

A banner with a blue and white abstract background featuring glowing lines and circles. The text is centered and reads:

**CAPPS HR/PAYROLL**  
**End-User Training (EUT)**

**EUT Course - 160**  
**PAYROLL**

Peoplesoft 9.2  
August, 2016



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## **Payroll - PY**

### Section 1 - PeopleSoft Payroll Overview

#### **Section 1 - PeopleSoft Payroll Overview**

There are no exercises in Section 1.

### Section 2 - Managing Employee Pay Data

#### **Section 2 - Managing Employee Pay Data**

After completing the scenarios within this topic, you will be able to:

- Update an employee's direct deposit information
- Update an employee's W-4 tax information
- Understand the IRS Lock Notice
- Update State taxes for an employee living outside of Texas
- Enter an employee voluntary deduction, including deductions to a charity
- Set up a Vendor garnishment ID, create a garnishment, and enter an employee garnishment deduction

#### **S2\_L1 - Employee Direct Deposit**

##### **Section 2 - Lesson 1 - Employee Direct Deposit**

Update Employee Direct Deposit

##### **Section 2 - Lesson 1 Exercises - Scenario 1: Update Employee Direct Deposit**

###### **Procedure**

In this lesson, you will learn how to update direct deposit banking information.

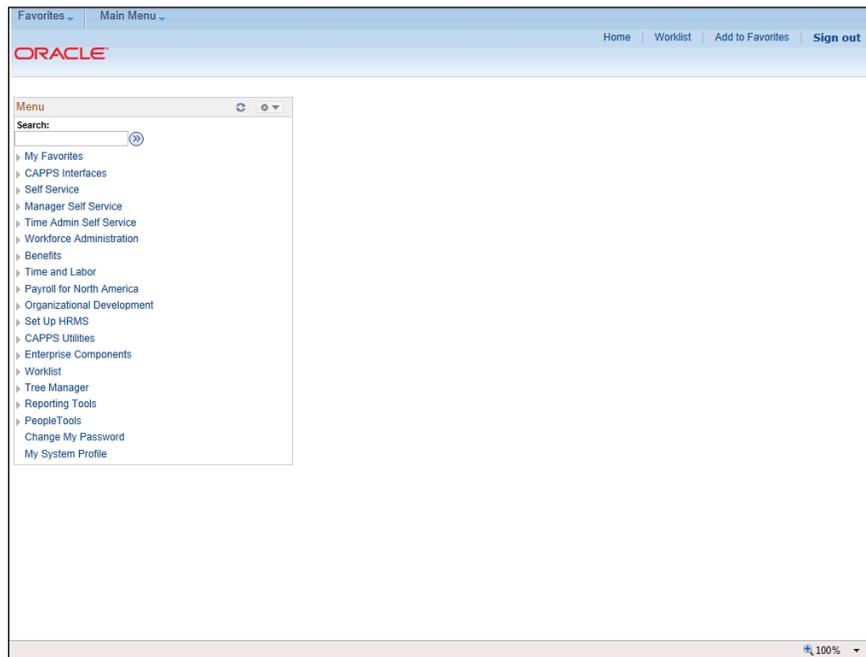
Most of the time, the employee will set up direct deposit using ESS.

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Step	Action
1.	<p><b>Note:</b> The PeopleSoft Dashboard (home page) that you see here is for training purposes only and may display more functionality (menus) than you will see in your environment.</p> <p>The view of your home page will vary according to your role.</p>



Step	Action
2.	<p>Click the <b>Payroll for North America</b> link.</p> <p><b>Payroll for North America</b></p>
3.	<p>Click the <b>Employee Pay Data USA</b> link.</p> <p><b>Employee Pay Data USA</b></p>
4.	<p>Click the <b>Request Direct Deposit</b> link.</p> <p><b>Request Direct Depositi</b></p>
5.	<p>Enter the desired information into the <b>Empl ID</b> field. Enter "<b>0000000015</b>".</p> <p>Empl ID:   begins with ▼ <input type="text"/></p>
6.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>
7.	<p>This employee does not have any existing Direct Deposit information in the system.</p>

Step	Action
8.	The <b>Effective Date</b> field will default to the current system date (today's date). You can change this date, if necessary, to show the effective date of the information you are entering.
9.	In this lesson, we want the Direct Deposit information to be effective on April 1, 2015.  Enter the desired information into the <b>Effective Date</b> field. Enter " <b>04012015</b> ". *Effective Date <input type="text" value="04/08/2015"/>
10.	Click the <b>Status</b> list. *Status <input type="text" value=""/>
11.	The <b>Status</b> field is used to indicate that the DD information will be Active (or operational).
12.	Click the <b>Active</b> list item.  <b>Active</b>
13.	<b>DO NOT USE Suppress DDP Advice Print!</b>  <b>This field is only updated by CPA.</b> This option is selected only when the employee wants to receive his/her pay advice electronically through an ePay self-service transaction.
14.	Use the <b>Bank ID</b> lookup to select from the the list of existing banks for Direct Deposit within CAPPS. (If the bank doesn't exist, you will need to contact CAPPS Production support in order for it to be added to the list.)  Click the <b>Look up Bank ID (Alt+5)</b> button. 
15.	The employee wants to receive Direct Deposit at the Federal Reserve Bank in Atlanta, GA.  Click the <b>FEDERAL RESERVE BANK</b> link. <b>FEDERAL RESERVE BANK</b>
16.	<b>You will not add a New Bank!</b>  If the bank doesn't exist when you look it up (previous step), you will need to contact CAPPS Production support in order for it to be added to the list.
17.	<b>You will not use International ACH Bank Account!</b>  If an employee selects this option through ESS, then his/her direct deposit capabilities will be disabled.

Step	Action
18.	<b>You will not use Prenotification Required!</b>  <b>This field is only updated by CPA.</b>
19.	Click the <b>Account Type</b> list. *Account Type <input type="text" value=""/>
20.	Use <b>Account Type</b> to select either <b>Checking</b> or <b>Savings</b> .  <b>Note:</b> Issue Check should never be selected.  Click the <b>Checking</b> list item. <b>Checking</b>
21.	For <b>Deposit Type</b> , an employee will only be able to use Balance of Net Pay.  Also, Direct Deposit is restricted to only one transaction.  Click the <b>Deposit Type</b> list. *Deposit Type <input type="text" value=""/>
22.	Click the <b>Balance of Net Pay</b> list item. <b>Balance of Net Pay</b>
23.	The Priority field is usually used to indicate which direct deposit is processed first. Because only one direct deposit is allowed, the allowable entry will be either <b>1</b> or <b>99</b> .  Enter the desired information into the <b>Priority</b> field. Enter " <b>1</b> ". *Priority <input type="text" value=""/>
24.	Enter the desired information into the <b>Account Number</b> field. Enter " <b>1234567</b> ". <b>Account Number</b> <input type="text" value=""/>
25.	Click the <b>Vertical Scrollbar</b> to scroll down the page.
26.	Click the <b>Save</b> button. 
27.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

**S2\_L2 - Employee Tax Information**

**Section 2 - Lesson 2 - Employee Tax Information**

## Update Employee W-4 Information

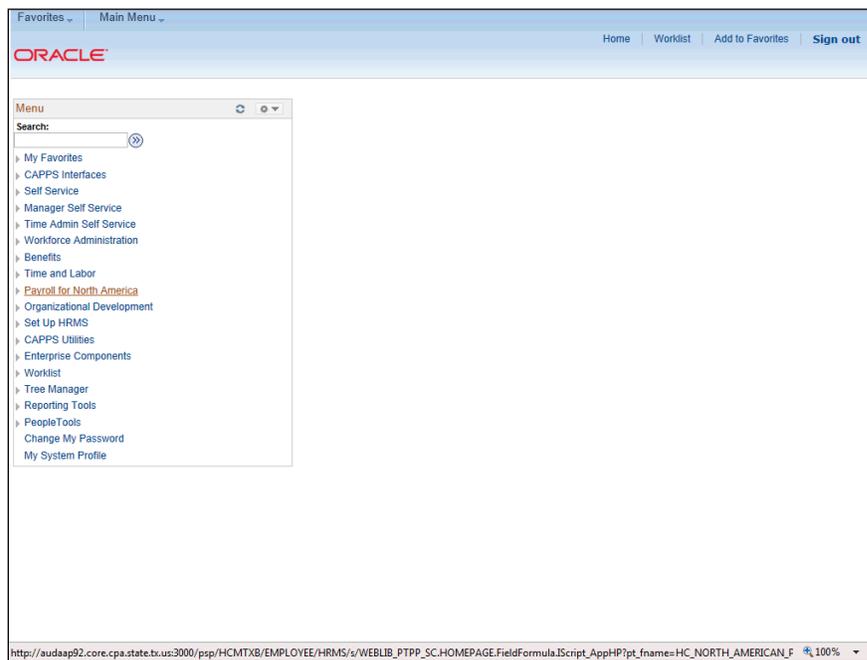
### Section 2 - Lesson 2 Exercises - Scenario 1: Update Employee W-4 Information

#### Procedure

In this lesson, you will learn how to update the W-4 Federal Tax information for payroll processing.

Most of the tax update information will be entered by employees through Employee Self Service.

Step	Action
1.	<p><b>Note:</b> The PeopleSoft Dashboard (home page) that you see here is for training purposes only and may display more functionality (menus) than you will see in your environment.</p> <p>The view of your home page will vary according to your role.</p>



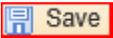
Step	Action
2.	<p>Click the <b>Payroll for North America</b> link.</p> <p><b>▶ Payroll for North America</b></p>

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Step	Action
3.	Click the <b>Employee Pay Data USA</b> link. 
4.	Click the <b>Tax Information</b> link. 
5.	Click the <b>Update Employee Tax Data</b> link. 
6.	The system opens the <b>Update Employee Tax Data</b> page.  Use this page to enter Search Criteria to locate the appropriate employee record.  Enter " <b>0000000058</b> " into the <b>Empl ID</b> field. <b>Empl ID:</b>   begins with ▼
7.	Click the <b>Search</b> button. 
8.	In order to update Federal Tax Data (W-4) information, you will use the <b>Federal Tax Data</b> tab.
9.	The system will automatically default <b>Tax Marital Status</b> to <b>Single</b> , and <b>Withholding Allowances</b> to <b>0</b> (zero).  If the W4 has different values, then the <b>Federal Withholding Elements</b> section would be updated to reflect those correct values.
10.	To update Tax Data information, add a new row of data.  Click the <b>Add a new row</b> button. 
11.	The system will populate <b>Effective Date</b> with the current system date (today's date). You should change this date to show when this new W-4 information will take effect.  Enter " <b>10142014</b> " into the <b>Effective Date</b> field. <b>*Effective Date</b>
12.	The employee's W4 indicates a <b>Tax Marital Status</b> of <b>Single</b> , and a <b>Withholding Allowance</b> of <b>2</b> .  Enter " <b>2</b> " into the <b>Withholding Allowances</b> field. <b>Withholding Allowances</b>

Step	Action
13.	If an employee wants to have an <b>Additional Amount</b> or <b>Additional Percentage</b> taken for Federal Withholding, then enter those values in the appropriate fields.
14.	Click the <b>Save</b> button. 
15.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### W-4 Lock Notice

#### Section 2 - Lesson 2 Exercises - Scenario 2: W-4 Lock Notice

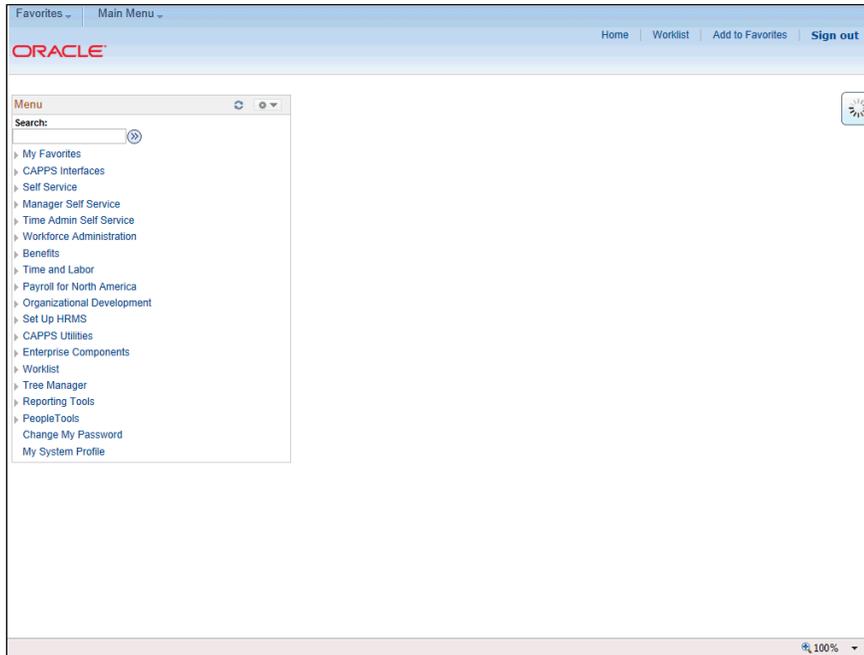
##### Procedure

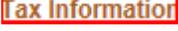
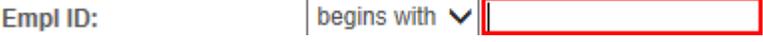
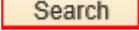
In this lesson, you will learn how to update W-4 Federal Tax information due to receiving an IRS Lock Notice.

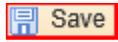
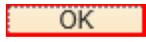
Step	Action
1.	<b>Note:</b> The PeopleSoft Dashboard (home page) that you see here is for training purposes only and may display more functionality (menus) than you will see in your environment.  The view of your home page will vary according to your role.

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Step	Action
2.	Click the <b>Payroll for North America</b> link. 
3.	Click the <b>Employee Pay Data USA</b> link. 
4.	Click the <b>Tax Information</b> link. 
5.	Click the <b>Update Employee Tax Data</b> link. 
6.	Enter "0000000043" into the <b>Empl ID</b> field. 
7.	Click the <b>Search</b> button. 
8.	Click the second entry for this employee, because he works in <b>Company T52</b> .  Click the <b>0000000043</b> link. 
9.	To change Federal Tax Data (W-4) information, use the <b>Federal Tax Data</b> tab.

Step	Action
10.	To update Federal Tax Data information, add a new row of data. Click the <b>Add a new row</b> button. 
11.	The system will populate <b>Effective Date</b> with the current system date (today's date). You will change this date to show when the IRS Lock Notice information will take effect. Enter the desired information into the <b>Effective Date</b> field. Enter " <b>10152014</b> ". *Effective Date 
12.	In the <b>Lock-in Letter Details</b> section, click the <b>Expand arrow</b> . 
13.	Click the <b>Letter Received</b> option. 
14.	If the value you enter in <b>Limit On Allowances</b> is smaller than what is currently in the <b>Withholding Allowances</b> field, the system will automatically change that field to match your new limit value. Enter " <b>5</b> " into the <b>Limit On Allowances</b> field. <b>Limit On Allowances</b> 
15.	Click the <b>Save</b> button. 
16.	The system will generate a message. Click <b>OK</b> to acknowledge this message. Click the <b>OK</b> button. 
17.	The system generates a second message. Click <b>OK</b> to acknowledge this message. Click the <b>OK</b> button. 
18.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

**S2\_L3 - Employee Voluntary Deductions**

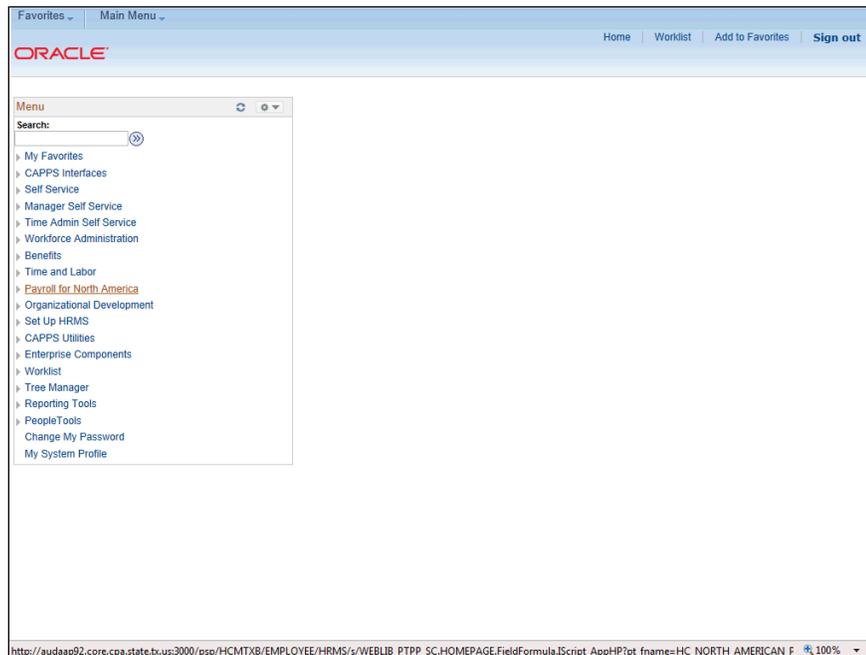
**Section 2 - Lesson 3 - Employee Voluntary Deductions**

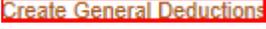
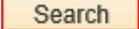
Enter an Employee Voluntary Deduction (College Savings)

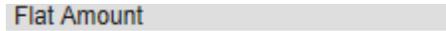
### Section 2 - Lesson 3 Exercises - Scenario 1: Enter an Employee Voluntary Deduction (College Savings)

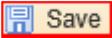
#### Procedure

In this lesson, you will learn how to enter an employee Voluntary Deduction for payroll processing.



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Employee Pay Data USA</b> link. 
3.	Click the <b>Create General Deductions</b> link. 
4.	Enter " <b>0000000023</b> " into the <b>Empl ID</b> field. Empl ID:   begins with ▼ 
5.	Click the <b>Search</b> button. 

Step	Action
6.	If this deduction does not already exist, then you will <b>Add a new row</b> in the General Deduction section.
7.	Please note that the employee might have had this deduction before, but it has now ended.  <b>If this deduction already exists</b> in the system, then you will <b>Add a new row</b> in the Deduction Details section.
8.	In this example, the deduction does not exist in the system yet.  Click the <b>Add a new row</b> button. 
9.	In the <b>Deduction Code</b> field, enter the appropriate code for this deduction.  Click the <b>Look up Deduction Code</b> button. 
10.	Click the <b>Vertical Scrollbar</b> to scroll down this list.
11.	Click the <b>TEXAS TUITION PROMISE FUND</b> link. 
12.	The system will populate the <b>Effective Date</b> field the current system date (today's date). Enter the date on which the deductions will be effective.  Enter " <b>10152014</b> " into the <b>Effective Date</b> field. <b>*Effective Date:</b> 
13.	The <b>Calculation Routine</b> value determines how the system calculates the deduction for this employee.  Click the <b>Calculation Routine</b> list. <b>*Calculation Routine:</b> 
14.	Click the <b>Flat Amount</b> list item. 
15.	If this is a deduction for a limited time, then enter a value into the <b>Deduction End Date</b> field.
16.	Enter " <b>50.00</b> " into the <b>Flat/Addl Amount</b> field. <b>Flat/Addl Amount:</b> 

Step	Action
17.	If the employee wants to use a goal amount, enter that value in the <b>Goal Amount</b> field. Deductions will cease when the <b>Goal Amount</b> is reached.
18.	After every payroll, the system will update the <b>Current Goal Balance</b> field with the total-to-date deductions toward the Goal Amount.
19.	Enter "123456" into the <b>Pre Paid Tuition Contract Number</b> field. Pre Paid Tuition Contract Number: <input type="text"/>
20.	Click the <b>Save</b> button. 
21.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

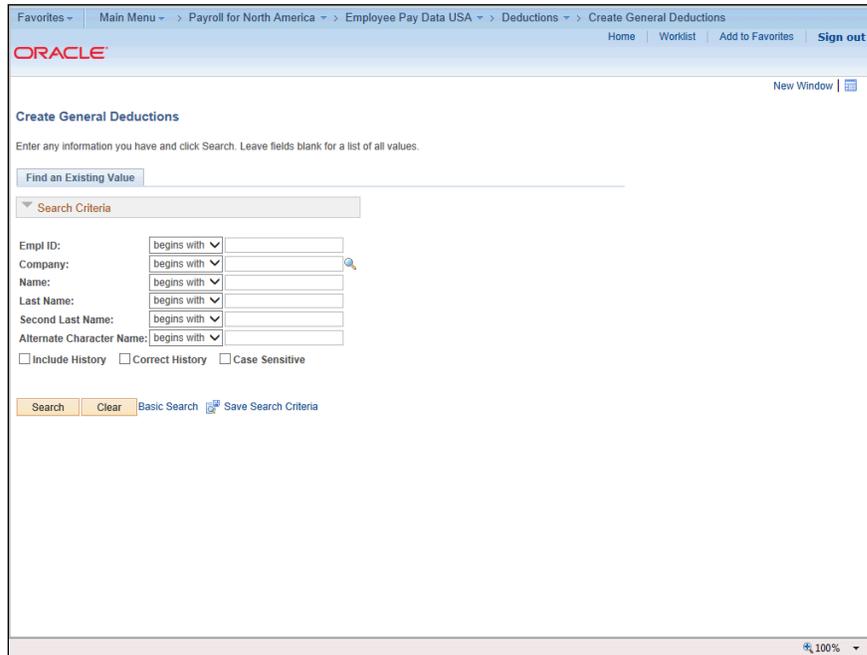
### Enter an Employee On-line Charity Deduction

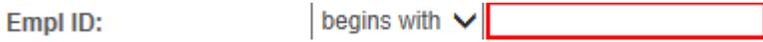
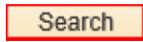
#### Section 2 - Lesson 3 Exercises - Scenario 2: Enter an Employee On-line Charity Deduction

##### Procedure

In this lesson, you will learn how to enter Charity Deductions for an employee that has transferred.

Step	Action
1.	In this lesson, you will start on the <b>Create General Deductions</b> page. You can see the menu path in the breadcrumbs at the top of the screen.



Step	Action
2.	Enter "0000000204" into the <b>Empl ID</b> field. 
3.	Click the <b>Search</b> button. 
4.	If the deduction doesn't already exist, you will <b>Add a new row</b> in the <b>General Deduction</b> section.
5.	<b>If the deduction already exists</b> , then review the information under the <b>Deduction Details</b> section.  If the deduction has ended, you will <b>Add a new row</b> in this section (the <b>Deduction Details</b> section), instead of in the General Deduction section above.
6.	Click the <b>Add a new row</b> button. 
7.	Click the <b>Look up Deduction Code</b> button. 
8.	Click the <b>CCD008</b> link. 

Step	Action
9.	Enter " <b>04152015</b> " into the <b>Effective Date</b> field. *Effective Date: <input type="text"/>
10.	Click the <b>Calculation Routine</b> list. *Calculation Routine: <input type="text" value="Default to Deduction Table"/>
11.	Click the <b>Flat Amount</b> list item. Flat Amount
12.	Click in the <b>Deduction End Date</b> field. Deduction End Date: <input type="text"/>
13.	The system auto-inserts a Deduction End Date for Charity deductions during open enrollment.  Through ESS, an employee can change the amount of this deduction, or can stop this deduction, even outside the open enrollment period.  You can add a Charity deduction <b>only during Open Enrollment</b> .
14.	Enter " <b>11302015</b> " into the <b>Deduction End Date</b> field. Deduction End Date: <input type="text"/>
15.	Enter " <b>75.00</b> " into the <b>Flat/Addl Amount</b> field. Flat/Addl Amount: <input type="text"/>
16.	Click the <b>Save</b> button. <input type="button" value="Save"/>
17.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

**S2\_L4 - Employee Garnishments**

**Section 2 - Lesson 4 - Employee Garnishments**

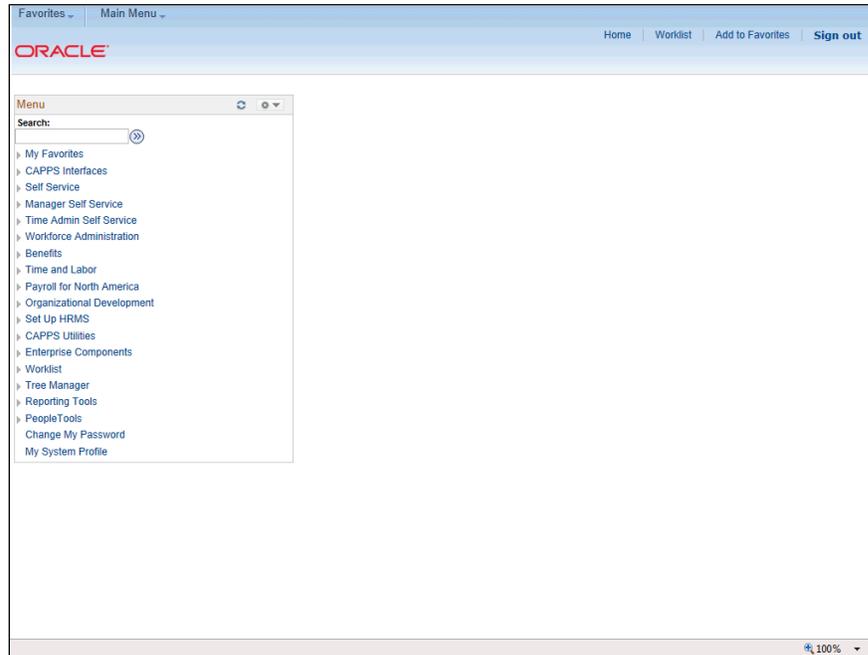
Set-up Garnishment Vendor

**Section 2 - Lesson 4 Exercises - Scenario 1: Set-up Garnishment Vendor**

**Procedure**

In this lesson, you will learn how to create a Garnishment Vendor ID.

**NOTE: You must have already created the Vendor ID in TINS.**



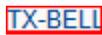
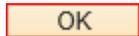
Step	Action
1.	<p>Start by going to the <b>Garnishment Payee Table</b> to add this payee to the system.</p> <p><b>NOTE: You must have already created the Vendor ID in TINS.</b></p> <p>Click the <b>Set Up HRMS</b> link.</p> 
2.	<p>Click the <b>Product Related</b> link.</p> 
3.	<p>Click the <b>Payroll for North America</b> link.</p> 
4.	<p>Click the <b>Garnishments</b> link.</p> 
5.	<p>Click the <b>Payee Table</b> link.</p> 
6.	<p>Click the <b>Add a New Value</b> tab.</p> 
7.	<p>Click the <b>Look up Set ID</b> button.</p> 

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Step	Action
8.	Click the <b>TX052</b> link. 
9.	Enter the Vendor ID that was already created in <b>TINS</b> . In this exercise, you will enter " <b>C01FLOW-FR</b> " into the <b>Vendor ID</b> field. Vendor ID:
10.	Click the <b>Add</b> button. 
11.	Enter " <b>Fresh Flowers</b> " into the <b>Vendor Name 1</b> field. *Name 1:
12.	Enter the <b>TINS Number</b> into the <b>Vendor Name 2</b> field. This number is 14 characters long. Enter " <b>0000000099999</b> " into the <b>Name 2</b> field. Name 2:
13.	Enter " <b>FRESHFLO</b> " into the <b>ShortName</b> field. *ShortName:
14.	Click the <b>Addresses</b> tab. 
15.	Click the <b>Edit Address</b> button. 
16.	Enter " <b>12345 Fresh Flower St</b> " into the <b>Address 1</b> field. Address 1
17.	Enter " <b>Temple</b> " into the <b>City</b> field. City
18.	Click the <b>Look up State</b> button. 
19.	Click the <b>Vertical Scrollbar</b> to scroll down this list.
20.	Click the <b>Texas</b> link. 
21.	Enter " <b>76502</b> " into the <b>Postal</b> field. Postal

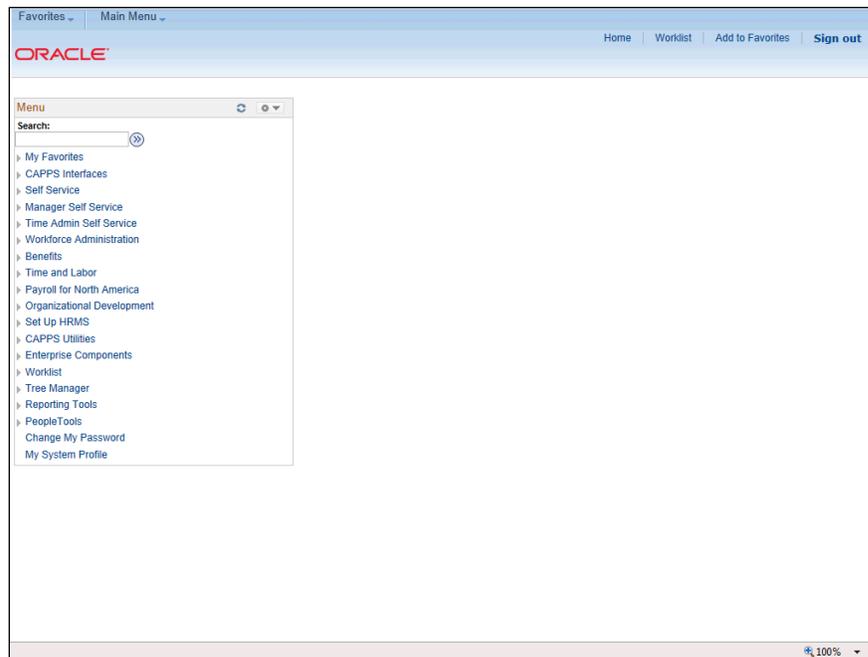
Step	Action
22.	Click the <b>Look up County</b> button. 
23.	Temple, TX is in Bell County.  Click the <b>TX-BELL</b> link. 
24.	Click the <b>OK</b> button. 
25.	Click the <b>Save</b> button. 
26.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Create Employee Garnishment Specs

### Section 2 - Lesson 4 Exercises - Scenario 2: Create Employee Garnishment Specs

#### Procedure

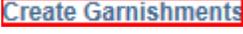
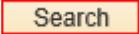
In this lesson, you will learn how to enter Garnishment Spec data.



# CAPPS HR/PAYROLL

## EUT Course



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Employee Pay Data USA</b> link. 
3.	Click the <b>Deductions</b> link. 
4.	Click the <b>Create Garnishments</b> link. 
5.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0000000060</b> ". Empl ID: <input type="text"/> begins with <input type="text"/>
6.	Click the <b>Search</b> button. 
7.	The <b>Garnishment Spec Data 1</b> is where a Garnishment is defined.
8.	Enter the desired information into the <b>Garnishment ID</b> field. Enter " <b>CHI001</b> ". *Garnishment ID: <input type="text"/>
9.	The system sets the Status to <b>Received</b> . This value will change to <b>Completed</b> once the garnishment has been satisfied.
10.	Use the fields in the <b>Received On</b> area to enter the date and time that you received the garnishment for support orders from the court or authorized agency.  Enter the desired information into the <b>Date</b> field. Enter " <b>11012014</b> ". *Date: <input type="text"/>
11.	Enter the desired information into the <b>Hours</b> field. Enter " <b>12</b> ". *Hours: <input type="text"/>
12.	Enter the desired information into the <b>Minutes</b> field. Enter " <b>15</b> ". *Minutes: <input type="text"/>
13.	Use the fields in the <b>Respond by</b> area to enter the date and time by which you must tell the court or authorized agency whether you can comply with the garnishment order.  For an example, if an employee is no longer employed, you cannot garnish wages.
14.	Enter the desired information into the <b>Date</b> field. Enter " <b>11/01/2014</b> ". *Date: <input type="text"/>

Step	Action
15.	Enter the desired information into the <b>Hours</b> field. Enter " <b>12</b> ". *Hours: <input type="text"/>
16.	Enter the desired information into the <b>Minutes</b> field. Enter " <b>15</b> ". *Minutes: <input type="text"/>
17.	Click the <b>Garnishment Type</b> list. *Garnishment Type: <input type="text" value="Writ of Garnishment"/>
18.	Click the <b>Child Support</b> list item. Child Support
19.	You must indicate if this is a <b>Current</b> or <b>Arrears</b> Support Type.
20.	The <b>Case Number</b> field is Required. If there is no Case Number enter the Cause Number here. Enter the desired information into the <b>Case Number</b> field. Enter " <b>123456789</b> ". *Case Number: <input type="text"/>
21.	The <b>Cause Number</b> should be entered if it is provided on the Court Order. If there is a <b>Cause Number</b> but no <b>Case Number</b> , then enter the Cause Number in the <b>Case Number</b> field. The <b>Case Number</b> field is a required entry.
22.	Enter the desired information into the <b>Court Name</b> field. Enter " <b>TX Court</b> ". *Court Name: <input type="text"/>
23.	The <b>Garnishment Spec Data 2</b> page enables you to enter information regarding the payee. Click the <b>Garnishment Spec Data 2</b> tab. <input type="button" value="Garnishment Spec Data 2"/>
24.	Click the <b>Look up Set ID (Alt+5)</b> button. <input type="button" value="Look up Set ID (Alt+5)"/>
25.	Click the <b>TX052</b> link. <input type="button" value="TX052"/>
26.	Click the <b>Look up Vendor ID (Alt+5)</b> button. <input type="button" value="Look up Vendor ID (Alt+5)"/>
27.	Click the <b>TSTVENDOR2</b> link. <input type="button" value="TSTVENDOR2"/>

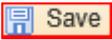
# CAPPS HR/PAYROLL

## EUT Course



Step	Action
28.	Click the <b>Look up Location (Alt+5)</b> button. 
29.	Click the <b>AUSTIN</b> link. 
30.	Click the <b>Look up Remit Address (Alt+5)</b> button. 
31.	Click the <b>1</b> link. 
32.	Enter the desired information into the <b>Payee Name</b> field. Enter " <b>Ms. V</b> ". <b>Payee Name</b> <input type="text"/>
33.	The <b>Garnishment Spec Data 3</b> page enables you to define deduction information when deducting from all payrolls.  Click the <b>Garnishment Spec Data 3</b> tab. 
34.	Enter the desired information into the <b>Start Date</b> field. Enter " <b>12012014</b> ". <b>Start Date</b> <input type="text"/>
35.	Enter the desired information into the <b>Garnishment</b> field. Enter " <b>500.00</b> ". <b>Garnishment</b> <input type="text"/>
36.	The <b>Garnishment Spec Data 4</b> page enables you to set up deduction calculation defaults and processing fee defaults.  Click the <b>Garnishment Spec Data 4</b> tab. 
37.	Click the <b>Deduction Calculation Routine</b> list. *Deduction Calculation Routine <input type="text" value="Maximum Allowed"/> 
38.	Click the <b>% DE + Amount</b> list item. <b>% DE + Amount</b>
39.	Enter the desired information into the <b>Flat Amount</b> field. Enter " <b>500</b> ". <b>Flat Amount</b> <input type="text"/>
40.	The <b>Frequency</b> should always be <b>Monthly</b> .

Step	Action
41.	Use the fields in the <b>Processing Fees</b> area to establish flat amount or percentage based fees that are deducted to pay administrative fees to your company and to the payee, if applicable.
42.	Click the <b>Show following tabs</b> button. 
43.	The <b>Garnishment Spec Data 5</b> page enables you to select a Pay Schedule Frequency.  Click the <b>Garnishment Spec Data 5</b> tab. 
44.	Click the <b>Look up Pay Frequency (Alt+5)</b> button. 
45.	Click the <b>M</b> link. 
46.	The <b>Garnishment Spec Data 6</b> page enables you to indicate which garnishment rule governs each garnishment.  Click the <b>Garnishment Spec Data 6</b> tab. 
47.	Use the <b>Law Source</b> field to select the jurisdictional entity (garnish law source) for the garnishment rule that you are applying.
48.	Click the <b>Look up Law Source (Alt+5)</b> button. 
49.	Click the <b>Vertical Scroll bar</b> .
50.	Click the <b>TX</b> link. 
51.	The <b>Rule ID</b> specifies the rules that are associated to the garnishment type.
52.	Click the <b>Look up Rule ID (Alt+5)</b> button. 
53.	Click the <b>CHILD SUP</b> link. 
54.	The Deductions Allowed in DE Calculation are populated from the DE Definition the first time the garnishment is calculated/withheld. There is no manual entry.  There is also no entry required in Garnishment Spec 7.

Step	Action
55.	Click the <b>Scroll bar</b> .
56.	Click the <b>Save</b> button. 
57.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

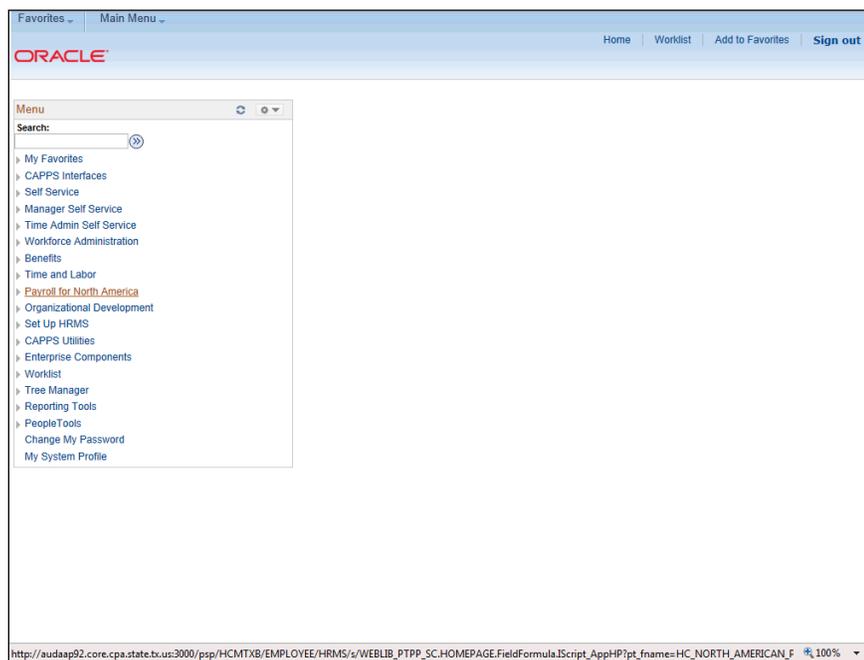
### Enter Employee Garnishment Deduction

#### Section 2 - Lesson 4 Exercises - Scenario 3: Enter Employee Garnishment Deduction Procedure

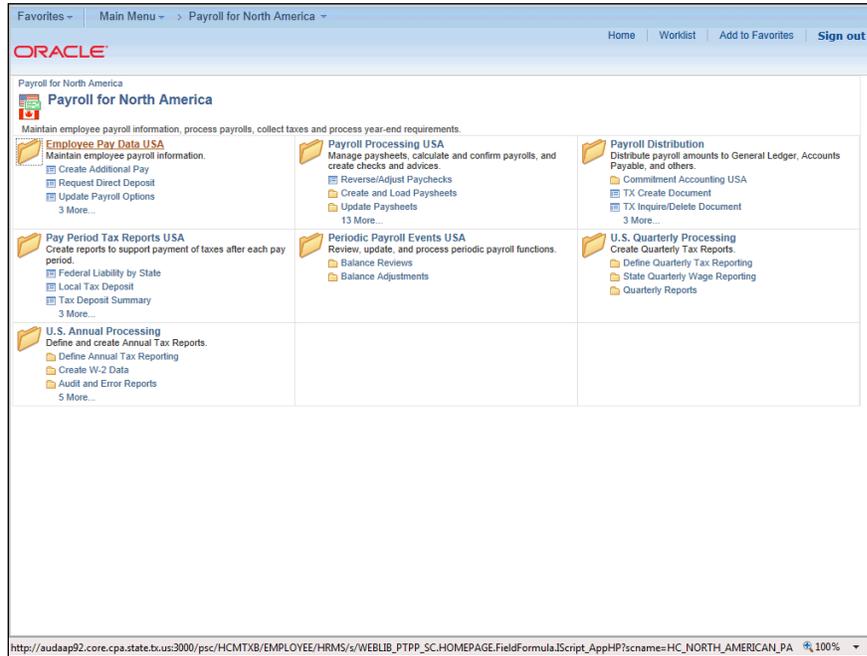
In this lesson, you will learn how to enter a Garnishment Deduction for an employee.

Three items or actions must be completed in order for a garnishment to work in the system:

1. The Garnishment Vendor must exist in the system;
2. The Employee Garnishment Specs must have been created; and
3. The Employee Garnishment Deduction must be entered.



Step	Action
1.	Click the <b>Payroll for North America</b> link. <a href="#">Payroll for North America</a>



Step	Action
2.	Click the <b>Employee Pay Data USA</b> link. <a href="#">Employee Pay Data USA</a>
3.	Click the <b>Create General Deductions</b> link. <a href="#">Create General Deductions</a>
4.	Enter the desired information into the <b>Empl ID</b> field. Enter "00000060". Empl ID: <input type="text" value="begins with"/> <input type="text" value="00000060"/>
5.	Click the <b>Search</b> button. <input type="button" value="Search"/>
6.	Check to see if there is an existing Garnishment Deduction Code.  In this example, there is only one deduction code existing. However the right arrow would be used to view additional deductions.

[Favorites](#) | [Main Menu](#) | [Payroll for North America](#) | [Employee Pay Data USA](#) | [Deductions](#) | [Create General Deductions](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

**ORACLE** New Window | Personalize Page

### Create General Deductions

**Test Employee DDDD** Person ID 0000000060  
 Company: T52 Texas Baseline Agency 052

**General Deduction** Find | View All First 1 of 1 Last  
 \*Deduction Code: ERSFEE ERS Annual Fee

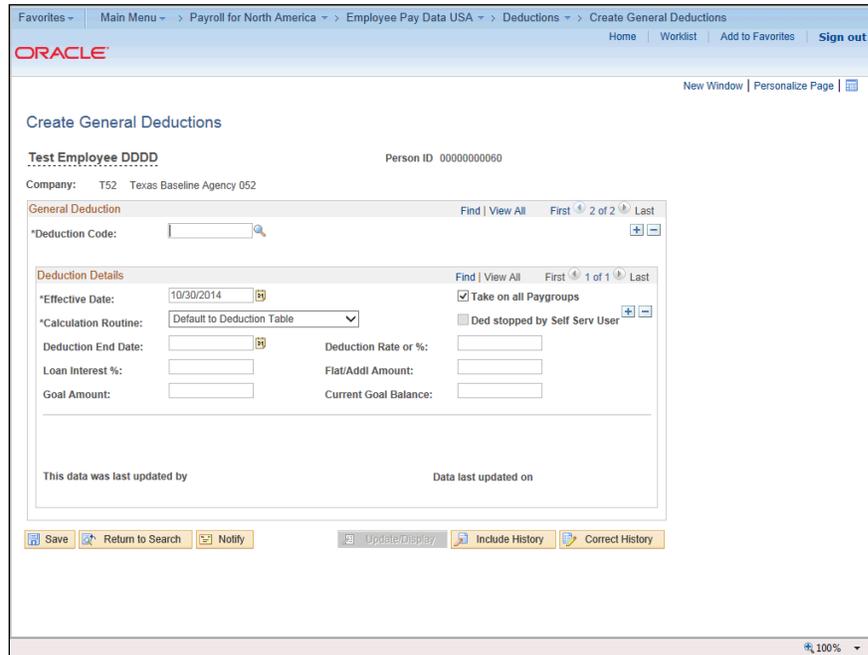
**Deduction Details** Find | View All First 1 of 2 Last  
 \*Effective Date: 10/30/2014  Take on all Paygroups  
 \*Calculation Routine: Default to Deduction Table  Ded stopped by Self Serv User  
 Deduction End Date:  Deduction Rate or %:   
 Loan Interest %:  Flat/Addl Amount: \$3.00  
 Goal Amount:  Current Goal Balance:

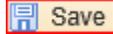
This data was last updated by System Data last updated on 09/04/2015

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Update/Display](#) | [Include History](#) | [Cancel History](#)

100%

Step	Action
7.	Add a new Garnishment Deduction. . Click the <b>Add a new row</b> button. 



Step	Action
8.	Enter the desired information into the <b>Deduction Code</b> field. Enter "gar". *Deduction Code: <input type="text"/>
9.	Click the <b>Look up Deduction Code</b> button. 
10.	The system finds the GARNSH (Garnishments) Deduction Code. Click the <b>GARNSH</b> link. <b>GARNSH</b>
11.	Change the <b>Effective Date</b> to the date on which the garnishment deduction must go into effect. Enter "12012014" into the <b>Effective Date</b> field. *Effective Date: <input type="text" value="10/30/2014"/>
12.	Because this is a Garnishment, the system automatically populates the <b>Calculation Routine</b> field with "Default to Deduction Table" and makes this field non-editable.
13.	Click the <b>Save</b> button. 
14.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Section 3 - Payroll Payment Processing Cycle

#### Section 3 - Payroll Payment Processing Cycle

There are no exercises in Section 3.

### Section 4 - On/Off Cycle Payroll Processing Checklists

#### Section 4 - On/Off Cycle Payroll Processing Checklists

#### S4\_L1 - Validating Pay Calendar

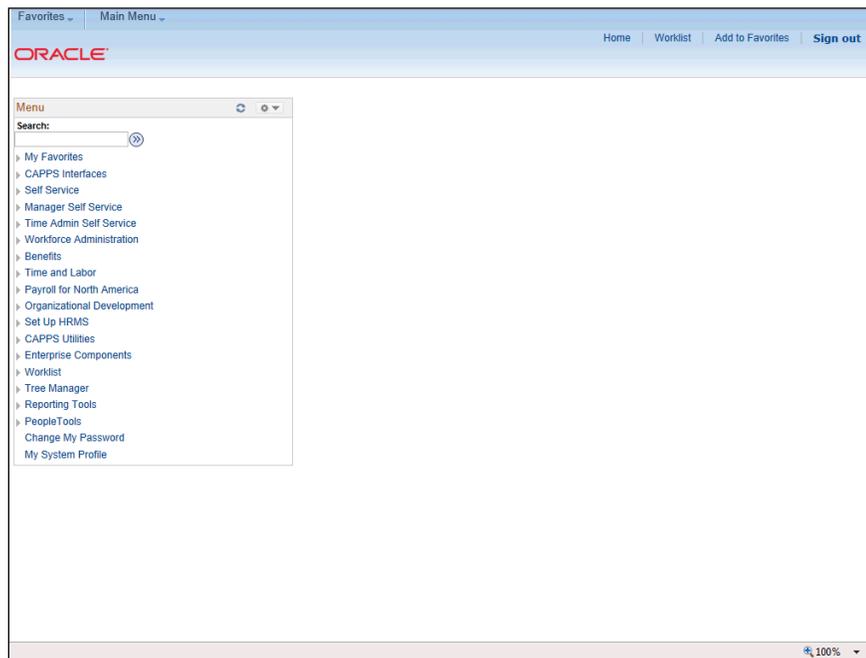
#### Section 4 - Lesson 1 - Validating Pay Calendar

##### Step 1. Validating Pay Calendar

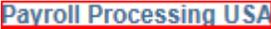
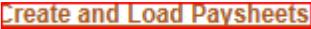
#### Section 4 - Lesson 1 Exercises - Scenario: Validating Pay Calendar

#### Procedure

In this lesson, you will learn how to check that the Pay Calendar for a pay period and the HR Payroll Due Date for a pay period are both correct.



Step	Action
1.	Click the <b>Payroll for North America</b> link. ▶ <b>Payroll for North America</b>

Step	Action
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Create and Load Paysheets</b> link. 
4.	Click the <b>Review Pay Calendars</b> link. 
5.	Payroll processing for a <b>Company</b> (Agency) uses <b>Pay Group</b> , <b>Pay Period End Date</b> , <b>Pay Run ID</b> , and <b>Pay Calendar</b> values, all of which have been created for each pay period.  The calendars are set up by CPA for the year.  The agencies are responsible for, and should update, the <b>Payroll HR Due Dates</b> .
6.	Click the <b>Look up Company</b> button. 
7.	Click the <b>T52</b> link. 
8.	Click the <b>Look up Pay Group</b> button. 
9.	Click the <b>MON</b> link. 
10.	Click in the <b>Pay Period End Date</b> field. Pay Period End Date:   =    ▾   
11.	Enter " <b>11/30/2014</b> " into the <b>Pay Period End Date</b> field. Pay Period End Date:   =    ▾   
12.	Click the <b>Look up Pay Run ID</b> button. 

# CAPPS HR/PAYROLL

## EUT Course



Look Up Pay Run ID

Pay Run ID: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Pay Run ID	Description
T32H0313	T32 February Hourly Smi1
T32H0413	T32 February Hourly Smi2
T32H0914	T32 May Hourly Smi1
T32H1014	T32 May Hourly Smi2
T32H1114	T32 June Hourly Smi1
T32H1214	T32 June Hourly Smi2
T32H1314	T32 July Hourly Smi1
T32H1414	T32 July Hourly Smi2
T32H1514	T32 August Hourly Smi1
T32H1614	T32 August Hourly Smi2
T32H1714	T32 September Hourly Smi1
T32H1814	T32 September Hourly Smi2
T32H1914	T32 October Hourly Smi1
T32H2014	T32 October Hourly Smi2
T32H2114	T32 November Hourly Smi1
T32H2214	T32 November Hourly Smi2
T32H2314	T32 December Hourly Smi1
T32H2414	T32 December Hourly Smi2
T32M0114	T32 January Monthly
T32M0213	T32 February Monthly
T32M0214	T32 February Monthly
T32M0313	T32 March Monthly
T32M0314	T32 March Monthly
T32M0413	T32 April Monthly
T32M0414	T32 April Monthly
T32M0513	T32 May Monthly
T32M0514	T32 May Monthly
T32M0613	T32 June Monthly

Step	Action
13.	Click the <b>Vertical Scrollbar</b> to scroll down the list.

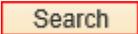
Look Up Pay Run ID

Pay Run ID: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Pay Run ID	Description
T32S1314	T32 July Smi1
T32S1414	T32 July Smi2
T32S1514	T32 August Smi1
T32S1614	T32 August Smi2
T32S1714	T32 September Smi1
T32S1814	T32 September Smi2
T32S1914	T32 October Smi1
T32S2014	T32 October Smi2
T32S2114	T32 November Smi1
T32S2214	T32 November Smi2
T32S2314	T32 December Smi1
T32S2414	T32 December Smi2
T52M0114	T52 January Monthly
T52M0213	T52 February Monthly
T52M0214	T52 February Monthly
T52M0313	T52 March Monthly
T52M0314	T52 March Monthly
T52M0413	T52 April Monthly
T52M0414	T52 April Monthly
T52M0513	T52 May Monthly
T52M0514	T52 May Monthly
T52M0613	T52 June Monthly
T52M0614	T52 June Monthly
T52M0713	T52 July Monthly
T52M0714	T52 July Monthly
T52M0813	T52 August Monthly
T52M0814	T52 August Monthly
T52M0913	T52 September Monthly
T52M0914	T52 September Monthly
T52M1013	T52 October Monthly
T52M1014	T52 October Monthly
T52M1113	T52 November Monthly
T52M1114	T52 November Monthly
T52M1213	T52 December Monthly
T52M1213A	December Payroll Adj
T52M1214	T52 December Monthly

Step	Action
14.	Click the <b>T52M1114</b> link. 
15.	Click the <b>Search</b> button. 
16.	The <b>Review Pay Calendars</b> page has three tabs. The information on the <b>Pay Calendar Table</b> and the <b>TX Pay Calendar</b> tabs should be checked for accuracy.  Check the <b>Pay Period End Date</b> , <b>Pay Period Begin Date</b> , and <b>Pay Period Close Date</b> fields; the <b>Pay Run ID</b> ; and the <b>Paycheck Issue Date</b> .  CPA creates the Pay Calendars for the year, except for special year-end exceptions.
17.	Click the <b>TX Pay Calendar</b> tab. 
18.	Check the <b>Payroll HR Due Date</b> and make sure that the date is accurate for this payroll.  Agencies are responsible for entering the <b>Payroll HR Due Date</b> for each pay period. This information should be entered as early in the year as possible.
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## **S4\_L2 - Managing Pay Sheets**

### **Section 4 - Lesson 2 - Managing Pay Sheets**

#### **Step 2. Running Query for Unconfirmed Paylines**

#### **Section 4 - Lesson 2 Exercises - Scenario: Running Query for Unconfirmed Paylines**

##### **Procedure**

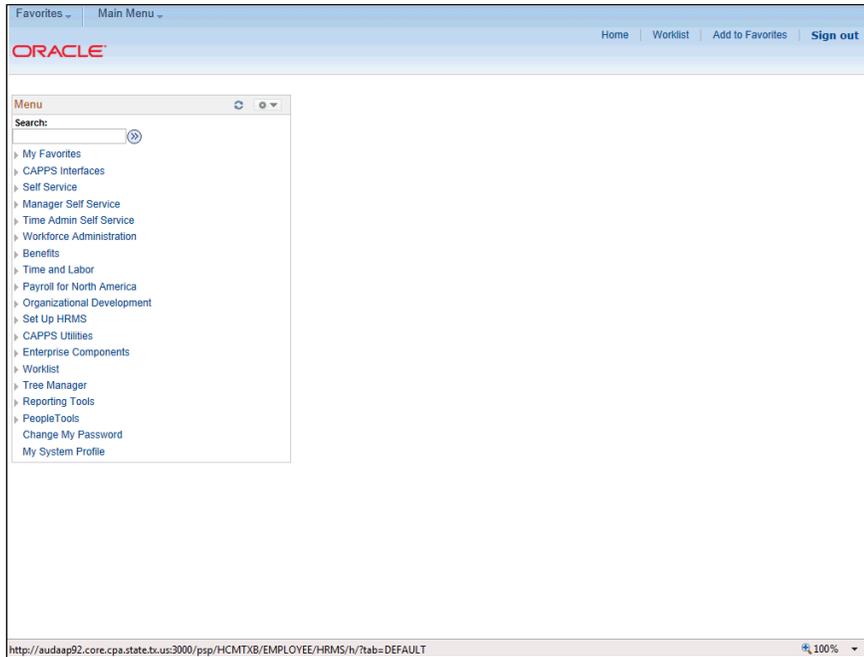
In this lesson, you will learn how to run the Query for Unconfirmed Paylines.

You run this query to make sure that all prior period paylines are confirmed. This query should be clean: in other words, there should NOT be any results in this query.

If your query returns any data, you must investigate and clear those entries prior to running On-Cycle payroll.

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
1.	Click the <b>Reporting Tools</b> link. 
2.	Query Viewer allows a user to run and view existing queries. Click the <b>Query Viewer</b> link. 
3.	This query begins with "TX_PY_UNCONF." Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_unconf</b> ". 
4.	If you do not know the specific name for a query, you can type the first few characters and click search. Generally, most Payroll queries will begin with <b>TX_PY</b> .
5.	Click the <b>Search</b> button. 
6.	<b>Run to HTML</b> will return the results of the query into a browser window.
7.	<b>Run to Excel</b> will return the results of the query into an Excel spreadsheet; you then have options to format the data, edit the data, save the file, and print the file.

Step	Action
8.	Click the <b>HTML</b> link. 
9.	The system opens a new tab (or a new window, depending on your browser settings) for you to enter the parameters of your query.  Most queries require parameters.  Click the <b>Look up Company (Alt+5)</b> button. 
10.	Click the <b>T52</b> link. 
11.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
12.	Click the <b>MON</b> link. 
13.	Click the <b>View Results</b> button. 
14.	The system tells you that there are no unconfirmed paylines.  This is a clean query, and you can proceed with On-cycle Payroll processing.
15.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Step 3. Load Time and Labor

#### **Section 4 - Lesson 2 Exercises - Scenario: Load Time and Labor**

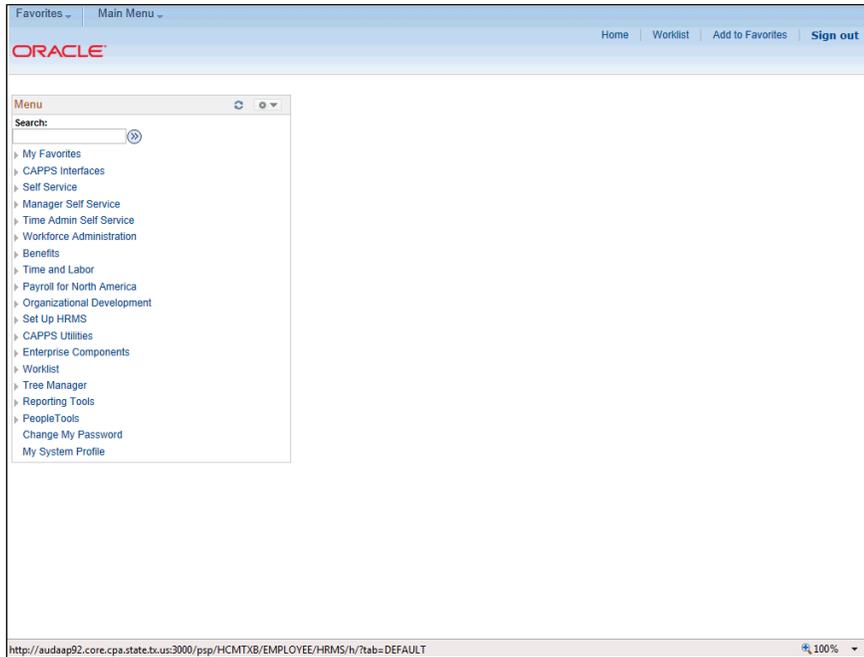
##### **Procedure**

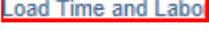
In this lesson, you will learn how to Load Time and Labor (pay sheets) for Payroll Processing.

