

# NEWCNT

Spring 2015

## NEWCNT Options

- ▶ Main processing menu in NEWCNT

### NEWCNT - New Contract Options Menu

- |           |                                       |
|-----------|---------------------------------------|
| 1. MAINT  | - Add/Modify/Delete new contract data |
| 2. BUILD  | - Auto build new contract records     |
| 3. PURGE  | - Activate new contracts & Purge old  |
| 4. DELETE | - Mass Delete new contracts           |
| 5. REPORT | - Report new contract data            |
| 6. IMPORT | - Import new contract data            |
| 7. EXIT   | - Exit program                        |

## PAYDEL

- ▶ If needed, run PAYDEL to clean up old pay accounts in USPS prior to NEWCNT

```
Output file           PAYDEL.TXT
Output Error file    PAYDEL_ERR.TXT
Print options page? (Y,N) Y
Actual or Projection? (A,P): P
Optional report heading _____

Sort Options:
Sort (ID,N,A)       ID

Selection Criteria:
Delete pay accounts with an Inactive pay account status? (Y/N) N
Delete pay accounts that do not have a USAS Budget account? (Y/N) N
Delete pay accounts that are no longer active in USAS? (Y/N) N
Delete pay accounts based on the following stop date:      _/ _/ _
```

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## MAINT Option

- ▶ NEWCNT Maintenance
  - ▶ Add new contracts
  - ▶ Modify new contracts
  - ▶ Delete new contracts
  - ▶ Purge individual contracts
  - ▶ Use data entered for salary notices

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New cont type: █	Days since raise: ___	Equal pays : Y
Obligation : _____	Cont start: <u>08/11/2014</u>	Hours per day : <u>8.00</u>
New contract : _____	Cont stop : <u>00/00/0000</u>	Retire hours : <u>8.00</u>
Old contract : <u>38087.00</u>	Job status: <u>1</u>	Pay unit : <u>2</u>
Amount paid : <u>24902.96</u>	Pay group : <u>2</u>	Pay per period: <u>1464.88</u>
Amount due : <u>3797.65</u>	Appt. type: <u>2</u>	Daily rate : <u>180.507</u>
Amount earned: <u>28700.61</u>	Retirement: <u>400</u>	Dock next pay : _____
Amount docked: _____	Position : <u>501</u>	Retro next pay: _____
Extended service: _____	Building IRN: _____	Contract type : R
# pays/Pays paid: <u>26/17</u>	Bldg./Dept. : <u>000/000</u>	New Hire date : <u>07/22/2004</u>
Wrk days/Worked: <u>211/159</u>		Qual. Paraprof: *
Title: <u>ACCOUNTING SPECIALIST</u>		HQPD : *

NEWCNT - New Contract Data Maintenance		Screen 1 of 3
(Re) Add	^S1 Clear	
F7 Help	S9 Toggle tab	
F9 Do not add	^F8 Next Screen	
	^F9 Calculate	

## MAINT Option

New cont type:	Days since raise: ___	Equal pays : Y
Obligation : _____	Cont start: <u>08/11/2014</u>	Hours per day : <u>8.00</u>
New contract : _____	Cont stop : <u>00/00/0000</u>	Retire hours : _____
Old contract : <u>38087.00</u>	Job status: <u>1</u>	Pay unit : <u>2</u>
Amount paid : _____	Pay group : <u>2</u>	Pay per period: _____
Amount due : _____	Appt. type: <u>2</u>	Daily rate : _____
Amount earned: _____	Retirement: <u>400</u>	Dock next pay : _____
Amount docked: _____	Position : <u>501</u>	Retro next pay: _____
Extended service: _____	Building IRN: _____	Contract type : R
# pays/Pays paid: <u>26/___</u>	Bldg./Dept. : <u>000/000</u>	New Hire date : <u>___/___/___</u>
Wrk days/Worked: <u>211/___</u>		Qual. Paraprof: *

