

Fiscal Year End Payroll Posting



Post Labor Distribution/Email Advices

Warrant	Post?	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Benefit Split Indicator	Chargeback Percentage
1 Post Labor Dist	903587 <input type="radio"/> Yes <input checked="" type="radio"/> No	02-Jul-2022	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2022	Worked All		B	

T&E Posting Date is the Period Ending Date

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/174274325>

United States: +1 (224) 501-3412

- One-touch: <tel:+12245013412,,174274325#>

Access Code: 174-274-325

Please MUTE your phone after joining the conference call.

Thanks!

Wednesday, June 16, 2022

10AM – 11AM

LuAnn Moore

Theresa Campbell



Tips for GoToMeeting



The screenshot shows a GoToMeeting window with the following elements highlighted by numbered callouts:

- 1:** A yellow box highlights the bottom control bar containing icons for Mic, Camera, Screen, and Leave.
- 2:** A yellow box highlights a slider control in the top center of the meeting area, used for resizing the viewing canvas.
- 3:** A yellow box highlights a chat bubble icon in the top right corner.
- 4:** A yellow box highlights a vertical toolbar on the right side containing icons for camera, zoom (+/-), and a share icon.

The meeting content displays "AUC Financial Management" with a green header, a dollar sign icon, and text including "PO Rollovers FY21 to FY22", a URL (<https://global.gotomeeting.com/join/857861445>), a phone number (+1 (872) 240-3311), an access code (857-861-445), and the date "Wednesday, June 15, 2021". A note says "Please MUTE your phone after joining the...".

1. Controls appear when the mouse is moved onto the G2M window
2. Slider resizes the viewing canvas versus the attendee's area
3. Chat bubble allows for questions
4. Camera and zoom controls for screenshots or a closer look

What Will We Cover?



How “regular” processing works

Preparing to use the split processing

Where to set up the accrued payroll account

How to post the split payroll

- Labor/Time (days worked vs. percentage)

- Benefits (period start, period ending or percentage)

How to review the labor distribution prior to posting

This process allows for the posting of expenses, accrued payroll, and cash in two fiscal years.

Post Labor Distribution-Default



Dates used for "regular" payroll cycle?

Time & Benefit Expenses - period ending (default)

Cash – check date

Warrant/Create Timesheet Screen

2 Warrant#	3 Check Date	Post Date	Pay	Period	Bank	Batch#	Start	End	Status	# Unposted	Void/Manual
903589	24-Jun-2022		WE	PAYC		3529	12-Jun-2022		Checks Printed		
			WE	PAYC			19-Jun-2022	18-Jun-2022	Uncalculated		
			WE	PAYC			26-Jun-2022		Uncalculated		

Post Labor Distribution/Email Advices

Warrant	Post?	Period E	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Indicator	Chargeback Percentage
903589	<input type="radio"/> Yes <input checked="" type="radio"/> No		18-Jun-2022	<input type="radio"/> Yes <input checked="" type="radio"/> No					

T&E Posting Date is the Period Ending Date

“Regular” Cycle Processing of Employer Paid Benefits & Labor \$



	Sally Salaried		Harold Hourly	
Gross		\$ 1,992.34		\$ 800.00
Deductions	Federal Taxes	\$ 300.53		\$ 106.73
	State Taxes	\$ 96.36		\$ 35.79
	FICA	\$ 123.53		\$ 49.60
	Medicare	\$ 28.89		\$ 11.60
	Total Deductions	\$ 549.31		\$ 203.72
Net Pay		\$ 1,443.03		\$ 596.28
Benefits	FICA	\$ 123.53		\$ 49.60
	Medicare	\$ 28.89		\$ 11.60
	Total Benefits	\$ 152.42		\$ 61.20

This report shows the typical transactions:

- 1.) hourly employee's benefits
- 2.) salaried employee's benefits

The expense accounts show the labor dollars & employer contributions

Account	Description	Fiscal Year	Transaction Date	Debit	Credit
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2022	24-Jun-2022		\$ 2,144.76
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2022	18-Jun-2022	\$ 1,992.34	
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2022	18-Jun-2022	\$ 28.89	
1000-195-0000-001-00-00-57015	FICA - EMPLOYER CONTRIBUTION	2022	18-Jun-2022	\$ 123.53	
071597 SALARIED, SALLY S.				\$ 2,144.76	\$ 2,144.76
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2022	24-Jun-2022		\$ 861.20
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2022	18-Jun-2022	\$ 11.60	
1000-195-0000-001-00-00-57015	FICA - EMPLOYER CONTRIBUTION	2022	18-Jun-2022	\$ 49.60	
1000-300-4110-190-06-00-51450	CUSTODIAN SALARY-HS	2022	18-Jun-2022	\$ 800.00	
071599 HOURLY, HAROLD S.				\$ 861.20	\$ 861.20

The DR and CR to accrued payroll not shown; this does not cross a fiscal year.

