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FINANCE MEMORANDUM NO: 13-2013

TO: **ALL DEPARTMENTS/AGENCY HEADS**

SPECIAL ATTENTION TO:
Fiscal Officers, Grant Managers, Payroll Managers and Supervisors, and G/L Accounts Reconciliation Staff

FROM: **Ángel E. Dawson, Jr.**
Commissioner

DATE: **May 15, 2013**

SUBJECT: **Discontinuation of Payroll 'Green Bar' Printed Reports**

Effective June 13th, 2013, Pay Period 18, the first pay period in June, the Department of Finance will no longer be printing and distributing 'green bar' payroll reports. Departments and agencies are required to utilize the cadre of reports available on the ERP system to generate payroll information.

To further facilitate payroll reporting and reconciliation, attached herewith are instructions on processing two recommended reports, ***Flexible Period Earnings Report***, and ***Detail Check History Report***. Selective individuals within your department/agency have been identified, and special access has been granted to ensure each department/agency's ability to obtain all related current and retroactive payroll information, as required. The Department of Finance Payroll and MIS Divisions will provide limited assistance as necessary.

We look forward to your continued cooperation, in our endeavor to enhance our processes and optimize the ERP system.

Departments and Agencies Payroll Reporting –

Procedures for Generating Flexible Period Earnings Report and the Detail Check History Report from the ERP System

On the ERP menu, there are a variety of methods to generate payroll reports. Options to extract payroll information are available utilizing the standard menus.

Menu selection summary is as follows:

- GVI Department Menu
  - I. GVI Payroll Menu
    - B. Reports: Departments & Agencies
      - I. Payroll Reconciliation Reports

Detail Menu options:

A. Payroll Budget Report
B. Fund Distribution Report
C. Flexible Period Earnings Rpt
D. Monthly Earnings Report
E. Accruals By Year Report
F. Payroll History Report
G. Employee Deduction Register
H. Annual Overtime Report
I. Employee Accruals Report
J. Detail Check History Report
K. Employee Detail History
L. Accumulators Report

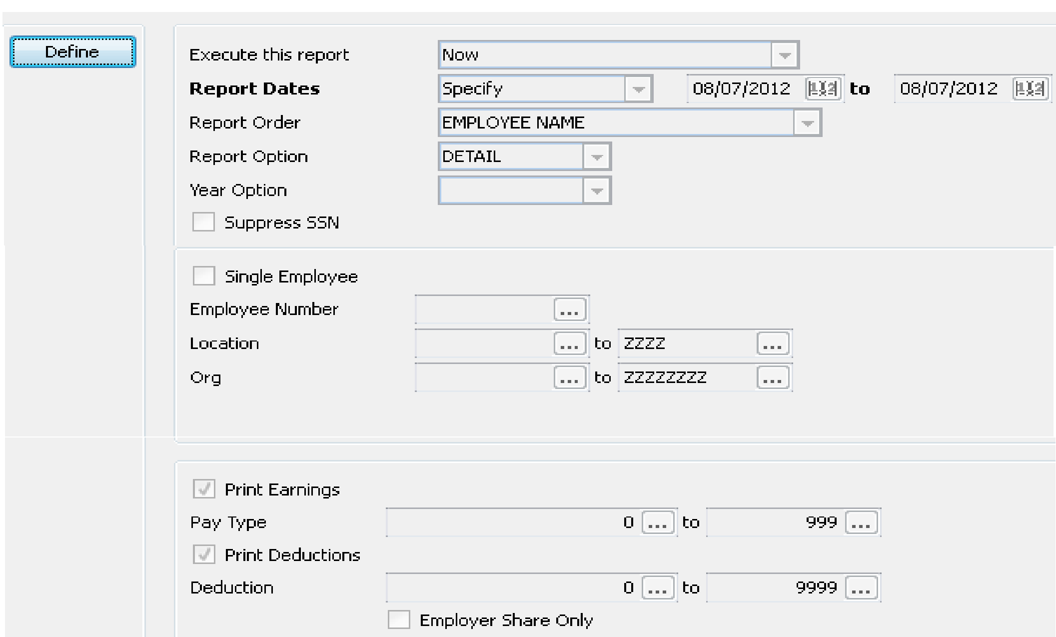
Below are basic instructions on processing two of the above (recommended) reports – **Flexible Period Earnings Report and Detail Check History Report.** These reports are replacements to the traditional hard copy reports provided to departments and agencies accompanying each payroll.

