



Asure Payroll - Web Client User Guide



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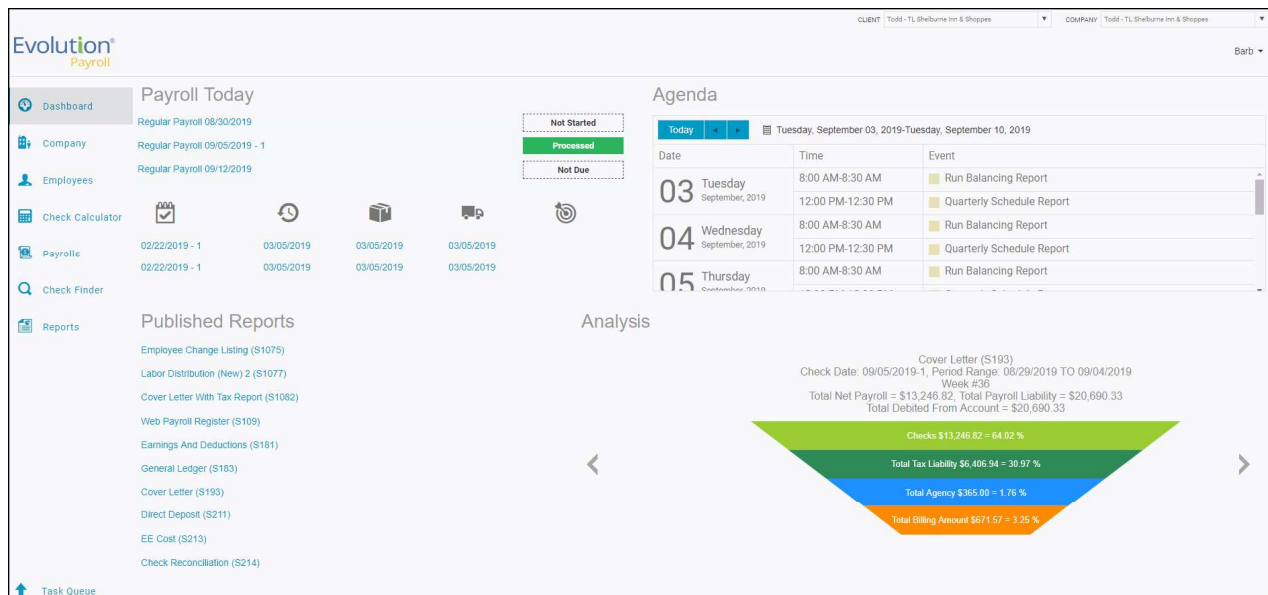
Payroll – Review screen	
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The Dashboard

Information on the Web Payroll Dashboard is laid out in sections, or tiles, from which users can navigate to the information selected. Dashboard functionality is covered in more detail later in this guide.



Header

In the Header at the top of the screen, far left, is the company's logo.

The clients and companies are selected from the dropdown lists in the upper right corner of the screen. When the Dashboard first opens, the default client shown is the one with the lowest Internal Client Number. The client and company fields are accessible in every screen within Web Payroll.

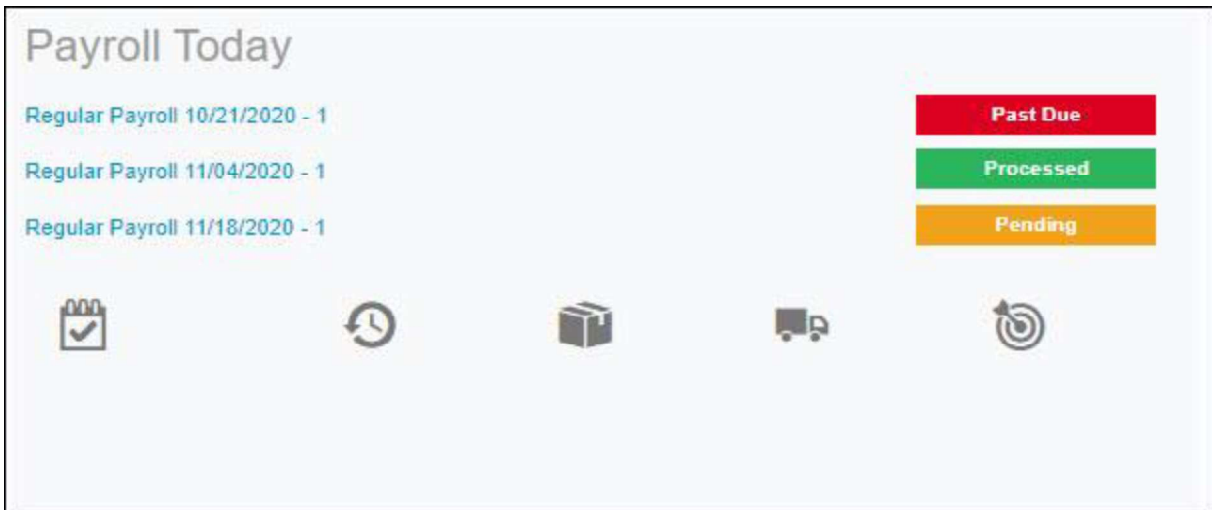
Note: When a different Client/Company is selected, regardless of the menu in which the user is working, the user is automatically returned to the Dashboard screen.

Menu Bar

Use the Menu Bar on the left-hand side of the screen to navigate within Web Payroll, similarly to the Menu Bar in Classic. Menu Items are selected from the main screens of each menu. Each menu is covered in more detail later in this Guide.

Payroll Today

The Payroll Today tile offers a snapshot of payrolls scheduled around the time of the viewing. The payrolls listed are links that, when clicked, take you to the Batch Settings screen for the payroll selected. Normally the first payroll is the most recently run prior to current day. The next are payrolls scheduled to go out on the current day or in the very near future.



The symbols across the center of the tile are described in the table below and indicate delivery status of the payrolls listed below, currently a feature of VMR. To view this section on the Dashboard, the company must be set up with VMR.

Symbol	Description
	Check date of the payrolls listed below
	Processed date of the payrolls listed below
	Packaged date of the payrolls listed below
	In Transit date of the payrolls listed below
	Date Delivered of the payrolls listed below

Agenda

The agenda functions similarly to the User Scheduler in Classic and is available to the user only. It keeps a calendar of all scheduled tasks. Agenda users must have User Scheduler security rights established in Classic to access the Agenda in Web Payroll.

Agenda		
Today ◀ ▶ 📅 Tuesday, September 03, 2019-Tuesday, September 10, 2019		
Date	Time	Event
03 Tuesday September, 2019	8:00 AM-8:30 AM	Run Balancing Report
	12:00 PM-12:30 PM	Quarterly Schedule Report
04 Wednesday September, 2019	8:00 AM-8:30 AM	Run Balancing Report
	12:00 PM-12:30 PM	Quarterly Schedule Report
05 Thursday September, 2019	8:00 AM-8:30 AM	Run Balancing Report

Published Reports

The Published Reports tile lists the 10 most recently run reports, published to the company through VMR in Classic. Each report link when clicked, brings the user to the “Published Reports” screen in the application, showing a preview of the report results.

Published Reports
Employee Change Listing (S1075)
Labor Distribution (New) 2 (S1077)
Cover Letter With Tax Report (S1082)
Web Payroll Register (S109)
Earnings And Deductions (S181)
General Ledger (S183)
Cover Letter (S193)
Direct Deposit (S211)
EE Cost (S213)
Check Reconciliation (S214)

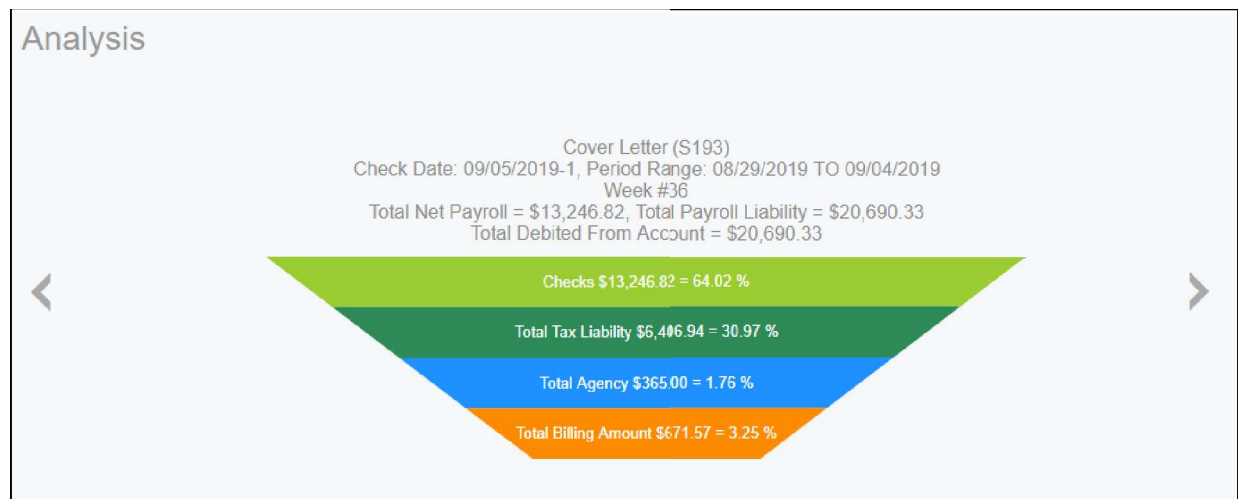
Analysis

The tile on the bottom right of the Dashboard screen displays a graphical representation of the *Cover*

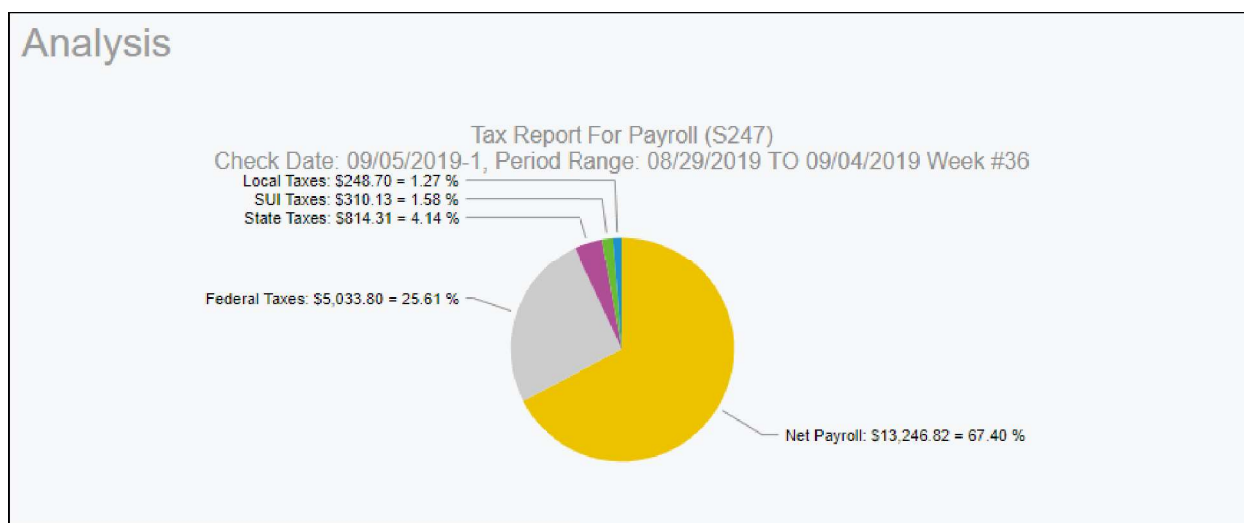
Letter Report (S193) and *Tax Report for Payroll (S247)* reports. Users can click the left  or right  arrow to scroll to the next view.

The Analysis tile always shows data for the last processed payroll and is updated when next payroll is processed. For the graphs to be displayed, the reports must be properly configured to display on the dashboard.

The *Cover Letter (RW) (S193)* displays as an inverted pyramid showing the actual dollar amounts in the payroll. At the top of the chart is a breakdown of the payroll that the chart represents.



The *Tax Report for Payroll (S247)* displays as a Pie Chart showing the amounts of the taxes as well as the Net Payroll amount for the payroll for which the report was generated.



Navigating Web Payroll

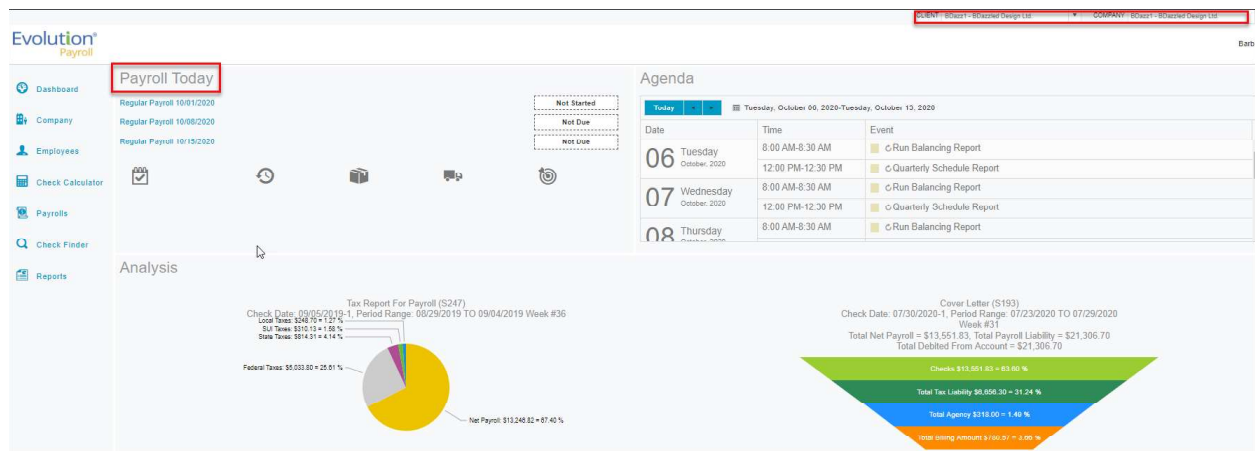
Navigate within Web Payroll using buttons, symbols, or by clicking within the fields themselves. When adding information, press the **TAB** key to advance to each of the applicable fields in the order in which they should be completed.

Client and Company Selector

Select the client and company from the dropdown menus in the upper right corner of the screen to view company-specific information.

To navigate to the topic and screens desired from the Dashboard, users can

1. Click the Menus in the Menu bar, or
2. Click the Tile titles



The Employee Menu

After clicking the Employee menu, click the active button (the button that is not greyed out) in the Header to access the additional menu items within the Employee menu.

Example: the following screen opens when the user clicks the Employees menu. This is the Table View. Click the active button to access the Form View, which lists the menu items within the Employee menu.

Table View

Employees

+

✖

🔍

🕒

Search for Employee...

EXPORT TO EXCEL

EE #	Last Name	First Name	SSN/EIN	State	Zip Code	Status
2	Glazer	JoAnne	*****6126	NY	01234	Active
3	Flax	Ron	*****4455	NY	12345	Active
4	Carlow	Jane	*****5555	CA	98765	Active
5	Timm	Robert	*****9987	PA	19231	Active
6	Miller	Renee	*****3152	MA	01701	Active
7	Mills	Linda	*****9581	MA	01701	Active
8	Carlow	Harriet	*****9879	VT	05446	Active
9	Zerlea	Stephen	*****1236	VT	05495	Active
10	Wolf	Naomi	*****3456	VT	05495	Active
11	Selacie	Richard	*****6678	KY	42398	Active
12	Hard	Eric	*****6543	NY	01701	Active
20	Casucci	Kristen	*****3155	MA	01701	Active
21	Appelman	Lori	*****5134	MD	20817	Active
25	Cone	Barbara	*****5641	VT	05495	Active
30	Leslie	Roger	*****6654	NY	01701	Active

1 - 15 of 18 items

Preview

JoAnne Glazer

2

Last Name: Glazer

First Name: JoAnne

SSN/EIN: *****6126

Status: Active

Phone: 802-877-9136

Email: jglazer@bdazzled.com

Address: 9 Spring Rd, Williston, NY 01234

Form View

Employees

+

✖

🔍

🕒

2 - Glazer, JoAnne

2 - Glazer, JoAnne

Last AsureForce sync: >90 Days [Sync Now](#)

PERSONAL

LABOR DEFAULTS

ACA

RAV

FEDERAL

STATE

LOCAL

CHILD SUPPORT

DIRECT DEPOSIT

SCHEDULED E/Ds

DELIVERY

TIME OFF ACCRUAL

EMPLOYEE PORTAL

NOTES

Demographics

SSN * EIN *

789-45-6126

Employee Type *

W-2

EE Code *

2

Time Clock #

First Name *

JoAnne

MI

Last Name *

Glazer

Address 1 *

9 Spring Rd

Address 2

City *

Williston

State *

NY

Zip Code *

01234

County

Buffalo

Phone

(802) 877-9136

Extension

Email

jglazer@bdazzled.com

Birth Date

07/28/1957

Gender *

Female

Ethnicity *

White

Tribe

Hire Status

Status *

Active

Current Hire Date *

07/01/2006

Original Hire Date

Termination Date

Rehire Eligible *

Yes

Employee Type *

Full Time

On Call From

On Call To

Benefits

Healthcare Coverage *

No ER Paid Ins/Not Eligible

TLM Accrual Group

Dependent Coverage *

Employee Dependents

Benefit Eligible

09/01/2006

Group Term Policy

GTL Hours

GTL Rate

Tables

Several screens in Web Payroll are formatted as tables, which come with their own unique navigating functionality.

The first screen to open in the Employees menu is displayed in table format.

There are several additional tools that can be used when navigating with tables.

Filtering – if a column header has a filter  symbol next to the name, click to open a filter box. Enter criteria to filter the results displayed on the screen when searching for specific data.

Search for Employee...

EXPORT TO EXCEL

EE #	Last Name	First Name	SSN/EIN	State	Zip Code	Status
2	Glazer	JoAnne	***-**-6126	NY		Active
3	Flax	Ron	***-**-4455	NY		Active
4	Carlow	Jane	***-**-5555	CA		Active
5	Timm	Robert	***-**-3987	PA		Active
6	Miller	Renee	***-**-3152	MA		Active
7	Mills	Linda	***-**-9581	MA		Active
8	Carlow	Harriet	***-**-3879	VT		Active
9	Zenlea	Stephen	***-**-1236	VT		Active
10	Wolf	Naomi	***-**-3456	VT		Active
11	Salacie	Richard	***-**-6678	KY	42398	Active
12	Hard	Eric	***-**-6543	NY	01701	Active
20	Casucci	Kristen	***-**-3156	MA	01701	Active
21	Appleman	Lori	***-**-5134	MD	20817	Active
25	Conte	Barbara	***-**-5641	VT	05495	Active
30	Leake	Roger	***-**-8654	NY	01701	Active

Show items with value that:

Is equal to

And

Is equal to

FILTER

CLEAR

Page 1 of 2

1 - 15 of 18 items

Sorting – as in Excel, data can be sorted from high-to-low or low-to-high by clicking the column header. This can be done with alpha as well as numerical data.

Column Re-ordering – click and drag the column heading to re-order the data – for example, click and drag the First Name column to view before the Last Name column.

Hot Keys

A series of **Hot Keys** have been developed to enable quicker navigation. There are several key combinations that perform the same function with different results, depending upon the menu the user is in. The table below identifies the Keyboard Hot Keys currently available.

Keyboard Key/s	Description
Press the ALT key + N	Add new employee / Add new payroll
Press the CTRL key + S	Save employee / Save payroll
Press the CTRL key + E	Export grid to Excel (this only works in Grid view)
Press ALT + Insert	Insert / add a record (row) into a table (instead of clicking the Add button.)
Press ALT + Delete	Delete record (row) from a table (instead of clicking the Delete button.)
Press the ALT key + the Right Arrow key	Scroll right to next employee record or check line
Press the ALT key + the Left Arrow key	Scroll left to previous employee record or check line

Terminology

There are a few terms used in Web Payroll that warrant introduction. A few of the new terms you will see in this document as well as in the application are described below.

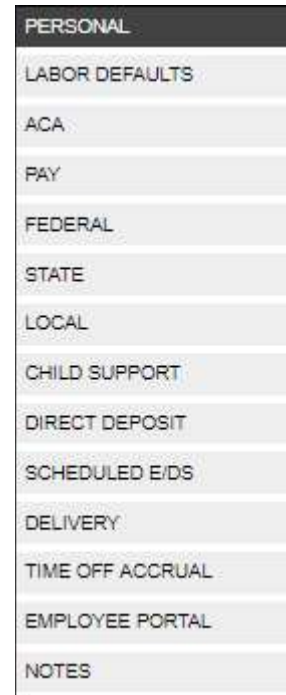
Menu Bar

List of Menus (links) on the left-hand side of the screens. Click the links to be brought to the main screen of the menu selected.

	Dashboard
	Company
	Employees
	Check Calculator
	Payrolls
	Check Finder
	Reports

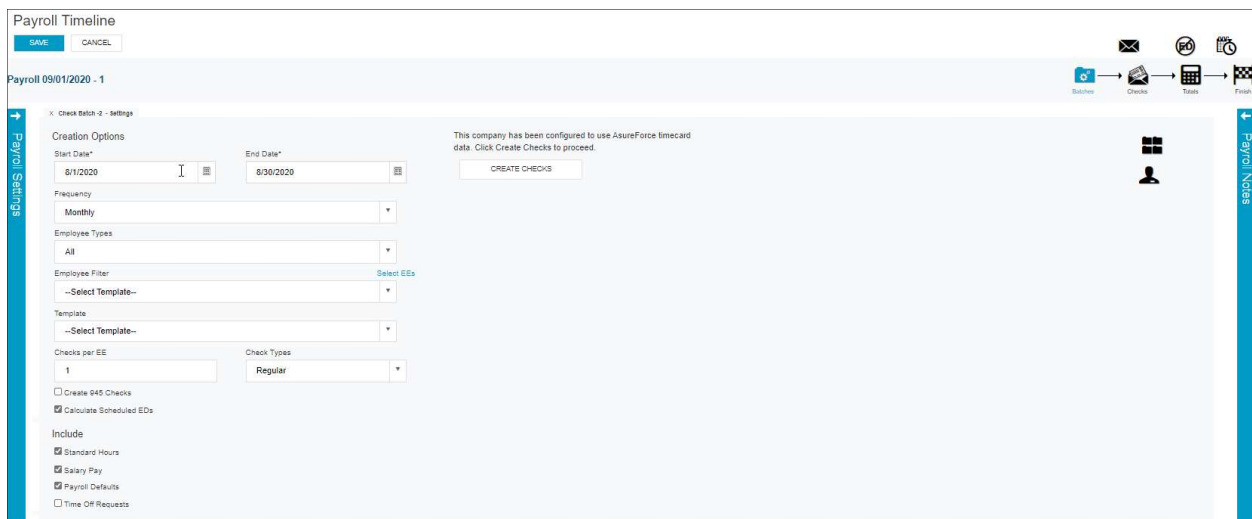
Menu Items

Within some of the menus (Company and Employee) there are sub-menus on the left side of the screen with menu items that pertain to the topics of those menu screens. Our example is from the Employees menu.



Fly-out tabs

There are tabs you will see in the application that open from the sides, called Fly-out tabs. These will be discussed in detail within the Web Payroll modules.



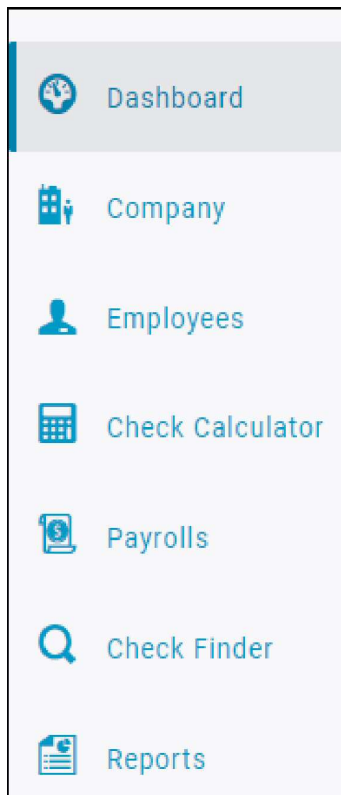
The screenshot shows the 'Payroll Timeline' screen with a 'Payroll Settings' fly-out tab open on the left. The main area displays 'Payroll 09/01/2020 - 1' and a 'CREATE CHECKS' button. The 'Payroll Settings' tab contains the following options:

- Creation Options**
 - Start Date*: 8/1/2020
 - End Date*: 8/30/2020
 - Frequency: Monthly
 - Employee Types: All
 - Employee Filter: --Select Template--
 - Template: --Select Template--
 - Checks per EE: 1
 - Check Types: Regular
- Include**
 - ☐ Create 945 Checks
 - ☒ Calculate Scheduled E/DS
 - ☒ Standard Hours
 - ☒ Salary Pay
 - ☒ Payroll Defaults
 - ☐ Time Off Requests

At the top right of the main area, there is a message: 'This company has been configured to use AsureForce timecard data. Click Create Checks to proceed.'

The Menu Bar

The Menu Bar contains many of the same menus as are in Classic, based on security rights the user has been given.



The Web Payroll Dashboard Information is laid out in sections, or tiles, from which users can navigate to the information selected.

Company information, including settings and rules established by the company can be viewed in the Company menu. The fields' values are taken from corresponding fields in Web Classic. The data in the Company menu is currently read-only however it can be edited in Classic.

Employee information can be added, viewed, and edited in the Employees menu.

Opens the Check Calculator screen on which non-payroll employee checks can be calculated from Gross-to-Net or Net-to-Gross.

Payrolls are processed quickly and easily through Web Payroll. The first screen in the Payrolls Menu is the Payroll Timeline, displaying coupon or card-like views of scheduled payrolls.

The Check Finder menu link opens a Check Finder screen on which parameters are entered to search for a specific check by check number or employee code / name within a particular date range, and status.

The Reports menu lets the user see reports that have been published to Web Payroll from VMR, as well as process additional reports as needed.

The Company Menu

Company information, including settings and rules established by the company can be viewed in the Company menu. The fields' values are taken from corresponding fields in Classic. The data in the Company menu is currently read-only, however it can be edited in Classic.

Company - Basics screen

The first screen that opens when the Company menu is accessed is the **Company – Basics screen**. Note the additional Company menu items on the left-hand side of the screen.

Company

BASICS | ORGANIZATIONAL LEVELS | ED CODES | STATES | PREVIOUS | NEXT

Name	BDazzled Design Ltd.			Company Code	BDazz1
D.B.A.				EIN	000000000
Address 1	11 Spring Lane			Customer Service Team	Customer Service
Address 2				Customer Service Representative	Conte
City	Williston	State	VT	Zip Code	05495
Phone		Fax		Email	barbara.conte@asuresoftware.com
Legal Address				Bank Accounts	
Name	Linda Mills			Payroll	123456789
Address 1	7 Spring Lane			Tax	123456789
Address 2				Workers' Compensation	123456789
City	Williston	State	VT	Billing	123456789
				Direct Deposit	123456789

Company - Organization Levels screen

The Company - Organization Levels screen displays the Division, Branch, Department, and Team organization level-specific information, if applicable, for this company. Each company level (previously known as D/B/D/T in Classic) may have their own payroll bank accounts. When a level is selected on the left, a Payroll Bank Account number, Tax Bank Account number, Billing Bank Account number, and Direct Deposit Account number display on the right, if applicable.

Company

BASICS | **ORGANIZATIONAL LEVELS** | ED CODES | STATES | PREVIOUS | NEXT

- BDazzled Design Retail Division
 - BDazzled Design Retail - Williston
 - BDazzled Design Sales-Marketing
 - BDazzled Design Retail New Eng
 - BDazzled Design Mid-Atlantic
 - BDazzled Design Retail - Burlington
 - BDazzled Design Retail Client Services
 - BDazzled Design Retail Others

Details for: BDazzled Design Retail Division

Id number	1001
Description	BDazzled Design Retail Division
Home State	VT
Override EE Rate #	
Override Pay Rate	
Payroll Bank Account #	123456789
Tax Bank Account #	035435103
Billing Bank Account #	981087103
DD Bank Account #	123456789

The section on the left-hand side of the screen displays the organization level setup (Division, Branch, Department, and Team).

- Click a level to view information specific to that organization level in the panel on the right.

Company - E/D Codes Screen

The Company - E/D Codes screen displays a list of the E/D Codes created and used by the company.

Company									
BASICS									
ORGANIZATIONAL LEVELS									
ED CODES									
STATES									
PREVIOUS	NEXT								
Details									
Code	Description	Rate	Rate #	OT Rate Multiplier	Start Date	Amount	Percentage		
08	Wyoming Workers Comp								
D01	401(k) EE Contribution								
D02	Health Insurance								
D03	1099-R								
D04	Garnishment								
D05	Child Support								
D055	Child Support 4								28.00
D06	Child Support 2								28.00
D07	Child Support 3								28.00
D08	Direct Deposit								
D09	Direct Deposit Net								
D10	HSA Family								
D101	Percent of State Taxable Wages								
D11	HSA Single								
D12	HSA Catch up								
D13	ER HSA Single								
D14	ER HSA Family								
D15	ER Employee Taxable HSA Family								

Company - States screen

The Company – States screen shows the states in which the company is set up to do business.

Company

BASICS

ORGANIZATIONAL LEVELS

ED CODES

STATES

PREVIOUS

NEXT

Description	Code
Alaska	AK
California	CA
Kentucky	KY
Maryland	MD
Massachusetts	MA
New Mexico	NM
New York	NY
Pennsylvania	PA
Puerto Rico	PR
Vermont	VT
Washington	WA

11 items

Setting for: Alaska - AK

EIN

123456789

SDI EIN

123456789

☐ State Tax Exempt

☐ SUI Exempt

SUI Rates

Tax Name	Rate
AK-SUI (ER)	0.0297
AK-SUI (EE)	0.0062

2 items

Appendix - Company Menu

Company Basics screen

Field / Button	Description
Name	The company name.
DBA	Company name if the company is doing business as a name other than the name above.
Address 1	First address line of company address.
Address 2	Second address line of company address.
City	City name of company address.
State	Company state.
Zip Code	Company zip code.
Phone	Main phone number for company.
Fax	Main fax number for company.
Legal Address section	If the company has a legal name and address different from the address listed above, enter it in this section.
Name	Legal company name, if different.
Address 1	Legal address first line, if different.
Address 2	Legal address second line, if different.
City	Legal address city, if different
State	Legal state address, if different.
Zip Code	Legal zip code, if different.
Company Code	This must be alpha or numeric, up to 9 characters, and must be unique to this company.
EIN	The Employer Identification Number (EIN) for the company.
Customer Service Team	Name of the Customer Service Team.

Field / Button	Description
Customer Service Representative	Name of the Customer Service Representative.
Email	Email address of the Customer Service Representative.
Bank Accounts section	
Payroll	The payroll bank account number.
Tax	The tax bank account number.
Field / Button	Description
Workers' Compensation	The Workers' Compensation bank account number.
Billing	The billing bank account number.
Direct Deposit	The direct deposit bank account number.

Company - Organization Levels screen Company - States Screen

Field / Button	Description
Number	The number of the organization level displayed.
Description	The description of the organization level displayed.
Home State	The home state of the organization level displayed.
Override EE Rate #	The employee rate number override, if applicable.
Override Pay Rate	The pay rate amount if applicable.
Payroll Bank Account #	Payroll bank account number for the organization level displayed.
Tax Rate Account #	Tax rate account number for the organization level displayed.
Billing Bank Account #	Billing bank account number for the organization level displayed.
DD Bank Account #	Direct deposit account number for the organization level displayed.

Field / Button	Description
Code	Assigned at the System level, these are the E/D codes the company has selected to use.
Description	Description of the E/D code
Rate	Rate at which the earning or deduction is added or subtracted
Rate #	Rate Number for the rate that translates to the employees' rate number
OT Rate	Rate at which overtime is applied
Default section	
Start Date	Default Start Date for all company employees with this set up as a Scheduled E/D. Can be changed at the Employee level.
Amount	Default Amount for all company employees with this set up as a Scheduled E/D. Can be changed at the Employee level.
Rate	Default Rate for all company employees with this set up as a Scheduled E/D. Can be changed at the Employee level.

Company - States Screen

Field / Button	Description
Description	The state name.
Code	The state code.
EIN	The Employer Identification Number.
SDI EIN	Employer Identification number used when paying State Disability Insurance in the state
State Tax Exempt	Whether the company is exempt from paying state tax in this state.
SUI Exempt	Whether the company is exempt from paying SUI for this state.

Field / Button	Description
SUI Rates section	State Unemployment Insurance rates that the company pays based on the states in which it is set up to do business.
Tax Name	The SUI tax name.
Rate	The rate of the SUI tax.
Local Rates section	Local rates that the company pays based on the states in which it is set up to do business.
Tax Name	Name of the local tax
Rate	The local tax rate.

The Employees Menu

The buttons in the header, far right are used to toggle between the Table view (above) and the Employee view (below) in which information shows for one employee.

Employees

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🔍

📄

Search for Employee...

EXPORT TO EXCEL

EE #	Last Name	First Name	SSN/EIN	State	Zip Code	Status
2	Glazer	JoAnne	*****6126	NY	01234	Active
3	Flax	Ron	*****4455	NY	12345	Active
4	Carlow	Jane	*****5555	CA	98765	Active
5	Timms	Robert	*****3807	PA	19231	Active
6	Mills	Harriet	*****9162	MA	01701	Active
7	Mills	Linda	*****9581	MA	01701	Active
8	Carlow	Harriet	*****3879	VT	05446	Active
9	Zenlea	Stephen	*****1235	VT	05495	Active
10	Wolf	Naomi	*****3456	VT	05495	Active
11	Salacie	Richard	*****6676	KY	42388	Active
12	Hard	Eric	*****8543	MA	01701	Active
20	Casucci	Kristen	*****3196	MA	01101	Active
21	Appleman	Lois	*****5134	MD	20817	Active
25	Confe	Barbara	*****5641	VT	05495	Active
30	Leake	Roger	*****8654	NY	01701	Active

1

Page 1 of 2

1 - 15 of 18 Items

Preview

JoAnne Glazer

Last Name: Glazer

First Name: JoAnne

SSN/EIN: *****6126

Active

Phone: 802-977-9136

Email: jglazer@Bdazzled.com

Address: 9 Spring Rd
Williston, NY 01714

The buttons in the header, far left, are used to add a new employee, delete a new record, show audit history, and for single sign-on into SwipeClock.

Note: The SwipeClock SSO button is displayed on all screens in the Employees menu, as well as the screens in the Payroll menu.

Employees

SAVE

CANCEL

2 - Glazer, JoAnne

PERSONAL

LABOR DEFAULTS

ACA

PAY

FEDERAL

STATE

LOCAL

CHILD SUPPORT

DIRECT DEPOSIT

SCHEDULED EOD

DELIVERY

TIME OFF ACCRUAL

EMPLOYEE PORTAL

NOTES

PREVIOUS

NEXT

Demographics

SSN *

789-45-6126

EIN *

Employee Type *

W-2

EE Code *

2

Time Clock #

First Name *

JoAnne

M.I.

Last Name *

Glazer

Address 1 *

9 Spring Rd

Address 2

City *

Williston

State *

NY

Zip Code *

01234

County

Buffalo

Phone

(802) 877-9136

Extension

Email

jglazer@Bdazzled.com

Birth Date

07/28/1957

Gender *

Female

Ethnicity *

White

Tribes

Hire Status

Status *

Active

Current Hire Date *

07/01/2006

Termination Date

Employee Type *

Full Time

On Call From

On Call To

Benefits

Healthcare Coverage *

No ER Paid Ins/Not Eligible

Dependent Coverage *

Employee Dependents

Healthcare Coverage *

TLM Accrual Group

No ER Paid Ins/Not Eligible

Dependent Coverage *

Benefit Eligible

06/01/2006

2 - Glazer, JoAnne

Last AssureForce synch: >90 Days [Synch Now](#)

Note: If the company has any payrolls with a status of C, H, I, Y, or B, an error message will be displayed, and the user will not be able to add new employees, or make edits to any employees of that company.

Adding New Employees

To add a new employee in Web Payroll,

1. Select and open the client and company from the dropdown list above the heading on the right-hand side of the screen.
2. Click the **Employees** Menu to open.

If there are employees already set up with this company, they appear in the list on the screen.

Note: Employee SSNs are masked in the Grid View except for the last four digits.

Employees






Search for Employee...

Export to Excel

EE #	Last Name	First Name	SSN/EIN	State	Zip Code	Status
2	Glazer	JoAnne	***-**-6126	NY	01234	Active
3	Flax	Ron	***-**-4455	NY	12345	Active
4	Carlson	Jane	***-**-5555	CA	90705	Active
5	Timms	Robert	***-**-3987	PA	19231	Active
6	Miller	Renee	***-**-3152	MA	01701	Active
7	Mills	Linda	***-**-9581	MA	01701	Active
8	Carlson	Hannel	***-**-3879	VT	05448	Active
9	Zentle	Stephen	***-**-1236	VT	05495	Active
10	Wolf	Naomi	***-**-3456	VT	05495	Active
11	Salacie	Richard	***-**-8878	KY	42398	Active
12	Hard	Eric	***-**-6543	MA	01701	Active
20	Casucci	Kristen	***-**-3156	MA	01701	Active
21	Appleman	Lori	***-**-5134	MD	20817	Active
25	Conte	Barbara	***-**-5641	VT	05495	Active
30	Leake	Roger	***-**-8654	NY	01701	Active

Page 1 of 2

1 - 15 of 18 items

Preview

JoAnne Glazer

2

Last Name: Glazer

First Name: JoAnne

SSN/EIN: ***-**-6126

Status: Active

Phone: 802-877-9136

Email: jglazer@Bdazzled.com

Address: 9 Spring Rd
Williston, NY 01234

Employees

Search for Employee... EXPORT TO EXCEL

EE #	Last Name	First Name	SSN/EIN	State	Zip Code	Status
2	Glazer	JoAnne	*****0125	NY	01234	Active
3	Flax	Ron	*****4455	NY	12345	Active
4	Carlson	Jane	*****5555	CA	98765	Active
5	Timm	Robert	*****9987	PA	19231	Active
6	Miller	Renee	*****3152	MA	01701	Active
7	Mills	Linda	*****9581	MA	01701	Active
8	Carlson	Harriet	*****8879	VT	05446	Active
9	Zenke	Stephen	*****1236	VT	05495	Active
10	Wolf	Naomi	*****3456	VT	05495	Active
11	Salacia	Richard	*****6678	KY	42398	Active
12	Hard	Eric	*****5543	NY	01701	Active
20	Casucci	Kristen	*****3156	MA	01701	Active
21	Appelman	Lori	*****9134	MD	20817	Active
25	Corte	Barbara	*****5641	VT	05495	Active
30	Leslie	Roger	*****8854	NY	01701	Active

1 - 15 of 18 items

Preview

JoAnne Glazer 2

Last Name: Glazer First Name: JoAnne

SSN/EIN: ***-**-6126

Status: Active

Phone: 802-877-9136

Email: jglazer@Bdazzled.com

Address: 9 Spring Rd
Williston, NY 01234

- Click the large **plus + sign** in the heading to create a new record
Result: The Add Employee box opens.

Add Employee

Let's start by checking the ID of the EE you want to add to see if it already exists in the system

SSN EIN

CHECK ID CANCEL

- Select whether the Tax ID is a **SSN** or **EIN** and enter that number.
- Click **Check ID**.
Result: If the Social Security Number or EIN is already in the system, the **Employees – Basics** screen opens with the existing demographic information already copied into the new employee fields.

