

QSS/QCC Payroll Screen Maintenance

May 10, 2018

Table of Contents

Main Demographic Screen (MA)	1
W-4 Control Data Screen(W4)	2
Payroll Screen (PR)	6
Retirement Codes (AC-P-C Codes)	8 - 9
“Next Keys”	11
Deduction Frequency Codes	12
Health and Welfare Calculation Examples	14
Sample Payroll Screen	
Classified or PERS	
MA Main Demographic Screen	15 - 17
W4 Control Screen	18 – 22
PR Pay Lines	23 – 36
PD Deductions	37
Certificated or STRS	
PR Pay Lines	38 - 43

District: XX

SISKIYOU COUNTY OFFICE OF ED

QSS/OASIS

Employee Maintenance

Mode: Change

SSN: ___-___-_____

Sc: MA Main demographic

Next Screen:

	Titl Last name	First name	I.
=> Name:	[Redacted]		

Addresses	Mail:	Add:	[Redacted]	Restrict:	[Redacted]
		City:	[Redacted]	State:	[Redacted]
	Resident:	Add:	[Redacted]	Zip:	[Redacted]
		City:	_____	State:	___
				Zip:	_____

Phones	Home:	(___) ___-___	Restrict:	___
	Work:	(___) ___-___	Extension:	_____

Emp Dates	Hire:	[Redacted]	Rehire:		Birth:	[Redacted]	TB Exp:	___/___/___
		Long base:		Ann. base:	07/01/2000	Ev due:		

Employee type:	[Redacted]	Sex:	[Redacted]	# of Dependents:	
Ethnic:	[Redacted]	Handicapped:		Veteran:	
Language:		Loyalty:		Barg Unit:	[Redacted] (Dist
Citizenship:	US USA	Fringe:		Report code:	[Redacted] (Dist

Employee type

#	Code	Description	#	Code/Description
1)	AD	Administration	14)	CM Classified, Management
2)	BM	Board Member	15)	CO Classified, Other
3)	DA	Certificated	16)	SC Classified, Substitute
4)	DC	Certificated, Categorical	17)	CS Classified, Summer
5)	DM	Certificated, Management	18)	CT Classified Temporary
6)	DO	Certificated, Other	19)	RE Retiree
7)	DR	Certificated ROP	20)	PU Student
8)	SD	Certificated Substitute		
9)	DS	Certificated, Summer		
10)	DT	Certificated, Temporary		
11)	CA	Classified		
12)	CD	Classified, Categorical		
13)	CD	Classified, Confidential		

District: XX
WQSS/OASIS

SISKIYOU COUNTY OFFICE OF ED

Employee Maintenance

Mode:

Change

SSN: ___ - ___ - _____

Sc: W4 W4/Control

data

Next screen:

Information		W-4		Special Tax Rules		Additional DS	
	Status	Exemptions	Tax-CC	EX			
=>	Federal: <input type="text"/>	<input type="text"/> -	<input type="text"/> 00	<input type="text"/>			
	State: <input type="text"/>	<input type="text"/> -	<input type="text"/> 05	<input type="text"/>			
	County: <input type="text"/>	-					
	City: <input type="text"/>	-					
	Local: <input type="text"/>	-					
Control Information							
	Pay check sort: <input type="text"/> ?	Sort Location)					
	Alt. check sort: 0000						
	Pay code: <input type="text"/> ?	(Pay Code)Ret(or Primary RS): <input type="text"/> ?				Ret Code: <input type="text"/>	
	Pay schedule: <input type="text"/> ?	(Pay Schedule)				Cy: MONTHLY	
	Statutory ded: <input type="text"/> ?					Sub: 0	
	SUI: <input type="text"/> ?	Fica group: ___		EIC:			
	Retirement rate: <input type="text"/>	Member ID: ___					
	Control group: <input type="text"/>						
	User defined (1): <input type="text"/>	(2): <input type="text"/>	(3): <input type="text"/>	(4): <input type="text"/>	(5): <input type="text"/>		

W-4 Screen

Pay Check Sort:

4 digit location code defined with Location in Update Pay Location (0000 = no alternate check location)

Alternate Ck Sort:

Same as above, only used on particular payroll

Pay Code: 2 digit Pay Code defined with Update Per/Pay Master Files

00	No Code	06	Short Term Hire
01	Certificated EOM Payroll	07	Board Members
02	Classified EOM Payroll	09	Hand Warrants
03	Certificated 10 th of Month	10	Layoff/Leave
05	Students	81	Retirees

