JUSTICE ADMINISTRATIVE COMMISSION

Payroll Reports, Position Descriptions, PARs, Leave, and People First

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Senior Human Resources Specialists

May 4, 2022

JUSTICE ADMINISTRATIVE COMMISSION

FLAIR – Payroll Reports

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FLAIR RDS – Beginners

- If you need access through the FLAIR Report Distribution System (RDS), please contact JAC Financial Services
- Check your RDS directory daily
- Practice navigating the system, it gets easier each time
- Feel free to ask us questions anytime
- We are here to help

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JAC – RDS Administrator

- JAC's RDS Administrator in housed in our Financial Services Section.
- The best way to contact JAC's RDS Administrator is by email: Financialservices@justiceadmin.org

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JAC – RDS Administrator

Reasons to contact the JAC's RDS Administrator?
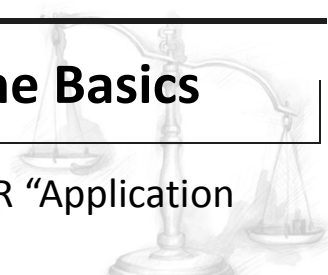
- If one of your staff needs RDS access; or
- If a report needs to be added to your directory.

Although JAC's RDS Administrator will get you set up initially, a JAC Payroll Specialist will assist with RDS payroll report needs moving forward.

5
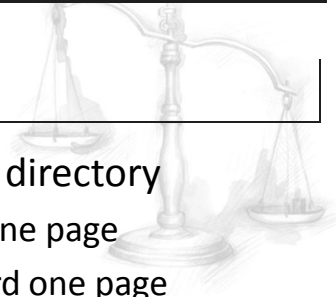
RDS Navigation – The Basics

- When you reach the FLAIR "Application Screen"
  - Type **5** for RDS, and press enter
  - Option **1** will take you to your most recent reports
  - Your RDS "directory" contains all of the report information, starting with your most recent reports

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RDS Navigation
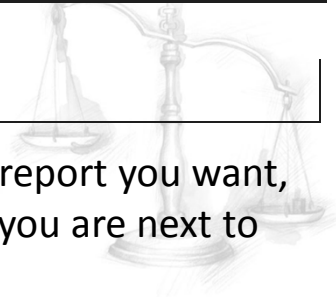
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- Once you are in your RDS directory
  - The **F7** key – Scrolls <u>back</u> one page
  - The **F8** key – Scrolls <u>forward</u> one page
  - The **F3** key – Acts as the "back" button
- If you ever hit an incorrect key, or feel stuck in RDS, use the F3 key to find your way back to a screen that you recognize

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RDS Navigation

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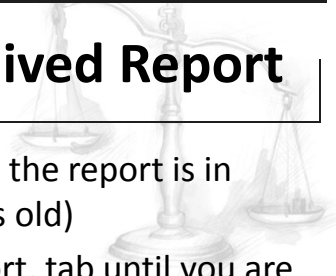
- Once you see the type of report you want, use your tab button until you are next to the report
- Type **S**, press enter, to "<u>show</u>" the report
- Type **F**, press enter, to "<u>filter</u>" the reports

Filtering makes it easy to search. If you want a payroll register (U214), filtering will update your directory to **only** show payroll registers.

8
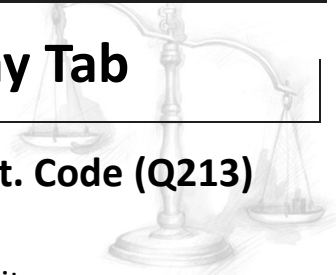
"Restoring" an Archived Report

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- If a report has an **A** next to it, the report is in "archive" status (over 30 days old)
- To "restore" an archived report, tab until you are next to the report, type **R** and press enter
- This will take you to a screen to confirm the request
- Type **Y** in the command line and press enter
- In 15 minutes, the report will have an R next to it; it's been restored and you now have access

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Payroll Reports – Pay Tab

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- **Payroll Tabulation by Acct. Code (Q213)**
  - Account code – 29 digits
  - Organization code – 11 digits
  - Voucher # and date & warrant date
  - Object codes
  - Total employer cost breakdown
  - Total gross salary charge

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Payroll Tabulation

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- Working from right to left, it begins with the gross salary, then we work our way to the gross salary charge (gross salary + <u>employer</u> costs)
- Gross salary – Amount before taxes/deductions
- Object code – (11*** salary) (12*** OPS)
- Employer disability (1630)
- Employer life (1620)
- Employer health (1610)

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Payroll Tabulation

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- Pre-tax benefit savings (1570) – This is administrative fees paid by the employer for pre-tax deductions
- Optional retirement plan (1550)
- **P**ublic **E**mployees **O**ptional **R**etirement **P**lan (1522) – Employer contribution for the <u>investment</u> retirement plan
- State retirement (1520) – Employer contribution to the state pension plan

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Payroll Tabulation

- Employer FICA/MEDI (1510) – This is the *combined* employer contribution
- On the far left is the gross salary charge – The total gross salary + employer contributions
- If you ever need the gross salary charge for an individual, we highly recommend getting FLAIR PYRL access for pay details

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Payroll Reports – Pay Reg.

- **Payroll Register (U214)**
  - Payroll type (monthly, on-demand, etc.)
  - Pay date, voucher #, SWD#
  - Employee & pay information, sorted by org code, class code, inter-dept. #
  - Be careful using this report to reconcile as the org. code page breaks are not always clean. End of page – start new page

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Payroll Register Tips

- Tip #1 – the far left column will have either a **0** or a **1** (0 means paper warrant, 1 means an EFT)

- Tip #2 – when an employee is paid more than one payment **on-demand** (ex. AL & SL), the payroll register combines the two payments into one line. Don't panic – simply verify the totals are correct.

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Payroll Reports – Misc. Ded.

- **Miscellaneous Deduction Register (Q214)**

  This report lists your post-tax deductions
  - Deduction code – 3 digits
  - Description/payee – The company

- Lists each person in your office who has the deduction coming out of their pay

- This report is pretty straightforward, but it is a valuable resource for checking your code 200 deductions as well as other deductions

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Payroll Reports – Suppl. Ins.

- **Supplemental Insurance Register (**U21R**)**
  - This report lists your staff who have supplemental insurance coverage, such as cancer, disability, & medical reimbursement
  - It does not provide the specific company providing coverage. If an employee forgets who their provider is, have them log into People First and select Insurance Benefits
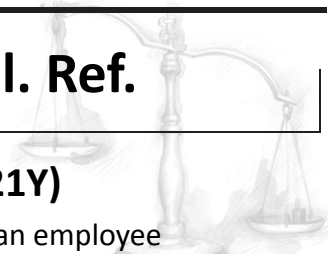
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Payroll Reports – HLD Ins.

- **Health Life & Disability Report (U21Q)**
  - Lists are in org. code / inter-department number order
  - Report provides both the employee & employer costs for each insurance
  - The totals for each group are found at the bottom of the page

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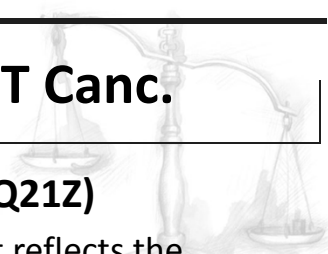
Payroll Reports – Sal. Ref.

- **Salary Refund Report (Q21Y)**
  - This report is generated when an employee reimburses their JRO for an overpayment in salary
  - It is triggered by the "approval" of the deposit back into the JRO's account
  - An employee can reimburse their JRO by personal check, money order, or payroll deduction (code 200). Checks/money orders should be made out to either the JRO or to JAC

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Payroll Reports – EFT Canc.

