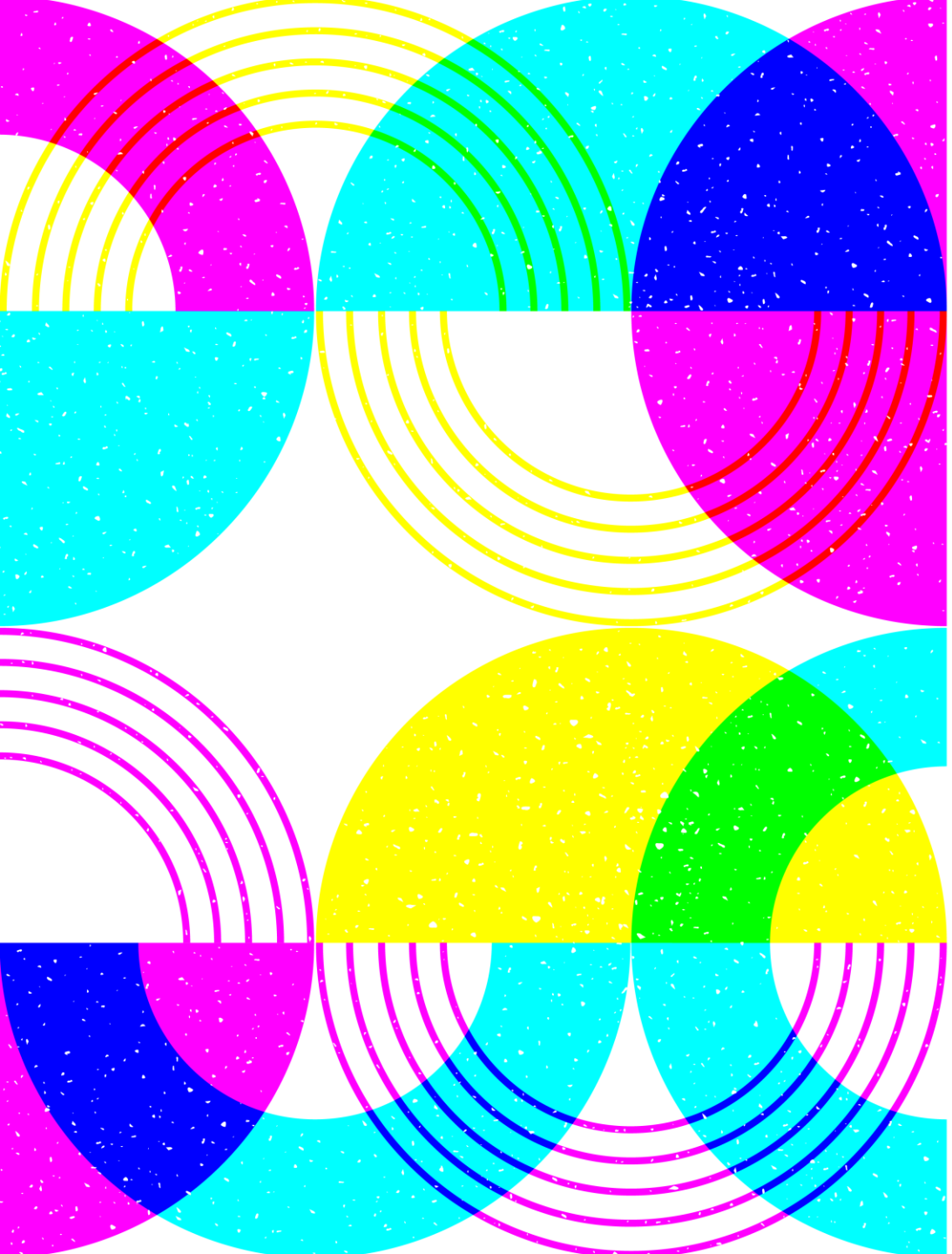


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Payroll Processing: Making the Money Magic Happen