This process creates paysheets and loads employees' scheduled approved time.

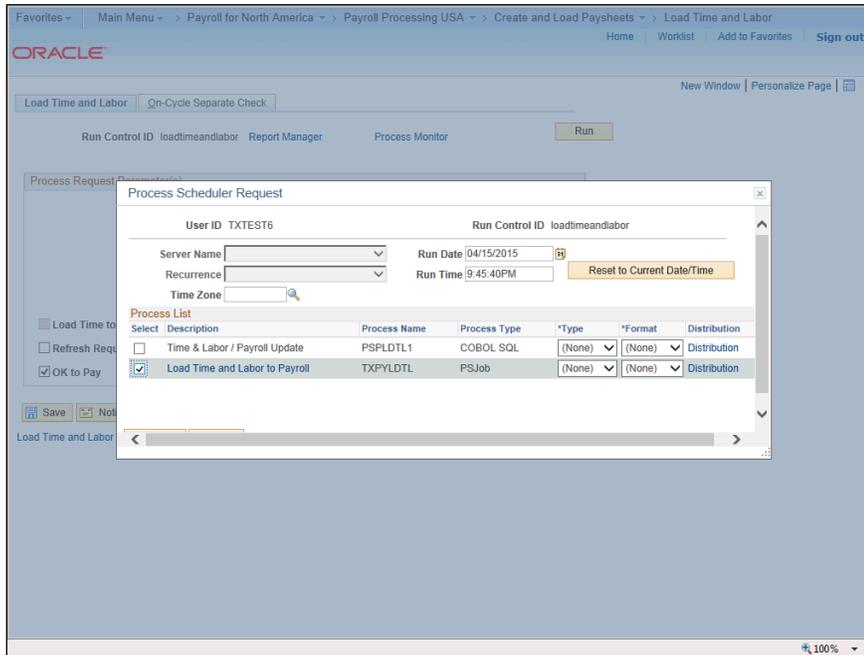
# CAPPS HR/PAYROLL

## EUT Course

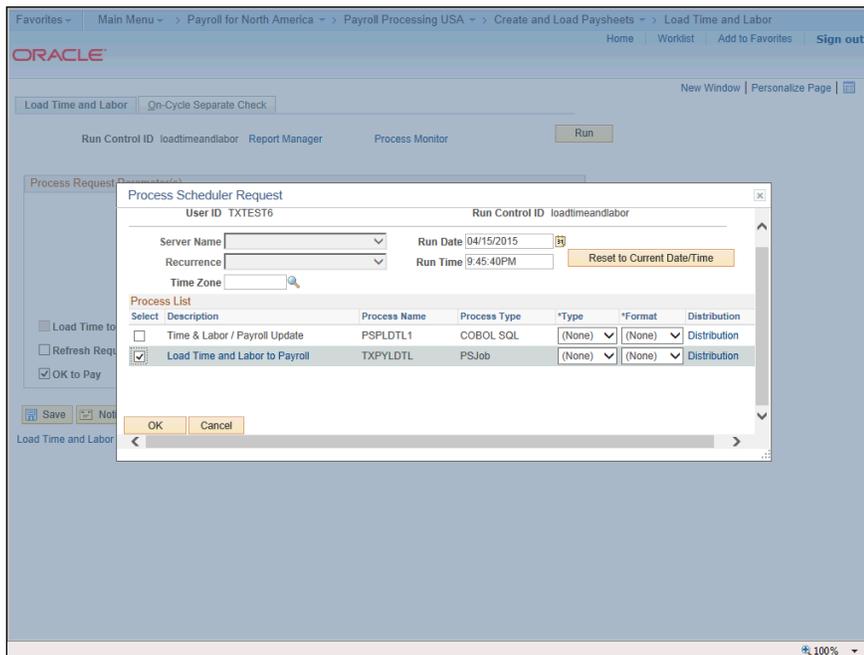


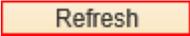
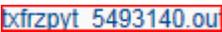
Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Load Time and Labor</b> link. 
4.	If you have run this process (Load Time and Labor) before, then find your existing Run Control ID by entering it and clicking on the <b>Search</b> button.  On the other hand, if this is the first time that you have ever run this process, you must <b>Add a New Value</b> .
5.	Click the <b>Add a New Value</b> tab. 
6.	Remember, you only have to add a new value once. After that, you can reuse this same Run Control ID again and again, even if you change the parameters throughout the year.  Enter the desired information into the <b>Run Control ID</b> field. Enter <b>"loadtimeandlabor"</b> . <b>Run Control ID:</b> 

Step	Action
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
9.	Click the <b>Vertical Scrollbar</b> .
10.	Click the <b>T52M1114</b> link. <a href="#">T52M1114</a>
11.	Click in the <b>Description</b> field. *Description <input type="text"/>
12.	Enter the desired information into the <b>Description</b> field. Enter " <b>November On-Cycle</b> ". *Description <input type="text"/>
13.	Click the <b>On or Off-Cycle</b> list. *On or Off-Cycle <input type="text" value="On or Off-Cycle"/>
14.	Click the <b>On-Cycle Checks</b> list item. On-Cycle Checks
15.	Click the <b>Processing Option</b> list. *Processing Option <input type="text" value="Load All Time"/>
16.	Click the <b>Load All Time</b> list item. <a href="#">Load All Time</a>
17.	The <b>OK to Pay</b> option should already be checked. If not, click in the checkbox to select it.
18.	Click the <b>Run</b> button. 
19.	Make sure to select the correct description.  Click the <b>Load Time and Labor to Payroll</b> option. <input type="checkbox"/> <a href="#">Load Time and Labor to Payroll</a>



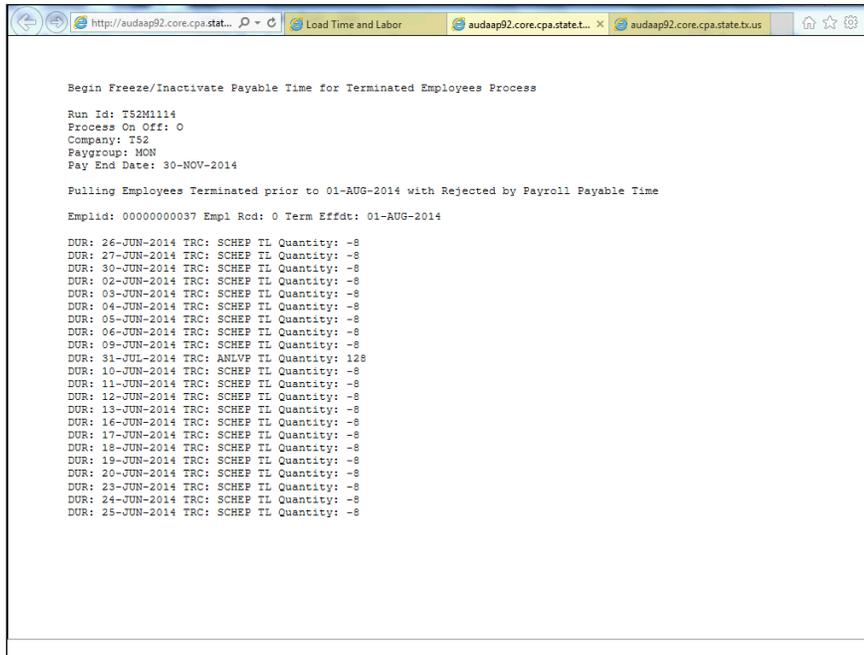
Step	Action
20.	Click the <b>Vertical Scrollbar</b>



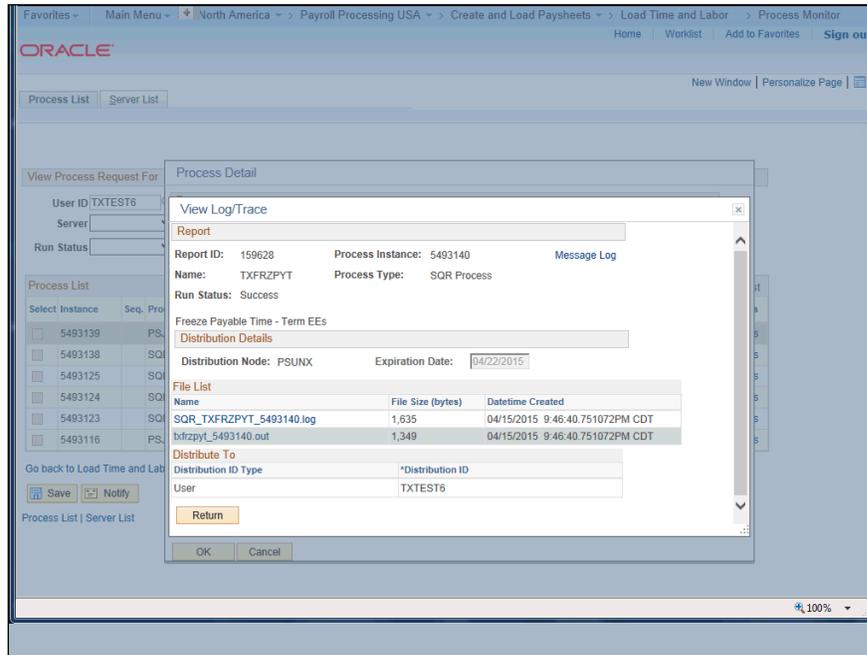
Step	Action
21.	Click the <b>OK</b> button. 
22.	The system is now running the process. It has assigned a <b>Process Instance</b> number, which appears near the Run button.  You will use this number (5493139) to track the progress of your process in the <b>Process Monitor</b> .
23.	Click the <b>Process Monitor</b> link. 
24.	Your Process <b>Instance</b> (in this case, 5493139) is at the top of the Process List.  When <b>Run Status = Success</b> , and <b>Distribution Status = Posted</b> , your process is complete.
25.	This page is static (it doesn't automatically refresh itself). Use the <b>Refresh</b> button to periodically ask the system about the progress of your job.  You should click on this button once every 20-30 seconds or so, until your process is complete.  Click the <b>Refresh</b> button. 
26.	Your Process is complete.  <b>Run Status = Success</b> , and <b>Distribution Status = Posted</b> .
27.	If your Process Type is a PSJob, then the <b>Process Name</b> will be a link.  Click the <b>TXPYLDTL</b> link. 
28.	The system displays the steps of the process.  Click the <b>5493140 - TXFRZPYT Success</b> link. 
29.	Click the <b>View Log/Trace</b> link. 
30.	Click the <b>txfrzpyt_5493140.out</b> link. 

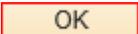
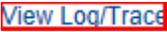
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Step	Action
31.	<p>The output report opens in a new tab (or new window, depending on your settings).</p> <p>This report shows time that will not be processed in payroll. This information should be reviewed with a Time and Labor Super User.</p> <p>Click the <b>Close Tab</b> button.</p> 



Step	Action
32.	Click the <b>Return</b> button. 
33.	Click the <b>OK</b> button. 
34.	Click the <b>5493141 - PSPLDTL1 Success</b> link. 
35.	Click the <b>View Log/Trace</b> link. 
36.	Click the <b>CBL_PSPLDTL1_5493141.log</b> link. 

```

http://audaap92.core.cpa.state.tx.us
Load Time and Labor
audaap92.core.cpa.state.tx.us
audaap92.core.cpa.state.tx.us

PeopleSoft Payroll -- Version 9.2
Copyright (c) 2012, Oracle and/or its affiliates. All rights reserved.

Load Time & Labor to Payroll started at 21:46:42.99.

If Load Time and Labor does not complete, please refer to the
"Procedure to Follow when Load Time and Labor Abends" instruction provided by Peoplesoft
Payroll Req Num...: +0000000201
Process Instance...: 0005493141

Pay Update (ON-CYCLE) started for Run: T52M1114
Company.....: TS2
Paygroup.....: MON
Pay End Date.....: 2014-11-30
Paysheets have NOT been created.

Paysheet build process started for
Company.....: TS2
Paygroup.....: MON
Pay End Date.....: 2014-11-30
127 employee(s)/job(s) processed.

Update of Time & Labor data to the Paysheets has begun

Check Time and Labor Errors in Payroll Error Messages
Check Messages!!!
Load Time & Labor to Payroll ended at 21:47:11.26.
    
```

Step	Action
37.	<p>Load Time &amp; Labor may have exceptions.</p> <p>These exceptions should be reviewed with a Time and Labor Super User.</p> <p>Click the <b>Close Tab</b> button.</p> 
38.	<p><b>Congratulations!</b> You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

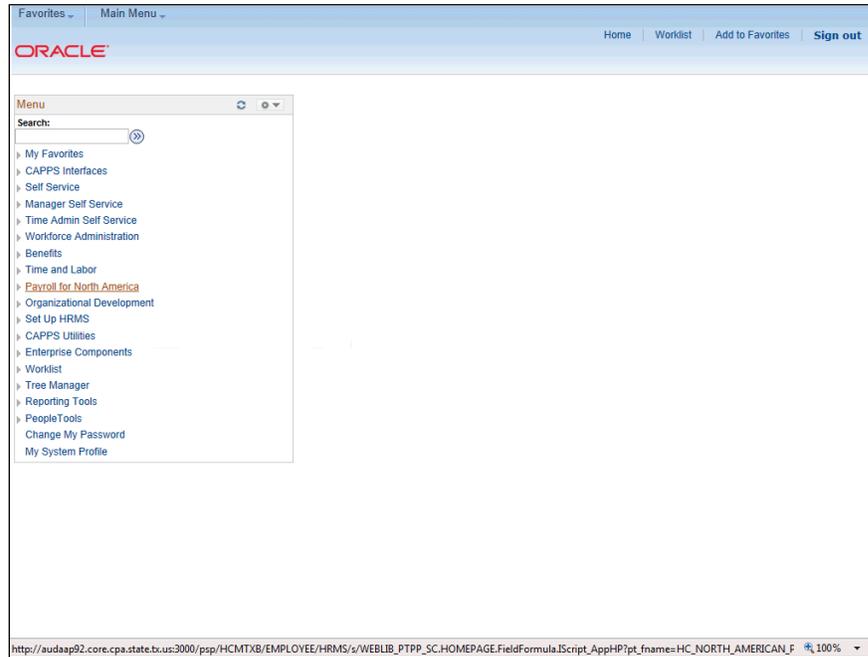
**Step 4. Review Payroll Error Messages**

**Section 4 - Lesson 2 Exercises - Scenario: Review Payroll Error Messages**

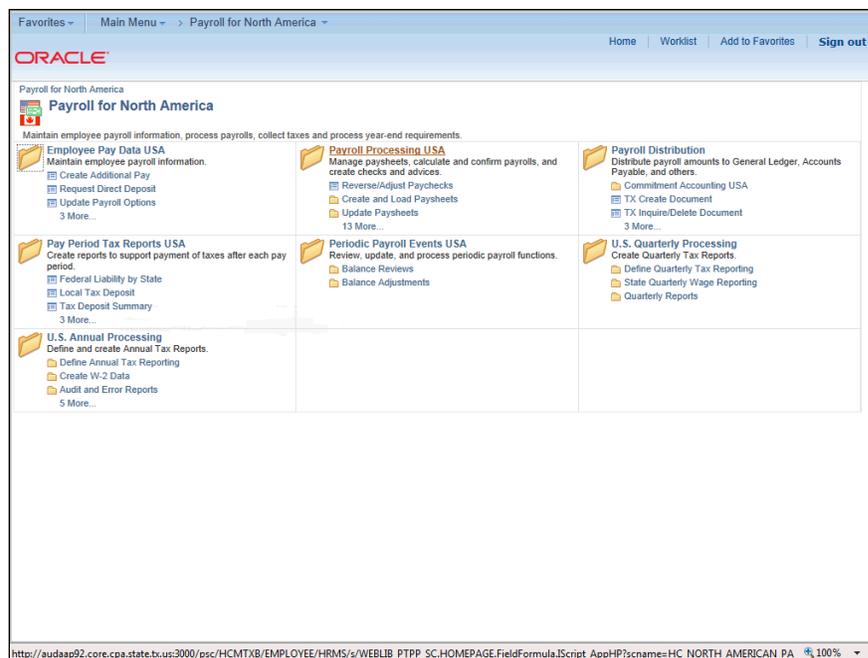
**Procedure**

In the lesson, you will learn how to review Payroll Error Messages.

If the system encounters errors during batch payroll processing, it will produce Error Messages. Each error message has a message ID number as well as a description of the error.



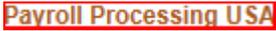
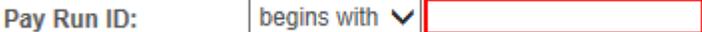
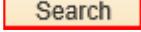
Step	Action
1.	Click the <b>Payroll for North America</b> link. <a href="#">Payroll for North America</a>



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Step	Action
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Review Processing Messages</b> link. 
4.	Click the <b>Review Payroll Error Messages</b> link. 
5.	Click the <b>Look up Company (Alt+5)</b> button. 
6.	Click the <b>T52</b> link. 
7.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
8.	Click the <b>MON</b> link. 
9.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
10.	Click the <b>Vertical Scroll bar</b> .
11.	Click the <b>10/31/2014</b> link. 
12.	Click in the <b>Pay Run ID</b> field. 
13.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
14.	Click the <b>Vertical Scroll bar</b> .
15.	Click the <b>T52M1014</b> link. 
16.	Click the <b>Search</b> button. 
17.	Click the <b>10/31/2014</b> link. 

Step	Action
18.	There are 21 messages. Click the <b>View All</b> link. 
19.	Click the <b>Vertical Scrollbar</b> .
20.	Click the <b>Return to Search</b> button. 
21.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 5. Running TX Paysheet Manager

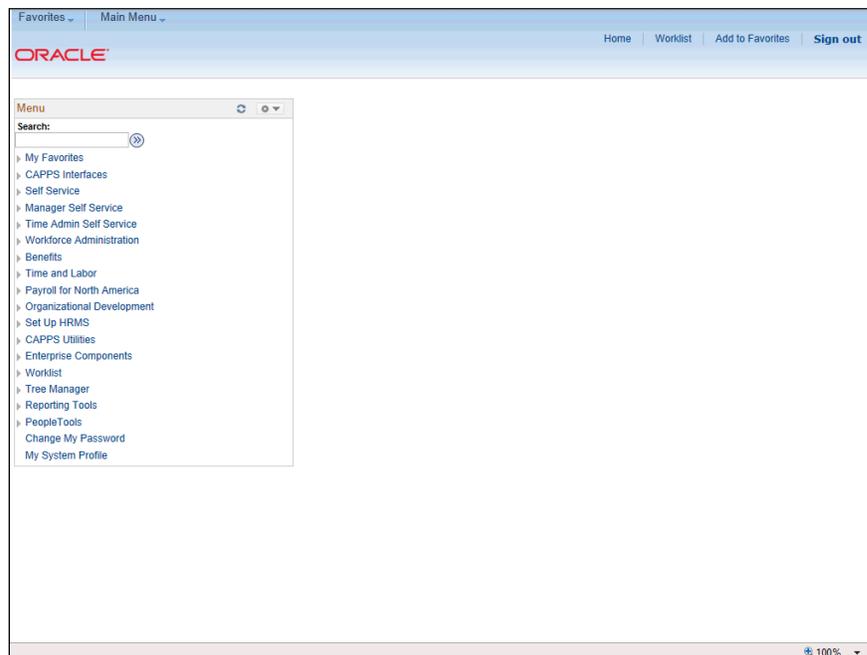
### Section 4 - Lesson 2 Exercises - Scenario: Running TX Paysheet Manager

#### Procedure

In this lesson, you will learn how to run the TX Pay Sheet Manager.

TX Paysheet Manager is a custom process.

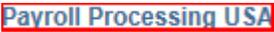
It **must** be run after Load Time and Labor, and before the first Calculation. As it runs, it edits against certain earnings, deductions, and taxes. This process can and will make changes to paylines, deduction sub-sets, and additional tax amounts.



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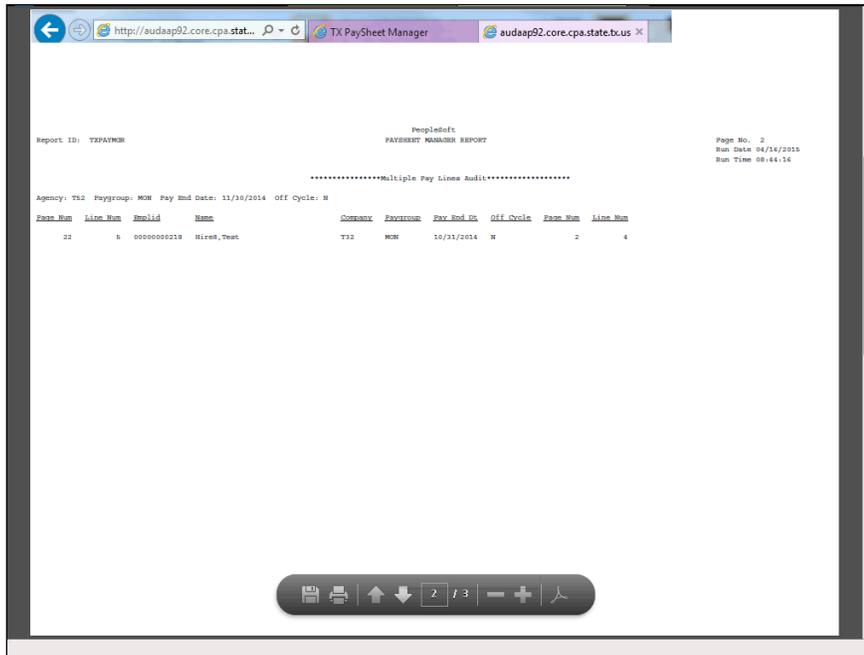


Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Update Paysheets</b> link. 
4.	Click the <b>TX PaySheet Manager</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>paysheetmgr</b> ". Run Control ID: 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Company (Alt+5)</b> button. 
9.	Click the <b>T52</b> link. 
10.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
11.	Click the <b>MON</b> link. 
12.	Click the <b>Look up Pay Period End (Alt+5)</b> button. 
13.	Click the <b>11/30/2014</b> link. 
14.	You must de-select the <b>Off Cycle</b> checkbox. Click the <b>Off Cycle ?</b> option. 

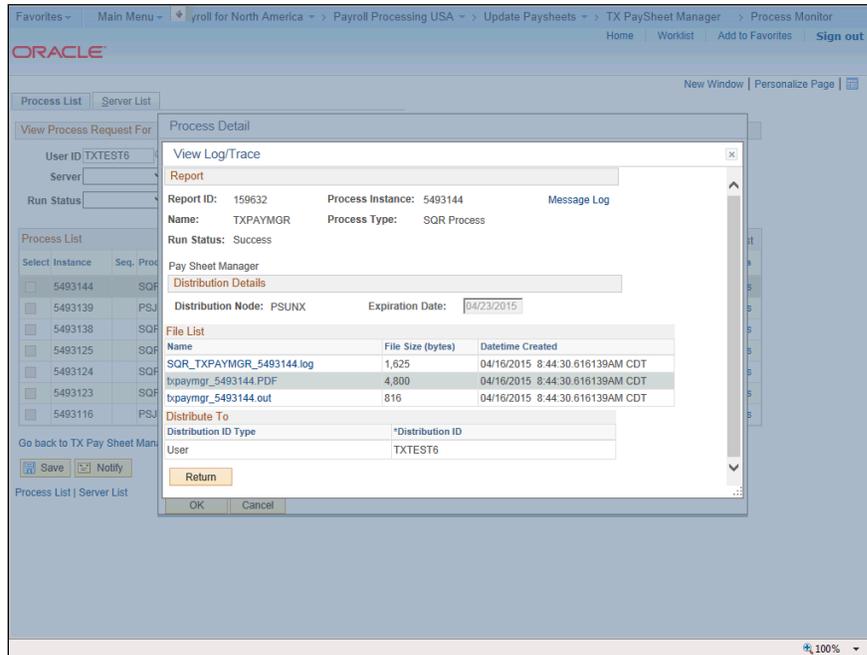
Step	Action
15.	You must select the <b>Update PaySheets</b> option.  Click the <b>Update PaySheets?</b> option. <input type="checkbox"/> <b>Update PaySheets?</b>
16.	Click the <b>Run</b> button. <input type="button" value="Run"/>
17.	Use the Process Scheduler Request page to enter or update parameters, such as report output type and format.  For this report, no information needs to be updated. <b>Just ensure that the Pay Sheet Manager select box is checked.</b>
18.	Click the <b>OK</b> button. <input type="button" value="OK"/>
19.	Click the <b>Process Monitor</b> link. <a href="#">Process Monito</a>
20.	Click the <b>Refresh</b> button. <input type="button" value="Refresh"/>
21.	Click the <b>Details</b> link. <a href="#">Details</a>
22.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
23.	Your report will be a PDF, so look for the PDF file in the File List.  Click the <b>txpaymgr_5493144.PDF</b> link. <a href="#">txpaymgr_5493144.PDF</a>

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Step	Action
24.	Click the <b>Down Arrow</b> object. 
25.	Click the <b>Close Tab (Ctrl+W)</b> button. 



Step	Action
26.	Click the <b>Return</b> link. 
27.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 6. Running Pre-Calculation Audit Report

### Section 4 - Lesson 2 Exercises - Scenario: Running Pre-Calculation Audit Report

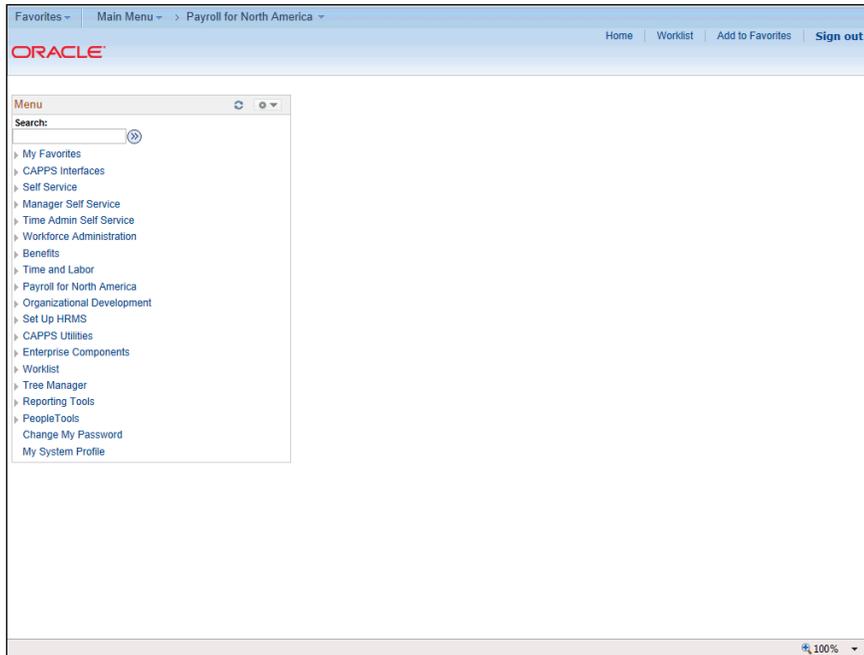
#### Procedure

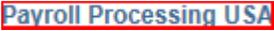
In this lesson, you will learn how to run the Pre-Calculation Audit Report.

The Pre-Calculation Audit Report checks employee data for valid company, tax location code, state or provincial tax data, and unemployment insurance jurisdiction.

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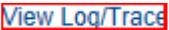
Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Produce Payroll</b> link. 
4.	Click the <b>Pre-Calculation Audit Report</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Run Control IDs are used to run system processes.  A Run Control ID is an identifier that, along with your User ID, uniquely identifies the process you are running. The Run Control ID provides information used when the process is run.
7.	A Run Control ID cannot contain spaces. Use letters or numbers up to 30 characters long. Special characters are not allowed except for the underscore.

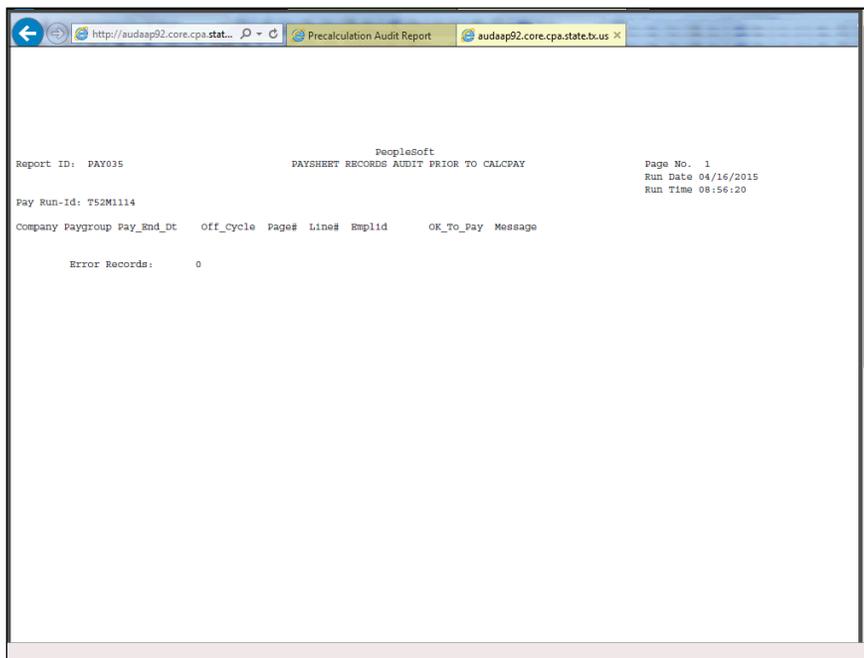
Step	Action
8.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>precalaudit</b> ". Run Control ID: <input type="text"/>
9.	Click the <b>Add</b> button. <input type="button" value="Add"/>
10.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
11.	Click the <b>Vertical Scroll bar</b> .
12.	Click the <b>T52M1114</b> link. <a href="#">T52M1114</a>
13.	Click the <b>Run</b> button. <input type="button" value="Run"/>
14.	Use the Process Scheduler Request page to enter or update parameters, such as report output type and format.  For this report, no information needs to be updated. <b>Just be sure that the Pre-Calculation Audit select box is checked.</b>
15.	The Description field helps to uniquely identify a process.
16.	The Process Name field displays the name of the process as it appears in the technical definition
17.	Use the Format field to define the output format for the report. The values are dependent on the process type that is selected.  In this example, the default value is PDF. Leave the default settings in most cases.
18.	Click the <b>OK</b> button. <input type="button" value="OK"/>
19.	The report is now running. Notice a <b>Process Instance number</b> displays. This number identifies the process you have just run; you can check its status using Process Monitor.
20.	Click the <b>Process Monitor</b> link. <a href="#">Process Monito</a>
21.	The Process Instance number displays. It helps identify this report or process from others in the list.
22.	The current Run Status of this process displays as Queued.  The process will be finished when the <b>Run Status</b> is <b>Success</b> , and the <b>Distribution Status</b> is <b>Posted</b> .

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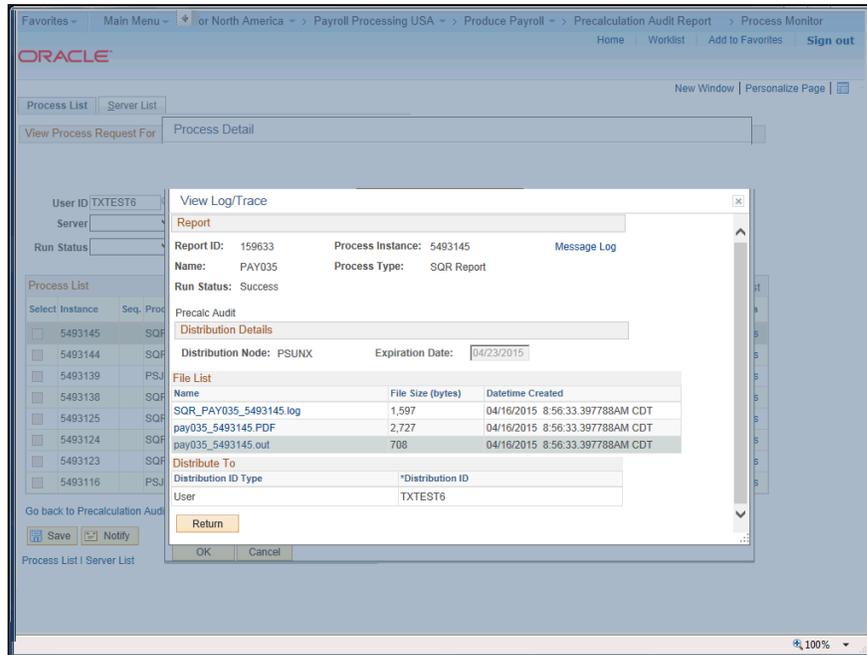
## EUT Course

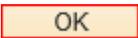


Step	Action
23.	The Refresh button updates the Run Status and Distribution Statuses. The Run and Distribution statuses that indicates that the process is finished is Success and Posted.  Click the <b>Refresh</b> button. 
24.	Click the <b>Details</b> link. 
25.	Click the <b>View Log/Trace</b> link. 
26.	Click the <b>pay035_5493145.PDF</b> link. 



Step	Action
27.	Review the report results and take action if applicable. Click the <b>Close Tab (Ctrl+W)</b> button. 



Step	Action
28.	Click the <b>Return</b> button. 
29.	Click the <b>OK</b> button. 
30.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 7. Calculate Payroll - Preliminary

### Section 4 - Lesson 2 Exercises - Scenario: Calculate Payroll - Preliminary

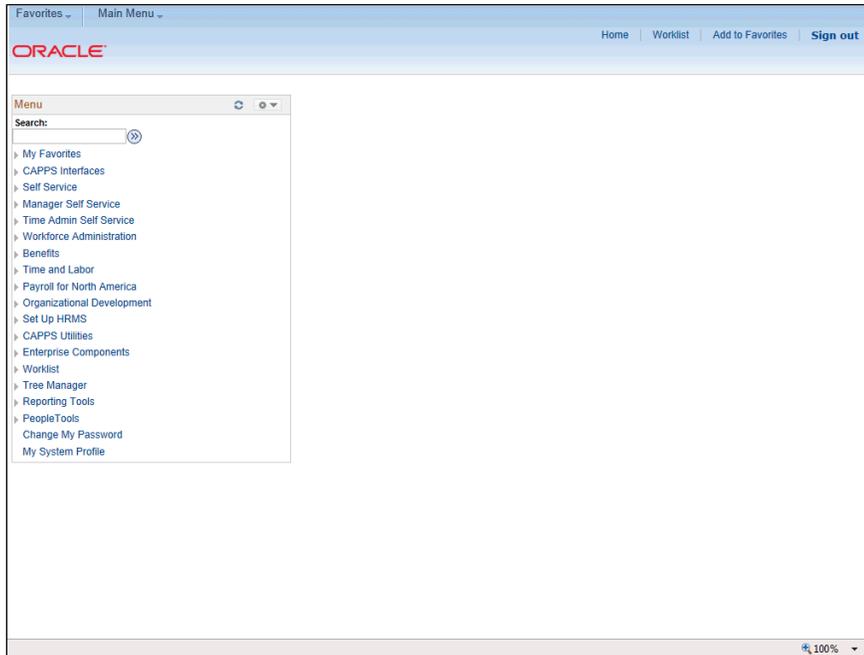
#### Procedure

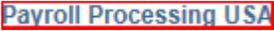
In this lesson, you will learn how to run Calculate Payroll in Preliminary Status.

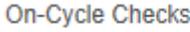
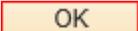
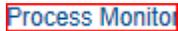
Calculate Payroll is a custom process. It verifies Job Data employment dates, performs precalculation processes, executes a calculation process, levels or unlevels BRP (Benefits Replacement Pay), and edits for Retirement eligibility.

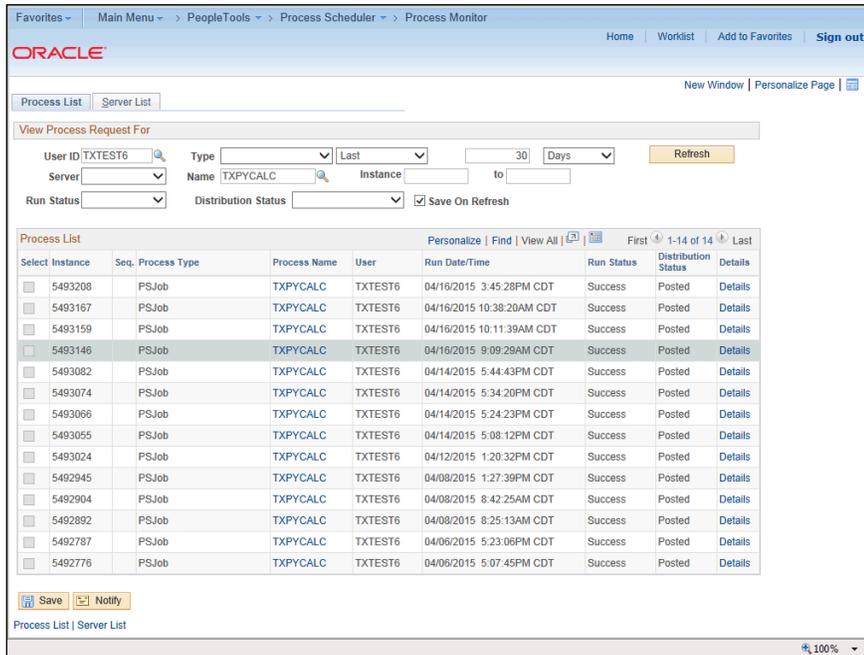
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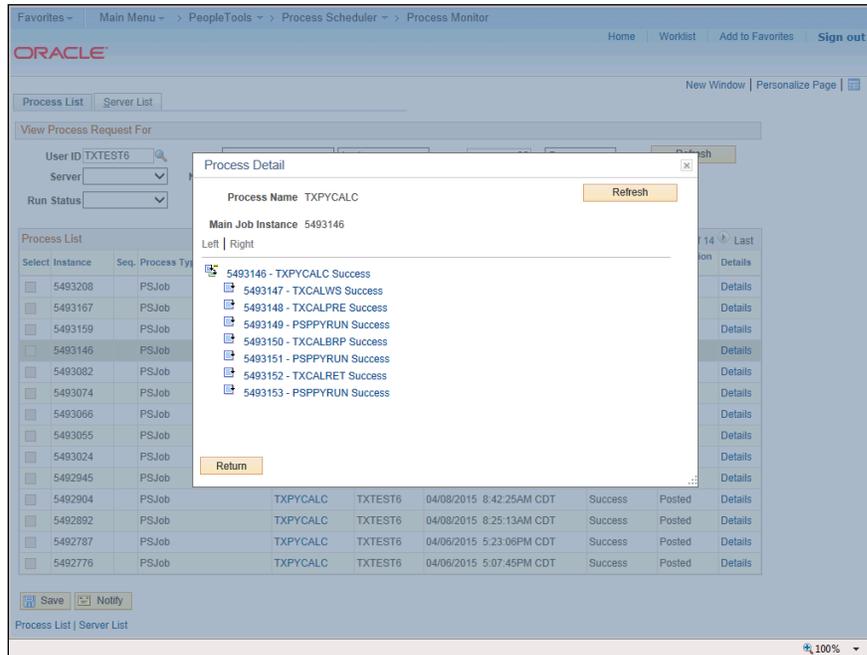


Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Produce Payroll</b> link. 
4.	Click the <b>Calculate Payroll</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>Calc</b> ". <b>Run Control ID:</b> 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
9.	Click the <b>Vertical Scroll bar</b> .

Step	Action
10.	Click the <b>T52M1114</b> link. 
11.	<b>Note:</b> the system will auto-default the Preliminary Calculation Run option as checked.  This box should remain checked for all preliminary calculations, no matter how many times you run it.
12.	Click the <b>On or Off-Cycle</b> list. 
13.	Click the <b>On-Cycle Checks</b> list item. 
14.	Click the <b>Run</b> button. 
15.	For most calculations, you will use the <b>ERP Payroll Calculation</b> option. <b>Note:</b> You will <i>not</i> use this option for Off-Cycle Returned Monies transactions.  Click the <b>ERP Payroll Calculation</b> option. 
16.	Click the <b>Vertical scroll bar</b> .
17.	Click the <b>OK</b> button. 
18.	Click the <b>Process Monitor</b> link. 
19.	Click the <b>Refresh</b> button. 



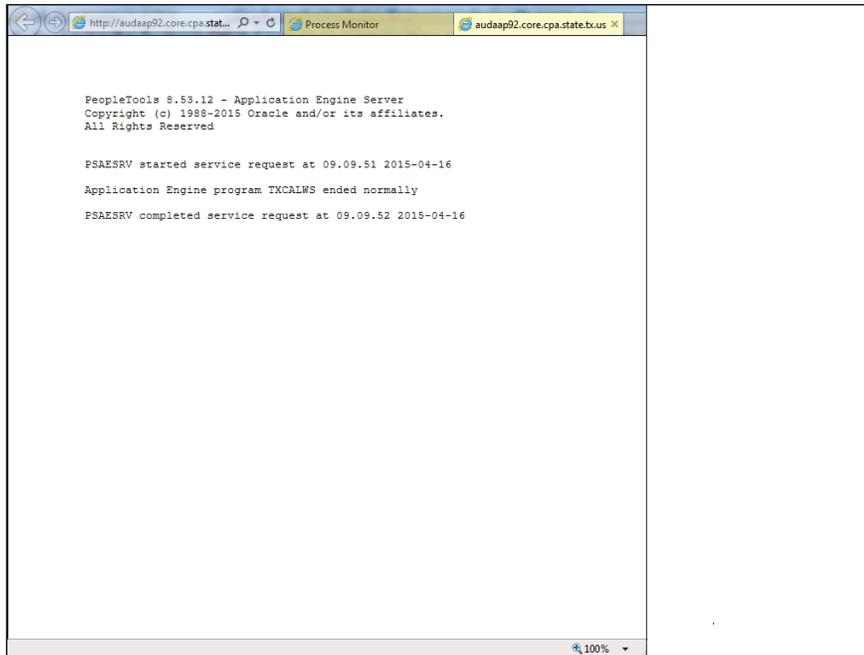
Step	Action
20.	<p><b>Note:</b> This custom precalc process is a collection of seven (7) processes. Each of the 7 processes must complete (each must run to success).</p> <p>If a process fails, use the process monitor to determine the cause.</p> <p>If all 7 processes run to success, then this custom precalc process (<b>TXPYCALC</b>) will have a <b>Run Status = Success</b> and a <b>Distribution Status = Posted</b> on this page. There is nothing further for you to do.</p> <p>Click the <b>TXPYCALC</b> link.</p> <p><a href="#">TXPYCALC</a></p>
21.	<p>TXCALWS - This first step asks Web Services (WS) for data to determine if there are any conditions that would make lump sum payments eligible.</p>



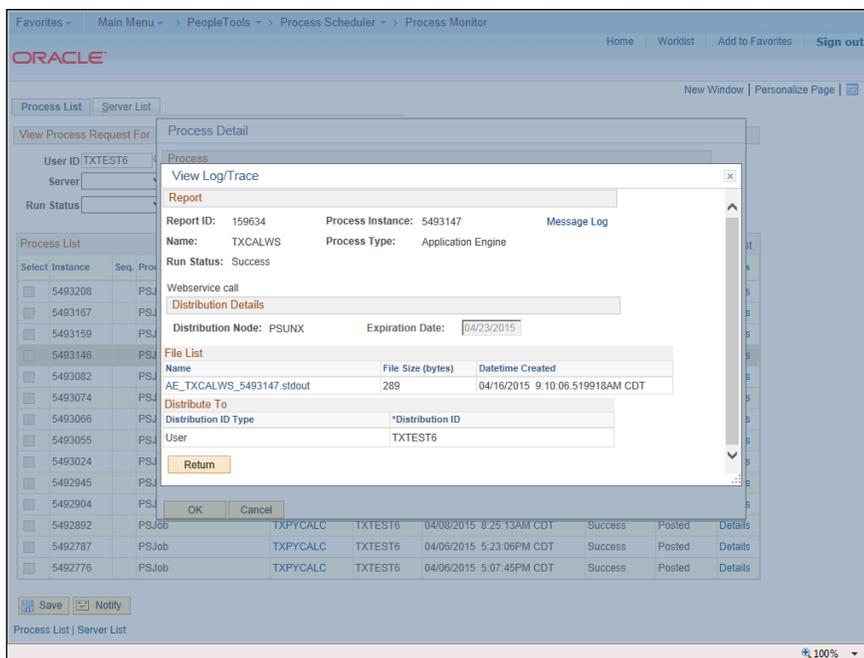
Step	Action
22.	Click the <b>5493147 - TXCALWS Success</b> link. <a href="#">5493147 - TXCALWS Success</a>
23.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
24.	Click the <b>AE_TXCALWS_5493147.stdout</b> link. <a href="#">AE_TXCALWS_5493147.stdout</a>

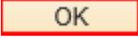
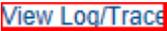
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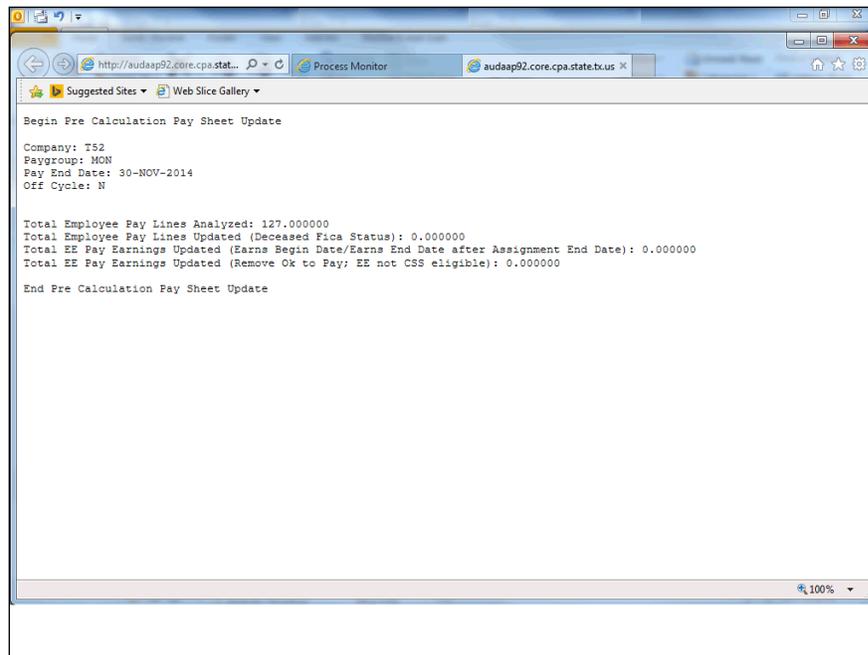
## EUT Course



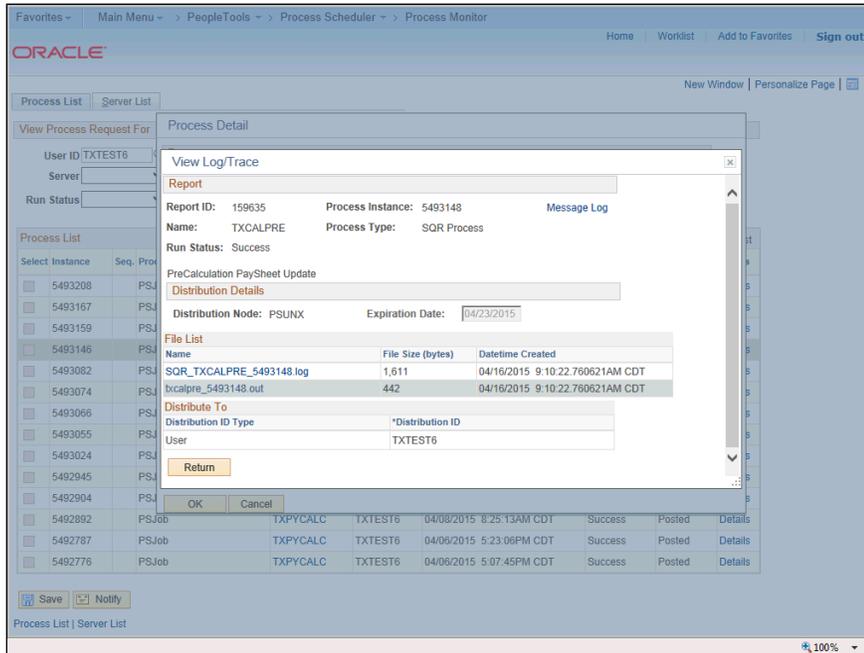
Step	Action
25.	Click the <b>Close Tab (Ctrl+W)</b> button. 



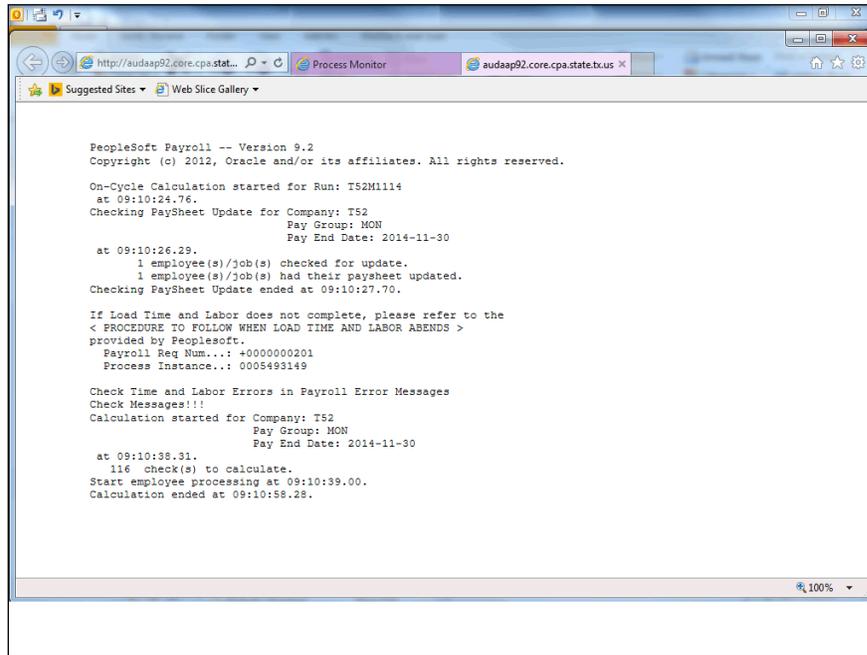
Step	Action
26.	Click the <b>Return</b> button. 
27.	Click the <b>OK</b> button. 
28.	This second step is a Pre-Calculation Paysheet update. It is informational and may require action.  Click the <b>5493148 - TXCALPRE Success</b> link. 
29.	Click the <b>View Log/Trace</b> link. 
30.	Click the <b>txcalpre_5493148.out</b> link. 



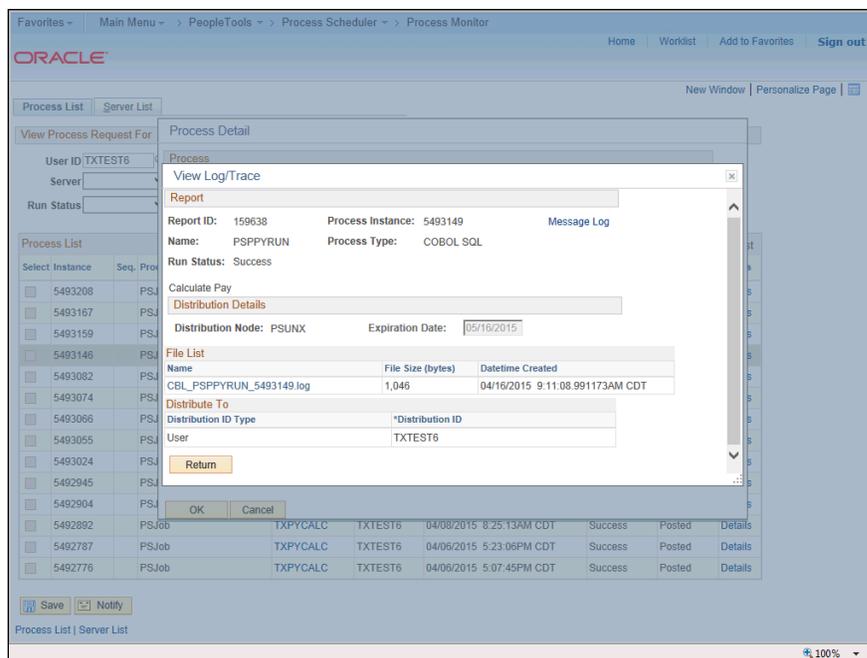
Step	Action
31.	Click the <b>Close Tab (Ctrl+W)</b> button. 



Step	Action
32.	Click the <b>Return</b> button. 
33.	Click the <b>OK</b> button. 
34.	The third step is the first Calculate Pay process. Click the <b>5493149 - PSPPYRUN Success</b> link. 
35.	Click the <b>View Log/Trace</b> link. 
36.	Click the <b>CBL_PSPPYRUN_5493149.log</b> link. 



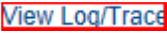
Step	Action
37.	Click the <b>Close Tab (Ctrl+W)</b> button. 

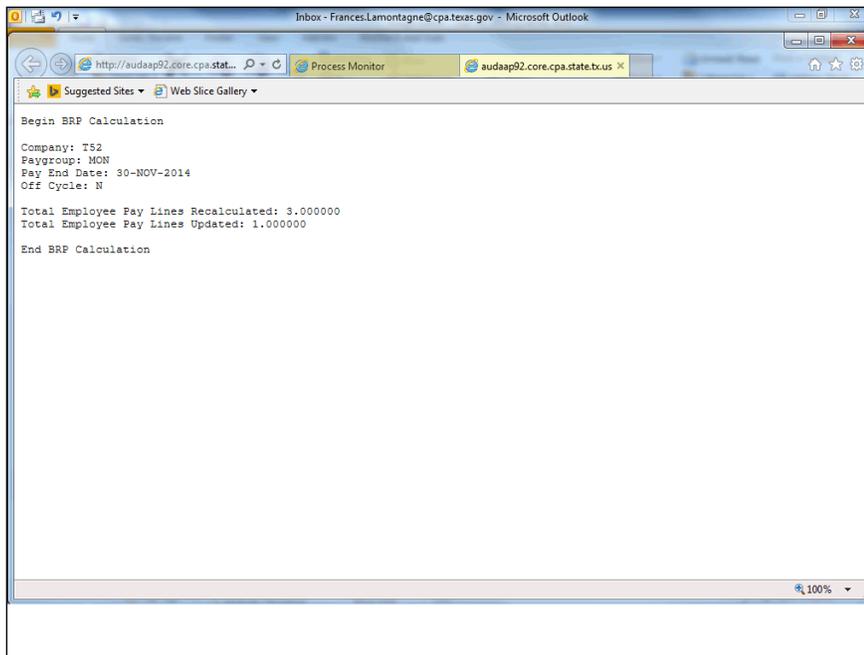


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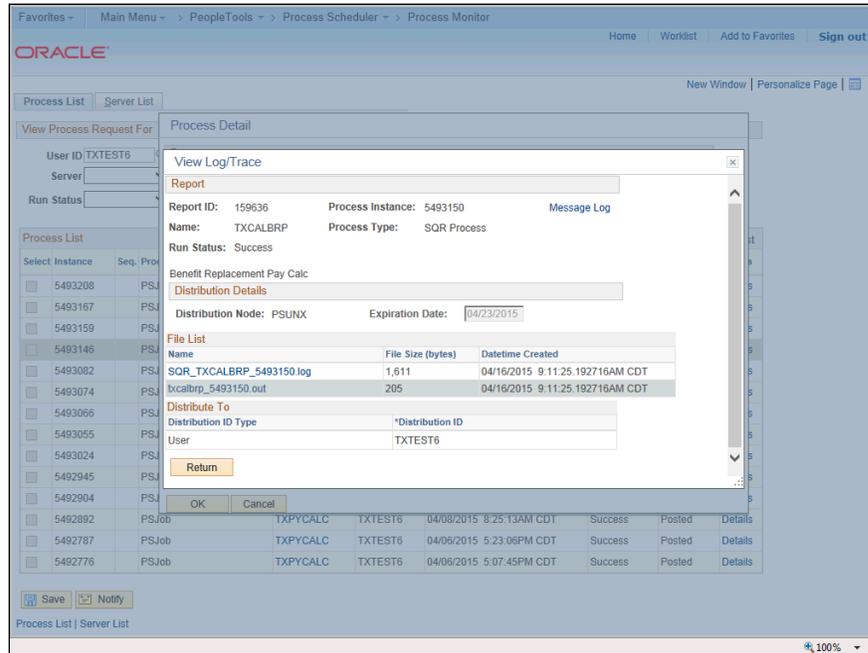
## EUT Course



Step	Action
38.	Click the <b>Return</b> button. 
39.	Click the <b>OK</b> button. 
40.	The fourth step is the Benefit Replacement Pay Calculation process. This process inserts BRP paylines.  Click the <b>5493150 - TXCALBRP Success</b> link. 
41.	Click the <b>View Log/Trace</b> link. 
42.	Click the <b>txcalbrp_5493150.out</b> link. 