- **EFT Cancelation Report (Q21Z)**
  - The EFT cancelation report reflects the breakdown of the funds being restored to the JRO's account
  - It posts the day after the pay/warrant date
  - Please check your payroll and always be aware of the EFT cancelation deadlines

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Payroll Reports – Warr. Canc.

- **Warrant Cancelation Report (Q21K)**
  - This report is generated when a <u>paper</u> warrant is canceled and approved
  - Paper warrants can be canceled up to 12 months after being issued
  - If a paper warrant needing to be canceled arrives in the mail, please write "VOID" on the warrant and mail it back to JAC

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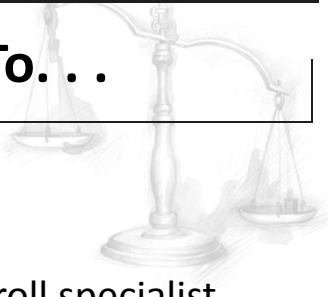
Always Remember To. . .

- Check your reports daily
- Practice navigating RDS
- Ask questions of your payroll specialist
- Check your reports to ensure your changes were processed correctly
- Keep the cancellation deadlines in mind; it's a big time savor to catch any errors early

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PARs and Leave

There comes a point in the work day when you know you're no longer going to be productive. That moment for me was 9:13 AM
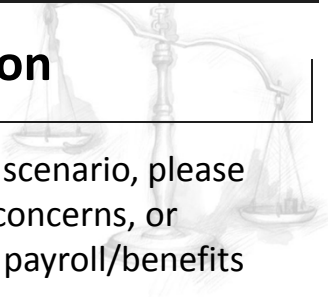
your ecards
someecards.com

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Leave & Communication
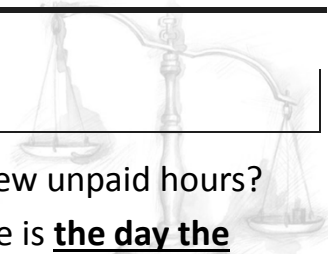
- **At the beginning** of any leave scenario, please communicate any questions, concerns, or relevant details with your JAC payroll/benefits specialist
- Please be as specific as possible in the PAR comments (e.g., <u>with</u> pay, <u>without</u> pay, the type of leave, possible return date, hours to pay, whether they will be <u>applying for disability</u>)
- Provide any necessary backup documentation with the PAR (e.g., Military Leave/Orders)

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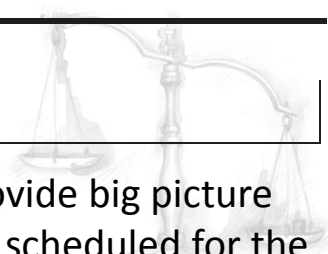
Leave "With Pay"

- Is this actual leave, or just a few unpaid hours?
- The effective/transaction date is **the day the leave began** (not today's date ☺). Especially important for disability claims
- Leave "with pay" provides the flexibility to adjust an employee's hours each month while keeping the employee in paid status (though their record will drop from any mass upload while on leave with pay)

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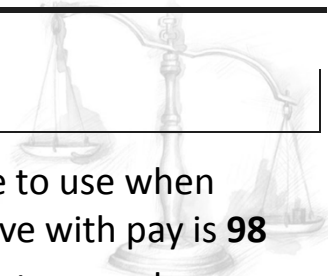
Leave "With Pay"

- In the PAR comments, provide big picture information (e.g., leave is scheduled for the next 3 months; studying for the Bar exam)
- If you have a tentative return date, please indicate this in the PAR comments
- Helps us maintain an accurate "action history" for each employee in People First

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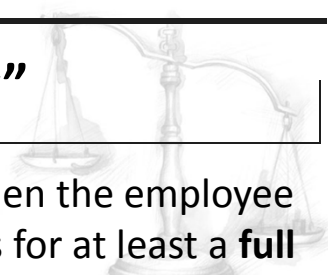
Leave "With Pay"

- The BOMS transaction code to use when placing an employee on leave with pay is **98**
- The BOMS transaction code to use when bringing them back from leave with pay is **98**
- <u>Reminder</u>: It's very important to submit the "return from leave with pay" PAR once the employee returns to work. Sometimes it goes unnoticed until the employee drops from a mass upload

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Leave "Without Pay"

- Use leave <u>without pay</u> when the employee will not be paid any hours for at least a **full calendar month**
- BOMS transaction code **58**
- Effective date: When the leave began
- PAR comments: Leave <u>without</u> pay, type of leave, approximate return date, etc.

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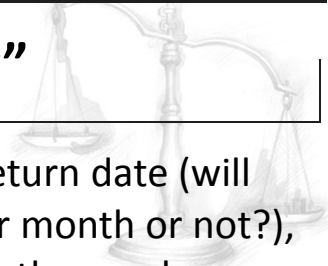
Leave "Without Pay"

- If you are unsure of the return date (will they be out a full calendar month or not?), there's no harm in placing the employee on leave without pay

- Without pay means exactly that; the employee will not be paid <u>any</u> hours until the employee returns to work

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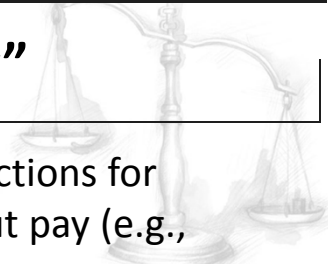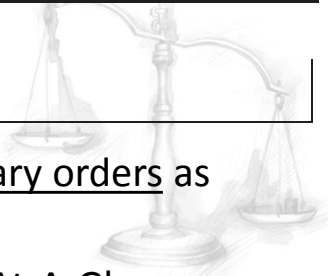
Leave "Without Pay"

- Do not process any PAR actions for someone on leave without pay (e.g., reassignment, salary increase, even a name change). People First will automatically place that employee back in active status.

- The BOMS transaction code for the return from leave without pay is **71**

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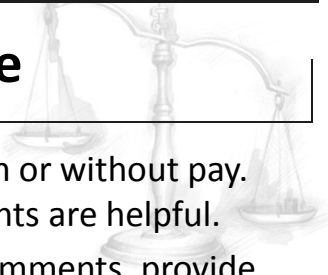
Military Leave

- Obtain a copy of the <u>military orders</u> as soon as possible
- Utilize the Military Leave At-A-Glance Provisions sheet
- Contact JAC with any questions/concerns
- Submit PAR & military orders to JAC
- There are several types of military leave; communication between our offices is key

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Other Types of Leave

- <u>Authorized leave</u>: Can be with or without pay. General details in the comments are helpful.
- <u>Workers Comp</u>: In the PAR comments, provide the WC dates & hours to pay/not pay.
- Prior month WC dates – We use a Code 200 deduction to recoup salary paid (submit WC pay statements to the JAC payroll group email)
- Current month WC dates – We reduce the hours (before payroll runs)

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People First

Logging into People First

- If you have forgotten your password:

    https://PeopleFirst.myflorida.com

    Select "Forgot Password", follow the steps

- For new hires – PF will mail them a letter with the login ID. Go to the same site listed above.

 - Enter the login ID & temporary password

 - Update to the password of their choosing

Passwords

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COMPUTER SAYS NO...
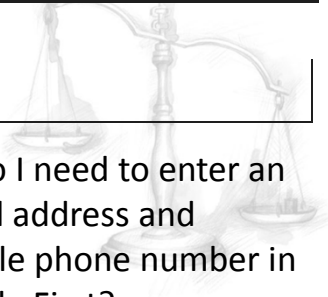
Q. Do I need to enter an email address and mobile phone number in People First?

