



EUT Course 160 –  
Payroll

PeopleSoft Version 9.2  
Version 2a – May 2015



## Table of Contents

<b>160 Payroll - PY .....</b>	<b>1</b>
Section 2 - Managing Employee Pay Data .....	1
S2_L1 - Employee Direct Deposit .....	1
Update Employee Direct Deposit .....	1
S2_L2 - Employee Tax Information .....	4
Update Employee W-4 Information .....	4
W-4 Lock Notice.....	5
S2_L3 - Employee Voluntary Deductions .....	7
Enter an Employee Voluntary Deduction (College Savings) .....	7
Enter an Employee On-line Charity Deduction .....	9
S2_L4 - Employee Garnishments .....	11
Set-up Garnishment Vendor .....	11
Create Employee Garnishment Specs .....	13
Enter Employee Garnishment Deduction.....	17
Section 4 - On/Off Cycle Payroll Processing Checklists .....	19
S4_L1 - Validating Pay Calendar .....	19
Step 1. Validating Pay Calendar .....	19
S4_L2 - Managing Pay Sheets .....	20
Step 2. Running Query for Unconfirmed Paylines .....	20
Step 3. Load Time and Labor .....	22
Step 4. Review Payroll Error Messages .....	25
Step 5. Running TX Paysheet Manager .....	27
Step 6. Running Pre-Calculation Audit Report .....	29
Step 7. Calculate Payroll - Preliminary .....	32
Step 8. Review Payroll Error Messages after Pre Calc .....	37
Step 9. Running Query TX_PY_TIE_EARNS_TO_PYBL_TIME.....	39
Step 10. CPE - One Time Merit .....	40
Step 10. CPE - Base Salary Payment .....	42
Step 10. CPE Main Load.....	43
Step 11. Calculation Payroll - Preliminary.....	45
Step 12. Review Payroll Error Messages .....	50
Step 13. Running Deductions Not Taken Report .....	51
Step 14. Running TX Payroll CY Audit Report.....	53
Step 15. Running TX Taxable Gross Audit Report.....	55
Step 16. Running Query TX_PY_ZERO_CHECK_WITH_EARNS.....	56
Step 17. Running Query TX_PY_CHILD_SUPP_LUMP_BONUS.....	58
Step 18. Running Query TX_PY_DED_SUBSET_DIFF_FROM_PM .....	59
Step 19. Running Query TX_PY_STATE_NOTTX_CALC.....	60
Step 20. Running Query TX_PY_PAY_OK_TO_PAY_OFF_CPE .....	61
S4_L3 - Payroll Calculation Final .....	62
Step 21. Payroll Calculation - Final .....	63
Step 22. Review Payroll Error Messages .....	67
Step 23. Running Query TX_PY_DED_SUBSET_DIFF_FROM_PM .....	68
Step 24. Running TX Pre-Distribution Audit Report (PDAR).....	69
S4_L4 - Payroll Confirmation .....	71
Step 25. Payroll Confirmation.....	71
Step 26. Review Payroll Error Messages .....	73
S4_L5 - Actuals Distribution .....	74
Step 27. Running TX Distribute Actuals Process.....	74
Step 28. Review Payroll Error Messages .....	75
Step 29. Running Payroll Summary Report .....	76
Step 30. Running Payroll Register Report .....	78
Step 31. Running TX Pyrl Actuals Fund Summary Report.....	80
Step 32. Running TX Pyrl Actuals Class Summary Report .....	81



Step 33. Running TX Pyrl Actuals by Approp/PCA.....	83
S4_L6 - Payroll Processing - SPRS Pay Processing Out.....	84
Step 34. TX Create Document.....	84
Step 35. Send Payroll to TX SPRS Pay Outbound.....	86
Step 36. Running TX SPRS Audit Report.....	87
S4_L7 - Payroll Processing - SPRS Pay Processing In.....	89
Step 38. TX Document History.....	89
S4_L8 - Viewing Paychecks.....	90
Viewing Paychecks.....	90
S4_L9 - Off-Cycle Transactions.....	91
Reversal Check Transaction.....	91
Replacement Check Transaction.....	102
Returned Monies Transaction.....	108
Section 5 - Period End Reporting.....	123
S5_L1 - Quarterly Tax Reporting.....	123
Running Quarterly 941 Report.....	123
S5_L2 - Employee Balance Adjustments.....	125
Earnings Balance Adjustments.....	125
S5_L3 - Pay Calendars.....	127
Creating Pay Calendars.....	127
S5_L4 - Pay Run IDs.....	128
Creating Pay Run IDs.....	128
S5_L5 - Attach Pay Run ID to a Pay Calendar.....	130
Attaching a Pay Run ID to a Pay Calendar.....	130
Section 6 - Additional Information.....	132
S6_L1 - Additional Information.....	132
Running a PreSheet Audit Report.....	132
Running TX Vendor Remittance Report.....	133
TX Manager Payroll Notification.....	136
TX Warrant Register.....	137
<b>Glossary.....</b>	<b>140</b>

## 160 Payroll - PY

### Section 2 - Managing Employee Pay Data

#### Section 2 - Managing Employee Pay Data

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

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

#### S2\_L1 - Employee Direct Deposit

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

Update Employee Direct Deposit

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

##### Procedure

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

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

Step	Action
1.	<b>Note:</b> The PeopleSoft Dashboard (home page) that you see here is for training purposes only and may display more functionality (menus) than you will see in your environment.  The view of your home page will vary according to your role.
2.	Click the <b>Payroll for North America</b> link.
3.	Click the <b>Employee Pay Data USA</b> link.

Step	Action
4.	Click the <b>Request Direct Deposit</b> link.
5.	Enter the desired information into the <b>Empl ID</b> field. Enter "0000000015".
6.	Click the <b>Search</b> button.
7.	This employee does not have any existing Direct Deposit information in the system.
8.	The <b>Effective Date</b> field will default to the current system date (today's date). You can change this date, if necessary, to show the effective date of the information you are entering.
9.	<p>In this lesson, we want the Direct Deposit information to be effective on April 1, 2015.</p> <p>Enter the desired information into the <b>Effective Date</b> field. Enter "04012015".</p>
10.	Click the <b>Status</b> list.
11.	The <b>Status</b> field is used to indicate that the DD information will be Active (or operational).
12.	Click the <b>Active</b> list item.
13.	<p>DO NOT USE <b>Suppress DDP</b> Advice Print.</p> <p>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.</p>
14.	<p>DO NOT USE <b>Add New Bank</b>.</p> <p>If you are using the <b>Bank ID</b> lookup feature, and your bank is not in the system, you must notify CPA. The Production Support Team will add your bank to the system.</p>
15.	Click the <b>Look up Bank ID (Alt+5)</b> button.
16.	<p>The employee wants to receive Direct Deposit at the Federal Reserve Bank in Atlanta, GA.</p> <p>Click the <b>FEDERAL RESERVE BANK</b> link.</p>

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## EUT Course 160 – Payroll

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

## S2\_L2 - Employee Tax Information

### Section 2 - Lesson 2 - Employee Tax Information

#### Update Employee W-4 Information

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

#### Procedure

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

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

Step	Action
1.	<p><b>Note:</b> The PeopleSoft Dashboard (home page) that you see here is for training purposes only and may display more functionality (menus) than you will see in your environment.</p> <p>The view of your home page will vary according to your role.</p>
2.	Click the <b>Payroll for North America</b> link.
3.	Click the <b>Employee Pay Data USA</b> link.
4.	Click the <b>Tax Information</b> link.
5.	Click the <b>Update Employee Tax Data</b> link.
6.	<p>The system opens the <b>Update Employee Tax Data</b> page.</p> <p>Use this page to enter Search Criteria to locate the appropriate employee record.</p> <p>Enter "<b>0000000058</b>" into the <b>Empl ID</b> field.</p>
7.	Click the <b>Search</b> button.
8.	In order to update Federal Tax Data (W-4) information, you will use the <b>Federal Tax Data</b> tab.

Step	Action
9.	The system will automatically default <b>Tax Marital Status</b> to <b>Single</b> , and <b>Withholding Allowances</b> to <b>0</b> (zero).  If the W4 has different values, then the <b>Federal Withholding Elements</b> section would be updated to reflect those correct values.
10.	To update Tax Data information, add a new row of data.  Click the <b>Add a new row</b> button.
11.	The system will populate <b>Effective Date</b> with the current system date (today's date). You should change this date to show when this new W-4 information will take effect.  Enter " <b>10142014</b> " into the <b>Effective Date</b> field.
12.	The employee's W4 indicates a <b>Tax Marital Status</b> of <b>Single</b> , and a <b>Withholding Allowance</b> of <b>2</b> .  Enter " <b>2</b> " into the <b>Withholding Allowances</b> field.
13.	If an employee wants to have an <b>Additional Amount</b> or <b>Additional Percentage</b> taken for Federal Withholding, then enter those values in the appropriate fields.
14.	Click the <b>Save</b> button.
15.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### W-4 Lock Notice

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

#### Procedure

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

Step	Action
1.	<p><b>Note:</b> The PeopleSoft Dashboard (home page) that you see here is for training purposes only and may display more functionality (menus) than you will see in your environment.</p> <p>The view of your home page will vary according to your role.</p>
2.	Click the <b>Payroll for North America</b> link.
3.	Click the <b>Employee Pay Data USA</b> link.
4.	Click the <b>Tax Information</b> link.
5.	Click the <b>Update Employee Tax Data</b> link.
6.	Enter "0000000043" into the <b>Empl ID</b> field.
7.	Click the <b>Search</b> button.
8.	<p>Click the second entry for this employee, because he works in <b>Company T52</b>.</p> <p>Click the <b>0000000043</b> link.</p>
9.	To change Federal Tax Data (W-4) information, use the <b>Federal Tax Data</b> tab.
10.	<p>To update Federal Tax Data information, add a new row of data.</p> <p>Click the <b>Add a new row</b> button.</p>
11.	<p>The system will populate <b>Effective Date</b> with the current system date (today's date). You will change this date to show when the IRS Lock Notice information will take effect.</p> <p>Enter the desired information into the <b>Effective Date</b> field. Enter "10152014".</p>
12.	In the <b>Lock-in Letter Details</b> section, click the <b>Expand arrow</b> .
13.	Click the <b>Letter Received</b> option.

## EUT Course 160 – Payroll

Step	Action
14.	If the value you enter in <b>Limit On Allowances</b> is smaller than what is currently in the <b>Withholding Allowances</b> field, the system will automatically change that field to match your new limit value.  Enter "5" into the <b>Limit On Allowances</b> field.
15.	Click the <b>Save</b> button.
16.	The system will generate a message. Click <b>OK</b> to acknowledge this message.  Click the <b>OK</b> button.
17.	The system generates a second message. Click <b>OK</b> to acknowledge this message.  Click the <b>OK</b> button.
18.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### S2\_L3 - Employee Voluntary Deductions

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

Enter an Employee Voluntary Deduction (College Savings)

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

#### Procedure

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Employee Pay Data USA</b> link.

Step	Action
3.	Click the <b>Create General Deductions</b> link.
4.	Enter "0000000023" into the <b>Empl ID</b> field.
5.	Click the <b>Search</b> button.
6.	If this deduction does not already exist, then you will <b>Add a new row</b> in the General Deduction section.
7.	<p>Please note that the employee might have had this deduction before, but it has now ended.</p> <p><b>If this deduction already exists</b> in the system, then you will <b>Add a new row</b> in the Deduction Details section.</p>
8.	<p>In this example, the deduction does not exist in the system yet.</p> <p>Click the <b>Add a new row</b> button.</p>
9.	<p>In the <b>Deduction Code</b> field, enter the appropriate code for this deduction.</p> <p>Click the <b>Look up Deduction Code</b> button.</p>
10.	Click the <b>Vertical Scrollbar</b> to scroll down this list.
11.	Click the <b>TEXAS TUITION PROMISE FUND</b> link.
12.	<p>The system will populate the <b>Effective Date</b> field the current system date (today's date). Enter the date on which the deductions will be effective.</p> <p>Enter "10152014" into the <b>Effective Date</b> field.</p>
13.	If this is a deduction for a limited time, then enter a value into the <b>Deduction End Date</b> field.
14.	<p>The <b>Calculation Routine</b> value determines how the system calculates the deduction for this employee.</p> <p>Click the <b>Calculation Routine</b> list.</p>

## EUT Course 160 – Payroll

Step	Action
15.	Click the <b>Flat Amount</b> list item.
16.	Enter " <b>50.00</b> " into the <b>Flat/Addl Amount</b> field.
17.	If the employee wants to use a goal amount, enter that value in the <b>Goal Amount</b> field. Deductions will cease when the <b>Goal Amount</b> is reached.
18.	After every payroll, the system will update the <b>Current Goal Balance</b> field with the total-to-date deductions toward the Goal Amount.
19.	Enter " <b>123456</b> " into the <b>Pre Paid Tuition Contract Number</b> field.
20.	Click the <b>Save</b> button.
21.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Enter an Employee On-line Charity Deduction

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

##### Procedure

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

Step	Action
1.	In this lesson, you will start on the <b>Create General Deductions</b> page. You can see the menu path in the breadcrumbs at the top of the screen.
2.	Enter " <b>0000000204</b> " into the <b>Empl ID</b> field.
3.	Click the <b>Search</b> button.
4.	If the deduction doesn't already exist, you will <b>Add a new row</b> in the <b>General Deduction</b> section.

