

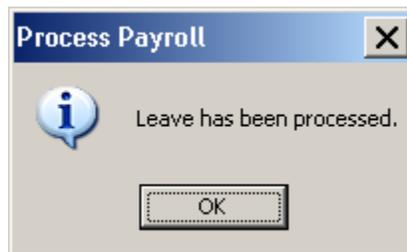
Maricopa County Payroll Voucher Processing For Districts on County Server IVEE 2.2

Section A – Processing Your Payroll

- 1) Open up Infinite Visions Enterprise Edition (IVEE) and go into the Payroll Module. In Payroll, go to *Configuration > Payroll Default Settings*. In there **set the Default Pay Cycle and Pay Period to the period that you will be processing**. This makes it the default selection on several screens and sets the default voucher date for your D-Batch checks.

Note - Failure to set the Default Pay Cycle could result in D-Batch checks with the wrong date!

- 2) Now go to *Payroll Processing > Process Payroll*. Select the Pay Cycle (Biweekly) and current Pay Period.
- 3) Go to *Actions > Hours Entry*. This will take you to the Timecard Entry screen. If you had previously entered Timecard hours for this Pay Period, then you may close this screen when it opens.
- 4) Go to *Actions > Accrue Leave*. This will go through all employees with accruing leave plans and generate accrued leave for this pay period. When complete it will prompt you that "Leave has been processed."

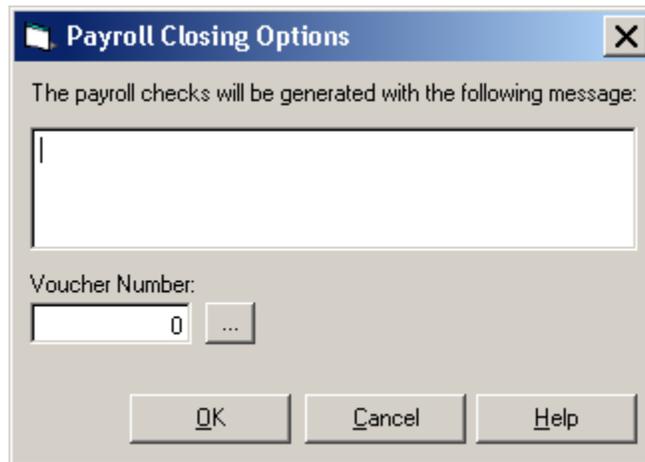


- 5) Go to *Actions > Calculate Employee Leave Docking*. This will take you to the Leave Docking screen where you may make adjustments and post any docking for over-expended leave time. To post the leave docking records, go to *Actions > Post Leave Docking*. If you make changes to an Employee or leave plan after these docking records have been generated (not necessarily posted), you will have to go to *Actions > Recalculate Leave Docking* in order to update the docking records.
- 6) Go to *Actions > Calculate Pay Period*. This will generate payroll journals for all employees and determines what will get paid to an employee. If your DACs were not locked while doing Timecard Entry, a report of unlocked DACs will appear and you will get a message asking if you still want to calculate the pay period. Close the report viewer and click Yes to start calculating the pay period. The calculation may take awhile, so be patient. When the calculation is complete, the Activity Window on the right-hand side will show "Process: Done Computing Employees..."
- 7) Go to *Actions > Print Pre-Payroll Reports*. You can choose which reports you want to run for this pay period from the form that appears. Select the options you want, and then click Yes to print the reports. You may still print reports from *Reports > Pay Period* if you'd like. When reports have been completed it will prompt you that "Reports have all been run successfully."



- 8) Go to **Actions > Close Pay Period**. This will lock the pay period and keep others from modifying it beyond this point. If your DACs were not locked while doing Timecard Entry, a report of unlocked DACs will appear and you will get a message asking if you still want to close the pay period. Close the report viewer and click Yes to start closing the pay period. If there is anything unusual you may get a report of "Payroll Posting Warnings". You may choose to resolve Warnings now, or do it later, but a "Warning" type will not keep your from processing payroll. If the type says "Error", you MUST resolve the error before continuing.