A. Yes.

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Contact Information

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- Work Email
  - Work Information
    - Work Contact Information
      - Work Addresses – telephone number
- Notification Email
  - Personal Information
    - Contact Information
      - Notification Email

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Contact Information ♥

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Access to Information in PF
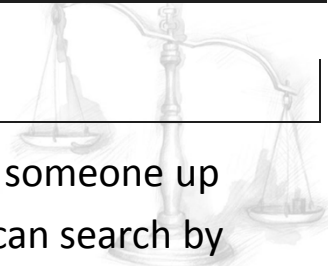
- The "security role code" of the **position** determines what records can be viewed
  - Most people have an "E"; they can only view their own information
  - At least one person in HR should have a "U"; this gives them access to their entire staff

  <u>Org Code Range</u>

  Ex. 21500100000 to 21500199999

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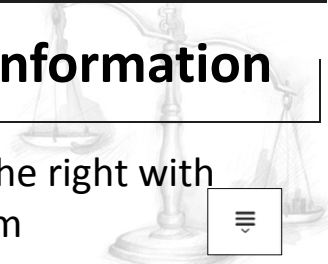
Once You're In…

- Select "My Team" to look someone up
- Use the search bar – You can search by SSN, name, PF ID, or position number.
- To view a former employee, check the "Inactive" box before searching
- Once you pull up the employee, you have access to view a lot of information

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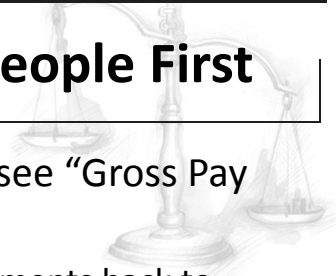
Viewing Employee Information

- There are three lines on the right with down arrow beneath them
- Click on those lines to view your options
- You can view the insurance benefits
- Pay Info. – Salary, deductions, pay history
- Personal Info. – W4, contact info. etc.
- Work Info. – PAR "action history", ret. code, org. work assignment, etc.

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Helpful Screens in People First

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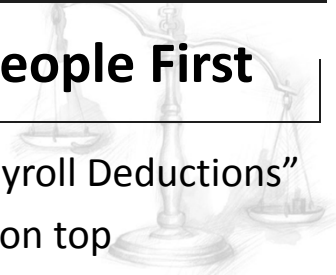
- Under <u>Pay Info</u> – You will see "Gross Pay History (Pre-Tax)"
  - This will list all of their payments back to when PF went live in November 2004
  - The only payments you cannot view here are any on-demand payments because they are processed through FLAIR, not People First

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Helpful Screens in People First

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- Also under <u>Pay Info</u>. – "Payroll Deductions"
- Active deductions will be on top
- These are "post-tax" deductions
- Not all deductions are listed here because some deductions are maintained elsewhere (e.g., Deferred Comp., Child Support, Garnishments)

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People First Tips

- Everyone should log in regularly
- Verify all contact information is correct
- Verify salary & deductions are correct
- Have employees come to you with their questions. People First will direct your employees to call JAC directly
- Get comfortable using PF, explore your access

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Employee and Position Sides in People First

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The Two Sides of People First

- Employee side (My Team)
- Position side (Org Management)
- Some information stays with the position, and is updated on the position side through a position description
- Updates not involving the position are typically made by using a PAR (employee side)

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The Employee Side

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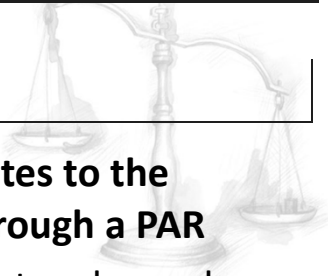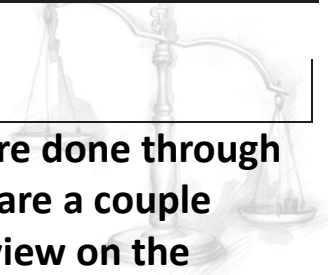
The Employee Side

- **The vast majority of updates to the employee are handled through a PAR**
- If there is no position update, please do not submit a Position Description
- Please complete <u>all</u> of the necessary fields on each PAR, and use the "<u>comments</u>" section of the PAR to greatly assist your payroll specialists

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The Employee Side

- **Most employee updates are done through the PAR <u>screen</u>, but there are a couple things we input & lots to view on the employee side**:
  - Hour adjustments & payroll deductions
  - The vast majority of supplemental payments
  - <u>You can also view all of an employee's info</u>:
    - Gross pay history, deductions, insurance info., W4, action history, retirement code, class code, title, pay plan, personal info., position info.

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The Position Side

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The Position Side

- **Below are some of the things maintained on the position side**:
    - ❖ Funding – The account someone is paid from
    - ❖ Position reporting – Who the position reports to, and who the position supervises
    - ❖ County codes – HQ & physical work location
    - ❖ Pay additives – On-call, uniform allowance, CJIP

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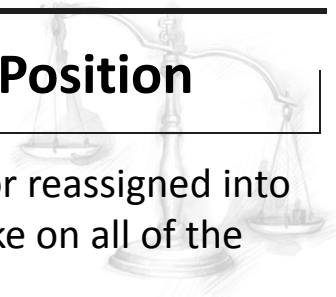
The Position Side

- **Other attributes that are maintained on the position side**:
  - ❖ Pay Plan
  - ❖ Position FTE
  - ❖ Restricted and sworn position
  - ❖ Shared Position
  - ❖ Security Role Code

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Moving to Another Position

- If someone is promoted or reassigned into another position, they take on all of the <u>new</u> position's attributes

- Please be aware that certain information does not follow the employee (e.g., funding, county codes, pay additives)

- A Position Description should be submitted to update the <u>new</u> position, if necessary

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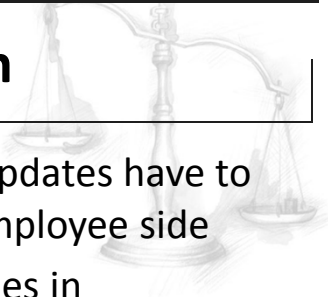
Position Information

- The majority of position updates have to be "pulled over" to the employee side
- This is where the PAR comes in
- When a reassignment, promotion, or other PAR is completed, that pulls the position updates over to the employee side
- A few position updates are pulled over through an "Employee Sync" PAR

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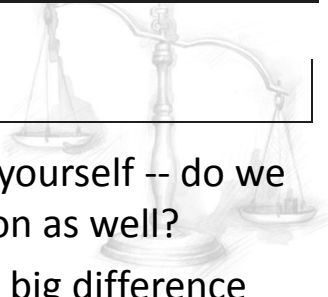
Helpful Hints

- When creating a PAR, ask yourself -- do we need to update the position as well?
- Helpful comments make a big difference on the PAR
- Set your payroll changes aside, and check them after payroll runs
- Use your rate report, the payroll reports, and People First to check your payroll

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Leave
With &
Without
Pay

- The first step in any leave situation is determining if it's an actual leave situation.

- Is the employee taking a leave of absence, or do they just not have enough leave hours to cover their time off?

- Communicate with the employee about what their plans are and share the big picture with your JAC payroll specialist when necessary.

  - ➢ Will they be working a reduced number of hours each month until further notice?

  - ➢ Is this just a one-time reduction of their hours?

  - ➢ Have they provided a potential return date?

  - ➢ Is the employee just dealing with life's responsibilities and not actually on leave?

  - ➢ We do **not** need personal details, we just need to properly document each situation.

