

CAPPS HR/PAYROLL TRAINING

EUT Course - 160

PAYROLL

PeopleSoft Version 9.2

May 2019

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Payroll - PY

Section 1 - PeopleSoft Payroll Overview

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There are no exercises in Section 1.

Section 2 - Managing Employee Pay Data

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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

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.

Step 1. **Note:** The 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.

Step 2. Click the **Main Menu** button.

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- Step 3. Click the **Payroll for North America** menu.
- Step 4. Click the **Employee Pay Data USA** menu.
- Step 5. Click the **Request Direct Deposit** menu.
- Step 6. You will search for the employee by using any of the Search Criteria fields.
In training, you will use the Employee ID field.
Enter the desired information into the **Empl ID** field. Enter "**0000000010**".
- Step 7. Click the **Search** button.
- Step 8. This employee does not have any existing Direct Deposit information in the system.

If a row currently exists with information, then you would add a new row so that the history is maintained.
- Step 9. The **Effective Date** 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.

In this lesson, we want the Direct Deposit information to be effective on August 13, 2018.
- Step 10. Click the **August 13** link.
- Step 11. Click the **Status** list.

The **Status** field is used to indicate that the DD information will be Active (or operational).
- Step 12. Click the **Active** list item.
- Step 13. **DO NOT USE Suppress DDP Advice Print!**

This field is only updated by CPA. This option is selected only when the employee wants to receive his/her pay advice electronically through an ePay self-service transaction.
- Step 14. Use the **Bank ID** lookup to select from 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 **Look up Bank ID** button.

Step 15. The employee wants to receive Direct Deposit at the Bank of America in Henrico, VA.

Click the **BANK OF AMERICA, N.A.** link.

Step 16. **You will not add a New Bank!**

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.

Step 17. **You will not use International ACH Bank Account!**

If an employee selects this option through ESS in error, then his/her direct deposit capabilities will be disabled.

If Direct Deposit is disabled, only the Payroll Analyst will be able to update this checkbox and bank information.

Step 18. **You will not use Prenotification Required!**

This field is only updated by CPA.

Step 19. Click the scrollbar.

Step 20. Click the **Account Type** list.

Step 21. Use **Account Type** to select either **Checking** or **Savings**.

Note: Issue Check should never be selected.

Step 22. Click the **Checking** list item.

Step 23. For **Deposit Type**, an employee will only be able to use Balance of Net Pay.

Also, Direct Deposit is restricted to only one transaction.

Step 24. Click the **Deposit Type** list.

Step 25. Click the **Balance of Net Pay** list item.

Step 26. 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 **1** or **99**.

Enter the desired information into the **Priority** field. Enter "**1**".

Step 27. Enter the desired information into the **Account Number** field. Enter "**1234567**".

Step 28. Click the **Save** button.

Step 29. Congratulations! You have successfully completed this lesson.

Step 30. **End of Procedure.**

S2_L2 - Employee Tax Information

Section 2 - Lesson 2 - Employee Tax Information

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 1. Click the **Main Menu** link.

Step 2. Click the **Payroll for North America** link.

Step 3. Click the **Employee Pay Data USA** link.

Step 4. Click the **Tax Information** link.

Step 5. Click on the **Update Employee Tax Data** link.

The system opens the **Update Employee Tax Data** page.

Step 6. Use this page to enter Search Criteria to locate the appropriate employee record.

Enter "**0000000010**" into the **Empl ID** field.

Step 7. Click the **Search** button.

- Step 8. In order to update Federal Tax Data (W-4) information, you will use the **Federal Tax Data** tab.
- Step 9. The system will automatically default **Tax Marital Status** to **Single**, and **Withholding Allowances** to **0** (zero).
- Step 10. If the W4 has different values, then the **Federal Withholding Elements** section would be updated to reflect those correct values.
- Step 11. To update Tax Data information, add a new row of data.

Click the **Add a new row** button.
- Step 12. The system will populate **Effective Date** 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 "**08202018**" into the **Effective Date** field.
- Step 13. The employee's W4 indicates a **Tax Marital Status** of **Single**, and a **Withholding Allowance** of **2**.

Enter "**2**" into the **Withholding Allowances** field.
- Step 14. If an employee wants to have an **Additional Amount** taken for Federal Withholding, then enter the value in the Additional Amounts field.
- Step 15. The **Additional Percentage** field is no longer applicable.
- Step 16. You will scroll down the page in order to select the Save button to save your changes.

Click the **Scrollbar**.
- Step 17. Click the **Save** button.
- Step 18. Congratulations! You have successfully completed this lesson.
- Step 19. End of Procedure.**

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 1. Click the **Main Menu** link.
- Step 2. Click the **Payroll for North America** link.
- Step 3. Click the **Employee Pay Data** link.
- Step 4. Click the **Tax Information** link.
- Step 5. Click the **Update Employee Tax Data** link.
- Step 6. Enter "0000000010" into the **Empl ID** field.
- Step 7. Click the **Search** button.
- Step 8. To change Federal Tax Data (W-4) information, use the **Federal Tax Data** tab.
- Step 9. It is important to **Add a Row** to retain history and make the W-4 changes with the appropriate effective date.

Click the **Add a Row** button.
- Step 10. The system will populate the **Effective Date** 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 "08252018" into the **Effective Date** field.
- Step 11. Click the **Scrollbar** to scroll down the page to the **Lock-In Letter Details** section.
- Step 12. You will expand the **Lock-In Letter Details**.
- Step 13. Click the **Expand** arrow.
- Step 14. Select the **Letter Received** checkbox.
- Step 15. If the value you enter in **Limit On Allowances** is smaller than what is currently in the **Withholding Allowances** field, the system will automatically change that field to match your new limit value.

Enter the desired information into the **Limit on Allowances** field. Enter "5".

- Step 16. Click the **Save** button.
- Step 17. The system will generate a message. Click **OK** to acknowledge this message.
- Step 18. Click the **OK** button.
- Step 19. Click the **OK** button.
- Step 20. Congratulations! You have successfully completed this lesson.
- Step 21. **End of Procedure.**

Viewing W2 Consent

Section 2 - Lesson 2 Exercises - Scenario 3: Viewing W2 Consent

Procedure

In this lesson, you will learn how to view an employee's W2 Consent.

- Step 1. Click the **Main Menu** button.
- Step 2. Click the **Payroll for North America** menu.
- Step 3. Click the **U.S. Annual Processing** menu.
- Step 4. Click the **Year-End/New Year Preparation** menu.
- Step 5. Click the **Review W-2/W-2c Consent Status** menu.
- Step 6. Enter the desired information into the **Empl ID** field. Enter "**0000000010**".
- Step 7. Click the **Search** button.
- Step 8. This employee has not consented to receive their W2 electronically.
- Step 9. Click the **Home** button.
- Step 10. Congratulations! You have completed this lesson.
- Step 11. **End of Procedure.**

S2_L4 - Employee Voluntary Deductions

Section 2 - Lesson 4 - Employee Voluntary Deductions

Enter an Employee Voluntary Deduction (College Savings)

Section 2 - Lesson 4 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 1. Click the **Main Menu** link.
- Step 2. Click the **Payroll for North America** link.
- Step 3. Click the **Employee Pay Data USA** link.
- Step 4. Click the **Deductions** link.
- Step 5. Click the **Create General Deductions** link.
- Step 6. Enter "0000000010" into the **Empl ID** field.
- Step 7. Click the **Search** button.
- Step 8. If this deduction does not already exist, then you will **Add a new row** in the General Deduction section.
- Step 9. Please note that the employee might have had this deduction before, but it has now ended.
- Step 10. **If this deduction already exists** in the system, then you will **Add a new row** in the Deduction Details section.
- Step 11. In this example, the deduction does not exist in the system yet.
- Step 12. Click the **Add a Row** button.
- Step 13. In the **Deduction Code** field, enter the appropriate code for this deduction.
- Step 14. Click the **Look up Deduction Code** button.
- Step 15. Click the **Vertical Scrollbar** to scroll down this list.

- Step 16. Click the **TEXAS TUITION PROMISE FUND** link.
- Step 17. The system will populate the **Effective Date** field the current system date (today's date). Enter the date on which the deductions will be effective.
- Step 18. Enter "**08302018**" into the **Effective Date** field.
- Step 19. The **Calculation Routine** value determines how the system calculates the deduction for this employee.

Click the **Calculation Routine** list.
- Step 20. Click the **Flat Amount** list item.
- Step 21. If this is a deduction for a limited time, then enter a value into the **Deduction End Date** field.
- Step 22. Enter "**50.00**" into the **Flat/Addl Amount** field.
- Step 23. If the employee wants to use a goal amount, enter that value in the **Goal Amount** field. Deductions will cease when the **Goal Amount** is reached.
- Step 24. After every payroll, the system will update the **Current Goal Balance** field with the total-to-date deductions toward the Goal Amount.
- Step 25. Enter "**123456**" into the **Pre Paid Tuition Contract Number** field.
- Step 26. Click the **Save** button.
- Step 27. Congratulations! You have successfully completed this lesson.
- Step 28. **End of Procedure.**

Enter an Employee On-line Charity Deduction

Section 2 - Lesson 4 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 1. In this lesson, you will start on the **Create General Deductions** page.

You can see the menu path in the breadcrumbs at the top of the screen.
- Step 2. Enter "**0000000010**" into the **Empl ID** field.

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- Step 3. Click the **Search** button.
- Step 4. If the deduction doesn't already exist, you will **Add a new row** in the **General Deduction** section.
- Step 5. **If the deduction already exists**, then review the information under the **Deduction Details** section.
- Step 6. If the deduction has ended, you will **Add a new row** in this section (the **Deduction Details** section), instead of in the General Deduction section above.
- Step 7. Click the **Add a Row** button.
- Step 8. Click the **Look up Deduction Code** button.
- Step 9. Click the **CCD002** link.
- Step 10. Enter "**12012018**" into the **Effective Date** field.
- Step 11. Click the **Calculation Routine** list.
- Step 12. Click the **Flat Amount** list item.
- Step 13. The system auto-inserts a Deduction End Date for Charity deductions during open enrollment.
- Step 14. 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 **only during Open Enrollment**.
- Step 15. Enter "**11302019**" into the **Deduction End Date** field.
- Step 16. Enter "**75.00**" into the **Flat/Addl Amount** field.
- Step 17. Click the **Save** button.
- Step 18. Congratulations! You have successfully completed this lesson.
- Step 19. End of Procedure.**

S2_L5 - Employee Garnishments

Section 2 - Lesson 5 - Employee Garnishments

Set-up Garnishment Vendor

Section 2 - Lesson 5 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 1. Start by going to the **Garnishment Payee Table** to add this payee to the system.
- Step 2. Click the **Main Menu** link.
- Step 3. Click the **Set Up HRMS** link.
- Step 4. Click the **Product Related** link.
- Step 5. Click the **Payroll for North America** link.
- Step 6. Click the **Garnishments** link.
- Step 7. Click the **Payee Table** link.
- Step 8. Click the **Add a New Value** tab.
- Step 9. Click the **Look up Set ID** button.
- Step 10. Click the **TX032** link.
- Step 11. Enter the Vendor ID that was already created in **TINS**.
- Step 12. In this exercise, you will enter "**C01FLOW-FR**" into the **Vendor ID** field.
- Step 13. Click the **Add** button.
- Step 14. Enter "**Fresh Flowers**" into the **Vendor Name 1** field.
- Step 15. Enter the **TINS Number** into the **Vendor Name 2** field.

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- Step 16. This number is 14 characters long.
- Step 17. Enter "0000000099999" into the **Name 2** field.
- Step 18. Enter "FRESHFLO" into the **ShortName** field.
- Step 19. Click the **Addresses** tab.
- Step 20. Click the **Edit Address** button.
- Step 21. Enter "12345 Fresh Flower St" into the **Address 1** field.
- Step 22. Enter "Temple" into the **City** field.
- Step 23. Click the **Look up State** button.
- Step 24. Click the **Vertical Scrollbar** to scroll down this list.
- Step 25. Click the **Texas** link.
- Step 26. Enter "76502" into the **Postal** field.
- Step 27. Click the **Look up County** button.

Temple, TX is in Bell County.
- Step 28. Click the scrollbar to get to Temple County.
- Step 29. Click the **TX-BELL** link.
- Step 30. Click the **OK** button.
- Step 31. Click the **Save** button.
- Step 32. Congratulations! You have successfully completed this lesson.
- Step 33. End of Procedure.**

Create Employee Garnishment Specs

Section 2 - Lesson 5 Exercises - Scenario 2: Create Employee Garnishment Specs

Procedure

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

- Step 1. Click the **Main** link.
- Step 2. Click the **Payroll for North America** link.
- Step 3. Click the **Employee Pay Data USA** link.
- Step 4. Click the **Deductions** link.
- Step 5. Click the **Create Garnishments** link.
- Step 6. Enter the desired information into the **Empl ID** field. Enter "**0000000010**".
- Step 7. Click the **Search** button.
- Step 8. The **Garnishment Spec Data 1** is where a Garnishment is defined.
- Step 9. Enter the desired information into the **Garnishment ID** field. Enter "**CHI001**".
- Step 10. The system sets the Status to **Received**.

