







QSSUG Finance/Personnel Committee - Webinar

QSS/OASIS Payroll Overview October 12, 2017

Presenter: Don Hemwall

Q & A: Mike Smith





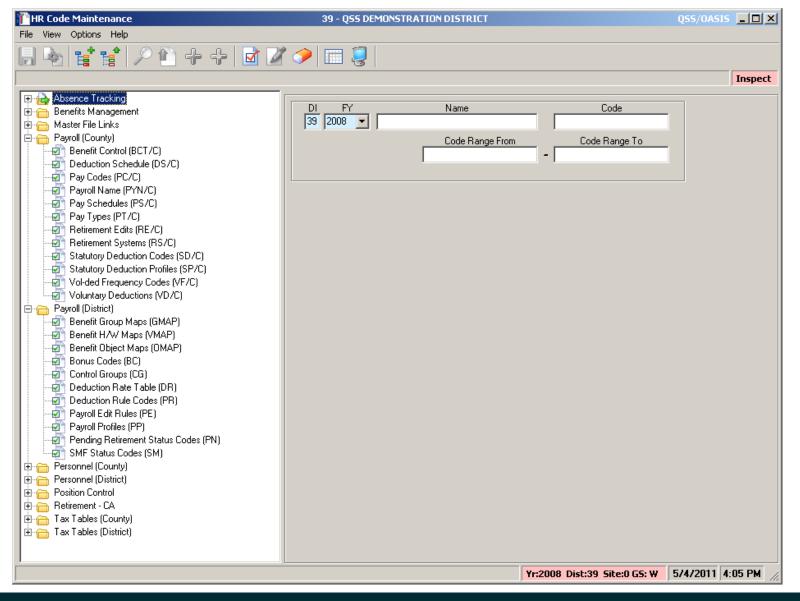
QSS/OASIS Payroll Overview

HR Code Maintenance HR Code Maintenance #2 Master Files





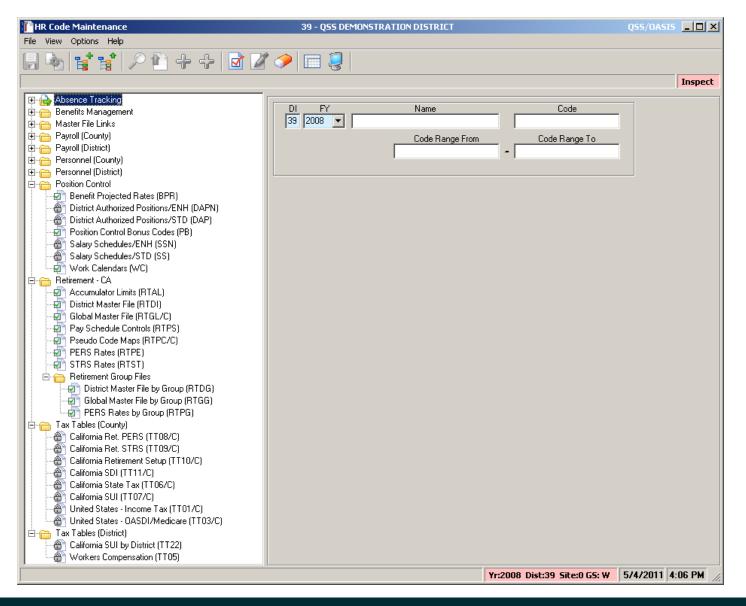
HRCM – Pay (County/District)







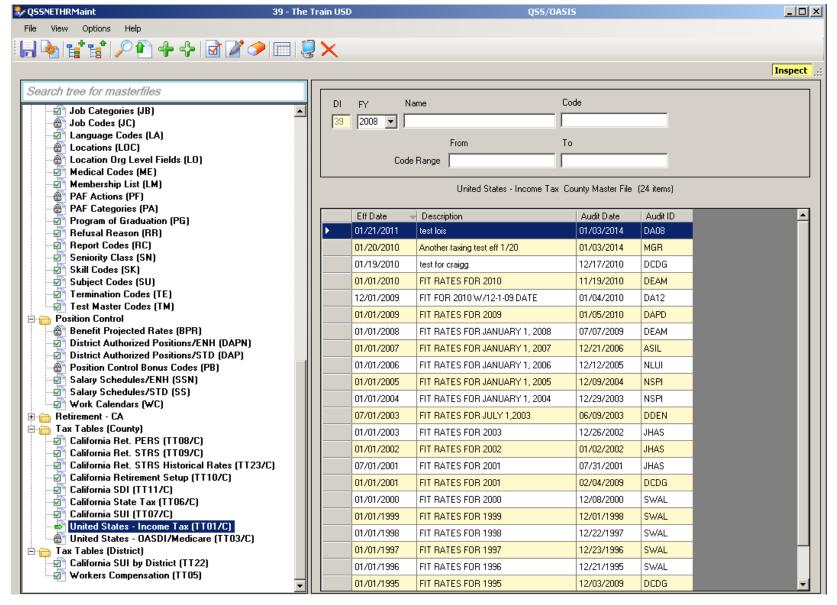
HRCM – PC / Ret(CA) / Tax Tables







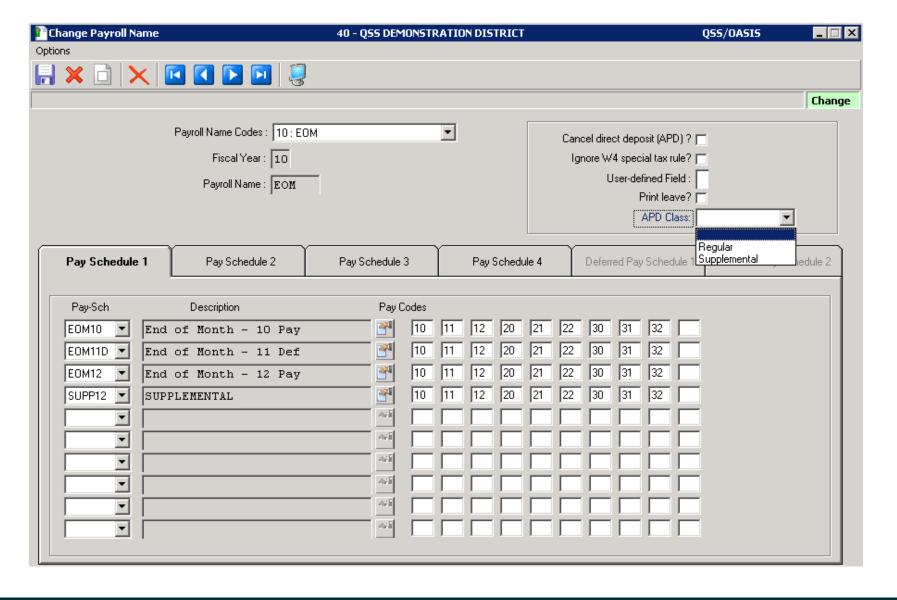
HRCM #2 - Pos-CTL / Tax Tables







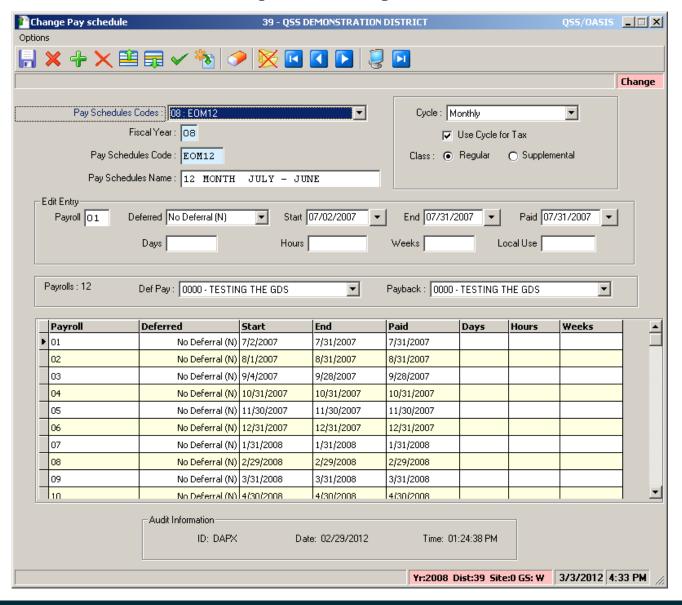
Sample Payroll PAYNAM





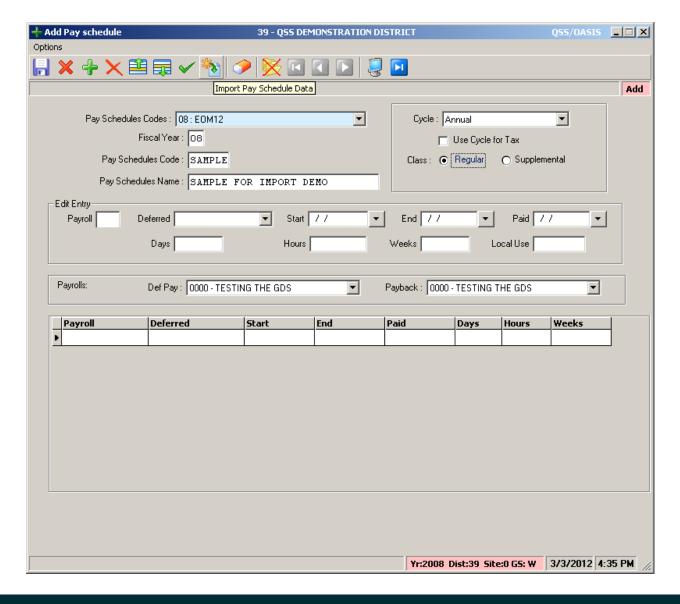


Sample Pay Schedule

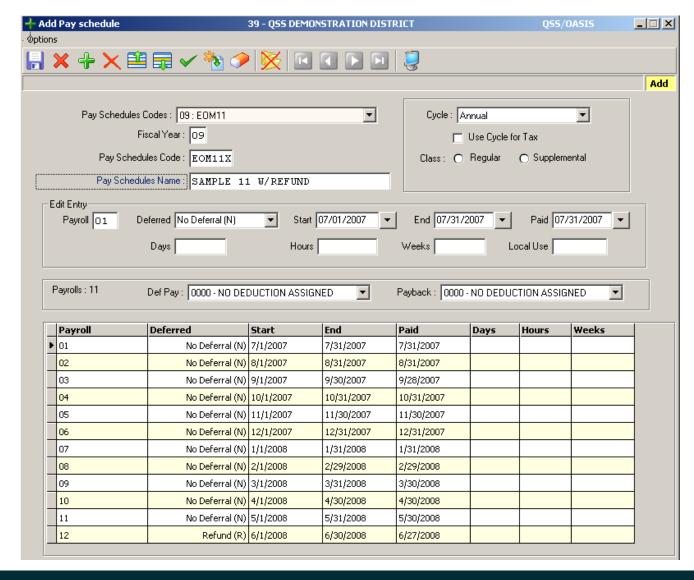




Pay Schedule – Import Feature

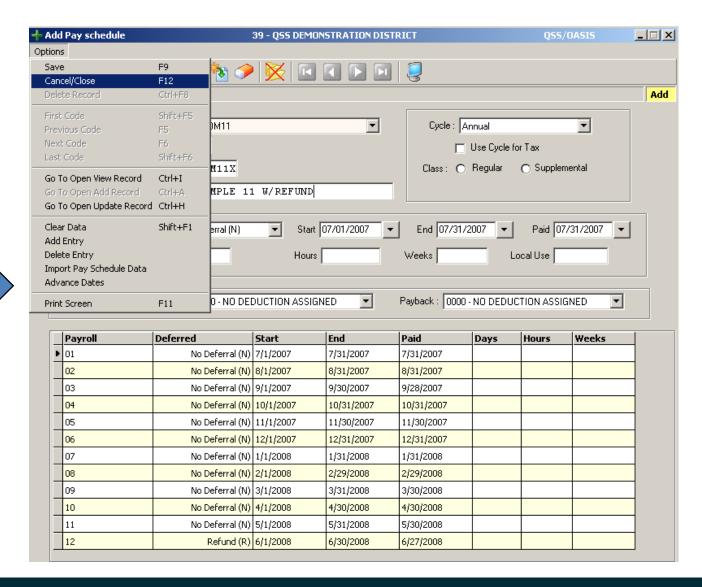


Pay Schedule From Last FY





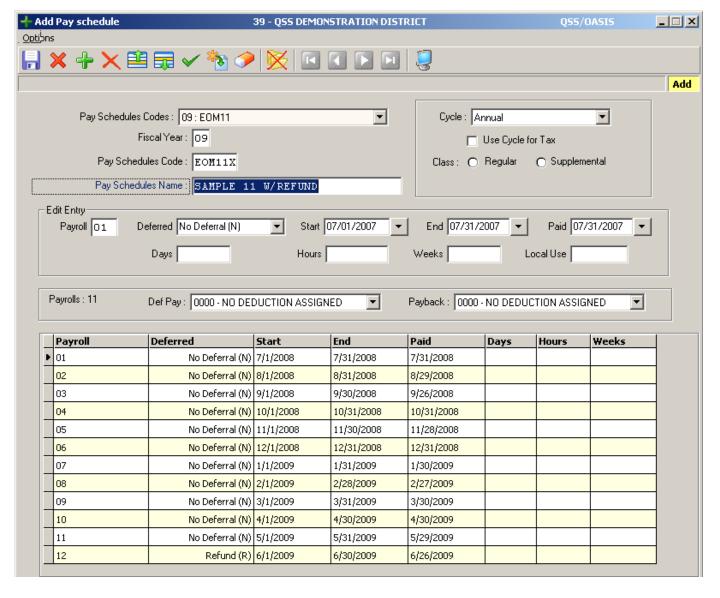
Advance Dates Option...







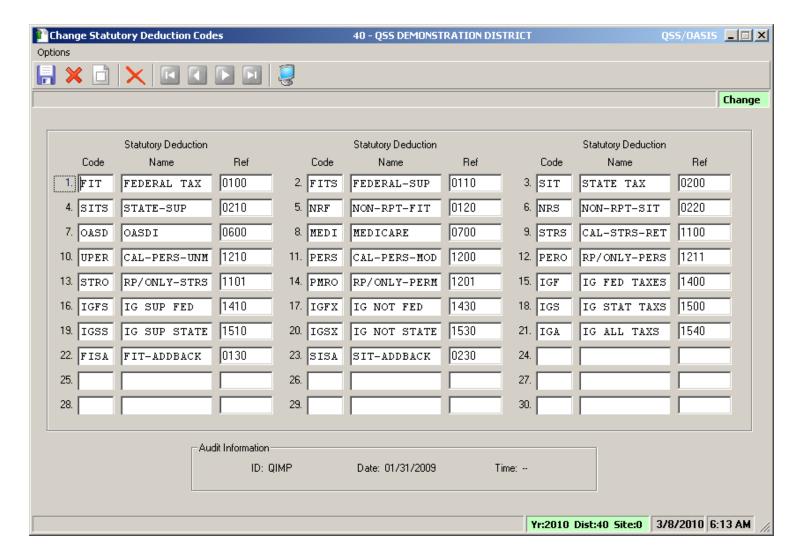
After Advancing Dates...







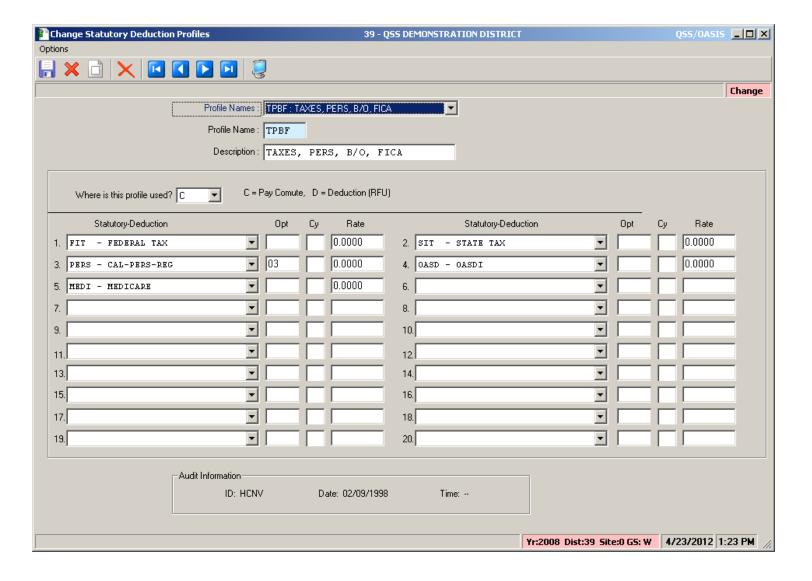
Statutory Deductions







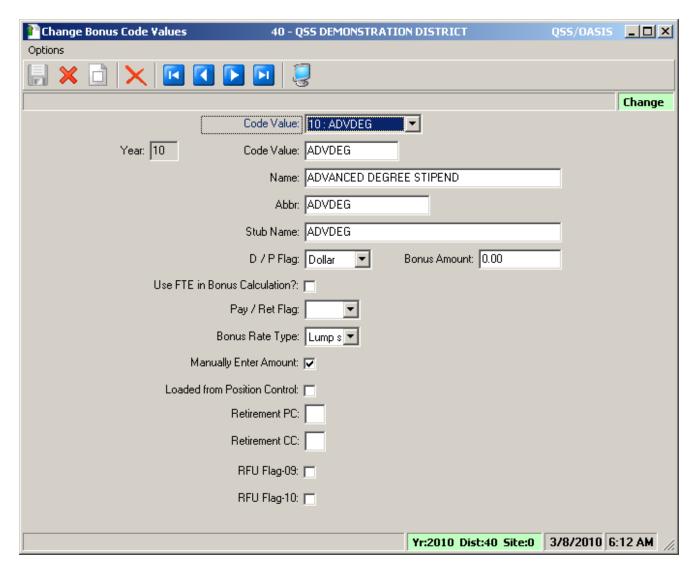
Stat-Ded Profile







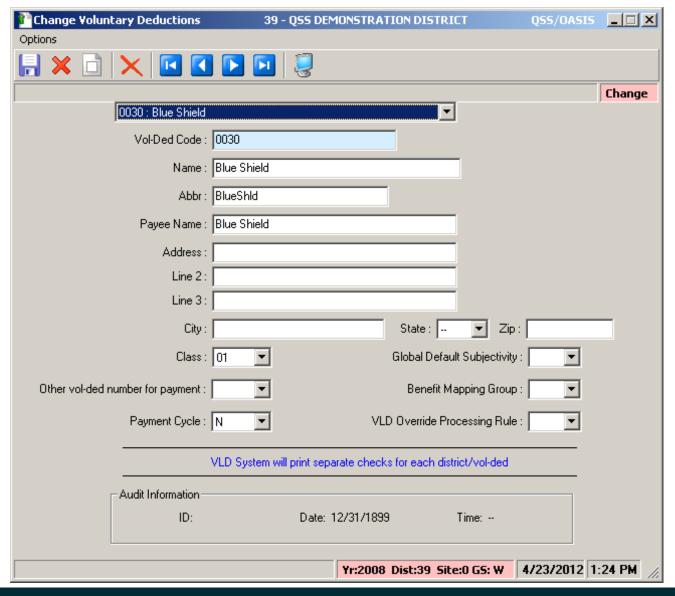
Payroll Bonus Codes (ENH Only)







Voluntary Deduction





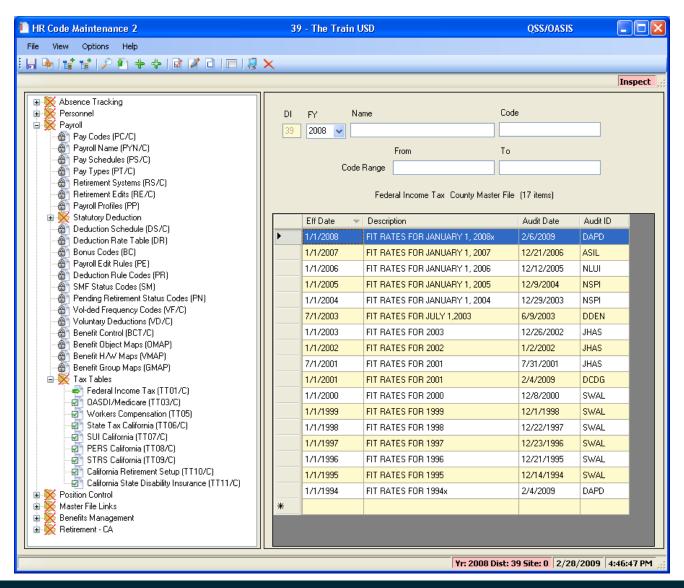
USERSEC Update: VDUPDT

- New feature to control allowable values in global subjectivity dropdown by vol-ded code range (type)
- Byte 41 Set to Y to enable defining allowable values in dropdown
- Bytes 42-46: allowed values for 1-7999
- Bytes 47-51: allowed values for 8xxx
- Bytes 52-56: allowed values for 9xxx



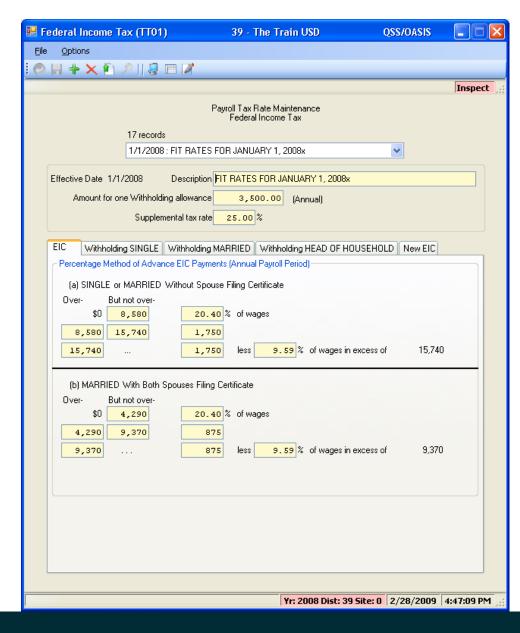


HR Code Maint#2 (Tax Tables)