Leave WITH Pay

- **This is when someone is on leave, but they are being paid some/all of their hours each month by utilizing their leave balances.**

- **It is important that the effective date on the PAR reflects when the leave <u>began</u> (especially if there's a disability claim).**

- **The transaction code should be 98**

- **In the comments, <u>please include</u>:**
    - ➤ **They are being placed on leave with pay**
    - ➤ **Any adjustment in the hours to be paid**
    - ➤ **Key details, return date, length of leave**

- **Please remember to submit a (98) <u>return</u> <u>from leave</u> PAR once they return to work.**

- **If the return PAR is not completed in People First, their record will drop from any future mass uploads.**

    Communicate – Ask questions

Leave WITHOUT Pay

- When an employee is going to be out for a full calendar month or more. They need to be placed on leave <u>without</u> pay.

- The transaction code for leave without pay is 58, and the effective date should be when the leave began.

- It is important that <u>no</u> PAR actions be submitted for them until they return to work.

- Any PAR action processed while they are out will bring them back into active status and pay them from the effective date on the PAR going forward.

- A return from leave of absence PAR (71) should be submitted when they return to work.

- If they were to receive a pay increase while they were out, the increase will be effective on the same day that they returned.

Payroll Reports

Handout

When you reach the "application selection" screen in FLAIR, select "5" and press enter

```
                                          Date: 04/25/16 Group:    NA
                              Broadcast:       User:          Printer:
 Select application or enter command. LOGOFF command terminates all sessions.
 Escape key ATTN   Command key ENTR and Prefix ¢           Print key PA2


   ID   Name                     Jump Key Application Description
    1   PROD                        PA1     FLAIR Production System (DACA)
    2   NAT                         PA1     FLAIR Natural Reporting (DACN)
    3   IW                          PA1     FLAIR Information Warehouse
    4   NATTEST                     PA1     FLAIR Natural Warehouse (NT)
    5   RDS                         PA1     FLAIR Report Distribution
    6   DSS                         PA1     RESERVED (use IW instead)
    7   SPURS                       PA1     State Purchasing System(SPURS)
    8   PYRL                        PA1     State Payroll System (PYRL)
    9   HOT                         PA1     Get Lean Hotline System
   10   SECURITY                    PA1     SECURITY ADMINISTRATION




 COMMAND ==> 5_____  ⇐ _____  _____  _____
 PF 1=Help  2=Language  3=Disc  4=Keys  7=Backw  8=Forward
```

You are now in your RDS report directory

```
PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-    USER->           TR-> 4409   TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION------------NOTEPAD HEADER----
        PSARDUAL         U21O 04/22/2016 15.24 05/22/16       1       21  0  0 DUAL COMP & DIFF PRS RPTS
        PSARFAE          R21T 04/22/2016 15.25 05/22/16       1       12  0  0 ERRORS/SSN/FATAL
        PMIRSUTL-MISC DE P21I 04/22/2016 15.26 05/22/16       8      167  0  0 MISC DEDUCT CODE UTILIZATION JAC
        PR3260-PYRL TAB  Q213 04/22/2016 15.26 05/22/16     267     7529  1  0 PR TAB BY ACCOUNT
        PSARSDID         U21J 04/22/2016 15.27 05/22/16     217     9561  0  0 STATE SUPPLIMENTAL & INSUR DEDUC
        PR3236           Q214 04/22/2016 15.27 05/22/16    1488    25674  0  0 MISC DED. REGIS
        PRYLPAPERWARRANT U21S 04/22/2016 15.27 05/22/16      56      594  0  0 AGENCY EMPLOYEE WARRANT BY ORG
        PASRFAE          R21U 04/22/2016 15.30 05/22/16       1       13  0  0 ERRORS/SSN/FATAL
        PJAJSDID-L3 BRK  U21Q 04/22/2016 15.31 05/22/16     243    12622  0  0 HEALTH LIFE & DISAB REGIS
        PPRRWTRE         R21Z 04/22/2016 15.32 05/22/16     286    13737  0  0 PR WARRANT REGISTER
        PSARSDID-L3 BRK  U21R 04/22/2016 15.48 05/22/16     233     9693  0  0 SUPPL & INS DED REGISTER
        PR REGISTER      U214 04/22/2016 16.01 05/22/16     906    52689  0  0 PAYROLL REG
        PPRRREGI         R21Y 04/22/2016 16.07 05/22/16    8542   399780  0  0 PR REGISTER
        PCABPRTB         Q21Y 04/22/2016 19.05 05/22/16       1       42  1  0 SALARY REFUND POSTING REPORT
        CNPRNEGP         218A 04/22/2016 20.13 05/22/16       1        7  0  0 ACCNTS W/NEG BAL AFTER PR POSTS
        CNPPPJT2         2105 04/22/2016 21.27 05/22/16      17      336  0  0 POSTED JTS BY SWDN BY INITIATING
        PW4JCVGS         P21E 04/22/2016 23.42 05/22/16       2       20  0  0 W4 AUDIT ERROR AND REJECT REPORT
        PW4JCVGS         P21E 04/24/2016 23.34 05/24/16       2       20  0  0 W4 AUDIT ERROR AND REJECT REPORT
        PSARMRRF         U211 04/25/2016 07.03 05/02/16       1        8  0  0 TAX REFUND REQ PROCESSED
                        ********  END  OF  DIRECTORY  *******
```

FLAIR Report Description - Form ID

Salary Refund – Q21Y

Salary Warrant Cancellation – Q21K

EFT Cancellation – Q21Z

Retirement Adjustment – Q21L

Non-Cash Tax Refund Adjustment – Q21M

Payroll Tabulation by Account Code – Q213

Payroll Register – U214

Miscellaneous Deduction Register (Post-tax) – Q214

Health Life & Disability Insurance Reg. – U21Q

Supplemental Insurance Reg. (Pre-tax) – U21R

Accounts with a Negative Balance – 218A

Basic RDS Navigation

- **F7** key takes you back one page.
- **F8** key takes you forward one page.
- **F3** key acts as the "back" button.

- Tab until you are beside the desired report. Type "S" and hit enter to show it, type "E" and enter to extract it, type "F" and enter to filter the reports by type (ex. you want view the Payroll Registers only - U214).

- If you see an "A" next to a report, it is in "archive" status (30+ days old).
- To gain access to an archived report, tab until you are beside the desired report.
- Type "R" (to restore) and press enter. On the next screen, type "Y" for yes in the command line and press enter.