This value will change to **Completed** once the garnishment has been satisfied.
- Step 11. Use the fields in the **Received On** 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 **Date** field. Enter "**09/01/2018**".
- Step 12. Enter the desired information into the **Hours** field. Enter "**12**".
- Step 13. Enter the desired information into the **Minutes** field. Enter "**15**".
- Step 14. Use the fields in the **Respond by** 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.

- Step 15. Enter the desired information into the **Date** field. Enter "**09012018**".
- Step 16. Enter the desired information into the **Hours** field. Enter "**12**".
- Step 17. Enter the desired information into the **Minutes** field. Enter "**15**".
- Step 18. Click the **Garnishment Type** list.
- Step 19. Click the **Child Support** list item.
- Step 20. You must indicate if this is a **Current** or **Arrears** Support Type.
- Step 21. The **Case Number** field is required. If there is no Case Number, enter the Cause Number here.
- Step 22. Enter the desired information into the **Case Number** field. Enter "**123456789**".
- Step 23. The **Cause Number** should be entered if it is provided on the Court Order.
- Step 24. If there is a **Cause Number** but no **Case Number**, then enter the Cause Number in the **Case Number** field. The **Case Number** field is a required entry.
- Step 25. Enter the desired information into the **Court Name** field. Enter "**TX Court**".
- Step 1. The **Garnishment Spec Data 2** page enables you to enter information regarding the payee.
- Step 2. Click the **Garnishment Spec Data 2** tab.
- Step 3. Click the **Look up Set ID** button.
- Step 4. Click the **05200** link.
- Step 5. Click the **Look up Vendor ID** button.
- Step 6. Click the **TSTVENDOR2** link.
- Step 7. Click the **Look up Location** button.
- Step 8. Click the **AUSTIN** link.
- Step 9. Click the **Look up Remit Address** button.
- Step 10. Click the **1** link.

- Step 11. Enter the desired information into the **Payee Name** field. Enter "**Ms. V**".
- Step 12. The **Garnishment Spec Data 3** page enables you to define deduction information when deducting from all payrolls.
- Step 13. Click the **Garnishment Spec Data 3** tab.
- Step 14. You will enter the date the deductions should start.

In this example, you will enter the date the order was received.
- Step 15. Enter the desired information into the **Start Date** field. Enter "**09/01/2018**".
- Step 16. Enter the desired information into the **Garnishment** field. Enter "**500.00**".
- Step 17. The **Garnishment Spec Data 4** page enables you to set up deduction calculation defaults and processing fee defaults.
- Step 18. Click the **Garnishment Spec Data 4** tab.
- Step 19. Click the **Deduction Calculation Routine** list.
- Step 20. Click the **% DE + Amount** list item.
- Step 21. Enter the desired information into the **Flat Amount** field. Enter "**500**".
- Step 22. The **Frequency** should always be **Monthly**.
- Step 23. Use the fields in the **Processing Fees** 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.
- Step 24. Click the **Show following tabs** button.
- Step 25. The **Garnishment Spec Data 5** page enables you to select a Pay Schedule Frequency.
- Step 26. Click the **Garnishment Spec Data 5** tab.
- Step 27. Click the **Look up Pay Frequency** button.
- Step 28. Click the **M** link.
- Step 29. The **Garnishment Spec Data 6** page enables you to indicate which garnishment rule governs each garnishment.
- Step 30. Click the **Garnishment Spec Data 6** tab.

- Step 31. Use the **Law Source** field to select the jurisdictional entity (garnish law source) for the garnishment rule that you are applying.
- Step 32. Click the **Look up Law Source** button.
- Step 33. Click the **Vertical Scroll bar**.
- Step 34. Click the **TX** link.
- Step 35. The **Rule ID** specifies the rules that are associated to the garnishment type.
- Step 36. Click the **Look up Rule ID** button.
- Step 37. Click the **CHILD SUP** link.
- Step 38. 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.
- Step 39. There is also no entry required in Garnishment Spec 7.
- Step 40. Click the **Scroll bar**.
- Step 41. Click the **Save** button.
- Step 42. Congratulations! You have successfully completed this lesson.
- Step 43. **End of Procedure.**

Enter Employee Garnishment Deduction

Section 2 - Lesson 5 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 1. Click the **Main Menu** button.
- Step 2. Click the **Payroll for North America** menu.
- Step 3. Click the **Employee Pay Data USA** menu.
- Step 4. Click the **Deductions** menu.
- Step 5. Click the **Create General Deductions** menu.
- Step 6. Enter the desired information into the **Empl ID** field. Enter "0000000010".
- Step 7. Click the **Search** button.
- Step 8. Scroll over to see if there are any existing Garnishment deductions.

Click the scrollbar.
- Step 9. This employee only has one deduction and it isn't a Garnishment so you will add a new deduction row.

Click the **Add a new row** button.
- Step 10. **Note:** Only one GARNSH general deduction code is required when an employee has multiple garnishments.

(Ex. Multiple child supports; child support + student loan, etc.)
- Step 11. You can enter the first few characters of the Deduction Code, then select the Lookup button.

Enter the desired information into the **Deduction Code** field. Enter "gar".
- Step 12. Click the **Look up Deduction Code** button.
- Step 13. Click the **GARNSH** link.
- Step 14. Click in the **Effective Date** field.
- Step 15. Clear the field by clicking on the (x).

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- Step 16. Change the **Effective Date** to the date on which the garnishment deduction must go into effect.
- Step 17. Enter the desired information into the **Effective Date** field. Enter "**09/01/2018**".
- Step 18. Press **[Tab]**.
- Step 19. Because this is a Garnishment, the system automatically populates the **Calculation Routine** field with "Default to Deduction Table" and makes this field non-editable.
- Step 20. Click the scrollbar.
- Step 21. Click the **Save** button.
- Step 22. Congratulations! You have successfully completed this lesson.
- Step 23. **End of Procedure.**

Section 3 - Payroll 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_L2 - Pre-Payroll Checkpoints

Step 1. Manage Exceptions

Section 4 - Lesson 2 Exercise - Scenario: Managing Exceptions

Procedure

In this lesson, you will learn how to run the TX_TL_EXCEPTIONS_BY_COMPANY Query.

This query will list employees within your agency that have exceptions in Time and Labor.

- Step 1. Click the **Main Menu** button.
- Step 2. Click the **Reporting Tools** menu.
- Step 3. Click the **Query** menu.
- Step 4. Click the **Query Viewer** menu.
- Step 5. Enter the desired information into the **begins with** field. Enter "**tx_tl_ex**".
- Step 6. Click the **Search** button.
- Step 7. Click the **HTML** link.
- Step 8. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 9. Click the **View Results** button.
- Step 10. Click the **Close Tab** button.
- Step 11. Congratulations! You have completed this lesson.
- Step 12. **End of Procedure.**

S4_L3 - Validating Pay Calendar

Step 2. Validating Pay Calendar

Section 4 - Lesson 3 Exercise - Scenario: Validating Pay Calendar

Procedure

In this lesson, you will learn how to verify data on the Pay Calendar specific to Pay Run ID, Pay Period, Paycheck Issue, Manager Payroll Notification, and Direct Deposit Due Dates.

- Step 1. Click the **Main Menu** button.
- Step 2. Click the **Payroll for North America** menu.
- Step 3. Click the **Payroll Processing USA** menu.
- Step 4. Click the **Create and Load Paysheets** menu.
- Step 5. Click the **Review Pay Calendars** menu.
- Step 6. Payroll processing for a **Company** (Agency) uses **Pay Group, Pay Period End Date, Pay Run ID, and Pay Calendar** values, all of which have been created for each pay period.

The calendars are set up by CPA for the year.
- Step 7. The agencies are responsible for, and should update the **Manager Payroll Notification Date**, if applicable.
- Step 8. Enter the desired information into the **Company** field. Enter "**T52**".
- Step 9. Click the **Look up Pay Group** button.
- Step 10. Click the **MON** link.
- Step 11. Enter the desired information into the **Pay Period End Date** field. Enter "**06/30/2018**".
- Step 12. Click the **Look up Pay Run ID button**.
- Step 13. Scroll down the page to locate the Pay Run ID and Description that is appropriate for this payroll.

Click the scrollbar.

- Step 14. Click the **T52 Monthly June 2018** link.
- Step 15. Click the **Search** button.
- Step 16. The **Review Pay Calendars** page has three tabs. The information on the **Pay Calendar Table** and the **TX Pay Calendar** tabs should be checked for accuracy.
- Step 17. Check the **Pay Period End Date**, **Pay Period Begin Date**, and **Pay Period Close Date** fields (the Pay Period Close Date will default to the Pay Period End Date); the **Pay Run ID**; and the **Paycheck Issue Date**.
- Step 18. CPA creates the Pay Calendars for the year.
- Step 19. Click the **TX Pay Calendar** tab.
- Step 20. Check the Direct Deposit cutoff and the Manager Payroll Notification Dates.
- Step 21. If any discrepancies are found, contact Production Support.
- Step 22. Congratulations! You have completed this lesson.
- Step 23. **End of Procedure.**

S4_L4 - Managing Pay Sheets

Section 4 - Lesson 4 - Managing Pay Sheets

Step 3. Running Query TX_PY_ST_TAX_CALC_IS_ACTIVE

Section 4 - Lesson 4 Exercises - Scenario: Running Query
TX_PY_ST_TAX_CALC_IS_ACTIVE

Procedure

In this lesson, you will learn how to run the Query TX_PY_ST_TAX_CALC_IS_ACTIVE.

This query returns employees that have State Tax Data set up other than Texas.

- Step 1. Click the **Main Menu** link.
- Step 2. Click the **Reporting Tools** menu.
- Step 3. Click the **Query** menu.

Step 4. You can enter the first few characters of the query name to shorten the Search results.

Generally, Payroll queries have the prefix "tx_py."

Enter the desired information into the **begins with** field. Enter "tx_py_st".

Step 5. Click the **Search** button.

Step 6. Two queries exist with the prefix entered and a description of each provided.

Step 7. You can run a query to **HTML** or **Excel**. HTML displays the query results on the page where you have an option to export to Excel.

Step 8. Running to Excel will create an Excel file.

Step 9. You will go ahead and run to HTML for the query TX_PY_TAX_CALC_IS_ACTIVE.

Step 10. Click the **HTML** link.

Step 11. Enter the desired information into the **Company** field. Enter "t52".

Step 12. Click the **View Results** button.

Step 13. There are no matching values that were found.

Step 14. Click the **Close Tab** button.

Step 15. Click the **Home** button.

Step 16. Congratulations! You have completed this step.

Step 17. **End of Procedure.**

Step 4. Running the Presheet Audit Report

Section 4 - Lesson 4 Exercises - Scenario: Running the Presheet Audit Report

Procedure

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

This report provides a detailed listing of set up data (employee, benefit, deductions) that can cause errors in the Create Paysheet process.

- Step 1. Click the **Main Menu** link.
- Step 2. Click the **Payroll for North America** menu.
- Step 3. Click the **Payroll Processing USA** menu.
- Step 4. Click the **Create and Load Paysheets** menu.
- Step 5. Click the **Presheet Audit Report** menu.
- Step 6. If this is the first time running this report, you will Add a New Value.
Click the **Add a New Value** tab.
- Step 7. The Run Control ID helps you to identify this report run.

You should name it something familiar with the process that you can easily remember.
- Step 8. Enter the desired information into the **Run Control ID** field. Enter "**Presheet_Audit**".
- Step 9. Click the **Add** button.
- Step 10. You will search for the Pay Run ID.

Click the **Look up Pay Run ID** button.
- Step 11. In this example, the Pay Run ID is 5501868.PDF - Monthly June 2018.
- Step 12. Click the scrollbar.
- Step 13. Click the **T52M0618** link.
- Step 14. Click the **Run** button.
- Step 15. Click the **OK** button.
- Step 16. Click the **Process Monitor** link.
- Step 17. Click the scrollbar.
- Step 18. Click the **Refresh** button.

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- Step 19. Click the **Details** link.
- Step 20. Click the **View Log/Trace** link.
- Step 21. Click the **pay034_5501868.PDF** link.
- Step 22. This report has zero errors, so you can move on to the next step on the checklist.
- Step 23. If there are any error records, they must be researched and resolved.
- Step 24. Click the **Close Tab** button.
- Step 25. Click the **Return** button.
- Step 26. Click the **OK** button.
- Step 27. Congratulations! You have completed this lesson.
- Step 28. **End of Procedure.**

Step 5. Running Query TX_PY_UNCONFIRMED_PAYLINES

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

Procedure

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

This query brings back any unconfirmed paylines. If your query returns any data, you must investigate and clear those entries prior to running payroll.

- Step 1. Click the **Query Viewer** menu.
- Step 2. This query begins with "TX_PY_UNCON."
- Step 3. Enter the desired information into the **begins with** field. Enter "**tx_py_uncon**".
- Step 4. Click the **Search** button.
- Step 5. Click the **HTML** link.
- Step 6. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 7. Enter the desired information into the **Pay Group** field. Enter "**Mon**".

- Step 8. Click the **View Results** button.
- Step 9. The system tells you that there are no unconfirmed paylines.
- Step 10. This is a clean query, and you can proceed with On-cycle Payroll processing.
- Step 11. Click the **Close Tab** button.
- Step 12. Click the **Home** button.
- Step 13. Congratulations! You have successfully completed this lesson.
- Step 14. **End of Procedure.**

Step 6. Load Time and Labor

Section 4 - Lesson 4 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 and approved time.

