

HOME

USPS-R Home Options

SDDT Account History Report
SDDT Attendance Journal Report
SDDT Audit Trail
SDDT Birthday Report
SDDT Employee Hired Report
SDDT Employee Terminated Report
SDDT Employee Wages Report
SDDT Future Pay Amount Report
SDDT New Contract Payroll Accounts
SDDT New Contract Summary Report
SDDT Payroll Account Report
SDDT Payroll Item Detail
SDDT Payroll Item History Report
SDDT Wages Report

USPS Classic Programs

ACCRPT
ABSRPT/ABS101
AUDRPT
BIRTHHIRE
BIRTHHIRE
New Report
New Report
FUTPAY
NEWCNT/NEWPAY
NEWCNT/REPORT
PAYACC
DEDLST
New Report
WAGOBL/WAGEMP

Definition

Lists period ending date, Employee ID, job number, employee name, budget account number, amount of check, and percent of amount charged to the account.
Provides a listing of attendance and absence categories by employee, by date
Produces a report showing the change activity that occurred on the files
Produces a report listing the employees name, birth, and hire dates
Produces a report listing the employees name, birth, and hire dates
Report will show all employees with a Termination date or a Start and End Date can be entered to show specific dates
Report shows all employees Gross and Net wages for the Month, Quarter, YTD and FYTD. The wages are figured from what Posting Period is currently open.
Report that summarizes the information contained in Payroll Payments Future
Offers the ability to select and sort records based on pay accounts
Report of data in NEWCNT
Lists the employee name and Employee ID, job number, position/title, building/department number, pay account code, budget account number, account status, job status, board a
Program generates a listing of employees and Payroll Item information associated with employee.
List of employee per pay Payroll Item History
Generates a report listing the district's current accrued wage obligations by employee (remove) or account code.

Core

USPS-R Core Options

ACH Destination

USPS Classic Programs

ROUTSCN

Definition

Is used to add Banking Institution routing numbers

ACH Source

DIRDEP/DIRMNT

Is used to enter all banking institution information in order for the direct deposit transmission process to be completed

Adjustments

New Feature
USPSCN/DEDCN
USPSCN/ATDSCN

Modify employees Payroll Items-Total Gross, Taxable Gross, ODJFS Total Gross, Amount Withheld, Retiree Amounts, Board Amounts and Special Tax information fr
Modify employees SERS and STRS days/hours, EMIS days, ODJFS weeks (ATDSCN)

Attendance

USPSCN/ATDSCN
MASS ADD

Used to track and update employee attendance and absence data
Used to add consecutive days of attendance or absences in a single transaction

Bank Account

New Feature

Multiple bank accounts can be setup for the district to have these account options available when printing payroll and payee checks.

Compensation

USPSCN/JOBSCN

Defines how the employee is going to be paid

Date Codes

DATES (USPSWEB)

District defined fields used to keep track of customized dates created by the district-Can be found under CORE/EMPLOYEE/DATES option

EMIS Entry

EMIS (USPSWEB)

Created when New Employee record has been entered.
Holds the EMIS related Employee (CI) and Position (CK) and Contract Only Staff (CC). Contractor Staff Employment (CJ) records can be added if EMIS Contractor Module is turned c

Employee

USPSCN/BIOSCN
USPSCN/DEMISCN

First step in creating a New Employee. Contains biographical and demographic information for the employee.

Employee (Personnel)

New Feature

Contains personal information about the employee. Created after 'Employee' data is entered.

Job Calendar

USPSDAT/CALYPED
USPSDAT/CALMNT

Used to add, delete, modify, copy and mass change calendars and used to create, modify, or delete calendar types.

Leaves

Leaves (Accumulations)

USPSCN/BENSCN
USPSCN/ATDSCN

Allows you to add, delete, and/or modify employee sick, vacation, personal and view current leave balances.
Accruing leave for one employee at a time, the Accumulations option can be used.

Organization

USPSDAT/USPCON

Maintains district data-district address, IRN, EIN's, SERS and STRS Codes

Pay Distributions

USPSCN/DEDCN - 700 Direct Deposit's

Every employee is required to have a Pay Distribution record. This will determine how an employee payments are distributed, either by Direct Deposit or Check.

Pay Group

USPSDAT/PGRPED

To divide employees into logical groups in order to apply mass changes to employee information, process payroll and generate reports.

