

EMS FISCAL YEAR END

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EMS FISCAL YEAR CHECKLIST

All steps are done in the new fiscal year.

1. Review Payroll Options and Defaults
2. Review Direct Deposit Control Options.
3. Copy Prior Year's Setup to the New Year (optional)
4. Add new year projects in FMS.
5. Run Cross Reference File Builder in FMS.
6. Setup Calendar Codes
7. Copy Budgeting Pay Tables to Live Files (optional)
8. Copy Assignments from Prior Year (optional)
9. Initialize Employee Contracts
10. Increment Contract Assignment Steps
11. Change Dates on Time Worked Assignments
12. Recalculate Contract Assignment Contract Amounts

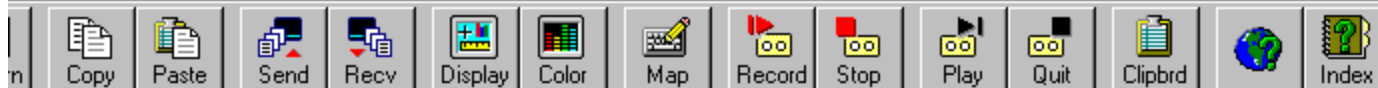


EMS CHECKLIST

FOLLOWING STEPS CAN BE PERFORMED PRIOR
TO LAST PAYROLL OF FISCAL YEAR

ALL STEPS DONE IN NEW FY





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

14:57:07 QPADEV000X
Ref: ACS.002 .01

MENU EMS000: EMPLOYEE MANAGEMENT SYSTEM

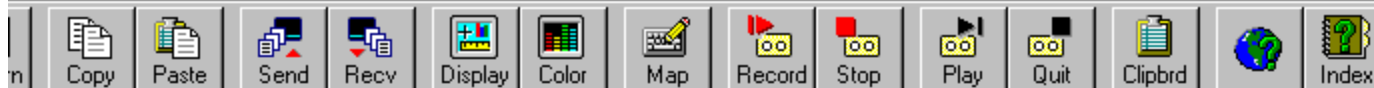
1. PAYROLL OPTIONS AND CODES	PAY100	MENU
2. EMPLOYEE OPTIONS AND CODES	EIS100	MENU
3. DIRECT DEPOSIT OPTIONS AND CODES	PAY110	MENU
4. EMPLOYEE BONDS SYSTEM	PAY120	MENU
5. EMPLOYEE RECORDS SYSTEM	PAY300	MENU
6. EMPLOYEE BALANCES	PAY360	MENU
7. EMPLOYEE ATTENDANCE SYSTEM	PAY400	MENU
8. CAFETERIA BENEFITS SYSTEM	CBS000	MENU
9. PAYROLL PROCESSING SYSTEM	PAY600	MENU
10. PAYROLL ENCUMBRANCE SYSTEM	PRE600	MENU
11. BUDGET FORECASTING SYSTEM	PBF000	MENU
12. NEW YEAR/YEAR END PROCESSING	PAY900	MENU
13. YEAR-END W-2 REPORTING	FRS000	MENU

89. Change Assignment

More...

Option or Menu Item 1





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:57:23 QPADEV000X
 ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU PAY100: PAYROLL OPTIONS AND CODES

- | | |
|--|---------|
| 1. Payroll Options and Defaults | PAY.100 |
| 2. Absence/Leave Codes | PAY.121 |
| 3. Payroll Group Codes | PAI.122 |
| 4. Deduction/Contribution Codes | PAY.122 |
| 5. Pay Table Codes | PAY.125 |
| 6. Addenda Codes | PAY.127 |
| 7. Job Codes | PAY.124 |
| 8. Termination Codes | PAY.130 |
| 9. Category Codes | EIS.121 |
| 10. Payroll Calendar Definition | PAY.110 |
| 11. Location and Job Code Restriction | PAY.120 |
| 12. Payroll Check Header | PAY.160 |
| 13. LOCATION CODES AND CODE LISTINGS | PAY130 |
| 14. Tax Information Maintenance--States Required | TAX.100 |
| 15. Build EMS Client File Members | EIS.000 |

MENU

More...

Option or Menu Item 1


TN5250

File Edit View Settings Window Help

10.140.200.17

Open Copy Paste Dup Clear Erase Attn Sysreq Help Terminal Keyboard Print F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24

5/02/13

FY 14

KANAWHA COUNTY SCHOOLS

10:49:30

QPADEV003X

EMS

Payroll Options and Defaults

Ref: PAY.100 .11

A. Charge employer contributions 1

1. To the accounts stated in the appropriate tables

2. To the same account as the related salary expense

B. Unless stated otherwise, all employees are taxable to these jurisdictions:

Federal US

State WV

County

City or township

Other

C. The name of the Income Tax withholding table is TAX

D. The name of the Social Security deduction table is FICA

E. The name of the Earned Income Credit table is EIC

F. Compensating time off will use this absence code A

G. Does Social Security apply to all employees? Y

H. Leave for time worked employees accrues based on 2

1. Ratio of total hours worked to normal hours

2. Absence accrual percentage in employee's assignment

I. The financial fiscal year is from 7/01/ to 6/30/

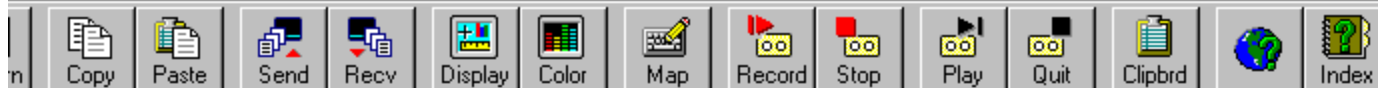
Mode: Change

Cancel? 3

ONLINE

4,76

M



4/21/04 FY 5 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

14:58:37 QPADEV000X
Ref: ACS.002 .01

MENU EMS000: EMPLOYEE MANAGEMENT SYSTEM

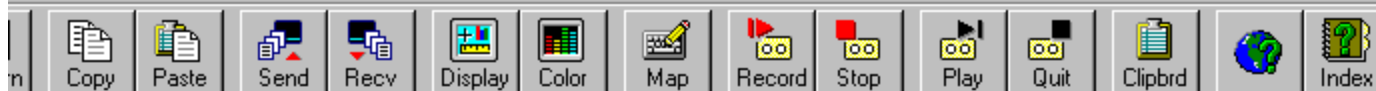
1. PAYROLL OPTIONS AND CODES	PAY100	MENU
2. EMPLOYEE OPTIONS AND CODES	EIS100	MENU
3. DIRECT DEPOSIT OPTIONS AND CODES	PAY110	MENU
4. EMPLOYEE BONDS SYSTEM	PAY120	MENU
5. EMPLOYEE RECORDS SYSTEM	PAY300	MENU
6. EMPLOYEE BALANCES	PAY360	MENU
7. EMPLOYEE ATTENDANCE SYSTEM	PAY400	MENU
8. CAFETERIA BENEFITS SYSTEM	CBS000	MENU
9. PAYROLL PROCESSING SYSTEM	PAY600	MENU
10. PAYROLL ENCUMBRANCE SYSTEM	PRE600	MENU
11. BUDGET FORECASTING SYSTEM	PBF000	MENU
12. NEW YEAR/YEAR END PROCESSING	PAY900	MENU
13. YEAR-END W-2 REPORTING	FRS000	MENU

89. Change Assignment

More...

Option or Menu Item 3





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:58:53 QPADEV000X
 ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU PAY110: DIRECT DEPOSIT OPTIONS AND CODES

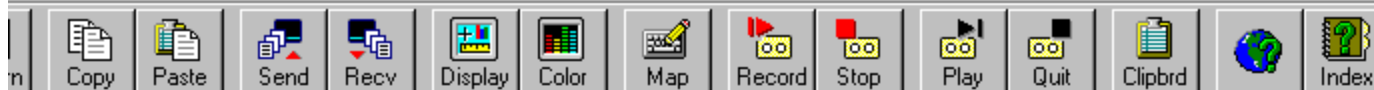
1. Direct Deposit Control Options PAY.140
2. Direct Deposit Transaction Codes PAY.141
3. Direct Deposit Bank Codes PAY.142
4. DIRECT DEPOSIT LISTINGS PAY115

MENU

89. Change Assignment
90. Exit ACS

Option or Menu Item 1





4/21/04 ☐ FY 05 ☐ WEST VIRGINIA TEST CLIENT ☐ 15:00:01 ☐ QPADEV000X
 EMS Direct Deposit Control Options Ref: PAY.140 .11

Media Format: M T=Tape M=Modem

Media File Header Information:

Immediate Origin Number: 1 234567890
 Immediate Origin Name: WEST VIRGINIA TEST CLIE
 Immediate Destination Number: 1 234567890
 Immediate Destination Name: WEST VIRGINIA

Record for
this FY not
found.