- Step 1. Click the **Main Menu** button.
- Step 2. Click the **Payroll for North America** menu.
- Step 3. Click the **Payroll Processing USA** menu.
- Step 4. Click the **Create and Load Paysheets** menu.
- Step 5. Click the **Load Time and Labor** menu.
- Step 6. 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 **Search** button.

On the other hand, if this is the first time that you have ever run this process, you must **Add a New Value**.
- Step 7. Enter the desired information into the **Run Control ID** field. Enter "**TL_Load**".
- Step 8. Click the **Add a New Value** tab.

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- Step 9. 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.
- Step 10. Click the **Add** button.
- Step 11. Click the **Look up Pay Run ID button**.
- Step 12. Click the scrollbar.
- Step 13. Click the **T52M0618** link.
- Step 14. Enter the desired information into the **Description** field. Enter "**On-Cycle June 2018**".
- Step 15. Click the **On or Off-Cycle** list.
- Step 16. Click the **On-Cycle Checks** list item.
- Step 17. Click the **Load All Time** list item.
- Step 18. Click the **Load All Time** list item.
- Step 19. The **OK to Pay** option should already be checked.
If not, click in the checkbox to select it.
- Step 20. Click the **Run** button.
- Step 21. There two different descriptions for the Load Time and Labor process. You must always select the customized one each and every time.
Click the **Load Time and Labor to Payroll** option.
- Step 22. Click the **OK** button.
- Step 23. The system is now running the process. It has assigned a **Process Instance** number, which appears near the Run button.
- Step 24. You will use this number (5502284) to track the progress of your process in Process Monitor.
- Step 25. Click the **Process Monitor** link.
- Step 26. Your Process Instance is at the top of the Process list.

- Step 27. Click the scrollbar.
- Step 28. When **Run Status = Success** and **Distribution Status = Posted**, your process is complete.
- Step 29. This page doesn't always refresh itself. Use the **Refresh** button to periodically ask the system about the progress of your job.
- Step 30. You should click this button once every 20-30 seconds or so, until your process is complete.
- Step 31. Click the **Refresh** button.
- Step 32. Your process is complete.
- Step 33. **Run Status = Success and Distribution Status = Posted.**
- Step 34. If your Process Type is a PSJob, then the **Process Name** will be a link.
- Step 35. Click the **TXPYLDL** link.
- Step 36. Click the **5502285 - TXFRZPYT Success** tree item.
- Step 37. Click the **View Log/Trace** link.
- Step 38. Click the **txfrzpyt_5502285.out** link.
- Step 39. Load Time & Labor may have exceptions.

These exceptions should be reviewed with a Time and Labor Super User.
- Step 40. The output report opens in a new tab (or new window, depending on your settings).
- Step 41. Click the **Close Tab** button.
- Step 42. Click the **Return** button.
- Step 43. Click the **OK** button.
- Step 44. Click the **Return** button.
- Step 45. Click the scrollbar.
- Step 46. Click the **Go back to Load Time and Labor** link.
- Step 47. Congratulations! You have completed this lesson.

Step 48. **End of Procedure.**

Step 7. 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.

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 1. Click the **Main Menu** button.
- Step 2. Click the **Payroll for North America** menu.
- Step 3. Click the **Payroll Processing USA** menu.
- Step 4. Click the **Review Processing Messages** menu.
- Step 5. Click the **Review Payroll Error Messages** menu.
- Step 6. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 7. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 8. Enter the desired information into the **Pay Period End Date** field. Enter "**06/30/2018**".
- Step 9. Enter the desired information into the **Pay Run ID** field. Enter "**T52M0618**".
- Step 10. Click the **Search** button.
- Step 11. Scroll down the page to see if there are any Payroll Error messages to review.
- Step 12. Click the scrollbar.
- Step 13. There are no matching values found.
- Step 14. You are able to move to the next step in the Checklist.
- Step 15. Congratulations! You have successfully completed this lesson.
- Step 16. **End of Procedure.**

Step 8. Running TX Paysheet Manager

Section 4 - Lesson 4 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. This process edits against certain earnings, deductions, and taxes. This process can and will make changes to paylines and before deduction sub-sets.

- Step 1. Click the **Main Menu** button.
- Step 2. Click the **Payroll for North America** menu.
- Step 3. Click the **Payroll Processing USA** menu.
- Step 4. Click the **Update Paysheets** menu.
- Step 5. Click the **TX Paysheet Manager** menu.
- Step 6. Enter the desired information into the **Run Control ID** field. Enter "TX_Paysheet".
- Step 7. Click the **Add a New Value** tab.
- Step 8. Click the **Add** button.
- Step 9. Enter the desired information into the **Company** field. Enter "t52".
- Step 10. Enter the desired information into the **Pay Group** field. Enter "mon".
- Step 11. Enter the desired information into the **Pay Period End** field. Enter "06/30/2018".
- Step 12. You will uncheck the **Off-Cycle** option since you are running an On-Cycle Payroll.
- Step 13. Click the **Off Cycle ?** option.
- Step 14. The Paysheet Manager process can be run either in **Edit** or **Update** Mode.

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- Step 15. Edit Mode - (when box is unchecked.) The Edit Mode allows you to review reports and correct any necessary data prior to updating Paysheets.
- Step 16. **Update Mode** - (when box is checked.) The Update Mode will update all of the Paysheets.
- Step 17. In training, you will run in Update Mode.
Click the **Update Paysheets?** option.
- Step 18. Click the **Run** button.
- Step 19. Click the **OK** button.
- Step 20. Click the **Process Monitor** link.
- Step 21. Click the scrollbar.
- Step 22. Click the **Refresh** button.
- Step 23. Click the **Details** link.
- Step 24. Click the **View Log/Trace** link.
- Step 25. Click the **txpaymgr_5502752.PDF** link.
- Step 26. Click the **Next Page** arrow.
- Step 27. Click the **Next Page** arrow.
- Step 28. Click the **Next Page** arrow.
- Step 29. Click the **Close Tab** button.
- Step 30. Click the **txpaymgr_5502752.out** link.
- Step 31. Click the **Close Tab** button.
- Step 32. Click the **Return** button.
- Step 33. Click the **Close** button.
- Step 34. Congratulations! You have completed this lesson.
- Step 35. End of Procedure.**

Step 9. Running Query TX_PY_PAY_OK_TO_PAY_OFF

Section 4 - Lesson 4 Exercises - Scenario: Running Query for OK_TO_PAY_OFF

Procedure

In this lesson, you will learn how to run the query TX_PY_PAY_OK_TO_PAY.

This query will return paylines with 'OK to Pay' turned off as a result of the Paysheet Manager process.

If any results appear, they will need to be researched and corrected as necessary.

- Step 1. Click the **Query Viewer** menu.
- Step 2. Enter the desired information into the **begins with** field. Enter "tx_py_pay_ok".
- Step 3. Click the **Search** button.
- Step 4. Click the **HTML** link.
- Step 5. Enter the desired information into the **Company** field. Enter "t52".
- Step 6. Enter the desired information into the **Pay Group** field. Enter "mon".
- Step 7. Enter the desired information into the **Pay Period End Date** field. Enter "06302018".
- Step 8. Click the **View Results** button.
- Step 9. Click the **Close Tab** button.
- Step 10. Congratulations! You have completed this lesson.
- Step 11. **End of Procedure.**

Step 10. Running Pre-Calculation Audit Report

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

Procedure

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

This report verifies the integrity of paysheet entries. This report checks employee data for valid company, tax location code, state, and unemployment insurance jurisdiction.

- Step 1. Click the **Main Menu** button.
- Step 2. Click the **Payroll for North America** menu.
- Step 3. Click the **Payroll Processing USA** menu.
- Step 4. Click the **Produce Payroll** menu.
- Step 5. Click the **Precalculation Audit Report** menu.
- Step 6. Enter the desired information into the **Run Control ID** field. Enter "precalc_audit".
- Step 7. Click the **Add a New Value** tab.
- Step 8. Click the **Add** button.
- Step 9. Click the **Look up Pay Run ID button**.
- Step 10. Click the scrollbar.
- Step 11. Click the **T52 Monthly June 2018** link.
- Step 12. Click the **Run** button.
- Step 13. Click the **OK** button.
- Step 14. Click the **Process Monitor** link.
- Step 15. Click the scrollbar.
- Step 16. Click the **Refresh** button.
- Step 17. Click the **Details** link.

- Step 18. Click the **View Log/Trace** link.
- Step 19. Click the **pay035_5502291.PDF** link.
- Step 20. Review the report results and take action if applicable.
- Step 21. Click the **Close Tab** button.
- Step 22. Click the **Return** button.
- Step 23. Click the **OK** button.
- Step 24. Congratulations! You have completed this lesson.
- Step 25. **End of Procedure.**

Step 11. Preliminary Calculate Payroll

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

Procedure

In this lesson, you will learn how to run the Calculate Payroll process in Preliminary mode.

The custom Calculation is a series of processes that determines earnings, deductions, taxes, and net pay for all employees with pay earnings in a payline marked 'Ok to Pay'.

The custom calculation also enforces built in edits based on state statutory requirements and CPA rules for payment. The calculation indicates the number of checks to be calculated and how many have already been calculated.

- Step 1. Click the **Main Menu** button.
- Step 2. Click the **Payroll for North America** menu.
- Step 3. Click the **Payroll Processing USA** menu.
- Step 4. Click the **Produce Payroll** menu.
- Step 5. Click the **Calculate Payroll** menu.
- Step 6. Enter the desired information into the **Run Control ID** field. Enter "**pre_calc**".
- Step 7. Click the **Add a New Value** tab.

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- Step 8. Click the **Add** button.
- Step 9. Click the **Look up Pay Run ID button**.
- Step 10. Click the scrollbar.
- Step 11. Click the **T52M0618 T52 Monthly June 2018** link.
- Step 12. Click the **On or Off-Cycle** list.
- Step 13. Click the **On-Cycle Checks** list item.
- Step 14. **Note:** 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.
- Step 15. Click the **Run** button.
- Step 16. For most calculations, you will use the **ERP Payroll Calculation** option.
- Note:** You will *not* use this option for Off-Cycle Returned Monies transactions.
- Step 17. Click the **ERP Payroll Calculation** option.
- Step 18. Click the **OK** button.
- Step 19. Click the **Process Monitor** link.
- Step 20. Click the scrollbar.
- Step 21. Click the **Refresh** button.
- Step 22. "After the Preliminary Calculate Payroll (**TXPYCALC**) process is complete, the Run Status will display 'Success' and the Distribution Status will display 'Posted'.
- Step 23. If the calculation fails to run to success (Run Status will be 'No Success'), click on the TXPYCALC link and determine which process failed. Call Production Support for assistance, if needed."
- Step 24. Click the **TXPYCALC** link.
- Step 25. The **TXCALWS** process gathers information to determine Lump Sum eligibility.

- Step 26. There is no output to review.
- Step 27. The **TXCALPRE** process analyzes and/or updates taxes for deceased employees.
- Step 28. Click the **5502857 - TXCALPRE Success** link.
- Step 29. Click the **View Log/Trace** link.
- Step 30. When there is a log and an out file, you will review the out file.
- Step 31. Click the **txcalpre_5502857.out** link.
- Note the number of employee paylines that have been analyzed and updated.
- Step 32. Click the **Close Tab** button.
- Step 33. Click the **Return** button.
- Step 34. Click the **OK** button.
- Step 35. If this is the first time running the Preliminary Calculate Payroll process, it will calculate the paylines with Ok to Pay checked.
- For any subsequent Preliminary Calculate Payroll processes, it will analyze all paylines to determine if recalculation is needed.
- Step 36. Click the **5502858 - PSPPYRUN Success** link.
- Step 37. Click the **View Log/Trace** link.
- Step 38. Click the **CBL_PSPPYRUN_5502858.log** link.
- There were 240 checks to calculate.
- Step 39. Click the **Close Tab** button.
- Step 40. Click the **Return** button.
- Step 41. Click the **OK** button.
- Step 42. For eligible employees, **Benefit Replacement Pay** is calculated on salary subject to tax under FICA until the maximum calendar year benefit is reached. The system must edit and calculate these payments based on statutory requirements.

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- Step 43. Click the **5502859 - TXCALBRP Success** link.
- Step 44. Click the **View Log/Trace** link.
- Step 45. Click the **txcalbrp_5502859.out** link.
- Step 46. This is a sample of employees appearing on these results.
- There were 28 employee Pay Lines recalculated and only 21 of those lines needed updating.
- Step 47. Click the **Close Tab** button.
- Step 48. Click the **Return** button.
- Step 49. Click the **OK** button.
- Step 50. The second **PSPPYRUN** process analyzes and recalculates any paylines updated from the Benefit Replacement Pay (BRP) process.
- Step 51. Click the **5502860 - PSPPYRUN Success** link.
- Step 52. Click the **View Log/Trace** link.
- Step 53. Click the **CBL_PSPPYRUN_5502860.log** link.
- Step 54. This PSPPYRUN process will calculate the BRPs that were just updated.
- The number of checks to calculate is noted (21).
- Step 55. Click the **Close Tab** button.
- Step 56. Click the **Return** button.
- Step 57. Click the **OK** button.
- Step 58. The **TXCALRET** process reviews Retirement eligibility to determine Retirement deduction amounts based on pensionable earnings periods and associated benefit program/plan/deductions for that period.
- Step 59. Click the **5502861 - TXCALRET Success** link.
- Step 60. Click the **View Log/Trace** link.
- Step 61. Click the **txcalret_5502861.out** link.
- Step 62. Listed is just a small sample of employees appearing on these results.

