



# Springbrook – Pay Schedule

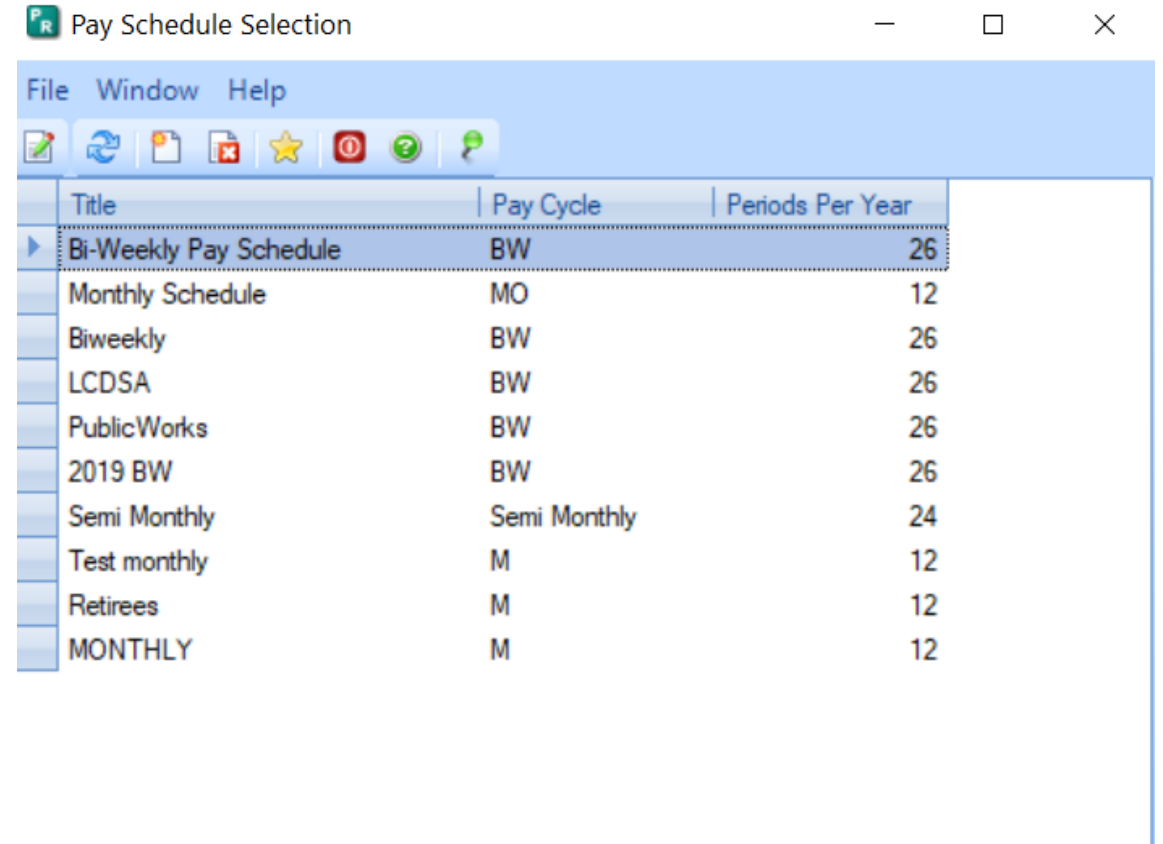
# Agenda

- Payroll Pay Schedule Setup
- End of year batch numbering – Critical for Payroll
- Tax Table Setups

# Pay Schedule Setup

Pay Schedules are located and updated in Payroll > Maintenance > Pay Schedule.

- Pay Schedule Setup
- Add new periods to the pay schedule
- Add Timesheets to the pay schedule



The screenshot shows a window titled "Pay Schedule Selection" with a menu bar (File, Window, Help) and a toolbar. Below the toolbar is a table with three columns: Title, Pay Cycle, and Periods Per Year. The table lists various pay schedules, with "Bi-Weekly Pay Schedule" selected.

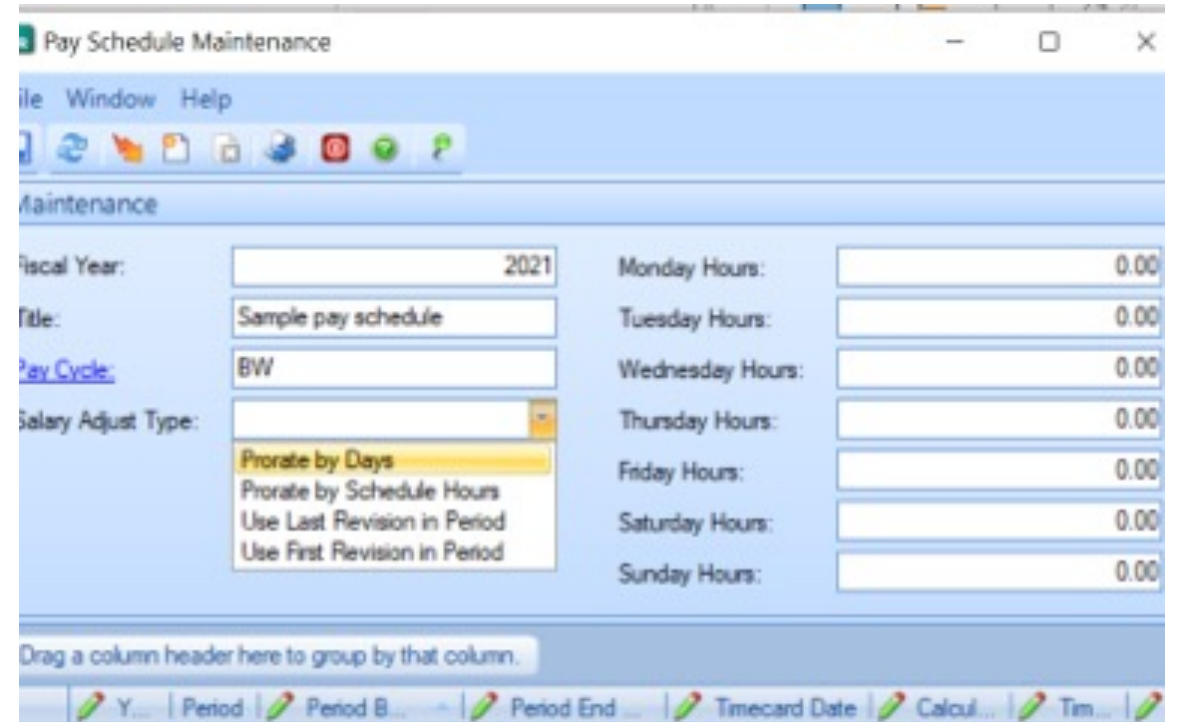
Title	Pay Cycle	Periods Per Year
▶ Bi-Weekly Pay Schedule	BW	26
Monthly Schedule	MO	12
Biweekly	BW	26
LCDSA	BW	26
PublicWorks	BW	26
2019 BW	BW	26
Semi Monthly	Semi Monthly	24
Test monthly	M	12
Retirees	M	12
MONTHLY	M	12

# Pay Schedule Tips

- Pay Schedules are located and updated in Payroll > Maintenance > Pay Schedule.
- Pay Schedules are set up by calendar year.
- Pay Schedules need to be modified for the next year.
- Make sure you set up the proper periods for the year.
  - If Bi-weekly you may have 26 or 27 periods for 2024. If so, use the copy feature then add another period to make the 27 periods.
  - Salary amounts – typically agencies pay the same amount rather than modifying it for the year.
- NOTE: Pay Schedule Maintenance refers to Fiscal Year but actually means (and should say) Calendar Year. Corrected for versions 7.18 and cloud.

