

*ENTERING AND
SUBMITTING PAYROLL
INPUTS
WITHIN THE
SPS SYSTEM*

Using the Agency Payroll Input Field Guide

- ▣ Use this guide as a reference to complete your Agency Payroll Input file.
- ▣ The spreadsheet is separated in sections.
- ▣ Adjustments entered through Payroll Input are one time fixed amounts that add or reduce an employee's gross payroll amount which is derived from time entry and compensation change in Workday.

Required and Optional entries on Input Form

- ▣ All Required Fields need data no-exceptions
- ▣ The first entry is the spreadsheet key which is used to coordinate all the information for the employee.
- ▣ For example, if you are submitting more than one transaction the spreadsheet key would remain the same.
- ▣ Sample number 1 for more than one entry.

Spreadsheet Key Continued

- ▣ Using the same spreadsheet key, you can enter multiple transactions for the same employee example: shift, overtime and clothing allowance. It is important to keep the same spreadsheet key.
- ▣ When entering another employee follow the sequence of numbers and use the next number and continue the same process if you are using more than one transaction.

Row ID

- ▣ Row ID is also a required field, this identifies the actual transaction. The Row ID will be the same number for the first transaction.
- ▣ The Row ID will change only when the number of transactions increase for the same employee.
- ▣ Just a recap, the Spreadsheet Key is the employee and the Row ID is the transaction.

Batch ID

- ❑ Batch ID is listed as Required.
- ❑ Enter your agency six digit code (280201)
- ❑ The Batch ID is used to search for and take action on associated payroll input later.
- ❑ Please be sure if within your agency you have more than one agency code listed, enter the one that is applicable and use it for each transaction.

Ongoing Input

- ▣ This is a Required Entry.
- ▣ The value entered here should always be “N”
- ▣ This indicates that the payment is a one-time entry.
- ▣ Please make sure you make this distinction on your Payroll Input spreadsheet.

Start Date

- ▣ The start date is a Required Field
- ▣ The proper format for the start date is Month Day and four digit code for year. Example:
3-16-2016
- ▣ The date entered should be the exact start date of the pay period for which you are making the payment adjustment (current pay period date).

End Date

- ▣ The End Date is a Required Field
- ▣ The End Date is to be used in the following format Example: 3-29-2016
- ▣ The date entered should be the exact end date of the pay period for which you are making an adjustment (current pay period).

Employee ID

- ▣ This is a Required field and very important that we have this information so the adjustment can be applied to the correct individual.
- ▣ Enter the Employee's W number for the employee receiving the payment adjustment.

Position ID

- ▣ This is an optional field unless the employee has multiple jobs.
- ▣ The position ID is another form of how to identify an employee.
- ▣ This is the six digit PIN (the employee position identification number).

Earning Code

- ▣ This is a Required field
- ▣ Use the drop down to select the earning code associated with the employee payment type.
- ▣ For Example: Accident Pay, Acting Capacity, Overtime, shift differential, etc.
- ▣ Please refer to the Agency Payroll Input Earning Codes for guidance .

Amount

- ▣ This is a Required field and it is very important that you enter the amount correctly to get the proper adjustment.
- ▣ The amount can be positive or negative
- ▣ The Entry rules are:
 - ▣ To subtract from an employee's earnings enter a negative number.
 - ▣ To add to an employee's earnings enter a positive number.

Hours

- ▣ Hours is Required/Optional.
- ▣ If the earning type should be calculated by hours, enter applicable number of hours.
- ▣ If hours are entered the total amount of the adjustment must also be entered.
- ▣ For example, you can enter hours associated with overtime retroactive adjustment.
- ▣ Example 10 hours

Adjustment

- ▣ This is very important information pertaining to adjustments below.
- ▣ You must indicate whether the payment adjustment will override the employee's earning or add to the employee's earning for the referenced period.
- ▣ If this field is left blank, the employee's associated earning will be overridden with the value entered in the Amount and/or Hours fields.

Adjustment Continued

- ▣ You must enter one of the following :
- ▣ Enter Y to add the amount entered to the employee's earnings.
- ▣ Enter N (or leave blank) to override the employee's earnings with the amount entered.
- ▣ "N" is a default entry.

List of Earning Codes

- ▣ Please reference Job Aid with list of Earning Codes.
- ▣ If there is a transaction you are not sure about and can't find an applicable code, please contact the DBM payroll office for guidance.
- ▣ Our web address: dbm.payroll@maryland.gov
- ▣ Our phone number (410) 767-7400

Things to Remember

- ❑ All overtime adjustments need hours and amount on input spreadsheet.
- ❑ All negative adjustments need hours and amount on input spreadsheet.
- ❑ All retro pay for new hires must have hours and amount on spreadsheet.
- ❑ All entries must have earning codes.
- ❑ Annual leave payouts are not processed within the same pay period of the termination date.
- ❑ Employee's with multiple jobs must use PIN #
- ❑ All adjustments must be calculated.
- ❑ Only one input file per agency.

Questions

Thank you