

Reminders/Items for Fiscal Year End, 2018

1. HR Forum Link:
 - Found on RV Webpage under Support / Payroll/HR / Related Links / HR Forum
 - Username: regionalHR Password: Snowy (changes quarterly)

If not receiving the email, contact Region V and we can get you added to the list.
2. GL's – Salaries payable entries are automatically created for July/Aug payout passes
3. Payroll Liabilities for Payout Passes should be imported in the month they are paid
 - Lump Sum – imported into June
 - Multiple – imported into July or August
4. Direct Deposit Changes During the Summer:
 - Remember Payroll Exceptions / Change Direct Deposit Transactions is an option to change DD info after payouts have been created. If employee notifies you before the payroll, you can change the DD info before creating that ACH file.
5. Possible TRA Rate Increase, July 1, 2018 – So you may need to do supplemental calendars for lump sum & multiples. (currently @ 7.5% and proposed to go to 7.71%). We will hopefully know more early June.
6. Pay detail needs to be setup every year with new rows.
7. Run report "date last paid" = Payroll Utilities > Data Extract > Date_Last-Paid to terminate old employees.
8. Be sure to run "Stop Invalid Account Codes" window periodically throughout the year.
(Payroll / General Ledger / Windows / Stop Invalid Account Codes)
9. ACH File Limits for Summer Payouts
 - Contact your banks if you know that you will exceed your daily file limit when doing your payoff payroll. This usually affects Districts that process lump sum payoff payrolls.
10. Use '**XCODES**' for summer payrolls
11. Clean up Calendars and deductions:
 - Pay period begin and end date determines which deduct amount will be used
 - Limits may need to be adjusted for payout pass employees to include July/Aug deduct amounts otherwise the deduction will not happen.