Payroll Advanced Topics

INFINITE VISIONS
PAYROLL TRAINING GUIDE

COURSE OVERVIEW:
This course presents scenarios of unique situations that can be encountered where you will need to process special payroll runs, process retroactive pays, and deal with payroll encumbrances. In addition, we’ll look at best practices for common payroll processes (hiring an employee, terminating an employee and transferring an employee).

COURSE SECTIONS:
- Special Payroll Runs
- Retroactive Pays
- Managing Payroll Encumbrance
- Best Practices
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Section 1 | SPECIAL PAYROLL RUNS

THIS SECTION COVERS:
- Voiding Checks and Direct Deposits
- Managing Payroll Voids
- Processing Zero Pays

VOIDING CHECKS AND DIRECT DEPOSITS

Objective Overview
How you handle voids depends a lot on the situation.

Was the employee paid when he should not have been?
Was the employee paid, but an incorrect amount?
Was the employee paid, but was his check lost or destroyed?
Was the employee paid, but neglected to inform Payroll of a change to his Direct Deposit?

You will assume the identity of Sara Nade, a payroll clerk at the Capital City Elementary School District.

Activity Overview
In the following activities, you will walk through the procedures for processing a void and replace, straight void, voiding a direct deposit.

Processing Void and Replace: The dog ate my paycheck!

SCENARIO: Adam Baum is a tutor at Capital City Elementary School. He just walked into your office with a handful of scraps that he says are the remnants of his paycheck. His dog, Roscoe, got it off the kitchen table and tore it to shreds.

1. Go to General Ledger > Banking > Check Manager.
2. From the Bank Account dropdown list, select the National Bank Operating account and click Apply Selection.
3. In the grid, highlight check # 8143 in the grid.
4. Select Void Check from the Actions menu.
5. Under Void Information, change Date to 9/10/xx.
6. In the Reason field, type “Check Destroyed”.
7. Mark the Reissue Check option.
8. Under Replacement information, select National Bank Operating from the Bank Account dropdown list.
9. Click OK.
10. Print the Reissued check as you would a normal check run.
Notes about Void and Replace Scenario

- The original check is marked as Void and cleared from any bank statements.
- GL accounts and employee accumulations remain as they were before the void.

Processing Straight Void: Case of the Missing Employee PAR

**SCENARIO:** Hal Apeno, the principal of the elementary school barges in to say that he has a Termination PAR for Barb Wire, an employee who left 2 weeks ago. He though he had sent the PAR and paperwork to you already (a perfect example of why we should be using ePARs), but later found it underneath paperwork on his desk. You just ran payroll #5 and printed checks but have not yet distributed them to the employees. The following activity walks you though what you should do.

1. Go to General Ledger > Banking > Check Manager.
2. From the Bank Account dropdown list, select the National Bank Operating account and click Apply Selection.
3. Highlight check # 8129 in the grid.
4. Select Void Check from the Actions menu.
5. Change Date to 9/8/20xx.
6. In the Reason field, type “Employee Terminated”.
7. Click OK. The system will create two journal entries and a void report which will display for printing in the Report Viewer.

Additional items to review:
- **PR/HR Employee Positions and Pay > Distribution tab.** You can view the void amount. The position amount has been reduced.
- **Payroll > Processing > Payroll Voucher Processing > Add Record.** Negative invoices have been created and can be picked up on the next payroll run.

C Voiding a Direct Deposit: Oops, I changed my bank account and forgot to tell you about it.

**SCENARIO:** School Superintendent, Peter Abbott, just stopped in to tell you that he closed his checking account and opened up a new one. This was done a couple of weeks ago and he forgot to tell you about it, and therefore, he didn’t get his las paycheck for PP#7. Being a reasonable person, he’s giving you a couple of hours to get this situation resolved.

First, Peter Abbott will need to be issued a physical check to replace the direct deposit. Before voiding Peter’s Direct Deposit record, you will need to first create an in-between pay period to reissue his pay on a special payroll run.
1. **Go to Payroll/Human Resources > Configuration > Calendars > Pay Cycles.**

2. Double-click the **Biweekly** pay cycle.

3. Click **Add**. Enter the following in-between pay period:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Number</td>
<td>7.1</td>
</tr>
<tr>
<td>Start Date</td>
<td>9/21/20xx</td>
</tr>
<tr>
<td>End Date</td>
<td>10/4/20xx</td>
</tr>
<tr>
<td>Pay Date</td>
<td>10/10/20xx</td>
</tr>
<tr>
<td>Distribution Type</td>
<td>Balance</td>
</tr>
</tbody>
</table>

4. Click **OK** to save the new pay period.

Now, we’re ready to void the direct deposit record.

1. **Go to PR > Employees > Employee Maintenance.**

2. From the **Employee** dropdown list, select **Peter Abbott** and click **Apply Selection**.

3. Select **Payroll Journal** from the Actions menu.

4. From the **Pay Period** dropdown list, select 7.

5. Select **Void Direct Deposit/Zero Net Pet** from the Actions menu.

6. From the **Replacement Period** dropdown list, select 7.1.

7. Click **OK** to proceed with the void. The system will generate a journal entry reversing the pay.

8. Mark the **Show Detail** option in the filter criteria and click **Apply Selection**.

⚠️ Before processing pay period number 7.1, you will need to inactivate the Direct Deposit Net Pay deduction and make sure you change the Routing Number and Bank Account on the deduction.

1. **Go to PR > Employees > Employee Deductions and Benefits**—or—from the Employee Maintenance screen, select **Employee Deductions and Benefits** from the Actions menu.

2. From the **Employee** dropdown list, select **Peter Abbott** and click **Apply Selection**.

3. Double-click his **Direct Deposit Net Pay** deduction.

4. On the **Setup** tab, update the account with the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Routing #</td>
<td>122109476</td>
</tr>
<tr>
<td>Account #</td>
<td>974682160</td>
</tr>
<tr>
<td>Prenote</td>
<td>No</td>
</tr>
<tr>
<td>Account Type</td>
<td>Checking</td>
</tr>
</tbody>
</table>

5. Click the **Information** tab and unmark the **Active** option.

6. Click **OK** to save the changes.
You are now ready to process pay period number 7.1 and issue Peter Abbott a check as you would any other payroll (See the Payroll Processing Guide for more detail). After processing payroll, remember to activate the Direct Deposit Deduction.

