Payroll Usability

Module	Description	How To					
Payroll	Payroll Setup						
	1. Create Tax Type	Go to Payroll menu > Tax Types					
		Enter the Tax ID, select the Calculation Type from the list.					
		Select the Paid By that will indicate if this is an Employee or Company Tax					
		Fill in the other fields and click the Save button					
		🗇 Tax Types - FIT 🔹 🔍					
		I ax Types - F11 Image: Search Delete New Save Search Delete Undo Update Employees Close					
		Tax ID: FIT Calculation Type: USA Federal Tax					
		Description: Federal Income Tax					
		Amount: 0.000000 Limit: 0.000000					
		Paid By: Employee State:					
		Account ID: 24050-1000 County:					
		Expense Account: 56000-1000 Sort Order: 0					
		Tax Agency:					
		② ♀ Ready I Page 1 of 1 ▶ ▶					
	2. Create Earning Type	Go to Payroll menu > Earning Types					
		Enter the Earning ID and select the Calculation Type from the list.					
		Click the Quick Add grid button to add the created Tax type so that when you select the Earning ID is Employee screen, Taxes will automatically populated.					
		🔁 Earning Types - SALARY					
		I III Carlo					
		New Save Search Delete Undo Update Employees Close Earning ID: SALARY Calculation Type: Fixed Amount					
		Description: Salary Pay					
		Amount: 0 Account ID: 54100-0000 Y W2 Code: Y Sort Order: 0					
		Earning Taxes					
		Quick Add Remove Tax ID Description Type Paid By '					
		FICA MED (E) FICA Medicare Employee USA Medicare Employee					
		FICA SS (E) FICA Social Security Employee USA Social Security Employee FIT Federal Income Tax USA Federal Tax Employee					
		SUTA State UnEmployment Tax USA SUTA Company					
		FUTA Federal UnEmployment Tax USA FUTA Company					
		FICA MED (C) FICA Medicare Company USA Medicare Company					
		FICA MED (C) FICA Medicare Company USA Medicare Company FICA SS (C) FICA Social Security Company USA Social Security Company					