Notice the total number of employee Pay Lines recalculated. None of the Pay Lines were updated.

Step 63. Click the **Close Tab** button.

Step 64. Click the **Return** button.

Step 65. Click the **OK** button.

Step 66. The **TX_PYHLT_AE** (Opt Out Health Insurance) process updates employees that have opted out of health insurance and caps at \$60 for FT; \$30 for PT.

Step 67. Click the **5502862 - TX_PYHLT_AE Success** link.

Step 68. Click the **View Log/Trace** link.

Step 69. Click the **AE_TX_PYHLT_AE_5502862.log** link.

Step 70. This is a small sample of employees appearing on these results.

The first two employees are examples where their deduction amounts were updated based on the original amount that was above the Full-time \$60 Cap amount.

The last employee did not have amount updated as the deduction amount is below the \$60 Cap amount.)

Step 71. Click the **Close Tab** button.

Step 72. Click the **Return** button.

Step 73. Click the **OK** button.

Step 74. The **PSPPYRUN** (Last Calculate Pay) process analyzes and recalculates any Pay Lines from previous processes to determine Gross-to-Net paycheck amounts.

Step 75. Click the **4402863 - PSPPYRUN Success** link.

Step 76. Click the **View Log/Trace** link.

Step 77. Click the **CBL_PSPPYRUN_5502863.log** link.

Step 78. This final **PSPPYRUN** indicates the number of checks already calculated and there are no additional checks to calculate.

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- Step 79. Click the **Close** tab.

- Step 80. Click the **Return** button.
- Step 81. Click the **OK** button.
- Step 82. Click the **Return** button.
- Step 83. Congratulations! You have completed this lesson.
- Step 84. **End of Procedure.**

Step 12. Review Payroll Error Messages after Pre Calc

Section 4 - Lesson 4 Exercises - Scenario: Review Payroll Error Messages after Preliminary Calc

- Step 1. Click the **Review Payroll Error Messages** menu.
- Step 2. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the scrollbar.
- Step 7. Click the **T52M0618** link.
- Step 8. Click the **Search** button.
- Step 9. Click the scrollbar.
- Step 10. Congratulations! You have completed this lesson.
- Step 11. **End of Procedure.**

Step 13. Running Query TX_PY_TIE_EARNS_TO_PYBL_TIME

Section 4 - Lesson 4 Exercises - Scenario: Running Query
TX_PY_TIE_EARNS_TO_PYBL_TIME

Procedure

In this lesson, you will learn how to run the query TX_PY_TIE_EARNS_TO_PYBL_TIME.

This query helps tie summarized hours to granular payable time detail. *(Run only if you received a negative calc error message during the preliminary calc process.)*

- Step 1. Click the **Query Viewer** menu.
- Step 2. Enter the desired information into the **begins with** field. Enter "tx_py_tie".
- Step 3. Click the **Search** button.
- Step 4. Click the **HTML** link.
- Step 5. Enter the desired information into the **Company** field. Enter "t52".
- Step 6. Enter the desired information into the **Pay Group** field. Enter "mon".
- Step 7. Enter the desired information into the **Pay Period End Date** field. Enter "06/30/2018".
- Step 8. You will need to enter a page number and line number to view results. This information comes from the Payroll Error Message report.
- Step 9. Click the **View Results** button.
- Step 10. Congratulations! You have completed this lesson.
- Step 11. **End of Procedure.**

Step 14. Running Query TX_PY_AGY_MAX_RET_COMP

Section 4 - Lesson 4 Exercises - Scenario: Running Query TX_PY_AGY_MAX_RET_COMP

Procedure

In this lesson, you will learn how to run the TX_PY_AGY_MAX_RET_COMP.

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

- Step 1. Click the **Query Viewer** menu.
- Step 2. Enter the desired information into the **begins with** field. Enter "tx_py_agy_max".
- Step 3. Click the **Search** button.
- Step 4. Click the **HTML** link.
- Step 5. None of your employees are exceeding the IRS 401(k) limit for yearly retirement contributions.
- Step 6. Congratulations! You have completed this lesson.
- Step 7. **End of Procedure.**

Step 15. CPE Main - One Time Merit

Section 4 - Lesson 4 Exercises - Scenario 1: CPE Main - 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 1. Click the **TX CPE Main** link.
- Step 2. Enter the desired information into the **Company** field. Enter "t52".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "mon".

- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 5. Click the **Add** button.
- Step 6. Enter the desired information into the **Empl ID** field. Enter "**0000000191**".
- Step 7. Click the **Look up Pay Empl ID** button.
- Step 8. Click the scrollbar.
- Step 9. Click the **0000000191** link.
- Step 10. Make sure that the appropriate Employee Record is selected for that specific job. The record number will be 0 unless they work multiple jobs. (If the entry is for an additional job(s), the Empl Record would be 1, 2, etc.)
- Step 11. Click the **Look up Empl Record** button.
- Step 12. Click the **EMP** link.
- Step 13. Click the **Look up Code** button.
- Step 14. Click the **1XM** link.
- Step 15. Enter the desired information into the **Amount** field. Enter "**350.00**".
- Step 16. Click the **TX CPE Status/Messaging** tab.
- Step 17. Comments are not required however you may want to enter comments relative to why this action is being taken.
- Step 18. Enter the desired information into the **Comments** field. Enter "**1XM owed.**".
- Step 19. Click the **Save** button.
- Step 20. The User Name, date and time are saved on this transaction.
- Step 21. Congratulations! You have successfully completed this lesson.
- Step 22. **End of Procedure.**

Step 15. CPE Main - Base Salary Payment

Section 4 - Lesson 4 Exercises - Scenario 2: CPE Main - 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 1. Click the **TX CPE Main** link.
- Step 2. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 5. Click the **Add** button.
- Step 6. Enter the desired information into the **Empl ID** field. Enter "**0000000204**".
- Step 7. Click the **Empl ID Look Up** button.
- Step 8. Click the scrollbar.
- Step 9. Click the **0000000204** link.
- Step 10. 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.)
- Step 11. Click the **Look up Empl Record** button.
- Step 12. Click the **EMP** link.
- Step 13. Specify the **Earnings Begin** and **Earning End** dates to correlate to the earnings being paid, such as retroactive promotion pay.
- Step 14. Click the **Look up Code** button.
- Step 15. Click the **BSY** link.
- Step 16. Enter the desired information into the **Amount** field. Enter "**300.00**".
- Step 17. Click the **TX CPE Status/Messaging** tab.
- Step 18. Enter the desired information into the **Comments** field. Enter "**BSY**".

- Step 19. Click the **Save** button.
- Step 20. Your transaction was saved successfully.
- Step 21. Congratulations! You have successfully completed this lesson.
- Step 22. **End of Procedure.**

Step 15. CPE Main Load

Section 4 - Lesson 4 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 info and/or One-Time Deductions, Taxes and Garnishments.

- Step 1. Click the **TX CPE Main Load** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**cpemainload**".
- Step 4. Click the **Add** button.
- Step 5. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 6. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 7. Enter the desired information into the **Pay Period End** field. Enter "**06302018**".
- Step 8. Remember that the **CPE Main Load** can be run in Edit Mode first **before** Update Mode.

Edit Mode - box is unchecked. This mode analyzes the CPE Main entries before loading to Paysheets.

Update Mode - box is checked. This mode updates and loads CPE Main data onto Paysheets.
- Step 9. In training, you will run in Update Mode.
- Step 10. Click the **Load CIET/CPE to Payroll** option.

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- Step 11. Click the **Run** button.
- Step 12. Click the **OK** button.
- Step 13. Click the **Process Monitor** link.
- Step 14. Click the scrollbar.
- Step 15. Click the **Refresh** button.
- Step 16. Click the **TXPYCPE** link.
- Step 17. The **TXCPPULL** is for the CIET process.
- Step 18. Click the **5502875 - TXCPPULL Success** link.
- Step 19. Click the **View Log/Trace** link.
- Step 20. Click the **txcpull_5502875.PDF** link.
- Step 21. Click the **Close Tab** button.
- Step 22. Click the **txcpull_5502875.out** link.
- Step 23. Click the **Close Tab** button.
- Step 24. Click the scrollbar.
- Step 25. Click the **Return** button.
- Step 26. Click the **OK** button.
- Step 27. The **TXMAINLD** is for the CPE process.
- Step 28. Click the **5502876 - TXMAINLD Success** link.
- Step 29. Click the **View Log/Trace** link.
- Step 30. Click the **txmainld_5502876.PDF** link.
- Step 31. Click the **Close Tab** button.
- Step 32. Congratulations! You have successfully completed this lesson.
- Step 33. **End of Procedure.**

Step 16. Preliminary Calculate Payroll

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

Procedure

In this lesson, you will rerun the Preliminary Calculation process.

The custom Calculation is a series of processes that determines earnings, deductions, taxes, and net pay for all employees with pay earnings in a payline marked 'Ok to Pay'.

The custom calculation also enforces built in edits based on state statutory requirements and CPA rules for payment. The calculation indicates the number of checks to be calculated and how many have already been calculated.

- Step 1. The steps are shown to navigate to Calculate Payroll.

Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll >
- Step 2. Click the **Calculate Payroll** menu.
- Step 3. Using the Find an Existing Value tab, enter the desired information into the **Run Control ID** field. Enter "**pre_calc**".
- Step 4. Click the **Search** button.
- Step 5. Click the **Lok up Pay Run ID** button.
- Step 6. Click the scrollbar.
- Step 7. Click the **T52M0618 T52 Monthly June 2018** link.
- Step 8. Click the **On or Off-Cycle** list.
- Step 9. Click the **On-Cycle Checks** list item.
- Step 10. **Note:** 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.
- Step 11. Click the **Run** button.
- Step 12. Click the **ERP Payroll Calculation** option.

- Step 13. Click the **OK** button.
- Step 14. Click the **Process Monitor** link.
- Step 15. Click the scrollbar.
- Step 16. Click the **Refresh** button.
- Step 17. Click the **TXPYCALC** link.
- Step 18. In this lesson, you will skip over reviewing the 8 processes. The steps are the same as in Step 11.

However, keep in mind, when running a real payroll you will review the process outputs. They could produce different results depending upon what has processed.
- Step 19. Congratulations! You have successfully completed this lesson.
- Step 20. **End of Procedure.**

Step 17. Review Payroll Error Messages

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

Procedure

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

- Step 1. Click the **Review Payroll Error Messages** menu.
- Step 2. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the scrollbar.
- Step 7. Click the **T52M0618** link.

- Step 8. Click the **Search** button.
- Step 9. There are no existing errors.
- Step 10. Congratulations! You have successfully completed this lesson.
- Step 11. **End of Procedure.**

Step 18. Running Query TX_PY_PAY_OK_TO_PAY_CPE

Section 4 - Lesson 4 Exercises - Scenario: Running TX_PY_OK_TO_PAY_OFF_CPE

Procedure

In this lesson, you will learn how to run the query TX_PY_PAY_OK_TO_PAY_CPE.

This query returns paylines with 'Ok to Pay' turned off tied to a CPE entry.

- Step 1. Click the **Query Viewer** menu.
- Step 2. Enter the desired information into the **begins with** field. Enter "**tx_py_pay**".
- Step 3. Click the **Search** button.
- Step 4. Click the **HTML** link.
- Step 5. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 6. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 7. Enter the desired information into the **Pay Period End Date** field. Enter "**06/30/2018**".
- Step 8. Click the **View Results** button.
- Step 9. None of your employees have the 'OK to Pay' off tied to a CPE.
- Step 10. Congratulations! You have completed this lesson.
- Step 11. **End of Procedure.**

Step 19. Viewing Paychecks

Section 4 - Lesson 4 Exercises - Scenario: Viewing Paychecks

Procedure

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

- Step 1. Click the **Review Paycheck** link.
- Step 2. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**06/30/2018**".
- Step 5. Click the scrollbar.
- Step 6. Click the **Search** button.
- Step 7. Click the scrollbar.
- Step 8. You will see lines for every employee's pay check that fit your search criteria.
- Step 9. The employee ID and Names are listed.
- Step 10. You can select an employee paycheck by selecting any link on the line.
- Step 11. In this example, you will look at the paycheck for Employee KK, Test.
- Step 12. Click the **06/30/2018** link.
- Step 13. You can use the scroll bar to see the left side of check that is not displaying on the screen.
- Step 14. Click the scrollbar.
- Step 15. Click the **Paycheck Taxes** tab.
- Step 16. Click the scrollbar.
- Step 17. Click the scrollbar.
- Step 18. Click the scrollbar.

- Step 19. Click the **Paycheck Deductions** tab.
- Step 20. Click the scrollbar.
- Step 21. Click the **Deduction Details 2** tab.
- Step 22. Click the **Deduction Details 3** tab.
- Step 23. Click the scrollbar.
- Step 24. Click the **TX SPRS Pay Check** tab.
- Step 25. Click the scrollbar.
- Step 26. Click the **Return to Search** button.
- Step 27. Congratulations! You have successfully completed this lesson.
- Step 28. **End of Procedure.**

Step 20. Running Payroll Register Report

Section 4 - Lesson 4 Exercises - Scenario: Running the Payroll Register Report

Procedure

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

This report provides a summary of paycheck data by Name, Employee ID and Department ID for all employees who receive a paycheck for a pay run and pay calendar. It is sorted by Dept ID and provides totals for depts and a grand total for the agency on the last page for all paychecks.

