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Payroll Guide for Bookkeepers

Table of Contents

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

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

Home   Employees   Payroll   Reports   Configuration   Help

Schedules   Time Off Calendar   Time Card Approvals

Feedback

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

◎ Missed Punches

Employee ∧	Type	Paired With ∧

Hooray! You have no missed punches.

K <

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.

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

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

Time Card Approvals

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- 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

☐ Approve	Employee	Regular	OT1	OT2	Non Work	Total	Adjustments	Missed Punches	EE App	Supv App	Assigned Supv
☑	Bart Kilpatrick	0 hrs	0 hrs	0 hrs	16 hrs	16 hrs	$0.00	0	☑	☑	Emily Alba
☑	Donnell Gallagher	0 hrs	0 hrs	0 hrs	24 hrs	24 hrs	$0.00	0	☑	☑	Emily Alba
☑	Reginald Barclay	0 hrs	0 hrs	0 hrs	16 hrs	16 hrs	$0.00	0	☑	☑	Erik Lensherr

⟨ 〈 **1** 〉 ⟩   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

• 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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‹ Master Timecard Summary

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.

Save ⌄   Export   More Info

∧ Cost Centers

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.

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• 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

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Export   Run   Cancel

Export Name   Dynamic Options

Report Format (required)   File Extension Override   Visibility Type (required) ⓘ
PDF   ⌄   Private   ⌄

Format

Sort Order (required)
1 - Last Name   ⌄

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

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
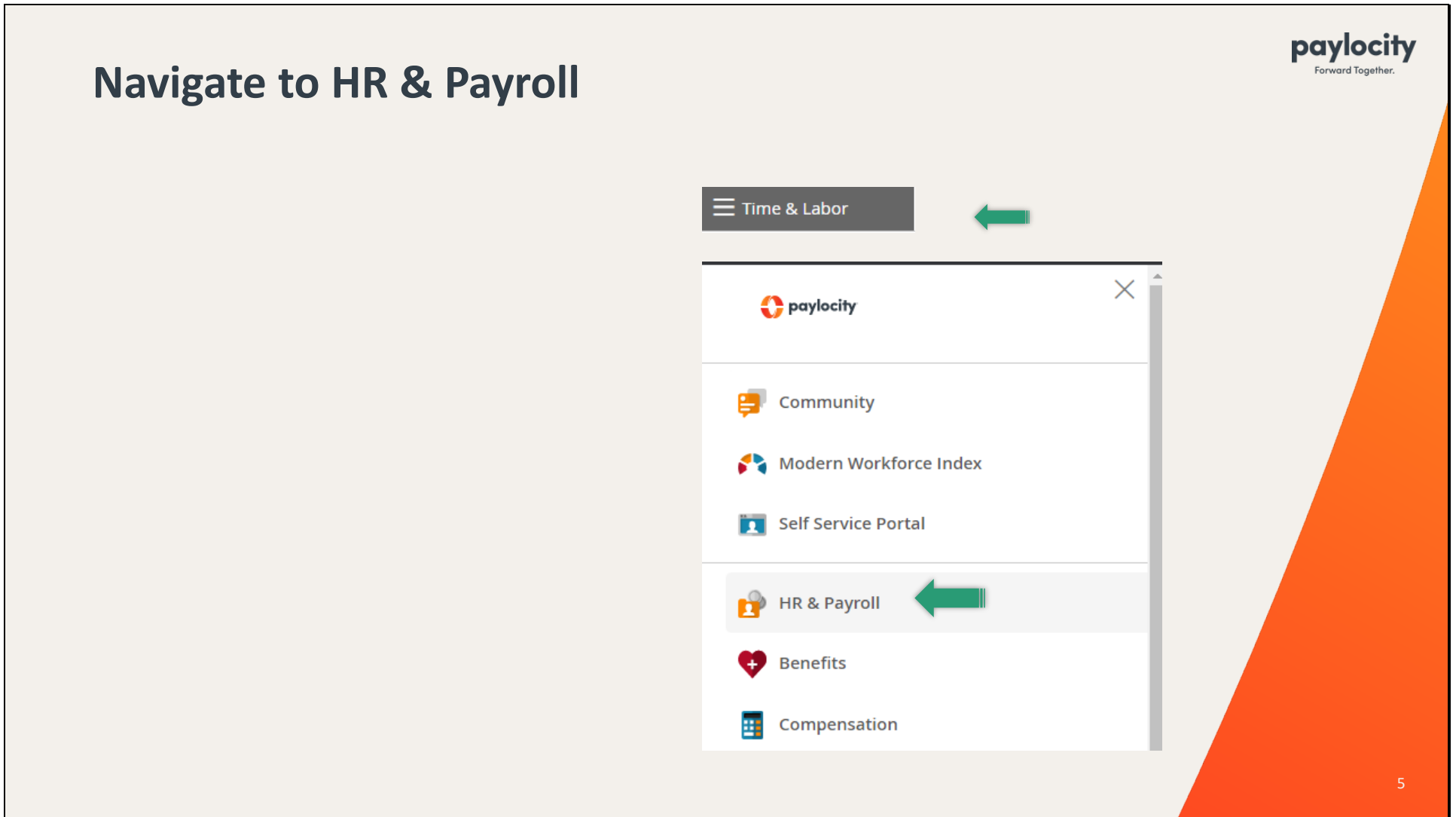
Company: 53580

