TABLE OF CONTENTS

PAYROLL DATA INTEGRITY AND VALIDATION

Maintaining the integrity of employee information between the Employee Maintenance and Employee Positions and Pay windows can be challenging when employees change jobs. The challenge can be heightened when two different departments are responsible for entering the data.

In this class, you'll learn how to quickly and easily identify discrepancies between Employee Maintenance and Positions & Pay, utilizing grid layouts and Excel.

In this class, we will cover the following:

1. How to create and save several grid layouts in the Employee Positions and Pay window

   - Verify Employee Information

   - Verify FTE to Leave Factor

   - Verify Pay Basis to Pay Method to Work Calendar

   - Verify Pay Information

   - Verify Timecard and Substitute Information

   - Verify Work Calendar Information

2. How to use Excel to identify discrepancies in the data

   - Export the grid to Excel

   - Turn on the Filter options

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There are many Filter Criteria options in the Employee Positions and Pay grid to choose from for data validation. The examples provided in this document may be adjusted for individual client needs. All grids may be accessed from **Payroll > Employees > Employee Positions and Pay**.
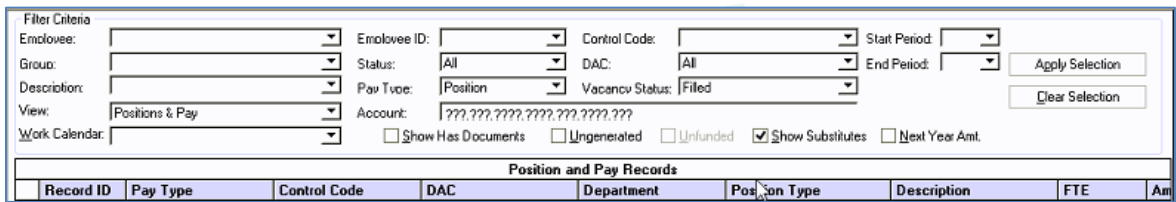
Verify Employee Information

The purpose of this grid layout is to compare the Primary Job Title from Employee Maintenance to the employee's Position Type, Description, State Code Description, and Classification from Positions & Pay to locate any discrepancies that need to be corrected.

1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.

BEST PRACTICE Populate the grid with data before creating grid layouts.

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2. Once the data is in the grid, arrange the columns in the following order, from left to right:

   1. Employee ID

   2. Name

   3. DAC

   4. Department

   5. Primary Job Title

   6. Position Type

   7. Description

   8. State Code Description

   9. Classification

3. Highlight the nine columns and use your right mouse menu to select **Show Columns**. This limits the grid to nine columns of data.

4. Set your cursor in one of the **Primary Job Title** fields. Right-click the mouse and select **A to Z Sort Ascending** from the menu.

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5. You grid layout is now ready to save. Right-click and select **Save Layout**.

6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.

