## How to Generate Employee Earnings in Process Pay Groups

Generate default earning, approved time entries and posted Time Off Requests:

- 1. Click Process Pay Groups from Payroll module.
- 2. Select Pay Group by checking the corresponding checkbox.

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Internet/ weekly         Internet/ Topological         Internet/ Topological <thi< td=""><td></td><td></td><td></td></thi<>			
Weekly         Veekly         12152015         08/01/2017         08/07/2017			
Commissions         Commission         12152015         07/01/2017         08/05/2017         0.00         ✔           Monthly         Monthly         12152015         07/01/2017         08/05/2017         0.00         ✔           Bi-Weekly         12152015         07/01/2017         08/05/2017         0.00         ✔           mployees         I         12152015         07/02/2018         07/13/2018         0.00         ✔	12132013 0710(2017 0722)2017 07272017		
Monthly         Monthly         12152015         07/01/2017         001/31/2017         080/82017         0.00         ✔           B-Weesty         B-Weesty         12152015         07/02/2018         07/13/2018         0.00         ✔         ■           mployees          B-Merriste         B-Merriste         B-Merriste         B-Merriste         ■	12152015 08/01/2017 08/07/2017 08/10/2017	0.00	
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mployees )) Generate 🗋 Open X Remove Export+ 🗵 Vev+ Filter (F3)	12152015 07/01/2017 07/31/2017 08/08/2017	0.00	
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	arning to Description Pay Group Calculation Type Department V	WC Code Hours	s Rate Amount
Totals: 0	nning w Ursunjuuri ny woop Cacuation type Department Y	WC Code Hours	s Rate Amount

Multiple pay groups can be selected if needed.

3. Set the value for the following fields:

- a. Bank Account
  - b. Begin Date
  - c. End Date
  - d. Paycheck Date

(i) If approved time entries from Time Approval and posted Time Off is within the selected pay period, earnings are displayed

- 4. Click Save button
- 5. Click Generate grid button to generate the employees under the selected Pay Group.

Existing earning from approved time entries and time off are not overridden by generated earnings

To use default hours specified in the earnings, check the **Use Default Hours** checkbox. To use a different hour, do not check the **Use Default Hours** but instead set hours in the **Override Hours** column.

- To edit generated earnings, double click on the cell data to edit Editable columns:
  - a. Department
  - b. WC Code
  - c. Hours
  - d. Rate

Import time entries:

- 1. Click Process Pay Groups from Payroll module.
- Click Import

## 3. Select CSV file

Details	No file chosen							
Pay Groups								
Pay Group*	Description	Bank Account*	Begin Date	End Date	Paycheck Date	Override Hours	Use Default Hours	Exclude Deduction
time citry	nine chuy	12132013	07710/2017	0772272017	0/12/12017	0.00		
Weekly	Weekly	12152015	08/01/2017	08/07/2017	08/10/2017	0.00	<b>&gt;</b>	
Commissions	Commission	12152015	07/01/2017	07/31/2017	08/05/2017	0.00	>	
Monthly	Monthly	12152015	07/01/2017	07/31/2017	08/08/2017	0.00	>	
Bi-Weekly	Bi-Weekly	12152015	07/02/2018	07/13/2018	07/13/2018	0.00	~	
mployees								

## 1. Click Process Pay Groups from Payroll module.

2. Select Pay Group by checking the corresponding checkbox.

Multiple pay groups can be selected if needed. (ii)

3. Set the value for the following fields: a. Bank Account

- b. Begin Date
- c. End Date

(i)

d. Paycheck Date

4. Click Generate grid button to generate the employees under the selected Pay Group.

To use default hours specified in the earnings, check the Use Default Hours checkbox. To use a different hour, do not check the Use (i) Default Hours but instead set hours in the Override Hours column.

