



FISCAL
SUMMER
Academy
2017



With Your

Host

Jennife

r

Chamber



How Much
A Gallon
of Milk?





LORENA



come on down!



1099

Prep

1099M Prep Checklist

- ✓ Print/Save a Copy of the IRS 2017 Instructions for Form 1099-MISC
- ✓ W-9 forms
- ✓ Deceased Employees
- ✓ Run the Vendor SSN/EIN Report
- ✓ Create Folder for 1099M file in Fin_Sec Folder
- ✓ Create a 2017 1099M Folder in Saved Reports
- ✓ Paid a vendor using an imprest Checking account
- ✓ Exclude reimbursed supply purchases from 1099M purchasing

Let's Take a Look!

How Much A Movie ticket for





maddy

come on down!



Amazon Setup

Amazon Business Benefits

- Free Two-Day Shipping on orders over \$49
- Pricing and quantity discounts on items that educators need
- Education-tailored search and browse functionality
- Receive invoices against your Purchase Orders
- Increased spend visibility and management
- Access to a specialized Customer Service team – Amazon Business PunchOut Customer Service – 888-281-3847 or via email at Corporate-Punchout@amazon.com

Amazon Business ECommerce set up

Menu path: *Web Financial Management\Purchasing\Purchasing\Setup\Configuration\ECommerce*

The screenshot displays the Skyward Financial Management Setup interface. The top navigation bar includes the following menu items: Home, Account Management, Vendors, **Purchasing**, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The **Purchasing** menu is highlighted with a black box. Below the navigation bar, the left sidebar shows a tree view with the following items: **Purchasing - PU** (highlighted with a black box), My Requisition Processes, Requisitions - RQ, Approve Requisitions - AR, My Requisition Approval History - MR, and User Preferences - UP. A sub-menu is open under **Purchasing - PU**, showing Codes - CO, **Configuration - CF** (highlighted with a black box), and Utilities - UT. The **Setup** button is also highlighted with a black box. The main content area is titled "Financial Management Setup" and contains three panels: **Purchase Order Receiving - PR** (with sub-items Receiving - RC and Reports - RE), **Purchasing Order Processing - ...** (with sub-items Email Purchase Orders - EP and eCommerce Ordering - EC), and **Purchasing Order Processing - ...** (with sub-items Email Purchase Orders - EP and eCommerce Ordering - EC).

Amazon Business ECommerce set up

eCommerce

Connection Setup

Webspeed Service:

Proxy Information:

eCommerce XML Files: Retain eCommerce XML Files - **Debug Use Only**

Use Work Directory

Use UNC Path

UNC Path (\\servername\directory\):

Click on an image to go into the setup for the eCommerce Site

			
-------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------

Amazon Business ECommerce set up

Amazon Business Setup

Login:

Password:

PunchOut Link:

Order Link:

Vendor:

Automatic Line Items: Do not automatically create a line item for the shipping information passed back
 Do not automatically create a line item for the tax information passed back
**Automatically creating line items for shipping and tax information is recommended.*

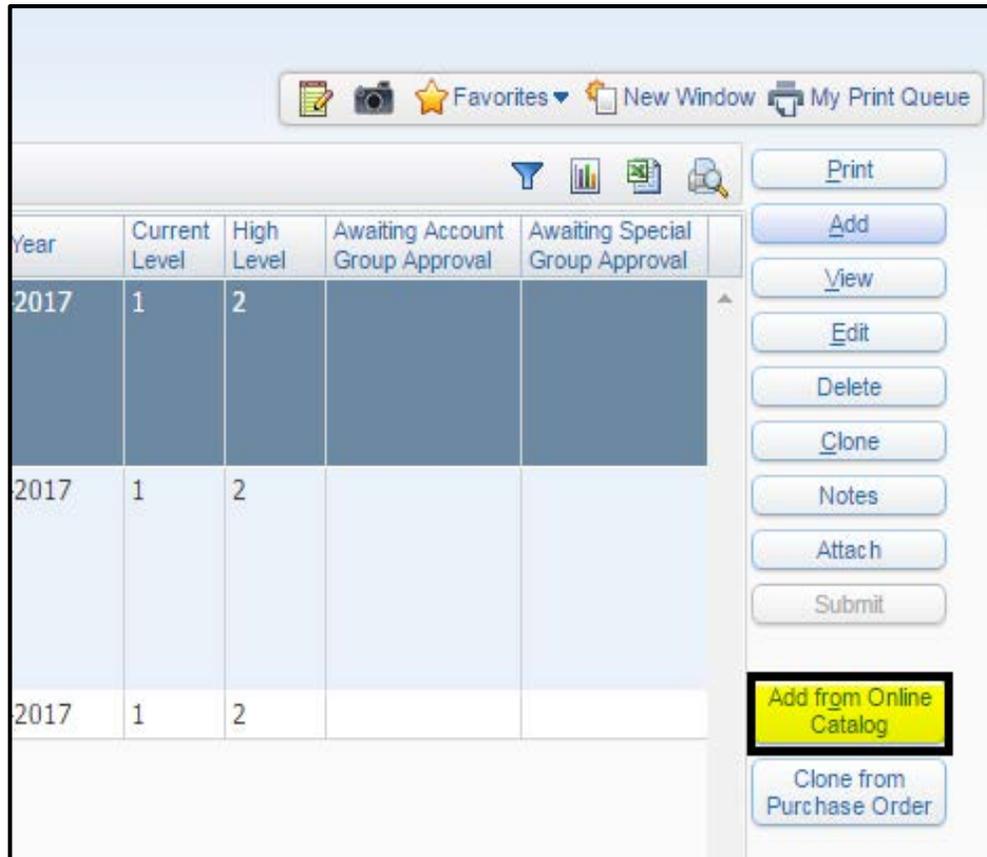
Order Confirmation: Do not send a confirmation email
 Send confirmation email to the person that submits the order*
 Send confirmation email to the person that created the order*
 Designate an email address to send all order confirmation emails:

**If the user does not have an email address set up then it will default to the designated email address.*

Order Phone Number: Do not send a phone number with the order
 Send the phone number of the person that submits the order*
 Send the phone number of the person that created the order*
 Designate a phone number to send with all orders:
 Ext:
**If the user does not have a phone number set up then it will default to the designated phone number.*

Submitting Your Test Order

Menu path: Web/Financial Management/Purchasing/My Requisition Processing/Requisitions



Year	Current Level	High Level	Awaiting Account Group Approval	Awaiting Special Group Approval
2017	1	2		
2017	1	2		
2017	1	2		

Buttons: Print, Add, View, Edit, Delete, Clone, Notes, Attach, Submit, **Add from Online Catalog**, Clone from Purchase Order



Submitting Your Test Order

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 000 - DISTRICT OFFICE
Fiscal Year: 2017 - 2018 September 1, 2017 - August 31, 2018
 Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).
Requisition entry not allowed for current Fiscal Year.

Requisition Information

* Batch Number: 30
* Description: TEST

Vendor: Amazon ****Ecommerce Vendor****
* Ship To: WILSON CREEK SCHOOL DISTRICT 400 NAVAR ST WILSON CREEK WA 98860
Attention: Madison ESD_Keller
* Due Date: 06/30/2017 Friday
Ship Date: 06/30/2017 Friday
Ship Via:
Project/Grant:
Contract:

Tax: 7.9000%
Other: 10.0000%
 0 \$

Save and Add Detail
Back

Submitting Your Test Order

Edit system settings

Keep the status as Test when you initially set up or edit and test the configuration. Set the status to Active to allow users to place purchase order requisitions on Amazon.

Status Test Purchase orders placed in Test mode are only used to verify connectivity. We will not charge or ship these orders.

Active Purchase orders placed in Active mode are shipped and charged to your business account

Amazon Contacts

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Education Customer Advisor

Amazon Business

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Eheffern@Amazon.com

Cait Harte | Customer Advisor

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98109

P: 206.922.0319

charte@amazon.com

How Much

A 5 day Hawaiian

va

2?



Robin



come on down!



Vendor

Types



There Are Three Vendor Types

Remit To/Order From

- This Vendor Record will be used for both orders and payments.

Order From

- This Vendor Record will be used for Orders only. It will have a different Remit to Vendor that will receive the payments.

Remit To

- This Vendor Record is used for payment purposes only. It will not be available on requisitions.

Changing Vendor Types

Let's Take a Look!

Limitations to Changing Vendor Types

Remit To/Order From

- Can easily be changed into a Remit To only vendor or into an Order From only vendor.

Order From

- Cannot be changed into an Order From/Remit To vendor, but it can be merged into one.
- Cannot be changed into a Remit To only vendor, but it can be merged into an Order From/Remit To vendor, which can then be changed into a Remit To only vendor.

Remit To

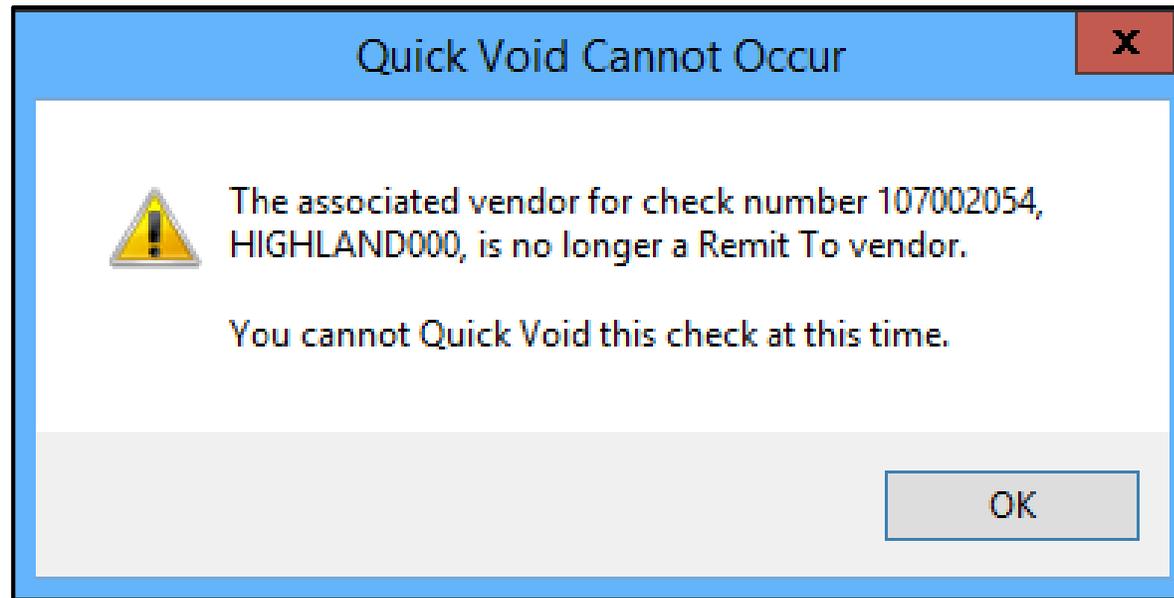
- Cannot be changed into an Order From/Remit To vendor, but can be merged into one. When this happens, the Remit To Name Key is retained in the Name table.
- Cannot be changed into an Order From only vendor, but it can be merged into an Order From/Remit To Vendor Record, which can then be changed into an Order From only vendor.

