FLAIR Payroll Reports

Kevin Garland

Senior Human Resources Specialist

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Objectives

- Learn basic navigation of the FLAIR report distribution system (RDS)

- Facilitate a broader understanding and working knowledge of the reports you receive with each payroll.

- Answer any questions you have related to your payroll reports.

FLAIR Report Dist. System (RDS)

- **Check RDS daily**
  - Learn the FLAIR Form ID's
  - Familiarize yourself with the report directory format
  - Practice navigating the system
  - Ask questions
  - We are here to help

RDS Administration

- Need to add a new RDS user?

- Need to add a report to your RDS directory?

- Nona McCall, our RDS Administrator can assist you Nona.McCall@justiceadmin.org

- If you need assistance locating, restoring or obtaining more background information on a payroll report, your payroll contact will be happy to assist you.

RDS Navigation

- **FLAIR "Application Selection" screen**

  - Enter **5** for RDS, press enter

  - This takes you to the reports directory

  - The directory contains the report name, form ID, dates, pages, lines, and the report description.

  - **F7** key = Scrolls back one page

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RDS Navigation (cont'd)

- **Use the tab key until you are next to the report you want to work with.**

    - Once beside the report, you have a few choices:

    - Type "S" to "Show" the report

    - Type "E" to "Extract" the report for printing

    - Type "F" to "Filter" the list of reports (ex., Only show the payroll registers)

RDS Navigation (cont'd)

- If the report has an "**A**" next to it, it is in "archive" status (more than 30 days old).

- If you wish to view an archived report, tab until you are beside the report. Type "**R**" and press enter. This will take you to another screen to confirm that you want to restore the report (In the help-command line, type Y for yes, press enter).

RDS Navigation (cont'd)

- In RDS, any time the next screen takes you to the "Help-Command" line at the top of the page, type "Y" for yes (or N for no) and press enter. This is just to confirm your intent to print or restore a report.

- If you're ever stuck, or change your mind about a print job, using the F3 key will take you back towards the report directory or application selection screen.

Payroll Reports

- **Payroll Tabulation by Account Code (Q213)**

    - Account code – 29 digits

    - Organization code – 11 digits

    - Voucher number and voucher/warrant date

    - Object codes

    - Employer cost breakdown

    - Gross salary charge (gross salary + employer costs)
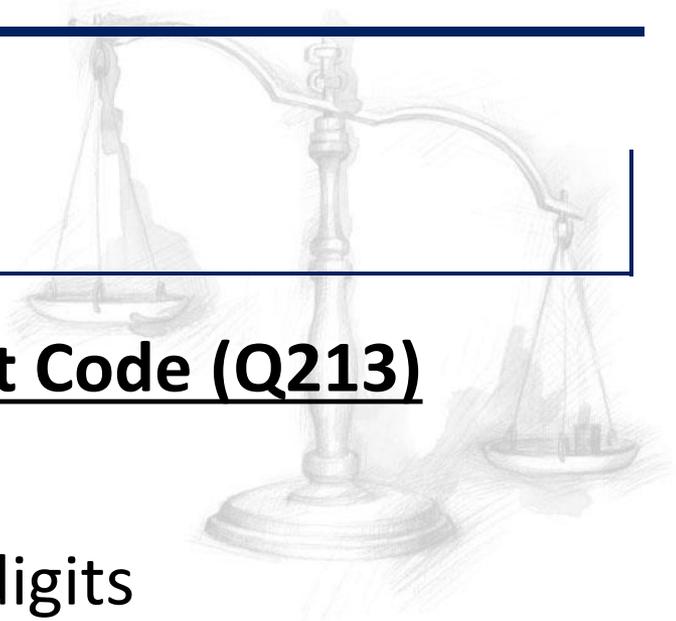
Payroll Tabulation by Acct. Code

- **From right to left:**
- Gross salary – Amount before taxes/deductions
- Object code – (11*** salary)   (12*** OPS)
- Employer disability (1630)
- Employer life (1620)
- Employer health (1610)
- Pre-tax benefit savings (1570) – Administrative fees paid by the employer for pre-tax deductions
- Optional ret. plan employer contribution (1550)

Payroll Tab (cont'd)

