



Job Aid - End of Pay Period Processing

Seven major steps comprise End of Pay Period Processing.

1. Generating reports to verify all timesheets are submitted and approved and all exceptions are corrected.
 2. Locking and calculating timesheets.
 3. Unlocking timesheets (if needed)
 4. Generating reports to verify data (repeat Step 1).
 5. Exporting data to the payroll system.
 6. Closing Timesheets
 7. Advancing the Pay Period
- The **Payroll No Advance Administrator** performs the first five major steps to begin closing out the pay period.
 - The **Payroll Advance Administrator** performs the last two major steps of End of Period Processing: close and advance. (This applies to the Comptroller's Office in most cases.)

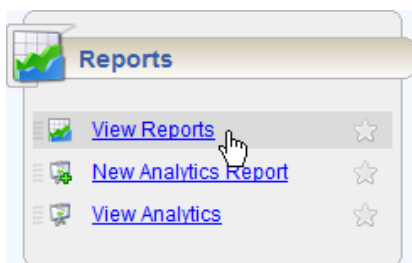
Steps 1-5 are typically done at the agency level but will be available centrally in the Comptroller's Office (if needed due to payroll deadlines).

Step 1. Generating Reports to Verify Data

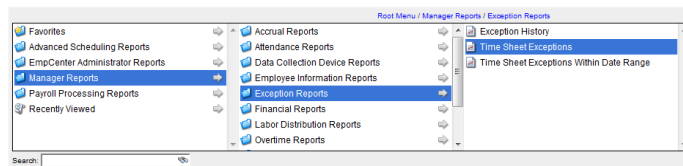
Run the following reports to verify all timesheets have been submitted and approved and to identify any timesheets with problems which must be resolved:

- Timesheet Exceptions (*Run Exception reports for exceptions with lowest severity "Error (not paid)"*)
- Unsubmitted Timesheets
- Unapproved Timesheets

1. From the **Reports** section of the dashboard, select **View Reports**.



2. Navigate to and select the *Timesheet Exceptions* report.



3. Select the required criteria in the **Timesheet Exceptions** window.

Report: Time Sheet Exceptions

Report Parameters

Pay Period End: 06/10/2013

Date: 0 day(s) before run date

Assignment Group List: Abbott's Employees, Administrator, All Advanced Scheduler, All Bus Drivers

Choose Exception Codes: ACT Invalid Case, ACT Sick and Vacation use has been approved, ACT use Sick and Vacation, Absent time reported after a holiday

Lowest Severity Code to Report: No Exception

Employee ID:

Employee Last Name:

4. Select the report output format (Excel, HTML, or PDF) and click **Run Now** to generate the report.
5. Review the report for exceptions and notify the respective employees or managers if exceptions are present.

Step 2. Locking and Calculating Timesheets

We need to lock timesheets and run calculations in them to prevent any further modification by users. Locked timesheets provide Payroll No Advance administrators the ability to review data without additional changes.

After the system locks the timesheets, the timesheet is calculated to ensure the most up to date rules are applied. The lock and calculate process can be performed on a group of employees or individual assignments.

Lock and Calculate Timesheets for a Group

1. From the **Administrative Processes** area of the dashboard, select **End of Period Processing**. The **End of Period Processing** window opens, to the Instructions screen.

If at any time, you are unsure of what to do next in the End of Period Processing workflow, you



can reference the *Instructions* screen by clicking *Instructions* in the left side of the window.

2. Select **Lock and Calculate** on the left side of the window.

3. Select the **By Assignment Group** option.

4. Select one or more assignment groups by clicking the checkbox next to the assignment group name. The following is a sample.

5. Click **Lock & Calculate** at the top of the page.

The **Submit Job Confirmation** dialog appears listing the respective assignment groups, the total number of assignments, and pay periods affected.

6. Click the **Lock & Calculate** button.




The job appears in the **My Active Jobs** column on the right side of the screen.

When the Job completes, it will appear in the **My Finished Jobs** area.

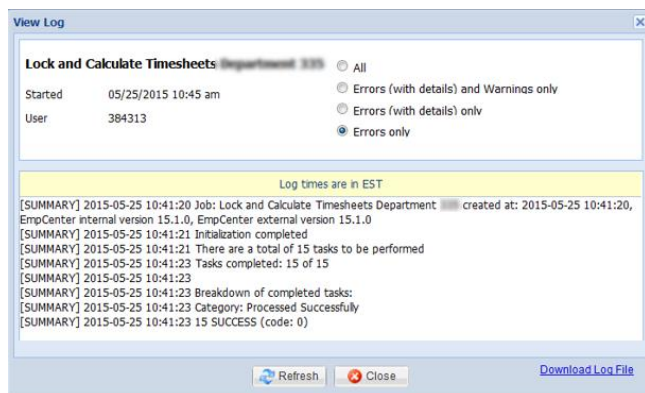
7. Click the Job in either **Active Jobs** or **Finished Jobs** to view the details of the job.

