

PeopleSoft Training

Human Resources 9.1 Payroll Training Guide - HCSD

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Human Resources 9.1 Payroll Training Guide - HCSD

Payroll Training

Record a General Deduction

Procedure

In this topic you will learn how to **Record a General Deduction**.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

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	 Self Service Manager Self Service 					
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	Time and Labor					
	Payroll for North America					
	Payroll Interface					
	Workforce Development					
	Organizational Development					
	Enterprise Learning					
	Workforce Monitoring					
	Set Up HRMS					
	Reporting Tools					
	PeopleTools					
	LSUHSC Processes					
	My Personalizations					

Step	Action	
2.	lick the Payroll for North America link.	
3.	lick the Employee Pay Data USA link.	
4.	Click the Deductions link.	
5.	Click the Create General Deductions link.	
	Create General Deductions	



	RCB	Home	Add to Favorite	s Sign ou
ivorites Main Menu >	Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions			
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reate General Dec	luctions			
nter any information you	have and click Search. Leave fields blank for a list of all values.			
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Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button.



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Deduction Details				of 1 🚺 Last	
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Step	Action
8.	Click the Look up Deduction Code button.
9.	Click the Down button of the scrollbar.
10.	Click the GAR001 - GARNISHMENT link. GAR001 GARNISHMENT
11.	The Effective Date will be the beginning date of the next pay period. Click the Choose a date button.
12.	Click the desired date.
13.	Click the Save button.
14.	This completes Record a General Deduction . End of Procedure.





Record a Garnishment

Procedure

In this topic you will learn how to **Record a Garnishment**.

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Step	Action
1.	Click the Deductions link.
2.	Click the Create Garnishments link.



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Create Garnishments					heep
Enter any information you ha	ve and click Search. Leave fields blank for a list of all values.				
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Step	Action
3.	Enter the desired information into the EmplID field. Enter "7 - digit Employee ID
	Number".



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				New Window Help	Customize Pa	age 📰
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Company: 003 LSUHSC-Hospitals						
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Step	Action
4.	Enter the desired information into the Garnishment ID field. Enter "CS001".
5.	Click the button to the right of the Status field.
6.	Click the Approved list item. Approved
7.	Click in the Received Date field to enter the Received Date or click the Calendar icon to select it. <i>NOTE: Enter the date the garnishment was received, not the date you are entering it into the system.</i>



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Step	Action
8.	Enter the desired information into the Received Time field. Enter "8:45".



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Step	Action
9.	Enter the desired information into the Hours field. Enter "8".
10.	Enter the desired information into the Minutes field. Enter "45".
11.	Enter the desired information into the Date field. Enter "05182012".
12.	Enter the desired information into the Hours field. Enter "2".
13.	Enter the desired information into the Minutes field. Enter "20".
14.	Click the button to the right of the Type field.
15.	Click the Child Support list item. Child Support
16.	Click the button to the right of the Garnishment Support Type field.
17.	Click the Current list item.
18.	Enter the desired information into the Court Document IDs field. Enter " CS-15550 ".
19.	Enter the desired information into the Court Name field. Enter " Juvenile Court CS Fund ".
20.	Enter the desired information into the Court Document IDs field. Enter " CS - 15550 ".



Step	Action
21.	NOTE: When entering a Child Support Garnishment, you must enter the dependent child's name in the Remarks field.
	Enter the desired information into the Remarks field. Enter " Dependent Child: Ian McNabb ".
22.	Click the Garnishment Spec Data 2 tab. Garnishment Spec Data 2

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Step	Action
23.	Enter the desired information into the Set ID field. Enter "SHARE".
24.	Click the Look up Vendor ID button.
25.	Click the button to the right of the Short Vendor Name field.
26.	Click the contains list item.
27.	Enter the desired information into the Short Vendor Name field. Enter "soc".
28.	Click the Look Up button.



Step	Action
29.	Click the Dept of Soc Serv: Baton Rouge link.
30.	Click the Look up Location button.
31.	Click the Dept of Soc Serv: Baton Rouge link. LOCATION 1 Dept of Soc Serv: Baton Rouge
32.	Click the Look up Remit Address button.
33.	Click the Dept of Soc Serv: Baton Rouge link. 1 Dept of Soc Serv: Baton Rouge
34.	Enter the desired information into the Name field. Enter "Kay Scarpetta".
35.	Enter the desired information into the Phone field. Enter "225-555-6226".
36.	Click the Show Following Tabs button.

