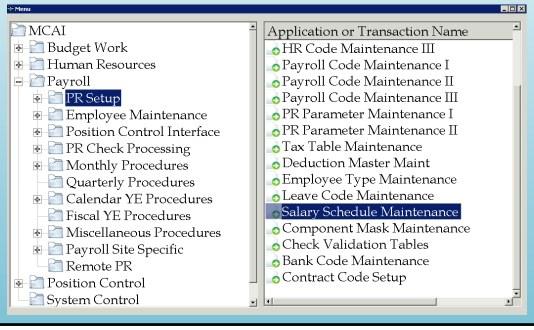
Utilizing Technology
-
Helpful Features in Nextgen

Topics to Cover:

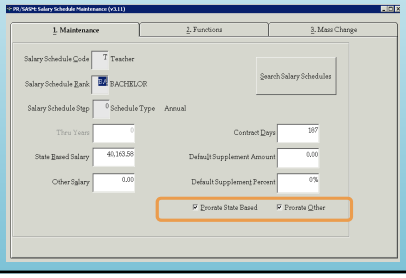
- Salary Schedules
  - Prorating schedules
  - Increasing salary amounts
  - Changing contract days
- Resetting Payroll Variables
  - Salary pay periods
  - Contract days
  - Mandatory deductions included
- Calculating Contract Payoff
- Deduction Adjustment Module
- Salary Transfer
- Leave Adjustment to History
- Prior Period Comparison Report

Updating Salary Schedule

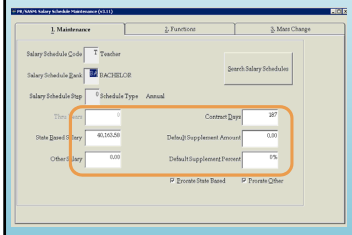


Prorating Salary Schedule

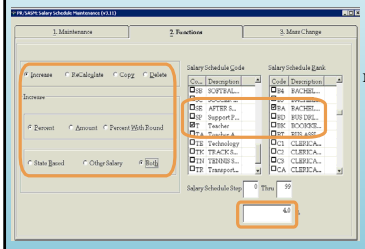
- One salary schedule for multiple employee types
- No manual salary calculation for late hire / mid year termination



Updating Salary Schedule

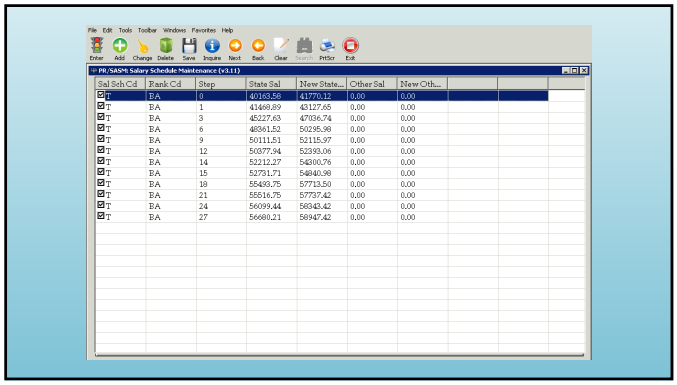


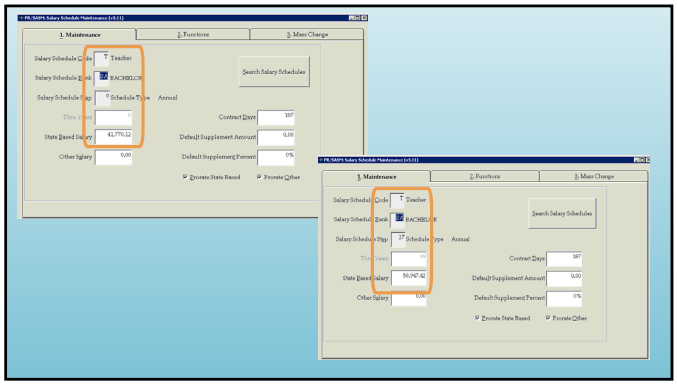
- Make manual changes to individual schedules
  - Break out salary between state and local
  - Change one or both parts of salary
  - Change contract days for specific schedule
  - Choose to prorate

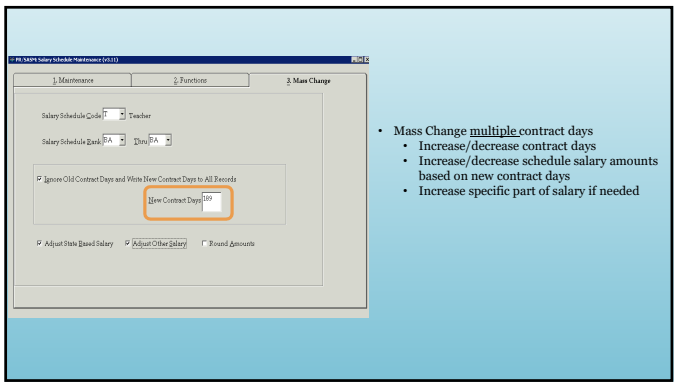


Mass Change multiple schedules

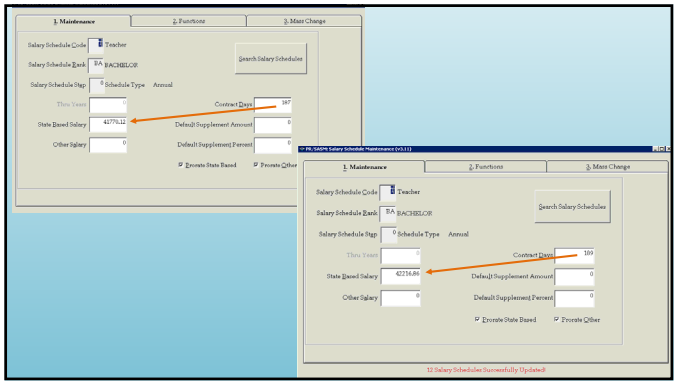
- Increase complete schedules based on SS Code and rank
- Increase by percentage or amount
- Increase specific part of salary if needed
- Can decrease amount by using a negative (-) factor



