

Payroll Training

CAPPS Payroll

Welcome to CAPPS HR/PAYROLL End-User Training (EUT)

Course Number: 160

Course Name: Payroll

This course is recommended for Payroll Analysts.

Welcome

Hello, Welcome back to the CAPPS HR/Payroll training.

Before taking this class you should have already completed the CAPPS Fundamentals course.

Introductions

Before proceeding with the course, let's take some time to get to know each other.

Tell us:

- Your name
- Your business unit and department
- Your expectations from this session
- An interesting fact about yourself

Greetings

Before we get started, let's go over some housekeeping rules, along with a few pointers and tips that will help you complete this course.

Housekeeping Rules

- Training Materials
- Restrooms
- Emergency Exits
- Please Silence Cell Phones
- Ask Questions

Course Preparation

Pointers and tips to remember while taking this course:

- This course will take approximately 1 day. This course may be completed in sections, or all in one session.
- Make sure you view all the information using the Next and Prev navigation buttons.
- Close all other applications, including email while taking the course.

- After successfully completing the course, there will be instructions on how to complete a Knowledge Check.

Course Outline

CAPPS Payroll training is organized in six sections. Throughout each section, you will learn how to use CAPPS Payroll functionality. The six sections are listed below:

- [Section 1](#) - Payroll Overview
- [Section 2](#) - Managing Employee Pay Data
- [Section 3](#) - Payroll Processing Cycle
- [Section 4](#) - On/Off Cycle Payroll Processing
- [Section 5](#) - Quarter End Reporting
- [Section 6](#) - Review

Course Objectives

After completing this course, you will be able to:

- Understand CAPPS Payroll process and integration with HCM modules
- Understand Key Definitions and Key Roles
- Maintain Employee Data
- Understand the Payroll Processing Cycle
- Manage Paysheets
- Process On-Cycle and Off-Cycle Payroll
- Generate payroll reports and queries
- Review Quarter and Year-End Processes

Section 1-Payroll Overview

Objectives

In this section, you will learn:

- Payroll for North America and CAPPS HCM Integration Points
- Key Benefits
- Roles and Responsibilities
- Changes from Current Process to Future Process
- Key Terms and Definitions

S1-Outline

Section 1 – Outline

- 1) Payroll Overview and CAPPS/HR Payroll Integration
- 2) Key Benefits
- 3) Changes from Current Process to Future Process
- 4) Roles and Responsibilities
- 5) Key Terms and Definitions

Section 1 - Lesson 1

Payroll for North America

- CAPPS Payroll provides the tools to calculate earnings, taxes, and deductions; maintain balances; and report payroll data.
- CAPPS Payroll is integrated with a number of other CAPPS modules and third-party solutions.

S1-L1, Module Integration

The CAPPS HR/Payroll is comprised of several integrated applications known as modules. These modules are used to manage employee and human resource functions.

The central module in this integration is Human Resources. The Human Resources module contains key personal and job-related information that is shared by the other modules within CAPPS. The other core modules for this phase include Position Management, Time and Labor, Payroll and Base Benefits. The additional modules that are listed are Recruit, Learn, and Performance Management. Some agencies may or may not implement these particular modules.

CAPPS integration allows Payroll to use data stored in and created by HR, Benefits, and Time & Labor modules to automatically build pay sheets and accurately calculate employee payments that comply with statutory and CPA payroll policy requirements.

- The focus of this training is Payroll.
- Position Management information flows to and from HR.
- Time & Labor information flows in and out of HR and Payroll.
- Base Benefits information flows to HR. Base Benefits is updated by ERS Interface files.
- HR information flows into Payroll but Payroll information does not flow back into HR. Why? Payroll processes the information that is in employee's records which are maintained primarily by the HR dpt. The Payroll system will never update the HR system. When we cover the Payroll Processing Cycle, you will have a better understanding as to when and how this is done. If there happens to be an payroll error message during payroll processing, payroll may need to contact HR, T&L, benefits coordinator, or leadership.

Note: The security role that a payroll person has within the system may or may not include updating employee records in HR. This is determined by your agency. Examples are employee tax information, deductions, job code, salary, etc. Why is this important? The HR data that is keyed into the system as well as what comes from Time and Labor must be accurate in order for

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employees to be paid appropriately.

S1-L2, Key Benefits

Section 1 - Lesson 2

The Key Benefits of using CAPPS/HR Payroll:

- Single integrated database; eliminates keying same data multiple times.
- Common User Interface allows easier transition within CAPPS agencies.
- Real-time processing and reporting - current information is available now.
- Many query reports can be output directly to Excel.
- Provide better management of information.
- Web-enabled Self-service functionality - information can be accessed from work or home. This functionality allows employee to review paycheck information and/or update personal and payroll information.

S1-L3, Current vs. Future Payroll Processes

Section 1 - Lesson 3

Current Payroll Process:

- Payroll processing is done in USPS and interfaces with USAS.
- Process Month-End Clear at the end of the month.
- Employee can view their paycheck on or after the Paycheck Date.
- Trial payrolls are run in USPS.
- Special pay is entered into the USPS payroll system.

Future Payroll Process:

- Payroll processing will be done handled in CAPPS and interfaces with State Payroll Reporting System (SPRS) which then verifies data in USAS.
- This process will not be needed in CAPPS. Employee balances are updated automatically when payroll is confirmed in CAPPS.
- Trial payrolls in USPS equate in CAPPS to Preliminary Calculation process. Paycheck results are available immediately.
- Your funding information will be available after running the Actuals Distribution process.
- The Payroll Actuals Distribution query is run after the Actuals Distribution process to review the funding detail for the payroll requested. (Query: TX_PY_AGY_PAYROLL_DISTRIBUTION)
- Special pays are referred to as Additional Pays that are either set up automatically upon hire based on eligibility or added manually, depending on the additional pay.

S1-L4, Roles & Responsibilities

Section 1 - Lesson 4

Employee

- Updating Employee Pay Information
- Direct Deposit
- Voluntary Deductions
- Select Charitable Contributions during Open Enrollment Period (3rd party system)
- W-4 Tax Information
- Provide consent to receive W-2 electronically
- Review Paycheck

Payroll Analyst

- Maintain Employee Pay Data (as needed)
- Direct Deposit
- Deductions
- Garnishments
- Tax Information
- Additional Pay
- Payroll Processing
- Process On-cycle (Regular) and Off-cycle (Supplemental) Payrolls
- Process Reversals, Replacements, and Returned Monies
- Create and process Consolidated Payroll Entries (CPE) and the Common Inbound Earnings (CIET) file
- Pre-Distribution Audit (PDAR) errors
- Run Actuals Distribution (Commitment Accounting funding)
- Review Payroll Reports
 - Balance Funding Reports to Payroll Summary Report
- Payroll Processing
- Create SPRS Pay Document
- Create SPRS Outbound File
- Review SPRS Reports

