

Fiscal Year End Split Payroll Posting



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
903934	<input type="radio"/> Yes <input checked="" type="radio"/> No		03-Jul-2024	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2024	0		B	

T&E Posting Date is the Period Ending Date

Days Worked All Period Beginning

----- Time & Expense -----

Posting Date	Split FY?	Fiscal YE
03-Jul-2024	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2024

Thursday, June 6, 2024

10AM – 11AM

LuAnn Moore

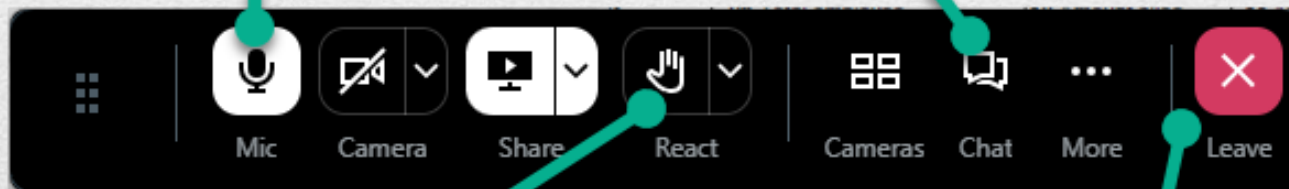
Theresa Campbell

Tips for GoToMeeting



Microphone - Mute/Unmute toggle

Chat - send a question or comment



Raise your hand or send an emoji

Exit the GoToMeeting

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 Pay Groups

Warrant 303926	Bank PAYC	Period BI	#Pays/Deds 1	Check Date 10-May-2024	Status Posted
Period Start 02-May-2024	Batch 4126	NoTimesheet <input type="radio"/> Yes <input checked="" type="radio"/> No			Unposted Void/Manual
End 08-May-2024					

0 Notes

Period Start 02-May-2024
End 08-May-2024

Check Date 10-May-2024

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



This shows typical transactions:

The expense accounts show the **labor dollars** & **employER** contributions
 The withholding payable shows the **employEE** contributions

Regular payroll within one fiscal year		Fiscal Year	Transaction Date	Debit	Credit
1000-000-0000-000-00-10400 CASH, GENERAL FUND		2024	5/10/2024		1,243.17
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND		2024	5/8/2024		1,014.88
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND		2024	5/10/2024	1,014.88	
1000-000-0000-000-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE		2024	5/8/2024		205.96
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY		2024	5/8/2024	1,346.15	
CA EMPLOYER C		2024	5/8/2024	83.46	
-EMPLOYER CONTRIBUTION		2024	5/8/2024	19.52	
Salaried, Sally Employee Total				2,464.01	2,464.01
GENERAL FUND		2024	5/10/2024		829.09
PAYROLL, GENERAL FUND		2024	5/8/2024		718.85
PAYROLL, GENERAL FUND		2024	5/10/2024	718.85	
TAXES WITHHOLDING PAYABLE		2024	5/8/2024		137.36
CA EMPLOYER C		2024	5/8/2024	55.66	
-EMPLOYER CONTRIBUTION		2024	5/8/2024	13.02	
Hourly, Henry Employee Total				1,685.30	1,685.30

	Salaried, Sally	Hourly, Henry
FICA	\$ 83.46	\$ 55.66
MEDI	\$ 19.52	\$ 13.02
Total EE Contribution	\$ 102.98	\$ 68.68
Total Labor	\$ 2,243.92	\$ 1,346.15
		897.77

Town of ADMINS Setup



This site's payroll cycle:

Begins on Thursday

Ends on Wednesday

Paychecks dated the following Friday

Employees are paid weekly

Pay Period Thursday, June 27 through Wednesday, July 3, Paid on July 5
 Time, Benefits, & Deductions split between FY 2024 & FY 2025;
 Cash posts on July 5, 2024 to FY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 23	June 24	June 25	June 26	Start Pay Period June 27 Salaried -\$269.23 Hourly -\$192.38	June 28 Salaried -\$269.23 Hourly -\$115.43	June 29
June 30	July 1 Salaried -\$269.23 Hourly -\$205.20	July 2 Salaried -\$269.23 Hourly -\$192.38	End Pay Period July 3 Salaried -\$269.23 Hourly -\$192.36	July 4	July 5 Check Date for Period June 27 – July 3 Split	

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)

If the check date is in the new FY, & work dates are only in the old fiscal year, a GL batch will be created for each fiscal year because cash always posts on the check date

How to Decide on the Split? What was Done in the Past?



