



SMART Payroll: Workflow Example (rev 4.4.25)

This is an example only. It is the district's responsibility to ensure these instructions and explanations are accurate, designed for the district's utilization with SMART Systems and the responsibilities of the person who is receiving these instructions. You may not want to include instructions for something that is not allowed or not being utilized, such as Wage Statements, TimeTracker or Rate Tables if the district does NOT use SMART for these purposes.

(FOR MORE INFORMATION ON THESE WINDOWS FIELDS USE THE **HELP ICON** & FOR CHECKLIST EXAMPLES, REFER TO THE RMIC WEBPAGE)

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| Payroll Setup Setup Pay Calendar | <ul style="list-style-type: none"><input type="checkbox"/> Build/Review the pay calendar data fields for accuracy.<ul style="list-style-type: none">○ Are the Check dates, Pay periods. Earning schedules, Frequency & Do Not Calculate options all accurate? |
| Process Employee Maintenance (Payroll Employee Setup) | <ul style="list-style-type: none"><input type="checkbox"/> New Hire/Rehire<ul style="list-style-type: none">○ Build a new employee or rehire a previously terminated employee here.<input type="checkbox"/> Employee Info & Employee Info-Addnl<ul style="list-style-type: none">○ Review and make changes to employee demographic data as needed.<input type="checkbox"/> Paycheck Data<ul style="list-style-type: none">○ Enter new or make changes for an existing employee's paycheck data in this window. I.e. Pay rate changes, retirement changes, deduction/benefit changes, garnishments/wage levy amount changes.○ Are Wage Statements needed (in accordance with Wage Theft Law)?<ul style="list-style-type: none">▪ In SMART under Payroll Processing, use Wage Statement Setup.<ul style="list-style-type: none">• Create draft, then proof the draft form in SMARTeR.<ul style="list-style-type: none">○ Go back into Wage Statement Setup and finalize the Wage Statement• Communicate to employee and have them sign the Wage Statement<ul style="list-style-type: none">○ Track attempts and/or signatures in Wage Statement Signatures<input type="checkbox"/> Terminate Employee; Process employee terminations here. |

