

# Fiscal Year End Payroll Posting



Post Labor Distribution/Email Advices

Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Indicator	Chargeback Percentage
003750	<input type="radio"/> Yes <input checked="" type="radio"/> No		01-Jul-2023	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2023	C	.7142	B	

T&E Posting Date is the Period Ending Date

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

Posting Date	Split FY?	Fiscal YE
01-Jul-2023	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2023

[https://meet.goto.com/AUC\\_ADMINIS](https://meet.goto.com/AUC_ADMINIS)

*Thursday, June 8, 2023*

*10AM – 11AM*

You can also dial in using your phone.

*LuAnn Moore*

United States: [+1 \(646\) 749-3112](tel:+16467493112)

*Theresa Campbell*

Access Code: 476-936-645



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# Tips for GoToMeeting



The screenshot shows the GoToMeeting interface with several callouts:

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

Below the screenshot, the meeting details are displayed:

[https://meet.goto.com/AUC\\_ADMINIS](https://meet.goto.com/AUC_ADMINIS) Thursday, June 8, 2023  
10AM – 11AM  
LuAnn Moore  
Theresa Campbell

You can also dial in using your phone.  
United States: [+1 \(646\) 749-3112](tel:+16467493112)

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 Pay Groups

Warrant	303748	AYC	Period	WE	#Pays/Deds	Check Date	23-Jun-2023	0 Notes
Period Start	11-Jun-2023	3832	NoTimesheet	<input type="radio"/> Yes	<input checked="" type="radio"/> NO	Calculated		
End	17-Jun-2023					unposted	Void/Manual	

Post Labor Distribution/Email Advices

Warrant	Post?	Period Ending	Posting Date	FY?	Fiscal YE	Indicator	Chargeback Percentage	Indicator	Chargeback Percentage
303748	<input type="radio"/> Yes <input checked="" type="radio"/> No		17-Jun-2023	<input checked="" type="radio"/> No					

T&E Posting Date is the Period Ending Date

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



This report shows the typical transactions:

1. Salaried employee’s benefits (\$23.20 + \$99.20 = \$122.40)
2. Hourly employee’s benefits (\$8.70 + \$37.20 = \$45.90)

The expense accounts show the labor dollars & employ**ER** contributions

Account Number	Account Description	Fiscal Ye	Transaction Date	Debit	Credit
0200-000-0000-000-00-10400	CASH, WATER	2023	21-Apr-2023		\$ 1,600.00
0200-000-0000-000-00-20210	ACCRUED PAYROLL, WATER	2023	15-Apr-2023		1188.91
0200-000-0000-000-00-20210	ACCRUED PAYROLL, WATER	2023	21-Apr-2023	1188.91	
0200-450-0000-004-00-00-51130	PERMANENT PERSONNEL SALARIES	2023	15-Apr-2023	\$ 1,600.00	
1000-000-0000-000-00-10400	CASH, GENERAL FUND	2023	21-Apr-2023		\$ 122.40
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2023	15-Apr-2023	\$ 23.20	
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2023	15-Apr-2023	\$ 99.20	
-----					
071827	SALARIED, SANDY			\$ 2,911.31	\$ 2,911.31
1000-000-0000-000-00-10400	CASH, GENERAL FUND	2023	21-Apr-2023		\$ 645.90
1000-000-0000-000-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	15-Apr-2023		489.21
1000-000-0000-000-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	21-Apr-2023	489.21	
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2023	15-Apr-2023	\$ 8.70	
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2023	15-Apr-2023	\$ 37.20	
1000-610-0000-006-00-00-51134	CUSTODIAN	2023	15-Apr-2023	\$ 600.00	
-----					
071828	HOURLY, HAL			\$ 1,135.11	\$ 1,135.11

# Town of ADMINS Setup



This site's payroll cycle:

Begins on Sunday

Ends on Saturday

Paychecks dated the following Friday

Employees are paid weekly

Pay period Sunday, June 25 through Saturday July 1, 2023, paid on July 7, 2023  
 Time, Benefits, & Deductions split between FY 2023 & FY 2024;  
 Cash posts on July 7, 2023 to FY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period Starts June 25	June 26 Salaried- \$320 Hourly - \$150	June 27 Salaried - \$320 Hourly- \$175	June 28 Salaried - \$320 Hourly- \$175	June 29 Salaried - \$320 Hourly- \$75	June 30 Salaried - \$320 Hourly- \$25	Period Ends July 1
Period Starts July 2	July 3	4 July	July 5	July 6	July 7 Pay Date for Period June 25-July 1 Split	Period Ends July 8

# Timesheets for Warrant # 903750



### Timesheet Entry

Goto...