Media Company Batch Header Information:

Company Name: WEST VIRGINIA TE
 Company Discretionary Data: JACKSON
 Company Identification: 1 234567890
 Company Entry Description: REG SALARY
 Originating Bank Number: 1 23456789

Defaults from
last year
used.

Change as
needed.

Offsetting Entry to Company Account:

Automatically Generate Offset?: N

Transaction Code:

Bank's Transit/ABA Number:

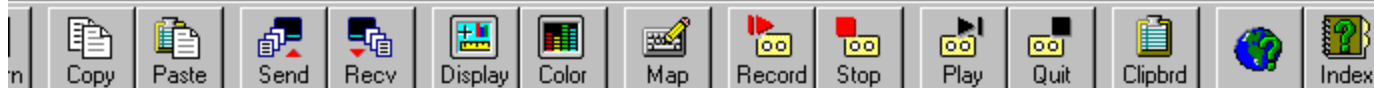
Account Number:

Press ENTER
to accept.

Mode: **Add** F3=Exit **F4=Index** F5=Reset F12=Cancel

Active: Y
 Cancel?: N





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

15:00:20 QPADEV000X
Ref: ACS.002 .01

MENU EMS000: EMPLOYEE MANAGEMENT SYSTEM

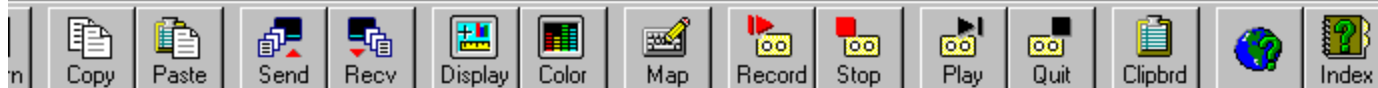
1. PAYROLL OPTIONS AND CODES	PAY100	MENU
2. EMPLOYEE OPTIONS AND CODES	EIS100	MENU
3. DIRECT DEPOSIT OPTIONS AND CODES	PAY110	MENU
4. EMPLOYEE BONDS SYSTEM	PAY120	MENU
5. EMPLOYEE RECORDS SYSTEM	PAY300	MENU
6. EMPLOYEE BALANCES	PAY360	MENU
7. EMPLOYEE ATTENDANCE SYSTEM	PAY400	MENU
8. CAFETERIA BENEFITS SYSTEM	CBS000	MENU
9. PAYROLL PROCESSING SYSTEM	PAY600	MENU
10. PAYROLL ENCUMBRANCE SYSTEM	PRE600	MENU
11. BUDGET FORECASTING SYSTEM	PBF000	MENU
12. NEW YEAR/YEAR END PROCESSING	PAY900	MENU
13. YEAR-END W-2 REPORTING	FRS000	MENU

89. Change Assignment

More...

Option or Menu Item 12





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 15:00:38 QPADEV000X
 ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

1. Build EMS Client File Members EIS.000
2. Fiscal or Calendar Year-End Processing PAY.810
3. Fiscal or Calendar Year Absence/Leave Accrual PAY.831
4. Employee Contracts Initialization PAY.875
5. Recalculate Assignment Contract Amounts PAY.876
6. Assignment Step Increment/Change Dates PAY.840
7. Copy Employee Assignments to New Year PAY.881
8. Copy Prior Year Setup PAY.880
9. Copy Voluntary Deductions from Prior Year PAY.882
10. Absence Posting - Non Payroll Run PAI.885
11. MISCELLANEOUS PAYROLL PROCEDURES PAY910
12. YEAR-END W-2 REPORTING FRS000
13. Absence Posting - Non Payroll Run PAI.980

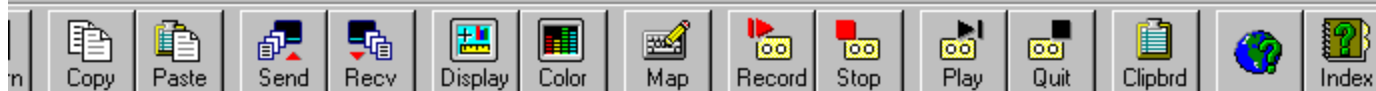
MENU
MENU

89. Change Assignment

More...

Option or Menu Item 8





4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 15:00:58 QPADEV000X
 EMS Copy Prior Year Setup Ref: PAY.880P.01

Selections:

Leave and Absence Codes	Y
Deduction Codes	Y
Job Codes	Y
Pay Table Codes	N
Addenda Codes	Y
U.S. Bond Codes	Y
U.S. Bond Employee Information	Y
Docks	N
Payroll Group Codes	Y
Calendar Codes.	Y

Warning - Running this program will replace all data for files selected.
 This will also update Account Code Format Changes if found in FMS

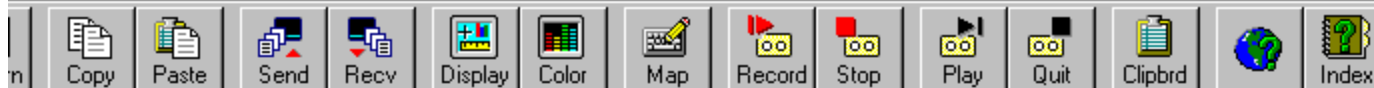
F3=Exit

F5=Reset

F12=Cancel

Cancel? N





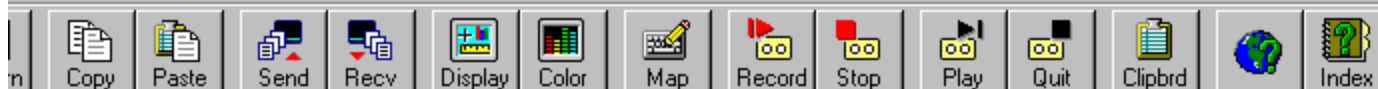
4/22/05 FY 6 WEST VIRGINIA DEPARTMENT OF EDUCATION 14:48:51 QPADEV0005
 ACS BASSCO WORK AREA Ref: ACS.002 .01

MENU GNL800: NEW YEAR SETUP PROCEDURES

1. General Financial Management Options GNL.100
 2. Define Account Code Format GNL.101
 3. Copy Prior Year's Accounts to Current Year FIN.010
 4. Define Single Account Code Elements GNL.202
 5. Define Account Code Numbers GNL.203
 6. Test Financial Setup Status GNL.901S
 7. Cross Reference File Builder GNL.103
 8. Invoice Batch Edit Options ACP.210
 9. Beginning Account Balance Maintenance GNL.601
 10. Define Control Documents MGR.501
 11. CARRY FORWARD PRIOR YEAR INFORMATION GNL810 MENU
89. Change Assignment
90. Exit ACS

Option or Menu Item 4





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

15:07:03 QPADEV000X
Ref: ACS.002 .01

MENU PAY100: PAYROLL OPTIONS AND CODES

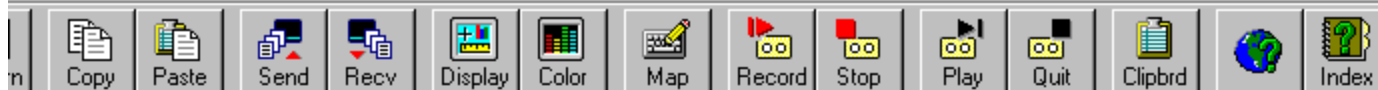
- | | |
|--|---------|
| 1. Payroll Options and Defaults | PAY.100 |
| 2. Absence/Leave Codes | PAY.121 |
| 3. Payroll Group Codes | PAI.122 |
| 4. Deduction/Contribution Codes | PAY.122 |
| 5. Pay Table Codes | PAY.125 |
| 6. Addenda Codes | PAY.127 |
| 7. Job Codes | PAY.124 |
| 8. Termination Codes | PAY.130 |
| 9. Category Codes | EIS.121 |
| 10. Payroll Calendar Definition | PAY.110 |
| 11. Location and Job Code Restriction | PAY.120 |
| 12. Payroll Check Header | PAY.160 |
| 13. LOCATION CODES AND CODE LISTINGS | PAY130 |
| 14. Tax Information Maintenance--States Required | TAX.100 |
| 15. Build EMS Client File Members | EIS.000 |

MENU

More...

