

CU Time Collection

CU Time Collection Special Payroll Processing will be used by departments to enter earnings for off-cycle payroll. The offcycle payrolls will pay either with or the Friday after the Monthly payroll.

Special Processing Time collection will open at 9 am the day following the Monthly time collection close and will remain open until 12pm on the last Tuesday of the month. Payroll processing and confirm will complete Tuesday evening. The files will be sent to the bank and off-cycle pulls and reversals will be completed on Wednesday. Checks are issued the Friday on or after the regularly scheduled monthly pay date.

20	21	22	23	24
Markin Ladina March Hallan	Time Collection Close @ 5om		Properties MON PPE 01/31/14	
Martin Luther King Holday	MONI DOF 4/34	OC: Oneo Special Offende	Processing monthere unanter	Due Devell Deviates Devent
UCB, UCCS & SYS closed	MON PPE 1/31	oc. open openal oneyde		Run Payroll Register Report
UCD closures:		Time Collection		MON PPE 1/31 (Pay Day 1/31)
Administration Links ODEM		Time Collection Close @ 5pm	1	
Additional Colorest		BW/DDE 1/10	Manage	Deserving DW DDE 01/10/14
AMC School Colleges CLUSCU		Diffic Mo	Noon:	Processing BWPPE Virion4
DDC Schools/Colleges – OPEN	5:00 pm Auto-Termination			
	Process runs (by appt end dt)	Processing MON PPE 01/31/14	HRMS available for review or	
		1	inquiry only	
		Approval Deadline @ 5pm	and any any	
		Approval Dedulite be optim		
		 Position, Funding, Job Data 		
		BW PPE 1/18		1
27	28	29	30	31
				MON PAY DAY - PPE 1/31
Due Daural Desister Desert				(Dev ID 01/21/14
Run Payroll Register Report		Due to ES @ 10am		(Pay ID 01/31/14
BW PPE 1/18 (Pay Day 01/31)		 Check Stops 		
		 Advice Pulls 		BW PAY DAY – PPE 1/18
		Philipping Philipping		(Day 10 05/50/54)
		BW Pay Day 01/31		(Paylo Unioni)
	OC: Close Special Offcycle (OC)	MON Pay Day 1/31		
	Time Collection @ 12 N	OC Pay Day 1/31		OC Pay Day – PPE 01/30
	-			
	OC: ProcessinalConfirm Special			
	Official			
	Oncycle			

Create Off Cycle Batch

Navigation: Time Collection > Special Payroll Processing

Step 1: Click Batch Header Off Cycle.



Step 2: Click on the Add a New Value tab.

TE Header Off-Cycle

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an E	xisting Value Add a New Value	
Pay Group:	begins with 🔻	
Batch ID:	begins with 🔻	
Search	Clear Basic Search 🖷 Save Search Criteria	

Step 3: Enter a new Batch ID.

A batch ID must consist of three characters (letters and/or numbers). A new batch ID must be used for each batch created for the same pay group within the same pay period. Batch IDs can be reused in subsequent pay periods.

TE Header Off-Cycle

Find an Existing Value Add a New Value
Pay Group: MON Batch IL: LL1
Add

Step 4: Click Add. The Time Entry Header Page is displayed.

Company: CU University of Colora	0	Batch ID: LI	L1
Pay Group: MON Monthly Employee		Batch Source: 0	Online
Pay End Date: 12/27/2013	le Payroll		
Created By:	51000	Employee Serv	ices
Description:	Batch Totals		
12/27/130C - LL1	EE Count: 0	Pay Amt	\$0.00
One Time Payment Only? Load Data from Leave App	Addl Amt: \$0.0	0 Hours:	0.00
Batch Status	Approved Totals		
Open Approved Cancelled	EE Count: 0	Pay Amt	\$0.00
C Ready	Addl Amt: \$0.0	0 Hours:	0.00
Load Data from My.Leave for Departments: Department	Customize Find Vi	ew All 📜 🛛 First	◀ 1 of 1 🕨 Last

Save Notify

Enter a description that uniquely identifies the batch so that it can easily be referenced later when needed. Make sure the batch status is "Open" and then click "Save".