The following defines the symbols in the **Status** section. A number indicates the number of occurrences of each type of message.



Symbol	Meaning
 1	Informational message
 5	Warning
 4	Error

8. Click the **View Log** button to see the log file.



Note: When the job has completed, it is important to review the log for any errors or warnings. If you would like to see the Errors (with Details) and Warnings only, change the selected value in the radio button from 'Errors Only' to the type of output you would like to see.

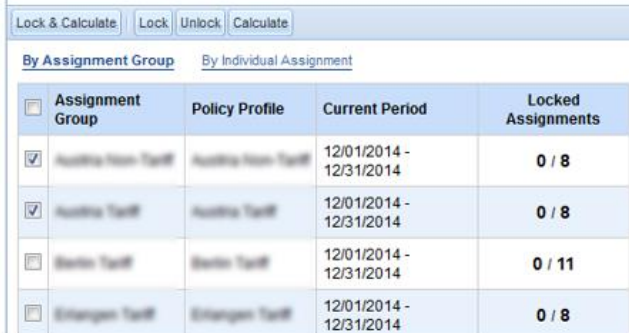
Lock and Calculate Timesheets for an Individual Assignment

It is a best practice to calculate timesheets by assignment groups, rather than by individual assignments.

1. Select **Lock and Calculate** from options on the left side of the window.

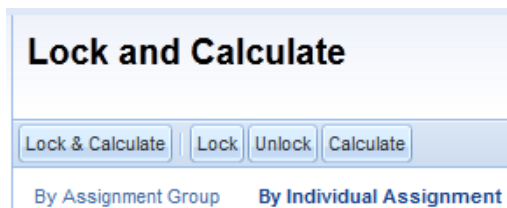
The **Lock and Calculate Timesheets** window appears.

Lock and Calculate

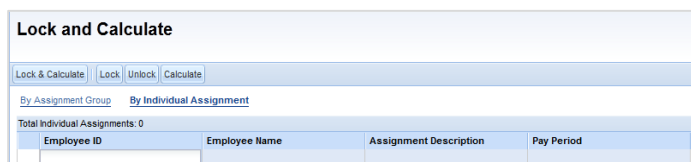


Assignment Group	Policy Profile	Current Period	Locked Assignments
<input checked="" type="checkbox"/> Auditing Team Task	Auditing Team Task	12/01/2014 - 12/31/2014	0 / 8
<input checked="" type="checkbox"/> Auditing Task	Auditing Task	12/01/2014 - 12/31/2014	0 / 8
<input type="checkbox"/> Billing Task	Billing Task	12/01/2014 - 12/31/2014	0 / 11
<input type="checkbox"/> Estimating Task	Estimating Task	12/01/2014 - 12/31/2014	0 / 8

2. Select the **By Individual Assignment** option.



The **Lock and Calculate** by individual assignment window appears.



Employee ID	Employee Name	Assignment Description	Pay Period
Total Individual Assignments: 0			



3. Enter an Employee ID in the **Employee ID** field. This generates other employee information to verify that the appropriate employee will be locked and calculated. To process more than one employee, enter multiple employee IDs.

Employee ID	Employee Name	Assignment Description	Pay Period
30032	SPACEY, KEVIN M	30032	2013-12-30 - 2014-01-05

4. Select **Lock & Calculate** from the bar at the top of the page.

The **Submit Job Confirmation** dialog appears.

Submit Job Confirmation

1 Individual Assignment
30032
Total Assignment: 1

Pay Periods Affected
12/30/2013 - 01/05/2014

Only send an email on error to: [text box]

Lock & Calculate Cancel

5. Click the **Lock & Calculate** button.

The job appears in the **Active Jobs** area.

When complete, the job appears in the **Finished Jobs** area.

Finished Jobs (last 24 hours)

Lock and Calculate Timesheets

1/1 [Warning Icon] 0 [Error Icon] 0

6. To view details of the job, click it from either the **Active** or **Finished** Jobs area.

The **Job Details** dialog appears.

Job Details

View Log Stop Job

Job ID: 14288575562
Job Name: Lock and Calculate Timesheets
User: WORKFORCE
Started: 03/31/2014 10:07 am

Status: Completed

1/1 [Warning Icon] 0 [Error Icon] 0

Description: Lock and Calculate Timesheets

7. Click **View Log** to view the job log.

View Log

☐ All
☐ Errors (with details) and Warnings only
☐ Errors (with details) only
☒ Errors only

Refresh Close

8. Click **Close** to end.

Step 3. Unlocking Timesheets (if necessary)

Unlocking timesheets returns them to their last approval before being locked, and should occur only when a timesheet absolutely requires changes for the current period. Only users with the appropriate security level can modify unlocked timesheets.