7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the nine columns desired, sorted in ascending order by Primary Job Title. This grid layout is also accessible to other users who have access to this window.
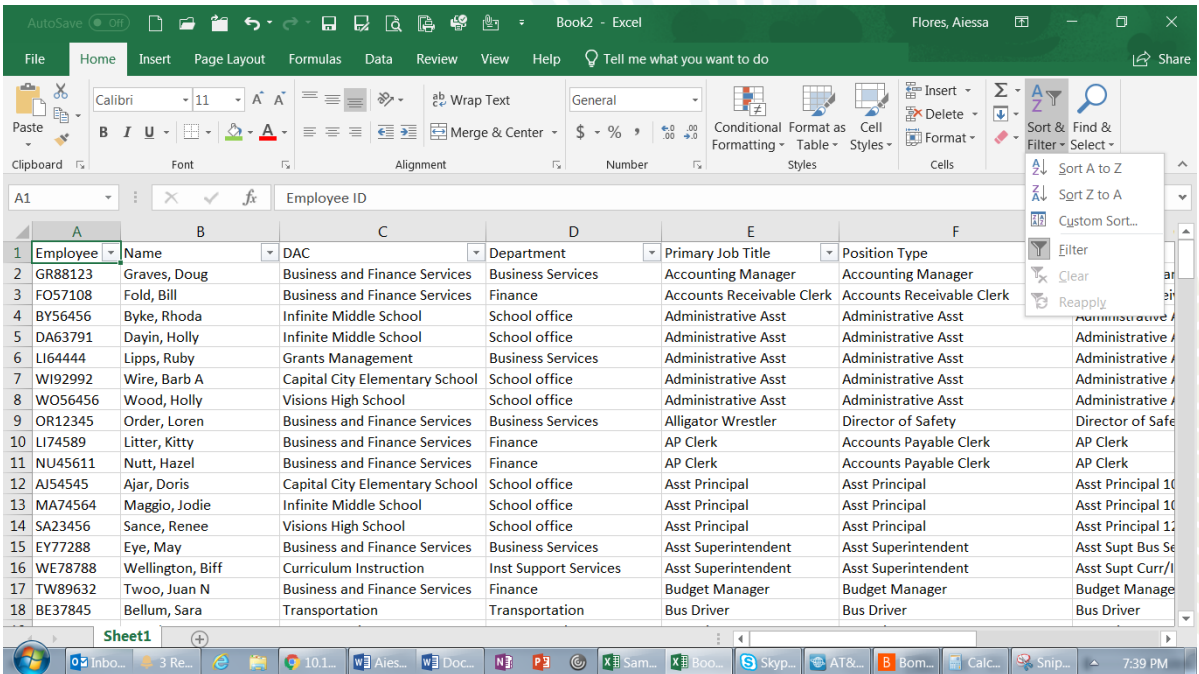

Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.

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9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.

10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.

At this point, you have a variety of options for validating the data. You can filter on the DAC column and verify the information from that view or you can filter by Primary Job Title and validate data from that view. This allows you to review the data easily and find discrepancies.

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You can see below that by selecting the Business and Finance DAC, we were able to identify three possible discrepancies in the data.

Verify FTE to Leave Factor

The purpose of this grid layout is to compare the employee FTE to the Leave Factor from Positions & Pay and find any discrepancies that need to be corrected. Many districts align the Leave Factor to the FTE and, therefore, the two fields should be identical unless there are extenuating circumstances.

1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.
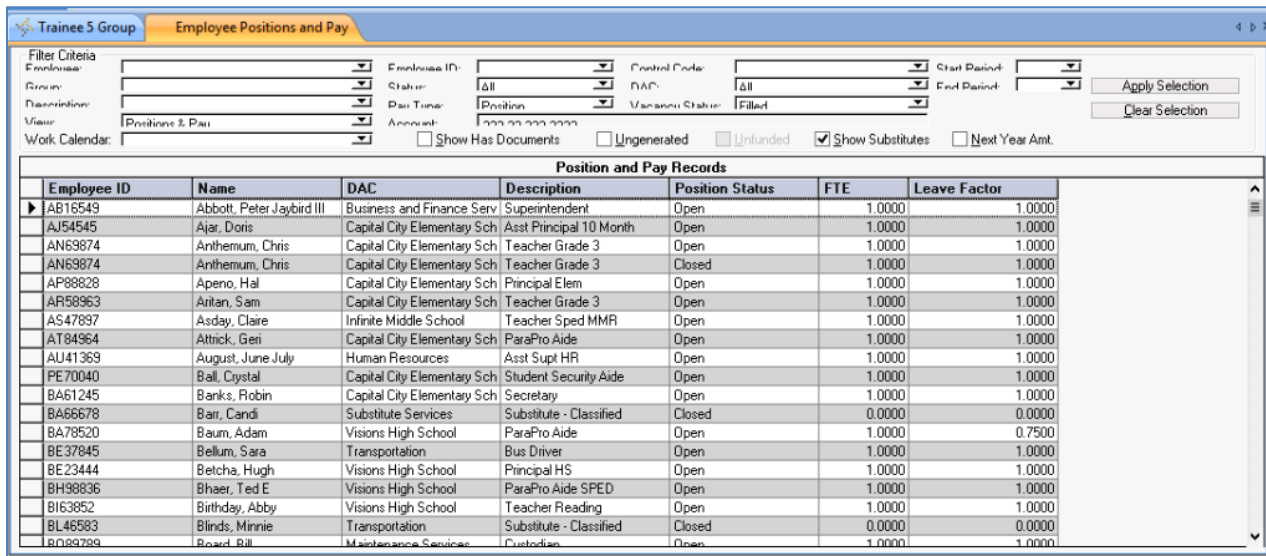
> NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.
>
> BEST PRACTICE Populate the grid with data before creating grid layouts.