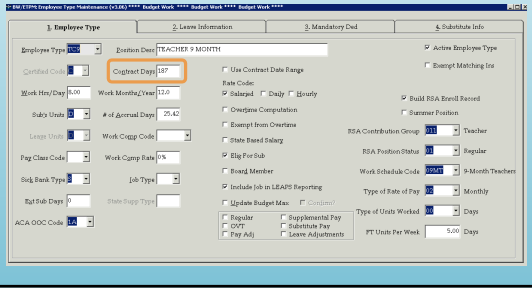




- Mass Change multiple contract days
  - Increase/decrease contract days
  - Increase/decrease schedule salary amounts based on new contract days
  - Increase specific part of salary if needed



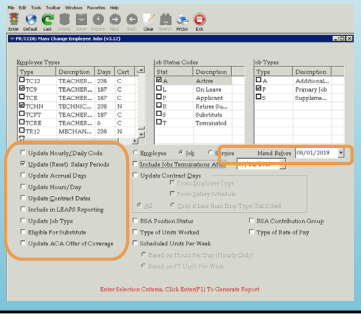
Employee Type Maintenance

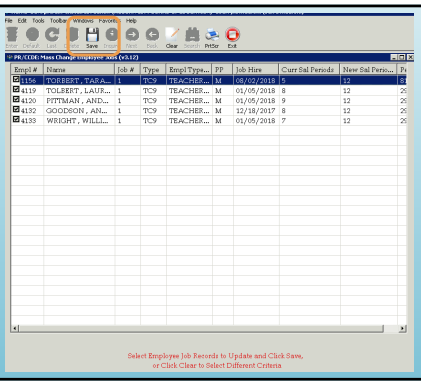


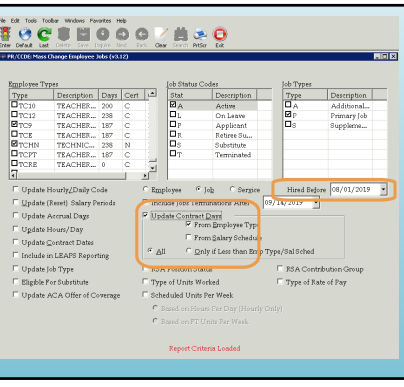
Resetting Payroll Variables

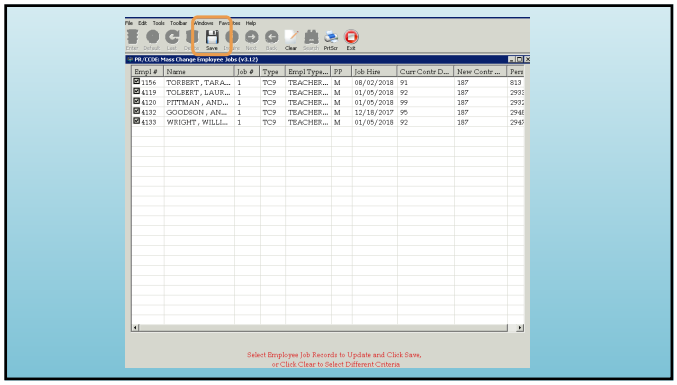
- Salary pay periods
  - Reset 13 check option or late hire periods to 12
- Contract Days
  - Reset prorated contracts days to employee type contract days

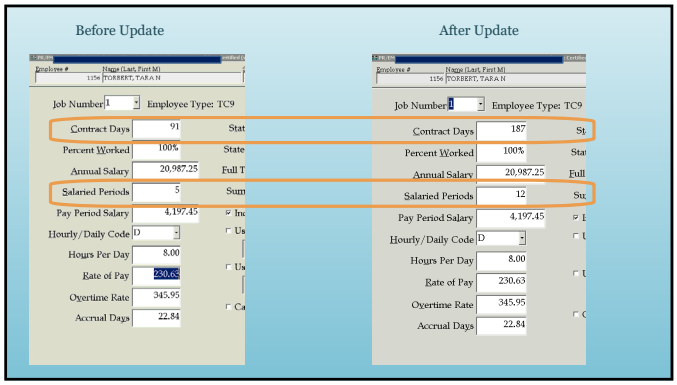
Mass Change Employee Jobs

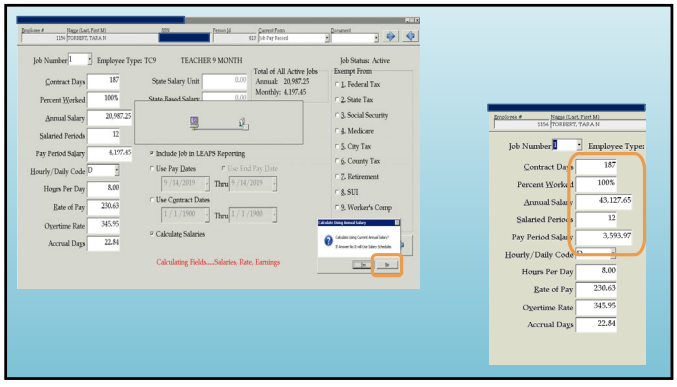







Select Employee Job Records to Update and Click Save,
or Click Clear to Select Different Criteria


Before Update
After Update
Job Number 1
Employee Type: TC9
Contract Days 91
Percent Worked 100%
Annual Salary 20,987.25
Salaried Periods 5
Pay Period Salary 4,197.45
Hourly/Daily Code D
Hours Per Day 8.00
Rate of Pay 230.63
Overtime Rate 345.95
Accrual Days 22.84
Contract Days 187
Percent Worked 100%
Annual Salary 20,987.25
Salaried Periods 12
Pay Period Salary 4,197.45
Hourly/Daily Code D
Hours Per Day 8.00
Rate of Pay 230.63
Overtime Rate 345.95
Accrual Days 22.84

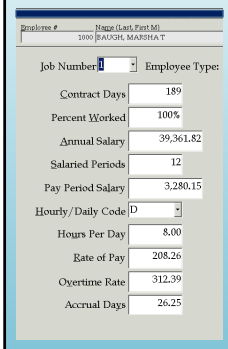

Job Number 1
Employee Type: TC9
TEACHER 9 MONTH
Job Status: Active
Contract Days 187
Percent Worked 100%
Annual Salary 20,987.25
Salaried Periods 12
Pay Period Salary 4,197.45
Hourly/Daily Code D
Hours Per Day 8.00
Rate of Pay 230.63
Overtime Rate 345.95
Accrual Days 22.84
Calculating Fields....Salaries, Rate, Earnings
Job Number 1
Employee Type:
Contract Days 187
Percent Worked 100%
Annual Salary 43,127.65
Salaried Periods 12
Pay Period Salary 3,593.97
Hourly/Daily Code
Hours Per Day 8.00
Rate of Pay 230.63
Overtime Rate 345.95
Accrual Days 22.84

