OFFICE HOURS 3/10/2017		
Topic Area	**Question Submitted**	**Details**
Database	Do the live and test databases need to both be ready for training starting Tuesday, March 21st	Why do we copy from Live to Test.? We want to keep transactions in Test.
Deduction Table – Employee Tab	Withholding accounts – Deductions that are not covered in liability listing – do they go in miscellaneous code?	Require more information
Deduction Table – Employee Tab	I understand that max gross, cross middle rate, cross middle max, and cross high rate can be zero or blank. Is that accurate?	Enter zeros in all of these fields.
Deduction Table – Employee Tab	Deduction for Bond – Blank?	Leave this option blank. It does not apply.
Deduction Table – Vendor	For board share STRS & SERS, there is never a check written as it is deducted from our foundation payment. Does Vendor and payment frequency stay blank?	Will discuss further during payroll parallel If you would like to create a vendor record and create a check to do the posting to accounts the "check" becomes like a memo check. Another option is to create journal entries.
Deduction Table – Employee Tab	Do only employee deductions have a liability account or do the employer deductions have them as well?	This is always required.
Deduction Table – Employee Tab	Max deduction field – is filled in only for deductions that have a max – it was mentioned about putting in max deduction for annuities but what about people who have catch up.	For catch up the employee maximum deduction is updated on the employee deduction which overrides the table max deduction.
Deduction Table – Employee Tab	For Deduction amount – if it is being pulled from a table, is it per pay amount or the monthly amount or what?	This is determined on the frequency. If it is taken out per pay period or bi-weekly or monthly.
Deduction Table – Employee Tab	Optional life – can it be table driven or not? Employee selects $ figure of optional life and then if they want dependent life and/or spousal coverage.	Separate Optional Life Code employee, spouse, and child with different amounts for each of them.
Deduction Table – Employee Tab	Can I have some clarification on Max Method? What is it and why would you use an inception date vs. fiscal year to date?	The max method only applies if there is a max deduction. It will apply to the how it is tracked year to date (tax purposes) or max method for fiscal.
Deduction Table – Employee Tab	Under Employer – ORGN & Project – Blank?	This is only used for override purposes.
Deduction Table – Employee Tab	Benefit account – only filled out if employer deduction?	Yes that is correct. If you do none the benefit account is blocked.
Departments – Locations	I was working on entering departments and base locations in test and realized we have entered locations in the security section in test. Where should I be doing this? I was assuming these would go with the columns in the demographic spreadsheet. Also, can Base, check and personnel locations be the same? META is an IT site and not a school so I was thinking this is more basic.	We reviewed the departments, base location, personnel location and check location fields in the demographic file.

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EEO Categories	Please provide a list of the EEO5 Category codes.	1 - Officials, Administrators, and Managers 2 - Principals 3 - Assistant Principals, Teaching 4 - Assistant Principals, Non-Teaching 5 - Elementary Classroom Teachers 6 - Secondary Classroom Teachers 7 - Other Classroom Teachers 8 - Guidance 9 - Psychological 10 - Librarians/Audio Visual Staff 11 - Consultants and Supervisors of Instruction 12 - Other Professional Staff 13 - Teacher Aides 14 - Technicians 15 - Clerical/Secretarial Staff 16 - Service Workers 17 - Skilled Crafts 18 - Laborers, Unskilled 20 - Part-Time Professional Instructional 21 - Part-Time All Other
Group Life	-Group Life over 50K – I gave Lisa the information which shows how much life they have but I need to know what the fields should be on the spreadsheet for this deduction.	Will provide the Group Life Supplement
Group Life Setup	-Group Life – Need to know if it can be a table or if it will be an employee amount as it is based on their salary. Administrators get 2 times their salary in life insurance, Teachers get 1.5 times their salary in life insurance. The treasurer and superintendent get $500,000 in life insurance. The rest of the employees get $50,000.	Will provide the Group Life Supplement
Leave Table	Our question for office hours tomorrow is how the system handles the leave date and how we should enter the date in for the demographic load. Beachwood increases their vacation after five years, ten years, etc. But this does not happen until the month after their original hire month	There is a leave anniversary date on the leave tab for every employee (also in the demographic file load). This indicates when the leave moves for the employees.
Leave Table	We pay out a % of unused sick leave to eligible employees at the time of retirement. We entered unused pay meth on the leave code spreadsheet for this pay out. Is that what the pay meth is indicating? Then it looks like we would also need a pay code and job class for the payout correct	Discussed the different method for providing Payouts for employees from the leave table.