- **P**ublic **E**mployees **O**ptional **R**etirement **P**lan (1522) –Employer contribution for the Investment Plan

- State retirement (1520) – Employer contributions for state retirement

- Employer FICA/MEDI (1510) – This is the combined employer FICA/MEDI contribution

- Gross salary charge – The gross salary + employer contributions

Payroll Register

- **<u>Payroll Register (U214)</u>**

    - Payroll type and Pay date

    - Org code and SWD, voucher number and date

    - List of employee and payment information

    - Deductions and cost breakdown

Payroll Register (cont'd)

- From left to right…

- Far left column 1 = EFT   0 = Paper warrant

- Warrant/EFT payment number

- Social security number

- Employee name/Inter-department number

- Position number/class code

- Marital status/exemptions

- Retirement code – employee status (09 = other)
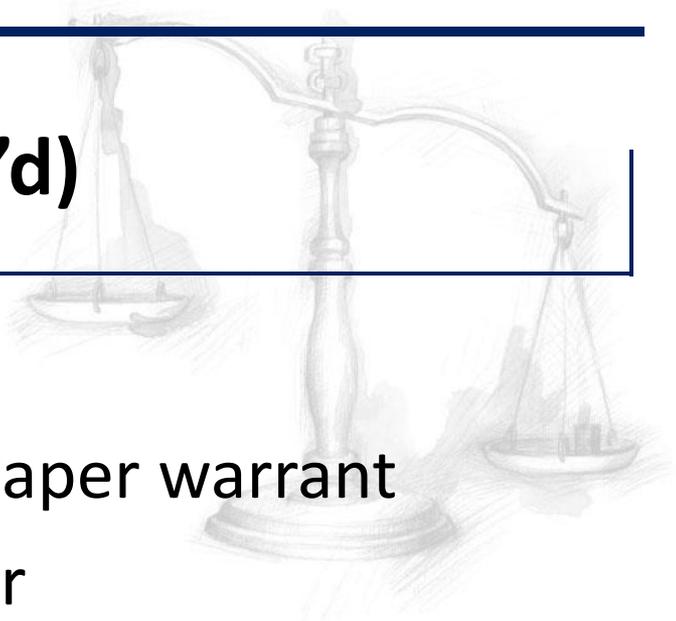
Pay Register (cont'd)

- Insurance code – Participation, type of coverage, number of premium deductions/contributions
- Beginning/ending rate of pay
- Beginning/ending hours
- Gross/net pay
- Withholding tax/Miscellaneous deductions
- SS/MEDI deductions

Pay Register (cont'd)

- Pre-tax and tax-deferred deductions

> - <u>Pre-tax</u> affects withholding and SS tax amounts (insurance premiums)

> - <u>Tax deferred</u> **only** affects withholding (employee retirement 3%, deferred compensation)
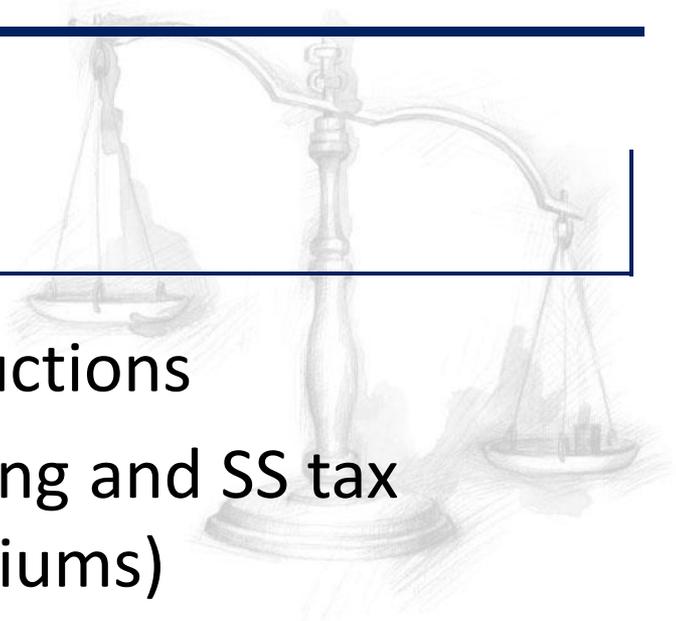
Payroll Register (cont'd)

- Payroll totals – The totals are located at the end of each "class code" group.

