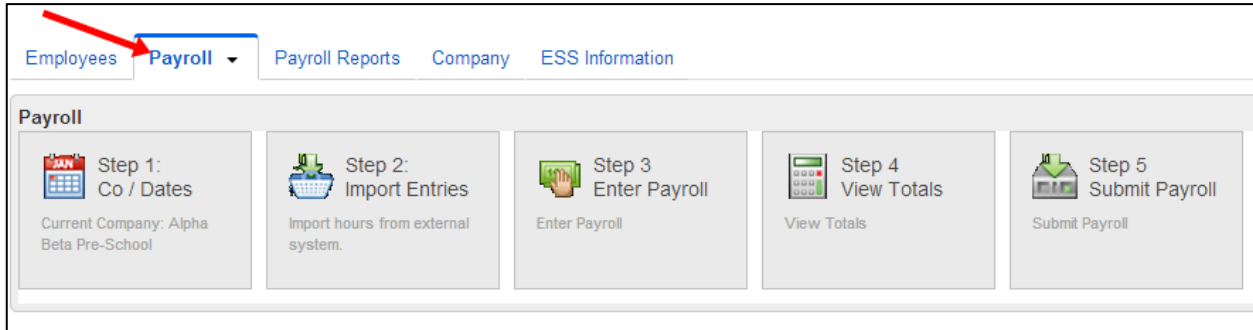


Payroll Process

Entering Payroll

To enter payroll, click on the Payroll tab at the very top of the screen. You will then see steps 1-5.



Click the **Step 1** button to select the pay period and check date that you want to use. If the dates shown are correct, click the Save button.

The 'Set up Payroll' dialog box shows the following fields: Company: ALPH - Alpha Beta Pre-School, Override: , From Date: 02/02/2014, To Date: 02/08/2014, and Check Date: 02/12/2014. A red arrow points to the 'Save' button.

If you think your dates are incorrect or if you have an additional pay run, please contact Payroll Express. Please do not use the Override option to change the dates.

The 'Set up Payroll' dialog box shows the following fields: Company: Alpha Beta Pre-School, Override: , From Date: 02/02/2014, To Date: 02/08/2014, Check Date: 02/12/2014, and Calendar: 03/06/2014. A red arrow points to the 'Save' button.

Note: You may receive the following pop-up if the dates that you entered are not in the standard order (From Date < To Date < Check Date). If the dates are correct, click the "Proceed" button to continue with payroll entry. Otherwise, click the "Edit" button to change them.

Set up Payroll

Dates are not in the standard order:
From Date < To Date < Check Date

Please verify that the dates below are correct.

From Date: 03/26/2014
To Date: 03/29/2014
Check Date: 03/26/2014

Proceed
Edit

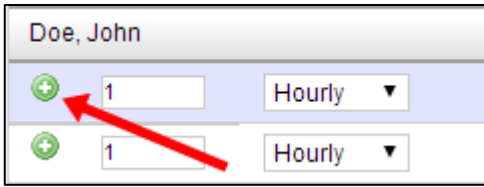
Step 2 is used for time clock imports. Please see other documentation on this.



Click the **Step 3** button to enter the Pay Grid screen. Click on the "Show/Hide Columns" button to add or remove columns. For example:

- You can hide the JobID if you don't use jobs for cost allocations.
- You can add the Override wage if you pay employees different rates routinely.

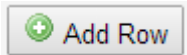
Employees	Payroll	Payroll Reports	Company	ESS Information		
Chris R Us Payroll Details Save Close Holds						
Show / Hide columns		Add Row		Search: <input type="text"/>		
showing 1 to 25 of 36 entries ◀ ▶						
Chk	Pay Type	Hours/Amounts	Wage	Total	Location	JobID
Doe, John						
1	Hourly	0	10.5	\$ 0.0000	Location 100	None
1	OT1.5	0	15.75	\$ 0.0000	Location 100	None
1	OT2.0	0	21	\$ 0.0000	Location 100	None
1	Vac Hrly	0	10.5	\$ 0.0000	Location 100	None
1	SickHrly	0	10.5	\$ 0.0000	Location 100	None
1	PTO Hrly	0	10.5	\$ 0.0000	Location 100	None
Jones, Christopher						
1	Hourly	0	20.36	\$ 0.0000	Location 100	None
1	OT1.5	0	30.54	\$ 0.0000	Location 100	None
1	OT2.0	0	40.72	\$ 0.0000	Location 100	None
1	Vac Hrly	0	20.36	\$ 0.0000	Location 100	None

Click the green “+” sign to the left of a pay type to add another record with that same pay type to the grid. This would be necessary to apply different jobs, departments, rates, etc. to each record.