Step	Action
5.	<p><b>If the deduction already exists</b>, then review the information under the <b>Deduction Details</b> section.</p> <p>If the deduction has ended, you will <b>Add a new row</b> in this section (the <b>Deduction Details</b> section), instead of in the General Deduction section above.</p>
6.	Click the <b>Add a new row</b> button.
7.	Click the <b>Look up Deduction Code</b> button.
8.	Click the <b>CCD008</b> link.
9.	Enter " <b>04152015</b> " into the <b>Effective Date</b> field.
10.	Click the <b>Calculation Routine</b> list.
11.	Click the <b>Flat Amount</b> list item.
12.	Click in the <b>Deduction End Date</b> field.
13.	<p>The system auto-inserts a Deduction End Date for Charity deductions during open enrollment.</p> <p>Through ESS, an employee can change the amount of this deduction, or can stop this deduction, even outside the open enrollment period.</p> <p>You can add a Charity deduction <b>only during Open Enrollment</b>.</p>
14.	Enter " <b>11302015</b> " into the <b>Deduction End Date</b> field.
15.	Enter " <b>75.00</b> " into the <b>Flat/Addl Amount</b> field.
16.	Click the <b>Save</b> button.
17.	<p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

## S2\_L4 - Employee Garnishments

### Section 2 - Lesson 4 - Employee Garnishments

Set-up Garnishment Vendor

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

#### Procedure

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

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

Step	Action
1.	Start by going to the <b>Garnishment Payee Table</b> to add this payee to the system.  <b>NOTE: You must have already created the Vendor ID in TINS.</b>  Click the <b>Set Up HRMS</b> link.
2.	Click the <b>Product Related</b> link.
3.	Click the <b>Payroll for North America</b> link.
4.	Click the <b>Garnishments</b> link.
5.	Click the <b>Payee Table</b> link.
6.	Click the <b>Add a New Value</b> tab.
7.	Click the <b>Look up Set ID</b> button.
8.	Click the <b>TX052</b> link.
9.	Enter " <b>C01FLOW-FR</b> " into the <b>Vendor ID</b> field.

Step	Action
10.	Click the <b>Add</b> button.
11.	Enter " <b>Fresh Flowers</b> " into the <b>Name 1</b> field.
12.	Enter the <b>TINS Number</b> into the <b>Name 2</b> field.  This number is 14 characters long.  Enter " <b>0000000099999</b> " into the <b>Name 2</b> field.
13.	Enter " <b>FRESHFLO</b> " into the <b>ShortName</b> field.
14.	Click the <b>Addresses</b> tab.
15.	Click the <b>Edit Address</b> button.
16.	Enter " <b>12345 Fresh Flower St</b> " into the <b>Address 1</b> field.
17.	Enter " <b>Temple</b> " into the <b>City</b> field.
18.	Click the <b>Look up State</b> button.
19.	Click the <b>Vertical Scrollbar</b> to scroll down this list.
20.	Click the <b>Texas</b> link.
21.	Enter " <b>76502</b> " into the <b>Postal</b> field.
22.	Click the <b>Look up County</b> button.
23.	Temple, TX is in Bell County.  Click the <b>TX-BELL</b> link.

## EUT Course 160 – Payroll

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

### Create Employee Garnishment Specs

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

##### Procedure

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Employee Pay Data USA</b> link.
3.	Click the <b>Deductions</b> link.
4.	Click the <b>Create Garnishments</b> link.
5.	Enter the desired information into the <b>Empl ID</b> field. Enter "0000000060".
6.	Click the <b>Search</b> button.
7.	The <b>Garnishment Spec Data 1</b> is where a Garnishment is defined.
8.	Enter the desired information into the <b>Garnishment ID</b> field. Enter "CHI001".
9.	The system sets the Status to <b>Received</b> . This value will change to <b>Completed</b> once the garnishment has been satisfied.

Step	Action
10.	<p>Use the fields in the <b>Received On</b> area to enter the date and time that you received the garnishment for support orders from the court or authorized agency.</p> <p>Enter the desired information into the <b>Date</b> field. Enter "<b>11012014</b>".</p>
11.	<p>Enter the desired information into the <b>Hours</b> field. Enter "<b>12</b>".</p>
12.	<p>Enter the desired information into the <b>Minutes</b> field. Enter "<b>15</b>".</p>
13.	<p>Use the fields in the <b>Respond by</b> area to enter the date and time by which you must tell the court or authorized agency whether you can comply with the garnishment order.</p> <p>For an example, if an employee is no longer employed, you cannot garnish wages.</p>
14.	<p>Enter the desired information into the <b>Date</b> field. Enter "<b>11/01/2014</b>".</p>
15.	<p>Enter the desired information into the <b>Hours</b> field. Enter "<b>12</b>".</p>
16.	<p>Enter the desired information into the <b>Minutes</b> field. Enter "<b>15</b>".</p>
17.	<p>Click the <b>Garnishment Type</b> list.</p>
18.	<p>Click the <b>Child Support</b> list item.</p>
19.	<p>You must indicate if this is a <b>Current</b> or <b>Arrears</b> Support Type.</p>
20.	<p>The <b>Case Number</b> field is Required. If there is no Case Number enter the Cause Number here.</p> <p>Enter the desired information into the <b>Case Number</b> field. Enter "<b>123456789</b>".</p>
21.	<p>The <b>Cause Number</b> should be entered if it is provided on the Court Order.</p> <p>If there is a <b>Cause Number</b> but no <b>Case Number</b>, then enter the Cause Number in the <b>Case Number</b> field. The <b>Case Number</b> field is a required entry.</p>
22.	<p>Enter the desired information into the <b>Court Name</b> field. Enter "<b>TX Court</b>".</p>

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## *EUT Course 160 – Payroll*

Step	Action
23.	The <b>Garnishment Spec Data 2</b> page enables you to enter information regarding the payee.
24.	Click the <b>Garnishment Spec Data 2</b> tab.
25.	Click the <b>Look up Set ID (Alt+5)</b> button.
26.	Click the <b>TX052</b> link.
27.	Click the <b>Look up Vendor ID (Alt+5)</b> button.
28.	Click the <b>TSTVENDOR2</b> link.
29.	Click the <b>Look up Location (Alt+5)</b> button.
30.	Click the <b>AUSTIN</b> link.
31.	Click the <b>Look up Remit Address (Alt+5)</b> button.
32.	Click the <b>1</b> link.
33.	Enter the desired information into the <b>Payee Name</b> field. Enter " <b>Ms. V</b> ".
34.	The <b>Garnishment Spec Data 3</b> page enables you to define deduction information when deducting from all payrolls.
35.	Click the <b>Garnishment Spec Data 3</b> tab.
36.	Enter the desired information into the <b>Start Date</b> field. Enter " <b>12012014</b> ".
37.	Enter the desired information into the <b>Garnishment</b> field. Enter " <b>500.00</b> ".
38.	The <b>Garnishment Spec Data 4</b> page enables you to set up deduction calculation defaults and processing fee defaults.

Step	Action
39.	Click the <b>Garnishment Spec Data 4</b> tab.
40.	Click the <b>Deduction Calculation Routine</b> list.
41.	Click the <b>% DE + Amount</b> list item.
42.	Enter the desired information into the <b>Flat Amount</b> field. Enter " <b>500</b> ".
43.	The <b>Frequency</b> should always be <b>Monthly</b> .
44.	Use the fields in the <b>Processing Fees</b> area to establish flat amount or percentage based fees that are deducted to pay administrative fees to your company and to the payee, if applicable.
45.	Click the <b>Show following tabs</b> button.
46.	The <b>Garnishment Spec Data 5</b> page enables you to select a Pay Schedule Frequency.
47.	Click the <b>Garnishment Spec Data 5</b> tab.
48.	Click the <b>Look up Pay Frequency (Alt+5)</b> button.
49.	Click the <b>M</b> link.
50.	The <b>Garnishment Spec Data 6</b> page enables you to indicate which garnishment rule governs each garnishment.
51.	Click the <b>Garnishment Spec Data 6</b> tab.
52.	Use the <b>Law Source</b> field to select the jurisdictional entity (garnish law source) for the garnishment rule that you are applying.
53.	Click the <b>Look up Law Source (Alt+5)</b> button.
54.	Click the <b>Vertical Scroll bar</b> .
55.	Click the <b>TX</b> link.
56.	The <b>Rule ID</b> specifies the rules that are associated to the garnishment type.

## *EUT Course 160 – Payroll*

Step	Action
57.	Click the <b>Look up Rule ID (Alt+5)</b> button.
58.	Click the <b>CHILD SUP</b> link.
59.	The Deductions Allowed in DE Calculation are populated from the DE Definition the first time the garnishment is calculated/withheld. There is no manual entry.  There is also no entry required in Garnishment Spec 7.
60.	Click the <b>Scroll bar</b> .
61.	Click the <b>Save</b> button.
62.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Enter Employee Garnishment Deduction

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

#### **Procedure**

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

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Employee Pay Data USA</b> link.

Step	Action
3.	Click the <b>Create General Deductions</b> link.
4.	Enter the desired information into the <b>Empl ID</b> field. Enter "000000060".
5.	Click the <b>Search</b> button.
6.	Enter the desired information into the <b>Deduction Code</b> field. Enter "gar".
7.	Click the <b>Look up Deduction Code</b> button.
8.	The system finds the GARNISH (Garnishments) Deduction Code.  Click the <b>GARNISH</b> link.
9.	Change the <b>Effective Date</b> to the date on which the garnishment deduction must go into effect.  Enter "10152014" into the <b>Effective Date</b> field.
10.	Because this is a Garnishment, the system automatically populates the <b>Calculation Routine</b> field with "Default to Deduction Table" and makes this field non-editable.
11.	Click the <b>Save</b> button.
12.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## *EUT Course 160 – Payroll*

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

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

#### S4\_L1 - Validating Pay Calendar

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

#### Step 1. Validating Pay Calendar

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

#### Procedure

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Create and Load Paysheets</b> link.
4.	Click the <b>Review Pay Calendars</b> link.
5.	Payroll processing for a <b>Company</b> (Agency) uses <b>Pay Group</b> , <b>Pay Period End Date</b> , <b>Pay Run ID</b> , and <b>Pay Calendar</b> values, all of which have been created for each pay period.  The calendars are set up by CPA for the year.  The agencies are responsible for, and should update, the <b>Payroll HR Due Dates</b> .
6.	Click the <b>Look up Company</b> button.
7.	Click the <b>T52</b> link.
8.	Click the <b>Look up Pay Group</b> button.

Step	Action
9.	Click the <b>MON</b> link.
10.	Click in the <b>Pay Period End Date</b> field.
11.	Enter " <b>11/30/2014</b> " into the <b>Pay Period End Date</b> field.
12.	Click the <b>Look up Pay Run ID</b> button.
13.	Click the <b>Vertical Scrollbar</b> to scroll down the list.
14.	Click the <b>T52M1114</b> link.
15.	Click the <b>Search</b> button.
16.	<p>The <b>Review Pay Calendars</b> page has three tabs. The information on the <b>Pay Calendar Table</b> and the <b>TX Pay Calendar</b> tabs should be checked for accuracy.</p> <p>Check the <b>Pay Period End Date</b>, <b>Pay Period Begin Date</b>, and <b>Pay Period Close Date</b> fields; the <b>Pay Run ID</b>; and the <b>Paycheck Issue Date</b>.</p> <p>CPA creates the Pay Calendars for the year, except for special year-end exceptions.</p>
17.	Click the <b>TX Pay Calendar</b> tab.
18.	<p>Check the <b>Payroll HR Due Date</b> and make sure that the date is accurate for this payroll.</p> <p>Agencies are responsible for entering the <b>Payroll HR Due Date</b> for each pay period. This information should be entered as early in the year as possible.</p>
19.	<p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

## S4\_L2 - Managing Pay Sheets

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

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

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

#### Procedure

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

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

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

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

Step	Action
1.	Click the <b>Reporting Tools</b> link.
2.	Query Viewer allows a user to run and view existing queries. Click the <b>Query Viewer</b> link.
3.	This query begins with "TX_PY_UNCONF." Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_unconf</b> ".
4.	If you do not know the specific name for a query, you can type the first few characters and click search. Generally, most Payroll queries will begin with <b>TX_PY</b> .
5.	Click the <b>Search</b> button.
6.	<b>Run to HTML</b> will return the results of the query into a browser window.
7.	<b>Run to Excel</b> will return the results of the query into an Excel spreadsheet; you then have options to format the data, edit the data, save the file, and print the file.
8.	Click the <b>HTML</b> link.
9.	The system opens a new tab (or a new window, depending on your browser settings) for you to enter the parameters of your query. Most queries require parameters. Click the <b>Look up Company (Alt+5)</b> button.

Step	Action
10.	Click the <b>T52</b> link.
11.	Click the <b>Look up Pay Group (Alt+5)</b> button.
12.	Click the <b>MON</b> link.
13.	Click the <b>View Results</b> button.
14.	The system tells you that there are no unconfirmed paylines.  This is a clean query, and you can proceed with On-cycle Payroll processing.
15.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Step 3. Load Time and Labor

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

##### **Procedure**

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Load Time and Labor</b> link.
4.	If you have run this process (Load Time and Labor) before, then find your existing Run Control ID by entering it and clicking on the <b>Search</b> button.  On the other hand, if this is the first time that you have ever run this process, you must <b>Add a New Value</b> .

