



## Payroll/HR End of Year

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This manual will guide the user through the Payroll/HR End of Year process in MCSJ. It will cover the steps required to begin processing the 1st Payroll of the new year and will also discuss the rollover of time balances to the new attendance year. Additionally, this manual contains EOY guidance for H/R users who utilize the attendance scheduling functionality in MCSJ.

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### *Payroll EOY*

Prior to rolling the MCSJ Payroll system to the new year, please review the checklist below:

- Complete the last payroll of the current year and make sure no more checks need to be issued for the current year.
- Make sure an E&A representative has updated your Payroll Taxes for the new year. This can be done after the rollover, but no checks can be printed for the new year until the Payroll taxes have been updated.
- *If Finance operates on a Calendar year*, update all outstanding Payroll Budget Distribution batches to the Finance module before the Finance EOY Routine is run.
- Review the EOY flag on deductions/earnings.
- Make sure you have a back-up of MCSJ data.



**Note:** *All prior year reports may be reproduced after the system rollover.*



**Note:** *When creating or adding time entries during the last half of December or if the payroll's pay period ending date is not in the current payroll year, payroll users will receive the message in Figure 1-1. The message's purpose is to ensure that users have rolled the system to the new payroll year before attempting to create a payroll with a January pay date. If the payroll being created will have a December pay date, answer "No". If the payroll will have a January pay date and the system has already been rolled to the new year, also*

## Payroll EOY

*answer “No”. If a January payroll is being created and the system has not been rolled over, answer “Yes” and then roll the Payroll system to the current year as described in this manual.*

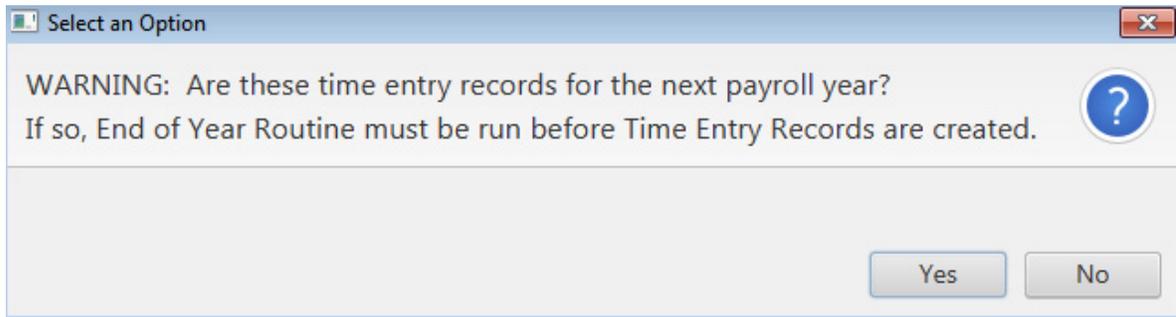


Figure 1-1

## Handling Deduction/Earning Codes with Balances

Before rolling the Payroll system, deduction and earning code **EOY** flag settings should be reviewed for each code. The **EOY** field in Deduction/Earning Code Maintenance tells the system how to handle each code during the Payroll End of Year Routine. Loans and deduction/earning codes with maximum amounts need to be set so that the system can determine what the correct opening balance should be for the new year. The codes can be globally edited in Deduction/Earning Code Maintenance to ensure that the code is set the same way for each employee. If for some reason the code needs to be handled differently on an employee by employee basis, the code can be changed for individual employees in the Employee Maintenance screen.

### Global Edit - Changing EOY flag on Deduction/Earning for All Employees

Select **Personnel>Payroll>Maintenances>Deduction/Earning Code Maintenance**.

Select a deduction or earning and then click the **Global Edit** button.

Click on the drop down arrow in the **EOY** combo box shown in **Figure 1-2**.

