To listen to a recording of this webcast, [click here](#).

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People first.

UltiPro 2016 Fall Release
Payroll Processing, Tax Compliance, and Time Management

Version: 12.1.2

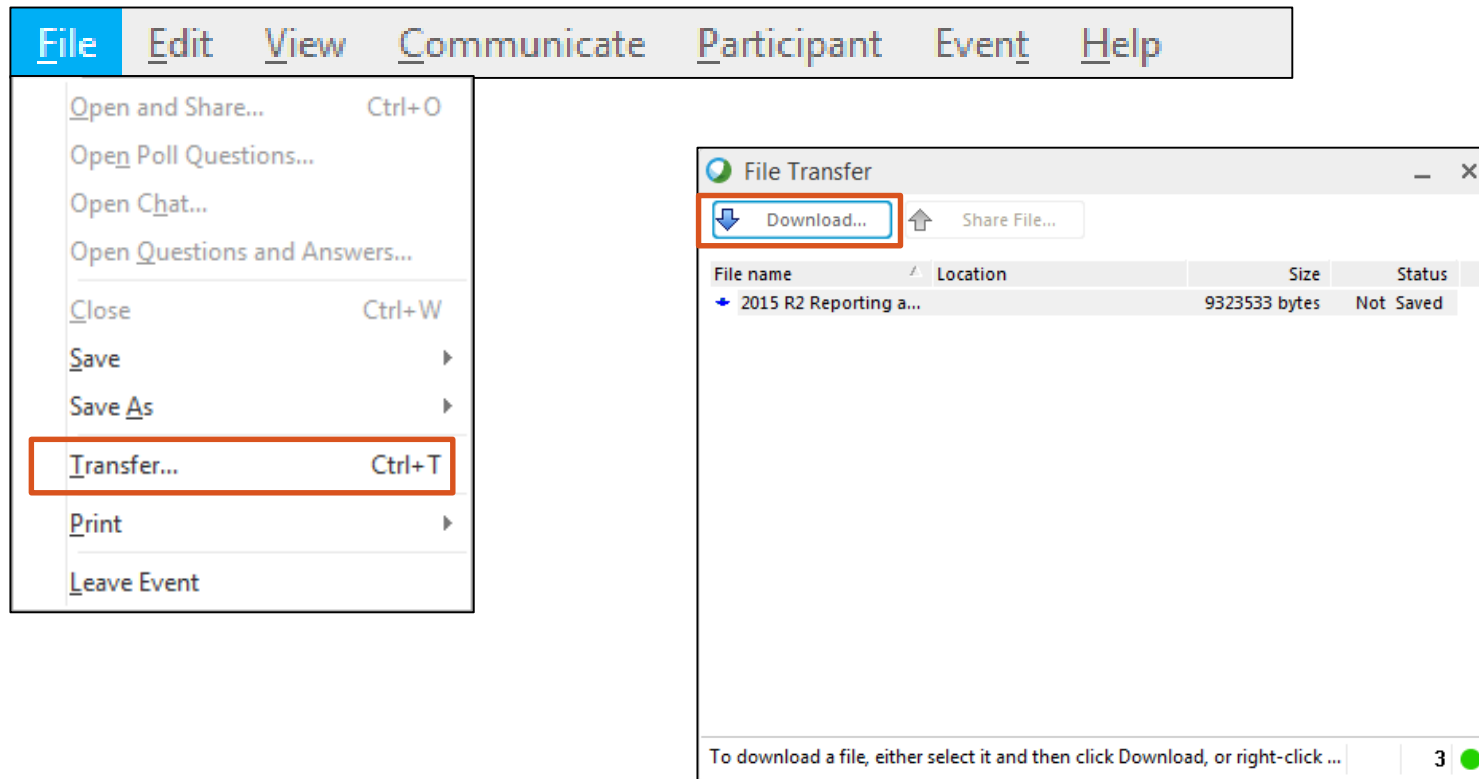Presenter: Christopher Pacini
                 Susan Grier

Phone: 877.605.6482

Passcode: 1069682

## Question: How do I download the presentation slides file?

Answer: From your WebEx session, select File > Transfer. From the File Transfer window, select the file and then select Download. Enter the site in which to save the file and select Save.

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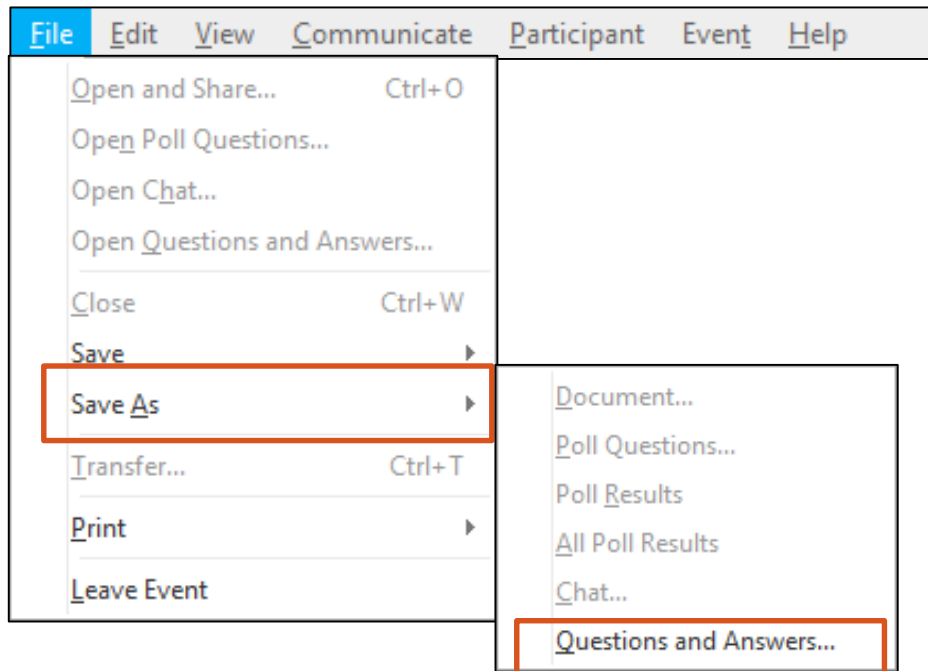
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Ask Questions

1. Select Q&A at the top of your screen.
2. Enter your question in the text box next to the Send button.
3. Select All Panelists from the Ask drop-down list, and select Send.