You can unlock timesheets for an employee group or individual assignments.

After making changes to a timesheet, you must again lock and calculate any unlocked timesheets.

- **TIP:** It is a best practice to only unlock a small number of timesheets at once, and only unlock those timesheets which require modifications.

Unlocking Timesheets for a Group of Employees

The following steps will guide you through the process required to unlock timesheets for a group of employees.

1. From the **Lock and Calculate** window, select one or more assignment groups by clicking the checkbox.

Lock and Calculate

Lock & Calculate Lock Unlock Calculate

By Assignment Group By Individual Assignment

Assignment Group	Policy Profile	Current Period	Locked Assignments
<input type="checkbox"/> Austria Non-Tariff	Austria Non-Tariff	12/01/2014 - 12/31/2014	0 / 8
<input type="checkbox"/> Austria Tariff	Austria Tariff	12/01/2014 - 12/31/2014	0 / 8

My Active Jobs: No active jobs.

My Finished Jobs (last 24 hours): Lock and Calculate Timesheets Austria Tariff 8/8 [Warning Icon] 0 [Error Icon] 0

2. Click **Unlock** from the bar at the top of the page.

Lock & Calculate Lock Unlock Calculate



The **Submit Job Confirmation** dialog appears.

Submit Job Confirmation dialog box. It shows 1 Assignment Group (Austria Tariff) with 8 Total Assignments. Pay Periods Affected: 12/01/2014 - 12/31/2014. A checkbox for 'Don't send an email' is selected, with an email address field containing 'StandardPolicyAdmin@workforcesoftware.com'. Buttons for 'Unlock' and 'Cancel' are at the bottom.

3. Click **Unlock**. The job appears in the **Active Jobs** area of the window.

My Active Jobs window. Last Update: 03:15. Title: Unlock Timesheets Austria Tariff. Progress bar shows 0/8. Warning icon with 0 and error icon with 0.

When complete, the job will move to the **Finished Jobs** area.

My Finished Jobs (last 24 hours) window. Title: Unlock Timesheets Austria Tariff. Progress bar shows 8/8. Warning icon with 0 and error icon with 0.

4. View the details of the job by clicking on it from either area.

Job Details dialog box. View Log button. Stop Job button. Job ID: 1265024130. Job Name: Unlock Timesheets Austria Tariff. User: WORKFORCE. Started: 01/14/2015 03:15 pm. Completed: 01/14/2015 03:15 pm. Status: Completed (green checkmark). Progress bar shows 8/8. Warning icon with 0 and error icon with 0. Description: Unlock Timesheets Austria Tariff.

5. Click **View Log** to view details.
6. Click the **Close** button.

Unlocking Timesheets for Individual Assignments

To unlock timesheets for select individual assignments:

1. From the **Lock and Calculate** window, click the **By Individual Assignment** option.

Lock and Calculate window. Buttons: Lock & Calculate, Lock, Unlock, Calculate. Tabs: By Assignment Group, By Individual Assignment (selected).

The **By Individual Assignment** area generates.

Lock and Calculate window - By Individual Assignment. Total Individual Assignments: 0. Table with columns: Employee ID, Employee Name, Assignment Description, Pay Period.

2. Enter an Employee ID into the **Employee ID** field. This generates other employee information to verify that the appropriate employee will be Unlocked. To process more than one employee, enter multiple employee IDs.

Lock and Calculate window - By Individual Assignment. Total Individual Assignments: 1. Table with columns: Employee ID, Employee Name, Assignment Description, Pay Period. Row 1: 30032, [Employee Name], 30032, 2013-12-30 - 2014-01-05.

3. Click **Unlock** from the bar at the top of the page.

Lock and Calculate window - Top bar. Buttons: Lock & Calculate, Lock, Unlock, Calculate.

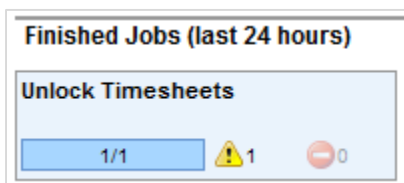
The **Submit Job Confirmation** dialog appears.

Submit Job Confirmation dialog box. 1 Individual Assignment. Total Assignment: 1. Pay Periods Affected: 12/30/2013 - 01/05/2014. A checkbox for 'Only send an email on error to:' is selected. Buttons for 'Unlock' and 'Cancel' are at the bottom.