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Location: Q Dept of Soc Serv: Baton Rouge	
Remit Address:	
Payee Name:	
Contact	
Name: Kay Scarpetta Phone: 225/555-6226	
Country:	
Address: P. O. Box 260222 Edit Address	
0000000110 Baton Rouge, LA 70826-0222	
East Baton Rouge	
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Step	Action
37.	Click the Garnishment Spec Data 5 link.
	NOTE: The Garnishment Spec Data 5 can be selected from the tab at the top of the screen or from the Link at the bottom of the screen.

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Step	Action
38.	Click the % DE + Amount option.



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Step	Action
39.	Click the % DE + Amount list item.
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Step	Action
40.	Enter the desired information into the Flat Amount field. Enter " 50.00 ".
41.	To record Processing Fees Defaults, enter the desired information into the To Company Flat Amount field. Enter " 5.00 ".
42.	Click the Garnishment Spec Data 6 tab. Garnishment Spec Data 6



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Step	Action
43.	Click the Law Source button.



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Exemption Hours 1:		Louisiana						
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Exemption Amount 3:		Maryland Maine				2 1		
	MI	Michigan						
Dependent/Exemption Count:	MN	Minnesota						
Minimum Exemption:	MO	Missouri						
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Step	Action				
44.	Only two (2) options are available Law Source: \$U and LA.				
	Click the LA - Louisiana link.				

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Step	Action
45.	Click the Look up Rule ID button.



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Step	Action	
46.	Click the Chi	ld Support link.
	SUPPORT	Child Support



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Step	Action
47.	Click the Save button.



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Step	Action
48.	Click the OK button.
49.	This completes Record a Garnishment . End of Procedure.



Process Employee Tax Data

Procedure

In this topic you will learn how to **Process Employee Tax Data**.

Step	Action
1.	Click the Main Menu button.
2.	Point to the Payroll for North America menu.
3.	Point to the Employee Pay Data USA menu.
4.	Click the Tax Information link.

Step	Action
5.	Click the Update Employee Tax Data link.
	Update Employee Tax Data



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Step	Action
6.	Enter the desired information into the EmplID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button.



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Updated By:	Online Usr	Date Last Updated:	05/18/20	12			
Federal Withholding) Elements						
*Special Withholdin	g Tax Status:	None	•				
*Tax Marital Status	:	Single • Sir	gle				
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Additional Amount	:	\$0.00					
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Step	Action
8.	Click the Add a new row at row 1 button.
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9.	Enter the desired information into the Withholding Allowances field. Enter "2".

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Step	Action
10.	Enter the desired information into the Additional Amount field. Enter " 50.00 ".



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*Special Withholdin	g Tax Status:	None	•				
*Tax Marital Status	:	Single - Sing	gle				
		Check here and sele	ct Single status if	married but withholding at single rate.			
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Step	Action
11.	Click the Save button.
12.	This completes Process Employee Tax Data . End of Procedure.





Update Data on a Payline

Procedure

In this topic you will learn how to Update Data on a Payline.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

Step	Action
2.	Point to the Payroll for North America menu.
3.	Point to the Payroll Processing USA menu.
4.	Point to the Update Paysheets menu.
5.	Click the By Payline Security menu.



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Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. Search
8.	Click the 01/08/2012 link.



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Step	Action
9.	Click the OK to Pay option.
10.	NOTE: The Reg Hrs field must be blank in order for system to calculate Other Earnings entries correctly. If the field is populated, delete the entry before proceeding the next step.
11.	Click the Look up Code button for Other Earnings.
12.	Enter the desired information into the Earnings Code field. Enter "T".
13.	Click the Look Up button.
14.	Click the TRA - Term - Annual BW link. TRA TERM - ANNUAL BW
15.	Enter the number of Vacation hours to be paid. Enter the desired information into the Hours field. Enter "203.45".
16.	Click the Add a new row at row 1 button.
17.	Enter the Code for K Time.
	Enter the desired information into the Code field. Enter " TRK ".