Employees View screen

The Employees – View screen is displayed only when creating a new employee. Once the basic information is added and saved, additional Employees Menu items are available on the left-hand side of the screen if needed.

Note: Users must have the same security access as when using the **Employee – Employee – EE Entry** tab in Classic.

SAVE CANCEL

New Employee

Last AsureForce sync: >90 Days [Sync Now](#)

Employee Info SSN * EIN * -----1854			EE Code * 00		Clock Mbr * 	
First Name * 			Middle Initial 		Last Name * 	
Address 1 * 						
Address 2 						
City * 		State * VT		Zip * 		
Ethnicity * Not Applicable			Date Of Birth * 		Gender * N/A	
Primary Phone 						

Taxation Details Federal Marital Status * Single			Federal Dependents * 0	
W4 Total Dependents Tax Credit 			W4 Other Income 	
W4 Deductions 			State * VT	
SDI VT			SUI * VT	
State Marital Status * - Select Marital Status -			State Dep 	
Position Current Hire Date * 			Current Status Code * Active	
Review Date 			FT / PT * N/A	
EE Type * - Select EE Type -			Employee Group * - Select Employee Group -	
Hourly / Salary * - Select Clock In Method -				

Pay Salary Amount \$0.0000			Rate 1 Amount * 		Div / Site / Dept / Job Code * 	
Pay Frequency * Weekly			Rate 2 Amount 		Div / Site / Dept / Job Code 	
Default W/C - Select Default W/C -			Rate 3 Amount 		Div / Site / Dept / Job Code 	
EE Paid Tips? No			Tipped Directly? No			

Note: Fields with names with an asterisk (*) are required.

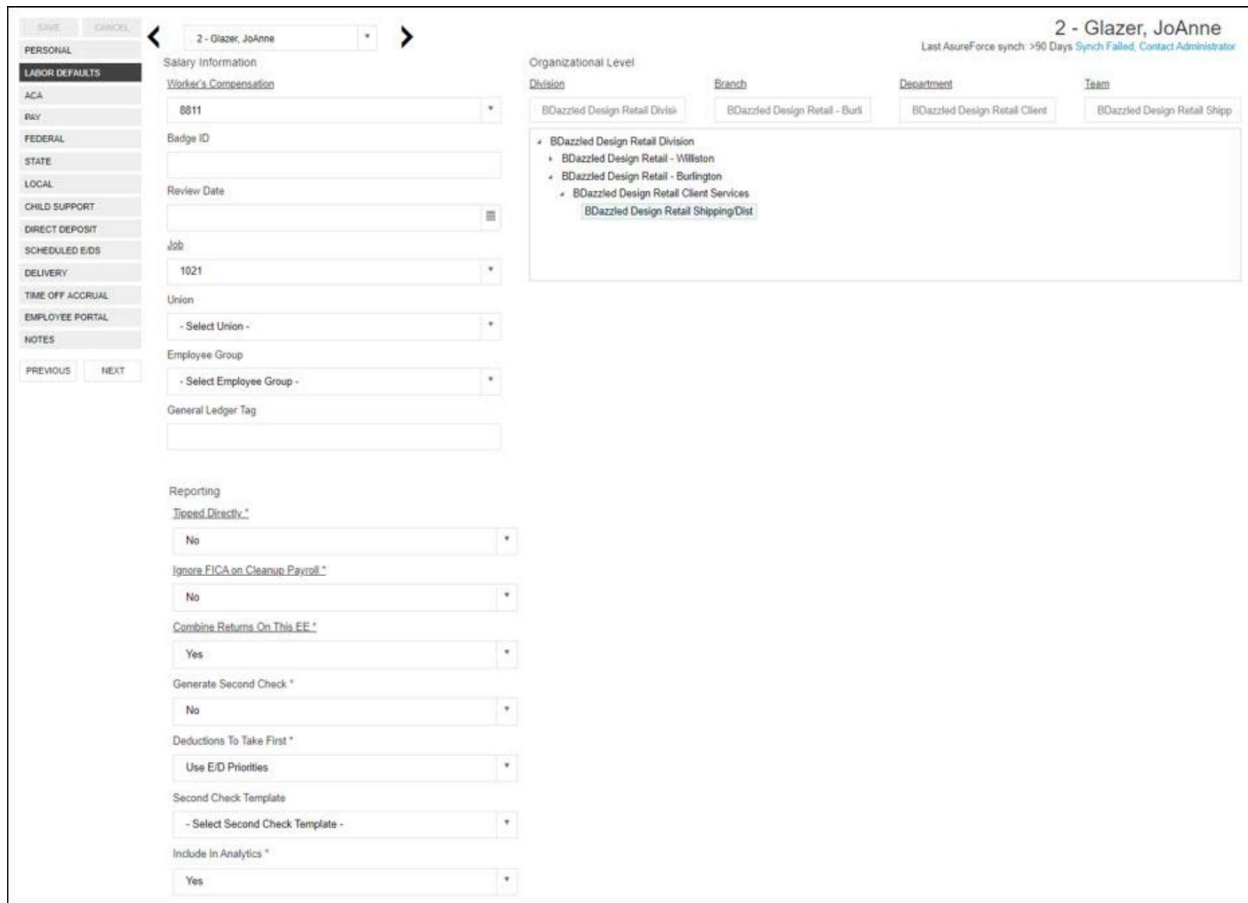
- Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the Employees View screen in the Appendix at the end of this chapter.
- Click the **Save** button when you complete entering information on this screen.
Result: The Employees View screen opens with additional Employees Menu items available on the left-hand side of the screen.

Employees - Personal screen

Once the New Employee information is saved, the Employees Personal screen displays the information added in a different format. If there is information to be added, place the cursor within the field, click and add. For detailed information about the fields on this screen, refer to the Employees – Personal screen in the Appendix at the end of this chapter.

- Click the **Next** button when you complete entering information on this screen.
Result: The Employees – Labor Defaults screen opens.

Employees - Labor Defaults screen



1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the Employees – Labor Defaults screen in the Appendix at the end of this chapter.
2. Click the **Next** button when you complete entering information on this screen.
Result: The Employees – ACA screen opens.

Employees - ACA screen

The ACA screen in Web Payroll contains the same fields as the ACA tab in Classic, located on the [Employee – Employee – screen](#). If there is information to be added, place the cursor within the field and add

SAVE CANCEL < 2 - Glazer, JoAnne >

PERSONAL
LABOR DEFAULTS
ACA
ACA HISTORY
PAY
FEDERAL
STATE
LOCAL
CHILD SUPPORT
DIRECT DEPOSIT
SCHEDULED E/DS
DELIVERY
TIME OFF ACCRUAL
EMPLOYEE PORTAL
NOTES
PREVIOUS NEXT

ACA

ACA Status *
Part Time

ACA Standard Hours

ACA Coverage Offer
1D MEC for EE and Spouse Only

ACA Relief Code
- Select ACA Relief Code -

ACA Benefit
- Select ACA Benefit -

Lowest Cost Benefit
- Select Lowest Cost -

ACA Policy Origin
B. Employer-Sponsored Coverage

Benefits Eligible *
No

Reporting
Form on File *
No

ACA Format *
None

Form Type *
1095C

- Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the Employees – ACA screen section in the Appendix at the end of this chapter.
- Click the **Next** button when you complete entering information on this screen
Result: The Employees – ACA History screen opens.

Employees - ACA History screen

The Employees - ACA History screen lets the user view and update coverage information for employees.

SAVE CANCEL < 2 - Glazer, JoAnne >

PERSONAL
LABOR DEFAULTS
ACA
ACA HISTORY
PAY
FEDERAL
STATE
LOCAL
CHILD SUPPORT
DIRECT DEPOSIT
SCHEDULED E/DS
DELIVERY
TIME OFF ACCRUAL
EMPLOYEE PORTAL
NOTES
PREVIOUS NEXT

ACA Coverage
View Coverage For: 2020 EXPORT TO EXCEL

Month	ACA Coverage Offer	ACA Relief Code
January	1D MEC for EE and Spouse Only	
February	1D MEC for EE and Spouse Only	
March	1D MEC for EE and Spouse Only	
April	1D MEC for EE and Spouse Only	
May	1D MEC for EE and Spouse Only	
June	1D MEC for EE and Spouse Only	
July	1D MEC for EE and Spouse Only	
August	1D MEC for EE and Spouse Only	
September	1D MEC for EE and Spouse Only	
October	1D MEC for EE and Spouse Only	
November	1D MEC for EE and Spouse Only	
December	1D MEC for EE and Spouse Only	

ACA Periods
Initial Measurement Period: 01/2016 - 06/2016
Stability Period: 01/2014 - 12/2014

Employee Dates
Date of Birth: 07/29/1957
Hire Date: 07/01/2006
Original Hire Date: --
Termination Date: --

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Last AsureForce sync: >90 Days [Sync Now](#)

Select the year for which historical information is needed and click within the month line in the ACA **Coverage Offer** and/or ACA **Relief Code** column to select a value from the dropdown list that opens with the applicable codes. Once a code is selected, the subsequent months are changed to match the new code.

The screen also displays the Company default Initial Measurement Period and Stability Period, and Employee Hire Date and Date of Birth. That information cannot be edited here.

1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the Employees – ACA History screen in the Employee Menu Fields module.
2. Click the Next button when you complete entering information on this screen.

Result: The Employees – Pay screen opens.

Employees - Pay screen

The Employees – Pay screen contains salary information, rate amounts for hourly employees, pay frequency, etc. There are also three sub-menus that are part of the Pay menu item. The information on these screens is read-only for employees.

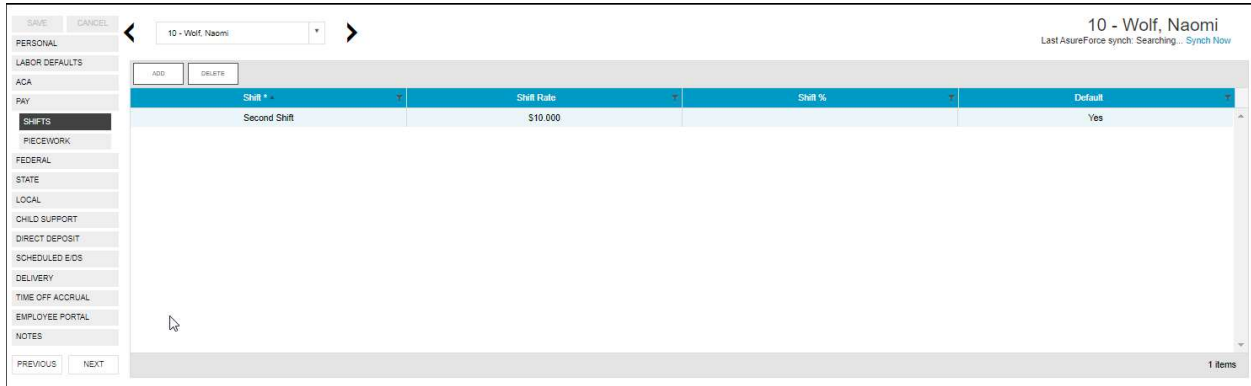
3. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the Employees – Pay screen in the Appendix at the end of this chapter.
4. If there are any overrides, click the **Add** button to add the required information.
5. Click the **Next** button when you complete entering information on this screen.

Result: The Employees – Federal screen opens.

Shifts Sub-menu

Shifts must be already created in Classic, after which they can be applied to employees in Web Payroll. Some employees may be assigned multiple shifts.

Note: Users must have Employee – Shifts menu security access set up in Classic to be able to create and apply shifts.



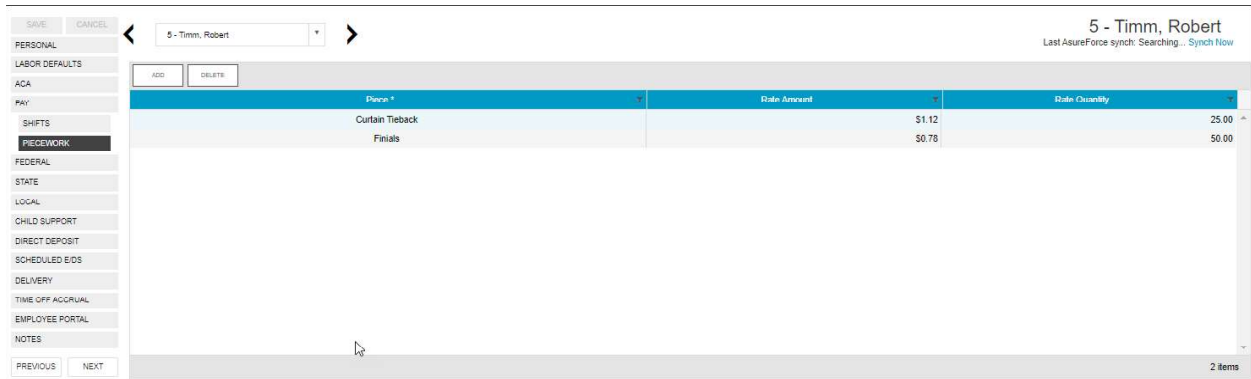
Shift #	Shift Rate	Shift %	Default
Second Shift	\$10.000		Yes

1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the Employees – Pay screen – Shifts in the Appendix at the end of this chapter.
2. Click the **Next** button when you complete entering information on this screen.

Result: The Employees – Piecework screen opens.

Piecework Sub-menu

The Piecework screen is where piecework items are set up and to employees. Before these can be applied to employees, the piecework items must be set up in Classic at the client level.



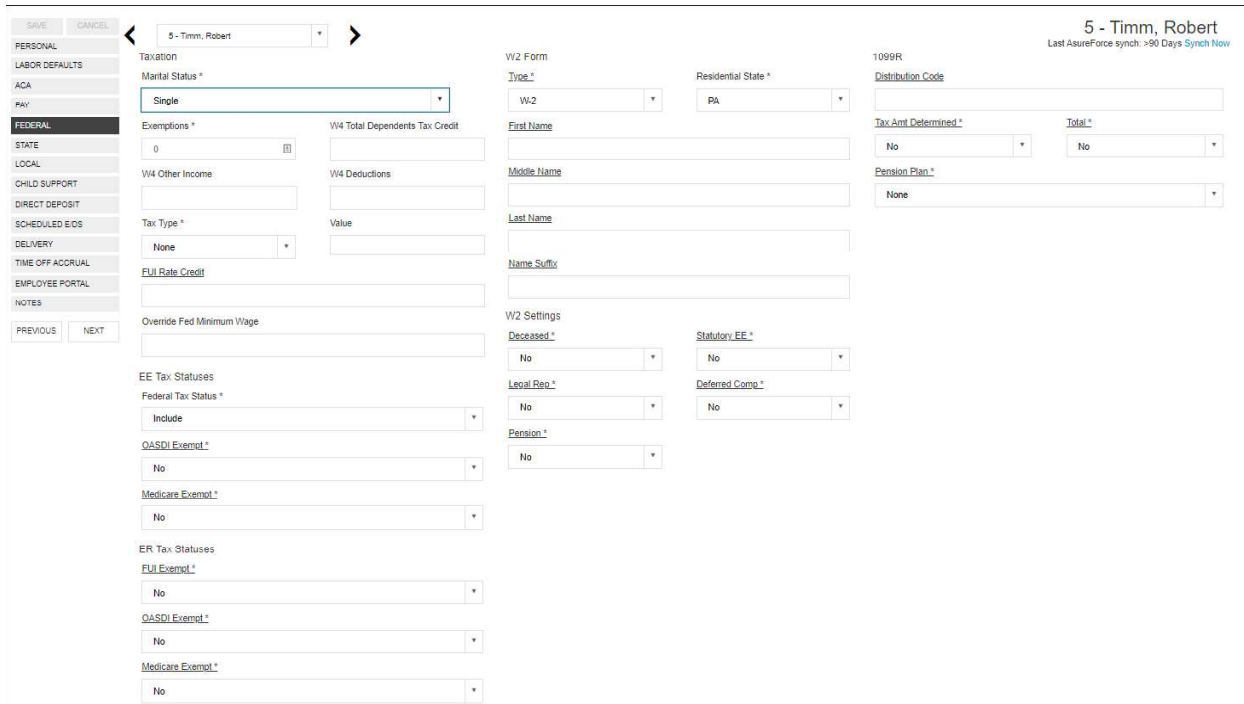
Piece #	Rate Amount	Date Quantity
Curtain Tieback	\$1.12	25.00
Finials	\$0.78	\$0.00

Note: Users must have Employee – Piecework menu access set up in Classic to be able to create and apply piecework.

1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the Employees - Pay Screen - Piecework in the Appendix at the end of this chapter.
2. Click the **Next** button when you complete entering information on this screen.
3. **Result:** The Employees - Federal screen opens.

Employees - Federal screen

The Employees – Federal screen contains settings and statuses of federal tax information.

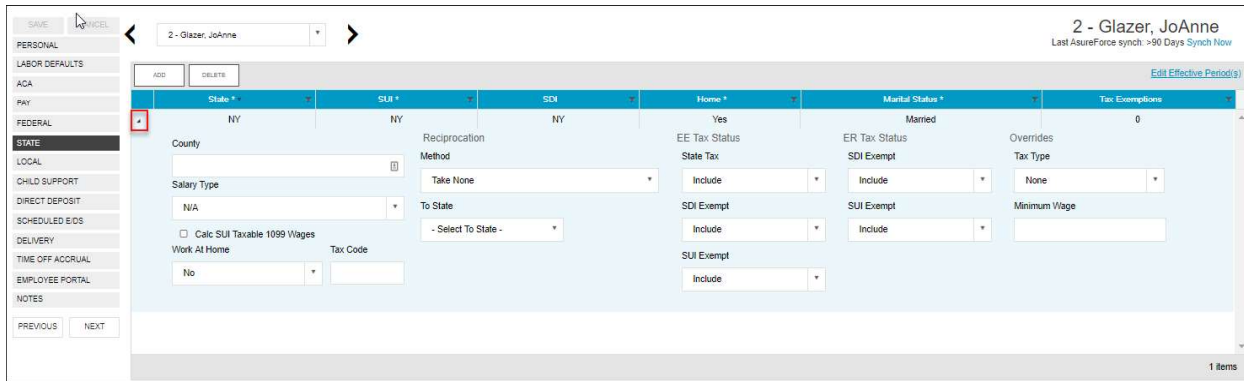


1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the Employees – Federal screen in the Appendix at the end of this chapter.
2. Click the **Next** button when you complete entering information on this screen.

Result: The Employees – State screen opens.

Employees - State screen

The Employees – State screen is where state tax information can be added, deleted and viewed.



1. Click the small arrow(s) at the far left of the line on the information bar to minimize or maximize the state information. Users may also double-click the small arrow(s) to expand the information.
2. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the Employees – State screen in the Appendix at the end of this chapter.
3. Click the **Add** button to add another state as needed or click the **Delete** button to delete a state from the employee's record.
4. Click the **Next** button when you complete entering information on this screen.

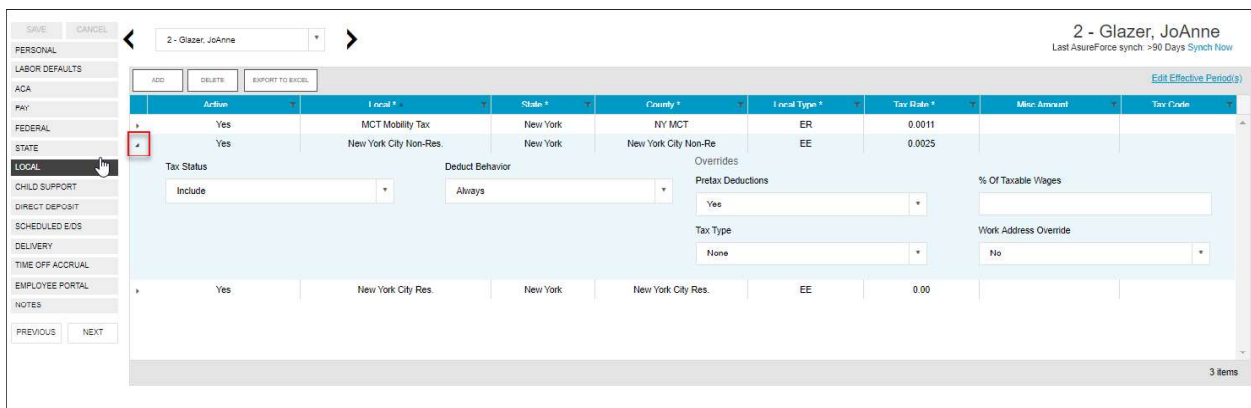
Result: The Employees – Local screen opens.

Employees - Local screen

When creating a new employee in Web Payroll, the local taxes will either be set up automatically, the user will be prompted to attach local taxes, or local taxes will have to be added as part of the employee setup.

On the **Company - Taxes - Local Tax - Details** tab in Classic,

If...	Then...
The Auto-create on New Hire field is set to Yes...	...local taxes are automatically applied to new employees of that company. Note that it does not apply to existing employees or rehires.
The Auto-create on New Hire field is set to No...	...no local taxes will be attached to new employees of that company. Users must manually add the local taxes when creating new employees in Web Payroll.
The Auto-create on New Hire field is set to Ask...	...a screen opens in Web Payroll, prompting the user to apply that local tax.



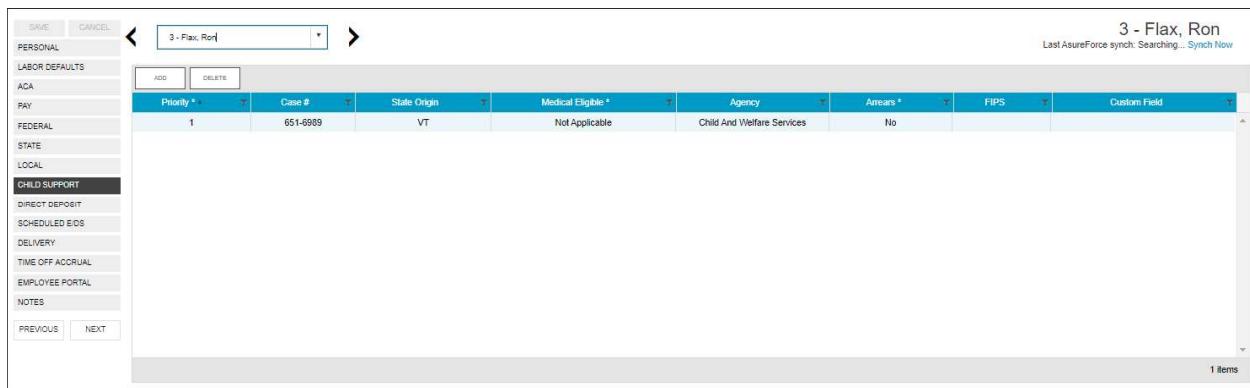
1. Click the **Add** button to add another local as needed or click the **Delete** button to delete a local (if, for example, the employee moved) from the employee's record. For detailed information about the fields on this screen, refer to the Employees – Local screen in the Appendix at the end of this chapter.

2. Click **Save** at the top of the Menu bar on the left-hand side of the screen when you have completed entering information on this screen.
3. Click the **Next** button.

Result: The Employees – Child Support screen opens.

Employees - Child Support screen

If the employee owes Child Support, the Child Support case information is displayed on this screen.

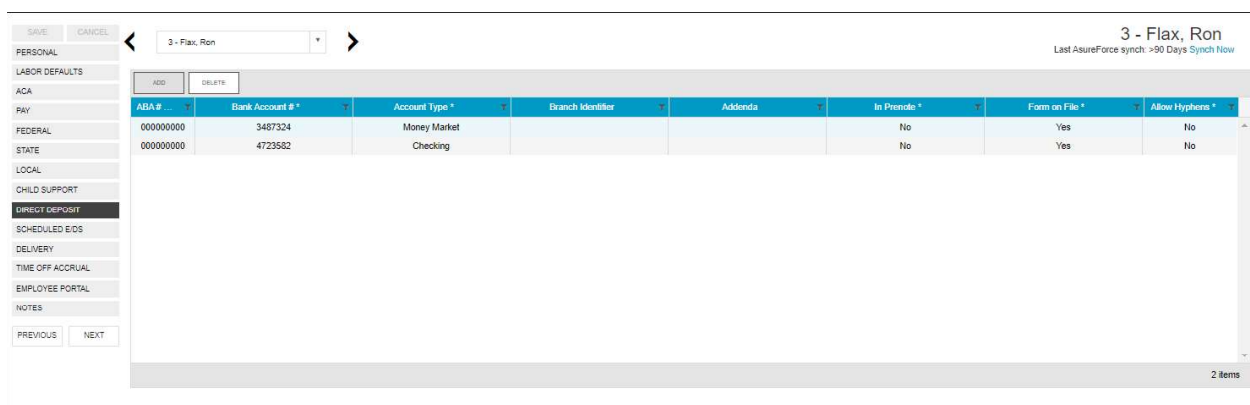


1. Click the **Add** button to add a Child Support case as needed or click the **Delete** button to delete a case. For detailed information about the fields on this screen, refer to the Employees – Child Support screen in the Appendix at the end of this chapter.
2. Click **Save** when you have completed entering information on this screen.
3. Click the **Next** button.

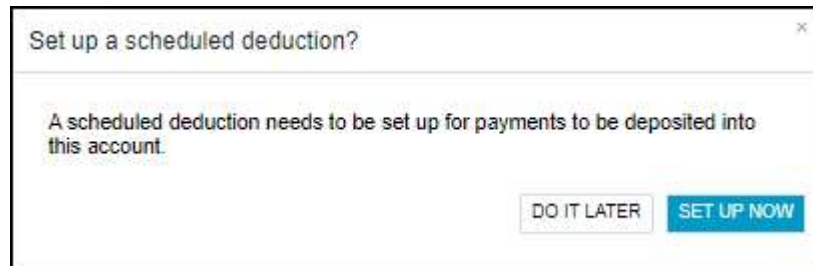
Result: The Employees – Direct Deposit screen opens.

Employees - Direct Deposit screen

Users can add, delete, and view direct deposit information on this screen.



4. Click the **Add** button to add new direct deposit information as needed or click the **Delete** button to delete a direct deposit setup. For detailed information about the fields on this screen, refer to the Employees – Direct Deposit screen in the Appendix at the end of this chapter.
5. Click **Save** when you have completed entering information on this screen.
Result: a popup box opens asking if a Scheduled E/D has already been set up for this direct deposit.



6. If the user clicks Set Up Now, the Employees – Scheduled E/Ds screen opens.
7. Click the **Next** button.
8. **Result:** The Employees – Scheduled E/Ds screen opens.

Employees - Scheduled E/Ds screen

Scheduled E/Ds are earnings and deductions that are scheduled to be processed automatically with every payroll. E/D codes are separated into three categories:

- Earning Codes
- Deduction Codes, and
- Memo Codes.

Scheduled E/Ds can be automatically set up for new employees if they are Auto Enlisted in Classic.

— —

Users can add, delete, and view Scheduled E/Ds on the **Employees – Scheduled E/Ds** screen.

SAVE

CANCEL

2 - Glazer, JoAnne

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2 - Glazer, JoAnne

Last AsureForce sync: >90 Days [Sync Now](#)

	ADD	DELETE	EXPORT TO EXCEL		Code *	Description *	Calculation Method *	Amount \$	Amount %	Starting *	Ending
FEDERAL	+				D01	401(k) EE Contribution	Fixed		6	12/30/2013	
STATE	+				D02	Health Insurance	Fixed			09/19/2014	
LOCAL	+				D17	Dental Insurance	Fixed			09/19/2014	
CHILD SUPPORT	+				D18	Vision Plan	Fixed			09/19/2014	
DIRECT DEPOSIT	+				DH	Mass Retirement	% of E/D Group Amt		2	04/06/2017	
SCHEDULED E/Ds	+				M02	Washington ER L & I	Washington L & I			09/14/2017	
DELIVERY	+				M04	ER Insurance Premium	Fixed			09/19/2014	

PREVIOUS

NEXT

7 items

Click the small arrow(s) at the far left of the line on the information bar to minimize or maximize the Scheduled E/D information. Users may also double-click the small arrow(s) to expand the information.

SAVE CANCEL < 2 - Glazer, JoAnne >

PERSONAL LABOR DEFAULTS ACA PAY FEDERAL STATE LOCAL CHILD SUPPORT DIRECT DEPOSIT SCHEDULED E/Ds DELIVERY TIME OFF ACCRUAL EMPLOYEE PORTAL NOTES PREVIOUS NEXT

ADD DELETE EXPORT TO EXCEL

Code *	Description *	Calculation Method *	Amount \$	Amount %	Starting *	Ending
D01	401(k) EE Contribution	Fixed		6	12/30/2013	

Basic Schedule Limits Thresholds

Code: D01 Description: 401(k) EE Contribution

Priority: 2 Calculation Link: Disposable Earnings

Calculate Using: Method defined for this E/D

Calculation Method: Fixed Amount \$: Amount %: 6.00

E/D Group: - Select E/D Group -

Always Pay/Deduct: All Payrolls Deductions to Zero: No

Deduct Whole Check: No

Send To: Agency

Agency Name: 401K Administrator

Reference to Display on Check:

7 items

The table below identifies some of the most common E/D codes that are and are not considered Scheduled E/Ds.

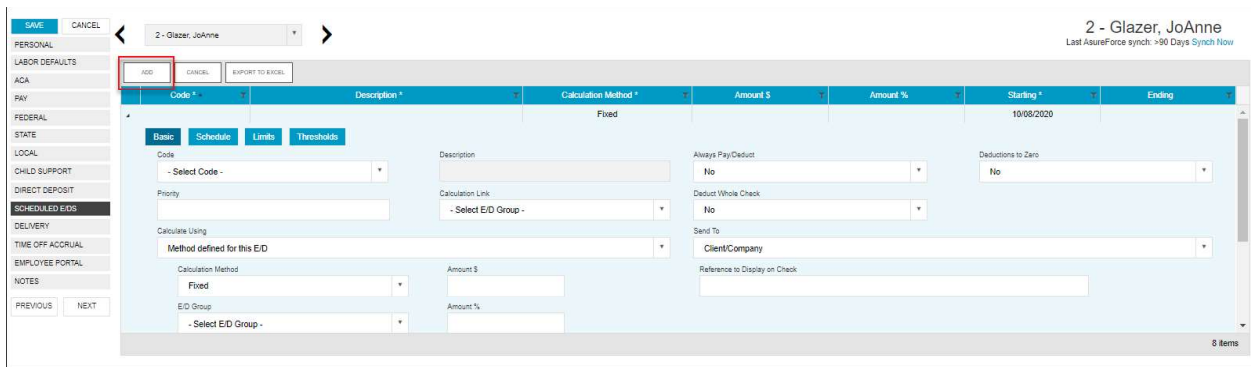
E/D Code Type	E/D Code Type	Scheduled E/Ds?
Benefits/Deductions	Health Insurance; Dental Insurance; EE 401(k) contributions, EE 401(k) catchup contributions, Flexible Spending Accounts, Dependent Care	Yes
Memo Codes (money that is set aside by the employer for the employee)	401(k) match, ER paid insurance contributions	Yes
Direct Deposits	Employee bank accounts	Yes
Agency-paid	Child support, garnishments, tax levies	Yes
Static Earnings	Auto allowance, severance pay	Yes
Loan Payments	401(k) loans, company loans	Yes
Salary	N	No
Hourly		No
Sick		No
Vacation		No

E/D Code Type	E/D Code Type	Scheduled E/Ds?
Paid Time Off		No
Bonuses		No

Setting up employee-level Scheduled E/Ds

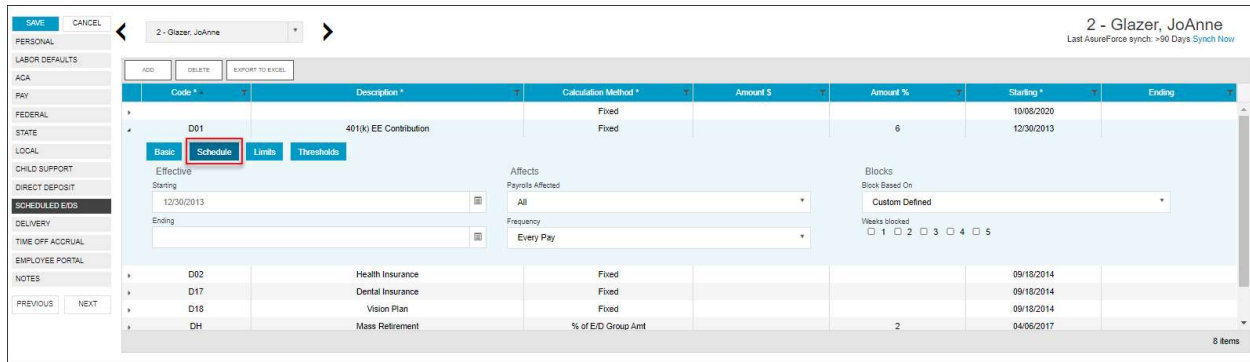
To set up employee-level Scheduled E/Ds

1. Click the **Add** button to add a Scheduled E/D or click the **Delete** button to delete a Scheduled E/D from the employee's record. For detailed information about the fields on this screen, refer to the [Employees - Scheduled E/Ds screen](#) in the Appendix at the end of this chapter.



* After a selection is made in the **Send to** field, an additional field opens below, depending upon the selection:

- **Agency** - when Agency is selected in the **Send To** field, a dropdown field opens below, from which the user selects the Agency.
 - **Client / Company** – When Client / Company is selected
 - **Direct Deposit** - when Direct Deposit is selected in the **Send To** field, a dropdown field opens below, from which the user selects an account number, or clicks the plus sign to add a new account number.
2. Complete all applicable fields.
 3. Click the **Schedule** tab when this screen is complete.

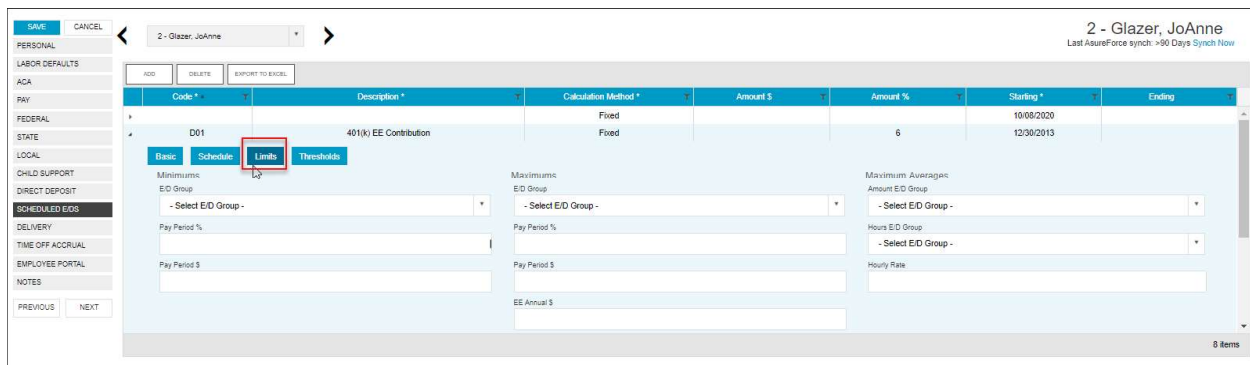


2 - Glazer, JoAnne
Last AsureForce sync: >90 Days Sync Now

Code *	Description *	Calculation Method *	Amount \$	Amount %	Starting *	Ending
D01	401(K) EE Contribution	Fixed		6	10/08/2020	12/30/2013
D02	Health Insurance	Fixed			09/18/2014	
D17	Dental Insurance	Fixed			09/18/2014	
D18	Vision Plan	Fixed			09/18/2014	
DH	Mass Retirement	% of E/D Group Amt		2	04/06/2017	

8 Items

4. Complete all applicable fields.
5. Click the **Limits** tab when this screen is complete.

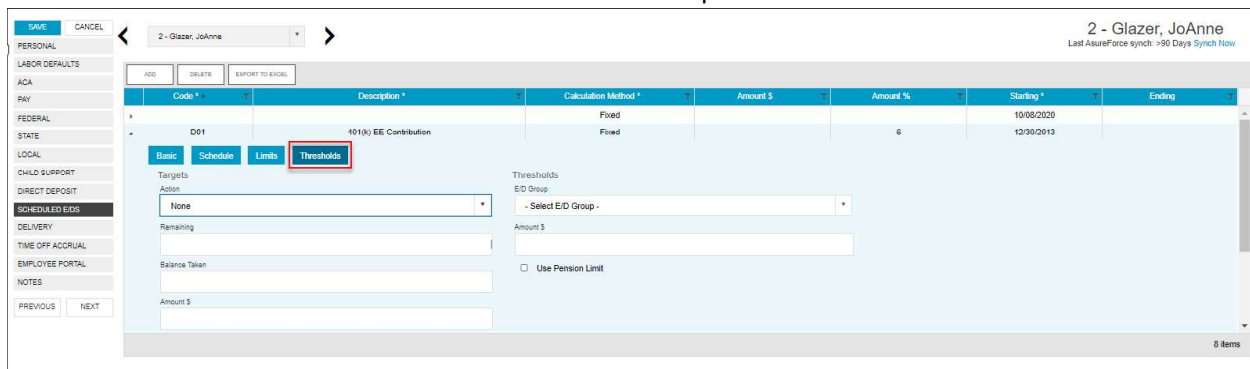


2 - Glazer, JoAnne
Last AsureForce sync: >90 Days Sync Now

Code *	Description *	Calculation Method *	Amount \$	Amount %	Starting *	Ending
D01	401(K) EE Contribution	Fixed		6	10/08/2020	12/30/2013

8 Items

6. Complete all applicable fields.
7. Click the **Thresholds** tab when this screen is complete.



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Last AsureForce sync: >90 Days Sync Now

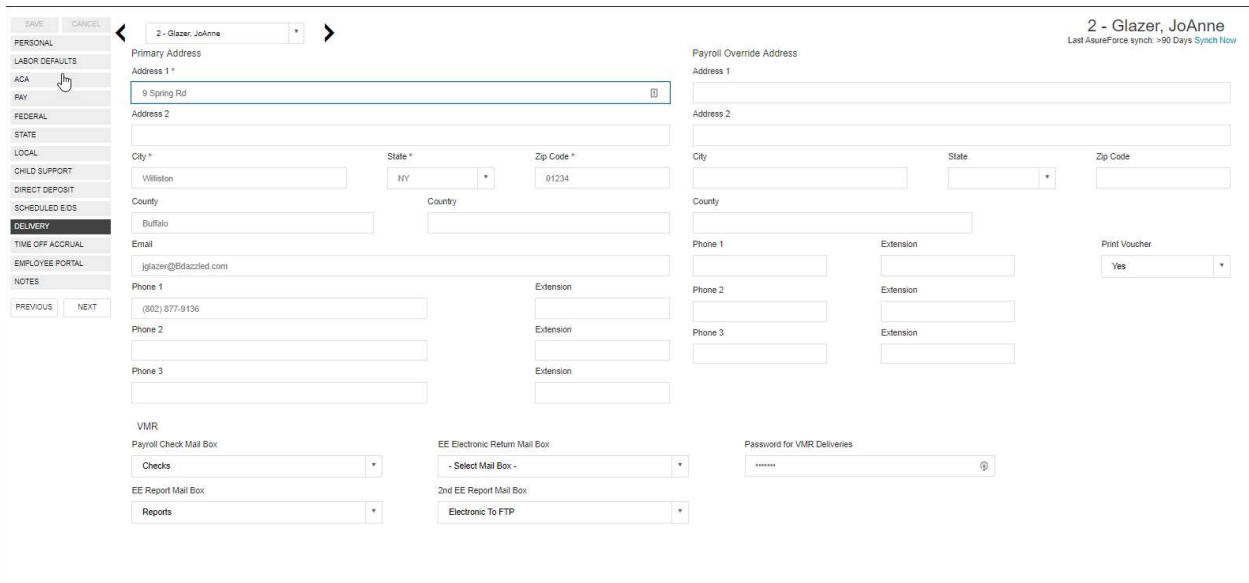
Code *	Description *	Calculation Method *	Amount \$	Amount %	Starting *	Ending
D01	401(K) EE Contribution	Fixed		6	10/08/2020	12/30/2013

8 Items

8. Click **Save** when you have completed entering information on this screen.
 9. Click the **Next** button.
- Result:** The Employees – Delivery screen opens.

