

# Fiscal Flags and Opening Payroll

Reminder –

When opening up your payroll, you do not typically need to enter or make a change to your Fiscal Flags. The fiscal flags will auto populate (6 months ahead) based on your check date once you save your screen. If however, you miss-entered your check date (using the wrong month’s check date) or missed processing a payroll, please review and contact the Payroll Support team at IOI to verify and assist as needed.

Example:

(Your fiscal year runs from July through June.) For a check date of 05/05/17 the fiscal flags automatically sets to 2017 fiscal year and May is the 4<sup>th</sup> Qtr and 11<sup>th</sup> Mo of your fiscal. In June, your fiscal will be 2017, 4<sup>th</sup> Qtr and 12<sup>th</sup> Mo. In July, it will be the start of your 2018 fiscal year, Qtr 1 and Mo 1, etc. (Review for accuracy the **Yes** or **No** for the fiscal month end, quarter end, half year end, year-end flag fields.)

Flags are set using check date...not period ending date.

## Company Payroll Calendar

Year 2017 - Payroll # 009 - Run # 01 - Check Date = 05/05/2017
2017
Load Year

Payroll Number	Run Number	Payroll Type	Year	Quarter	Month	
<input type="text" value="9"/>	<input type="text" value="1"/>	<input type="text" value="Regular run"/>	<input type="text" value="2017"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	
	<b>Weekly</b>	<b>Bi-Weekly</b>	<b>Semi-Monthly</b>	<b>Monthly</b>	<b>Quarterly</b>	
<b>CheckDate</b>	<input type="text" value=""/>	<input type="text" value="05/05/2017"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>Period End</b>	<input type="text" value=""/>	<input type="text" value="04/29/2017"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

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**Time Card Information**

Date	Quantity	Code
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Don't print any time card labels"/>

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**Periodic Processing Flags**

<input type="text" value="No"/>	It is a month-end payroll number
<input type="text" value="No"/>	It is quarter-end
<input type="text" value="No"/>	It is half-year-end
<input type="text" value="No"/>	It is year-end

**Fiscal Processing Flags**

Year  Quarter  Month

<input type="text" value="No"/>	This is Fiscal month-end payroll
<input type="text" value="No"/>	This is a Fiscal quarter-end payroll
<input type="text" value="No"/>	This is a Fiscal half-year-end payroll
<input type="text" value="No"/>	This is a Fiscal year-end payroll

**Special Processing Overrides**

<input type="text" value="Process"/>	Direct Deposit activity for this payroll
<input type="text" value="Take all"/>	Voluntary deduction withholdings
<input type="text" value="Compute"/>	Rate times hours calculations