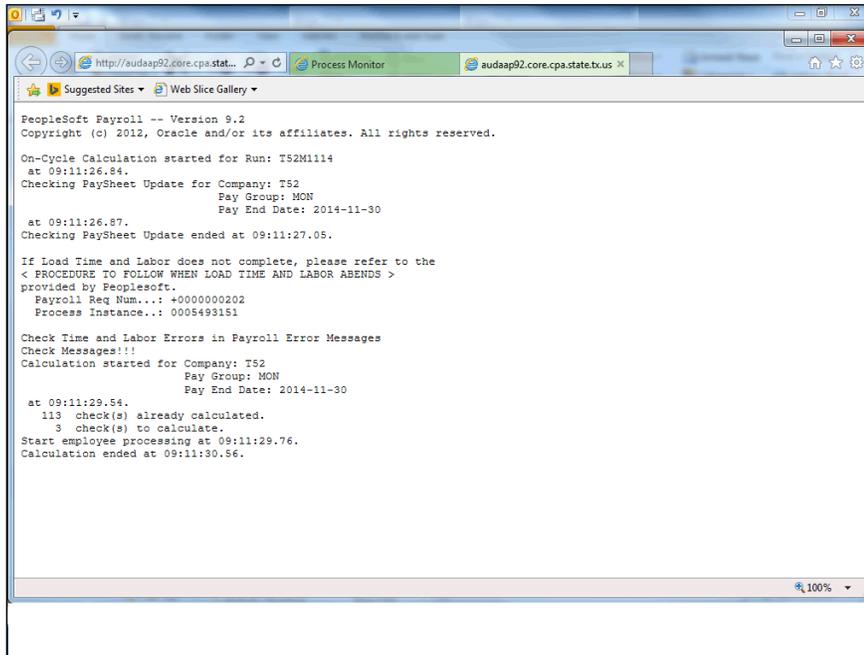
Step	Action
43.	Click the <b>Close Tab (Ctrl+W)</b> button. 



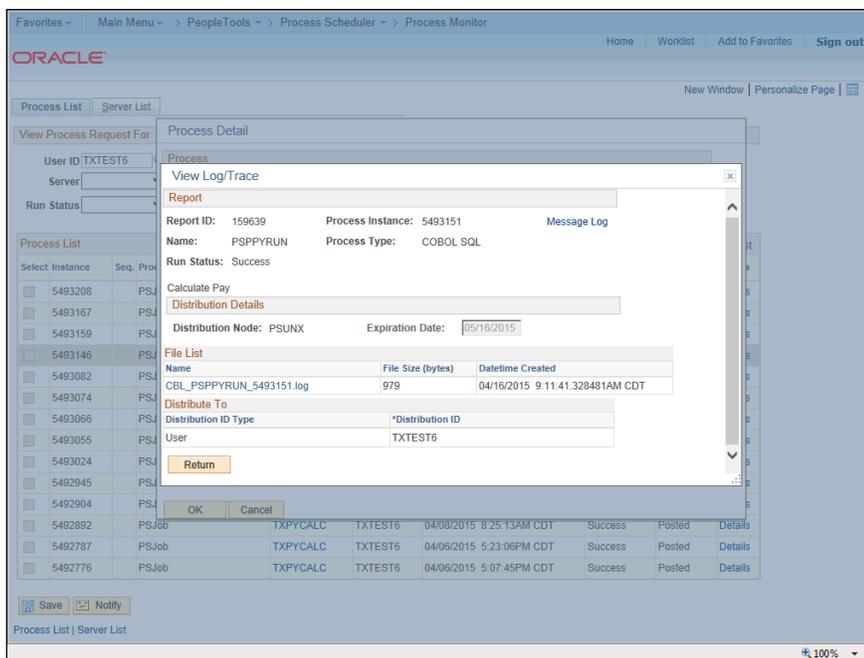
Step	Action
44.	Click the <b>Return</b> button. 
45.	Click the <b>OK</b> button. 
46.	The fifth step is the second Calculate Pay process and includes (among other items) Garnishments. Click the <b>5493151 - PSPPYRUN Success</b> link. 
47.	Click the <b>View Log/Trace</b> link. 
48.	Click the <b>CBL_PSPPYRUN_5493151.log</b> link. 

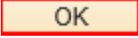
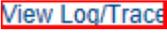
# CAPPS HR/PAYROLL

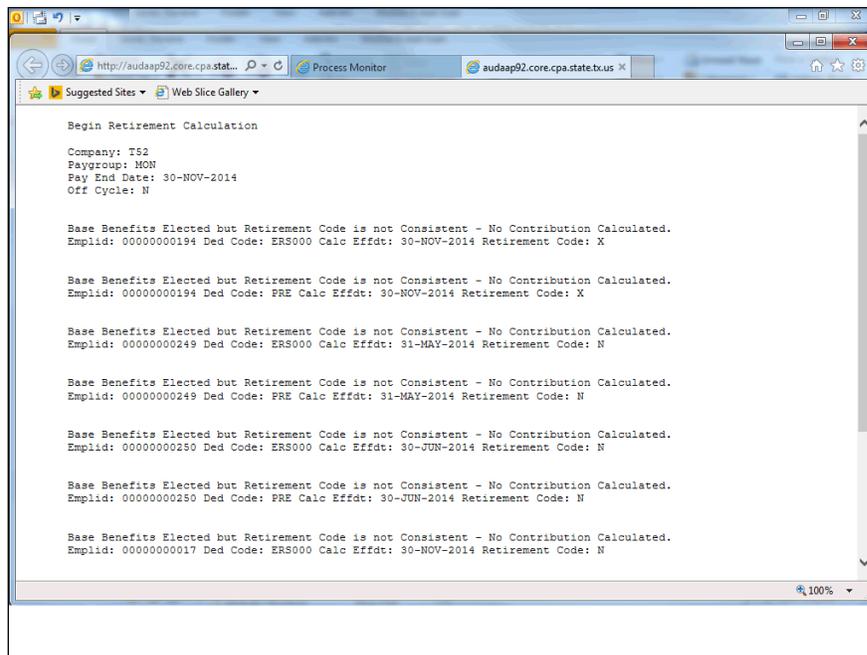
## EUT Course



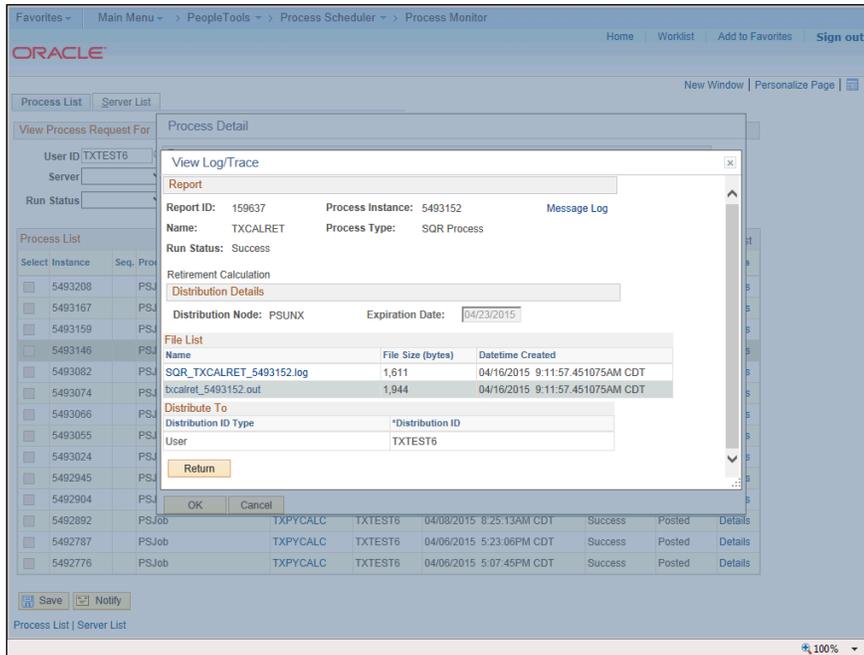
Step	Action
49.	Click the <b>Close Tab (Ctrl+W)</b> button. 

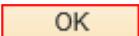
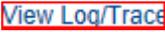


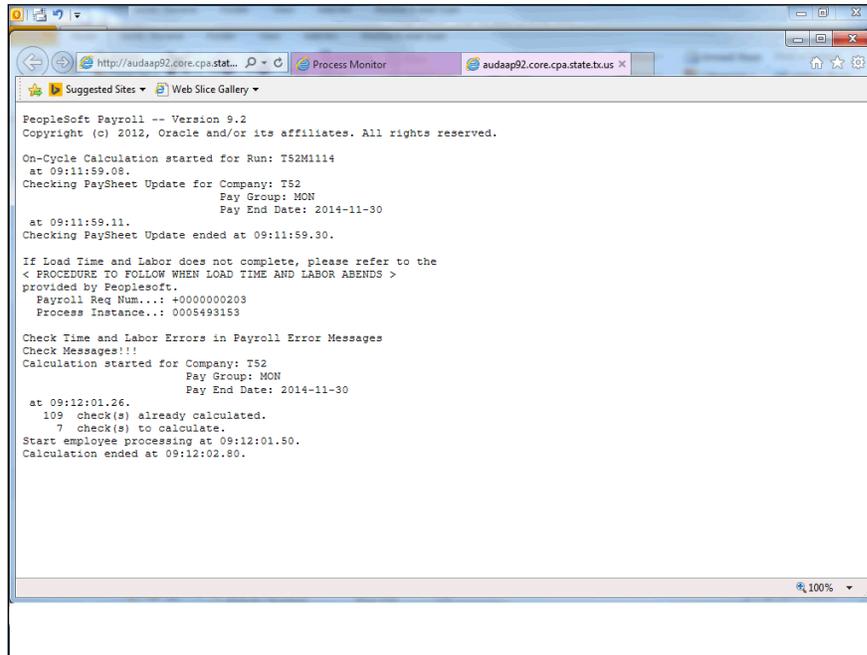
Step	Action
50.	Click the <b>Return</b> button. 
51.	Click the <b>OK</b> button. 
52.	The sixth step is a Retirement Calculation process. (Informational)  Click the <b>5493152 - TXCALRET Success</b> link. 
53.	Click the <b>View Log/Trace</b> link. 
54.	Click the <b>txcalret_5493152.out</b> link. 



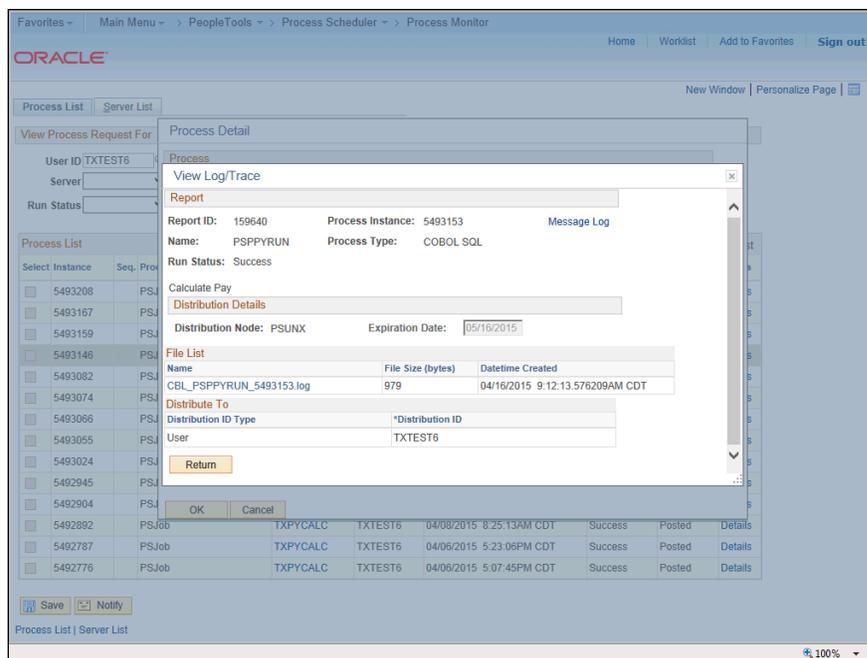
Step	Action
55.	Click the <b>Close Tab (Ctrl+W)</b> button. 

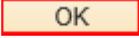
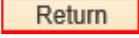


Step	Action
56.	Click the <b>Return</b> button. 
57.	Click the <b>OK</b> button. 
58.	The seventh and last step is the Last Calculate Pay process. It determines retirement eligibility.  Click the <b>5493153 - PSPPYRUN Success</b> link. 
59.	Click the <b>View Log/Trace</b> link. 
60.	Click the <b>CBL_PSPPYRUN_5493153.log</b> link. 



Step	Action
61.	Click the <b>Close Tab (Ctrl+W)</b> button. 



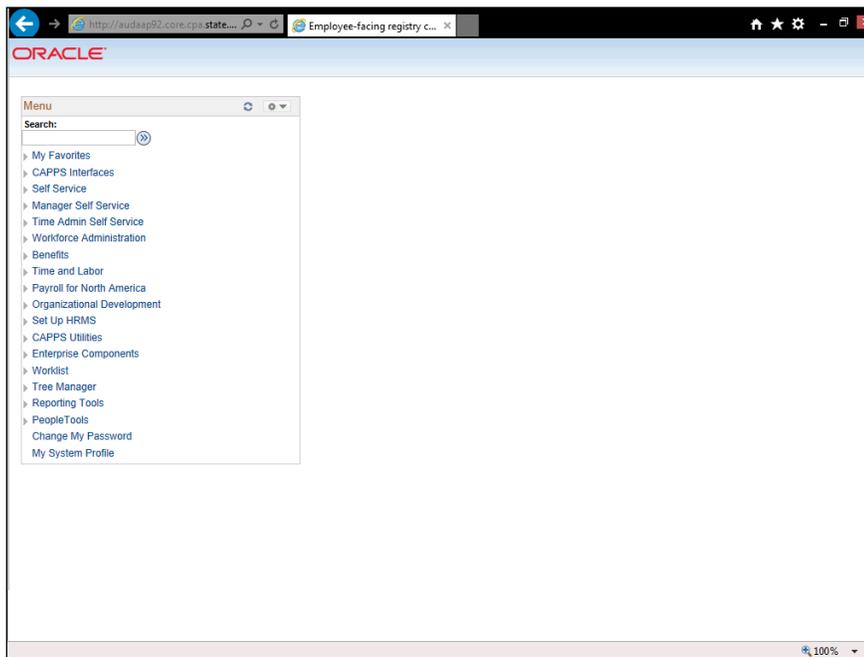
Step	Action
62.	Click the <b>Return</b> button. 
63.	Click the <b>OK</b> button. 
64.	Click the <b>Return</b> button. 
65.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

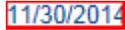
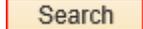
Step 8. Review Payroll Error Messages after Pre Calc

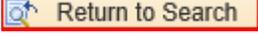
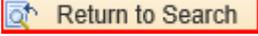
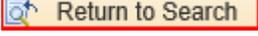
**Section 4 - Lesson 2 Exercises - Scenario:** Review Payroll Error Messages after Pre Calc

**Procedure**

In this lesson, you will review payroll error messages again to see if there are any messages after running the Preliminary Calculation.



Step	Action
1.	Click the <b>Payroll Processing USA</b> link. 
2.	Click the <b>Review Processing Messages</b> link. 
3.	Click the <b>Review Payroll Error Messages</b> link. 
4.	Click the <b>Look up Company (Alt+5)</b> button. 
5.	Click the <b>T52</b> link. 
6.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
7.	Click the <b>MON</b> link. 
8.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>11/30/2014</b> link. 
11.	Click the <b>Search</b> button. 
12.	Click the <b>11/30/2014</b> link. 
13.	There are 4 Payroll Error Messages.  Check the employee's pay status and fix accordingly.  Click the <b>Return to Search</b> button. 
14.	Click the <b>11/30/2014</b> link. 

Step	Action
15.	Click the <b>Return to Search</b> button. 
16.	Click the <b>11/30/2014</b> link. 
17.	Click the <b>Return to Search</b> button. 
18.	Click the <b>11/30/2014</b> link. 
19.	Click the <b>Return to Search</b> button. 
20.	Click the <b>11/30/2014</b> link. 
21.	Check to see why a lump sum earnings is being paid without a terminated status.  Click the <b>Return to Search</b> button. 
22.	Click the <b>11/30/2014</b> link. 
23.	Click the <b>Return to Search</b> button. 
24.	Click the <b>11/30/2014</b> link. 
25.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

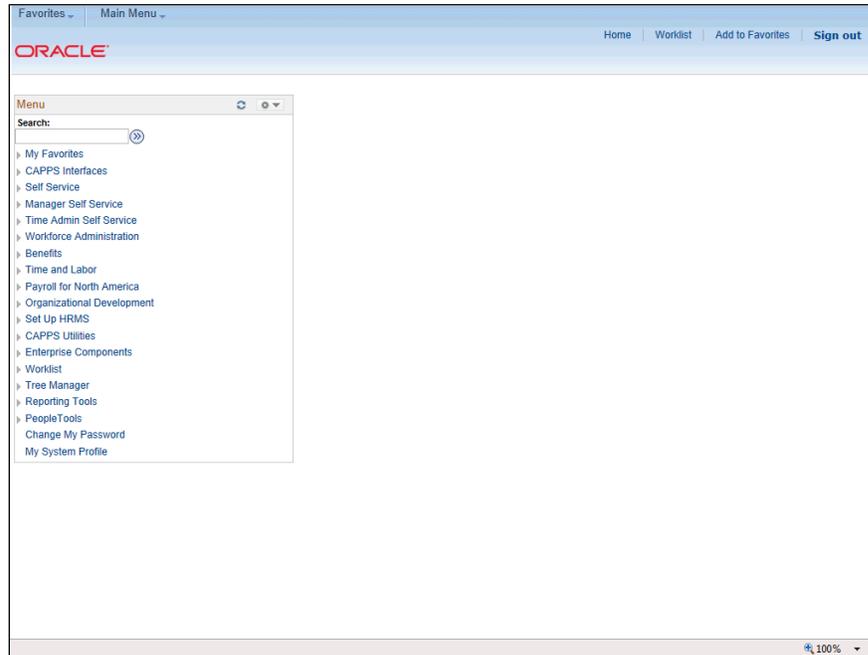
**Step 9. Running Query TX\_PY\_TIE\_EARNS\_TO\_PYBL\_TIME**

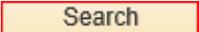
**Section 4 - Lesson 2 Exercises - Scenario:** Running Query  
 TX\_PY\_TIE\_EARNS\_TO\_PYBL\_TIME

**Procedure**

In this lesson, you will learn how to use the TX\_PY\_TIE\_EARNS\_TO\_PAYABLE\_TIME query.

This query helps to tie summarized hours to granular payable time detail. Run this query only if an employee is calc'ed to a negative gross.



Step	Action
1.	Click the <b>Reporting Tools</b> link. 
2.	Click the <b>Query Viewer</b> link. 
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_tie</b> ". begins with <input data-bbox="646 1297 1130 1329" type="text"/>
4.	Click the <b>Search</b> button. 
5.	Click the <b>HTML</b> link. 
6.	Click the <b>Look up Company (Alt+5)</b> button. 
7.	Click the <b>T52</b> link. 
8.	Click the <b>Look up Pay Group (Alt+5)</b> button. 

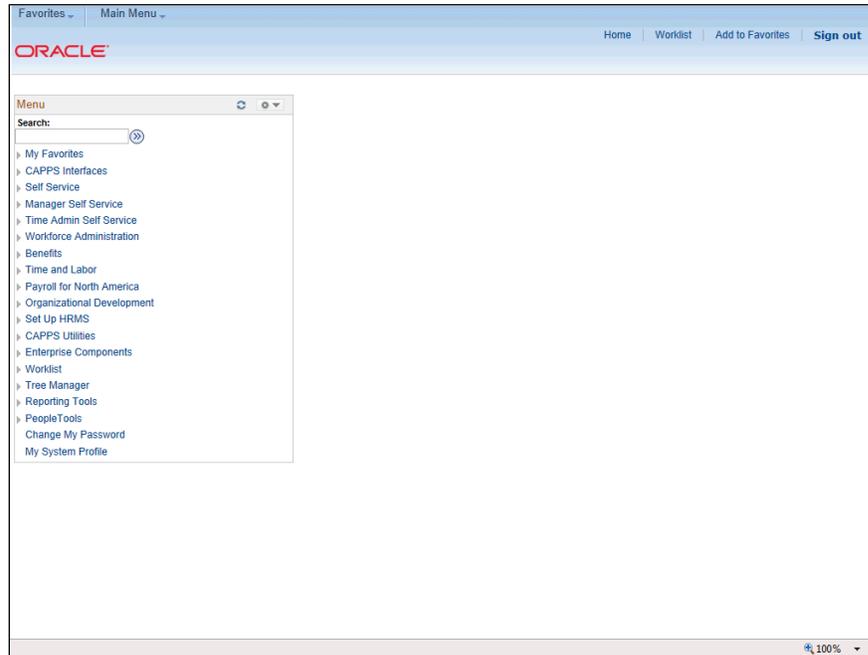
Step	Action
9.	Click the <b>MON</b> link. 
10.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
11.	Click the <b>Vertical Scroll bar</b> .
12.	Click the <b>11/30/2014</b> link. 
13.	You will select the appropriate page number and line number for the specific employee.  Click the <b>Look up Page Nbr (Alt+5)</b> button. 
14.	Click the <b>1</b> link. 
15.	Click the <b>Look up Line Nbr (Alt+5)</b> button. 
16.	Click the <b>4</b> link. 
17.	Click the <b>View Results</b> button. 
18.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

Step 10. CPE - One Time Merit

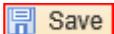
**Section 4 - Lesson 2 Exercises - Scenario 1: CPE - One Time Merit**

**Procedure**

In this lesson, you will learn how to enter a One Time Merit on a CPE Main Entry Page for Payroll Processing.



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>TX CPE Main</b> link. 
4.	Click the <b>Look up Company (Alt+5)</b> button. 
5.	Click the <b>T52</b> link. 
6.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
7.	Click the <b>MON</b> link. 
8.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 

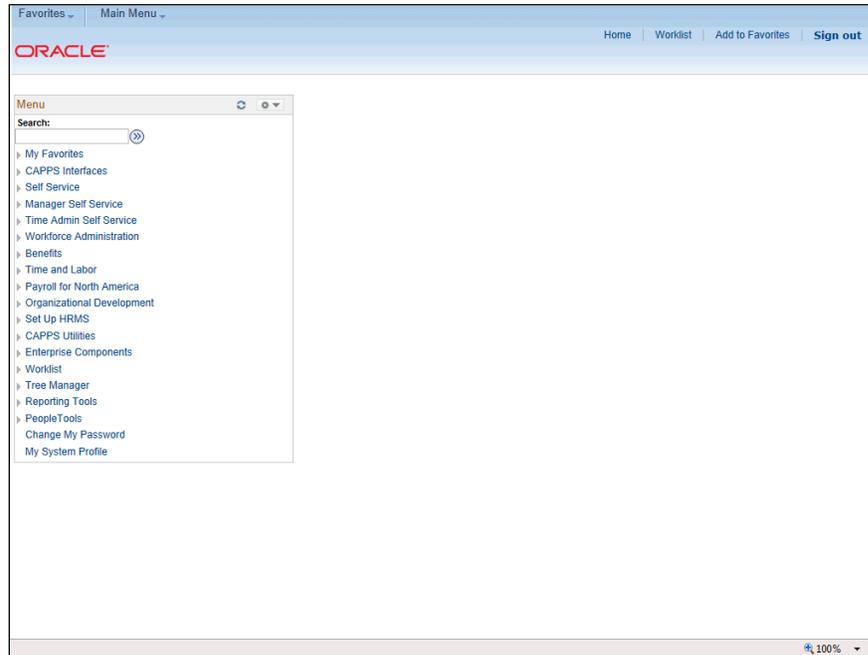
Step	Action
9.	Click the <b>11/30/2014</b> link. 
10.	Click the <b>Add</b> button. 
11.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0000000191</b> ". *Empl ID: 
12.	Click the <b>Look up Empl Record (Alt+5)</b> button. 
13.	Click the <b>0</b> link. 
14.	Click the <b>Look up Code (Alt+5)</b> button. 
15.	Click the <b>IXM</b> link. 
16.	Enter the desired information into the <b>Amount</b> field. Enter " <b>350.00</b> ".
17.	Click the <b>TX CPE Status/Messaging</b> tab. 
18.	Enter the desired information into the <b>Comments</b> field. Enter " <b>IXM owed.</b> ". Comments 
19.	Click the <b>Save</b> button. 
20.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

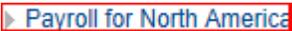
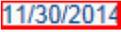
Step 10. CPE - Base Salary Payment

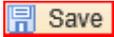
**Section 4 - Lesson 2 Exercises - Scenario 2:** CPE - Base Salary Payment

**Procedure**

In this lesson, you will learn how to enter a Base Salary Payment on a CPE Main Entry Page for Payroll Processing.



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>TX CPE Main</b> link. 
4.	Enter the desired information into the <b>Company</b> field. Enter " <b>T52</b> ". <b>Company:</b> <input data-bbox="683 1392 748 1434" type="text"/>
5.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
6.	Click the <b>MON</b> link. 
7.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
8.	Click the <b>11/30/2014</b> link. 

Step	Action
9.	Click the <b>Add</b> button. 
10.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0000000204</b> ". *Empl ID: <input data-bbox="480 499 680 537" type="text"/>
11.	Make sure that the appropriate Employee Record is 0, unless the entry is for a second job. (If the entry is for a second job, the Empl Record would be 1.)
12.	Specify the <b>Earnings Begin</b> and <b>Earning End</b> dates to correlate to the earnings being paid, such as retroactive promotion pay.
13.	Click the <b>Look up Code (Alt+5)</b> button. 
14.	Click the <b>BSY</b> link. 
15.	Enter the desired information into the <b>Amount</b> field. Enter " <b>300.00</b> ".
16.	Click the <b>TX CPE Status/Messaging</b> tab. 
17.	Enter the desired information into the <b>Comments</b> field. Enter " <b>BSY</b> ". Comments <input data-bbox="453 1119 1279 1199" type="text"/>
18.	Click the <b>Save</b> button. 
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

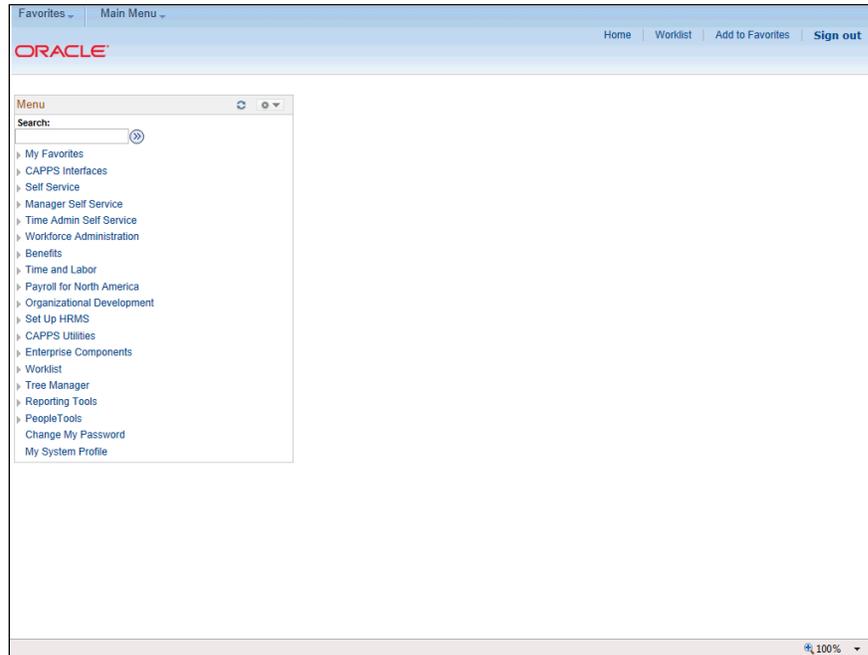
Step 10. CPE Main Load

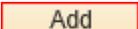
**Section 4 - Lesson 2 Exercises - Scenario 3: CPE Main Load**

**Procedure**

In this lesson, you will learn how to load CPE Main Pay Sheets using CPE Main Load.

This process loads one time payments from the CPE Main data entry page and populates the paysheet with earnings codes, begin and end dates, and hours or amounts.

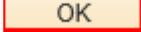
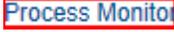
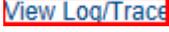


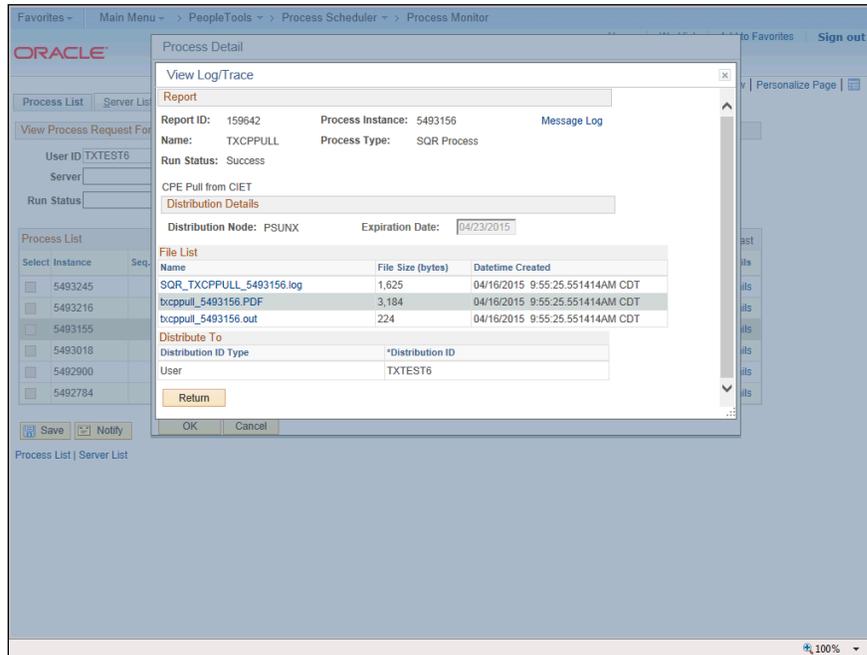
Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>TX CPE Main Load</b> link. 
4.	Click the <b>Add a New Value</b> tab. 
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>cpemainload</b> ". Run Control ID: 
6.	Click the <b>Add</b> button. 
7.	Click the <b>Look up Company (Alt+5)</b> button. 
8.	Click the <b>T52</b> link. 

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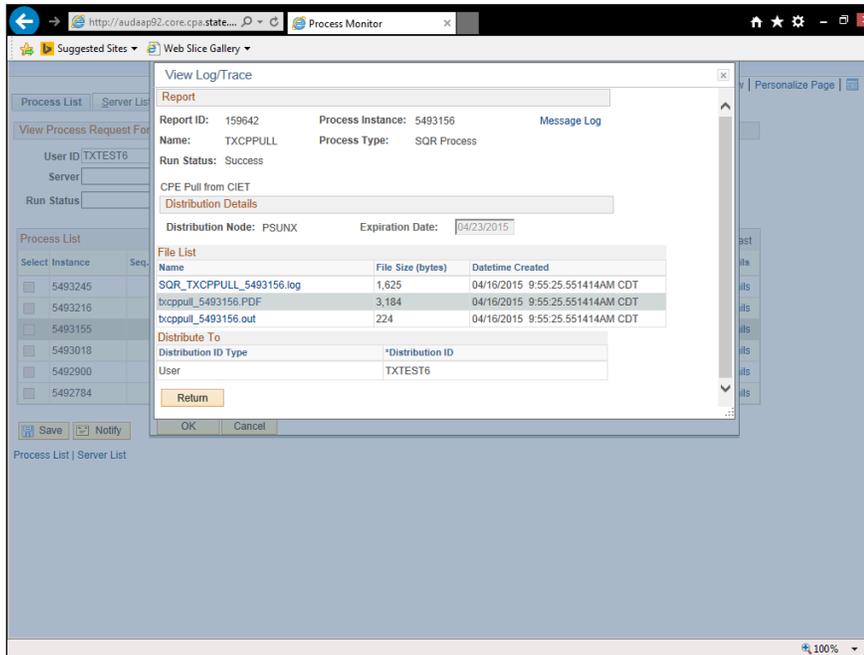
Step	Action
9.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
10.	Click the <b>MON</b> link. 
11.	Click the <b>Look up Pay Period End (Alt+5)</b> button. 
12.	Click the <b>11/30/2014</b> link. 
13.	Click the <b>Load CIET/CPE to Payroll</b> option. 
14.	Click the <b>Run</b> button. 
15.	Click the <b>OK</b> button. 
16.	Click the <b>Process Monitor</b> link. 
17.	Click the <b>Refresh</b> button. 
18.	Click the <b>TXPYCPE</b> link. 
19.	Click the <b>5493156 - TXCPPULL Success</b> link. 
20.	Click the <b>View Log/Trace</b> link. 



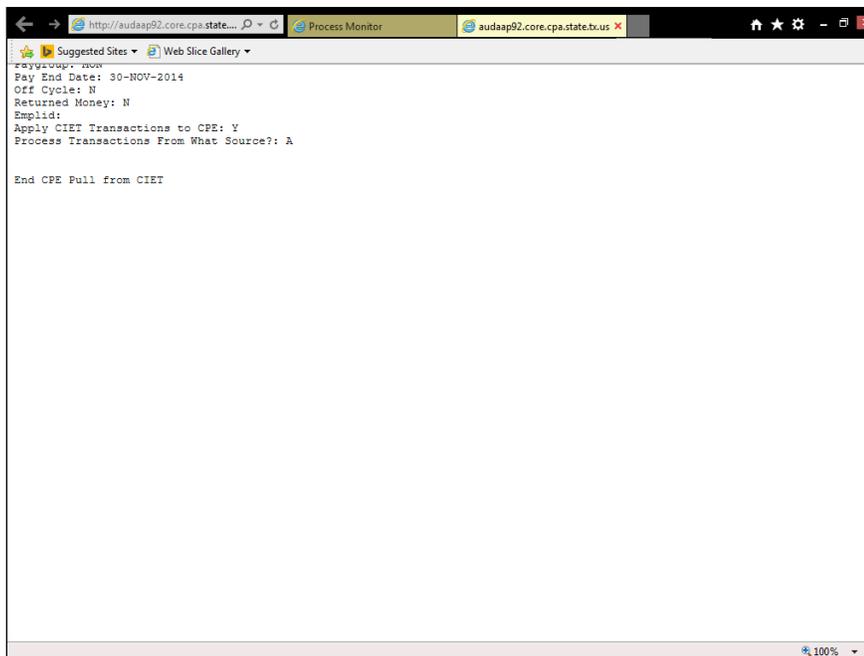
Step	Action
21.	Click the <a href="#">txcppull_5493156.PDF</a> link. 
22.	Click the <b>Close Tab (Ctrl+W)</b> button. 

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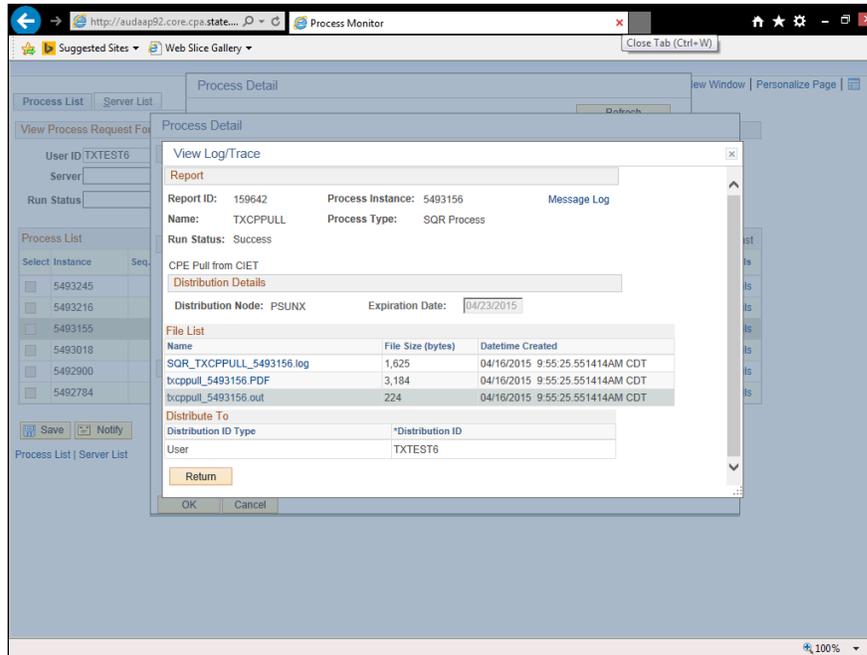
## EUT Course



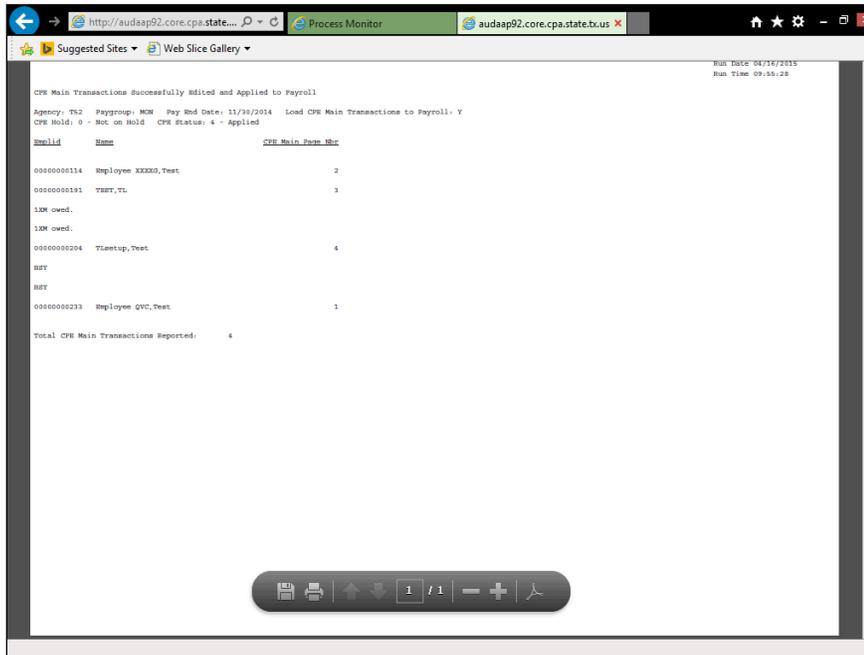
Step	Action
23.	Click the <a href="#">txcppull_5493156.out</a> link.



Step	Action
24.	Click the <b>Close Tab (Ctrl+W)</b> button. 



Step	Action
25.	Click the <b>Return</b> button. 
26.	Click the <b>OK</b> button. 
27.	Click the <b>5493157 - TXMAINLD Success</b> link. 
28.	Click the <b>View Log/Trace</b> link. 
29.	Click the <b>txmainld_5493157.PDF</b> link. 



Step	Action
30.	Click the <b>Close Tab (Ctrl+W)</b> button. 
31.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

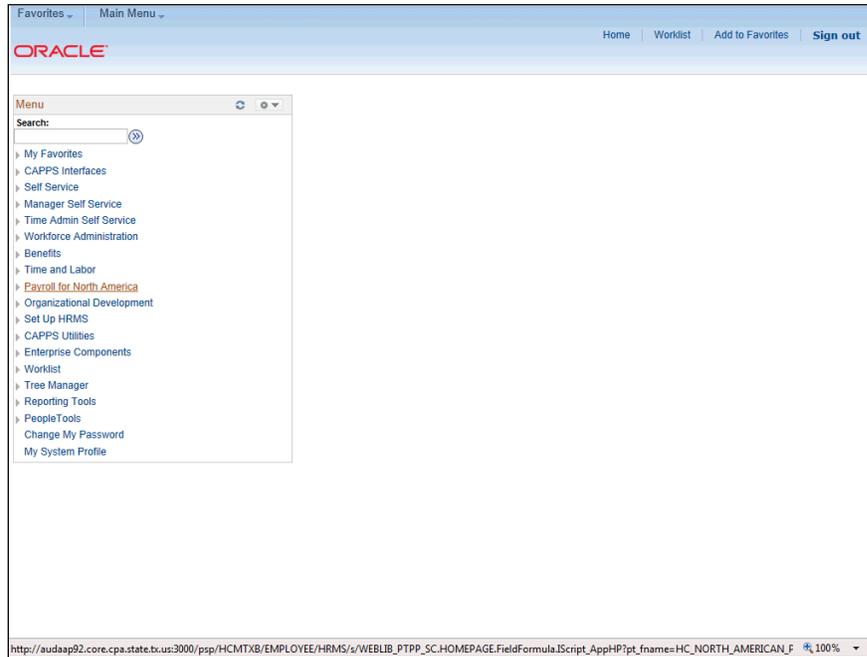
## Step 11. Calculation Payroll - Preliminary

### Section 4 - Lesson 2 Exercises - Scenario: Calculation Payroll - Preliminary

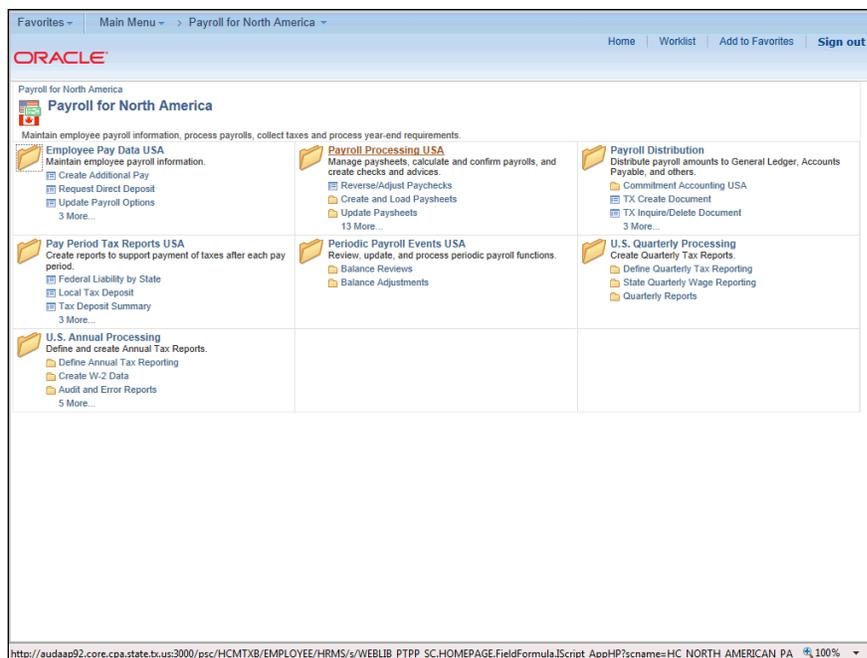
#### Procedure

In this lesson, you will learn how to run Calculate Payroll in Preliminary Status.

This custom calculation verifies Job Data employment dates, performs the precalc process, executes the calculation process, levels or unlevels BRP and edits for Retirement eligibility.



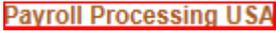
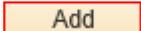
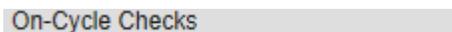
Step	Action
1.	Click the <b>Payroll for North America</b> link. <a href="#">Payroll for North America</a>

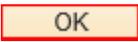
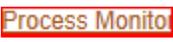
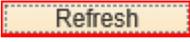
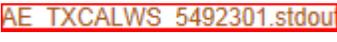


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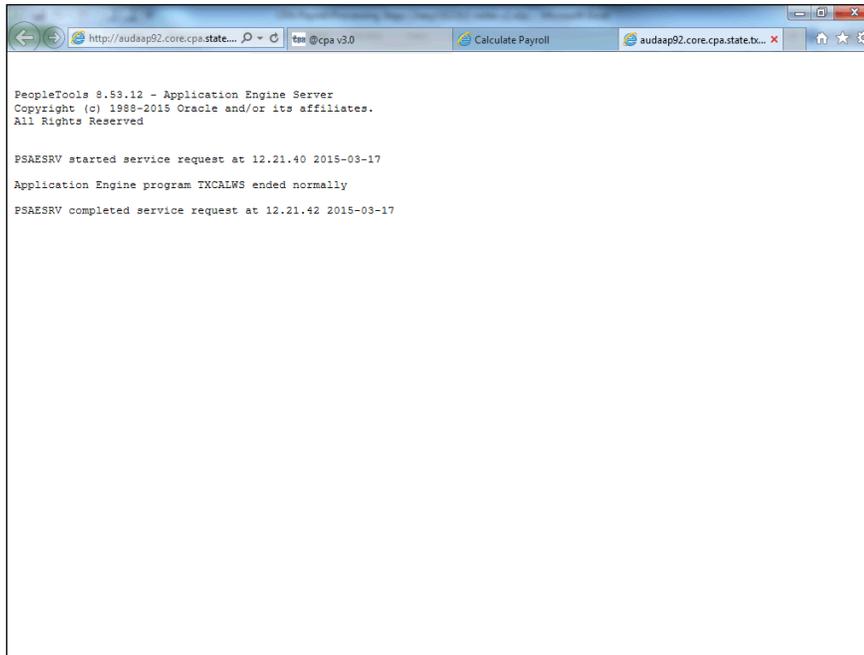


Step	Action
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Produce Payroll</b> link. 
4.	Click the <b>Calculate Payroll</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>CALCPAYROLL</b> ". Run Control ID: 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1014</b> link. 
11.	Click the <b>On or Off-Cycle</b> list. On or Off-Cycle 
12.	Click the <b>On-Cycle Checks</b> list item. 
13.	For the Preliminary Calculation Run this box should remain checked. Click the <b>Preliminary Calculation Run</b> option. 
14.	Click the <b>Run</b> button. 

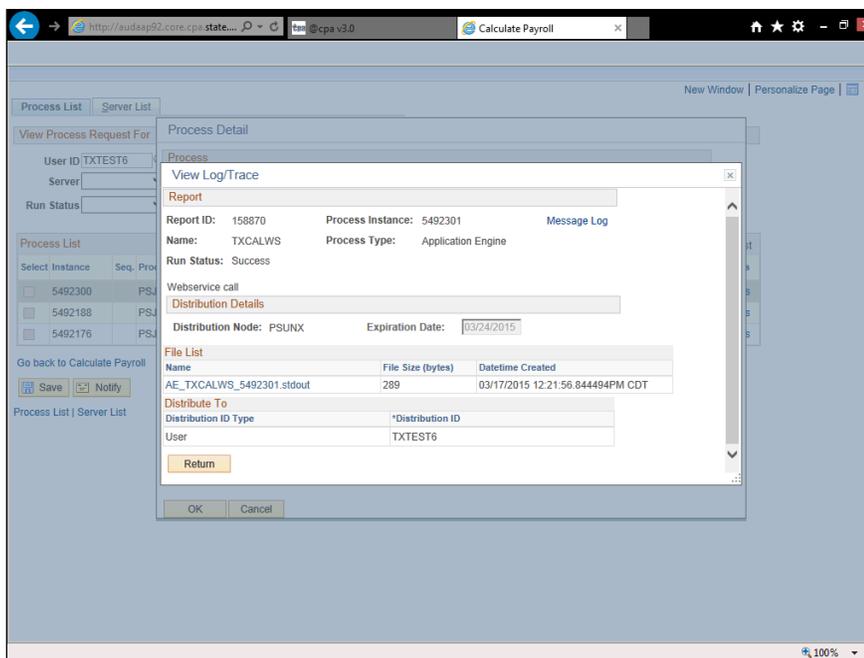
Step	Action
15.	<p>The Calculation Process is customized so the correct Description to select is <b>ERP Payroll Calculation</b>.</p> <p>Click the <b>Select</b> option.</p> 
16.	Click the <b>Vertical Scroll bar</b> .
17.	<p>Click the <b>OK</b> button.</p> 
18.	<p>Click the <b>Process Monitor</b> link.</p> 
19.	<p>Click the <b>Refresh</b> button.</p> 
20.	<p>Click the <b>Refresh</b> button.</p> 
21.	<p>Click the <b>TXPYCALC</b> link.</p> 
22.	<p>Click the <b>5492301 - TXCALWS Success</b> link.</p> 
23.	<p>Click the <b>View Log/Trace</b> link.</p> 
24.	<p>Click the <b>AE_TXCALWS_5492301.stdout</b> link.</p> 

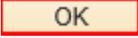
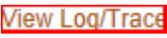
# CAPPS HR/PAYROLL

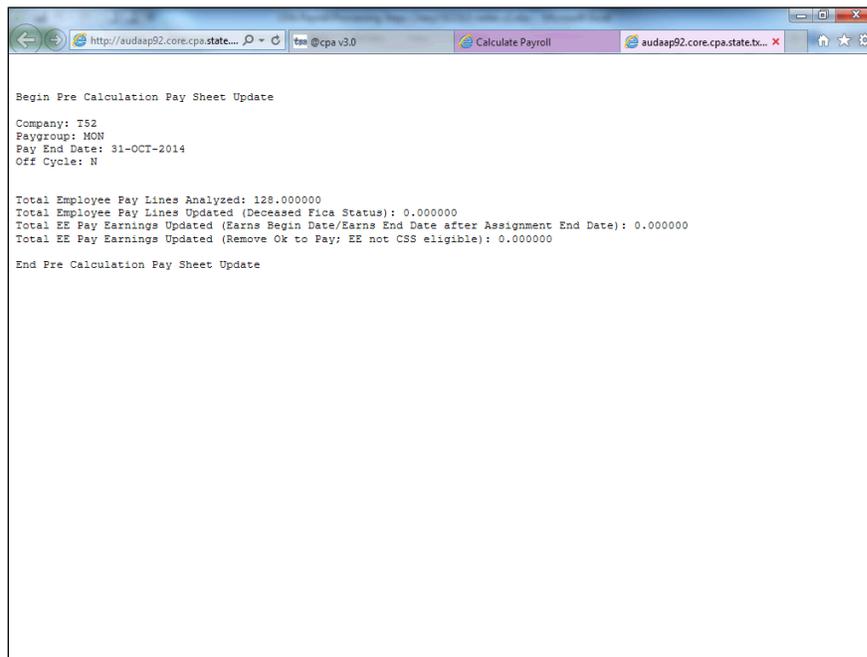
## EUT Course



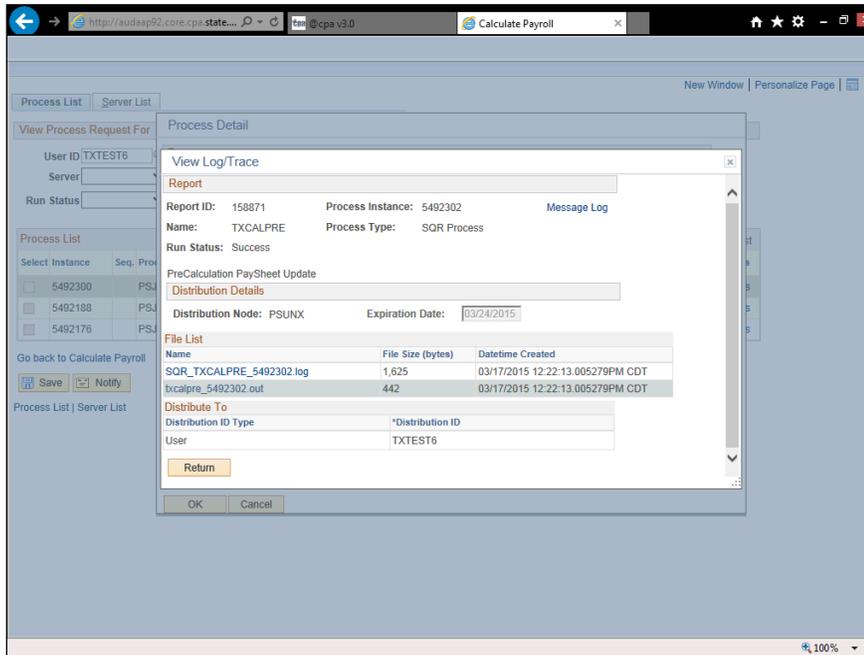
Step	Action
25.	Click the <b>Close Tab (Ctrl+W)</b> button. 

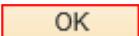
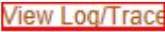


Step	Action
26.	Click the <b>Return</b> button. 
27.	Click the <b>OK</b> button. 
28.	Click the <b>5492302 - TXCALPRE Success</b> link. 
29.	Click the <b>View Log/Trace</b> link. 
30.	Click the <b>txcalpre_5492302.out</b> link. 



Step	Action
31.	Click the <b>Close Tab (Ctrl+W)</b> button. 



Step	Action
32.	Click the <b>Return</b> button. 
33.	Click the <b>OK</b> button. 
34.	Click the <b>5492303 - PSPPYRUN Success</b> link. 
35.	Click the <b>View Log/Trace</b> link. 
36.	Click the <b>CBL_PSPPYRUN_5492303.log</b> link. 

```

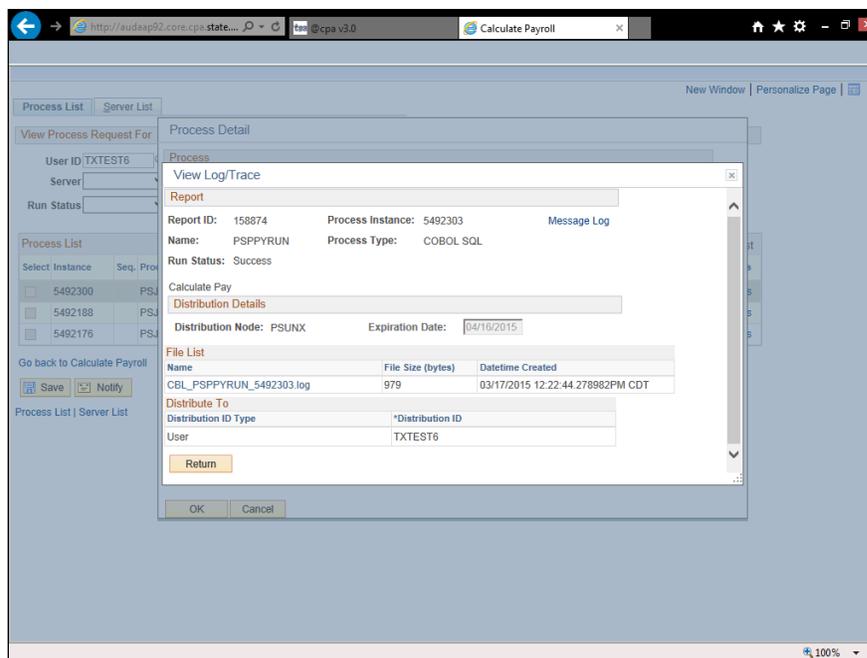
PeopleSoft Payroll -- Version 9.2
Copyright (c) 2012, Oracle and/or its affiliates. All rights reserved.

On-Cycle Calculation started for Run: T52M1014
at 12:22:14.85.
Checking PaySheet Update for Company: T52
      Pay Group: MON
      Pay End Date: 2014-10-31
at 12:22:15.31.
Checking PaySheet Update ended at 12:22:16.92.

If Load Time and Labor does not complete, please refer to the
< PROCEDURE TO FOLLOW WHEN LOAD TIME AND LABOR ABENDS >
provided by Peoplesoft.
Payroll Req Num...: +0000000187
Process Instance...: 0005492303

Check Time and Labor Errors in Payroll Error Messages
Check Messages!!!
Calculation started for Company: T52
      Pay Group: MON
      Pay End Date: 2014-10-31
at 12:22:28.23.
115 check(s) already calculated.
5 check(s) to calculate.
Start employee processing at 12:22:28.80.
Calculation ended at 12:22:34.77.
  