## MAINT Option

Position: ACCOUNTING SPECIALIST

New cont type: <u>New contract</u>	Equal pays : <u>Y</u>	
Obligation : <u>40000.00</u>	Days since raise: <u>    </u>	Hours per day : <u>8.00</u>
New contract : <u>40000.00</u>	Cont start: <u>08/11/2014</u>	Retire hours : <u>    </u>
Old contract : <u>38087.00</u>	Cont stop : <u>00/00/0000</u>	Pay unit : <u>2</u>
Amount paid : <u>    </u>	Job status: <u>1</u>	Pay per period: <u>1538.46</u>
Amount due : <u>    </u>	Pay group : <u>2</u>	Daily rate : <u>189.573</u>
Amount earned: <u>    </u>	Appt. type: <u>2</u>	Dock next pay : <u>    </u>
Amount docked: <u>    </u>	Retirement: <u>400</u>	Retro next pay: <u>    </u>
Extended service:	Position : <u>501</u>	Contract type : <u>R</u>
# pays/Pays paid: <u>26</u>	Building IRN:	New Hire date : <u>08/11/2014</u>
Wrk days/Worked: <u>211</u>	Bldg./Dept. : <u>000/000</u>	Qual. Paraprof: <u>*</u>
Title: <u>ACCOUNTING SPECIALIST</u>	HQPD : <u>*</u>	

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## MAINT Option

Position: ACCOUNTING SPECIALIST

Calendar type : <u>07</u>	Check dist: <u>    </u>	EMIS Contract Info:
Calendar start: <u>08/06/2013</u>		Hours per day: <u>8.00</u>
Calendar stop : <u>    /    /    </u>		Contract amt : <u>    </u>
Reset personal leave : <u>_</u>		Work days : <u>211</u>
Reset sick advance used: <u>_</u>		FTE : <u>1.00000</u>
Adjust vacation balance: <u>    </u>		
		Salary Schedule:
		ID : <u>CO</u>
		Column: <u>2</u>
Spec. Ed FTE: <u>    </u>		Step : <u>12</u>

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## MAINT Option

```

Position: ACCOUNTING SPECIALIST

Fnd Func Obj SCC Subj OPU IL Job Description Count: 01
001 2500 141 0000 000000 000 00 000 TREASURER'S OFFICE REG SALARY
Percent or fixed: P Amount to charge : 100.00 Start: 00/00/0000
Account status : A Maximum to charge: Stop : 00/00/0000
Leave projection: Y Board dist. acct.: Y

Fnd Func Obj SCC Subj OPU IL Job Description Count:
Percent or fixed: _ Amount to charge : Start: _/_/_
Account status : _ Maximum to charge: Stop : _/_/_
Leave projection: _ Board dist. acct.: _

```

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### ► Rounding

- All intermediate calculations use 5 decimal places
- The rounding is completed at the end of all processing
  - Based on rounding flag in USPSDAT/USPCON

```

Check Printing: Payroll Processing:
Overflow Page : N STRS Advance Mode : _
Check Pay Limits : 99 STRS Advance Amount :
Check Deduction Limits : 99 STRS Ann. File Sent On: 06/27/2014
Direct Deposit Pay Limits : 99 STRS Ann. File Sent By:
Direct Deposit Deduction Limits : 99 Highest Check Number : 154535
Sick Leave on Check Stub : Y Highest Direct Deposit : 614134
Vacation on Check Stub : Y Highest Electronic Trans: 3776
Personal Leave on Check Stub : Y Version : V42
Board Amount on Check Stub : N STRS Pay Base : 1
Separate YTD deduction token : B Clear Direct Dep. Accum.: A
Separate additional withholding : Y Mult. Simultaneous Pays : N
Written Amount on Payroll Check : Y Sick Advance Method : A
Written Amount on Deduction Check: Y NEWCNT rate rounding : 3
Combine accrued and regular wages: N

```

USPCON - USPS Configuration Data

Screen 2 of 3

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## BUILD Option

- ▶ Auto process for groups of like jobs
  - ▶ Subs
  - ▶ Teachers
- ▶ Creates new contracts for access with MAINT option

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## BUILD Option

- ▶ Zeroes all contract-to-date figures
  - ▶ Amount paid
  - ▶ Amount earned
  - ▶ Days worked
  - ▶ Pays paid
- ▶ Changes Contract start date to date entered in BUILD option screen
- ▶ Doesn't clear Retire\_Hours
- ▶ Use this option if importing new contract amounts
  - ▶ NEWIMPORT doesn't bring in pay account codes

