

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 14:57:07 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY 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



Option or Menu Item 1



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





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:58:37 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY 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 [redacted] 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 15:00:20 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY 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

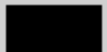




4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 15:00:38 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

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 MENU
- 12. YEAR-END W-2 REPORTING FRS000 MENU
- 13. Absence Posting - Non Payroll Run PAI.980



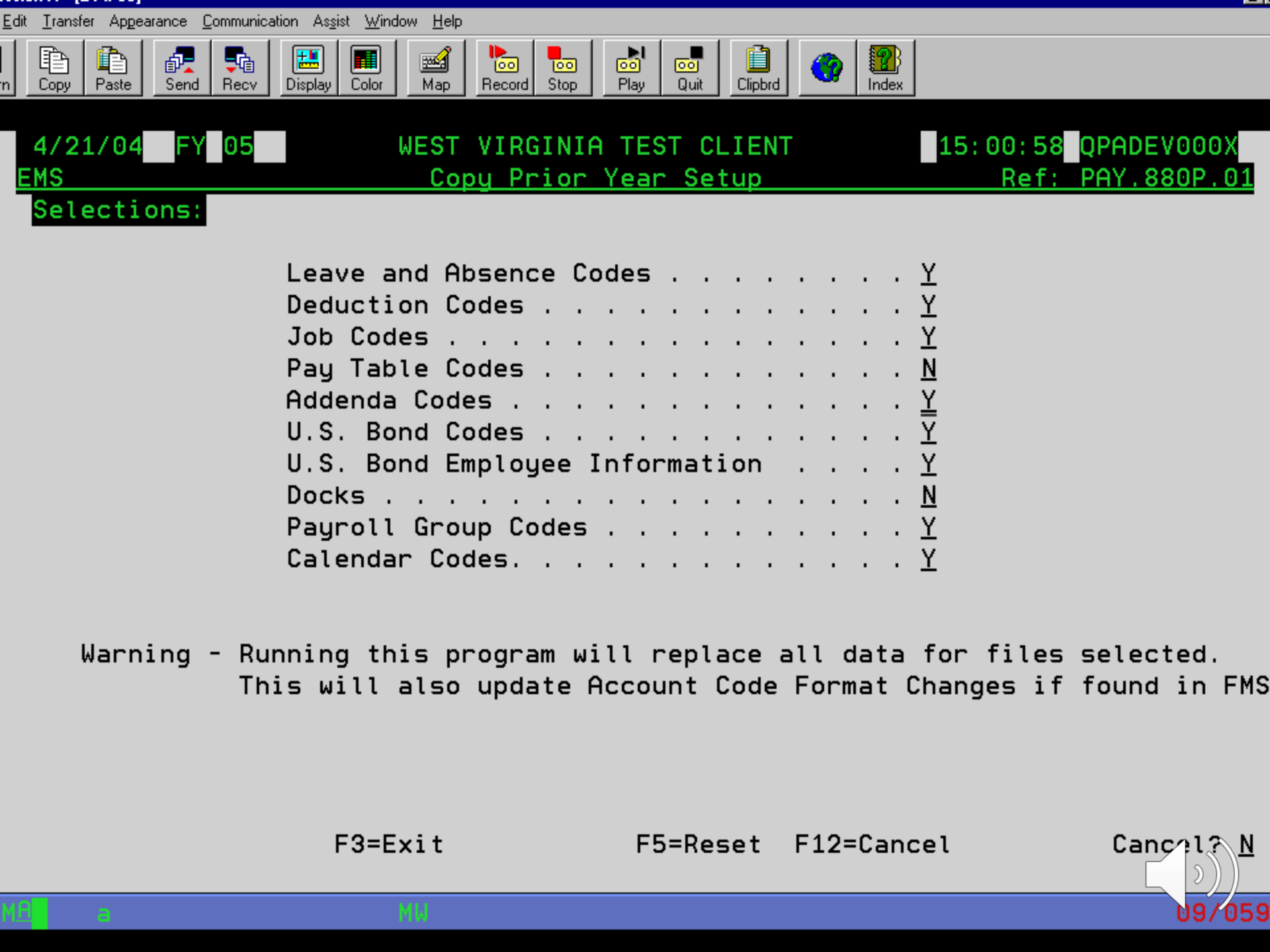
89. Change Assignment



More...

