

UNIQUE PAYROLL SITUATIONS

5 Common Payroll Errors

The 5 most common payroll errors include: paying the wrong associate, paying the incorrect amount of hours, paying the incorrect pay rate, using an incorrect assignment number, and charging the wrong markup to the client.

This handout will explain how to perform a basic payroll error correction and how to process **Holiday Pay**, **Certified Payroll**, and **Client Billing**.

Payroll Error Correction Processing

Let's begin with a basic payroll correction using the following example:

A client signed off on a timesheet stating an associate worked 36 hours for week ending 12/06/15. The client later realizes the associate actually worked 46 hours, not 36 and contacts the branch requesting a correction. Don't forget to ask for a corrected timesheet or email to support the change in hours. Ask the client if they prefer a separate invoice for corrections or if it can be added to the next invoice. To create the **batch identifier**:

Payroll Error Correction - Step 1. Create a Batch

- 1 Use the Greenfield, IN branch.
- 2 Use week ending 12/06/15. Add **COR** to the end of the **Batch Identifier** as this will allow others to recognize a correction is in the batch.
- 3 Select **Begin Entry** to enter a timesheet.

Batch Control Add

Batch Type	Timesheets	Batch Status Information	
Batch Identifier	GREIN12062015COR	Entered by User	I am "I am" training
Corporation	Elwood Staffing Services, Inc.	Entered Date/Time	01/25/2016 10:12 AM
Batch Branch	Greenfield, IN	Batch Status	Available for Entry
Pay Frequency	Weekly	Status Changed By	I am "I am" training
Work Period	11/30/2015 - 12/06/2015	Status Date/Time	01/25/2016 10:12 AM
		Transaction Count	0

Buttons: Begin Entry, Delete Batch, Create Transactions

Payroll Error Correction - Step 2. Subtracting Hours

- 1 Enter the **Assignment Number** and hit the **Tab** key.
- 2 Subtract 36 hours in the **Total Hours** field and this will auto populate the timesheet.
- 3 Click on the **Wage Code** field.
- 4 Click on the **Invoice Message Per Wage** field and type **Incorrect Hours**.
- 5 Click on the **Save** button field.

Timesheet Edit - Batch # GREIN12062015COR Ref #1

Lookup Information: Assignment # 42127, SS # 6260, Pay Frequency Weekly, Employee ID 39729, Employee Name Angela "Angie" D Kendal

Assignment Information: Company Owning Caterpillar, Attn To Rep Accounts "Accounts" Payable 7741, Company Using Caterpillar, A/R Company Caterpillar, PO # UBUS20335, Ref #

Total Hours: -36.00, Period End 12/06/2015

Wage	Total	Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Deduction	EE Amount
Regular	36.00	7.750									
Bill	-36.00	12.020									

Invoice Message Per Wage: Incorrect Hours

Payroll Error Correction - Step 3. Adding Hours

- 1 On the next timesheet, enter the **Assignment Number** and hit the **Tab** key.
- 2 Add 46 hours in the **Total Hours** field and this will auto populate the timesheet.
- 3 Click on the **Wage Code** field.
- 4 Click on the **Invoice Message Per Wage** field and type **Corrected Hours**.
- 5 Click on the **Save** button field.

Lookup Information: Assignment # 42127, SS # 6260, Pay Frequency Weekly, Employee ID 39729, Employee Name Angela "Angie" D Kendal

Assignment Information: Company Owning Caterpillar, Attn To Rep Accounts "Accounts" Payable 7741, Company Using Caterpillar, A/R Company Caterpillar, PO # UBUS20335, Ref #

Total Hours: 46.00, Period End 12/06/2015

Wage	Total	Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Deduction	EE Amount
Regular	40.00	7.750									
Bill	40.00	12.020									
Overtime	6.00	11.630									
Bill	6.00	18.030									

Invoice Message Per Wage: Corrected Hours

Payroll Error Correction - Step 4. Proof the Batch

Batch Control: Add Batch, Proof

Transactions: Add, Payroll

1 Proof Process ID

2 Proof

- 1 Click the **Pay Bill** tab in StaffSuite.
- 2 Click on **Proof**.

