Payroll Operations in SMART HR

2024

Contents

Payroll Setup

Generally, districts have established policies and procedures for calculating an employee's pay, recording, and accounting for the benefits the employee has elected, and collecting, remitting and accounting for the taxes employees and the organization owe to outside agencies. Payroll Setup provides you with guidelines for translating your business practices into rules that SMART HR uses to support the district's business practices.

- General employer information is entered and updated including bank, fed entity and location information. Payroll system setting details are entered for use in the payroll process. This setup also creates the dropdown list boxes available on many data input windows. Changes are allowed to be made to existing pay codes, deduction codes and tax information. Multiple reports are available for review during the setup process.

TIMESAVING SHORTCUTS AND REMINDERS

My Favorites
This item under the Quick Access toolbar will keep track of a users' personally selected windows or reports. It will auto display on startup of SMART in the default mode of pinned or unpinned depending upon your user specific selection. From the Quick Access toolbar, select 'My Favorites'.
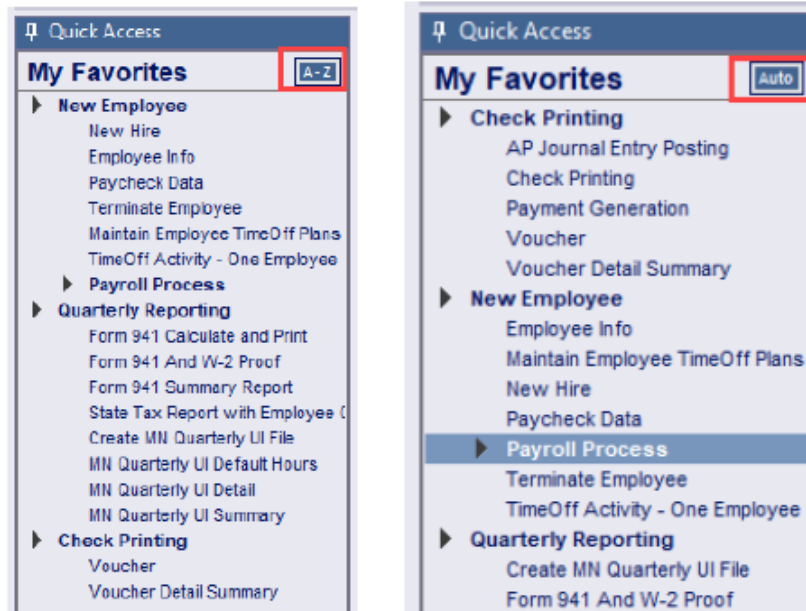
1. Right click on a window or report name and select "Add to My Favorites" button to assign to user favorites.
2. Right click on a window or report name and select "Remove from My Favorites" button to remove a marked favorite.
3. CLICK ON the Quick Access button in the upper left-hand corner and select My Favorites from the drop-down list box.
4. Creating groups are helpful for the user to make check lists of windows they use often. It is also helpful to make a checklist of those processes that happen quarterly or once a year.
   a. Right click in My Favorites and select "Add new group". Type a name for the new grouping.
      i. Example: Payroll Processing, Quarterly Reporting
5. Items are saved in the order they are added. Once favorites are marked, they can be drug into a specific order or defined group.
6. CLICK ON the A-Z button on the My Favorites bar to sort favorites alphabetically.
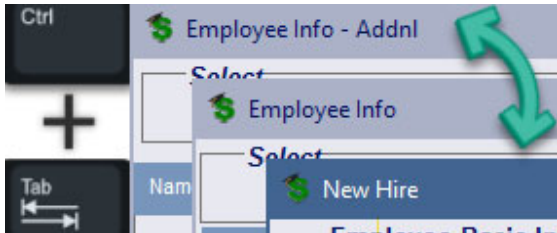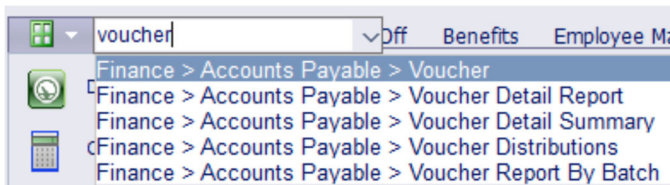
MOVING BETWEEN MULTIPLE WINDOWS

Ctrl + Tab allows the user to go back to the previous window(s).