- Employee/Employer contributions, net salary, cash gross (gross salary) and the gross salary charge (gross salary + employer contributions).

- Be aware -- totals can be cut-off or carried over to the next page. Not always a clean org code break on this report. Potential reconciliation issues.

Misc. Deduction Report

- **Miscellaneous deduction register (Q214)**

  - Payroll type and warrant date

  - Pay period, account code and Voucher number

  - Deduction code, description/payee

  - Warrant No: W, T or X

  - Employee info./deduction info

  - Total amount deducted, number of deductions

Suppl. Insurance Register

- **Supplemental Insurance Register (U21R)**

    - Payroll type and warrant date

    - Org code and SSN

    - List of employees and supplemental insurance deductions - Org totals at bottom

    - If the employee is unsure who their provider is, they can log onto People First. Any problems logging on, contact the

    People First Service Center (866) 633-4735

Health, Life, Disability Register

- **Health, life, and disability register (U21Q)**

    - Payroll type and warrant date

    - Org code, SSN, employee name

    - List of employees by org code and inter-department number

    - Ins. codes/FTE/Pay plan

    - Health, life, disability employer and employee premium amounts

    - Totals at the bottom

Salary Refund Report

- **Salary refund report (Q21Y)**

     - This report is generated when the employee reimburses their agency for an overpayment in salary (salary refund).

     - It is triggered by the "approval" of the deposit back into the circuit's account.

     - Employee reimburses the circuit via personal check, money order, or payroll deduction (code 200).
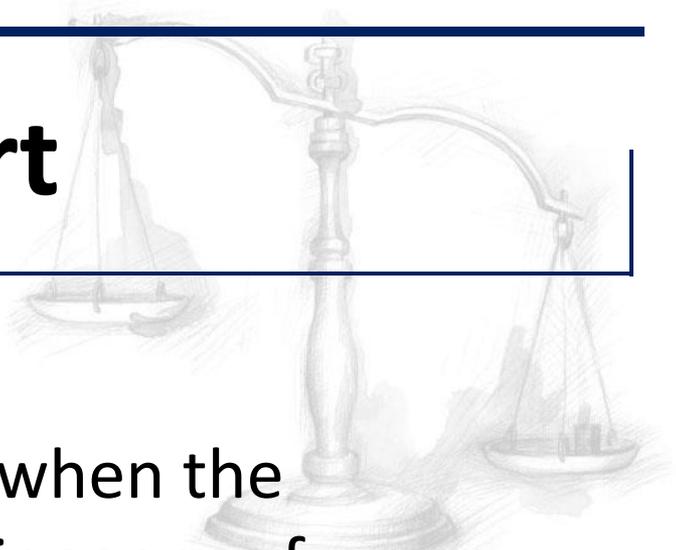
EFT Cancellation Report

- **EFT cancellation report (Q21Z)**

  - The EFT cancellation report reflects the breakdown of the funds being restored to the circuit account.

  - The report does not post in RDS until the warrant date.

  - Please be aware of the "*EFT cancellation deadline*" for each payroll (JAC website, HR > compensation & pay > payroll due dates).

Salary Warrant Cancellation

- **Salary warrant cancellation report (Q21K)**

   - This report is generated when a **paper warrant** is cancelled.

   - Paper warrants can be cancelled almost any time (warrant is valid for 12 months; it is then forwarded to unclaimed property).

   - "**Lost**" warrants are handled differently. We place a stop payment on the warrant and the circuit submits an "original" affidavit for duplicate warrant form (on our website).

Summary/reminders

- **On-demand sequence from approval to pay date**:

> - On-demand payment is entered and approved.
>
> - Payroll reports are available in FLAIR/RDS the next working day.
>
> - The pay date is the first work day after the reports are available in FLAIR/RDS.

Reminders (cont'd)

- **Three situations when on-demand payments are mandatory:**

  - A leave payment is requested more than 60 days after the termination date.

  - A leave payout for an employee transferring within state government (ensure correct acct/org code are used).

  - The final OPS payment for an employee being hired full-time (disrupts new hire entry).