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Leave Table	Our administrators receive a % of their unused sick leave at the time of retirement but his is paid out of accounts payable. Currently we have a pay meth on the leave code spreadsheet but since this is not paid from payroll should the unused pay meth be N for leave code 102 and 104?	Discussed the different method for providing Payouts for employees from the leave table.
Leave Table	Our non-cert employees have a sick leave bank which they donate to once a year and can request to use days if they run out of sick leave. Need help setting up this leave code. Would it be one code to accrue and one code to use?	Pay Type and Pay Method
Local Taxes	The only template for the Local Tax codes I've been able to find is to link them to each individual employee with YTD numbers, withholdings etc. Is there a different template to do the initial upload for the Reference table? The local taxes but it's all coming together now! I see that our template says to leave the Local Tax fields blank on the demographic, except for the ones that should be Y and S.	Walked through the setup for the local tax tables and how they associate to the individual employees.
Local Taxes	Why in the supplemental and not the original tax field??? Cities do not have allowances. School districts do but not cities.	Walked through the setup for the local tax tables and how they associate to the individual employees.
Organization Chart and Account List	Also, there is no L22313 liability account in our system. Lisa was going to check on that.	Walked through the process of adding an Account, adding a new organization and linking the expenditure account in the ledger and the balance sheet accounts.
Organization Chart and Account List	We have discovered we need to add some more budget units for META, is it possible to do so by a load? If so, does the spreadsheet need to be a new spreadsheet? Or can we put the new budget units in the spreadsheet that was already loaded?	Walked through the process of adding an Account, adding a new organization and linking the expenditure account in the ledger and the balance sheet accounts.
Pay Code Table	**Example Teacher:** Teacher subject to Medicare Certified STRS Salary is $60,000 per contract year – September to August Paid bi-weekly $60,000 divided by 26 pays = amount per pay Per Diem or Docking rate would be $60,000 divided by 185 days (days in teacher contract) Would this example be Pay Code 001	Yes the teacher would be setup as Job Class 230 and Pay Code 001 for STRS.

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Pay Code Table	**Example Administrator:** Principal subject to Medicare Certified STRS Salary is $100,000 per contract year – August to July Paid bi-weekly $100,000 divided by 26 pays = amount per pay Per Diem or Docking rate would be $100,000 divided by 260 days (days in administrator contract) Would this example be Pay Code 001	Yes the teacher would be setup as Job Class 108 or 107 and Pay Code 001 for STRS.
Pay Code Table	**Example Head Custodian:** Head Custodian subject to Medicare Non-Certified SERS Salary $45,000 per contract year – August to July They do not have a salary schedule – payroll is given the contract amount Pay bi-weekly $45,000 divided by 26 pays = amount per pay	Yes the Head Custodian would be Pay Period employee (no salary schedule) 902 with 003 – setup would not be a daily rate but hourly rate so include 8 hour for the hr/day field.
Pay Code Table	**Example Head Custodian: Extra Pay / Overtime** Sometimes Head Custodians work over time Would this example be Pay Code 003 or 007 Would their overtime be Pay Code 052 or is it covered by their primary Pay Code 003 or 007	Because these are extra hours it would be OT or Extra hours and at the employee's hourly rate. We can test this.
Pay Code Table	**Example Building Secretary:** Building Secretary subject to Medicare Non-Certified SERS Salary Schedule is hourly contract year is August to July They work 240 days/holidays 7.5 hours per day Paid bi-weekly 7.5 x hourly rate x 240 days = amount Divided by 26 pays paid same amount 26 pays Would this example be Pay Code 003 or 007 They also receive a stipend which paid over 26 pays This would be Pay Code 704 pay type P	Yes the employee is setup as a pay code for hourly and stretch. We need to flag this code with 01 regular SERS Earning Code and then when it is summer it will be 04 for the stretch period.
User Views	Quick review of User Views using "AND" – More than 1 restrictions	Tabled for next onsite.