



TSSI ProNet interface to AS400 CIMS Payroll

FAQ – Frequently Asked Questions

I verify a job with a substitute and the system is telling me that the substitute is not in the system. I see the employee id (SS#) and the name, how can this be?

New subs records are inputted into the TSSI interface which then transfer that sub information to the SEMS calling system. In the beginning of the implementation, these subs were first entered into SEMS only. They were added into the TSSI interface at a later date. Unfortunately some of these sub records already in SEMS may not have been created in the TSSI interface. The verification record comes from finished jobs in the SEMS so it is possible to have a sub that appears to be valid but give this error. This is becoming more and more a rare case as we find these missing subs, if this does occur for you, make note of that substitute and notify the TSSI coordinator so that they can add the sub in TSSI. Once the sub is in TSSI, the verification will accept that employee id.

I changed a sub from .5000 days to 1.0000 days. The system appears to accept that change but when I look at the record again, it is back to the .5000 day?

Even though the verification screen lets you change this amount, the amount is calculated by the start and stop times given (at top of screen). If the sub is to be paid for a full day, update the time span to reflect the full day. Pressing ENTER will update the amount of the day to be paid.

A sub is being paid non certified rate instead of the certified rate of \$60.00? How do I correct this.

The amount of pay is dependent on the payable, grade, step given. All subs with grade of "TSSI" will be paid the non certified daily rate. If this particular sub is supposed to be paid as a certified sub, then changing the grade for that verification record to "CERTIF" will change the daily rate of pay. You can also prompt (F4) at the payable field and see what available rates of pay can be selected from.

Please note that his change corrects the specific verification record you are working with but will not correct it in the future. Notify the SEMS coordinator that this specific sub needs to have his/her grade changed to "CERTIF".

The above scenario applies to other grades such as "DEGREE".

Do we have to verify those jobs that do not have a sub too?

All jobs, regardless if they require a sub or not, must be verified in order for that time missed or worked to be reported to payroll.



Keep in mind that when indexing your open jobs, those jobs not verified will be displayed first. You can place a "C" for change on each line of the index display then process each record sequentially by pressing F6 on each. Each job should be checked for validity before pressing the verification key (F6).

We have an itinerant teacher that teaches at two sites. On the day in question, she was absent ½ day at our site only. When reviewing the verification record, it correctly recorded the ½ absent but it charged the sub to both sites. The G/L account given was 50% to site our site and 50% to the her other site. How do we correct this?

Some teachers (some employees) have their salaries charged to multiple sites. Most of these are usually 50% to each site (2 sites). The first issue to verify is if in fact the teacher is question is supposed to be charge to two sites. Most probably yes. But in this case, the teacher was out only at one site and not the other. The correction would be to change the percentage on the correct account to 100% and remove the 2nd account number and percentage. This would then charge the ½ to the proper account.

A degreed substitute teacher worked one day as a teacher assistant. The verification record is showing the wrong amount for that job. It is trying to pay this sub \$60 instead of \$48 a degreed teacher assistant is suppose to get. How is this prevented or corrected?

The substitute record has a default "grade" they are to be paid at. This would be for normal jobs that sub undertakes. It will also handle the consecutive day rate change when that sub teaches for more than 10 days in a row. If the sub takes a teacher assistant job (or any other type of job that pays different rates), the teacher pay rate will need to be correct at verification time. Place the cursor at the payable field and press F4. This will bring up a list of grade, step pay rates. Select the correct rate (moving cursor to that line) and press enter. The pay amount for that sub should show the correct amount now.

A degreed substitute has been working for us all year. We are now using the employee attendance system and this sub is coming up with the wrong rate. How to we correct this?

Unfortunately, the new calling system does not know how long a sub was working prior to using the new system. In this case, you will need to change the day field for that sub to 11 or more. This will change the pay rate for that sub to the correct amount. After the 10th day for that sub on the new system, it will no longer be necessary to make this change because the system will then insert the correct pay rate.

I was out from 6 to 10AM on a work day. I entered this into the employee attendance. Upon reviewing the verification record, it shows that I will be charged a full day? How did this happen?

When entering the times for being out, it is very important that you make sure the correct AM or PM is checked for the time. The default ending time is PM. If you entered only 6:00 and



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then 10:00 without verifying the correct AM or PM, the ending time would have been set to 10:00PM. This would be calculated to be a full day. Review of the verification record would show beginning time of 0600 and ending time of 2200 which represents 10PM. Changing the ending time on the verification record to 1000 will correctly change the absence to ½ day.