Commitment Accounting

- Valid Combo Codes
- PCA Setups
- Department Budget Table

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- Position versus Department Level Funding
- Ability for split funding by Position or Dept (as necessary)
- Commitment Accounting Data = Budget Load Spreadsheet (BLS) data

S1-L5, Key Terms & Definitions

Section 1 - Lesson 5

- Common Inbound Earnings Table (CIET) is a batch load process to process additional (special pays) to a large number of employees at one time, where manual CPE entry is not practical.
- Consolidated Payroll Entry (CPE) Main is a customized data entry page that is used to stage and edit one-time adjustments and/or one time payments, reversals and replacements. It is used instead of adjusting entries on Paysheets/Paylines. It has built-in edits and validations. In addition, it maintains historical documentation of actual adjustments and payments.
- Deduction codes are used to assign deductions to an employee and specify the calculation method.
- Department Budget Table identifies the funding elements (chartfield values) for earnings, employer deductions and employer taxes at either the department level, position level, or combination of both.
- Earning codes are used to define parameters and rules for calculating earnings.
- ERP Payroll Calculation/TXPyrl Calc is a customized payroll calculation that complies with State of Texas statutes and CPA payroll policy.
- Garnishments are payroll deductions that a judicial order mandates for collection of an unpaid debt.
- GL Interface is a summary of payroll information loaded as a General Ledger Journal into CAPPS Financials (FIN) and other Financial systems.
- IRS Lock Notice is a letter received from the Internal Revenue Service (IRS) specifying the maximum number of W-4 allowances that an employee is allowed.

Key Terms and Definitions Cont'd

Manager Notification is a manual process that emails managers prompting them to enter specific transactions by a due date. (MSS Full Only)

Manager Notification generates an email to managers prompting them to:

- Enter separation transactions for any departing employees in time to prevent overpayments to occur,
- Enter leave of absence, or return from, transactions,
- Enter any LWOP for the pay period to ensure current earnings are reduced for current Leave Without Pay,

- Enter pay impacting transactions (e.g. promotions, merit increases, 1 time merit pay, proportional pay addition/deletions/updates, etc.) , and
- Review their direct report list and validate all are still appropriate to be paid on the coming on-cycle payroll
- The notification process runs in the evening, two business days prior to the day the on-cycle payroll is scheduled to load per the Payroll Processing Calendar.
- Off-Cycle Payroll equates to a Supplemental Payroll in USPS.
- Ok-to-Pay is a checkbox value on a Payline that tells the system to calculate this Payline. In CAPPS, payments are loaded with OK-to-Pay selected. This field can be de-selected if no payment is to be made.
- On-Cycle Payroll equates to a Regular Payroll in USPS.
- Pay Calendars identifies a Company, Pay Group, beginning and end dates of the Pay Period, Pay check date, as well as Balance periods. A Pay Calendar entry must be assigned a Pay Run ID.
- Pay Confirmation is a process that indicates that you have reviewed and approved all payroll information for a pay run. This process also updates balances. There are many audit and error reports that should be run and checked for accuracy prior to Confirmation.
- Pay Group is a logical grouping of employees based on shared characteristics that facilitates payroll processing because of common requirements such as employee type, pay frequency, and sharing the same pay period begin and end dates. A Pay Group consolidates a set of employees within a company for payroll processing.
 - Examples: Hourly or Monthly.
- Paylines in CAPPS are created for Base Salary, Longevity, and BRP for all eligible employees.
- Payroll Actuals Distribution Process distributes earnings, employer deductions and employer taxes across the funding elements (chartfield values).
- TX Pyrl Actuals Fund Class report provides summary payroll expenditure information by Class (PCA) for a specific payroll being processed in order to aid budget and cash management staff in validating funds availability.
- TX Pyrl Actuals Fund Summary report provides summary payroll expenditure information by fund for a specific payroll document being processed.
- Payroll Details is detailed payroll information by SPRS Document Number that can be loaded into the CAPPS FIN Payment interface table.
- TX Payroll by Approp/PCA report provides summary payroll expenditure information by Appropriation/PCA for a specific payroll document being processed.
- Pay Run IDs are used to identify the Pay Calendar that you want to use to process payroll. Different Run IDs are set up for each Pay Group and Pay Period End Date for the year.

- Paysheets contain the data required to calculate employee pay for each pay period. Payroll runs a process that creates Paysheets and loads payable time from Time and Labor. Paysheets can contain multiple Paylines. The system creates one Payline for each employee to be paid. Paysheets are created for active employees and employees terminated during the pay period to be paid.
- Paysheet Manager is a custom process that analyzes Paysheets, applies Paysheet updates based on job actions and payment history and must be run before Pay Calculation and produces reports.
- Predistribution Audit Report (PDAR) is run to find possible funding errors that must be resolved before the Pay Confirmation process.
- Defensive Queries are on the Payroll Checklist and can be run during the payroll process to proactively find any potential errors or items that may need to be researched.
- Replacement Check is an Off-Cycle process that is used when an employee's check was lost or damaged and needs to be replaced.
- Check Reversals is an Off-Cycle process that is used when an employee was paid in error and the agency wants to reverse the check.
- Returned Monies is an Off-Cycle process that is used when an overpayment went to the employee and it is remitted back to the agency. The return can be a full or partial portion of check.
- Time and Labor is a CAPPS HR/Payroll module that facilitates approving time, employee schedules, overtime, comp time, Lump Sum payments and shift as applicable. Payroll runs the Load Time and Labor process that creates Paysheets and loads approved payable time from Time and Labor.

Section 2 - Managing Employee Pay Data

S2-Objectives

After completing this section, you will be able to:

- Update an employee's Direct Deposit information
- Update employee W-4 withholding information
- Understand the IRS Lock Notice
- View W-2 Consent Process
- Update State taxes for an employee living outside of Texas
- Import Balances
- Enter an employee Voluntary Deduction
- Understand employee online Charity Deductions
- Set-up an employee Garnishment

S2-Overview

Managing Employee Pay Data

In the CAPPS HR/Payroll module, employees (using Employee Self Service) will be responsible for

updating the following information related to Payroll.

- Direct Deposit
- W4 & W2 Tax Information
- Voluntary Deductions
- Charitable Contributions

There may be some instances where a Payroll Analyst will need to update or correct Employee Pay Data.

Payroll Analysts will also be viewing the selections of the W2 and 1095 Consent Process.

S2-Lesson Outline

- 1) Employee Direct Deposit
- 2) Employee Tax Information
- 3) Employee Imported Balances
- 4) Employee Voluntary Deductions
- 5) Employee Garnishments

S2-L1, Direct Deposit

Employee Direct Deposit

Payroll is responsible for managing Direct Deposit information and ensuring all employee-entered data is validated.

Payroll can do the following to manage Direct Deposits:

- Review the TINS Direct Deposit report and make necessary updates and changes in CAPPS HR/Payroll such as routing and account numbers.
- Payroll will continue to use the current process when requesting a PayCard. Once CPA Payment Services provides the routing number and account number, Payroll will add the information to the CAPPS Request Direct Deposit page.
- Currently there is only one direct deposit account allowed in CAPPS.

