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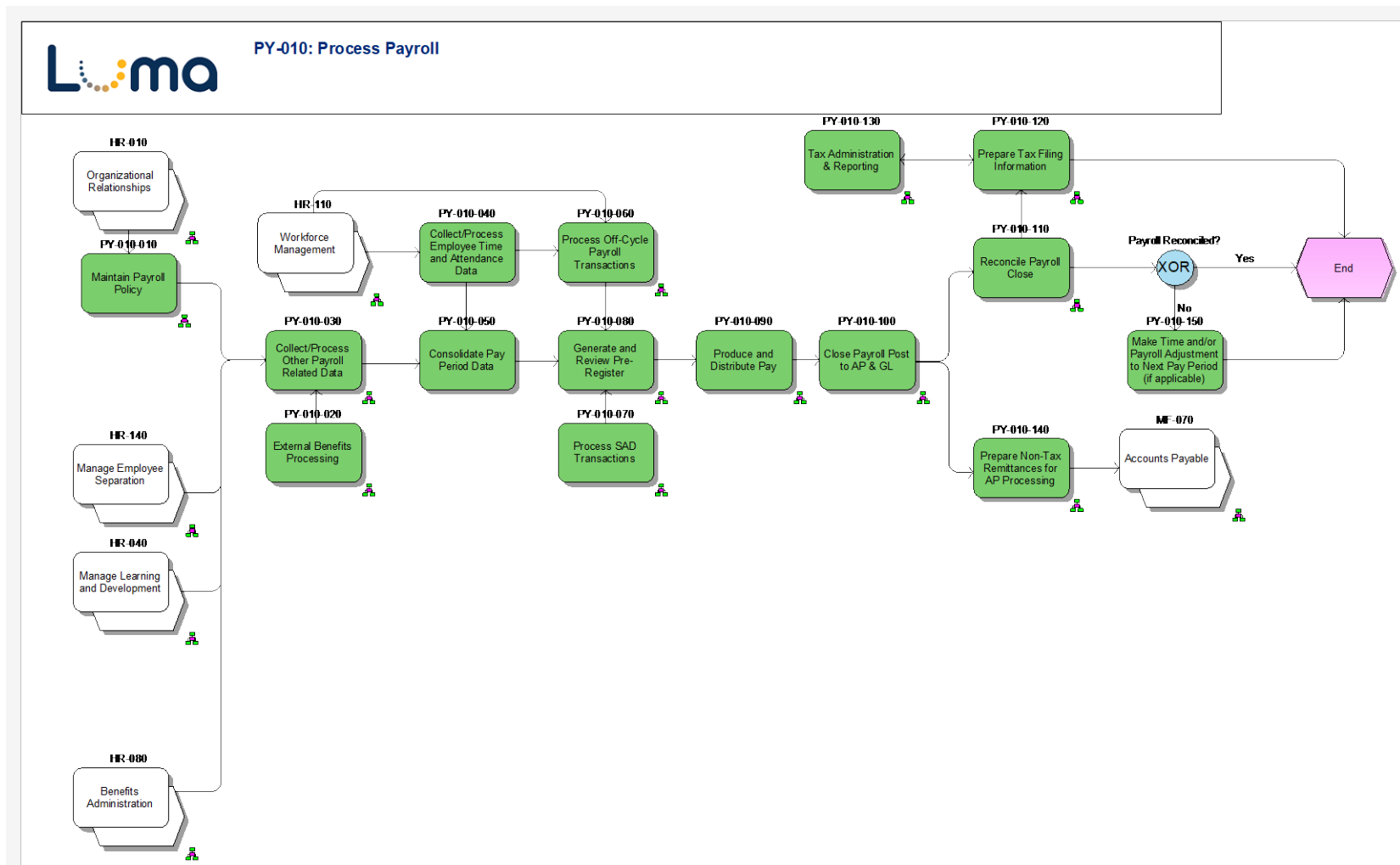
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PY: Manage Payroll

