

# (HR) Human Resources (ST) Sub Tracking

## Sub Tracking Payroll - Processing Checklist

### 1. **New Substitute Employee(s)**

- Add substitute employee to Profile
  - Add Substitute Master Information from Sub Tracking tab
  - Add pay record to Pay tab

### 2. **Detail Transactions**

Substitute employee transactions may be created automatically by importing from a third party sub calling system or by manually adding transactions in the system.

- Third Party Import
  - Create file from third party sub calling system for the pay period
  - Validate the file and correct exceptions found
  - Process the import file (correct all **Fatal Errors** listed and carefully review any Non Fatal errors to determine what corrections should be made)
  - Print a report of verified records to determine if the records imported are correct
  - Verify Time Off transactions to be imported
  - Update – This process imports the substitute employee transactions in the Sub Tracking module and updates time off in Profile

OR



- Manually Add substitute employee transactions
- Manually add subbed for employee Time Off transactions

### 2. **Corrective Transactions**

- Add correcting transactions for the current pay period
  - Override Break (current period) – Allows the user to continue increasing the long term counter for a substitute employee even though there is a break in the current pay period
  - Pay Adjustment (current period) – Allows the user to adjust the amount paid to the substitute employee during the current pay period. This is typically a one time adjustment to a particular detail transaction
- Add corrective history transactions for prior pay periods
  - Add Special History (Pay Adjust) – Allows the user to record pay adjustments without increasing the substitute pay during the next import to payroll. This option is typically used when a transaction was corrected in payroll and needs to be reflected in Sub Tracking.
  - Add Corrective History
    - A. Override Break – Allows the user to ignore a break in service from a prior period.
    - B. Pay Adjust – Allows the user to adjust an amount paid in a previous pay period and increases the substitute pay during the next import to payroll.
    - C. Regular – Allows the user to enter a transaction from a previous payroll that will be paid during the next import to payroll.

3.  **Calculating**

- Corrective History Update Counters – When corrective history transactions exist they must be updated prior to updating the regular transactions.
  - Enter the pay period end date in the ending date field
  - Run verification report
  - Correct all fatal exceptions
  - Review all non fatal exceptions to determine if corrections are needed
- Update Calendar Counters
  - Enter the pay period end date in the ending date field
  - Run verification report
  - Correct all fatal exceptions
  - Review all non fatal exceptions to determine if corrections are needed
  - Calculate transactions
  - Carefully review the calculation verification report and update to sub tracking, if satisfied

4.  **Reporting**

Many reports are available to allow you to verify the data prior to importing to payroll. Listed below are recommended reports.

- Building Sequence Report
- Subbed for Time Off Verification Report
- Time Code Sequence Report
- Account Number Sequence Report

5.  **Import to Payroll**

Transactions are imported to payroll from the current payroll select option

- Click Import
- Select Substitute Tracking
- Verify the date value for transactions to be imported and click OK
- Answer yes to the message prompt to continue with the import