Note: Panelists will attempt to answer all questions during the webcast. Presentation slides and recording will be published.

5
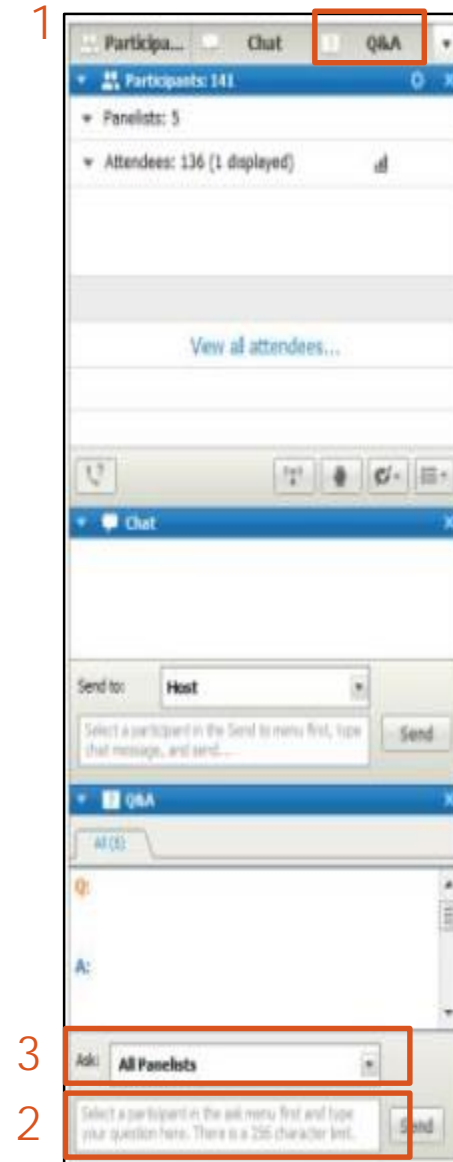
Agenda

- Payroll Processing
- Tax Compliance
- Time Management

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Payroll Processing

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Payroll Processing

- Reset Pay Groups
- Rest & Recovery Rate Feature
- Pay Statement Enhancements

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Reset Pay Groups

Reset your pay groups

Menu > Administration > Payroll Admin > Payroll Utilities > Pay Group Reset

Reset Pay Groups

- Each payroll automatically resets the monthly, quarterly, and yearly dates
- If pay group is no longer used, pay group may need to be reset manually
  - If pay group needs to be reset, a message appears

Reset Pay Groups

- **Reset a pay group manually when:**
  - Pay group has not been processed in two months
  - Employees were paid with this pay group during the current year
  - Pay group is active with scheduled payrolls

Reset Pay Groups

Reset a Pay Group

Menu > Administration > Payroll Admin > Payroll Utilities > Pay Group Reset

1. From the Pay group Reset page, select the month from the Month to Reset drop-down list.

2. Select each pay group needed.

Reset Pay Groups

3. Select Reset. A message appears.
4. Select Reset. An informational message appears, notifying you of how many pay groups were reset successfully.

Review pay groups and tax groups from the Tax Group Information page

Menu > Administration > Payroll Admin > Payroll Utilities > Pay Group Reset > Things I Can Do > Tax Group Information

| MENU | Administration Payroll Admin | | | UltiPro | by ULTIMATE SOFTWARE | Jeri Abella ▾ | Company | To Do | Share Ideas | Help | Logout |

| Business Rules | Deduction Goal Update | Payroll Setup | Payroll Settings | Payroll Utilities | Time Entry Setup | Find... |

Pay Group Reset

Tax Group Information

back | print | help

Review all pay group reset dates and pay dates according to the associated company and tax group.

Find by [Pay group ▾] [starts with ▾] [＋][－] [Search]
Filtered by Pay group - starts with [Clear Filters]
Displaying **all** records

Actions [▾] [OK] 🗐 "

Pay Group ▲	Pay Group Code	Company	Company Name	Tax Group	Tax Group Code	Last Month Reset	Last Quarter Reset	Last Year Reset	Pay Date	Country
Corp Exec BiWkly	COEXBI	CORP	UEL Corporate	TG4 CORP	TG4	06/30/2016	06/30/2016	12/31/2015	07/21/2016	United States
Corp Hourly Wkly	COHRWK	CORP	UEL Corporate	TG4 CORP	TG4	06/30/2016	06/30/2016	12/31/2015	07/14/2016	United States
Corp Salary Wkly	COSLWK	CORP	UEL Corporate	TG4 CORP	TG4	06/30/2016	06/30/2016	12/31/2015	07/07/2016	United States
Electronics BiWkly Chks	EBWKC	AWE	Another World Electronics	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/21/2016	United States
Electronics BiWkly DDAs	EBWKL	AWE	Another World Electronics	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/28/2016	United States
Maxines Hourly Wkly	MHRWK	MSG	Maxines Restaurant	TG2 MSG Bad	TG2	01/31/2009	12/31/2008	12/31/2008		United States
Park Exec BiWkly	EXEC	TMAP	To the Max Amusement Park	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/21/2016	United States
Park Hourly Wkly	PHRWK	TMAP	To the Max Amusement Park	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/14/2016	United States
Park Salary Wkly	PSALWK	TMAP	To the Max Amusement Park	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/07/2016	United States
Park Tip Wkly	PTIPWK	TMAP	To the Max Amusement Park	TG1 TMAP AWE	TG1	06/30/2016	06/30/2016	12/31/2015	07/14/2016	United States
Park Union Wkly	PUWKLY	TMAP	To the Max Amusement Park	TG1 TMAP AWE	TG1	01/31/2009	12/31/2008	12/31/2008		United States

|◀ ◀ [1 / 1] ▶ ▶| Records per page

Ideas

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Reset Pay Groups

- If the pay group is not available to reset, review the message column
  - Messages alerts you to resolve issues ahead of time
  - Messages indicate the tax group to which the pay group is assigned

	Pay Group ▲	Pay Group Code	Pay Date	Pay Type	Last Month Reset	Payroll Status	Messages	≽
☐	Corp Hourly Wkly	COHRWK	07/14/2016	Regular	06/2016	Closed	TG4 All payrolls for the selected month must be processed and closed or the status of the pay period set to inactive.	