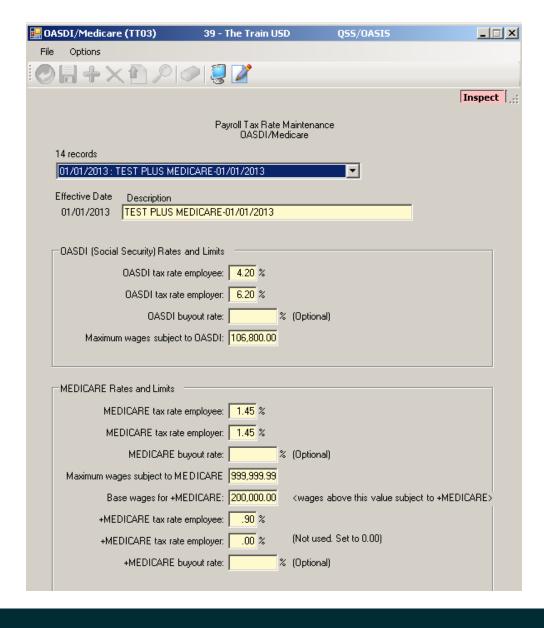


Federal Tax Tables



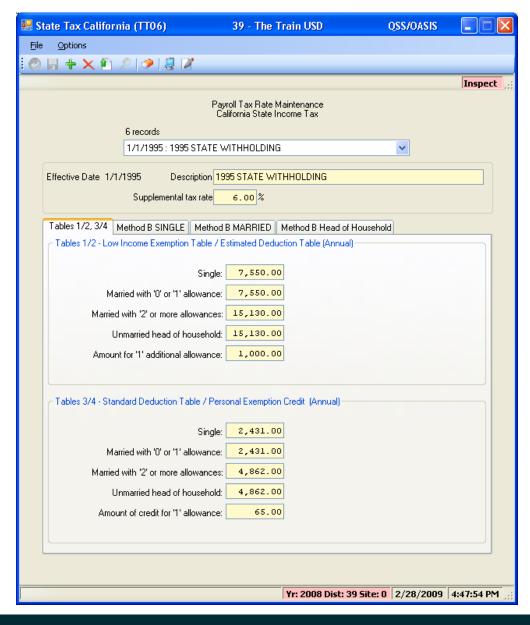


OASDI/Medicare Tax Tables





CA State Tax Tables





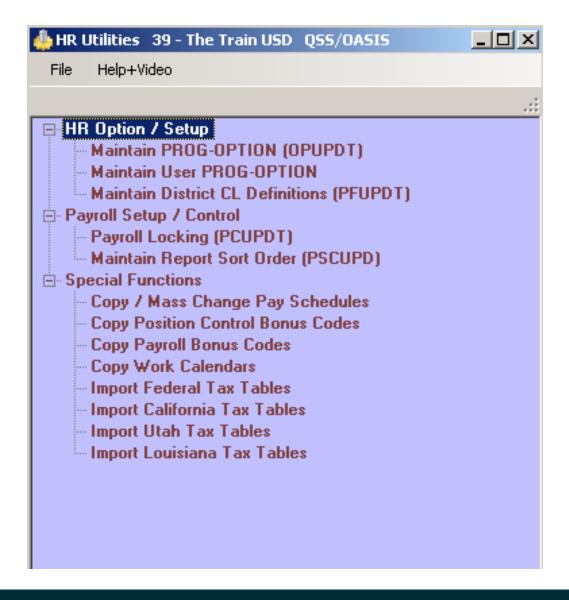
QSS/OASIS Payroll Overview

HR Utilities Copy Payroll Bonus Codes



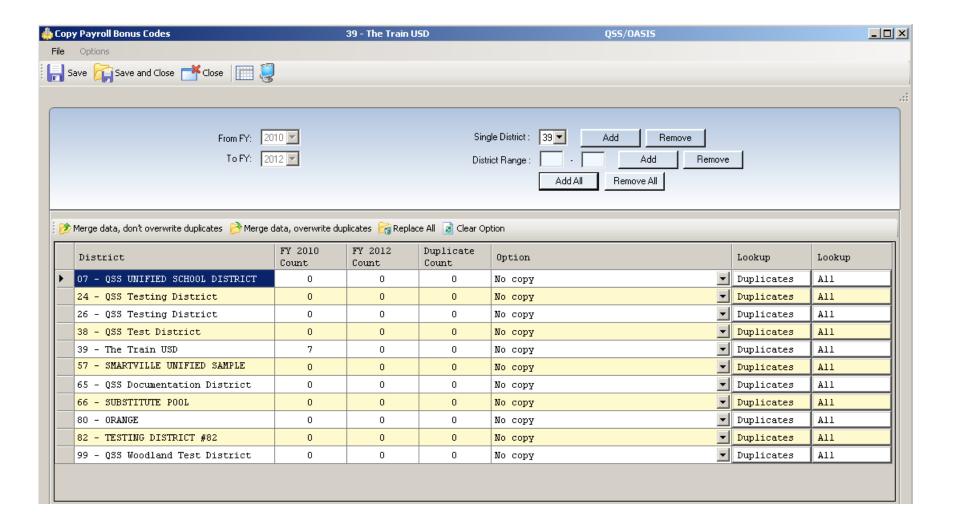


HR Utilities





Copy Payroll Bonus Codes





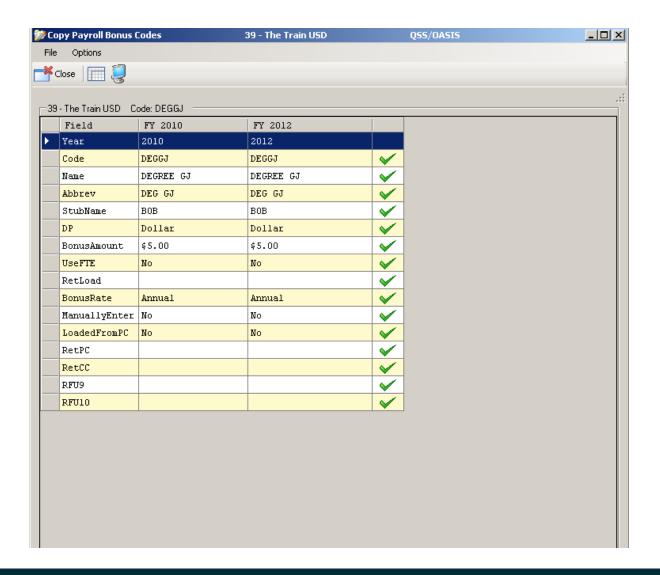
Lookup Data for District







Compare Bonus Code By Year



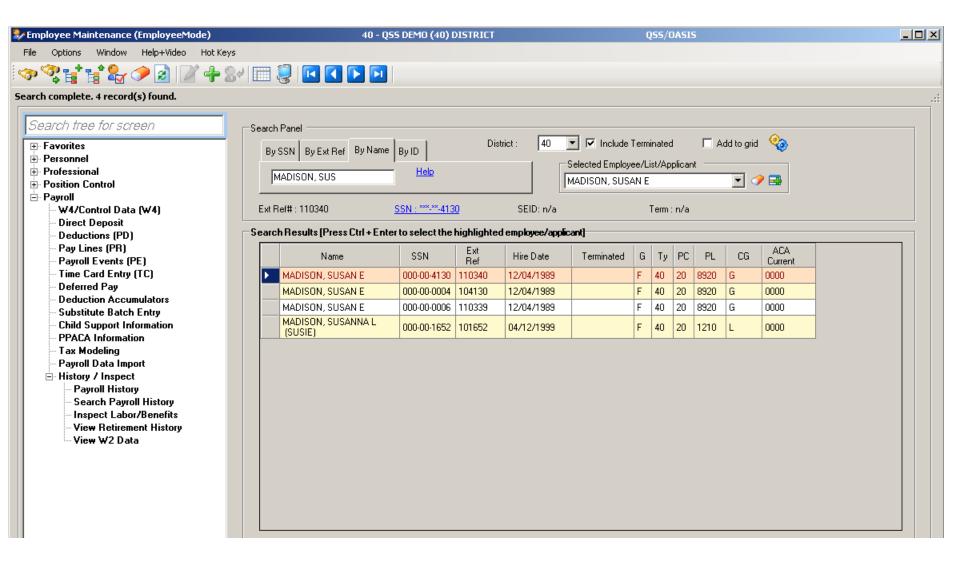
QSS/OASIS Payroll Overview

Employee Maintenance





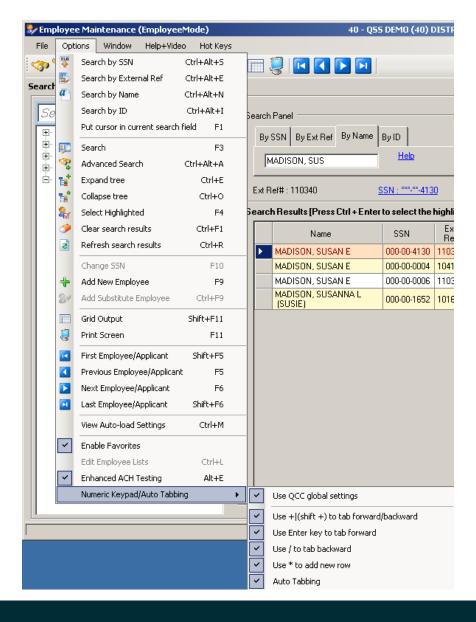
Employee Maintenance





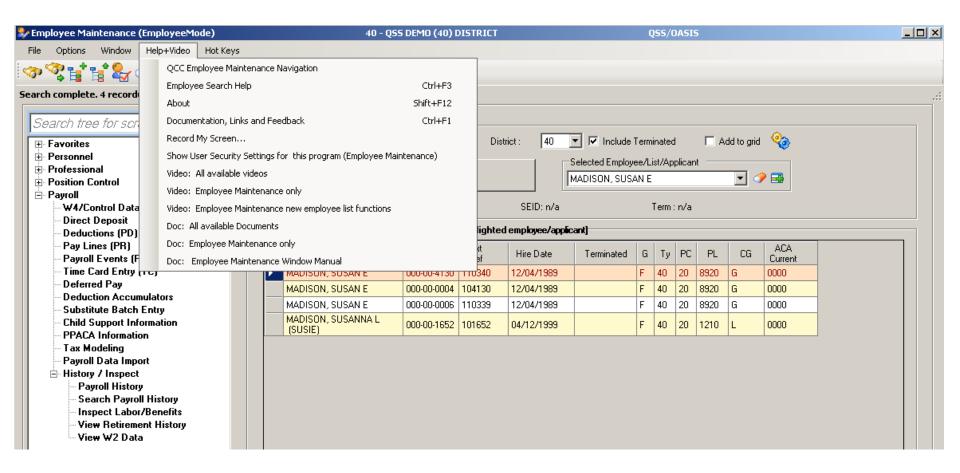


Employee Maintenance - Options





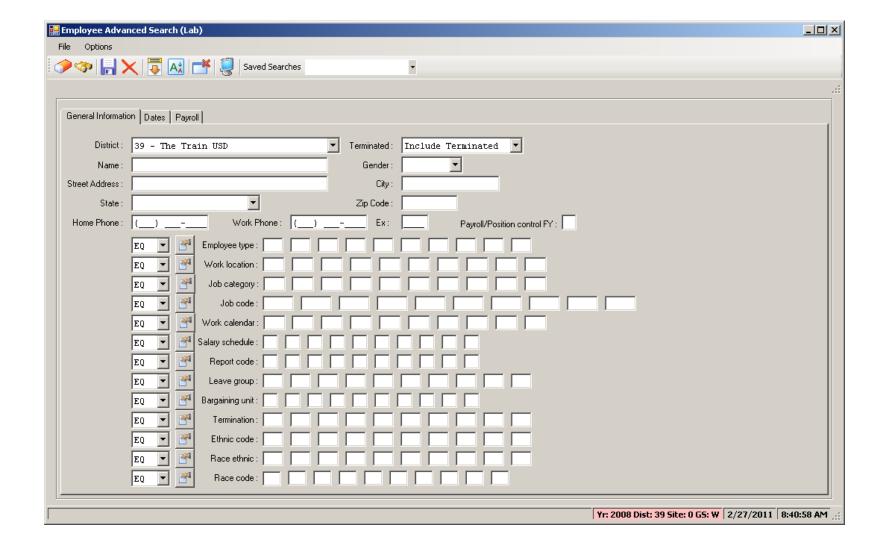
Help+Video Menu







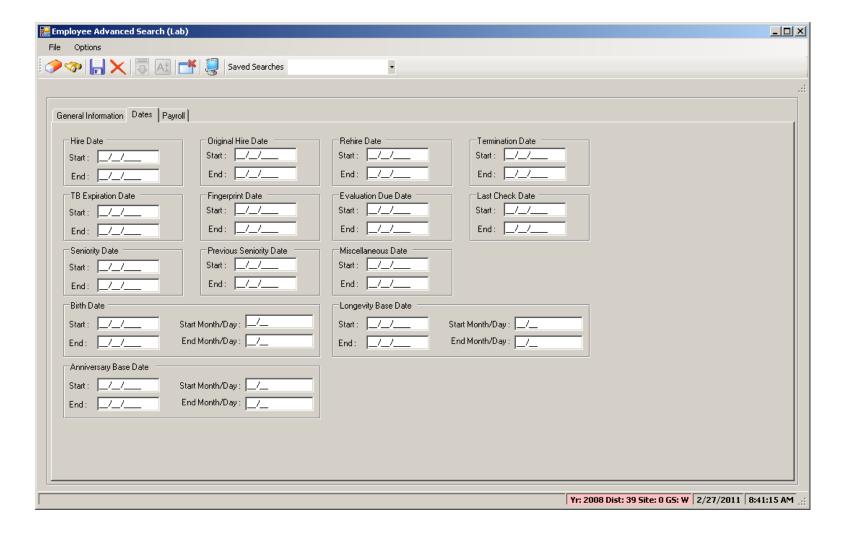
Advanced Search Main Tab







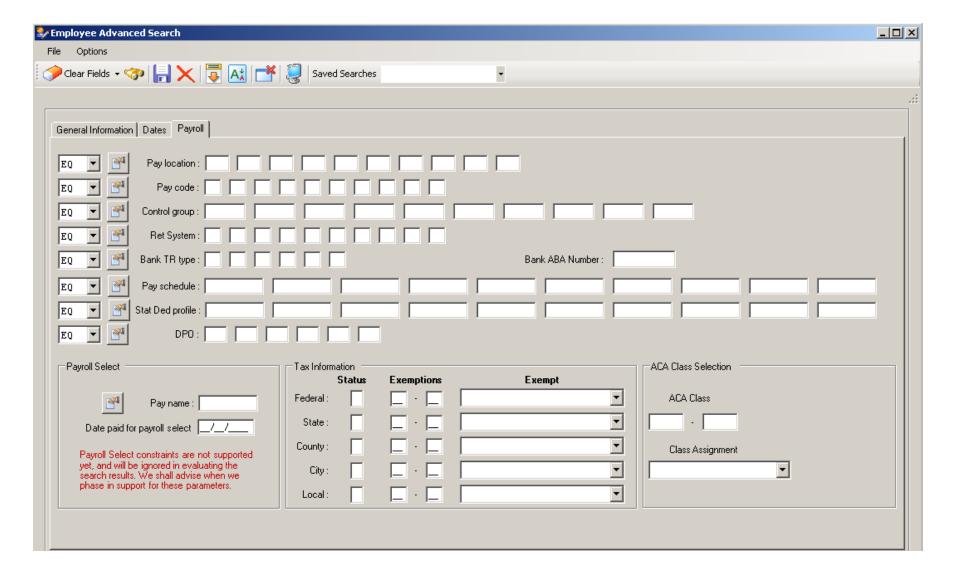
Advanced Search Date Tab







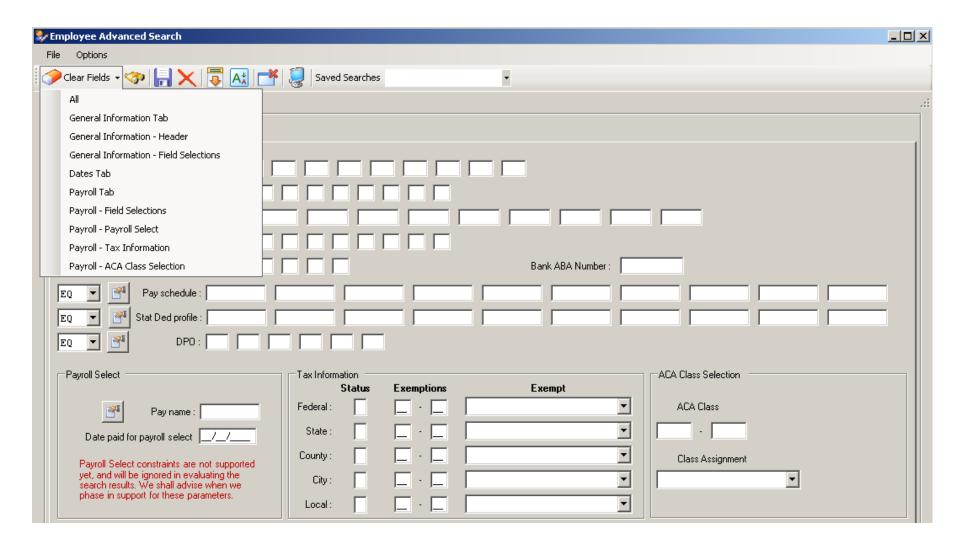
Advanced Search Payroll Tab







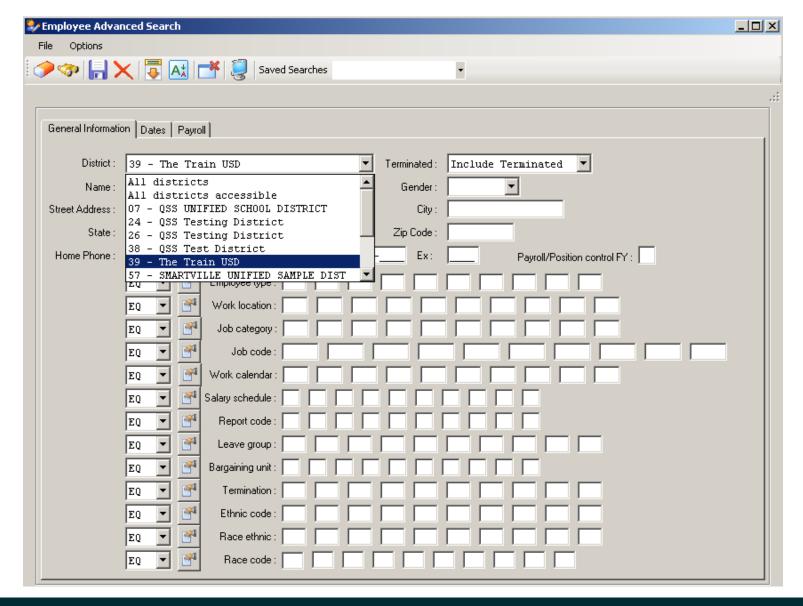
Advanced Search – Clear Criteria







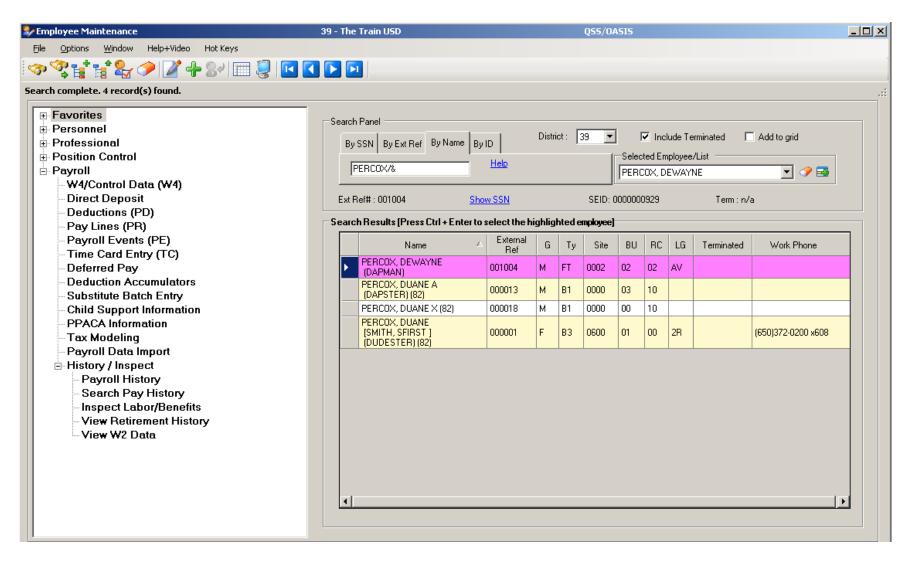
Multi-DI Search in Advanced Search



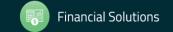




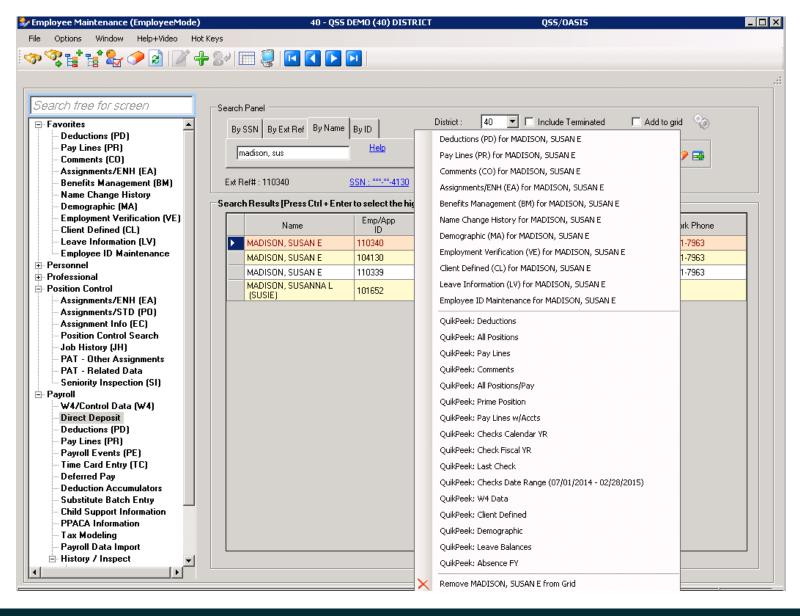
Multi-DI Search in Main Window







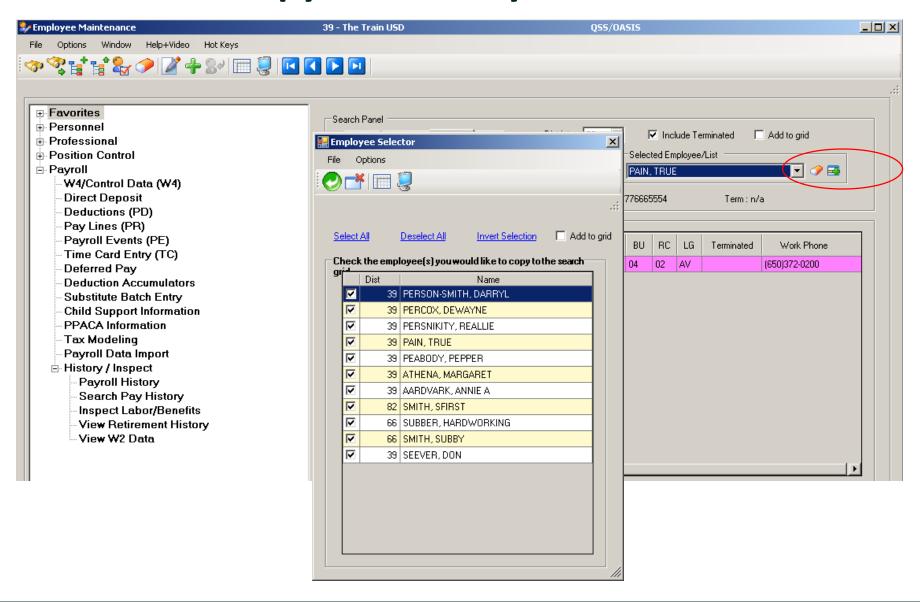
Right Click Context Menu







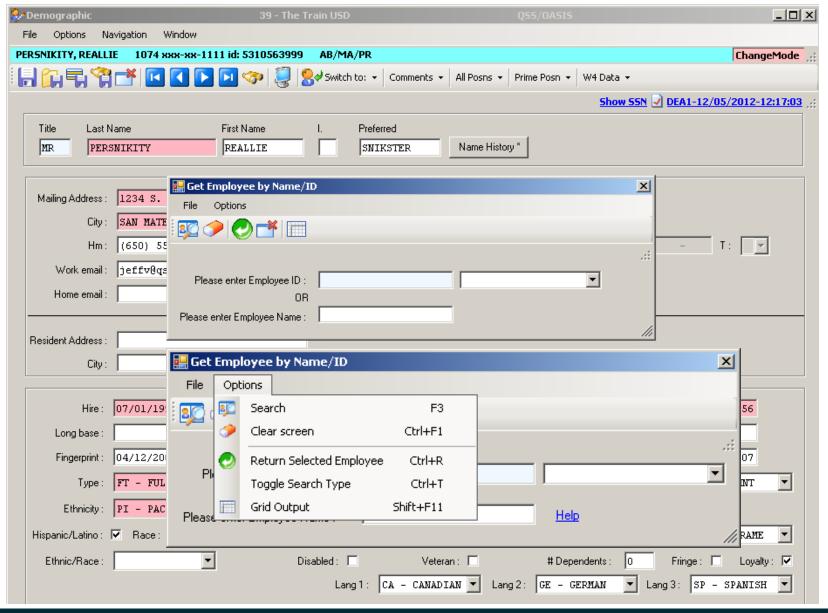
Copy the History List to Grid





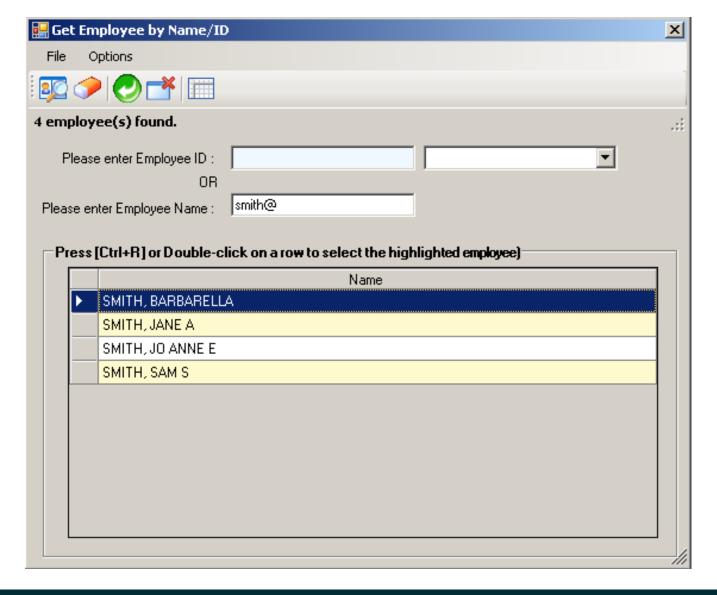


Data Form Lookup





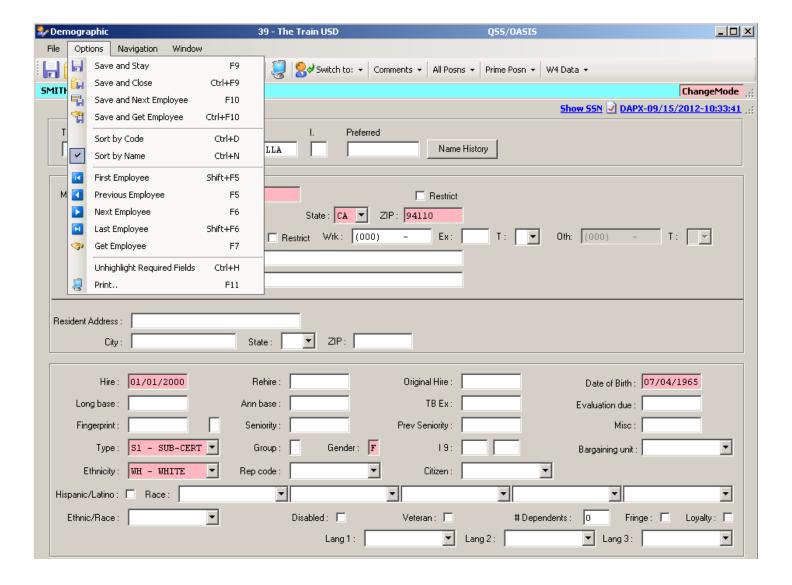
Data Form Lookup – Name Search







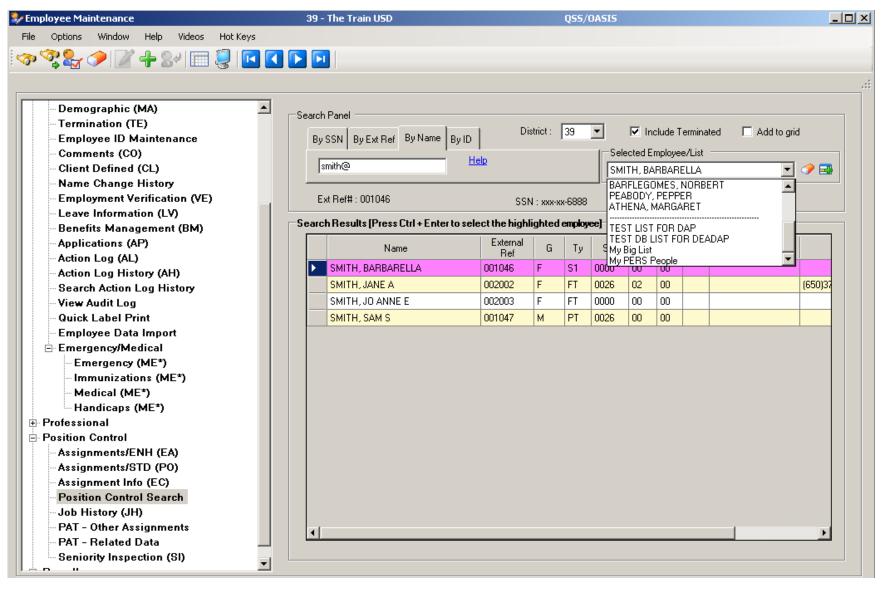
Data Form Grid Navigation Options







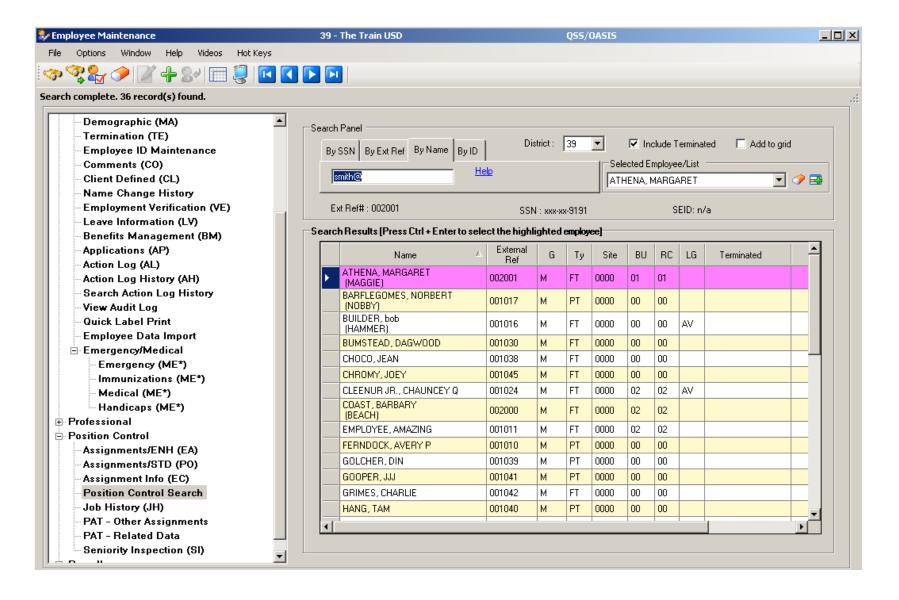
Employee List Integration







Employee List – Retrieve Emps...







