

# How to Generate Employee Paychecks by Pay Groups

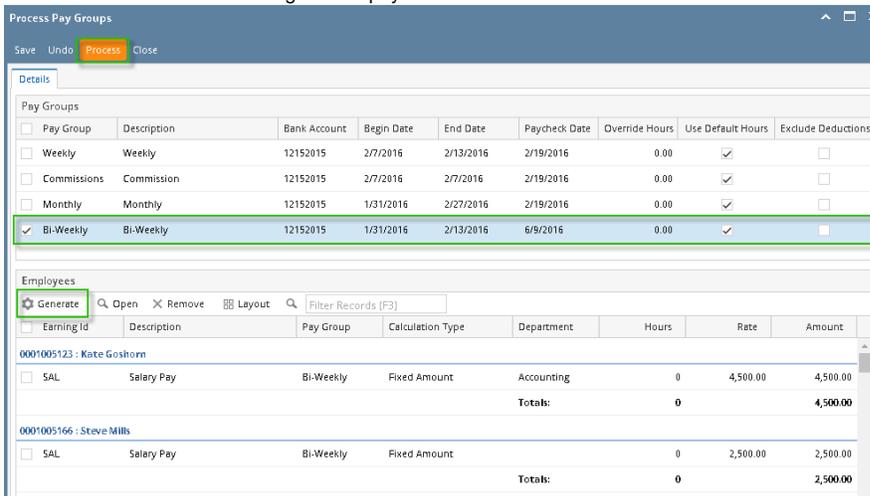
1. Click **Process Pay Groups** from **Payroll** module.
2. Select **Pay Group** by checking the corresponding checkbox.

 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	
<b>0001005123 : Kate Goshorn</b>								
<input type="checkbox"/>	SAL	Salary Pay	Bi-Weekly	Fixed Amount	Accounting	0	4,500.00	4,500.00
						<b>Totals:</b>	<b>0</b>	<b>4,500.00</b>
<b>0001005166 : Steve Mills</b>								
<input type="checkbox"/>	SAL	Salary Pay	Bi-Weekly	Fixed Amount		0	2,500.00	2,500.00
						<b>Totals:</b>	<b>0</b>	<b>2,500.00</b>

 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.



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

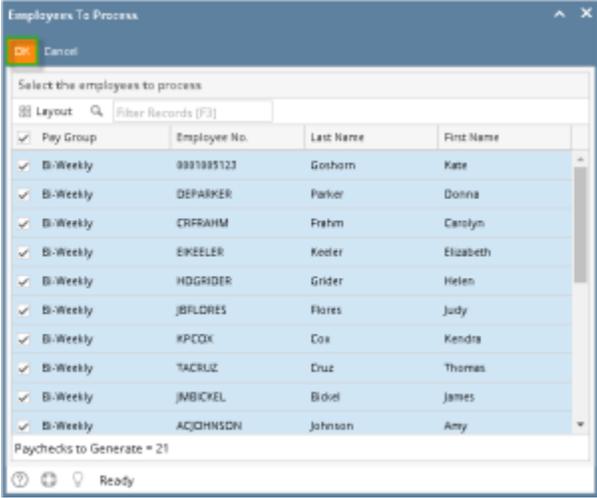
Are you sure you want to process this Pay Group?

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.

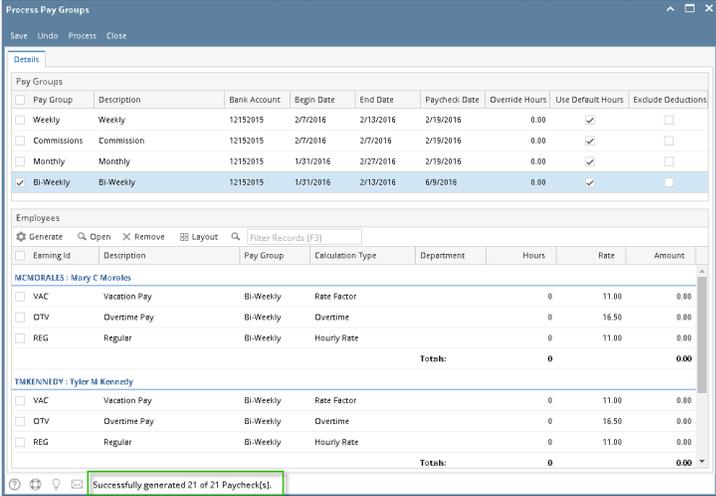
- a. To generate paychecks as normal check (instead of direct deposit), click on the checkbox under Processing Options



