

USPS ROUNDTABLE NOTES

FEBRUARY 8, 2008

I. Intro/Get to Know

II. ODJFS

- A. ODJFSRPT contains the totals to report to ODJFS (see copy of report)
- B. Often the 3rd month of the QRT has no employees reported due to the lag in payroll
- C. To turn off "Report to ODJFS", you put N on the 002 State deduction record

III. Month End (Tips/Tricks)

- A. SERS Tape
 - 1. Saying Y to Create the SERS tape CLOSES the month
 - 2. Do NOT say Yes to the tape until you have distributed the last payroll of the month
 - 3. Have the tape ready to go..but do NOT say Y until you are sure there are no corrections to the payroll and NO special pays necessary
 - 4. STRSMONTH can be used to clear out MTD accumulators for STRS
- B. Spreadsheet
 - 1. Should have a spreadsheet that records payroll as you go
 - 2. Provides Balancing info for 941 and W2s
 - 3. Examples of various Spreadsheets reviewed
- C. PAYDED
 - 1. Print Options page
 - 2. Use the PROJECTION
 - 3. Be aware of the ability to set up deductions based on CYCLE
 - 4. F11 Save/Recall
 - 5. Don't forget about the 2nd page
 - 6. Ability to omit SSN's
- D. BRWSCN
 - 1. Ability to sort checks in DESCENDING order
 - 2. 111-11-1111 employee establishes defaults
 - 3. DEDNAM determines what's required for new employee set-up
 - 4. Quick reference for deductions and for Pay accounts, BRDDIS, etc

IV. Where Does Attendance come from?

- A. Calendars
 - 1. USPSDAT / PGRPED
 - 2. Pay Group determines calendar unless there is an override
 - 3. Start/Stop dates are important
 - 4. Calamity days could affect Default calendar
 - 5. Calendar Type (CALYPED) must be set up first
 - 6. MASS Copy
- B. JOBSCN
 - 1. Start/Stop Dates
 - 2. Active/Inactive
 - 3. Pay Period
- C. Attendance
 - 1. AT and Calamity days

V. UPDCAL_FUT vs UPDCAL_CUR

- A. Timing
 - 1. Running of INICAL
 - 2. Early input of exceptions through UPDCAL_FUT
 - 3. Effective dates in UPDCAL_FUT allows for EARLY entry of Payroll info
 - 4. Special Pays cannot use UPDCAL_FUT
 - 5. INICAL can be run as much as you like using UPDCAL_FUT

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V. UPDCAL_FUT vs UPDCAL_CUR (cont)

B. INICAL

1. Arranged by PayGroup
2. First Column – regular payroll
3. 2nd Column UPDCAL_FUT

C. Reports

1. FUTPAY
2. CURPAY
3. Use sorting to your advantage (P,N) PayGroup, Name
Makes finding mistakes and correction issues easier

VI. Clean Up of Payroll

A. Conceal

1. MASSTOP (located under MASCHG) replaces WIPOUT
2. MASSTOP can/should be used to clean up Employee records
3. In USPSCN put N on top line to see ALL employees (concealed & reg)
4. Use of conceal will decrease the time for searching

B. Inactive

1. Inactive PAYSCN (eliminates pay account from showing up on MISC Pay screen)
2. Inactive Jobs do not get included in Payroll

C. Stop Dates

1. Help control PAYSCNs, Calendars, Contracts, Deductions
2. Don't forget about using MAXIMUM for PAYSCNs and Deductions rather than or with STOP dates
3. Stop Dates for Deductions are based on PAY DATE,
4. Stop Dates for JOBSCN are based on Pay Period