PY-010: Process Payroll

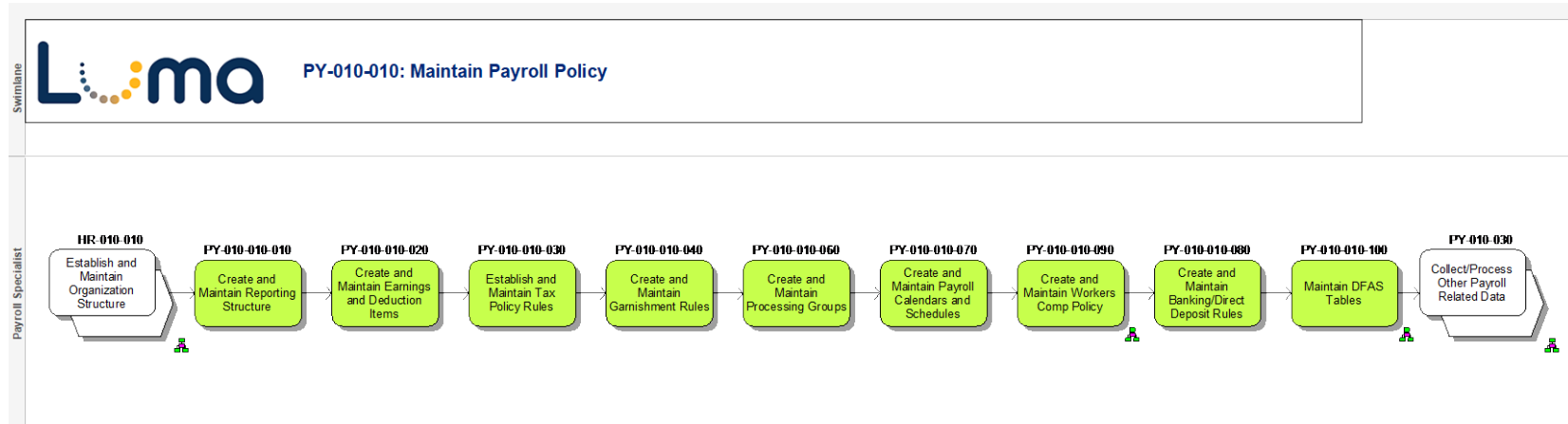




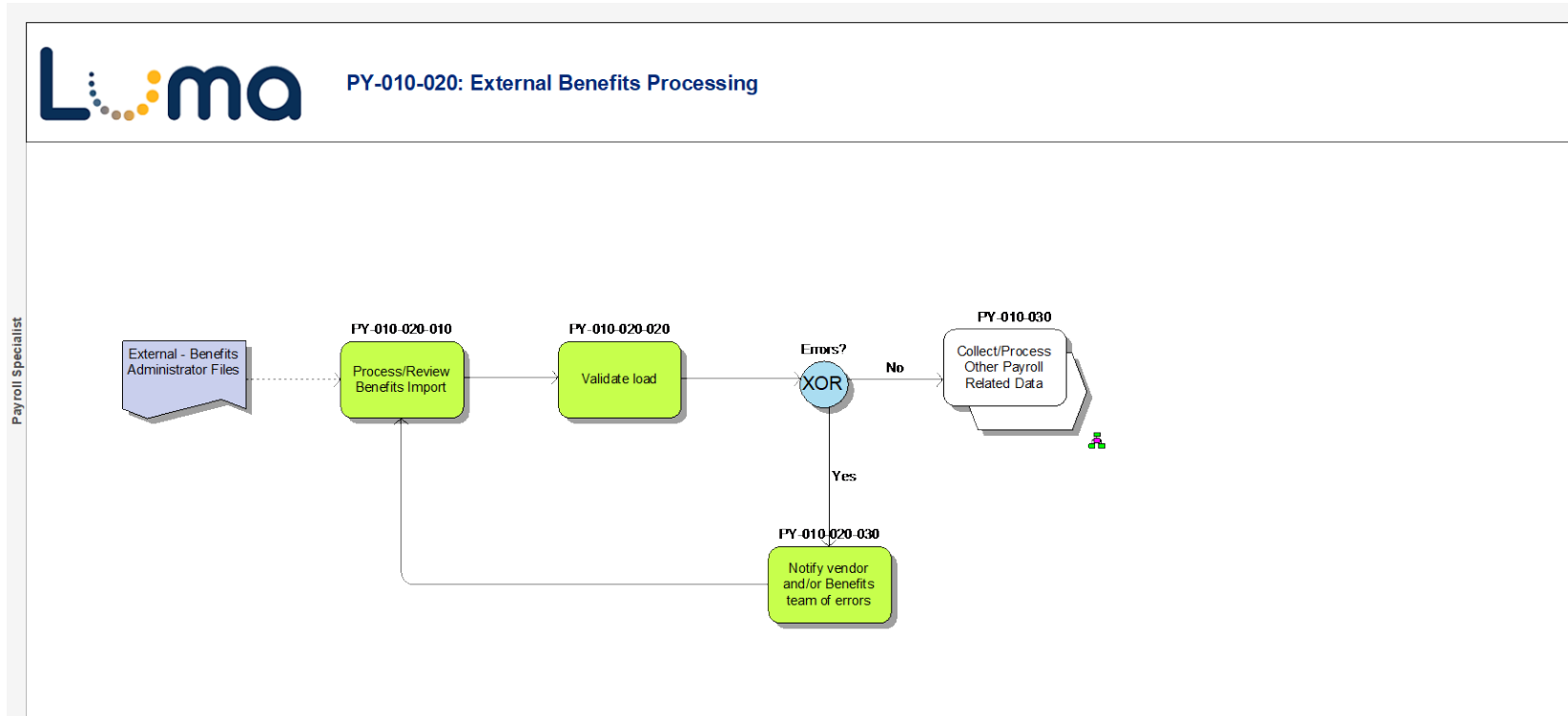
PY-010-010: Maintain Payroll Policy	Maintain organizational level policies related to payroll setup and processing. Examples are pay groups, earnings and deductions codes, workers comp policies, etc. .
PY-010-020: External Benefits Processing	Process Benefits enrollment data from any third-party administrator, which will update employee benefit deduction amounts prior to payroll processing.
PY-010-030: Collect/Process Other Payroll Related Data	The collection of additional Employee Time and Attendance related data for processing. Examples include Expense Reimbursements, Retro Pay, Ad-Hoc Payments, and One-Time Deductions.
PY-010-040: Collect/Process Employee Time and Attendance Data	The interfacing of Time and Attendance data from Workforce Management into the Payroll module in preparation for processing.
PY-010-050: Consolidate Pay Period Data	The process by which the Payroll Specialist consolidates all pay-related data available for the period. This includes Time and Attendance data from Workforce Management, Expense Management, as well as manual earnings entries and one-time deductions.
PY-010-060: Process Off-Cycle Payroll Transactions	The process by which an Off-Cycle Payment is created. The determining factors for creation and processing of an Off-Cycle Payment are TBD.
PY-010-070: Process SAD Transactions	The process by which the Payroll Specialist prepares for pay cycle processing of State Active Duty Employees. Steps include the addition/updating of Employee demographic data and the interfacing of Earnings data. Employees will be terminated immediately following completion of payment.
PY-010-080: Generate and Review Pre-Register	Generate and Review Pre-Register is the process where the Payroll Specialist leverages the system to take Employee Gross Pay to Net Pay. During this process, all Employee Deductions are calculated and all pre-noted Employee Direct Deposit Distributions are allocated based on priority.
PY-010-090: Produce and Distribute Pay	The process by which the Payroll Specialist creates payments, print warrants, and transmits the ACH file to the bank.
PY-010-100: Close Payroll Post to AP & GL	The process by which the Payroll Specialist closes a pay cycle, resulting in journal entries being Posted to the General Ledger and Invoices being created in the Payables sub-system.
PY-010-110: Reconcile Payroll Close	The process by which the Payroll Specialist reconciles the current pay period data. In addition to the reconciliation, at Year-End, the Payroll Specialist will execute all steps in the Year-End Checklist and run the