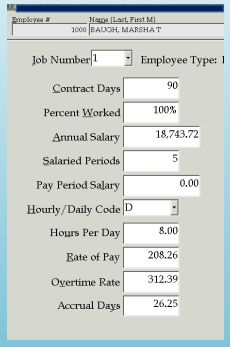
Helpful Features

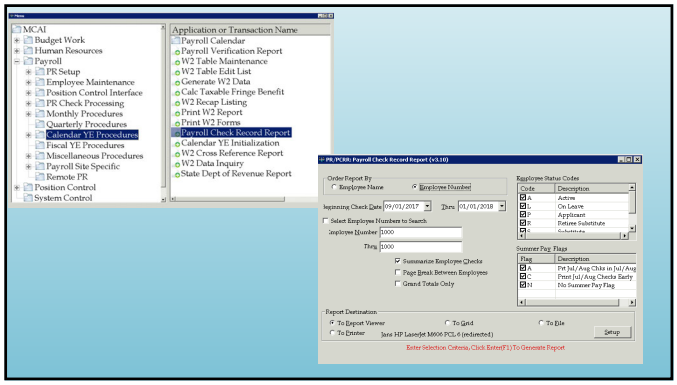
- Contract Payoff
- Deduction Adjustment Module
- Salary Transfer
- Leave Adjustments to History
- Prior Period Comparison Report

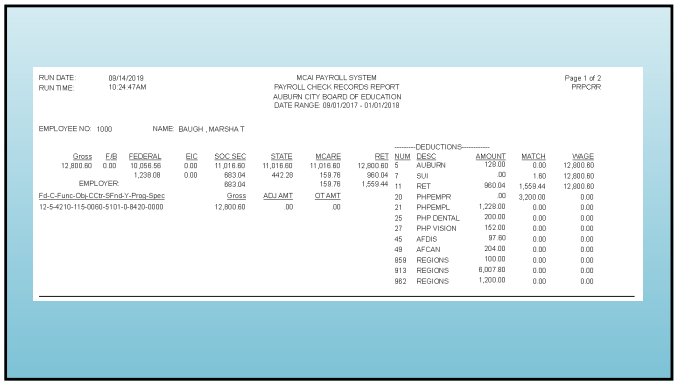
Contract Payoff

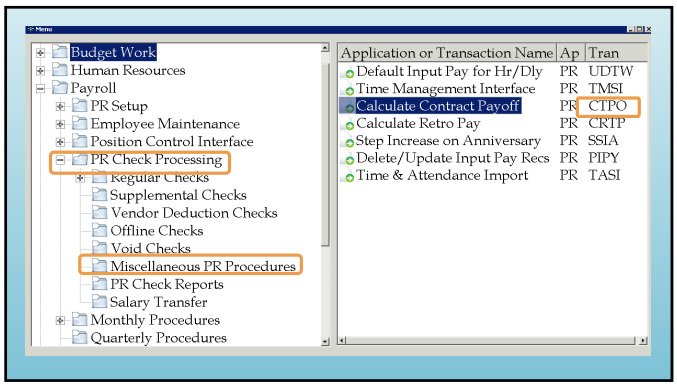
- Change contract days under Employee Pay Data
- Change to Pay Period Salary to "0.00" under Employee Pay Data
- Run Payroll Check Record Report for total paid to date
- Check Job Leave/Fringe information for any days owed to the Sick Leave Bank
- Complete Calculating Contract Payoff (PR/CTPO) with requested data
- Contract Payoff will post as a Pay Adjustment into Input Pay

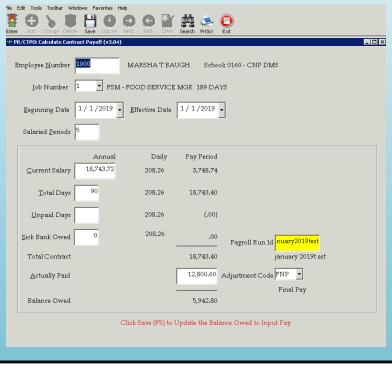




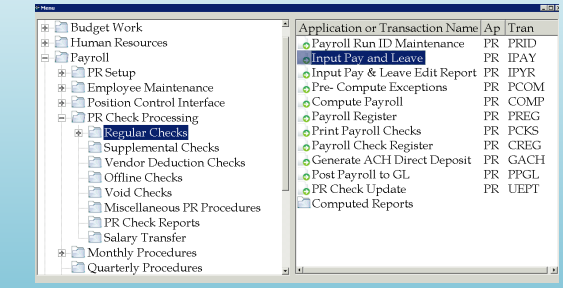

MCAI
Budget Work
Human Resources
Payroll
PR Setup
Employee Maintenance
Position Control Interface
PR Check Processing
Monthly Procedures
Quarterly Procedures
Calendar YE Procedures
Fiscal YE Procedures
Miscellaneous Procedures
Payroll Site Specific
Remote PR
Position Control
System Control
Application or Transaction Name
Payroll Calendar
Payroll Verification Report
W2 Table Maintenance
W2 Table Edit List
Generate W2 Data
Calc Taxable Fringe Benefit
W2 Recap Listing
Print W2 Report
Print W2 Forms
Payroll Check Record Report
Calendar YE Initialization
W2 Cross Reference Report
W2 Data Inquiry
State Dept of Revenue Report
PR/PCRR: Payroll Check Record Report (v3.10)
Order Report By
Employee Name
Employee Number
Beginning Check Date 09/01/2017
Thru 01/01/2018
Select Employee Numbers to Search
Employee Number 1000
Thru 1000
Summarize Employee Checks
Page Break Between Employees
Grand Totals Only
Employee Status Codes
Code
Description
A Active
L On Leave
P Applicant
R Retiree Substitute
Summer Pay Flags
Flag
Description
A Prt Jul/Aug Chks in Jul/Aug
J Print Jul/Aug Checks Early
N No Summer Pay Flag
Report Destination
To Export Viewer
To Grid
To File
To Printer
Setup
Enter Selection Criteria, Click Enter(F1) To Generate Report