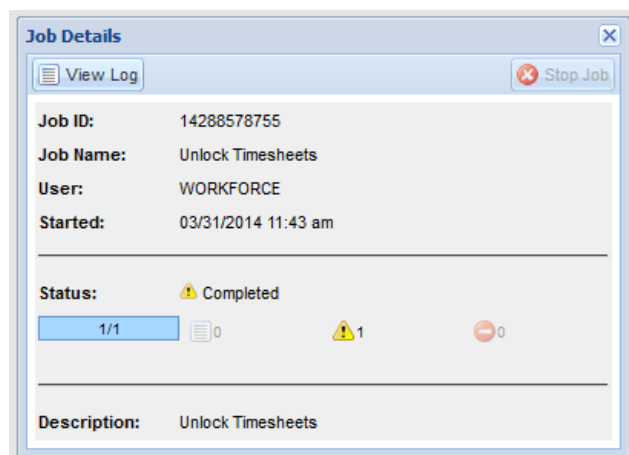
4. Click **Unlock**.



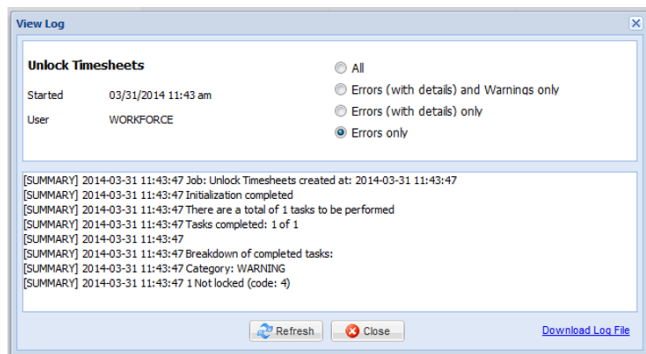
When the Job finishes, it will appear in the **Finished Jobs** area.



- To view details about the Job, click it from the **Finished Jobs** area.



- Click **View Log** to view further details about informational messages, warnings, and errors.



Step 4. Rerun Reports to Verify Data

Repeat the process described in Step 1 to verify all timesheets are submitted and approved and all exceptions have been corrected.

Step 5. Payroll Export

After making all timesheet data current and correcting all errors and exceptions, you can export the data to a payroll or other system for further processing.

Note: Timesheets to be exported must be in either locked or closed status.

- From the ribbon on the left side of the **End of Period Processing** screen, click **Export Data**.

The **Export Data** window appears. Your policy profile will appear in the **Policy Profile** column.

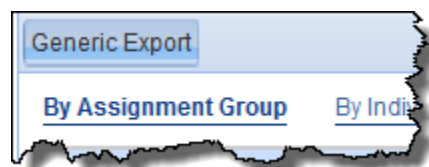
Export Data				
Generic Export				
By Assignment Group By Individual Assignment				
Assignment Group	Policy Profile	Current Period	Ready?	
▶ Clock of the Circuit Court Non-Union Example	Clock of the Circuit Court Non-Union Example	03/22/2015 - 04/04/2015	!	
▶ Clock of the Circuit Court Non-Union Example	Clock of the Circuit Court Non-Union Example	03/22/2015 - 04/04/2015	!	
▶ Payroll Processing Non-Union Example	Payroll Processing Non-Union Example	03/20/2015 - 04/02/2015	!	
▶ Clock of the Circuit Court Non-Union Example	Clock of the Circuit Court Non-Union Example	03/22/2015 - 04/04/2015	!	
▶ Clock of the Circuit Court Non-Union Example	Clock of the Circuit Court Non-Union Example	03/22/2015 - 04/04/2015	!	

A green check mark in the **Ready?** Status column indicates that the assignment group's data is ready to be exported, while a yellow triangle with an exclamation point indicates that it is not ready to be exported.

- Select the required **Assignment Group**.

Assignment Group	
▶	Clock of the Circuit Court Non-Union Example
▶	Clock of the Circuit Court Non-Union Example
▶	Payroll Processing Non-Union Example
▶	Clock of the Circuit Court Non-Union Example

- Select the **Generic Export** button at the top of the window.





The **Submit Job Confirmation** dialog appears.

The dialog box shows '1 Assignment Group' with 15 Total Assignments. The 'Pay Periods Affected' are 03/22/2015 - 04/04/2015. The 'Generic Export Type' is set to 'Please select'. The 'Specified Period' is set to 'Current Period'. The 'Only send an email on error to' field contains 'ERPTTest@cookcountyil.gov'. There are 'Export Data' and 'Cancel' buttons at the bottom.

4. Choose ...**PAYROLL_EXPORT** from the **Generic Export Type** drop down menu.

The 'Generic Export Type' dropdown menu is open, showing options: 'SD65914_ACCRUAL_EXPORT', 'SD65915_PAYROLL_EXPORT' (highlighted), and 'SD65916_PAYROLL_EXPORT'. The 'Specified Period' is still 'Current Period'.