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

Goto... Actions

Old FY

Description GENERAL FUND Fund Status OPEN 3-Clear All

1-Edit List 2-Error Check

Line	Account Number	Description	Summarize Postings?
14	1000-000-0000-000-00-00-20210	ACCOUNTS PAYABLE, GENERAL FUND	<input type="checkbox"/>
		PAYROLL, GENERAL FUND	<input type="checkbox"/>
		Payroll Expenditure Control	<input type="checkbox"/>

-- Added 16-Mar-2023 By Changed by

Maintain General Ledger Controls

Goto... Actions

New FY

Description GENERAL FUND Fund Status OPEN 3-Clear All

1-Edit List 2-Error Check

Line	Account Number	Description	Summarize Postings?
14	1000-000-0000-000-00-00-20210	ACCOUNTS PAYABLE, GENERAL FUND	<input type="checkbox"/>
		PAYROLL, GENERAL FUND	<input type="checkbox"/>
		Payroll Expenditure Control	<input type="checkbox"/>

-- Added 16-Mar-2023 By Changed by

Post Labor Distribution Screen



Warrant Pay Groups

Period Start	25-Jun-2024	Bank	PAYC	Period	WE	#Pays/D	Check Date	07-Jul-2024	us	Checks Printed
End	01-Jul-2024	atch	3834	NoTimesheet	<input type="radio"/> Yes <input checked="" type="radio"/> No				omposted	Void/Manual

0 Notes

Select Yes radio button to split the Fiscal Year

If using a split Fiscal Year, the Fiscal YE date must be set to June 30

Post Labor Distribution/Email Advices

Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Indicator	Chargeback Percentage
	<input type="radio"/> Yes <input checked="" type="radio"/> No	01		<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2024	D		B	

T&E Posting Date is the Period Ending Date

Default time split is "D"; "C" and "P" options require a %

Default Benefit Split option is "B"; if using "P", enter a %

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, both salaried and hourly.

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

Code	Description	Status	Tof
		I	^
H	Hourly	A	
P	Per Diem	A	
S	Salaried	A	v

Employee Payroll Type

OK Find Search Cancel Help Eof

Work Date Fiscal Year Report



6927-HRCHKCLC_FY.REP Page 1

Town of Admins
Work Date Fiscal Year Report

Batch: 4121

Fiscal Year	Amount
2024	846.27
2025	1,397.63

Fiscal Year	Amount
2024	846.27
2025	1,397.63

Selection Legend:

Fiscal year of this report is based on the work date and the account charged.
If more than one fiscal year appears on this report, review with your finance department if this should be processed as a split payroll.

	<i>FY 2024</i>		<i>FY 2025</i>		
	<i>Thursday</i>	<i>Friday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<i>Salaried</i>	269.23	269.23	269.23	269.23	269.23
<i>Hourly</i>	192.38	115.43	205.2	192.38	192.36
	<u>461.61</u>	<u>384.66</u>	<u>474.43</u>	<u>461.61</u>	<u>461.59</u>
	<u><u>846.27</u></u>		<u><u>1397.63</u></u>		

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



This shows typical transactions:

1. Salaried employee’s benefits (\$83.46 \$19.52 + = \$102.98)
2. Hourly employee’s benefits (\$49.05 + \$11.07 = \$60.52)

The expense accounts show the *labor dollars* & *employER* contributions
 The withholding payable shows the employ*EE* contributions

Regular payroll within one fiscal year			Fiscal Year	Transaction Date	Debit	Credit
1000-000-0000-000-00-10400 CASH, GENERAL FUND			2024	5/10/2024		1,243.17
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND			2024	5/8/2024		1,014.88
GENERAL FUND			2024	5/10/2024	1,014.88	
WITHHOLDING PAYABLE			2024	5/8/2024		205.96
SALARY			2024	5/8/2024	1,346.15	
EMPLOYER C			2024	5/8/2024	83.46	
EMPLOYER CONTRIBUTION			2024	5/8/2024	19.52	
Salaried, Sally Employee Total					2,464.01	2,464.01
GENERAL FUND			2024	5/10/2024		829.09
GENERAL FUND			2024	5/8/2024		718.85
GENERAL FUND			2024	5/10/2024	718.85	
1000-000-0000-000-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE			2024	5/8/2024		137.36
1000-195-0000-000-00-57015 GENERA-FICA EMPLOYER C			2024	5/8/2024	55.66	
1000-195-0000-001-00-57010 MEDICARE-EMPLOYER CONTRIBUTION			2024	5/8/2024	13.02	
1000-510-0000-005-00-51130 PERMANENT PERSONNEL			2024	5/8/2024	897.77	
Hourly, Henry Employee Total					1,685.30	1,685.30

	Salaried, Sally	Hourly, Henry
FICA	\$ 83.46	\$ 55.66
MEDI	\$ 19.52	\$ 13.02
Total EE Contribution	\$ 102.98	\$ 68.68
Total Labor	\$ 2,243.92	\$ 1,346.15
		897.77

Time Split Indicator "D" Days Worked All

Set Fiscal
Year End
date to
June 30



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

If the entire labor time falls within a single day, the cost will be allocated to the Fiscal Year in which that particular day falls.