Town of ADMINS Setup



This site's payroll cycle:

Begins on Sunday

Ends on Saturday

Paychecks dated the following Friday

Employees are paid weekly

In June 2022 – if check date is the following Friday, there are two pay periods that will each produce two GL posting batches.

June 19 - 25, paid on July 1 will be Split for Benefits & Deductions to 2022 & Cash to 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period Start June 19	June 20	June 21	June 22	June 23	Pay Day June 24	Period End June 25
Period Start June 26	June 27	June 28	June 29	June 30	Pay Day June July 1	Period End June July 2
Period Start July 3	July 4	July 5	July 6	July 7	Pay Day July 8	Period End July 9

June 26 - July 2, cross fiscal year, paid on July 8 will be Split



Post Labor Distribution Fiscal Year-End



Warrant Pay Groups

Warrant 903587 0 Notes
Period Start 26-Jun-2022 **Bank** PAYC **Period** WE **#Pays/Deds** 1 **Check Date** 08-Jul-2022 **Status** Checks Printed
End 02-Jul-2022 **Batch** 3531 **NoTimesheet** Yes No **Unposted Void/Manual**

There can be multiple warrants that create GL transactions in two fiscal years

Warrant 903586

Period Start: Sunday, 19 June
 Period Ending: Saturday, 25 June
 Check Date: Friday, 01 July

Warrant 903587

Period Start: Sunday, 26 June
 Period Ending: Saturday, 02 July
 Check Date: Friday, 08 July

7283-HRLABDSTEMP.REP Printed 03-Jun-2022 at 12:12: City of ADMINS Labor Distribution Detail-By Employee

Payroll Batch: 3531

Account	Fiscal Year	Transaction Date	Debit	Credit	Encumbrances	Error
071597 SALARIED, SALLY S.						
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		1575.53		
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	2022	30-Jun-2022	1423.11			
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022	28.89			
1000-195-0000-001-00-00-57015 FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022	123.53			
			1575.53	1575.53		
071599 HOURLY, HAROLD S.						
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		701.20		
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022	11.60			
1000-195-0000-001-00-00-57015 FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022	49.60			
1000-300-4110-190-06-00-51450 CUSTODIAN SALARY-HS	2022	30-Jun-2022	640.00			
			701.20	701.20		
Batch: 903587			2276.73	2276.73		
071597 SALARIED, SALLY S.						
1000-000-0000-000-00-10400 CASH, GENERAL FUND	2023	08-Jul-2022		1897.70		
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	1575.53	1443.03		
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	1443.03			
1000-000-0000-000-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		247.06		
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	2023	02-Jul-2022	569.23			
			3587.79	3587.79		
071599 HOURLY, HAROLD S.						
1000-000-0000-000-00-10400 CASH, GENERAL FUND	2023	08-Jul-2022		762.00		
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	701.20	596.28		
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	596.28			
1000-000-0000-000-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		99.20		
1000-300-4110-190-06-00-51450 CUSTODIAN SALARY-HS	2023	02-Jul-2022	160.00			
			1457.48	1457.48		
Batch: 9035871			6286.05	6286.05		



Post Labor Distribution



Warrant Pay Groups

Warrant	903586	Bank	PAYC	Period	WE	#Pays/Deds	1	Check Date	01-Jul-2022	Status	Posted	0 Notes
Period Start	19-Jun-2022	Batch	3527	NoTimesheet	<input type="radio"/> Yes <input checked="" type="radio"/> No							
End	25-Jun-2022											

Pay period is all within FY 2022; check date and cash posts 2023.

Warrant #903586

Period Beginning: Sunday, June 19

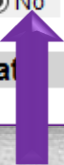
Period Ending: Saturday, June 25

Check Date: Friday, July 1

Post Labor Distribution/Email Advices

Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Indicator	Chargeback Percentage
903586	<input type="radio"/> Yes <input checked="" type="radio"/> No		25-Jun-2022	<input type="radio"/> Yes <input checked="" type="radio"/> No					

T&E Posting Date is the Period Ending Date



The Split button is No, but the Fiscal Year is crossed due to the check date.

Preparing for Split



Decide on which method to use for Time

Decide on which method to use for Benefits

Set up Accrued Payroll Accounts

Review how employees are paid (hourly vs. salaried)

Note: Even if not doing a FY split, if the check date is in new FY, & work dates in FY, a GL batch will be created for each year

How to Decide on the Split?



