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HR Contracts and K12 Modules

New World ERP – Human Resources

Contents

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OVERVIEW

Contracts allow for pay amounts to be divided over set amount of pay periods. Following is a brief, step - by-step overview of the complete contract payment process:

1. On the Hours Code that will be used to pay contracts, check the *Apply to Contract Pay* box.

2. Navigate to Maintenance > Human Resources > Employment Contracts to create a contract template.

3. Navigate to Human Resources > Workforce Administration > Search.

4. From the Contracts tab, assign contracts to employees.

5. On the Payroll Manager-Initialize Batch page, select the contracts that will be included in the pay batch.

6. Run payroll.

7. Post payroll, updating the remaining pay periods and the *Last Used in Payroll* date.

Note: recommend using annual grades as this works better with the contract calculation.

HOURS CODES

Maintenance > Human Resources > Earnings Maintenance > Hours Codes

Before setting up the contract codes, contract hours codes must be made in order to subtract remaining balance on the contract. These can also be for state requirements to track contract and retirement hours. Apply to Contract Pay must be selected for any hours code that will be used to pay a contract employee. Selecting this box disables the Salary check box.

Note: If you use another hours code with the contract checkbox checked, both will reduce the balance.

Hours Codes List
Hours Code

Code	Contract Admin
Active	☑
Hours Category	REG - Regular
Description	Contract Administrators
Last Processed Date	NOT USED
Effective Dates	❰ ▾ ❱
Start Date	01/01/1950

Pay Type Information

Pay Type	Other Amount ▾
Hours Multiplier	
Default Amount	
Default Percent	
Cap at Cycle Pay	☐

Distribution [Select One]

Debit Account	6100 - Salaries - Full Time ✕ ▾
Debit G/L Account	▾ 🔍

Project Information

Project Requirement	Optional ▾

Hours Options

Taxable Only	☐	Premium Pay	☐
Hours Accrual	☐	FLSA Eligible	☐
Salary	☐	FLSA Amount Only	☐
Seniority Hours	☐	Pension Hours	☑
Employee G/L Override	☐	Apply to Longevity	☐
Productive Hours	☐	Apply to Accruals	☐
Workers' Compensation Hours	☐	Certification Applies	☐
FMLA Eligible Hours	☐	Apply to Contract Pay	☑
FMLA Taken Hours	☐	Time Off Eligible	☐

[Save] [Save/New] [Delete] [Reset] [Copy] [Tax Information] [Excluded Hours] [Excluded Accrual Profiles]

EMPLOYMENT CONTRACT ENTRY

Maintenance > Human Resources > Employment Contracts

Use the fields on this page to add or edit contract data.

Employment Contract List
Employment Contract Entry

Employment Contract

Code	ADMIN	Last Used In Payroll	
Description	Admin Contract	Last Changed Date	
Payroll Start Date	07/24/2016	User	
Payroll End Date	07/22/2017	Comments	
Contract Start Date	08/01/2016		
Contract End Date	07/30/2017		
Contract Days	205.0000		
Pay Periods	26		
Payroll Hours Code	Contract Hours - Contract Hou ✕ ▾		
Retirement Hours Code	▾		
Retirement Hours			

[Save] [Save/New] [Reset] [Renewal]

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Field	Description
Code	Required. Identifies the contract. This code must be unique across all contracts. Once the code has been saved, it cannot be changed. It also cannot be deleted once it has been used in payroll, assigned to an employee or assigned to a position.
Description	Required. Complete name of the contract. This name will be applied to an employee's job.
Payroll Start Date *Payroll End Date*	Required. Date range during which contract payments will be processed through payroll.
Contract Start Date *Contract End Date*	Date range during which the contract is in effect. This date range will display on printed contracts.
Contract Days	Total number of days the contract is in effect.
Pay Periods	Total number of pay periods over which contract will be paid.
Payroll Hours Code	Hours code used to pay the contract employee. The drop-down will contain all hours codes that have the *Apply to Contract Pay* box checked in Maintenance.
Retirement Hours Code (Michigan customers)	Used to define the ORS hours that will default for an employee, eliminating the need to set up separately scheduled hours. An entry in one field requires an entry in the other.
Retirement Hours (Michigan customers)	For the fields to show, permission must be given to them through the *Retirement Hours* security component in Maintenance (Maintenance > new world ERP Suite > Security > Users > User > Permissions).
Status	*Active* or *Inactive*.
Last Used in Payroll	Last time the contract was processed in a payroll. This date is display-only.
Last Changed Date User	Last time the data of the selected contract was changed and the name of the user who changed it.
Comments	Free-form comments related to the selected contract.

All data from this page will default to the employee record when the contract is attached to an employee through the Workforce Administration Contracts tab.
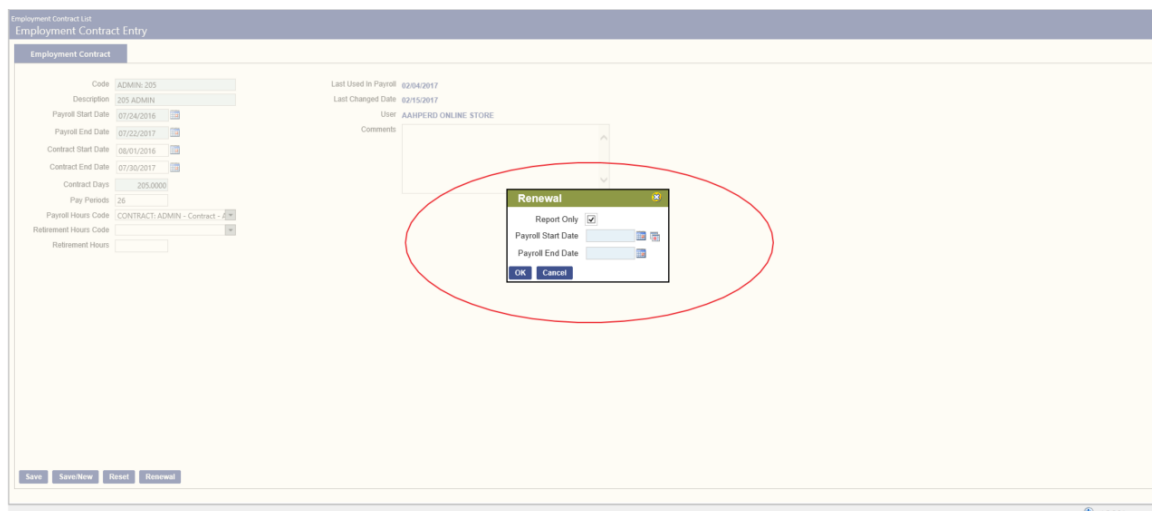
RENEW CONTRACTS

When the data on this page is edited as part of a contract renewal, if you want the renewal to occur automatically for employees who are associated with this contract and who have the Active and Renew Contract boxes checked on the Contracts tab in Workforce Administration, click the Renewal button. The Renewal popup will open.