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| TimeTracker (SMARTeR) | <p>Refer to the TimeTracker Processing Checklist on our website for more information.</p> <ul style="list-style-type: none"> ❑ Does the district need to accrue per pay period or monthly in SHR TimeOff before SMARTeR TimeTracker processing? (see the ‘Recording Leave Usage and Leave accrued’ later in this document) ❑ Approval Reports Hours Required Approvals <ul style="list-style-type: none"> ○ Review and ensure approvals are complete. ❑ Approval Reports TimeOff Requested TimeOff <ul style="list-style-type: none"> ○ This report will show the TimeOff requests entered. It displays in date descending order, so the most current date is at the top. Be sure all needed for the period are accurate and have been approved. Notice if there is more than one page, you will need to click “next” in order to page over. ❑ Approval Reports Hours Import Hours summary (use the help icon for more information on this report) <ul style="list-style-type: none"> ○ <i>After process period</i> - This report will show the Hours entered and what will import into SMART. <i>It previews a lot cleaner if you view it as pdf.</i> <ul style="list-style-type: none"> ▪ This report has totals at the bottom that can help you proof that the timecard import to SMART HR is complete. ❑ Approval Reports Hours Complete Hours <ul style="list-style-type: none"> ○ This can be compared to the Import Hours Summary; if something is off then identify it and see what needs to be fixed in the TimeTracker setup windows or on the employee’s setup. ○ Recommended, to print/save this report. It shows two ways. The first way shows all employees per week, to allow a user to see if someone is missing time. The second way is by using the retrieval arguments at the bottom ending in ...by emp. That will show all an employee’s time together and/or broken by page. ❑ Approval Process Period <ul style="list-style-type: none"> ○ This page will process the information for the timeframe selected. The first step is to check for any errors. Work through any errors and use the help icon for more information. |
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| TimeOff Processing (Payroll TimeOff Processing) | <ul style="list-style-type: none"> <input type="checkbox"/> TimeOff Activity - File Import <ul style="list-style-type: none"> ○ Click the TimeTracker Import button. ○ If using comp hours instead of paying overtime, Emp TimeTracker Settings reflect as such, click TT Import Accruals. <ul style="list-style-type: none"> ▪ Proof codes in the Payroll TimeOff Processing Employee TimeOff Activity report. <input type="checkbox"/> TimeTracker Processing ACA Import <ul style="list-style-type: none"> ○ If using TimeTracker for ACA Hour Tracking per month use this window to import into ACA. <ul style="list-style-type: none"> ▪ Proof codes in the Agency ACA Administration Appended ACA Hours Detail report. <input type="checkbox"/> TimeOff Activity – One Employee <ul style="list-style-type: none"> ○ Use this window to view an employee's current leave balance. This window is also used to enter, accrue, or adjust leave for one employee. <input type="checkbox"/> TimeOff Activity - Multiple Employees <ul style="list-style-type: none"> ○ Allows you to enter multiple leave entries at once for multiple employees. Enter 'As of Date' and click "Select". The window will return one row for every active TimeOff Plan it finds. |
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| Entering and Processing Payroll (Payroll Payroll Processing) | <ul style="list-style-type: none"> <input type="checkbox"/> Enter dock-in-pay <ul style="list-style-type: none"> ○ In SMART, contract pay is docked using the Timecard Master. Enter the contract code (e.g. TEACHER) with a negative in the rate field. Hourly Pay is docked by simply reducing the number of hours an employee is being paid if they didn't have leave hours to cover the requested time off. Make sure employees are aware of the pay reduction. <input type="checkbox"/> Timecard Import <ul style="list-style-type: none"> ○ Import hours from a spreadsheet if formatted accordingly select the pay calendar then the header row check box, and finally, Import Pay. ○ Import the TimeTracker hours click the pay calendar then on Import Pay. Proof codes in the Payroll Processing Timecard Master window. <input type="checkbox"/> Timecard Windows <ul style="list-style-type: none"> ○ Pay Tab: Use to enter your timecards, EBE entries and dock-in- pay. Click the Calendar in the upper left-hand corner of the screen, you may insert rows one at a time by clicking "Insert Row" or by using your enter key. ○ Deduction/Benefit Tab: Use to process exception entries for deduction/benefits. Select a radio button "Override", "Add to Deduct", or "Stop Deduct". |
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- ☐ Calculate Payroll
 - In the Calculate Payroll window when the Update ER button is highlighted, employees have updated their information such as address, emergency contacts, direct deposit, and W-4 information through SMARTeR. (if this option is utilized)
 - Used to calculate the payroll. **Click** the calendar you want to calculate. **Click** the “Recalculate” button.
 - If errors are present, print/save and resolve them. Before recalculating the payroll, be sure to reset the pay calendar flags by retrieving your Pay Calendar and **clicking** the "Reset Pay Calendar Flags."
- ☐ Timecard Detail by Employee
 - Print/save this for the current calendar. Run to proof the individual pay and deduction timecard entries for verification of input accuracy.
- ☐ Current Check
 - Allows you to calculate one employee to look at their gross to net earnings. Enter employee ID, tab, **select** Calendar, tab, **select** Calendar Seq No, tab, **select** Ck Seq, enter.
- ☐ Payroll Proof Report
 - Print/save for the current calendar. Compare this report’s Total Summary Page (last) to the previous payrolls.
 - Verify extra payments and/or deductions that needed to happen did in fact happen. You may also pull individual deductions by code to reconcile monthly billings at this point before creating the payroll.
 - Verify gross and net salary.
- ☐ Paystub Hrs. Override (use the help icon for more information on this window)
 - Used for non-exempt annualized hour tracking so they display on the pay stub/checks.
 - Enter normal hours worked. Do not include OT hrs. Validate and Save. Do not Finalize until after proofing.
 - **NOTE:** Verify rate that displays on pay subs/checks. Does their Paycheck Rate of Pay match their hourly rate? If not, in Paycheck Data’s pay code row, enter the correct rate of pay in Paycheck Rate of Pay. This will be reported on the paycheck for annualized pay employees. It will also trigger a disclaimer, per DOL, that says: Your pay may fluctuate based on hours worked per pay period.
- ☐ Create Paychecks
 - Select the calendar, **click** the “Create” button.
 - Once you create, no further changes can be made.
 - A message will pop up stating that all employees will be rolled to the next calendar. Be sure to review this for accuracy before **selecting** yes.