----- Time & Expense ----- Time Split

Posting Date Split FY? Fiscal YE Indicator

03-Jul-2024 Yes No 30-Jun-2024 D

Days Worked All

Option D, Days Worked, All Employees

Account Number & Description	Year	Date	Debit	Credit
1000-000-0000-000-00-20210 ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024		641.44
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	2024	6/30/2024	538.46	
1000-195-0000-000-00-00-57015 GENERA-FICA EMPLOYER C	2024	6/30/2024	83.46	
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	19.52	
Salaried, Sally E Employee Total			641.44	641.44
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024		376.49
1000-195-0000-000-00-00-57015 GENERA-FICA EMPLOYER C	2024	6/30/2024	55.66	
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	13.02	
1000-510-0000-005-00-00-51130 PERMANENT PERSONNEL	2024	6/30/2024	307.81	
Hourly, Henry E Employee Total			376.49	376.49
Batch Warrant: 903,934			1,017.93	1,017.93
1000-000-0000-000-00-00-10400 CASH, GENERAL FUND	2025	7/5/2024		1,243.17
FUND	2025	7/3/2024	641.44	1,014.88
FUND	2025	7/5/2024	1,014.88	
ING PAYABLE	2025	7/3/2024		205.96
	2025	7/3/2024	807.69	
Sally E Employee Total			2464.01	2464.01
FUND	2025	7/3/2024		829.07
FUND	2025	7/3/2024	376.49	718.83
FUND	2025	7/5/2024	718.83	
ING PAYABLE	2025	7/3/2024		137.36
	2025	7/3/2024	589.94	
Hourly, Henry E Employee Total			1,685.26	1,685.26
Batch Warrant: 9,039,341			4,826.33	4,826.33

	FY 2024		FY 2025			
	Thursday	Friday	Monday	Tuesday	Wednesday	Weekly
Hourly	\$ 192.38	\$ 115.43	\$ 205.20	\$ 192.38	\$ 192.36	\$ 897.75
	<u>\$ 307.81</u>		<u>\$ 589.94</u>			
Salaried	\$ 269.23	\$ 269.23	\$ 269.23	\$ 269.23	\$ 269.23	\$ 1,346.15
	<u>\$ 538.46</u>		<u>\$ 807.69</u>			

Time Split Indicator "C"

Set Fiscal YE date to June 30



Hourly=Work Date / Salaried=40%

Time & Expense | Time Split

Posting Date: 03-Jul-2024 | Split FY?: Yes No | Fiscal YE: 30-Jun-2024 | Indicator: C | Chargeback Percentage: 40.0000

Hourly-Days Worked/Salaried=

Salaried employees' labor expenses use the chargeback (CB) percentage

Days for Hourly Employees

Account	Fiscal Year	Work Date	Amount
ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024	641.43
DEPARTMENT HEAD SALARY	2024	6/30/2024	538.45
1000-195-0000-000-00-00-57015 GENERA-FICA EMPLOYER C	2024	6/30/2024	83.46
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	19.52
Salaried, Sally E Employee Total			641.43
ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024	376.49
1000-195-0000-000-00-00-57015 GENERA-FICA EMPLOYER C	2024	6/30/2024	55.66
1000-195-0000-001-00-00-57010 MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	13.02
1000-510-0000-005-00-00-51130 PERMANENT PERSONNEL	2024	6/30/2024	307.81
Hourly, Henry E Employee Total			376.49

	Thursday	Friday	FY 2024	Monday	Tuesday	Wednesday	FY 2025	Weekly
Salaried			40% \$ 538.45				50% \$ 807.70	\$ 1,346.15
Hourly	\$ 192.38	\$ 115.43	\$ 307.81	\$ 205.20	\$ 192.38	\$ 192.36	\$ 589.94	\$ 897.75
	\$ 192.38	\$ 115.43	\$ 846.26	\$ 205.20	\$ 192.38	\$ 192.36	\$ 1,397.64	\$ 2,243.90