	Pay Group ▲	Pay Group Code	Pay Date	Pay Type	Last Month Reset	Payroll Status	Messages	≽
☐	Corp Exec BiWkly	COEXBI	08/18/2016	Regular	07/2016	Closed	TG4 All pay groups for the tax groups listed must be reset for the prior month.	

Note: In some circumstances, you may need to inactivate unused payrolls for the pay group you are resetting.

Feature Benefits

- Enables you to maintain dates of unused payrolls
- Enables you to resolve out-of-date pay groups directly from UltiPro
- Provides messages before you Reset, enabling you to resolve issues ahead of time

Rest & Recovery Rate Feature

- California AB 1513 legislation was passed
  - Requires employees to be compensated for rest and recovery periods
  - Relates to employees compensated on a piece-rate basis
- UltiPro provides Rest & Recovery feature
- Rest & Recovery feature calculates the higher of:
  - Federal minimum wage
  - State minimum wage
  - Local minimum wage, if configured
  - Average calculated value

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Rest & Recovery Rate Feature

- Modify your existing earnings to be included in Rest & Recovery calculation
  - Select Rest & Recovery Wages
  - Select Rest & Recovery Hours

Rest & Recovery Rate Feature

- Add new earnings to pay out Rest & Recovery time
  - In Pay Rate for Payout section, select Piece Rate Rest & Recovery

Rest & Recovery Rate Feature

- Rest & Recovery rate example for California employee
  - Federal minimum wage: $7.25
  - State minimum wage: $10.00
  - *Local minimum wage: $12.55*
  - Average calculated value: $10.00

Rest & Recovery Rate Feature

- Assign local minimum wage to your locations
  - Select the jurisdiction from the Local Minimum Wage Jurisdiction

Feature Benefits

- Calculates the average pay rate automatically
- Compares minimum wage limits and automatically uses the highest pay rate

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Pay Statement Enhancements

- Pay statement language
- Earnings print sequence
- Shift and overtime display options
  - Detailed Shifts
  - Detailed Shifts and Overtime Rate of Pay
- Total Hours Worked

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Define Your Pay Statement Language

Menu > Myself > Personal > Private Info

1. From the Private Info page, select Edit.
2. Select the Preferred Language for Online Pay Statement.
3. Select Save.

Pay Statement Language

- **Languages are populated from your Display Settings**
  Menu > System Configuration > System Settings > Display
  - Languages are selected from the Selected Languages section

Pay Statement Language

- Language option is available on the Pay Statement
  Menu > Myself > Pay > Current Pay Statement
  – Switch between preferred language and default English (USA)

Earnings Print Sequence

- Earnings Print Sequence is available for pay statements
  - Available for printed and online pay statements
- Earnings are arranged according to priority
  - Enter a value 1–9999

Define the Print Sequence from Earnings Setup work event

Menu > System Configuration > Business Rule > Earnings

Earnings Print Sequence

- **Manage display from Earnings Configuration page**
  Menu > Administration > Payroll Admin > Pay Statement Options > Earnings Configuration
  - Update Description and Stub Description easily
  - Update Display Sequence for pay data entry
  - Update Print Sequence for employee's pay statements
- **Sort columns to order earnings according to sequence**

Shift and Overtime Print Options

- New pay statement display options are available
- Pay statement display options present shifts and overtime earnings in an easy-to-read format
- Three options available:
  - Check Format Options*
  - Detail Shifts
  - Detail Shifts and Overtime Rate of Pay

*Note: The Check Format Options is a default option to preserve current functionality.

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Shift and Overtime Print Options

- **Assign Shift/OT Settings from the Pay Group Options page**
  Menu > Administration > Payroll Admin > Pay Statement Options

- **Assign Shift/OT Settings according to pay group and check type**
  - Payroll check type includes Regular and Additional checks
  - Instant check type only includes Instant checks

Shift and Overtime Print Options

- Detail Shifts
  - Organizes each shift under the earnings
  - Provides pay rate, hours, and current amount for each shift
  - Provides year-to-date (YTD) column for each earnings

Shift and Overtime Print Options

- ▪ Detail Shifts and OT Rate of Pay
  - – Organizes each shift under the earnings
  - – Organizes each overtime according to the shift

Sophia Amore			Paygroup	PHRWK	FIT	W	0	15.00	Check No	25009
21 Hawthorne Blvd			Location	BURBNK	SIT res	M	0		Check Date	8/4/2016
Palos Verdes, CA 90723			Region	SW	SIT work	M	0		Period Start	7/23/2016
			Division	ENT					Period End	7/29/2016
			Establishmnt	NONE					Job	WAIT
SSN	XXX-XX-7412	Emp No 000010022	Department	WAIT					Pay Rate	15.0000

COMPANY MESSAGE

EARNINGS

Pay Type	Piece Units	Piece Rate	Period Start	Period End	Hours	Pay Rate	Current	YTD
Hourly Pay								43,682.69
Afternoon Shift					10.00	15.2500	152.50	
Morning Shift					10.00	15.0000	150.00	
Night Shift					10.00	15.6000	156.00	
Serv Night					10.00	15.7496	157.50	
Coefficient OT								187.27
Night Shift					2.50	22.6680	56.67	
Serv Night					1.50	22.8133	34.22	
				Total Hours	44.00			

Shift and Overtime Print Options

- **Assign the shift used for each earnings in paydata entry**
  - Coefficient overtime earnings is assigned with the corresponding shift
  - Shift differential does not need to be flagged to assign the coefficient overtime to the corresponding shift

Shift and Overtime Print Options

- Pay statement display enhancements
  - Reduces regular hours with shifts matching coefficient overtime
  - Displays coefficient overtime pay rate as combined time and a half pay rate (or other rate)

Feature Benefits

- Improves pay statement to help better understand wages
- Provides more detail on shift and overtime earnings
- Display coefficient overtime pay rate as a combined pay rate

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Total Hours Worked

- **Total Hours Worked field available for pay statements**
  - Provides the actual hours employees worked during the pay period
  - Excludes hours for time that employees did not work
  - Appears next to Total Hours value on the pay statement

