TakeTwo has your back!

PAYROLL SESSIONS: THURSDAY, NOV 5TH

- 8:30 – 10:00am Tips & Tricks
- 10:15 – 11:30am The Connects
- 11:30 – 12:30pm Lunch
- 12:30 – 1:30pm Payroll Processing
- 1:45 – 2:45pm ROEs
- 3:00 – 3:30pm MB Specific Items

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- Welcome everyone! Who's here today?!
  - HSD, LSSD, PLPSD, RETSD, SOSD, WSD
  - New people !
- National Conference – Winnipeg (Zoo!)
  - April 14-16th, 2027 – Hyatt House
- Our Goal Today (and always!): **Support YOU in an increasingly complicated and demanding environment**
- Are we (Take Two) answering too fast ?
- Are we (Take Two) making changes too fast ?
  - Password, security, email restrictions, product changes …

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SESSION #1

PAYROLL TIPS & TRICKS

WHAT'S NEW

8:30AM TO 10:00AM

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- Find/get to answers quickly by yourself/email
  - **Payroll FAQs !!!**
  - **Podcasts !!!**
  - F1 Help – Screen Help – Take Two website
  - Use the menus (do not always navigate)
  - SEE.900
- Help stop you from making errors
  - Simplify when you can
  - Reduce steps
  - Create formats = less things to have to remember
  - Use them often and use them properly

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- Is Anyone using EME.900 ? .. For what ?
  - All options should have a build file and email
- File transfer (client and icons) should not be used
  - Bank files, ROEs, T4s, TRAF .. Should be ALL of them
  - ZIP file password – member name (all caps)
- SECURITY !!!!
  - Passwords
  - Keeping files/payroll backup on shared drives
- CRA XML T4,T4A,T5, T2202
  - No changes for the 2026 tax year

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- Payroll Assignment PAY.345
  - Bank balances (PAY.345 F17 F7) can now transfer or delet
    not need PAY.955)
  - Assignment "A"dd window shows all active/inactive
    - NO Need for EIS.380
  - PAY TYPE useful for things like TERM (displays on index 3)
    - NONU (PLPSD), GREEN (Summer), HUTT
    - PAY.808 and Add to pays can limit to this pay type !
  - Addenda F8 has a Copy/Paste feature
  - F9 Voluntary has Additional Notes and # Units (AD&D, lotto …)
  - Do you want a function key for AUTO EMAIL (F11 has it)
- PAY.808 Auto build time cards
  - Breaking into individual dates (EA, BUSD, ??)
  - Print work schedule Y/N
  - Limit to Pay Type

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- Experience/Increments PAY.345 F13 F15
  - Teacher experience/increments (some seniority)
    - Everyone should now be using OCSD691 to report and update teachers every pay
      - SEVEN (teachers on leave ?)
      - PLPSD (teachers on leave ?)
      - HANOV
      - LSELK (teachers on leave ?)
      - ILAKE
      - RIVER (teachers on leave ?)
  - Support step increments
    - By date (assignment), by hours, by ??
  - F10 Audit experience update screen and report
    - Improvements to be made in AdminConnect for view and print experience

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- PAY.116 Add to pay definitions
  - Limit opportunities (F11 skill,pay grd/step, PayType)
  - Can now include/define finance accounts
  - Timecards set base pay to N
  - Summarize addenda really should be Y
- EIS.618 Build Addenda/TimeCards from Add to Pays
  - Build file vs. report .. Build file detail/summary
  - Removed future date warning
  - Can now limit by approved by date
  - Duplicate warning indicates same/diff type
- Reminder: Mass options on ADD000 ADD001
- EIS.619 Add to pay report listens to all user restrictions
  - Can be added to AdminConnect for schools, maintenance, custodial …

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- PAY.952 Term Teacher Accruals
  - Option to report Accruals and build an adjustment in PAY.408 for accrual as required
- SUB.912 Mass add sub records for a single employee
- PAY.471 Calculate Probation Date
  - Running out of sick time ….
- PAY.472 #Working Days in the date range
- PAY.121 Vacation accruals
  - If you future date a vacation date (ie: 07/01/2026) you need to make sure that your accrual is negative (12-) for the accrual to work
- PAY.127 Addenda Codes
  - Is this a defined Pre-Tax Benefit – used for verification letters

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- EIS.992 Employees Missing SIN, BDate, Bank Account
  - Auto email employees missing information
- EIS.964 Mass Update locations/primary assignment
  - Who is using it on a regular basis ? (everyone!)
  - Do you auto update as the list should be short.
- SUB.980 Sub record details for Supply Teachers
  - SUB.501 can also stop this !
  - Making sure you do no double pay
  - Would this work for TERM/casuals as well
- SUB.991 Casual Monthly Summary Report
  - Enhanced to display multiple rates (time card, replacement and sub record rate)

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SESSION #2

THE CONNECTS

10:15AM TO 11:30AM

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- EmployeeConnect = Self Serve
  - A billion more small changes to improve the accuracy of the employee entering information
    - Bank account info, TD1, Add to pays, leaves, documents …..
  - Are you still getting lots of emails/calls having to support ?
    - Let's improve help, messaging … ?
  - Browse & attach .. Should we allow only .PDF ?