Option or Menu Item 10





4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 15:07:22 QPADEV000X
EMS Payroll Calendar Definition Ref: PAY.110 .01

A Calendar Code: 200

Add
Change
Delete
Lookup
Index
End

Index: 1
1 = Calendar Definitions

Auto Next Record? N



TN5250

FileEditViewSettingsWindowHelp

10.140.200.17

OpenCopyPasteDupClearEraseAttnSysreqHelpTerminalKeyboardPrintF1F2F3F4F5F6F7F8F9F10F11F12F13F14F15F16F17F18F19F20F21F22F23F24

6/07/13FY 13

MERCER COUNTY SCHOOLS

15:24:28 QPADEV001K

EMS

Payroll Calendar Definition

Ref: PAY.110 .11

Calendar Code: 2014

Beginning Date: 07/01/00

Ending Date: 06/30/00

Default Work Day Code in all Week Days: Y

Mode: Add

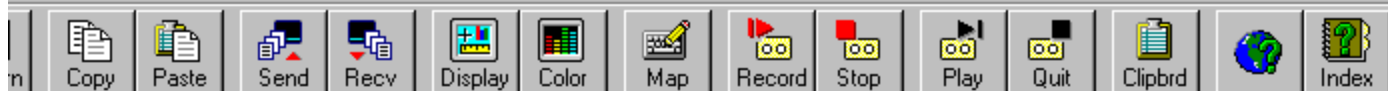
F3=ExitF4=IndexF5=ResetF12=Cancel

Cancel? N

ONLINE

23,79

M



4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 15:08:32 QPADEV000X
 ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

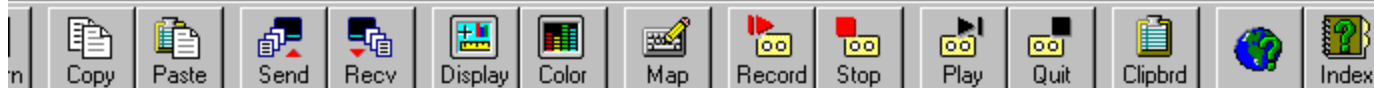
MENU PBF000: BUDGET FORECASTING SYSTEM

- | | | |
|--|--------|------|
| 1. BUDGET FORECASTING SETUP AND REMOVAL | PBF900 | MENU |
| 2. BUDGET FORECASTING CODES | PBF100 | MENU |
| 3. BUDGET FORECASTING EMPLOYEE INFORMATION | PBF300 | MENU |
| 4. BUDGET FORECASTING LISTINGS AND REPORTS | PBF500 | MENU |

89. Change Assignment
 90. Exit ACS

Option or Menu Item 1





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 15:08:42 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

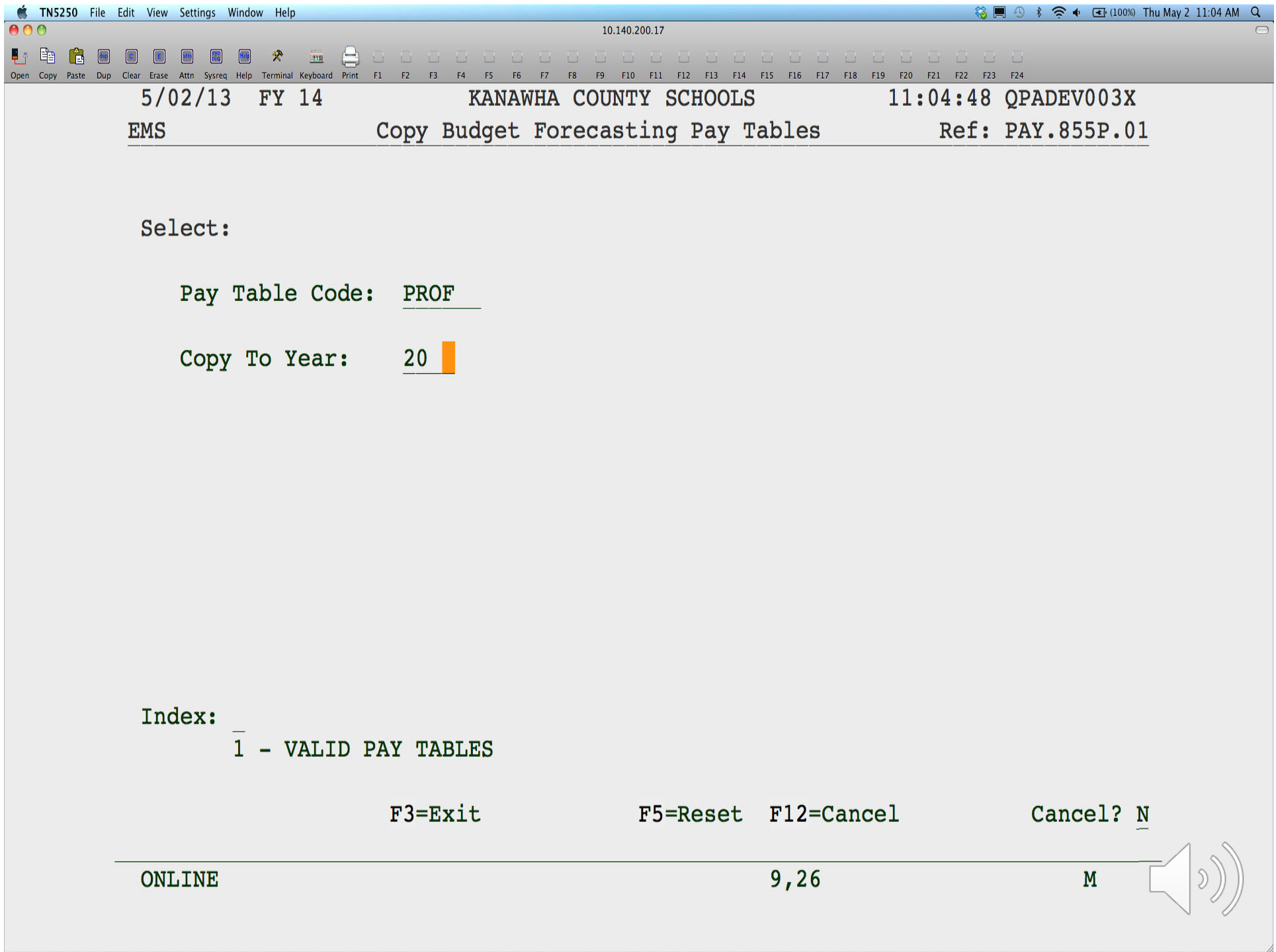
MENU PBF900: BUDGET FORECASTING SETUP AND REMOVAL

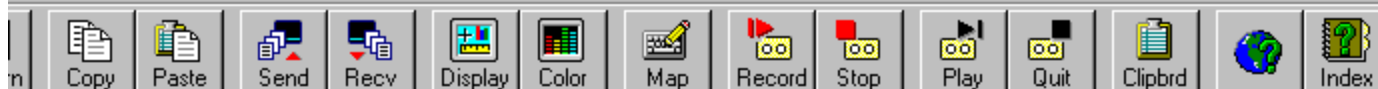
1. Copy Current Client Member to Budget Member . PBF.910
2. Copy Vacant/Open Positions to Budget Member . PBF.930
3. Remove All Budget Members for Current Client . PBF.920
4. Budget Forecasting--Assignment Step Increment . PBF.840
5. Pay Table Amounts--Mass Update/Listing . . . PBF.925
6. Copy Budget Forecasting Pay Tables PAY.855
7. Budget Forecasting--Reset Table Amounts . . . PBF.876

89. Change Assignment
90. Exit ACS

Option or Menu Item 6







4/21/04 FY 5 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

15:02:26 QPADEV000X
Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

1. Build EMS Client File Members EIS.000
2. Fiscal or Calendar Year-End Processing PAY.810
3. Fiscal or Calendar Year Absence/Leave Accrual PAY.831
4. Employee Contracts Initialization PAY.875
5. Recalculate Assignment Contract Amounts PAY.876
6. Assignment Step Increment/Change Dates PAY.840
7. Copy Employee Assignments to New Year PAY.881
8. Copy Prior Year Setup PAY.880
9. Copy Voluntary Deductions from Prior Year PAY.882
10. Absence Posting - Non Payroll Run PAI.885
11. MISCELLANEOUS PAYROLL PROCEDURES PAY910
12. YEAR-END W-2 REPORTING FRS000
13. Absence Posting - Non Payroll Run PAI.980

MENU
MENU

89. Change Assignment

More...

Option or Menu Item 7





11/20/11 FY 13 JEFFERSON COUNTY SCHOOLS 11:40:40 KRHR8000
WVE Copy Employee Assignments from Prior Year PAY.881

This program will copy employee information from FY: 12 to FY: 13
from the following files. BE CERTAIN THE YEARS ARE CORRECT!