	step to roll the Payroll Year forward.
PY-010-120: Prepare Tax Filing Information	This process is specific to Pay Period Tax Filing. The Payroll Specialist prepares tax information for the amounts withheld for the pay period.
PY-010-130: Tax Administration & Reporting	This process is specific to Quarterly and Year-End Tax Administration. Quarterly Administration includes 941 and SUI Filings. Year-End Administration includes W-2 and 1095 Reporting.
PY-010-140: Prepare Non-Tax Remittances for AP Processing	The Payroll Specialist verifies all Employee Deductions designated to interface to Accounts Payable have an associated Invoice created and assigned to the correct Vendor. This verification is primarily for the creation of Employee Garnishment invoices but can also be setup for other A/P Vendors such as Charitable Donations to Non-Profit Organizations.
PY-010-150: Make Time and/or Payroll Adjustment to Next Pay Period (if applicable)	Following the Close and Reconciliation of the Pay Period, there may be circumstances identified during processing that result in a post-payroll adjustment to the Employee. The Payroll Specialist will enter the appropriate adjustments in the Payroll module at this time to be processed on the next pay period.

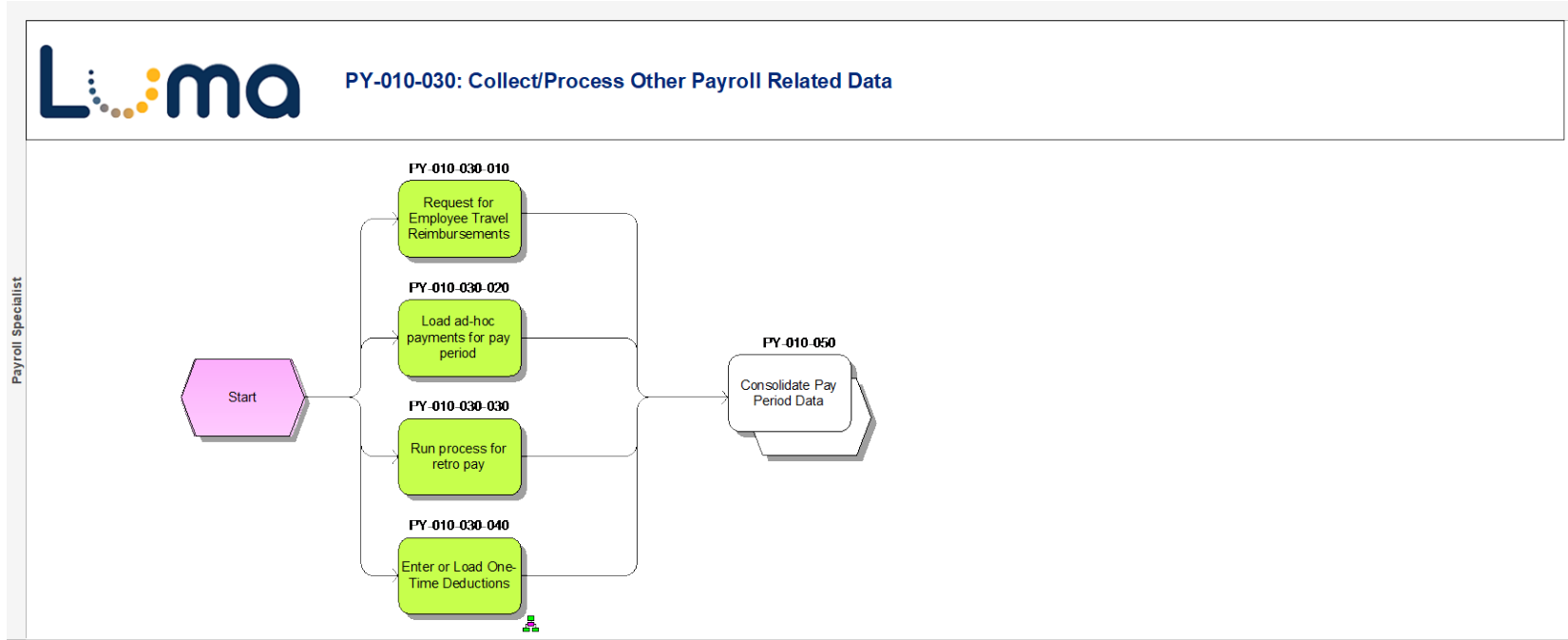
PY-010-010: Maintain Payroll Policy



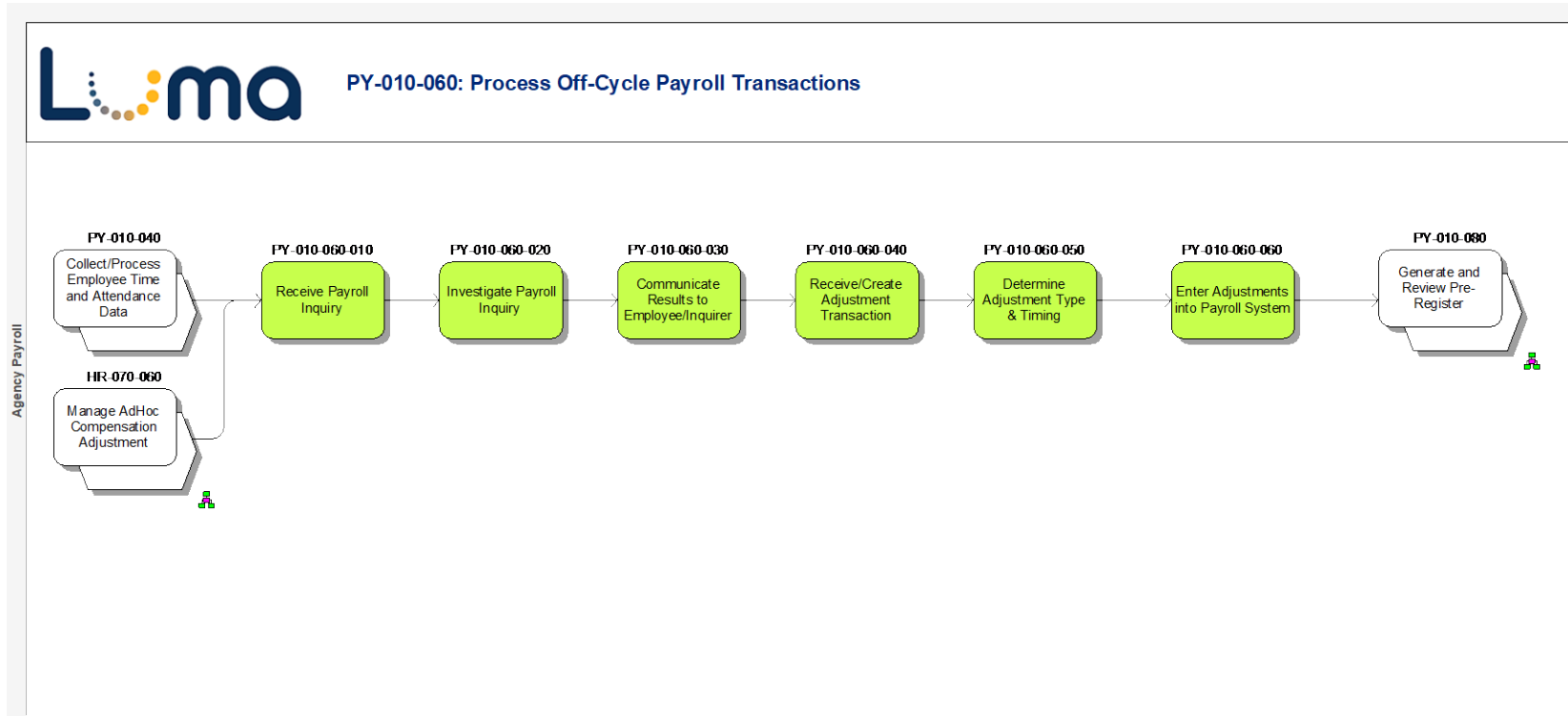
PY-010-020: External Benefits Processing