- Step 4: Once the batch has been created, navigate to the appropriate type of data to be entered in the Menu: Current Off Cycle Appointments or Expired Appointments.
- NOTE: Special Payroll Processing Batches will not load time data from My Leave.

Add EE Data – Current Appointment OC

Navigation: Time Collection > Special Payroll Processing

Step 1: Click EE Data – Current Off Cycle.



Step 2: Enter the Pay Group, Batch ID and employee ID number and/or department number> Click "Search".

EE Data - Current Appt. OC

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Exist	ting value	
Pay Group:	begins with 💌 MON	
Batch ID:	begins with 💌 LL1	Q
Department:	begins with 💌	Q
EmplID:	begins with 💌	
Empl Rcd Nbr:	=	
Name:	begins with 💌	
Last Name:	begins with 💌 %	
Search	Clear Basic Search 🗐 Save Search	ch Criteria

Step 3: Enter the correct earnings code for regular appointment wages (STH for students or REG for all other hourly paid employees). Use the Magnifying glass for available codes.

EmpliD: 123456 0 Emp, Name Pay A Active Job Code: 1310 Status: Rate: \$37.02 Position: 00700098 Customize Find View All Erst < 1 of 1 > La Customize Find View All First < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La Customize Find View All Erst < 1 of 1 > La	Company Pay Grou	CU Univ p: MON Mont	ersity of Colorado hly Employee	Batch ID: Pay End	LL5 Date: 11/2	Open 9/2013				
Rate: \$37.02 Position: 00700098 Sick: 156.00 Vacation: 172.07 Customize Customize Find View All First < 1 of 1 La Customize Find View All First < 1 of 1 La Code Hours Addl Amt Override Rate Speedtype Pay Amount 1 Q Image: Code Image: Code Image: Code Image: Code	EmplID: Pay Status:	123456 A Active	0 Emp, Nam Job Code: 1310	ie	Employee T C R Leave	E Status ancelled eady	□ Apj □ Pro	proved pcessed		
Customize Find View All I First I of 1 L *Earnings Hours Addl Amt Override Rate Speedtype Pay Amount 1 Q I Q I I	Rate:	\$37.02	Position:	00700098	Sick: 15	6.00 Vac	ation:	172.07	Load	Jata
+	* <u>Earr</u> <u>Code</u> 1 + _		Hours Addl An	nt Ove	<u>Customi</u> erride Rate	ze Find Vi	ew All	Pay Amount	1 of 1	

Save Notify

Look Up Earnings Code

Earnings Program ID:	FAC
Earnings Code:	begins with 💌
Look Up Clear	Cancel Basic Lookup
Search Peculte	

View All		First 🔳	1-37 of 37 🕟 Last
Earnings Code	Description	Payment Type	Hourly Rate Type
ADM	Administrative Leave	Hours Only	Annual Hrl
ATH	Athlethic Tickets-PBS Use Only	Amts Only	Annual Hrl
CAR	Auto Allowance -PBS Use Only	Amts Only	Annual Hrl
CRG	Contract	Amts Only	Annual Hrl
DK3	Furlough Leave	Either	Annual Hrl
DPS	Dependent Personal Service-NRA	Either	Annual Hrl

Step 4: Add rows using the "+" for each additional pay code.

Step 5: Click Save when finished.

Revised 1/2014

Add EE Data – Expired Appointment OC

Navigation: Time Collection > Special Payroll Processing

Step 1: Click EE Data - Expired App Off Cycle.

Use the same batch as for current employees.

Man Menu > Time Collection >		
💋 Special Payroll Processing		Edt Tipecial R
Special Payrol Processing		
Batch Header Off Cycle Batch Header Off Cycle	EE Data - Current Off Cycle EE Data - Current Appointment Off Cycle	EE Data - Expired App. OC EE Data - Expired Appointment Off Cyro
EE Data - One Time Payment OC EE Data - One Time Payment Off Cycle	EE Data - Entered in Batch OC EE Data - Entered in Batch Off Cycle	Approve Time Entry No OTP OC Approve Time Entry/No Off Cycle

Step 2: Enter the Pay Group, Batch ID and employee ID number and/or department number> Click "Search".