Troubleshooting Vendor Type Changes

- Remit To Vendor Record cannot be removed from Order From/Remit To Vendor
- Remit To Vendor cannot be changed into an Order From only Vendor Type
- Remit To Vendor Cannot be changed into an Order From/Remit To Vendor Type

Troubleshooting Vendor Type Changes

Unable to process a payment Quick Void because Vendor is no longer a Remit To



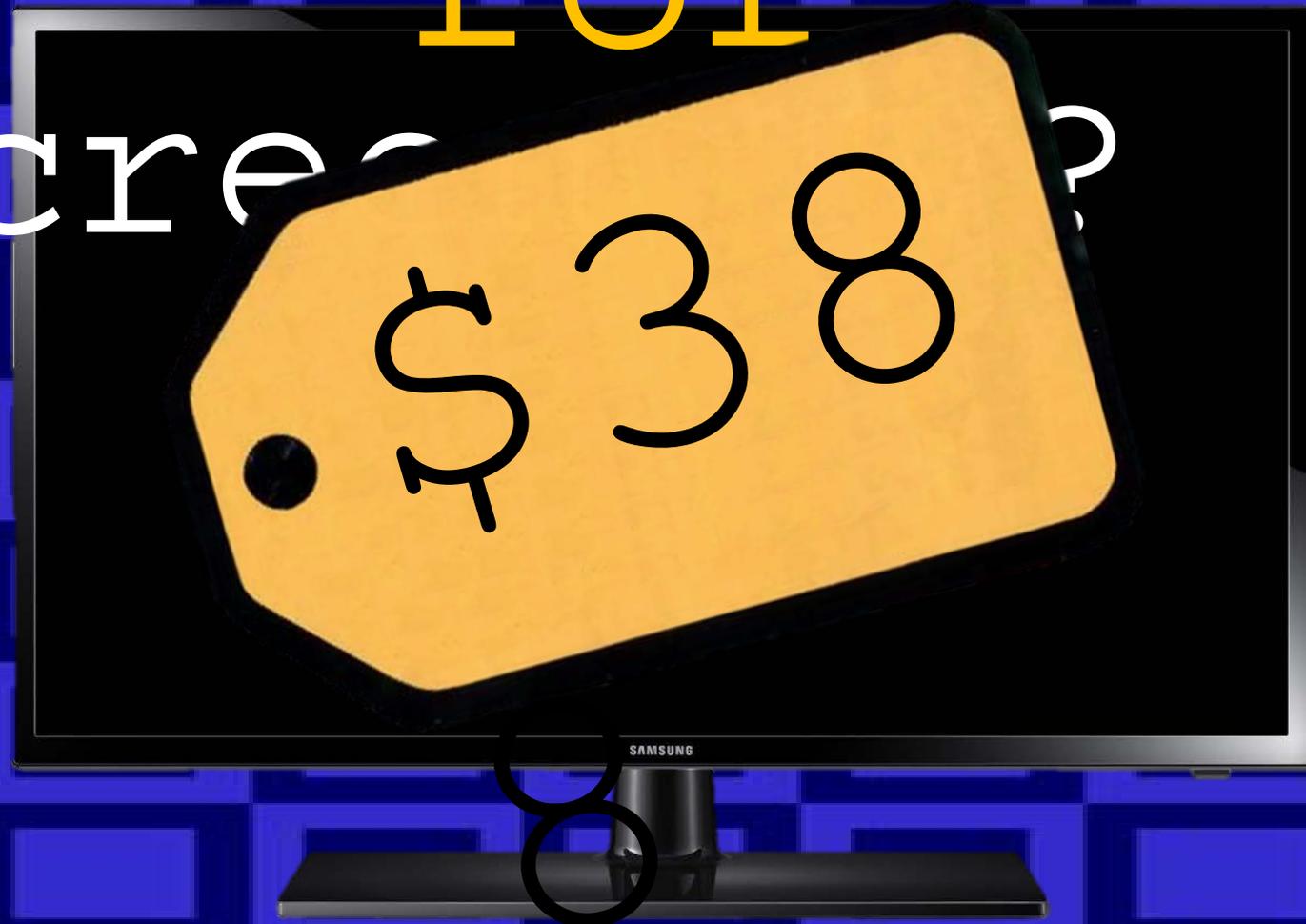
Let's Take a Look!

How Much

A 40" flat

screen for

\$388



Robin



come on down!



pdEnro

ller



*pd*Enroller

Your Trusted Education Registration System

Manage Course Offerings, Clock Hours, Credits and More!

NCESD is now using Professional Development Enroller, or pdEnroller, for event registration, payment, clock hour approval, and clock hour recording.

With pdEnroller You Can:

- Search for an Event
- Register for an Event
- View your Upcoming and Past Events
- Cancel Registration
- View your Clock Hours
- Print Transcripts and Certificates

Let's Take a Look!

How Much

A gallon

of gas?





come on down!

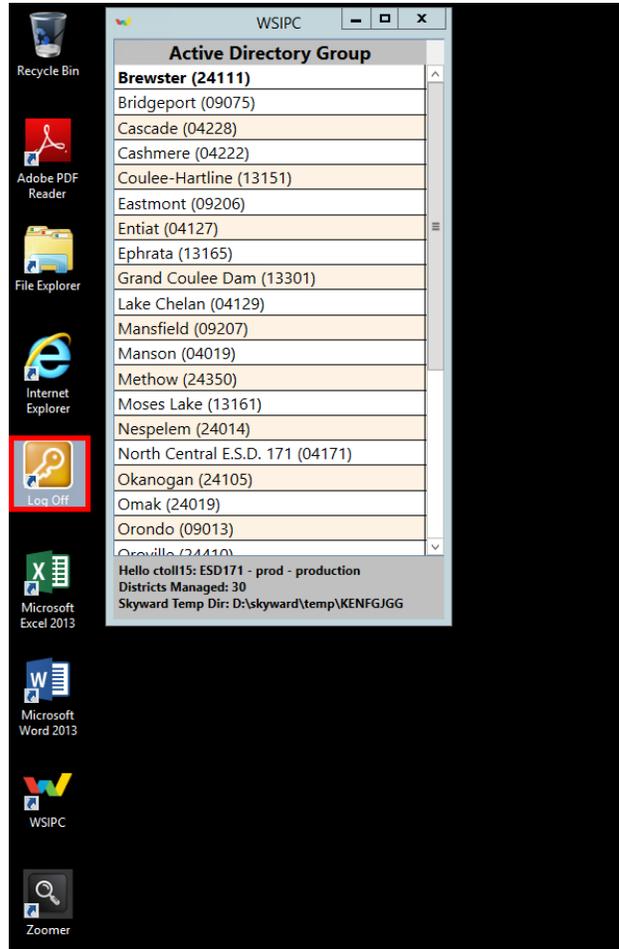


RDS Tips & Tricks

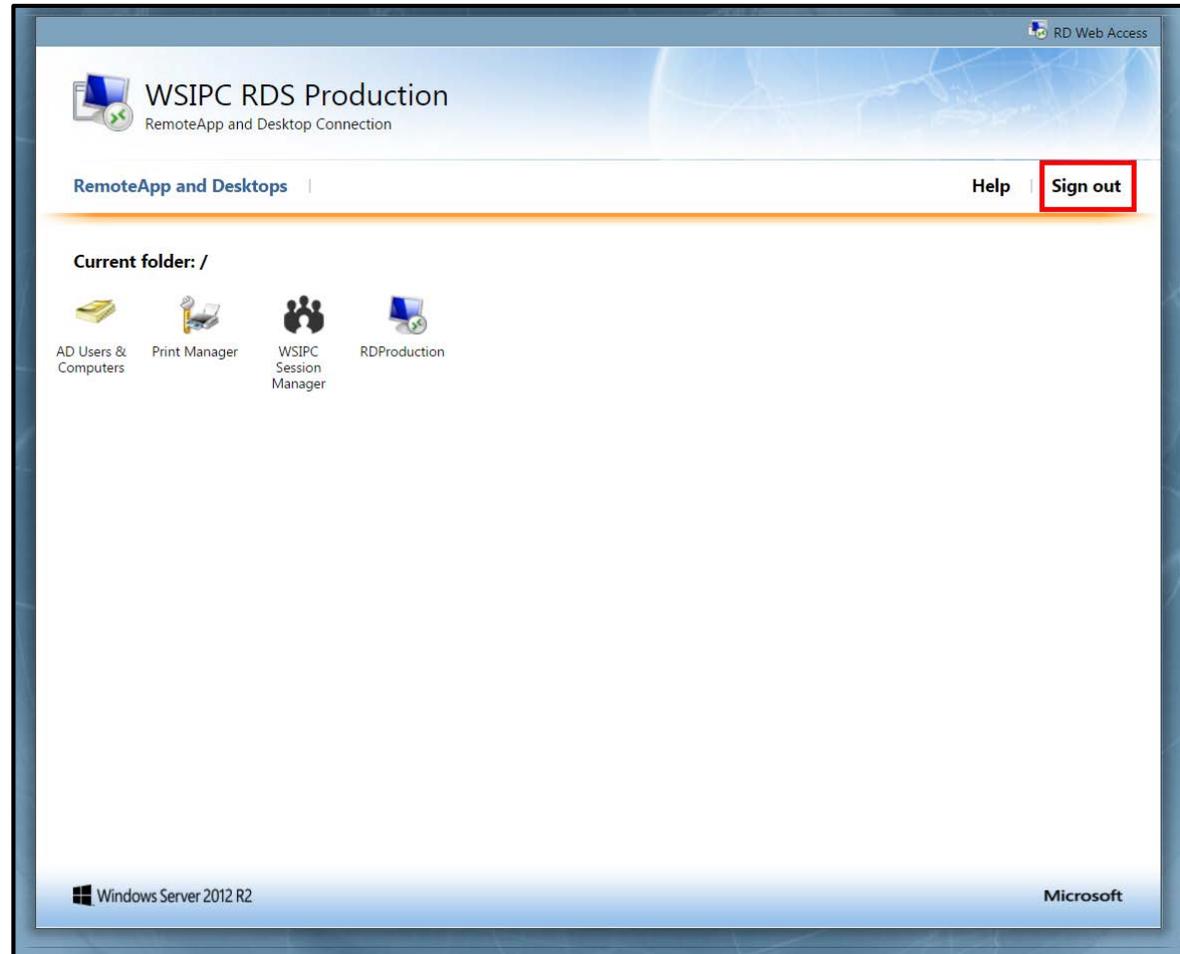
RDS Tips & Tricks:

- Logging Out of RDS
- Printing to Screen vs. Printing to ESD Printers
- Enumerating Printers
- Losing Printers
- Maximum Session Length
- Saving Files from RDS to Local Computer

Logging Out of RDS



Logging Out of RDS



Printing to Screen

FM\AP\CP\CP - 2469 - Print Engine Package Viewer

Print Options Prev Page: 1 Next Zoom: Page Width Close

Name Key Check #

Print Index

Name Key ^

- INT000
- LIMI000
- A 000
- K 005
- ANT 000
- EL000
- COMM000
- CL000
- D CO000
- E 4000
- MA000
- C (U000
- MILL000
- TECHN000
- ER 008
- SOLU000
- HI 001
- TEWA000
- IC 000
- ENT001
- COM 000

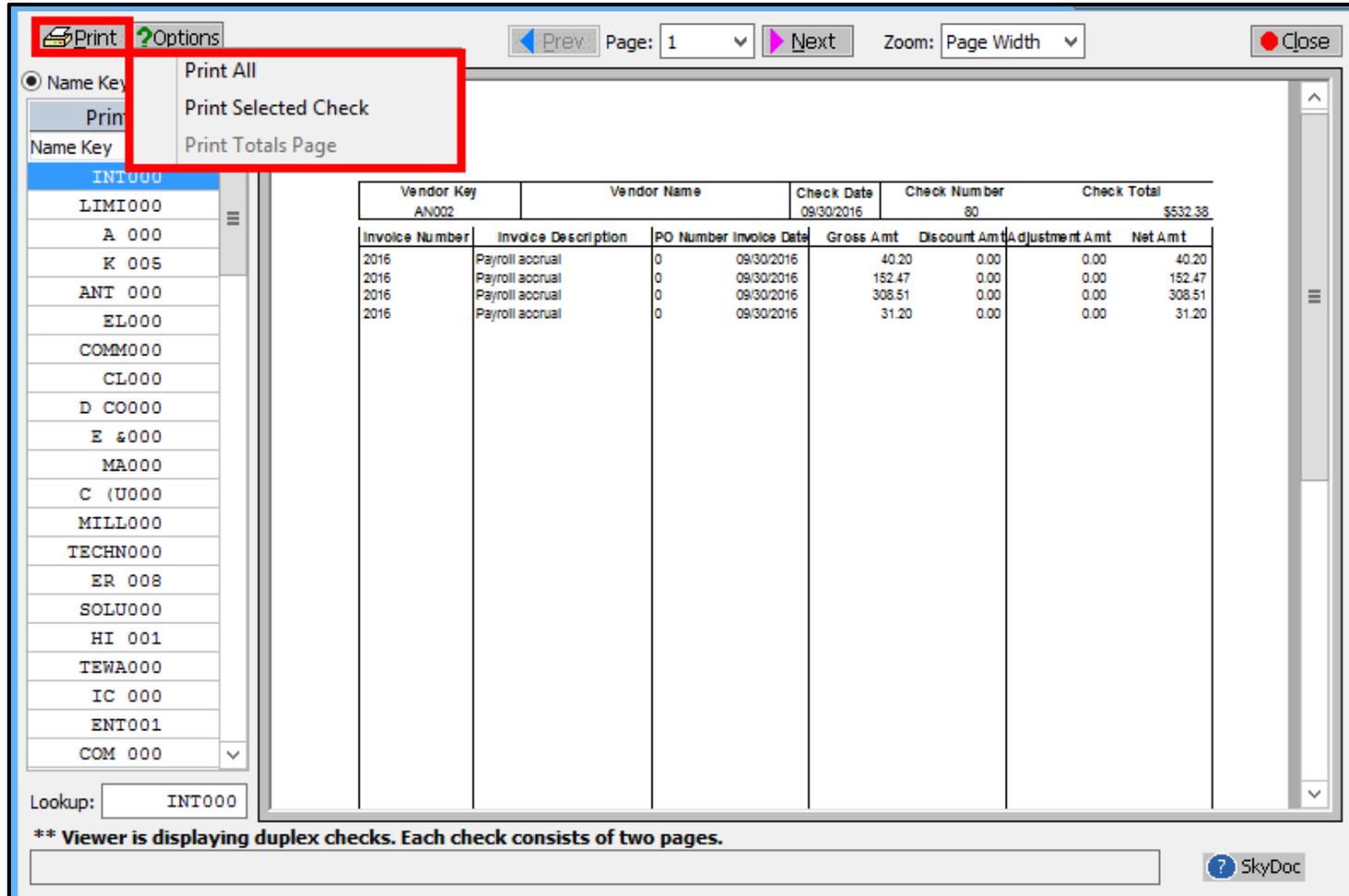
Lookup: INT000

Vendor Key	Vendor Name	Check Date	Check Number	Check Total			
A/N002		09/30/2016	80	\$532.38			
Invoice Number	Invoice Description	PO Number	Invoice Date	Gross Amt	Discount Amt	Adjustment Amt	Net Amt
2016	Payroll accrual	0	09/30/2016	40.20	0.00	0.00	40.20
2016	Payroll accrual	0	09/30/2016	152.47	0.00	0.00	152.47
2016	Payroll accrual	0	09/30/2016	308.51	0.00	0.00	308.51
2016	Payroll accrual	0	09/30/2016	31.20	0.00	0.00	31.20

** Viewer is displaying duplex checks. Each check consists of two pages.

SkyDoc

Printing to Printer



The screenshot shows a software window with a print menu open. The menu options are: Print All, Print Selected Check, and Print Totals Page. The main window displays a table of vendor checks for Vendor Key AN002.

Vendor Key	Vendor Name	Check Date	Check Number	Check Total			
AN002		09/30/2016	80	\$532.38			
Invoice Number	Invoice Description	PO Number	Invoice Date	Gross Amt	Discount Amt	Adjustment Amt	Net Amt
2016	Payroll accrual	0	09/30/2016	40.20	0.00	0.00	40.20
2016	Payroll accrual	0	09/30/2016	152.47	0.00	0.00	152.47
2016	Payroll accrual	0	09/30/2016	308.51	0.00	0.00	308.51
2016	Payroll accrual	0	09/30/2016	31.20	0.00	0.00	31.20

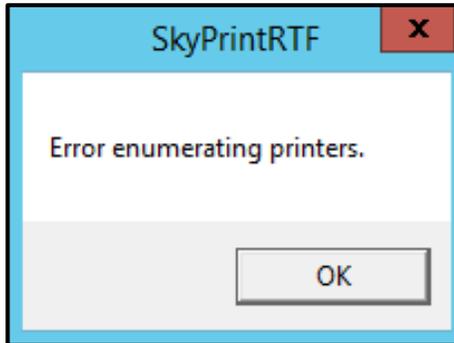
Lookup: INT000

** Viewer is displaying duplex checks. Each check consists of two pages.

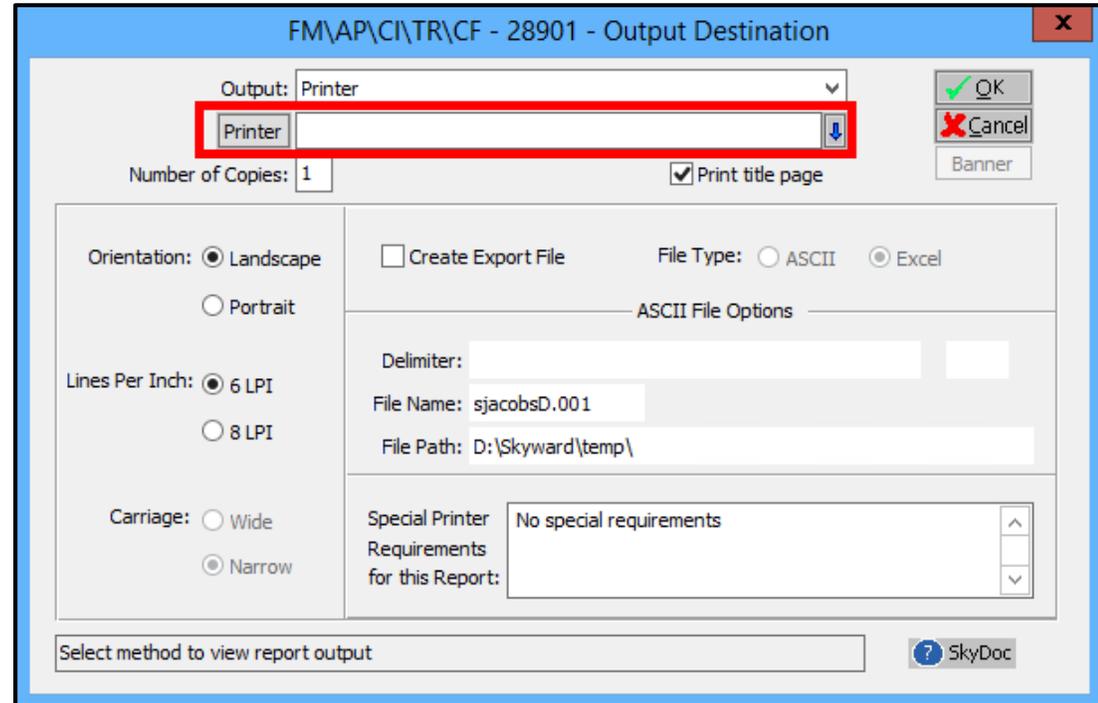
SkyDoc

Enumerating Printers

What causes this?



Check your print destination



Where are the ESD Printers?



Maximum Session Length

Hello All,

Could we have your permission to disconnect the user?