Note: The timing of the pre-note process is very important. If an employee submits incorrect banking information (routing and/or account information) 6 days prior to the HR Due Date or before the payroll process begins, this could result in the employee receiving a warrant instead of a direct deposit.

Section 2 - Lesson 1 - Direct Deposit Page - Payroll

The page displays a screenshot of the Request Direct Deposit page.

- The Suppress DDP Advise, Add Bank, International ACH Bank Account and Prenote fields will only be updated by CPA and not the agency.
- The International ACH Bank Acct field has a red (X) indicating it should not be used. If an employee checks this box in error, the Direct Deposit is inactivated and the employee is locked out of Direct Deposit.
- If the Employee is locked out of the DD page, they must fill out a DD Authorization form

in order to have their account reactivated. Payroll will need to make the Direct Deposit changes for the employee.

S2-L1, Exercise

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

How to update Employee Direct Deposit Bank Information
Scenario 1: Update Employee Direct Deposit

View exercise scenario (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.

S2-L2, Tax Information

Employee Tax Information

- At time of hire or rehire, employee's Tax Data defaults to Single - 0.
- Employees can also elect to have an additional dollar amount to be withheld from each paycheck. Additional Percentage amounts are not allowed to be entered within CAPPS.
- "Exempt from Federal Unemployment Tax (FUT)" checkbox should always be checked. If this gets unchecked, this will cause the payroll process to fail.
- Employees working or residing outside of Texas may be required to pay State taxes for that State. The Core User has access to update the employee's State Tax Data as necessary.
- IRS Lock Notice is received from the IRS. This stipulates the maximum number of allowances allowed on a W-4. Once entered, this prevents the employee from raising their allowances higher than the maximum stipulated. A Payroll Analyst enters this information.

Section 2 - Lesson 2 - Employee Tax Screen - W-4 Withholding Information (IRS Lock In Letter)

This page contains a screenshot of the Lock-in Letter Details section of the W-4 page.

- The IRS may send what is called an IRS Lock In Letter for allowances. This means that the IRS is locking down the maximum number of allowances allowed for an employee. When this letter is received it is important to add a new row with the date that the IRS has indicated the Lock goes into effect and ensure that the maximum number of allowances is entered in the Limit on Allowances field. If the current withholding allowance is above this number, then the withholding allowance field must be updated accordingly.
- The Lock-In details? Provides a description of what the letter means.

Section 2 - Lesson 2 - Employee Tax Screen - State

This page contains a screenshot of the State Tax Data page.

- On rare occasion there may be an employee that relocates and moves out of State. This may require that they pay Out of State taxes unless they provide payroll with a Non-Residency Statement.

S2-L2, Exercises

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

How to update W-4 Withholding Information
Scenario 1: Update Employee W-4 Information
Scenario 2: W-4 Lock Notice
Scenario 3: Viewing Employee W2 Consent

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

S2-L3, Employee Pay Data - Imported Balances

Section 2 - Lesson 3 - Employee Pay Data - TX Imported Balances

This page contains a screenshot of the TX Imported Balances page.

The TX Imported Balances will only be used for employees that are transferred from a non-CAPPS Agency to a CAPPS Agency.

S2-L4, Voluntary Deductions

- Voluntary deductions are employee designated deductions withheld from their paycheck.
- Voluntary deductions can be entered by employees through Employee Self-Service (ESS) with the exception of the College Savings Plan.
- A Payroll Analyst may need to correct or enter a deduction on behalf of an employee.

Voluntary Deductions - College Savings Plan

- The entry of the Voluntary Deductions for College Savings requires a Contract Number so these are entered by Payroll Analyst for the employee.

Voluntary Deductions - On-line Charity

- Employees will go to the SECC website to enroll in Charitable Campaign Contributions. Link to website: <https://www.secctexasgiving.org/>
- Charity elections are also Voluntary Deductions.
- Employees can elect to designate up to three different charities through Employee Self-Service (ESS), but only during the Campaign enrollment period that is, Sept 1st - October 31st, for deductions beginning January of the following year. After the campaign closes, employees may edit or delete Charitable Deductions throughout the year.
- New hire, rehire, or transfer employees that were not an active employee during the enrollment period should contact the SECC Coordinator at their agency to enroll.
- If the employee is transferred from another agency and had an existing Charity election, then Payroll will need to enter this information for the employee.

S2-L4, Exercises

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

How to enter Voluntary Deductions

Scenario 1: Enter an Employee Voluntary Deduction (College Savings)

Scenario 2: Enter an Employee On-line Charity Deduction

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

S2-L5, Garnishments

Employee Garnishments

- A Garnishment is a payroll deduction that a judicial order mandates to collect an unpaid debt. You must create a general deduction and maintain garnishment-specific data.
- Payroll Super Users are responsible for entering inputs for garnishments such as: child support orders, bankruptcies, IRS levies, etc.
- Whenever a court order is received for a garnishment, there are two tables that need to be updated if the vendor doesn't already exist:
 - TINS - Vendor Set-Up Table (establishes Vendor ID)
 - CAPPS HR/Payroll - Garnishment Payee Table
- Garnishment Vendor ID naming convention is critical due to the integration with SPRS.
- Type of garnishments with alphabetical representation:
 - Bankruptcy - B
 - Child Support - C

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- Tax Levy - T
- Student Loans, SSA, HUD or DOD - S
- Spousal Maintenance - M
- The number represents the number of the same type of garnishments assigned to employee. 01 for 1, 02 for 2, 03 for 3, etc.
- First four letters of last name-first two of first name.
- Example of a Vendor ID for an employee named Fresh Flowers with their first Child Support court order.
 - Vendor ID: C01FLOW-FR
Breakdown - C for Child Support; 01 (first garnishment of this type; FLOW (first four letters of last name; hyphen; FR (first two letters of first name)
- Note: If an employee's last name is less than four letters, then use the full last name.

S2-L5, Exercises

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

How to enter Garnishment Information

Scenario 1: Set-up Garnishment Vendor

Scenario 2: Create Employee Garnishment Specs

Scenario 3: Enter Employee Garnishment Deduction

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

S2 - Knowledge Check

Next you will be presented with a series of questions covering important things to remember from this course.

Knowledge Check

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Section 3 - Payroll Processing Cycle

S3-Objectives

After completing this section you will be able to:

- Understand at a high level the main processes involved in the Payroll Processing Cycle.

S3-Outline

1) The Payroll Processing Cycle

S3-L1, Payroll Processing Cycle

This page contains a diagram of the Payroll Processing Cycle.

The Payroll Processing Cycle provides a high-level picture of the critical steps involved in processing payroll and payments. Please note that this is high-level over view and there are many checks, balances, and audits in between these steps that we will cover when we get the section Payment Transactions and Payment Processing that involves actually running a payroll.