Bailey Haumschild

Introductions



Bailey Haumschild

Solutions Engineer

Agenda

Pay Schedules

Position Type Defaults

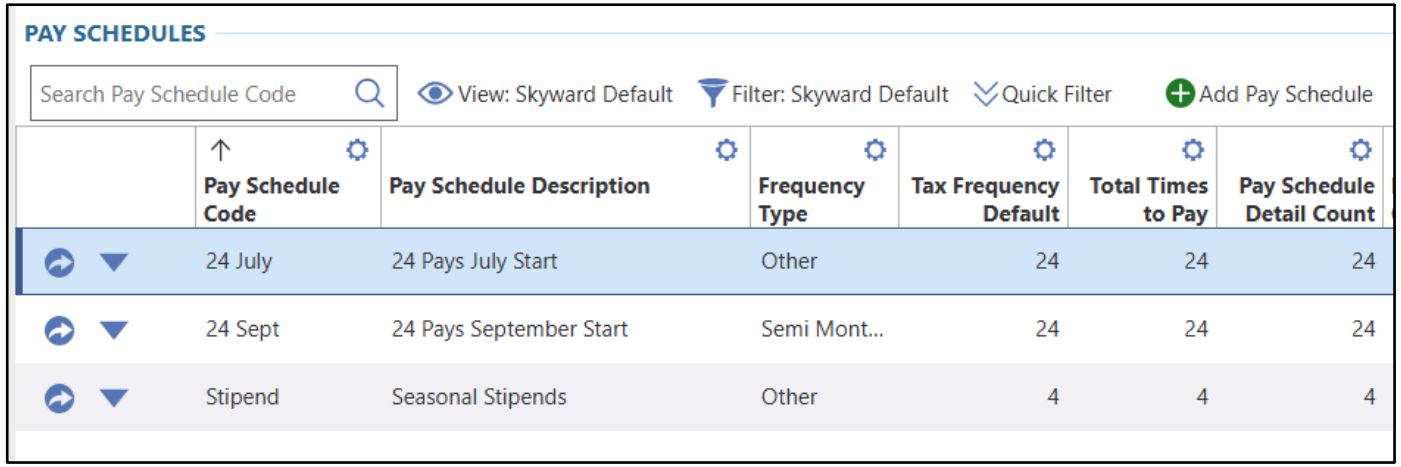
Timesheet Groups

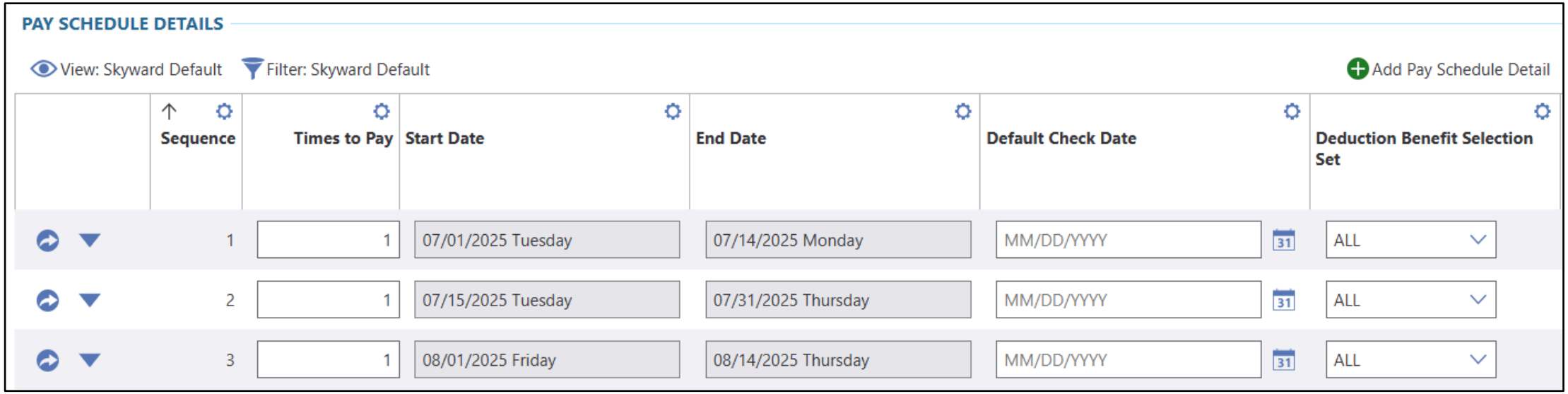
Employee Assignment

Payroll Process

Pay Schedules

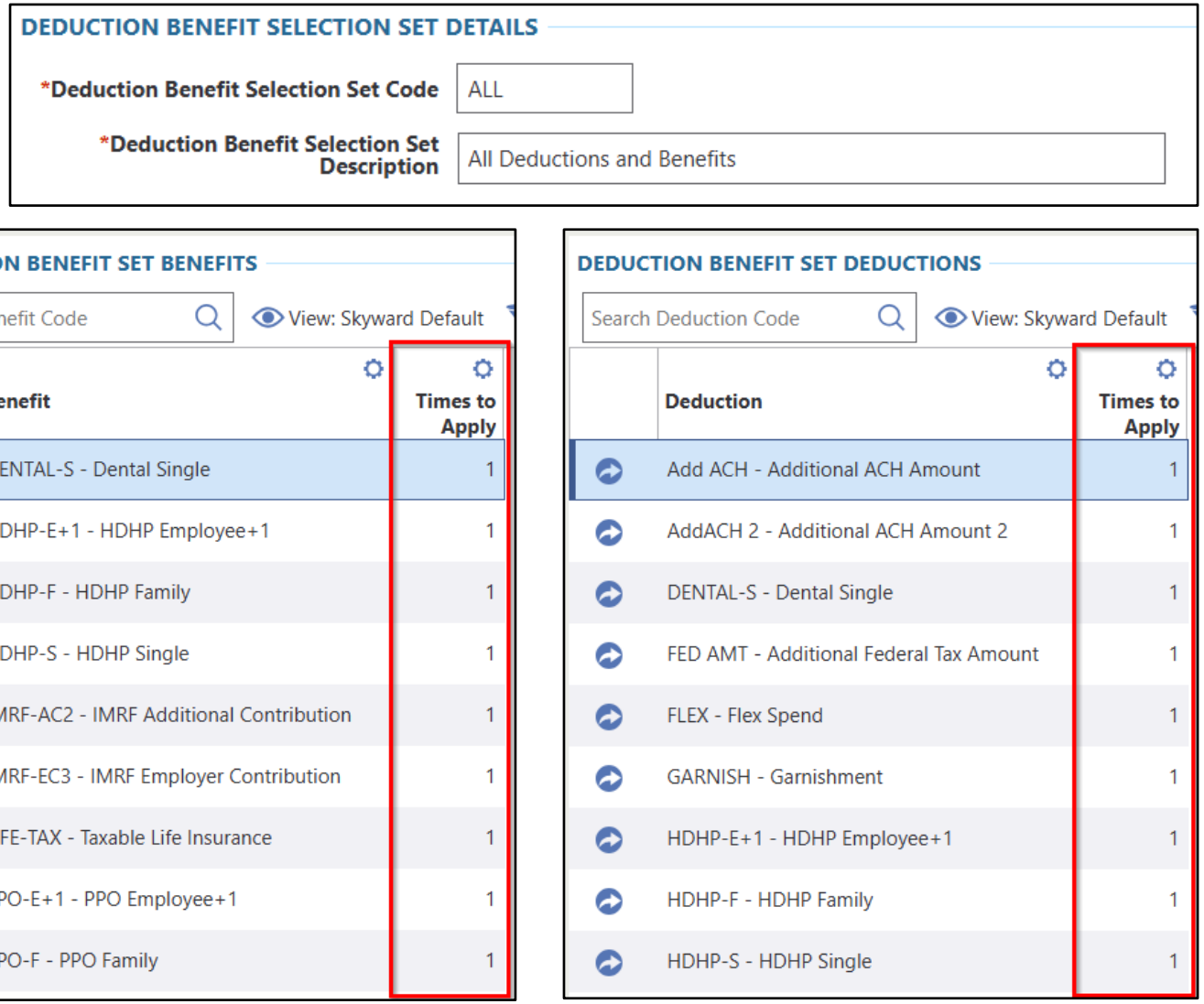
- **What is a pay schedule?**
  - A pay schedule allows you to define the frequency and dates of future payrolls.





Deduction Benefit Selection Set

- Allows you to define which deductions and benefits may be applied to a payroll run.



DEDUCTION BENEFIT SELECTION SET DETAILS

*Deduction Benefit Selection Set Code: ALL

*Deduction Benefit Selection Set Description: All Deductions and Benefits

DEDUCTION BENEFIT SET BENEFITS

Search Benefit Code | View: Skyward Default

Benefit	Times to Apply
DENTAL-S - Dental Single	1
HDHP-E+1 - HDHP Employee+1	1
HDHP-F - HDHP Family	1
HDHP-S - HDHP Single	1
IMRF-AC2 - IMRF Additional Contribution	1
IMRF-EC3 - IMRF Employer Contribution	1
LIFE-TAX - Taxable Life Insurance	1
PPO-E+1 - PPO Employee+1	1
PPO-F - PPO Family	1