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
5.	Click the <b>Add a New Value</b> tab.
6.	Remember, you only have to add a new value once. After that, you can reuse this same Run Control ID again and again, even if you change the parameters throughout the year.  Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>loadtimeandlabor</b> ".
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
9.	Click the <b>Vertical Scrollbar</b> .
10.	Click the <b>T52M1114</b> link.
11.	Click in the <b>Description</b> field.
12.	Enter the desired information into the <b>Description</b> field. Enter " <b>November On-Cycle</b> ".
13.	Click the <b>On or Off-Cycle</b> list.
14.	Click the <b>On-Cycle Checks</b> list item.
15.	Click the <b>Processing Option</b> list.
16.	Click the <b>Load All Time</b> list item.
17.	The <b>OK to Pay</b> option should already be checked. If not, click in the checkbox to select it.
18.	Click the <b>Run</b> button.

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

Step	Action
30.	Click the <b>txfrzpyt_5493140.out</b> link.
31.	The output report opens in a new tab (or new window, depending on your settings).  This report shows time that will not be processed in payroll. This information should be reviewed with a Time and Labor Super User.  Click the <b>Close Tab</b> button.
32.	Click the <b>Return</b> button.
33.	Click the <b>OK</b> button.
34.	Click the <b>5493141 - PSPLDTL1 Success</b> link.
35.	Click the <b>View Log/Trace</b> link.
36.	Click the <b>CBL_PSPLDTL1_5493141.log</b> link.
37.	Load Time & Labor may have exceptions.  These exceptions should be reviewed with a Time and Labor Super User.  Click the <b>Close Tab</b> button.
38.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 4. Review Payroll Error Messages

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

#### **Procedure**

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

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

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

## *EUT Course 160 – Payroll*

Step	Action
17.	Click the <b>10/31/2014</b> link.
18.	There are 21 messages. Click the <b>View All</b> link.
19.	Click the <b>Vertical Scrollbar</b> .
20.	Click the <b>Return to Search</b> button.
21.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Step 5. Running TX Paysheet Manager

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

#### **Procedure**

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

TX Paysheet Manager is a custom process.

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Update Paysheets</b> link.
4.	Click the <b>TX PaySheet Manager</b> link.
5.	Click the <b>Add a New Value</b> tab.

Step	Action
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>paysheetmgr</b> ".
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Company (Alt+5)</b> button.
9.	Click the <b>T52</b> link.
10.	Click the <b>Look up Pay Group (Alt+5)</b> button.
11.	Click the <b>MON</b> link.
12.	Click the <b>Look up Pay Period End (Alt+5)</b> button.
13.	Click the <b>11/30/2014</b> link.
14.	You must de-select the <b>Off Cycle</b> checkbox.  Click the <b>Off Cycle ?</b> option.
15.	You must select the <b>Update PaySheets</b> option.  Click the <b>Update PaySheets?</b> option.
16.	Click the <b>Run</b> button.
17.	Use the Process Scheduler Request page to enter or update parameters, such as report output type and format.  For this report, no information needs to be updated. <b>Just ensure that the Pay Sheet Manager select box is checked.</b>
18.	Click the <b>OK</b> button.

## EUT Course 160 – Payroll

Step	Action
19.	Click the <b>Process Monitor</b> link.
20.	Click the <b>Refresh</b> button.
21.	Click the <b>Details</b> link.
22.	Click the <b>View Log/Trace</b> link.
23.	Your report will be a PDF, so look for the PDF file in the File List.  Click the <b>txpaymgr_5493144.PDF</b> link.
24.	Click the <b>Down Arrow</b> object.
25.	Click the <b>Close Tab (Ctrl+W)</b> button.
26.	Click the <b>Return</b> link.
27.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Step 6. Running Pre-Calculation Audit Report

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

##### **Procedure**

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

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

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

Step	Action
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Produce Payroll</b> link.
4.	Click the <b>Pre-Calculation Audit Report</b> link.
5.	Click the <b>Add a New Value</b> tab.
6.	<p>Run Control IDs are used to run system processes.</p> <p>A Run Control ID is an identifier that, along with your User ID, uniquely identifies the process you are running. The Run Control ID provides information used when the process is run.</p>
7.	A Run Control ID cannot contain spaces. Use letters or numbers up to 30 characters long. Special characters are not allowed except for the underscore.
8.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>precalcaudit</b> ".
9.	Click the <b>Add</b> button.
10.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
11.	Click the <b>Vertical Scroll bar</b> .
12.	Click the <b>T52M1114</b> link.
13.	Click the <b>Run</b> button.
14.	<p>Use the Process Scheduler Request page to enter or update parameters, such as report output type and format.</p> <p>For this report, no information needs to be updated. <b>Just be sure that the Pre-Calculation Audit select box is checked.</b></p>
15.	The Description field helps to uniquely identify a process.
16.	The Process Name field displays the name of the process as it appears in the technical definition

Step	Action
17.	Use the Format field to define the output format for the report. The values are dependent on the process type that is selected.  In this example, the default value is PDF. Leave the default settings in most cases.
18.	Click the <b>OK</b> button.
19.	The report is now running. Notice a <b>Process Instance number</b> displays. This number identifies the process you have just run; you can check its status using Process Monitor.
20.	Click the <b>Process Monitor</b> link.
21.	The Process Instance number displays. It helps identify this report or process from others in the list.
22.	The current Run Status of this process displays as Queued.  The process will be finished when the <b>Run Status</b> is <b>Success</b> , and the <b>Distribution Status</b> is <b>Posted</b> .
23.	The Refresh button updates the Run Status and Distribution Statuses. The Run and Distribution statuses that indicates that the process is finished is Success and Posted.  Click the <b>Refresh</b> button.
24.	Click the <b>Details</b> link.
25.	Click the <b>View Log/Trace</b> link.
26.	Click the <b>pay035_5493145.PDF</b> link.
27.	Review the report results and take action if applicable. Click the <b>Close Tab (Ctrl+W)</b> button.
28.	Click the <b>Return</b> button.
29.	Click the <b>OK</b> button.
30.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 7. Calculate Payroll - Preliminary

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

#### Procedure

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Produce Payroll</b> link.
4.	Click the <b>Calculate Payroll</b> link.
5.	Click the <b>Add a New Value</b> tab.
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter "Calc".
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link.
11.	<p><b>Note:</b> the system will auto-default the Preliminary Calculation Run option as checked.</p> <p>This box should remain checked for all preliminary calculations, no matter how many times you run it.</p>

# CAPPS HR/PAYROLL

## EUT Course 160 – Payroll

Step	Action
12.	Click the <b>On or Off-Cycle</b> list.
13.	Click the <b>On-Cycle Checks</b> list item.
14.	Click the <b>Run</b> button.
15.	For most calculations, you will use the <b>ERP Payroll Calculation</b> option. <b>Note:</b> You will <i>not</i> use this option for Off-Cycle Returned Monies transactions. Click the <b>ERP Payroll Calculation</b> option.
16.	Click the <b>Vertical scroll bar</b> .
17.	Click the <b>OK</b> button.
18.	Click the <b>Process Monitor</b> link.
19.	Click the <b>Refresh</b> button.
20.	<b>Note:</b> This custom precalc process is a collection of seven (7) processes. Each of the 7 processes must complete (each must run to success).  If a process fails, use the process monitor to determine the cause.  If all 7 processes run to success, then this custom precalc process ( <b>TXPYCALC</b> ) will have a <b>Run Status = Success</b> and a <b>Distribution Status = Posted</b> on this page. There is nothing further for you to do.  Click the <b>TXPYCALC</b> link.
21.	TXCALWS - This first step asks Web Services (WS) for data to determine if there are any conditions that would make lump sum payments eligible.
22.	Click the <b>5493147 - TXCALWS Success</b> link.
23.	Click the <b>View Log/Trace</b> link.

Step	Action
24.	Click the <b>AE_TXCALWS_5493147.stdout</b> link.
25.	Click the <b>Close Tab (Ctrl+W)</b> button.
26.	Click the <b>Return</b> button.
27.	Click the <b>OK</b> button.
28.	<p>This second step is a Pre-Calculation Paysheet update. It is informational and may require action.</p> <p>Click the <b>5493148 - TXCALPRE Success</b> link.</p>
29.	Click the <b>View Log/Trace</b> link.
30.	Click the <b>txcalpre_5493148.out</b> link.
31.	Click the <b>Close Tab (Ctrl+W)</b> button.
32.	Click the <b>Return</b> button.
33.	Click the <b>OK</b> button.
34.	<p>The third step is the first Calculate Pay process.</p> <p>Click the <b>5493149 - PSPPYRUN Success</b> link.</p>
35.	Click the <b>View Log/Trace</b> link.
36.	Click the <b>CBL_PSPPYRUN_5493149.log</b> link.
37.	Click the <b>Close Tab (Ctrl+W)</b> button.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
38.	Click the <b>Return</b> button.
39.	Click the <b>OK</b> button.
40.	The fourth step is the Benefit Replacement Pay Calculation process. This process inserts BRP paylines.  Click the <b>5493150 - TXCALBRP Success</b> link.
41.	Click the <b>View Log/Trace</b> link.
42.	Click the <b>txcalbrp_5493150.out</b> link.
43.	Click the <b>Close Tab (Ctrl+W)</b> button.
44.	Click the <b>Return</b> button.
45.	Click the <b>OK</b> button.
46.	The fifth step is the second Calculate Pay process and includes (among other items) Garnishments.  Click the <b>5493151 - PSPPYRUN Success</b> link.
47.	Click the <b>View Log/Trace</b> link.
48.	Click the <b>CBL_PSPPYRUN_5493151.log</b> link.
49.	Click the <b>Close Tab (Ctrl+W)</b> button.
50.	Click the <b>Return</b> button.
51.	Click the <b>OK</b> button.

Step	Action
52.	The sixth step is a Retirement Calculation process. (Informational)  Click the <b>5493152 - TXCALRET Success</b> link.
53.	Click the <b>View Log/Trace</b> link.
54.	Click the <b>txcalret_5493152.out</b> link.
55.	Click the <b>Close Tab (Ctrl+W)</b> button.
56.	Click the <b>Return</b> button.
57.	Click the <b>OK</b> button.
58.	The seventh and last step is the Last Calculate Pay process. It determines retirement eligibility.  Click the <b>5493153 - PSPPYRUN Success</b> link.
59.	Click the <b>View Log/Trace</b> link.
60.	Click the <b>CBL_PSPPYRUN_5493153.log</b> link.
61.	Click the <b>Close Tab (Ctrl+W)</b> button.
62.	Click the <b>Return</b> button.
63.	Click the <b>OK</b> button.
64.	Click the <b>Return</b> button.
65.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## *EUT Course 160 – Payroll*

### Step 8. Review Payroll Error Messages after Pre Calc

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

#### **Procedure**

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

<b>Step</b>	<b>Action</b>
1.	Click the <b>Payroll Processing USA</b> link.
2.	Click the <b>Review Processing Messages</b> link.
3.	Click the <b>Review Payroll Error Messages</b> link.
4.	Click the <b>Look up Company (Alt+5)</b> button.
5.	Click the <b>T52</b> link.
6.	Click the <b>Look up Pay Group (Alt+5)</b> button.
7.	Click the <b>MON</b> link.
8.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>11/30/2014</b> link.
11.	Click the <b>Search</b> button.
12.	Click the <b>11/30/2014</b> link.

Step	Action
13.	<p>There are 4 Payroll Error Messages.</p> <p>Check the employee's pay status and fix accordingly.</p> <p>Click the <b>Return to Search</b> button.</p>
14.	Click the <b>11/30/2014</b> link.
15.	Click the <b>Return to Search</b> button.
16.	Click the <b>11/30/2014</b> link.
17.	Click the <b>Return to Search</b> button.
18.	Click the <b>11/30/2014</b> link.
19.	Click the <b>Return to Search</b> button.
20.	Click the <b>11/30/2014</b> link.
21.	<p>Check to see why a lump sum earnings is being paid without a terminated status.</p> <p>Click the <b>Return to Search</b> button.</p>
22.	Click the <b>11/30/2014</b> link.
23.	Click the <b>Return to Search</b> button.
24.	Click the <b>11/30/2014</b> link.
25.	<p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

## *EUT Course 160 – Payroll*

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

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

#### **Procedure**

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

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

Step	Action
1.	Click the <b>Reporting Tools</b> link.
2.	Click the <b>Query Viewer</b> link.
3.	Enter the desired information into the <b>begins with</b> field. Enter "tx_py_tie".
4.	Click the <b>Search</b> button.
5.	Click the <b>HTML</b> link.
6.	Click the <b>Look up Company (Alt+5)</b> button.
7.	Click the <b>T52</b> link.
8.	Click the <b>Look up Pay Group (Alt+5)</b> button.
9.	Click the <b>MON</b> link.
10.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
11.	Click the <b>Vertical Scroll bar</b> .

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

## Step 10. CPE - One Time Merit

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

#### Procedure

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>TX CPE Main</b> link.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
4.	Click the <b>Look up Company (Alt+5)</b> button.
5.	Click the <b>T52</b> link.
6.	Click the <b>Look up Pay Group (Alt+5)</b> button.
7.	Click the <b>MON</b> link.
8.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
9.	Click the <b>11/30/2014</b> link.
10.	Click the <b>Add</b> button.
11.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0000000191</b> ".
12.	Click the <b>Look up Empl Record (Alt+5)</b> button.
13.	Click the <b>0</b> link.
14.	Click the <b>Look up Code (Alt+5)</b> button.
15.	Click the <b>1XM</b> link.
16.	Enter the desired information into the <b>Amount</b> field. Enter " <b>350.00</b> ".
17.	Click the <b>TX CPE Status/Messaging</b> tab.
18.	Enter the desired information into the <b>Comments</b> field. Enter " <b>1XM owed.</b> ".
19.	Click the <b>Save</b> button.

