

Payroll Payments-Current

- [Pop Up Payroll Report in Current](#)
- [Create a Payroll Payments-Current Entry](#)
 - [Supplemental Payments and Taxing Options](#)
- [Specific Pay Accounts](#)
- [Errors](#)
- [Payroll Payments-Current Video](#)

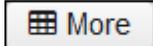
Payroll Payments - Current

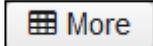
The **Payroll Payments-Current** module is used to add payroll information for employees not included in the regular payroll (during initialization) or to modify or delete payroll information for employees already included in the current payroll.

A Warning will be issued if no current payroll is IN PROGRESS:

Warning - No IN PROGRESS payrolls available										
+	Create	Number	Last Name	First Name	Payroll Description	Pay Date	Pay Cycle	Position Number	Position Description	

View Payroll Payments Current Entry



If additional columns on the grid are needed this can be done by create by clicking on the  in the upper right hand corner of the grid and check marking the column header name(s) you want included on the grid. The order of the columns can be changed by simply dragging them to the desired location.

The Payroll Payments-Current grid allows the user to search for existing records. You can either enter in the Number or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you are wanting to view or edit. Example - First Name is one of my grid options. If I type in %San% (% is use as a wildcard) in the First name field, all occurrences of anyone with San in the first name will appear.



You can then click on the  to view or  to edit next to the desired Payroll Payments-Current record.

Payroll Report										
+	Create	Number	Last Name	First Name	Payroll Description	Pay Date	Pay Cycle	Position Number	Position Description	Pay Group
<input type="checkbox"/>	<input type="checkbox"/>	ANON336	Oconnor	Tara	5192017	05/19/2017	Second Pay of a two pay month	1	Teacher	9
<input type="checkbox"/>	<input type="checkbox"/>	ANON409	Gregory	Samantha	5192017	05/19/2017	Second Pay of a two pay month	2	Aide	9
<input type="checkbox"/>	<input type="checkbox"/>	ANON437	Thornton	Albert	5192017	05/19/2017	Second Pay of a two pay month	4	Aide	6
<input type="checkbox"/>	<input type="checkbox"/>	ANON378	Edwards	Christopher	5192017	05/19/2017	Second Pay of a two pay month	2	Cook	4
<input type="checkbox"/>	<input type="checkbox"/>	ANON201	Baldwin	Sally	5192017	05/19/2017	Second Pay of a two pay month	1	Teacher	B

Pop Up Payroll Report in Current

While entering data in the **Current** option, a pay report can be generated and displayed on your terminal screen. Select the employee or employees to display and click on  to display This feature allows you to verify the data and make changes at this point in the payroll if necessary.

Payroll Report										
+	Create	Number	Last Name	First Name	Payroll Description	Pay Date	Pay Cycle	Position Number	Position Description	Pay Group
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANON336	Oconnor	Tara	5192017	05/19/2017	Second Pay of a two pay month	1	Teacher	9
<input type="checkbox"/>	<input type="checkbox"/>	ANON409	Gregory	Samantha	5192017	05/19/2017	Second Pay of a two pay month	2	Aide	9
<input type="checkbox"/>	<input type="checkbox"/>	ANON437	Thornton	Albert	5192017	05/19/2017	Second Pay of a two pay month	4	Aide	6

Pay Report + x

Report Title: *

Sort By: ▼

Report Format: ▼

Begin Each Employee on New Page?

Include Employer Payroll Item Amounts?

Show Only Report Totals?

Click on :

10/10/17 2:36 PM

Payroll Report

Poulan (Demo) Schools

Start Date: 6/29/2017

Stop Date: 6/30/2017

Pay Date: 6/30/2017

Pay Cycle: First Pay of the month

Pay Plan: Biweekly

Description: uspsr2797

Suppress Voluntary Deductions: false

Ignore Direct Deposit: true

Report Generated By: admin

Report Sorted By: Employee Last Name

Report Summary

Pay Plan:	Biweekly	Total Employees:	4
Pay Date:	6/30/2017	Total Positions:	6
Total Gross:	\$6,374.89	Total Pay Items:	\$2,071.92
Total Net:	\$4,302.97	Total Annuities:	\$770.39
Total Charged:	\$6,374.89		
Total Direct Deposits:	\$0.00		
Total Checks:	\$4,302.97		