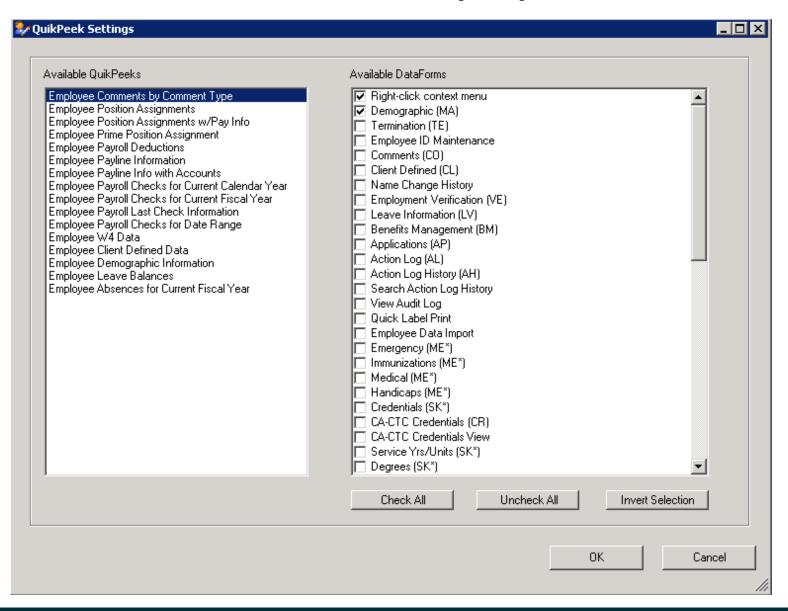
QSS/OASIS Payroll Overview

Employee Maintenance QuikPeeks (QP)





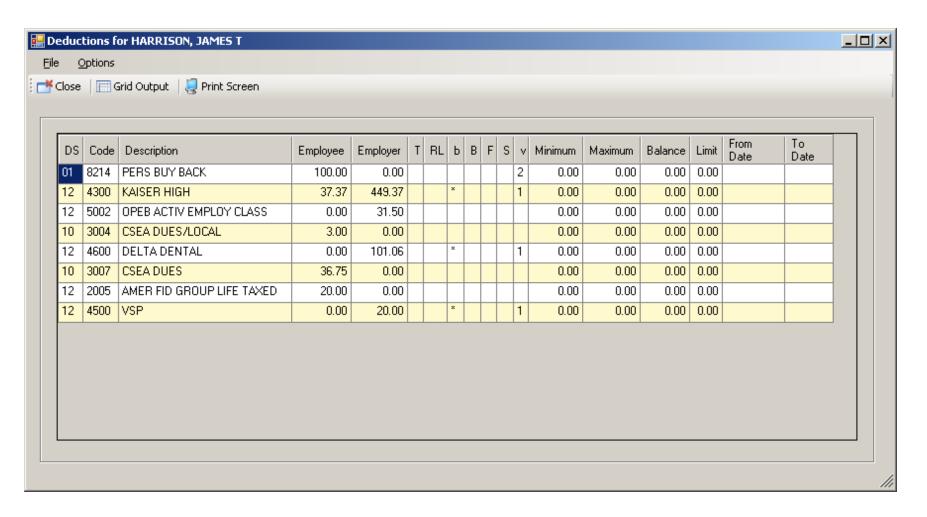
QuikPeeks (QP)







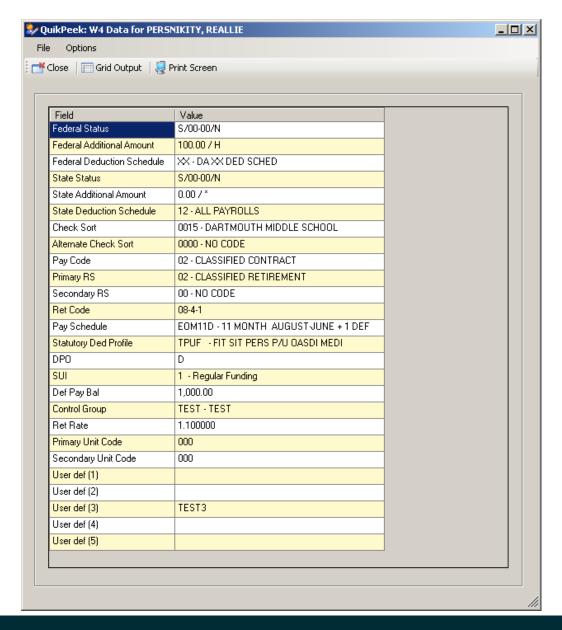
QP: Deduction



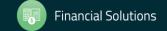




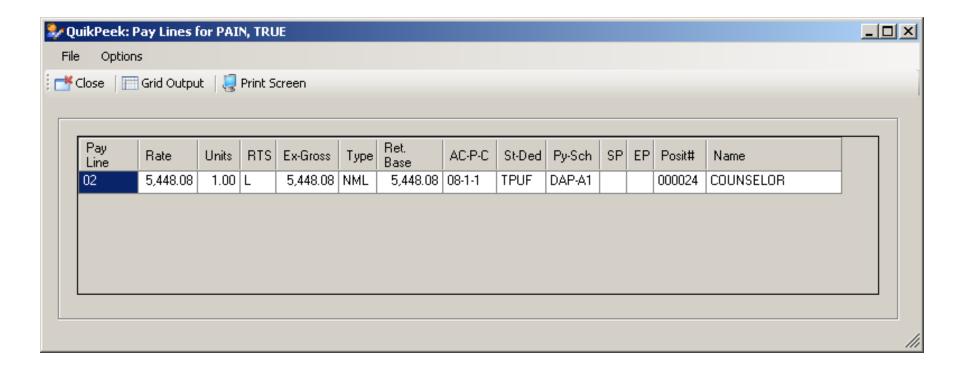
QP: W4 Data







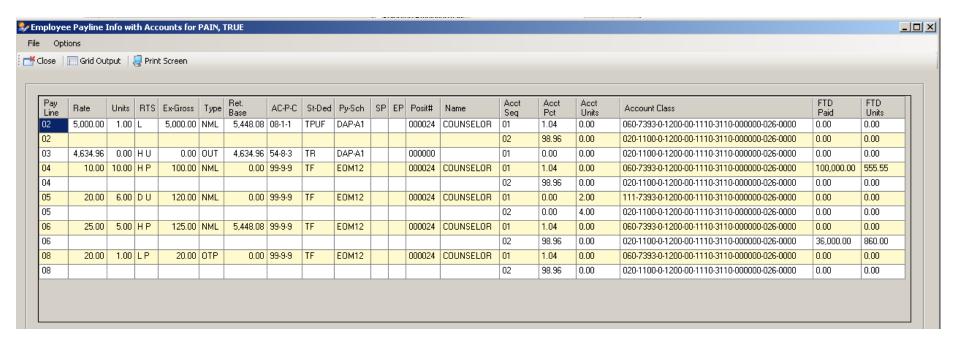
QP: Pay Line







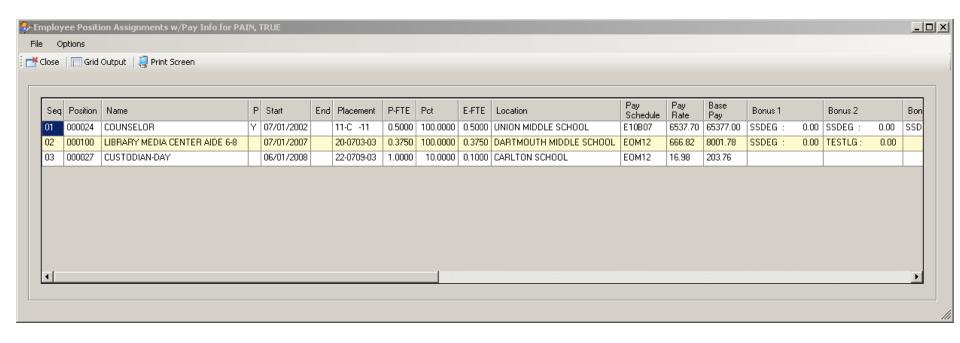
QP: Pay Line w/Accounts







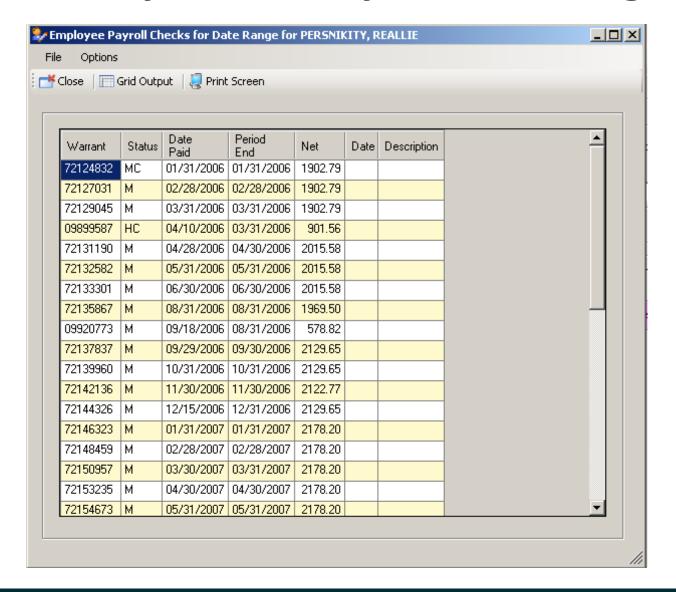
QP: Position w/ Payroll







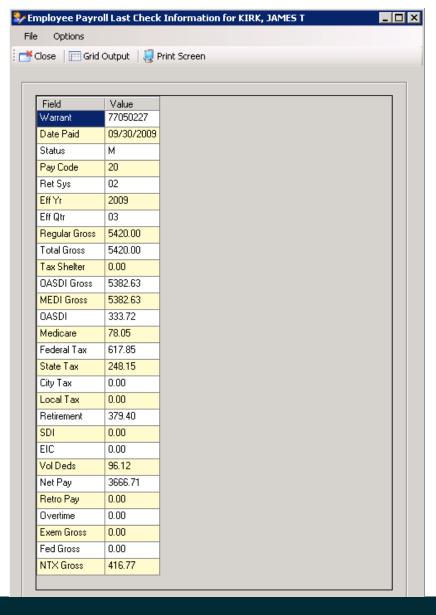
QP: Payroll History in Date Range







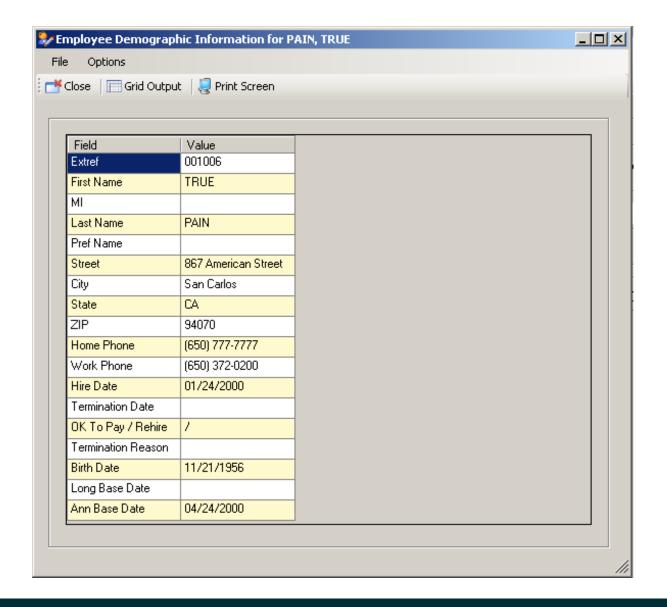
QP: Last Issued Check/APD





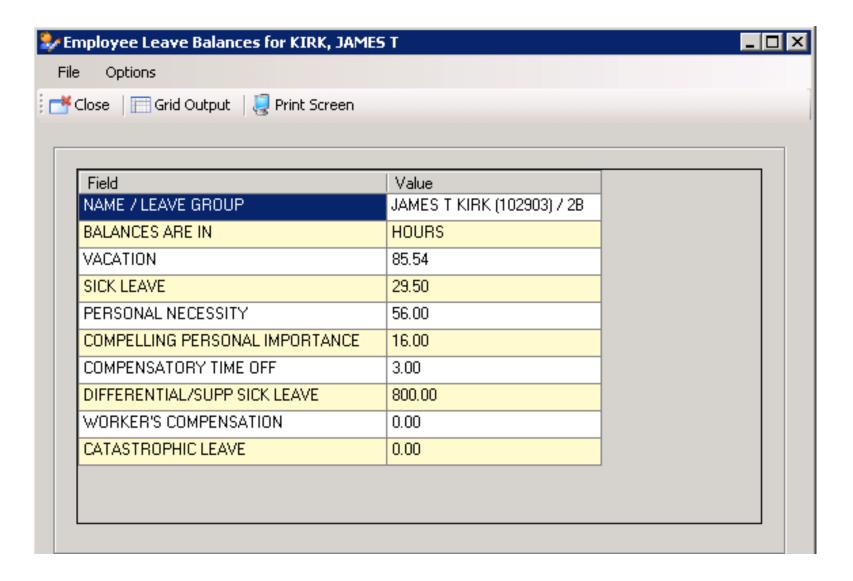


QP: Demographic Data





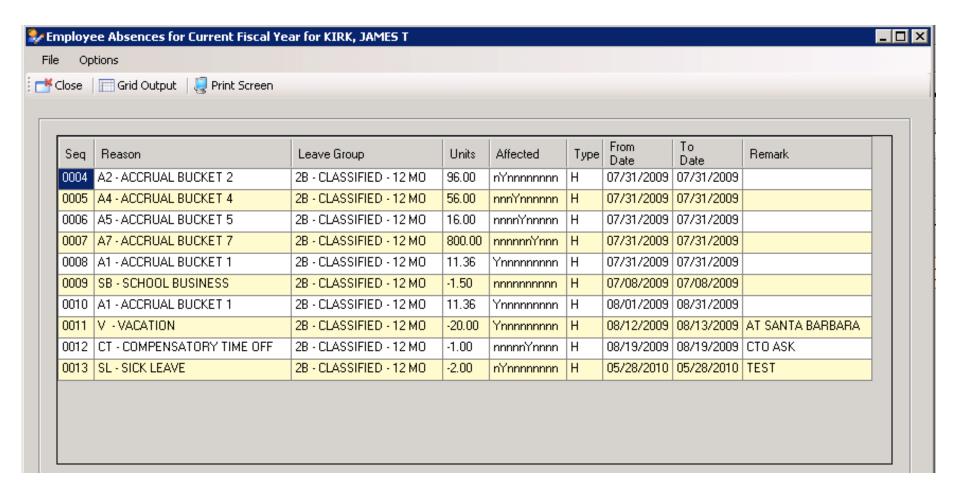
QP: Leave Balances







QP: Absences for Current FY







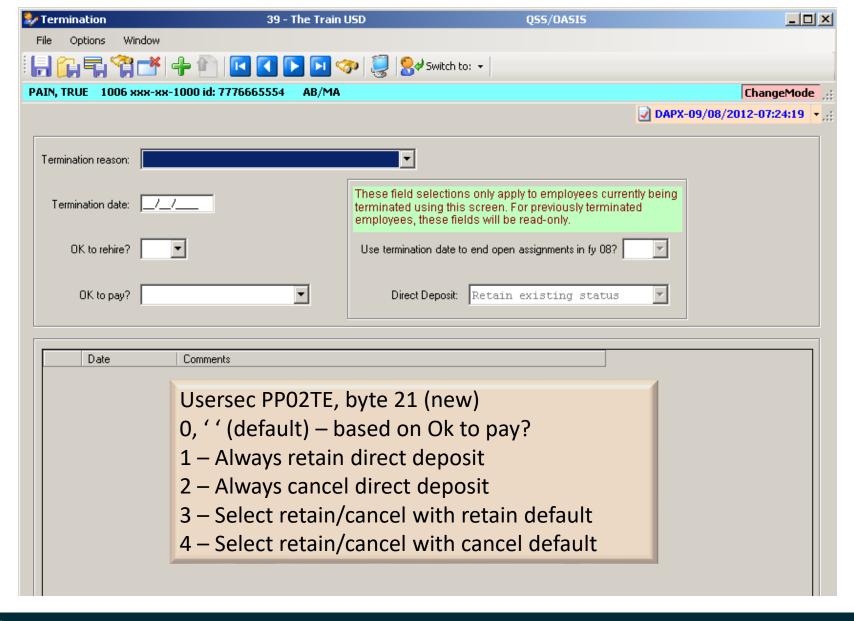
QSS/OASIS Payroll Overview

Employee Maintenance Additional Screens





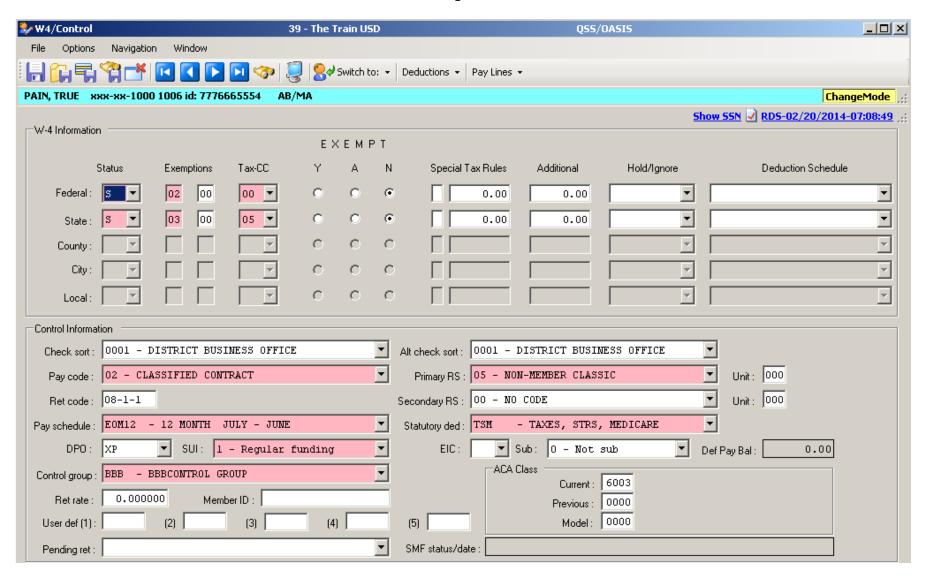
Termination & Direct Deposit







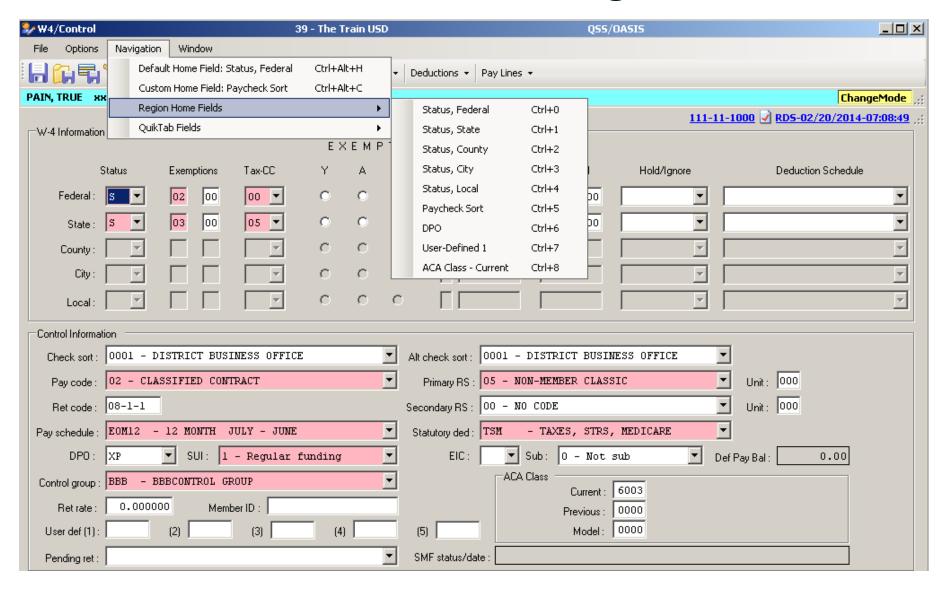
W4 w/Required Fields







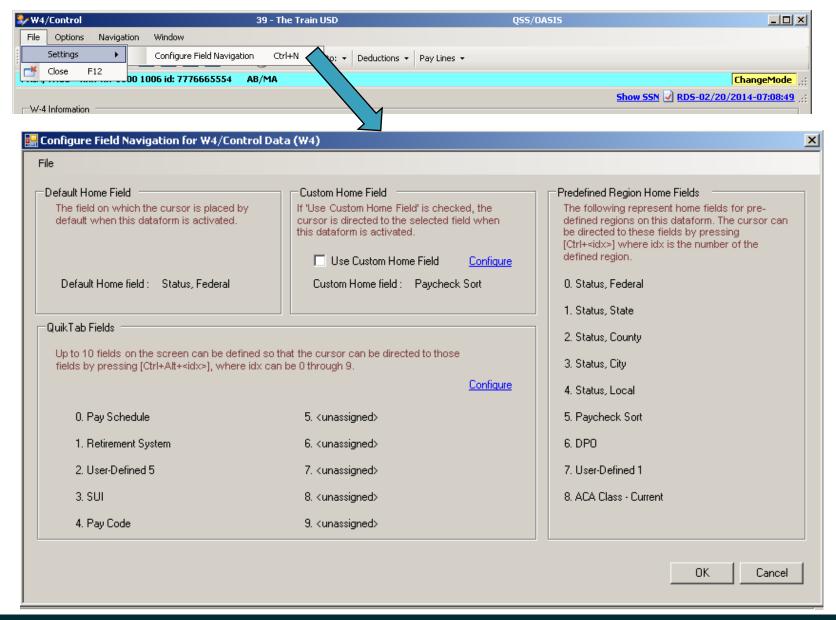
W4 Show SSN & Navigation







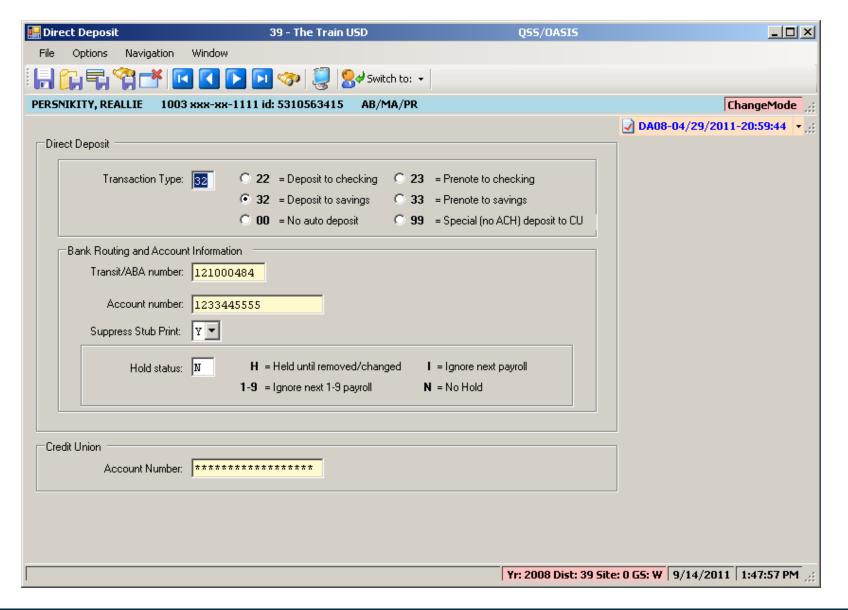
W4 Data Field Navigation







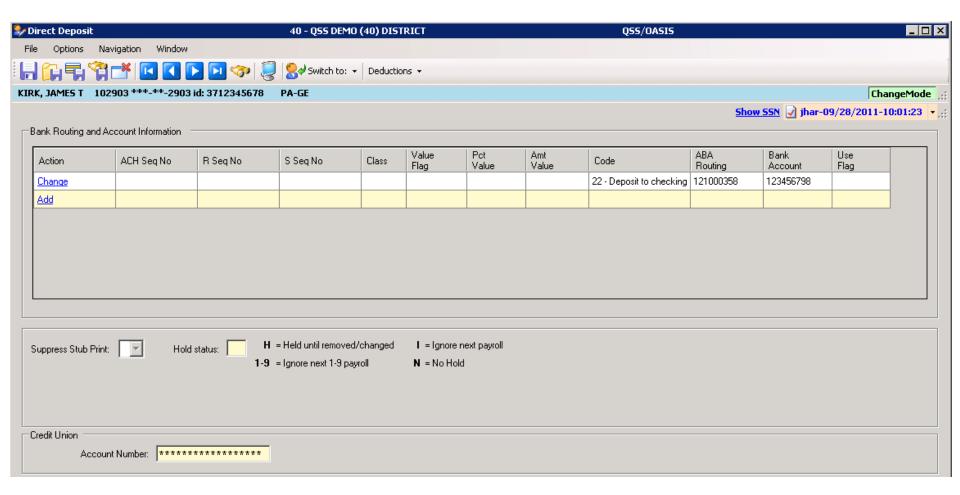
Direct Deposit (APD)







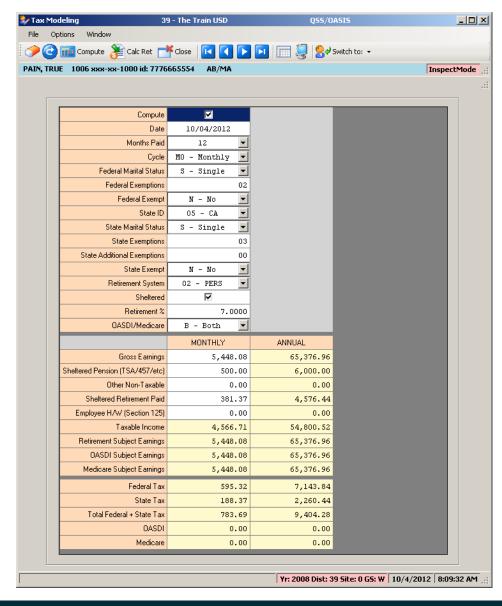
APD/Enh - (L - Development)



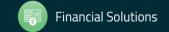




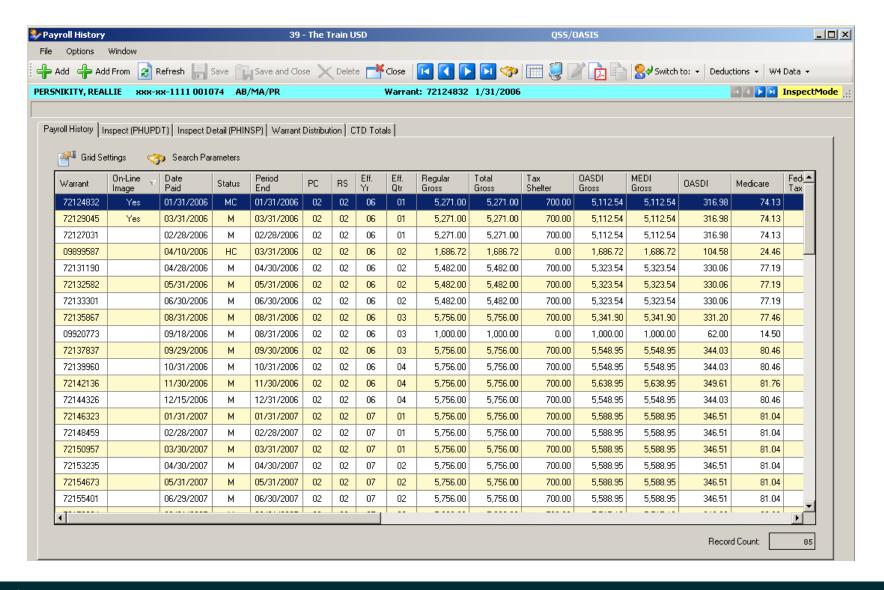
Tax Modeling







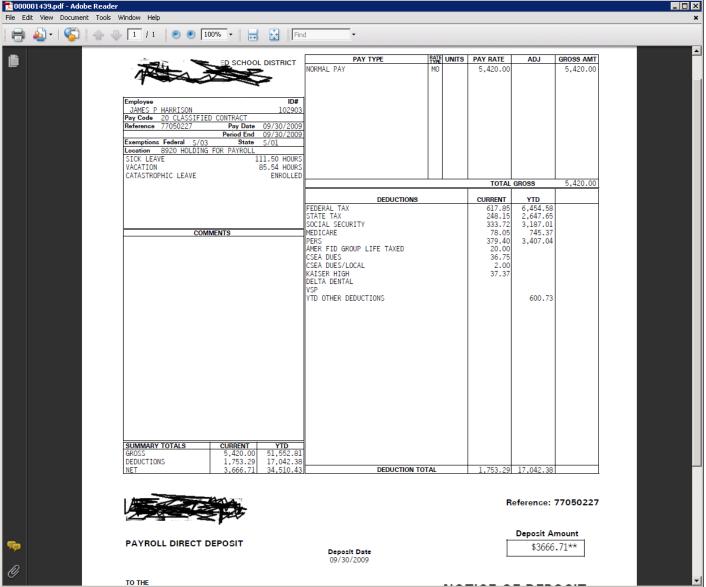
Payroll History





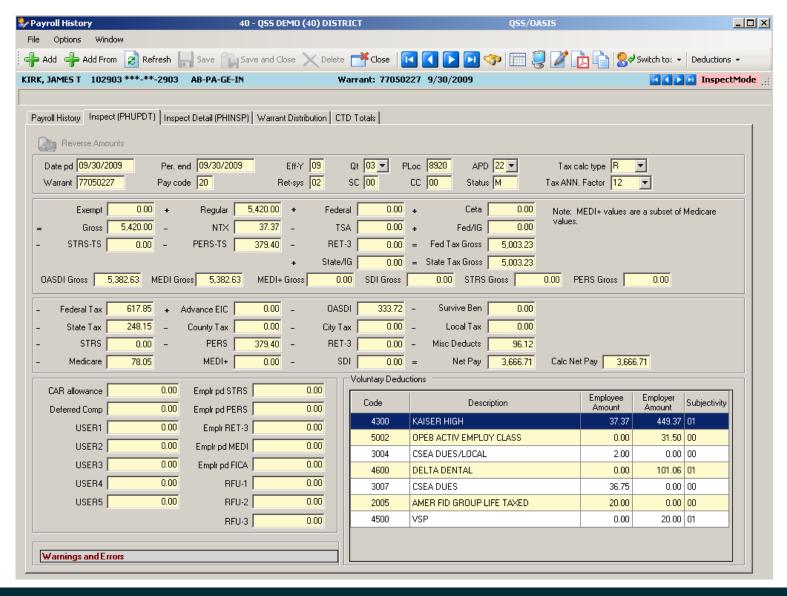


On-line PDF (larger view)





