

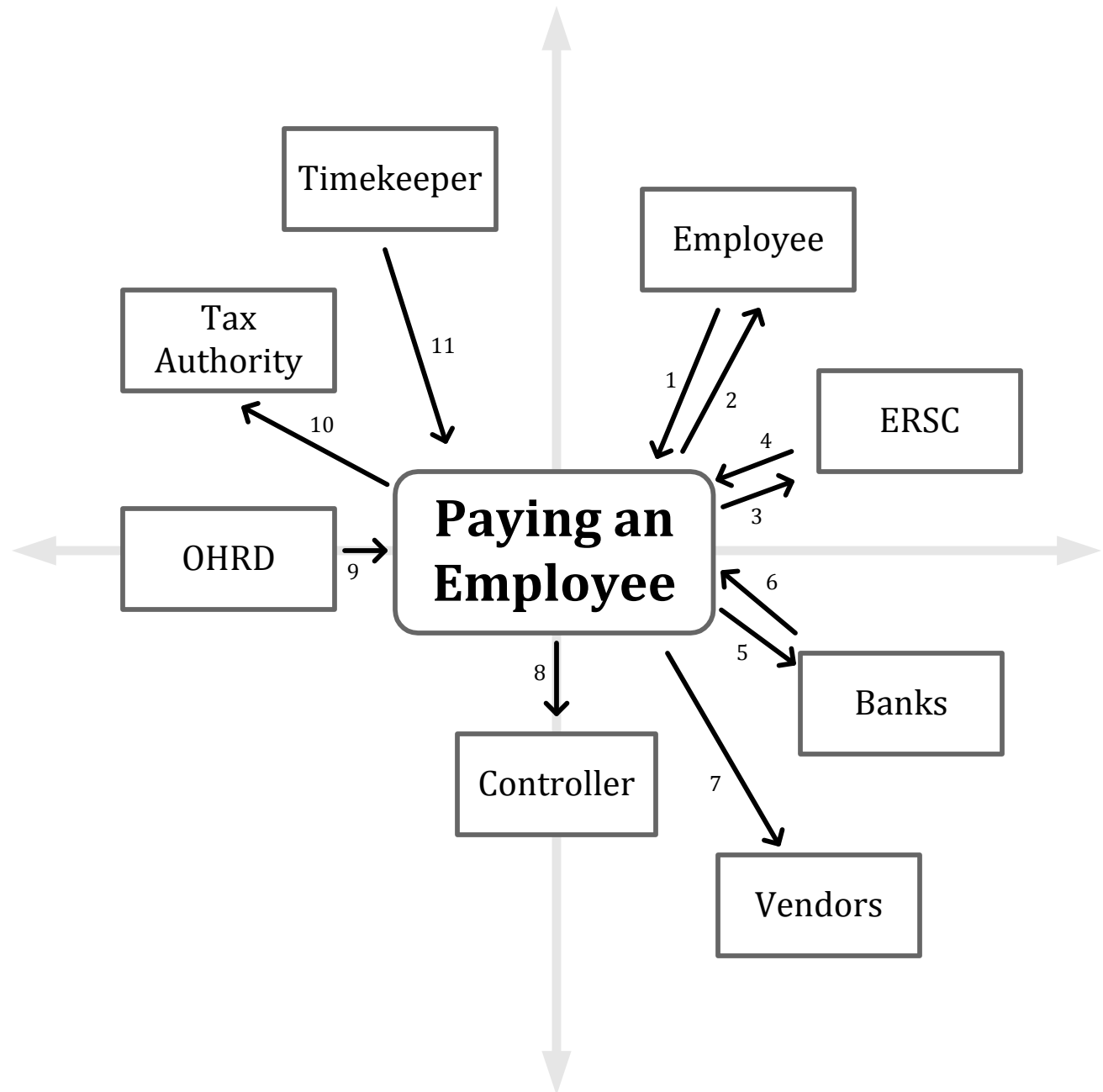
Revised October 2014

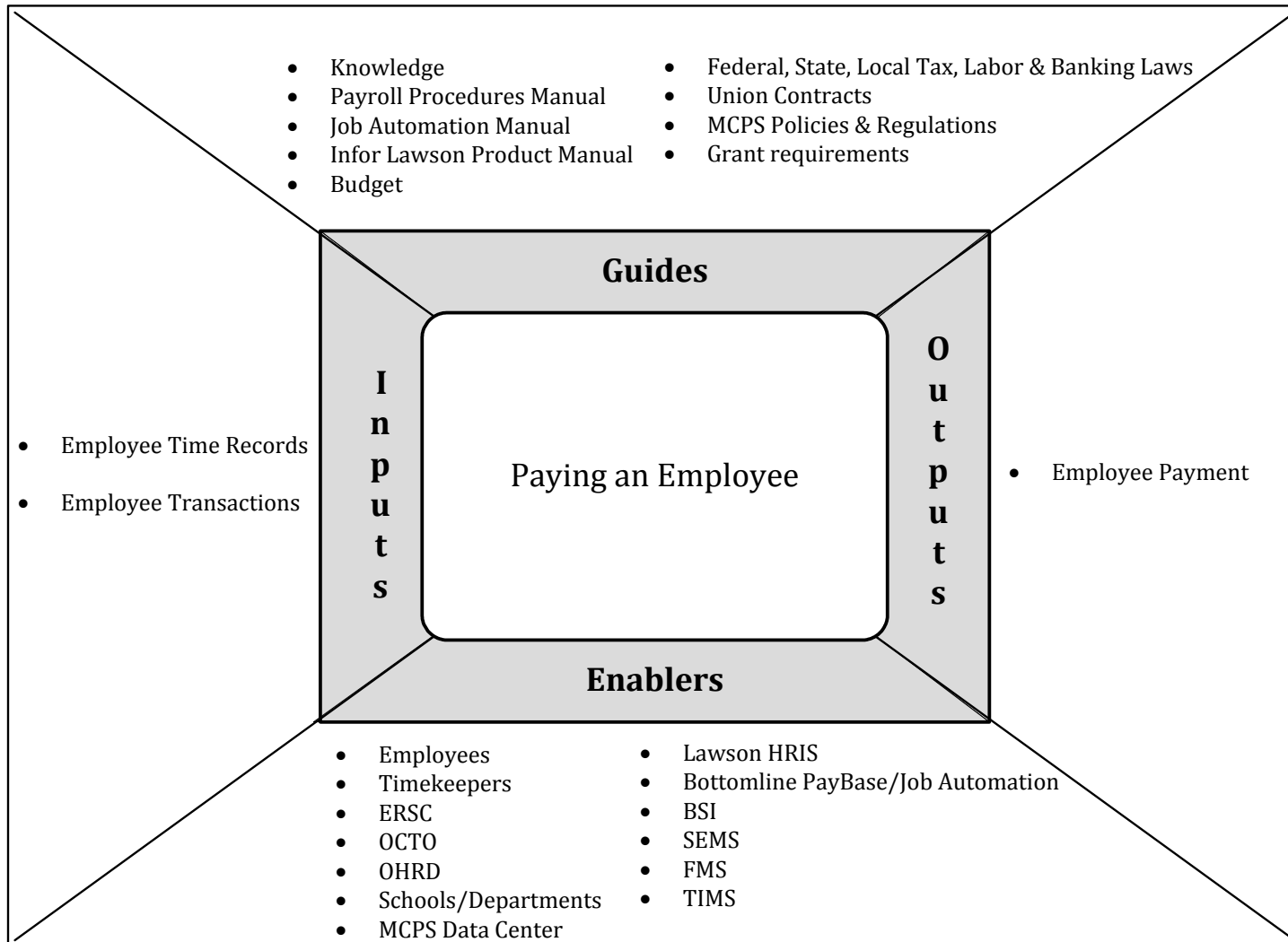
# Paying an Employee

Employee and Retiree Service Center

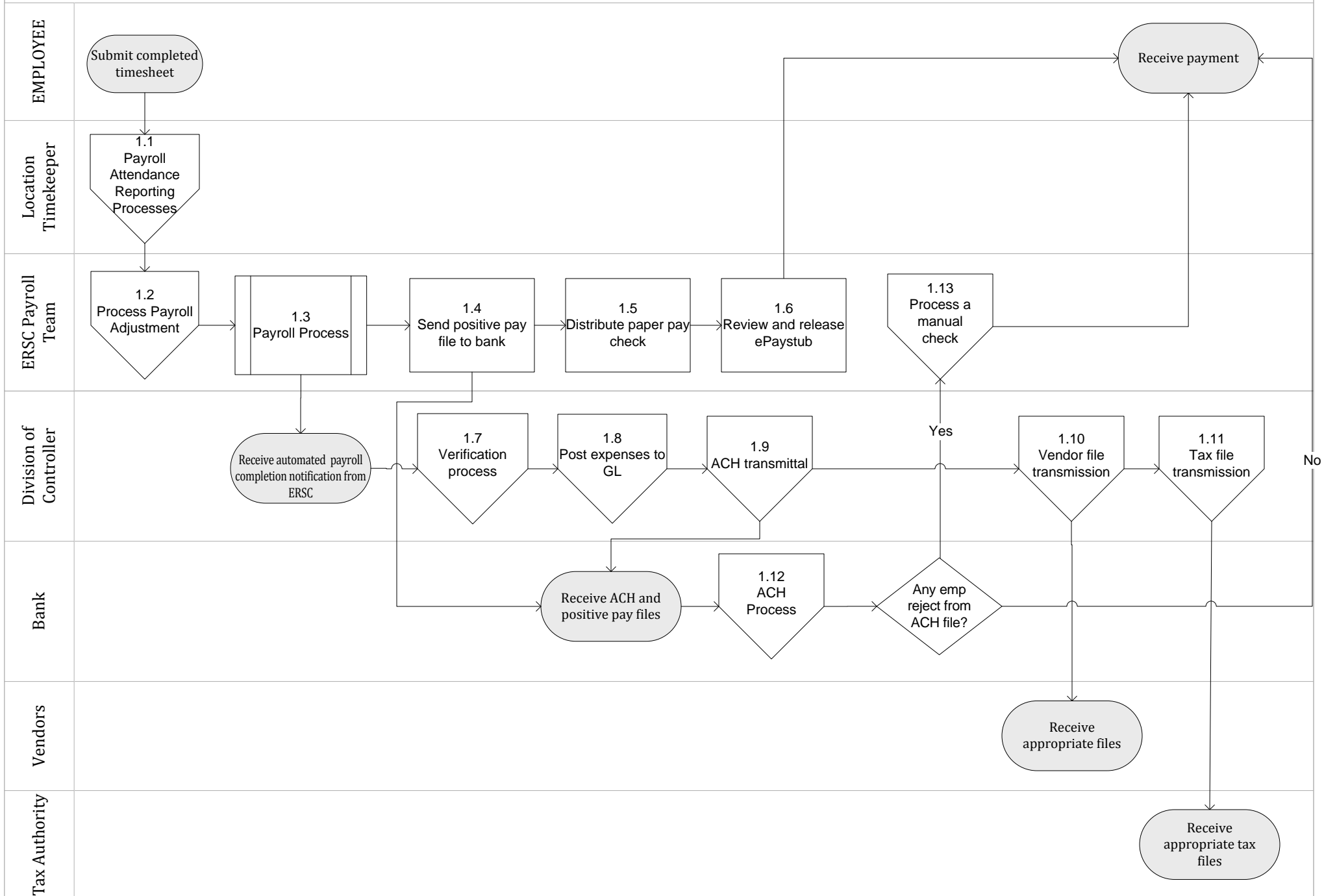
# Stakeholder Analysis

- 1 Employee submits timesheet.
- 2 Employee receives payment.
- 3 Receives time records.
- 4 Payroll team runs payroll process.
- 5 Payment files sent to banks.
- 6 Bank deposits payment to employee's account.
- 7 Files sent to vendors.
- 8 Expenses are recorded to FMS accounts.
- 9 Hire, promote, transfer employees to be paid.
- 10 Files sent to Federal, State, and Local tax authorities.
- 11 Timekeepers submit approved payroll.