QUICK ACCESS SEARCH OPTION

Type in the name of the window or report. The search function will auto highlight a selection based on what was typed in.


PRINT PROOFING DATA

Some windows and reports do not provide a print icon but do allow the data retrieved on the screen to be printed. To print be sure the cursor is clicked into the data window, then click on the Actions tab ribbon, Print Proofing Data icon.
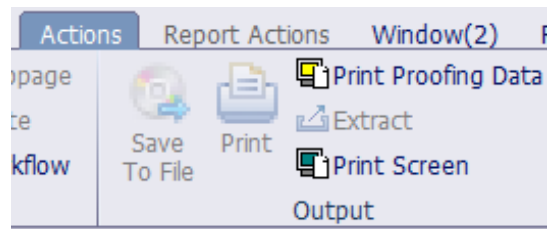
SMARTeR & CALCULATE PAYROLL

If allowed, when employees update information such as address, emergency contacts, direct deposit, and W-4 information through SMARTeR, the information imports into SMARTHR in the Calculate Payroll window when the Update ER button is selected. Run reports from SMARTeR to see if an employee has updated information. SMART eR Setup | View eR Emp Activity | eR Activity.
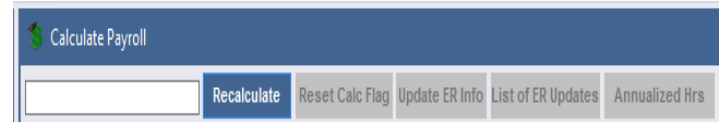
RESETTING SMARTeR PASSWORD

In Payroll Utilities | SMART eR Management, reset the SMART eR password, grant SMART eR Access, withdraw or consent for an employee to print their own W-2 or Direct Deposit Notice. Also used to reset the SMART password and to uncheck the User Locked checkbox.

SAMPLE CHECK

Review changes to an employee's pay without touching their actual information in Payroll | Employee Setup | Sample Check. This window is helpful if an employee asks how net pay will change if they change their benefits or W4.

REPORT SELECT VALUES

The selection of values allows the user to filter the data retrieved for the report.

- Select one or multiple data values by holding down the Ctrl key on the keyboard.
- To select a block of data values, hold down the Shift key on the keyboard. Click on the first value and Shift while clicking the last value to be selected. Click on the first value and Shift while clicking the last value to be selected.

REMOVE A COLUMN AND/OR HEADING ON REPORT

Hold the F3 key down and click to remove an entire column/header from the report. To get all columns/headers back, refresh the window and rerun the report. These changes are not saved.

PAGE VS SCROLLING ON REPORTS

Users can use the arrow icon to page to the next page on reports or the last page icon to jump to the last page of a report. This can be extremely helpful for long reports.

CONTROL SCROLL

Press and hold the Ctrl button on your keyboard and scroll with your mouse up/down zooms in/out.

This works in most windows/reports and menus. If you zoom in too far where the window/report titles are being cut off, you can hold your curser over the scroll bar and widen the menu area.

NEW HIRE

The level of work required in these windows is reliant on what is utilized within SMART HR.

For a new hire checklist example, refer to the RMIC webpage.

PAYROLL | EMPLOYEE SETUP | NEW HIRE

The New Hire window records general information about each newly hired employee. This window is required for new employee setup.

Notes for using this window:

➢ The software will provide the next available ID # when the Retrieve icon is clicked.
➢ Enter name and social security number exactly as it appears on the SS card.
➢ When entering a name, they cannot be put in all capital letters because they create sorting issues on windows and reports. We do not recommend using numbers or special characters. If an employee's hire date is prior to the next calendar's start date, the MN New Hire Report will need to be run for the time frame that includes their hire date.