Detail Check History Report:

The "Detail Check History Report" replaces the "Earnings and Deductions Detailed Proof" (E&DDP) report. This report is an employee-based check history report, which is “Location” code driven. Similar to the E&DDP, the “Detail Check History Report” provides employee location in its output. Please note, if an employee moves internally to a different location, resigns, retires, or transfers out of a specific agency, the associated payroll information will not be available under a standard ERP security profile for a department user, because the previous payroll information travels with the employee to his/her new location. Therefore, departments/agencies should utilize the “Detail Check History Report” primarily for current pay periods with due care taken into consideration when generating the report retroactively for employees that have changed locations[1] (i.e., moves internally to a different location, resigns, retires, or transfers out of a specific agency.

The Detail Check History Report can be processed for any date range, location(s) or Org codes. Although specific payroll warrants cannot be specified by name, date ranges can be used to identify specific warrants or pay periods. Also, because payroll costs are posted by pay periods, applying warrant date ranges may be most suiable for reconciliation purposes.

From the detailed menu options listed above, choose the Detail Check History Report to bring you into the report options**.** You are now in the report screen where you can query specific data that best fit your needs. First, you must always click on the **Define** button to begin:

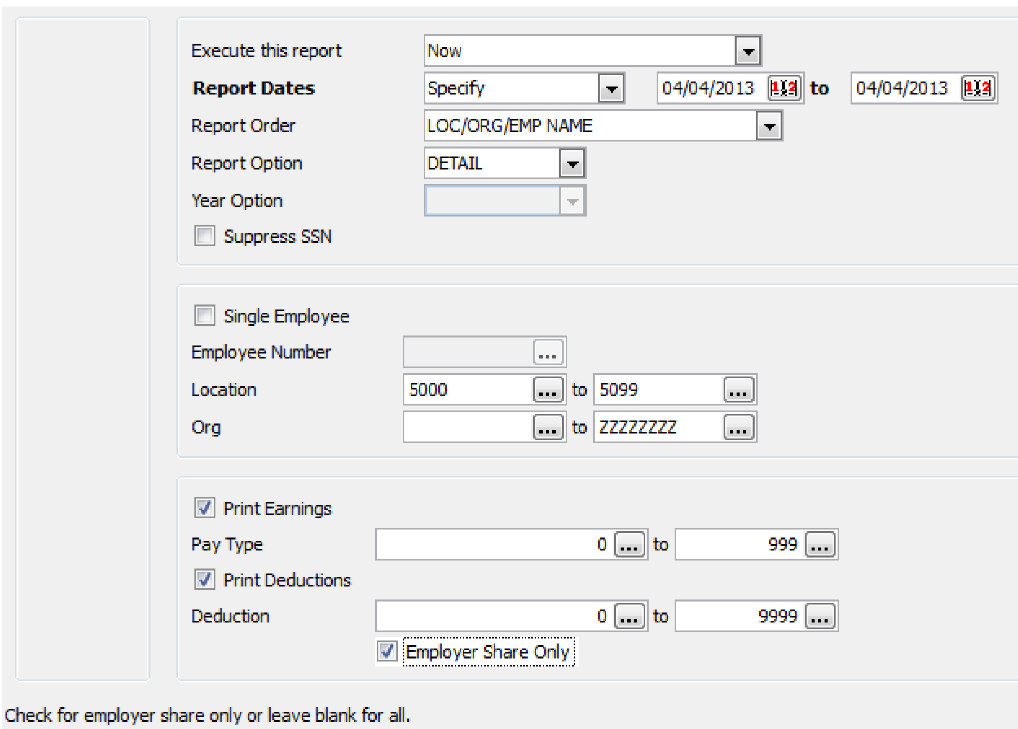


Across from **Report Dates**, you must **specify** the date range required (month(s), year(s), calendar year, date), specific location or a range of locations, and/or organizational code.

