

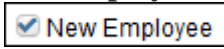
USPS-R Payroll Processing Checklist-

Payroll Processing

1.____ Go to USAS Integration and click on

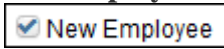
2.____**Updates**-If any changes/additions are needed to Employee, Position, Payroll Item, Pay Distribution, Payroll Account, etc. go to CORE or Employee Dashboard and make the necessary changes **BEFORE** payroll processing begins.

3.____ Processing SERS New Hire Report

Criteria needed for an employee to be on the SERS New Hire report- An employee has to have a SERS =400 payroll item with the new employee box checked  and hold a position that has SERS as the retirement code and a position hire date (both found on the Position screen) no more than 60 days before today's date for the employee to be eligible for the report.

- Go to **Reports/SERS New Hire Report**
 - **Report Title**-Default is **SERS New Hire Report**
 - To create a report click **Generate Report**
 - To create a submission file click **Generate Files**
 - Save the file to a folder of your choosing and then upload it to eSERS

4.____ Processing STRS New Hire Report


Criteria needed for an employee to be on the STRS New Hire report- An employee has to have a STRS =450 payroll item with the new employee box checked  and hold a position that has STRS as the retirement code and a position hire date (both found on the Position screen) no more than 60 days before today's date for the employee to be eligible for the report.

- Go to **Reports/STRS New hire Report**
 - **Report Title**-Default is **STRS New Hire Report**
 - To create a report click **Generate Report**
 - To create a submission file click **Generate Submission File** and save it to a folder of your choosing
 - Click **Choose File** and find the file in your folder.
 - Click **Upload**
 - **OR**
 - To create a submission file and submit to STRS click **Generate Submission File and Submit to STRS**

5. _____ Processing an **ODJFS New Hire Report** and Creating an **ODJFS New Hire tape file**

- Go to **Reports/ODJFS New Hire Report**
 - Double Click or click the employee(s) name and click the right arrow under New Employees
 - New employees should now be in the Employees to report box
 - Click Generate Report
 - To create the tape file Click Generate Submission File

6. _____ **Posting Period Open**-If you wish to begin payroll processing for the next month, but do not want that processing month to be current yet. You can go to **CORE/POSTING, PERIOD/CREATE** and select the Calendar Month, enter in the Calendar Year, click the CREATE button.

This will **Open** the next month Posting Period and allow you to begin the payroll process. The payroll that you are processing cannot be **posted** until the Posting Period is set to **Current**. You will need to go to **CORE/POSTING PERIOD** and click on the  next to the Posting Period you are processing for. This will set the Posting Period to Current-True. You will want to verify in the upper right-hand corner of your screen that the **current** posting period is displayed. You will then be able to post the payroll.

OR

6a. _____ **Posting Period Current**-To set Posting Period to **Open** and **Current** go to **CORE/POSTING PERIOD/CREATE**. Select the Calendar Month, enter in the Calendar Year, click the Current box and then click the CREATE button. Before payroll processing begins, verify that the **current** posting period is displayed in the upper right-hand corner of your screen.

Payroll/Payments Current or Future (Use the method of Current or Future that you are familiar with)

If you enter exceptions using Future-

7. _____ Enter all time sheet data in **Payroll/Payroll Payments Future (UPDCAL_FUTURE)**

8. _____ **Reports/SSDT Future Pay Amount Report (FUTPAY report)**

- Go to **Reports/Report Manager>SSDT Future Pay Amount Report**
- **Choose Report Options:**
- **Format**-Choose from drop down
- **Page Size**-Choose from drop down
- **Orientation**-Choose from drop down
- **Name**-Defaulted but a report name can be entered
- **Summary Report**-If you only want a summary report click on the box next to Summary

- **Beginning Effective Date** (optional)
- **Ending Effective Date** (optional)
- **Pay Groups** (optional)
- **Click on Generate Report**

