



Payroll Guide for Bookkeepers

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Start in Time & Labor.

- Go to Home Tab > Supervisor Dashboard.
- Click on Missed Punches to see and correct all missed punches for the pay period you are processing.

Missed Punches

- If there are missed punches, the employee's name and the date in question will be listed.

Date will be seen here, so if the dates listed do not fall into the period you are about to process, proceed to next step. If they do fall in that period, click on the employees name to access their timecard and correct as needed.

2

- Click on Pending Time Off Requests to view and approve/deny all time off requests for the pay period you are processing.

Time Off Requests

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Time & Labor

Home Employees Payroll Reports Configuration Help

Schedules Time Off Calendar Time Card Approvals

Filter Reset -- Load Saved Filters --

Quick View

Insights My Employees Missed Punches Pending Time Off Requests Attendance Exceptions Invalid Terminal Punches

8 0 0 0 0

Pending Time Off Requests

Employee	Submitted	Request Start	Requested Hours	Total Days	Benefit	Balance	Future Approved
Hooray! You have no pending time off requests.							

Approve Selected Deny Selected

Expanded View

Request Start date refers to the days they are taking off. Verify there are no pending time off requests that fall within the period you are about to process. Approve/Deny as needed.

3

- Go to **Employees Tab > Time Card Approvals**.

Time Card Approvals

- Make sure you are using the correct date range.
- Check to see if all boxes are checked and approved by Supervisor.
- If a correction is needed on an employee's hours, click on their name to go directly to their timecard to edit.
- If not approved, click on the box to the left to approve or click on **Approve** for everyone. Then click on **Save**.

Archdiocese of Cincinnati [137601]

Time & Labor

Home Employees Payroll Reports Configuration



Home



Time Card



Schedules



Time Off Calendar



Time Card Approvals



Time Card Approvals

01/02/2022 - 01/08/2022 < > Current

Payroll Policy Duration: Full Time Hourly

Save

<input type="checkbox"/> Approve	Employee	Regular	OT1	OT2	Non Work	Total	Adjustments	Missed Punches	EE App	Supv App	Assigned Supv
<input checked="" type="checkbox"/>	Bart Kilpatrick	0 hrs	0 hrs	0 hrs	16 hrs	16 hrs	\$0.00	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Emily Alba
<input checked="" type="checkbox"/>	Donnell Gallagher	0 hrs	0 hrs	0 hrs	24 hrs	24 hrs	\$0.00	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Emily Alba
<input checked="" type="checkbox"/>	Reginald Barclay	0 hrs	0 hrs	0 hrs	16 hrs	16 hrs	\$0.00	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Erik Lensherr

1 - 3 of 3 items

- After all timecards have been approved, click on **Reports** and search for *Master Timecard Summary* in the search bar.

Generate the Master Timecard Summary Report

The screenshot shows the Paylocity HR & Payroll interface. The top navigation bar includes 'Time & Labor', 'Home', 'Employees', 'Payroll', 'Reports', and 'Configuration'. The 'Reports' section is active, showing a 'Reporting' sub-section with tabs for 'Report List', 'Report Pickup', 'Schedules', and 'Reporting Settings'. A search bar contains the text 'Master Time Card Summary'. Below the search bar, there are active filters for 'Time & Labor'. A list of reports is displayed, including 'All Reports', 'Report Templates', 'Saved Reports', and 'Favorites'. The 'All Reports' list contains the following items:

Report Name	Last Run On	Work
<input type="checkbox"/> Master Timecard Summary Shows summary timecard data for the selected period by employee, including pay types, shift differentials, worked cost centers, p...	--	Time o
<input type="checkbox"/> Employee Time Card Report This report lists employee's actual clock in / clock out times and the total time paid for each punch, for a specified date range. The...	--	Time o
<input type="checkbox"/> Master Timecard Summary - No Salary Work Shows summary timecard data for the selected period by employee, including pay types, shift differentials, worked cost centers, p...	--	Time o
<input type="checkbox"/> Master Labor Distribution Master labor distribution report with data broken out by day, pay type, Reg/OT, and Paid/Unpaid. Sort options determine labor le...	--	Time o

- Select your Employee Group (Location number). Click on Previous Pay Period; and click on **Export**.

Export the Master Timecard Summary Report

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HR & Payroll

< Master Timecard Summary Save Export

Filters Sample

Description
STANDARD report that shows summary timecard data for the selected period by employee, including pay types, shift differentials, worked cost centers, pay adjustments, and points.

Cost Centers

Company	Unassigned ×
Jobs	Unassigned ×
Office	Unassigned ×
Department	Unassigned ×
Location	Unassigned ×
RATE	Unassigned ×

Employee

Employee Group
 53580

Employee Name

Date Range

Timeframe

Current Pay Period

Previous Pay Period

Yesterday

Today


Payroll Policy
Hourly (8hr Hol OT worked)

Payroll policy is required if using current or previous pay period.

29

- Select PDF as the Report Format and click on **Run**. Set this report aside until you have generated the Pre Process Payroll Register.

View the Master Timecard Summary Report

Export  **Run** Cancel

Export Name Dynamic Options

Report Format (required) File Extension Override Visibility Type (required)

Format

Sort Order (required)

