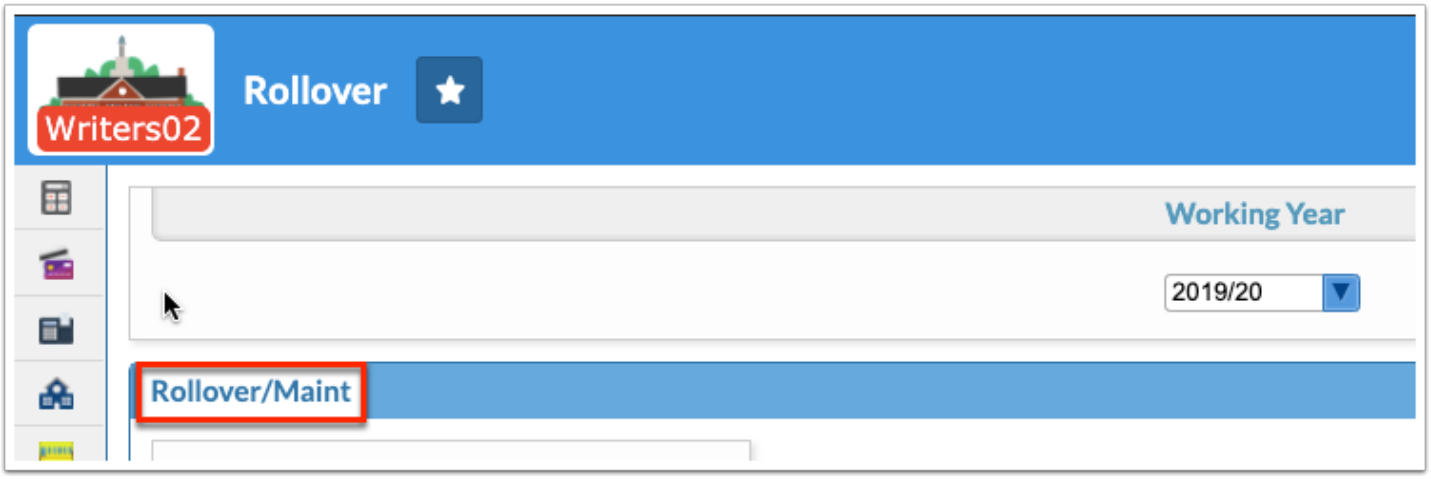
Rollover

Payroll Rollover is an important part of preparing for the following year. It allows you to roll Payroll and Human Resources information from the current year into the next year. While rolling data, you will have the advantage of updating and changing information without having to navigate to other screens. The Rollover screens also includes the ability to manage Increment Steps and the ability to Change Step Pay.

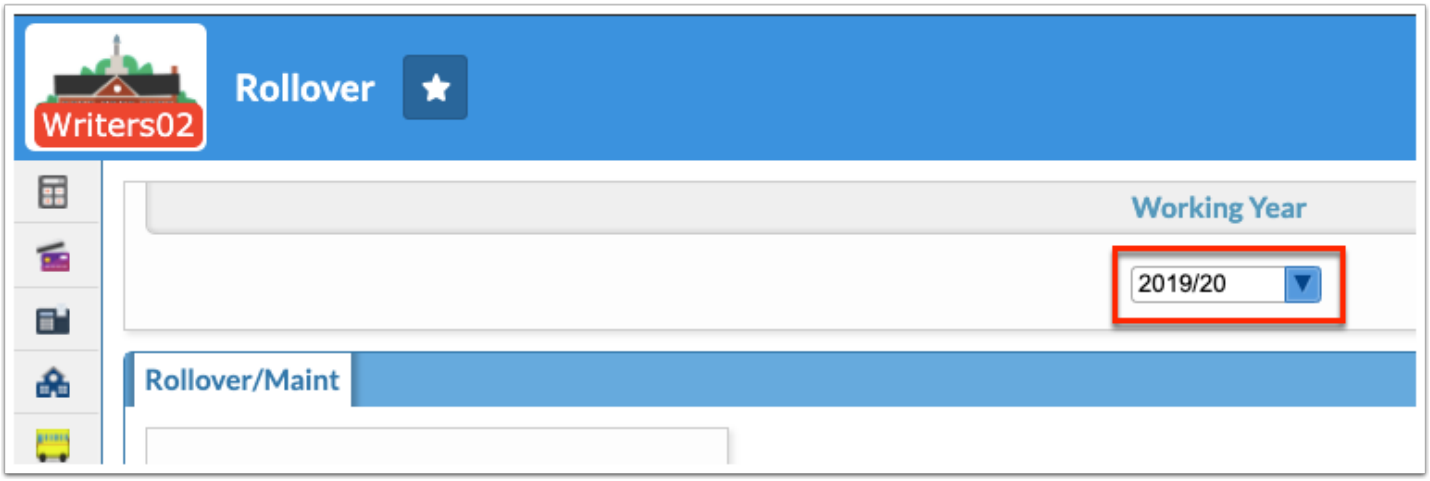
Rollover/Maint

1. From the **Payroll** menu, click **Rollover**.

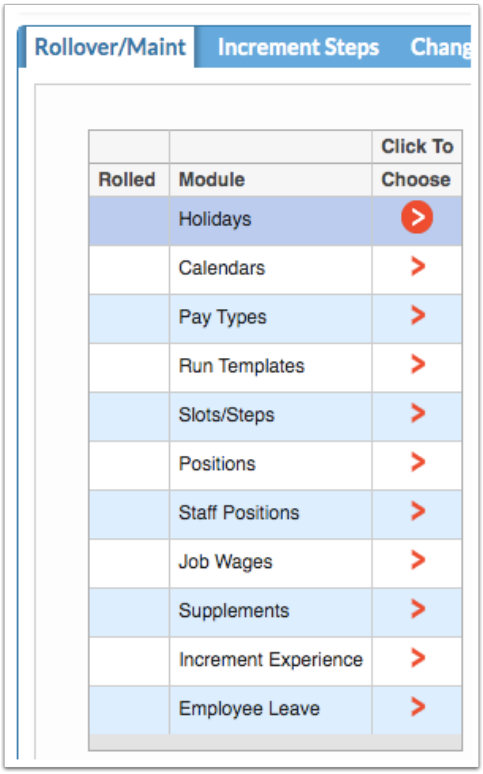
2. Click the **Rollover/Maint** tab, which houses the majority of information and data to be rolled over into the next year.



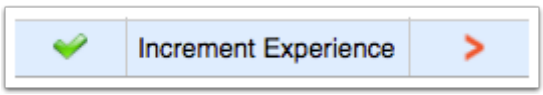
3. The **Working Year** defaults to the current year. Since you are working on rolling current information, you will want to stay on the current year to complete the rollover.



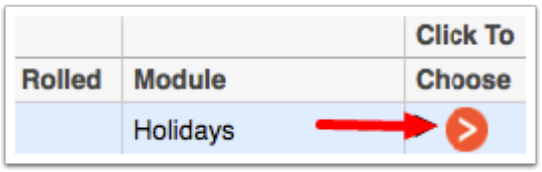
The Rollover/Maint tab displays a chart with three columns: Rolled, Module, and Click To Choose.



When the **Module** has been successfully rolled, you will see a green check mark in the **Rolled** column indicating that that section is complete.



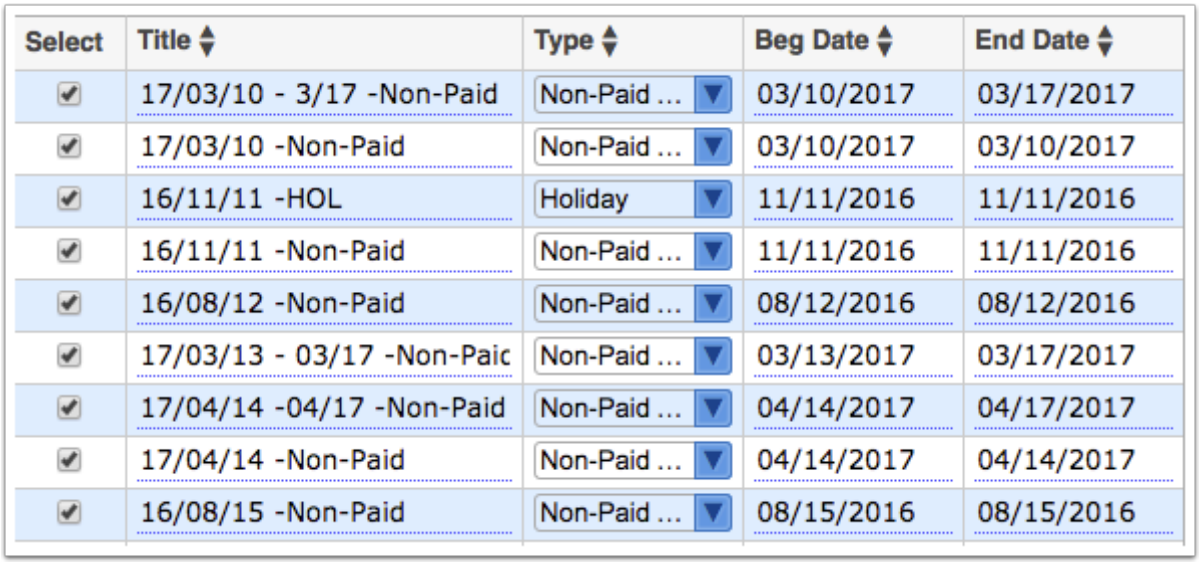
4. To begin working on a specific Module, click the orange arrow in the **Click To Choose** column.



The Modules are set up in a specific order; therefore, you will have to start with **Holidays** and work your way down to **Increment Experience**. If you try to skip around and start with **Slots/Steps**, for example, you will not see the option to **Roll to 20XX/XX** or to save any changes made. The Modules have a logical progression--you cannot roll Calendars without rolling/setting up the Holidays first because the Holidays module is directly linked to Calendars. Also note that any holidays not selected will not appear in Calendars--this applies to other data in the subsequent modules.

Holidays

1. To begin rolling, click the orange arrow next to **Holidays**. This will open another chart with five columns: Select, Title, Type, Beg Date, and End Date.



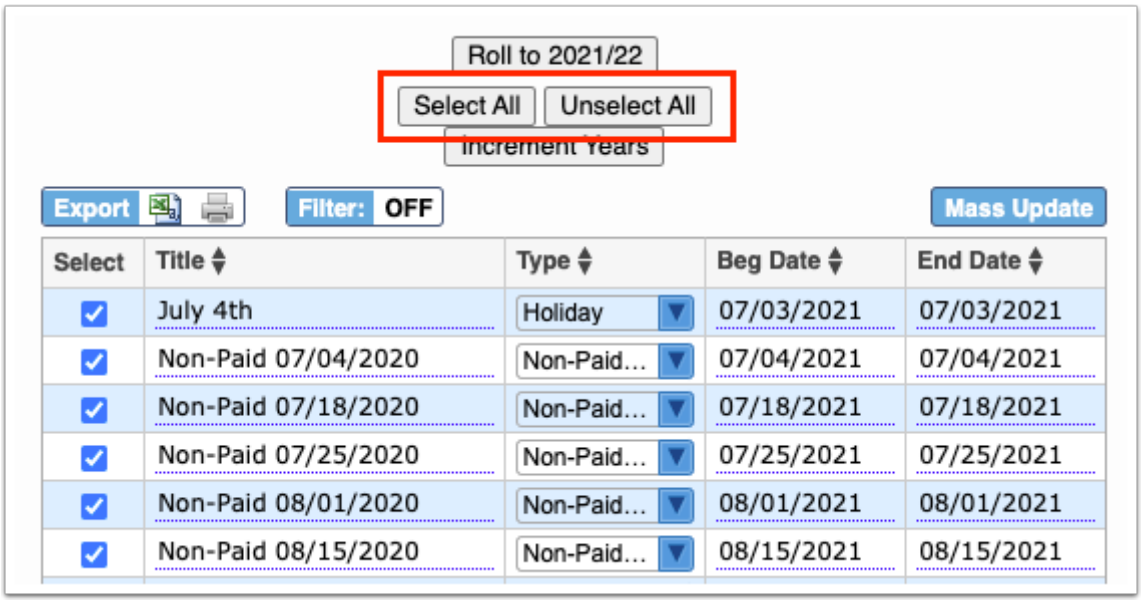
Select	Title	Type	Beg Date	End Date
☑	17/03/10 - 3/17 -Non-Paid	Non-Paid ...	03/10/2017	03/17/2017
☑	17/03/10 -Non-Paid	Non-Paid ...	03/10/2017	03/10/2017
☑	16/11/11 -HOL	Holiday	11/11/2016	11/11/2016
☑	16/11/11 -Non-Paid	Non-Paid ...	11/11/2016	11/11/2016
☑	16/08/12 -Non-Paid	Non-Paid ...	08/12/2016	08/12/2016
☑	17/03/13 - 03/17 -Non-Paic	Non-Paid ...	03/13/2017	03/17/2017
☑	17/04/14 -04/17 -Non-Paid	Non-Paid ...	04/14/2017	04/17/2017
☑	17/04/14 -Non-Paid	Non-Paid ...	04/14/2017	04/14/2017
☑	16/08/15 -Non-Paid	Non-Paid ...	08/15/2016	08/15/2016

2. You can make changes to the **Title** of the Holiday, **Type**, and Dates. It will be required to change the dates to correspond with the following year.

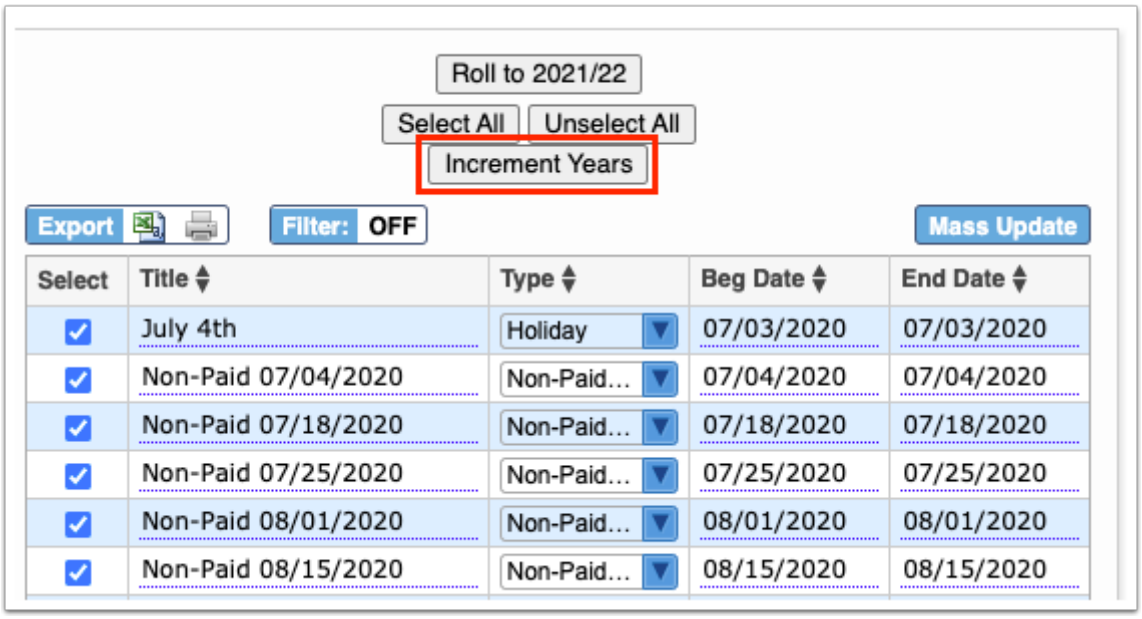
Warning: If you don't change all dates to correspond with the following year, you will be unable to roll selected Holidays. All selected Holiday dates must be changed.

3. If there are specific Holidays you do not wish to change or roll into the next year, clear the selection by unchecking the box in the **Select** column.

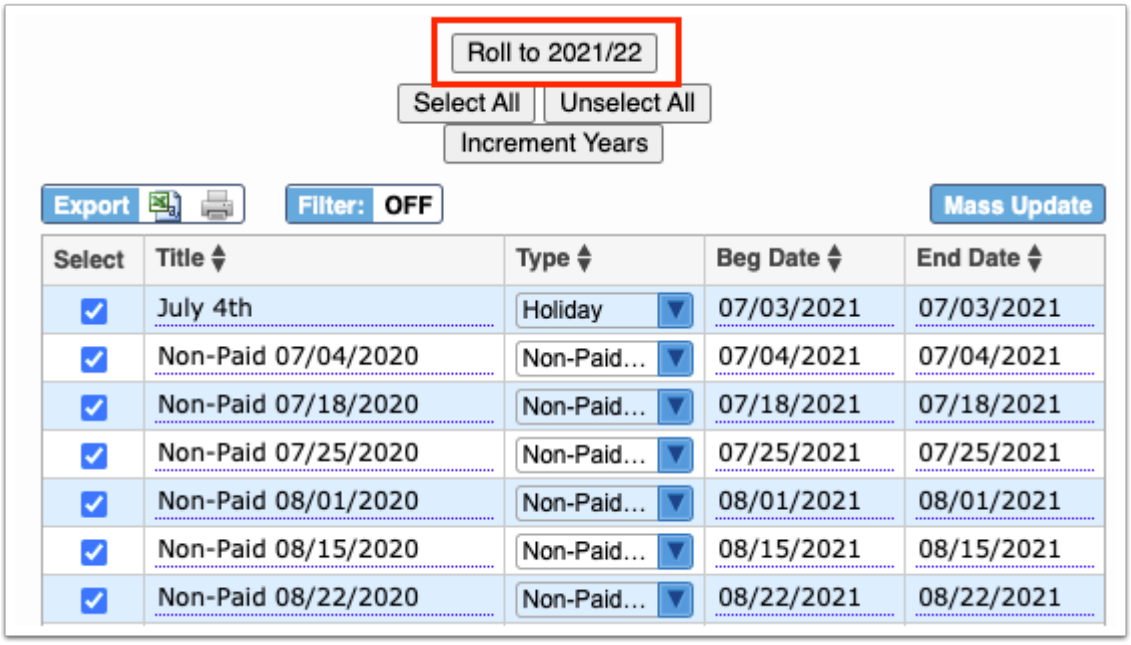
a. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.