Max Transaction Length Exceeded

HostMachine	Database	UserID	UserName	ConnectTme	TransStartTime	TransDuration(mins)	Device	Process ID	Connect Type	ClientType
esd171-db-01		185		6/27/2017 9:45:46 AM	6/28/2017 3:22 PM	988	rd-sh-64	10460	REMC	ABL

Thank you,

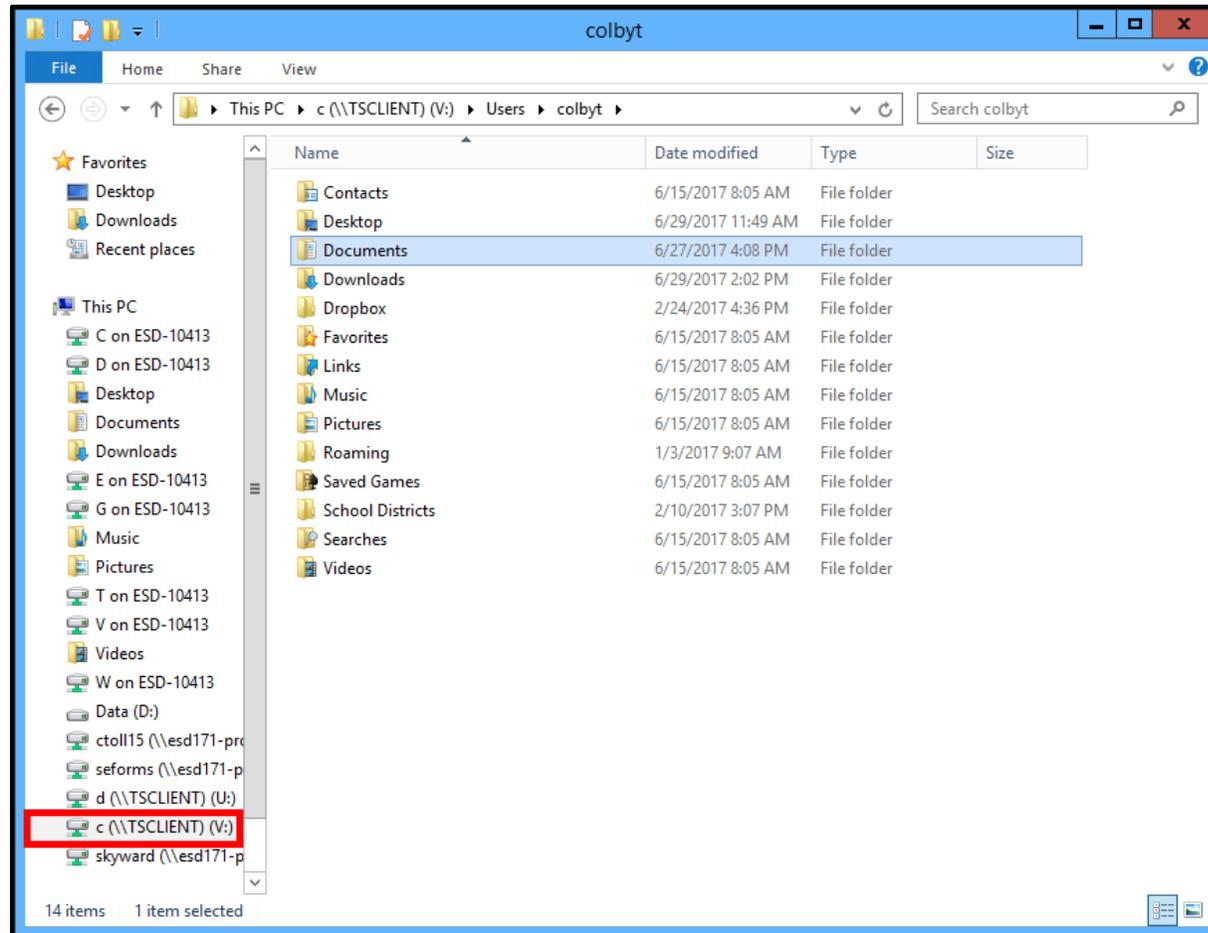


John
Systems Engineer

WSIPC

Inspired by education. Empowered by technology.

Saving Files from RDS to Local Computer



How Much
A Starbucks
Grande for the?



LORENA



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Qmla

tiv

Que Upgrade – A Look Ahead

Let's Take a Look!

thank you FOR JOINING US





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Chamber



How Much
A dozen
for



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Fast

Track

Fast Track Overview



Fast Track Hodgepodge

- Screeners not seeing applicants
- Separate Reference Questionnaires
- References set to expire – Never
- Changes in last names
- Data Mining - Volunteers

How Much

A new
for

ve





come on down!



Custom

Forms

How Much

A head of
lettuce **for**
1.00





maddy

come on down!



Payroll

Worksheets



Overview

- Review Worksheet Master settings to make life easier
- Learn ~~3~~ 4 different methods for entering timesheet info
- Discuss other tips and tricks



Worksheet Overview

Worksheet Overview

- Click Edit to configure the Worksheet or Add to create a new one

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet

Worksheet Master		
Description	Last Import Date	Last Import Time
C-15/16 Classified All Staff	09/23/2015	11:15:34 AM
C-Cert Extra Hours	09/23/2015	11:15:27 AM
C-Classified Extra Hours	09/23/2015	11:15:27 AM
C-Meeting Timesheets	09/23/2015	11:15:26 AM
C-New Hire Orientation	09/23/2015	11:15:18 AM
C-True Time Blended Rates	09/23/2015	11:15:14 AM
Class Overload	07/22/2015	9:28:49 AM
LWOP3	09/23/2015	11:15:14 AM
Misc Time sheets	07/22/2015	9:28:40 AM
Payroll Adjustments	08/24/2015	3:00:14 PM

Detail for Selected Worksheet Master					
* Employee Name	Emp Type	Pay Code	Amount	Factor/ Hours	
* MOUSE, MINNIE	1M1	TEH3	50.2300	1.00	
* DUCK, DAISY	1M1	TEH3	52.4600	8.25	
MOUSE, MICKEY	1M1	TEH3	36.3300	12.00	
DUCK, DONALD	1M1	TEH3	27.8300	4.00	

Master=

- Select
- Clone
- Add
- Edit
- Delete
- Reset
- History
- Report
- Close

Worksheet Overview

- Customize to meet your needs

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet

Worksheet Description:

When importing worksheet records to payroll, where should the process get the associated deductions and benefits:
 * This option can only be modified if worksheet detail does not exist.

Display a laundry list of employee's pay records and allow user to select one.
 Enter a pay code now. Each employee added MUST have an existing pay record with this pay code.

Pay Code:

Enter Employee By: Name Key Social Security Number* Employee ID* * The entry screen will take longer to load.

Template Type: Full (All fields) Abbreviated (Amount and Account Number only)

Accumulate hours for duplicate records when importing this worksheet into payroll

Browse Display Sequence

Building/Employee Key (BE)
 Check Location/Employee Key (LE)
 Building/Check Location/Employee Key (BLE)
 Employee Type/Employee Key (TE)
 Employee Key (E)
 Sequence Records were Added (S)

Column Display Sequence

Employee Key
 Employee Name
 Pay Code
 Account Number
 Pay Rate
 Factor/Hours
 Retire Hours
 Employee Type
 Check Location
 Building
 Total Pay

Initialize Fields To

Values from Pay Record
 Values from the Last Entry
 Zero (Amount, Factor/Hours, Ret. Hours)
 Amount from Pay Record - Zero Factor/Hours, Ret. Hours

Entry Sequence

Use Optional Transaction Pay Code

Start On:

Go To: After:

Worksheet Overview

- Most important: Accumulate hours

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet

Worksheet Description:

When importing worksheet records to payroll, where should the process get the associated deductions and benefits:
* This option can only be modified if worksheet detail does not exist.

Display a laundry list of employee's pay records and allow user to select one.
 Enter a pay code now. Each employee added MUST have an existing pay record with this pay code.

Pay Code:

Enter Employee By: Name Key Social Security Number* Employee ID* * The entry screen will take longer to load.

Template Type: Full (All fields) Abbreviated (Amount and Account Number only)

Accumulate hours for duplicate records when importing this worksheet into payroll

OK
Help
Cancel

Worksheet Overview

- Select order of records and columns

The screenshot shows a software interface with two main sections: 'Browse Display Sequence' and 'Column Display Sequence'.

Browse Display Sequence:

- Building/Employee Key (BE)
- Check Location/Employee Key (LE)
- Building/Check Location/Employee Key (BLE)
- Employee Type/Employee Key (TE)
- Employee Key (E)
- Sequence Records were Added (S)

Column Display Sequence:

A list of columns is displayed in a scrollable box:

- Employee Key
- Employee Name
- Pay Code
- Account Number
- Pay Rate
- Factor/Hours
- Retire Hours
- Employee Type
- Check Location
- Building
- Total Pay

To the right of the list are two buttons: 'Move' (with an up arrow) and 'Move' (with a down arrow).

Worksheet Overview

- Select order of records and columns

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet Elementary Timesheets - Employee Key Sequence

Selection Parameters No selection parameters chosen

Worksheet Entries							
* Employee Name	Pay Code	Pay Rate	Factor/ Hours	Work Date	Total Pay	Retire Hours	Account Number

* = record has been imported into payroll.

Lookup:

Build
Import
Purge
Refresh
Help
Add
Delete
Report
Close

Worksheet Overview

- Initialize Fields
- Entry Sequence

Initialize Fields To	Entry Sequence
<input type="radio"/> Values from Pay Record	<input type="checkbox"/> Use Optional Transaction Pay Code
<input type="radio"/> Values from the Last Entry	Start On: <input type="text" value="Factor/Hours"/>
<input type="radio"/> Zero (Amount, Factor/Hours, Ret. Hours)	Go To: <input type="text" value="Next Record"/> After: <input type="text" value="Work Date"/>
<input checked="" type="radio"/> Amount from Pay Record - Zero Factor/Hours, Ret. Hours	

Worksheet Details

Worksheet Details

- Determine which method suits each group of timesheets.
- Three options for entering timesheet information:
 - Enter into an existing line
 - Enter using Quick Add button
 - Import time from a spreadsheet

Existing Line Entry

Existing Line Entry

- Select employees by using the Name Key Lookup

Selection Parameters
Last Used Parameters



Worksheet Entries


* Employee Name	Pay Code	Pay Rate	Factor/Hours	Total Pay	Account Number
, ERIC T	T113	52.3563	0.00	0.00	10 E 530 5200 31 2020 101 0052 0000
, JOHN	E214	41.7800	0.00	0.00	Multiple Accounts
* , JOHN	E214	31.9650	37.50	1,198.69	Multiple Accounts
, JOHN	E214	21.3100	0.00	0.00	10 E 530 9700 64 3020 706 0000 0000
, JOHN	T113	20.8900	0.00	0.00	10 E 530 9700 64 3020 706 0000 0000
* , KENNETH J	E254	18.5800	1.00	18.58	10 E 530 9800 44 3020 708 0000 0000

<
>

* = record has been imported into payroll.