Type R next to the report, press enter

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-    USER->             TR-> 4409   TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION------------NOTEPAD HEADER-
    A PMIRSUTL-MISC DE    P21I 03/22/2016 15.26 04/21/16     7     142  0  0 MISC DEDUCT CODE UTILIZATION JAC
    A PJAJSDID-L3 BRK     U21Q 03/22/2016 15.26 04/21/16     1       8  0  0 HEALTH LIFE & DISAB REGIS
    A PR REGISTER         U214 03/22/2016 15.28 04/21/16    34     996  0  2 PAYROLL REG
    A PSARFAE             R21S 03/22/2016 15.28 03/29/16     4     102  0  0 ERRORS BY TYPE IN AGENCY
    A PSARSDID-L3 BRK     U21R 03/22/2016 15.31 04/21/16     1       8  0  0 SUPPL & INS DED REGISTER
    A PPRRREGI            R21Y 03/22/2016 15.34 04/21/16   100    4706  0  0 PR REGISTER
R   A PCABPRTB            Q21Y 03/22/2016 19.04 04/21/16     3     125  1  0 SALARY REFUND POSTING REPORT
    A CNPRNEGP            218A 03/22/2016 19.53 04/21/16     1       7  0  0 ACCNTS W/NEG BAL AFTER PR POSTS
_   A DSARSDID            U21I 03/22/2016 20.03 04/21/16     1       8  0  1 STATE HEALTH/LIFE/DISABILITY DED
    A PSARSDID            U21J 03/22/2016 20.04 04/21/16     1       8  0  0 STATE SUPPLIMENTAL & INSUR DEDUC
    A PSARFAE             R21S 03/22/2016 20.04 03/29/16     3      53  0  0 ERRORS BY TYPE IN AGENCY
    A PPRRREGI            R21Y 03/22/2016 20.04 04/21/16     7     290  0  0 PR REGISTER
    A PMIRSUTL-MISC DE    P21I 03/22/2016 20.04 04/21/16     4     122  0  0 MISC DEDUCT CODE UTILIZATION JAC
    A PR3260-PYRL TAB     Q213 03/22/2016 20.04 04/21/16     8     163  1  1 PR TAB BY ACCOUNT
    A PJAJSDID-L3 BRK     U21Q 03/22/2016 20.05 04/21/16     1       8  0  0 HEALTH LIFE & DISAB REGIS
    A PMIRSUTL-MISC DE    P21I 03/22/2016 20.05 04/21/16     4      90  0  0 MISC DEDUCT CODE UTILIZATION JAC
    A PPRRWTRE            R21Z 03/22/2016 20.05 04/21/16     5      90  0  0 PR WARRANT REGISTER
    A PSARSDID-L3 BRK     U21R 03/22/2016 20.05 04/21/16     1       8  0  0 SUPPL & INS DED REGISTER
    A PMIRSUTL-MISC DE    P21I 03/22/2016 20.05 04/21/16     4      79  0  0 MISC DEDUCT CODE UTILIZATION JAC
    A PR REGISTER         U214 03/22/2016 20.06 04/21/16     6     108  0  0 PAYROLL REG
    A CNPPPJT2            2105 03/22/2016 21.08 04/21/16    16     327  0  0 POSTED JTS BY SWDN BY INITIATING
    A PW4JCVGS            R21E 03/22/2016 23.34 04/21/16     2      20  0  0 W4 AUDIT ERROR AND REJECT REPORT
```

Type "Y" on the next screen, press enter

```
PF 1/13 HELP-COMMAND ==> Y_  <==
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT RESTORATION-            USER->




        SCOPE OF OPERATION         ==> P <-- ENTER P=PRIVATE T=TOTAL




REPORT NAME -> PW4JCVGS                      FORM NAME      ---> P21E
DESCRIPTION -> W4 AUDIT ERROR AND REJECT REPORT EXPIRATION DATE --> 04/15/2016
NOTEPAD HDR ->                               TABLE OF CONTENTS-> NONE
TYPE/STATUS -> ARCHIVED


LINES / PAGES -> 20        / 2
CREATION DATE -> 03/16/2016 (16076) 23.34.51 JOBNAME/ID -> PW4JCVGS / JOB05294
ARCHIVAL DATE -> 03/17/2016 (16077)          ARCHIVE EXP-> 07/16/2016 AG-> 1
LAST DISPLAY --> NONE                         DISP NUMBER-> 0
LAST EXTRACT --> NONE                         EXTR NUMBER-> 0
RECORDED ON  --> NOT APPLICABLE
```

Your request to restore the report has been recorded

```
PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT RESTORE RESULT-           USER->


**********************************************************************************
*         ⇨         REPORT RESTORE REQUEST IS NOW RECORDED ON A.R.Q FILE         *
**********************************************************************************




REPORT NAME -> PW4JCVGS            EXTD-> NO   FORM NAME      ---> P21E
DESCRIPTION -> W4 AUDIT ERROR AND REJECT REPORT EXPIRATION DATE --> 04/15/2016
NOTEPAD HDR ->                     NPAD-> NO   TABLE OF CONTENTS-> NONE
TYPE/STATUS -> ARCHIVED


LINES / PAGES -> 20         / 2
CREATION DATE -> 03/16/2016 (16076) 23.34.51  JOBNAME/ID -> PW4JCVGS / JOB05294
ARCHIVAL DATE -> 03/17/2016 (16077)           ARCHIVE EXP-> 07/16/2016 AG-> 1


LAST DISPLAY --> NONE                      DISP NUMBER-> 0
LAST EXTRACT --> NONE                      EXTR NUMBER-> 0
```

In 15-20 minutes, your report is restored

