



How to Generate Employee Paychecks by Pay Groups

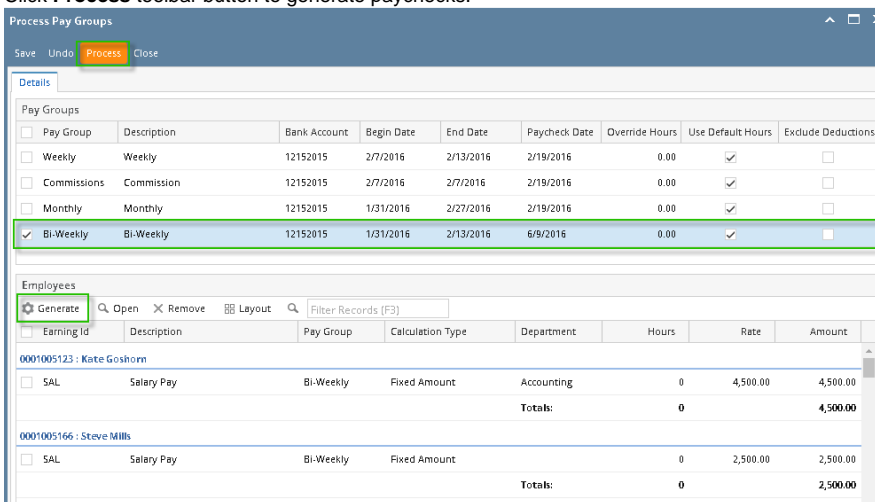
1. Click **Process Pay Groups** from **Payroll** module.
2. Select **Pay Group** by checking the corresponding checkbox.

 Multiple pay groups can be selected if needed.

3. Set the value for the following fields:
 - a. Bank Account
 - b. Begin Date
 - c. End Date
 - d. Paycheck Date


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

4. Click **Save** button
5. After generating earnings for employee
6. Click **Process** toolbar button to generate paychecks.



Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Override Hours	Use Default Hours	Exclude Deductions
<input type="checkbox"/> Weekly	Weekly	12152015	2/7/2016	2/13/2016	2/19/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Commissions	Commission	12152015	2/7/2016	2/7/2016	2/19/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Monthly	Monthly	12152015	1/31/2016	2/27/2016	2/19/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Bi-Weekly	Bi-Weekly	12152015	1/31/2016	2/13/2016	6/9/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Earning Id	Description	Pay Group	Calculation Type	Department	Hours	Rate	Amount
0001005123 : Kate Goshorn							
<input type="checkbox"/> SAL	Salary Pay	Bi-Weekly	Fixed Amount	Accounting	0	4,500.00	4,500.00
Totals:					0		4,500.00
0001005166 : Steve Mills							
<input type="checkbox"/> SAL	Salary Pay	Bi-Weekly	Fixed Amount		0	2,500.00	2,500.00
Totals:					0		2,500.00

 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.

7. If there are paychecks generated under the selected **Pay Group** already, the system will prompt to confirm the generating of paycheck.
8. Click **Yes** button to proceed with the process and **No** if not.



iRely i21

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

Are you sure you want to process this Pay Group?

9. **Employees to Process** screen will be displayed.
10. By default, all records are selected. The **Payroll Admin** can control which of the employees will be generated a paycheck.

- a. To generate paychecks as normal check (instead of direct deposit), click on the checkbox under Processing Options

Processing Options

☒ Generate Checks for Direct Deposit Employees

11. Click **OK** toolbar button to continue.

Employees To Process

Select the employees to process

Layout Filter Records (F3)

Pay Group	Employee No.	Last Name	First Name
<input checked="" type="checkbox"/> Bi-Weekly	0001005123	Goshorn	Kate
<input checked="" type="checkbox"/> Bi-Weekly	DEPARKER	Parker	Donna
<input checked="" type="checkbox"/> Bi-Weekly	CRFRAHM	Frahm	Carolyn
<input checked="" type="checkbox"/> Bi-Weekly	EKEELER	Kedler	Elizabeth
<input checked="" type="checkbox"/> Bi-Weekly	HOGRIER	Grider	Helen
<input checked="" type="checkbox"/> Bi-Weekly	JBFLORES	Flores	Judy
<input checked="" type="checkbox"/> Bi-Weekly	KPCOX	Cox	Kendra
<input checked="" type="checkbox"/> Bi-Weekly	TACRUZ	Cruz	Thomas
<input checked="" type="checkbox"/> Bi-Weekly	JMBICKEL	Bickel	James
<input checked="" type="checkbox"/> Bi-Weekly	ACJOHNSON	Johnson	Amy