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- AdminConnect
  - ** Useful Tool **
  - PAY.345 Payroll Assignment tab
    - Allow Change Access ?
  - HR F11 Line – none of these lock up a record
    - Full Add/Change capabilities !
  - Direct Deposit view – drill down +

Payroll Information

Back | Print Statement | My Tax Deduction | Employment Verification

Cheque Date:	2012/12/01
Period End Date:	2012/12/01
Deposit Amount:	$2,213.14
Gross Pay:	$2,936.53
Gross Deductions:	$723.39-

Absences Posted Date Range: 10/15/2018 to 10/31/2018

Absence Bank Activity This Pay	Earn	Used	Balance
Sick Time	2.0000	0.0000	77.0000

Show 25 entries — Search:

Description	Job	Type	Rate	Details	Benefit Amount	Paid Amount	Deduct Amount	Employer Paid Amount	Year-To-Date Amount
Teacher	TEACH	TEACH	Grade:3 Step:01	+		2,835.53			66,614.40
allow	TEACH	ALLOW		+		101.00			202.00
Additional Tax	TEACH	FEDADD		+			50.00-	.00	64.44-
CPP	TEACH	CPP		+			149.19-	149.19	2,159.42-
Dental Family - London Life	TEACH	DENTF		+			.00	80.00	.00
Dental Single - London Life	TEACH	DENTS		+			.00	32.00	.00
EI	TEACH	UIC		+			16.81-	21.31	831.05-
Ext Health Family	TEACH	EHCF		+			.00	90.00	.00
Income Tax	TEACH	FEDINC		+			153.50-	.00	15,475.70-

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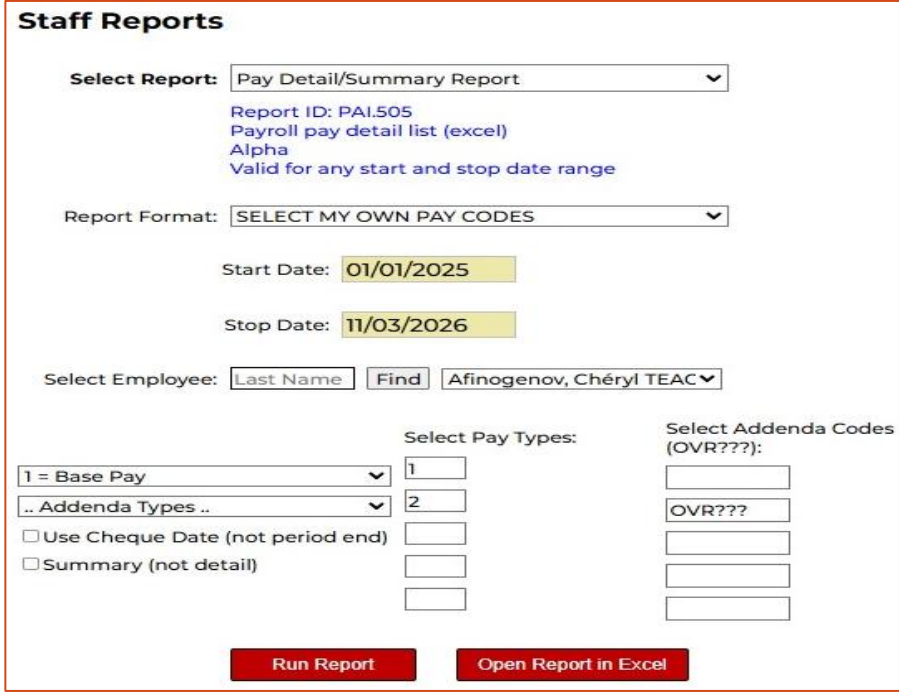
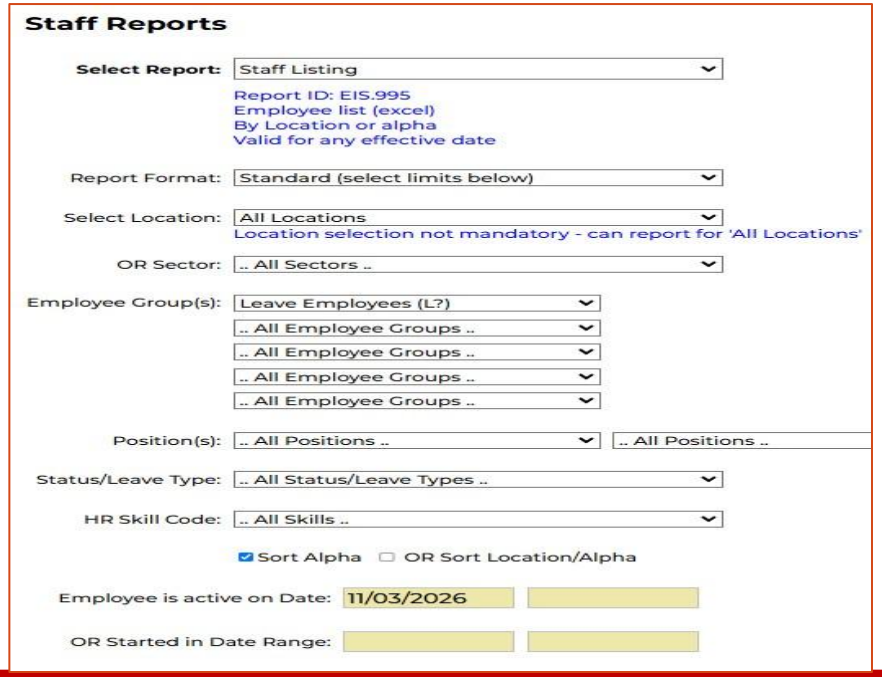
- Employee reports for payroll
  - (added way more features)
    - PAY.565 PAI.505 PAI.804