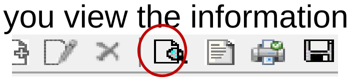
Example I: Reporting for a Regular Bi-Weekly Payroll (Payday)

Click the define button, enter the desired date(s). Below, the department location range (5000 to 5099) is selected, for pay period 13, fiscal year 2013, the regular bi-weekly payroll, which was paid on Thursday, April 4th, 2013. All orgs, relating to the selected location codes are being requested in the report. Additionally, all pay types and deductions are included by activating the check ☑ box(es). The query includes detailed for the employer's share.

The report is sorted by primarily by location code, then org, and employee name.

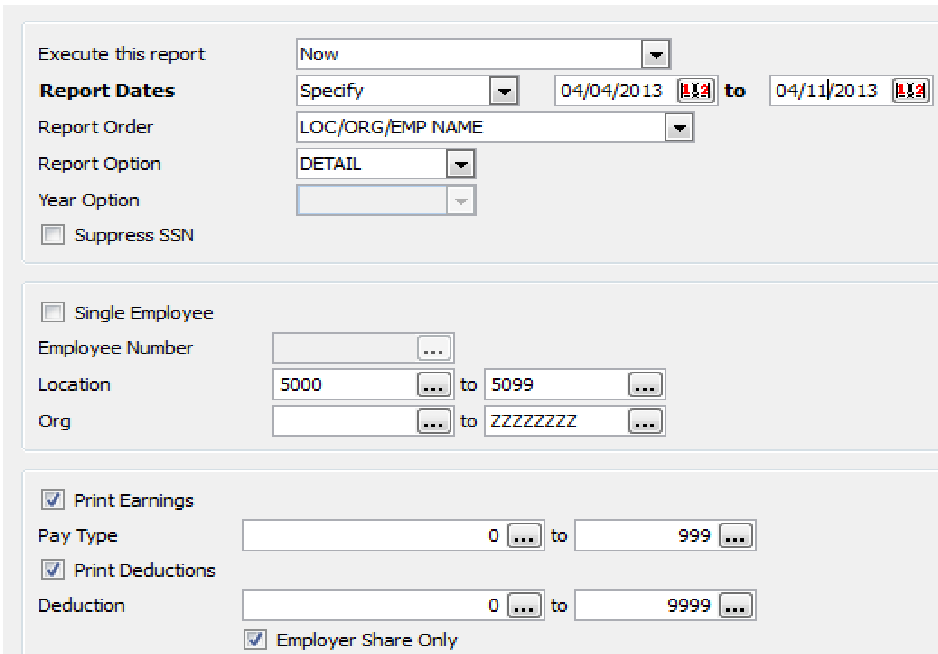


Departments/agencies staff with privileged access are prohibited from conducting global queries, or applying location codes outside of the respective department/agency. The use of queries must be limited to the payroll locations codes or G/L equivalent codes for respective departments and agencies when generating data from the ERP System.

Click on the Green check to accept the parameters that you have set. It is recommended that you view the information prior to saving it by simply clicking on the display button at the top.  Do not PDF the report unless you have reviewed the report, via the display button (above), and is satisfied with the outcome. Frequent PDF(ing) will fill up your hard disk and also impacts system performance for everyone. We strongly recommend that you PDF only when absolutely necessary.

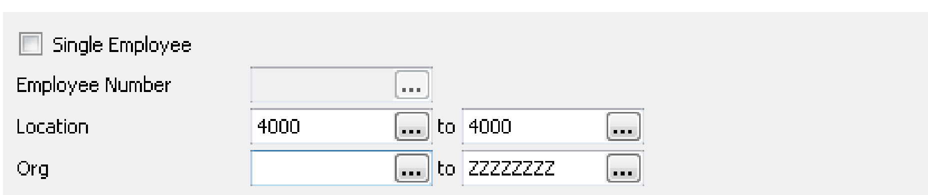
Example II: Reporting for a Bi-Weekly Payroll (with options to capture 'Lates')

Using *Example I*, above, the report dates have been expanded to include, not only the next day, Friday, but also the next four business days (of the following week); thus selected dates are Thursday, April 4th, 2013 (payday) through Thursday, April 11th, 2013.