# Pay Schedule Tips

- Salary Adjust Type – This selection will determine how the salary button calculates salary amounts on timecards.
- Prorate by Days – most common. Prorates by total days in the period.
- Prorate by Schedule Hours – Prorates based on the schedule on the right side.
- Use Last Revision in Period
- Use First Revision in Period



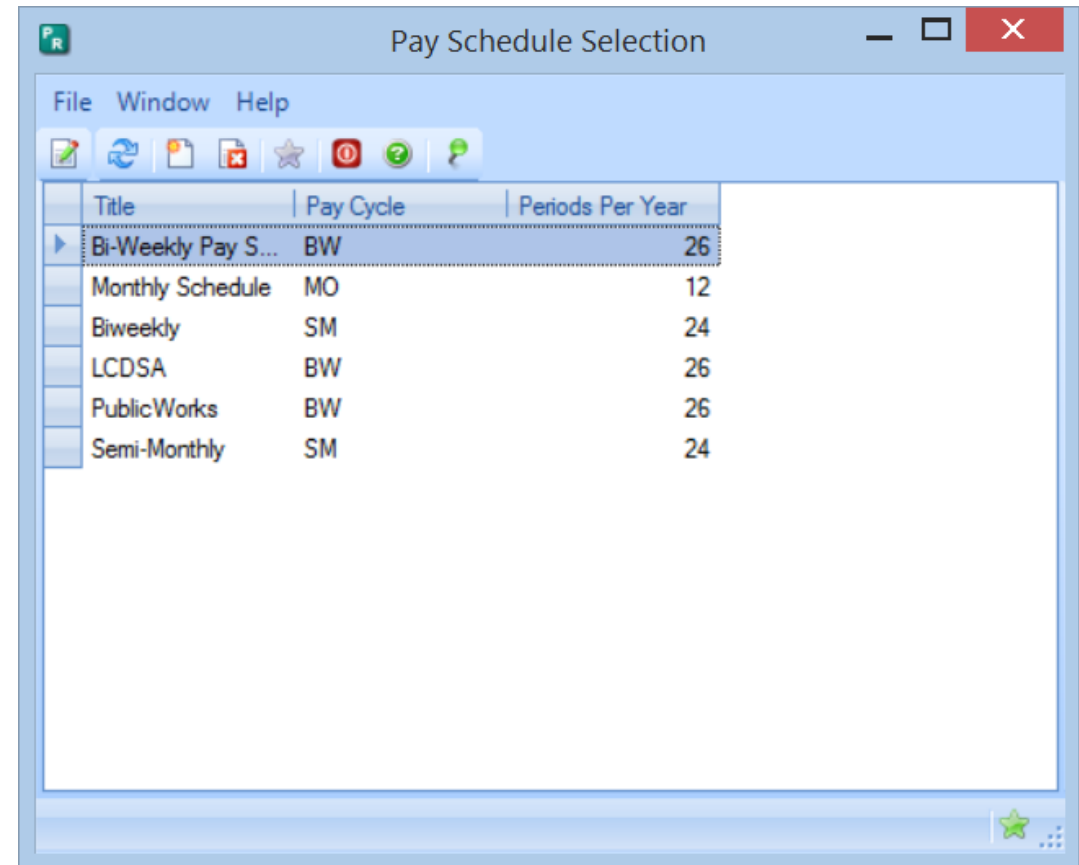


# Add Periods to Schedule



# Open Pay Schedule to update

- Do not set up a new pay schedule – you do not want to have to open every employee.
- You will need to maintain each schedule used.



The screenshot shows a window titled "Pay Schedule Selection" with a menu bar (File, Window, Help) and a toolbar. Below the toolbar is a table with three columns: Title, Pay Cycle, and Periods Per Year. The table contains the following data:

Title	Pay Cycle	Periods Per Year
Bi-Weekly Pay S...	BW	26
Monthly Schedule	MO	12
Biweekly	SM	24
LCDSA	BW	26
PublicWorks	BW	26
Semi-Monthly	SM	24

# Click on the Add Periods to Schedule button

Pay Schedule Maintenance

File Window Help

Save Refresh **Add Periods to Schedule** New Delete Refilter Data Exit

Maintenance

Calendar Year:  Monday Hours:

Title:  Tuesday Hours:

Pay Cycle:  Wednesday Hours:

Salary Adjust Type:  Thursday Hours:

Friday Hours:

Saturday Hours:


Sunday Hours:

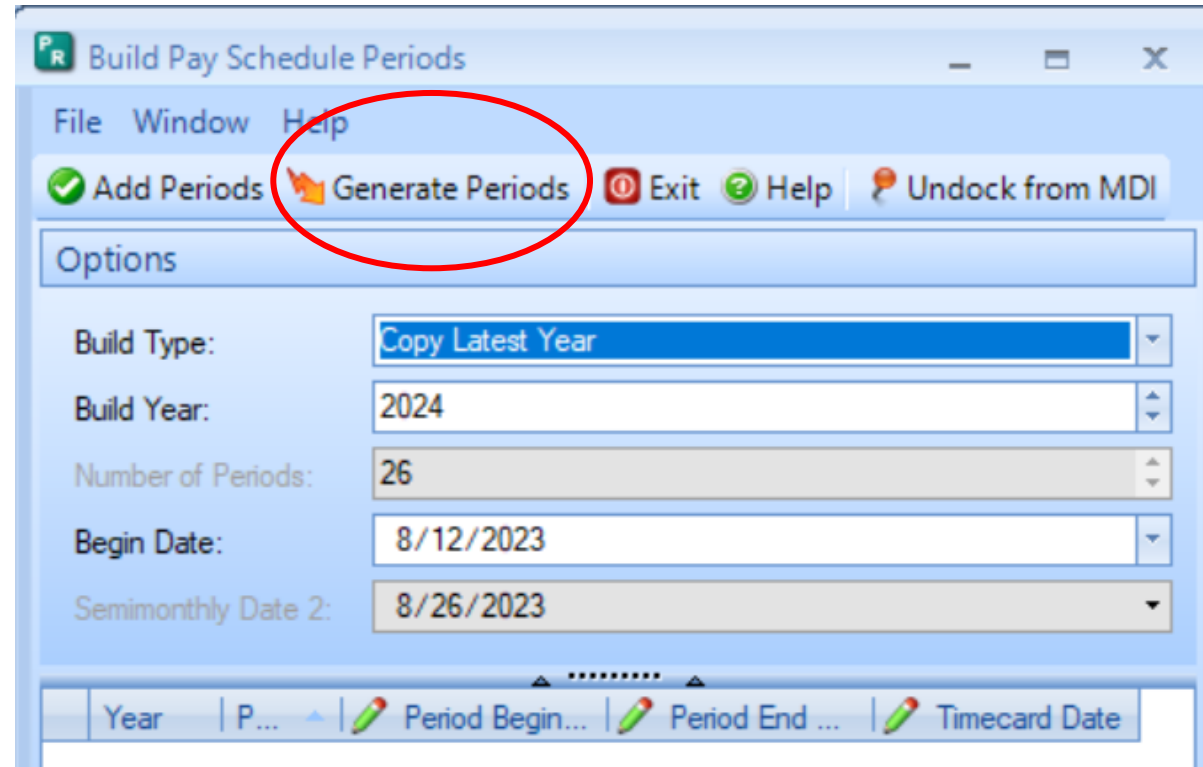
Drag a column header here to group by that column.

Year	Period	Period Begin Date	Period End Date	Timecard Date	Calci
2023	001	12/31/2022	01/13/2023	01/13/2023	
2023	001	12/31/2022	12/31/2022	12/31/2022	



# Select the Build Type

- Copy Latest Year – Will copy the prior year with a date beginning after the current year dates.
- This selection will not allow you to add periods or change dates but will copy Calculate Accruals, Timecard and Deduction Cycles from the current year.
- Click the Generate New Periods button to create periods on the window. 



