

Specialized Data Systems, Inc.

Web Financial Office

Basic Payroll Training Guideline

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Payroll Training Guideline



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WELCOME

Thank you for becoming part of the SDS WFO (Web Finance Office) family. The following outline will lead you through the software training areas for Payroll. Once training is completed you will be able to contact SDS support by going to <https://sc.schooloffice.com/supportconnect/default.aspx>. We are here to help & hope you enjoy your training!

Payroll Basic Training

Welcome to WFO Payroll Training

How to Access the WFO System

1. Review the URL (web address) and the login information to their system using the ASPX extension
2. Setup a shortcut for the URL
3. Login to the system with the Menu Top selection
4. On the top menu, note the drop down option of the menu and the folder system for the menu.

How to Access WFO Support, Resources Online and Help Documentation

1. Resources Online Page
 - a. View xconnect and set up login
 - b. Touch Base Tuesday/Bootcamp
 - c. On line courses/SDS University
 - d. Order checks (if this has not been done)
2. View Finance Help
3. Payroll Checklist

Payroll Prep

Master Files related to Payroll – Vertical

Master File Code Entry Options| Master File Vertical

1. Overview of Icons
2. Attendance Master
 - a. Review of all fields
3. Deduction and Benefits Master
 - a. Review of the fields
4. District Information
5. Federal Tax Table
6. FICA Tax Table (discuss SDS FICA is Medicare 1.45 & Social Security 6.2)
7. State Tax Table



8. Vendor (Basic Fields)
9. Vendor (Direct Deposit)
10. Position Master (if applicable)
11. Local Tax Table(if applicable)

Master Files Related to Payroll – Horizontal

Master File Code Entry Options| Master File Horizontal

1. Overview of options using same views as vertical
 - a. Searching & Sorting
 - b. Concatenate
 - c. Pages
 - d. First field to edit
 - e. Mass Change

Employee Information Areas

Payroll Processing| Add Change Employee Information

1. Review all the master selections in this area
 - a. General Information
 - b. Tax Information
 - c. Payroll Control
 - d. Default Accounts & Rates
 - e. Other (IMRF Plan Code in IL and HR for CO)
 - f. Attendance
 - g. Contracts
 - h. Position (if applicable)
 - i. Deductions and Benefits
 - j. Direct Deposit
2. Add a new employee
 - a. Review the information needed when entering a new employee
 - b. Review the cloning process

Payroll Processing| Employee Horizontal Data Changes

1. Employee Horizontal Data Changes
 - a. Review the difference between this view and the Add Change Employee Information
 - b. Mass Change process



Reports relating to Employees or Payroll

Reports | General Accounting Report

1. Show report groups payroll and employee related
2. Example of Activate Sort Definition

Employee Portal (if applicable)

Administrative Utilities | Security Application Access

1. Review the process of using the employee portal to send direct deposit vouchers
2. Check the setup for the email process of sending vouchers

Human Resources Control Center

Human Resources | Human Resources Control Center

1. Deductions & Benefits Master
2. Employee Deductions & Benefits

Attendance Entry for Payroll *(if applicable)

*If you want to enter sub pay while entering attendance you will need to setup a payroll date on the calendar first. Go to Payroll Processing section.

Human Recourses | Employee Attendance

1. Entering without a substitute
2. Entering with a substitute

Payroll Processing

How to Open a Payroll

Finance Help | Checklist and Step by Step Documents

Payroll Processing | Activate/Open a Payroll

1. Employee Contracts
 - a. Payout Categories
 - b. Add the dates to the calendar
 - i. Payroll date
 - ii. Check date
 - iii. Start date
 - iv. End date
 - c. Edit and name the payout categories (optional)
 - d. Activate the payroll

Contract Entry Verification

Payroll Processing | Payday Reports

1. Review the gross pay employee for contract employees
 - Time Card Verification



Enter Time Sheets

Payroll Processing| Gross Pay Entry and Adjustments

1. Enter time cards
 - a. Quick Pick
 - b. Ben Dist Y/N
 - c. Gross Codes
 - d. Exceptions for Retire TIN and FICA YN
2. How to edit time cards
3. “Who” options
4. Over time

