

# Payroll Posting

FAQ

*Prepared for*

**myUnity Essentials Financial**



**Netsmart**

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# Overview

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myUnity Essentials Financial allows for setup of employee pay rates which are then attached to visits and posted to a payroll export file. The Charge Detail List report can be run to review pay rates prior to posting. This document covers steps for initial setup, running the Charge Detail List and creating the export file.

Pay rate amounts can be entered at either the Pay Rate level, Charge Code level, or Employee level. Most agencies are structured such that rates are entered at the Employee level. You are not required to enter rate amounts at all 3 levels, only the one that applies to your agency.

It's recommended to setup a [Report Group](#) for running the Payroll report(s) and export files.

If your agency exports payroll to ADP, MAS90, Peachtree (Sage 50) or QuickBooks, please refer to the specific instructions for each vendor.

# Setup

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## Create Pay Rate Types

Pay Rates Types are determined by your agency's pay rate structure (i.e. Regular, Start of Care, Follow-up, Discharge, Weekend, Holiday Pay, etc.). Some types are pre-loaded, but can be added to, changed or deleted as needed. *Pay Rate Types must match those entered in Clinical.*

To create a Pay Rate Type, go to **File > File Maintenance > Category**, click **Change Type** and set the radio button to **Pay Rate Type**.

Press the **Add** button to add a new Pay Rate Type.

**Code:** enter a Pay Rate code (up to 12 alpha-numeric characters)

**Description:** enter a pay rate description

**Export Code:** leave blank except for some third-party vendors (see [Special Instructions](#) section)

**Other Info:** (optional) Agency assigned value for scoring employee productivity. The value assigned in this field will show on the Charge > Charge Detail List if "Show Productivity Points" is checked on the 'More Options' tab of report.

### Rates tab:

If all employees will be paid the same rate, enter a standard rate on the Rates tab. Otherwise, leave this tab blank.

**Rate:** enter a dollar amount

**Basis:** enter V if the rate is visit based or T if time based.

**Start Date:** enter the effective date of the rate amount

**End Date:** enter the end date for the rate amount.

Click **Print** to preview, print or save the Pay Rate Type List to .pdf.

## Add Employee Pay Rates

After the Pay Rates have been established, add the Pay Rate Types to the employee file with their individual pay rate amounts. (Note: If your agency pays all employees the same rate based on the charge code, perform these steps under **File > File Maintenance > Charge Code** on the **Pay-Rate** tab instead of in the employee library.)

Go to **File > File Maintenance > Entity**, click **Change Type** and set to **Employee**. Search for and select the employee. Go to the **Pay-Rate** tab and press the '+' button to add a new row.

**Rate-Type:** Select a Pay Rate Type from the drop-down.

**Basis:** set to 'V' if paying by Visit or 'T' if paying by Time.

**Rate:** enter the employee's visit rate or hourly rate for the specified Rate Type.

**Start-Date:** enter a start date for the amount entered.

**End-Date:** enter the date on which the rate amount ended or leave blank. When rates change, an end date should be entered and a new line added for the new amount with the corresponding Start date.

Rate-Type	Basis	Rate	Start-Date	End-Date
Regular	V	65.0000	1/1/2015	12/31/2015
Regular	V	66.0000	1/1/2016	
Weekend	V	75.0000	1/1/2015	

## Setup Payroll Export Properties

If multiple users will be running the payroll export, it's recommended to set up export as an **Agency** Report Group under **File > Report Groups**. Refer to the [Report Groups FAQ](#) for detailed information. If you don't setup a Report Group, the Properties tab will need to be setup on each user's workstation that will be running the export. If your agency exports payroll to ADP, MAS90, Peachtree (Sage 50) or QuickBooks, please refer to the Special Instructions section specific to your vendor.

Go to **File > Report Groups** or **File > Import/Export** (requires use of a Master Password. Check with your System Administrator if unknown).

