

**PAYING EMPLOYEES
VIA
TIME AND ATTENDANCE**

Learning Points

In this Module you will be introduced to the basic information required to pay:

- “Time-card required” (non-auto) employees
- Overtime and shift differential
- Adjustments to earnings for salaried automatically paid employees

Reference:

- CAPP Topics 50130 and 50505
- Optional Time and Attendance Forms on our web site
- DHRM Manual

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 4 – Paying Employees via Time and Attendance**

Time and Attendance

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> GUH 100XX,39 ON HUA03
-----TIME CARD SHORT-----
__ COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000
EMPLOYEE   T TRN DEPT  O S D           A A
NUMBER     C CDE SEC  T H E   HOURS  RATE / AMT  WORKFIELD  D M
           D           D   (2ND LINE)  LABOR CODE  J T
0000000000 X 700 _____ 0 0 0   0000000 000000000000 000000000000  _ 0
  
```

OT (Overtime) Code: 0 - no overtime entered
 1 - Agency defined rate, usually straight time
 2 - Agency defined rate, usually time and one-half

SH (Shift) Code: 0 – no shift entered
 1 - First Shift
 2 - Second Shift
 3 - Third Shift

DED (Deduction) Code: 0 -Withhold normal deductions
 7 -Withhold % deductions only
 8 -Do not withhold deductions
 9 -Withhold only banking deductions

Hours: Enter regular or OT hours. Enter as 2-decimal amount (ex: 40 hours = 4000)

Rate/Amount: Override the rate on HOBID by entering
 either a **6-decimal rate** (ex: \$5.50/hour = 5500000) OR
 a **2-decimal amount** (ex: \$400 amt = 40000)

ADJ (Adjustment) Indicator: Blank - Override current pay
 + - Add amount to current pay
 - - Subtract amount from current pay

AMT (Amount) Indicator:
 0 - If hours are entered, the Rate/Amount Field contains a 6 decimal place rate,
 If hours are **not** entered, contains 2 decimal place amount
 1 - Rate/Amount field contains 2-decimal place amount.

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Time and Attendance – Batch # 31

Time and Attendance Data Entry

Using the information in the table below, complete the Time Card Short screen HUA03 for Company number 100XX. The assigned Batch Number is 31 and start on Page 1.

Employee Number	OT Ind	Hours	Rate Amt	Adj Ind	Amt Ind	Transaction Description
01426528200		4000				40 regular hours
01426528200	1	200				2 OT hours @ straight time
01087103200		8000				80 regular hours
01087103200	1	1000				10 OT hour @ straight time
01087103200	2	200				2 OT hours @ 1 ½
01000547800	2	1000				10 OT hours @ 1 ½

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Time and Attendance – Batch # 31, Continued

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> GUH 100XX,031                                     ON HUA03
-----TIME CARD SHORT-----
I_ COMPANY--> 10011 BATCH NUMBER--> 0031 PAGE NUMBER--> 00001

EMPLOYEE   T TRN DEPT  O S D           HOURS  RATE / AMT  WORKFIELD           A A
NUMBER     C CDE SEC  T H E           (2ND LINE)  LABOR CODE           D M
           D      DIV/OF  D
0142652820 0 700  _____ 0 0 0 0004000 000000000000 000000000000       _ 0
0142652820 0 700  _____ 1 0 0 0000200 000000000000 000000000000       _ 0
0108710320 0 700  _____ 0 0 0 0008000 000000000000 000000000000       _ 0
0108710320 0 700  _____ 1 0 0 0001000 000000000000 000000000000       _ 0
0108710320 0 700  _____ 2 0 0 0000200 000000000000 000000000000       _ 0
0100054780 0 700  _____ 2 0 0 0001000 000000000000 000000000000       _ 0

A287W-NO RECORD/S FOUND
                                09/28/11 15:50:56 1 M3LL CIP5 _____

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Time and Attendance – Batch # 31, Continued

Using the information below, complete the Pay Transaction Balancing (IBC) screen HRSBB:

Control Total A (REG Hours)	Control Total B (OT Hours)	Control Total C	Control Total D	Pay Range 1	Pay Range 2
120.00	24.00			71	71

```

> GUH 100XX, 31 ON HRSBB
-----PAY TRANSACTION BALANCING (IBC)-----
_I COMPANY--> 100XX BATCH NUMBER--> 0031

CONTROL CONTROL CONTROL CONTROL PAY RANGE
TOTAL A TOTAL B TOTAL C TOTAL D 1 2
00000120.00 00000024.00 00000000.000000 00000000.000000 71 71

-----CALCULATED-----
TOTAL A TOTAL B TOTAL C TOTAL D
00000000.00 00000000.00 00000000.000000 00000000.000000

-----DIFFERENCE-----
00000000.00 00000000.00 00000000.000000 00000000.000000

A287W-NO RECORD/S FOUND
11/19/04 14:54:56 1 M3LL CIDL
  
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When you press enter, the system will display calculated totals based on what was entered and will show any differences. If there are amounts in the “Difference” area, you need to go back and review your data for errors.

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DHRM Manual

<http://www.dhrm.virginia.gov/resources/hrmanual.pdf>

Chapter 5, top of page 6: When an employee begins or ends service other than on the first day of a pay period or is on leave without pay for part of a pay period, he/she receives for days worked a daily amount that is proportionate to the number of days he/she was scheduled to work during the pay period. In such instances:

Daily Rate = Pay Period (or Semi-monthly) Rate divided by the **number of workdays** scheduled in the pay period.