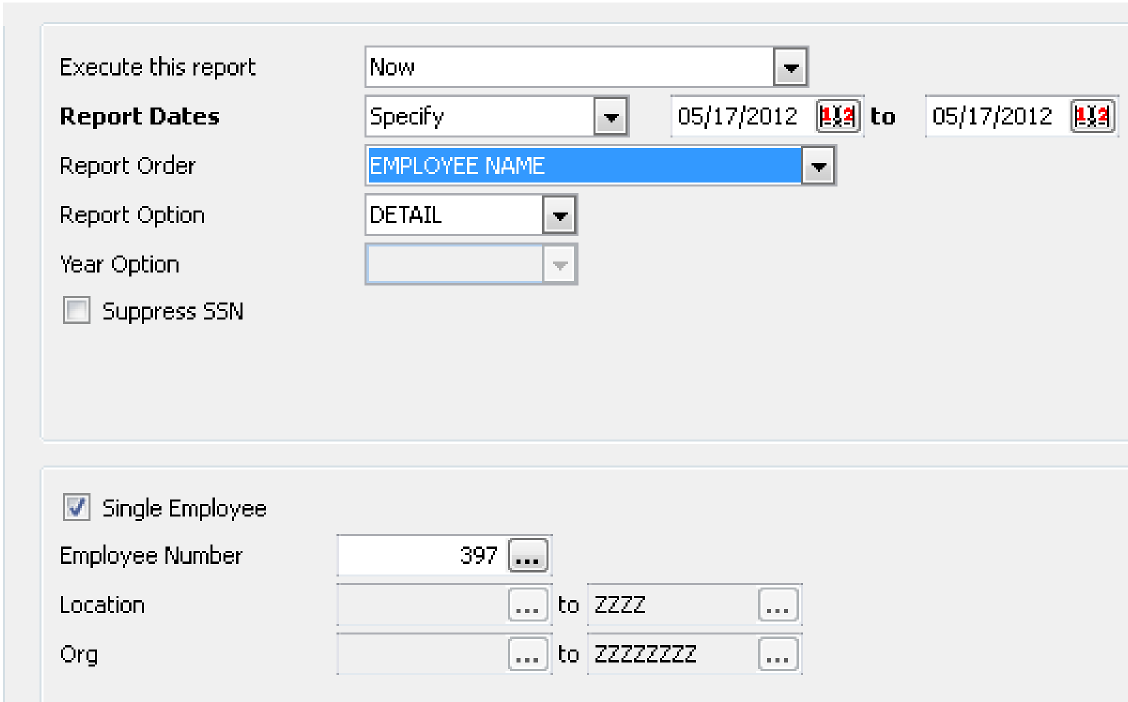
All other options remain the same.

For a single location, enter that same location code in the (Location … to …) fields, as indicated below; click the green check and choose the display option or from the File Menu.