Actions

Warrant: 903750      25-Jun-2023    01-Jul-2023

Timesheet Group: TOWN -DPW

Employee: 071827 0 Note    SALARIED, SANDY

Position: T450DPWAMEC-01    DPW ASSISTANT MECHANIC

Annual: 83520.00    Bargaining Unit: DPW    -DP

Period: 1600.00    Checks Printed

Per-Dien: 320.00    No Changes Allowed

Daily: 320.00

Hourly: 40.0000

Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Se	Account Number	Customer	Reason
26-Jun-2023	Mon	DREG		1.00	320.0000		320.00		0200-450-0000-004-00-00-51130		
27-Jun-2023	Tue	DREG		1.00	320.0000		320.00		0200-450-0000-004-00-00-51130		
28-Jun-2023	Wed	DREG		1.00	320.0000		320.00		0200-450-0000-004-00-00-51130		
29-Jun-2023	Thu	DREG		1.00	320.0000		320.00		0200-450-0000-004-00-00-51130		
30-Jun-2023	Fri	DREG		1.00	320.0000		320.00		0200-450-0000-004-00-00-51130		
			5.00				1600.00				Salary: 1600.00

Notes for this line: Note

Working For: 000 -00

Accrual Group: DP01    DPW UNION-40 HRS

1 Add Line    0 Add Range    2 Delete Line    3 Reports    4 Split Day    5 Replace PayCode    6 Remove Empl. Position    7 Add Employee    8 Employee Queries    9 Adjust Salary    96/4% Split

### Timesheet Entry

Goto...

Actions

Warrant: 903750      25-Jun-2023    01-Jul-2023

Timesheet Group: TOWN -TOWN

Employee: 071828 0 Note    HOURLY, HAL

Position: T610LIBCUST-06    LIBRARY CUSTODIAN

Annual: 29362.50    Bargaining Unit: TOCL    -01

Period: 562.50    Checks Printed

Per-Dien: 112.50    No Changes Allowed

Daily: 112.50

Hourly: 25.0000

Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Se	Account Number	Customer	Reason
26-Jun-2023	Mon	REG	6.00		25.0000		150.00		1000-610-0000-006-00-00-51134		
27-Jun-2023	Tue	REG	7.00		25.0000		175.00		1000-610-0000-006-00-00-51134		
28-Jun-2023	Wed	REG	7.00		25.0000		175.00		1000-610-0000-006-00-00-51134		
29-Jun-2023	Thu	REG	3.00		25.0000		75.00		1000-610-0000-006-00-00-51134		
30-Jun-2023	Fri	REG	1.00		25.0000		25.00		1000-610-0000-006-00-00-51134		
			24.00				600.00				Paid NOT EQUAL Salary    Salary: 562.50

Notes for this line: Note

Working For: 000 -00

Accrual Group: CL03    CLERICAL 30 HRS/WK

1 Add Line    0 Add Range    2 Delete Line    3 Reports    4 Split Day    5 Replace PayCode    6 Remove Empl. Position    7 Add Employee    8 Employee Queries    9 Adjust Salary    96/4% 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			
-----						
071597 SALARIED, SALLY S.			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			
-----						
071599 HOURLY, HAROLD S.			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			
-----						
071597 SALARIED, SALLY S.			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			
-----						
071599 HOURLY, HAROLD S.			1457.48	1457.48		
-----						
Batch: 9035871			6286.05	6286.05		
=====						



# Post Labor Distribution



## Warrant Pay Groups

Warrant  0 Notes  
Period Start  Bank  Period  #Pays/Deds  Check Date  Status   
End  Batch  NoTimesheet  Yes  No

Pay period includes both FY22 & FY23; check date and cash posts 2023.

