

iSYS*Pay Year End and New Year Procedures

This document is intended for all payroll staff. The procedures herein relate to iSYS*Pay users.

Please review carefully before entering data for the first pay period of the new year.

After the last pay period of the year (ie. 2019-26) has been run, there will be 2 batches available for entry, one to be used for period 2020-01 and another to be used for update runs to 2019-26. Please note that you must select the appropriate calendar year (**Pay->Set Calendar Year**) when moving between old and new years.

To Prepare for the New Year (All Payrolls)

1. Load last period of the year (2019-26-1-N).
2. Year end update runs will contain only YTD adjustments. Transfers, terminations, address changes, and re-activations should be done in the new year.
3. Go into **Pay->PayrollBatch**. Select a pay and base period (2019261N).
4. Click on the function named Create NewYear. Click on the Create button. This will create a new base period named 2020000Y. Do this for all payrolls. This function will copy over all employees regardless of status. Change of status should be done in the new year. Status 4 employees will remain on 2020000Y but will be dropped off for period 01 unless otherwise actioned.

To Process for Period 01 of the New Year

1. Ensure that you are in the 2020 year in iSYS*Works. Go to **Pay->Set Calendar Year** to change.
2. Ensure that the 2020 tax exemptions have been entered. Go to **Pay->Payroll->Configuration** to change. All employees with basic exemptions will be changed to the new ones when creating the preview. Any others will remain as they are. The new exemptions will show on the period 1 register.
3. Enter all transactions using **Pay->PayrollBatch** selecting the 2020000Y base period.
4. Create a calendar entry under **Pay->Payroll** for 2020-01. Set the base period to 2020000Y and proceed as normal.
5. Enter any re-activations or other status changes in the new year. Any remaining Status 4 employees will be dropped off for period 01.

To Process First Update Run for the Previous Year

1. Login into the ISYS*Pay web site. Go to **Home->Year End->Year End Calc Run**. Enter 2019 in the Year field. Select all pays and submit. This will calculate teacher PA adjustments.
2. Ensure that you are in the 2019 year in iSYS*Works. Go to **Pay->Set Calendar Year** to change.
3. Create a calendar entry under **Pay->Payroll** for 201926 sequence 2 type U.. Set the base period to 2019261N. You will notice that the *Compare Date* has been set to Jan 1, 1900. This is important so as not to change salaries, etc from HR. **ALWAYS Use Type U never Y**. Set the Register and Payment dates to Dec 31, 2019.
4. Go into iSYS*Pay Admin. For each payroll,
 - o Identify the UPE that will hold the PA and set it's rule to **TPA**.
 - o Under calendar, set the start and end dates of 2019262U to the same as the 2019261N calendar.
 - o Re-select the payroll and select the 2019262U period.
 - o Create the preview. **Do not send or login into the web site.**
 - o Load the register.
 - o Load the base.
 - o This will create a 2019262U register containing PA amounts
 - o It will also create a 2019262U under PayrollBatch to be used for further adjustments.

To Process Subsequent Update Runs for the Previous Year

1. Ensure that you are in the 2019 year in iSYS*Works. Go to **Pay->Set Calendar Year** to change.
2. Enter all transactions using **Pay->PayrollBatch** selecting the last period of 2019 (ie. 2019262U) as the base period.
3. Create a calendar entry under **Pay->Payroll** for 2019-26 sequence 3 type U. Set the base period to 2019262U.
4. In iSYS*Pay, Create the preview.
5. Send the preview.
6. Login into the ISYS*Pay web site. Go to **Home->Year End->iSYS*Pay Year Run**. Select the Payroll Code and submit.
7. When completed, load the register and base for 201926U3.