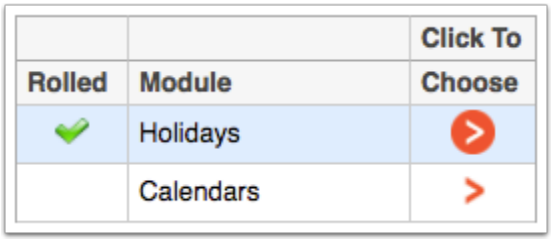
4. Click **Increment Years** to automatically change the Beg Date and End Date to the next year. For example, if it reads 07/03/2020, it would change to 07/30/2021.



5. Click **Roll to 20XX/XX** when all your changes have been made. Note: Some of the dates may be in red; they will remain in red until clicking Continue or updating the date.

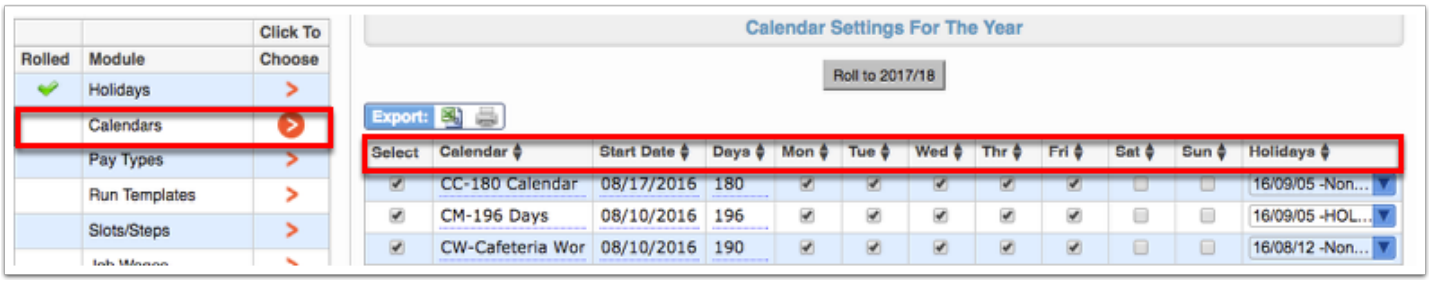


6. Once complete, you will see the green check mark next to **Holidays** in the **Rolled** column.



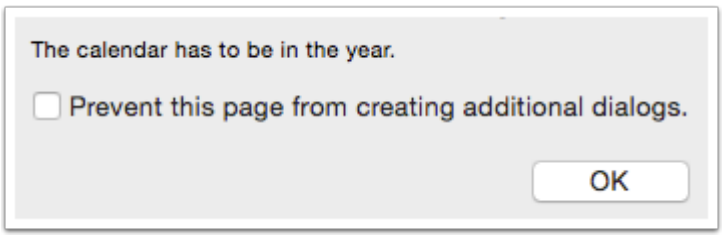
Calendars

1. Continue in the order of the listed modules and click the orange arrow next to **Calendars**. This will open another chart with 12 columns: Select, Calendar, Start Date, Days, Mon-Sun, and Holidays.



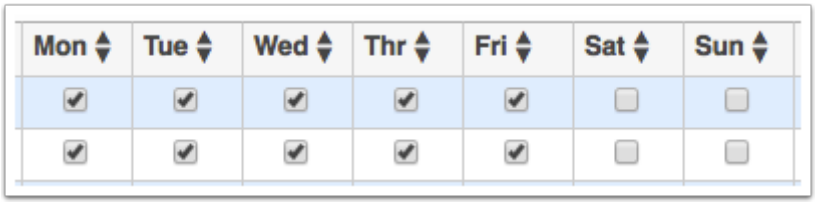
2. All of the columns can be edited. The most important column to update is the **Start Date** column. All of these dates must be changed to reflect the new year.

> ⚠ If you do not change the dates to correspond with the next fiscal year, you will be unable to roll selected Calendars.



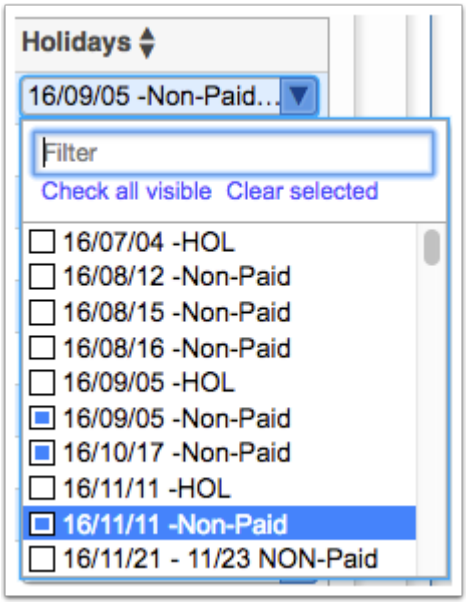
3. The number of **Days** in specific contracts may also need to be altered along with the **Calendar** title. To edit either field, click on the title or number and make changes.

4. Be sure the correct days of the week are selected for each **Calendar** contract. The options shown here are **Mon**-**Sun**. To clear the selection for specific days, uncheck the box. To select a specific day not yet selected, check the box.

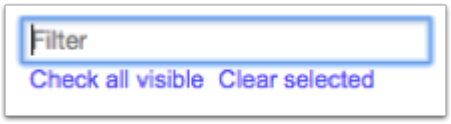


5. Check that the correct **Holidays** are selected for each Calendar. Keep in mind that the Holidays will change based on information provided upon rolling Holidays in the last step. Click

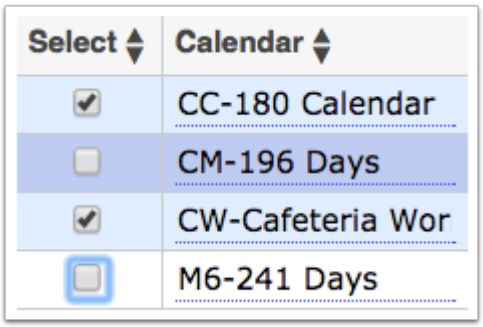
the blue arrow for the pull-down to see which Holidays have been selected. Notice that more than one selection can be made here.



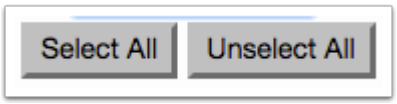
Click the **Check all visible** link to select all listed holidays. Click **Clear selected** to clear selections made on any selected holidays.



6. If there are specific **Calendars** you do not wish to change or roll into the next year, clear the selection by unchecking the box in the **Select** column.

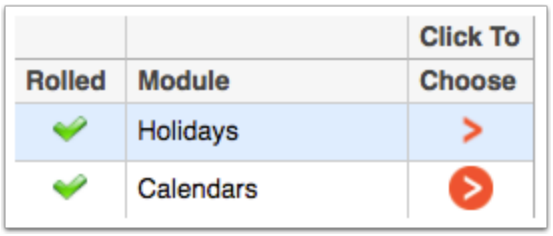


a. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.



7. Once all of your edits have been made and all of the Start Dates have been changed, click **Roll to 20XX/XX**. Note: If you already clicked this button before all dates were updated, the button may read **Continue** instead.

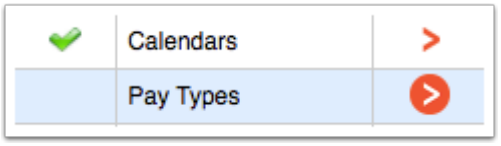
8. Once complete, you will see the green check mark next to **Calendars** in the **Rolled** column.



When the Calendars module is rolled, the system will also roll the survey 5 calendar table in Payroll > Maintenance > Main Tables tab > Facilities.

Pay Types

1. Continue in the order of the modules and click the orange arrow next to **Pay Types**.

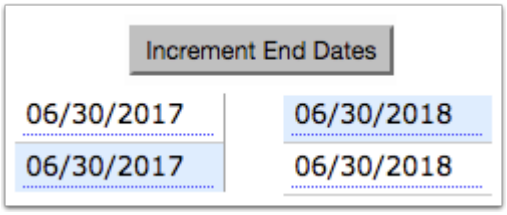


This will open another chart with 12 columns: Roll Select, Pay Type, Calendar, Annualized Hourly, Overtime Exempt, Number of Checks, Service Months, Service Days, Paid Months, Hrs Per Day, Date Group, and Last Work Day.

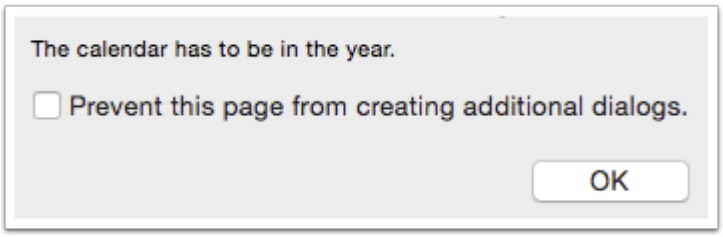
Roll Select	Pay Type	Calendar	Annualized Hourly	Overtime Exempt	Number of Checks	Service Months	Service Days	Paid Months	Hrs Per Day	Date Group	Last Work Day
☑	AT ATHLETIC TRAINER	M6-241 Days		☐	24	11	206	11	8.00	Semi-Mon...	06/12/2017
☑	CM CAFETERIA MANA...	CM-196 Days		☐	24	9	196	9	8.00	Semi-Mon...	06/09/2017

2. All of the columns can be edited except **Pay Type**. The most important column to update is the **Last Work Day** column. All of these dates must be changed to reflect the new year.

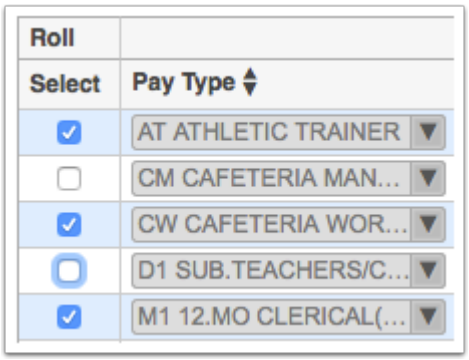
The Pay Types module includes a button titled **Increment End Dates**. Clicking this button will automatically change the year of the **Last Work Day** to the next year. For example, if it reads 06/12/2017, it would change to 06/12/2018.



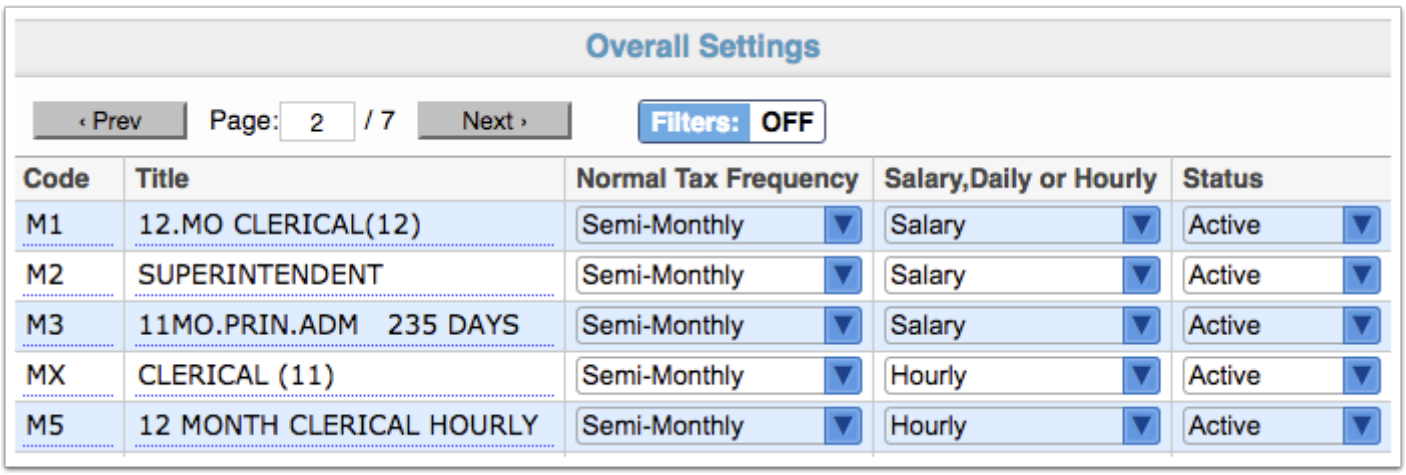
If you do not change the dates to correspond with the 2017/2018 year, you will be unable to roll selected Calendars.



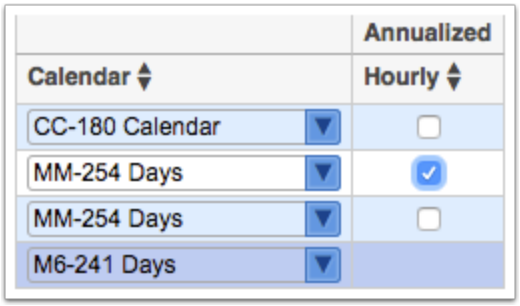
3. While the **Pay Type** cannot be changed on this specific chart, if necessary, you can clear the selection by unchecking the **Select** checkbox.



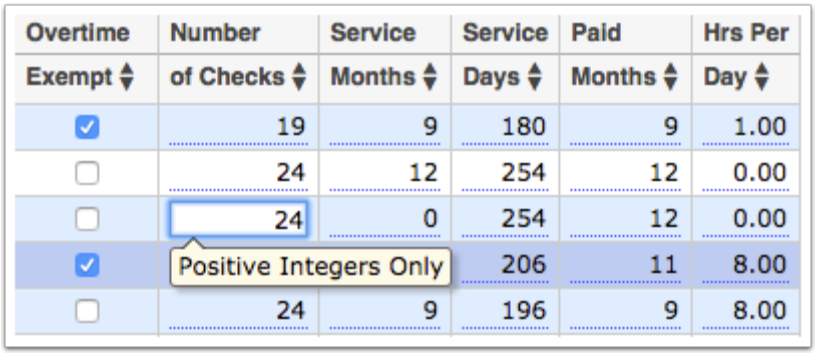
Although the Pay Type cannot be edited from the Yearly Setting section, if you scroll down the page to the **Overall Settings** section, you can edit the Code, Title, Normal Tax Frequency, Salary, and Status of each Pay Type. Changes made here will appear after rolling is complete. Refresh the page to see the changes.



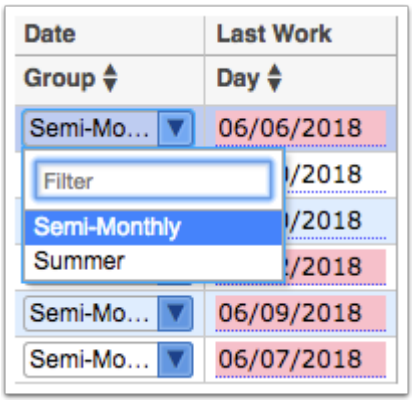
4. The **Calendar** pull-down pulls in from the previous Calendars module (which are also tied to Holidays). Some Pay Types and contract Calendars will have a checkbox for **Annualized Hourly**; select the appropriate boxes.



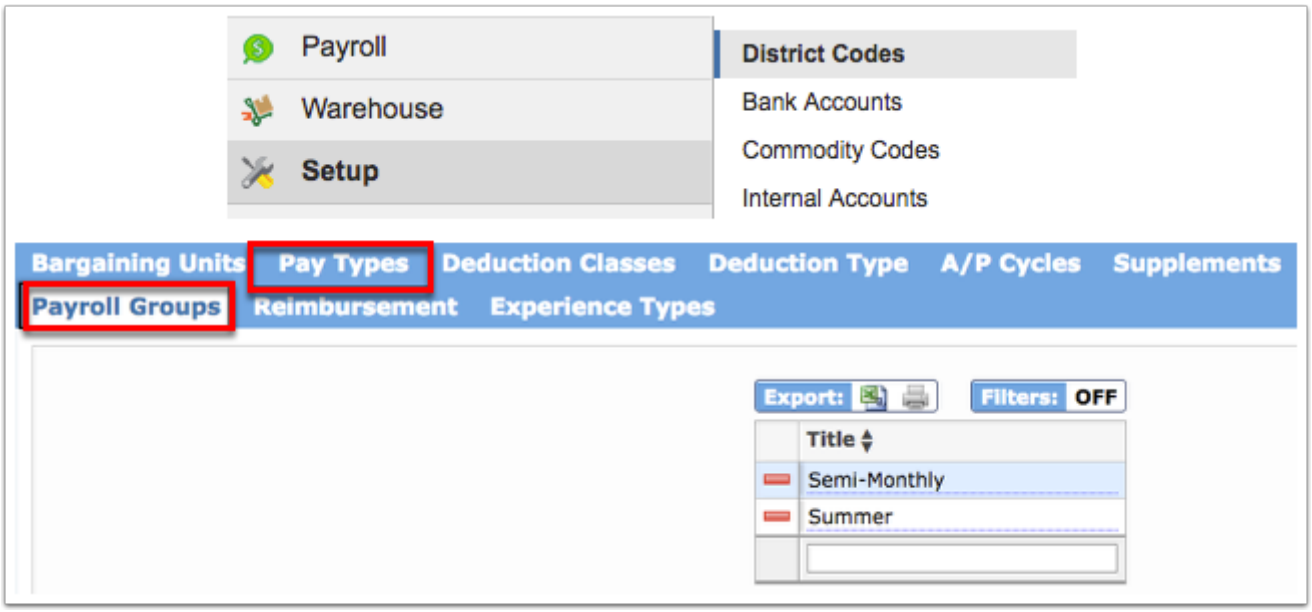
5. If the Pay Type is **Overtime Exempt**, select the check box in this column. Depending on calendar changes, the **Number of Checks** may also change. To change the number, click the text field. Same applies for **Service Months**, **Service Days**, **Paid Months**, and **Hrs Per Day**.