Option or Menu Item 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



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 15:07:03 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU PAY100: PAYROLL OPTIONS AND CODES

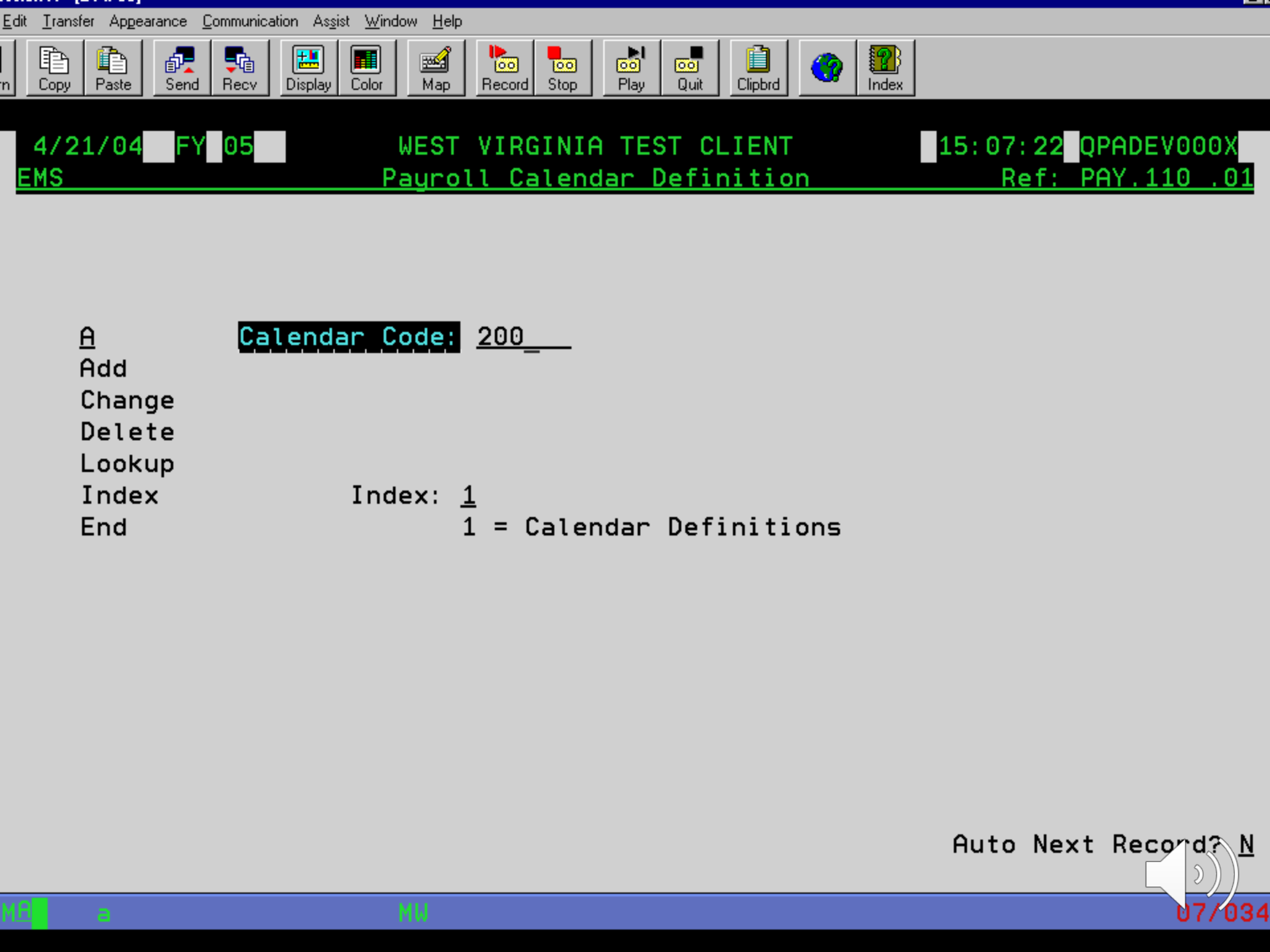
- 1. Payroll Options and Defaults PAY.100
- 2. Absence/Leave Codes PAY.121
- 3. Payroll Group Codes PAI.122
- 4. Deduction/Contribution Codes PAY.122
- 5. Pay Table Codes PAY.125
- 6. Addenda Codes PAY.127
- 7. Job Codes PAY.124
- 8. Termination Codes PAY.130
- 9. Category Codes EIS.121
- 10. Payroll 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



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
- Add
- Change
- Delete
- Lookup
- Index
- End

