
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6301	SPAHRs PR Calculate Pay	Revision Date: 10/18/2016
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SPAHRS Payroll Calculate Pay Table of Contents

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Objective

Develop an understanding of the Calculate Pay process.

Outcome

An understanding of the process, key concepts, and menus is obtained.

Overview

Calculate pay is a function of payroll that consists primarily of a series of batch jobs and internal processing by SPAHRS. The system calculates gross earnings, taxes, deductions, net pay, and overtime pay based on the time reports entered for employees and contract workers, and data contained in numerous tables throughout SPAHRS.

Reading the Employees' Time Reports

The first step in Calculate Pay requires the system to go back to the Position record to find items, such as pay frequency, and authorized earning supplements. Examples of supplements include pilots who fly state airplanes and are paid an additional \$50.00 per month whether or not they fly during that month; special duty pay; duty location pay; etc. The system then goes to each time report and reads time worked, any additional earnings, and leave taken. The system then calculates gross pay for each employee. Gross pay includes all cash payments (salary, overtime), reimbursements, and any imputed income such as state vehicle use, taxable value of life insurance, housing, etc.

From the gross pay data, the system then calculates the adjusted gross pay. This includes all cash payments but does not include the imputed income. If a hire or termination date or a leave of absence is recorded for a salaried employee that falls inside of a pay period, the system will calculate a partial pay period; this is done by calculating the actual hours worked x the hourly rate. All employees have hourly, monthly, and annual rates recorded by the system.

Payroll Deductions and Taxes

All taxes (including retirement) and deductions (insurance, debt, and miscellaneous) have already been established in the appropriate tables in the system. All deductions have been established with a priority assigned to them; this allows the system to perform a calculation on an employee who may not have earned enough money in that specific pay period to pay all of his or her deductions; the system will take the deductions from the worker's pay based on their assigned priority. Deductions for child support, tax liens and garnishments are allocated based on priorities established within the system and by the mandated maximum amounts that may be deducted.

If an employee requests additional tax withholding, the system will first deduct the tax table amount and remaining deductions, then deduct the additional tax withholding if the employee has sufficient earnings. Each deduction has parameters that can be established to govern its use; for example, if the next retirement calculation exceeds the maximum amount allowed, the system will withhold only the amount required to reach that maximum.

SPAHRS has a feature which allows an agency to go into a specific deduction for an employee and temporarily suspend it to enable the Calculate Pay function to bypass that deduction when generating payroll.

Calculate Over Time Hours

SPAHRS has several different options that can be used for tracking and payment of overtime. The Default Work Schedules, FLSA status, and Extra Hours codes set up in the Position process provide work cycles for all types of personnel and also provide direction to the system for handling those hours. Both exempt and non-exempt employees are included; agencies with public safety and emergency response personnel and hospital personnel are also specifically provided for in the system.

The Fair Labor Standards Act allows work cycles to be established that deviate from the 7-day, 40-hour work week. Personnel identified in public safety and emergency response positions may choose a work cycle of 28-days days. Hospital personnel may be placed on a 14 day, 8/80 work cycle.

The system provides the option for an employee to be paid for extra hours or to accrue it as comp time. The Extra Hours field on the Position and WIN record defines whether the worker is to be paid or accrue extra hours worked. If it is desired to pay an employee for all extra hours worked, CALBK must be authorized on the position. Payment for the extra hours that are subject to time and a-half under FLSA only requires the employee to be non-exempt. If the maximum hours allowed for accrual by FLSA are reached, the system will automatically generate payment of the overage time.

Leave Accrued/Taken

Extra hours not paid are updated to the appropriate compensatory leave balances. However, the remainder of leave accruals is recorded separately from Calculate Pay. In SPAHRS, leave accruals are estimated by DFA at the close of the month. When all time and leave has been entered, the agency can submit the actual run online for leave accrual. The actual can only be run once for a month.