## Post Labor Distribution/Email Advices

Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Chargeback Indicator	Chargeback Percentage
<input type="text" value="303586"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text" value="25-Jun-2022"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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

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-2023	Bank	PAYC	Period	WE	#Pays/D	Check Date	07-Jul-2023	Notes	0 Notes
End	01-Jul-2023	atch	3834	NoTimesheet	<input type="radio"/> Yes <input checked="" type="radio"/> No		Checks Printed		Unposted Void/Manual	

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	Benefit Split Indicator	Chargeback Percentage
303750	<input type="radio"/> Yes <input checked="" type="radio"/> No		01	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2023	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 %



## 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, 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	<b>Hourly/Salaried/Per Diem</b> <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	Tof
		I	^
H	Hourly	A	
P	Per Diem	A	
S	Salaried	A	v

OK Find Search Cancel Help Eof



# Time Split Indicator: "D"

## Days Worked All



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

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

Posting Date      Split FY?      Fiscal YE      Indicator

01-Jul-2023       Yes  No      30-Jun-2023      D

Days Worked All

Set Fiscal Year End date to June 30

Option D, Days Worked, All Employees

0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2023	30-Jun-2023		\$	1,600.00
0200-450-0000-004-00-00-51130	PERMANENT PERSONNEL SALARIES	2023	30-Jun-2023	\$	1,600.00	
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	30-Jun-2023		\$	122.40
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2023	30-Jun-2023	\$	23.20	
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2023	30-Jun-2023	\$	99.20	
<b>071827 SALARIED, SANDY</b>					\$	<b>1,722.40</b>
0200-000-0000-000-00-00-10400	CASH, WATER	2024	07-Jul-2023		\$	1,600.00
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2024	01-Jul-2023	\$	1,600.00	
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2024	07-Jul-2023	\$	1,188.91	
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2024	07-Jul-2023		\$	122.40
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	01-Jul-2023	\$	122.40	
<b>071827 SALARIED, SANDY</b>					\$	<b>2,911.31</b>

Sandy Salaried		"Old" FY	
Period Salary	Days Worked	CB Amount	New FY Amt
\$ 1,600.00		\$ 1,600.00	\$ -

  

Hal Hourly		"Old" FY	
Period Salary	Days Worked	CB Amount	New FY Amt
\$ 600.00		\$ 600.00	\$ -

2023	30-Jun-2023		\$	645.90
2023	30-Jun-2023	\$	8.70	
2023	30-Jun-2023	\$	37.20	
2023	30-Jun-2023	\$	600.00	
				\$ 645.90
				\$ 645.90
2024	07-Jul-2023		\$	645.90
2024	01-Jul-2023	\$	645.90	
2024	07-Jul-2023	\$	489.21	
				\$ 1,135.11
				\$ 1,135.11

# Time Split Indicator "C"

## Hourly=Work Date / Salaried=%



Set Fiscal YE date to June 30

Post Labor Distribution/Email Advices

----- Perfect Attendance -----

Warrant	Post?	Period Ending	Posti	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Benefit Split ----- Chargeback Percentage
303750	<input type="radio"/> Yes <input checked="" type="radio"/> No		01-J	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2023	C	85.7142	Beginning

T&E Posting Date is the Period Ending Date

Hourly=Days Worked/Salaried=

Salaried employees' labor expenses use the chargeback percentage (method "C")

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

2023-2024 Option C Chargeback 85.7142% Salaried; Days Worked Hourly

Option C: Days Worked, Hourly, Chargeback, Salaried				2023	30-Jun-2023		\$	1,371.45
<b>Sandy Salaried</b>				2023	30-Jun-2023	\$	1,371.45	
<b>Period Salary</b>	<b>CB %</b>	<b>"Old" FY CB Amount</b>	<b>New FY Amt</b>	2023	30-Jun-2023	\$	23.20	
\$ 1,600.00	0.857142	\$ 1,371.43	\$ 228.57	2023	30-Jun-2023	\$	99.20	
						\$	1,493.85	\$ 1,493.85
				2024	07-Jul-2023			\$ 1,600.00
				2024	01-Jul-2023	\$	1,371.45	\$ 1,188.91
				2024	07-Jul-2023	\$	1,188.91	
				2024	01-Jul-2023	\$	228.55	
				2024	07-Jul-2023	\$	122.40	
						\$	2,911.31	\$ 2,911.31
						\$	645.90	
				2023	30-Jun-2023	\$	8.70	
				2023	30-Jun-2023	\$	37.20	
				2023	30-Jun-2023	\$	600.00	
						\$	645.90	\$ 645.90
				2024	07-Jul-2023	\$	645.90	
				2024	01-Jul-2023	\$	645.90	\$ 489.21
				2024	07-Jul-2023	\$	489.21	
						\$	1,135.11	\$ 1,135.11