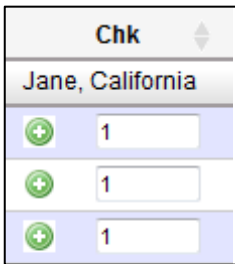





Doe, John		
	<input type="text" value="1"/>	Hourly ▾
	<input type="text" value="1"/>	Hourly ▾

Click the Add Row button near the top-left corner to add pay types for employees already in the pay grid (this is similar to clicking the green button described above). This also will add employees that are set up in the company, but not currently in the pay grid.



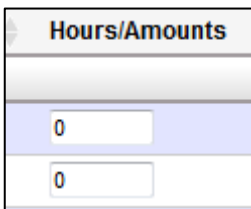
The Check (Chk) column allows you to create multiple pay checks (or direct deposit stubs) for an employee. For example, if the employee wants his/her vacation pay on a separate check, you can change the Chk number from “1” to “2” .a



Chk	
Jane, California	
	<input type="text" value="1"/>
	<input type="text" value="1"/>
	<input type="text" value="1"/>

The Hours/Amounts column allows you to enter the number of hours that you want to pay an employee. Enter the gross pay amount for dollar-based pay types such as tips, bonus, or commission (these should be set-up with a \$0 wage in the employee’s setup). Note: The system will enter \$1 into the override column for you. Please leave this there.

Note: Verify with your payroll bureau, the preferred way to enter salary pay data. If the salary pay type’s wage is set to zero or \$1, you will most likely enter the dollar amount earned for the pay period. If the wage is set to an hourly rate, you would most likely enter the number of hours to be paid (not necessary the hours worked). If you need to track the number of hours worked independently of the pay amount, check with your payroll bureau for instructions.



Hours/Amounts	
<input type="text" value="0"/>	
<input type="text" value="0"/>	

The Location, Department, Division, Title, Classification, and JobID columns will be set to the employee’s default settings from Employee Setup. These can be edited as needed.

Location	Department	JobID
Location One	Department Two	None

The red “-” button on the far right of each record allows you to delete the pay type (record) from this paycheck. You can also enter zero in the amounts field rather than deleting the record. Note: Records may return with the next payroll’s entry if they are set in the employee’s reoccurring entry setup at the bureau.



There is a “Holds” button in the top right corner.

Save	Close	Holds
Search: <input type="text"/>		

In some cases, an employee may receive a check that will not have deductions, benefits, accruals, and/or taxes withheld. The Holds window (shown below) allows you to select items to place a hold on for a selected Check (Chk) number. This hold can be for one employee or all employees and can be made permanent or set to only occur this pay run. The Save/Close button must be clicked to apply the changes. Please include a name in the Hold Description box (If this is not done, the hold will not be listed in the holds block of the Totals screen). THIS FEATURE DOES NOT MEAN “WITHHOLD” FROM EMPLOYEE....IT IS USED TO STOP A DEDUCTION FROM BEING DEDUCTED OUT OF EMPLOYEE’S CHECK.

Hold Description:

Affects: This Pay Only Permanent

Affects: All Employees Select Employees

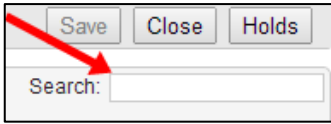
Affects Separate Check: 1 2 3

No Holds Assigned

Holds Details Save/Close

Deductions	Taxes	Benefits	Vacation	Other
401K Contribution	Federal Income Tax	401K Er Contribution	PTO	No data available in table
Advance on Pay	Indiana State Income Tax	401K Er Match	Sick	
Child Support 1		Simple IRA Er Contri	Vacation	
Child Support 2		Simple IRA Match		
Garnishment 1				

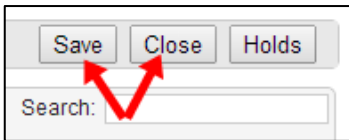
The "Search" box will allow you to quickly find a specific employee in the pay grid.



Use the left and right arrows at the top or bottom of the screen to change the page and enter payroll for all employees.



Once you're finished entering hours/amounts for all of the employees, click the "Save" and then the "Close" buttons in the top right corner. You can "Save" your pay entry as often as you like. The "Close" button will take you back to the Steps 1-5 screen.



Click the **Step 4** button to view totals to verify that the payroll entry is correct.

Click on a "Pay Type" in the top-left block and its details will be shown in the "Totals Details" block on the right. The middle block on the left will give you totals by location, department, division, or job (select which of these you wish to see from the list there). The bottom-left block will show any holds that you have in this payroll (with a description).