Calendar Code: 200

Index: 1
1 = Calendar Definitions

Auto Next Record? N

6/07/13 FY 13 MERCER COUNTY SCHOOLS 15:24:28 QPADEV001K
EMS Payroll Calendar Definition Ref: PAY.110 .11

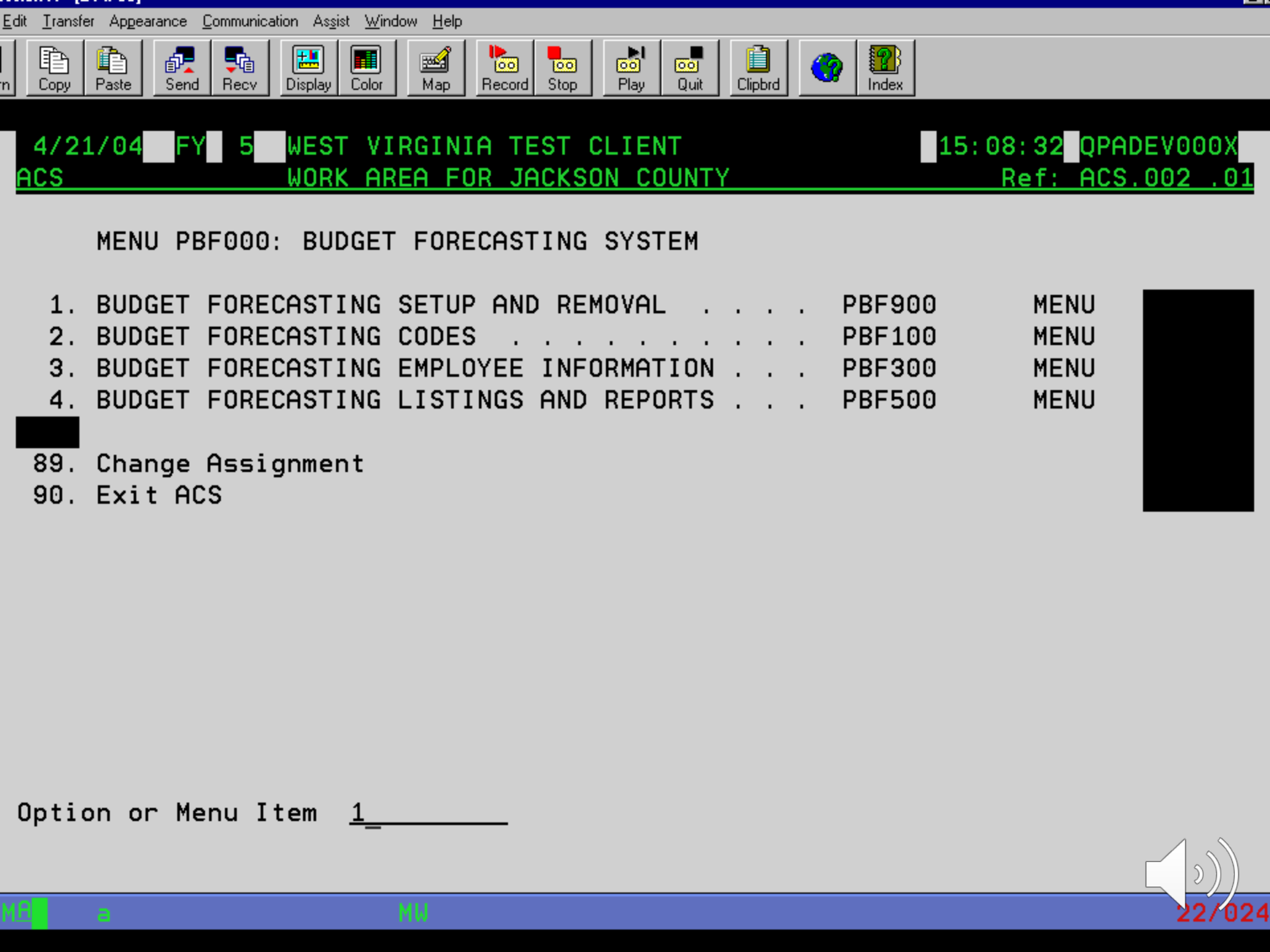
Calendar Code: 2014
Beginning Date: 07/01/00
Ending Date: 06/30/00