# Paying an Employee



## Process Area / Business Area Description

### 1.1: Payroll Attendance reporting process:

Employee submits an approved timesheet to the timekeeper. Time keeper posts the attendance. The principal, director or other appropriated individual from the location approves and releases attendance. Notes: (1) Transportation employees do not submit timesheets; time is imported from the Transportation Information Management System (TIMS); (2) Substitute employees do submit timesheets; time is imported from the Substitute Employee Management System (SEMS); (3) ERSC leave team reports time for any individual coded long-term leave with pay, location 40998.

### 1.2: Process payroll adjustments

ERSC payroll unit processes the necessary payroll adjustments to be processed as part of the payroll process.

### 1.3: Payroll process

Payroll is processed. Pay check and other appropriate files are created for ACH, vendors, tax and FMS. An advisory email is sent to the division of controller to start the post payroll process. Files are created for ACH, positive pay, vendors, tax entities, FMS.

### 1.4: Send positive pay file to bank.

### 1.5: Distribute the paper checks

Paper checks are mailed to employees home address and employee receives a payment.

### 1.6: Review and release ePaystub.

### 1.7: Division of Controller completes verification process.

### 1.8: Post Expense to GL

Upon receiving the notification from ERSC, division of controller posts the actual payroll and the remaining encumbrance to the general ledger.

### 1.9: ACH Transmittal

Division of Controller sends NACHA file to the MCPS bank.