Payee

USPSCN/DEDNAM

Holds the vendor address information and Vendor Number
Payee will need to be created first before a Payroll Item Configuration can be added

Payroll Accounts

USPSCN/PAYSCN

Pay account records for each Compensation that is entered

Payroll Item

USPSCN/DEDCN

Used to add, modify or delete Payroll Items for an employee (deductions)

Payroll Item Configuration

USPSDAT/DEDNAM

Allows you to add, change, delete, or view Payroll Item company detail information (DEDNAM)

Position (Compensation/Payroll Accounts)

USPSCN/JOBSCN
USPSCN/POSSCN

Summarizes the non-contract information. Can create compensations (JOBSCN) under this option.

| | | |
|-----------------------------|--|--|
| | USPSCN/PAYSCN | Shows the payroll accounts of the employee only. No adding or updating |
| Position (Personnel) | USPSCN/BIOSCN USPSCN/DEMISCN USPSCN/POSSCN | Gets created automatically after the Positions are added |
| Posting Periods | New Feature | Is a period within a fiscal year for which transaction figures are updated To process a payroll, date must fall within an Open posting period and the Current posting period open |

Payments

USPS-R Payments Option

Check Register

Re-issue
Print Checks
Resequence
Reconcile
Unreconcile
Auto-Reconcile
Payment Reconcile Extract

USPS Classic Programs

CHKSTS
CHKSTA/REISSUE/PAYROLL or DEDUCTS
CHKPRT or PAYDED
CHKNUM
CHKSTA/RECONCILE
CHKSTA/RECONCILE-Reverse Reconcile
PAYREC
PAYREC-Positive Pay

Definition

Lists the Payroll checks and Deduction checks
Void and reissue payroll and payroll item checks
Creates the XML or PDF file to print checks
Resequence checks and also can Void Old Checks
Reconcile Payroll and Payroll Item checks
Unreconcile payroll and payroll item checks
Reconcile checks using csv file from bank
Extract data to a csv file

Payee

Payee Payments

Void
Un-void

CHKSTA/VOID/DEDUCTS
CHKSTA/UNVOID/DEDUCT

Void payee checks (PAYDED Checks)
Unvoid payee checks (PAYDED checks)

Payee Payment Checks

Re-issue
Print Checks
Resequence

CHKSTA/REISSUE/DEDUCTS
PAYDED
CHKNUM

Void and Re-issue payee checks (PAYDED Checks)
Creates XML or PDF the file to print checks
Renumbers Payee Checks (PAYDED checks) Voids old Checks
List of ET for Payee's (PAYDED)

Electronic Transfers

New Feature OR CHKSTS

Payroll

Payroll Payments

Void
Un-void

CHKSTA/VOID/PAYROLL
CHKSTA/UNVOID/CHECKS or DIRDEP
CHKPRT

Void payroll checks/direct deposits
Un-void payroll checks/direct deposits
Creates the XML or PDF file to print checks/direct deposits

Print Payment Checks and Direct Deposit
Direct Deposits

Reissue

CHKSTA/REISSUE/DIRCHK

Reissue DD as a Check

Payroll Payment Checks

Re-issue
Print Checks
Resequence

CHKSTA/PAYROLL
CHKPRT
CHKNUM

Void & Reissue payroll check as check with different check number
Creates XML or PDF File to print Payroll checks
Can Void and renumber Payroll checks

Refund Payments

Void
Un-void

CHKSTA/VOID/PAYROLL
CHKSTA/UN-VOID/CHECKS

Voids refund of Payroll Item checks
Un-void refund of Payroll Item checks

Refund Payment Checks

Re-issue
Print Checks
Resequence

CHKSTA/REISSUE/PAYROLL
CHKPRT
CHKNUM

Re-issue refund of Payroll Item checks
Creates XML or PDF file to print refund of deduction check
Can Void and renumber Refund of Payroll Item checks

Payroll

USPS-R Payroll Option

Payroll Payments - Current

USPS Classic Programs

USPSCN/UPDCAL_CUR

Definition

Displays all records included in the current payroll. Enter in Exceptions after Payroll has been Initialized

Payroll Payments - Future

USPSCN/USDCAL_FUT

Allows a user to enter payroll exceptions before starting a payroll

Payroll Processing

INICAL and ADDITIONS

Starts a payroll and allows for Additions to be added if needed.

Processing

USPS-R Processing Option

Benefit Update and Projection

Accrual
Reset Personal Leave
Convert Personal Leave To Pay
Convert Personal Leave To Sick Leave

USPS Classic Programs

BENACC
BENACC/ACCRUAL
BENACC/RESET
BENACC/PLTOPAY
BENACC/PLTOSI

Definition

Creates projection report or actual accrual of leave for employees.
Creates projection report or actual Reset of Personal Leave
Creates projection report or actual Convert unused Personal Leave to Pay
Creates projection report or actual Convert unused Personal Leave to Sick days