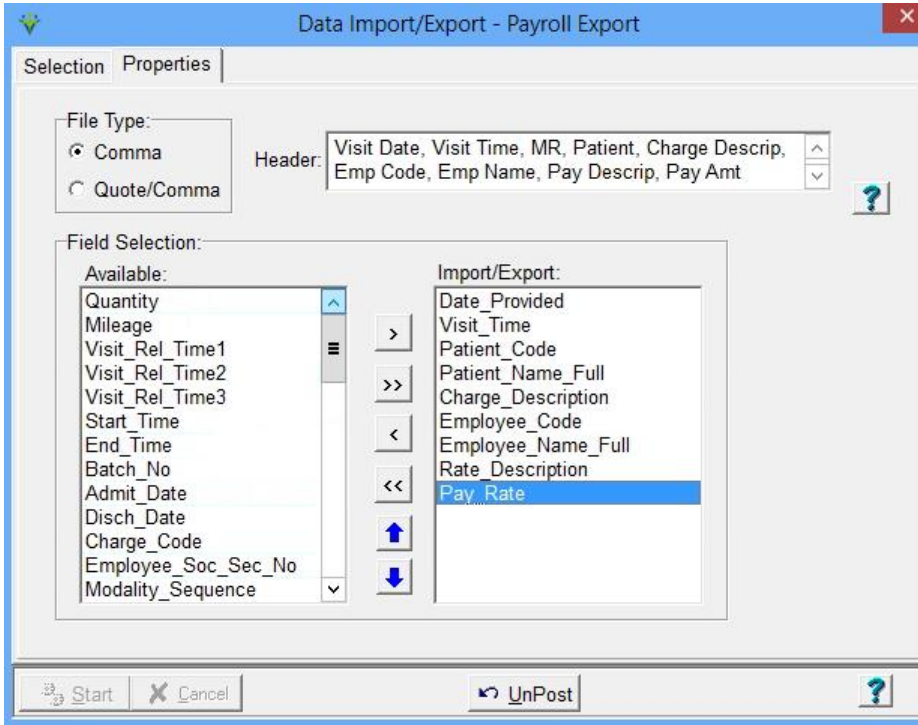
On the **Selection** tab, select **Export** and **Payroll**.

Click on the **Properties** tab.

**File Type:** Choose Comma or Quote/Comma as specified by your payroll vendor.

**Header:** If a header record is needed for your vendor, type the column header names to correspond to the fields specified in the Import/Export area.

**Field Selection:** Click on the  button to move all fields from the Available side to the Import/Export side, then click the  button to move them back (this refreshes the list so any new fields needed for the export are shown). Highlight an Available field on the left and click on the  button to move specific fields from the Available side to the Import/Export side. This should be done in the order in which the fields need to appear in your export file as specified by your payroll vendor. (Note: Under Import/Export 'Visit Time' can be replaced by 'Total Time' if you want to export direct visit time and visit related time.)



## Preparing for Payroll

### View/Override Pay Rates

Pay Rates are posted with the Visit Note from Clinical and can be viewed in **Charge > Enter/Maintain** via the **Pay-Rate** column. The **Pay-Ovr** field can be used in special circumstances to override the standard pay rate if paying a different amount for a specific visit. To view these columns, go to the **Preferences** tab and check **Pay-Rate** and **Pay Rate Ovrde** under Visible Grid Columns.

Summary | Preferences

Employee:  All Employees      Patient:  All Patients  
 MedRec: 348      Admit: 1/19/2021  
 1: 60016 Medicare

Date	Chg-Code	Chg-Description	Qty	Vis-Time	Mile	Start-Time	End-Time	Pat-Code	Pat-Name	Emp-Cod	Emp-Name	Pay-Rate	Pay-Ovr	Mile
3/2/2021	HHA	HHA Visit	1	0.5	0	08:00 AM	08:30 AM	131131	Schedtest, A	90082	Angel, David	Regular		
3/16/2021	HHA	HHA Visit	1	0.5	0	08:00 AM	08:30 AM	131131	Schedtest, A	90082	Angel, David	Regular		
3/25/2021	HHAVT	HHA Visit	1	1.5	0	07:00 PM	08:30 PM	348	Verde, Randall	90029	Biehler, Bonnie	Evening		
3/30/2021	HHA	HHA Visit	1	0.5	0	08:00 AM	08:30 AM	131131	Schedtest, A	90082	Angel, David	Regular		
4/1/2021	HHAVT	HHA Visit	1	1.5	0	06:00 PM	07:30 PM	348	Verde, Randall	90029	Biehler, Bonnie	Evening		
4/5/2021	HHA	HHA Visit	1	1	0	08:00 AM	09:00 AM	342	Adams, Noel	90105	Alexander, Branc			
4/7/2021	HHA	HHA Visit	1	2	0	08:00 AM	10:00 AM	294	Mdsurvey, Mary	90105	Alexander, Branc			
4/8/2021	HHAVT	HHA Visit	1	1.25	0	04:00 PM	05:15 PM	348	Verde, Randall	90029	Biehler, Bonnie			