9.____Go to **Payroll/Payroll Processing** and click **Initialize New Payroll**

10.____ If you use **Additions** you will click on **Add Pay Group** (optional)

- - Double click on the **pay groups** you wish to add
 - Enter period **beginning and ending dates**
 - Click **Add Pay Group**

11.____Enter **Attendance- Dashboard (ATDSCN)**

- Go to **Dashboard** and select **Employee from dropdown**
- On the **Employee Dashboard** select **Attendance Click +CREATE** to enter one day or **Click + Mass Add** to enter multiple days Click **Save**
- **Posting Mode option is available**, (No Posting to Payroll, Post to Current, Post to Future)
- If using Posting Mode make sure that you click **+Post Selected Records to Future Payroll** after you click **Save** to add the attendance entry
- Click on Click on X to close the Display box
- Attendance can also be added by going to **Core/Attendance**

OR

11a.____Attendance can also be added by going to **Core/Attendance (ATDSCN)**

- **Click +CREATE to enter one day** or **Click + Mass Add to enter multiple days** Click **Save**
- **Posting Mode option is available**, (No Posting to Payroll, Post to Current, Post to Future)
- If using Posting Mode make sure that you click **+Post Selected Records to Future Payroll** after you click **Save** to add the attendance entry
- Click on X to close the Display box

OR

11b.____Import **Attendance (USPIMPORT)** (If you use an outside source- **AESOP, KIOSK, etc** to track attendance this is the next step)

- Go to **Utilities>Attendance/Absence Import**
- **Enter Import detail:**

- Attendance Import File, Click **Choose File** and browse for file
- Location Code- if using Location Code and it's specified on CSV File
- Post to Payroll Processing –Choose from dropdown options
- Combine Attendance Entries-If desired
- Allow Negative Leave Balances N/A for Attendance Importing
- Payroll Account to charge-Choose from drop down
- Click **IMPORT**
- **Review Summary counts on screen**
- View ATTERR.csv (Note: Any errors can be corrected on the ATTERR.CSV file and this file can be uploaded using the Attendance Import option.)

11c. ____ Import Absence (USPIMPORT) (This is similar to importing from **AESOP, KIOSK, , etc** or similar software products)

- Go to **Utilities>Attendance/Absence Import**
- **Enter Import detail:**
 - Attendance Import File, Click **Choose File** and browse for file
 - Location code
 - Post to Payroll Processing Options- N/A for Absence Importing
 - Combine Attendance Entries- N/A for Absence Importing
 - Allow Negative Leave Balances (if applicable)
 - Payroll Account to charge-N/A for Absence Importing
 - Click **IMPORT**
 - **Review Summary counts on screen**
 - View ATTERR.CSV (Note: Any errors can be corrected on the ATTERR.CSV file and this file can be uploaded using the Attendance/Absence Import option.)

12. ____ Go to Reports/Report Manager and process **SSDT Attendance Journal Entry**

****Skip to Line 21 of the checklist to continue payroll processing**

If you enter exceptions in Current-(UPDCAL_CUR)

13. ____ Go to Payroll/Payroll Processing and click **Initialize New Payroll**

14. ____ If you use Additions you will click on **Add Pay Group** (optional)

- - Double click on the **pay groups** you wish to add
 - Enter period **beginning and ending dates**
 - Click **Add Pay Group**

15. ____ Go to Payroll/Payroll Payments-Current. Click **+Create** and Enter payroll exceptions from pay sheets, time sheets, etc.