*** Employee Assignment File
*** Employee Assignment Account Distribution File
*** Employee Assignment Addenda File
*** Employee Assignment Contract Addenda File

If the project code is > 00999, the 3rd character (fiscal year) of the account
string will be incremented by 1, limited by the job code selections below:

Job Codes to Include/Exclude (I/E): I
PROF SVC _____
_____ (Blank for All)

Active Assignments Only? (Y/N) Y

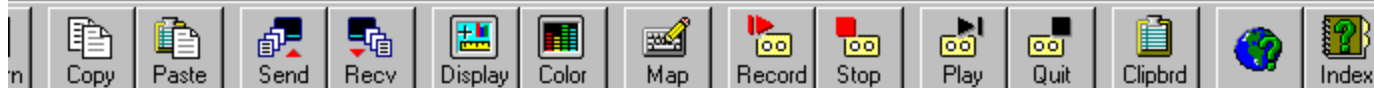
Use Active Dates? (Y/N) N

Increment FY in Project Code? (Y/N) Y

Edit List Only? (Y/N) N

F3=Exit F4=Index





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 15:10:14 QPADEV000X
 ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

1. Build EMS Client File Members EIS.000
2. Fiscal or Calendar Year-End Processing PAY.810
3. Fiscal or Calendar Year Absence/Leave Accrual PAY.831
4. Employee Contracts Initialization PAY.875
5. Recalculate Assignment Contract Amounts PAY.876
6. Assignment Step Increment/Change Dates PAY.840
7. Copy Employee Assignments to New Year PAY.881
8. Copy Prior Year Setup PAY.880
9. Copy Voluntary Deductions from Prior Year PAY.882
10. Absence Posting - Non Payroll Run PAI.885
11. MISCELLANEOUS PAYROLL PROCEDURES PAY910
12. YEAR-END W-2 REPORTING FRS000
13. Absence Posting - Non Payroll Run PAI.980

MENU
MENU

89. Change Assignment

More...

Option or Menu Item 4



4/12/19 FY 19 RANDOLPH COUNTY SCHOOLS 11:12:28 QPADEV15
 EMS Employee Contracts Initialization Ref: PAY.875P.01

Selections:

Employee group: ALL
 or Employee number: 00-00-0000

Contract year-end date: 0630

Restrict to these job codes:

Processing Options:

Clear paid-to-date amounts: Y
 .- Assignment Date Change Start: 7/01/ End: 6/30/
 |- Contract Date Change Start: 7/01/ End: 6/30/
 '---- OR Increment Assignment/Contract Year ONLY? Y
 Recalculate Contract Days off calendar? N

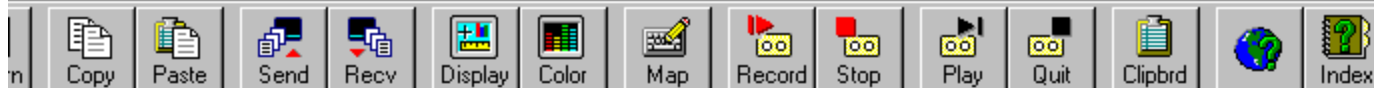
Index:

- 1 - Employee Groups
- 2 - Employees by Name: _____
- 3 - Job Codes: _____

F3=Exit F4=Index F5=Reset F12=Cancel

Cancel? N





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 16:06:34 QPADEV000X
 ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

1. Build EMS Client File Members EIS.000
2. Fiscal or Calendar Year-End Processing PAY.810
3. Fiscal or Calendar Year Absence/Leave Accrual PAY.831
4. Employee Contracts Initialization PAY.875
5. Recalculate Assignment Contract Amounts PAY.876
6. Assignment Step Increment/Change Dates PAY.840
7. Copy Employee Assignments to New Year PAY.881
8. Copy Prior Year Setup PAY.880
9. Copy Voluntary Deductions from Prior Year PAY.882
10. Absence Posting - Non Payroll Run PAI.885
11. MISCELLANEOUS PAYROLL PROCEDURES PAY910
12. YEAR-END W-2 REPORTING FRS000
13. Absence Posting - Non Payroll Run PAI.980

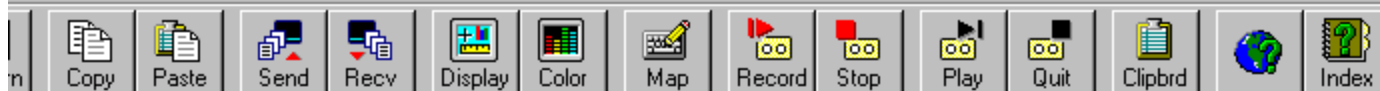
MENU
MENU

89. Change Assignment

More...

Option or Menu Item 6





4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 16:13:34 QPADEV000X
 EMS Assignment Step Increment/Change Dates Ref: PAY.840P.01

Selections:

Employee Group: ALL or Number: _____

Include/Exclude (I,E): I

Job Codes: PROF PROFX SVC _____

or Pay Tables:

Blank pay tables?: N

Optional assignment date changes-- Start: _____ End: _____

Suppress step upgrade?: N Exclude Inactive Employees?: N

Index: _____

- | | |
|---------------------|-----------------------|
| 1 - Employee Groups | 4 - Assignments |
| 2 - Employee Number | 5 - Job Codes: _____ |
| 3 - Emp Name: _____ | 6 - Pay Tables: _____ |

F3=Exit **F4=Index** F5=Reset F12=Cancel

Cancel? N



TNS250FileEditViewSettingsWindowHelp

10.140.200.17

100%Fri Jun 7 3:33 PM

OpenCopyPasteDupClearEraseAttnSysreqHelpTerminalKeyboardPrintF1F2F3F4F5F6F7F8F9F10F11F12F13F14F15F16F17F18F19F20F21F22F23F24

6/07/13FY 13MERCER COUNTY SCHOOLS15:33:09 QPADEV001K

EMSAssignment Step Increment/Change DatesRef: PAY.840P.01

Selections:

Employee Group:

ALL

or Number:

Include/Exclude (I,E):

E

Job Codes:

PROF

SVC

PROFX

or Pay Tables:

Blank pay tables?: N

Optional assignment date changes--

Start: 0701

End: 0630

Suppress step upgrade?:

Y

Exclude Inactive Employees?:

N

Index:

1 - Employee Groups

2 - Employee Number

3 - Emp Name:

4 - Assignments

5 - Job Codes:

6 - Pay Tables:

F3=Exit

F4=Index

F5=Reset

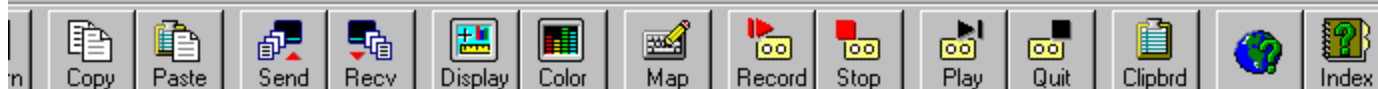
F12=Cancel

Cancel? N

ONLINE

16,70

M



4/22/05 FY 6 WEST VIRGINIA DEPARTMENT OF EDUCATION 17:14:52 QPADEV0005
 ACS BASSCO WORK AREA Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

1. Build EMS Client File Members EIS.000
2. Fiscal or Calendar Year-End Processing PAY.810
3. Fiscal or Calendar Year Absence/Leave Accrual PAY.831
4. Employee Contracts Initialization PAY.875
5. Recalculate Assignment Contract Amounts PAY.876
6. Assignment Step Increment/Change Dates PAY.840
7. Copy Employee Assignments to New Year PAY.881
8. Copy Prior Year Setup PAY.880
9. Copy Voluntary Deductions from Prior Year PAY.882
10. Absence Posting - Non Payroll Run PAI.885
11. MISCELLANEOUS PAYROLL PROCEDURES PAY910
12. YEAR-END W-2 REPORTING FRS000
13. Absence Posting - Non Payroll Run PAI.980

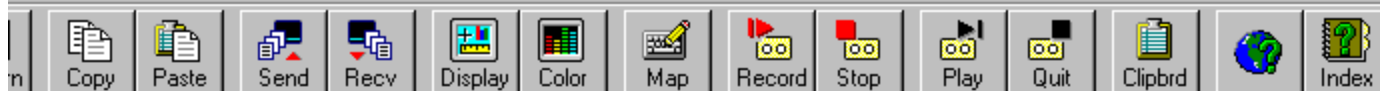
MENU
MENU

89. Change Assignment

More...

Option or Menu Item 5





4/22/05 FY 06 WEST VIRGINIA DEPARTMENT OF EDUCATION 17:15:10 QPADEV0005
 EMS Recalculate Assignment Contract Amounts Ref: PAY.876P.01

Selections:

Employee Group: ALL or Number: _____

Include/Exclude (I,E): _

Job Codes:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

or Pay Tables:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Recalculate Contract Addenda Paid To Date Amount: N

Index: _

1 - Employee Groups

2 - Employee Number

3 - Last Name: _____

4 - Assignments

5 - Job Codes: _____

6 - Pay Tables: _____

Cancel?



