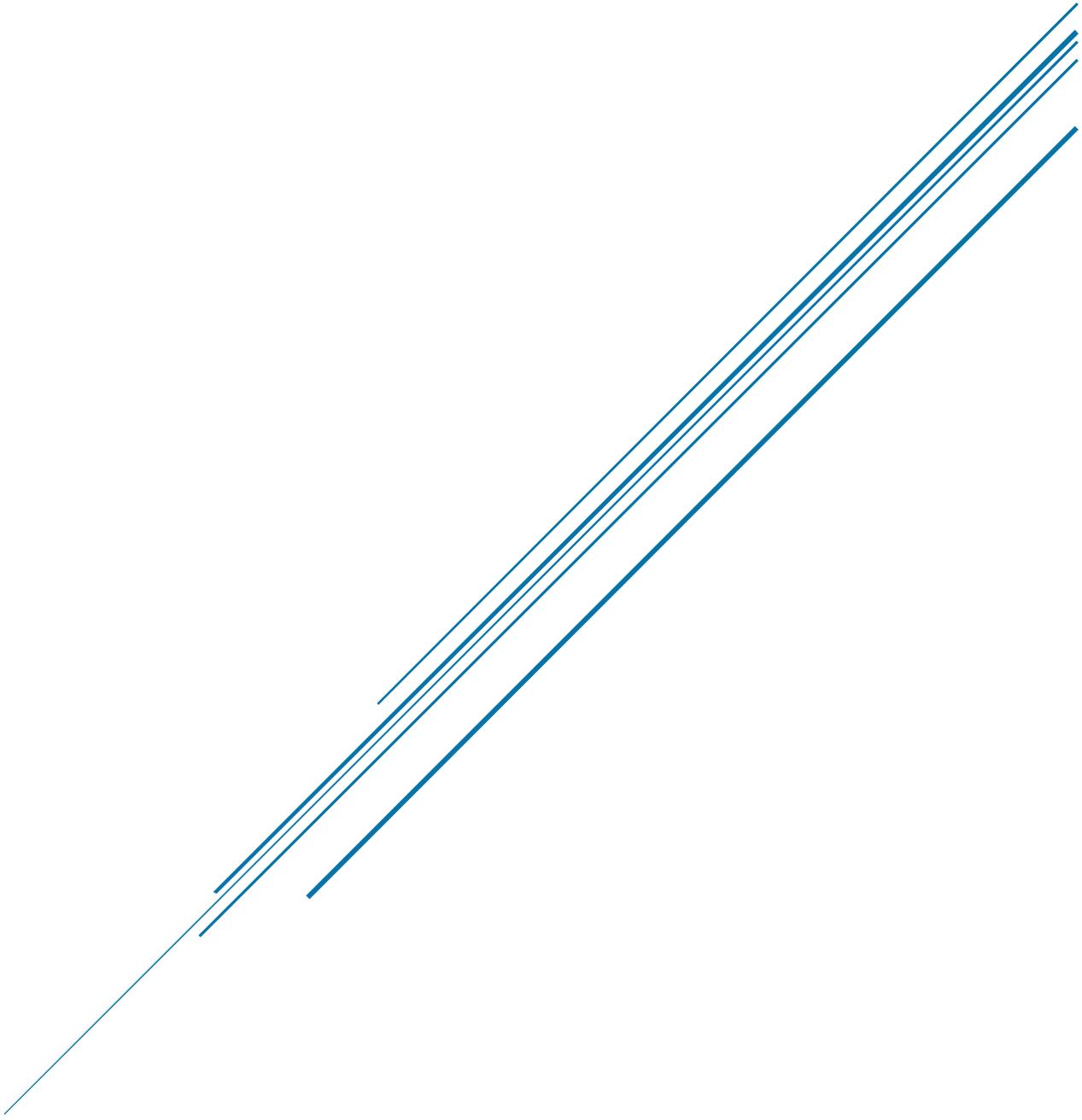


HR/PAYROLL CAPPS DESK AID CHECKLIST

Desk Aid



Note: This Desk Aid was written to the specifications of CAPPS Central Agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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DESK AID