Paychecks to Generate = 21

Ready

12. Check **Status Indicator** of the progress and the number of paychecks generated.

Process Pay Groups

Save Undo Process Close

Details

Pay Groups

Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Override Hours	Use Default Hours	Exclude Deductions
<input type="checkbox"/> Weekly	Weekly	12152015	2/7/2016	2/13/2016	2/19/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Commissions	Commission	12152015	2/7/2016	2/7/2016	2/19/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Monthly	Monthly	12152015	1/31/2016	2/27/2016	2/19/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Bi-Weekly	Bi-Weekly	12152015	1/31/2016	2/13/2016	6/9/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees

Generate Open X Remove Layout Filter Records (F3)

Earning Id	Pay Group	Description	Calculation Type	Department	Hours	Rate	Amount
MCMDRALES: Mary C Morales							
<input type="checkbox"/> VAC	Vacation Pay	Bi-Weekly	Rate Factor		0	11.00	0.00
<input type="checkbox"/> OTV	Overtime Pay	Bi-Weekly	Overtime		0	16.50	0.00
<input type="checkbox"/> REG	Regular	Bi-Weekly	Hourly Rate		0	11.00	0.00
Totals:					0		0.00
TKKENNEDY: Tyler M Kennedy							
<input type="checkbox"/> VAC	Vacation Pay	Bi-Weekly	Rate Factor		0	11.00	0.00
<input type="checkbox"/> OTV	Overtime Pay	Bi-Weekly	Overtime		0	16.50	0.00
<input type="checkbox"/> REG	Regular	Bi-Weekly	Hourly Rate		0	11.00	0.00
Totals:					0		0.00

Successfully generated 21 of 21 Paycheck(s)



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

13. Generated paychecks will be shown in **Paychecks** screen.

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.

3. Set the value for the following fields:
 - a. Bank Account
 - b. Begin Date
 - c. End Date
 - 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 Default Hours** but instead set hours in the **Override Hours** column.

- Click **Process** toolbar button to generate paychecks.

Process Pay Groups

Save Undo **Process** Close

Details

Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Override Hours	Use Default Hours	Exclude Deductions
<input type="checkbox"/> Weekly	Weekly	12152015	2/7/2016	2/13/2016	2/19/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Commissions	Commission	12152015	2/7/2016	2/7/2016	2/19/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Monthly	Monthly	12152015	1/31/2016	2/27/2016	2/19/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Bi-Weekly	Bi-Weekly	12152015	1/31/2016	2/13/2016	6/9/2016	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees

Generate Open Remove Layout Filter Records (F3)

Earning Id	Description	Pay Group	Calculation Type	Department	Hours	Rate	Amount
0001005123 : Kate Goshorn							
<input type="checkbox"/> SAL	Salary Pay	Bi-Weekly	Fixed Amount	Accounting	0	4,500.00	4,500.00
Total:					0		4,500.00
0001005166 : Steve Mills							
<input type="checkbox"/> SAL	Salary Pay	Bi-Weekly	Fixed Amount		0	2,500.00	2,500.00
Total:					0		2,500.00

i 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.

- If there are paychecks generated under the selected **Pay Group** already, the system will prompt to confirm the generating of paycheck.
- Click **Yes** button to proceed with the process and **No** if not.



iRely i21

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

Are you sure you want to process this Pay Group?

Yes **No**

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

Employees To Process

OK Cancel

Select the employees to process

Layout Filter Records (F3)

Pay Group	Employee No.	Last Name	First Name
<input checked="" type="checkbox"/> Bi-Weekly	0001005123	Goshorn	Kate
<input checked="" type="checkbox"/> Bi-Weekly	DEPARKER	Parker	Donna
<input checked="" type="checkbox"/> Bi-Weekly	CRFRAHM	Frahm	Carolyn
<input checked="" type="checkbox"/> Bi-Weekly	EKEELER	Keder	Elizabeth
<input checked="" type="checkbox"/> Bi-Weekly	HDGRIDER	Grider	Helen
<input checked="" type="checkbox"/> Bi-Weekly	JBFLORES	Flores	Judy
<input checked="" type="checkbox"/> Bi-Weekly	KPCOX	Cox	Kendra
<input checked="" type="checkbox"/> Bi-Weekly	TACRUZ	Cruz	Thomas
<input checked="" type="checkbox"/> Bi-Weekly	JMBICKEL	Bickel	James
<input checked="" type="checkbox"/> Bi-Weekly	ACJOHNSON	Johnson	Amy

Paychecks to Generate = 21

Ready

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

The screenshot shows the 'Process Pay Groups' window. The 'Pay Groups' section has a table with columns: Pay Group, Description, Bank Account, Begin Date, End Date, Paycheck Date, Override Hours, Use Default Hours, and Exclude Deductions. The 'Bi-Weekly' group is selected. The 'Employees' section shows a list of employees with columns: Earning Id, Description, Pay Group, Calculation Type, Department, Hours, Rate, and Amount. The status bar at the bottom indicates 'Successfully generated 21 of 21 Paycheck(s)'.