2. Once the data is in the grid, arrange the columns in the following order, from left to right:
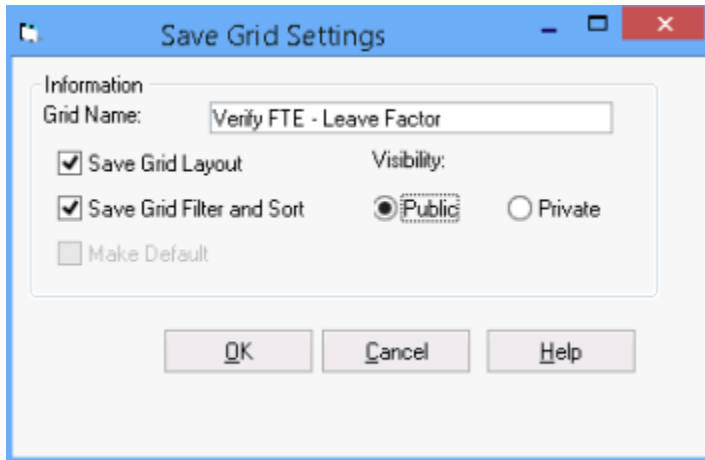
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1. Employee ID

2. Name

3. DAC

4. Description

5. Position Status

6. FTE

7. Leave Factor

3. Highlight these seven columns. Right-click and select **Show Columns** to limit the grid to seven columns of data.

4. Set your cursor in one of the **Name** fields. Right-click and select **A to Z Sort Ascending**.

5. You grid layout is now ready to save. Right-click and select **Save Layout**.

6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.

7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the 7 columns desired and sorted in ascending order by Name. This grid layout is also accessible to other users who have access to this window.

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Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.
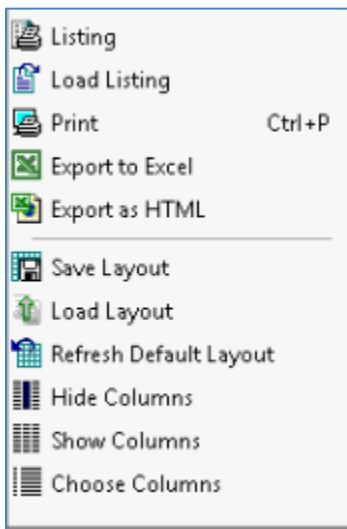
9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.

10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.

At this point we want to create a VARIANCE column that will calculate the difference between the FTE column and the Leave Factor column. This will quickly identify any employees who have a discrepancy.

	A	B	C	D	E	F	G	H	I	J
1	Employee	Name	DAC	Description	Position Stat	FTE	Leave Fact	Varianc		
2	AB16549	Abbott, Peter Jaybird III	Business and Finance Services	Superintendent	Open	1.0000	1.0000	0.0000		
3	AJ54545	Ajar, Doris	Capital City Elementary School	Asst Principal 10 Month	Open	1.0000	1.0000	0.0000		
4	AN69874	Anthemum, Chris	Capital City Elementary School	Teacher Grade 3	Open	1.0000	1.0000	0.0000		
5	AN69874	Anthemum, Chris	Capital City Elementary School	Teacher Grade 3	Closed	1.0000	1.0000	0.0000		
6	AP88828	Apeno, Hal	Capital City Elementary School	Principal Elem	Open	1.0000	1.0000	0.0000		
7	AR58963	Aritan, Sam	Capital City Elementary School	Teacher Grade 3	Open	1.0000	1.0000	0.0000		
8	AS47897	Asday, Claire	Infinite Middle School	Teacher Sped MMR	Open	1.0000	1.0000	0.0000		
9	AT84964	Attrick, Geri	Capital City Elementary School	ParaPro Aide	Open	1.0000	1.0000	0.0000		
10	AU41369	August, June July	Human Resources	Asst Supt HR	Open	1.0000	1.0000	0.0000		
11	PE70040	Ball, Crystal	Capital City Elementary School	Student Security Aide	Open	1.0000	1.0000	0.0000		
12	BA61245	Banks, Robin	Capital City Elementary School	Secretary	Open	1.0000	1.0000	0.0000		
13	BA66678	Barr, Candi	Substitute Services	Substitute - Classified	Closed	0.0000	0.0000	0.0000		
14	BA78520	Baum, Adam	Visions High School	ParaPro Aide	Open	1.0000	0.7500	0.2500		
15	BE37845	Bellum, Sara	Transportation	Bus Driver	Open	1.0000	1.0000	0.0000		
16	BE23444	Betcha, Hugh	Visions High School	Principal HS	Open	1.0000	1.0000	0.0000		
17	BH98836	Bhaer, Ted E	Visions High School	ParaPro Aide SPED	Open	1.0000	1.0000	0.0000		
18	BI63852	Birthday, Abby	Visions High School	Teacher Reading	Open	1.0000	1.0000	0.0000		