Pay Group Totals

Pay Type Totals

Code	Name	Number of Positions	Total Gross	Pay Code	Description	Total Gross
1	Green 2	3	\$3,408.53	ACC	Accrued	\$3,689.61
6	Mango 8	1	\$185.28	LPA	Last Pay Accrued	\$267.25
B	Magenta 13	1	\$1,531.08	ADJ	Adjustment	(\$81.97)
C	Tan 14	1	\$1,250.00	MIS	Miscellaneous	\$2,500.00

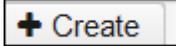
Pay Item Totals

Code	Abv.	Employee Total	Board Share	Participants
001	Federal Tax	\$469.03	\$0.00	4
002	Ohio State Tax	\$128.20	\$0.00	4
003	City Tax	\$93.91	\$0.00	4
400	SERS	\$0.00	\$214.35	1
450	STRS	\$0.00	\$503.13	2
529	Health Savings Account	\$100.00	\$0.00	2
530	Annuity	\$0.00	\$1,098.00	2
566	Annuity	\$14.15	\$0.00	1
590	SERS Annuity	\$153.11	\$0.00	1
591	STRS Annuity	\$503.13	\$0.00	2
601	Regular	\$0.00	\$11.00	2
602	Regular	\$0.00	\$88.00	2
605	Regular	\$0.00	\$19.48	2
616	Regular	\$14.10	\$0.00	2
628	Regular	\$397.43	\$0.00	1
692	Medicare Tax	\$90.78	\$90.78	4
693	Social Security Tax	\$77.50	\$77.50	1
801	OSDI Tax	\$13.78	\$0.00	1
817	OSDI Tax	\$16.80	\$0.00	1

19		\$2,071.92	\$2,102.24
Payroll Item Strs Advancement:	\$0.00		
Total ODJFS Count:	3		

Create a Payroll Payments-Current Entry

1. From the Payroll Menu, select 'Payroll Payment-Current' option



2. Click on

3. In the **Payroll** field from the drop down box, choose the payroll that you want this payment or modification for.

4. In the **Employee** field type in either a partial identification number for the employee or a few alpha characters of the employee's first or last name. When entering in either a partial ID number or a few characters of the employee's first or last name a list of employees matching that criteria will appear. From here you can then select the employee you are searching for from the drop down box.



5. In the **Position** field select the position you are wanting to pay or modify for this employee in this payroll by clicking on the



6. Click

Position Pay

Payroll * 07/28/2017 - Biweekly - Second Pay of a two pay month - pay072817

Employee * TAYLOR, ELIZABETH S - 232323232

Position

Position Number: 1, Position Description: PROM DIRECTOR, Status: Active

Continue

You will then get a Message stating 'No errors or warnings':

Messages

Info - No errors or warnings

Number	Last Name	First Name	Payroll Description	Pay Date	Pay Cycle	Position Number	Position Description
232323232	TAYLOR	ELIZABETH	pay072817	07/28/2017	Second Pay of a two pay month	1	PROM DIRECTOR
444444444	KRAMER	KOSMO	pay072817	07/28/2017	Second Pay of a two pay month	1	SCIENCE TEACHER
777777778	GLOW	MOP	pay072817	07/28/2017	Second Pay of a two pay month	1	CUSTODIAN
888888888	ALLEN	TIMOTHY	pay072817	07/28/2017	Second Pay of a two pay month	1	INDUSTRIAL ARTS TEACHER
888888889	BROCKOVICH	ERIN	pay072817	07/28/2017	Second Pay of a two pay month	1	HIGH SCHOOL SECRETARY
888888899	CHILDS	JULIA	pay072817	07/28/2017	Second Pay of a two pay month	1	HEAD COOK
FURY00001	Fury	Nick	pay072817	07/28/2017	Second Pay of a two pay month	3	Counter Insurgency Consultant

Click on the  to add pay information:

7. You will then need to enter in the desired pay information by clicking on in the  in the bottom left hand corner:

Position Pay

Save Cancel

Employee William, Sue Pete - ANON139 Position Position Number: 1, Position Description: Cook, Status: Active