A form will come up called "Payroll Closing Options". If there is a message you would like printed on all checks, you may enter it here. You may also choose the payroll voucher number (between 1 & 999) if you'd like. If you leave it at 0, IVEE will auto-assign the next voucher number available (recommended). You may hit the "..." button to the right of the Voucher Number field to view a list of Voucher Numbers that have already been used. When you click OK, IVEE will cycle through all employees and close the Pay Period for them.

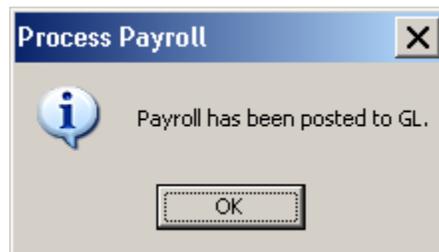


When the process is complete, the Activity Window will show "Process: Done Closing Employees... Voucher #[whatever voucher number was chosen or generated] has been assigned."

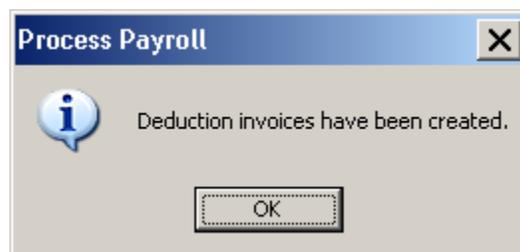
- 9) Go to **Actions > Generate Direct Deposit/Pay Receipts**. This will generate the Direct Deposit records for those employees that don't get a Physical Check. When generating is complete you will be prompted with a message that says "Done generating #### direct deposit/pay receipts."



- 10) Go to *Actions > Post to GL*. This will generate Journal Entries and post them to the General Ledger. A report will print showing the Journal Entries that were made and IVEE will prompt you that "Payroll has been posted to GL." Print the report if you'd like then close the report viewer, then click OK.



- 11) Go to *Actions > Create Deduction Invoices*. This will generate the D-batch invoices and create a deduction voucher. When the process is complete you will see a prompt that says "Deduction invoices have been created." Click OK, then exit the Process Payroll screen.



- 12) Go to *Payroll Processing > Payroll Voucher Processing*. You will now click the "Add a Record" button to add your new Payroll Voucher. Once the Add Voucher screen appears you will need to enter a voucher number (or let the system choose one for you), select the Bank Account (which will be for the Maricopa County Treasurer), and then select the invoices you wish to pay on this D-Batch voucher. The date on the voucher should be set based upon your Default Pay Cycle and Pay Period and **should not be changed**. If you do not wish to have checks printed for the selected invoices, you can check "Non Check Batch". This will create the Journal Entries of a normal posting without actually generating checks for the vendors. Now click OK to save the voucher, then go to *Actions > Process*.