Pay Calendar

- Every payroll run must have a Pay Calendar and Pay Run ID for each Pay Group that should be processed in this pay cycle. The Payroll Calendar should be validated to ensure the Pay Begin and End Dates, Pay Check Issue Date, Direct Deposit Cut Off date and the Manager Payroll Notification Dates are set appropriately.
- The TX Pay Calendar page has the Direct Deposit Cutoff Date and the Manager Payroll Notification Date. These dates are critical to payroll processing. The Direct Deposit Cutoff Dates are entered by CPA and the Manager Payroll Notification Dates are entered by the agencies.

Load Time and Labor

- The Load Time and Labor process creates Paysheets and loads employees' scheduled approved time to be processed and paid.
- The Time and Labor Load pulls in Estimated and Rejected Time.

Paysheet Manager

The Paysheet Manager process analyzes Paysheets, applies Paysheet updates and must be run before the Payroll Calculation and the Consolidated Pay Entry (CPE) Load. Paysheet Manager is only required when Paysheets are created using the Load Time and Labor process.

The Paysheet Manager can be run in either Edit or Update Mode by using the Update Paysheets checkbox.

- Edit Mode (when box is unchecked): The Edit Mode allows you to review reports and correct any necessary data prior to updating Paysheets.
- Update Mode (when box is checked): The Update mode will update all of the Paysheets.

Both options produce the following four reports:

1. Additional Pay Error
2. Deceased Employees
3. Multiple Pay Lines Audit
4. Earnings Older than Two Fiscal Years Ago

CPE Main

- The CPE Main is a customized data entry page that is used to stage one-time payments and adjustments for earnings, deductions, taxes, or garnishments as well as Board Member payments.
- The CPE Main entry allows you to stage current and future payments.

CPE Main Load

- The CPE Main Load is used when CPE Main entries have been entered for either On or Off Payroll Processing.
- CPE Main Load can be run in either Edit or Update Mode.
- When unchecked it is in Edit mode and when checked it is in Update Mode.
- Edit Mode (when box is unchecked): CPE Main Load process runs in Edit Mode that analyzes the CPE Main entries before loading to Paysheets.
- Update Mode (when box is checked): CPE Main Load process runs in Update Mode that updates and loads CPE Main data onto Paysheets.
 - Both options produce reports to verify data.

The CPE Main Filtering Option allows CPE transactions to be loaded with various options.

- Returned Money checkbox - check only when processing CPE Returned Money transactions.
- EMPLID number(s) - enter when wanting to load only specific employees. If left blank, all CPE transactions with Not on Hold Status will be loaded.
- Process Transactions from What Source - used to determine the type of CPE or CIET transactions to load.
 1. "Load All" will load all CPE and CIET transactions

2. "Load from CPE Only" will only load CPE transactions.
3. "Load from CPE/Batch Only" will only load CIET transactions.
4. "Load from CPE/MSS Only" is rarely used.

CPE Reversal Load

- The CPE Reversal process is used when an employee was paid in error and the Agency wants to reverse the check. This process is always done on an Off-Cycle payroll.
- The CPE Reversal Load is used when CPE Reversal entries have been entered for Off-Cycle payroll processing.
*The CPE Reversal process can only be done after original payment has been USAS Accepted.

CPE Replacement Load

- The CPE Replacement process is used when an employee's check was lost or damaged and needs to be replaced. This process is always done on an Off-Cycle payroll.
- The CPE Replacement Load is used when CPE Replacement entries have been entered for processing.

(Preliminary) Calculate Payroll

- The customized calculation stream involves several processes with built in edits to ensure they comply with State of Texas statutes and CPA Payroll policy.
- Preliminary Payroll Calculation is a repetitive process. It can be run over and over until ready for Final Calculation.

Final Payroll Calculation

- The Final Calculation is performed when you are satisfied with all preliminary results. This process will prevent any new employee-level transactions from being included in this payroll.
- The unchecked Preliminary Calculation Run option means you are running a Final Payroll Calculation.

Pre-Distribution Audit Report (PDAR)

- The PDAR is ran to find possible funding errors that must be resolved before the Pay Confirmation process. it is critical the PDAR does not have any errors before proceeding to Pay Confirmation.

Payroll Confirmation

Payroll Confirm can only be run if a Final Calculation has been processed. Prior to Payroll Confirm, the Pre-Distribution Audit Report (PDAR) must be run to identify and correct all errors. The Payroll Confirm process updates MTD, QTD, and YTD balances for earnings, deductions, and taxes. This process also assigns CAPPS check and advice numbers.

Actuals Distribution

- The Payroll Actuals Distribution process is a critical step in our payroll process. This process distributes earnings, employer deductions, and employer taxes across the funding elements (chartfield values). The employee's paycheck distribution results can be viewed on-line under Review Actuals Distribution.
- There are (5) Payroll Reports/Query that are critical for ensuring that funding is available in USAS. These reports/query should be run, reviewed and saved/printed, compared to the Payroll Summary, and then forwarded to Commitment Accounting resources, where applicable.
 1. Actuals Fund Summary Report
 2. Actuals Class Summary Report
 3. Actuals by Approp/PCA Report
 4. Payroll Summary Report Report
 5. Payroll Actuals Distribution Query - (This query can be run to view detailed employee-level funding distribution.)

SPRS Payroll Outbound

Create Document for SPRS Outbound - Document Batch Types

- PAY is used for On-Cycle and Return Monies (Off-Cycle)
- CAN is used for Reversals (Off-Cycle)
- REP is used for Replacement Checks (Off-Cycle)
- SYS is auto-generated from a REP doc creation.
- Once the Payment Document has been created, the SPRS Outbound process creates the file for SPRS processing.
- The SPRS Audit Report is used to verify Payroll is in balance and no errors exist.

SPRS Payroll Inbound

- If errors occur, Production Support will notify Agencies for resolution. On the following day, a SPRS inbound file is received with a status of USAS Accepted or Rejected. If not accepted, errors must be fixed and the SPRS Outbound process is run again.
- Agencies can review the returned SPRS files in the Mainframe. However they can review the additional steps for Day Two in CAPPS such as TX Inquire/Delete Document and TX Document History.

General Ledger (GL) Interface and Payroll Details Process/File

- After payroll is USAS Accepted, General Ledger (GL) and Payroll Detail files are created and made available to Agencies for processing.
- GL Interface information is a summary of payroll information whereas Payroll Details contains detailed payroll information.

Reconciliation Statement

- The Reconciliation Statement can be used to complete Schedule B on Form 941.
- Each day after SPRS document has been accepted (paid through USAS), update the 941 SPRS History Table and validate against Tax Deposits on USAS Reports.