16. ____ Enter Attendance- Dashboard (ATDSCN)

- Go to **Dashboard** and select Employee from dropdown
- On the **Employee Dashboard** select **Attendance** and **Click +CREATE** to enter one day or **Click + Mass Add** to enter multiple days Click **Save**
- **Posting Mode option is available**, (No Posting to Payroll, Post to Current, Post to Current)
- If using Posting Mode make sure that you click **+Post Selected Records to Future Payroll** after you click **Save** to add the attendance entry
- Click on X to close the Display box

OR

16a.____Attendance can also be added by going to **Core/Attendance (ATDSCN)**

- **Click +CREATE to enter one day** or **Click + Mass Add to enter multiple days** Click **Save**
- **Posting Mode option is available**, (No Posting to Payroll, Post to Current, Post to Current)
- If using Posting Mode make sure that you click **+Post Selected Records to Future Payroll** after you click **Save** to add the attendance entry
- Click on X to close the Display box

OR

16b.____Import Attendance (USPIMPORT) (If you use an outside source- **AESOP, KIOSK, etc** to track attendance this is the next step)

- Go to **Utilities>Attendance/Absence Import**
- **Enter Import detail:**
 - **Attendance Import File**, Click **Choose File** and browse for file
 - **Location Code**- if using Location Code and it's specified on CSV File
 - **Post to Payroll Processing** –Choose from dropdown options
 - **Combine Attendance Entries**-If desired
 - **Allow Negative Leave Balances** N/A for Attendance Importing
 - **Payroll Account to charge**-Choose from drop down options
 - Click **IMPORT**
 - **Review Summary counts on screen**
 - View **ATTERR.CSV** (Note: Any errors can be corrected on the ATTERR.CSV file and this file can be uploaded using the Attendance Import option.)

16c.____Import Absence (USPIMPORT) (This is similar to importing from **AESOP, KIOSK, , etc** or similar software products)

- Go to **Utilities>Attendance/Absence Import**
- **Enter Import detail:**
 - **Attendance Import File**, Click **Choose File** and browse for file

- **Location code**-if using Location Code and specified on CSV file
- **Post to Payroll Processing Options**- N/A for Absence Importing
- **Combine Attendance Entries**- N/A for Absence Importing
- **Allow Negative Leave Balances** (if applicable)
- **Payroll Account to charge**-N/A for Absence Importing
- Click **IMPORT**
- **Review Summary counts on screen**
- View **ATTERR.CSV** (Note: Any errors can be corrected on the ATTERR.CSV file and this file can be uploaded using the Attendance/Absence Import option.)

17. _____ Go to Reports/Report Manager and process SSDT Attendance Journal Entry


18. _____ Go to Payroll/Payroll Processing. Click the Detail button. Click on the Error Report-View report for errors




- - Correct errors
 - Only if changes were made to Compensation record-Go back to Payroll, Click **MODIFY**, click the checkbox left of the word "Code" to select all pay group(s) or click the box next to the pay group(s) that corrections were made for as far as Compensation and Click **Update Payroll**

19. _____ Pay Report (PAYRPT) Click on Pay report

- - **Report Title**-Default name is **Payroll Report**. Can change if desired
 - **Sort By**- Choose from drop down
 - **Report Format**-Choose from drop down
 - **Begin Each Employee on New Page**-Check is desired
 - **Include Employer Payroll Item Amounts**-Default is checked. Can uncheck if desired
 - **Show only Report Totals**-Check if desired
 - Click **Generate Report**
 - Under the Report Summary, the Total Current and Total Future Gross by pay groups, can be used for balancing.

20. _____ Pay Amount Summary Report formerly (PAYSUM)

- - **Go to Reports/Pay Amount Summary Report**
 - **Report Options:**
 - **Report Title**-Default **Pay Amount Summary Report**/Can be changed if desired
 - **Payroll**-Choose from drop down option
 - **Display Sub Totals**-Defaulted  Can be changed if desired

- **Page Break on Employee** –If desired check 
- **Sort by**-Choose from drop down options
- **Select Specific Pay Groups to Exclude**-If desired check 
- Move pay groups you do not want on the report to the Selected box
- **Click GENERATE REPORT**
- Check report for accuracy
- Click **Browser Back Button** 