Archdiocese of San Jose 1/20/2024 - 2/2/2024

Std TimecardSummary As of: 2/12/2024 1:11:16 PM

Show Cost Centers: N Show Show Shifts: N


Pay Type Summary: Y Page Hide Lunches/Breaks: N

Break By Employee: Y Sort By: 1 - Last Name

Generated for Group: 78251

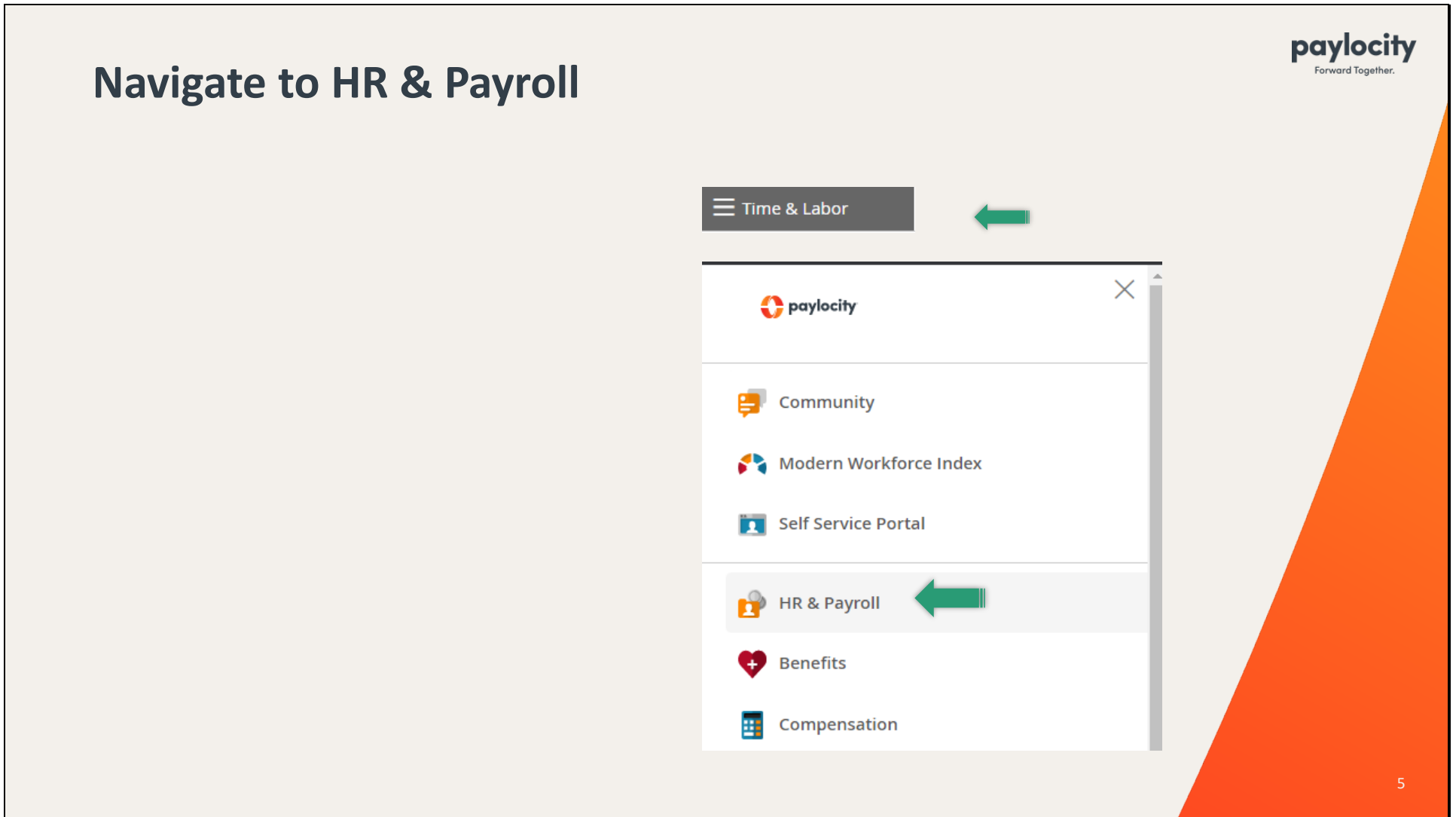
Company: 53580

Grand Totals	Reg	OT1	OT2	Ttl Paid	Ttl Unpd
	58.00	0.00	0.00	58.00	0.00
Totals by Pay Type	Reg	OT1	OT2	Ttl Paid	Ttl Unpd
Work	8.00	0.00	0.00	8.00	0.00
Parental Leave	15.00	0.00	0.00	15.00	0.00
Sick	35.00	0.00	0.00	35.00	0.00

 Your report is generating. You may wait here to download or download from the report pickup.

Now, go to HR & Payroll.

- Click on the hamburger button ☰ or on Time & Labor and choose **HR & Payroll**.



The screenshot shows the Paylocity user interface. At the top right, the Paylocity logo is displayed with the tagline "Forward Together." Below the logo, a dark grey button labeled "Time & Labor" with a hamburger menu icon is visible. A green arrow points to this button. Below the button, a white navigation menu is open, listing several options: "Community", "Modern Workforce Index", "Self Service Portal", "HR & Payroll", "Benefits", and "Compensation". The "HR & Payroll" option is highlighted in a light grey color, and a green arrow points to it. The background of the slide is a light beige color with a large orange triangle in the bottom right corner.

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Time & Labor

Community

Modern Workforce Index

Self Service Portal

HR & Payroll

Benefits

Compensation

5

- Go to Payroll > Run Payroll.

Run Payroll

The screenshot shows the 'Payroll' menu in the HR & Payroll system. The menu items are:

- Run Payroll (highlighted with a green arrow)
- Pay Entry
- Check Calculator
- Void Checks
- Pay Entry Options
- Print Checks
- Third Party Sick Pay
- Pay Entry History
- Payroll Data Converter

The background shows a table of employees with columns: Last Name, Preferred / First Name, Status, Supervisor [id], Division, Branch, Department, and Actions. The table contains 221 items, with the first 15 rows visible.

Last Name	Preferred / First Name	Status	Supervisor [id]	Division	Branch	Department	Actions	
Ackerman	Virgil	A	Wallace, Hugh [58]	Mid-Atlantic	Sales	Sales - Outside	...	
Adams	Marie	A	Alba, Emily [16]	Central	Operations	Human Resources	...	
Alba	Emily	A	DuBose, Brina [119]	Southwest	Executive	Executive	...	
Alcon	Towanda	229	A	Wallace, Hugh [58]	Northeast	Sales	Sales - Outside	...
Allerdyce	Sheppard	89	A	Frost, Emma [62]	Southeast	Operations	Fulfillment	...
Althoff	Brad	138	A	Raja, Leila [31]	Mid-Atlantic	Operations	Implementation Services	...
Ammons	Malcom	137	A	Davis, Dustin [66]	Central	Operations	Client Support	...
April	Robert	35	A	Wallace, Hugh [58]	Central	Business Development	Sales - Outside	...
Arselan	Robert	108	A	Cal, Benjamin [1]	Northeast	Operations	Implementation Services	...
Artis	Chet	143	A	Khan, Amir [30]	Southeast	Product Development	Software Dev/QA	...
Ashford	Janeen	266	A	Davis, Dustin [66]	Northeast	Operations	Client Support	...
Atwood	Julian	10	A	DuBose, Brina [119]	Central	Operations	Executive	...
Augustine	Connor	17	A	Davis, Dustin [66]	Southwest	Operations	Client Support	...
Babineau	Corrin	191	A	Raja, Leila [31]	Southwest	Operations	Implementation Services	...

- Confirm that you are using the correct Upcoming Payroll and click on **Start Payroll**.

Start Payroll

Payroll

Active Payrolls

No active payrolls

Upcoming Payrolls [View All](#)

	PAY PERIOD	FREQUENCY	
✓ 11/24/2023 Regular Schedule	11/12/2023 - 11/18/2023	Weekly ✓	➔ Start Payroll
12/08/2023 Regular Schedule	11/26/2023 - 12/02/2023	Weekly	⋮ Start Payroll
12/15/2023 Regular Schedule	12/03/2023 - 12/09/2023	Weekly	⋮ Start Payroll

Note [Add Note](#)

Need an unscheduled payroll?
Start Off-Cycle Payroll

[Pay Entry History](#) →
[Void Checks](#) →
[Third Party Sick Pay](#) →

- Click on **Create Batch**.

Create Batch

The screenshot displays the Paylocity HR & Payroll interface. At the top, a navigation bar includes 'HR & Payroll', 'Employees', 'HR', 'Payroll', 'User Access', 'Reports & Analytics', 'Document Library', 'Approvals', 'Tax & Finance', and 'Configuration'. A 'Help' button is located in the top right corner. The main content area is titled 'Payroll 11/24/2023 Weekly'. Below the title, there are three buttons: 'Enter Payroll', 'Review', and 'Submit', connected by arrows. A 'Save & Close' button is also present. The central part of the screen features an illustration of four people, one in a wheelchair, with the text: 'Start payroll by creating your first batch. A batch is a collection of employee payroll data that is processed together as a single unit.' Below this text is a red 'Create Batch' button with a green arrow pointing to it. On the right side, there is a 'Time Cards' section with a refresh icon, a 'Configuration' dropdown menu set to 'Payroll Hours Export (Non-Job Co...)', and a list of metrics: 'Approval Warnings' (6), 'Total Hours' (200h), and 'Active Employees' (224). There is also a 'View Time Card Summary' link. At the bottom right, there is a 'Note' section with an 'Add Note' link and an 'Accrual Settings' link.

- In the drop-down menu, select the correct Batch Type, which will be **Bi-Weekly** or **Monthly**, and click on **Next**.

Create a Batch

Payroll
11/24/2023 Weekly

Enter Payroll Review Submit Save & Close

Create a Batch X

A batch is a collection of employee payroll data that is processed together as a single unit.

Batch Type ⓘ

Biweekly

Cancel Next

Time Cards

Configuration
Payroll Hours Export (Non-Job Co... v

Approval Warnings ⚠ 6

Total Hours 200h

Active Employees 224

View Time Card Summary →

Note Add Note

⚙️ Accrual Settings

- Click on **Create Batch** at the bottom far right.