1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	2025	7/3/2024	807.70
Salaried, Sally E Employee Total			2,464.01
1000-000-0000-000-00-00-10400 CASH, GENERAL FUND	2025	7/5/2024	829.07
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2025	7/3/2024	376.49
1000-000-0000-000-00-00-20210 ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024	718.83
1000-000-0000-000-00-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE	2025	7/3/2024	137.36
1000-510-0000-005-00-00-51130 PERMANENT PERSONNEL	2025	7/3/2024	589.94
Hourly, Henry E Employee Total			1,685.26

Labor expenses for hourly employees are based on the number of days



Time Split Indicator "C"

Set Fiscal YE date to June 30



Hourly=Work Date / Salaried=50%

Salaried employees' labor expenses use the chargeback (CB) percentage

2024-2025 Option C 50% Chargeback Salaried; Days for Hourly Employees				
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024	776.08
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2024	6/30/2024	673.10
1000-195-0000-000-00-00-57015	GENERA-FICA EMPLOYER C	2024	6/30/2024	83.46
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	19.52
Salaried, Sally Employee Total				776.08
				776.08

1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024	376.49
1000-195-0000-000-00-00-57015	GENERA-FICA EMPLOYER C	2024	6/30/2024	55.66
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	13.02
Hourly, Henry Employee Total				376.49
				376.49

1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2025	7/5/2024	1,243.17
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/3/2024	776.08
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024	1,014.88
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2025	7/3/2024	205.96
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2025	7/3/2024	673.05
Salaried, Sally Employee Total				2,464.01
				2,464.01

1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2025	7/5/2024	829.07
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/3/2024	376.49
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024	718.83
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2025	7/3/2024	137.36
1000-510-0000-005-00-00-51130	PERMANENT PERSONNEL	2025	7/3/2024	589.94
Hourly, Henry Employee Total				1,685.26
				1,685.26

	FY 2024		FY 2025		
Hourly	\$ 192.38	\$ 115.43	\$ 205.20	\$ 192.38	\$ 192.36
	<u>\$ 307.81</u>		<u>\$ 589.94</u>		
	50% to the old FY		50% to the New FY		
Salaried	<u>\$ 673.10</u>		<u>\$ 673.05</u>		

Labor expenses for hourly employees are based on the number of days

Time & Expense			Time Split	
Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage
03-Jul-2024	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2024	C	50.0000
				Hourly-Days Worked/Salaried-

Time Split Indicator: "P" – Percentage All

Set Fiscal YE date to June 30



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

2024-2025 50 % Labor Split Period Ending		Fiscal	Transaction		
Account Number		Account	Year	Date	Debit
Option P, Percentage All					
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024		724.57
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2024	6/30/2024	673.08	
1000-195-0000-000-00-00-57015	GENERA-FICA EMPLOYER C	2024	6/30/2024	41.73	
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	9.76	
Salaried, Sally E employee Total					724.57
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024		483.22
1000-195-0000-000-00-00-57015	GENERA-FICA EMPLOYER C	2024	6/30/2024	27.83	
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	6.51	
1000-510-0000-005-00-00-51130	PERMANENT PERSONNEL	2024	6/30/2024	448.88	
Hourly, Henry E employee Total					483.22
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2025	7/5/2024		1,243.17
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/3/2024	724.57	1,014.88
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024	1,014.88	
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2025	7/3/2024		205.96
1000-000-0000-000-00-00-51110	DEPARTMENT HEAD SALARY	2025	7/3/2024	673.07	
1000-000-0000-000-00-00-57015	GENERA-FICA EMPLOYER C	2025	7/3/2024	41.73	
1000-000-0000-000-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2025	7/3/2024	9.76	
Salaried, Sally E employee Total					2,464.01
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2025	7/5/2024		829.07
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/3/2024	483.22	718.83
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024	718.83	
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2025	7/3/2024		137.36
1000-000-0000-000-00-00-57015	GENERA-FICA EMPLOYER C	2025	7/3/2024	27.83	
1000-000-0000-000-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2025	7/3/2024	6.51	
1000-510-0000-005-00-00-51130	PERMANENT PERSONNEL	2025	7/3/2024	448.87	
					1,685.26
					1,685.26

	FY 2024	FY 2025
	50% to the old FY	50% to the New FY
Hourly Labor	\$ 448.88	\$ 448.87
FICA	27.83	27.83
MEDI	6.51	6.51
Accrued Payroll	\$ 483.22	
Salaried Labor	\$ 673.08	\$ 673.07
FICA	41.73	41.73
MEDI	9.76	9.76
Accrued Payroll	\$ 724.57	