EE Data -	Current A	ppt. OC
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Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Exis	ting Value	
		_
Pay Group:	begins with 💌 MON	
Batch ID:	begins with 🗾 LL1	Q
Department:	begins with 💌	Q
EmplID:	begins with 💌	
Empl Rcd Nbr	=	
Name:	begins with 💌	
Last Name:	begins with 💌 %	

- Search Clear Basic Search 🗐 Save Search Criteria
- Step 3: Enter the correct earnings code for regular appointment wages (STH for students or REG for all other hourly paid employees). Use the Magnifying glass for available codes.

Time Entry Data

Company: CU University of Colorado Pay Group: MON Monthly Employee	Batch ID: LL5 Open Pay End Date: 11/29/2013
^{EmpIID:} 123456 0 Emp, Name	Employee TE Status
Pay T Terminated Job Code: 1306 Status:	Leave
Rate: Position: 00601082	Sick: 802.13 Vacation:
	Customize Find View All Here First I of 1 De Last
*Earnings Hours Addl Amt Over Rate	ride Speedtype Pay Amount
1 Q	Q (,
+ -	
Totals	

Step 4: Add rows using the "+" for each additional pay code.

Step 5: Click Save when finished.

Be sure to click "Save" after entering pay information for each employee.

Add EE Data – One Time Payment OC

One Time payments are used to pay wages that are not part of an employee's regular appointment and are entered into a "One Time Payments" batch.

Navigation: Time Collection > Special Payroll Processing

Step 1: Go to Batch Header Off Cycle.



Step 2: Create a new Batch ID for your One Time Payments.

Time Entry Header

Company: Pay Group:	CU MON	University of C Monthly Empl	Colorad oyee	D	Bato Bato	ch ID: L ch Source: C	L1 Online
Pay End Date: Created By:	12/27/2013 188553	3 🗹 (Lane, Lezlie	Off Cycl Karen	e Payroll	51000 E	Employee Sen	vices
One Time Off C One Time P Load Data f Batch Status © Open © Cancelle © Ready	Description: ycle 12/27/1 ayment Only rom Leave /	3 /? App Processed		Batch Totals EE Count: Addl Amt: Approved To EE Count: Addl Amt:	s 0 \$0.00 btals 0 \$0.00	Pay Amt Hours: Pay Amt Hours:	: \$0.00 0.00 : \$0.00 0.00
Load Data from Departments: Dep	My.Leave fo	r		<u>Customize</u> F	ind View A <u>Selected</u>	ll 📜 First	I of 1 🕨 Last

🖶 Save 🔄 Notify

- Step 3: Select the ☑ checkbox for One Time Payment Only. Enter a description that uniquely identifies the batch so that it can easily be referenced later when needed
- Step 4: Click Save.

Step 5: Go to EE Data – One Time Payment Off Cycle.



Step 6: Enter the correct earnings code for one-time payment and the payment amount. Use the Magnifying glass for available codes.

company:	CU Univer	sity of Colora	do	Batch ID:	LL1	Open		
ay Group:	MON Monthl	y Employee		Pay End D	ate: 12/2	7/2013		
mpliD:	1234560	Emp, N	lame		Employee ⁻ C (TE Status Cancelled	🗆 Арр	roved
Pay A Status:	Active	JOD CODE:	2260		C F Leave	Ready	□ Proc	cessed
Rate: \$	55.72	Position:	00684488		Sick:	602.50	Vacation:	354.88
				Custo	mize Find	View All	First	🖣 1 of 1 🕨
*Earning Code	s	Hours Ad	dl Amt O	verride Rate	Speedtyp	<u>e P</u>	ay Amount	
)					Q		+