21. _____ Click on the Pay Item Detail Report (DEDDT) and review

- - **Report Title**-Default is **Payroll Item Detail Report**. Can be changed if desired
 - **Sort By**-Choose option from drop down
 - **Begin Each Payroll Item on New Page**-If desired check the box
 - Select the **Payroll Items you want to appear on report**. Move from Available to Selected.
 - Click **Generate Report**

22. _____ Click on Budget Distribution and Projection Report (BUDDIS-Projection) and review

- - **Report Title**-Default is **Budget Distribution report**. Can be changed if desired.
 - Click **Generate Report**

23. _____ Click on Payroll Account Distribution Detail Projection Report (BUDDT-projection) and review

24. _____ Post Payroll (CHKUPD)

- - May need to go to **Payroll/Payroll Processing/In Progress Tab** and Click **Detail**
 - Click **POST PAYROLL**
 - Click **POST**

25. _____ Click Budget Distribution Report (BUDDIS actual)

- Enter Details:
 - **Report Title**-Default **Budget Distribution Report**. Can be changed if desired
 - USAS Check Number _____-N/A Due to the way the new USAS integration works , USPS-R no longer requires a USAS check number. Therefore, the **USAS Check Number** field can be left blank
 - USAS Vendor Number _____-N/A Due to the way the new USAS integration works , USPS-R no longer requires Vendor information on the Payee record. Therefore, the **USAS Vendor Number** field can be left blank

- Click **Generate Report**

26. ____Click **Payroll Account Distribution Report (BUDDET)**

27. ____Click **Processing Payments (CHKPRT)Direct Deposit Notices**

- **Direct Deposits-Click Payroll Processing/Process Payments**
- Select Payment options:
 - **Processing** (Select **Direct Deposits**)
 - **Output Format** (Click on **XML or PDF**)
 - **Bank Account** (Dropdown)
 - **Sort By Option**-Choose from drop down option
 - **File Name** (Auto Populated)
 - Click on **Process Payments**
 - Transfer Direct Deposit **XML or PDF** file to check printing software

27a. ____Click **Processing Payments (CHKPRT) Checks**

- Select Payment options:
 - **Processing** (Select **Checks**)
 - **Output Format** (Click on **XML** for check printing software or **PDF** for format checks)
 - **Bank Account** (Drop down)
 - **Sort By Option** (Drop down)
 - **File Name** (Auto Populated)
 - Click on **Process Payments**
 - Transfer Direct Deposit **XML or PDF** file to check printing software

28. Click on **Email Notices** to create direct deposit email notices

- - **Date and Time to send email notices**-Enter date and time you want the notices to be sent out (ex. 3/15/18 12:09 PM)
 - **Direct Deposit Form**-Choose from drop down
 - Click **Schedule Sending of Selected Email Notices**

29. ____Processing a **SERS Per Pay Report (RETIRE/SERSRPT)**

- Go to **Reports/SERS Per Pay Report**
 - Report Title-Default is **SERS Per Pay Report**
 - Choose your **sorting option** (Dropdown)
 - Check box if you wish to **Begin Each Employee on a New Page**
 - **Show Detail** on Report should be checked
 - **Show Informational Messages** on Report should be checked
 - Enter the **eSERS Pay Cycle**
 - Enter the **eSERS Pay Cycle Code**

- Enter or choose **Begin Date**
- Enter or choose **End Date**
- Enter or choose **Pay Date**
- Click **Generate Report**

30._____Creating a **SERS Per Pay Submission** file

- - All previous data from report generation should still be populated
 - **Set Employees Within Submission File As Reported to SERS** should be checked
 - Click **Generate Submission File**
 - Click **Link to eSERS** login and upload the tape file
 - If you are only creating an adjustment file click **Generate Submission File for Adjustments Only**