Create Batch

- Leave “AutoPay Employees” checked.

[← Back to Enter Payroll](#)

Batch Setup

Select the employees and options below for this batch.

Batch Type: Regular

Create new batch ✓

Batch By

Auto Pay

Auto-Pay Employees ✓

Employee Filters

Filter the list of employees included in the batch.

Status <input type="text" value="Active"/>	Pay Group <input type="text" value="-- All --"/>	Pay Type <input type="text" value="-- All --"/>
Pay Frequency <input type="text" value="-- All --"/>	Employment Type <input type="text" value="-- All --"/>	Position <input type="text" value="-- All --"/>
Shift <input type="text" value="-- All --"/>		

Cancel ✓

- Once you come to this screen (grid view), click on **Back to Enter Payroll**.

[< Back to Enter Payroll](#)



Biweekly ...

Enter and edit payment inputs for any employee within this batch.

Grid View Detail View Prorated/Retro Pay (0)

Sort by

⏪ < 1 2 3 4 > ⏩ 1 - 26 of 87 items

EMPLOYEE	ACTIONS	AUTO PAY	EREG		EOT		EVAC		EHOL		ESICK	
			HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$
Adams, Marie E [3] 400-401-600	...	<input type="checkbox"/> 40.00 (H)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
Alba, Emily I [16] 600-101-400	...	<input checked="" type="checkbox"/> \$1,800.00 (S)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
Allerdyce, Sheppard [89] 300-401-1000	...	<input type="checkbox"/> 40.00 (H)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
April, Robert [35] 400-201-600	...	<input checked="" type="checkbox"/> \$1,479.66 (S)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
Atwood, Julian J [10] 400-401-600	...	<input checked="" type="checkbox"/> \$850.00 (S)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00

- To import time & labor data (formerly known as *Payroll Data Transfer*), click on **View Time Card Summary**.

Import Time & Labor Payroll Data

Payroll **11/24/2023 Weekly** Enter Payroll Review Submit Save & Close Help

Manage Batches

EMPLOYEES 129 | CHECKS 129

Merge Batches Create a Batch

Batch Name ^	Checks	Type	Begin Date	End Date	Status	Actions
All Emps	129	Regular	11/12/2023	11/18/2023	Open	...

1 - 1 of 1 items

Time Cards

Configuration Payroll Hours Export (Non-Job Co...)

Approval Warnings 6

Total Hours **200h**

Active Employees **224**

[View Time Card Summary](#) →

Note Add Note

⚙️ Accrual Settings

- After you review the information on this screen, click on **Create Time Card Data Batch**.

Import Time & Labor Payroll Data

- Make sure the **Date Range** is correct.
- You have the ability to review your Approvals one last time.

Time Card Summary

Configuration: Payroll Hours Export (Bi-Weekly) | **Date Range**: 11/14/2023 - 12/02/2023 | Pay Period: Open | Refresh Data | Last Updated: Dec 6, 2023 4:30:41 PM

Active Employees 224 Employee Total: 224	Active Employees Without Time Card Data 218	Inactive Employees With Time Card Data 0	Total Hours 176.00h
---	---	--	-------------------------------

Approvals | View Details

Missing Punches	0	✓
Unapproved Adjustments	0	✓
Pending Time Off Requests	0	✓
Pending Time Card Corrections	0	✓
Unapproved Time Cards	7	⚠

Notify Supervisors

Time and Labor Totals | View Details

Regular	176.00h
OT1	0.00h
OT2	0.00h
Paid	176.00h
Unpaid	0.00h
Adjustments	\$0.00

Review totals and warnings before adding employee data to a batch. **Create Time Card Data Batch**

- When you come to this screen, **PLEASE DO NOT CLOSE PAY PERIODS! PLEASE UNCHECK THE BOXES!** And then click on **Next**.

DO NOT Close Pay Periods

- Important: please leave the Pay Period in its current Open status by **unchecking** the boxes below.

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Time & Labor

Create Time & Labor Batch

Configuration: Payroll Hours Export (Non-Job Costing) Check Date: 11/24/2023 Date Range: 11/1/2023 - 11/30/2023

Review & Close Pay Period (In Progress) | Batch Setup (Incomplete) | Create Batch (Incomplete)

Please review your time data below as some data may have changed since your last refresh

Payroll Lockout is in effect for Time & Labor

Data Review [Go to Time Card Summary](#)

Updated on Dec 13, 2023 at 1:42:24 PM

Warnings/Approvals

Active Employees Without Hours 218	Inactive Employees With Hours 0	Missing Punches 0	Unapproved Adjustments 0
Unapproved Time Cards 7	Pending Time Off 0	Time Card Corrections 0	

Totals

Active Employees 224	Total Hours 216.00h	Regular Hours 216.00h	Overtime 1 0.00h
Overtime 2 0.00h	Paid 216.00h	Unpaid 0.00h	

Close Pay Periods

To keep an accurate record of employee data, it is recommended to close your Pay Periods before submitting payroll. If viewing an Open Pay Period, it will be set to Closed when you click Next to go to Batch Setup if the Payroll Policy is checked. You can elect to leave the Pay Period in its current Open status by unchecking below. Once a Pay Period is closed, you can re-open it by going to Open Pay Periods in Time & Labor. Note: a Pay Period that has not yet ended cannot be closed.

Open Pay Periods (Eligible Close Date)

- FT Hourly - 1 Hr Auto Lunch (12/2/2023)
- FT Hourly - Punch for Lunch (12/2/2023)
- Salaried - Timesheet Duration Only (12/2/2023)

Closed Pay Periods

- To merge Time & Labor data into the Bi-Weekly batch, click on **Merge into Existing** (select Bi-Weekly) and click on **Next**.

Merge Time & Labor into Bi-Weekly Batch

- Confirm that the **Check Date** and **Date Range** are correct.

Create Time & Labor Batch

Configuration: Payroll Hours Export (Non-Job Costing) | Check Date: 11/24/2023 | Date Range: 11/14/2023 - 12/2/2023

Review & Close Pay Period Complete | Batch Setup In Progress | Create Batch Incomplete

Batch Setup

Are you adding this time to a new batch or merging into an existing batch?

Create new batch

Merge into existing

Select Batch
Select Batch
Biweekly

Next

- If you see an **orange** banner, there are errors and/or warnings. Click on **Export Validation Results** to review & correct the errors/warnings.
- Select **Create Batch** to move forward with payroll.

Review Time Import Errors/ Warnings

- Contact Paylocity for guidance if you have recurring errors.

Create Time & Labor Batch

[Previous](#)
Back to Batches
Create Batch

Configuration: **Payroll Export (Weekly)** Check Date: **11/24/2023** Date Range: **10/29/2023 - 11/11/2023**

✔ Review & Close Pay Period
Complete

✔ Batch Setup
Complete

○ Create Batch
In Progress

⚠ Your data contains errors that impact your payroll accuracy.

Validation Results

📄 Export Validation Results

Error Type	Severity	Count
↑ Employee is not active; current employee status is description	Low	2

Employee Id	Det Code	Units	Hours	Amount
22	REG	80.00	0.00h	\$0.00
23	REG	80.00	0.00h	\$0.00

1 - 2 of 2 items

- If there are no errors, you will see a banner that says **Batch successfully created**. You can wait to be redirected to the Manage Batches screen; or you can click on **Create Batch Screen** or **Back to Batches**.

