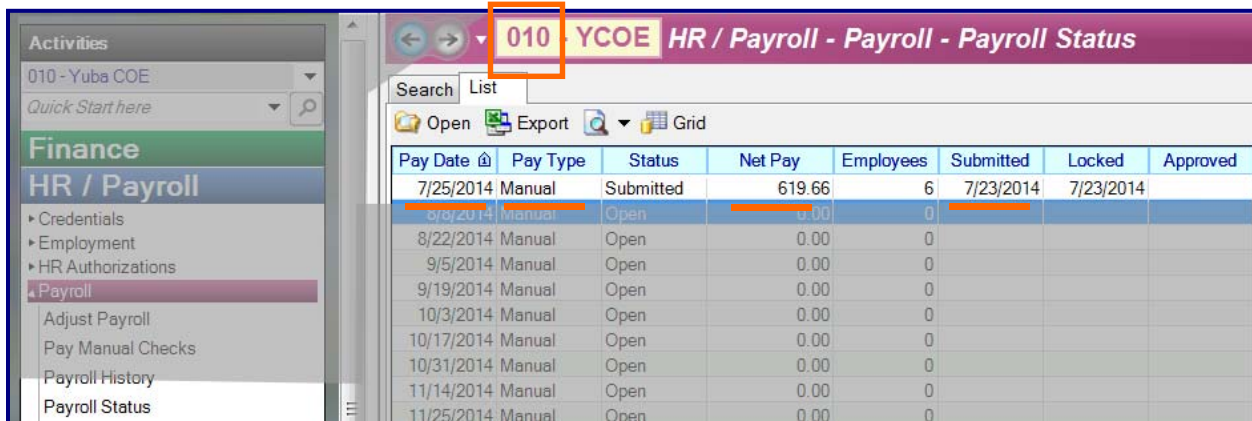


Instructions – PY Authorization

The Payroll (PY) Authorization form is available on the YCOE-Escape-Support Website:
<http://sites.yubacoe.info/systemPortal/y-e-s-documentation-forms.htm>

You may either acquire the form directly from the website every time you need one OR save a local copy as an Excel Template to create a new file every time an authorization is needed. We will notify users if the form is updated.

Information needed to complete the form is available on the Escape Payroll Status activity.



Pay Date	Pay Type	Status	Net Pay	Employees	Submitted	Locked	Approved
7/25/2014	Manual	Submitted	619.66	6	7/23/2014	7/23/2014	
8/8/2014	Manual	Open	0.00	0			
8/22/2014	Manual	Open	0.00	0			
9/5/2014	Manual	Open	0.00	0			
9/19/2014	Manual	Open	0.00	0			
10/3/2014	Manual	Open	0.00	0			
10/17/2014	Manual	Open	0.00	0			
10/31/2014	Manual	Open	0.00	0			
11/14/2014	Manual	Open	0.00	0			
11/25/2014	Manual	Open	0.00	0			

Enter your Org number - this populates the organization name on the form

Enter the Type [*Regular* | *Manual* | *Prior Year July* | *Prior Year August* | *Prior Year Manual*]

Enter the Pay Date

Enter the Fiscal Year (this should normally be the **current FY** except for Prior Year payrolls)

Enter the Net Pay amount

Enter the Submit Date

Complete the form by entering your name, title, and the authorization date.

Save the file with the following naming structure:

PY-Authorization-XXSS-YYYYMMDD-UUUUUU

XX = Organization Number

SS = Special Period

Note: Add BM or BW immediately after the Org Code only for Bi-Monthly or Bi-Weekly payrolls

YYYYMMDD = Full Year, Month, and Day of payroll

UUUUUU = Unique file identifier (See cell O7 - only use a single value for the same authorization)