## Run the Payroll Report

The **Charge > Charge Detail List** report can be run in Employee sequence with the Margin Report option checked to review payroll information for visits. It can first be run using the No Pay-Rate Subset Selection to identify any visits missing pay rates or employees who don't have that pay rate assigned. Once corrections are made, run the report again with Pay Rates selected to view information available for the Payroll export. Rate amounts must be setup for each employee (or at the charge or pay rate level) in order for the visit to be available for export.

**Report Sequence:** Employee/Date

**Selection Type:** All Records

**Report Type:** Standard

**Report Detail:** Detail

**Subset Selection:** With Pay Rate , No Pay Rate or No Subset.

**Margin Report:** checked

**Billed:** All

**Non-Visit:** All

**Payroll:** Un-Posted

**Authorization:** All

**Scheduling:** All (only agencies with Scheduling active have this option)

**Charge Date Selection:** use a wide From date with the payroll period end date as the To date to capture visits from the current payroll period as well as late visits from prior periods.



The **Payroll** selections allow for running the report to view visits already marked as payroll posted via the **Posted** selection. If **Period** is selected, the **Charge Date Selection** can be used to enter the payroll Post (Pay-Period End) date, which shows visits posted to payroll on a specified date or within a date range. If **All** is selected, then visits will be included regardless of their payroll status.

Sample Report:

5/3/2021 10:42:48 AM **With Payrate Only** **Charge Detail Listing** Un-Posted Page 1  
 Employee/Date Sequence All Users, All Records From:3/1/2021 To:5/3/2021 Home & Hospice Care Services

Date	Charge-Description	Qty	Margin-Report		Pay-Rate	Pay-Amt	Bill-Rate	Bill-Amt
			Vis-Time	Mileage				
<b>Emp: Alexander, Brandy: 90105</b>								
Pat: Example, Nopoc: 296								
b 04/05/2021	Skilled Nursing Visit: SNVT	1	Regular	1.00	85.00	85.00		
Pat: Example, Nopoc: 296								
b 04/07/2021	Skilled Nursing Visit: SNVT	1	Regular	1.00	85.00	85.00		
<b>Emp Totals:</b>		<b>2</b>		<b>2.00</b>	<b>0</b>	<b>170.00</b>		
<b>Emp: Angel, David: 90082</b>								
Pat: Assessmententry, Late: 318								
b 03/02/2021	Skilled Nursing Visit: SNVT	1	Regular	1.00	40.00	40.00		
Pat: Schedtest, A: 131131								
03/02/2021	HHA Visit: HHA	1	Regular	0.50	40.00	40.00		
Pat: Schedtest, A: 131131								
03/16/2021	HHA Visit: HHA	1	Regular	0.50	40.00	40.00		
Pat: Assessmententry, Late: 318								
b 03/24/2021	Skilled Nursing Visit: SNVT	1	Regular	1.00	40.00	40.00		
Pat: Schedtest, A: 131131								
03/30/2021	HHA Visit: HHA	1	Regular	0.50	40.00	40.00		
<b>Emp Totals:</b>		<b>5</b>		<b>3.50</b>	<b>0</b>	<b>200.00</b>		

## Create the Payroll Export File

It is recommended to set up and run the Payroll Export as an Agency Report Group **under File > Report Groups**. Refer to the [Report Groups FAQ](#) for additional details.

Go to **File > Report Groups** or **File > Import/Export** (requires use of a Master Password. Check with your System Administrator if unknown).