The screenshot displays the 'Create Time & Labor Batch' interface. At the top right, the Paylocity logo and 'HR & Payroll' menu are visible. The main title is 'Create Time & Labor Batch'. Below the title, the configuration is set to 'Payroll Hours Export (Non-Job Costing)', the check date is '11/24/2023', and the date range is '11/1/2023 - 11/30/2023'. A progress bar shows three steps: 'Review & Close Pay Period Complete', 'Batch Setup Complete', and 'Create Batch Complete'. A large teal banner at the bottom contains the message: 'Batch successfully created. Proceed to the [Create Batch Screen](#), otherwise you will be redirected momentarily.' A 'Back to Batches' button is located in the top right corner of the main content area. A sidebar on the left shows a 'Summary' section with 'Active Employment Without Time' at 218.

- Click on the Batch Name to view the grid.

Proceed with Payroll

Payroll
11/24/2023 Weekly

Enter Payroll → Review → Submit Save & Close

Manage Batches

EMPLOYEES 134 | CHECKS 134

Merge Batches Create a Batch

Batch Name ^	Checks	Type	Begin Date	End Date	Status	Actions
Biweekly	134	Regular	11/12/2023	11/18/2023	Open	...

1 - 1 of 1 Items

Time Cards ⌵

Configuration
Payroll Hours Export (Non-Job Co... ▾)

Approval Warnings ⚠ 6

Total Hours **200h**

Active Employees **224**

[View Time Card Summary →](#)

Note Add Note

[⚙️ Accrual Settings](#)

you're done adding batches, click "Continue" to review and audit payroll details Continue >

- You are now in Grid View. Proceed with making any manual or one-time adjustments to the employees' checks as needed.

Grid View

[Back to Enter Payroll](#)

All Emps ...

Enter and edit payment inputs for any employee within this batch.

Grid View Detail View Prorated/Retro Pay (0)

Payroll Reminder for Adams, Marie E: Don't forget Marie's bonus.

Q First Name, Last Name, Employee ID

Select Division

Select Branch

Select Department

Apply

Sort by **Name**

Records: 221 Pages: 7

				EREG	EOT	EPERS	EHOL	ESICK	EBONUS	ECOMM	ECCTIP	ETIPS
	EMPLOYEE	ACTIONS	AUTO PAY	HRS	HRS	HRS	HRS	HRS	\$	\$	\$	\$
	Ackerman, Virgil [200] 200-701-120	...	<input checked="" type="checkbox"/> \$1,450.00 (S)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Adams, Marie E [3] 400-401-400	...	<input checked="" type="checkbox"/> \$1,571.27 (S)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Alba, Emily [16] 600-101-100	...	<input checked="" type="checkbox"/> \$1,890.00 (S)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Alcon, Towanda [229] 100-701-120	...	<input checked="" type="checkbox"/> \$1,000.00 (S)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Allerdyce, Sheppard [89] 300-401-550	...	<input type="checkbox"/> 40.00 (H)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Althoff, Brad [138] 200-401-900	...	<input type="checkbox"/> 40.00 (H)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Ammons, Malcom [137] 400-401-600	...	<input type="checkbox"/> 40.00 (H)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	April, Robert [35] 400-201-120	...	<input checked="" type="checkbox"/> \$1,465.43 (S)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Arselan, Robert [108] 100-401-900	...	<input type="checkbox"/> 40.00 (H)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>


Once you are finished with this batch, click "Done" to return to Enter Payroll

Save

Done

- To add additional payroll information, such as deductions etc. that you don't see on the Grid View, simply click on the Employee's Name and it will take you to Detail View. Enter your adjustments and don't forget to click on **Save**.

Detail View



Forward Together.

HR & Payroll

- You can switch between employees from the Detail view using the fields in the top right.

[Back to Enter Payroll](#)
Biweekly ...


Enter and edit payment inputs for any employee within this batch.

Grid View Detail View Prorated/Retro Pay (0)

✓ Check saved successfully for: Adams Marie E [3] (400- 401- 600)

Batch Biweekly
 Sort By Name [ID] (Dept)

Adams Marie E [3] (400- 401- 6...
Filter Active



Adams, Marie E
Customer Support Representative

[View Employee Record](#)

SUPERVISOR
Watson, Susan

DIVISION
Central

BRANCH
Operations

DEPARTMENT
Client Support

TYPE
Temporary Part Time (<30 Hours)

PAY FREQUENCY
Weekly

SALARY
—

BASE RATE
\$25.0000 / Hour

Check Detail

Auto Pay
40.00 Hours
Check Type Regular
[Override](#)
[Actions](#) ▾

EARN/DED/TAX	HOURS	AMOUNT	RATE CODE	RATE	JOB	DIVISION	BRANCH	DEPARTMENT	ACTION
EREG - REG... ▾	0.0000	0.00	-- Select -- ▾	0.0000	-- Select -- ▾	-- Select -- ▾	-- Select -- ▾	-- Select -- ▾	Delete
EOT - OVERT... ▾	0.0000	0.00	-- Select -- ▾	0.0000	-- Select -- ▾	-- Select -- ▾	-- Select -- ▾	-- Select -- ▾	Delete
EVAC - VACA... ▾	16.0000	0.00	-- Select -- ▾	0.0000	-- Select -- ▾	-- Select -- ▾	-- Select -- ▾	-- Select -- ▾	Delete

Save
Done

- Once saved, you will see a **green** banner that says **Check saved successfully**.

- To preview the check after making changes, click on **Actions** and then **View Check Details**.

View Check Details

The screenshot displays the 'View Check Details' interface. At the top right, the Paylocity logo is visible with the tagline 'Forward Together.' and a menu icon for 'HR & Payroll'. The main content area shows a table with a 'DEPARTMENT' column and three rows, each with a '-- Select --' dropdown menu. An 'Actions' button with an upward arrow is positioned above the table. A green arrow points to this button, which has opened a dropdown menu. The menu contains four options: '+ Add Check', a trash icon followed by 'Delete Check', a document icon followed by 'View Check Details' (which is circled in green), and a calculator icon followed by 'Calculate Additional Check'. At the bottom of the interface, there are two buttons: 'Save' and 'Done'.

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DEPARTMENT

-- Select --

-- Select --

-- Select --


Actions ^

- + Add Check
- Delete Check
- View Check Details
- Calculate Additional Check

Save Done

- Below is the Check Detail screen. After you have reviewed the check, click on **Done** or **Back to Batch**.

View Check Details



Forward Together.

HR & Payroll

< Back to Batch
←

Check Calculator : Live - Gross To Net 11/24/2023

Employee Name/ID/Dept: Ackerman, Virgil [200] (200-701-120)

Preview / Summary

Gross	\$1,550.00	Net	\$1,140.87
-------	------------	-----	------------

Earnings

EARNING	RATE	HOURS	AMOUNT
FUNER	0.0000	0.0000	100.00
REG	0.0000	0.0000	1450.00
Total: 0.0000			Total: \$1,550.00

Deductions

DEDUCTION	AMOUNT
No Deductions	

Taxes

TAX	TAXABLE WAGES	AMOUNT
FITW	1550.00	228.55
MED	1550.00	22.48
SS	1550.00	96.10
WV	1550.00	62.00
Total: \$409.13		

Direct Deposits

TRANSIT	ACCOUNT	AMOUNT
122222876	1501555687	1140.87
Total: \$1,140.87		

Done
←

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- On the Detail View screen, you can also add an additional check (e.g. a bonus) by clicking on **Actions > Add Check**. You will now be able to switch between checks. Click **Save** (or **Done** to go back to Manage Batches).

