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# Mississippi Management and Reporting System

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Department of Finance and Administration

| MMRS MASH/Training Materials |                         |                           |
|------------------------------|-------------------------|---------------------------|
| 6301                         | SPAHRs PR Calculate Pay | Revision Date: 01/11/2007 |
|                              |                         | Version: 2                |

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**Objective**

Develop an understanding of the Calculate Pay process.

**Outcome**

An understanding of the process, key concepts, and menus is obtained.

**Overview**

Calculate pay is a function of payroll that consists primarily of a series of batch jobs and internal processing by SPAHRS. The system calculates gross earnings, taxes, deductions, net pay, and overtime pay based on the time reports entered for employees and contract workers, and data contained in numerous tables throughout SPAHRS.

Calculate Pay does not validate against the position record but does pull data from the position record to use in the calculation of payroll. This is discussed further in the Calculate Pay Functionality section of this workbook.

**Key Concepts**

|                        |   |
|------------------------|---|
| Gross Pay              | All cash payments (salary, overtime pay, etc.) and all imputed income.  |
| Imputed Income         | Income that is not cash but has value to the employee such as being assigned a state vehicle for professional use, housing, taxable value of life insurance, etc. |
| Adjusted Gross Pay     | Actual cash payments. Imputed income is not included.   |
| Prioritized Deductions | All deductions have a priority assigned to them which indicates to the system the order in which the deductions are to be taken from an employee's pay.           |
| Net Pay                | Adjusted gross - pretax deductions - taxes - after tax deductions = net pay   |

**Menus**

The Calculate Pay process has its own menu which can be accessed from the Payment menu as described below.

| Your Action ...   | System Response ...                 |
|---|-------------------------------------|
| 1. Choose <b>PA</b> (Payment) from the Main menu. Press ENTER.          | The Payment menu will appear.       |
| 2. Choose <b>CP</b> (Calculate Pay) from the Payment menu. Press ENTER. | The Calculate Pay menu will appear. |

**Payment Menu**

|   |
|---|
| AQPH003 FMV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/16/2006<br>PHIMAINU PHIMAINM Payment Menu 12:27 PM      |
| Code Description FastPath   |
| CP Calculate Pay CALC   |
| GS Generate SAAS Transactions SAAS  |
| RD Remit Taxes and Deductions Menu REMD   |
| DP Distribute Pay DISP  |
| PA Approve/Release Pay RPAY   |
| FT File Tax Reports FIAX  |
| AP Adjust Pay ADJP  |
| PT Earnings, Tax, and Deduction Tables ETDT   |
| OT Other Payroll Tables PAYT  |
| PR Payroll Reports  |
| Code: __  |
| Direct Command: _____   |
| Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11---PF12-----<br>Help Main End Quit |

**Calculate Pay Menu**

|  |
|--|
| AQPH003 FMV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/16/2006<br>PHIMAINU PHIMAINM Calculate Pay Menu 12:34 PM |
| Code Description FastPath  |
| PC Pay Period Comparison PPCM  |
| PD Pay Details Earnings/Deductions/Tax Summary PDTL  |
| AC Additional Compensation ACMP  |
| OC Payroll On-Line Calculation PYOC  |
| PP Pay Period Comparison Summary Report  |
| PS Reprint Pay Detail/Summary Report RPDR  |
| PB Browse Pay Details PDBR   |
| PW Browse Pay Details by Warrants/EFT's PDBW   |
| QT Browse Quarter to Date File QTD   |
| Code: __   |
| Direct Command: _____  |
| Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11---PF12-----<br>Help Main End Quit  |

## Batch Job Submission Screen

The calculate pay options are mainly used to view an employees earnings and resulting records affecting earnings. System generated data can be viewed on screen or data can be printed by requesting batch job submissions. The following screen is an example of a Batch Job Submission Screen.

| -----Batch Job Submission-----                 |       |         |        |    |
|--|-------|---------|--------|----|
| Job Name: NN742230 *Job Class: A               |       |         |        |    |
| Job Description: Pay Period Comparison Summary |       |         |        |    |
| *Destination: R10_____ *Msg Class: Z           |       |         |        |    |
|  |       | *Sysout |        |    |
| Reports  | Class | Forms   | Copies |    |
| Pay Period Comparison Summary                  | A     | _____   | 1      | __ |
| Pay Period Comparison By Emplo                 | A     | _____   | 1      | __ |

Most data for the Batch Job Submission screen is defaulted information. To change location of the print destination it may be necessary to input another Destination and Sysout Class code. Check with your agency's technical staff for this information.

## **Calculate Pay Functionality**

The Position record in the Position process of Human Resources contains much of the data which payroll uses in the Calculate Pay process. Refer to the SPAHRS Position workbook sections 6240 – 6247 for additional information related to the affect of the position process.

The Position record contains the default work schedule for the employee which populates the time reports and authorizes any type of additional compensation to be paid for that employee. The Position record also indicates the FLSA status of the employee and includes the extra hours field which indicates type of work cycle (law enforcement 28-day cycle, regular exempt and non-exempt 7-day cycle, or hospital 14-day cycle), and how extra hours worked are handled (paid as call back or overtime or accrued as compensatory time worked (must agree with the FLSA status entered on the first panel of this screen of the Maintain Position screen).