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| | <p>Create checks updates all employee pay, deduct, tax and retirement records and accumulators.</p> <ul style="list-style-type: none"> ○ A scroll bar will show on top of the screen and flip through each employee number as they are being created. A box will come up alerting you when the create checks is complete. <p><input type="checkbox"/> Accrue ESSTMNHRs</p> <ul style="list-style-type: none"> ○ Exclude any pay codes you do not want to occur with this window. ○ Are there units that need to be converted to hours? ○ Run an ESST report to verify accrued ESST. <ul style="list-style-type: none"> ▪ Review if any staff have reached the eligibility to use ESST (since they accrue before they are eligible and would be able to use prior accruals after becoming eligibility) They can accrue but technically not be able to use until they reach the ESST eligibility hours worked in a year (80 hours). ▪ Any changes? You will need to edit the accrual in the employees TimeOff Activity- One Employee window. ▪ Run an ESST TimeOff report to verify balances. ○ If districts need a payroll undo or any ESST changes, <u>manual adjustments would be required to redo/correct TO ESST.</u> <p><input type="checkbox"/> Print Checks</p> <ul style="list-style-type: none"> ○ Be sure to load your blank laser check stock! Click the desired calendar to print checks for, click “Select All” print checks for all employees, click “Print”. A message box will come up reminding you to put in the MICR toner cartridge and will ask you if you want to add a message to the check. Click YES or NO. Another message box will come up to verify the printer checks are to be printed on. Select the printer and click OK. <p><input type="checkbox"/> Create Direct Deposit File</p> <ul style="list-style-type: none"> ○ The system automatically highlights and creates the file for the last created payroll. To select another row, click the desired calendar to create the direct deposit ACH file for and click the “Create” button. A message box will come up stating where the file was created in the client folders with the option to open. <p><input type="checkbox"/> Compare Net Pay Amounts</p> <ul style="list-style-type: none"> ○ Go into the windows Print Checks and record the total amount. ○ Go into the window Print Direct Deposit Notices and record the total of net pay. ○ Be certain the total of the checks and direct deposits are equal to the net pay on the payroll proof report. All numbers must agree. |
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| | <ul style="list-style-type: none"> <input type="checkbox"/> Send the Direct Deposit File <ul style="list-style-type: none"> <input type="radio"/> Submit the ACH file for processing to the bank your district uses for depositing direct deposit of payroll. <input type="radio"/> Some districts wait to send this until after GL creation and other agency reporting files are created. <input type="checkbox"/> Print Direct Deposit Notices <ul style="list-style-type: none"> <input type="radio"/> Used to print the employee direct deposit notices for the selected calendar. Can also be used to reprint notices in case of a printer jam or lost notice. Select the desired calendar to print ACH Notices for. Only employees who did NOT consent to print their own notice in eR will be highlighted. Click “Print”. A message box will come up asking if you want to add a message to the check. Click YES or NO. Another message box will come up to verify the printer notices are to be printed on. Select the printer and click OK. If you need to reprint a direct deposit notice, retrieve the calendar, select the employee(s) to reprint, and click “Print”. |
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| SMARTeR | <ul style="list-style-type: none"> <input type="checkbox"/> Employee Self Service Website SMARTeR Email Notification <input type="checkbox"/> Optional: Send out a mass email notifying employees that payroll has been processed and can be viewed in SMARTeR. It is helpful to include the district link to SMARTeR directly in the email. <input type="checkbox"/> Some districts wait to send this until after GL creation and other agency reporting files are created. |
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| Processing Reports to run After Creating Payroll (Payroll Payroll Processing) | <ul style="list-style-type: none"> <input type="checkbox"/> Payroll Register <ul style="list-style-type: none"> ○ Print/save and compare the totals on the last page to the totals from the Payroll Proof. If they do not match, find the difference. Scan the pay, deductions, benefits, and taxes. Are they close to the previous payroll register totals? Note: This report should be printed as it is to be kept as a permanent record. <input type="checkbox"/> Deduct Detail by Calendar or by Payee <ul style="list-style-type: none"> ○ Print/save and use to verify your deduction/benefit amounts withheld for the payroll. Match bills with Deduct Detail Pages. If any amounts need to be adjusted, determine why, and if it is OK, work with finance staff to insert one line on the voucher for the adjustment. <input type="checkbox"/> Tax Detail by Calendar <ul style="list-style-type: none"> ○ Print/save and use to verify the tax amounts due for SIT MN (State Income Tax MN), FIT (Federal Income Tax), OASDI, OASDIR, MEDICARE and MEDICARER (Social Security Tax). <input type="checkbox"/> Check Register <ul style="list-style-type: none"> ○ Print or save as pdf in a secure file location. Use this report to verify your paper checks for this payroll. If blank, no paper checks exist. <input type="checkbox"/> Direct Deposit Register <ul style="list-style-type: none"> ○ Print or save as pdf in a secure file location. Use this report to verify your direct deposits for this payroll. Use the last page to get the total entries and total direct deposit amount for the bank. ○ If printing/saving to PDF, be sure to save in secure location and/or use the F3 function to remove account numbers before printing/saving. |