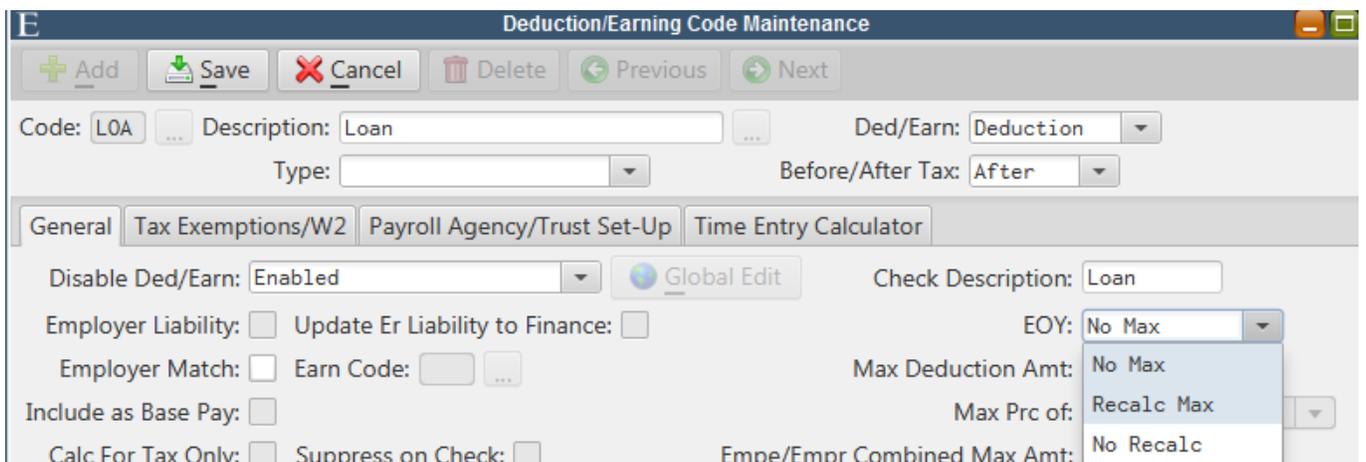


Figure 1-2

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## Payroll EOY

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*No Max* - Select this option if the deduction or earning never has a max amount.

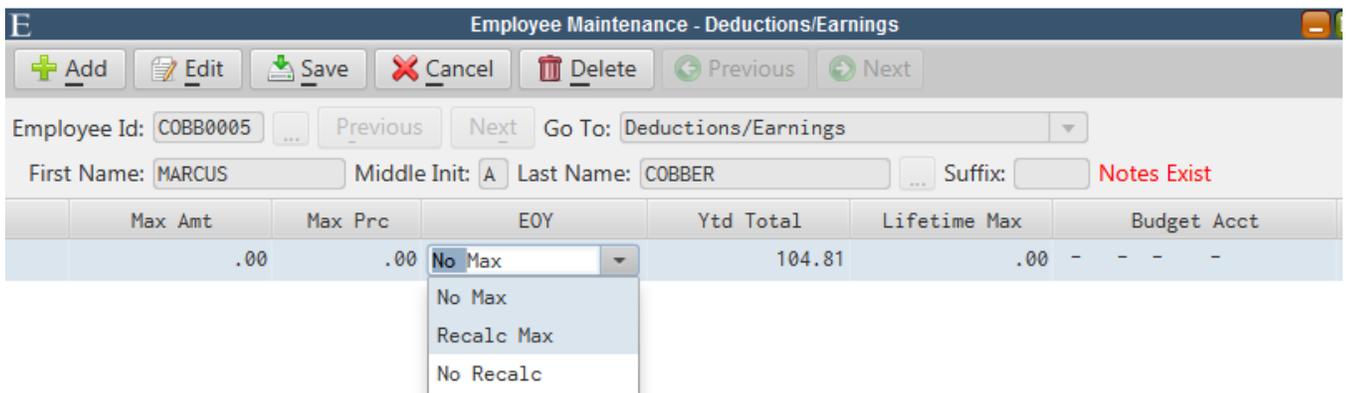
*Recalc Max* - Select this option if the deduction or earning will have a total max amount that exists for a lifetime. The EOY routine will reduce an employee's max amount for the deduction or earning each year by the YTD totals for the previous year. This option should be selected for deduction codes used for the repayment of loans or for earnings used to pay an employee a set amount of retro pay.