Gross Calculations

Adoption Assistance Non Cash Earnings	Contract Gross	Gross
0.00	2,609.66	2,609.66
Life Insurance Premium Non Cash Earnings	Non Cash Taxable Benefit	Position Retirement Gross
0.00	0.00	2,609.66
Supplemental Gross		
0.00		

Pay Type	Compensation	Units	Rate	Gross	Contract Gross	Hours Worked	Description	Applies For Retirement	Supplemental	Supplemental Tax Option
Last Pay Accrued	Position Number: 1		1.00	2,609.660	2,609.66		Last Pay Accru	Applies For Retirement	Supplemental	None

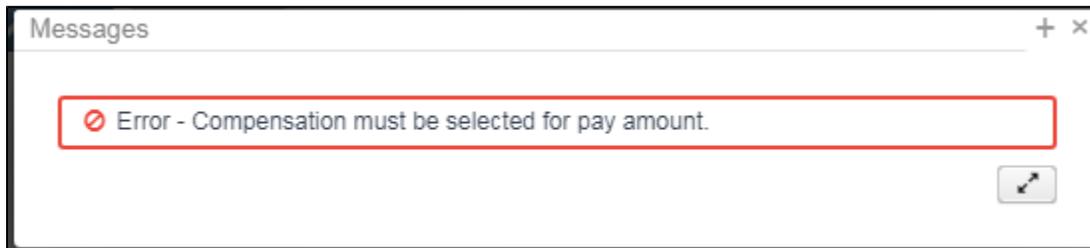
+ Add

8. Select the **Pay Type** from the drop down box for this Current record:

- **Adoption Assistance - NC2**
- **Dock** - Dock amounts are subtracted from gross wages. If there is not enough pay to cover the Dock, then a **Deferred Dock** Pay Type for the remaining Dock that could not be paid, will automatically be created. This Deferred Dock will then try to be paid on the next pay, if there is enough earnings to cover it.
- **Irregular** - Irregular pays update the contract amount paid, but do not update pays paid and days worked. This can be used to pay retro amount on a separate check.
- **Life Insurance Premium - NC1** - This pay type is used in the processing of the taxable amount of life insurance premiums on W2's for coverage in excess of \$50,000. Any NC1 amounts are taxed by Medicare and Social Security, as applicable. No Federal, state, or OSDI tax is deducted from this amount. The software provides the ability to withhold city tax on non-cash earnings. This can be activated by checking the "Tax Non Cash Earn" box on the city tax record in the Core/Payroll Item Configuration option.

- **Miscellaneous** - Does not update the contract amount paid. Miscellaneous pays can be taxed at different rates and charged to different accounts.
- **Non-cash Taxable Benefit - NC3**- This pay type will represent the non-cash taxable benefit amount.
- **Non-taxable Reimbursement** - Can be used to pay mileage or meal reimbursement
- **Overtime** - These do not update the contract amount paid. If the rate field is left blank the system will enter a rate of 1 1/2. Overtime wages are charged to an overtime account based on the employee's regular pay account.
- **Pay Off Accrued Wages** - Pay off of total accrued wages. This pay type updates the contract amount paid. This amount is calculated by the system.
- **Regular** - Regular wages for contracted employees. These count toward the fulfillment of the contract. When adding regular wages to an employee leaving the rate blank will cause the system to default to the employee's regular rate. Regular pay types are charged according to how they are set-up in Core/Payroll Accounts.
- **Retro - BCK** -Retro pay updates the contract amount paid. Can be used as a negative or positive pay.
- **Shift Premium** - Shift premiums can be defined in..... as a percent or fixed amount.
- **Termination** - Pays an employee a specific amount as termination pay, for example severance pay. You must supply the tax and retirement options. The Job Status field will be changed to 'Termination' once the payroll has been posted.

9. Choose the **Compensation** record you are wanting to use for this payment from the drop down box. This is a required field. An error will be created:



10. Enter in the **Units** (hours/days) you are paying the employee for.

11. The **Rate** for the job is the amount an employee earns per unit they work. This amount could be for a day, hour, etc. If the Rate field is left blank it will automatically default to the Position screen rate.

