

## Payroll Office/Pay Cycle

The “**Payroll Office/Pay Cycle**” menu selection has two basic functions: it is used to enter and/or edit Payroll Office information and to establish and edit Pay Cycles.

Payroll offices are established in RITS by the Office of Personnel Management (OPM) when an agency registers to do business through RITS. It is the Payroll Office’s responsibility to initially enter and to maintain current information regarding its mailing address, main contact, the contact’s title, telephone number and email address.

A pay cycle is a specific payroll. A separate 2812 is required for each pay cycle. Each pay cycle has a regular, repeated series of dates on which employees are paid. A pay cycle must be established before individual payrolls can be generated in RITS. This menu option also allows you to enter and edit pay cycles.

To access the “**Payroll Office/Pay Cycle**” function in RITS, log on to the IPAC system and choose the RITS option from the IPAC system main menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 2.1.

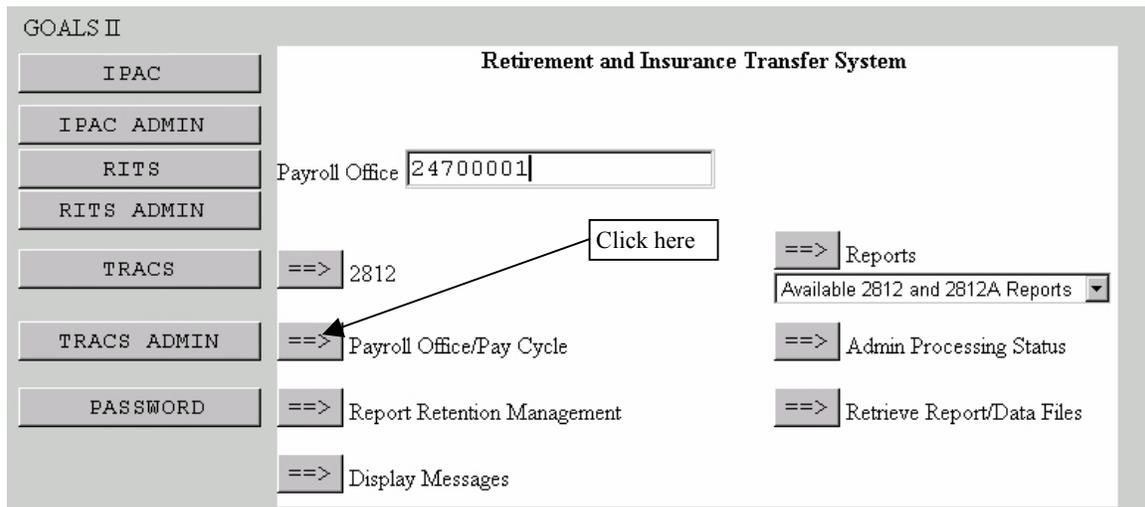


Figure 2.1 RITS Main Menu

## Payroll Office

The data entry field on this screen is the **Payroll Office** field. This is the Payroll Office number of the agency responsible for filing the SF 2812. Your Login ID, which you entered to start your session with the IPAC program, will be available to RITS. Using that ID, RITS will determine the Payroll Office(s) for whom you are authorized to do business

- If you are only authorized to act on behalf of **one Payroll Office**, that Payroll Office number will appear in the **Payroll Office** data entry box as shown above.

- If you are authorized to act for **multiple Payroll Offices**, those Payroll Office numbers will appear in a drop-down menu box for the **Payroll Office**.
- If you are authorized to act for **more than 25 Payroll Offices**, the **Payroll Office** field will appear as a blank data entry box.

The Payroll Office field is mandatory and you must accept the Payroll Office number shown as a default, choose a Payroll Office from the drop down menu, or enter a Payroll Office number in this field.

### Accessing the RITS Payroll Office/Pay Cycle Function

Once the Payroll Office field has been completed, click the “**Payroll Office/Pay Cycle**” button as shown in Figure 2.1. The **Payroll Office/Pay Cycle** screen, shown in Figure 2.2, will display showing the current information for the Payroll Office selected.

