

 **Dave Yost**
Auditor of State


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UAN Payroll Update

Presented by: UAN Staff
April 4, 2013

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Presenters

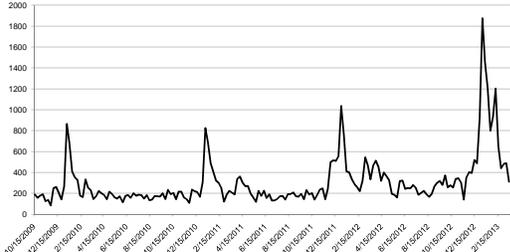
- Tim Moloney
Director of UAN
- Matt Dean
IT Analyst
- Tom Hartman
Development Manager
- Angela Muller
IT Analyst
- Joe Mills
Support Manager
- Trina Martin
Project Accountant

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UAN Support

Support Calls per Week



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UAN Support

– Access to Support

- Telephone/Voicemail
 - 1-800-833-8261
- E-Mail
 - UAN_Support@auditor.state.oh.us

	Application Support		Tech Support	
	Standard Hours	Extended Hours	Standard Hours	Extended Hours
Mon - Thurs	7:30 am - 5:15 pm	7:00 am - 7:00 pm	8:00 am - 4:30 pm	8:00 am - 4:30 pm
Fri	7:30 am - 4:45 pm	7:00 am - 7:00 pm	8:00 am - 4:30 pm	8:00 am - 4:30 pm
Sat	8:00 am - 12:00 pm	8:00 am - 2:00 pm	By Appointment	8:00 am - 2:00 pm



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Upcoming Training

- UAN Refresher Training
 - Late Spring/Early Summer
- New Client Training
 - Late Summer/Early Fall
- UAN Year End Update
 - December 2013



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Help Resources

- Within the Software:
 - Manuals
 - 'How To' sections
 - Screen Casts
 - System Messages
 -
- UANLink: <http://uanlink.auditor.state.oh.us/>
 - Manuals (UAN Software tab)
 - User Notes (Home page -> UAN Communications)
 - Training Recordings (Training tab -> On Line Training Recordings)
 - Budget Application Training



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UAN Hardware Extended Warranty

- UAN has purchased an extended warranty for our Dell hardware
- Live chat, self service features, and manuals offered online with Dell. <http://support.dell.com/support/>
- Next Day Service
 - If Dell ask you to perform a repair which you're not comfortable with performing, you can request that a technician perform the repair



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UAN Hardware Replacement

- Systems will be replaced this year
- Timeframe - Summer
 - 3rd party will be shipping the hardware. UAN will not be able to tell you the exact date when the delivery company will delivery to your doorstep.
- Survey will be emailed inquiring the following
 - Hardware Preference
 - Confirmation of shipping address.
 - Shipping address cannot be a PO Box
 - Someone (over the age of 16) will need to be available during normal business hours to sign for hardware



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UAN Development Priorities

- Budget Release
- OP&FPF Release
- Wage Utilities
- Temp Mode
- Performance Issues
- Reports



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Frequently Asked Questions

Add New Employee

Question: How do I add a new employee?

Answer: **Payroll** → **Maintenance** → **Employees**
Click the Add Employee Button. The Add Employee Wizard will walk you through all six steps. Remember to complete each screen of each addition to create the relationships between earnings, leaves, withholdings, etc.



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Frequently Asked Questions

Correct Employee Set Up

Question: What if I forget items or steps in the Employee Wizard? How do I make corrections?

Answer: Always print the Employee General Information Report when you complete the Wizard. Verify all items are correct. If not, go to **Payroll** → **Maintenance** → **Employees**. Select the employee, click Edit (Guided or Advanced). Click on the Tab you need to review. Click on the item you need to edit or click the add button. Complete the set up.



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Frequently Asked Questions

Add New Items

Question: How do I add an item to an employee?