Section 4 - On/Off Cycle Payroll Processing

S4-Objectives

After completing this section, you will be able to:

- Define the Payroll Processing Types
- Review the various Payroll Checklists
- Complete On-Cycle Payroll Transactions
- Complete Off-Cycle Payroll Transactions
 - Reversals
 - Replacements
 - Returned Monies
 - Consolidated Inbound Earnings Table (CIET)
 - Consolidated Payroll Entries (CPE)

S4-Lesson Outline

- 1) Payroll Processing Types and Checklist Overview
- 2) Pre-Payroll Checkpoints
- 3) Validating Pay Calendar
- 4) Managing Paysheets
- 5) Payroll Calculation Final
- 6) Payroll Confirmation
- 7) Actuals Distribution and Funding Reports

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- 8) SPRS Processing Outbound
- 9) SPRS Processing Inbound
- 10) Off-Cycle Transactions

S4-L1, Payroll Processing Types Overview

On-Cycle Payroll

- On-Cycle processing refers to performing regularly scheduled runs. These are recurring runs for which a Pay Period, Pay Calendar, and Pay Group have been predefined. An On-Cycle payroll can be Monthly (12 payrolls per year) or Semi-Monthly (24 payrolls per year) frequencies as examples.

Off-Cycle Payroll

- Off-Cycle payroll processing refers to processing payments and making corrections to finalized results outside of the normal payroll schedule. Off-Cycle transactions are typically made to correct prior payments or to make payments that can't wait until the next scheduled On-Cycle payroll.

An Off-Cycle payroll can be used to process different types of transactions including:

- Replacements
- Cancellations (Reversals)
- Returned Monies
- CIET (can be performed on either On-Cycle or Off-Cycle payrolls)
- CPE (can be performed on either On-Cycle or Off-Cycle payrolls)
- Employees removed from On-Cycle payroll
- New Hire that was not entered in system in time for On-Cycle (must go through Time and Labor) to load payable time.

S4-L1, Payroll Checklists

Payroll Checklists

- On-Cycle Checklist - On-Cycle processing refers to performing regularly scheduled runs. These are recurring runs for which a Pay Period, Pay Calendar, and Pay Group have been predefined.
- Off-Cycle Checklist - Off-Cycle payroll processing refers to processing payments and making corrections to finalized results outside of the normal payroll schedule.
- CIET Checklist - CIET (Consolidated Inbound Earnings Table) process is to do a mass load such as Board Members, 1XM's, or other earnings codes from an excel spreadsheet. This can be processed either through an On-Cycle or Off-Cycle payroll.
- CPE Checklist - CPE (Consolidated Paysheet Entry) Main is a customized data entry page that is used to stage earnings transactions, one-time adjustments (Deductions, Taxes or Garnishments), batch load for mass transactions, one-time merits, etc. This can be processed either through an On-Cycle or Off-Cycle payroll.

- Board Member Checklist - Off-Cycle payroll to process Board Member payments using either the CIET or CPE process.
- Returned Monies Checklist - Off-Cycle payroll to process payments received from employees to payback monies paid on their behalf such as earnings, taxes and deductions. This process is done using the CPE process.
- Cancellations (Reversals) Checklist - Off-Cycle payroll to cancel payments made to employees. This process is done using the CPE process.
- Replacements Checklist - Off-Cycle payroll to replace payments made to employees. This process is done using the CPE process.

S4-L2, On-Cycle Processing Begin Lesson 2

Checklist Step 1

[On Cycle Checklist \(pdf\) printable copy](#)

On-Cycle Payroll Checklist

Step 1 – Pre-Payroll Checkpoints

- Check with HR/Benefits that all entry is complete.
- Check with TL that all entry is complete, time is approved, all exceptions have been cleared, and have T&L Admin re-run (if necessary)
- Ensure all funding for new positions or departments are set up (Dept. Budget Table)

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Viewer > TX_TL_EXCEPTIONS_BY_COMPANY

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 2 – Validating the Pay Calendar

- Validate that the Pay Run ID is attached.
- Validate the Pay Begin, Pay End, and Pay Check Issue Dates.
- Validate the Direct Deposit Cutoff and Payroll Manager Notification dates are correct.
- If any discrepancies are found, contact Production Support.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

CAPPS HR/PAYROLL

S4-L4, Managing Pay Sheets

Begin Lesson 4

Managing Paysheets

(Checklist Steps 3 - 29)

Step 3 – Query (TX_PY_ST_TAX_CALC_IS_ACTIVE (optional))

This query returns employees that have State Tax Data set up other than Texas. This can occur when employees transfer between agencies.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Viewer > Find an Existing Query > TX_PY_ST_TAX_CALC_IS_ACTIVE

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 4 - PreSheet Audit Report

- This report provides a detailed listing of set up data (employee, benefit, deductions) that can cause errors in the Create Paysheet process.
- This report is run prior to Loading Time and Labor.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Presheet Audit Report

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 5 - Query (TX_PY_UNCONFIRMED_PAYLINES)

- There are specific queries that have been created to validate payroll data.
- This query should not produce any data. However, if Paylines do appear, they will need to be confirmed or removed before proceeding with the On-Cycle payroll.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Manager > Find an existing Query > TX_PY_UNCONFIRMED_PAYLINES

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 6 - Load Time and Labor (On-Cycle)

- The Load Time and Labor process creates Paysheets and loads employee's scheduled approved time to be processed and paid. This process also loads Additional Pay such as Longevity and BRP.
- A Paysheet page brings together information from many different sources in the system, such as Job data, Additional Pay data, and Time and Labor data.
- Paysheets are arranged by page numbers and line numbers. A Paysheet contains many Paylines and each employee appears on a separate Payline that contains standard pay information as described above.
- The Paysheets contain hours that are loaded from Time and Labor and should not be edited.

Navigation: Main Menu > Payroll for North America > Payroll Processing USA > Create Paysheets > Load Time and Labor

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

(Load Time and Labor)/Pay Lines

- You can access an individual Payline to review pay earnings for a specific employee.
- The Payline provides the best search option; by Employee ID, Name, and Company.

Paysheet

This page is a screenshot of the By Paysheet search screen.

- The paysheet is a more time consuming search.
- The Employee ID is not available as a search field.

Step 7 - Review Payroll Error Messages

- The Payroll Error Message Report provides a list of error messages that are identified

during batch payroll processes.

- After the Time and Labor process has run, it is quite possible that payroll errors exist. The errors should be checked and corrected because data errors could result in paychecks not being created for specific employees or errors exist on paychecks. Some errors may prevent payroll from processing altogether.
- Either take a screenshot of the error messages or run the report and send it to the appropriate party for research and resolution.

Navigation: Main Menu > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 8 - TX Paysheet Manager

This process must be executed after Load Time and Labor and before the first Preliminary Pay Calculation. While running, it is editing against certain earnings, deductions, and taxes. This process can and will make changes to Paylines, Deduction sub-sets and Additional Tax amounts if warranted. You can only run this process once during payroll.

The TX Paysheet Manager process produces (4) four reports:

- 1) Additional Pay Error Report: Lists ineligible or invalid additional Pay Earning Codes that were deleted during the payroll.
- 2) Deceased Employee Report: Identifies any deceased employees paid on current payroll.
- 3) Multiple Pay Lines Audit Report: Identifies employee with Paylines at more than one CAPPS Central Agency on current payroll.
- 4) Earnings Older than Two Fiscal Years: Identifies employees with earnings older than 2 fiscal years.