Step	Action
20.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 10. CPE - Base Salary Payment

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

#### Procedure

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>TX CPE Main</b> link.
4.	Enter the desired information into the <b>Company</b> field. Enter " <b>T52</b> ".
5.	Click the <b>Look up Pay Group (Alt+5)</b> button.
6.	Click the <b>MON</b> link.
7.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
8.	Click the <b>11/30/2014</b> link.
9.	Click the <b>Add</b> button.
10.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0000000204</b> ".
11.	Make sure that the appropriate Employee Record is 0, unless the entry is for a second job. (If the entry is for a second job, the Empl Record would be 1.)

## EUT Course 160 – Payroll

Step	Action
12.	Specify the <b>Earnings Begin</b> and <b>Earning End</b> dates to correlate to the earnings being paid, such as retroactive promotion pay.
13.	Click the <b>Look up Code (Alt+5)</b> button.
14.	Click the <b>BSY</b> link.
15.	Enter the desired information into the <b>Amount</b> field. Enter " <b>300.00</b> ".
16.	Click the <b>TX CPE Status/Messaging</b> tab.
17.	Enter the desired information into the <b>Comments</b> field. Enter " <b>BSY</b> ".
18.	Click the <b>Save</b> button.
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Step 10. CPE Main Load

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

##### Procedure

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>TX CPE Main Load</b> link.

Step	Action
4.	Click the <b>Add a New Value</b> tab.
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>cpemainload</b> ".
6.	Click the <b>Add</b> button.
7.	Click the <b>Look up Company (Alt+5)</b> button.
8.	Click the <b>T52</b> link.
9.	Click the <b>Look up Pay Group (Alt+5)</b> button.
10.	Click the <b>MON</b> link.
11.	Click the <b>Look up Pay Period End (Alt+5)</b> button.
12.	Click the <b>11/30/2014</b> link.
13.	Click the <b>Load CIET/CPE to Payroll</b> option.
14.	Click the <b>Run</b> button.
15.	Click the <b>OK</b> button.
16.	Click the <b>Process Monitor</b> link.
17.	Click the <b>Refresh</b> button.
18.	Click the <b>TXPYCPE</b> link.
19.	Click the <b>5493156 - TXCPPULL Success</b> link.

Step	Action
20.	Click the <b>View Log/Trace</b> link.
21.	Click the <b>txcpull_5493156.PDF</b> link.
22.	Click the <b>Close Tab (Ctrl+W)</b> button.
23.	Click the <b>txcpull_5493156.out</b> link.
24.	Click the <b>Close Tab (Ctrl+W)</b> button.
25.	Click the <b>Return</b> button.
26.	Click the <b>OK</b> button.
27.	Click the <b>5493157 - TXMAINLD Success</b> link.
28.	Click the <b>View Log/Trace</b> link.
29.	Click the <b>txmainld_5493157.PDF</b> link.
30.	Click the <b>Close Tab (Ctrl+W)</b> button.
31.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 11. Calculation Payroll - Preliminary

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

#### **Procedure**

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

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

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

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

<b>Step</b>	<b>Action</b>
15.	The Calculation Process is customized so the correct Description to select is <b>ERP Payroll Calculation</b> .  Click the <b>Select</b> option.
16.	Click the <b>Vertical Scroll bar</b> .
17.	Click the <b>OK</b> button.
18.	Click the <b>Process Monitor</b> link.
19.	Click the <b>Refresh</b> button.
20.	Click the <b>Refresh</b> button.
21.	Click the <b>TXPYCALC</b> link.
22.	Click the <b>5492301 - TXCALWS Success</b> link.
23.	Click the <b>View Log/Trace</b> link.
24.	Click the <b>AE_TXCALWS_5492301.stdout</b> link.
25.	Click the <b>Close Tab (Ctrl+W)</b> button.
26.	Click the <b>Return</b> button.
27.	Click the <b>OK</b> button.
28.	Click the <b>5492302 - TXCALPRE Success</b> link.
29.	Click the <b>View Log/Trace</b> link.

Step	Action
30.	Click the <b>txcalpre_5492302.out</b> link.
31.	Click the <b>Close Tab (Ctrl+W)</b> button.
32.	Click the <b>Return</b> button.
33.	Click the <b>OK</b> button.
34.	Click the <b>5492303 - PSPPYRUN Success</b> link.
35.	Click the <b>View Log/Trace</b> link.
36.	Click the <b>CBL_PSPPYRUN_5492303.log</b> link.
37.	Click the <b>Close Tab (Ctrl+W)</b> button.
38.	Click the <b>Return</b> button.
39.	Click the <b>OK</b> button.
40.	Click the <b>5492304 - TXCALBRP Success</b> link.
41.	Click the <b>View Log/Trace</b> link.
42.	Click the <b>txcalbrp_5492304.out</b> link.
43.	Click the <b>Close Tab (Ctrl+W)</b> button.
44.	Click the <b>Return</b> button.
45.	Click the <b>OK</b> button.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

<b>Step</b>	<b>Action</b>
46.	Click the <b>5492305 - PSPPYRUN Success</b> link.
47.	Click the <b>View Log/Trace</b> link.
48.	Click the <b>CBL_PSPPYRUN_5492305.log</b> link.
49.	Click the <b>Close Tab (Ctrl+W)</b> button.
50.	Click the <b>Return</b> button.
51.	Click the <b>OK</b> button.
52.	Click the <b>5492306 - TXCALRET Success</b> link.
53.	Click the <b>View Log/Trace</b> link.
54.	Click the <b>txcalret_5492306.out</b> link.
55.	Click the <b>Close Tab (Ctrl+W)</b> button.
56.	Click the <b>Return</b> button.
57.	Click the <b>OK</b> button.
58.	Click the <b>5492307 - PSPPYRUN Success</b> link.
59.	Click the <b>View Log/Trace</b> link.
60.	Click the <b>CBL_PSPPYRUN_5492307.log</b> link.
61.	Click the <b>Close Tab (Ctrl+W)</b> button.

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

## Step 12. Review Payroll Error Messages

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

#### Procedure

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

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

## EUT Course 160 – Payroll

Step	Action
8.	Review and evaluate the messages listed in the Description box and take the appropriate action(s).  Click the <b>View All</b> link.
9.	Click the <b>Vertical Scrollbar</b> to scroll down the page.
10.	Click the <b>Return to Search</b> button.
11.	Click the <b>11/30/2014</b> link.
12.	Click the <b>Return to Search</b> button.
13.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Step 13. Running Deductions Not Taken Report

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

##### **Procedure**

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Pay Period Reports</b> link.
4.	Click the <b>Deductions Not Taken</b> link.

Step	Action
5.	Click the <b>Add a New Value</b> tab.
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>deductionsnottaken</b> ".
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link.
11.	Click the <b>Run</b> button.
12.	Click the <b>OK</b> button.
13.	Click the <b>Process Monitor</b> link.
14.	Click the <b>Refresh</b> button.
15.	Click the <b>Details</b> link.
16.	Click the <b>View Log/Trace</b> link.
17.	Click the <b>txpay008_5493175_1.PDF</b> link.
18.	Click the <b>Close Tab (Ctrl+W)</b> button.
19.	Click the <b>Return</b> button.
20.	Click the <b>OK</b> button.

## *EUT Course 160 – Payroll*

Step	Action
21.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

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

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

#### **Procedure**

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

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

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

Step	Action
10.	Click the <b>Look up Pay Group (Alt+5)</b> button.
11.	Click the <b>MON</b> link.
12.	Click the <b>Look up Pay Period End (Alt+5)</b> button.
13.	Click the <b>Vertical Scroll bar</b> .
14.	Click the <b>11/30/2014</b> link.
15.	Click the <b>Run</b> button.
16.	Click the <b>OK</b> button.
17.	Click the <b>Process Monitor</b> link.
18.	Click the <b>Refresh</b> button.
19.	Click the <b>Details</b> link.
20.	Click the <b>View Log/Trace</b> link.
21.	Click the <b>txaudlim_5493176.PDF</b> link.
22.	Click the <b>Close Tab (Ctrl+W)</b> button.
23.	Click the <b>Return</b> button.
24.	Click the <b>OK</b> button.
25.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## *EUT Course 160 – Payroll*

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

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

#### **Procedure**

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Pay Period Tax Reports USA</b> link.
3.	Click the <b>TX Taxable Gross Audit</b> link.
4.	Click the <b>Add a New Value</b> tab.
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter "TXTAXABLEGROSSAUDIT".
6.	Click the <b>Add</b> button.
7.	Click the <b>Look up Company (Alt+5)</b> button.
8.	Click the <b>T52</b> link.
9.	Click in the <b>From Pay Period End Date</b> field.
10.	Click in the <b>Through Pay Period End Date</b> field.

Step	Action
11.	Enter the desired information into the <b>Through Pay Period End Date</b> field. Enter "10312014".
12.	Click the <b>Run</b> button.
13.	Click the <b>OK</b> button.
14.	Click the <b>Process Monitor</b> link.
15.	Click the <b>Refresh</b> button.
16.	Click the <b>Refresh</b> button.
17.	Click the <b>Details</b> link.
18.	Click the <b>View Log/Trace</b> link.
19.	Click the <b>txtxgaud_5492285.PDF</b> link.
20.	Click the <b>Close Tab (Ctrl+W)</b> button.
21.	Click the <b>Return</b> button.
22.	Click the <b>OK</b> button.
23.	Click the <b>Go back to TX Taxable Gross Audit Rpt</b> link.
24.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

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

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

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

### **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.

<b>Step</b>	<b>Action</b>
1.	Click the <b>Reporting Tools</b> link.
2.	Click the <b>Query Viewer</b> link.
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_zero_check</b> ".
4.	Click the <b>Search</b> button.
5.	Click the <b>HTML</b> link.
6.	Click the <b>Look up Company (Alt+5)</b> button.
7.	Click the <b>T52</b> link.
8.	Click the <b>Look up Pay Group (Alt+5)</b> button.
9.	Click the <b>MON</b> link.
10.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
11.	Click on the <b>Vertical Scrollbar</b> .
12.	Click the <b>11/30/2014</b> link.
13.	Click the <b>View Results</b> button.
14.	The system tells you that no matching values were found.

Step	Action
15.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

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

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

#### **Procedure**

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

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

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

## EUT Course 160 – Payroll

Step	Action
11.	Click in the <b>Pay Period End Date</b> field.
12.	Enter the desired information into the <b>Pay Period End Date</b> field. Enter " <b>11302014</b> ".
13.	Click the <b>View Results</b> button.
14.	The system tells you that no matching values were found.
15.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

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

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

#### Procedure

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

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

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

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

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

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

#### **Procedure**

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

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

Step	Action
1.	Click the <b>Reporting Tools</b> link.
2.	Click the <b>Query Viewer</b> link.
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_state</b> ".
4.	Most Payroll queries begin with <b>TX_PY</b> .

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

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

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

#### **Procedure**

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

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

Step	Action
1.	Click the <b>Reporting Tools</b> link.
2.	Click the <b>Query Viewer</b> link.
3.	Enter the desired information into the <b>begins with</b> field. Enter " <b>tx_py_pay_ok</b> ".
4.	Click the <b>Search</b> button.
5.	Click the <b>HTML</b> link.
6.	Click the <b>Look up Company (Alt+5)</b> button.
7.	Click the <b>T52</b> link.
8.	Click the <b>Look up Pay Group (Alt+5)</b> button.
9.	Click the <b>MON</b> link.
10.	Click in the <b>Pay Period End Date</b> field.
11.	Enter the desired information into the <b>Pay Period End Date</b> field. Enter " <b>11302014</b> ".
12.	Click the <b>View Results</b> button.
13.	The query found no employees who matched the criteria.
14.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## S4\_L3 - Payroll Calculation Final

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

## *EUT Course 160 – Payroll*

### Step 21. Payroll Calculation - Final

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

#### **Procedure**

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

Final Calc MUST be executed before Payroll is Confirmed.

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Produce Payroll</b> link.
4.	Click the <b>Calculate Payroll</b> link.
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter "calcpayroll".
6.	Click the <b>Search</b> button.
7.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
8.	Click the <b>Vertical Scroll bar</b> .
9.	Click the <b>T52M1114</b> link.
10.	Click the <b>On or Off-Cycle</b> list.
11.	Click the <b>On-Cycle Checks</b> list item.
12.	You are running Final Calculation, so you must uncheck the <b>Preliminary Calculation Run</b> checkbox.