Time & Expense		Time Split		Chargeback Percentage
Posting Date	Split FY?	Fiscal YE	Indicator	
03-Jul-2024	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2024	P	50.0000
Percentage All				





Benefits are treated separately from labor dollars

Three options for benefits

“B”, “E”, or “P”

All employees (Hourly and Salaried) 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 -----

Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percent
303750	<input type="radio"/> Yes <input checked="" type="radio"/> No		01-Jul-2023	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2023	P	85.7%

T&E Posting Date is the Period Ending Date

----- Benefit Split -----
Chargeback
Indicator Percentage
B
Period Beginning

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

Hourly & Salaried Employees all work the same way

"Regular" Cycle Processing of Employer Paid Benefits & Labor \$



This shows typical transactions:

1. Salaried employee's benefits ($\$83.46 + \$19.52 = \$102.98$)
2. Hourly employee's benefits ($\$49.05 + \$11.07 = \$60.52$)

The expense accounts show the **employER** contributions

The withholding payable shows the employ**EE** contributions

Regular payroll within one fiscal year		Fiscal	Transaction	Debit	Credit
Account Number & Description		Year	Date		
1000-000-0000-000-00-10400 CASH, GENERAL FUND		2024	5/10/2024		1,243.17
					1,014.88
					205.96
				1,346.15	
				83.46	
				19.52	
				2,464.01	2,464.01
					829.09
					718.85
				718.85	
					137.36
					55.66
					13.02
				897.77	
Hourly, Henry Employee Total				1,685.30	1,685.30

	Salaried, Sally		Hourly, Henry	
FICA	\$	83.46	\$	55.66
MEDI	\$	19.52	\$	13.02
Total EE Contribution	\$	102.98	\$	68.68

Total Labor	\$	2,243.92	\$	1,346.15		\$	897.77
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Benefit Split Indicator: B – Warrant Period Beginning

----- Benefit Split -----
 Chargeback
 Indicator Percentage

B
 Period Beginning



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

2024-2025 Benefit Split "B" for Beginning		Fiscal Year	Transaction Date	Debit	Credit
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024		641.44
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2024	6/30/2024	538.46	
1000-195-0000-000-00-00-57015	GENERA-FICA EMPLOYER C	2024	6/30/2024	83.46	
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	19.52	
Salaried, Sally Employee Total				641.44	641.44
20210	ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024		376.49
57015	GENERA-FICA EMPLOYER C	2024	6/30/2024	55.66	
57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	13.02	
51130	PERMANENT PERSONNEL	2024	6/30/2024	307.81	
Hourly, Henry Employee Total				376.49	376.49
10400	CASH, GENERAL FUND	2025	7/5/2024		1,243.17
20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/3/2024	641.44	1,014.88
20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024	1,014.88	
21210	MEDICARE TAXES WITHHOLDING PAYABLE	2025	7/3/2024		205.96
51110	DEPARTMENT HEAD SALARY	2025	7/3/2024	807.69	
Salaried, Sally Employee Total				2,464.01	2,464.01
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2025	7/5/2024		829.07
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/3/2024	376.49	718.83
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024	718.83	
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2025	7/3/2024		137.36
1000-510-0000-005-00-00-51130	PERMANENT PERSONNEL	2025	7/3/2024	589.94	
Hourly, Henry Employee Total				1,685.26	1,685.26

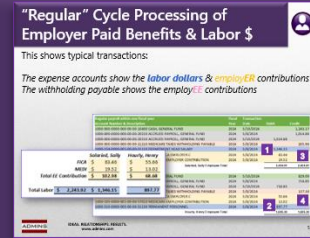
Salaried, Sally Period Benefits	Indicator "B"	
	"Old" FY Chargeback Amount	"New" FY Amount
FICA	\$ 83.46	\$ -
MEDI	\$ 19.52	\$ -
	\$ 102.98	\$ -

Hourly, Henry Period Benefits	Indicator "B"	
	"Old" FY Chargeback Amount	"New" FY Amount
FICA	\$ 55.66	\$ -
MEDI	\$ 13.02	\$ -
	\$ 68.68	\$ -

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



Benefit Split Indicator: P – Percentage



All benefit expenses are to be split based on the 50% chargeback

----- Benefit Split -----
Chargeback
Indicator Percentage

P
Percentage

The chargeback % does not have to be the same as the % used for labor dollars.