- Privacy – this field can be defaulted on a specific privacy level, if desired. If the employee has requested their social security number (SSN), phone or address be kept private, make that selection using the dropdown list box. Contact the Region to have your custom setting updated if you would like to make a change.

Optional features:

- Copy Payroll copies information from an existing employee to the new hire. The process copies pay, deduction, benefit, and salary distribution codes (UFARS), sets up the payroll authorization so the new employee can be paid, enters a retirement row, and sets up TimeOff (leave) records from the employee selected (ID to be copied) to the new hire. You must choose an employee with 'good/active' data to copy from, and it is very important to review the results on the Paycheck Data window after you save the new hire.
  o Build from Employee Templates: Used to set up payroll information for employees based on groups set up by the district. All tabs do not need to be filled in, system will just use the data if there when populating in the New Hire or Rehire Employee window – See Setup New Hire/Rehire Templates in Payroll Setup
  o Copy Emp Management copies the security setup information from an existing employee to the new hire. Using the ID to be copied field, it copies the settings for Assignment, Account Code Permissions, Setup Management and SMART eR Roles. Some or all may apply.
  o Copy TimeTracker copies the information from an existing employee to the new hire. Using the ID to be copied field, it copies the settings for Employee Group, Pay Codes, TimeOff Codes, Schedule, and Breaks. Some or all may apply.

- Status Info – enter data.
- Address Info – enter address.
- ACA Info – ACA Plan is required. (If your District does not offer health insurance, contact the Region to remove the requirements for this data field.)
- Supp Info – enter data.
- 3rd Party Info – information for the new hire's demographic information can be set up to automatically transfer information electronically if the employer uses a third-party administrator for substitute or time tracking.
- Save the record using the "Save" icon.

PAYROLL | EMPLOYEE SETUP

In addition to the New Hire Window, the district will need to enter start dates and other data on the windows listed below to complete the set up a new hire:

PAYCHECK DATA

The Paycheck Data window records pay, employee pay authorization, deduction, benefit, distribution, taxes, retirement, check delivery information, pay detail and ACA information for an employee.

- Pay Codes – Select the applicable pay code for the employee from the dropdown.
- Pay Auth – This row is required for an employee to be paid. If the pay authorization is for a future date, the software will assign to employee to the calendar the hire date falls into based on the calendar begin and end date. In this case the new employee will not show up on the timecard screen(s) and will not be calculated for pay.
- Deductions – The Deductions tab provides the fields needed to set up an employee's voluntary elected deductions, employer paid benefits, flexible benefits, garnishments, dues, and other withholding.
- Distribution – This tab is used to record the UFARS finance account code for distribution of pay and benefits.
- Taxes – The Taxes tab allows recording of the employee's Form W-4 for federal tax withholding along with state tax withholding.
- Tax Due Date: The due date will be three working days following the pay date. Exceptions will be any time the payday falls early or when the total tax deposit exceeds $100,000.00. When the deposit exceeds $100,000.00 you are required to file one banking day following payroll.
- Form W-4: Employees are required to complete Form W-4 for federal and state tax withholding. If an employee claims an EXEMPT status, they must submit a new form W-4 each year.
- Retirement – Used to record an employee's eligibility in a MN State retirement plan.
- Ck Delivery – How the employee will receive their compensation is determined here. Employees will either receive a paper check or direct deposit (ACH).

- Pay Detail – Has information relating to calculating employees contracted daily and hourly pay, based on the hours per day and days per year entered. It also calculates the estimated annual amount for hourly employees based on hours per day and days per year entered. Some additional setup information is required to complete the calculation/estimate process. Pay detail is setup using the Payroll Setup | Setup Pay Detail window.
- ACA Info- The purpose of this window is to create and maintain the initial rows of employee data for ACA tracking and employee pay code data for the system to use. The ACA Info tab tracks employee ACA eligibility for an insurance plan or assignment to no plan if they do not qualify for insurance.
- ACA Pay Codes – For reasonable calc method pay codes – Reasonable method assumes it is not reasonable for an employee to clock in and out to record hours worked for ACA reporting. For school districts, pay codes used for extracurricular assignments such as coaching and advisors, are attached to the reasonable calculation method.