```
PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-   USER->            TR-> 4409   TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION-------------NOTEPAD
    A CNPPPJT2          2105 03/23/2016 21.25 04/22/16     13     244  0  0 POSTED JTS BY SWDN BY INITIATING
    A PW4JCVGS          P21E 03/23/2016 23.34 04/22/16      2      20  0  0 W4 AUDIT ERROR AND REJECT REPORT
    A PSARMRRF          U211 03/24/2016 07.03 03/31/16      1       8  0  0 TAX REFUND REQ PROCESSED
    A PSAJ9130          P21S 03/24/2016 15.18 04/23/16      1      11  0  0 9130 RETROPAYMENTS REPORT
    A DSARSDID          U21I 03/24/2016 15.19 04/23/16    287   12846  0  0 STATE HEALTH/LIFE/DISABILITY DED
    A PMIRSUTL-MISC DE  P21I 03/24/2016 15.21 04/23/16      8     439  0  0 MISC DEDUCT CODE UTILIZATION JAC
    A PSARDUAL          U21O 03/24/2016 15.22 04/23/16      2      48  0  0 DUAL COMP & DIFF PRS RPTS
    A PSARFAE           R21S 03/24/2016 15.22 03/31/16      5     108  0  0 ERRORS BY TYPE IN AGENCY
    A PMIRSUTL-MISC DE  P21I 03/24/2016 15.25 04/23/16      8     179  0  0 MISC DEDUCT CODE UTILIZATION JAC
    A PSARDUAL          U21O 03/24/2016 15.25 04/23/16      1      21  0  0 DUAL COMP & DIFF PRS RPTS
    A PRYLPAPERWARRANT  U21S 03/24/2016 15.25 04/23/16     60     646  0  0 AGENCY EMPLOYEE WARRANT BY ORG
    A PSARFAE           R21T 03/24/2016 15.28 04/23/16      1      12  0  0 ERRORS/SSN/FATAL
    A PMIRSUTL-MISC DE  P21I 03/24/2016 15.29 04/23/16      8     167  0  0 MISC DEDUCT CODE UTILIZATION JAC
==> R PR3260-PYRL TAB   Q213 03/24/2016 15.30 04/23/16    275    7745  1  2 PR TAB BY ACCOUNT
    A PASRFAE           R21U 03/24/2016 15.34 04/23/16      1      13  0  0 ERRORS/SSN/FATAL
    A PSARSDID          U21J 03/24/2016 15.42 04/23/16    217    9560  0  0 STATE SUPPLIMENTAL & INSUR DEDUC
    A PSARSDID-L3 BRK   U21R 03/24/2016 15.45 04/23/16    232    9686  1  5 SUPPL & INS DED REGISTER
    A PR3236            Q214 03/24/2016 15.45 04/23/16   1501   25837  3  6 MISC DED. REGIS
    A PPRRWTRE          R21Z 03/24/2016 15.46 04/23/16    293   13880  0  0 PR WARRANT REGISTER
    A PJAJSDID-L3 BRK   U21Q 03/24/2016 15.47 04/23/16    243   12628  2  7 HEALTH LIFE & DISAB REGIS
    A PR REGISTER       U214 03/24/2016 15.59 04/23/16    914   52965  0  6 PAYROLL REG
    A PPRRREGI          R21Y 03/24/2016 16.08 04/23/16   8540  399783  0  0 PR REGISTER
```

To extract the report for printing - PDF, type "E", press enter

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-    USER->           TR-> 4409   TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION-------------NOTEPAD HEAD
       PSARFAE          R21S 04/22/2016 15.20 04/29/16        5      143  0  0 ERRORS BY TYPE IN AGENCY
       PSARDUAL         U21O 04/22/2016 15.21 05/22/16        2       54  0  0 DUAL COMP & DIFF PRS RPTS
       PMIRSUTL-MISC DE P21I 04/22/2016 15.22 05/22/16        8      177  0  0 MISC DEDUCT CODE UTILIZATION JAC
       PSARDUAL         U21O 04/22/2016 15.24 05/22/16        1       21  0  0 DUAL COMP & DIFF PRS RPTS
       PSARFAE          R21T 04/22/2016 15.25 05/22/16        1       12  0  0 ERRORS/SSN/FATAL
       PMIRSUTL-MISC DE P21I 04/22/2016 15.26 05/22/16        8      167  0  0 MISC DEDUCT CODE UTILIZATION JAC
E      PR3260-PYRL TAB  Q213 04/22/2016 15.26 05/22/16      267     7529  1  0 PR TAB BY ACCOUNT
       PSARSDID         U21J 04/22/2016 15.27 05/22/16      217     9561  0  0 STATE SUPPLIMENTAL & INSUR DEDUC
_      PR3236           Q214 04/22/2016 15.27 05/22/16     1488    25674  0  0 MISC DED. REGIS
       PRYLPAPERWARRANT U21S 04/22/2016 15.27 05/22/16       56      594  0  0 AGENCY EMPLOYEE WARRANT BY ORG
       PASRFAE          R21U 04/22/2016 15.30 05/22/16        1       13  0  0 ERRORS/SSN/FATAL
       PJAJSDID-L3 BRK  U21Q 04/22/2016 15.31 05/22/16      243    12622  0  0 HEALTH LIFE & DISAB REGIS
       PPRRWTRE         R21Z 04/22/2016 15.32 05/22/16      286    13737  0  0 PR WARRANT REGISTER
       PSARSDID-L3 BRK  U21R 04/22/2016 15.48 05/22/16      233     9693  0  0 SUPPL & INS DED REGISTER
       PR REGISTER      U214 04/22/2016 16.01 05/22/16      906    52689  0  0 PAYROLL REG
       PPRRREGI         R21Y 04/22/2016 16.07 05/22/16     8542   399780  0  0 PR REGISTER
       PCABPRTB         Q21Y 04/22/2016 19.05 05/22/16        1       42  1  0 SALARY REFUND POSTING REPORT
       CNPRNEGP         218A 04/22/2016 20.13 05/22/16        1        7  0  0 ACCNTS W/NEG BAL AFTER PR POSTS
       CNPPPJT2         2105 04/22/2016 21.27 05/22/16       17      336  0  0 POSTED JTS BY SWDN BY INITIATING
       PW4JCVGS         P21E 04/22/2016 23.42 05/22/16        2       20  0  0 W4 AUDIT ERROR AND REJECT REPORT
       PW4JCVGS         P21E 04/24/2016 23.34 05/24/16        2       20  0  0 W4 AUDIT ERROR AND REJECT REPORT
       PSARMRRE         U211 04/25/2016 07.03 05/02/16        1        8  0  0 TAX REFUND REQ PROCESSED
```

You can also extract when viewing the report

Type "Y" for yes on the next screen, press enter

```
PF 1/13 HELP-COMMAND ==> Y_  <==
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (1)  USER->
 REPORT NAME -> PR3236           TOTAL PAGES-> 1488    TOTAL LINES-> 25674


TECHNIQUE             ==> P <------ P(SYSTEM)/Q(D. QUEUING)/T(TRANSFER)


                               PAGE FORMAT  ==>
                               OUTPUT LIMIT ==>
            -FOR SYSTEM PRINT ONLY-
JCL MODEL USED     ==> WERDJC00  DATA SET OUTPUT    ==> N <- Y/N/F




            -FOR PARTIAL EXTRACT REQUEST ONLY-
FROM/TO LINE(S)  ==>
FROM/TO LINE(S)  ==>
```

Now you are at the print - PDF screen, my printer destination <u>was</u> PJACP2, type "Y" for yes, press enter

```
PF 1/13 HELP-COMMAND ==> Y_  <==
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (2)  USER->
 REPORT NAME -> PR3236           TOTAL PAGES-> 1488    TOTAL LINES-> 25674
--------- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) -----------
   Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME      ==> D210000    CLASS  ==> Q    MSGCLASS       ==> D
NOTIFY       ==>            ROOM   ==>
ACCOUNTING   ==> (B0100,134)
PGMR NAME    ==> 'JUSTICE, COMM'             CLASS FOR LOG ==> *
DEST         ==> PJACP2  <==  FORM   ==> STD   OUTPUT CLASS  ==> A  FCB   ==>
WRITER NAME ==>            COPIES ==>                          UCS   ==>
OUTPUT REFERENCES ==>         /         /         /
PRINT FORMAT (REP/SEP) ==>         /
HEADER LINES                        SEPARATOR NUMBER
   1 ==> **** DEPT 2100 *********     USER (TOP/BOT)    ==> 1  / 0
   2 ==> KEVIN GARLAND JAC HR         REPORT (TOP/BOT) ==> 0  / 0
   3 ==>                          WITH PACKET INDEX     ==> Y
   4 ==> JAC 2100                 DELETE AFTER EXTRACT ==> N
   5 ==> ************************
LASER PRINTER      -----> NONE
```

Reports are now converted to PDF files

Confirmation & details of the extraction request

```
PF 1/13 HELP-COMMAND ==>  _
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT-    USER->

           **** EXTRACTION REQUEST (VIA BATCH JOB) ****

      JOB NAME    ---> D210000   JOBID  ---> JOB07299

   SUBMITTED AT : 11.02.03  04/25/16 (16116)    TO SERVICE EXTRACT REQUEST.
```

Type "F" next to the "type" of report you want to view exclusively (pay tab Q213), press enter