Human Resources ▶ Queries ▶ Warrant History ▶ Select Warrant

Warrant History

Goto...	Warrant# 303404	Batch# 3247	Check Date 01-Jul-2020	Period Start 18-Jun-2020
Actions	Bank PAYR PAYROLL - CITIZENS BANK		Posted Date 26-Jun-2020	Period End 24-Jun-2020

Seq#	Description	Filename	Buttons
1	Warrant Employee Count Report		7 View 8 Email
2	Warrant Summary Report		
3	Labor Distribution GL Posting Report		
4	Wage Summary		
5	Payroll Register		
6	Payroll Register - Exception Report		
7	Deduction Register - Cost Code Summary		
8	Separate Check Listing		
9	Benefit Categories		
10	Payroll Check Register		
11	Deduction Register - Employee Detail		
12	Deduction Register - Paycheck Category S		
13	Payroll Voucher - Preliminary		
15	Labor Distribution Detail		
16	Labor Distribution Detail-By Employee		
17	Labor Distribution Summary		

The labor distribution summary reports on the Warrant History Screen will show how the split was handled in past years - look at the legend at the bottom of the reports; this examples shows the **Time Split as "D" for Days Worked ALL**, with a **Benefit Split of "P" and a percentage of 57.14**

Split Payroll Legend

Time Split Indicator -- Days Worked All	Chargeback Percentage --
Benefit Split Indicator -- Percentage	Chargeback Percentage -- 57.14

Accrued Payroll Account



All funds, both "old" & "new" fiscal years must have the *accrued payroll account* set on *line #14* of the General Ledger Controls Table

Ledgers ▶ Account Maintenance ▶ General Ledger Controls

Maintain General Ledger Controls

FY 2022	Fund 1000	Description GENERAL FUND	Fund Status OPEN	3-Clear All
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Line	Account Number	Description	Summarize Postings?
Accrued Payroll	14	1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND

Maintain General Ledger Controls

FY 2023	Fund 1000	Description GENERAL FUND	Fund Status OPEN	3-Clear All
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Line	Account Number	Description	Summarize Postings?
Accrued Payroll	14	1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND

Post Labor Distribution Screen



Warrant Pay Groups

Warrant: 303587
Check Date: 08-Jul-2022
Period Start: 26-Jun-2022
Period End: 02-Jul-2022
Link: PAYC
Period: JE
#Pays/Details: 3531
No Timesheet: Yes No
Status: Unposted
Checks Printed: 0
Notes: 0

Select Yes to split the Fiscal Year. Default Fiscal YE = period end; change it to Fiscal Year End 06/30/2022

Post Labor Distribution/Email Advices

Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Benefit Split Indicator	Chargeback Percentage
303587	<input type="radio"/> Yes <input checked="" type="radio"/> No	02-Jul-2022	02-Jul-2022	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2022	D		P	80,0000

T&E Posting

Posting Date	Split FY?	Fiscal YE	Indicator
02-Jul-2022	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2022	D

Benefit Split Option - default is "B"; if using "P" enter a %

Time Chargeback % entered here if using "C" or "P"

Time Split Option - default is "D"

Split FY “Yes” Radio button is selected; different options will be shown.

Time Split



Three options – D, C, or P
Hourly vs. Salaried Employees

Time Split Options



D – Days Worked All

The timesheet work date will be used as a basis to post the labor expenses for all employees.

C – Hourly-Work Date/Salaried % *

The *timesheet work date* will be used as a basis to post the labor expenses for the *hourly* employees.

The chargeback percentage will be used for salaried employees.

P – Percentage All *

The chargeback percentage will be used for all employees.

** Chargeback Percentage is the percentage charged to the Fiscal Year-End date. If chargeback = "0", 100% will be charged to the new year.*

Is the Employee HOURLY or SALARIED?



Human Resources ▶ Tables ▶ Bargaining Unit Table ▶ Detail ▶ Salary

Bargaining Unit - Salary

Bargaining Unit	TOCL -01	Municipal Employees	Calculator Fields
Schedule	C1	Town Clerical 40hrs	Salary Base <input type="checkbox"/> Hourly
Grade	8	Fy21 municipal clerical 40 h/w	Hourly/Salaried/Per Diem <input checked="" type="checkbox"/> Salaried
Effective Date	01-Jan-2021	1.1,2021 1% increase clerical 40 h/w	

Hourly/Salaried/Per Diem:

- H = Hourly
- S = Salaried
- P = Salaried

Employee Payroll Type

Code	Description	Status	Iof
H	Hourly	A	
P	Per Diem	A	
S	Salaried	A	

OK Find Search Cancel Help Eof

		<i>Sally Salaried</i>	<i>Harold Hourly</i>
Gross		\$ 1,992.34	\$ 800.00
Deductions	Federal Taxes	\$ 300.53	\$ 106.73
	State Taxes	\$ 96.36	\$ 35.79
	FICA	\$ 123.53	\$ 49.60
	Medicare	\$ 28.89	\$ 11.60
	Total Deductions	<u>\$ 549.31</u>	<u>\$ 203.72</u>
Net Pay		\$ 1,443.03	\$ 596.28
Benefits	FICA	\$ 123.53	\$ 49.60
	Medicare	\$ 28.89	\$ 11.60
	Total Benefits	<u>\$ 152.42</u>	<u>\$ 61.20</u>

Time Split Indicator: "D" Days Worked All



The timesheet work date is the basis for posting labor expenses for *all* employees.

Post Labor Distribution/Email Advices									
----- Perfect Attendance -----			----- Time & Expense -----			----- Time Split -----		----- Benefit Split -----	
Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Indicator	Chargeback Percentage
303587	<input type="radio"/> Yes <input checked="" type="radio"/> No		02-Jul-2022	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2022	D		B	
Days Worked All							Period Beginning		

Set Fiscal Year End date to June 30

Option D, Days Worked, All Employees									
1000-000-0000-000-00-20210	ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		\$	1,746.34			
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2022	30-Jun-2022		\$	1,593.92			
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022		\$	28.89			
1000-195-0000-001-00-00-57015	FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022		\$	123.53			
071597 SALARIED, SALLY S.						\$ 1,746.34		\$ 1,746.34	
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2023	08-Jul-2022		\$	1,897.70			
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022		\$	1,746.34			
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022		\$	1,443.03			
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		\$	247.06			
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2023	02-Jul-2022		\$	398.42			
071597 SALARIED, SALLY S.						\$ 3,587.79		\$ 3,587.79	
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		\$	701.20			
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022		\$	11.60			
1000-195-0000-001-00-00-57015	FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022		\$	49.60			
1000-300-4110-190-06-00-51450	CUSTODIAN SALARY-HS	2022	30-Jun-2022		\$	640.00			
						\$ 701.20		\$ 701.20	
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2023	08-Jul-2022		\$	762.00			
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022		\$	701.20			
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022		\$	596.28			
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		\$	99.20			
1000-300-4110-190-06-00-51450	CUSTODIAN SALARY-HS	2023	02-Jul-2022		\$	160.00			
071599 HOURLY, HAROLD S.						\$ 1,457.48		\$ 1,457.48	

Time Split Indicator "C"

Hourly=Work Date / Salaried=%



Labor expenses for hourly employees are based on the timesheet work date (same as "D")

Salaried employees' labor expenses use the chargeback percentage (method "C")
 Set Fiscal YE date to June 30

Post Labor Distribution/Email Advices

----- Perfect Attendance ----- ----- Time & Expense ----- ----- Time Split ----- ----- Benefit Split -----

Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Indicator	Chargeback Percentage
903587	<input type="radio"/> Yes <input checked="" type="radio"/> No		02-Jul-2022	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2022	C	71.4286	B	
							Hourly-Days Worked/Salaried-	Period Beginning	

T&E Posting Date is the Period Ending Date

1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		\$	1,575.53
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2022	30-Jun-2022	\$	1,423.11	
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022	\$	28.89	
1000-195-0000-001-00-00-57015	FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022	\$	123.53	
071597 SALARIED, SALLY S.				\$	1,575.53	\$ 1,575.53
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2023	08-Jul-2022		\$	1,897.70
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	\$	1,575.53	\$ 1,443.03
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	\$	1,443.03	
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		\$	247.06
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2023	02-Jul-2022	\$	569.23	
071597 SALARIED, SALLY S.				\$	3,587.79	\$ 3,587.79
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		\$	701.20
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022	\$	11.60	
1000-195-0000-001-00-00-57015	FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022	\$	49.60	
1000-300-4110-190-06-00-51450	CUSTODIAN SALARY-HS	2022	30-Jun-2022	\$	640.00	
071599 HOURLY, HAROLD S.				\$	701.20	\$ 701.20
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2023	08-Jul-2022		\$	762.00
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	\$	701.20	\$ 596.28
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	\$	596.28	
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		\$	99.20
1000-300-4110-190-06-00-51450	CUSTODIAN SALARY-HS	2023	02-Jul-2022	\$	160.00	
071599 HOURLY, HAROLD S.				\$	1,457.48	\$ 1,457.48

Time Split Indicator: "P" – Percentage All



Select "P" to indicate that the chargeback % will be used for hourly and salaried employees.

