

# DIT 1.0.4 Enhancements

Current Pass # 702:

*Add 'Pay End Date' to error message. We currently bring back the 'Pay Start Date' from that pay record. (from prempay – prep\_end)*

Current Pass # 705:

*Add 'Org Code' to error message. We are currently bringing just the location number back from the pay record. (from prempay – prep\_org)*

## PSD

### **6.00 No Base Pay record**

This error test checks to ensure there is a base pay record (0110) for all employees in the PSD report. Check to make sure there is a 0110 record for all employees. NOTE: There is an exception to this error test for ESS teachers, who are only teaching ESS classes. Therefore, it is allowed to have a single 0113 record coded to 120X or 124X for an employee.

*Add New Pass # 706:*

### **6.50 Invalid object code**

This error test checks to ensure that the PSD report contains valid object codes, such as: 0110, 0111, 0112, 0113, and 0114. Check to make sure that the object code is a valid payroll object code and also that it has been properly set up as an expenditure object code in the GL Chart of Accounts module.

*Add New Pass # 707:*

### **16.00 Invalid Summary Class Code**

This error compares all Summary Class Codes in the district's PSD file to a listing of all valid Summary Class Codes recorded at the State level. This error occurs when a user has inappropriately entered an additional Summary Class Code into the Miscellaneous Tables found in the Auxiliary programs within MUNIS. Only a number that exists in the state file can be accepted on the PSD screen. First, correct the Job Class Code to which the incorrect Summary Class Code has been attached. Next, delete the incorrect Job Pay record and add new job pay record for the employee with the valid summary class code. Last, "Recalc" the Employee's PSD record having the error.

*Add New Pass # 708:*

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## **26.50 Allocation for object code does not equal 100%**

This error test verifies each employee's allocation for the same object code on pay records with the same summary job class code add to 100%. All of the employee's pay records in the PSD report for a single job class code and object code must add to 100%. If the PSD records were manually added, check to ensure the allocations add to 100.00%. Update the PSD record to show the correct allocation. If the PSD record was pulled from MUNIS, verify the job pay records to ensure the correct allocations are noted. Any change to the job pay record requires selecting the employee in the PSD report and perform a "recalc".

For example, if a librarian works at four elementary schools, the job pay record for the media librarian should reflect an allocation of 25.00% to each different location. But if an employee is the librarian at two schools and also a teacher at two schools, each job class code's allocation for the base pay will equal 100.00%.

*Add New Pass # 709:*

## **27.00 Calculated Base Salary does not match Salary Table**

This error test checks the daily rate per the Salary Table agrees to the daily rate on the PSD base pay record. The error is verifying that the Annual salary found on the Salary Table using the employee's rank-step-experience combination from the PSD record table agrees to the Reference Salary on the PSD record. This Reference Salary is to reflect 185 days of pay for 0110 records. Verify that the Job Pay record contains the correct Reference Salary for 0110. Then, verify that the Reference Salary amount listed on the PSD file is correct.

*Add New Pass # 710:*

## **27.50 Calculated Extended Day Salary does not match Salary Table**

This error test checks the daily rate per the Salary Table agrees to the daily rate on the PSD extended day record. Reference Salary on extended days divided by the number of extended days should be the daily rate on the Salary Table. Verify that the Job Pay record contains the correct Reference Salary for 0111. Then, verify that the Reference Salary amount listed on the PSD file is correct.

*Add New Pass # 711:*

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## **42.00 Job Class Code differs from Summary Class Code. It cannot be in ranges 0001–3999 or 5000-5999 or 7000-7999**

This error test checks to ensure any additional job class codes added are not in the ranges restricted by KDE. Getting this error means the Job Class Code on the error record needs to be verified that it is attached to a valid summary class code and it is not in the ranges mentioned in the error. See **PR-ADM-5 version 8, Appendix B** for a recent listing valid Summary Class Codes or it can be accessed through the following link:

<http://www.education.ky.gov/KDE/Administrative+Resources/Technology/Financial+Management+System/User+Guides/Payroll+Personnel+Setup+and+Administration.htm>

*Add New Pass # 712:*

## CSD

## **16.00 Invalid Summary Class Code**

This error compares all Summary Class Codes in the district's CSD file to a listing of all valid Summary Class Codes recorded at the State level. This error occurs when a user has inappropriately entered an additional Summary Class Code into the Miscellaneous Tables found in the Auxiliary programs within MUNIS. Only a number that exists in the state file can be accepted on the CSD screen. First, correct the Job Class Code to which the incorrect Summary Class Code has been attached. Next, delete the incorrect Job Pay record and add a new job pay record for the employee with a valid summary class code. Last, "recalc" the Employee's CSD record that has the error.

*Add New Pass # 713:*

## **30.50 Pay rate is less than \$5.15 per hour**

The error test verifies each employee is being paid at least \$5.15, which is the federal minimum wage. If the CSD record was manually added, check the actual hourly rate, which must be at least \$5.15. Update the CSD record to show the correct hourly rate. If the CSD record was pulled directly from MUNIS, check the job pay record for the correct hourly rate. If needed, return to the salary tables to make the correction. Any changes to the current year salary tables should be done in Salary Table File Maintenance by updating the appropriate column. Then "'Y Recalc" all employees affected by the change on the salary table in each individual's Job Pay record. Any change to the job pay record requires selecting the employee in the CSD file and performing a "recalc".

*Add New Pass # 714:*

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## **32.00 Hours worked per year greater than 2,096**

This error test verifies each employee record reflects hours worked per year of not more than 2,096 (262 X 8). This is calculated by multiplying the contract days by the hours per day. If the CSD records were added manually, check for correct hours worked per day and for correct number of contract days on all CSD records. Update the CSD record to show the correct hours worked per day. If the CSD record was pulled directly from MUNIS, check the job pay records for the correct hours worked per day. Any change to the job pay record requires selecting the employee in the CSD file and performing a “recalc”.

*Add New Pass # 715:*

## **33.00 Contract days must be greater than 0**

This error test verifies each employee record reflects contract days worked. This cannot be a blank field. If the CSD records were manually added, check for the correct number of contract days on all CSD records. Update the CSD record to show the correct contract days. If the CSD record was pulled directly from MUNIS, check the job pay record for the correct contract days. Any change to the Job Pay record requires selecting the employee in the CSD report and performing a “recalc”.

*Add New Pass # 716:*

## **35.00 Reference Salary does not match calculated salary.**

This error test finds each employee record listed with a calculation of reference salary that does not agree to the number of contract days times the hours per day times the hourly rate. Verify the CSD record for accuracy.

*Add New Pass # 717:*