Salaried, Sally Period Benefits	50 % Indicator "P"			
	Chargeback Amount	"Old" FY	"New" FY	Total
FICA	\$ 41.73	\$ 41.73	\$ 41.73	\$ 83.46
MEDI	\$ 9.76	\$ 9.76	\$ 9.76	\$ 19.52
	\$ 51.49	\$ 51.49	\$ 51.49	\$ 102.98
Hourly, Henry				
FICA	\$ 27.83	\$ 27.83	\$ 27.83	\$ 55.66
MEDI	\$ 6.51	\$ 6.51	\$ 6.51	\$ 13.02
	\$ 34.34	\$ 34.34	\$ 34.34	\$ 68.68

Account Number	Account	Year	Date	Debit
1000-000-0000-000-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024	724.57
1000-154-0000-001-00-51110	DEPARTMENT HEAD SALARY	2024	6/30/2024	673.08
1000-195-0000-000-00-57015	GENERA-FICA EMPLOYER C	2024	6/30/2024	41.73
1000-195-0000-001-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	9.76
Salaried, Sally E Employee Total				724.57
				724.57
1000-000-0000-000-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024	483.22
1000-195-0000-000-00-57015	GENERA-FICA EMPLOYER C	2024	6/30/2024	27.83
1000-195-0000-001-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	6/30/2024	6.51
1000-510-0000-005-00-51130	PERMANENT PERSONNEL	2024	6/30/2024	448.88
Hourly, Henry E Employee Total				483.22
				483.22
1000-000-0000-000-00-10400	CASH, GENERAL FUND	2025	7/5/2024	1,243.17
1000-000-0000-000-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/3/2024	724.57
1000-000-0000-000-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024	1,014.88
	TREASURY TAXES WITHHOLDING PAYABLE	2025	7/3/2024	205.96
	DEPARTMENT HEAD SALARY	2025	7/3/2024	673.07
	GENERA-FICA EMPLOYER C	2025	7/3/2024	41.73
	MEDICARE-EMPLOYER CONTRIBUTION	2025	7/3/2024	9.76
Salaried, Sally E Employee Total				2,464.01
				2,464.01
	ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024	829.07
	ACCRUED PAYROLL, GENERAL FUND	2025	7/3/2024	483.22
	ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024	718.83
	TREASURY TAXES WITHHOLDING PAYABLE	2025	7/3/2024	137.36
	GENERA-FICA EMPLOYER C	2025	7/3/2024	27.83
	MEDICARE-EMPLOYER CONTRIBUTION	2025	7/3/2024	6.51
	PERMANENT PERSONNEL	2025	7/3/2024	448.87
Hourly, Henry E Employee Total				1,685.26
				1,685.26

Benefit Split Indicator: E – Warrant Period Ending

----- Benefit Split -----
Chargeback
Indicator Percentage

E
Period Ending



All benefit expenses will be based on the period ending date of July 1; cash posts on the check date (July 5) – all benefit accounting is within 2024

2024-2025 Benefit Split "E" for Ending				Account	Year	Date	Debit	
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024				673.08	
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2024	6/30/2024			673.08		
Salaried, Sally E employee Total							673.08	673.08
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	6/30/2024				448.88	
1000-510-0000-005-00-00-51130	PERMANENT PERSONNEL	2024	6/30/2024			448.88		
Hourly, Henry E employee Total							448.88	448.88
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2025	7/5/2024				1,243.17	
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/3/2024			673.08	1,014.88	
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2025	7/5/2024			1,014.88		
1000-000-0000-000-00-00-21210	MEDICARE TAXES WITHHOLDING PAYABLE	2025	7/3/2024				205.96	
1000-154-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	2025	7/3/2024			673.07		
1000-195-0000-000-00-00-57015	GENERA-FICA EMPLOYER C	2025	7/3/2024			83.46	} 102.98	
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2025	7/3/2024			19.52		
Salaried, Sally E employee Total							2,464.01	2,464.01

	FY 2024		FY 2025	
	Weekly		Weekly	
Salaried Labor	\$ 673.08		\$ 673.07	\$ 1,346.15
FICA	\$ -		\$ 83.46	
MEDI	\$ -		\$ 19.52	
	\$ -		\$ 102.98	
Hourly Labor	\$ 448.88		\$ 448.87	\$ 897.75
FICA	\$ -		\$ 55.66	
MEDI	\$ -		\$ 13.02	
	\$ -		\$ 68.68	

	2025	7/5/2024		829.07
AL FUND	2025	7/3/2024	448.88	718.83
AL FUND	2025	7/5/2024	718.83	
NDING PAYABLE	2025	7/3/2024		137.36
	2025	7/3/2024	55.66	} 68.68
TRIBUTION	2025	7/3/2024	13.02	
	2025	7/3/2024	448.87	
Hourly, Henry E employee Total			1,685.26	1,685.26

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"!