Default Work Day Code in all Week Days: Y

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

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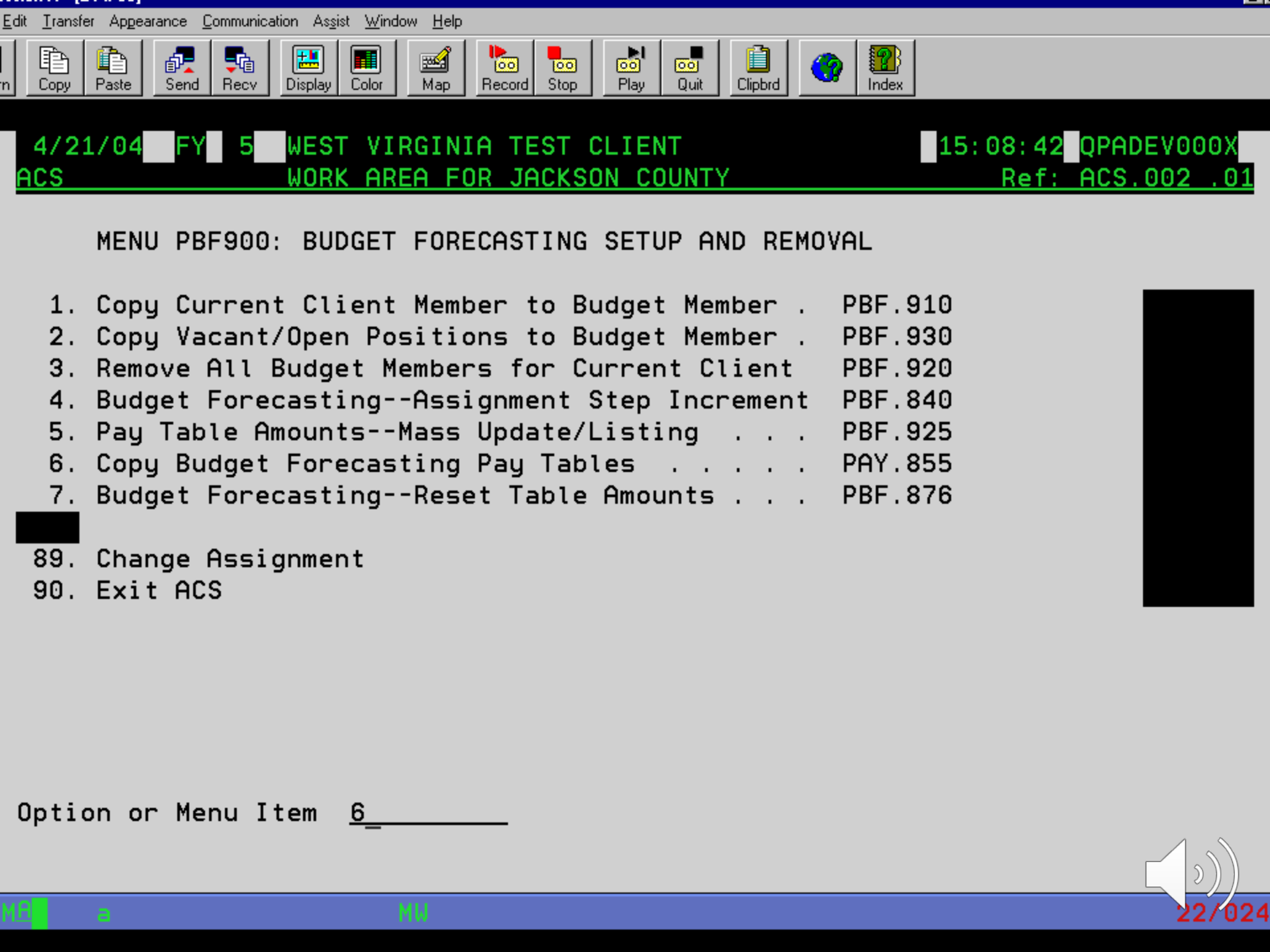
4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 15:08:32 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

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

5/02/13 FY 14

KANAWHA COUNTY SCHOOLS

11:04:48 QPADEV003X

EMS

Copy Budget Forecasting Pay Tables

Ref: PAY.855P.01

Select:

Pay Table Code: PROF

Copy To Year: 20

Index:

1 - VALID PAY TABLES

F3=Exit

F5=Reset

F12=Cancel

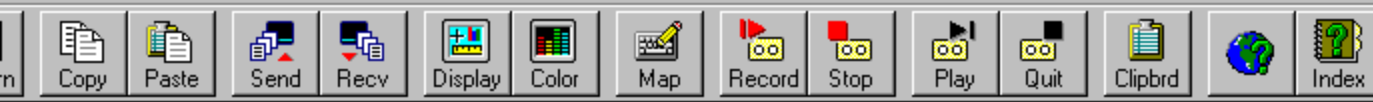
Cancel? N

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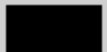