### 1.10: Vendor files are transmitted to TDA, garnishment, unions, etc.

### 1.11: Tax information is transmitted to the tax authorities.

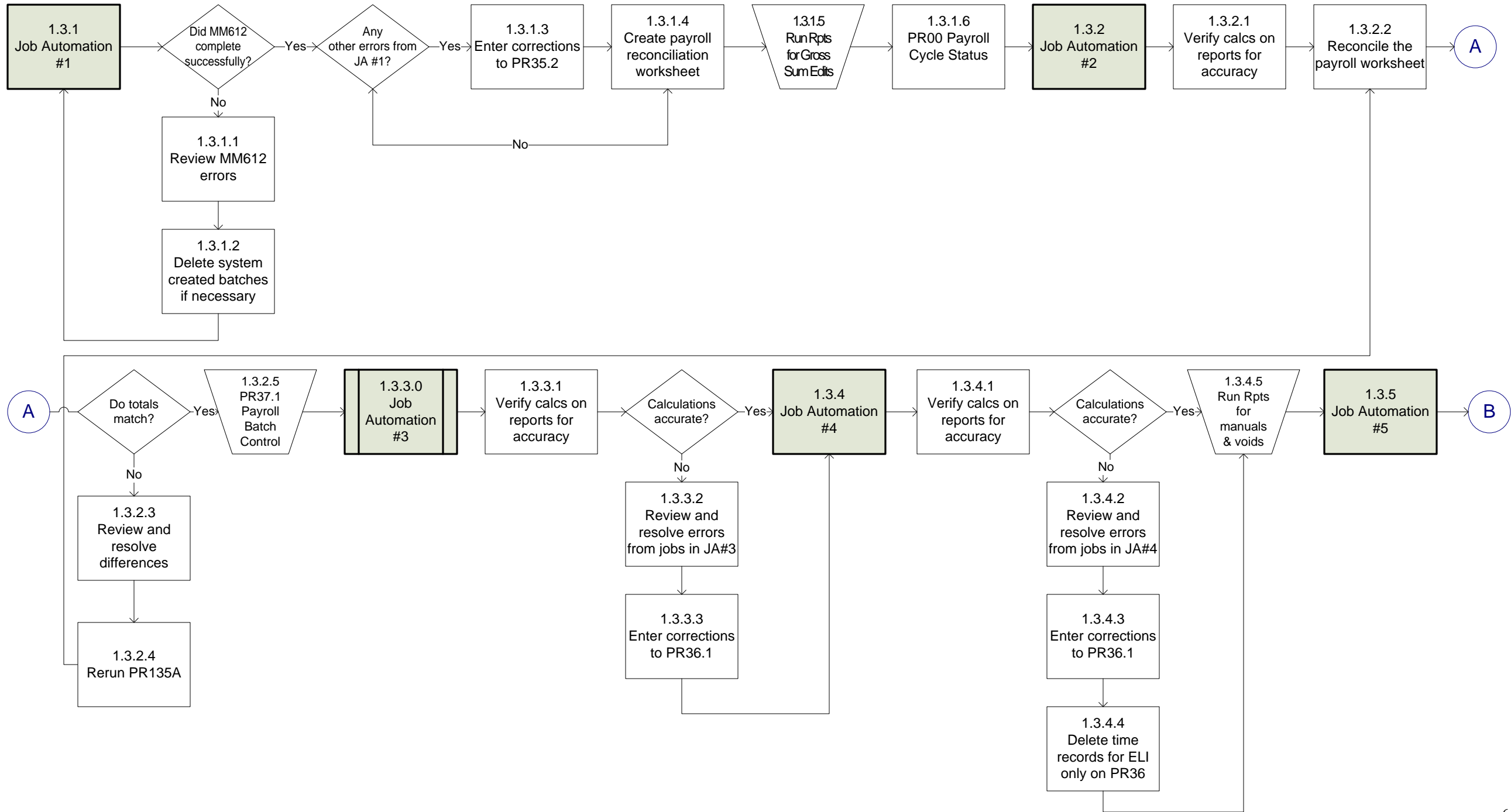
### 1.12: Bank's ACH process

Bank processes the NACHA file to transmit funds to individual accounts. If an individual transmission fails, ERSC is notified. If the transmission is successful, employee receives a payment.