The screenshot shows a web application window titled "RITS - Payroll Office/Pay Cycle". At the top, there is a title bar and a row of function buttons: "Pay Cycle", "Submit", "Another Office", "Clear", "Return To RITS Main Menu", and "Help". Below this is a form containing the following fields and values:

Payroll Office No:	24700001	ALC:	24000001
DO Symbol:	202		
First Name:	John	Last Name:	doe
Middle Initial:	x		
Street Address:	1900 E Street, NE	Optional Address:	Room 3H35
City:	Washington	State:	DC
Zip:	20014	Country:	USA
Contact Phone No:	202 555-22	Contact Title:	Chief, Payroll Branch
Date Closed:		OWCP:	N
Description:	XYZ Agency		
Contact Email:	jxdoe@opm.gov		

At the bottom of the form, there is another row of function buttons: "Pay Cycle", "Submit", "Another Office", "Clear", "Return To RITS Main Menu", and "Help".

Callouts on the right side of the screenshot identify the following elements:

- Title Bar:** The top bar containing the window title.
- Function Buttons:** The top row of buttons and the bottom row of buttons.
- Detail Section:** The main form area containing the data entry fields.
- Function Buttons:** A second callout pointing to the bottom row of buttons.

responsibility in RITS.

## Entering or Editing Payroll Office Information

### Data Entry Fields

The **RITS – Payroll Office/Pay Cycle** screen contains data fields, some of which you can edit and some of which are entered and maintained by OPM. You **cannot** edit the following fields:

#### **Payroll Office Number**

An eight digit number, assigned by OPM, which uniquely identifies a payroll office.

#### **ALC (Agency Location Code)**

A 3(RFCs), 4(DOs) or 8 (use RFCs for disbursement) digit identifier assigned by FMS for Treasury reporting purposes. The first two digits on the 8-digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining four digits identify the particular agency account section within that bureau.

#### **DO Symbol (Disbursing Office Symbol)**

A five character identifier automatically assigned when a Payroll Office is established in RITS. Each Payroll Office has a unique DO Symbol for RITS. RITS DO Symbols start with an "R".

#### **Date Closed**

A date, entered by OPM, when a Payroll Office is closed in RITS and is no longer responsible for filing through RITS.

#### **OWCP (Office of Workers' Compensation Programs)**

An identifier of "Y" indicates that a Payroll Office remits monies under the Workmen's Compensation program for employees and/or retirees. The agency reports data for both withholdings and contribution but only the amounts for withholdings are transferred to OPM. The contribution portion is paid through OPM appropriations.

The fields listed below can be edited on this screen and their maintenance is the responsibility of the reporting Payroll Office.

**First Name**  
**Middle Initial**  
**Last Name**

}

Name of the RITS contact for the  
Payroll Office.

Since the Login ID assigned by RITS to this payroll contact will contain the Middle Initial of the contact, you **must** enter a middle initial. If the contact has no middle initial, or the information is not available, enter the letter “X” or the first letter of the contact’s last name.

**Contact Phone Number**  
**Contact Title**  
**Contact Email** } Communication information for the RITS contact.

**Street Address**  
**Optional Address**  
**City**  
**State**  
**Zip**  
**Country** } Payroll Office address. The Optional Address line can be used as need for additional address information or as a second line for the Street  
A T T

**Description**  
Full Payroll Office name.

### Payroll Office Function Buttons

The **Payroll Office/Pay Cycle** screen has the following function buttons:

**“Pay Cycle”**  
Displays the **Pay Cycle Selection** screen shown in Figure 2.5 and discussed below that figure.

**“Another Office”**  
Displays the **Another Office** screen shown in Figure 2.4. This screen allows you to enter another payroll office number for the Payroll Office/Pay Cycle function.

**“Submit”**  
The data on the current screen will be submitted for entry in the RITS database. If the data is accepted, you will be presented with a confirmation screen as shown in Figure 2.3.

Note: You **must** use the “Submit” button to save any data entry or edits to the Payroll Office Contact Information.



Figure 2.3 Payroll Office Updated Confirmation

**“Clear”**

Returns the data entry fields to their values the last time the screen was displayed.

**“Return to RITS Main Menu”**

Returns you to the main menu screen.

**“Help”**

Displays page level, context sensitive help for this screen.

**Another Office**

When you choose **“Another Office”** from the **Payroll Office/Pay Cycle** screen shown in Figure 2.2, the screen shown in Figure 2.4 will display. This screen allows you to enter another Payroll Office number and work with the Payroll Office and Pay Cycle information for a different Payroll Office without returning to the RITS Main Menu. Entering a Payroll Office on this screen and selecting OK will display the **Payroll Office/Pay Cycle** screen for the entered Payroll Office.