2 | PROCESSING ZERO PAYS

Objective Overview

Occasionally, there may be a reason that a district would need to pay/record the district’s portion of an employee benefit even if the employee receives no pay for the pay period.

Activity Overview

The district must pay their portion of an employee benefit such as medical insurance for an hourly employee during the summer months when the hourly employee is not present and therefore receives no pay.

The following activity walks you through the steps to make sure the system generates the employer expense for the deduction.

Setting Up and Processing Employer Expense Amounts on Employees with Zero Pays

Setting Up the Deduction

1. Go to Payroll/HR > Deductions/Benefits > Deductions/Benefits Maintenance.

2. Double-click the Medical Insurance 125 deduction to open in Edit mode.

3. Mark the Include Zero Pay option.

Districts that interface with a county school office for check printing cannot use this process.
4. Select Schedule from the Actions menu. Make sure the Pay Period(s) for which you want the employer amount to be applied to the zero pay record(s) are selected.

Setting Up the Position Record
The district is going to continue to pay for their portion of the employee benefit for one of the employees.

1. Go to Payroll/HR > Employees > Employee Positions and Pay.
2. From the Employee dropdown list, select Ada Boye and click Apply Selection.
3. Double-click her Position & Pay record to open in Edit mode.
4. On the Information tab, mark the Zero Pay option.
5. Click OK.
6. From the Positions and Pay grid, select Payroll Journal from the Actions menu.
7. Verify the journal is for Pay Period 8 and mark the Show Zero Pay option.

Processing Payroll
1. Go to Payroll > Payroll Processing > Process Payroll.
2. Process the payroll for the pay period as normal. After closing the pay period, review the Deduction Register that corresponds to the deduction invoice. You will see only the employer match amount for the Medical Insurance 125 deduction for the Ada Boye.
Notes about Including Employer Expense Amounts on Employees with Zero Pay

- The Deduction record and the Employee Positions and Pay record must be flagged as Include Zero Pay.
- The applicable pay periods must be selected for which the employer benefit expense amounts are to be paid.
- The Deduction Register will show only the employer match amount for employee’s medical insurance deduction.

Activity Overview

There are times when the district needs to process a reduction in pay for an employee that will result in the employee’s net pay for the period being reduced to $0.00. If the pay reduction exceeds the pay, while leaving deductions in place, you may dock the employee’s gross pay up to the point that the result is a net zero check. However, you may not dock the employee’s gross pay to the point that a negative check results.

Districts that interface with a county school office for check printing cannot use this process.

Calculating a Net Zero Pay for One Employee

SCENARIO: It turns out that Bobby Pinn exceeded the limits of his leave plan during the pay period. So much so that his reduction in pay would result in a negative pay. It is determined that a manual dock of $1395.11 would reduce his net pay to zero, while leaving all of his deductions in place.

If there is an amount remaining to be docked, it would be processed on the next pay period.

1. Go to Payroll/HR > Employees > Employee Maintenance.
2. From the Employee dropdown list, select Bobby Pinn and click Apply Selection.
3. Select Payroll Journal from the Actions menu.
4. From the Pay Period dropdown list, select 9.
5. Select Compute from the Actions menu.
6. Review the Payroll Journal computed for Biweekly Pay Period 9. Note the employee’s net pay of $1034.25

7. From the Payroll Journal screen (make sure you are on Bobby’s primary position), select Adjustments from the Actions menu.

8. Click Add New Record. Enter the following adjustment:

   ![Add Payroll Journal Adjustment window]

   The Payroll Journal Adjustment amount is determined by calculating the minimum pay required to maintain deductions intact yet yield employee net zero pay. This may take a few tries.

9. Click OK. The Payroll Journal Adjustment will reflect the adjustment (dock) and the adjusted regular pay.

10. Click OK to return to the Payroll Journal screen.

11. Select Compute from the Actions menu to include the adjustment in period’s payroll computation. Note that the adjustment reduced Bobby’s net pay to zero.
Notes about How to Calculate a Net Zero Pay Period for One Employee

- For a dock that exceeds an employee’s pay for a period, you can dock the employee’s gross pay so the result is a net zero check. You may not dock an employee’s check to the point a negative check result.
- After processing payroll for the pay period, you can print payroll reports and look at the payroll journal to verify the net zero pay computed.
- A net zero pay receipt is generated for the employee along with all printed pay receipts.
- To view the adjustment on the Payroll Journal screen, click Show Detail and then Apply Selection.
Section 2

PROCESSING RETROACTIVE PAYS

Introduction

This section outlines the steps and procedures that should be followed when the district needs to process a retro pay to a group of employees, calculate retro pay amounts.

Depending on existing district policies, any retro amount that is owed to an employee is typically handled in one of two ways:

- Paid to the employee as a lump sum on the pay period following the increase
- Excluded altogether (no retro)

For our examples, we’ll use the most common approach, which is to pay out the retro in a lump sum.

1. PROCESSING RETRO PAY FOR A GROUP OF EMPLOYEES

   Payroll/HR > Salary Schedules > Salary Schedule Maintenance

Activity Overview

In the following activity, you will process a lump sum retro pay for a group of certified employees.

Working with Projection Information on Salary Schedules

SCENARIO: Contract negotiations for certified staff have been delayed until after the start of the new school year. Certified Staff are paid on either a Biweekly or Monthly pay cycle. So employees tied to the Certified Salary Schedule have been paid five checks at last year’s rate if they are on the Biweekly schedule and once if they are on the Monthly schedule.

The district has just approved a 5.00% contract increase and now needs to do a lump sum retro pay for all certified staff tied to this schedule.