## **Reading the Employees' Time Reports**

The first step in Calculate Pay requires the system to go back to the Position record to find items, such as pay frequency, and authorized earning supplements. Examples of supplements include pilots who fly state airplanes and are paid an additional \$50.00 per month whether or not they fly during that month; special duty pay; duty location pay; etc. The system then goes to each time report and reads time worked, any additional earnings, and leave taken. The system then calculates gross pay for each employee. Gross pay includes all cash payments (salary, overtime), reimbursements, and any imputed income such as state vehicle use, taxable value of life insurance, housing, etc.

From the gross pay data, the system then calculates the adjusted gross pay. This includes all cash payments but does not include the imputed income. Any shift time that an employee has worked is now paid only for actual hours worked. For example, shift pay, which historically had been paid as a percentage of salary, is now paid for actual hours worked (hours x hourly rate x shift %). If the employee receiving shift pay takes a State holiday or leave - the employee will not receive shift pay for the State holiday or leave taken.

If a hire or termination date or a leave of absence is recorded for an employee that falls inside of a pay period, the system will calculate a partial pay period; this is done by calculating the actual hours worked x the hourly rate. All employees have hourly, monthly, and annual rates recorded by the system.

## **Payroll Deductions and Taxes**

All taxes (including retirement) and deductions (insurance, savings bond, debt, and miscellaneous) have already been established in the appropriate tables in the system (refer to section 6308 - SPAHRS Payroll Tables). All deductions have been established with a priority assigned to them; this allows the system to perform a calculation on an employee who may not have earned enough money in that specific pay period to pay all of his or her deductions; the system will take the deductions from the worker's pay based on their assigned priority. Deductions for child support, tax liens and garnishments are allocated based on priorities established within the system and by the mandated maximum amounts that may be deducted.

If an employee requests additional tax withholding, the system will first deduct the tax table amount and remaining deductions, then deduct the additional tax withholding if the employee has sufficient earnings. Each deduction has parameters that can be established to govern its use; for example, if the next retirement payment exceeds the maximum amount allowed, the system will pay only the amount required to reach that maximum.

SPAHRS has a feature which allows an agency to go into a specific deduction for an employee and temporarily suspend it to enable the Calculate Pay function to bypass that deduction when generating payroll. For additional information on this feature, see section 6312 – SPAHRS PR Employee Maintain Deductions and Deposits.

## **Calculate Over Time Hours**

SPAHRS has several different options that can be used for tracking and payment of overtime. The Default Work Schedules and Extra Hours codes set up in the Position process provide work cycles for all types of personnel and also provide direction to the system for handling those hours. Both exempt and non-exempt employees are included; agencies with public safety and emergency response personnel and hospital personnel are also specifically provided for in the system.

The Fair Labor Standards Act allows work cycles to be established that deviate from the 7-day, 40-hour work week. Personnel identified in public safety and emergency response positions have work cycles set on a 7-day or 28-day cycle. For example, at the end of the 28 days, the Calculate Pay process finds where the last 28-day cycle ended for each eligible employee, reviews the last 28 days to determine the regular hours worked and whether or not over time hours were incurred. Salaries are set in the system for a 40-hour work period or 160 hours in a 28-day cycle; law enforcement can work up to 171 hours before over time must be paid or accrued. Those employees exceeding the 160 hours but not 171 hours may accrue the time as agency comp time (which is straight time). In excess of 171 hours, the time is accrued as FLSA time and is recorded as time and a half.

The system provides the option for an employee to be paid for extra hours or to accrue it as comp time. The extra hours field on the Position record must be populated in order for the system to recognize the time. If it is desired to pay an employee for all extra hours worked, CALBK must be authorized on the position. Payment for the extra hours that are subject to time and a-half under FLSA only requires the employee to be non-exempt. If the maximum hours allowed for accrual by FLSA is reached, the system will automatically generate payment of the overage time.

Hospital employees may work 8/80 shifts or two-week fourteen-day cycles. For these employees, the system looks at all 14-day cycles completed since the last payroll to determine the number of extra hours worked. The system takes all hours over 8 worked each day and totals them; totals the hours worked in excess of 80 for that two-week period; and uses the highest amount to calculate overtime pay or accrual.

### **Leave Accrued/Taken**

Extra hours not paid are updated to the appropriate compensatory leave balances. However, the remainder of leave accruals is recorded separately from Calculate Pay. In SPAHRS, leave accruals are estimated by DFA at the close of the month. Agencies have until the fifteenth of the following month to enter their time and leave. When all time and leave has been entered, the agency can submit the actual run online for leave accrual. The actual can only be run once for a month.

Actual leave taken is updated in each payroll run. Also, leave accrued for comp time and holiday worked is also updated in each payroll run.

### **Preliminary Payroll Runs**

The preliminary payroll run for calculates gross to net pay only and does not create any accounting transactions. This process generates reports which show errors such as employees with no default accounting distributions, deductions that could not be taken from a payroll, employees with time reporting errors, etc. These reports are then used by the agencies to make corrections to their payroll. Multiple preliminary runs may be required in order for the final payroll run to be error free.

### **Final Payroll Run**

Each agency is responsible for running its final payroll. This will occur approximately four or five days prior to pay date. Review the websites [www.mmrs.state.ms.us](http://www.mmrs.state.ms.us) or [www.dfa.state.ms.us](http://www.dfa.state.ms.us) for posting of payroll due dates. When the agencies initiate their payroll runs, electronic approval is automatically applied; DFA will look at the status of each payroll to ensure the final payroll has been run and that the payroll is error free. DFA then uploads all accounting transactions (JVs) to SAAS.