Detail View: Additional Check

☰ HR & Payroll

employee within this batch. Grid View Detail View Prorated/Retro Pay (0)

Ackerman Virgil [200] (200- 701- 120)

Sort By: Name [ID] (Dept)

Ackerman Virgil [200] (200-70...
Filter: All

SUPERVISOR Wallace, Hugh	DIVISION 200	BRANCH 701	DEPARTMENT 120
TYPE RFT	PAY FREQUENCY Weekly	SALARY \$1,450.00	BASE RATE

K < Check 2 of 2 > | Actions ^

Type: Regular Override

AMOUNT	RATE CODE	JOB	BEGIN DATE	DEPARTMENT
0.00	-- Select --	-- Select --	mm/dd/yyyy	-- Select --
0.00	-- Select --	-- Select --	mm/dd/yyyy	-- Select --
0.00	-- Select --	-- Select --	mm/dd/yyyy	-- Select --
0.00	-- Select --	-- Select --	mm/dd/yyyy	-- Select --
0.00	-- Select --	-- Select --	mm/dd/yyyy	-- Select --


+ Add Check
🗑 Delete Check
📄 View Check Details
📄 Calculate Additional Check

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- If you need to delete that check, click on **Actions > Delete Check**.

- On the Detail View screen, you can also add an employee to the batch:
 - Change the **Batch** dropdown to **All Emps**.
 - Change the **Filter** dropdown to **All**.
 - Search for the employee using the dropdown or **Search** bar.
 - Click on **Actions > Add Check**.
 - Proceed to add earnings and deductions; don't forget to **Save!**

Detail View: Add Employee to Batch



Forward Together.

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< Back to Enter Payroll

All Emps ...

Enter and edit payment inputs for any employee within this batch.

[Grid View](#) | [Detail View](#) | Prorated/Retro Pay (0)

✔ Check saved successfully for: Ackerman Virgil [200] (200-701-120)

Batch **All Emps** ✓

Sort By **Name [ID] (Dept)**

Filter **All** ✓

VA	SUPERVISOR Wallace, Hugh	DIVISION 200	BRANCH 701	DEPARTMENT 120
	TYPE RFT	PAY FREQUENCY Weekly	SALARY \$1,450.00	BASE RATE

View Employee Record

RFT Weekly \$1,080.47 \$27.0118 / Hour

Check Detail

Auto Pay \$1,080.47 Salary Check Type **Regular** Override

EARN/DED/TAX	HOURS	AMOUNT	RATE CODE	JOB	BEGIN DATE	DEPARTMENT
-- Select --	0.0000	0.00	-- Select --	-- Select --	mm/dd/yyyy	-- Select --
Totals:		0.0000	0			

Actions ^

- + Add Check
- ☰ Calculate Additional Check
- Delete

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- When you're done making adjustments, it's time to review!
- At the bottom of the screen, click **Done** to get back to the Manage Batches screen.

Approve Batch Totals

[Back to Enter Payroll](#)
11/24/2023 ...
 Enter and edit payment inputs for any employee within this batch.

[Grid View](#) | [Detail View](#) | [Prorated/Retro Pay \(0\)](#)

Sort by:

K < **1** 2 3 4 5 ... > X Records: 221 Pages: 7

	EMPLOYEE	ACTIONS	AUTO PAY	REG	EOT	EPERS	EHOL	ESICK	EBONUS	ECOMM	ECCTIP	ETIPS
				HRS	HRS	HRS	HRS	HRS	\$	\$	\$	\$
	Ackerman, Virgil [200] 200-701-120	...	<input checked="" type="checkbox"/> \$1,450.00 (S)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Adams, Marie E [3] 400-401-400	...	<input checked="" type="checkbox"/> \$1,571.27 (S)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Alba, Emily [16] 600-101-100	...	<input checked="" type="checkbox"/> \$1,890.00 (S)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Alcon, Towanda [229] 100-701-120	...	<input checked="" type="checkbox"/> \$1,000.00 (S)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Allerdyce, Sheppard [89] 300-401-550	...	<input type="checkbox"/> 40.00 (H)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Althoff, Brad [138]	...	<input type="checkbox"/> 40.00 (H)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Once you are finished with this batch, click "Done" to return to Enter Payroll

- On the Manage Batches screen, click on **Continue**; or click on the 3 dots under **Actions** and click on **Approve Batch**.

Approve Batch Totals

Payroll **01/26/2024 Weekly** Enter Payroll Review Submit Save & Close

Manage Batches Merge Batches Create a Batch

EMPLOYEES 86 | CHECKS 87

Batch Name ^	Checks	Type	Begin Date	End Date	Status	Actions
Biweekly		Biweekly	01/13/2024	01/19/2024	Open	...
Monthly		Monthly	01/01/2024	01/31/2024	Open	✓ Approve Batch 🗑 Delete Batch ⚙ Edit Batch Settings

Time Cards 🔄

Approval Warnings ⚠ 120

Total Hours 340.25h

Active Employees 90

[View Time Card Summary →](#)

We're currently unable to load this information Add Note

Note Add Note

Continue >

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- On the Review screen, you can run the *Pre Process Payroll Register*. Change the Batch filter to Biweekly—Open and click on **Run Report**.

Generate the Pre Process Payroll Register

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HR & Payroll

Payroll
11/24/2023 Weekly

Enter Payroll Review Submit Save & Close

Review your payroll to make sure it is ready to go.

- Current Payroll
All prior check dates processed
- Audit Passed
Payroll audit passed
- Approve Batches
2/3 approved

Batch Totals
Review batch totals, run payroll reports, and approve your batches.

Filters apply to batch totals and reports

Batch: Biweekly -- Open Division: -- All -- Branch: -- All -- Department: -- All -- Use Override Departments Apply

Reports

Select Report: Pre-Process Register Sort Report By: Emp Id Run Report

Auto Pay

- You will get a pop-up window.
- If you do not get a pop-up window, look in your browser address bar in the top right. Click the icon and click “Always allow for Paylocity”.

Pop-ups blocked:
• http://www.popuptest.com/popup1.html
• http://www.popuptest.com/popup1.html
 Always allow pop-ups and redirects from http://www.popuptest.com
 Continue blocking
Manage Done

- In the pop-up window, choose your Sort Order preference and click on **View Report**.

View the Pre Process Payroll Register

- *Note: The report can take a few minutes to generate*

The screenshot displays the Paylocity HR & Payroll interface. The main window shows the 'Payroll' section for '11/24/2023 Weekly'. It includes a 'Current Payroll' status indicator, 'Batch Totals', and 'Reports' sections. A pop-up window titled 'Report Parameters' is overlaid on the main interface. This pop-up window contains a 'Sort Order' dropdown menu set to 'Name within Cost Centers' and a prominent orange 'View Report' button. A green arrow points to the 'View Report' button. The browser address bar shows the URL: 'demo.paylocity.com/escher/escher_webui/views/reports/viewReport.aspx?area=coReports&view=ReportsList&report=1&iBatchID=-2&iCalendarID=...'. The main interface also shows a 'Select Report' dropdown set to 'Pre-Process Register' and a 'Sort Report By' dropdown set to 'Emp Id'.

- Please print this report and match the totals against the *Master Timecard Summary* report you generated earlier. Then have Father review it carefully. And have him sign & date it before you submit payroll.

Review the Pre Process Register

Pre Process Payroll Register

Check Date: 01/12/2024

Page 1 of 1

St Valentine's Catholic Church

Pay Period: 12/23/2023 through 01/05/2024

This batch does not contain any 'Negative Net Checks.'