Set Fiscal YE date to June 30

Post Labor Distribution/Email Advices

----- Perfect Attendance -----		----- Time & Expense -----		----- Time Split -----		----- Benefit Split -----			
Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Indicator	Chargeback Percentage
303587	<input type="radio"/> Yes <input checked="" type="radio"/> No		02-Jul-2022	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2022	P	71.4286	B	
						Percentage All		Period Beginning	

Option P Percentage All 71.4286%

1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022	\$	1,575.52
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2022	30-Jun-2022	\$	1,423.10
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022	\$	28.89
1000-195-0000-001-00-00-57015	FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022	\$	123.53
071597 SALARIED, SALLY S.				\$	1,575.52
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2023	08-Jul-2022	\$	1,897.70
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	\$	1,575.52
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	\$	1,443.03
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022	\$	247.06
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2023	02-Jul-2022	\$	569.24
071597 SALARIED, SALLY S.				\$	3,587.79
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022	\$	632.63
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022	\$	11.60
1000-195-0000-001-00-00-57015	FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022	\$	49.60
1000-300-4110-190-06-00-51450	CUSTODIAN SALARY-HS	2022	30-Jun-2022	\$	571.43
071599 HOURLY, HAROLD S.				\$	632.63
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2023	08-Jul-2022	\$	762.00
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	\$	632.63
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	\$	596.28
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022	\$	99.20
1000-300-4110-190-06-00-51450	CUSTODIAN SALARY-HS	2023	02-Jul-2022	\$	228.57
071599 HOURLY, HAROLD S.				\$	1,457.48

Benefits Options



Benefits are treated separately

Three options for benefits

**Hourly and Salaried employees
are handled using one method –
no mixing & matching within the
warrant**

Benefits Split Indicator



Post Labor Distribution/Email Advices

----- Perfect Attendance ----- ----- Time & Expense ----- ----- Time Split ----- ----- Benefit Split -----

Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Benefit Split Indicator	Chargeback Percentage
903492	<input type="radio"/> Yes <input checked="" type="radio"/> No		03-Jul-2021	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2021	D		B	
							Days Worked All	Period Beginning	

T&E Posting Date is the Period Ending Date

----- Benefit Split -----

Chargeback Indicator Percentage

B

Period Beginning

	<i>Sally Salaried</i>		<i>Harold Hourly</i>	
Gross		\$ 1,992.34		\$ 800.00
Deductions	Federal Taxes	\$ 300.53		\$ 106.73
	State Taxes	\$ 96.36		\$ 35.79
	FICA	\$ 123.53		\$ 49.60
	Medicare	\$ 28.89		\$ 11.60
	<u>Total Deductions</u>	<u>\$ 549.31</u>		<u>\$ 203.72</u>
Net Pay		\$ 1,443.03		\$ 596.28
Benefits	FICA	\$ 123.53		\$ 49.60
	Medicare	\$ 28.89		\$ 11.60
	<u>Total Benefits</u>	<u>\$ 152.42</u>		<u>\$ 61.20</u>

B will post to the Period Beginning
E will post to the Period Ending
P will post a percentage to each FY

1. Hourly Employee Benefits
2. Salaried Employee Benefits

\$213.62

Benefit Split Indicator: B – Warrant Period Beginning



All benefit expenses will be based on the period start date.

B	Benefits Expense in Beginning Period		
	Sally Salaried	Harold Hourly	
"Old Fiscal Year" - 2022			
Medicare	\$ 28.89	\$ 11.60	
FICA	\$ 123.53	\$ 49.60	
Total Benefits	\$ 152.42	\$ 61.20	\$ 213.62

The fiscal year-end date will be used as the transaction date.