Employees - Delivery screen

Delivery information for all of the employees' payroll and tax forms is listed on the Delivery menu screen.



1. Click in the applicable fields to add new delivery information as needed. For detailed information about the fields on this screen, refer to the Employees – Delivery screen in the Appendix at the end of this chapter.
2. Verify that the Primary Address information is correct.
3. Enter VMR overrides if applicable.
4. Enter a Payroll Override Address if applicable.
5. Click **Save** when you have completed entering information on this screen.
6. Click the **Next** button.

Result: The Employees – Time off Accrual screen opens.

Employees - Time off Accrual screen

Depending upon your role / permissions, you may not see this menu-item.

The Time off Accrual screen displays a balance of unused paid time off, as well as used and accrued time off.

Note: The Time off Accrual menu item may not be displayed in the list, depending upon the company settings that determine whether or not to make TOA available to employees.

SAVE CANCEL < 2 - Glazer, JoAnne B. >

PERSONAL
LABOR DEFAULTS
ACA
PAY
FEDERAL
STATE
FICA
CHILD SUPPORT
DIRECT DEPOSIT
SCHEDULED E/Ds
DELIVERY
TIME OFF ACCRUAL
EMPLOYEE PORTAL
NOTES
PREVIOUS NEXT

ADD DELETE

Activ...	Type *	Balance *	Used *	Accrued *	Effective ...	Accrual Max	Rate	Rollover T...	Rollover Date
Yes	Vacation	522.469120	0.00	522.469120					
Yes	Sick Time	260.00	0.00	260.00					

Overrides

1. Click the **Add** button to add a new Time off Accrual plan as needed, or click the **Delete** button to delete a TOA. For detailed information about the fields on this screen, refer to the Employees – Time off Accrual screen in the Appendix at the end of this chapter.
2. Select the Type of TOA being added.
3. Tab over to the Accrued tab and enter the amount the employee has accrued. A box opens requesting a reason for the adjustment.

You are about to adjust ACCRUED value

Please provide reason for the adjustment and press Ok or press Cancel if you do not wish to make the adjustment. Adjustment reason (28 char max):

Passed 6 month anniversary

OK CANCEL

4. Enter a reason > click **OK**.
5. Enter a Used amount if applicable.
Result: the Balance fills in.
6. Complete the following fields.
7. Click **Save** when you have completed entering information on this screen.
8. Press the **TAB** key or click the **Next** button.
Result: The Employees – Employee Portal screen opens.

Employees - Employee Portal

The Employee Portal screen contains the same fields as are on the [Employee – Employee – Self Serve tab](#) in Classic. For detailed information about the fields on this screen, refer to the Employees – Employee Portal screen in the Appendix at the end of this chapter.

Employees

+ [Icons]

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Last AsureForce synch: 10/14/2020 [Synch Now](#)

SAVE CANCEL

PERSONAL

LABOR DEFAULTS

ACA

PAY

FEDERAL

STATE

LOCAL

CHILD SUPPORT

DIRECT DEPOSIT

SCHEDULED E/O'S

DELIVERY

EMPLOYEE PORTAL

NOTES

PREVIOUS NEXT

Access

EE Info * Time Off * Benefits *

Full Access Full Access Full Access

User Name Password Email

jglazer ***** jglazer@evolutionpayroll.com

UNBLOCK ACCOUNT

Settings

Form on File

Yes

Format

Both

Benefits Email

Group Assignments

Name	Type	Assigned
Client Services	Personal Info	☒
Client_Services	Time Off	☐
Training & Documentation	Personal Info	☒
Training_&_Documentation	Time Off	☒

Unblock Account Button

If a user incorrectly answers their pre-defined validation questions in Web Payroll three times, their account is blocked. A user with access must unblock the account using this button. A pop-up box opens with a temporary password to be provided to the user. Once they log in using the temporary password, they are prompted to establish a new password and to select new validation questions and their answers.

Group Assignments section

Group Assignments are implemented at the Company level. Access Groups can be created and assigned ESS Managers in this section.

- Available Groups - ESS Groups with a Personal Info or Time off Group Type, these groups are created on the [Company- Benefits - ESS Group Assignment - Group Assignment tab](#) in Classic.
- Assigned Groups - groups to which this employee is assigned as a member. Select the corresponding checkbox to assign or remove employees to/from various groups.

Employees - Notes screen

Payroll Notes

Notes entered here can be viewed by the payroll processor, or other internal colleagues. The information does not appear “publicly” and cannot be viewed by the employees.

General Notes

General notes about the employee and payrolls are stored with the employee data and can also be viewed in the Payroll menu in the Notes fly-out tab on the [Employees – Payrolls - Payroll View screen](#).

Auditing Employee User History

To audit an employee's record in Web Payroll, click the **Show Audit History**  button in the header.

Result: the highlighted employee's audit history is displayed listing

- Change Date - date/s any changes were made – this is the default sorting order.
- Operation performed
- Field changed
- Old Value
- New Value, and
- User who made the change.

Audit of 'JoAnne Glazer'														
Record Audit Information CL_PERSON (nbr = 2) EE (nbr = 2)														
All	Personal	Labor Defaults	ACA	Pay	Federal	State	Local	Child Support	Direct Deposit	Scheduled E/Ds	Delivery	Time Off Accrual	Employee Portal	Notes
Change Date ▼	Operation		Field		Old Value		New Value		User					
04/11/2019 10:36:44 AM	Update		CO_WORKERS_COMP_NBR				3		Conte Barb					
03/05/2019 16:22:34 PM	Update		PR_EE_REPORT_SEC_MB...				Electronic To FTP [1]		Barb Conte [244]					
03/05/2019 16:22:34 PM	Update		PR_EE_REPORT_MB_GROU...				Reports [3]		Barb Conte [244]					
03/05/2019 16:22:34 PM	Update		PR_CHECK_MB_GROUP_NBR				Checks [8]		Barb Conte [244]					
02/25/2019 11:24:11 AM	Update		CURRENT_TERMINATION_D...		2/25/2019				Barb Conte [244]					
02/25/2019 11:22:01 AM	Update		TIME_OFF_ENABLED		Full Access [F]		Read Only [Y]		Barb Conte [244]					
02/25/2019 11:22:01 AM	Update		BENEFITS_ENABLED		Full Access [F]		Read Only [Y]		Barb Conte [244]					
02/25/2019 11:22:01 AM	Update		CURRENT_TERMINATION_D...				2/25/2019		Barb Conte [244]					
02/25/2019 11:22:01 AM	Create		RATE_AMOUNT				0		Conte Barb					
02/25/2019 11:22:01 AM	Create		PRIMARY_RATE				Y		Conte Barb					
02/25/2019 11:22:01 AM	Create		RATE_NUMBER				1		Conte Barb					
02/25/2019 11:22:01 AM	Create		CO_BRANCH_NBR						Barb Conte [244]					

Note: The Security Function “Display Username in Audit” must be enabled for the user to see the name in the audit history of the user who made the change. If this function is not enabled, the UserID is displayed without the name.

Click the button on the far-right side of the header to export a CSV file to Excel, if applicable.

The information can be filtered by clicking the Filter  symbol in the column header by which the user would like to sort/filter.

Fields that can be effective dated have labels displayed as a hyperlink. **Example:** Click [First Name *](#) to view the dates any changes to that field became effective.

First Name *	M.I.	Last Name *
JoAnne		Glazer

Click the name field label to view additional information about change effective dates.

Effective Periods for Name ×

ADDDELETE

Begin Effective Date
07/06/2017

End Effective Date
01/09/2019

First Name *
JoAnne

Last Name *
Stewart

M.I.

Begin Effective Date	End Effective Date	First Name	Last Name	M.I.
01/01/1900	05/24/2017	JoAnne	Glazer	B
05/25/2017	07/05/2017	JoAnne	Johnston	
07/06/2017	01/09/2019	JoAnne	Stewart	
01/10/2019	12/30/9999	JoAnne	Glazer	

SAVECANCEL

Editing information

Some screens in Web Payroll that support dynamic fields have a link in the upper right-hand corner, "Edit Effective Period(s)."

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[Edit Effective Period\(s\)](#)

Primary *	Rate Number *	Rate Amount *
No	1	\$9.198
Yes	2	\$4.11
No	3	\$7.1876

3 items

1. Click the **Edit Effective Period(s)** link on the screen if applicable (available on screens that support dynamic fields.)

Result: The Effective Periods screen opens.

Effective Periods for Pay Rates

[ADD](#) [DELETE](#)

Begin Effective Date: 04/21/2020

End Effective Date: 12/30/9999

Primary *: No

Rate Number *: 1

Rate Amount *: \$9.1980

Begin Effective Date	End Effective Date	Primary	Rate Number	Rate Amount
01/01/1900	04/20/2020	Yes	1	\$0.00
04/21/2020	12/30/9999	No	1	\$9.198

[SAVE](#) [CANCEL](#)

2. Click the **Add** button.
3. The **Begin Effective Date** field changes automatically to today's date. Change that if it should be a different date.
4. Make other changes as applicable.
5. Click **Save**.

Deleting an Effective Date Record

1. Click the Field hyperlink to display the Effective Periods screen for the applicable field.
2. Highlight the row to be deleted.

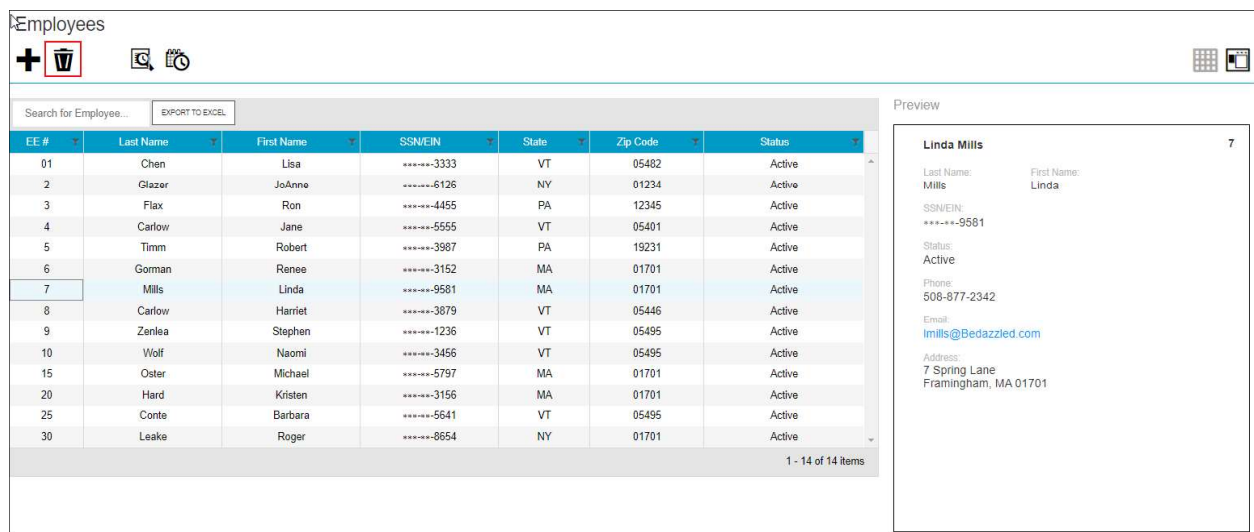
- Click the **Delete** button.

Deleting an Employee

Employees can be deleted, if they do not have any payroll history and are not part of a pending payroll. If they have payroll history, the Delete button will not be available to click.

To delete an employee

- Highlight the applicable employee.
- Click the **Delete** button.



Employees

Search for Employee... [EXPORT TO EXCEL](#)

EE #	Last Name	First Name	SSN/EIN	State	Zip Code	Status
01	Chen	Lisa	-----3333	VT	05482	Active
2	Glazer	JoAnne	-----6126	NY	01234	Active
3	Flax	Ron	-----4455	PA	12345	Active
4	Carlou	Jane	-----5555	VT	05401	Active
5	Timm	Robert	-----3987	PA	19231	Active
6	Gorman	Renee	-----3152	MA	01701	Active
7	Mills	Linda	-----9581	MA	01701	Active
8	Carlou	Harriet	-----3879	VT	05446	Active
9	Zenlea	Stephen	-----1236	VT	05495	Active
10	Wolf	Naomi	-----3456	VT	05495	Active
15	Oster	Michael	-----5797	MA	01701	Active
20	Hard	Kristen	-----3156	MA	01701	Active
25	Conte	Barbara	-----5641	VT	05495	Active
30	Leake	Roger	-----8654	NY	01701	Active

1 - 14 of 14 items

Preview

Linda Mills 7

Last Name: Mills First Name: Linda

SSN/EIN: -----9581

Status: Active

Phone: 506-877-2342

Email: lmills@Bedazzled.com

Address: 7 Spring Lane Framingham, MA 01701

Result: A confirmation screen opens asking for confirmation of the deletion.

If the employee has any payroll history, the following error message will be displayed.



Employees Menu - Appendix

Employees - New Employee screen

Field / Button	Description
SSN	This is the employee's Social Security Number or Employee Identification Number.
EE Code	(EE Number) must be alpha or numeric, up to 9 characters, and unique to the employee.
Clock Number	Enter the employee's time clock number
First Name	The employee's first name
MI	The employee's middle initial
Last Name	The employee's last name
Address 1	The first line of the employee's address.
Address 2	The second line of the employee's address.
City	The city name of the employee's address
State	The state name of the employee's address
Zip Code	The employee's zip code
Ethnicity	Required
Date of Birth	Employee's birth date
Primary Phone	The employee's primary phone number
Gender	Gender
Pay Section	
Salary Amount	Salary earned per pay period
Pay Frequency	How often the employee's paycheck is processed.
Default WC	Workers' Comp Code assigned to the Job associated with a future potential claim if applicable.

Field / Button	Description
EE Paid Tips?	Relevant for restaurants and other service-related companies
Rate 1	The primary rate number
Rate 2	The second rate number if the employee has two positions with the company doing two different jobs.
Rate 3	The third rate number if the employee has three positions with the company doing three different jobs.
Div / Site / Dept / Job	Organization level at which the employee will be working if the company is set up using Divisions, Branches, Departments, and Teams.
Tipped Directly?	Relevant to restaurant employees.
Taxation Details section	
Fed Marital Status	Marital status for federal tax purposes
State	State employee pays state tax to
State Marital Status	Marital status for state tax purposes
Fed Dependents	Number of dependents the employee claims for federal tax filing
SDI	State to which the company pays disability insurance to, on behalf of the employee
SUI	State to which the company pays unemployment insurance to, on behalf of the employee
State Dependents	Number of state dependents the employee claims for state tax filing
Position section	
Current Hire Date	Date employee was hired (For this round of employment if the employee had worked there before.)
Review Date	Select the date for the employee's review if known.

Field / Button	Description
EE Type	Select the employee's position type from the dropdown list.
Hourly / Salary	Select whether the employee is paid hourly or salary
Current Status Code	Select the employment status from the dropdown list.
FT/PT	Select whether the employee is full-time or part-time, a temp, 1099, etc.
Pay Group	Select whether the employee is part of EE Group A – L or EE Group M – Z.

Employees - Personal screen

Field / Button	Description
SSN	Employee's Social Security Number or Employer Identification Number.
EE Code	(EE Number) alpha or numeric, up to 9 characters, and unique to the employee.
Time Clock #	The time clock number assigned to the employee
First Name	The employee's first name
MI	The employee's middle initial
Last Name	The employee's last name
Address 1	The first line of the employee's address.
Address 2	The second line of the employee's address.
City	The city name of the employee's address
State	The state name of the employee's address
Zip Code	The employee's zip code
County	The county in which the employee lives
Phone	The employee's phone number

Field / Button	Description
Email Address	Employee's email contact information
Birth Date	Date of birth
Gender	Gender
Ethnicity	Required
Tribe	Required. If American Indian is selected, enter the Tribe name in the adjacent field.
Hire Status section	
Status	Select the employee's Status from the dropdown list.
Current Hire Date	Date employee was hired (For this round of employment if the employee had worked there before.)
Original Hire Date	This may be the same or different from the Current Hire Date if the employee is a rehire.
Termination Date	Date of termination if applicable.
Rehire Eligible	Is the employee eligible for rehire?
Employment Type	Select the Employment Type from the dropdown list
On Call From	Date from which the employee is on call, if applicable.
On Call To	Date until which the employee is on call, if applicable.
Benefits section	
Healthcare Coverage	The employee's coverage status – applicable in Vermont only.
TLM Accrual Group	This field only appears for companies that are using the AsureForce integration, and is a required field to sync payroll hours and employee information.
Dependent Coverage	If the employee is eligible, the coverage, if any, available for dependents

Field / Button	Description
Benefit Eligible	Date on which the employee becomes eligible to receive benefits.
Group Term Policy	Total amount of employees' Group Term Life (GTL) policy.
GTL Hours	Number of hours worked annually by hourly employees. GTL Policy amount is calculated by multiplying the entered number of hours by the employees' primary pay rate.
GTL Rate	Rate used to calculate the GTL amount for salaried employees. GTL amount is calculated by multiplying the employees' salary by the rate entered. Example, enter 2 as the rate; the GTL policy amount is calculated by multiplying 2 times the employees' salary.

Employees - Labor Defaults screen

Field / Button	Description
Workers' Compensation	Workers' Comp Code assigned to the Job associated with the claim.
Badge ID	Enter the employee's Badge ID number
Review Date	Date of the employee's annual review
Job	Job set up by the company.
Union	Select the union to which the employee belongs if applicable.
Pay Group	Select the pay group if not already populated
General Ledger Tag	Enter if the company is using General Ledger.
Reporting section	
Tipped Directly	Yes or No if not populated from the initial setup. If changing the value, click the link to establish the Effective Date.
Ignore FICA on Cleanup Payroll	If at any time, the FICA is to be ignored for an employee when running a cleanup payroll, click the link to establish an Effective Date, if applicable.
Combine Returns on this EE	If at any time, returns are to be combined for this employee, click the link to establish an effective date, if applicable.

Field / Button	Description
Generate Second Check	Default is No. Select Yes to generate a second check for the employee for reporting purposes.
Deductions to take First	Select the deductions to be taken first, if applicable.
Second Check Template	In the case of the generation of a second check, select the second check's template, if applicable.
Include in Analytics	Default is Yes. Change to No if the information for this employee is not to be included in the Analytics module, if applicable.
Organizational Level	The D/B/D/T level to which the employee is assigned if applicable.

Employees - ACA Screen

Field / Button	Description
ACA section	
ACA Status	Select the appropriate status of the employee based on average hours worked. • New Hire - Used before status is determined through initial measurement period. • Full-Time - A new employee who works an average of 30 hours or more per week or 130 hours per month. • Part-Time - A new employee who is reasonably expected at the employee's start date not to be a full-time employee (and who is not a variable hour employee or a seasonal employee). Works less than 30 hours a week or 130 hours per month, on average. • Does Not Apply - Employees to whom the ACA Status does not apply. • Volunteers • Student Workers • Members of Religious Orders • Variable Hour - A new employee who, at the start of employment, the employer cannot in good faith • Determine whether the individual is expected to average 30 hours of service per week or 130 hours per month during an initial measurement period. • Seasonal - A worker who performs labor or services on a seasonal basis, including (but not limited to) seasonal farm workers and retail workers employed exclusively during holiday seasons. • Seasonal < 120 days - A worker who performs labor or services on a seasonal basis, but does not exceed 120 days of service in a calendar year. • Full-Time Ongoing - An employee who works an average of 30 hours or more per week and has completed the initial measurement and stability periods. • Part-Time Ongoing - An employee who works less than 30 hours a week or 130 hours per month, on average and has already completed their initial measurement and stability periods. • Seasonal Ongoing - A worker who performs labor or services on a seasonal basis, including (but not limited to) seasonal farm workers and retail workers employed exclusively during holiday seasons. Has already

Field / Button	Description
	completed initial measurement and stability periods.
ACA Coverage Offer	This field defaults to what is set up on the Company ACA tab. If a change is made to the ACA Coverage Code in the grid below, it will display that code in the month that was selected until it is changed
ACA Benefit	Select the name of the benefit that will be used to determine the Lowest Cost Benefit for this employee.
ACA Policy Origin	Select the appropriate option for this employee for use on the 1095-B – Line 8.
Benefits Eligible	Yes or No. Is this employee eligible for benefits? If changing, click the link to establish an Effective Date, if applicable.
Reporting section	
Form on File	Yes or No. Is there a consent form on file for the employee to allow electronic reporting of the 1095 form(s)?
ACA Format	Select the form format that will be created for the employee. None, Both, or Paper
Form Type	New employees are assigned the default field that is assigned at the Company level. This can be overridden using this field. Right-click and select Copy to... to copy to other employees.
ACA Standard Hours	This field is used for special Time off Accrual setups that use the normal Standard Hours field. Use the ACA Standard Hours field to override the hours that show on the ACA Reports.

Field / Button	Description
ACA Relief Code	This field defaults to what is set on the Company ACA tab. If a change is made to the ACA Relief Code in the grid below, it will display that code in the month that was selected until it is changed
Lowest Cost Benefit	Select the Lowest Cost Benefit to be used on the 1095-C.

Employees - ACA History Screen

Field / Button	Description
View Coverage For	Select the year for which information is being requested.
Month	Each month of the year selected
ACA Coverage Offer	Assigns a default Offer of Coverage Code identifying standard health care coverage offered to employees, when an employee is created in Classic.
ACA Relief Code	Relief Code, to describe transition relief as defined by the Affordable Care Act that may be applicable to the employer, when an employee is created in Classic. If a change is made to the ACA Coverage Code in the grid, it will display that code in the subsequent months
Initial Measurement Period	Default Initial Measurement Period assigned at the company level in Classic.
Stability Period	Default Stability Period assigned at the company level in Classic.
Date of Birth	Taken from the employee information when new employees are added to the company.
Hire Date	Taken from the employee information when new employees are added to the company.

Employees - Pay Screen

Field / Button	Description
Salary Information section	
Pay Frequency	How often the employee's paycheck is processed.

Field / Button	Description
Salary Amount	Salary earned per pay period (salaried employees only)
Standard Hours	Number of hours the employee is expected to work (this may be left blank for salaried employees working a 40-hour week.)
Average Hours	Average hours the employee works – this field is system-calculated and is not editable.
Rate Number	The rate number if not the primary rate – this is read only.
Rate Amount	The rate for the rate number above.
Wage Limit	Wage limit used for Workers' Comp billing and impounds
Limit Frequency	If there is a wage limit, to what period is the limit applied?
Annualized	If there is a wage limit for a period other than annual, what is the annualized total amount of the limit?
Calc Annual	The system automatically calculates the annualized salary or pay based on the value in Salary Amount times pay frequency or the value in Rate Amount times the pay frequency times standard hours.
Planned Updates section	The following fields are informational only, and do not affect pay amounts now or in the future.
Raise Date	The date a future raise takes effect.
Raise Amount	The potential amount of the future raise. Use this for salaried or hourly employees. If there is a value in this field, leave the Raise Rate field empty.
Raise %	The potential percentage of the future raise. Use this for salaried or hourly employees.
Raise Rate	The hourly rate of the potential raise.
Pay Frequency	The frequency the employee will be paid after the future raise.
Position section	These fields in this section used to be on the Positions screen.
New Hire Report	Required field <u>Pending</u> - select this option any time prior to the employee's first payroll, after which time it is automatically updated to

Field / Button	Description
	Complete. <u>Completed</u> - if the service bureau is using new hire reporting services, the employee has been reported as a new hire <u>Completed by Predecessor</u> - the employee was reported as a new hire by another service bureau If an employee's status has changed from another code back to active, when the changes are saved, a message asks if this is a rehire. <u>No</u> - system saves the employee record and doesn't ask any more questions <u>Yes</u> - system changes the New Hire flag to Pending and opens the Rehire Wizard. The Wizard includes a series of employee screens for the user to verify the employee's set-up for pay rate, states, locals, TOA, Scheduled E/D's, and direct deposits. The Wizard only displays screens applicable to the employee.
FLSA Exempt	Is the employee exempt from minimum wage and overtime pay under the Fair Labor Standards Act?
Position	Employee's work position at the company, set up on the Company – Benefits – HR Positions screen.
Effective Date	Date the employee's position became effective
High Comp	Is the employee highly compensated?
I-9 on File	The employee's form I-9 is on file
Corporate Officer	Is the employee a corporate officer?
Overrides section	
Add / Delete buttons	Click to add a pay rate or delete a pay rate that is no longer applicable.
Primary column heading	Select NO , if this is not the employee's primary wage at the company.
Rate Number column heading	If a standard wage, the new line should have a Rate Number of 2 or more.
Rate Amount column heading	Enter the amount of the new rate.

Piecework Sub-menu

Field / Button	Description
Add	Click to add a new item to the piecework.
Delete	Click to delete a piecework item.
Piece column heading	Click in the blank line created by clicking the Add button. The piece is listed in the dropdown list.
Rate Amt	Rate for the piece. The rate is listed in the dropdown list
Rate Qty	The rate quantity is pulled from Classic, where it was originally set up at the client level.

Auto Labor Distribution Sub-menu

Field / Button	Description
Labor Distribution Options	Defaults to Distribute Both - method used to distribute employee's labor for unions. They may be distributed for earnings, taxes, deductions, all, or none, and must be used in conjunction with the Auto Labor Distribution E/D Group field.
Auto Labor Distribution E/D Group	E/D Group used to distribute the employees' labor.
Allocation section	
Add	Click to create a new record
Delete	Click to delete an entry
Percentage	Percentage of the employee's pay attributed to that organizational level
Organizational Level	Name of the organizational level for which the employee works
Job	Title of the job worked in the level
WC Code	Workers' Comp code associated with that job

Employees - Federal screen

Field / Button	Description
Marital Status	Marital status for federal tax purposes. Six new marital statuses have been added in compliance with the redesigned Form W-4. Select the applicable marital status based on the information and instructions on the IRS Website .
Exemptions	Number of exemptions / federal dependents claimed. Note: Because there is no longer a box for Federal Dependents on the new Form W-4, the Exemptions field on this screen is only used for information from the "old" W-4s. For new entries, based on the new tax regulations, enter a zero because it is a required field. The system does not consider a value other than 0 in the new calculations based on the new marital statuses.
W-4 Other Income	Information to be added here only if completing Steps 2-4 on the redesigned Form W-4. For more information, refer to the instructions on pages 2 and 3 of the .PDF on the IRS Website .
W-4 Deductions	<u>Other Income</u> – If tax should be withheld from other income expected this year that will not have withholding. <u>Deductions</u> – if deductions will be claimed other than the standard deduction, to reduce withholding.
Tax Type	Additional or override tax amount. Select from Additional Amount, Additional Percent, Regular Amount, or Regular Percent.
Value	Based on the tax type, enter the corresponding value.
FUI Rate Credit	The amount by which to override a FUI Rate Credit, if applicable.

Field / Button	Description
Override Fed Minimum Wage	Value used to override the Federal Minimum Wage rate used in payroll for minimum wage makeup calculations. - If a value is entered, the amount is used as the rate for minimum wage makeup calculations. - The value may be overridden if a State Minimum Wage override is entered on the Employee - States - Overrides tab. In that case, Classic uses that rate in the calculation. - If both fields are populated, the Federal Override is used in the calculations for all states attached to the employee that do not have overrides set up. Otherwise, the state override rate is used. - If no overrides are entered, standard system logic is applied in the calculation (taking the higher of the Federal or State Minimum Wage rate at the system level). Right-click on the field and select 'Copy To...' to copy the information.
EE Tax Statuses section	The default values in this section are dependent upon whether the employee is W-2 or 1099.
Federal Tax Status	This is the employees' tax status. Select from the dropdown list whether the employee's tax is to be included, blocked or exempted.
OASDI Exempt	Whether or not the employee is exempt from paying OASDI
Medicare Exempt	Whether or not the employee is exempt from paying Medicare
ER Tax Statuses section	The default values in this section are dependent upon whether the employee is W-2 or 1099.
FUI Exempt	Whether or not the employer is exempt from paying FUI for this employee
OASDI Exempt	Whether or not the employer is exempt from paying OASDI for this employee
Medicare Exempt	Whether or not the employer is exempt from paying Medicare for this employee
W-2 Form section	
Type	Type of tax form being filed if not W-2; select from the dropdown list.

Field / Button	Description
Residential State	State for which tax forms are being filed as the employees' residence.
First Name	Legal name for whom all tax forms will be prepared – complete only if different from the information on the Basics tab.
Middle Name	
Last Name	
Name Suffix	
W-2 Settings section	
Deceased	Status is designated on the Form W-2 as deceased
Statutory Employee	Status is designated on the Form W-2 as statutory
Legal Rep	Is there a Legal Rep designated on the Form W-2?
Deferred Comp	Are these earnings designated as deferred compensation on the Form W-2?
Pension	Are these earnings from a Pension plan?
1099-R section	
Distribution Code	If a pension distribution was taken, this is the distribution code reported on the 1099-R.
Tax Amount Determined	Was there a tax amount determined and reported on the 1099-R?
Total	Was the distribution a total distribution of all assets in the pension plan?
Pension Plan	The type of pension plan reported on the 1099-R

Employees - State screen

Field / Button	Description
County	County within the state selected
Salary Type	Select the salary type for the employee, if applicable
Calc SUI Taxable 1099 Wages checkbox	If selected, the SUI taxable wages for this employee are calculated for the state.
Work at Home	For PA only.
Tax Code	This is a generic code and can be used to add details needed for returns.
Reciprocation section	
Method	Reciprocal method – select from the dropdown list.
State	Select the state with whom the residential state has the reciprocal agreement – the states listed are those the company sets up to do business with.
Amount / Percentage	Amount required to reciprocate; used based on Reciprocation Method.
EE Tax Status section	
Employees – State screen	Employees – State screen
State Tax	Employees' state tax status. Select from the dropdown list whether the employee's tax is to be included, blocked or exempted.
SDI Exempt	Whether or not the employee is exempt from SDI
SUI Exempt	Whether or not the employee is exempt from SUI
ER Tax Status section	
SDI Exempt	Whether or not the employer is exempt from paying SDI for this employee
SUI Exempt	Whether or not the employer is exempt from paying SUI for this employee

Field / Button	Description
Overrides section	
Tax Type	Tax type to be overridden
Amount / Percentage	Amount of the override
Minimum Wage	Does the override revert to minimum wage?

Employees - Local screen

Field / Button	Description
Column Headings	
Local	Local tax added at the Company level
State	State in which the local agency resides
County	County in which the local agency resides
Local Type	Employee or employer tax
Tax Rate	Tax rate entered at the system level for the local tax
Misc Amount	The amount used to adjust the percentage of state taxes when that calculation method is used.
Tax Code	Used only if an additional tax code is necessary
Active	Whether or not the local tax is currently active.
Tax Status	Should the local be included, blocked, or is it exempt?
Deduct Behavior	Should the tax be always deducted, never deducted, or are there no overrides?
Work Address Location	PA only.
Overrides section	
Pre-tax Deductions	Does the taxable wage base used to calculate local taxes include pre-tax deductions?
Tax Type	Tax type of the overridden tax, if any
% of Taxable Wages	The percentage of taxable wages used to calculate local taxes.
Tax Value	If an Override Tax Type is entered, this field is required.

Employees - Child Support screen

Field / Button	Description
Priority	Priority in order of all Scheduled E/Ds – Child Support usually has number 1 priority over all other E/Ds.
Case #	Case number assigned by the Child Support agency
State Origin	The state in which the Child Support Order originated.
Medical Eligible	This field is pre-filled from the Healthcare Coverage field value on the Employees – Basics screen.
Agency	Child Support Agency responsible for collecting the money for payment.
Arrears	Change to Yes if Child Support payments are in arrears on this case.
FIPS	Five-digit Federal Information Processing Standard (FIPS) code (FIPS 6-4) that identifies counties and county equivalents in the United States.
Custom Field	If the company has established a custom field to help with tracking.

Employees - Direct Deposit screen

Field / Button	Description
ABA#	Routing number identifying the financial institution
Bank Account#	Number of the account to which deposits are made
Account Type	Type of account to which deposits are made
Branch Identifier	Bank Identifier used when transferring money and wiring money
Addenda	Additional information (if any) to be added to the direct deposit instructions
In Pre-Note	Is the direct deposit within the period of validating the account credentials?
Form on File	Tracks whether or not there is a Direct Deposit Authorization form on file

Allow Hyphens	Yes means hyphens are allowable characters in the bank account number.
----------------------	--

Employees - Scheduled E/Ds screen

Field / Button	Description
Code	E/D codes assigned at the system level – select from the dropdown list
Description	Entered automatically when the E/D code is selected.
Priority	Priority to process the Scheduled E/D (Child Support E/Ds are always Priority 1)
Calculation Link	Select an E/D Group that the Scheduled E/D belongs to (if applicable)
Calculate Using	Select which calculation method will be used to calculate payroll deductions for the Scheduled E/D. There are three options: 1. Use the calculation method that has been defined for the E/D 2. Use the calculation method defined at the Company Benefit level 3. Use the calculation method defined at the Employee Benefit level
Calculation Method	Method used to calculate deductions from payrolls. Select the method from the dropdown list. <u>Amount \$</u> - If the Calculation Method selected is a fixed dollar amount enter that amount. <u>Amount %</u> - If the Calculation Method selected is based on a percentage enter the percentage amount.
E/D Group	Select an E/D Group if the Scheduled E/D is included in an E/D Group.
Note: Earnings must be set up as a member of an E/D Group, which simplifies the calculation of earnings such as 401(k)s.	

Field / Button	Description
Always Pay / Deduct	Offers flexibility to override E/D, similar to Blocking Week 1 - 5 • <u>All payrolls</u> - earnings are paid whether or not there are earned wages for the employee; deductions are tracked to be taken from the next payroll. • <u>Current Payrolls</u> - the E/D is applied to the current the payroll whether or not there are earned wages for the employee. If deduction exceeds amount in check the amount is not tracked to be made up later. • If there are insufficient earnings for the deduction, the Scheduled E/D is processed based on the selection in the Deductions to Zero field. • <u>No</u> - if the employee has no wages in a payroll cycle, the system does not pay/deduct the E/D, nor is it tracked it to be made up later.
Important: to ensure that the remainder of the deduction is taken out of a subsequent pay cycle, the Make Up Deducts Shortfall field on the Client - E/Ds - Details tab must be set to Yes.	
Deduct Whole Check	Value selected defaults based on the setting applied on the Client - E/Ds - Scheduled Defaults tab <u>Yes</u> - deducts the net check (use for direct deposits) <u>No</u> - deducts a portion of the check
Send To*	Select Agency or Client, Company, or Direct Deposit
Reference to Display on Check	If being sent to Agency or Client/Company on behalf of the employee...
Deductions to Zero	Defaults to the Deductions to Zero Default field on the Client - E/Ds - Scheduled Defaults tab. It can be overridden here by E/D, by employee, and instructs how much of a deduction should be taken if there is not enough to take the entire amount. This does not turn Shortfall / Deduction not Taken makeup on or off. It only tells the system whether or not to take partial amounts for deductions. • <u>Yes</u> - the entire amount is deducted, until the check is zero. If there is shortfall it may be either a portion of or the total amount of the Scheduled E/D. • <u>No</u> - a deduction is taken only when there are sufficient funds to take the whole deduction. If there are insufficient wages, the created shortfall is always the total amount of the Scheduled E/D. If there is a pre-existing shortfall, it takes the shortfall amount only when there are sufficient wages to take the whole amount.

Field / Button	Description
	When there is a deduction and a pre-existing shortfall, and there are sufficient wages to take the shortfall but not all of the deduction, Classic takes the shortfall, but not the deduction.

Employees - Scheduled E/Ds - Schedule tab

Field / Button	Description
Starting	Starting date for the scheduled deduction
Ending	Ending date for the scheduled deduction
Affects section	
Payrolls affected	Identify which payrolls are affected by the deduction
Frequency	How often the deduction of the Scheduled E/D occurs.
Blocks section	
Block Based On	If there are blocks on any of the payroll weeks identify whether it is custom defined or being blocked to keep the deduction at four weeks per month.
Weeks Blocked	Identify which, if any, week(s) is blocked from having the deduction taken

Employees - Scheduled E/Ds Limits tab

Field / Button	Description
Limits tab	
E/D Group	E/D Group to which the minimum Scheduled E/D belongs (same as Minimum E/D Group field on the Employee – Scheduled E/Ds – Advanced tab)
Pay Period %	Minimum percentage (if the deduction is quoted as a percentage) to be taken per pay period.

Field / Button	Description
Pay Period \$	Minimum dollar amount (if the deduction is quoted as an amount) to be taken per pay period.
EE Annual \$	Maximum dollar amount the employee is allowed to contribute per year
Client Annual \$	Maximum dollar amount the client can contribute per year for the employee
Maximum Averages section	
Amount E/D Group	This information is used for special Union dues calculations.
Hours E/D Group	
Hourly Rate	
Balance Taken	
Amount \$	

Employees - Scheduled E/Ds - Thresholds tab

Field / Button	Description
Action	These fields refer to the goal amounts at which deductions stop – the same information entered on the Employee – Scheduled E/Ds Advanced tab in Classic.
Remaining	
Balance Taken	
Amount \$	
E/D Group	

Employees - Delivery screen

Field / Button	Description
Primary Address section	The information set up when the employee is first entered into the system is pre-filled in this section. This address is where W-2 Forms will be sent. Edits may be made on this screen by entering data over what is already there.
VMR section	Whenever an employee is set up with a VMR mailbox, select the VMR mailboxes of the employee if different than the company's default mailbox.
Payroll Check Mailbox	Whatever names the company has given their mailboxes are listed. To override the company setup for VMR, select the Mailbox
EE Report Mailbox	
EE Electronic Return Mailbox	
2nd EE Report Mailbox	
Password for VMR Deliveries	VMR Password
Payroll Override Address section	Address to send payroll checks for the employee if they are going to a different address than the W-2.

Employees - Time off Accrual screen

Field / Button	Description
Active	Whether or not the TOA plan is currently active for the employee
Type	What type of TOA plan it is – PTO, Sick, Vacation, etc...
Balance	Tab over to the Accrued field to enter first. The balance will fill in automatically, after which, enter time used and the balance will be adjusted.
Used	How much of the accrued time has been used
Accrued	Enter manually
Effective Date	Date the Accrued amount begins

Field / Button	Description
Accrual Max	Maximum set by the company that an employee can earn in a pre-defined period
Rate	Rate at which the time off accrues per pay period
Rollover Type	If the company plan allows for a rollover, on which type of accrual is rollover allowed?
Rollover Date	Date on which rollover occurs

Employees - Employee Portal screen

Depending upon your role / permissions set up in Classic, this menu-item may not be visible.