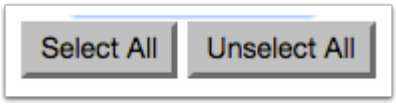
6. The **Date Group** most likely will not change. However, as stated above, the **Last Work Day** must be updated.



A lot of the information built into columns such as **Pay Type** and **Date Group** pull from data set up by the district. To navigate to these screens, go to the **Setup** menu, click District Codes. Pay Type can be found under the **Pay Types** tab. Date Group can be found under the **Payroll Groups** tab. For additional setup information, navigate to the **Payroll** menu, click Maintenance. The Main Tables tab will show the Pay Types module.



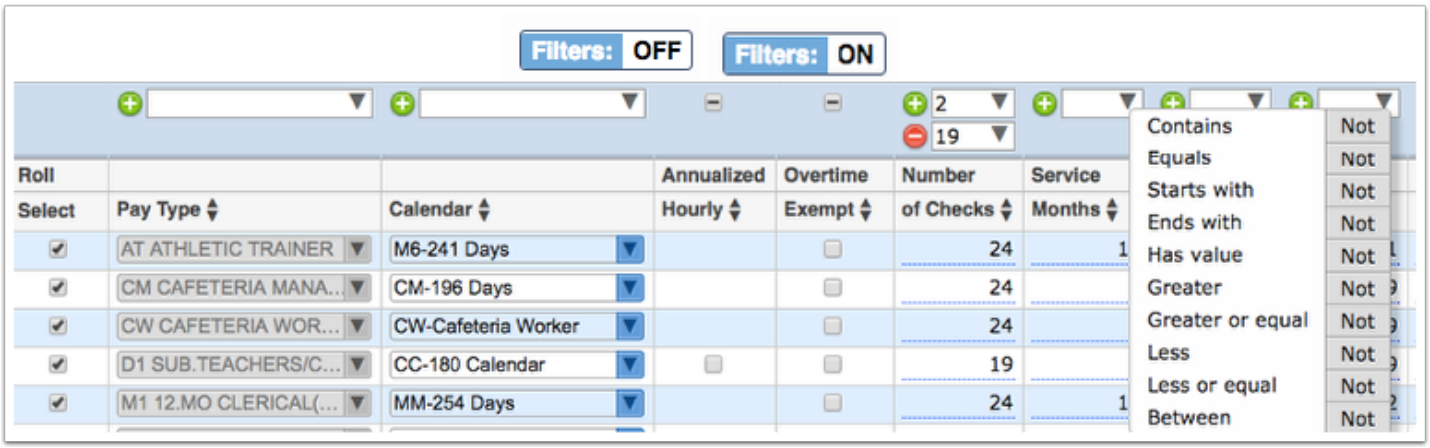
7. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.



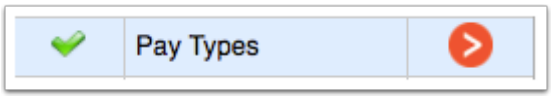
8. Once all of your edits have been made and all of the Last Works Days have been changed, click **Roll to 20XX/XX**. Note: If you already clicked this button before all dates were updated, the button may read **Continue** instead.

All Pay Types must be rolled regardless of whether or not changes have been made.

If you use the filters to focus the data and try to roll, only records displayed after filtering will roll. For example, if Pay Types originally displayed 200 records, and you use the filters feature on a specific Pay Type, which only returns 10 records, then select all and roll, only those 10 selected records will roll.

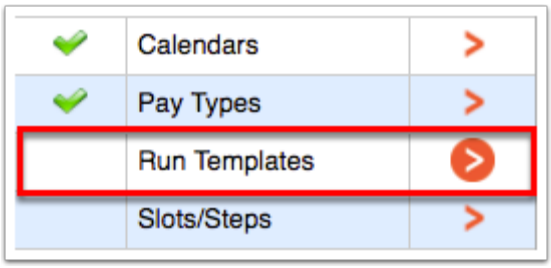


9. Once complete, you will see the green check mark next to **Pay Types** in the **Rolled** column.

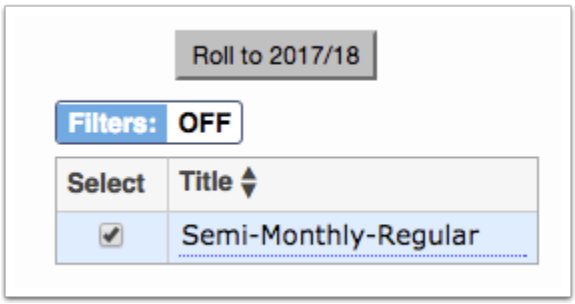


Run Templates

1. Continue in the order of the modules and click the orange arrow next to **Run Templates**.

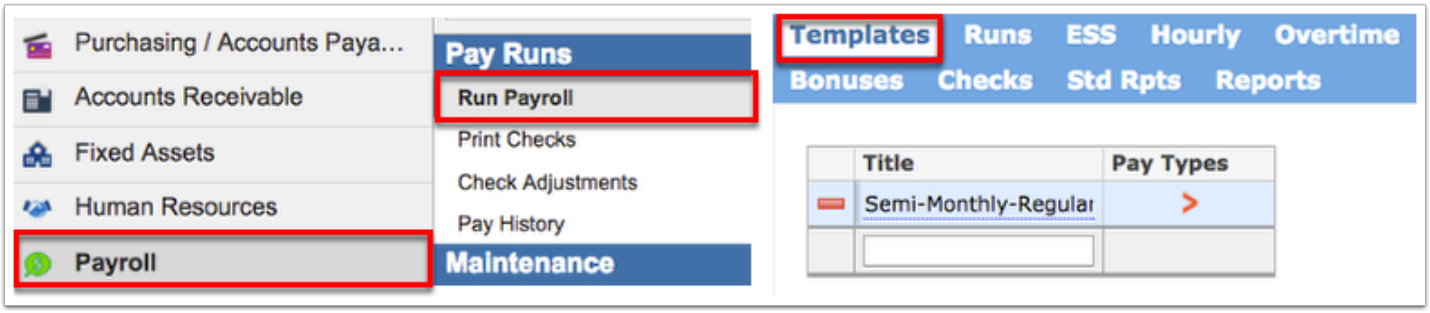


This will open another chart with two columns: **Select** and **Title**.

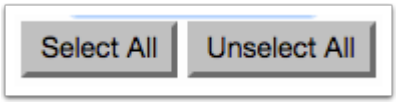


2. If you have been using specific run templates for your payroll runs, they will all show here. Before rolling, you can edit the **Title** and clear any selections you do not wish to roll into the next year.

3. To access your Run Templates, from the **Payroll** menu, click **Run Payroll**. You will find all created Run Templates on the **Templates** tab. From this screen, you can add or delete existing templates.

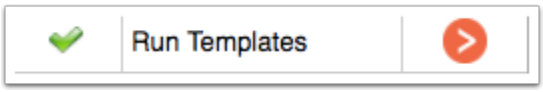


4. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.



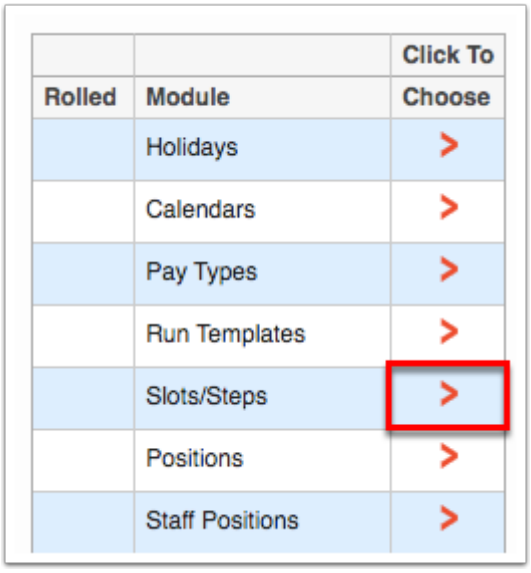
5. Make all necessary changes and selections, then click **Roll to 20XX/XX**.

Once complete, you will see the green check mark next to **Run Templates** in the **Rolled** column.



Slots/Steps

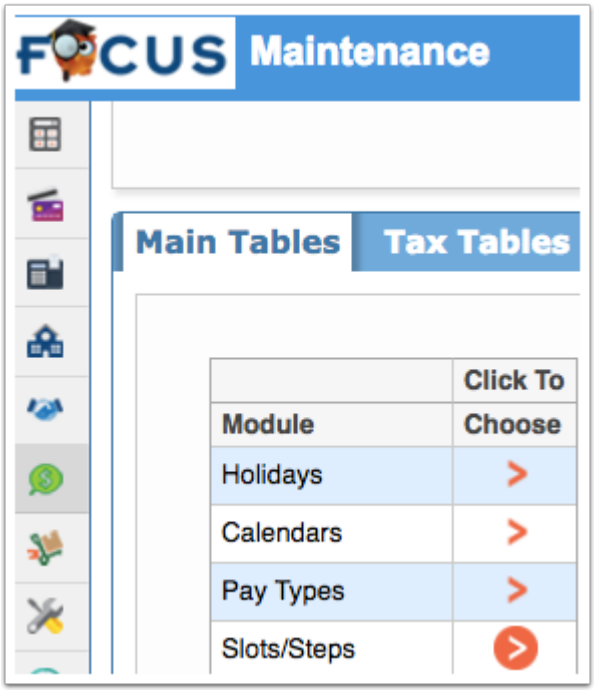
1. Continue in the order of the modules and click the orange arrow next to **Slots/Steps**.



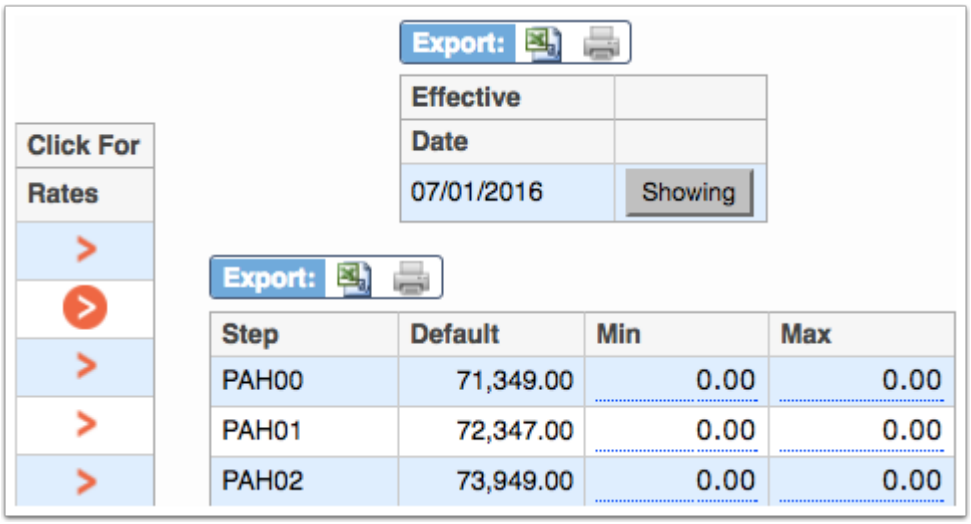
This will open another chart with nine columns: Roll Select, Slot, Code, Type, Days, Hrs/Per day, Supplement, Base, and Click For Rates.

Roll Select	Slot	Code	Type	Days	Hrs/Per day	Supplement	Base	Click For Rates
☑	10 MONTH JROTC	JROTC	Sal...	196	7.50			>
☑	A.P./HIGH/10/ ST:00	PAH00	Sal...	210	7.50			>
☑	ACADEMIC CHALLENG	SIAC2	Sal...	196	7.50	B Academic		>

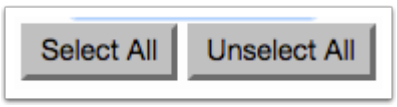
2. To navigate to the original Slots screen, from the **Payroll** menu, click **Maintenance**. The Maintenance screen will default to the Main Tables tab. From here, click the orange arrow next to **Slots/Steps**.



3. Any of the columns can be edited before rolling to the next year. For Slot salary information, click on the **orange arrow** in the **Click For Rates** column. If the default salary has changed at all, you may see more than one step listed.

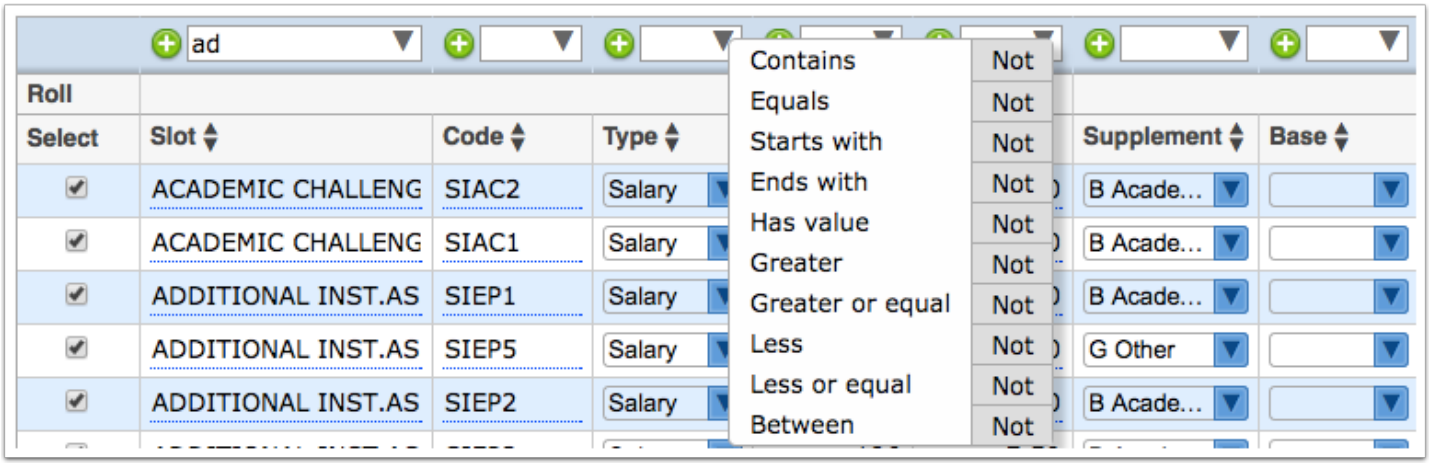


4. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.

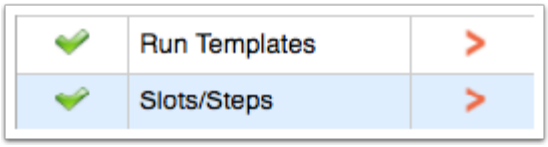


5. Make all necessary changes and selections, then click **Roll to 20XX/XX**.

If you use the filters to focus the data and try to roll, only records displayed after filtering will roll. For example, if Slots/Steps originally displayed 200 records, and you use the filters feature on a specific Slot, which only returns 10 records, then select all and roll, only those 10 selected records will roll.



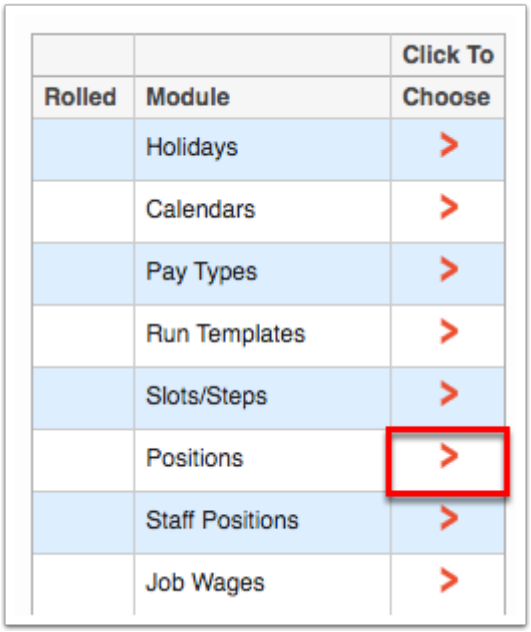
6. Once complete, you will see the green check mark next to **Slots/Steps** in the **Rolled** column.



Positions

You can rollover data to create position allocations even after the year has started.

1. Continue in the order of the modules and click the orange arrow next to **Positions**.



This will open another chart with five columns: Select, Facility, Code, Position, Authorized, and Report.

Select	Facility	Code	Position	Authorized	Report
☑	0000 [redacted] COUNTY SCHOOL BOARD	0111et004			>
☑	0000 [redacted] COUNTY SCHOOL BOARD	0311NS002	PROFESSIONAL CERT	1.0000000000	>
☑	0000 [redacted] COUNTY SCHOOL BOARD	0311I9177	TEACHER, OTHER	0.0000000000	>

2. Select all the positions that need to be rolled into the next year. The Positions are organized first by Facility. You will also be able to see the number of Authorized positions currently active. As shown in the image above, there is 1 for the Professional Cert position.

3. For more information on each position, click the **orange arrow** in the **Report** column. Clicking the arrow will generate a report of employees under the specified position at the bottom of the page.

☑	0041 [redacted] HIGH SCHOOL	COOK	1.0000000000	>

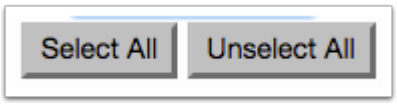
Staff	Job	Index
GIDEON, [redacted], E	COOK	01

Most of the positions with 1+ Authorized slots will be rolled. You may not want to roll positions with 0 Authorized slots. However, this will not always be the case. For example, if recent funding has come through for a specific position, you will want to roll it into the next year to avoid recreating the position from scratch.

4. Be sure the check box is selected for all positions to be rolled. Clear the selection for any positions you do not wish to roll.