  

Hal Hourly				"Old" FY
<b>Period Salary</b>	<b>Days Worked</b>	<b>CB Amount</b>	<b>New FY Amt</b>	
\$ 600.00		\$ 600.00	\$ -	

# Time Split Indicator: "P" – Percentage All



Set Fiscal YE date to June 30

Post Labor Distribution/Expense

----- Perfect Attendance ----- Time & Expense -----

Warrant Post? Period Ending Posting Date Split FY? Fiscal Year

303750  Yes  No 01-Jul-2023  Yes  No 30-Jun-2023

T&E Posting Date is the Period Ending Date

Time Split -----

Indicator Chargeback Percentage

P 85.7142

Percentage All

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

2022-2023 Option P Percentage All 85.7142%		Fiscal Year	Transaction Date	Debit	Credit
0200-000-0000-000-00-20210	ACCRUED PAYROLL, WATER	2023	30-Jun-2023		\$ 1,371.43
0200-450-0000-004-00-51130	PERMANENT PERSONNEL SALARIES	2023	30-Jun-2023	\$ 1,371.43	
1000-000-0000-000-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	30-Jun-2023		\$ 122.40
1000-195-0000-001-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2023	30-Jun-2023	\$ 23.20	
1000-195-0000-001-00-57015	GENERA-FICA EMPLOYER C	2023	30-Jun-2023	\$ 99.20	
071827	SALARIED, SANDY			\$ 1,493.83	\$ 1,493.83
0200-000-0000-000-00-10400	CASH, WATER	2024	07-Jul-2023		\$ 1,600.00
0200-000-0000-000-00-20210	ACCRUED PAYROLL, WATER	2024	01-Jul-2023	\$ 1,371.43	\$ 1,188.91
0200-000-0000-000-00-20210	ACCRUED PAYROLL, WATER	2024	07-Jul-2023	\$ 1,188.91	
0200-450-0000-004-00-51130	PERMANENT PERSONNEL SALARIES	2024	01-Jul-2023	\$ 228.57	
1000-000-0000-000-00-10400	CASH, GENERAL FUND	2024	07-Jul-2023		\$ 122.40
	ACCRUED PAYROLL, GENERAL FUND	2024	01-Jul-2023	\$ 122.40	
				\$ 2,911.31	\$ 2,911.31
	ACCRUED PAYROLL, GENERAL FUND	2023	30-Jun-2023		\$ 560.19
	MEDICARE-EMPLOYER CONTRIBUTION	2023	30-Jun-2023	\$ 8.70	
	GENERA-FICA EMPLOYER C	2023	30-Jun-2023	\$ 37.20	
	CUSTODIAN	2023	30-Jun-2023	\$ 514.29	
				\$ 560.19	\$ 560.19
	CASH, GENERAL FUND	2024	07-Jul-2023		\$ 645.90
	ACCRUED PAYROLL, GENERAL FUND	2024	01-Jul-2023	\$ 560.19	\$ 489.21
	ACCRUED PAYROLL, GENERAL FUND	2024	07-Jul-2023	\$ 489.21	
	CUSTODIAN	2024	01-Jul-2023	\$ 85.71	
				\$ 1,135.11	\$ 1,135.11
071828	HOURLY, HAL				

Sandy Salaried		"Old" FY	
Period Salary	P	CB Amount	New FY Amt
\$ 1,600.00	0.857142	\$ 1,371.45	\$ 228.55

  

Hal Hourly		"Old" FY	
Period Salary	P	CB Amount	New FY Amt
\$ 600.00	0.857142	\$ 514.29	\$ 85.71