Step	Action
13.	Click the <b>Preliminary Calculation Run</b> option.
14.	Never select the <b>Transfer Calc Errors</b> checkbox.
15.	Click the <b>Run</b> button.
16.	Click the <b>ERP Payroll Calculation</b> option.
17.	Click the <b>Vertical Scroll bar</b> .
18.	Click the <b>OK</b> button.
19.	Click the <b>Process Monitor</b> link.
20.	Click the <b>Refresh</b> button.
21.	Click the <b>TXPYCALC</b> link.
22.	Click the <b>5493160 - TXCALWS Success</b> link.
23.	Click the <b>View Log/Trace</b> link.
24.	Click the <b>AE_TXCALWS_5493160.stdout</b> link.
25.	Click the <b>Close Tab (Ctrl+W)</b> button.
26.	Click the <b>Return</b> button.
27.	Click the <b>OK</b> button.
28.	Click the <b>5493161 - TXCALPRE Success</b> link.
29.	Click the <b>View Log/Trace</b> link.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

<b>Step</b>	<b>Action</b>
30.	Click the <b>txcalpre_5493161.out</b> link.
31.	Click the <b>Close Tab (Ctrl+W)</b> button.
32.	Click the <b>OK</b> button.
33.	Click the <b>5493162 - PSPPYRUN Success</b> link.
34.	Click the <b>View Log/Trace</b> link.
35.	Click the <b>CBL_PSPPYRUN_549162.log</b> link.
36.	Click the <b>Close Tab (Ctrl+W)</b> button.
37.	Click the <b>Return</b> button.
38.	Click the <b>OK</b> button.
39.	Click the <b>5493163 - TXCALBRP Success</b> link.
40.	Click the <b>View Log/Trace</b> link.
41.	Click the <b>txcalbrp_5493163.out</b> link.
42.	Click the <b>Close Tab (Ctrl+W)</b> button.
43.	Click the <b>Return</b> button.
44.	Click the <b>OK</b> button.
45.	Click the <b>5493164 - PSPYRUN Success</b> link.

Step	Action
46.	Click the <b>View Log/Trace</b> link.
47.	Click the <b>CBL_PSPPYRUN_5493164.log</b> link.
48.	Click the <b>Close Tab (Ctrl+W)</b> button.
49.	Click the <b>Return</b> button.
50.	Click the <b>OK</b> button.
51.	Click the <b>5493165 - TXCALRET Success</b> link.
52.	Click the <b>View Log/Trace</b> link.
53.	Click the <b>txcalret_5493165.out</b> link.
54.	Click the <b>Close Tab (Ctrl+W)</b> button.
55.	Click the <b>Return</b> button.
56.	Click the <b>OK</b> button.
57.	Click the <b>5493166 - PSPPYRUN Success</b> link.
58.	Click the <b>View Log/Trace</b> link.
59.	Click the <b>CBL_PSPPYRUN_5493166.log</b> link.
60.	Click the <b>Close Tab (Ctrl+W)</b> button.
61.	Click the <b>Return</b> button.

## *EUT Course 160 – Payroll*

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

### Step 22. Review Payroll Error Messages

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

#### **Procedure**

Step	Action
1.	Click the <b>Payroll Processing USA</b> link.
2.	Click the <b>Review Processing Messages</b> link.
3.	Click the <b>Review Payroll Error Messages</b> link.
4.	To save time, the appropriate values have been entered for you. Click the <b>Search</b> button.
5.	Click the <b>Payroll Processing USA</b> button.
6.	Click the <b>Update Paysheets</b> menu.
7.	Click the <b>By Payline</b> link.
8.	Click the <b>Show next row (Alt+.)</b> button.

Step	Action
9.	Click the <b>Show next row (Alt+.)</b> button.
10.	Click the <b>Show next row (Alt+.)</b> button.
11.	Click the <b>OK to Pay</b> option.
12.	Click the <b>Save</b> button.
13.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

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

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

#### Procedure

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

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

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

## *EUT Course 160 – Payroll*

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

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

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

#### **Procedure**

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

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

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

Step	Action
2.	Click the <b>Payroll Distribution</b> link.
3.	Click the <b>Commitment Accounting USA</b> link.
4.	Click the <b>TX Predistrib Audit Report</b> link.
5.	Click the <b>Add a New Value</b> tab.
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>predistributionaudit</b> ".
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link.
11.	Click the <b>Run</b> button.
12.	Click the <b>OK</b> button.
13.	Click the <b>Process Monitor</b> link.
14.	Click the <b>Refresh</b> button.
15.	Click the <b>Details</b> link.
16.	Click the <b>View Log/Trace</b> link.
17.	Click the <b>txpca010_5493177.PDF</b> link.

Step	Action
18.	Any results on this Audit Report must be reviewed and researched to determine appropriate actions for resolving errors.  A copy of the report should be sent to Commitment Accounting/Budget. Their participation is needed to resolve errors.
19.	Click the <b>Close Tab (Ctrl+W)</b> button.
20.	Click the <b>Return</b> button.
21.	Click the <b>OK</b> button.
22.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## S4\_L4 - Payroll Confirmation

### Section 4 - Lesson 4 - Payroll Confirmation

#### Step 25. Payroll Confirmation

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

#### Procedure

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Produce Payroll</b> link.

Step	Action
4.	Click the <b>Confirm Payroll</b> link.
5.	Click the <b>Add a New Value</b> tab.
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>confirmpay</b> ".
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link.
11.	Click the <b>On or Off-Cycle</b> list.
12.	Click the <b>On-Cycle Checks</b> list item.
13.	Click the <b>Run</b> button.
14.	Click the <b>OK</b> button.
15.	Click the <b>Process Monitor</b> link.
16.	Click the <b>Refresh</b> button.
17.	Click the <b>PAYCONF</b> link.
18.	Click the <b>5493181 - PSPCNFRM Success</b> link.
19.	Click the <b>View Log/Trace</b> link.

## *EUT Course 160 – Payroll*

Step	Action
20.	Click the <b>CBL_PSPCNFRM_5493181.log</b> link.
21.	Click the <b>Close Tab (Ctrl+W)</b> button.
22.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Step 26. Review Payroll Error Messages

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

##### **Procedure**

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

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

Step	Action
10.	Click the <b>Vertical Scroll bar</b> .
11.	Click the <b>11/30/2014</b> link.
12.	Click the <b>Search</b> button.
13.	No matching values indicates that there are no payroll errors.
14.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## S4\_L5 - Actuals Distribution

### Section 4 - Lesson 5 - Actuals Distribution

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

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

#### Procedure

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

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

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

## *EUT Course 160 – Payroll*

Step	Action
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link.
11.	Click the <b>Run</b> button.
12.	Click the <b>OK</b> button.
13.	Click the <b>Process Monitor</b> link.
14.	Click the <b>Refresh</b> button.
15.	This process needs to be run to <b>Success</b> and <b>Posted</b> . It is not necessary to review the logs.
16.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Step 28. Review Payroll Error Messages

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

#### **Procedure**

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.

Step	Action
3.	Click the <b>Review Processing Messages</b> link.
4.	Click the <b>Review Payroll Error Messages</b> link.
5.	Click the <b>Look up Company (Alt+5)</b> button.
6.	Click the <b>T52</b> link.
7.	Click the <b>Look up Pay Group (Alt+5)</b> button.
8.	Click the <b>MON</b> link.
9.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
10.	Click the <b>Vertical Scroll bar</b> .
11.	Click the <b>11/30/2014</b> link.
12.	Click the <b>Search</b> button.
13.	"No matching values" indicates that there are no payroll errors.
14.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Step 29. Running Payroll Summary Report

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

#### **Procedure**

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

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

Compare this report to your funding reports to validate balances.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Pay Period Reports</b> link.
4.	Click the <b>Payroll Summary</b> link.
5.	Click the <b>Add a New Value</b> tab.
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>payrollsummary</b> ".
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link.
11.	Click the <b>Run</b> button.
12.	Click the <b>OK</b> button.
13.	Click the <b>Process Monitor</b> link.
14.	Click the <b>Refresh</b> button.
15.	As soon as the status is <b>Success</b> and <b>Posted</b> , click the <b>Details</b> link.
16.	Click the <b>View Log/Trace</b> link.

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

## Step 30. Running Payroll Register Report

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

#### Procedure

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Pay Period Reports</b> link.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
4.	Click the <b>Payroll Register</b> link.
5.	Click the <b>Add a New Value</b> tab.
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>payrollreg</b> ".
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link.
11.	Click the <b>Run</b> button.
12.	Click the <b>OK</b> button.
13.	Click the <b>Process Monitor</b> link.
14.	Click the <b>Refresh</b> button.
15.	Click the <b>Details</b> link.
16.	Click the <b>View Log/Trace</b> link.
17.	Click the <b>txpay002_5493179.PDF</b> link.
18.	Click the <b>Down Arrow</b> object.
19.	When you have finished reviewing the report, click the <b>Close Tab (Ctrl+W)</b> button.

Step	Action
20.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

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

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

#### Procedure

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

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

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

Step	Action
10.	Click the <b>T52M1114</b> link.
11.	Click the <b>Run</b> button.
12.	Click the <b>OK</b> button.
13.	Click the <b>Process Monitor</b> link.
14.	Click the <b>Refresh</b> button.
15.	Click the <b>Details</b> link.
16.	Click the <b>View Log/Trace</b> link.
17.	Click the <b>hsas3001_5493191.PDF</b> link.
18.	Click the <b>Close Tab (Ctrl+W)</b> button.
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

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

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

#### **Procedure**

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Distribution</b> link.
3.	Click the <b>Commitment Accounting USA</b> link.
4.	Click the <b>TX Pyrl Actuals Class Summary</b> link.
5.	Click the <b>Add a New Value</b> tab.
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>payrollactualsclasssum</b> ".
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
9.	Click the <b>Vertical Scroll bar</b> .
10.	Click the <b>T52M1114</b> link.
11.	Click the <b>Run</b> button.
12.	Click the <b>OK</b> button.
13.	Click the <b>Process Monitor</b> link.
14.	Click the <b>Refresh</b> button.
15.	Click the <b>Details</b> link.
16.	Click the <b>View Log/Trace</b> link.

## *EUT Course 160 – Payroll*

Step	Action
17.	Click the <b>hsas3002_5493193.PDF</b> link.
18.	When you have finished reviewing the report, click the <b>Close Tab (Ctrl+W)</b> button.
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

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

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

#### **Procedure**

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

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

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

Step	Action
8.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
9.	Click the scrollbar.
10.	Click an entry in the list.
11.	Click the <b>Run</b> button.
12.	Click the <b>OK</b> button.
13.	Click the <b>Process Monitor</b> link.
14.	Click the <b>Refresh</b> button.
15.	Click the <b>Details</b> link.
16.	Click the <b>View Log/Trace</b> link.
17.	Click the <b>hspy0001_5493194.PDF</b> link.
18.	When you are finished viewing the report, click the <b>Close Tab (Ctrl+W)</b> button.
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

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

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

#### **Step 34. TX Create Document**

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

#### **Procedure**

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

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

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
1.	Click the <b>Payroll Distribution</b> link.
2.	Click the <b>TX Create Document</b> link.
3.	Click the <b>Look up Company (Alt+5)</b> button.
4.	Click the <b>T52</b> link.
5.	Click the <b>Look up Pay Group (Alt+5)</b> button.
6.	Click the <b>MON</b> link.
7.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
8.	Click the <b>Vertical Scroll bar</b> .
9.	Click the <b>11/30/2014</b> link.
10.	Click the <b>Add</b> button.
11.	Enter the desired information into the <b>Batch Name</b> field. Enter " <b>Nov On Cycle</b> ".
12.	If applicable, change the <b>Payment Date</b> .
13.	Click the <b>Release for SPRS Processing</b> option.
14.	Click the <b>Save</b> button.
15.	After checking the Release for SPRS Processing and clicking on Save, the Document Number is assigned.
16.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

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

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

#### Procedure

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

This step generates a payroll file for transmission to SPRS.

Step	Action
1.	Click the <b>CAPPS Interfaces</b> link.
2.	Click the <b>TX SPRS Pay Outbound</b> link.
3.	Click the <b>Add a New Value</b> tab.
4.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>sprspayoutb</b> ".
5.	Click the <b>Add</b> button.
6.	Click the <b>Look up Company (Alt+5)</b> button.
7.	Click the <b>T52</b> link.
8.	Click the <b>Run</b> button.
9.	Click the <b>OK</b> button.
10.	Click the <b>Process Monitor</b> link.
11.	Click the <b>Refresh</b> button.

## EUT Course 160 – Payroll

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

### Step 36. Running TX SPRS Audit Report

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

##### Procedure

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

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

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

Step	Action
8.	Click the <b>T52</b> link.
9.	Click the <b>Look up Pay Group (Alt+5)</b> button.
10.	Click the <b>MON</b> link.
11.	Click the <b>Look up Pay Period End (Alt+5)</b> button.
12.	Click the <b>Vertical Scroll bar</b> .
13.	Click the <b>11/30/2014</b> link.
14.	Click the <b>Look up Document Number (Alt+5)</b> button.
15.	Click the <b>84116001</b> link.
16.	Click the <b>Run</b> button.
17.	Click the <b>OK</b> button.
18.	Click the <b>Process Monitor</b> link.
19.	Click the <b>Refresh</b> button.
20.	Click the <b>Details</b> link.
21.	Click the <b>View Log/Trace</b> link.
22.	Click the <b>txspraud_5493196.PDF</b> link.
23.	Click the <b>Close Tab (Ctrl+W)</b> button.

## EUT Course 160 – Payroll

Step	Action
24.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### S4\_L7 - Payroll Processing - SPRS Pay Processing In

#### Section 4 - Lesson 7 - Payroll Processing - SPRS Pay Processing In

#### Step 38. TX Document History

#### Section 4 - Lesson 7 Exercises - Scenario: TX Document History

#### Procedure

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

Document History displays a status of payroll documents processed overnight.