Select	Facility	Position	Authorized	Report
☑	0000 [redacted] COUNTY SCHOOLBOARD			>
☑	0000 [redacted] COUNTY SCHOOLBOARD	PROFESSIONAL CERT	1.0000000000	>
☐	0000 [redacted] COUNTY SCHOOLBOARD	TEACHER, OTHER	0.0000000000	>
☐	0000 [redacted] COUNTY SCHOOLBOARD	TEACHER, OTHER	0.0000000000	>
☑	0041 [redacted] HIGH SCHOOL	JUNIOR CLASS SPNSR	0.0000000000	>

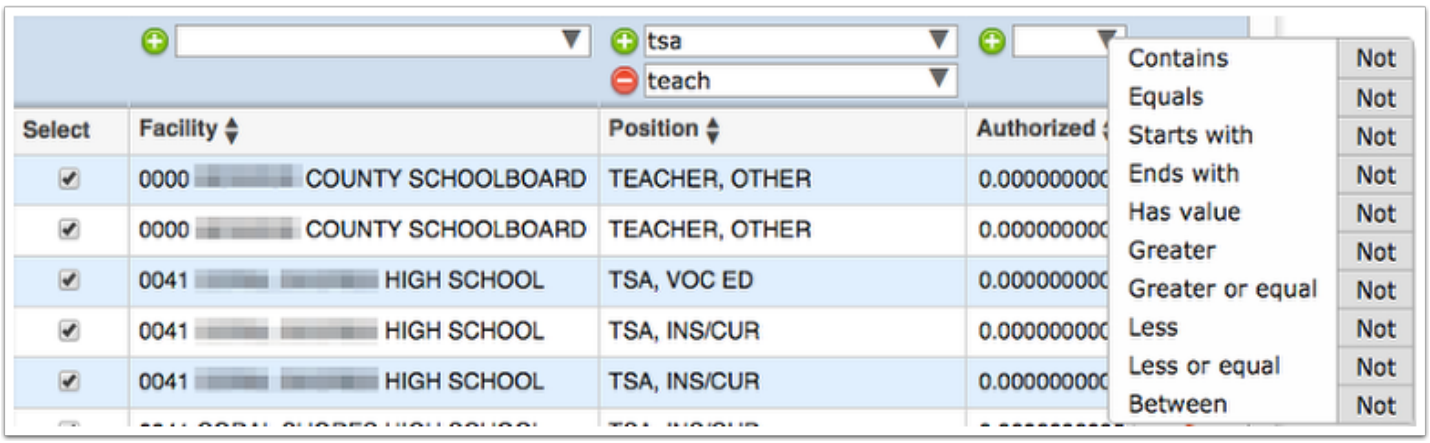
5. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.



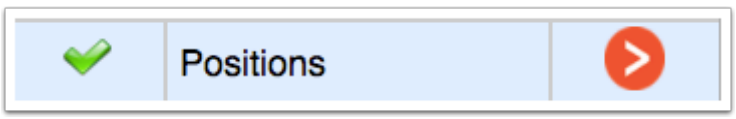
6. When all your work on this screen is complete, click **Roll to 20XX/XX**.

Due to the number of pages, this may take longer to roll. Do not refresh or close the screen while loading.

If you use the filters to focus the data and try to roll, only records displayed after filtering will roll. For example, if Positions originally displayed 200 records, and you use the filters feature on a specific Position, which only returns 10 records, then select all and roll, only those 10 selected records will roll.

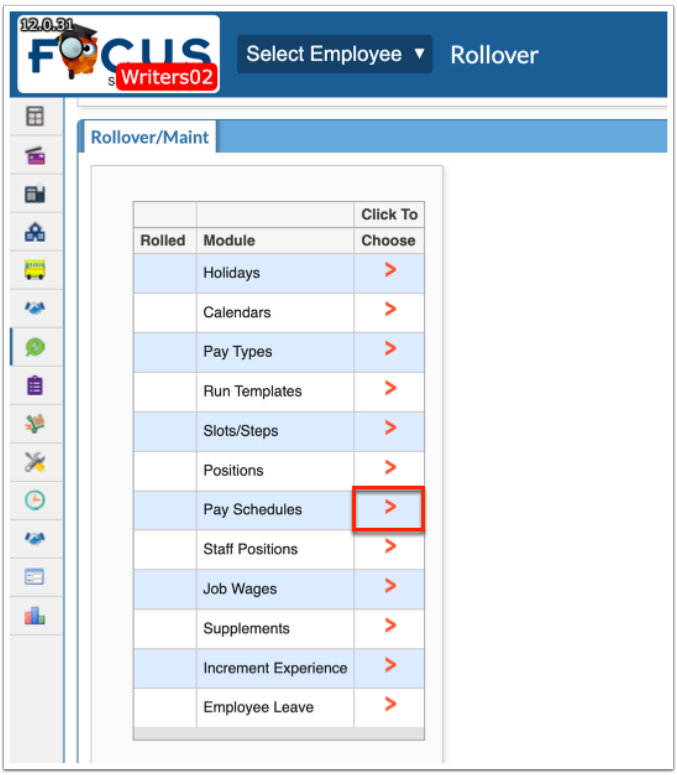


7. Once complete, you will see the green check mark next to **Positions** in the **Rolled** column.

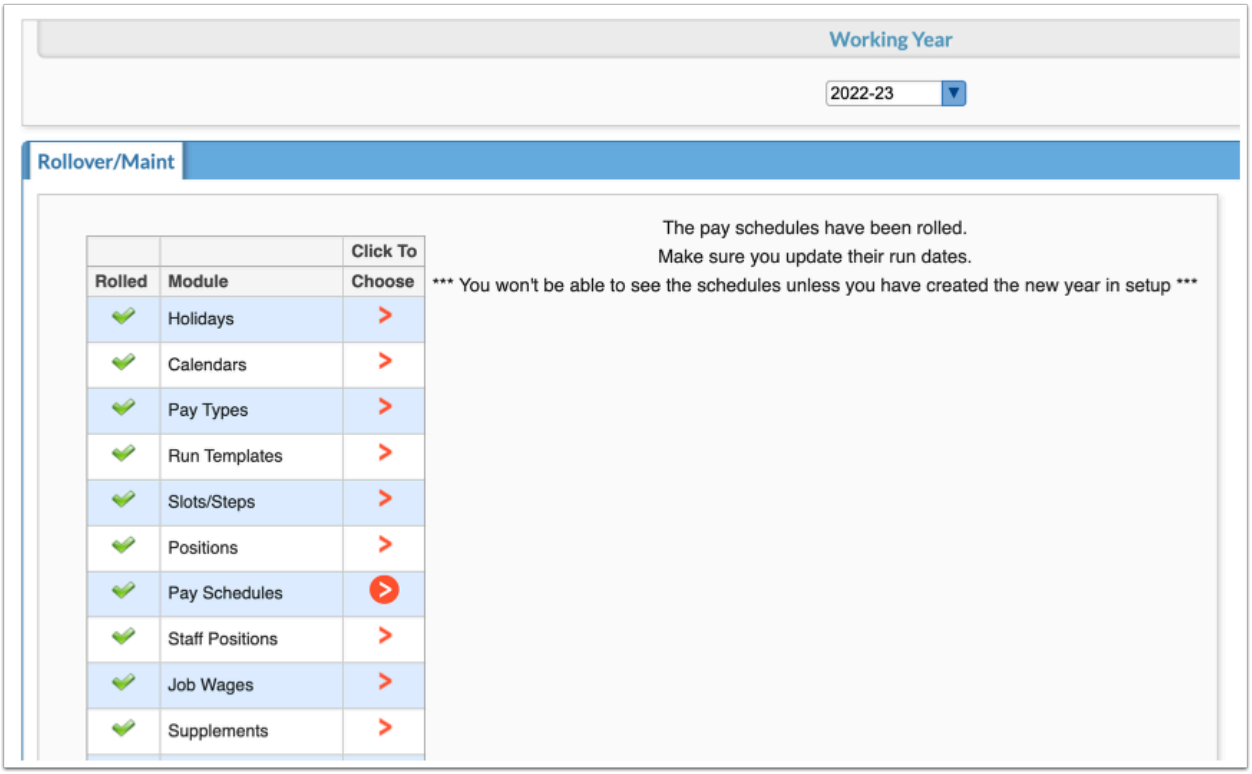


Pay Schedules

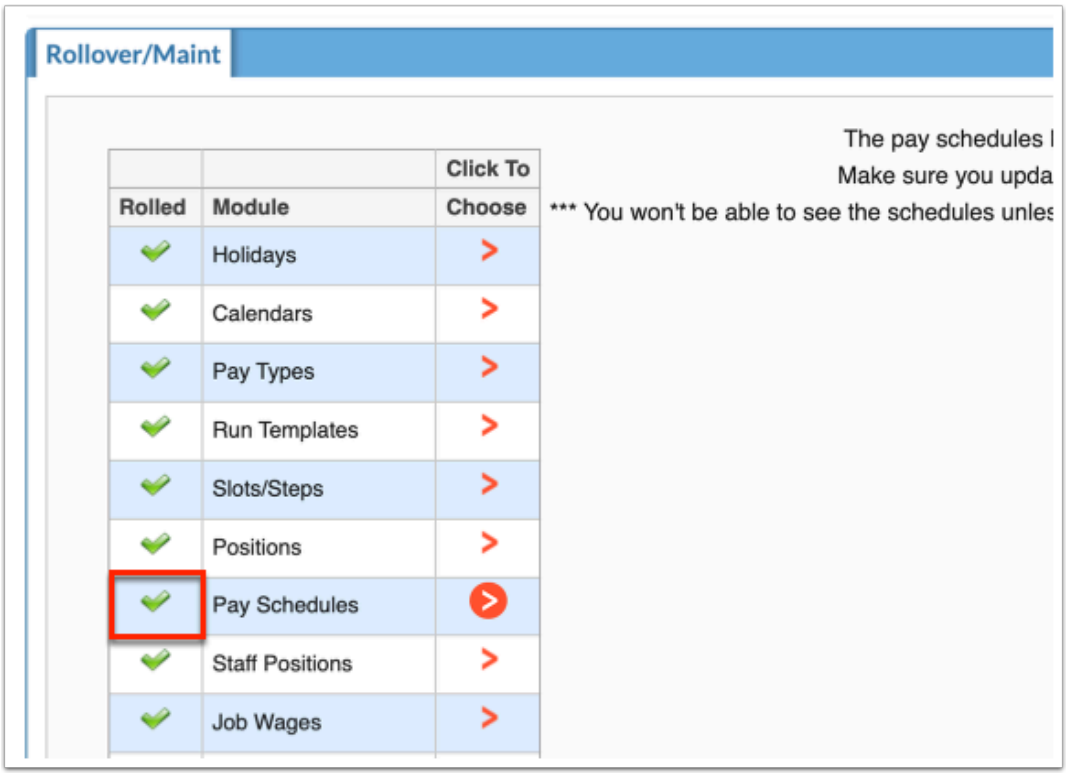
1. Continue in the order of the modules and click the orange arrow next to **Pay Schedules**.



Clicking Pay Schedules automatically rolls pay schedules.

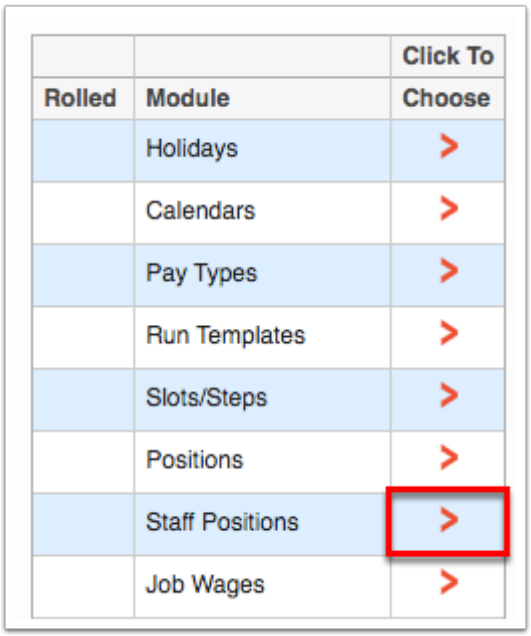


2. Once complete, you will see the green check mark next to **Pay Schedules** in the **Rolled** column.

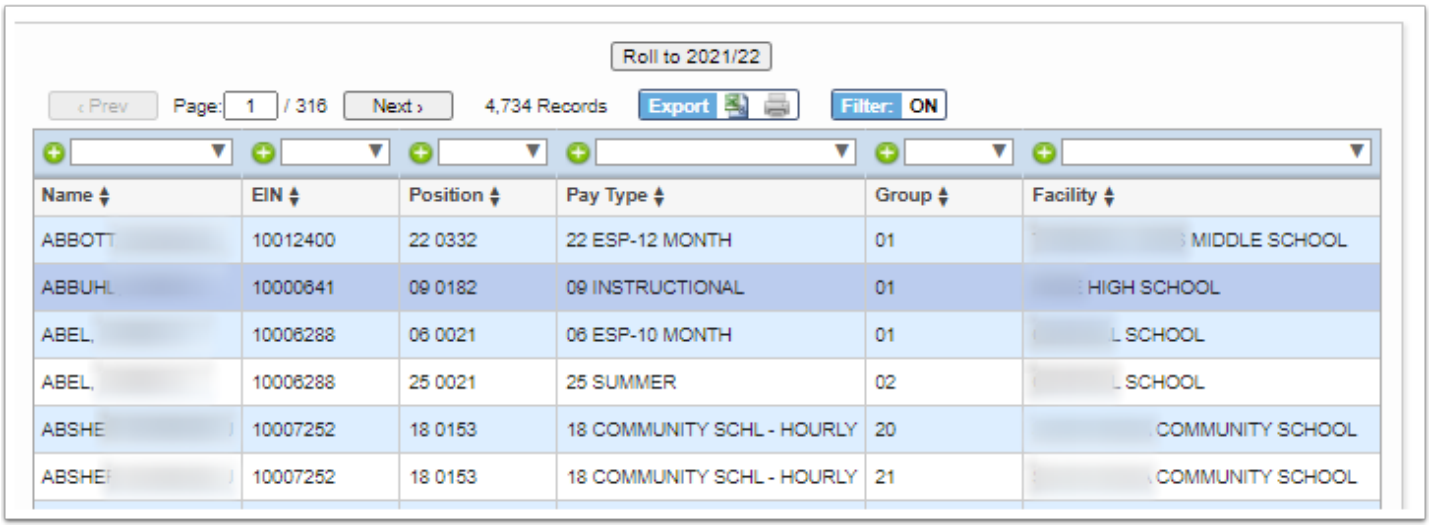


Staff Positions

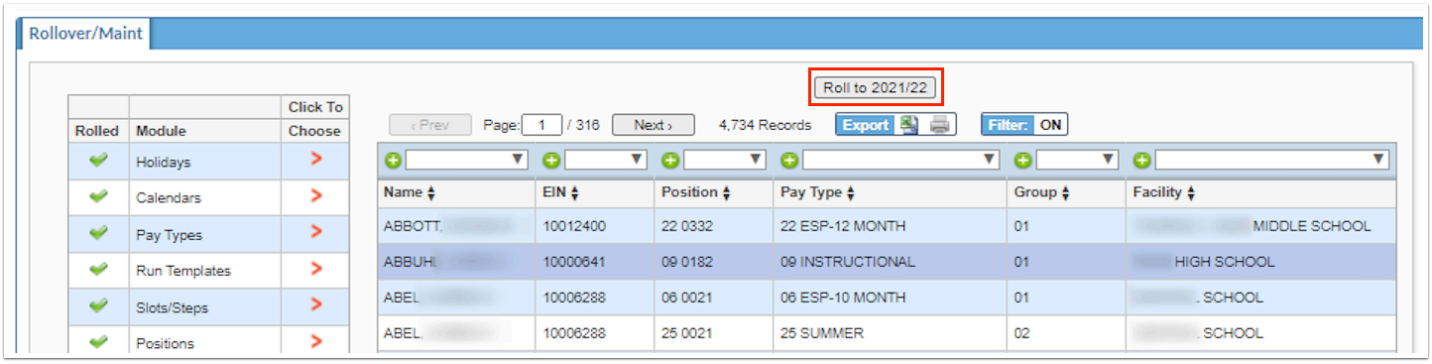
1. Continue in the order of the modules and click the orange arrow next to **Staff Positions**.



The rollover for Staff Positions displays seven columns: Name, EIN, Position, Pay Type, Group, and Facility.

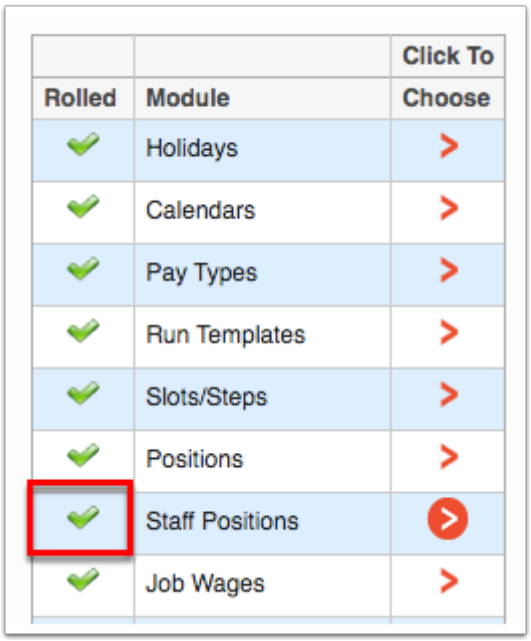


2. None of the columns in this module can be edited. All Staff Positions shown on this screen will roll when the **Roll to 20XX/XX** button is clicked.



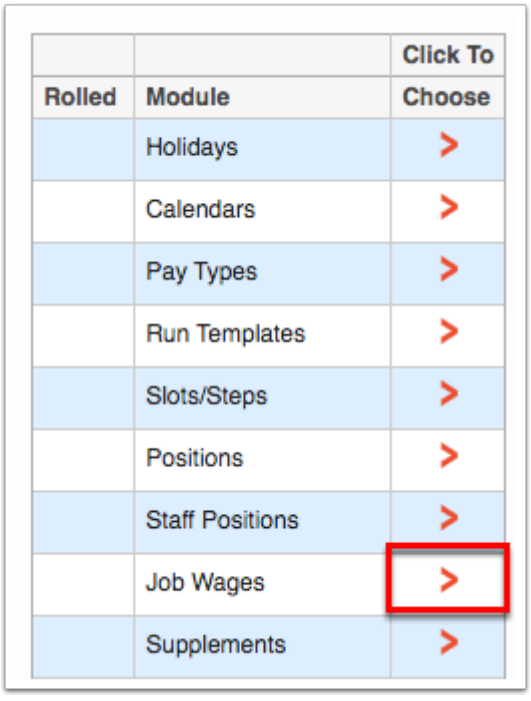
Due to the number of pages, this may take longer to roll. Do not refresh or close the screen while loading.