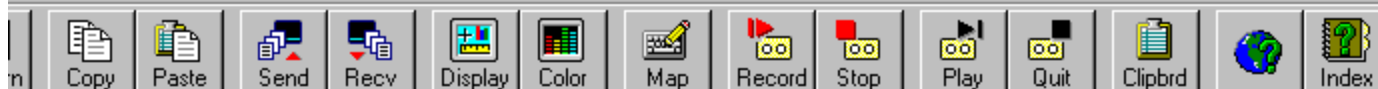
FOLLOWING STEPS PERFORMED AFTER ALL PAYROLLS FOR FISCAL YEAR



THE FOLLOWING STEPS ARE DONE ONLY AFTER ALL PAYROLLS FOR THE YEAR HAVE BEEN RUN

1. Review Control Documents and Bank Account Information (Optional)
2. Copy Prior Year Voluntary Deductions
3. Post Absence Information – Non Payroll Run (optional) (wait until after 6/30)
4. Update Voluntary Deductions (optional)
5. Fiscal or Calendar Year End Processing
6. Transfer Absence Balances
7. Fiscal or Calendar Year Absence/Leave Accrual
8. Disencumber Payroll (Old year)





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

16:18:51 QPADEV000X
Ref: ACS.002 .01

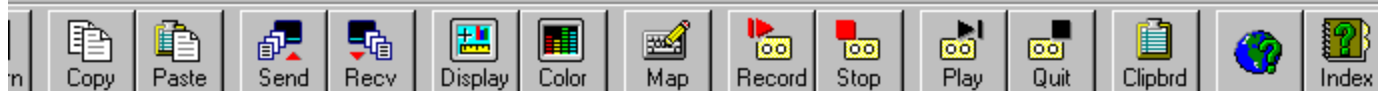
MENU PAY600: PAYROLL PROCESSING SYSTEM

- | | | |
|---|----------|------|
| 1. Payroll Processing--Actual and Pro Forma | PAI.600M | |
| 2. Payroll Processing--Pro Forma Only | PAI.600S | |
| 3. Payroll Processing--Code Frequency Build | PAI.6001 | |
| 4. Payroll Check Voider | PAI.410 | |
| 5. Payroll Check Lookup | PAZ.420 | |
| 6. Employee Group Definition | PAI.251 | |
| 7. DOCUMENT CONTROL INFORMATION | PAY610 | MENU |
| 8. DIRECT DEPOSIT PROCESSING | PAY630 | MENU |
| 9. PAYROLL LISTINGS AND REPORTS | PAY650 | MENU |
| 10. EMS REPORT WRITERS | PAY550 | MENU |
| 11. Copy Payroll Reports To Tape | PAI.695 | |
| 12. Check Rewrite From Last Payroll Run | PAI.655 | |
| 13. Re-create Payroll Reports from Previous Run | PAI.602 | |
| 14. Delete Payroll Processing Sequence Numbers | PAI.640 | |

More...

Option or Menu Item 7





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 16:19:08 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

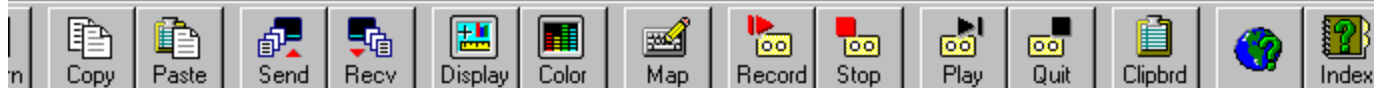
MENU PAY610: DOCUMENT CONTROL INFORMATION

1. Define Control Documents MGR.501
2. Define Bank Accounts CDS.100

89. Change Assignment
90. Exit ACS

Option or Menu Item _____





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 16:19:43 QPADEV000X
 ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

1. Build EMS Client File Members EIS.000
2. Fiscal or Calendar Year-End Processing PAY.810
3. Fiscal or Calendar Year Absence/Leave Accrual PAY.831
4. Employee Contracts Initialization PAY.875
5. Recalculate Assignment Contract Amounts PAY.876
6. Assignment Step Increment/Change Dates PAY.840
7. Copy Employee Assignments to New Year PAY.881
8. Copy Prior Year Setup PAY.880
9. Copy Voluntary Deductions from Prior Year PAY.882
10. Absence Posting - Non Payroll Run PAI.885
11. MISCELLANEOUS PAYROLL PROCEDURES PAY910
12. YEAR-END W-2 REPORTING FRS000
13. Absence Posting - Non Payroll Run PAI.980

MENU
MENU

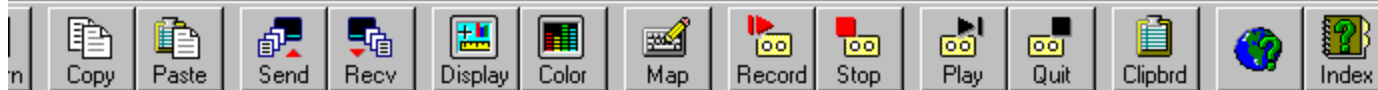
89. Change Assignment

More...

Option or Menu Item 9



Edit Transfer Appearance Communication Assist Window Help



4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 16:19:58 QPADEV000X
EMS Copy Voluntary Deductions from Prior Year Ref: PAY.882P.01

Press ENTER to copy prior year Voluntary Deductions.

F3=Exit

F5=Reset F12=Cancel

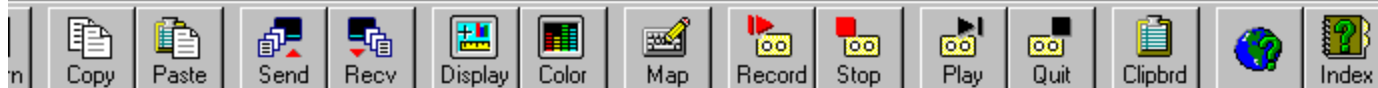
Cancel? N

MR a

MW



23/079



4/21/04 FY 4 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

16:20:32 QPADEV000X
Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

- | | | |
|--|---------|------|
| 1. Build EMS Client File Members | EIS.000 | |
| 2. Fiscal or Calendar Year-End Processing . . . | PAY.810 | |
| 3. Fiscal or Calendar Year Absence/Leave Accrual | PAY.831 | |
| 4. Employee Contracts Initialization | PAY.875 | |
| 5. Recalculate Assignment Contract Amounts . . . | PAY.876 | |
| 6. Assignment Step Increment/Change Dates . . . | PAY.840 | |
| 7. Copy Employee Assignments to New Year . . . | PAY.881 | |
| 8. Copy Prior Year Setup | PAY.880 | |
| 9. Copy Voluntary Deductions from Prior Year . . | PAY.882 | |
| 10. Absence Posting - Non Payroll Run | PAI.885 | |
| 11. MISCELLANEOUS PAYROLL PROCEDURES | PAY910 | MENU |
| 12. YEAR-END W-2 REPORTING | FRS000 | MENU |
| 13. Absence Posting - Non Payroll Run | PAI.980 | |

89. Change Assignment

More...

Option or Menu Item 10



5/02/13 FY 14

KANAWHA COUNTY SCHOOLS

14:19:07 QPADEV003B

EMS

Absence Posting - Non Payroll Run

Ref: PAI.885P.01

Selection Criteria:

Employee Group: ALL
or Employee Number: _____

Period End Date: 06/30/

Update the following files:

History Balances Y (Y/N)Time Card History Retention. . Y (Y/N)

Print Audit Report: Y (Y/N)

F3=Exit F4=Index F12=Cancel

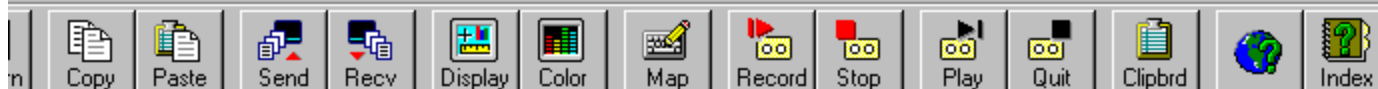
Cancel? N

ONLINE

10,44

M





4/21/04 FY 4 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

16:21:34 QPADEV000X
Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

1. Build EMS Client File Members EIS.000
2. Fiscal or Calendar Year-End Processing PAY.810
3. Fiscal or Calendar Year Absence/Leave Accrual PAY.831
4. Employee Contracts Initialization PAY.875
5. Recalculate Assignment Contract Amounts PAY.876
6. Assignment Step Increment/Change Dates PAY.840
7. Copy Employee Assignments to New Year PAY.881
8. Copy Prior Year Setup PAY.880
9. Copy Voluntary Deductions from Prior Year PAY.882
10. Absence Posting - Non Payroll Run PAI.885
11. MISCELLANEOUS PAYROLL PROCEDURES PAY910
12. YEAR-END W-2 REPORTING FRS000
13. Absence Posting - Non Payroll Run PAI.980

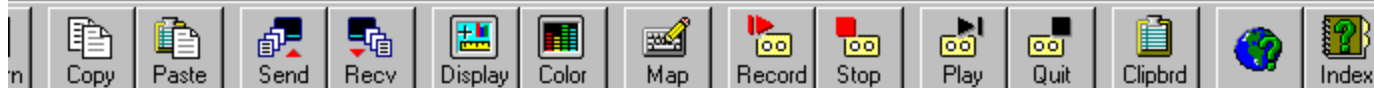
MENU
MENU

89. Change Assignment

More...

