

September 5, 2006

**BULLETIN:** 6-006

**SOFTWARE:** Payroll Laser Check Update

**RELEASE:** Version 3.1.0

**DESCRIPTION:** Enhancement allows for printing the Fiscal Year-to-Date accrual time used on payroll check

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## OVERVIEW

This optional enhancement allows payroll checks to print not only the remaining accrual balance available, as they do currently, but also the fiscal year-to-date time taken. (See example below).

Please note the 'REMAINING ON xx/xx/xxxx' heading. This date represents the date the check was printed and the available balance at that time.

Example:

In Figure 1, this employee's payroll check, dated 8/25 was printed on 8/23. Please note the 'REMAINING BALANCE'. When the employee was out on Sick Leave on 8/28, the Payroll Dept entered the time off into Accruals History in MUNIS.

Returning to work on 8/29, the employee requested a reprinted check from the Payroll Dept, as they had washed the original check with their laundry over the weekend. Figure 2 represents the new data on the reprinted check.



## **ACTION YOU NEED TO TAKE**

THIS UPDATE WILL ONLY BE REQUIRED IF YOU WISH TO PRINT THE FISCAL YEAR-TO-DATE ACCRUALS FIELD ON YOUR PAYROLL CHECKS.

If you are currently scheduled to upgrade your current Laser Check programs to version 3.1.0, no action is needed.

If you are currently running version 3.0.x or less and you would like to print the FYTD accruals field on your payroll checks, an upgrade to your current check layout and program will be needed.

If you would like to schedule an upgrade or have any questions, please feel free to contact PSST.