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.

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

The screenshot shows the 'Process Pay Groups' window. The 'Pay Groups' section has a table with columns: Pay Group, Description, Bank Account, Begin Date, End Date, Paycheck Date, Holiday Hours, and Use Default Hours. The 'Weekly', 'Monthly', and 'Bi-Weekly' groups are selected. The 'Employees' section shows a list of employees with columns: Earning Id, Description, Pay Group, Calculation Type, Default Hours, Rate, and Amount. The status bar at the bottom indicates 'Ready'.



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

4. Click the **Process** toolbar button to display the **Employee To Process** screen.

5. By default, all Employees are selected. The Payroll Admin has the control to generate Paychecks on the selected Employees.

Employees To Process

OK Cancel

Select the employees to process

Layout Filter Records (F3)

Pay Group	Employee No.	Last Name	First Name
<input checked="" type="checkbox"/> Bi-Weekly	TGLEE	Lee	Travis
<input checked="" type="checkbox"/> Weekly	APRITTER	Ritter	Aaron
<input checked="" type="checkbox"/> Bi-Weekly	UOBRIEN	Obrien	Linda
<input checked="" type="checkbox"/> Weekly	KPCOPPOLA	Coppola	Kevin
<input checked="" type="checkbox"/> Weekly	JGCOUNTLESS	Countess	Joshua
<input checked="" type="checkbox"/> Bi-Weekly	JDPATRICK	Patrick	Julia
<input checked="" type="checkbox"/> Bi-Weekly	MCMORALES	Morales	Mary
<input checked="" type="checkbox"/> Bi-Weekly	RHORTIZ	Ortiz	Ramona
<input checked="" type="checkbox"/> Bi-Weekly	RKBERENDS	Berends	Rebecca
<input checked="" type="checkbox"/> Bi-Weekly	RRLAURENCE	Laurence	Ruth
<input checked="" type="checkbox"/> Bi-Weekly	CJLOWE	Lowe	Carol
<input checked="" type="checkbox"/> Bi-Weekly	TMKENNEDY	Kennedy	Tyler
<input checked="" type="checkbox"/> Bi-Weekly	BSQUINTANA	Quintana	Billy
<input checked="" type="checkbox"/> Bi-Weekly	0001005078	Meurer	Troy

Paychecks to Generate = 32

Ready

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

Process Pay Groups

Process Close

Details

Pay Groups

Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Holiday Hours	Use Default Hours
<input checked="" type="checkbox"/> Weekly	Weekly	12152015	02/08/2016	02/12/2016	02/15/2016	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Commissions	Commission	12152015				0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/> Monthly	Monthly	12152015	01/01/2016	01/29/2016	01/31/2015	0.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Bi-Weekly	Bi-Weekly	12152015	02/01/2016	02/14/2016	02/15/2016	0.00	<input checked="" type="checkbox"/>

Employees

Open Layout Filter Records (F3)

Earning Id	Description	Pay Group	Calculation Type	Default Hours	Rate	Amount
0001005078 : Troy C Meurer						
OTV	Overtime Pay	Bi-Weekly	Overtime	8	21.00	168.00
REG	Regular	Bi-Weekly	Hourly Rate	40	14.00	560.00
ACJOHNSON : Amy C Johnson						
PERSONAL	Personal Pay	Bi-Weekly	Rate Factor	8	11.00	88.00
SICK	Sick Pay	Bi-Weekly	Rate Factor	8	11.00	88.00
VAC	Vacation Pay	Bi-Weekly	Rate Factor	8	11.00	88.00
OTV	Overtime Pay	Bi-Weekly	Overtime	8	16.50	132.00
REG	Regular	Bi-Weekly	Hourly Rate	80	11.00	880.00
ACSKOW : Arica C Skow						
BONUS	Bonus Pay	Monthly	Fixed Amount	0	1,500.00	1,500.00
SAL	Salary Pay	Monthly	Fixed Amount	0	4,500.00	4,500.00
APRITTER : Aaron P Ritter						

Successfully generated 32 Paycheck(s)

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

8. Generated Paychecks will be shown in the **Payroll module** > click **Paychecks menu**.