Lookup:

Worksheet Totals: Pay:

Factor/Hours:

Retire Hours:

 Build

 Import

 Purge

 Refresh

 Help

 Add

 Delete

 Report

 Close

 Quick Add

Existing Line Entry

- Enter the information in the Updateable Information fields at the bottom of the screen.

Employee:	ERIC T			Hours Per Day:	7.0000	
Employee Type:	IT	TEACHERS	Building:	100	ELEMENTARY	Check Location: 100 ELEMENTARY
Updateable Information						
Pay Record Pay Code:	T113	EXTRA HOURS	Transaction Pay Code:		Work Date:	//
Account Number:	10 E 530 5200 31 2020 101 0052 0000				Earning Period:	00/0000
Pay Rate:	52.3563	Factor/Hours:	1.00		Retire Hours:	0.00
					Total Pay:	0.00
					Retro/Orig:	
Subbed For						

Quick Add

Quick Add

- Works great when you have varied timesheets
- Don't have unused lines cluttering up worksheet

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet CLASSIFIED REGULAR - Employee Key Sequence

Selection Parameters Last Used Parameters

Worksheet Entries						
* Name Key	Employee Name	Pay Code	Account Number			Pay Rate
ADDAMGRA000	ADDAMS, GRANDMAMA	T014	10	E	530 9900 52 3010 000 0000 0000	0.0000
ADDAMGRA000	ADDAMS, GRANDMAMA	TAD3	10	E	530 9800 44 3030 000 0000 0000	15.4500
ADDAMGRA000	ADDAMS, GRANDMAMA	TCL3	10	E	530 2100 27 3050 000 0000 0000	13.4200
ADDAMPUG000	ADDAMS, PUGSLEY	T014	10	E	530 9700 62 3010 000 0000 0000	16.1500
ADDAMPUG000	ADDAMS, PUGSLEY	TAD3	10	E	530 0103 27 3011 000 0000 0000	16.3200
ADDAMPUG000	ADDAMS, PUGSLEY	TAD3	10	E	530 9700 64 3040 000 0000 0000	0.0000
ADDAMPUG000	ADDAMS, PUGSLEY	TAD3	10	E	530 9700 62 3010 000 0000 0000	0.0000
ADDAMPUG000	ADDAMS, PUGSLEY	TAD3	10	E	530 0103 27 3011 000 0000 0000	16.8600

* = record has been imported into payroll.

Lookup: ADDAMGRA000

Build Import Purge Refresh Help Add Delete Report Close Quick Add

Quick Add

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet Quick Add - C-15/16 Classified All Staff

Quick Entry Options (Worksheet parameters and entry screen parameters are ignored):

Retain Account Number from previous entry
 Pull Pay Rate from pay record (otherwise zero)
 Pull Factor/Hours from pay record (otherwise zero)
 Retain employee from previous entry (does not retain pay record)

Select Employee By: Social Security Number
 Security User Name
 Full Name
 Name Key

Social Security Number:

Security User Name: (not displayed unless "Security User Name" is selected in the Select Employee By field)

Name

Pay Record Pay Code

Account Number:

Pay Rate:

Factor/Hours: Total Pay:

Retire Hours:

Work Date: Earning Period:

Subbed For

Quick Add

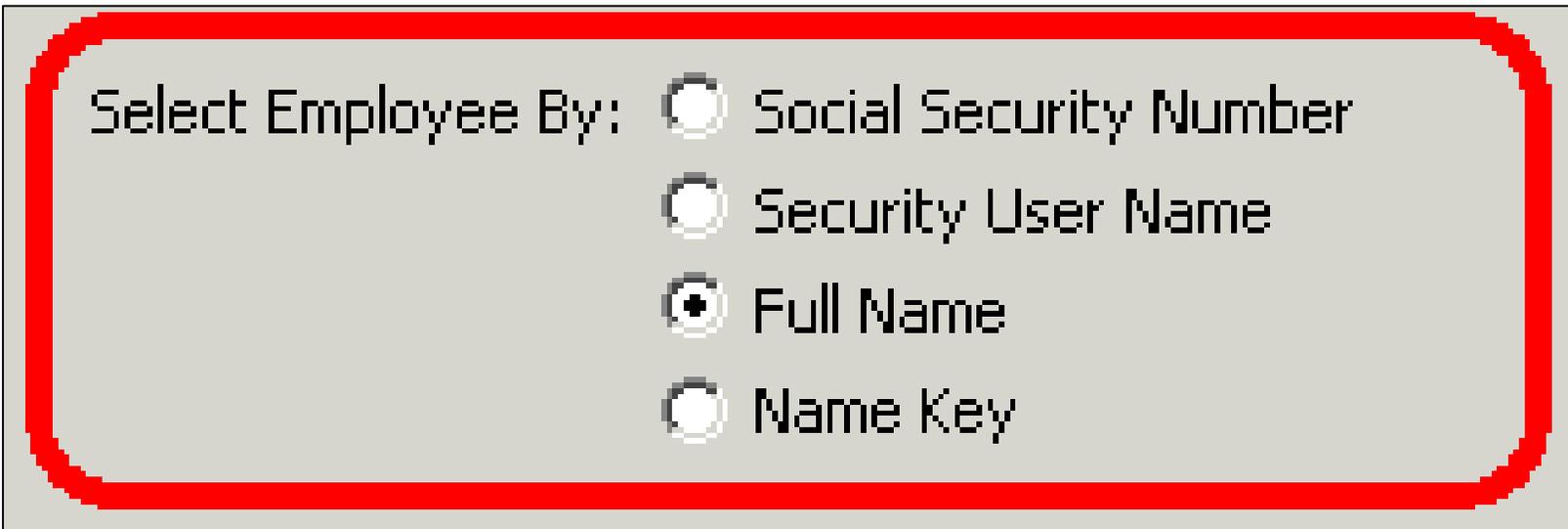
- Decide how entries will be processed

Quick Entry Options (Worksheet parameters and entry screen parameters are identical)

- Retain Account Number from previous entry
- Pull Pay Rate from pay record (otherwise zero)
- Pull Factor/Hours from pay record (otherwise zero)
- Retain employee from previous entry (does not retain pay record)

Quick Add

- Options for selecting employees are shown
- Determines where data entry will start



Select Employee By:

- Social Security Number
- Security User Name
- Full Name
- Name Key

Quick Add

Social Security Number:

Security User Name: (not displayed unless "Security User Name" is selected in the Select Employee By field)

Name

Pay Record Pay Code

Account Number:

Pay Rate:

Factor/Hours: Total Pay:

Retire Hours:

Work Date: Earning Period:

Subbed For

Quick Add

- Select employee
- Use the Tab or Enter Key to move through fields

Social Security Number:

Security User Name: (not displayed unless "Security User Name" is selected in the Select Employee By field)

Name

Pay Record Pay Code

Quick Add

- Enter the Pay Record Pay Code
 - Select by typing in Pay Code or using the down arrow
 - Pay record must exist on pay tab to be selected

Name	<input type="text"/>	↓	<input type="text"/>	↓	Info	←	→
Pay Record Pay Code	<input type="text"/>	↓	<input type="text"/>	↓			
Account Number:	<input type="text"/>			Edit			
Pay Rate:	<input type="text" value="0.0000"/>						
Factor/Hours:	<input type="text" value="0.00"/>	Calculator	Total Pay:	<input type="text" value="0.00"/>			

Quick Add

- Remaining Mandatory Fields:
 - Account Number
 - Pay Rate
 - Factor/Hours

Pay Record Pay Code	<input type="text"/>	↓	<input type="text"/>	↓
Account Number:	<input type="text"/>			 Edit
Pay Rate:	<input type="text" value="0.0000"/>			
Factor/Hours:	<input type="text" value="0.00"/>		Total Pay:	<input type="text" value="0.00"/>
Retire Hours:	<input type="text" value="0.00"/>			

Quick Add

- Additional Fields
 - Retire Hours (using tab key will auto-fill entered hours)
 - Work Date and/or Earning Period
 - Subbed For namekey

Factor/Hours:	<input type="text" value="0.00"/>		Total Pay:	<input type="text" value="0.00"/>
Retire Hours:	<input type="text" value="0.00"/>			
Work Date:	<input type="text"/>	Earning Period:	<input type="text" value="/"/>	
Subbed For	<input type="text"/>		<input type="text"/>	  

Quick Add

- **Add & Again** saves entry and stays on enter screen
 - Account number and/or employee could be retained
- **OK** saves and closes the entry screen
- **Cancel** closes the screen without saving



Quick Add

Social Security Number:

Security User Name: (not displayed unless "Security User Name" is selected in the Select Employee By field)

Name

Pay Record Pay Code

Account Number:

Pay Rate:

Factor/Hours: Total Pay:

Retire Hours:

Work Date: Earning Period:

Subbed For

Import Timesheet Data

- Click the Import button
 - Select Time Card Import

The screenshot shows a software interface with a 'Selection Parameters' section at the top left containing the text 'No selection parameters chosen'. Below this is a 'Worksheet Entries' table with the following columns: Employee Name, Pay Code, Pay Rate, Factor/Hours, Work Date, Total Pay, and Account Number. The table is currently empty. To the right of the table is a vertical toolbar with buttons for 'Build', 'Import', 'Print', 'Refresh', 'Help', 'Add', 'Delete', and 'Report'. A dropdown menu is open from the 'Import' button, listing several options: 'Time Card Import', 'CRS Import', 'Comp Time Payout', 'Employee Management P', and 'Unpaid Time Off Import (0'. The 'Time Card Import' option is highlighted with a red rectangular box.

Import Timesheet Data

HR\PA\CP\PW\TC - 3608 - Payroll Worksheet Import Options

This process will import records into the payroll worksheet.
All records will be imported unless exception(s) are encountered.

If exceptions are encountered, the import process should:

- Continue - Import the records without exceptions.
- Terminate - No records imported.

Records with invalid/missing accounts should:

- Be excluded.
- Get account from employee's pay record.

For Employee ID use:

- SSN
- Name Key
- Profile Employee ID
- Name ID

Print Non Fatal Exceptions.

OK
Cancel

Import Timesheet Data

- Browse to the Import file

HR\PA\CP\PW\TC - 3608 - Directory Entry for Text Files

Directory for Import File

File Location: Browse...