- 3 Select your batch and click on **Proof**.
- 4 Write down the **Process ID** number and click **OK**.

Batch Proof Selection

Batch Type: Timesheets

Select	Batch ID	Txn Count	Status	Entered By Rep	
<input type="checkbox"/>	GREIN01172016COR	3	Available	I am training	0
<input type="checkbox"/>	GREIN01172016KB	?	Available	I am training	0
<input checked="" type="checkbox"/>	GREIN12062015COR	3	Available	I am training	1
<input type="checkbox"/>	GRF12062015KB	5	Available	I am training	1
<input type="checkbox"/>	GRFIN12062015KB	1	Available	I am training	1
<input type="checkbox"/>	HOUTX081315CORR	2	Available	Josephine Lee	0
<input type="checkbox"/>	INW11062015	0	Available	I am training	1

Progress

Proof Cancel

Timesheet Hash Totals - Process ID #966856

Wage Code	Pay Hrs	Bill Hrs	Batch ID	Deduction	Total	Batch ID
Overtime	6.00	6.00	All Batches			
Regular	4.00	4.00	All Batches			
Overtime	6.00	6.00	GREIN120620			
Regular	4.00	4.00	GREIN120620			

Total Pay Hrs: 10.00 Total Bill Hrs: 10.00 Total Deductions: 0.00

Timesheets: 2 Show Wage Code Totals:

Reports: Reports located in PayBill\Batch Proof\Timesheet fol...
 Process 966856 - Timesheet Batch Proof Post Regist
 Process 966856 - Timesheet Batch Proof Post Diagn

Batch: <all>

OK Cancel

Payroll Error Correction - Step 5. Print Timesheet Batch Proof Register

After your batch has been proofed, StaffSuite will automatically generate and process a report called the **Timesheet Batch Proof Register**. This is located in StaffSuite Reports. To run the report, go to StaffSuite Reports and type **batch proof** in the filter report field and enter. Select the **Timesheet Batch Proof Register** report. A dialog box will appear which will prompt you to type in your **Process ID #**. The report will appear. Print the report.

Review the corrections for accuracy and contact your branch's accounting representative to discuss handling if the correction has been processed between payroll periods. File the documentation in the payroll file for the week ending period in which the error occurred. This will conclude the correction process.

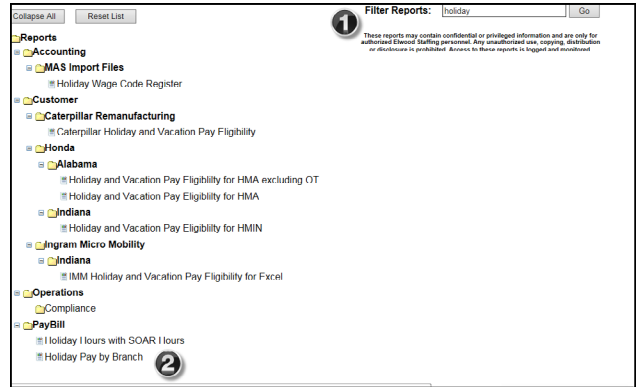
Holiday Pay Payroll Processing and Eligibility

Another unique payroll situation occurs during processing of **Holiday Pay** for Elwood Staffing associates. This is an easy process, but you must ensure two criteria are met in order for the associate to be eligible for holiday pay. The associate must have worked at least 1,000 hours during the twenty-eight weeks immediately preceding the week of a holiday, and the associate must work their scheduled day immediately before and after the holiday.

You can identify who is **eligible for Holiday Pay** by running a report in StaffSuite Reports. To run this report:

Holiday Pay Processing - Step 1. Run an Eligibility Report

- 1 Go to StaffSuite Reports and type **Holiday** in the **Filter Reports** field.
- 2 Select **Holiday Pay by Branch** in the report selections. A separate tab will open in the report filters.
- 3 Select **Elwood Staffing** under the **Corporation** field and click on the arrow to move it into the **Selected Values** field.
- 4 Type your branch name as it appears in StaffSuite in the **Order Branch Names** field and click on the arrow.
- 5 Type **0** in the **Employee Id's** field and click on the arrow.
- 6 Select the appropriate week ending date from the dropdown field in the **Ending Week Ending Date** field. The week ending date will be the Sunday before the week of the holiday. Accounting will send a reminder email prior to each holiday and clarify the week ending date to be used.