Time Sheet Entry Verification

Payroll Processing| Payday Reports

1. Review the gross pay for manual entries
 - a. Time Card Entry Verification
 - i. Teach verifying the gross pay, gross code indicator (if applicable), benefit dist, retirement code & FICA

Compute Payroll

Payroll Processing| Compute Payroll

1. Explain and edit the timing codes (if needed)

Verify the Payroll Calculation Amounts, Deductions, Benefits & Payroll Reports

Payroll Processing| Payday Reports

1. Payday Reports Review
 - b. Payroll Register Customizable
 - c. Payroll Summary
 - i. Teach Verification
 - d. Payroll Distribution
 - e. Payroll Liabilities
 - f. Payroll Transaction
 - g. Payroll Account Creation Report
 - h. Gross Pay Reports
 - i. Payroll Distribution by Employee
 - j. Deduction Registers
 - k. Tax Registers



Process Direct Deposit Vouchers and Direct Deposit File

Payroll Processing| Direct Deposit

1. View Payroll Vouchers
2. Send to the message center
3. Print vouchers from message center not sent electronically
4. Create the Direct Deposit file for the bank
5. Show Activate voucher restart
6. Sending file to the bank after payroll is closed

Process Payroll Checks

Payroll Processing| Payroll Checks

1. View Payroll Checks
2. Send the checks to the message center
3. Print Checks
4. Show Activate Check Restart

Payroll Reports to Print or Save

Report List

Payroll Processing| Payday Reports

1. Direct Deposit Report
2. Employee Check Register
3. Payroll Summary*
4. Payroll Transaction*
5. Payroll Liability*

*These reports change once the payroll is closed.

Completing the Payroll

Closing the Payroll

Payroll Processing| Close/Make Active Payroll Permanent

1. Close the Payroll
 - a. Select which reconciliation the payroll checks need to post to
 - b. Close

Payroll Processing| Direct Deposit Email (if applicable)

1. Send vouchers to the employees
 - a. Uncheck CC



Transfer Payroll

General Ledger Processing| Transfer Payroll Data

1. Transfer the payroll to the General Ledger
 - a. Liability payments for closed payroll
 - b. Payroll Journal Entry(s)

General Ledger Processing| Make Transactions Permanent

1. Make PR transaction permanent

Paying Payroll Liabilities

Payroll Liabilities Additions, Review and Payment

Accounts Payable | Disbursement Accounts Payable

1. Enter Additional invoices for payment of PR liabilities with an item type P (if applicable)

Reports | General Accounting Reports

1. Accounts Payable Group
2. Print an Open Accounts Payable report for the Payroll batches

Accounts Payable | Check/Voucher Processing

1. Process the Payroll Liability checks/vouchers
2. Make them Permanent

State and Federal Reports

Processing State/Federal Reports for Current Payroll or Time Period (month, quarter)

Payroll Processing| State/Federal Reporting

1. Review setup for state and federal reports
 - a. State reports for where the school is located
 - b. 941
 - c. W2
2. Create and review the reports needed for current payroll

Other Payroll and Employee Related Areas

Customizable Reports

Payroll Processing| Customizable Reports

1. Create reports that are helpful for checking payroll

Look and Browse and Employee Portal Information



Look and Browse | Employee Information

1. Review the information from payroll and how to use the employee look and browse

Look and Browse | Message Center

1. Employee Portal (if applicable)
 - a. Review how the employee will be viewing their voucher



SDS Payroll Related Options for Future Use Not Covered in the Initial Training

1. AESOP (Frontline)
2. Applitrack (Frontline)
3. Salary Schedule
4. Awarding of Attendance Days
5. E-time
6. Time Clock
7. Employee YTD Adjustments
8. Employee Distribution Adjustments