- Employee Reports for F11
  - (added way more features)
    - Staff List !!



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- Sub record view – full audit of changes
  - Index opportunities (absent/worked for single employee)
- Employee folder – can look at VIEWED history
  - Add-Must have a description and proper setup EIS.213
    - OK with standard descriptions ?
- Upload addenda, deductions, etc. – easy to use
- Attach backup for every payroll (up to 9 documents *voids)
- Attach backup for T4, T4A, etc.

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SESSION #3

PAYROLL PROCESSOR

12:30PM TO 1:30PM

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- PAI.600M The Payroll Processor
  - Notice of payment changed to noreply@schdis.org
    - Comments ?
  - F5 reset from master – perfect after an exception run
    - PAI.600R holds the master
  - Action log – game changer (not being used effectively)
    - When the action is completed – RE-DATE IT !
  - Actions specific to this payroll (not employee specific)
    - Employee notes with follow up dates for employee actions
  - RETRO?? Now will properly include VAC?? (no upload required)
  - Deduction Priority String - Simplify
    - PAY.122 Use "X" for anything that runs once a year
  - Exception pays: Only F8 pay
    - Control deductions by the priority string – example: Severance pay

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- OPAI601 new changes
  - Too many TD1 exemptions – more than 1 active assignment with basic exemption being claimed
  - After last year T4 season (CPP & EI warnings expanded)
  - Action log messages
- SUB.502 Copy Time Absent to Time Card
  - *New* warning for leaves with conditional approval
- OCSD691 Updates
  - All vacation increments should be automated using vacation date (Vac% and vacation accrual)
  - All step increments should be automated (Teacher & Support)
- PAI.604 Rewrite employee pay stub (coming soon)
  - Now have the option to print for a date range (year)

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- OPAIALL Payroll Bundle
  - Successfully using this new feature
  - Reducing the number of reports in a payroll ?
  - NEW option to email me Pay File/Deduction File

```
Processing ID:   TEACHER                TEACHER PAYROLL
Print Jobs                          Copies Bundle  Hold Output Queue    Library
Default For All Print Jobs:            1             Y   LASER         *LIBL
Summary:      (OPAI620)  (OPAI641)                 1
Errors & Summary:        (OPAI601)     1          2   Y
Compares:    (OPAY808P)  (OPAY808D)                4
Pay Sum & Adjustment:    (OPAI631S D)              5
Pay Details:             (OPAI631)                 _
Absence Summary:         (OPAI633S)    1           Y
Deduction Register:      (OPAI681S)    1          6   Y   LASER         *LIBL
Custom Warnings:         (OCSD691)                 3
Direct Deposit:          (OPAI6251)                _
Proforma Lists:          (OPAI625)     1           Y

Account Coding Edits:    (OPAI618)     1           Y
Accounts by Employee:    (OPAI685)     0           Y   LASER         *LIBL
Accounts by Account:     (OPAI687)     0           Y
Encumber by Employee:                  1           Y
Encumber by Account:                   1           Y
Sort Cheques in Name order Only:       N            *N=No   Y=Casual
Mode: Change          F3=Exit   F4=Index   F5=Reset from Master   F12=Cancel
```

