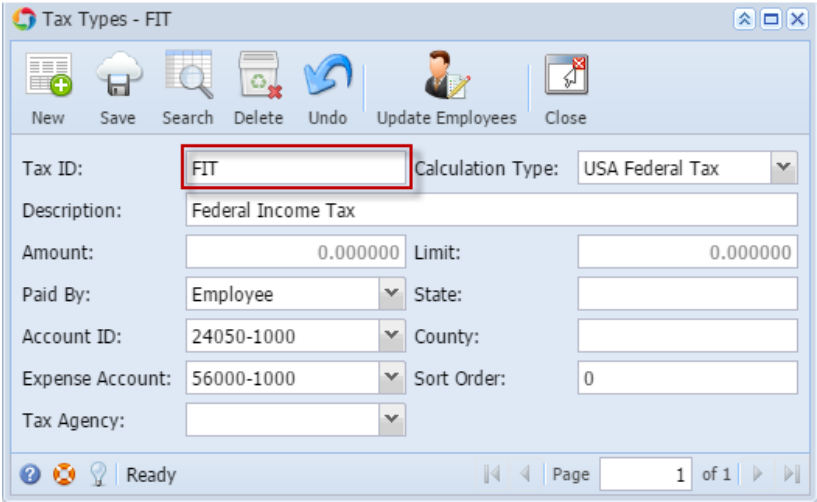
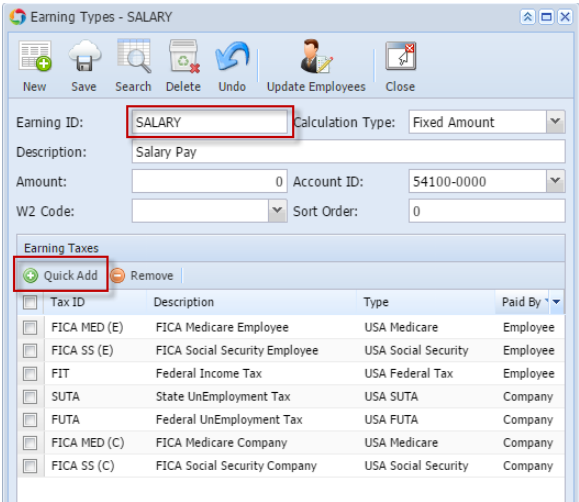


# Payroll Usability

Module	Description	How To	
Payroll	<b>Payroll Setup</b>		
	1. Create Tax Type	Go to Payroll menu > <b>Tax Types</b>	
		<p>Enter the <b>Tax ID</b>, select the <b>Calculation Type</b> from the list.</p> <p>Select the <b>Paid By</b> that will indicate if this is an Employee or Company Tax</p> <p>Fill in the other fields and click the Save button</p> 	
	2. Create Earning Type	Go to Payroll menu > <b>Earning Types</b>	
		<p>Enter the <b>Earning ID</b> and select the <b>Calculation Type</b> from the list.</p> <p>Click the <b>Quick Add grid button</b> to add the created Tax type so that when you select the Earning ID in the Employee screen, Taxes will automatically be populated.</p> 	
	3. Create Deduction Type	Go to Payroll menu > <b>Deduction Types</b>	

Enter the **Deduction ID** and select the **Calculation Type** from the list.

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 be populated.

Deduction Types - 401K

New Save Search Delete Undo 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

Quick Add Remove

Tax ID	Description	Type	Paid By
<input type="checkbox"/> SUTA	State UnEmployment Tax	USA SUTA	Company
<input type="checkbox"/> FUTA	Federal UnEmployment Tax	USA FUTA	Company
<input type="checkbox"/> FICA MED (C)	FICA Medicare Company	USA Medicare	Company
<input type="checkbox"/> FICA MED (E)	FICA Medicare Employee	USA Medicare	Employee
<input type="checkbox"/> FICA SS (C)	FICA Social Security Company	USA Social Security	Company
<input type="checkbox"/> FICA SS (E)	FICA Social Security Employee	USA Social Security	Employee
<input type="checkbox"/> FIT	Federal Income Tax	USA Federal Tax	Employee

Edited Page 1 of 1

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: pccrodriguez@gmail.com

First Name: Phylis Middle: C Date Hired: Active: ☒

Last Name: Rodriguez Suffix: Birth Date: Gender: Male Add Photo

Address: 858 Windy Ridge Road Marital Status: Single Spouse: Mobile:

Zip/Postal: 46818 City: Fort Wayne Workers Comp: Ethnic Origin: EEOC Code:

State/Province: IN Country: United States Social Security: 1099 Employee

Alt Phone: Alt Email: Terminated: Reason:

