (Additional State Tax) and 8700(Additional Federal tax) in the Pay Deduction Window of the PD screen instead of additional tax deductions on the W4 Screen.

DS:

Reserved for future use.

Control Information

| Control Information | | | | | | | | | | |
|---------------------|--|------|---------------------|------------|-----------------|-------------------------------------|------|-------------|-------|-----|
| Check sort: | 0999 - LASSEN COUNTY OFFICE OF ED | | | | Alt check sort: | 0000 - LASSEN COUNTY OFFICE OF EDUC | | | | |
| Pay code: | 02 - CLASSIFIED END OF MONTH | | | | Primary RS: | 02 - PUBLIC EMPLOYEES RET SYSTEM | | | Unit: | 000 |
| Ret code: | 08 | | | | Secondary RS: | 00 - NO CODE | | | Unit: | 000 |
| Pay schedule: | EOM12 - EOM 12 MO EMPLOYEE 12 WARRANTS | | | | Statutory ded: | TFP - TAXES, FICA, PERS MODIFIED | | | | |
| DPO: | N | SUI: | 1 - Regular funding | | EIC: | | Sub: | 0 - Not sub | | |
| Control group: | | | | | | | | | | |
| Ret rate: | 0.000000 | | | Member ID: | | | | | | |
| User def (1): | | (2) | | (3) | | (4) | | (5) | | |
| Pending ret: | | | | | | | | | | |
| | SMF status/date: | | | | | | | | | |

The Control Information Window identifies the employee's pay location, employee classifications, pay schedule, and other information that the Payroll System requires in order to produce a payroll check for that person.

Check sort:

Choose a Location Code for the primary paycheck sort for the employee's payroll warrants.

Alt. check sort:

Leave blank, or choose an alternate check sort.

Pay Code:

Choose a Pay Code, do not leave blank.

Primary RS:

| CODE | MEANING | NAME IN CALIFORNIA |
|------|------------------------|--------------------|
| 1 | Certificated employees | STRS |
| 2 | Classified employees | PERS |
| 3 | Retired certificated | STRS |
| 4 | Retired classified | PERS |
| 5 | Non-members | Non-Member |

Ret. Code: The retirement system Account Code, Pay Code, and Contribution Code that controls retirement deductions. Codes are below for STRS and PERS.

STRS Retirement Codes:

| ACCOUNT CODES | PAY CODES | CONTRIBUTION CODES |
|--|-------------------|--|
| 36 Reduced Load | 0 Annual | 1 Normal |
| 54 Substitute | 1 Twelve Payments | 2 Prior Period Contribution Adjustment |
| 55 Hourly/Daily | 2 Eleven Payments | 3 Prior Period Earnings Adjustments |
| 56 Sabbatical | 3 Ten Payments | 5 Retro Adjustment |
| 57 Salaried | 4 Hourly | 6 Special Compensation |
| 58 Hourly/Part Time Community College Only | 8 Daily | |
| 61 Retired Teacher | | |

PERS Retirement Codes:

| ACCOUNT CODES | PAY CODES | CONTRIBUTION CODES |
|------------------|----------------|--|
| 00 Non-FICA PERS | 1 Monthly | 1 Normal |
| 08 FICA + PERS | 4 Hourly | 2 Prior Period Contribution Adjustment |
| | 8 Daily | 3 Prior Period Earnings Adjustment |
| | 9 Special Comp | 5 Retro Adjustment |
| | | 6 Special Comp |
| | | 9 Non-Subject |

Secondary RS: Not used.

Pay Schedule: Choose a pay schedule from the dropdown menu to use as an employee's default. It can be changed for individual pay lines on the PR screen. When you fill in the PR screen, the W-4 Pay Schedule code is used if you have not entered a Pay Schedule on the PR screen.

Statutory Ded: Choose a Statutory Deduction Code, do not leave blank. The PR screen uses this code as the employee's default when building pay lines. This profile controls what combinations of statutory deductions, such as for STRS, PERS, OASDI, or Medicare, apply to default pay lines.