Ret: Retirement System from Retirement System Master File (PEPRA – Employees hired into a PERS/STRS position for the first time hired January 1, 2013 or later)

01	STRS	07	Non-Member PERS
02	PERS	11	STRS - PEPRA
03	STRS Retired	12	PERS - PEPRA
04	PERS Retired	15	Non-Member (Subject to PEPRA)
05	Non-Members	16	Non-Member (STRS – PEPRA)
06	Non-Member (STRS)	17	Non-Member (PERS – PEPRA)

Ret. Code: (Retirement Codes) (Feeds AC portion of AC-P-C Code on PR Screen)

P E R S

00	Non-FICA PERS (SCOE only)
05	Flat 7% (See below)
08	FICA + PERS
99	Non Members

S T R S

36	Reduced Load
54	Substitute
55	Hourly/Daily
56	Sabbatical
57	Salaried
59	Summer School
61	Retired Teacher

Pay Schedule:

1	EOM10B	10 Month Employee, 10 Checks, 12 Benefits
2	EOM10	10 Month Employee, 10 Checks, No Benefits

3	EOM10D	10 Month Employee, 12 Checks, (10 Regular, 2 Deferred Payroll Warrants) with Benefits
4	SUPP	10 th of Month Supplemental Payroll
5	EOM11B	11 Month Employee, 11 Checks, 12 Months Benefits
6	EOM11	11 Month Employee, 11 Checks, No Benefits
7	EOM11D	11 Month Employee, 12 Checks, 12 Months Benefits
8	EOM12	12 Month Employee, 12 Checks
9	BEN12	12 Month Board or Retiree

Cycle: Monthly (see pg 7-18)

Statutory Ded: 6 Character Statutory Deduction Profile Code (See District summary of unique (linked) allowable STAT DED Profiles) (Not all districts have all Statutory Deduction profiles.)

Note: SDI codes are available only to Grenada Elementary

Notes: STRO=Non Creditable
 PERS Modified=PERS+FICA
 Deferred=Tax Sheltered Retirement
 Pick Up=Tax Sheltered Retirement

1	DOMEST	Domestic Partner Benefits
2	FRFICA	Fringe FICA
3	FRMED	Fringe Medicare
4	FRINGE	Imputed Gross SIT
5	%TFPDX	Sup Tax, FICA, PERS Mod, SDI + Tax Deferred PERS
6	%TFPD	Sup Tax, FICA, PERS Mod, SDI + Tax Deferred PERS
7	%TFP	Sup Tax, FICA, PERS Modified + Tax Deferred PERS
8	%TU	Sup Tax, PERS Unmodified
9	%TFRX	Sup Tx. SS. STRO Deferred
10	%TMRD	Sup Tax, Medi, STRS Rept, SDI + Tax Deferred STRS
11	%TMRX	Sup Tax, Medi, STRO Deferred + Tax Deferred STRS
12	%TRD	Sup Tax, SDI, Rept STRS + Tax Deferred
13	%TSD	Sup Taxes, STRS, SDI
14	%T	Sup Tax Only
15	%TF	Sup Tax, FICA
16	%TFD	Sup Tax, FICA, SDI,
17	%TFR	Sup Tax, FICA, STRO
18	%TM	Sup Tax, Medicare
19	%TMD	Sup Tax, Medicare, SDI
20	%TMS	Sup Tax, Medicare, STRS + Tax Deferred STRS
21	%TMSX	Sup Tax, Medicare, STRS Non-Tax Deferred
22	%TD	Sup Tax, SDI
23	%TS	Sup Tax, STRS +Tax Deferred
24	%TFUD	Sup Tax, FICA, UNM. PERS, SSDI