OK

Cancel

Location of the import file.

PaC Documentation

Import Timesheet Data

- Review the Verification report carefully

Note: Account used exceptions: 1-Missing import account. 2-Account not on account master. 3-Account not on employee's pay record.
If import account number not used, exception message contains the account number used from pay record.

T013	10E530012626330010500000000	13.98	0.2485	Rounding of work factor.
T013	10E530210027330010500000000	13.98	3.2515	Rounding of work factor.
*T013	10E530315121330040200000000	13.98	0.9340	3-Acct used:10E530315121330040200000000
*T013	10E530210027330040200000000	13.98	1.0660	3-Acct used:10E530210027330040200000000
*T013	*10E5300126263500201000000000	13.98	3.0000	2-Acct used:10E53021002731000000000000000
*T013	*10E5302100273600207000000000	13.98	2.0000	3-Acct used:10E5302100273600207000000000
*T013	*10E5302100273600207000000000	13.98	2.0000	3-Acct used:10E5302100273600207000000000
*T013	*10E5300126263300105000000000	13.98	0.2485	3-Acct used:10E5300126263300105000000000
*T013	*10E5302100273300105000000000	13.98	3.2515	3-Acct used:10E5302100273300105000000000
*T013	*10E5300100233300506000000000	15.34	6.5000	3-Acct used:10E5300100233300506000000000
*T013	*10E5300100233300506000000000	15.34	6.0000	3-Acct used:10E5300100233300506000000000

Common Exceptions:

- Employee Not Found
- Pay Record Not Found
- Rounding of Work Factor
- Account used: 10E530XXX

Multiple Worksheet Import

Multiple Worksheet Import

HR\PA\CP\PW\PW - 2070 - Payroll Worksheet

Worksheet Master			Detail for Selected Worksheet Master					
Description	Last Import Date	Last Import Time	* Employee Name	Emp Type	Pay Code	Amount	Factor/ Hours	
All District Retro			ADORABLE, AMY GRACE	2M3	TEH3	21.2500	7.50	
Class Overload	12/20/2016	11:58:36 AM	ADORABLE, AMY GRACE	2M3	TEH3	21.2500	7.50	
Elementary Timesheets								
LWOP3	12/20/2016	11:58:34 AM						
Meeting Timesheets	12/20/2016	11:58:33 AM						
Middle School								
Misc Time sheets	11/22/2016	2:54:51 PM						
P-Cert Extra Hours	12/20/2016	11:58:32 AM						
P-Classified Extra Hours	12/20/2016	11:58:31 AM						
Payroll Adjustments	12/20/2016	11:58:26 AM						
Personal Leave Cashout								
Planning Time T7.5X	12/20/2016	11:58:25 AM						
Planning Time T7.5X Elementary	12/20/2016	11:58:22 AM						
Retros	12/20/2016	11:58:21 AM						
Sick Leave Sale								
SPED IEP Release Days	07/14/2016	11:56:01 AM						
Sub Timesheet Hours	12/20/2016	11:58:06 AM						

Master

- Select
- Clone
- Add
- Edit
- Delete
- Reset
- History
- Report
- Close

Detail

- Entry
- Multiple Worksheet Import

Multiple Worksheet Import

HR\PA\CP\PW\PW - 2070 - Multiple Worksheet Import

For each worksheet being imported into:

- Leave existing records
- Remove existing records before importing

If import file 'Amount' or 'Hours' value is zero, pull value from:

- Pay Record
- Amount from Pay Record and Zero Factor/Hours, Ret. Hours
- Zero (Amount, Factor/Hours, Ret. Hours)

OK

Cancel

Selection Parameters | Last Used Parameters

Multiple Worksheet Import

HR\PA\CP\PW\TC - 3608 - Payroll Worksheet Import Options

This process will import records into the payroll worksheet.
All records will be imported unless exception(s) are encountered.

If exceptions are encountered, the import process should:

- Continue - Import the records without exceptions.
- Terminate - No records imported.

Records with invalid/missing accounts should:

- Be excluded.
- Get account from employee's pay record.

For Employee ID use:

- SSN
- Name Key
- Profile Employee ID
- Name ID

Print Non Fatal Exceptions.

OK Cancel

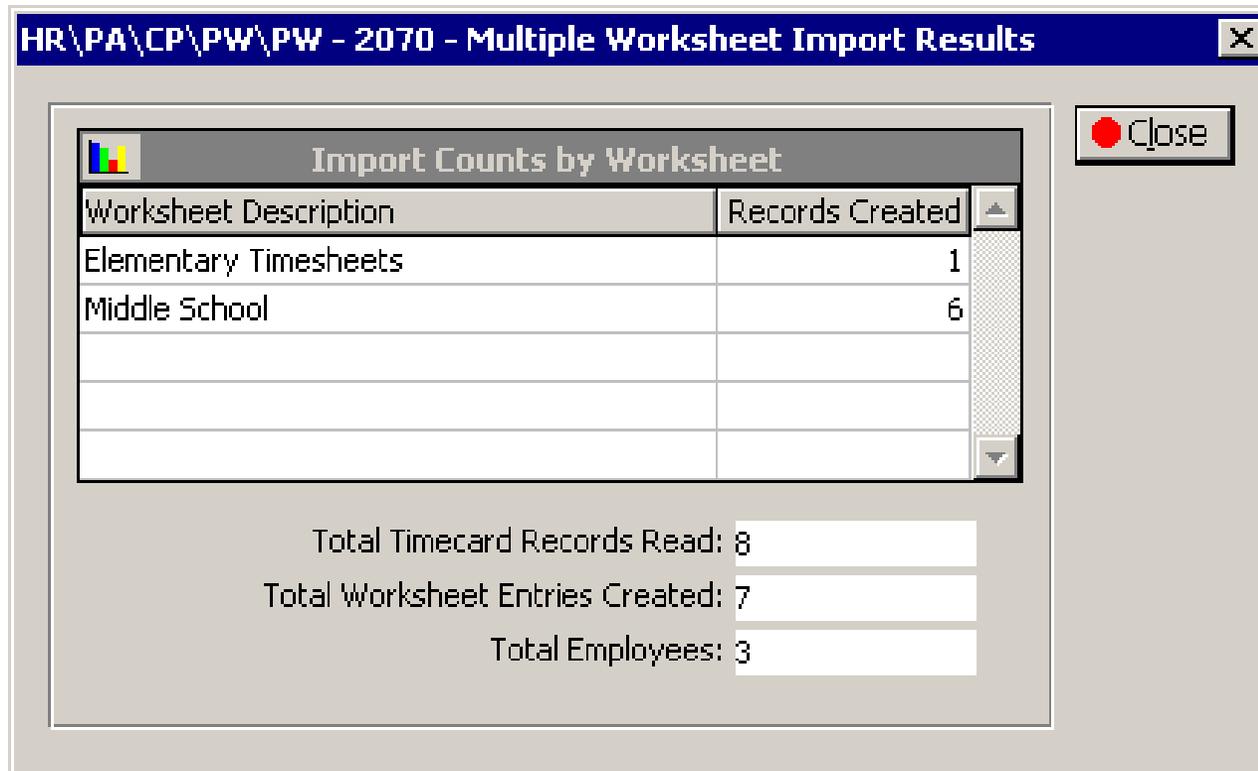
Multiple Worksheet Import

- Browse to the Import file

The screenshot shows a Windows-style dialog box with a blue title bar containing the text "HR\PA\CP\PW\TC - 3608 - Directory Entry for Text Files" and a close button (X). The main area of the dialog is light gray and contains the following elements:

- A label "Directory for Import File" followed by a text input field.
- A label "File Location:" followed by a text input field and a "Browse..." button.
- Two buttons on the right side: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).
- A text input field at the bottom containing the text "Location of the import file." and a "PaC Documentation" link with a book icon.

Multiple Worksheet Import



HR\PA\CP\PW\PW - 2070 - Multiple Worksheet Import Results

Close

Worksheet Description	Records Created
Elementary Timesheets	1
Middle School	6

Total Timecard Records Read: 8

Total Worksheet Entries Created: 7

Total Employees: 3

Tips and Tricks

Beginning of Month

- If Worksheet contains data from previous month:
 - **Reset entries to zero** (if entering into existing lines) or
 - **Purge entries** (if using Quick Add or Importing)

Mass Reset/Build Worksheets

Mass Reset/Build Worksheets   

Template Settings

* Template Description:

Share with other users in the district

Mass Reset/Build Parameters

Reset Worksheet Entries Build Worksheet Entries

Worksheet Parameters

* Select Worksheets:

- Class Overload
- Extra Hour Retros
- LTS Retros
- LWOP3
- Meeting Timesheets
- Misc Time sheets
- P-Cert Extra Hours
- P-Classified Extra Hours

Build Parameters

* Worksheets with Existing Records: Add to the file Overwrite the file

* Worksheets setup to Initialize to Last Entry: Use values from the Pay Record Initialize Amount/Factor/Hours to zero 

Mass Reset/Build Worksheets

Reset Parameters

Amount Leave Values Intact Reset Values from Pay Record Reset Values to Zero

Factor/Hours Leave Values Intact Reset Values from Pay Record Reset Values to Zero

Retire Hours Leave Values Intact Reset Values from Pay Record Reset Values to Zero
 Reset Retire Hours to factor/hours on rate type pay records.

Reset Work Date to Blank

Reset Earning Period to Zero

Reset Subbed For to Blank

Mass Reset/Build Worksheets

Mass Reset/Build Worksheets

Template Description:

Processing Messages
Preview process has completed and has found records to process.
Select the 'Preview Data to Process' button to continue.

Process Options

Payroll Worksheet History Report

- Web HR\Payroll\Payroll\Reports\Master Files

Template Settings

* Template Description:

Share with other users in the district
 Print Greenbar

Report Parameters

* Check Date: Low High

Name Format:

Suppress pay amount/total
 Print report totals only
 Print signature/date line
 Exclude payroll payables

Report Sequence:

Page Break: Break by Building
 No Page Break

Retro Records: Exclude Include Process Alone

* Selection Parameters:

Payroll Worksheet History Report

The screenshot shows a web browser window titled "My Print Queue - 05.17.02.00.13 - Internet Explorer". The main content area is titled "My Print Queue" and "Print Queue for Madison Esd_Keller". It contains a table with columns: Date, Time, Report Description, Wait List #, Status, Time, Format, and Current Key. Below the table, it says "There are no records to display; check your filter settings." and "0 records displayed".