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SESSION #4

RECORD OF EMPLOYMENT

1:45PM TO 2:45PM

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- PAI.710 Employee ROE Build – What's New
  - Email a ZIPped file (a little painful but important!)
    - Should be extract and go
  - NEW function key F16 to time worked history (1st/last day worked)
  - NEW DATE format on "R"eview of ROEs MMDDYY
  - CAN WE Remove Job Title, Employee#, Print pay details, report 53 weeks …
- PAI.714 Verification Report tuned up for better warnings/errors
- PAY.574 New report for ROE records not "Z"stamped
  - Great for SUB, CAS, CL10, EA, CUST, BUSD ….

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- Reviewing the process !
  - Using skip, position to, F13 and splitting records

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SESSION #5

MB PROVINCIAL REQUIREMENTS

3:00PM TO 3:30PM

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- MAN.518 Build MSBA Monthly Transmission file
  - Should *now* be exactly what they need – no adjusting
  - Balance to PAY.795
  - How are they getting demographic information ?
    - Manual effort for you ?
- Deduction/Benefit Reconciliation
  - Reminder that manual reconciliation is not required

```
    PAYCS2:     BLUE CROSS/DEDUCTION COMPARES MENU

 1. DSPPAY706   Display Blue Cross File Prior to Compare
 2. PAY.706     Compare Blue Cross File to Payroll Deductions
 3. DSPPAY710   Display Exp Blue Cross File Prior to Compare
 4. PAY.710     Expanded Compare Blue Cross to Pay Deductions
 5. DSPPAY711   Display Compare Single Premium File to PayDed
 6. PAY.711     Compare Single Premium Amt File to Pay Deds
 7. PAY.703     Build Blue Cross Transmission File
 8. PAY.704     Build Blue Cross Addenda Transmission File
 9. PAY.707     Compare National File to Payroll Deductions
10. PAY.708     BC Upload PEBT Voluntary Deductions
11. PAY.709     BC Build Employee Download File for PEBT
```

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- MAN.712 Check CIMS Grade/Step vs. Certification Grade/Step
  - Can report and/or update teacher grade/step
  - New report OMAN712 (payroll) OAMN712E (HR)
    - Hanov, Ilake, LSELK, Plpsd
    - WSD, Seven - custom

```
     PAY8M2:     MB PROVINCIAL - CERTIFICATION

  1. MAN.714     TEACH/SUB Total Days Taught Report
  2. MAN.914     TEACH/SUB Total Days Taught Report Formats
  3. DSPMAN716   Display MB Certification File to Compare
  4. MAN.716     Check Certification Days Taught vs CIMS
  5. DSPMAN712   Display MB Cert Grade/Step File to Compare
  6. MAN.712     Check Certification Cert/Grade/Step vs CIMS
  7. MAN.514     MB Monthly Teacher Certification Report
  8. MAN.614     Compare Emp Records from Ministry to District
```

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- PAY.505 Teacher Increment Adjustment Calculation
  - How are you applying adjustment (frequency, addenda code)

```
CANEMS          Employee Increment Adjustment Calculation      Ref: PAY.505P.C

   Full Year Date Range      9/01/25  6/30/26

   MidYear Table Change      0/00/00  0/00/00          # of Payments.
   OLD Step Date Range       9/01/26 10/30/26          # of Payments.      4
   NEW Step Date Range      11/01/26  8/31/27          # Pays  (Jul,Aug)   20
        Override NEW Grade/Step

   Job Code ..................... TEACH

   Employee ..................... 1470

   Calendar Year ......... 2026 (PAY.110)

   Total Days ............ 193

   E-File a Copy ? N Category GEN
```

- PAY.506 Teacher Final Adjustment Calculator

```
CANEMS          Teacher Final Adjustment Calculator            Ref: PAY.506

   Date Range                 9/01/26  6/30/27

   Job Code ..................TEACH

   Employee ..................

   Calendar ..............  TEACH   2026      (PAY.110)

   Exclude Benefits Y/N       Y

   Forecast/Future # Pays     1

   Forecast/Future # Days     9

   Exclude Addenda
```