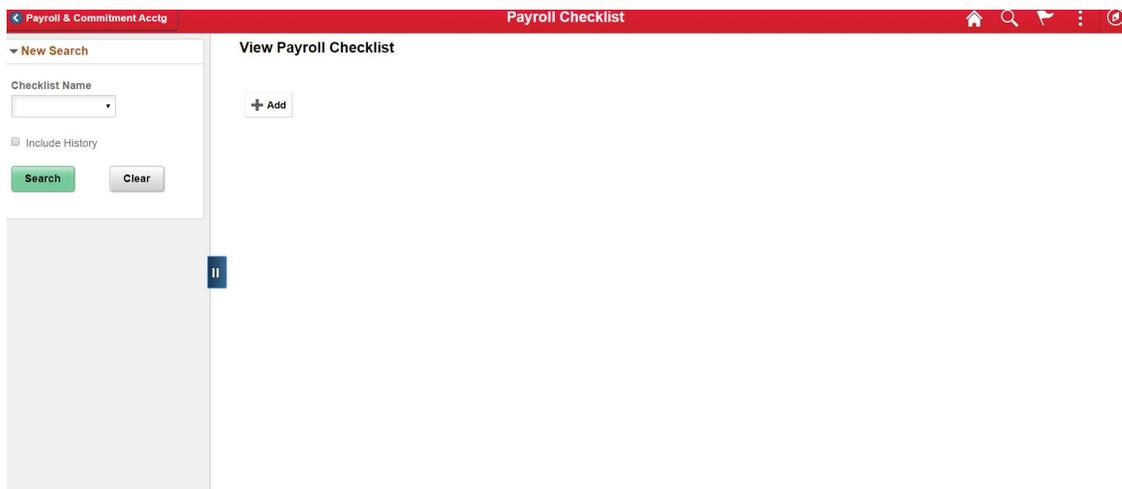
PAYROLL CHECKLIST

SUMMARY

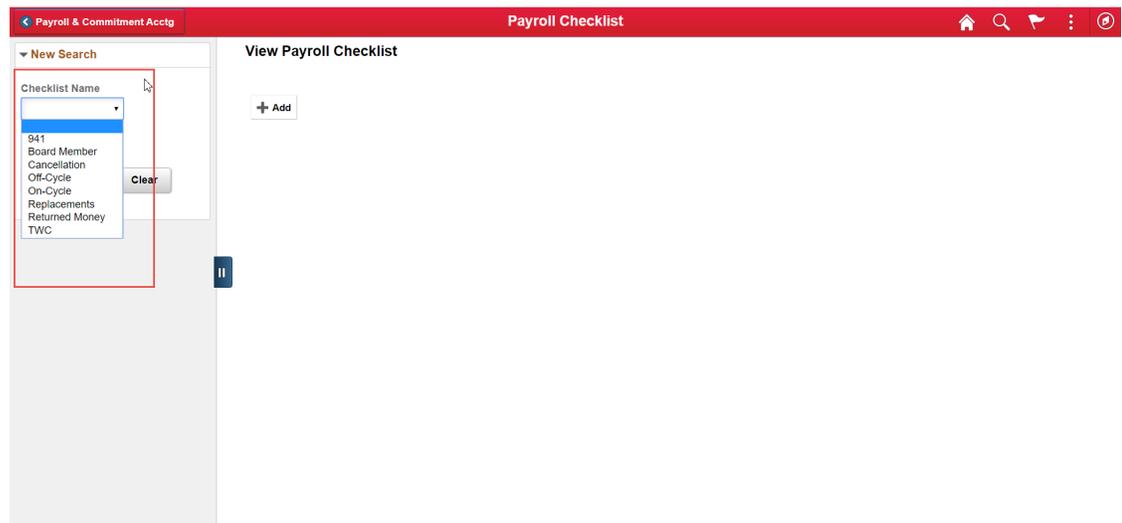
Payroll Checklist steps and instructions can be accessed directly in CAPPs. Steps and instructions for On-Cycle, Off-Cycle, Board Member, Cancellation, Replacements, Returned Monies, TWC, and 941 processing can be found in CAPPs.