Let's find the discrepancies by selecting the dropdown option for the Variance column and deselecting the 0.000 option.
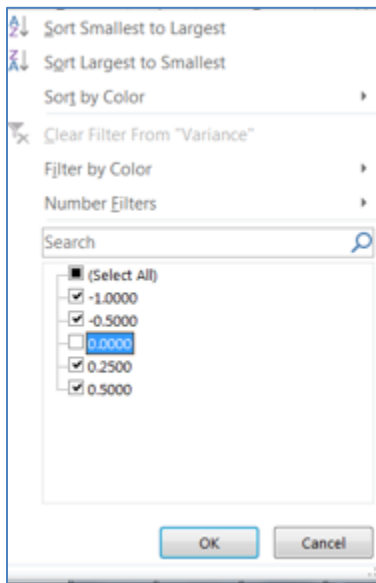
The 7 records below should be reviewed and corrected if necessary. Don't forget to look at their employee leave plans to see if there are accrual errors that also need to be corrected.

	A	B	C	D	E	F	G	H	I	J
1	Employee	Name	DAC	Description	Position Stat	FTE	Leave Fact	Varianc		
14	BA78520	Baum, Adam	Visions High School	ParaPro Aide	Open	1.0000	0.7500	0.2500		
53	DO14121	Donalds, Mack	Nutrition Services	Food Service Manager	Closed	0.0000	1.0000	-1.0000		
60	EN28951	Ender, Cal	Business and Finance Services	Bookkeeper	Open	0.5000	0.0000	0.5000		
63	EY77288	Eye, May	Business and Finance Services	Asst Supt Bus Services	Closed	0.0000	1.0000	-1.0000		
67	FL44262	Floors, Dusty	Maintenance Services	Custodial Supervisor	Open	0.5000	0.0000	0.5000		
68	FL44262	Floors, Dusty	Maintenance Services	Maintenance Supervisor	Open	0.5000	1.0000	-0.5000		
95	LO51684	Loafer, Penny	Business and Finance Services	Bookkeeper	Open	0.5000	0.0000	0.5000		

Verify Pay Basis to Pay Method to Work Calendar

The purpose of this grid layout is to compare the employee Pay Basis (Hourly/Salary) to the Pay Method (Time Card/Work Agreement) against the Work Calendar in Positions & Pay.

1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.

BEST PRACTICE Populate the grid with data before creating grid layouts.

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2. Once the data is in the grid, arrange the columns in the following order, from left to right:

    1. Employee ID

    2. Name

    3. DAC

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4. Description

5. Pay Basis

6. Pay Method

7. Work Calendar

3. Highlight the seven columns. Right-click and select **Show Columns** to limit the grid to seven columns of data.

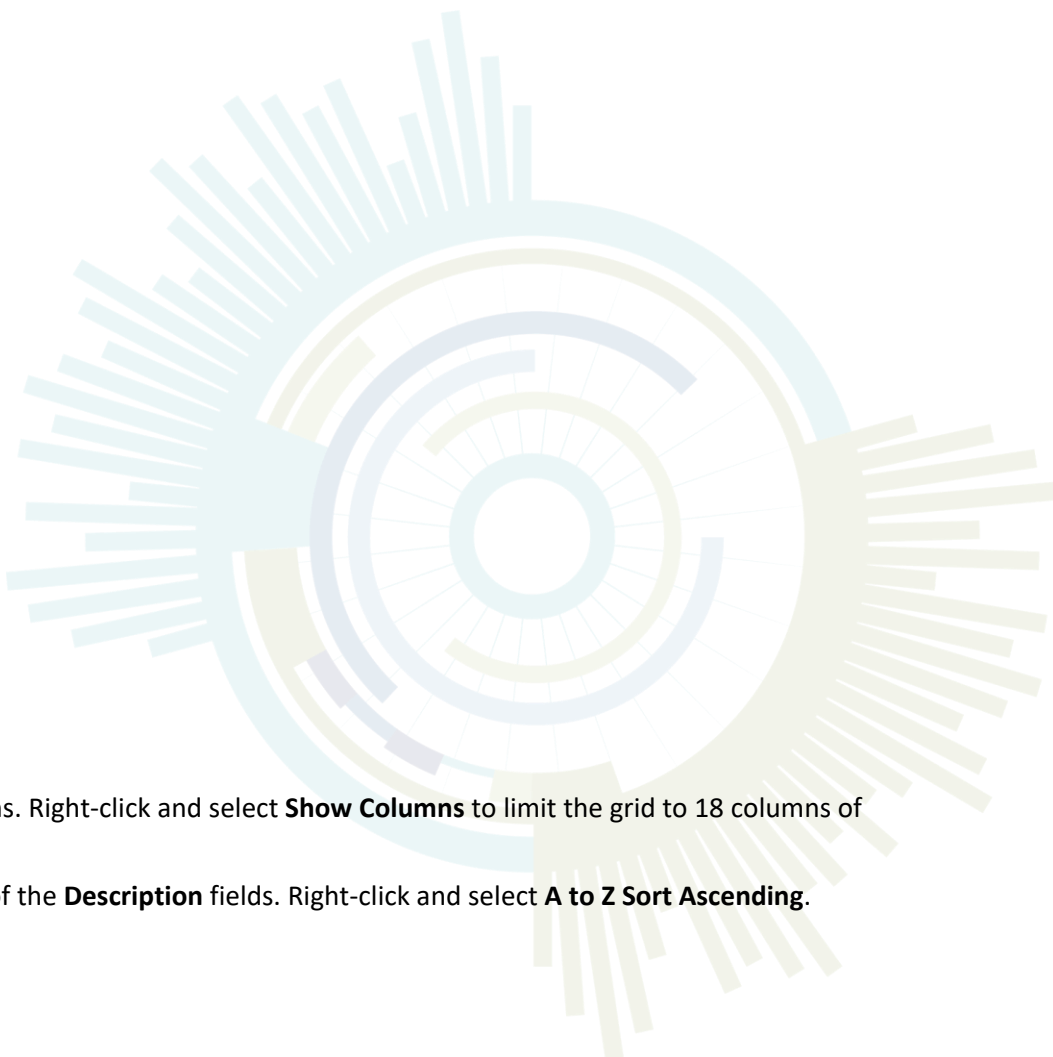4. Set your cursor in one of the **Pay Basis** fields. Right-click and select **A to Z Sort Ascending**.

5. You grid layout is now ready to save. Right-click and select **Save Layout**.

6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.

7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the seven columns desired and sorted in ascending order by Pay Basis. This grid layout is also accessible to other users who have access to this window.

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Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.
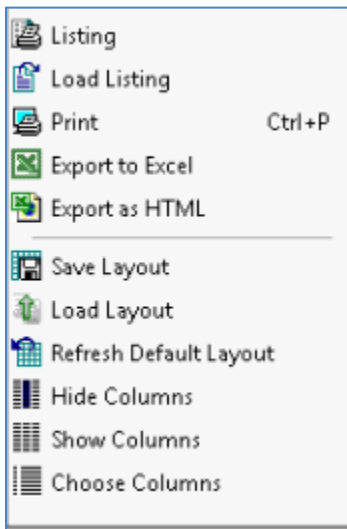
9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.

10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.