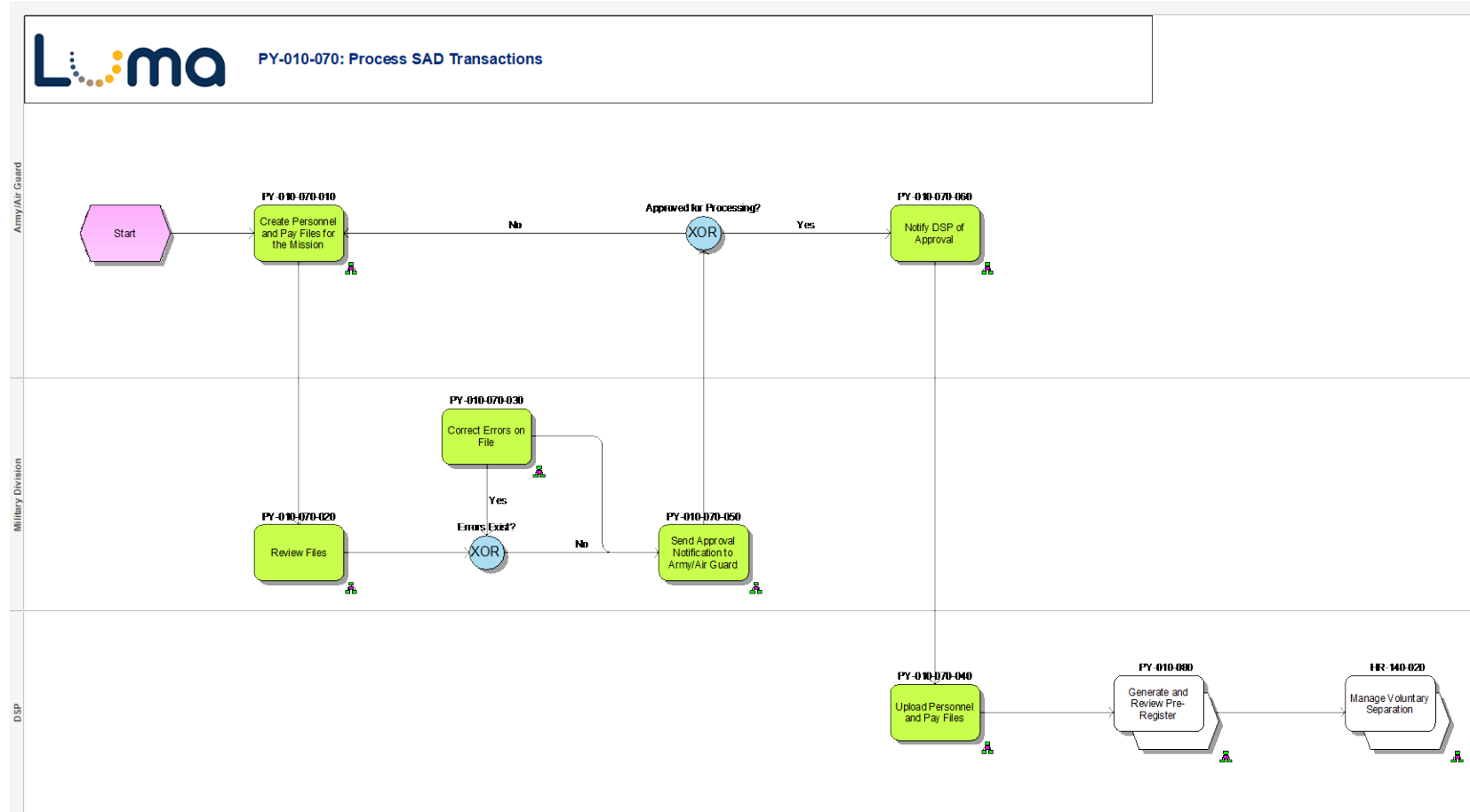
PY-010-030: Collect/Process Other Payroll Related Data



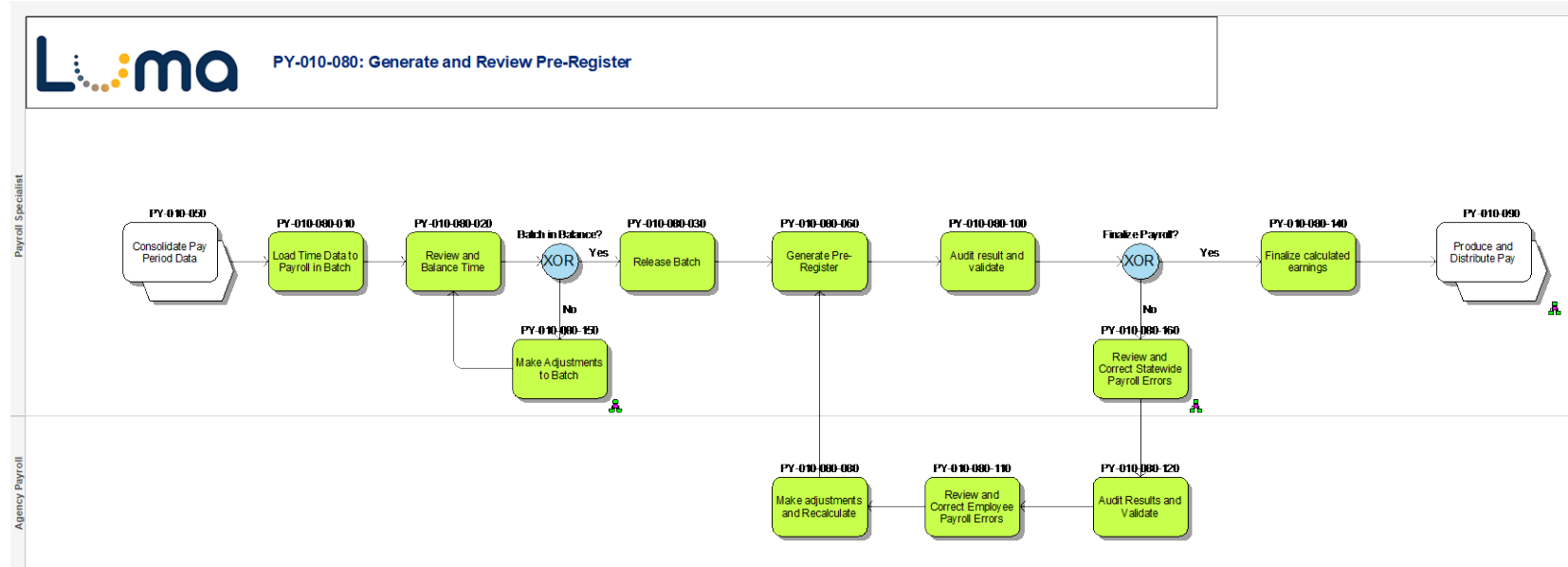
PY-010-060: Process Off-Cycle Payroll Transactions