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-    USER->         TR-> 4409   TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION------------NOTEPAD HEADE
F     PR3260-PYRL TAB   Q213 04/21/2016 20.27 05/21/16        6      128 1  1 PR TAB BY ACCOUNT
      PMIRSUTL-MISC DE  P21I 04/21/2016 20.28 05/21/16        2       63 0  0 MISC DEDUCT CODE UTILIZATION JAC
_     PSARSDID          U21J 04/21/2016 20.30 05/21/16        1        8 0  0 STATE SUPPLIMENTAL & INSUR DEDUC
      PSARFAE           R21S 04/21/2016 20.30 04/28/16        1       15 0  0 ERRORS BY TYPE IN AGENCY
      PR REGISTER       U214 04/21/2016 20.31 05/21/16        5       91 0  1 PAYROLL REG
      PMIRSUTL-MISC DE  P21I 04/21/2016 20.32 05/21/16        2       43 0  0 MISC DEDUCT CODE UTILIZATION JAC
      PJAJSDID-L3 BRK   U21Q 04/21/2016 20.34 05/21/16        1        8 0  1 HEALTH LIFE & DISAB REGIS
      PMIRSUTL-MISC DE  P21I 04/21/2016 20.36 05/21/16        2       39 0  0 MISC DEDUCT CODE UTILIZATION JAC
      PSARSDID-L3 BRK   U21R 04/21/2016 20.38 05/21/16        1        8 0  1 SUPPL & INS DED REGISTER
      PPRRREGI          R21Y 04/21/2016 20.40 05/21/16        7      262 0  0 PR REGISTER
      CNPPPJT2          2105 04/21/2016 21.32 05/21/16       22      436 0  0 POSTED JTS BY SWDN BY INITIATING
      PW4JCVGS          P21E 04/21/2016 23.34 05/21/16        2       20 0  0 W4 AUDIT ERROR AND REJECT REPORT
      PSARMRRF          U211 04/22/2016 07.03 04/29/16        1        8 0  0 TAX REFUND REQ PROCESSED
      DSARSDID          U21I 04/22/2016 15.19 05/22/16      288    12869 0  0 STATE HEALTH/LIFE/DISABILITY DED
      PMIRSUTL-MISC DE  P21I 04/22/2016 15.19 05/22/16        8      439 0  0 MISC DEDUCT CODE UTILIZATION JAC
      PSARFAE           R21S 04/22/2016 15.20 04/29/16        5      143 0  0 ERRORS BY TYPE IN AGENCY
      PSARDUAL          U21O 04/22/2016 15.21 05/22/16        2       54 0  0 DUAL COMP & DIFF PRS RPTS
      PMIRSUTL-MISC DE  P21I 04/22/2016 15.22 05/22/16        8      177 0  0 MISC DEDUCT CODE UTILIZATION JAC
      PSARDUAL          U21O 04/22/2016 15.24 05/22/16        1       21 0  0 DUAL COMP & DIFF PRS RPTS
      PSARFAE           R21T 04/22/2016 15.25 05/22/16        1       12 0  0 ERRORS/SSN/FATAL
      PMIRSUTL-MISC DE  P21I 04/22/2016 15.26 05/22/16        8      167 0  0 MISC DEDUCT CODE UTILIZATION JAC
      PR3260-PYRL TAB   Q213 04/22/2016 15.26 05/22/16      267     7529 1  1 PR TAB BY ACCOUNT
```

Your directory now lists only that report (payroll tabulation)


