

How To Guide

Create Payroll



Document Purpose

Step-by-step instructions on how to create a payroll

- Before you start a payroll, **make all employee changes first.**
- From the dashboard, select payrolls to open the Payroll Timeline. Find the box with the next scheduled payroll check date and select the plus key to open the Payroll Options screen.
- Verify the following items: Start Date, End Date, Pay Frequency, Employee Type, Employee Filter, Template, Checks per EE and Check Types.
- Verify the following boxes are checked: Calculate Scheduled ED's, Include Standard Hours, Salary Pay and Payroll Defaults and Time Off Requests if you are using the Self Serve portal to request time off.
- If you are using a Time Clock Import, verify all the options under the Import Options section.
- Create Checks, to open the pay grid.

The screenshot displays the 'Payroll Options' screen, divided into two main sections: 'Creation Options' and 'Time Clock Import Options'. A 'CREATE CHECKS' button is located in the top right corner.

Creation Options:

- Start Date*:** 5/2/2021
- End Date*:** 5/15/2021
- Frequency:** BI-Weekly
- Employee Types:** All
- Employee Filter:** --Select Template-- (with a 'Select EEs' link)
- Template:** --Select Template--
- Checks per EE:** 1
- Check Types:** Regular
- Create 945 Checks
- Calculate Scheduled EDs
- Include:**
 - Standard Hours
 - Salary Pay
 - Payroll Defaults
 - Time Off Requests

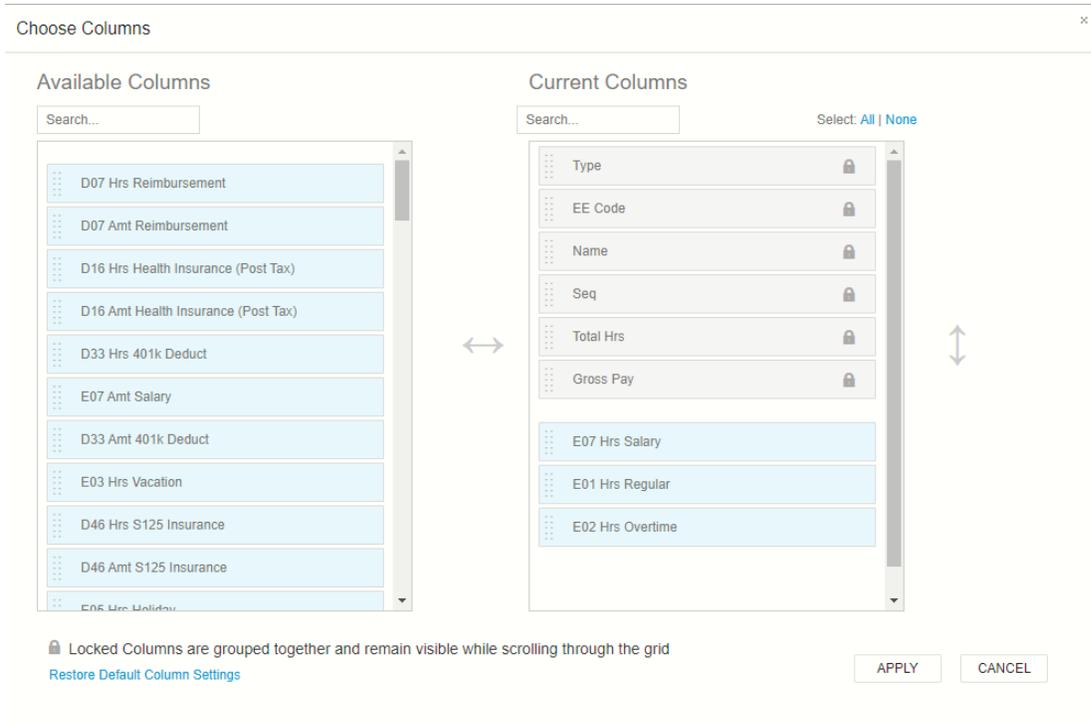
Time Clock Import Options:

- Time Clock Source File:** Choose file
- File Format:** (dropdown menu)
- Date Field Format:** (dropdown menu)
- Employee Synchronization:** (dropdown menu)
- Organizational Synchronization:** (dropdown menu)
- Job Codes:** (dropdown menu)
- Apply Org Level:** (dropdown menu)

Pay Grid Continued on the next page

PAY GRID

- The pay grid will open to allow entry of hours and amounts. Employees are listed down the left hand side and the earning/deduction columns are listed across the top right side. To add/delete columns to your grid, select the  at the bottom right side of the grid to open the Choose Columns option.



Choose Columns

Available Columns

Search...

- ... D07 Hrs Reimbursement
- ... D07 Amt Reimbursement
- ... D16 Hrs Health Insurance (Post Tax)
- ... D16 Amt Health Insurance (Post Tax)
- ... D33 Hrs 401k Deduct
- ... E07 Amt Salary
- ... D33 Amt 401k Deduct
- ... E03 Hrs Vacation
- ... D46 Hrs S125 Insurance
- ... D46 Amt S125 Insurance
- ... E05 Hrs Holiday

Current Columns

Search... Select: All | None

- ... Type
- ... EE Code
- ... Name
- ... Seq
- ... Total Hrs
- ... Gross Pay
- ... E07 Hrs Salary
- ... E01 Hrs Regular
- ... E02 Hrs Overtime

Locked Columns are grouped together and remain visible while scrolling through the grid

[Restore Default Column Settings](#)

APPLY CANCEL

- To add columns to the grid, click on the code in the Available Columns and drag it to the blue area under Current Columns.
- To delete columns from the grid, click on the code in the Current Columns and drag it to the blue area in Available Columns.
- To change the order in which they appear on the grid, select the code and move it up or down in the blue area in Current Columns.
- Apply changes to go back to the pay grid.
- Pay your employees
 - Salaried employees will appear on the grid with their salary amount under the salary column. This can be changed one-time by changing the amount in the salary column.
 - Hourly employees - enter hours or amounts under the appropriate columns.
- To make adjustments to permanent earnings/deductions one time, from the top right corner of the grid click on the Summary drop down and select Detail. You can add/delete by selecting the appropriate button. If adding you will need to add either hours or amounts. Save changes.
- .Recalculate the check to see a check preview to verify changes are correct
- To get back to the pay grid select the Detail drop down and select Summary.
- Verify Totals - at the bottom of each column it will give you a total.

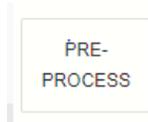
Payroll Pre-Process

- To calculate the payroll and view the pre-process, select the total screen from the top right.

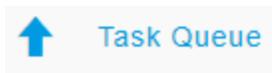


The totals on the left side of the screen are for earnings/deductions entered on the pay grid.

- Select the Pre-Process button to calculate the payroll



Once the payroll has finished calculating total taxes will be displayed on the right side of the screen. To review the Payroll Register, go to the Reports menu, Defined Reports put a check mark in front of the check date, go to the Run Report Tab and select Run this Report in the bottom left. The report will be available to review in the Task Queue at the bottom left corner.



The Payroll register will be available to review on the screen or download as a PDF to print. After reviewing, if you need to make changes, you can go back to Payrolls, select the edit Button. 

This will take you back to the pay grid to make any corrections necessary. You can preprocess the payroll and review the Payroll Register multiple times if needed.

- After reviewing the Payroll Register, you can go to the finish line.



The submittal options screen will open - **DO NOT CHECK MARK ANY BOXES ON THIS SCREEN.** Scroll below the Payroll Check Comments box and select Submit Payroll.

Your payroll is now complete.