11. On the **Pay Basis** filter, select **Hourly**.

12. On the **Pay Method** filter, select **Time Card**.

13. Now, on the **Work Calendar** filter, select any **Work Calendars** that are not appropriate.
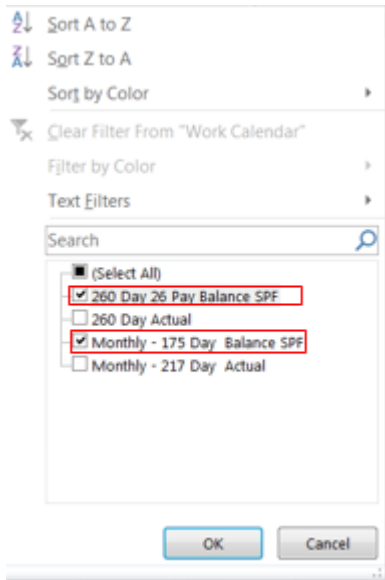
The four records below should be reviewed and corrected if necessary.

Verify Pay Information

The purpose of this grid layout is to review employee pay information for accuracy.

1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

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NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.

BEST PRACTICE Populate the grid with data before creating grid layouts.

2. Once the data is in the grid, arrange the columns in the following order, from left to right:

   1. Employee ID
   2. Name
   3. DAC
   4. Row Head
   5. Column Head
   6. Salary Schedule
   7. Description
   8. FTE
   9. Budget
   10. Amount
   11. Hours Per Day
   12. Rate
   13. Pay Basis
   14. Pay Method
   15. Start Date
   16. End Date
   17. Start Pay Period
   18. End Pay Period

3. Highlight the 18 columns. Right-click and select **Show Columns** to limit the grid to 18 columns of data.

4. Set your cursor in one of the **Description** fields. Right-click and select **A to Z Sort Ascending**.

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5. You grid layout is now ready to save. Right-click and select **Save Layout**.

6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.

7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the 18 columns desired and sorted in ascending order by Primary Job Title. This grid layout is also accessible to other users who have access to this window.

Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.

9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.

10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.

At this point, you have a variety of options for validating the data. You can filter on the Description column and verify the information from that view point or any other column. The idea is to provide a tool to review the data easily and find the discrepancies.

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You can see below that by selecting the Hours Per Day colmn, we were able to identify nine possible discrepancies in the data.

	A	B	G	H	I	J	K	L	M	N	O	P
1	Employe	Name	Description	FTE	Budget	Amount	Hours Per Day	Rate	Pay Basis	Pay Method	StartDate	EndDat
2	GR88123	Graves, Doug	Accounting Manager	1.0000	$36,000.00	$36,000.00	8.0000	$17.31	Salary	Work Agreement	7/1/2018	6/30/2
3	LE82345	Lee, Heaven	Accounting Manager	1.0000	$29,000.00	$29,000.00	8.0000	$16.71	Salary	Work Agreement	8/28/2018	6/26/2
4	FO57108	Fold, Bill	Accounts Receivable Clerk	1.0000	$25,398.00	$26,520.00	8.0000	$12.75	Hourly	Time Card	7/1/2018	6/30/2
5	BY56456	Byke, Rhoda	Administrative Asst	1.0000	$26,418.00	$26,520.00	8.0000	$12.75	Hourly	Time Card	7/1/2018	6/30/2
6	DA63791	Dayin, Holly	Administrative Asst	1.0000	$0.00	$18,662.00	8.0000	$10.75	Hourly	Time Card	8/28/2018	6/26/2
7	LI64444	Lipps, Ruby	Administrative Asst	1.0000	$24,000.00	$24,000.00	8.0000	$11.54	Salary	Work Agreement	7/1/2018	6/30/2
8	WI92992	Wire, Barb A	Administrative Asst	1.0000	$26,418.00	$26,520.00	8.0000	$12.75	Hourly	Time Card	7/1/2018	6/30/2
9	WO56456	Wood, Holly	Administrative Asst	1.0000	$26,418.00	$26,520.00	8.0000	$12.75	Hourly	Time Card	7/1/2018	6/30/2
10	DR01545	D'Rhode, Oliver	Aide	1.0000	$14,364.00	$14,364.00	8.0000	$9.98	Salary	Work Agreement	8/9/2018	5/18/2
11	FR45245	Free, Bjorn	Aide	1.0000	$18,144.00	$18,144.00	8.0000	$12.60	Salary	Work Agreement	8/9/2018	5/18/2
12	CO36833	Coe, Chris	Aide SPED	1.0000	$30,000.00	$27,000.00	8.0000	$18.75	Salary	Work Agreement	8/9/2018	5/18/2
13	LI74589	Litter, Kitty	AP Clerk	1.0000	$0.00	$22,134.00	8.0000	$12.75	Hourly	Time Card	8/28/2018	6/26/2
14	NU45611	Nutt, Hazel	AP Clerk	1.0000	$33,000.00	$33,000.00	8.0000	$15.87	Salary	Work Agreement	7/1/2018	6/30/2
16	AJ54545	Ajar, Doris	Asst Principal 10 Month	1.0000	$55,000.00	$55,000.00	8.0000	$22.32	Salary	Work Agreement	7/20/2018	5/23/2
17	MA74564	Maggio, Jodie	Asst Principal 10 Month	1.0000	$51,500.00	$51,500.00	8.0000	$29.26	Salary	Work Agreement	7/20/2018	5/23/2
18	SA23456	Sance, Renee	Asst Principal 12 Mo	1.0000	$55,000.00	$55,000.00	8.0000	$31.25	Salary	Work Agreement	7/20/2018	5/23/2
19	EY77288	Eye, May	Asst Supt Bus Services	0.0000	$79,548.00	$12,238.16	8.0000	$5.88	Salary	Work Agreement	7/1/2018	6/30/2