Pay Type	Units	Hours	Totals
Bonus	1000	0	\$1000.00
Hourly	40	40	\$810.00
OT1.5	6	6	\$182.28
Salary	25	1000	\$0.00
Grand Totals	1071	1046	1992.28

Showing 1 to 4 of 4 entries

Select Level: Departments

Level	Units	Hours	Wage	Totals
Admin	25	1000	0.00	0.00
Implimentation	1046	46	50.63	1992.28

Holds

Description	All Employees	One Time	Employee
No data available in table			

Showing 0 to 0 of 0 entries

Totals Details Save/Close

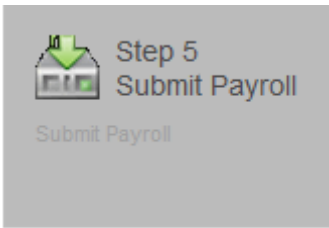
Search:

Employee	Pay Type	Units	Hours	Wage	Override	Totals
Million, Max	Hourly	40	40	20.25	0	\$810.0000

Showing 1 to 1 of 1 entries

Once you have verified that the totals are correct, click the "Save/Close" button on the top-right to return to the Steps 1-5 screen.

Click the **Step 5** button to submit the payroll to the bureau.



Verify that the information (company through total employees) is correct. Enter comments for the bureau regarding the payroll. The "Preview Payroll" option is a feature that the bureau can turn on for you. If you do not have this option (can't check the box), click the "Submit" button to submit the payroll or the "Cancel" button to exit the screen and make changes. If you do have the "Preview Payroll" option, check it to receive a gross to net report for preview before final submission of the payroll. Uncheck it to make this the final submission of the payroll. Then click the Submit button.

Verify Submission

Company:	DC08
From Date	03/19/2014
To Date	03/25/2014
Check Date	03/20/2014
Total Hours	88
Total Employees	3
Preview Payroll	<input checked="" type="checkbox"/>

Comments...

Submit Cancel

If you checked the preview option before clicking the Submit button, you will receive the preview report within 30 minutes. Notice the progress bar above the Payroll tab. When it changes to "You have 1 Payroll Calculations pending approval", click somewhere on the words "1 Payroll Calculations" to view the report. Note: You will also receive an email with this same link when the report is ready.

CyberPay Online v3.0

You have 1 Payroll Calculations pending approval.

Employees Payroll Payroll Reports Company ESS Information

Payroll Previews Pending Approval

Company	Check Date	Updated At	View Payroll Preview
PETS - Commercial Pet Supplies	02/26/2014	03/10/2014 01:11 PM	Payroll_Preview_Report.PDF (12 KB)

If the preview report is correct, click the “Approve” link. Then enter a comment if desired and click the Save button. This completes the payroll. If you need to make changes, click the “Unlock Paygrid & Cancel” link. Enter a comment if desired and then click the Save button.

Then return to steps 1-5 to fix the payroll.

CyberPay Online v3.0

You have 1 Payroll Calculations pending approval.

Employees Payroll Payroll Reports Company ESS Information

Payroll Previews Pending Approval

Pending Approval 1-1 of 1

Company	Check Date	Updated At	View Payroll Preview	Workflow Status	Workflow Actions
PETS - Commercial Pet Supplies	02/26/2014	03/10/2014 01:38 PM	Payroll_Preview_Report.PDF (12 KB)	Pending Approval	Approve Unlock Paygrid & Cancel

TechSupportCPAD

CyberPay Online v3.0

You have 1 Payroll Calculations pending approval.

Employees Payroll Payroll Reports Company ESS Information

Payroll Calc: Approve

Confirm Status Change

You have elected to modify payroll for Commercial Pet Supplies. Enter any notes below for your reference.

Comments

Save Cancel

Save Cancel

You will get an email once the payroll has been processed and reports are available for you to view online. Once you get that email, you can go to the “Payroll Reports” tab and see your reports. They are ordered in most current check date first.

<input type="checkbox"/> Edit Del	02/20/2014	02/09/2014	02/15/2014	Client Cover Letter.PDF (14 KB)	Payroll Reports - 02/20/2014	02/18/2014 05:14 PM
<input type="checkbox"/> Edit Del	02/20/2014	02/09/2014	02/15/2014	Payroll Summary_001.PDF (17 KB)	Payroll Reports - 02/20/2014	02/18/2014 05:14 PM
<input type="checkbox"/> Edit Del	02/20/2014	02/09/2014	02/15/2014	Payroll Check Register by Department.PDF (65 KB)	Payroll Reports - 02/20/2014	02/18/2014 05:14 PM
<input type="checkbox"/> Edit Del	02/20/2014	02/09/2014	02/15/2014	401K Report, Deduction and Employer Match.PDF (6 KB)	Payroll Reports - 02/20/2014	02/18/2014 05:14 PM
<input type="checkbox"/> Edit Del	02/20/2014	02/09/2014	02/15/2014	Targeted Deduction Report_001.PDF (6 KB)	Payroll Reports - 02/20/2014	02/18/2014 05:14 PM
<input type="checkbox"/> Edit Del	02/20/2014	02/09/2014	02/15/2014	CheckStubs_13_DD.PDF (76 KB)	Payroll Reports - 02/20/2014	02/18/2014 05:14 PM