25	%TSX	Sup Tax, STRS
26	%TFPX	Sup Tax, FICA, PERS Mod, No PU
27	%TMR	Sup Tax, Medicare STRO
28	%TR	Sup Tax, STRO
29	%TFDR	Sup Taxes, FICA, SDI, STRO
30	%TMSD	Sup Taxes, Medicare, STRS, SDI +Tax Deferred
31	%TRX	Sup Taxes. STRP 01
32	TFPX	Taxes, FICA, PERS Mod. No Pickup
33	TMUB	Taxes, Medi, Unmod PERS Surv Benefit
34	TMRD	Taxes, Medicare, STRO, SDI
35	T	Taxes Only
36	TF	Taxes, FICA
37	TFPD	Taxes, FICA, PERS Modified + Tax Deferred
38	TFPDX	Taxes, Fica, PERS Mod, SDI
39	TFP	Taxes, FICA, PERS Modified + Tax Deferred
40	TFD	Taxes, FICA, SDI
41	TFR	Taxes, FICA, STRO
42	TM	Taxes, Medicare
43	TMD	Taxes, Medicare, SDI
44	TMR	Taxes, Medicare, STRO + Tax Deferred
45	TMS	Taxes, Medicare, STRS + Tax Deferred
46	TMSD	Taxes, Medicare, STRS, SDI
47	TMSX	Taxes, Medicare, STRS Non Tax Defer
48	TUB	Taxes, PERS Unmodified, Survivor Benefit
49	TD	Taxes, SDI
50	TR	Taxes, STRO
51	TRX	Taxes, STRO, Deferred
52	TS	Taxes, STRS + Tax Deferred
53	TSX	Taxes, STRS Non-Tax Deferred
54	TSD	Taxes, STRS, SDI
55	TFDR	Taxes, FICA, SDI, STRO + Tax Deferred
56	TFU	Taxes, FICA, Unmodified PERS
57	TMRX	Taxes, Medi, STRO's Non-Defe
58	TFUD	Taxes, OASDI, Unmodified PERS
59	TDR	Taxes, SDI, STRO
60	TSA	TSA FIT SIT
61	WCPDX	Workers Comp, PERS, SDI
62	WCPD	Workers Comp, PERS, SDI + Tax Deferred
63	WC	Workers Comp (Non RPT FIT/SIT)
64	WCPX	Workers Comp, PERS Modified No Pickup
65	WCR	W/Comp, STR Reportable-Non
66	WCP	Workers Comp, PERS Modified + Tax Deferred
67	WCUB	Workers Comp, PERS Unmodified, Surv Benefit
68	WCD	Workers Comp, SDI (Non RPT FIT/SIT)
69	WCS	Workers Comp, STRS + Tax Deferred

70 WCSX Workers Comp, STRS Non Tax Deferred

District: 38 SISKIYOU COUNTY OFFICE OF ED
 QSS/OASIS

Employee Maintenance

Mode:

Change

SSN: _____

Sc: PR

Payroll pay line

NS: Yr: XX

Pay line # 1 / 1

(1)

Posit#	D	Rate	Units	RTS	Ex-Gross	Type	St-Ded	SP	EP	Ret.	Base	AC-P-C
WSC												
000000					(Calculated)	?		-				
adj>												
Name		Py-Sch	SBF	Start	End	User	Ann	Contract	FTD			
Paid										.00/		
0.00												
Ln	Prcnt	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	SBT*	Ex-Gross	FTD
Paid												
1										No used	(Calculated)	
2											(Calculated)	
3											(Calculated)	
100.00%										** Totals **	(Totals)	

*Benefit Adj required for some pay lines

DS Code	Deduction Name	Employee	Employer	TFSv	Balance*	Limit*
? ?	(From Code)					
	(From Code)					
	(From Code)					
	(From Code)					
	(From Code)					
	(From Code)					
	(From Code)					

*Required for some deductions

Required Fields

Items in Bold are extracted from W-4 Screen

P/R Screen

Rate: Lump, hourly, or daily rate

Units: Number of units worked

RTS
 RT Rate Types
 H- Hourly (employee paid by the hour, hours filled in before each payroll)
 HF- Hours Frozen (number of hours worked remains in the Units field until changed)
 D- Daily (employee paid by the day, days filled in before each payroll)
 DF- Daily Frozen (number of days in the units field remains the same until changed)
 L- Lump sum payment per pay period (such as regular salary)
 LZ- Lump sum payment (Zero units after a single payment, one-time lump sum such as a bonus or extra per diem days. Units field is cleared after payroll.)
 S Split
 P- Blank or P to split pay line's salary over financial accounts by percentage
 U- Units (split out by units worked for hourly or daily pay lines) (Page 7-32)

Type Four character pay types:

1	ARR	Arrears (Prior Period)	ARREARS
2	AUTO	Automobile Allowance	AUTO ALL
3	FONE	Cell Phone Allowance	PHONE
4	COA	Coaching Pay	COACH
5	DIFF	Differential	DIFF
6	XSER	Extra Service	XSER
7	MNTR	Mentor Pay	MENTOR
8	MILE	Mileage Paid on Payroll	MILEAGE
9	NML	Normal Pay	NML
10	OUTC	Out of Class Work	OUT CLAS
11	OT2	Overtime at 2 Times Reg. Pay	OT - 2X
12	OT1	Overtime Pay at 1.5 X Reg. Pay	OT - 1.5
13	DOCK	Reduction in Pay	DOCK PAY
14	OT	Reg Pay hours Above Reg<8	OT
15	RET	Retro Pay	RET PAY
16	SLV	Sick Leave Pay	SICK PAY
17	STIP	Stipend	STIPEND
18	SUB	Substitute Pay	SUB
19	SUM	Summer Pay	SUMMER
20	SUP	Supplemental Pay	SUP PAY
21	VAC	Vacation Pay	VAC PAY
22	WCMP	Workers Comp. Rebate	W/C REB.