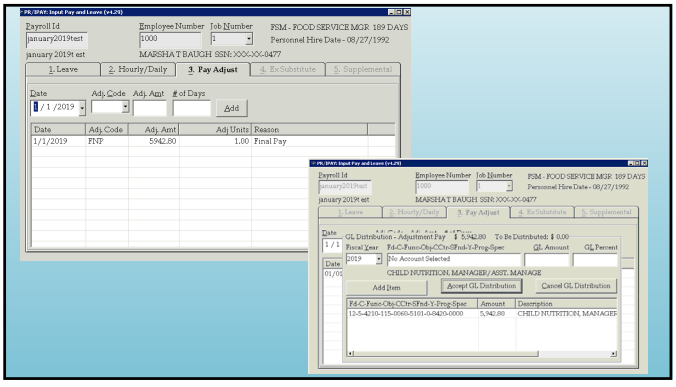

RUN DATE: 09/14/2019
RUN TIME: 10:24:47AM
MCAI PAYROLL SYSTEM
PAYROLL CHECK RECORDS REPORT
AUBURN CITY BOARD OF EDUCATION
DATE RANGE: 09/01/2017 - 01/01/2018
Page 1 of 2
PRPCRR
EMPLOYEE NO: 1000
NAME: BAUGH , MARSHA T
Gross F/B FEDERAL EIC SOC SEC STATE MCARE RET
12,800.60 0.00 10,056.56 0.00 11,016.60 11,016.60 11,016.60 12,800.60
1,238.08 0.00 863.04 442.28 159.76 960.04
EMPLOYER: 863.04 159.76 1,559.44
Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec Gross ADJ AMT OT AMT
12-5-4210-115-0060-5101-0-8420-0000 12,800.60 .00 .00
-------DEDUCTIONS---------
NUM DESC AMOUNT MATCH WAGE
5 AUBURN 128.00 0.00 12,800.60
7 SUI .00 1.80 12,800.60
11 RET 960.04 1,559.44 12,800.60
20 PHPEMPR .00 3,200.00 0.00
21 PHPEMPL 1,228.00 0.00 0.00
25 PHP DENTAL 200.00 0.00 0.00
27 PHP VISION 152.00 0.00 0.00
45 AFDIS 97.80 0.00 0.00
49 AFCAN 204.00 0.00 0.00
859 REGIONS 100.00 0.00 0.00
813 REGIONS 6,007.80 0.00 0.00
982 REGIONS 1,200.00 0.00 0.00


Menu
Budget Work
Human Resources
Payroll
PR Setup
Employee Maintenance
Position Control Interface
PR Check Processing
Regular Checks
Supplemental Checks
Vendor Deduction Checks
Offline Checks
Void Checks
Miscellaneous PR Procedures
PR Check Reports
Salary Transfer
Monthly Procedures
Quarterly Procedures
Application or Transaction Name Ap Tran
Default Input Pay for Hr/Dly PR UDTW
Time Management Interface PR TMSI
Calculate Contract Payoff PR CTPO
Calculate Retro Pay PR CRTP
Step Increase on Anniversary PR SSIA
Delete/Update Input Pay Recs PR PIPY
Time & Attendance Import PR TASI



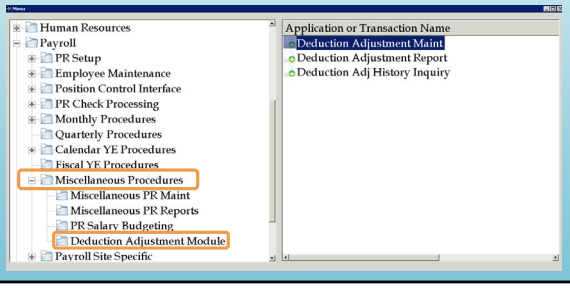
- Effective Date must be within the payroll processing dated
- Change Actual Paid to reflect total paid for the primary job for contract year
- Payroll Run ID is the run you want to payoff to occur
- Must have an adjustment code set up for Final Pay
- Contract Pay Off will be part of Input Pay