*No Recalc* - Select this option if the deduction or earning has the same max amount each year.

Click **Global Save**.

### Changing EOY flag on Deduction/Earning for Individual Employees

In some cases, a code may need to be handled differently for individual employees. In this case, the deduction/earning code **EOY** flag must be changed on the *Deduction/Earnings* screen of Employee Maintenance.



**Figure 1-3**

Highlight the appropriate deduction/earning line and click **Edit**. Tab to the **EOY** field. Use the spacebar or click on the field and then select the appropriate option.

Click **Save** when finished.

## Payroll End of Year Routine

This routine will create the new payroll year. Prior to running the routine:

- All payroll checks for the previous year must be updated.
- The Budget Distribution for any prior year payrolls should be updated.
- The EOY flag on deduction/earning codes should be set properly.
- A current system back-up should be available.

To run the EOY routine, select **System Utilities>Personnel End of Year>Payroll End of Year Routine**.

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## Rolling Time Balances (Sick, Vac, etc.)

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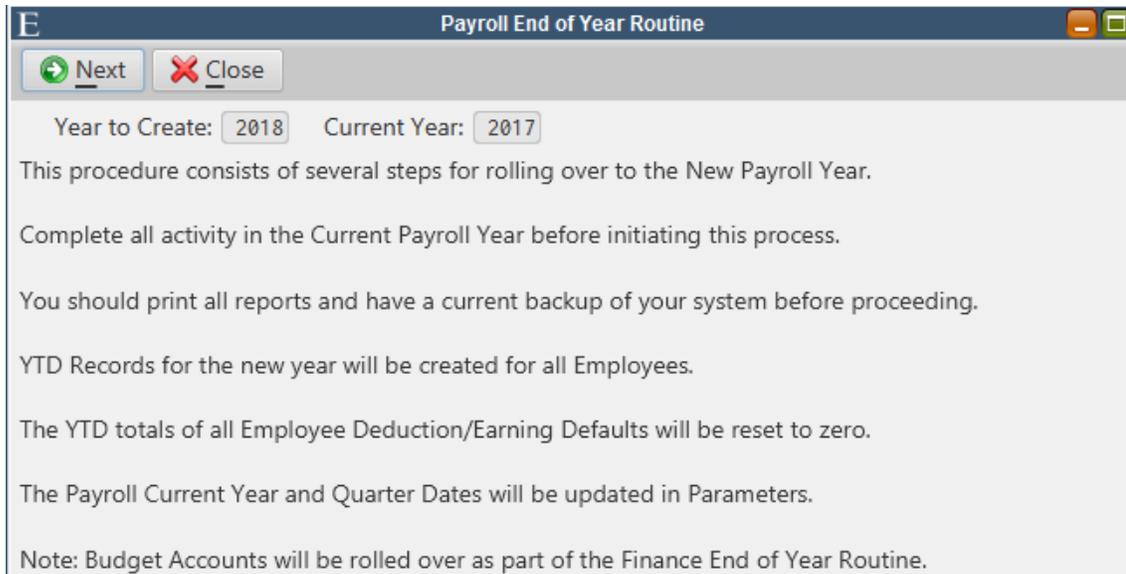


Figure 1-4



**Note:** All users must exit the system before running this routine. The MCSJ server application will be shut down and must be restarted before any users can re-enter the system.

Click **Next** to run the routine.