Configure Total Hours Worked for Pay Statements

Menu > System Configuration > Business Rules > Earnings

1. From the Earnings business rule, select the earnings to include in Total Hours Worked.

2. From the Details step, check the Total Hours Worked box.

3. Select Next and Save.

Configure Total Hours Worked for Pay Statements

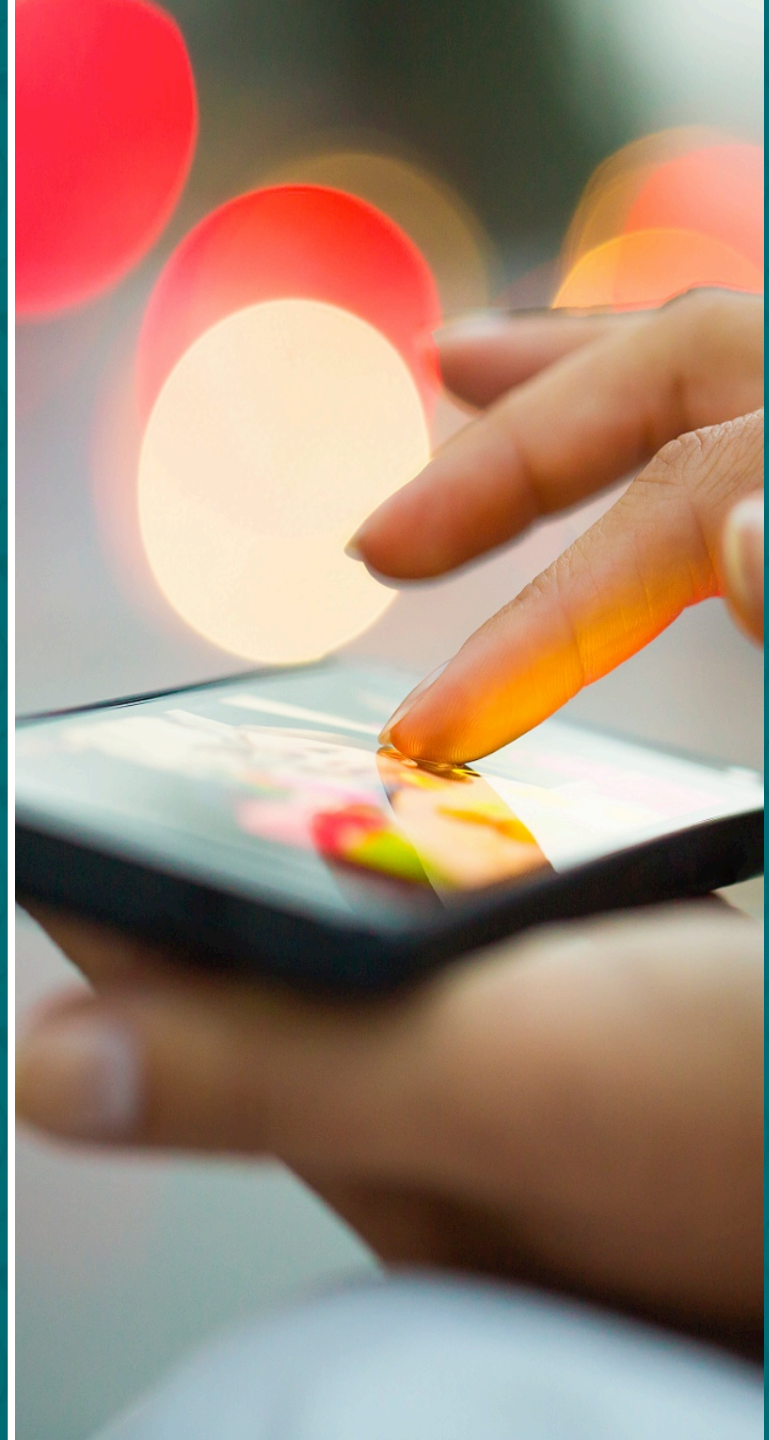UltiPro backoffice > Setup Tables > Banks

1. From the Banks setup table, select the bank.

2. From the Checks tab, check the Total Hours Worked box to display this field on employees' checks.

3. Select Save.

Feature Benefits

- Clarifies the pay statements hours
- Provides the actual time that an employee works

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Tax Compliance

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Tax Compliance

- Enhanced Wage Attachment Gateway
- Enhanced Form W-4 Completion

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Enhanced Wage Attachment Gateway

- New filter and sort options
  - Deduction start date
  - Deduction stop date

Enhanced Wage Attachment Gateway

- Date fields defined on the garnishment configuration
  - Deduction start date is required
  - Deduction stop date is not required

Enhanced Wage Attachment Gateway

- **Filter garnishments three ways:**
  - Enter a date in the From field
  - Enter a date in the To field
  - Enter dates in both fields
- **Sort using the Deduction Stop Date column**
  - Review deductions without a stop date by sorting Stop Date column

Enhanced Form W-4 Completion

Enhanced Employee Withholding Forms (W-4) experience

Enhanced Form W-4 Completion

- All withholding forms are provided for federal and state jurisdictions
  - Provides easy form completion experience, compliant with current regulation forms
- E-mail notification available for expiring exemption status
- UltiPro messages appear, instructing employees to update withholding forms when employees:
  - Add dependents
  - Change marital status

Enhanced Form W-4 Completion

- **Withholding forms are provided in questionnaire format**
  - Provides guidance when selecting options
  - Provides instant validation of information
  - Streamlines acknowledgment statement and is electronically signed
  - Provides direct link to the full form
  - Provides personal data and elections populated in the form

Enhanced Form W-4 Completion

- Enhanced administrative processes for Form W-4
  - Display or hide forms
  - Configure exemption expiration email notification and reset of withholding elections
  - Regulate max allowances per state and employer form requirements
  - Upload paper forms

- Streamlines administrative process
- Provides configuration options
- Simplifies employee experience
- Maintains form updates from new legislation
- Eliminates browser compatibility issues

Upcoming Webcasts

- Enhanced Form W-4 Completion and Employer Management
  - Date: 10/26/16
  - Time: 1:00pm – 2:00pm Est
    https://ultimate.webex.com/ultimate/onstage/g.php?MTID=e91ce3941d53c22fb6e8da73f9ab067ee