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

# 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.

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

2023-2024 Benefit Split "B" for Beginning		Fiscal Year	Transaction Date	Debit	Credit
0200-000-0000-000-00-20210	ACCRUED PAYROLL, WATER	2023	30-Jun-2023		\$ 1,600.00
0200-450-0000-004-00-00-51130	PERMANENT PERSONNEL SALARIES	2023	30-Jun-2023	\$ 1,600.00	
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	30-Jun-2023		\$ 122.40
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2023	30-Jun-2023	\$ 23.20	
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2023	30-Jun-2023	\$ 99.20	
071827 SALARIED, SANDY				\$ 1,722.40	\$ 1,722.40
0200-000-0000-000-00-00-10400	CASH, WATER	2024	07-Jul-2023		\$ 1,600.00
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2024	01-Jul-2023	\$ 1,600.00	\$ 1,188.91
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2024	07-Jul-2023	\$ 1,188.91	
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2024	07-Jul-2023		\$ 122.40
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	01-Jul-2023	\$ 122.40	
071827 SALARIED, SANDY				\$ 2,911.31	\$ 2,911.31
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	30-Jun-2023		\$ 645.90
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2023	30-Jun-2023	\$ 8.70	
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2023	30-Jun-2023	\$ 37.20	
1000-610-0000-006-00-00-51134	CUSTODIAN	2023	30-Jun-2023	\$ 600.00	
071828 HOURLY, HAL				\$ 645.90	\$ 645.90
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2024	07-Jul-2023		\$ 645.90
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	01-Jul-2023	\$ 645.90	\$ 489.21
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	07-Jul-2023	\$ 489.21	
				\$ 1,135.11	\$ 1,135.11

Sandy Salaried Period Benefits	Indicator "B"	"Old" FY CB Amount	New FY Amt
\$ 122.40		\$ 23.20	
		\$ 99.20	\$ -
		<u>\$ 122.40</u>	

  

Hal Hourly Period Benefits	Indicator "B"	"Old" FY Amount	New FY Amt
\$ 45.90		\$ 8.70	
		\$ 37.20	\$ -
		<u>\$ 45.90</u>	

# 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 7) – all benefit accounting is within 2024

2022-2023 Benefit Split Period Ending		Fiscal Year	Transaction Date	Debit	Credit
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2023	30-Jun-2023		\$ 1,371.43
0200-450-0000-004-00-00-51130	PERMANENT PERSONNEL SALARIES	2023	30-Jun-2023	\$ 1,371.43	
<b>071827 SALARIED, SANDY</b>				<b>\$ 1,371.43</b>	<b>\$ 1,371.43</b>
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	30-Jun-2023		\$ 514.29
1000-610-0000-006-00-00-51134	CUSTODIAN	2023	30-Jun-2023	\$ 514.29	
<b>071828 HOURLY, HAL</b>				<b>\$ 514.29</b>	<b>\$ 514.29</b>
0200-000-0000-000-00-00-10400	CASH, WATER	2024	07-Jul-2023		\$ 1,600.00
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2024	01-Jul-2023	\$ 1,371.43	\$ 1,188.91
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2024	07-Jul-2023	\$ 1,188.91	
0200-450-0000-004-00-00-51130	PERMANENT PERSONNEL SALARIES	2024	01-Jul-2023	\$ 228.57	
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2024	07-Jul-2023		\$ 122.40
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	01-Jul-2023	\$ 23.20	
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2024	01-Jul-2023	\$ 99.20	
				<b>\$ 2,911.31</b>	<b>\$ 2,911.31</b>
0200-000-0000-000-00-00-10400	CASH, GENERAL FUND	2024	07-Jul-2023		\$ 645.90
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	01-Jul-2023	\$ 514.29	\$ 489.21
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	07-Jul-2023	\$ 489.21	
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	01-Jul-2023	\$ 8.70	
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2024	01-Jul-2023	\$ 37.20	
				<b>\$ 85.71</b>	
				<b>\$ 1,135.11</b>	<b>\$ 1,135.11</b>

Sandy Salaried Period Benefits	Indicator "E"	"Old" FY Amount	New FY Amt
\$ 122.40		\$ -	\$ 23.20
			\$ 99.20
			<u>\$ 122.40</u>

  

Hal Hourly Period Benefits	Indicator "E"	"Old" FY Amount	New FY Amt
\$ 45.90		\$ -	\$ 8.70
			\$ 37.20
			<u>\$ 45.90</u>