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

Step	Action
10.	Click the <b>11/30/2014</b> link.
11.	Click the <b>Search</b> button.
12.	Review <b>TX Document History Page One and Two</b> .  In the real environment, you will see additional information on these screens. In the training environment, there is no information to display.
13.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## S4\_L8 - Viewing Paychecks

### Section 4 - Lesson 8 - Viewing Paychecks

#### Viewing Paychecks

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

#### Procedure

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

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

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

## **S4\_L9 - Off-Cycle Transactions**

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

#### Reversal Check Transaction

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

#### **Procedure**

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

Step	Action
1.	<p>Completing a CPE Reversal entry is included at the beginning of this lesson, however you will not see this step on the Reversal Checklist.</p> <p>This lesson only walks through the activities/entries that are different than what was learned in On-Cycle processing.</p> <p><b>Please be sure to use the Reversal/Cancellation Checklist</b> to ensure that you have completed all steps outside of training.</p>
2.	<p>In order to complete the Reversal Check process, you will need the paycheck number for the pay period and the issue date. This is a 7-part process.</p> <ul style="list-style-type: none"> <li>A. CPE Reversal Entry</li> <li>B. TX Off Cycle Page Range</li> <li>C. CPE Reversal Load</li> <li>D. Reverse/Adjust Paychecks</li> <li>E. TX Off Cycle Page Range</li> <li>F. Confirm Payroll</li> <li>G. TX Create Document</li> </ul>
3.	<p><u>Part A begins here.</u></p> <p>Part A. CPE Reversal Entry. Click the <b>Payroll for North America</b> link.</p>
4.	<p>Click the <b>Payroll Processing USA</b> link.</p>
5.	<p>Click the <b>TX CPE Reversal</b> link.</p>
6.	<p>Click the <b>Look up Company (Alt+5)</b> button.</p>
7.	<p>Click the <b>T52</b> link.</p>
8.	<p>Click the <b>Look up Pay Group (Alt+5)</b> button.</p>
9.	<p>Click the <b>MON</b> link.</p>
10.	<p>Click the <b>Look up Pay Period End Date (Alt+5)</b> button.</p>

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## EUT Course 160 – Payroll

Step	Action
11.	Click the <b>11/30/2014</b> link.
12.	Press [ <b>Tab</b> ].
13.	Enter the desired information into the <b>Paycheck Number</b> field. Enter " <b>5203197</b> ".
14.	Press [ <b>Tab</b> ].
15.	Enter the desired information into the <b>Paycheck Issue Date</b> field. Enter " <b>12012014</b> ".
16.	Click the <b>Add</b> button.
17.	Enter the desired information into the <b>Comments</b> field. Enter " <b>Check paid in error.</b> ".
18.	Click the scrollbar.
19.	Click the <b>Save</b> button.
20.	Click the <b>Payroll Processing USA</b> button.
21.	<u>Part B begins here.</u>  Part B. TX Off Cycle Page Range  Click the <b>Update Paysheets</b> menu.
22.	Click the <b>TX Off Cycle Page Range</b> menu.
23.	Note the <b>Ending Page Number</b> for the Off Cycle Page Range. The transactions that will be entered for Reversals will begin with the number that comes after the Ending Page Number.  This will assist you in grouping the pages to be included in the document creation.
24.	Click the <b>Payroll Processing USA</b> button.

Step	Action
25.	<p><u>Part C begins here.</u></p> <p>Part C. CPE Reversal Load</p> <p>Click the <b>TX CPE Reversal Load</b> menu.</p>
26.	<p>The CPE Reversal Load process loads reversals from the CPE Reversal data entry page and populates the Reversal/Adjustment page.</p>
27.	<p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>reversalload</b>".</p>
28.	<p>This Run Control ID will be used for the Reverse/Adjust process that follows.</p>
29.	<p>Click the <b>Search</b> button.</p>
30.	<p>Click the <b>Look up Company (Alt+5)</b> button.</p>
31.	<p>Click the <b>T52</b> link.</p>
32.	<p>Click the <b>Look up Pay Group (Alt+5)</b> button.</p>
33.	<p>Click the <b>MON</b> link.</p>
34.	<p>Click the <b>Look up Pay Period End (Alt+5)</b> button.</p>
35.	<p>Click the <b>11/30/2014</b> link.</p>
36.	<p>Click the <b>Load CPE Reversals to Payroll</b> option.</p>
37.	<p>Click the <b>Run</b> button.</p>
38.	<p>Click the <b>OK</b> button.</p>
39.	<p>Click the <b>Process Monitor</b> link.</p>

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
40.	Click the <b>Refresh</b> button.
41.	Click the <b>Details</b> link.
42.	Click the <b>View Log/Trace</b> link.
43.	Click the <b>txrvload_5493234.PDF</b> link.
44.	Click the <b>Close Tab (Ctrl+W)</b> button.
45.	Click the <b>Return</b> button.
46.	Click the <b>OK</b> button.
47.	Click the <b>Payroll Processing USA</b> button.
48.	<u>Part D begins here.</u>  Part D. Reverse/Adjust Paychecks  Click the <b>Reverse/Adjust Paychecks</b> menu.
49.	The Reverse/Adjust Paychecks process creates reversing paylines.
50.	The <b>Run Control ID</b> must be the <b>same</b> one that was used for the <b>CPE Reversal Load</b> that was just processed.  Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>reversalload</b> ".
51.	Click the <b>Search</b> button.
52.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
53.	Click the <b>11/30/2014</b> link.

Step	Action
54.	Enter the desired information into the <b>Paycheck Number</b> field. Enter " <b>5203197</b> ".
55.	Press [ <b>Tab</b> ].
56.	Click the <b>Look up Paycheck Issue Date (Alt+5)</b> button.
57.	Click the <b>T52</b> link.
58.	Click the <b>Run</b> button.
59.	Click the <b>OK</b> button.
60.	Click the <b>ERP Reversal Processing</b> option.
61.	Click the scrollbar.
62.	Click the <b>OK</b> button.
63.	Click the <b>OK</b> button.
64.	Click the <b>Run</b> button.
65.	<p>The Reversal Cause Negative Balance Report is not populated in this training. However you would continue with the same steps as in other exercises to get to reports.</p> <p>View the report through the Process Monitor, as demonstrated previously.</p>
66.	Click the <b>Payroll Processing USA</b> button.
67.	<p><u>Part E begins here.</u></p> <p>Part E. TX Off Cycle Page Range</p> <p>Click the <b>Update Paysheets</b> menu.</p>

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## EUT Course 160 – Payroll

Step	Action
68.	Click the <b>TX Off Cycle Page Range</b> menu.
69.	Click the <b>Look up Company (Alt+5)</b> button.
70.	Click the <b>T52</b> link.
71.	Click the <b>Look up Pay Group (Alt+5)</b> button.
72.	Click the <b>MON</b> link.
73.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
74.	Click the <b>Vertical Scroll bar</b> .
75.	Click the <b>11/30/2014</b> link.
76.	Click the <b>Search</b> button.
77.	The Ending Page Number will assist you in grouping the pages to be included in the document creation.
78.	Click the <b>Payroll for North America</b> button.
79.	<u>Part F begins here.</u>  Part F. Confirm Payroll  Click the <b>Produce Payroll</b> menu.
80.	Click the <b>Confirm Payroll</b> menu.
81.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>conf</b> ".
82.	Click the <b>Search</b> button.

Step	Action
83.	Click the <b>CONFIRMPAYROLL</b> link.
84.	Confirmation finalizes reversal and updates balances and changes the status on the original payment to "Reversed".
85.	Click the <b>Look up Company (Alt+5)</b> button.
86.	Click the <b>T52</b> link.
87.	Click the <b>Look up Pay Group (Alt+5)</b> button.
88.	Click the <b>MON</b> link.
89.	Click the <b>Look up Pay End Date (Alt+5)</b> button.
90.	Click the <b>Vertical Scroll bar</b> .
91.	Click the <b>11/30/2014</b> link.
92.	Click the <b>Look up Process Page (Alt+5)</b> button.
93.	Click the <b>12</b> link.
94.	Click the <b>Run</b> button.
95.	Click the <b>OK</b> button.
96.	Click the <b>Process Monitor</b> link.
97.	Click the <b>Refresh</b> button.
98.	Click the <b>PAYCONF</b> link.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
99.	Click the <b>5493271 - PSPCNFRM Success</b> link.
100.	Click the <b>View Log/Trace</b> link.
101.	Click the <b>CBL_PSPCNFRM_5493271.log</b> link.
102.	Click the <b>Close Tab (Ctrl+W)</b> button.
103.	Click the <b>Return</b> button.
104.	Click the <b>OK</b> button.
105.	Click the <b>Payroll for North America</b> button.
106.	<u>Part G begins here.</u>  Part G. TX Create Document  Click the <b>Payroll Distribution</b> menu.
107.	Click the <b>TX Create Document</b> link.
108.	The Create Document process creates the Payroll Cancellation (CAN) document required for SPRS/USAS processing.
109.	Click the <b>Look up Company (Alt+5)</b> button.
110.	Click the <b>T52</b> link.
111.	Click the <b>Look up Pay Group (Alt+5)</b> button.
112.	Click the <b>MON</b> link.

Step	Action
113.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
114.	Click the <b>Vertical Scroll bar</b> .
115.	Click the <b>11/30/2014</b> link.
116.	Click the <b>Add</b> button.
117.	Click the <b>Batch Type</b> list.
118.	Click the <b>CAN</b> list item.
119.	Press <b>[Tab]</b> .
120.	Enter the desired information into the <b>Batch Name</b> field. Enter " <b>REV 113014</b> ".
121.	Press <b>[Tab]</b> .
122.	Enter the desired information into the <b>Page</b> field. Enter " <b>12</b> ".
123.	Enter the desired information into the <b>Thru Page</b> field. Enter " <b>12</b> ".
124.	Click the <b>Release for SPRS Processing</b> option.
125.	Click the <b>Save</b> button.
126.	<p>When processing reversals, the original check will still exist in the system and there will be a second check (duplicate) listed indicating Reversal.</p> <p>Let's navigate there to see both entries.</p>
127.	Click the <b>Payroll for North America</b> link.
128.	Click the <b>Payroll Processing USA</b> menu.
129.	Click the <b>Produce Payroll</b> menu.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
130.	Click the <b>Review Paycheck</b> menu.
131.	Click the <b>Look up Company (Alt+5)</b> button.
132.	Click the <b>T52</b> link.
133.	Click the <b>Look up Pay Group (Alt+5)</b> button.
134.	Click the <b>MON</b> link.
135.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
136.	Click the <b>Vertical Scroll bar</b> .
137.	Click the <b>11/30/2014</b> link.
138.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0000000071</b> ".
139.	Click the <b>Search</b> button.
140.	Notice the two entries below...One indicating <b>N</b> for Off-Cycle and the other <b>Y</b> for Off-Cycle.
141.	Click the <b>N</b> link.
142.	Notice the Paycheck Status for the On-Cycle Check.
143.	Click the <b>Vertical Scroll bar</b> .
144.	Click the <b>Return to Search</b> button.
145.	Click the <b>Y</b> link.
146.	Note the Pay Status for the Off-Cycle Check (Confirmed) and Paycheck Option (Check Reversal) and the Paycheck Totals as Negatives.
147.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Replacement Check Transaction

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

#### Procedure

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

Step	Action
1.	<p>Completing a CPE Replacement entry is included at the beginning of this lesson, however you will not see this step on the Replacement Checklist.</p> <p>This lesson only walks through the activities/entries that are different than what was learned in On-Cycle processing.</p> <p><b>Please be sure to use the Replacement Checklist</b> to ensure that you have completed all steps outside of training.</p>
2.	<p>In order to complete the Replacement Check process, you will need the paycheck number for the pay period and the issue date. This is a 5-part process.</p> <p>Part A. CPE Replacement Entry            Part B. Create a Document            Part C. CPE Replacement Load            Part D. SPRS Replacement Page            Part E. Finalize document to send to SPRS for processing</p>
3.	<p><u>Part A begins here.</u></p> <p>Part A. CPE Replacement Entry.</p> <p>Click the <b>Payroll for North America</b> link.</p>
4.	<p>Click the <b>Payroll Processing USA</b> link.</p>
5.	<p>Click the <b>TX CPE Replacement</b> link.</p>
6.	<p>Click the <b>Look up Company (Alt+5)</b> button.</p>
7.	<p>Click the <b>T52</b> link.</p>

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

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

Step	Action
23.	Click the <b>MON</b> link.
24.	Enter the desired information into the <b>Pay Period End Date</b> field. Enter " <b>09302014</b> ".
25.	Click the <b>Add</b> button.
26.	Click the <b>Batch Type</b> list.
27.	Click the <b>REP</b> list item.
28.	Press [ <b>Tab</b> ].
29.	Enter the desired information into the <b>Batch Name</b> field. Enter " <b>REP SEPT</b> ".
30.	Change the Payment Date as appropriate.
31.	You will Create the Document <b>without</b> checking the <b>Release for SPRS Processing</b> box for right now. After running the CPE Replacement Load, you will come back to this page and check the <b>Release</b> box and Save.
32.	Click the <b>Save</b> button.
33.	Click the <b>OK</b> button.
34.	Click the <b>OK</b> button.
35.	Click the <b>Payroll for North America</b> button.
36.	<p>When Part B is completed, a Document Number will be generated. In this example the Document Number is 84096002.</p> <p><u>Part C begins here.</u></p> <p>Part C. CPE Replacement Load</p> <p>Click the <b>Payroll Processing USA</b> menu.</p>

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

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

Step	Action
53.	Click the <b>Refresh</b> button.
54.	Click the <b>Details</b> link.
55.	Click the <b>View Log/Trace</b> link.
56.	Click the <b>txrpload_5493016.PDF</b> link.
57.	After reviewing the report, click the <b>Close Tab (Ctrl+W)</b> button.
58.	Click the <b>Return</b> button.
59.	Click the <b>OK</b> button.
60.	Click the <b>Go back to TX CPE Replacement Load</b> link.
61.	View the SPRS Replacement transaction loaded by Document Number.  <u>Part D. SPRS Replacement Page</u>  Click the <b>Payroll for North America</b> button.
62.	Click the <b>Payroll Distribution</b> menu.
63.	Click the <b>TX SPRS Replacements</b> menu.
64.	The TX SPRS Replacement Page reflects the Replacement transactions loaded by Document Number.
65.	Click the <b>Look up Company (Alt+5)</b> button.
66.	Click the <b>T52</b> link.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
67.	Click the <b>Look up Pay Group (Alt+5)</b> button.
68.	Click the <b>MON</b> link.
69.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
70.	Click the <b>Vertical Scroll bar</b> .
71.	Click the <b>09/30/2014</b> link.
72.	Enter the desired information into the <b>Document Number</b> field. Enter " <b>84096002</b> ".
73.	Click the <b>Search</b> button.
74.	Enter the desired information into the <b>Original Psoft Pymt Nbr</b> field. Enter the Paycheck number.  In this example enter " <b>5202979</b> ".
75.	Press <b>[Tab]</b> .
76.	Enter the desired information into the <b>Original Psoft Pymt Dt</b> field. Enter the Paycheck issue date.  In this example enter " <b>12012014</b> ".
77.	Click the <b>Save</b> button.
78.	Part E. Finalize document to send to SPRS for processing.  Click the <b>Payroll Distribution</b> button.
79.	Click the <b>TX Create Document</b> menu.
80.	Click the <b>Find an Existing Value</b> tab.