If you only want to generate a report showing the employee contracts that will be renewed, leave the Report Only box checked, and click OK. A Contract Renewal Report will display in SSRS format, giving you the options to view it in other formats or send it to myReports.

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If you want the contracts to be renewed, uncheck the box, and click OK. The report also will be displayed. For each employee, the renewed contract will be added as a row in the Employee Contracts grid on the Contracts tab in Workforce, with the payroll start and end dates and the contract start and end dates defaulted from the Employment Contract Entry page. The job grade/rate will be used to fill in the contract amount. All other data from the employee's currently active contract will be copied to the renewed contract and may be edited. Only one contract may be renewed at a time.

Note: Since a snapshot of the job grade is taken at the time of renewal, it is recommended that you process pay rate changes prior to contract renewals. If a pay rate is not updated before the renewal, it's recommmneded to delete the conract, change the pay rate in the jobs tab, and then manually create the contract.

For the Renewal dates, they need to reflect the dates of the previous contract that is being renewed. For example, the new contract payroll dates are 07/24/2016 - 07/22/2017, so the renewal date needs to look at the previous contract date so that it knows what its renewing. For this example, you would need the dates of 07/22/2015 - 07/23/2016.

Note: When the report loads, you want the first page to say no records exist since it's an audit report, then go to page 2 for the data.

If you want the contracts to be renewed, uncheck the box, and click OK. The report also will be displayed. For each employee, the renewed contract will be added as a row in the Employee Contracts grid on the Contracts tab, with the payroll start and end dates and the contract start and end dates defaulted from the Employment Contract Entry page. The job grade/rate will be used to fill in the contract amount. All other data from the employee's currently active contract will be copied to the renewed contract and may be edited. Only one contract may be renewed at a time.

EMPLOYEE CONTRACTS

Human Resources > Workforce Administration > Search > Employee > Contracts

This section of the **Contracts** tab contains a grid of the contracts that are attached to the selected employee. Each row in the grid corresponds to a contract. Rows are sorted alphabetically by *Contract*, followed by *Contract Dates* in descending order.

On first navigating to this section, you will see only the active, or open, contracts. To populate the grid with all contracts ever assigned to the employee, including those that no longer are active, click the **View All** button, located on the right side of the section header.

Once you have clicked **View All**, the button label will change to **View Open**. Click this button to repopulate the grid with active contracts only.

CONTRACT DETAIL

ADD OR EDIT A CONTRACT

To add a contract to the grid, click the **New** button, located on the left side of the section header. The contract information fills in automatically based on the contract you pick and then you can select the job. Make sure the job pay rate is up to date because it pulls this one time when you add a new contract and once you change a job the contract calculation will not change. Otherwise an adjustment can be made (see adjustment section).

To edit a contract, click the edit icon, located in the left-most cell of the corresponding row. In either case, the **Contract Detail** section displays below the grid. The fields in this section contain the details of the contract.

The Summary section displays the Contract Amount, Adjustment Amount, Paid Amount, Remaining Balance, Standard Check and Daily Rate. The Daily Rate is calculated as (contract amount + adjustment pay)/contract days and is rounded to two decimal places.

Information in this section also appears on the Employee Information Report and on all three versions of the Employment Contract Balance Report.

The following table contains descriptions of the fields in the **Contract Detail** section:

Field	Description
Contract	Required. Code and description of the selected contract. After a new contract is saved, this entry cannot be edited. The contract will need to be deleted and re-added.
Payroll Start Date	Start date required. Date range during which contract payments will be processed through payroll.
Payroll End Date	
Job Title	Required. Code and description of the contracted job. This selection comes from the employee's Jobs tab. When a contract is assigned to an employee, it is assigned to one job only and not to subsequent job events. Another contract needs to be assigned to another job. The effective period of a contract cannot overlap with that of another. A base contract is calculated from the job pay rate. After a new contract is saved, this entry cannot be edited. The contract will need to be deleted and re-added.
FTE	Number of employees (full-time equivalents) who may be active in this position at one time. This entry will default from the employee's Jobs tab.
Contract Days	Required. Total number of days the contract is in effect.

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Field	Description
Pay Periods	Required. Number of times the contract is paid during the length of the contract. Even if the employee belongs to a pay group, such as Biweekly, the payroll process will reference this number in calculating check amounts.
Remaining Periods	Required. Number of pay periods remaining for the contract. When a payroll is posted, this number will decrease by the number of contract payments that were made during the payroll period. Payments may include standard checks, separate checks and manual checks. The *Remaining Periods* number will continue to decrease until the number reaches 0. **Note:** A voided contract payment will increase the number of *Remaining Periods*.
Last Used in Payroll	Last time the contract was processed in a payroll. If a *Last Used in Payroll* date is displayed on this page, the contract details cannot be edited.
Contract Start Date Contract End Date	Date range during which the contract is in effect. This date range will display on printed contracts.
Active	Tells whether the contract is active. This box is checked by default.
Renew Contract	Determines whether the contract will be renewed for the employee automatically when the contract template is updated and renewed from the Employment Contract Entry page in Employment Contracts Maintenance. When the contract is renewed, a new contract will be created and added to the Employee **Contracts** grid, with the payroll start and end dates and the contract start and end dates defaulted from the Employment Contract Entry page. The job grade/rate will be used to fill in the contract amount. All other data from the employee's currently active contract will be copied to the renewed contract and may be edited. Only one contract may be renewed at a time. This process is similar to the Create Event process.
Payroll Hours Code	Hours code against which the contract is paid. *Apply to Contract Pay* must be checked on the hours code in Maintenance.
Retirement Hours Code Retirement Hours	These fields track ORS hours. When you select a *Contract*, entries from the *Retirement Hours Code* and *Retirement Hours* fields on the Employment Contract Entry page in Maintenance will default here but may be overridden or cleared. Also, the *Hours Code* field in the Contract Detail section has been re-labeled as *Payroll Hours Code* to match the label of the same field on the Employment Contract Entry page. Note: When a contract is renewed, the retirement hours code and hours will default from the Contract Detail section in Workforce, not from Maintenance. The selection of a *Retirement Hours Code* requires the entry of *Retirement Hours*, and vice versa. Note: To use these fields, users will need permission to the Retirement Hours security component.