Step	Action
18.	Enter the number of K-Time hours to be paid.
	Enter the desired information into the Hours field. Enter "135.3".
19.	Click the Add a new row at row 2 button.
20.	Enter the Code for 1.5 K-Time. Enter the desired information into the Code field. Enter " TOK ".
	Enter the desired information into the Code field. Enter TOK .
21.	Enter the desired information into the Hours field. Enter "68.6".
22.	Click the One-Time Deductions tab.



Step	Action
23.	Click the button to the right of the Plan Type field.
24.	Click the Down button of the scrollbar.
25.	Click the Medical list item. Medical



Step	Action
26.	Click the Look up Benefit Plan button.
27.	Click the Down button of the scrollbar.
28.	Click the HMBC-P - HMO BCBS-LA BTAX link. HMBC-P HMO BCBS-LA BTAX
29.	Click the Look up Deduction Code button.
30.	Click the HLTN60 link. HLTN60 HMO BCBS-LA ATAX
31.	Click the Look up Deduction Class button.
32.	Click the Non-Taxable link.
33.	Click the button to the right of the One Time Code field.
34.	Click the Refund list item. Refund
35.	Enter the amount to be refunded. Enter the desired information into the Flat/Addl Amount field. Enter " 226.19 ".
36.	Click the Add a new row at row 1 button.
37.	Click the button to the right of the Plan Type field.
38.	Click the Down button of the scrollbar.
39.	Click the Medical list item. Medical
40.	Click the Look up Benefit Plan button.



Step	Action
41.	Click the Down button of the scrollbar.
42.	Click the HMBC-P - HMO BCBS_LA BTAX link.
43.	Click the Look up Deduction Code button.
44.	Click the HLTP60 - HMO BCBS-LA BTX link. HLTP60 HMO BCBS-LA BTAX
45.	Click the Look up Deduction Class button.
46.	Click the Nontaxable link. Nontaxable
47.	Click the button to the right of the One Time Code field.
48.	Click the Refund list item. Refund
49.	Enter the amount to be refunded. Enter the desired information into the Flat/Addl Amount field. Enter " 365.49 ".
50.	Click the Save button.
51.	This completes Update Data on a Payline . End of Procedure.



View Paycheck Data

Procedure

In this topic you will learn how to View Paycheck Data.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

Step	Action			
2.	Point to the LSUHSC Processes menu.			
3.	Point to the Payroll menu.			
4.	Point to the Inquire menu.			
5.	Click the Pay Check menu. Pay Check			



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Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. Search
8.	Click the 12/25/2011 link. 12/25/2011



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Paycheo	ck Status: Confirmed P	Paycheck Option:	Advice		arnings:	2,581.93		
Issue Da	ate: 12/29/2011 P	Paycheck Number:	1001100		Taxes: Deductions:	530.08 136.88		
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Step	Action
9.	View paycheck information.
	Click the Down button of the scrollbar to view additional paycheck information.
10.	Click the UP button of the scrollbar.
	*
11.	Click the Paycheck Taxes tab.
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mpl ID: company:	003	Name: Pay Group:	Doe EBW Pay P		Page: 1	2 Line: 1	Separate Check:			
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Paycheck	Status:	Confirmed	Payche	ck Option: Advice		Earnings:	2,581.	93		
Issue Date		12/29/2011	Davaha	ck Number:		Taxes:	530.	80		
						Deduction	is: 136.0	88		
Off Cyc	e	Reprint	Adjustme	nt Corrected	Cashed	Net Pay:	1,914.9	97		
 Taxes 				Custom	<u>iize Find </u> Viev	v All 🖾 🔛 👬 Fir	st 🚺 1-5 of 5 🚺 Last			
Tax Details	1 Tax	: Det <u>a</u> ils 2 👖 Ta:	x Tip <u>s</u>							
Fax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount			
JS Federal						2,581.93	37.43			
JS Federal						2,445.05	406.46			
JS Federal						2,581.93	37.43			
State	LA	Y				2,445.05	86.19			
State	LA									
🕶 1042 Tax	es				Customize	ind View All 🔄	First 🚺 1 of 1 🚺	Last		
State	Country	Tax Rate	Taxable Gr		icome Code	Income Type	Withholding Allow	ance		
		0.000000		0.00						
Return to	Search †	Previous in Lis	t 🗐 Next in Li	ist 🔄 Notify						
ush o ok E	ain an I Dar	vcheck Taxes F	Jourshook Darde							
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ne						6	Local intranet Protecte	d Mode: Off	6.	🔍 100% 😽