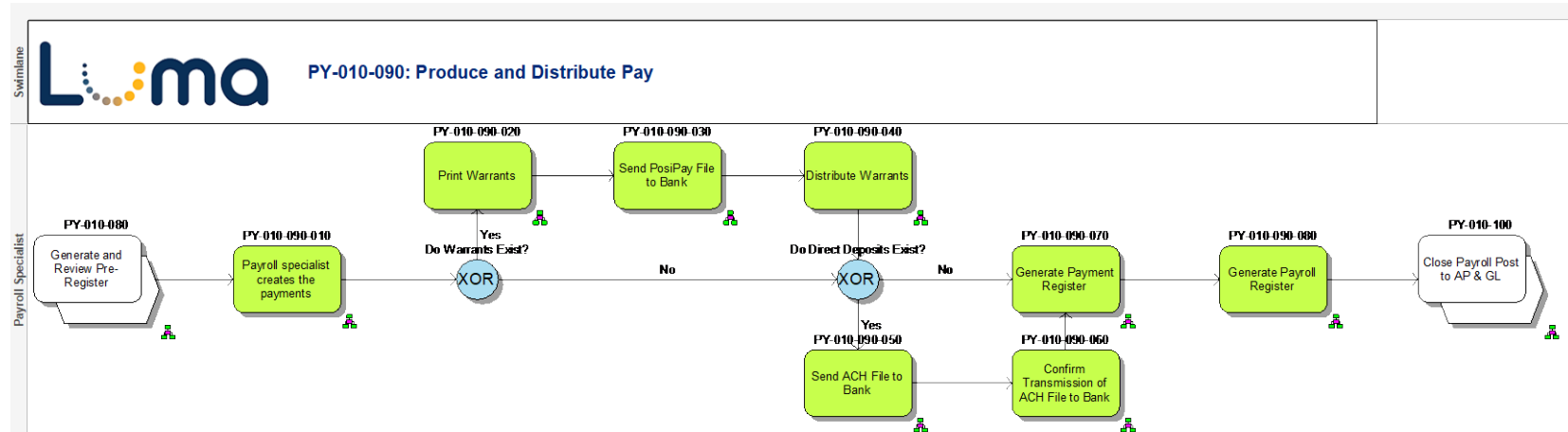
PY-010-070: Process SAD Transactions



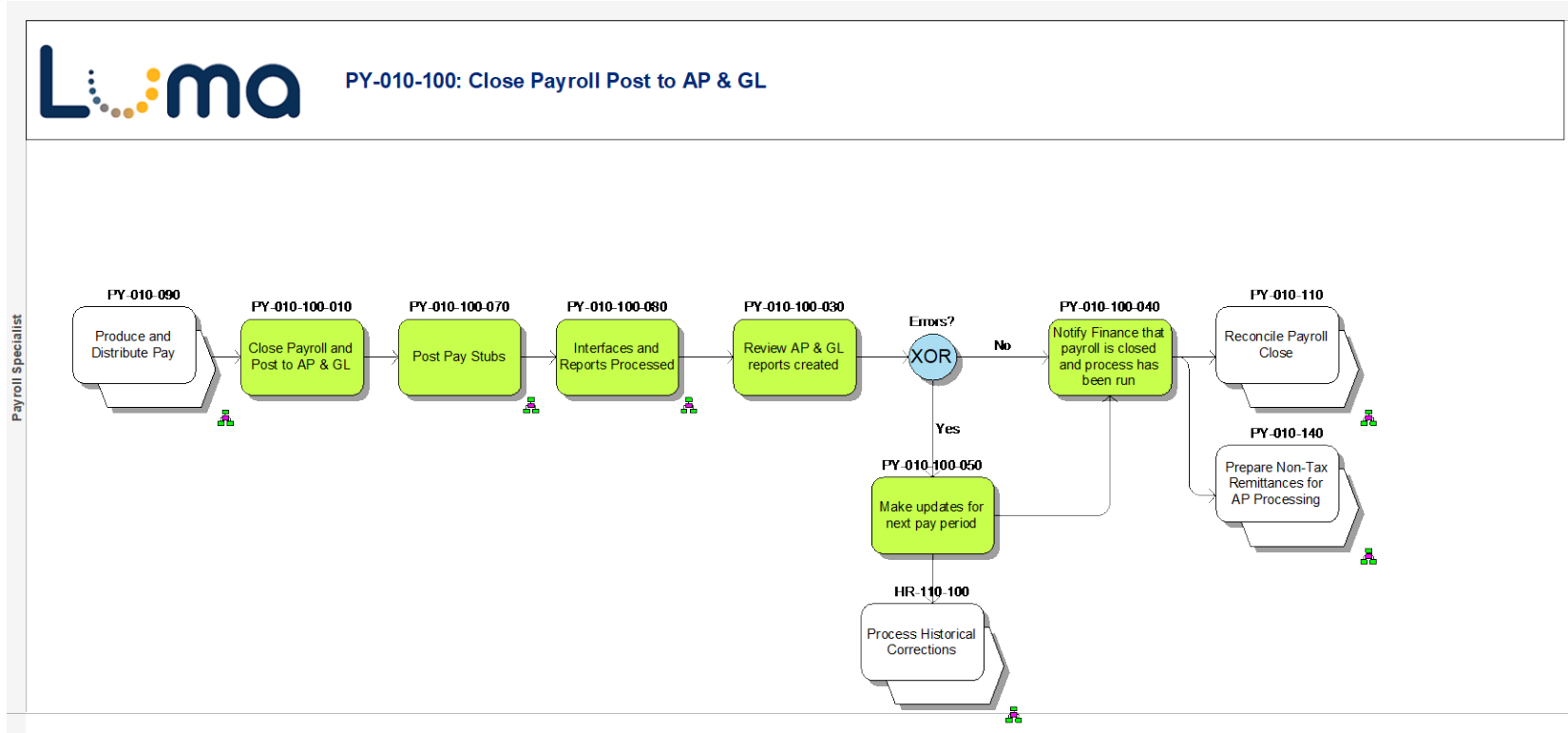
PY-010-080: Generate and Review Pre-Register