- Step 1. Click the **Payroll Register** menu.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**Register**".
- Step 4. Click the **Add** button.
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the scrollbar.
- Step 7. Click the **T52 Monthly June 2018** link.
- Step 8. Click the **On-Cycle** option.

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- Step 9. Click the **Run** button.
- Step 10. Click the **OK** button.
- Step 11. Click the **Process Monitor** link.
- Step 12. Click the scrollbar.
- Step 13. Click the **Refresh** button.
- Step 14. Click the **Details** link.
- Step 15. Click the **View Log/Trace** link.
- Step 16. Click the **txpay002_5502917.PDF** link.
- Step 17. You will find the department totals after the list of employees for each department.

There is a total of 16 pages for this report. You can use the toolbar to review through the pages.

- Step 18. Click the **Down Arrow** button.
- Step 19. Click the **Down Arrow** button.
- Step 20. Since the grand total is located on the last page of this report, you can enter the last page number and press enter.

Enter the desired information into the **1** field. Enter "**16**".

- Step 21. Press **[Enter]**.
- Step 22. The grand totals for the entire agency is found on the last page of the report.
- Step 23. Click the **Close Tab** button.
- Step 24. Click the scrollbar.
- Step 25. Click the **Return** button.
- Step 26. Click the **OK** button.
- Step 27. Congratulations! You have completed this lesson.
- Step 28. **End of Procedure.**

Step 21. Running Deductions Not Taken Report

Section 4 - Lesson 4 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.

- Step 1. Click the **Deductions Not Taken** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**dednottaken**".
- Step 4. Click the **Add** button.
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the scrollbar.
- Step 7. Click the **T52M0618** link.
- Step 8. Click the **Run** button.
- Step 9. Click the **OK** button.
- Step 10. Click the **Process Monitor** link.
- Step 11. Click the scrollbar.
- Step 12. Click the **Refresh** button.
- Step 13. Click the **Details** link.
- Step 14. Click the **View Log/Trace** link.
- Step 15. Click the **txpay008_5502919_1.PDF** link.
- Step 16. Click the **Close Tab** button.
- Step 17. Click the **Close** button.

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- Step 18. Click the **OK** button.
- Step 19. Congratulations! You have successfully completed this lesson.
- Step 20. **End of Procedure.**

Step 22. Running TX Payroll CY Audit Report

Section 4 - Lesson 4 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.

- Step 1. Click the **TX Payroll CY Audit Rpt** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**payrollcyaudit**".
- Step 4. Click the **Add** button.
- Step 5. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 6. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 7. Enter the desired information into the **Pay Period End** field. Enter "**06302018**".
- Step 8. Click the **Run** button.
- Step 9. Click the **OK** button.
- Step 10. Click the **Process Monitor** link.
- Step 11. Click the scrollbar.
- Step 12. Click the **Refresh** button.
- Step 13. Click the **Details** link.

- Step 14. Click the **View Log/Trace** link.
- Step 15. Click the **txaudlim_5502932.PDF** link.

- Step 16. If there are employees listed on this report, it means that they exceed the limits.

However, this **does not** stop payroll from paying them.
- Step 17. Click the **Close Tab** button.
- Step 18. Click the **Close** button.
- Step 19. Click the **Close** button.
- Step 20. Congratulations! You have successfully completed this lesson.
- Step 21. **End of Procedure.**

Step 23. Running TX Taxable Gross Audit Report

Section 4 - Lesson 4 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 1. Click the **TX Taxable Gross Audit** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**TaxGrossAudit**".
- Step 4. Click the **Add** button.
- Step 5. Enter the desired information into the **Company** field. Enter "**t52**".

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- Step 6. Enter the desired information into the **From Pay Period End Date** field. Enter **"06302018"**.
- Step 7. Enter the desired information into the **Through Pay Period End Date** field. Enter **"06302018"**.
- Step 8. Click the **Run** button.
- Step 9. Click the **OK** button.
- Step 10. Click the **Process Monitor** link.
- Step 11. Click the scrollbar.
- Step 12. Click the **Refresh** button.
- Step 13. Click the **Details** link.
- Step 14. Click the **View Log/Trace** link.
- Step 15. Click the **txtxgaud_5502957.PDF** link.
- Step 16. Click the **Close Tab** button.
- Step 17. Click the **Close** button.
- Step 18. Click the **Close** button.
- Step 19. Click the scrollbar.
- Step 20. Click the **Go back to TX Taxable Gross Audit Rpt** link.
- Step 21. Congratulations! You have successfully completed this lesson.
- Step 22. **End of Procedure.**

Step 24. Running Query TX_PY_ZERO_CHECK_WITH_EARNS

Section 4 - Lesson 4 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 1. Click the **Query Viewer** menu.
- Step 2. Enter the desired information into the **begins with** field. Enter "**tx_py_zero_check**".
- Step 3. Click the **Search** button.
- Step 4. Click the **HTML** link.

- Step 5. Enter the desired information into the **Company** field. Enter "**T52**".
- Step 6. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 7. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 8. Click the **View Results** button.
- Step 9. The system tells you that no matching values were found.
- Step 10. Congratulations! You have successfully completed this lesson.
- Step 11. **End of Procedure.**

Step 25. Running Query TX_PY_DED_SUBSET_DIFF_FROM_PM

Section 4 - Lesson 4 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 1. Click the **Query Viewer** menu.
- Step 2. Enter the desired information into the **begins with** field. Enter "**tx_py_ded**".
- Step 3. Click the **Search** button.
- Step 4. Click the **HTML** link.

- Step 5. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 6. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 7. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 8. Click the **View Results** button.
- Step 9. The system tells you that no matching values were found.
- Step 10. Congratulations! You have successfully completed this lesson.
- Step 11. **End of Procedure.**

Step 26. Running Query TX_PY_STATE_NOTTX_CALCD

Section 4 - Lesson 4 Exercises - Scenario: Running Query TX_PY_STATE_NOTTX_CALCD

Procedure

In this lesson, you will learn how to run the Query TX_PY_STATE_NOTTX_CALCD.

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

- Step 1. Click the **Query Viewer** menu.
- Step 2. Enter the desired information into the **begin with** field. Enter "**tx_py_state**".
- Step 3. Click the **Search** button.
- Step 4. Click the **HTML** link.
- Step 5. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 6. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 7. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 8. Click the **View Results** button.
- Step 9. The system tells you that no matching values were found.
- Step 10. Congratulations! You have successfully completed this lesson.
- Step 11. **End of Procedure.**

Step 27. Running Query TX_PY_CHILD_SUPP_LUMP_BONUS

Section 4 - Lesson 4 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 1. Click the **Query Viewer** menu.
- Step 2. Enter the desired information into the **begins** field. Enter "tx_py_child".
- Step 3. Click the **Search** button.
- Step 4. Click the **HTML** link.
- Step 5. Enter the desired information into the **Company** field. Enter "t52".
- Step 6. Enter the desired information into the field. Enter "mon".
- Step 7. Enter the desired information into the **Pay Period End Date** field. Enter "06302018".
- Step 8. Click the **View Results** button.
- Step 9. The system tells you that no matching values were found.
- Step 10. Congratulations! You have successfully completed this lesson.
- Step 11. **End of Procedure.**

Step 28. Running Query TX_PY_PAY_OK_TO_PAY_OFF

Section 4 - Lesson 4 Exercises - Scenario: Running Query TX_PY_PAY_OK_TO_PAY_OFF

Procedure

In this lesson, you will learn how to run the Query TX_PY_PAY_OK_TO_PAY_OFF.

This query returns paylines with 'Ok to Pay' turned off. Need to review/update as needed.

- Step 1. Click the **Query Viewer** menu.

- Step 2. Enter the desired information into the **begins with** field. Enter "**tx_py_pay**".
- Step 3. Click the **Search** button.
- Step 4. Click the **HTML** link.
- Step 5. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 6. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 7. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 8. Click the **View Results** button.
- Step 9. The query found no employees who matched the criteria.
- Step 10. Congratulations! You have successfully completed this lesson.
- Step 11. **End of Procedure.**

Step 29. Running Query TX_PY_PROP_PAY_ZERO_RATE

Section 4 - Lesson 4 Exercises - Scenario: Running Query TX_PY_PROP_PAY_ZERO_RATE

Procedure

In this lesson, you will learn how to run the query TX_PY_PROP_PAY_ZERO_RATE.

This query will return employees with hours to be paid but no hourly rate was calculated. (ex: Shift differential).

- Step 1. Click the **Query Viewer** menu.
- Step 2. Enter the desired information into the **begins with** field. Enter "**tx_py_prop**".
- Step 3. Click the **Search** button.
- Step 4. Click the **HTML** link.
- Step 5. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 6. Enter the desired information into the **Pay Group** field. Enter "**mon**".

- Step 7. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 8. Click the **View Results** button.
- Step 9. The query found no employees who matched the criteria.
- Step 10. Congratulations! You have completed this lesson.
- Step 11. **End of Procedure.**

S4_L5 - Payroll Calculation Final

Section 4 - Lesson 5 - Payroll Calculation Final

Step 30. Final Calculate Payroll

Section 4 - Lesson 5 Exercises - Scenario: Final Calculate Payroll

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.

- Step 1. Click the **Calculate Payroll** link.
- Step 2. Enter the desired information into the **Run Control ID** field. Enter "**calcpayroll**".
- Step 3. Click the **Search** button.
- Step 4. Click the **Look up Pay Run ID button**.
- Step 5. Click the **Vertical Scroll bar**.
- Step 6. Click the **T52M0618** link.
- Step 7. Click the **On or Off-Cycle** list.
- Step 8. Click the **On-Cycle Checks** list item.
- Step 9. You are running Final Calculation, so you must uncheck the **Preliminary Calculation Run** checkbox.
- Step 10. Click the **Preliminary Calculation Run** option.

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- Step 11. Click the **Run** button.
- Step 12. Click the **ERP Payroll Calculation** option.
- Step 13. Click the **OK** button.
- Step 14. Click the **Process Monitor** link.
- Step 15. Click the scrollbar.
- Step 16. Click the **Refresh** button.
- Step 17. Click the **TXPYCALC** link.
- Step 18. You will review the same output files as in the Preliminary Calculation step.
- Step 19. In training, we won't review these steps again.
- Step 20. Click the **Return** button.
- Step 21. Congratulations! You have successfully completed this lesson.
- Step 22. **End of Procedure.**

Step 31. Review Payroll Error Messages

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

Procedure

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

- Step 1. Click the **Review Payroll Error Messages** menu.
- Step 2. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the scrollbar.

- Step 7. Click the **T52M0618** link.
- Step 8. Click the **Search** button.
- Step 9. This error (**LSV**), refers to paying lump sum earnings to an employee that hasn't been terminated.
- Step 10. The remaining steps will demonstrate how to turn off this payment on the payline.
- Step 11. Click the **Payroll Processing USA** button.
- Step 12. Click the **Update Paysheets** menu.
- Step 13. Click the **By Payline** link.
- Step 14. In order to process everything else for payroll, you can deselect the 'Ok to Pay' option and move forward so that payroll isn't held up.

Turning off the '**OK To Pay**' prevents this check from being calculated and paid. Once the payroll is confirmed, the LSV hours are sent back to Time and Labor for a subsequent payroll.
- Step 15. Click the **OK to Pay** option.
- Step 16. Click the **Save** button.
- Step 17. Congratulations! You have successfully completed this lesson.
- Step 18. **End of Procedure.**

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

Section 4 - Lesson 5 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.

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.

- Step 1. Click the **Commitment Accounting USA** menu.

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- Step 2. Click the **TX Predistrib Audit Report** link.
- Step 3. Click the **Add a New Value** tab.
- Step 4. Enter the desired information into the **Run Control ID** field. Enter "**predistribution audit**".
- Step 5. Click the **Add** button.
- Step 6. Click the **Look up Pay Run ID button**.
- Step 7. Click the **Vertical Scroll bar**.
- Step 8. Click the **T52M0618** link.
- Step 9. Click the **Run** button.
- Step 10. Click the **OK** button.
- Step 11. Click the **Process Monitor** link.
- Step 12. Click the scrollbar.
- Step 13. Click the **Refresh** button.
- Step 14. Click the **Details** link.
- Step 15. Click the **View Log/Trace** link.
- Step 16. Click the **txpca010_5502969.PDF** link.
- Step 17. **This particular error occurred because:** Someone in HR transferred an employee from one department to another and is assigned a brand new Position number.

Corrective Action: Someone in Payroll or Funding would need to setup a NEW Valid Combo Table entry.

Once the new position has been identified, HR or Commitment Accounting personnel should communicate to the person responsible for setting up the Department Budget tables, and have them set up a Position Level funding row for that new position. This will allow the new position to be funded and distributed correctly.

- Step 18. Any results on this Audit Report must be reviewed and researched to determine appropriate actions for resolving errors.