If the **Overtime** pay type is used and the rate field is left blank, when clicking  the rate will automatically be calculated at 1.5 times the normal listed rate on the compensation record. Overtime wages are charged to an overtime account based on the employee's regular pay account. -(OBJ codes must be defined in System/Configuration/Overtime Object Code Configuration)

12. The **Gross** will automatically be populated when the record is saved.

13. The **Contracted Gross** would be pulled in if this was a stretch paid employee.

14. Enter in the **Hours Worked**. This field is important for retirement reporting as well as Affordable Care Act reporting purposes.

15. A brief **Description** can be entered to reference what the payment is for.

16. Does this payment count toward retirement? If so check the next to the **Applies for Retirement** field. If this payment does not count toward retirement uncheck the next to the **Applies for Retirement** field.

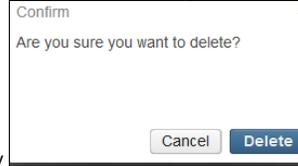
17. Is this to be taxed as a Supplemental payment? If it should be taxed as a supplemental payment check the box next to **Supplemental** if it is not to be taxed as a supplemental payment uncheck the box next to **Supplemental**. This only applies to **Miscellaneous** and **Termination Pay Types**.

18. Choose the **Supplemental Tax Option** by clicking on the . (**Federal Exemptions will be ignored if 'Supplemental Tax Options' are selected**)

- Apply Annuities to Supplemental
- Apply Annuities to Regular
- None

19. Once data is added for the employee, click on  If you do not want to add this record click on 

Once the posting has been Saved if this posting needs to be deleted click on the  button at the top left of the screen and then click the  next to



the entry. You will be prompted asking if you are sure you want to delete this entry if you click Delete the entry will be removed.

Supplemental Payments and Taxing Options

The software offers a choice as to how annuities may be applied to a Miscellaneous or Termination Pay Type The following examples illustrate the difference in tax withholding based on the way annuities are applied to payments (selecting either Taxing Option to Apply to Regular or Supplemental Wages when processing a miscellaneous or termination pay through PAYROLL PAYMENTS - CURRENT or FUTURE).

Note: If taxation option , Apply to Regular or Apply to Supplemental wages, is selected for a supplemental job and this payment is the only job being processed, any additional withholding amounts specified in the federal and/or state tax deduction records will NOT be withheld.

In the examples below, it is assumed that a regular teaching position is receiving a payment of \$1619.04 and a supplemental payment of \$3358.00.

****NOTE** The below calculations are based on the Federal Tax Table of 2018**

Example 1

Assume that the supplemental payment is entered as a Miscellaneous Pay Type and the **Supplemental Tax Payment** is selected as '**Apply Annuities to Regular' wages**.

```

Federal tax calculations:

  $1619.04 Gross from teaching position
-   462.86 Annuity
-----
  1156.18 Gross subject to federal tax
-   00.00 Exemption amounts (married with zero)
-----
  1156.18 Federal taxable gross amount

According to the tax table calculations for percentage method of
withholding:

  $1156.18 Federal taxable gross amount
-   444.00 Threshold amount for married and biweekly table
-----
   712.18 Amount subject to 10% tax

   712.18
x    .10
-----
   71.22 Tax amount on regular teaching position

  3358.00 Supplemental wages
x    .220 Supplemental tax rate
-----
   738.76 Tax amount on supplemental wages

   71.22 Tax on teaching job
+  738.76 Tax on supplemental job
-----
  809.98 Total tax for employee

```

Example 2

Assume that the supplemental payment is entered as a Miscellaneous Pay Type and the **Supplemental Tax Option** is selected as '**Apply Annuities to Supplemental' wages**.

```

Federal tax calculations:

  $1619.04 Gross from teaching position

  1619.04 Gross subject to federal tax
-   73.30 Exemption amounts (married with zero)
-----
  1545.74 Federal taxable gross amount