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



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



**i** 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.

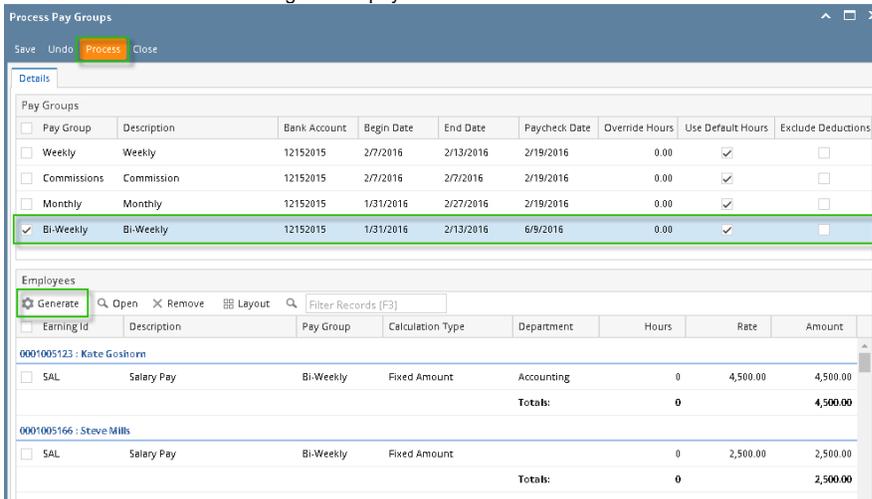
1. Click **Process Pay Groups** from **Payroll** module.
2. Select **Pay Group** by checking the corresponding checkbox.

**i** 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**.

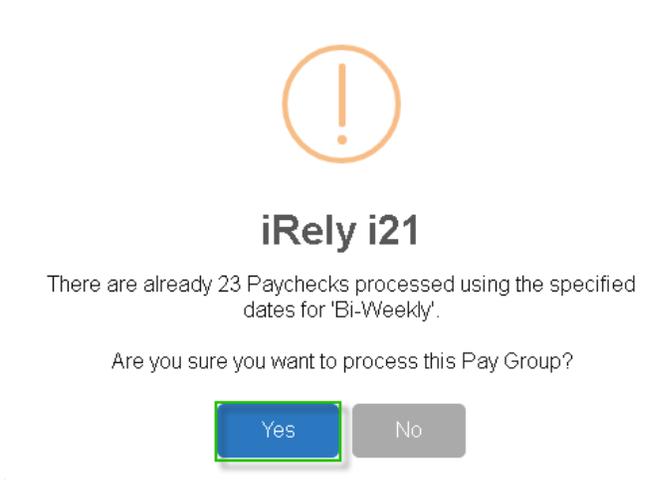
**i** To use default hours specified in the earnings, check the **Use Default Hours** checkbox. To use a different hour, do not check the **Use Default Hours** but instead set hours in the **Override Hours** column.

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

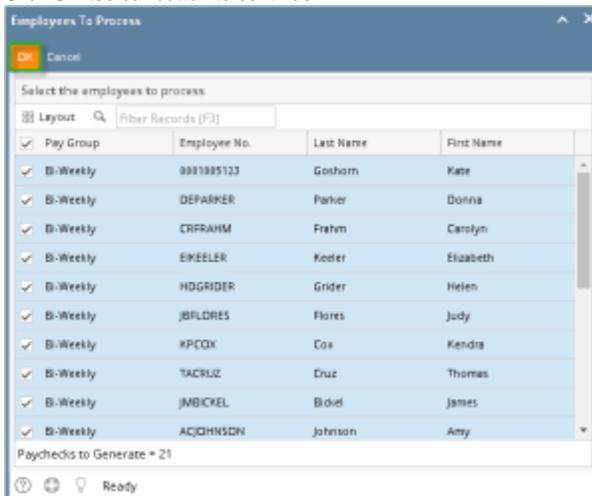


When clicked again, the **Generate** grid button will also add to the grid newly created time entries (if there are any) as well as records the were already processed.

