

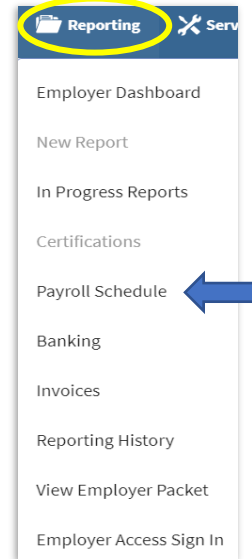
Employer Portal – Payroll Schedule Procedures

Employers are required to create a Payroll Schedule(s) prior to uploading the first Pay-Period Report into the Gemini Employer Portal at the beginning of each fiscal year. The **Payroll Schedule** identifies the Pay-Period Begin Date, End Date and Pay Date for each pay-period report. The Payroll Schedule Pay Dates should be the same dates employees are paid by the employer.

The **Payroll Schedule** area of the Gemini Employer Portal is located within the Reporting section. While hovering over Reporting, move your cursor down to **Payroll Schedule** and click on it. The Payroll Schedule screen will allow you to add, edit and delete payroll schedule information.

Payroll Schedule –

There are two (2) tables available on the **Payroll Schedule** screen: Payroll Schedule table and the Payroll Schedule History table. Both tables display fiscal year, payroll frequency, first pay date, job categories and employment types.



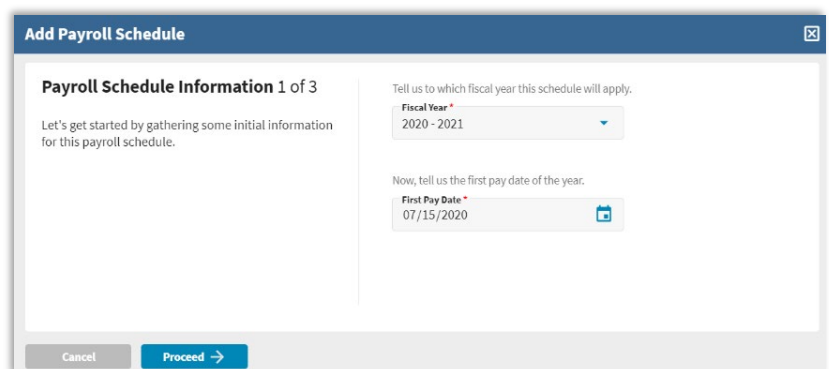
Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
No Payroll Schedule available.					

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
No Payroll Schedule History available.					


Add a Payroll Schedule –

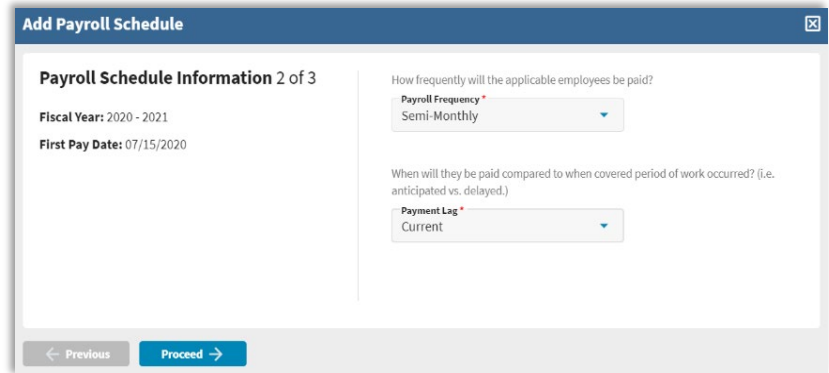
To add a new payroll schedule, click on **+ Add Payroll Schedule** button at the top of the Payroll Schedule table. This will open the **Add Payroll Schedule** wizard. The wizard will guide you through setting up each payroll schedule you may need to create. The wizard is a 3-step process.



Step 1 is to enter the **Fiscal Year** and the **First Pay Date** of the schedule you want to create. Once this information has been entered, click on **Proceed →**. To exit the wizard, click **Cancel**.

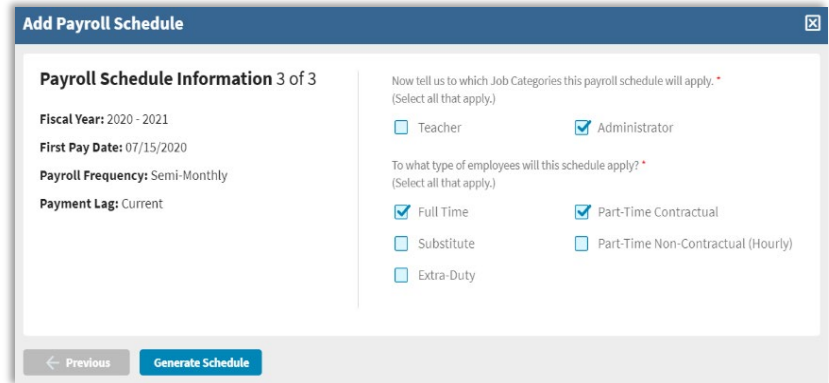


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Step 2 requires the entry of the employer’s **Payroll Frequency**. Using the dropdown select one of the frequency options: weekly, bi-weekly, semi-monthly or monthly. Enter a **Payment Lag** using the dropdown to select an option: Current – 30 days. Payment Lag refers to the number of days that are between the Pay Period End Date and the Pay Date. If at any time you need to return to the prior screen, click .