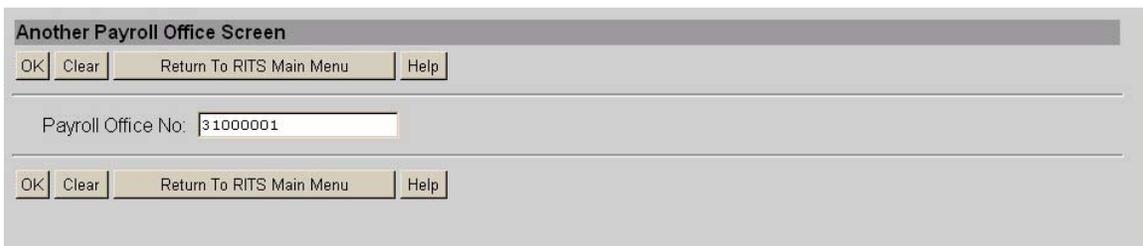


Figure 2.4 Another Office

The **Another Payroll Office** screen has a data entry field for the Payroll Office whose information you want to display, and the following function buttons:

**“OK”**

Accepts your entry on this screen and returns you to the **RITS – Payroll Office/Pay Cycle** screen for that payroll office.

**“Clear”**

Returns the data entry fields to their values the last time the screen was displayed.

**“Return to RITS Main Menu”**

Returns you to the main menu screen.

**“Help”**

Displays page level, context sensitive help for this screen.

**Pay Cycle Selection**

Clicking **“Pay Cycle”** from the **Payroll Office/Pay Cycle** screen as shown on Figure 2.2 will display the **Pay Cycle Selection** screen shown in Figures 2.5 and 2.6.

Figure 2.5 Pay Cycle Selection (no Pay Cycles established)

If no Pay Cycles have been established in RITS, the **Pay Cycle Selection** screen will display as shown in Figure 2.5. You will need to add Pay Cycles as discussed later in this section.

If Pay Cycles have been established for your Payroll Office, the **Pay Cycle Selection** you see will look more like the one shown in Figure 2.6

The screenshot shows the 'RITS - Pay Cycle Selection' window. It features a title bar at the top with the text 'RITS - Pay Cycle Selection'. Below the title bar is a row of function buttons: 'Edit', 'Add', 'Another Office', 'Return To RITS Main Menu', and 'Help'. The main area of the window is divided into a header section and a detail section. The header section contains a form with fields for payroll office information, including Payroll Office No, DO Symbol, First Name, Middle Initial, Street Address, City, Zip, Contact Phone No, Date Closed, Description, and Contact Email. It also includes fields for ALC, Last Name, Optional Address, State, Country, Contact Title, and OWCP. The detail section is a table with columns for Pay Cycle Type/Id, Pay Cycle Description, Date Closed, Days Past Ending Date, Holiday Handling, Pay Cycle Start Date, Creation Date, and Modified Date. The table contains four rows of data. At the bottom of the window is another row of function buttons: 'Edit', 'Add', 'Another Office', 'Return To RITS Main Menu', and 'Help'. Callouts on the right side of the screenshot identify the Title Bar, Function Buttons, Header, and Detail Section.

Pay Cycle Type/Id	Pay Cycle Description	Date Closed	Days Past Ending Date	Holiday Handling	Pay Cycle Start Date	Creation Date	Modified Date
B 127	Employees Payroll		10	P	2001-04-22	2001-06-01	2001-06-01
S 128	Director's Payroll		1	S	2001-05-01	2001-06-01	2001-06-01
W 129	Temporary		2	P	2001-05-06	2001-06-01	2001-06-01
F 138	Temporary Employees		4	P	2001-06-05	2001-06-05	2001-06-05

Figure 2.6 Pay Cycle Selection (Pay Cycles Established)

From the **Pay Cycle Selection** screen you can edit an existing Pay Cycle, add a new Pay Cycle, or move to another Payroll Office to work with the Payroll Office/Pay Cycle function for that office.

The **Pay Cycle Selection** screen is divided into four parts as illustrated in Figures 2.5 and 2.6. They are the **Title Bar**, the **Header**, the **Detail Section** and the **Function Buttons**.

### Title Bar

As you use the RITS program, the title bar on your screen will help you keep track of your location within the program. Once you leave the Main Menu, the title bar of each screen contains the name of the function in which you are currently working, here "Pay Cycle Selection." The Title Bar functions the same on each RITS Payroll Office/Pay Cycle screen and will not be discussed separately for each screen.