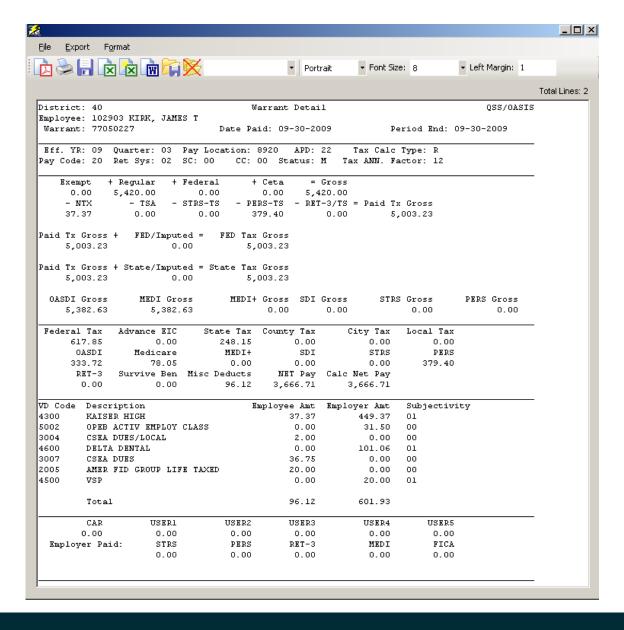
PHUPDT Detail





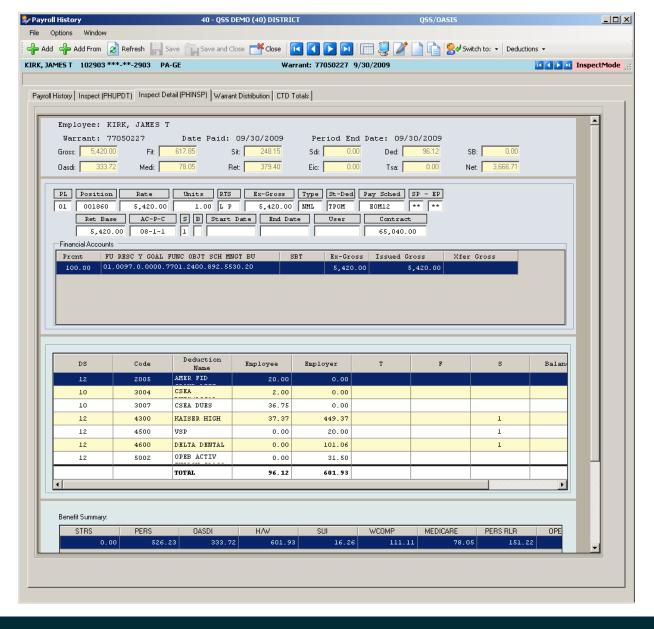


PHUPDT - Instaprt



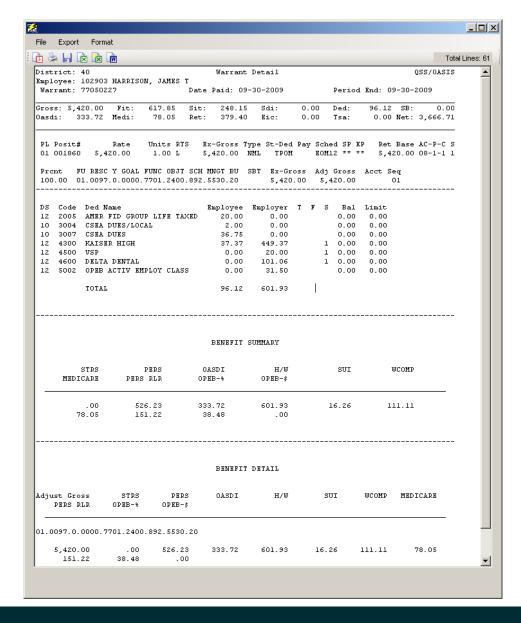


PHINSP Detail (W/Benefit Data)





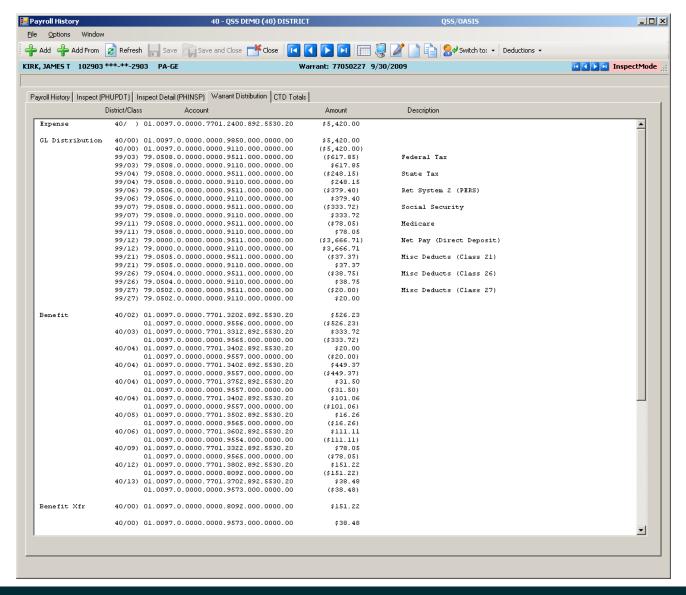
PHINSP Detail (Instaprt)





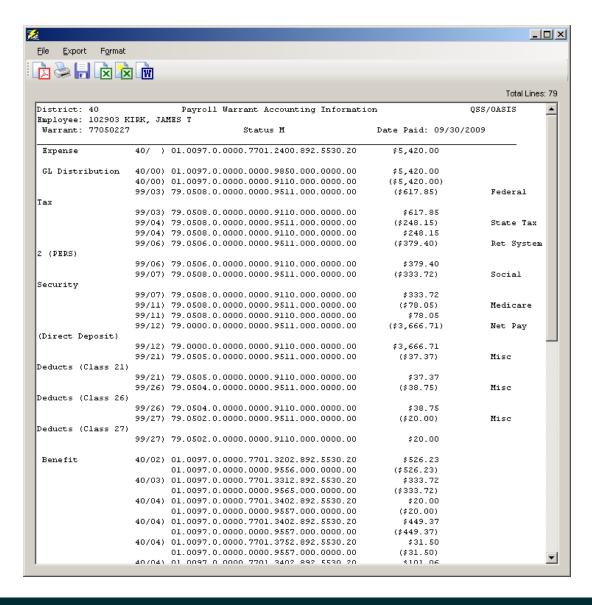


Warrant Distribution



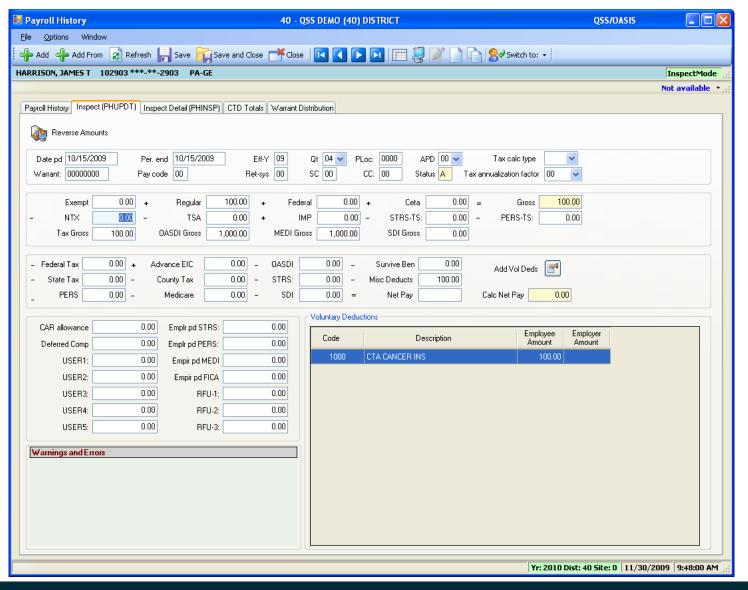


Warrant Distribution Instaprt



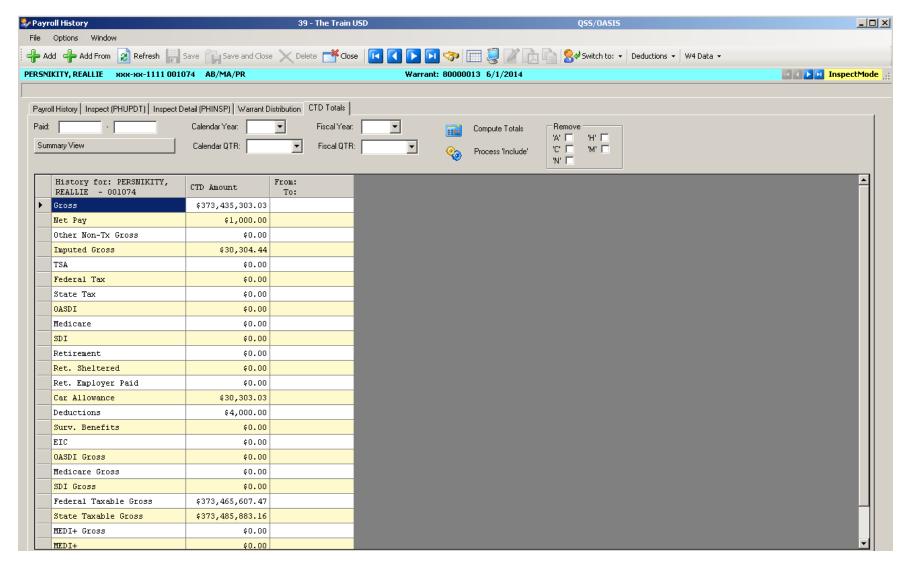


Adding Pay History Adjustment





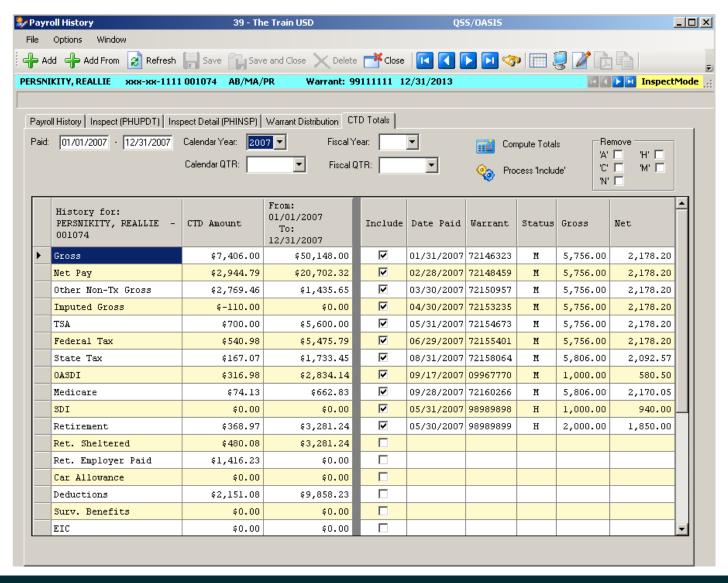
CTD Totals / Custom or From History





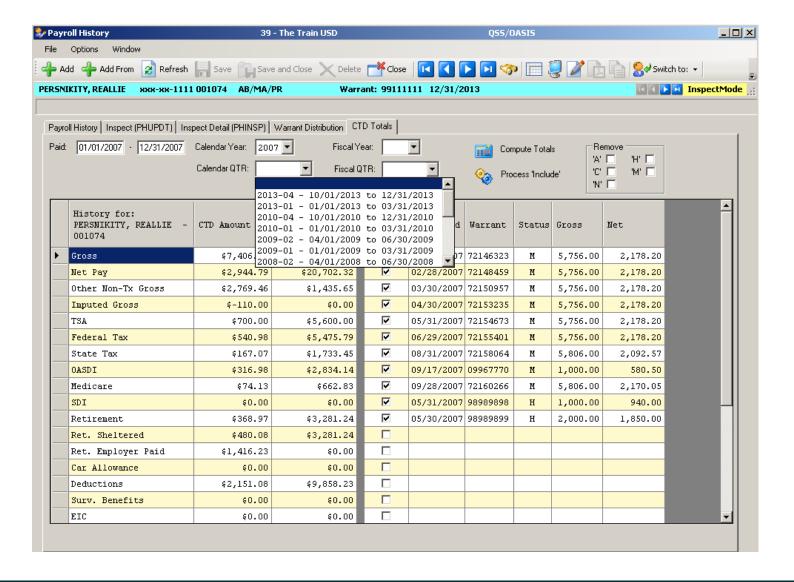


CTD Totals / Calendar Year



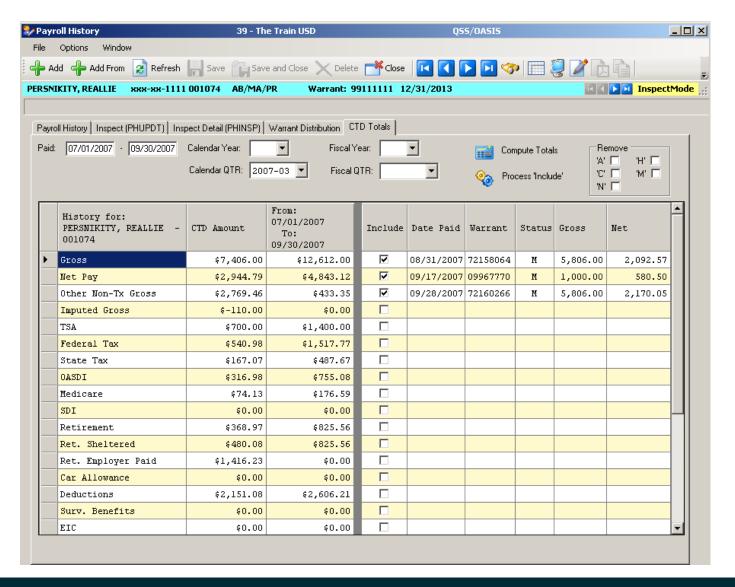


CTD Totals / Quarter Selection





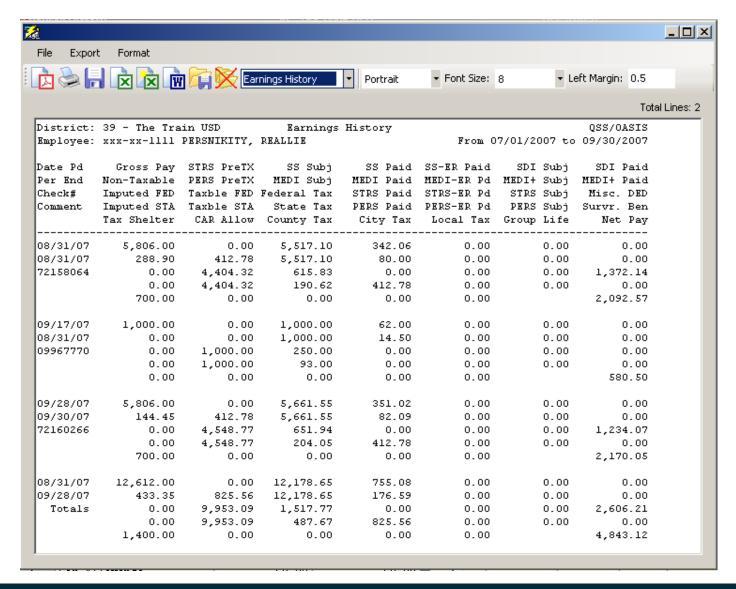
CTD Totals / Calendar QTR





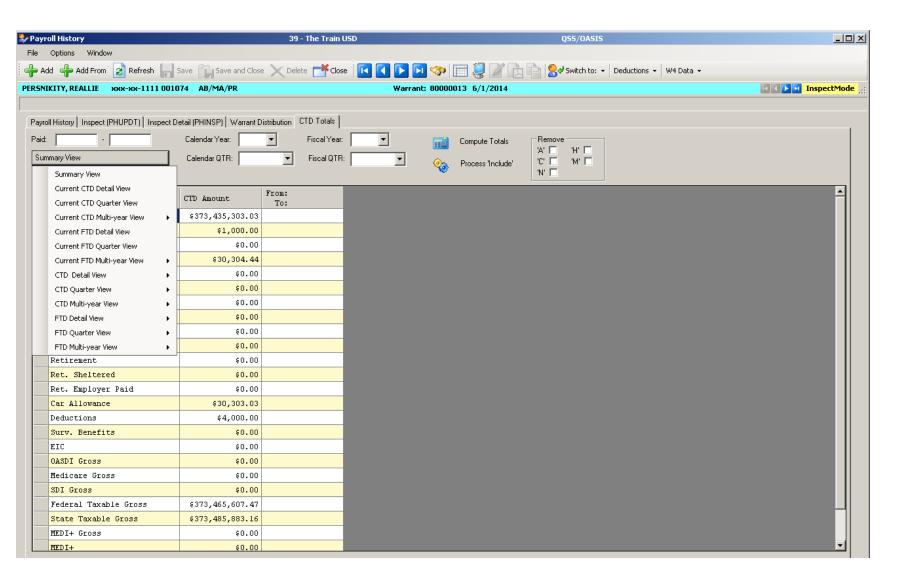


Earnings History – Instaprt...





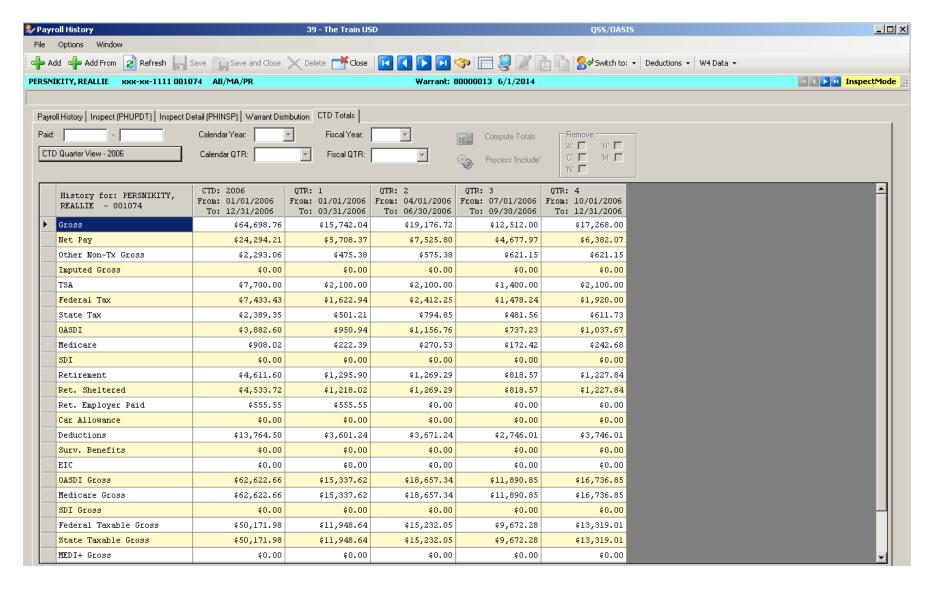
New Views...







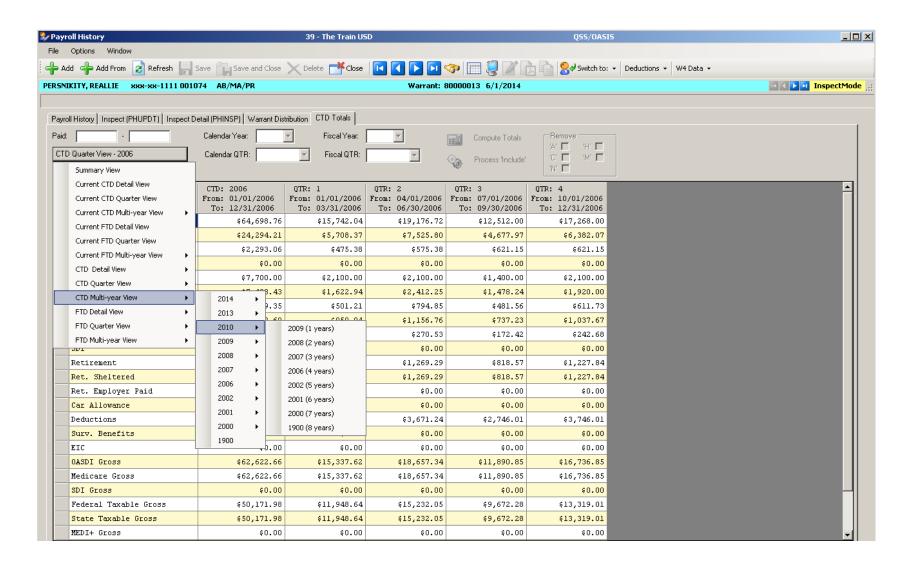
CTD QTR View for Selected Year







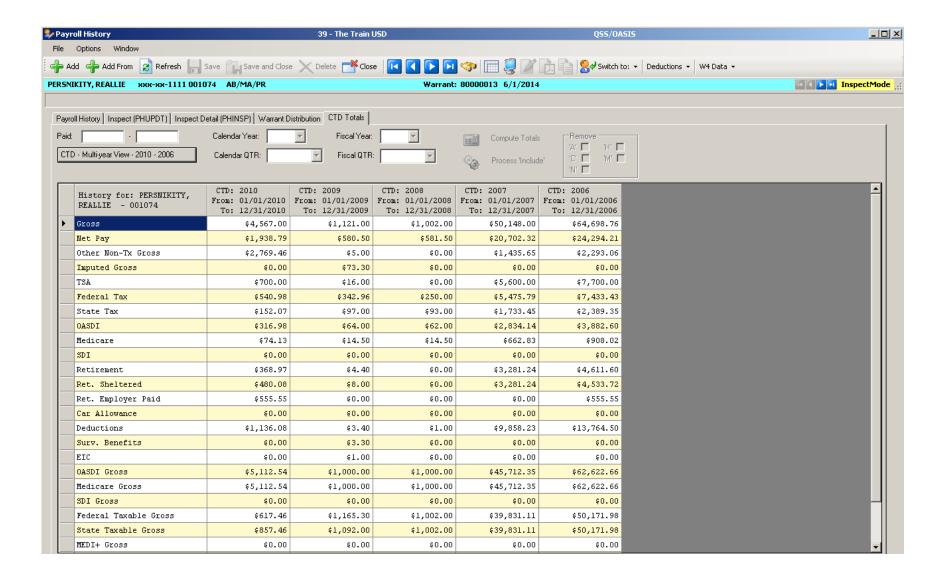
Options for Multi-Year View







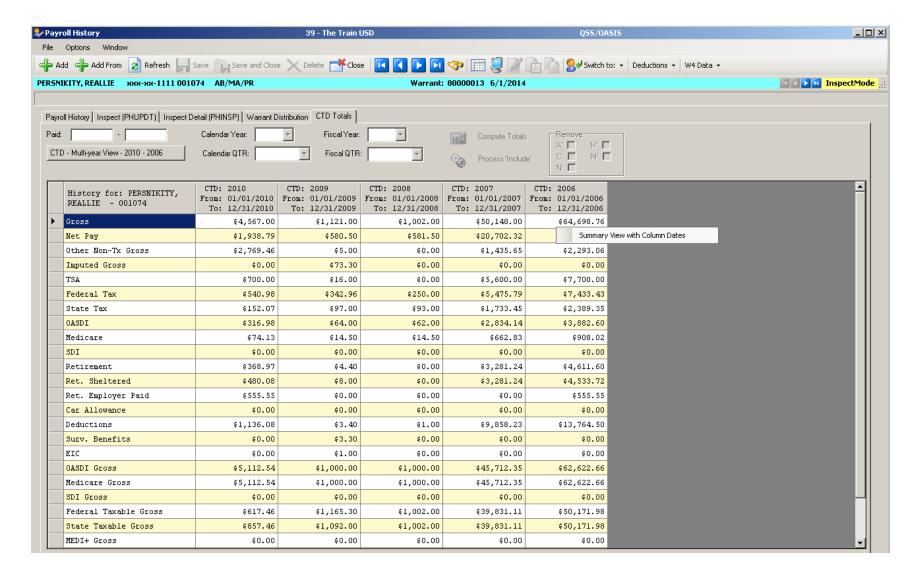
Results of Selected Multi-Year View







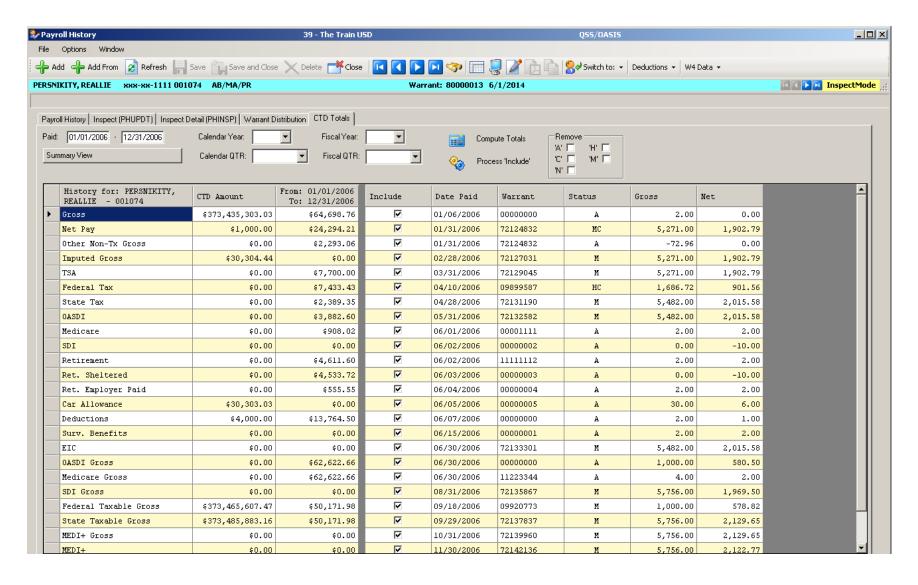
Right Click - Summary View for Column







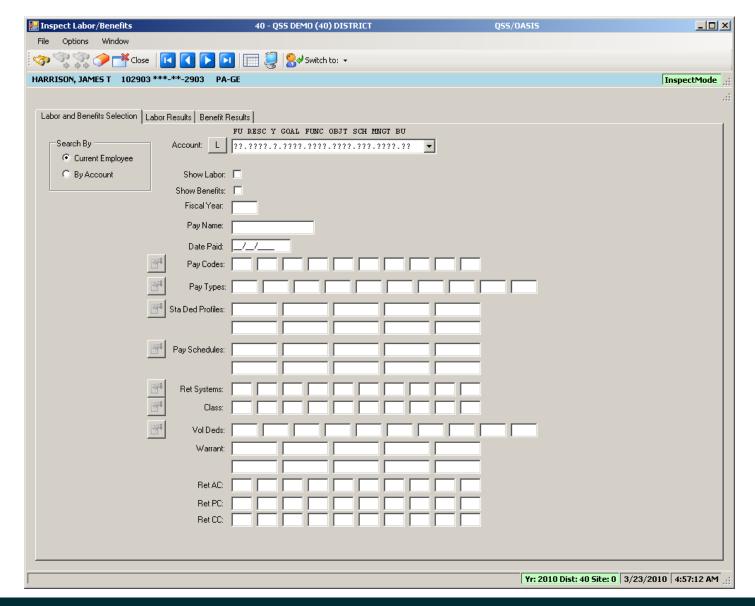
Results of Selecting Summary View







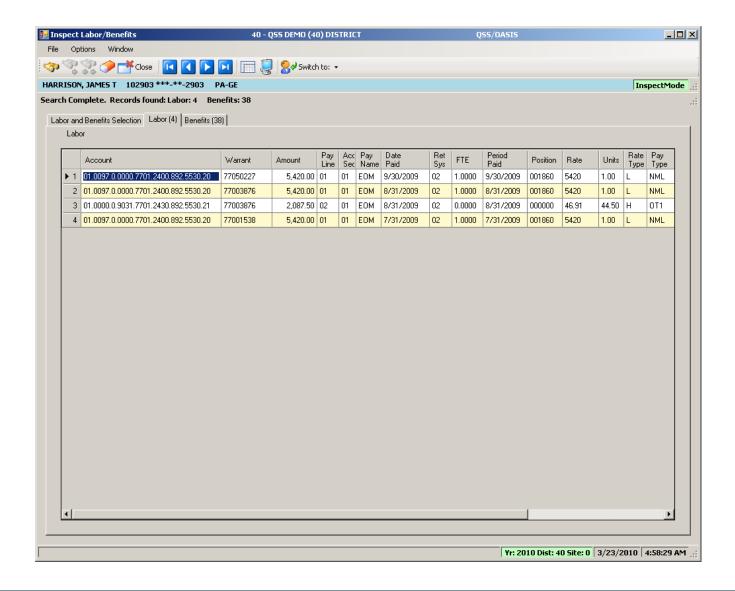
Labor / Benefit History





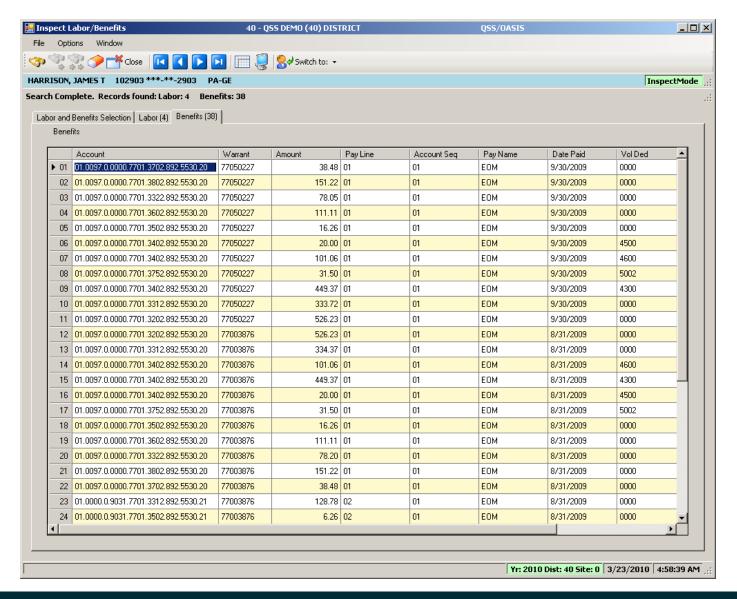


Labor Results...