Payroll Details

Pay Period: Bi-Weekly Review Date: Next Review:

Additional Information

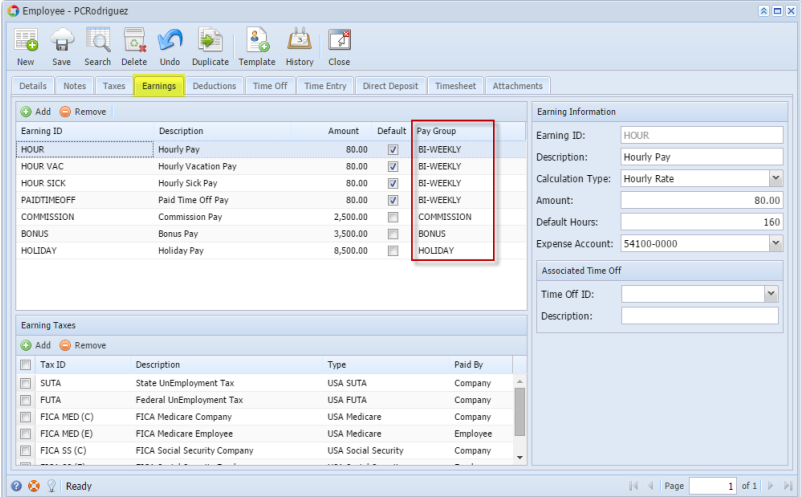
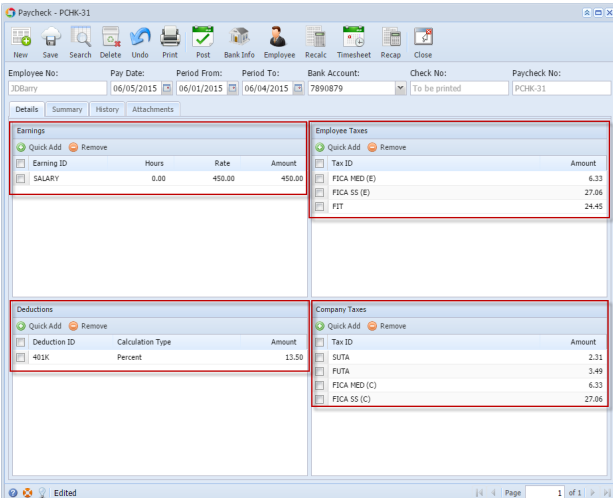
Emergency Contact: Relation: Emergency Phone: Phone 2:

Ready Page 1 of 1

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 Earnings tab	Click the <b>Add grid button</b> to select the Employee Earning ID's. Select Pay Group on each of the Employee Earnings.	
				
			Select the added Earning Id and enter the <b>Amount</b> and <b>Default Hours</b> that will automatically use when you create Paycheck	
		Under Deductions tab	Click the <b>Add grid button</b> to add the Deduction ID	
	<b>Create single Employee Paycheck</b>			
	Create Employee Paycheck		Go to Payroll > <b>Paychecks</b> , click the <b>New</b> toolbar button and select the Employee	
			Employee Paycheck screen will open with the auto-computed Taxes	
				
			You can manually change the Rate of the EarningID then click the Recalc toolbar button to recalculate the Taxes	
			Hit the Post button.	
	<b>Use of Timecard for Employee Time Entries</b>			
	Punch In and Out		From Payroll module, click the Timecard	

Select the Employee No., enter the Password, select the Department and Job Code.

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.

Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime	Paycheck
07/31/2015	Sales Department	HOUR	07/31/2015	7:04:50 AM	07/31/2015	4:00:00 PM	8	8	0	
07/30/2015	Sales Department	HOUR	07/30/2015	7:03:40 AM	07/30/2015	5:15:00 PM	10	8	2	
07/29/2015	Sales Department	HOUR	07/29/2015	7:02:41 AM	07/29/2015	3:15:00 PM	8	8	0	
07/28/2015	Sales Department	HOUR	07/28/2015	7:01:43 AM	07/28/2015	3:30:00 PM	8	8	0	
07/27/2015	Sales Department	HOUR	07/27/2015	7:00:42 AM	07/27/2015	4:00:00 PM	9	8	1	
07/24/2015	Sales Department	HOUR	07/24/2015	6:59:47 AM	07/24/2015	3:00:00 PM	8	8	0	
07/23/2015	Sales Department	HOUR	07/23/2015	6:58:41 AM	07/23/2015	3:00:00 PM	8	8	0	
07/22/2015	Sales Department	HOUR	07/22/2015	6:57:49 AM	07/22/2015	4:00:00 PM	9	8	1	
07/21/2015	Sales Department	HOUR	07/21/2015	6:56:51 AM	07/21/2015	3:30:00 PM	8	8	0	
07/20/2015	Sales Department	HOUR	07/20/2015	6:55:41 AM	07/20/2015	3:30:00 PM	8	8	0	
07/17/2015	Sales Department	HOUR	07/17/2015	6:55:02 AM	07/17/2015	4:00:00 PM	9	8	1	
07/16/2015	Sales Department	HOUR	07/16/2015	6:54:15 AM	07/16/2015	3:30:00 PM	8	8	0	

**Time Approval -  
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.

**Time Approval -  
Create Employee  
Paychecks by the  
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.

Click the **Process** toolbar button.