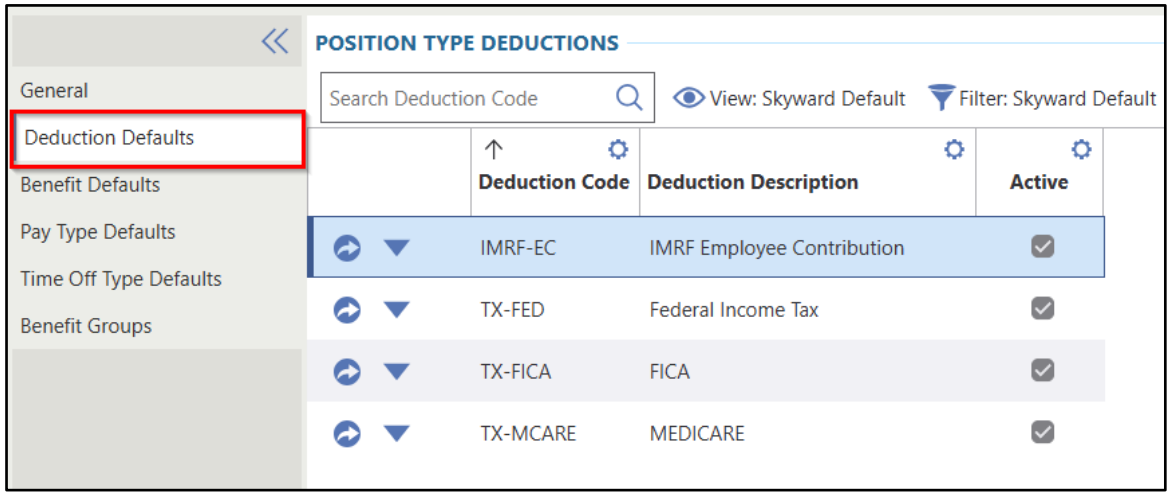
DEDUCTION BENEFIT SET DEDUCTIONS

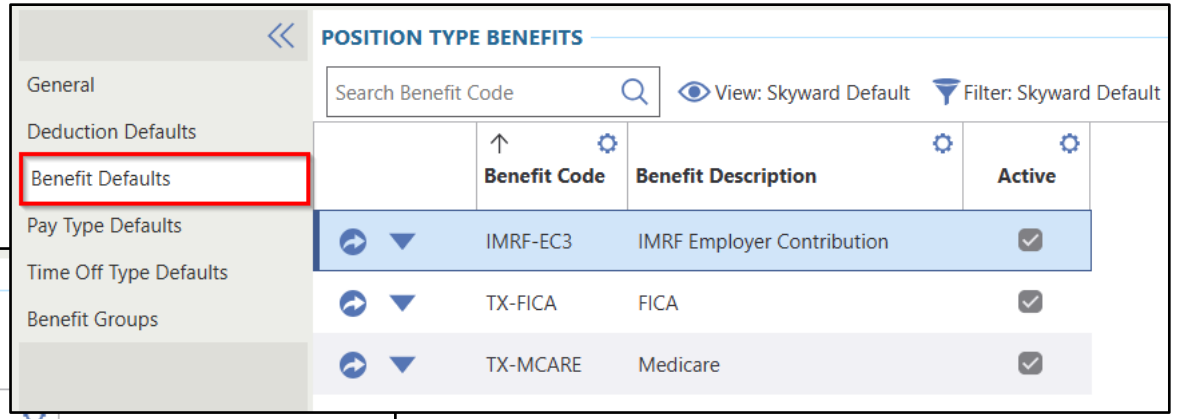
Search Deduction Code | View: Skyward Default

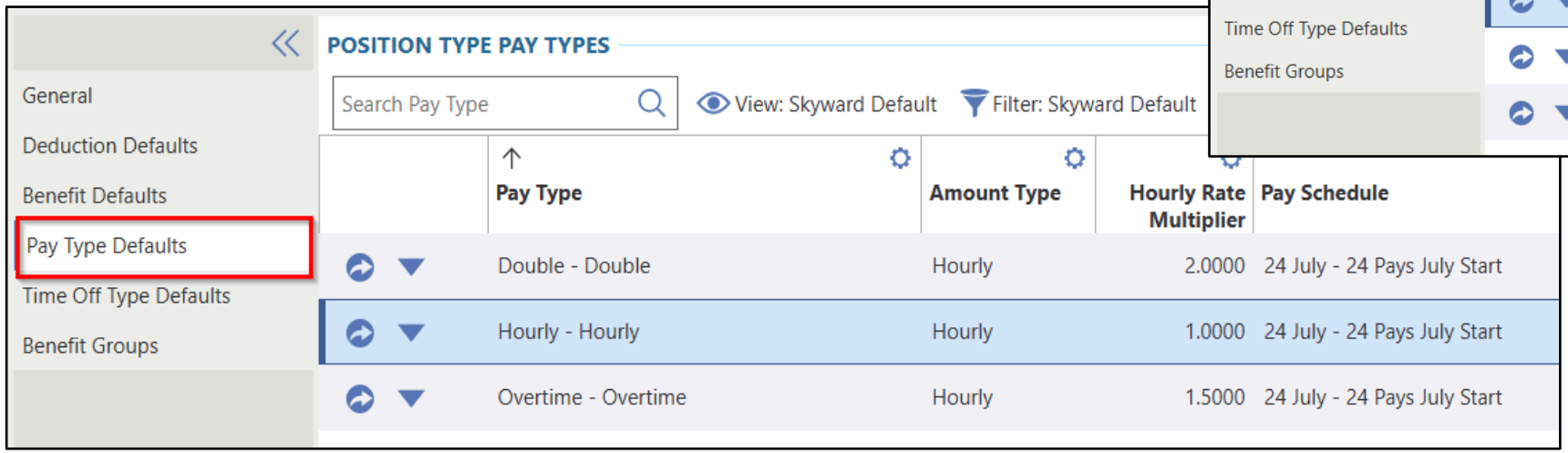
Deduction	Times to Apply
Add ACH - Additional ACH Amount	1
AddACH 2 - Additional ACH Amount 2	1
DENTAL-S - Dental Single	1
FED AMT - Additional Federal Tax Amount	1
FLEX - Flex Spend	1
GARNISH - Garnishment	1
HDHP-E+1 - HDHP Employee+1	1
HDHP-F - HDHP Family	1
HDHP-S - HDHP Single	1