Save & Return to Search + Previous in List + Next in List Notify

Look Up Earnings Code

Earnings Program ID:	EXP
Earnings Code:	begins with 💌

Look Up Clear Cancel Basic Lookup

Search Results

View All		First ∢	1-16 of 16 🕟 Last
Earnings Code	Description	Payment Type	Hourly Rate Type
ALW	Allowances - Uniforms	Amts Only	Annual Hrl
APF	Additional Pay Flat	Amts Only	Annual Hrl
AWR	Awards - Taxable	Amts Only	Annual Hrl
BEX	Business Expense-PBS Use Only	Amts Only	Annual Hrl
BON	Bonus	Amts Only	Annual Hrl
CTR	Other Contracts	Amts Only	Annual Hrl
HN1	Honorarium - One Time Pymt	Amts Only	Annual Hrl
INC	Incentive Pay	Amts Only	Annual Hrl
LEG	Med - Legal	Amts Only	Annual Hrl
MVN	Moving Expense - Non Taxable	Amts Only	Annual Hrl
MVT	Moving Expense - Taxable	Amts Only	Annual Hrl
REC	Recruitment Incentive Pay	Amts Only	Annual Hrl
REF	Referral Award	Amts Only	Annual Hrl
SEV	Severance	Amts Only	Annual Hrl
SP1	Stipend-Students except JC32xx	Amts Only	Annual Hrl
TPD	Temporary Pay Differential	Either	Annual Hrl

Step 7: Add rows using the "+" for each additional pay code.

Step 8: Click Save when finished.

Prepare Batches for Approval

Special Off Cycle batches require approval – same as the normal process.

Once all employees have been entered into the off cycle batches, each batch needs to be changed to "Ready" for approval. After saving the time entries entered for the last employee, and without cancelling out of the current page, navigate to the 'Batch Header' page.

Navigation: Time Collection > Special Payroll Processing

Step 1: Go to Batch Header Off Cycle.



Step 2: Change the 'Batch Status' from "Open" to "Ready" ...

Time Entry Heade	я. J				
Company:	CU	University of (Colorad	lo	
Pay Group:	y Group: MON Monthly Employee				
Pay End Date: 12/27/2013 Gff Cycle Payroll					
Created By:					
One Time Off C	Description: One Time Off Cycle 12/27/13				
Load Data f	ayment Only rom Leave A	/? \pp		Addl Amt:	
Batch Status				Approved T	
C Open C Cancelle Ready	ed 🗆	Approved Processed		EE Count: Addl Amt:	

Step 3: Click Save.

The Batch is now ready for approval.

Note: The time entry batch cannot be approved and will <u>not</u> be processed if left in "Open" status.

Cancelling a Batch

If an error is made and it is necessary to cancel the batch;

 Batch status should be changed to "Cancelled" and then click "Save". No approval is needed for a cancelled batch.

If the batch has already been approved;

 Have the approver unapprove the batch and then change the status from "Ready" to "Cancelled".

Approve Time Entry/No OTP Off Cycle

Time Collection Approval for off cycle is located in the Special Payroll Processing folder and follows the same rules as regular Time Collection.

Navigation: Time Collection > Special Payroll Processing

Step 1: Go to Approve Time Entry/No OTP Off Cycle.

Special Payroll Processing		Edt "Special
Special Payrol Processing		
Batch Header Off Cycle Batch Header Off Cycle	EE Data - Current Off Cycle EE Data - Current Appointment Off Cycle	EE Data - Expired App. OC TE Data - Expired App. OC
EE Data - One Time Payment OC EE Data - One Time Payment Off Cycle	CE Data - Entered in Batch OC EE Data - Entered in Batch Off Cycle	Approve Time Entry/No OTP OC Approve Time Entry/No Off Cycle
Approve One Time Payments OC		

Step 2: Select the ☑ checkbox next to Approved By.

Pay Group:	CU MON	University of Monthly Empl	Colorado Ioyee	C F	escription: Pay End Date	Another 11/29/2	r Test 2013
Batch ID:	LL5	Batch Sour	ce: Online	Batc	h Status: (Open	
Batch Added	By:		(I By:		
	Kare	en					
				Customize F	ind View All	🛗 Firs	st 🕙 1 of 1 🕨 La
E		<u>Name</u>		<u>#</u>	Hours A	ddl Amt	Pay Amount
💫 McMonag	le, Kevin			0	18.77	\$4,526.46	\$5,066.47
Batch	Ready Tot	als:	1 Employees	1	8.77 \$4,5	26.46 \$	5,066.47

Step 3: Click Save.