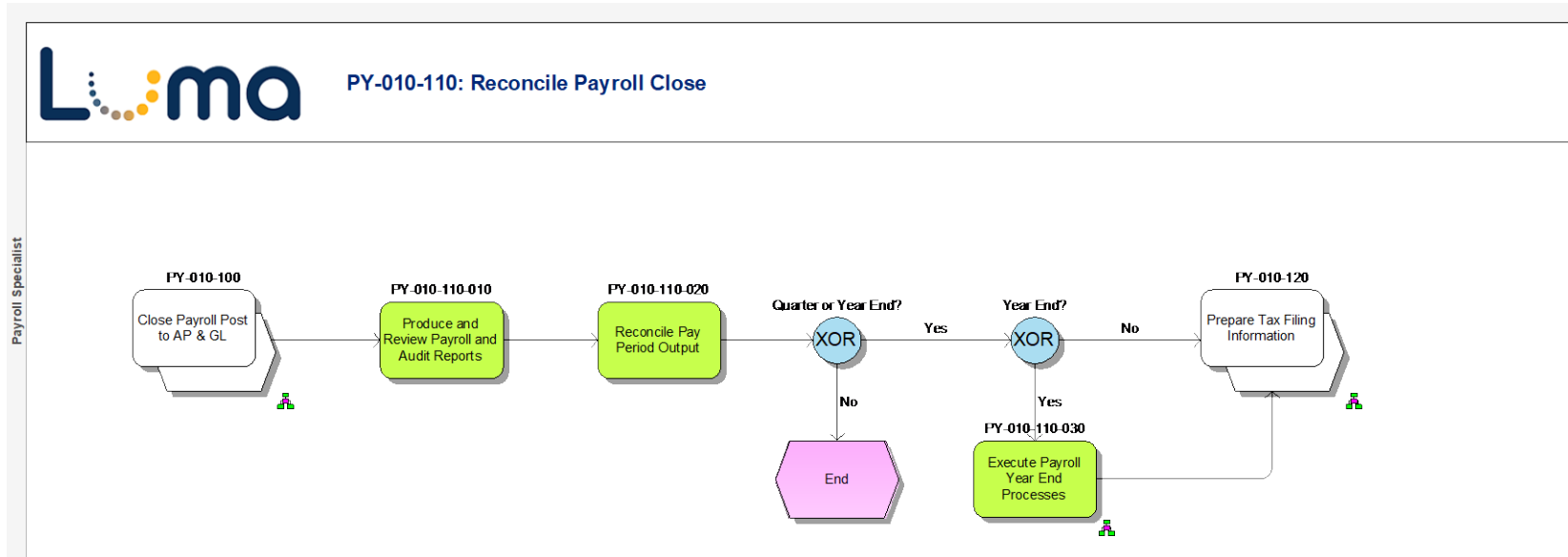
PY-010-090: Produce and Distribute Pay



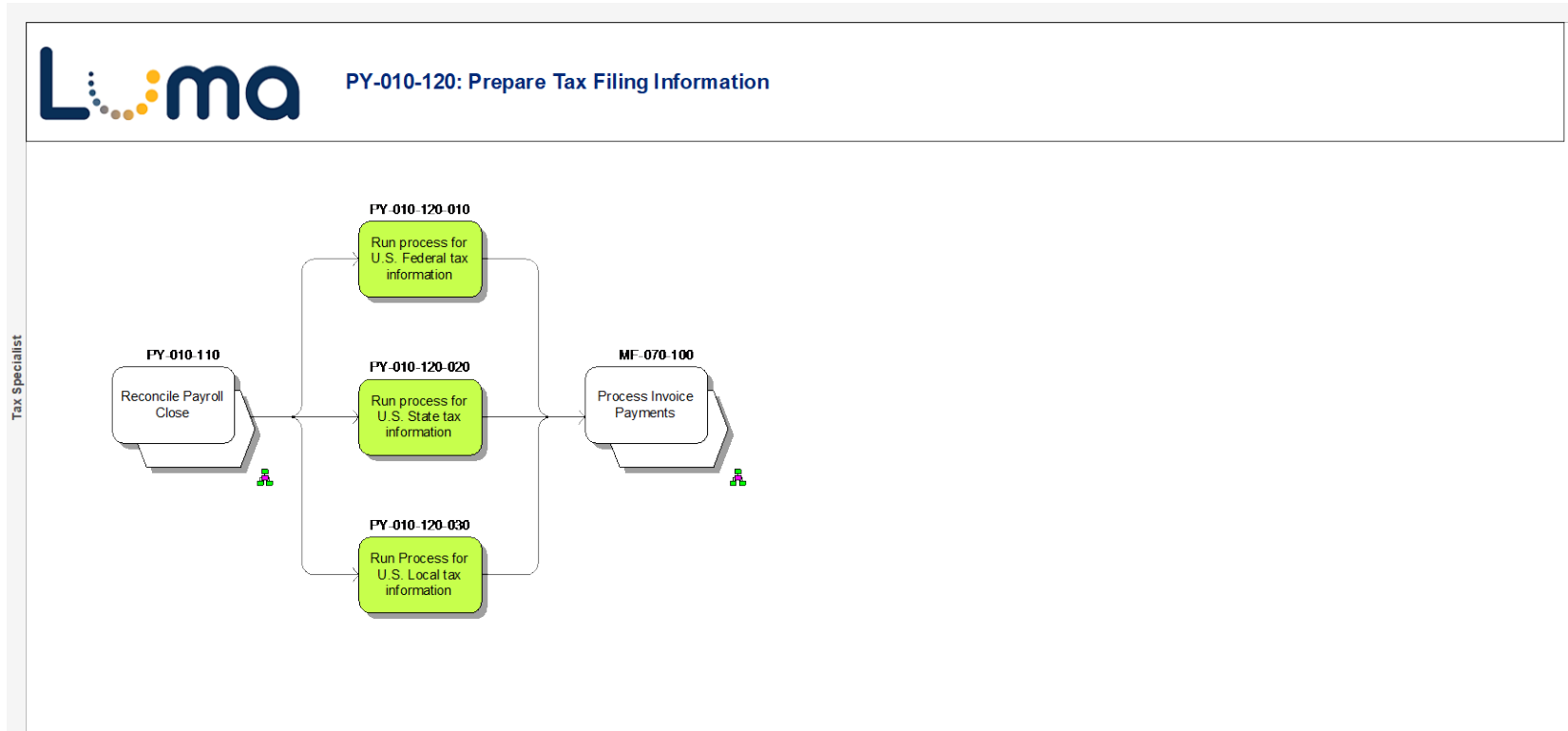
PY-010-100: Close Payroll Post to AP & GL