```

Step	Action
37.	Click the <b>Close Tab (Ctrl+W)</b> button. 

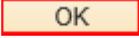
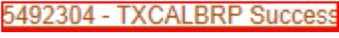
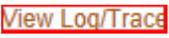


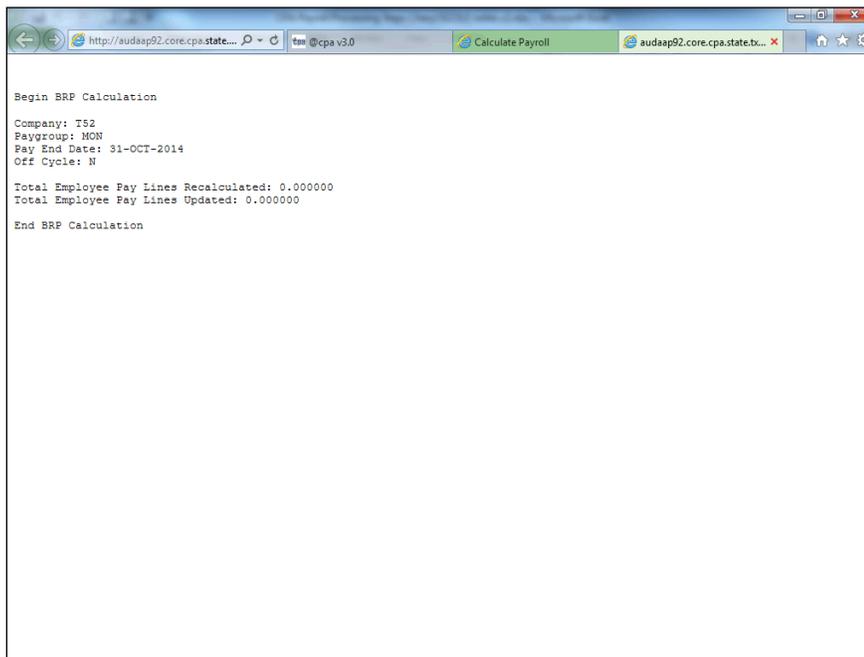
The screenshot shows the CAPPS Payroll System interface. A 'Process Detail' window is open, displaying the following information:

- Process:** View Log/Trace
- Report:** Report
- Report ID:** 158874
- Process Instance:** 5492303
- Name:** PSPPYRUN
- Process Type:** COBOL SQL
- Run Status:** Success
- Calculate Pay:** Distribution Details
- Distribution Node:** PSUNX
- Expiration Date:** 04/16/2015
- File List:**

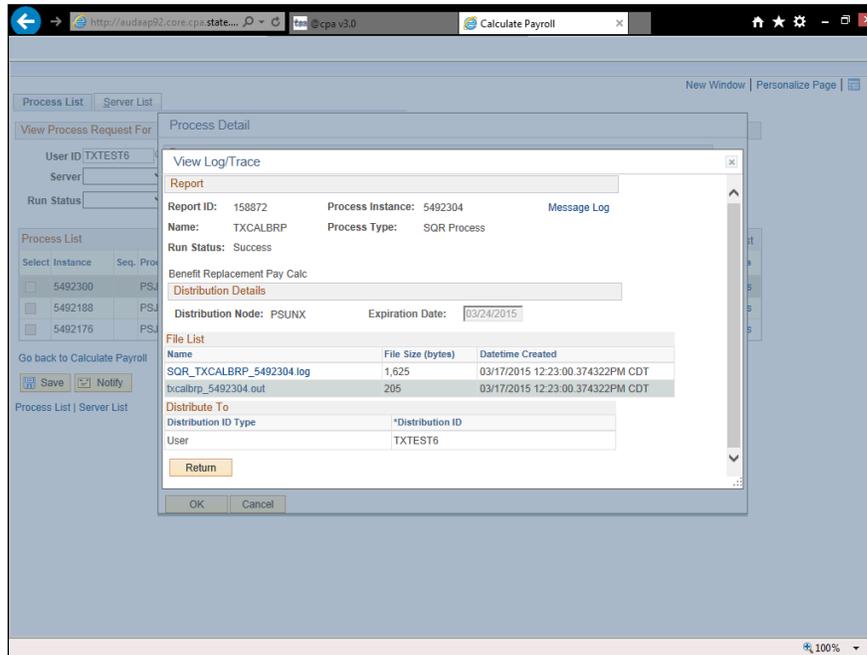
Name	File Size (bytes)	Datetime Created
CBL_PSPPYRUN_5492303.log	979	03/17/2015 12:22:44.278982PM CDT
- Distribute To:**
  - Distribution ID Type:** \*Distribution ID
  - User:** TXTEST6

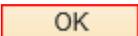
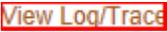
Buttons for 'Return', 'OK', and 'Cancel' are visible at the bottom of the window.

Step	Action
38.	Click the <b>Return</b> button. 
39.	Click the <b>OK</b> button. 
40.	Click the <b>5492304 - TXCALBRP Success</b> link. 
41.	Click the <b>View Log/Trace</b> link. 
42.	Click the <b>txcalbrp_5492304.out</b> link. 



Step	Action
43.	Click the <b>Close Tab (Ctrl+W)</b> button. 



Step	Action
44.	Click the <b>Return</b> button. 
45.	Click the <b>OK</b> button. 
46.	Click the <b>5492305 - PSPPYRUN Success</b> link. 
47.	Click the <b>View Log/Trace</b> link. 
48.	Click the <b>CBL_PSPPYRUN_5492305.log</b> link. 

# CAPPS HR/PAYROLL

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```

PeopleSoft Payroll -- Version 9.2
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On-Cycle Calculation started for Run: T52M1014
at 12:23:01.98.
Checking PaySheet Update for Company: T52
                               Pay Group: MON
                               Pay End Date: 2014-10-31
at 12:23:02.01.
Checking PaySheet Update ended at 12:23:02.21.

If Load Time and Labor does not complete, please refer to the
< PROCEDURE TO FOLLOW WHEN LOAD TIME AND LABOR ABENDS >
provided by Peoplesoft.
Payroll Req Num...: +0000000188
Process Instance...: 0005492305

Check Time and Labor Errors in Payroll Error Messages
Check Messages!!!
Calculation started for Company: T52
                               Pay Group: MON
                               Pay End Date: 2014-10-31
at 12:23:04.66.
116 check(s) already calculated.
4 check(s) to calculate.
Start employee processing at 12:23:04.87.
Calculation ended at 12:23:05.57.
    
```

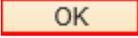
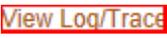
Step	Action
49.	Click the <b>Close Tab (Ctrl+W)</b> button. 

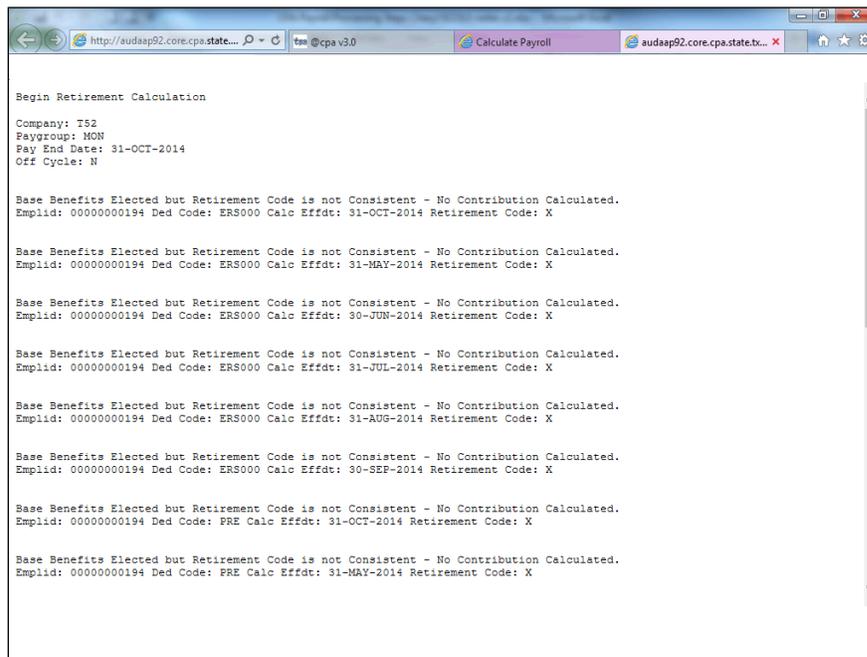
The screenshot shows the 'Process Detail' window in the CAPPS system. The window is titled 'Process Detail' and contains the following information:

- Process Information:**
  - Report ID: 158875
  - Process Instance: 5492305
  - Name: PSPPYRUN
  - Process Type: COBOL SQL
  - Run Status: Success
- Calculate Pay:**
  - Distribution Details: Distribution Node: PSUNX, Expiration Date: 04/16/2015
- File List:**

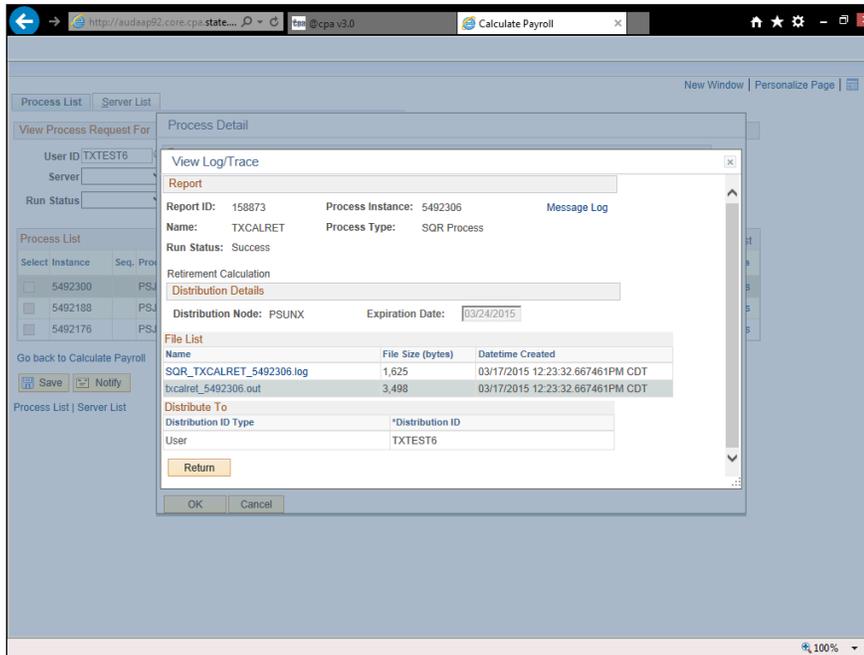
Name	File Size (bytes)	Datetime Created
CBL_PSPPYRUN_5492305.log	979	03/17/2015 12:23:16:486219PM CDT
- Distribute To:**
  - Distribution ID Type: \*Distribution ID
  - User: TXTEST6

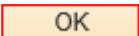
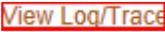
Buttons for 'Return', 'OK', and 'Cancel' are visible at the bottom of the window.

Step	Action
50.	Click the <b>Return</b> button. 
51.	Click the <b>OK</b> button. 
52.	Click the <b>5492306 - TXCALRET Success</b> link. 
53.	Click the <b>View Log/Trace</b> link. 
54.	Click the <b>txcalret_5492306.out</b> link. 



Step	Action
55.	Click the <b>Close Tab (Ctrl+W)</b> button. 



Step	Action
56.	Click the <b>Return</b> button. 
57.	Click the <b>OK</b> button. 
58.	Click the <b>5492307 - PSPPYRUN Success</b> link. 
59.	Click the <b>View Log/Trace</b> link. 
60.	Click the <b>CBL_PSPPYRUN_5492307.log</b> link. 

```

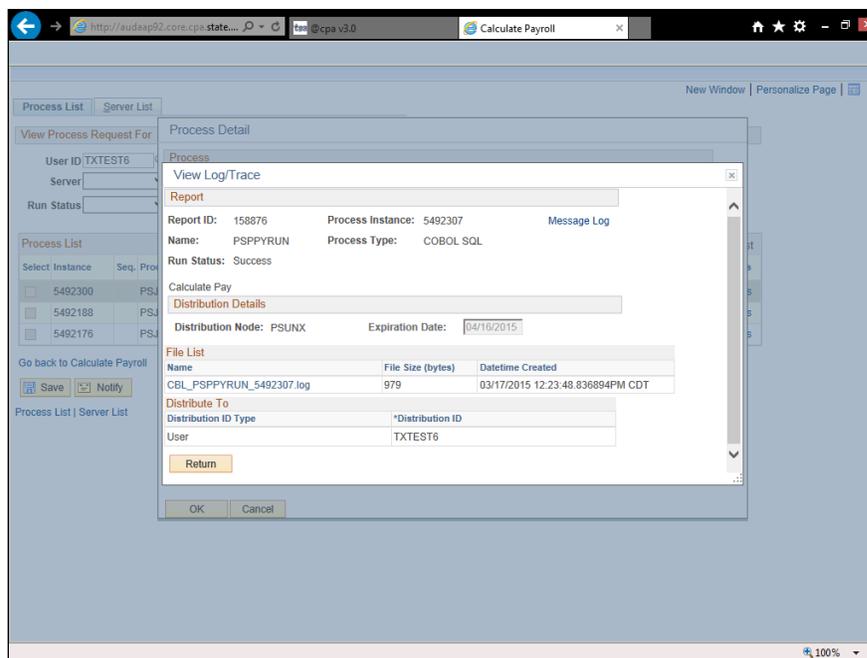
PeopleSoft Payroll -- Version 9.2
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On-Cycle Calculation started for Run: T52M1014
at 12:23:34.26.
Checking PaySheet Update for Company: T52
      Pay Group: MON
      Pay End Date: 2014-10-31
at 12:23:34.29.
Checking PaySheet Update ended at 12:23:34.46.

If Load Time and Labor does not complete, please refer to the
< PROCEDURE TO FOLLOW WHEN LOAD TIME AND LABOR ABENDS >
provided by Peoplesoft.
Payroll Req Num...: +0000000189
Process Instance...: 0005492307