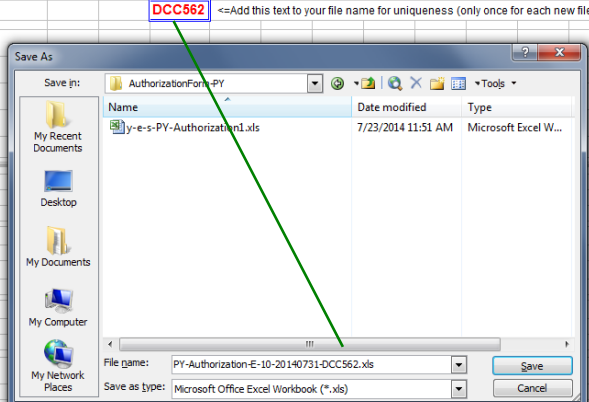
Yuba County Office of Education PAYROLL PROCESSING AUTHORIZATION											
To: Fiscal Tech (fiscal.tech@yubacoe.k12.ca.us)											
Organization:	10	Yuba County Schools									
Pay Type:	regular										
Pay Date:	07/31/2014	Fiscal Year:	2015								
Net Pay:	1,234.56										
Submit Date:	07/22/2014										

AUTHORIZATION											
You are authorized to process this payroll											
Mikal Technocratzi											
Authorized By:											
Technical Analyst											
Title											
07/22/2014											
Date											

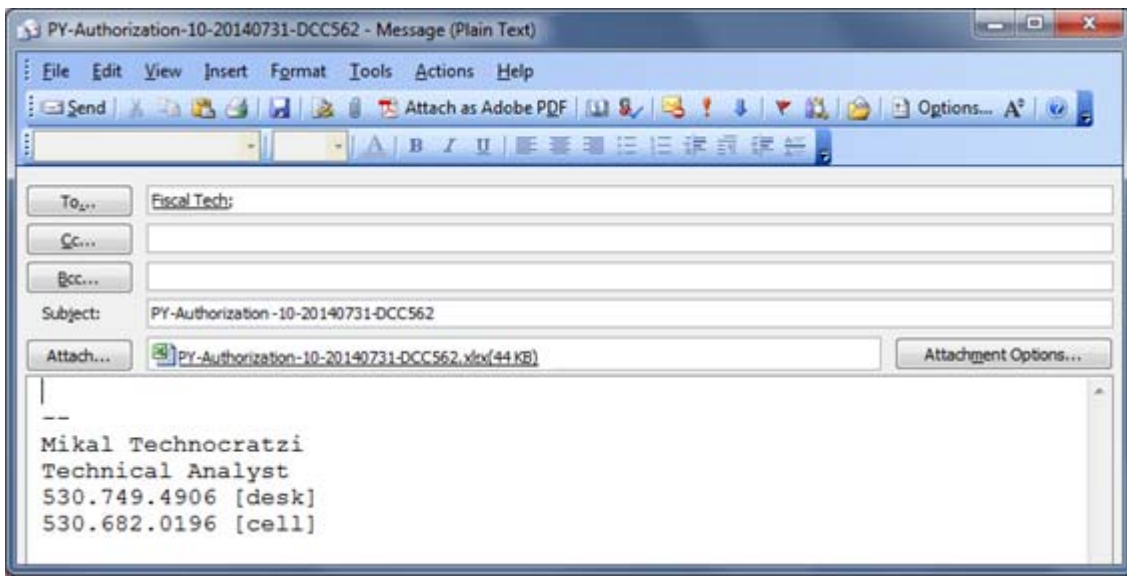
INSTRUCTIONS:

Complete all fields after payroll has been submitted in Payroll Status activity using data from the screen.

Save authorization file with filename format **PY-Authorization-E-XX-YYYYMMDD-UUUUUU.xls**



Email the file to Fiscal Tech with a Subject that is the same as the file name. This helps confirm you are working with the same authorization and helps organize emails in the mailbox.



The **PY-Authorization** part of the subject line helps route the message to the correct Inbox folder for processing. As all payrolls for the same pay date and type must be processed together, not following this convention may result in processing being delayed, affecting all organizations. Include the same unique identifier (UUUUUU) in both the authorization form file name and email subject.

The information from each submitted PY Authorization form is collected by an automated process to simplify payroll verification and processing at the COE. Completing each field and submitting the form with the proper identifiers will help us efficiently process your payroll.

Receipt of this form via email indicates your specified payroll is properly entered, has no errors, is balanced, and that you approve processing of these payments.