NAVIGATION

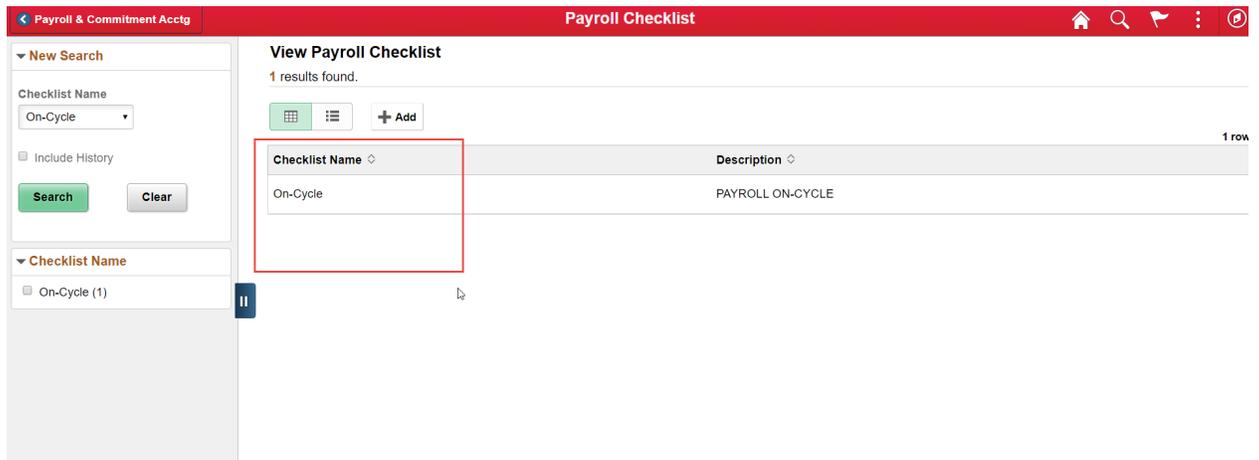
1. Navigate: **Dashboard: Payroll & Commitment Acctg > Tile: Payroll Checklist**



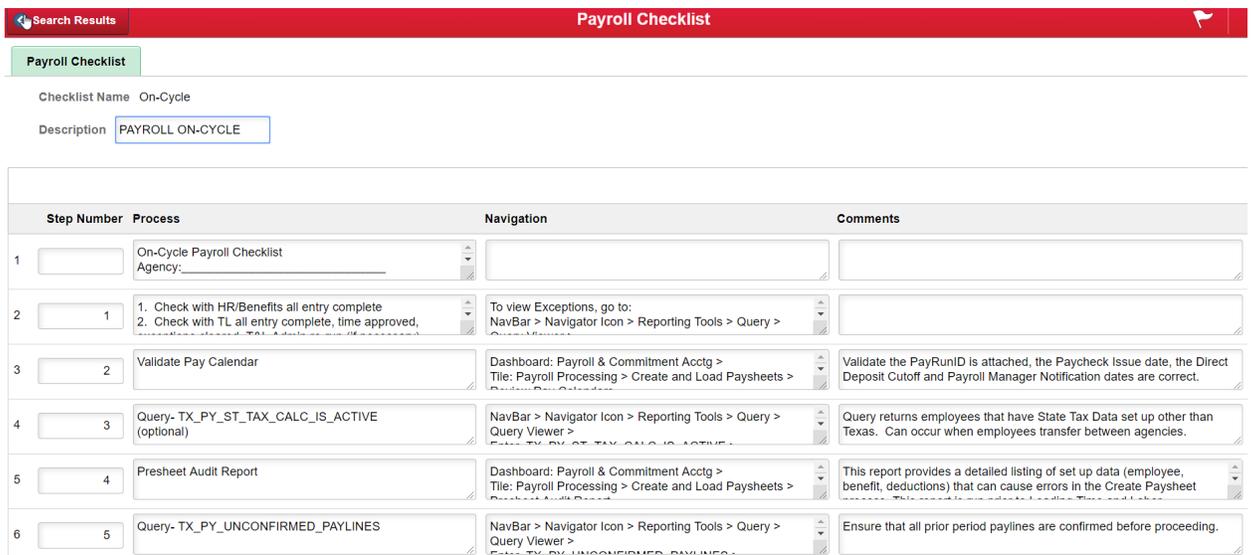
2. Select the appropriate Checklist Name from the drop-down menu and click the **Search** button.