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## BUILD Option

### NEWCNT - Build New Contracts

#### New Contract Information:

Contract start date: 08/23/2015

Contract stop date: \_\_/\_\_/\_\_

#### Selection Criteria:

Include jobs of concealed employees? (Y/N) Y

Job status: 1

Pay Groups: 2 6 M \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## IMPORT Option

- ▶ Allows importing from outside source
  - ▶ Spreadsheet files
  - ▶ CSV (comma separated values)
  - ▶ Tab delimited
  - ▶ Free format of data
- ▶ Can be used for
  - ▶ New contracts
    - ▶ All calculations are completed as if the MAINT option was used
      - ▶ Pay per period
      - ▶ Retro amounts, etc.
  - ▶ Mid year changes

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## IMPORT Option

- ▶ Column headers act as tokens to populate fields
- ▶ Certain fields required in load file
  - ▶ EMPLOYEE\_ID
  - ▶ JOB\_NO
  - ▶ CONTRACT\_TYPE
    - ▶ 1=Mid year contract change with no retro
    - ▶ 2=Mid year contract change with retro spread
    - ▶ 3= Mid year contract change with lump sum retro
    - ▶ 4=New contract

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## IMPORT Option

- ▶ Safari query current jobs
  - ▶ Query all fields that help you determine new salary info OR needed for SALARY NOTICES
  - ▶ EMPLOYEE\_ID, FIRST\_NAME, LAST\_NAME, STREET, CITY, STATE, ZIP\_CODE, JOB\_NO, JOB\_STATUS, UNIT\_AMOUNT, CONTRACTUAL\_OBLIGATION, CONTRACT\_AMOUNT, WORK\_DAYS\_IN\_CONTRACT, CONTRACT\_START\_DATE, PAY\_GROUP, SALARY\_SCHEDULE\_ID, SALARY\_SCHEDULE\_COLUMN, SALARY\_SCHEDULE\_STEP, LAST\_PAID\_DATE
  - ▶ Consider bringing in EMIS fields, if used to report a different value than the contract amount
  - ▶ Filter example: JOB\_STATUS equals 1; PAY\_GROUP=2
    - ▶ LAST\_PAID\_DATE greater than 07/01/2014

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## IMPORT Option

- ▶ Change the following fields in spreadsheet prior to NEWIMPORT
  - ▶ Add CONTRACT\_TYPE and populate with "4" for all rows (fill down)
  - ▶ Update CONTRACTUAL\_OBLIGATION with amount from salary schedule
  - ▶ Make CONTRACT\_AMOUNT equal the cell with the CONTRACTUAL\_OBLIGATION
  - ▶ Change the CONTRACT\_START\_DATE to new date formatted as YYYY/MM/DD
  - ▶ Update SALARY\_SCHEDULE fields if used
  - ▶ Clear contents for PAY\_PER\_PERIOD and UNIT\_AMOUNT
  - ▶ Check pays paid for staff that had a partial contract
  - ▶ Check pay accounts

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## IMPORT Option

- ▶ Care should be taken for fields that would be zeroed in 'Clear' function, must be reset to zero with load file values
  - ▶ Special EMIS fields
  - ▶ Unit amount
  - ▶ Hours in day
  - ▶ Pays paid
  - ▶ Days worked

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## IMPORT Option

### NEWCNT - Import

#### Import File Specifications

Import filename: NEWCNT\_IMPORT.CSV  
Format of import file: CSV  
Contract start date: 08/23/2015

#### Output File Specifications

Error output file NEWIMPORT.TXT  
Print options page? (Y,N) Y  
Optional heading: \_\_\_\_\_

## REPORT Option

- ▶ Generates report
  - ▶ Reports all NEWCNT data
    - ▶ MAINT
    - ▶ BUILD
    - ▶ IMPORT
  - ▶ Summary report
  - ▶ Detail report

## REPORT Option

Report File Specifications:  
Detail output file NEWCHT.TXT  
Summary output file NEWSUM.TXT  
Print options page? (Y,N) Y  
Optional heading \_\_\_\_\_

Sort and Sub-total Options:  
Sort options ID  
Subtotal options \_\_\_\_\_  
Page Break options \_\_\_\_\_