Field	Description
	Note: Payroll journal creation will include the hours code when creating payroll journals for wages. Journals will be created at the hours code-account level.

SUMMARY

Human Resources > Workforce Administration > Search > Employee > Contracts

The **Summary** section, located immediately below the **Employee Contracts** section, summarizes the employee's active contract, showing the total amount of the contract, the total amount of adjustments within the current payroll, the total amount that has been paid on the contract, the remaining balance of the contract and the amount of the standard check issued for the contract.

Note: This section will not display data until you have selected a contract in the Employee Contracts grid.

Field	Description
Contract Amount	Total dollar amount of the contract. This amount comes from the Pay Rates grid in the Payroll section of the Jobs tab. Changing the pay rate on the Jobs tab will not affect the *Contract Amount* in the Summary section.
Adjustment Amount	Total dollar amount of the adjustments that have been made to the contract.
Paid Amount	Total dollar amount of the contract that has been paid to the employee to date within the payroll start and end dates of the contract, using the hours code that has been designated in Maintenance as applicable to contract pay. Including payments made by separate or manual checks written as a result of contract adjustments, this amount increases accordingly with each payroll post.
Remaining Balance	*Contract Amount* plus the *Adjustment Amount* minus the *Paid Amount*. Once contract is finished, this will be empty.
Standard Check	Dollar amount of each check paid to the employee, equal to the *Remaining Balance* divided by the *Remaining Periods* (from Contract Detail section of Employee **Contracts**). This amount may change as a result of adjustments.

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SUMMARY SECTION CALCULATION EXAMPLE

Contract Amount = **$60,000**

Adjustment Amount = **$2,000**

Paid Amount (have paid 10 out of 20 pays) = **$30,000**

Remaining Balance = **$32,000**

Standard Check (if 10 pays remain) = **$3,000**

If number of payments is changed so that 8 remain instead of 10, the Standard Check will equal **$4,000** (Remaining Balance of **$32,000** divided by 8 payments)

DAILY RATE

Human Resources > Workforce Administration > Search > Employee > Contracts

Daily Rate has been added to the Summary section of the **Contracts** tab. It is calculated as *(contract amount + adjustment pay)/contract days* and is rounded to two decimal places:

This information also will appear on the Employee Information Report and as a new column on all three versions of the Employment Contract Balance Report.

EMPLOYEE INFORMATION REPORT

Human Resources > Reports > Employee Reports > Employee Information Report

EMPLOYMENT CONTRACT BALANCE REPORT

Human Resources > Reports > Employment Contracts > Contract Balance Report

ADJUSTMENTS

Human Resources > Workforce Administration > Search > Employee > Contracts

Located immediately below the **Summary** section, the **Adjustments** section contains a grid of the adjustments that have been made to the contract within the payroll start and end dates. Each row in the grid corresponds to an adjustment.

Rows are sorted by *Date* in descending order, from latest to earliest.

Adjustments may be made to contract amounts and number of payments. An adjustment in pay may occur when an employee earns an additional degree, such as a master's (any kind of pay rate change).

Only the adjustments that occur up to the pay ending date of a payroll period are included in the payroll calculation.

ADD/EDIT ADJUSTMENT

To add an adjustment to the grid, click the **New** button, located on the far-left side of the section header. An adjustment acts like a schedule as far as loading into payroll. The remaining balance divided by the remaining pay period is the amount that will load into the next payroll. Make sure to do the adjustment before you initialize payroll. If not, you can import contract pay per employee or by batch.

To edit and adjustment, click the edit icon, located in the far-left cell of the grid. In both cases, the **Adjustment Detail** section displays below the grid. The fields in this section contain the details of the adjustment.

ADJUSTMENT DETAIL SECTION

Field	Description
Adjustment Date	Date the adjustment is recorded.
Adjustment Type	From Validation Set 390, Employee Contract Adjustment Type.
Adjustment Amount	Dollar amount of the adjustment. This number may be positive or negative.
Last Used in Payroll	Displays the date of the last time the adjustment was processed in a payroll.
Include in Budget	Select to include the contract amount and adjustments of an employee's primary job in Position Budgeting calculations. Standard check amounts with any adjustments that have *Include in Budget* selected will be budgeted.

Comments	Free-form comments related to the adjustment.

Note: Once an adjustment has been processed in a payroll, it cannot be edited or deleted.

PAYROLL

Human Resources > Payroll Manager

INITIALIZE PAY BATCH

Located on the left side of the page, the **Pay Batch Summary** section lists unposted pay batches currently in the system. Every payroll has its own *Pay Group* and *Batch Number*, so that multiple pay batches may be in progress at the same time.

Note: If you want a quick snapshot of the status, start date, end date and check date of a pay batch, hover the pointer over the Batch Number.

Initialized batches are displayed in blue and bold, uninitialized in gray. Initialized batches that have been printed also will show a printer symbol to the right of the batch number.

1. To narrow the list of pay batches in the **Pay Batch Summary** section to all batches of a particular pay group, click in the *Pay Group* field, and select a pay group from the resulting list.

2. Click the uninitialized (gray) *Batch Number* you want. The Initialize Batch page will open.

Note: A double-arrow button in the top-left corner of every Payroll Manager page lets you display or hide the Pay Batch Summary section. If the double arrows are pointing to the right, click the button to display the Pay Batch Summary section. When the section is displayed, you may select another pay batch. If the arrows are pointing to the left, click the button to hide the section.

3. Visible when *Split Payroll by Fiscal Year* is selected on the Financial Management Setup page of Company HR Settings, *Split Date* is required if you want to split payroll. The default split date will be the first day of the *Default Fiscal Start Month* selected on the **G/L Setup** tab of the Company Suite Settings page.