Option or Menu Item 11





4/21/04 FY 4 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

16:22:11 QPADEV000X
Ref: ACS.002 .01

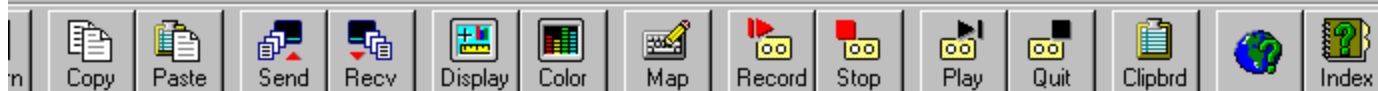
MENU PAY910: MISCELLANEOUS PAYROLL PROCEDURES

1. Update Voluntary Deductions PAY.850
2. Rename Deductions PAY.922
3. Remove Additional Assignment Addenda PAY.341
4. Mass Addenda Code Update PAY.920
5. Mass Addenda Code Update for Budget/Forecast PAY.920B
6. Missing Deduction Definition Listing PAY.930
7. Change Employee Social Security Number PAY.900
8. Create Employee Assignment History PAY.945
9. Absence Balances Transfer by Employee/Job PAY.950
10. Absence Balances Transfer Report PAY.955
11. Absence Balances Transfer Update and Report PAY.955U
12. Contract Retroactive Pay Calculation PAI.925
13. Rebuild YTD Pay/Deduction History PAY.915
14. Offload Payroll Transaction Histories PAY.995
15. Offload Inactive Employees PAY.996

More...

Option or Menu Item 1





4/21/04 FY 04 WEST VIRGINIA TEST CLIENT 16:22:27 QPADEV000X
 EMS Update Voluntary Deductions Ref: PAY.850P.01

Selections:

Employee Group:

ALL

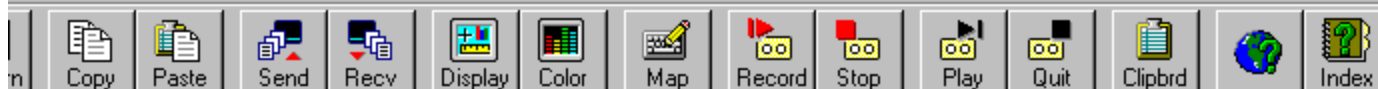
or Employee Number:

Deduction Code	# of Cks	Employee Flat Amt	Employee Percent	Employer Flat Amt	Employer Percent	Start Date	End Date
DUES	12						
	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N
	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N
	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N
	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N
	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N	Clear? N

F3=Exit F4=Index F5=Reset F12=Cancel

Cancel? N





4/21/04 FY 4 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

16:23:10 QPADEV000X
Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

1. Build EMS Client File Members EIS.000
2. Fiscal or Calendar Year-End Processing PAY.810
3. Fiscal or Calendar Year Absence/Leave Accrual PAY.831
4. Employee Contracts Initialization PAY.875
5. Recalculate Assignment Contract Amounts PAY.876
6. Assignment Step Increment/Change Dates PAY.840
7. Copy Employee Assignments to New Year PAY.881
8. Copy Prior Year Setup PAY.880
9. Copy Voluntary Deductions from Prior Year PAY.882
10. Absence Posting - Non Payroll Run PAI.885
11. MISCELLANEOUS PAYROLL PROCEDURES PAY910
12. YEAR-END W-2 REPORTING FRS000
13. Absence Posting - Non Payroll Run PAI.980

MENU
MENU

89. Change Assignment

More...

Option or Menu Item 2



5/02/13 FY 14 KANAWHA COUNTY SCHOOLS 14:23:27 QPADEV003B
EMS Year End Field Clearing Routine--F or C Ref: PAY.810P.01

** Year End Year End Year End Year End Year End Year End Year End **

Before running this program the following reports must be run:

- 1: Calendar Year End A: W2 forms
B: W2 summary listing
C: All quarterly and monthly reports
- 2: Fiscal Year End A: All quarterly and monthly reports

Year Ending Date: 6/30/ Type: F (F = Fiscal C = Calendar)

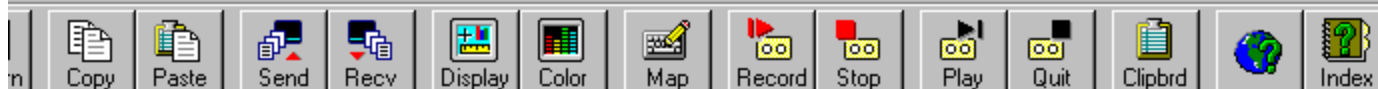
Absence/Leave Balances Carry-over:

1=Pos. Balances Only 2=Neg. Balances Only 3=Both Balances 4=No Balances

OPT CODE	MAX	OPT CODE	MAX	OPT CODE	MAX	OPT CODE	MAX
1 VAC	5	4 VAC					

Cancel? N





4/21/04 FY 4 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

16:29:59 QPADEV000X
Ref: ACS.002 .01

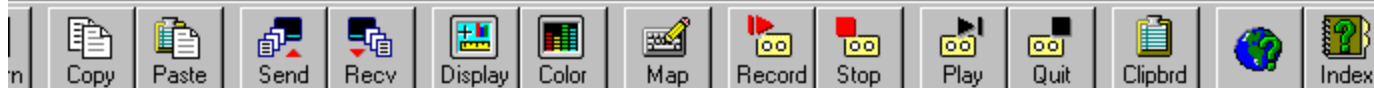
MENU PAY910: MISCELLANEOUS PAYROLL PROCEDURES

1. Update Voluntary Deductions PAY.850
2. Rename Deductions PAY.922
3. Remove Additional Assignment Addenda PAY.341
4. Mass Addenda Code Update PAY.920
5. Mass Addenda Code Update for Budget/Forecast PAY.920B
6. Missing Deduction Definition Listing PAY.930
7. Change Employee Social Security Number PAY.900
8. Create Employee Assignment History PAY.945
9. Absence Balances Transfer by Employee/Job PAY.950
10. Absence Balances Transfer Report PAY.955
11. Absence Balances Transfer Update and Report PAY.955U
12. Contract Retroactive Pay Calculation PAI.925
13. Rebuild YTD Pay/Deduction History PAY.915
14. Offload Payroll Transaction Histories PAY.995
15. Offload Inactive Employees PAY.996

More...

Option or Menu Item 11





4/21/04 FY 04 WEST VIRGINIA TEST CLIENT 16:30:50 QPADEV000X
 EMS Transfer Absence/Leave Balances by Group Ref: PAY.955P.01

Selections:

Employee Group: ALL Round to Nearest 1/4 Hour?: N
 or Employee Number: _____ Delete "Move From" Record?: N
 Create "Move To" Record?: N

Move From Absences: PP Move To Absences: P200 Limit: _____

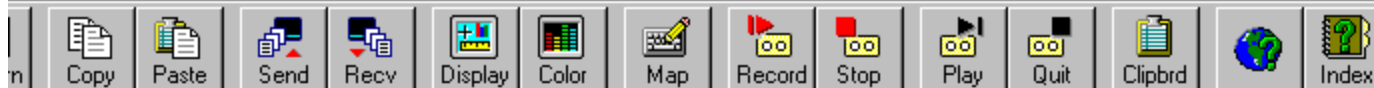
WARNING: All "Move From"
 Absence balances
 will be cleared.

Index:

- | | |
|--------------------------|--------------------------|
| 1 - Employee Groups | 4 - Absence History |
| 2 - Employee Number | 5 - Job Codes: _____ |
| 3 - Employee Name: _____ | 6 - Absence Codes: _____ |

Cancel? N





4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 16:31:24 QPADEV000X
 ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

1. Build EMS Client File Members EIS.000
2. Fiscal or Calendar Year-End Processing PAY.810
3. Fiscal or Calendar Year Absence/Leave Accrual PAY.831
4. Employee Contracts Initialization PAY.875
5. Recalculate Assignment Contract Amounts PAY.876
6. Assignment Step Increment/Change Dates PAY.840
7. Copy Employee Assignments to New Year PAY.881
8. Copy Prior Year Setup PAY.880
9. Copy Voluntary Deductions from Prior Year PAY.882
10. Absence Posting - Non Payroll Run PAI.885
11. MISCELLANEOUS PAYROLL PROCEDURES PAY910
12. YEAR-END W-2 REPORTING FRS000
13. Absence Posting - Non Payroll Run PAI.980

MENU
MENU

89. Change Assignment

More...

