

How To Guide

Steps to Submit Payroll Online



Document Purpose A client guide outlining the order of steps that need to be taken to submit and run your payroll.

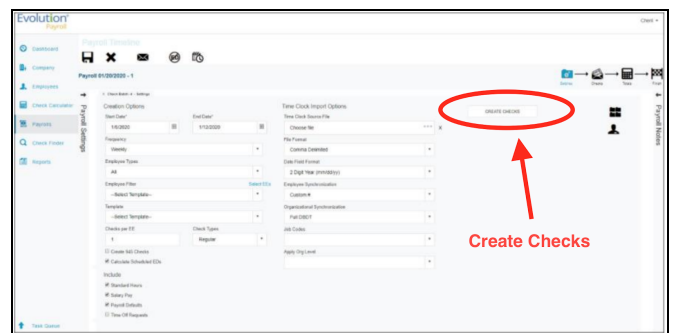
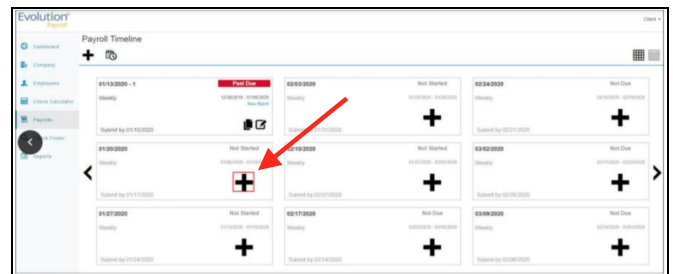
Step 1 - Employee Changes/ Additions

- Make all employee changes to include:
 - New Hires
 - Terminations
 - Deduction Changes
 - Direct Deposit Changes
 - Employee Salary or Hourly Rate Changes
- Add new employees, terminate employees no longer working for the company, change employee deductions, add new deductions, add/change direct deposit information, change employee salary amounts and hourly rates.

Employee changes made after the payroll has been started will not be updated in the current payroll.

Step 2 - Create your payroll

- Create the payroll batch.
 - Click on Payrolls on the left hand side of the screen, click the “+” in the payroll card
- Verify Start Date and End Date and check date
- Review batch settings
- Click the “Create checks” button



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Step 3 - Enter Hours & Amount and Verify totals

- Enter Hours and Amounts for your employees.
- **VERIFY** the Following:
 - Deductions or Deduction changes

Payroll 12/10/2020 - 1 Batch 1 : 11/30/2020 - 12/13/2020 Regular | -99999907 | 1 of 1

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	ED1 Hrs Regular	ED1 Amt Regular	ED7 Hrs
R	102	Clean, Everyday	1	0.00	\$0.00			
R	101	Moore, Pamela D.	1	0.00	\$0.00			
R	100	Smith, Joe	1	0.00	\$0.00			

- Totals for each column of hours & earnings.

Step 4 - Preprocess the Payroll

- Verify the batch totals

Payroll Timeline

SAVE CANCEL Pending

Payroll 03/19/2021 - 1 Batch 1 : 03/01/2021 - 03/07/2021

PRE-PROCESS

Calculation Results

Total Gross Pay: \$2,741.60

Total Taxes: \$0.00

Totals

E/D Code	Description	Hrs/Pcs	Amount
D01	Dues - Finisher	0.00	\$0.00
E01	Regular	80.00	\$2,741.60
E02	Overtime	0.00	\$0.00
E12	Double Time	0.00	\$0.00

Batch 1 Weekly

EXPORT TO EXCEL

EXPORT TO EXCEL

Description - Amount Count

- Pre-process the payroll
 - The pre-process is the final verification that employees' checks will be correct. You can go back into the batch, make corrections and run the preprocess and review the payroll register.
- Run the payroll register.

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Step 5 - Submit the Payroll

- Submittal Options - do not block any items in this section or the payroll will not process correctly.
- Submit your payroll.

Payroll 03/19/2021 - 1

Submittal Options

or

Blocks

Agency Payments

Checks

Reports

ACH

Billing

Liabilities

Deposits

Time Off Accrual

Accruals Only

Payroll Check Comments

SUBMIT PAYROLL PROCESS PAYROLL

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