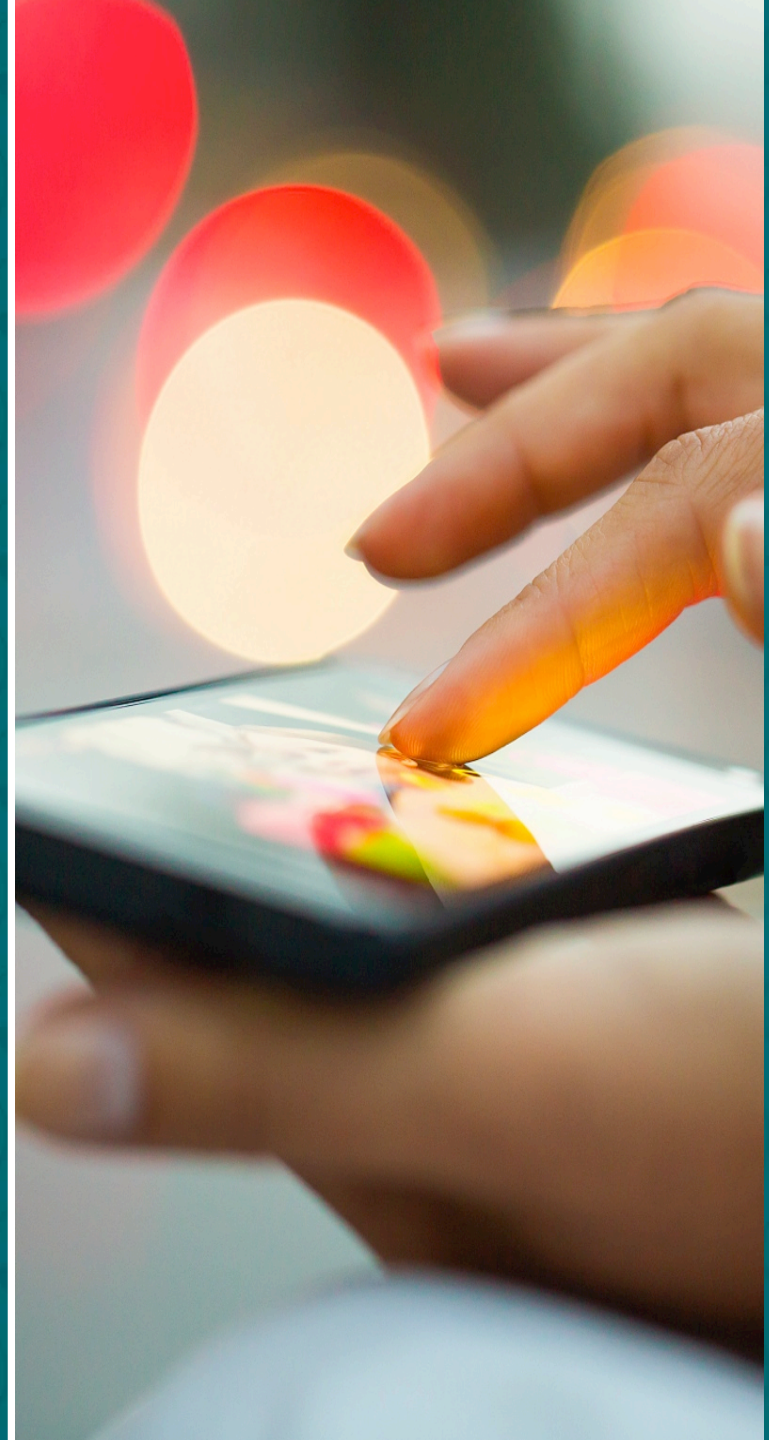- Enhanced Form W-4 Completion and Employer Management
  - Date: 10/26/16
  - Time: 3:00pm – 4:00pm Est
    https://ultimate.webex.com/ultimate/onstage/g.php?MTID=e94dc06e32d61b4d4826ad2b91f394330

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Time Management

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Time Management

- Navigation Changes
- Timesheet Enhancements
- Pay Rate Synchronization
- Smart Recalc
- Multi-Lingual Capability

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Navigation Changes

- **New Navigation for Time Management**
  - Launches within UltiPro
  - Uses the new navigation framework, colors, and fonts
  - Contains a Pop Out option for administrators to open application in a new browser or window, if desired
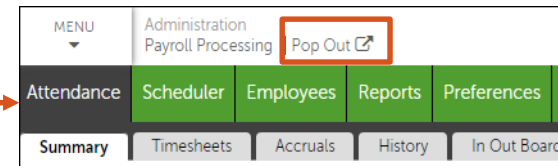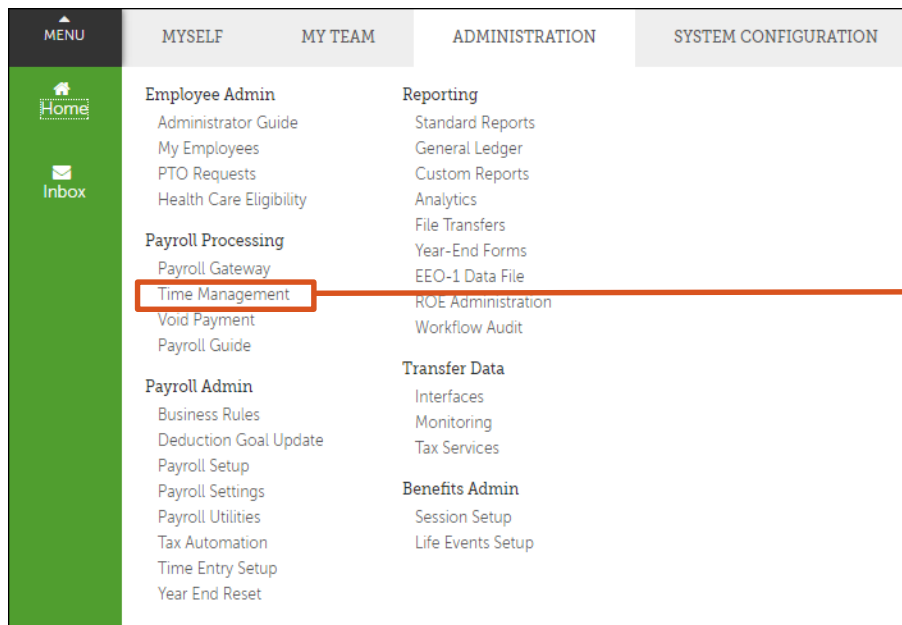
Navigation Changes