3. Select the Checklist Name on the right side of the page to see the Checklist details.



4. The Payroll Checklist steps and instructions are displayed.



Step Number	Process	Navigation	Comments
1	On-Cycle Payroll Checklist Agency: _____		
2	1. Check with HR/Benefits all entry complete 2. Check with TL all entry complete, time approved, _____	To view Exceptions, go to: NavBar > Navigator Icon > Reporting Tools > Query > _____	
3	Validate Pay Calendar	Dashboard: Payroll & Commitment Acctg > Title: Payroll Processing > Create and Load Paysheets > _____	Validate the PayRunID is attached, the Paycheck Issue date, the Direct Deposit Cutoff and Payroll Manager Notification dates are correct.
4	Query- TX_PY_ST_TAX_CALC_IS_ACTIVE (optional)	NavBar > Navigator Icon > Reporting Tools > Query > Query Viewer > _____	Query returns employees that have State Tax Data set up other than Texas. Can occur when employees transfer between agencies.
5	Presheet Audit Report	Dashboard: Payroll & Commitment Acctg > Title: Payroll Processing > Create and Load Paysheets > _____	This report provides a detailed listing of set up data (employee, benefit, deductions) that can cause errors in the Create Paysheet
6	Query- TX_PY_UNCONFIRMED_PAYLINES	NavBar > Navigator Icon > Reporting Tools > Query > Query Viewer > _____	Ensure that all prior period paylines are confirmed before proceeding.

5. Select Search Results in upper-left corner to view another Payroll Checklist.

NOTE: if the steps below don't work to view another Payroll Checklist then either re-load the page using your browser refresh button or return to the Payroll & Commitment Acctg Dashboard and select the Payroll Checklist tile again.