If there are problems in an agency's payroll that must be corrected prior to posting to SAAS, DFA can exclude that agency from further processing. For example, if availability of cash is a problem but the agency can make a deposit that day to remedy the shortage, the agency can rerun their Gen SAAS accounting and if there are no errors, this can be then submitted to SAAS by DFA.

## Screens and Reports

The Calculate Pay process includes various screens and reports relating to payroll calculations. Two of these reports are viewed online; these include:

- the Pay Period Comparison report which is used to compare an employee or worker's pay information for the present and prior pay period; and,
- the Pay Details Earnings/Deductions/Tax Summary which displays employee or worker pay information including earnings type, hours paid, deductions and taxes withheld; monthly, quarterly and annual to date totals are displayed.

Two additional reports can be submitted online for generation; these are discussed later in this workbook.

The process of SPAHRS payroll also includes a Payroll On-Line Calculation screen which enables a payroll officer to enter changes in an employee or worker's pay rate directly on the screen to estimate net pay. Deductions or taxes can also be changed on the worker's record to estimate the impact of the changes on a worker's net pay using this On-Line Calculation screen. There is also a screen entitled the Payroll On-Line Calculation/Non-Employees which is used to input proposed salary and tax deductions for a prospective employee to estimate net pay.

### Pay Period Comparison (PC)

The Pay Period Comparison screen is used to compare a worker's pay information for one pay period to the previous pay period. The report displays the worker's agency, social security number, name, PIN, employment status, the earnings by type, gross pay, taxes deducted, after tax pay, and net pay.

| Your Action ...  | System Response ...   |
|--|---|
| 1. Choose <b>PA</b> (Payment) from the Main menu. Press ENTER.   | The Payment menu will appear.   |
| 2. Choose <b>CP</b> (Calculate Pay) from the Payment menu. Press ENTER.  | The Calculate Pay menu will appear.   |
| 3. Choose <b>PC</b> (Pay Period Comparison) from the Calculate Pay menu. Press ENTER.  | The Pay Period Comparison screen will appear.   |
| 4. Choose the desired action. If <b>Browse</b> is chosen, a browse screen will appear for the user to select the desired employee with an <b>S</b> action. If <b>Next</b> is chosen, the next record is displayed. If <b>Display</b> is chosen, the following information must be entered:<br><br><b>*SSN:</b> Enter the employee's Social Security Number.<br><b>Pay End Date:</b> Enter the ending date of the pay period.<br><br><b>Pay Freq:</b> Enter the frequency code for the record (ex. M=Monthly, T=Travel) | If <b>Browse</b> is chosen, the browse screen will appear with all employees listed.<br><br><br><br><br><br><br><br><br><br>The following system message will be displayed: |

| Your Action ... | System Response ...                                 |
|-----------------|---|
| Press ENTER.    | XXXX-XXXXXXXXXX-XX-XX-XX<br>Displayed Successfully. |

PC

```

NNPH002  FMV4      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  11/16/2006
PHPCPD1D PHPCPD1M      Pay Period Comparison                                12:59 PM

Action:      (B,D,N)
*Agency: 0999      *SSN: 999999999      DOE, JOHN
*PayEndDate: 10 31 2006      Pay Freq: M      Emp Status: A
PIN: 1      Pay Dt: 10/31/2006      Pay Rate: 3336.73 SLRY
Type      Current      Prior      Type      Current      Prior
EARNINGS: REGSH  3336.73  3336.73
_1 of 2      HOLID
GROSS PAY:      3336.73  3336.73
PRE-TAX:
_1 of 0
TAXES:      RPERs      241.91  241.91      MCARE      48.38      48.38
_1 of 5      FIT      372.54  372.54      MSIT      108.00      108.00
          FICA      206.88  206.88
AFTER TAX: SLIFA      9.72      9.72
_1 of 2      HLT00
NET PAY:      2349.30  2349.30
Direct Command:
Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11---PF12-----
          Help Main End                                Bkwd Fwd Prnt      Quit
    
```

Browse Screen

```

FMMIS02  FMV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  11/20/2006
PHPCPD2B PHPCPD2M      Browse Workers for Pay Details                                05:22 PM

Actions: (S)

Act  Last Name      First Name  I  SSN      Pay End Date  PP Start Dt
-----
-  ADAMS      MANSON      M  898111234  10/31/2006  10/01/2006
-  BROWN      JANE        A  321224321  10/31/2006  10/01/2006
-  CRYSTAL    BALLY       R  222445555  10/31/2006  10/01/2006
-  DOE        JOHN        999999999  10/31/2006  10/01/2006
          *** End of Data ***

*Agency: 0999  Name: _____
Direct Command:
Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11---PF12-----
          Help Main End                                Bkwd Fwd      Quit
    
```

## Pay Details Earnings/Deductions/Tax Summary (PD)

The Pay Details Earnings/Deductions/Tax Summary screen is used to review the details of a worker's pay for the selected pay period, month-to-date, quarter-to-date and year-to-date. The report displays the worker's agency, social security, name, PIN, employment status, pay rate, gross and net pay, earnings type dollars and hours, deductions taken and taxes and retirement contributions.