Check Time and Labor Errors in Payroll Error Messages
Check Messages!!!
Calculation started for Company: T52
      Pay Group: MON
      Pay End Date: 2014-10-31
at 12:23:36.26.
116 check(s) already calculated.
4 check(s) to calculate.
Start employee processing at 12:23:36.46.
Calculation ended at 12:23:37.04.
  
```

Step	Action
61.	Click the <b>Close Tab (Ctrl+W)</b> button. 



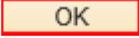
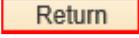
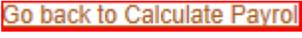
The screenshot shows the CAPPS web interface. A 'Process Detail' window is open, displaying information for process instance 5492307. A 'View Log/Trace' sub-window is overlaid on top, showing a 'Report' section with the following details:

- Report ID: 158876
- Process Instance: 5492307
- Name: PSPPYRUN
- Process Type: COBOL SQL
- Run Status: Success

Below the report details, there is a 'File List' table:

Name	File Size (bytes)	Datetime Created
CBL_PSPPYRUN_5492307.log	979	03/17/2015 12:23:48.836894PM CDT

The interface also includes a 'Process List' on the left side and various navigation buttons like 'Save', 'Notify', and 'Return'.

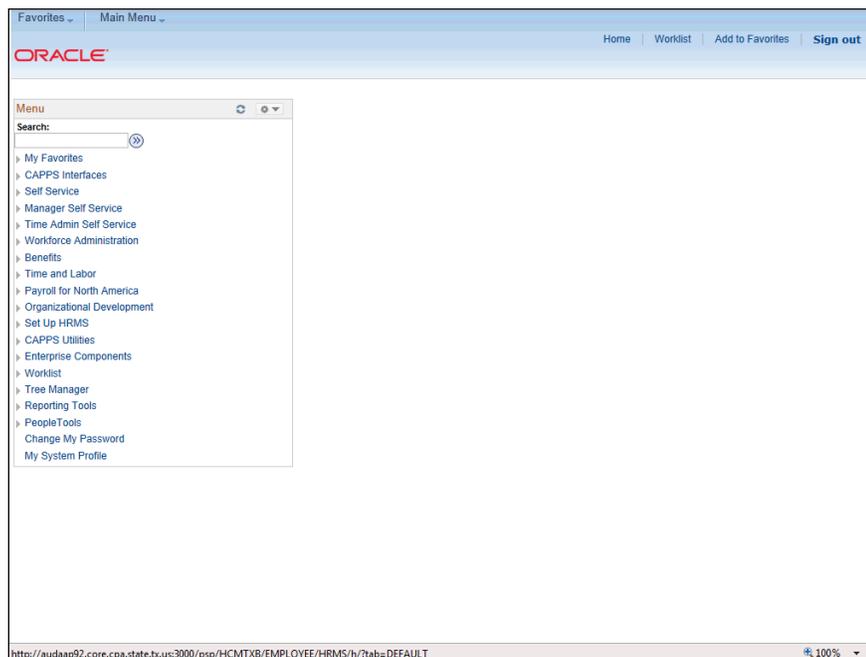
Step	Action
62.	Click the <b>Return</b> button. 
63.	Click the <b>OK</b> button. 
64.	Click the <b>Return</b> button. 
65.	Click the <b>Go back to Calculate Payroll</b> link. 
66.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

Step 12. Review Payroll Error Messages

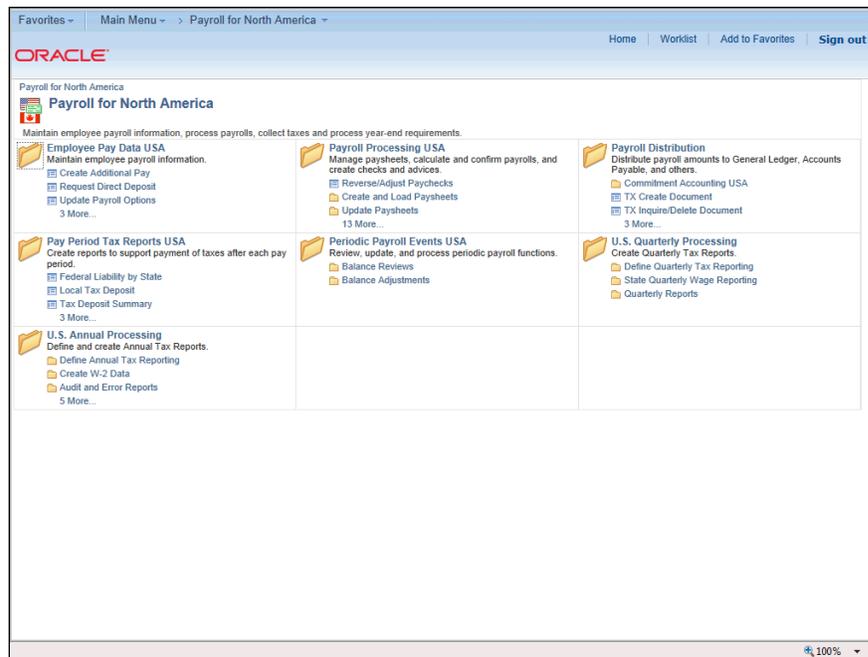
**Section 4 - Lesson 2 Exercises - Scenario: Review Payroll Error Messages**

**Procedure**

In this lesson, you will learn how to review additional payroll error messages.

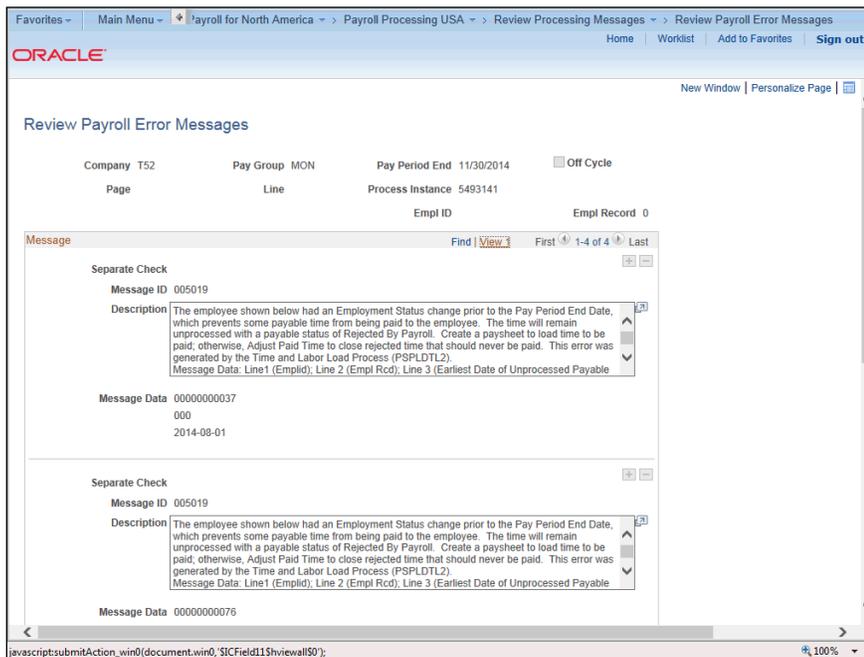


Step	Action
1.	Click the <b>Payroll for North America</b> link. Click the object.  <a href="#">Payroll for North America</a>

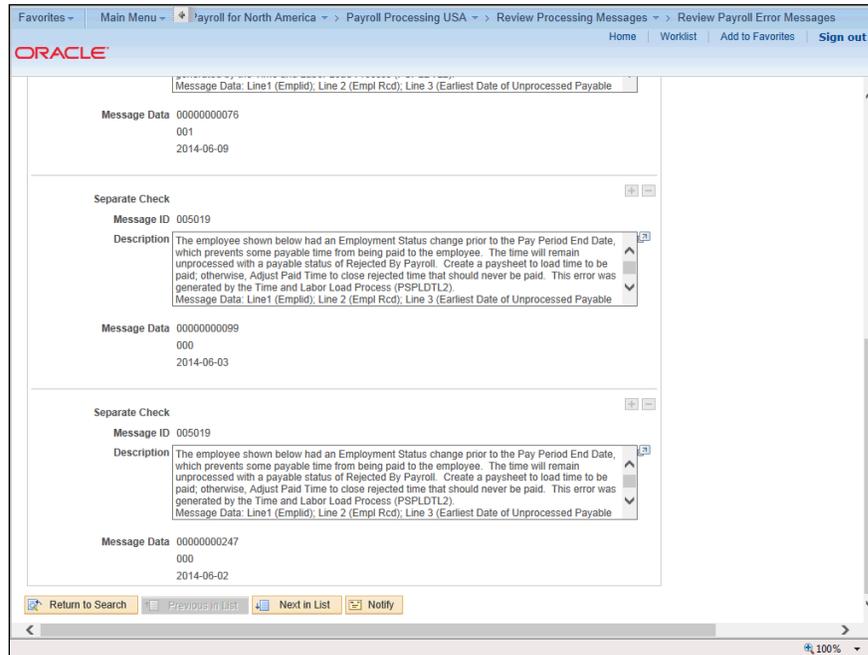


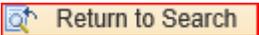
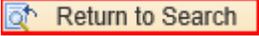
Step	Action
2.	Click the <b>Payroll Processing USA</b> link. <a href="#">Payroll Processing USA</a>
3.	Click the <b>Review Processing Messages</b> link. <a href="#">Review Processing Messages</a>
4.	Click the <b>Review Payroll Error Messages</b> link. <a href="#">Review Payroll Error Messages</a>
5.	To save time, the appropriate values have been entered for you.
6.	Click the <b>Search</b> button. <a href="#">Search</a>
7.	Click the <b>11/30/2014</b> link. <a href="#">11/30/2014</a>

Step	Action
8.	<p>Review and evaluate the messages listed in the Description box and take the appropriate action(s).</p> <p>Click the <b>View All</b> link.</p> <p><a href="#">View All</a></p>



Step	Action
9.	Click the <b>Vertical Scrollbar</b> to scroll down the page.



Step	Action
10.	Click the <b>Return to Search</b> button. 
11.	Click the <b>11/30/2014</b> link. 
12.	Click the <b>Return to Search</b> button. 
13.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 13. Running Deductions Not Taken Report

### Section 4 - Lesson 2 Exercises - Scenario: Running Deductions Not Taken Report

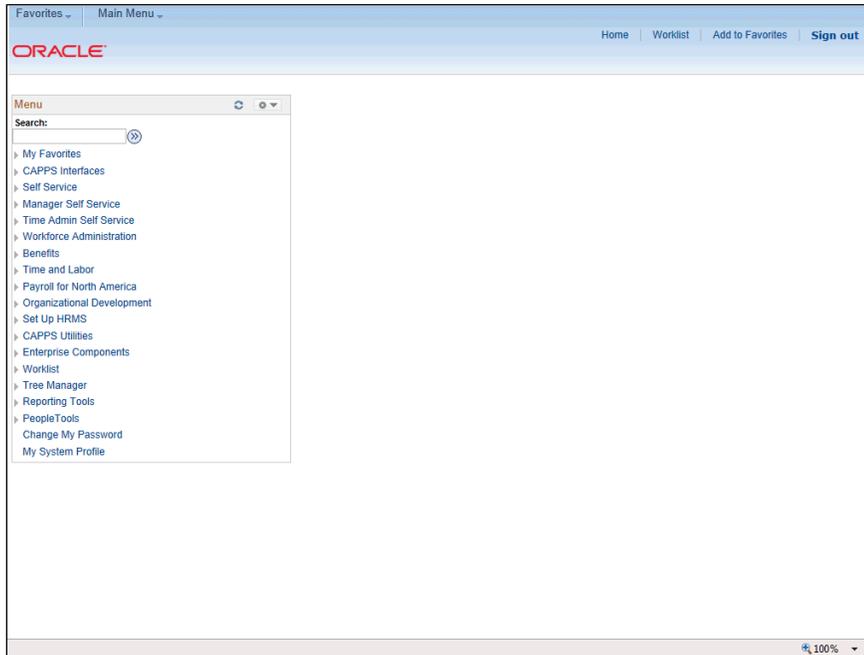
#### Procedure

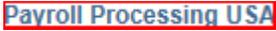
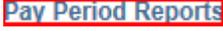
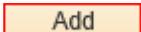
In this lesson, you will learn how to run the Deductions Not Taken Report.

The report shows deductions that were not taken for the pay period. Use this report to identify employees for whom subset changes need to be applied on the payline, in order to enforce the "all or none" processing for group benefit deductions.

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Pay Period Reports</b> link. 
4.	Click the <b>Deductions Not Taken</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>deductionsnottaken</b> ". <b>Run Control ID:</b> 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 

Step	Action
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link. <a href="#">T52M1114</a>
11.	Click the <b>Run</b> button. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. <a href="#">Process Monito</a>
14.	Click the <b>Refresh</b> button. 
15.	Click the <b>Details</b> link. <a href="#">Details</a>
16.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
17.	Click the <b>txpay008_5493175_1.PDF</b> link. <a href="#">txpay008_5493175_1.PDF</a>

# CAPPS HR/PAYROLL

## EUT Course



Centralized Accounting and Payroll/Personnel System  
 Deductions Not Taken Report  
 Report ID: TXPAY008  
 On/Off Cycle

Run: 04/16/2015 11:38:21  
 Operator: TXTEST6  
 Page: 1 of 5

Company: T52 Texas Baseline Agency 002  
 Pay Period End: 11/30/2014

Employee ID	Name	Pay Group	Ded. Code	Ben Amount	Reason	Added to	Arrears	Check
				Red	Not Taken	Not Taken	Balance	No.
0000000194	EMP2_Test	MMW	401000 401K	0	1,640.89	D 402 Limit		0000000000000000
0000000005	Employee E Sr.,Test	MMW	401000 401K	0	1,934.78	D 402 Limit		0000000000000000
0000000005	Employee E Sr.,Test	MMW	801000 BUI401(A)	0	947.39	D 402 Limit		0000000000000000
Pay Period Total				4,543.06			0.00	
Company Total				4,543.06			0.00	
Grand Total				4,543.06			0.00	

Source Legend: K - Batch Final L - On-line Final O - On-line  
 End of Report

Step	Action
18.	Click the <b>Close Tab (Ctrl+W)</b> button. 

ORACLE

Process List | Server List

View Process Request For

User ID: TXTEST6  
 Server: [Dropdown]  
 Run Status: [Dropdown]

Process List

Select	Instance	Seq. Proc
<input type="checkbox"/>	5493175	SQR
<input type="checkbox"/>	5493167	PSJ
<input type="checkbox"/>	5493159	PSJ
<input type="checkbox"/>	5493150	SQR
<input type="checkbox"/>	5493155	PSJ
<input type="checkbox"/>	5493146	PSJ
<input type="checkbox"/>	5493145	SQR
<input type="checkbox"/>	5493144	SQR
<input type="checkbox"/>	5493139	PSJ
<input type="checkbox"/>	5493138	SQR
<input type="checkbox"/>	5493125	SQR
<input type="checkbox"/>	5493124	SQR Report
<input type="checkbox"/>	5493123	SQR Report

View Log/Trace

Report

Report ID: 159659    Process Instance: 5493175    Message Log

Name: TXPAY008    Process Type: SQR Report

Run Status: Success

TX Deductions Not Taken

Distribution Details

Distribution Node: PSUNX    Expiration Date: 04/23/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_TXPAY008_5493175.log	1,901	04/16/2015 11:38:35.324659AM CDT
bpay008_5493175.out	98	04/16/2015 11:38:35.324659AM CDT
bpay008_5493175_1.PDF	3,078	04/16/2015 11:38:35.324659AM CDT

Distribute To

Distribution ID Type: \*Distribution ID

User: TXTEST6

Return

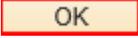
OK    Cancel

Go back to Deductions Not Taken

Save    Notify

Process List | Server List

100%

Step	Action
19.	Click the <b>Return</b> button. 
20.	Click the <b>OK</b> button. 
21.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

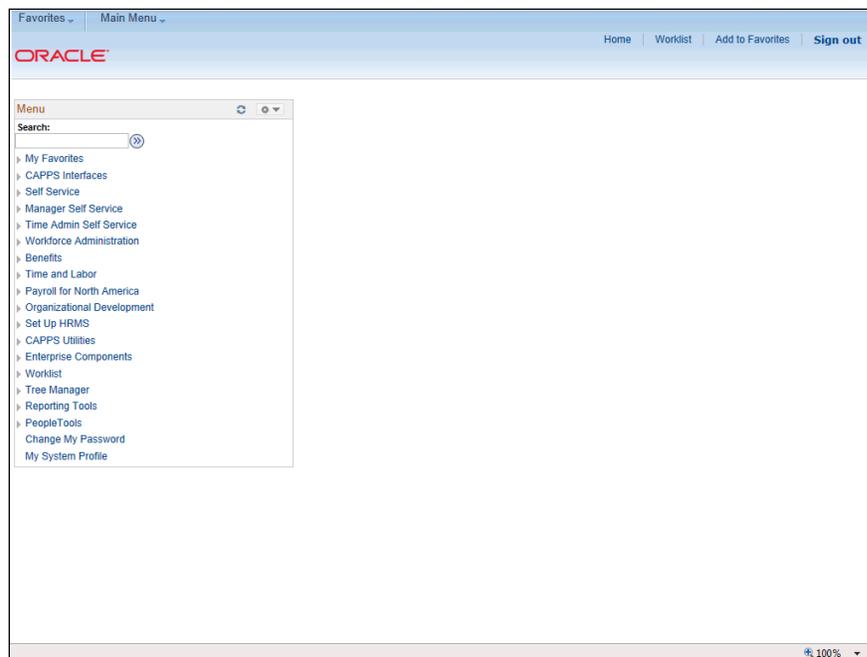
### Step 14. Running TX Payroll CY Audit Report

#### **Section 4 - Lesson 2 Exercises - Scenario:** Running TX Payroll CY Audit Report

#### **Procedure**

In this lesson, you will learn how to run the TX Payroll CY Audit Report.

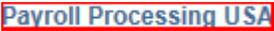
This reports lists employees for a specified pay period who meet or exceed defined exception limits (defined on CAPPS Constants Table) for gross amount, deduction amount, net amount and tax amounts. This report also monitors BRP and Deferred Comp YTD maximums.

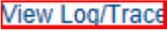


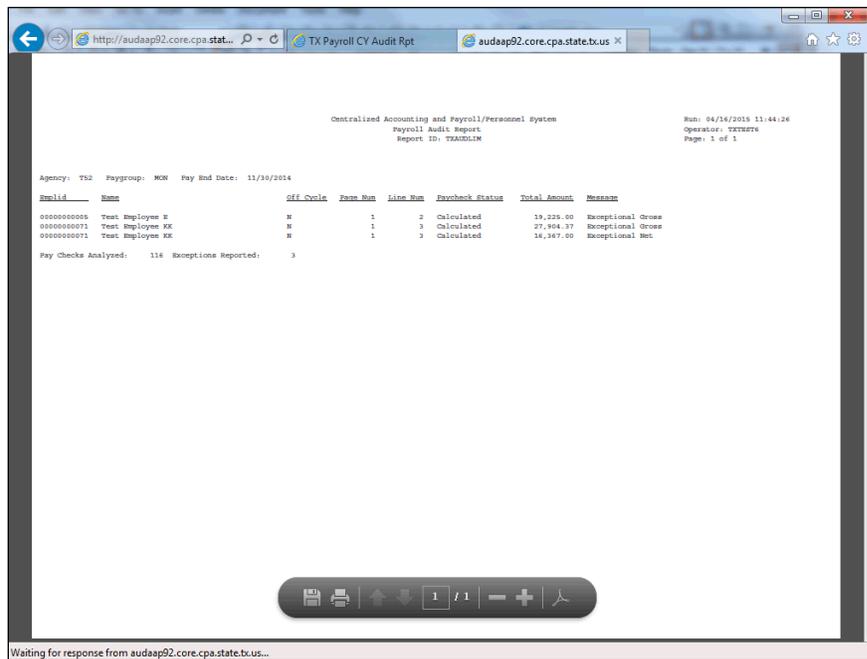
# CAPPS HR/PAYROLL

## EUT Course

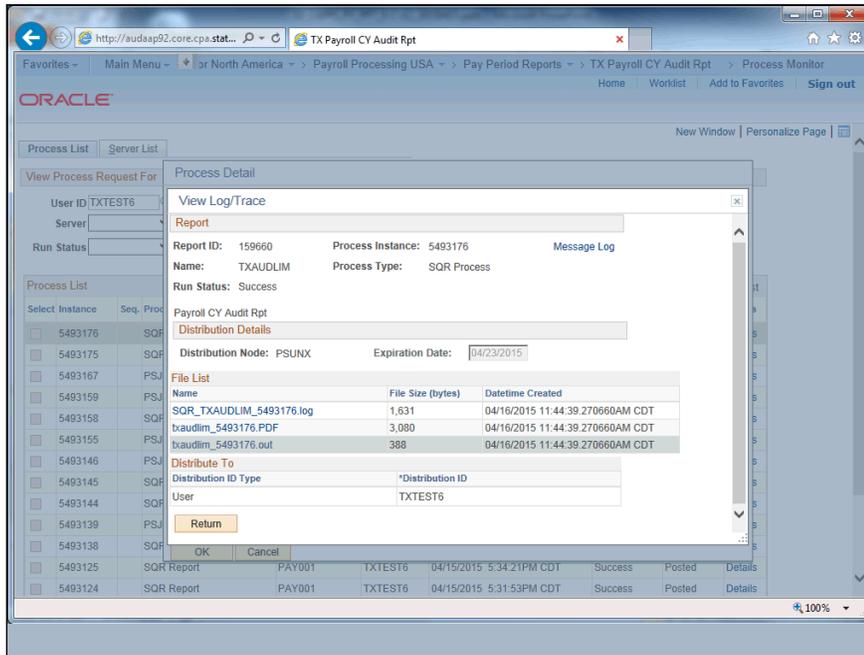


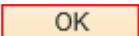
Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Pay Period Reports</b> link. 
4.	Click the <b>TX Payroll CY Audit Rpt</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>payrollcyaudit</b> ". Run Control ID: <input data-bbox="527 940 964 972" type="text"/>
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Company (Alt+5)</b> button. 
9.	Click the <b>T52</b> link. 
10.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
11.	Click the <b>MON</b> link. 
12.	Click the <b>Look up Pay Period End (Alt+5)</b> button. 
13.	Click the <b>Vertical Scroll bar</b> .
14.	Click the <b>11/30/2014</b> link. 
15.	Click the <b>Run</b> button. 

Step	Action
16.	Click the <b>OK</b> button. 
17.	Click the <b>Process Monitor</b> link. 
18.	Click the <b>Refresh</b> button. 
19.	Click the <b>Details</b> link. 
20.	Click the <b>View Log/Trace</b> link. 
21.	Click the <b>txaudlim_5493176.PDF</b> link. 



Step	Action
22.	Click the <b>Close Tab (Ctrl+W)</b> button. 



Step	Action
23.	Click the <b>Return</b> button. 
24.	Click the <b>OK</b> button. 
25.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

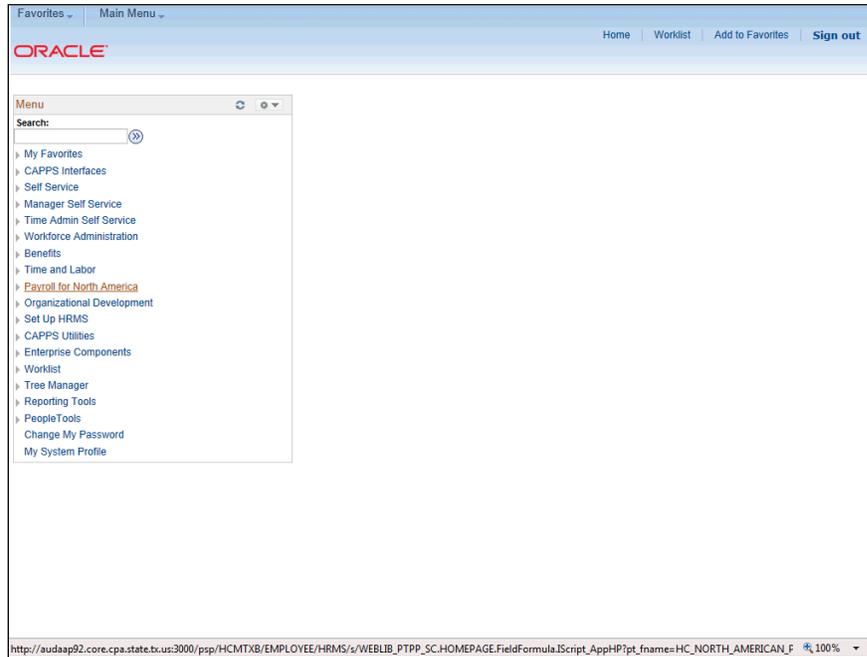
### Step 15. Running TX Taxable Gross Audit Report

#### Section 4 - Lesson 2 Exercises - Scenario: Running TX Taxable Gross Audit Report

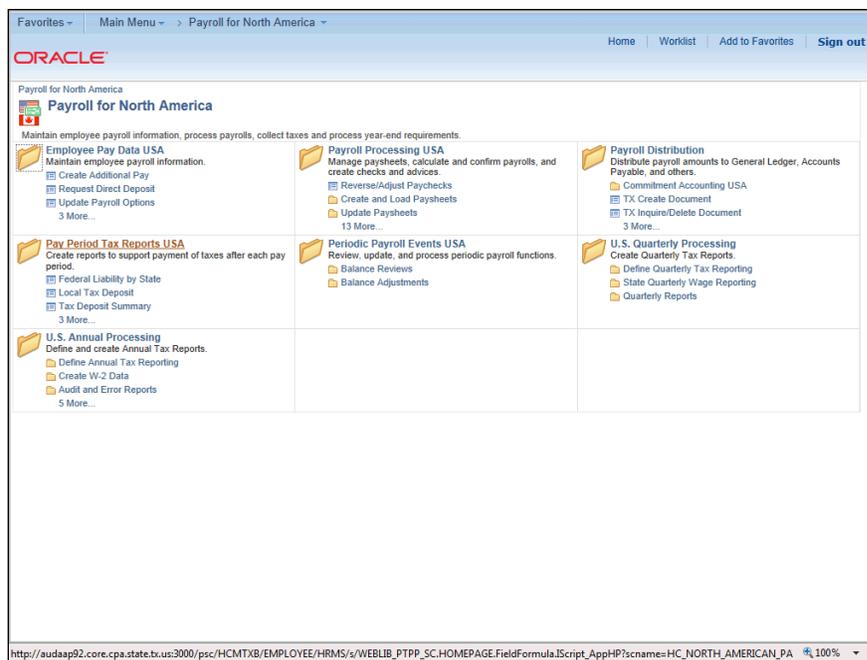
##### Procedure

In this scenario, you will learn how to run the TX Taxable Gross Audit Report.

This report lists payments containing a calculated taxable gross (FIT/OASDI/HI) that exceeds the sum of the taxable gross components on the payment.



Step	Action
1.	Click the <b>Payroll for North America</b> link. <a href="#">Payroll for North America</a>

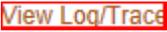
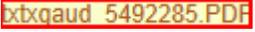


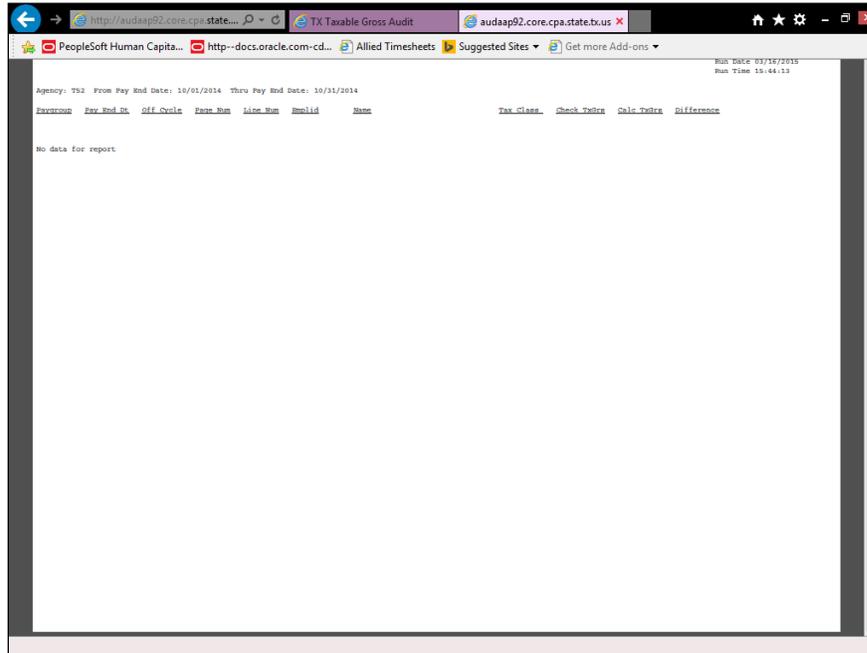
# CAPPS HR/PAYROLL

## EUT Course

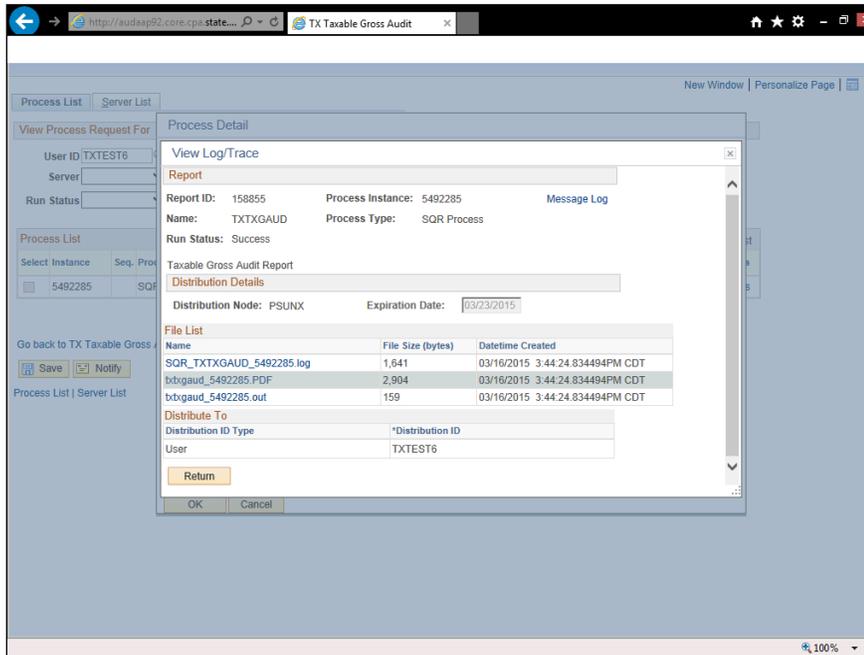


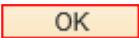
Step	Action
2.	Click the <b>Pay Period Tax Reports USA</b> link. <b>Pay Period Tax Reports USA</b>
3.	Click the <b>TX Taxable Gross Audit</b> link. <b>TX Taxable Gross Audi</b>
4.	Click the <b>Add a New Value</b> tab. <b>Add a New Value</b>
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>TX TAXABLE GROSS AUDIT</b> ". Run Control ID: <input type="text"/>
6.	Click the <b>Add</b> button. <b>Add</b>
7.	Click the <b>Look up Company (Alt+5)</b> button. 
8.	Click the <b>T52</b> link. <b>T52</b>
9.	Click in the <b>From Pay Period End Date</b> field. *From Pay Period End Date: <input type="text"/>
10.	Click in the <b>Through Pay Period End Date</b> field. *Through Pay Period End Date: <input type="text"/>
11.	Enter the desired information into the <b>Through Pay Period End Date</b> field. Enter " <b>10312014</b> ". *Through Pay Period End Date: <input type="text"/>
12.	Click the <b>Run</b> button. <b>Run</b>
13.	Click the <b>OK</b> button. <b>OK</b>
14.	Click the <b>Process Monitor</b> link. <b>Process Monito</b>
15.	Click the <b>Refresh</b> button. <b>Refresh</b>

Step	Action
16.	Click the <b>Refresh</b> button. 
17.	Click the <b>Details</b> link. 
18.	Click the <b>View Log/Trace</b> link. 
19.	Click the <b>txtxgaud_5492285.PDF</b> link. 



Step	Action
20.	Click the <b>Close Tab (Ctrl+W)</b> button. 



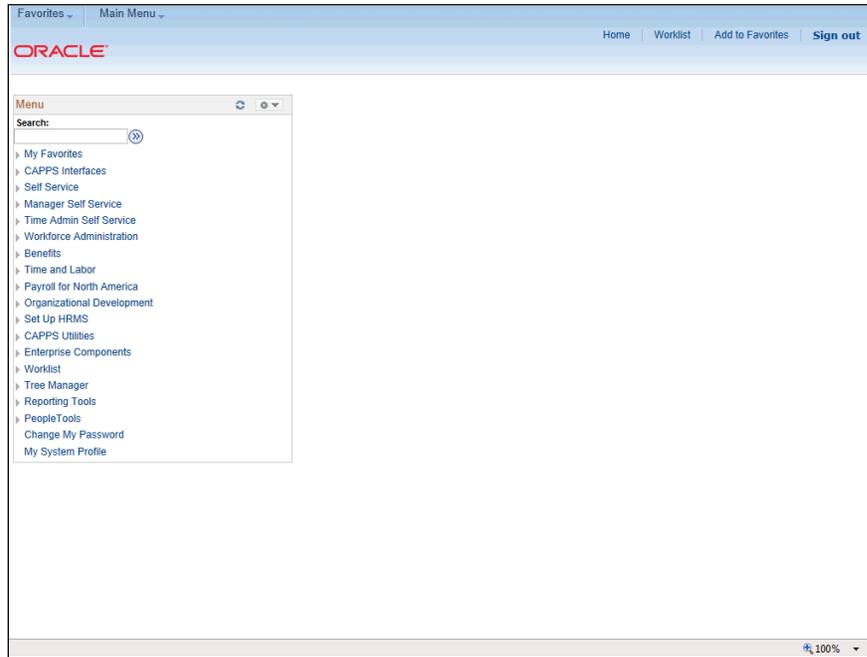
Step	Action
21.	Click the <b>Return</b> button. 
22.	Click the <b>OK</b> button. 
23.	Click the <b>Go back to TX Taxable Gross Audit Rpt</b> link. 
24.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

Step 16. Running Query TX\_PY\_ZERO\_CHECK\_WITH\_EARNS

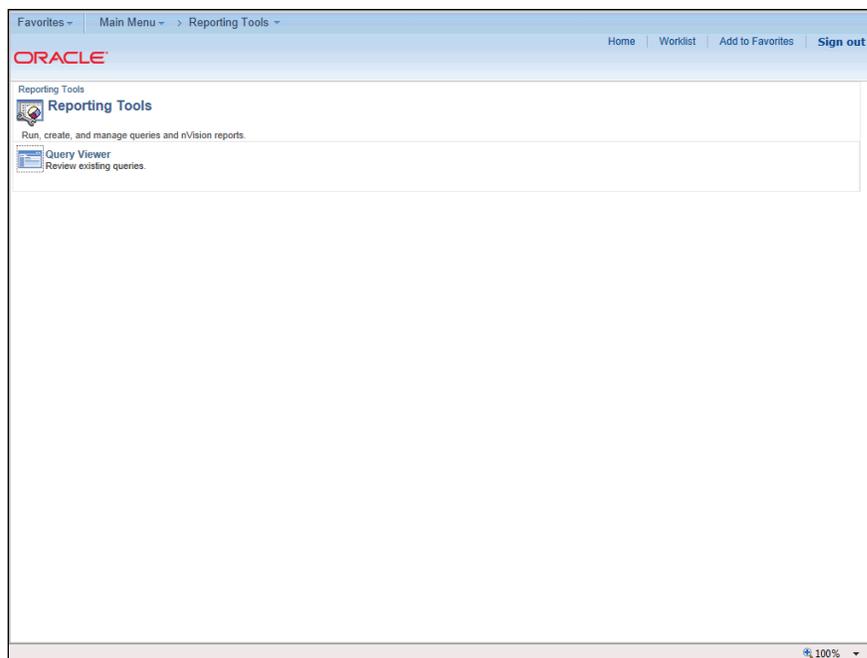
**Section 4 - Lesson 2 Exercises - Scenario:** Running Query TX\_PY\_ZERO\_CHECK\_WITH\_EARNS

**Procedure**

In this lesson, you will learn how to run a query that lists any checks (1) that contain net zero amounts, and (2) that contain earnings.



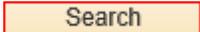
Step	Action
1.	Click the <b>Reporting Tools</b> link. <a href="#">Reporting Tools</a>



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Step	Action
2.	Click the <b>Query Viewer</b> link. 
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_zero_check</b> ". begins with <input data-bbox="548 537 1036 569" type="text"/>
4.	Click the <b>Search</b> button. 
5.	Click the <b>HTML</b> link. 
6.	Click the <b>Look up Company (Alt+5)</b> button. 
7.	Click the <b>T52</b> link. 
8.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
9.	Click the <b>MON</b> link. 
10.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 

TX\_PY\_ZERO\_CHECK\_WITH\_EARNS - Zero Check with some Earnings

Company: T52  
 Pay Group: MON  
 Pay Period End Date:   
 Off Cycle:

Search by: Pay Period End Date =   
 Look Up Cancel Advanced Lookup

View Results

Search Results

Company	Pay Group	Pay Period End Date	Off Cycle	Page Nbr	Line Nbr	Pay Period End Date	Pay Run ID	Paysheets Run	Payroll Calculation Run	Payroll Confirmation Run	TL Sic Fig	Earn Code	Oth Hrs	Oth Py	Oth Earns
		01/31/2012				(blank)	N	N	N	N					
		02/29/2012				(blank)	N	N	N	N					
		03/31/2012				(blank)	N	N	N	N					
		04/30/2012				(blank)	N	N	N	N					
		05/31/2012				(blank)	N	N	N	N					
		06/30/2012				(blank)	N	N	N	N					
		07/31/2012				(blank)	N	N	N	N					
		08/31/2012				(blank)	N	N	N	N					
		09/30/2012				(blank)	N	N	N	N					
		10/31/2012				(blank)	N	N	N	N					
		11/30/2012				(blank)	N	N	N	N					
		12/28/2012				(blank)	N	N	N	N					
		12/29/2012				(blank)	N	N	N	N					
		12/30/2012				(blank)	N	N	N	N					
		12/31/2012				(blank)	N	N	N	N					
		01/31/2013				(blank)	N	N	N	N					
		02/28/2013				T52M0213	Y	Y	Y	Y					
		03/31/2013				T52M0313	Y	Y	Y	Y					
		04/29/2013				(blank)	N	N	N	N					
		04/30/2013				T52M0413	Y	Y	Y	Y					
		05/31/2013				T52M0513	Y	Y	Y	Y					
		06/30/2013				T52M0613	Y	Y	Y	Y					
		07/31/2013				T52M0713	Y	Y	Y	Y					
		08/31/2013				T52M0813	Y	Y	Y	Y					
		09/30/2013				T52M0913	Y	Y	Y	Y					
		10/31/2013				T52M1013	Y	Y	Y	Y					
		11/30/2013				T52M1113	Y	Y	Y	Y					

javascript:doUpdateParent(document.winL,'#ICRow0');

Step	Action
11.	Click on the <b>Vertical Scrollbar</b> .

TX\_PY\_ZERO\_CHECK\_WITH\_EARNS - Zero Check with some Earnings

Company: T52  
 Pay Group: MON  
 Pay Period End Date:   
 Off Cycle:

View Results

Company	Pay Group	Pay Period End Date	Off Cycle	Page Nbr	Line Nbr	Pay Period End Date	Pay Run ID	Paysheets Run	Payroll Calculation Run	Payroll Confirmation Run	TL Sic Fig	Earn Code	Oth Hrs	Oth Py	Oth Earns
		06/30/2012				(blank)	N	N	N	N					
		07/31/2012				(blank)	N	N	N	N					
		08/31/2012				(blank)	N	N	N	N					
		09/30/2012				(blank)	N	N	N	N					
		10/31/2012				(blank)	N	N	N	N					
		11/30/2012				(blank)	N	N	N	N					
		12/28/2012				(blank)	N	N	N	N					
		12/29/2012				(blank)	N	N	N	N					
		12/30/2012				(blank)	N	N	N	N					
		12/31/2012				(blank)	N	N	N	N					
		01/31/2013				(blank)	N	N	N	N					
		02/28/2013				T52M0213	Y	Y	Y	Y					
		03/31/2013				T52M0313	Y	Y	Y	Y					
		04/29/2013				(blank)	N	N	N	N					
		04/30/2013				T52M0413	Y	Y	Y	Y					
		05/31/2013				T52M0513	Y	Y	Y	Y					
		06/30/2013				T52M0613	Y	Y	Y	Y					
		07/31/2013				T52M0713	Y	Y	Y	Y					
		08/31/2013				T52M0813	Y	Y	Y	Y					
		09/30/2013				T52M0913	Y	Y	Y	Y					
		10/31/2013				T52M1013	Y	Y	Y	Y					
		11/30/2013				T52M1113	Y	Y	Y	Y					
		12/31/2013				T52M1213	Y	Y	Y	Y					
		01/31/2014				T52M0114	Y	Y	Y	Y					
		02/28/2014				T52M0214	Y	Y	Y	Y					
		03/31/2014				T52M0314	Y	Y	Y	Y					
		04/30/2014				T52M0414	Y	Y	Y	Y					
		05/31/2014				T52M0514	Y	Y	Y	Y					
		06/30/2014				T52M0614	Y	Y	Y	Y					
		07/31/2014				T52M0714	Y	Y	Y	Y					
		08/31/2014				T52M0814	Y	Y	Y	Y					
		09/30/2014				T52M0914	Y	Y	Y	Y					
		10/31/2014				T52M1014	Y	Y	Y	Y					
		11/30/2014				T52M1114	Y	Y	Y	N					
		12/30/2014				T52M1213A	N	N	N	N					
		12/31/2014				T52M1214	N	N	N	N					

javascript:doUpdateParent(document.winL,'#ICRow0');

Step	Action
12.	Click the <b>11/30/2014</b> link. 
13.	Click the <b>View Results</b> button. 
14.	The system tells you that no matching values were found.
15.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

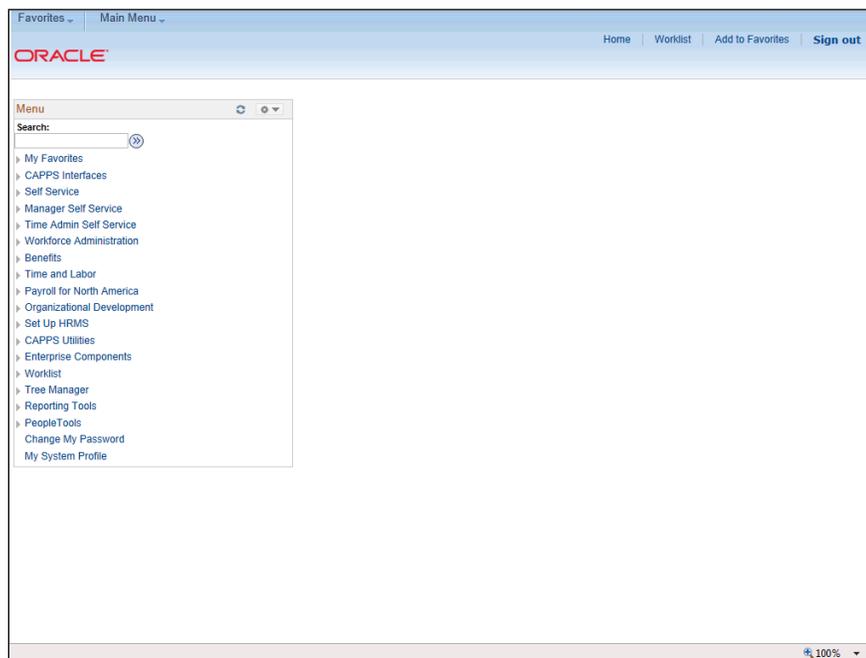
Step 17. Running Query TX\_PY\_CHILD\_SUPP\_LUMP\_BONUS

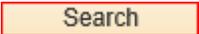
**Section 4 - Lesson 2 Exercises - Scenario:** Running Query TX\_PY\_CHILD\_SUPP\_LUMP\_BONUS

**Procedure**

In this lesson, you will learn how to run the Query TX\_PY\_CHILD\_SUPP\_LUMP\_BONUS.

This query identifies any employee paid in this pay cycle who received a bonus and/or lump sum payout, and who has an active arrears Child Support Order.



Step	Action
1.	Click the <b>Reporting Tools</b> link. 
2.	Click the <b>Query Viewer</b> link. 
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_child_supp</b> ". begins with <input data-bbox="646 598 1130 636" type="text"/>
4.	Most Payroll queries begin with <b>TX_PY</b> .
5.	Click the <b>Search</b> button. 
6.	Click the <b>HTML</b> link. 
7.	Click the <b>Look up Company (Alt+5)</b> button. 
8.	Click the <b>T52</b> link. 
9.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
10.	Click the <b>MON</b> link. 
11.	Click in the <b>Pay Period End Date</b> field. Pay Period End Date: <input data-bbox="688 1350 829 1388" type="text"/>
12.	Enter the desired information into the <b>Pay Period End Date</b> field. Enter " <b>11302014</b> ". Pay Period End Date: <input data-bbox="688 1482 829 1520" type="text"/>
13.	Click the <b>View Results</b> button. 
14.	The system tells you that no matching values were found.
15.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

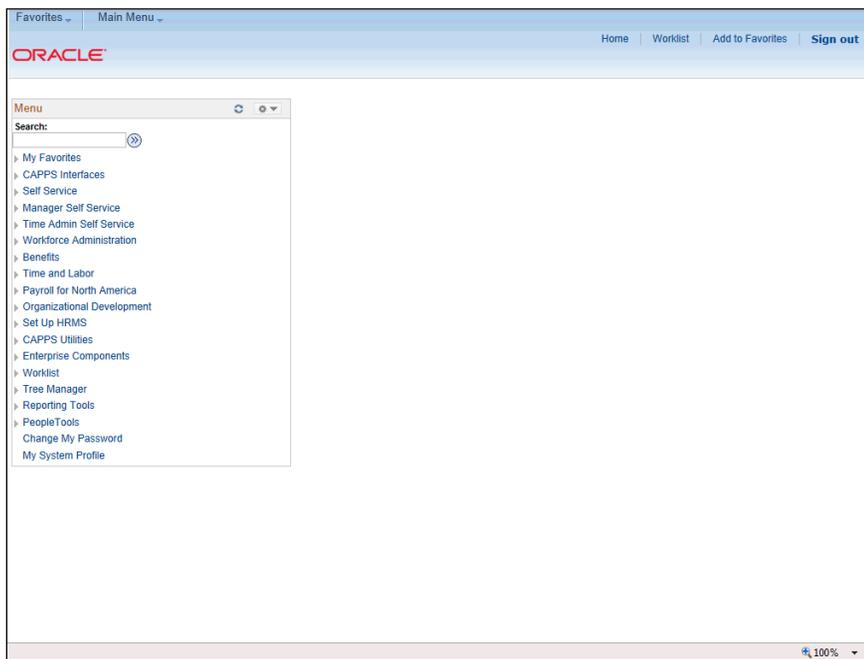
### Step 18. Running Query TX\_PY\_DED\_SUBSET\_DIFF\_FROM\_PM

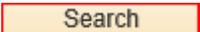
#### Section 4 - Lesson 2 Exercises - Scenario: Running Query TX\_PY\_DED\_SUBSET\_DIFF\_FROM\_PM

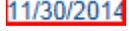
#### Procedure

In this lesson, you will learn how to run the Query TX\_PY\_DED\_SUBSET\_DIFF\_FROM\_PM.

This query lists paylines where the deduction subset is different from that found on the Paysheet Manager.



Step	Action
1.	Click the <b>Reporting Tools</b> link. 
2.	Click the <b>Query Viewer</b> link. 
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_ded</b> ". 
4.	Click the <b>Search</b> button. 

Step	Action
5.	Click the <b>HTML</b> link. 
6.	Click the <b>Look up Company (Alt+5)</b> button. 
7.	Click the <b>T52</b> link. 
8.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
9.	Click the <b>MON</b> link. 
10.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
11.	Click the <b>Vertical Scroll bar</b> .
12.	Click the <b>11/30/2014</b> link. 
13.	Click the <b>View Results</b> button. 
14.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

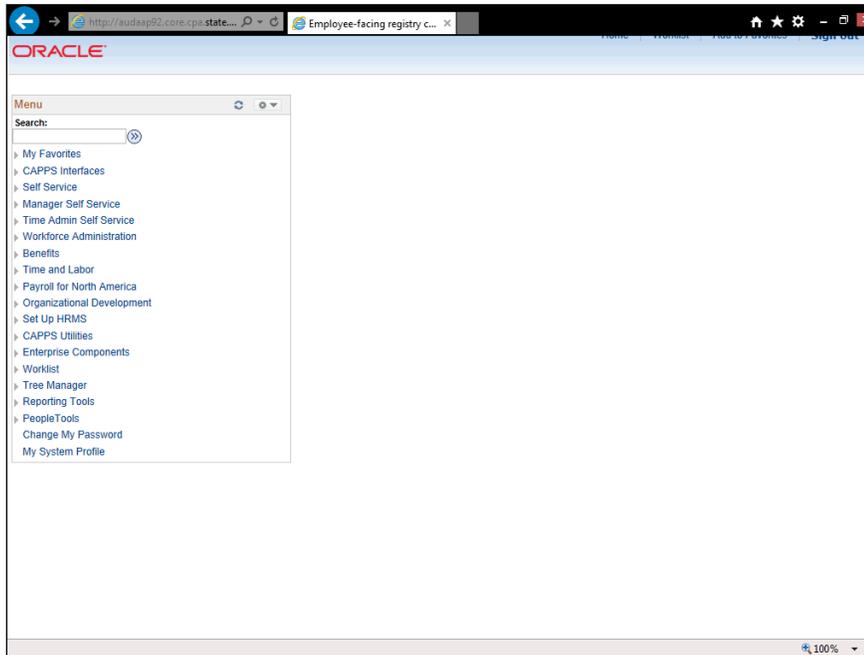
Step 19. Running Query TX\_PY\_STATE\_NOTTX\_CALC

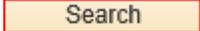
**Section 4 - Lesson 2 Exercises - Scenario:** Running Query TX\_PY\_STATE\_NOTTX\_CALC

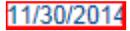
**Procedure**

In this lesson, you will learn how to run the Query TX\_PY\_STATE\_NOTTX\_CALC.

This query lists paychecks where state taxable gross or state tax is calculated.



Step	Action
1.	Click the <b>Reporting Tools</b> link. 
2.	Click the <b>Query Viewer</b> link. 
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_state</b> ". begins with <input data-bbox="548 1297 1032 1329" type="text"/>
4.	Most Payroll queries begin with <b>TX_PY</b> .
5.	Click the <b>Search</b> button. 
6.	Click the <b>HTML</b> link. 
7.	Click the <b>Look up Company (Alt+5)</b> button. 
8.	Click the <b>T52</b> link. 
9.	Click the <b>Look up Pay Group (Alt+5)</b> button. 

Step	Action
10.	Click the <b>MON</b> link. 
11.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
12.	Click the <b>Vertical Scroll bar</b> .
13.	Click the <b>11/30/2014</b> link. 
14.	Click the <b>View Results</b> button. 
15.	The report lists employees who have state taxes calculated.
16.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

Step 20. Running Query TX\_PY\_PAY\_OK\_TO\_PAY\_OFF\_CPE

**Section 4 - Lesson 2 Exercises - Scenario:** Running Query TX\_PY\_PAY\_OK\_TO\_PAY\_OFF\_CPE

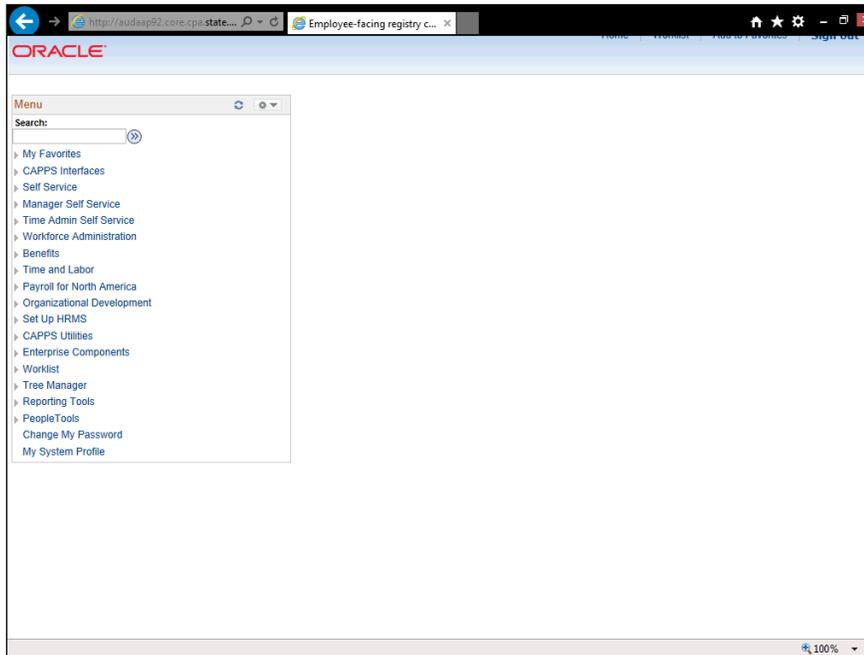
**Procedure**

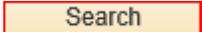
In this lesson, you will learn how to run the Query TX\_PY\_PAY\_OK\_TO\_PAY\_OFF\_CPE.

This query identifies CPE paysheets with an employee's **Ok to Pay** checkbox unchecked.

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Step	Action
1.	Click the <b>Reporting Tools</b> link. 
2.	Click the <b>Query Viewer</b> link. 
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_pay_ok</b> ". 
4.	Click the <b>Search</b> button. 
5.	Click the <b>HTML</b> link. 
6.	Click the <b>Look up Company (Alt+5)</b> button. 
7.	Click the <b>T52</b> link. 
8.	Click the <b>Look up Pay Group (Alt+5)</b> button. 

Step	Action
9.	Click the <b>MON</b> link. <b>MON</b>
10.	Click in the <b>Pay Period End Date</b> field. <b>Pay Period End Date:</b> <input type="text"/>
11.	Enter the desired information into the <b>Pay Period End Date</b> field. Enter " <b>11302014</b> ". <b>Pay Period End Date:</b> <input type="text"/>
12.	Click the <b>View Results</b> button. <input type="button" value="View Results"/>
13.	The query found no employees who matched the criteria.
14.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### **S4\_L3 - Payroll Calculation Final**

#### **Section 4 - Lesson 3 - Payroll Calculation Final**

#### Step 21. Payroll Calculation - Final

#### **Section 4 - Lesson 3 Exercises - Scenario: Payroll Calculation Final**

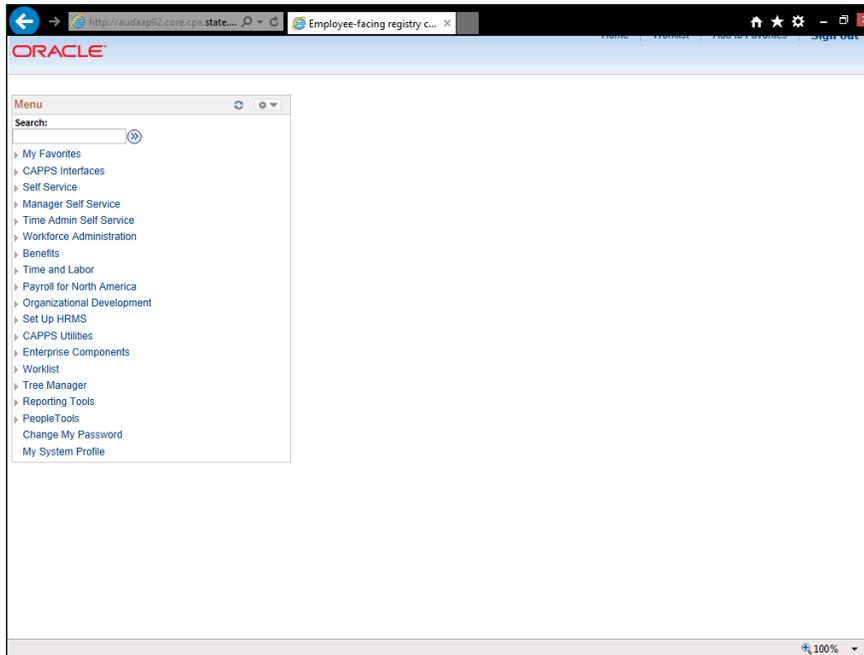
#### **Procedure**

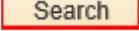
In the lesson, you will learn how to run Calculate Payroll in Final Status. The Final Calculation must be done in order to Confirm Payroll Processing.

Final Calc MUST be executed before Payroll is Confirmed.

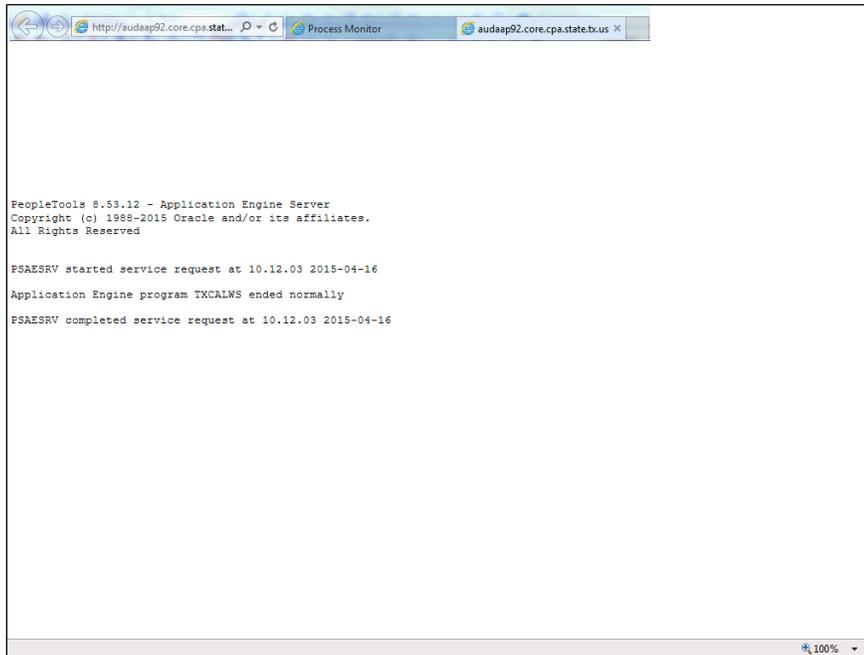
# CAPPS HR/PAYROLL

## EUT Course

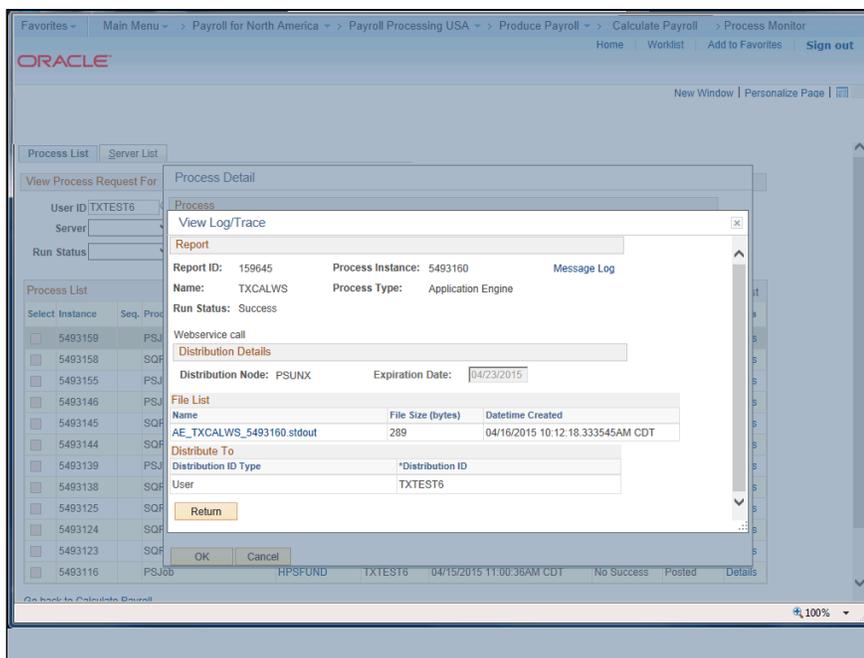


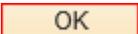
Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Produce Payroll</b> link. 
4.	Click the <b>Calculate Payroll</b> link. 
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>calcpayroll</b> ". 
6.	Click the <b>Search</b> button. 
7.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
8.	Click the <b>Vertical Scroll bar</b> .
9.	Click the <b>T52M1114</b> link. 

Step	Action
10.	Click the <b>On or Off-Cycle</b> list. On or Off-Cycle <input type="text" value=""/>
11.	Click the <b>On-Cycle Checks</b> list item. On-Cycle Checks
12.	You are running Final Calculation, so you must uncheck the <b>Preliminary Calculation Run</b> checkbox.
13.	Click the <b>Preliminary Calculation Run</b> option. <input checked="" type="checkbox"/> Preliminary Calculation Run
14.	Never select the <b>Transfer Calc Errors</b> checkbox.
15.	Click the <b>Run</b> button. Run
16.	Click the <b>ERP Payroll Calculation</b> option. <input type="checkbox"/> ERP Payroll Calculation
17.	Click the <b>Vertical Scroll bar</b> .
18.	Click the <b>OK</b> button. OK
19.	Click the <b>Process Monitor</b> link. Process Monitor
20.	Click the <b>Refresh</b> button. Refresh
21.	Click the <b>TXPYCALC</b> link. TXPYCALC
22.	Click the <b>5493160 - TXCALWS Success</b> link. 5493160 - TXCALWS Success
23.	Click the <b>View Log/Trace</b> link. View Log/Trace
24.	Click the <b>AE_TXCALWS_5493160.stdout</b> link. AE_TXCALWS_5493160.stdout



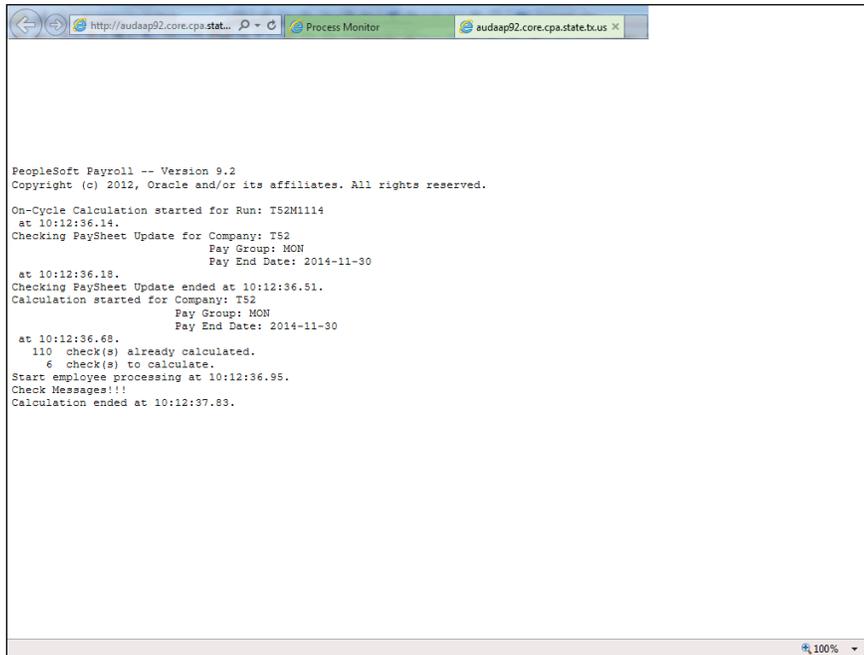
Step	Action
25.	Click the <b>Close Tab (Ctrl+W)</b> button. 



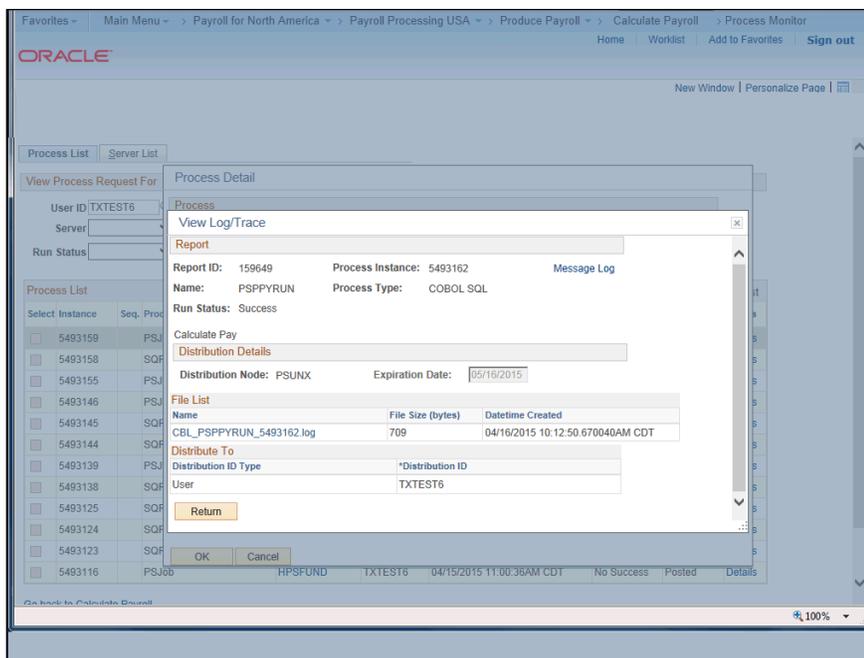
Step	Action
26.	Click the <b>Return</b> button. 
27.	Click the <b>OK</b> button. 
28.	Click the <b>5493161 - TXCALPRE Success</b> link. <a href="#">5493161 - TXCALPRE Success</a>
29.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
30.	Click the <b>txcalpre_5493161.out</b> link. <a href="#">txcalpre_5493161.out</a>
31.	Click the <b>Close Tab (Ctrl+W)</b> button. 
32.	Click the <b>OK</b> button. 
33.	Click the <b>5493162 - PSPPYRUN Success</b> link. <a href="#">5493162 - PSPPYRUN Success</a>
34.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
35.	Click the <b>CBL_PSPPYRUN_549162.log</b> link. <a href="#">CBL_PSPPYRUN_5493162.log</a>

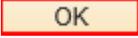
# CAPPS HR/PAYROLL

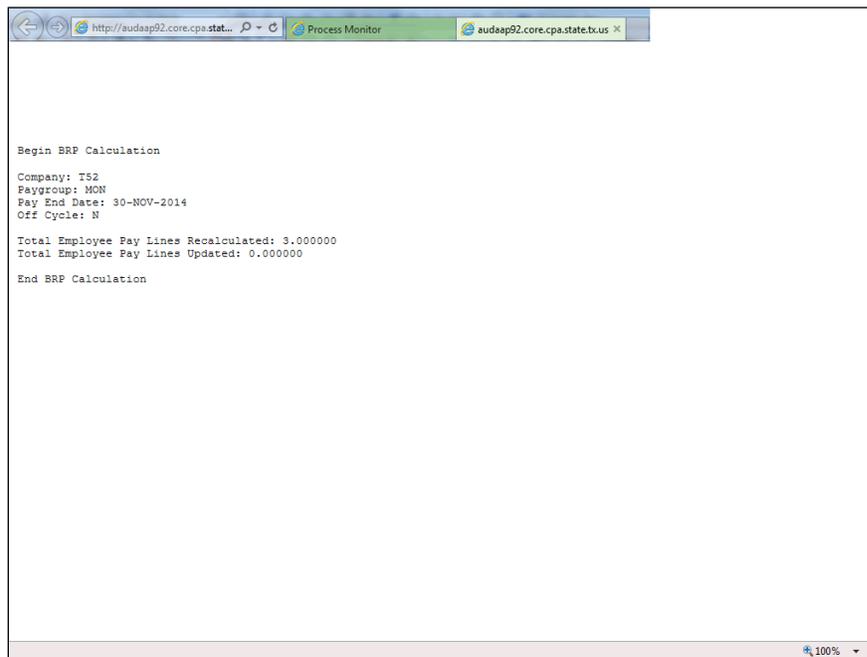
## EUT Course



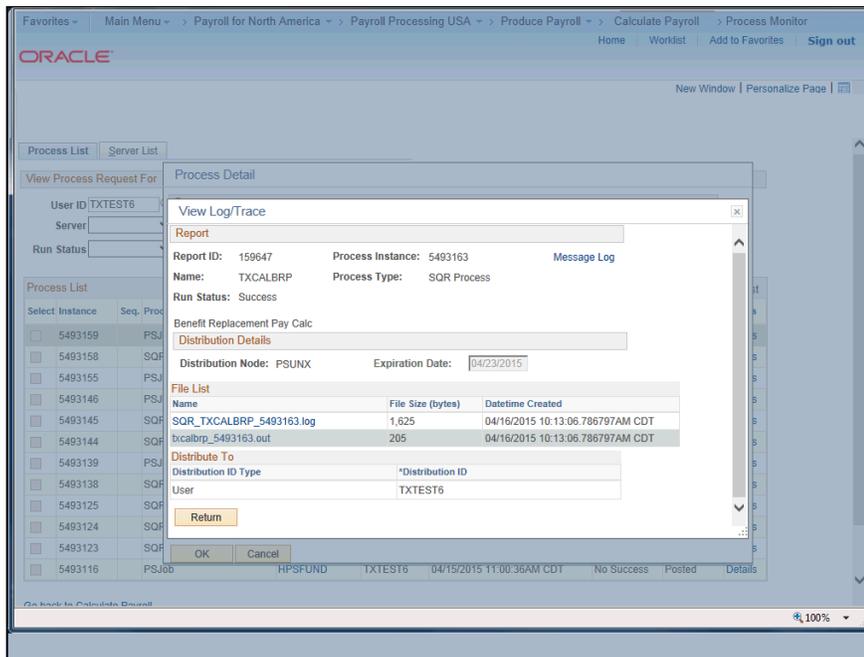
Step	Action
36.	Click the <b>Close Tab (Ctrl+W)</b> button. 

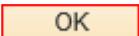


Step	Action
37.	Click the <b>Return</b> button. 
38.	Click the <b>OK</b> button. 
39.	Click the <b>5493163 - TXCALBRP Success</b> link. 
40.	Click the <b>View Log/Trace</b> link. 
41.	Click the <b>txcalbrp_5493163.out</b> link. 

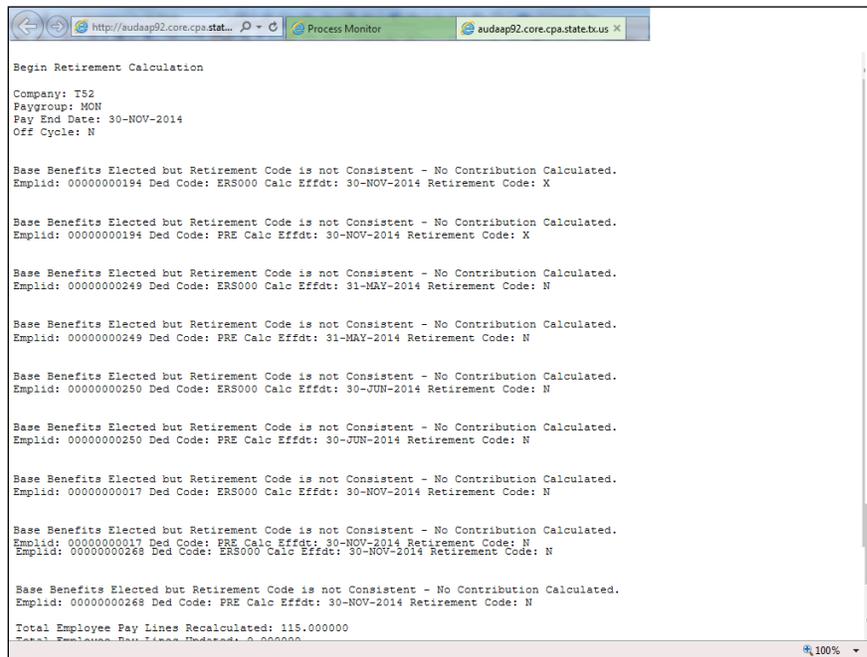


Step	Action
42.	Click the <b>Close Tab (Ctrl+W)</b> button. 

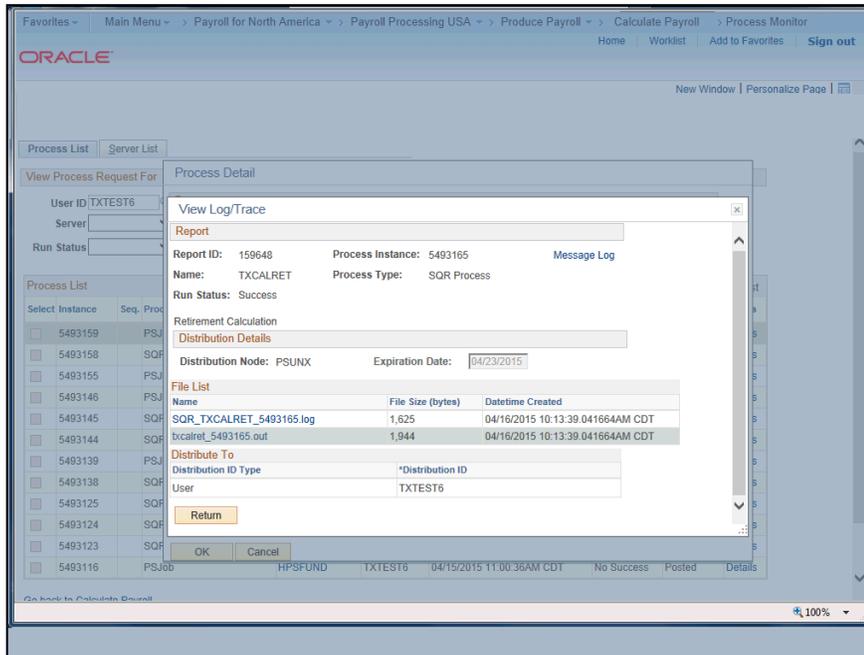


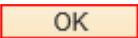
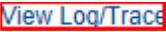
Step	Action
43.	Click the <b>Return</b> button. 
44.	Click the <b>OK</b> button. 
45.	Click the <b>5493164 - PSPYRUN Success</b> link. <a href="#">5493164 - PSPPYRUN Success</a>
46.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
47.	Click the <b>CBL_PSPPYRUN_5493164.log</b> link. <a href="#">CBL_PSPPYRUN_5493164.log</a>
48.	Click the <b>Close Tab (Ctrl+W)</b> button. 
49.	Click the <b>Return</b> button. 
50.	Click the <b>OK</b> button. 

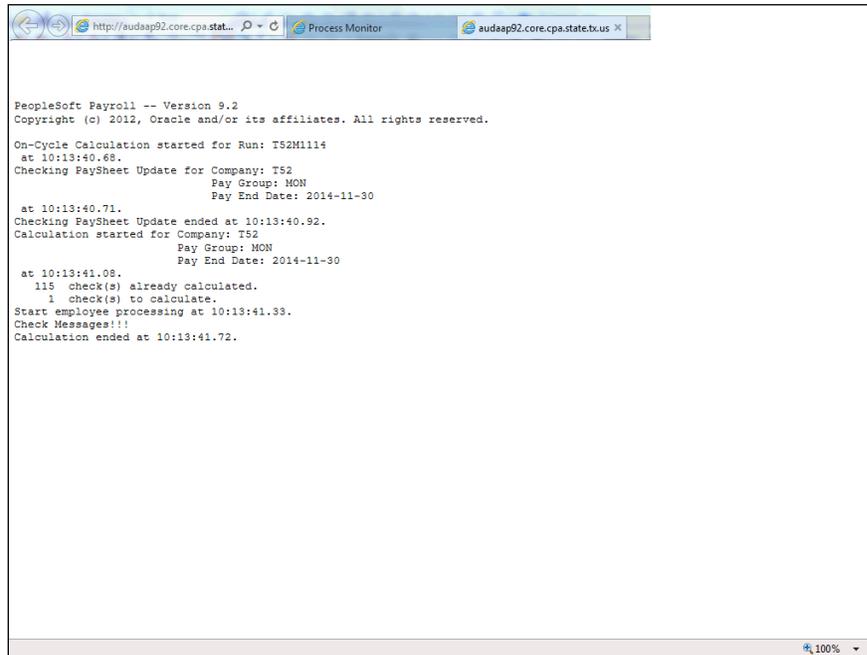
Step	Action
51.	Click the <b>5493165 - TXCALRET Success</b> link. <a href="#">5493165 - TXCALRET Success</a>
52.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
53.	Click the <b>txcalret_5493165.out</b> link. <a href="#">txcalret_5493165.out</a>



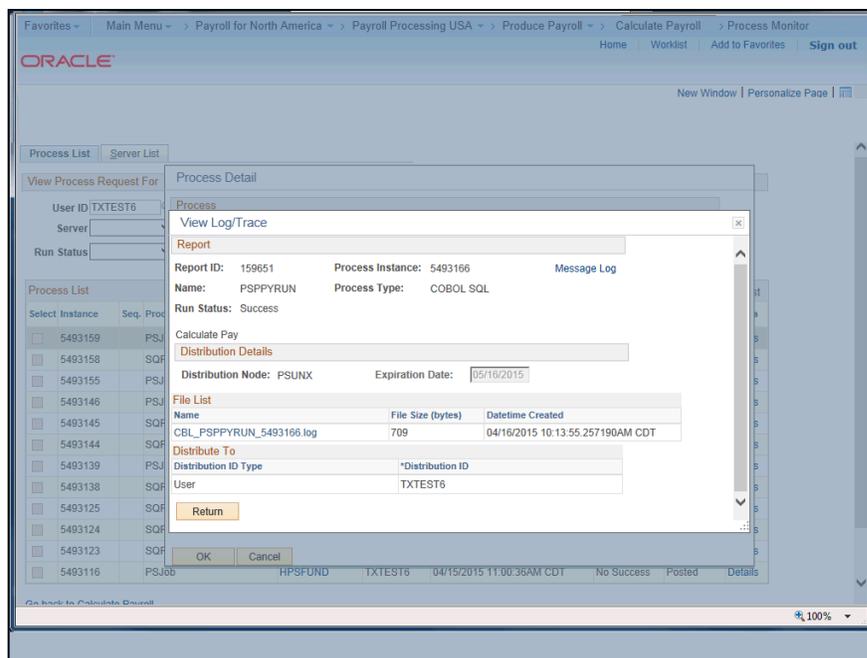
Step	Action
54.	Click the <b>Close Tab (Ctrl+W)</b> button. 

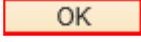


Step	Action
55.	Click the <b>Return</b> button. 
56.	Click the <b>OK</b> button. 
57.	Click the <b>5493166 - PSPPYRUN Success</b> link. 
58.	Click the <b>View Log/Trace</b> link. 
59.	Click the <b>CBL_PSPPYRUN_5493166.log</b> link. 



Step	Action
60.	Click the <b>Close Tab (Ctrl+W)</b> button. 

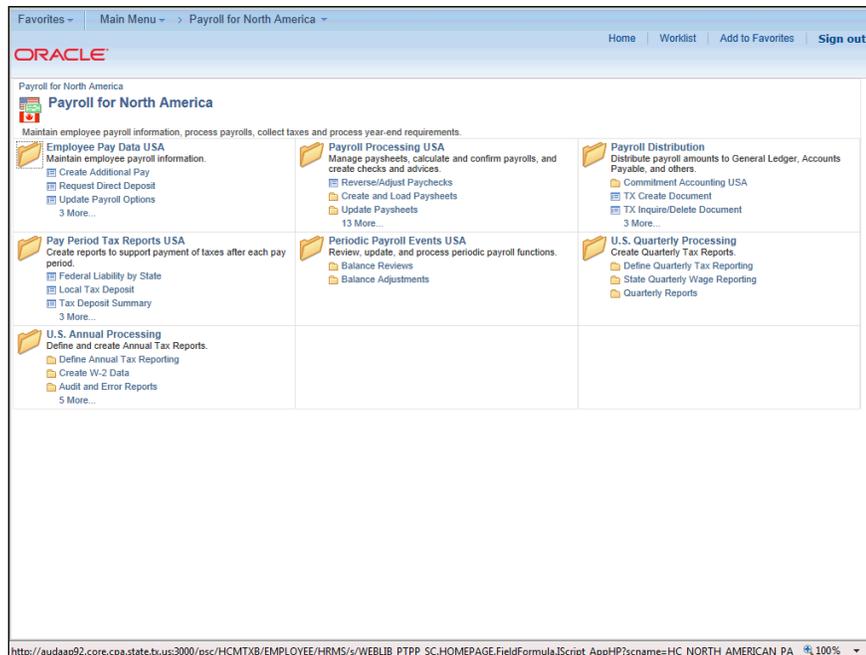


Step	Action
61.	Click the <b>Return</b> button. 
62.	Click the <b>OK</b> button. 
63.	Click the <b>Return</b> button. 
64.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

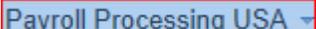
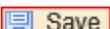
Step 22. Review Payroll Error Messages

**Section 4 - Lesson 3 Exercises - Scenario: Review Payroll Error Messages**

**Procedure**



Step	Action
1.	Click the <b>Payroll Processing USA</b> link. 

Step	Action
2.	Click the <b>Review Processing Messages</b> link. 
3.	Click the <b>Review Payroll Error Messages</b> link. 
4.	To save time, the appropriate values have been entered for you. Click the <b>Search</b> button. 
5.	Click the <b>Payroll Processing USA</b> button. 
6.	Click the <b>Update Paysheets</b> menu. 
7.	Click the <b>By Payline</b> link. 
8.	Click the <b>Show next row (Alt+.)</b> button. 
9.	Click the <b>Show next row (Alt+.)</b> button. 
10.	Click the <b>Show next row (Alt+.)</b> button. 
11.	Click the <b>OK to Pay</b> option. 
12.	Click the <b>Save</b> button. 
13.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

Step 23. Running Query TX\_PY\_DED\_SUBSET\_DIFF\_FROM\_PM

**Section 4 - Lesson 3 Exercises - Scenario:** Running Query TX\_PY\_DED\_SUBSET\_DIFF\_FROM\_PM

**Procedure**

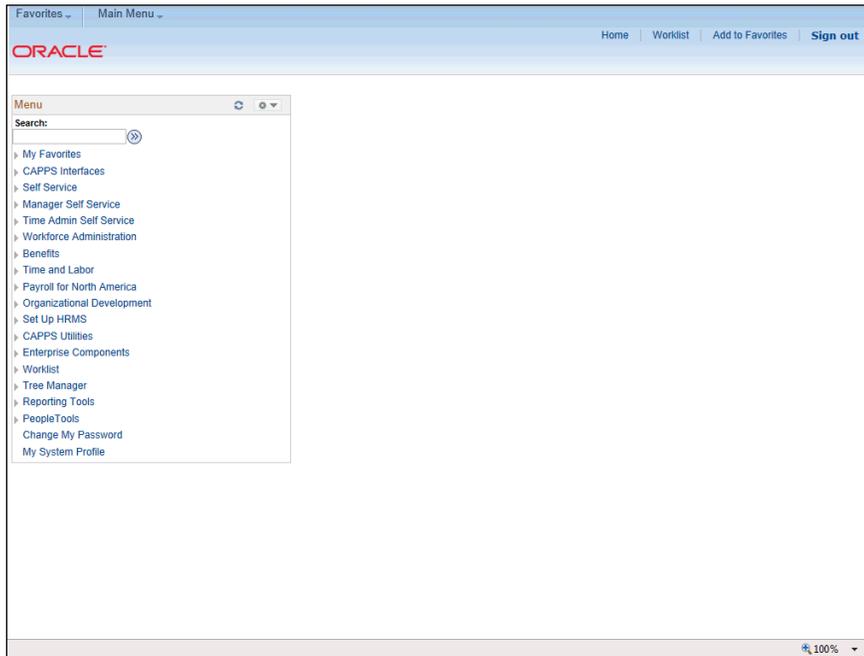
In this lesson, you will learn how to run the Query TX\_PY\_DED\_SUBSET\_DIFF\_FROM\_PM.

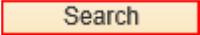
# CAPPS HR/PAYROLL

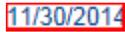
## EUT Course



This query lists paylines where the deduction subset is different from that on the paysheet manager.



Step	Action
1.	Click the <b>Reporting Tools</b> link. 
2.	Click the <b>Query Viewer</b> link. 
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_ded</b> ". begins with <input data-bbox="548 1430 1036 1465" type="text"/>
4.	Click the <b>Search</b> button. 
5.	Click the <b>HTML</b> link. 
6.	Click the <b>Look up Company (Alt+5)</b> button. 
7.	Click the <b>T52</b> link. 

Step	Action
8.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
9.	Click the <b>MON</b> link. 
10.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
11.	Click the <b>Vertical Scroll bar</b> .
12.	Click the <b>11/30/2014</b> link. 
13.	Click the <b>View Results</b> button. 
14.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

#### Step 24. Running TX Pre-Distribution Audit Report (PDAR)

#### **Section 4 - Lesson 3 Exercises - Scenario:** Running TX Pre-Distribution Audit Report (PDAR)

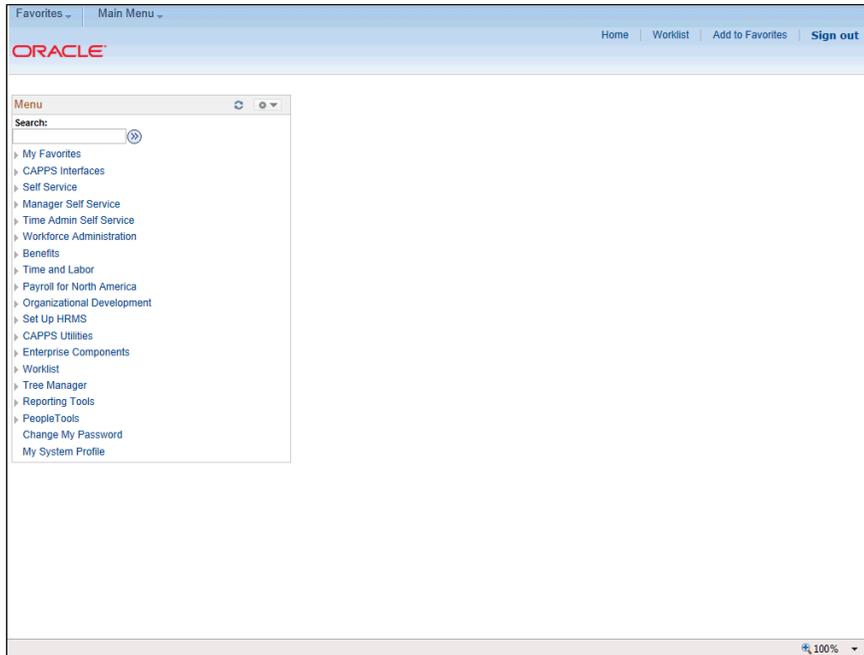
##### **Procedure**

In this lesson, you will learn how to run the TX Pre-Distribution Audit Report. After this report is run, it must be given to Commitment Accounting/Budget for review and action.

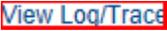
The report identifies potential errors that may occur during the Actuals Distribution process. This allows budget/position control staff to identify the errors, and modify configurations or budgets within the HCM Tx Baseline CAPPS in order to successfully process payroll.

# CAPPS HR/PAYROLL

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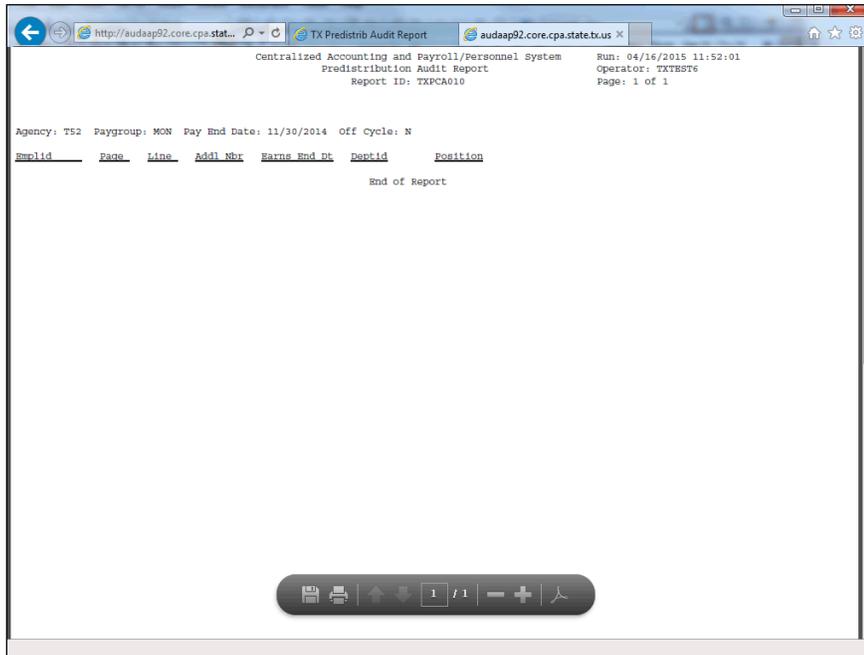


Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Distribution</b> link. 
3.	Click the <b>Commitment Accounting USA</b> link. 
4.	Click the <b>TX Predistrib Audit Report</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>predistributionaudit</b> ". <b>Run Control ID:</b> 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 

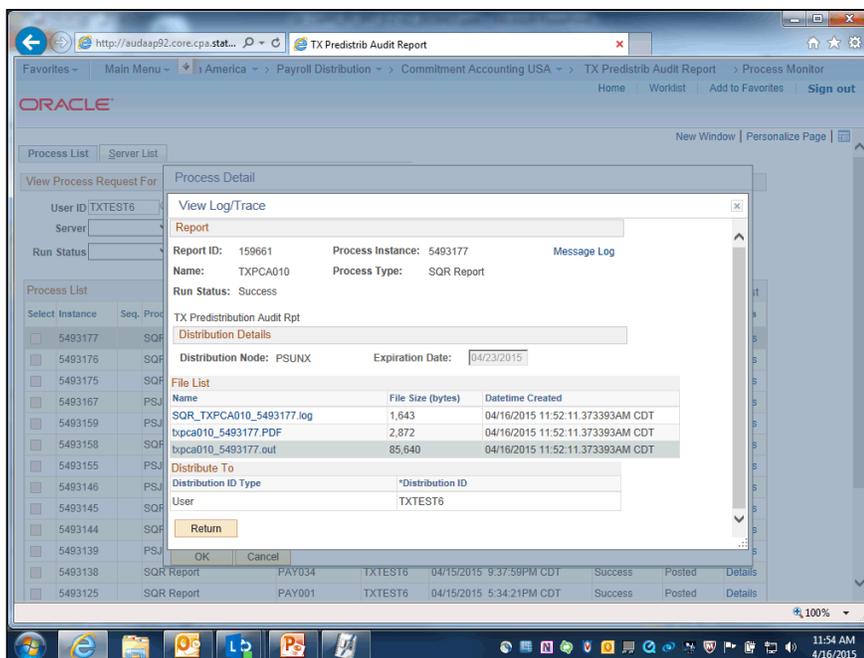
Step	Action
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link. 
11.	Click the <b>Run</b> button. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. 
14.	Click the <b>Refresh</b> button. 
15.	Click the <b>Details</b> link. 
16.	Click the <b>View Log/Trace</b> link. 
17.	Click the <b>txpca010_5493177.PDF</b> link. 
18.	Any results on this Audit Report must be reviewed and researched to determine appropriate actions for resolving errors.  A copy of the report should be sent to Commitment Accounting/Budget. Their participation is needed to resolve errors.

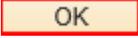
# CAPPS HR/PAYROLL

## EUT Course



Step	Action
19.	Click the <b>Close Tab (Ctrl+W)</b> button. 



Step	Action
20.	Click the <b>Return</b> button. 
21.	Click the <b>OK</b> button. 
22.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## S4\_L4 - Payroll Confirmation

