



**Unicorn HRO**

**Pay Cycle Maintenance**

iCON creates General Ledger (G/L) entries at the time that payments and voids are generated. This includes the following situations:

- a) Payment is released from the Pending Payments or Close Process For One Employee function
- b) Payment is submitted using the Net To Gross Calculator function
- c) Payment is submitted using the Manual Payments function
- d) Payment is voided using the Void Process

General ledger transactions are created with a date that will be used as an identifier. This date called transaction date will be set to the Pay Period End Date in the case where a payment is generated, or the Void Pay Ending Date in the case of a voided payment.

This eliminates the potential for out-of-balance situations when adjustments are made using manual payments or a payment/void combination resulted with a zero amount gross pay, but a net change in taxes or deductions. The G/L Clear Accumulators function does not need to be run. To print G/L amounts, use the G/L Report By Date. This report can be run for one pay period, or for a range of dates.

To ensure accurate general ledger data, your pay periods should be managed. Using the function Pay Calendars, each pay period is defined for the tax year being processed.

By double clicking on a pay date from the Pay Calendar function, information that is necessary for payroll processing can be entered or updated. As an example, the field Check Date must be specified. The “Save” button cannot be accessed until a valid Check Date is supplied.

From this screen, other fields that are used in payroll and tax processing can be set as needed. For example, End of Month, End of Quarter can be identified along with information regarding the particular pay period of the month.

Notice the field ***Pay Cycle Closed*** that is displayed on the screen above. This field will be changed from “no” to “yes” when either Check Print or Voucher Print is processed through the Job Server. These processes typically indicate that the payroll function for the scheduled pay date/payroll processing group has been completed. Once this field has been set to “yes” the system will prevent you from performing the following actions for the selected Pay Period End Date:

- Submitting employees through Payroll Feeder
- Submitting employees through On Demand Payment Feeder
- Submitting employees through Update One Employee
- Submitting employees through Close Process for One Employee
- Submitting a manual payment for this date, or for a date that is more than one Pay Period End Date in the future
- Voiding a payment against this date, or for a date that is more than one Pay Period End Date in the future

In the Pay Calendar function, as displayed above, the field Pay Cycle Closed is display-only. If you have access to the function Pay Cycle Maintenance, you may apply changes as needed.

### **How Should Pay Cycle Maintenance be used?**

For this example, assume the following:

Payroll Group being processed: Bi-Weekly Pay

Pay Period End Date being processed March 3

Once the Check Print/Voucher Print functions have been run, the field Pay Cycle Closed for Bi-Weekly Pay (Payroll Group) for Pay Period End Date March 3 will be changed from No to Yes.

Listed below are a few of the functions that can be used to complete the payroll cycle once the pay period has been closed for processing payroll:

- G/L Interface Estimate Generation

- Payment Registers

- Adhoc Reporting

Once General Ledger Actual data has been generated, the Pay Cycle Closed field should **NOT** be changed from closed to open (Yes to No).

With this example:

### **An employee did not turn in their time. How do I pay the employee? I've already posted my G/L for the period.**

Typically, you would use the function Manual Payments with a Pay Period End Date 3/17/2004. The pay calendar displayed on page 1 shows 3/17/2004 as the next payroll date for this group. The Check Date should be overridden to indicate the actual date of the payment. In some cases depending on your internal tax reporting procedures, you may need to create a new Pay Period End Date in the pay calendar for payment purposes.

### **After payroll was closed and G/L was posted, I realized that I had overpaid an employee. I need to void the check and re-issue.**

Typically, you would use the function Void Process to void the original payment with the Pay Period End Date of 3/03/2004. The payment should be voided against the Pay Period End Date of 3/17/2004. To re-issue the payment, use the function Manual Payments with a Pay Period End Date of 3/17/2004. The Check Date should be overridden to indicate the actual date of the payment. In some cases depending on your internal tax reporting procedures, you may need to create a new Pay Period End Date in the pay calendar for payment purposes.