A "Tasks" dialog box is open in the foreground, listing the following options:

- Schedule This**: Create a Scheduled Task with the selected report/utility
- Scheduled Tasks**: View all of your scheduled tasks
- Monitor This**: Create a Monitoring Task with the selected report/utility
- Monitoring Tasks**: View all of your monitoring tasks

The "Schedule This" button is highlighted with a red box. The "Tasks" button in the right-hand sidebar is also highlighted with a red box.

Payroll Worksheet History Report

Task Information

Task Status: Active Inactive Entity:

* Task Description:

Parameters: Keep parameters synchronized with associated template

* Start Date: * Start Time:

* End Date:

Day(s) of the week

Mon Tue Wed Thur Fri Sat Sun

Week(s) of the month (1-6)

First Second Third Fourth Fifth Sixth

Month(s) of the year

January February March April May June
 July August September October November December

Payroll Worksheet History Report

Additional Export Options

Spreadsheet Format:
Spreadsheet Format will only apply to reports that produce spreadsheets

Email Results To:

Export Location:

Questions?

How Much
A loaf of
bread





maddy

come on down!



DRS

E-Pay



Change SERS, PERS, and TERS Deduction Codes

HR\PA\CO\DE - 737 - Deduction Code

Deduction Code: 1ReE2 Active OK Cancel

Check Stub Desc: SERS Plan 2

Long Description: SERS Plan 2

Warning! Code has history. The insensitive fields may not be changed.

Group: Retirement ACH: No

Reimbursed
 Use Account Breakdown
 Decreases Federal Gross
 Decreases State Gross
 Decreases FICA Gross

Pay Level: 1-All Pay W2 Information: R-Retire Include in disposable earnings calculation

Time Period Minimum/Maximum Amounts
 Time Period: None Per Check Monthly
 Maximum Amount: 0.00
 Minimum Amount: 0.00
 Minimum Day: 1 Edit

Account/Amount Information
 Account Number: 01L 610 0000 00 0000 000 0000 0000
 Amount Type: Amount Amount/Percent: .00 Maximum Amount: 0.00 YTD to

Vendor Information
 Vendor: DEPT OF RETIREMENT SYSTEMS DEPT OF 000 Account Detail: No
 Message: Batch Number: PW Invoice Type: Wire
 Invoice Description: Payroll accrual

REQUIRED: Short description for this code. SkyDoc



Change SERS, PERS, and TERS Benefit Codes

HR\PA\CO\BE - 738 - Benefit Codes

Benefit Code: 1ReE2 Active OK Cancel

Check Stub Description: SERS Plan 2 Print on Payroll Check and Display in Employee Access

Long Description: SERS Plan 2

Warning! Code has history. The insensitive fields may not be changed.

Group: Retirement ACH: No Use Account Breakdown Cost to Employer

Increases Federal Gross Increases State Gross Increases FICA Gross

Pay Level: 1-All Pay

W2 Information: None Include in UC Wages

Account/Amount Information

Object Debit: 4050 Benefit Overlay Mask: *1**

Account Number: 01 L 6 10 0000 00 0000 000 0000 0000

Time Period Minimum/Maximum Amounts

Time Period: None Per Check Monthly

Maximum Amount: 0.00

Minimum Amount: 0.00 ?

Minimum Day: 1 ? Edit

Amount Type: Amount Amount/Percent: .00 Maximum Amount: 0.00 YTD to ?

Vendor Information

Vendor: DEPT OF RETIREMENT SYSTEMS DEPT OF 000 Account Detail: No

Message: Batch Number: PW Invoice Type: Wire

Invoice Description: Payroll accrual

REQUIRED: The short description for this code. SkyDoc

Double Check Account settings

HR\PA\CO\CA - 742 - Bank Cash Accounts Maintenance

Bank Cash Code: WIRE

Bank Name: CHELAN COUNTY TREASURER-WIRE TRANSFER | CHELAN C012

Account Desc: WIRE TRANSFER

Bank Account Nbr:

Account Type: 27-Checking

Prenote Date:

Last Check Nbr: 0

Old Bank Number: 000

Summary Information for Bank Cash Account

Summary Code: WIRE-CASH ACCOUNT | WIRE

Bank Cash Account: ** A 240 0000 00 0000 000 0000 0000

Due To/From Fund:

Use Restricted Funds

Restricted Funds:

REQUIRED: Bank Name Code for the cash account.

OK Cancel

SkyDoc

How Much A Big Mac Meal for





come on down!

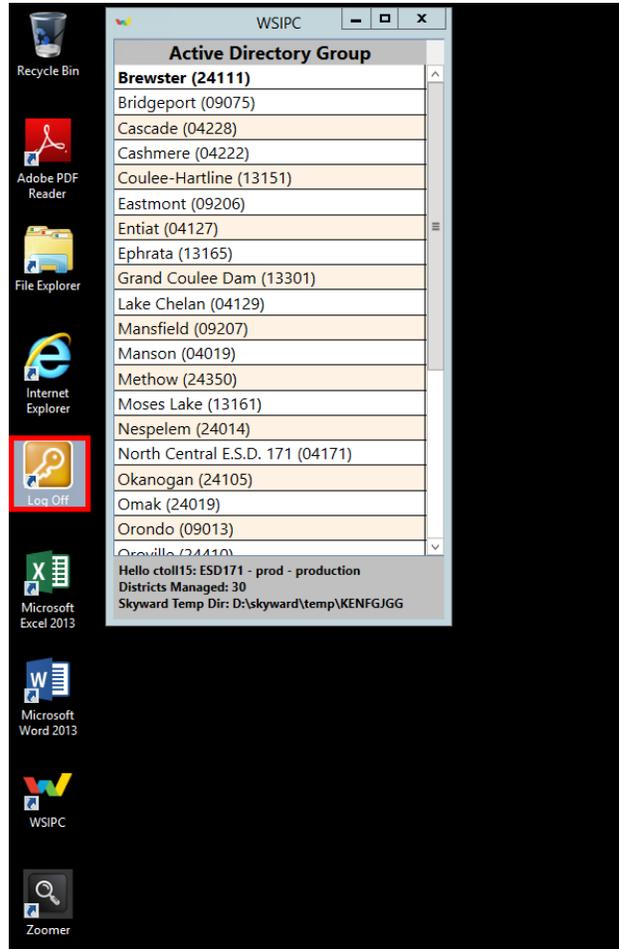


RDS Tips & Tricks

RDS Tips & Tricks:

- Logging Out of RDS
- Printing to Screen vs. Printing to ESD Printers
- Enumerating Printers
- Losing Printers
- Maximum Session Length
- Saving Files from RDS to Local Computer

Logging Out of RDS



Logging Out of RDS



Printing to Screen

FM\AP\CP\CP - 2469 - Print Engine Package Viewer

Print Options Prev Page: 1 Next Zoom: Page Width Close

Name Key Check #

Print Index

Name Key ^

- INT000
- LIMI000
- A 000
- K 005
- ANT 000
- EL000
- COMM000
- CL000
- D CO000
- E 4000
- MA000
- C (U000
- MILL000
- TECHN000
- ER 008
- SOLU000
- HI 001
- TEWA000
- IC 000
- ENT001
- COM 000

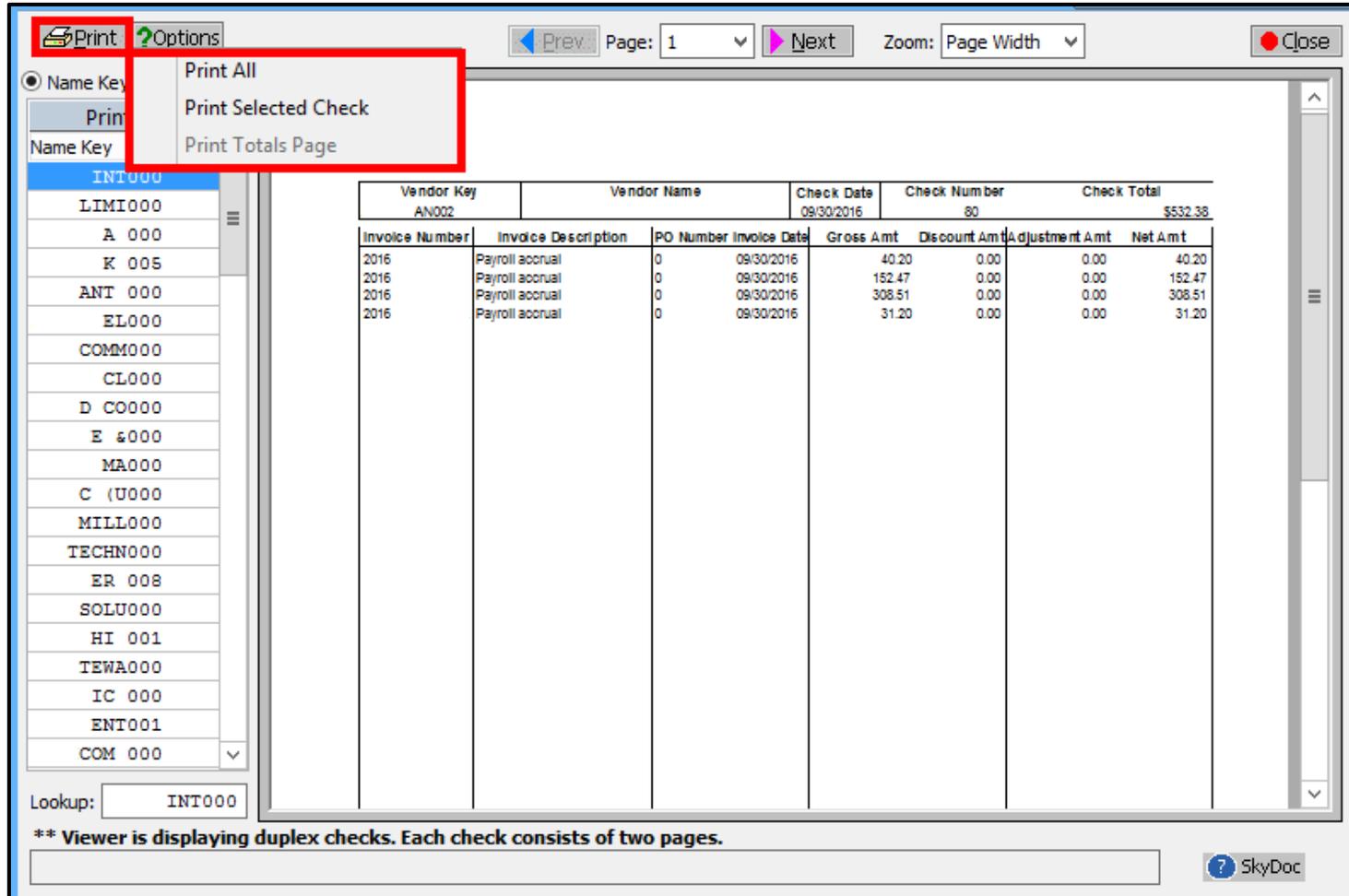
Lookup: INT000

Vendor Key	Vendor Name	Check Date	Check Number	Check Total			
A/N002		09/30/2016	80	\$532.38			
Invoice Number	Invoice Description	PO Number	Invoice Date	Gross Amt	Discount Amt	Adjustment Amt	Net Amt
2016	Payroll accrual	0	09/30/2016	40.20	0.00	0.00	40.20
2016	Payroll accrual	0	09/30/2016	152.47	0.00	0.00	152.47
2016	Payroll accrual	0	09/30/2016	308.51	0.00	0.00	308.51
2016	Payroll accrual	0	09/30/2016	31.20	0.00	0.00	31.20