Smith, Harry	Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular
EmpId 99542	REG	REG	7.0000	50.00	350.00	FITW	Federal Income	S-0.00	350.00					Tax Freq (B) Bi-Weekly	
Badge Not Listed						MED	Medicare		350.00	5.08				Chk Date	1/12/2024
Rate 50.00						SS	OASDI		350.00	21.70				Net	323.22
Freq (B) Bi-Weekly						TX	Texas SITW		350.00					Dir Dep	323.22
														Chk	0.00
Totals			7.0000		350.00	Totals				26.78	Totals		0.00		

Wilson, Cathy	Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular
EmpId 45321	HOL	HOL	15.0000	12.00	180.00	FITW	Federal Income	S-0	600.00	36.92				Tax Freq (B) Bi-Weekly	
Badge Not Listed	LPE	LPE		5.00	30.00	MED	Medicare		600.00	8.70				Chk Date	1/12/2024
Rate 12.00	SICK	SICK	35.0000	12.00	420.00	SS	OASDI		600.00	37.20				Net	517.18
Freq (B) Bi-Weekly						TX	Texas SITW		600.00					Dir Dep	517.18
														Chk	0.00
Totals			50.0000		600.00	Totals				82.82	Totals		0.00		

Totals for 78251															
Employees 2	Code	Earning	Hours		Amount	Code	Tax		Taxable	Amount	Code	Deduction	Amount	Net	840.40
Chks/Vchrs 2	REG	REG	7.0000		350.00	FITW	Federal Income Tax		950.00	36.92				Dir Dep	840.40
	HOL	HOL	15.0000		180.00	MED	Medicare		950.00	13.78				Chk	0.00
	LPE	LPE			30.00	SS	OASDI		950.00	58.90					
	SICK	SICK	35.0000		420.00	TX	Texas SITW		950.00						
	Totals		57.0000		950.00	Totals				109.60	Totals		0.00		

- From the Review screen, you will need to run a Payroll Audit before submitting payroll. Click on **View**.

Payroll Audits

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HR & Payroll

Payroll
11/24/2023 WEEKLY

Enter Payroll — Review —> Submit Save & Close

Review your payroll to make sure it is ready to go.

- Current Payroll
All prior check dates processed
- Payroll Audit
Audit has not been run
View
- Approve Batches
0/2 approved
Approve All

Batch Totals Approve All Batches

Review batch totals, run payroll reports, and approve your batches.

Filters apply to batch totals and reports

Batch -- All Batches -- Division -- All -- Branch -- All -- Department -- All -- Use Override Departments Apply

Reports

Once you resolve any audit errors and approve your batches, click "Continue" to submit payroll.

< Enter Payroll Continue >

- Click on **Run Payroll Audit**. If the payroll audit passed, click on **Done**.

Payroll Audits

paylocity
Forward Together.
HR & Payroll

[Back to Review](#)
Payroll Audit
Resolve any audit errors or warnings that may prevent you from submitting payroll.

Audit has not been run.

Run Payroll Audit

[Back to Review](#)
Payroll Audit
Resolve any audit errors or warnings that may prevent you from submitting payroll.

Run Payroll Audit


Audit Details		Payroll Setup		
AUDIT DATE-TIME	USER DETAILS	CHECK DATE	PERIOD BEGIN	PERIOD END
02/12/2024 - 15:05 PM	EAlba	03/01/2024	03/01/2024	03/01/2024

Payroll audit passed.

Done

- If anything is caught on the audit, you will have **Hold Conditions**:
 1. If everything is correct, click on **Release All** and **Save** then **Done**.
 2. If anything is wrong, go to **Back to Review** > **Enter Payroll** and edit the batch as necessary.

Payroll Audits



Forward Together.

HR & Payroll

- If corrections are made, remember to generate a new Pre-Process Register to review before submitting payroll.

! The Payroll Audit has resulted in hold conditions. Please review below and fix any problems, then submit your payroll again to remove the hold.

< Back to Review
Run Payroll Audit

Payroll Audit

Resolve any audit errors or warnings that may prevent you from submitting payroll.

Audit Details

AUDIT DATE-TIME 02/09/2024 - 16:53 PM	USER DETAILS EAlba
--	-----------------------

Payroll Setup

CHECK DATE 02/02/2024	PERIOD BEGIN 01/20/2024	PERIOD END 01/26/2024
--------------------------	----------------------------	--------------------------

Summary

HOLD REASON	CHECKS
<div style="display: flex; align-items: center;"> ▼ Terminated Employee Paid </div>	1

Details

Edit the check detail and re-run the audit, or if no change is needed release the audit entry.

Release Selection
Release All

Hold Reason -- All --
 Show Released Holds

Rows per page 15 Records: 4

BATCH	CHECK	EMPID	EMPLOYEE NAME	COST CENTER	HOLD REASON	MESSAGE
<input type="checkbox"/>	REGULAR	1	46 Cruz, Fabian	200 - 201 - 110	Multiple Checks	2
<input type="checkbox"/>	REGULAR	2	46 Cruz, Fabian	200 - 201 - 110	Multiple Checks	2

Done

- Another important process that needs to be done before submitting payroll is reviewing and approving any pending employee changes. Go to **Approvals > Pending Employee Changes**.

The screenshot displays the Paylocity HR & Payroll interface. At the top right, the Paylocity logo and 'HR & Payroll' are visible. The main navigation bar includes 'HR & Payroll', 'Employees', 'HR', 'Payroll', 'User Access', 'Reports & Analytics', 'Document Library', 'Approvals', 'Tax & Finance', and 'Configuration'. A search bar is present with the text 'Last Name, First Name, SSN, Employee Id' and a 'Search' button. Below the search bar, there are 'Active Filters' and a 'Save search as...' button. The main content area shows a table of employee data with columns for 'Last Name', 'Preferred / First Name', 'Emp Id', 'Status', 'Supervisor [Id]', 'Division', 'Branch', 'Department', and 'Actions'. A green arrow points to the 'Pending Employee Changes' link in the top navigation bar.

Pending Employee Changes

ADSA [CL4705] paylocity HR & Payroll

HR & Payroll Employees HR Payroll User Access Reports & Analytics Document Library Approvals Tax & Finance Configuration

Advanced Last Name, First Name, SSN, Employee Id Active Search Reset -- Saved Search --


Active Filters: Status: Active Save search as... Save Delete

Display SSN Export Employees Add New Employee 1 - 26 of 87 items

	Last Name ^	Preferred / First Name	Emp Id	Status	Supervisor [Id]	Division	Branch	Department	Actions
<input type="checkbox"/>	Adams	Marie	3	A	Watson, Susan [49]	Central	Operations	Client Support	...
<input type="checkbox"/>	Alba	Emily	16	A	Pierpoint, Morgan [61]	Southwest	Executive	Human Resources	...
<input type="checkbox"/>	Allerdyce	Sheppard	89	A	Frost, Emma [62]	Southeast	Operations	Shared Services	...
<input type="checkbox"/>	April	Robert	35	A	Watson, Susan [49]	Central	Business Development	Client Support	...
<input type="checkbox"/>	Atwood	Julian	10	A	Watson, Susan [49]	Central	Operations	Client Support	...
<input type="checkbox"/>	Augustine	Connor	17	A	Watson, Susan [49]	Southwest	Operations	Client Support	...
<input type="checkbox"/>	Baez	Arnold	45	A	Pierpoint, Morgan [61]	Northeast	Executive	Finance/Accounting	...

- Click on the links in the Page column to view the change and/or click on **Approve Selected**.

Pending Employee Changes



Forward Together.

HR & Payroll

Pending Changes
Records: 2

Employee Updates

Pending Changes

Limit list to changes I can Approve / Decline only

Page All items checked v

Current Status 4 items checked v Pending Only

Current Status By / Next Actor

Current Status By -- Select -- v

Next Actor -- Select -- v

Status Date From

Status Date To

Changed Employee

Employee Id

Last Name

First Name

Search
Show All
Reset

	Page / Current Status	Status Date	Status By	Next Actor	Changed Employee			
<input checked="" type="checkbox"/>	Page	Current Status	Status Date /	Status By	Next Actor	Name	Effective Date	• Check Date
<input checked="" type="checkbox"/>	Demographics [1016]	Pending Change	2/13/2024 2:54:15 PM	Ana Cecilia [1016]	Pending Approver	Ana Cecilia [1016]	On Approval	
<input checked="" type="checkbox"/>	Direct Deposit	Pending Add	2/7/2024 1:24:17 PM	Veronica Andrea [100]	Pending Approver	Veronica Andrea [1006]	On Approval	

Approve Selected
Decline Selected
Approve All
Decline All

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- To get back to the Review screen to approve your batches, click on **Payroll > Run Payroll > Resume > Review**.