# Build types other than Copy Latest Year

- Other Build Types are available but generate different information. Other types do NOT copy the Timecard Dates and other schedule information but allow you to generate as many periods as you want (example is 27 biweekly periods to cover the pay periods for 2024).
  - Note: It still may be simpler to Copy, save and add the 27<sup>th</sup> period.

The screenshot shows a software interface with three tabs: 'Pay Schedule Selection', 'Pay Schedule Mainten...', and 'Build Pay Schedule Pe...'. The 'Options' section is visible, showing the following settings:

- Build Type: Copy Latest Year
- Build Year: Copy Latest Year
- Number of Periods: Biweekly
- Begin Date: Monthly
- Semimonthly Date 2: 1/15/2024

Below the options is a table with the following columns: Year, P..., Period Begin..., Period End ..., and Timecard Date. The table contains four rows of data:

Year	P...	Period Begin...	Period End ...	Timecard Date
2024	001	01/01/2024	01/31/2024	01/31/2024
2024	002	02/01/2024	02/29/2024	02/29/2024
2024	003	03/01/2024	03/31/2024	03/31/2024
2024	004	03/31/2024	04/29/2024	04/29/2024

# Build Types other than Copy Latest Year



## Available Types

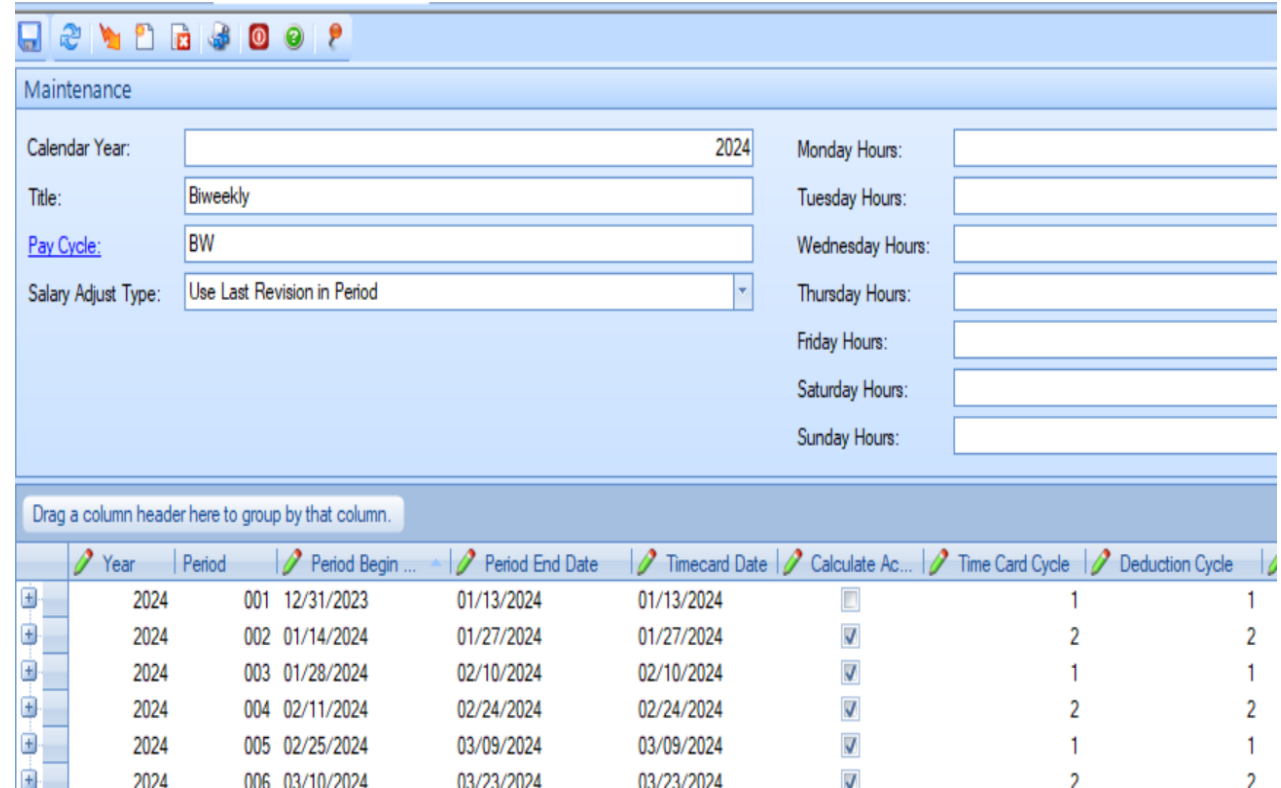
- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly

## Generate Options

- Can select the Number of Periods
- Can change the Begin Date – Normally not necessary.
- Will need to manually set Calculate Accruals, Timecard Cycles and Deduction Cycles before saving.
- Can optionally change other information.

# Adding Periods to the Pay Schedule

- Click **Generate new periods**  to have the new periods display in the window.
- Once the periods desired are generated click **Add Periods**  to add them to the selected Pay Schedule.
- **Tip:** You can add them and not save in the next step if you find a problem.



Year	Period	Period Begin ...	Period End Date	Timecard Date	Calculate Ac...	Time Card Cycle	Deduction Cycle
2024	001	12/31/2023	01/13/2024	01/13/2024	<input type="checkbox"/>	1	1
2024	002	01/14/2024	01/27/2024	01/27/2024	<input checked="" type="checkbox"/>	2	2
2024	003	01/28/2024	02/10/2024	02/10/2024	<input checked="" type="checkbox"/>	1	1
2024	004	02/11/2024	02/24/2024	02/24/2024	<input checked="" type="checkbox"/>	2	2
2024	005	02/25/2024	03/09/2024	03/09/2024	<input checked="" type="checkbox"/>	1	1
2024	006	03/10/2024	03/23/2024	03/23/2024	<input checked="" type="checkbox"/>	2	2

# Review and Modify new periods

- Depending on the Build Type you must review the information to assure it is correct.
- All fields are editable.
- Timecard and Deduction cycles will likely change for Bi-Weekly or Weekly schedules each year. These must be correct to assure that the employees are paid and deducted properly.
- It is not required to have Hours, Days and Weeks in the pay schedule.
  - Will copy from prior year.
  - If you key car allowance using the 'Per Day Worked' deduction calculation you will not want days filled in.

# Make sure these are correct to avoid issues during Payroll

- Check all fields but the most critical are:
  - Timecard Cycle
  - Deduction Cycle
- Close any periods you do not want employees to key time to.