**Import/Export:** Export

**File:** Payroll

**FileName:** enter a unique filename with valid extension (use .csv to export to an Excel file).

**Date Selection:** Enter visit date range for payroll transactions. The **From** date is usually date of oldest late visit. The **To** date is the currently payroll period end date.

**Company:** leave blank unless exporting to **ADP or Peachtree**.

**Pay-Period:** Enter the current pay period end date. This date is used when running the Charge Detail List report to see visits by Pay Period or if records need to be marked un-posted for a Pay Period due to an error or mass correction need.

**Un-Posted Records Only:** Leave checked. Once a payroll transaction is exported it is marked as posted. This ensures it will not be exported again. Un-checking this box will cause all transactions in the date range to post again.

**Specific Records:** Leave unchecked. Checking this box allows the user to select specific employee transactions for export (not typically used).

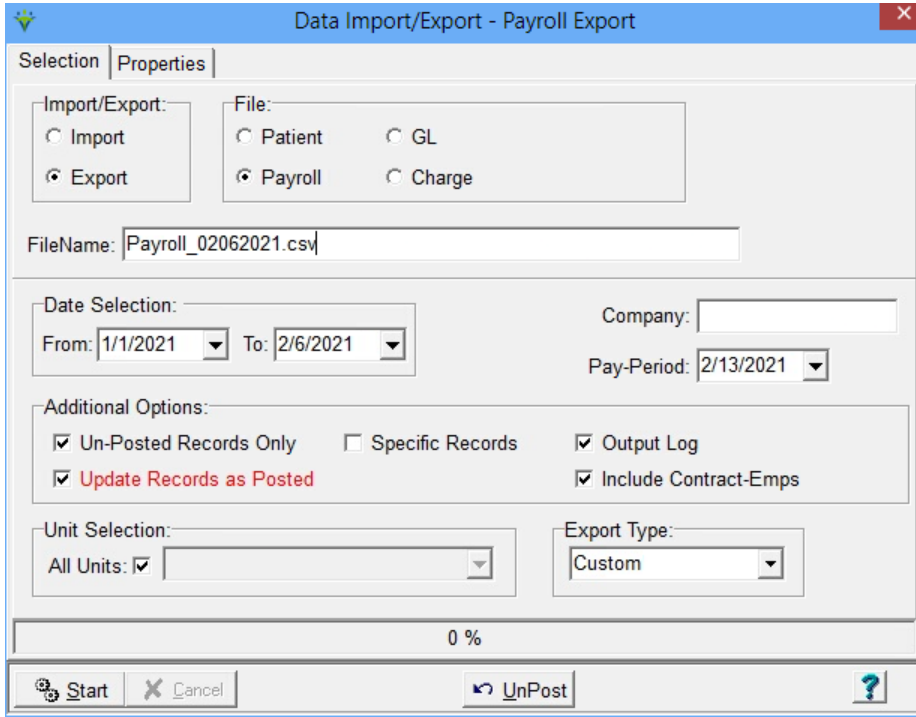
**Output Log:** checking this box creates an output log of all transactions exported.

**Update Records as Posted:** Defaults to checked so visits picked up in the export file will be marked Posted and will not export a second time. You can uncheck this option to create a file to review prior to marking the records as posted, but the export should then be run a second time with the option checked.

**Include Contract-Emps:** Check this box if employees marked as contractors in the employee file should be included in the export.

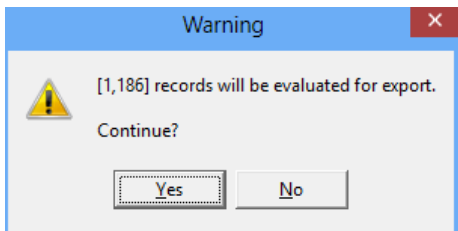
**Unit Selection:** Allows the user to export transactions based on employee Units.

**Export Type:** Choose Custom if not exporting to one of the vendors listed in the drop-down. If using a vendor from the dropdown, review the [Special Instructions](#) section for additional details.



After making your selections, press **Start**.

Confirm the number of records being evaluated for export and click “Yes” to continue or “No” to abort the process.