- Step 19. A copy of the report should be sent to Commitment Accounting/Budget. Their participation is needed to resolve errors.
- Once the issue is resolved, you will rerun the PDAR to ensure that there are no errors still existing.
- Step 20. Click the **Close Tab button**.
- Step 21. Click the **Close** button.
- Step 22. Click the **Close** button.
- Step 23. Congratulations! You have successfully completed this lesson.
- Step 24. **End of Procedure.**

S4_L6 - Payroll Confirmation

Section 4 - Lesson 6 - Payroll Confirmation

Step 33. Payroll Confirmation

Section 4 - Lesson 6 Exercises - Scenario: Payroll Confirmation

Procedure

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

After you verify that the payroll calculation is correct and you run the Pay Calculation process (TXPYCALC) in final mode, you can run the Pay Confirmation process.

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.

- Step 1. Click the **Confirm Payroll** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**confirmpay**".
- Step 4. Click the **Add** button.
- Step 5. Click the **Look up Pay Run ID button**.

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- Step 6. Click the **Vertical Scroll bar**.
- Step 7. Click the **T52M0618** link.
- Step 8. Click the **On or Off-Cycle** list.
- Step 9. Click the **On-Cycle Checks** list item.
- Step 10. Click the **Run** button.
- Step 11. Click the **OK** button.
- Step 12. Click the **Process Monitor** link.
- Step 13. Click the scrollbar.
- Step 14. Click the **Refresh** button.
- Step 15. Click the **PAYCONF** link.
- Step 16. Click the **PSPCNFRM Success** link.
- Step 17. Click the **View Log/Trace** link.
- Step 18. Click the **CBL_PSPCNFRM_5501503.log** link.
- Step 19. Click the **Close Tab** button.
- Step 20. Click the **Close** button.
- Step 21. Click the **Close** button.
- Step 22. Click the **Return** button.
- Step 23. Congratulations! You have successfully completed this lesson.
- Step 24. **End of Procedure.**

Step 34. Review Payroll Error Messages

Section 4 - Lesson 6 Exercises - Scenario: Review Payroll Error Messages

Procedure

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

- Step 1. Click the **Review Payroll Error Messages** menu.
- Step 2. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the scrollbar.
- Step 7. Click the **T52M0618** link.
- Step 8. Click the **Search** button.
- Step 9. There are no errors existing.
- Step 10. Congratulations! You have successfully completed this lesson.
- Step 11. **End of Procedure.**

S4_L7 - Actuals Distribution

Section 4 - Lesson 7 - Actuals Distribution

Step 35. Running TX Distribute Actuals Process

Section 4 - Lesson 7 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.

- Step 1. Click the **TX Distribute Actuals** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**distributeact**".

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- Step 4. Click the **Add** button.
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the **Vertical Scroll bar**.
- Step 7. Click the **T52M0618** link.
- Step 8. Click the **Run** button.
- Step 9. Click the **OK** button.
- Step 10. Click the **Process Monitor** link.
- Step 11. Click the scrollbar.
- Step 12. Click the **Refresh** button.
- Step 13. This process needs to be run to **Success** and **Posted**.
- Step 14. It is not necessary to review the logs.
- Step 15. Congratulations! You have successfully completed this lesson.
- Step 16. **End of Procedure.**

Step 36. Review Payroll Error Messages

Section 4 - Lesson 7 Exercises - Scenario: Review Payroll Error Messages

Procedure

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

- Step 1. Click the **Review Payroll Error Messages** menu.
- Step 2. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 5. Click the **Look up Pay Run ID button**.

- Step 6. Click the scrollbar.
- Step 7. Click the **T52M0618** link.
- Step 8. Click the **Search** button.
- Step 9. There are no existing errors.
- Step 10. Congratulations! You have successfully completed this lesson.
- Step 11. **End of Procedure.**

Step 37. Running Payroll Summary Report

Section 4 - Lesson 7 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, employer fringes, deductions and tax amounts.

Compare this report to your funding reports to validate balances.

- Step 1. Click the **Payroll Summary** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**payrollsummary**".
- Step 4. Click the **Add** button.
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the **Vertical Scroll bar**.
- Step 7. Click the **T52M0618** link.
- Step 8. Click the **Run** button.
- Step 9. Click the **OK** button.
- Step 10. Click the **Process Monitor** link.

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- Step 11. Click the scrollbar.
- Step 12. Click the **Refresh** button.
- Step 13. As soon as the status is **Success** and **Posted**, click the **Details** link.
- Step 14. Click the **View Log/Trace** link.
- Step 15. Click the **pay018_5501510.PDF** link.
- Step 16. Click the **Vertical Scrollbar**.
- Step 17. Click the **Click the Down Arrow** button to review the pages of the report.
- Step 18. Click the **Click the Down Arrow** object.
- Step 19. Click the **Click the Down Arrow** object.
- Step 20. Click the **Click the Down Arrow** object.
- Step 21. Continue clicking the **Down Arrow** button as needed to review the rest of the report.
- Step 22. Click the Close button.
- Step 23. Congratulations! You have successfully completed this lesson.
- Step 24. **End of Procedure.**

Step 38. Running Payroll Register Report

Section 4 - Lesson 7 Exercises - Scenario: Running Payroll Register Report

Procedure

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

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 1. Click the **Payroll Register** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**payrollreg**".

- Step 4. Click the **Add** button.
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the **Vertical Scroll bar**.
- Step 7. Click the **T52M0618** link.
- Step 8. Click the **Run** button.
- Step 9. Click the **OK** button.
- Step 10. Click the **Process Monitor** link.
- Step 11. Click the scrollbar.
- Step 12. Click the **Refresh** button.
- Step 13. Click the **Details** link.
- Step 14. Click the **View Log/Trace** link.
- Step 15. Click the **txpay002_5501511.PDF** link.
- Step 16. Click the **Down Arrow** object.
- Step 17. When you have finished reviewing the report, click the **Close Tab** button.
- Step 18. Congratulations! You have successfully completed this lesson.
- Step 19. **End of Procedure.**

Step 39. Running TX Pyrl Actuals Fund Summary Report

Section 4 - Lesson 7 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.

- Step 1. Click the **TX Pyrl Actuals Fund Summary** link.

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- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**actfundsummary**".
- Step 4. Click the **Add** button.
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the **Vertical Scroll bar**.
- Step 7. Click the **T52M0618** link.
- Step 8. Click the **Run** button.
- Step 9. Click the **OK** button.
- Step 10. Click the **Process Monitor** link.
- Step 11. Click the scrollbar.
- Step 12. Click the **Details** link.
- Step 13. Click the **View Log/Trace** link.
- Step 14. Click the **hsas3001_5501512.PDF** link.
- Step 15. Click the **Close Tab** button.
- Step 16. Congratulations! You have successfully completed this lesson.
- Step 17. **End of Procedure.**

Step 40. Running TX Pyrl Actuals Class Summary Report

Section 4 - Lesson 7 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.

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 1. Click the **TX Pyrl Actuals Class Summary** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**payrollactualsclasssum**".
- Step 4. Click the **Add** button.
- Step 5. Click the **Look up Pay Run ID button**.
- Step 6. Click the **Vertical Scroll bar**.
- Step 7. Click the **T52M0618** link.
- Step 8. Click the **Run** button.
- Step 9. Click the **OK** button.
- Step 10. Click the **Process Monitor** link.
- Step 11. Click the scrollbar.
- Step 12. Click the **Details** link.
- Step 13. Click the **Details** link.
- Step 14. Click the **View Log/Trace** link.
- Step 15. Click the **hsas3002_5501779.PDF** link.
- Step 16. When you have finished reviewing the report, click the **Close Tab** button.
- Step 17. Congratulations! You have successfully completed this lesson.
- Step 18. **End of Procedure.**

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Step 41. Running TX Pyrl Actuals by Approp/PCA

Section 4 - Lesson 7 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 1. Click the **TX Payroll by Approp/PCA** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**app_pca**".
- Step 4. Click the **Add** button.
- Step 5. Click the **Look up Pay Run ID** button.
- Step 6. Click the scrollbar.
- Step 7. Click the **T52M0618** list item.
- Step 8. Click the **Run** button.
- Step 9. Click the **OK** button.
- Step 10. Click the **Process Monitor** link.
- Step 11. Click the scrollbar.
- Step 12. Click the **Refresh** button.
- Step 13. Click the **Details** link.
- Step 14. Click the **View Log/Trace** link.
- Step 15. Click the **hspy0001_5501780.PDF** link.
- Step 16. When you are finished viewing the report, click the **Close Tab** button.
- Step 17. Congratulations! You have successfully completed this lesson.
- Step 18. **End of Procedure.**

Step 42. Running Query TX_PY_AGY_Payroll_Distribution

Section 4 - Lesson 7 Exercises - Scenario: Running TX Pyrl Agy Payroll Distribution

Procedure

In this lesson, you will learn how to run the query TX_PY_AGY_PAYROLL_DISTRIBUTION.

If agencies need detailed expenditure level funding data, this query provides more data than the other Funding Reports. It provides detail payroll expenditure information by employee for the specific payroll being processed in order to aid budget and cash staff in validating funding availability.

- Step 1. Click the **Query Viewer** menu.
- Step 2. Enter the desired information into the **begins with** field. Enter "TX_PY_AGY_PAYROLL".
- Step 3. Click the **Search** button.
- Step 4. Click the **Excel** link.
- Step 5. Enter the desired information into the **Company** field. Enter "t52".
- Step 6. Enter the desired information into the **Pay Group (Blank for All)** field. Enter "mon".
- Step 7. Enter the desired information into the **From Pay Period Ending Date** field. Enter "06/30/2018".
- Step 8. Enter the desired information into the **To Pay Period Ending Date** field. Enter "06/30/2018".
- Step 9. Click the **View Results** button.
- Step 10. Click the scrollbar.
- Step 11. Click the scrollbar.
- Step 12. Click the scrollbar.
- Step 13. Click the **Close** button.
- Step 14. Click the **Close Tab** button.
- Step 15. Congratulations! You have completed this lesson.

Step 16. End of Procedure.

Section 4 - Lesson 8 - SPRS Pay Processing Out

Step 44. TX Create Document

Section 4 - Lesson 8 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.

- Step 1. Click the **TX Create Document** link.
- Step 2. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**06302018**".
- Step 5. Click the **Add** button.
- Step 6. Enter the desired information into the **Batch Name** field. Enter "**June On-Cycle**".
- Step 7. If applicable, change the **Payment Date**.
- Step 8. Click the **Release for SPRS Processing** option.
- Step 9. Click the **Save** button.
- Step 10. After checking the Release for SPRS Processing and clicking on Save, the **Document Number** is assigned.
- Step 11. Congratulations! You have successfully completed this lesson.
- Step 12. End of Procedure.**

Step 46. Send Payroll to TX SPRS Pay Outbound

Section 4 - Lesson 8 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.

- Step 1. Click the **CAPPS Interfaces** link.
- Step 2. Click the **TX SPRS Pay Outbound** link.
- Step 3. Click the **Add a New Value** tab.
- Step 4. Enter the desired information into the **Run Control ID** field. Enter "**sprspayoutb**".
- Step 5. Click the **Add** button.
- Step 6. Click the **Look up Company** button.
- Step 7. Click the **T52** link.
- Step 8. The File Settings section is now populated.
- Step 9. Click the **Run** button.
- Step 10. Click the **OK** button.
- Step 11. Click the **Process Monitor** link.
- Step 12. Click the scrollbar.
- Step 13. Click the **Refresh** button.

Once this process has a Run Status of Success and Distribution Status of Posted you are done.

- Step 14. Don't forget that the Payroll **must be approved in SPRS** after the SPRS Pay Outbound process.
- Step 15. Congratulations! You have successfully completed this lesson.

Step 16. **End of Procedure.**

Step 47. Running TX SPRS Audit Report

Section 4 - Lesson 8 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 and displays any potential errors.

- Step 1. Click the **TX SPRS Audit Rpt** link.
- Step 2. The **Add a New Value** tab has already been selected for you, in this example, and the **Run Control ID** has been named.
- Step 3. Click the **Add** button.
- Step 4. In this example, Company, Pay Group and Pay Period End date have been entered for you.
- Step 5. In order to run the SPRS audit, you must enter the Document Number that was created from the Create Document Process.

You may type it in the field or use the Search icon.
- Step 6. Enter the desired information into the **Document Number** field. Enter "**83226001**".
- Step 7. Click the **Run** button.
- Step 8. Click the **OK** button.
- Step 9. Click the **Process Monitor** link.
- Step 10. Click the scrollbar.
- Step 11. Click the **Refresh** button.
- Step 12. Click the **Details** link.
- Step 13. Click the **View Log/Trace** link.

- Step 14. Click the **txspraud_5501889.PDF** link.
- Step 15. The message indicates that the document passes.
- Step 16. This is an example of a SPRS Audit that indicates there are errors and the document will not process.
- Step 17. Click the **Close Tab** button.
- Step 18. Congratulations! You have successfully completed this lesson.
- Step 19. **End of Procedure.**

S4_L9 - SPRS Pay Processing In

Section 4 - Lesson 9 - SPRS Pay Processing In

Step 49. TX Document History

Section 4 - Lesson 9 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 through SPRS/USAS overnight.

- Step 1. Click the **TX Document History** link.
- Step 2. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**06/30/2018**".
- Step 5. Click the **Search** button.
- Step 6. Review **TX Document History Page One** and **Two**.

In production, you will see additional information on these screens.