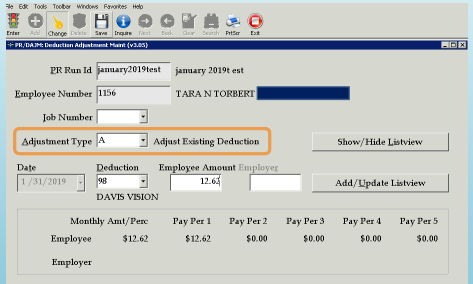


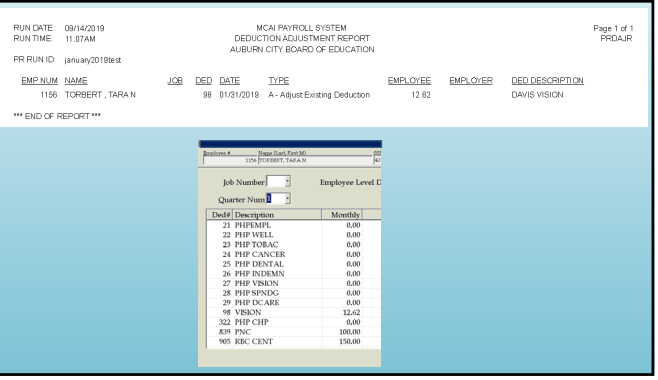


Deduction Adjustment Module

- Use when needing to make a 1-time change to an existing deduction

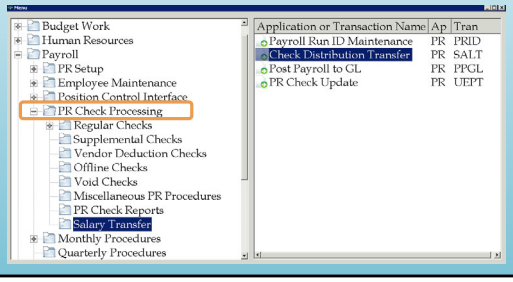


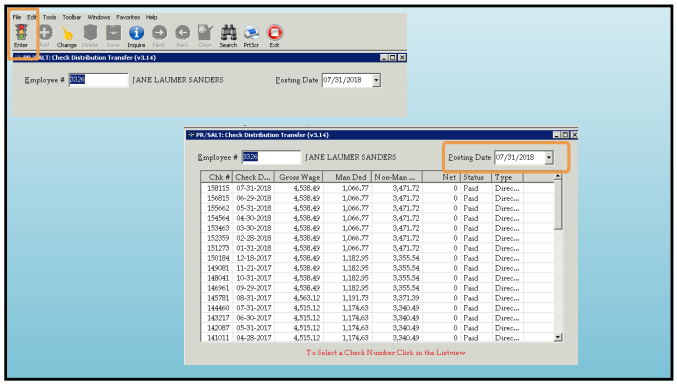


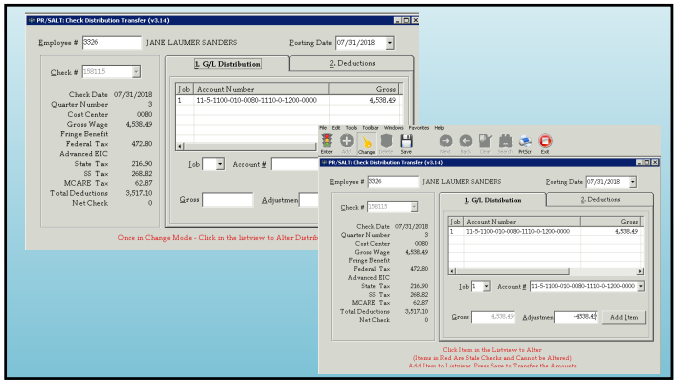


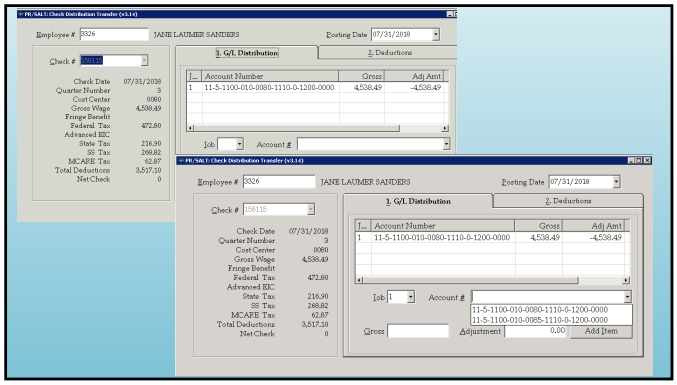
Salary Transfer

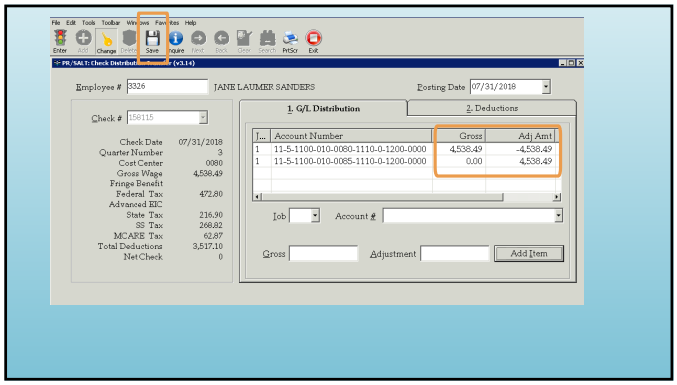
- Use to moved pay and benefits between general ledger accounts
- Replaces manual calculations and journal entries
- Payroll and Budgetary report information will match

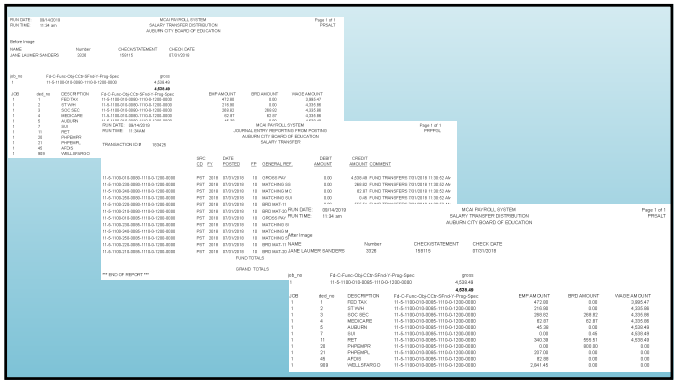


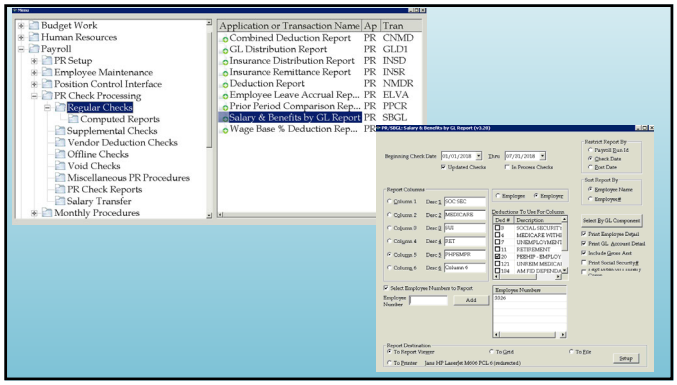


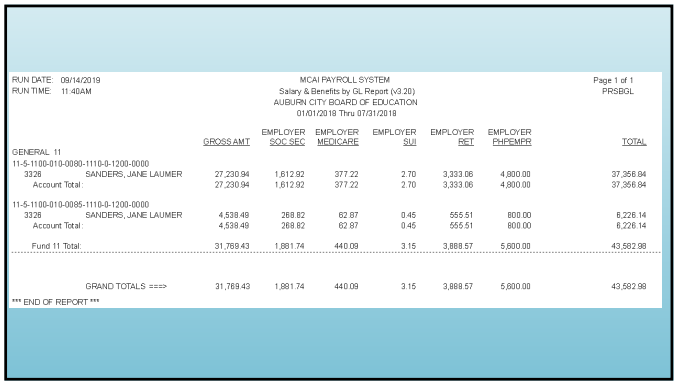



PR/SALT: Check Distribution Transfer (v3.14)
Employee # 3326
JANE LAUMER SANDERS
Posting Date 07/31/2018
Check # 158115
1. G/L Distribution
2. Deductions
J... Account Number Gross Adj Amt
1 11-5-1100-010-0080-1110-0-1200-0000 4,538.49 -4,538.49
Job
Account #
Check Date 07/31/2018
Quarter Number 3
Cost Center 0080
Gross Wage 4,538.49
Fringe Benefit
Federal Tax 472.80
Advanced EIC
State Tax 216.90
SS Tax 268.82
MCARE Tax 62.87
Total Deductions 3,517.10
Net Check 0
11-5-1100-010-0080-1110-0-1200-0000
11-5-1100-010-0085-1110-0-1200-0000
Gross
Adjustment 0.00
Add Item