If **Output Log** is checked under Additional Options, a Payroll Export log report will generate. If any visits are missing, check Charge > Enter/Maintain to make sure they have a Pay-Rate attached to the visit. Visits missing Pay-Rates will not be picked up for export.

*Sample report:*

5/3/2021 11:09:09 AM

**Payroll Export**  
Home & Hospice Care Services

Page 1

File:Payroll\_02062021.csv - Date Range: 1/1/2021 - 2/6/2021

```

***
*** Records below exported: 5/3/2021 at 11:09:07 AM ***
***
1/2/2021,0.5,202,Aarons, Anthony,SN Visit,90105,Alexander, Brandy,Regular,85

1/4/2021,0.5,169,Armstrong, Neil,SN Visit,90105,Alexander, Brandy,Regular,85

1/15/2021,0.87,131196,Commes, Geraldine,SN Visit,90105,Alexander, Brandy,Regular,85

1/4/2021,1,131597,Andersenhos, Authtesting,SN Visit,90130,Angel, Angela,Regular,66
    
```

Sample export file:

	A	B	C	D	E	F	G	H	I	J	K
1	Visit Date	Visit Time	MR	Patient_Last	Patient_First	Charge Descrip	Emp Code	Emp_Last	Emp_First	Pay Descrip	Pay Amt
2	1/2/2021	0.5	202	Aarons	Anthony	SN Visit	90105	Alexander	Brandy	Regular	85
3	1/4/2021	0.5	169	Armstrong	Neil	SN Visit	90105	Alexander	Brandy	Regular	85
4	1/15/2021	0.87	131196	Commes	Geraldine	SN Visit	90105	Alexander	Brandy	Regular	85
5	1/4/2021	1	131597	Andersenhos	Authtesting	SN Visit	90130	Angel	Angela	Regular	66
6	1/6/2021	1	131597	Andersenhos	Authtesting	SN Visit	90130	Angel	Angela	Regular	66
7	1/6/2021	0.5	131345	Abbie	Abby	SN Visit	90130	Angel	Angela	Regular	66
8	1/5/2021	0.5	131345	Abbie	Abby	PTA Visit	90031	Ingalls	Laura	Regular	40

## Special Instructions

Review the information below to ensure setup has been completed for your third-party vendor and for additional detail on creating the export file.

### ADP

- In **File > File Maintenance > Category, Pay Rate Types**, ensure the ADP Pay Rate Type is entered in the **Export Code** field. Contact your ADP representative if unknown.
- When creating the Payroll export file, choose ADP from the **Export Type** dropdown and enter a name in the Company field as needed for the export file.
- Refer to ADP for instructions on importing the payroll file.