Employee timesheet displays in UltiPro

Navigation Changes

Employee timesheet displays in "Pop Out" window

Navigation Changes

- **Supervisor View of Summary Page**
  - Before

  - Now

Timesheet Enhancements

- Employee View of Timesheet
  - Before

Timesheet Enhancements

- Employee View of Timesheet
  - Now

Timesheet Enhancements

Supervisor View of Employee Timesheet

Timesheet Enhancements

Supervisor View of Employee Timesheet Detail Section

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Timesheet Enhancements

- User Name Preference
- Timesheet Status Change Option
- New Time-off Alert Link (Detail and Hourly Timesheets)
- Columns Button on Detail Timesheet
- Notes Pop-Up on Detail Timesheet
- Recalculate Button Removed

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User Name Preference

Timesheet Audit Trail can show User Name instead of User ID

Attendance > Timesheets > Magnifying Glass icon in Audit column

User Name Preference

- **Select User Name on the Preference page**

Users Setup > Preference

- **Select magnifying glass icon to display audit report**

Attendance > Timesheet or Summary

Timesheet Status Change Option

- Note the Status Change option applies to both hourly and detail timesheets

- Select Status and change it to any level below the current status

New Time-Off Alert Link

- Available from both hourly and detail timesheets
- Applies to pending requests during a pay period
- Enables supervisors to select the link and go to Manage Time-Off Requests page (Scheduler > Requests)
- Displays only those requests for the selected employee and pay period

New Time-Off Alert Link

Manage Time-Off Requests page shows the pending time-off request

Columns Button on Detail Timesheet

- New Columns button available to all users
- Users can select and reorder timesheet columns
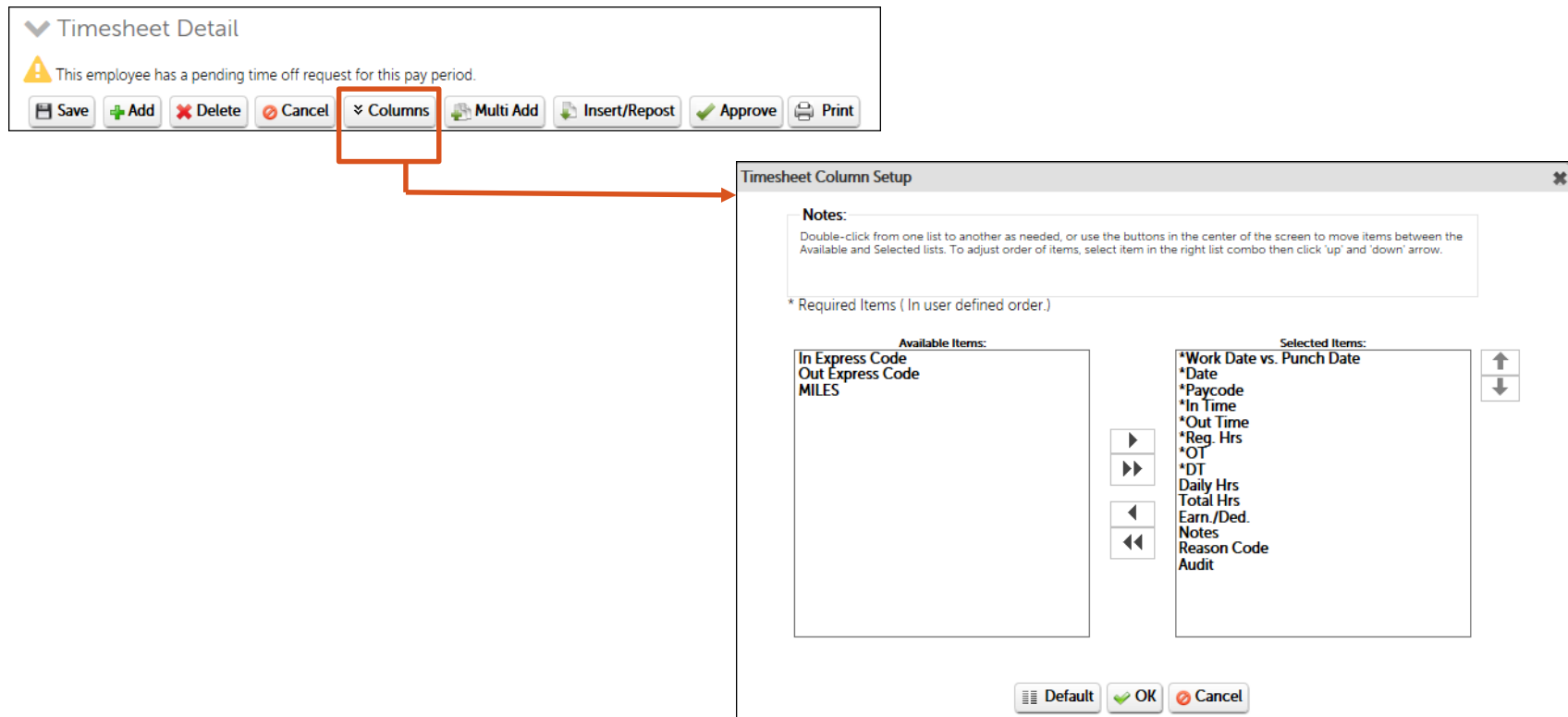
Note: With the addition of the Columns button, the column picker to the far right (⯆) has been removed along with the Freeze Timesheet Display option in the Timesheet Column Setup section.

Notes Pop-Up on Detail Timesheet

- Pop-up window appears when a note is added to timesheet row
- Note can be viewed and then closed without saving timesheet

Recalculate Button Removed

- Before

- Now

Feature Benefits

- Improves readability and ease of use of the timesheets
- Groups actions together
- Enables you to easily change the timesheet status
- Provides supervisors with the ability to quickly manage an employee's time-off requests
- Improves speed of entry for hourly timesheet users

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Pay Rate Synchronization

- **Employee base pay rate is imported via integration**
  - Information populates in Labor Costing reports and displays on the timesheet in the summary
  - Current rate and prior rate are brought into timesheet
  - UltiPro effective date is used
- **Minimum wage tables also imported via integration**
  - Tables support new compliance rules that require minimum wage for validation and payment of violations

Note: These changes were included with the Time Management Monthly Release on September 15, 2016.