Time Approval

Department: IT Department Date From: 07/16/2015 Date To: 07/30/2015

Remove Layout Filter Records (F3)

Approved	Date	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime
<input checked="" type="checkbox"/>	07/30/2015	PCRodriguez : Phyllis C Rodriguez	07/30/2015	7:03:40 AM	07/30/2015	5:15:00 PM	10	8	2
<input checked="" type="checkbox"/>	07/29/2015	PCRodriguez : Phyllis C Rodriguez	07/29/2015	7:02:41 AM	07/29/2015	3:15:00 PM	8	8	0
<input checked="" type="checkbox"/>	07/28/2015	PCRodriguez : Phyllis C Rodriguez	07/28/2015	7:01:43 AM	07/28/2015	3:30:00 PM	8	8	0
<input checked="" type="checkbox"/>	07/27/2015	PCRodriguez : Phyllis C Rodriguez	07/27/2015	7:00:42 AM	07/27/2015	4:00:00 PM	9	8	1
<input checked="" type="checkbox"/>	07/24/2015	PCRodriguez : Phyllis C Rodriguez	07/24/2015	6:59:47 AM	07/24/2015	3:00:00 PM	8	8	0
<input checked="" type="checkbox"/>	07/23/2015	PCRodriguez : Phyllis C Rodriguez	07/23/2015	6:58:41 AM	07/23/2015	3:00:00 PM	8	8	0
<input checked="" type="checkbox"/>	07/22/2015	PCRodriguez : Phyllis C Rodriguez	07/22/2015	6:57:49 AM	07/22/2015	4:00:00 PM	9	8	1
<input checked="" type="checkbox"/>	07/21/2015	PCRodriguez : Phyllis C Rodriguez	07/21/2015	6:56:51 AM	07/21/2015	3:30:00 PM	8	8	0
<input checked="" type="checkbox"/>	07/20/2015	PCRodriguez : Phyllis C Rodriguez	07/20/2015	6:55:41 AM	07/20/2015	3:30:00 PM	8	8	0
<input checked="" type="checkbox"/>	07/17/2015	PCRodriguez : Phyllis C Rodriguez	07/17/2015	6:55:02 AM	07/17/2015	4:00:00 PM	9	8	1
<input checked="" type="checkbox"/>	07/16/2015	PCRodriguez : Phyllis C Rodriguez	07/16/2015	6:54:15 AM	07/16/2015	3:30:00 PM	8	8	0
<b>Totals:</b>							<b>93</b>	<b>88</b>	<b>5</b>

Successfully generated 1 Paycheck(s)

**Process Pay Groups - Create multiple Employee Paychecks per selected Pay Group**

From **Payroll** module, click the **Process Pay Groups**.

Select the **Pay Groups** that you would want to process for creating of paychecks.

Click the **Process** toolbar button to create Paychecks

Process Pay Groups

Process Close

Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Holiday Hours	Use Standard Hours
<input type="checkbox"/>	HOLIDAY	Holiday Pay Group	06/29/2015			0.00	<input type="checkbox"/>
<input type="checkbox"/>	BONUS	Bonus Pay Group	06/29/2015	07/16/2015	07/30/2015	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	COMMISSION	Commission Pay Group	06/29/2015	08/01/2015	08/14/2015	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MONTHLY	Monthly Pay Group	06/29/2015	08/01/2015	08/14/2015	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BI-WEEKLY	Bi-Weekly Pay Group	06/29/2015	08/01/2015	08/14/2015	0.00	<input type="checkbox"/>

Employees

View Layout Filter Records (F3)

Earning Id Description

JDBarry : Jannie D Barry

Earning Id	Description	Default Hours	Amount
PAIDTIMEOFF	Paid Time Off Pay	8	65
COMMISSION	Commission Pay	1	2500
HOUR	Hourly Pay	160	65
HOUR VAC	Hourly Vacation Pay	8	65
HOUR SICK	Hourly Sick Pay	5	65