Enter Values

Available Values:
 Elwood Staffing Services, Inc.
 Select Supervisors, Inc.
 TRI Staffing

Selected Values:
 Elwood Staffing Services, Inc.

Enter a Value:

Order Branch Name(s):
 Greenfield, IN

Selected Values:
 Greenfield, IN

Employee Ids - or enter a zero (0) for All Employees:
 0

Selected Values:
 0

Ending Week Ending Date:
 6/7/2015

OK

- 7 Click **OK**.
- 8 View and print the report.

Main Report

Holiday Pay by Branch

For Week Ending Dates Between 11/24/2014 and 06/07/2015

Report displays filled assignments and assignments with a close date greater than 05/31/2015.

In order to earn the holiday pay benefit associates must have worked at least 1000 hours in the 28 week period immediately preceding the holiday. Note that the evaluation period ends the week ending date before the holiday. The actual week of the holiday is not included in the evaluation period. Associates must also work the scheduled day before and after the holiday in order to be eligible for holiday pay.

Order Branch: Greenfield, IN

Name	Emp ID#	Assn. #	SSN Last 4	EE Branch	Status	TTL Pay Hrs for Period	Previous Holiday Pay Pay Hrs.	Check Date	Paid By
American Keeper Corporation									
Ica, Ryan A.	2106150	1171504	4108	Greenfield, IN	Closed	0			
Woodridge, Jeff L.	154187	1293271	3430	Greenfield, IN	Closed	0			
Bastian Automation Engineering									
Andrews, Jamie	1481253	1129035	6891	Greenfield, IN	Closed	175.2			
Baker, Jacob D.	1998017	1166080	0436	Greenfield, IN	Closed	0			
Bayer, Charles W.	882660	1125017	0416	Greenfield, IN	Closed	0			
Beeman, Stacy	804	1169894	0791	Greenfield, IN	Closed	0			
Beeman-Fonseca, David H.	1850507	1169897	3237	Indy SE, IN	Closed	696.7			
Berrynhill, Jeremy L.	2014127	1166085	5035	Greenfield, IN	Closed	0			
Bird, Melanie D.	2037870	1169922	7904	Greenfield, IN	Closed	0			
Bostic, Brady J.	1659727	1165190	1065	Greenfield, IN	Filled	0			
Bowling, Michael A.	1158177	1140896	5152	Greenfield, IN	Closed	0			
Brademann, Tyler S.	1865915	1165197	3232	Greenfield, IN	Closed	0			
Bulian, Jeffrey S.	1376800	1169903	9847	Greenfield, IN	Closed	130.3			
Bundles, Tharnika L.	1890876	1131205	5486	Indy SE, IN	Closed	92.1			
Burch, Nicole L.	1347224	1140652	5209	Greenfield, IN	Closed	0			
Carter, Julie K.	1466367	1120954	2769	Greenfield, IN	Closed	0			
Cervantes, Jose	2028316	1145500	9433	Greenfield, IN	Closed	0			

Holiday Pay Processing - Step 2. Enter the Timesheet

Holiday pay is paid at 8 hours of the current hourly rate. You will need to make this a manual entry on the timesheet. Use the **Holiday** wage code on the timesheet when processing payroll. Be sure to **0** out the **Bill Total** and **Bill Rate** fields as this is typically not billed to the client. Here's how this looks on a timesheet.

Wage	Type	Total	Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Holiday	Pay	8.00	10.000							
	Bill	0.00	0.000							

Client Billing Payroll Processing

There are payroll processing situations when you will need to bill a client. For example, if your client allows billing of **drug screens, PPE, or background checks**, you will bill these through the payroll process.

These items can be entered in a separate batch or with your regular payroll. Ask the client which method is preferred. You can bill these items once a month or on a weekly basis. Be sure the associate has started work before these items are charged to the client.