5. Choose a **Specified Period** from the drop down menu.

The 'Specified Period' dropdown menu is open, showing options: 'Current Period' (highlighted), 'Prior Period', 'Next Period', 'Specific Date Range', and 'Specified Period'. The 'Generic Export Type' is now 'SD65915_PAYROLL_EXPORT'.

6. If desired, select an email notification option from the drop-down.

The dropdown menu for email notifications is open, showing options: 'Send email upon completion' (highlighted), 'Only send an email on error to', 'Don't send an email', and 'Send email upon completion to'. The email address 'foberc@v' is visible in the background.

7. Click the **Export Data** button.
The job appears in the **Active Jobs** area.

The 'My Active Jobs' area shows a 'Generic Export: SD65915 PAYROLL EXPORT' job with a progress bar at 0/1, 0 warnings, and 0 errors.

When complete, the job appears in the **Finished Jobs** area.

The 'My Finished Jobs (last 24 hours)' area shows the same 'Generic Export: SD65915 PAYROLL EXPORT' job with a progress bar at 1/1, 0 warnings, and 0 errors.

8. Click the Job in either area to view details about the job. The **Job Details** dialog appears.

The 'Job Details' dialog box shows the following information: Job ID: 1309736959, Job Name: Generic Export: SD65915_PAYROLL_EXPORT, User: 384313, Started: 05/27/2015 02:04 pm, Completed: 05/27/2015 02:04 pm, Status: Completed (with a green checkmark), and Description: Generic Export: SD65915_PAYROLL_EXPORT. There are 'View Log' and 'Stop Job' buttons at the top.

9. Click the **View Log** button to see the log file of the process.

The 'View Log' button in the 'Job Details' dialog box is highlighted with a mouse cursor.



9. The **View Log** window appears.

Generic Export: SD65915_PAYROLL_EXPORT

Started: 05/27/2015 02:04 pm
User: 384313

☐ All
☐ Errors (with details) and Warnings only
☐ Errors (with details) only
☒ Errors only

Log times are in EST

[SUMMARY] 2015-05-27 13:59:27 Job: Generic Export: SD65915_PAYROLL_EXPORT created at: 2015-05-27 13:59:27, EmpCenter internal version 15.1.0, EmpCenter external version 15.1.0
[SUMMARY] 2015-05-27 13:59:27 Initialization completed
[SUMMARY] 2015-05-27 13:59:27 There are a total of 1 tasks to be performed
[SUMMARY] 2015-05-27 13:59:27 Records exported: 0, Errors: 0, Warnings: 0
[SUMMARY] 2015-05-27 13:59:27 Tasks completed: 1 of 1
[SUMMARY] 2015-05-27 13:59:27 Breakdown of completed tasks:
[SUMMARY] 2015-05-27 13:59:27 Category: Informational Message
[SUMMARY] 2015-05-27 13:59:27 1 SUCCESS (code: 0)

Refresh Close Download Log File

10. Select **Job Status** to determine the job status.

The **Job Status** window appears showing the job status, time remaining, and other information.

Job Status

Job statuses updated as of 2:07:18 pm.

All Jobs Only My Jobs 05/27/2015 - 05/27/2015 Job name Go to Job ID

Job Name	Start Time	Status	User
Generic Export: SD65915_PAYROLL_EXPORT	05/27/2015 02:04 pm	Completed at 05/27/2015 02:04...	384313

11. To see the log file of the process, select the **Job Name** and click **View Log**.

Job Details

View Log Stop Job

Job ID: 1309736959

The log file reports any issues with the script execution.

Template Import

Started: 20/Apr/2015 10:42 am
User: WORKFORCE

☐ All
☐ Errors (with details) and Warnings only
☐ Errors (with details) only
☒ Errors only

Log times are in EST

[SUMMARY] 2015-04-20 10:38:41 Job: Template Import created at: 2015-04-20 10:38:41, EmpCenter internal version 15.1.0, EmpCenter external version 15.1.0
[SUMMARY] 2015-04-20 10:38:41 Initialization completed
[SUMMARY] 2015-04-20 10:38:41 There are a total of 1 tasks to be performed
[SUMMARY] 2015-04-20 10:38:41 Importing 1 record(s) in table TIME_RECORD_GROUPING_DTL
[SUMMARY] 2015-04-20 10:38:41 Importing 1 record(s) in table MACRO_PARAMETER
[SUMMARY] 2015-04-20 10:38:41 Importing 1 record(s) in table RULE_SET
[SUMMARY] 2015-04-20 10:38:41 Importing 1 record(s) in table RULE_SET_DETAIL
[SUMMARY] 2015-04-20 10:38:41 Importing 1 record(s) in table TRANSACTION_CREATION_DETAIL
[SUMMARY] 2015-04-20 10:38:41 Importing 1 record(s) in table TRANSACTION_CREATION_POLICY
[SUMMARY] 2015-04-20 10:38:41 Importing 1 record(s) in table EMP_ATTR_CALCULATION
[SUMMARY] 2015-04-20 10:38:41 Importing 1 record(s) in table MACRO
[SUMMARY] 2015-04-20 10:38:41 Importing 1 record(s) in table EMPLOYEE_ATTRIBUTE
[SUMMARY] 2015-04-20 10:38:41 Importing 1 record(s) in table TIME_RECORD_GROUPING
[SUMMARY] 2015-04-20 10:38:42 Tasks completed: 1 of 1
[SUMMARY] 2015-04-20 10:38:42 Breakdown of completed tasks:
[SUMMARY] 2015-04-20 10:38:42 Category: Informational Message
[SUMMARY] 2015-04-20 10:38:42 1 SUCCESS (code: 0)