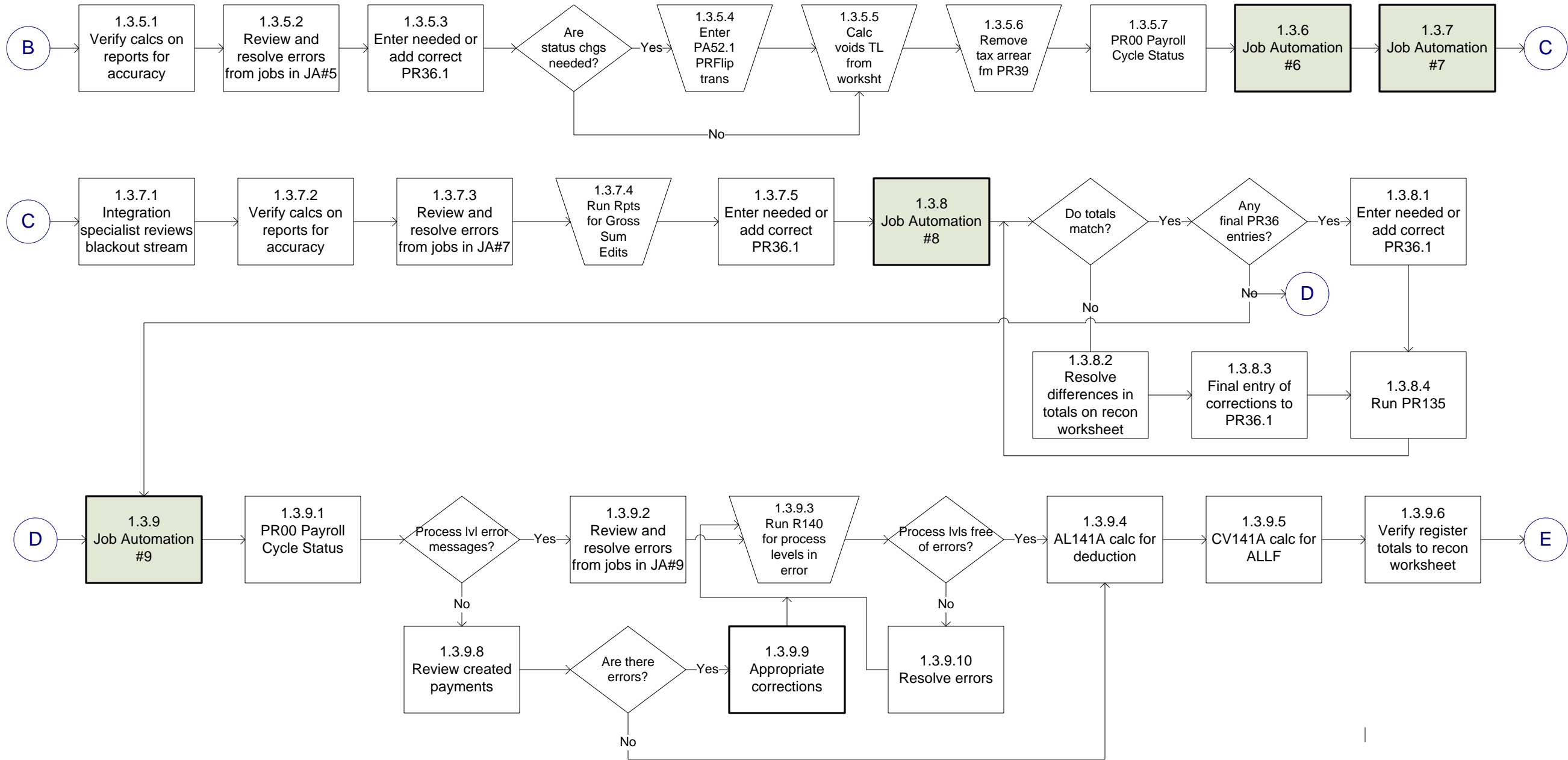
### 1.13: Process manual check

ERSC notifies the employee of an issue with the ACH transmission. Employee receives a manual check payment.