Once complete, you will see the green check mark next to **Staff Positions** in the **Rolled** column.



Job Wages

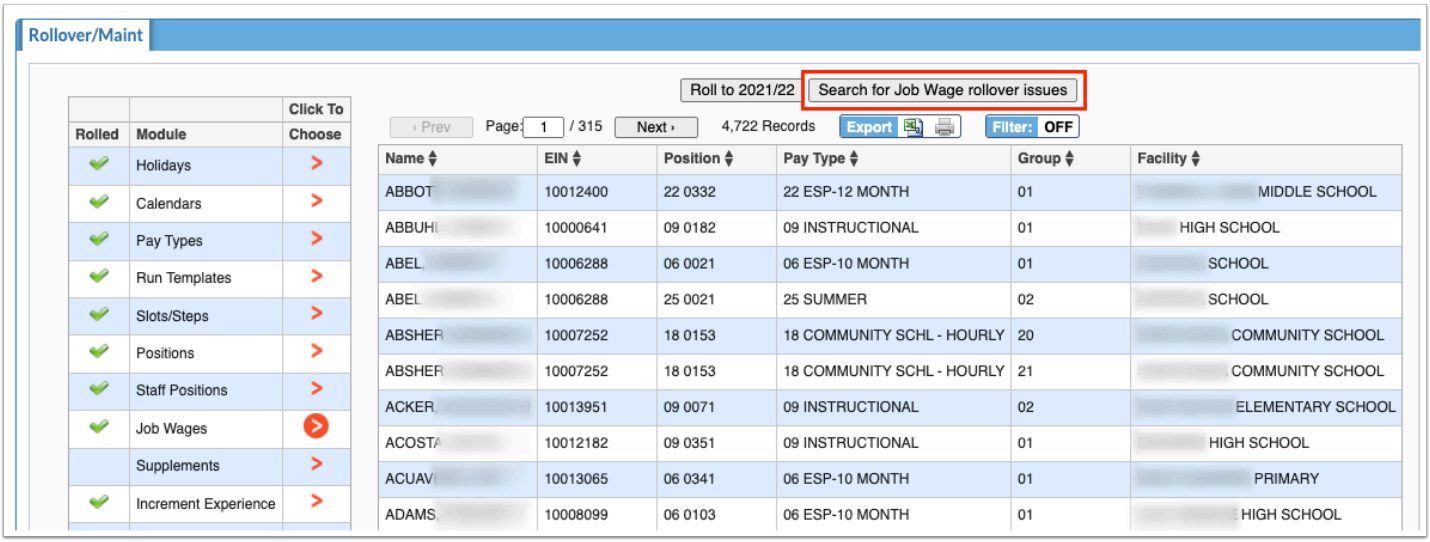
1. Continue in the order of the modules and click the orange arrow next to **Job Wages**.



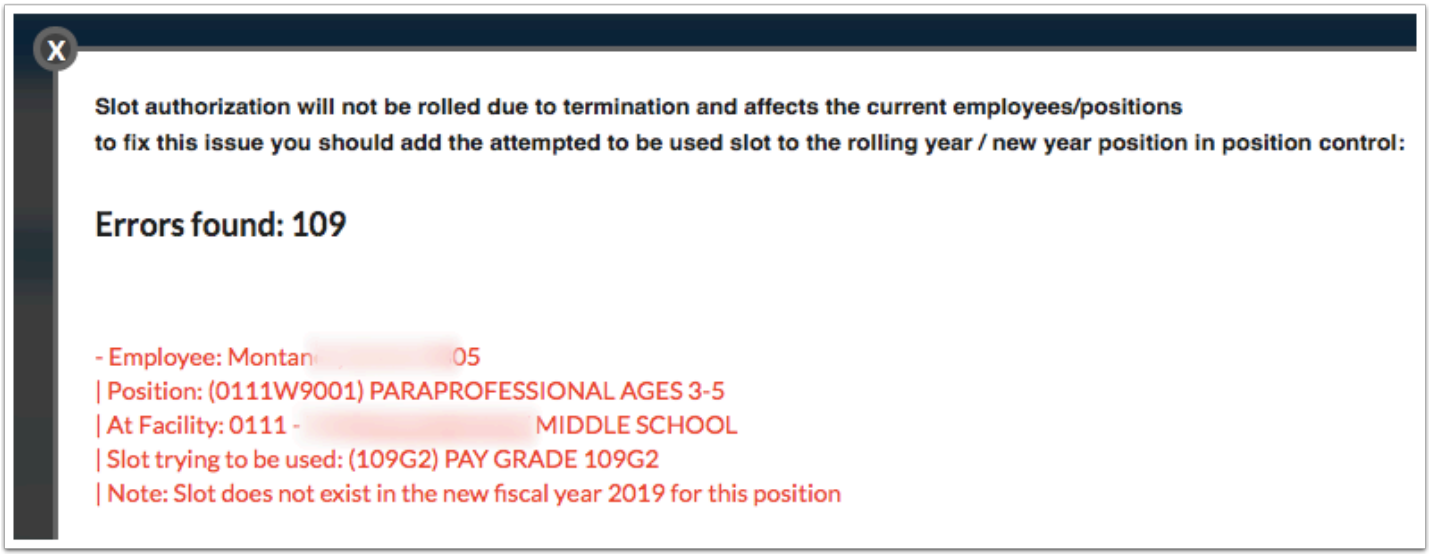
Upon clicking Job Wages, if the proper setup has not bee completed, a pop-up window displays stating: Please create Pay Schedules for the new year, this will be used for

these year (20XX-20XX) to calculate Job Wages, Staff Positions and Supplements. Focus then navigates to Payroll > Maintenance > Pay Schedules tab.

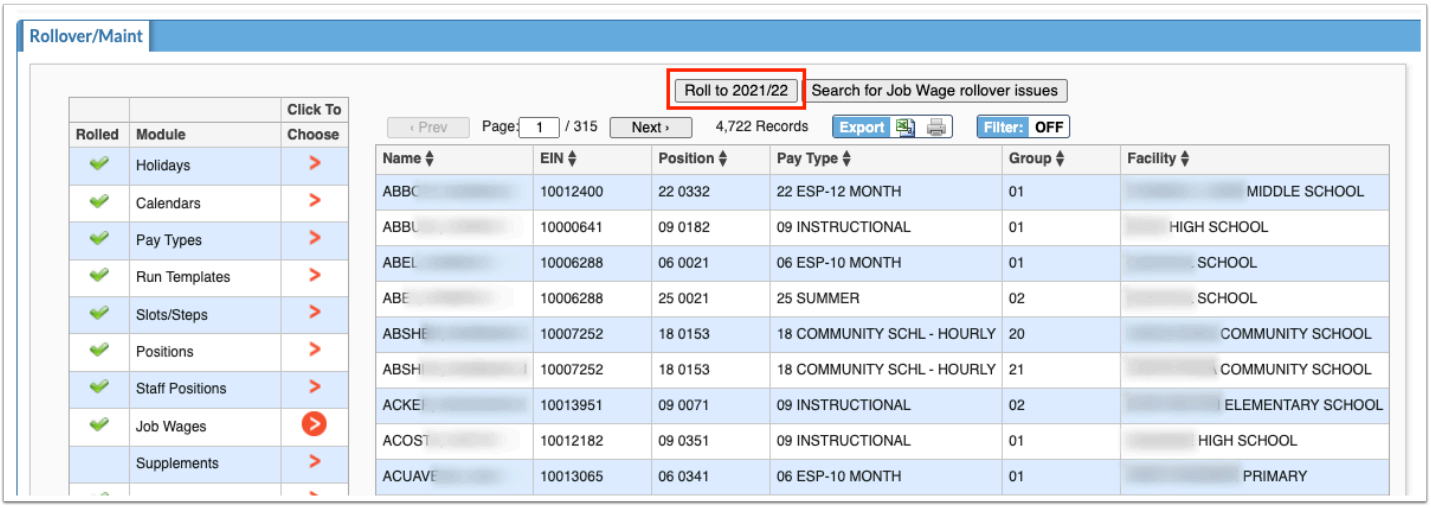
2. Before rolling data, you have the option to click **Search for Job Wage rollover issues** to address any issues.



a. If any errors are found they will display in a pop-up window. Click the white **X** to close the window when you have finished reviewing data that needs to be corrected.



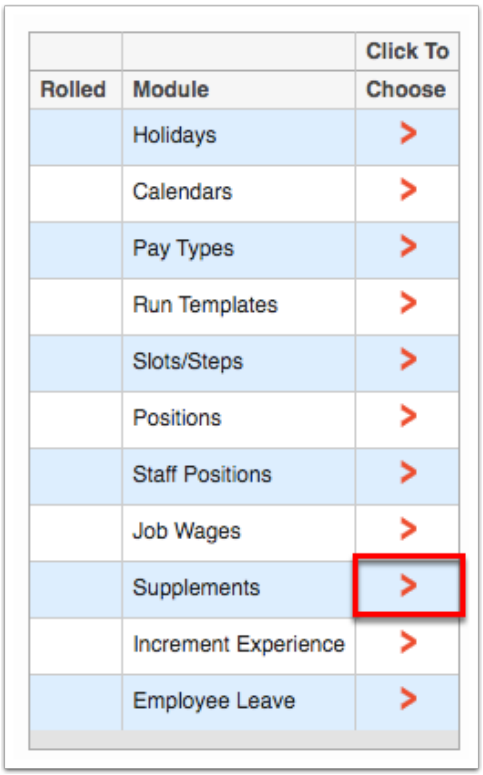
3. Once all Pay Schedules have been created, review the data and click **Roll to 20XX/XX**.



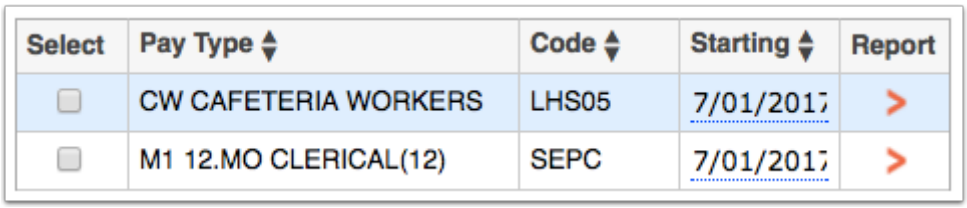
Supplements

> You can roll Increment Experience without first rolling Supplements.

1. Continue in the order of the modules and click the orange arrow next to **Supplements**.

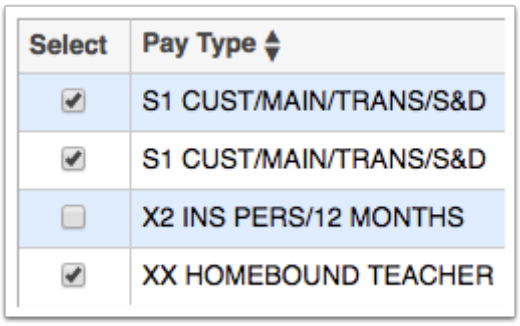


This will open another chart with five columns: Select, Pay Type, Code, Starting, and Report.



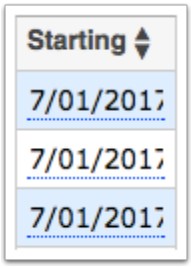
Select	Pay Type	Code	Starting	Report
☐	CW CAFETERIA WORKERS	LHS05	7/01/2017	>
☐	M1 12.MO CLERICAL(12)	SEPC	7/01/2017	>

2. Check the boxes in the **Select** column for the staff job supplements you wish to roll.



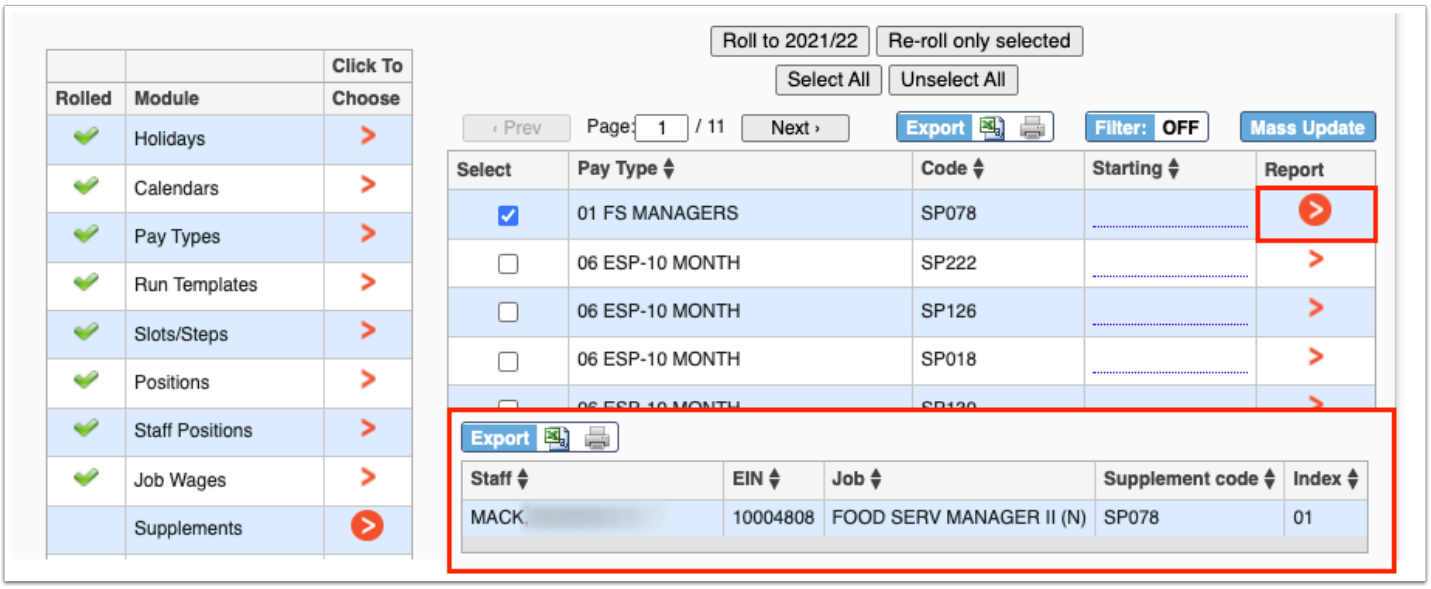
Select	Pay Type
☑	S1 CUST/MAIN/TRANS/S&D
☑	S1 CUST/MAIN/TRANS/S&D
☐	X2 INS PERS/12 MONTHS
☑	XX HOMEBOUND TEACHER

3. Be sure to review the start date for the renewed supplement in the **Starting** column before rolling. Notice a date is already populated here. The date shown is what the date should be for the next year's first contracted day.

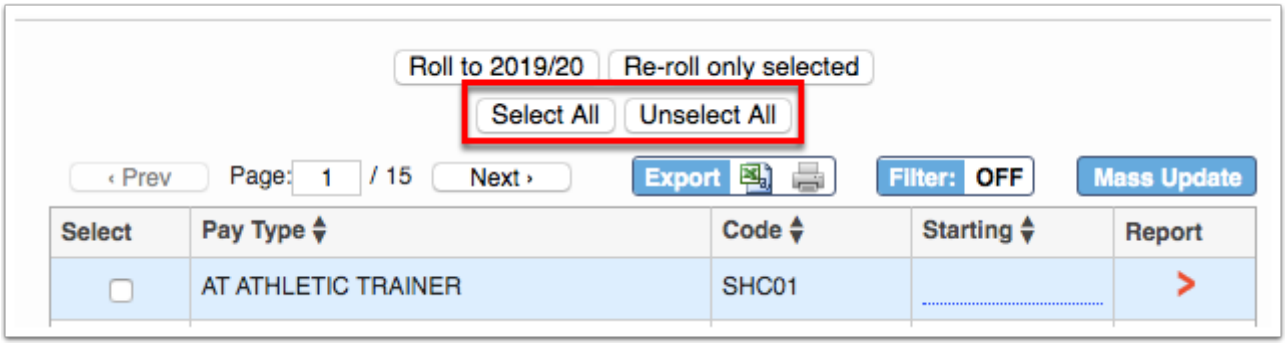


Starting
7/01/2017
7/01/2017
7/01/2017

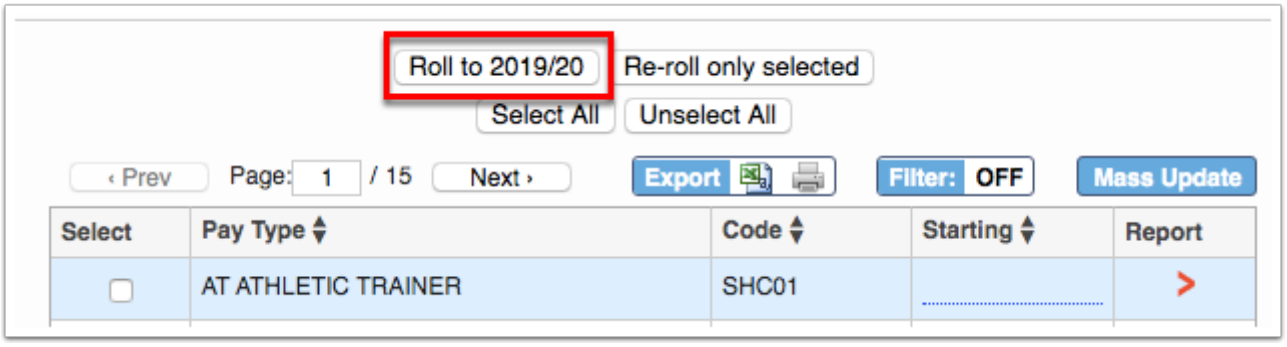
4. For information on current staff assigned to specific supplements, click the orange arrow in the **Report** column.