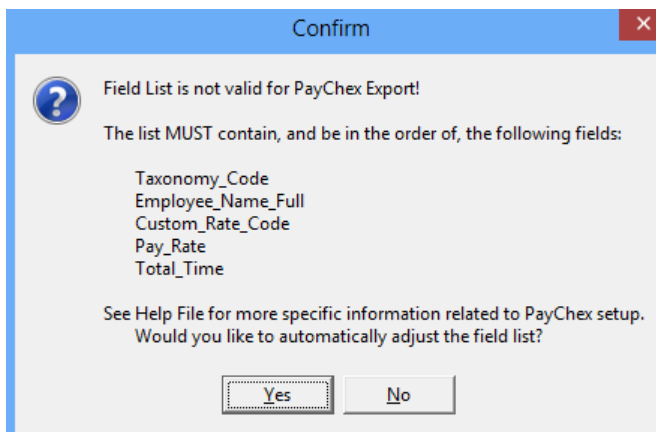
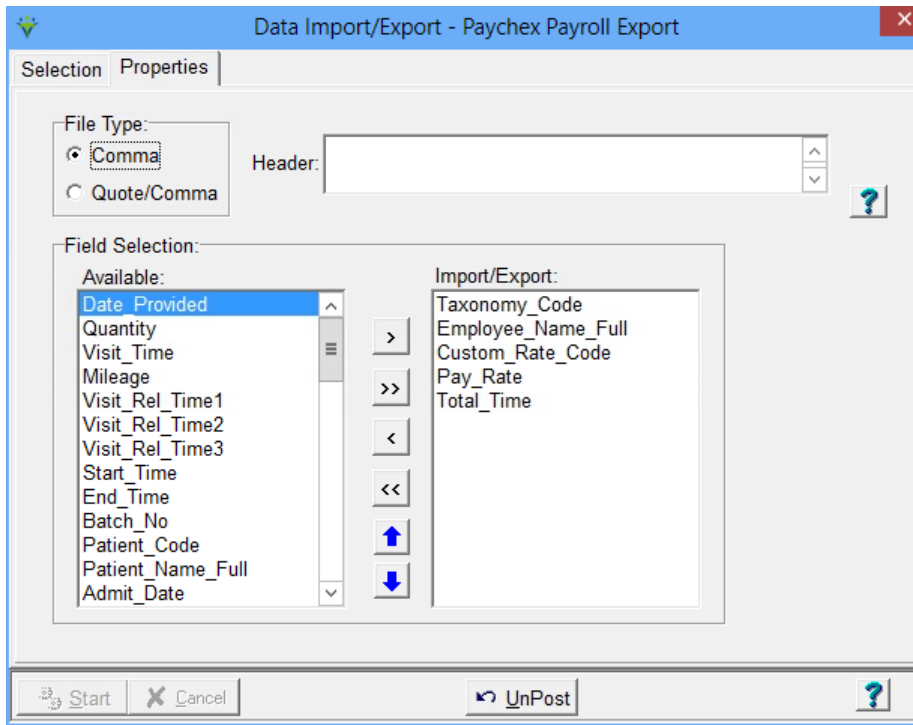
### MAS 90

- In **File > File Maintenance > Category, Pay Rate Types**, ensure the MAS 90 Earning Category is entered in the **Export Code** field. Contact your MAS 90 representative if unknown.
- In **File > File Maintenance > Entity**, click **Change Type** and set to **Employee**. Select the employee and click the **Other-Info** tab. Enter the MAS 90 Distributed Department Code number assigned to that employee in the **Taxonomy Code** field.
- When creating the Payroll export file, choose MAS 90 from the **Export Type** dropdown and use a .csv extension for the file name.
- Refer to MAS 90 for instructions on importing the payroll file.

### Paychex

- In **File > File Maintenance > Category, Pay Rate Types**, ensure the Paychex Earning Category is entered in the **Export Code** field. Contact your Paychex representative if unknown.
- In **File > File Maintenance > Entity**, click **Change Type** and set to **Employee**. Select the employee and click the **Other-Info** tab. Enter the Paychex Employee ID assigned to that employee in the **Taxonomy Code** field.
- When creating the Payroll export file, choose Paychex from the **Export Type** dropdown and use a .txt extension for the file name. The **Properties** tab must be setup as shown below. If

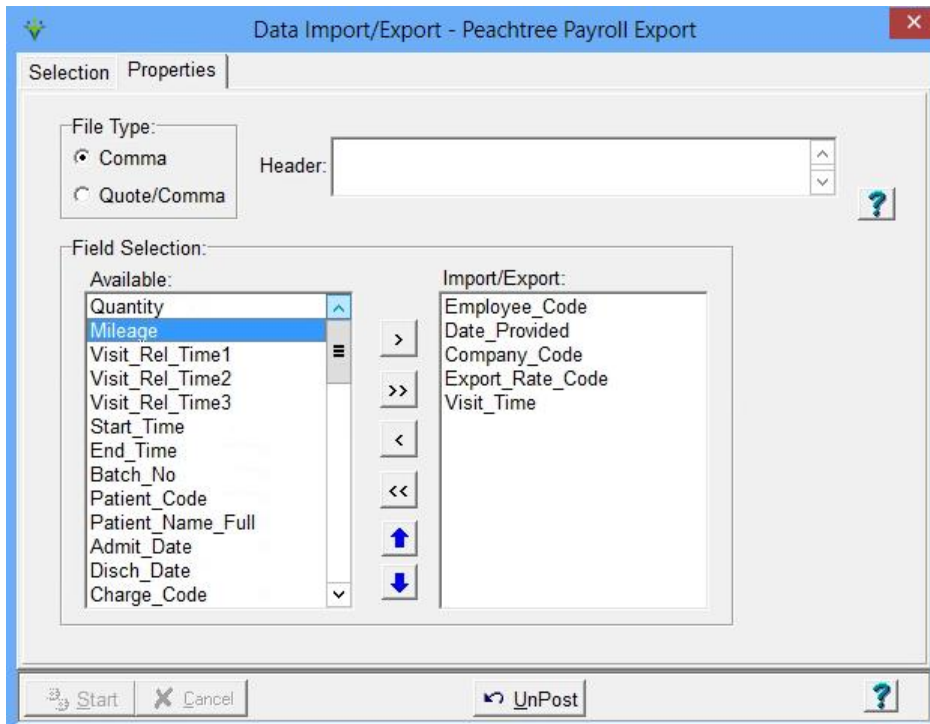
they aren't, you'll be prompted for the system to correct the setup for you when creating the export file.