Field / Button	Description
Access Section	For access to the Employee Portal, the Access Level for EE Info must be Read Only or Full Access. The Time Off and Benefits Access Levels work independently.
EE Info	<u>No</u> - employees will not see any of their personal information in the Employee Portal <u>Read-only</u> - employees can view their payroll information but will not be able to request edits in the Employee Portal <u>Full Access</u> - employees can see and request edits to their payroll and W-4 information.
Time Off	<u>No</u> - employees do not see any of their time off information in the Employee Portal <u>Read-only</u> - employees can view their time off information but will not be able to request edits in the Employee Portal <u>Full Access</u> - employees can see and request edits to their time off information
Benefits	<u>No</u> - employees do not see any of their benefits information in the Employee Portal <u>Read-only</u> - employees can view their benefits information but will not be able to make elections in the Employee Portal <u>Full Access</u> - employees can see and request edits to their benefits elections in the Employee Portal (during Open Enrollment and/or a Qualifying Event Enrollment.)

Field / Button	Description
Username	The employees' username in the Employee Portal.
Password	The employees' password in the Employee Portal.
Unblock Account button	If a user's Web Payroll account is blocked because they incorrectly answered their security questions three times, a user with access can unblock the account using this button.
Group Assignments section	Pre-filled based on the setup in Classic on the Company - Benefits - ESS Group Assignment screen .
Name	Name of the group/s to which the employee has been assigned.
Type	Type of group/s to which the employee has been assigned. (Pre-filled based on the setup in Classic.
Assigned checkbox	Designates whether the employee is assigned to the group.
Settings section	
Forms on file	Are the annual return forms on file?
Email	Email address for account notifications
Format	Format of the returns; electronic, paper, or both
Benefits Email	Email address for benefits notifications

Employees - Notes screen

Field / Button	Description
Payroll Notes	Notes entered here can be viewed by the payroll processor, or other internal colleagues. The information does not appear "publicly" and cannot be viewed by the employees.
General Notes	General notes about the employee and payrolls are stored with the employee data and can also be viewed in the Payroll menu in the Notes fly-out tab on the Employees – Payrolls - Payroll View screen .

Employees - Check Calculator Shortcut Button

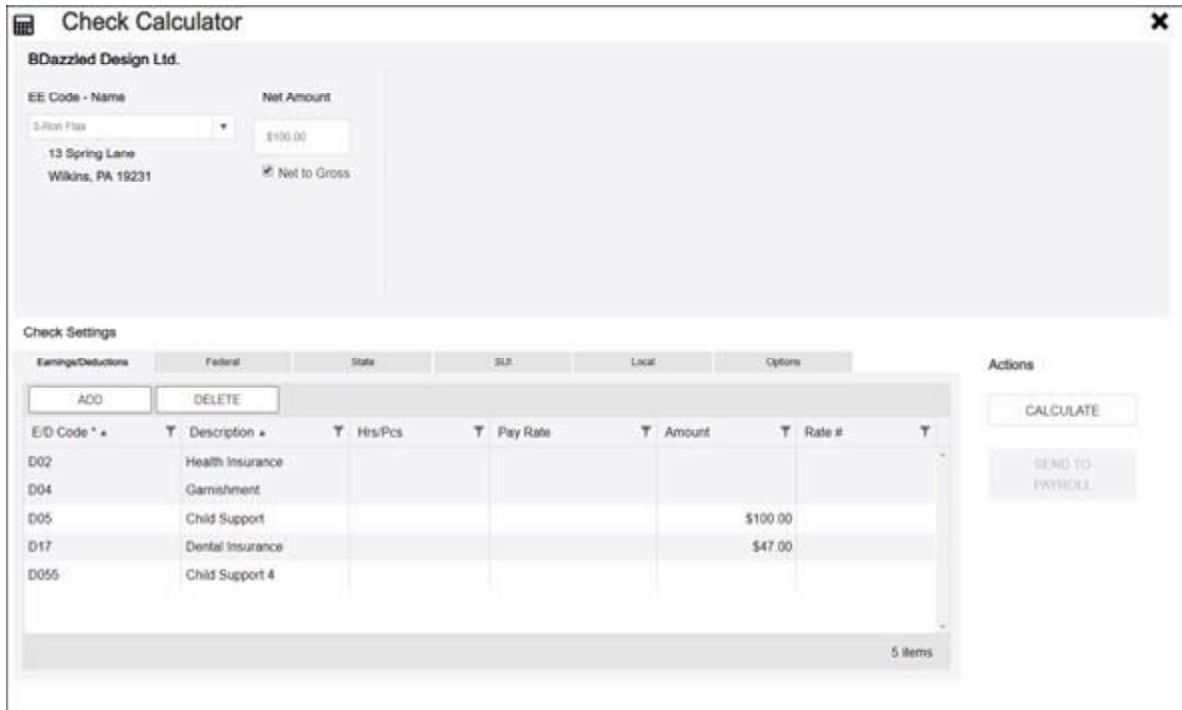
Field / Button	Description
EE Code/Name	Select the Employee Number or name from the dropdown list.
Net Amount checkbox	Select if calculating a Net Amount to Gross – user will be required to enter the Net Amount in a field that is displayed when selected.
Net Amount	Net amount of the check being calculated if Net Amount checkbox is selected.
Calculate button	Click to calculate the Net or Gross amount.
Send to Payroll button	Click to send the check to a payroll batch for processing.
Add / Delete buttons	Use to add or delete earnings or deductions to or from the check.
Federal tab	
Marital Status	This information is pre-filled using the settings established in Classic.
Exemptions	
Tax Frequency	
Tax at Supplemental Rate	Select if there are supplemental wages requiring the employee to be taxed at a supplemental rate.
Blocks section	
Federal Tax	Select to block Federal tax from being deducted from this check.
Employee Overrides	Select to block any employee overrides from being included in this check.
Additional Values	Select to block any additional values from being deducted from this check.
EE OASDI	Select to block the EE OASDI from being deducted from this check.
EE Medicare	Select to block the EE Medicare from being deducted from this check.
EE EIC	Select to block the EE EIC from being deducted from this check.

Field / Button	Description
Overrides section	
Fed Type	Complete if there are any overrides to add to this check.
OASDI	
Medicare	
EIC	
Backup Withholding	
State tab	
Marital Status	This information is pre-filled using the settings established in Classic.
Exemptions	
Tax at Supplemental Rate	Select if there are supplemental wages requiring the employee to be taxed at a supplemental rate.
Blocks section	
Regular tax	Select to block any of these from being deducted from the check.
Additional tax	
SUI	
SDI	
Overrides section	
State Type	Select if any type of state tax should be overridden.
SUI tab	
Amount	Enter an override amount if applicable for the state highlighted in the left (if more than one is listed)
Local tab	
Block this Local Tax	Select to block the selected local tax from being deducted from the check.

Field / Button	Description
Overrides section	
Amount	Enter an override amount if applicable for the local highlighted in the left.
Make this a Manual Check	Select to create a Manual check.
Enter Check #	This is a required field if Manual Check is selected.
Update Year to Date Totals (Disable YTD)	Select to keep YTD totals from appearing on the employees' check stubs.
Update Tax & Deduction Shortages (Disable Shortfalls)	Select to keep shortages from appearing on the employees' check stubs.
Lock Calculations for this Check	Select to use the reviewed information when the payroll processes. Results are available on the Manual Tax tab.

Check Calculator Menu

The **Check Calculator Menu** opens the Check Calculator screen on which **non-payroll** employee checks can be calculated from Gross-to-Net or Net-to-Gross. Once the check has been calculated, it can be sent to an existing payroll batch for processing, or a new payroll / batch can be created for processing the check.



Check Calculator

BDazzled Design Ltd.

EE Code - Name: 3-Rest Plus
13 Spring Lane
Wilkins, PA 19231

Net Amount: \$100.00

☒ Net to Gross

Check Settings

Earnings/Deductions	Federal	State	SLP	Local	Options
ADD	DELETE				
E/D Code *	Description *	Hrs/Pcs	Pay Rate	Amount	Rate #
D02	Health Insurance				
D04	Garnishment				
D05	Child Support			\$100.00	
D17	Dental Insurance			\$47.00	
D055	Child Support 4				

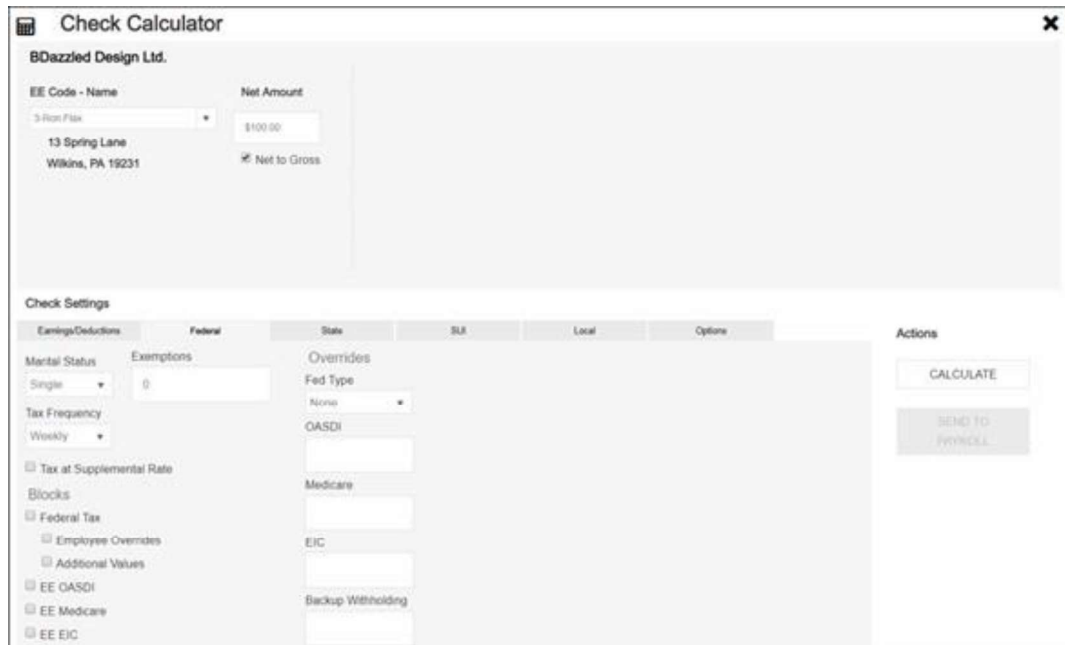
5 Items

Actions

CALCULATE

SEND TO PAYROLL

1. Select the Employee Number or name from the dropdown list.
2. Check the **Net Amount** checkbox if calculating a Net Amount to Gross.
3. Enter the **Net Amount** in the field that opens when selected.
4. Click the **Add / Delete** buttons to add or delete earnings or deductions to or from the check.
5. Click the **Calculate** button.
6. Click the **Federal** tab



Check Calculator

BDazzled Design Ltd.

EE Code - Name: 3-Roll Flat
13 Spring Lane
Wilkins, PA 19231

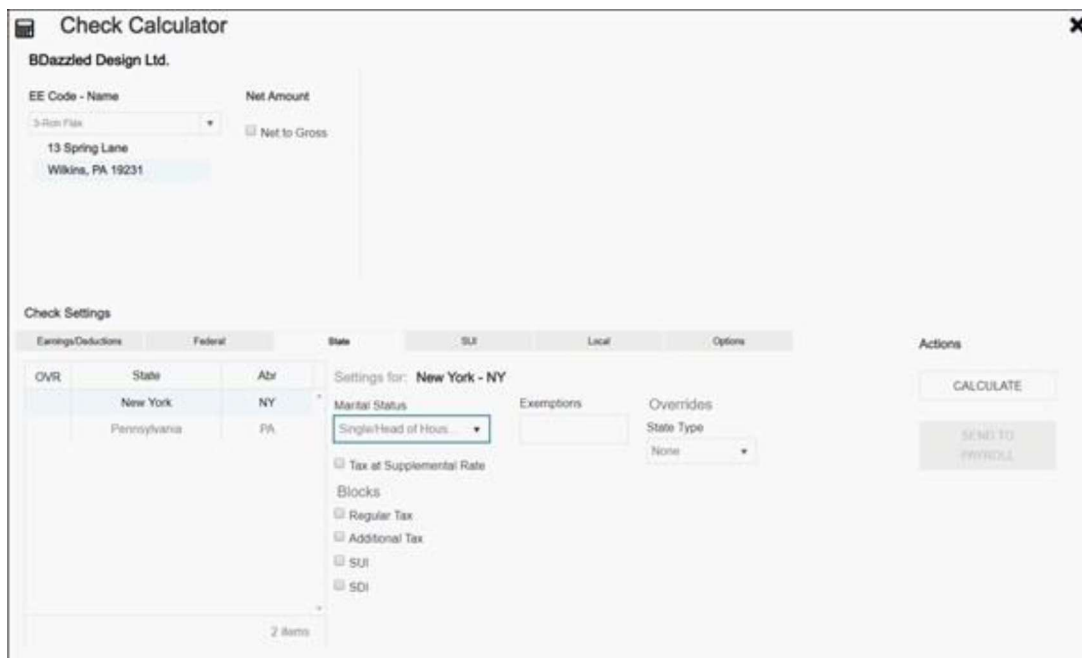
Net Amount: \$100.00

☒ Net to Gross

Check Settings

Earnings/Deductions	Federal	State	SUI	Local	Options	Actions
Marital Status: Single Tax Frequency: Weekly ☐ Tax at Supplemental Rate Blocks ☐ Federal Tax ☐ Employee Overrides ☐ Additional Values ☐ EE OASDI ☐ EE Medicare ☐ EE EIC	Exemptions: 0	Overrides Fed Type: None OASDI: Medicare: EIC: Backup Withholding:				CALCULATE SEND TO PAYROLL

7. Click in the applicable fields to make changes, blocks, or overrides. For detailed information about the fields on this screen, refer to the Employees – Check Calculator screen in the Appendix at the end of this chapter.
8. Click the **State** tab.



Check Calculator

BDazzled Design Ltd.

EE Code - Name: 3-Roll Flat
13 Spring Lane
Wilkins, PA 19231

Net Amount: ☐ Net to Gross

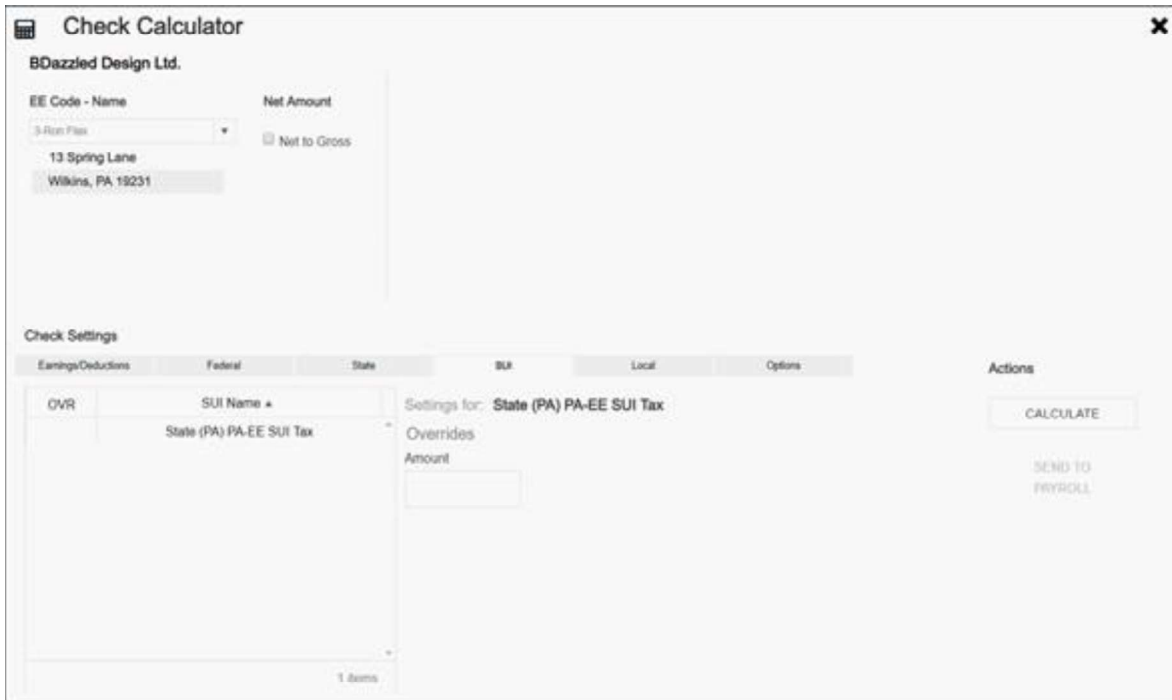
Check Settings

Earnings/Deductions	Federal	State	SUI	Local	Options	Actions
Settings for: New York - NY Marital Status: Single/Head of Hous. ☐ Tax at Supplemental Rate Blocks ☐ Regular Tax ☐ Additional Tax ☐ SUI ☐ SDI		Exemptions:			Overrides State Type: None	CALCULATE SEND TO PAYROLL

2 items

9. Click in the applicable fields to make changes, blocks, or to add an override.

- Click the **SUI** tab.



Check Calculator

BDazzled Design Ltd.

EE Code - Name: 3-Ren Plus
13 Spring Lane
Wilkins, PA 19231

Net Amount: ☐ Net to Gross

Check Settings

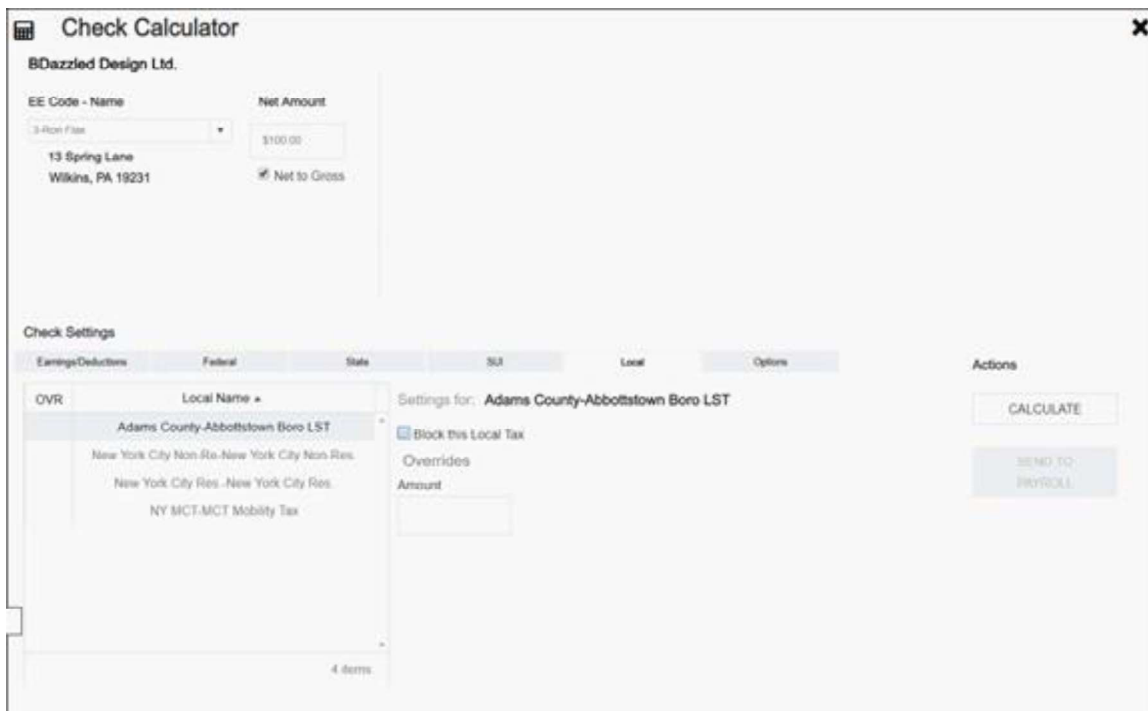
Earnings/Deductions Federal State **SUI** Local Options

OVR SUI Name: State (PA) PA-EE SUI Tax
Settings for: State (PA) PA-EE SUI Tax
Overrides
Amount:

1 items

Actions: CALCULATE, SEND TO PAYROLL

- Click in the applicable fields to make a change or to add an override.
- Click the **Local** tab.



Check Calculator

BDazzled Design Ltd.

EE Code - Name: 3-Ren Plus
13 Spring Lane
Wilkins, PA 19231

Net Amount: \$100.00
☒ Net to Gross

Check Settings

Earnings/Deductions Federal State **Local** Options

OVR Local Name: Adams County-Abbottstown Boro LST
Settings for: Adams County-Abbottstown Boro LST
☐ Block this Local Tax
Overrides
Amount:

4 items

Actions: CALCULATE, SEND TO PAYROLL

13. Click in the applicable fields to block a local tax, or to add an override.
14. Click the **Options** tab.



Check Calculator

BDazzled Design Ltd.

EE Code - Name: 3-Ron Flax
13 Spring Lane
Wilkins, PA 19231

Net Amount: ☐ Net to Gross

Check Settings

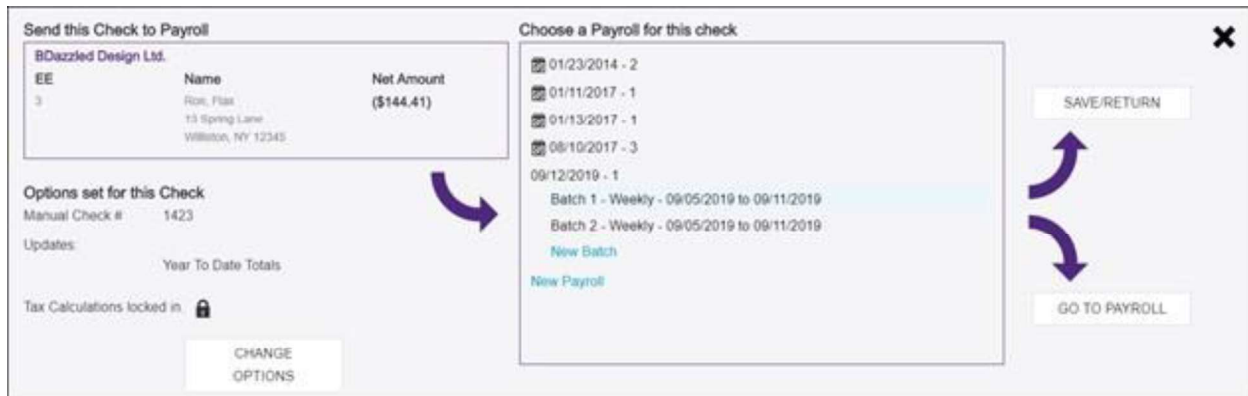
Earnings/Deductions Federal State SU Local Options

☒ Make this a Manual Check
Enter Check #:

☐ Update Scheduled E/D Balance
☐ Update Year to Date Totals
☐ Update Tax & Deduction Shortages
☒ Lock Calculations for this Check

Actions: CALCULATE, SEND TO PAYROLL

15. If this is to be a Manual check, a check number is required.
16. Select all applicable fields.
17. Click the **Send to Payroll** button to send the check to a payroll batch for processing.
18. Select the payroll in which to include the check for processing.



Send this Check to Payroll

BDazzled Design Ltd.

EE	Name	Net Amount
3	Ron, Flax 13 Spring Lane Wilkins, NY 12345	(\$144.41)

Options set for this Check

Manual Check #: 1423

Updates: Year To Date Totals

Tax Calculations locked in:

CHANGE OPTIONS

Choose a Payroll for this check

- 01/23/2014 - 2
- 01/11/2017 - 1
- 01/13/2017 - 1
- 08/10/2017 - 3
- 09/12/2019 - 1
 - Batch 1 - Weekly - 09/05/2019 to 09/11/2019
 - Batch 2 - Weekly - 09/05/2019 to 09/11/2019
 - New Batch
 - New Payroll

SAVE/RETURN

GO TO PAYROLL

19. Click **Go to Payroll** or **Save Return**.

The Payrolls Menu

The first screen in the Payrolls Menu is the Payroll Timeline, displaying coupon- or card-like views of scheduled payrolls.

The table below describes eight statuses you may see on the Timeline screen.

Status	Description
Not Due	Scheduled payrolls that are not due to be processed yet.
Past Due	Scheduled payrolls that did not get processed as scheduled.
Pending	Payroll was started but not submitted
On Hold	Payroll was submitted to the service bureau for review.
Submitted	Payroll was submitted to the service bureau for processing.
Processed	Payroll has been processed.
Backdated	Payroll has been backdated
Requires Mgr Approval	Payroll requires manager approval prior to processing.

Click the  symbol in the header to change to a Table view of recent payrolls.

Payroll Timeline							
     							
EXPORT TO EXCEL							
Check Date	Run #	Payroll Type	Created On	Due On	Current Status	Preprocessed On	
06/02/2020	1	Regular	07/15/2020		Pending	07/15/2020	
06/03/2020	1	Regular	07/06/2020	06/01/2020	Pending		
06/17/2020	1	Regular		06/15/2020	Pending		
07/01/2020	1	Regular		06/29/2020	Pending		
07/15/2020	1	Regular	07/08/2020	07/13/2020	Processed		
07/29/2020	1	Regular		07/27/2020	Pending		
08/12/2020	1	Regular		08/10/2020	Pending		
08/26/2020	1	Regular		08/24/2020	Pending		
09/08/2020	1	Regular		09/02/2020	Pending		
09/09/2020	1	Regular	08/28/2020	09/07/2020	Pending	09/22/2020	
09/23/2020	1	Regular		09/21/2020	Pending		
10/07/2020	1	Regular		10/05/2020	Pending		
10/21/2020	1	Regular		10/19/2020	Pending		
11/04/2020	1	Regular		11/02/2020	Pending		
11/18/2020	1	Regular		11/16/2020	Pending		

Several symbols are visible on various screens in the Payrolls menu, described in the table that follows.

Symbol	Description
	View – visible only on processed payrolls, click to view details of the payroll including batches, check lines, etc.
	Copy – visible on processed payrolls only, enabling them to be copied for processing.
	Payroll Results – click to view details about payrolls with a status of Processed (P) and Void (V).
	Edit – visible on payrolls that have been started, but not processed. Click to make changes, add a new batch, filter the information differently, or add new checks.
	Add – click to add a new batch to scheduled payrolls, or to add a new payroll.
	Delete – click to delete previous changes. Also, to delete a batch.
	Cancel Changes – click to cancel changes made to a screen or payroll.
	On the Check Batches screen – clicking takes the user to the Check Batch Settings screen for the batch selected.
	On the Check Batch Settings screen – clicking takes the user back to the Check Batches screen .
	On the Check Batch Settings screen – clicking takes the user to the Check Batch Settings Table View screen listing the company employees.
	On the Payroll Timeline screen – changes the view to a Table view from the Card view.
	On the Payroll Timeline screen – changes the view to the Card view from the Table view.
	On the bottom right of the Batch checks screen – click to open a list of E/D codes to create additional columns on the checks list.

There are four symbols on the right-hand side of the Header that visually let the user know where they are in the Payroll process. These can also be clicked to go to specific screens in the process.

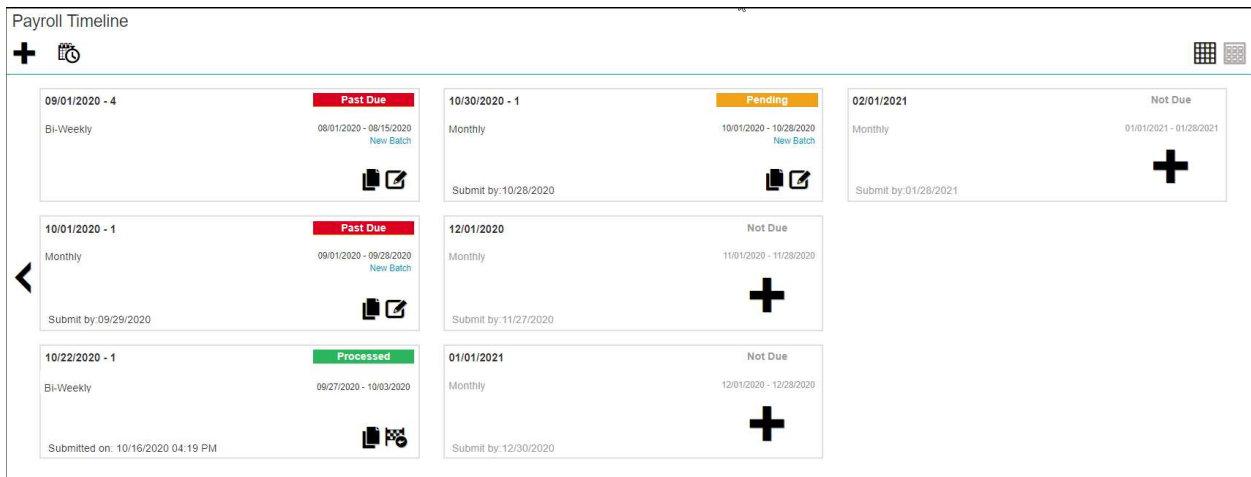
Symbol	Description
 Batches	Batches – this button is active (green) while batches are being created. To view batch information after they have been created, click this button.
 Checks	Checks - this button is active (green) while checks are being created. To view, add or edit checks after they have been created, click this button.
 Totals	Payroll calculations - click a payroll to view or edit. Click to calculate totals when checks have been added or deleted from batches.
 Finish	Process Payroll - this button is active (green) while payrolls are being finished and submitted for review or processing.

Creating a Scheduled Payroll

The **Payrolls – Timeline** screen is the first screen to open after clicking the Payroll menu.

To create a payroll in Web Payroll,

1. Click the **Payrolls** menu.

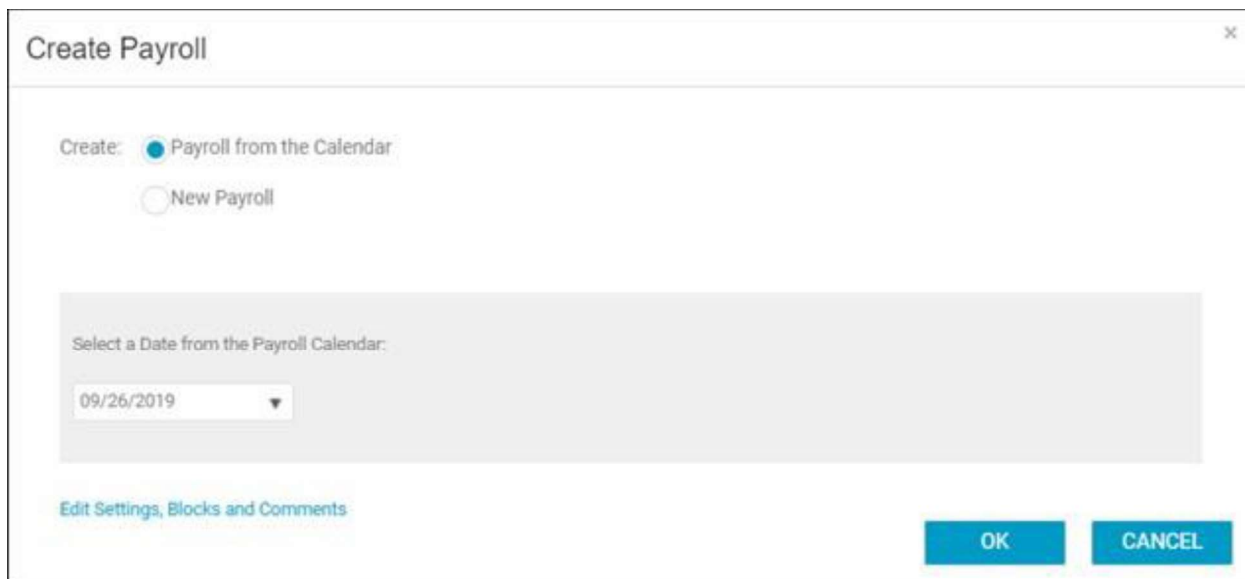


The screenshot shows the 'Payroll Timeline' interface. It features a grid of payroll cards. Each card includes a date range, frequency, status, and a submit button. A large plus sign is visible in the bottom right card, indicating where to click to create a new payroll.

2. Click the large plus  sign in the Payroll card to create a new payroll. (You can always click the plus sign in the payroll card for the payroll being created.)

Result: The Create Payroll screen opens asking if you are creating a Payroll from the Calendar or a New Payroll (Unscheduled).

3. Click **Payroll from the Calendar**



4. Select the date from the Payroll Calendar.
5. Click **OK**.

Note: Payroll notes and general notes created in the Employees menu can be viewed in the Payrolls menu by clicking the **Payroll Notes** fly-out tab on the far right-hand side of the screens. This fly-out tab is available on most screens within the Payroll menu.

Check Batch Settings Screen

Payroll Timeline

SAVE CANCEL

Payroll 10/23/2020 - 1

Batches Checks Totals Finish

X Check Batch -2 - Settings

Creation Options

Start Date* 10/9/2020 End Date* 10/15/2020

Frequency Weekly

Employee Types All

Employee Filter --Select Template-- Select EEs

Template --Select Template--

Checks per EE 1 Check Types Regular

☐ Create 945 Checks ☒ Calculate Scheduled EDs

Include

☒ Standard Hours ☒ Salary Pay ☒ Payroll Defaults ☐ Time Off Requests

Time Clock Import Options

Time Clock Source File Choose file *** X

File Format Comma Delimited

Date Field Format 2 Digit Year (mm/dd/yy)

Employee Synchronization Custom #

Organizational Synchronization Full DBDT

Job Codes

Apply Org Level

CREATE CHECKS

Payroll Settings Payroll Notes

1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the Payrolls – Check Batch Settings Screen in the Appendix at the end of this chapter.
2. To select specific employees to include in the payroll, click **Select EEs** next to the **Employee Filter** field.

Payroll Timeline

SAVE CANCEL

Payroll 10/23/2020 - 1

Batches Checks Totals Finish

X Check Batch -2 - Settings

Search for employee(s)

Drag a column header and drop it here to group by that column

	EE #	Last Name	First Name	Middle Initial	Status	DBOT
☐	01	Scott	Mica		Active	Inn > Restaurant >> Wait
☐	02	Schrute	Dwight		Active	Inn > Restaurant >> Wait
☐	03	Beesly	Pamela		Active	Retail > Cheese >> Cheese...
☐	04	Halpert	James		Terminated	Retail > Brewery >> ForkLift
☐	05	Bratton	Creed		Active	Retail > Gift >> Cashier
☐	06	Levinson	Jan		Active	Retail > Cheese >> Taster
☐	07	Martin	Angela		Active	Retail > Brewery >> ForkLift
☐	08	Sim	Maya		Active	Retail > Brewery >> Brewm...
☐	09	Trent	Terence		Active	Inn > Restaurant >> Kitchen

Page 1 of 1 9 items

DONE

Payroll Settings

Payroll Notes

3. Click the checkbox (far left) at the top of the employees list to Select All, or select individual employees.
4. Click **Done**, which brings you back to the Check Batch Settings screen.
5. Click the **Create Checks** button.
Result: A confirmation opens letting the user know that the checks were successfully created.
6. Click **OK**.
Result: The Batch Checks Screen opens.

Batch Checks Screen

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/23/2020 - 1 Batch 1 : 10/09/2020 - 10/15/2020 Regular | -99998838 | 1 of 1

Batches Checks Totals Finish

NEW BATCH EXPORT TO EXCEL ADD CHECK DELETE CHECK Search Checks... Group By: Company Number Summary

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular
R	01	Scott, Mica	1	0.00	\$1,033.33		\$1,033.33		
R	02	Schrute, Dwight	1	40.00	\$1,783.11		\$903.11	40.00	\$880.00
R	03	Beesly, Pamela	1	0.00	\$0.00				
R	05	Bratton, Creed	1	0.00	\$1,102.21		\$1,102.21		
R	06	Levinson, Jan	1	0.00	\$703.22		\$703.22		
R	07	Martin, Angela	1	0.00	\$0.00				
R	08	Sim, Maya	1	40.00	\$780.00			40.00	\$780.00
R	09	Trent, Terence	1	0.00	\$0.00				
Totals				80.00	\$5,401.87		\$3,741.87	80.00	\$1,660.00

8 items

Time Clock Import Payroll Notes Employee Notes

This screen offers three different viewing options, based upon the level of detail required by the user. The view is selected from the dropdown list in the far right of the Navigation Bar. For detailed information about the fields on this screen, refer to the Payrolls - Batch Checks Screen in the Appendix at the end of this chapter.

Summary View

Default view, this is the check entry screen, on which the user can add checks and edit information for employee checks. The first five columns are read only. The columns that follow can be edited, as well as having columns added and subtracted.

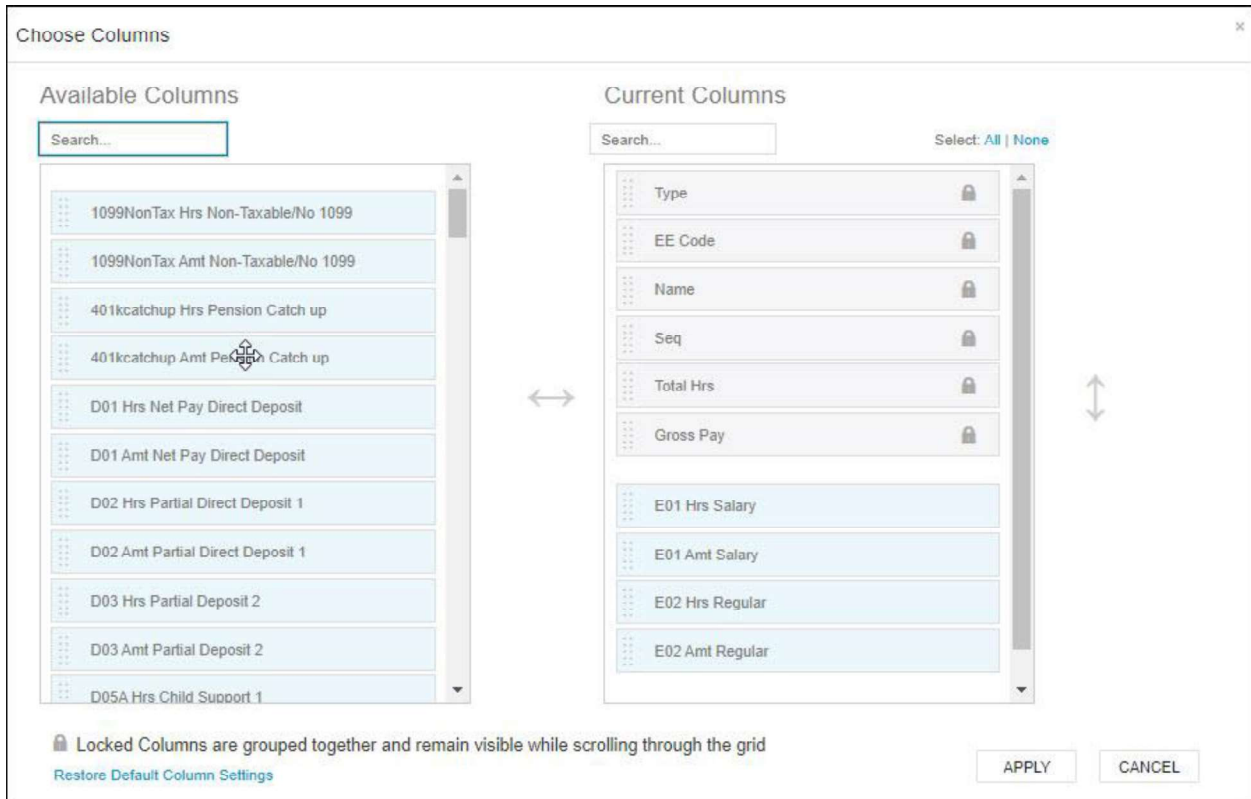
- To add or edit a column
 - a. Click within the column to edit of the check being modified.
 - b. Once finished click **Save** in the Header.