| Your Action ...   | System Response ...   |
|---|---|
| 1. Choose <b>PA</b> (Payment) from the Main menu. Press ENTER.  | The Payment menu will appear.   |
| 2. Choose <b>CP</b> (Calculate Pay) from the Payment menu. Press ENTER.   | The Calculate Pay menu will appear.   |
| 3. Choose <b>PD</b> (Pay Details Earnings/Deductions/Tax Summary). Press ENTER.   | The Pay Details Earnings/Deductions/Tax Summary screen will appear.   |
| <p>4. Choose the desired action. If <b>Browse</b> is chosen, a browse screen will appear for the user to select the desired employee with an <b>S</b> action. If <b>Next</b> is chosen, the next record is displayed. If <b>Display</b> is chosen, the following information must be entered:</p> <p><b>*SSN:</b> Enter the employee's Social Security Number.<br/> <b>Pay End Date:</b> Enter the ending date of the pay period.<br/> <b>Pay Freq:</b> Enter the frequency code for the record (ex. M=Monthly, T=Travel)</p> <p>Press ENTER.</p> | <p>If Browse is chosen, the browse screen will appear with all employees listed.</p> <p>The following system message will be displayed:</p> <p>XXXX-XXXXXXXXXX-XX-XX-XX<br/>Displayed Successfully.</p> <p>This screen contains three panels that can be accessed by pressing F11 for forward panels and F10 for previous panels.</p> <p>NOTE:<br/> MTD = as of month of pay end date.<br/> QTD = as of pay period calendar year quarter end date.<br/> YTD = calendar year as of display date.</p> |

PD Panel 1

```

NNPH002 FMV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/16/2006
PHPCPD3D PHPCPD3M Pay Details Earnings/Deductions/Tax Summary 01:18 PM
2 more >

Action: _ (D,N)
*Agency: 0999 *SSN: 999999999 JOHN DOE
Pay End Date: 10 31 2006 Pay Freq: M Status...: PAID
PIN/WIN: 1 Pay Date: 10/31/2006 Pay Rate: 3336.73 SLRY
--- E A R N I N G S ---
SCHOOL
YTD Earn/Paid
Period MTD QTD YTD
Gross Pay: 3336.73 3336.73 4497.28 41000.91
Net Pay....: 2349.30 2349.30 3509.85 31288.85
Adj Gross.: 3336.73
1 of 1
Type Current MTD YTD Curr Hrs MTD Hrs YTD Hrs
REGSH 3336.73 3336.73 32992.30 176.00 176.00 1680.00

LastUpdtm: 10/20/2006 7:08:22.6 PM LastUpdtUser/Pgm: PH1302 PHPDPW6T
Direct Command:
Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-----
Help Main End Bkwd Fwd Prnt Left Right Quit
0999-00000999999-79938968-998 displayed successfully
    
```

PD Panel 2

```

NNPH002 FMV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/16/2006
PHPCPD3D PHPCPD4M Pay Details Earnings/Deductions/Tax Summary 01:19 PM
< 1 more
1 more >

Action: _ (D,N)
*Agency: 0999 *SSN: 999999999 JOHN DOE
Pay End Date: 10 31 2006 Pay Freq: M Status....: PAID
PIN/WIN: 1 Pay Date: 10/31/2006 Pay Rate: 3336.73 SLRY
--- D E D U C T I O N S ---
1 of 2 Seq Worker Worker Employer Employer
Ind Type Nbr Current MTD YTD Current MTD YTD
4 SLIFA 1 9.72 9.72 95.76 9.72 9.72 95.76
4 HLT00 1 339.00 339.00 3220.00

LastUpdtm: 10/20/2006 7:08:22.6 PM LastUpdtUser/Pgm: PH1302 PHPDPW6T
Direct Command:
Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-----
Help Main End Bkwd Fwd Prnt Left Right Quit
Scrolling performed.
    
```

PD Panel 3

```

NNPH002 FMV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/16/2006
PHPCPD3D PHPCPD5M Pay Details Earnings/Deductions/Tax Summary 01:19 PM
< 2 more
Action.: _ (D,N)
*Agency: 0999 *SSN: 999999999 JOHN DOE
Pay End Date: 10 31 2006 Pay Freq: M Status...: PAID
PIN/WIN: 1 Pay Date: 10/31/2006 Pay Rate: 3336.73 SLRY
--- T A X E S / P E R S ---
1 of 5 PERIOD MTD QTD YTD
RPER WORKER 241.91 241.91 241.91 2391.92
EMPLOYER 377.05 377.05 377.05 3620.08
WAGE BASE 3336.73 3336.73 3336.73 32992.30
FIT WORKER 372.54 372.54 372.54 3638.46
EMPLOYER
WAGE BASE 3094.82 3094.82 3094.82 30600.38
FICA WORKER 206.88 206.88 206.88 2045.52
EMPLOYER 206.88 206.88 206.88 2045.52
WAGE BASE 3336.73 3336.73 3336.73 32992.30
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Prnt Left Right Quit
Scrolling performed
    
```

### Other Reports Additional Compensation (AC); Pay Period Comparison Summary (PP); Reprint Pay Details/Summary (PS)

There are instances in which a report is more desirable for view than an online screen. In these situations a batch job can be processed to generate a report. The following screens can be used in generating these reports.