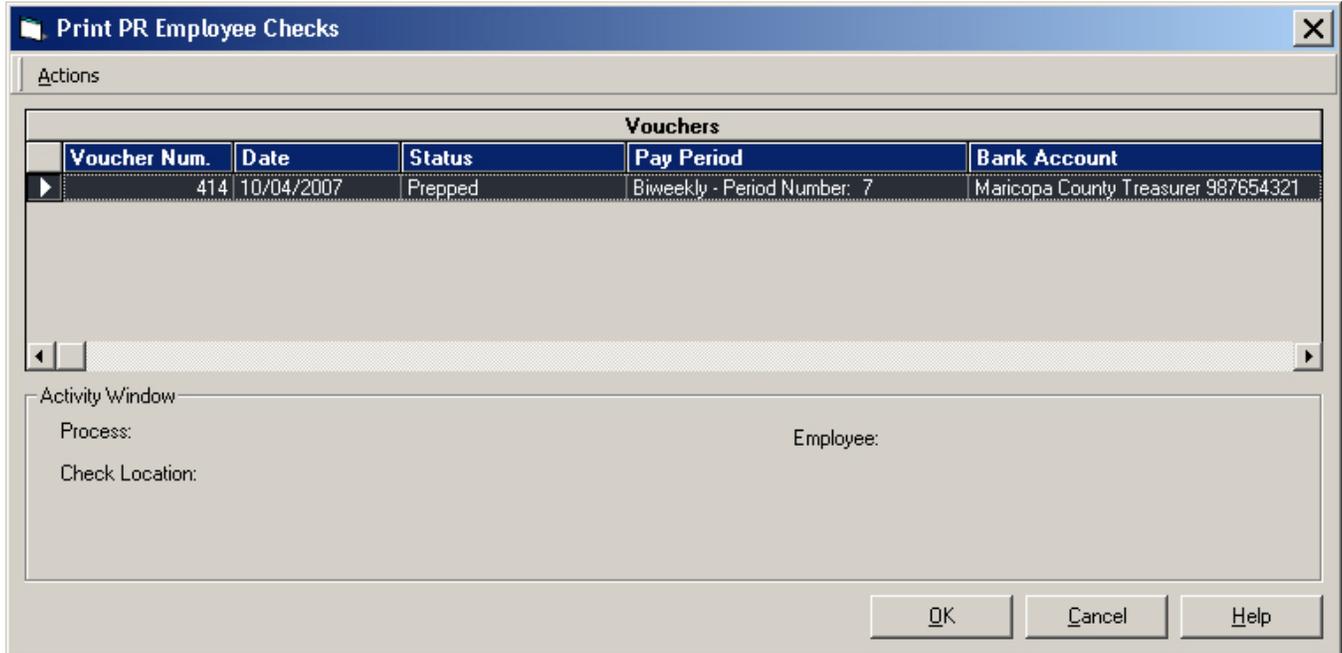
Note – Now the deduction voucher will have a status of "Prepped"

- 13) Once the voucher is Prepped, go to *Payroll > Reports > Pay Period > Fund Balance Summary Report*. Run the report for the current pay period and submit it to Maricopa County so that checks may be released.

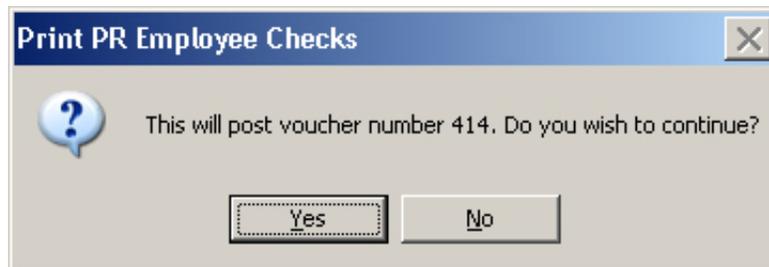
Section B – Submitting Your Checks

Now that the Payroll Processing has been completed for this pay period, you will need to go into the General Ledger and submit your checks for printing.