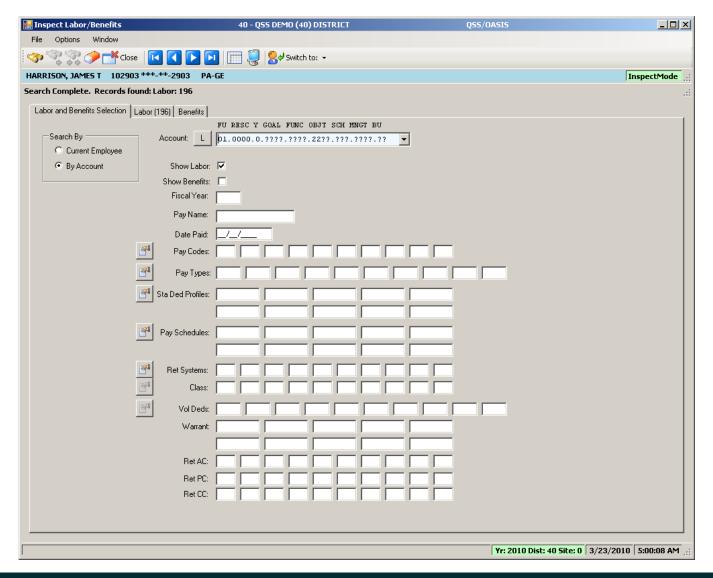
Benefit Results...







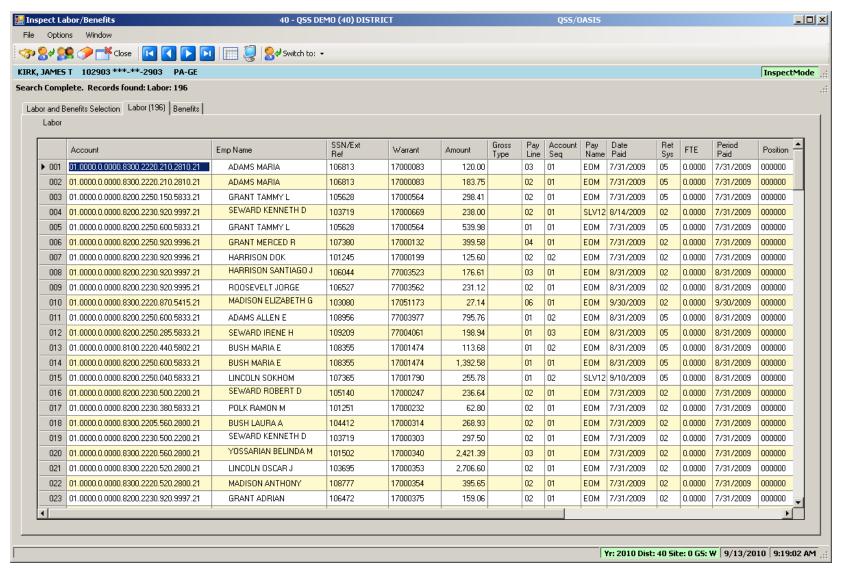
Search Labor by Acctclass







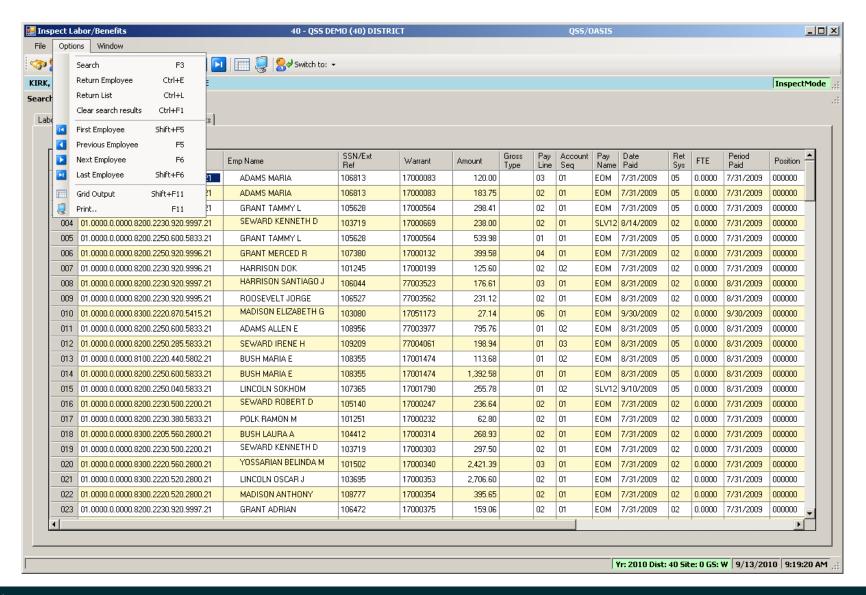
Labor Result by Acctclass







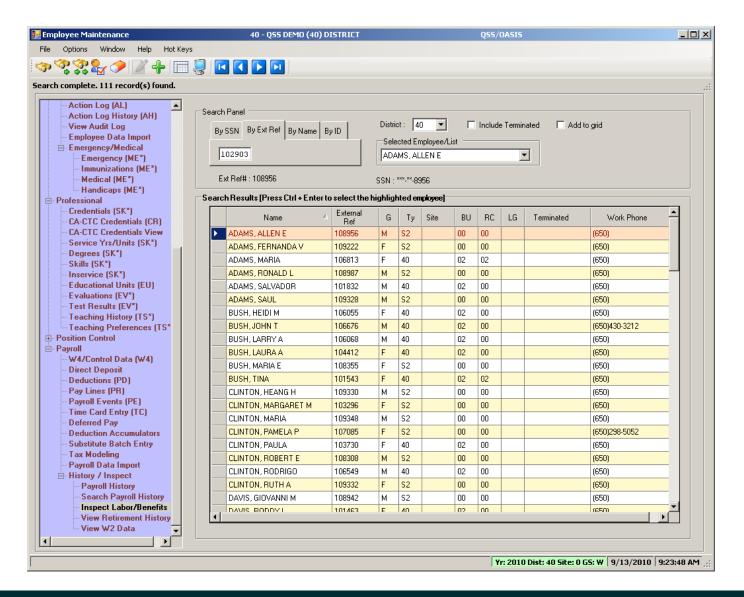
Return Employee(s)







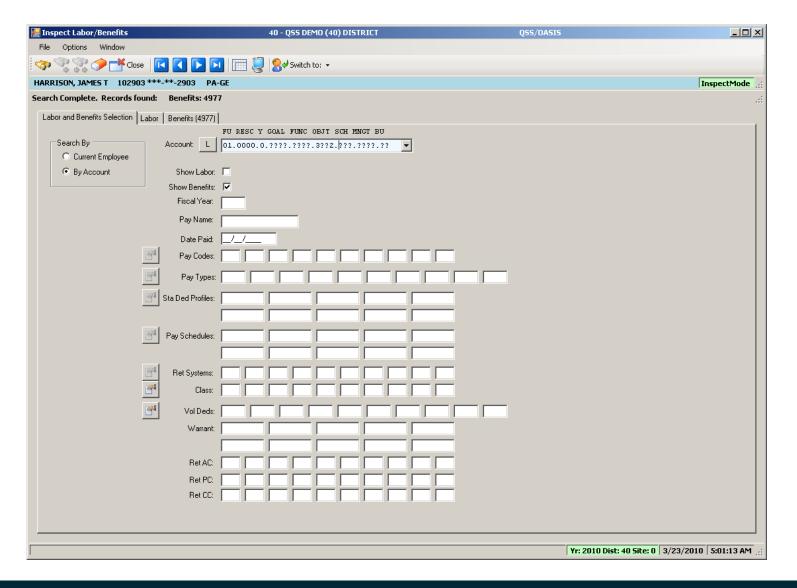
Returned to Employee Grid







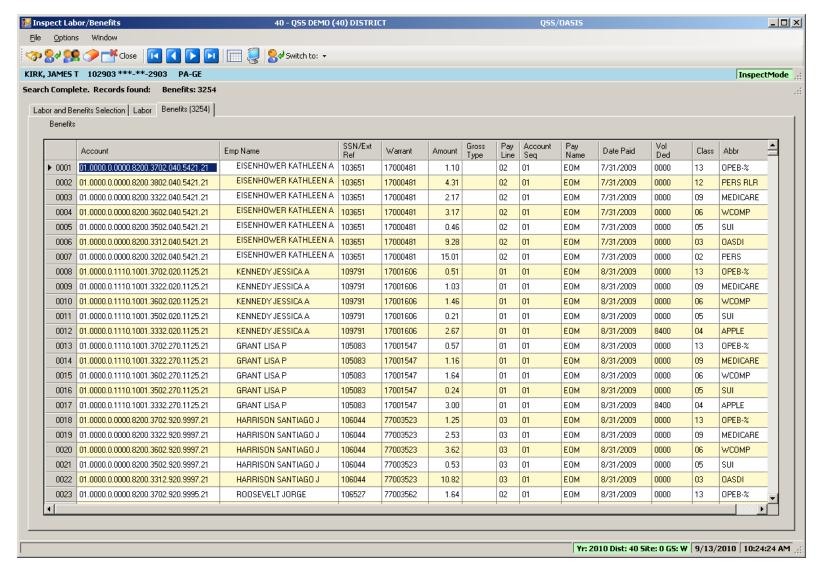
Search Benefits by Acctclass







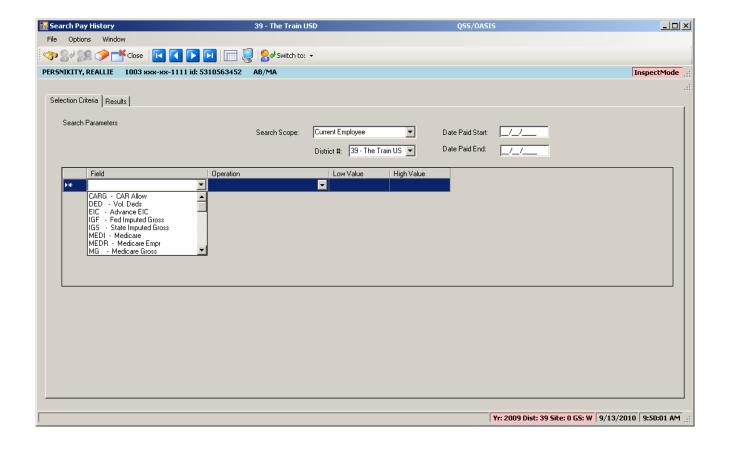
Benefit Result by Acctclass







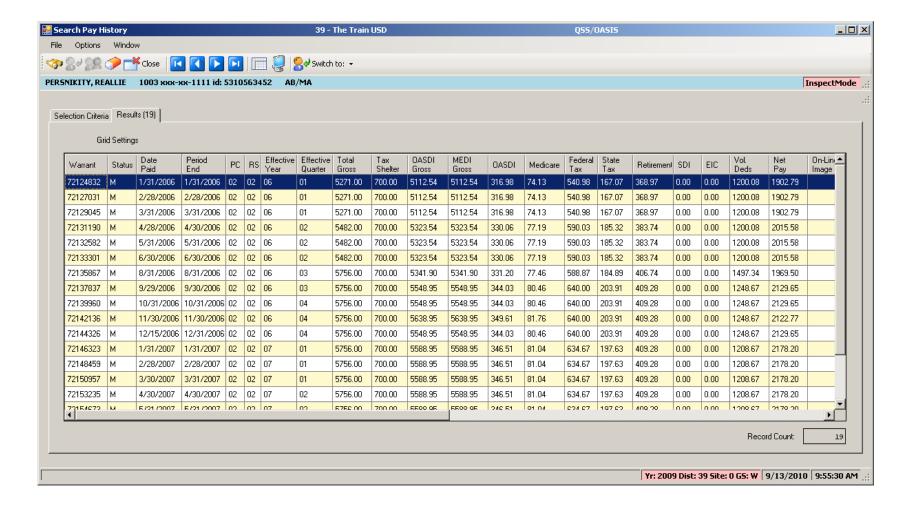
Search Pay History







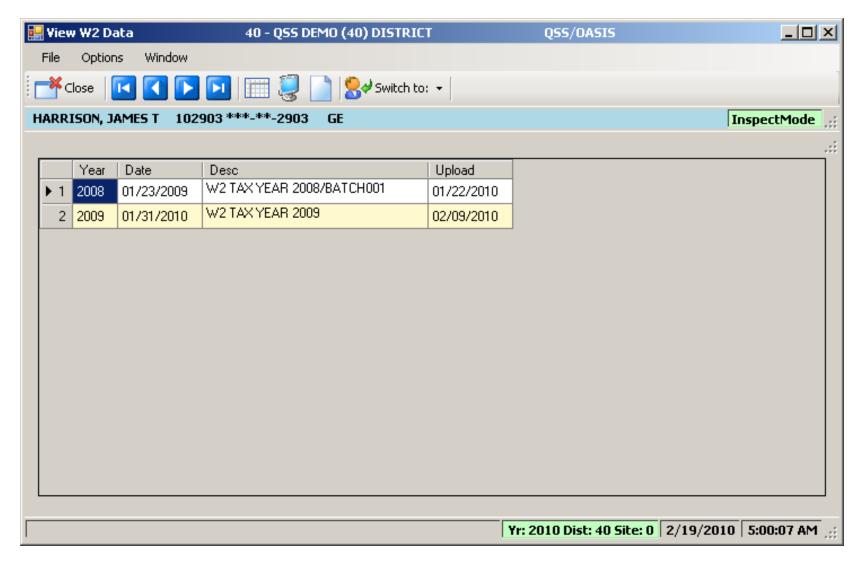
Returned Results







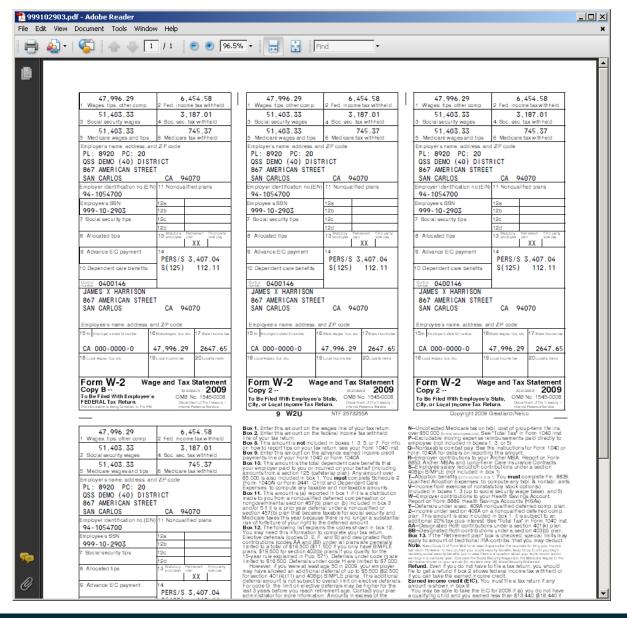
View W2 – From Emp. Maintenance







Nelco W2 Form...





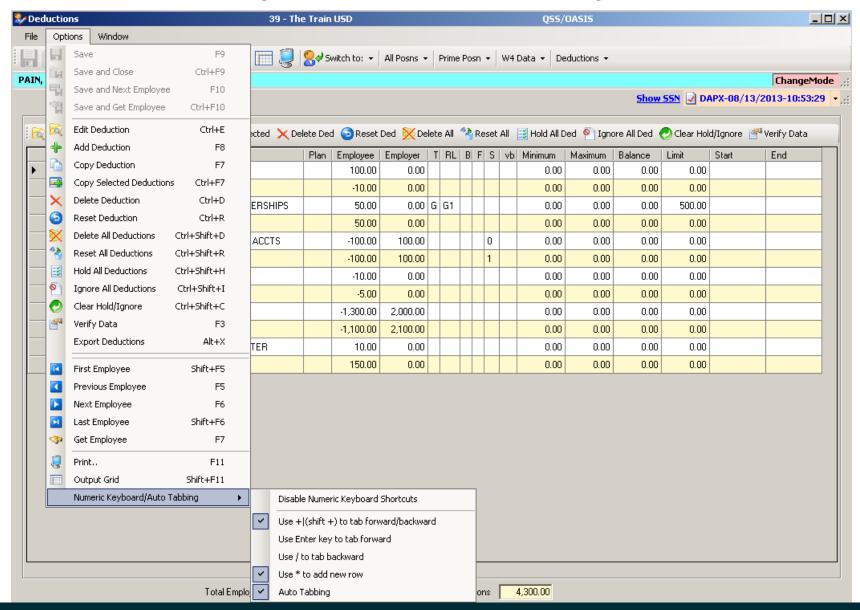
QSS/OASIS Payroll Overview

Employee Maintenance Pay Deductions





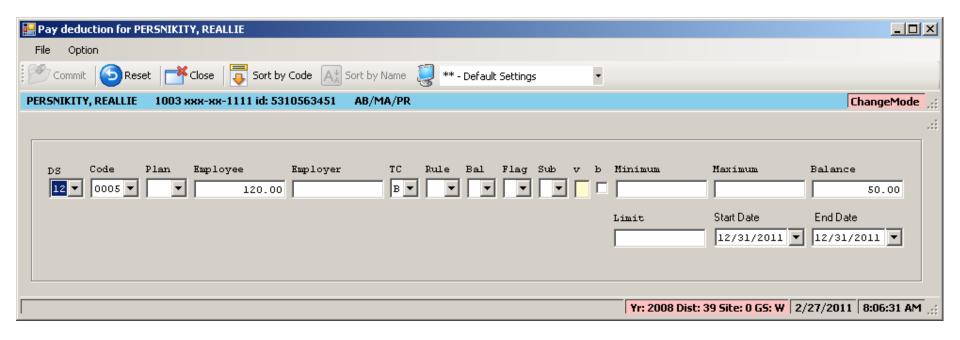
Pay Deductions/PD Options







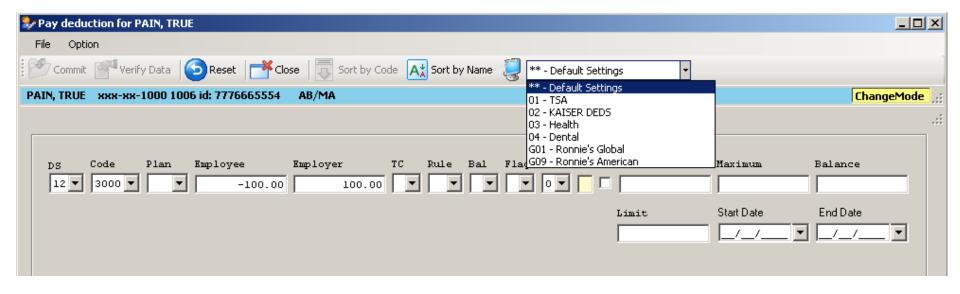
Edit Deduction Row







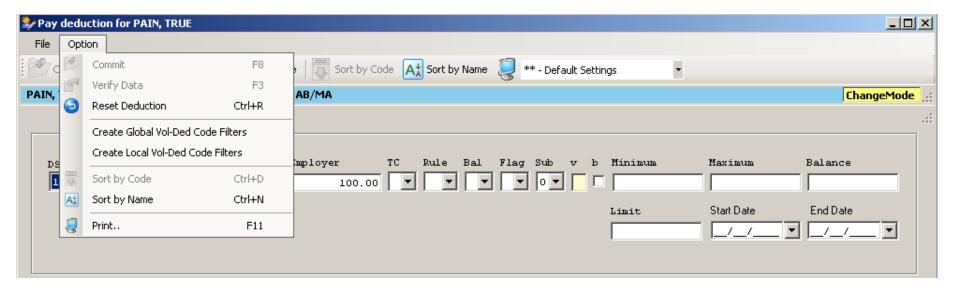
Vol-Ded Code Filters







Manage Vol-Ded Code Filters







Editing Vol-Ded Code Filters

🦫 Create local Vol-Ded filters		×
File		
🔚 Save 🗙 Delete 酵 C	lose 🥘	
PAIN, TRUE xxx-xx-1000 1	006 id: 7776665554 AB/MA	ChangeMode ,;;
		.::
Vol-Ded Filter Name:	02 ▼ KAISER DEDS	
Range 1: 5000	- 5999 Range 6:	
Range 2:	- Range 7:	· [
Range 3:	- Range 8:	· [
Range 4:	- Range 9:	· [
Range 5:	- Range 10:	· [
Vol-Ded Name:	Kaiser	





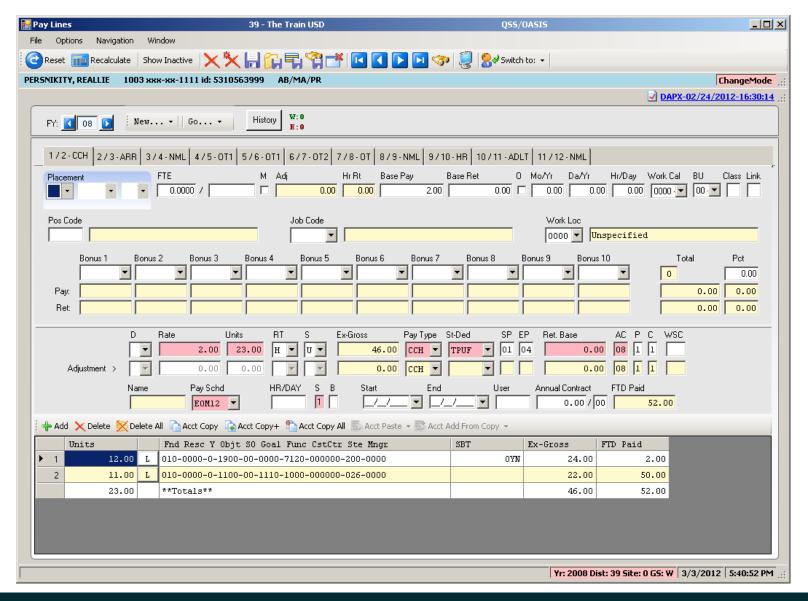
QSS/OASIS Payroll Overview

Employee Maintenance Payroll Pay Line (PR)



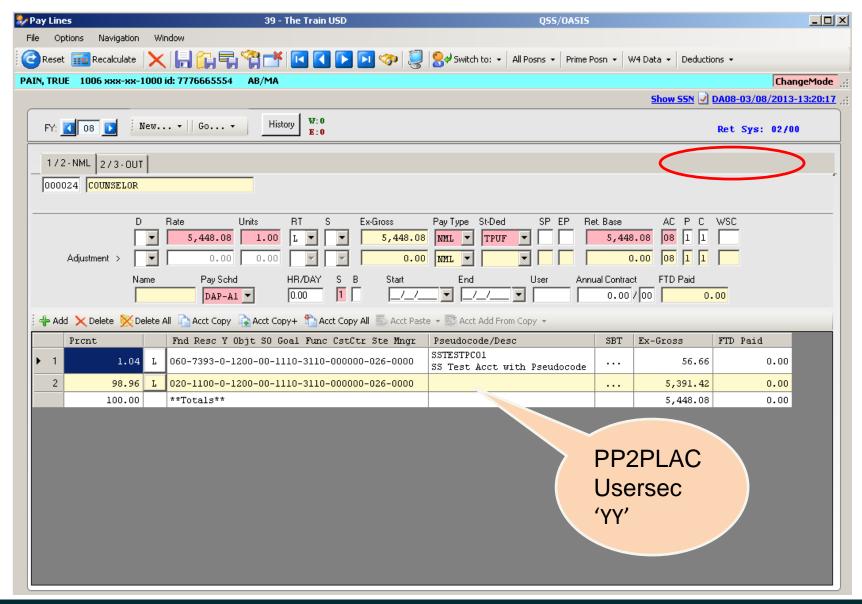


Payroll Pay Line/PR (ENH)



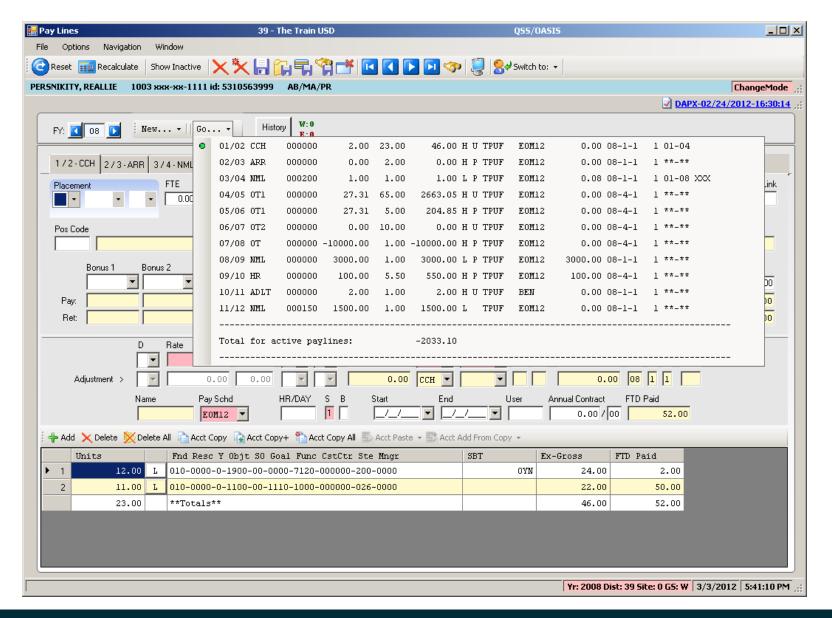


Payroll Pay Line/PR (STD)





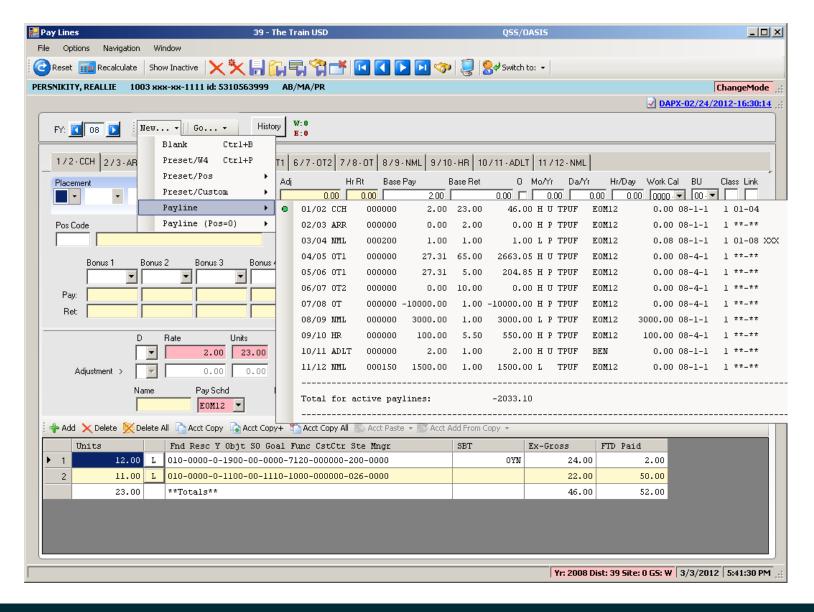
Pay Line – Go (ALT+G)...