- To add a check for employees
 - a. Click the **Add Check** button in the Navigation bar.
Result: The Add Checks screen opens.
 - b. Select the Check Type being created.
 - c. Select the employee(s) for whom to create a check.
 - d. Click the **Create Check(s) for Selected EEs** button.

Result: The Batch Checks screen reopens with the new check(s) listed.

- To add additional E/D codes to the grid as columns, click  in the bottom right-hand corner of the Batch Checks Screen.

Result: The following screen opens listing Available Columns - E/Ds available to add to the grid, and a list of the Current Columns - the E/Ds currently listed as column headings in the grid.



Choose Columns

Available Columns

Search...

- 1099NonTax Hrs Non-Taxable/No 1099
- 1099NonTax Amt Non-Taxable/No 1099
- 401kcatchup Hrs Pension Catch up
- 401kcatchup Amt Pension Catch up
- D01 Hrs Net Pay Direct Deposit
- D01 Amt Net Pay Direct Deposit
- D02 Hrs Partial Direct Deposit 1
- D02 Amt Partial Direct Deposit 1
- D03 Hrs Partial Deposit 2
- D03 Amt Partial Deposit 2
- D05A Hrs Child Support 1

Current Columns

Search...

Select: All | None

- Type
- EE Code
- Name
- Seq
- Total Hrs
- Gross Pay
- E01 Hrs Salary
- E01 Amt Salary
- E02 Hrs Regular
- E02 Amt Regular

Locked Columns are grouped together and remain visible while scrolling through the grid

[Restore Default Column Settings](#)

APPLY CANCEL

- To add E/Ds to the grid, select it/them in the **Available Columns** list on the left-hand side of the screen, and drag to the **Current Columns** list on the right.
- To remove columns from the grid, click the E/Ds in the Current Columns list and drag them to the Available Columns list on the left.
- Click **Apply**.

Summary Detail View

The Summary Detail View provides a more detailed view of the Summary screen, listing each check and its details.

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/23/2020 - 1 Batch 1 : 10/09/2020 - 10/15/2020 Regular | -99998838 | 1 of 1

NEW BATCH ADD CHECK DELETE CHECK Summary Detail

E/D C...	Description	Hrs/Pcs	Rate Of ...	Amount	Rate Number	Agency
Batch 1 Weekly	Check: -99998836 - R, Batch: 1, Employee: Beesly, Pamela [03] Total Hrs: 0.00 , Total Amount: -\$32.90					
	Check: -99998835 - R, Batch: 1, Employee: Bratton, Creed [05] Total Hrs: 0.00 , Total Amount: \$1,069.31					
	Check: -99998834 - R, Batch: 1, Employee: Levinson, Jan [06] Total Hrs: 0.00 , Total Amount: \$670.32					
	Check: -99998833 - R, Batch: 1, Employee: Martin, Angela [07] Total Hrs: 0.00 , Total Amount: -\$32.90					
	Check: -99998837 - R, Batch: 1, Employee: Schrute, Dwight [02] Total Hrs: 40.00 , Total Amount: \$1,750.21					
	Totals \$5,179.47					

66 items

Payroll Notes Time Clock Import

- To add a check for employees, click the **Add Check** button in the Navigation bar.
Result: The Add Checks screen opens.

Add Checks

Select a Check Type
Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

Search for employee(s)

	EE #	Last Name	First Name	Middle Initial	Status	Organization ...
☐	01	Scott	Mica		Active	Inn > Restaurant >>...
☐	02	Schrute	Dwight		Active	Inn > Restaurant >>...
☐	03	Beesly	Pamela		Active	Retail > Cheese >> ...
☐	04	Halpert	James		Terminated	Retail > Brewery >> ...
☐	05	Bratton	Creed		Active	Retail > Gift >> Cas...

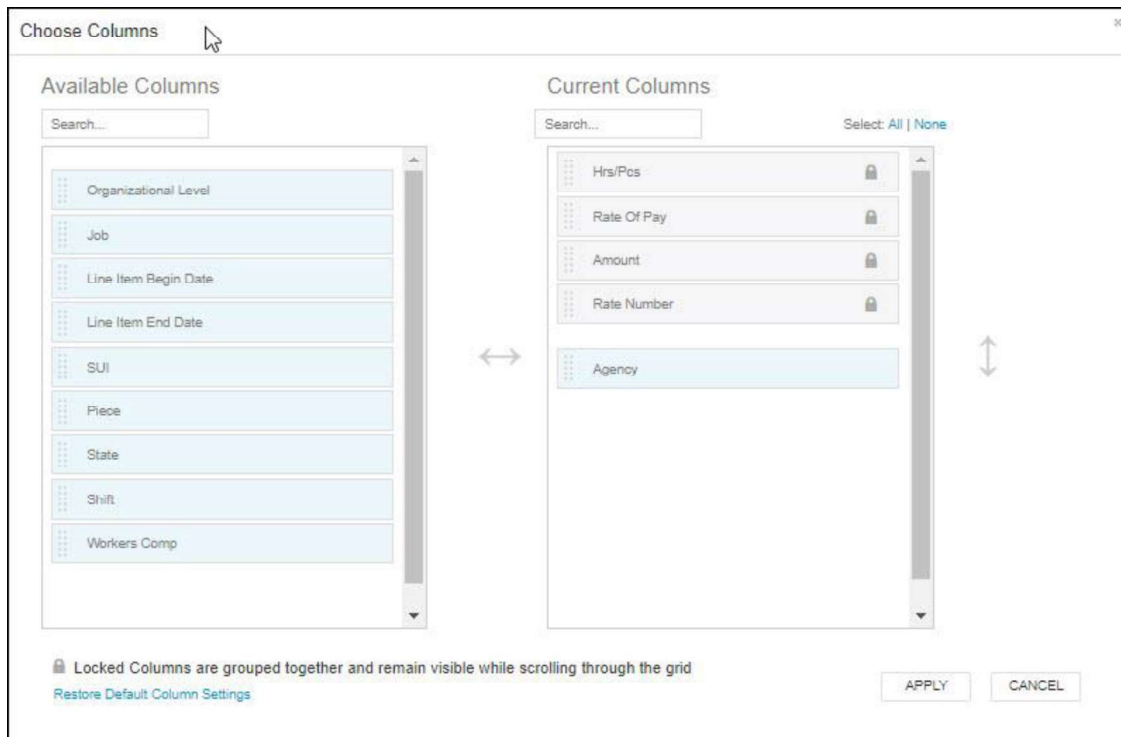
Page 1 of 2 9 items

CREATE CHECK(S) FOR SELECTED EES

- Select the Check Type being created.
- Select the employee(s) for whom to create a check.
- Click the **Create Check(s) for Selected EEs** button.

- To add a Check Line, click the **Add Check Line** button.
- To add additional E/D codes to the grid as columns, click  in the bottom right-hand corner of the Batch Checks Screen.

Result: The following screen opens listing Available Columns - E/Ds available to add to the grid, and a list of the Current Columns - the E/Ds currently listed as column headings in the grid.



- To add E/Ds to the grid, select it/them in the **Available Columns** list on the left-hand side of the screen, and drag to the **Current Columns** list on the right.
 - To remove columns from the grid, click the E/Ds in the Current Columns list and drag them to the Available Columns list on the left.
5. Click **Apply**.

Detail View

The Detail view provides the most detailed view of each check, and offers editing capabilities, as well as the ability to add (or delete) additional E/D codes to the checks.

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/23/2020 - 1 Batch 1: 10/09/2020 - 10/15/2020

NEW BATCH

01 - Scott, Mica - 1 of 1

CREATE NEW CHECK

Check Serial # Check Type Sequence
-99998838 Regular 1 of 1

RECALCULATE CHECK PREVIEW A/LD REFRESH SCHEDULED E/D'S

Batch 1 Weekly

CHECK LINES

MANUAL TAX

FED OVERRIDES

STATE OVERRIDES

LOCAL OVERRIDES

OPTIONS

REVIEW

PREVIOUS NEXT

E/D Code	Description	Hrs/Pcs	Pay Rate	Amount	Rate #
D10	Health Insurance			\$25.00	
M30	401(k) Employer match			\$0.00	
D20	401k			\$0.00	
D12	Life Insurance				
D11	Dental			\$7.90	
D01	Net Pay Direct Deposit				
E02	Regular		\$0.00		1 (P) : \$0.00
E01	Salary		\$0.00	\$1,033.33	1 (P) : \$0.00
FFCRA_ER_CostBenefit	FFCRA ER Cost of Benefits			\$0.00	

9 items

Payroll Notes

Time Clock Import

1. Complete the required and applicable fields on this screen as well as on the Labor Defaults and Local Tax Overrides tabs. For detailed information about the fields on these screens, refer to the Payrolls – Check Lines Screen in the Appendix at the end of this chapter.
2. Click the Payroll – Manual Tax menu item.
3. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Manual Tax screen

Click the **Manual Tax** tab to override a tax for the check if applicable. The information on this screen is the same as is on the **Payrolls - Check - Manual Tax screen** in Classic. For detailed information about this screen, refer to the Payrolls – Manual Tax screen in the Appendix at the end of this chapter.

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/30/2020 - 1 Batch 1: 10/16/2020 - 10/22/2020

NEW BATCH

01 - Scott, Mica - 1 of 1

CREATE NEW CHECK

Check Serial # Check Type Sequence
-99998838 Regular 1 of 1

RECALCULATE CHECK PREVIEW A/LD REFRESH SCHEDULED E/D'S

Batch 1 Weekly

CHECK LINES

MANUAL TAX

FED OVERRIDES

STATE OVERRIDES

LOCAL OVERRIDES

OPTIONS

REVIEW

PREVIOUS NEXT

Row	Description	Amount
1	Federal	
2	OASDI	
3	Medicare	
4	EIC	
5	Backup Withholding	

5 items

Options

☒ Calculate Override Times

☒ Recalculate SUI

☐ Disable Shortfalls

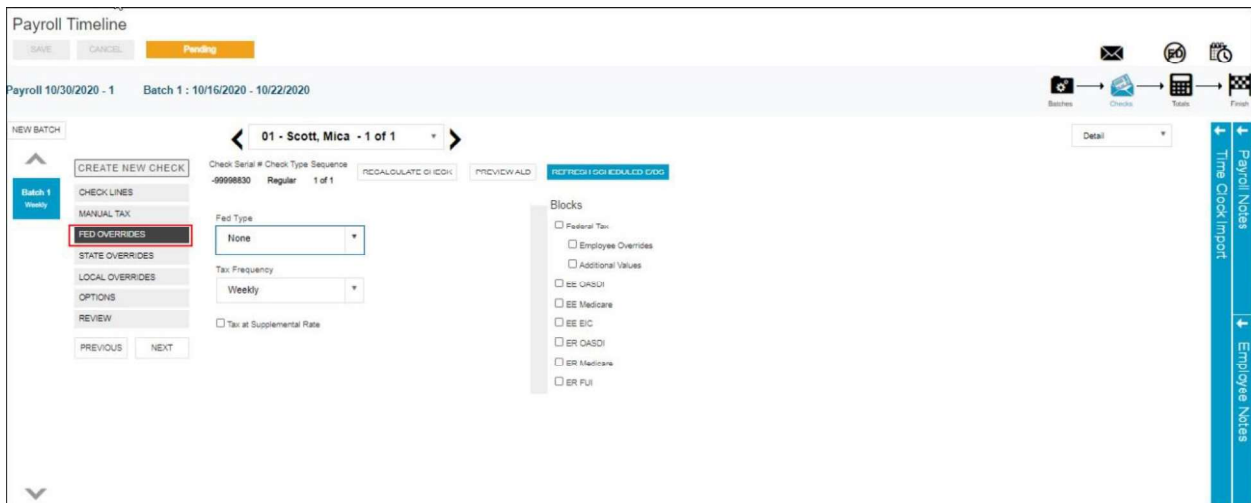
Payroll Notes

Time Clock Import

1. Complete the applicable fields
2. Click the **Payroll – Fed Overrides** tab.

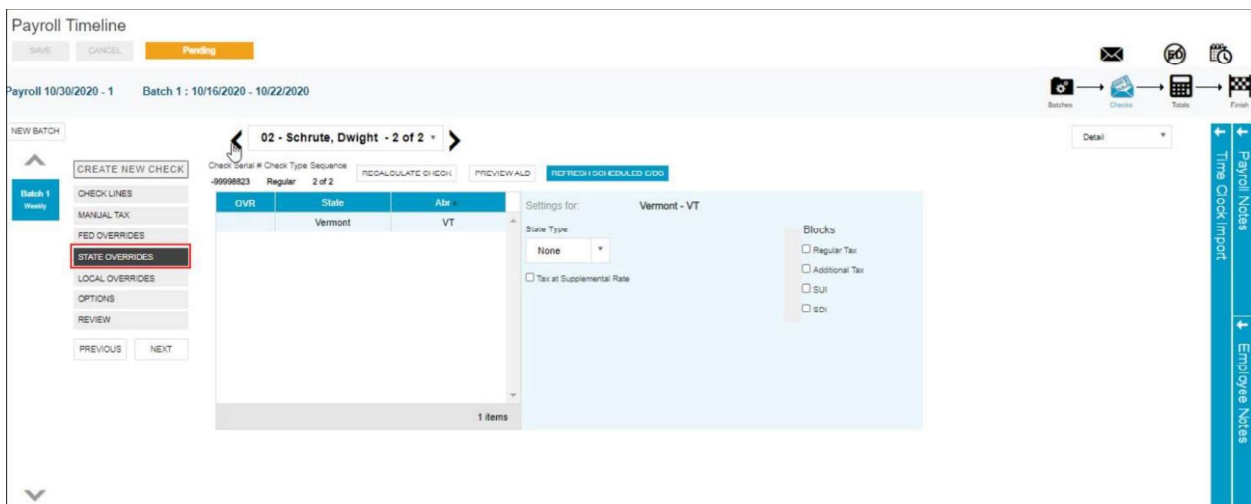
Fed Overrides screen

Click the **Fed Overrides** tab to block or override Federal taxes. Information on this screen is the same information as is found on the **Payrolls – Check – Tax Overrides** tab in Classic. The State and Local tabs require the same information, regarding the state or local taxes for the employee. For detailed information about this screen, refer to the Payrolls – Fed Overrides screen in the Appendix at the end of this chapter.



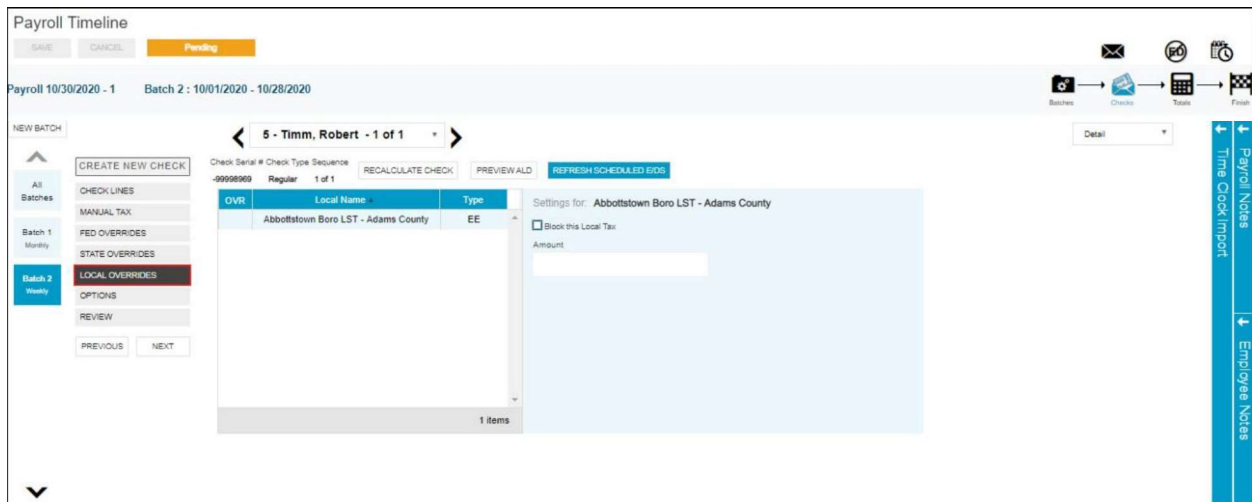
1. Complete the applicable fields.
2. Click the **Payroll – State Overrides** tab.

State Overrides screen



1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – State Overrides](#) screen in the Appendix at the end of this chapter.
2. Click the **Payroll – Local Overrides** tab.

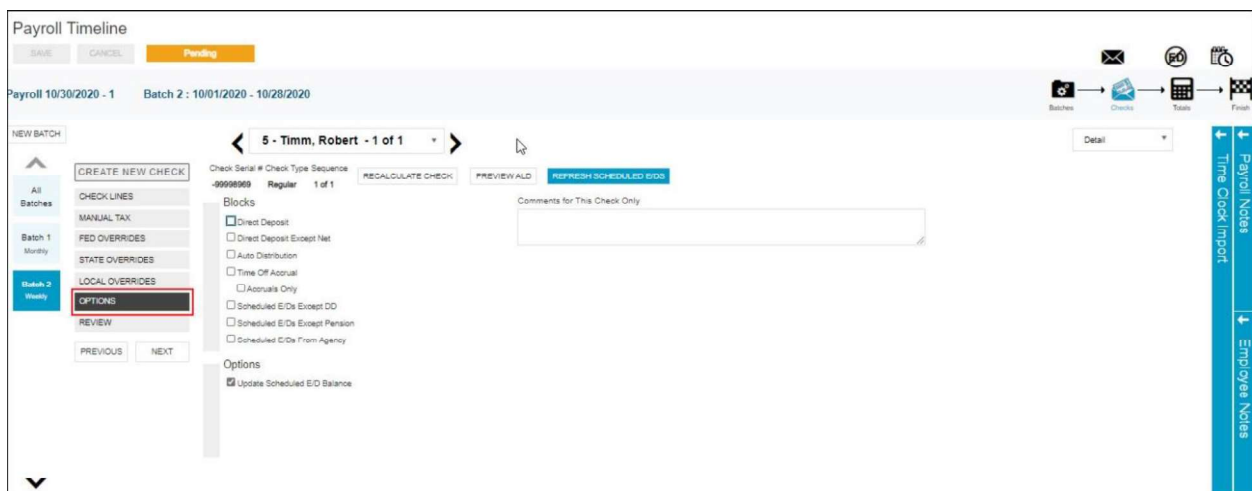
Local Overrides screen



1. Complete the applicable fields.
2. Click the **Payroll – Options** tab.

Payroll - Options screen

Click the **Payrolls –Options** tab to block scheduled earnings and deductions on employee checks. The information on this screen can be found mostly on the [Payroll – Check – General](#) tab.

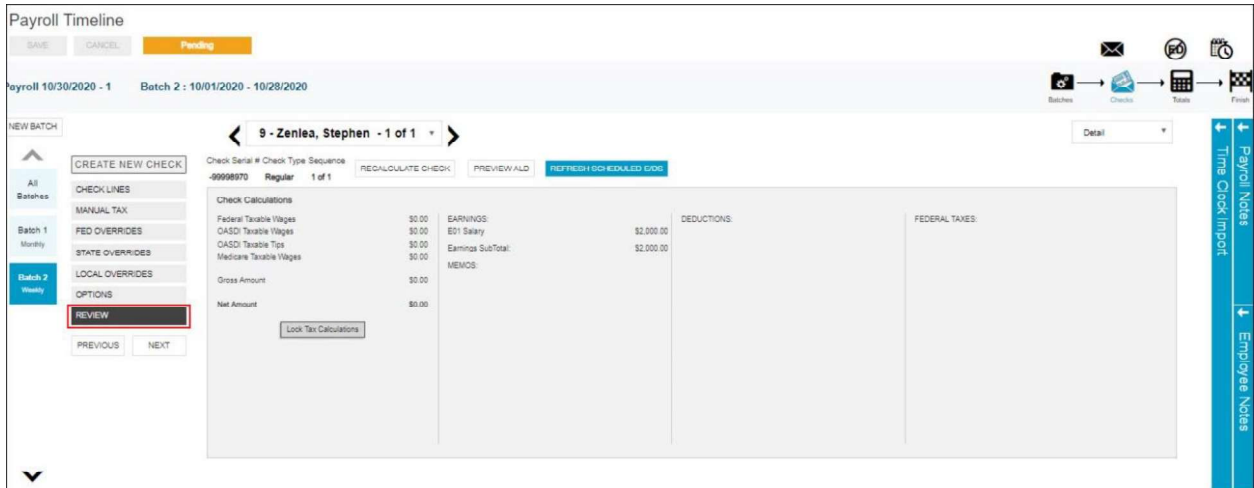


1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – Options Screen](#) in the Appendix at the end of this chapter.

- Click the **Review** tab to review [unprocessed] payroll checks with overrides, to verify for accuracy before submitting to payroll.

Payroll - Review screen

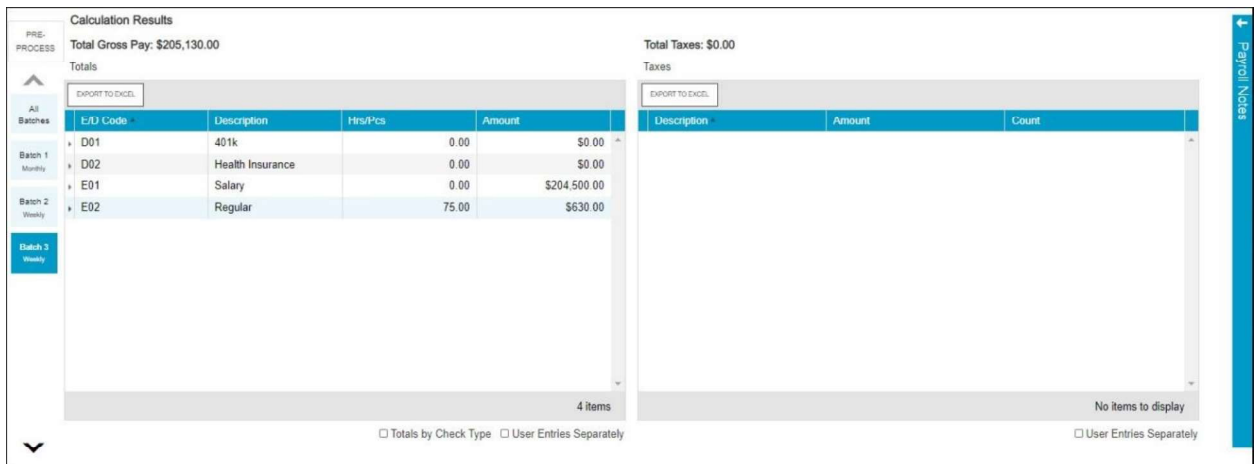
- Click the **Review** tab to review [unprocessed] payroll checks with overrides, to verify for accuracy before submitting to payroll. For detailed information about these screens, refer to the Payrolls – Review Screen in the Appendix at the end of this chapter.



- Once verified, click the **Lock Tax Calculations** button to save those figures.
- Click the **Recalculate Taxes** button to recalculate any changes made.

Calculation Results screen

Click Totals  in the header to access the **Payroll – Calculation Results** screen to review totals of earnings and deductions, and taxes. For detailed information about the fields on this screen, refer to the Payrolls – Calculation Results in the Appendix at the end of this chapter.

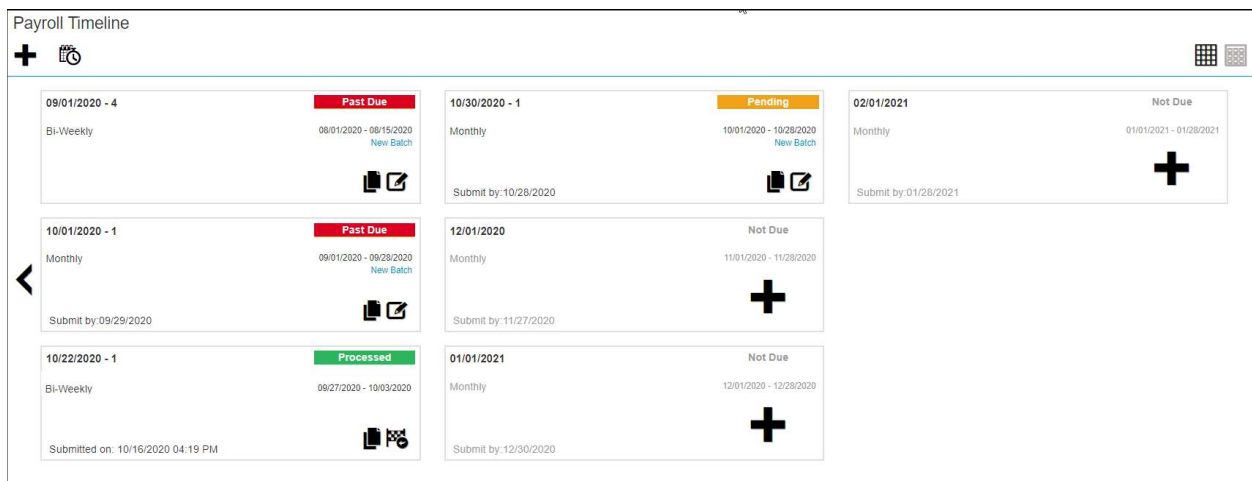


Note: if something needs to be edited, click the  symbol in the header which brings you back to the Batch screen.

Creating an Unscheduled Payroll

To create a payroll that is not scheduled based on the calendar settings,

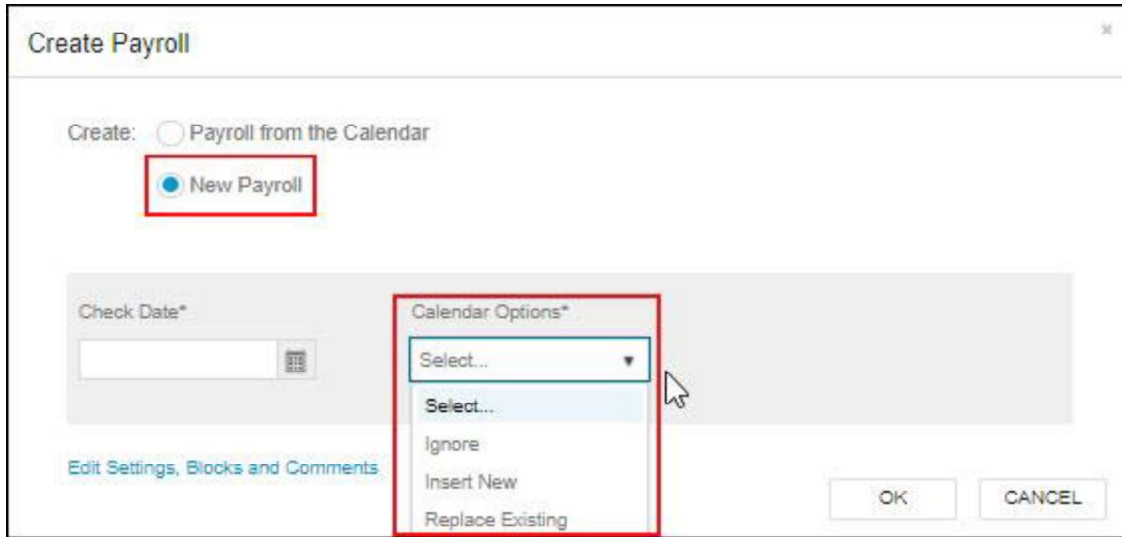
1. Click the **Payrolls** menu, which brings you to the Payroll Timeline screen.



The screenshot shows the 'Payroll Timeline' interface. At the top left is a plus icon and a calendar icon. At the top right are grid view icons. The main area contains a grid of payroll batch cards:

- Card 1:** 09/01/2020 - 4, Bi-Weekly, Past Due (red), 09/01/2020 - 09/15/2020, New Batch, Submit by: 10/28/2020.
- Card 2:** 10/30/2020 - 1, Monthly, Pending (orange), 10/01/2020 - 10/28/2020, New Batch, Submit by: 10/28/2020.
- Card 3:** 02/01/2021, Monthly, Not Due, 01/01/2021 - 01/28/2021, Submit by: 01/28/2021.
- Card 4:** 10/01/2020 - 1, Monthly, Past Due (red), 09/01/2020 - 09/28/2020, New Batch, Submit by: 09/29/2020.
- Card 5:** 12/01/2020, Monthly, Not Due, 11/01/2020 - 11/28/2020, Submit by: 11/27/2020.
- Card 6:** 10/22/2020 - 1, Bi-Weekly, Processed (green), 09/27/2020 - 10/03/2020, Submitted on: 10/16/2020 04:19 PM.
- Card 7:** 01/01/2021, Monthly, Not Due, 12/01/2020 - 12/28/2020, Submit by: 12/30/2020.

1. Click the large **plus sign** in the Header.
2. **Result:** The Create Payroll screen opens asking if you are creating a Payroll from the Calendar or a New Payroll (Unscheduled). Select the **Check Date** and select whether to
 - Ignore - do nothing to the calendar
 - Insert New - insert the new check date into the Calendar, or
 - Replace Existing - replace a check date already in the calendar.
3. Click **OK**.
Result: The Check Batch Settings screen opens.
4. Click **New Payroll**



Create Payroll

Create: ☐ Payroll from the Calendar
☒ **New Payroll**

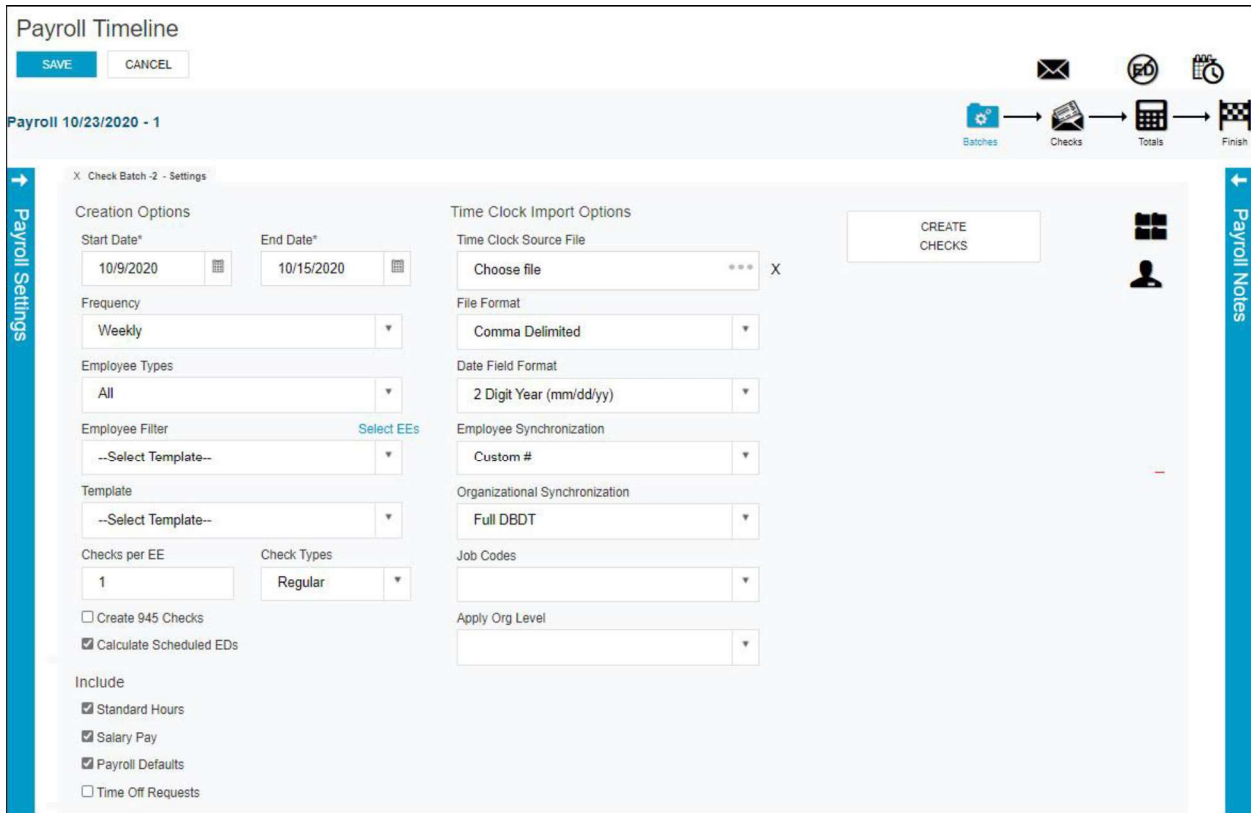
Check Date*

Calendar Options*
 Select...
 Select...
 Ignore
 Insert New
 Replace Existing

[Edit Settings, Blocks and Comments](#)

OK CANCEL

Check Batch Settings screen



Payroll Timeline

SAVE CANCEL

Payroll 10/23/2020 - 1

Batches Checks Totals Finish

X Check Batch -2 - Settings

Creation Options

Start Date* 10/9/2020 End Date* 10/15/2020

Frequency Weekly

Employee Types All

Employee Filter --Select Template--

Template --Select Template--

Checks per EE 1

Check Types Regular

☐ Create 945 Checks
☒ Calculate Scheduled EDs

Include
☒ Standard Hours
☒ Salary Pay
☒ Payroll Defaults
☐ Time Off Requests

Time Clock Import Options

Time Clock Source File Choose file

File Format Comma Delimited

Date Field Format 2 Digit Year (mm/dd/yy)

Employee Synchronization Custom #

Organizational Synchronization Full DBDT

Job Codes

Apply Org Level

CREATE CHECKS

Payroll Settings Payroll Notes

1. Select the items to include in the payroll in the Include section.
2. Complete required and applicable fields in the Time Clock Import Options section.
3. Click the **Create Checks** button.
4. Click **OK** in the window that confirms the checks have been created.

Result: The Batch Checks Screen opens.

Payrolls - Batch Checks Screen

This screen offers three different viewing options, based upon the level of detail required by the user. The view is selected from the dropdown list in the far right of the Navigation Bar. For detailed information about the fields on this screen, refer to the Payrolls – Batch Checks screen in the Appendix at the end of this chapter.

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/23/2020 - 1 Batch 1 : 10/09/2020 - 10/15/2020 Regular | -99998838 | 1 of 1

Batches Checks Totals Finish

NEW BATCH EXPORT TO EXCEL ADD CHECK DELETE CHECK Search Checks... Group By: Company Number Summary

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular
R	01	Scott, Mica	1	0.00	\$1,033.33		\$1,033.33		
R	02	Schrute, Dwight	1	40.00	\$1,783.11		\$903.11	40.00	\$880.00
R	03	Beesly, Pamela	1	0.00	\$0.00				
R	05	Bratton, Creed	1	0.00	\$1,102.21		\$1,102.21		
R	06	Levinson, Jan	1	0.00	\$703.22		\$703.22		
R	07	Martin, Angela	1	0.00	\$0.00				
R	08	Sim, Maya	1	40.00	\$780.00			40.00	\$780.00
R	09	Trent, Terence	1	0.00	\$0.00				
Totals				80.00	\$5,401.87		\$3,741.87	80.00	\$1,660.00

8 items

Payroll Notes Time Clock Import Employee Notes

Summary View

Default view, this is the check entry screen, on which the user can add checks and edit information for employee checks. The first five columns are read only. The columns that follow can be edited, as well as having columns added and subtracted.

- To add or edit a column
 - a. Click within the column to edit of the check being modified.
 - b. Once finished click **Save** in the Header.
- To add a check for employees
 - a. Click the **Add Check** button in the Navigation bar.

Result: The Add Checks screen opens.

Add Checks

Select a Check Type
Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

Search for employee(s)

☐	EE #	Last Name	First Name	Middle Initial	Status	Organization ...
☐	01	Scott	Mica		Active	Inn > Restaurant >>...
☐	02	Schrute	Dwight		Active	Inn > Restaurant >>...
☐	03	Beesly	Pamela		Active	Retail > Cheese >>...
☐	04	Halpert	James		Terminated	Retail > Brewery >>...
☐	05	Bratton	Creed		Active	Retail > Gift >> Cas...

Page 1 of 2
9 items

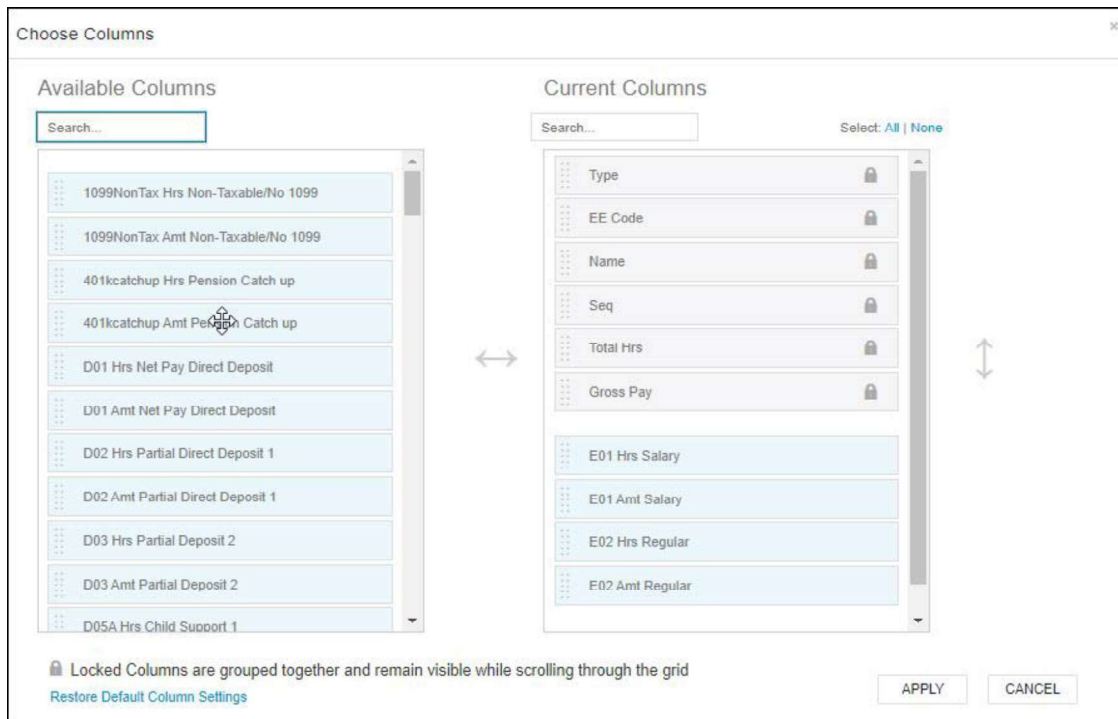
CREATE CHECK(S) FOR SELECTED EES

1. Select the Check Type being created.
2. Select the employee(s) for whom to create a check.
3. Click the **Create Check(s) for Selected EEs** button.

Result: The Batch Checks screen reopens with the new check(s) listed.

- To add additional E/D codes to the grid as columns, click  in the bottom right-hand corner of the Batch Checks Screen.

Result: The following screen opens listing Available Columns - E/Ds available to add to the grid, and a list of the Current Columns - the E/Ds currently listed as column headings in the grid.



- To add E/Ds to the grid, select it/them in the Available Columns list on the left-hand side of the screen, and drag to the Current Columns list on the right.
- To remove columns from the grid, click the E/Ds in the Current Columns list and drag them to the Available Columns list on the left.
- Click **Apply**.

Summary Detail View

The Summary Detail View provides a more detailed view of the Summary screen, listing each check and its details.

