



## New Payroll Processing Screen IVEE Version 2015.2.08

In this release, the Payroll Processing screen has changed to include enhancements for ease of use.

New Payroll Processing Screen (left side):

The screenshot shows the 'New Payroll Processing Screen' interface. At the top left, there is a 'Filter Criteria' section with a dropdown for 'Pay Cycle' set to 'Regular FY15' and a dropdown for 'Pay Period' set to '25'. A 'Set PP Default' button is located to the right of the 'Pay Period' dropdown. To the right of the filter criteria, there are input fields for 'Start' (05/24/15), 'Pay' (06/18/15), and 'End' (06/06/15). Below this is a table with 9 rows, each representing a step in the payroll process. The first three steps are marked with a green checkmark, and the fourth step, '4. Calculate Pay Period', is highlighted in yellow and has a play button icon. The table columns are 'Step', 'Date', and 'Duration'. Below the table is an 'Activity Window' section with 'Process:' and 'Employee:' labels and corresponding input fields.

	Date:	Duration:
<input checked="" type="checkbox"/> 1. Hours Entry	06/07/2015	00:00:00
<input checked="" type="checkbox"/> 2. Accrue Leave	06/07/2015	00:00:06
<input checked="" type="checkbox"/> 3. Calculate Employee Leave Docking	06/07/2015	00:00:07
<input checked="" type="checkbox"/> 4. Calculate Pay Period		
<input type="checkbox"/> 5. Print Pre-Payroll Reports		
<input type="checkbox"/> 6. Close Pay Period		
<input type="checkbox"/> 7. Generate Direct Deposit/Pay Receipts		
<input type="checkbox"/> 8. Post to GL		
<input type="checkbox"/> 9. Create Deduction Invoices		

Activity Window  
Process:   
Employee:

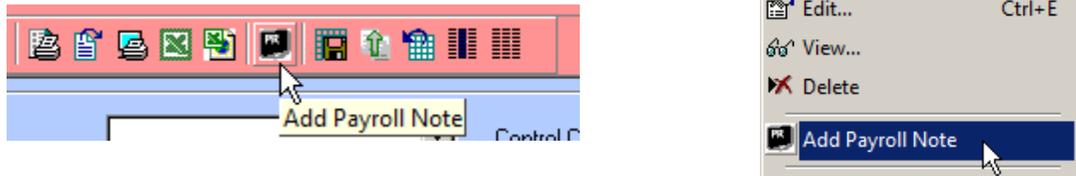
The 9 steps to process payroll are the same 9 steps. They are now accessible from this screen instead of the Actions method. As each step is completed, the date and duration are recorded. [Note: If you go to Actions > Reset Steps, these fields are cleared.]

Also there is a button for Set Pay Period Default so there no need to go to Payroll Default Settings to set the pay period or enter it manually each time.

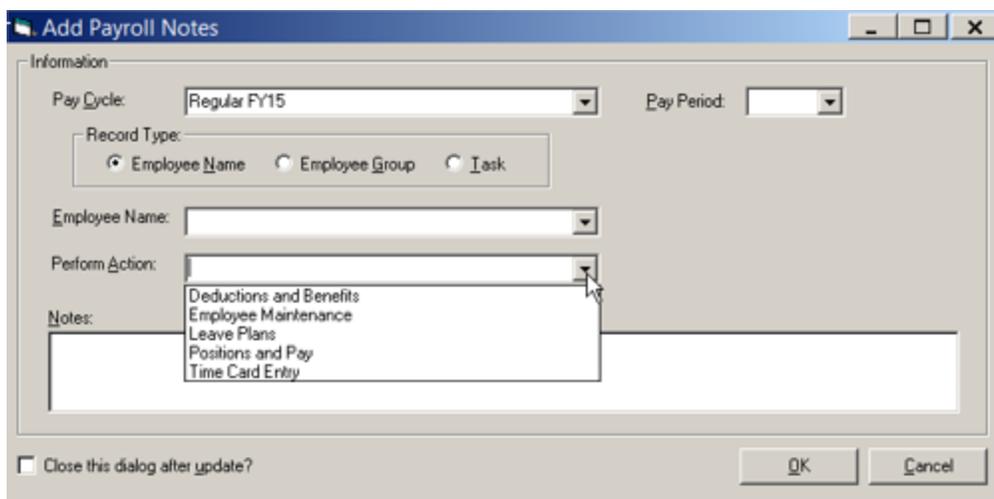
The Activity Window works like it did in the old screen.

There is a new Payroll Notes grid on the right. The Payroll Notes addition to Visions replaces those sticky notes and scraps of paper you create to remind yourself to do things for specific employees, deductions, or whatever for a particular pay period. Now, you can create a recorded payroll note that will show on the Payroll Processing screen for the appropriate pay period(s).

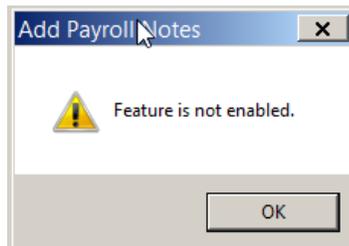
Payroll Notes is accessible from an icon on the toolbar of IVEE screens. And it is an option when you right click on a grid.