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Pay Rate Synchronization

Example of Detail Report.LC

Reports > Report Generator > Labor Costing > Detail Report.LC

Report Date: 09/08/2016				**Primary Sort By: Job (G3)**					
Report Time: 1:07:07 PM				**08/15/2016 - 08/28/2016 [14 days]**					

Date	Pay Code	IN	OUT	Job	Rate	Reg Hrs	OT Hrs	Daily Total	Total Pay
				Job: BARBACK [BarBack]					
876878799-GCDRX [Walker, Jessica]									
	Full Name Walker, Jessica			**Shift Number** 1 [DEFAULT SHIFT]			**Employee Status** A		
08/15/2016 Mon		08:00AM*	04:30PM*	BARBACK	$47.75	8.50		8.50	$405.88
08/16/2016 Tue		08:00AM*	04:30PM*	BARBACK	$47.75	8.50		8.50	$405.88
876878799-GCDRX [Walker, Jessica] Total:						17.00	0.00	17.00	$811.75
BARBACK [BarBack] Total:						17.00	0.00	17.00	$811.75
Head Count: 1									
				Job: HOSTESS [Hostess]					
876878799-GCDRX [Walker, Jessica]									
	Full Name Walker, Jessica			**Shift Number** 1 [DEFAULT SHIFT]			**Employee Status** A		
08/17/2016 Wed		08:00AM*	04:30PM*	HOSTESS	$32.50	8.50		8.50	$276.25
876878799-GCDRX [Walker, Jessica] Total:						8.50	0.00	8.50	$276.25
HOSTESS [Hostess] Total:						8.50	0.00	8.50	$276.25
Head Count: 0									
				Job: RECEPT [Receptionist]					
876878799-GCDRX [Walker, Jessica]									
	Full Name Walker, Jessica			**Shift Number** 1 [DEFAULT SHIFT]			**Employee Status** A		
08/18/2016 Thu		08:00AM*	04:30PM*	RECEPT	$38.90	8.50		8.50	$330.65
08/19/2016 Fri		08:00AM*	04:30PM*	RECEPT	$38.90	6.00	2.50	8.50	$379.28
876878799-GCDRX [Walker, Jessica] Total:						14.50	2.50	17.00	$709.93
RECEPT [Receptionist] Total:						14.50	2.50	17.00	$709.93
Head Count: 0									
Grand Total:						40.00	2.50	42.50	$1,797.93
Head Count: 1									

END OF REPORT

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Pay Rate Synchronization

Feature is enabled through UltiPro

System Configuration > Time Management Setup > Integration Configuration > Import Employee Pay Rate option

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Feature Benefits

- Displays pay rate information in reports and on the timesheets
- Supports new compliance rules

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Smart Recalc

- Smart Recalc ensures that events are labeled correctly
- Smart Recalc contains two parts:
  - Self-healing task status changes to Completed if task is in either Running or Started status and has last run completed time stamp and 100 percent progress
    - Task fails if a task of the same type is run
  - RECALC_UNCALCED_TS_JOB only runs on timesheets that are less than 30 days

Note: These changes were included with the Time Management Monthly Release on July 12, 2016.

Feature Benefits

Prevents customer-scheduled events from displaying as "Removed" or "Failed"

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Multi-Lingual Capability

- Time Management delivers all standard reports and mobile experiences in UltiPro in Canadian French

- All pages, data in tables, icons, and buttons are translated to user's preferred language

- Multiple entries of descriptions (for example, pay codes, policies, and rules) are allowed for users to view information in UltiPro selected language preference

Note: These changes were included with the Time Management Monthly Release on June 14, 2016.

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Multi-Lingual Capability

Change Language Preferences

1. From the Home page, select Preferences.
2. From the Preferences page, select Edit.
3. From the Language drop-down list, select the preferred language.
4. Select Save.
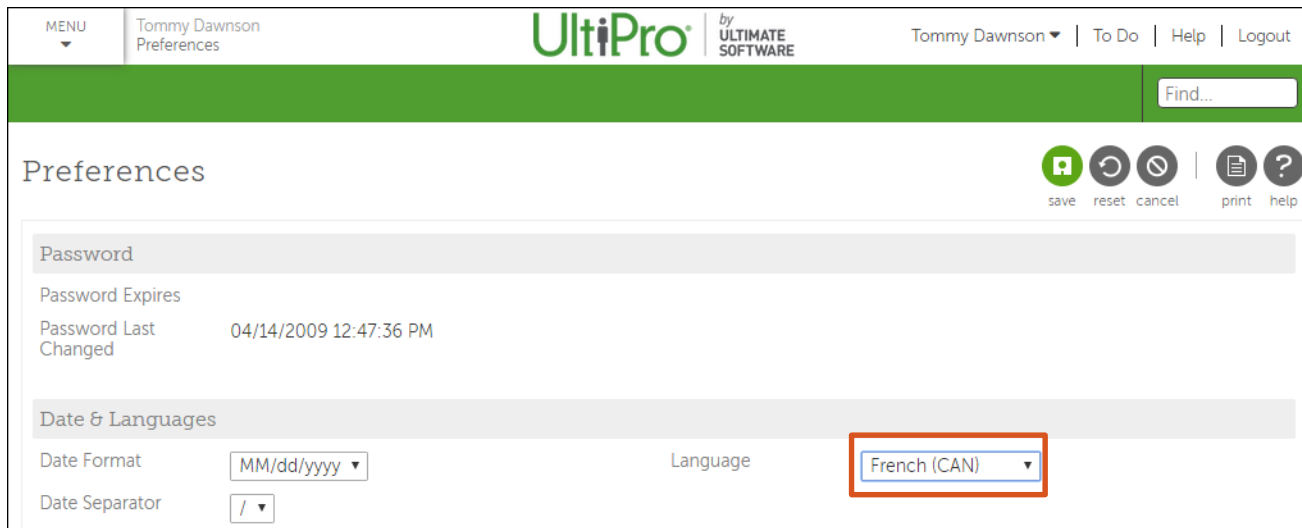
Note: These changes were included with the Time Management Monthly Release on June 14, 2016.

Multi-Lingual Capability

Time Management displays in French

Note: These changes were included with the Time Management Monthly Release on June 14, 2016.