### Header

The **Header** contains the same fields as the header of the **Payroll Office/Pay Cycle** screen. These fields cannot be edited from this screen. If you want to modify the

information in any of these fields, you must edit them in the **Payroll Office/Pay Cycle** screen.

## Detail

The Detail Section of the Pay Cycle Selection screen contains a table with the existing Pay Cycles for the current Payroll Offices listed in rows. The column headings are:

### Pay Cycle Type

The length of the pay period representing the pay cycle. There are five types of pay cycle: **W** Weekly (7days), **B** Bi-Weekly (14 days), **S** Semi-monthly (1<sup>ST</sup> through 15<sup>th</sup> and 16<sup>th</sup> through the end of the month) **F** Four Weeks (28 days) and **M** Monthly (1<sup>st</sup> through the end of the month).

### Pay Cycle ID

An identification number assigned by RITS to a Pay Cycle when that cycle is first entered in the system..

### Pay Cycle Description

A functional description used by a Payroll Office to identify a Pay Cycle. Descriptions should be explanatory, such as "Monthly Executive Payroll" or "Hourly Non-Exempt Payroll" to aid in identification.

### Date Closed

A date, entered by OPM, when a Pay Cycle is closed in RITS.

### Days Past Ending Date

The number of days past the ending date of a pay period that a payroll is paid. If a weekly payroll ends on Saturday and the employees are paid on the following Thursday, the Days Past Ending Date for that payroll is 5.

### Holiday Handling

Pay cycles contain a Holiday Handling Flag. This flag is used to change the normally scheduled pay day to an adjusted pay day when the normally scheduled pay day falls on a weekend or a holiday. This will be the pay date that RITS is looking for the 2812 report and the pay date that the payroll offices should indicate on their transmissions. The holiday flag is determined at the time the pay cycle is established. Values for the Holiday Flag are P (Prior) and S (Subsequent). For example:

- If the normally scheduled pay day falls on Monday, May 28<sup>th</sup> (Memorial Day) and the Holiday Handling Flag is "P", the adjusted Pay Date will be Friday, May 25<sup>th</sup> (the "P"rior work day). If the Holiday Handling Flag is "S", the adjusted Pay Date is Tuesday, May 29<sup>th</sup> ( the "S"ubsequent work day).
- If the normally scheduled Pay Date falls on a Saturday or a Sunday and the Holiday Handling Flag is a "P", the adjusted Pay Date would be Friday. If

Friday is a holiday the adjusted Pay Date would be Thursday. If the Holiday Handling Flag is “S” the adjusted Pay Date would be Monday. If Monday is a holiday the adjusted Pay Date would be Tuesday

**Pay Cycle Start Date**

The first day of the first Pay Period in the Pay Cycle.

**Creation Date**

The date the pay Cycle was created in RITS.

**Modified Date**

The date the pay Cycle was last modified in RITS.

None of the data fields on the **Pay Cycle Selection** screen can be edited from this screen. To edit Pay Cycles, use the “Edit” button to reach the **Edit Pay Cycle** screen as discussed below.

**Function Buttons**

The **Pay Cycle Selection** screen has the following function buttons:

**“Edit”**

Displays the **Edit Pay Cycle** screen shown in Figure 2.7 and discussed below that figure.

**“Add”**

Displays the **Add Pay Cycle** screen shown in Figure 2.9 and discussed after that figure.

**“Another Office”**

Displays the **Another Payroll Office** screen shown in Figure 2.4. This screen allows you to enter another payroll office number for the Payroll Office/Pay Cycle function.

**“Return to RITS Main Menu”**

Returns you to the main menu screen.

**“Help”**

Displays page level, context sensitive help for this screen.