1. Go to Payroll/HR > Salary Schedules > Salary Schedule Maintenance.
2. Double-click the Certified salary schedule to open in Edit mode.
3. Click the Schedule tab.
4. Select Copy Schedule to Projection from the Actions menu. This will synchronize the amounts on the Schedule and Projection tabs.
5. Click OK.
6. Click the Positions tab.
7. Select Copy Current links to Projection Links from the Actions menu. This will synchronize the positions on the Position and Projection Positions tab.
8. Click Yes.
9. Click OK to acknowledge the links have been updated message.
10. Click the Projection tab.
11. Highlight all the cells in the grid.
12. Select Apply Formula from the Actions menu.
13. In the Formula to Apply field, type “*1.05” and click OK. This will increase the cell amounts by 5.00%. Refer to the help system for additional values that can be used in this field.
14. Click Yes.
15. Click OK to save and close the schedule and then double-click the schedule to reopen it.
16. Click the Projection tab.
17. Select update Projection Amount on Linked Positions from the Actions menu.
18. Click OK to acknowledge the links have been updated message.

The salary schedule is now updated and you can proceed with calculating your retro pay.

### Calculating Retro Pay Amounts

**SCENARIO:** In the previous activity, we used the Certified schedule for work agreement positions so we will run the Calculate for Work Agreement Records command to calculate the retro pay amounts for the employees.

1. Go to Payroll > Salary Schedules > Retro Pay Processing to display the Retro Pay Journal grid (Initially, the grid is empty).
2. Select Calculate for Work Agreement Records from the Actions menu.
3. From the Name dropdown list, choose Certified. Leave the Base Rate Positions option unmarked.
4. Click Next.
5. Select the Pay Period for the Biweekly and Monthly pay cycle the system will use to calculate the amount of retro pay owed (when should the raise have taken place). For this example, select PP#4 for the Biweekly pay cycle and PP#3 for the Monthly pay cycle.

6. Click Next.

7. Select the Pay Period the system should begin paying the employees the new amount. Since PP#4-PP#8 have already been processed for the Biweekly pay cycle (at the old rate), we’ll select PP#9 as the effective pay period. For the Monthly pay cycle, we’ll select PP#4.

8. Click Next.

9. Mark the Lump sum option. Select PP#9 for the Biweekly pay cycle and PP#4 for the Monthly pay cycle.

10. Click Next.

11. Review the information in the Confirmation window. If you need to make changes, click Back. When you are ready to proceed, click Next to compute records.
You’ve successfully calculated your retro pay amounts! This grid contains a lot of useful information for you to review. You may want to export this to an Excel spreadsheet for safe keeping.

Notice there is a record for Rita Book who has been terminated. Because you will not be processing a retro pay for Rita, this record can be deleted. Also, notice that there are two records for Claire Asday who transferred positions. In her new position there is no retro due because of the transfer date. In her former position there is retro due. Because she is no longer being paid in that position, you will need to make a payroll adjustment to her current position to include the retro in Pay Period #9.

### Posting Retro Pay Records

1. Select **Post Records** from the Actions menu. This will be your last opportunity to cancel and make changes.
2. Click **OK** to process the records.
3. Click **OK** to update the pay journals with the retro pay amounts.
4. Click **OK** when the update is finished.

The Certified Salary Schedule will be updated with the new values but it will not be accessible for editing until the PP#9 is posted.

### Processing Retro Pay for an Hourly Timecard Employee

**Activity Overview**

In the following activity, you will process a retro pay for an individual employee.

#### Processing Retro Pay Increase for an Hourly Timecard Employee

**Scenario:** Ellen Wheels, bus driver, is due an increase back to the beginning of the year (PP#3). The paperwork moving her on the salary schedule was turned in late. She has been paid 6 pay periods.

1. Go to **Payroll > Employees > Employee Positions and Pay**.
2. In the Positions and Pay grid, double-click the **Bus Driver** position currently filled by Ellen Wheels.
3. Select **Set Salary Schedule Projection** from the Actions menu.
4. Choose the **Classified Hourly** schedule.
5. Double-click the **Bus Driver / Level V ($13.50)** cell. The new projection information is displayed.
6. Click **OK** to save the position.
7. In the **Reason** field, type an explanation for the update.
8. Go to **Payroll > Salary Schedules > Retro Processing**.
9. Select **Calculate for Time Card Records** from the Actions menu.
10. Walk through the wizard. Select Pay Periods #3 and Pay Period #9 for the Biweekly schedule and Pay Periods Pay #3 and #4 for the Monthly schedule. Because there are two Pay Cycles at CCSD, both fields (Biweekly and Monthly) must be completed.

11. Delete any records that should not have retro pay calculated.

12. Select Post from the Actions menu.

### 3 PROCESSING A MID YEAR CHANGE FOR A SINGLE EMPLOYEE

**Payroll > Employees > Employee Positions and Pay**

**Activity Overview**

In the following activity, you will process a mid year change for a single employee where there is NO retro pay amount to be processed.

**Processing an Employee Mid Year Salary Change**

**SCENARIO:** Lina Credit, a purchasing agent at the business office, has been promoted and will now move up from Step 7 to Step 8 (Budget Manager Column) on the Admin-Supervisor salary schedule. This new pay increase will take effect as of PP#9.

1. Go to Payroll > Employees > Employee Positions and Pay.

2. In the Filter Criteria, type use the Employee field to filter on Lina Credit Apply Selection.

3. In the Positions and Pay Records grid, double-click her Purchasing Agent position.

4. Choose the Pay tab. Note her current pay amount and salary schedule placement.

5. Select Mid Year Change from the Actions menu.

6. Double-click the [Step8, Budget Mgr] cell for $35,250.00.
7. In the Mid Year Change screen, mark **Exclude retroactive pay**.

8. From the **Retro Back to Pay Period** dropdown list, select 3.

   - The Retro Back to Pay Period field must be completed. It is usually the first pay period the employee has been paid. If you’ve excluded retroactive pay, none will be calculated.

9. Click **OK**.

10. Click **OK** when the system is finished.

11. Choose the **Distribution** tab. Note the new pay distribution that is set to begin on PP#9.

12. Click **Calculate Now**.

13. Click **OK** to save and close the position.


15. Click **OK**.

**Notes About Mid Year Change**

- You cannot use this utility for Hourly-Timecard employees.