Note: If batch initialization is submitted with a split date that is not the first of the month, the following warning will be provided: "The expected Split Date is the first day of the month." The employee wages will split from this day forward.

If an employee has a benefit (Benefit A) with the *Split Between Fiscal Years* check box selected on the Benefit page in Maintenance and another benefit (Benefit B) with the check box deselected, Benefit A will be prorated based on the wage; for example, if the benefit is 500 and the employee is paid 200 in the first month and 800 in the second month, 20% of 500 will go in the first month and 80% will go in the second month. All of Benefit B will go in the second month.

4. To determine what information is loaded and created when the pay batch is initialized, select or deselect the applicable boxes in the **Options** section:

Load Scheduled Hours

Create One-Time Deductions

Create One-Time Direct Deposits

Bring in Contract Pay gives you the option to include or exclude employee contract pay in the payroll initialization process. Select the check box to include contract pay. If you deselect it, employees with contracts will be included in the initialization, but their contract pay will not; you will have the option to add contract pay after the initialization. In either instance, all employees in the selected pay group, with or without contracts, will be included in the initialization.

5. If applicable, in the *Available* employee contracts list box, select the contracts that are to be included in the pay batch, and move them to the *Selected* box. Along with the schedule for the related job, the initialization process will bring in the selected contracts for payment. The payroll calculation will divide the flat amount of each contract by the number of pays.

Click **Submit** to begin the initialization process.

If errors occur, the process will be suspended, and the error descriptions will display at the top of the page. Errors must be fixed before a payroll can proceed. Common error messages refer to employees without general ledger accounts, positions or primary departments. If the

initialization is successful, a small popup will open to tell you the "Calculation completed successfully."

> Note: often all contracts are moved over unless there are some contracts that don't get paid every pay period for example those with periodic lump sums.

6. Click **OK** on the popup. The Payroll Manager home page will reopen, with hyperlinked descriptions and corresponding icons of all steps involved in processing the initialized batch displayed in workflow order down the left side of the page. All steps may not be required to complete your payroll. Typically, the minimum number of required steps include Centralized Hours Entry, Validate, Payment Processing and Post Payroll.

> Note: Once a pay batch has been initialized, you may suspend and restart the payroll process for that batch at any time before the actual checks are processed. However, if a mistake is make on the initialize screen, you have to reinitialize payroll.

> Note: For K-12 organizations Organization sets are not used in payroll, instead employees are assigned full GL accounts. Also note that the Retro Pay module cannot be used.

Once the batch is open, you can see the loaded contracts in the timesheets.

IMPORT CONTRACT PAY

Human Resources > Payroll Hours > Import Contract Pay

Import Contract Pay

Pay Group [BW ▾]

Batch [▾]

Employee [▾]

Contract Pay Not Imported [ ]

All Contract Pay [ ]

Submit **Reset**

The most common use case is when they made changes to Contracts after payroll was initialized and they need those changes accounted for in payroll.

Note: To use this feature, users will need permission to the Import Contract Pay security component.

The factors determining the amount to be paid for a contract will include the following:

- Posted payroll (not the current batch or any open batches)

- Plus or minus adjustments as of the pay end date of the batch, divided by the remaining pay periods prior to this batch

Note: When the contract pay is initialized, contract pay amounts that have occurred during the current payroll will not be considered.

Field	Description
Pay Group	Pay group to be initialized. This selection filters the *Batch* drop-down so that only those batches associated with the selected pay group will show.
Batch	Identifies the unposted batch of pay data to be initialized.
Only one of the following three may be selected:	
Employee	For the selected batch, drop-down contains all employees who had their contracts selected but whose contract pay has not been imported.
Contract Pay Not Imported	Select to have contract pay imported for all employees on the Employee drop-down.
All Contract Pay	Select to have previously imported contract pay deleted and re-imported for all employees on the Employee drop-down.

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IMPORT SUBSTITUTE TEACHER HOURS

Human Resources > Payroll Hours > Import Substitute Teacher Hours

If your organization uses a third-party program to track substitute teacher work data, you will import those hours to the Substitute Teacher Entry page using this feature. Import files must be in CSV (comma separated values) format.

User Permission to Import Substitute Teacher Hours

To use the Import Substitute Teacher Hours feature, users will need permission to its security component:

1. Navigate to Maintenance > new world ERP Suite > Security > Users.

2. Select the user.

3. Click the **Permissions** button.

4. Click the *Show Search* link.

5. In the *Component Name* field, type ***import substitute teacher hours*** (the field is not case sensitive).

6. Click the **Search** button. The grid will refresh to show the Import Substitute Teacher Hours component.

7. Select ***All*** so that a green check appears in the column.

8. Click **Save**. Permission to Import Substitute Teacher Hours will take effect after the user logs off and logs back on the system.

SAMPLE THIRD-PARTY FILE, EACH LINE EQUATING WITH ONE SUBSTITUTE TEACHER HOURS RECORD

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	9/1/2014	1000	2462	SICK		8 Training	2397		other pay	1	100		
2	9/8/2014	1000		COMP		4 holiday	2397	93		0.5			
3	9/9/2014	1000	2462	COMP		8 holiday	2397			1			
4	########	1000	2462	COMP		8	2397			1			
5	########	1000		SICK		8	2397	93		1			
6	########	1000		SICK		4	2397	93		0.5			
7	9/1/2014	1002		VACATION		8	2398			1			
8	9/8/2014	1002	2785	VACATION		8	2398	93		1			
9	9/9/2014	1002	2785	VACATION		4	2398	93		0.5			
10	########	1002	2785	VACATION		4	2398			0.5			
11	########	1002		VACATION		4	2398			0.5			
12	########	1002		VACATION		4	2398			0.5			
13	9/1/2014	1004		COMP		4	2399		other pay	0.5	100		
14	9/8/2014	1004		VACATION		8	2399			1			
15	9/9/2014	1004		VACATION		4	2399			0.5			
16	########	1004		COMP		8	2399			8			
17	########	1004		DAN		4 Training	2399		other pay	0.5	100		
18	########	1004		other pay		8	2399		other pay	1	100		
19	9/1/2014	1006		SICK		8							
20	9/8/2014	1006		COMP		8							

Items each line may contain and order in which they must appear to be imported successfully

1. Work Date required. Date the time is entered under. MM/DD/YYYY format.

2. Teacher Employee Number as found in **New World ERP**.

3. Teacher Override Position as found in **New World ERP**. Maximum 20 characters.

4. Teacher Hours Code as found in **New World ERP**. Hours code to which teacher's time is booked. Maximum 16 characters

5. Hours Worked for the Work Date and Teacher Hours Code. Maximum 10,4 characters.

6. Reason Code for hours as found in **New World ERP**. It is the code, not the description, in validation set 59. Maximum 32 characters.