- Refer to Paychex for instructions on importing the payroll file.

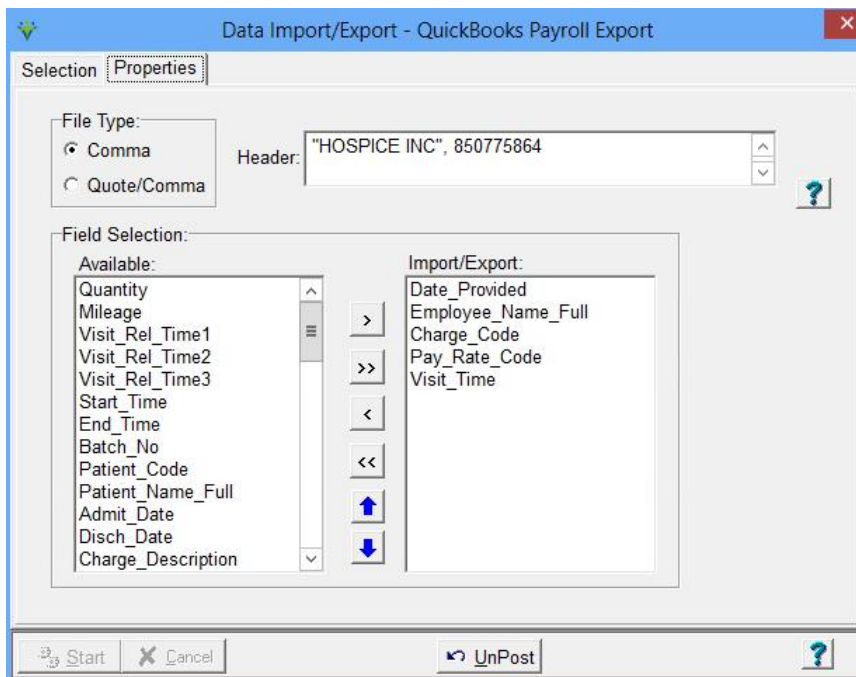
## Peachtree (Sage 50)

- In **File > File Maintenance > Category, Pay Rate Types, Export Code** field either leave blank or if required, enter the Peachtree (Sage 50) Earning Category. Contact your Peachtree representative if unknown.
- When creating the Payroll export file, choose Peachtree from the **Export Type** dropdown and use a .csv extension for the file name. In the **Company** field, enter the Peachtree-assigned Inventory Item code. The **Properties** tab must be setup as shown below.
- Refer to Peachtree (Sage50) for instructions on importing the payroll file.



### QuickBooks

- In **File > File Maintenance > Category, Pay Rate Types, Export Code** field either leave blank or if required, enter the QuickBooks Earning Category. Contact your vendor if unknown.
- When creating the Payroll export file, choose QuickBooks from the **Export Type** dropdown and use a .txt extension for the file name. The **Properties** tab must be setup as shown below. The **Header** should have the COMPANYNAME and COMPANYCREATETIME values from the QuickBooks Timer List.



- Refer to QuickBooks for instructions on importing the payroll file.