# Benefit Split Indicator: P – Percentage

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

This report shows the typical transactions:  
 1. Salaried employee's benefits (\$23.20 + \$99.20 = \$122.40)  
 2. Hourly employee's benefits (\$6.70 + \$37.20 = \$43.90)  
 The expense accounts show the labor dollars & employer contributions



All benefit expenses are to be split based on the 85.7142% chargeback

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

P **85.7142**  
 Percentage

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

2022-2023 Benefit Split Chargeback 85.7142%		Fiscal Year	Transaction Date	Debit	Credit
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2023	30-Jun-2023		\$ 1,600.00
0200-450-0000-004-00-00-51130	PERMANENT PERSONNEL SALARIES	2023	30-Jun-2023	\$ 1,600.00	
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	30-Jun-2023		\$ 104.92
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2023	30-Jun-2023	\$ 19.89	} = \$104.92
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2023	30-Jun-2023	\$ 85.03	
<b>071827 SALARIED, SANDY</b>				<b>\$ 1,704.92</b>	<b>\$ 1,704.92</b>
0200-000-0000-000-00-00-10400	CASH, WATER	2024	07-Jul-2023		\$ 1,600.00
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2024	01-Jul-2023	\$ 1,600.00	\$ 1,188.91
0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, WATER	2024	07-Jul-2023	\$ 1,188.91	
1000-000-0000-000-00-00-10400	CASH, GENERAL FUND	2024	07-Jul-2023		\$ 122.40
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	01-Jul-2023	\$ 104.92	
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	01-Jul-2023	\$ 3.31	} = \$17.48
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2024	01-Jul-2023	\$ 14.17	
<b>071827 SALARIED, SANDY</b>				<b>\$ 2,911.31</b>	<b>\$ 2,911.31</b>
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2023	30-Jun-2023		\$ 639.35
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2023	30-Jun-2023	\$ 7.46	} = \$39.35
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2023	30-Jun-2023	\$ 31.89	
1000-610-0000-006-00-00-51134	CUSTODIAN	2023	30-Jun-2023	\$ 600.00	
<b>071828 HOURLY, HAL</b>				<b>\$ 639.35</b>	<b>\$ 639.35</b>
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	07-Jul-2023		\$ 645.90
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	01-Jul-2023	\$ 639.35	\$ 489.21
1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GENERAL FUND	2024	07-Jul-2023	\$ 489.21	
1000-195-0000-001-00-00-57010	MEDICARE-EMPLOYER CONTRIBUTION	2024	01-Jul-2023	\$ 1.24	} = \$6.55
1000-195-0000-001-00-00-57015	GENERA-FICA EMPLOYER C	2024	01-Jul-2023	\$ 5.31	
<b>071828 HOURLY, HAL</b>				<b>\$ 1,135.11</b>	<b>\$ 1,135.11</b>

Sandy Salaried Period Benefits	Indicator "P"	"Old" FY CB Amount	New FY Amt	
\$ 122.40	85.7142%	\$ 104.92	\$ 17.48	<u>\$ 122.40</u>

  

Hal Hourly Period Benefits	Indicator "P"	"Old" FY CB Amount	New FY Amt	
\$ 45.90	85.7142%	\$ 39.35	\$ 6.55	<u>\$ 45.90</u>



# 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	Posting Date	Split FY?	Fiscal YE	Chargeback Percentage	Indicator	Chargeback Percentage	
003750	<input type="radio"/> Yes <input checked="" type="radio"/> No		01-Jul-2023	<input checked="" type="radio"/> Yes <input type="radio"/> No	30-Jun-2023				