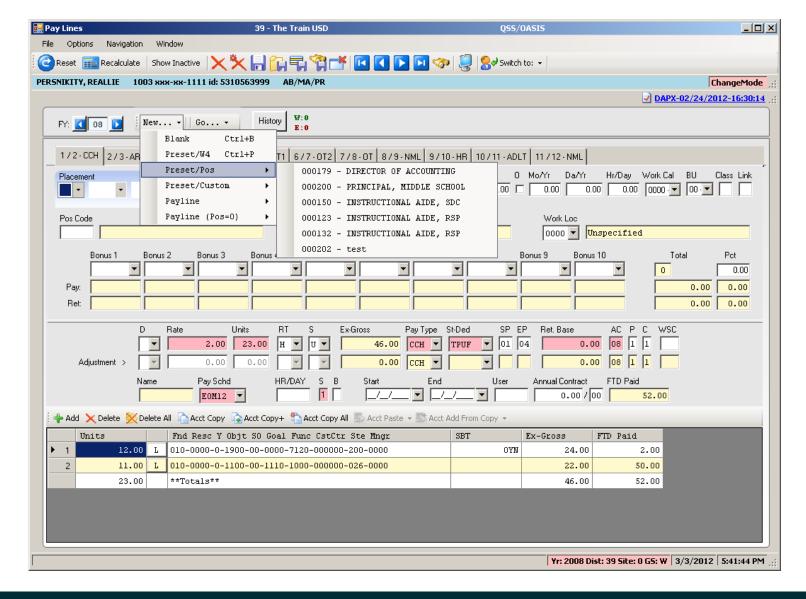


106 Pay Line - New (ALT+N)/Copy from Pay Line



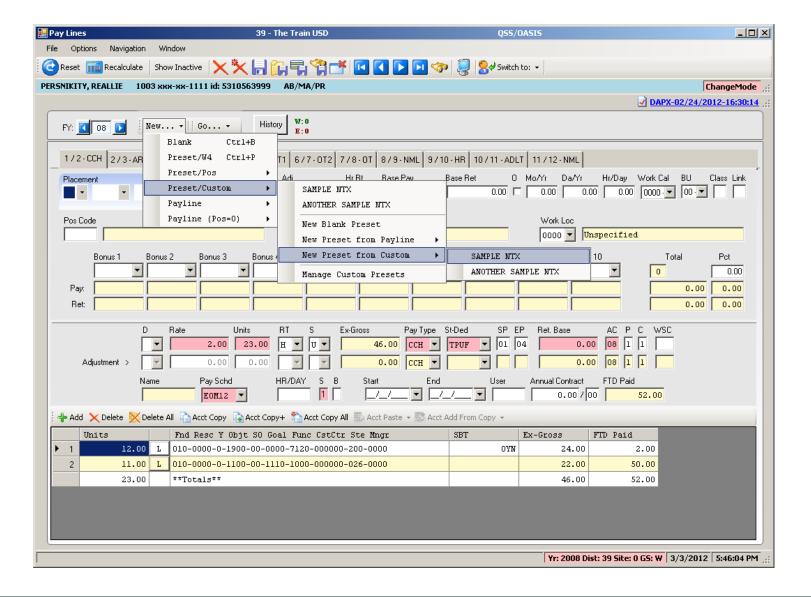


Pay Line – New Pay Line from PC



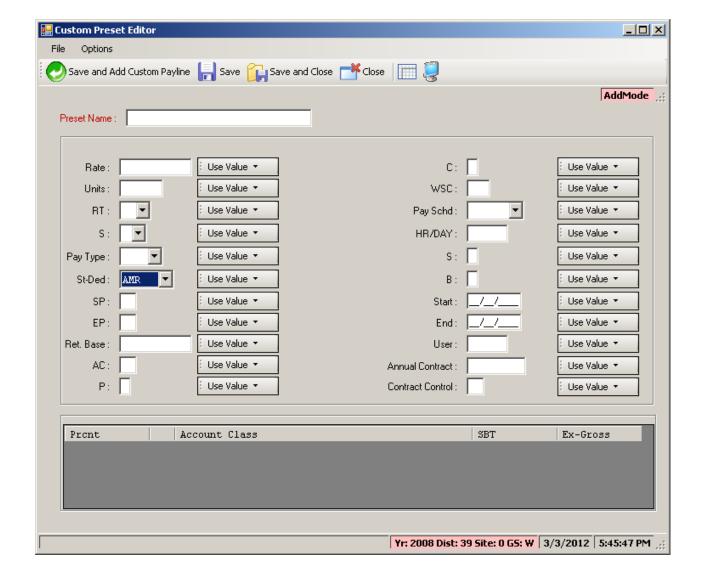


Pay Line – New Pay Line from Preset



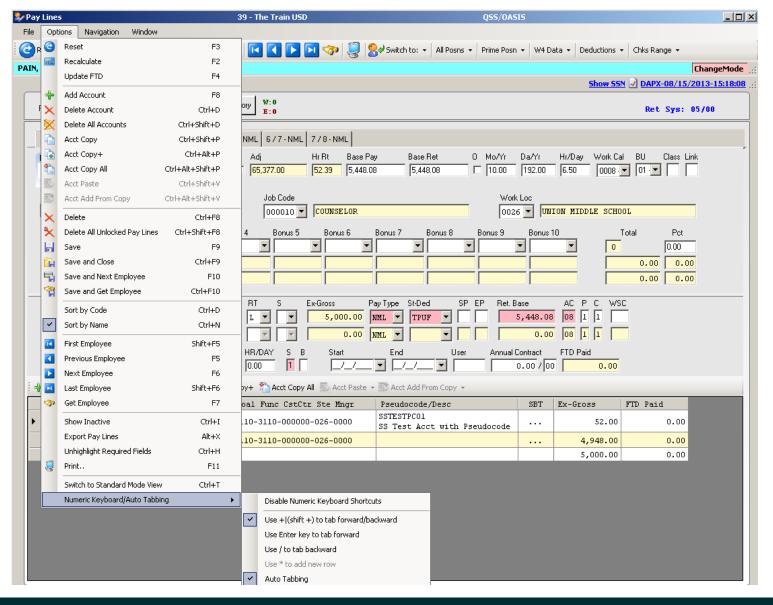


Pay Line – Custom Preset Editor





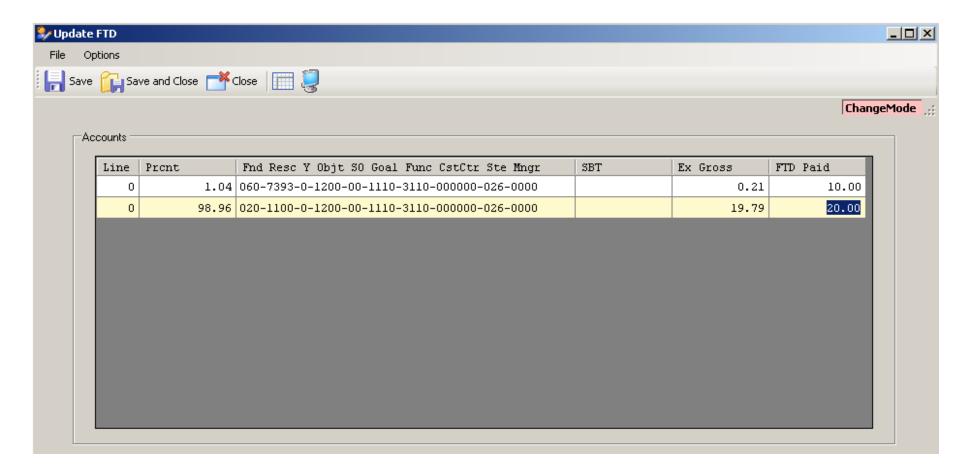
Pay Line – Edit FTD/(kb Shortcuts...)







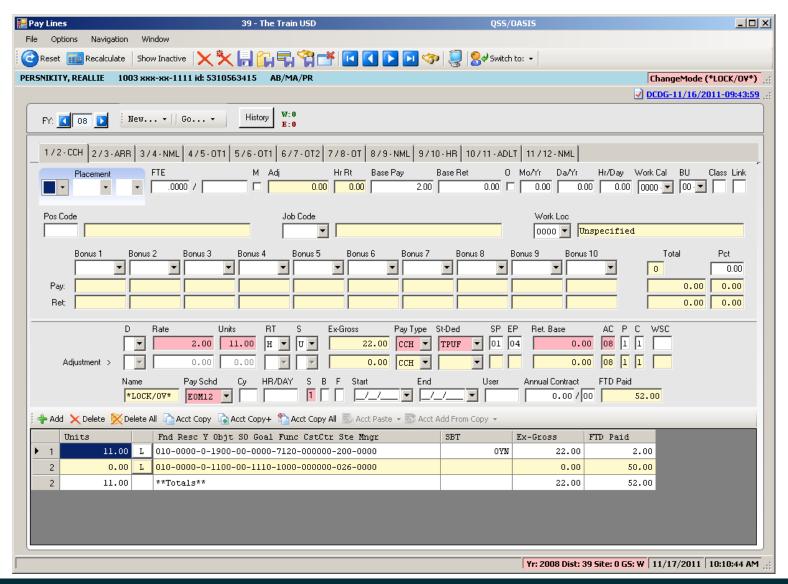
Pay Line – Update FTD





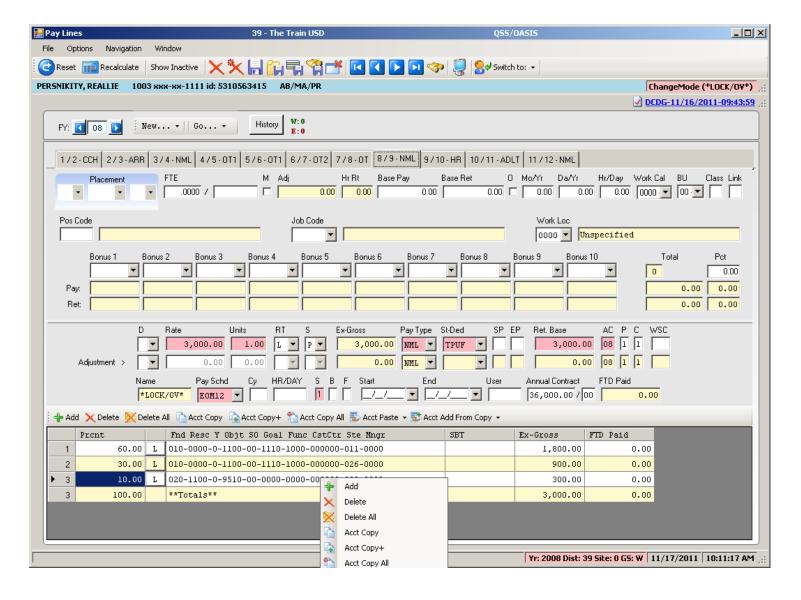


Pay Line Acct Copy Features





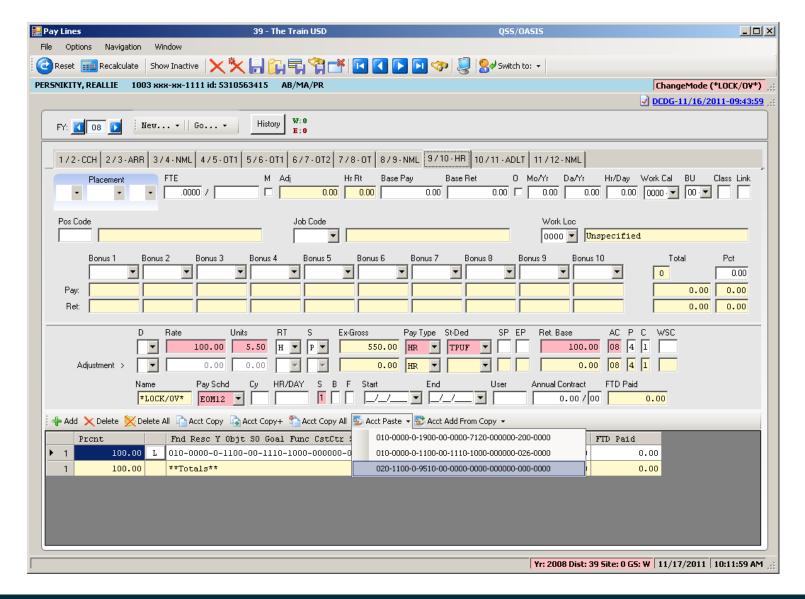
Can Add to Acct Clipboard







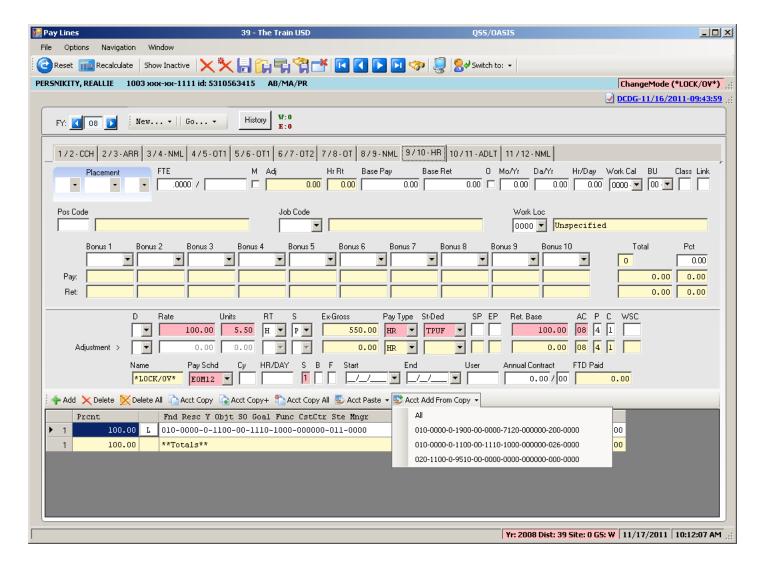
Paste from Acct Clipboard







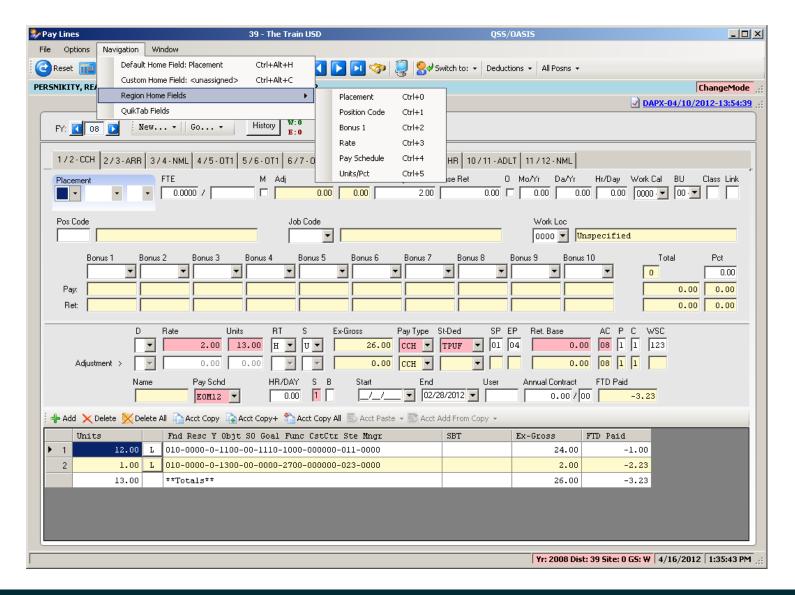
Add from Acct Clipboard





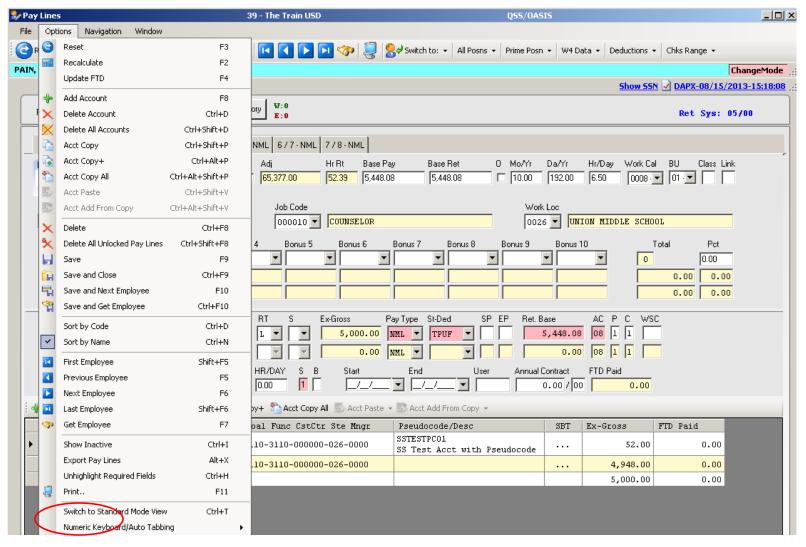


Pay Line Field Navigation



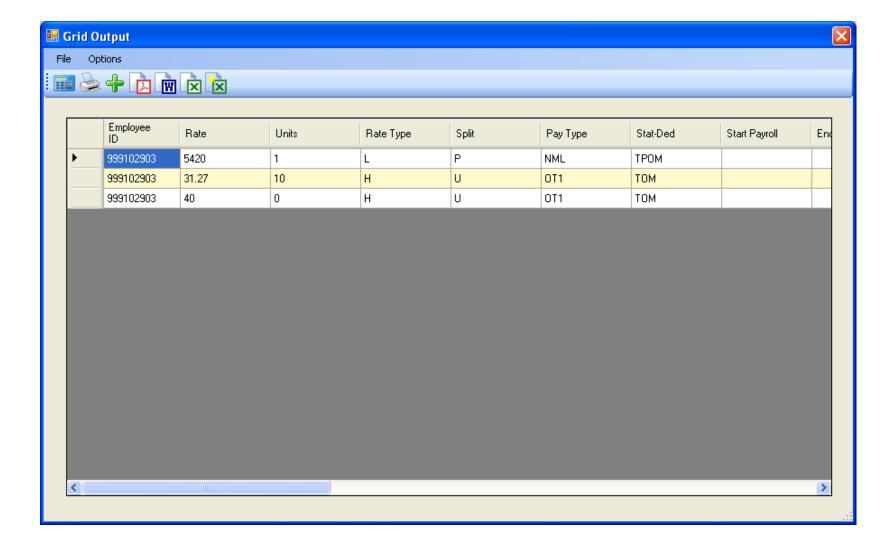


Export Pay Lines





Paylines Exported in Import Format







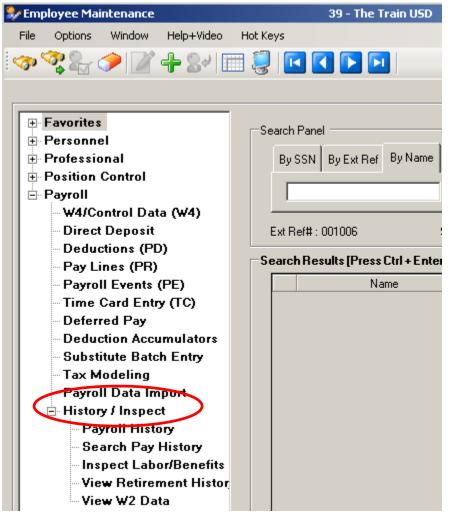
QSS/OASIS Payroll Overview

Employee Maintenance Payroll Data Import





Payroll Data Import



Deductions

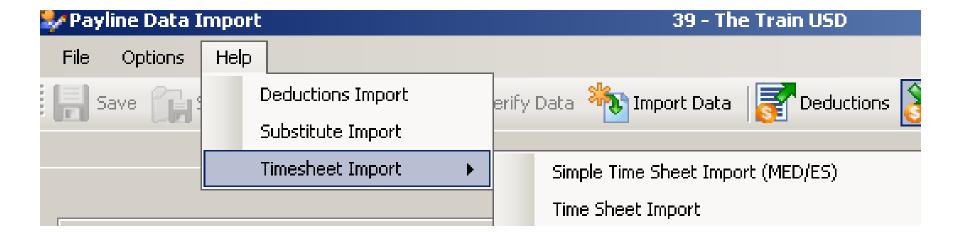
Paylines

- Timesheet Units
 - By emp/acct for NML only
 - By emp/pay-type/rate/acct
- Substitute Units by Acct (Version L) with Payline creation





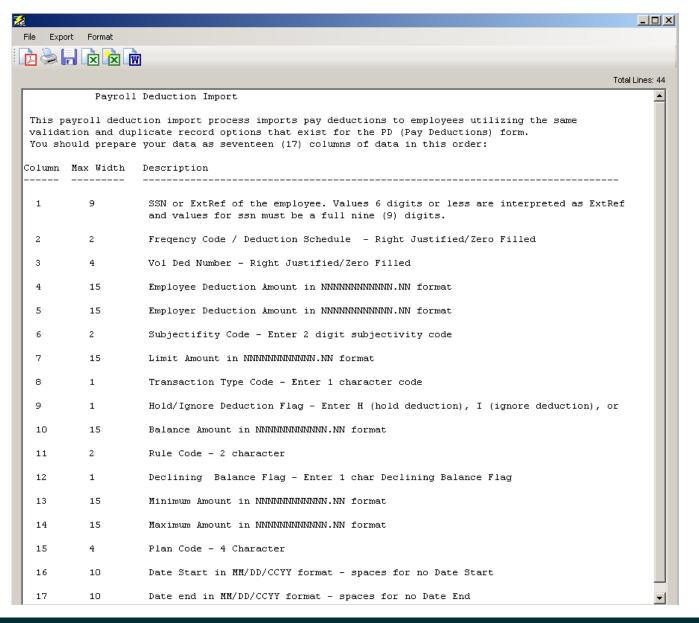
Payroll Data Import Help





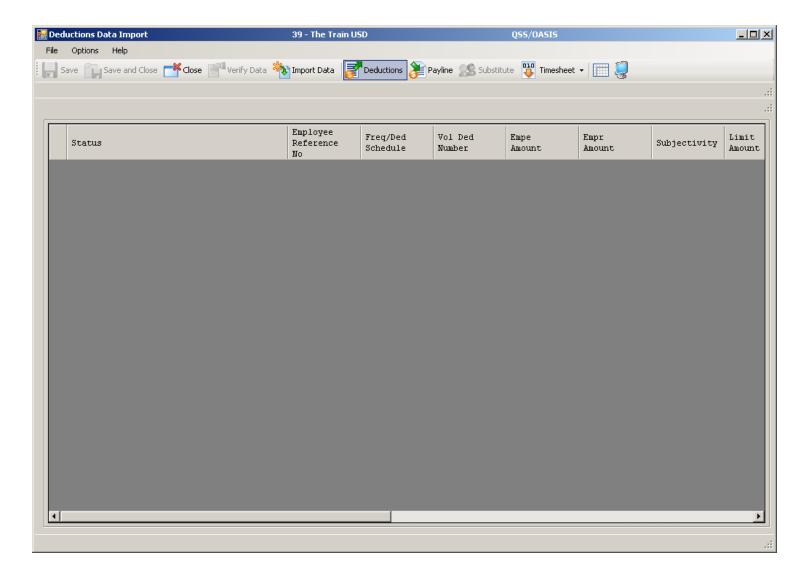


Payroll Data Import Help - Deds





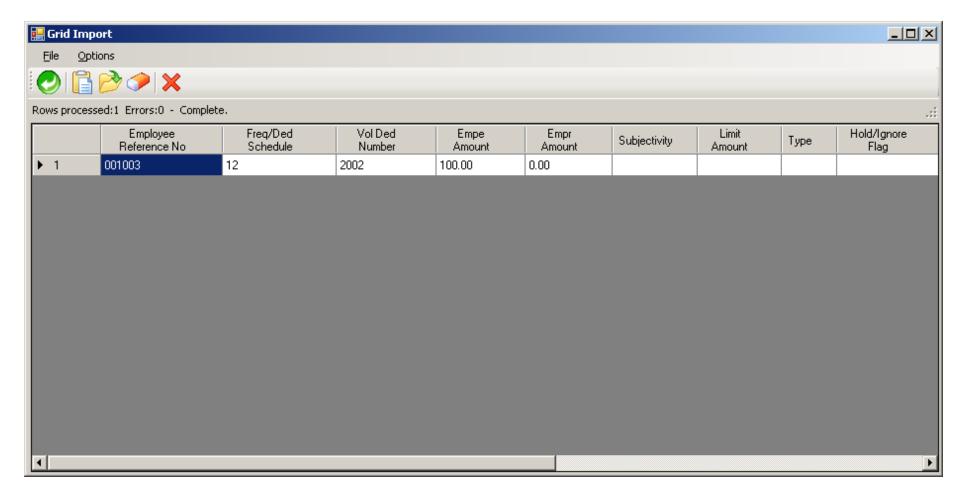
Payroll Data Import - Deductions







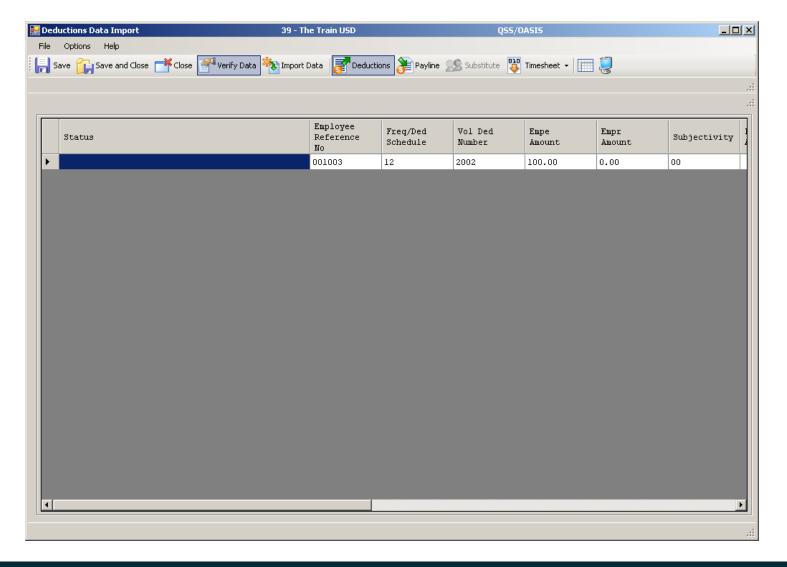
Imported from Clipboard...