EMPLOYEE SETUP | DATA SHEET

- This provides a paper copy of the employee information found on the Employee Info and Paycheck Data windows. This is a great report to use to proof new hire entries.

EMPLOYEE INFO – ADDNL

- Name/Address
- Emergency Contact
- Dependents
- Education
- Training
- Licenses

MN STAR EMPLOYEE DATA

The MN STAR Employee Data window is used to make changes to employee STAR information. This maintenance screen will be used to update and correct error messages found on the edit reports, insert information for new employees and change information.

TIMEOFF PROCESSING

- Maintain Employees TimeOff Plans
- TimeOff Activity-One Employee

MISCELLANEOUS EMPLOYEE ENTRY REMINDERS

RETIREMENT – PERA AND TRA

The Retirement tab defines the retirement plan and social security (OASDI & Medicare) setup for an employee.

TRA is a Minnesota statewide public pension fund that provides retirement, disability and death benefits to Minnesota public school teachers, administrators, college faculty, retirees, their families, and beneficiaries. Certified employees normally include the superintendent, administration, teachers, and other employees required to have a teaching license to perform job duties.

Membership in PERA is automatic for non-elected public employees who meet minimum salary and position eligibility requirements set by Minnesota statute. Non-certified employees describe those individuals hired in positions not requiring a teaching license to fulfill. Example: Bus drivers, maintenance, food service, paraprofessionals, administrative support, and business managers. Refer to the PERA website for specifics on PERA eligibility.

Reminders:

- Remember to record the PERA exclusion code for all new employees if they do not qualify for PERA or TRA.
- TRA Annuitants returning to non-certified positions will need to have a PERA Exclusion code entered if they earn less than a certain amount per month/per year.
- TRA Annuitants working in certified positions or as certified substitutes would have a PERA Exclusion code indicating they are an annuitant, which means they will not be reported.

STUDENT WORKERS – TAX EXEMPTION

If the district employs student workers, they may assume the student is a short-term employee and are generally EXEMPT from federal and state tax.

To qualify for that status, they must meet all three of the following conditions:

1. They earn less than the applicable standard deduction.
2. All their federal income tax withheld the previous year was refunded because they had no tax liability, and
3. They expect no federal income tax liability in the current year.

Student workers are NOT automatically exempt:

- Students Working at Beginning or End of an Academic Term: If the academic term begins or ends at any point within a pay period, the entire pay period is eligible for the exemption from FICA.
- Breaks of under or Over 5 Weeks: If the student is registered for the following semester, the student will be eligible for the FICA exemption if the break is less than five weeks. If the student works during a school break of more than five weeks (over the summer, for example), the student will not be eligible for a FICA exemption if the student is not attending classes during the break.
- Anti-Abuse Rule: The IRS can ignore the FICA exemption if the institution "inappropriately" applied the guidelines to mischaracterize the relationship between an employee and the institution to avoid paying FICA taxes.

WORKERS COMP ASSIGNMENTS

The Worker Comp Assignments report displays the worker comp code assigned to an employee pay code. This assists in the self-audit process required by some worker compensation companies. Report includes employee count.

- Work comp code defaults are assigned to a pay code at the setup level Payroll Setup | Change Pay Codes | Workers Comp field.
  - 8868   Professional and Clerical Employees
  - 8868DBL   Professional and Clerical Employees – Double-time
  - 8868OT   Professional and Clerical Employees – Overtime
  - 9101   Other Employees
  - 9101DBL   Other Employees – Double-time
  - 9101OT   Other Employees – Overtime
  - 9998   Board Member Pay
  - 9999999   Exempt

- The work comp code can be overridden at the employee level Employee Setup | Paycheck Data | Pay Codes | Workers Comp field.
  - Assign the State of MN worker's compensation code to the pay code:
    - Generally, board member and Student worker pay will normally be marked as Exempt. Refer to your worker's compensation contract for coverage definitions.