Refresh Close Download Log File

You can specify the types of errors to display.

Template Import

Started: 20/Apr/2015 10:42 am
User: WORKFORCE

☒ All
☐ Errors (with details) and Warnings only
☐ Errors (with details) only
☐ Errors only

*If you enabled the check box of **Send E-mail upon completion** field, the email you receive contains the same information as the log file.*

Step 6. Closing Timesheets

Note: This step only applies to the Payroll Advance administrator role; the No Advance administrator does not perform this step.

Close timesheets at the end of a pay period after all processing calculations are complete. You can close timesheets for groups of employees or individual assignments.

CAUTION! Perform this task only if your payroll data is 100% correct and all errors and warnings have been resolved. You cannot change timesheet data for the current pay period after closing the timesheets.

After closing a pay period, you can make amendments to the timesheet, and those amendments will process in the next pay period.

Closing Timesheets for Groups of Employees

- From the options ribbon on the **End of Period Processing** window, click **Close Timesheets**. The **Close Timesheets** window appears.
- Select the **By Assignment Group** option.
- Select the required **Assignment Group**.
- Click **Close Timesheets** from the bar at the top of the screen.

Close Timesheets

- The **Submit Job Confirmation** dialog appears listing the assignment groups, assignment counts, and pay period begin and end dates.



Submit Job Confirmation

The Close Timesheets process cannot be reversed and should not be performed until you have finished processing the current pay period. Make sure to verify that the correct period is being closed.

1 Assignment Group	15
Department 335	Total Assignments

Pay Periods Affected
03/22/2015 - 04/04/2015

Only send an email on error to

- Click the **Close Timesheets** button.

The job appears in the **Active Jobs** area.

Last Update: 01:59 pm

Active Jobs

Close Timesheets Complete

0 0

When complete, the job appears in the **Finished Jobs** area.

Finished Jobs (last 24 hours)

Close Timesheets Complete

0 0

- Click the Job in either area to view details about it.

The **Job Details** dialog appears.

Job Details

Job ID: 1000346412085
Job Name: Close Timesheets Complete
User: WORKFORCE
Started: 06/19/2014 01:59 pm

Status: Completed
 0 0

Description: Close Timesheets Complete

- Click the **View log** button to view a log of the job.

The **View Log** dialog box appears.

View Log

Close Timesheets Complete

Started: 06/19/2014 01:59 pm
User: WORKFORCE

☐ All
☐ Errors (with details) and Warnings only
☐ Errors (with details) only
☒ Errors only

[SUMMARY] 2014-06-19 13:59:01 Job: Close Timesheets Complete created at: 2014-06-19 13:59:01
[SUMMARY] 2014-06-19 13:59:01 Initialization completed
[SUMMARY] 2014-06-19 13:59:01 There are a total of 11 tasks to be performed
[SUMMARY] 2014-06-19 13:59:01 Tasks completed: 11 of 11
[SUMMARY] 2014-06-19 13:59:01
[SUMMARY] 2014-06-19 13:59:01 Breakdown of completed tasks:
[SUMMARY] 2014-06-19 13:59:01 Category: Processed Successfully
[SUMMARY] 2014-06-19 13:59:01 11 SUCCESS (code: 0)

[Download Log File](#)

- Click the **Close** button.

Closing Timesheets for Select Individual Assignments

- From the options ribbon on the **End of Period Processing** window, click **Close Timesheets**. The **Close Timesheets** window appears.