Actual leave taken is updated in each payroll run. Also, leave accrued for comp time and holiday worked is also updated in each payroll run for work cycles completed within the pay period.

Preliminary Payroll Runs

The preliminary payroll run calculates gross to net pay only and does not create any accounting transactions. This process generates reports which show errors such as employees with no default accounting distributions, deductions that could not be taken from a payroll, employees with time reporting errors, etc. These reports are then used by the agencies to make corrections to their payroll. Multiple preliminary runs may be required in order for the final payroll run to be error free.

Final Payroll Run

Each agency is responsible for running its final payroll. This must occur by the established deadline. Review the website <http://www.dfa.ms.gov/dfa-offices/mmrs/> for posting of payroll due dates under MMRS Applications>SPAHRS. When the agencies initiate their payroll runs, electronic approval is automatically applied. DFA will look at the status of each payroll to ensure the final payroll has been run and that the payroll is error free. DFA then uploads all accounting transactions (JV Files) to MAGIC.

The preliminary and final runs are generated from screens appearing on the Approve/Release Pay menu (**PA PA**). Agencies also initiate actual monthly leave accruals from this menu.

If there are problems in an agency's payroll that must be corrected prior to posting to MAGIC, DFA can exclude that agency from further processing. For example, if cash is insufficient, JVs will not be sent to MAGIC nor will warrants/EFTs be written. Also, if an employee on the payroll is found to be without a default accounting distribution, SPAHRS will not stop that agency's payroll from further processing. That employee's payroll does not get calculated if there is no default accounting distribution.

KEY CONCEPTS	DESCRIPTION
Gross Pay	All cash payments (salary, overtime pay, etc.) and all imputed income.
Imputed Income	Income that is not cash but has value to the employee such as being assigned a state vehicle for professional use, housing, taxable value of life insurance, etc.
Adjusted Gross Pay	Actual cash payments. Imputed income is not included.
Prioritized Deductions	All deductions have a priority assigned to them which indicates to the system the order in which the deductions are to be taken from an employee's pay.
Net Pay	Adjusted gross - pretax deductions - taxes - after tax deductions = net pay

Calculate Pay

The calculate pay options are mainly used to view an employee's earnings and resulting records affecting earnings. System generated data can be viewed on screen or data can be printed by requesting batch job submissions.

The Calculate Pay process includes various screens and reports relating to payroll calculations.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

PHFNC10	PHV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/17/2016
PHIMAINU	PHIMAINM	Payment Menu	01:59 PM
Code	Description	FastPath	
CP	Calculate Pay	CALC	
GS	Generate SAAS Transactions	SAAS	
RD	Remit Taxes and Deductions Menu	REMD	
DP	Distribute Pay	DISP	
PA	Approve/Release Pay	RPAY	
FT	File Tax Reports	FIAX	
AP	Adjust Pay	ADJP	
PT	Earnings, Tax, and Deduction Tables	ETDT	
OT	Other Payroll Tables	PAYT	
PR	Payroll Reports		
Code: __			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10---	PF11---	PF12---
Help	Main	End	Quit

Your Action ...	System Response ...
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.

PHFNC10	PHV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/17/2016
PHIMAINU	PHIMAINM	Calculate Pay Menu	02:00 PM
Code	Description	FastPath	
PC	Pay Period Comparison	PPCM	
PD	Pay Details Earnings/Deductions/Tax Summary	PDTL	
AC	Additional Compensation	ACMP	
OC	Payroll On-Line Calculation	PYOC	
PP	Pay Period Comparison Summary Report		
PS	Reprint Pay Detail/Summary Report	RPDR	
PB	Browse Pay Details	PDBR	
PW	Browse Pay Details by Warrants/EFT's	PDBW	
PL	Browse Pay Details by Location	PLBR	
QT	Browse Quarter to Date File	QTD	
Code: __			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10---	PF11---	PF12---
Help	Main	End	Quit

Calc Pay Reports

Pay Period Comparison

The Pay Period Comparison screen is used to compare a worker's pay information for one pay period to the previous pay period.