PAY DETAIL

The Pay Detail window allows users to assign hours per day and days per year default values to a pay code. This default can be overridden at the employee level using the Employee Setup | Paycheck Data | Pay tab | Pay detail override white fields. Pay detail can be set up one pay code at a time or for multiple codes that have the same start and stop date.

PAYROLL | PAYROLL SETUP | SETUP PAY DETAIL

First time set up: Select codes, enter start, and stop dates, click CREATE NEW

- This can be done one code at a time or multiple codes at a time.
- Enter code defaults.
- SAVE
- Close the Setup Pay Detail window, re-open and retrieve the fiscal year saved.
- Annual maintenance: Select codes, enter start & stop dates, click Find/Retrieve, click COPY.
- This can be done one code at a time or multiple codes at a time.
- Enter code defaults.
- SAVE
- Close the Setup Pay Detail window, re-open and retrieve the fiscal year saved.

REHIRE

The level of work required in these windows is reliant on what is utilized within SMART HR.

PAYROLL | EMPLOYEE SETUP | REHIRE EMPLOYEE

The Rehire Employee window retrieves information for a terminated employee; because of retirement, termination, or layoff to be rehired. The process retrieves and reassigns the former employee number, inserts a new status row, and allows the employer to review and change the personnel data displayed.

- Employee Basic Information – The most recent data from the Employee Info/Basic Information tab will be displayed here. Data can be updated, if needed.
- Status Info – A new Status Change row will be created on the Employee Info/Status Changes tab. Enter data based on the new employment status.
- Address Information – the most recent address will be displayed once an Adj Hire Date has been entered. The Date Changed will be equal to the Adj Hire Date. The address can be updated as needed. A new address row will be inserted on the Name/Address tab based upon the new adjusted hire date.
- ACA Info – will add a new row of information based upon the date you enter. If you have data for these ACA reporting fields at the point of hire you can make it a part of the hiring process. If you don't have that level of information at this point, do not enter any data on the ACA tab. It can be done later in the ACA window for one employee.
- An exception occurs in the case of a rehire where the break in service is less than 26 weeks. In the event retain the original ACA new hire date.
- Supp Info – A new row of data for this tab will be created based upon the new adjusted hire date. Enter the new Union code for this employee and make other changes to the other employee personal data.
- 3rd Party Info – Update data related to any 3rd party processing for your employees.

Optional features:

- Copy Payroll copies information from an existing employee to the new hire. The process copies pay, deduction, benefit, and salary distribution codes (UFARS), sets up the payroll authorization so the new employee can be paid, enters a retirement row, and sets up TimeOff (leave) records from the employee selected (ID to be copied) to the new hire. You must choose an employee with 'good/active' data to copy from, and it is very important to review the results on the Paycheck Data window after you save the new hire.
  - Build from Employee Templates: Used to set up payroll information for employees based on groups set up by the district. All tabs do not need to be filled in, system will just use the data if there when populating in the New Hire or Rehire Employee window – See Setup New Hire/Rehire Templates in Payroll Setup.

- o Copy Emp Management copies the security setup information from an existing employee to the new hire. Using the ID to be copied field, it copies the settings for Assignment, Account Code Permissions, Setup Management and SMART eR Roles. Some or all may apply.
- o Copy TimeTracker copies the information from an existing employee to the new hire. Using the ID to be copied field, it copies the settings for Employee Group, Pay Codes, TimeOff Codes, Schedule, and Breaks. Some or all may apply.

PAYROLL | EMPLOYEE SETUP

Information on the Paycheck Data window may not be updated from the Rehire window. Review and update all tabs on the Paycheck Data window as needed.

PAYCHECK DATA

- Pay Codes
- Pay Auth
- Deductions
- Distribution
- Taxes
- Retirement
- Ck Delivery
- Pay Detail
- ACA Pay Codes

EMPLOYEE INFO – ADDNL

- Name/Address
- Emergency Contact
- Dependents
- Education
- Training
- Licenses

MN STAR EMPLOYEE DATA

TIMEOFF PROCESSING

- MAINTAIN EMPLOYEES TIMEOFF PLANS
- TIMEOFF ACTIVITY-ONE EMPLOYEE

STATUS CHANGE

The Status Changes tab within Employee Info is where the district would record a status change. This tab provides a quick method for entering changes by inserting date-effective rows to keep an electronic, historical record of the change(s) made. This window is a maintenance window.