7. Substitute Teacher Employee Numbers as found in **New World ERP**.

8. Substitute Teacher Override Position as found in **New World ERP**. Maximum 20 characters.

9. Substitute Teacher Hours Code as found in **New World ERP**. Hours code to which substitute teacher's time is booked. Maximum 16 characters.

10. Substitute Teacher Days worked for the Substitute Teacher Hours Code. Maximum 2,1 characters.

11. Override Substitute Teacher Daily Amount paid for the Substitute Teacher Hours Code.

12. Override Organization Set/Override GL Account general ledger organization code or general ledger account number, depending on configuration, as found in **New World ERP**. Maximum 64 characters.

13. Comments free-form comments. Maximum 64 characters.

FIELDS IMPORT WIZARD PAGE 1

Field	Description
Pay Group	Required. Pay group for which hours will be imported.
Batch and Check Date	Required. Pay batch and check date for which hours will be imported.
Date	Required. Date of the import. The current date is the default. Click the calendar prompt to select a different date or type the date directly in the control.
Import Type	Required. Import type defined in Maintenance (Maintenance > new world ERP Suite > System > Import/Export > Import Type List). Click the drop-down prompt to select from a list of available import type(s). Note: The list will contain only the payroll import type(s) you defined in Maintenance.
Import File	Required. Tells the path to the CSV file you are importing. Click the Browse button to select the file or type the path directly in the control.
Description	Required. Free-form description of the import, 50 characters maximum.

To reset entries to the way they were when page 1 of the import process last was opened, click **Reset**.

After making your entries on page 1 of the import wizard, click **Next** to open page 2.

Import Substitute Teacher Hours

1 2 3

Import Summary

| Records Validated | 0 |
| Records with Errors | 7 |

Processing Options

Import Substitute Hours ☑
Print Error Listing ☑

Substitute Teacher Data Validation Errors

Line Number ⚙	Warning ⚙	Message
▽ Contains…	▽	▽ Contains…
1		Work Date should be a valid date format.
6		Work Date should be a valid date format.
5		Work Date should be a valid date format.
3		Work Date should be a valid date format.
4		Work Date should be a valid date format.
7		Work Date should be a valid date format.
2		Work Date should be a valid date format.

This page displays a summary of the initial processing of the import file, including the details of any data errors that have been detected.

The **Import Summary** section tells how many payroll hours records are valid for import and how many records contain errors.

The **Substitute Teacher Data Validation Errors** section describes the data errors.

In the **Processing Options** section, you may select any of the following:

Field	Description
Import Substitute Hours	Imports payroll hours records that have been deemed valid for import (see **Import** Summary section). This check box is selected by default.
Print Error Listing	Generates a listing of errors associated with the import and sends it to myReports. This check box is selected by default.

Import Substitute Teacher Hours
myReports

After reviewing the information and making your selections, click **Finish** to complete the import process and open the third and final page of the import wizard.

This page shows the results of the import, including the number of records imported successfully. If errors occurred, the error messages and the line numbers where they appear will be listed under the **Substitute Teacher Hours Process Errors** header.

If you want to re-import the file or import a new file, click **Reset**. You will be returned to the first page of the import wizard.

If you need to go back and view the results of an import, click the View Import History button available on all three pages of the import wizard.

If a pay batch of imported records has been printed or posted, the **Delete** button on the View Import History dialog will be disabled.

Once you have imported the records, navigate to Human Resources > Payroll Hours > Substitute Teacher Entry, select the *Pay Group*, the *Batch and Check Date*, and click **Search**. The records will populate the Substitute Teacher Entry grid.

Note: When a record is imported into Substitute Teacher Entry, all corresponding records in Payroll Hours are invalidated.

Payroll Manager also provides an option to import substitute teacher hours.

SUBSTITUTE TEACHER ENTRY

Human Resources > Payroll Hours > Substitute Teacher Entry

Use this page to make teacher and substitute teacher entries for a selected work date. You can import this into payroll on top of what is already there. This allows of a substitute to take on attributes for who they are subbing for (GLs, etc.) and receive a flat amount pay for the day. This can be worked on even if payroll is not open.

Search for the pay batch.

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Enter in the substitute per the fields in the table below.

Note: To use this option, users will need permission to the Substitute Teacher Entry security component.

Field	Description
Work Date	Date for which hours are being recorded. If the date does not fall between the pay batch start and end dates, it will appear in red. If *Default Work Date* is selected on the Hours Entry Setup page in Company HR Settings, today's date will default in the field.
Teacher	Teacher who required a substitute.
Job	Teacher's primary job as of the *Work Date* selected.
Hours Code	Required if a *Teacher* is selected, hours code for teacher's absence.
Hours	Required if a teacher is selected, number of hours taken in leave.
Reason	Reason for teacher's absence.
Substitute Teacher	Teacher who substituted.
Job	Substitute teacher's primary job as of the *Work Date* selected.

Field	Description
Hours Code	Required if a substitute teacher is selected, hours code for substitute payment. If a substitute teacher hours code default has been set up in Company HR Settings, it will default here. Only flat-amount hours codes apply.
Days	Required if a substitute teacher is selected, proportion of a day being subbed.
Daily Amount	Required if a substitute teacher is selected, pay rate for the substitute. If applicable, the dollar amount from the hours code will default here.
G/L Account	An override general ledger account for the substitute. If a teacher and substitute are selected and the teacher has one distribution, the teacher's general ledger account will default here.
Comments	Free-form text comment.

After you have made your selections, click **Save** to validate and save them. A row containing your selections will be added to the grid. In the first column of the grid, use the *Indicator* drop-down to select whether you want the grid to show only the rows with errors, only teachers, only substitute teachers or teachers and substitute teachers. If one or more errors occurred on validation, a red **X** will display in the second column. Click the **X** to display a pop-up of the error description(s).