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| Creating General Ledger File for Transfer to Finance (Payroll General Ledger-Pay) | <ul style="list-style-type: none"> <input type="checkbox"/> Create General Ledger Entries – Record JE# <ul style="list-style-type: none"> ○ Click the calendar, Click create FILE. It will process the file and any warnings or serious errors will be listed on the screen. If there are warnings or errors, Click PRINT/SAVE ERRORS. If they are timecard entries, go to Correct Timecard Distribution to fix. If they are not timecard entries, go to the Paycheck Data, distribution tab to fix. If the distribution codes need to be built, you will have to build them in finance. Then go back to Create GL Files and repeat the above process. <input type="checkbox"/> Create General Ledger Entries – Voucher File <ul style="list-style-type: none"> ○ Click the Create Vouchers button. Save/print this report to track your payment amounts. |
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| | <ul style="list-style-type: none"> ○ Batch name is usually PAY. If your district uses the voucher file import you will need to create the voucher file AFTER you have created the GL Files for this payroll. The voucher file will automatically be brought into finance. Adjustments can be made to the vouchers if needed prior to generating and posting the payments. □ Proof and compare the voucher totals to the payroll register totals for voluntary deductions. <ul style="list-style-type: none"> ○ If there are any mismatches identify why, are they ok? Are there some payroll deductions/benefits payroll does not create a voucher for if so, who handles those payments? ○ Another voucher report that can be helpful in comparing totals is under Finance. If the user has access to AP in Finance or can ask their finance person, they can use <i>Voucher Listing By Vendor</i>. This report should match the voucher summary created in payroll but will simply display the voucher totals in a different format. Finance Accounts Payable Reports: Voucher Listing By Vendor Select Status = Open and Source =SHR (verify check date falls within default). |
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| Make Tax Payments | <ul style="list-style-type: none"> □ Use the Voucher Summary report saved from the step above OR Payroll Register for total tax amount due. □ Federal Tax Payments <ul style="list-style-type: none"> ○ Make EFTPS payment to the IRS within 3 banking days of the pay date. Taxes are due in 1 banking day if taxes exceed \$100,000. Deposit the total of the FIT, MEDICARE, MEDICARER, OASDI and OASDIR tax codes. □ State Tax Payments <ul style="list-style-type: none"> ○ Make EFT payment to the MN Department of Revenue within 3 banking days of the pay date. Deposit the total of the SIT MN tax code. |
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| <p>Creating and Transmitting Files for Outside Agencies (Agency Compliance)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> New Hire Report <ul style="list-style-type: none"> ○ Select the calendar, click 'Create new Hire Text File'. Print/save report for your records. If anyone appears on this report, upload it to MN New Hire Reporting. Used to satisfy reporting requirements of the MN Dept. of Human Services – Child Support Division <input type="checkbox"/> MN PERA Reporting <ul style="list-style-type: none"> ○ Select the calendar, Click create reports. A pop-up box will come up telling you where the file was created. Save the reports. You must submit your file(s) and payment within a certain number of days from the check date. ○ You will have two possible files; the demographic file which records personal information about new members or status changes on existing members and a file that contains wage, deduction, and benefit amounts. <input type="checkbox"/> MN TRA Reporting <ul style="list-style-type: none"> ○ Select the calendar, Click create reports. A pop-up box will come up telling you where the file was created. Save the reports. You must submit your file(s) and payment within a certain number of days from the check date. ○ There is one TRA file that combines the demographic records with the wage file. <input type="checkbox"/> Vendor Extracts / Pre-Tax Deducts <ul style="list-style-type: none"> ○ If the District uses a 3rd party vendor to process flex benefit accounts or administer TSA plans, a file may need to be created to upload electronically to them. |
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| <p>Recording Leave Usage and Leave accrued (Payroll TimeOff Processing)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Maintain Employee TimeOff Plans <ul style="list-style-type: none"> ○ This window is used to set up time off plans for leave. It controls how an employee can earn and accrue leave. <input type="checkbox"/> TimeOff Activity – One Employee <ul style="list-style-type: none"> ○ Use this window to view an employee's current leave balance. This window is also used to enter, accrue, or adjust leave for one employee. <input type="checkbox"/> TimeOff Activity - Multiple Employees <ul style="list-style-type: none"> ○ Allows you to enter multiple leave slips at once for multiple employees. Enter an As of Date, make selection and click “Generate Rows”. <input type="checkbox"/> Accrue TimeOff by Frequency <ul style="list-style-type: none"> ○ Use this window to accrue leave (time earned) for employees. |
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| Benefits Module ACA Processing (Agency ACA Administration) | <ul style="list-style-type: none"> <input type="checkbox"/> Maintain Hrs. Worked & ALE Determination <ul style="list-style-type: none"> ○ This must be run to update all ACA hours processed in the payroll. It resyncs all other reports when hours are saved here. Retrieve current ACA year and Create Summary. ○ Look for blue highlighted rows and correct them. Click Create Report and SAVE. <input type="checkbox"/> ACA Measurement Analysis <ul style="list-style-type: none"> ○ Year: YYYY (1 year back), click the radio button next to New Hire Measurement Analysis, select the prior month in which the payroll is currently being created for and Click Create Measurement Report. Review the report to see if any new hires (assigned no plan) have met the ≥130 hrs. per month requirement. If so, an offer of insurance needs to be made per ACA guidelines. |
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Payroll being done might not be your final step! Once it's completed, connect with finance to verify that everything aligns from their perspective. Also, ensure the district is clear on who handles key financial tasks like JE posting, payment generation, etc.



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