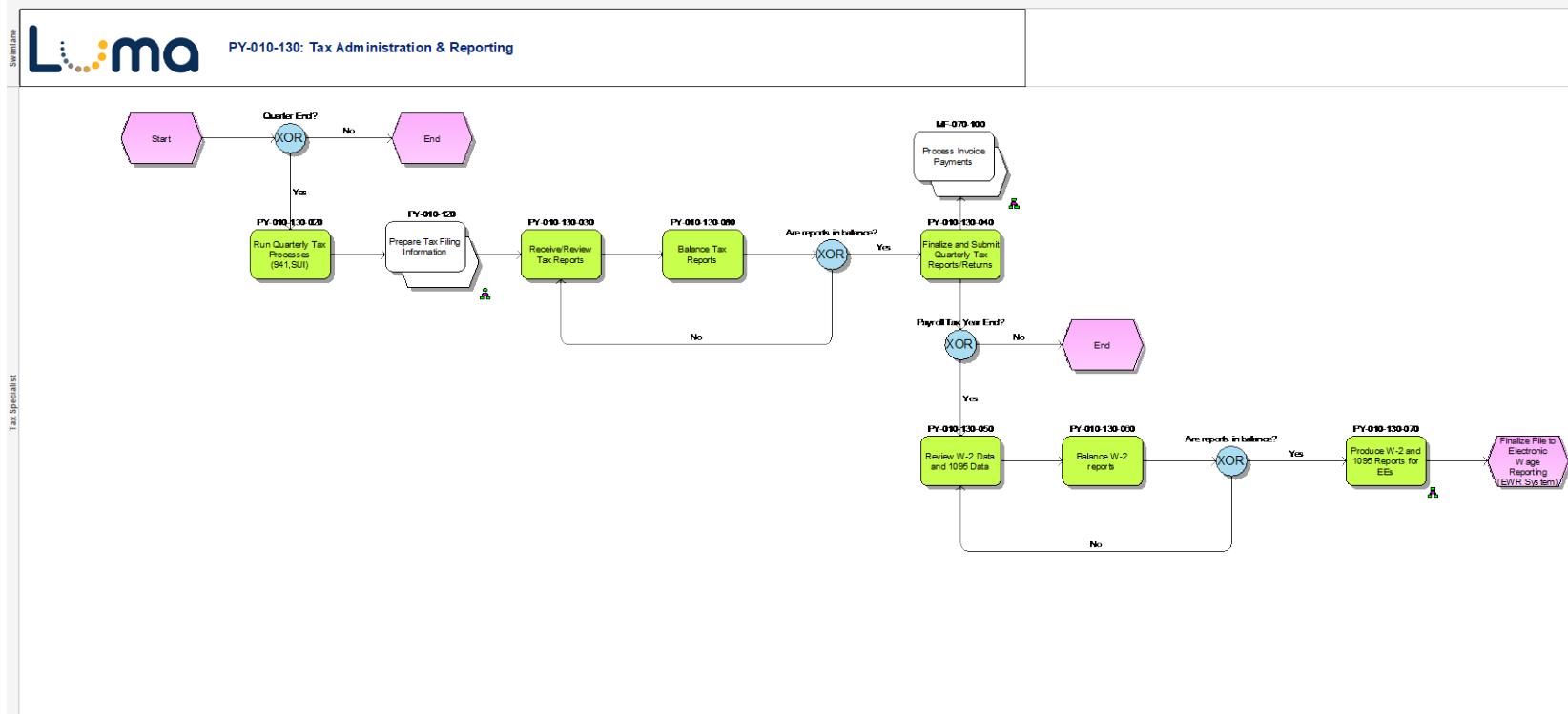
PY-010-110: Reconcile Payroll Close



PY-010-120: Prepare Tax Filing Information



PY-010-130: Tax Administration & Reporting



PY-010-140: Prepare Non-Tax Remittances for AP Processing