7283-HRLABDSTEMP.REP Printed 13-Jun-2022 at 16:13:24

City of ADMINS
Labor Distribution Detail-By Employee

Payroll Batch: 3531

Account	Fiscal Year	Transaction Date	Debit	Credit
071597 SALARIED, SALLY S.				
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		1575.53
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	2022	30-Jun-2022	1423.11	
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022	28.89	
1000-195-0000-001-00-00-57015 FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022	123.53	
				53
071597 SALARIED, SALLY S.				
071599 HOURLY, HAROLD S.				
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		701.20
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022	11.60	
1000-195-0000-001-00-00-57015 FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022	49.60	
1000-300-4110-190-06-00-51450 CUSTODIAN SALARY-HS	2022	30-Jun-2022	640.00	
				701.20
071599 HOURLY, HAROLD S.				
			2276.73	2276.73
Batch: 903587				
Period Ending: 02-Jul-2022 Time and Expense Posting Date: 02-Jul-2022				
071597 SALARIED, SALLY S.				
1000-000-0000-000-00-00-10400 CASH, GENERAL FUND	2023	08-Jul-2022		1897.70
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	1575.53	1443.03
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	1443.03	
1000-000-0000-000-00-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		247.06
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	2023	02-Jul-2022	569.23	
				3587.79
071597 SALARIED, SALLY S.				
071599 HOURLY, HAROLD S.				
1000-000-0000-000-00-00-10400 CASH, GENERAL FUND	2023	08-Jul-2022		762.00
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	701.20	596.28
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	596.28	
1000-000-0000-000-00-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		99.20
1000-300-4110-190-06-00-51450 CUSTODIAN SALARY-HS	2023	02-Jul-2022	160.00	
				1457.48
071599 HOURLY, HAROLD S.				
			6286.05	6286.05
Batch: 9035871				
Split Payroll Legend				
Time Split Indicator -- Hourly-Days Worked or Salaried-\$	Chargeback Percentage --		71.43	
Benefit Split Indicator -- Period Beginning	Chargeback Percentage --			

All employer paid benefits post to 2022

Two GL batches 903587 for 2022, and 9035871 for 2023



Benefit Split Indicator: E – Warrant Period Ending



All benefit expenses will be based on the period ending date of July 2; cash always posts on the check date (July 8)

E	Benefits Expense in Ending Period		
	<i>Sally Salaried</i>	<i>Harold Hourly</i>	
"New Fiscal Year" - 2023			
Medicare	\$ 28.89	\$ 11.60	
FICA	\$ 123.53	\$ 49.60	
Total Benefits	\$ 152.42	\$ 61.20	\$ 213.62

7283-HRLABDSTEMP.REP Printed 13-Jun-2022 at 17:24:00 City of ADMINS
Labor Distribution Detail-By Employee

Payroll Batch: 3531

Account	Fiscal Year	Transaction Date	Debit	Credit
=====				
071597 SALARIED, SALLY S.				
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		1593.92
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	2022	30-Jun-2022	1593.92	
=====				
071597 SALARIED, SALLY S.				
			1593.92	1593.92
=====				
071599 HOURLY, HAROLD S.				
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		640.00
1000-300-4110-190-06-00-51450 CUSTODIAN SALARY-HS	2022	30-Jun-2022	640.00	
=====				
071599 HOURLY, HAROLD S.				
			640.00	640.00
=====				
Batch: 903587				
			2233.92	2233.92
=====				
Period Ending: 02-Jul-2022				
Time and Expense Posting Date: 02-Jul-2022				
=====				
071597 SALARIED, SALLY S.				
1000-000-0000-000-00-00-10400 CASH, GENERAL FUND	2023	08-Jul-2022		1897.70
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	1593.92	1443.03
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	1443.03	
1000-000-0000-000-00-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		247.06
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	2023	02-Jul-2022	398.42	
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2023	02-Jul-2022	28.89	
1000-195-0000-001-00-00-57015 FICA - EMPLOYER CONTRIBUTION	2023	02-Jul-2022	123.53	
=====				
071597 SALARIED, SALLY S.				
			3587.79	3587.79
=====				
071599 HOURLY, HAROLD S.				
1000-000-0000-000-00-00-10400 CASH, GENERAL FUND	2023	08-Jul-2022		762.00
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	640.00	596.28
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	596.28	
1000-000-0000-000-00-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		99.20
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2023	02-Jul-2022	11.60	
1000-195-0000-001-00-00-57015 FICA - EMPLOYER CONTRIBUTION	2023	02-Jul-2022	49.60	
1000-300-4110-190-06-00-51450 CUSTODIAN SALARY-HS	2023	02-Jul-2022	160.00	
=====				
071599 HOURLY, HAROLD S.				
			1457.48	1457.48
=====				
Batch: 9035871				
			6286.05	6286.05
=====				
Split Payroll Legend				
Time Split Indicator -- Days Worked All Chargeback Percentage --				
Benefit Split Indicator -- Period Ending Chargeback Percentage --				

Two GL batches 903587 for 2022, and 9035871 for 2023

All employer paid benefits post to 2022



Benefit Split Indicator: P – Percentage



All benefit expenses split based on the chargeback percentage

C	Percentage Chargeback - 80% 2022		
	Sally Salaried	Harold Hourly	
"Old Fiscal Year" - 2022			
Medicare	\$ 23.11	\$ 9.28	
FICA	\$ 98.82	\$ 39.68	
Total Benefits	\$ 121.93	\$ 48.96	\$ 170.89
"New Fiscal Year" - 2023 (20%)			
Medicare	5.78	\$ 2.32	
FICA	24.71	\$ 9.92	
Total Benefits	\$ 30.49	\$ 12.24	\$ 42.73
			\$ 213.62

