

# Payroll Advanced/HR Data Mining

December 2023

Paula Glaser & Jenny Henson  
CESA 5

# OVERVIEW

- Skyward Report for ACH Changes
- Payroll Comparison Report
- Employee Data Clean Up

# MONITORING CHANGES IN ACH DEPOSIT BANKS

- The number of security incidents have tremendously increased.
  - Bad actors changing bank accounts in Skyward without anyone knowing.
  - Add a step in payroll process to run a report for profile changes.
  - [Click here for report instructions](#)

# MONITORING CHANGES IN ACH DEPOSIT BANKS

- Go to Human Resources, Payroll, Utilities, Profile Change History.
  - Columns for “Employee Changed” and “Changed By” have been narrowed to protect identities for the example.

HR\PA\UT\PA\AU\PC - 3274 - Profile Change History

Profile Change History									
Table - Code	Process	Field - Description	Original Value	New Value	Time Changed	Date Changed	Field Type	Table name	
Pay Record - CON	Change	Pay Frequency Code	15	20	11:46 PM	11/25/2023	character	HPAPRM-PAY	
TO Transactions - SICK -	Add	SICK LEAVE	n/a	n/a	12:05 PM	11/22/2023	n/a	HTOTRN-TRA	
TO Transactions - SICK -	Change	Transaction LTD Recor	S	N	12:04 PM	11/22/2023	character	HTOTRN-TRA	
TO Transactions - SICK -	Change	Transaction Days	1.00	.0	12:04 PM	11/22/2023	decimal	HTOTRN-TRA	
TO Transactions - SICK -	Change	Transaction Hours	8.00	.0	12:04 PM	11/22/2023	decimal	HTOTRN-TRA	

Close Report

# MONITORING CHANGES IN ACH DEPOSIT BANKS

- Select Report on the right side of the screen.

HR/PA/UT/PA/AL/BC - 3274 - Change History Report Parameters

Date Change was Made: // through 12/31/9999

Report Sequence:

- Changed Employee, Date, Time, Changed By
- Date, Time, Changed Employee, Changed By
- Changed By, Changed Employee, Date, Time
- Changed By, Date, Time, Changed Employee

Types of Changes to Include:

- Include profile and demographic changes
- Include deduction and benefit control file changes
- Include contract changes
- Include direct deposit changes
- Include Flex changes
- Include pay record changes
- Include time off changes
- Include Credit/Degree/Certification changes

Employees That Changed: Selection Parameters

Users That Made Changes:

- All users
- Select users

Select Users

Process Type:

- Adds only
- Changes only
- Deletes only
- All

Run Close

Enter the low date to use in this report.

SkyDoc

# MONITORING CHANGES IN ACH DEPOSIT BANKS

- A report for direct deposit changes only would look something like the following.
  - *Employee names have been removed.*
  - The 2 Adds were new employees. The Change was for an employee who went from a 32 savings account to a 22 checking account.
  - If you see something you don't expect, CALL THE EMPLOYEE.

Report - 11/01/2023 through 11/16/2023 PAGE:

Table - Code	Field - Description	Process
Direct Deposit -	Net Pay	Add
	n/a	
Direct Deposit -	Transaction - Savings	Change
32	22	
Direct Deposit -	Bank Account	Change
kMt5YE= 7WpAtmjansvGrclQzSwE0jA==	F+bgNlXPCMI= j4SFct3Z8SD6F13KcVePHQ==	
Direct Deposit -	Net Pay	Add
	n/a	

# PAYROLL COMPARISON REPORT

- With a payroll selected, go to HR, Payroll, Current Payroll, Pre-Verify
  - Select Current Payroll vs Historical Payroll Audit

HR\PA\CP\PV - 746 - Pre-Verify for Payroll Run Number REG / REGUL

Pre-Calc Verification Reports

- Employees Not Being Paid (Missing from Payroll)  
Print Social Security Number on Report:  Yes  No
- Omitted Deductions/Benefits
- Current Payroll Audit
- Current Payroll vs Historical Payroll Audit
- Project/Grant Report

# PAYROLL COMPARISON REPORT

- Normally, select the preceding payroll as the Historical Payroll and keep Selection Parameters wide open to see everything.

HR\PA\CP\PV - 746 - Current Payroll vs Historical Payroll Audit

This process will compare the current selected payroll to one or more historical payrolls. The amount and percent comparisons will be done on the value(s) entered during the Select process - not the value(s) determined by the Calculate process.