Your Action ...	System Response ...
3. Choose PC (Pay Period Comparison) from the Calculate Pay Menu and press ENTER.	The Pay Period Comparison screen will appear.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/17/2016
PHPCPD1D PHPCPD1M Pay Period Comparison 02:05 PM
Action: (B,D,N)
*Agency: xxxx *SSN: xxxxxxxx [REDACTED]
*PayEndDate: 07 31 2016 Pay Freq: M Emp Status: A
PIN: 77 Pay Dt: 07/29/2016 Pay Rate: 3962.72 SLRY
EARNINGS: Type Current Prior Type Current Prior
_1 of 3 REGSH 3962.72 3962.72 LIFEI 19.78 19.78
GROSS PAY: 3982.50 3982.50
PRE-TAX: SLIFP 8.64 8.64
_1 of 3 IDDEP 32.66 32.66
HLT00 20.00 20.00
TAXES: RPERs 356.64 356.64 MCARE 56.86 56.86
_1 of 5 FIT 366.66 366.66 MSIT 131.00 131.00
FICA 243.11 243.11
AFTER TAX: CUMPE 25.00 25.00
_1 of 1
NET PAY: 2722.15 2722.15
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----
Help Main End Bkwd Fwd Prnt Quit

Your Action ...	System Response ...
4. Choose Display and enter the following information: *Agency: Enter the agency code xxxx. *SSN: Enter the employee's Social Security Number. Pay End Date: Enter the ending date of the pay period. Pay Freq: Enter the frequency code for the record (ex. M=Monthly, T=Travel)	
5. Press ENTER.	The following system message will be displayed: XXXX-XXXXXXXXXX-XX-XX-XX Displayed Successfully.

Pay Details Earnings/Deductions/Tax Summary

The Pay Details Earnings/Deductions/Tax Summary screen is used to review the details of a worker's pay for a specific pay period. The Pay Details Earnings/Deductions/Tax Summary screen lists the details for the current payment, pay period to date, and year to date. Quarter to date values is listed for the Gross and Net pay only. Employees, who accumulate earnings based on a school calendar, will also have a display of the year to date gross school earned and paid.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose PD (Pay Details Earnings/Deductions/Tax Summary) from the Calculate Pay Menu and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/17/2016
PHPCPD3D PHPCPD3M Pay Details Earnings/Deductions/Tax Summary	02:12 PM
	3 more >
Action: _ (D,N)	
*Agency: XXXX *SSN: XXXXXXXXX	[REDACTED]
Pay End Date: 07 31 2016	Pay Freq: M
PIN/WIN: 77	Pay Date: 07/29/2016
	Status...: PAID
	Pay Rate: 3962.72 SLRY
	SCHOOL
	----- EARNINGS -----
	YTD Amt YTD Earn/Paid
Gross Pay: 3982.50	PPTD Amt 3982.50 QTD Amt 3982.50 YTD Amt 27239.86
Net Pay...: 2722.15	PPTD Amt 2722.15 QTD Amt 2722.15 YTD Amt 18646.09
Adj Gross: 3962.72	
1 of 3	
Type	Curr Amt PPTD Amt YTD Amt Curr Hrs PPTD Hrs YTD Hrs
REGSH	3962.72 3962.72 27108.28 160.00 160.00 1161.00
HOLID	8.00 8.00 49.00
LIFEI	19.78 19.78 131.58
LastUpdtm: 07/20/2016 7:18:47.7 PM LastUpdtUser/Pgm: PH1302 PHPDPW6T	
Direct Command: _____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
Help Main End Bkwd Fwd Prnt Left Right Quit	

Your Action ...	System Response ...
4. Choose Display and enter the following information must be entered: *Agency: Enter the agency code xxxx. *SSN: Enter the employee's Social Security Number. Pay End Date: Enter the ending date of the pay period. Pay Freq: Enter the frequency code for the record (ex. M=Monthly, T=Travel).	This screen contains three panels that can be accessed by pressing F11 for forward panels and F10 for previous panels. NOTE: PPTD = as of pay period to date. QTD = as of pay period calendar year quarter end date. YTD = calendar year as of display date.