1 Post Labor Dist

Post Labor Distribution/Email Advices									
----- Perfect Attendance -----		----- Time & Expense -----			----- Time Split -----		----- Benefit Split -----		
Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Chargeback Percentage	Indicator	Chargeback Percentage	Period Ending
303934	<input type="radio"/> Yes <input checked="" type="radio"/> No		03-Jul-2024	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2024	50,000	E		

T&E Posting Date is the Period Ending Date

Review the Labor Distribution Reports produced after clicking on the Post Labor Dist button.



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.

Before Posting the Labor Distribution



Is this a split fiscal year payroll? If **Yes**,

Is the Fiscal Year end date set to June 30?

Has the finance office reviewed the reports?

If unsure, ask support@admins.com to review this **BEFORE** posting.

Posting to the General Ledger



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

#903934 FY24

#9039341 FY25

|6221-HRTRNPST.REP

Town of Admins
Labor Distribution GL Posting Report

FY	User Batch	Date	Refer#	Code	Account / Notes	Description	Budget/BegBal	Debit	Credit	Emp	
Batch#: 903934											
2024	903934	30-Jun-2024	4124	HR01	1000-000-0000-000-00-00-20210 Warrant: 903934 Payroll Batch: 4124	ACCRUED PAYROLL, GEN			980.91		
2024	903934	30-Jun-2024	4124	HR01	1000-000-0000-000-00-00-39300 Warrant: 903934 Payroll Batch: 4124	EXPENDITURE, GENERAL		980.91			
BALANCE SHEET								980.91	980.91		
2024	903934	30-Jun-2024	4124	HR01	1000-154-0000-001-00-00-51110 Emp: 072003 Pos: T154MISMIS -01	DEPARTMENT HEAD SALA		673.10			
2024	903934	30-Jun-2024	4124	HR01	1000-510-0000-005-00-00-51130 Emp: 072004 Pos: T510BOHSLK-01	PERMANENT PERSONNEL		307.81			
SUBSIDIARY LEDGER								980.91			
*** Total ***									1961.82	980.91	
Batch#: 9039341											
2025	903934	05-Jul-2024	4124	HR01	1000-000-0000-000-00-00-10400 Warrant: 903934 Payroll Batch: 4124	CASH, GENERAL FUND			2072.24		
2025	903934	03-Jul-2024	4124	HR01	1000-000-0000-000-00-00-20210 Warrant: 903934 Payroll Batch: 4124	ACCRUED PAYROLL, GEN			1091.33		
2025	903934	05-Jul-2024	4124	HR01	1000-000-0000-000-00-00-20210 Warrant: 903934 Payroll Batch: 4124	ACCRUED PAYROLL, GEN		2072.24			
2025	903934	03-Jul-2024	4124	HR01	1000-000-0000-000-00-00-21210 Warrant: 903934 Payroll Batch: 4124	MEDICARE TAXES WITHH			343.32		
2025	903934	03-Jul-2024	4124	HR01	1000-000-0000-000-00-00-39300 Warrant: 903934 Payroll Batch: 4124	EXPENDITURE, GENERAL		1434.65			
BALANCE SHEET								3506.89	3506.89		
2025	903934	03-Jul-2024	4124	HR01	1000-154-0000-001-00-00-51110 Emp: 072003 Pos: T154MISMIS -01	DEPARTMENT HEAD SALA		673.05			
2025	903934	03-Jul-2024	4124	HR01	1000-195-0000-000-00-00-57015 Emp: 072004 Pos: T510BOHSLK-01	GENERA-FICA EMPLOYER		139.12			
2025	903934	03-Jul-2024	4124	HR01	1000-195-0000-001-00-00-57010 Emp: 072004 Pos: T510BOHSLK-01	MEDICARE-EMPLOYER CO		32.54			
2025	903934	03-Jul-2024	4124	HR01	1000-510-0000-005-00-00-51130 Emp: 072004 Pos: T510BOHSLK-01	PERMANENT PERSONNEL		589.94			
SUBSIDIARY LEDGER								1434.65			
*** Total ***									4941.54	3506.89	

Posting to the General Ledger*



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

#903934 FY24

#9039341 FY25

Post GL Transactions

Goto...

