



Payroll Training
Foothill Campus, Chinese Heritage Room
November 10, 2009
9 a.m. – 12:00 noon

SunGard Higher Education:

Cydney Hawkins
Cyd.hawkins@sungardhe.com

Recommended Participants

- Staff performing payroll processing

Training Topics:

Payroll Adjustments

- Voiding or nullifying a paycheck given in error
- Altering the original labor distribution of an individual paycheck
- Generating a manual check
- Processing a payroll adjustment
- Reissuing a pay event Duplicating pay events
- Calculating the gross amount of a check from its net amount Issuing and reissuing payments as direct deposits
- Viewing the details of the earnings and deductions for pay events
- Manually calculating the gross amount of a check from its net amount
- Automatically calculating the gross amount of a check from its net amount

Customized Payroll Process

- Review purpose of customizations
- Timing of custom processes
- Custom checklist