Your Action ...	System Response ...
5. Press ENTER.	The following system message will be displayed: XXXX-XXXXXXXXXX-XX-XX-XX Displayed Successfully.
6. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/17/2016
PHPCPD3D PHPCPD4M Pay Details Earnings/Deductions/Tax Summary 02:14 PM
< 1 more 2 more >
Action: _ (D,N)
*Agency: xxxx *SSN: xxxxxxxxx ██████████
Pay End Date: 07 31 2016 Pay Freq: M Status...: PAID
PIN/WIN: 77 Pay Date: 07/29/2016 Pay Rate: 3962.72 SLRY
----- DEDUCTIONS -----
1 of 4 Seq Worker Worker Worker Employer Employer Employer
Ind Type Nbr Curr Amt PPTD Amt YTD Amt Curr Amt PPTD Amt YTD Amt
2 SLIFP 2 8.64 8.64 59.04 8.64 8.64 59.04
2 IDDEP 1 32.66 32.66 228.62
2 HLT00 2 20.00 20.00 140.00 356.00 356.00 2492.00
4 CUMPE 2 25.00 25.00 175.00

LastUpdtm: 07/20/2016 7:18:47.7 PM LastUpdtUser/Pgm: PH1302 PHDPW6T
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Prnt Left Right Quit
    
```

Your Action ...	System Response ...
7. Press F11 to access the third panel of this screen.	The third panel of this screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/17/2016
PHPCPD3D PHPCPD5M Pay Details Earnings/Deductions/Tax Summary 02:17 PM
< 2 more 1 more >
Action: _ (D,N)
*Agency: xxxx *SSN: xxxxxxxxx ██████████
Pay End Date: 07 31 2016 Pay Freq: M Status...: PAID
PIN/WIN: 77 Pay Date: 07/29/2016 Pay Rate: 3962.72 SLRY
----- TAXES / PERS -----
1 of 5 Period Amt PPTD Amt QTD Amt YTD Amt
RPERS Worker 356.64 356.64 356.64 2439.72
Employer 624.13 624.13 624.13 4269.55
Wage Base 3962.72 3962.72 3962.72 27108.28
FIT Worker 366.66 366.66 366.66 2479.70
Employer
Wage Base 3564.56 3564.56 3564.56 24372.48
FICA Worker 243.11 243.11 243.11 1662.33
Employer 243.11 243.11 243.11 1662.33
Wage Base 3921.20 3921.20 3921.20 26812.20
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Prnt Left Right Quit
    
```

Your Action ...	System Response ...
8. Press F11 to access the fourth panel of this screen.	The fourth panel of this screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/17/2016
PHPCPD3D PHPCP10M Pay Details Earnings/Deductions/Tax Summary 02:19 PM
< 3 more
Action: x (D,N)
*Agency: xxxx *SSN: xxxxxxxxx ██████████
Pay End Date: 07 31 2016 Pay Freq: M Status...: PAID
PIN/WIN: 77 Pay Date: 07/29/2016 Pay Rate: 3962.72 SLRY
----- SCHOOL PAY -----
Addl Comp Addl Comp Addl Comp
Code Earned Paid
Earned Amt:
Paid Amt...:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Prnt Left Right Quit
    