Navigation: Main Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > TX Paysheet Manager

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 9 - Query - TX_PY_PAY_OK_TO_PAY_OFF

- This query returns Paylines with 'OK to Pay' turned off.
- These need to be reviewed and updated as needed.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Viewer > Find an Existing Query > TX_PY_OK_TO_PAY_OFF

Step 9: Query TX_PY_PAY_OK_TO_PAY_OFF

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 10 - Running Pre-Calculation Audit Report

- The Pre-Calculation Audit Report (PAY035) provides a detailed error listing (by Company, Pay Group, and Pay End Date) of information that might cause problems during the Pay Calculation process.
- It checks employment taxes and identifies orphan records. This report is run after Paysheets are created and before the calculation process.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Produce Payroll > Pre-Calculation Audit Report

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 11 - (Preliminary) Calculate Pay

This process produces results in log files that should be reviewed and analyzed during each stage of the Calculation process described below. They may contain critical information related to your payroll processing. All of the logs can be saved/printed for processing documentation.

- TXCALWS - Web service call to verify if employee terminated in 30 days
- TXCALPRE - Looks for deceased employees and changes their FICA status
- PSPPYRUN - Calculates monthly equivalents rate, OT Rate, Supplemental Rate
- TXCALBRP - Verifies if employees should be Leveled or Unleveled
- PSPPYRUN - Recalculates any Paysheets that were updated by TXCALBRP process
- TXCALRET - Checks retirement against the retirement eligibility table
- PSPPYRUN - Recalculates any Paysheets that were updated by TXCALRET process
- TX_PHYLT_AE - Updates employees that have Opted Out of Health Insurance and caps at \$60 for FT; \$30 for PT
- PSPPYRUN - Recalculates any Paysheets that were updated by the TX_PYHLT_AE process

The Payroll Calculation process has been customized to comply with statutory and CPA Payroll policy requirements. (Example) Longevity will only be paid to employees that meet eligibility

requirements.

- Preliminary Pay Calculation process can be run repeatedly until the Payroll Analyst is confident with results.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Produce Payroll > Calc Payroll

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 12 - Review Payroll Error Messages

After running Calculate Payroll (Preliminary), it is quite possible for additional errors to exist. The messages should be reviewed and action taken to clear them up.

Navigation: Main Menu > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 13 - Running Query (TX_PY_TIE_EARNS_TO_PYBL_TIME)

- This query summarizes hours to granular payable time detail.

Note: Run only if employee calculated to a negative gross.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Manager > Find an existing Query

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 14 - Running Query (TX_PY_AGY_MAX_RET_COMP)

- This query identifies employees whose annual salary could result in exceeding the IRS 401k limit for yearly retirement contributions.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Manager > Find an existing Query

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 15 - Consolidated Payroll Entry (CPE) Main

- CPE Main is a customized data entry page that is used to stage one-time adjustments for earnings, deductions, taxes, or garnishments.
- There are built-in edits for statutory requirements and CPA Payroll Policies for payments. Because of these edits, the CPE is the method used for these types of transactions.

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- The CPE Main entry allows you to stage current and future payments.
- One Time Deductions such as Additions or Refunds can be entered for an employee when necessary.
- One Time Garnishment can be entered for an employee only as a refund.
- One Time Taxes such as Additions or Refunds can be entered for an employee when necessary.

TX CPE Status/Messaging

HOLD INDICATOR

- 0 - Not on Hold (entry will be processed)
- 1 - Temporary Hold (won't be processed now, but can change status to 0 in future when ready to process)
- 2 - Permanent Hold (Marks the CPE as Inactive). The transaction will never load.
- 3 - Manually Applied (never used).
- Comments Field - Not required, but good for tracking purposes

Using the Consolidated Inbound Earnings Table (CIET)

There are many types of one-time/mass load transactions that can be entered manually or in mass. An example of this is One-Time Merit (1XM) Transactions.

- Consolidated Inbound Earnings Table (CIET) is a procedure to do a mass load for 1XM's or other earning codes from an Excel spreadsheet. This process is used when multiple entries made directly in CPE Main would be too cumbersome to make.
- One-time Merit payments are processed for eligible employees based upon the direction of management and Texas Government guidelines.
- The CIET process can be used by loading a spreadsheet if your agency is awarding One-time Merits for (50+ employees) where manual CPE Main entry is not practical.

For agencies utilizing MSS Full, one-time merits flow automatically to the CIET/CPE Main from Manager Self-Service (MSS). These transactions will be loaded via the CPE Main Load process. For agencies with MSS Lite, one-time merits are entered directly in CPE Main or CIET template.

Batch File Upload Process

The Mass Upload feature loads the batch file (spreadsheet) into the Common Inbound Earnings Table (CIET) for processing.

Running a Mass Upload for One-time Merit Compensation

After the Batch File Update Process is complete, run the TX Batch File Load into the CIET process to prepare the file to be loaded into CAPPS.

Step 15 - CPE Main/CIET Load

- This process can load all CPE Main and CIET transactions. The CPE Main Load process edits transactions, produces reports, updates Paysheets, and closes the CPE Main and/or CIET transactions.
- This process produces results that should be reviewed for successful and failed transactions.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > TX CPE Main Load

Exercise(s):

Scenario 1: CPE - One Time Merit

Scenario 2: CPE - Base Salary

Scenario 3: CPE Main Load

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 16 - (Preliminary) Calculation Payroll

- Preliminary Calculation is required to run again since the CPE Main/CIET transactions have been loaded into Paysheets.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Produce Payroll > Calc Payroll

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

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Step 17 - Review Payroll Error Messages

- After the Preliminary Payroll Calculation process has been run, it is possible that different errors may exist due to the current CPE Main/CIET activity.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 18 - Query - TX_PY_PAY_OK_TO_PAY_OFF_CPE

- This query returns Paylines with 'OK to Pay' turned off related to a CPE entry.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Viewer > Find an Existing Query > TX_PY_PAY_OK_TO_PAY_OFF_CPE

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 19 - Review Paychecks

- Reviewing paychecks at this point allows users to view and evaluate calculated checks before confirming the payroll.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paychecks

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 20 - Running Payroll Register Report - Trial/Preliminary

- This is a report of Paycheck data for all employees that receive a paycheck, and groups them by Department ID. It provides totals at the company, pay period, and pay group levels.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Register

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 21 - Deductions Not Taken Report

- The report reflects all deductions that were not taken for the pay period. It also shows the deductions and amounts that went into arrears. Utilize this report to identify the employees for which subset changes need to be applied on the Payline to enforce the 'all

or none' processing for group benefit deductions.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions Not Taken

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 22 - TX Payroll CY Audit Report