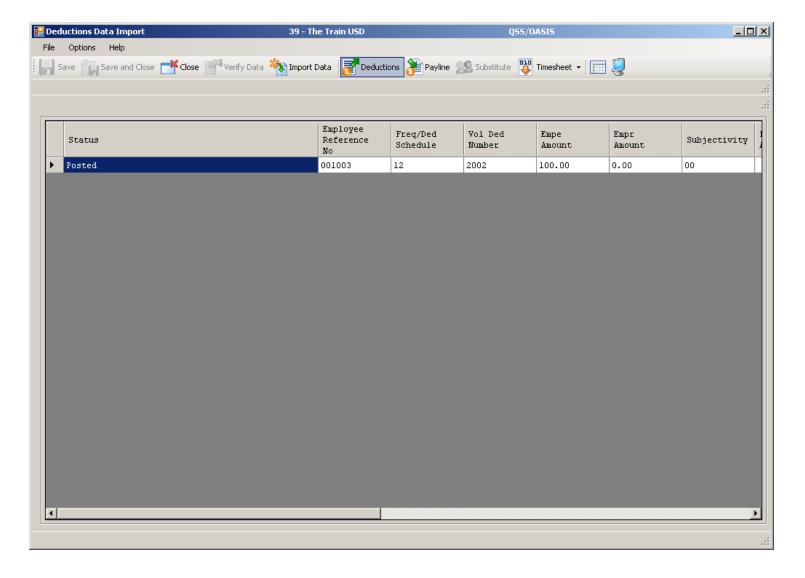
Verify Data – Ok (Save is active)







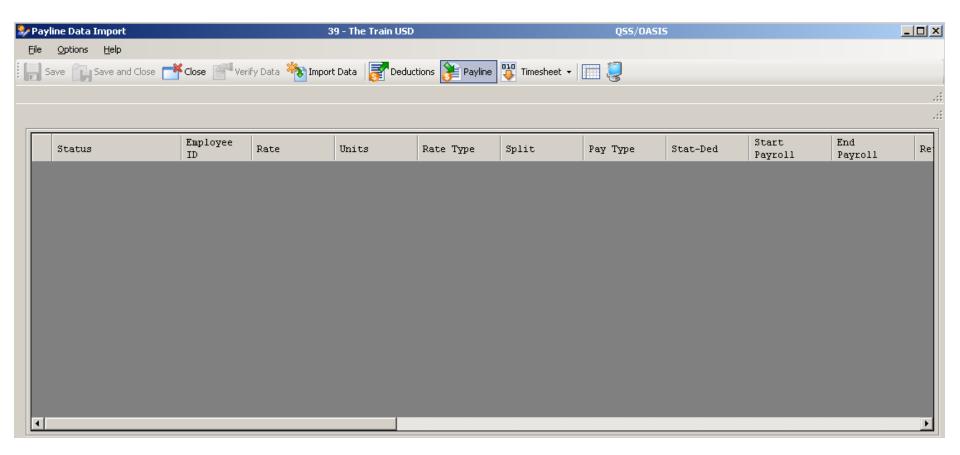
After Save Data – Icons Gray Out







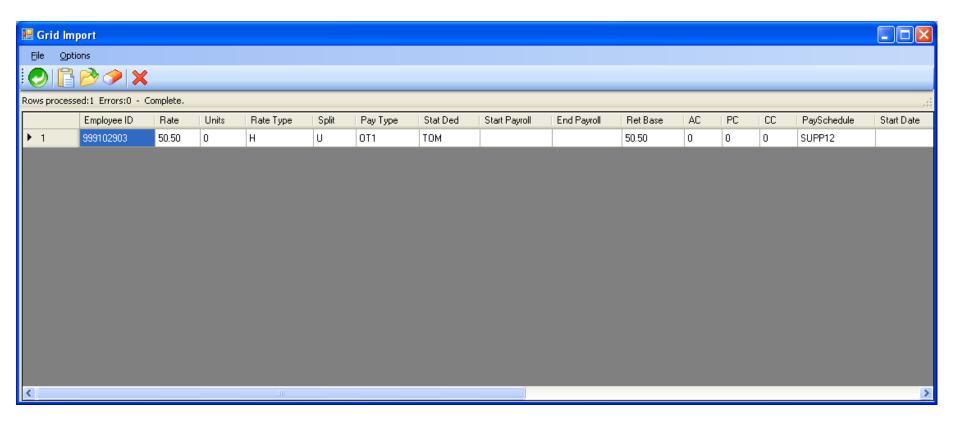
Payroll Data Import - Paylines







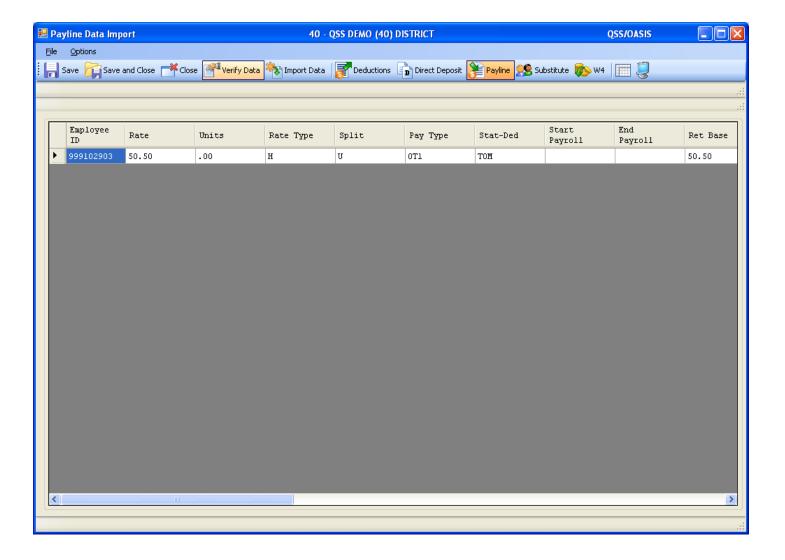
Imported from Clipboard...





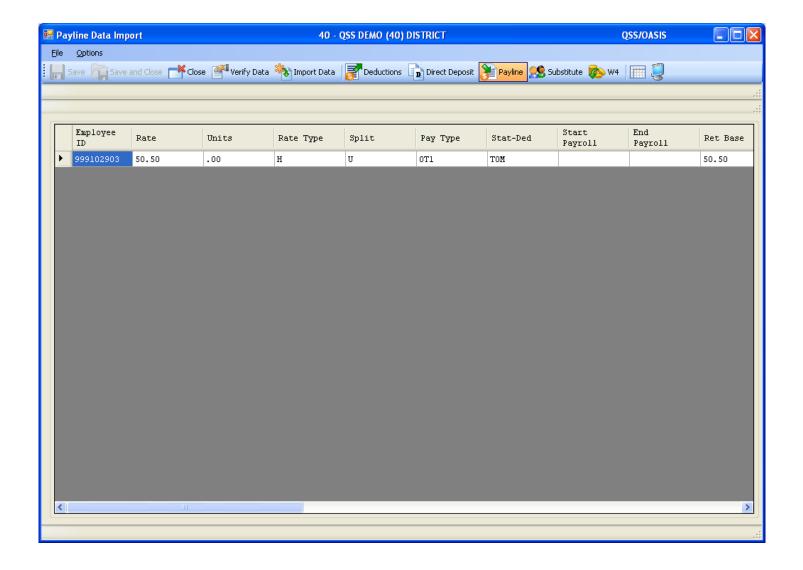


Verify Data – Ok (Save is active)





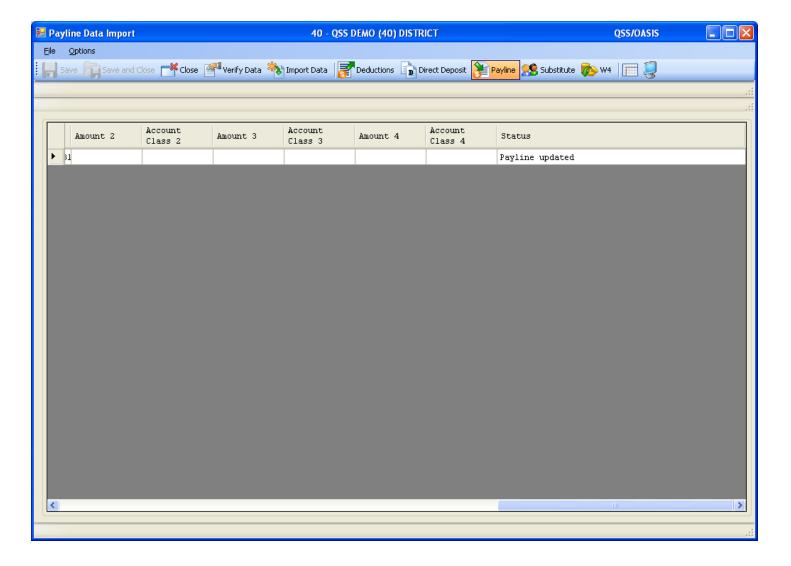
After Save Data – Icons Gray Out





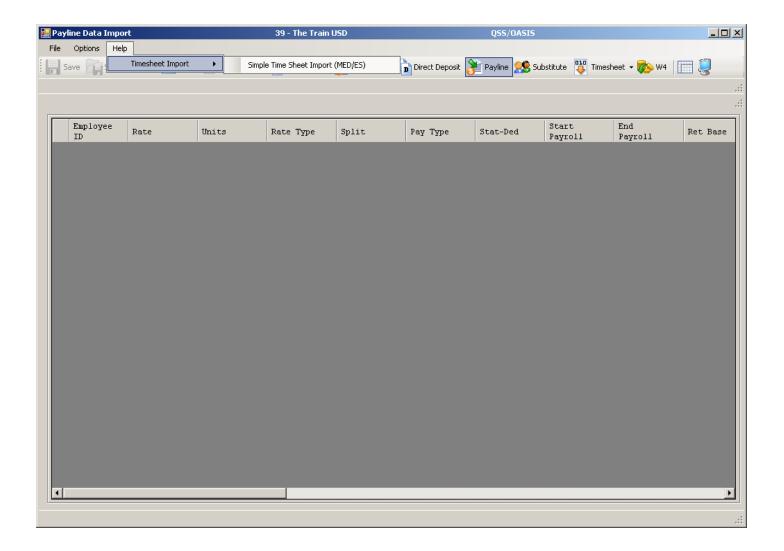


Verify Save of Payline...





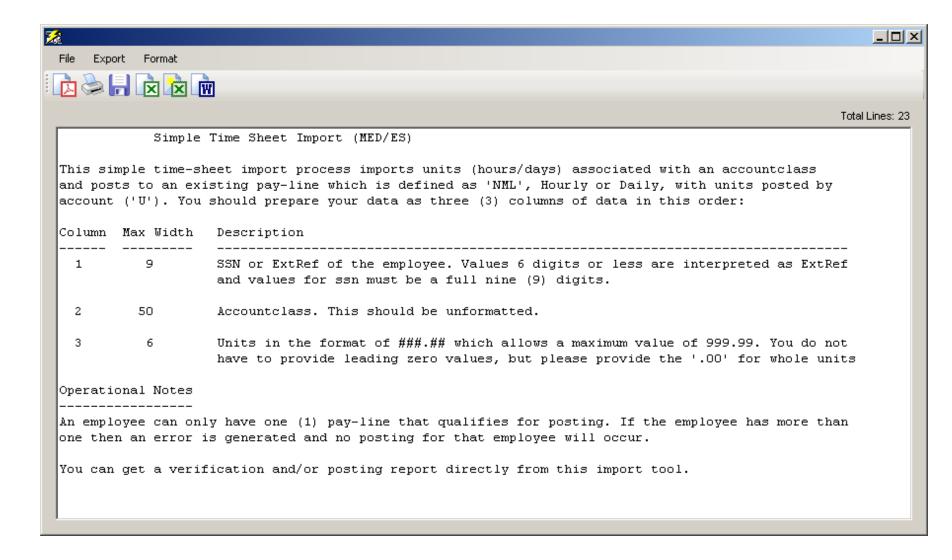
Simple Time Sheet Import







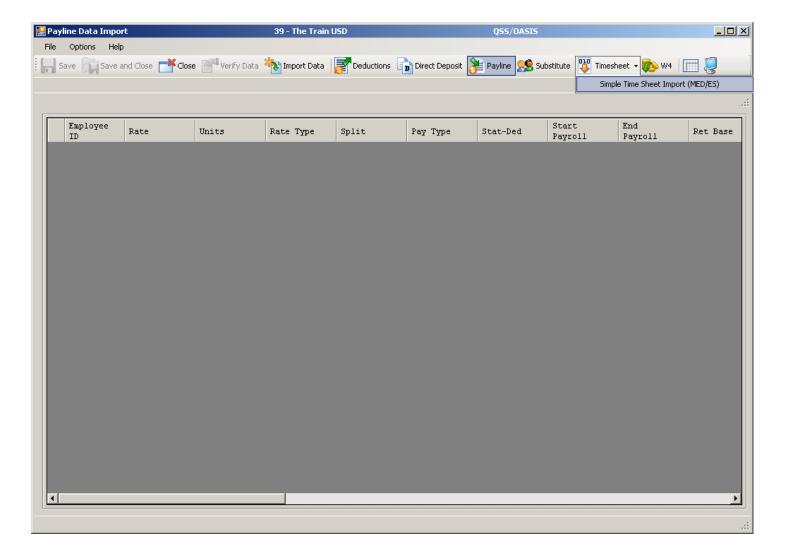
On-line Documentation







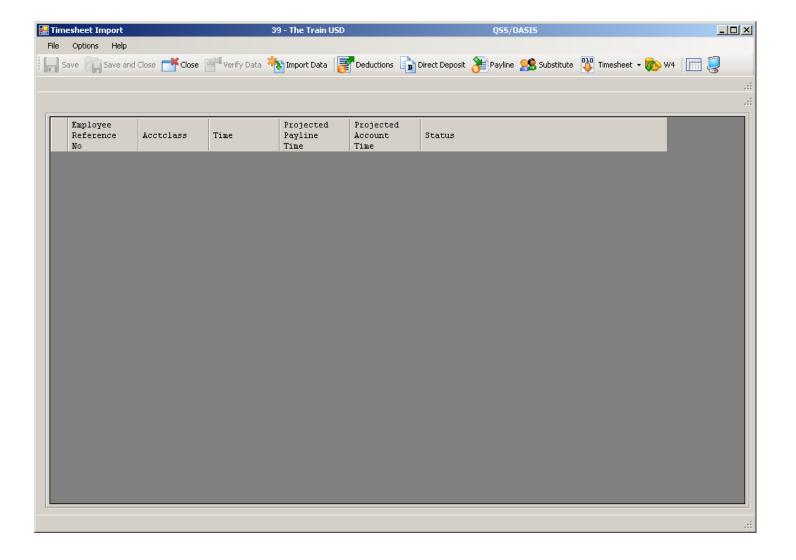
Select Time Sheet Import Style







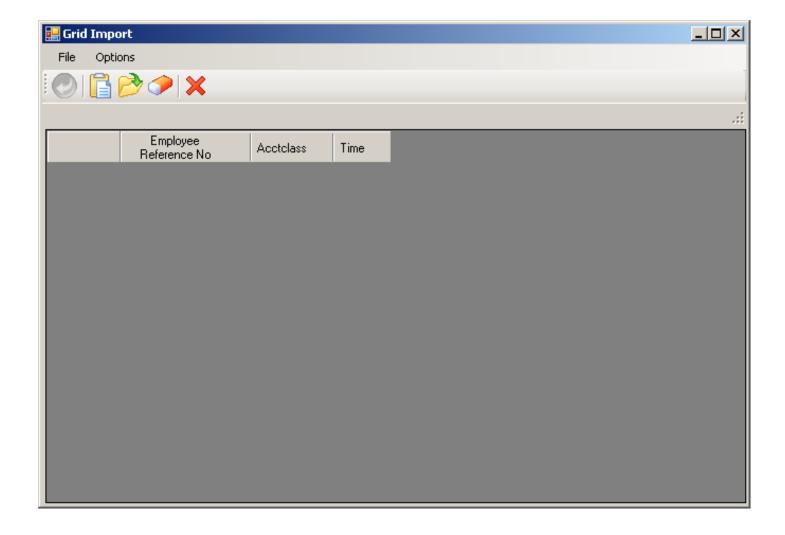
Click Import Button to Import Data







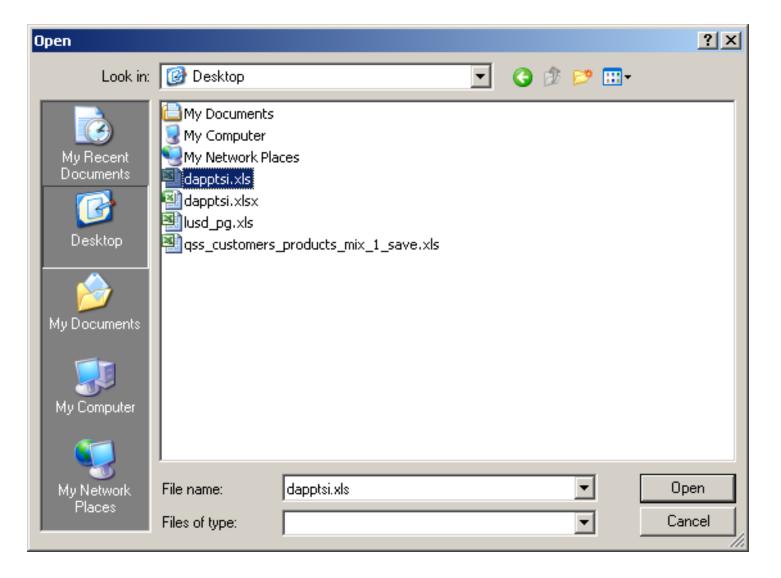
Import from File (.xls/.txt) or Clipboard







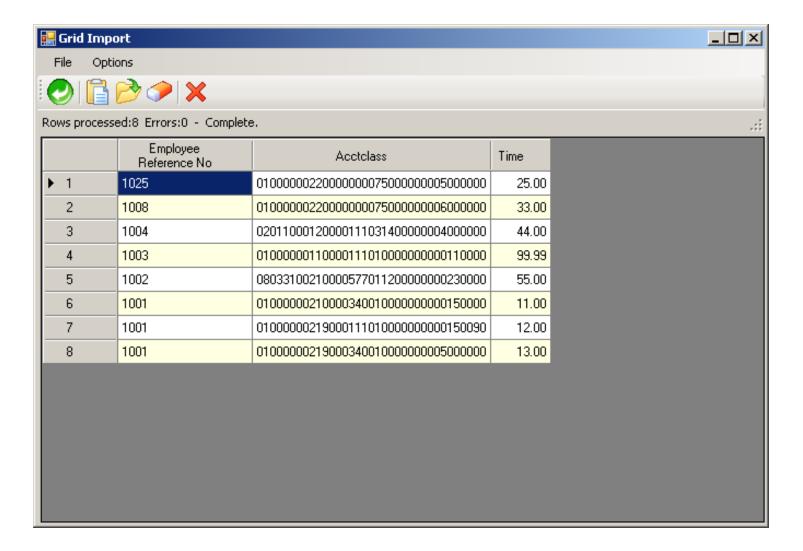
Let's Use a Spreadsheet



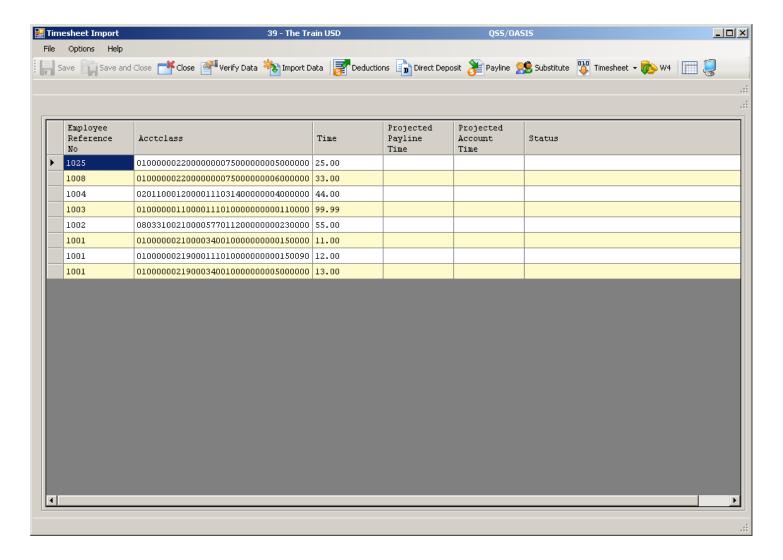




Data is Validated (Format Only)

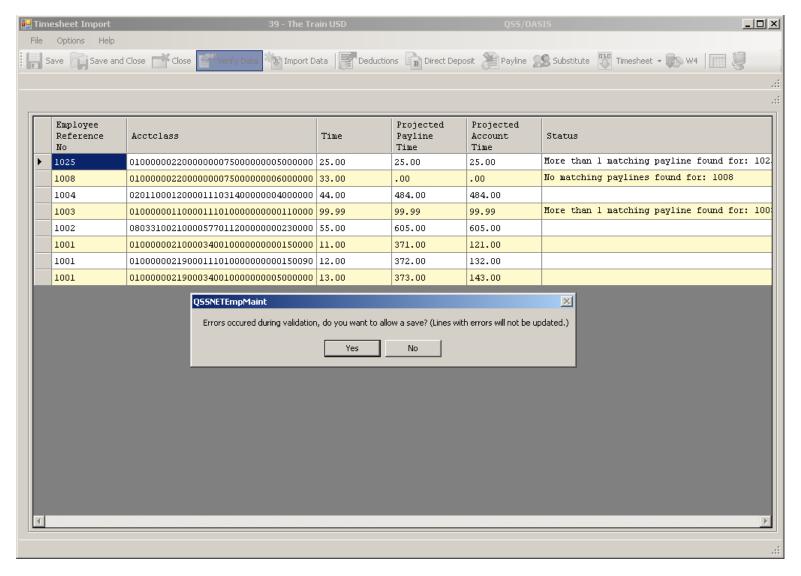


Return Data to Import Grid





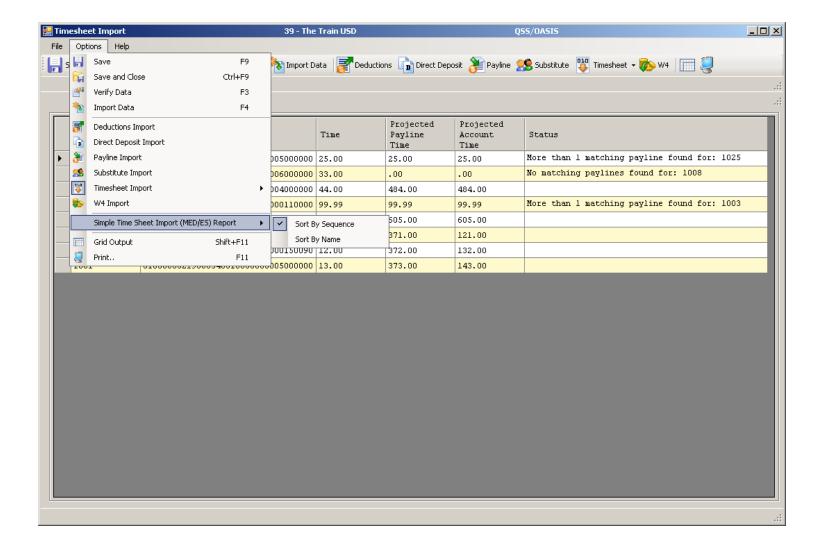
Verify Data Results







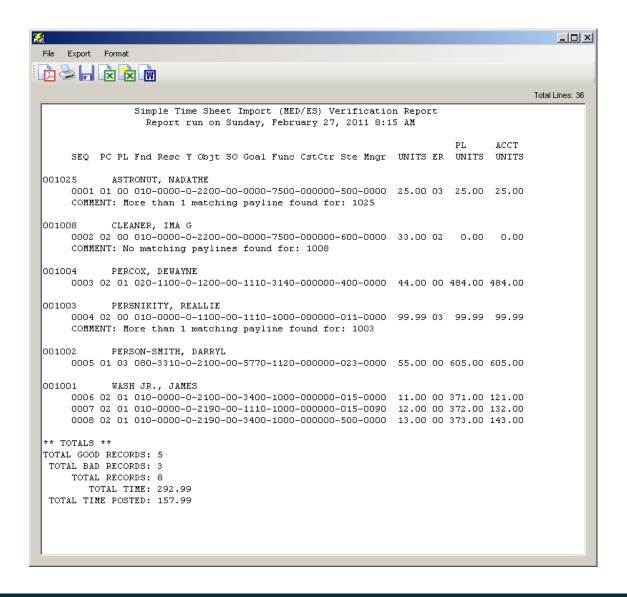
Review Verification Report





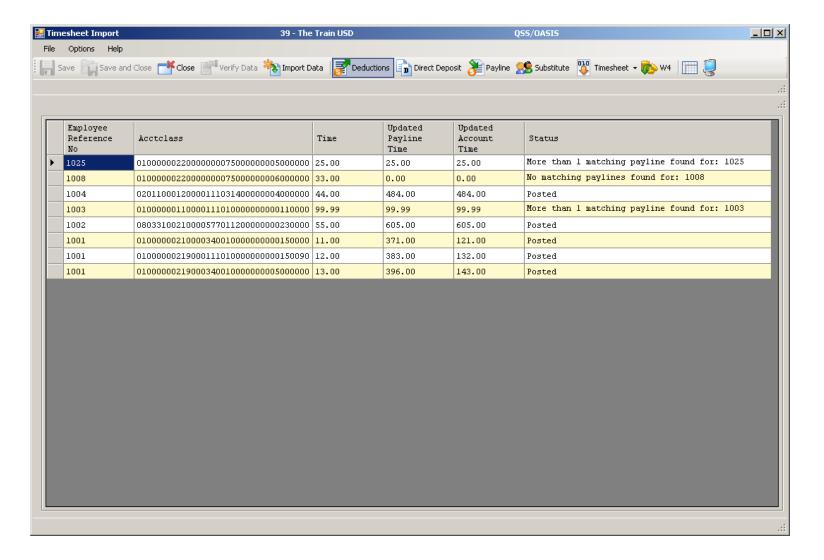


Verification Report





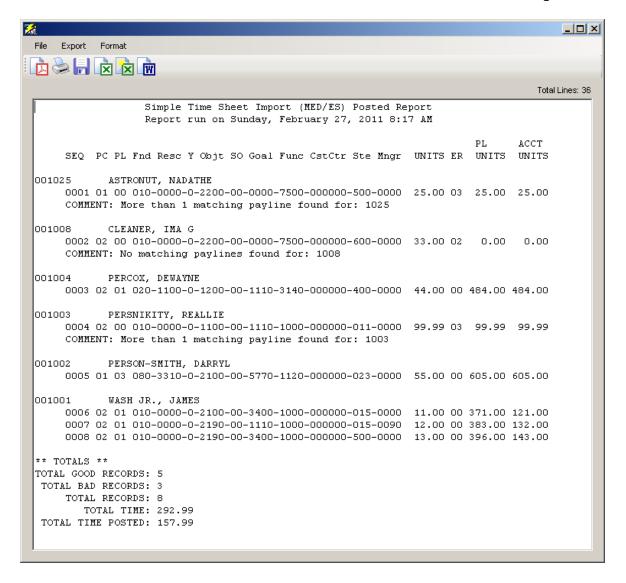
Save (Post) Timesheet Data







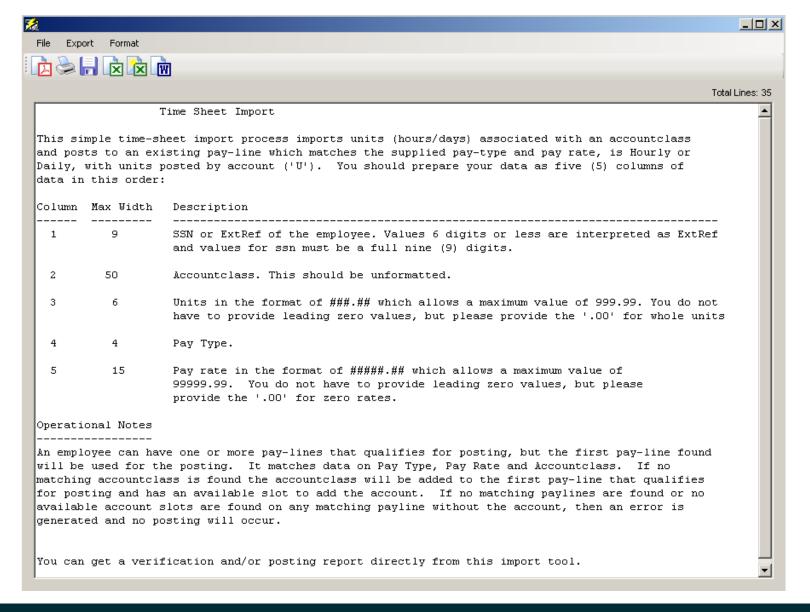
Timesheet Posted Data Report





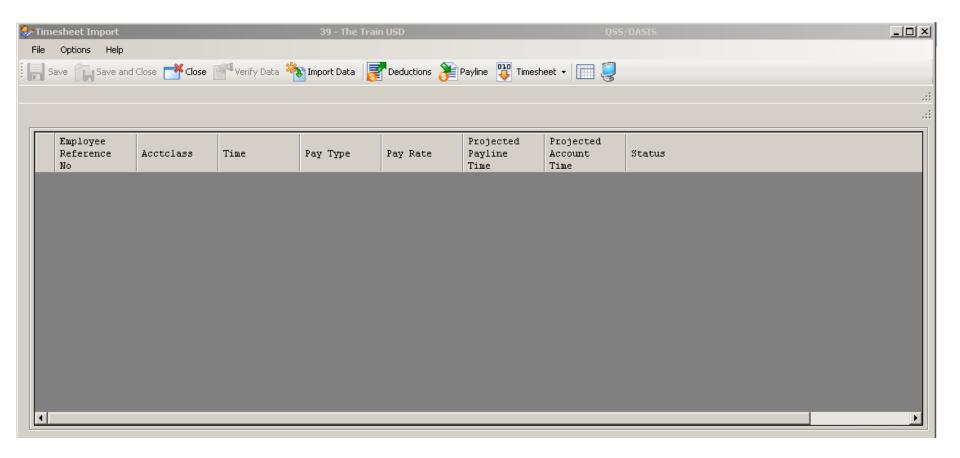


Payroll Data Import Help - Timesheet





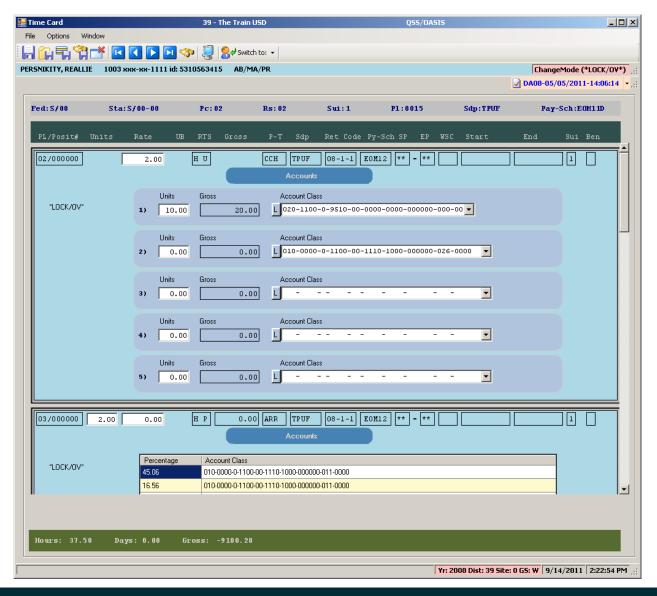
Time Sheet Import







Payroll TimeCard/TC







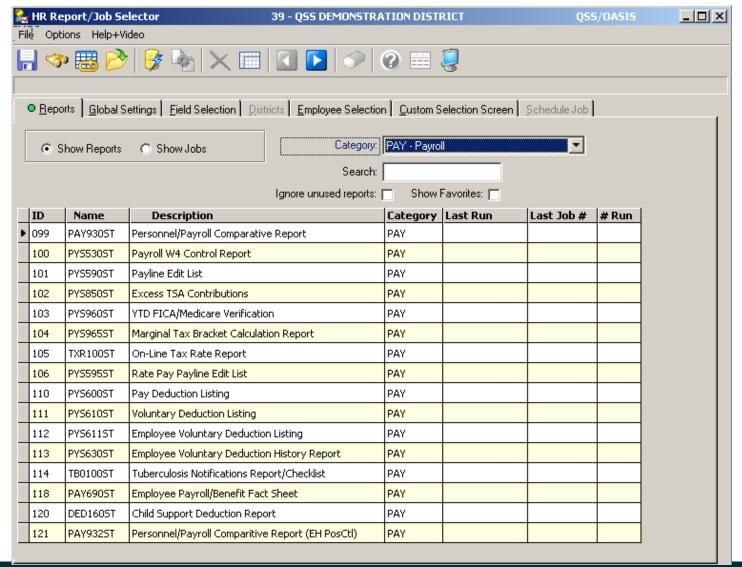
QSS/OASIS Payroll Overview

HR Report/Job Selector (Pay Reports)



