



## **Unicorn HRO**

# **Processing A Payroll**

This chart lists the functions that are typically run as part of processing a payroll.

<b>iCON FUNCTION</b>	<b>PURPOSE</b>
Time and Attendance Import Time and Attendance Time and Attendance Express Time and Attendance SB Entry	Employee's time card data is entered here, or is populated into this function via a time card interface. Employees who are time card exempt will be paid automatically, but overrides can be entered here. Time card data must be entered before the Payroll Feeder can calculate pay, taxes and deductions. It can be changed before or after the Payroll Feeder has been run. If changes are made, employees must be processed through the Payroll Feeder to recalculate gross-to-net. After payments have been released (see Pending Payments section), changes to time card data will have no effect on that payment, since it has already been written to history.
Lump Sums	Record any additional payments in this function. The Start and End Dates are compared to the Pay Period End Date to see if processing should occur. Only checks marked as "Combine With Regular Pay" and "Separate Pay" will be processed.
Taxable Life Process	To automatically calculate an employee's imputed income amount for a group term life insurance benefit over \$50,000, run this function. It will look at each employee's benefit coverage and calculate an earning based on IRS rates by age. The earning amount is put into a Lump Sums record, which will be included in the next pay cycle. Taxable life can be calculated on a pay period, monthly or yearly basis.
Manual Payment	This function can be used to record a payment made outside of the system, for example, a check printed by the Accounts Payable Department. It can also be used to create a check where the tax and deduction amounts can be changed from those calculated by the system. Manual payments can be printed separately, or with the next group of checks. If a physical check has already been printed, you would not print the manual payment, but instead record the check stock and check number already used.
Void Process	Previously processed payments can be voided. The amounts are immediately updated in the pay, tax, deduction and entitlement tables.
Payroll Feeder	For each pay cycle, select the population and Pay Period End Date. Employees will appear in the list box. By clicking on Select All to Queue, the employees will

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	<p>be sent into the Payroll Feeder. This is a continually running process that calculates employees' pay, taxes and deductions. The results of the calculations can be viewed on-line in Pending Payments or the "Pending" section of the following functions: Pay Distribution, Deduction Accumulators, Tax Accumulators and Paid Time Off. The results can be printed using the Combined Register. Employees' time card data can be changed as many times as necessary, and then re-run through the Payroll Feeder, before the payments are released (see Pending Payments section).</p>
Pending Process Queue	<p>After employees have been sent to the Payroll Feeder, you can view how many employees remain to be processed. When no entries exist, processing has been completed.</p>
Pending Payment Log	<p>After employees have been processed through the Payroll Feeder, run this report to determine if any employees were not processed. The reason will appear to indicate the error that the system encountered. Correct the data and run the employee(s) through the Payroll Feeder.</p>
Time and Attendance Report	<p>Report prints data that was entered in Time and Attendance functions. A warning will be printed for any employee who used more entitlement hours than he/she accrued. It can be printed before or after the Payroll Feeder has been run. If you run it before the Payroll Feeder has been run, entitlement accruals for the current pay date will not yet be calculated. Therefore, it is recommended that you run it after the Payroll Feeder. It can be re-run as necessary.</p>
Combined Register	<p>Report prints data for the current (pending) payroll date, as well as month-, quarter- and year-to-date information. The employees can be selected by home account number, organization structure or legal entity. Sort criteria can be specified. In order to see the pending payroll's information, it must be run after employees have been processed through the Payroll Feeder. If changes to time card data are made, re-run the Payroll Feeder and then re-run this report to see the results. It may be run as often as needed.</p>
Entitlement Report	<p>This report shows employees' accrued entitlement hours as well as hours that have been taken. If run after the Payroll Feeder, "pending" hours are shown for that pay cycle. If run after payments have been closed (see</p>