Step	Action
12.	View the Paycheck Taxes page.
	Click the Paycheck Deductions tab. Paycheck <u>D</u> eductions



mpl ID: ompany: 003	Name: Doe	/check Deductions John / Period End: 12/25/2011 Pa	ige: 12 Line: 1	Separate Check:	
Paycheck Informa	tion		Paycheck Tota	lls	
Paycheck Status: Issue Date:		ycheck Option: Advice ycheck Number: stment Corrected	Earnings: Taxes: Deductions: Cashed Net Pay:	2,581.93 530.08 136.88 1.914.97	
 Deductions Deduction Details 			net Pay.	1,914.97	
eduction Code	Description	Class		Calculated Base	
RET020	LASERS ACT 75	Before-Tax	136.88	1,710.98	
RET020	LASERS ACT 75	Nontaxable	438.01	1,710.98	
Garnishments					
Net Pay Distribut	tion	Custor	nize Find View All 🖾 🛗	First 🚺 1 of 1 🚺 Last	
Check/Advice Num		Bank ID Accour	nt Number	Amount	
88558 <u>8</u> 1	Checking	000000000000000000000000000000000000000		1,914.97	
Return to Search	Tervious in List Verview Next	t in List ENotify			

Step	Action
13.	Click the Garnishment Expand section button.
14.	View the Garnishments page. Click the Garnishment Collapse section button.
15.	Click the Return to Search button.
16.	This completes View Paycheck Data. End of Procedure.





View Payroll Error Message

Procedure

In this topic you will learn how to View Payroll Error Messages.

Step	Action
1.	Click the Main Menu button.

Step	Action
2.	Point to the Payroll for North America menu.
3.	Point to the Payroll Processing USA menu.
4.	Point to the Review Processing Messages menu.
5.	Click the Review Payroll Error Messages menu.
	Review Payroll Error Messages



PS9HRTRN		
PS9HEWEBDEV11		Add to Favorites Sign ou
	> Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages	
		New Window Help
Review Payroll E	Tor Message	
Ceview Payroli Li	or messages	
inter any information y	ou have and click Search. Leave fields blank for a list of all values.	
Find an Existing Val		
	ws to return (up to 300): 300	
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Pay Group:	begins with 👻 🔍	
Pay Period End Date:		
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one	💊 Local intranet Protected Mode: Off	🖓 🔻 🔍 100% 🔻

Step	Action
6.	Enter the desired information into the Pay Run ID field. Enter "9 - character Pay Run ID ".
7.	Click the Search button.



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age:		Line:		Process Instance:	1214520						
				Empl ID:		Empl Record:	0				
lessage					Find View All	First 🚺 1 of 1	Last				
					<u>- 110</u> 11011 / 10		+ -				
Separate Check:											
Message ID:	005019										
Description:	which preve unprocess paid; othen generated	nts some payable ed with a payable s vise, Adjust Paid Ti by the Time and La	time from tatus of Re ime to clos bor Load F	ployment Status change being paid to the employ ejected By Payroll. Creat se rejected time that sho Process (PSPLDTL2). Smil Red): Line 3 (Farlier	ee. The time will ren e a paysheet to load t uld never be paid. Th	nain ime to be is error was	2				
Description: Message Data:	which preve unprocess paid; othen generated	nts some payable ed with a payable s vise, Adjust Paid Ti by the Time and La	time from tatus of Re ime to clos bor Load F	being paid to the employ ejected By Payroll. Creat se rejected time that sho Process (PSPLDTL2).	ee. The time will ren e a paysheet to load t uld never be paid. Th	nain ime to be is error was					

Step	Action
8.	Click the Return to Search button or click the Next in List button to view the next error message.
	<u>©</u> [↑] Return to Search
9.	This completes View Payroll Error Messages. End of Procedure.