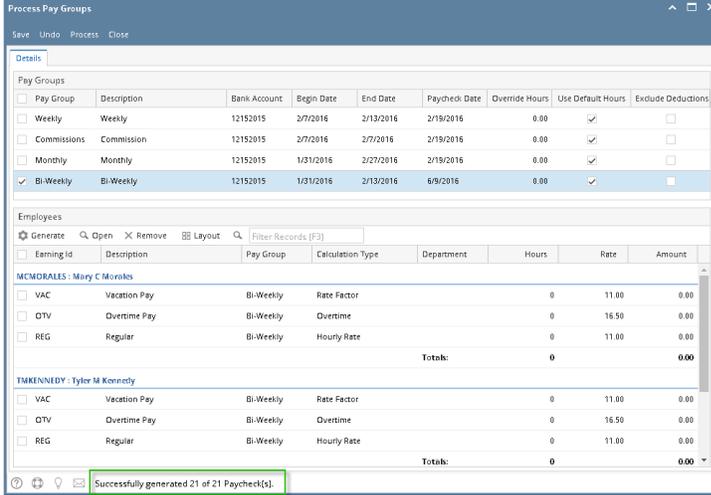
- 6. If there are paychecks generated under the selected **Pay Group** already, the system will prompt to confirm the generating of paycheck.
- 7. Click **Yes** button to proceed with the process and **No** if not.



- 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.



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

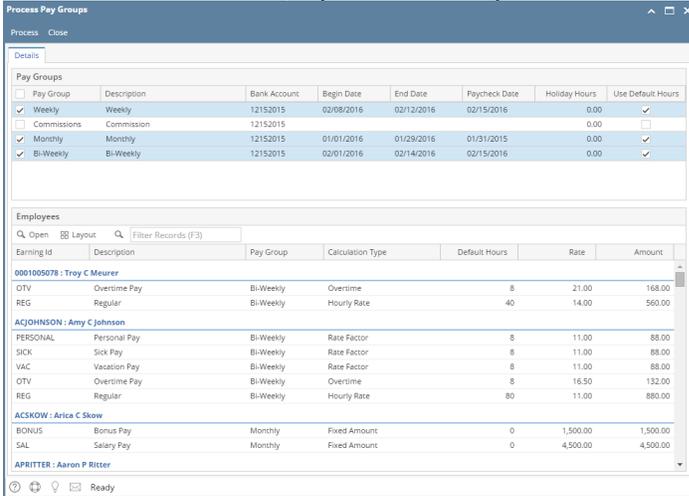


The system will generate single Paycheck for each Employee on the selected pay group even if there are multiple Departments.

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.

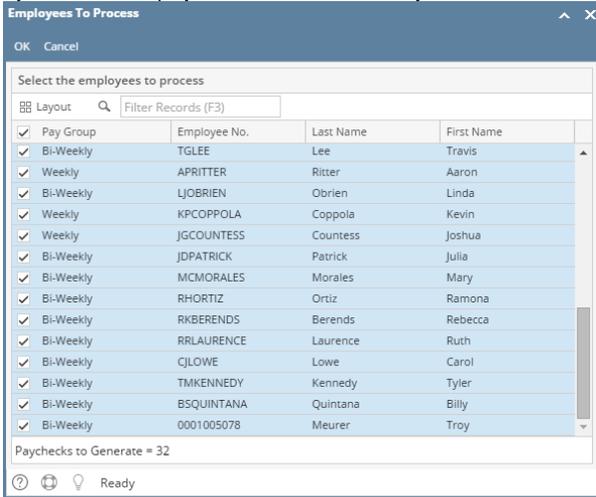
1. From the **Payroll** module, single click the **Process Pay Groups** menu.
2. In Pay Groups lists, select the Pay Group by checking the checkbox.
3. Select the default Bank Account, Pay Period and the Pay Date.



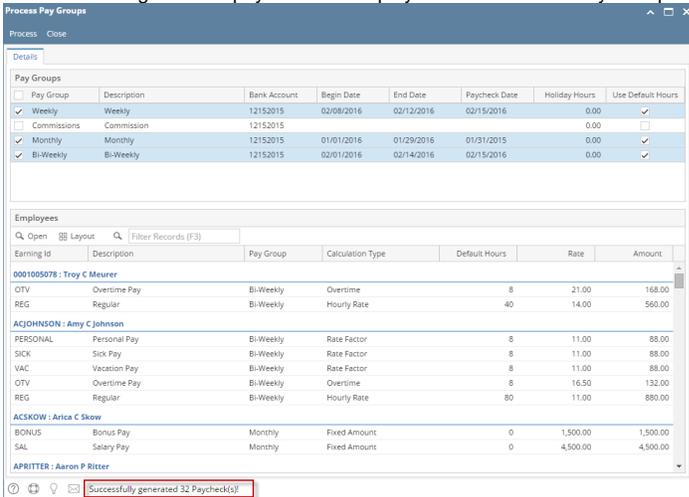
Check the 'Use Default Hours' checkbox column if you would want to use the Employee default Earning Hours setup and process to paycheck.

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.



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



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**.