** Viewer is displaying duplex checks. Each check consists of two pages.

SkyDoc

Printing to Printer



Print Options

Print

Name Key

- Print All
- Print Selected Check
- Print Totals Page

Vendor Key	Vendor Name	Check Date	Check Number	Check Total
INT000				
LIM000				
A 000				
K 005				
ANT 000				
EL000				
COMM000				
CL000				
D CO000				
E 6000				
MA000				
C (U000				
MILL000				
TECHN000				
ER 008				
SOLU000				
HI 001				
TEWA000				
IC 000				
ENT001				
COM 000				

Vendor Key	Vendor Name	Check Date	Check Number	Check Total			
AN002		09/30/2016	80	\$532.38			
Invoice Number	Invoice Description	PO Number	Invoice Date	Gross Amt	Discount Amt	Adjustment Amt	Net Amt
2016	Payroll accrual	0	09/30/2016	40.20	0.00	0.00	40.20
2016	Payroll accrual	0	09/30/2016	152.47	0.00	0.00	152.47
2016	Payroll accrual	0	09/30/2016	308.51	0.00	0.00	308.51
2016	Payroll accrual	0	09/30/2016	31.20	0.00	0.00	31.20

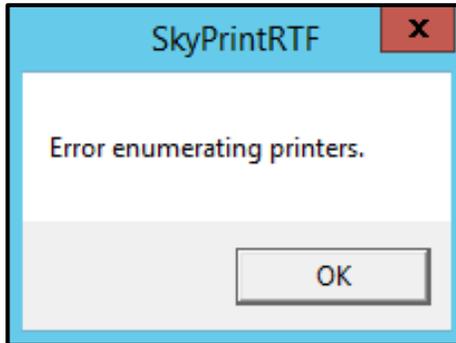
Lookup: INT000

** Viewer is displaying duplex checks. Each check consists of two pages.

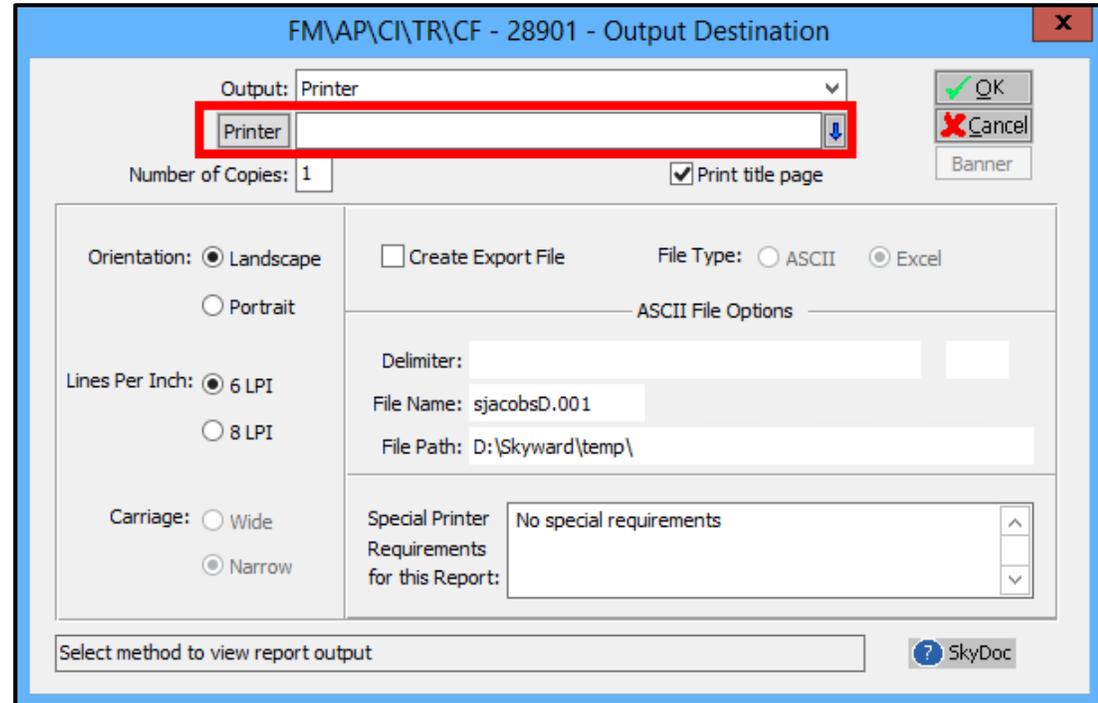
SkyDoc

Enumerating Printers

What causes this?



Check your print destination



Where are the ESD Printers?



Maximum Session Length

Hello All,

Could we have your permission to disconnect the user?

Max Transaction Length Exceeded

HostMachine	Database	UserID	UserName	ConnectTme	TransStartTime	TransDuration(mins)	Device	Process ID	Connect Type	ClientType
esd171-db-01		185		6/27/2017 9:45:46 AM	6/28/2017 3:22 PM	988	rd-sh-64	10460	REMC	ABL

Thank you,

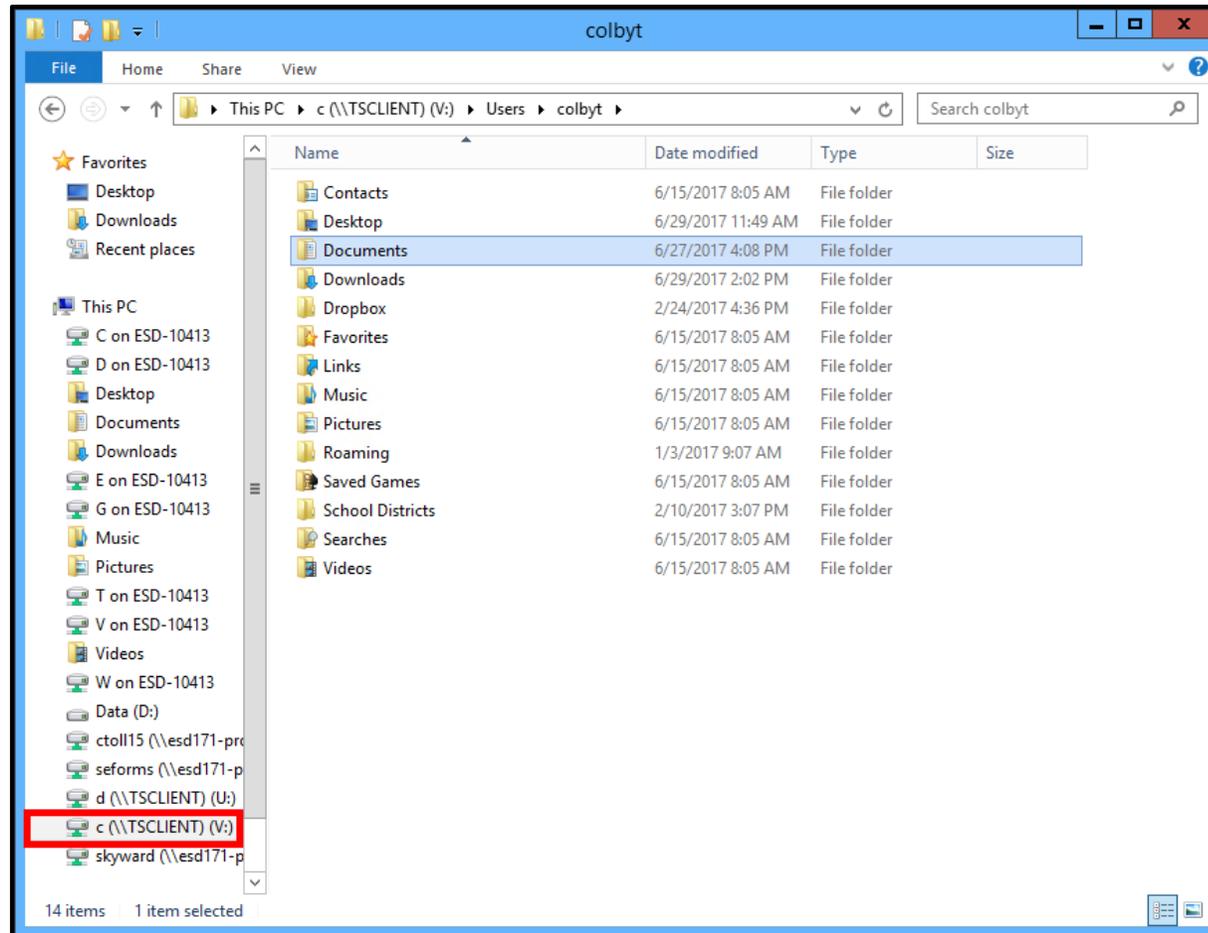


John
Systems Engineer

WSIPC

Inspired by education. Empowered by technology.

Saving Files from RDS to Local Computer



How Much
A pair of
jeans



\$45.

00



Robin



come on down!



pdEnro

ller



*pd*Enroller

Your Trusted Education Registration System

Manage Course Offerings, Clock Hours, Credits and More!

NCESD is now using Professional Development Enroller, or pdEnroller, for event registration, payment, clock hour approval, and clock hour recording.

With pdEnroller You Can:

- Search for an Event
- Register for an Event
- View your Upcoming and Past Events
- Cancel Registration
- View your Clock Hours
- Print Transcripts and Certificates

Let's Take a Look!

How Much

A

for

Smart

Phone





LORENA



come on down!



Qmla

tiv



Que Upgrade – A Look Ahead



Let's Take a Look!

thank you FOR JOINING US