### Before 1st Payroll in New Year

- Update Tax Tables and manually change any tax rates that were not updated. E&A will contact your organization to update the tax tables (may be before or after rollover). Clients must update their own City and/or Other taxes if the rates have changed from last year. Confirm all of the new year tax rates before starting the 1st payroll of the new year!
- If salary and rate changes will be in effect for the 1st payroll, run the Pay Adjustment Routine or make the salary/rate changes manually.
- Global Edit any default deduction amounts/percentages which may be changing in Deduction/Earning Code Maintenance.
- Decide whether to roll time balances based on the information below.

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### *Rolling Time Balances (Sick, Vac, etc.)*

Users must run the *Automated Carryover/Accrual Routine* following the last payroll containing prior year used time. Depending on your pay periods and/or organization's policies, this may be after the 1st payroll of the new year. Until this routine is run, employee used time will continue to reflect time used for the prior year.

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## Rolling Time Balances (Sick, Vac, etc.)

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**Note:** *If the Automated Carryover/Accrual Routine will be run after the 1st check run in the new year, employee time balances can be excluded from payroll checks by changing the Payroll Check Format to Exclude Accrued Hours. This can be done in System Utilities>Personnel Parameter Maintenance on the Payroll>Checks tab.*

If the Automated Carryover/Accrual Routine is not run prior to processing the 1st payroll of the new year, users will notice a special date prompt when printing payroll checks. See the figure below.

E Print Checks/Update Payroll

Next Close



This procedure prints the payroll checks and updates the calculated payroll to the appropriate files; also a Budget Distribution Batch is created. All entries in temporary files are deleted.

The Budget Distribution Batch that will be created needs to be verified/updated and can be used  
Enter the Following:

Print Type: Checks Num to be printed: 0

Check Printing Sequence: Employee Id

Check Date: xx/xx/2018 Accrued/Used Date: xx/xx/xxxx

Budget Distribution Batch Id:

Message Printed on Check Stub:

Figure 1-5

The **Accrued/Used Date** will tell the system which attendance year any accrued or used time processed during this payroll should count against. For example, if the date is changed to 12/31/XX, then any sick/vacation time used on this payroll run will count against the prior year used time.



**Note:** *HR Attendance Import users have the option of associating any used or accrued time with attendance transaction dates. To do this, the 'Use Att Date For Payroll Check Hours' box must be selected in the Personnel Parameter Maintenance. When this option is utilized, the Print Checks Accrued/Used Date would only be applicable to any accrued or used time not associated with an attendance transaction.*

## Automated Carryover/Accrual Routine

This routine will roll available time balances and establish new year accrual balances for all employees with an Accrual/Carryover Id. It will also change the **Used Begin and End Date** range in the Personnel Parameter Maintenance to the new attendance year.

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## Rolling Time Balances (Sick, Vac, etc.)

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*Note: HR Segregated and HR Only users should run this routine after all attendance has been entered for the current attendance year.*



*Note: Payroll Only and HR Integrated w/ PR users should not run this routine until after all prior year attendance has been processed on a payroll check. Depending on your pay periods, this could include the 1st payroll of the new year.*



*Note: Employees without an Accrual/Carryover Id will not be included in the routine. After the routine, their carryover balance will reflect their prior year ending balance. YTD Accrued will become zero and Hrs Per Pay will remain as is.*



*Note: The Personnel module must be locked to update this routine. However, the routine may be previewed prior to locking users out of the module.*

Select System Utilities>Personnel End of Year>Automated Accrual/Carryover Routine.

Automated Carryover/Accrual Routine

Next Close Verify Preview

WARNING: All Payroll Checks must be updated for the year. You should have a back-up of the database and a hard copy of each employee's balances before running this routine.

Carryover Date: 01/01/2018

Sort Seq: Dept Id/Accrual Id/Employee Name

Page Break on Department:

Figure 1-6

**Carryover Date** - This field is not editable. It will default to the day after the attendance year **End Date** stored in Personnel Parameter Maintenance.

Choose a sort sequence for the preview and verification reports.