Approve One Time Payment Off Cycle

Time Collection Approval for off cycle is located in the Special Payroll Processing folder and follows the same rules as regular Time Collection One Time Payments.

Navigation: Time Collection > Special Payroll Processing

Step 1: Go to Approve One Time Payments Off Cycle.

Special Payroll Processing		
Batch Header Off Cycle Batch Header Off Cycle	EE Data - Current Off Cycle EE Data - Current Appointment Off Cycle	EE Data - Expired App. OC EE Data - Dxpired Appointment Off Cycle
EL Data - One Time Payment OC	EE Data - Entered in Batch OC EE Data - Entered in Batch Off Cycle	Approve Time Entryllio OTP OC Approve Time Entryllio Off Cycle
American One Time Payments Of		

Step 2: Select the I checkbox next to Approved By.

00	University of Col	orado	Des	cription:	One Tim	e Off Cycle	12/27/1
MON	Monthly Employe	e	Pay	End Date:	12/27/20	13	
LL1	Batch Source:	Online	Batch St	atus: Re	eady		
ly:			pproved By				
			Customize Fin	d View All	i 🔠 🛛 Firs	st 🔳 1 of 1	🕨 Last
	<u>Name</u>		#	Hours	Addl Amt	Pay Amou	nt
			0	0.00	\$0.00	\$0	.00 🗔
eady Totals	s: 0	Employees	0.0	0 \$	0.00	\$0.00	
pproved To	tals: 0	Employees	0.0	0 \$	0.00	\$0.00	
	MON LL1 ly:	MON Monthly Employe LL1 Batch Source: by: Mame eady Totals: 0	MON Monthly Employee LL1 Batch Source: Online by: Name eady Totals: 0 Employees	MON Monthly Employee Pay LL1 Batch Source: Online Batch Sol by: Image: Customize Fine Image: Customize Fine Mame # 0	MON Monthly Employee Pay End Date: LL1 Batch Source: Online Batch Status: Re ly: Image: Customize Find View All Image: Customize Find View All Mame # Hours 0 0.00	MON Monthly Employee Pay End Date: 12/27/20 LL1 Batch Source: Online Batch Status: Ready by: Image: Customize Find View All Image: First View All Image: Addit Amt First Mame Image: Addit Amt Image: Customize Find View All Image: Addit Amt Image: O 0 0.00 \$0.00 S0.00 Batch Status: 0 Employees 0.00 \$0.00	MON Monthly Employee Pay End Date: 12/27/2013 LL1 Batch Source: Online Batch Status: Ready hy: Image: Source: Find View All Image: Source: Image: Source: Image: Source: Image: Source: Image: Source: Image: Source: Image: Sou

Step 3: Click Save.

Time Entry Reports

The Time Entry reports available today may be used for the special off cycle payroll reporting.

Navigation: Time Collection > Time Entry Reports





Time Entry Rost	ier			
Run Control ID:	SPEC	Report Manager	Process Monitor	Run
Report Parame	ters			
*Pay Run ID:	0C123013 Q	Special Offcycle Monthly		
Department:	٩	(Leave blank for all departments)		

Step 2: When running reports for the special off cycle payrolls, the Pay Run IDs will begin with OC.

Off Cycle Time Entry FAQs

1. **Highlighted Fields Error** – When creating an Off Cycle Batch, the pay end date must be displayed.

Company: CU	University of Colorad	D	Batch	ID: 12	3
Pay Group: MON	Monthly Employee		Batch	Source: 0	Online
Pay End Date:	V Off Cycl	e Payroll			
Created By:			51000 En	nployee Servi	ces
Descrip	tion:	Batch Totals	5		
Off Cycle Batch		EE Count:	0	Pay Amt: \$0.00	
		Addl Amt:	\$0.00	Hours:	0.00
Batch Status		Approved To	otals		
Open Cancelled	Approved	EE Count:	0	Pay Amt:	\$0.00
© Ready	Processed	Addl Amt:	\$0.00	Hours:	0.00
.oad Data from My.Lea	ve for	Customize F	ind I View All I	First	of1 ▶ Last
epartments:					

If the date is not displayed as in this example, when the save button is selected, the following error will display.