Click the Quick Add grid button to add the Employee and Company Taxes so that when this Deduction ID is selected in the Employee screen, Taxes will automatically populated.
New Sive Search Delete Undo Update Employees Close Deduction ID: 401K Calculation Type: Percent Image: Close Description: 401K Calculation Type: Percent Image: Close Percent: 3.000000 Limit: 10,500.00000 Image: Close Percent: 3.000000 Limit: 10,500.00000 Paid By: Employee Sot Order: 0 Account ID: 24500-0000 Image: Close Image: Close Deduction Taxes Image: Close Image: Close Image: Close Quick Add Remove Image: Close Image: Close Image: Close T Tax ID Description Tus Close State UnEmployment Tax USA SUTA Company FUTA Federal UnEmployment Tax USA FUTA Company Image: Close Image: Close FUCA MED (C) FICA Medicare Company USA Medicare Company Image: Close Image: Close FICA SS (C) FICA Social Security Company USA Social Security Company USA Social Security Company Image: Close Image: Close
New Save Search Delete Undu Update Employees Close Deduction ID: 401K calculation Type: Percent > Description: 401K Deduction > Percent: 3.000000 Limit: 10,500.000000 Paid By: Employee Sort Order: 0 Account ID: 24500-0000 > > Deduction Taxes Description Type Paid By: State Lemployment Tax USA SUTA Company FUTA State Lemployment Tax USA SUTA Company FICA MED (C) FICA Medicare Company USA Medicare Employee FICA MED (E) FICA Medicare Employee USA Medicare Employee FICA SC (C) FICA Social Security Company USA Social Security Company Endoyee FICA SS (E) FICA Social Security Company USA Social Security Employee Employee FICA SS (E) FICA Social Security Employee USA Social Security Employee Employee FICA SS (E) FICA Social Security Employee USA Social Security Employee Employee <
Description: 401K Deduction Percent: 3.000000 Limit: 10,500.000000 Paid By: Employee Sort Order: 0 Account ID: 24500-0000 • Deduction Taxes • • © Quick Add © Remove • Tax ID Description Type Paid By SUTA State UnEmployment Tax USA SUTA Company FICA MED (c) FICA Medicare Company USA Medicare Employee FICA Sic (c) FICA Social Security Company USA Social Security Company FICA Sic (c) FICA Social Security Company USA Social Security Company FICA Sic (c) FICA Social Security Company USA Social Security Company FICA Sic (c) FICA Social Security Company USA Social Security Company FICA Sic (c) FICA Social Security Company USA Federal Tax USA Federal Tax USA Federal Tax
Percent: 3.000000 Limit: 10,500.00000 Paid By: Employee Sort Order: 0 Account ID: 24500-0000 V V Deduction Taxes V Paid By Sort Order: V SutTa Description Type Paid By SutTa State UnEmployment Tax USA SUTA Company FICA MED (E) FICA Hedicare Company USA Medicare Employee FICA MED (E) FICA Medicare Employee USA Medicare Employee FICA SS (E) FICA Social Security Company USA Social Security Employee Enployee FICA SS (E) FICA Social Security Employee USA Federal Tax USA Federal Tax Employee FICA SS (E) FICA Social Security Employee USA Federal Tax USA Federal Tax Employee FICA SS (E) FICA Social Security Employee USA Federal Tax USA Federal Tax Employee
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FIT Federal Income Tax USA Federal Tax Employee
4. Create Employee Pay Group From Payroll menu > Employee Pay Groups
Enter the Pay Group, Description and select the Cash Account in the Bank Account field that will be the default when you create an Employee Paycheck
5. Create Employee Go to Payroll menu > Employees
Enter an Employee No and the Employee details.
Select the Pay Period.
🗘 Employee - PCRodriguez
New Save Search Delete Undo Duplicate Template History Close
Details Notes Taxes Earnings Deductions Time Off Time Entry Direct Deposit Timesheet Attachments
Employee No: PCRodriguez Name: Phylis C Rodriguez Type: Full-Time
Title: IT Staff Phone: 321-654-9870 Email: ()) pcrodriguez@gmail.com
First Name: Phylis Middle: C Date Hired: 🗇 Active: 📝
Last Name: Rodriguez Suffix: Birth Date: Image: Comparison of the status: Male Add Photo Address: Image: Comparison of the status: Single Marital Status: Single Single
Address: Martal Status: Single Martal Status: Single Moster Spouse:
Workers Comp:
Zip/Postal: 46818 City: Fort Wayne Ethnic Origin: M State/Province: IN Country: United States V ECOC Code: V
Alt Phone: Alt Email: Social Security: 1099 Employee
Payroll Details Terminated: Reason:
Pay Period: BI-Weekly
Review Date: Image: Section Sect
Under Taxes tab Click the Add grid button to add all the Employee and Company Taxes to be used when you create Paycheck
After adding the Taxes, select the Federal Tax (Ex.FIT) then change the Federal Filing Status. The system will check the Filing status to auto compute the Employee and Company Taxes in Paycheck.

	Under Earnin gs tab	Click the Add grid button to select the Employee Earning ID's. Select Pay Group on each of the Employee Earnings.
	ู่ ชุธ เสม	C Employee - PCRodriguez
		Image: Seven Search Delete Undo Duplicate Template History Close Name: Seven Search Delete Undo Duplicate Template History Close
		Details Notes Taxes Earnings Deductions Time Off Time Entry Direct Deposit Timesheet Attachments ③ Add ④ Renove Earning Information Earning Information Earning Information
		Earning ID Description Amount Default Pay-Group Earning ID: HOUR
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		HOUR SLCK Hourly Sick Pay 80.00 IF EI-WEEKLY Calculation Type: Hourly Rate PALDTIMEOFF Paid Time Off Pay 80.00 IF Hourly Rate 1000000000000000000000000000000000000
		PAIDTIMEOFF Paid Time Off Pay 80.00 EL-WEPLY Amount: 80.00 COMMISSION Commission Pay 2,500.00 COMMISSION Default Hours: 160
		BONUS Bonus Pay 3,500.00 BONUS HOLIDAY Holiday Pay 8,500.00 HOLIDAY
		Associated Time Off
		Time Off ID:
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		SUTA State UnEmployment Tax USA SUTA Company Futta Federal UnEmployment Tax USA FUTA Company
		FICA MED (C) FICA Medicare Company USA Medicare Company
		FICA MED (E) FICA Medicare Employee USA Medicare Employee FICA Social Security Company USA Social Security Company
		Image: Seady [(Page 1 of 1 ▶)]
		Select the added Earning Id and enter the Amount and Default Hours that will automatically use when you create Paycheck
	Under Deduc tions tab	Click the Add grid button to add the Deduction ID
<u>Create single</u> Employee Paycheck		
Create Employee Paycheck		Go to Payroll > Paychecks , click the New toolbar button and select the Employee
		Employee Paycheck screen will open with the auto-computed Taxes
		Parcheck - POW-31 A X
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		Employee No: Pay Date: Period From: Period To: Bank Account: Check No: Paycheck No:
		1208arry 06/05/2015 T 06/04/2015 T 7890879 Y To be printed PCHK-31
		Details Summary History Attachments Earnings Employee Taxes Employee Taxes
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		PICA SS (E) 27.06 FIT 24.45
		Deductions Company Taxes
		🕜 Quick Add 😄 Remove
		Deduction ID Calculation Type Amount Tax ID Amount #01/K Percent 13:50 SUTA 2.31
		PUTA 3.49 PITA HED (C) 6.33
		FICA 55 (C) 27.06
		You can manually change the Rate of the EarningID then click the Recalc toolbar button to recalculate the Taxes
		Hit the Post button.
		The first bullon.
 Use of Timecard for Employee Time Entries		