## 5. Click Process toolbar button to generate paychecks.

iave Undo Proc	ess Close							
Details								
Pay Groups								
Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Override Hours	Use Default Hours	Exclude Deduction
Weekly	Weekly	12152015	2/7/2016	2/13/2016	2/19/2016	0.00	$\checkmark$	
Commissions	Commission	12152015	2/7/2016	2/7/2016	2/19/2016	0.00	$\checkmark$	
Monthly	Monthly	12152015	1/31/2016	2/27/2016	2/19/2016	0.00	$\checkmark$	
✓ Bi-Weekly	Bi-Weekly	12152015	1/31/2016	2/13/2016	6/9/2016	0.00	~	
Bi-Weekly Employees	Bi-Weekly Open X Remove III Laj			2/13/2016	6/9/2016	0.00	~	
Bi-Weekly Employees					6/9/2016 Department	0.00 Hours	Rate	Amount
Bi-Weekly  Employees G Generate Earning Id	Open X Remove 部 Lay Description	yout Q. Filter Rec	ords (F3)					Amount
Bi-Weekly Employees Generate Earning Id	Open X Remove 部 Lay Description	yout Q. Filter Rec	ords (F3)	on Type		Hours		Amount 4,500.00
Bi-Weekly Employees Generate Earning Id 00001005123 : Kate I	Open X Remove 器 Lay Description Goshorm	yout Q Filter Rec Pay Group	ords (F3) Calculati	on Type	Department	Hours	Rate	
Bi-Weekly  Employees G Generate G Generate G Earning Id 0001005123 : Kate I SAL	Open X Remove BB Lay Description Soshorn Salary Pay	yout Q Filter Rec Pay Group	ords (F3) Calculati	on Type	Department	Hours	Rate	4,500.00
Bi-Weekly  Employees Generate Earning Id 00001005123 : Kate I	Open X Remove BB Lay Description Soshorn Salary Pay	yout Q Filter Rec Pay Group	ords (F3) Calculati	on Type	Department	Hours	Rate	4,500.00

When clicked again, the Generate grid button will also add to the grid newly created time entries (if there are any) as well as records the were already processed.

6. If there are paychecks generated under the selected Pay Group already, the system will prompt to confirm the generating of paycheck.

7. Click **Yes** button to proceed with the process and **No** if not.



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There are already 23 Paychecks processed using the specified dates for 'Bi-Weekly'.

Are you sure you want to process this Pay Group?



- 8. Employees to Process screen will be displayed.
- 9. By default, all records are selected. The Payroll Admin can control which of the employees will be generated a paycheck.
- 10. Click OK toolbar button to continue.

DK Eanori				
Select the employees to	process			
Stayout Q, Riber R	ecords (F3)			
Pay Group	Employee No.	Last Name	First Name	
🖌 Bi-Weekly	0001005123	Gosham	Kate	
Bi-Weekly	DEPARKER	Parker	Donna	
Bi-Weekly	CRERAMM	Frahm	Carolyn	
Bi-Weekly	EIKEELER	Koder	Elizabeth	
Bi-Weekly	HDGRIDER	Grider	Helen	
Bi-Weekly	JBFLORES	Flores	Judy	
Bi-Weekly	RPEOK	Co+	Kendra	
Bi-Weekly	TACRUZ	Enuz	Thomas	
Bi-Weekly	JMBICKEL	Bickel	James	
Bi-Weekly	ACIOHNSON	Jahnsan	Amy	*
Paychecks to Generate =	21			

11. Check Status Indicator of the progress and the number of paychecks generated.

etails								
ay Groups								
Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Override Hours	Use Default Hours	Exclude Deductio
Weekly	Weekly	12152015	2/7/2016	2/13/2016	2/19/2016	0.00	~	
Commissions	Commission	12152015	2/7/2016	2/7/2016	2/19/2016	0.00	~	
Monthly	Monthly	12152015	1/31/2016	2/27/2016	2/19/2016	0.00	~	
Bi-Weekly	Bi-Weekly	12152015	1/31/2016	2/13/2016	6/9/2016	0.00	~	
VAC	Vacation Pay Overtime Pay	Bi-Weekly Bi-Weekly	Rate Facto	r			11.00	0.00
		,		r				
REG	Regular	Bi-Weekly	Hourly Rat				11.00	0.00
		a recta			Totals:		)	0.00
KENNEDY : Tyler	M Kennedy							
VAC	Vacation Pay	Bi-Weekly	Rate Facto	r		(	11.00	0.00
στν	Overtime Pay	Bi-Weekly	Overtime			(	16.50	0.00
REG	Regular	Bi-Weekly	Hourly Ra	æ		(	11.00	0.00
					Totals:		)	0.00

The system will generate single Paycheck for each Employee on the selected pay group even if there are multiple Departments.

12. Generated paychecks will be shown in Paychecks screen.

Process Pay Group screen is used to create paychecks for one or more pay groups at one time. This is a good way of processing paychecks for a large number of Employees. By selecting the Pay Groups, all the Employees that has the pay group setup on the Earnings will be listed.