Caution: Do not delete existing status rows. The initial status row and maximum status row are required can cannot be deleted. If other status rows exist, the software will allow a row to be deleted but it could have an effect on history rows, so it is highly recommended to leave status rows in place throughout an employee's tenure with the employer.

There are some windows that can help with accurately tracking employee status changes within SMART HR.

The district will need to enter start dates and other data on the following windows listed below:

PAYROLL | EMPLOYEE SETUP | EMPLOYEE INFO

- Status Changes: insert a new date-effective row click into a field in the window.
  - Placing an employee on leave? Insert a new row and enter in as much of the new information that you know of such as Retire Status, Leave Type, Leave Reason, Actual Start Date, expected return, etc. Please save once you make the changes and then reopen the window. The Retire Demographic Flag box in the top right corner should be selected, if it is not, please select it and save again. This flag means there is a change or update and will include them on the TRA/PERA demographic file.
  - The demographic file sent is not adequate to what TRA/PERA requires so, TRA/PERA also requires the leave to be entered on the website as well. They use this to compare to the demographic file. Once they return to work you would then enter another new row with a Retire Status of "return to work".
- Supp Info
- Basic Information
- Name/Address
- ACA Info
- Contract Info

EMPLOYEE INFO ADDNL

- Emp Emergency Contact
- Dependents
- Education
- Training
- Licenses

PAYCHECK DATA

- Adjust Pay/Deduction YTD amounts to reflect actual amounts.
- Pay Codes
- Pay Auth
- Deductions
- Distribution
- Taxes
- Retirement
- Pay Detail

MN STAR EMPLOYEE DATA

TIMEOFF PROCESSING

- MAINTAIN EMPLOYEES TIMEOFF PLANS
- TIMEOFF ACTIVITY-ONE EMPLOYEE

TERMINATION

The level of work required in these windows is reliant on what is utilized within SMART HR.

PAYROLL | EMPLOYEE SETUP | TERMINATE EMPLOYEE

The Terminate Employee window should be used to process employee terminations. Listed below are the date fields on this window and how they affect the data in Employee Info, Paycheck Data, and TimeOff windows in SMART. These dates might be the same or they can all be different depending on the employers' termination policy and the date the employee will receive their final pay or the date the non-employee no longer has permissions in the software.

Refer to help icon for field definitions.

Refer to the Term or Lv of Absence checklist on our RMIC website.

If the last date worked is more than 2 years before or after current date a warning will pop up upon saving. Warning: "Last day worked is set to more than 2 years before or after current date, update anyway?" If applicable, this will display all credit card and property assignment rows for the employee. This is to help prevent a district from entering a "bad date" such as 9/1/2045.

PAYROLL UTILITIES | DATA EXTRACTION | DATE_LAST_PAID

The date last paid extract should be reviewed on an annual basis to aid in the continuation of your database maintenance. By reviewing this report and terminating those no longer active within your District, it will remove those employees from being placed on various reports along with limiting the number of employees listed in ACTIVE EMPLOYEE drop down box retrieval argument.

In addition to the Terminate Employee Window:

The following information MAY need to be manually updated; these tabs may not be included in the Terminate Window.

The district may want to enter end dates and update the information on the following windows listed below (the data in these windows are optional to the district but can help keep the SMART database clean).

Retirement Info- Could they become an ANNUITANT? The start date on the new retirement row should align with the begin date of the pay calendar they could be paid on. For successful pension reporting, generally the start date cannot be earlier than the pay calendar payoff pass begin date.

> For example, if paid on payoff pay - 4, check date of 8/31/xxxx the new retirement row would begin on 9/1/xxxx not 7/1/xxxx.

Paycheck Delivery- Consider removing banking information so it will force a check to be printed if you rehire them in the future. Delete the paycheck delivery rows with banking data present in those rows and save. The system will default to a new payroll check row.