7283-HRLABDSTEMP.REP Printed 13-Jun-2022 at 17:29:17 City of ADMINS
Labor Distribution Detail-By Employee

Payroll Batch: 3531

Account	Fiscal Year	Transaction Date	Debit	Credit
071597 SALARIED, SALLY S.				
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		1715.85
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	2022	30-Jun-2022	1593.92	
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022	23.11	
1000-195-0000-001-00-00-57015 FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022	98.82	
071597 SALARIED, SALLY S.			1715.85	1715.85
071599 HOURLY, HAROLD S.				
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2022	30-Jun-2022		688.96
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2022	30-Jun-2022	9.28	
1000-195-0000-001-00-00-57015 FICA - EMPLOYER CONTRIBUTION	2022	30-Jun-2022	39.68	
1000-300-4110-190-06-00-51450 CUSTODIAN SALARY-HS	2022	30-Jun-2022	640.00	
071599 HOURLY, HAROLD S.			688.96	688.96
Batch: 903587			2404.81	2404.81
Period Ending: 02-Jul-2022 Time and Expense Posting Date: 02-Jul-2022				
071597 SALARIED, SALLY S.				
1000-000-0000-000-00-00-10400 CASH, GENERAL FUND	2023	08-Jul-2022		1897.70
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	1715.85	1443.03
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	1443.03	
1000-000-0000-000-00-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		247.06
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	2023	02-Jul-2022	398.42	
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2023	02-Jul-2022	5.78	
1000-195-0000-001-00-00-57015 FICA - EMPLOYER CONTRIBUTION	2023	02-Jul-2022	24.71	
071597 SALARIED, SALLY S.			3587.79	3587.79
071599 HOURLY, HAROLD S.				
1000-000-0000-000-00-00-10400 CASH, GENERAL FUND	2023	08-Jul-2022		762.00
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	02-Jul-2022	688.96	596.28
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2023	08-Jul-2022	596.28	
1000-000-0000-000-00-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE	2023	02-Jul-2022		99.20
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2023	02-Jul-2022	2.32	
1000-195-0000-001-00-00-57015 FICA - EMPLOYER CONTRIBUTION	2023	02-Jul-2022	9.92	
1000-300-4110-190-06-00-51450 CUSTODIAN SALARY-HS	2023	02-Jul-2022	160.00	
071599 HOURLY, HAROLD S.			1457.48	1457.48
Batch: 9035871			6286.05	6286.05
Split Payroll Legend				
Time Split Indicator -- Days Worked All		Chargeback Percentage --		
Benefit Split Indicator -- Percentage		Chargeback Percentage --	80.00	



Benefit Review



B – All benefits will have a *transaction date of the fiscal year-end* and be posted to the *prior* fiscal year

E – All benefits will have a transaction date of the *period ending* date and be posted to the *new* fiscal year

P – A percentage will be charged to the prior and new fiscal year

If the Chargeback % is 0, all benefits will be posted to the *new* fiscal year (same as option “E”)

Accrued Payroll impacted in either or both years

It's OK to say "No"!



Post Labor Distribution/Email Advices

Warrant	Post?	Posting Date	Split FY?	Fiscal YE	Director	Chargeback Percentage	Benefit Split Indicator	Chargeback Percentage
1 Post Labor Dist	903587 <input type="radio"/> Yes <input checked="" type="radio"/> No	02-Jul-2022	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2022	Worked All		B	

T&E Posting Date is the Period Ending Date

Review the Labor Distribution Reports produced after clicking on

1 Post Labor Dist

STOP, click on **[No]**, and check the reports to verify that the activity will post properly. Review the reports with the finance director/town accountant *prior* to posting.

Labor Distribution Report

Do you want to post to history files and GL?
Click YES to Post
Click NO to Abort

Yes No

If the accounting is not correct, click on **[No]**, run the step again, and make different selections.

Posting to the General Ledger



Payroll Batch: 3531
 GL Batch: 903,587

Employee/Account	Debit	Credit	Encumbrances
Fiscal Year: 2022			
100-000-0000-000-00-00-20210 ACCUMULATED PAYROLL, GENERAL FUND		2404.81	
Account Type Summary			
Asset			
Liability		2,404.81	
Fund Equity			
Revenue			
Expenses	2,404.81		
Batch: 903587	2404.81	2404.81	

Two batches will be created for the General Ledger for the split payroll.