Payroll Timeline

SAVE
CANCEL
Pending

Payroll 10/23/2020 - 1
Batch 1 : 10/09/2020 - 10/15/2020
Regular | -99998838 | 1 of 1

NEW BATCH
ADD CHECK
DELETE CHECK
Summary Detail

E/D C...	Description	Hrs/Pcs	Rate Of ...	Amount	Rate Number	Agency
Batch 1 Weekly	Check: -99998836 - R, Batch: 1, Employee: Beesly, Pamela [03] Total Hrs: 0.00 , Total Amount: -\$32.90					
	Check: -99998835 - R, Batch: 1, Employee: Bratton, Creed [05] Total Hrs: 0.00 , Total Amount: \$1,069.31					
	Check: -99998834 - R, Batch: 1, Employee: Levinson, Jan [06] Total Hrs: 0.00 , Total Amount: \$670.32					
	Check: -99998833 - R, Batch: 1, Employee: Martin, Angola [07] Total Hrs: 0.00 , Total Amount: -\$32.90					
	Check: -99998837 - R, Batch: 1, Employee: Schrute, Dwight [02] Total Hrs: 40.00 , Total Amount: \$1,750.21					
	Totals		\$5,179.47			

66 items

- To add a check for employees, click the **Add Check** button in the Navigation bar.
Result: The Add Checks screen opens.

Add Checks

Select a Check Type
Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No
Use this Template
--Select--

Search for employee(s)

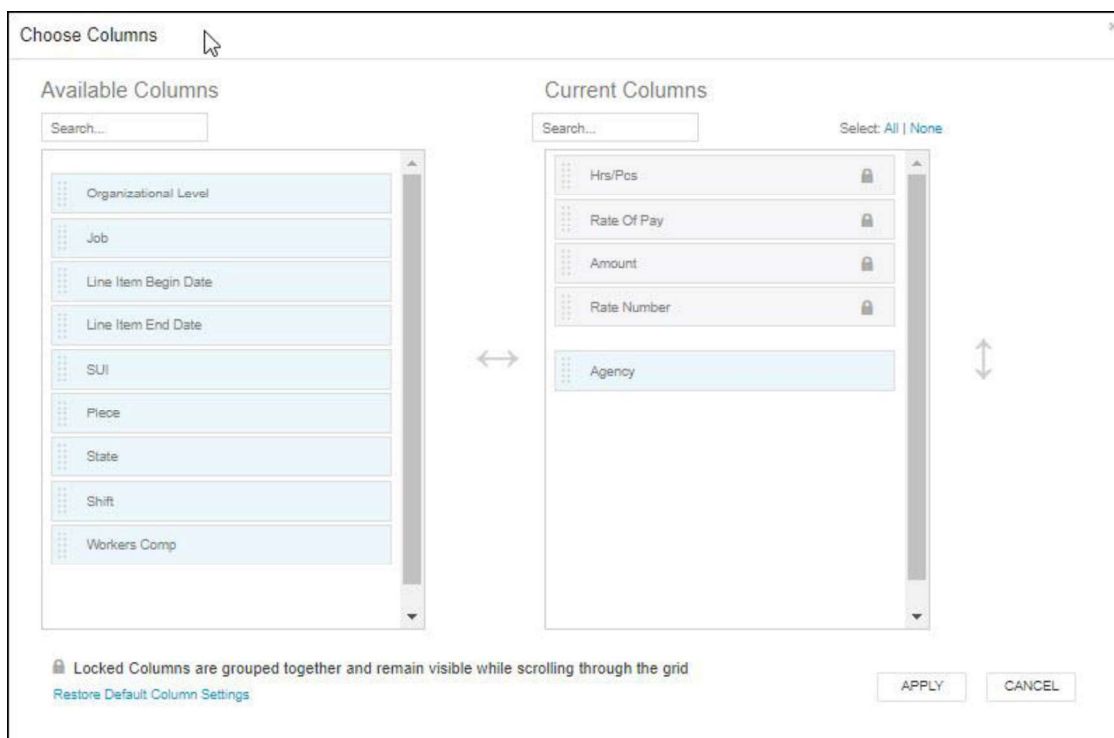
	EE #	Last Name	First Name	Middle Initial	Status	Organization ...
☐	01	Scott	Mica		Active	Inn > Restaurant >>...
☐	02	Schrute	Dwight		Active	Inn > Restaurant >>...
☐	03	Beesly	Pamela		Active	Retail > Cheese >>...
☐	04	Halpert	James		Terminated	Retail > Brewery >>...
☐	05	Bratton	Creed		Active	Retail > Gift >> Cas...

Page 1 of 2
9 items

CREATE CHECK(S) FOR SELECTED EES

2. Select the **Check Type** being created.
3. Select the employee(s) for whom to create a check.
4. Click the **Create Check(s) for Selected EEs** button.
 - To add a check line, select a check and click the **Add Check Line** button.
 - To add additional E/D Codes to the grid as columns, click  in the bottom right-hand corner of the Batch Checks Screen.

Result: The following screen opens listing Available Columns - E/Ds available to add to the grid, and a list of the Current Columns - the E/Ds currently listed as column headings in the grid.



- To add E/Ds to the grid, select it/them in the Available Columns list on the left-hand side of the screen, and drag to the Current Columns list on the right.
 - To remove columns from the grid, click the E/Ds in the Current Columns list and drag them to the Available Columns list on the left.
5. Click **Apply**.

Detail View

The Detail view provides the most detailed view of each check, and offers editing capabilities, as well as the ability to add (or delete) additional E/D codes to the checks.

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/23/2020 - 1 Batch 1 : 10/09/2020 - 10/15/2020

NEW BATCH

01 - Scott, Mica - 1 of 1

CREATE NEW CHECK

Batch 1 Weekly

CHECK LINES

MANUAL TAX

FED OVERRIDES

STATE OVERRIDES

LOCAL OVERRIDES

OPTIONS

REVIEW

PREVIOUS NEXT

Check Serial # Check Type Sequence
-9999838 Regular 1 of 1

RECALCULATE CHECK PREVIEW A/D REFRESH SCHEDULED E/D'S

ADD DELETE EXPORT TO EXCEL

E/D Code *	Description *	Hrs/Pcs	Pay Rate	Amount	Rate #
D10	Health Insurance			\$25.00	
M30	401(k) Employer match			\$0.00	
D20	401k			\$0.00	
D12	Life Insurance				
D11	Dental			\$7.90	
D01	Net Pay Direct Deposit				
E02	Regular		\$0.00		1 (P) : \$0.00
E01	Salary		\$0.00	\$1,033.33	1 (P) : \$0.00
FFCRA_ER_CostBenefit	FFCRA ER Cost of Benefits			\$0.00	

9 items

Time Clock Import Payroll Notes Employee Notes

1. Complete the required and applicable fields on this screen as well as on the Labor Defaults and
2. Local Tax Overrides tabs. For detailed information about the fields on this screen, refer to the pages beginning at the Payrolls – Batch Checks screen in the Appendix at the end of this chapter.
3. Click the Payroll – Manual Tax menu item.
4. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Manual Tax screen

Click the **Manual Tax** tab to override a tax for the check if applicable. The information on this screen is the same as is on the Payrolls - Check - Manual Tax tab in Classic. For detailed information about this screen, refer to the Payrolls – Manual Tax [screen](#) in the Appendix at the end of this chapter.

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/30/2020 - 1 Batch 1 : 10/16/2020 - 10/22/2020

NEW BATCH

01 - Scott, Mica - 1 of 1

CREATE NEW CHECK

Batch 1 Weekly

CHECK LINES

MANUAL TAX

FED OVERRIDES

STATE OVERRIDES

LOCAL OVERRIDES

OPTIONS

REVIEW

PREVIOUS NEXT

Check Serial # Check Type Sequence
-9999838 Regular 1 of 1

RECALCULATE CHECK PREVIEW A/D REFRESH SCHEDULED E/D'S

ADD STATES

Row	Description	Amount
1	Federal	
2	OASDI	
3	Medicare	
4	EIC	
5	Backup Withholding	

5 items

Options

☒ Calculate Override Taxes

☒ Recalculate SUI

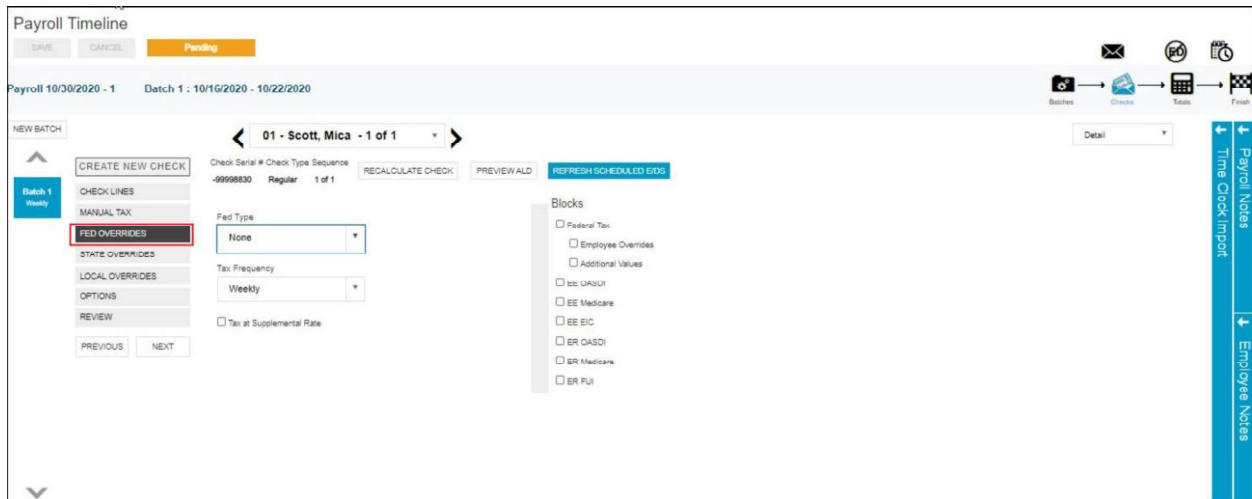
☐ Disable Shortfalls

Time Clock Import Payroll Notes Employee Notes

1. Complete the applicable fields
2. Click the **Payroll – Fed Overrides** tab.

Fed Overrides screen

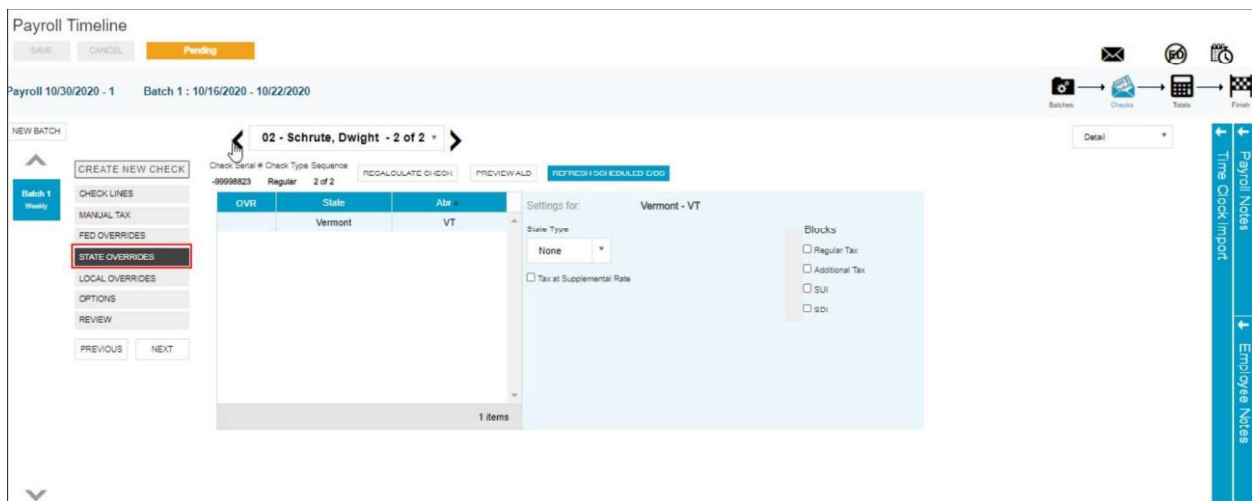
Click the **Fed Overrides** tab to block or override Federal taxes. Information on this screen is the same information as is found on the Payrolls – Check – Tax Overrides tab in Classic. The State and Local tabs require the same information, regarding the state or local taxes for the employee. For detailed information about this screen, refer to the Payrolls – Fed Overrides screen in the Appendix at the end of this chapter.



The screenshot shows the 'Payroll Timeline' interface with the 'Fed Overrides' tab selected. The interface includes a top navigation bar with 'SAVE', 'CANCEL', and 'Pending' buttons. Below this, the payroll details for 'Payroll 10/30/2020 - 1' and 'Batch 1: 10/16/2020 - 10/22/2020' are displayed. The main area shows the 'NEW BATCH' section with a dropdown for '01 - Scott, Mica - 1 of 1'. The 'CHECK LINES' section on the left has 'FED OVERRIDES' highlighted. The 'CHECK SERIAL #' is '0999830', 'Check Type' is 'Regular', and 'Sequence' is '1 of 1'. The 'FED TYPE' is set to 'None', and 'Tax Frequency' is 'Weekly'. The 'BLOCKS' section on the right lists various tax options: Federal Tax, Employee Overrides, Additional Values, Ito: CASDI, EE Medicare, EE EIC, ER CASDI, ER Medicare, and ER FUI. The bottom right sidebar contains 'Payroll Notes' and 'Employee Notes' tabs.

1. Complete the applicable fields.
2. Click the **Payroll – State Overrides** tab.

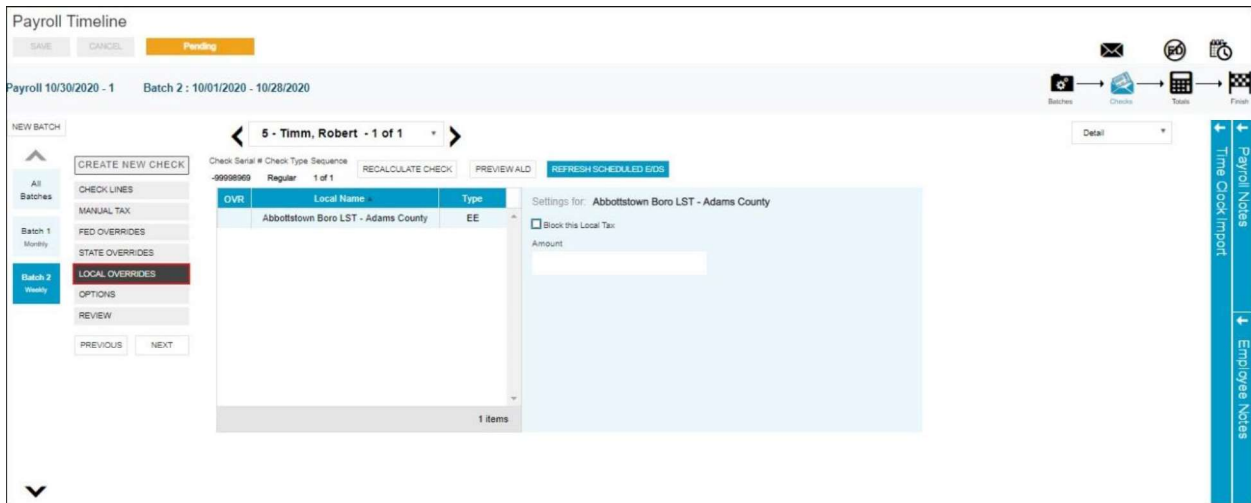
State Overrides screen



The screenshot shows the 'Payroll Timeline' interface with the 'State Overrides' tab selected. The interface includes a top navigation bar with 'SAVE', 'CANCEL', and 'Pending' buttons. Below this, the payroll details for 'Payroll 10/30/2020 - 1' and 'Batch 1: 10/16/2020 - 10/22/2020' are displayed. The main area shows the 'NEW BATCH' section with a dropdown for '02 - Schulte, Dwight - 2 of 2'. The 'CHECK LINES' section on the left has 'STATE OVERRIDES' highlighted. The 'CHECK SERIAL #' is '0999823', 'Check Type' is 'Regular', and 'Sequence' is '2 of 2'. The 'OVR' table shows 'State' as 'Vermont' and 'Abn' as 'VT'. The 'Settings for: Vermont - VT' section shows 'State Type' as 'None' and 'Tax at Supplemental Rate' as unchecked. The 'BLOCKS' section on the right lists various tax options: Regular Tax, Additional Tax, SUI, and SDI. The bottom right sidebar contains 'Payroll Notes' and 'Employee Notes' tabs.

1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the Payrolls – State Overrides screen in the Appendix at the end of this chapter.
2. Click the **Payroll – Local Overrides** tab.

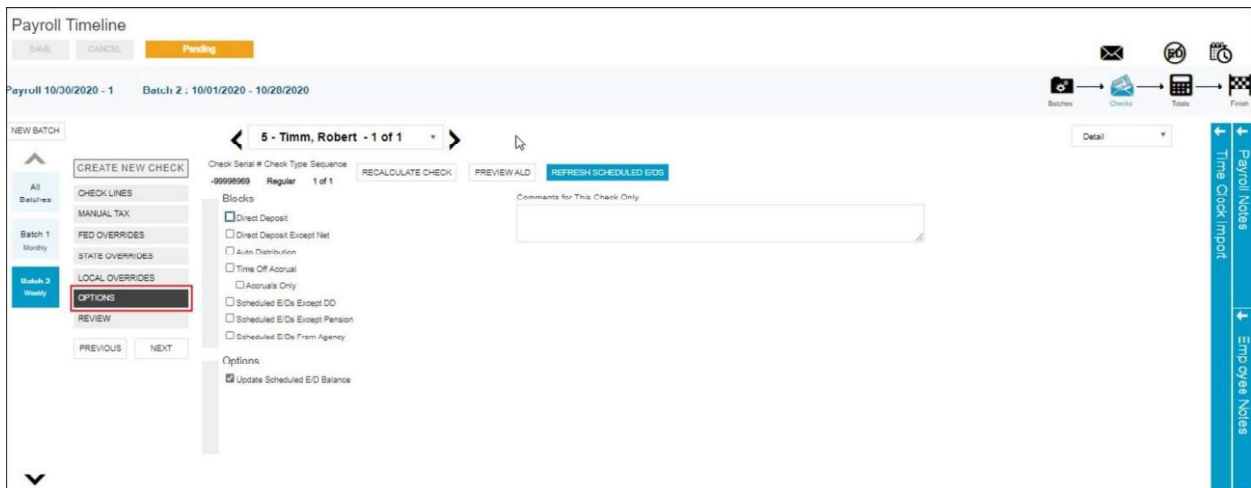
Local Overrides screen



1. Complete the applicable fields.
2. Click the **Payroll – Options** tab.

Payroll - Options screen

Click the **Payrolls –Options** tab to block scheduled earnings and deductions on employee checks. The information on this screen can be found mostly on the Payroll – Check – General tab.

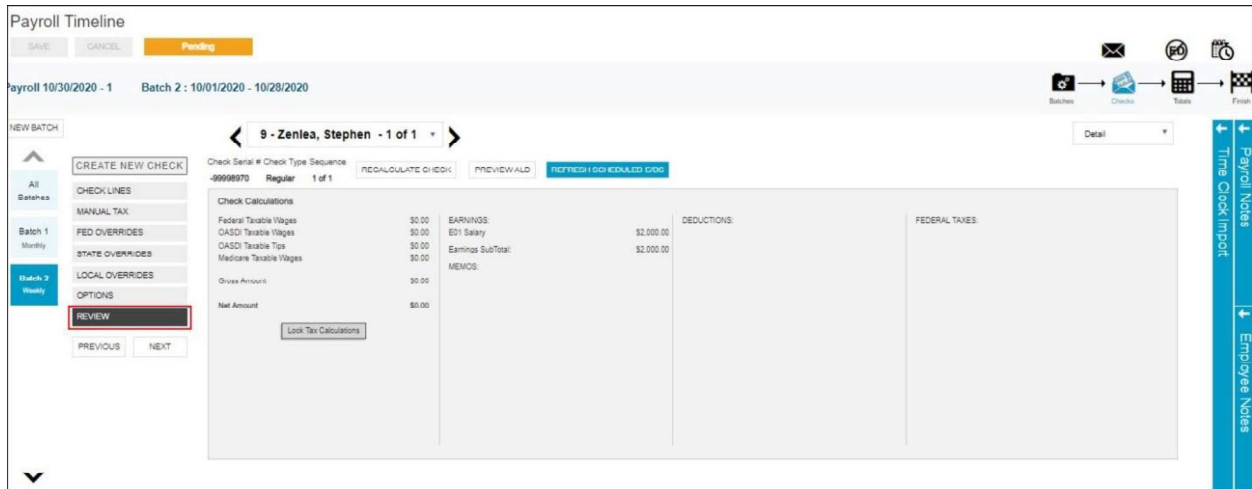


1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the Payrolls – Options screen in the Appendix at the end of this chapter.

- Click the **Review** tab to review [unprocessed] payroll checks with overrides, to verify for accuracy before submitting to payroll.

Payroll - Review screen

- Click the **Review** tab to review [unprocessed] payroll checks with overrides, to verify for accuracy before submitting to payroll. For detailed information about these screens, refer to the Payrolls – Review screen in the Appendix at the end of this chapter.



Payroll Timeline
 SAVE CANCEL **Pending**

Payroll 10/30/2020 - 1 Batch 2 : 10/01/2020 - 10/28/2020

NEW BATCH

9 - Zenlea, Stephen - 1 of 1

CREATE NEW CHECK

CHECK LINES
 MANUAL TAX
 FED OVERRIDES
 STATE OVERRIDES
 LOCAL OVERRIDES
 OPTIONS
REVIEW
 PREVIOUS NEXT

Check Serial # Check Type Sequence
 -99998970 Regular 1 of 1

RECALCULATE CHECK PREVIEW/VAL REFRESH / GO TO SCHEDULED DATE

Check Calculations

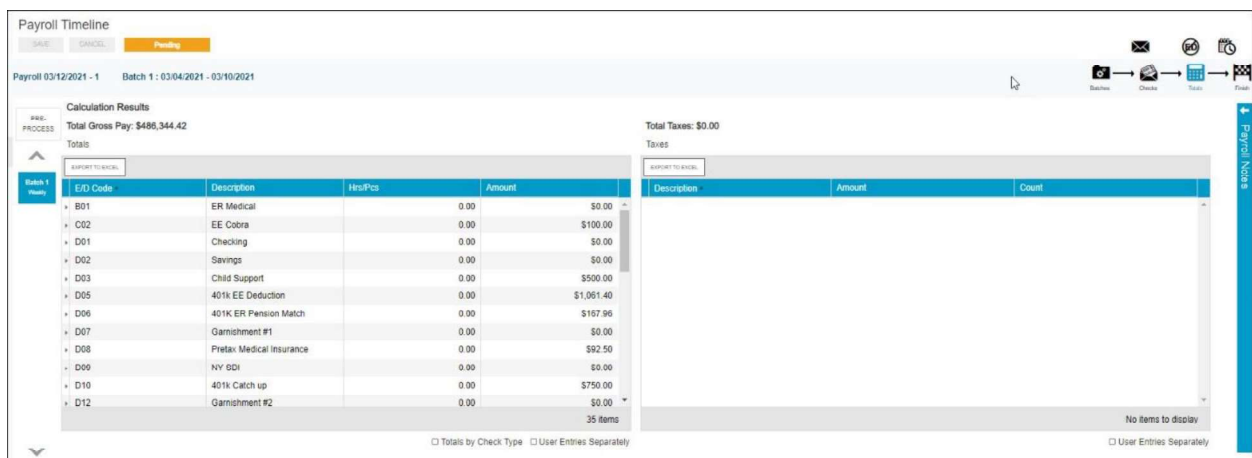
EARNINGS:		DEDUCTIONS:		FEDERAL TAXES:	
Federal Taxable Wages	\$0.00	EOI Salary	\$2,000.00		
QASDI Taxable Wages	\$0.00	Earnings SubTotal:	\$2,000.00		
QASDI Taxable Tips	\$0.00				
Medicare Taxable Wages	\$0.00				
Gross Amount:	\$0.00				
Net Amount:	\$0.00				

Lock Tax Calculations

- Once verified, click the **Lock Tax Calculations** button to save those figures.
- Click the **Recalculate Taxes** button to recalculate any changes made.

Calculation Results screen

Click the Totals  symbol in the header to access the Payroll – Calculation Results screen to review totals of earnings and deductions, and taxes. For detailed information about the fields on this screen, refer to the Payrolls – Calculation Results screen in the Appendix at the end of this chapter.



Payroll Timeline
 SAVE CANCEL **Pending**

Payroll 03/12/2021 - 1 Batch 1 : 03/04/2021 - 03/10/2021

Calculation Results

Total Gross Pay: \$486,344.42

Total Taxes: \$0.00

E/D Code	Description	HasPps	Amount
B01	ER Medical		\$0.00
C02	EE Cobra		\$100.00
D01	Checking		\$0.00
D02	Savings		\$0.00
D03	Child Support		\$500.00
D05	401k EE Deduction		\$1,061.40
D06	401k ER Pension Match		\$167.96
D07	Garnishment #1		\$0.00
D08	Pre-tax Medical Insurance		\$92.50
D09	NV SDI		\$0.00
D10	401k Catch up		\$750.00
D12	Garnishment #2		\$0.00
			35 Items

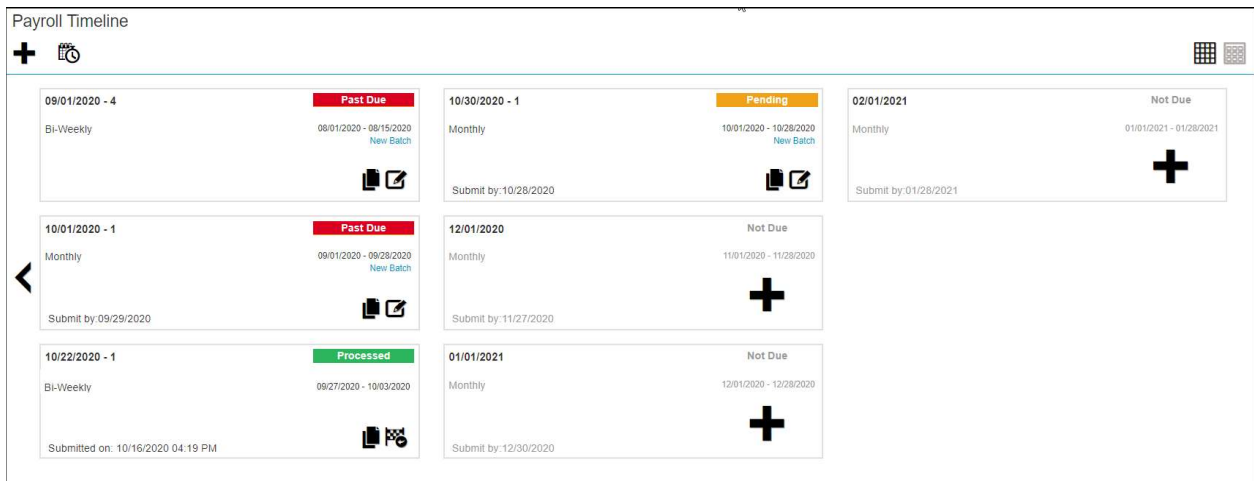
Totals by Check Type User Entries Separately

Note: if something needs to be edited, click the  symbol in the header which brings you back to the Batch screen.

Creating an Unscheduled Payroll

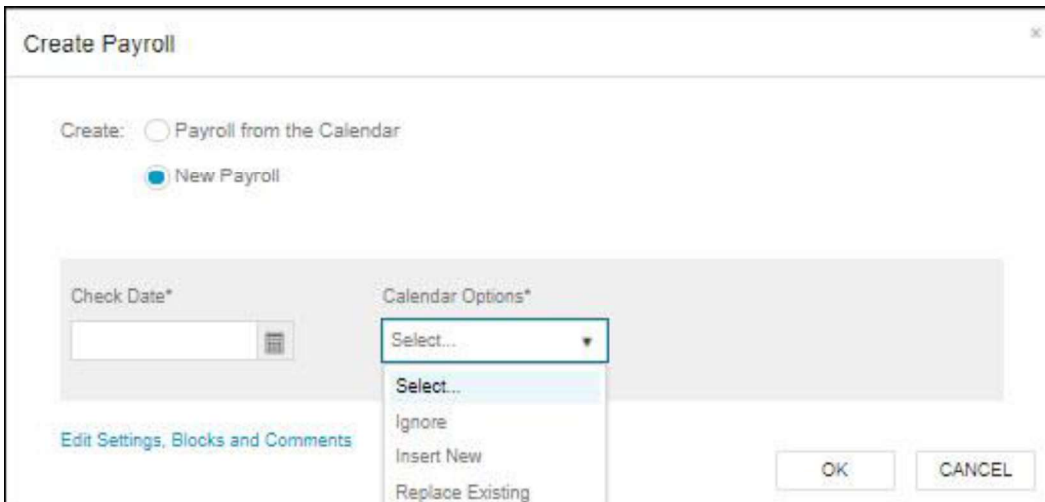
To create a payroll that is not scheduled based on the calendar settings,

1. Click the **Payrolls** menu.



The screenshot shows the 'Payroll Timeline' interface. It displays a grid of payroll entries. The first entry is for 09/01/2020 - 4, Bi-Weekly, with a 'Past Due' status (red bar) and a 'New Batch' link. The second entry is for 10/30/2020 - 1, Monthly, with a 'Pending' status (yellow bar) and a 'New Batch' link. The third entry is for 02/01/2021, Monthly, with a 'Not Due' status. The fourth entry is for 10/01/2020 - 1, Monthly, with a 'Past Due' status (red bar) and a 'New Batch' link. The fifth entry is for 12/01/2020, Monthly, with a 'Not Due' status. The sixth entry is for 10/22/2020 - 1, Bi-Weekly, with a 'Processed' status (green bar) and a 'Submitted on: 10/16/2020 04:19 PM' timestamp. The seventh entry is for 01/01/2021, Monthly, with a 'Not Due' status. Each entry has a large plus sign icon in the bottom right corner.

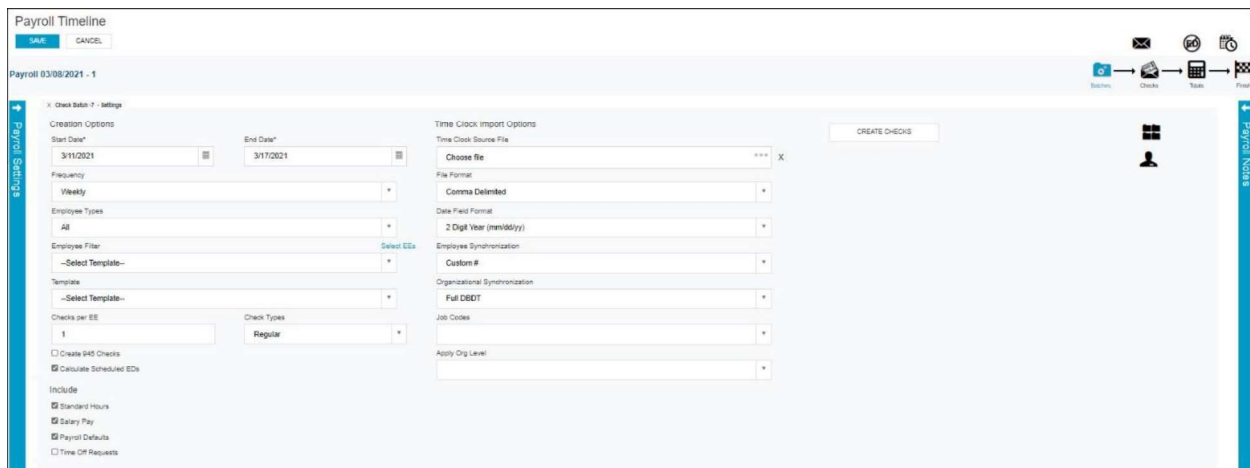
2. Click the large **plus sign** in the heading.
Result: The **Create Payroll** screen opens asking if you are creating a Payroll from the Calendar or a New Payroll (Unscheduled).
3. Click **New Payroll**



The screenshot shows the 'Create Payroll' dialog box. It has a title bar 'Create Payroll' and a close button. The 'Create:' section has two radio buttons: 'Payroll from the Calendar' (unselected) and 'New Payroll' (selected). Below this, there is a 'Check Date*' field with a calendar icon. To the right of the 'Check Date*' field is a 'Calendar Options*' dropdown menu. The dropdown menu is open, showing options: 'Select...', 'Ignore', 'Insert New', and 'Replace Existing'. At the bottom of the dialog box, there is a link 'Edit Settings, Blocks and Comments' and two buttons: 'OK' and 'CANCEL'.

4. Select the **Check Date** and select whether to
 - Ignore - do nothing to the calendar.
 - Insert New - insert the new check date into the calendar, or
 - Replace Existing - replace a check date already in the calendar.
5. Click **OK**.
Result: The **Check Batch Settings** screen opens.

Check Batch Settings screen



1. Select the items to include in the payroll in the Include section.
2. Complete required and applicable fields in the Time Clock Import Options section.
3. Click the **Create Checks** button.
4. Click **OK** in the window that confirms the checks have been created.
Result: The **Batch Checks** screen opens.

Payrolls - Batch Checks Screen

This screen offers three different viewing options, based upon the level of detail required by the user. The view is selected from the dropdown field in the far right of the Navigation Bar. For detailed information about the fields on this screen, refer to the **Payrolls – Batch Checks screen** in the Appendix at the end of this section.

Payroll Timeline

SAVE CANCEL **Pending**

Payroll 10/23/2020 - 1 Batch 1 : 10/09/2020 - 10/15/2020 Regular | -99998838 | 1 of 1

Batches → Checks → Totals → Finish

NEW BATCH EXPORT TO EXCEL ADD CHECK DELETE CHECK Search Checks... Group By: Company Number Summary

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular
R	01	Scott, Mica	1	0.00	\$1,033.33		\$1,033.33		
R	02	Schrute, Dwight	1	40.00	\$1,783.11		\$903.11	40.00	\$880.00
R	03	Beesly, Pamela	1	0.00	\$0.00				
R	05	Bratton, Creed	1	0.00	\$1,102.21		\$1,102.21		
R	06	Levinson, Jan	1	0.00	\$703.22		\$703.22		
R	07	Martin, Angela	1	0.00	\$0.00				
R	08	Sim, Maya	1	40.00	\$780.00			40.00	\$780.00
R	09	Trent, Terence	1	0.00	\$0.00				
Totals				80.00	\$5,401.87		\$3,741.87	80.00	\$1,660.00

8 items

Payroll Notes Time Clock Input Employee Notes

Payroll Timeline






Pending

Payroll 09/19/2019 - 1 Batch 1 : 09/12/2019 - 09/18/2019 Regular | -99995490 | 1 of 1

 →
  →
  →
 

EXPORT TO EXCEL ADD CHECK DELETE CHECK Search Checks... Group By: Company Number Summary

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular	E20 Hrs Salary	E20 Amt Salary
R	1	Janson, Jennifer L.	1	0.00	\$2,000.00		\$2,000.00				
R	01	Smith, Lisa	1	0.00	\$1,500.00		\$1,500.00				
R	3	Flax, Ron	1	0.00	\$2,000.00		\$2,000.00				
R	4	Carlson, Janie	1	0.00	\$1,000.00		\$1,000.00				
R	5	Timm, Robert	1	0.00	\$2,500.00		\$2,500.00				
R	6	Miller, Renee D.	1	0.00	\$1,200.00		\$1,200.00				
R	7	Mills, Linda	1	0.00	\$0.00						
R	8	Carlson, Harriet E.	1	35.00	\$455.00			35.00	\$455.00		
R	10	Wolf, Naomi	1	15.00	\$337.50			15.00	\$337.50		
R	11	Salacie, Richard	1	0.00	\$1,000.00						
R	12	Hard, Eric	1	0.00	\$3,000.00		\$3,000.00				
R	15	Oster, Michael M.	1	0.00	\$0.00						
R	20	Casucci, Kristen L.	1	0.00	\$0.00						
R	21	Annunzio, Lori K.	1	0.00	\$0.00						
Totals				90.00	\$22,992.50		\$22,200.00	90.00	\$792.50		

Batch 1 Weekly

Payroll Notes

Time Clock Import

Employee Notes

23 Items

Summary View

Default view, this is the check entry screen, on which the user can add checks and edit information for employee checks. The first five columns are read only. The columns that follow can be edited, as well as having columns added and subtracted.

- To add or edit a column
 - Click within the column to edit of the check being modified.
 - Once finished click **Save** in the Header.
- To add a check for employees
 - Click the **Add Check** button in the Navigation bar.

Result: The **Add Checks** screen opens.

Add Checks

Select a Check Type
Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

Search for employee(s)

☐	EE #	Last Name	First Name	Middle Initial	Status	Organization ...
☐	01	Scott	Mica		Active	Inn > Restaurant >>...
☐	02	Schrute	Dwight		Active	Inn > Restaurant >>...
☐	03	Beesly	Pamela		Active	Retail > Cheese >> ...
☐	04	Halpert	James		Terminated	Retail > Brewery >>...
☐	05	Bratton	Creed		Active	Retail > Gift >> Cas...

Page 1 of 2
9 items

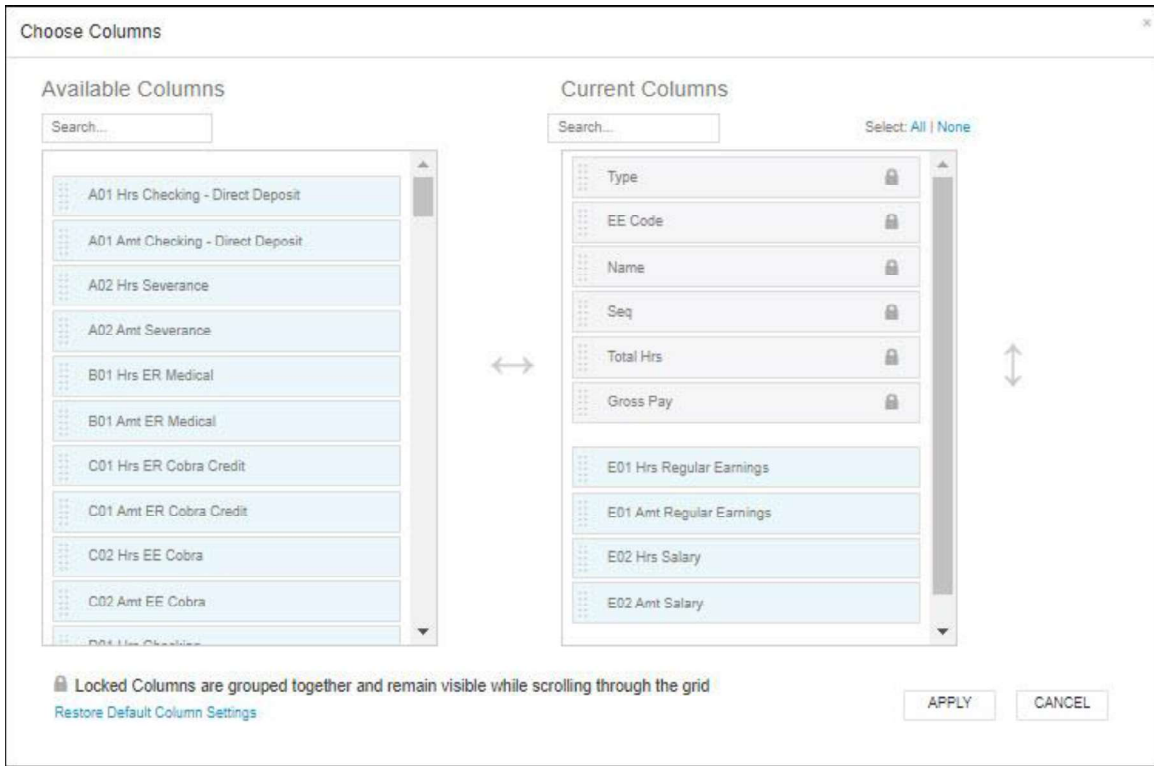
CREATE CHECK(S) FOR SELECTED EES

1. Select the **Check Type** being created.
2. Select the employee(s) for whom to create a check.
3. Click the **Create Check(s) for Selected EEs** button.