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

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

# Posting to the General Ledger



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

#903750 FY23

#9037501 FY24

Town of Admins Labor Distribution GL Posting Report											
FY	User Batch	Date	Refer#	Code	Account / Notes	Description	Budget/BegBal	Debit	Credit	Encumbrance	Budget Adj
Batch#: 903750											
2023	903750	30-Jun-2023	3834	HR01	0200-000-0000-000-00-00-20210 Warrant: 903750 Payroll Batch: 3834	ACCRUED PAYROLL, WAT			1371.45		
2023	903750	30-Jun-2023	3834	HR01	0200-000-0000-000-00-00-39300 Warrant: 903750 Payroll Batch: 3834	EXPENDITURE, WATER		1371.45			
2023	903750	30-Jun-2023	3834	HR01	1000-000-0000-000-00-00-20210 Warrant: 903750 Payroll Batch: 3834	ACCRUED PAYROLL, GEN			744.27		
2023	903750	30-Jun-2023	3834	HR01	1000-000-0000-000-00-00-39300 Warrant: 903750 Payroll Batch: 3834	EXPENDITURE, GENERAL		744.27			
BALANCE SHEET								2115.72	2115.72		
2023	903750	30-Jun-2023	3834	HR01	0200-450-0000-004-00-00-51130 Emp: 071827 Pos: T450DFWAMEC-01	PERMANENT PERSONNEL		1371.45			
2023	903750	30-Jun-2023	3834	HR01	1000-195-0000-001-00-00-57010 Emp: 071827 Pos: T450DFWAMEC-01	MEDICARE-EMPLOYER CO		27.35			
2023	903750	30-Jun-2023	3834	HR01	1000-195-0000-001-00-00-57015 Emp: 071828 Pos: T610LIBCUST-06	GENERA-FICA EMPLOYER		116.92			
2023	903750	30-Jun-2023	3834	HR01	1000-610-0000-006-00-00-51134 Emp: 071828 Pos: T610LIBCUST-06	CUSTODIAN		600.00			
SUBSIDIARY LEDGER								2115.72			
*** Total *** Batch# 903750									4231.44	2115.72	
Batch#: 9037501											
2024	903750	07-Jul-2023	3834	HR01	0200-000-0000-000-00-00-10400 Warrant: 903750 Payroll Batch: 3834	CASH, WATER			1600.00		
2024	903750	01-Jul-2023	3834	HR01	0200-000-0000-000-00-00-20210 Warrant: 903750 Payroll Batch: 3834	ACCRUED PAYROLL, WAT		182.54	411.09		
2024	903750	07-Jul-2023	3834	HR01	0200-000-0000-000-00-00-20210 Warrant: 903750 Payroll Batch: 3834	ACCRUED PAYROLL, WAT		1600.00			
2024	903750	01-Jul-2023	3834	HR01	0200-000-0000-000-00-00-39300 Warrant: 903750 Payroll Batch: 3834	EXPENDITURE, WATER		228.55			
2024	903750	07-Jul-2023	3834	HR01	1000-000-0000-000-00-00-10400 Warrant: 903750 Payroll Batch: 3834	CASH, GENERAL FUND			768.30		
2024	903750	01-Jul-2023	3834	HR01	1000-000-0000-000-00-00-20210 Warrant: 903750 Payroll Batch: 3834	ACCRUED PAYROLL, GEN		255.06	279.09		
2024	903750	07-Jul-2023	3834	HR01	1000-000-0000-000-00-00-20210 Warrant: 903750 Payroll Batch: 3834	ACCRUED PAYROLL, GEN		768.30			
2024	903750	01-Jul-2023	3834	HR01	1000-000-0000-000-00-00-39300 Warrant: 903750 Payroll Batch: 3834	EXPENDITURE, GENERAL		24.03			
BALANCE SHEET								3059.48	3059.48		
2024	903750	01-Jul-2023	3834	HR01	0200-450-0000-004-00-00-51130 Warrant: 903750 Payroll Batch: 3834	PERMANENT PERSONNEL		228.55			
2024	903750	01-Jul-2023	3834	HR01	1000-195-0000-001-00-00-57010 Warrant: 903750 Payroll Batch: 3834	MEDICARE-EMPLOYER CO		4.55			
2024	903750	01-Jul-2023	3834	HR01	1000-195-0000-001-00-00-57015 Warrant: 903750 Payroll Batch: 3834	GENERA-FICA EMPLOYER		19.48			
SUBSIDIARY LEDGER								252.58			
*** Total *** Batch# 9037501									3311.06	3058.48	
*** Grand Total ***								7542.50	5174.20		

# 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.

#903750 FY23

#9037501 FY24

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"/>	2024	9037501		3311.06	3058.48			THERESA	Payroll Posting	Lines		^
<input checked="" type="checkbox"/>	2023	903750		4231.44	2115.72			THERESA	Payroll Posting	Lines		

