

End of Year Process to Inactivate Paylines

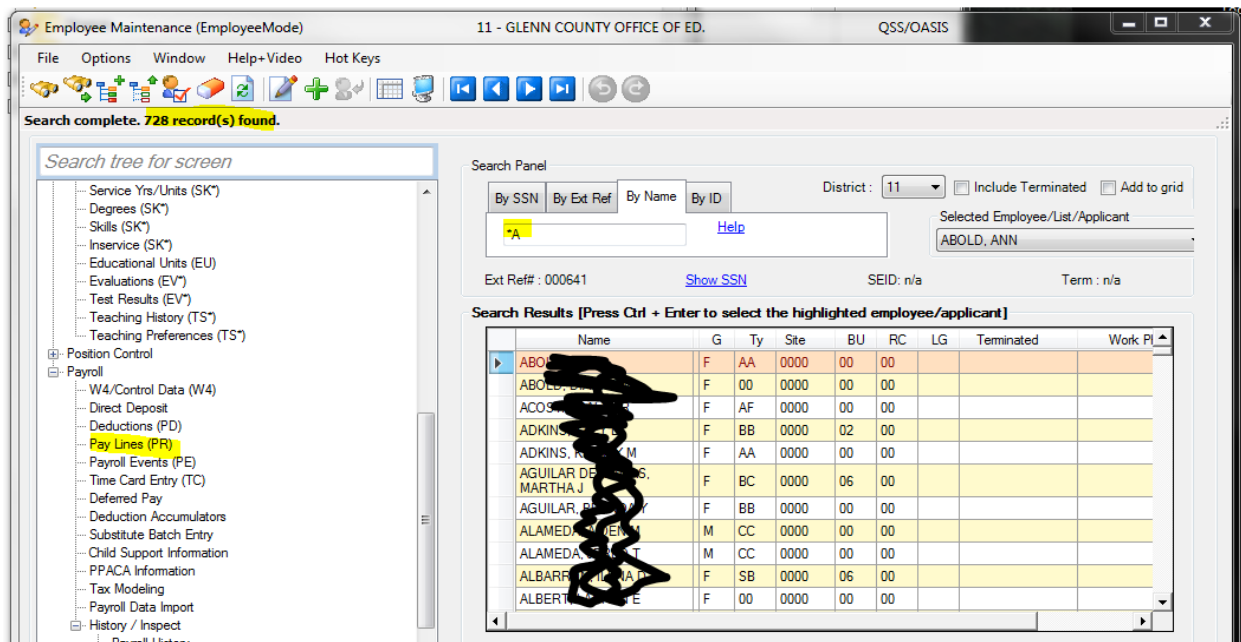
Objective: Inactivate current year paylines that will not be used in upcoming fiscal year. This will “clean up” the PR screen, eliminating unnecessary paylines.

Timeline: May-June

Process:

- QCC/Employee Maintenance
- Search- There is benefit of examining paylines for each employee. A “Wildcard” search makes this easy.
- The “Include terminated” box should NOT be checked.
- In the Name field enter “*A”, hit enter
- A list of all active employees will appear. The top right will show how many records were found. Remember this includes subs.
- Next, double click on the first name in the list. The “carrot” should appear to the left of the name in the search results.
- Click on Paylines to the left in the Payroll tree. This will bring up the PR screen for the first employee in your list

Here’s a screen shot of the process so far:

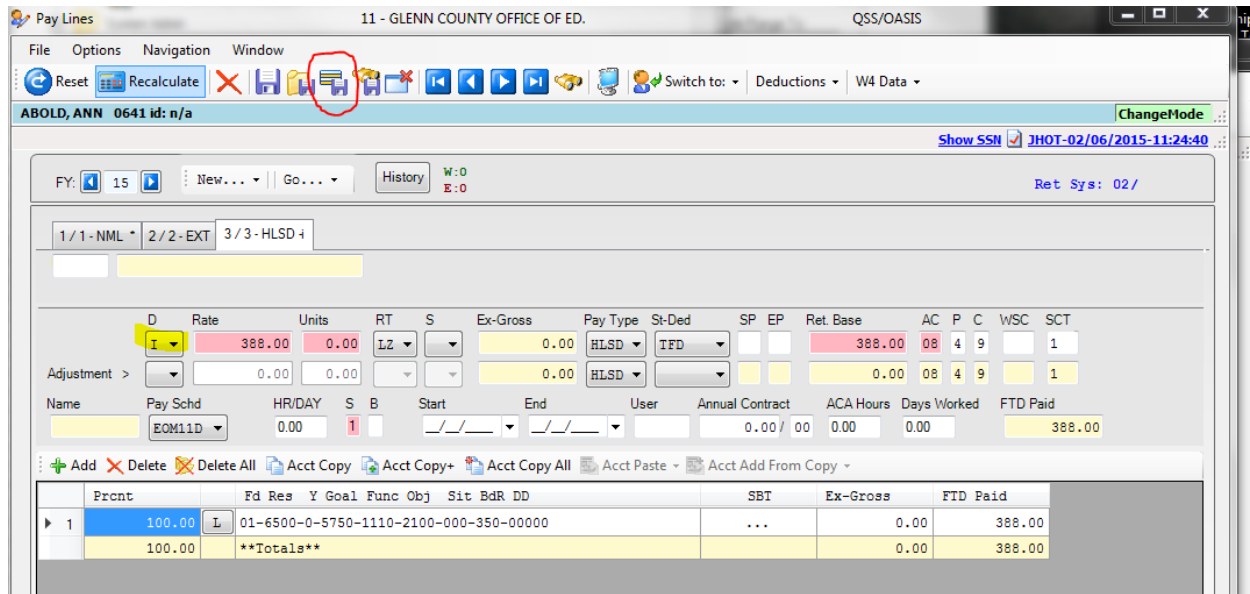


To inactivate the lines from the PR screen,

Review PR lines by clicking on tabs

Use the drop down screen on the left side to choose "I" to inactivate a line

Click on "save and next employee" icon to advance to next employee in list



Tips:

To perform this process in stages, note the last employee reviewed to use as a starting point when the process is resumed. Search with the "*"A" wildcard, then scroll and select starting employee. Proceed as above.

If a retro pay increase was processed this FY, and no retro is anticipated for next FY, these lines are ideal to inactivate.