4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 15:02:26 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

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 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 7



Open	Close	Copy	Paste	Print	About	Dup	Clear	Erase	Attn	Sysreq	Help	Hex
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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

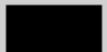




4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 15:10:14 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

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 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 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

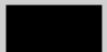




4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 16:06:34 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

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 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 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

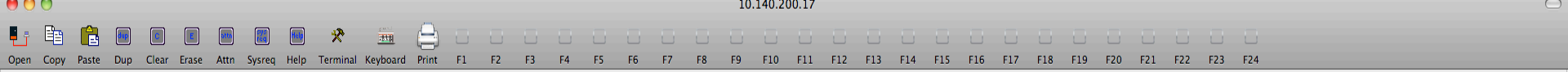
Optional assignment date changes-- Start: _____ End: _____

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

Index: _

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

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



6/07/13 FY 13

MERCER COUNTY SCHOOLS

15:33:09 QPADEV001K

EMS

Assignment Step Increment/Change Dates

Ref: 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

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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

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): _

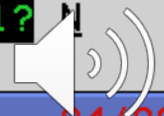
Job Codes:

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? N



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 16:18:51 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY 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 MENU
- 12. YEAR-END W-2 REPORTING FRS000 MENU
- 13. Absence Posting - Non Payroll Run PAI.980

89. Change Assignment

Option or Menu Item 9





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

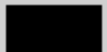




4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 16:20:32 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

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 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

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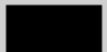




4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 16:21:34 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

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 MENU
- 12. YEAR-END W-2 REPORTING FRS000 MENU
- 13. Absence Posting - Non Payroll Run PAI.980



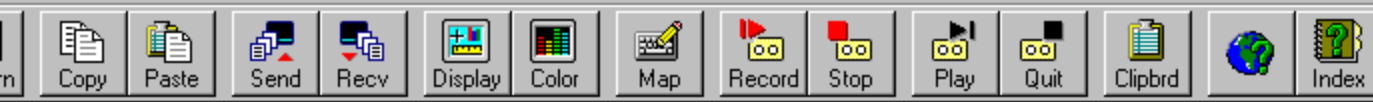
89. Change Assignment



More...

Option or Menu Item 11





4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 16:22:11 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY 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
Update Voluntary Deductions

16:22:27 QPADEV000X
Ref: PAY.850P.01

Selections:

Employee Group: ALL
or Employee Number: _____

Deduction Code	# of Cks	Employee		Employer		Start Date	End Date
		Flat Amt	Percent	Flat Amt	Percent		
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

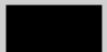
F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N



4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 16:23:10 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 MENU
- 12. YEAR-END W-2 REPORTING FRS000 MENU
- 13. Absence Posting - Non Payroll Run PAI.980



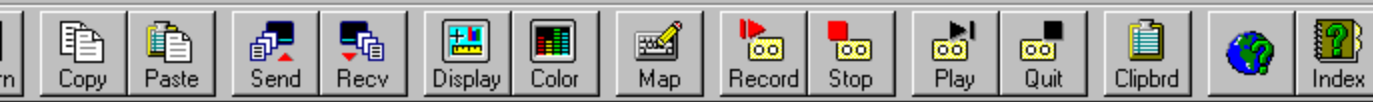
89. Change Assignment



More...

Option or Menu Item 2





4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 16:29:59 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY 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



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

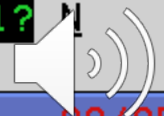
Move From Absences: PP Move To Absences: P200 Limit: _____

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

Index:

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

Cancel? N

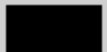




4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 16:31:24 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

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 MENU
- 12. YEAR-END W-2 REPORTING FRS000 MENU
- 13. Absence Posting - Non Payroll Run PAI.980



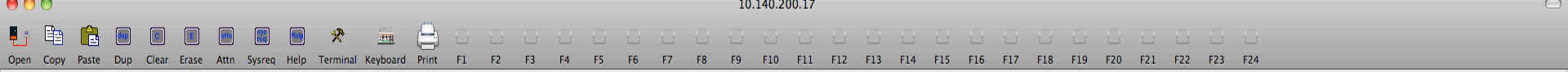
89. Change Assignment



More...