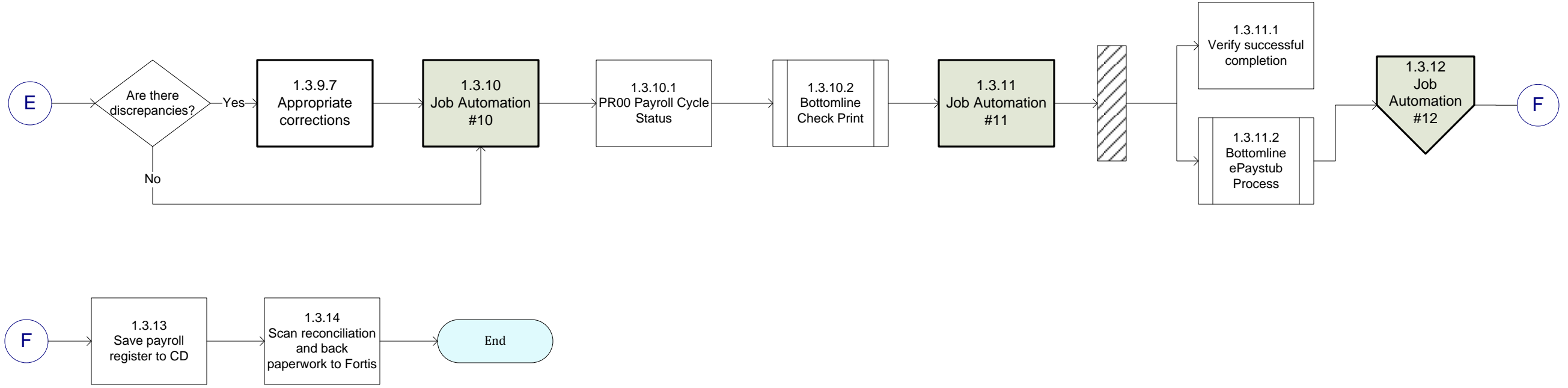
# 1.3 Payroll Process



# 1.3 Payroll Process (cont.)



# 1.3 Payroll Process (cont.)





## 1.3 Payroll Process

**Note:** These are manual processes that are completed before Job Automation #1 begins:

1. HS03.1- Time Entry Pay Period Dates  
Close PACS attendance for the pay period ending to be collected
2. MM680-Release All Locations  
Releases any location not released by director/principal, if attendance records exist.

### 1.3.1: JOB AUTOMATION #1

1. MM612-Run in update mode  
Creates time records for all attendance types collected for the pay period being processed and processes them in batch status.
2. MM681- Time Record Compare
3. MM625- Permanent Hours Discrepancy Report  
Report shows employees who have been reported for more than 8 hours in a single day or more than 40 hours in a week.
4. HR155 - Employee Group Update for 10-month
5. HR155 - Employee Group Update for 12-month
6. PR136- Missing Time Records  
Report shows any employee in paid status who does not have any time records created.
7. PR134- Update Automatic Time Records  
Creates a batch for employees with recurring time records, such as payroll repayment plans.

#### 1.3.1.1: Review and resolve errors

Review MM612 for reasonableness and resolve errors from all jobs run in Job Automation #1.

#### 1.3.1.2: Delete system created batches

Delete system created batches if necessary to begin process again.

#### 1.3.1.3: Enter Corrections

Enter corrections to PR35.2 Detail Time Entry screen.

#### 1.3.1.4: Create payroll reconciliation worksheet

The worksheet includes MM612 totals for hours, individual payroll staff batch totals, correction batch totals.

#### 1.3.1.5: **Manual Process: Run Discoverer Reports for Gross Sum Edits**

Gross over \$6,000

Gross under \$5

Negative gross

Resolve issues prior to Job Automation #9

1.3.1.6: Review PR00 Payroll cycle status

## 1.3 Payroll Process (Cont'd)

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### **1.3.2: JOB AUTOMATION #2**

1. BN150- Life Insurance Reportable Income for 10-month  
Creates excess life imputed income for wages over \$50,000 (ELI)
2. BN150- Life Insurance Reportable Income for 12- month  
Creates excess life imputed income for wages over \$50,000 (ELI)
3. PR135A- Time Record Edit  
Report of time records entered for the payroll to be processed during calculation of payments to employees- includes attendance batches and individual batches - record totals on payroll reconciliation worksheet.

**1.3.2.1:** Verify all calculations on reports for accuracy.

**1.3.2.2:** Reconcile the payroll reconciliation worksheet for totals match.

**1.3.2.3:** Review and resolve differences on payroll reconciliation worksheet.

1.3.2.4: Run PR135.

**1.3.2.5:** Payroll Batch Control (PR37.1) - Print screen shots of batch numbers that include the hours paid.

### **1.3.3: JOB AUTOMATION #3**

1. PR137- Batch Time Record Update  
Moves all batches from "batch status" to "current status" for payroll processing; run as many PR137 jobs as needed; if any, future time records will stop job automation and must be corrected and job automation must be manually restarted. Record hours on the payroll reconciliation worksheet.
2. MT170 Update-Company 100-Time Accrual Update-Manuals Only  
Moves leave adjustments entered by payroll staff from "open status" to "processed status"
3. MT170 Update-Company 300-Time Accrual Update-Manuals Only (Sick Bank)  
Moves leave adjustments entered by payroll staff from "open status" to "processed status"
4. MM613 Update-Cascade of Leave Processing
5. MP618 Update-Holiday-Emergency Adjustment
6. MP621 Report-Paid-to-Date After Attendance Close
7. MP660 Report-MCPS Overtime Calculation

**1.3.3.1:** Verify all calculations on reports for accuracy.

1.3.3.2: Review and resolve errors from all jobs run in Job Automation #3.

1.3.3.3: Enter corrections to PR36.1-Time Entry Detail  
Take screen shots of "before" and "after" of all corrections made.  
Record correction totals on the payroll reconciliation worksheet.

