

FP2 - TIP 'O THE WEEK #149 TROUBLESHOOTING PAYROLL

Not only is it winter time, it's getting near to payroll time. FP2's compensation module is designed to speed up payroll considerably by automatically calculating times and applying pay guidelines to determine total pay. The thing that can take a lot of time - other than entering all the incidents and training info in the first place, is identifying discrepancies between the pay amounts you expect and what FP2 comes up with.

Since each payroll is somewhat different, I can't talk about exactly how to do things, but I'll identify a number of reports and techniques which are helpful in identifying problems with Compensations.

The first thing to remember about preparing to do payroll is to give yourself some time, and test in advance. There is no reason that you should be scrambling when payroll time comes, since FP2 allows you to run payroll tests over any time period, as many times as you want.

Usually the biggest problem with payroll is data entry. If an incident or training session is not entered correctly (or not entered at all), it causes problems with the payroll. This tends to be a bigger problem the longer the time is between payrolls - Departments that do a payroll every month will inevitably have less of this than Departments that do pay annually.

For payrolls that have discrepancies and cover a large time period, it can be really helpful to break the payroll into smaller time periods. Try running payrolls a month or a quarter at a time - that makes the issue of finding missing or incorrect data more manageable.

There are a number of reports in FP2 which detail all incidents and training records, broken down by firefighter. Since FP2 uses these records to calculate payroll, these reports are the fastest way to cross-check the data in payroll with the data entered in FP2.

- The Reports→Mgt Report→Firefighters→Incident Detail by Firefighter provides a detailed time sheet for each firefighter.
- Reports→Mgt Report→Firefighters→Meeting and Training by Firefighter provides the same kind of information, but for meeting and training sessions instead.
- The Reports→Mgt Report→Firefighters→Training and Incident Hours summary gives you a break-down of each training, meeting or incident that each firefighter has attended, the length of the session, and the totals for each category.

Another thing that is helpful to remember is that incident and training records for individual Firefighters can be printed directly from the "Incidents" and "Meeting and Training" buttons on the FF records. This allows you to quickly review the

information entered for an individual, without having to print reports for all the other Firefighters. You can also see paysheets for the individual by going to the "Payroll" button and clicking on the "Payroll History" button.

When you are doing comparisons, remember that you can always re-print the pay sheets and summaries from any payroll you created by going to the Reports→Mgt Report Menu→Payroll→Print Payroll or Payroll Summary reports.

Another problem that pops up occasionally is that some Firefighters do not appear on payroll when it is run. Usually, this is because in the Payroll window on the FF record, the "Exclude from Payroll" or "Exclude Fire Calls and Practices" checkbox is turned on. This will remove a Firefighter from payroll altogether. Firefighters who haven't attended any payable sessions will generally appear on the payroll with 0's in all categories.

Finally, if you decide you want to remove some of the test payrolls that you used, you can clean up by going to the Maintenance→Purge Old Data→Payroll option. Be careful, though – deleted payrolls cannot be restored.