Option or Menu Item 3





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 Year

Effective year start date: 10/01/

Employee group: ALL

or Employee number:

Restrict to these job codes:

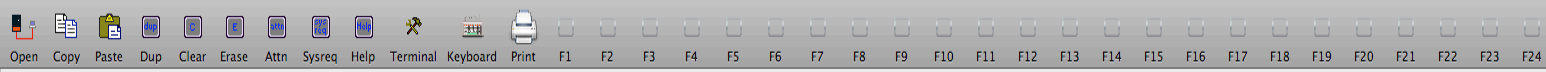
Restrict to these leave types: P200 PP

Index:

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

Cancel?: N





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 Year

Effective 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



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



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



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.

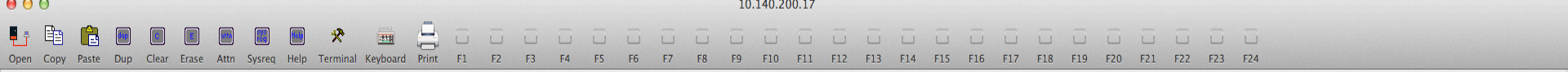
Report Only? N ('N' will update files)

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



Miscellaneous Payroll Procedures





5/08/14 FY 14 KANAWHA COUNTY SCHOOLS

11:42:06 QPADEV003H

EMS CEO - Run Numbers Date Restrictions

Ref: CEO.RUNL.11

Client WV039

Run#:

Restrict Until: (yyyymmdd)

Mode: Add

Cancel? N

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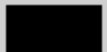




4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 16:33:55 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

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 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 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





Open	Close	Copy	Paste	Print	About	Dup	Clear	Erase	Attn	Sysreq	Help	Hex
------	-------	------	-------	-------	-------	-----	-------	-------	------	--------	------	-----

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?: N

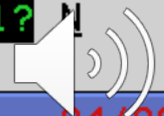
From Assignment Job Code: _____ To Assignment Job Code: _____

Move From Absences: _____ Move To Absences: _____

Index:

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

Cancel? N





4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 16:35:01 QPADEV000X
ACS WORK AREA FOR JACKSON COUNTY 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 16:35:37 QPADEV000X
EMS MASS ADDENDA DATE CHANGE Ref: CBS.810P.01

Selections:

Employee Group: _____
or Employee Number: _____

For Addenda Codes:	_____	Start Dates:	<u>0/00/00</u>	End Dates:	<u>0/00/00</u>
	_____		<u>0/00/00</u>		<u>0/00/00</u>
	_____		<u>0/00/00</u>		<u>0/00/00</u>
	_____		<u>0/00/00</u>		<u>0/00/00</u>
	_____		<u>0/00/00</u>		<u>0/00/00</u>
	_____		<u>0/00/00</u>		<u>0/00/00</u>
	_____		<u>0/00/00</u>		<u>0/00/00</u>
	_____		<u>0/00/00</u>		<u>0/00/00</u>
	_____		<u>0/00/00</u>		<u>0/00/00</u>
	_____		<u>0/00/00</u>		<u>0/00/00</u>

Index:

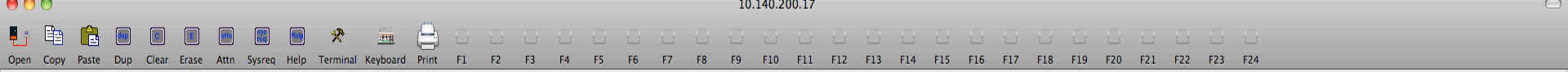
- 1 - Employee Groups
- 2 - Employee Number
- 3 - Employee Last Name: _____
- 4 - Addenda Codes: _____

Cancel? N



Misc. Year End Programs





5/02/13 FY 14

KANAWHA COUNTY SCHOOLS

14:41:19 QPADEV003B

WVR

Print Employee Absence Leave Liability Report

Ref: WVE.330P.01

Selections:

Employee Group: ALL
or Employee Number:

Retrieve Leave balance from this date range: From 7/01/ Thru 6/30/
or from this run number range: From Thru

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")

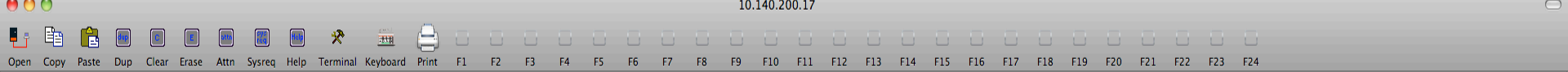
Include Absence Balance if contract not found in assignment file? N

Index:

- 1 - Employee Groups
2 - Employee By Name

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





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

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