```

Additional Compensation

The Additional Compensation screen is used to submit an online request for a report detailing all additional compensation for a given pay period by a selected agency. Information provided on the report includes Name, Social Security Number, Additional Compensation Code, Description, Dollars, Hours and Percentage.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose AC (Additional Compensation) from the Calculate Pay Menu and press ENTER.	The Additional Compensation screen will appear.

PHFNC10 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/17/2016
PHPCAC1D PHPCAC1M	Additional Compensation	02:20 PM
<p>*Agency: _____</p> <p>*PP End Date: _ _ _ _</p> <p>*Pay Frequency: _</p>		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
		Quit

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the agency code xxxx. *PP End Date: Enter the ending date of the pay period. *Pay Frequency: Enter the frequency code for the record (ex. M=Monthly, T=Travel).	
5. Press ENTER.	The Batch Job Submission pop-up window appears which directs the generation of the report.

Your Action ...	System Response ...
6. Press ENTER.	The system will display the following message: XXXXX XXXXXXXX Has Been Submitted Successfully.

Pay Period Comparison Summary Report

The Pay Period Comparison Summary Report screen is used to request a report comparing a summary of payroll information from the last and current pay periods for an agency. Information provided on the Pay Period Comparison Summary report includes Earnings, Current, Prior and Difference. Information provided on the Pay Period Comparison By Employee report includes Employee Name, Social Security Number, Transaction Code, Current, Prior and Difference.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose PP (Pay Period Comparison Summary Report) from the Calculate Pay Menu and press ENTER.	The Pay Period Comparison Summary Report screen will appear.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/17/2016
PHPCPD6D PHPCPD6M Pay Period Comparison Summary Report 02:22 PM
*Agency: _____ PP End Date: ___ ___ ___ *Pay Frequency: _ Details (Y/N): N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>*Agency: Enter the agency code xxxx.</p> <p>PP End Date: Enter the ending date of the pay period.</p> <p>*Pay Frequency: Enter the frequency code for the record (ex. M=Monthly, T=Travel).</p> <p>Details (Y/N): Defaults to N. Change to Y in order to generate the Pay Period Comparison By Employee report.</p>	
<p>5. Press ENTER.</p>	<p>The Batch Job Submission pop-up window appears which directs the generation of the report.</p>
<p>6. Press ENTER.</p>	<p>The system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>

Reprint Pay Detail/summary Report

Your Action ...	System Response ...
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.</p>	<p>The Calculate Pay Menu will appear.</p>
<p>3. Choose PS (Reprint Pay Detail/Summary Report) from the Calculate Pay Menu and press ENTER.</p> <p>A selection criterion includes Agency Number, Report Code Values, Pay Period End Date, Pay Frequency, and Sort Order.</p>	<p>The Reprint Pay Detail/Summary Report screen will be displayed.</p> <p>Information is provided by Gross, Adjusted Gross, and Net Pay; Fringe, Earnings Code, Pay Period Hours, Employee and Employer Amounts, and Wage Base.</p>

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/17/2016
PHPCPD8P PHPCPD8M Reprint Pay Detail/Summary Report 02:23 PM

  _ 0001 SENATE D = Detailed Report Only
  _ 0002 HOUSE OF REPRESENTATIVES
  _ 0003 JOINT LEGISLATIVE OPERATIONS S = Summary Report Only
  _ 0004 HOUSE OF REPRESENTATIVES -- MEMBERSHIP
  _ 0005 SENATE - MEMBERSHIP B = Both Detailed and
  _ 0021 PEER COMMITTEE Summary report
  _ 0022 JOINT LEGISLATIVE REAPPORTIONMENT
  _ 0025 LEGISLATIVE BUDGET OFFICE