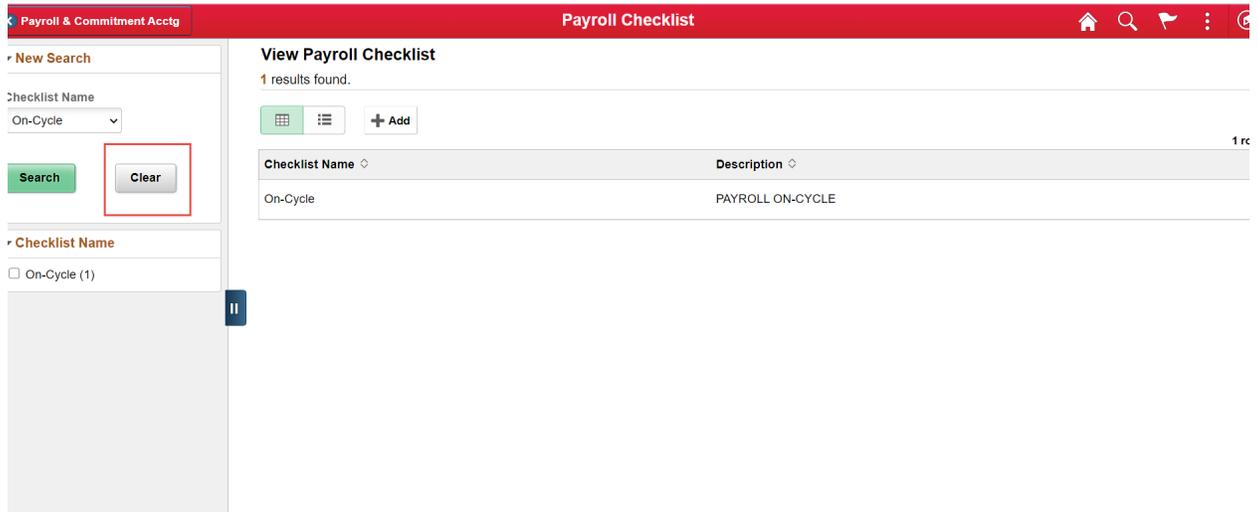
Search Results
Payroll Checklist
⌵

Payroll Checklist
⌵

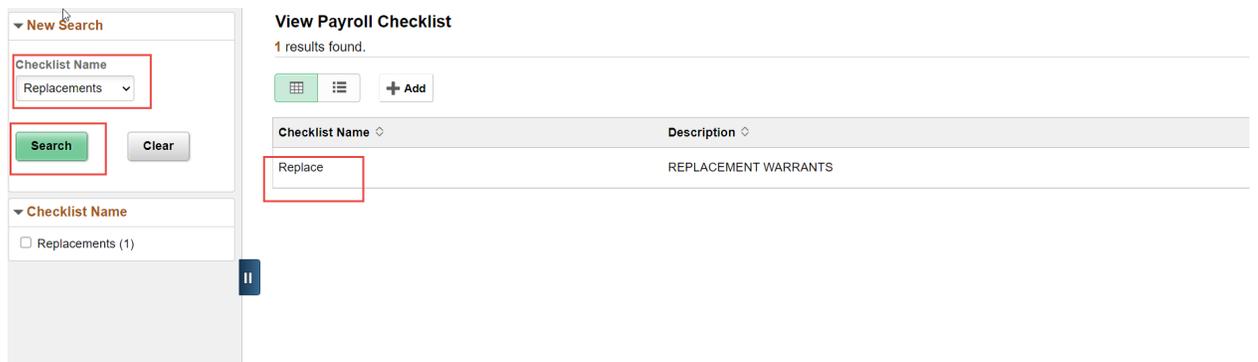
Checklist Name On-Cycle
 Description

Step Number	Process	Navigation	Comments
1	On-Cycle Payroll Checklist Agency: 323		
2	1. Check with HR/Benefits all entry complete 2. Check with TL all entry complete, time approved,	To view Exceptions, go to: NavBar > Navigator Icon > Reporting Tools > Query > Query Viewer >	
3	Validate Pay Calendar	Dashboard: Payroll & Commitment Acctg > Title: Payroll Processing > Create and Load Paysheets > Create and Load Paysheets >	Validate the PayRunID is attached, the Paycheck Issue date, the Direct Deposit Cutoff and Payroll Manager Notification dates are correct.
4	Query- TX_PY_ST_TAX_CALC_IS_ACTIVE (optional)	NavBar > Navigator Icon > Reporting Tools > Query > Query Viewer > EMPLOYEE TAX CALC IS ACTIVE	Query returns employees that have State Tax Data set up other than Texas. Can occur when employees transfer between agencies.
5	Presheet Audit Report	Dashboard: Payroll & Commitment Acctg > Title: Payroll Processing > Create and Load Paysheets > Create and Load Paysheets >	This report provides a detailed listing of set up data (employee, benefit, deductions) that can cause errors in the Create Paysheet
6	Query- TX_PY_UNCONFIRMED_PAYLINES	NavBar > Navigator Icon > Reporting Tools > Query > Query Viewer > EMPLOYEE UNCONFIRMED PAYLINES	Ensure that all prior period paylines are confirmed before proceeding.

- To view another Payroll Checklist, select **Clear**, choose another Checklist Name, select **Search** and click on the search results.