MJSharp : Marissa J Sharp

Earning Id	Description	Default Hours	Amount
COMMISSION	Commission Pay	1	3500
PAIDTIMEOFF	Paid Time Off Pay	0	9000
SALARY SICK	Salary Sick Pay	0	9000
SALARY VAC	Salary Vacation Pay	0	9000
SALARY	Salary Pay	0	9000

PCRodriguez : Phyllis C Rodriguez

Earning Id	Description	Default Hours	Amount
HOUR	Hourly Pay	160	80

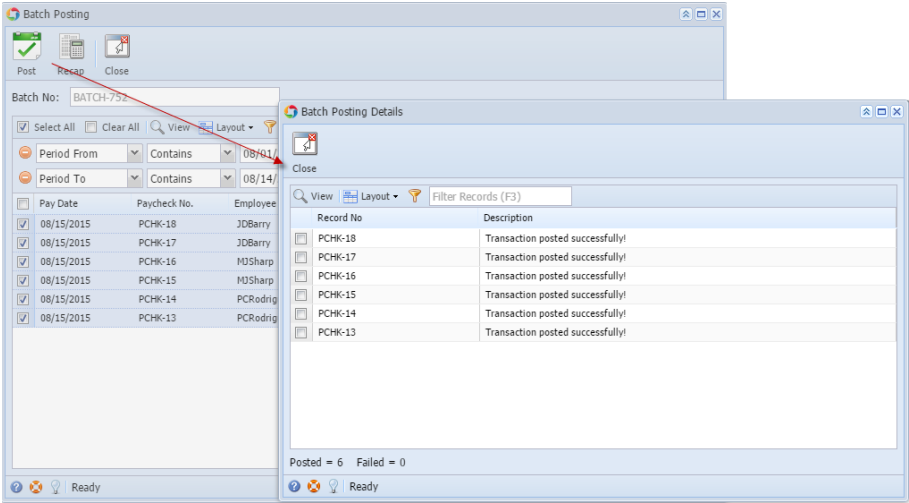
Ready

**Batch Post - Multiple Unposted Paychecks**

From **Payroll** module, click the **Batch Post**

All unposted paychecks are displaying. Check the checkbox to select the Paychecks to batch post.

Click the **Post** toolbar button



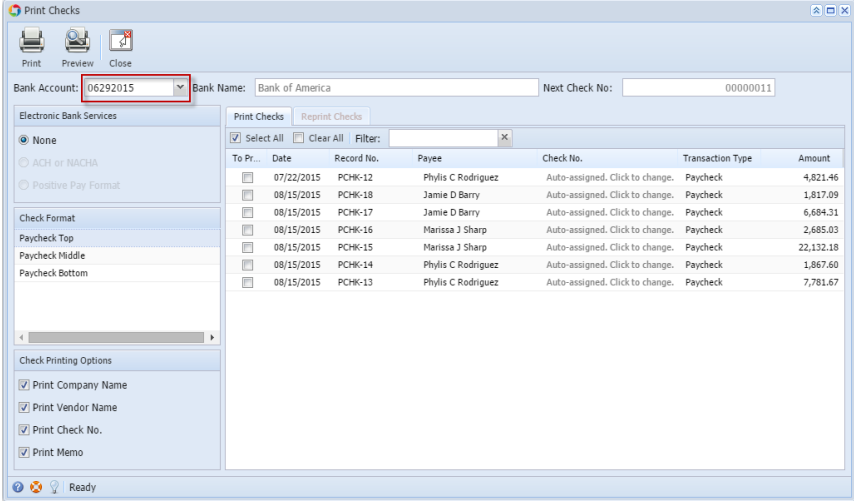
Selected paychecks were posted.

**Print Checks - Multiple posted paychecks**

From **Payroll** module, click the **Print Checks**

Select the Bank Account ID to display the list of posted Paychecks to be Printed

Select the Paychecks by checking the checkboxes.



Select the **Check Format report** and click the **Preview** toolbar button to preview the paycheck reports.

Print the paychecks and the Print Check Verification screen will be shown.

Print Check Verification

Commit

Close

Printed Checks

☒ Fail All

☐ Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-12	07/22/2015	00000011	Phylis C Rodriguez	4,821.46
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-18	08/15/2015	00000012	Jamie D Barry	1,817.09
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-17	08/15/2015	00000013	Jamie D Barry	6,684.31
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-16	08/15/2015	00000014	Marissa J Sharp	2,685.03
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-15	08/15/2015	00000015	Marissa J Sharp	22,132.18
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-14	08/15/2015	00000016	Phylis C Rodriguez	1,867.60
<input type="checkbox"/>	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.

Paychecks should be tagged as Printed and Posted with an assigned Check Nos.