  _ 0051 SC-SUPREME COURT
  _ 0054 SC-ADMINISTRATIVE OFF OF COURTS
  _ 0055 SC-COURT OF APPEALS
  _ 0071 ATTORNEY GENERAL
  _ 0083 OPTOMETRY BOARD
  _ 0091 OFFICE OF STATE PUBLIC DEFENDER

Pay Period End Date (MMDDYYYY): _ _ _ _ Pay freq: _ *Sort Order: N

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
4. Press ENTER.	The Batch Job Submission pop-up window appears which directs the generation of the report.
5. Press ENTER.	T he system will display the following message: XXXXX XXXXXXXX Has Been Submitted Successfully.

Payroll On-Line Calculation

The Payroll On-Line Calculation screen allows a payroll officer to perform a gross to net calculation on an employee or worker without running a preliminary payroll. The impact on a worker's net pay due to changes in salary, deductions, or taxes can be viewed prior to running payroll.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose OC (Payroll On-Line Calculation) from the Calculate Pay Menu and press ENTER.	The Payroll On-Line Calculation screen will appear.

PHFNC10	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				10/18/2016
PHPCIF1D	PHPCIF1M	Payroll On-Line Calculation				09:06 AM
*Agency: _____		*SSN: _____				
*PP End Date...: _ _ _ _		*Pay Freq...: _		P/W Ind...: P (P/W)		
Hourly Rate...: _____		Salary.....: _____		Pay Methd: _____		
Adjusted Gross: _____		Gross Pay...: _____		Net Pay...: 0.00		
School Earned.: _____		School Paid: _____		Contract#: _____		
1 of						
Trans Code	Trans Type	PIN/WIN# or Seq#	Pay Period Hours	Employee Amount	Employer Amount	Wage Base
-----	-----	-----	-----	-----	-----	-----
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----						
Help Main End			Bkwd Fwd		Quit	

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the agency code xxxx. *SSN: Enter the employee's Social Security Number. *Pay Period End Date: Enter the end date in MM DD YYYY. *Frequency: Enter the current frequency of the position (M=Monthly, W=Weekly, etc.) P/W Ind: Enter P for PIN or W for WIN employee.	
5. Press ENTER.	The employee or worker's work cycle hours, dates and overtime information screen will appear.

PHFNC10 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/18/2016						
PHPCIF1D PHPCIF1M	Payroll On-Line Calculation	09:07 AM						
-----Details of expected overtime-----								
----- Information linked to work cycles to be paid in this Pay Period -----								
Start Date	End Date	Work Cyc	Applic Hrs	EXTWK Hours	CALBK Hours	Total Agency Hours	FLSA Comp	FLSA Overtime
06/29/2016	07/05/2016	1	40.00	32.00		32.00		
07/06/2016	07/12/2016	1	40.00	40.00		40.00		
07/13/2016	07/19/2016	1	40.00	40.00		40.00		
07/20/2016	07/26/2016	1	40.00	40.00		40.00		
----- Applicable Pay Cycle Info -----								
Current Start Date...: 07/01/2016		Current End Date...: 07/31/2016						
Previous Start Dates: 06/01/2016		Previous End Dates...: 06/30/2016						
05/01/2016		05/31/2016						
Total Agency Comp...:		Total FLSA Overtime:						
Holiday Worked Hours:								
Additional comments.: No overtime to be paid								

Your Action ...	System Response ...
6. Press ENTER.	The system will calculate the employee's detail pay information for the pay period and frequency entered.

PHFNC10 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/18/2016										
PHPCIF1D PHPCIF1M	Payroll On-Line Calculation	09:09 AM										
*Agency: _____ *SSN: _____												
*PP End Date...: 07 31 2016	*Pay Freq...: M	P/W Ind...: P (P/W)										
Hourly Rate...: 22.24	Salary.....: 3868.93	Pay Methd: S										
Adjusted Gross: 3868.93	Gross Pay...: 3897.31	Net Pay...: 2620.65										
School Earned.: 1 of 12	School Paid:	Contract#:										
Trans Code	Trans Type	PIN/WIN# or Seq#	Pay Period Hours	Employee Amount	Employer Amount	Wage Base						
REGSH	EARNINGS	26	160.00	3868.93								
HOLID	EARNINGS	26	8.00									