To push one or more validated substitute teacher hours entries to payroll hours entry, select the check boxes corresponding with the appropriate entries, and click the **Push** button in the bottom-left of the page. To push all validated hours entries, you need only click the Push button without selecting check boxes.

Once in payroll hours entry, the hours are not editable since it's pulling directly from this module, so you will need to do any updates in the Substitute Teacher Entry and re-submitted.

If a substitute teacher entry includes a full-time teacher and a substitute, two payroll hours records will be created in hours entry.

For manual check processing, select only a teacher or substitute teacher, since the pay batch will contain only one employee.

Changing a record in Substitute Teacher Entry will invalidate all corresponding records in payroll hours entry.

To delete a row from the grid, select it and click the **Delete** button in the bottom left of the page.

Note: Substitute teacher entries cannot be edited after checks have been printed or posted.

REPORTS

CONTRACT STATEMENTS

Human Resources > Reports > Employment Contracts > Contract Statements

Using mail merge templates, the Contract Statements page lets you generate and print the contracts that employees may review, sign and return to the appropriate departments.

SECURITY

Unless you choose to include each employee's secondary contract data with the primary contract data on the same statement, one statement per contract will be produced for each employee.

Data fields may be added, deleted and rearranged on the mail merge templates. A sample mail merge template, *HR Contract Statements*, has been created for use in Mail Merge Templates (Maintenance > new world ERP Suite > System > **Mail Merge Templates**).

FIELDS

Field	Description
Payroll Start Date	Required. Payroll date range for which contract statements will be generated. Statements will be generated for selected contract types that were being paid during this time.
Payroll End Date	
Form Letter	Required. Mail merge template to be used in generating and formatting the statements. Templates are sorted alphabetically on the drop-down. To view, edit or create a mail merge template, navigate to Maintenance > new world ERP Suite > System > Mail Merge Templates.
Combine Secondary Contracts	Determines whether to group an employee's secondary contract job(s) on the same statement with the primary contract job. Secondary contract data will be summarized.

LIST BOXES

Use the Employment Contracts list boxes to select the contract types for which statements will be generated. To select a contract type, move it from the *Available* box to the *Selected* box.

The contract types listed in the *Available* box come from the **Employment Contract List** page in Maintenance (Maintenance > Human Resources > Employment Contracts).

Once you have made your entries on this page, click the **Submit** button to create the statements in ***myReports***. The form will generate, filling in the tagged fields automatically.

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```
[[#start:letter]][[pagebreak]]

                           Tyler Technologies

                           Teacher Contract


This contract between is between Tyler Technologies and [[FirstName]] [[LastName]].

This is an agreement that the employee agrees to employment for the 2018-209 school year per agreed
upon conditions.

Employee agrees to all policies laid out by the corporation and therein follows these policies throughout
the contract term.

Tyler Technologies agrees to compensate employee for service under this contract as
[[insert:PrimaryJobs]] of said corporation the sum of [[ContractAmount]] for the period of the
contract.

The contract is executed in duplicate this [[date]].


Signed:


_____
        (Teacher)


Approve:


_____
        (Superintendent)

[[#end:letter]]
```

CREATE A MAIL MERGE FORM

1. Navigate to Maintenance > **new world ERP Suite** > System > Mail Merge Templates.

2. From the *Mail Merge Types* drop-down, select *Sample Templates*. Use these templates to create your mail merge form.

3. Click the *Description* link of the form you want to create. A File Download popup opens.

4. Click **Open**. The sample template opens in Microsoft Word. You may work off this form or begin a new Word document. The fields in brackets [ ] are the mail merge fields.

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5. Copy and paste these fields where you want the information to appear on the mail merge form. All forms must begin with [[#start:letter]][[pagebreak]] and end with [[#end:letter]].

6. After you have edited the form, navigate to **File > Save As**. The Save As popup opens.

7. Save the form as the file type specified on the template to the drive and folder of your choice. After you save the form, check it in. This process saves it to the New World ERP server.

8. From the *Mail Merge Types* drop-down, select the type of form to check in.

9. Click **Add** to add a new form. An Upload Document popup opens.

10. Select the *File Type (RTF, XML, etc.)*. Type a *Description* for the form.

11. **Browse** for the file you saved on your computer. Double-click the file to enter it in the *File* box on the Upload Document popup.

12. Click **OK**. The form you uploaded is added to the grid on the Mail Merge Templates page, showing a green check mark in the *Status* column.

    The second half of the check-in process involves placing a copy of your file on the server.

13. Click **Filing** and **Check In**. The Upload Document pop-up opens again.

14. **Browse** for your file. Double-click the file to enter it in the *File* box of the Upload Document popup.

15. Click **OK**. The form is checked in, and the green check mark is removed from the *Status* column of the Mail Merge Templates page.

16. Now that your form is checked in, click **Filing** and **Finalize** to complete the process. A padlock icon appears in the *Status* column of the Mail Merge Templates page. Your mail merge form now may be used.

Mail Merge Templates

	Status	File	File Type	Changed User	Changed Date
☐		Contains...	Contains...	Contains...	On...
☐	🔒	ECA Teacher Contract	rtf	nws	09/10/2018 02:54 PM
☑		ECA Teacher Contract	rtf	nws	09/25/2018 04:19 PM

Mail Merge Types: HR Contract Statement

1 - 2 of 2 records

Add | Delete | Download | Filing

Back | Check In | Check Out | Undo Check Out | Finalize | Permissions | Edit | Unquarantine

SAMPLE FIELDS WITH TAGS:

[[#start:letter]][[pagebreak]]

Date: [[date]]

Employee Name: [[FirstName]]

                                  [[MiddleName]]

                                  [[LastName]]

                                  [[Title]]

                                  [[Suffix]]

Employee Number: [[EmployeeNumber]]

Employee SSN: [[EmployeeSSN]]

Contract Description: [[ContractDescription]]

Payroll Start Date: [[PayrollStartDate]]

Payroll End Date: [[PayrollEndDate]]

Contract Start Date: [[ContractStartDate]]

Contract End Date: [[ContractEndDate]]

Pay Periods: [[PayPeriods]]

Contract Amount: [[ContractAmount]]

Employee Grade: [[EmployeeGrade]]

Employee Grade Step: [[EmployeeStep]]

Projected Annual Salary: [[ProjectedAnnualSalary]]

Contract Days: [[ContractDays]]

Pay Group: [[PayGroup]]

Standard Pay Check: [[StandardPayCheck]]

Daily Rate: [[DailyRate]]

Primary Adjustments: [[PrimaryAnnualAdjustment]]

Total Adjustments: [[GroupedAnnualAdjustment]]

Secondary Adjustment Total: [[SecondaryAdjustmentTotal]]

Secondary Contract Total: [[SecondaryContractTotal]]

Grand Total: [[GrandTotal]]

Adjustments

[[insert:Adjustments]]

Secondary Jobs

[[insert:SecondaryJobs]]

[[#end:letter]]

[[#start:Adjustments]]

      [[ContractDescription: Contract:20:left]]

      [[AdjustmentDate: Adjustment Date:20:center]]

      [[AdjustmentType: Adjustment Type:20:left]]

      [[AnnualAdjustment: Annual Amount:20:right]]

[[#end:Adjustments]]

[[#start:SecondaryJobs]]

[[ContractDescription: Contract:30:left]]

[[ComputedJobTitle: Job Title:30:left]]

[[ContractAmount: Amount:30:left]]

[[#end:SecondaryJobs]

EMPLOYMENT CONTRACT BALANCE REPORT

Human Resources > Reports > Employment Contracts > Contract Balance Report

This page lets you generate reports showing the remaining balances of employee contracts. According to the effective date, contracts and departments you select, the appropriate data will be extracted from the Workforce Administration **Contracts** tab and provided in SSRS format, with options to recast the data in other formats for easy editing.

You may run summarized and detailed versions of the report and sort the output by employee or contract.

PERMISSIONS

- Department security will be handled through the report user interface.

- Security will be by department, filtered by user.

- With a contract tied to a job, the department security configured for that contract will be used.

DEPARTMENT SECURITY SETUP

1. Navigate to Maintenance > new world ERP Suite > Process Manager.
2. Select Payroll-Department/Employee Inquiry.
3. Click the **Set Up Departments** button.
4. Set up the departments for the user.
5. Click **Save**.

SECURITY COMPONENT

To authorize users to view and generate the Employment Contract Balance Report, follow these steps:

1. Navigate to Maintenance > new world ERP Suite > Security > Users. The User List page will open.
2. Select the user.
3. Click the **Permissions** button. The Permissions page will open.
4. Click the *Show Search* link, located in the top-right corner of the page.
5. In the *Feature Group* field, select ***HR-Reports***.
6. In the *Component Name* field, type ***contract balance***. (Entries are not case sensitive, and partial entries are acceptable.)
7. Click the **Search** button.
8. Select the ***Employment Contract Balance Report*** row.
9. Click in the *All* cell until a green check mark appears in the All and Print cells.
10. Click **Save**.
11. For the authorization to take effect, the user will need to log off and log back on.

FIELDS

Field	Description
Load Saved Report	Saves this version of the report as a template for later use. When you click Save, a dialog will ask you to name the report. Type the name, and click OK. The next time you want to run this report, select its name from the Load Saved Report drop-down, and the fields will be populated automatically. If necessary, you may edit entries before running the report. You may save as many templates as you would like.
Override Report Title	Overrides the default report title, (Employment Contract Balance Report.
Distribution Group	A group of people selected to receive the report in myReports. Click in the field to select from a list of existing groups, or click the blue-eye prompt to create a new

Field	Description
	distribution group. The report will be sent to myReports for each person in the group.
Email Group	A group of people selected to receive the report by email. Click in the field to select from a list of existing groups.
Contract Effective Date	Beginning contract date--for example, selecting a date of 11/01/2013 and a Contract Status of Active would return all active contracts as of a start date of 11/01.2013. You may click the common dates prompt to select a list of time intervals, such as, *This Week*, *Last Month*, *This Year*, etc.
Report Type	*Summary* or *Detail*. Summary displays one line per contract with corresponding values for the contract. The adjustment total will reflect the aggregate amount of all adjustments that make up the total. Detail display the adjustment amount per contract for an employee. The total of each adjustment line item is the sum of the total adjustment amount on the summary report type.
Contract Status	*Active*, *Inactive* or *All* contracts.
Sort by	Sort options for summary report only: *Employee-Contract* or *Contract-Employee*. This field is disabled when the *Report Type* is *Detail*. The detail report sorts automatically by employee.

MULTI-SELECT LIST BOXES

The **Contract**, **Department** tabs contain multi-select list boxes for the selection of contracts and departments to be included in the report. Select at least one contract and one department.