DPO: Participation in summer pay through automatic deferred pay. N or blank = not participating. D = participating in summer pay. This field will always be N for not participating.

SUI: Choose a code for State Unemployment Insurance, do not leave blank:

| CODE | EXPLANATION |
|------|--|
| 0 | Exempt, such as student workers or elected officials |
| 1 | Regular funding |
| 2 | Special federal funding (obsolete) |
| 3 | CETA or other job sharing programs (obsolete) |

EIC: Leave blank. Not applicable as of 2011.

Sub: If employee is a sub, rate can be chosen from dropdown. Otherwise, choose 0-Not sub.

Control Group: Leave blank, or choose a Control Group code. If used, Control Groups divide employees into groups for payroll processing.

Ret Rate: If needed for your state, type an individual retirement rate for the employee.

Member ID: Not required in CA.

User Def (1)

(2) (3) (4) (5): Leave blank.

Pending Ret: Leave blank.

Pay Deductions (PD) Screen:

| Ln | DS | Code | Code Name | Employee | Employer | T | RL | B | F | S | vb | Minimum | Maximum | Balance | Limit | Start | End |
|----|----|------|------------------------------|----------|----------|---|----|---|---|---|----|---------|---------|---------|-------|-------|-----|
| 1 | 12 | 1034 | CSEA CHAPTER #550 | 1.50 | 0.00 | C | | | | | | 0.00 | 0.00 | 110.25 | 36.75 | | |
| 2 | 10 | 1050 | CSEA | 1.50 | 0.00 | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 3 | 12 | 0026 | CALIFORNIA'S VALUED TRUST | 0.00 | 123.68 | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 4 | 12 | 0027 | CALIFORNIA'S VALUED TRUST | 0.00 | 26.26 | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 5 | 12 | 0030 | CALIFORNIA'S VALUED TRUST | 0.00 | 766.06 | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 6 | 12 | 4041 | LASSEN COUNTY OFFICE OF EDUC | 76.94 | 0.00 | | | | | 1 | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 7 | 12 | 6020 | GUARDIAN LIFE INSURANCE | 0.00 | 9.00 | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 8 | 10 | 1015 | CSEA VICTORY CLUB | 3.00 | 0.00 | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | | |

Pay Deductions determine both employee- and employer-paid amounts for medical and dental insurance, credit union deposits, TSAs, and other such deductions. This window maintains up to 24 Pay Deductions per employee.

Choose Edit Ded  to maintain Pay Deductions.

Additional Screens for Payroll

Termination (TE) Screen:

The payroll office uses this screen to determine an employee's termination status. The screen's Ok to pay? indicates whether to pay the separated employee one more time.

Termination reason:

Termination date:

OK to rehire? Use termination date to end open assignments in fy 11?

OK to pay?

| Date | Comments |
|------|----------|
| | |

Termination reason: Choose a reason from the dropdown menu.

Termination Date: Fill in a date to activate termination.

Okay to Pay?: Y=Yes, the employee can receive a final payroll warrant. N=No, you cannot produce a payroll warrant for the employee. B=Benefits, the terminated employee is eligible for benefits-only payrolls. These payrolls are for people who receive employer-paid benefits, but no pay (and therefore no warrants). For example, retired employees with employer-paid benefits.

Employee Verification (VE Screen):

This Read-only screen summarizes information for routine employment verification. It displays data chosen from four other Employee Maintenance screens.

| Type Code | Position Name | Pay Cycle Code | Pay Rate | Start Date | End Date | FTE | Days Per Year | Hours Per Day | Days Per Week |
|-----------|---------------|----------------|----------|------------|----------|--------|---------------|---------------|---------------|
| ARR | | D | 125.00 | | | 0.0000 | 0.00 | 0.00 | 0 |
| NML | | D | 125.00 | | | 0.0000 | 0.00 | 0.00 | 0 |