Step	Action
81.	Click the <b>Look up Company (Alt+5)</b> button.
82.	Click the <b>T52</b> link.
83.	Click the <b>Look up Pay Group (Alt+5)</b> button.
84.	Click the <b>MON</b> link.
85.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
86.	Click the <b>Vertical Scroll bar</b> .
87.	Click the <b>09/30/2014</b> link.
88.	Click the <b>Batch Type</b> list.
89.	Click the <b>Replacements</b> list item.
90.	Click the <b>Search</b> button.
91.	<p>This option releases the REP document for SPRS now that it contains Replacements loaded from the CPE Replacement Load.</p> <p>Click the <b>Release for SPRS Processing</b> option.</p>
92.	Click the <b>Save</b> button.
93.	<p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

## Returned Monies Transaction

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

#### Procedure

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

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

Step	Action
1.	<p>Completing a CPE Main entry for Returned Monies is included at the beginning of this lesson, however you will not see this step on the Returned Monies Checklist.</p> <p>This lesson only walks through the activities/entries that are different than what was learned in On-Cycle processing.</p> <p><b>Please be sure to use the Returned Monies Checklist</b> to ensure that you have completed all steps outside of training.</p>
2.	<p>In order to complete the Returned Monies CPE Main entry pages, you will need to review and copy the earnings, taxes, and deduction pages from the pay check. This is a 6-part process.</p> <p>A. CPE Main Entry B. TX Off Cycle Page Range C. CPE Main Load D. TX Off Cycle Page Range E. Calculate Payroll (PSPPYRUN-Single Calc) F. Review Paycheck (Check that the taxes for EE/ER OASDI/Med match)</p>
3.	<p><u>Part A begins here.</u></p> <p>Part A. CPE Main Entry using the Return Monies options.</p> <p>Click the <b>Payroll for North America</b> link.</p>
4.	<p>Click the <b>Payroll Processing USA</b> link.</p>
5.	<p>Click the <b>TX CPE Main</b> link.</p>
6.	<p>Click the <b>Look up Company (Alt+5)</b> button.</p>
7.	<p>Click the <b>T52</b> link.</p>
8.	<p>Click the <b>Look up Pay Group (Alt+5)</b> button.</p>

Step	Action
9.	Click the <b>MON</b> link.
10.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
11.	Click the <b>11/30/2014</b> link.
12.	Click the <b>Add</b> button.
13.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>00000000280</b> ".
14.	Use the <b>Look Up</b> button so that you can verify the employee's name, rather than just the number.  Click the <b>Look up Empl ID (Alt+5)</b> button.
15.	Click the <b>Vertical Scroll bar</b> .
16.	Click the <b>00000000280</b> link.
17.	Click the <b>Look up Empl Record (Alt+5)</b> button.
18.	Click the <b>0</b> link.
19.	Click the <b>Returned Money</b> option.
20.	Press <b>[Tab]</b> .
21.	Enter the desired information into the <b>Check Number</b> field. Enter " <b>5203125</b> ".
22.	Press <b>[Tab]</b> .
23.	Enter the desired information into the <b>Check Date</b> field. Enter " <b>12012014</b> ".

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
24.	Enter the desired information into the <b>Total Gross</b> field. Enter " <b>-3028.02</b> ".  (Note that the values on this screen are negative numbers.)
25.	Press <b>[Tab]</b> .
26.	Enter the desired information into the <b>Net Pay</b> field. Enter " <b>-2128.23</b> ".
27.	Click the <b>Look up Code (Alt+5)</b> button.
28.	Click the <b>LOG</b> link.
29.	Enter the desired information into the <b>Amount</b> field. Enter " <b>-60.00</b> ".
30.	Click the <b>Add a new row at row 1 (Alt+7)</b> button.
31.	Click the <b>Look up Code (Alt+5)</b> button.
32.	Click the <b>BSY</b> link.
33.	Enter the desired information into the <b>Hours</b> field. Enter " <b>-160.00</b> ".
34.	Press <b>[Tab]</b> .
35.	Enter the desired information into the <b>Amount</b> field. Enter " <b>-2968.02</b> ".
36.	Click the <b>TX CPE One Time Deduction</b> tab.
37.	Click the <b>Plan Type</b> list.
38.	Click the <b>PERS</b> list item.
39.	Click the <b>Look up Benefit Plan (Alt+5)</b> button.
40.	Click the <b>ERSRET</b> link.
41.	Click the <b>Look up Deduction Code (Alt+5)</b> button.

Step	Action
42.	Click the <b>ERS000</b> link.
43.	Click the <b>Look up Deduction Class (Alt+5)</b> button.
44.	Click the <b>Before-Tax</b> link.
45.	Click the <b>One-Time Code</b> list.
46.	Click the <b>Refund</b> list item.
47.	Press <b>[Tab]</b> .
48.	Enter the desired information into the <b>Flat/Addl Amount</b> field. Enter " <b>199.85</b> ".  (Note that these are positive numbers, as you are reversing previous deductions.)
49.	Click the <b>Add a new row at row 1 (Alt+7)</b> button.
50.	Click the <b>Plan Type</b> list.
51.	Click the <b>Pay Retirement Contribution</b> list item.
52.	Click the <b>Look up Benefit Plan (Alt+5)</b> button.
53.	Click the <b>PRE</b> link.
54.	Click the <b>Look up Deduction Code (Alt+5)</b> button.
55.	Click the <b>PRE</b> link.
56.	Click the <b>Look up Deduction Class (Alt+5)</b> button.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

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

Step	Action
74.	Click the <b>Add a new row at row 3 (Alt+7)</b> button.
75.	Click the <b>Plan Type</b> list.
76.	Click the <b>General Deduction</b> list item.
77.	Click the <b>Look up Deduction Code (Alt+5)</b> button.
78.	Click the <b>Vertical Scroll bar</b> .
79.	Click the <b>ORG-TX State Employees Union</b> link.
80.	Click the <b>Look up Deduction Class (Alt+5)</b> button.
81.	Click the <b>After-Tax</b> link.
82.	Click the <b>One-Time Code</b> list.
83.	Click the <b>Refund</b> list item.
84.	Press <b>[Tab]</b> .
85.	Enter the desired information into the <b>Flat/Addl Amount</b> field. Enter " <b>10.00</b> ".
86.	Click the <b>TX CPE One Time Taxes</b> tab.
87.	Click the <b>Federal</b> option.
88.	Click the <b>Tax Class</b> list.
89.	Click the <b>FICA Med Hospital Ins / EE</b> list item.
90.	Click the <b>One-Time Code</b> list.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

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

Step	Action
108.	Click the <b>Refund</b> list item.
109.	Press [ <b>Tab</b> ].
110.	Enter the desired information into the <b>One-Time Tax Amount</b> field. Enter " <b>358.29</b> ".
111.	Click the <b>TX CPE Status/Messaging</b> tab.
112.	Enter the desired information into the <b>Comments</b> field. Enter " <b>Returned Monies Request.</b> ".
113.	Click the <b>Save</b> button.
114.	Click the <b>Payroll Processing USA</b> button.
115.	<p><u>Part B begins here.</u></p> <p>Part B. TX Off Cycle Page Range Click the <b>Update Paysheets</b> menu.</p>
116.	Click the <b>TX Off Cycle Page Range</b> menu.
117.	<p>Note the <b>Ending Page Number</b> for the Off Cycle Page Range. The transactions that will be entered for Returned Monies will begin with the number that comes after the Ending Page Number.</p> <p>This will assist you in grouping the pages to be included in the document creation.</p>
118.	Click the <b>Payroll Processing USA</b> button.
119.	<p><u>Part C begins here.</u></p> <p>Part C. CPE Main Load (using the Return Money option)</p> <p>Click the <b>TX CPE Main Load</b> menu.</p>

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

<b>Step</b>	<b>Action</b>
120.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>cpemain</b> ".
121.	Click the <b>Search</b> button.
122.	Click the <b>cpemainload</b> link.
123.	Using the Returned Money filtering option this process will load only CPE Return Monies transactions.
124.	Click the <b>Look up Company (Alt+5)</b> button.
125.	Click the <b>T52</b> link.
126.	Click the <b>Look up Pay Group (Alt+5)</b> button.
127.	Click the <b>MON</b> link.
128.	Click the <b>Look up Pay Period End (Alt+5)</b> button.
129.	Click the <b>11/30/2014</b> link.
130.	Click the <b>Returned Money</b> option.
131.	Click the <b>Load CIET/CPE to Payroll</b> option.
132.	Click the <b>Run</b> button.
133.	Click the <b>OK</b> button.
134.	Click the <b>Process Monitor</b> link.
135.	Click the <b>Refresh</b> button.

Step	Action
136.	Click the <b>Refresh</b> button.
137.	Click the <b>TXPYCPE</b> link.
138.	Click the <b>5493332 - TXMAINLD Success</b> link.
139.	Click the <b>View Log/Trace</b> link.
140.	Click the <b>txmainld_5493332.PDF</b> link.
141.	Click the <b>Close Tab (Ctrl+W)</b> button.
142.	Click the <b>Return</b> button.
143.	Click the <b>OK</b> button.
144.	Click the <b>Return</b> button.
145.	Click the <b>Payroll Processing USA</b> button.
146.	<p><u>Part D begins here.</u></p> <p>Part D. TX Off Cycle Page Range</p> <p>Click the <b>Update Paysheets</b> menu.</p>
147.	Click the <b>TX Off Cycle Page Range</b> menu.
148.	Click the <b>Look up Company (Alt+5)</b> button.
149.	Click the <b>T52</b> link.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
150.	Click the <b>Look up Pay Group (Alt+5)</b> button.
151.	Click the <b>MON</b> link.
152.	Click the <b>Look up Pay Period End Date (Alt+5)</b> button.
153.	Click the <b>Vertical Scroll bar</b> .
154.	Click the <b>11/30/2014</b> link.
155.	Click the <b>Search</b> button.
156.	Note that the ending page number increased from the CPE Load we saw earlier. This will assist you in grouping the pages to be included in the document creation.
157.	Click the <b>Payroll Processing USA</b> button.
158.	<u>Part E begins here.</u> Part E. Calculate Payroll (PSPPYRUN-single calc) Click the <b>Produce Payroll</b> menu.
159.	Click the <b>Calculate Payroll</b> menu.
160.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>calc</b> ".
161.	Click the <b>Search</b> button.
162.	Click the <b>Calc</b> link.
163.	Click the <b>Look up Company (Alt+5)</b> button.
164.	Click the <b>T52</b> link.

Step	Action
165.	Click the <b>Look up Pay Group (Alt+5)</b> button.
166.	Click the <b>MON</b> link.
167.	Click the <b>Look up Pay End Date (Alt+5)</b> button.
168.	Click the <b>Vertical Scroll bar</b> .
169.	Click the <b>11/30/2014</b> link.
170.	Click the <b>Look up Process Page (Alt+5)</b> button.
171.	Click the <b>13</b> link.
172.	Click the <b>Look up Thru (Alt+5)</b> button.
173.	Click the <b>13</b> link.
174.	<p>The Calculation will be processed as Final (not Preliminary).</p> <p>Click the <b>Preliminary Calculation Run</b> option.</p>
175.	Click the <b>Run</b> button.
176.	<p>The Calculation selection for Returned Monies transactions will always be Calculate Pay (PSPPYRUN) -- the Single Calc process.</p> <p>Using the Single Calc Process (PSPPYRUN) will prevent the custom calc from overriding or adjusting the Returned Monies Transaction.</p>
177.	Click the <b>Select</b> option.
178.	Click the <b>OK</b> button.
179.	Click the <b>Process Monitor</b> link.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
180.	Click the <b>Refresh</b> button.
181.	Click the <b>Details</b> link.
182.	Click the <b>View Log/Trace</b> link.
183.	Click the <b>CBL_PSPPYRUN_5493333.log</b> link.
184.	Click the <b>Close Tab (Ctrl+W)</b> button.
185.	Click the <b>Return</b> button.
186.	Click the <b>OK</b> button.
187.	Next, review the Pay Check to check the taxes on the Returned Money. Ensure that the EE/ER OASDI/Med taxes match.
188.	Click the <b>Produce Payroll</b> button.
189.	<u>Part E begins here.</u>  Part E. Review Paycheck (check to ensure taxes for EE/ER OASDI/Med match.  Click the <b>Review Paycheck</b> menu.
190.	Click the <b>Off Cycle ?</b> option.
191.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>0000000280</b> ".
192.	Click the <b>Search</b> button.
193.	Click the <b>Paycheck Taxes</b> tab.
194.	The MED/EE and MED/ER match, as do the OASDI/EE and OASDI/ER.