## Editing a Pay Cycle

**RITS - Edit Pay Cycle**

Submit Clear Return To RITS Main Menu Help

Payroll Office No: 24700001	ALC: 24000001
DO Symbol: 202	
First Name: John	Last Name: Doe
Middle Initial: X	
Street Address: 1900 E Street, NE	Optional Address: Room 3H35
City: Washington	State: DC
Zip: 20014	Country: USA
Contact Phone No: 202 555-2222	Contact Title: Chief, Payroll Branch
Date Closed:	OWCP: N
Description: XYZ Agency	
Contact Email: jxdoe@opm.gov	

Pay Cycle Type	Pay CycleId	Pay Cycle Description	Date Closed	Days Past Ending Date	Holiday Handling	Pay Cycle Start Date	Creation Date	Modified Date
B	127	Employees Payroll		10	P	2001-04-22	2001-06-01	2001-06-01
S	128	Director's Payroll		1	S	2001-05-01	2001-06-01	2001-06-01
W	129	Temporary		2	P	2001-05-06	2001-06-01	2001-06-01
F	138	Temporary Employees		4	P	2001-06-05	2001-06-05	2001-06-05

Submit Clear Return To RITS Main Menu Help

Figure 2.7 Edit Pay Cycle

The **Edit Pay Cycle** screen Header and Detail Section are similar to the **Pay Cycle Selection** screen and the data columns associated with the Pay Cycles are the same. On the **Edit Pay Cycle** screen you may edit the information in the following columns:

### Data Entry/Edit Fields

#### Pay Cycle Description

A functional description used by a Payroll Office to identify a Pay Cycle. Descriptions should be explanatory, such as “Monthly Executive Payroll” or “Hourly Non-Exempt Payroll” to aid in identification.

#### Days Past Ending Date

The number of days past the ending date of a payroll period that the payroll is paid. If a weekly payroll ends on Saturday, and the employees are paid on the following Thursday, the Days Past Ending Date for the payroll is five.

### **Holiday Handling**

Pay cycles contain a Holiday Handling Flag. This flag is used to change the normally scheduled pay day to an adjusted pay day when the normally scheduled pay day falls on a weekend or a holiday. This will be the pay date that RITS is looking for the report and the pay date that the payroll offices should indicate on their transmissions. The holiday flag is determined at the time the pay cycle is established. Values for the Holiday Flag are P (Prior) and S (Subsequent). For example:

- If the normally scheduled pay day falls on Monday, May 28<sup>th</sup> (Memorial Day) and the Holiday Handling Flag is “P”, the adjusted pay day will be Friday May 25<sup>th</sup> (the prior work day). If the Holiday Handling Flag is “S”, the adjusted pay day is Tuesday May 29<sup>th</sup> (the subsequent work day).
- If the normally scheduled pay day falls on a Saturday or a Sunday and the Holiday Handling Flag is a “P”, the adjusted pay day would be Friday. If Friday is a holiday the adjusted pay day would be Thursday. If the Holiday Handling Flag is “S” the adjusted pay day would be Monday. If Monday is a holiday the adjusted pay day would be Tuesday.

The following fields on the **Edit Pay Cycle** screen **cannot** be edited.

### **Pay Cycle ID**

An three digit number assigned by RITS when the payroll is entered in the database.

### **Pay Cycle Start Date**

Entered when the payroll is first entered. This characteristic is integral to the definition of the payroll and cannot be edited.

### **Pay Cycle Type**

The length of the pay period representing the pay cycle. There are five types of pay cycle: **W** Weekly (7days), **B** Bi-Weekly (14 days), **S** Semi-monthly (1<sup>ST</sup> through 15<sup>th</sup> and 16<sup>th</sup> through the end of the month) **F** Four Weeks (28 days) and **M** Monthly (1<sup>st</sup> through the end of the month). The Type is entered when the payroll is first created in RITS. This characteristic is integral to the definition of the payroll and cannot be edited.

### **Creation Date**

Date that the pay cycle was originally created.

### **Modification Date**

Date that the pay cycle was last modified.

### **Date Closed**

Pay Cycle closing is handled by OPM. If you need to close a Payroll Cycle or Payroll Office, contact the RITS Administrator at OPM.

## Function Buttons

### “Submit”

Submits the Pay Cycle edits you have made to the RITS data base. If the new data is validated, you will see the Pay Cycle Confirmation screen show in Figure 2.8.

### “Clear”

Returns the data entry/edit fields to their values the last time the screen was displayed.

### “Return to RITS Main Menu”

Returns you to the main menu screen.

### “Help”

Displays page level, context sensitive help for this screen.

## Edit Pay Cycle Confirmation



Figure 2.8 Edit Pay Cycle Confirmation

This screen confirms that the edited data you submitted for the Pay Cycle(s) has been accepted and stored in the RITS database. You can click “Help” to display the system help for this screen, or “OK” to return to the **Payroll Office/Pay Cycle** screen shown in Figure 2.2.