- St-Ded: STAT DED Profile 6 character profile code (Statutory Deduction Profile-see W-4 screen instructions for listing.)
- SP-EP Start/End Pay Period: Blank to use the Pay Line during all pay periods in fiscal year. Enter 2 digit code that specifies Payroll Number. (To use for part of a fiscal year, type the starting pay period (SP) and ending pay period (even if they are both the same).)
- Ret. Base: Retirement Base: Basis for calculating the employee's credit toward retirement. This can differ from the Ex-Gross. (10mo/12 classified with HF = Ex-Gross x 12/10)
- AC-P-C: Retirement Edit consists of: AC-Account Code; P-Pay Code; C-Contribution Code

Retirement Codes (AC-P-C)

P E R S					
Account Code		Pay Code		Contribution Code	
FICA + PERS	08	Monthly	1	Normal	1
Non-Members	99	Hourly	4	Prior Period Earnings Adjustment	3
		Daily	8	Retro Adjustment	5
				Not Subject and Overtime	9

Common PERS AC-P-C Codes

	Current	Arrears	Retro	Ret Base
Monthly Contract	08-1-1	08-1-3	08-1-5	Monthly
Hourly	08-4-1	08-4-3	08-4-5	Hourly
Daily	08-8-1			Daily
Retired Hourly	08-4-9			Hourly
Not Creditable	08-x-9			
Non Member	99-4-1			Hourly

S T R S					
Account Code		Pay Code		Contribution Code	
Reduced Workload	36	Annual	0	Normal	1
Substitute	54	12 Payments	1	Prior Period Earnings Adjustment	3
Hourly/Daily	55	11 Payments	2	Retro Adjustment	5
Salaried	57	10 Payments	3	Special Comp	6
Retired Teacher	61	Hourly	4		
		Daily	8		

Common STRS AC-P-C Codes

	Current	Arrears	Retro	Ret Base
10 Month	57-3-1	57-3-3	57-3-5	Monthly
11 Month	57-2-1	57-2-3	57-2-5	Monthly
12 Month	57-1-1	57-1-3	57-1-5	Monthly
Special Comp	57-0-6	57-0-6	57-0-6	Rate = Ret Base Always
Special Comp (PERPA)	72-0-6	New PERPA Members (Ret System 11)		
Substitutes – STRS Member	54-0-1	54-0-3	54-0-5	Annual
Part Time/Adult Ed	55-0-1	55-0-3	55-0-5	Annual

WSC: See PERS Manual for more information (typically blank)

Adj>: Type a plus or minus sign in the D field next the the adj? To create a **one-time** adjustment. Fill in the Rate, Units and RTS and press enter. The remainder is automatically completed (page 7-34).

Py-Sch: Type 6 character Pay Schedule code defined with Update Per/Pay Chart of Codes. (See W4 screen instructions for listing). Draws from W4 screen unless a different Schedule is entered.

S: State Unemployment Insurance (SUI) flag.
0 = Exempt
1 = Regular

B: Health and Welfare Benefits
 Blank - Pay benefits on the Pay Line
 X - Exclude benefits on the NML Pay Line (Exclude this Pay Line from the cost distribution of employer-paid Health and Welfare benefits) (Rarely used)

F: Blank for California

Start/End: ***For Retroactive or Arrears Pay Only.***

User: Leave blank

Ann. Contract:
 Annual Salary for the Pay Line (From Position Control)

FTD Paid: Fiscal year-to-date amount paid.

Pay Line
 Window: Financial Account Lines
 (Add/Change/Delete)

Ln: Screen displays 3 financial account lines at a time. To scroll through use <Next Window> until the arrow points to Line 1 of account lines.
 Press <Page Forward> to go through the next page.
 Display loops back to line 1

Percent/Units: Split flag (S in the RTS field) control percentage or units for each financial account line.

SBF: Leave blank to use the SBF flags for the entire Pay Line. To set flags to control individual financial accounts, type one or more of the SBT flags. (Rarely used, see page 7-39 through 7-40).