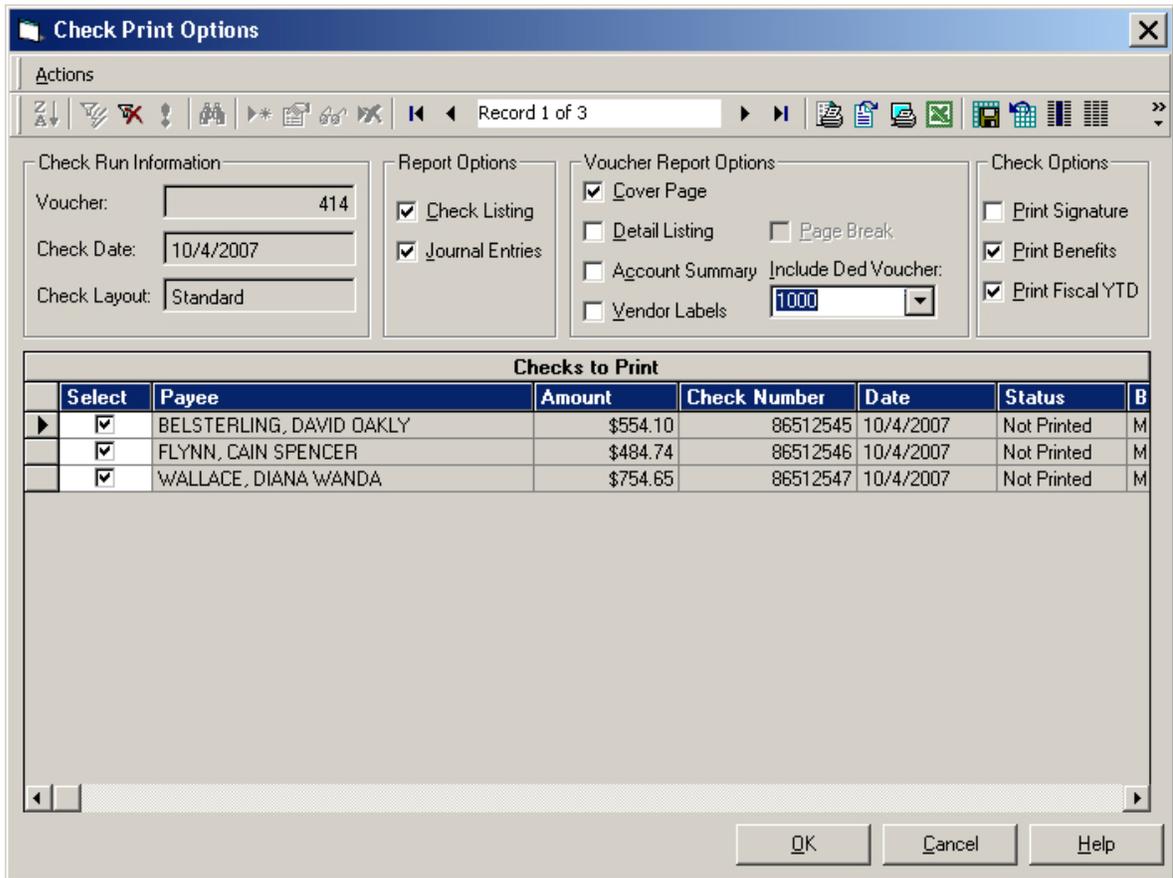
- 1) Go to *General Ledger > Banking > Check Manager*. From here go to *Actions > Print PR Employee Checks*. Next will open the Print PR Employee Checks screen showing the Voucher that we just prepped. Highlight the voucher in the grid then click OK to continue.



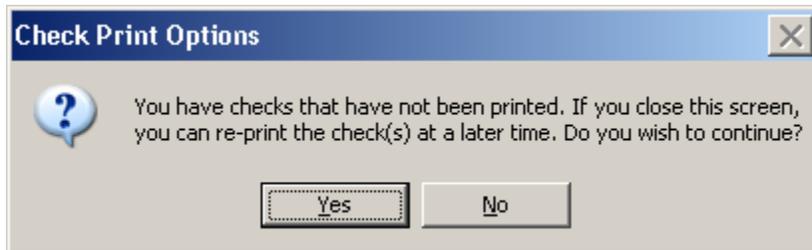
Next a message will pop up indicating that it will post your voucher. Click Yes to continue.



- 2) Next you will see the Check Print Options screen. Here there are two sets of reports that you have available to you, The Report Options and the Voucher Report Options. To print the items under Report Options select one or more of the items (“Check Listing” or “Journal Entries”) then go to **Actions > Print Reports**. To print the items under Voucher Report Options select AT THE VERY LEAST to print the Cover Page. Be sure to make sure there is something in your “Include Ded Voucher” box, this will combine the information for your employee checks and deduction checks on the same Cover Page for your Board to sign. Once the items are selected, go to **Actions > Print Voucher Reports**.