| Your Action ...   | System Response ...   |
|---|---|
| 1. Choose <b>PA</b> (Payment) from the Main menu. Press ENTER.  | The Payment menu will appear.   |
| 2. Choose <b>CP</b> (Calculate Pay) from the Payment menu. Press ENTER.   | The Calculate Pay menu will appear.   |
| <p>3. Select an available option from the following. (A sample selection screen is depicted on the previous page.)</p> <p>AC      Additional Compensation Report<br/>Selection criteria includes Agency Number, Pay Period End Date, and Pay Frequency.</p> <p>PP      Pay Period Comparison Summary Report<br/>Selection criteria includes Agency Number, Pay Period End Date, and Pay Frequency.</p> <p>PS      Reprint Pay Detail/Summary Report<br/>Selection criteria includes Agency Number, Report Code Values, Pay Period End Date, Pay Frequency, and Sort Order</p> | <p>The system will display the selection screen for each report.</p> <p>Information is provided by Name, Social Security Number, Code, Description, Dollars, Hours and Percentage.</p> <p>Information is provided by Earnings Type, Current Pay, Prior Pay, and Difference in Pay.</p> <p>Information is provided by Gross, Adjusted Gross, and Net Pay; Fringe, Earnings Code, Pay Period Hours, Employee and Employer Amounts, and Wage Base.</p> |
| 4. Press ENTER.   | <p>For reports that are generated from a batch job, the Batch Job Submission pop-up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>   |



**Payroll On-Line Calculation (OC)**

| Your Action ...   | System Response ...                                 |
|---|---|
| 1. Choose <b>PA</b> (Payment) from the Main menu. Press ENTER.                              | The Payment menu will appear.                       |
| 2. Choose <b>CP</b> (Calculate Pay) from the Payment menu. Press ENTER.                     | The Calculate Pay menu will appear.                 |
| 3. Choose <b>OC</b> (Payroll On-Line Calculation) from the Calculate Pay menu. Press ENTER. | The Payroll On-Line Calculation screen will appear. |

```

NNPH002 FMV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/20/2006
PHPCIF1D PHPCIF1M Payroll On-Line Calculation 05:37 PM

*Agency: ____ *SSN: _____
*PP End Date...: ____ *Pay Freq...: _ P/W Ind.: P (P/W)
Hourly Rate...: Salary.....: Pay Methd:
Adjusted Gross: Gross Pay...: Net Pay...: 0.00
School Earned.: School Paid: Contract#:
1 of
Trans Trans PIN/WIN# Pay Period Employee Employer Wage
Code Type or Seq# Hours Amount Amount Base
-----
    
```

| Your Action ...   | System Response ...   |
|---|---|
| 4. Enter the following information:<br><br><b>Agency:</b> Enter the agency code xxxx.<br><b>*SSN:</b> Enter the employee's Social Security Number.<br><b>Pay Period End Date:</b> Enter the end date in MM DD YYYY.<br><b>Frequency:</b> Enter the current frequency of the position (M=Monthly, W=Weekly, etc.)<br><b>P/W Ind:</b> Enter P for pin or W for win employee |   |
| 5. Press ENTER.   | The employee or worker's work cycle hours, dates and overtime information is displayed.                             |
| 6. Press ENTER.   | The system will calculate the employee's detail pay information for the pay period and frequency entered in Step 4. |

NNPH002 FMV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/20/2006  
 PHPCIF1D PHPCIF1M Payroll On-Line Calculation 05:39 PM

\*Agency: 0999 \*SSN: 999999999 DOE, JOHN  
 \*PP End Date...: 10 31 2006 \*Pay Freq...: M P/W Ind...: P (P/W)

-----Details of expected overtime-----

----- Information linked to Work Cycles to be paid in this Pay Period -----

| Start Date | End Date   | Wk + Hrs | Applic Hours | EXTWK Hours | CALBK Hours | Total Hours | Agency Comp | FLSA Overtime |
|------------|------------|----------|--------------|-------------|-------------|-------------|-------------|---------------|
| 09/25/2006 | 10/01/2006 | 1        | 40.00        | 40.00       |             | 40.00       |             |               |
| 10/02/2006 | 10/08/2006 | 1        | 40.00        | 40.00       |             | 40.00       |             |               |
| 10/09/2006 | 10/15/2006 | 1        | 40.00        | 40.00       |             | 40.00       |             |               |
| 10/16/2006 | 10/22/2006 | 1        | 40.00        | 40.00       |             | 40.00       |             |               |
| 10/23/2006 | 10/29/2006 | 1        | 40.00        | 40.00       |             | 40.00       |             |               |

-----Applicable Pay Cycle Info -----

Current Start Date...: 10/01/2006 Current End Date...: 10/31/2006  
 Previous Start Dates.: 09/01/2006 Previous End Dates...: 09/30/2006  
 08/01/2006 08/31/2006

Total Agency Comp...: Total FLSA Overtime:  
 Holiday Worked Hours:  
 Additional comments.: No overtime to be paid

NNPH002 FMV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/20/2006  
 PHPCIF1D PHPCIF1M Payroll On-Line Calculation 05:39 PM

\*Agency: 0999 \*SSN: 999999999 DOE, JOHN  
 \*PP End Date...: 10 31 2006 \*Pay Freq...: M P/W Ind...: P (P/W)

Hourly Rate.....: 19.18 Salary.....: 3336.73 Pay Methd: S  
 Adjusted Gross: 3336.73 Gross Pay...: 3336.73 Net Pay.....: 2349.30  
 School Earned.: School Paid: Contract#:

1 of 8

| Trans Code | Trans Type | PIN/WIN# or Seq# | Pay Period Hours | Employee Amount | Employer Amount | Wage Base |
|------------|------------|------------------|------------------|-----------------|-----------------|-----------|
| REGSH      | EARNINGS   | 1                | 176.00           | 3336.73         |                 |           |
| RPERS      | TAXES      | 1                |                  | 241.91          | 377.05          | 3336.73   |
| FIT        | TAXES      | 1                |                  | 372.53          |                 | 3094.82   |
| FICA       | TAXES      | 1                |                  | 206.88          | 206.88          | 3336.73   |
| MCARE      | TAXES      | 1                |                  | 48.38           | 48.38           | 3336.73   |
| MSIT       | TAXES      | 1                |                  | 108.00          |                 | 3094.82   |
| SLIFA      | AFTER-TAX  | 1                |                  | 9.72            | 9.72            |           |
| HLT00      | AFTER-TAX  | 1                |                  |                 | 339.00          |           |

Direct Command:  
 Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-----  
 Help Main End Bkwd Fwd Quit

### Calculate Pay Browse – Pay Details (PB); Pay Details by Warrant/EFT (PW); Quarter to Date File (QT)

There are 3 screens available for browse features within the Calculate Pay Menu. These screens allow for displaying of the Pay Details Earnings/Deductions/Tax Summary screens and for the viewing of calendar year, quarter-to-date records.

| Your Action ...   | System Response  |
|---|--|
| 1. Choose <b>PA</b> (payment) from the main menu. Press ENTER.  | The Payment menu will appear.  |
| 2. Choose <b>CP</b> (Calculate Pay) from the Payment menu. Press ENTER.   | The Calculate Pay menu will appear.  |
| 3. Select from the following and Press ENTER.   | The system will display the selected screen.   |
| <p><b>PB</b> Browse Pay Details<br/>Selection criteria includes Agency Number, SSN, Pay Period End Date, and Pay Frequency</p> <p><b>PW</b> Browse Pay Details by Warrants/EFT's<br/>Selection criteria includes Agency Number, SSN, Warrant/EFT Number, and Pay Period End Date</p> <p><b>QT</b> Browse Quarter to Date File<br/>Selection criteria includes Calendar Year, Agency Number, and SSN</p> | <p>Information is provided by SSN in Pay Period End Date descending order.</p> <p>Information is provided by SSN in Warrant/EFT Number order.</p> <p>A blank Browse Quarter to Date File screen will appear.</p>   |
| 4. If PB or PW was selected, Enter Display in the action field next to the record to be viewed.   | The Pay Details Earnings/Deductions/Tax Summary screen will appear.  |
| 5. If QT was chosen, Input the Calendar Year and SSN if desired. Press ENTER.   | The Browse Quarter to Date File screen will appear.  |
| Enter Display in the Action field next to the record to be viewed. Press ENTER.   | The Maintain Quarter to Date File will appear. This is a 5 panel screen displaying information by quarter for Gross and Net pay, Amount per earnings code, Hours per earnings code, Employer share of retirement contributions, and Wage Base for the retirement contributions. All frequency types are included in the amounts. |

**Browse Pay Details (PB)**

| (D) Act Agency   |      | SSN       | F/P Ind | Payroll Run Number | Pay Period End Date | Supplement Run Number | Supplement Run Date | Adj Typ |
|--|------|-----------|---------|--------------------|---------------------|-----------------------|---------------------|---------|
| NNPH002 FMV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/20/2006<br>PHPCPD7B PHPCPD7M Browse Pay Details 05:51 PM |      |           |         |                    |                     |                       |                     |         |
| -  | 0999 | 999999999 | F       | 2663               | 11/30/2006          |                       |                     |         |
| -  | 0999 | 999999999 | F       | 2636               | 10/31/2006          |                       |                     |         |
| -  | 0999 | 999999999 | F       |                    | 10/31/2006          | 2659                  | 11/06/2006          | T       |
| -  | 0999 | 999999999 | F       | 2614               | 09/30/2006          |                       |                     |         |
| -  | 0999 | 999999999 | F       |                    | 09/27/2006          | 2657                  | 10/30/2006          | T       |
| -  | 0999 | 999999999 | F       | 2576               | 08/31/2006          |                       |                     |         |
| -  | 0999 | 999999999 | F       |                    | 08/31/2006          | 2609                  | 09/07/2006          | T       |
| -  | 0999 | 999999999 | F       | 2556               | 07/31/2006          |                       |                     |         |
| -  | 0999 | 999999999 | F       |                    | 07/31/2006          | 2583                  | 08/07/2006          | T       |
| -  | 0999 | 999999999 | F       |                    | 07/14/2006          | 2583                  | 08/07/2006          | T       |
| -  | 0999 | 999999999 | F       |                    | 07/14/2006          | 2554                  | 07/07/2006          | T       |

\*Agency: 0999 \*SSN: \_\_\_\_\_ PP End Date: \_\_\_\_ (MMDDYYYY) Pay Freq \_

Direct Command:

Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11----PF12-----

**Browse Pay Details by Warrants/EFT's (PW)**

| (D) Act Agcy   | SSN  | Warrant/EFT Nbr | F/P Ind | Payroll Run Nbr | Pay Period End Date | Suppl Run Nbr | Suppl Run Date | Adj Typ |
|--|------|-----------------|---------|-----------------|---------------------|---------------|----------------|---------|
| NNPH002 FMV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/20/2006<br>PHPCPD9B PHPCPD9M Browse Pay Details by Warrants/EFT's 05:52 PM |      |                 |         |                 |                     |               |                |         |
| -  | 0999 | 999999999       | F       | 256             | 09/30/1999          |               |                |         |
| -  | 0999 | 999999999       | F       | 261             | 10/31/1999          |               |                |         |
| -  | 0999 | 999999999       | F       | 274             | 11/30/1999          |               |                |         |

\*Agency: 0999 \*SSN: 999999999 Warrant/EFT No.: \_\_\_\_\_  
PP End Date: \_\_\_\_ (MMDDYYYY)

Direct Command:

Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11----PF12-----  
Help Main End Note Bkwd Fwd Prnt Quit

**Pay Details Earnings/Deductions/Tax Summary (PD)**

|   |         |                      |          |                        |               |         |
|---|---------|----------------------|----------|------------------------|---------------|---------|
| NNPH002 FMV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/16/2006<br>PHPCPD3D PHPCPD3M Pay Details Earnings/Deductions/Tax Summary 01:18 PM<br>2 more > |         |                      |          |                        |               |         |
| Action: (D,N)   |         |                      |          |                        |               |         |
| *Agency: 0999 *SSN: 999999999 JOHN DOE  |         |                      |          |                        |               |         |
| Pay End Date: 10 31 2006  |         | Pay Freq: M          |          | Status.: PAID          |               |         |
| PIN/WIN: 1  |         | Pay Date: 10/31/2006 |          | Pay Rate: 3336.73 SLRY |               |         |
| --- E A R N I N G S ---   |         |                      |          |                        |               |         |
|   | Period  | MTD                  | QTD      | YTD                    | YTD Earn/Paid |         |
| Gross Pay:  | 3336.73 | 3336.73              | 4497.28  | 41000.91               |               |         |
| Net Pay....:  | 2349.30 | 2349.30              | 3509.85  | 31288.85               |               |         |
| Adj Gross.:   | 3336.73 |                      |          |                        |               |         |
| 1 of 1  |         |                      |          |                        |               |         |
| Type  | Current | MTD                  | YTD      | Curr Hrs               | MTD Hrs       | YTD Hrs |
| REGSH   | 3336.73 | 3336.73              | 32992.30 | 176.00                 | 176.00        | 1680.00 |
| LastUpdtm: 10/20/2006 7:08:22.6 PM LastUpdtUser/Pgm: PH1302 PHDPW6T   |         |                      |          |                        |               |         |
| Direct Command:   |         |                      |          |                        |               |         |
| Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11----PF12-----  |         |                      |          |                        |               |         |
| Help Main End Bkwd Fwd Prnt Left Right Quit   |         |                      |          |                        |               |         |
| 0999-00000999999-79938968-998 displayed successfully  |         |                      |          |                        |               |         |

**Browse Quarter to Date File (QT)**

NNPH002 FMV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/20/2006  
 PHPQTD1B PHPQTD1M Browse Quarter to Date File 5:53 PM

Actions: (D)

| Act | Year  | Agency | SSN                 | Name                 |
|-----|-------|--------|---------------------|----------------------|
| --- | ----- | -----  | -----               | -----                |
| -   | 2006  | 0999   | 999999999           | EMPLOYEE, NAME       |
| -   | 2006  | 0999   | 888888888           | LASTNAME, FIRSTNAME  |
| -   | 2006  | 0999   | 998888888           | EMPLOYEE, NAME TWO   |
| -   | 2006  | 0999   | 111111111           | EMPLOYEE, NAME THREE |
| -   | 2006  | 0999   | 222222222           | EMPLOYEE, NAME FOUR  |
| -   | 2006  | 0999   | 333333333           | EMPLOYEE, NAME FIVE  |
|     |       |        | *** End of Data *** |                      |

Year: 2006 \*Agency: 0999 \*SSN: \_\_\_\_\_

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Note Bkwd Fwd Prnt Quit

NNPH002 FMV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/20/2006  
 PHPQTD1D PHPQTD2M Maintain Quarter to Date File 5:53 PM  
 4 more >

\*Action: \_ (D,N) Name: EMPLOYEE, NAME

Year: 2006 Agency: 0999 \*SSN: 999999999

|            | Gross Pay     | Net Pay       |
|------------|---------------|---------------|
| Quarter-1: | _____11724.25 | _____8843.08  |
| Quarter-2: | _____11782.46 | _____8901.29  |
| Quarter-3: | _____12996.92 | _____10034.63 |
| Quarter-4: | _____7834.01  | _____5859.15  |