Ready    UP

# Two GL Batches



Line Detail for General Ledger Batch 903,750

Batch	UserBch#	Ref#	Line	TrxDate	Account#	Amount	GLCode	Type	SubTyp	Tof
903750	903750	3834	1	30-Jun-2023	0-000-0000-000-00-00-20210	1371.45	HR01	CR		
903750	903750	3834	2	30-Jun-2023	0-000-0000-000-00-00-20210	744.27	HR01	CR		
903750	903750	3834	3	30-Jun-2023	0-450-0000-004-00-00-51130	1371.45	HR01	DR		
903750	903750	3834	4	30-Jun-2023	0-195-0000-001-00-00-57010	19.89	HR01	DR		
903750	903750	3834	5	30-Jun-2023	0-195-0000-001-00-00-57015	85.03	HR01	DR		
903750	903750	3834	6	30-Jun-2023	0-195-0000-001-00-00-57010	7.46	HR01	DR		
903750	903750	3834	7	30-Jun-2023	0-195-0000-001-00-00-57015	31.89	HR01	DR		
903750	903750	3834	8	30-Jun-2023	0-610-0000-006-00-00-51134	600.00	HR01	DR		
903750	903750	3834	7003	30-Jun-2023	0-000-0000-000-00-00-39300	1371.45	HR01	DR		
903750	903750	3834	7004	30-Jun-2023	0-000-0000-000-00-00-39300	19.89	HR01	DR		
903750	903750	3834	7005	30-Jun-2023	0-000-0000-000-00-00-39300	85.03	HR01	DR		
903750	903750	3834	7006	30-Jun-2023	0-000-0000-000-00-00-39300	7.46	HR01	DR		
903750	903750	3834	7007	30-Jun-2023	0-000-0000-000-00-00-39300	31.89	HR01	DR		
903750	903750	3834	7008	30-Jun-2023	0-000-0000-000-00-00-39300	600.00	HR01	DR		
* Total:						6347.16				

Buttons: OK Find Search Cancel Help Eof

Line Detail for General Ledger Batch 9,037,501

Batch	UserBch#	Ref#	Line	TrxDate	Account#	Amount	GLCode	Type	SubTyp	Tof
9037501	903750	3834	9	01-Jul-2023	0-000-0000-000-00-00-20210	411.09	HR01	CR		
9037501	903750	3834	10	07-Jul-2023	0-000-0000-000-00-00-20210	279.09	HR01	CR		
9037501	903750	3834	11	07-Jul-2023	0-000-0000-000-00-00-10400		HR01			
9037501	903750	3834	12	07-Jul-2023	0-000-0000-000-00-00-20210	411.09	HR01	DR		
9037501	903750	3834	13	07-Jul-2023	0-000-0000-000-00-00-10400		HR01			
9037501	903750	3834	14	01-Jul-2023	0-000-0000-000-00-00-20210	279.09	HR01	DR		
9037501	903750	3834	15	01-Jul-2023	0-000-0000-000-00-00-20210	182.54	HR01	DR		
9037501	903750	3834	16	01-Jul-2023	0-450-0000-004-00-00-51130	228.55	HR01	DR		
9037501	903750	3834	17	01-Jul-2023	0-000-0000-000-00-00-20210	255.06	HR01	DR		
9037501	903750	3834	18	01-Jul-2023	0-195-0000-001-00-00-57010	4.55	HR01	DR		
9037501	903750	3834	19	01-Jul-2023	0-195-0000-001-00-00-57015	19.48	HR01	DR		
9037501	903750	3834	20	01-Jul-2023	0-000-0000-000-00-00-10400	1600.00	HR01	CR		
9037501	903750	3834	21	01-Jul-2023	0-000-0000-000-00-00-20210	1188.91	HR01	DR		
9037501	903750	3834	22	07-Jul-2023	0-000-0000-000-00-00-10400	768.30	HR01	CR		
9037501	903750	3834	23	07-Jul-2023	0-000-0000-000-00-00-20210	489.21	HR01	DR		
9037501	903750	3834	7016	07-Jul-2023	0-000-0000-000-00-00-39300	228.55	HR01	DR		
9037501	903750	3834	7018	07-Jul-2023	0-000-0000-000-00-00-39300	4.55	HR01	DR		
9037501	903750	3834	7019	07-Jul-2023	0-000-0000-000-00-00-39300	19.48	HR01	DR		
* Total:						6369.54				

Buttons: OK Find Search Cancel Help Eof

# 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 2024

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?