## 1.3 Payroll Process (Cont'd)

1/7/2015

### 1.3.4: JOB AUTOMATION #4

1. MP621 Update-Paid-to-Date totals on SSE/ECA reports After Attendance Close
2. MP660 Update-MCPS Overtime Calculation
3. PR132 Report - FLSA Overtime Calculation
4. PR139 Report - Arrears Automation Review
5. MH679 - CA Employee Interface to transfer data Unicenter help desk software

1.3.4.1: Verify all calculations on reports for accuracy.

1.3.4.2: Review and resolve errors from all jobs run in Job Automation #4.

1.3.4.3: Enter corrections to PR36.1-Time Entry Detail

Take screen shots of "before" and "after" of all corrections made; record correction totals on the payroll reconciliation worksheet.

1.3.4.4: Delete time records for ELI only on PR36.

1.3.4.5: **Manual Process: Run Discoverer Report for manuals and record total on payroll reconciliation worksheet.**

### 1.3.5: JOB AUTOMATION #5

1. PR132 Update - FLSA Overtime Calculation
2. MP624 Update - Overtime GL Redistribution
3. PR239 - One Time Deduction Listing
4. AL141M - Payroll Register - Manual & VOID Register-ALLF
5. CV141M - Payroll Register - Manual & VOID Register-Conversion
6. MP645 Report - Group Change on Time Record for employees on leave without pay with payable time records

1.3.5.1: Verify all calculations on reports for accuracy using payroll process manual.

1.3.5.2: Review and resolve errors from all jobs run in Job Automation #5.

1.3.5.3: Enter corrections to PR36.1 -Time Entry Detail

Take screen shots of "before" and "after" of all corrections made; record correction totals on the payroll reconciliation worksheet.

1.3.5.4: **Manual Process: Enter any PA52.1 PRFLIP transactions to change the employee status to paid for accurate benefit deductions.**

1.3.5.5: Subtract AL141M manuals and voids from total of manual process in job automation #4 (1.3.4.5 to obtain voids total and records in reconciliation sheet.

1.3.5.6: **Manual Process: Remove tax arrearages from PR39, if any.**

**1.3.5.7: Verify PR00 Payroll cycle status to make sure every location with time records has '\*' or 'E'.**

### **1.3.6: JOB AUTOMATION #6**

1. MP645 Update – Group change on time record and verify status changes. If there are exceptions notify data integration specialist to correct group.

### **1.3.7: JOB AUTOMATION #7**

1. Blackout Mini Stream (update mode)  
BN100 (Co 100 & 200)  
MA600  
PA100

1.3.7.1: Integration specialist receives an automated notification to review the blackout benefit stream.

1.3.7.2: Verify all calculations on reports for accuracy.

1.3.7.3: Review and resolve errors from all jobs run in Job Automation #7.

1.3.7.4: **Manual Process:** Run Discoverer Reports for Gross Sum Edit and direct deposit errors:

Gross over \$6,000

Gross under \$5

Negative gross – must delete all negative gross time records

Direct deposit errors – must correct all errors

1.3.7.5: Enter needed or add corrections to PR36.1 – Time Entry Detail

Take screen shots of "before" and "after" of all corrections made; record correction totals on the payroll reconciliation worksheet

### **1.3.8: JOB AUTOMATION #8**

1. MP637 Update – Update One Time Deductions for WC  
Verify that the check group for any time records with pay sum group of WCB has an 8 and no other types of pay code are on the report.
2. PR135 – Time Record Edit – totals must match the payroll reconciliation worksheet.

1.3.8.1: Enter needed or add corrections to PR36.1.

1.3.8.2: Resolve differences from any mismatched totals on payroll reconciliation worksheet.

1.3.8.3: Final entry of corrections to PR36.1 – Time Entry Detail

Take screen shots of "before" and "after" of all corrections made; record correction totals on the payroll reconciliation worksheet.

1.3.8.4: Run PR135.

## 1.3 Payroll Process (Cont'd)

### **1.3.9: JOB AUTOMATION #9**

1. MP635 – Payroll Calculate by Process Level  
Processes the payments for specified pay day using all of the time records.

1.3.9.1: Review PR00 Payroll cycle status

1.3.9.2: Review and resolve all errors from jobs in JA#9.

1.3.9.3: Process PR140 – Payroll Calculate – for process levels where errors occurred and corrections were necessary.

1.3.9.4: AL141A – Payment register and garnishment deduction calculation for ALLF.

1.3.9.5: CV141A – Payment register and garnishment deduction calculation for conversion.

1.3.9.6: Verify register totals to reconciliation worksheet.