Answer: **Payroll** → **Maintenance** → **Employees**
Select the employee, click Edit
• *Guided: Select Add new Item and choose the type, the software will take you to the screen.*
• *Advanced: Click on the Tab (Earning, Overtime, Leave, Non-Cash or Withholding). Click the Add button.*
Visit all the tabs in the Add screen to select attachments to Earnings and Withholdings, and establish payment Account codes and split methods.



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Frequently Asked Questions

Change Pay Rate

Question: How do I change an employee's pay rate?

Answer: Edit the Employee Earning and enter the updated pay rate. The software will ask if you want all earnings, leave and overtime base rates updated also.



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Frequently Asked Questions

Pay Period

Question: How do I enter the correct pay period on wage records?

Answer: On the Add Wages Form Click the + to the right of the frequency to advance one pay period.



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Frequently Asked Questions

Salary - Used Leave

Question: How do I enter Leave Used on a Wage Record for a Salaried employee?

Answer: On the Wage Record Earnings Tab in the lower box for Earned/Used/Denied Leaves enter the number of hours used in the Used Column for each Leave.



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Frequently Asked Questions

Comp Time Earned

Question: How do I enter Comp Time Earned on a Wage Record?

Answer: On the Wage Record Earnings Tab in the lower box for Earned/Used/Denied Leaves enter the number of hours earned in the Override Column for Comp Time.



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Frequently Asked Questions

Batch Reports

Question: Where do I find Payroll Batch Reports for wage and withholding payments?

HIGHLY RECOMMEND REVIEWING BATCH REPORTS

Answer: **Payroll** → **Reports & Statements**
Batch Reports Wages - Several reports are available on the drop down list.
Batch Reports Withholdings



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Frequently Asked Questions

Batch Impact on Cash & Appropriations

Question: What reports show how batch wages or withholdings affect fund balances or appropriations?

Answer: **Accounting** → **Reports & Statements**
1) Fund Reports: Fund Activity – Filter set to Batch
2) Appropriations Reports: Appropriation Status - Filter set to Payroll, Options Include Batch Items
3) Appropriations Reports: Appropriation Payments Register – Filter Status: Batch and Type: Payroll



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Frequently Asked Questions

ODJFS Report

Question: How do I complete the ODJFS Report?

Answer: : **Payroll** → **Reports** → **External Forms**

Select ODJFS Wage Detail from the Function List

Click on the Add button to create a new report.

Select the quarter.

Select Reimbursing or Contributing.

Enter the # of weeks & boxes for Month 1, 2 & 3

Save & close.

Select the report in the batch and click Print.



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Frequently Asked Questions

941 Report

Question: How do I complete the 1st Qtr 941 Report?

Answer: **Payroll** → **Reports** → **External Forms**

Select 941 from the Function List.

Click on the Add button to create a new report.

Select the quarter.

Visit all tabs to verify information.

Make selections that apply to your entity.

Save & close.

Select the report in the batch and click Print.

941B is found with the Federal Tax Reports



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Frequently Asked Questions

OPERS Report

Question: How do I create the OPERS Report?

Answer: : **Payroll** → **Reports** → **External Forms**

Select OPERS Contributions

Click Add

Select Type & Select Month

Save & Close

Select item in batch and Print, and/or File



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Frequently Asked Questions

OP&FPF Reports

Question: How do I create the OP&FPF Report?

Answer: : **Payroll** → **Reports** → **External Forms**
Select OP&FPF Contributions
Click Add
Select Type & Select Month
Save & Close
Select item in batch and Print, and/or File



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Frequently Asked Questions

OP&FPF Earning Type

Question: How do I set the OP&FPF Earning Type?

Answer: : **Payroll** → **Maintenance**
Select Earnings and Leave from the Function List
Select the Earnings you want to edit
Click Edit
Select the OP&FPF Earning Type
Save and Close



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Frequently Asked Questions

Correct Social Security

Question: If I haven't corrected the Social Security Employee Rate shortage on 1st 2013 pay, how do I correct this in UAN?

Answer: On the next wage record, increase the employee's SS withholding amount to include the 2% of taxable earnings that should have been withheld on previous payrolls.
Hint: The employee share should have been equal to the employer share.



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Questions?



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