Year	Period	Period Begin ...	Period End Date	Timecard Date	Calculate Ac...	Time Card Cycle	Deduction Cycle	Period Open
2024	001	12/31/2023	01/13/2024	01/13/2024	<input checked="" type="checkbox"/>	1	1	<input checked="" type="checkbox"/>
2024	002	01/14/2024	01/27/2024	01/27/2024	<input checked="" type="checkbox"/>	2	2	<input checked="" type="checkbox"/>
2024	003	01/28/2024	02/10/2024	02/10/2024	<input checked="" type="checkbox"/>	1	1	<input checked="" type="checkbox"/>
2024	004	02/11/2024	02/24/2024	02/24/2024	<input checked="" type="checkbox"/>	2	2	<input checked="" type="checkbox"/>
2024	005	02/25/2024	03/09/2024	03/09/2024	<input checked="" type="checkbox"/>	1	1	<input checked="" type="checkbox"/>
2024	006	03/10/2024	03/23/2024	03/23/2024	<input checked="" type="checkbox"/>	2	2	<input checked="" type="checkbox"/>
2024	007	03/24/2024	04/06/2024	04/06/2024	<input checked="" type="checkbox"/>	1	1	<input checked="" type="checkbox"/>
2024	008	04/07/2024	04/20/2024	04/20/2024	<input checked="" type="checkbox"/>	2	2	<input checked="" type="checkbox"/>
2024	009	04/21/2024	05/04/2024	05/04/2024	<input checked="" type="checkbox"/>	1	1	<input checked="" type="checkbox"/>
2024	010	05/05/2024	05/18/2024	05/18/2024	<input checked="" type="checkbox"/>	2	2	<input checked="" type="checkbox"/>
2024	011	05/19/2024	06/01/2024	06/01/2024	<input checked="" type="checkbox"/>	1	1	<input checked="" type="checkbox"/>
2024	012	06/02/2024	06/15/2024	06/15/2024	<input checked="" type="checkbox"/>	2	2	<input checked="" type="checkbox"/>
2024	013	06/16/2024	06/29/2024	06/29/2024	<input type="checkbox"/>	3	3	<input checked="" type="checkbox"/>



# Saving the new Pay Schedule

- After review, save the expanded Pay Schedule.
- Expanding the current schedule will avoid having to make any changes to individual employees.

Maintenance

Calendar Year:

Title:

Pay Cycle:

Salary Adjust Type:

Monday Hours:

Tuesday Hours:

Wednesday Hours:

Thursday Hours:

Friday Hours:

Saturday Hours:

Sunday Hours:

Drag a column header here to group by that column.

	Year	Period	Period Begin ...	Period End Date	Timecard Date	Calculate Ac...	Time Card Cycle	Deduction Cycle	Period Open
+	2024	001	12/31/2023	01/13/2024	01/13/2024	<input checked="" type="checkbox"/>	1	1	<input checked="" type="checkbox"/>
+	2024	002	01/14/2024	01/27/2024	01/27/2024	<input checked="" type="checkbox"/>	2	2	<input checked="" type="checkbox"/>
+	2024	003	01/28/2024	02/10/2024	02/10/2024	<input checked="" type="checkbox"/>	1	1	<input checked="" type="checkbox"/>
+	2024	004	02/11/2024	02/24/2024	02/24/2024	<input checked="" type="checkbox"/>	2	2	<input checked="" type="checkbox"/>
+	2024	005	02/25/2024	03/09/2024	03/09/2024	<input checked="" type="checkbox"/>	1	1	<input checked="" type="checkbox"/>
+	2024	006	03/10/2024	03/23/2024	03/23/2024	<input checked="" type="checkbox"/>	2	2	<input checked="" type="checkbox"/>
	...	...	...	...	...		.	.	

# Save Errors

- If not using the Copy option you must complete Time Card Cycles before saving.
  - This is the disadvantage of generating 27 periods for biweekly payrolls rather than copying and adding the extra period.

Note this screenshot is old but the errors show what will happen if the timecard cycle is not updated.

The screenshot shows a software interface for 'Maintenance'. The top section contains several input fields: 'Calendar Year' (2023), 'Title' (BIWEEKLY), 'Pay Cycle' (BIWEEKLY), and 'Salary Adjust Type' (Prorate by Days). To the right, there are seven rows for 'Monday Hours' through 'Sunday Hours', each with a value of 8.00 or 0.00. Below this is a table with columns: Y..., Period, Period Begin..., Period End ..., Timecard Date, Calculate Ac..., Time Card Cy..., Deduction C..., Period Open, and Ho... The table contains four rows of data, each with a red error icon in the first column. The data rows are:

Y...	Period	Period Begin...	Period End ...	Timecard Date	Calculate Ac...	Time Card Cy...	Deduction C...	Period Open	Ho...	
2023	001	12/24/2022	01/06/2023	01/06/2023	☑	!	0	1	☑	80.00
2023	002	01/07/2023	01/20/2023	01/20/2023	☑	!	0	2	☑	80.00
2023	003	01/21/2023	02/03/2023	02/03/2023	☑	!	0	1	☑	80.00
2023	004	02/04/2023	02/17/2023	02/17/2023	☑	!	0	2	☑	80.00


# Add Timesheet Periods

# Do I need to add Timesheet Periods?

Timesheet periods are required if time entry is being processed outside of the Computer Checks process. Timesheet periods are not copied from the prior year. (There is an option in Cirrus to add timesheets to your Pay Schedule.)

- Employee Self Service – ESS will not recognize or display the new pay schedule until timesheet periods are added.
- Employees or clerks enter time in Timesheets or Quick Time Entry.
- Some custom time clock imports require timesheet periods.
- Not required if you import timecards into the Computer Check process. This is standard in versions 7.17.0 and up.

# New Timesheet Periods

- Highlight period.
- Click New 
- Add Timesheet Begin and End Dates.
- This will take time but is required if using timesheets.



Year	Period	Period Begin ...	Period End Date	Timecard Date	Calculate Ac...	Time Card Cycle
2024	001	01/01/2024	01/31/2024	01/31/2024	<input checked="" type="checkbox"/>	1
	1	1/1/2024				

# Change the Title of a Pay Schedule

- Available in versions 7.17.0 and up.
- The Title of the Pay schedule can be modified in these versions.

Pay Schedule Selection Pay Schedule Mainten...

Maintenance

Calendar Year: 2024

Title: Monthly Schedule 2024

Pay Cycle: MO

Salary Adjust Type: Use Last Revision in Period

Monday Hours:

Tuesday Hours:

Wednesday Hours:

Thursday Hours:

Friday Hours:

Saturday Hours:

Sunday Hours:

Drag a column header here to group by that column.

	Year	Period	Period Begin ...	Period End Date	Timecard Date	Calculate Ac...
+ ▶	2024	001	01/01/2024	01/31/2024	01/31/2024	☑
+ ▶	2024	002	02/01/2024	02/28/2024	02/28/2024	☑
+ ▶	2024	003	02/29/2024	02/29/2024	02/29/2024	☑



# End of Year Batches

# Batch Number affects on Payroll

- Batch numbers are CRITICAL to year end payroll batches.
- **Make sure your batch year matches the check year for the checks.**
- Year-to-date amounts on the checks will display by batch year.
- The batch year will set the annual maximums calculated in the process.
  - FICA
  - MEDI
  - Deferred Compensation

# Make sure your Payroll batch year matches the check year for the checks.

- Look at the checks or ACH checks printed before committing.
- Support has a utility that can change batch numbers/years when the payroll is open for later versions but cannot change committed information.
- December 31 is a Sunday.
  - If batch is generated in 2023 for checks dated 1/1/2024, the information will be incorrect when calculated in Payroll.
  - The batch month and year must equal the check date.

# Batch Numbers for Accounts Payable

- Batch numbers and years are not important for Accounts Payable. They will not affect the 1099 information generated.
- Check dates are the critical item to get 1099 information processed to the correct calendar year.
- Update Check dates and numbers utility in Bank Reconciliation > Utilities exists in versions 7.15+ to allow users to change check dates and numbers without Springbrook intervention.
- 1099s will need to be filed electronically this year. If you do not have a TCC number, here is the IRS site to create a new user account: <https://fire.irs.gov>

# Batch Numbers for Accounts Payable (cont.)


- At Fiscal Year end invoices will be posted in separate batches for the earlier fiscal year and later fiscal year with the check batches posted to the fiscal year matching the check year.
- Batch numbers or years do not make any difference in these entries but can help keep batches separated if they match the fiscal period.

# W2 Preparation



**NEW for 2024:** IRS Regulations have been amended, lowering the threshold to 10 Employees. Meaning that if you have **10 or more** W-2s to issue, you ***must*** file electronically.