**Preview** - Clicking this button will produce a preview report displaying how each employee's available time will be handled during the rollover and how much time they will accrue for the new attendance year. The report will also display any employees without an Accrual/Carryover Id and any employees with warnings. This report should be reviewed thoroughly before updating the routine.

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## Roll Pay Periods

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**Verify** - The verification listing **MUST** be printed in order to update the routine. The verification listing is identical to the preview report. In order to print the report, the Personnel module **MUST** be locked.



*Note: If you have already reviewed and printed the Preview report, the verification listing can be printed to file in order to avoid having to print it to paper.*

Click **Next** to run the routine.



*Note: A reference number will be displayed when this routine is finished. This number can be used to reverse the results of this routine. HR Integrated w/ PR and PR Only users can use the Reverse Accrual/Carryover Routine (located in Special Routines program). HR Segregated and HR Only users can use the Delete Attendance by Ref Num Routine (also located in Special Routines program).*

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## Roll Pay Periods

If your organization has defined pay periods in the Pay Period Maintenance, you will need to roll each unique Pay Period Id to the new year.

Select **Personnel>Maintenances>Pay Period Maintenance**.

## H/R Schedule Users - EOY Steps

	Begin	End	Current	19	Begin	End	Current	37	Begin	End	Current
1	12/25/2016	01/07/2017	<input type="checkbox"/>		09/03/2017	09/16/2017	<input type="checkbox"/>		/ /	/ /	<input type="checkbox"/>
2	01/08/2017	01/21/2017	<input type="checkbox"/>	20	09/17/2017	09/30/2017	<input type="checkbox"/>	38	/ /	/ /	<input type="checkbox"/>
3	01/22/2017	02/04/2017	<input type="checkbox"/>	21	10/01/2017	10/14/2017	<input checked="" type="checkbox"/>	39	/ /	/ /	<input type="checkbox"/>
4	02/05/2017	02/18/2017	<input type="checkbox"/>	22	10/15/2017	10/28/2017	<input type="checkbox"/>	40	/ /	/ /	<input type="checkbox"/>
5	02/19/2017	03/04/2017	<input type="checkbox"/>	23	10/29/2017	11/11/2017	<input type="checkbox"/>	41	/ /	/ /	<input type="checkbox"/>
6	03/05/2017	03/18/2017	<input type="checkbox"/>	24	11/12/2017	11/25/2017	<input type="checkbox"/>	42	/ /	/ /	<input type="checkbox"/>
7	03/19/2017	04/01/2017	<input type="checkbox"/>	25	11/26/2017	12/09/2017	<input type="checkbox"/>	43	/ /	/ /	<input type="checkbox"/>
8	04/02/2017	04/15/2017	<input type="checkbox"/>	26	12/10/2017	12/23/2017	<input type="checkbox"/>	44	/ /	/ /	<input type="checkbox"/>
9	04/16/2017	04/29/2017	<input type="checkbox"/>	27	/ /	/ /	<input type="checkbox"/>	45	/ /	/ /	<input type="checkbox"/>
10	04/30/2017	05/13/2017	<input type="checkbox"/>	28	/ /	/ /	<input type="checkbox"/>	46	/ /	/ /	<input type="checkbox"/>
11	05/14/2017	05/27/2017	<input type="checkbox"/>	29	/ /	/ /	<input type="checkbox"/>	47	/ /	/ /	<input type="checkbox"/>
12	05/28/2017	06/10/2017	<input type="checkbox"/>	30	/ /	/ /	<input type="checkbox"/>	48	/ /	/ /	<input type="checkbox"/>
13	06/11/2017	06/24/2017	<input type="checkbox"/>	31	/ /	/ /	<input type="checkbox"/>	49	/ /	/ /	<input type="checkbox"/>
14	06/25/2017	07/08/2017	<input type="checkbox"/>	32	/ /	/ /	<input type="checkbox"/>	50	/ /	/ /	<input type="checkbox"/>
15	07/09/2017	07/22/2017	<input type="checkbox"/>	33	/ /	/ /	<input type="checkbox"/>	51	/ /	/ /	<input type="checkbox"/>
16	07/23/2017	08/05/2017	<input type="checkbox"/>	34	/ /	/ /	<input type="checkbox"/>	52	/ /	/ /	<input type="checkbox"/>
17	08/06/2017	08/19/2017	<input type="checkbox"/>	35	/ /	/ /	<input type="checkbox"/>	53	/ /	/ /	<input type="checkbox"/>
18	08/20/2017	09/02/2017	<input type="checkbox"/>	36	/ /	/ /	<input type="checkbox"/>				<input type="checkbox"/>