31._____Processing a **STRS Report (RETIRE/STRSRPT)**

- Go to **Reports/STRS Report**
 - Choose your **sorting option** (Dropdown)
 - Choose the **Payment Method** (Dropdown)
 - Enter in the **Check or Transaction Number**
 - Choose the **Report Format** (Dropdown)
 - Under **Historical Payrolls**-Click the check box next to the payroll you wish to create a report for
 - Click **Generate Report**

32._____To create a submission file click **Generate Submission File** and save it to a folder of your choosing

- - Click **Choose File and find the file in your folder.**
 - Click **Upload OR**
 - To create a submission file and submit to STRS click **Generate Submission File and Submit to STRS**

33._____Creating an **AFFORD** report

- Go to **Reports/AFFORD**
- Choose your **sort option** (Dropdown)
- Enter or choose your **Beginning Date**
- Enter or choose your **Ending Date**
- Check the **Exclude based on termination date box** (if applicable)
- Check the **Exclude employees with insurance box** (if applicable)
- Choose **Calculate based on number of week or months** (Dropdown)
- Choose Calendar for calculating breaks (Dropdown-if applicable)

- Select **Pay Groups** under Available by double clicking pay group or clicking on pay group(s) and clicking right arrow
 - All chosen pay groups should be under the Selected box
- OR**
- If choosing **specific employee(s)** select the employee by double clicking on the name or click on the employee name(s) and click the right arrow.
- Click **Generate Report**
- All previous data from report generation should still be populated
- Click Generate CSV

34.____Processing **Employer Distributions Report (BRDDIS)**

- Go to **Reports/Employer Distributions**
 - **Report Title**-Defaulted to **Employer Distrib.** Can be changed if desired
 - **Start Date**-Enter or choose from calendar
 - **Stop Date**-Enter or choose from calendar
 - **Payment Cycle**-Optional
 - **Use Only Employer Distribution Accounts**-Box is checked as default. Can be changed if desired.
 - **Summarize individual amount detail**-Box is checked as default. Can be changed if desired.
 - Choose Employer Distributions Payroll Items wanting to process by double clicking from **Available** Payroll Items moving them to **Selected Payroll Items**
 - Click **Generate Report**

35.____Processing **Employer Distributions Submission File (BRDDIS)**

- Go to **USAS Integration/Employer Distributions Submission**
 - **Start Date**-Enter or choose from calendar
 - **End Date**-Enter of choose from calendar
 - **Payment Cycle**-Optional
 - **Use Only Employer Distributions Accounts**- Box is checked as default. Can be changed if desired.
 - Choose Employer Distributions Payroll Items wanting to process by double clicking from **Available** Payroll Items moving them to **Selected Payroll Items**
 - Click **Show Submission Preview**
 - Review Employer Distribution Submissions
 - Click **Submit to USAS**

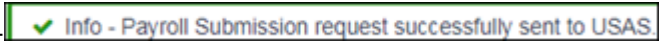
36.____Processing **USAS Employer Share of Retirement Submission (BRDRET)** (If applicable)

- Go to **USAS Integration/Employer Retirement Share Submission**
 - **Begin Date**-Enter or choose from calendar
 - **End Date**-Enter or choose from calendar
 - **STRS Amount to Distribute**-Enter amount

- **SERS Amount to Distribute**-Enter amount
- Click **Show Submission Preview**
- Click **Submit Employer Share of Retirement to USAS**

37. _____ **Post Payroll to USAS (AUTOPOST)**

_____ **In USPS:**

- **Go to USAS Integration tab/Payroll Submission**
 -
 - **Select the payroll to be posted and click POST TO USAS**
 - A list of all accounts and amounts will appear.
 - Click **the Submit to USAS** button
 - A message will appear- 
 - Once approved or rejected on the USAS side, this page will be updated with the status.