- Step 7. Click the **TX Document History - Page Two** tab.
- Step 8. Page Two provides you with totals from the payroll that was sent to SPRS.
- Step 9. Congratulations! You have successfully completed this lesson.
- Step 10. **End of Procedure.**

Step 50. Running TX Vendor Remittance Report

Section 4 - Lesson 9 Exercises - Scenario: 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.

- Step 1. Click the **TX Vendor Remittance** link.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**VENDORREMITTANCE**".
- Step 4. Click the **Add** button.
- Step 5. In this example, SetID and Pay Run ID have been entered for you.
- Step 6. Click the **Run** button.
- Step 7. Click the **OK** button.
- Step 8. Click the **Process Monitor** link.
- Step 9. Click the scrollbar
- Step 10. Click the **Refresh** button.
- Step 11. The Run Status and Distribution are already set to Success Posted so the report is ready to be viewed.
- Step 12. Click the **Details** link.

- Step 13. Click the **View Log/Trace** link.
- Step 14. Click the **txvndrmt_5501524.PDF** link.
- Step 15. Click the **Next Page** object.
- Step 16. Click the **Next Page** object.
- Step 17. You can continue on and review all six pages.
- Step 18. In this example, you will scroll up and close the tab for the report.
- Step 19. Click the scrollbar.
- Step 20. Click the **Close Tab** button.
- Step 21. Congratulations! You have successfully completed this lesson.
- Step 22. **End of Procedure.**

S4_L10 - Off-Cycle Transactions

Section 4 - Lesson 10 - Off-Cycle Transactions

Reversal Check Transaction

Section 4 - Lesson 10 Exercises - Scenario: Reversal Check Transaction

Procedure

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

This lesson only walks through the activities/entries that are different than what was learned in On-Cycle processing.

Please be sure to use the Reversal/Cancellation Checklist to ensure that you have completed all steps outside of training.

In order to complete the Reversal Check process, you will need the employee paycheck information.

In training, you will walk through the following:

- A. CPE Reversal Data Entry

- B. CPE Reversal Load
- C. Reverse/Adjust Paychecks
- D. Review Paylines and Record Page Numbers (TX Off Cycle Page Range)
- E. Confirm Payroll
- F. TX Create Document for SPRS and
- G. Review Paycheck (On Cycle/Off Cycle)

A) Create the CPE Reversal Entry

- Step 1. Click the **TX CPE Reversal** link.
- Step 2. Enter the desired information into the **Company** field. Enter "**T52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Period End Date** field. Enter "**05312018**".
- Step 5. Enter the desired information into the **Paycheck Number** field. Enter "**5204753**".
- Step 6. Enter the desired information into the **Paycheck Issue Date** field. Enter "**06012018**".
- Step 7. Click the **Add** button.
- Step 8. The Payable Time Reversal Type will be **Reverse and Generate New Row**.
- Step 9. Click the scrollbar.
- Step 10. Click the **Save** button.
- Step 11. Notice the **Reversal** details that populated after Saving.

B) CPE Reversal Load

- Step 12. Click the **Payroll Processing USA** button.
- Step 13. Click the **TX CPE Reversal Load** menu.
- Step 14. Click the **Add a New Value** tab.
- Step 15. The CPE Reversal Load process loads reversals from the CPE Reversal data entry page and populates the Reversal/Adjustment page.

- Step 16. Enter the desired information into the **Run Control ID** field. Enter "**reversalload**".
- Step 17. The same **Run Control ID** will be used for the Reverse/Adjust process that follows.
- Step 18. Click the **Add** button.
- Step 19. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 20. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 21. Enter the desired information into the **Pay Period End** field. Enter "**05312018**".
- Step 22. Click the **Load CPE Reversals to Payroll** option.
- Step 23. Click the **Run** button.
- Step 24. Click the **OK** button.
- Step 25. Click the **Process Monitor** link.
- Step 26. Click the scrollbar.
- Step 27. Click the **Refresh** button.
- Step 28. Click the **Details** link.
- Step 29. Click the **View Log/Trace** link.
- Step 30. Click the **txrvload_5501563.PDF** link.
- Step 31. The CPE Reversal Entry has successfully edited and applied to payroll.
- Step 32. Click the **Close Tab** button.
- Step 33. Click the **Close** link.
- Step 34. Click the **Close** link.

C) Reverse/Adjust Pay Checks

- Step 35. Click the **Payroll Processing USA** button.
- Step 36. Click the **Reverse/Adjust Paychecks** menu.
- Step 37. This process creates reversing paylines.

- Step 38. You will use the same Run Control from the CPE Reversal Load that was just processed.
- Step 39. Click the **Finding an Existing Value** button.
- Step 40. Enter the desired information into the **Run Control ID** field. Enter "**reversalload**".
- Step 41. Click the **Search** button.
- Step 42. The Reverse/Adjust Paychecks page will populate with the Reverse Paycheck information.
- Step 43. If you did not use the same Run Control ID, the page will not contain any data.
- Step 44. Click the **Run** button.
- Step 45. Click the **Select** option.
- Step 46. Click the **OK** button.
- Step 47. Click the **Process Monitor** link.
- Step 48. Click the scrollbar.
- Step 49. Click the **Refresh** button.
- Step 50. The **Reversal Cause Negative Report** is not populated in this training. However you would continue with the same steps as in other exercises to get to the reports.
- Step 51. View the report through the Process Monitor > View Log Trace.

D) Review Tx Off Cycle Page Range and record page numbers

- Step 52. Click the **Update Paysheets** menu.
- Step 53. Click the **TX Off Cycle Page Range** menu.
- Step 54. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 55. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 56. Enter the desired information into the **Pay Period End Date** field. Enter "**05312018**".
- Step 57. Click the **Search** button.

Step 58. The **Ending Page Number** will assist you in grouping the pages to be included in Payroll Confirm and Create Document processes.

E) Confirm Payroll

- Step 59. Click the **Payroll Processing USA** button.
- Step 60. Click the **Produce Payroll** menu.
- Step 61. Click the **Confirm Payroll** menu.
- Step 62. Click the **Add a New Value** tab.
- Step 63. Enter the desired information into the **Run Control ID** field. Enter "**confirm**".
- Step 64. Click the **Add** button.
- Step 65. Confirmation finalizes reversal, updates balances and changes the status on the original payment to 'Reversed'.
- Step 66. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 67. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 68. Enter the desired information into the **Pay End Date** field. Enter "**05312018**".
- Step 69. Enter the desired information into the **Process Page** field. Enter "**1**".
- Step 70. Click the **Run** button.
- Step 71. Click the **OK** button.
- Step 72. Click the **Process Monitor** link.
- Step 73. Click the scrollbar.
- Step 74. Click the **Refresh** button.

F) TX Create Document for SPRS

- Step 75. Click the **Payroll for North America** button.
- Step 76. Click the **Payroll Distribution** menu.
- Step 77. Click the **TX Create Document** menu.

- Step 78. The Create Document process creates the Payroll Cancellation (CAN) document required for SPRS/USAS processing.
- Step 79. Enter the desired information into the **Company** field. Enter "t52".
- Step 80. Enter the desired information into the **Pay Group** field. Enter "mon".
- Step 81. Enter the desired information into the **Pay Period End Date** field. Enter "05/31/2018".
- Step 82. Click the **Add** button.
- Step 83. Click the **Batch Type** list.
- Step 84. Click the **CAN** list item.
- Step 85. Press **[Tab]**.
- Step 86. Enter the desired information into the **Batch Name** field. Enter "REV 053118".
- Step 87. Press **[Tab]**.
- Step 88. Enter the desired information into the **Page** field. Enter "1".
- Step 89. Enter the desired information into the **Thru Page** field. Enter "1".
- Step 90. Click the **Release for SPRS Processing** option.
- Step 91. Click the **Save** button.
- Step 92. 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.
- Step 93. Click the **Payroll for North America** link.
- Step 94. Click the **Payroll Processing USA** menu.
- Step 95. Click the **Produce Payroll** menu.

G. Review Paychecks

- Step 96. Click the **Review Paycheck** menu.
- Step 97. Enter the desired information into the **Company** field. Enter "t52".

- Step 98. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 99. Enter the desired information into the **Pay Period End Date** field. Enter "**05312018**".
- Step 100. Enter the desired information into the **Empl ID** field. Enter "**0000000043**".
- Step 101. Click the scrollbar.
- Step 102. Click the **Search** button.
- Step 103. Click the scrollbar.
- Step 104. Notice the two entries below...One indicating **N= 'No'** for Off-Cycle and the other **Y= 'Yes'** for Off-Cycle.
- Step 105. Click the **N** link.
- Step 106. Notice the Paycheck Status for the On-Cycle Check.
- Step 107. Click the scrollbar.
- Step 108. You will review the Off-Cycle check next. You can use **Next in List** or **Return to Search**.
- Step 109. Click the **Next in List** button.
- Step 110. Note the Pay Status for the Off-Cycle Check (Confirmed), Paycheck Option (Check Reversal) and the Paycheck Totals as Negatives.
- Step 111. Congratulations! You have successfully completed this lesson.
- Step 112. **End of Procedure.**

Replacement Check Transaction

Section 4 - Lesson 10 Exercises - Scenario: Replacement Check Transaction

Procedure

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

This lesson only walks through the activities/entries that are different than what was learned in On-Cycle processing.

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Please be sure to use the Replacement Checklist to ensure that you have completed all steps outside of training.

In training, you will walk through the following:

- A. Create Document for SPRS (set-up)
- B. CPE Replacement Entry
- C. CPE Replacement Load
- D. SPRS Replacement Page
- E. Release REP Document for SPRS processing.

A) Create Document for SPRS (set-up)

- Step 1. Click the **TX Create Document** link.
- Step 2. This process creates the payroll Replacement (REP) document required for SPRS/USAS processing.
- Step 3. Enter the desired information into the **Company** field. Enter "t52".
- Step 4. Enter the desired information into the **Pay Group** field. Enter "mon"
- Step 5. Enter the desired information into the **Pay Period End Date** field. Enter "05/31/2018".
- Step 6. Click the **Add** button.
- Step 7. Click the **Batch Type** list.
- Step 8. Click the **REP** list item.
- Step 9. Enter the desired information into the **Batch Name** field. Enter "REP JUNE".
- Step 10. Change the Payment Date as appropriate.
- Step 11. You will Create the Document and Save **without** checking the **Release for SPRS Processing** option for now.
- Step 12. After running the CPE Replacement Load, you will come back to this page to select the **Release for SPRS Processing** option and **Save**.
- Step 13. Click the **Save** button.
- Step 14. Note the Document Number that was created. You will use it later.

B) CPE Replacement Entry

- Step 15. Click the **Payroll for North America** button.
- Step 16. Click the **Payroll Processing USA** link.
- Step 17. Click the **TX CPE Replacement** link.
- Step 18. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 19. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 20. Enter the desired information into the **Pay Period End Date** field. Enter "**05/31/2018**".
- Step 21. Enter the desired information into the **Paycheck Number** field. Enter "**5202900**".
- Step 22. Enter the desired information into the **Paycheck Issue Date** field. Enter "**06/01/2018**".
- Step 23. Click the **Add** button.
- Step 24. Click the **Save** button.

C) CPE Replacement Load

- Step 25. Click the **Payroll Processing USA** button.
- Step 26. Click the **TX CPE Replacement Load** link.
- Step 27. The TX CPE Replacement Load process creates transactions on the TX SPRS Replacement Page.
- Step 28. Click the **Add a New Value** tab.
- Step 29. Enter the desired information into the **Run Control ID** field. Enter "**replload**".
- Step 30. Click the **Add** button.
- Step 31. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 32. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 33. Enter the desired information into the **Pay Period End** field. Enter "**05312018**".
- Step 34. Click the **Load CPE Replacements to Payroll** option.

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- Step 35. Click the **Run** button.
- Step 36. Click the **OK** button.
- Step 37. Click the **Process Monitor** link.
- Step 38. Click the scrollbar.
- Step 39. You will normally click the **Refresh** button however the Run and Distribution statuses already have Success and Posted.

Click the **Details** link.
- Step 40. Click the **View Log/Trace** link.
- Step 41. Click the **txrpload_5501820.PDF** link.
- Step 42. After reviewing the report, click the **Close Tab button**.
- Step 43. Click the **Close** button.
- Step 44. Click the **Close** button.

D) SPRS Replacement Page

- Step 45. View the Replacement Transaction loaded by Document Number.
- Step 46. Click the **Payroll for North America** link.
- Step 47. Click the **Payroll Distribution** menu.
- Step 48. Click the **TX SPRS Replacements** menu.
- Step 49. The **TX SPRS Replacement Page** reflects the Replacement transactions loaded by Document Number.
- Step 50. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 51. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 52. Enter the desired information into the **Pay Period End Date** field. Enter "**05/31/2018**".
- Step 53. The Document number that was populated during the Create Document process will be used to search here.

- Step 54. Enter the desired information into the **Document Number** field. Enter "**84096002**".
- Step 55. Click the **Search** button.
- Step 56. Enter the desired information into the **Original Psoft Pymt Nbr** field. Enter the Paycheck number.
- Step 57. In this example enter "**5202979**".
- Step 58. Press [**Tab**].
- Step 59. Enter the desired information into the **Original Psoft Pymt Dt** field. Enter the Paycheck issue date.
- Step 60. In this example, enter a "**06/01/2018**".
- Step 61. Click the **Save** button.