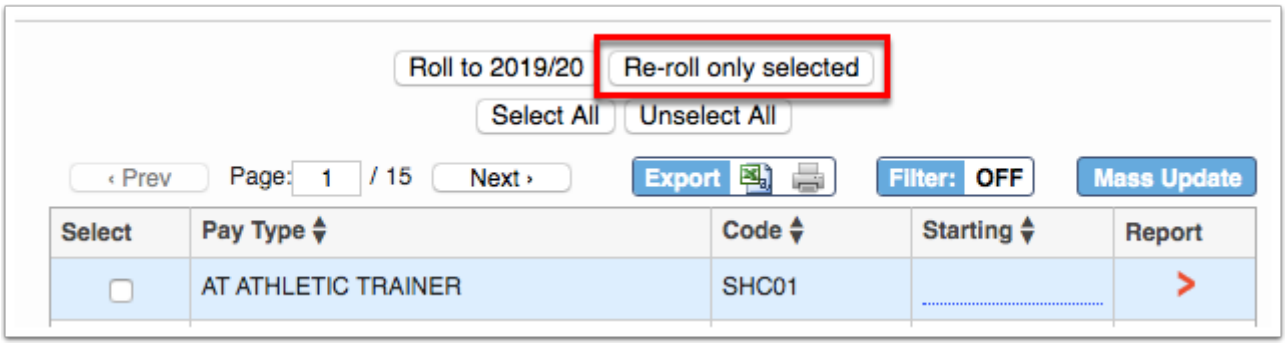
5. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.



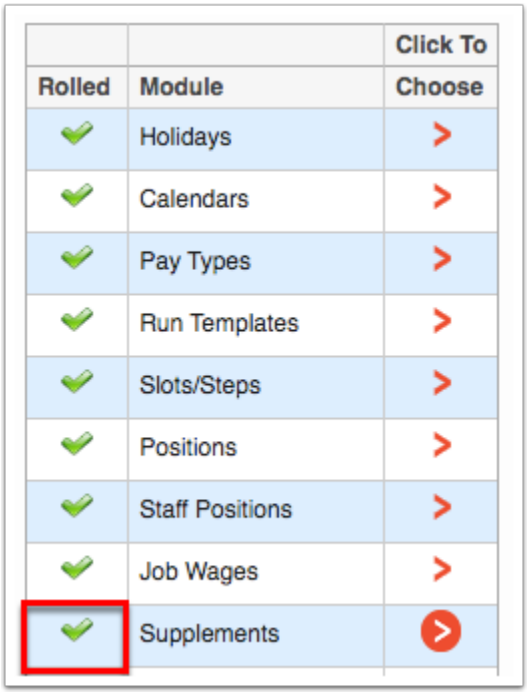
6. When all selections have been made and all Starting dates have been entered, click the **Roll to 20XX/XX** button.



If changes are made after the roll has been completed, click the **Re-roll only selected** button once the Select check boxes are selected for the applicable supplements.

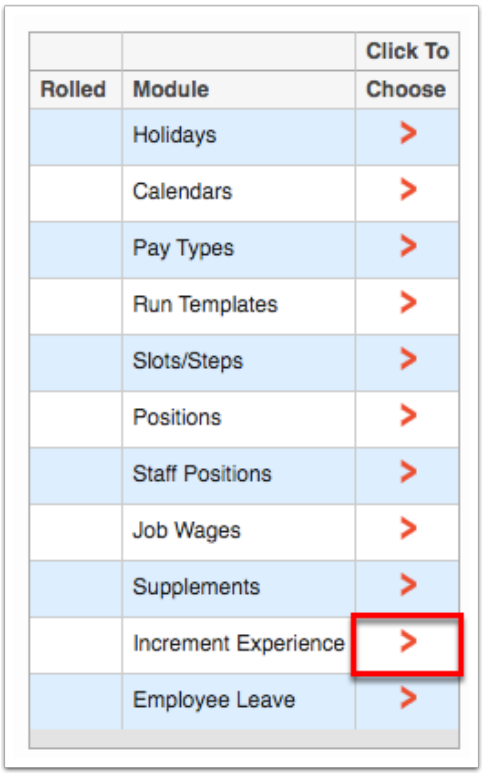


Once complete, you will see the green check mark next to **Supplements** in the **Rolled** column.

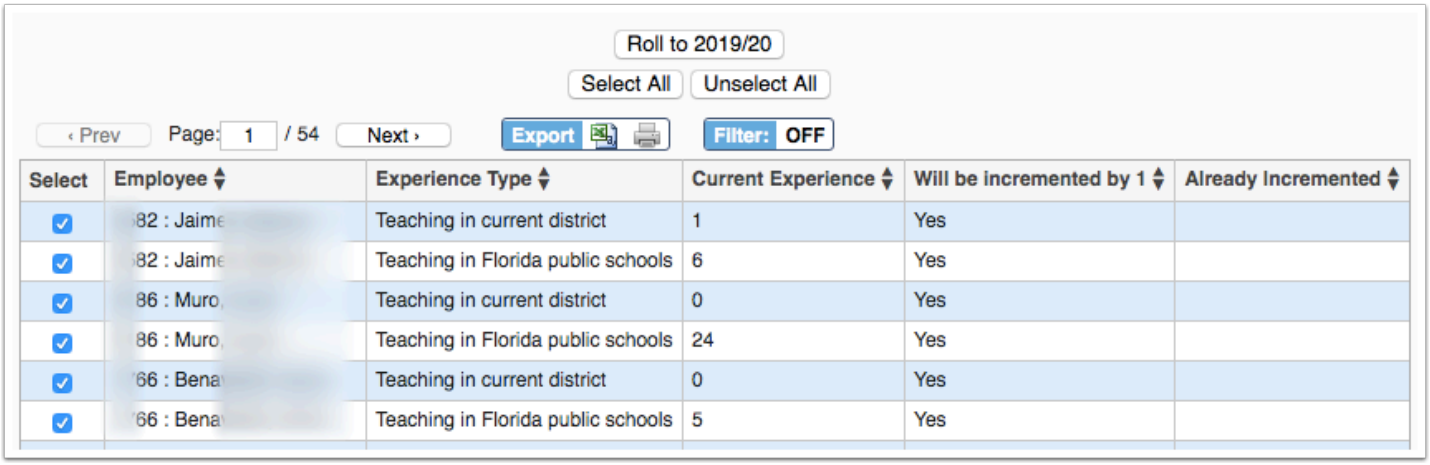


Increment Experience

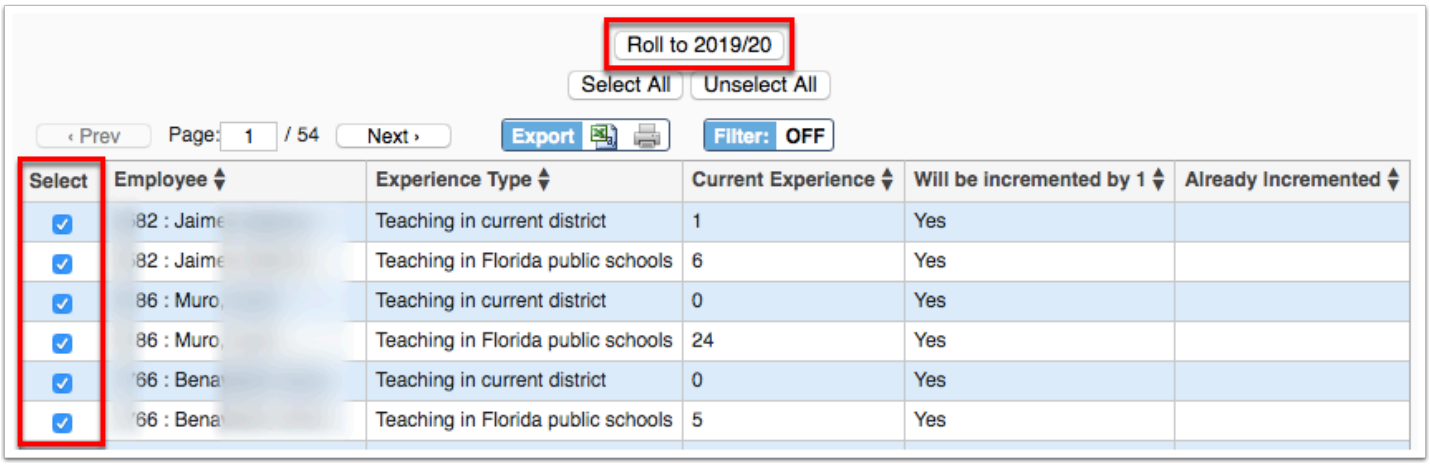
1. Continue in the order of the modules and click the orange arrow next to **Increment Experience** to increase experience for state tracking purposes.



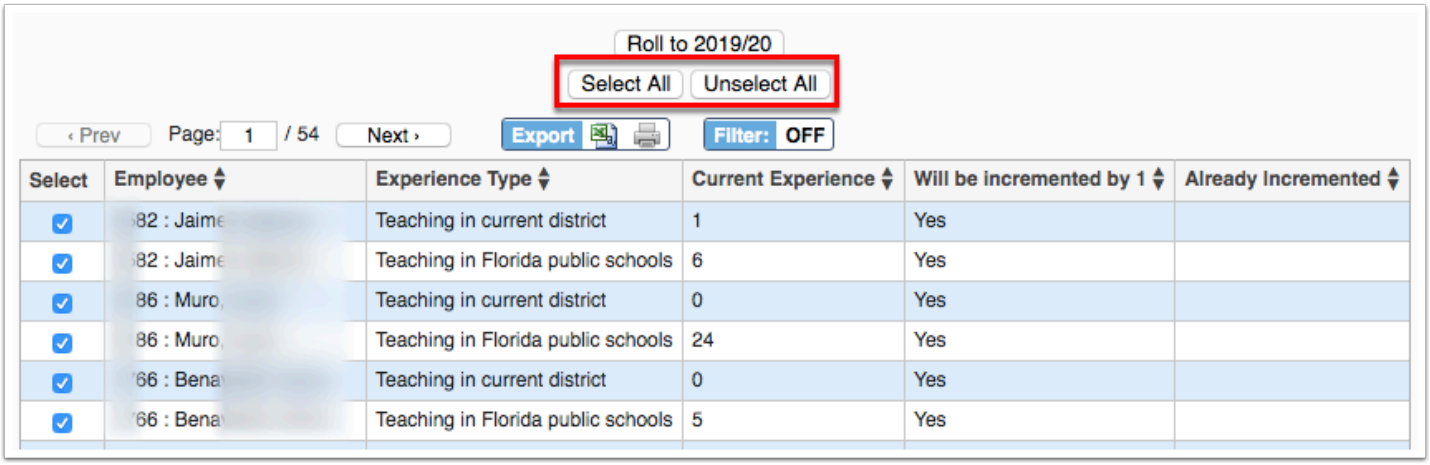
2. Review all employee experience in the displayed report, which contains the following columns: Employee name, Experience Type, Current Experience, Will be incremented by 1, and Already Incremented.



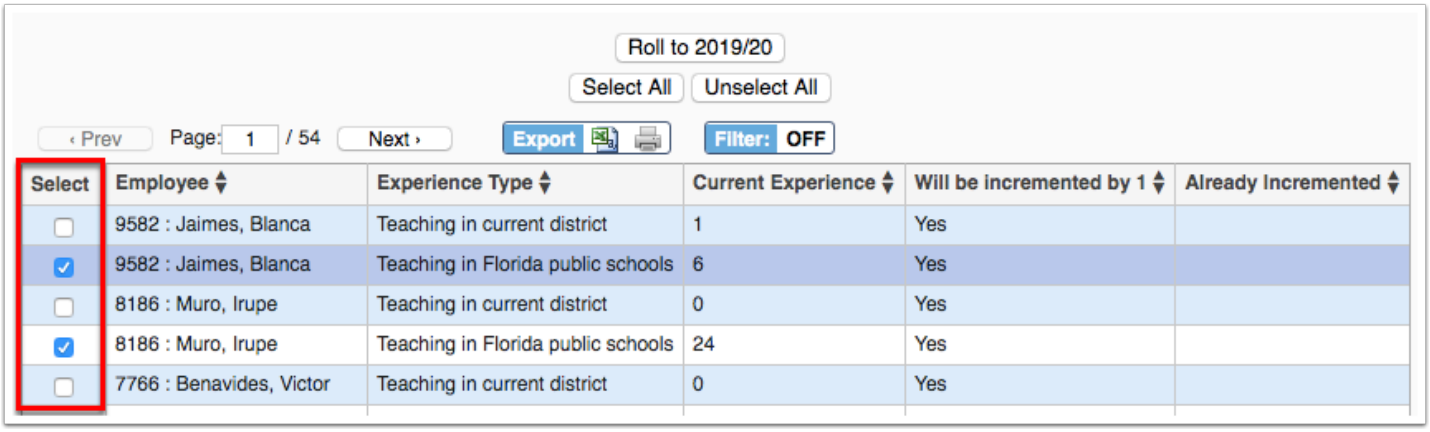
3. All employees are selected by default via the Select check box. To continue and roll all employees at once, click the **Roll to 20XX/XX** button.



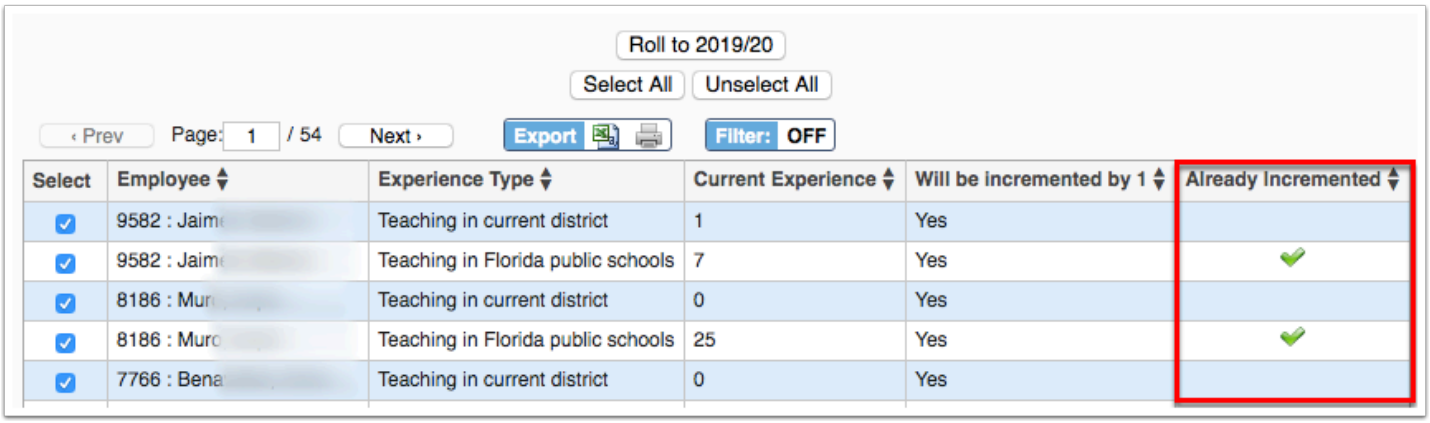
4. To clear all of the selected check boxes and select specific employees as needed, click the **Unselect All** button. To **Select All** employees again, if needed, click the corresponding button.



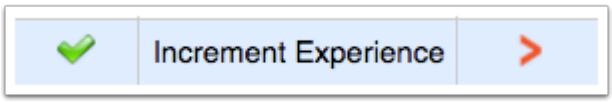
5. To select specific employees to roll, select the check box for each employee in the **Select** column.



Once the employee's experience has been incremented, a green check mark displays in the **Already Incremented** column.



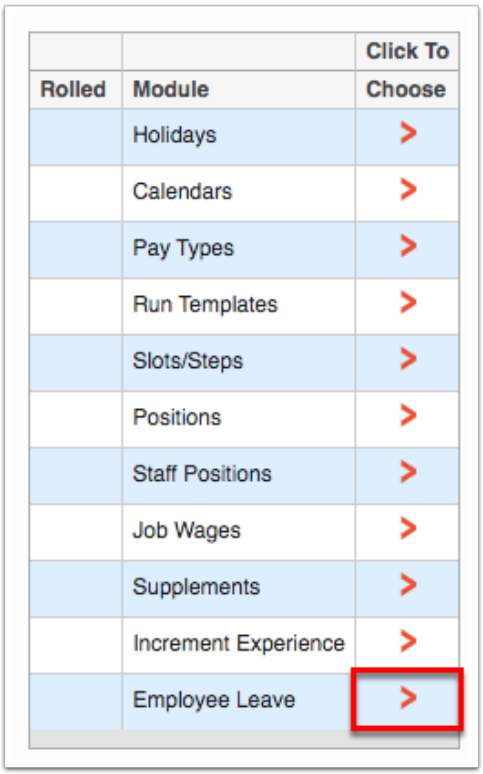
Once complete (any number of employee's experience is incremented), you will see the green check mark next to **Increment Experience** in the **Rolled** column.