```
PF 1/13 HELP-COMMAND ==>  _
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-DIRECTORY FOR FORM-  USER->            TR-> 4409   TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION------------NOTEPAD HEADER--
   A PR3260-PYRL TAB    Q213 03/10/2016 20.11 04/09/16      4      84  1  0 PR TAB BY ACCOUNT
   A PR3260-PYRL TAB    Q213 03/11/2016 20.02 04/10/16     10     209  1  1 PR TAB BY ACCOUNT
   A PR3260-PYRL TAB    Q213 03/22/2016 15.23 04/21/16     58    1231  1  0 PR TAB BY ACCOUNT
   A PR3260-PYRL TAB    Q213 03/22/2016 20.04 04/21/16      8     163  1  1 PR TAB BY ACCOUNT
   R PR3260-PYRL TAB    Q213 03/24/2016 15.30 04/23/16    275    7745  1  2 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 03/28/2016 20.00 04/27/16      2      51  1  1 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 03/29/2016 20.05 04/28/16     10     218  1  0 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 03/30/2016 20.15 04/29/16      4      89  1  1 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 03/31/2016 20.53 04/30/16      6     126  1  0 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/04/2016 19.57 05/04/16      6     120  1  1 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/05/2016 15.29 05/05/16     69    1468  1  0 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/07/2016 20.18 05/07/16      6     134  2  3 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/08/2016 20.08 05/08/16      6     119  1  1 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/11/2016 20.00 05/11/16      4      80  1  1 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/13/2016 20.05 05/13/16      2      42  1  0 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/14/2016 15.19 05/14/16     40     870  1  0 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/15/2016 20.08 05/15/16      2      41  1  2 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/19/2016 15.25 05/19/16     46     987  1  0 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/19/2016 19.59 05/19/16      4      84  2  1 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/20/2016 21.07 05/20/16      2      42  1  0 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/21/2016 20.27 05/21/16      6     128  1  1 PR TAB BY ACCOUNT
     PR3260-PYRL TAB    Q213 04/22/2016 15.26 05/22/16    267    7529  1  1 PR TAB BY ACCOUNT
```

This is very useful when searching for a report

Payroll tabulation by account code (Q213)

From right to left:

- **Gross salary** (the cash amount before any deductions for taxes or any other purpose are taken)

- **Object code** – 4-digit code assigned to the payment...11** for salaried employees & 12** for OPS employees

- **Employer disability** (1630) – Provided for senior management employees

- **Employer life** (1620) – The matching life insurance amount paid by the employer

- **Employer health** (1610) – The matching health insurance amount paid by the employer

- **Pre-tax benefit savings** (1570) – Administrative fees paid by the employer for pre-tax deductions

- **Optional retirement plan** (1550) – We do not have anyone participating

- **Public Employees Optional Retirement Plan** (PEORP) (1522) – Employer investment plan contribution

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

- **Employer FICA/MEDI** (1510) – The combined FICA/MEDI employer contribution

- **Gross salary charge** – The gross salary + employer contributions

Payroll register (U214)

From left to right:

- A column labeled "E" – This will have either a 0 or a 1. 1 = EFT   0 = Paper warrant

- Next is the payment number or warrant number

- Then the employee SSN

- Employee's name with their inter-department # just below

- Position number & class code

- Marital status & exemptions claimed

- Retirement code & employee status (09 – other)

- Next is an insurance code made up of three components (participation/type of coverage/# of deductions & contributions)

- Beginning & ending rate of pay – In case there was a mid-month adjustment to their salary

- Beginning & ending hours – Indicates the number of hours they were paid at each rate of pay (if applicable)

- Then we have the gross salary & net pay

- Withholding tax & (miscellaneous deductions, which are post-tax, these deductions taken after the taxes are calculated)

- "Employee" SS/MEDI deductions

- **Pre-tax benefit deductions & Tax deferred deductions:**

- <u>**Pre-tax benefit deductions**</u> **(insurance premiums) will affect the W/H amount and the FICA/MEDI gross amounts. These deductions are taken out before the employees' taxes are calculated.**

- <u>**Tax-deferred deductions**</u> **– These only affect the W/H; tax deferred deductions include the employee retirement (3%) and the deferred compensation deductions. (IRS rules/guidelines)**

- **At the end of each class code, you will find the *totals* for that class code. It provides the employer/employee contributions, the net salary, the gross salary (cash gross), and the gross salary charge (gross salary + employer contributions).**

PEOPLE FIRST TIPS

- LOG INTO PEOPLE FIRST

- CLICK ON "MY TEAM"

- ENTER SEARCH INFORMATION (ID, SSN, POS #, ETC.) - CLICK MAGNIFYING GLASS.

  IF THE EMPLOYEE IS TERMINATED, CHECK "INACTIVE BOX" BEFORE SEARCHING.

- CLICK THE GRID TO THE RIGHT OF "CONTACT INFORMATION"

Employee	Position	Org Code	Org Description	Contact Informa...
Appt ID Login ID	SYSTEMS ANALYST II (21000)	21500 000000000000 000000	STATE ATTORNEY - TH JUDICIAL CIRCUIT	☰

- <u>MOST OF THESE SUBJECTS WILL APPEAR</u>:

Insurance Benefits   >

Pay Info   >

Personal Information   >

Time and Attendance   >

Training   >

Work Information   >

- **Insurance Benefits** topic choices:

Change My Benefits	Insurance Benefits
Confirmation Statement	Pay Info
Health Insurance Tax Forms	Personal Information
My Benefits	Time and Attendance
My Dependent Information	Training
Premium History	Work Information
Shared Savings	

- **Pay Info** topic choices:

⏱ Additional One-Time Payments	Pay Info
🏅 Employee Gross Salary	Personal Information
📑 Gross Pay History (Pre-Tax)	Time and Attendance
📁 Pay Info	Training
🧾 Payroll Deductions	Work Information
💲 Recurring Payments	
✋ Stop / Cancel Payment	

- **Personal Information** topic choices:

📇 Contact Information	Personal Information
✉ Correspondence History	Time and Attendance
🔖 EEO-Veteran	Training
📇 Emergency Contact	Work Information
📖 Employee Education	
🗺 Employee Languages	
🪪 Form W-4	
🪪 Licenses and Certifications	
👤 Other Employment	
🪪 Personal Info	

- **Time and Attendance** topic choices:

▭ Alternate Time Entry	Time and Attendance
▦ Base Work Schedule Assignment	Training
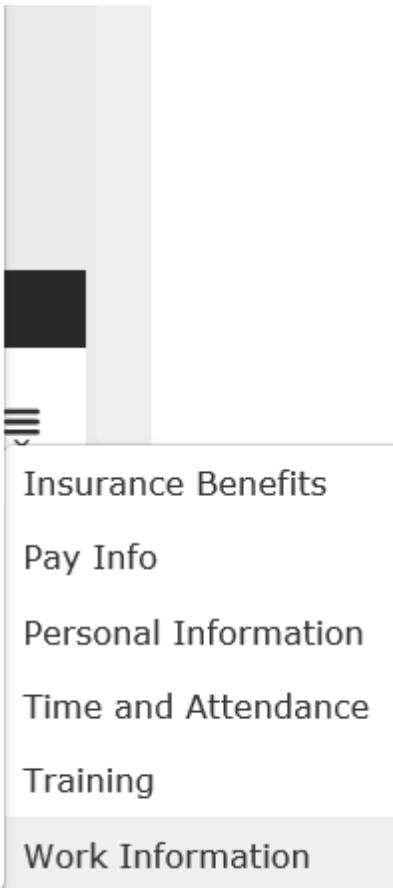
- "**Alternate Time Entry**" **has two uses**:

1) Salaried employees – Current month unpaid hours are entered here.

2) OPS employees – OPS hours "to be paid" are entered here.

- We do not use "Base Work Schedule Assignment"

- **Work Information** topic choices:

- ⟲ Action History
- ⌚ Appointment Status Details
- ▤ Benefits Eligibility Key Information
- ⚤ Create Employee Action
- ⊕ Create Appointment
- ⚤ Create Separation
- ▦ DROP / Retirement
- ⌕ Employment Screening
- ▥ Key Service Dates
- ▤ Org Work Assignment
- ↗ Vacancy
- ▨ Work Contact Information

Insurance Benefits

Pay Info

Personal Information

Time and Attendance

Training

Work Information

- **PEOPLE FIRST FIELDS THAT SHOULD BE MAINTAINED BY EVERY EMPLOYEE**:

 1) DIRECT DEPOSIT

CLICK "PERSONAL INFO"

SELECT "DIRECT DEPOSIT"

DIRECT DEPOSIT OPTIONS

- Click on the red "**STOP DIRECT DEPOSIT**" button if something is going on with your account and you need a "paper warrant" instead of an EFT. This must be done **before** the monthly payroll has processed (ask your HR office for the date).

- Click on "**NEW +**". This will give you access to input new account information. More than likely, you will receive a paper warrant in the first month, but it is still important to make the update **before** the monthly payroll has processed.

2) FORM W-4

CLICK "PERSONAL INFO"

SELECT "FORM W-4"

<u>A FEW REMINDERS ABOUT THE W-4</u>:

JAC is not able to provide any advice about how to complete a W-4 or why withholding taxes were/were not deducted.

As of January 1st 2020, when someone enters "new" W-4 information and then clicks the "save" button, <u>they will now be taxed using the current tax tables</u>.

Please remind your staff to check the amount of withholding taxes being deducted from their pay.

HELPFUL FIELDS IN PEOPLE FIRST FOR ANSWERING QUESTIONS

After you have pulled up the person by searching "My Team" --

To verify the salary, and/or hours paid, click on the grid, and select "**Pay Info**" – "**Gross Pay History (Pre-Tax)**"

The next screen lists each payment they have received (excluding on-demands):

Run Date	Run Type	Period Begin	Period End	Position	Agency
11/19/2020	M	11/01/20	11/30/20	21008714	Justice Admin Commission
10/22/2020	M	10/01/20	10/31/20	21008714	Justice Admin Commission
09/23/2020	M	09/01/20	09/30/20	21008714	Justice Admin Commission
08/20/2020	M	08/01/20	08/31/20	21008714	Justice Admin Commission
07/23/2020	M	07/01/20	07/31/20	21008714	Justice Admin Commission

Just click anywhere on the payment line (above) to access the pay info. (below):

Payment Type	Payment Description	Begin Rate	Begin Ho...	End Rate	End Hours	Total Gross	FTE	Period B...	Period End
9170	REGULAR SALARY	$4,103.25	168.00			$ 4,103.25	100%	11/01/20	11/30/20

This screen includes all salary-related payments that were submitted for processing. If the payment was cancelled after submission for processing or if a salary refund was processed, those updates are not reflected in this screen.

To verify "post-tax benefit deductions", select "**Pay Info**" – "**Payroll Deductions**"

The next screen will list their payroll deductions (active deductions on top):

Deduction	Amount	Appointment ID	Effective Date	End Date	Frequency
0219 - AMERICAN FAM LIFE ASSURAN	45.61	00912935	11/01/2018	12/31/9999	Recurring
0343 - COLONIAL LIFE DISABILITY	36.00	00912935	05/01/2016	12/31/9999	Recurring
0200 - SALARY REFUND	451.96	00912935	04/01/2020	04/30/2020	Recurring
0200 - SALARY REFUND	582.53	00912935	03/01/2020	03/31/2020	Recurring

3) Another helpful field is "**Work Information**" – "**Action History**"

This page will list their PAR actions in chronological order:

Action	Action Reason	Agency	Position	Position Title	Effective Date	End Date
Reassignment Appt		Justice Admin Commis...	21010079	ADMINISTRATOR III	11/02/2020	12/31/9999
Pay Change	Legislative Mandate	Justice Admin Commis...	21009017	ADMINISTRATOR III	10/01/2020	11/01/2020
Return from LOA with ...	Return from LOA with ...	Justice Admin Commis...	21009017	ADMINISTRATOR III	03/02/2020	09/30/2020
LOA With Pay	Leave with Full Pay St...	Justice Admin Commis...	21009017	ADMINISTRATOR III	01/08/2020	03/01/2020
Pay Change	Merit Salary Increase	Justice Admin Commis...	21009017	ADMINISTRATOR III	10/01/2019	01/07/2020

SECURITY ROLE CODES

- "**U**" Security role code has inquiry access to their entire org code range.

- "**E**" Security role code has access to only their own personal information.

- "**R**" Security role code has access to the requisitions and their own personal information.

(Security role codes are tied to the *position*. If you move an employee out a position with a "U" code and into a position with an "E" security role code, the employee will lose org code-wide inquiry access.)

It is **highly recommended** that each JRO have at least one person with a People First security role code of "U".

To do this, JAC requires email authorization from either your **Executive/Administrative Director** or **Elected Official/Agency Head**.

JAC will also need a Position Description for that person's position, indicating the new role code of "U" listed in the proper field.