Step	Action
195.	The OASDI/Med EE/ER matches.
196.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## *EUT Course 160 – Payroll*

### Section 5 - Period End Reporting

#### Section 5 - Period End Reporting

#### S5\_L1 - Quarterly Tax Reporting

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

#### Running Quarterly 941 Report

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

#### Procedure

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>U.S. Quarterly Processing</b> link.
3.	Click the <b>TX 941 Quarterly Fed Tax</b> link.
4.	Click the <b>Add a New Value</b> tab.
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter "941".
6.	Click the <b>Add</b> button.
7.	Click the <b>Look up Company (Alt+5)</b> button.
8.	Click the <b>T52</b> link.

Step	Action
9.	Click the <b>Look up Balances for Year (Alt+5)</b> button.
10.	Click the <b>2014</b> link.
11.	Click the <b>Look up Balances for Quarter (Alt+5)</b> button.
12.	Click the <b>1</b> link.
13.	Click the <b>Run</b> button.
14.	Click the <b>OK</b> button.
15.	Click the <b>Process Monitor</b> link.
16.	Click the <b>Refresh</b> button.
17.	Click the <b>Details</b> link.
18.	Click the <b>View Log/Trace</b> link.
19.	Click the <b>txtax941_5492649_1.PDF</b> link.
20.	Click the <b>Details</b> link.
21.	Click the <b>View Log/Trace</b> link.
22.	Click the <b>txtax941_5492649_1.PDF</b> link.
23.	Click the <b>Close Tab (Ctrl+W)</b> button.
24.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## *EUT Course 160 – Payroll*

### **S5\_L2 - Employee Balance Adjustments**

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

#### Earnings Balance Adjustments

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

#### **Procedure**

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

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

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

<b>Step</b>	<b>Action</b>
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Periodic Payroll Events USA</b> link.
3.	Click the <b>Balance Adjustments</b> link.
4.	Click the <b>Earnings</b> link.
5.	Click in the <b>Company</b> field.
6.	Enter the desired information into the <b>Company</b> field. Enter " <b>T32</b> ".
7.	Click the <b>Search</b> button.
8.	Click the scrollbar.
9.	Click the <b>0000000008</b> link.

Step	Action
10.	Click the <b>Look up Company (Alt+5)</b> button.
11.	Click the <b>T32</b> link.
12.	Click the <b>Look up Balance ID (Alt+5)</b> button.
13.	Click the <b>CY</b> link.
14.	Click the <b>Look up Year (Alt+5)</b> button.
15.	Click the <b>2014</b> link.
16.	Click the <b>Look up Period (Alt+5)</b> button.
17.	Click the <b>10</b> link.
18.	Click the <b>Look up Earnings Code (Alt+5)</b> button.
19.	Click the <b>1XM</b> link.
20.	Click in the <b>Reason for Adjustment</b> field.
21.	Enter the desired information into the <b>Reason for Adjustment</b> field. Enter " <b>One-Time Merit not entered in system.</b> ".
22.	Click the <b>Save</b> button.
23.	Enter the desired information into the <b>Adjustment to Month-to-Date</b> field. Enter " <b>100.00</b> ".

## *EUT Course 160 – Payroll*

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

### **S5\_L3 - Pay Calendars**

#### **Section 5 - Lesson 3 - Pay Calendars**

#### Creating Pay Calendars

#### **Section 5 - Lesson 3 Exercises - Scenario 1: Creating Pay Calendars**

#### **Procedure**

In this lesson, you will learn how to create a Pay Calendar for special exceptions.

Use pay calendars to schedule payroll cycles for pay groups, and to calculate flexible credits, benefit costs, and deduction begin and end dates.

Step	Action
1.	Click the <b>Set Up HRMS</b> link.
2.	Click the <b>Product Related</b> link.
3.	Click the <b>Payroll Processing Controls</b> link.
4.	Click the <b>Pay Calendar Table</b> link.
5.	Click the <b>Add a New Value</b> tab.

Step	Action
6.	Click the <b>Look up Company (Alt+5)</b> button.
7.	Click the <b>T52</b> link.
8.	Click the <b>Look up Pay Group (Alt+5)</b> button.
9.	Click the <b>MON</b> link.
10.	Press <b>[Tab]</b> .
11.	Enter the desired information into the <b>Pay Period End Date</b> field. Enter <b>"12302014"</b> .
12.	Click the <b>Add</b> button.
13.	Click the <b>Off-Cycle Calendar?</b> option.
14.	Click in the <b>Pay Period Begin Date</b> field.
15.	Enter the desired information into the <b>Pay Period Begin Date</b> field. Enter <b>"12302014"</b> .
16.	Enter the desired information into the <b>Paycheck Issue Date</b> field. Enter <b>"12302014"</b> .
17.	Click the <b>Save</b> button.
18.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## S5\_L4 - Pay Run IDs

### Section 5 - Lesson 4 - Pay Run IDs

#### Creating Pay Run IDs

#### Section 5 - Lesson 4 Exercises - Scenario 1: Creating Pay Run IDs

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

### **Procedure**

In this lesson, you will learn how to Create a Pay Run ID that will be used for special exceptions.

A Pay Run ID identifies a single payroll processing cycle (pay run).

<b>Step</b>	<b>Action</b>
1.	Click the <b>Set Up HRMS</b> link.
2.	Click the <b>Product Related</b> link.
3.	Click the <b>Payroll Processing Controls</b> link.
4.	Click the <b>Pay Run Table</b> link.
5.	Click the <b>Add a New Value</b> tab.
6.	The Pay Run ID for year end special processing should be unique but be consistent with the other Pay Run IDs. Normally an alpha character that hasn't been used is added at the end.
7.	Enter the desired information into the <b>Pay Run ID</b> field. Enter " <b>T52M1213A</b> ".
8.	Click the <b>Add</b> button.
9.	Enter the desired information into the <b>Description</b> field. Enter " <b>December Payroll Adj</b> ".
10.	Enter the desired information into the <b>Short Description</b> field. Enter " <b>Dec Adj</b> ".
11.	Click the <b>Save</b> button.
12.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## S5\_L5 - Attach Pay Run ID to a Pay Calendar

### Section 5 - Lesson 5 - Attach Pay Run ID to a Pay Calendar

#### Attaching a Pay Run ID to a Pay Calendar

#### Section 5 - Lesson 5 Exercises - Scenario 1: Attaching a Pay Run ID to a Pay Calendar

#### Procedure

In this lesson, you will learn how to attach a Pay Run ID to a Pay Calendar.

Pay Run IDs have to be attached to Pay Calendars in order to create paysheets and to process payroll. A pay run ID is forever linked to its calendar entries. Every time the pay run ID is used in a process, it looks to the data on the calendar entries and pulls data for the pay group(s) for the pay period dates.

Step	Action
1.	Click the <b>Set Up HRMS</b> link.
2.	Click the <b>Product Related</b> link.
3.	Click the <b>Payroll Processing Controls</b> link.
4.	Click the <b>Pay Calendar Table</b> link.
5.	Click the <b>Look up Company (Alt+5)</b> button.
6.	Click the <b>T52</b> link.
7.	Enter the desired information into the <b>Pay Period End Date</b> field. Enter <b>"12302014"</b> .
8.	Click the <b>Search</b> button.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
9.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
10.	Click the <b>Vertical Scroll bar</b> .
11.	Click the <b>T52M1213A</b> link.
12.	Click the <b>Save</b> button.
13.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Section 6 - Additional Information

### Section 6 - Additional Information

### S6\_L1 - Additional Information

#### Section 6 - Lesson 6 - Exercises

#### Running a PreSheet Audit Report

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

#### Procedure

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

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

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

## *EUT Course 160 – Payroll*

Step	Action
10.	Click the <b>T52M1114</b> link.
11.	Click the <b>Run</b> button.
12.	Click the <b>OK</b> button.
13.	Click the <b>Process Monitor</b> link.
14.	Click the <b>Refresh</b> button.
15.	Click the <b>Details</b> link.
16.	Click the <b>View Log/Trace</b> link.
17.	Click the <b>pay034_5493138.PDF</b> link.
18.	The errors listed on the report need to be researched and corrected however in training, they will be ignored.
19.	Click the <b>Close Tab (Ctrl+W)</b> button.
20.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

### Running TX Vendor Remittance Report

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

#### **Procedure**

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Pay Period Reports</b> link.
4.	Click the <b>TX Vendor Remittance</b> link.
5.	Click the <b>Add a New Value</b> tab.
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>VENDORREMITTANCE</b> ".
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Set ID (Alt+5)</b> button.
9.	Click the <b>TX052</b> link.
10.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
11.	Click the <b>Vertical Scroll bar</b> .
12.	Click the <b>T52M1114</b> link.
13.	Click the <b>Run</b> button.
14.	Click the <b>OK</b> button.
15.	Click the <b>Process Monitor</b> link.
16.	Click the <b>Refresh</b> button.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

<b>Step</b>	<b>Action</b>
17.	Click the <b>Details</b> link.
18.	Click the <b>View Log/Trace</b> link.
19.	Click the <b>txvndrmt_5492672.PDF</b> link.
20.	Click the <b>AVPageView</b> object.
21.	Click the <b>AVPageView</b> object.
22.	Click the <b>AVPageView</b> object.
23.	Click the <b>AVPageView</b> object.
24.	Click the <b>AVPageView</b> object.
25.	Click the <b>AVPageView</b> object.
26.	Click the <b>AVPageView</b> object.
27.	Click the <b>AVPageView</b> object.
28.	Click the <b>AVPageView</b> object.
29.	Click the <b>AVPageView</b> object.
30.	Click the <b>AVPageView</b> object.
31.	Click the <b>AVPageView</b> object.
32.	Click the <b>AVPageView</b> object.

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

## TX Manager Payroll Notification

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

#### Procedure

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

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

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

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

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

### TX Warrant Register

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

##### Procedure

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

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

Step	Action
1.	Click the <b>Payroll for North America</b> link.
2.	Click the <b>Payroll Processing USA</b> link.
3.	Click the <b>Pay Period Reports</b> link.
4.	Click the <b>TX Warrant Register</b> link.
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>warrantregister</b> ".
6.	Click the <b>Add a New Value</b> tab.
7.	Click the <b>Add</b> button.
8.	Click the <b>Look up Set ID (Alt+5)</b> button.
9.	Click the <b>TX052</b> link.
10.	Click the <b>Look up Pay Run ID (Alt+5)</b> button.
11.	Click the <b>Vertical Scroll bar</b> .
12.	Click the <b>T52M1114</b> link.
13.	Click the <b>Run</b> button.
14.	Click the <b>OK</b> button.
15.	Click the <b>Process Monitor</b> link.
16.	Click the <b>Refresh</b> button.

# CAPPS HR/PAYROLL

## *EUT Course 160 – Payroll*

Step	Action
17.	Click the <b>Details</b> link.
18.	Click the <b>View Log/Trace</b> link.
19.	Click the <b>txpay004_5493312_1.PDF</b> link.
20.	Click the <b>Close Tab (Ctrl+W)</b> button.
21.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Glossary

<b>Check Reversal</b>	Check Reversal is an off-cycle process used when an employee is paid in error and the agency wants to reverse the check.
<b>Company</b>	Company is a top-level designator. It is equivalent to Agency Number.
<b>CPE</b>	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.
<b>Deduction Code</b>	Deduction Codes are used to assign deductions to an employee and specify the calculation method.
<b>Department</b>	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.
<b>Error Message</b>	An error message stops the process due to data entry or process error. It requires the user to correct the problem before continuing.
<b>ESS</b>	ESS stands for Employee Self Service.
<b>Garnishment</b>	Garnishments are payroll deductions resulting from a judicial order for collection of an unpaid debt.
<b>HTML</b>	HTML stands for HyperText Markup Language. It is a text description language used for publishing content on an internet web site.
<b>IRS Lock Notice</b>	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.
<b>Location Code</b>	Location Code defines a physical location of an agency. State reporting regulations require an agency to have at least one location code for each county in which their employees work. More detailed and discrete Location Codes are optional for an agency.

## *EUT Course 160 – Payroll*

<b>Pay Calendar</b>	<p>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.</p>
<b>Pay Group</b>	<p>A pay group is a logical grouping of employees based on shared characteristics that facilitate payroll processing because of common requirements such as employee type, pay frequency, and share the same pay period begin and end dates. A pay group consolidates a set of employees within a company for payroll processing.</p>
<b>Pay Run ID</b>	<p>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.</p>
<b>Payroll Calculation</b>	<p>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.</p>
<b>Payroll Confirmation</b>	<p>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.</p>
<b>Paysheet Manager</b>	<p>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.</p>
<b>Query</b>	<p>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.</p>
<b>Replacement Check</b>	<p>Replacement Check is an off-cycle process that is used when an employee's check is lost or damaged, and needs to be replaced.</p>
<b>Returned Monies</b>	<p>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.</p>

## **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.