Example III: Report for a Single Employee

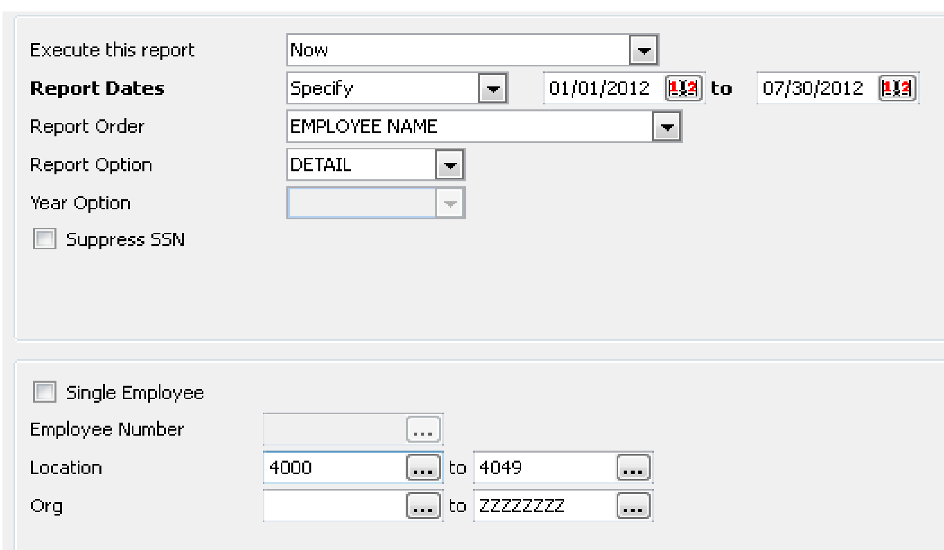
Enter the desired "pay date" or date range in the date fields. For a single employee, after entering the desired date(s), check the box for **Single Employee** and enter that employee's number.



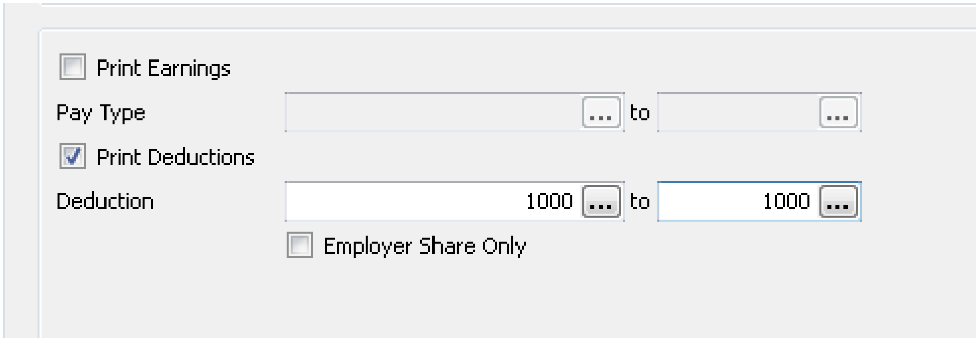
Example IV: <u>Running the Report by Pay Code/Deduction Code</u>

Click on the **Define** Button. Enter pertinent date(s), location(s), etc. In the **Print Earnings** fields, type the specified pay code, eg., from 350 to 350, then click on the green check.

Repeat the same steps above, if you are searching for specific deduction; however, first identify the deduction code for the amount of funds withheld from an employee for a bi-weekly period, quarter, or calendar year, etc.



Note: Unchecking the "Print Earnings" Box can be helpful when a deduction total is desired**.**



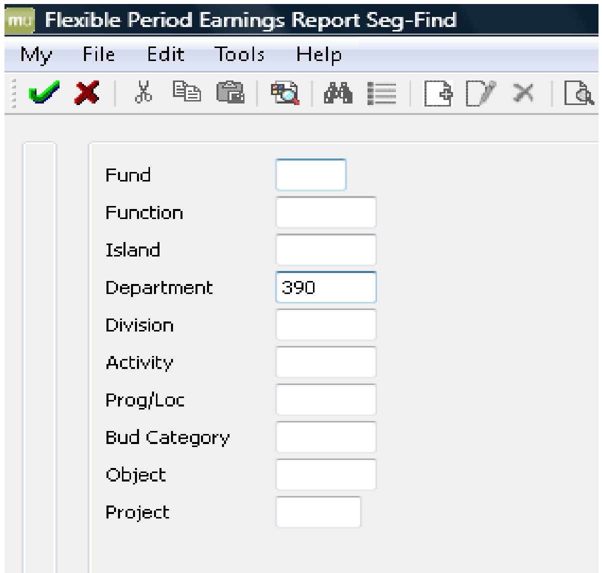
To display the reports, choose the **Display Button**  from the top or from the File drop down Menu. It is recommended that you view the information prior to saving it by simply clicking on the display button. Do not PDF your report unless you have reviewed the report, via the display button (above), and is satisfied with the outcome. Frequent PDF(ing) will fill up your hard disk and also impacts system performance for everyone. We strongly recommend that you PDF only when absolutely necessary.