E) Finalize REP Document and release for SPRS processing

- Step 62. Click the **Payroll Distribution** button.
- Step 63. Click the **TX Create Document** menu.
- Step 64. Click the **Find an Existing Value** tab.
- Step 65. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 66. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 67. Enter the desired information into the **Pay Period End Date** field. Enter "**05/31/2018**".
- Step 68. Enter the desired information into the **Document Number** field. Enter "**84094001**".
- Step 69. Click the **Batch Type** list.
- Step 70. Click the **Replacements** list item.
- Step 71. Click the **Search** button.
- Step 72. This option releases the REP document for SPRS now that it contains Replacement loaded from the CPE Replacement Load.
- Step 73. Select the Release for SPRS Processing option.

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- Step 74. Click the **Save** button.
- Step 75. Congratulations! You have successfully completed this lesson.
- Step 76. **End of Procedure.**

Returned Monies Transaction

Section 4 - Lesson 10 Exercises - Scenario: Returned Monies

Procedure

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

This lesson only walks through the activities/entries that are different than what was learned in On-Cycle processing.

Please be sure to use the Returned Monies Checklist to ensure that you have completed all steps outside of training.

In training, you will walk through the following:

- A. CPE Main Data Entry/CPE Pay Sheet tabs, Deductions, Garnishments, and Taxes
- B. CPE Main Load
- C. Review Payline and Record Page Numbers
- D. Calculate Payroll (PSPPYRUN-Single Calc)
- E. Create PAY Document for SPRS
- F. Review Paycheck (Check that the taxes for EE/ER OASDI/Med match)

A) Complete the CPE Main Data Entry (tabs)

- Step 1. Click the **TX CPE Main** link.
- Step 2. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 3. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 4. Enter the desired information into the **Pay Period End Date** field. Enter "**05/31/2018**".
- Step 5. Click the **Add** button.

- Step 6. Enter the desired information into the **Empl ID** field. Enter "**0000000280**".
- Step 7. Click the **Returned Money** option.
- Step 8. Enter the desired information into the **Check Number** field. Enter "**5203125**".
- Step 9. Enter the desired information into the **Check Date** field. Enter "**06/01/2018**".
- Step 10. Enter the desired information into the **Total Gross** field. Enter "**-3028.02**".
- Step 11. Enter the desired information into the **Net Pay** field. Enter "**-2128.23**".
- Step 12. Enter the desired information into the **Code** field. Enter "**log**".
- Step 13. Enter the desired information into the **Amount** field. Enter "**-60.00**".
- Step 14. Click the **Add a new row at row 1** button.
- Step 15. Enter the desired information into the **Code** field. Enter "**bsy**".
- Step 16. Enter the desired information into the **Hours** field. Enter "**-160**".
- Step 17. Enter the desired information into the **Amount** field. Enter "**-2968.02**".
- Step 18. Click the **TX CPE One Time Deduction** tab.
- Step 19. Click the **Plan Type** list.
- Step 20. Click the **PERS** list item.
- Step 21. Enter the desired information into the **Benefit Plan** field. Enter "**ersret**".
- Step 22. Click the **Look up Benefit Plan** button.
- Step 23. Click the **ERSRET** link.
- Step 24. Enter the desired information into the **Deduction Code** field. Enter "**ers000**".
- Step 25. Click the **Look up Deduction Class** button.
- Step 26. Click the **Before-Tax** link.
- Step 27. Click the **One-Time Code** list.
- Step 28. Click the **Refund** list item.
- Step 29. Enter the desired information into the **Flat/Addl Amount** field. Enter "**199.85**".

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- Step 30. Click the **Add a new row at row 1** button.
- Step 31. Click the **Plan Type** list.
- Step 32. Click the **Pay Retirement Contribution** list item.
- Step 33. Click the **Look up Benefit Plan** button.
- Step 34. Click the **PRE** link.
- Step 35. Click the **Look up Deduction Code** button.
- Step 36. Click the **PRE** link.
- Step 37. Click the **Look up Deduction Class** button.
- Step 38. Click the **PTax Ben** link.
- Step 39. Click the **One-Time Code** list.
- Step 40. Click the **Refund** list item.
- Step 41. Enter the desired information into the **Flat/Addl Amount** field. Enter "**14.84**".
- Step 42. Click the **Add a new row at row 2** button.
- Step 43. Click the **Plan Type** list.
- Step 44. Click the **General Deduction** list item.
- Step 45. Click the **Look up Deduction Code** button.
- Step 46. Click the scrollbar.
- Step 47. Click the **CUP003** link.
- Step 48. Click the **Look up Deduction Class** button.
- Step 49. Click the **After-Tax** link.
- Step 50. Click the **One-Time Code** list.
- Step 51. Click the **Refund** list item.
- Step 52. Enter the desired information into the **Flat/Addl Amount** field. Enter "**100.00**".
- Step 53. Click the **Add a new row** button.

- Step 54. Click the **Plan Type** list.
- Step 55. Click the **General Deduction** list item.
- Step 56. Click the **Look up Deduction Code** button.
- Step 57. Click the scrollbar.
- Step 58. Click the **ORD001** link.
- Step 59. Click the **Look up Deduction Class** button.
- Step 60. Click the **After-Tax** link.
- Step 61. Click the **One-Time Code** list.
- Step 62. Click the **Refund** list item.
- Step 63. Enter the desired information into the **Flat/Addl Amount** field. Enter "**10.00**".
- Step 64. Click the **TX CPE One Time Taxes** tab.
- Step 65. Click the **Federal** option.
- Step 66. You will only enter the Employee OASDI and FICA Med Tax amounts.
- Step 67. The Employer-Matching tax amounts will be automatically calculated.
- Step 68. Click the **Tax Class** list.
- Step 69. Click the **FICA Med Hospital Ins / EE** list item.
- Step 70. Click the **One-Time Code** list.
- Step 71. Click the **Refund** list item.
- Step 72. Enter the desired information into the **One-Time Tax Amount** field. Enter "**43.91**".
- Step 73. Click the **Add a New Row** button.
- Step 74. Click the **Federal** option.
- Step 75. Click the **Tax Class** list.

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- Step 76. Click the **OASDI/Disability - EE** list item.
- Step 77. Click the **One-Time Code** list.
- Step 78. Click the **Refund** list item.
- Step 79. Enter the desired information into the **One-Time Tax Amount** field. Enter "**187.74**".
- Step 80. Click the **Add a new row** button.
- Step 81. Click the **Federal** option.
- Step 82. Click the **Tax Class** list.
- Step 83. Click the scrollbar.
- Step 84. Click the **Withholding** list item.
- Step 85. Click the **One-Time Code** list.
- Step 86. Click the **Refund** list item.
- Step 87. Enter the desired information into the **One-Time Tax Amount** field. Enter "**358.29**".
- Step 88. Click the **TX CPE Status/Messaging** tab.
- Step 89. Click the **Save** button.

B) CPE Main Load

- Step 90. Click the **Payroll Processing USA** button.
- Step 91. Click the **TX CPE Main Load** link.
- Step 92. Enter the desired information into the **Run Control ID** field. Enter "**cpemain**".
- Step 93. Click the **Add a New Value** button.
- Step 94. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 95. Enter the desired information into the **Pay Group** field. Enter "**mon**".
- Step 96. Enter the desired information into the **Pay Period End** field. Enter "**05312018**".
- Step 97. Click the **Off Cycle** option.

- Step 98. Using the Returned Money filtering option this process will load CPE Return Monies transactions only.
- Step 99. Click the **Returned Money** option.
- Step 100. Click the **Load CIET/CPE to Payroll** option.
- Step 101. Click the **Run** button.
- Step 102. Click the **OK** button.
- Step 103. Click the **Process Monitor** link.
- Step 104. Click the scrollbar.
- Step 105. Click the **Refresh** button.
- Step 106. Click the **TXPYCPE** link.
- Step 107. Click the **TXMAINLD Success** link.
- Step 108. Click the **View Log/Trace** link.
- Step 109. Click the **txmainld_5501857.PDF** link.
- Step 110. Click the **Close Tab** button.
- Step 111. Click the **Close** button.
- Step 112. Click the **Close** button.
- Step 113. Click the **Return** button.

C) Review Payline and Record Page Numbers

- Step 114. Click the **Payroll Processing USA** button.
- Step 115. Click the **Update Paysheets** menu.
- Step 116. Click the **TX Off Cycle Page Range** menu.
- Step 117. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 118. Enter the desired information into the **Pay Group** field. Enter "**mon**".

Step 119. Enter the desired information into the **Pay Period End Date** field. Enter "**05/31/2018**".

Step 120. Click the **Search** button.

Step 121. Note the ending page number.

This will assist you in grouping the pages to be included in Calculate/Confirm Payroll and Creating the PAY Document.

D) Calculate Payroll (PSPPYRUN-single calc)

Step 122. Click the **Payroll Processing USA** button.

Step 123. Click the **Produce Payroll** menu.

Step 124. Click the **Calculate Payroll** menu.

Step 125. Enter the desired information into the **Run Control ID** field. Enter "**CALCPAYROLL**".

Step 126. Click the **Search** button.

Step 127. Click the **CALCPAYROLL** link.

Step 128. Enter the desired information into the **Company** field. Enter "**T52**".

Step 129. Enter the desired information into the **Pay Group** field. Enter "**mon**".

Step 130. Enter the desired information into the **Pay End Date** field. Enter "**05/31/2018**".

Step 131. You will enter the Page Number from the Off Cycle Page.

Step 132. Enter the desired information into the **Process Page** field. Enter "**1**".

Step 133. Enter the desired information into the **Thru** field. Enter "**1**".

Step 134. You are able to run as a Preliminary or Final Calculation. In this example, you will run as a **Final** Calculation.

Step 135. Click the **Preliminary Calculation Run** option.

Step 136. Click the **Run** button.

Step 137. 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.

Step 138. Click the **Calculate Pay** option.

Step 139. Click the **OK** button.

Step 140. Click the **Process Monitor** link.

Step 141. Click the scrollbar.

Step 142. Click the **Refresh** button.

Step 143. Click the **Details** link.

Step 144. Click the **View Log/Trace** link.

Step 145. Click the **CBL_PSPPYRUN_5501874.log** link.

Step 146. Click the **Close Tab** button.

Step 147. Click the **Close** button.

Step 148. Click the **Close** button.

E) Create PAY Document for SPRS

Step 149. Click the **Payroll for North America** button.

Step 150. Click the **Payroll Distribution** menu.

Step 151. Click the **Payroll Distribution** menu.

Step 152. Enter the desired information into the **Company** field. Enter "**t52**".

Step 153. Enter the desired information into the **Pay Group** field. Enter "**mon**".

Step 154. Enter the desired information into the **Pay Period End Date** field. Enter "**05/31/2018**".

Step 155. Click the **Add** button.

Step 156. Click the **Batch Type** list.

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- Step 157. Click the **PAY** list item.
- Step 158. Enter the desired information into the **Batch Name** field. Enter "**RET MONIES**".
- Step 159. Change the Payment Date as appropriate.
- Step 160. Click the **Release for SPRS Processing** option.
- Step 161. Click the **Save** button.

F) Review Paychecks (check to ensure taxes for EE/ER OASDI/Med match)

- Step 162. Click the **Payroll for North America** button.
- Step 163. Click the **Payroll Processing USA** menu.
- Step 164. Click the **Produce Payroll** menu.
- Step 165. Click the **Review Paycheck** menu.
- Step 166. Click the **Off Cycle ?** option.
- Step 167. Enter the desired information into the **Empl ID** field. Enter "**0000000280**".
- Step 168. Click the scrollbar.
- Step 169. Click the **Search** button.
- Step 170. Click the **Paycheck Taxes** tab.
- Step 171. Click the scrollbar.
- Step 172. Click the scrollbar.
- Step 173. The MED/EE and MED/ER match, as do the OASDI/EE and OASDI/ER.
- Step 174. Congratulations! You have successfully completed this lesson.
- Step 175. **End of Procedure.**

Section 5 - Quarter End Reporting

Section 5 - Period End Reporting

S5_L1 - Quarterly Tax Reporting

Section 5 - Lesson 1 - Quarterly Tax Reporting

Creating a Quarterly 941 Report

Section 5 - Lesson 1 Exercises - Scenario 1: Creating a Quarterly 941 Report

Procedure

In this scenario, you will learn how to create a 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 1. Click the **TX 941 Quarterly Fed Tax** menu.
- Step 2. Click the **Add a New Value** tab.
- Step 3. Enter the desired information into the **Run Control ID** field. Enter "**941**".
- Step 4. Click the **Add** button.
- Step 5. Enter the desired information into the **Company** field. Enter "**t52**".
- Step 6. Enter the desired information into the **Balances for Year** field. Enter "**2018**".
- Step 7. Enter the desired information into the **Balances for Quarter** field. Enter "**1**".
- Step 8. Click the **Run** button.
- Step 9. Click the **OK** button.
- Step 10. Click the **Process Monitor** link.
- Step 11. Click the scrollbar.
- Step 12. Click the **Refresh** button.

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- Step 13. Click the **Details** link.
- Step 14. Click the **View Log/Trace** link.
- Step 15. Click the **txtax941_5503010_1.PDF** link.
- Step 16. Click the **Close Tab** button.
- Step 17. Click the **Close** button.
- Step 18. Click the **Close** button.
- Step 19. Congratulations! You have successfully completed this lesson.
- Step 20. **End of Procedure.**

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.
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.
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

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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/TXPyrl 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.