Selection Criteria:  
Contract Start Date: \_\_/\_\_/\_\_ Appointment Type: \*  
Calendar Types: \_\_\_\_\_  
Pay Groups: \_\_\_\_\_

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## DELETE Option

- ▶ If you need to start over for a group, use the Delete option
  - ▶ Mass deletes new contracts
  - ▶ No need to use for normal purge functions

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## DELETE Option

Delete Options:  
Contract start date: \_\_\_/\_\_\_/\_\_\_      Appointment Type:          
Contract Type: \_\_\_\_\_  
Calendar Types: \_\_\_\_\_  
Pay Groups: \_\_\_\_\_

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## PURGE Option

- ▶ Purges contracts into JOBSCN
  - ▶ Updates JOBSCN information with NEWCNT data
  - ▶ Adds LPA/LPE pay types to UPDCAL\_FUT for pay off amounts on previous contract, the one in JOBSCN
    - ▶ Uses last pay calculation obligation minus paid minus dock
    - ▶ LPA = Last pay accrued
    - ▶ LPE = Last pay earned

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## PURGE Option

- ▶ Creates job history data reportable on JOBHIS report
  - ▶ Data is transferred from JOBSCN to the job history file
  - ▶ May be updated by CHKUPD if there is an LPE/LPA pay type involved on the last pay in contract

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## PURGE Option

- ▶ Pay accounts in PAYSCN are all set to inactive
  - ▶ Any accounts in NEWCNT are reactivated
  - ▶ New accounts are added
- ▶ Resets new hire reporting date if needed
- ▶ Deletes new contract data from NEWCNT
  - ▶ Contract data
  - ▶ Pay account data

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## PURGE Option

- ▶ All changes are written to audit file
  - ▶ AUDRPT
    - ▶ Allows selection of just the NEWCNT purge data

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## PURGE Option

```
Purge Options:
Contract start date: 08/11/2015      Appointment Type: *
Reset New Hire date: N
Clear EMIS fields:
Hours per day: N   Contract amount: N   Work days: N   FTE: N
Update JOBSCN EMIS contract fields with values from old contract: N
Contract Type: _____
Calendar Types: _____
Pay Groups: _____

EMPST Reporting Options:
Generate EMPST report? (Y,N)          N
EMPST Output file                      EMPST.TXT
Print options page? (Y,N)              Y
Optional heading line: _____
Print one employee per page? (Y,N)     N
Sort options (S,N,B,P)                  S
```

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## PURGE Option- Clearing EMIS Contract Info fields

- ▶ Enter Y to set the EMIS **hours per day** to zero.  
Enter N the value from NEWCNT will be purged into JOBSCN.
- ▶ Enter Y to set the EMIS **contract amount** to zero.  
Enter N the value appearing in NEWCNT will be purged into JOBSCN.
- ▶ Enter Y the EMIS **work days** will be set to zero.  
Enter N the value appearing in NEWCNT will be purged into JOBSCN.
- ▶ Enter Y the EMIS **FTE** will be set to zero.  
Enter N the value appearing in NEWCNT will be purged into JOBSCN
- ▶ With new manifest, it is no longer required to move the old contract info to the EMIS Contract Fields

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## Purging of New Contract Data

- ▶ When to purge new contract
  - ▶ Timing is everything
  - ▶ Before last pay of old contract
    - ▶ If contract start date of new contract is inclusive of period begin/end dates of the last pay in old contract; purge when one pay remains

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## Purging of New Contract Data

- ▶ After last pay can cause incorrect data and manual updates if payroll period begin/end dates for both last pay of old and first pay of new contracts are not adjusted
- ▶ Affect depends on contract start/stop dates as well as period begin/end dates of last pay in contract and first payroll in new contract

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## Purging of New Contract Data

- ▶ Incorrect purge timing can cause:
  - ▶ Days worked to be lost
    - ▶ STRSAD doesn't advance the right jobs
    - ▶ Mid year change calculations incorrect
  - ▶ Accrued wages to be incorrect
    - ▶ Pay off of accrued is incorrect amount
    - ▶ WAGOBL is incorrect
  - ▶ Amount earned to be incorrect

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## New Contract Caution Areas