```

According to the tax table calculations for percentage method of withholding:

```
$1545.74 Federal taxable gross amount
- 1177.00 Threshold amount for married and biweekly table
-----
 368.74 Amount subject to 12% tax

 368.74
x    .12
-----
 44.25 Tax amount on regular teaching position

3358.00 Supplemental wages
- 462.86 Annuity
-----
2895.14 Amount subject to 22.0% tax

2895.14 Amount subject to 22.0% tax
x    .220 Supplemental tax rate
-----
 636.93 Tax amount on supplemental wages

 44.25 Tax on teaching job
+ 636.93 Tax on supplemental job
-----
 681.18 Total tax for employee
```

Applying the annuity to the regular wages (Example 1) results in a total tax of \$809.98

Applying the annuity to the supplemental wages (Example 2) results in a total tax of \$681.18

Both methods are compliant with IRS regulations regarding application of the annuity to the employee.

Using the Supplemental Tax Option field on Compensation screen to automatically select a taxing option for supplemental payments

CORE/COMPENSATION includes a field called Supplemental Tax Option. This is used to identify supplemental jobs and the associated taxing option to use with the job. Values for the field are "Apply Annuities to Supplemental, Apply Annuities to Regular, and None".

If "Apply Annuities to Regular" option is used, all amounts paid on this job will be taxed at the inflated supplemental rate using taxing (annuities applied to regular wages) during payroll calculation. If "Apply Annuities to Supplemental" option is used, all amounts paid on this job will be taxed at the inflated supplemental rate (annuities applied to supplemental wages) during the payroll calculation. The current supplemental tax rate is 22.0% for federal taxes and 3.5% for Ohio taxes. The Compensation 'Supplemental Tax Option' should be set prior to Initializing the payroll or a delete and re-add will be required through Payroll Payments Current or Future to activate the field.

Note: If a 'Supplemental Tax Option' Type is selected for a supplemental job and this payment is the only job being processed, any additional withholding amounts specified in the federal and/or state tax deduction records will NOT be withheld.

INITIALIZING the payroll will check active compensations with the Supplemental Tax Options and add these compensations to the current payroll using the associated supplemental taxing option.

If a job is added in PAYROLL/PAYROLL PAYMENTS - Current or Future and that job has a "Apply Annuities to Supplemental" or "Apply Annuities to Regular" wages, the taxing option will be set automatically. The taxing option will appear in PAYROLL PAYMENTS/CURRENT OR FUTURE and can be modified on these supplemental jobs if necessary.

If payments made on a compensation always require taxation at the 22.0% rate, you could set the Supplemental Tax Option to "Apply Annuities to Supplemental" or "Apply Annuities to Regular" and taxation on all payments made to that compensation would always be at the higher rate. This might be useful for coaching or other supplemental compensation. This may eliminate the need to miscellaneous pay some Compensations in PAYROLL PAYMENTS to activate the higher tax rate.

Specific Pay Accounts

Once the posting has been Saved but needs to be Modified, click on the  button at the top left of the screen and then click the  next to the entry.

You can then make your changes or add Specific pay Accounts. Click on  to save the account update. Click on  to save the current record.

Position Pay
Specific Pay Accounts

Expenditure Account	Amount Charged	Employer Distribution	Leave Projection	Rate Type	Delete
	0.000	<input checked="" type="checkbox"/> Employer Distribution	<input checked="" type="checkbox"/> Leave Projection	Fixed	<input type="radio"/>

+ Add

Adoption Assistance Non Cash Earnings	0.00	Contract Gross	0.00	Gross	0.00
Life Insurance Premium Non Cash Earnings	0.00	Non Cash Taxable Benefit	0.00	Position Retirement Gross	0.00
Supplemental Gross	0.00				

Pay Type	Compensation	Units	Rate	Gross	Contract Gross	Hours Worked	Description	Applies For Retirement	Supplemental	Supplemental Tax Opt
Miscellaneous	Positor	0.00	116.000	0.00	0.00			<input checked="" type="checkbox"/> Applies For Retirement	<input type="checkbox"/> Supplemental	None

+ Add

Errors

Error - PayAmount.rateNonZero: Rate must not equal zero. Pay amount rate could not be defaulted for selected Positions. A unit amount must be entered on the compensations for these positions. (Value: 'false')

Warning - No Compensation eligible for this payroll for Position #XX Employee #SSN. Position not added to payroll.

Payroll Payments-Current Video