File Edit Tools Toolbar Windows Favorites Help
Enter Add Change Delete Save Inquire Print Back Clear Search PrtScr Exit
PR/SALT: Check Distribution Transfer (v3.14)
Employee # 3326
JANE LAUMER SANDERS
Posting Date 07/31/2018
Check # 158115
1. G/L Distribution
2. Deductions
J... Account Number Gross Adj Amt
1 11-5-1100-010-0080-1110-0-1200-0000 4,538.49 -4,538.49
1 11-5-1100-010-0085-1110-0-1200-0000 0.00 4,538.49
Check Date 07/31/2018
Quarter Number 3
Cost Center 0080
Gross Wage 4,538.49
Fringe Benefit
Federal Tax 472.80
Advanced EIC
State Tax 216.90
SS Tax 268.82
MCARE Tax 62.87
Total Deductions 3,517.10
Net Check 0
Job
Account #
Gross
Adjustment
Add Item







RUN DATE: 09/14/2019
RUN TIME: 11:40AM

MCAI PAYROLL SYSTEM
Salary & Benefits by GL Report (v3.20)
AUBURN CITY BOARD OF EDUCATION
01/01/2018 Thru 07/31/2018

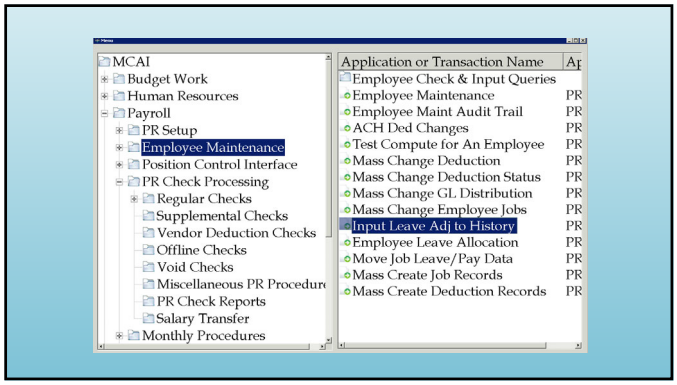
Page 1 of 1
PRSBGL

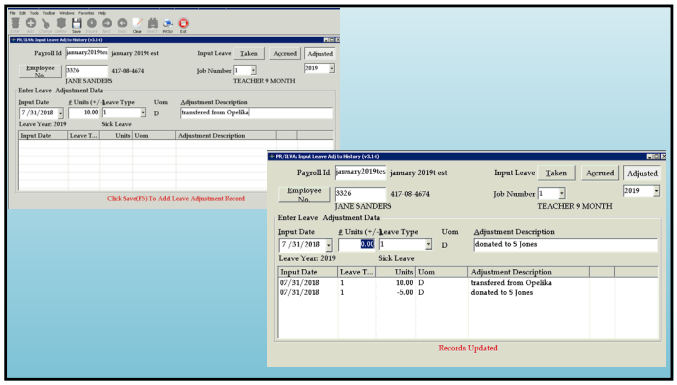
	GROSS AMT	EMPLOYER SOC SEC	EMPLOYER MEDICARE	EMPLOYER SUI	EMPLOYER RET	EMPLOYER PHPEMPR	TOTAL
GENERAL 11							
11-5-1100-010-0080-1110-0-1200-0000							
3326 SANDERS, JANE LAUMER	27,230.94	1,612.92	377.22	2.70	3,333.06	4,800.00	37,356.84
Account Total:	27,230.94	1,612.92	377.22	2.70	3,333.06	4,800.00	37,356.84
11-5-1100-010-0085-1110-0-1200-0000							
3326 SANDERS, JANE LAUMER	4,538.49	268.82	62.87	0.45	555.51	800.00	6,226.14
Account Total:	4,538.49	268.82	62.87	0.45	555.51	800.00	6,226.14
Fund 11 Total:	31,769.43	1,881.74	440.09	3.15	3,888.57	5,600.00	43,582.98
GRAND TOTALS ===>	31,769.43	1,881.74	440.09	3.15	3,888.57	5,600.00	43,582.98

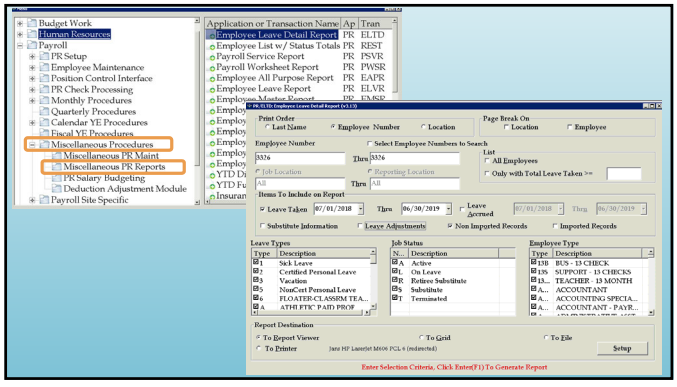
*** END OF REPORT ***

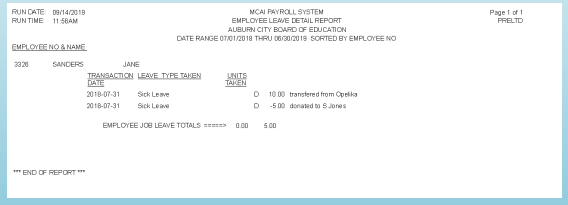
Input Leave Adjustment to History

- Use When:
  - Making corrections to leave taken
  - Receiving or transferring sick leave from/to another school
  - Donating/receiving days under catastrophic leave
- Transaction will be included in leave history
- History will include a record of why the change occurred for future reference


MCAI
Budget Work
Human Resources
Payroll
PR Setup
Employee Maintenance
Position Control Interface
PR Check Processing
Regular Checks
Supplemental Checks
Vendor Deduction Checks
Offline Checks
Void Checks
Miscellaneous PR Procedur
PR Check Reports
Salary Transfer
Monthly Procedures
Application or Transaction Name
Employee Check & Input Queries
Employee Maintenance PR
Employee Maint Audit Trail PR
ACH Ded Changes PR
Test Compute for An Employee PR
Mass Change Deduction PR
Mass Change Deduction Status PR
Mass Change GL Distribution PR
Mass Change Employee Jobs PR
Input Leave Adj to History PR
Employee Leave Allocation PR
Move Job Leave/Pay Data PR
Mass Create Job Records PR
Mass Create Deduction Records PR