### Section 4 - Lesson 4 - Payroll Confirmation

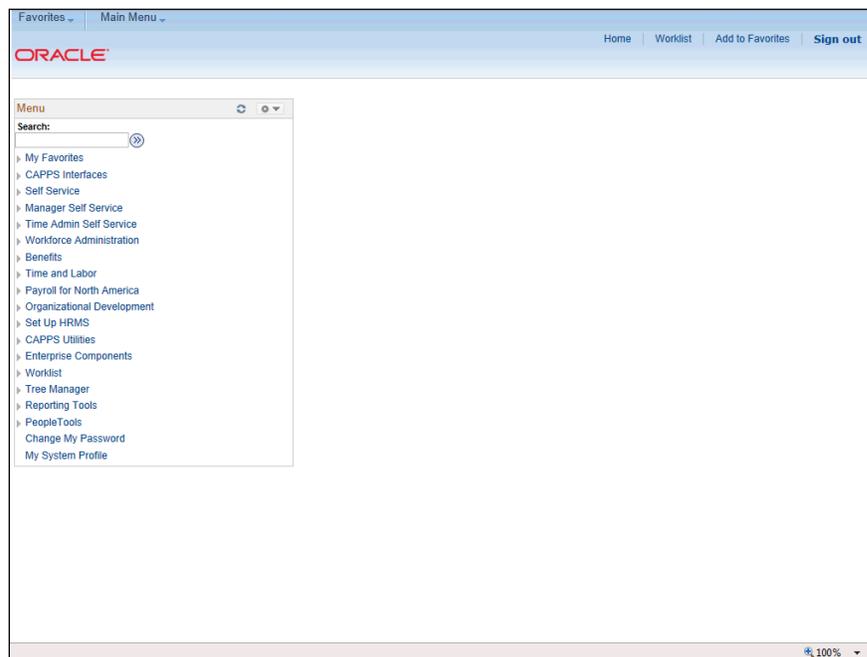
#### Step 25. Payroll Confirmation

#### Section 4 - Lesson 4 Exercises - Scenario: Payroll Confirmation

#### Procedure

In this lesson, you will learn how to process Payroll Confirmation for On-Cycle Payrolls.

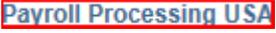
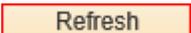
Pay confirmation is the final step in running your payroll. Running the Pay Confirmation process means that you've reviewed and approved all payroll information for this pay run, and that you're ready to produce paychecks.



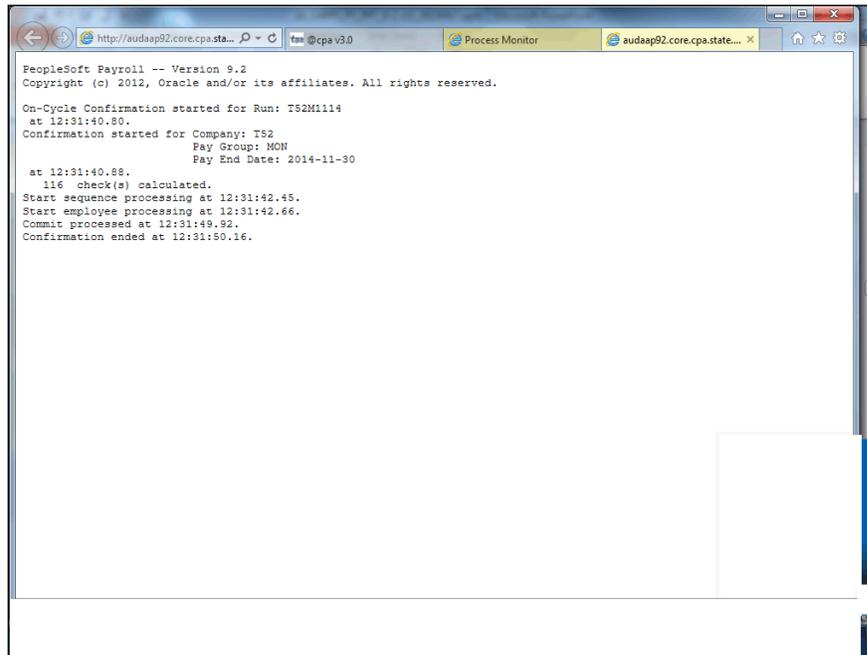
# CAPPS HR/PAYROLL

## EUT Course



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Produce Payroll</b> link. 
4.	Click the <b>Confirm Payroll</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>confirmpay</b> ". Run Control ID: 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link. 
11.	Click the <b>On or Off-Cycle</b> list. On or Off-Cycle 
12.	Click the <b>On-Cycle Checks</b> list item. On-Cycle Checks
13.	Click the <b>Run</b> button. 
14.	Click the <b>OK</b> button. 
15.	Click the <b>Process Monitor</b> link. 
16.	Click the <b>Refresh</b> button. 

Step	Action
17.	Click the <b>PAYCONF</b> link. <a href="#">PAYCONF</a>
18.	Click the <b>5493181 - PSPCNFRM Success</b> link. <a href="#">5493181 - PSPCNFRM Success</a>
19.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
20.	Click the <b>CBL_PSPCNFRM_5493181.log</b> link. <a href="#">CBL_PSPCNFRM_5493181.log</a>



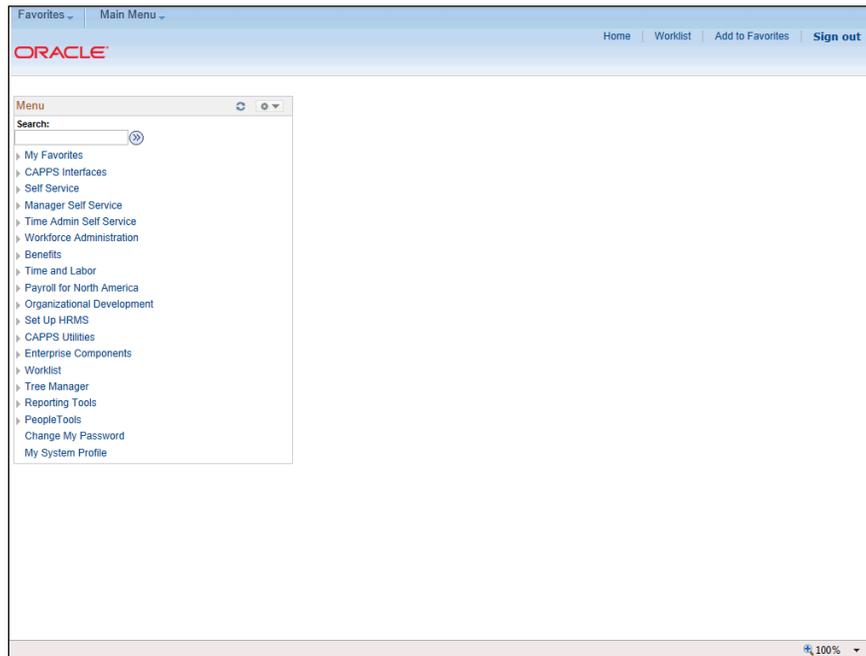
Step	Action
21.	Click the <b>Close Tab (Ctrl+W)</b> button. 
22.	<b>Congratulations!</b> You have successfully completed this lesson. <b>End of Procedure.</b>

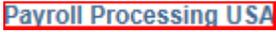
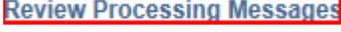
## Step 26. Review Payroll Error Messages

### Section 4 - Lesson 4 Exercises - Scenario: Review Payroll Error Messages

### Procedure

In the lesson, you will learn how to review Payroll Error Messages.



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Review Processing Messages</b> link. 
4.	Click the <b>Review Payroll Error Messages</b> link. 
5.	Click the <b>Look up Company (Alt+5)</b> button. 
6.	Click the <b>T52</b> link. 
7.	Click the <b>Look up Pay Group (Alt+5)</b> button. 

Step	Action
8.	Click the <b>MON</b> link. 
9.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
10.	Click the <b>Vertical Scroll bar</b> .
11.	Click the <b>11/30/2014</b> link. 
12.	Click the <b>Search</b> button. 
13.	No matching values indicates that there are no payroll errors.
14.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## **S4\_L5 - Actuals Distribution**

### **Section 4 - Lesson 5 - Actuals Distribution**

#### Step 27. Running TX Distribute Actuals Process

#### **Section 4 - Lesson 5 Exercises - Scenario:** Running TX Distribute Actuals Process

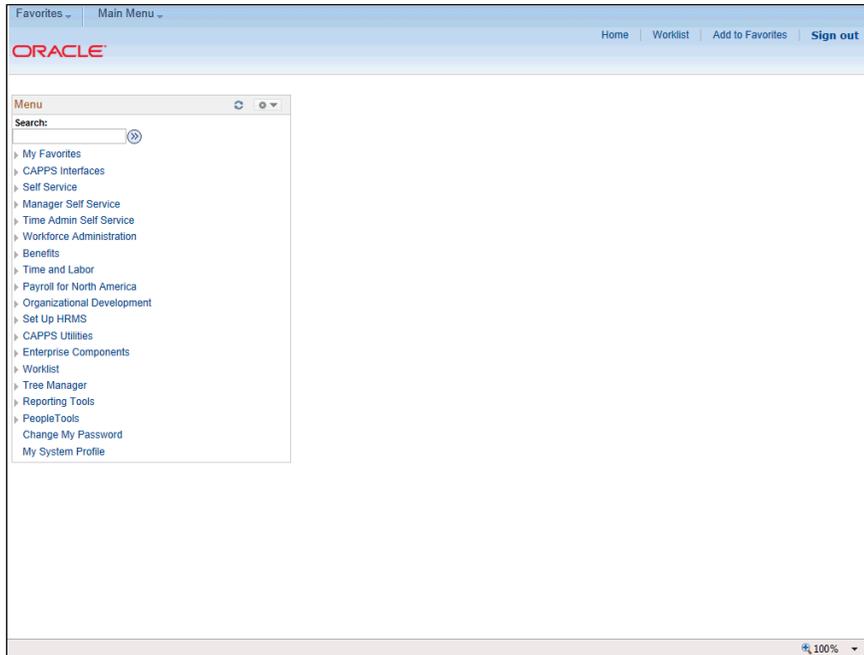
#### **Procedure**

In this lesson, you will learn how to run the TX Distribute Actuals process.

This process distributes employee earnings and employer fringes across ChartField combinations per the department budget table configuration.

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## EUT Course



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Distribution</b> link. 
3.	Click the <b>Commitment Accounting USA</b> link. 
4.	Click the <b>TX Distribute Actuals</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>distributeact</b> ". <b>Run Control ID:</b> 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
9.	Click the <b>Vertical Scroll bar</b> .

Step	Action
10.	Click the <b>T52M1114</b> link. 
11.	Click the <b>Run</b> button. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. 
14.	Click the <b>Refresh</b> button. 
15.	This process needs to be run to <b>Success</b> and <b>Posted</b> . It is not necessary to review the logs.
16.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 28. Review Payroll Error Messages

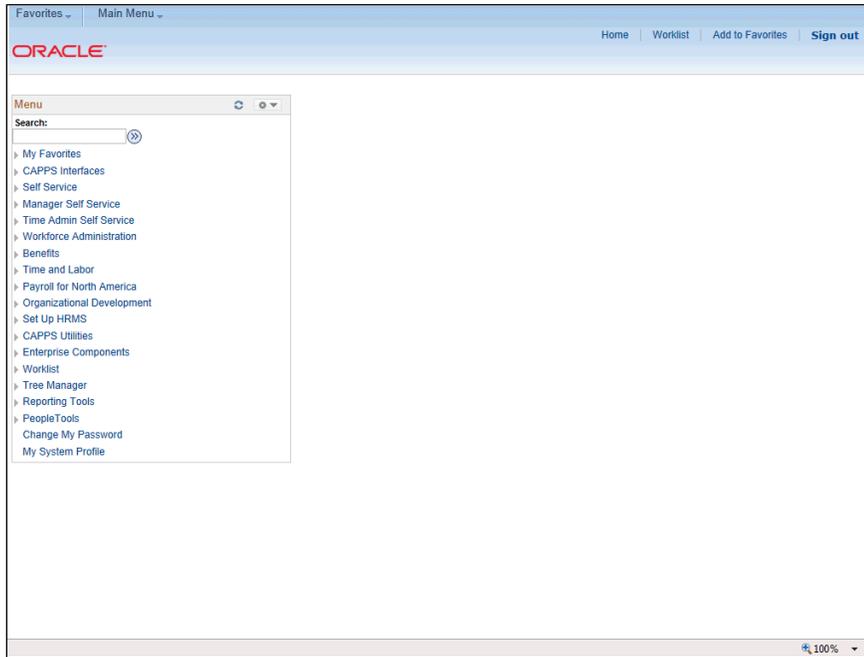
### Section 4 - Lesson 5 Exercises - Scenario: Review Payroll Error Messages

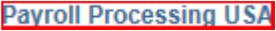
#### Procedure

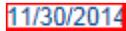
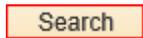
In the lesson, you will learn how to review Payroll Error Messages.

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Review Processing Messages</b> link. 
4.	Click the <b>Review Payroll Error Messages</b> link. 
5.	Click the <b>Look up Company (Alt+5)</b> button. 
6.	Click the <b>T52</b> link. 
7.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
8.	Click the <b>MON</b> link. 

Step	Action
9.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
10.	Click the <b>Vertical Scroll bar</b> .
11.	Click the <b>11/30/2014</b> link. 
12.	Click the <b>Search</b> button. 
13.	"No matching values" indicates that there are no payroll errors.
14.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 29. Running Payroll Summary Report

### **Section 4 - Lesson 5 Exercises - Scenario:** Running Payroll Summary Report

#### **Procedure**

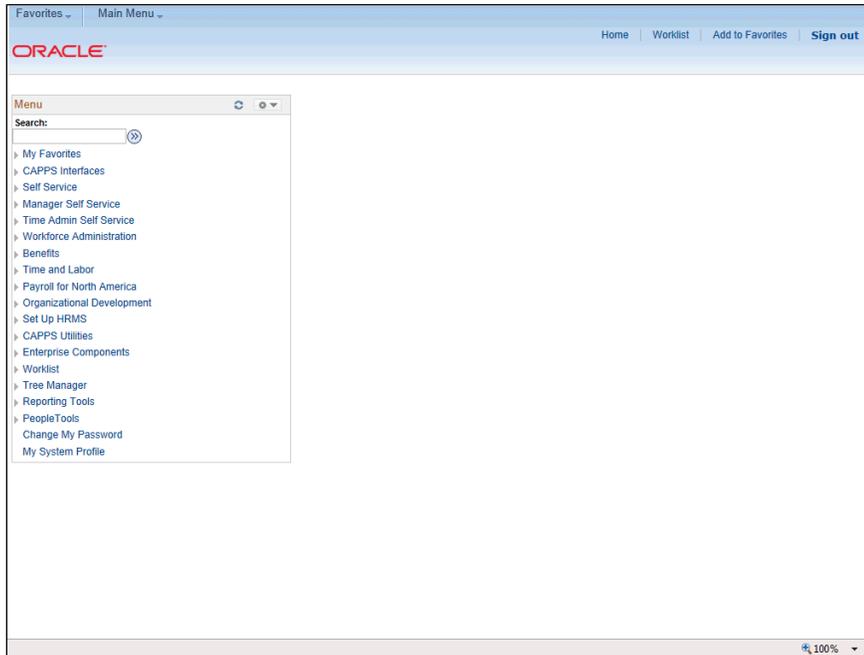
In this lesson, you will learn how to run the Payroll Summary Report.

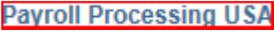
This report summarizes information on several pages about employee paycheck amounts, earnings, deductions and tax amounts.

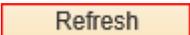
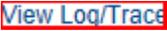
Compare this report to your funding reports to validate balances.

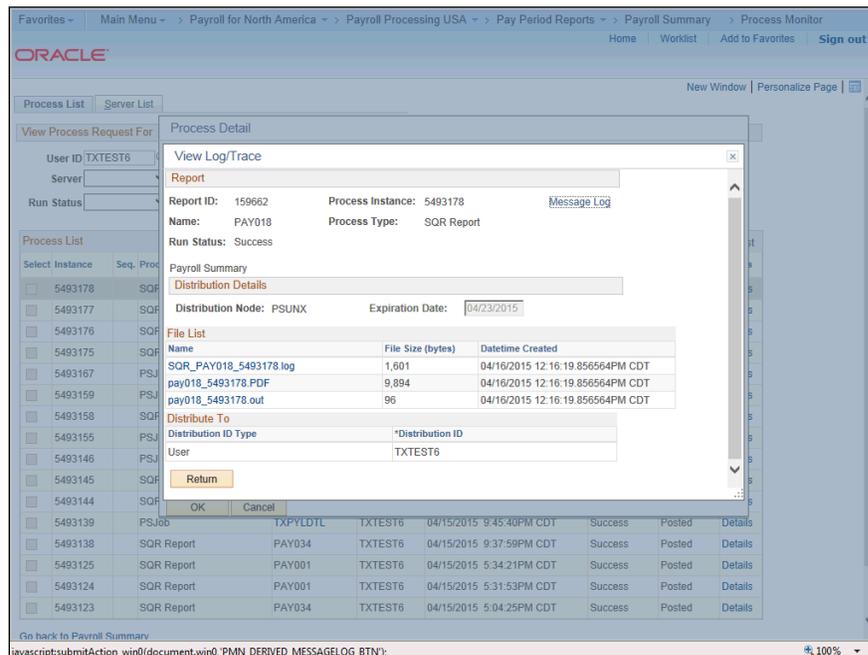
# CAPPS HR/PAYROLL

## EUT Course



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Pay Period Reports</b> link. 
4.	Click the <b>Payroll Summary</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>payrollsummary</b> ". <b>Run Control ID:</b> 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 

Step	Action
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link. 
11.	Click the <b>Run</b> button. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. 
14.	Click the <b>Refresh</b> button. 
15.	As soon as the status is <b>Success</b> and <b>Posted</b> , click the <b>Details</b> link. 
16.	Click the <b>View Log/Trace</b> link. 



The screenshot shows the Oracle CAPPS HR/PAYROLL interface. The main window is titled 'Process Monitor' and displays a table of process instances. A 'View Log/Trace' dialog box is open, showing details for a specific process instance (Report ID: 159662, Process Instance: 5493178, Name: PAY018, Process Type: SQR Report). The dialog box includes sections for 'Payroll Summary', 'Distribution Details', and 'File List'. The 'File List' section shows three files: SQR\_PAY018\_5493178.log (1,601 bytes), pay018\_5493178.PDF (9,894 bytes), and pay018\_5493178.out (96 bytes). The 'Distribution To' section shows the user 'TXTTEST6'. The background table shows several process instances with columns for Instance, Seq, Prod, Name, Date, Status, and Posted.

Step	Action
17.	Click the <a href="#">pay018_5493178.PDF</a> link. <a href="#">pay018_5493178.PDF</a>
18.	Click the <b>Vertical Scrollbar</b> .
19.	Click the <b>Click the Down Arrow</b> button to review the pages of the report. 
20.	Click the <b>Click the Down Arrow</b> object. 
21.	Click the <b>Click the Down Arrow</b> object. 
22.	Click the <b>Click the Down Arrow</b> object. 
23.	Continue clicking the <b>Down Arrow</b> button as needed to review the rest of the report. 
24.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

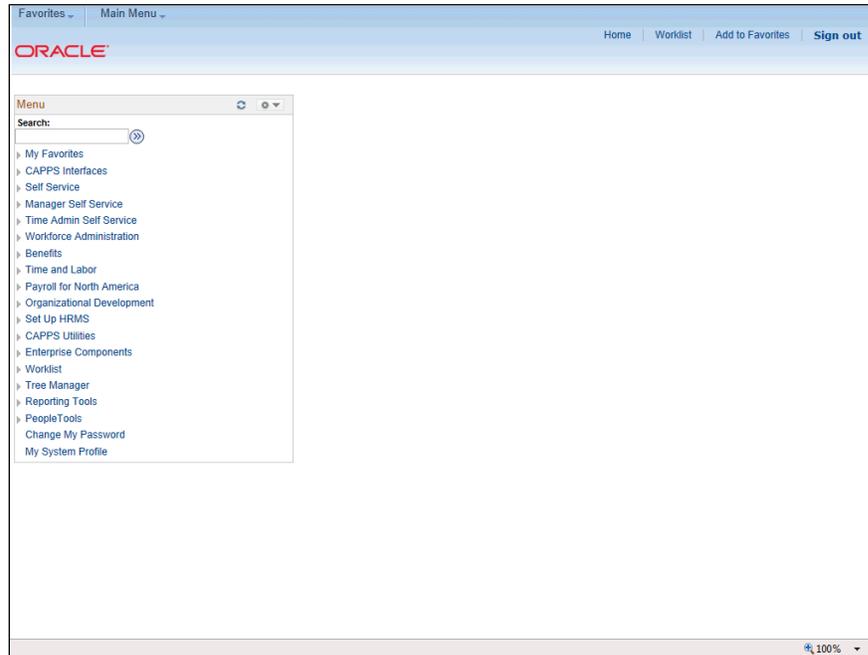
### Step 30. Running Payroll Register Report

#### Section 4 - Lesson 5 Exercises - Scenario: Running Payroll Register Report

##### Procedure

In this lesson, you will learn how to run the Payroll Register Report (for smaller payrolls only).

This report groups the employees by pay group and provides totals, sorted by department ID. It provides totals at the company, pay period, and pay group levels on the last page and a grand total for all paychecks.

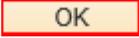


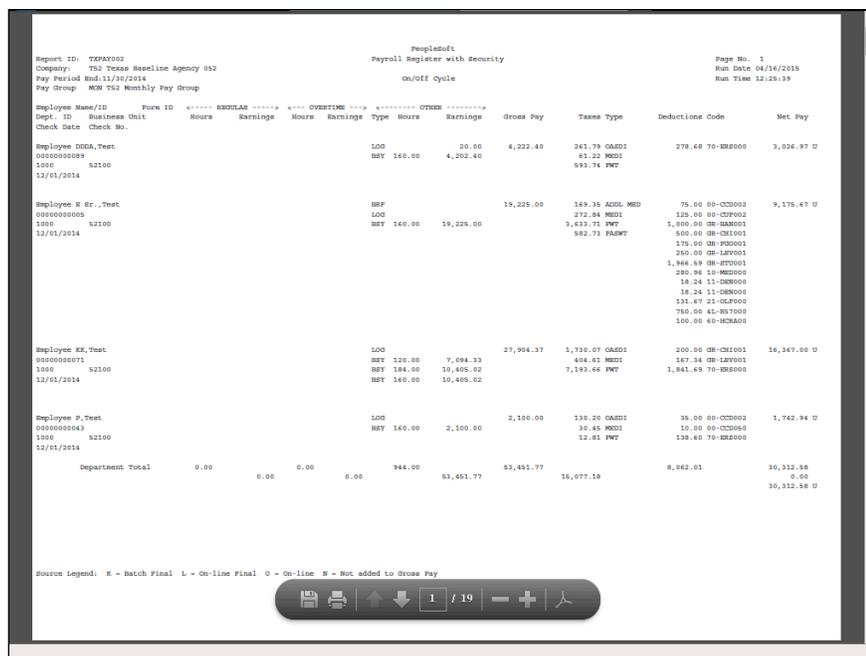
Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Pay Period Reports</b> link. 
4.	Click the <b>Payroll Register</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>payrollreg</b> ". Run Control ID: 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
9.	Click the <b>Vertical Scroll bar</b> .

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
10.	Click the <b>T52M1114</b> link. <a href="#">T52M1114</a>
11.	Click the <b>Run</b> button. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. <a href="#">Process Monito</a>
14.	Click the <b>Refresh</b> button. 
15.	Click the <b>Details</b> link. <a href="#">Details</a>
16.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
17.	Click the <b>txpay002_5493179.PDF</b> link. <a href="#">txpay002_5493179.PDF</a>



Report ID: TXPAY002  
Company: 752 Texas Baseline Agency 092  
Pay Period End: 12/31/2014  
Pay Group: M01 752 Monthly Pay Group

Page No. 1  
Run Date 04/16/2015  
Run Time 12:29:39

Employee Name/ID	Form ID	REGULAR	OVERTIME	OTHER	Gross Pay	Taxes Type	Deductions Code	Net Pay
Dept. ID	Business Unit	Hours	Earnings	Hours	Earnings	Type		
Employee DDA,Test 000000009 1000 52100 12/01/2014					4,222.40	261.79 OASDI 61.22 MEDI 593.74 PWF	278.68 70-SRE000	3,026.97 U
Employee DDA,Test 000000009 1000 52100 12/01/2014					4,202.40	61.22 MEDI 593.74 PWF		
Employee H Sr.,Test 000000009 1000 52100 12/01/2014					19,225.00	169.20 ACDS MED 272.84 MEDI 3,633.71 PWF 582.73 PLAGMT	75.00 00-CSD002 125.00 00-CSP002 1,000.00 00-SAM001 500.00 00-CHE001 175.00 00-PD0001 250.00 00-LAY001 1,346.69 00-BTY001 280.94 10-MED000 19.24 11-DR0000 18.24 11-DR0000 131.67 21-OLP000 750.00 62-SRT000 100.00 60-HCKA00	9,179.47 U
Employee H Sr.,Test 000000009 1000 52100 12/01/2014					19,225.00	169.20 ACDS MED 272.84 MEDI 3,633.71 PWF 582.73 PLAGMT		
Employee H Sr.,Test 000000009 1000 52100 12/01/2014					10,405.02	604.61 MEDI 7,193.66 PWF	200.00 00-CSD002 147.24 00-LAY001 1,841.69 70-SRE000	16,967.00 U
Employee H Sr.,Test 000000009 1000 52100 12/01/2014					10,405.02	604.61 MEDI 7,193.66 PWF		
Employee F,Test 000000043 1000 52100 12/01/2014					2,100.00	130.20 OASDI 30.45 MEDI 12.81 PWF	36.00 00-CSD002 10.00 00-CSD000 138.60 70-SRE000	1,742.94 U
Employee F,Test 000000043 1000 52100 12/01/2014					2,100.00	130.20 OASDI 30.45 MEDI 12.81 PWF		
Department Total		0.00	0.00	0.00	944.00	53,451.77	15,077.18	8,062.01 30,312.58 0.00 30,312.58 U

Source Legend: K - Batch Final L - On-line Final O - On-line N - Not added to Gross Pay

Step	Action
18.	Click the <b>Down Arrow</b> object. 
19.	When you have finished reviewing the report, click the <b>Close Tab (Ctrl+W)</b> button. 
20.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

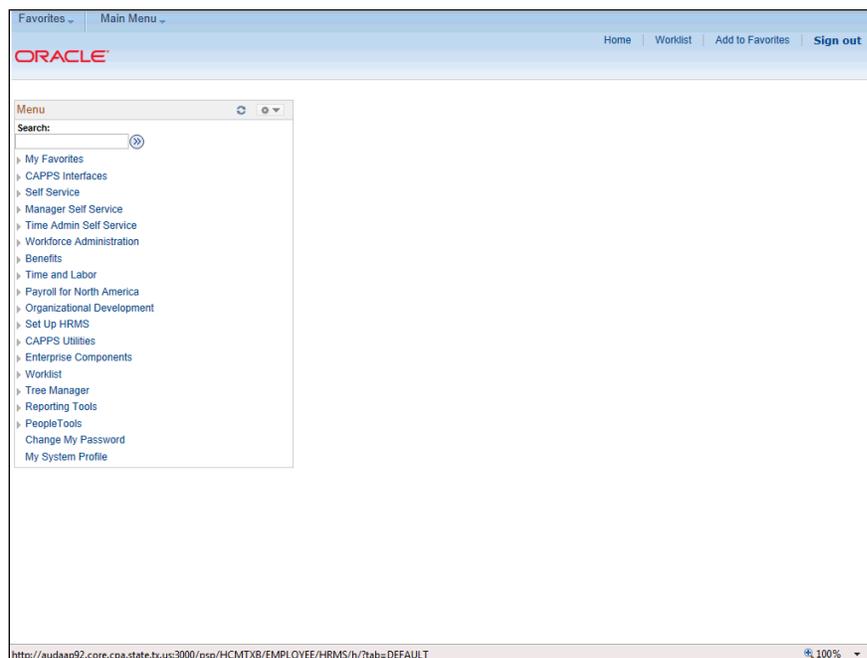
### Step 31. Running TX Pyrl Actuals Fund Summary Report

#### **Section 4 - Lesson 5 Exercises - Scenario:** Running TX Pyrl Actuals Fund Summary Report

##### **Procedure**

In this lesson, you will learn how to run the TX Pyrl Actuals Fund Summary Report.

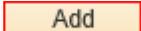
This report provides summary payroll expenditure information by fund for a specific payroll document being processed in order to aid budget and cash management staff in validating funds availability.



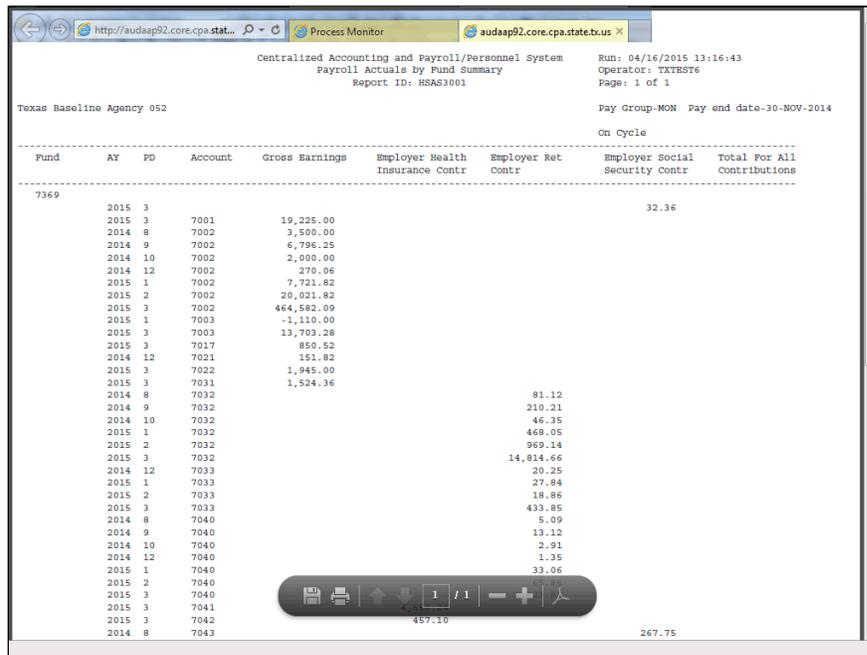
# CAPPS HR/PAYROLL

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Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Distribution</b> link. 
3.	Click the <b>Commitment Accounting USA</b> link. 
4.	Click the <b>TX Pyrl Actuals Fund Summary</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>actfundsummary</b> ". Run Control ID: <input data-bbox="526 936 964 968" type="text"/>
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link. 
11.	Click the <b>Run</b> button. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. 
14.	Click the <b>Refresh</b> button. 
15.	Click the <b>Details</b> link. 

Step	Action
16.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
17.	Click the <b>hsas3001_5493191.PDF</b> link. <a href="#">hsas3001_5493191.PDF</a>



Fund	AY	PD	Account	Gross Earnings	Employer Health Insurance Contr	Employer Ret Contr	Employer Social Security Contr	Total For All Contributions
7369	2015	3					32.36	
	2015	3	7001	19,225.00				
	2014	8	7002	3,500.00				
	2014	9	7002	6,796.25				
	2014	10	7002	2,000.00				
	2014	12	7002	270.06				
	2015	1	7002	7,721.82				
	2015	2	7002	20,021.82				
	2015	3	7002	464,582.09				
	2015	1	7003	-1,110.00				
	2015	3	7003	13,703.28				
	2015	3	7017	850.52				
	2014	12	7021	151.82				
	2015	3	7022	1,945.00				
	2015	3	7031	1,524.36				
	2014	8	7032			81.12		
	2014	9	7032			210.21		
	2014	10	7032			46.35		
	2015	1	7032			469.05		
	2015	2	7032			969.14		
	2015	3	7032			14,814.66		
	2014	12	7033			20.25		
	2015	1	7033			27.84		
	2015	2	7033			19.86		
	2015	3	7033			433.85		
	2014	8	7040			5.09		
	2014	9	7040			13.12		
	2014	10	7040			2.91		
	2014	12	7040			1.35		
	2015	1	7040			33.06		
	2015	2	7040					
	2015	3	7040					
	2015	3	7041					
	2015	3	7042					
	2014	8	7043					267.75

Step	Action
18.	Click the <b>Close Tab (Ctrl+W)</b> button. 
19.	<b>Congratulations!</b> You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 32. Running TX Pyrl Actuals Class Summary Report

### Section 4 - Lesson 5 Exercises - Scenario: Running TX Pyrl Actuals Class Summary Report

#### Procedure

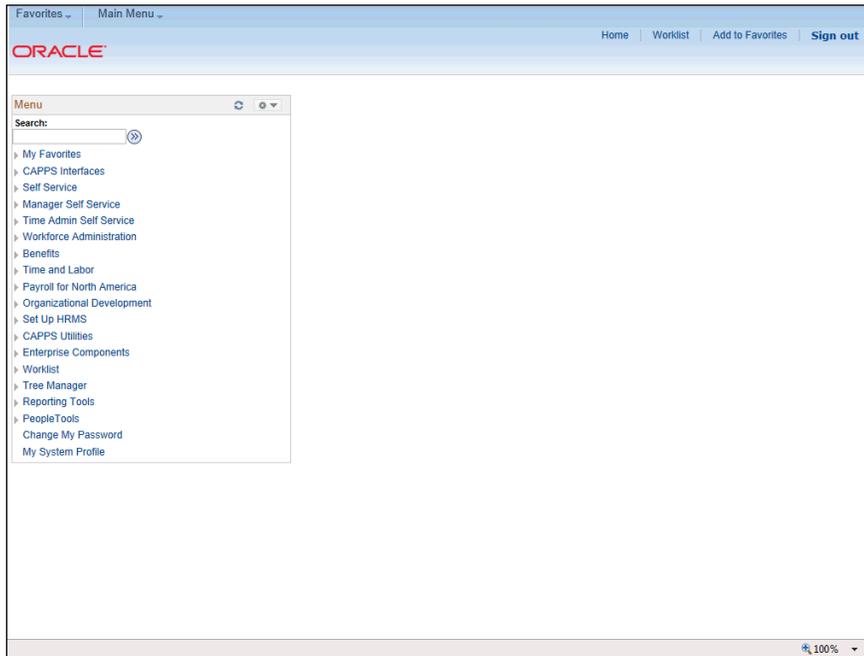
In this lesson, you will learn how to run the TX Pyrl Actuals Class Summary Report.

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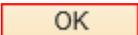
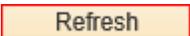
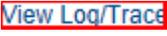
## EUT Course

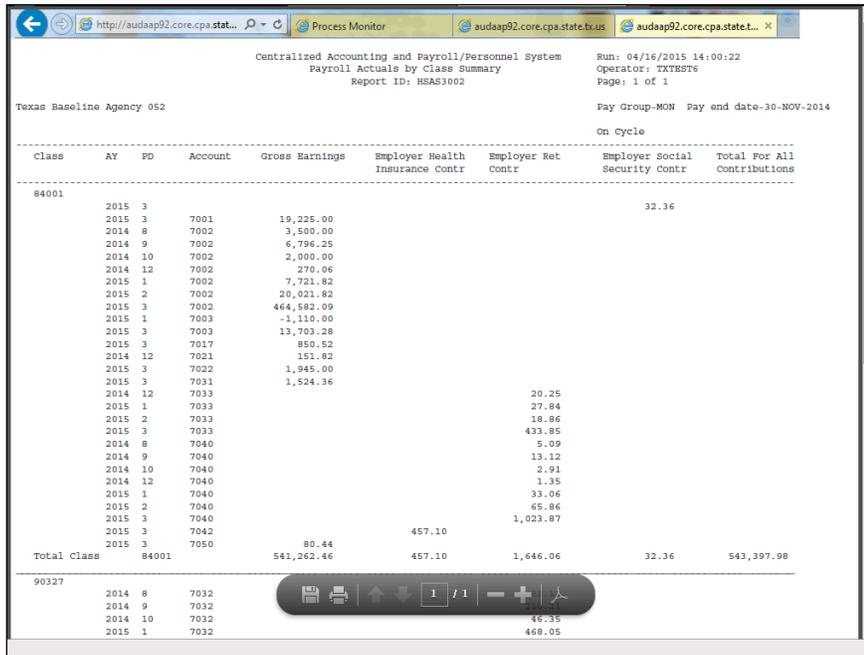


This report provides summary payroll expenditure information by class (PCA) for a specific payroll document being processed in order to aid budget and cash management staff in validating funds availability.



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Distribution</b> link. 
3.	Click the <b>Commitment Accounting USA</b> link. 
4.	Click the <b>TX Pyrl Actuals Class Summary</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>payrollactualsclasssum</b> ". <b>Run Control ID:</b> 

Step	Action
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link. 
11.	Click the <b>Run</b> button. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. 
14.	Click the <b>Refresh</b> button. 
15.	Click the <b>Details</b> link. 
16.	Click the <b>View Log/Trace</b> link. 
17.	Click the <b>hsas3002_5493193.PDF</b> link. 



Class	AY	PD	Account	Gross Earnings	Employer Health Insurance Contr	Employer Ret Contr	Employer Social Security Contr	Total For All Contributions
84001	2015	3					32.36	
	2015	3	7001	19,225.00				
	2014	8	7002	3,500.00				
	2014	9	7002	6,796.25				
	2014	10	7002	2,000.00				
	2014	12	7002	270.06				
	2015	1	7002	7,721.82				
	2015	2	7002	20,021.82				
	2015	3	7002	464,582.09				
	2015	1	7003	-1,110.00				
	2015	3	7003	13,703.28				
	2015	3	7017	850.52				
	2014	12	7021	151.82				
	2015	3	7022	1,945.00				
	2015	3	7031	1,524.36				
	2014	12	7033			20.25		
	2015	1	7033			27.84		
	2015	2	7033			18.86		
	2015	3	7033			433.85		
	2014	8	7040			5.09		
	2014	9	7040			13.12		
	2014	10	7040			2.91		
	2014	12	7040			1.35		
	2015	1	7040			33.06		
	2015	2	7040			65.86		
	2015	3	7040			1,023.87		
	2015	3	7042		457.10			
	2015	3	7050	80.44				
<b>Total Class</b>			<b>84001</b>	<b>541,262.46</b>	<b>457.10</b>	<b>1,646.06</b>	<b>32.36</b>	<b>543,397.98</b>
90327	2014	8	7032					
	2014	9	7032					
	2014	10	7032					
	2015	1	7032					

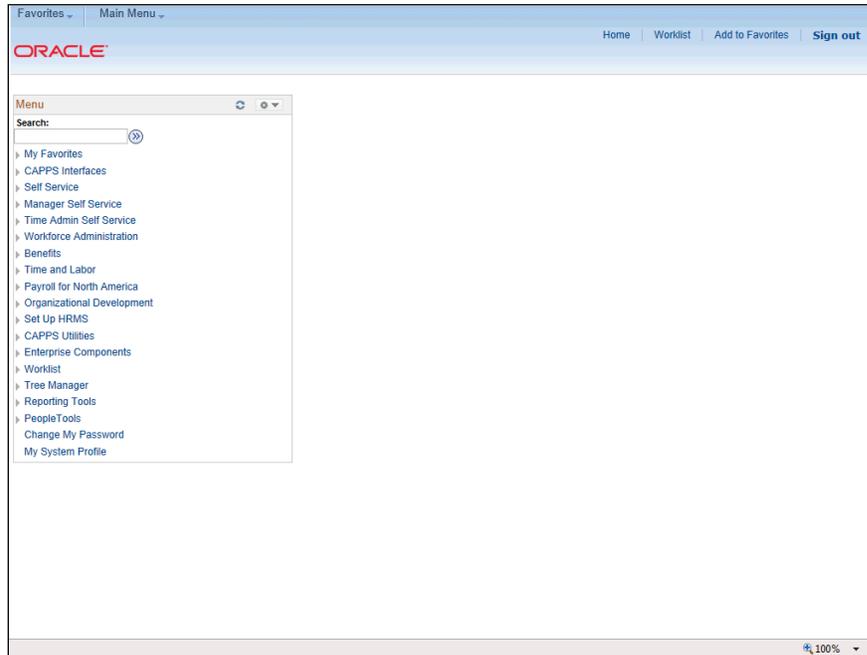
Step	Action
18.	When you have finished reviewing the report, click the <b>Close Tab (Ctrl+W)</b> button. 
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

**Step 33. Running TX Pyrl Actuals by Approp/PCA**

**Section 4 - Lesson 5 Exercises - Scenario: Running TX Pyrl Actuals by Approp/PCA Procedure**

In this lesson, you will learn how to run the TX Pyrl Actuals by Approp/PCA report.

This 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.



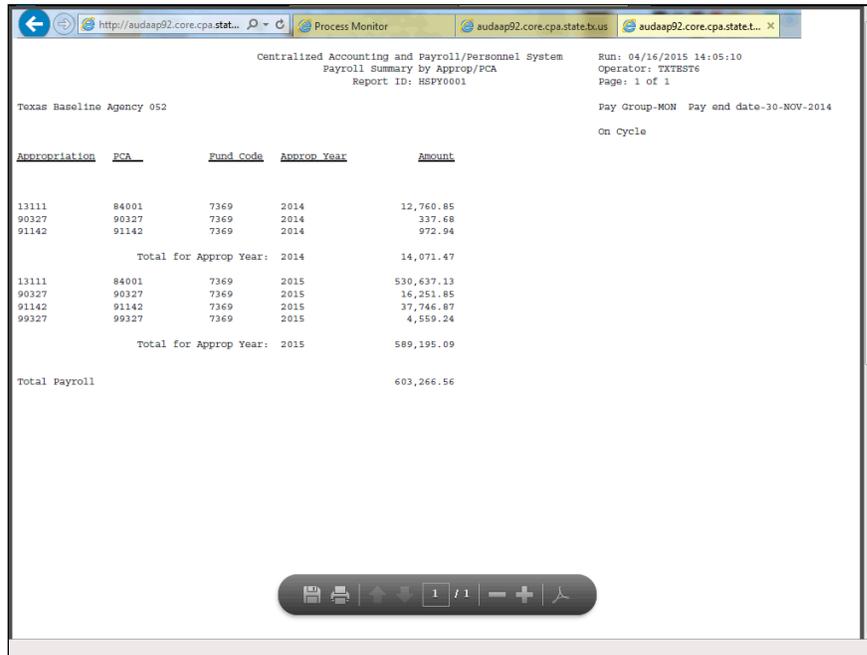
Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Distribution</b> link. 
3.	Click the <b>Commitment Accounting USA</b> link. 
4.	Click the <b>TX Payroll by Approp/PCA</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>app_pca</b> ". <b>Run Control ID:</b> 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 

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Step	Action
9.	Click the scrollbar.
10.	Click an entry in the list. <a href="#">T52M1114</a>
11.	Click the <b>Run</b> button. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. <a href="#">Process Monito</a>
14.	Click the <b>Refresh</b> button. 
15.	Click the <b>Details</b> link. <a href="#">Details</a>
16.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
17.	Click the <b>hspy0001_5493194.PDF</b> link. <a href="#">hspy0001_5493194.PDF</a>



Appropriation	PCA	Fund Code	Approp Year	Amount
13111	84001	7369	2014	12,760.85
90327	90327	7369	2014	337.68
91142	91142	7369	2014	972.94
Total for Approp Year: 2014				14,071.47
13111	84001	7369	2015	530,637.13
90327	90327	7369	2015	16,251.85
91142	91142	7369	2015	37,746.87
99327	99327	7369	2015	4,559.24
Total for Approp Year: 2015				589,195.09
Total Payroll				603,266.56

Step	Action
18.	When you are finished viewing the report, click the <b>Close Tab (Ctrl+W)</b> button. 
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## S4\_L6 - Payroll Processing - SPRS Pay Processing Out

### Section 4 - Lesson 6 - Payroll Processing - SPRS Pay Processing Out

#### Step 34. TX Create Document

#### Section 4 - Lesson 6 Exercises - Scenario: TX Create Document

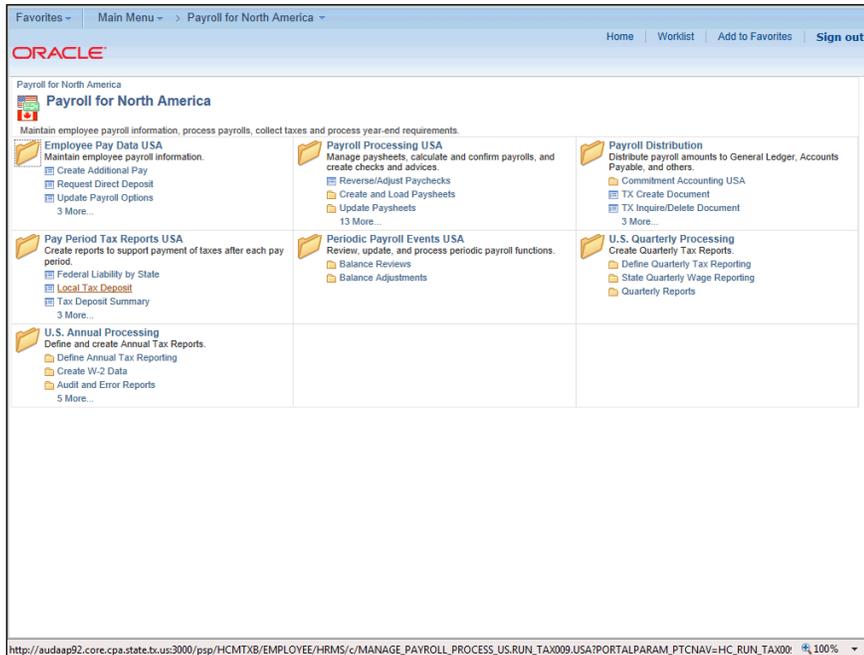
#### Procedure

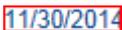
In this lesson, you will Create a Document for On-Cycle Payroll Processing.

The TX Create Document step creates the Payroll document required for SPRS/USAS processing.

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
1.	Click the <b>Payroll Distribution</b> link. 
2.	Click the <b>TX Create Document</b> link. 
3.	Click the <b>Look up Company (Alt+5)</b> button. 
4.	Click the <b>T52</b> link. 
5.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
6.	Click the <b>MON</b> link. 
7.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
8.	Click the <b>Vertical Scroll bar</b> .
9.	Click the <b>11/30/2014</b> link. 

Step	Action
10.	Click the <b>Add</b> button. 
11.	Enter the desired information into the <b>Batch Name</b> field. Enter " <b>Nov On Cycle</b> ". *Batch Name: <input type="text"/>
12.	If applicable, change the <b>Payment Date</b> .
13.	Click the <b>Release for SPRS Processing</b> option. <input type="checkbox"/> <b>Release for SPRS Processing</b>
14.	Click the <b>Save</b> button. 
15.	After checking the Release for SPRS Processing and clicking on Save, the Document Number is assigned.
16.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Step 35. Send Payroll to TX SPRS Pay Outbound

#### Section 4 - Lesson 6 Exercises - Scenario: Send Payroll to TX SPRS Pay Outbound

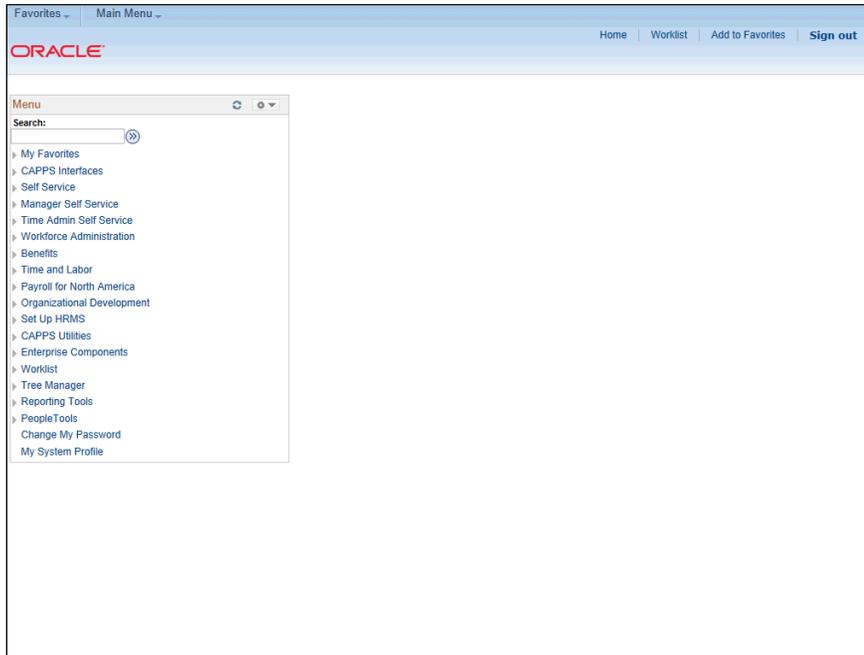
##### Procedure

In this lesson, you will learn how to create and send the payroll file to SPRS for Payroll Processing.

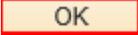
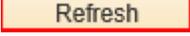
This step generates a payroll file for transmission to SPRS.

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
1.	Click the <b>CAPPS Interfaces</b> link. <a href="#">CAPPS Interfaces</a>
2.	Click the <b>TX SPRS Pay Outbound</b> link. <a href="#">TX SPRS Pay Outbound</a>
3.	Click the <b>Add a New Value</b> tab. <a href="#">Add a New Value</a>
4.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>sprspayoutb</b> ". Run Control ID: <input type="text"/>
5.	Click the <b>Add</b> button. <a href="#">Add</a>
6.	Click the <b>Look up Company (Alt+5)</b> button. 
7.	Click the <b>T52</b> link. <a href="#">T52</a>
8.	The File Settings section is now populated.
9.	Click the <b>Run</b> button. <a href="#">Run</a>

Step	Action
10.	Click the <b>OK</b> button. 
11.	Click the <b>Process Monitor</b> link. 
12.	Click the <b>Refresh</b> button. 
13.	Click the <b>Refresh</b> button. 
14.	Once this process has a Run Status of Success and Distribution Status of Posted you are done.  Don't forget that the Payroll <b>must be approved in SPRS</b> after the SPRS Pay Outbound process.
15.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Step 36. Running TX SPRS Audit Report

#### Section 4 - Lesson 6 Exercises - Scenario: Running TX SPRS Audit Report

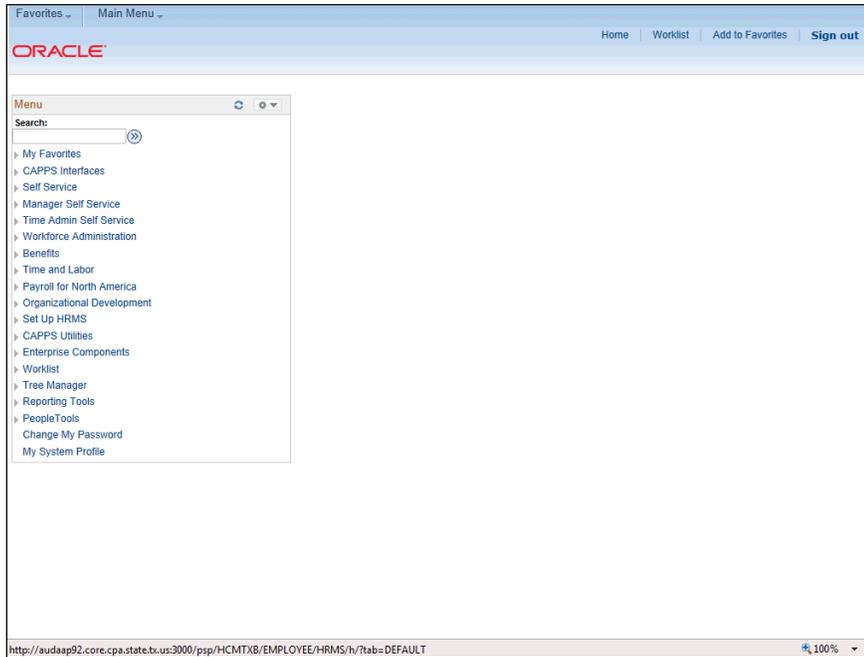
##### Procedure

In this lesson, you will learn how to run the TX SPRS Audit Report.

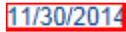
This report provides an analysis of a payroll as if it were sent to SPRS for processing. It lists any potential errors that would not pass SPRS processing.

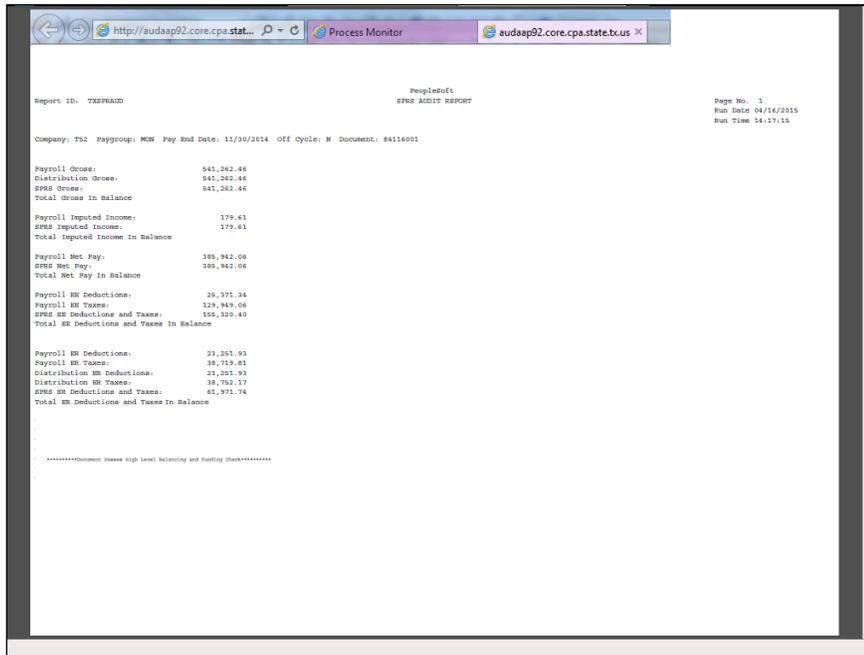
# CAPPS HR/PAYROLL

## EUT Course



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Distribution</b> link. 
3.	Click the <b>TX SPRS Audit Rpt</b> link. 
4.	Click the <b>Add a New Value</b> tab. 
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>sprsauditout</b> ". <b>Run Control ID:</b> 
6.	Click the <b>Add</b> button. 
7.	Click the <b>Look up Company (Alt+5)</b> button. 
8.	Click the <b>T52</b> link. 

Step	Action
9.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
10.	Click the <b>MON</b> link. 
11.	Click the <b>Look up Pay Period End (Alt+5)</b> button. 
12.	Click the <b>Vertical Scroll bar</b> .
13.	Click the <b>11/30/2014</b> link. 
14.	Click the <b>Look up Document Number (Alt+5)</b> button. 
15.	Click the <b>84116001</b> link. 
16.	Click the <b>Run</b> button. 
17.	Click the <b>OK</b> button. 
18.	Click the <b>Process Monitor</b> link. 
19.	Click the <b>Refresh</b> button. 
20.	Click the <b>Details</b> link. 
21.	Click the <b>View Log/Trace</b> link. 
22.	Click the <b>txspraud_5493196.PDF</b> link. <a href="#">txspraud_5493196.PDF</a>

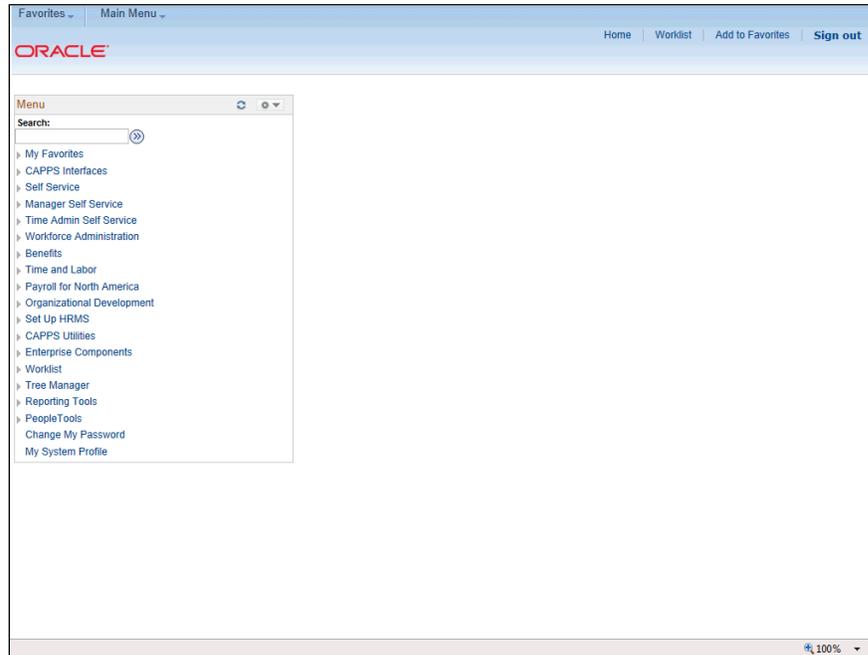


Step	Action
23.	Click the <b>Close Tab (Ctrl+W)</b> button. 
24.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

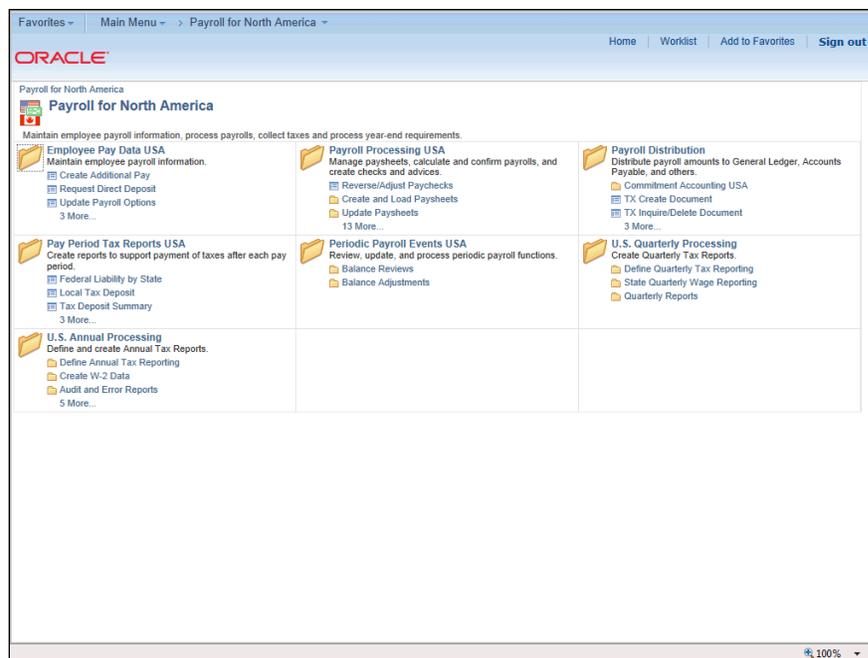
**S4\_L7 - Payroll Processing - SPRS Pay Processing In**  
**Section 4 - Lesson 7 - Payroll Processing - SPRS Pay Processing In**  
 Step 38. TX Document History  
**Section 4 - Lesson 7 Exercises - Scenario: TX Document History**  
**Procedure**

In this lesson, you will learn how to check Document History.

Document History displays a status of payroll documents processed overnight.



Step	Action
1.	Click the <b>Payroll for North America</b> link. <a href="#">Payroll for North America</a>



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Step	Action
2.	Click the <b>Payroll Distribution</b> link. 
3.	Click the <b>TX Document History</b> link. 
4.	Click the <b>Look up Company (Alt+5)</b> button. 
5.	Click the <b>T52</b> link. 
6.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
7.	Click the <b>MON</b> link. 
8.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>11/30/2014</b> link. 
11.	Click the <b>Search</b> button. 
12.	Review <b>TX Document History Page One and Two</b> .  In the real environment, you will see additional information on these screens. In the training environment, there is no information to display.
13.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### S4\_L8 - Viewing Paychecks

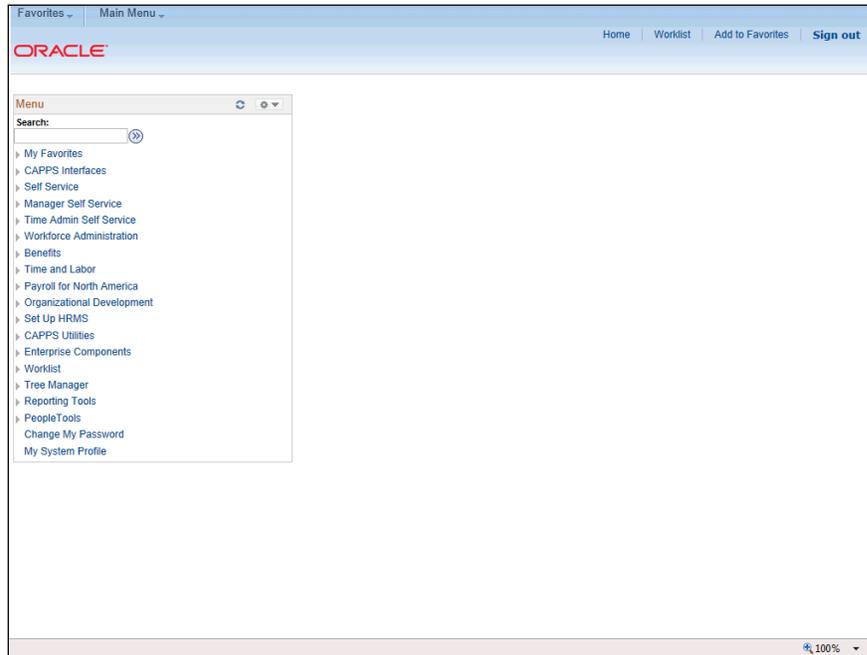
#### Section 4 - Lesson 8 - Viewing Paychecks

#### Viewing Paychecks

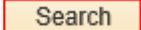
#### Section 4 - Lesson 8 Exercises - Scenario: Viewing Paychecks

#### Procedure

In this lesson, you will learn how to View Pay Checks.



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Produce Payroll</b> link. 
4.	Click the <b>Review Paycheck</b> link. 
5.	Click the <b>Look up Company (Alt+5)</b> button. 
6.	Click the <b>T52</b> link. 
7.	Click the <b>Look up Pay Group (Alt+5)</b> button. 

Step	Action
8.	Click the <b>MON</b> link. 
9.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
10.	Click the <b>Vertical Scroll bar</b> .
11.	Click the <b>11/30/2014</b> link. 
12.	Click the <b>Search</b> button. 
13.	Click the <b>11/30/2014</b> link. 
14.	Click the <b>View All</b> link. 
15.	Click the <b>TX SPRS Pay Check</b> tab. 
16.	This status, "Sent to SPRS," indicates that the Pay file was sent to SPRS and Day Two has not occurred.  The next screen will show the SPRS Payment Information populated.
17.	On Day Two, the SPRS Payment Status will change to "USAS Accepted".  This example is for a different test employee.
18.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### S4\_L9 - Off-Cycle Transactions

#### Section 4 - Lesson 9 - Off-Cycle Transactions

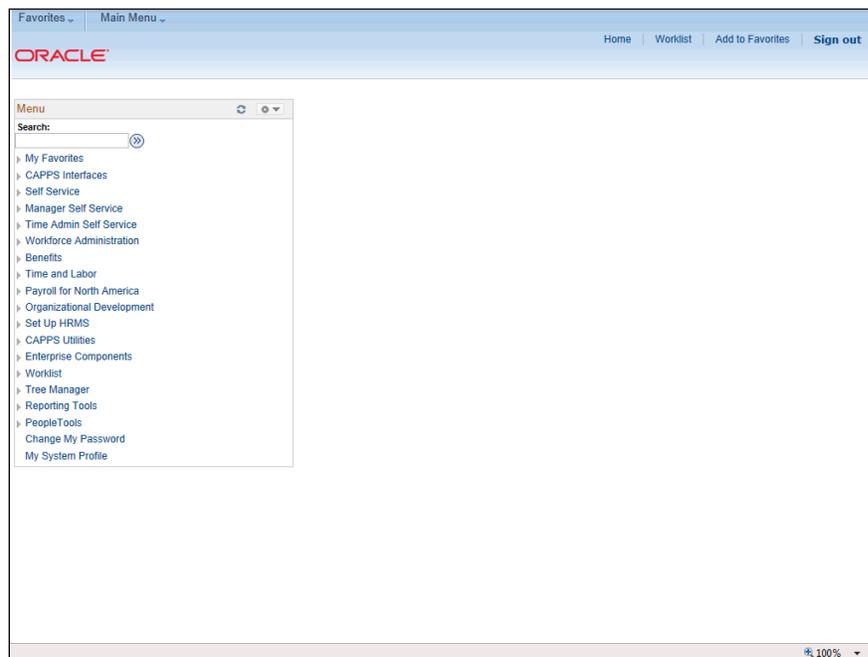
##### Reversal Check Transaction

#### Section 4 - Lesson 9 Exercises - Scenario: Reversal Check Transaction

##### Procedure

In this lesson, you will learn how to process a Reversal Check Transaction for Off-Cycle Payroll Processing.

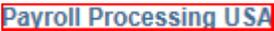
Step	Action
1.	<p>Completing a CPE Reversal entry is included at the beginning of this lesson, however you will not see this step on the Reversal Checklist.</p> <p>This lesson only walks through the activities/entries that are different than what was learned in On-Cycle processing.</p> <p><b>Please be sure to use the Reversal/Cancellation Checklist</b> to ensure that you have completed all steps outside of training.</p>
2.	<p>In order to complete the Reversal Check process, you will need the paycheck number for the pay period and the issue date. This is a 7-part process.</p> <p>A. CPE Reversal Entry            B. TX Off Cycle Page Range            C. CPE Reversal Load            D. Reverse/Adjust Paychecks            E. TX Off Cycle Page Range            F. Confirm Payroll            G. TX Create Document</p>

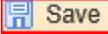


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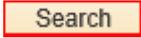
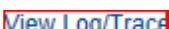
Step	Action
3.	<p>Part A begins here.</p> <p>Part A. CPE Reversal Entry.</p> <p>Click the <b>Payroll for North America</b> link.</p> <p></p>
4.	<p>Click the <b>Payroll Processing USA</b> link.</p> <p></p>
5.	<p>Click the <b>TX CPE Reversal</b> link.</p> <p></p>
6.	<p>Click the <b>Look up Company (Alt+5)</b> button.</p> <p></p>
7.	<p>Click the <b>T52</b> link.</p> <p></p>
8.	<p>Click the <b>Look up Pay Group (Alt+5)</b> button.</p> <p></p>
9.	<p>Click the <b>MON</b> link.</p> <p></p>
10.	<p>Click the <b>Look up Pay Period End Date (Alt+5)</b> button.</p> <p></p>
11.	<p>Click the <b>11/30/2014</b> link.</p> <p></p>
12.	<p>Press <b>[Tab]</b>.</p>
13.	<p>Enter the desired information into the <b>Paycheck Number</b> field. Enter "<b>5203197</b>".</p> <p>Paycheck Number: </p>
14.	<p>Press <b>[Tab]</b>.</p>
15.	<p>Enter the desired information into the <b>Paycheck Issue Date</b> field. Enter "<b>12012014</b>".</p> <p>Paycheck Issue Date: </p>
16.	<p>Click the <b>Add</b> button.</p> <p></p>

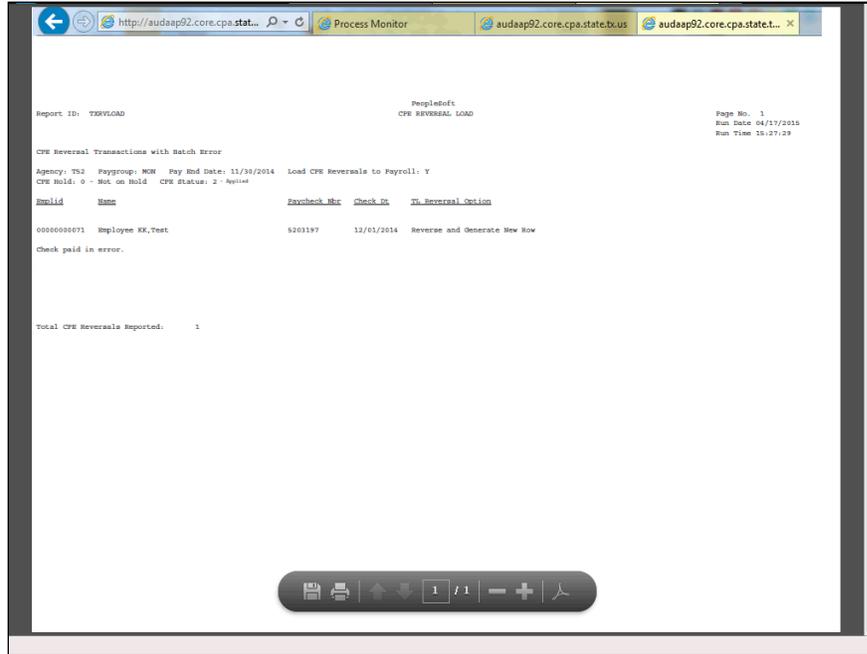
Step	Action
17.	Enter the desired information into the <b>Comments</b> field. Enter " <b>Check paid in error.</b> ". Comments <input style="border: 1px solid red;" type="text"/>
18.	Click the scrollbar.
19.	Click the <b>Save</b> button. 
20.	Notice the Reversal Details that populated after you Saved.
21.	Click the <b>Payroll Processing USA</b> button. 
22.	<u>Part B begins here.</u> Part B. TX Off Cycle Page Range Click the <b>Update Paysheets</b> menu. 
23.	Click the <b>TX Off Cycle Page Range</b> menu. 
24.	Note the <b>Ending Page Number</b> for the Off Cycle Page Range. The transactions that will be entered for Reversals will begin with the number that comes after the Ending Page Number. This will assist you in grouping the pages to be included in the document creation.
25.	Click the <b>Payroll Processing USA</b> button. 
26.	<u>Part C begins here.</u> Part C. CPE Reversal Load Click the <b>TX CPE Reversal Load</b> menu. 
27.	The CPE Reversal Load process loads reversals from the CPE Reversal data entry page and populates the Reversal/Adjustment page.
28.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>reversalload</b> ". Run Control ID:   begins with ▼   <input style="border: 1px solid red;" type="text" value="reversalload"/> ×

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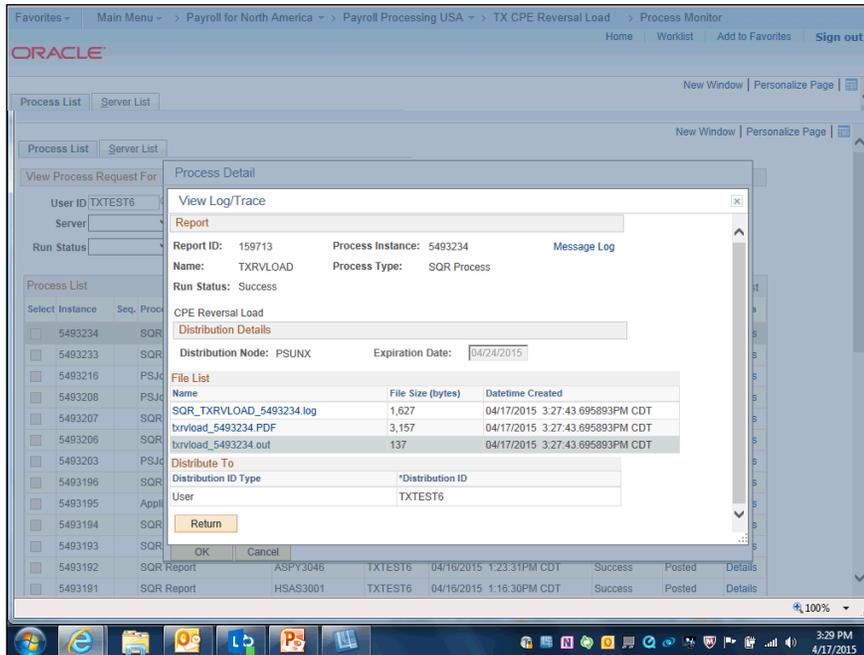
## EUT Course

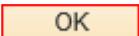
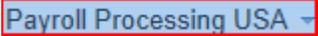


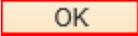
Step	Action
29.	This same Run Control ID will be used for the Reverse/Adjust process that follows.
30.	Click the <b>Search</b> button. 
31.	Click the <b>Look up Company (Alt+5)</b> button. 
32.	Click the <b>T52</b> link. 
33.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
34.	Click the <b>MON</b> link. 
35.	Click the <b>Look up Pay Period End (Alt+5)</b> button. 
36.	Click the <b>11/30/2014</b> link. 
37.	Click the <b>Load CPE Reversals to Payroll</b> option. 
38.	Click the <b>Run</b> button. 
39.	Click the <b>OK</b> button. 
40.	Click the <b>Process Monitor</b> link. 
41.	Click the <b>Refresh</b> button. 
42.	Click the <b>Details</b> link. 
43.	Click the <b>View Log/Trace</b> link. 
44.	Click the <b>txrvload_5493234.PDF</b> link. 



Step	Action
45.	Click the <b>Close Tab (Ctrl+W)</b> button. 



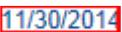
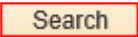
Step	Action
46.	Click the <b>Return</b> button. 
47.	Click the <b>OK</b> button. 
48.	Click the <b>Payroll Processing USA</b> button. 
49.	<u>Part D begins here.</u>  Part D. Reverse/Adjust Paychecks  Click the <b>Reverse/Adjust Paychecks</b> menu. 
50.	The Reverse/Adjust Paychecks process creates reversing paylines.
51.	The <b>Run Control ID</b> must be the <b>same</b> one that was used for the <b>CPE Reversal Load</b> that was just processed.  Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>reversalload</b> ". <b>Run Control ID:</b>   begins with 