Step 3 requires the employer to choose the **Job Categories** the payroll schedule applies to. Make a selection from Teacher and/or Administrator. Next, select the **type of employees** covered under this payroll schedule. Make a selection from Full Time, Part-time Contractual, Substitute, Part-time Non-contractual/Hourly and/or Extra-Duty. You must make at least one selection from each section. When you have checked all the boxes that apply to this payroll schedule, click on . To return to the prior screen, click on .



Note: A separate payroll schedule should be created if pay dates are not the same for each job category and/or types of employees, if the payroll frequency differs or if the payment lag differs.

Generated Payroll Schedule Detail –

Once the payroll schedule is generated, the Employer Portal will display a detailed payroll schedule created from the information that was supplied in the Payroll Schedule wizard.

The **Schedule Detail** table will display a list of pay period dates in sequence order beginning with pay period #1 – 12, 24, 26 or 52, based on the payroll frequency used in the wizard. Each pay period row will display a Begin Date, End Date, and Pay Date. The first row displayed will reflect the First Pay Date and the Payment Lag selected in the payroll schedule wizard. To view additional pay period rows,

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scroll to the bottom of the **Schedule Detail** table and locate the table navigation options and select Rows per page or a page number. Rows per page 10 ▾ First < 1 2 3 > Last

Fiscal Year* 2020-2021 First Pay Date* 07/15/2020 Payment Lag* Current Payroll Frequency* Semi-Monthly Reset

Payroll Attributes Description of what this section does and some instructions.

Select Job Category: Teacher Administrator

Select Employment Type: Full Time Part-Time Contractual Substitute Part-Time Non-Contractual (Hourly) Extra-Duty

Schedule Detail Description of what this section does and some instructions. + Add Row

Actions	#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay
<input type="checkbox"/>	1	06/30/2020	07/15/2020	07/15/2020	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	07/16/2020	07/31/2020	07/31/2020	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	08/01/2020	08/15/2020	08/14/2020	<input type="checkbox"/>	<input type="checkbox"/>

Note: The recently generated payroll schedule detail displayed on this screen is not saved. If you select the Cancel button near the top or bottom of the screen, the Payroll Schedule data will be deleted. To prevent this data from being deleted, scroll to the bottom of the Add Payroll Schedule screen and click Save. You will be able to return to this page to view the details and make any necessary edits if needed.

Payroll Schedule Actions–

From the Payroll Schedule screen, you can View, Edit or Delete the Payroll Schedule(s). To complete any of these actions, click on the Action button left of the appropriate Payroll Schedule.

Payroll Schedule Description of what this section does and some instructions. + Add Row

Actions	Fiscal Year ↓	Payroll Frequency	First Pay Date	Job Categories	Employment Types
<input type="checkbox"/>	2020-2021	Semi-Monthly	07/15/2020	All	Full Time, Part-Time Contractual, Extra-Duty

View Edit Delete

Schedule History Description of what this section does and some instructions.



Delete Payroll Schedule –

From the Payroll Schedule screen click on the Action button left of the Payroll Schedule you wish to delete and select **Delete**. The **Delete Record** pop-up box will appear. Click Yes if you wish to delete the selected payroll schedule or click No to return to the Payroll Schedule screen. Delete will permanently remove the payroll schedule.


Note: You cannot delete a payroll schedule if any contribution reports are associated with the Pay Date(s) listed in the schedule.

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View Payroll Schedule –

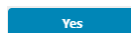



From the Payroll Schedule screen click on the Action button  left of the Payroll Schedule you wish to view and select **View**. The View Payroll Schedule screen can be viewed with read-only capabilities. Click  to return to the Payroll Schedule screen.


Edit Payroll Schedule –

From the Payroll Schedule screen click on the Action button  left of the Payroll Schedule you wish to edit and select **Edit**. The Add Payroll Schedule screen appears with edit capabilities. From the Add Payroll Schedule screen, you can make any necessary modifications to the payroll schedule.



Note: You cannot edit a payroll schedule if any contribution reports are associated with the Pay Date(s) listed in the schedule.