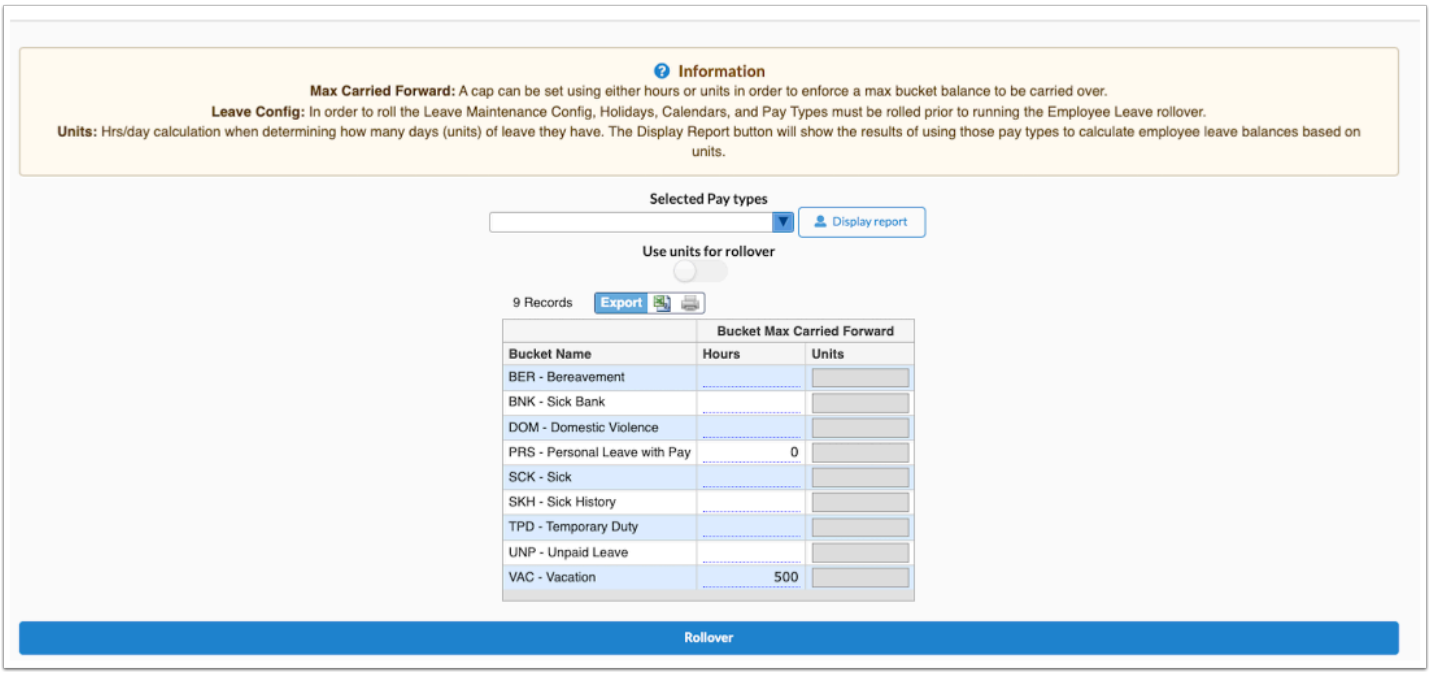
Employee Leave

> In order to roll the Leave Maintenance configuration, Holidays, Calendars, and Pay Types must be rolled first.

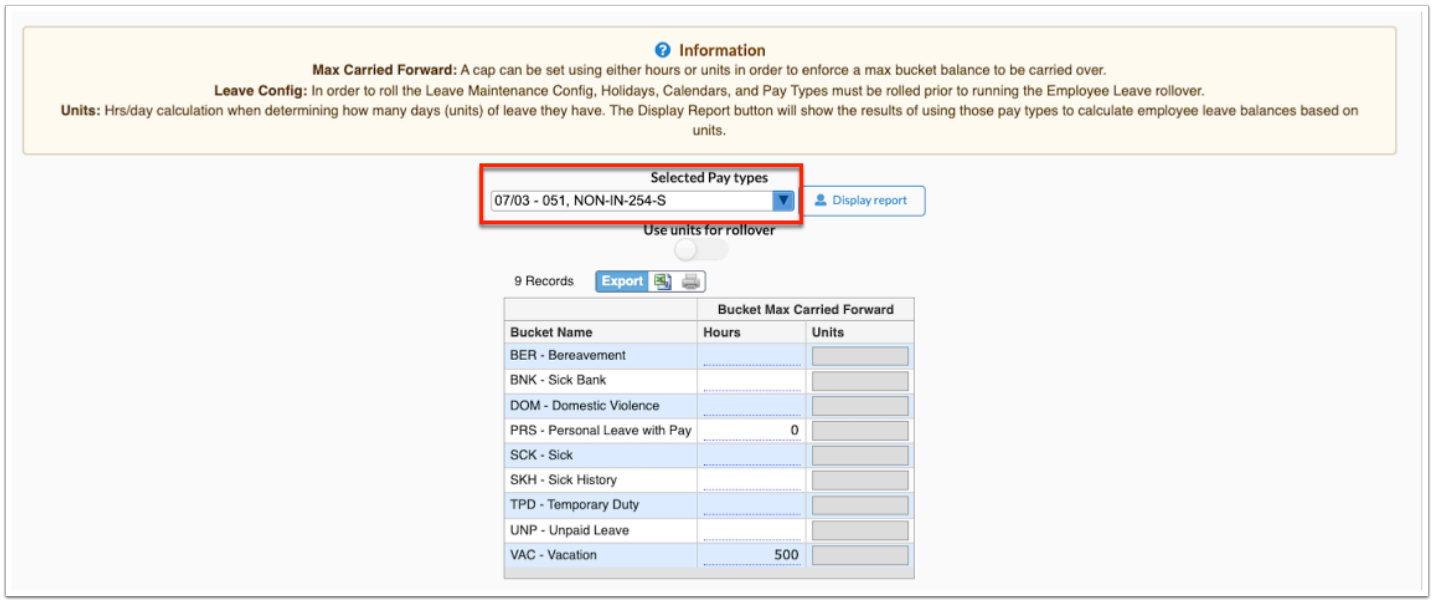
1. Continue in the order of the modules and click the orange arrow next to **Employee Leave** to roll employee leave hours to the next fiscal year.



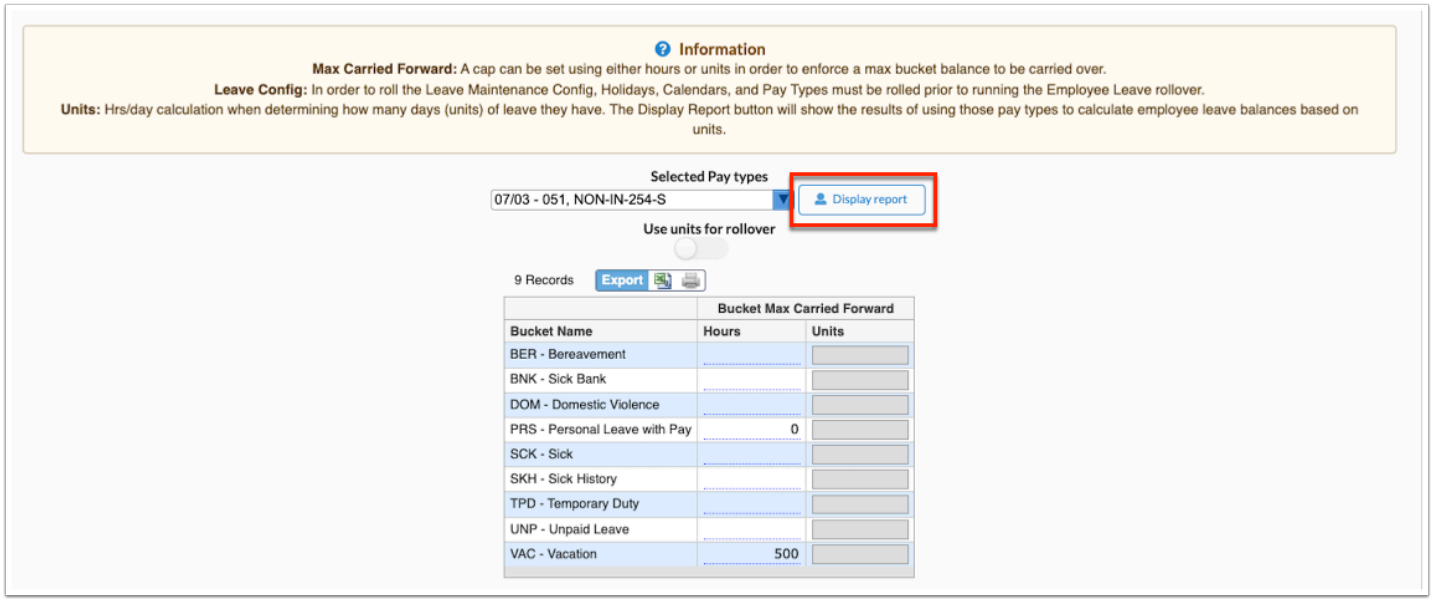
2. Review the **Information** section, which explains each of the fields displayed on the screen.



3. Start by selecting the pay types that should be included in the hours/day calculation when determining how many days (units) of leave employees contain from the **Selected Pay types for Carried Forward Units** pull-down.

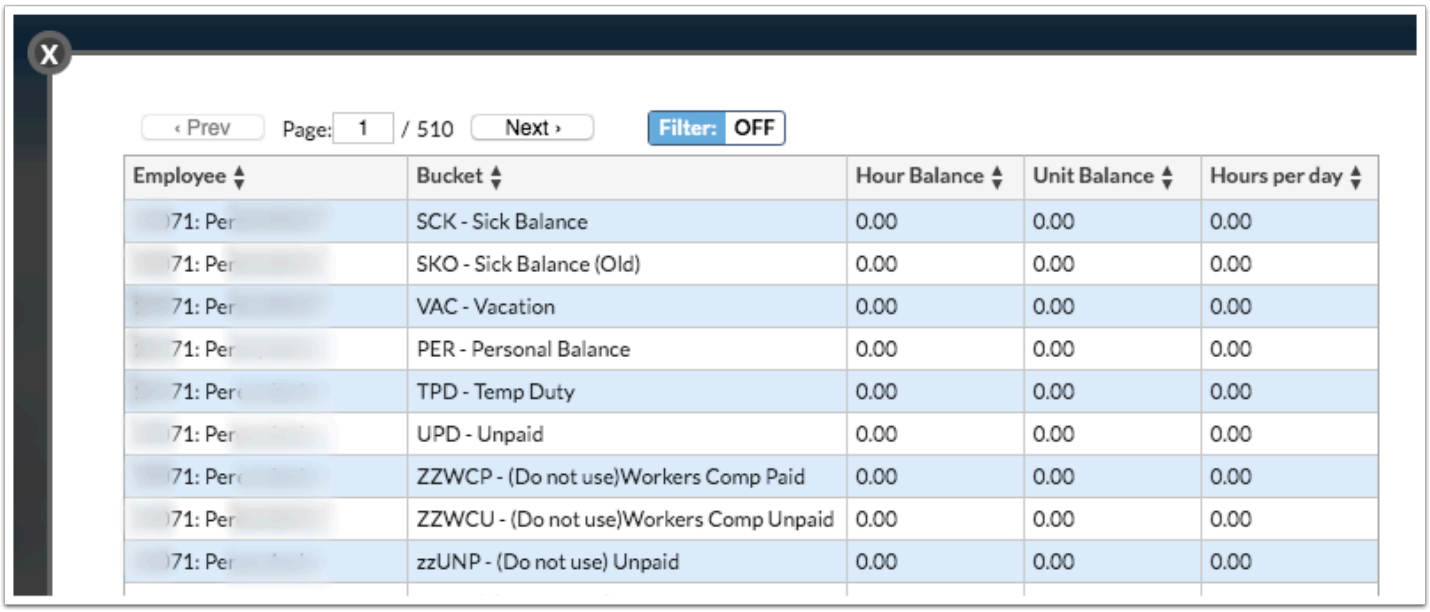


4. Click **Display report** to show the results of the selected pay types when calculating employee leave balances based on units.



The report displays the Employee name, the type of leave Bucket, the Hour Balance, Unit Balance, and Hours per day.

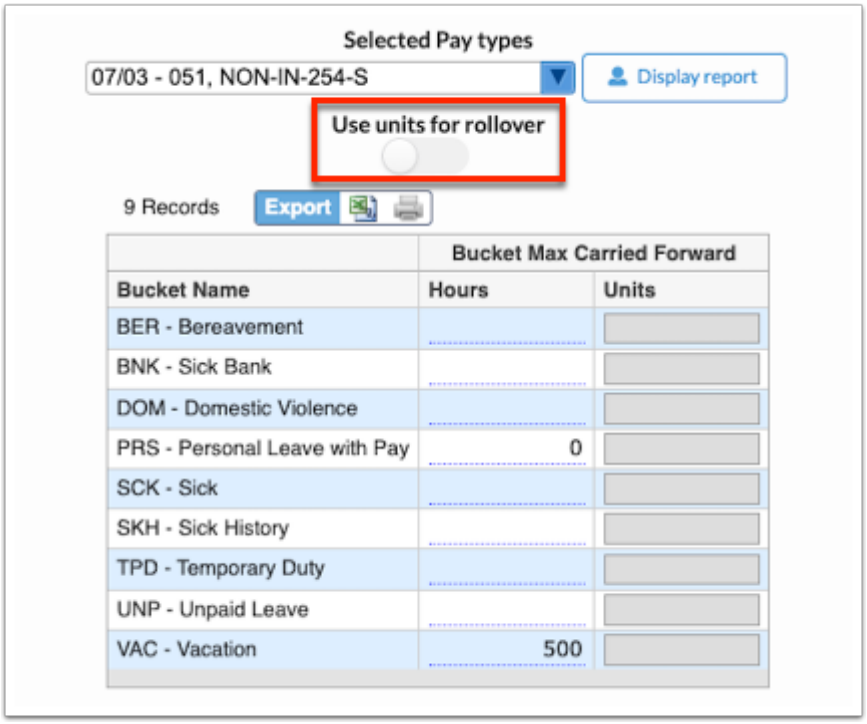
a. When your review is complete, click the white **X** to close the window.



Employee	Bucket	Hour Balance	Unit Balance	Hours per day
71: Per	SCK - Sick Balance	0.00	0.00	0.00
71: Per	SKO - Sick Balance (Old)	0.00	0.00	0.00
71: Per	VAC - Vacation	0.00	0.00	0.00
71: Per	PER - Personal Balance	0.00	0.00	0.00
71: Per	TPD - Temp Duty	0.00	0.00	0.00
71: Per	UPD - Unpaid	0.00	0.00	0.00
71: Per	ZZWCP - (Do not use)Workers Comp Paid	0.00	0.00	0.00
71: Per	ZZWCU - (Do not use)Workers Comp Unpaid	0.00	0.00	0.00
71: Per	zzUNP - (Do not use) Unpaid	0.00	0.00	0.00

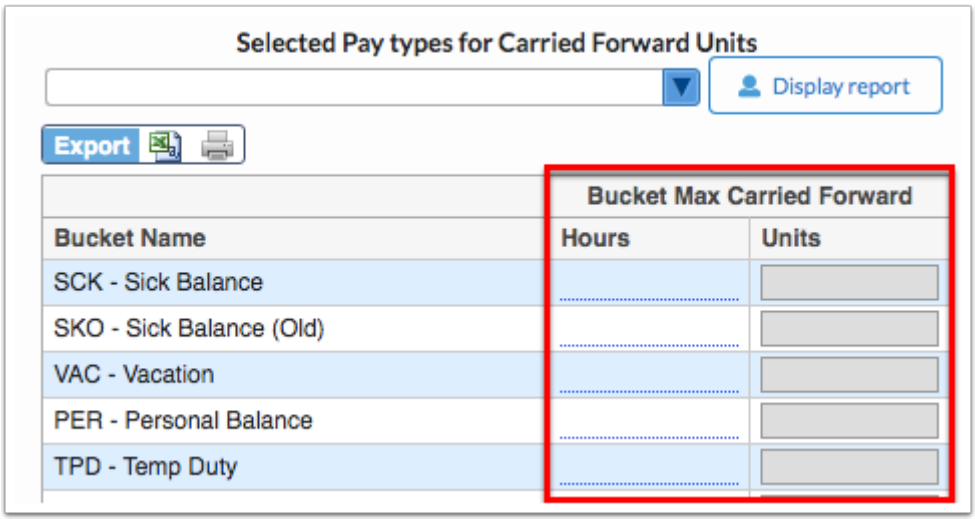
Only balances greater than zero (Hours) will now be rolled to avoid unnecessary records on the Earned tab via **Human Resources** > **Leave History**.

5. Click the **Use units for rollover** toggle to rollover leave calculated by units instead of hours.

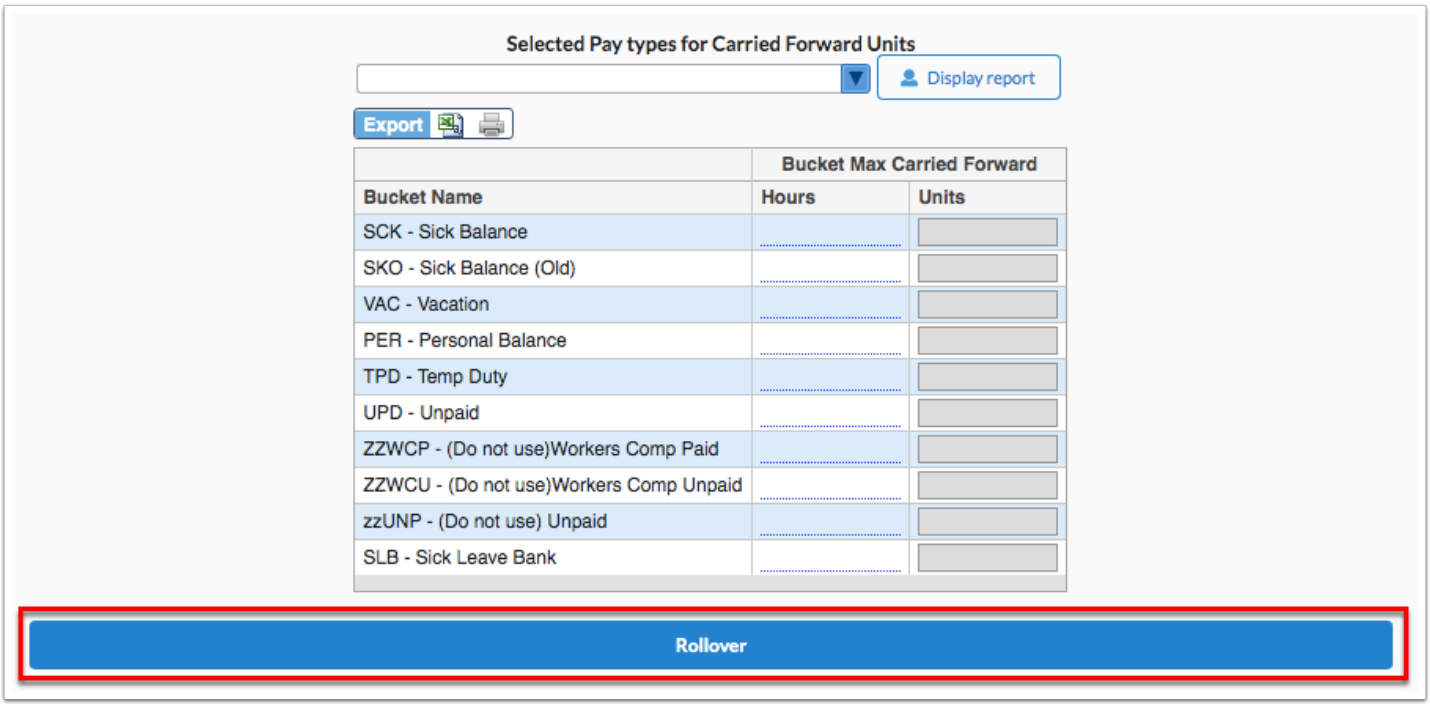


	Bucket Max Carried Forward	
Bucket Name	Hours	Units
BER - Bereavement		
BNK - Sick Bank		
DOM - Domestic Violence		
PRS - Personal Leave with Pay	0	
SCK - Sick		
SKH - Sick History		
TPD - Temporary Duty		
UNP - Unpaid Leave		
VAC - Vacation	500	

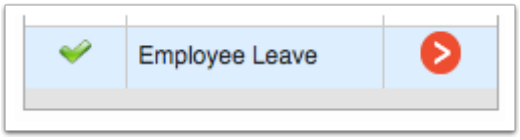
6. In order to set a cap in order to enforce a max bucket balance to be carried over, enter the cap amount by **Hours** or by **Units** in the **Bucket Max Carried Forward** column.