### **When can I reset the Pay Cycle Closed field?**

The only time that the Pay Cycle Closed field should be reset would be in those cases where the functions Check Print and Voucher Print have completed, but your general ledger data has not been moved to your financial system via a G/L interface. In this situation, the function Pay Cycle Maintenance can be used to change the field Pay Cycle Closed from Yes to No. It is very important that this field be changed back to YES when you have completed the additional payroll functions.

#### **Why do I get the message “Check Date Cannot be in a Previous Quarter”?**

Control points have been put into the system to alert you to conditions that may cause errors with your Tax Reporting functions. If tax processing has been completed for a particular quarter, additional payments in that quarter may cause issues for your company with the taxing authorities. This message is typically seen in the function Manual Payments. The system will look at the Pay Calendar for the Payroll Processing Group/Pay Period End Date that has been specified. If the Pay Calendar’s Check Date and the Manual Payment Check Date do not fall in the same quarter, you will receive this error/validation message. In the event that you need to create a manual payment for an employee and you receive this message, please contact the Support Line to determine how to proceed.

#### **Show me examples of how the procedures should work.**

While processing payroll for pay period ending March 3, the payments listed below will have general ledger transactions created during the payroll run. This sample data represents a payroll run for an entire weekly payroll processing group of 3 employees.

<b>Employee#</b>	<b>Gross Amt</b>	<b>Net Amt</b>
100	420.00	239.63
105	815.00	585.85
106	551.16	388.95

When the G/L Report by Date is run for Pay Period End Date March 3, all transactions generated for this specific pay period ending date will be included. Please note that Voids from prior pay periods that are voided against the March 3 payroll are included also.

<b>Employee#</b>	<b>PE Date</b>	<b>Void PE Date</b>	<b>Type of Entry</b>	<b>EE Amount</b>	<b>ER Amount</b>
100	03/03		Regular Pay	420.00	
100	03/03		FICA	26.04	26.04
100	03/03		FICM	6.09	6.09
100	03/03		FIT	48.58	
100	03/03		SIT	2.40	
100	03/03		Union Dues	5.46	
100	03/03		Misc Ded	16.80	
100	03/03		Net	314.63	
105	03/03		Regular Pay	521.60	
105	03/03		Overtime Pay	293.40	
105	03/03		FICA	50.53	50.53

Employee#	PE Date	Void PE Date	Type of Entry	EE Amount	ER Amount
105	03/03		FICM	11.82	11.82
105	03/03		FIT	80.12	
105	03/03		SIT	46.68	
105	03/03		401K	40.00	20.86
105	03/03		Net	585.85	
106	03/03		Regular Pay	551.16	
106	03/03		FICA	34.17	34.17
106	03/03		FICM	8.00	8.00
106	03/03		FIT	20.49	
106	03/03		SIT	17.43	
106	03/03		Cnty Tax	5.13	
106	03/03		401K Loan	76.99	
106	03/03		Net	388.95	
106	02/17	03/03	Regular Pay	495.71	
106	02/17	03/03	Premium OT	134.89	
106	02/17	03/03	Overtime	150.43	
106	02/17	03/03	FICA	48.43	48.43
106	02/17	03/03	FICM	11.32	11.32
106	02/17	03/03	FIT	42.81	
106	02/17	03/03	SIT	25.02	
106	02/17	03/03	Cnty Tax	7.36	
106	02/17	03/03	401K	45.23	
106	02/17	03/03	Supp Life	.93	
106	02/17	03/03	Net	599.93	

### **How can a G/L Imbalance occur?**

In the example listed above, if pay period ending February 17 is opened and the payment is voided against that pay period, the reversing General Ledger entries will not be selected for export to the G/L when transactions are exported for Pay Period End Date March 3. As the transactions for Pay Period End Date February 17 have been journalized previously, this void would never post to G/L.

The G/L Report by Date will create a report listing those transactions for the Pay Period End Date. The report will also list those transactions that have a Void Pay Ending Date that contains the Pay Period End Date that you are processing. It is not possible to retrieve a particular transaction from a prior pay period for posting to your ledger. This is the reason the using the Pay Calendar Closed/Open function becomes so important.