## Adding a Pay Cycle

Click “Add” on the **Pay Cycle Selection** screen (shown in Figures 2.5 and 2.6) to display the **Add Pay Cycle** screen shown in Figure 2.9.

RITS generates a Pay Cycle ID and a schedule of Payroll Paid Dates from the Pay Cycle Start Date, Pay Cycle Type, Days Past Ending Date and the Holiday Handling Indicator. The **Add Pay Cycle** screen provides for the entry of that information.

The screenshot shows the 'RITS - Add Pay Cycle' interface. At the top is a title bar and a row of function buttons: 'Submit', 'Clear', 'Return To RITS Main Menu', and 'Help'. Below this is a header section containing various data fields for a payroll office and contact information. The main area is a table with six columns: 'Pay Cycle Type', 'Pay Cycle Description', 'Days Past Ending Date', 'Holiday Handling', 'Pay Cycle Start Date', and 'CreationDate'. The table contains six rows, each with 'Bi-weekly' in the first column and '2001-06-06' in the last. At the bottom, there is another row of function buttons: 'Submit', 'Clear', 'Return To RITS Main Menu', and 'Help'. Brackets on the right side of the screenshot label these sections: 'Title Bar' (top bar), 'Function Buttons' (top row of buttons), 'Header' (the data fields section), 'Detail Section' (the table), and 'Function Buttons' (bottom row of buttons).

Figure 2.9 Add Pay Cycle

### Header

The **Add Pay Cycle** header contains information similar to the **Payroll Office/Pay Cycle** screen and the data fields in the header are explained under the discussion of that screen earlier in this section. None of the data fields in the header of the **Add Pay Cycle** screen can be edited.

## Detail Section

The detail section of the **Add Pay Cycle** screen has a table with rows to enter up to six new pay cycles to the Payroll Office referenced in the header.

## Data Entry Fields

Each of these rows has the following data fields:

### Pay Cycle Type

This field has a drop down menu with the choices shown in Figure 2.10. There are five types of pay cycle: **W** Weekly (7days), **B** Bi-Weekly (14 days), **S** Semi-monthly (1<sup>ST</sup> through 15<sup>th</sup> and 16<sup>th</sup> through the end of the month) **F** Four Weeks (28 days) and **M** Monthly (1<sup>st</sup> through the end of the month).



Figure 2.10 Pay Cycle Type Menu

### Pay Cycle Description

A functional description, used by a Payroll Office to aid in identifying the Pay Cycle. Descriptions should be explanatory, such as “Monthly Executive Payroll” or “Hourly Non-Exempt Payroll” to aid in identification.

### Days Past Ending Date

The number of days past the ending date of a payroll that a payroll is paid.

### Holiday Handling

This flag determines the direction in time to move a pay date so that it falls on a regularly scheduled work day. The field has a drop down menu with values of (P)rior or (S)ubsequent). See the *Glossary* for a further explanation of this field.

### Pay Cycle Start Date

This is the first day of the first pay period of this Pay Cycle. It must be entered in YYYY-MM-DD format and it can begin on the current date or it can be retroactive for up to 45 days prior to the current date. RITS generates a schedule of Payroll Paid Dates from the Pay Cycle Start Date, Pay Cycle Type, Days Past Ending Date and the Holiday Handling Indicator.

### Creation Date

This date is the current system date and cannot be edited.

## Function Buttons

The **Add Pay Cycle** screen has the following function buttons:

**“Submit”**

Submits the data for the new Pay Cycles for verification, Pay Cycle ID assignment and storage in the RITS data base.

**“Clear”**

Returns the data entry fields to their values the last time the screen was displayed.

**“Return to RITS Main Menu”**

Returns you to the main menu.

**“Help”**

Displays page level, context sensitive help for this screen.

Clicking “Submit” will submit the Pay Cycles you have entered for data validation and storage in the RITS database. If the data is accepted, you will see a confirmation screen similar to that shown in Figure 2.11.

## Add Pay Cycle Confirmation

Pay Cycle Type	Description	Day's Past Ending Date	Holiday Handling	Pay Cycle Start Date	Creation Date
W	Temporary support staff	7	S	2001-02-26	2001-02-20

Figure 2.11 Add Pay Cycle Confirmation

This screen confirms that the Pay Cycle(s) has been successfully stored in the RITS database. You can click “Help” to display the system help for this screen, or “OK” to return to the Add Pay Cycle screen shown in Figure 2.9