

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"> 1. User has required Security Level in Election Worker module. 2. Election Worker Fees will be auto populated some fields pre defined based on job title, training, bonus etc... 4. Supervisor will approve attendance records and will push record to Payroll. 5. Users will do quality assurance to make sure fees are valid.
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"> 1. Supervisor will review Payroll Exception Report. 2. Supervisor will create a File Reconciliation report in xls format. 3. Supervisor will generate payroll file. 4. The system will generate the flat file in the format required by the L.A. County Auditor Controller. 5. Supervisor will sent the file to the Auditor Controller via FTP. 6. Supervisor will sent email to Auditor Controller to notify them a file has been transmitted. 7. Auditor Controller will process file, generate payment warrants, mail payments and generate Payroll Postback file for Registrar-Recorder. 8. Postback Payroll file is received via FTP from the Auditor Controller 1 day after submitting payroll file. 9. Supervisor will upload the Postback file into EMS to update the payment date, amount and warrant numbers.
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