

UseCaseID	UC-PW014
Module	Election Worker
SubModule	
Summary	Create Payroll File for Election Workers
Description	EMS will create payroll files for election workers after the election in a specific .txt format required by the Auditor Controller. File is sent to the Auditor Controller for generating warrants of payments. The Auditor Controller will send a postback to Registrar-Recorder when the checks are printed. The postback file contains payment information with warrant numbers that is imported back into EMS to update payment information.
Precondition	<ol style="list-style-type: none"> <li>1. User has required Security Level in Election Worker module.</li> <li>2. Election Worker Fees will be auto populated some fields pre defined based on job title, training, bonus etc...</li> <li>4. Supervisor will approve attendance records and will push record to Payroll.</li> <li>5. Users will do quality assurance to make sure fees are valid.</li> </ol>
ExpectedResult	Create a file using EMS Election Worker Payroll data in the format (text tab delimited), required by the Auditor Controller.
DetailedProcessFlow	<ol style="list-style-type: none"> <li>1. Supervisor will review Payroll Exception Report.</li> <li>2. Supervisor will create a File Reconciliation report in xls format.</li> <li>3. Supervisor will generate payroll file.</li> <li>4. The system will generate the flat file in the format required by the L.A. County Auditor Controller.</li> <li>5. Supervisor will sent the file to the Auditor Controller via FTP.</li> <li>6. Supervisor will sent email to Auditor Controller to notify them a file has been transmitted.</li> <li>7. Auditor Controller will process file, generate payment warrants, mail payments and generate Payroll Postback file for Registrar-Recorder.</li> <li>8. Postback Payroll file is received via FTP from the Auditor Controller 1 day after submitting payroll file.</li> <li>9. Supervisor will upload the Postback file into EMS to update the payment date, amount and warrant numbers.</li> </ol>
ReadyAlternateFlow	
Parent	
Requirements	<p>UC-PW014-1 EMS shall provide options which group/type of workers to include in payroll file.</p> <p>UC-PW014-2 EMS shall only add records in Payroll Module that are approved by the Supervisor.</p> <p>UC-PW014-3 EMS shall require Managers approval to approve records when amount exceeds threshold set for the job title.</p> <p>UC-PW014-4 EMS shall have the records that are marked Payroll Ready or Payroll Complete should be in different color so that users can tell right away that it is complete.</p> <p>UC-PW014-5 EMS to provide Payroll Exception Report. This report shall list records with anomaly that will require review.</p> <p>UC-PW014-6 EMS to provide Payroll Summary Counts. This report will be used to validate # of records and total amount from the file.</p> <p>UC-PW014-7 EMS shall calculate all the fees when the Supervisor create the payroll file fees based on the requirement, sum all the fees for each worker and produce a file containing</p>

	<p>1 record for each worker and poll owner (even if Election Worker worked in multiple Vote Centers) if their records have a value of Ready in the Payroll Status.</p> <p>UC-PW014-8 EMS shall only allow 1 payment per day even when the worker has multiple assignments for the day such as Coordinators or Reservist.</p> <p>UC-PW014-9 After the file has been created, EMS will mark a field in each of the election worker record created/submitted - "pay status" will be updated to "Pay Submitted" or mark the record that the payment has been submitted and in process.</p> <p>UC-PW014-10 EMS shall allow import of Payroll Postback file from the Auditor Controller to update the payments records such as payment date, amount and warrant number.</p> <p>UC-PW014-11 EMS shall have API connection with ePulse (ePollbook)</p> <p>UC-PW014-12 EMS shall allow supplemental payments for a worker within the same election.</p> <p>UC-PW014-13 EMS shall display history of attendance and payments for each election and each payments in the Worker Election Module.</p> <p>UC-PW014-14 EMS shall provide Summary and Detail Payroll Reports.</p> <p>UC-PW014-15 EMS shall provide a history and view of all payroll files generated and all postback files upload from the Auditor Controller.</p> <p>UC-PW014-16 EMS shall make each Payroll File Name unique by using combination of date and incrementing numeric at the end of the file name.</p> <p>UC-PW014-17 EMS shall keep historical records of all payments for IRS 1099 reporting.</p>
RequirementID	
Gap	
Risk	This feature is necessary to pay Election Workers.
Actors	RRCC Staff
Documents	[List of documentation name, Link or location]
Author	Amelia Bartolome 02122019 mod 4/17/21 ab 5/28/21 ab
Signoff	Election operations management Blanca Lopez and Keysa Rancharan
Date	[Date Signed off as Complete] 5/26/21