- Use the Effective Date field to specify that the retro only goes back to a certain date, not necessarily a full pay period.
Introduction

In this section, you will develop an understanding of what an encumbrance is, the logic behind an encumbrance, how salaries are encumbered, and what causes the encumbrances to be out of sync.

Defining an Encumbrace

In accounting, an encumbrance is a transaction that occurs when someone needs to put money away (to hold it) for a specific purpose. The money has not yet been spent, but is earmarked for that purchase and no one else can use it. In payroll, an encumbrance is an estimate of the salary and benefit expenses which will occur in the future. In Enterprise, you can choose to encumber the following three types of positions.

- Filled Positions and Supplemental Pays
- Vacant Positions
- Hourly Timecard Positions– Where the hours per day is set to zero

At the beginning of each new fiscal year when your Payroll Setup has been completed and you are ready to encumber your salaries and benefits for the whole year, you should run the action to Compute Selected Periods from the Process Payroll module. This will ensure that your salaries and benefits are encumbered for the correct amount. This action should be done routinely to sync up any changes that have been made to the employer paid benefits.

Understanding the Encumbrance Logic

The primary sources of data used to calculate the salary and benefit expenses are found in Employee Positions and Pay and Employee Deductions and Benefits. The system uses the distribution amount on the position to encumber the salaries. For Employer Paid Benefits, it uses the employer paid deductions to determine who much to encumber by pay period, per employee.

How are Salaries Encumbered?

The Payroll Journals are the salary encumbrances.

Salaries are encumbered using one of the following methods:

- By generating the Work Calendar.
- If a user (with authority) makes a change to a position and generates a position, the salary encumbrance will be updated to reflect the change.
- By going to Payroll > Payroll Processing > Process Payroll and selecting the Compute Selected Periods command from the Actions menu.
What Causes Salary Encumbrances to be Out of Sync?

Activity Overview

An out of sync salary encumbrance can occur when a position is not ended correctly in the system. As a result, the outstanding encumbrances for the position are not cleared.

Let’s look at a couple of examples beginning with the following activity:

<table>
<thead>
<tr>
<th>Ending a Position and Removing Remaining Encumbrances</th>
</tr>
</thead>
</table>

**SCENARIO:** Crystal Ball has just submitted her resignation and her last day of work will be 06/01/20xx.

1. Go to Payroll > Employees > Employees Positions and Pay.
2. Use the Filter Criteria to display Crystal Ball’s position.
3. Double-click her record to open in edit mode.
4. Choose the Pay tab.
5. In the Position Dates End field, type 06/01/xx.
6. Change the corresponding End Pay Period on the position to period 25 to match her final work day.
7. Click Calculate Amount to recalculate the remaining contract.
8. Click OK to save changes.
9. Select Payroll Journal from the Actions menu.
10. Select Compute All Year from the Actions menu.

The Compute All Year command recalculates the employee’s pay for the entire year. This is very useful after you have made changes and want the system to update encumbrances based on the existing Payroll Journal for the remaining unposted pay periods.

Another example of an out of sync encumbrance can occur when a position has not been generated after a change has been made.

Let’s say an employee’s position is initially set up for annual pay of $50,000. A user with no security rights to generate a position (from Payroll User Roles) changes the position amount to $25,000. Running the Compute All Year command from the Payroll Journal screen at this point in time will not encumber the new position amount as encumbrances are based off the current payroll Journals, in this case, $50,000.

Somebody with generate capabilities needs to edit the position (open/close it), you can then run the Compute All Year command to encumber the new amount.

Positions are flagged as Assigned by HR when they are created/edited from the HR > Positions and Pay record.
What Causes a Position to be Ungenerated?

- The Work Calendar used on the position is not set to Ready to Generate.
- Position has been created/hanged by a user who does not have rights to generate position records.

Notes about Salary Encumbrances

- If you go to Employee Maintenance and unmark the Issue Payroll Check option on the employee record, it will prevent an employee from being paid again but it will not clear outstanding encumbrances.
- A position must be generated to be encumbered. If the position has no Pay Journals, then neither the position nor the benefits are encumbered.
- You can use the ungenerated filter option on the Employee Positions and Pay grid to filter for ungenerated records.
- Positions with a status of Assigned by HR should be generated by a person with appropriate security rights prior to running the Compute All Year command.

How are Benefits Encumbered?

Unlike salary encumbrances, Employer Paid Benefits are only encumbered when from the Actions menu Compute Selected Periods is run. That’s why it is very important to run this command after all payroll setup has been completed and the positions have been generated.

In addition, the Compute Selected Periods command should be run routinely to align any changes that have been made to Employer Paid Benefits.
Encumbrance Options

There are two options to compute Employer Paid Benefit Encumbrances.

Option 1  From the Compute Selected Periods screen, select All Pay Periods and click OK. This will update the Salary and the Benefit Encumbrances for all employees. This option takes a while to run and requires that you have tax tables set up for the entire fiscal year.

If you do not have the next calendar year’s tax tables set up, you can still run the Compute command.

Option 2  Run the Compute All Year command from PR > Employees > Employee Maintenance > Actions > Payroll Journal. The system will compute the Salary and the Employer Paid Benefit encumbrances for a single employee.

When would you run option 2?

When you have made an election change to an Employer Paid Deduction amount/percentage that only impacts one employee.

Notes about Encumbrance Options

• When you generate a position the system encumbers the salaries. It uses the distribution to determine what needs to be encumbered for the remaining unposted pay periods.

• If you end a position early by changing the ending pay period on a position and then regenerate the position, the system will remove all encumbrances for that position that were after the ending pay period. This includes salaries and benefits.

• The system will not recalculate the benefit amounts if there has been a change to the position amount for the remaining unposted pay period.

• Remember, Option 1 may take several hours to complete depending on the size of the district. Tyler suggests running this option at the end of the working day allowing the process to complete during non-business hours.