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	Pending Payments section), the amounts from the last pay cycle will be included in the yearly amounts.
Pending Payments	After all changes have been made to time card data and all amounts are correct, use this function to “close” the payroll. Select the population and Pay Period End Date that you are processing, and then click on Release All. This will move the "Pending" amounts for pay, deductions and taxes into the month-to-date, quarter-to-date, year-to-date, fiscal, G/L and total accumulators. Pending entitlement hours will be moved into the appropriate fields. “Pending” amounts will be zeroed out in preparation for the next payroll cycle. Note: After payments have been released, no changes can be made. If discrepancies are discovered at a later time, an adjustment to the next pay check can be made. You may also void a payment and re-issue a corrected payment.
Close Queue	After employees have been released through Pending Payments, you can view how many employees remain to be processed. When no entries exist, processing has been completed.
Check Print	After the payroll cycle is closed, checks and direct deposit vouchers can be printed. The Check Print function only prints checks; see the next two functions for printing vouchers. This function will create a print file, which can be released to the printer at any time.
Direct Deposit File Creation	This function creates a file containing employees’ direct deposit information. It must be created before vouchers are printed and the information transferred to the bank.
Voucher Print	After the direct deposit file has been created, this function is run to print employees’ direct deposit vouchers. They are printed in the same format as checks, except that the check portion has “void” printed on it. A print file is created, which can be released to the printer at any time.
G/L Report By Date	When payments are released, amounts are added into the G/L buckets for pay, deductions and taxes. You may then run this function, which prints a report showing the results. If you estimate G/L amounts for pay periods that do not fall on the end of month, run the G/L Interface Estimate Generation to estimate the partial pay cycle at the end of the month, and then run the G/L Interface Reversal Generation during the start

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	of the next month to back out those numbers.
Tax Frequency Report	This report can be run or re-run at any time. If you print it before the payroll has been closed, you will see “Pending” amounts containing the payroll being processed. If you print it after the close, all accumulator buckets (MTD, YTD, etc.) will include the last payroll’s amounts. It is sorted by tax type within Federal, State and Local taxes.
Payment Register	This report can be run or re-run at any time. Pay, tax and deduction amounts are printed for each individual payment (check or direct deposit voucher). If you print it before the payroll has been closed, you will see “Pending” payments containing the payroll being processed. If you print it after the close, each payment will include a check or voucher number. It may be grouped by home account number, organization structure or legal entity. Sort options are: employee number and payment number.
Clear Fiscal Accumulators	This purge function is run after the end of your fiscal year, which may or may not correspond to the calendar year. It sets all fiscal accumulators to zero for pay, taxes and deductions.

The following functions may also be run.

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Advance Earned Income Credit Report	If any employees in the company are eligible for the advance earned income credit, this report will print the amounts that the employee will receive for the pay cycle being processed.
HED Register	This report shows hours, earnings and deductions for each employee within the selected population.
Payment Register Voids	This report prints payments that have been voided within the selected date range.
G/L Interface Estimate Generation	If the end of the accounting cycle does not coincide with the payroll cycle, an estimated amount of payroll expense can be added to the pay cycle being processed. This will approximate the payroll expense from the end of the pay cycle to the end of the accounting cycle.
G/L Interface Reversal Generation	If you used the G/L Interface Estimate Generation at the end of the accounting cycle, you need to run the reversal process for the pay date immediately following the start of the new accounting cycle.
G/L Interface Purge	This function would be used to delete G/L entries for prior pay cycles. It does not need to be run, as in the case with the Clear General Ledger Accumulators.
G/L Account Translation Process	If you have set up entries in the G/L Account Translator Setup function, run this process to perform the translation.
G/L Translated Data Report	If you ran the G/L Account Translation Process, run this report to view the translated G/L entries and amounts.
G/L Translated Data Purge	If you ran the G/L Account Translation Process and need to change any of the rules in G/L Account Translator Setup, run this function to delete the translated entries. Then change the translation rules and re-run the G/L Account Translation Process.
Check/Voucher Clear	If the printer jammed when printing checks or vouchers, or you need to reprint these documents for any other reason, run this function to set the payment numbers to zero for a selected range. Then access Check Print or Voucher Print again to reprint the checks. This function can also be used to recreate the direct deposit file that is transmitted to the bank.
Payment Reconciliation	If the bank supplies you with a file of returned checks, it would be loaded through this function. The payment status of a cashed check is changed from Open to Reconciled.

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Payment Reconciliation Worksheet	Check statuses can be updated individually through this function.