Position Type Defaults

- You can determine default settings for each position type, which helps ensure the process of configuring assignments is more efficient.

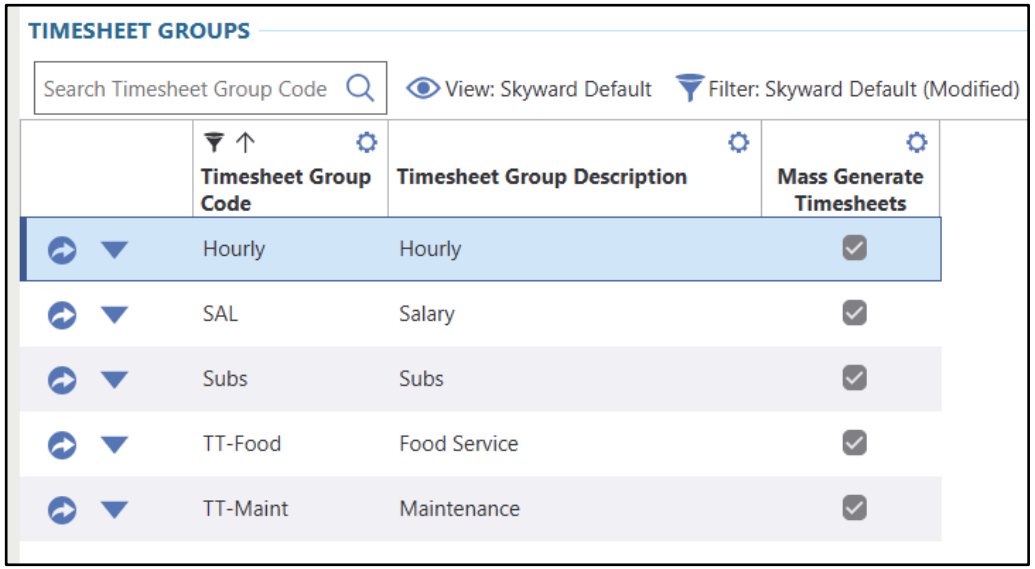


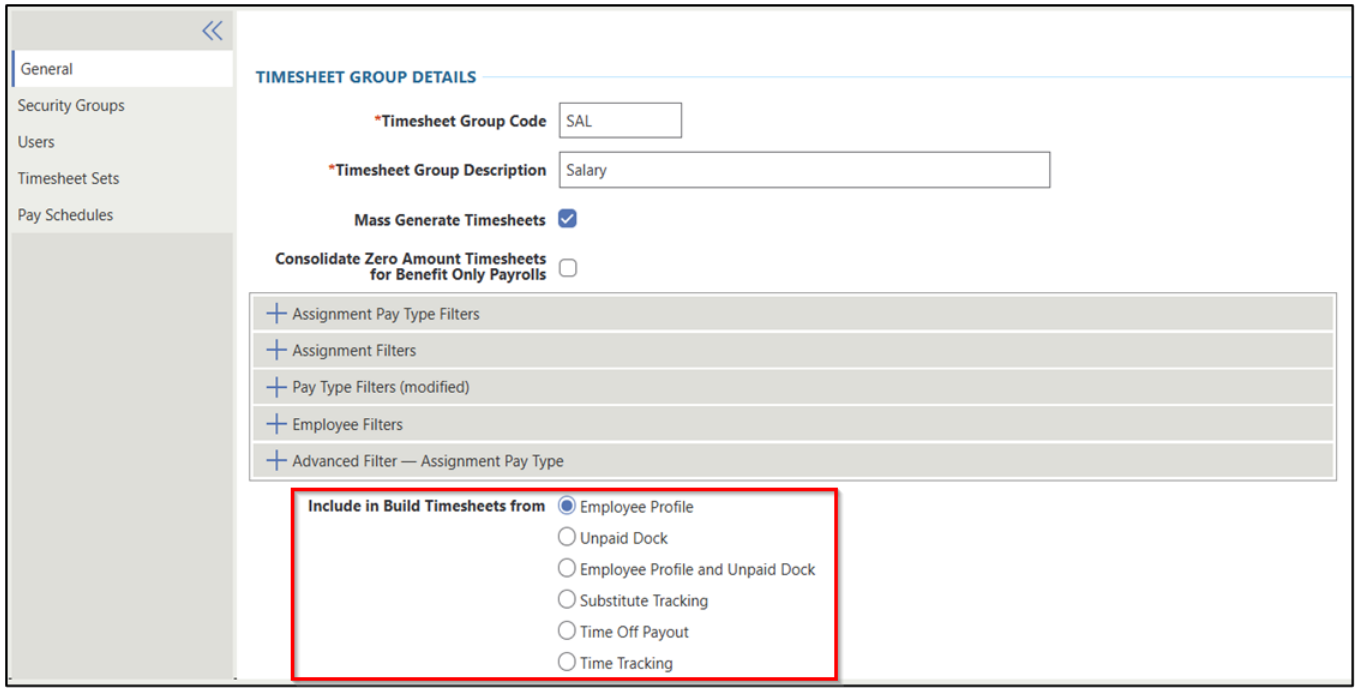




Timesheet Groups

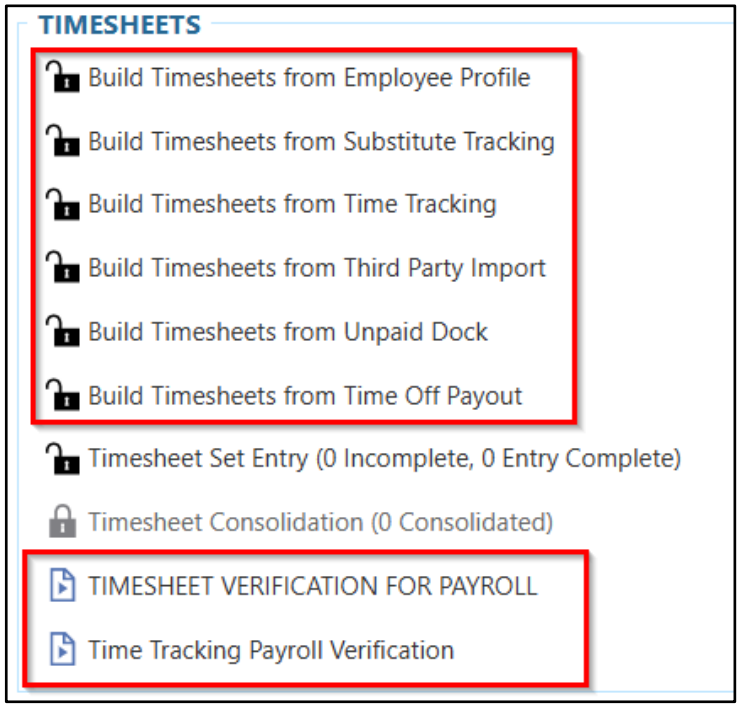
- Parameters which provide an efficient way to group together your employees for payroll processing.





Two Key Takeaways

- **Make it easy to accumulate the payroll transactions**
  - Most of the data we need to run payroll is already in Skyward.
- **Make it easy to verify the information**
  - Verification can be done through list screens and reports found in the payroll run.



PAY TRANSACTIONS

Search Full Name | View: Skyward Default (Modified) | Filter: All Pay Transactions | Quick Filter | Add Pay Transaction | Mass Update Deduction/Benefits from Profile | More

Employee	Employee Number	Pay Type Code	Pay Schedule Code	Rate	Factor	Pay Amount	Hours Worked	Position Type Code	Assignment Type Codes	Building Codes
Acevedo, David	1423	Salary	24 Sept	2,826.6700	1.0000	2,826.67	80.0000	Teacher	German	400
Adams, Sam	1002	Salary	24 July	4,192.2400	1.0000	4,192.24	80.0000	Admin	Prin	102
Alexander, Dan	1435	Salary	24 Sept	2,127.5000	1.0000	2,127.50	80.0000	Teacher	Chem	400

Payroll Recap

- **Payroll Setup**
  - Set the foundational elements for how your payroll will process.
- **Employee Assignment**
  - Provides defaults and drives employee pay.
- **Payroll Process**
  - Easy accumulation and verification of payroll data results in a simplified payroll process.
- **Payroll Utilities**
  - Don’t stress over payroll mistakes by utilizing payroll correction utilities like accounting adjustments and void/reissue checks.