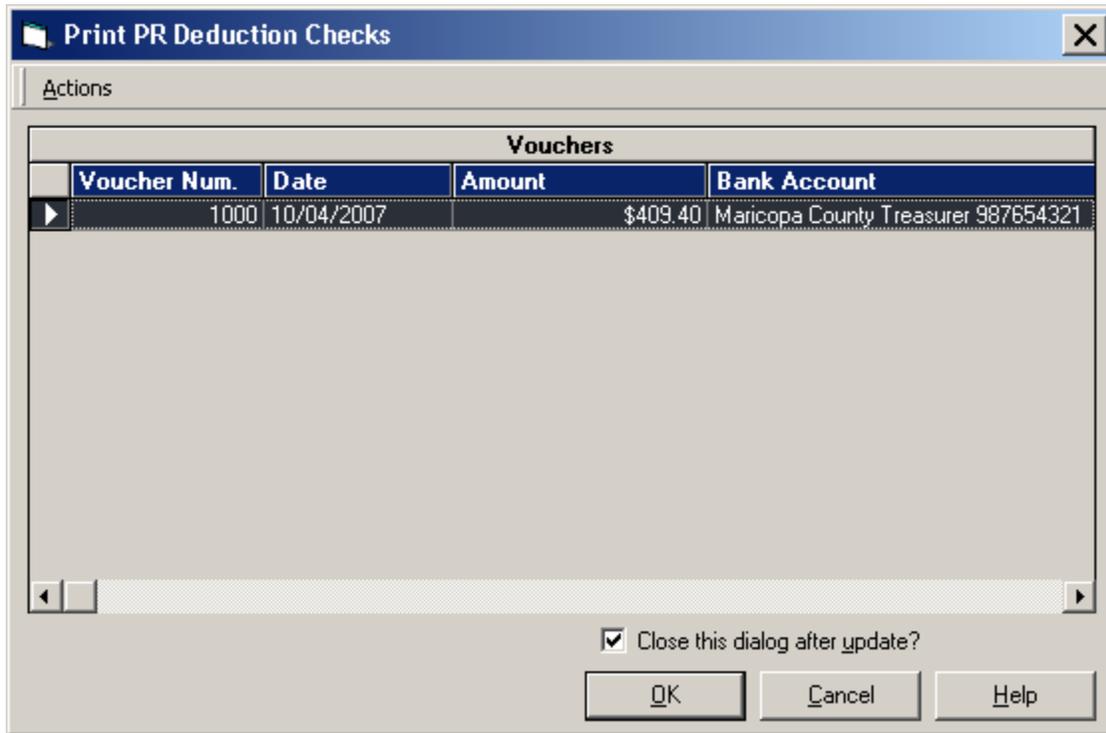
Now you can click OK to close this screen. You’ll see another pop up:



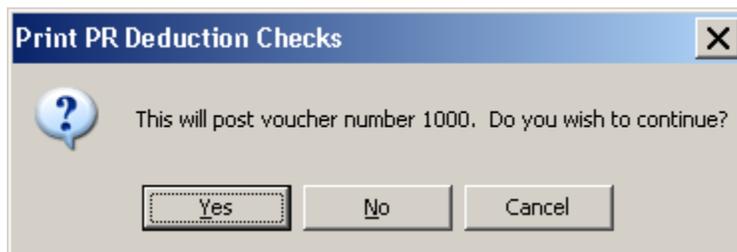
Click Yes because you are not actually printing the checks, simply submitting them for the County to print.

- 3) Next you’ll be taken back to the Check Manager where you’ll see the checks you submitted in the grid, but they’ll have a status of “Not Printed” and the Warrant Number will be “0”. When the checks are actually printed by the County, you’ll see the status change to “Printed” and the Warrant Number will be filled with the Actual MICR number of the printed checks.