	Select the Employee No., enter the Password, select the Department and Job Code.
	🕤 Timecard 🔹 🗆 🗙
	Save Close
	Employee No: PCRodriguez
	Password: •••••
	Name: Phylis C Rodriguez
	Department: IT Department
	Job Code: HOUR
	System Date: 07/16/2015 Time: 7:51:24 AM
	Click the Save button to punch IN (Time In) and to punch OUT (Time Out)
	Employee Time Entries are displaying in Employee screen > Timesheet tab.
Time Approval.	C mployee - CKodrigue C I I I mex Sex <
Approving Employee Time Entries by the Supervisor	
	Employee Supervisor (per Department) must approved the Employee Time Entries.
	From Payroll module, click the Time Approval The Supervisor must select the Department, filter the Date Range and allows to modify the Employee Time
	Entries then click the checkbox to Approve. Hit the Save toolbar button.
<u>Time Approval -</u> <u>Create Employee</u> <u>Paychecks by the</u> Payroll Admin	
	From the Payroll module, click the Time Approval
	Payroll Admin should only allowed to create / process Employee Paychecks based on the Approved Time Entries.

		lbar button.						
	C Time Approval							≈ ¤ ×
	Department: IT Department	▼ Date	From: 07/16/2015	Date To:	07/30/2015			
	<table-cell> Remove 🔠 Layout + 🂡 Filter</table-cell>	Records (F3)						
	Approved Date Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime
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	☑ 07/24/2015 HOU	07/24/2015	6:59:47 AM	07/24/2015	3:00:00 PM	8	8	0
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	☑ 07/21/2015 HOU	07/21/2015	6:56:51 AM	07/21/2015	3:30:00 PM	8	8	0
	▼ 07/20/2015 HOU ▼ 07/17/2015 HOU		6:55:41 AM 6:55:02 AM	07/20/2015 07/17/2015	3:30:00 PM 4:00:00 PM	8	8	0
	▼ 07/17/2015 HOU		6:54:15 AM	07/16/2015	3:30:00 PM	8	8	0
					Totals:	93	88	5
	🕢 🐼 🦞 Successfully generated 1	Paycheck(s)!						
Process Pay Groups - Create multiple Employee Paychecks per selected Pay Group								
	From Payroll module,	click the Process P	ay Groups.					
	From Payroll module, Select the Pay Group			s for creatin	g of payched	ks.		
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	Click the Post toolbar button
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Print Checks - Multiple	Selected paychecks were posted.
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	Select the Bank Account ID to display the list of posted Paychecks to be Printed Select the Paychecks by checking the checkboxes. Image: Check the Paycheck structure Image: Che

Print Check Verification					* ×
·					
Commit Close					
Printed Checks					
🔽 Fail All 📃 Fail None					
Fail Reason	Record No.	Date	Check No.	Payee	Amount
Enter reason why the check failed to print.	PCHK-12	07/22/2015	00000011	Phylis C Rodriguez	4,821.46
Enter reason why the check failed to print.	PCHK-18	08/15/2015	00000012	Jamie D Barry	1,817.09
Enter reason why the check failed to print.	PCHK-17	08/15/2015	0000013	Jamie D Barry	6,684.31
Enter reason why the check failed to print.	PCHK-16	08/15/2015	00000014	Marissa J Sharp	2,685.03
Enter reason why the check failed to print.	PCHK-15	08/15/2015	0000015	Marissa J Sharp	22,132.18
Enter reason why the check failed to print.	PCHK-14	08/15/2015	0000016	Phylis C Rodriguez	1,867.60
Enter reason why the check failed to print.	PCHK-13	08/15/2015	00000017	Phylis C Rodriguez	7,781.67
🕜 😒 🏆 Ready					
Click the Commit toolbar button.					