Verify Time Card and Substitute Information

This grid layout is intended to be used by districts who have implemented a Time Card and/or Substitute interface.

The purpose of this grid layout is to verify that employees who clock in and out of a timeclock system have been assigned the appropriate TCI Job, TCI Dept and TCI P fields.

In addition, this grid layout can be used to verify employees who require a substitute have been assigned the appropriate SI Job Code.

1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

    NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.
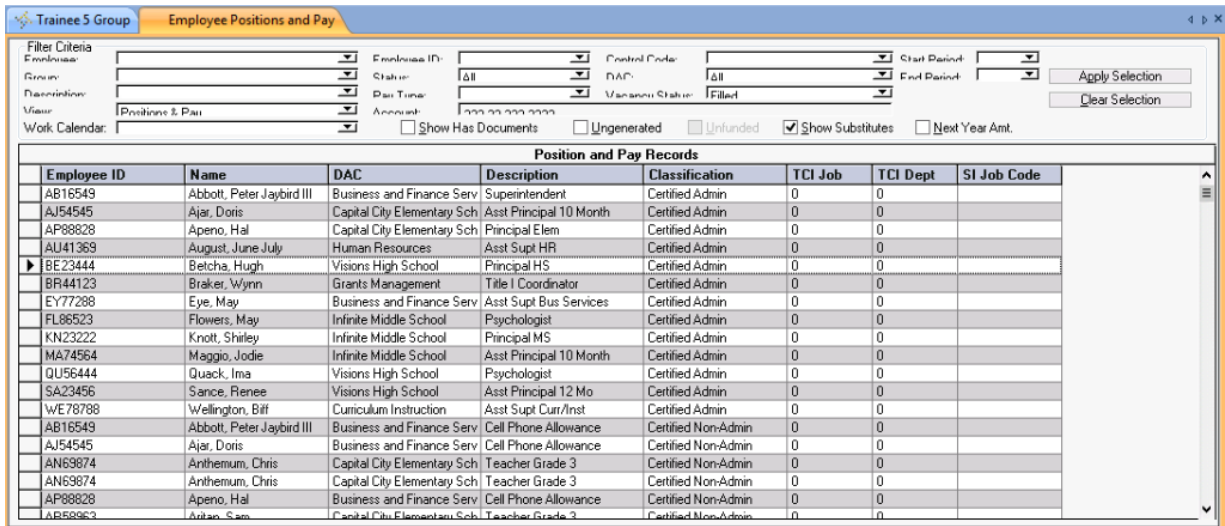
    BEST PRACTICE Populate the grid with data before creating grid layouts.