The screenshot shows the 'Payroll Checklist' interface. On the left, under 'New Search', the 'Checklist Name' dropdown is set to 'On-Cycle'. The 'Search' button is highlighted in green, and the 'Clear' button is highlighted with a red box. Below this, the 'Checklist Name' section shows 'On-Cycle (1)'. The main area displays 'View Payroll Checklist' with '1 results found.' and a table with one row: 'On-Cycle' with description 'PAYROLL ON-CYCLE'.



The screenshot shows the 'Payroll Checklist' interface. On the left, under 'New Search', the 'Checklist Name' dropdown is set to 'Replacements'. The 'Search' button is highlighted in green, and the 'Clear' button is highlighted with a red box. Below this, the 'Checklist Name' section shows 'Replacements (1)'. The main area displays 'View Payroll Checklist' with '1 results found.' and a table with one row: 'Replace' with description 'REPLACEMENT WARRANTS'.

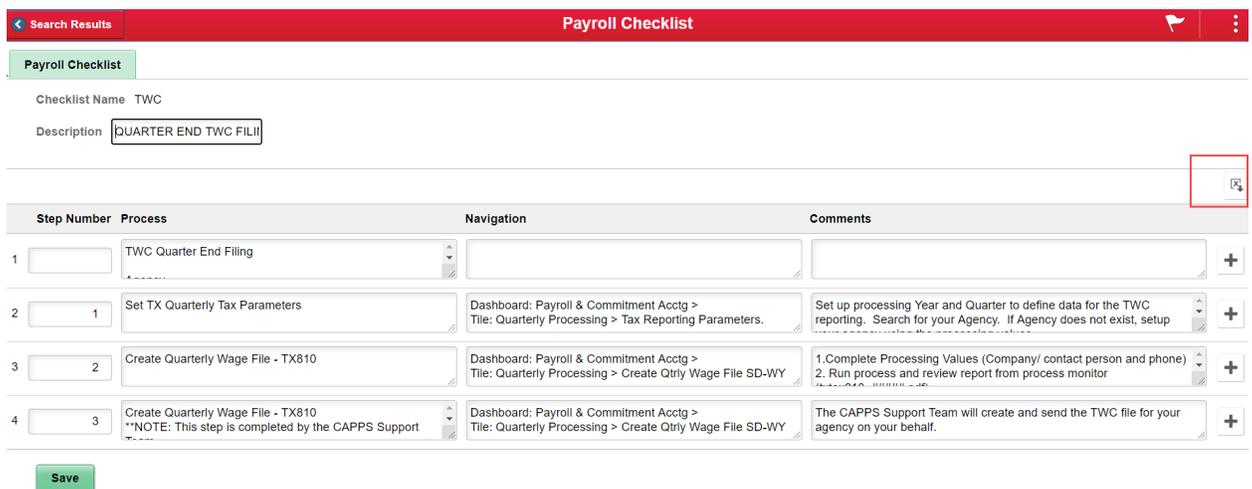
PAYROLL CHECKLIST – OPTIONS ON HOW TO PRINT

SUMMARY

Two options exist to download the Payroll Checklist page to Excel for printing.

OPTION 1

1. From the Payroll Checklist page select the Download to Excel button in the upper right hand corner of the page.



The screenshot shows the 'Payroll Checklist' page with a red header bar. Below the header, there are input fields for 'Checklist Name' (TWC) and 'Description' (QUARTER END TWC FILING). A table lists four steps with columns for Step Number, Process, Navigation, and Comments. A red box highlights a 'Download to Excel' icon in the top right corner of the table area.

Step Number	Process	Navigation	Comments
1	TWC Quarter End Filing		
2	1 Set TX Quarterly Tax Parameters	Dashboard: Payroll & Commitment Acctg > Title: Quarterly Processing > Tax Reporting Parameters.	Set up processing Year and Quarter to define data for the TWC reporting. Search for your Agency. If Agency does not exist, setup
3	2 Create Quarterly Wage File - TX810	Dashboard: Payroll & Commitment Acctg > Title: Quarterly Processing > Create Qtrly Wage File SD-WY	1. Complete Processing Values (Company/ contact person and phone) 2. Run process and review report from process monitor
4	3 Create Quarterly Wage File - TX810 **NOTE: This step is completed by the CAPPS Support	Dashboard: Payroll & Commitment Acctg > Title: Quarterly Processing > Create Qtrly Wage File SD-WY	The CAPPS Support Team will create and send the TWC file for your agency on your behalf.

