

PPMS Payroll Processing Module

Overview

PPMS Payroll Processing is a comprehensive module for producing payrolls which includes:

- automatic payments
- time transactions
- retroactive pay
- hand-drawn payroll checks
- automatic paycheck cancellations
- balance adjustments

The Payroll Processing module is fully integrated with other PPMS modules and with the Financial Management System (FMS) and the Student Management System (SMS):

- Payroll Processing interacts with FMS for budget tracking, financial controls, vendor payments, and banking.
- Payroll Processing interacts with the Leave Accounting module in PPMS to automatically post leave transactions that affect gross pay from a leave posting screen.
- Payroll Processing interacts with the Employee Maintenance module in PPMS to update employee job screens with payroll information.
- Payroll Processing interacts with the Employee Contracts module in PPMS, the Student Management System (SMS), and the Employee Maintenance module in PPMS to calculate and print part-time faculty contracts and to update employee job screens.

Features of Payroll Processing

The Payroll Processing module processes payroll and posts salaries, benefit costs, and vendor payments to the appropriate account distribution in FMS. It also updates the Payroll History (PAYRH) database with payroll information and the Employee (EMP) database with employee and employer balances.

The Payroll Processing module can process multiple pay cycles and payroll schedules. It can process contractual, monthly, semimonthly, or hourly rates of payment for exception and positive time reporting. Users can enter and review payroll transactions online before they are processed.

Colleges can use the Payroll Processing module to take advantage of the following features:

- Maintain payroll history which can be reviewed online through DataExpress for 18 to 24 months.
- Produce test payrolls for auditing before the real payroll is processed.
- Process automatic check cancellations for up to 24 months.
- Process handdrawn checks and overpayment recoveries.

- Process multiple payments and deductions.
- Calculate leave payoffs.
- Allow balance adjustments before W-2 processing.
- Accommodate direct deposit of an employee's net pay and electronic transfer of vendor payments.
- Calculate pay rates by standard or actual hours worked.
- Use multiple data entry screens for employee positive time reporting.
- Use multiple data entry screens for employee leave reporting.
- Process automatic expense transfers for specified time periods.

Payroll Databases

Payroll transactions are contained in and update the three databases:

- **The Payroll (PAYR)** database contains payroll transaction records and keeps them on file for up to six months. The data you enter on screens PS1000 through PS1013 update the PAYR database. The PAYR database consists of 20 data sets. Each data set contains numerous fields (data elements) used by PAYR and related databases.
- **The Payroll Audit (PAUDIT)** database is a work file for a future payroll. This database contains transaction records from the time of data entry until after a payroll is processed.
- **The Payroll History (PAYRH)** database contains payroll activity records for each employee and is maintained until purged. Using this data, you can process automatic check cancellations and expense transfers. Using the screens associated with PAYRH, PS1030 through PS1038, you can view detailed payroll information about employees, such as:
 - For a specific employee and payroll transaction, you can view earnings distributions, deductions, employer cost distributions, and expense transfers.
 - For one or more employees, you can view deduction balances, hour balances, dollar balances, and bond purchases.
 The PAYRH database consists of 12 data sets. Each data set contains numerous fields (data elements) used by PAYRH and related databases.

The data entered on some Payroll screens may update more than one data set. Similarly, some data sets are updated by data entered on more than one screen.