[E-file information returns | Internal Revenue Service \(irs.gov\)](#)



**E-file information returns | Internal Revenue Ser...**  
10 or more returns: E-filing now required Starting tax year 2023, if you have 10 or more information returns, you mu...  
[www.irs.gov](http://www.irs.gov)

[New electronic filing requirements for Forms W-2 | Internal Revenue Service \(irs.gov\)](#)



**New electronic filing requirements for Forms W...**  
Regulations section 301.6011-2 was amended by Treasury Decision 9972, published February 23, 2023, which lowers...  
[www.irs.gov](http://www.irs.gov)

There is also a change to how an employer can access Business Services Online (BSO) in order to be able to submit W-2's to the Social Security Administration.

Go to [Business Services Online](#) for more information and the steps to create/use a Social Security online account, Login.gov, or ID.me credential to gain access to the BSO application.

We would encourage you to create your accounts sooner rather than later as this would eliminate frustration when it comes time to file W-2s.

#### Alert

**Do you need to submit W-2's to SSA?  
Business Services Online (BSO) Registration has changed!**

#### What does this mean for you?

Your existing BSO User ID and password is no longer used to access BSO employer services. You must use a Social Security online account, Login.gov, or ID.me credential to gain access to the BSO application.

Start by visiting our [Social Security Sign in page](#).

If you do not have a Social Security online account, a Login.gov or ID.me credential, you will need to create one from our [BSO Welcome page](#). Scroll down and select "Create Account" in the "Employers" box.

Extra security is a requirement to access the following BSO employer services:

- Wage file upload
- W-2/W-2C online
- AccuWage online
- Social Security Number Verification Service (SSNVS)
- View wage report name/SSN errors

**You will not be able to use the above services without adding the additional levels of security to your account.**

# FFCRA – Families First Coronavirus Response Act (If your state continued this FFCRA in 2024)

## IRS Notice 2020-54

- Requirement to report FFCRA wages in box 14 of the W2.
- A Pay Type Register will need to be run for the Pay Code and then edited into Box 14 of the employee.

<https://www.irs.gov/newsroom/treasury-irs-issue-guidance-on-reporting-qualified-sick-and-family-leave-wages-paid>

# W2 Checklist

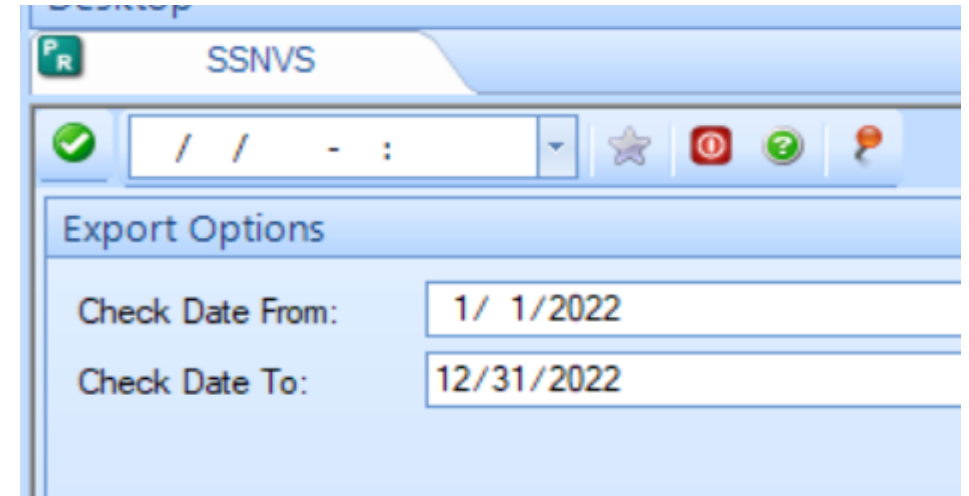
- Reporting Deadlines – Make sure to file electronically by January 31, 2024.
  - Check your state for their deadlines but assume it is also January 31.
- Purchase forms if desired. Use SOLV. <https://tinyurl.com/SpringbrookEnter>
- Download the instructions from IRS.com.
  - <https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>
- Balance and make sure Payroll information is complete and balanced.
  - Use the Manual Check process to make an adjustments if needed.
  - Get all adjustment information into Payroll History to make W2 processing simple. If you have no adjustments, no action will be needed.

# Manual Check Adjustments

- Commonly needed quarterly to balance.
  - Some disability, third party sick pay and worker's comp payments require entries.
- Sometimes Support can assist if you have a pay or deduction code that was not marked properly during the period.
  - We have an Admin utility that can modify Payroll history on employees.
  - Need to caution if you have some employees that do not have FICA/MEDI if using the Admin utility tool.

# SSNVS – Social Security Number Verification Service

- Export available in Payroll > Utilities > SSNVS.
- Exports a file that can be uploaded to BSO SSNVS for Social Security Number verifications prior to sending W2s.
- \*In order to use the BSO SSNVS service, you must have created the **NEW** Social Security online account, a Login.gov or ID.me credential.\*



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SSNVS - Notepad

File	Edit	Format	View	Help
999994045TPV214THEEL	ADAM	R	07011980M	
999922674TPV214GROELLE	DEAN	A	03141974M	
999993963TPV214NEUSER	DEBORAH	A	12021964F	
999997627TPV214VOLT	JOHN	C	07241964M	
999999001TPV214KRACHT	RALPH	V	01311973M	
999997825TPV214MUELLER	MIKE	J	11131964M	
999997448TPV214VOGT	RICKY	L	02281961M	
999998952TPV214LEMBERGER	CHARLES	E	08091949M	

# BSO – Business Services Online

- Check now to make sure you can log In to BSO.
  - You can add additional services (SSN checking) if you need it.

<https://www.ssa.gov/bso/bsowelcome.htm>

- Accuwage – Where you upload the W2 file export.
  - Must log in to BSO to get to Accuwage Online.
  - Instructions on the page linked below.

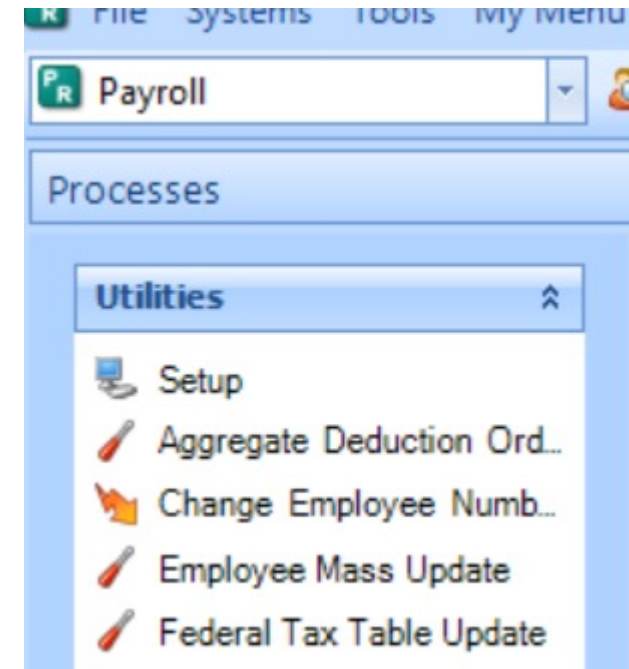
<https://www.ssa.gov/employer/accuwage/index.html>