_____ **In USAS:**

- **Select Transactions/Pending Transaction** from the Menu
- A grid of Pending Transactions will appear
 - Electronic is selected by default;
 - Select a **Transaction Date**
 - Choose the **Bank Account** you wish to use.
 - **Click POST**, this will post the Disbursement.
 - Edit the one you select and review the details of the transaction
 - There are 3 options: **POST, REJECT or VALIDATE**
 - **POST** - A popup will display containing "**Pending Transaction Post Options**"
- The Disbursement is in the UI via **Transactions/Disbursements**.
 - **Click REJECT**
 - **REJECT** - if rejecting the payroll pending transaction a reason can be posted in the popup display box.

38. _____ **Create the direct deposit ACH tape file for bank**

- **Reports/ACH Submission –ACH Submission Tab**
 - **Pay Date**- default is Current Pay Date
 - **ACH Source** - Choose **Destination Payroll/ACH Transfer**
 - **Include Employee SSN** - Choose from Dropdown
 - **Sort by** - Choose from Dropdown
 - **Report Format** - Choose from Dropdown
 - Under **Historical Payrolls** choose pay wanting to create file by checking checkbox
 - Click **GENERATE REPORT**
 - Review report

- Click **CREATE SUBMISSION FILE**
- Click the **Convert Pre-Notes on ACH File Submission Generation** checkbox
- Click **CREATE SUBMISSION FILE**

39. _____ Create the HSA ACH tape file for bank (if Applicable)

- **Reports/ACH Submission-HSA Submission Tab**
 - **HSA ACH Source** - Choose **Destination :Health Savings Account ACH**
 - **Include Employee SSN** - Choose from Dropdown
 - **Display All Payrolls**-If checked will display all payrolls that have been imported and all those that have their HSA submission file set as generated.
 - **Sort by** - Choose from Dropdown
 - Under **Historical Payrolls** choose pay wanting to create HSA file for by checking checkbox
 - Click **Generate HSA Submission file**

40. _____ Processing Outstanding Payables (Paying Deductions) (PAYDED)

- Select **Processing/Process Outstanding Payables**
- This will list all Unpaid Payables from previous payrolls
- Click on **Payable Reports** to get a list of all payroll items to be paid (**DEDRPT**)
- There are 4 tabs to choose from according to preference (**Payables by Payee, Payables by Item Type, Payables by Item Detail and Payables by Item Full detail.**)
- Select **correct Pay Cycle(s)** and move to **Selected Box**
- Select Items to be paid by clicking the box next to each item or select all by clicking the box left of the word Name.
- Items should be moved to the **Selected Payables Detail** area.
- Select **Per Payee** or **Per Item Type** from the drop down
- Click **POST**
- **Pop up box**
 - **Transaction Date**- defaulted to current date
 - **Bank Account**-Select from drop down
 - **Output Format**-Choose XML or PDF format
 - **Starting Check Number**-defaults to next available USPS check number
 - Click **POST**

41. _____ To PRINT Outstanding Payables Checks

- **Payments/Payee/Payee Payment Checks**
- **Filter Grid to find only checks you want to print (Ex. Transaction Date =02/15/2018)**
- Click **Check box** next to checks to print. To print all click box left of **Check or Payment Number**
- Click **PRINT CHECKS** tab
 - **Choose output format**-XML or PDF
 - **File Name**-defaults to Checks.XML or Checks.PDF
 - **Form**-Choose form format from drop down

- Click **Process Payments**

42.____PROCESSING LEAVE ACCRUALS

- Click **Processing/Benefit Update and Projection (BENACC)**
 - Enter in **Report Title** (default is Benefit Accrual Report)
 - Choose **Accrual or Projection** (dropdown)
 - Choose **Benefit Accrual Options** (dropdown)
 - Enter or choose **Specific Accrual Date**
 - Check **Include ineligible Positions** (if applicable)
 - Choose **Sort Option** (dropdown)
 - Select **Pay Groups** by double clicking on the pay group name(s) or single clicking and hitting the right arrow.
 - Click **Generate Report**