2 ENCUMBERING VACANT POSITIONS AND SUPPLEMENTAL PAYS

General Ledger > Configuration > General Ledger Default Settings

Objective Overview

The Infinite Visions system has an option that can be turned on/off to track payroll pre-encumbrances for vacant positions, supplemental pays, and their related benefits.

As we learned earlier, a regular payroll encumbrance for salaries is established at the point a position is generated, and a position must be filled with an employee before it can be generated. The Track Payroll Pre Encumbrance option allows you to establish encumbrances for vacant positions. For budgeting purposes, this will make your encumbrances more accurate if you plan to fill the vacancies during the year.
Turning on Track Payroll Pre Encumbrance

On the General Ledger Default Settings screen, mark the **Track Payroll Pre Encumbrance** option.

**How does this option track pre encumbrances for benefits?**

To track pre encumbrances for benefits, you need to create and assign Position Budget Templates to the vacant positions or supplemental pays. The templates are created in **General Ledger > Budgeting > Position Budgeting Modeling > Position Budget Template**.

Typically, you would add to the Position Budget Templates any benefits that have an employer contribution. This is because you only budget for employer expenses, not expenses incurred by the employee.

The Employer Paid Benefits may be different depending on the type of position/supplemental. For example, Administrators may have different insurance premium amounts compared to certified or classified employees. In this case, it may be necessary to create different templates for the different groups of employees you pay.
Once the templates are defined, you can assign them to the position/supplemental pay records. (Payroll/HR > Employees > Employee Positions and Pay > Actions >Shortcuts > Mass Update Records). For position budgeting purposes, these templates should be assigned to ALL positions and supplementals (not just the vacant ones).

Remember that the Mass Update option is applied to all records currently displayed in the grid. Prior to running this utility, make sure you have filtered the grid to display the records you want to update.

Activity Overview

In the following activity, you will work with a position budget template.

Assigning and Reviewing Position Budget Templates on Vacant Positions

1. Go to Payroll/HR > Employees > Employee Positions and Pay.
2. Click Apply Selection to bring in all records.
3. Arrange the grid so that the following columns are visible: Vacancy Status, Position Budget Template, and Classification.
4. Filter on the Vacancy Status field for all Vacant positions/supplemental pays.
5. You will notice that in the training data all the records have been assigned a Position Budget Template. If you need to mass update this field, you can go to Actions > Mass Update Records. The mass update is applied to all records currently displayed in the grid! Consider using the Classification field for filtering if your templates are based on classification values (Certified, Classified, Admin).

Calculating the initial pre encumbrances for your vacancies

1. Go to General Ledger > Budgeting > Position Pre Encumbrances > Position Pre Encumbrance.
2. Select Calculate Pre Encumbrance for Payroll from the Actions menu. This will calculate the initial pre encumbrance amounts for all vacant positions and supplementals.

The system will look at the total work days from the work calendar assigned to the records and then compare it to the current date to figure out the total unpaid days remaining. The pre encumbrance is based on the unpaid days and is distributed across the accounts tied to the position or supplemental pay.

Benefits for any vacant records with a Position Budget Template assigned are also calculated at this time. You can view the benefits by changing the information Type field from Salary to Benefits.
From the point of the initial calculation, pre encumbrances are automatically recalculated when:

1. Payroll is posted to the General Ledger or;
2. The Recalculate Pre Encumbrance for Payroll command is run from General Ledger > Budgeting > Position Pre Encumbrance. This will liquidate any pre encumbrance for positions that have been assigned and make new records for the remaining vacant positions. If a payroll is later unposted, the system recalculates to re encumber the amounts.

3 ENCUMBERING HOURLY TIME CARD POSITIONS WHERE HOURS PER DAY IS SET TO ZERO

Payroll/HR > Employees > Employee Positions and Pay > Edit Record

Objective Overview

By default, Hourly/Time Card positions are only encumbered if you enter both an Hourly Rate and Hrs/Day on the Pay tab of the position as shown below:

With those two values in place, the system can multiply Hrs/Days* Hourly Rate * Number of Work Days to establish a position amount that will create a salary encumbrance once the position is generated.

There are times, however, when you may not want to specify hours per day for a position. Substitutes are one example. For these types of positions, you can still establish a pre encumbrance by entering a value in the Pre Enc field on the Pay tab of the position supplemental pay as shown below:
When payroll is posted, the system will do the normal pre encumbrance calculations. It will then pick up positions where the value in the Pre Enc field minus the paid-to-date (Fiscal) for the position is greater than zero. The remaining amount is distributed over the active funding lines based on the percentage and is the amount that is encumbered.

Notes about Hourly Time Card Positions Where Hours Per Day is Set to Zero

- There will be some rounding that occurs during the calculation.
- If you assigned a Position Budget Template to the record, benefits will also be calculated for these records in the Position Budgeting screen.
- Only records that are assigned to an employee will be included in this new logic. Since the normal GL pre encumbrance logic picks up vacant positions, we wouldn’t want to pick up the same record twice.
- Vacant, hourly time card positions with no Hrs/Day entered and no value in the Pre Enc field will not be included.
Section 4

AUTOMATED PAYROLL JOURNAL ENTRIES

Defining Account Offsets to Use for the Override

To get the FICA to post to Fund 001 instead of the grant fund, you must create a set of override offsets. This is where you’ll add the new offsets. You are basically creating a choice for when we get to the override area of the deduction.

Objective Overview

There may be times when you don’t want an employer match to be charged against certain lines of funding on an employee position.

Let’s say for example, you have an employee being paid out of a grant fund, but you never want the employer portion of FICA to go against that fund. You can set up the position with an account that uses the grant fund, and then within the deduction, you can override the specific grant and reallocate the FICA Expense to a different fund.

If you cross funds, then it will be necessary to complete the employer liability so that the payables liability and the cash follow the funding changes and hit their respective funds.

Take a look at Abby Birthday’s teaching position. Abby is being partially paid out of Fund 210.

Defining Account Offsets to Use for the Override

General Ledger > Configuration > Account Offsets

To get the FICA to post to Fund 001 instead of the grant fund, you must create a set of override offsets. This is where you’ll add the new offsets. You are basically creating a choice for when we get to the override area of the deduction.