Save

2. An Excel window should open that includes the Payroll Checklist steps. **NOTE – if this process creates an error, produces a blank Excel file, or does not produce an Excel file, then proceed with Option 2 in order to download the Checklist data.**
3. Formatting changes to the Excel document can be made for ease of use and/or printing as desired (i.e. wrap column text, size columns for printing, etc.). Save for future use.

OPTION 2

1. Navigate to NavBar > Navigator Icon > Reporting Tools > Query > Query Viewer or Query Manager OR NavBar > Navigator Icon > HR/Payroll Reporting > Reporting Tools > Query > Query Viewer or Query Manager



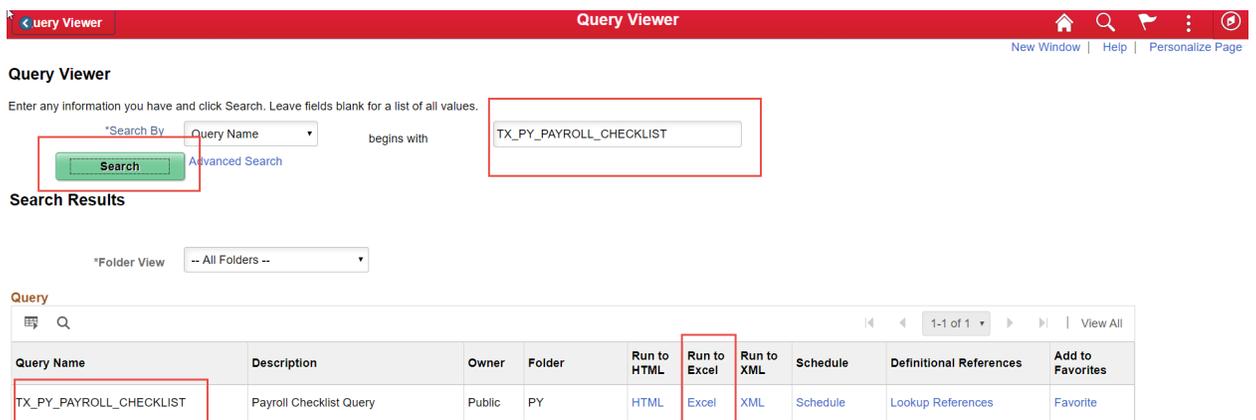
Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

Search Advanced Search

2. Search for query TX_PY_PAYROLL_CHECKLIST and click **Run to Excel**.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with TX_PY_PAYROLL_CHECKLIST

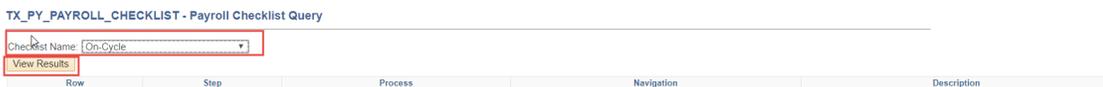
Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TX_PY_PAYROLL_CHECKLIST	Payroll Checklist Query	Public	PY	HTML	Excel	XML	Schedule	Lookup References	Favorite

3. Select the appropriate Checklist Name from the drop-down menu and click the **View Results** button to download the Checklist steps and instructions to Excel



TX_PY_PAYROLL_CHECKLIST - Payroll Checklist Query

Checklist Name: On-Cycle

View Results

Row	Step	Process	Navigation	Description
-----	------	---------	------------	-------------

4. Formatting changes to the Excel document can be made for ease of use and/or printing as desired (i.e. wrap column text, size columns for printing, etc.). Save for future use.