- ▶ Employee new to district
  - ▶ Add contract directly in JOBSCN
  - ▶ Contract is not in NEWCNT, amount can't be used in balancing
  - ▶ Add skeleton contract in JOBSCN
    - ▶ No obligation, amount paid, days, etc.
    - ▶ Similar to how a sub might be added
    - ▶ Build contract in NEWCNT program
    - ▶ Purge

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## New Contract Caution Areas

- ▶ Contract start date
  - ▶ Used to calculate LPE/LPA amounts on the last pay of old contract
  - ▶ Should be first physical day of work on the new contract
  - ▶ Counts the days on the calendar for the old and new contract
    - ▶ Updates days worked on new contract in job record

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## New Contract Exceptions

- ▶ Special jobs for EMIS reporting only
  - ▶ Job is not used for payment of wages
  - ▶ Report to EMIS = "Y"

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## Salary Notices using Word Mail Merge and New Contract Query

- ▶ Use Word to type your salary notices
  - ▶ Add Logo
  - ▶ Leave spaces where information from the spreadsheet will be imported.

### GREENEVIEW LOCAL SCHOOLS

4 SOUTH CHARLESTON ROAD  
JAMESTOWN, OHIO 45335



Date: November 15, 2004

ID#

Salary Notification  
for  
Classified Employees

To:

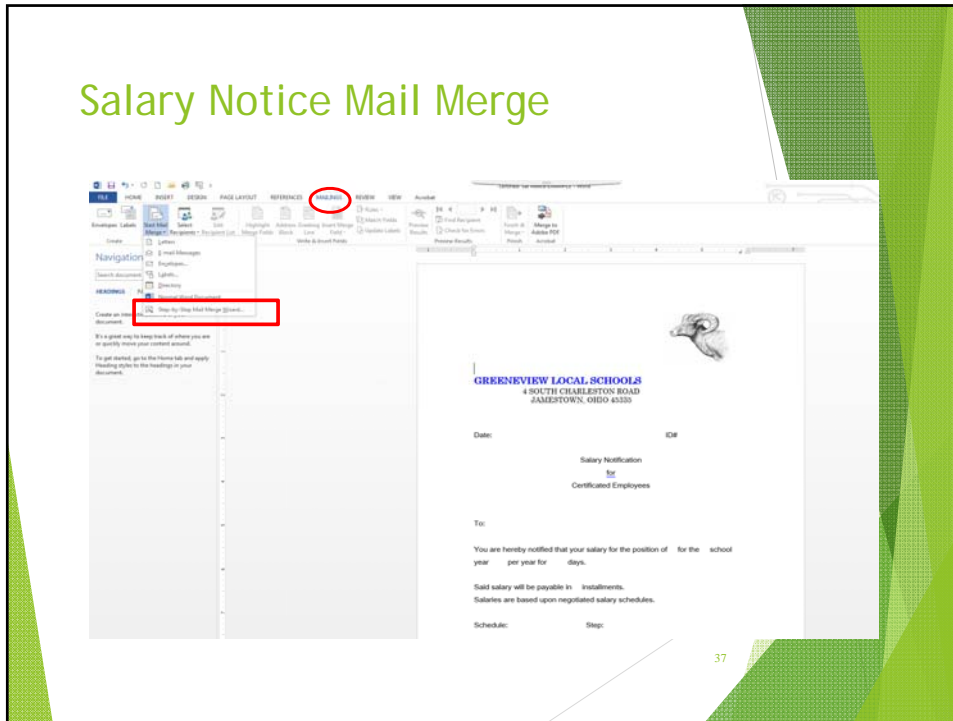
You are hereby notified that your rate of pay for the position of  
for the 2004-2005 school year will be \$ per hour to be paid bi-weekly.

Salaries are based upon negotiated salary schedules.