- From the **Payroll** module, single click the **Process Pay Groups** menu.
   In Pay Groups lists, select the Pay Group by checking the checkbox.
   Select the default Bank Account, Pay Period and the Pay Date.

Details							
Pay Groups							
Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Holiday Hours	Use Default Hour
<ul> <li>Weekly</li> </ul>	Weekly	12152015	02/08/2016	02/12/2016	02/15/2016	0.00	~
Commissio	ns Commission	12152015				0.00	
<ul> <li>Monthly</li> </ul>	Monthly	12152015	01/01/2016	01/29/2016	01/31/2015	0.00	~
Bi-Weekly	Bi-Weekly	12152015	02/01/2016	02/14/2016	02/15/2016	0.00	~
Earning Id	Description	Pay Group	Calculation Ty	pe	Default Hours	Rate	Amount
0001005078 : Tr							
	Overtime Pay	<b>Bi-Weekly</b>	Overtime		8	21.00	168.00
	Overtime Pay Regular	Bi-Weekly Bi-Weekly	Overtime Hourly Rate		8 40	21.00	168.00 560.00
REG	Regular						
REG ICJOHNSON : A	Regular						
REG ICJOHNSON : A PERSONAL	Regular Imy C Johnson	Bi-Weekly	Hourly Rate		40	14.00	560.00
REG ACJOHNSON : A PERSONAL SICK	Regular Imy C Johnson Personal Pay	Bi-Weekly Bi-Weekly	Hourly Rate		40	14.00	560.00 88.00
REG ACJOHNSON : A PERSONAL SICK VAC OTV	Regular Imy C Johnson Personal Pay Sick Pay	Bi-Weekly Bi-Weekly Bi-Weekly	Hourly Rate Rate Factor Rate Factor		40 8 8	14.00 11.00 11.00	560.00 88.00 88.00
REG ACJOHNSON : A PERSONAL SICK VAC DTV	Regular my C Johnson Personal Pay Sick Pay Vacation Pay	Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Hourly Rate Rate Factor Rate Factor Rate Factor		40 8 8 8	14.00 11.00 11.00 11.00	560.00 88.00 88.00 88.00
REG ACJOHNSON : A PERSONAL SICK VAC OTV REG	Regular Personal Pay Sick Pay Vacation Pay Overtime Pay Regular	Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Hourly Rate Rate Factor Rate Factor Rate Factor Overtime		40 8 8 8 8 8	14.00 11.00 11.00 11.00 16.50	560.00 88.00 88.00 88.00 132.00
REG ACJOHNSON : A PERSONAL SICK VAC DTV REG ACSKOW : Arica	Regular Personal Pay Sick Pay Vacation Pay Overtime Pay Regular	Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Hourly Rate Rate Factor Rate Factor Rate Factor Overtime		40 8 8 8 8 8	14.00 11.00 11.00 11.00 16.50 11.00 1,500.00	560.00 88.00 88.00 132.00 880.00 1,500.00
REG ACJOHNSON : A PERSONAL SICK VAC	Regular very C Johnson Personal Pay Sick Pay Vacation Pay Overtime Pay Regular t Skow	Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Hourly Rate Rate Factor Rate Factor Rate Factor Overtime Hourly Rate		40 8 8 8 8 80	14.00 11.00 11.00 11.00 16.50 11.00	\$60.00 88.00 88.00 132.00 880.00

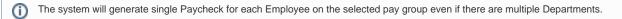
**(**) Check the 'Use Default Hours' checkbox column if you would want to use the Employee default Earning Hours setup and process to paycheck.

- Click the **Process** toolbar button to display the **Employee To Process** screen.
   By default, all Employees are selected. The Payroll Admin has the control to generate Paychecks on the selected Employees.

	ect the emplo					
	Layout Q	Filter Re	cords (F3)			
~	Pay Group		Employee No.	Last Name	First Name	
~	Bi-Weekly		TGLEE	Lee	Travis	
~	Weekly		APRITTER	Ritter	Aaron	
~	Bi-Weekly		LJOBRIEN	Obrien	Linda	
~	Weekly		KPCOPPOLA	Coppola	Kevin	
~	Weekly		JGCOUNTESS	Countess	Joshua	
/	Bi-Weekly		JDPATRICK	Patrick	Julia	
~	Bi-Weekly		MCMORALES	Morales	Mary	
~	Bi-Weekly		RHORTIZ	Ortiz	Ramona	
~	Bi-Weekly		RKBERENDS	Berends	Rebecca	
~	Bi-Weekly		RRLAURENCE	Laurence	Ruth	
~	Bi-Weekly		CJLOWE	Lowe	Carol	
~	Bi-Weekly		TMKENNEDY	Kennedy	Tyler	
/	Bi-Weekly		BSQUINTANA	Quintana	Billy	
~	Bi-Weekly		0001005078	Meurer	Troy	

- 6. Click the **OK** toolbar button to generate Paychecks.7. The number of generated paychecks is displayed in the Process Pay Groups screen.