In this example, we can bill the client \$20 for drug screens and \$35 for background checks. On the timesheet wage code field, select **Drug Screen** and **Background Check**. Put **0** in the **Pay Total** and **Pay Rate** fields for each item billed. Put **1** in the **Bill Total** field which represents 1 drug screen at \$20 and 1 background check at \$35. Put the billed amount in the **Bill Rate** field for each item billed. Review entries for accuracy and hit the **Save** button. Here's how this looks on a timesheet.

Wage	Type	Total	Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Drug Screen	Pay	0.00	0.000							
	Bill	1.00	20.000							
Background Check	Pay	0.00	0.000							
	Bill	1.00	35.000							

Complete the process by **proofing** and running the **Timesheet Batch Proof Register** and send to your branch's accounting representative.

Sick Leave Payroll Processing

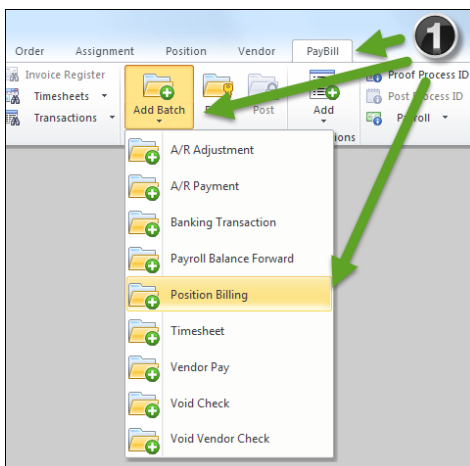
There are few situations that require processing Sick Leave. However, if your State or City is required to provide **Sick Leave**, access StaffSuite Reports to determine if the associate is eligible for sick pay. Type **Sick** in the **Filter Reports** field and run the report. Select the city or state report for your branch. You do not need to print the report. Write down the available sick pay hours for the associates. Use the **Sick Leave** wage code on the timesheet. **Sick Leave** is not billed to the client, so put **0** in the bill line. If the associate requests more hours than they have accrued, pay only the hours accrued. Here's how this looks on the timesheet.

Wage	Type	Total	Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sick Leave	Pay	8.00	10.000							
	Bill	0.00	0.000							

Position Billing Payroll Processing

Position billing is used to bill a client for a direct hire placement. Before you begin processing **Position Billing**, you should review the **Position Setup Handout** which outlines required account set-up. The **Operations Team** is available to assist you and may be contacted at operations@elwoodstaffing.com.

- 1 In StaffSuite, select **PayBill, Add Batch, Position Billing** (Do not select **Timesheet**)



- 2 Create your unique **Batch Identifier** and select **Begin Entry**. You may add **POS** at the end of your **Batch Identifier** to indicate **Position billing**.

- 3 You will be routed to the **Position Billing Timesheet**. Enter a timesheet for each position (direct hire) that needs to be billed.

- 4 In each timesheet you will have to **de-select** the box for **Individual Invoice** if you have multiple timesheets that need to be included in one invoice.

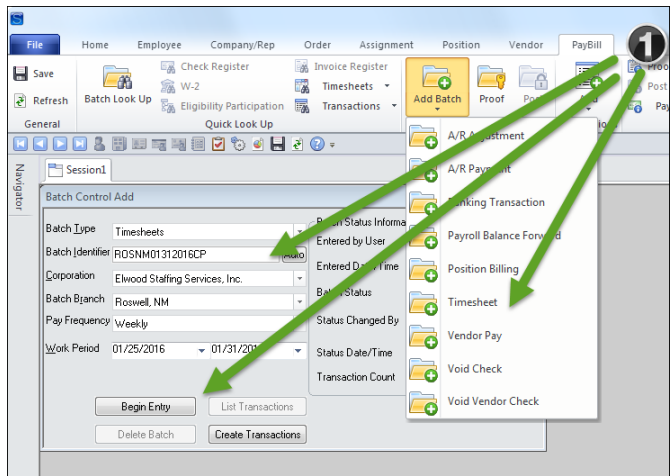
- 5 **Save** the timesheet, **Proof** the **Position Batch** and notify your branch's accounting representative with a note that this is a **Position Billing** batch.