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

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Now, go to **HR & Payroll.**

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

• Go to **Payroll > Run Payroll.**

Run Payroll

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

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• Click on **Create Batch**.

Create Batch

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

Create a Batch

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

Create Batch

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- 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 | Biweekly | ✓

○ Batch By | -- Select -- ▾ |

Auto Pay

☑ Auto-Pay Employees ✓

Employee Filters
Filter the list of employees included in the batch.

Status	Pay Group	Pay Type
Active ▾	-- All -- ▾	-- All -- ▾

Pay Frequency	Employment Type	Position
-- All -- ▾	-- All -- ▾	-- All -- ▾

Shift
All ▾

Cancel   **Create Batch** ✓

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- 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)

| 🔍 First Name, Last Name, Employee ID | Select Division ⌄ | Select Branch ⌄ | Select Department ⌄ | Apply |

Sort by [Name ⌄]   K ‹ **1** 2 3 4 › ⟫ 1 - 26 of 87 items

			EREG		EOT		EVAC		EHOL		ESICK	
EMPLOYEE	ACTIONS	AUTO PAY	HRS	$	HRS	$	HRS	$	HRS	$	HRS	$
Adams, Marie E [3] 400-401-600	···	☐ 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	···	☑ $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	···	☐ 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	···	☑ $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	···	☑ $850.00 (S)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00

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

Import Time & Labor Payroll Data

• 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.

• 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

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

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• 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.

- 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.

- 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**.

Review Time Import Errors/ Warnings

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Create Time & Labor Batch

Back to Batches

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

✓ Review & Close Pay Period
Complete

● Batch Setup
Complete

● Create Batch
Complete

ⓘ Batch successfully created. Proceed to the Create Batch Screen, otherwise you will be redirected momentarily.

Employees   HR   Payroll   User Access

Summary

Date Range
11/01/2023 –

(Non-Job Costing) ⌄

Active Employ
Without Time

218

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• Click on the Batch Name to view the grid.

Proceed with Payroll

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Payroll
11/24/2023 Weekly

Enter Payroll — Review — Submit

Save & Close

Manage Batches

Merge Batches   **Create a Batch**

EMPLOYEES   CHECKS
134   134

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 >

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

Grid View

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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)

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

🔍 First Name, Last Name, Employee ID | Select Division ⌄ | Select Branch ⌄ | Select Department ⌄ | Apply

Sort by | Name ⌄ | K ‹ **1** 2 3 4 5 … › ⟩ Records: 221 Pages: 7

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

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

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- 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

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

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

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

View Check Details

☰ HR & Payroll

Actions ∧

+ Add Check

🗑 Delete Check

✍ View Check Details

🧮 Calculate Additional
Check

DEPARTMENT

-- Select --

-- Select --

-- Select --

Save Done

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

View Check Details

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‹ 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

Grid View   Detail View   Prorated/Retro Pay (0)

...erman Virgil [200] (200- 701- 120)

| Sort By | Name [ID] (Dept) | Q Search | < Ackerman Virgil [200] (200- 70... > | Filter | All |