Defining Account Offsets to Use for the Override

General Ledger > Configuration > Account Offsets

To get the FICA to post to Fund 001 instead of the grant fund, you must create a set of override offsets. This is where you’ll add the new offsets. You are basically creating a choice for when we get to the override area of the deduction.
Activity Overview

In the following activity, you will assign the new offsets in the deduction override screen.

Activity Overview

In the following activity, you will assign the new offsets in the deduction override screen.

Assigning the Deduction Overrides

1. Go to Payroll > Deductions/Benefits Maintenance.
2. Double-click the FICA - Medicare deduction record.
3. Select Override Accounts from the Actions menu.
4. Enter the following Deduction Account Override.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Mask</td>
<td>210.?????????</td>
</tr>
<tr>
<td>Employee Liability Account Offset</td>
<td>EE - Liability - FICA</td>
</tr>
<tr>
<td>Employer Liability Account Offset</td>
<td>ER LIAB M&amp;O FICA Employer Override</td>
</tr>
<tr>
<td>Employer Expense Account Offset</td>
<td>ER EXP M&amp;O FICA Employer Override</td>
</tr>
</tbody>
</table>

5. Click OK.

By adding this override, the system is being directed that if a person is paid out of Fund 210, the FICA amount is redirected to Fund 001.

- For this particular scenario, you would probably want to create overrides for both BICA Medicare and Social Security.
• When the deduction checks are written, the cash for the employer liability has been transferred to Fund 001. However, in this example, because an employee liability offset was not created, the employee liability remained in Fund 210. (Applicable if using cash balancing).

• If you define any overrides, when payroll is computed, the system will check for an offset. If there is one, it will use this offset if the salary account matches the mask. If there is no offset, the system will use the normal offset.

2 USING A PAYROLL POSTING CROSSWALK

Payroll > Configuration > Payroll Posting Crosswalk

Objective Overview

Some districts may want to charge overtime and others hours against different accounts than they would record an employee’s regular hours. By default, however, the Regular, Overtime, and Other Hours buckets in Employee Time Card Entry all get recorded to the same account.

The Infinite Visions Payroll system has a Payroll Posting Crosswalk that can be used to automatically record Overtime and Other Hours to different accounts without having to add new lines of funding to the hourly position or supplemental records.

Activity Overview

In the following activity, you will define the payroll posting crosswalk to use to record the Overtime and Other Hours.

Defining a Payroll Posting Crosswalk

SCENARIO: Currently, the district posts all regular, overtime, and other hours to object code 5210. What they would like to do is have overtime posted to object code 5299 and Holiday pay (Other Hours) posted to object code 5298. Rather than creating separate positions/supplementals or adding additional funding lines to complete this task, we’ll complete a Payroll Posting Crosswalk, and these hours will automatically post to the correct accounts during payroll processing.

1. Go to Payroll > Configuration > Payroll Posting Crosswalk.
2. Click Add New Record.
3. Enter the following crosswalk:

<table>
<thead>
<tr>
<th>Salary Mask</th>
<th>Overtime Mask</th>
<th>Other Hours Mask</th>
</tr>
</thead>
<tbody>
<tr>
<td>001.???.???.5210</td>
<td>001.???.???.5299</td>
<td>????.???.???.5298</td>
</tr>
<tr>
<td>001.???.???.5220</td>
<td>001.???.???.5299</td>
<td>????.???.???.5298</td>
</tr>
</tbody>
</table>

Notes about Payroll Posting Crosswalk

• Hours can be keyed in as usual in the Employee Time Card Entry screen.
• Payroll is processed normally but when it’s posted the Journal Entry will reflect the posting crosswalk.
CORRECTING PAYROLL FUNDING

Payroll > Employees > Employee Positions and Pay

Objective Overview

Infinite Visions provides a utility on the Positions and Pay screen that will allow you, in most cases, to correct Payroll funding without having to make manual journal entries. There are many different reasons that you may need to use the Correct Payroll Funding feature of Infinite Visions. This section will cover one of the most common scenarios.

If you are using the journal entry approval process, the journal entry created will be routed to the approval queue as applicable.

Moving All the Funding to a New Fund

1. Select employee “Dee Vine” using the Filter Criteria fields and click Apply Selection.
2. Double-click her “Teacher” position to open in edit mode.
3. Choose the Pay tab.
4. Inactivate the old funding line by unmarking the Active checkbox.
5. Type “110.20.200.5120” in the Account field and “100%” in the Funding field.
6. Click the Calculate Amount button. To correct
7. To correct the previous paid amounts and move them to the new funding, mark the Correct Posted Funding checkbox and click OK.
8. A warning message displays, Start pay period is posted and will not be included in the distribution. Click OK to continue. The Correct Payroll Funding window displays.
9. Select pay periods “4 - 8”. These are the pay periods that need correcting.
10. Type “10/20/20xx” the Entry Date.
11. Select “Cash Offset” or “Interfund” from the Fund Rounding Offset dropdown list.
12. Click OK. You will receive a warning message that you are about to create a journal entry that will update the General Ledger.
13. Click Yes to proceed. The journal entry is submitted for approval.
Reallocating the Funding Percentage

1. Select employee “Jim Socks” using the Filter Criteria fields and click Apply Selection.

2. Double-click his “Teacher PE” position to open in edit mode.

3. Select the Pay tab.

4. Enter the following:

<table>
<thead>
<tr>
<th>Account</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>001.15.200.5120</td>
<td>75%</td>
</tr>
<tr>
<td>100.15.200.5120</td>
<td>25%</td>
</tr>
</tbody>
</table>

5. Scroll to the right and select “TCH AIDE1” from the Grant Project dropdown list.

6. Click the Calculate Amount button.

7. Mark the Correct Posted Funding checkbox and click OK.

8. A warning message displays, Start pay period is posted and will not be included in the distribution. Click OK to continue. The Correct Payroll Funding window displays.