Message fr	om webpage	X
	Highlighted fields are required. (15,30) Enter data into the highlighted fields.	
	ОК	

This indicates that the off cycle calendar is not available.

7	Time Entry Header					
	Company:	CU	University of Colorado	Ba	atch ID:	123
	Pay Group:	MON	Monthly Employee	Batch Source:		O Online
ĺ	Pay End Date:	I.	Off Cycle Payroll			
Ì	Created By:			51000	Employee Services	

2. Can changes still be made?

If a change needs to be made after approval, the process should be done in reverse:

- 1. Approver must unapprove the batch and save it.
- 2. Batch status is then changed from "Ready" to "Open".
- 3. Save and then navigate to appropriate data to be entered.
- 4. Make necessary changes and Save.
- 5. Mark batch as "Ready" and Save.
- 6. Save the batch reapproved and Save.

3. What if I enter/upload a batch after noon on the Tuesday close?

The Special Off Cycle payroll processes will close around 12pm. Messages on the pages will indicate when the processes are closed.

4. Will the Special Off Cycle Payroll process load time from My Leave?

No, this process will not allow time uploaded from My Leave.

5. Can a check that was pulled from the monthly on cycle payroll be entered in this process?

Yes, if it meets all of the normal payroll approval requirements. The regular hours or salary will need to be entered in a time entry batch for the employee.

6. Will benefits be processed for this payroll?

Yes, benefits will be processed as normal, based on the deduction requirements for each benefit. Deductions in arrears may be picked up in this payroll.

7. Will Leave Accruals update correctly for this payroll?

Yes, as long the employee is an eligible job code and active leave enrollment.

8. Can retro pay for Contracts be entered on this payroll?

Yes, enter the CRG and ENP through time collection.

If you miss the deadline for this special off cycle, the retro payments will need to be paid on the next on cycle payroll for CRG/ENP, go to ES > Forms > Retroactive Pay Due > Retroactive Pay Adjustment. Complete this form and forward to Employee Services.

9. Will Pay Advices for this off cycle be posted in the employee portal?

Yes, the Special Off Cycle Payroll advices will be displayed in Pay Advice.

10. Will checks and direct deposits be received on Friday?

Yes, checks should be received by Friday and direct deposits will be posted on Friday.

11. I missed the BW time collection. May I enter them into this cycle?

The Special cycle is for monthly paid employees only however, you may enter them as LTS in the next BW cycle.

12. What if the monthly salary changed in the middle of the month and I just entered and received approval now?

If it was done after the normal cycle, then yes, it can be entered, but you must prorate the change amount only. So if Joe's increase was \$200 effective 1/13/14. You'd take the \$200/23 working days times 15 days worked to get a total pay amount of \$130.44. The \$130.44 would be entered as RGS.

13. I have a VCT payout for a prior month. May I add this to this cycle?

Prior month VCT payments should be processed on the next regular cycle time collection.

14. What reports are available for me to validate my entries and the final results for this cycle?

You can run the Time Entry Report before it processes and the Time Entry Archived Report after it processes. You can also run the Payroll Register to confirm your employees pay for this cycle.

15. If regular pay is entered through normal time collection and then additional pay is entered through the special payroll process, how will duplicate benefit plan deductions be avoided?

The special payroll process will be monitored to avoid duplicate benefit deductions.

16. If the regular monthly paycheck does not include enough earnings to cover the benefit deductions, will the remaining balance be deducted from the special payroll cycle?

Yes

17. If an employee who is retiring has elected to tax defer their leave payout, should this be entered in regular time collection or the special time collection?

Leave payout should be entered in the regular time collection to ensure the retiree's leave is contributed correctly.

18. What will happen if the leave payout for an employee who is retiring is entered during the special time collection and the retiree has elected to tax defer the payout?

The amount the retiree has elected to tax defer may be deducted twice, once from the regular pay cycle and once from the special pay cycle.