IBIS Salary Payroll Form (SLPY)

The **IBIS Salary Payroll Form (SLPY)** is used to initiate payment for overtime, holiday time, holiday overtime and shift differential for all Non-Exempt Staff employees.

After the form completes the approval cycle, a batch program will pull the information from the processed SLPY and the additional amount will be added to the employee's pay for Overtime, Holiday Time, Holiday Overtime and/or Shift Differential.

> **> Note:**
> SLPY forms must be processed before the Payroll Deadline in order for the employee(s) to be paid the additional amount for Overtime, Holiday Time, Holiday Overtime and/or Shift Differential for the current pay period.

The following screens and functions are available within this documentation:

- Introduction to the SLPY Form
    - Structure of the Form

- Use of the SLPY Form
    - Getting Ready to Put Employees on the Form
    - Pulling up a Blank Form
    - Completing the Summary of Totals Screen
    - Display Fields on the Summary of Totals Screen
    - Completing the Summary of Details Screen
    - Entering a SSN More Than Once
    - Adding the Form
    - Completing the Employee's Detail Card
    - Submitting the Form

- What Happens to the SLPY Form
    - Approval Cycle of the Form

Introduction to the SLPY Form

Structure of the Form

The structure of the SLPY form is as follows:

- Summary Screens

  - Page 1 - Summary of Totals:

    - Routing Budget
    - Gross Pay
    - Number of Details
    - Number of Details Paid

  - Page 2 - Summary of Details:

    - Individual / SSN
    - Budget
    - Hours:

      - Shift Differential
        - Regular
        - Overtime
        - Holiday Overtime

  - Regular Hours
    - Regular Hours - Holiday only
    - Overtime
    - Holiday Overtime

- Rate

- Detail Cards

- Detail Information by Individual

    - Budget / Fund / Project
    - Rate
    - Shift Code
    - Hours Worked
    -

      Hours:
        -

          Shift Differential
            - Regular
            - Overtime
            - Holiday Overtime

-

  Regular Hours
    - Regular Hours - Holiday only
    - Overtime
    - Holiday Overtime

- Standard Notepad Area

Use of the SLPY Form

Getting Ready to Put Employees on the Form

Before proceeding with a SLPY form, please review the policies and procedures in the Staff Employee Handbook and Policies PR02, and HR34 in the GURU Policy Manual.

Pulling up a Blank Form

- Select **CCOM** or **IBIS** from the **Net-Pass Activity Table**.
- Select **IBIS Admin Menus** on the **Com-Pass menu** screen.

```
 12/03/97          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
 10:48:16.3                                                        DAM3

     Any of the functions included in this system can be invoked by
     entering the corresponding function code on the command line next
     to 'NEXT FUNCTION:'.  The following functions are available:

  FUNCTION           DESCRIPTION           FUNCTION           DESCRIPTION

 ─────────   ─────────────────────────    ─────────   ─────────────────────────
  FORM       Help Selecting HRS Forms      M2PI       Property Inventory
  M2AH       IBIS Adhoc Functions          M2PR       Purchasing System
  M2AS       EASY  Elec. Appr. System      M2VA       Vendor System
  M2BG       Budgeting System              BAMM       Budget Planning: BudAuto
  M2FN       Financial System              M2IM       Inventory Management
  M2FS       Facilities System             CODE       Codeset Maint. System
  M2HR       Human Resources System        M2NC       Nat Conn. Applications
  M2PA       Payroll System                M2PE       Pay & Effort Functions



 NEXT FUNCTION: slpy  ❶                                     PREV MENU: NONE
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP  MENU  CMPS  END    .     .     .     .     .     KEYS  PRNT   .
```

1. At the **NEXT FUNCTION** line, type **SLPY** and press **ENTER**.

A blank **SLPY** form will appear, ready to be completed. (The SLPY form is located on the M4PY menu.)