- After you have reviewed the Pre Process Register (and the Master Timecard Summary), click on **Approve Batch**.

Approve Batch

Payroll **01/26/2024 WEEKLY** ✔ Enter Payroll ☰ Review ➤ Submit Save & Close

Review your payroll to make sure it is ready to go.

- ✔ Current Payroll**
All prior check dates processed
- ✔ Audit Passed**
Payroll audit passed View
- ❗ Approve Batches**
0/2 approved Approve

Batch Totals

Review batch totals, run payroll reports, and approve your batches. ➡ Approve Batch

Filters apply to batch totals and reports

Batch Division Branch Department Use Override Departments Apply

Reports

Select Report Sort Report By Run Report

Once you resolve any audit errors and approve your batches, click "Continue" to submit payroll. < Enter Payroll Continue >

- After you have approved your batches and all boxes are green...
 - To process a Monthly payroll, click on **Enter Payroll** and continue to **Page 41**, or
 - Click **Continue** to submit payroll and turn to **Page 48**.

Ready to Submit

Payroll **11/24/2023 Weekly** ✔ Enter Payroll ☰ Review ➔ Submit Save & Close

Nice work! Payroll is ready to submit.

- ✔ Current Payroll**
All prior check dates processed
- ✔ Audit Passed**
Payroll audit passed View
- ✔ Batch Approved**
1/1 approved

Batch Totals
Review batch totals, run payroll reports, and approve your batches.

Filters apply to batch totals and reports

Batch -- All Batches -- Division -- All -- Branch -- All -- Department -- All -- Use Override Departments Apply

Reports

Select Report Batch Totals Report Sort Report By Emp Id Run Report

If you resolve any audit errors and approve your batches, click "Continue" to submit payroll.

< Enter Payroll Continue >

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- Click on **Create Batch**.

Create Batch (Monthly Payroll)

i Effective dated employee changes have been applied to this check date. [View Report](#)

Manage Batches

[Merge Batches](#) [Create a Batch](#) ←

EMPLOYEES 8 | CHECKS 8

Batch Name ^	Checks	Type	Begin Date	End Date	Status	Actions
Bi-Weekly	8	Bi-Weekly	02/17/2024	03/01/2024	Approved	...

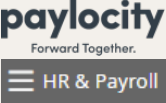
1 - 1 of 1 items

- In the drop-down menu, select the correct Batch Type, which will be **Monthly**, and click on **Next**.

Create a Batch

The screenshot displays the Paylocity HR & Payroll interface. At the top, there is a navigation bar with options: HR & Payroll, Employees, HR, Payroll, User Access, Reports & Analytics, Document Library, Approvals, Tax & Finance, and Configuration. A 'Help' button is located in the top right corner. The main content area shows a payroll process for '11/24/2023 Weekly' with steps: Enter Payroll, Review, and Submit. A 'Save & Close' button is also present. A 'Create a Batch' dialog box is open in the center, containing the following text: 'A batch is a collection of employee payroll data that is processed together as a single unit.' Below this, there is a 'Batch Type' dropdown menu with 'Monthly' selected. At the bottom of the dialog box are 'Cancel' and 'Next' buttons. Two green arrows point to the 'Monthly' dropdown and the 'Next' button. On the right side of the interface, there is a 'Time Cards' section with a 'Configuration' dropdown set to 'Payroll Hours Export (Non-Job Co...'. Below this, there are statistics: 'Approval Warnings' (6), 'Total Hours' (200h), and 'Active Employees' (224). There is also a 'View Time Card Summary' link and a 'Note' section with an 'Add Note' button. At the bottom right, there is an 'Accrual Settings' link.

- Override Period Dates! and click on **Create Batch** at the bottom far right.



Create Batch

- Leave “AutoPay Employees” checked.

Batch Type: Monthly

Create new batch ✓

Batch By

Auto Pay

Auto-Pay Employees

Employee Filters

Filter the list of employees included in the batch.

Status	Pay Group	Pay Type
<input type="text" value="Active"/>	<input type="text" value="-- All --"/>	<input type="text" value="-- All --"/>
Pay Frequency	Employment Type	Position
<input type="text" value="M - Monthly"/>	<input type="text" value="-- All --"/>	<input type="text" value="-- All --"/>
Shift		
<input type="text" value="-- All --"/>		
Location	Department	Office
<input type="text" value="-- All --"/>	<input type="text" value="-- All --"/>	<input type="text" value="-- All --"/>

Override Period Dates

You can modify the pay period for this batch by changing these dates. ✓

Period Begins

Period Ends

✓

- Once you come to this screen (grid view), click on **Done**.

[Back to Enter Payroll](#)

Monthly ⋮

Enter and edit payment inputs for any employee within this batch.

Grid View

Detail View

Prorated/Retro Pay (0)

Q First Name, Last Name, Employee ID

Select Division

Select Branch

Select Department

Apply

Sort by Name

1 2 3 4 1 - 26 of 87 items

EMPLOYEE	ACTIONS	AUTO PAY	EREG		EOT		EVAC		EHOL		ESICK	
			HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$
Adams, Marie E [3] 400-401-600	⋮	<input type="checkbox"/> 40.00 (H)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
Alba, Emily I [16] 600-101-400	⋮	<input checked="" type="checkbox"/> \$1,800.00 (S)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
Allerdyce, Sheppard [89] 300-401-1000	⋮	<input type="checkbox"/> 40.00 (H)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
April, Robert [35] 400-201-600	⋮	<input checked="" type="checkbox"/> \$1,479.66 (S)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
Atwood, Julian J [10] 400-401-600	⋮	<input checked="" type="checkbox"/> \$850.00 (S)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00

Once you are finished with this batch, click "Done" to return to Enter Payroll

Save

Done



- On the Manage Batches screen, click on **Continue**; or click on the 3 dots under **Actions** and click on **Approve Batch**.

Approve Batch Totals

Payroll **01/26/2024 Weekly** Enter Payroll Review Submit Save & Close

Manage Batches Merge Batches Create a Batch

EMPLOYEES 86 | CHECKS 87

Batch Name ^	Checks	Type	Begin Date	End Date	Status	Actions
Biweekly		Biweekly	01/13/2024	01/19/2024	Open	⋮
Monthly		Monthly	01/01/2024	01/31/2024	Open	✓ Approve Batch 🗑 Delete Batch ⚙ Edit Batch Settings

Time Cards 🗑

Approval Warnings ⚠ 120

Total Hours **340.25h**

Active Employees **90**

[View Time Card Summary →](#)

We're currently unable to load this information [Add Note](#)

Note [Add Note](#)

[Accrual Settings](#)

...es, click "Continue" to review and audit payroll details **Continue >**

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- On the Review screen, you may run the *Pre Process Payroll Register*. Change the Batch filter to Monthly -- Open and click on **Run Report**.

Generate the Pre Process Payroll Register

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Payroll
11/24/2023 Weekly

Enter Payroll — Review — Submit Save & Close

Review your payroll to make sure it is ready to go.

- Current Payroll
All prior check dates processed
- Audit Passed
Payroll audit passed [View](#)
- Approve Batches
2/3 approved [Approve](#)

Batch Totals [Approve Batch](#)

Review batch totals, run payroll reports, and approve your batches.