Option or Menu Item 3



TN5250FileEditViewSettingsWindowHelp

10.140.200.17

14:26:55 QPADEV003B

OpenCopyPasteDupClearEraseAttnSysreqHelpTerminalKeyboardPrintF1F2F3F4F5F6F7F8F9F10F11F12F13F14F15F16F17F18F19F20F21F22F23F24

5/02/13FY 14 KANAWHA COUNTY SCHOOLS14:26:55 QPADEV003B

EMSBeginning of Year Leave Accrual (F/C)Ref: PAY.831P.01

Selections:

Fiscal or calendar year:

11 = Fiscal Year; 2 = Calendar Year

Effective year start date:

10/01/

Employee group:

ALL

or Employee number:

Restrict to these job codes:

Restrict to these leave types:

P200PP

Index:

1 - Employee Groups

2 - Employees by Name:

3 - Job Codes:

4 - Leave Codes:

Cancel?: N

ONLINE15,48M

5/02/13 FY 14 KANAWHA COUNTY SCHOOLS

14:26:55 QPADEV003B

EMS

Beginning of Year Leave Accrual (F/C)

Ref: PAY.831P.01

Selections:

Fiscal or calendar year: 1 1 = Fiscal Year; 2 = Calendar YearEffective year start date: 07/01/Employee group: ALL

or Employee number: _____

Restrict to these job codes:

_____Restrict to these leave types: VAC_____

Index:

1 - Employee Groups

2 - Employees by Name:

3 - Job Codes:

4 - Leave Codes:

Cancel?: N

ONLINE

15,41

M



7/03/17 FY 17 TUCKER COUNTY SCHOOLS 17:15:39 QPADEV001K
 ACS MANAGER WORK AREA - TUCKER COUNTY FILES Ref: ACS.002 .01

MENU EMS000: EMPLOYEE MANAGEMENT SYSTEM

- | | | |
|---|--------|------|
| 1. PAYROLL OPTIONS AND CODES | PAY100 | MENU |
| 2. EMPLOYEE OPTIONS AND CODES | EIS100 | MENU |
| 3. DIRECT DEPOSIT OPTIONS AND CODES | PAY110 | MENU |
| 4. EMPLOYEE BONDS SYSTEM | PAY120 | MENU |
| 5. EMPLOYEE RECORDS SYSTEM | PAY300 | MENU |
| 6. EMPLOYEE BALANCES | PAY360 | MENU |
| 7. EMPLOYEE ATTENDANCE SYSTEM | PAY400 | MENU |
| 8. CAFETERIA BENEFITS SYSTEM | CBS000 | MENU |
| 9. PAYROLL PROCESSING SYSTEM | PAY600 | MENU |
| 10. PAYROLL ENCUMBRANCE SYSTEM | PRE600 | MENU |
| 11. BUDGET FORECASTING SYSTEM | PBF000 | MENU |
| 12. NEW YEAR/YEAR END PROCESSING | PAY900 | MENU |
| 13. ANNUAL W2 AND ACA REPORTING | FRS000 | MENU |

89. Change Assignment

More...

Option or Menu Item 10



7/03/17 FY 17 TUCKER COUNTY SCHOOLS 17:17:39 QPADEV001K
ACS MANAGER WORK AREA - TUCKER COUNTY FILES Ref: ACS.002 .01

MENU PRE600: PAYROLL ENCUMBRANCE SYSTEM

1. Employee Encumbrance Balances PAY.370
2. Employee Encumbrance Balances Listing PAY.580
3. Encumbrance Processing Setup PRE.600
4. Summarized Encumbrance Balance Listing PRE.611
5. Disencumbrance Processing Setup PRE.610

89. Change Assignment

90. Exit ACS

Option or Menu Item 5



EMS

Disencumbrance Processing Setup

Ref: PRE.610 .01

Selections:

This will disencumber all payroll accounts (Obj. 100-299)

Transaction Date: 0630

Journal Entry Description: End of Year

This program will disencumber all payroll accounts (obj 100-299)
and remove all entries in the EMS encumbrance holding file PPAY370

EMSFILES and FMSFILES libraries should be saved prior to
running this program.

Report Only? N ('N' will update files)

F3=Exit F4=Index F5=Reset F12=Cancel

ONLINE

8,34



Miscellaneous Payroll Procedures



TN5250FileEditViewSettingsWindowHelp10.140.200.17

OpenCopyPasteDupClearEraseAttnSysreqHelpTerminalKeyboardPrintF1F2F3F4F5F6F7F8F9F10F11F12F13F14F15F16F17F18F19F20F21F22F23F24

5/08/14FY 14 KANAWHA COUNTY SCHOOLS11:42:06 QPADEV003H

EMSCEO - Run Numbers Date RestrictionsRef: CEO.RUNL.11

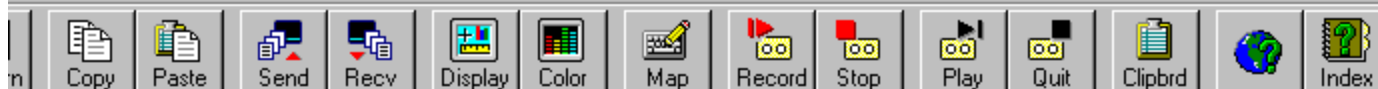
ClientWV039

Run#:

Restrict Until: (yyyymmdd)

Mode: AddCancel? N

ONLINE8,19M



4/21/04 FY 4 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

16:33:55 QPADEV000X
Ref: ACS.002 .01

MENU PAY900: NEW YEAR/YEAR END PROCESSING

1. Build EMS Client File Members EIS.000
2. Fiscal or Calendar Year-End Processing PAY.810
3. Fiscal or Calendar Year Absence/Leave Accrual PAY.831
4. Employee Contracts Initialization PAY.875
5. Recalculate Assignment Contract Amounts PAY.876
6. Assignment Step Increment/Change Dates PAY.840
7. Copy Employee Assignments to New Year PAY.881
8. Copy Prior Year Setup PAY.880
9. Copy Voluntary Deductions from Prior Year PAY.882
10. Absence Posting - Non Payroll Run PAI.885
11. MISCELLANEOUS PAYROLL PROCEDURES PAY910
12. YEAR-END W-2 REPORTING FRS000
13. Absence Posting - Non Payroll Run PAI.980

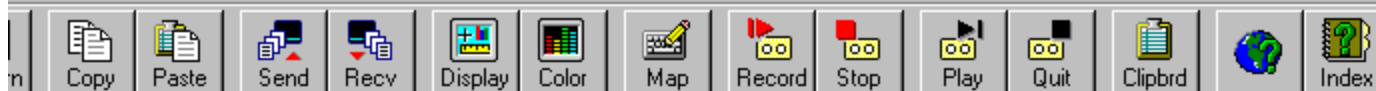
MENU
MENU

89. Change Assignment

More...

Option or Menu Item 11





4/21/04 FY 04 WEST VIRGINIA TEST CLIENT 16:32:22 QPADEV000X
EMS Remove Additional Addenda Items Ref: PAY.341P.01

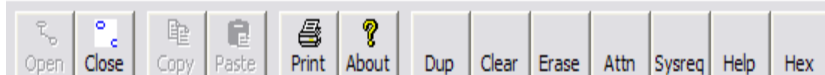
Addenda items to be removed:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Index: 1 - Addenda Codes _____

Cancel? N





4/20/07 FY 08 ROANE COUNTY SCHOOLS 11:08:51 QPADEV0025
 EMS Change Employee Number Ref: PAY.900P.01

*** WARNING - No other payroll jobs should be active ***

Existing Employee Number: _____

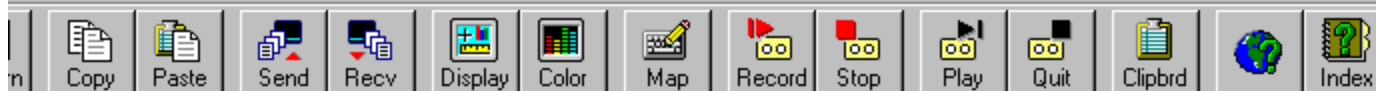
New Employee Number: _____

Index: _
 1 - Employee number
 2 - Employee name (L,F,M) _____

F3=Exit F4=Index F5=Reset F12=Cancel

Cancel?





4/21/04 FY 04 WEST VIRGINIA TEST CLIENT 16:33:01 QPADEV000X
 EMS Transfer Employee Absence and Leave Balances Ref: PAY.950 .01

Selections:

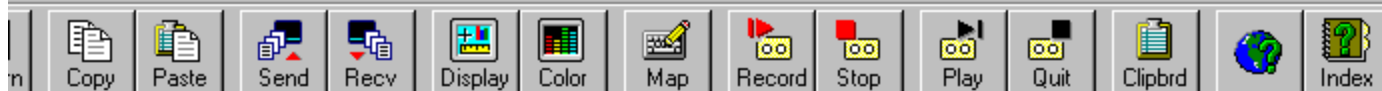
Employee Number: _____	Round to Nearest 1/4 Hour?: <u>N</u>
From Assignment Job Code: _____	To Assignment Job Code: _____
Move From Absences: _____	Move To Absences: _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Index:

- | | |
|--------------------------|--------------------------------|
| 1 - Employee Number | 4 - Assignments |
| 2 - Employee Name: _____ | 5 - Absence History |
| 3 - Job Codes: _____ | 6 - Absence/Leave Codes: _____ |

Cancel?