JANE SANDERS
TEACHER 9 MONTH
transfered from Opelika
donated to 5 Jones
Records Updated


Budget Work
Human Resources
Payroll
PR Setup
Employee Maintenance
Position Control Interface
PR Check Processing
Monthly Procedures
Quarterly Procedures
Calendar YE Procedures
Fiscal YE Procedures
Miscellaneous Procedures
Miscellaneous PR Maint
Miscellaneous PR Reports
PR Salary Budgeting
Deduction Adjustment Module
Payroll Site Specific
Employee Leave Detail Report PR ELTD
Employee List w/ Status Totals PR REST
Payroll Service Report PR PSVR
Payroll Worksheet Report PR PWSR
Employee All Purpose Report PR EAPR
Employee Leave Report PR ELVR
Enter Selection Criteria, Click Enter(F1) To Generate Report



RUN DATE: 09/14/2019
RUN TIME: 11:56AM

MCAI PAYROLL SYSTEM
EMPLOYEE LEAVE DETAIL REPORT
AUBURN CITY BOARD OF EDUCATION
DATE RANGE 07/01/2018 THRU 06/30/2019 SORTED BY EMPLOYEE NO

Page 1 of 1
PREL7D

EMPLOYEE NO & NAME

2326 SANDERS JANE

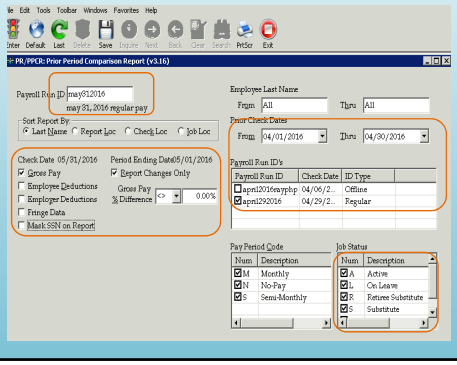
TRANSACTION DATE	LEAVE TYPE TAKEN		UNITS TAKEN	
2018-07-31	Sick Leave	D	10.00	transfered from Opelika
2018-07-31	Sick Leave	D	-5.00	donated to S Jones

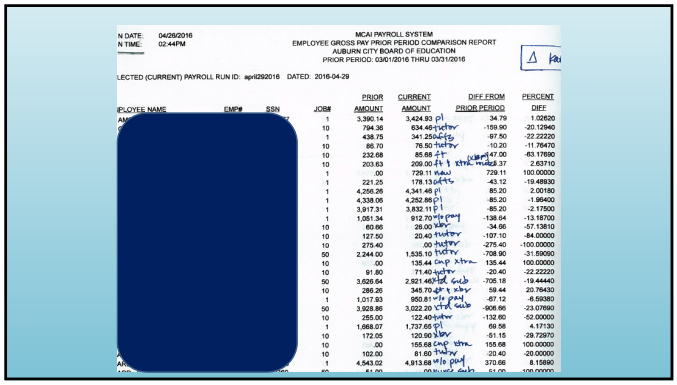
EMPLOYEE JOB LEAVE TOTALS ======> 0.00 5.00

*** END OF REPORT ***

Prior Period Comparison Report

- Compares current month's payroll to prior month
  - Compares gross pay and/or deductions at job level
  - Option to compare all changes or set thresholds
  - Should have documentation to support any changes identified
  - Total Difference from Prior Period should equal the difference from total gross pay on the current payroll register and total gross pay from the comparison period



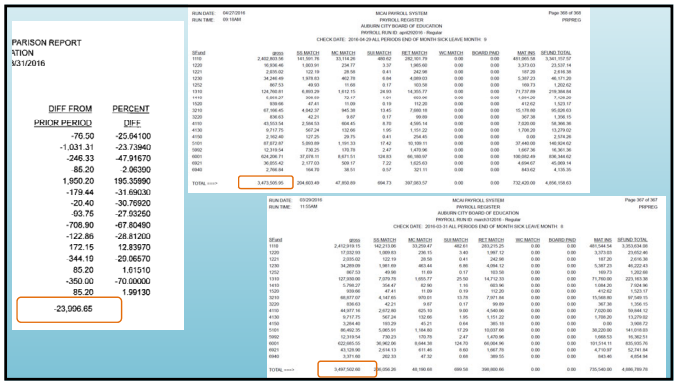


N DATE: 04/26/2016
N TIME: 02:44PM

MCAI PAYROLL SYSTEM
EMPLOYEE GROSS PAY PRIOR PERIOD COMPARISON REPORT
AUBURN CITY BOARD OF EDUCATION
PRIOR PERIOD: 03/01/2016 THRU 03/31/2016

LECTED (CURRENT) PAYROLL RUN ID: apri292016 DATED: 2016-04-29

EMPLOYEE NAME	EMP#	SSN	JOB#	PRIOR AMOUNT	CURRENT AMOUNT	DIFF FROM PRIOR PERIOD	PERCENT DIFF
[redacted]			1	3,390.14	3,424.93	34.79	1.02620
			10	794.36	634.46	-159.90	-20.12940
			1	438.75	341.25	-97.50	-22.22220
			10	86.70	76.50	-10.20	-11.76470
			10	232.68	85.68	-147.00	-63.17690
			10	203.63	209.00	5.37	2.63710
			1	.00	729.11	729.11	100.00000
			1	221.25	178.13	-43.12	-19.48930
			1	4,256.26	4,341.46	85.20	2.00180
			1	4,338.06	4,252.86	-85.20	-1.96400
			1	3,917.31	3,832.11	-85.20	-2.17500
			1	1,051.34	912.70	-138.64	-13.18700
			10	60.66	26.00	-34.66	-57.13810
			10	127.50	20.40	-107.10	-84.00000
			10	275.40	.00	-275.40	-100.00000
			50	2,244.00	1,535.10	-708.90	-31.59090
			10	.00	135.44	135.44	100.00000
			10	91.80	71.40	-20.40	-22.22220
			50	3,626.64	2,921.46	-705.18	-19.44440
			10	286.26	345.70	59.44	20.76430
			1	1,017.93	950.81	-67.12	-6.59380
			50	3,928.86	3,022.20	-906.66	-23.07890
			10	255.00	122.40	-132.60	-52.00000
			1	1,668.07	1,737.65	69.58	4.17130
			10	172.05	120.90	-51.15	-29.72970
			10	.00	155.68	155.68	100.00000
			10	102.00	81.60	-20.40	-20.00000
			1	4,543.02	4,913.68	370.66	8.15890