Result: The **Batch Checks** screen reopens with the new check(s) listed.

- To add additional E/D codes to the grid as columns, click  in the bottom right-hand corner of the Batch Checks Screen.

Result: The following screen opens listing Available Columns - E/Ds available to add to the grid, and a list of the Current Columns - the E/Ds currently listed as column headings in the grid.



Choose Columns

Available Columns

Search...

- A01 Hrs Checking - Direct Deposit
- A01 Amt Checking - Direct Deposit
- A02 Hrs Severance
- A02 Amt Severance
- B01 Hrs ER Medical
- B01 Amt ER Medical
- C01 Hrs ER Cobra Credit
- C01 Amt ER Cobra Credit
- C02 Hrs EE Cobra
- C02 Amt EE Cobra

Current Columns

Search... Select: All | None

- Type
- EE Code
- Name
- Seq
- Total Hrs
- Gross Pay
- E01 Hrs Regular Earnings
- E01 Amt Regular Earnings
- E02 Hrs Salary
- E02 Amt Salary

Locked Columns are grouped together and remain visible while scrolling through the grid

[Restore Default Column Settings](#)

APPLY CANCEL

- To add E/Ds to the grid, select it/them in the Available Columns list on the left-hand side of the screen, and drag to the Current Columns list on the right.
- To remove columns from the grid, click the E/Ds in the Current Columns list and drag them to the Available Columns list on the left.
- Click **Apply**.

Summary Detail View

The Summary Detail View provides a more detailed view of the Summary screen, listing each check and its details.

Payroll 10/31/2020 - 1 Batch 2 : 10/20/2020 - 10/28/2020 Regular | -99995495 | 1 of 1

NEW BATCH ADD CHECK DELETE CHECK Summary Detail

E/D C	Description	Hrs/Pcs	Rate Of	Amount	Rate Number	Agency
	Check -99995498 - R, Batch: 2, Employee: Appleman, Lori K. [21] Total Hrs: 0.00, Total Amount: \$0.00					
	Check -99995486 - R, Batch: 2, Employee: Berezin, Donna K. [40] Total Hrs: 0.00, Total Amount: \$0.00					
	Check -99995501 - R, Batch: 2, Employee: Carlow, Harriet E. [8] Total Hrs: 35.00, Total Amount: \$455.00					
	Check -99995494 - R, Batch: 2, Employee: Carlow, Jane [4] Total Hrs: 0.00, Total Amount: \$822.00					
	Check -99995497 - R, Batch: 2, Employee: Carvin, Neal [33] Total Hrs: 0.00, Total Amount: \$4,500.00					
	Totals: 118,542.04					

50 items

- To add a check for employees, click the **Add Check** button in the Navigation bar.
Result: The **Add Checks** screen opens.

Add Checks

Select a Check Type
Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

Search for employee(s)

	EE #	Last Name	First Name	Middle Initial	Status	Organization ...
☐	01	Scott	Mica		Active	Inn > Restaurant >>...
☐	02	Schrute	Dwight		Active	Inn > Restaurant >>...
☐	03	Beesly	Pamela		Active	Retail > Cheese >>...
☐	04	Halpert	James		Terminated	Retail > Brewery >>...
☐	05	Bratton	Creed		Active	Retail > Gift >> Cas...

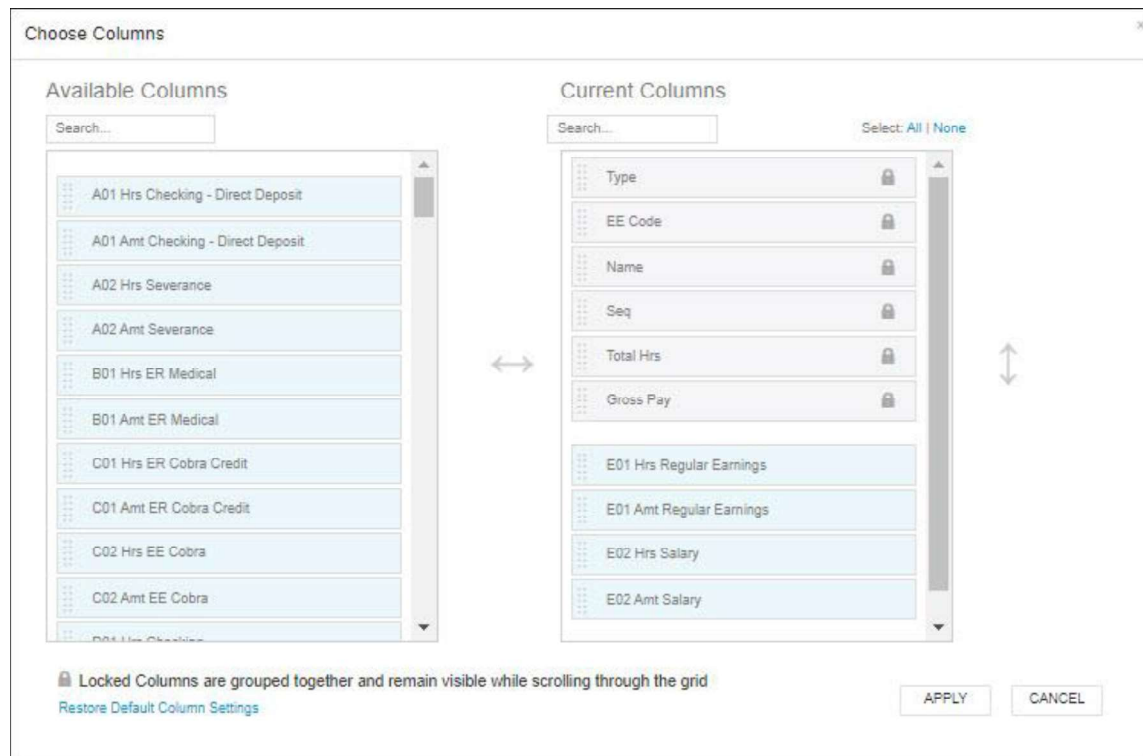
Page 1 of 2 9 items

CREATE CHECK(S) FOR SELECTED EES

- Select the **Check Type** being created.
- Select the employee(s) for whom to create a check.
- Click the **Create Check(s) for Selected EEs** button.
 - To add a Check Line select a check and click the **Add Check Line** button.

- To add additional E/D Codes to the grid as columns, click  in the bottom right-hand corner of the Batch Checks Screen.

Result: The following screen opens listing Available Columns - E/Ds available to add to the grid, and a list of the Current Columns - the E/Ds currently listed as column headings in the grid.



- To add E/Ds to the grid, select it/them in the Available Columns list on the left-hand side of the screen, and drag to the Current Columns list on the right.
 - To remove columns from the grid, click the E/Ds in the Current Columns list and drag them to the Available Columns list on the left.
5. Click **Apply**.

Detail View

The Detail view provides the most detailed view of each check, and offers editing capabilities, including the ability to add (or delete) additional E/D codes to the checks.

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/23/2020 - 1 Batch 1 : 10/09/2020 - 10/15/2020

NEW BATCH

01 - Scott, Mica - 1 of 1

CREATE NEW CHECK

CHECK LINES

MANUAL TAX

FED OVERRIDES

STATE OVERRIDES

LOCAL OVERRIDES

OPTIONS

REVIEW

PREVIOUS NEXT

Check Serial # Check Type Sequence
-99998838 Regular 1 of 1

RECALCULATE CHECK PREVIEW A/D REFRESH SCHEDULED E/D'S

E/D Code *	Description	Hrs/Pcs	Pay Rate	Amount	Rate #
D10	Health Insurance			\$25.00	
M30	401(k) Employer match			\$0.00	
D20	401k			\$0.00	
D12	Life Insurance				
D11	Dental			\$7.90	
D01	Net Pay Direct Deposit				
E02	Regular			\$0.00	1 (P) : \$0.00
E01	Salary			\$0.00	1 (P) : \$0.00
FFCRA_ER_CostBenefit	FFCRA ER Cost of Benefits			\$0.00	

9 items

Payroll Notes Time Clock Import Employee Notes

1. Complete the required and applicable fields on this screen as well as on the Labor Defaults and Local Tax Overrides tabs. For detailed information about the fields on this screen, refer to the pages beginning at the [Payrolls – Batch Checks](#) screen in the Appendix at the end of this section.
2. Click the **Payroll – Manual Tax** menu item.
3. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Manual Tax screen

Click the **Manual Tax** tab to override a tax for the check if applicable. For detailed information about this screen, refer to the [Payrolls – Manual Tax](#) screen in the Appendix at the end of this section.

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/30/2020 - 1 Batch 1 : 10/16/2020 - 10/22/2020

NEW BATCH

01 - Scott, Mica - 1 of 1

CREATE NEW CHECK

CHECK LINES

MANUAL TAX

FED OVERRIDES

STATE OVERRIDES

LOCAL OVERRIDES

OPTIONS

REVIEW

PREVIOUS NEXT

Check Serial # Check Type Sequence
-99998830 Regular 1 of 1

RECALCULATE CHECK PREVIEW A/D REFRESH SCHEDULED E/D'S

How	Description	Amount
1	Federal	
2	OASDI	
3	Medicare	
4	FIC	
5	Backup Withholding	

5 items

Options

☒ Calculate Override Taxes

☒ Reproportion SUI

☐ Disable Shortfalls

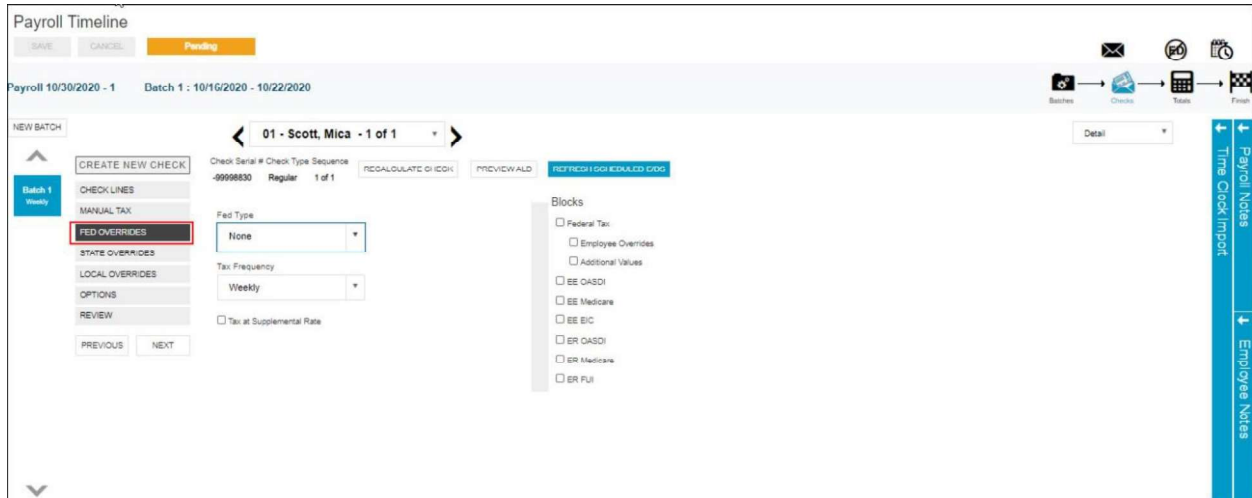
Payroll Notes Time Clock Import Employee Notes

1. Complete the applicable fields
2. Click the **Payroll – Fed Overrides** tab.

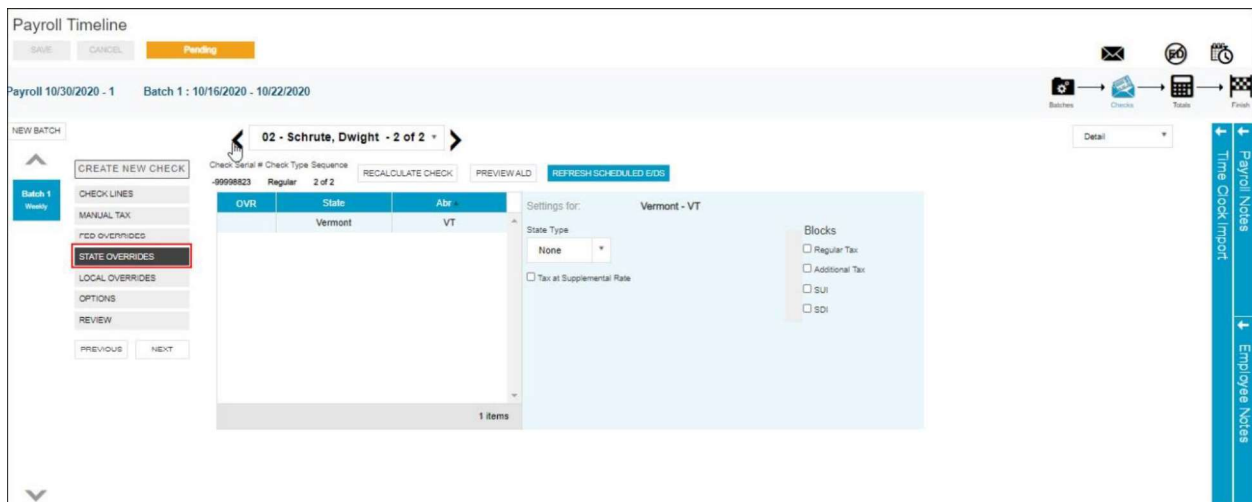
Fed Overrides screen

Click the **Fed Overrides** tab to block or override Federal taxes. For detailed information about this screen, refer to the [Payrolls – Fed Overrides screen](#) in the Appendix at the end of this section.

1. Complete the applicable fields.
2. Click the **Payroll – State Overrides** tab.

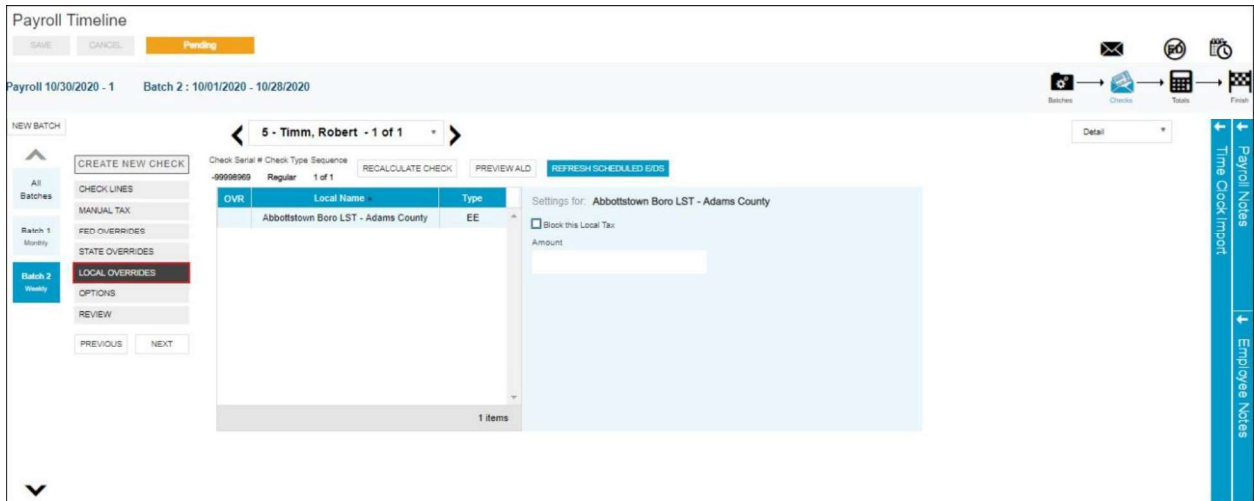


State Overrides screen



1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – State Overrides screen](#) in the Appendix at the end of this section.
2. Click the **Payroll – Local Overrides** tab.

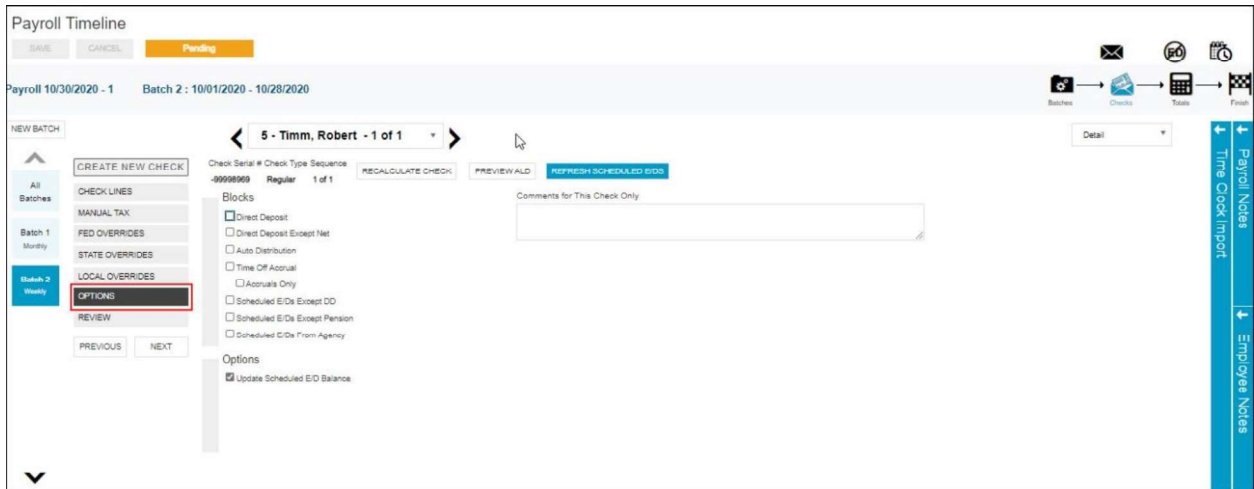
Local Overrides screen



1. Complete the applicable fields.
2. Click the **Payroll – Options** tab.

Payroll - Options screen

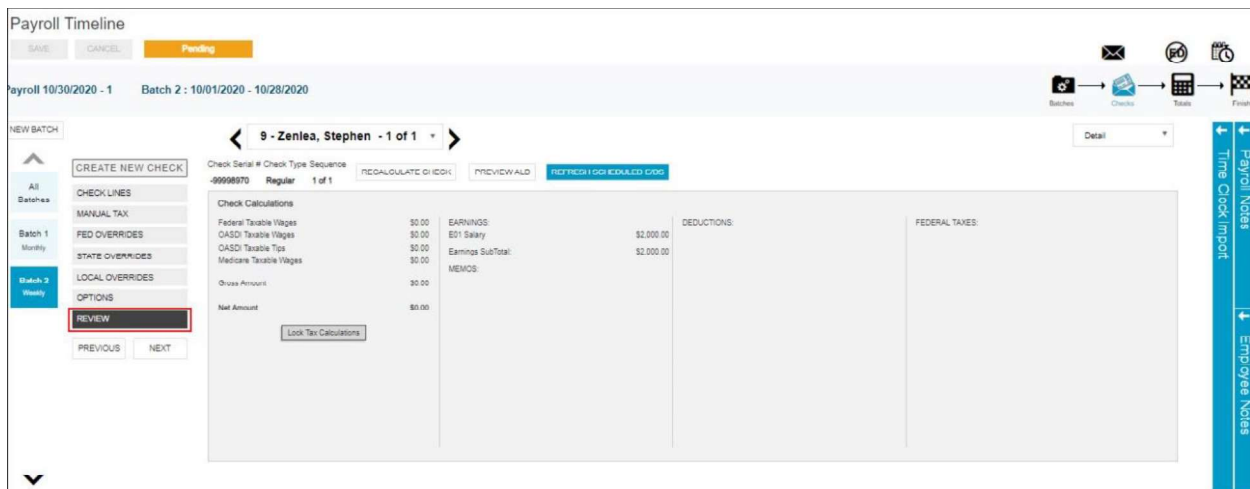
Click the **Payrolls –Options** tab to block scheduled earnings and deductions on employee checks. The information on this screen can be found mostly on the [Payroll – Check – General](#) tab.



1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – Options](#) screen in the Appendix at the end of this section.
2. Click the **Review** tab.

Payroll - Review screen

Click the **Review** tab to review [unprocessed] payroll checks with overrides, to verify for accuracy before submitting to payroll. For detailed information about these screens, refer to the [Payrolls – Review screen](#) in the Appendix at the end of this section.



Payroll Timeline

SAVE CANCEL Pending

Payroll 10/30/2020 - 1 Batch 2 : 10/01/2020 - 10/28/2020

NEW BATCH

9 - Zenlea, Stephen - 1 of 1

CREATE NEW CHECK Check Serial # Check Type Sequence
-99999970 Regular 1 of 1 RECALCULATE TAXES PREVIEW WALD REFRESH FOR RECALCULATED LOGS

CHECK LINES

MANUAL TAX

FED OVERRIDES

STATE OVERRIDES

LOCAL OVERRIDES

OPTIONS

REVIEW

PREVIOUS NEXT

Check Calculations

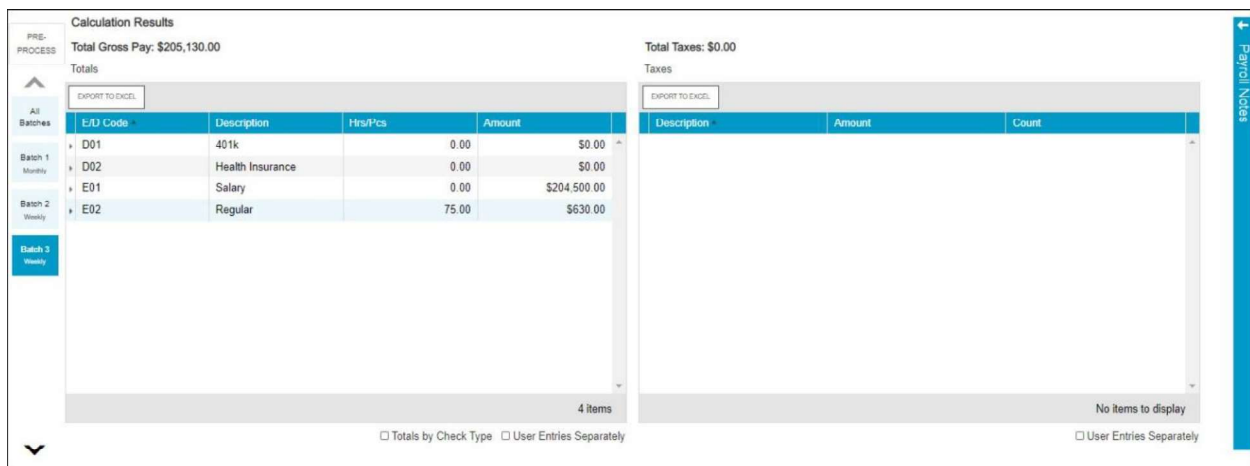
Check Calculations	EARNINGS	DEDUCTIONS	FEDERAL TAXES
Federal Taxable Wages	\$0.00	E01 Salary	\$2,000.00
QASDI Taxable Wages	\$0.00	Earnings SubTotal:	\$2,000.00
QASDI Taxable Tips	\$0.00		
Medicare Taxable Wages	\$0.00	MEMOS:	
Other Amount	\$0.00		
Net Amount	\$0.00		

Lock Tax Calculations

1. Once verified, click the **Lock Tax Calculations** button to save those figures.
2. Click the **Recalculate Taxes** button to recalculate any changes made.

Calculation Results screen

Click the **Totals**  symbol in the header to access the Payroll – Calculation Results screen to review totals of earnings and deductions, and taxes. For detailed information about the fields on this screen, refer to the [Payrolls – Calculation Results screen](#) in the Appendix at the end of this section.



Calculation Results

PRE-PROCESS

Total Gross Pay: \$205,130.00

Total Taxes: \$0.00

Totals

EXPORT TO EXCEL

E/D Code	Description	Hrs/Pcs	Amount
D01	401k	0.00	\$0.00
D02	Health Insurance	0.00	\$0.00
E01	Salary	0.00	\$204,500.00
E02	Regular	75.00	\$630.00

4 items

Taxes

EXPORT TO EXCEL

Description	Amount	Count
-------------	--------	-------

No items to display

☐ Totals by Check Type ☐ User Entries Separately ☐ User Entries Separately

Note: To edit information on this screen, click the **Batches** symbol in the Header which brings you back to the Batch screen.

Pre-Processing and Submitting the Payroll

Pre-processing is always recommended prior to submitting a payroll.

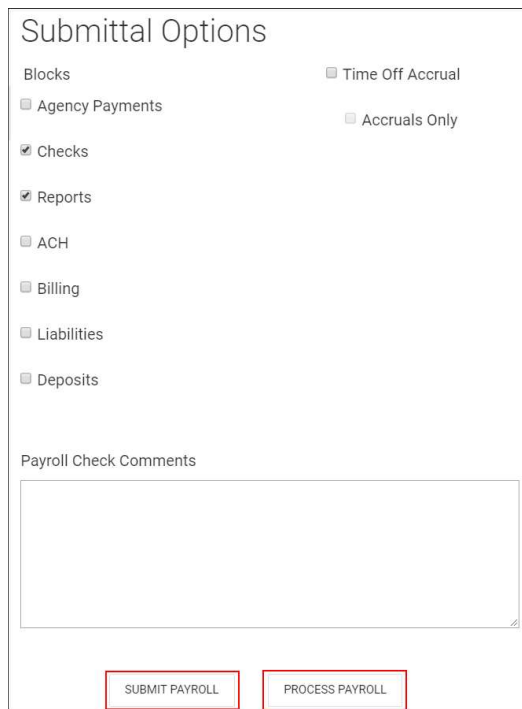
After the checks have been created, when the **Calculate** button is clicked, the Status changes from Pending to Pre-Processing, and a message is created in the upper right corner of the screen advising that the task was added to the queue (lower left-hand corner as is in Classic).

Result: The Status changes back to **Pending** once the Pre-Processing is complete.

1. Click **Finish**  in the header.

Result: The Submittal Options screen opens.

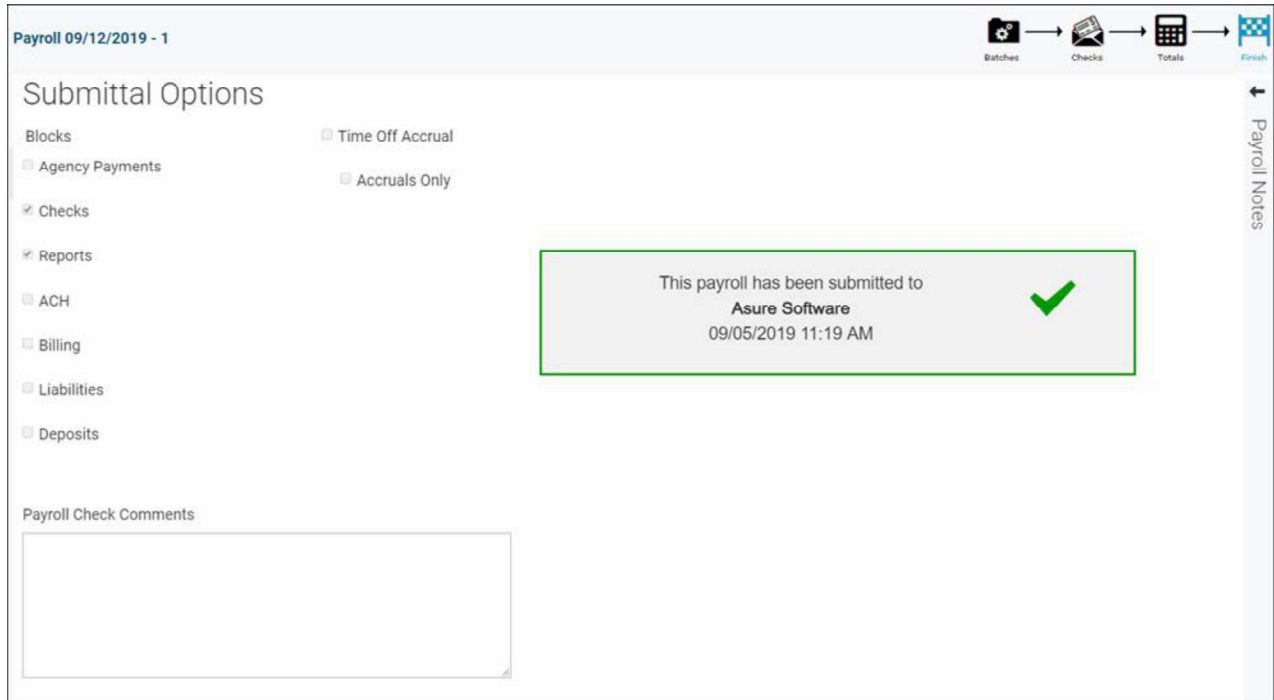
Note: The ability to block ACH, Billing, and Deposits is controlled by the service bureau. Contact your service bureau if you would like to use blocking.



2. Select applicable Submittal Options.
3. Click **Submit Payroll** or **Process Payroll**, depending on the arrangement with the client.
 - Submit Payroll – The status of the payroll is changed to **Submitted** until the payroll is processed by the service bureau; at which time the Status will change to **Processed**.

- **Process Payroll** – The payroll is processed directly, and the status will change to **Processed**, rather than being submitted for processing at the service bureau. (Additional security rights are required and are described at the beginning of this section.)

Note: If a payroll requires manager approval, the payroll goes into the Approve Payroll queue once submitted. If a payroll does not require manager approval, the payroll goes into the Process Payroll queue.



Payroll 09/12/2019 - 1

Submittal Options

Blocks

☐ Agency Payments

☒ Checks

☒ Reports

☐ ACH

☐ Billing

☐ Liabilities

☐ Deposits

☐ Time Off Accrual

☐ Accruals Only

This payroll has been submitted to
Asure Software
09/05/2019 11:19 AM

Payroll Check Comments

Payroll Notes

Editing / Completing a Payroll

Payrolls with a status of **Past Due** or **Pending** are the only payrolls that can be edited and have an Edit  symbol in the lower right-hand corner of the coupon.

To edit a payroll,

1. Go to the **Payroll – Payroll Timeline** screen.
2. Click the **Edit** symbol on the payroll to be edited.
Result: The Batch Checks screen opens.
3. Make all necessary edits and process the payroll.

The Results Screen

Users can view payroll results and reprint reports, invoices, payroll checks, or miscellaneous checks from the Results screen. For access to the Results screen, speak to your service bureau.

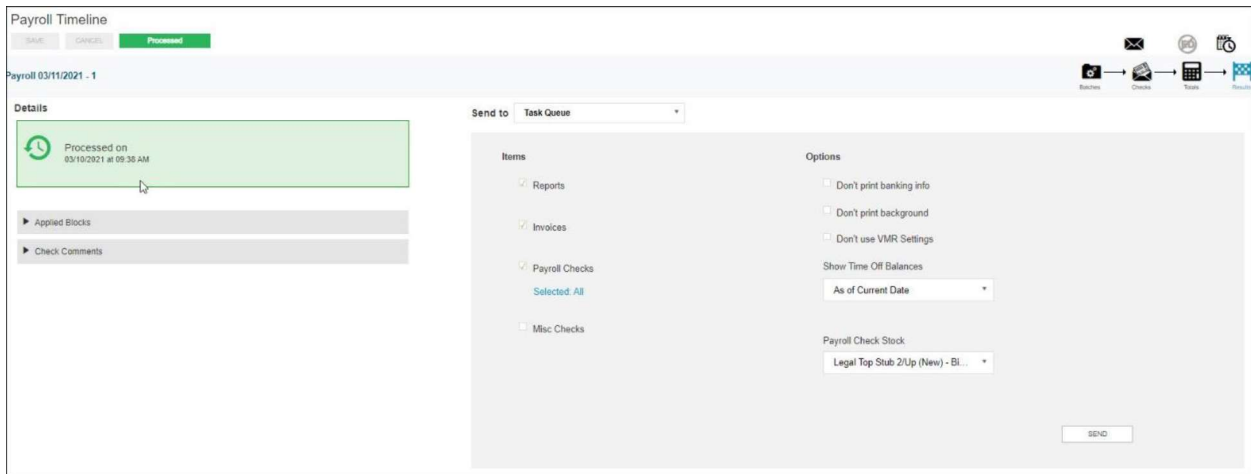
- Date and time the payroll was processed
- Any blocks applied to the payroll while setting it up
- Comments entered for the payroll processors
- On Premise Printing - users can reprint reports, invoices, payroll checks, or miscellaneous checks from the Results screen, and can select one or more individual payroll and/or miscellaneous checks to reprint.
- Send to – reprinted reports, invoices and/or checks can be sent through the Task Queue or via VMR if applicable. Select the location from the dropdown list.
- Options - any other instructions that were included when running the payroll or report.

Viewing Payroll Results

Users can view payroll results if a payroll has a Processed (P) or Void (V) status. To view,

1. Click the **Results**  symbol in the lower right corner of a payroll card in the Card View of the Payroll Timeline screen – OR -
2. Select a payroll from the Grid View and click the **Results** symbol in the header.

Result: The Results screen opens.



The screenshot shows the 'Payroll Timeline' interface. At the top, there are buttons for 'SAVE', 'CANCEL', and 'Processed'. Below this, the header indicates 'Payroll 03/11/2021 - 1'. The main content area is divided into three sections: 'Details', 'Items', and 'Options'.

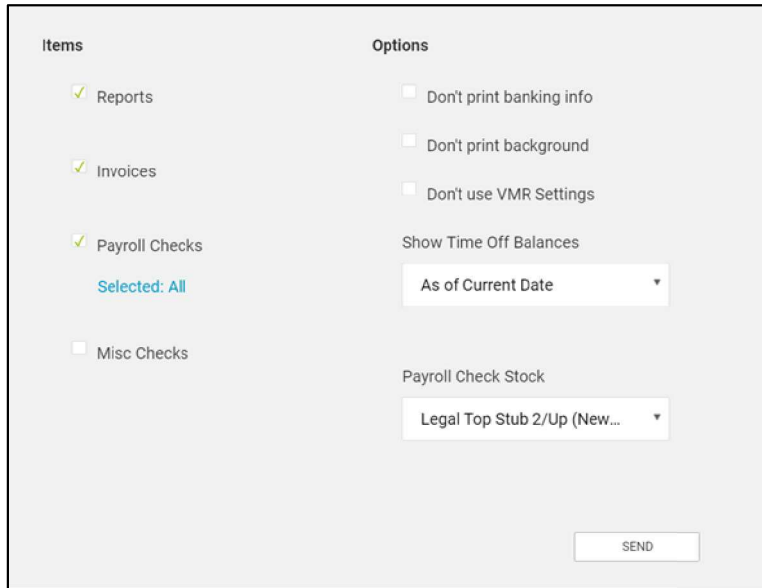
Details: A green box indicates 'Processed on 03/10/2021 at 09:30 AM'. Below this are expandable sections for 'Applied Blocks' and 'Check Comments'.

Items: A list of items to be reprinted, each with a checkbox: 'Reports' (checked), 'Invoices' (checked), 'Payroll Checks' (checked), 'Misc Checks' (unchecked). The 'Payroll Checks' item is highlighted with a blue bar and the text 'Selected: All'.

Options: A section for configuring reprint options. It includes checkboxes for 'Don't print banking info', 'Don't print background', and 'Don't use VMR Settings'. Below these is a dropdown menu for 'Show Time Off Balances' set to 'As of Current Date'. At the bottom, there is a 'Payroll Check Stock' dropdown menu set to 'Legal Top Stub 2/Up (New) - Bl...'. A 'SEND' button is located at the bottom right of the Options section.

Reprinting Reports and Invoices

1. Select the checkbox(es) in the Items section of the Results screen, of what need to be reprinted.



The screenshot shows a web interface for reprinting reports and invoices. It is divided into two main sections: 'Items' and 'Options'. In the 'Items' section, there are four checkboxes: 'Reports' (checked), 'Invoices' (checked), 'Payroll Checks' (checked), and 'Misc Checks' (unchecked). Below these is a link that says 'Selected: All'. In the 'Options' section, there are three checkboxes: 'Don't print banking info' (unchecked), 'Don't print background' (unchecked), and 'Don't use VMR Settings' (unchecked). Below these is a dropdown menu labeled 'Show Time Off Balances' with the option 'As of Current Date' selected. Below that is another dropdown menu labeled 'Payroll Check Stock' with the option 'Legal Top Stub 2/Up (New...' selected. At the bottom right of the form is a button labeled 'SEND'.

2. Select the applicable options for the reports and/or invoices being reprinted.
 - Do not print banking info.
 - Do not print background.
 - Do not use VMR settings (this option displays only when the user selects **Send to: Task Queue**; it does not appear when the user selects **Send to: Virtual Mailroom**.)

Time-off balances can be shown as of the **Current Day** or as of a **Historical Date**, using the dropdown field.

3. Click the **Send** button to send to the location specified in the **Send to** field. Note that the user is not printing directly to a printer.

Reprinting Payroll Checks

Users can select one or more individual payroll checks to reprint. To do this,

1. Select **Payroll Checks** in the Items section of the Results screen.
2. When the user selects Payroll Checks, the "Selected: All" link is displayed, signifying that the system is applying the default, which is to select all payroll checks.
3. Select the payroll check stock for printing the checks from the **Payroll Check Stock** dropdown list on the right side of the screen.

Items

☐ Reports

☐ Invoices

☒ Payroll Checks

[Selected: All](#)

☐ Misc Checks

Options

☐ Don't print banking info

☐ Don't print background

☐ Don't use VMR Settings

 Show Time Off Balances

 As of Current Date

 Payroll Check Stock

 Legal Top Stub 2/Up (New...

SEND

4. To select a specific payroll check(s) to reprint, rather than all checks, click the “Selected: All” link.
Result: The **Payroll Checks** screen opens, where specific checks are selected for reprinting.

☐	Serial Nu...	Net W...	EE C...	Employee Name
☐	2472	\$768.58	3	Flax, Ron
☒	2476	\$419.10	8	Carlow, Harriet E.
☐	2479	\$2,069.44	12	Hard, Eric
☒	2477	\$207.32	10	Wolf, Naomi
☒	2473	\$567.62	4	Carlow, Jane
☐	2474	\$1,734.07	5	Timm, Robert

10 items

3 Selected

- Select the checkboxes of the checks to be reprinted.
- Click the **Select** button.
- Select the applicable options for the reports and/or invoices being reprinted.
 - Do not print banking info.
 - Do not print background.
 - Do not use VMR settings.
- Time-off balances can be shown as of the **Current Day** or as of a **Historical Date**, using the dropdown field.
- Click the **Send** button to send to the location specified in the **Send to** field. Note that the user is not printing directly to a printer.