One for FY2022 – Posting #903587
 One for FY2023 – Posting #9035871

Period Ending: 02-Jul-2022
 Payroll Batch: 3531
 GL Batch: 9,035,871

Employee/Account	Debit	Credit
Fiscal Year: 2023		
1000-000-0000-000-00-00-10000 CASH, GENERAL FUND	620.39	
Account Type Summary		
Asset	620.39	3,280.05
Liability	5,064.51	3,005.94
Fund Equity		
Revenue		
Expenses	601.15	
Batch: 9035871	6286.05	6286.05



Posting to the General Ledger*



Two batches will be created for the General Ledger if the Time and Expenses are charged to the current year and the check date is in the next FY.

One for FY2022 – Posting #903586

One for FY2023 – Posting #9035861

Post GL Transactions

Goto...
Actions

1 Select All 2 Deselect All 3 Edit List 4 Post to GL

Sel	Year	GL Batch	Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By	
<input checked="" type="checkbox"/>	2023	9035861		3005,96	3005,96			THERESA	Payroll Posting	Lines		^
<input checked="" type="checkbox"/>	2022	903586		6011,92	3005,96			THERESA	Payroll Posting	Lines		

Ready

(Even if the split radio button is not checked)

Two GL Batches?



The Split button is No, but the Fiscal Year is crossed due to the check date.

Warrant Pay Groups

Warrant **903586** 0 Notes
 Period Start **19-Jun-2022** Bank **PAYC** Period **JE** #Pays/Deds **1** Check Date **01-Jul-2022** Status **Posted**
 End **25-Jun-2022** Batch **3527** NoTimesheet Yes No **Unposted Void/Manual**

Post Labor Distribution/Expense

Warrant **903586** Yes No
 Period Ending **25-Jun-2022** Yes No
 T&E Posting Date is the Period Ending Date

Line Detail for General Ledger **Batch 903,586** **FY 2022**

Batch	UserBch#	Ref #	Line	GLLn	TrxDate	Account#	Amount	GLCode	Type	SubTyp	Tot
903586	903586	3527	1		25-Jun-2022	1000-000-0000-000-00-00-20210	966.65	HR01	CR		
903586	903586	3527	2		25-Jun-2022	1000-000-0000-000-00-00-20210	2039.31	HR01	CR		
903586	903586	3527	3		25-Jun-2022	1000-154-0000-001-00-00-51110	1992.34	HR01	DR		
903586	903586	3527	4		25-Jun-2022	1000-195-0000-001-00-00-57010	152.42	HR01	DR		
903586	903586	3527	5		25-Jun-2022	1000-195-0000-001-00-00-57010	61.20	HR01	DR		
903586	903586	3527	6		25-Jun-2022	1000-300-4110-190-06-00-51450	800.00	HR01	DR		
903586	903586	3527	7003		25-Jun-2022	1000-000-0000-000-00-00-39300	1992.34	HR01	DR		
903586	903586	3527	7004		25-Jun-2022	1000-000-0000-000-00-00-39300	152.42	HR01	DR		
903586	903586	3527	7005		25-Jun-2022	1000-000-0000-000-00-00-39300	61.20	HR01	DR		
903586	903586	3527	7006		25-Jun-2022	1000-000-0000-000-00-00-39300	800.00	HR01	DR		
Ref# Total:							9017.88				

Line Detail for General Ledger **Batch 9,035,861** **FY 2023**

Batch	UserBch#	Ref #	Line	GLLn	TrxDate	Account#	Amount	GLCode	Type	SubTyp	Tot
9035861	903586	3527	7		01-Jul-2022	1000-000-0000-000-00-00-10400		HR01			
9035861	903586	3527	8		01-Jul-2022	1000-000-0000-000-00-00-20210	966.65	HR01	DR		
9035861	903586	3527	9		01-Jul-2022	1000-000-0000-000-00-00-10400	3005.96	HR01	CR		
9035861	903586	3527	10		01-Jul-2022	1000-000-0000-000-00-00-20210	2039.31	HR01	DR		
Ref# Total:							6011.92				

In Summary...



This process allows for the posting of expenses, accrued payroll, and cash for two fiscal years.

Create the accrued payroll account and enter it in the control table for *all funds for both fiscal years.*

HR Module Control #6000 – set it to 2023

Consider timesheets that have all days/hours on one day. Perhaps update the shift code table before creating the timesheets.

Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Se	Account Number	Customer	Reason
27-Jun-2022	Mon	REG	40.00		48.1900		1927.60	<input type="checkbox"/>	1000-300-2305-120-03-00-51260		

Questions?