9. Select pay periods “4 - 8”.

10. Type “10/20/20xx” the Entry Date.

11. Select the offset from the Fund Rounding Offset dropdown list.

12. Click OK. You will receive a warning message that you are about to create a journal entry that will update the General Ledger.

13. Click Yes to proceed. The journal entry is submitted for approval.

Notes about Correcting Payroll Funding

- Although the funding has been corrected in the General Ledger, the utility does not move the fiscal paid-to-date amount to the Fiscal field on the new funding line on the Employee Positions and Pay > Pay tab.

- It is essential to keep the total amount of the position in mind when correcting the funding.

- If you enter a negative percentage to correct the funding, you can get unexpected results.

- This is a tool to easily correct some common funding changes. It will not correct every scenario.

- Keep in mind that manual journal entries will need to be done for more complicated adjustments.
Introduction

This section outlines Tyler Best Practices for common processes including terminating an employee, hiring an employee, and transferring an employee.

Objective Overview

At some point after you’ve gone live on the IVEE Payroll system, you'll find yourself needing to terminate an employee. There are many things to take into consideration when doing this. Here are some important questions to ask yourself when terming an employee.

- How quickly will the employee need his or her last check?
- Will the employee’s position be refilled?
- Does the employee have vacation or sick time that needs to be paid out on their final paycheck?
- Has the employee over-extended their leave and therefore may need to be docked on their final pay?
- What deductions/benefits should be active on the final pay? On the leave payout?
- How will other departments be notified of the termination?

For discussion: Can you think of any other important questions to consider?

Activity Overview

In the following activity, you will walk through the termination process.

Terminating an Employee

SCENARIO: Rita Book is a teacher at the Capital City Elementary School. You just received a PAR saying she’s been fired. Using the checklist as your guide, terminate her position and process a special payroll for her final check.

Additional Information for processing the termination:

- Last day of work for positions and supplementals is 10/23/20xx. (Pay Period 8.1)
- Deactivate all non-mandatory deductions/benefits and direct deposit.
- Pay out Personal Leave balance on last check.
- Create vacancy for her primary teacher position.
Use the following Termination Checklist the first few times you terminate an employee. This checklist assumes the following:

- The employee was fired (as opposed to resigning or retiring), so they will need to be issued a live check in between a normal payroll run.
- The position will eventually be refilled.
- The employee has some vacation/sick time that needs to be paid out.

<table>
<thead>
<tr>
<th>Step</th>
<th>Process Description / Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Payroll &gt; Configuration &gt; Calendars &gt; Pay Cycles</strong>&lt;br&gt;• Add an extra Pay Period to the Pay Cycle to process the special payroll run.&lt;br&gt;• Open the Pay Cycle and add an extra period. For example, if the employee will be paid in between the 8th and 9th pay periods, you would add a 8.1 period with the same Start and End Dates as PP#8, and whatever pay date you want to use.&lt;br&gt;• DO NOT select this period on the work calendar, so it is not included in the distribution for all employees tied to this calendar.</td>
</tr>
</tbody>
</table>
| 2    | **PR/HR > Employees > Employee Positions and Pay**<br>• Update all Positions/Supplementals for final pay.<br>• Change the **Position End** date to reflect the employees last day of work.<br>• Key in the position end period to reflect the last pay period. In our example, this would be PP# 8.1. Assuming you’re using work calendars and regular salary schedules (not min-max), the system will calculate the balance of contract for you, otherwise, you’ll have to calculate it manually.<br>• Run the **Calculate Amount** utility.<br>• Click **OK**.<br>• Go to Actions and choose **Set Periods**. Select the 8.1 period you added in Step 1.<br>• Verify the final pay amount on the Distribution tab.<br>• Click **OK** to save all the changes.<br>• Repeat this process for additional positions/supplementals.  
  
  (NOTE If the supplemental pays are not tied to a salary schedule you will need to manually calculate the remaining amount due. Daily rate x number of days worked = total amount for position/supplemental Position amount – total amount = amount to enter in Subtract from Position Distribution)<br>• Select the regular position and run the action to **Create Vacancy**. This will flag the old position as Closed and will open a vacant position with the same control code. |
<p>| 3    | <strong>PR/HR &gt; Employees &gt; Employee Leave Plans</strong>&lt;br&gt;• Adjust employee leave balances.&lt;br&gt;• Determine what leave plans should get paid out. For those that will, right-click and enter an <strong>Adjustment</strong> transaction to bring the balance to 0. Put a check in the <strong>Payout</strong> box for this transaction. This can be used later for your GASB leave report calculations.&lt;br&gt;• Multiply the number of days/hours to be paid out times the Pay Rate. This will be the amount of the leave payout on their final check. Enter the leave payout amount here $________________. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Process Description / Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>**PR/HR</td>
</tr>
<tr>
<td>5</td>
<td><strong>PR &gt;Employees &gt; Employee Maintenance &gt; Actions – Payroll Journal &gt; Actions – Adjustments</strong>&lt;br&gt;• Create a Payroll Journal Adjustment to pay out the leave or you may pay out leave on a separate supplemental position.&lt;br&gt;• Click the <strong>Add</strong> button and enter the amount you calculated for the leave payout.&lt;br&gt;• Save the Journal Adjustment.&lt;br&gt;• Run the action to <strong>Compute All Year</strong> for the employee.&lt;br&gt;• Verify that the pay for PP# 8.1 looks correct.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Payroll &gt; Payroll Processing &gt; Process Payroll</strong>&lt;br&gt;• Process the 8.1 payroll. See the Payroll Processing Training Guide for detailed information.</td>
</tr>
<tr>
<td>7</td>
<td><strong>PR/HR &gt; Employees &gt; Employee Maintenance</strong>&lt;br&gt;• Update the Employee Maintenance record.&lt;br&gt;• Change the employee status to <strong>Inactive</strong>.&lt;br&gt;• Remove the <strong>Issue Pay Check</strong> flag.&lt;br&gt;• Enter a Termination Date.&lt;br&gt;• Enter a Termination Code if you have HR and have created a list</td>
</tr>
<tr>
<td>8</td>
<td><strong>PR/HR &gt; Employees &gt; Employee Maintenance</strong>&lt;br&gt;&lt;strong&gt;HINT&lt;/strong&gt; Use the Employee Wizard to take you through the various screens&lt;br&gt;<strong>Things to consider:</strong>&lt;br&gt;• Clear Contract on the Position&lt;br&gt;• Clear Evaluation Group&lt;br&gt;• On the Position&lt;br&gt;• Inactivate remaining Deductions&lt;br&gt;• Inactivate Leave Plans – for any leave plan with an outstanding balance enter adjust entries to bring balances down to zero.&lt;br&gt;• Archive Certifications&lt;br&gt;• Delete employee from Employee Groups&lt;br&gt;• If you have not used ePARs for this termination consider adding a termination note in Contacts to remind you of additional tasks that need to be completed.&lt;br&gt;<strong>EX:</strong> Notifying other departments, deleting Education, Language, Miscellaneous Tracking items and any other items that apply.</td>
</tr>
</tbody>
</table>
2 | HIRING AN EMPLOYEE
Payroll/Human Resources > Employees > Employee Maintenance

