

New Report: Employee Salary Notice

APTAWEB-10877

Introduction

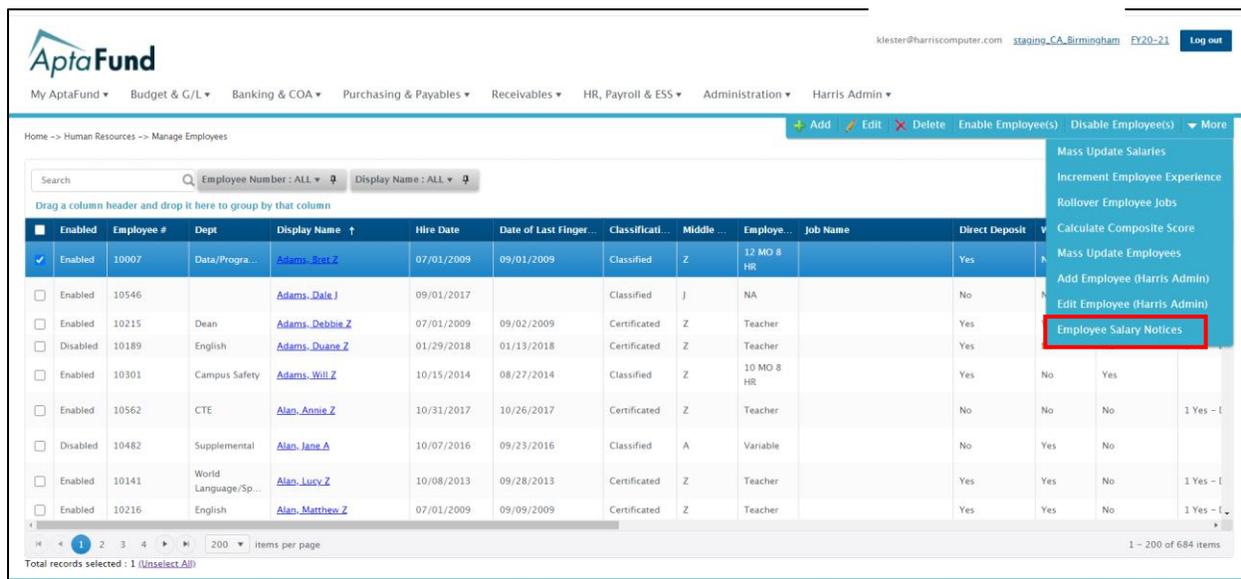
The Employee Salary Notice is a new report which can be found on the Manage Employees screen under the More Button. This report will show employee salary and fringe benefit information — deductions for which the employer is paying all or part — along with leave accruals. Employee salary notices are sent to the job queue for processing and will automatically be published to the ESS, if that module is enabled.

General Information

1. Employee information — name, address, site/department, birth/hire dates, Federal/State withholding — will display on the report, as well as all approved jobs, and employer-side deductions.
2. All positions, all job types, all designations, including supplemental jobs will be reported.
3. Employee salary notices will automatically be pushed to the ESS if that module is enabled and will be printed to a PDF file.
4. The report will be sent to the job queue and could take 45 minutes to an hour to process about 400 employee salary notices due to the large number of calculations being performed — for example, employer deductions calculated for all payroll periods in a fiscal year.
5. When the salary notices are generated, they will be saved into the folder that is set up in your browser for downloads.

Process

Navigate to *HR, Payroll & ESS > Manage Employees* and select one employee, multiple employees, or all employees. Click on the **More** button and select **Employee Salary Notices**.



The screenshot shows the AptaFund web interface. At the top, there's a navigation bar with the AptaFund logo and user information (klester@harriscomputer.com, staging_CA_Birmingham, FY20-21, Log out). Below that is a menu with options like My AptaFund, Budget & G/L, Banking & COA, Purchasing & Payables, Receivables, HR, Payroll & ESS, Administration, and Harris Admin. The main content area is titled 'Home -> Human Resources -> Manage Employees'. It features a search bar, filters for Employee Number and Display Name, and a table of employees. The table has columns for Enabled, Employee #, Dept, Display Name, Hire Date, Date of Last Finger, Classificati..., Middle..., Employee..., Job Name, and Direct Deposit. A 'More' button is visible in the top right of the table area, and its dropdown menu is open, showing options like Mass Update Salaries, Increment Employee Experience, Rollover Employee Jobs, Calculate Composite Score, Mass Update Employees, Add Employee (Harris Admin), Edit Employee (Harris Admin), and Employee Salary Notices (highlighted with a red box). The table shows several employees, including Adams, Dale J, Adams, Debbie Z, Adams, Duane Z, Adams, Will Z, Alan, Annie Z, Alan, Jane A, Alan, Lucy Z, and Alan, Matthew Z.

Figure 1: Selecting Employee Salary Notices



A message will be displayed indicating that your request to generate the salary notices has been added to the job queue.