Certified Payroll Processing

Elwood Staffing does have some clients with government contracts or clients in the construction field, that require **Certified Payroll** processing. Before you begin processing certified payroll, you should review the **Certified Payroll Handout** which outlines required account set-up. You should also contact the **Operations Team** at operations@elwoodstaffing.com to assist you with this process.

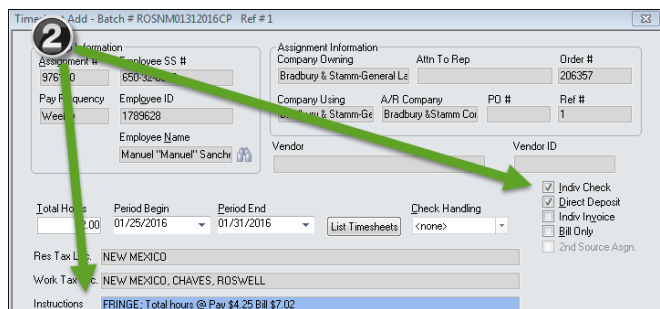
Certified Payroll Processing - Creating a Batch and Entering a Timesheet

- 1 Create a **Certified Payroll Batch**. In StaffSuite, select **PayBill, Add Batch, Timesheet**. Create your unique **Batch Identifier** and select **Begin Entry**. You may add **CP** at the end of your **Batch Identifier** to indicate **Certified Payroll**.
- 2 Each job title must be entered on a separate timesheet, but you may use the same batch. Enter the **Assignment Number**. Be sure to **checkmark the Individual Check** on the right side of the timesheet. You can locate **FRINGE** pay instructions in the **Instructions** field.



- 3 In this example, Manuel worked a total of 16 hours on this job. On Monday he worked 8 hours regular time and on Tuesday he worked 8 hours overtime. The **FRINGE** will be paid on his total hours worked.

Enter each day's hours worked in the corresponding day. (The timesheet will show data in red until the total of the daily hours matches the total hours entered.)



- 4 Enter a separate line using the wage code **FRINGE** with total hours worked at the fringe pay and bill rate.
- 5 The **Total Hours** field will automatically update to include all hours entered. This will include regular, overtime and fringe pay. In this case the 8.00 **Regular**, 8.00 **Overtime** and 16.00 **FRINGE** hours totals 32.

Lookup Information
 Assignment # 976180 Employee SS # 650-32-0882
 Pay Frequency Weekly Employee ID 1789628
 Employee Name Manuel "Manuel" Sanchez

Assignment Information
 Company Owning Bradbury & Stamm-General La Attn To Rep Order # 206357
 Company Using Bradbury & Stamm-Ge A/R Company Bradbury & Stamm Coi PO # Ref # 1
 Vendor Vendor ID

Total Hours 32.00 Period Begin 01/25/2016 Period End 01/31/2016 List Timesheets Check Handling <none>
 Indiv Check
 Direct Deposit
 Indiv Invoice
 Bill Only
 2nd Source Asgn.

Res Tax Loc. NEW MEXICO
 Work Tax Loc. NEW MEXICO, CHAVES, ROSWELL
 Instructions FRINGE; Total hours @ Pay \$4.25 Bill \$7.02

Wage	Type	Total	Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Regular	Pay	8.00	15.040	8.00						
	Bill	8.00	24.830	8.00						
Overtime	Pay	8.00	22.560		8.00					
	Bill	8.00	37.250		8.00					
FRINGE	Pay	16.00	4.250							
	Bill	16.00	7.020							

Deduction EE Amount E

Manual Chk Diagnostics
 Invoice Adj Calculator
 Eligibility Award Detail
 Delete

Invoice Message Per Wage

- 6 Verify the timesheet for accuracy and hit the **SAVE** button. **Proof** the **Certified Payroll Batch** and notify your branch's accounting representative with a note that this is a **Certified Payroll** batch.

Commonly Used Wage Codes

Below is a list of commonly used wage codes. This is not an inclusive list.

1. Attendance Bonus

2. Background Check

3. Badge

4. Conversion

5. Drug Screen

6. Fringe

7. Orientation

8. Overtime

9. Referral Bonus

10. Regular

11. Shift Differential

12. Sick Leave