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

K < Check 2 of 2 > >| Actions ^

Type | Regular | Override

+ Add Check
🗑 Delete Check
📇 View Check Details
🗐 Calculate Additional Check

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 --	Delete
0.00	-- Select --	-- Select --	mm/dd/yyyy	-- Select --	Delete
0.00	Select	Select	mm/dd/yyyy	Select	Delete

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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

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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) | Search | Ackerman Virgil [200] (200- 70... ⌄ | Filter | All |

-- Select --
-- All Batches --
-- No Batches --
-- All Emps --
All Emps

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

| View Employee Record | RFT | Weekly | $1,080.47 | $27.0118 / Hour |

Check Detail

Actions ∧

+ Add Check

Auto Pay ☐ $1,080.47 Salary Check Type Regular ⌄ Override

🖩 Calculate Additional Check

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

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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

Help

‹ 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)

🔍 First Name, Last Name, Employee ID   Select Division ▾   Select Branch ▾   Select Department ▾   Apply

Sort by Name ▾   K ‹ **1** 2 3 4 5 … › ›| 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	⋯	☑ $1,450.00 (S)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
Adams, Marie E [3] 400-401-400	⋯	☑ $1,571.27 (S)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
Alba, Emily [16] 600-101-100	⋯	☑ $1,890.00 (S)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
Alcon, Towanda [229] 100-701-120	⋯	☑ $1,000.00 (S)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
Allerdyce, Sheppard [89] 300-401-550	⋯	☐ 40.00 (H)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
Althoff, Brad [138]	⋯	☐ 40.00 (H)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00

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

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

Approve Batch Totals

• 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

• 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".

• 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*

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

Review the Pre Process Register

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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

		Code	Earning		Hours	Amount	Code	Tax		Taxable	Amount	Code	Deduction	Amount	Net	840.40
Employees	2	REG	REG		7.0000	350.00	FITW	Federal Income Tax		950.00	36.92				Dir Dep	840.40
Chks/Vchrs	2	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		

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

Payroll Audits

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

Approve All 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 ›

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

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

Run Payroll Audit

Audit Details

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

Payroll Setup

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

Summary

HOLD REASON	CHECKS
⌄ Terminated Employee Paid	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
☐	REGULAR	1	46	Cruz, Fabian	200 - 201 - 110	Multiple Checks	2
☐	REGULAR	2	46	Cruz, Fabian	200 - 201 - 110	Multiple Checks	2

Done

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• 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**.

Pending Employee Changes

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

Pending Employee Changes

• 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

☰ HR & Payroll

Payroll
01/26/2024 WEEKLY

✓ Enter Payroll ——— ☰ Review ——— ➤ Submit   Save & Close

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

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

Batch Totals   Approve Batch

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 [Name ▾]   [Run Report]

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

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• After you have approved your batches and all boxes are green…

- To process a Monthly payroll, click on **Enter Payroll** and continue to , or

- Click **Continue** to submit payroll and turn to .

Ready to Submit

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Forward Together.

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Payroll
11/24/2023 Weekly

✓ Enter Payroll — ⚙ Review → Submit

Save & Close

Nice work! Payroll is ready to submit.

✓ Current Payroll	✓ Audit Passed	View	✓ Batch Approved
All prior check dates processed	Payroll audit passed		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**

…u 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)

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

Manage Batches   (Merge Batches) (**Create a Batch**)

EMPLOYEES	CHECKS
8	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

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

Create a Batch

≡ HR & Payroll

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

• 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.

| 🔍 First Name, Last Name, Employee ID | Select Division ⌄ | Select Branch ⌄ | Select Department ⌄ | Apply |

Sort by [Name ⌄]   K ⟨ **1** 2 3 4 ⟩ ⟫ 1 - 26 of 87 items

				EREG		EOT		EVAC		EHOL		ESICK	
	EMPLOYEE	ACTIONS	AUTO PAY	HRS	$	HRS	$	HRS	$	HRS	$	HRS	$
	Adams, Marie E [3] 400-401-600	⋯	☐ 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	⋯	☑ $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	⋯	☐ 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	⋯	☑ $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	⋯	☑ $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

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● On the Manage Batches screen, click on **Continue**; <u>or</u> click on the 3 dots under **Actions** and click on **Approve Batch**.