Completing the Summary of Totals Screen

```
PLEASE ENTER FORM ACTION
                        SALARY PAYROLL - SUMMARY                    Page 1 of 4

Form Action: __❶        Document #:            Unit:            Confidential: Y
Prior Approval (Y or N): N                                      Status:

Budget To Be Used For Approval: __ - ❷ - __ UP
Pay Period End Date: __ / __ / ❸      Desc: _____❹

                          SUMMARY TOTALS

          No. Of Details                    No. Details Paid


                          Gross Pay




Next Function: _____   (MENU,END)
```

1. At **Form Action**, type **ADD**.

2. At **Budget to be Used for Approval**, enter the budget number that the form will route on for approval. The budget must be entered in the IBIS budget format.

   Example:
   Budget 224-45 UP would be entered as 02-024-45 UP.

   > Note:
   This is *NOT* the field for the pay budget.

   If an approval path does not exist for a lower level mnemonic or budget, the **SLPY** form does not automatically route to the highest level mnemonic. Use a budget under the highest mnemonic if that path is to be used for approval.

3. At **Pay Period End Date**, enter the ending date of the pay period for which the employees are being paid.

   Example:
   May 24, 1997 would be entered as: 05 24 1997

4. A description of the form can be entered in the **Desc** field. If several **SLPY** forms route under the same mnemonic or approval path, the description will distinguish a particular

form on the **BFMB** screen. This is an optional field.

Press **PF8** to continue to the next page.

Display Fields on the Summary of Totals Screen

```
PLEASE ENTER FORM ACTION
                      SALARY PAYROLL - SUMMARY                 Page 1 of 4

Form Action: ___      Document #: 81716 ❶    Unit: MS ❷      Confidenti❸: Y
Prior Approval (Y or N): N ❹                                  Status: NEW ❺

Budget To Be Used For Approval: 01 - 042 - 44_ UP
Pay Period End Date: 07 / 19 / 1997     Desc: _____

                           SUMMARY TOTALS

            No. Of Details                    No. Details Paid
                1 ❻                                   ❼

                         Gross Pay
                            ❽




Next Function: _____  <MENU,END>
```

The following is a list of the **Display Fields** on the **Summary Totals** screen along with the field definitions:

1. **Document Number**
   The document number will be generated when the form is added.

2. **Unit**
   The unit will appear after the form has been added. This is determined by the budget that was entered in the *Budget to be Used for Approval*. The form will route on the approval path associated with the unit (mnemonic).

3.
   Confidential
   All **SLPY** forms are confidential and can only be viewed by individuals listed on the approval table.

4. **Prior Approval**
   This field cannot be modified.

5. **Status**
   The status will be *NEW* after the form has been added.

6. **Number of Details**
   This indicates the total number of SSNs on the form.

7. **Number of Details Paid**
   This indicates the total number of employee Detail Cards that were completed to be paid.
   This number may be different from the Number of Details listed.

8. **Gross Pay**
   This indicates the total gross pay of all the employees to be paid on the form.

Completing the Summary of Details Screen

```
                        SALARY PAYROLL - SUMMARY                Page 2 of 4

        NAME             SSNO       BUDGET   SHIFT DIFF      REG HOURS
                                    NO       REG   OT HOL/OT HOL   OT HOL/OT    RATE

   1.                  9140100901
   2.                  _____
   3.                  _____
   4.                  _____
   5.                  _____
   6.                  _____
   7.                  _____
   8.                  _____
   9.                  _____
  10.                  _____
  11.                  _____
  12.                  _____
  13.                  _____

  Selection Number: __
  More Employees To Add: N 2
  Begin Name: _____
   Next Function: _____ (MENU,END)
```

1. At **Line 1** of the **SSNO** field, enter a **S**ocial **S**ecurity **N**umber (**SSN**).

   > Hint:

Type the SSN without any spaces or dashes. After the first SSN has been entered, the cursor will automatically advance to Line 2.

When all of the SSNs have been entered, press **PF12** to **ADD** the form.

2. If all 13 lines have been used and more are needed, enter a **"Y"** at **More Employees to Add** and press **PF12**. The message **"Form has been Created"** will appear. This means that the first set of 13 SSNs have been recorded and the form is ready to accept another set.