7. When all information has been entered, click **Rollover**.

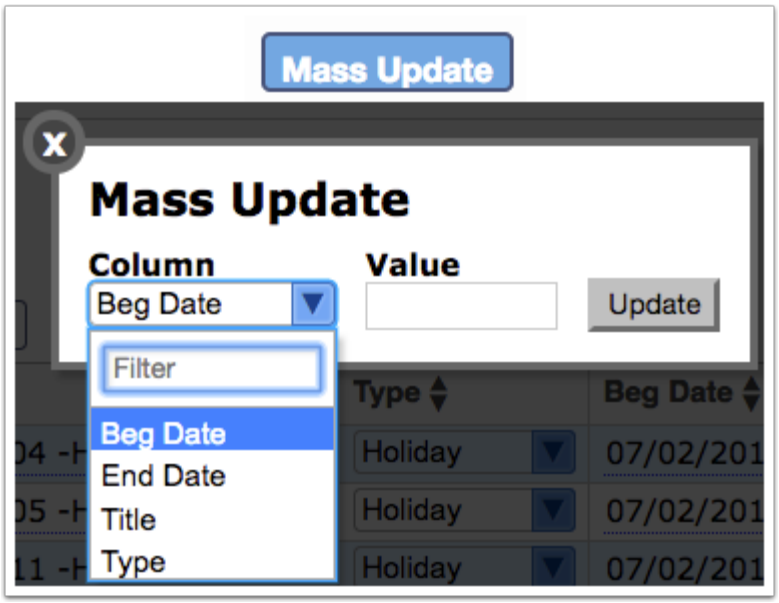


Once complete, you will see the green check mark next to **Employee Leave** in the **Rolled** column.



Additional Features

Click the **Mass Update** button in order to update entire columns of information all at once.

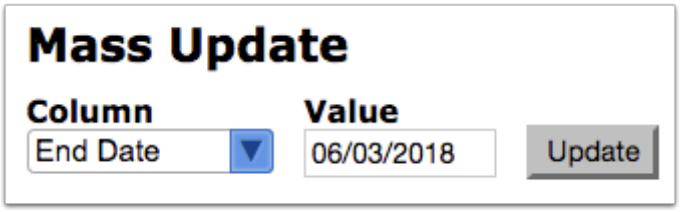


a. Select the column you would like to mass update from the **Column** pull-down.

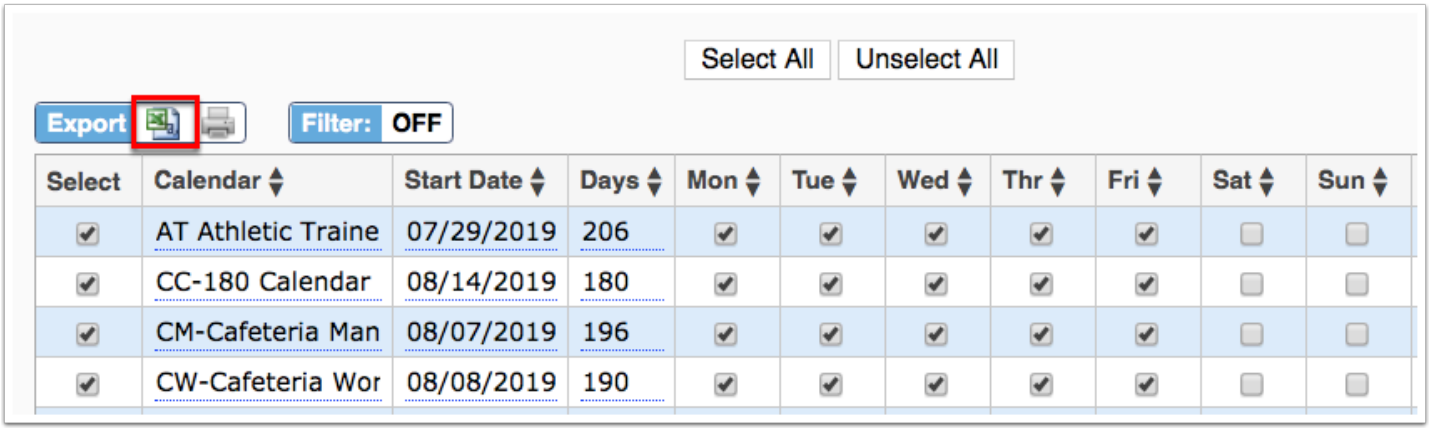
b. Once selected, enter the **Value** you want to be populated in the column. For example: Column: End Date, Value: 06/03/2018.

c. Click the **Update** button when information has been entered.

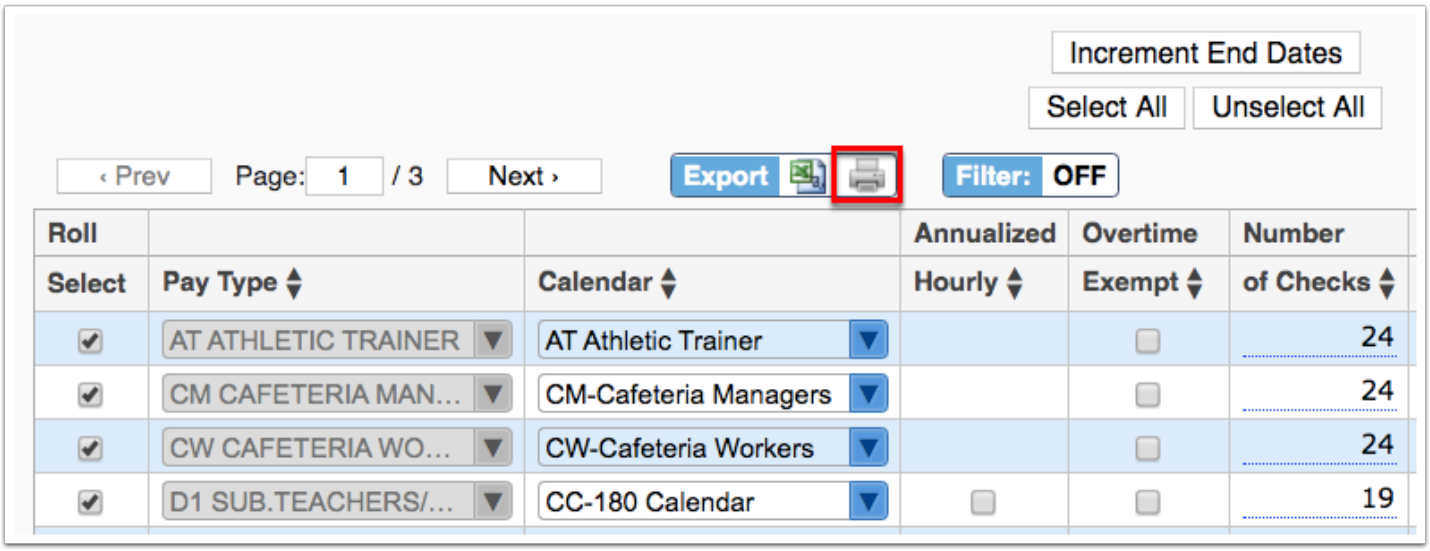
Note: The columns that can be mass updated will vary depending on the module selected.



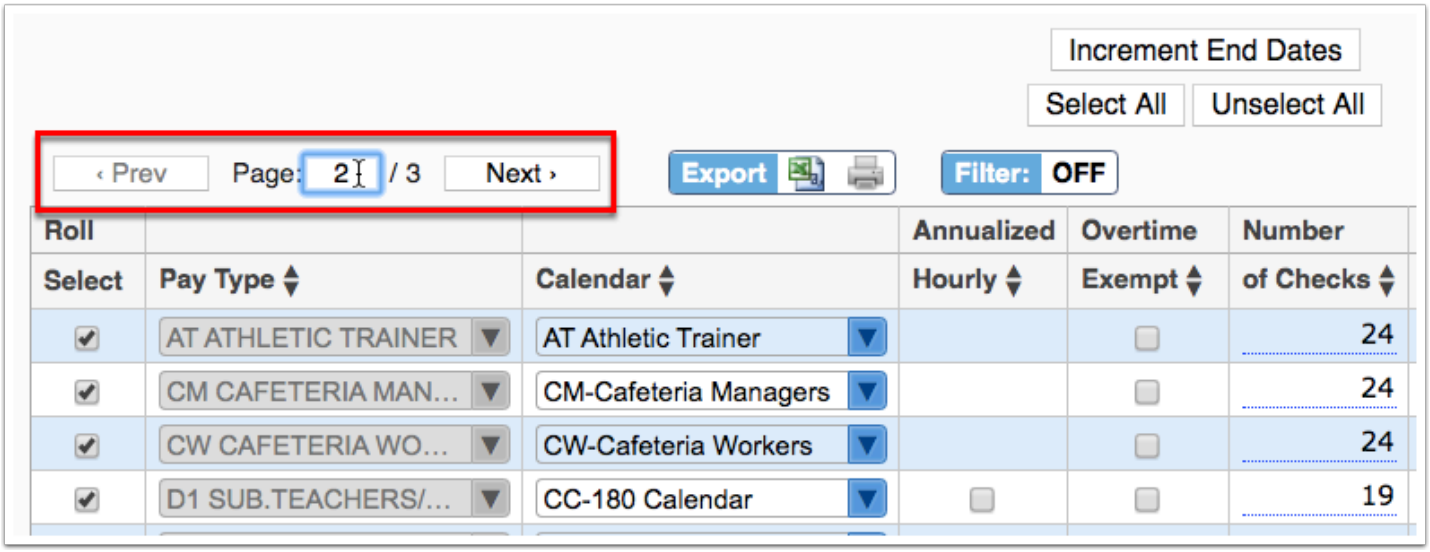
Click the **Excel** icon in the Export section to export the listed data to an Excel spreadsheet downloaded to your computer.



To print the listed data, click the **Printer** icon located in the Export section.



Click the **Prev** and **Next** buttons to sift from page to page. To skip to a page, type the page number in the **Page** text box and press the **Enter** key.

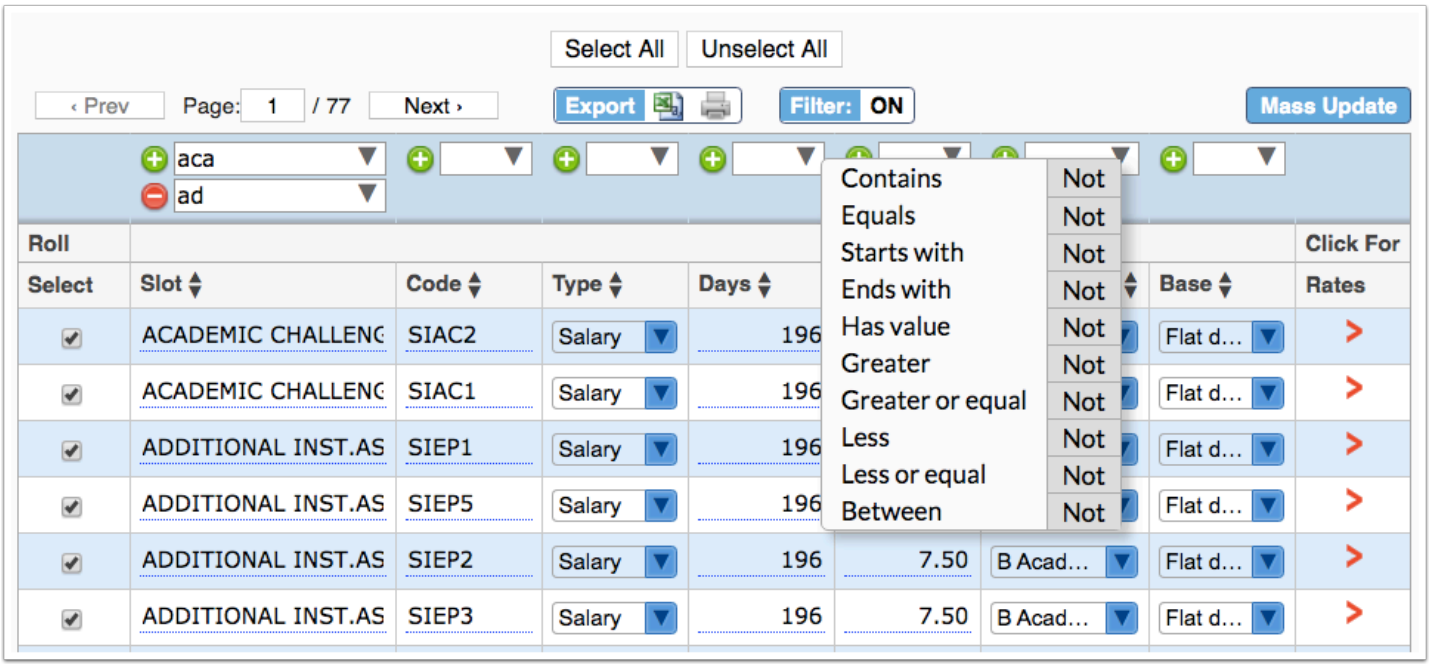


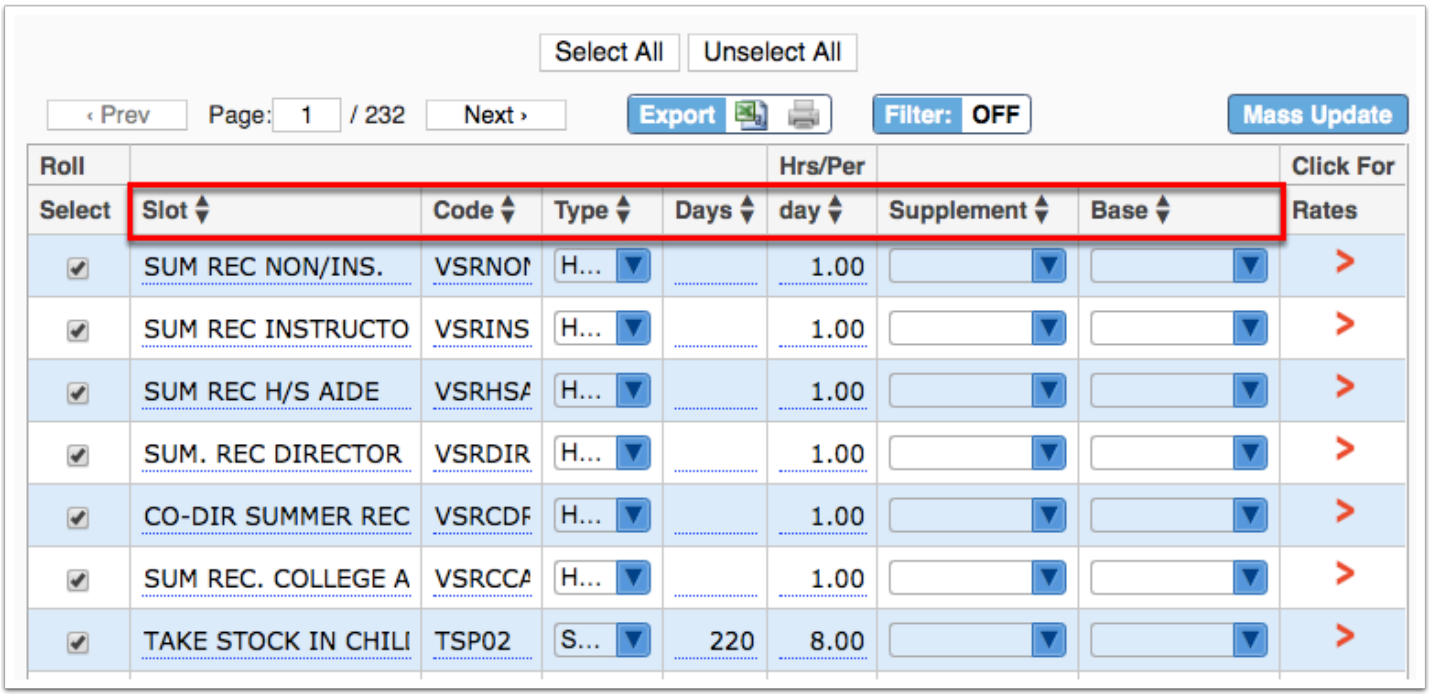
Click the **Filters** button to filter data and apply filter rules.

a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

c. Select the **gray arrow** for additional filtering rules.



For more information on how to use the Filters feature, see the Filters document.

You can sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.