YTD Data Cleanup- In Paycheck Data the district may want to adjust the YTD amounts to reflect actual amounts. Adjust, the pay annual contract amounts and/or the deduction limits.

MN STAR Employee Data- The termination window does not update the STAR window with a termination date. Manually enter the STAR termination date using the MN STAR Employee Data window, Termination Date field.

TimeOff Activity-One Employee- If an employee had leave balances and the plan has the 'zero on term' check box checked the system will enter a row with a ZERO reason to zero out their balance. If the plan does not have the 'zero on term' check box checked you may want to enter a row with the term/clean up reason and zero out their balance, then make a note such as Retirement Clean up. If the employee was terminated after the TimeOff New Year Roll was done, the applicable TimeOff Activity rows will need to be deleted.

After an employee has been terminated, a new row is automatically inserted, showing the status of the employee as Terminated in HR or Payroll Module's Status Changes tab.

TIMECARD WINDOWS

SMART HR has three Timecard windows, each with a specific purpose and use.

1. Timecard Master: Entries made in this window are viewable to all users. It is appropriate for districts with only one person who does timecard entry.
1. In districts with multiple users, this window should be used by the payroll processor to do the final processing of timecards.
2. Timecard: This window is the same as the Timecard Master window but does not display the creator field. This window should be used in districts where more than one person enters timecards.
3. Timecard Override: This window is to override Pay or Tax entries only.

TIMECARD AND TIMECARD MASTER

The Timecard Master window allows the user to create timecards for pay, deductions or benefits. User can override the rate of pay, distribution account code, earning schedule, pay type, add a check description to further define the payment, define the ACA month hours or units were earned or enter an ACA unit override if units need to be converted to hours for ACA reporting. This window will pay the contract amount as well as the timecard AND adjust the salary limit field by the amount of the timecard entry.

- Enter daily or hourly units to pay employees (X1_UNIT, HOURLY, %_HR)
- Enter deducts for contract pay or add to amounts for contract pay.
- Retro pay for unit paid employees.
- Enter mileage reimbursements with EBE codes.
- Use for pay codes that are not scheduled on the pay calendar or built on the employee.

The Deduction/Benefit tab allows entries for all deductions and benefits. Options are to override, add to, or stop the amount that is on the employee deduction tab.

- Used to enter flex and other exception type entries for deductions and benefits, i.e., catch up deduction amount (positive amount) or refund for a premium over-deduction (enter negative amount).

It is important to remember timecard entries are override fields. The pay code does not have to be active for the employee on the Paycheck Data, Pay tab window, or on the frequency on the Setup Pay Calendar window for the payment to be processed.

Save without Validation – will not validate against Paycheck Data rows and is seldom used. A valid use would be entering timecards for a future payroll when the employees are still in a previous payroll. At some point before the creation of the payroll saving the window normally should be done to validate timecards.

Tip: Double click the pay/deduct code field for a full selection of codes.

TIMECARD OVERRIDE

- Not generally used for any deduct or tax codes.
- Entries made in Timecard Override will not increase or decrease the salary limit.
- Entries can be "AP – Add to Pay Amt" or "OP – Override Pay Amt".
- Salary limits will not be checked.

A common usage for this window is in the case of a retro payment when the employee pay tab has already been modified to the new increased annual contract amount. In this case you want to pay the retro amount due without increasing the salary limit by that amount.

TIMECARD IMPORT

The Timecard Import window is used to import payroll pay or deduction timecards from TimeTracker if being used. It allows importing from text or Excel file created by some other method such as a spreadsheet.

Reminder:

When you import retro pay entries from the Pay Fiscal YTD w/ Extract report, DO NOT make any changes on the import screen. Make the changes in the Timecard Master or Override screens. If any changes are made in the import window, entries could be put into the wrong timecard window.

TIP:

Timecard import rows are assigned a batch number during the save process. The batch number can be viewed in the Timecard Master and Timecard windows. The batch number is a retrieval option for the Payroll Processing | Timecard Detail by Employee report to assist the user in reviewing imported timecard entries by batch.