Details							
Pay Groups							
Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Holiday Hours	Use Default Ho
<ul> <li>Weekly</li> </ul>	Weekly	12152015	02/08/2016	02/12/2016	02/15/2016	0.00	~
Commission	s Commission	12152015				0.00	
<ul> <li>Monthly</li> </ul>	Monthly	12152015	01/01/2016	01/29/2016	01/31/2015	0.00	~
Bi-Weekly	Bi-Weekly	12152015	02/01/2016	02/14/2016	02/15/2016	0.00	~
	Description	Pay Group	Calculation Ty	oe	Default Hours	Rate	Amount
Q, Open 🔠 La	wout Q Filter Records (F3)						
Earning Id	Description	Pay Group	Calculation Typ	pe	Default Hours	Rate	Amount
0001005078 : Tro	v C Meurer						
00010000070.110	y e mearer						
	Overtime Pay	Bi-Weekly	Overtime		8	21.00	168.0
OTV		Bi-Weekly Bi-Weekly	Overtime Hourly Rate		8 40	21.00 14.00	
OTV REG	Overtime Pay Regular						
OTV REG ACJOHNSON : Am	Overtime Pay Regular						560.0
OTV REG ACJOHNSON : An PERSONAL	Overtime Pay Regular Ny C Johnson	Bi-Weekly	Hourly Rate		40	14.00	560.0
OTV REG ACJOHNSON : Am PERSONAL SICK	Overtime Pay Regular <b>by C Johnson</b> Personal Pay	Bi-Weekly Bi-Weekly	Hourly Rate		40	14.00	560.0 88.0 88.0
OTV REG ACJOHNSON : An PERSONAL SICK VAC	Overtime Pay Regular 19 C Johnson Personal Pay Sick Pay	Bi-Weekly Bi-Weekly Bi-Weekly	Hourly Rate Rate Factor Rate Factor		40 8 8	14.00 11.00 11.00	560.0 88.0 88.0
OTV REG ACJOHNSON : An PERSONAL SICK VAC OTV	Overtime Pay Regular ty C Johnson Personal Pay Sick Pay Vacation Pay	Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Hourly Rate Rate Factor Rate Factor Rate Factor		40 8 8 8	14.00 11.00 11.00 11.00	168.0 560.0 88.0 88.0 88.0 132.0 880.0
OTV REG ACJOHNSON : An PERSONAL SICK VAC OTV REG	Overtime Pay Regular <b>yc C Johnson</b> Personal Pay Sick Pay Vecation Pay Overtime Pay Regular	Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Hourly Rate Rate Factor Rate Factor Rate Factor Overtime		40 8 8 8 8	14.00 11.00 11.00 11.00 16.50	560.0 88.0 88.0 132.0
OTV REG ACJOHNSON : Arr PERSONAL SICK VAC OTV REG ACSKOW : Arica C	Overtime Pay Regular <b>yc C Johnson</b> Personal Pay Sick Pay Vecation Pay Overtime Pay Regular	Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Hourly Rate Rate Factor Rate Factor Rate Factor Overtime		40 8 8 8 8	14.00 11.00 11.00 11.00 16.50	560.0 88.0 88.0 132.0 880.0
ACJOHNSON : An PERSONAL SICK VAC OTV REG ACSKOW : Arica C BONUS SAL	Overtime Pay Regular <b>vy C Johnson</b> Personal Pay Sick Pay Vocation Pay Overtime Pay Regular Skow	Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Hourly Rate Rate Factor Rate Factor Rate Factor Overtime Hourly Rate		40 8 8 8 8 8 80	14.00 11.00 11.00 11.00 16.50 11.00	560.0 88.0 88.0 132.0



8. Generated Paychecks will be shown in the  $\ensuremath{\textbf{Payroll module}}$  > click  $\ensuremath{\textbf{Paychecks menu}}$  .