Actions

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

Sel	Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By	^
<input checked="" type="checkbox"/>	2025	9039341		4941,54	3506,89			THERESA	Payroll Posting	Lines		
<input checked="" type="checkbox"/>	2024	903934		1961,82	980,91			THERESA	Payroll Posting	Lines		

Ready

Year	GL Batch
2025	9039341
2024	903934

Two GL Batches



Line Detail for General Ledger Batch 903,934

Batch	UserBch#	Ref#	Line	GLLn	TrxDate	Account#	Amount	GLCode	Type	SubTyp	Tof
903934	903934	4124	1		30-Jun-2024	1000-000-0000-000-00-20210	980.91	HR01	CR		
903934	903934	4124	2		30-Jun-2024	1000-154-0000-001-00-00-51110	673.10	HR01	DR		
903934	903934	4124	3		30-Jun-2024	1000-510-0000-005-00-00-51130	307.81	HR01	DR		
903934	903934	4124	7002		30-Jun-2024	1000-000-0000-000-00-00-39300	673.10	HR01	DR		
903934	903934	4124	7003		30-Jun-2024	1000-000-0000-000-00-00-39300	307.81	HR01	DR		
Ref# Total:							2942.73				

Batch 903,934 TrxDate
30-Jun-2024
30-Jun-2024
30-Jun-2024
30-Jun-2024
30-Jun-2024

OK Find Search Cancel Help Eof

Line Detail for General Ledger Batch 9,039,341

Batch	UserBch#	Ref#	Line	GLLn	TrxDate	Account#	Amount	GLCode	Type	SubTyp	Tof
9039341	903934	4124	4		03-Jul-2024	1000-000-0000-000-00-00-20210	338.53	HR01	CR		
9039341	903934	4124	5		05-Jul-2024	1000-000-0000-000-00-00-10400		HR01	DR		
9039341	903934	4124	6		05-Jul-2024	1000-000-0000-000-00-00-20210	338.53	HR01	DR		
9039341	903934	4124	7		03-Jul-2024	1000-000-0000-000-00-00-20210	752.80	HR01	CR		
9039341	903934	4124	8		03-Jul-2024	1000-000-0000-000-00-00-21210	343.32	HR01	CR		
9039341	903934	4124	9		05-Jul-2024	1000-000-0000-000-00-00-10400	2072.24	HR01	CR		
9039341	903934	4124	10		05-Jul-2024	1000-000-0000-000-00-00-10400	1733.71	HR01	DR		
9039341	903934	4124	11		03-Jul-2024	1000-000-0000-000-00-00-51110	673.05	HR01	DR		
9039341	903934	4124	12		03-Jul-2024	1000-000-0000-000-00-00-57015	83.46	HR01	DR		
9039341	903934	4124	13		03-Jul-2024	1000-000-0000-000-00-00-57010	19.52	HR01	DR		
9039341	903934	4124	14		03-Jul-2024	1000-000-0000-000-00-00-57015	55.66	HR01	DR		
9039341	903934	4124	15		03-Jul-2024	1000-000-0000-000-00-00-57010	13.02	HR01	DR		
9039341	903934	4124	16		03-Jul-2024	1000-000-0000-000-00-00-51130	589.94	HR01	DR		
9039341	903934	4124	7011		03-Jul-2024	1000-000-0000-000-00-00-39300	673.05	HR01	DR		
9039341	903934	4124	7012		03-Jul-2024	1000-000-0000-000-00-00-39300	83.46	HR01	DR		
9039341	903934	4124	7013		03-Jul-2024	1000-000-0000-000-00-00-39300	19.52	HR01	DR		
9039341	903934	4124	7014		03-Jul-2024	1000-000-0000-000-00-00-39300	55.66	HR01	DR		
9039341	903934	4124	7015		03-Jul-2024	1000-000-0000-000-00-00-39300	13.02	HR01	DR		
9039341	903934	4124	7016		03-Jul-2024	1000-000-0000-000-00-00-39300	589.94	HR01	DR		

Batch 9,039,341 TrxDate
03-Jul-2024
05-Jul-2024
05-Jul-2024
03-Jul-2024
05-Jul-2024
03-Jul-2024
03-Jul-2024
03-Jul-2024
03-Jul-2024
03-Jul-2024
03-Jul-2024

OK Find Search Cancel Help Eof

In Summary...



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

Finance must create the new fiscal year and 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 2025

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

Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Se	Account Number	Customer	Reason
Mon	REG	40.00		48,1900		1927.60	<input type="checkbox"/>	1000-300-2305-120-03-00-51260		

Questions?