PAYROLL PROOFING TIPS

- Verify the check date: Payroll Setup | Setup Pay Calendars. If it is incorrect, simply go this window and change it before calculating and creating payroll.
- Verify the gross and net payroll by comparing the proof totals to your last payroll register totals.
    - Tip –Once the school year has begun, not much should change other than hourly paid employees.
    - Run a Timecard Detail Report to verify and proof all timecards entered.
    - The Payroll Register – Unique report lists totals horizontally vs vertically compared to the Payroll Proof
- Are there extra payments that need to be processed with this payroll? (Extra-curricular pay)
    - Check that any special or out of ordinary entries are accounted for.
    - Contract language may address special payments be made at certain times per year.

- Are there reimbursements that need to be made? (Flex, mileage, meals)
- Are the employee deductions and benefits, correct? (Health, dental, life, LTD, flex, tax sheltered annuities)
- If changes are made, reset your calendar flags, and recalculate.
- Rerun Timecard Detail Report and recheck, especially note those items changed or adjusted.
- Keep a record of all payroll changes including rate changes, benefit enrollments, HSA contributions, W4 changes, direct deposit changes, doc in pay, etc.
  - Keeping these changes in a list or a folder from payroll to payroll will help you recognize the expected changes to each payroll to accurately and efficiently proof.

PAYROLL PROOF REPORT

The proof report will list all the employees that will be paid for this payroll showing the gross to net detail. If changes are made to the payroll you need to calculate again and run another proof report to keep for the current payroll. Use this report to proof your employee totals.

Run the proof for all employees.
- Click to highlight your current pay calendar.
- Leave the Pay Code, Deduct Code, Benefit Code and Tax Code boxes highlighted to send all calculated payroll data to the screen.
- Leave the Employee box un-highlighted to send all employees to the screen.
- **CLICK ON** the SEND button to run the report.

Run the proof for selected employees.
- Click to highlight the employee's name(s) you want to proof.

Run the proof for specific codes.
- **CLICK ON** the Pay Code, Deduct Code, Benefit Code and Tax Code boxes so they are no longer highlighted.
- Now click back on the specific code(s) you want to proof.
- Once everything has been verified, the payroll can be created.

After payroll is created, print the Payroll Register and verify that the gross and net are the same as the Payroll Proof. Then proceed with <u>your districts</u> processing checklist.

COMMONLY USED WEBSITES

Entity	Use	Link
DEED Unemployment Login	State of MN Unemployment – used to submit quarterly report	https://www1.uimn.org/ui_employer/employer/login.do
EFTPS Online	IRS site to make federal/social security tax payments	https://www.eftps.com/eftps/login/loginInitial
Workplace Posters		http://www.dol.gov/compliance/topics/posters.htm
I-9 Form download		https://www.uscis.gov/i-9
IRS Search	Search for forms and publications	https://www.irs.gov/forms-instructions
MN Department of Labor & Industry	Look up ESST, Wage Theft, minimum wage, overtime, breaks, OSHA, etc.	http://www.dli.mn.gov/business/employment-practices
MN Department of Revenue	Submit tax payments and process quarterly reports online	https://www.revenue.state.mn.us/
MN New Hire Reporting	Submit new hires for child support reporting	https://newhire-reporting.com/MN-Newhire/Default.aspx
MN State Legislature	Statutes/Bills	http://www.leg.state.mn.us/
TRA login	TRA Reporting	https://connect.minnesotatra.org/Core/Account/LogOn?ReturnUrl=%2f
PERA Home Page	PERA Reporting	https://www.mnpera.org/employers/online- services/
Region IV RMIC Website	Reference Documents	www.swwc.org/rmic
STAR Website	Licensure Reporting	https://mn.gov/pelsb/districts/data-submissions/star/
U.S. Department of Labor & Industry	Faculty and Staff Reporting	http://www.dol.gov/
United States Social Security Administration:	SSN Verification & W2cs	https://www.ssa.gov/