   This process can be repeated until all employees have been entered on the form.

Entering a SSN More Than Once

You will need to enter a SSN more than once if:

- The employee is to be paid at **more than one rate**, separate Detail Cards are prepared for **each rate**.

- The employee is to be paid from **more than one fund**, separate Detail Cards are prepared for **each fund**.

- The employee is paid from **more than one budget**, separate Detail Cards are prepared for **each budget**.

- The employee needs to be paid for **more than one pay period**, separate Detail Cards are prepared for **each pay period**.

- The employee needs to be paid for **both shift code "2" and shift code "3"**, separate Detail Cards are prepared for **each shift code**.

Adding the Form

When *ALL* of the Social Security Numbers have been entered, press **PF12** to **ADD** the form. The first page of the form will appear and the following information will be updated:

- The message **"Form Has Been Created"** will be appear.

- A **Document Number** will be generated and displayed on the screen.

- The **Status** will be **NEW**.

- The **Unit**, which indicates the approval path the form will flow on, will be displayed.

- The **Number of Details** fields will indicate the total number of Social Security Numbers entered on the form.

Completing the Employee's Detail Card

```
                    SALARY PAYROLL - SUMMARY                    Page 1 of 4

Form Action: CHG  ①   Document #: 81716        Unit: MS         Confidential: Y
Prior Approval (Y or N): N                                      Status: NEW

Budget To Be Used For Approval: 01 - 042 - 44_ UP
Pay Period End Date: 07 / 19 / 1997     Desc: _____

                          SUMMARY TOTALS

         No. Of Details              No. Details Paid
              1

                        Gross Pay
```

1. At **Form Action**, type **CHG** and press **PF8**. The Summary of Details screen will appear with the employee names filled in next to the appropriate SSNs.

```
                    SALARY  PAYROLL  -  SUMMARY                Page 2 of 4

        NAME            SSNO        BUDGET     SHIFT DIFF       REG HOURS
                                     NO        REG   OT HOL/OT  HOL    OT HOL/OT    RATE

  1.   HINTON,DILLA 914013478
  2.                    _____
  3.                    _____
  4.                    _____
  5.                    _____
  6.                    _____
  7.                    _____
  8.                    _____
  9.                    _____
 10.                    _____
 11.                    _____
 12.                    _____
 13.                    _____

  Selection Number:  1_ ❷
  More Employees To Add:  _
  Begin Name:  _____
   Next Function:  _____  (MENU,END)
```

2. At **Selection Number**, type the number that corresponds to the employee name.

    Press **PF8** again to continue to this employee's Detail Card.

On the **Individual Employee Detail Card**:

```
                        SALARY PAYROLL - DETAIL                    Page 3 of 4
   Form Action: CHG ❶    Document #: 81716        Unit: MS        Confidential: Y

   Ssno: 914 - 01 - 3478     Name: HINTON,DILLARY

   Pay Period End Date: 07 ❷ 19 /  1997

   Budget: __❸__ __ - __ UP  Fund: __❹__   Project: __❺__ Pay Class: 6 ❻

   Rate: __❼__   Hours Worked-Shift Differential (SD)  Shift Code: _❽


   Shift Diff        Hours       Amount
             Reg ❾__
              OT   ❿__
           Hol/OT    ___⓫
   Reg Hours
    (Hol Only) Reg ⓬__
    (Non-Hol )  OT   ⓭__
           Hol/OT    ___⓮
   GROSS PAY:

    Next Function: _____  (MENU,END)
```

1. At **Form Action**, type **CHG**. (If CHG already appears in Form Action, proceed to Step 2.)

2. The **Pay Period End Date** will appear as the same date that was entered on the Summary Totals screen. This date can be modified if the employee is being paid for a different pay period.

3. At **Budget**, enter the pay budget to be charged. The budget must be entered in the IBIS budget format.

   Example:
   Budget 224-45 UP would be entered as 02-024-45 UP.

