

PAID Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	TIMELINE	COMMENTS
1. Ensure that the PAID V4.0 Software has been installed on the system and has been patched to date.				
2. Pre-Initial Download Activity				
A. Establish a "PAID Download" Date.				
B. Determine whether Education Tracking Package will be used at the newly created station.	N/A			No longer commonly used by facilities.
A. Overview of process				
1) Sites will set up communication lines to VACO Paid and Austin				
2) Sites will set up PAID ETA to accept initial download of information from AUSTIN				
3) Sites will determine what Duty Stations will be transferred to the new system and provide such list to EPS, VACO Paid and Austin.				
4) Austin will provide an initial download of employee data on a specified date. This will provide all information for employees and populate necessary files on the VISTA database.				

5) Sites will begin processing timecards for employees upon the successful transmission of data from Austin				
B. Contact OLDE and VACO PAID with the Station number addition, employee list and initial download of information date, and to what address the data should be sent. Obtain Duty Station Codes for the new station.				
C. Assign appropriate personnel menu options and keys that reflect their position in the new station				
D. Establish primary and alternate OLDE Access Coordinators				
1) Set up OLDE profiles and add any necessary OLDE position descriptions, and OLDE Follow-up codes.				
2) Add any Union Codes, Voluntary Allotments, Child Support Control Numbers, and Nursing Pay Schedules to OLDE where necessary				
E. Create T&L Units using option ENTER/EDIT T&L UNIT on the PAYROLL SUPERVISOR MENU				Must be unique. It cannot duplicate another entry located on site's system.
1) Assign NAME, CODE, and SERVICE				

2) Assign TIMEKEEPER, SUPERVISOR, OT/CT APPROVER per T&L after the users are added to the NEW PERSON file				
3) Assign T&L that certifies the SUPERVISOR of the T&L being created				
F. Establish Tour of Duties using the option ENTER/EDIT TOUR OF DUTY on the PAYROLL SUPERVISOR MENU. If these are not defined, consider pulling the data from another facility.				
G. Advise employees to print Employee Service Record Screens, leave balance, leave requests and leave used from exiting station. Future leave requests will need to be entered on the new station.				
2. PAID Initial Download				
A. Your PAID Download is tentatively scheduled for PP _____. Do not open the pay period that begins on the Sunday prior to the PP being downloaded.		Site (Payroll)	T	
3. Post PAID Initial Download				
A. Post download, File 450 now contains PAID Employee records.				
1) Timekeepers should assign a Tour of Duty to each employee				

2) Timekeepers should create a Time Card for each new employee				
3) Timekeepers should post any time acquired prior to the download for the PP being downloaded for each employee.				
4) Advise employees to enter any future leave requests				