



SUNY Quick Pay - Process Help

Use this procedure to process an off cycle SUNY (IFR) expenditures for an employee that was not picked up the regular SUNY processing for a particular month.

Note: For the months that SUNY payroll processing is late in the month we will not be offering a quick pay processing.

Load the earnings you need processed by using the SUNY retro earnings element (**SUNY Earnings Retro**) in the month you are processing. Charges will post to the labor schedule that was in effect for retro dates you loaded in that retro element. If there was no labor schedule for that retro period that was loaded, the money will post to suspense and you will need to move to the appropriate award prior to month end in order to receive reimbursement.

To run Quick Pay

. Note that a white field indicates optional entry or one that is conditional based on the particular process.

1. Navigate to **People > Enter and Maintain** to go to the **Decision** form.
2. Change the effective date and earned date to the last day of the month.
3. Click **Yes** to go to the **Alter Effective Date** form and from the calendar List of Values, select the **Effective Date** of the change. Click **OK** to go to the **Find Person** form.
4. If the current date is the effective date for which the Quick Pay will be processed, click **No** to go to the **Find Person** form.
5. Complete one of the following **Find Person** form fields:

Field Name	Required (R) or Optional (O)	Description
Full Name	<input type="radio"/>	Person's last name.
Social Security	<input type="radio"/>	Person's social security number.
Type	<input type="radio"/>	Select from the List of Values: Contingent Worker Applicant Employee
Employee Number	<input type="radio"/>	Person's ID Number.

6. Click the **Find** button to go to the **People** form.
7. Click the **Assignment** button to go to the **Assignment** form.
8. Click the **Others...** button to go to the **Navigation Options** form.
9. Select **Quick Pay** from the list of navigation options.
10. Click **OK** to go to the **Quick Pay** form.
11. Complete the following fields:

Note: the **Number** field remains blank and the **Status** field remains set to **Unprocessed** until Quick Pay processing ends.

Field Name	Required (R) or Optional (O)	Description
Date Paid	R	Date of quick pay check.
Period	R	Auto generated. Displays the period in which the effective date falls.
Consolidation Set	R	Auto generated. Will fill in with: The Research Foundation of SUNY
Date Earned	R	Date payment should have been received. When using the quick pay to test a record, the earned date should be the same as the paid date.
Run Type	R	Select Regular from the List of Values.
Status	R	Auto generated. Field remains set to Unprocessed until Quick Pay processing ends..
Number	N/A	Will remain blank.
Date	N/A	Not required
Message	N/A	Not Required

12. Select **File > Save**.
13. Click the **Start Run** button to run the Quick Pay process.
14. After process is complete, click the **View Results** button to go to the **View Results** form.
15. Select **SOE Report**.
16. Click **OK** to go to the **Employee Statement of Earnings** form.
17. Ensure that the quick pay calculated correctly.
18. If the quick pay looks correct select **File > Close Form**. Send an e-mail to payroll@rfsuny.org with a copy of the results of the quick pay to inform Corporate Payroll that you need this processed. If you need to delete the quick pay run, select **Edit > Delete Record** then **File > Save**.