## 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

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- 5. After generating earnings for employee
- 6. Click Process toolbar button to generate paychecks.

Process Pay Groups									~ <b>□</b> >
	ss Close								
Details									
Pay Groups									
Pay Group	Description	Bank	Account E	egin Date	End Date	Paycheck Date	Override Hours	Use Default Hours	Exclude Deductions
Weekly	Weekly	12152	)15 2	:/7/2016	2/13/2016	2/19/2016	0.00	$\checkmark$	
Commissions	Commission	12152	)15 2	!/7/2016	2/7/2016	2/19/2016	0.00	~	
Monthly	Monthly	12152	)15 1	/31/2016	2/27/2016	2/19/2016	0.00	~	
Bi-Weekly	Bi-Weekly	12152	)15 1	/31/2016	2/13/2016	6/9/2016	0.00	~	
Employees	Open 🗙 Remove 🔠 Layo	out Q	ilter Record	ds (F3)					
Earning Id	Description	Pi	y Group	Calculati	on Type	Department	Hours	Rate	Amount
0001005123 : Kate G	oshorn								î
SAL	Salary Pay	Bi	Weekly	Fixed An	rount	Accounting	(	4,500.00	4,500.00
						Totals:	(		4,500.00
0001005166 : Steve M	Mills								
SAL	Salary Pay	Bi	Weekly	Fixed An	rount		(	2,500.00	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.



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

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Processing Options
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Generate Checks for Direct Deposit Employees

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

Employees To Process				
DK Dancel				
Select the employees to p	rocess.			
S Layout Q, Riber Rec	ords (F3)			
Pay Group	Employee No.	Last Name	First Name	
Bi-Weekly	0001005123	Gosham	Kate	^
Bi-Weekly	DEPARKER	Parker	Donna	
Bi-Weekly	CRERAHM	Frahm	Carolyn	
Bi-Weekly	EIKEELER	Koder	Elizabeth	
Bi-Weekly	HDGRIDER	Grider	Helen	٩,
Gi-Weekly	JBFLORES	Flores	Judy	
Bi-Weekly	RPEOX	Cox	Kendra	
Gi-Weekly	TACRUZ	Enuz	Thomas	
Bi-Weekly	JMBICKEL	Bickel	James	
Bi-Weekly	ACJOHNSON	Jahnsan	Amy	÷
Paychecks to Generate = 21				
⑦ ◎ ♀ Ready				

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

Details								
Pay Groups								
Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Override Hours	Lise Default Hours	Exclude Deductions
Weekby	Waakhr	12152015	2/7/2016	2/13/2016	2/18/2016	0.00		
Gommirsions	Commission	10150015	2020016	3/2/0016	2/10/2010	0.00		
commissions	commission	12152015	202010	25772010	211302010	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	~	
Employees								
🕸 Generate 🛛 🔍	Open 🗙 Remove 🔠 Layout	Q. Filter Rec	ords (F3)					
Earning Id	Description	Pay Group	Calculation	туре	Department	Hours	Rate	Amount
MCMORALES : Mary	C Morales							<u>^</u>
VAC	Vacation Pay	Bi-Weekly	Rate Facto	r		(	11.00	0.00
οτν	Overtime Pay	Bi-Weekly	Overtime			(	16.50	0.00
REG	Regular	Bi-Weekly	Hourly Rat	e		(	11.00	0.00
					Totals:	(	)	0.00
TMKENNEDY : Tyler	M Kennedy							
VAC	Vacation Pay	Bi-Weekly	Rate Facto	r		(	11.00	0.00
OTV	Overtime Pay	Bi-Weekly	Overtime			(	16.50	0.00
REG	Regular	Bi-Weekly	Hourly Rat	æ		(	11.00	0.00
					Totals:	(	)	0.00 -
0000	Successfully generated 21 of 21	Paycheck(s)						
~ <del>~</del> ~ ~	parter and a series of a s	, all a second all						

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

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(i)

- 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.

