***SPRS Payroll Outbound Interface***

* **Summary:**

SPRS Payroll outbound interface contains paycheck/Advice information that needs to be accepted and paid by USAS.

After confirmation of Payroll and distribution, payroll admin needs to:

1. create document
2. run SPRS Payroll Outbound Interface
3. run SPRS Audit Report
4. contact Payroll Approver to release payroll file in SPRS.

Nightly control-M job will pick up SPRS payroll file from agency I/O area and sends it to SPRS. If there are any errors with file, SPRS will send it back to CAPPS with status “USAS Rejected” along with SPRS Print/Error files (ERROR.LCV.CSV, INPUT.PAY.LCV, PAY.PRINT.LCV). Payroll Admin needs to review these files, fix the issue, regenerate payroll file and resubmit the document.

1. **Create Document**

Document must be created for every payroll, On-Cycle or Off-Cycle, so it can be send to SPRS and processed by USAS.

* **Navigation:**

 *Main Menu -> Payroll for North America -> Payroll Distribution -> TX Create Document*

* **Screen Shot:**

 

* **Steps required:**
1. *For On-cycle payroll, batch type will be defaulted to PAY and grayed out. Also Off Cycle check box will be grayed out.*
2. Enter batch name (Ex: May On Cycle)
3. Payment Date will be defaulted to Tomorrow. It has to be >= Tomorrow
4. Select “Release for SPRS Processing” check box to send payroll file to SPRS.
5. Click Save, then document number will be generated.
6. **Run SPRS Payroll Outbound Interface**

SPRS payroll file will be created and placed in agency’s I/O area. This interface picks up all documents that are in the status of “Reprocess SPRS” or “SPRS Requested”.

* **Navigation:**

 *Main Menu -> CAPPS Interfaces -> Payroll -> TX SPRS Pay Outbound*

* **Screen Shot:**



* **Steps required:**
1. *Enter Company code (Ex: 226) of the agency for which SPRS payroll file needs to be created.*
2. *Click Run (select Process “TX\_SPRS\_PR”)*
3. **Run SPRS Audit Report**

This report contains Payroll and Distribution summary information.If payroll and distribution summaries do not balance, then payroll file will not processed by SPRS.



* **Navigation:**

*Main Menu -> Payroll for North America -> Payroll Distribution -> TX SPRS Audit Rpt*

* **Screen Shot:**



* **Steps required:**
1. *Enter Company code, Paygroup and Pay End Date.*
2. *Add documents that need to be audited including On and Off cycles.*

**NOTES**

1. **Use standard naming convention**
2. **Place all desk aids on the shared drive under CAPPS Processes - N:\HCM\CAPPS FM- Processes,Req,Config,Scripts\CAPPS Business Processes,Documentation\Process Documentation,Aids,Helpful Hints\HR,Benefits & Position Management**
3. **Open the footer and click in the template file name then right click and select Update Field to auto change to your file name**
4. **Follow the outline of this template**
5. **Add additional data and/or notes at the end of the document**