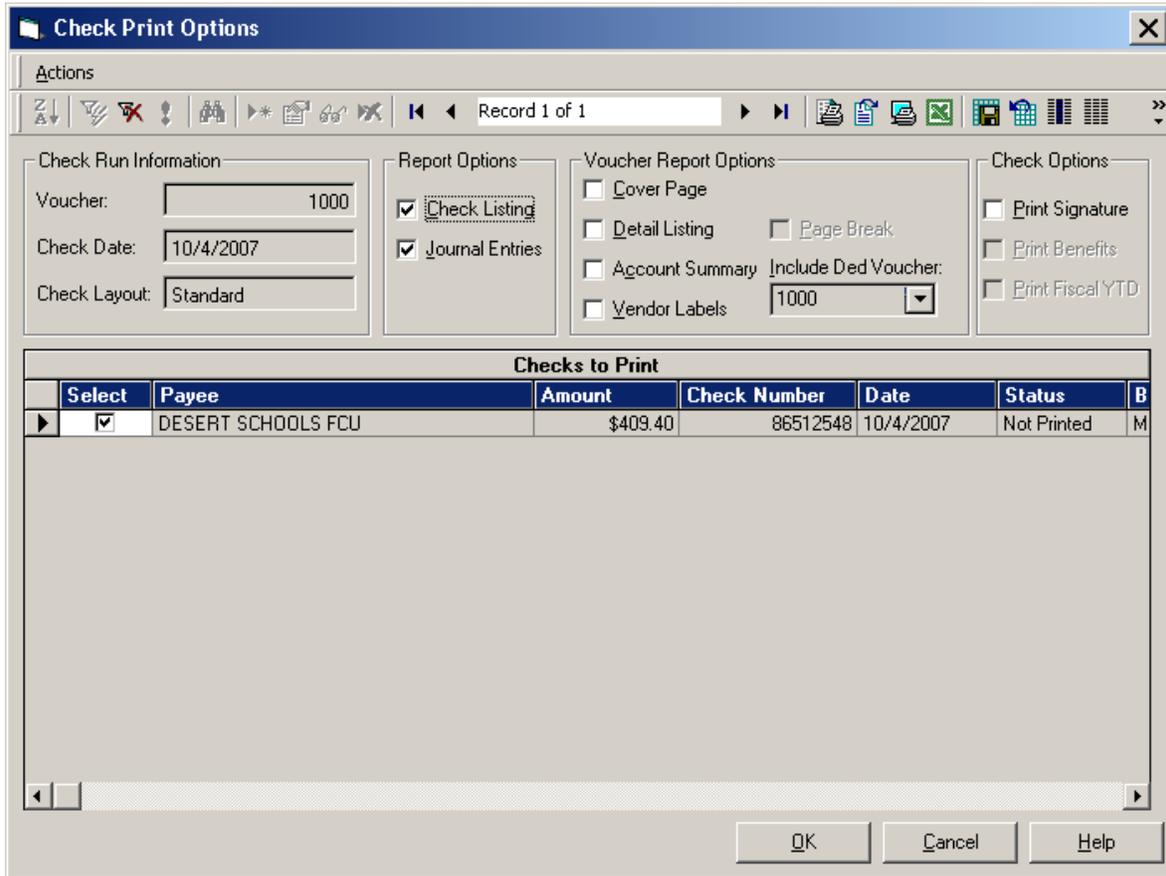
- 4) Now that you've completed the process for your Employee Checks, you'll need to do the same for your Deduction Checks. Go to *Actions > Print PR Deduction Checks*. This will open up the Print PR Deduction Checks screen where you may select your deduction voucher from the grid. After highlighting the correct line, click OK to continue.



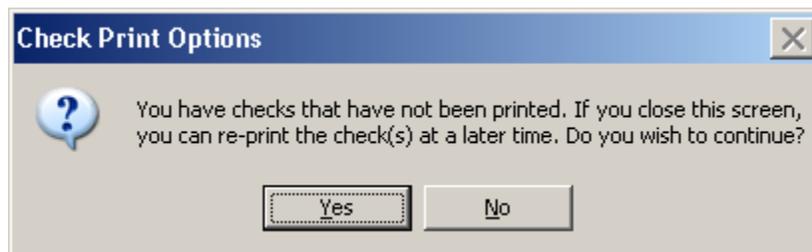
After clicking OK another prompt will appear to verify you want to post these checks.