Select a Pay Period Id and click the **Create New Year Periods** button. Enter the appropriate information when prompted and click Ok. Do this for each Pay Period Id.

## *H/R Schedule Users - EOY Steps*

If your organization uses the MCSJ Human Resources Scheduling features, a few steps are required in order to begin processing attendance transactions for the new attendance year. The following steps can be completed at any time, but are typically performed as the new attendance year approaches and time needs to be entered for the first payroll period in the new year.

- Step 1 - Complete Holidays Maintenance for the new year.
- Step 2 - Create Master Schedules from Schedule Maintenance (4.1 and prior versions) OR Run Master Schedule Rollover (Version 4.2)
- Step 3 - Create Employee Schedules

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## H/R Schedule Users - EOY Steps

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### Holiday Maintenance

The Holiday Maintenance is used to identify an organization's observed holidays for a calendar year. By identifying holiday dates, work schedules can be generated with the appropriate holidays already recorded. If necessary, holiday attendance transactions can be adjusted at a Master or Employee Schedule level.

Select **System Utilities>Holidays Maintenance**.

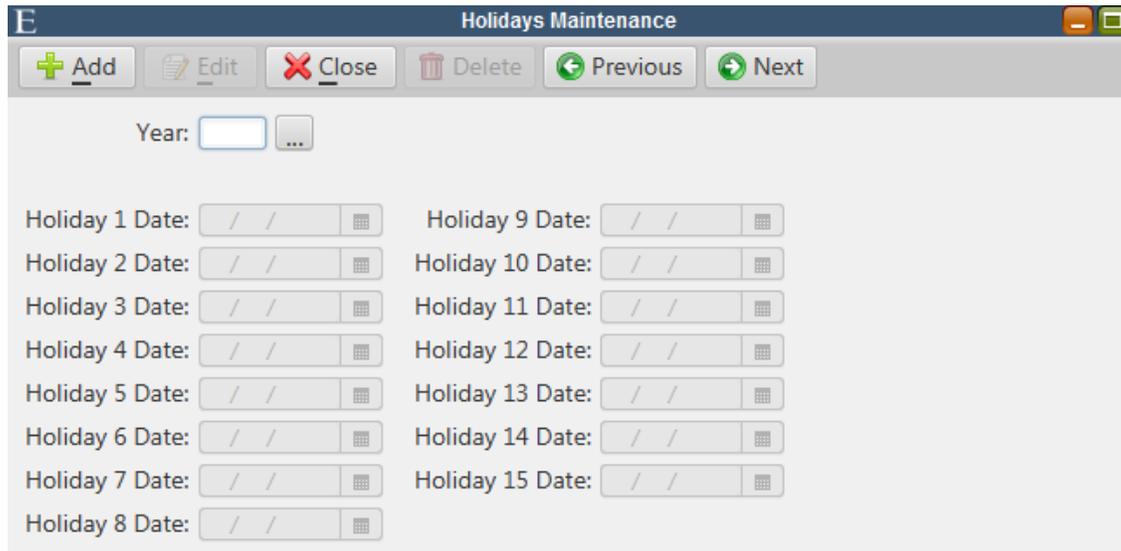


Figure 1-7

**Add** - Click to enter holiday dates for a new year. Enter all business days on which your organization is scheduled to be closed. Click **Save**.