Please note, however, if you choose to change the **Report Option** from **Detail** to **Year Total**, your screen options will be limited.

Flexible Period Earnings Report:

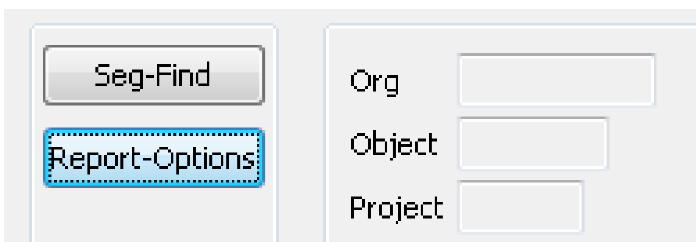
The "Flexible Period Earnings Report" replaces the "Payroll Earnings Distribution" (PED) report. The "Flexible Period Earnings Rpt" captures payroll costs currently and retroactively (i.e., remains static), even if an employee moves internally to a different location, resigns, retires, or transfers out of a specific agency. Therefore, we encourage departments and agencies to utilize the "Flexible Period Earnings Rpt" as the payroll report of choice for purposes of reconciliation to the general ledger. The report is limited, however, in that it does not allow for a query on the "Location" field, nor does it provide the "Location" field in Excel generated data.

From the detail menu options list shown above, choose the Flexible Period Earnings Report. Click on Seg-Find button, and enter pertinent information relative to your Department/Division, etc. [Remember, less is more]. As this report is strictly G/L based, use of payroll location codes are not available[1].



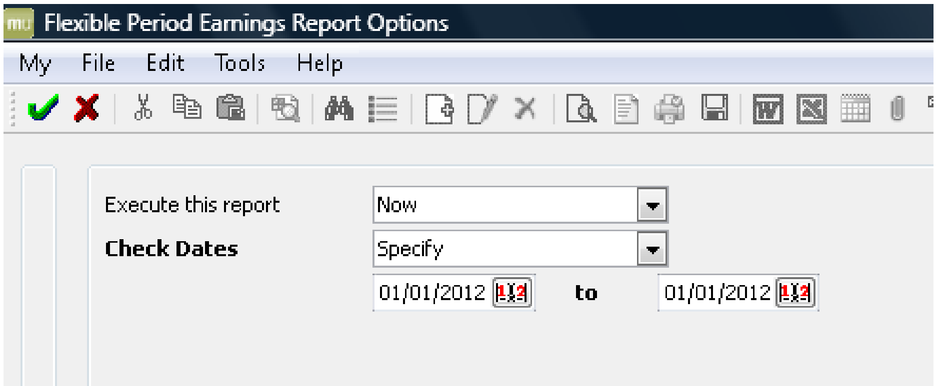
Departments/agencies staff with privileged access are prohibited from conducting global queries, or applying location codes outside of the respective department/agency. The use of queries must be limited to the payroll locations codes or G/L equivalent codes for respective departments and agencies when generating data from the ERP System.

Choose Report Options. Export to Excel for further manipulation and enhanced display of data.