Objective Overview
Depending on the district’s policy entering an employee into IVEE will be done by either HR or PR or a combination of both. If you are using ePARs or an Applicant Tracking Interface, IVEE has utilities to make data entry easier. But, no matter what, the process starts in Employee Maintenance.

If you are using ePARs or an Applicant Tracking Interface go to the Actions menu on the Employee Maintenance record and select either Get Web Applicant or Get PAR Employee to begin to process. Both the Web Applicant and PAR Employee commands will allow you to select the employee and then generate the Employee Maintenance record with the information entered in those modules.

If you are not using ePARs or an Applicant Tracking Interface do the following:

1. Go to Payroll > Employees > Employee Maintenance.
2. Click Add New Record. Select or type data on all tabs.

Using the Employee Wizard
The Infinite Visions Employee Wizard utility allows you to complete the Employee setup easily. For new records the Process employee set up wizard is marked. If you are editing a record, you will need to mark this option. Using the wizard, you will be able to:

- Assign employee positions and supplemental pays
  - Select the correct salary schedule, check the position Start Date and Start Period.
  - Review the Account code
  - Review the Distribution tab
  - Generate the position/supplemental
- Assign and activate Employee Deductions and Benefits and their funding lines and complete any additional set up.
- Assign and activate Employee Leave Plans and their funding lines and enter any pro-rated accrual information if needed.
- Input Employee Certificates and Endorsements and any other information such as Degrees, Miscellaneous Tracking, Groups, etc.

After all payroll related information has been entered, go to the employee’s payroll journal, compute it and review that their pay is correct.

Depending on responsibilities within the PR and HR departments, the Employee Wizard can be customized by the user to make data entry easier.
TRANSFERRING AN EMPLOYEE TO A NEW POSITION
Payroll > Employees > Employees Position and Pay

Objective Overview
This utility enables you to quickly transfer an employee from one position to another position.

- It is assumed that a new vacant, open funded position has been created and waiting to be filled.
- Selecting the Create Vacancy option instructs the system to create a vacancy from the old position using the same control code and to close the old position as it transfers the person to the new position.

Using the dates you supply, the system will:

- **In the old position**: Fill in the End Date, change the End Period based on the end date and recalculate the end payday. The contract days are recalculated and if it is a position that’s dependent on a ration of days to make the position amount, the amount is recalculated.
- **In the new position**: The Start Date and Start Pay Period are filled in and the number of start pay days is recalculated. The contract days are recalculated and if it’s a position that’s dependent on a ration of days to make the position amount, the position amount is recalculated.

**SCENARIO:** Claire Asday is transferring from the Infinite Visions Middle School to the Visions High School so a transfer needs to be completed to assign her to her new position.

1. Go to Payroll > Employees > Employees Positions and Pay.
2. Click Apply Selection to populate the Employee Positions and Pay grid.
3. Highlight Claire Asday’s Teacher-SPEDMMR position.
4. Select Transfer Employee to a New Position from the Actions menu and complete the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Position Ends</td>
<td>10/18/20xx</td>
</tr>
<tr>
<td>New Position Starts</td>
<td>10/20/xx</td>
</tr>
<tr>
<td>Create Vacancy</td>
<td>Yes</td>
</tr>
<tr>
<td>Maintain Salary Schedule Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>Maintain Evaluation Group</td>
<td>No</td>
</tr>
<tr>
<td>Maintain Contract</td>
<td>Yes</td>
</tr>
<tr>
<td>Maintain Salary Budget Field</td>
<td>No</td>
</tr>
</tbody>
</table>

5. Click OK. The system will display vacant positions.
6. Choose I-200-10128 and click OK. The employee’s current position will be displayed with the information regarding the end date from the dialog box. Verify the information is correct, then click Calculate Amount.

Notice the Remaining Amount in the funding line. This amount is the balance of contract due for the 42 days worked on this position. Because we want Claire’s bi-weekly pay to continue to be balanced ($1980 per pay period) in her new position, she is working the 180 days - enter the $1650 in the Subtract from Position Distribution field. Click OK to save the position.

7. The new position is displayed. Verify the information on each tab.

Notice that there are 138 days remaining on this position. Look at the Distribution tab and notice that her biweekly amount has changed to calculate the 138 days. To balance her biweekly pay enter ($1650) in the Subtract from Position Distribution field. This will add the balance of contract from her previous position to the current one and update her biweekly distribution so there is no change in biweekly pay. Review the Distribution tab. Click OK to save.

8. Click Apply Selection to view the new position on the grid and review the old one.

Notes about the Transfer Employee to New Position Action

• The **Transfer Employee to a New Position** command can be used for positions tied to a Regular Salary Schedule or Min-Max Schedule.

• If the old position had a salary schedule link, that link is brought forward to the new position if you selected **Maintain Employee Salary Schedule Assignment**.

• Selecting the **Create Vacancy** option instructs the system to create a vacancy off of the old position (using the same control code number) and then to close the old position as it transfers the person to the new position.