Training Resources

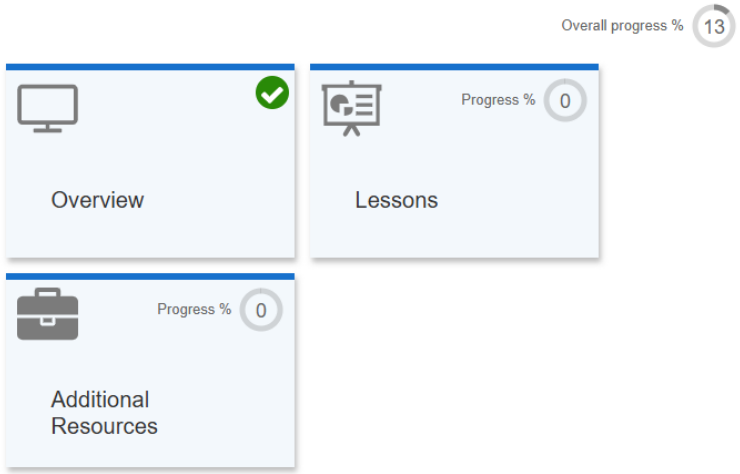
Professional Development Center (PDC)

Skyward Mastery

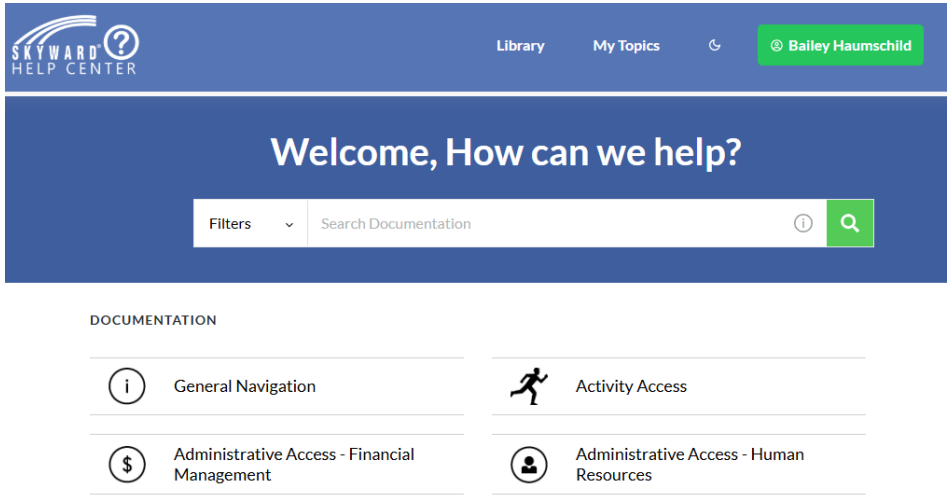
Length: Approximately 6 Hours and 30 Minutes

Goals: Upon completing this course you will be able to complete Accounts Payable module setup, create, approve, and process Accounts Payable invoices, manage credit cards, process credit card transactions, create and process expense reimbursements, and produce Accounts Payable checks and ACH files.

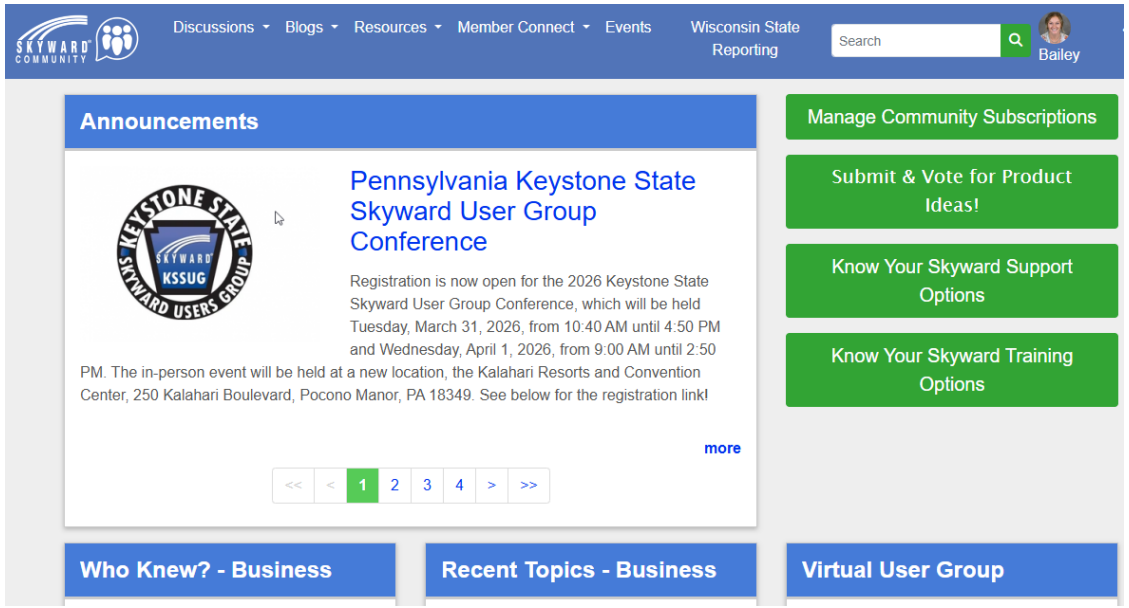
Getting started: If you haven't completed a Skyward Mastery course before, please review the PDC Mastery Course Orientation Guide.