Schedule Attributes:


To make changes to the **Schedule Attributes** click on the blue **Reset** button right of the Payroll Frequency field. A Reset Schedule Attributes pop-up message box will appear. To continue select . The Schedule Attributes fields can now be edited. Make your desired changes and then click . To return to the Add Payroll Schedule screen without any changes click  or .

 **Add Payroll Schedule** Description of what this section does and some instructions.

Schedule Attributes Description of what this section does and some instructions.

Fiscal Year * 2020-2021	First Pay Date * 07/15/2020 	Payment Lag * Current	Payroll Frequency * Semi-Monthly	
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Payroll Attributes:

To make changes to the **Payroll Attributes**, select or deselect checkboxes for Job Category and/or Employment Types. Once changes have been made, scroll to the bottom of the screen and select .



Payroll Attributes Description of what this section does and some instructions.

Select Job Category: Teacher Administrator



Select Employment Type: Full Time Part-Time Contractual Substitute Part-Time Non-Contractual (Hourly) Extra-Duty

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Edit Pay Period Data:



To edit the information within a pay period row, click on the Action button  and choose **Edit**. You can also delete any rows by choosing **Delete** from the Action button .

Schedule Detail Description of what this section does and some instructions.






Actions	#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay
 Edit	1	06/30/2020	07/15/2020	07/15/2020	<input type="checkbox"/>	<input type="checkbox"/>
 Delete	2	07/16/2020	07/31/2020	07/31/2020	<input type="checkbox"/>	<input type="checkbox"/>

Make any applicable changes to Begin Date, End Date, Pay Date and/or check the Flex Pay or Special Pay checkboxes. Click  when you are done. If you need to cancel your changes, you can click on the  to the right of .

Assigning Flex Pay:

For each Pay Period that is used to pay for a Flexible Benefit Plan, the Pay Period will need to be updated with the **Flex Pay checkbox**. Click on the Action  button and choose **Edit**. Check the Flex Pay checkbox and click  when you are done.



Repeat this step until all Pay Periods that include a Flexible Benefit Plan payment have been individually updated. See Chapter 3 of the *Employer Guide* for more information regarding Flexible Benefit Plans.


Actions	#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay
 	1	07/01/2020 	07/15/2020 	07/15/2020 	<input type="checkbox"/>	<input type="checkbox"/>


Add a Row:

To add an additional row(s) to the Payroll Schedule, click on the  **Add Row** icon in the top right corner of the Schedule Detail table.

Schedule Detail Description of what this section does and some instructions.

Actions	#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay
	1	07/01/2020	07/15/2020	07/15/2020	<input type="checkbox"/>	<input type="checkbox"/>
	2	07/16/2020	07/31/2020	07/31/2020	<input type="checkbox"/>	<input type="checkbox"/>

 Add Row

This will add a blank row at the top of the Schedule Detail section (*image below*). You will need to indicate the Begin Date, End Date, Pay Date and check if it is a Flex or Special Pay. Click  once all information has been entered. The newly

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added Pay Period row will be sorted in ascending order within the Payroll Schedule.

Schedule Detail Description of what this section does and some instructions. + Add Row

Actions	#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay
<input type="button" value="Save"/> <input type="button" value="X"/>	0	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>

Assigning Special Pay:

Pay Dates that are outside of the regular Pay Period Pay Dates and are used to pay lump sums, stipends, bonuses or special payments to employees, the Pay Period row will need to be updated with the **Special Pay checkbox**. Click on the Action button and choose **Edit**. Check the Special Pay checkbox and click when you are done. Repeat this step until all Pay Periods that include a Special Pay payment have been individually updated.

Actions	#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay
<input type="button" value="Save"/> <input type="button" value="X"/>	1	<input type="text" value="07/01/2020"/>	<input type="text" value="07/15/2020"/>	<input type="text" value="07/15/2020"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delete a Row:

To delete a row(s) from the payroll schedule, click on the Action button left of the Pay Period row you wish to delete and select **Delete**. The **Confirm** pop-up box will appear. Click if you wish to delete the selected Pay Period row or click to return to the Add Payroll Schedule screen. Delete will permanently remove the Pay Period row from the Payroll Schedule.

Payroll Schedule History –

Once all Pay Dates for a fiscal year have been completed, the Gemini Employer Portal will automatically move the Payroll Schedule to the **Payroll Schedule History** section. Payroll Schedules displayed in the Payroll Schedule History section can be viewed using the Action button left of the Payroll Schedule. Locate the Payroll Schedule you wish to view and select View. No data can be edited or removed from the payroll schedules displayed in the history section.

Payroll Schedule History Description of what this section does and some instructions.

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
No Payroll Schedule History available.					