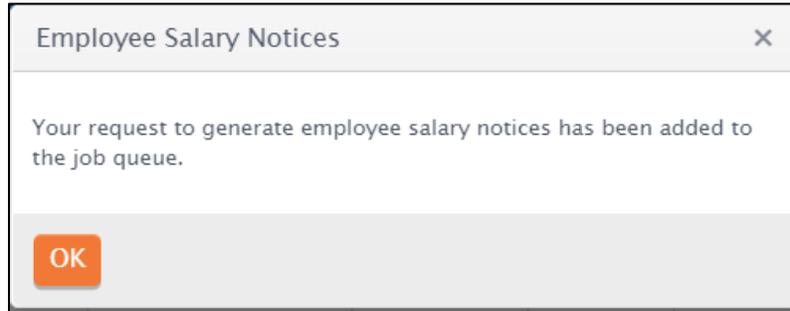


Figure 2: Employee Salary Notices - Sent to the Job Queue

If the employee salary notices completed successfully, the message below will be displayed on the screen. From here, click on View Results to see the employee salary notices.

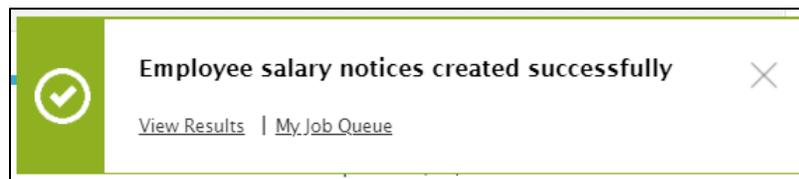


Figure 3: Employee Salary Notices - Success Message

Clicking on My Job Queue will display the message that the employee salary notices were created successfully.

Description	Job Status	Job Type	Start Time	Stop Time	Job Result	Error Message
<input type="checkbox"/> Generate Employee Salary Notices	Finished	Generate Employee Salary Notices Job	08/18/2020 09:33:53 AM	08/18/2020 09:34:19 AM	Employee salary notices created successfully	

Figure 4: My Job Queue - Job Finished

A sample of the Employee Salary Notice is shown on the next page.

Employee Salary Notice

FY19-20
Adams, Bret Z #10007
4759 Hard Drive
Santa Clarita CA 91387

Site: BCCHS
Department: Data/Programing
Hire Date: 7/1/2009
Birth Date: 3/22/1979
Federal Withholding Tax Status: Single S-0-0

Job	Salary
19-20 MGR Increase	\$660.24
19-20 Salary Retro (MGR)	\$1,980.72
Student Data Srv Mgr	\$96,557.30
Total Job Salary:	\$99,198.26

Benefit	Employer Contribution
BCBS HMO CL EE+SPOUSE	\$16,485.84
Dental L-PPO CL EE+Dep	\$1,074.84
FICA	\$6,150.30
JH 401k Pre Charter CL	\$1,800.00
Medicare	\$1,438.33
PERS - Classic CL	\$19,562.90
SUI - CL	\$49.56
UNUM CL	\$64.32
Vision CL EE+Dep	\$222.48
Total Benefits:	\$46,848.57
Total Salary + Benefits:	\$146,046.83

As of: 8/18/2020

Please note that the amounts on this notice are estimates, and that changes to the job and/or deduction will result in totals that differ from the estimated amounts above.

Leave	Units	Accrual Balance	Available Balance
SICK/PERSONAL	Hours	192.0000	704.0000
Jury Duty	Hours	0.0000	0.0000
Bereavement	Hours	0.0000	0.0000
Professional Development	Hours	0.0000	0.0000
Vacation Yrs	Hours	453.3326	160.0000
School Business	Hours	0.0000	-376.0000
Covid 19- PFL	Hours	0.0000	0.0000
Covid-19-PSL	Hours	0.0000	0.0000

Figure 5: Sample Employee Salary Notice – 2 pages

If the employee salary notices fail, the message below will be displayed on the screen. From here, click on My Job Queue to view the error message in more detail.

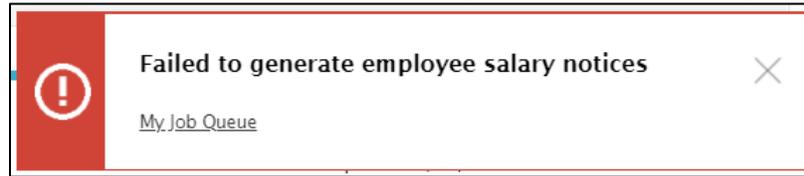


Figure 6: Employee Salary Notices - Failure Message

The screen shot below shows the job queue and error messages from any job that you have run. The error at the top of the list should be the one for the employee salary notices. Review and fix the error and then run the employee salary notices again.

Description	Job Status	Job Type	Start Time	Stop Time	Job Result	Error Message
<input type="checkbox"/> Generate Employee Salary Notices	Finished with Error(s)	Generate Employee Salary Notices Job	08/18/2020 09:29:36 AM	08/18/2020 09:29:36 AM	Failed to generate employee salary notices	Error forecasting future payroll data; information found
<input type="checkbox"/> Generate Employee Salary Notices	Finished with Error(s)	Generate Employee Salary Notices Job	08/18/2020 08:54:35 AM	08/18/2020 08:54:36 AM	Failed to generate employee salary notices	Error forecasting future payroll data; information found
<input type="checkbox"/> Generate Employee Salary Notices	Finished	Generate Employee Salary Notices Job	08/18/2020 08:54:07 AM	08/18/2020 08:54:41 AM	Employee salary notices created successfully	

Figure 7: Error Messages in My Job Queue