LIFEI	EARNINGS	26		28.38								
SLIFP	PRE-TAX	1		8.37	8.37							
IDDEP	PRE-TAX	1		32.66								
HLT00	PRE-TAX	4		20.00	356.00							
DCOMP	PRE-TAX	1		15.00								
RPERS	TAXES	1		348.20	609.36	3868.93						
Direct Command:												
Enter	PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
	Help	Main	End				Bkwd	Fwd				Quit

Calculate Pay Browse

There are 4 screens available for browse features within the Calculate Pay Menu. These screens allow for displaying of the Pay Details Earnings/Deductions/Tax Summary screens and for the viewing of calendar year, quarter-to-date records.

Browse Pay Details

Your Action ...	System Response
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose PB (Browse Pay Details) from the Calculate Pay Menu and press ENTER. A selection criterion includes Agency Number, SSN, Pay Period End Date, and Pay Frequency.	The Browse Pay Details screen will appear. Information is provided by Agency, SSN, F/P Indicator; Payroll Run Number, Pay Period End Date, Supplemental Run Number, Supplemental Run Date and Adjustment Type in Pay Period End Date descending order.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/18/2016
PHPCPD7B PHPCPD7M Browse Pay Details 09:11 AM
(D) Act Agency SSN F/P Ind Payroll Run Number Pay Period End Date Supplement Run Number Supplement Run Date Adj Typ
----- *** End of Data *** -----
*Agency: _____ *SSN: _____ PP End Date: __ __ ____ (MMDDYYYY) Pay Freq _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Note Bkwd Fwd Prnt Quit

Your Action ...	System Response
4. Enter Display in the action field next to the record to be viewed and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

Browse Pay Details by Warrants/EFT's

Your Action ...	System Response
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose PW (Browse Pay Details by Warrants/EFT's) from the Calculate Pay Menu and press ENTER. Selection criteria includes Agency Number, SSN, Warrant/EFT Number, and Pay Period End Date	The Browse Pay Details by Warrants/EFT's screen will appear. Information is provided by Agency, SSN, Warrant/EFT Number, F/P Indicator, Payroll Run Number, Pay Period End Date, Supplemental Run Number, Supplemental Run Date and Adjustment Type in Warrant/EFT Number order.

PHFNC10 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM						10/18/2016	
PHPCPD9B PHPCPD9M	Browse Pay Details by Warrants/EFT's						09:13 AM	
(D) Act Agcy	SSN	Warrant/ EFT Nbr	F/P Ind	Payroll Run Nbr	Pay Period End Date	Suppl Run Nbr	Suppl Run Date	Adj Typ

*** End of Data ***								
*Agency: _____ *SSN: _____ Warrant/EFT No.: _____								
PP End Date: __ __ ____ (MMDDYYYY)								
Direct Command: _____								
Enter	PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8
Help	Main	End	Note	Bkwd	Fwd	Prnt	Quit	

Your Action ...	System Response
4. Enter Display in the action field next to the record to be viewed and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

Browse Pay Details by Location

Your Action ...	System Response
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose PL (Browse Pay Details by Location) from the Calculate Pay Menu and press ENTER. Selection criteria includes Agency Number, SSN, and Pay Period End Date	The Browse Pay Details by Location screen will appear. Information is provided by Agency, SSN, F/P Indicator, Payroll Run Number, Pay Period End Date, Supplemental Run Number, Supplemental Run Date and Adjustment Type.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/18/2016
PHPCPD0B PHPCPD0M Browse Pay Details by Location 09:17 AM
Location: 25

(D)
Act Agcy SSN F/P Payroll Pay Period Supplement Supplement Adj
Ind Run Number End Date Run Number Run Date Typ
-----

*Agency: ____ *SSN: _____ PP End Date: __ __ ____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Prnt Quit
    
```