### Create Master Schedules (4.1 and prior versions)

Master schedules are yearly schedules created from the different schedule patterns identified in Schedule Maintenance. A Master Schedule can be adjusted for any pattern changes that can't be accounted for in Schedule Maintenance. Once the Master schedules have been adjusted for the employees on a particular schedule, individual Employee schedules can be created.



**Note:** *PRIOR to creating the Master schedules, users should verify that any changes to existing schedules have been made in Schedule Maintenance.*



**Note:** *Master Schedules must be created individually for each schedule.*

Select **Personnel>H/R>Attendance>Schedule Maintenance**.

Select a schedule and click the **Create Master Schedule** button shown in the figure below.

## H/R Schedule Users - EOY Steps

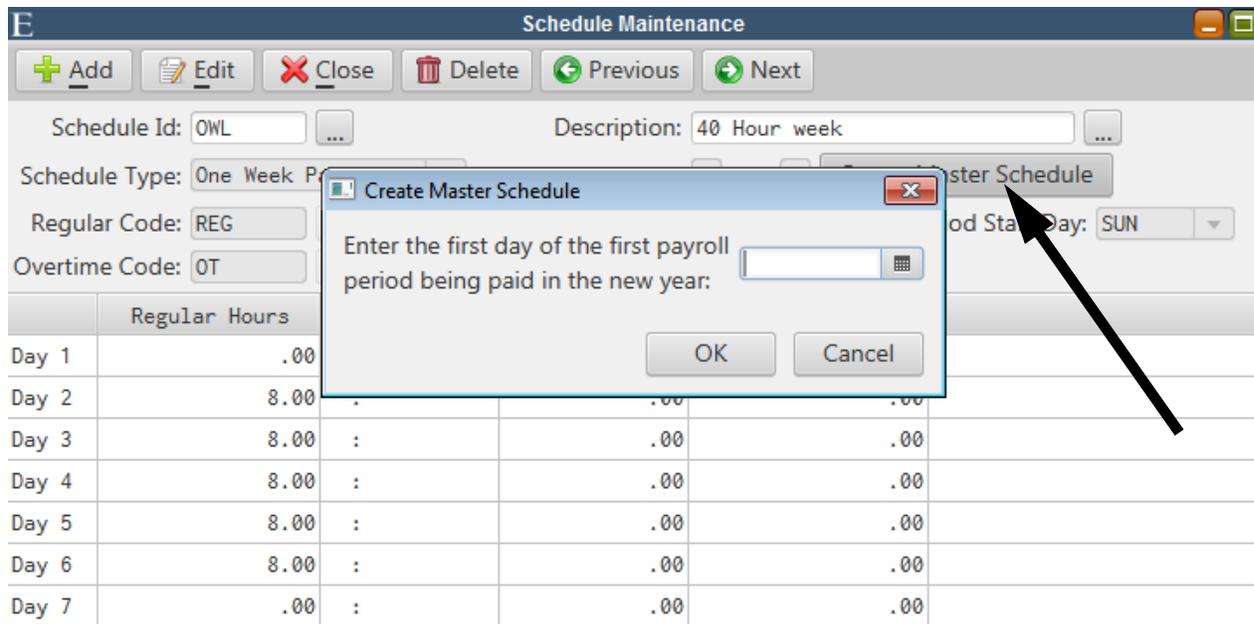


Figure 1-8

Enter the date of the 1st day of the first payroll period being paid in the new year. The date must fall on a day that corresponds to the pay period start day entered on the Schedule Maintenance. Using the pattern identified on the schedule, the system will generate a yearly Master Schedule beginning on the date entered.



*Note: If the 1st payroll period for a calendar year begins in the previous year, be sure to enter the previous year date.*

### Modifying Master Schedules

Master Schedules can be modified prior to creating Employee Schedules to account for any changes that apply to all employees with the same schedule. When the Employee Schedules are created, the changes made to the Master Schedule will appear on all of the individual employee schedules.