1.3.9.7: Appropriate corrections.

1.3.9.8: Review created payments using list of people that receive paychecks.

1.3.9.9: Appropriate corrections.

1.3.9.10: Resolve errors.

### **1.3.10: JOB AUTOMATION #10**

1. MP622 Update – Paid to Date after Payroll Close  
Updates the MH63 records that have hours or lump sum monies attached to the assignment (SSE & ECA)
2. MT170 – Time Accrual Update – “not for manuals only” mode
3. PR160 – Payment Print to produce check print file
4. PR162 – Generate Payment Register
5. CV141G – Final Payment Register and Garnishment Deduction Calculation for Conversion
6. AL141G – Final Payment Register and Garnishment Deduction Calculation for ALLF

1.3.10.1: Review PR00 Payroll cycle status

1.3.10.2: Run Bottomline Check Print Process

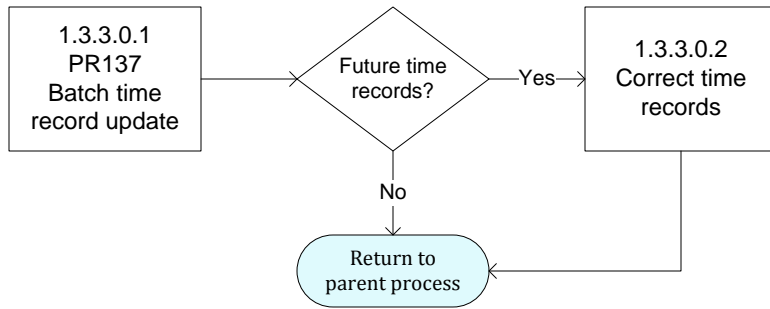
### **1.3.11: JOB AUTOMATION #11**

1. MB618- Lifeworks Demographic Interface
2. MM699- MCPS Time Record Archive Create
3. MP689- Extract for ePaystub
4. PR197- Payroll Close
5. MP626- Fringe GL Redistribution
6. PR198- General Ledger Posting
7. TA199 Update- Time Accrual Close- Company 100
8. TA199 Update- Time Accrual Close- Company 300
9. PR239- One Time Deduction Listing-FINAL
10. MP699- Lawson GL FIS Interface  
System will verify if the debits and credits match. If yes, debit/credits net to "0" and email is sent that blackout is over. If no, debit/credits do not net to "0", automation is stopped and email is sent to Department of Business Information System team.
11. AP520 – AP Interface

1.3.11.1: Verify successful completion of job.

1.3.11.2: Bottomline ePaystub process.

### 1.3.3.0 Job Automation #3



### **1.3.3.0 Job Automation #3**

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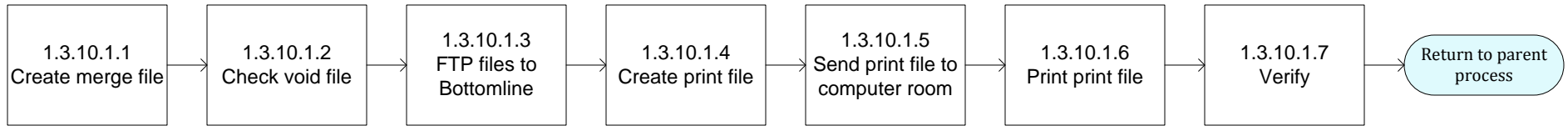
**1.3.1.0.1: PR137 - Batch time record update**

**1.3.1.0.2: Correct time records**

Return to parent process.



### 1.3.10.1 Bottomline Check Print Process



## **1.3.10.1 Bottomline Check Print Process**

**1.3.10.1.1: Create merge file.**

**1.3.10.1.2: Check void file.**

**1.3.10.1.3: FTP files to Bottomline.**

**1.3.10.1.4: Create print file.**

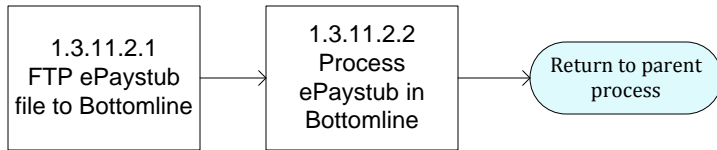
**1.3.10.1.5: Send print file to computer room.**

**1.3.10.1.6: Print print file.**

**1.3.10.1.7: Verify checks and make adjustments.**

**Return to parent process.**

### 1.3.11.2 Bottomline ePaystub Process



## **1.3.11.2 Bottomline ePaystub Process**

**1.3.11.2.1: FTP ePaystub file to Bottomline.**

**1.3.11.2.2: Process ePaystub in Bottomline.**

**Return to parent process.**