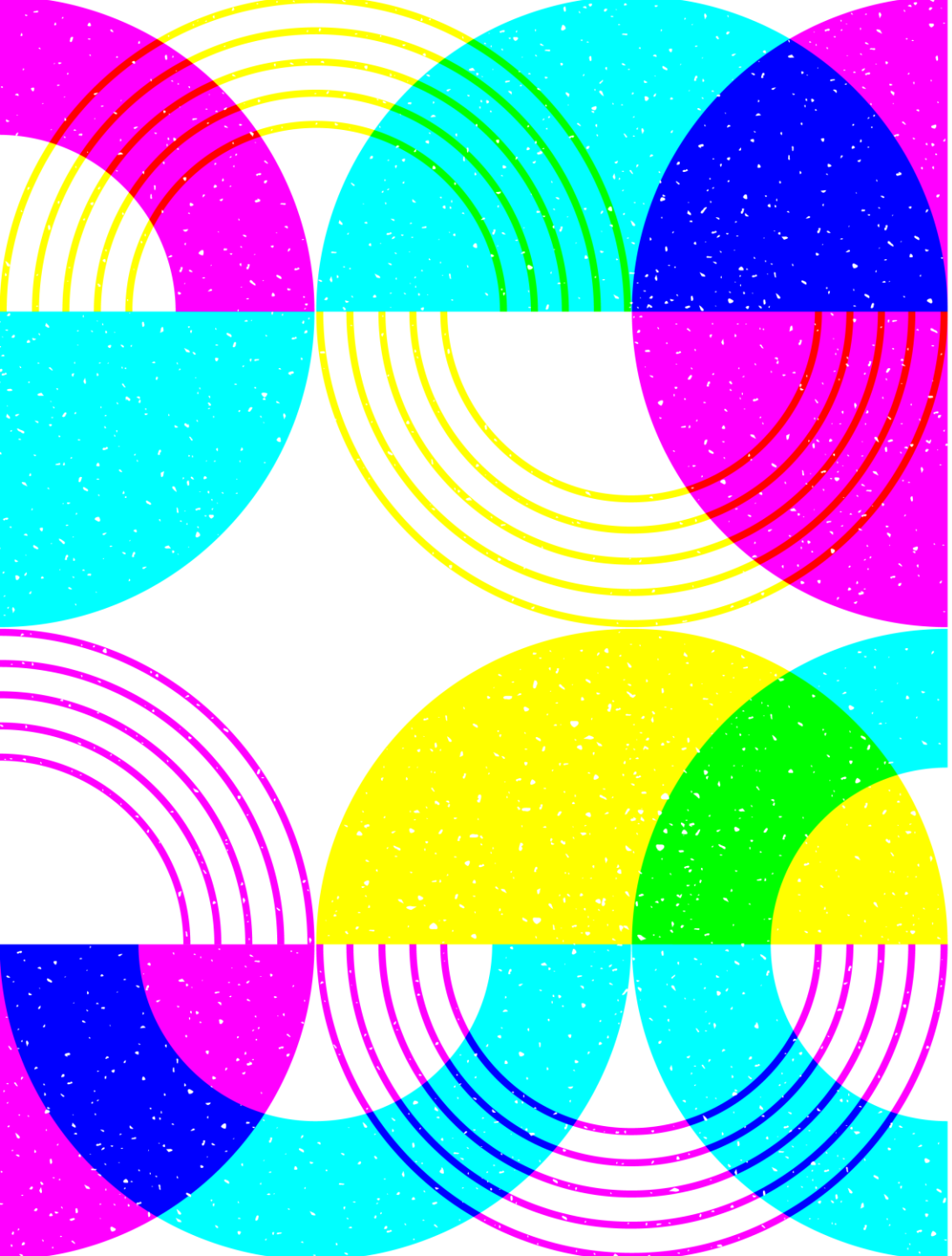


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