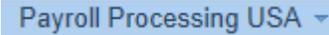
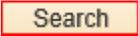
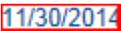
Step	Action
52.	Click the <b>Search</b> button. 
53.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
54.	Click the <b>11/30/2014</b> link. 
55.	Enter the desired information into the <b>Paycheck Number</b> field. Enter " <b>5203197</b> ". Paycheck Number: 
56.	Press <b>[Tab]</b> .
57.	Click the <b>Look up Paycheck Issue Date (Alt+5)</b> button. 
58.	Click the <b>T52</b> link. 
59.	Click the <b>Run</b> button. 
60.	Click the <b>OK</b> button. 
61.	Click the <b>ERP Reversal Processing</b> option. <input type="checkbox"/> ERP Reversal Processing
62.	Click the scrollbar. 
63.	Click the <b>OK</b> button. 
64.	Click the <b>OK</b> button. 

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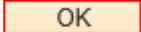
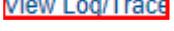
Step	Action
65.	<p>The Reversal Cause Negative Balance Report is not populated in this training. However you would continue with the same steps as in other exercises to get to reports.</p> <p>View the report through the Process Monitor, as demonstrated previously.</p>
66.	<p>Click the <b>Payroll Processing USA</b> button.</p> 
67.	<p>Part E begins here.</p> <p>Part E. TX Off Cycle Page Range</p> <p>Click the <b>Update Paysheets</b> menu.</p> 
68.	<p>Click the <b>TX Off Cycle Page Range</b> menu.</p> 
69.	<p>Click the <b>Look up Company (Alt+5)</b> button.</p> 
70.	<p>Click the <b>T52</b> link.</p> 
71.	<p>Click the <b>Look up Pay Group (Alt+5)</b> button.</p> 
72.	<p>Click the <b>MON</b> link.</p> 
73.	<p>Click the <b>Look up Pay Period End Date (Alt+5)</b> button.</p> 
74.	<p>Click the <b>Vertical Scroll bar</b>.</p>
75.	<p>Click the <b>11/30/2014</b> link.</p> 
76.	<p>Click the <b>Search</b> button.</p> 
77.	<p>The Ending Page Number will assist you in grouping the pages to be included in Payroll Confirm and Create Document.</p>

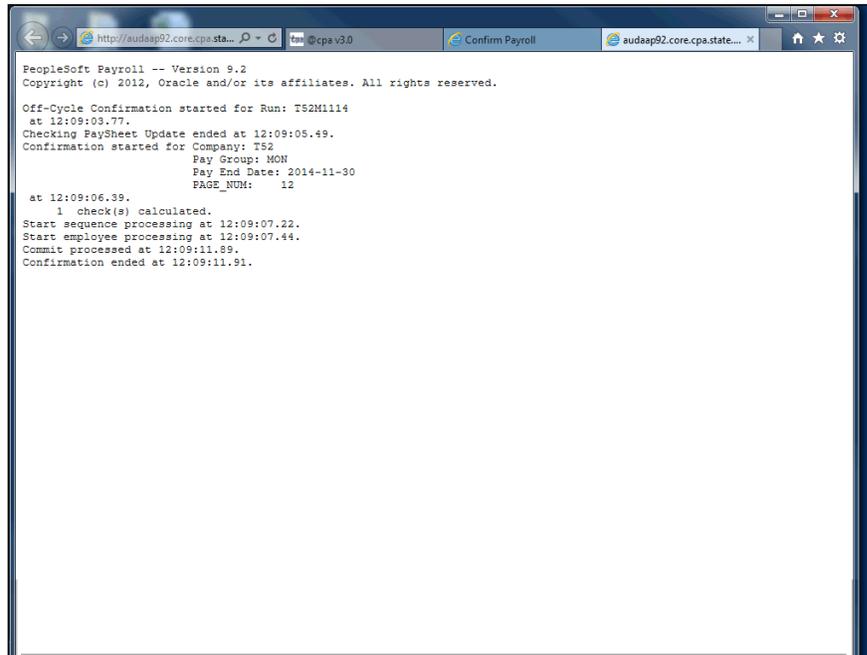
Step	Action
78.	Click the <b>Payroll for North America</b> button. 
79.	<u>Part F begins here.</u> Part F. Confirm Payroll Click the <b>Produce Payroll</b> menu. 
80.	Click the <b>Confirm Payroll</b> menu. 
81.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>conf</b> ". Run Control ID:   begins with  
82.	Click the <b>Search</b> button. 
83.	Click the <b>CONFIRMPAYROLL</b> link. 
84.	Confirmation finalizes reversal and updates balances and changes the status on the original payment to "Reversed".
85.	Click the <b>Look up Company (Alt+5)</b> button. 
86.	Click the <b>T52</b> link. 
87.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
88.	Click the <b>MON</b> link. 
89.	Click the <b>Look up Pay End Date (Alt+5)</b> button. 
90.	Click the <b>Vertical Scroll bar</b> .
91.	Click the <b>11/30/2014</b> link. 

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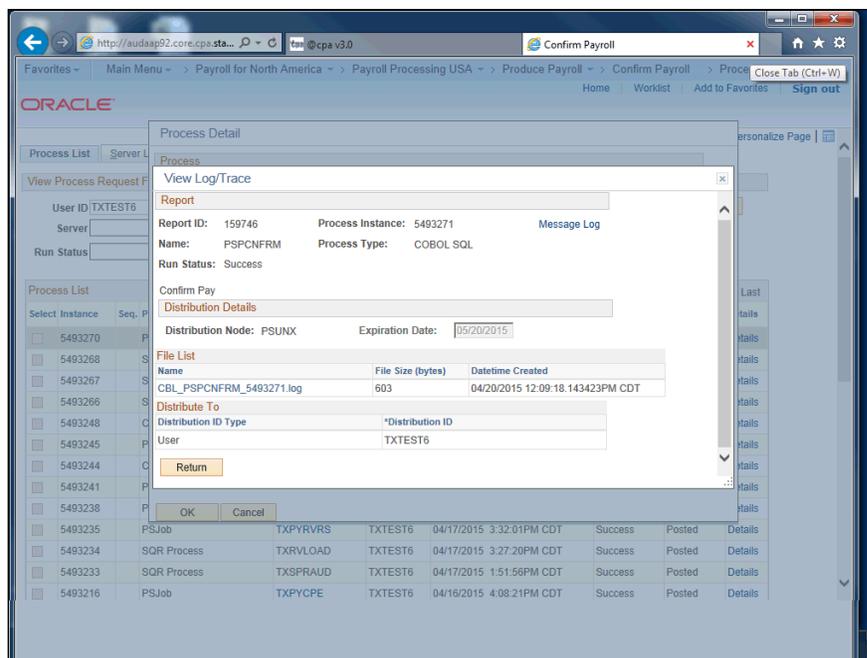
## *EUT Course*



Step	Action
92.	Click the <b>Look up Process Page (Alt+5)</b> button. 
93.	Click the <b>12</b> link. 
94.	Click the <b>Look up Process Page (Alt+5)</b> button. 
95.	Click the <b>12</b> link. 
96.	Click the <b>Run</b> button. 
97.	Click the <b>OK</b> button. 
98.	Click the <b>Process Monitor</b> link. 
99.	Click the <b>Refresh</b> button. 
100.	Click the <b>PAYCONF</b> link. 
101.	Click the <b>5493271 - PSPCNFRM Success</b> link. 
102.	Click the <b>View Log/Trace</b> link. 
103.	Click the <b>CBL_PSPCNFRM_5493271.log</b> link. 



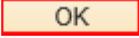
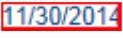
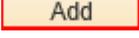
Step	Action
104.	Click the <b>Close Tab (Ctrl+W)</b> button. 



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Step	Action
105.	Click the <b>Return</b> button. 
106.	Click the <b>OK</b> button. 
107.	Click the <b>Payroll for North America</b> button. 
108.	<u>Part G begins here.</u>  Part G. TX Create Document  Click the <b>Payroll Distribution</b> menu. 
109.	Click the <b>TX Create Document</b> link. <a href="#">TX Create Document</a>
110.	The Create Document process creates the Payroll Cancellation (CAN) document required for SPRS/USAS processing.
111.	Click the <b>Look up Company (Alt+5)</b> button. 
112.	Click the <b>T52</b> link. 
113.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
114.	Click the <b>MON</b> link. 
115.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
116.	Click the <b>Vertical Scroll bar</b> .
117.	Click the <b>11/30/2014</b> link. 
118.	Click the <b>Add</b> button. 

Step	Action
119.	Click the <b>Batch Type</b> list. *Batch Type: <input type="text" value="PAY"/> ▼
120.	Click the <b>CAN</b> list item. CAN
121.	Press <b>[Tab]</b> .
122.	Enter the desired information into the <b>Batch Name</b> field. Enter " <b>REV 113014</b> ". *Batch Name: <input type="text"/>
123.	Press <b>[Tab]</b> .
124.	Enter the desired information into the <b>Page</b> field. Enter " <b>12</b> ". Page: <input type="text"/>
125.	Enter the desired information into the <b>Thru Page</b> field. Enter " <b>12</b> ". Thru Page: <input type="text"/>
126.	Click the <b>Release for SPRS Processing</b> option. <input type="checkbox"/> Release for SPRS Processing
127.	Click the <b>Save</b> button. <input type="button" value="Save"/>
128.	When processing reversals, the original check will still exist in the system and there will be a second check (duplicate) listed indicating Reversal.  Let's navigate there to see both entries.

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**ORACLE** New Window | Personalize Page

TX Create Document

---

**Document Header**

Company: T52    Pay Group: MON    Pay End Dt: 11/30/2014     Off Cycle ?

---

**Document Details**

\*Batch Type: CAN    \*Batch Name: REV 113014

Page: 12    Thru Page: 12

Payment Date:    Document Number: 84116002

SPRS Only Document?     Release for SPRS Processing

Payroll Message

---

[Save](#)   [Return to Search](#)   [Notify](#)    [Add](#)   [Update/Display](#)

100%

Step	Action
129.	Click the <b>Payroll for North America</b> link. <div style="border: 1px solid blue; background-color: #e6f2ff; padding: 2px; display: inline-block;">Payroll for North America</div>

[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Payroll Distribution](#) > [TX Create Document](#)

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**ORACLE** New Window | Personalize Page

TX Create Document

---

**Document Header**

Company: T52    Pay Gr

---

**Document Details**

\*Batch Type: CAN    \*Batch Name: REV 113014

Page: 12    Thru Page: 12

Payment Date:    Document Number: 84116002

SPRS Only Document?     Release for SPRS Processing

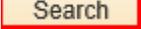
Payroll Message

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[Save](#)   [Return to Search](#)   [Notify](#)    [Add](#)   [Update/Display](#)

100%

[http://audaap92.core.cpa.state.tx.us:3000/psp/HCM/MTXB/EMPLOYEE/HRMS/s/WEBLIB\\_PT\\_NAV.ISCRPT1.FieldFormula.IScript\\_PT\\_NAV\\_INFRAME?pt\\_fname=HC\\_NORTH\\_AMER](http://audaap92.core.cpa.state.tx.us:3000/psp/HCM/MTXB/EMPLOYEE/HRMS/s/WEBLIB_PT_NAV.ISCRPT1.FieldFormula.IScript_PT_NAV_INFRAME?pt_fname=HC_NORTH_AMER)

Step	Action
130.	Click the <b>Payroll Processing USA</b> menu. 
131.	Click the <b>Produce Payroll</b> menu. 
132.	Click the <b>Review Paycheck</b> menu. 
133.	Click the <b>Look up Company (Alt+5)</b> button. 
134.	Click the <b>T52</b> link. 
135.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
136.	Click the <b>MON</b> link. 
137.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
138.	Click the <b>Vertical Scroll bar</b> .
139.	Click the <b>11/30/2014</b> link. 
140.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0000000071</b> ". 
141.	Click the <b>Search</b> button. 
142.	Notice the two entries below...One indicating <b>N</b> for Off-Cycle and the other <b>Y</b> for Off-Cycle.
143.	Click the <b>N</b> link. 
144.	Notice the Paycheck Status for the On-Cycle Check.
145.	Click the <b>Vertical Scroll bar</b> .

Step	Action
146.	Click the <b>Return to Search</b> button. 
147.	Click the <b>Y</b> link. 
148.	Note the Pay Status for the Off-Cycle Check (Confirmed) and Paycheck Option (Check Reversal) and the Paycheck Totals as Negatives.
149.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

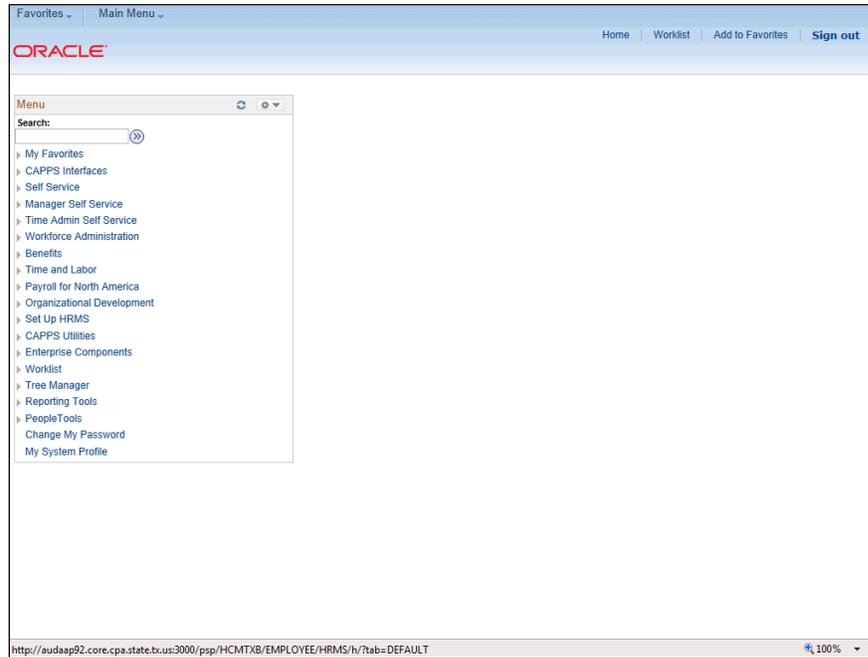
### Replacement Check Transaction

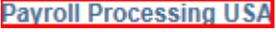
#### Section 4 - Lesson 9 Exercises - Scenario: Replacement Check Transaction

##### Procedure

In this lesson, you will learn how to process a Replacement Check for Off-Cycle Processing.

Step	Action
1.	Completing a CPE Replacement entry is included at the beginning of this lesson, however you will not see this step on the Replacement Checklist.  This lesson only walks through the activities/entries that are different than what was learned in On-Cycle processing.  <b>Please be sure to use the Replacement Checklist</b> to ensure that you have completed all steps outside of training.
2.	In order to complete the Replacement Check process, you will need the paycheck number for the pay period and the issue date. This is a 5-part process.  Part A. CPE Replacement Entry Part B. Create a Document Part C. CPE Replacement Load Part D. SPRS Replacement Page Part E. Finalize document to send to SPRS for processing



Step	Action
3.	<p><u>Part A begins here.</u></p> <p>Part A. CPE Replacement Entry.</p> <p>Click the <b>Payroll for North America</b> link.</p> <p></p>
4.	<p>Click the <b>Payroll Processing USA</b> link.</p> <p></p>
5.	<p>Click the <b>TX CPE Replacement</b> link.</p> <p></p>
6.	<p>Click the <b>Look up Company (Alt+5)</b> button.</p> <p></p>
7.	<p>Click the <b>T52</b> link.</p> <p></p>
8.	<p>Click the <b>Look up Pay Group (Alt+5)</b> button.</p> <p></p>
9.	<p>Click the <b>MON</b> link.</p> <p></p>

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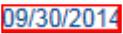
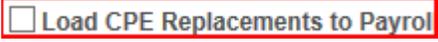
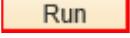
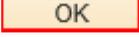
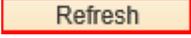
Step	Action
10.	Enter the desired information into the <b>Pay Period End Date</b> field. Enter " <b>09302014</b> ". Pay Period End Date: <input type="text"/>
11.	Press <b>[Tab]</b> .
12.	Enter the desired information into the <b>Paycheck Number</b> field. Enter " <b>5202979</b> ". Paycheck Number: <input type="text"/>
13.	Press <b>[Tab]</b> .
14.	Enter the desired information into the <b>Paycheck Issue Date</b> field. Enter " <b>12012014</b> ". Paycheck Issue Date: <input type="text"/>
15.	Click the <b>Add</b> button. <input type="button" value="Add"/>
16.	Click the <b>Save</b> button. <input type="button" value="Save"/>
17.	<u>Part B begins here.</u>  Part B. Create a Document  Click the <b>Payroll Distribution</b> menu. <input type="button" value="Payroll Distribution"/>
18.	Click the <b>TX Create Document</b> menu. <input type="button" value="TX Create Document"/>
19.	This process creates the payroll Replacement (REP) document required for SPRS/USAS processing.
20.	Click the <b>Look up Company (Alt+5)</b> button. <input type="button" value="Look up Company"/>
21.	Click the <b>T52</b> link. <input type="button" value="T52"/>
22.	Click the <b>Look up Pay Group (Alt+5)</b> button. <input type="button" value="Look up Pay Group"/>
23.	Click the <b>MON</b> link. <input type="button" value="MON"/>

Step	Action
24.	Enter the desired information into the <b>Pay Period End Date</b> field. Enter " <b>09302014</b> ". Pay Period End Date: <input type="text"/>
25.	Click the <b>Add</b> button. <input type="button" value="Add"/>
26.	Click the <b>Batch Type</b> list. *Batch Type: <input type="text" value="PAY"/>
27.	Click the <b>REP</b> list item. REP
28.	Press <b>[Tab]</b> .
29.	Enter the desired information into the <b>Batch Name</b> field. Enter " <b>REP SEPT</b> ". *Batch Name: <input type="text"/>
30.	Change the Payment Date as appropriate.
31.	You will Create the Document and Save <b>without</b> checking the <b>Release for SPRS Processing</b> option for right now. After running the CPE Replacement Load, you will come back to this page to select this option and Save.
32.	Click the <b>Save</b> button. <input type="button" value="Save"/>
33.	Click the <b>OK</b> button. <input type="button" value="OK"/>
34.	Click the <b>OK</b> button. <input type="button" value="OK"/>
35.	Note the Document Number that was created. You will use it later.
36.	Click the <b>Payroll for North America</b> button. <input type="button" value="Payroll for North America"/>
37.	<u>Part C begins here.</u>  Part C. CPE Replacement Load  Click the <b>Payroll Processing USA</b> menu. <input type="button" value="Payroll Processing USA"/>
38.	Click the <b>TX CPE Replacement Load</b> menu. <input type="button" value="TX CPE Replacement Load"/>

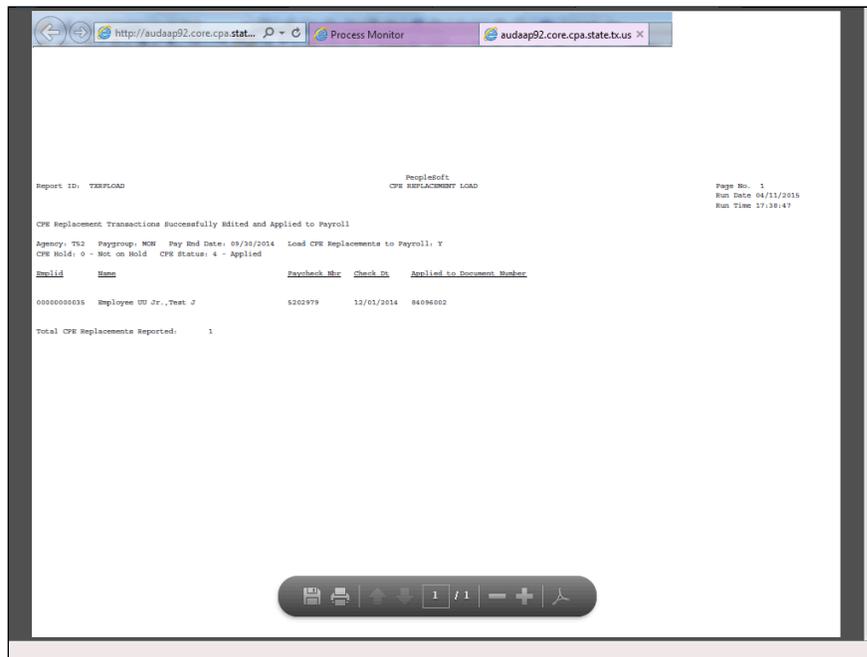
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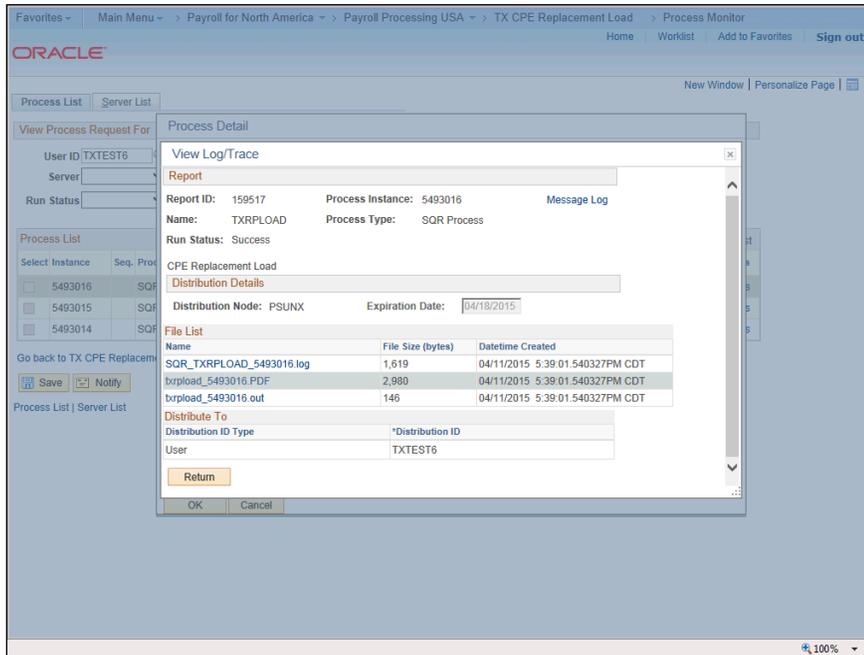


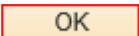
Step	Action
39.	The TX CPE Replacement Load process creates transactions on the TX SPRS Replacement Page.
40.	Click the <b>Add a New Value</b> tab. 
41.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>replload</b> ". Run Control ID: 
42.	Click the <b>Add</b> button. 
43.	Click the <b>Look up Company (Alt+5)</b> button. 
44.	Click the <b>T52</b> link. 
45.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
46.	Click the <b>MON</b> link. 
47.	Click the <b>Look up Pay Period End (Alt+5)</b> button. 
48.	Click the <b>Vertical Scroll bar</b> .
49.	Click the <b>09/30/2014</b> link. 
50.	Click the <b>Load CPE Replacements to Payroll</b> option. 
51.	Click the <b>Run</b> button. 
52.	Click the <b>OK</b> button. 
53.	Click the <b>Process Monitor</b> link. 
54.	Click the <b>Refresh</b> button. 

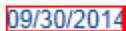
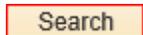
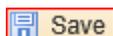
Step	Action
55.	Click the <b>Details</b> link. <a href="#">Details</a>
56.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
57.	Click the <b>txrpload_5493016.PDF</b> link. <a href="#">txrpload_5493016.PDF</a>



Step	Action
58.	After reviewing the report, click the <b>Close Tab (Ctrl+W)</b> button. 



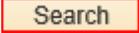
Step	Action
59.	Click the <b>Return</b> button. 
60.	Click the <b>OK</b> button. 
61.	Click the <b>Go back to TX CPE Replacement Load</b> link. 
62.	View the SPRS Replacement transaction loaded by Document Number.  <u>Part D. SPRS Replacement Page</u>  Click the <b>Payroll for North America</b> button. 
63.	Click the <b>Payroll Distribution</b> menu. 
64.	Click the <b>TX SPRS Replacements</b> menu. 
65.	The TX SPRS Replacement Page reflects the Replacement transactions loaded by Document Number.

Step	Action
66.	Click the <b>Look up Company (Alt+5)</b> button. 
67.	Click the <b>T52</b> link. 
68.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
69.	Click the <b>MON</b> link. 
70.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
71.	Click the <b>Vertical Scroll bar</b> .
72.	Click the <b>09/30/2014</b> link. 
73.	The Document number that was populated during the Create Document process will be used to search here.  Enter the desired information into the <b>Document Number</b> field. Enter " <b>84096002</b> ". <b>Document Number:</b>   begins with ▼ 
74.	Click the <b>Search</b> button. 
75.	Enter the desired information into the <b>Original Psoft Pymt Nbr</b> field. Enter the Paycheck number.  In this example enter " <b>5202979</b> ". 1 
76.	Press <b>[Tab]</b> .
77.	Enter the desired information into the <b>Original Psoft Pymt Dt</b> field. Enter the Paycheck issue date.  In this example enter " <b>12012014</b> ". 1 
78.	Click the <b>Save</b> button. 

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Step	Action
79.	Part E. Finalize document to send to SPRS for processing. Click the <b>Payroll Distribution</b> button. 
80.	Click the <b>TX Create Document</b> menu. 
81.	Click the <b>Find an Existing Value</b> tab. 
82.	Click the <b>Look up Company (Alt+5)</b> button. 
83.	Click the <b>T52</b> link. 
84.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
85.	Click the <b>MON</b> link. 
86.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
87.	Click the <b>Vertical Scroll bar</b> .
88.	Click the <b>09/30/2014</b> link. 
89.	Click the <b>Batch Type</b> list. 
90.	Click the <b>Replacements</b> list item. 
91.	Click the <b>Search</b> button. 
92.	This option releases the REP document for SPRS now that it contains Replacements loaded from the CPE Replacement Load. Click the <b>Release for SPRS Processing</b> option. 

Step	Action
93.	Click the <b>Save</b> button. 
94.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Returned Monies Transaction

### Section 4 - Lesson 9 Exercises - Scenario: Returned Monies

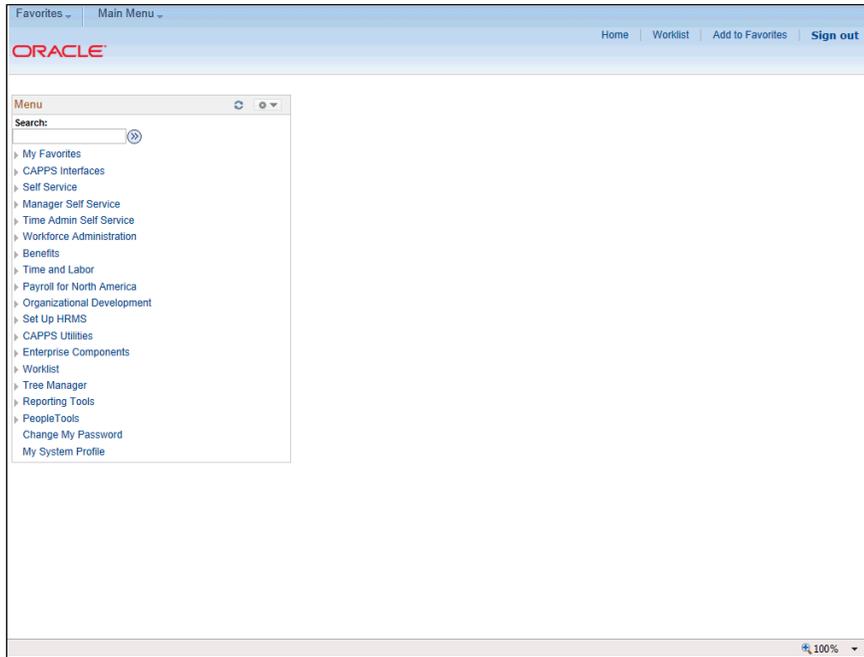
#### Procedure

In this lesson, you will learn how to process a Returned Monies Transaction for Off-Cycle Processing.

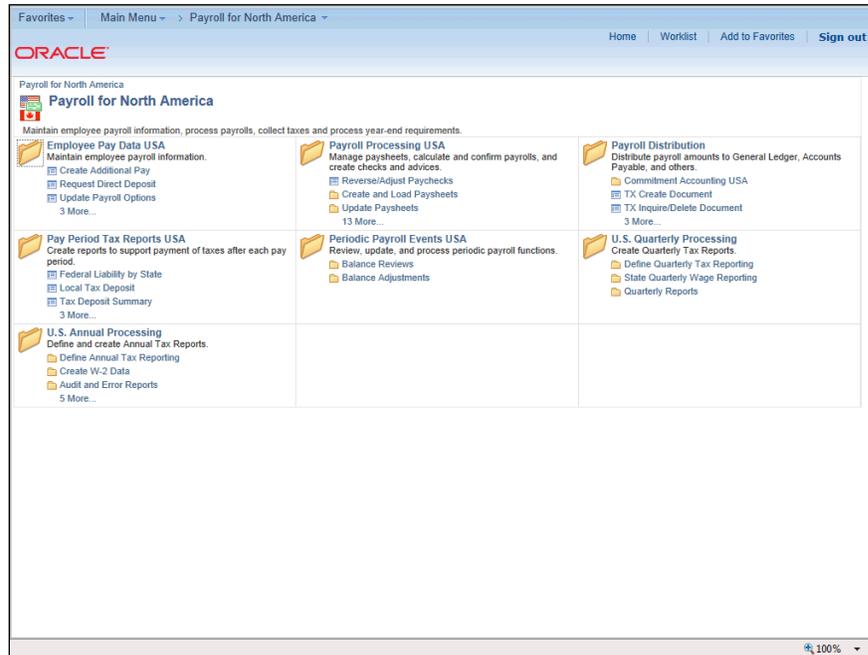
Step	Action
1.	<p>Completing a CPE Main entry for Returned Monies is included at the beginning of this lesson, however you will not see this step on the Returned Monies Checklist.</p> <p>This lesson only walks through the activities/entries that are different than what was learned in On-Cycle processing.</p> <p><b>Please be sure to use the Returned Monies Checklist</b> to ensure that you have completed all steps outside of training.</p>
2.	<p>In order to complete the Returned Monies CPE Main entry pages, you will need to review and copy the earnings, taxes, and deduction pages from the pay check. This is a 6-part process.</p> <ul style="list-style-type: none"> <li>A. CPE Main Entry</li> <li>B. TX Off Cycle Page Range</li> <li>C. CPE Main Load</li> <li>D. TX Off Cycle Page Range</li> <li>E. Calculate Payroll (PSPPYRUN-Single Calc)</li> <li>F. Review Paycheck (Check that the taxes for EE/ER OASDI/Med match)</li> </ul>

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Step	Action
3.	<p><u>Part A begins here.</u></p> <p>Part A. CPE Main Entry using the Return Monies options.</p> <p>Click the <b>Payroll for North America</b> link.</p> <p><a href="#">Payroll for North America</a></p>



Step	Action
4.	Click the <b>Payroll Processing USA</b> link. <a href="#">Payroll Processing USA</a>
5.	Click the <b>TX CPE Main</b> link. <a href="#">TX CPE Main</a>
6.	Click the <b>Look up Company (Alt+5)</b> button. 
7.	Click the <b>T52</b> link. <a href="#">T52</a>
8.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
9.	Click the <b>MON</b> link. <a href="#">MON</a>
10.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button. 
11.	Click the <b>11/30/2014</b> link. <a href="#">11/30/2014</a>

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Step	Action
12.	Click the <b>Add</b> button. 
13.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0000000280</b> ". *Empl ID: <input data-bbox="483 499 680 535" type="text"/>
14.	Use the <b>Look Up</b> button so that you can verify the employee's name, rather than just the number.  Click the <b>Look up Empl ID (Alt+5)</b> button. 
15.	Click the <b>Vertical Scroll bar</b> .
16.	Click the <b>0000000280</b> link. 
17.	Click the <b>Look up Empl Record (Alt+5)</b> button. 
18.	Click the <b>0</b> link. 
19.	Click the <b>Returned Money</b> option. <input data-bbox="342 1159 573 1194" type="checkbox"/> Returned Money
20.	Press <b>[Tab]</b> .
21.	Enter the desired information into the <b>Check Number</b> field. Enter " <b>5203125</b> ". Check Number: <input data-bbox="560 1304 760 1339" type="text"/>
22.	Press <b>[Tab]</b> .
23.	Enter the desired information into the <b>Check Date</b> field. Enter " <b>12012014</b> ". Check Date: <input data-bbox="505 1457 662 1493" type="text"/>
24.	Enter the desired information into the <b>Total Gross</b> field. Enter " <b>-3028.02</b> ". (Note that the values on this screen are negative numbers.) Total Gross: <input data-bbox="526 1631 729 1667" type="text"/>
25.	Press <b>[Tab]</b> .
26.	Enter the desired information into the <b>Net Pay</b> field. Enter " <b>-2128.23</b> ". Net Pay: <input data-bbox="461 1785 664 1820" type="text"/>

Step	Action
27.	Click the <b>Look up Code (Alt+5)</b> button. 
28.	Click the <b>LOG</b> link. 
29.	Enter the desired information into the <b>Amount</b> field. Enter " <b>-60.00</b> ".
30.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
31.	Click the <b>Look up Code (Alt+5)</b> button. 
32.	Click the <b>BSY</b> link. 
33.	Enter the desired information into the <b>Hours</b> field. Enter " <b>-160.00</b> ".
34.	Press <b>[Tab]</b> .
35.	Enter the desired information into the <b>Amount</b> field. Enter " <b>-2968.02</b> ".
36.	Click the <b>TX CPE One Time Deduction</b> tab. 
37.	Click the <b>Plan Type</b> list. *Plan Type: 
38.	Click the <b>PERS</b> list item. PERS
39.	Click the <b>Look up Benefit Plan (Alt+5)</b> button. 
40.	Click the <b>ERSRET</b> link. 
41.	Click the <b>Look up Deduction Code (Alt+5)</b> button. 
42.	Click the <b>ERS000</b> link. 
43.	Click the <b>Look up Deduction Class (Alt+5)</b> button. 

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Step	Action
44.	Click the <b>Before-Tax</b> link. 
45.	Click the <b>One-Time Code</b> list. *One-Time Code:
46.	Click the <b>Refund</b> list item. Refund
47.	Press <b>[Tab]</b> .
48.	Enter the desired information into the <b>Flat/Addl Amount</b> field. Enter " <b>199.85</b> ". (Note that these are positive numbers, as you are reversing previous deductions.) Flat/Addl Amount:
49.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
50.	Click the <b>Plan Type</b> list. *Plan Type:
51.	Click the <b>Pay Retirement Contribution</b> list item. Pay Retirement Contribution
52.	Click the <b>Look up Benefit Plan (Alt+5)</b> button. 
53.	Click the <b>PRE</b> link. 
54.	Click the <b>Look up Deduction Code (Alt+5)</b> button. 
55.	Click the <b>PRE</b> link. 
56.	Click the <b>Look up Deduction Class (Alt+5)</b> button. 
57.	Click the scrollbar. 
58.	Click the <b>One-Time Code</b> list. *One-Time Code:

Step	Action
59.	Click the <b>Refund</b> list item. Refund
60.	Press <b>[Tab]</b> .
61.	Enter the desired information into the <b>Flat/Addl Amount</b> field. Enter " <b>14.84</b> ". Flat/Addl Amount: <input type="text"/>
62.	Click the <b>Add a new row at row 2 (Alt+7)</b> button. 
63.	Click the <b>Plan Type</b> list. *Plan Type: <input type="text"/>
64.	Click the <b>General Deduction</b> list item. General Deduction
65.	Click the <b>Look up Deduction Code (Alt+5)</b> button. 
66.	Click the <b>Vertical Scroll bar</b> .
67.	Click the <b>CUP003</b> link. <b>CUP003</b>
68.	Click the <b>Look up Deduction Class (Alt+5)</b> button. 
69.	Click the <b>After-Tax</b> link. <b>After-Tax</b>
70.	Click the <b>One-Time Code</b> list. *One-Time Code: <input type="text"/>
71.	Click the <b>Refund</b> list item. Refund
72.	Press <b>[Tab]</b> .
73.	Enter the desired information into the <b>Flat/Addl Amount</b> field. Enter " <b>100.00</b> ". Flat/Addl Amount: <input type="text"/>
74.	Click the <b>Add a new row at row 3 (Alt+7)</b> button. 

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Step	Action
75.	Click the <b>Plan Type</b> list. *Plan Type: <input type="text" value=""/>
76.	Click the <b>General Deduction</b> list item. General Deduction
77.	Click the <b>Look up Deduction Code (Alt+5)</b> button. 
78.	Click the <b>Vertical Scroll bar</b> .
79.	Click the <b>ORG-TX State Employees Union</b> link. <a href="#">ORG-TX State Employees Union</a>
80.	Click the <b>Look up Deduction Class (Alt+5)</b> button. 
81.	Click the <b>After-Tax</b> link. <a href="#">After-Tax</a>
82.	Click the <b>One-Time Code</b> list. *One-Time Code: <input type="text" value="Addition"/>
83.	Click the <b>Refund</b> list item. Refund
84.	Press <b>[Tab]</b> .
85.	Enter the desired information into the <b>Flat/Addl Amount</b> field. Enter " <b>10.00</b> ". Flat/Addl Amount: <input type="text" value=""/>
86.	Click the <b>TX CPE One Time Taxes</b> tab. <a href="#">TX CPE One Time Taxes</a>
87.	Click the <b>Federal</b> option. <input type="checkbox"/> Federal
88.	Click the <b>Tax Class</b> list. *Tax Class: <input type="text" value=""/>
89.	Click the <b>FICA Med Hospital Ins / EE</b> list item. FICA Med Hospital Ins / EE
90.	Click the <b>One-Time Code</b> list. *One-Time Code: <input type="text" value="Addition"/>

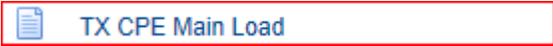
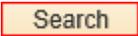
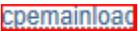
Step	Action
91.	Click the <b>Refund</b> list item. Refund
92.	Press [Tab].
93.	Enter the desired information into the <b>One-Time Tax Amount</b> field. Enter " <b>43.91</b> ". One-Time Tax Amount: <input type="text"/>
94.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. <input type="button" value="+"/>
95.	Click the <b>Federal</b> option. <input type="checkbox"/> Federal
96.	Click the <b>Tax Class</b> list. *Tax Class: <input type="text"/>
97.	Click the <b>OASDI/Disability - EE</b> list item. OASDI/Disability - EE
98.	Click the <b>One-Time Code</b> list. *One-Time Code: <input type="text" value="Addition"/>
99.	Click the <b>Refund</b> list item. Refund
100.	Press [Tab].
101.	Enter the desired information into the <b>One-Time Tax Amount</b> field. Enter " <b>187.74</b> ". One-Time Tax Amount: <input type="text"/>
102.	Click the <b>Add a new row at row 2 (Alt+7)</b> button. <input type="button" value="+"/>
103.	Click the <b>Federal</b> option. <input type="checkbox"/> Federal
104.	Click the <b>Tax Class</b> list. *Tax Class: <input type="text"/>
105.	Click the <b>Vertical Scroll bar</b> .
106.	Click the <b>Withholding</b> list item. Withholding

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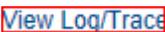
Step	Action
107.	Click the <b>One-Time Code</b> list. *One-Time Code: <input type="text" value="Addition"/>
108.	Click the <b>Refund</b> list item. Refund
109.	Press <b>[Tab]</b> .
110.	Enter the desired information into the <b>One-Time Tax Amount</b> field. Enter " <b>358.29</b> ". One-Time Tax Amount: <input type="text"/>
111.	Click the <b>TX CPE Status/Messaging</b> tab. <input type="button" value="TX CPE Status/Messaging"/>
112.	Enter the desired information into the <b>Comments</b> field. Enter " <b>Returned Monies Request.</b> ". Comments <input type="text"/>
113.	Click the <b>Save</b> button. <input type="button" value="Save"/>
114.	Click the <b>Payroll Processing USA</b> button. <input type="button" value="Payroll Processing USA"/>
115.	<u>Part B begins here.</u> Part B. TX Off Cycle Page Range Click the <b>Update Paysheets</b> menu. <input type="button" value="Update Paysheets"/>
116.	Click the <b>TX Off Cycle Page Range</b> menu. <input type="button" value="TX Off Cycle Page Range"/>
117.	Note the <b>Ending Page Number</b> for the Off Cycle Page Range. The transactions that will be entered for Returned Monies will begin with the number that comes after the Ending Page Number.  This will assist you in grouping the pages to be included in Calculate/Confirm Payroll and Create Document.
118.	Click the <b>Payroll Processing USA</b> button. <input type="button" value="Payroll Processing USA"/>

Step	Action
119.	<p>Part C begins here.</p> <p>Part C. CPE Main Load (using the Return Money option)</p> <p>Click the <b>TX CPE Main Load</b> menu.</p> 
120.	<p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>cpemain</b>".</p> <p>Run Control ID:   begins with ▼ </p>
121.	<p>Click the <b>Search</b> button.</p> 
122.	<p>Click the <b>cpemainload</b> link.</p> 
123.	<p>Click the <b>Look up Company (Alt+5)</b> button.</p> 
124.	<p>Click the <b>T52</b> link.</p> 
125.	<p>Click the <b>Look up Pay Group (Alt+5)</b> button.</p> 
126.	<p>Click the <b>MON</b> link.</p> 
127.	<p>Click the <b>Look up Pay Period End (Alt+5)</b> button.</p> 
128.	<p>Click the <b>11/30/2014</b> link.</p> 
129.	<p>Using the Returned Money filtering option this process will load only CPE Return Monies transactions.</p> <p>Click the <b>Returned Money</b> option.</p> 
130.	<p>Click the <b>Load CIET/CPE to Payroll</b> option.</p> 
131.	<p>Click the <b>Run</b> button.</p> 

# CAPPS HR/PAYROLL

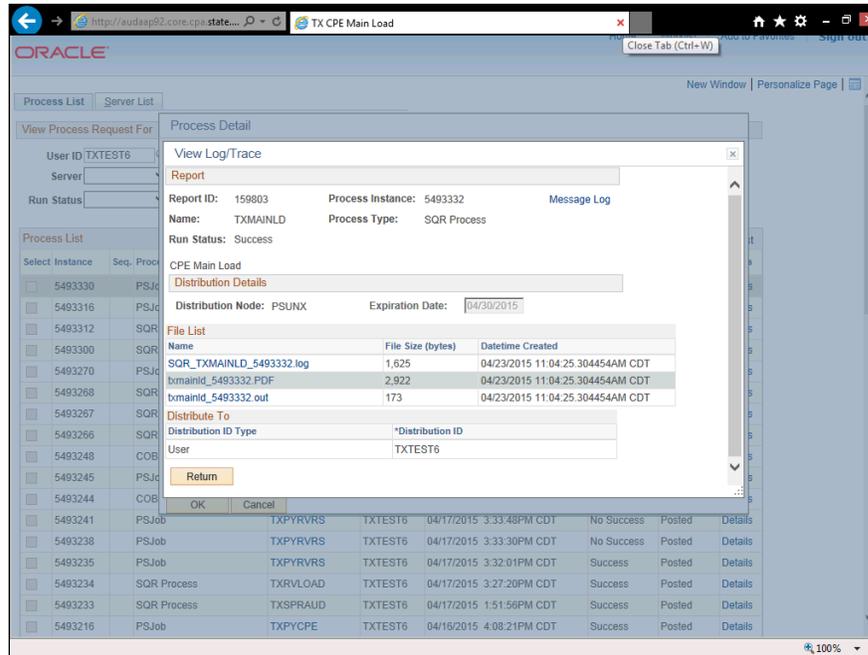
## EUT Course

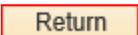
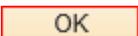
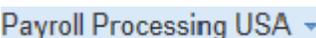


Step	Action
132.	Click the <b>OK</b> button. 
133.	Click the <b>Process Monitor</b> link. 
134.	Click the <b>Refresh</b> button. 
135.	Click the <b>Refresh</b> button. 
136.	Click the <b>TXPYCPE</b> link. 
137.	Click the <b>5493332 - TXMAINLD Success</b> link. 
138.	Click the <b>View Log/Trace</b> link. 
139.	Click the <b>txmainld_5493332.PDF</b> link. 



Step	Action
140.	Click the <b>Close Tab (Ctrl+W)</b> button. 

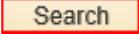
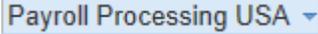


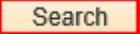
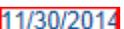
Step	Action
141.	Click the <b>Return</b> button. 
142.	Click the <b>OK</b> button. 
143.	Click the <b>Return</b> button. 
144.	Click the <b>Payroll Processing USA</b> button. 

# CAPPS HR/PAYROLL

## EUT Course



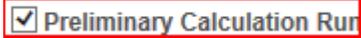
Step	Action
145.	<p><u>Part D begins here.</u></p> <p>Part D. TX Off Cycle Page Range</p> <p>Click the <b>Update Paysheets</b> menu.</p> 
146.	<p>Click the <b>TX Off Cycle Page Range</b> menu.</p> 
147.	<p>Click the <b>Look up Company (Alt+5)</b> button.</p> 
148.	<p>Click the <b>T52</b> link.</p> 
149.	<p>Click the <b>Look up Pay Group (Alt+5)</b> button.</p> 
150.	<p>Click the <b>MON</b> link.</p> 
151.	<p>Click the <b>Look up Pay Period End Date (Alt+5)</b> button.</p> 
152.	<p>Click the <b>Vertical Scroll bar</b>.</p>
153.	<p>Click the <b>11/30/2014</b> link.</p> 
154.	<p>Click the <b>Search</b> button.</p> 
155.	<p>Note that the ending page number increased from the CPE Load we saw earlier.</p> <p>This will assist you in grouping the pages to be included in Calculate/Confirm Payroll and Create Document.</p>
156.	<p>Click the <b>Payroll Processing USA</b> button.</p> 

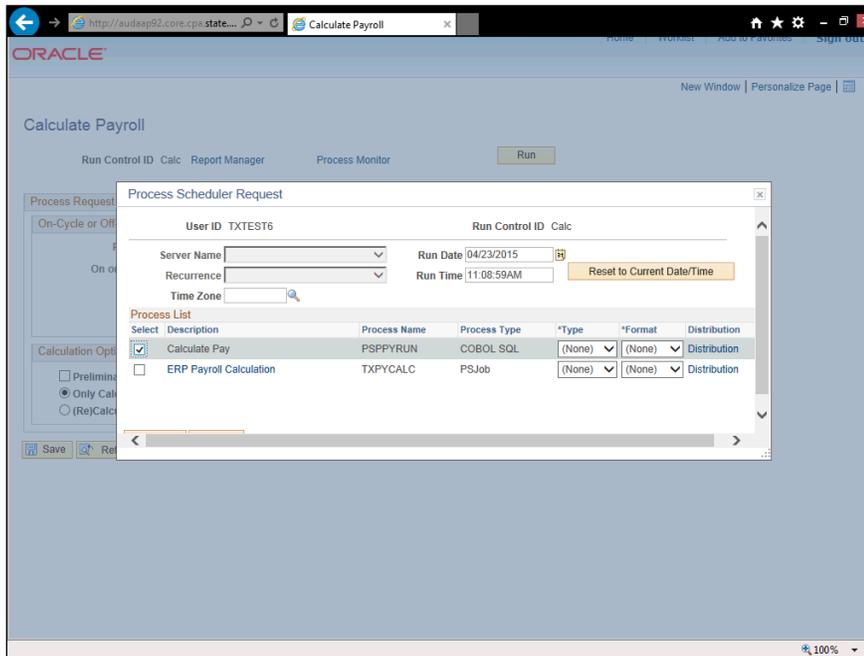
Step	Action