Time and Attendance – Batch #39

Time and Attendance Data Entry

Using the information in the table below, complete the Time Card Short screen HUA03 for Company number 100XX. The assigned Batch Number is 39 and use page 1 and 2 for this batch.

Employee Number	OT Ind	Hours	Rate Amt	Adj Ind	Amt Ind	Transaction Description
01325486200		4000				40 regular wage hours
01325486200		4000	7000000			40 regular wage hours @ old rate of pay
01000625000	1	500	10000000			5 hrs OT pd @ straight time of \$10
01000625000	2	200	15000000			2 hrs OT pd @ 1 ½ of \$15
01000625000	1	500	5000		1	5 hrs OT pd @ flat amount (straight)
01000625000	2	200	3000		1	2 hrs OT pd @ flat amount (1 ½)
01035506400		7200	20450000			72 regular wage hours @ an hourly rate
01020356800		4000	36000		1	40 regular wage hrs @ a flat dollar amount
For examples below, REFERENCE PAYROLL BULLETIN 2011-12 FOR NEW PROCESS THAT IS EFFECTIVE NOW UNTIL MARCH 2012!! DO NOT KEY						
01352684800			11064	+		Retro Pay in addition to regular salary
01352684800			22128	-		Dock regular pay by a flat dollar amt
01032486700						WARNING this entry will STOP ALL pay for the current period

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Time and Attendance – Batch #39, Continued

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> GUH 100XX, 39,1 ON HUA03

-----TIME CARD SHORT-----

_I_ COMPANY--> 100xx BATCH NUMBER--> 0039 PAGE NUMBER--> 00001

EMPLOYEE   T TRN DEPT  O S D           A A
  NUMBER   C CDE SEC  T H E   HOURS  RATE / AMT  WORKFIELD  D M
           D           D   (2ND LINE)  LABOR CODE  J T
0132548620 0 700 _____ 0 0 0   0004000 000000000000 000000000000  _ 0
0132548620 0 700 _____ 0 0 0   0004000 000070000000 000000000000  _ 0
0100062500 0 700 _____ 1 0 0   0000500 000100000000 000000000000  _ 0
0100062500 0 700 _____ 2 0 0   0000200 000150000000 000000000000  _ 0
0100062500 0 700 _____ 1 0 0   0000500 000000050000 000000000000  _ 1
0100062500 0 700 _____ 2 0 0   0000200 000000030000 000000000000  _ 1

A287W-NO RECORD/S FOUND
  
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> GUH 100XX, 39,2 ON HUA03

-----TIME CARD SHORT-----

_I_ COMPANY--> 100xx BATCH NUMBER--> 0039 PAGE NUMBER--> 00002

EMPLOYEE   T TRN DEPT  O S D           A A
  NUMBER   C CDE SEC  T H E   HOURS  RATE / AMT  WORKFIELD  D M
           D           D   (2ND LINE)  LABOR CODE  J T
0103550640 0 700 _____ 0 0 0   0007200 000204500000 000000000000  _ 0
0102035680 0 700 _____ 0 0 0   0004000 000000360000 000000000000  _ 1
0000000000 X 700 _____ 0 0 0   0000000 000000000000 000000000000  _ 0
0000000000 X 700 _____ 0 0 0   0000000 000000000000 000000000000  _ 0
0000000000 X 700 _____ 0 0 0   0000000 000000000000 000000000000  _ 0
  
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Time and Time and Attendance – Batch #39, Continued

Using the information below, complete the Pay Transaction Balancing (IBC) screen HRSBB:

Control Total A Reg Hours	Control Total B OT hours	Control Total C Reg Rates/Amts	Control Total D OT Rates/Amts	Pay Range 1	Pay Range 2
192.00	14.00	331.92	105.00	70	70

```

> GUH 100XX, 39 ON HRSBB
-----PAY TRANSACTION BALANCING (IBC)-----
_I_ COMPANY--> 100XX BATCH NUMBER--> 0039

CONTROL          CONTROL          CONTROL          CONTROL          PAY RANGE
TOTAL A          TOTAL B          TOTAL C          TOTAL D          1    2
00000192.00     00000014.00     000000387.450000  00000105.000000  70  70

-----CALCULATED-----
TOTAL A          TOTAL B          TOTAL C          TOTAL D
00000000.00     00000000.00     000000000.000000  000000000.000000

-----DIFFERENCE-----
00000000.00     00000000.00     000000000.000000  000000000.000000

A287W-NO RECORD/S FOUND
  
```

When you press enter, the system will display calculated totals based on what was entered and will show any differences. If there are amounts in the “Difference” area, you need to go back and review your data for errors.

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Paying Employees via Time and Attendance Review Questions

1. Time and Attendance transactions can be identified on edit and pay reports as those entries that have a transaction code beginning with _____.
2. Using a “+” or a “-” in the adjustment column will/will not affect current regular pay.
3. A Report 59, Gross Pay Limit Exceeded, is generated when

_____.
4. **TRUE/FALSE** - For a wage employee, all 700 transactions will be added together and one check will be issued.
5. **TRUE/FALSE** - For a salaried employee, all 700 transactions will be added to the regular salary amount and one check will be issued.
6. Unbalanced batches appear where on your reports?
7. What do the following indicators mean if used in the “OT” column?
 - A. Indicator of “1” _____
 - B. Indicator of “2” _____
 - C. Indicator of “0” or “Blank” _____

END OF MODULE 4