• 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	✓ Audit Passed	View	❗ Approve Batches	Approve
All prior check dates processed	Payroll audit passed		2/3 approved	

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]
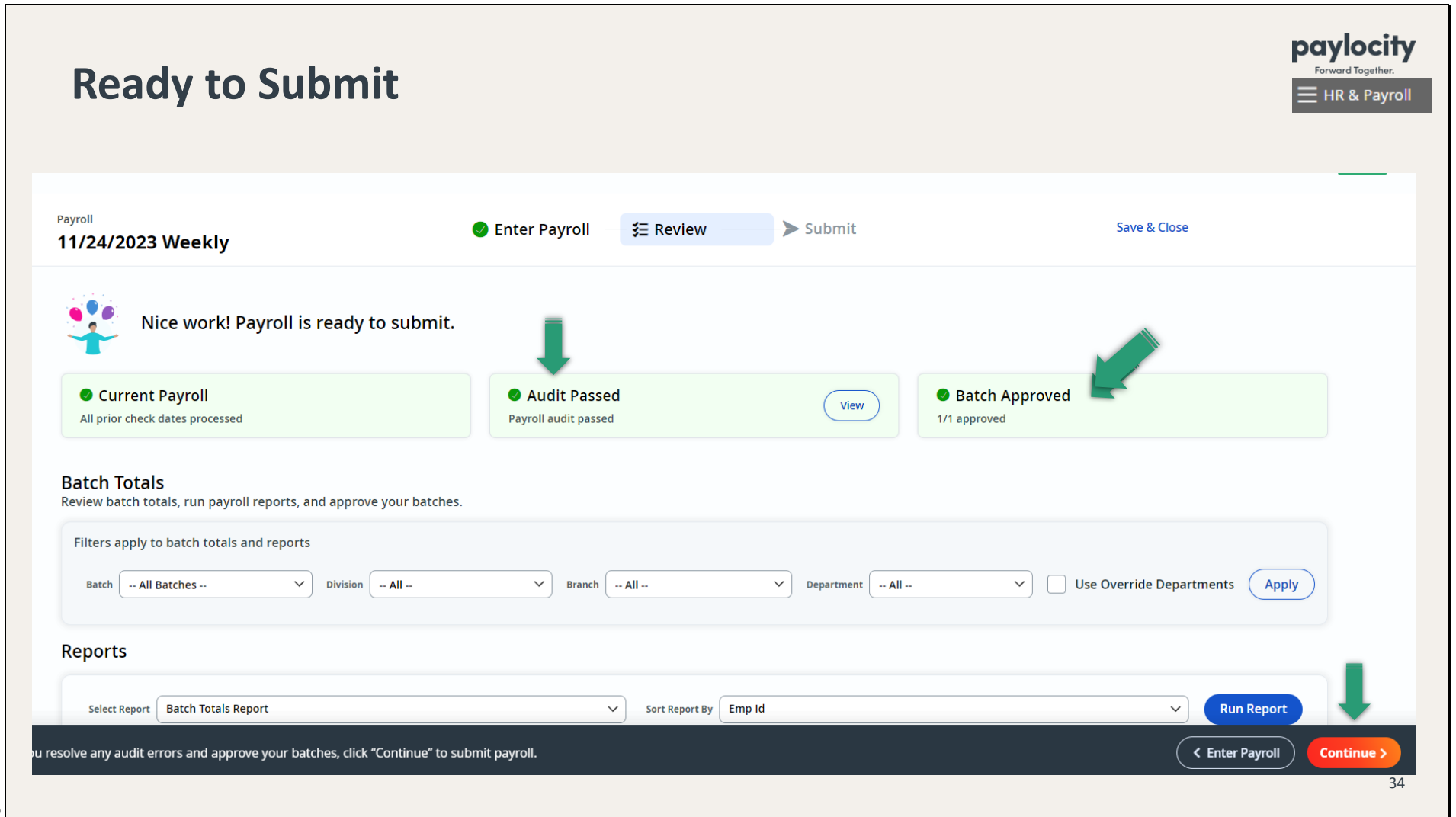
Reports

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.

• 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

• 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.)

Successful Submission Confirmation

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☰ HR & Payroll

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

Payroll
11/24/2023 Weekly

✔ Enter Payroll ——— ✔ Review ——— ➤ Submit

Save & Close

Congrats! Payroll Submitted Successfully!

Submitted payroll can be viewed in **Pay Entry History**

Done

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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**

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