Close Timesheets				
Close Timesheets				
By Assignment Group		By Individual Assignment		
Assignment Group	Policy profile	Current Period	Ready?	Closed At
JKA	All Salary Daily	05092014 - 05222014		0/69
	All Salary	05092014 - 05222014		0/2
	CA NEX Field	05092014 - 05222014		0/47
	CA NEX Yard	05092014 - 05222014		0/48
MKH	All NEX Office	05092014 - 05222014		0/27
	All Salary Daily	05092014 - 05222014		0/1
MKJ	All Salary	05092014 - 05222014		0/12
	Rookies NEX Field	05092014 - 05222014		0/63
	Rookies NEX Yard	05092014 - 05222014		0/54

- Select the **By Individual Assignment** option. The **Close Timesheets by Individual Assignment** screen appears.

Close Timesheets

☒ By Assignment Group ☐ By Individual Assignment

Total Individual Assignments: 0

Employee ID	Employee Name	Assignment Description	Pay Period

- Enter an Employee ID in the **Employee ID** field. This generates other employee information to verify that the appropriate employee will be locked and calculated. To process more than one employee, enter multiple employee IDs.

Close Timesheets

☐ By Assignment Group ☒ By Individual Assignment

Total Individual Assignments: 1

Employee ID	Employee Name	Assignment Description	Pay Period
30032	WORKER	30032	2013-12-30 - 2014-01-05

- Click **Close Timesheets** from the bar at the top of the screen.



5. The **Submit Job Confirmation** dialog appears listing the assignment groups, assignment counts, and pay period begin and end dates.

The Close Timesheets process cannot be reversed and should not be performed until you have finished processing the current pay period. Make sure to verify that the correct period is being closed.

1 Individual Assignment **1**
30032 Total Assignment

Pay Periods Affected
12/30/2013 - 01/05/2014

Don't send an email ☐

Close Timesheets Cancel

6. Click the **Close Timesheets** button.
When complete, the job appears in the **Finished Jobs** area.

Finished Jobs (last 24 hours)

Close Timesheets

1/1 1 0

7. Click the Job to view details about it.
The **Job Details** dialog appears.

Job Details

Job ID: 14290239364
Job Name: Close Timesheets
User: WORKFORCE
Started: 04/01/2014 03:44 pm

Status: Completed
1/1 1 0

Description: Close Timesheets

8. Click the **View Log** button to view a log of the job.

The **View Log** dialog appears.

View Log

Close Timesheets

Started: 04/01/2014 03:44 pm
User: WORKFORCE

☐ All
☐ Errors (with details) and Warnings only
☐ Errors (with details) only
☒ Errors only

[SUMMARY] 2014-04-01 15:44:10 Job: Close Timesheets created at: 2014-04-01 15:44:10
[SUMMARY] 2014-04-01 15:44:10 Initialization completed
[SUMMARY] 2014-04-01 15:44:10 There are a total of 1 tasks to be performed
[SUMMARY] 2014-04-01 15:44:10 Tasks completed: 1 of 1
[SUMMARY] 2014-04-01 15:44:10
[SUMMARY] 2014-04-01 15:44:10 Breakdown of completed tasks:
[SUMMARY] 2014-04-01 15:44:10 Category: WARNING
[SUMMARY] 2014-04-01 15:44:10 1 Not locked (code: 4)

[Download Log File](#)

Accrual Export

In most cases, an accrual export is done centrally within the Comptroller's Office.

Export the data to a payroll or other system for further processing.

1. From the ribbon on the left side of the **End of Period Processing** screen, click **Export Data**.

Export Data

Generic Export

Assignment Group	Policy Profile	Current Period	Ready?
Department 00	State of the State Fund	03/22/2015 - 04/04/2015	

2. Select the required **Assignment Group**.
3. Select the **Generic Export** button at the top of the window.

Generic Export

The **Submit Job Confirmation** dialog appears.

Submit Job Confirmation

1 Assignment Group **15**
Total Assignments

Pay Periods Affected
03/22/2015 - 04/04/2015

Generic Export Type: Please select
Specified Period: Current Period

Only send an email on error to:



4. Choose ..._ACCRUAL_EXPORT from the Generic Export Type drop down menu.

The 'Submit Job Confirmation' dialog box shows 1 Assignment Group with 113 Total Assignments. The Pay Periods Affected are 03/22/2015 - 04/04/2015. The Generic Export Type is set to SD65914_ACCRUAL_EXPORT. The Specified Period is Current Period. The email notification option is set to Send email upon completion to foberc@workforcesoftware.com. Buttons for Export Data and Cancel are at the bottom.

5. Choose a Specified Period from the drop down menu.

The 'Submit Job Confirmation' dialog box shows the Specified Period dropdown menu open with options: Current Period, Prior Period, Next Period, Specific Date Range, and Specified Period. The other fields remain the same.

6. If desired, select an email notification option from the drop-down.

The dropdown menu for 'Send email upon completion' shows three options: 'Only send an email on error to', 'Don't send an email', and 'Send email upon completion to'.

7. Click the Export Data button.

The job appears in the **Active Jobs** area.