Your Action ...	System Response
4. Enter Display in the action field next to the record to be viewed and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

Browse Quarter to Date File

Your Action ...	System Response
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose QT (Browse Quarter to Date File) from the Calculate Pay Menu and press ENTER. A selection criterion includes Calendar Year, Agency Number, and SSN.	The Browse Quarter to Date File screen will appear. Information is provided by Calendar Year, Agency, SSN, and Employee Name.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/18/2016
PHPQTD1B PHPQTD1M Browse Quarter to Date File 9:21 AM

Actions: (D)
Act Year Agency SSN Name
--- ---- -

Year: ____ *Agency: ____ *SSN: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Prnt Quit
    
```

Your Action ...	System Response
4. Enter Display in the action field next to the record to be viewed and press ENTER.	The Maintain Quarter to Date File screen will appear. Information is displayed by quarter for Gross and Net pay, Amount per earnings code, Hours per earnings code, Employer share of State Health and Life deductions, Employer share of Social Security and Retirement contributions, and Wage Bases for all taxes and retirement. All frequency types are included in the amounts.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/18/2016
PHPQTD1D PHPQTD2M Maintain Quarter to Date File 9:24 AM
4 more >
*Action: = (C,D,N) Name:
Year: ____ Agency: ____ *SSN: _____

Gross Pay Net Pay
-----
Quarter-1: _____
Quarter-2: _____
Quarter-3: _____
Quarter-4: _____

LastUpdDtTm: LastUpdtUser/Pgm:

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response
5. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/18/2016
PHPQTD1D PHPQTD3M Maintain Quarter to Date File 9:27 AM
< 1 more 3 more >
*Action: _ (C,D,N) Name:
Year: ____ Agency: ____ *SSN: _____

Trans  Trans  Quarter-1  Quarter-2  Quarter-3  Quarter-4
Type  Code  Seq  Amount  Amount  Amount  Amount
-----
1 Earngs
2 Tax
3 Tax
4 Tax
5 Tax
6 Tax
7
8
9
10

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response
6. Press F11 to access the third panel of this screen.	The third panel of this screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/18/2016
PHPQTD1D PHPQTD4M Maintain Quarter to Date File 9:28 AM
< 2 more 2 more >
*Action: _ (C,D,N) Name:
Year: ____ Agency: ____ *SSN: _____

Trans  Trans  Quarter-1  Quarter-2  Quarter-3  Quarter-4
Type  Code   Seq      Hours      Hours      Hours      Hours
-----
1  Earngs
2  Tax
3  Tax
4  Tax
5  Tax
6  Tax
7
8
9
10

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                Left Right Quit
    
```

Your Action ...	System Response
7. Press F11 to access the fourth panel of this screen.	The fourth panel of this screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/18/2016
PHPQTD1D PHPQTD5M Maintain Quarter to Date File 9:29 AM
< 3 more 1 more >
*Action: = (C,D,N) Name:
Year: ____ Agency: ____ *SSN: _____

Trans  Trans  Quarter-1  Quarter-2  Quarter-3  Quarter-4
Type  Code   Seq  Employer Amt  Employer Amt  Employer Amt  Employer Amt
-----
1  Earngs
2  Tax
3  Tax
4  Tax
5  Tax
6  Tax
7
8
9
10

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                Left Right Quit
    
```

Your Action ...	System Response
8. Press F11 to access the fifth panel of this screen.	The fifth panel of this screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/18/2016
PHPQTD1D PHPQTD6M Maintain Quarter to Date File 9:30 AM
< 4 more
*Action: = (C,D,N) Name:
Year: ____ Agency: ____ *SSN: _____

Trans  Trans  Quarter-1  Quarter-2  Quarter-3  Quarter-4
Type  Code  Seq  Wage Base  Wage Base  Wage Base  Wage Base
-----
1 Earngs
2 Tax
3 Tax
4 Tax
5 Tax
6 Tax
7
8
9
10

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                Left Right Quit
    
```