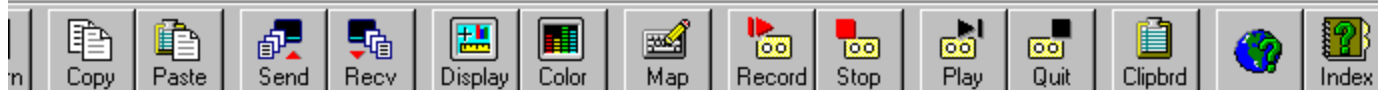




4/21/04 FY 04 WEST VIRGINIA TEST CLIENT 16:33:27 QPADEV000X
EMS Mass Addenda Code Update Ref: PAY.920P.01

Addenda Code	Replace With Amount %	Increase By Amount %	Account Code
1	100	100	100
2	100	100	100
3	100	100	100
4	100	100	100
5	100	100	100
6	100	100	100
7	100	100	100
8	100	100	100
9	100	100	100
10	100	100	100
11	100	100	100
12	100	100	100
13	100	100	100
14	100	100	100
15	100	100	100
16	100	100	100
17	100	100	100
18	100	100	100
19	100	100	100
20	100	100	100
21	100	100	100
22	100	100	100
23	100	100	100
24	100	100	100
25	100	100	100
26	100	100	100
27	100	100	100
28	100	100	100
29	100	100	100
30	100	100	100
31	100	100	100
32	100	100	100
33	100	100	100
34	100	100	100
35	100	100	100
36	100	100	100
37	100	100	100
38	100	100	100
39	100	100	100
40	100	100	100
41	100	100	100
42	100	100	100
43	100	100	100
44	100	100	100
45	100	100	100
46	100	100	100
47	100	100	100
48	100	100	100
49	100	100	100
50	100	100	100
51	100	100	100
52	100	100	100
53	100	100	100
54	100	100	100
55	100	100	100
56	100	100	100
57	100	100	100
58	100	100	100
59	100	100	100
60	100	100	100
61	100	100	100
62	100	100	100
63	100	100	100
64	100	100	100
65	100	100	100
66	100	100	100
67	100	100	100
68	100	100	100
69	100	100	100
70	100	100	100
71	100	100	100
72	100	100	100
73	100	100	100
74	100	100	100
75	100	100	100
76	100	100	100
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80	100	100	100
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82	100	100	100
83	100	100	100
84	100	100	100
85	100	100	100
86	100	100	100
87	100	100	100
88	100	100	100
89	100	100	100
90	100	100	100
91	100	100	100
92	100	100	100
93	100	100	100
94	100	100	100
95	100	100	100
96	100	100	100
97	1		

Update: Addenda Definitions? Y Additional Addendas? Y Contract Addendas? Y
Process Active Assignments Only? Y (Y/N)
F3=Exit **F4=Index** F5=Reset F9=Retrieve F12=Cancel



4/21/04 FY 4 WEST VIRGINIA TEST CLIENT
ACS WORK AREA FOR JACKSON COUNTY

16:35:01 QPADEV000X
Ref: ACS.002 .01

MENU EMS000: EMPLOYEE MANAGEMENT SYSTEM

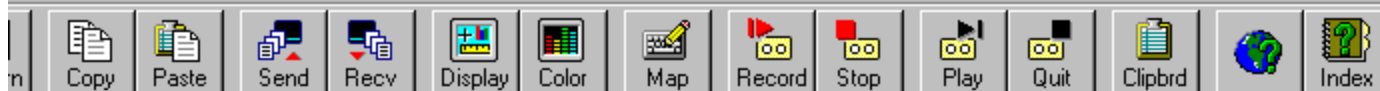
1. PAYROLL OPTIONS AND CODES	PAY100	MENU
2. EMPLOYEE OPTIONS AND CODES	EIS100	MENU
3. DIRECT DEPOSIT OPTIONS AND CODES	PAY110	MENU
4. EMPLOYEE BONDS SYSTEM	PAY120	MENU
5. EMPLOYEE RECORDS SYSTEM	PAY300	MENU
6. EMPLOYEE BALANCES	PAY360	MENU
7. EMPLOYEE ATTENDANCE SYSTEM	PAY400	MENU
8. CAFETERIA BENEFITS SYSTEM	CBS000	MENU
9. PAYROLL PROCESSING SYSTEM	PAY600	MENU
10. PAYROLL ENCUMBRANCE SYSTEM	PRE600	MENU
11. BUDGET FORECASTING SYSTEM	PBF000	MENU
12. NEW YEAR/YEAR END PROCESSING	PAY900	MENU
13. YEAR-END W-2 REPORTING	FRS000	MENU

89. Change Assignment

More...

Option or Menu Item 8





4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 16:35:17 QPADEV000X
 ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

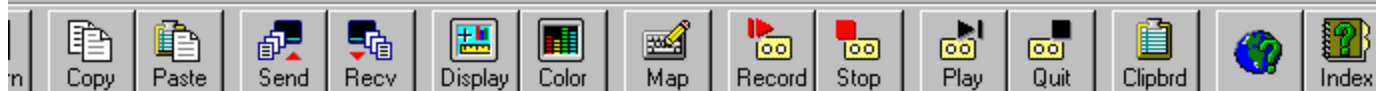
MENU CBS000: CAFETERIA BENEFITS SYSTEM

1. Cafeteria Benefits System Definitions CBS.100
2. Cafeteria Benefits Group Definitions CBS.110
3. Employee Cafeteria Benefits Maintenance . . . CBS.310
4. Employee Cafeteria Benefits Recalculation . . CBS.610
5. Mass Addenda Date Change CBS.810
6. Deduction/Contribution Codes PAY.122
7. Employee Voluntary Deductions PAY.350

89. Change Assignment
90. Exit ACS

Option or Menu Item 5





4/21/04 FY 04 WEST VIRGINIA TEST CLIENT
 EMS MASS ADDENDA DATE CHANGE

16:35:37 QPADEV000X
 Ref: CBS.810P.01

Selections:

Employee Group: _____
 or Employee Number: _____

For Addenda Codes:	_____	Start Dates:	0/00/00	End Dates:	0/00/00
	_____		0/00/00		0/00/00
	_____		0/00/00		0/00/00
	_____		0/00/00		0/00/00
	_____		0/00/00		0/00/00
	_____		0/00/00		0/00/00
	_____		0/00/00		0/00/00
	_____		0/00/00		0/00/00
	_____		0/00/00		0/00/00
	_____		0/00/00		0/00/00
	_____		0/00/00		0/00/00

Index:

- | | |
|---------------------|-------------------------------|
| 1 - Employee Groups | 3 - Employee Last Name: _____ |
| 2 - Employee Number | 4 - Addenda Codes: _____ |

Cancel? N



Misc. Year End Programs



TNS250FileEditViewSettingsWindowHelp10.140.200.17Thu May 2 2:41 PM

OpenCopyPasteDupClearEraseAttnSysreqHelpTerminalKeyboardPrintF1F2F3F4F5F6F7F8F9F10F11F12F13F14F15F16F17F18F19F20F21F22F23F24

5/02/13FY 14KANAWHA COUNTY SCHOOLS14:41:19 QPADEV003B

WVRPrint Employee Absence Leave Liability ReportRef: WVE.330P.01

Selections:

Employee Group:ALL

or Employee Number:

Retrieve Leave balance from this date range:From7/01/Thru6/30/

or from this run number range:FromThru

Select? (Sort Type; 1-Sick 2-Vacation; Blank for Both)

Restrict to these Sick Leave codes:P200

(Sort Type "1")

Restrict to these Vacation codes:VAC2

(Sort Type "2")

Include Absence Balance if contract not found in assignment file?N

Index:

1 - Employee Groups

2 - Employee By Name

F3=ExitF4=IndexF5=ResetF12=Cancel

Cancel?N

ONLINE

15,44

M

TN5250

File Edit View Settings Window Help

10.140.200.17

Open Copy Paste Dup Clear Erase Attn Sysreq Help Terminal Keyboard Print F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24

5/02/13

FY 14

KANAWHA COUNTY SCHOOLS

14:38:08

QPADEV003B

WVR

Create Empl Compensated Leave file (PWVE335C)

Ref: WVE.335P.01

County Number:

39

Work County #:

20

(Retirement County Code 01-55)

Period Ending Date:

6/30/

Select? _

(Sort Type; 1-Sick 2-Vacation; Blank for Both)

Restrict to these Sick Leave codes: P200

(Sort Type "1")

Restrict to these Vacation codes: VAC

(Sort Type "2")

Include Absence Balance if contract not found in assignment file?

N

F3=Exit F4=Index F5=Reset F12=Cancel

Cancel? N

ONLINE

19,70

M