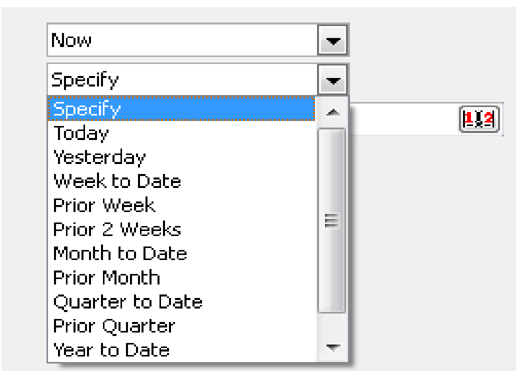


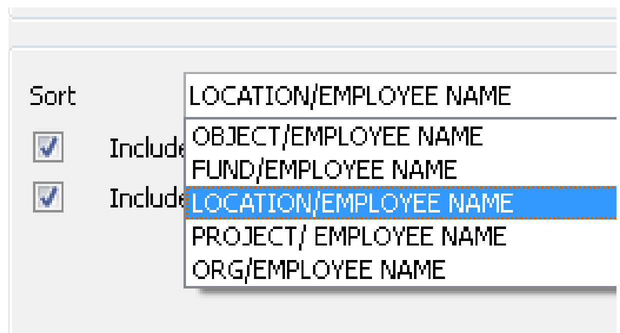
Enter **Desired Dates**. You may also wish to click on the down arrow and choose from the listing to specify the period.

To modify the look of your report, click on the down arrow across from the **Sort** option. You may sort by org/obj./fund/location, etc.



Options available for dates and Sort Order:





Once the information is exported into Excel, you will need to do the following:

1. Adjust the “Rate, Hours, Amount and Employer Share” columns one at a time by clicking on the corresponding letter of the column to highlight all the data
2. Click on data at the top of the Menu, choose Text to Columns,
3. Click on Next until “Finish”
4. While column is still highlighted, change the format to “Number”.
5. Query the data by org, object, location, etc. as desired, entering necessary formulas for totals and or sub-totals.

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[1] Special access has been (or will be) granted to selective staff in your department to generate reports for retroactive payrolls, in order to enable proper reporting, given conditions of employee separation (through retirement, transfers or resignation/termination) from your department/agency. Departments and agencies staff with privileged access are prohibited from conducting global queries, or applying location codes outside of the respective department/agency. Therefore, the use of queries must be limited to the payroll locations codes or G/L equivalent codes for respective departments and agencies when generating data from the ERP System.

For convenience, a glossary of ERP selection options on the reporting screens, are listed below:

Field	**Description**
Execute This Report	This list allows you to use Munis Scheduler to process the report (this option is not recommended at this time). • If you select Now to process the report immediately, click Display, PDF, Print, or Save to view, print, or save the report. • If you select In Background (now) to process the report a single time using the event log and e-mail notification feature, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Munis Scheduler.
Report Dates	This list identifies the range of dates the program uses to select records for the report. The program uses the dates relative to your selection at the time you Execute This Report. For example, if you select Today, the program uses the current date at the time the report is created. Select Specify to include records that have a date within the range you type in the Report Dates boxes.
Report Dates	These boxes indicate the range of dates to include in the report if you select Specify from the Report Dates list. The default values are blank to blank. The program retains the dates until you close it. You can update the dates each time you define the report.
Report Order	This list determines the report sort order.
Report Option	This list determines the report options: Detail or Year Total. If you select Year Total and there is a negative salary amount, the program includes a negative sign indicator.
Year Option	This list determines the year option: Calendar or Fiscal.

Field	Description
Suppress SSN	This check box, if selected, directs the program to hide Social Security numbers in the report.
Single Employee	This check box, if selected, indicates that the report is for a single employee. If you select this check box, you must complete the Employee Number box with the employee number.
Employee Number	If the Single Employee check box is selected, the employee number to include in the report. This number must exist in the Employee Master program.
Location	These boxes define the location code range to include. You can change a default value. To include all locations, leave the default values (blank to all *Z*'s) in the boxes.
Org	These boxes define the organization code range to include. To include all org codes, leave the default values (blank to all *Z*'s) in the boxes.
Print Earnings	This check box, if selected, directs the program to include the earnings history for the report date range.
Pay Type	These boxes define the pay type code range (**0** to **999)** to include.
Print Deductions	This check box, if selected, directs the program to include the deduction history for report date range.
Deduction	These boxes define the deduction code range (**0** to **9999**) to include.
Employer Share Only	This check box, if selected, directs the program to include only the employer's share of deductions in the report. Use this option if you are not interested in employee deduction amounts but only employer-expense amounts. If cleared, both employee and employer amounts are shown.