# Tax Tables



# 2024 Tax Tables

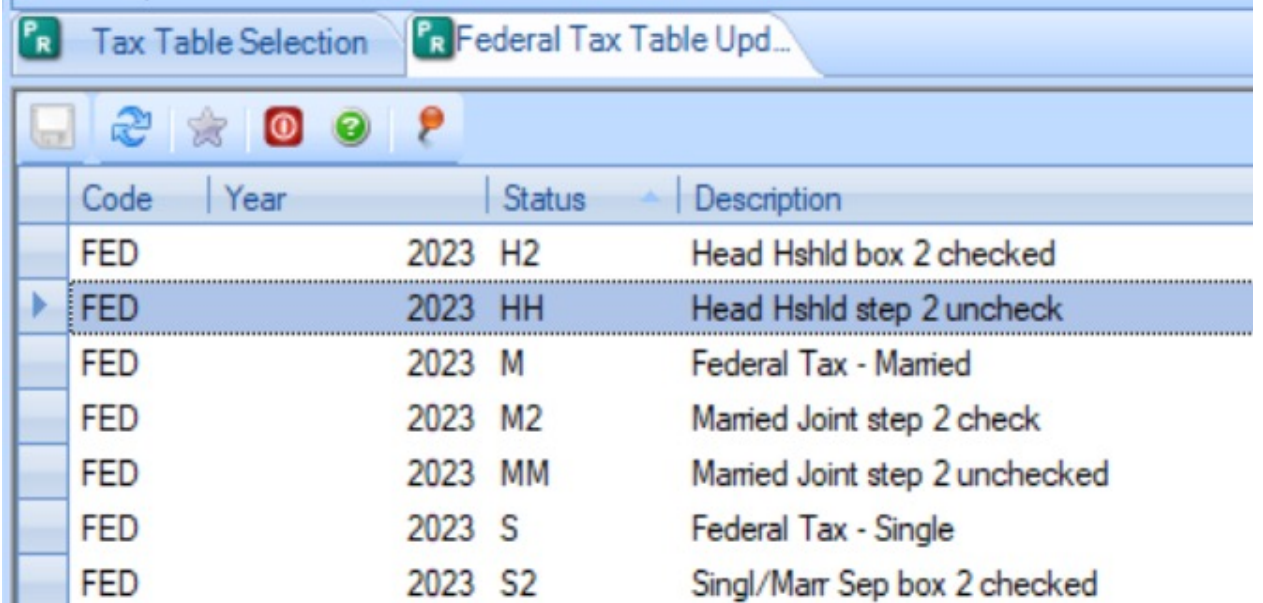
- Withholding tables have not been published yet.
- In versions 7.17 and below tax tables cannot be modified until your last payroll in December is completed. Versions 7.18 and cloud have revisions so can be modified at any time with a new revision and date.
- Tax Table setups will have documentation in December.
- Currently no webinars are scheduled to cover tax tables.



# New Menu Option

## Payroll > Utilities > Federal Tax Table Update

- Available for 7.18 and Cloud databases only.
- New menu item – You will need to change Menu Security to access it.
- Will **NOT** update State tax tables.
- When the Year says 2024 (the next calendar year), the tables are available to update.
  - This window says 2023 which indicates the 2024 tax tables are not available yet.

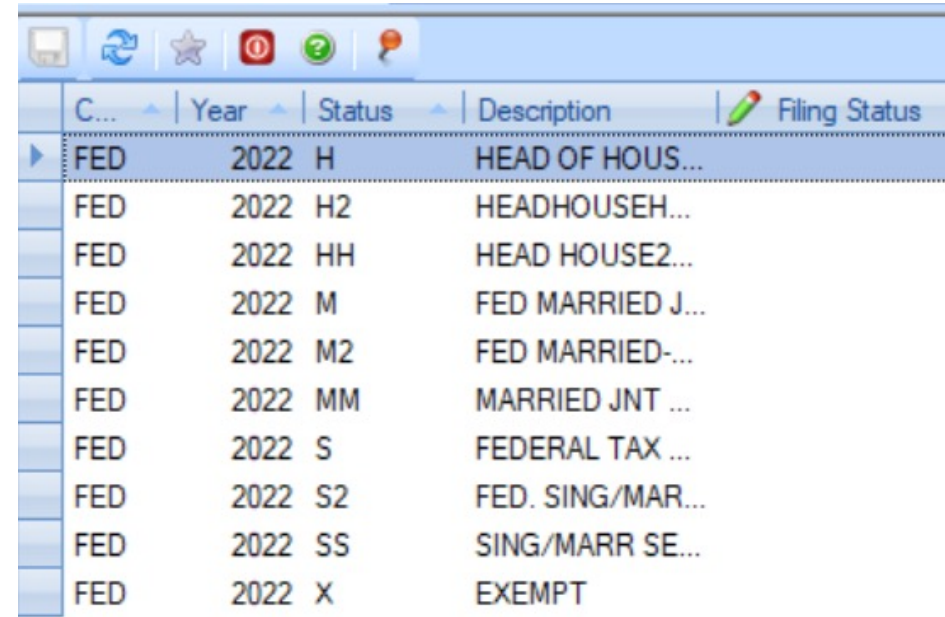


The screenshot shows a software window titled 'Federal Tax Table Update' with a toolbar containing icons for refresh, star, stop, help, and search. Below the toolbar is a table with the following data:

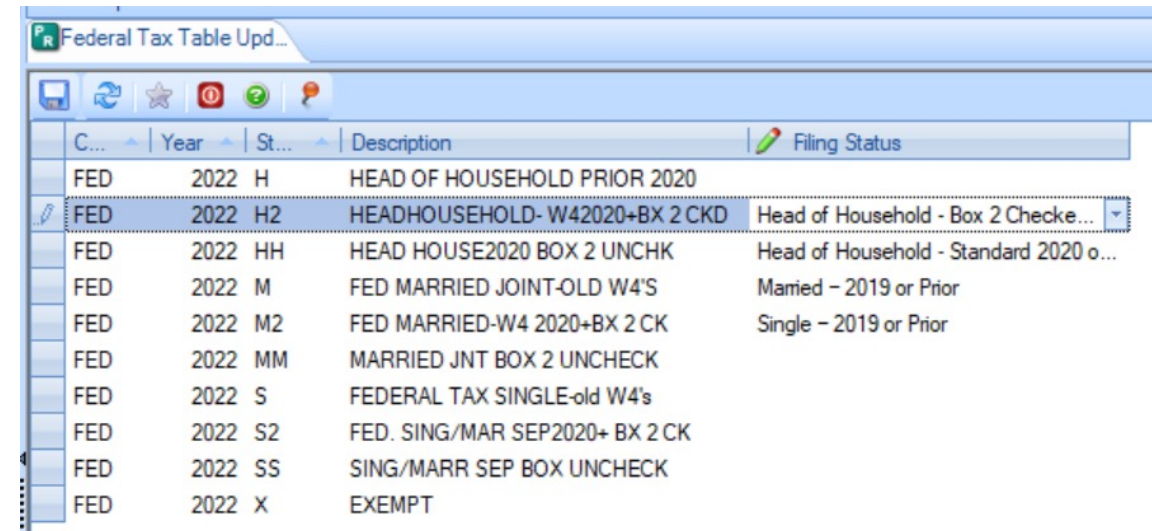
Code	Year	Status	Description
FED	2023	H2	Head Hshld box 2 checked
FED	2023	HH	Head Hshld step 2 uncheck
FED	2023	M	Federal Tax - Married
FED	2023	M2	Married Joint step 2 check
FED	2023	MM	Married Joint step 2 unchecked
FED	2023	S	Federal Tax - Single
FED	2023	S2	Singl/Marr Sep box 2 checked

# Federal Tax Table Update

- Select your tax table that matches the code in the window. These are the codes and descriptions on your tax tables.
- Click in the Filing Status box to display the down arrow to select the table with the update information.
- Select each table to update. You can do this in several steps if desired.