PARISON REPORT
ATION
3/31/2016

DIFF FROM PRIOR PERIOD	PERCENT DIFF
-76.50	-25.64100
-1,031.31	-23.73940
-246.33	-47.91670
86.20	2.96390
1,950.20	195.35990
-179.44	-31.69030
-20.40	-30.76920
-93.75	-27.55260
-706.90	-67.80490
-122.86	-28.81200
172.15	12.83970
-344.10	-29.06570
85.20	1.61510
-350.00	-70.00000
85.20	1.99130
-23,006.65	

RUN DATE: 04/27/2016
RUN TIME: 09:16AM

MCAI PAYROLL SYSTEM
PAYROLL REGISTER
AUBURN CITY BOARD OF EDUCATION
PAYROLL RUN ID: apri292016 - Regular
CHECK DATE: 2016-04-29 ALL PERIODS END OF MONTH SICK LEAVE MONTH: 9

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PRPREG

SFund	gross	SS MATCH	MC MATCH	SUI MATCH	RET MATCH	WC MATCH	BOARD PMD	MAT INS	SFUND TOTAL
1110	2,402,803.96	141,561.76	33,114.26	482.62	282,501.78	0.00	0.00	441,065.56	3,341,157.57
1220	16,936.46	1,003.91	234.77	3.37	1,965.60	0.00	0.00	3,373.03	23,537.14
1221	2,835.02	122.19	28.58	0.41	242.96	0.00	0.00	197.26	2,616.36
1230	34,246.49	1,978.83	462.79	6.64	4,089.03	0.00	0.00	5,367.23	46,171.20
1252	867.53	49.93	11.68	0.17	103.56	0.00	0.00	169.73	1,202.60
1310	124,766.81	6,893.29	1,612.15	24.93	14,355.77	0.00	0.00	71,737.89	219,384.84
1410	5,464.27	304.91	70.77	1.01	653.46	0.00	0.00	1,641.24	7,124.25
1520	939.66	47.41	11.09	0.19	112.26	0.00	0.00	412.62	1,523.17
3210	67,166.45	4,642.37	1,085.57	13.45	7,888.68	0.00	0.00	15,179.69	95,826.63
3220	936.53	42.21	9.87	0.17	99.89	0.00	0.00	367.36	1,356.15
4130	43,557.58	2,564.72	604.45	8.11	5,186.14	0.00	0.00	3,000.06	54,920.96
4150	9,717.75	567.24	132.66	1.95	1,151.22	0.00	0.00	1,708.20	13,279.02
4150	2,162.40	127.25	29.75	0.41	254.45	0.00	0.00	0.00	2,574.26
5101	87,672.87	5,893.89	1,191.33	17.42	10,189.11	0.00	0.00	37,440.08	140,924.62
5992	12,319.54	736.25	170.79	2.47	1,470.96	0.00	0.00	1,667.36	16,367.36
6601	624,206.71	37,678.11	8,671.51	124.63	66,169.97	0.00	0.00	106,652.49	836,344.62
6921	36,855.42	2,177.03	509.17	7.22	1,625.63	0.00	0.00	4,694.67	45,869.14
6940	2,768.64	164.78	38.51	0.57	321.11	0.00	0.00	643.62	4,135.35
TOTAL ===>	3,473,595.95	204,803.49	47,858.69	694.73	397,083.57	0.00	0.00	732,429.08	4,856,158.63

RUN DATE: 03/29/2016
RUN TIME: 11:59AM

MCAI PAYROLL SYSTEM
PAYROLL REGISTER
AUBURN CITY BOARD OF EDUCATION
PAYROLL RUN ID: march312016 - Regular
CHECK DATE: 2016-03-31 ALL PERIODS END OF MONTH SICK LEAVE MONTH: 8

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PRPREG

SFund	gross	SS MATCH	MC MATCH	SUI MATCH	RET MATCH	WC MATCH	BOARD PMD	MAT INS	SFUND TOTAL
1110	2,412,919.15	142,213.06	33,259.47	482.61	283,215.25	0.00	0.00	491,544.54	3,353,634.08
1220	17,032.93	1,009.63	236.15	3.40	1,967.12	0.00	0.00	3,370.03	23,652.46
1221	2,035.02	122.19	28.56	0.41	242.96	0.00	0.00	187.20	2,616.36
1230	34,269.09	1,981.69	463.44	6.66	4,094.12	0.00	0.00	5,367.23	46,222.43
1252	867.53	49.98	11.69	0.17	103.56	0.00	0.00	169.73	1,202.66
1310	127,559.68	7,079.79	1,655.77	25.50	14,712.33	0.00	0.00	71,760.89	223,193.96
1410	5,768.27	354.47	82.90	1.19	653.36	0.00	0.00	1,664.20	7,924.90
1520	939.66	47.41	11.09	0.19	112.26	0.00	0.00	412.62	1,523.17
3210	66,677.97	4,187.65	970.61	13.79	7,971.84	0.00	0.00	15,588.80	97,349.15
3220	936.53	42.21	9.87	0.17	99.89	0.00	0.00	367.36	1,356.15
4110	44,917.16	2,672.80	625.10	9.00	4,540.99	0.00	0.00	7,020.80	59,844.12
4130	9,717.75	567.24	132.66	1.95	1,151.22	0.00	0.00	1,709.20	13,279.02
4150	3,264.40	193.29	45.21	0.64	385.19	0.00	0.00	0.00	3,888.72
5101	86,492.35	5,965.91	1,184.80	17.29	10,037.66	0.00	0.00	36,220.80	141,018.83
5992	12,319.54	736.25	170.75	2.47	1,470.96	0.00	0.00	1,668.53	16,362.51
6601	622,665.55	36,962.66	8,644.38	124.70	66,084.96	0.00	0.00	101,314.11	835,935.70
6921	43,128.96	2,614.13	611.46	8.60	1,667.76	0.00	0.00	4,710.97	52,741.94
6940	3,371.66	202.33	47.32	0.68	389.55	0.00	0.00	843.46	4,854.94
TOTAL ===>	3,497,542.66	213,056.20	49,180.63	699.50	398,660.64	0.00	0.00	755,540.80	4,956,780.70