- Reports employees for a specified pay period that meet or exceed defined exception limits (defined on CAPPS Constants Table) for gross amount, deduction amount, net amount and tax amounts. This report also monitors BRP and Deferred Comp YTD maximums.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Pay Period Reports

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 23 - TX Taxable Gross Audit Report

- The TX Table Gross Audit Report reports payments containing a calculated taxable gross (FIT/OASDI/HI) that exceeds the sum of the taxable gross components on the payment.
- This report is mainly used to identify where a negative taxable gross created due to a reversal and partial reissue for that reversal where the original check and reversal/partial replacement fall in different calendar years.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Pay Period Tax Reports > TX Taxable Gross Audit

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

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Step 24 - Query - TX_PY_ZERO_CHECK_WITH_EARNS

Query returns employees with a net zero check containing earnings.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Manager > Find an Existing Query

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 25 - Query - TX_PY_DED_SUBSET_DIFF_FROM_PM

Query returns Paylines where the deduction subset is different from Paysheet Manager.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Manager > Find an Existing Query

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 26 - Query - TX_PY_STATE_NOTTX_CALCD

- Query returns paychecks where calculated State tax is outside of Texas.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Manager > Find an Existing Query

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 27 - Query - TX_PY_CHILD_SUPP_LUMP_BONUS

- Query returns calculated payments where employee receives some sort of lump sum payment over \$500 dollars (five hundred dollars) and has an existing Child Support order in arrears.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Manager > Find an Existing Query

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 28 - Query - TX_PY_PAY_OK_TO_PAY_OFF

- This query returns Paylines with 'OK to Pay' turned off.
- These need to be reviewed and updated as needed.

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Viewer > Find an Existing Query > TX_PY_OK_TO_PAY_OFF

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 29 - Query - TX_PY_PROP_PAY_ZERO_RATE

Query returns employees with hours to be paid but no hourly rate was calculated. (Example: Shift Differential)

Navigation: Main Menu > HR/Payroll > Reporting Tools > Query > Query Viewer > Find an Existing Query > TX_PY_PROP_PAY_ZERO_RATE

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

S4-L5, Calculate Payroll – Final

Section 4, Lesson 5

Payroll Calculation Final (Checklist Steps 30-32)

Step 30 - Calculate Payroll – Final

- Both Preliminary and Final calculation modes perform identical calculations. However, Final mode signals to the system that you are ready to progress to Pay Confirmation and it sets the Locked for Confirm indicator to prevent automatic updates to the Paysheets when certain employee pay data is changed, such as Time and Labor and Job Data transactions.
 - The Final Calc process locks any employee data changes from being processed until the next payroll.
- Deselect the Preliminary Calculation Run checkbox only after you have corrected all errors from the Preliminary runs and are ready to process the Final Pay Calculation run.
- Final Calculation MUST be executed before Payroll is Confirmed. This process indicates that you've reviewed and approved all payroll information for this pay run to be Confirmed.
- If all errors are not addressed during the Pay calculation, the following error will appear during confirmation:
 - "All of the checks for a pay calendar have not been calculated and therefore cannot be confirmed"
- In addition, if the payroll analyst forgets to run Pay calculation in Final mode and tries to run the Pay Confirmation, the following error will appear during confirmation:
 - "Pay Calculation Is Not Final"

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Payroll

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 31 - Review Payroll Error Messages

- Ensure all payroll messages have been resolved.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 32 - TX Pre-Distribution Audit Report (PDAR)

- This report identifies potential data issues that may occur during the Actuals Distribution process. It allows the ability to resolve issues that may be a result of missing or invalid configuration that could impact the distribution of the payroll you are processing.
- This process must NOT have any errors before continuing to the Confirm Payroll process.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Distribution > Commitment Accounting > TX Pre-Distribute Audit

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

S4-L6, Payroll Confirmation

Section 4, Lesson 6

Payroll Confirmation

(Checklist Steps 33 - 34)

Step 33 - Confirm Payroll

- Pay Confirmation is the final step in running your payroll. Running the Pay Confirmation process indicates that you have reviewed and approved all payroll information for this pay run and that you are ready to produce paychecks. However there are additional critical steps to follow in order to complete the payroll.
- After a payroll has been confirmed, you can review payments and other payroll reports.
- You can review an employee's check totals and payroll balances online.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Produce Payroll > Confirm Payroll

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 34 - Payroll Error Message Report

- If any messages appear, your Payroll may not have totally Confirmed. Fix the errors and run Pay Confirm once again.
- Review the Pay Calendar to verify Pay Confirmation started and Pay Confirmation flags are checked.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

S4-L7, Actuals Distribution

Section 4, Begin Lesson 7

Actuals Distribution

(Checklist Steps 35 - 43)

Step 35 - TX Distribute Actuals

- This process distributes employee earnings and employer fringes across chartfield combinations per department and position funding defined on the Department Budget Table configuration.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Distribution > Commitment Accounting > TX Distribute Actuals

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 36 - Review Payroll Error Messages

- After the Actuals Distribution process, errors may exist due to inaccurate configuration that could produce invalid funding results. This would require additional research to determine if any configuration updates are needed.
- If any messages appear, fix the errors and run TX Distribute Actuals again until all errors are resolved.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 37 - Running Payroll Summary Report

- This report produces a summary of paycheck detail that includes amounts, earnings, employee deductions, employer contributions, and employee and employer taxes. Use this report to reconcile to your funding reports.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Summary

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 38 - Running Payroll Register Report

- This is a report of paycheck data for all employees that receive a paycheck, and groups them by Dept ID. It provides totals at the company, pay period, and pay group levels.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Register

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Actual Distribution

Funding Reports

Funding Reports provide distributed payroll information based on Comp Object, Fund, Class (PCA), and Appropriation.

The following fund reports are provided and should be used to reconcile with your Payroll Summary Report. Upon reconciliation, these reports will also be used to verify funding:

CAPPS HR/PAYROLL

- A. TX Pyrl Actuals Fund Summary
- B. Tx Pyrl Actuals Class Summary
- C. Tx Pyrl Actuals by Approp/PCA
- D. Payroll Summary Report
- E. Payroll Actuals Distribution Query (TX_PY_AGY_PAYROLL_DISTRIBUTION)

Step 39 - (A) Running TX Pyrl Actuals Fund Summary Report

- Provides summary payroll expenditure information by Fund for a specific payroll being processed in order to aid budget and cash management staff in validating funds availability.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Distribution > Commitment Accounting USA

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 40 – (B) Running TX Pyrl Actuals Class Summary Report

- Provides summary payroll expenditure information by Class (PCA) for a specific payroll being processed in order to aid budget and cash management staff in validating funds availability.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Distribution > Commitment Accounting USA

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 41 - (C) Running TX Pyrl Actuals by Approp/PCA Report

- Provides summary payroll expenditure information by Appropriation/PCA for a specific payroll document being processed in order to aid budget and cash management staff in validating funds availability.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Distribution > Commitment Accounting USA

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 42 - Query - TX_PY_AGY_PAYROLL_DISTRIBUTION (optional)

- If agencies need detailed expenditure level funding data, this report provides more data than the other Funding Reports. This report should be run from the Reporting Tool and it provides detailed payroll expenditure information by employee for a specific payroll being processed in order to aid budget and cash management staff in validating funds availability.
- You are provided with more detailed information than the other Funding Reports and can

be downloaded to Excel to manipulate data as needed.