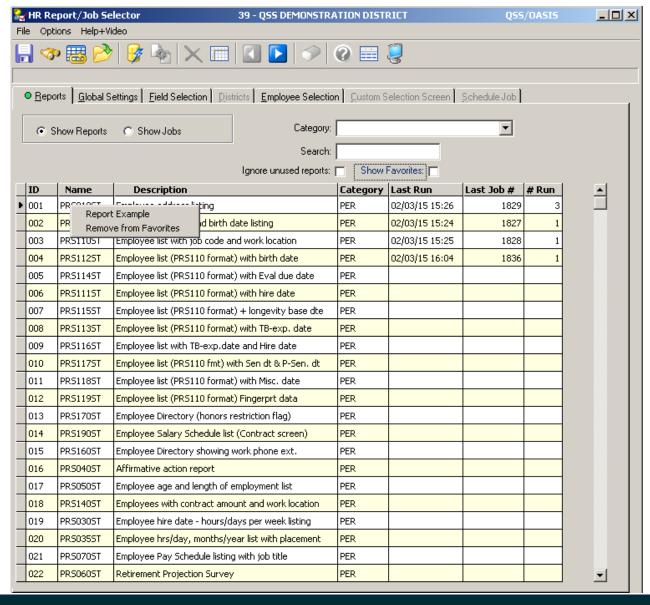


HR Report/Job Selector (Pay Rpts)



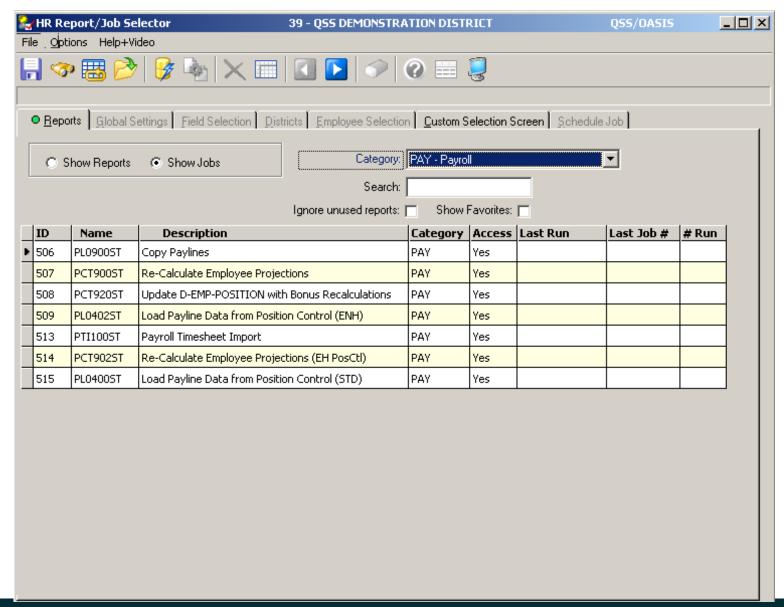


HR Report/Job Selector (New Features)





HR Report/Job Selector (Pay Jobs)







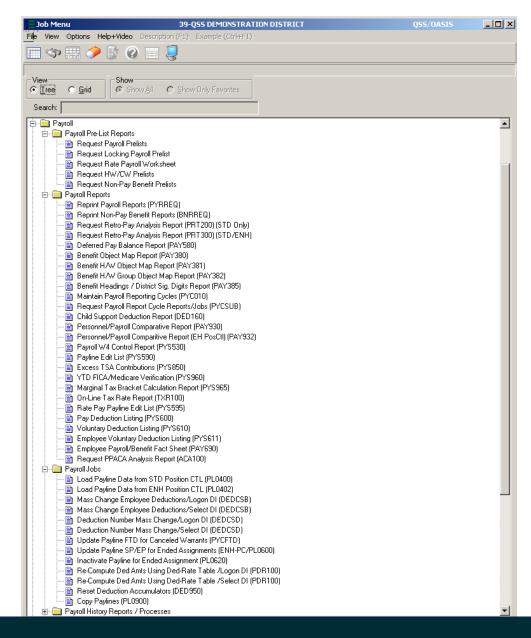
QSS/OASIS Payroll Overview

Payroll Prelist



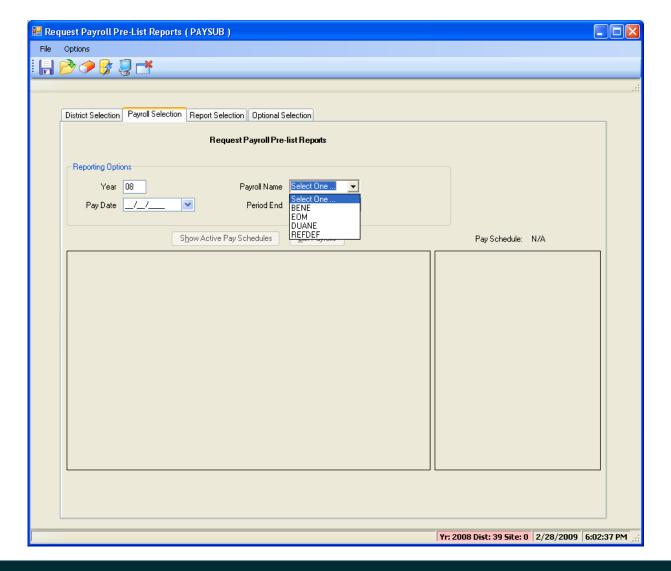


Payroll Job Menu





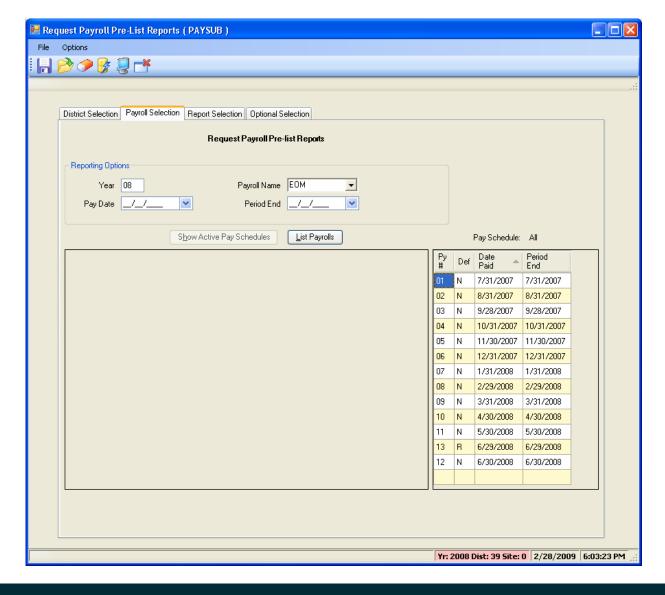
Payroll Prelist – Select Pay Name





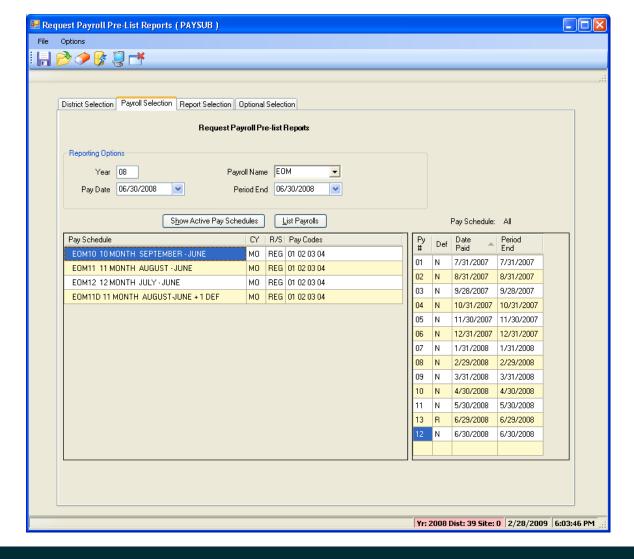


Payroll Prelist – List All Payrolls



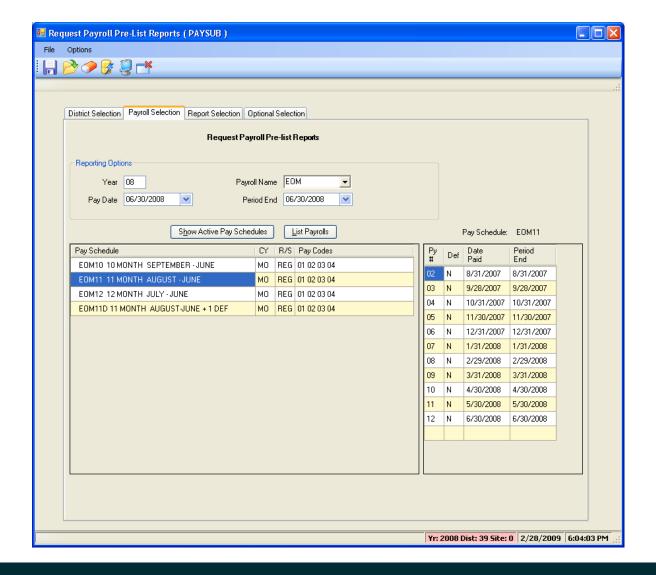


Payroll Prelist – Pick Payroll / Show Pay Schedules





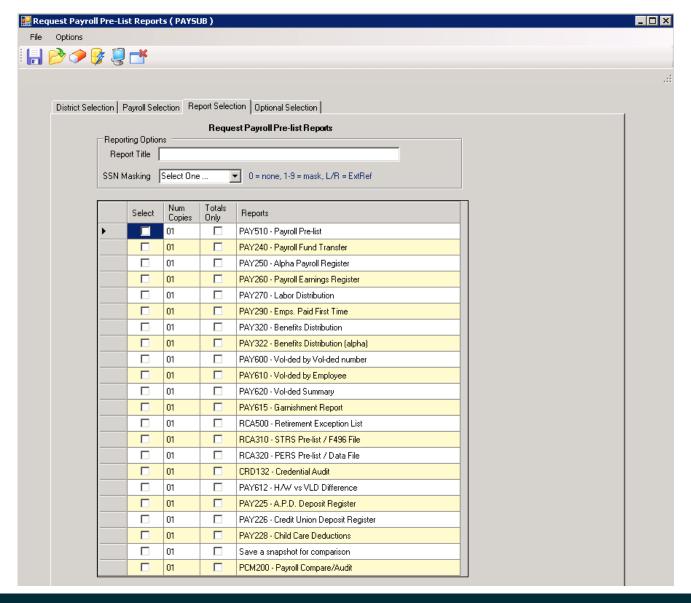
Payroll Prelist – List Payrolls for Pay Schedule







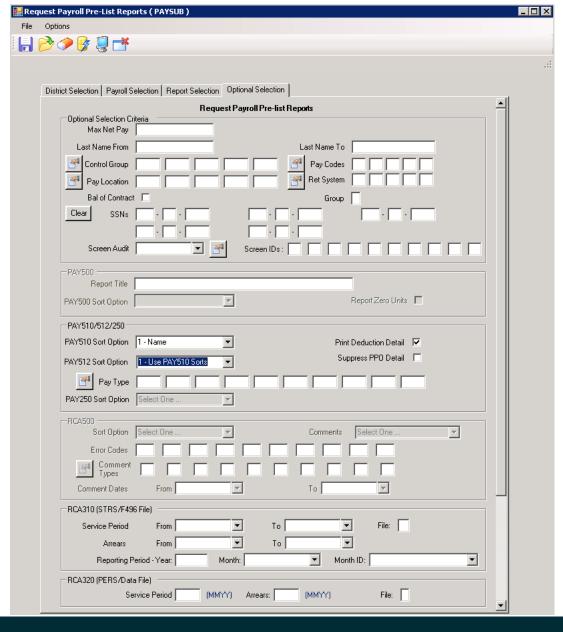
Payroll Prelist – Choose Reports







Payroll Prelist – Selection/Criteria

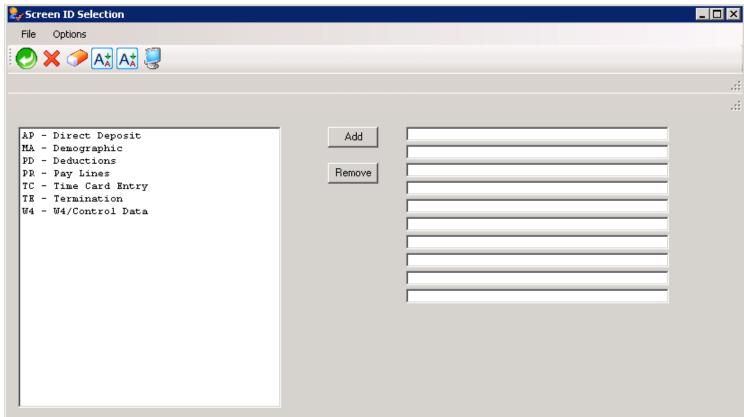






Payroll Prelist – New Features for L

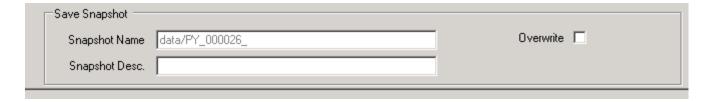
- Report for employees with screen changes (in development)
- Suppress PPO detail on pay510 (completed)







Payroll Prelist - Snapshot Discussion



- Originally developed for H but never officially released. Will be released for Version L
- Save Extract Files for Use by PCM200 (Payroll Comparison) Tool [_A, _B, _C, _R]
- Snaphots are odometered
- Header Information Stored in DB
- Default directory is \$QSS_DATA/data, but can be changed (usersec)





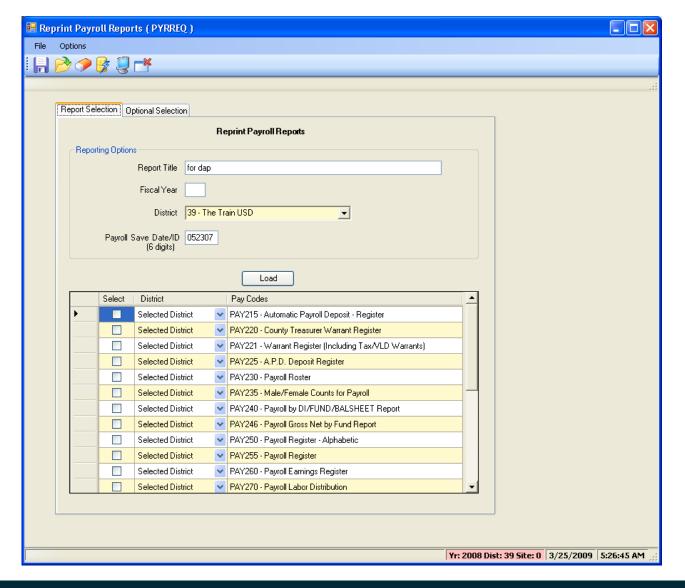
QSS/OASIS Payroll Overview

Re-Print Payroll Reports



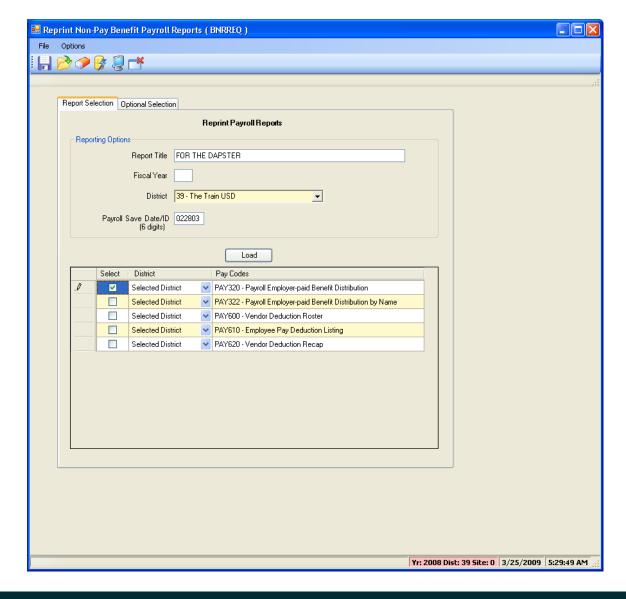


Re-Print Payroll Reports





Re-Print Non-Pay Benefit Reports







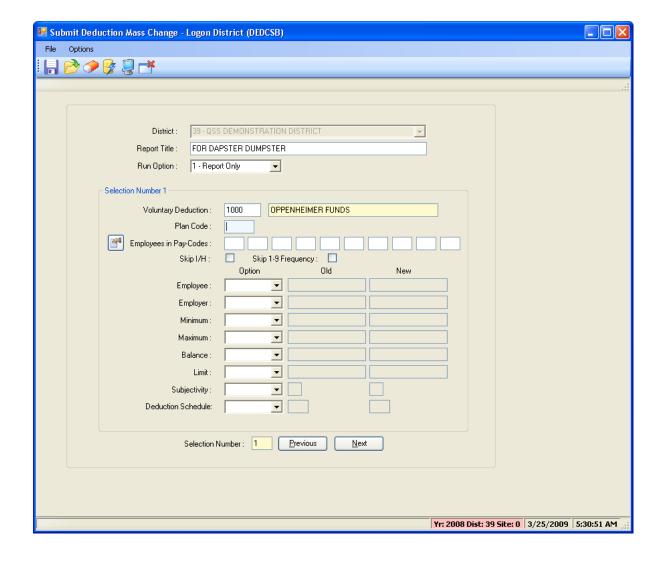
QSS/OASIS Payroll Overview

Other Miscellaneous Payroll Items





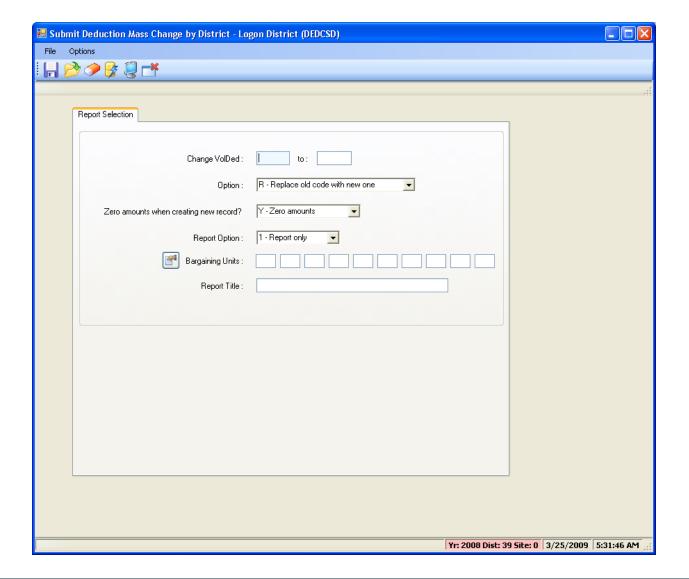
Mass Change Pay-Deductions







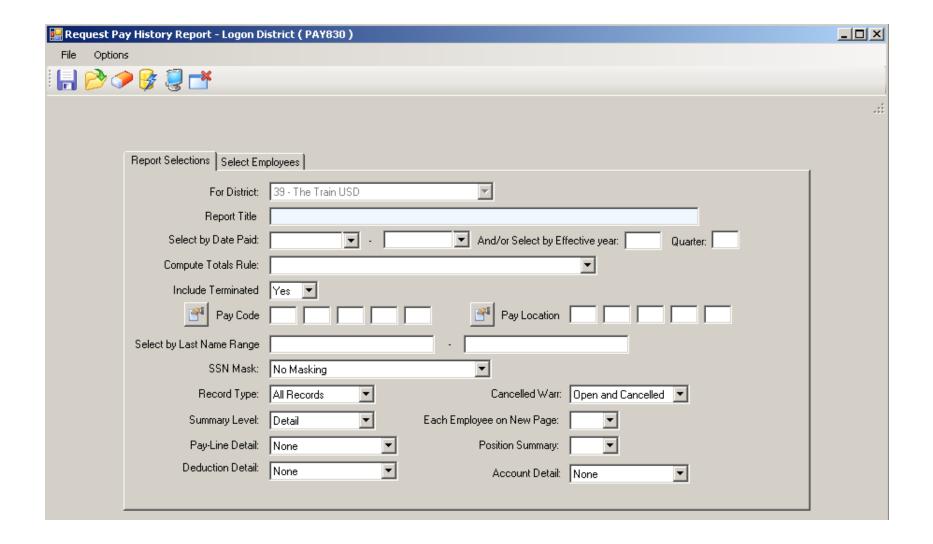
Pay-Deduction Vol-Ded Change/Copy







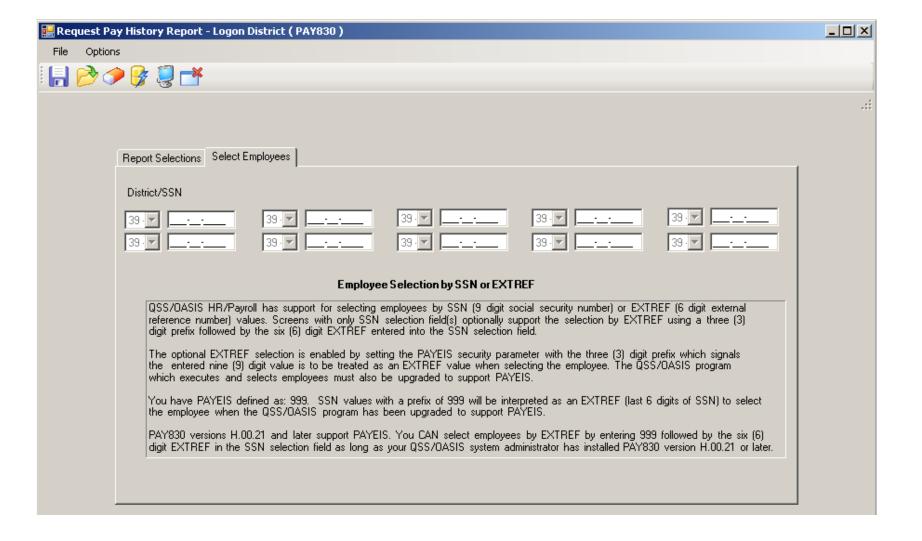
Request Pay History Report (PAY830)





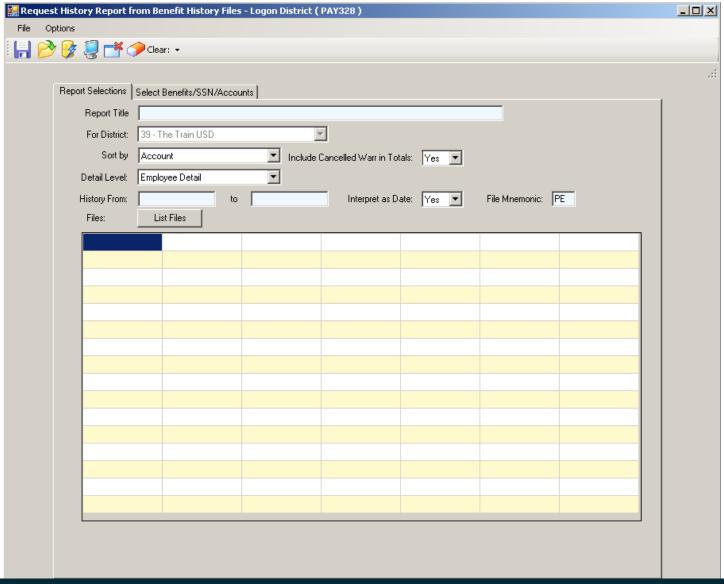


PAY830 – Select Employees



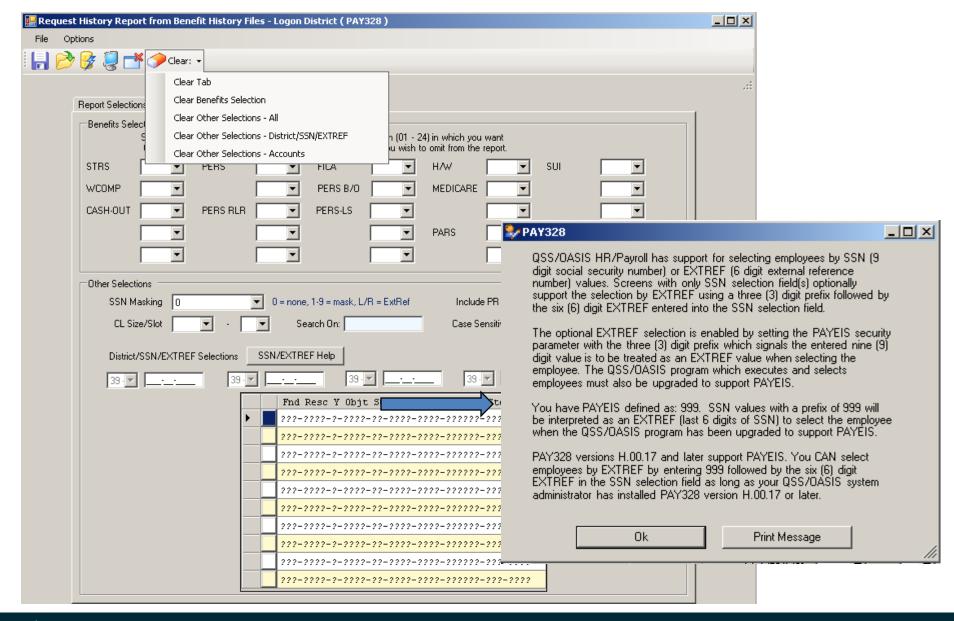


Request Benefit History (PAY328)





PAY328 – Benefits / Emp / Accts





Give Feedback

Date and Time (Pacific)	Announcement Flyer	Sponsor, Workshop Type Location	Q/A for	HSS-sponsored	QSSUG Non- Member Reg. Cost	Status (See Legend Below)
Thursday	Payroll Overview	QSSUG Fin-	Don	\$0.00	\$250.00	Open
October 12,	Download flyer	Per Webinar	Hemwall			
2017			Mike Smith			
10am-12 Noon		Give Feedback				



