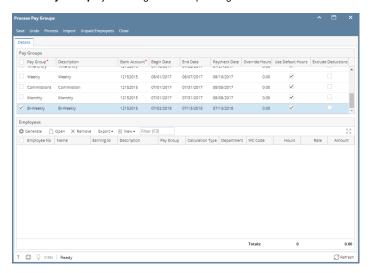
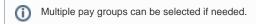
How to Generate Employee Earnings in Process Pay Groups

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.





- 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 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.
 - (1)

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

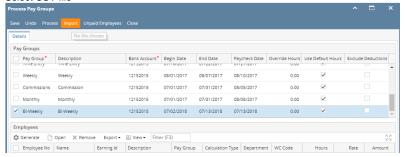
To use default hours specified in the earnings, check the **Use Default Hours** checkbox. To use a different hour, do not check the **Use Default Hours** but instead set hours in the **Override Hours** column.

- 6. 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.
- 2. Click Import

3. Select CSV file

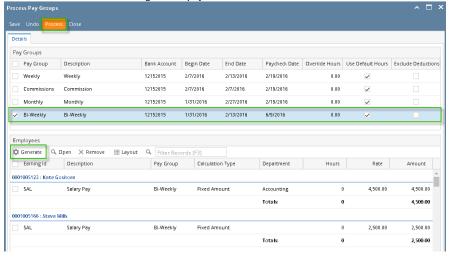


- 1. Click Process Pay Groups from Payroll module.
- 2. Select Pay Group by checking the corresponding checkbox.



- 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.

5. Click Process toolbar button to generate paychecks.



(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.

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'.

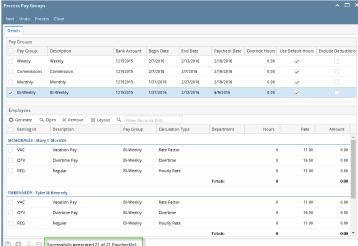
Are you sure you want to process this Pay Group?



- 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.



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

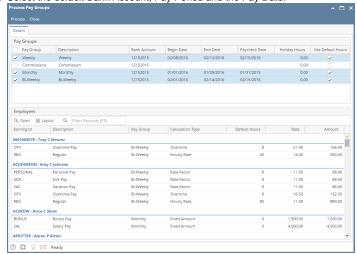


1 The system will generate single Paycheck for each Employee on the selected pay group even if there are multiple Departments.

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.

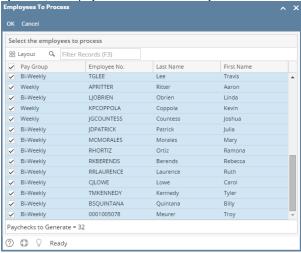
- 1. From the Payroll module, single click the Process Pay Groups menu.
- 2. In Pay Groups lists, select the Pay Group by checking the checkbox.
- 3. Select the default Bank Account, Pay Period and the Pay Date.



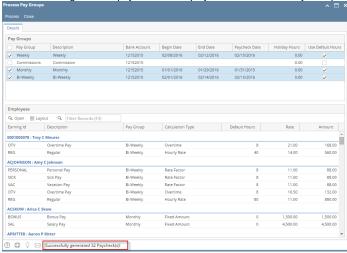


Check the 'Use Default Hours' checkbox column if you would want to use the Employee default Earning Hours setup and process to paycheck.

- 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.