Once you pull up a Payroll Note, you enter a reminder of what to do. A note can be added by Pay Period for Employee, Employee Group, or Task. You then specify if it is for something to be done to Position, Deduction, Leave, Garnishments, or Employee Maintenance. And then a description about what needs to be done.



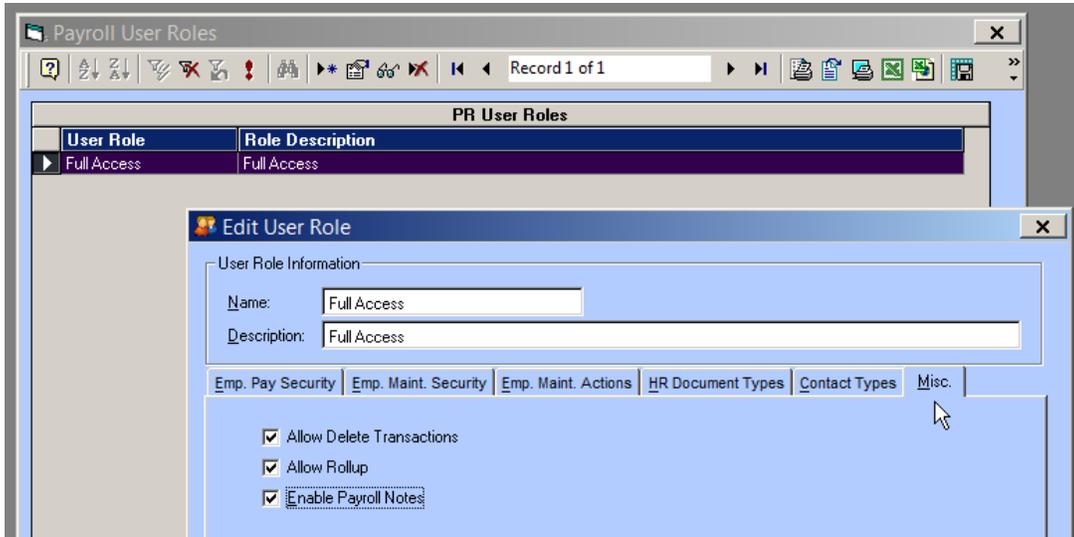
Access to Payroll Notes is not automatic. If not setup, users will get this message:



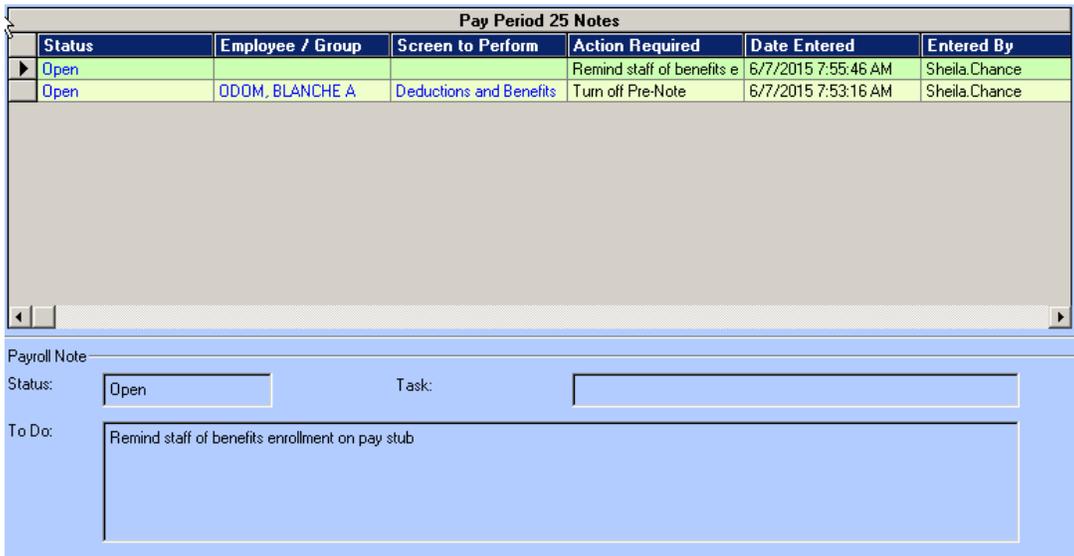
Access to Payroll Notes is controlled in the Payroll User Roles by checking the new “Enable Payroll Notes” field. Go to **Security > Workflow Configuration > Payroll User Roles**. Then open the User Role to Edit. Select the Misc. tab and check the box. Edit each User Role for which you want to add the Payroll Notes access.

Note: Users will need to log off/on or change connection groups for this to take effect.

Note: The above steps to allow access to Payroll Notes needs to be done in each fiscal year connection group, i.e., FY1415 and FY1516.



The right side of the Payroll Processing screen contains the new Payroll Notes feature where it lists each of the notes you created for this pay period. To take action on that note, click on the blue field and IVEE will take you to the appropriate screen to do what you need to do. When done, you can change the status field to “Done” and Visions will include the user name of who completed it.



If you have any questions about the new Payroll Processing screen or Payroll Notes feature, please contact MCESA Financial Systems Support at [FSS@mcesa.maricopa.gov](mailto:FSS@mcesa.maricopa.gov) or 602-372-IVEE (4833).