Feature Benefits

- Provides Time Management pages in a user's preferred language
- Opens the possibility of delivery in other supported languages

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Learning Resources

Title	Description	Resource Type	New or Update
Manage Supervisor Delegations	Provides procedural information for supervisors on how to delegate access to your employees, be a delegate, and change delegate view options.	QuickTips	Update
Create and Assign Points in the Point System Module	Provides instructions for creating, calculating, and assigning points in the Point System Module.	QuickTips	New
Configure Accrual Rules in Time Management	Provides instructions for defining employee benefit accrual rule calculations.	QuickTips	New
Configure Overtime Banking for Accruals	Provides instructions for employers outside the United States to apply bank hours toward work hours or non-working hours.	QuickTips	New
Enable UltiPro Time Management Mobile Features	Provides configuration instructions and troubleshooting tips for the Time Management mobile features.	QuickTips	New

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Time and Attendance

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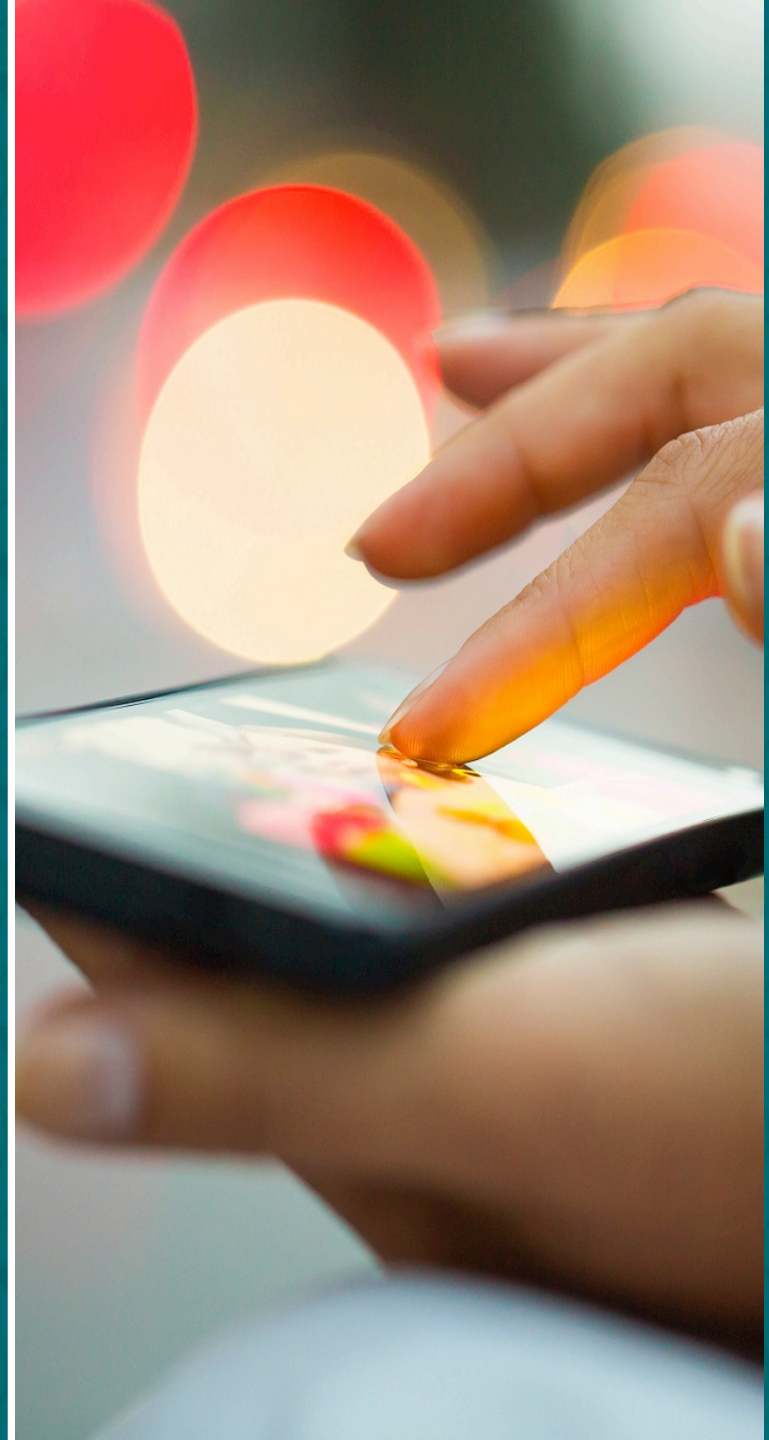
Time and Attendance

New Multi-View Scheduler

Multi-View Scheduler

- **Multi-View Scheduler enables you to:**
  - Establish and manage shift coverage requirements
  - View time off that is entered via the Time Off Planner
  - Use the Team structure for approval flows

Multi-View Scheduler

- **Manage skills for shifts**
  - View job and skill-based qualifications for shifts
  - Manage skill and credential expiration dates
- **Define and manage workload requirements**
- **Use staffing requirements to determine shifts, jobs, and skills needed in a given period**
- **Establish long-term and short-term schedule rotations**

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Multi-View Scheduler

- **View key performance indicators**
  - Filled and unfilled shifts and hours
  - Total hours and cost
- **View total coverage (scheduled versus required shifts)**
- **Swap shifts between employees**
- **Modify schedules via mass edits**
- **Manage schedule compliance via alerts and reports**

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Upcoming Webcasts

- Time and Attendance: Multi-View Scheduler
  - Date: November 16, 2016
  - Time: 11: 00 a.m. or 2:00 p.m. Est

Note: Newswire communication for registration to follow soon.

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Connections Hands-On Learning Sessions

Connections 2017 takes place from March 21-24, 2017 at the Bellagio in Las Vegas. The conference will include an amazing roster of speakers, breakout sessions, entertainers, and UltiPro® training.

Get the most out of Connections 2017 by attending UltiPro Hands-on Learning Sessions in one of our 4 special-interest topic areas.

Session Details:
- 12 courses are available in the following topic areas:
  - Payroll
  - Reporting & Analysis
  - System Configuration
  - Compensation Management
- 2.5 hours to 3 hours in length
- Sessions offered each day on Tuesday, Wednesday, and Thursday

Registering for Hands-On Learning Sessions

1. Register Now for Connections 2017

    – Go to ultimatesoftware.com > Events > Connections Conference
       OR ultimatesoftware.com/connections

2. Specific course topics announced in November

3. Course schedules shared in January 2017

4. Session registration will be available in February 2017 to reserve a seat in your favorite session topic.

5. See you there!

Thanks ...

... for participating in today's webcast!

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