C...	Year	Status	Description	Filing Status
FED	2022	H	HEAD OF HOUS...	
FED	2022	H2	HEADHOUSEH...	
FED	2022	HH	HEAD HOUSE2...	
FED	2022	M	FED MARRIED J...	
FED	2022	M2	FED MARRIED-...	
FED	2022	MM	MARRIED JNT ...	
FED	2022	S	FEDERAL TAX ...	
FED	2022	S2	FED. SING/MAR...	
FED	2022	SS	SING/MARR SE...	
FED	2022	X	EXEMPT	



C...	Year	St...	Description	Filing Status
FED	2022	H	HEAD OF HOUSEHOLD PRIOR 2020	
FED	2022	H2	HEADHOUSEHOLD- W42020+BX 2 CKD	Head of Household - Box 2 Checke...
FED	2022	HH	HEAD HOUSE2020 BOX 2 UNCHK	Head of Household - Standard 2020 o...
FED	2022	M	FED MARRIED JOINT-OLD W4'S	Married - 2019 or Prior
FED	2022	M2	FED MARRIED-W4 2020+BX 2 CK	Single - 2019 or Prior
FED	2022	MM	MARRIED JNT BOX 2 UNCHECK	
FED	2022	S	FEDERAL TAX SINGLE-old W4's	
FED	2022	S2	FED. SING/MAR SEP2020+ BX 2 CK	
FED	2022	SS	SING/MARR SEP BOX UNCHECK	
FED	2022	X	EXEMPT	

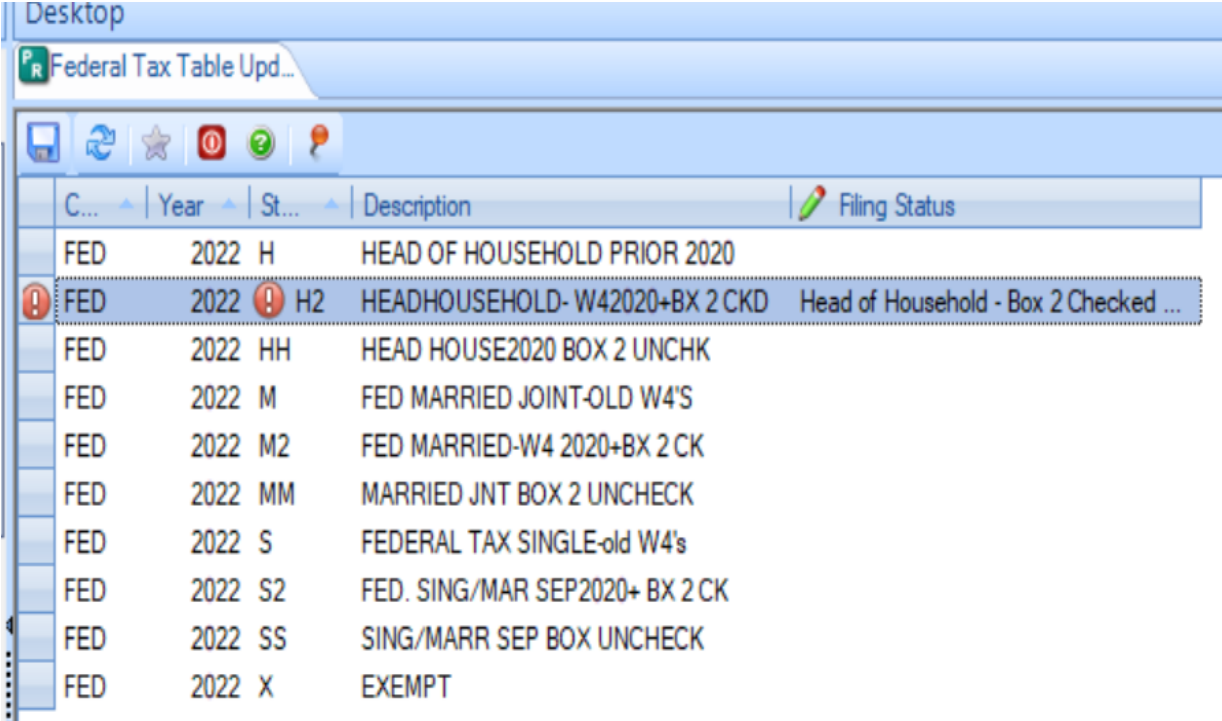
# Federal Tax Table Update

- Available selections match Publication 15-T table information.
- Standard indicates Box 2 is unchecked.
  - Single – Standard
  - Married Filing Jointly – Standard
  - Head of Household – Standard
  - Married Filing Separately (same as single)
  - Married Filing Jointly-Box 2 checked
  - Head of Household-Box 2 checked
  - Married Filing Separately – Box 2 checked

C...	Year	St...	Description	Filing Status
FED	2022	H	HEAD OF HOUSEHOLD PRIOR 2020	
FED	2022	H2	HEADHOUSEHOLD- W42020+BX 2 CKD	Head of Household - Box 2 Checke...
FED	2022	HH	HEAD HOUSE2020 BOX 2 UNCHK	Head of Household - Standard 2020 o...
FED	2022	M	FED MARRIED JOINT-OLD W4'S	Married - 2019 or Prior
FED	2022	M2	FED MARRIED-W4 2020+BX 2 CK	Single - 2019 or Prior
FED	2022	MM	MARRIED JNT BOX 2 UNCHECK	
FED	2022	S	FEDERAL TAX SINGLE-old W4's	
FED	2022	S2	FED. SING/MAR SEP2020+ BX 2 CK	
FED	2022	SS	SING/MARR SEP BOX UNCHECK	
FED	2022	X	EXEMPT	

# Federal Tax Table Update

- Save your changes.
- If you receive an error, check your prior year revision dates.
- The prior year revision dates should not have the new tax year.



C...	Year	St...	Description	Filing Status
FED	2022	H	HEAD OF HOUSEHOLD PRIOR 2020	
FED	2022	H2	HEADHOUSEHOLD- W42020+BX 2 CKD	Head of Household - Box 2 Checked ...
FED	2022	HH	HEAD HOUSE2020 BOX 2 UNCHK	
FED	2022	M	FED MARRIED JOINT-OLD W4'S	
FED	2022	M2	FED MARRIED-W4 2020+BX 2 CK	
FED	2022	MM	MARRIED JNT BOX 2 UNCHECK	
FED	2022	S	FEDERAL TAX SINGLE-old W4's	
FED	2022	S2	FED. SING/MAR SEP2020+ BX 2 CK	
FED	2022	SS	SING/MARR SEP BOX UNCHECK	
FED	2022	X	EXEMPT	

# Other Year End Changes

- FICA/FICAR Annual or Salary Max.\* - Can set up new revision but be sure to change the Annual and/or Salary Max to the current year value before any employees will reach that pay amount.
- Deferred Comp Annual Max. – New revision or change the deferred comp maximum before anyone will reach it.
  - Note: If using Aggregate deductions make sure you change the right one.
- New York Retirement Tier Limits – Update to the new year limits.
- Workers Comp table changes\*- If changes are due.
- Items marked with \* are commonly changed after the quarterly reporting is completed for the 4<sup>th</sup> quarter of the prior year. Changing them before that can display incorrectly (depending on your versions) in the reports.



Questions?

