



Payroll - Frequently Asked Questions

Employee name is not printing on the check

Click on View, Employee Record, and Personnel Info. Make sure the City, State and Zip code for the employee's address are all separated in the three correct boxes. If they are all listed in one, the City field, the names will not print on checks or stubs.

Unable to locate Fund Accounting database

You may need to locate your Fund Accounting database by clicking on view and then Fund Accounting. Click the locate hyperlink next to the "Path To Accounting" field to locate your bdsfundd.mdb file. This file is usually in the bdswin folder on your c: or network drive.

Resending labor distributions to Fund Accounting

You may need to resend your Labor Distribution to Fund Accounting if you are not seeing it listed under the Unposted Journal Entries (JE) tab or External Batches in Fund Accounting. In Payroll, go to Tools, Labor Distribution, and select either Past 10 Payrolls or All Past Payrolls. Highlight the payroll you wish to distribute and then click "Send Distribution To BDS Accounting."

Transferring checks from previous payroll

If you need to resend your posted Payroll checks to Fund Accounting, click View, and Check Recon. In the drop down menu, select the payroll you wish to transfer to Fund Accounting and click "Transfer" to send. A dialog box will state transfer was complete and the checks can now be found in Fund Accounting.

Re-issuing checks

Click View, Check Recon, and enter check number in bottom left box

- Click re-issue
- Print and post new check. Posting the new check number will send the new and voided check information to Fund Accounting.

Voiding checks

Click View, Check Recon, and enter check number in bottom left box

- Click void
- Click yes to send reverse entries to Fund Accounting.

Payroll is calculating \$0 gross amounts

Make sure that all Pay Controls are scheduled for this payroll. Choose view, payroll cycle, and select review Pay Controls. Make sure that any pay controls you are using on the timecards have a check mark by them. If not, select any unchecked Pay Controls and recalculate your payroll.

View leave liability report for all employees

Click on view, special reports, and "Severance Liability." This shows what the total liability is for each leave type and then if a leave type is selected, each employee total is shown. Reports can be previewed/printed for the summary totals and employee totals.

Forgot to close previous month/quarter

If the prior month/quarter was not closed during the Payroll Cycle (Periodic Processing step), payroll checks will be sent to Fund Accounting in the wrong period.

If this is the first payroll of the next month and it has not yet posted, click on End of (Month) to close it out before proceeding. The current payroll will then need to be recalculated.

If one or more payrolls have already been posted, they are now posted into the wrong month/quarter. You can restore your data to pre-posting the payroll and end the prior month/quarter.

Processing a supplemental payroll (If an employee was missed)

If you need to run a Supplemental Payroll, first make sure to post your regular payroll. From the Payroll Cycle screen, put a check mark in the *Supplemental* box. If you need to use a Supplemental Tax Rate, click the *Supplemental Tax Rate* hyperlink and enter in the appropriate State and Federal %.

You may need to click Add/Remove Employees if you do not see the needed employees listed. Pay attention to the Review Deductions step to make sure you are withholding the appropriate deductions and benefits. From this step forward, process as a normal payroll.

Global salary/wage increase tool

Choose view, employee record, and select Pay Control. From the pay control screen click on "Change Salary For Multiple Employees." Use the department column to filter for a specific department (Optional, Right click on a department and choose filter by selection.) Next, select the amount or percent radio button and enter in a value. Next, choose the employees and the software will then show what the changes will be in the "Updated To" column. Run the report to verify and once verified, click commit changes to update the pay controls and timecard.

A retro pay totals can be figured out if the increase is approved for past pay periods.

Using the retro pay worksheet

First, adjust the hourly rate/salary amount for the employee under View, Employee Record, Pay Control. Next, click on the timecard for the employee and click the Retro Pay Worksheet hyperlink. Next, select from the drop down the "Starting From Payroll" to determine how far back to apply the retro pay. The new/adjusted pay amount will be listed in red on the 2nd line of the worksheet. The far right column will display the amount difference calculated between the old and new rate for each payroll selected. At the very bottom of the timecard, click the "Append to Timecard This Pay Difference" to add the amount to the timecard.

The retro worksheet can also be manually adjusted by the user to adjust hours if needed.

Attach pay controls, leave codes, deductions, and benefits to multiple employees

A pay control, leave code, or deduction/benefit can be added to multiple employees from view, codes and descriptions. Next, click an option like pay control and then click on "attach to employee" on the top right. The next screen will then display who currently has that pay control. To attach to multiple employees, click the attach/detach option in the right corner. This will then allow you to check employees that need that pay control.

This is also a very quick way to view what pay control, leave type, or deduction benefit is attached to each employee.

Adding workers comp codes

Workers comp codes can be setup under view, codes and descriptions, and click on “Workers Comp.” Next, fill out the class code, description, and amount per \$100. Next, on the left menu select “Account Reference” and then fill in the workers comp code for each account code. Next, look up an employee and go to the “Employment Data” option on the left. Next, fill in a workers comp code for this employee. Do this for all other employees. The workers comp report can be generated under view, special reports, and “Workers Compensation.”

Deduction/benefit reversal

To remove a deduction/benefit from a single pay period or multiple pay periods, click on tools, and “Deduction Reversal.” Next, highlight the code(s) and click next. Next, select the periods to be reversed and click next. Next, select the employees to reverse and enter in a corrected amount if needed. Furthermore, follow the options to create exception on next payroll or create a reimbursement check right away if needed.

Print direct deposit authorization form

If the direct deposit module has been purchased, the authorization form is available to print. Click direct deposit from the left menu for an employee. Next, click the blue help on the right and on the next screen, below the routing id and account number, click print ach sign up form.

How to add a new employee

A built in employee guide is available to help with the entry of a new employee into payroll. Click on “add new employee” (just above the first employee listed on the left side.) Fill in the name and address information. At this time there is an option to load another employees default information like pay control, leave, deductions/benefits. Click the load default button to bring up a list of employees and select the employee to copy from and the information is copied. The information can be changed and verified as you proceed. Continue with the setup guide by choosing next to verify, add, or change the information.

Reimbursements

A reimbursement option is available on the timecard screen. This can be used to reimburse employees for travel, meals, or other expenses that need to be reimbursed. This is automatically sheltered from any taxes. Simply choose the reimbursement option from the timecard screen, enter in an amount, choose a reference code, and click “Append to Timecard.”

Use “Check Design” to align checks better

If checks are not aligned properly and adjusting the margins does not help, use the “Check Design” feature. From the top menu choose view and select checks printing. General setup should be defaulted on the left, then click the green check image on the right, and select custom layout. The boxes can be rearranged by clicking on the box (hold the click) and dragging the box to a new position.

Direct deposit printing

There are options on how direct deposit employees are printed so check forms are not used. From the top menu choose view, checks printing, and then select direct deposit on the left. Specify to print on a separate batch and select a different paper tray or the software will prompt when it’s done printing regular checks and insert blank paper to print direct deposit employees.

Direct deposit pay stubs can also be emailed (requires e-stub notification purchase from Banyon)