If applicable, select **Personnel>H/R>Attendance>Master Schedules**. Select a schedule, expand the date range, and then make any necessary changes.

### **Master Schedule Rollover (Version 4.2)**

This routine will create master schedules for the new year.

Select **Personnel>H/R>Attendance>Master Schedule Rollover**.

## H/R Schedule Users - EOY Steps

**E** Master Schedule Rollover

Next Close

This routine will create master schedules for the new year. If schedules have already been created for the year they will be REPLACED.

For one week and two week patterns, enter the start date of the first pay period that will be paid in that year. If pay period id is assigned to the schedule, the start date will be defaulted from the new year's pay period record.

For floating patterns, enter the start date of the first group of 'ON' to end in the new year. Examples:  
If the schedule has 12/29 to 1/1 as days 'ON', enter 12/29 as the start date  
If the schedule has 12/30 to 1/1 as days 'OFF' and 1/2 to 1/5 as days 'ON', enter 1/2 as the start date

New Year: 2018

Schedule Id	Description	Schedule Type	Start Day of Week	Start Date
130-1	FINANCE	Two Week Pattern	MON	
151-0	Information Technology -JD	Two Week Pattern	MON	
151-1	Information Tecnology - Sara	Two Week Pattern	MON	
24 HR	Fire 24 Hour Shift	Floating Pattern		/ /
40 HR	40 Hour Bi-Weekly	Two Week Pattern	MON	
58 HR	58 Hour Bi-Weekly	Two Week Pattern	MON	
60 HR	60 Hour Bi-Weekly	Two Week Pattern	MON	
70 HR	70 Hour Bi-Weekly	Two Week Pattern	MON	

Follow the instructions on the screen and run the routine.



*Note: If using Pay Period Maintenance, pay periods should have already been generated for the new year.*

## Create Employee Schedules From Master Schedule

This routine will create individual Employee Schedules based on the existing Master schedules.



*Note: Before running this routine, Schedule Id's must be assigned to all employees that need to have a schedule created.*



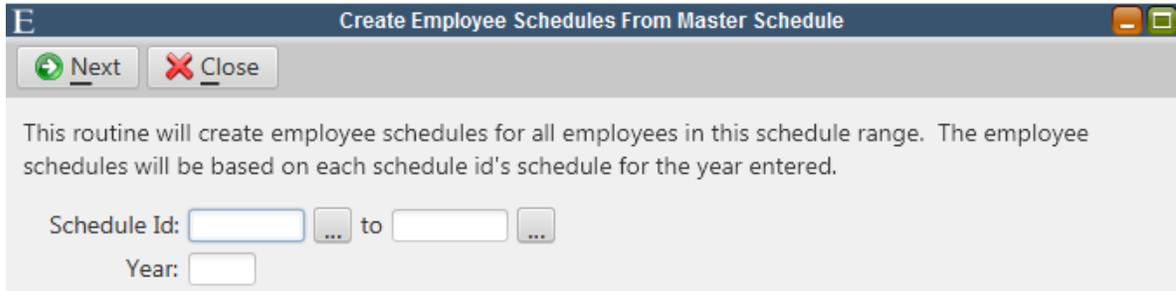
*Note: Changes to the Master Schedule should be made prior to creating Employee Schedules. If a change is made to the Master Schedule after the Employee Schedules are created, the Employee Schedules must be re-created to pick up any changes. This will wipe out any previous adjustments, including planned and actual attendance, to the Employee Schedules.*

Select **Personnel>H/R>Attendance>Create Employee Schedules From Master Schedule**.

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## H/R Schedule Users - EOY Steps

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**Figure 1-9**

**Schedule Id** - Enter the range of schedule(s) to create. Leave blank for all.

**Year** - Enter the calendar year for which to create the Employee Schedules.



*Note: Be sure to enter the NEW year.*

Click **Next** to run the routine. When the routine is complete, users can begin using Employee and Department schedules for the new attendance year.