Note: Deductions and benefits that are set up as "calc" types will not have the calculated amount compared. This field will only display on the report if the deduction or benefit is found on the current payroll but not the historical payroll or vice versa.

**Run**

**Close**

**Historical Payroll(s)** 11/30/2023 Regular

**Selection Parameters** Last Used Parameters

Select to run the Parameter screen.

SkyDoc



# PAYROLL COMPARISON REPORT

- Any change between payrolls will be listed on the report.

## PAY/DEDUCTION/BENEFIT INCONSISTENCIES:

TYPE	CODE	DESCRIPTION	FIELD	CURRENT PAYROLL	HISTORICAL PAYROLL
Pay	CON	CONTRACT PAY	Rate/Amount	Missing	2,100.0000
			Factor/Hours	Missing	0.2105
			Number of Pays	Missing	01
			Pays Per Year	Missing	020
			Retire Hours	Missing	16.00
			Hours Wrkd	Missing	16.00
Ded	FIC	FICA-SS	Calc	Missing	
	FIM	FICA-MEDICARE	Calc	Missing	
	FTX	FEDERAL TAX W/H	Calc	Missing	
	RTE	RET-EMPLOYEE	Percent	Missing	6.8000
	STX	WI STATE TAX	Calc	Missing	
Ben	DIS L	DISABILITY INS	Amount	Missing	6.8300
	FIC	FICA-SS	Calc	Missing	
	FIM	FICA-MEDICARE	Calc	Missing	
	LIF	LIFE INS.	Amount	Missing	5.4600
	RTR	RET-EMPLOYER	Percent	Missing	6.8000
* PAY:	CON	FREQUENCY CODE:	20	RATE/AMOUNT:	2,100.0000
				ACCOUNT NUMBER:	10 E 200 130 139000 000
Pay	CON	CONTRACT PAY	Pay Code	Missing	CON
			Frequency Code	Missing	20
			Expense Account	Missing	10 E 200 130 139000 000
			Rate/Amount	Missing	2,100.0000

# TURN & TALK

**Take some time to turn to your neighbor and share**

Payroll Comparison - Do you use this report or something else?

# EMPLOYEE DATA CLEAN UP

Most common areas to clean up

- Employee Types
  - Our primary focus today
- Pay types
- Deduction/benefit codes

# EMPLOYEE DATA CLEAN UP

Definitions (Recommended best practices)

- Employee Types
  - Examples: Admin, Teacher, Aide, Bus Driver, Food Service, etc
- Pay Codes
  - Examples: More detailed

# EMPLOYEE DATA CLEAN UP

Why clean up employee types?

- Easily exclude employees from screen views or reports
- Easily mass process deletions or changes
- Know who has been paid during the past 12 months
- Better reporting for 1094-C counts, etc.

# EMPLOYEE DATA CLEAN UP

How to clean up employee types

- [Instructions for employee type clean up](#)

# EMPLOYEE DATA CLEAN UP

Deduction and Benefit Codes:

- For example, if there are several WRS deduction codes, which one(s) should be used? Older codes may be set up incorrectly for current use.
- If there are too many codes for the same purpose, inconsistent or wrong codes can be used.

# EMPLOYEE DATA CLEAN UP



Now, what do I do with these old codes?

- Rename old/inactive deduction and benefit codes so they group at the bottom of the list.
- Current codes being at the top of the list is helpful when reviewing selection parameters for each payroll processing, etc.



# EMPLOYEE DATA CLEAN UP

What does a well organized ded/ben code look like

↑ Benefit Code 	Benefit Description	 Check Stub Description
1FICAR	FICA BENEFIT	FICA BEN
1MEDR	MEDICARE BENEFIT	MED BEN
2 WRS R	WRS RETIREMENT BENEFIT-EMPL...	WRS RETIRE BEN
2 WRSR-A	WRS RETIREMENT BEN-AMOUNT	WRS RETIRE BENE
3DENTFR	DENTAL-F-R	DENTAL-F-R
3DENTSR	DENTAL-S-R	DENTAL-S-R

# QUESTIONS?

# CONTACT INFORMATION

**Paula Glaser**

[glaserp@cesa5.org](mailto:glaserp@cesa5.org)

**Jenny Henson**

[hensonj@cesa5.org](mailto:hensonj@cesa5.org)