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# Updating Pay Schedules in Cirrus

In Cirrus, go to Payroll > Maintenance > Pay Schedules. Select the Pay Schedule you want to update and then select Edit:

The screenshot shows the Springbrook Cirrus interface. The top navigation bar includes the Springbrook logo and several utility icons. Below the navigation bar, the breadcrumb trail reads 'Payroll > Maintenance > Pay Schedule'. A sidebar on the left lists various payroll-related items, including 'Aggregate Deduction', 'Deduction/Benefit', 'Deduction/Benefit Type', 'EEOC Types', 'Employee', and 'Holiday'. The main content area displays a table of pay schedules. At the top of the table, there are three buttons: '+ ADD', 'EDIT' (circled in red), and 'DELETE'. The table has three columns: 'Title', 'Pay Cycle', and 'Periods Per Year'. The data rows are as follows:

Title	Pay Cycle	Periods Per Year
Monthly	M	12
Bi-weekly	BW	26



On the **Edit Pay Schedule** screen, the Calendar Year should be the current year and you will want to click on the lightening bolt icon, which will Add Periods to Schedule.



**Edit Pay Schedule**

Calendar Year 2023

**Title**  
Monthly

**Salary And Adjust Type**  
Prorate by Schedule Hours

**Tuesday Hours**  
0.00

**Thursday Hours**  
0.00

**Saturday Hours**  
0.00

**Pay Cycle**  
M

**Monday Hours**  
0.00

**Wednesday Hours**  
5.00

**Friday Hours**  
0.00

**Sunday Hours**  
0.00

If you need Timesheet Periods to be populated, then select the option Generate by Period (this option is the most common).

Once you have made your selection, again click on the lightening bolt icon to Generate the New Periods.

The screenshot shows the 'Edit Pay Schedule | Build Pay Schedule Periods' interface. The 'Timesheet Periods' dropdown menu is highlighted with a red box, showing options: 'Do not Generate', 'Generate by week', and 'Generate by Period'. The 'Generate by Period' option is selected. The interface also shows fields for 'Build Type' (Copy Latest Year), 'Build Year' (2024), 'Number of Periods' (12), 'Begin Date' (1/1/2022), and 'Semimonthly Date 2' (1/15/2022). A 'SAVE' button is visible in the top right corner.

The screenshot shows the 'Edit Pay Schedule | Build Pay Schedule Periods' interface. The 'Generate new periods.' button, which includes a lightning bolt icon and a 'SAVE' button, is circled in red. The interface also shows fields for 'Build Type' (Copy Latest Year), 'Build Year' (2024), 'Number of Periods' (12), 'Begin Date' (1/1/2022), and 'Semimonthly Date 2' (1/15/2022). The 'Timesheet Periods' dropdown menu is set to 'Generate by Period' and the 'Timesheet Options' dropdown menu is set to 'Timesheet Period Open'.

Once the lightening bolt has been clicked on, the system will generate the pay schedules, and if you expand under each Period, you will see the Timesheet Begin/End Date. If adjustments are needed, they cannot be made until you select Save.

The screenshot shows the 'Edit Pay Schedule' interface with the 'Build Pay Schedule Periods' section active. A red circle highlights the 'SAVE' button in the top right corner. The interface includes several configuration fields and a table of periods.

**Configuration Fields:**

- Build Type:** Copy Latest Year
- Build Year:** 2024
- Number of Periods:** 12
- Begin Date:** 1/1/2024
- Semimonthly Date 2:** 1/15/2024
- Timesheet Periods:** Generate by Period
- Timesheet Options:** Timesheet Period Open

**Table of Periods:**

Year	Period	Period Begin Date	Period End Date	Timecard Date
2024	001	1/1/2024	1/31/2024	1/31/2024
2024	002	2/1/2024	2/28/2024	2/28/2024
2024	003	2/29/2024	3/30/2024	3/30/2024
2024	004	3/31/2024	4/29/2024	4/29/2024
2024	005	4/30/2024	5/30/2024	5/30/2024
2024	006	5/31/2024	6/29/2024	6/29/2024
2024	007	6/30/2024	7/30/2024	7/30/2024
2024	008	7/31/2024	8/30/2024	8/30/2024
2024	009	8/31/2024	9/29/2024	9/29/2024

**Expanded Period 001 Details:**

Sequen...	Timesheet Begin Date	Timesheet End Date
1	1/1/2024	1/31/2024

**Page Controls:** 100 Items per page, 1 of 1 pages (12 items)

If you need to make updates to the Period Begin and End Dates, Timesheet Begin/End Dates, Timecard Cycle, Deduction Cycle or uncheck toggles for Calculate Accruals or Period Open, then you will have to **Double Click** on the Row that you want to update.

When you Double Click, a box will pop up on the righthand side of the screen in which you can make your changes. The **Settings** allows changes to the Period Dates, etc. and the **Timesheet Period** allows changes to the Timesheet Begin and End Dates.

Year	Period	Period Begin Date	Period End Date	Timecard Date	Calculate Accruals	Timecard Cycle
2024	001	1/1/2024	1/31/2024	1/31/2024	<input checked="" type="checkbox"/>	1
2024	002	2/1/2024	2/28/2024	2/28/2024	<input checked="" type="checkbox"/>	1
2024	003	2/29/2024	3/30/2024	3/30/2024	<input checked="" type="checkbox"/>	1
2024	004	3/31/2024	4/29/2024	4/29/2024	<input checked="" type="checkbox"/>	1
2024	005	4/30/2024	5/30/2024	5/30/2024	<input checked="" type="checkbox"/>	1
2024	006	5/31/2024	6/29/2024	6/29/2024	<input checked="" type="checkbox"/>	1
2024	007	6/30/2024	7/30/2024	7/30/2024	<input checked="" type="checkbox"/>	1
2024	008	7/31/2024	8/30/2024	8/30/2024	<input checked="" type="checkbox"/>	1
2024	009	8/31/2024	9/29/2024	9/29/2024	<input checked="" type="checkbox"/>	1
2024	010	9/30/2024	10/30/2024	10/30/2024	<input checked="" type="checkbox"/>	1
2024	011	10/31/2024	11/29/2024	11/29/2024	<input checked="" type="checkbox"/>	1

**Pay Schedule**

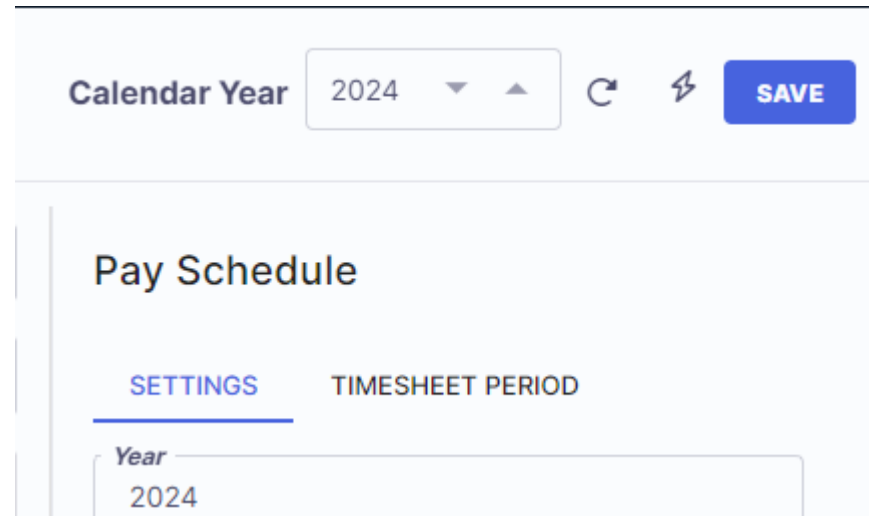
SETTINGS **TIMESHEET PERIOD**

Sequence: 1

**Timesheet Begin Date**  
4/30/2024

**Timesheet End Date**  
5/30/2024

Once changes have been made, or if everything is correct in general, select SAVE in the upper righthand corner.



If you notice that the Save button is not illuminated, uncheck one of the toggles and recheck it. This will prompt the Save button to illuminate.



Thank you!

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