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	ess Close							
Details								
Pay Groups								
Pay Group	Description	Bank Accourt	nt 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	$\checkmark$	
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	<b>&gt;</b>	
Employees	Bi-Weekly	12152015 yout Q Filter	1/31/2016 Records (F3)	2/13/2016	6/9/2016	0.00	~	•
Bi-Weekly Employees Generate Earning Id	Bi-Weekly Open X Remove III Lay Description	12152015 yout Q Filter   Pay Gro	1/31/2016 Records (F3) up Calcula	2/13/2016	6/9/2016 Department	0.00 Hours	Rate	Amount
BI-Weekly  Employees Generate Earning Id 0001005123 : Kate	Bi-Weekly Open X Remove III Lay Description Goshorn	12152015 yout Q. Filter Pay Gro	1/31/2016 Records (F3) up Calcula	2/13/2016	6/9/2016 Department	0.00 Hours	Rate	Amount
Bi-Weekly Employees Generate Earning Id 0001005123 : Kate SAL	BI-Weekly Open X Remove 88 Lay Description Goshorn Salary Pay	12152015 yout Q Filter 1 Pay Gro Bi-Week	1/31/2016 Records (F3) up Celcula	2/13/2016	6/9/2016 Department	0.00 Hours	Rate	Amount 4,500.00
Bi-Weekiy  Employees Generate Generate Goot0005123 : Kate SAL	BI-Weekly Open X Remove 88 Lay Description Goshorn Salary Pay	12152015 yout Q Filter Pay Gro Bi-Week	1/31/2016 Records (F3) up Calcula Ily Fixed A	2/13/2016	6/9/2015 Department Accounting Totals:	0.00 Hours	Rate 4,500.00	Amount 4,500.00 4,500.00
Bi-Weekly      Employees     Generate     Generate     GaningId 0001005123 : Kate     SAL 0001005166 : Steve	BI-Weekly Open X Remove BB Lay Description Goshorn Salary Pay Mills	12152015 yout Q Filter Pay Gro Bi-Week	1/31/2016 Records (F3) up Calcula :ly Fixed A	2/13/2016	6/9/2016 Department Accounting Totab:	0.00 Hours	Rate 4,500.00	Amount 4,500.00 4,500.00
Bi-Weekly      Employees     Generate     Generate     Ganing Id 0001005123 : Kate     SAL  0001005166 : Steve     SAL	BI-Weekly  Open × Remove BB Lay Description  Goshorn  Salary Pay  Mills  Salary Pay	12152015 yout Q Filter Pay Gro Bi-Week Bi-Week	1/31/2016 Records (F3) up Calcula Ily Fixed A	2/13/2016	6/9/2015 Department Accounting Totab:	0.00 Hours	<ul> <li>Rate</li> <li>4,500.00</li> <li>2,500.00</li> </ul>	Amount 4,500.00 4,500.00 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.

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.



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.
- 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				^	×
DK Eanori					
Select the employees to p	rocess				
😤 Leyout 🔍 Riber Rec	ords (F3)				
Pay Group	Employee No.	Last Name	First Name		
Bi-Weekly	0001005123	Gosham	Kate		^
Bi-Weekly	DEPARKER	Parker	Donna		
Di-Weekly	CRFRAHM	Frahm	Carolyn		
Bi-Weekly	EIKEELER	Koder	Elizabeth		
Di-Weekly	HDGRIDER	Grider	Helen		-
Si-Weekly	JBFLORES	Flores	Judy		
Bi-Weekly	KPEOX	Eo.	Kendra		
SI-Weekly	TACRUZ	Enuz	Thomas		
Bi-Weekly	JMBICKEL	Bidvel	James		
SI-Weekly	ACJOHNSON	Johnson	Amy		٠
Paychecks to Generate = 21					
⑦ ◎ ♡ Ready					

