Sage HRMS Learnings Series Webinar Questions and Answers

Processing Payroll 101 – Part 3: Calculate Payroll through Creating an EFT

October 21, 2020

You mentioned fiscal calendar close earlier. How do you do that?

To lock a period (month or year), navigate to Setup > (Codes) Payroll > (Payroll Setup) Fiscal Year Calendar. Select your fiscal year. In the Grid you have periods that you can lock for Bank Services, General Ledger and US Payroll. To lock a period, click in the period you want to lock and an X will appear. X means it is locked, blank means it is not locked. Click Save to save your changes.

Do you have any information on just creating a straight 80 hours for all hourly employees?

Navigate to Employee Payroll page, Pay tab for your active hourly employee. In the section 'Earnings/Deductions for Employee', locate your earning code (for example Hourly Wages). Make sure the employee has a payrate and default hours is set to 80 (as mentioned in your example). Calculate is set to Yes and earning has correct start/end dates. If no Timecard is created, calculate payroll will calculate this earning from the Employee Payroll page.

Can you have two different pay periods? Process a bi-weekly and then a semi-monthly? Do I need to create a new database for that?

Yes, you can have several different pay periods in one employer. Our training data is set up at weekly and bi-weekly. You can check the boxes for the employee's pay frequency you want to process during the calculate payroll task.   The employee record (Employee Payroll page) holds the information on the frequency they are paid.

All of our employees were semi-monthly. This year, I moved a group of employees to bi-weekly but their 401k benefit now shows a partial percentage. The deduction is set up as semi-monthly. Do I have to create a new deduction for them? I don't think I can edit the deduction to be "float".

If you moved a group of employees (not all employees that have the same 401k benefit), and one group is correct in payroll and another group is wrong in payroll, then yes, I would suggest creating a new benefit and a new deduction code and linking them in employee configuration. The conversion factor may change or you can change the frequency of the employee contribution in the new benefit code setup. You may want to contact Sage HRMS support as there is more than one way to handle this.

In regards to editing the Frequency field, from within the software, you cannot edit this field for an earning or deduction once it has been saved. You can create another code with the desired frequency or reach out to your implementor/channel partner and see if they will change the frequency in the SQL table.

Can we see the eft output file? Also, can the eft output file be modified based on the bank format requirement?

There are different bank formats you can select in Setup > (Codes) Payroll > EFT Options, Bank Format Field. There are also several other fields you can edit on this page. If you still require additional edits, you can open the EFT in Notepad or Wordpad. Please note that manually editing the file is not recommended or supported by Sage. If a mistake is made, it can cause the file to be rejected by your bank. Below is a screen shot of the EFT (UPDIRECT) that was generated during the webinar.

UPDIRECT - Notepad

File Edit Format View Help

```
101                   201019134010941O1BANK ONE                ABC
5200                DUNEDIN ENTERPRISES 123456    PPDREG.SALARY201030201030   1071036210000001
62205600738705400788 7       000002500010236          CLAY ANDREWS             007103621000000 1
622071036210238097711        000002216310236          CLAY ANDREWS             0071036210000002
622063100277878078097098     000013783810268          DANIELLE WULFF           0071036210000003
622031100209234567 89        0000213598120                                     0071036210000004
622031100209123456777        0000173169133                                     0071036210000005
622063100277234343434 3      0000386043151            HUGH F ALLEN             0071036210000006
62200010001012345678         0000186813205            BANK OF AMERICA        NA0071036210000007
82000000070031554454000000000000000001144624123456                              071036210000001
9000001000002000000070031554454000000000000000001144624
9999999999999999999999999999999999999999999999999999999999999999999999999999999999999999999999
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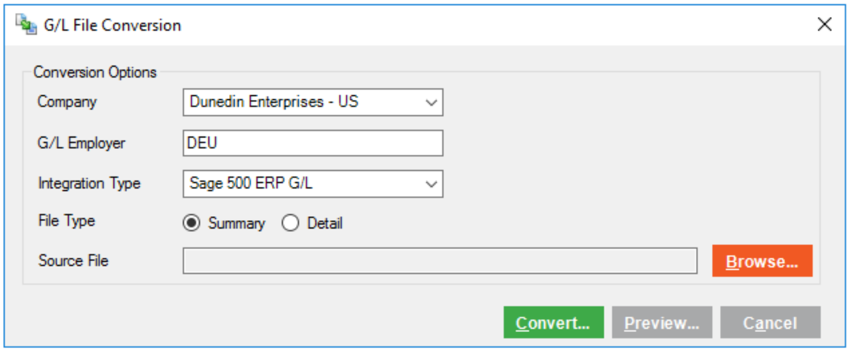
After calculating a payroll, why does the end date has passed message keep appearing on the Payroll Exception Report?

If the earning or deduction code is added to the Employee Payroll page and the end date has passed, a message will appear on the Payroll Exceptions report to let you know that this code is not being calculated. This is as designed. If you do not want that message to appear on the report, you can delete (remove) the code from the Employee Payroll page. Don't worry, deleting a code (earning, deduction or tax) will not delete YTD accumulators. Another option is to modify the SAP Crystal Report so this comment does not appear. Please note, that modifying the report is complex and I would suggest reaching out to your implementor or channel partner for assistance.

How do you generate the journal entry to import into Sage Mas500?

During the registration (or install) of Sage HRMS the integration to Sage 500 ERP G/L would need to have been selected. If it was not, you can select it from Help, Register Sage HRMS and select this option.

Once it is selected, the integration will appear in Connected Services > (Integrations) Sage 500 ERP G/L. Select your company, Integration Type – Sage 500 ERP G/L. Select Summary or detail for the amount of information being exported. Next, browse to the source file location, then preview or convert.



Where do we setup the bank specifications?

When using Print/Post, the bank information is pulled from Setup > Payroll > (Bank Services) Banks. EFT information is set up in Setup > (Codes) Payroll > (Payroll Setup) EFT Options. Here you can select the bank format, service class Originator depository financial institution and more.

I am entering in D401K (that is our deduction code for 401k). The employee calc method says "flat". Employer Calc meth and Frequency and Level are all blank. This is the same for all our deductions.

In Setup > (Codes) Payroll > Earning/Deduction codes > Basic Info tab, a category of Deduction and Employee Calc Method of Flat should display a frequency. When you add a new code with the fields that I mentioned, the Frequency field is prepopulated and not blank. There is no option in the Frequency drop down box to select a blank field. Perhaps these codes were imported and the information was not brought in? I would suggest reaching out to Sage HRMS support so they can live connect and take a look.

Please note, once an earning or deduction code is saved in setup, you cannot change the option selected in the Frequency field from within the software. You would need to create a new code if the frequency is incorrect, or contact your Channel Partner to see if this is something they would change in the SQL table.