The main application window shows the 'Generic Export' section. Under 'My Active Jobs', the job 'Generic Export: SD65914_ACCRUAL_EXPORT' is listed with a status of 'Ready?'. The 'My Finished Jobs (last 24 hours)' section shows 'No recently completed jobs.'.

When complete, the job appears in the **Finished Jobs** area.

The 'My Finished Jobs (last 24 hours)' window shows the job 'Generic Export: SD65914_ACCRUAL_EXPORT' with a status of '1/1' and a warning icon.

8. Click the Job in either area to view details about the job.

The **Job Details** dialog appears.

The 'Job Details' dialog box shows the job ID 1316622237, Job Name Generic Export: SD65914_ACCRUAL_EXPORT, User 384313, Started 06/19/2015 11:32 am, and Completed 06/19/2015 11:32 am. The Status is 'Completed' with a green checkmark. The Description is 'Generic Export: SD65914_ACCRUAL_EXPORT'.

9. Click the **View Log** button to see the log file of the process.

10. Select **Job Status** to determine the job status.

The **Job Status** window reports the status, time remaining, and other information.

The 'Job Status' window shows job statuses updated as of 11:35:22 am. It includes a table with columns: Job Name, Start Time, Status, and User. The job 'Generic Export: SD65914_ACCRUAL_EXPORT' is listed with a status of 'Completed at 06/19/2015 11:32...' and user 384313.

11. Specify the types of errors to display.

The 'Template Import' dialog box shows the 'Errors (with details) and Warnings only' radio button selected. Other options include 'All', 'Errors (with details) only', and 'Errors only'.

*If you enabled the check box of **Send E-mail upon completion** field, the email you receive contains the same information as the log file.*



Step 7. Advancing the Pay Period

***Note:** This task only applies to the Payroll Processor – Advance role; this does not apply to the Non-Advance role.*

After timesheets for a pay period have been processed and closed, the related policy profile(s) must be advanced to the next pay period (to move all employees into the current pay period).

1. To advance a policy profile, select **Advance Period** from the **End of Period Processing** window.

The **Advance Period** window appears.

Advance Period

Advance Period

Current Period

Feb 2 → Feb 8

<input checked="" type="checkbox"/>	Policy Profile Group	Current Period	Assignments	All Assignments Closed?
<input checked="" type="checkbox"/>	COMPLETE_POLICY_PROFILE_GROUP	02/02/2014 - 02/08/2014	11	✓
<input checked="" type="checkbox"/>	TRAINING_POLICY_PROFILE_GROUP	02/02/2014 - 02/08/2014	11	⚠

2. In the **Advance Policy Profile Groups** dialog box:

- A marked (✓) checkbox in the **All Assignments Closed** column indicates properly processed and closed policy profiles.
- If the second column does not have a check mark in the box, then you will not be able to run the job.
- If the check mark is missing, the next thing to check is timesheets not closed.

Advance Period

Advance Period

Current Period

Feb 2 → Feb 8

<input checked="" type="checkbox"/>	Policy Profile Group	Current Period	Assignments	All Assignments Closed?
<input checked="" type="checkbox"/>	COMPLETE_POLICY_PROFILE_GROUP	02/02/2014 - 02/08/2014	11	✓
<input checked="" type="checkbox"/>	TRAINING_POLICY_PROFILE_GROUP	02/02/2014 - 02/08/2014	11	⚠

3. To determine which timesheets are still open, run the **Timesheets Not Closed** report.
(Select **Reports** → **View Reports** and search for **Timesheets Not Closed**.)

The **Timesheets Not Closed** report lists the employees with open timesheets for the current period. Rerun the close timesheets step for the employees listed. Once all timesheets are closed, the check mark should be visible in the box, and the Advance Period job should be ready to run.

4. Click **Advance Period** from the bar at the top of the screen.

The **Submit Job Confirmation** dialog appears.

Submit Job Confirmation

Are you sure you want to run the Advance Job?

2 Policy Profile Groups

COMPLETE_POLICY_PROFILE_GROUP
TRAINING_POLICY_PROFILE_GROUP

22 Total Assignments

Pay Periods Affected
02/02/2014 - 02/08/2014

Only send an email on error to
StandardPolicyAdmin@workforcesoftware.com

Advance Period

Cancel

5. Click **Advance Period**.

The job appears in the **Active Jobs** area.

Last Update: 02:07

Active Jobs

Advance Policy Profiles

0/1 ⚠ 0 - 0

When complete, the job appears in the **Finished Jobs** area.

Finished Jobs (last 24 hours)

Advance Policy Profiles

1/1 ⚠ 0 - 0

6. The policy profile(s) advance and a dialog appears with a list of policy profiles. The value of true in the **Processed** column verifies that the policy profile advance was successful.