Ex-Gross: Recalculates the extended gross when you press <Enter>.

FTD Paid: Recalculates the FTD amounts.

Totals: Displays after pressing <Enter>.

Pay Line Function Keys:

Tier	F1	F2	F3	F4	F5	F6	F7	F8
1	Select Employee	Deduct Window	W4/Ded Toggle	Next Window	Next Keys	Page Forward	Update Payroll	Return to Menu
2	Start Over	Print Screen	Next Keys	Next Window	Page Backward	Page Forward	Update Payroll	Return to Menu
3	Start Over	Load Pos-Ctrl	Add Pay Line	Next Window	Next Keys	Page Forward	Update Payroll	Return to Menu

Tier	F1	F2	F3	F4	F5	F6	F7	F8
4	Start Over	Load Pos-Ctrl	Pg-Back Deduct.	Pg-Forwd Deduct	Next Keys	Page Forward	Update Payroll	Return to Menu

Deduction

Window: Press <Next Keys> until function key 2 reads <Deduct Window>. Press <Deduct Window> You can then Add/Change/Delete deductions.

DS: Type 2 digit Vol-Ded Frequency Code (See next page)

Code: Type the Pay Deduction Code. The Deduction Name displays after you press <ENTER>. (See Vol Ded Codes or press “?”)

Employee/

Employer: Enter the Employee and Employer contribution.

TFS: (Pages 7-55 through 7-56)

Transaction Code:	Blank	Dollar amounts
	B	Declining Balance (employer field blank)
	P	Percent
	M	Minimum amount on NML lines
	X	Maximum amount on NML lines
	C	CSEA

ALL DEDUCTION FREQUENCY CODES

NUMBER	NAME	ABBREV	CYCLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
10	SEPT - JUNE	10MONTH-10WARRANTS	SEPT-JUN	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N
11	AUG - JUNE	11MONTH-11WARRANTS	AUG-JUNE	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N
12	JULY - JUNE	12MONTH-12WARRANTS	JUL - JUNE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N
20	DEFER 10MO/12WARRANTS	SEPT-JUN	DF SE/JU	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N
21	DEFER 11MO/12WARRANTS	AUG-JUNE	DF AU/JU	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N
22	JULY & AUGUST ONLY	JULY-AUG		Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
47	SIX MONTHS - SEPT TO FEB	SEPT-FEB		N	N	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
48	6 MONTHS - MARCH THRU AUGUST	MAR-AUG		Y	Y	N	N	N	N	N	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
49	Oct. - June 9 MONTH 9 WARRANTS	Oct-June		N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
99	ALL PAYROLLS	ALL PR's		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
01	One-Time Only																												

Notes:

Payroll Prelist

Title: Anything you want

Year: XX

Payroll Name: REG (Regular Payroll) SUPP (Supplemental Payroll)

Date (on checks): XX/XX/1X XX/10/1X

Period End

(last day of month): XX/31/1X XX/31/1X

Supplemental Payroll-Be sure the PR screen has:

Type consistent with what is actually being paid (Arrears, Stipend, Supplemental, Summer).

Pay Schedule - SUPMNT

F6 - Page forward to add a pay line

Health and Welfare Calculation Examples

Note: Assumes a \$750.00 per month premium in all examples

% Employee	Months receiving a check	Percent District Paid	Cap	DS (Deduction Schedule or Frequency)	Vol Ded	Employee Deduction	District Charge	Calculation
100%	12	100%	No	12	XXXX	-0-	750.00	
75%	10	75%	No	10 12	XXXX XXXX	225.00 -0-	-0- 562.50	$750.00 \times 25\% = 187.50 \times 12/10 = 225.00$ $750.00 \times 75\% = 562.50$
100%	12	100% of cap	500.00	12	XXXX	250.00	500.00	$750.00 - 500.00 = 250.00$
100%	10	100% of cap	500.00	10 12	XXXX XXXX	300.00 -0-	-0- 500.00	$250.00 \times 12/10 = 300.00$
75%	12	100% of cap	500.00	12 12	XXXX XXXX	375.00	375.00	$500.00 \times 25\% = 125.00 + \mathbf{250.00^*} = 375.00$ $500.00 \times 75\% = 375.00$
75%	10	75% of cap	500.00	10 12	XXXX XXXX	450.00	375.00	$500.00 \times 25\% = 125.00 + \mathbf{250.00^*} = 375.00$ $375.00 \times 12/10 = 450.00$ $500.00 \times 75\% = 375.00$

* Amount Over Cap