157.	<p><u>Part E begins here.</u></p> <p>Part E. Calculate Payroll (PSPPYRUN-single calc)</p> <p>Click the <b>Produce Payroll</b> menu.</p> 
158.	<p>Click the <b>Calculate Payroll</b> menu.</p> 
159.	<p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>calc</b>".</p> <p>Run Control ID:   begins with ▼ </p>
160.	<p>Click the <b>Search</b> button.</p> 
161.	<p>Click the <b>Calc</b> link.</p> 
162.	<p>Click the <b>Look up Company (Alt+5)</b> button.</p> 
163.	<p>Click the <b>T52</b> link.</p> 
164.	<p>Click the <b>Look up Pay Group (Alt+5)</b> button.</p> 
165.	<p>Click the <b>MON</b> link.</p> 
166.	<p>Click the <b>Look up Pay End Date (Alt+5)</b> button.</p> 
167.	<p>Click the <b>Vertical Scroll bar</b>.</p>
168.	<p>Click the <b>11/30/2014</b> link.</p> 
169.	<p>Click the <b>Look up Process Page (Alt+5)</b> button.</p> 
170.	<p>Click the <b>13</b> link.</p> 

# CAPPS HR/PAYROLL

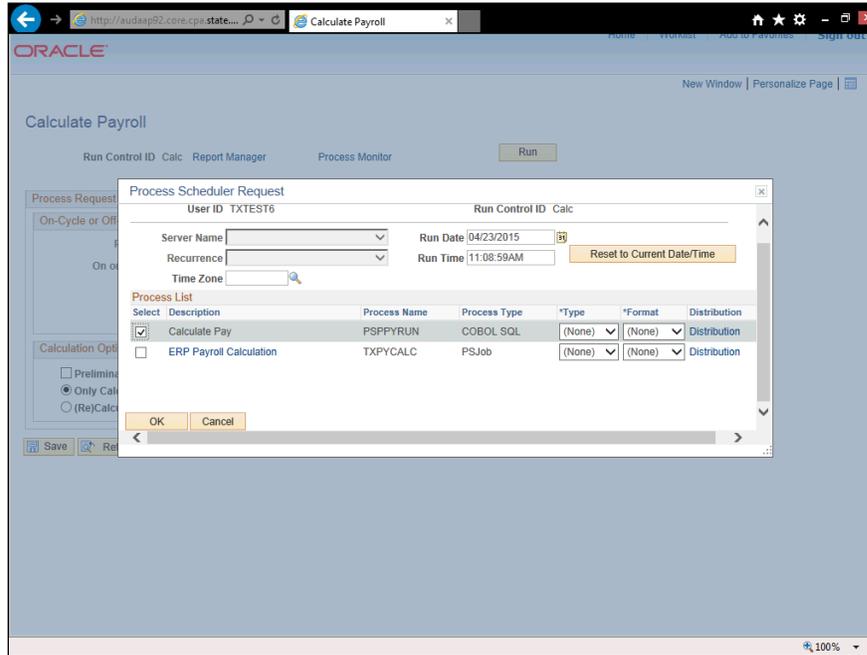
## EUT Course

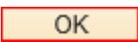
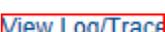
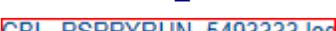


Step	Action
171.	Click the <b>Look up Thru (Alt+5)</b> button. 
172.	Click the <b>13</b> link. 
173.	The Calculation will be processed as Final (not Preliminary).  Click the <b>Preliminary Calculation Run</b> option. 
174.	Click the <b>Run</b> button. 
175.	The Calculation selection for Returned Monies transactions will always be Calculate Pay (PSPPYRUN) -- the Single Calc process.  Using the Single Calc Process (PSPPYRUN) will prevent the custom calc from overriding or adjusting the Returned Monies Transaction.
176.	Click the <b>Select</b> option.  Calculate Pay



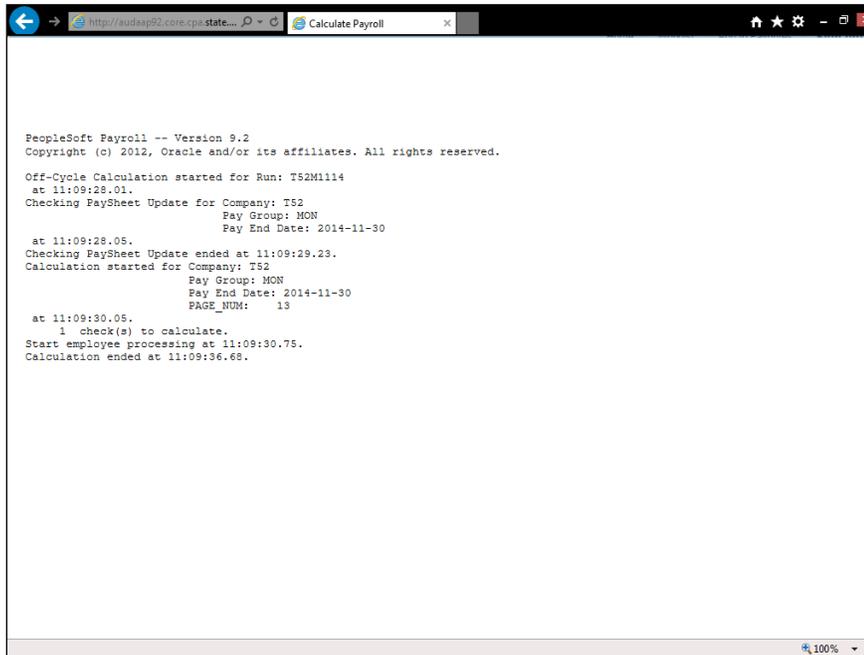
Step	Action
177.	Scroll down



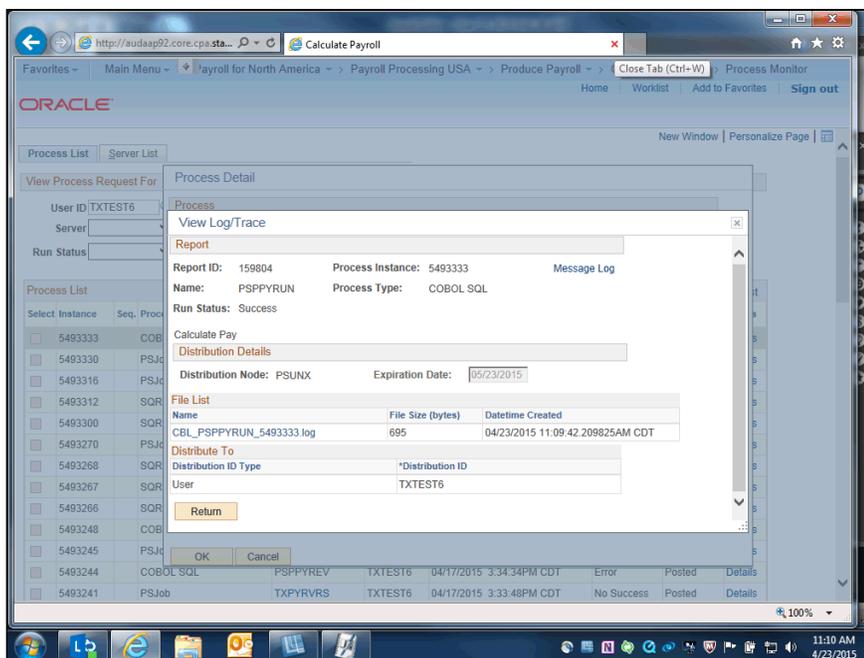
Step	Action
178.	Click the <b>OK</b> button. 
179.	Click the <b>Process Monitor</b> link. 
180.	Click the <b>Refresh</b> button. 
181.	Click the <b>Details</b> link. 
182.	Click the <b>View Log/Trace</b> link. 
183.	Click the <b>CBL_PSPPYRUN_5493333.log</b> link. 

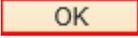
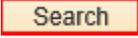
# CAPPS HR/PAYROLL

## EUT Course



Step	Action
184.	Click the <b>Close Tab (Ctrl+W)</b> button. ✕



Step	Action
185.	Click the <b>Return</b> button. 
186.	Click the <b>OK</b> button. 
187.	Next, review the Pay Check to check the taxes on the Returned Money. Ensure that the EE/ER OASDI/Med taxes match.
188.	Click the <b>Produce Payroll</b> button. 
189.	<u>Part E begins here.</u>  Part E. Review Paycheck (check to ensure taxes for EE/ER OASDI/Med match).  Click the <b>Review Paycheck</b> menu. 
190.	Click the <b>Off Cycle ?</b> option. Off Cycle ? <input type="checkbox"/>
191.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0000000280</b> ". Empl ID:   begins with ▼ <input type="text"/>
192.	Click the <b>Search</b> button. 
193.	Click the <b>Paycheck Taxes</b> tab. 
194.	The MED/EE and MED/ER match, as do the OASDI/EE and OASDI/ER.
195.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Section 5 - Period End Reporting

### Section 5 - Period End Reporting

### S5\_L1 - Quarterly Tax Reporting

### Section 5 - Lesson 1 - Quarterly Tax Reporting

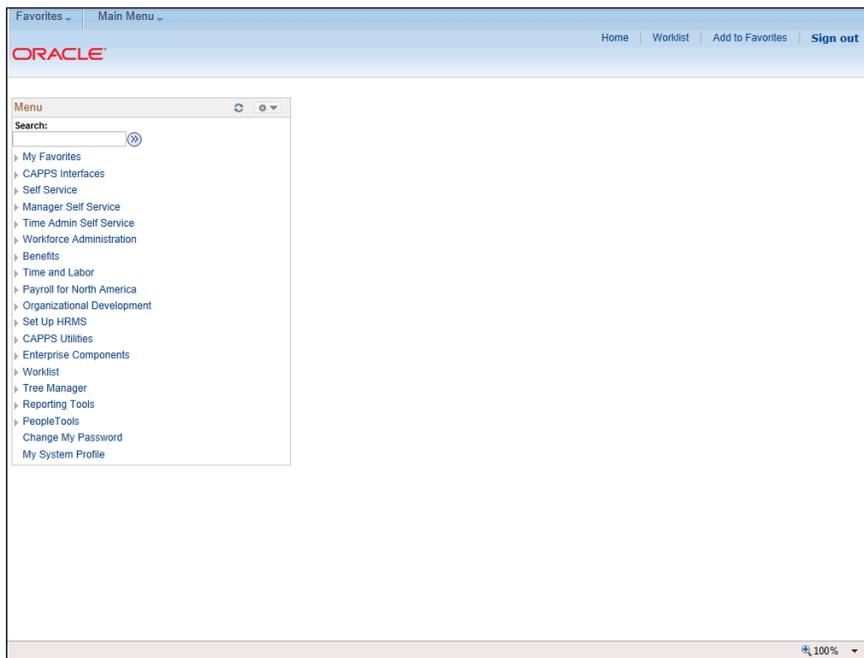
### Running Quarterly 941 Report

#### Section 5 - Lesson 1 Exercises - Scenario 1: Running Quarterly 941 Report

#### Procedure

In this scenario, you will learn how to run a Quarterly 941 Report.

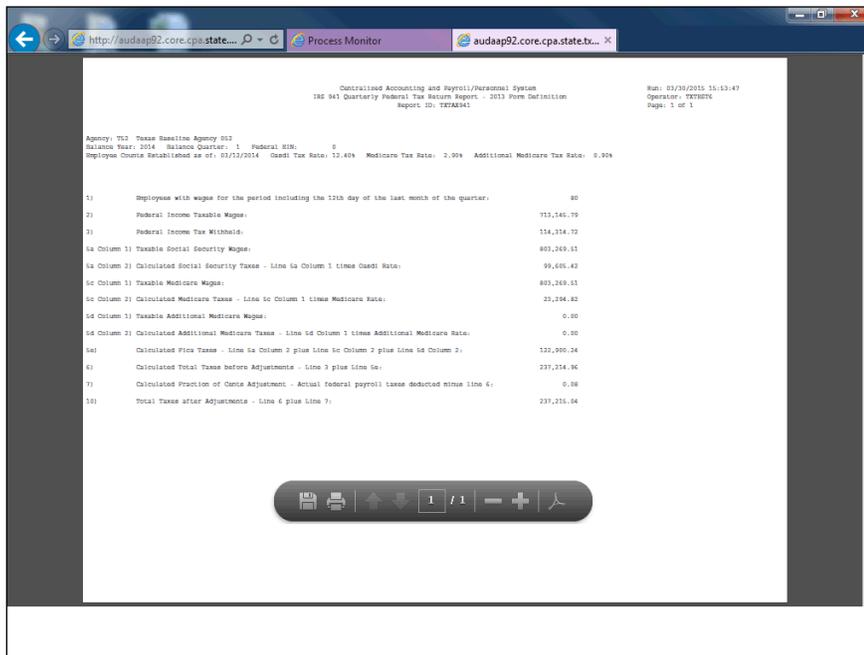
The 941 report is used to report taxes for employers who withhold income taxes, social security tax, or Medicare tax from employee's paychecks or who must pay the employer's portion of social security or Medicare tax.



Step	Action
1.	Click the <b>Payroll for North America</b> link. ▶ <b>Payroll for North America</b>
2.	Click the <b>U.S. Quarterly Processing</b> link. <b>U.S. Quarterly Processing</b>
3.	Click the <b>TX 941 Quarterly Fed Tax</b> link. <b>TX 941 Quarterly Fed Tax</b>
4.	Click the <b>Add a New Value</b> tab. <b>Add a New Value</b>

Step	Action
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter "941". <b>Run Control ID:</b> <input type="text"/>
6.	Click the <b>Add</b> button. <input type="button" value="Add"/>
7.	Click the <b>Look up Company (Alt+5)</b> button. <input type="button" value="Look up Company"/>
8.	Click the <b>T52</b> link. <a href="#">T52</a>
9.	Click the <b>Look up Balances for Year (Alt+5)</b> button. <input type="button" value="Look up Balances for Year"/>
10.	Click the <b>2014</b> link. <a href="#">2014</a>
11.	Click the <b>Look up Balances for Quarter (Alt+5)</b> button. <input type="button" value="Look up Balances for Quarter"/>
12.	Click the <b>1</b> link. <a href="#">1</a>
13.	Click the <b>Run</b> button. <input type="button" value="Run"/>
14.	Click the <b>OK</b> button. <input type="button" value="OK"/>
15.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
16.	Click the <b>Refresh</b> button. <input type="button" value="Refresh"/>
17.	Click the <b>Details</b> link. <a href="#">Details</a>
18.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
19.	Click the <b>txtax941_5492649_1.PDF</b> link. <a href="#">txtax941_5492649_1.PDF</a>

Step	Action
20.	Click the <b>Details</b> link. <a href="#">Details</a>
21.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
22.	Click the <b>txtax941_5492649_1.PDF</b> link. <a href="#">txtax941_5492649_1.PDF</a>



Step	Action
23.	Click the <b>Close Tab (Ctrl+W)</b> button. 
24.	<b>Congratulations! You have successfully completed this lesson.</b> <b>End of Procedure.</b>

## S5\_L2 - Employee Balance Adjustments

### Section 5 - Lesson 2 - Employee Balance Adjustments

#### Earnings Balance Adjustments

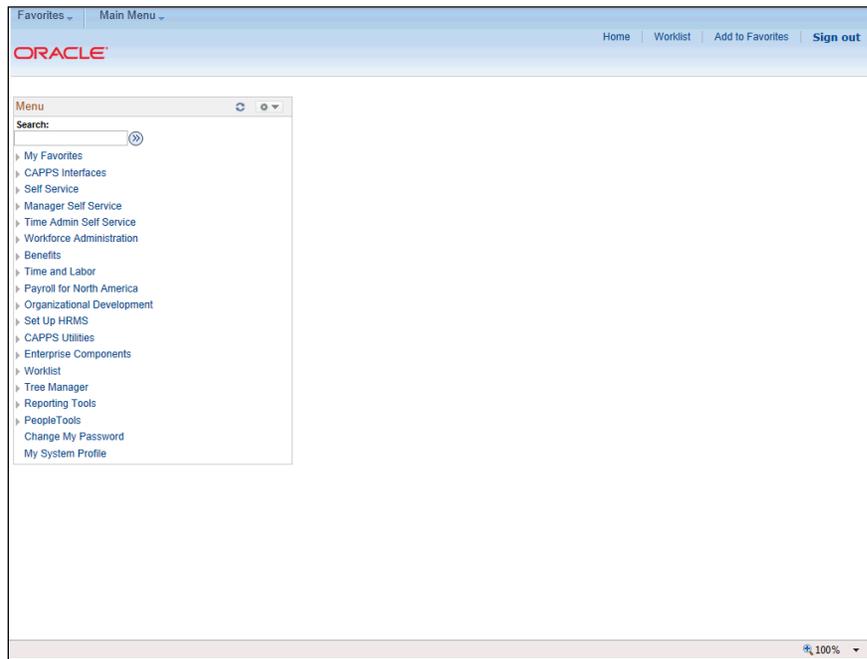
### Section 5 - Lesson 2 Exercises - Scenario 1: Earnings Balance Adjustments

**Procedure**

In this lesson, you will learn how to make an Employee Balance Adjustment.

When an employee’s earnings/deds/taxes are affected in systems outside of CAPPS, the adjustments would also need to be reflected in CAPPS for accurate quarterly and annual reporting.

The CAPPS system has the ability to record, if necessary, Balance Adjustments to Earnings, Taxes, Deductions, Check Year-to-Date, Garnishments and Special Accumulators.



Step	Action
1.	Click the <b>Payroll for North America</b> link. <a href="#">Payroll for North America</a>

# CAPPS HR/PAYROLL

## EUT Course



Oracle Payroll for North America interface showing a grid of menu items:

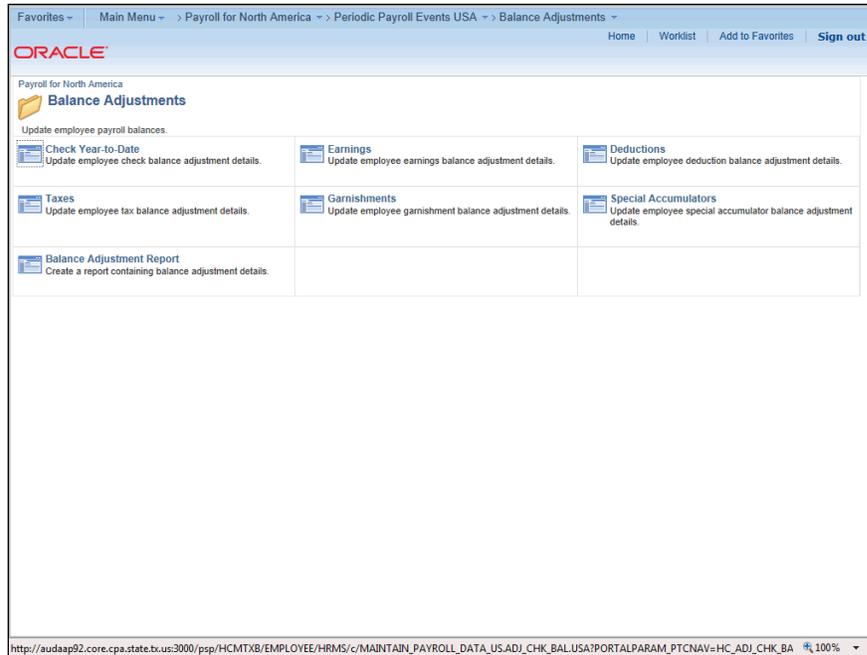
- Employee Pay Data USA**
  - Create Additional Pay
  - Request Direct Deposit
  - Update Payroll Options
  - 3 More...
- Payroll Processing USA**
  - Reverse/Adjust Paychecks
  - Create and Load Paysheets
  - Update Paysheets
  - 13 More...
- Payroll Distribution**
  - Commitment Accounting USA
  - TX Create Document
  - TX Inquire/Delete Document
  - 3 More...
- Pay Period Tax Reports USA**
  - Federal Liability by State
  - Local Tax Deposit
  - Tax Deposit Summary
  - 3 More...
- Periodic Payroll Events USA**
  - Balance Reviews
  - Balance Adjustments
- U.S. Quarterly Processing**
  - Create Quarterly Tax Reports
  - Define Quarterly Tax Reporting
  - State Quarterly Wage Reporting
  - Quarterly Reports
- U.S. Annual Processing**
  - Define Annual Tax Reporting
  - Create W-2 Data
  - Audit and Error Reports
  - 5 More...

Step	Action
2.	Click the <b>Periodic Payroll Events USA</b> link. <b><u>Periodic Payroll Events USA</u></b>

Oracle Payroll for North America interface showing the 'Periodic Payroll Events USA' menu expanded:

- Balance Reviews**
  - Review employee payroll balances.
  - Check Year-to-Date
  - Earnings
  - Deductions
  - Taxes
  - Garnishments
  - Special Accumulators
- Balance Adjustments**
  - Update employee payroll balances.
  - Check Year-to-Date
  - Earnings
  - Deductions
  - Taxes
  - Garnishments
  - Special Accumulators
  - Balance Adjustment Report

Step	Action
3.	Click the <b>Balance Adjustments</b> link. <b>Balance Adjustments</b>



Step	Action
4.	Click the <b>Earnings</b> link. <b>Earnings</b>
5.	Click in the <b>Company</b> field. <input type="text"/>
6.	Enter the desired information into the <b>Company</b> field. Enter " <b>T32</b> ". <input type="text"/>
7.	Click the <b>Search</b> button. <b>Search</b>

# CAPPS HR/PAYROLL

## EUT Course



[Favorites](#) | [Main Menu](#) > [Payroll for North America](#) > [Periodic Payroll Events USA](#) > [Balance Adjustments](#) > [Earnings](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

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**ORACLE** New Window

**Earnings**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:     
 Empl Record:    
 Name:    
 Last Name:    
 Second Last Name:    
 Alternate Character Name:    
 Middle Name:    
 Organizational Relationship:    
 Business Unit:    
 Department Set ID:    
 Department:    
 Company:  T32

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-95 of 95 Last

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Organizational Relationship	Business Unit	Department Set ID	Department	Company
000000000010		Test Employee A	Test	Employee A	(blank)	(blank)	(blank)	Emp	32100	TX032	1000	T32
000000000070		Test Employee G2	Test	Employee G2	(blank)	(blank)	(blank)	Emp	32300	TX032	3002	T32

javascript:submitAction\_win0(document.win0, '#ICRow0');

Step	Action
8.	Click the scrollbar.

[Favorites](#) | [Main Menu](#) > [Payroll for North America](#) > [Periodic Payroll Events USA](#) > [Balance Adjustments](#) > [Earnings](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

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**ORACLE**

Department Set ID:    
 Department:    
 Company:  T32

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-95 of 95 Last

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Organizational Relationship	Business Unit	Department Set ID	Department	Company
000000000010		Test Employee A	Test	Employee A	(blank)	(blank)	(blank)	Emp	32100	TX032	1000	T32
000000000070		Test Employee G2	Test	Employee G2	(blank)	(blank)	(blank)	Emp	32300	TX032	3002	T32
000000000080		Test Employee H	Test	Employee H	(blank)	(blank)	(blank)	Emp	32300	TX032	3003	T32
000000000090		Test Employee I	Test	Employee I	(blank)	(blank)	(blank)	Contingent	32400	TX032	4000	T32
000000000100		Test Employee J	Test	Employee J	(blank)	(blank)	(blank)	W Emp	32100	TX032	1000	T32
000000000120		Test Employee T	Test	Employee T	(blank)	(blank)	(blank)	Emp	32200	TX032	2000	T32
000000000130		Test Employee TTT	Test	Employee TTT	(blank)	(blank)	(blank)	Emp	32300	TX032	3001	T32
000000000140		Test Employee K	Test	Employee K	(blank)	(blank)	(blank)	W Emp	32300	TX032	3002	T32
000000000150		Test Employee L	Test	Employee L	(blank)	(blank)	(blank)	W Emp	32200	TX032	2000	T32
000000000160		Test Employee KKB	Test	Employee KKB	(blank)	(blank)	(blank)	Emp	32200	TX032	2000	T32
000000000190		Test Employee N	Test	Employee N	(blank)	(blank)	(blank)	W Emp	32300	TX032	3001	T32
000000000200		Test Employee Z	Test	Employee Z	(blank)	(blank)	(blank)	Emp	32300	TX032	3000	T32
000000000220		Test Employee VVV	Test	Employee VVV	(blank)	(blank)	(blank)	Emp	32300	TX032	3001	T32
000000000240		Test Employee WWW	Test	Employee WWW	(blank)	(blank)	(blank)	Emp	32300	TX032	3000	T32
000000000260		Test Employee DD	Test	Employee DD	(blank)	(blank)	(blank)	W Emp	32100	TX032	1000	T32
000000000270		Test Employee XXX	Test	Employee XXX	(blank)	(blank)	(blank)	Emp	32300	TX032	3000	T32
000000000290		Test Employee EE	Test	Employee EE	(blank)	(blank)	(blank)	W Emp	32100	TX032	1000	T32
000000000300		Test Employee V	Test	Employee V	(blank)	(blank)	(blank)	Emp	32300	TX032	3000	T32
000000000330		Test Employee FF	Test	Employee FF	(blank)	(blank)	(blank)	W Emp	32100	TX032	1000	T32
000000000360		Test Employee GG	Test	Employee GG	(blank)	(blank)	(blank)	W Emp	32200	TX032	2000	T32
000000000380		Test Employee HH	Test	Employee HH	(blank)	(blank)	Z	Emp	32200	TX032	2000	T32
000000000390		Test Employee W	Test	Employee W	(blank)	(blank)	(blank)	Emp	TX032	TX032	3002	T32
000000000400		Test Employee YY	Test	Employee YY	(blank)	(blank)	YY	Emp	32300	TX032	3000	T32

javascript:submitAction\_win0(document.win0, '#ICRow0');

Step	Action
9.	Click the <b>0000000008</b> link. 
10.	Click the <b>Look up Company (Alt+5)</b> button. 
11.	Click the <b>T32</b> link. 
12.	Click the <b>Look up Balance ID (Alt+5)</b> button. 
13.	Click the <b>CY</b> link. 
14.	Click the <b>Look up Year (Alt+5)</b> button. 
15.	Click the <b>2014</b> link. 
16.	Click the <b>Look up Period (Alt+5)</b> button. 
17.	Click the <b>10</b> link. 
18.	Click the <b>Look up Earnings Code (Alt+5)</b> button. 
19.	Click the <b>1XM</b> link. 
20.	Click in the <b>Reason for Adjustment</b> field. 
21.	Enter the desired information into the <b>Reason for Adjustment</b> field. Enter " <b>One-Time Merit not entered in system.</b> ". 
22.	Click the <b>Save</b> button. 

Step	Action
23.	Enter the desired information into the <b>Adjustment to Month-to-Date</b> field. Enter " <b>100.00</b> ". 
24.	After entering the amount in the Month-to-Date Adjustment field select the Enter key on your keyboard and the other fields will auto-fill.  Press <b>[Enter]</b> .
25.	The amount updates the Current Month-to-Date, Current Quarter-to-Date and Current Year-to-Date fields.
26.	Click the <b>Save</b> button. 
27.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### S5\_L3 - Pay Calendars and Pay Run IDs

#### Section 5 - Lesson 3 - Pay Calendars and Pay Run IDs

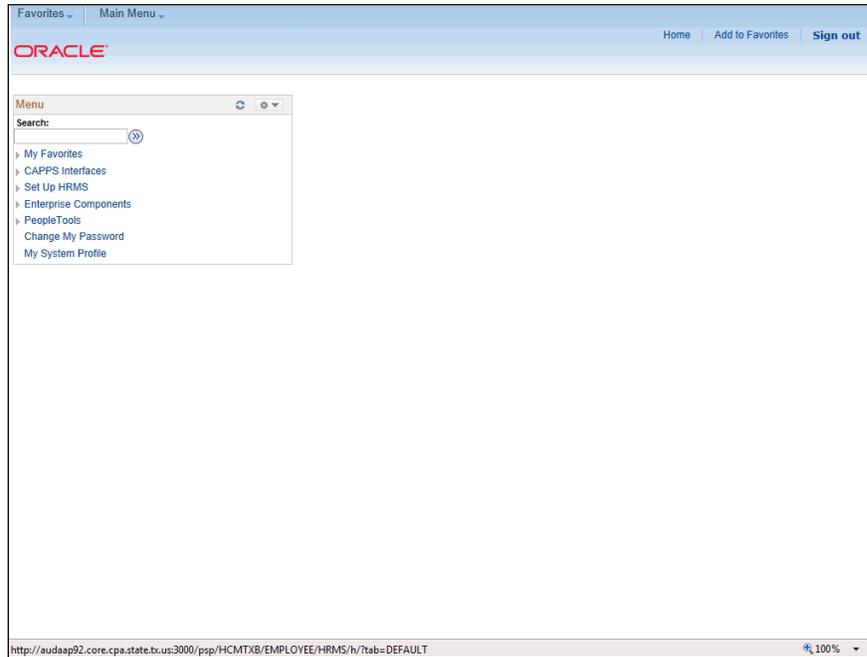
##### Creating Pay Calendars and Pay Run IDs

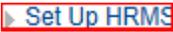
#### Section 5 - Lesson 3 Exercises - Scenario 1: Creating Pay Calendars and Pay Run Ids

##### Procedure

In this lesson, you will learn how to create a **Pay Calendar** and a **Pay Run ID** for year-end adjustments.

You will then **attach** the Pay Run ID to the Pay Calendar.



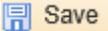
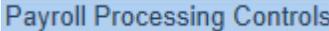
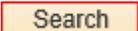
Step	Action
1.	Click the <b>Set Up HRMS</b> link. 
2.	Click the <b>Product Related</b> link. 
3.	Click the <b>Payroll Processing Controls</b> link. 
4.	Click the <b>Pay Calendar Table</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Click the <b>Look up Company (Alt+5)</b> button. 
7.	Click the <b>T52</b> link. 
8.	Click the <b>Look up Pay Group (Alt+5)</b> button. 

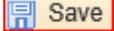
# CAPPS HR/PAYROLL

## EUT Course



Step	Action
9.	Click the <b>MON</b> link. 
10.	Press <b>[Tab]</b> .
11.	You should use a Pay Period End date that is different than regular payroll runs for the year-end adjustments.  Enter the desired information into the <b>Pay Period End Date</b> field. Enter " <b>12302014</b> ". <b>Pay Period End Date:</b> <input type="text"/>
12.	Click the <b>Add</b> button. 
13.	Click the <b>Off-Cycle Calendar?</b> option. <input type="checkbox"/> <b>Off-Cycle Calendar?</b>
14.	Click in the <b>Pay Period Begin Date</b> field. <b>Pay Period Begin Date:</b> <input type="text"/>
15.	Enter the desired information into the <b>Pay Period Begin Date</b> field. Enter " <b>12302014</b> ". <b>Pay Period Begin Date:</b> <input type="text"/>
16.	You will leave the <b>Pay Run ID</b> field blank for now but you will come back and attach it.
17.	Enter the desired information into the <b>Paycheck Issue Date</b> field. Enter " <b>12302014</b> ". <b>Paycheck Issue Date:</b> <input type="text"/>
18.	Click the <b>Save</b> button. 
19.	Now you will create a special <b>Pay Run ID</b> that you will attach to this special Pay Calendar.  To create a Pay Rund ID you will navigate to the <b>Pay Run</b> table.  Click the <b>Payroll Processing Controls</b> link. <a href="#">Payroll Processing Controls</a>
20.	Click the <b>Pay Run Table</b> link. <a href="#">Pay Run Table</a>

Step	Action
21.	Click the <b>Add a New Value</b> tab. 
22.	The Pay Run ID for year end special processing should be unique but be consistent with the other Pay Run IDs. Normally an alpha character that hasn't been used is added at the end.
23.	Enter the desired information into the <b>Pay Run ID</b> field. Enter " <b>T52M1213A</b> ". <b>Pay Run ID:</b> <input type="text"/>
24.	Click the <b>Add</b> button. 
25.	Enter the desired information into the <b>Description</b> field. Enter " <b>December Payroll Adj</b> ". <input type="text" value="December Payroll Adj"/>
26.	Enter the desired information into the <b>Short Description</b> field. Enter " <b>Dec Adj</b> ". <input type="text"/>
27.	Click the <b>Save</b> button. 
28.	Now you will go back to the <b>Pay Calendar</b> and attach this <b>Pay Run ID</b> . Click the <b>Payroll Processing Controls</b> link. 
29.	Click the <b>Pay Calendar Table</b> link. 
30.	You will search for the special Pay Calendar that you created for Year End adjustments dated 12/30/2014. Click the <b>Look up Company (Alt+5)</b> button. 
31.	Click the <b>T52</b> link. 
32.	Enter the desired information into the <b>Pay Period End Date</b> field. Enter " <b>12302014</b> ". <b>Pay Period End Date:</b> = <input type="text"/> <input type="text"/>
33.	Click the <b>Search</b> button. 

Step	Action
34.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
35.	Click the <b>Vertical Scroll bar</b> .
36.	Note that it stands out by the <i>alpha</i> character at the end as well as the description. Click the <b>T52M1213A</b> link. 
37.	Click the <b>Save</b> button. 
38.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Section 6 - Additional Information

### Section 6 - Additional Information

### S6\_L1 - Additional Information

### Section 6 - Lesson 1 - Exercises

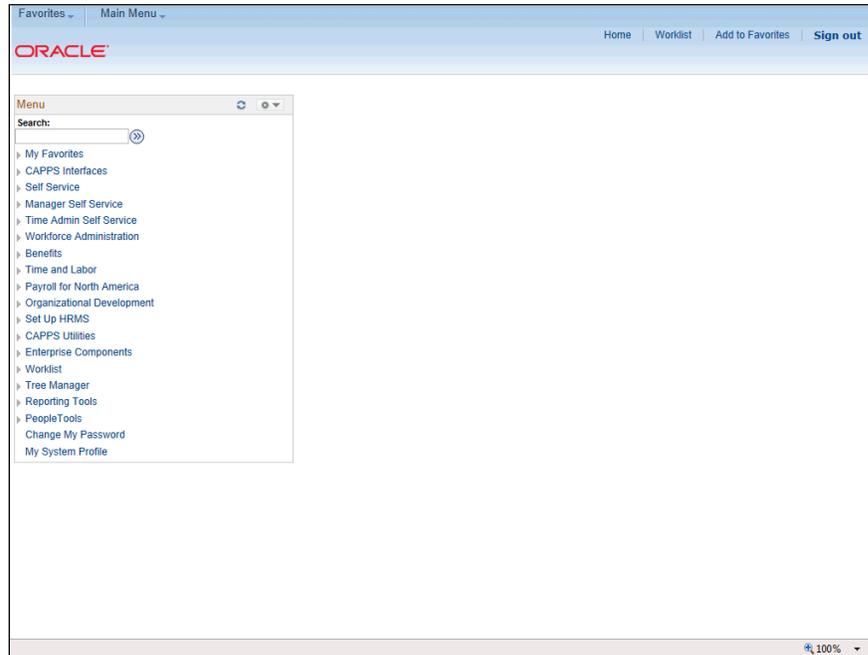
### Running a PreSheet Audit Report

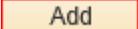
### Section 6 - Lesson 1 Exercises - Scenario 1: Running a PreSheet Audit Report

#### Procedure

In this lesson, you will learn how to run the PreSheet Audit Report.

The pre-sheet audit report should be run daily not only during payroll processing. This is a report that verifies the integrity of the payroll and benefits setup and of employee data.

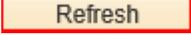


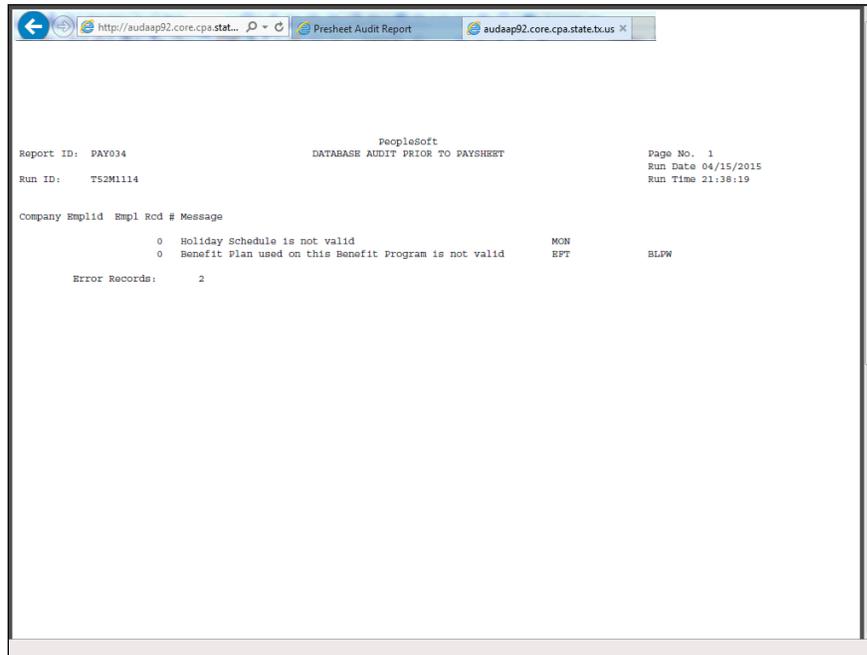
Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Create and Load Paysheets</b> link. 
4.	Click the <b>Presheet Audit Report</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>presheet</b> ". <b>Run Control ID:</b> <input data-bbox="618 1602 1060 1635" type="text"/>
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
9.	Click the <b>Vertical Scrollbar</b> .

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Step	Action
10.	Click the <b>T52M1114</b> link. <a href="#">T52M1114</a>
11.	Click the <b>Run</b> button. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. <a href="#">Process Monito</a>
14.	Click the <b>Refresh</b> button. 
15.	Click the <b>Details</b> link. <a href="#">Details</a>
16.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
17.	Click the <b>pay034_5493138.PDF</b> link. <a href="#">pay034_5493138.PDF</a>
18.	The errors listed on the report need to be researched and corrected however in training, they will be ignored.



Step	Action
19.	Click the <b>Close Tab (Ctrl+W)</b> button. 
20.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Running TX Vendor Remittance Report

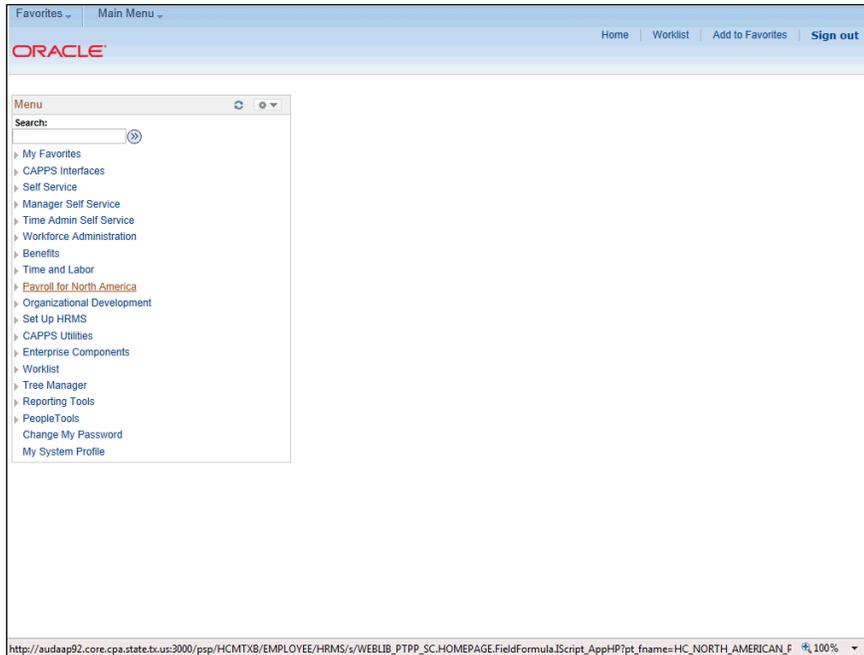
### Section 6 - Lesson 1 Exercises - Scenario 2: Running TX Vendor Remittance Report Procedure

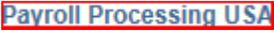
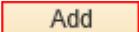
In this lesson, you will learn how to run the TX Vendor Remittance Report.

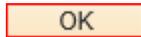
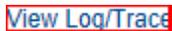
This report lists the deductions from paychecks that are payable to vendors for a pay period.

# CAPPS HR/PAYROLL

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Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Pay Period Reports</b> link. 
4.	Click the <b>TX Vendor Remittance</b> link. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter <b>"VENDORREMITTANCE"</b> . <b>Run Control ID:</b> 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Set ID (Alt+5)</b> button. 

Step	Action
9.	Click the <b>TX052</b> link. 
10.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
11.	Click the <b>Vertical Scroll bar</b> .
12.	Click the <b>T52M1114</b> link. 
13.	Click the <b>Run</b> button. 
14.	Click the <b>OK</b> button. 
15.	Click the <b>Process Monitor</b> link. 
16.	Click the <b>Refresh</b> button. 
17.	Click the <b>Details</b> link. 
18.	Click the <b>View Log/Trace</b> link. 
19.	Click the <b>txvndrmt_5492672.PDF</b> link. 

# CAPPS HR/PAYROLL

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Centralized Accounting and Payroll/Personnel System  
Vendor Remittance  
Report ID: TVNDRMT

Run: 03/31/2015 16:56:10  
Operator: T278876  
Page: 1 of 16  
Pay Period End: 10/31/2014  
On Cycle

TX2 Texas Baseline Agency 052  
Vendor : 401-CITYST EMS Trustee TexasAver 401(K)  
PO Box 33207  
Austin, TX 787113207  
Vendor Hdr: 33273273277013

Name	EmpId	SSN	DebCd	Descr	GarnID	Current Ded	Ded Not Taken	PayGrp	Reference	Bus Unit
EMP1,Test	0000000194	304990105	401000	TexasAver 401(K)		4,013.03		MCB		52100
Employee H Sr.,Test	0000000005	304990069	401000	TexasAver 401(K)		0.00		MCB		52100
Employee PFP,Test	0000000005	304990065	401000	TexasAver 401(K)		837.25		MCB		52300
Employee P JMO dr.,Test	0000000017	304990113	401000	TexasAver 401(K)		215.66		MCB		52200
Hired,Test	0000000214	304990164	401000	TexasAver 401(K)		1.00		MCB		52200
Totals Ded:401000						TexasAver 401(K)				
							5,363.92			
Vendor Total							5,363.92			

Step	Action
20.	Click the <b>AVPageView</b> object. 
21.	Click the <b>AVPageView</b> object. 
22.	Click the <b>AVPageView</b> object. 
23.	Click the <b>AVPageView</b> object. 
24.	Click the <b>AVPageView</b> object. 
25.	Click the <b>AVPageView</b> object. 

Step	Action
26.	Click the <b>AVPageView</b> object. 
27.	Click the <b>AVPageView</b> object. 
28.	Click the <b>AVPageView</b> object. 
29.	Click the <b>AVPageView</b> object. 
30.	Click the <b>AVPageView</b> object. 
31.	Click the <b>AVPageView</b> object. 
32.	Click the <b>AVPageView</b> object. 
33.	Click the <b>AVPageView</b> object. 
34.	Click the <b>AVPageView</b> object. 
35.	Click the <b>Close Tab (Ctrl+W)</b> button. 
36.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## TX Manager Payroll Notification

### Section 6 - Lesson 1 Exercises - Scenario 3: TX Manager Payroll Notification

#### Procedure

In this lesson, you will learn how to set up the TX Manager Payroll Notification.

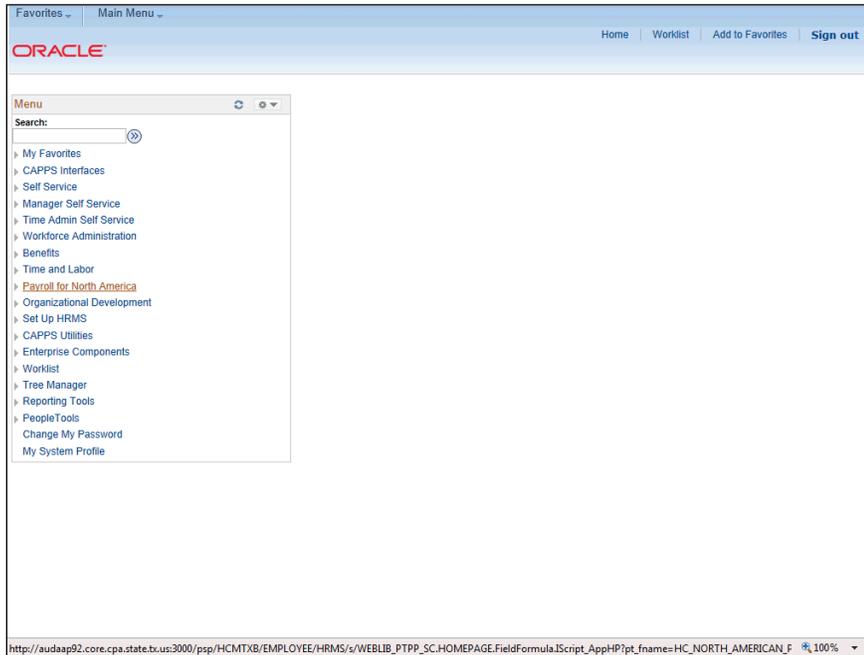
# CAPPS HR/PAYROLL

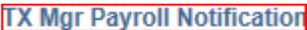
## *EUT Course*

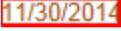


The payroll notification email prompts managers to monitor and update their direct reports' separation status prior to on-cycle payroll generation to prevent overpayment.

A second email is sent prompting managers to make all other transactions that affect pay for the pay period.



Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Pay Period Reports</b> link. 
4.	Click the <b>TX Mgr Payroll Notification</b> link. 
5.	Click the <b>Add a New Value</b> tab. 

Step	Action
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>MGRPAYROLLNOTE</b> ". Run Control ID: <input type="text"/>
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Company (Alt+5)</b> button. 
9.	Click the <b>T52</b> link. 
10.	Click the <b>Look up Pay Group (Alt+5)</b> button. 
11.	Click the <b>MON</b> link. 
12.	Click the <b>Look up Pay Period End (Alt+5)</b> button. 
13.	Click the <b>11/30/2014</b> link. 
14.	Once the <b>Pay Period End date</b> is populated, the <b>Deadline Date</b> and <b>Deadline Time</b> are automatically populated. These fields can be changed according to the rules within your agency.
15.	To finish the process, you will follow the same steps as in running other processes/reports, by <b>Clicking on Run</b> next and following through until the <b>Run</b> and <b>Distribution Statuses</b> are <b>Success</b> and <b>Posted</b> .
16.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## TX Warrant Register

### Section 6 - Lesson 1 Exercises - Scenario 4: TX Warrant Register

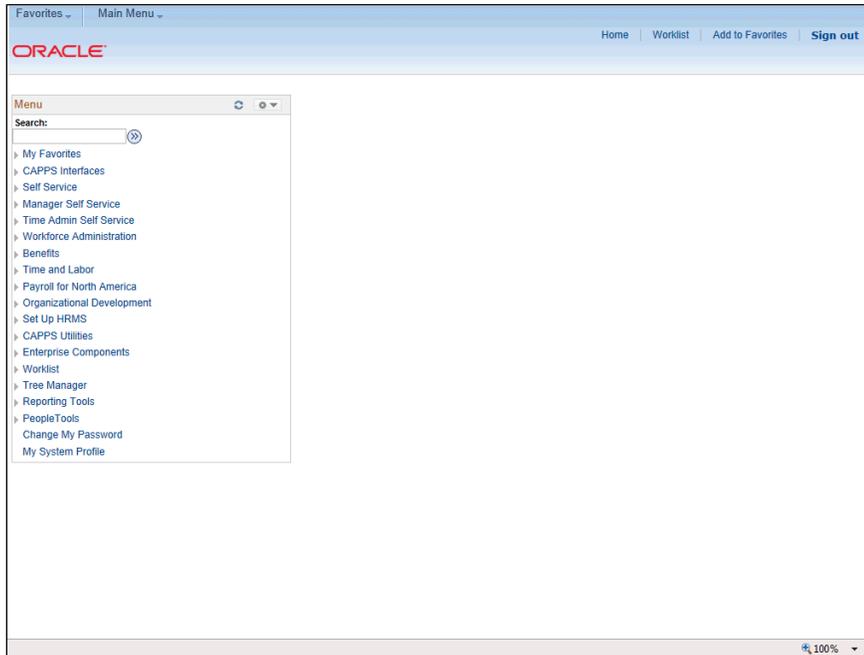
#### Procedure

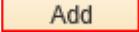
In this lesson, you learn how to run the TX Warrant Register.

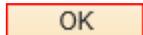
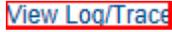
The TX Warrant Register provides the pay check information for employees that receive warrants and not direct deposit.

# CAPPS HR/PAYROLL

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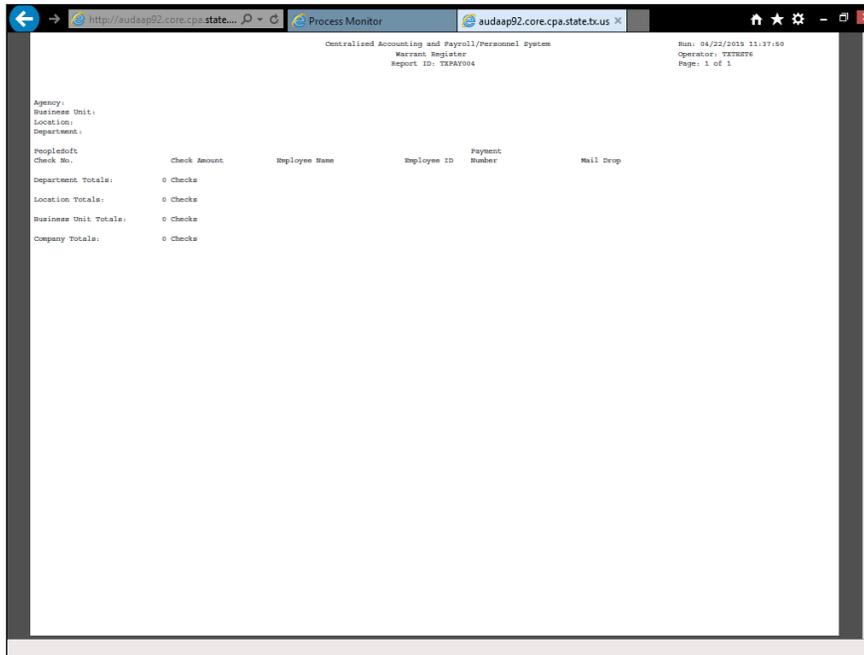


Step	Action
1.	Click the <b>Payroll for North America</b> link. 
2.	Click the <b>Payroll Processing USA</b> link. 
3.	Click the <b>Pay Period Reports</b> link. 
4.	Click the <b>TX Warrant Register</b> link. 
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>warrantregister</b> ". 
6.	Click the <b>Add a New Value</b> tab. 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Look up Set ID (Alt+5)</b> button. 

Step	Action
9.	Click the <b>TX052</b> link. 
10.	Click the <b>Look up Pay Run ID (Alt+5)</b> button. 
11.	Click the <b>Vertical Scroll bar</b> .
12.	Click the <b>T52M1114</b> link. 
13.	Click the <b>Run</b> button. 
14.	Click the <b>OK</b> button. 
15.	Click the <b>Process Monitor</b> link. 
16.	Click the <b>Refresh</b> button. 
17.	Click the <b>Details</b> link. 
18.	Click the <b>View Log/Trace</b> link. 
19.	Click the <b>txpay004_5493312_1.PDF</b> link. 

# CAPPS HR/PAYROLL

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Step	Action
20.	Click the <b>Close Tab (Ctrl+W)</b> button. 
21.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## **Glossary**

### **Check Reversal**

Check Reversal is an off-cycle process used when an employee is paid in error and the agency wants to reverse the check.

### **Company**

Company is a top-level designator. It is equivalent to Agency Number.

### **CPE**

CPE stands for Consolidated Payroll Entry. It is a customized data entry page used to stage and edit one-time adjustments and/or one-time payments, reversals, or replacements. It is used instead of adjusting entries on paysheets/paylines. CPE has built in edits and validations. In addition, it retains historical documentation of actual adjustments and payments.

### **Deduction Code**

Deduction Codes are used to assign deductions to an employee and specify the calculation method.

### **Department**

A Department in CAPPS continues to identify an operational entity within an agency. Multiple departments can be organized by Business Unit, which is essential for system security as well as position and job information.

### **Error Message**

An error message stops the process due to data entry or process error. It requires the user to correct the problem before continuing.

### **ESS**

ESS stands for Employee Self Service.

### **Garnishment**

Garnishments are payroll deductions resulting from a judicial order for collection of an unpaid debt.

### **HTML**

HTML stands for HyperText Markup Language. It is a text description language used for publishing content on an internet web site.

# CAPPS HR/PAYROLL

## *EUT Course*



### **IRS Lock Notice**

The 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.

### **Location Code**

Location Code defines a physical location of an agency. State reporting regulations require an agency to have at least one location code for each county in which their employees work. More detailed and discrete Location Codes are optional for an agency.

### **Pay Calendar**

Pay Calendar identifies a company, pay group, and beginning and end dates of the pay period as well as balance periods. A pay calendar entry must be assigned a pay run ID.

### **Pay Group**

A pay group is a logical grouping of employees based on shared characteristics that facilitate payroll processing because of common requirements such as employee type, pay frequency, and share the same pay period begin and end dates. A pay group consolidates a set of employees within a company for payroll processing.

### **Pay Run ID**

Pay Run IDs are used to identify the pay calendar that will be used to process a payroll. Different pay run IDs are set up for each pay group and pay period end date throughout the year.

### **Payroll Calculation**

Payroll Calculation (ERP/TPYrl Calc) is a customized calculation stream that verifies Job Data employment dates, performs a precalculation process, executes the calculation process, levels or unlevels BRP, and edits (checks or validates) for Retirement eligibility.

### **Payroll Confirmation**

Payroll Confirmation is the final step in running payroll. Running the Pay Confirmation process indicates that all payroll information has been reviewed for the pay run. This process updates balances. There are various audits and error reports that need to be run and checked for accuracy both before and after Payroll Confirmation.

### **Paysheet Manager**

PaySheet Manager is an automated process that edits against certain earnings, deductions, and taxes. This process can and will make changes to paylines, deduction sub-sets and additional tax amounts.

**Query**

A Query is an interactive tool used to gather information or data from the CAPPS system. Queries are already formulated, and you run them when you need them. The answers are shown in a browser window; alternatively, you can download the data into an Excel spreadsheet.

**Replacement  
Check**

Replacement Check is an off-cycle process that is used when an employee's check is lost or damaged, and needs to be replaced.

**Returned  
Monies**

Returned Monies is an off-cycle process that is used when an overpayment went to the employee and is now being remitted back to the agency. The return can be a full or partial portion of a check.

**Run Control ID**

A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies a process that is running. The Run Control ID defines parameters or criteria that are used when running the process.