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

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	~	
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	2	
Employees								
🗘 Generate 🔍	Open 🗙 Remove 🔠 La	yout Q Filter Rec	ords (F3)					
Earning Id	Description	Pay Group	Calculation	Туре	Department	Hours	Rate	Amount
Earning Id	Description C Morales	Pay Group	Calculation	Туре	Department	Hours	Rate	Amount
Earning Id ICMORALES : Mary VAC	Description C Morales Vacation Pay	Pay Group Bi-Weekly	Calculation Rate Factor	Туре	Department	Hours	Rate	Amount
Earning Id ICMORALES : Mary VAC OTV	Description C Morales Vacation Pay Overtime Pay	Pay Group Bi-Weekly Bi-Weekly	Calculation Rate Factor Overtime	Туре	Department	Hours	Rate 11.00 0 16.50	Amount 0.00
Earning Id ACMORALES : Many VAC OTV REG	C Morales Vacation Pay Overtime Pay Regular	Pay Group Bi-Weekly Bi-Weekly Bi-Weekly	Calculation Rate Factor Overtime Hourly Rate	Type	Department	Hours (	Rate 111.00 16.50 111.00	Amount 0.00 0.00
Earning Id ACMORALES : Many VAC OTV REG	C Morales Vacation Pay Overtime Pay Regular	Pay Group Bi-Weekly Bi-Weekly Bi-Weekly	Calculation Rate Factor Overtime Hourly Rate	Type	Department Totals:	Hours	Rate	Amount 0.00 0.00 0.00
Earning Id ACMORALES : Many VAC OTV REG MKENNEDY : Tyler	C Description C Morales Vacation Pay Overtime Pay Regular M Kennedy	Pay Group Bi-Weekly Bi-Weekly Bi-Weekly	Calculation Rate Factor Overtime Hourly Rate	Туре	Department Totols:	Hours	Rate	Amount 0.00 0.00 0.00 0.00
Earning Id  ACMORALES : Many VAC OTV REG MKENNEDY : Tyler VAC	C Morales Vacation Pay Vacation Pay Vertime Pay Regular M Kennedy Vacation Pay Vacation Pay	Pay Group Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Rate Factor Overtime Hourly Rate Rate Factor	туре е	Department Totals:	Hours ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( (	Rate	Amount 0.00 0.00 0.00 0.00
Earning Id  ACMORALES : Many VAC OTV REG MKENNEDY : Tyler VAC OTV OTV	C Bescription C Morales Vacation Pay Divertime Pay M Kennedy Vacation Pay Divertime Pay Divertime Pay	Pay Group Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Calculation Rate Factor Overtime Hourly Rate Rate Factor Overtime	Туре е	Department	Hours () () () () () () () () () () () () () (	Rate 111.00 16.50 11.00 11.00 11.00 11.00 11.00 11.00	Amount 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Earning Id  KCMORALES : Many VAC OTV REG  KKENNEDY : Tyler VAC OTV REG	Clearingtion Clear	Pay Group Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly Bi-Weekly	Calculation Rate Factor Overtime Hourly Rate Rate Factor Overtime Hourly Rate Hourly Rate Rate Factor Rate Factor	туре е	Department Totals:	Hours () () () () () () () () () () () () () (	Rate 111.00 16.50 111.00 111.00 111.00 111.00 111.00 111.00 111.00	Amount 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.

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

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.

rocess Pay Group	ps						
etails							
Pay Groups							
Pay Group	Description	Bank Account	Begin Date	End Date	Paycheck Date	Holiday Hours	Use Default Hou
<ul> <li>Weekly</li> </ul>	Weekly	12152015	02/08/2016	02/12/2016	02/15/2016	0.00	~
Commissions	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	~
imployees							
empioyees	<b>a</b>						
or Obeu 88 ra	yout 🔍 Filter Records (F3)						
Earning Id	Description	Pay Group	Calculation T	pe	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 : Am	y 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 Amoun		0	1,500.00	1,500.00
SAL	Salary Pay	Monthly	Fixed Amoun		0	4,500.00	4,500.00
APRITTER : Aaron	P Ritter						

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.

(i)

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

OK Cancel					
Select the	employees	to process			
믐 Layout	Q. Filt	er Records (F3)			
<ul> <li>Pay Gro</li> </ul>	oup	Employee No.	Last Name	First Name	
<ul> <li>Bi-Wee</li> </ul>	kly	TGLEE	Lee	Travis	
<ul> <li>Weekly</li> </ul>		APRITTER	Ritter	Aaron	
✓ Bi-Wee	kly	LJOBRIEN	Obrien	Linda	
<ul> <li>Weekly</li> </ul>		KPCOPPOLA	Coppola	Kevin	
<ul> <li>Weekly</li> </ul>		JGCOUNTESS	Countess	Joshua	
Bi-Wee	kly	JDPATRICK	Patrick	Julia	
Bi-Wee	kly	MCMORALES	Morales	Mary	
Bi-Wee	kly	RHORTIZ	Ortiz	Ramona	
Bi-Wee	kly	RKBERENDS	Berends	Rebecca	
Bi-Wee	kly	RRLAURENCE	Laurence	Ruth	
Bi-Wee	kly	CJLOWE	Lowe	Carol	
Bi-Wee	kly	TMKENNEDY	Kennedy	Tyler	
Bi-Wee	kly	BSQUINTANA	Quintana	Billy	
Bi-Wee	kly	0001005078	Meurer	Troy	
Paychecks t	o Generate	= 32			

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 Hour
Veekly	Weekly	12152015	02/08/2016	02/12/2016	02/15/2016	0.00	~
Commissions	Commission	12152015				0.00	
<ul> <li>Monthly</li> </ul>	Monthly	12152015	01/01/2016	01/29/2016	01/31/2015	0.00	~
<ul> <li>Bi-Weekly</li> </ul>	Bi-Weekly	12152015	02/01/2016	02/14/2016	02/15/2016	0.00	~
Employees							
Q. Open 🔠 La	yout Q Filter Records (F3)						
Earning Id	Description	Pay Group	Calculation Ty	pe	Default Hours	Rate	Amount
0001005078 : Trov	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 : Am	y 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

<sup>(</sup> 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.