LastUpdDtTm: 11/17/2006 6:40:08.8 PM LastUpdtUser/Pgm: PH130030 PHPCPD4X

**Employee Earnings Amount/Retirement Contributions per Quarter**

NNPH002 FMV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/07/2006  
 PHPQTD1D PHPQTD6M Maintain Quarter to Date File 2:47 PM  
 < 1 more 3 more >  
 \*Action: \_ (C,D,N) Name: EMPLOYEE, NAME  
 Year: 2006 Agency: 0999 \*SSN: 999999999

| Trans Type | Trans Code  | Seq | Quarter - 1 Amount | Quarter - 2 Amount | Quarter - 3 Amount | Quarter - 4 Amount |
|------------|-------------|-----|--------------------|--------------------|--------------------|--------------------|
| 1          | Earns TRCAR |     | 1901.56            | 1959.77            | 1660.73            | 1160.55            |
| 2          | Earns REGSH |     | 9822.69            | 9822.69            | 10010.19           | 6673.46            |
| 3          | Earns HOLID |     |                    |                    |                    |                    |
| 4          | Earns TRADV |     |                    |                    |                    |                    |
| 5          | Earns TROTO |     |                    |                    |                    |                    |
| 6          | Earns TROML |     |                    |                    |                    |                    |
| 7          | Earns TROLG |     |                    |                    |                    |                    |
| 8          | Earns TRORT |     |                    |                    |                    |                    |
| 9          | Earns TRARP |     |                    |                    |                    |                    |
| 10         | Tax RPERS   | 1   | 712.14             | 712.99             | 725.73             | 483.82             |

Direct Command:  
 Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12-----  
 Help Main End Bkwd Fwd Left Right Quit

**Employee Hours Earned per Quarter**

NNPH002 FMV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/07/2006  
 PHPQTD1D PHPQTD6M Maintain Quarter to Date File 2:47 PM  
 < 2 more 2 more >  
 \*Action: \_ (C,D,N) Name: EMPLOYEE, NAME  
 Year: 2006 Agency: 0999 \*SSN: 999999999

| Trans Type | Trans Code  | Seq | Quarter - 1 Hours | Quarter - 2 Hours | Quarter - 3 Hours | Quarter - 4 Hours |
|------------|-------------|-----|-------------------|-------------------|-------------------|-------------------|
| 1          | Earns TRCAR |     |                   |                   |                   |                   |
| 2          | Earns REGSH |     | 496.000           | 504.000           | 504.000           | 328.000           |
| 3          | Earns HOLID |     | 24.000            | 16.000            | 16.000            | 24.000            |
| 4          | Earns TRADV |     |                   |                   |                   |                   |
| 5          | Earns TROTO |     |                   |                   |                   |                   |
| 6          | Earns TROML |     |                   |                   |                   |                   |
| 7          | Earns TROLG |     |                   |                   |                   |                   |
| 8          | Earns TRORT |     |                   |                   |                   |                   |
| 9          | Earns TRARP |     |                   |                   |                   |                   |
| 10         | Tax RPERS   | 1   |                   |                   |                   |                   |

Direct Command:  
 Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12-----  
 Help Main End Bkwd Fwd Left Right Quit

### Employer Share of Retirement Contributions per Quarter

NNPH002 FMV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/07/2006  
 PHPQTD1D PHPQTD6M Maintain Quarter to Date File 2:47 PM  
 < 3 more 1 more >  
 \*Action: \_ (C,D,N) Name: EMPLOYEE, NAME  
 Year: 2006 Agency: 0999 \*SSN: 999999999

| Trans Type | Trans Code  | Seq | Quarter - 1 Employer Amt | Quarter - 2 Employer Amt | Quarter - 3 Employer Amt | Quarter - 4 Employer Amt |
|------------|-------------|-----|--------------------------|--------------------------|--------------------------|--------------------------|
| 1          | Earns TRCAR |     |                          |                          |                          |                          |
| 2          | Earns REGSH |     |                          |                          |                          |                          |
| 3          | Earns HOLID |     |                          |                          |                          |                          |
| 4          | Earns TRADV |     |                          |                          |                          |                          |
| 5          | Earns TROTO |     |                          |                          |                          |                          |
| 6          | Earns TROML |     |                          |                          |                          |                          |
| 7          | Earns TROLG |     |                          |                          |                          |                          |
| 8          | Earns TRORT |     |                          |                          |                          |                          |
| 9          | Earns TRARP |     |                          |                          |                          |                          |
| 10         | Tax RPERS   | 1   | 1055.94                  | 1055.94                  | 1131.15                  | 754.10                   |

Direct Command:  
 Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-----  
 Help Main End Bkwd Fwd Left Right Quit

### Employee Wage Base for Retirement Contributions

NNPH002 FMV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/07/2006  
 PHPQTD1D PHPQTD6M Maintain Quarter to Date File 2:47 PM  
 < 4 more  
 \*Action: \_ (C,D,N) Name: EMPLOYEE, NAME  
 Year: 2006 Agency: 0999 \*SSN: 999999999

| Trans Type | Trans Code  | Seq | Quarter - 1 Wage Base | Quarter - 2 Wage Base | Quarter - 3 Wage Base | Quarter - 4 Wage Base |
|------------|-------------|-----|-----------------------|-----------------------|-----------------------|-----------------------|
| 1          | Earns TRCAR |     |                       |                       |                       |                       |
| 2          | Earns REGSH |     |                       |                       |                       |                       |
| 3          | Earns HOLID |     |                       |                       |                       |                       |
| 4          | Earns TRADV |     |                       |                       |                       |                       |
| 5          | Earns TROTO |     |                       |                       |                       |                       |
| 6          | Earns TROML |     |                       |                       |                       |                       |
| 7          | Earns TROLG |     |                       |                       |                       |                       |
| 8          | Earns TRORT |     |                       |                       |                       |                       |
| 9          | Earns TRARP |     |                       |                       |                       |                       |
| 10         | Tax RPERS   | 1   | 9822.69               | 9822.69               | 10010.19              | 6673.46               |

Direct Command:  
 Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-----  
 Help Main End Bkwd Fwd Left Right Quit