2. Once the data is in the grid, arrange the columns in the following order, from left to right:

    1. Employee ID

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2. Name

3. DAC

4. Description

5. Classification

6. TCI Job

7. TCI Dept

8. TCI P

9. SI Job Code

3. Highlight the nine columns. Right-click and select **Show Columns** to limit the grid to nine columns of data.

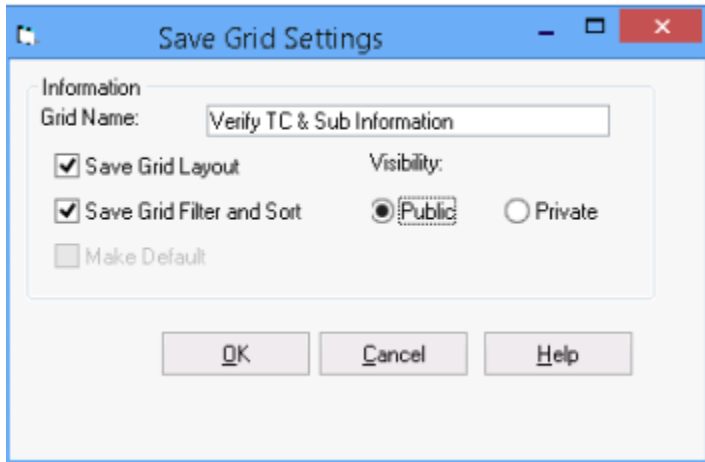4. Set your cursor in one of the **Classification** fields. Right-click and select **A to Z Sort Ascending**.

5. You grid layout is now ready to save. Right-click and select **Save Layout**.

6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.

7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the 9 columns desired and sorted in ascending order by Pay Basis. This grid layout is also accessible to other users who have access to this window.

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Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.
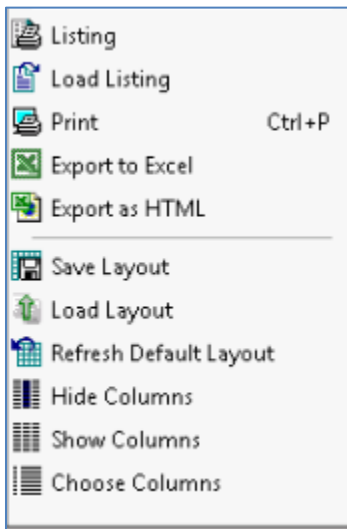
9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.

10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.

11. On the **Classification** filter, select **Classified**. Using the **TCI Job** and **TCI Dept** filters, identify any missing or incorrect data.

12. Now, on the **Classification** filter, select **Certified Non-Admin**.

13. Next, select the **Description** dropdown and type "Teacher" in the filter.

14. Select **Ok** to show only teachers in the spreadsheet. Now you can identify any teachers who are missing the SI Job Code. (You can also filter on the Blanks on the SI Job Code filter.)

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Verify Work Calendar Information

The purpose of this grid layout is to review employee Work Calendar information including Start/End Dates, Start/End Pay Periods.

1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

   NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.

BEST PRACTICE Populate the grid with data before creating grid layouts.

2. Once the data is in the grid, arrange the columns in the following order, from left to right:

   1. Employee ID

   2. Name

   3. DAC

   4. Description

   5. Pay Basis

   6. Pay Method

   7. Work Calendar

   8. Start Date

   9. End Date

   10. Start Period

   11. End Period

   12. Position Days

3. Highlight the 12 columns. Right-click and select **Show Columns** to limit the grid to 12 columns of data.

4. Set your cursor in one of the **Work Calendar** fields. Right-click and select **A to Z Sort Ascending**.

5. You grid layout is now ready to save. Right-click and select **Save Layout**.

6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.

7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the 12 columns desired and sorted in ascending order by Name. This grid layout is also accessible to other users who have access to this window.

Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.

9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.

10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.

The example below shows the 260 Day Actual Work Calendar has been selected and there are two employee records that don't look right. A teacher is not normally on an Actual Work Calendar and a Custodian would not have a Start Period of 10 when their Start Date is 7/1/2018.

As you can see, there are many Filter Criteria options in the Employee Positions and Pay grid that allow for data validation.