4. At **Fund**, enter the fund number to be charged. The fund number must be 5 digits and can consist of both numeric and alpha characters.

   Example:
   Fund 1001 would be entered as 10010; fund 325B would be 325B0.

5. At **Project**, enter the project number to be charged, if applicable.

6. **Pay Class will default to 6** (Staff Non-Exempt) and cannot be modified.

7. At **Rate**, enter the hourly rate.

8. At **Shift Code**, enter the appropriate data according to the time the employee began work each day during the pay period as defined in detail below:

   ❍ Leave the field **blank** if the employee began work between the hours of 5:00 a.m. and 12:59 p.m.

   ❍ Enter a **"2"** if the employee began work between the hours of 1:00 p.m .and 9:59 p.m.

   ❍ Enter a **"3"** if the employee began work between the hours of 10:00 p.m. and 4:59 a.m.

9. At **Shift Diff Reg**, enter the number of regular hours of shift differential.

10. At **Shift Diff OT**, enter the number of shift differential non-holiday overtime hours worked.

11. At **Shift Diff Hol/OT**, enter the number of shift differential overtime hours worked on a scheduled holiday.

12. At **Reg Hours (Hol Only) Reg**, enter the number of regular hours worked on a scheduled holiday.

13. At **Reg Hours (Non-Hol) OT**, enter the total number of non-holiday overtime hours worked.

14. At **Reg Hours Hol OT**, enter the number of overtime hours worked on a scheduled holiday.

   > Note:
   In order for the Amount field(s) to be totaled, press **PF8** which will display the Notepad. Then press **PF7** to return to the Detail Page. The Amount field(s) will be filled in by the system. Each Detail Card has its own Notepad screen as shown below.

```
PF5=TOP, PF6=BOTTOM, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS
                          SALARY PAYROLL                      Page 4 of 4




        Note Pad Area Employee Detail Card - Notepad_____
                      _____
                      _____
                      _____
                      _____




    Last Action: ADD
    Last Action Name: DEB METZEL                    Next Approver: ____
    NEXT FUNCTION: _____  (MENU,END)
```

After the Detail Card has been completed, press **PF12** to process the information.

The form will return to the **Summary of Details** screen at which time you can enter the selection number of the next employee's Detail Card to be completed.

Submitting the Form

After *ALL* of the employees' Detail Cards have been completed, press **PF5** to go to the first page of the form, the Summary of Totals screen.

At **Form Action**, type **SUB** and press **PF12** to submit the form onto the approval path.

What Happens to the SLPY Form?

Approval Cycle of the Form

Approval Cycle

The SLPY form will flow through the approval path associated with the budget entered in the **Budget to be Used for Approval** field on the first page of the form.

Please see in the General Forms Usage Guide for information regarding the required approvals for the SLPY form.

Completing the Approval Cycle

After the last approver on the path has approved the SLPY form, the status will change to PRO once the form has processed.

Re-Adding a Rejected Form

If the **SLPY** form is **REJ**ected, it can be re-added to retain the original information. The steps to do this are:

1. Open the **REJ**ected form and type **ADD** in **Form Action**.

2. Press **PF12** to create a *NEW* copy of the SLPY that contains all the information from the REJected form.

3. Type **CHG** at **Form Action** and make *ANY* necessary changes. Press **PF12** to save the changes.

4. Type **SUB** at **Form Action** and press **PF12** to submit the form onto the approval path.

   > Note:
   The **REJ**ected form will remain in the database and can be viewed through **BFMB** (**B**rowse **F**or**M**s by **B**udget).

What Happens to the Processed Form?

After the form completes the approval cycle, a batch program will pull the information from the processed SLPY form and the additional amount will be added to the employee's pay for Overtime, Holiday Time, Holiday Overtime and/or Shift Differential.

• **Remember:**

SLPY forms must be processed before the Payroll Deadline in order for employee to be paid the additional amount for Overtime, Holiday Time, Holiday Overtime and/or Shift Differential for the current pay period.

Last Revised: 07/22/2003