Navigation: Main Menu > HR/Payroll > Reporting Tools> Query > Query Viewer > Find an Existing Query > TX_PY_AGY_PAYROLL_DISTRIBUTION

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 43 - Verify Funding in USAS

- This step ensures that funding is accurate and available for payroll to use.
- Within USAS, verify funding based on the funding reports.
 - PCA, AY, Fund validation

(No exercises within CAPPS)

S4-L8, SPRS Payroll Outbound Process

Section 4, Begin Lesson 8
Payroll Processing - SPRS
Payroll Outbound Process
(Checklist Steps 44 - 47)

Step 44 - SPRS Payroll Outbound - Create TX Document

- SPRS Documents must be created and approved by the Direct Deposit Due Date noted on the Payroll Calendar.
- This step creates the Payroll (PAY) document required for SPRS/USAS processing.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Distribution > TX Create Document

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 45 - Approve TX Document in SPRS (not in CAPPS)

- After the SPRS document is created, someone at the agency with approval authority must sign into SPRS and approve the SPRS document.
- The document must be created and approved by 5:30 p.m. or it WILL NOT be processed causing the document to fail.
- Approvals are only required for PAY and REP doc types.
- **DO NOT APPROVE FOR CAN AND SYS docs.** Failure is imminent.

Step 46 - SPRS Payroll Outbound Process

- The SPRS Outbound process in CAPPS creates the payroll file and sends across to SPRS for processing and acceptance.

CAPPS HR/PAYROLL

- Run this process only ONCE per day regardless of how many documents have been created. This process creates one file for all documents that have been released for processing. This must be completed by 5:30 p.m.

Navigation: Main Menu > HR/Payroll > CAPPS Interfaces > Payroll > TX SPRS Pay Outbound

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 47 - TX SPRS Audit Report

- The TX SPRS Audit Report lists any potential errors that would not pass SPRS processing.
- After the TX SPRS Outbound file is created, the TX SPRS Audit Report is run and reviewed. This report provides an analysis of CAPPS Payroll data for SPRS to process. If errors exist or an out of balance condition is listed, they must be analyzed to determine a resolution. Contact Production Support for assistance.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Distribution > TX SPRS Audit Report

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

S4-9, SPRS Pay Processing Inbound

Section 4, Lesson 9

Payroll Processing - SPRS Pay Processing Inbound
(Checklist Steps 48 - 50)

Step 48 - Reviewed Returned SPRS Print/Error Files

- Returned SPRS Print/Error Files - On the following day, a SPRS Inbound file is received in CAPPS with a "USAS Accepted" or "Rejected" status.
- If Payroll comes back as status "USAS Rejected," CPA Production Support will contact agencies with instructions on how to resolve.

No exercise in CAPPS - Process is in SPRS

Step 49 - TX Document History

- Under Payroll Distribution in CAPPS, review the TX Document History to view the Payroll Document Status.
- USAS Accepted - If the document is USAS Accepted, the TX SPRS Paycheck tab information under Review Paycheck will be updated with USAS Information.
- Various reasons may cause a Payroll to be USAS Rejected.

TX Document History displays status of payroll documents processed overnight.

- Status and Payment Date
- Total # sent of entitlement, net pay, deductions, etc.

Navigation: Main Menu > H/Payroll > Payroll for North America > Payroll Distribution > TX Document History

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Step 50 – TX Vendor Remittance Report

The TX Vendor Remittance report is used for remitting employee-level deductions to vendors such as garnishments and credit unions. It is a good practice to keep this report for support documentation from a payroll run. Keep in mind that there are multiple pages. Vendors can be paid:

- 1) Via ACH (electronically), examples (Child Support, Credit Union and alike).
- 2) Via a warrant that the agency will receive and remit to the vendor.

Send the report to the vendor to indicate who at the agency is being paid for that particular vendor.

Navigation: Main Menu > HR/Payroll > Payroll for North America > Payroll Processing USA > Pay Period Reports > TX Vendor Remittance

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

S4-L10, Off-Cycle Transactions

Section 4, Begin Lesson 10
Off-Cycle Transactions

[Off Cycle Checklist \(pdf\) printable copy](#)

Section 4, Lesson 10 - Off-Cycle Transactions

There are various reasons for running an Off-Cycle Payroll:

- New Hire that was not entered in system in time for on-cycle (must go through Time and Labor) to load payable time.
- Check Cancellation/Reversal - Due to employee overpayment.
- Check Replacement - Employee lost or damaged check.
- Returned Monies - Money paid in error (could be entire check or a portion of check).
- CIET/CPE Main Payments - One-Time Merits or Overtime are examples.

Off-Cycle Examples

The examples included in this presentation for Off-Cycle are:

- Reversal and/or Direct Deposit Cancellations
- Replacement Transaction
- Returned Monies Transaction

[View exercise scenarios \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

S4-Knowledge Check

This section is almost complete.

It's now time to review what you've learned.

Next you will be presented with a series of questions covering important things to remember from this course.

Begin by using the Knowledge Check button.

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

Section 5-Quarter End Reporting

S5-Objectives

After completing this section, you will understand:

- Quarterly 941 Processing
- TWC Wage Verification

S5-Lesson Outline

- 1) Quarter End Reporting Activities
- 2) Year End Processing

Section 5 - Lesson 1 - Quarterly End Reporting Activities

- Payroll Analysts will follow steps provided on the Quarterly Processing Checklist in order to ensure that all requirements for Quarterly Activities are completed.
- One of the major checklist steps is creating the 941 Quarterly Report.

Quarterly 941 Report

941 is a quarterly report of wages paid to employees and withholdings made by employers. It also includes information on the employer's share of Medicare and Social Security taxes during the period reported.

TWC Quarter-End Process

CAPPS Production Support will provide Agencies with information regarding the TWC Quarter-End Process.

S5-L1, Exercise

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

Quarterly 941 Report

Scenario 1: Creating a Quarterly 941 Report

[View exercise scenario \(opens a new web browser\).](#)

After completing the exercise, close the browser tab and return to the course.

S5-L2, Year End Processing

CAPPS Production Support will provide Agencies with information regarding the Year-End processes.

Section 6 - Review

Summary

Congratulations, you have completed this course. You learned the following regarding CAPPS Payroll:

- CAPPS Payroll process and integration with HRM modules
- Definitions and Key Roles
- Maintaining Employee Pay Data
- The Payroll Processing Cycle
- Managing Paysheets
- Processing On-Cycle and Off-Cycle Payroll
- Running Payroll Reports and Queries

Conclusion

This completes the Payroll Course 160.

Hope you enjoyed this course, see you next time!