Filters apply to batch totals and reports

Batch **Monthly -- Open** Division -- All -- Branch -- All -- Department -- All -- Use Override Departments [Apply](#)


Reports

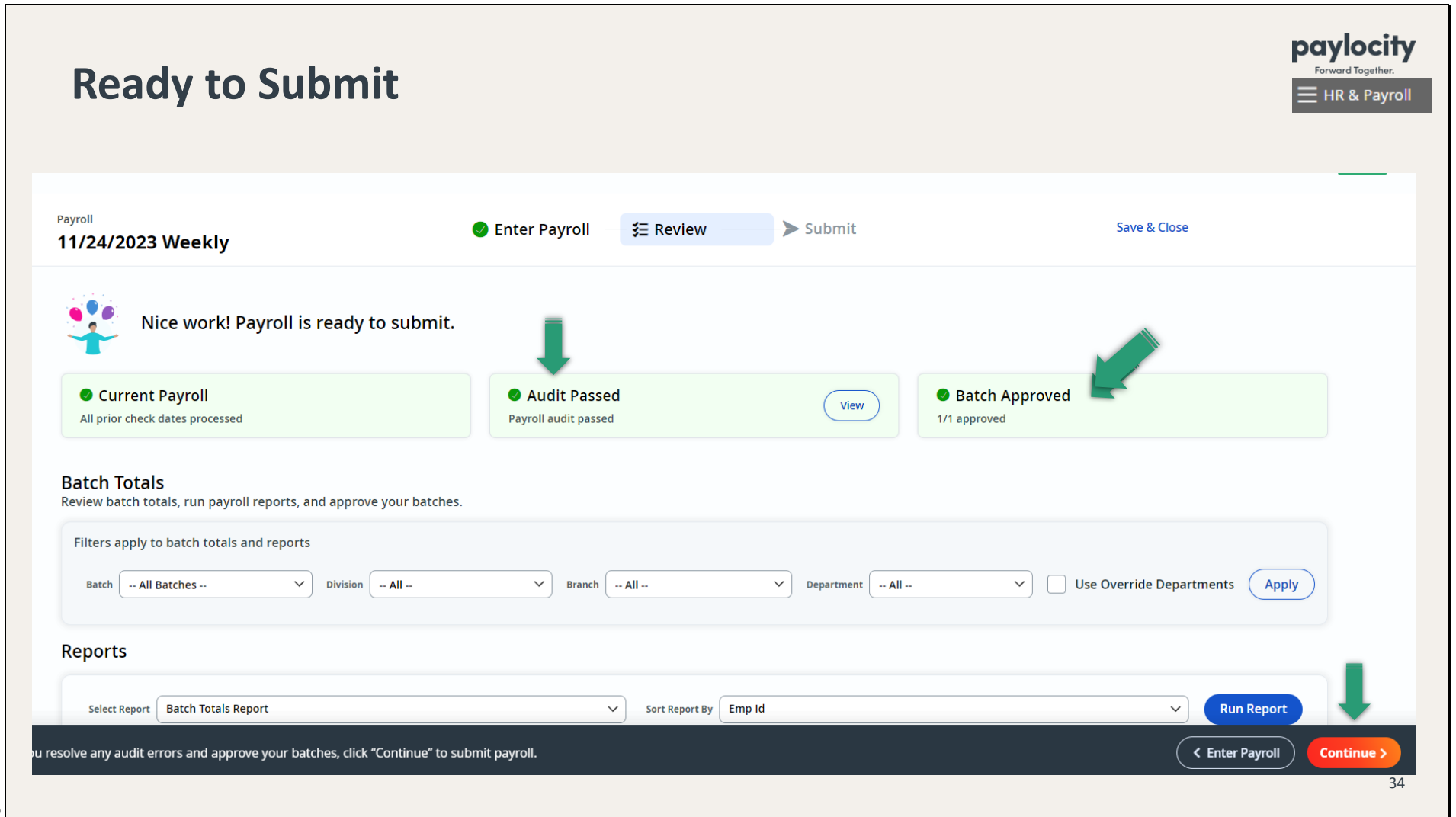
Select Report **Pre-Process Register** Sort Report By Emp Id [Run Report](#)

Auto Pay

- To print the Monthly Pre Process Register only, you must click on Monthly—Open.
- To print the Biweekly Pre Process Register only, you must click on Biweekly—Open.
- If you click on All Batches, the Pre Process Register will include both the Monthly and Biweekly payrolls combined.

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- From the  **Review** screen, proceed with running a Payroll Audit. (And check for Pending Employee Changes.)
- After you have printed the Pre Process Register, click on **Approve Batch**.
- Once you have approved both of your Monthly & Biweekly batches, and all boxes are green, click **Continue** to submit payroll.




Ready to Submit

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Payroll
11/24/2023 Weekly

Enter Payroll — Review —> Submit Save & Close

 Nice work! Payroll is ready to submit.

- Current Payroll
All prior check dates processed
- Audit Passed
Payroll audit passed View
- Batch Approved
1/1 approved

Batch Totals
Review batch totals, run payroll reports, and approve your batches.

Filters apply to batch totals and reports

Batch -- All Batches -- Division -- All -- Branch -- All -- Department -- All -- Use Override Departments Apply

Reports

Select Report Batch Totals Report Sort Report By Emp Id Run Report

You resolve any audit errors and approve your batches, click "Continue" to submit payroll.

< Enter Payroll Continue >

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- You will be directed to the Submit screen and prompted to confirm that you are ready to submit. When you're ready, click on **Submit Payroll**.

Submit Payroll


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Forward Together.
HR & Payroll

Payroll
11/24/2023 Weekly

Enter Payroll — Review — Submit

Save & Close

Help



Are you ready to submit payroll for 11/24/2023?

- ✓ All prior check dates processed
- ✓ Audit passed
- ✓ 3/3 batches approved
- ✓ 392 checks / 134 employees

< Review Submit Payroll ✓

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- You will see a message that says “Congrats! Payroll Submitted Successfully!” (Submitted payroll can be viewed in [Pay Entry History](#), and the batch status will say Processed or Submitted.)

The screenshot displays the Paylocity HR & Payroll interface. At the top right, the Paylocity logo is visible with the tagline "Forward Together." and a menu icon labeled "HR & Payroll". Below the logo is a navigation bar with the following items: HR & Payroll, Employees, HR, Payroll, User Access, Reports & Analytics, Document Library, Approvals, Tax & Finance, and Configuration.

The main content area shows a payroll entry process for "11/24/2023 Weekly". The process steps are: Enter Payroll (checked), Review (checked), and Submit (highlighted with a blue arrow). A "Save & Close" link is also present.

In the center of the screen, there is a celebratory illustration of a person holding balloons, accompanied by the text: "Congrats! Payroll Submitted Successfully!" and "Submitted payroll can be viewed in [Pay Entry History](#)". A blue "Done" button is located at the bottom of the confirmation message.

The page number "36" is located in the bottom right corner of the screenshot.

Payroll Register - Final

- You will be able to access your reports for this payroll process under **Reports & Analytics > Payroll Process** about 10 minutes after submitting
- You may also search and favorite reports under **Reports & Analytics > Reporting**

Payroll Process

Reports Pickup

Process ID: 01/10/2022 - 2022011001

Report Name: [Empty]

Report Group: Standard Reports For Payrun

Generated Date: -- All --

Buttons: Search, Show All, Reset

<input checked="" type="checkbox"/>	Name	Status	Generated
<input type="checkbox"/>	Check Register	Complete	1/7/2022
<input type="checkbox"/>	Payroll Register with YTD	Complete	1/7/2022

Reporting

Report List: Report Pickup

Search: payroll register

Active Filters: HR & Payroll

Report Name	Last Run On	Work Space	Report Type	Favorite	Actions
<input type="checkbox"/> Payroll Register Detailed register of employee check info	01/04/22 2:59 pm	HR & Payroll	Standard	<input checked="" type="checkbox"/>	...

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