- 5) Now you will see the familiar Check Print Options screen. The only difference between this screen and the one for the Employee Checks is that you don't need to select to print a Cover Page because the numbers for this voucher was included with the previous cover page.



Once you've printed all the reports you want, click OK to continue. You'll then be asked if you wish to continue, click Yes.

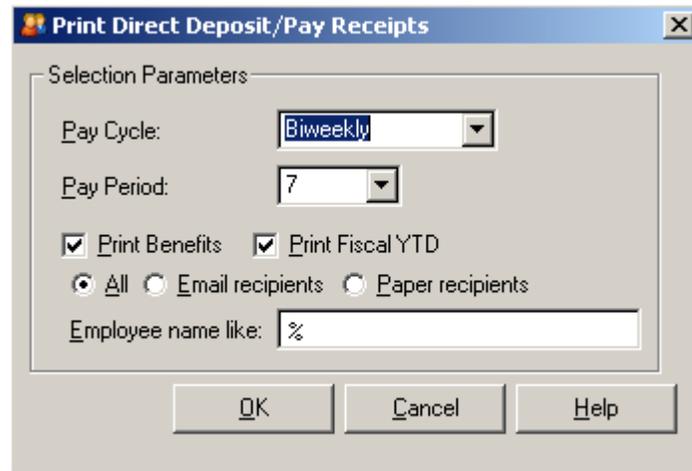


After this you will be taken back to the Check Manager screen where your Deduction Checks will now appear. They will all have a status of "Not Printed". When your checks are actually printed the status will change to "Printed" and the Warrant Number field will be populated with the actual MICR number of the check.

Section C – Finishing Up

Printing & Emailing Direct Deposit Receipts

Once payroll has been submitted you may then print out your Direct Deposit Receipts by going to *Payroll > Payroll Processing > Print Direct Deposit/Pay Receipts*. Once there you will select the Pay Cycle, Pay Periods and then choose what options you want to print.



If your district uses the e-mail feature in IVEE and you select the option to “Email recipients” then the Deposit Receipt is sent as an Adobe PDF file to the employee’s email address indicated in Employee Maintenance. If no email exists for the employee then a paper receipt prints instead of the email.

If you need to resend or reprint a specific Direct Deposit Receipt, then you may enter the employee’s name (“%LastName, Firstname%”) in the “Employee name like” field.

Notes about Off Cycle Payrolls:

If this is an Off Cycle Payroll (any payroll outside of your normal payroll processing) then you MUST notify Maricopa County that you want these printed. You can either visit the MCSOS website User Support page (<http://www.maricopa.gov/Schools/TechSupport/tsusersupport.aspx>) to submit the request online or you may email us directly at OffCyclePayrollRequests@mail.maricopa.gov. If you send an email then you need to be sure to include the following information:

- District Name and Number
- # of Employee checks to be printed
- Date you wish the checks to be **printed** (not necessarily the date ON the check)
- Your name & email

Off Cycle Payrolls should contain NO MORE than 100 checks and all Direct Deposit Deductions must be Deactivated before processing.

Checks of more than 100 may be printed by special request, but only for printing on Mondays.

Off Cycle Checks are typically ready for pick up by 1:00pm if we receive the request email AND all the necessary payroll processing steps have been completed the night BEFORE.

Notes about Check Printing

Checks are printed by MCSOS on the following Days:

MON	TUE	WED	THU	FRI
Full Payroll Processing (next day pickup)	D-Batch Checks (1pm pickup)	Expense Checks (1pm pickup)	Off Cycle Requests (1pm pickup)	Expense Checks (1pm pickup)
Off Cycle Requests (1pm pickup if notified by Friday, otherwise next day pickup)	Off Cycle Request (1pm pickup)	Garnishment Checks (1pm pickup) Off Cycle Requests (1pm pickup)		Off Cycle Request (1pm pickup)