Step:

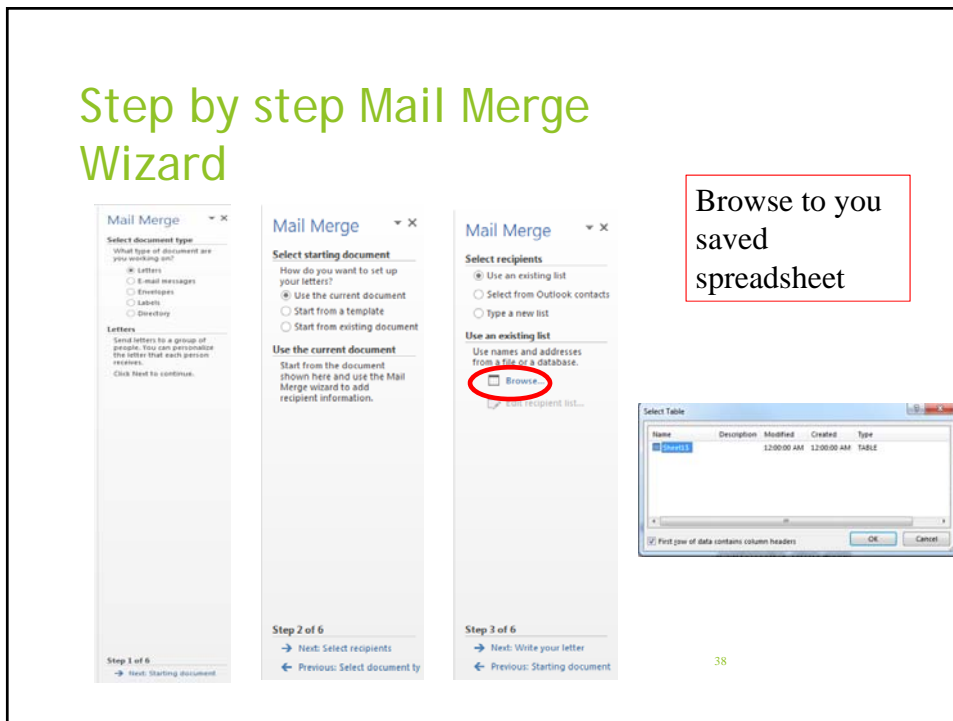
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## Salary Notice Mail Merge



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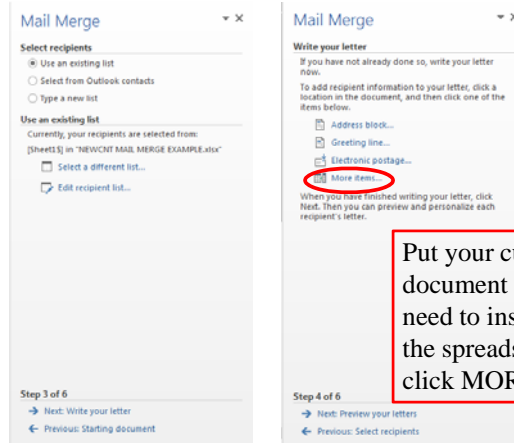
## Step by step Mail Merge Wizard



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## Step by step Mail Merge Wizard

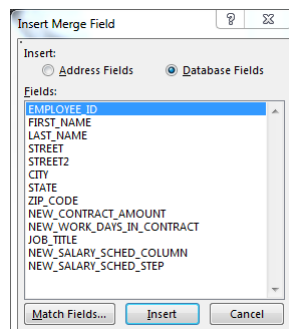
- ▶ Select Recipients
- ▶ Click OK



Put your cursor in the document where you need to insert data from the spreadsheet then click MORE ITEMS

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## Step by step Mail Merge Wizard



Double click on the field header then click close. Move to the next area in the document to insert additional fields. Displayed, at this time, as a token.

ID# «EMPLOYEE\_ID»

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# Step by step Mail Merge Wizard

Date:

ID# EMP000001

Salary Notification  
for  
Certificated Employees

To: KOSMO KRAMER

**Mail Merge** [Close]

**Preview your letters**

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

Find a recipient...

**Make changes**

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

**Step 5 of 6**

Next: Complete the merge

Previous: Write your letter

# Step by step Mail Merge Wizard

**Mail Merge** [Close]

**Complete the merge**

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

**Merge**

Print...

**Edit individual letters...**

**Step 6 of 6**

Previous: Preview your letters

Creates a letter  
for everyone  
selected as a  
recipient

**Merge to New Document** [Help] [Close]

Merge records

All

Current record

From: [ ] To: [ ]

OK Cancel