From the *Available* list box, select one or more contracts or departments.

To select multiple items dispersed throughout the list, hold down the **<Ctrl>** key while selecting. To select multiple, consecutive items, hold down the **<Shift>** key, and select the first item, then the last. Selected items will be highlighted.

To move selected items from the *Available* to the *Selected* list box, click. To move all items, selected or not, to the *Selected* box, click.

To return selected items to the *Available* box, click. To return all items to the *Available* box, click.

After making all of your selections on this page, click **Submit** to generate and display the report. Once the report displays, you will have the opportunity to send it to MyReports as a PDF or to save the data in other formats, such as CSV, Excel and Word.

Note: Amounts shown in the Summary section of the Workforce Administration **Contracts** tab should equal the amounts shown on the Employment Contract Balance Report.

Employee	Contract	Contract Dates	Pay Periods Pays	Remain	Status	Contract Amount	Adjustments	Paid Amount	Remaining Balance	Standard Check	Daily Rate
444 Ackermann, Alexandro A JR	Test Contract	01/01/2018 - 12/31/2018	24	24	Active	38,584.00	0.00	0.00	38,584.00	1,607.67	105.71
					Total	$38,584.00	$0.00	$0.00	$38,584.00		
2459 Mahoney, Samantha	Test Contract	01/01/2018 - 12/31/2018	24	24	Active	49,649.60	0.00	0.00	49,649.60	2,068.73	136.03
					Total	$49,649.60	$0.00	$0.00	$49,649.60		
			Grand Totals	2		$88,233.60	$0.00	$0.00	$88,233.60		

Run by NWS on 09/17/2018 16:33:50 PM

OTHER YEARLY PROCESSES

FISCAL YEAR END ACCRUALS

Human Resources > Year End Processing> Fiscal Year End Accrual Report

This process is just for K-12 Michigan customers. Depending on when you run this, it will calculate the expenses for any payrolls remaining from that point forward until the end of the contract year. It will generate a Journal Import file for each pay period that is then imported on the FM side, so the payroll expense is recognized in the current fiscal year.

If your fiscal year differs from your contract year, you may run this report to determine your remaining contract expenses following the end of the fiscal year; for example, if the fiscal year ends on 6/30 and teachers' contracts run until 8/30, the report will show what is left to be paid between 6/30 and 8/30.

All employer-related costs, including wages, employer taxes and benefits, will be calculated. Once this data is generated, contract-year payments may be exported to the fiscal-year books.

Fiscal Year End Accrual Report

Load Saved Report [▼] Distribution Group [▼]
Override Report Title [ ] Email Group [▼]

Accrue Thru Date [ ] 🗓
G/L Date [ ] 🗓

Report Type [▼]

[Contracts] [Benefits] [Taxes]

Admin Contract
Test Contract

Available: 2   Selected: 0

[Submit] [Reset] [Save] [Save As] [Delete]

FIELDS

Field	Description
Accrue Through Date	Required. Amounts calculated from today's date through this date. Data will be calculated according to the number of pay batches created during this time frame.
G/L Date	Required. Date the results of the calculation are to be exported to the Financial Management Journals. The text (csv) file that is created as part of the report process and intended for export to the Financial Management Journals will contain this date.
Report Type	Required. Summary or Detail. The summary report will present data by employee, while the detail report will present data by batch.

MULTI-SELECT LIST BOXES

Use the multi-select list boxes to select the types of contracts, benefits and taxes to be included in the calculation. To select a contract, benefit or tax, click the corresponding tab. The list box on the left (*Available*) is populated with all available selections. In this box, select the contract, benefit or tax tied to the employees you want the report or transmittal file to contain, and click the right-arrow button to move your selections to the list box on the right (*Selected*).

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> **Note**: The contract types listed in the Available box come from the Employment Contract List page in Maintenance (Maintenance > Human Resources > Employment Contracts).

> **Note**: In selecting the taxes, you will want to include only the employer-related taxes: FICA, Medicare, FUTA and SUTA.

Once you have made your selections on this page, click the **Submit** button to generate and submit the Fiscal Year-End Validation Error Report, Fiscal Year-End Journal Register and Fiscal Year-End Journal Export File to *my**Report**s*. The data in the Fiscal Year-End Journal Export File matches the standard text (csv) file format that may be exported to the Financial Management Journals.

Each export file will equal one pay batch; for example, if five pay batches are included in the time period for which the report is run, five export files will be created.

Although payrolls are calculated through this process, they are not actually run (refer to the example below).

> **Note**: Each time this report is submitted, data will be recalculated.

EXPORT TO FINANCIAL MANAGEMENT JOURNALS

To export fiscal year-end accrual data to the Financial Management Journals, follow these steps:

1. Navigate to Financial Management > Journals > Journals. The Journal List page will open, showing a grid of journals.

2. Click the **Import** button, located in the bottom border of the grid. The Journal Import page will open.

3. In the *Import Type* field, select ***Journal Import (Standard CSV)***. (The Fiscal Year-End Journal Export File, generated when you run the Fiscal Year-End Accrual Report, has been designed for this type of import.)

4. Perform the remaining steps of the import process.

5. When the next normal payroll process is run following the date of the import, you will reverse the journal that has been posted to Financial Management to create a net effect of zero.

SAMPLE FISCAL YEAR-END JOURNAL EXPORT FILE

	A	B	C	D	E	F	G	H	I	J	K	L
	A1		fx	11/18/2011								
1	########	AA 010	-2463989				AA					
2	########	AA 012	1773.44			CA	AA					
3	########	AA 012	196309.3			EA	AA					
4	########	AA 111	5532.79				AA					
5	########	AA 100	23.74				AA					
6	########	AA*E 111/	162618.5				AA*E*02*1116					
7	########	AA*E 111/	306633.3				AA*E*03*1109					
8	########	AA*E 111/	5349.76				AA*E*04*1115					
9	########	AA*E 111/	0.6				AA*E*05*1000					
10	########	AA*E 111/	1.2				AA*E*08*1110					
11	########	AA*E 111/	5821.76				AA*E*09*1117					
12	########	AA*A 111/	769076				AA*A*05*1000					
13	########	AA*E 111/	1139.54				AA*E*19*1310					
14	########	AA*E 121/	797.7				AA*E*19*1310					
15	########	AA*E 111/	3.23				AA*E*21*3200					
16	########	AA*E 111/	4008.95				AA*E*23*2120					
17	########	AA*A 111/	1913.24				AA*A*25*2130					
18	########	AA*A 111/	5310.92				AA*A*28*2400					
19	########	AA*A 111/	0.6				AA*A*40*2600					
20	########	AA*E 124/	1502.4				AA*E*40*2600					
21	########	AA*E 111/	2013.12				AA*E*40*2600					
22	########	AA*B 111/	398903.7				AA*B*05*1000					
23	########	AA*B 111/	5000				AA*B*10*1112					
24	########	AA*B 122/	1350.7				AA*B*28*2400					
25	########	AA*B 111/	2006.25				AA*B*28*2400					
26	########	AA*C 111/	330991.3				AA*C*05*1000					
27	########	AA*C 111/	643.07				AA*C*09*1118					
28	########	AA*C 111/	14918.76				AA*C*28*2400					
29	########	AA*F 111/	214719				AA*F*14*1200					
30	########	AA*F 121/	994.8				AA*F*14*1200					
31	########	AA*E 111/	7640.24				AA*E*24*2150					

QYW000PN0003099600

Ready

The image above shows the format of the file you will export to Financial Management Journals.

From left to right, the file contains the following columns of data:

GL Date

GL Account

Amount

Description (blank)

Source (blank)

Due To/Due From Fund

Org Set

Project Code 1

Project Code 2

Project Code 3

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PAY RATE INCREASES

At the beginning of the school year (usually around October but timeframe varies school to school), most schools give pay rate increases to their teachers. Due to how contracts work in the system, New World usually scripts this process.