Reprinting Misc. Checks

Users can select one or more individual miscellaneous checks to reprint. To do this,

1. Select the **Misc. Checks** option in the Items section of the Results screen.
Result: The “Selected: None” link appears below signifying that the system is applying the default: No Misc. checks are selected – Note that this is the opposite of the behavior with the Payroll Checks option.
2. Select the payroll check stock for printing the checks from the Payroll Check Stock dropdown field on the right side of the screen.
3. To select a specific miscellaneous check(s) to reprint, rather than all checks, click the “Selected: None” link.
4. Select the checkboxes for the checks to be reprinted.
5. Click the **Select** button.
6. Select the applicable options for the checks being reprinted.
 - Do not print banking info.
 - Do not print background.
 - Do not use VMR settings.
7. Time-off balances can be shown as of the **Current Day** or as of a **Historical Date**, using the dropdown field.
8. Click the **Send** button to send to the location specified in the **Send to** field. Note that the user is not printing directly to a printer.

Copying a Payroll

Payrolls can be copied directly from the Payroll Timeline screen in Web Payroll (in either the Payroll Table view or the Payroll Card view).

Note: Voided checks will not be copied by the system.

Copying a payroll in Card view

1. Click the Payrolls menu on the left-hand side of the screen.
Result: The Payroll Timeline screen is displayed in Card view.

Payroll Timeline

09/01/2020 - 4 Bi-Weekly Past Due 08/01/2020 - 08/15/2020 New Batch Submit by: 10/28/2020	10/30/2020 - 1 Monthly Pending 10/01/2020 - 10/26/2020 New Batch Submit by: 10/28/2020	02/01/2021 Monthly Not Due 01/01/2021 - 01/28/2021 Submit by: 01/28/2021
10/01/2020 - 1 Monthly Past Due 09/01/2020 - 09/28/2020 New Batch Submit by: 09/29/2020	12/01/2020 Monthly Not Due 11/01/2020 - 11/28/2020 Submit by: 11/27/2020	
10/22/2020 - 1 Bi-Weekly Processed 09/27/2020 - 10/03/2020 Submitted on: 10/16/2020 04:19 PM	01/01/2021 Monthly Not Due 12/01/2020 - 12/28/2020 Submit by: 12/30/2020	

- Click the Copy Payroll  symbol in the bottom right corner of the Payroll Card to be copied.
- A confirmation message is displayed: "Any voids or manual checks in the original payroll will be ignored. Are you sure you want to copy this payroll?"
- Click **Yes**.

Result: The selected payroll is copied. The run number for the new copied payroll is automatically incremented by 1 from the highest current payroll run number.

Payroll Timeline

EXPORT TO EXCEL

Check Date *	Run #	Payroll Type	Created On	Due On	Current Status	Preprocessed On
08/22/2019	1	Regular	09/05/2019	08/20/2019	Submitted	
08/29/2019	1	Regular	09/05/2019	08/27/2019	Submitted	
08/30/2019	1	Regular	09/05/2019	08/28/2019	Submitted	
09/05/2019	1	Regular	09/03/2019	09/03/2019	Processed	09/03/2019
09/12/2019	1	Regular	09/05/2019	09/10/2019	Submitted	
09/19/2019		Regular		09/17/2019	Not Started	
09/26/2019		Regular		09/24/2019	Not Started	
10/01/2019		Regular		09/27/2019	Not Started	
10/03/2019		Regular		10/01/2019	Not Started	
10/10/2019		Regular		10/08/2019	Not Started	
10/17/2019		Regular		10/15/2019	Not Started	
10/24/2019		Regular		10/22/2019	Not Started	
10/31/2019		Regular		10/29/2019	Not Started	

Copying a Payroll in Table view

- Go to the Payroll Timeline screen
- Click the **Table**  **view** symbol in the header.
- Select a payroll [row] on the screen that you want to copy.
 - You cannot copy a processed setup-run.
 - Payrolls with a status of Submitted or On Hold can be copied.

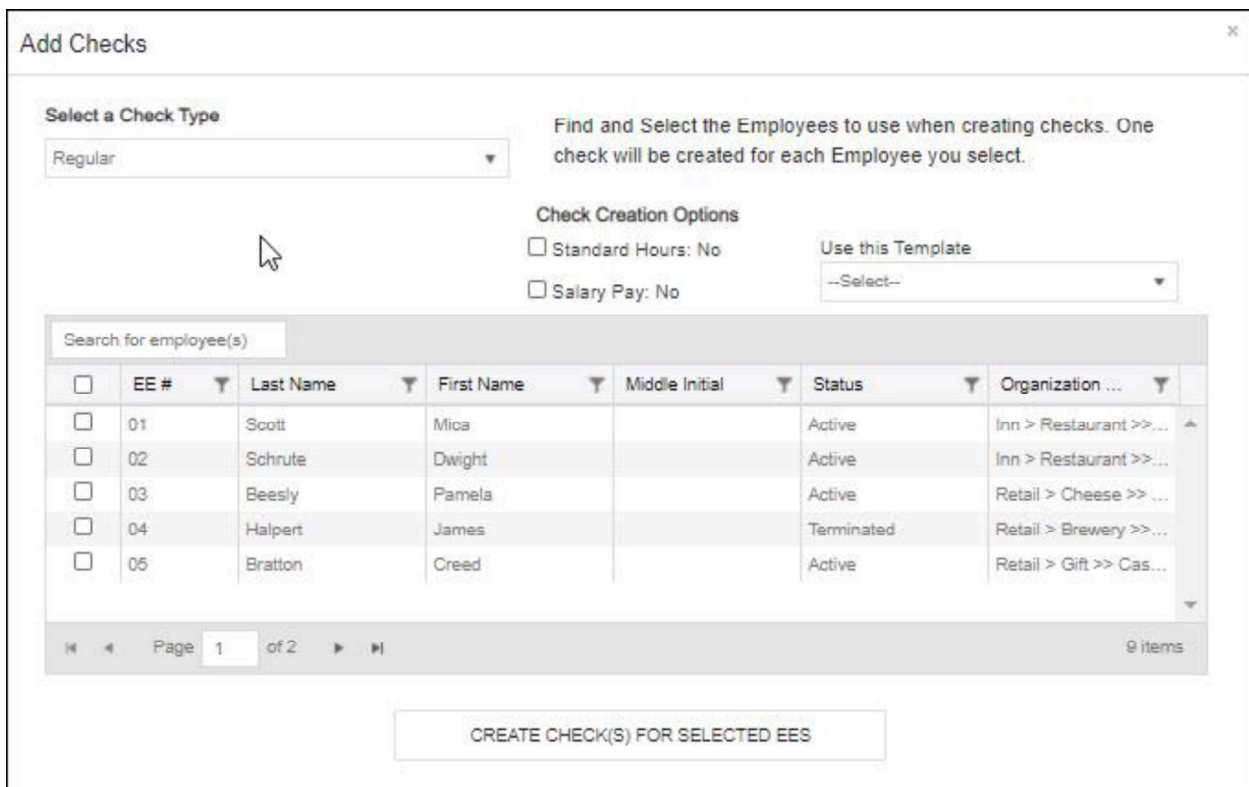
- Click the **Copy Payroll** symbol in the top left of the header.

Note: The Copy Payroll symbol is not displayed if a payroll with a status of Void or Not Started is selected.

Adding Additional Checks

To add additional checks to a payroll,

- Go to the [Payroll – Payroll Timeline](#) screen.
- Click the **Edit**  symbol on the payroll to be edited.
Result: The Batch Checks screen opens.
- Click the **Add Check** button in the Navigation bar.
Result: The Add Checks screen opens.



Add Checks

Select a Check Type: Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options:

- ☐ Standard Hours: No
- ☐ Salary Pay: No

Use this Template: --Select--

EE #	Last Name	First Name	Middle Initial	Status	Organization ...
01	Scott	Mica		Active	Inn > Restaurant >>...
02	Schrute	Dwight		Active	Inn > Restaurant >>...
03	Beesly	Pamela		Active	Retail > Cheese >>...
04	Halpert	James		Terminated	Retail > Brewery >>...
05	Bratton	Creed		Active	Retail > Gift >> Cas...

Page 1 of 2 9 items

CREATE CHECK(S) FOR SELECTED EES

- Select the **Check Type** being created.
- Select the employee(s) for whom to create a check.
- Click the **Create Check(s) for Selected EEs** button.
Result: The [Batch Checks](#) screen reopens with the new check(s) listed.

Adding Check Lines

1. Go to the **Payroll – Payroll Timeline** screen.
2. Click the **Edit** symbol on the payroll to be edited.

Result: The **Batch Checks** screen opens.

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/23/2020 - 1 Batch 1 : 10/09/2020 - 10/15/2020 Regular | -99998838 | 1 of 1

NEW BATCH EXPORT TO EXCEL ADD CHECK DELETE CHECK Search Checks... Group By: Company Number Summary

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular
R	01	Scott, Mica	1	0.00	\$1,033.33		\$1,033.33		
R	02	Schrute, Dwight	1	40.00	\$1,783.11		\$903.11	40.00	\$880.00
R	03	Beesly, Pamela	1	0.00	\$0.00				
R	05	Bratton, Creed	1	0.00	\$1,102.21		\$1,102.21		
R	06	Levinson, Jan	1	0.00	\$703.22		\$703.22		
R	07	Martin, Angela	1	0.00	\$0.00				
R	08	Sim, Maya	1	40.00	\$780.00			40.00	\$780.00
R	09	Trent, Terence	1	0.00	\$0.00				
Totals				80.00	\$5,401.87		\$3,741.87	80.00	\$1,660.00

8 items

3. Change the view from **Summary** to **Summary Detail**.
4. Click the small arrow to open one of the check lines.
5. Click the **Add Check Line** button.

Payroll 03/12/2021 - 1 Batch 1 : 03/01/2021 - 03/07/2021 Regular | -9999845 | 1 of 1

NEW BATCH ADD CHECK DELETE CHECK Search Checks... Summary Detail

E/D C	Description	Hrs/Pce	Rate Of	Amount	Rate Number	Agency
Check -99999845 - R Batch: 1, Employee: Esposito, Betteanne [3]						
Total Hrs: 0.00, Total Amount: \$0.00						
E0 *	Regular		\$2.13		1 (P): \$2.13	
DD1	Dir Dep - Net					
Check -99999846 - R Batch: 1, Employee: Lee, Jackie [2]						
Total Hrs: 0.00, Total Amount: \$2,500.00						
Check -99999847 - R Batch: 1, Employee: Palmer, Kathy [1]						
Total Hrs: 0.00, Total Amount: \$2,500.00						
Check -99999844 - R Batch: 1, Employee: Perkins, Dorothy [4]						
Total Hrs: 0.00, Total Amount: \$0.00						
Totals: \$5,000.00						

14 items

6. Select an E/D Code from the dropdown list.
7. Click **Save** in the Header.

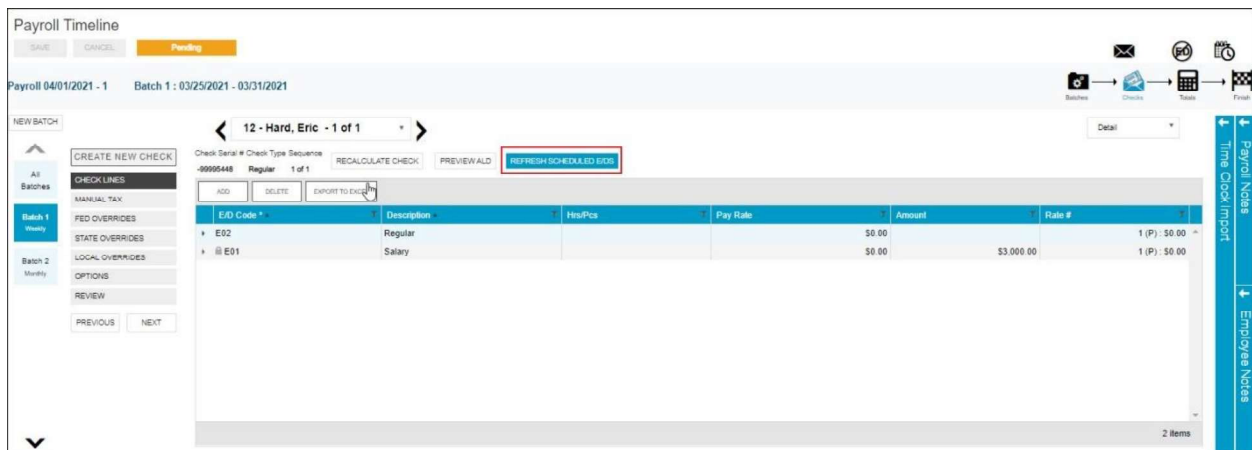
Refreshing Scheduled E/Ds for Checks and Batches

The Refresh Scheduled E/Ds button can be used to refresh E/Ds on select Payroll screens for a check or batch, before the payroll is submitted for processing. **Example**, after making changes to a check line for an individual pending check, refresh Scheduled E/Ds to revert all of the Scheduled E/Ds in the check line to the values originally set up on the [Employee – Scheduled E/Ds](#) screen.

This feature is available for checks in the [Payroll – Detail view screen](#) and for batches, on the Batch Card on the Batches screen

To begin,

1. Go to the [Payrolls – Payroll Timeline](#) screen.
2. Locate the Pending payroll requiring adjustment and click the **Edit** symbol.



3. Select the **Detail** view from the dropdown list
4. Click the **Refresh Scheduled E/Ds** button.

Once a user clicks the **Refresh Scheduled E/Ds** button, the payroll is locked from any adjustments while the refresh process is executing; it displays a “Refreshing E/Ds – Please wait” message. The Payroll Hot Keys also do not work while the system is locked for refreshing.

- Manually-added check lines are not impacted by the Refresh Scheduled E/Ds process. If a user deletes a manually added check line – refreshing will not revert it back to the original value.
- If a user deletes a locked check line (E05 for example) and then adds a new check line of E05, when they click the **Refresh Scheduled E/Ds** button, the system will return the original E05 and leave the new one, so that there are now two check lines
- The **Refresh Scheduled E/Ds** button is not enabled for Third Party or Void checks.
- If a check has no check lines – the button remains enabled.
- The **Copy Payroll** button can be used if the user wants to use the default Scheduled E/D setup and the payroll being copied had changes to some of the Scheduled E/Ds.

Refreshing Scheduled E/Ds for Batches

Scheduled E/Ds can be refreshed at the Batch level.

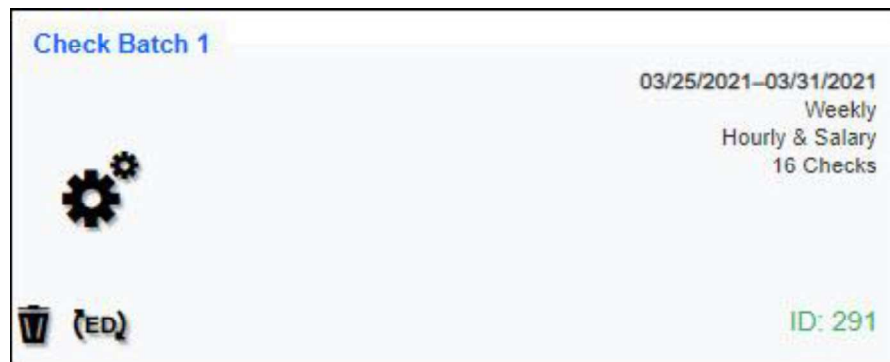
- From the **Payrolls – Payroll Timeline** screen, locate the Pending payroll requiring adjustment and click the **Edit** symbol.

Payroll Timeline

Payroll 04/01/2021 - 1

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular	E20 Hrs Salary	E20 Amt Salary	E25 Hrs Regular	E25 Amt Regular
R	3	Flax, Ron	1	0.00	\$2,000.00		\$2,000.00						
R	4	Carlow, Jane	1	0.00	\$1,000.00		\$1,000.00						
R	5	Timin, Robert	1	0.00	\$2,500.00		\$2,500.00						
R	6	Miller, Renee D.	1	0.00	\$1,200.00		\$1,200.00						
R	7	Mills, Linda	1	0.00	\$0.00								
R	8	Carlow, Harriet E.	1	35.00	\$455.00			35.00	\$455.00				
R	10	Wolff, Naomi	1	15.00	\$337.50			15.00	\$337.50				
R	11	Salasce, Richard	1	0.00	\$1,000.00		\$1,000.00						
R	12	Hart, Eric	1	0.00	\$3,000.00		\$3,000.00						
R	20	Cassucci, Kristen L.	1	0.00	\$0.00								
R	21	Ardleman, Lori K.	1	0.00	\$0.00								
Totals				90.00	\$16,592.50		\$16,200.00	90.00	\$792.50				

- Click the **Batches** symbol at the top right of the Payroll screen to display the **Check Batches** screen



- On the Batch for which to refresh the scheduled E/Ds, click the **Refresh E/Ds for this Batch** (ED) symbol.

Result: A confirmation screen opens asking whether to include Manual Checks.


Confirmation

Do you want to include manual checks?

YES

NO

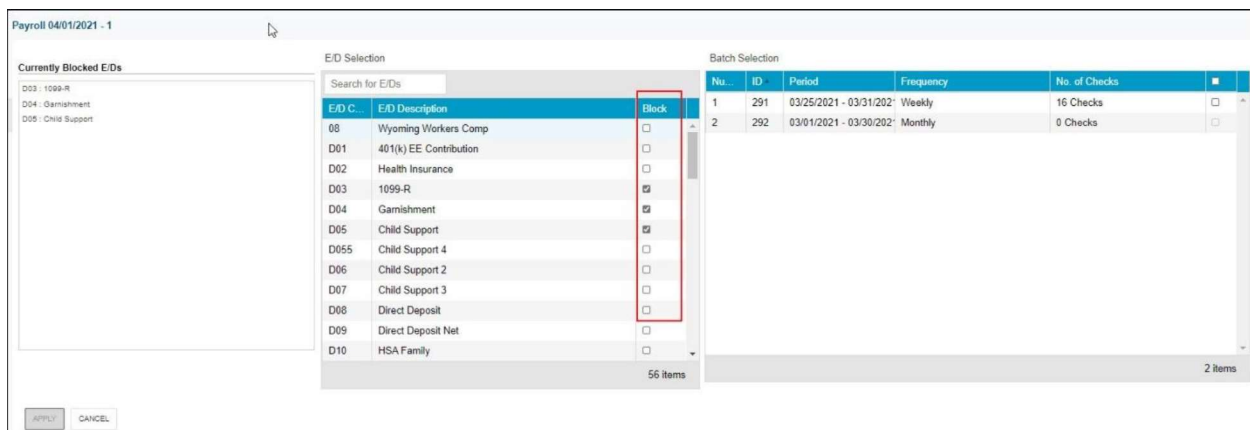
CANCEL

- Select the applicable response.

Blocking Scheduled E/Ds from a Payroll

One or more Scheduled E/Ds can be blocked from any unprocessed payrolls.

1. Go to the **Payroll – Payroll Timeline** screen.
2. Click the **Table view** symbol in the header.
3. Select a payroll and click the Block Scheduled E/Ds  symbol in the top left of the header
Result: The **Block Scheduled E/Ds** screen is displayed.



No.	ID	Period	Frequency	No. of Checks	
1	291	03/25/2021 - 03/31/2022	Weekly	16 Checks	☐
2	292	03/01/2021 - 03/30/2022	Monthly	0 Checks	☐

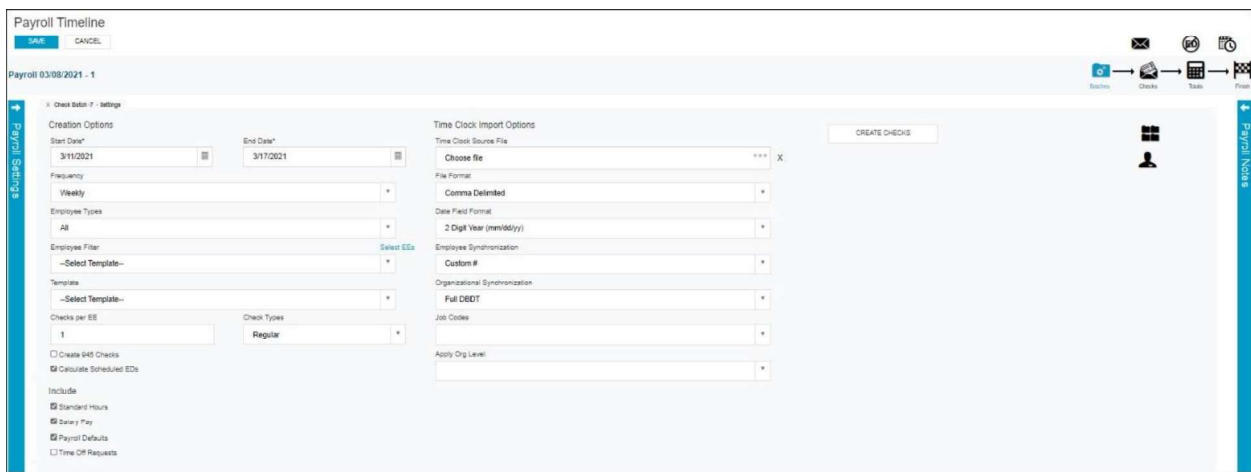
4. Select the Scheduled E/Ds to block from the payroll.
5. Select the batches from which the Scheduled E/Ds should be blocked.
6. Click **Apply**
Result: The system displays a confirmation message “Are you sure you want to block the Scheduled E/Ds from the selected Batches? The selected batches will be refreshed, and any previously applied blocks will be overwritten.”
7. Click **Yes**.
Result: The system displays a screen asking if you want to include Manual Checks.
8. Click **Yes** to include manual checks or No.
 - If Yes, the system performs the Block Scheduled E/Ds function including refreshing the Scheduled E/Ds for all (regular and manual) checks.
 - If No, the system performs the Block Scheduled E/Ds function for regular checks only and excludes manual checks.

Creating Manual Checks

Users can create manual checks to be added to a payroll when creating a new batch, or adding to an existing batch.

Creating a new batch

1. On the **Payroll Timeline** screen select a payroll with a status of Pending and click the **Edit** symbol.
2. Click the **Plus** sign on the Batch Checks screen to create a new batch.
Result: the **Check Batch Settings** screen opens



3. Complete the required and applicable fields, making sure to select "Manual" from the **Check Types** dropdown field.

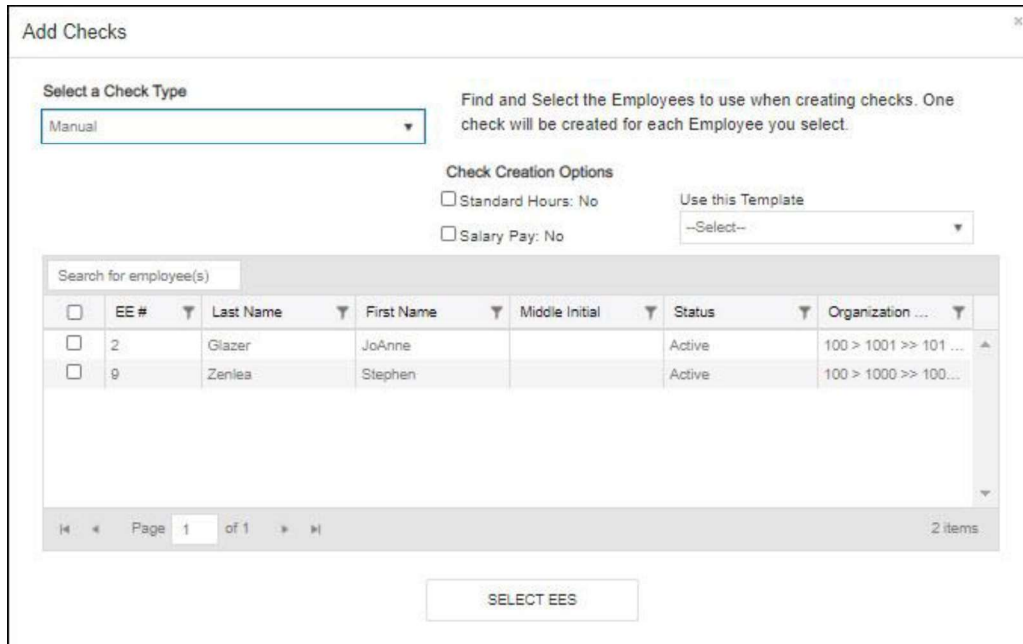
A new field, **Update Scheduled E/Ds Balance**, is displayed with a default value of **Yes**. Leave it as is or change to **No** if applicable.

4. Click the **Create Checks** button and proceed as normal when running a payroll.

- Adding to an existing batch

1. On the **Payroll Timeline** screen select a payroll with a status of Pending by clicking the **Edit** symbol.
2. Click a batch that has already been created.
3. Click the **Add Check** button in the Navigation bar.

Result: The **Add Checks** screen opens.



Add Checks

Select a Check Type
Manual

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

Search for employee(s)

☐	EE #	Last Name	First Name	Middle Initial	Status	Organization ...
☐	2	Glazer	JoAnne		Active	100 > 1001 >> 101 ...
☐	9	Zenlea	Stephen		Active	100 > 1000 >> 100...

Page 1 of 1 2 items

SELECT EES

4. Select "Manual" from the **Check Types** dropdown field.
 5. Select the employees in the checkboxes who are to receive a manual check.
 6. Click **Select EEs**
 7. Click in the **Check#** column and give the check(s) a number.
- Result:** A Confirmation screen opens listing the check(s) to be created.

Add Checks

Select a Check Type
Manual

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☒ Standard Hours: Yes
☐ Salary Pay: No

Use this Template
Bonus

EE #	Last Name	First Name	Update Balance	Check #
000000002	Glazer	JoAnne	No	1102

1 items

CREATE CHECK(S) FOR SELECTED EES

- Click the **Create Check(s) for Selected EEs** button.

Result: The **Batch Checks** screen opens listing all checks in the batch. In the Type column, the Manual check is listed with an "M".

NEW BATCH

EXPORT TO EXCEL ADD CHECK DELETE CHECK Search Checks... Group By: Company Number

Type	EE Code	Name	Stat	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular	E20 Hrs Salary	E20 Amt Salary	E25 Hrs Regular	E25 Amt Regular
M	2	Glazer, JoAnne	1	0.00	\$0.00								
Totals					0.00	\$0.00							

1 items

Payroll Notes
Time Clock Import
Employee Notes

- Click the **Create Checks** button
- Continue the payroll process as usual. Manual checks do not inherit salary/standard hours but do inherit payroll defaults
 - Rate of pay/rate number is not applied automatically.
 - Users must enter hours/rate and perform calculation to populate amount (does not calculate automatically).
 - Scheduled E/D amounts like Child Support should accept entered amounts.
 - No EP, EO or EQ hours or amounts in manual checks.

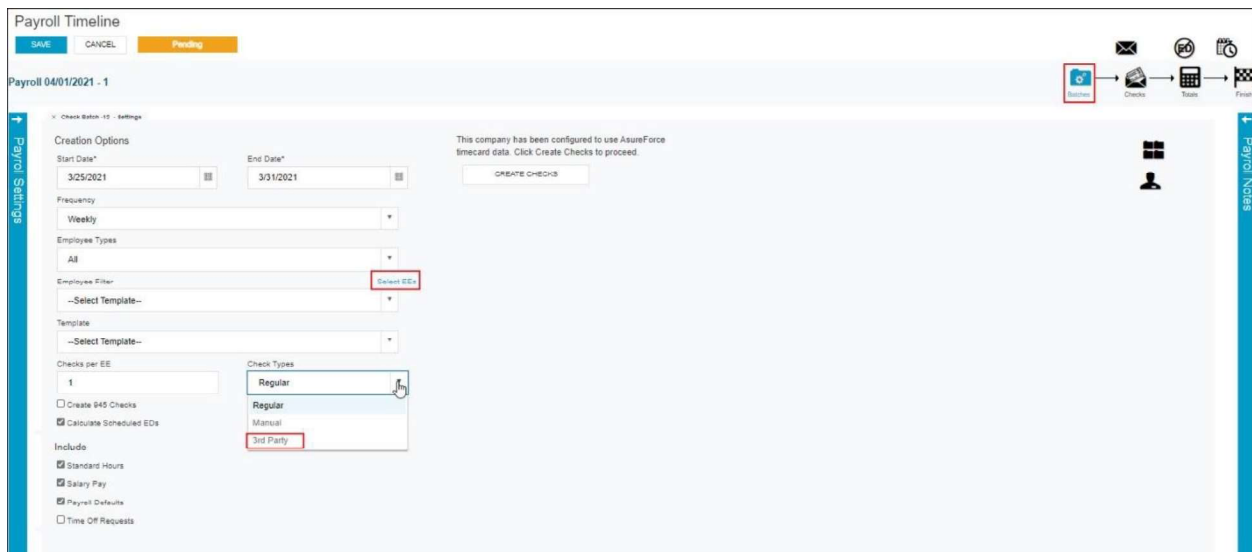
Creating Third Party Checks

Users can create third party checks to be added to a payroll when creating a batch, or added to an existing batch. The difference in process is basically the same as creating a Manual check.

Creating Third Party Checks in a new batch

1. On the **Payroll Timeline** screen select a payroll with a status of **Pending** by clicking the **Edit** symbol.
2. Click the **Batches** symbol in the upper right corner of the screen.
3. Click the New Batch button on the Batch Checks screen to create a new batch.

Result: The **Payroll Settings** screen opens



Payroll Timeline

SAVE CANCEL Pending

Payroll 04/01/2021 - 1

Check Batch - 10 - Settings

Creation Options

Start Date* 3/25/2021 End Date* 3/31/2021

Frequency Weekly

Employee Types All

Employee Filter Select EEs

Template --Select Template--

Checks per EE 1

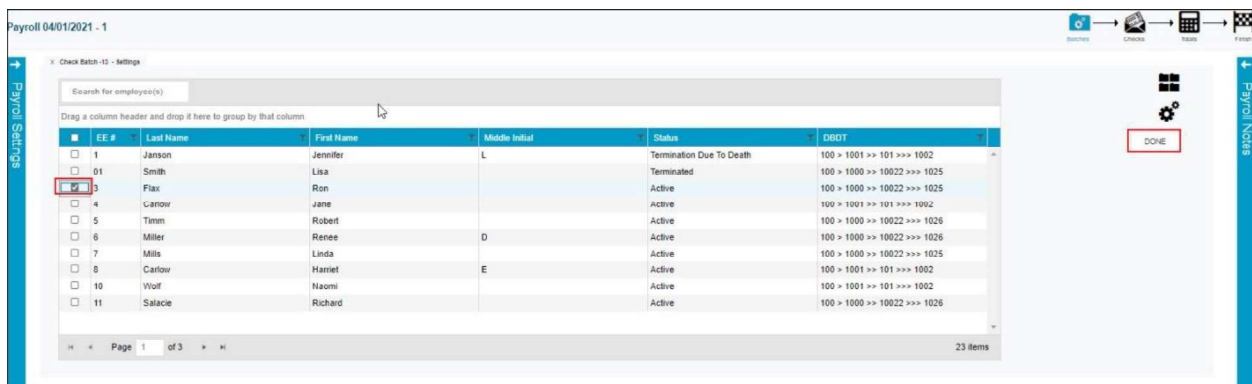
Check Types: Regular, Regular, Manual, 3rd Party

Include: ☒ Standard Hours, ☒ Salary Pay, ☒ Payment Deductions, ☐ Time Off Requests

CREATE CHECKS

This company has been configured to use AsureForce timecard data. Click Create Checks to proceed.

4. Click **Select EEs** to identify the **Employee(s)** to receive 3rd Party Checks.



Payroll 04/01/2021 - 1

Check Batch - 10 - Settings

Search for employee(s)

Drag a column header and drop it here to group by that column

EE #	Last Name	First Name	Middle Initial	Status	DBO
1	Jamson	Jennifer	L	Termination Due To Death	100 * 1001 >> 101 >>> 1002
01	Smith	Lisa		Terminated	100 * 1000 >> 10022 >>> 1025
3	Flax	Ron		Active	100 * 1000 >> 10022 >>> 1025
4	Canow	Jane		Active	100 * 1001 >> 101 >>> 1002
5	Tamm	Robert		Active	100 * 1000 >> 10022 >>> 1026
6	Miller	Renee	D	Active	100 * 1000 >> 10022 >>> 1026
7	Mills	Linda		Active	100 * 1000 >> 10022 >>> 1025
8	Canow	Harriet	E	Active	100 * 1001 >> 101 >>> 1002
10	Wolf	Naomi		Active	100 * 1001 >> 101 >>> 1002
11	Salace	Richard		Active	100 * 1000 >> 10022 >>> 1026

Page 1 of 3

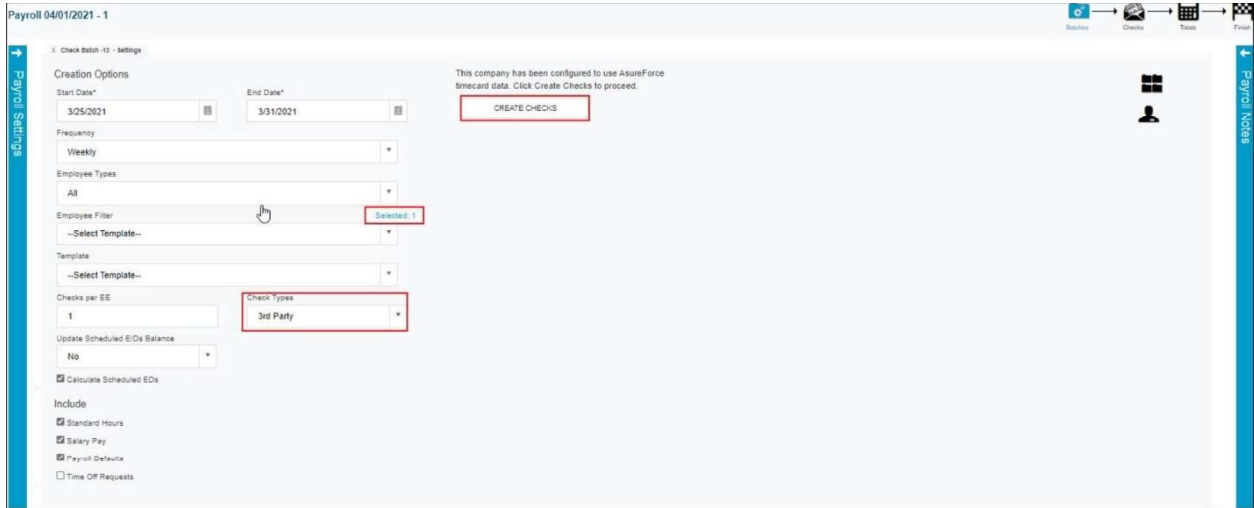
23 Items

DONE

5. Click **Done**.

Result: The **Batch Checks** screen opens showing that one employee has been selected to receive a Check Type 3rd Party.

6. Click **Create Checks**.



Result: The **Batch Checks** screen opens listing all checks in the batch. In the Type column, the 3rd Party check is listed with a "3".

Payroll 04/01/2021 - 1

Batch 4 : 03/25/2021 - 03/31/2021

3rd Party : 99995433 | 1 of 1

Export To Excel

Add Check

Delete Check

Search Checks...

Group By: Company Number

All

Batches

Batch 1

Batch 2

Batch 3

Batch 4

Type	EE Code	Name	Sex	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular	E20 Hrs Salary	E20 Amt Salary	E25 Hrs Regular	E25 Amt Regular
3	3	Flax, Ron	M	1	\$0.00								
Totals					\$0.00								

1 Items

Summary

Batch Checks

Check

Taxes

Print

Print Notes

Employee Notes

Adding Third Party Checks to an existing batch

1. On the **Payroll Timeline** screen select a payroll with a status of Pending by clicking the **Edit** symbol.
2. Click a batch already created.
3. Click the **Add Check** button in the Navigation bar.

Payroll 03/04/2021 - 1 Batch 1: 02/25/2021 - 03/03/2021 Regular | 9995459 | 1 of 1

NEW BATCH EXPORT TO EXCEL ADD CHECKS DELETE CHECKS Search Checks... Group By: Company Number

Batch 1 Weekly

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	ED1 Hrs Salary	ED1 Amt Salary	ED2 Hrs Regular	ED2 Amt Regular	ED3 Hrs Salary	ED3 Amt Salary	ED5 Hrs Regular	ED5 Amt Regular
R	3	Flax, Ron	1	0.00	\$2,000.00		\$2,000.00						
R	4	Carlrow, Jane	1	0.00	\$1,000.00		\$1,000.00						
R	5	Timm, Robert	1	0.00	\$2,500.00		\$2,500.00						
R	5	Miller, Renee D	1	0.00	\$1,200.00		\$1,200.00						
R	8	Carlrow, Harriet E.	1	35.00	\$455.00			35.00	\$455.00				
R	10	Wolf, Naomi	1	15.00	\$337.50			15.00	\$337.50				
R	11	Salacia, Richard	1	0.00	\$1,000.00		\$1,000.00						
R	12	Hart, Eric	1	0.00	\$3,000.00		\$3,000.00						
R	25	Conte, Barbara L.	1	40.00	\$3,000.00		\$3,000.00	40.00	\$0.00				
R	33	Carvin, Neal	1	0.00	\$2,500.00		\$2,500.00						
Totals				90.00	\$16,992.50		\$16,200.00	90.00	\$792.50				

10 items

Summary Payroll Notes Time Card Import Employee Notes

Result: The Add Checks screen opens

Add Checks

Select a Check Type
3rd Party

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

Search for employee(s)

☐	EE #	Last Name	First Name	Middle Initial	Status	Organization ...
☐	1	Janson	Jennifer	L	Termination Due To ...	100 > 1001 >> 101 ...
☐	01	Smith	Lisa		Terminated	100 > 1000 >> 100...
☐	3	Flax	Ron		Active	100 > 1000 >> 100...
☐	4	Carlrow	Jane		Active	100 > 1001 >> 101 ...
☒	5	Timm	Robert		Active	100 > 1000 >> 100...

Page 1 of 5 23 items

SELECT EES

- Select 3rd Party from the **Check Types** dropdown list.
 - Select the employees in the checkboxes who are to receive a manual check.
 - Click **Select EEs**
- Result:** A Confirmation screen opens listing the check(s) to be created.
- Click in the **Check#** column and give the check(s) a number.

Add Checks

Select a Check Type
3rd Party

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

EE #	Last Name	First Name	Check #
000000005	Timm	Robert	1234

1 items

CREATE CHECK(S) FOR SELECTED EES

- Click the **Create Check(s) for Selected EEs** button.

Result: The **Batch Checks** screen opens listing all checks in the batch. In the Type column, the Manual check is listed with a "3".

Payroll 03/04/2021 - 1 Batch 1: 02/25/2021 - 03/03/2021 Regular | 99995459 | 1 of 1

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular	E20 Hrs Salary	E20 Amt Salary	E20 Hrs Regular	E20 Amt Regular
R	3	Fink, Ron	1	0.00	\$2,000.00		\$2,000.00						
R	4	Carlson, Jane	1	0.00	\$1,000.00		\$1,000.00						
3	5	Timm, Robert	2	0.00	\$0.00								
R	5	Timm, Robert	1	0.00	\$2,500.00		\$2,500.00						
R	6	Miller, Renee D.	1	0.00	\$1,200.00		\$1,200.00						
R	8	Carlson, Harriet E.	1	35.00	\$455.00			35.00	\$455.00				
R	10	Wolf, Naomi	1	15.00	\$337.50			15.00	\$337.50				
R	11	Salacia, Richard	1	0.00	\$1,000.00		\$1,000.00						
R	12	Hart, Eric	1	0.00	\$2,000.00		\$2,000.00						
R	25	Conte, Barbara L.	1	40.00	\$3,000.00		\$3,000.00	40.00	\$0.00				
R	79	Carroll, Neal	1	0.00	\$0.00		\$0.00						
		Totals		90.00	\$16,392.50		\$16,200.00	90.00	\$732.50				

11 items

Notes

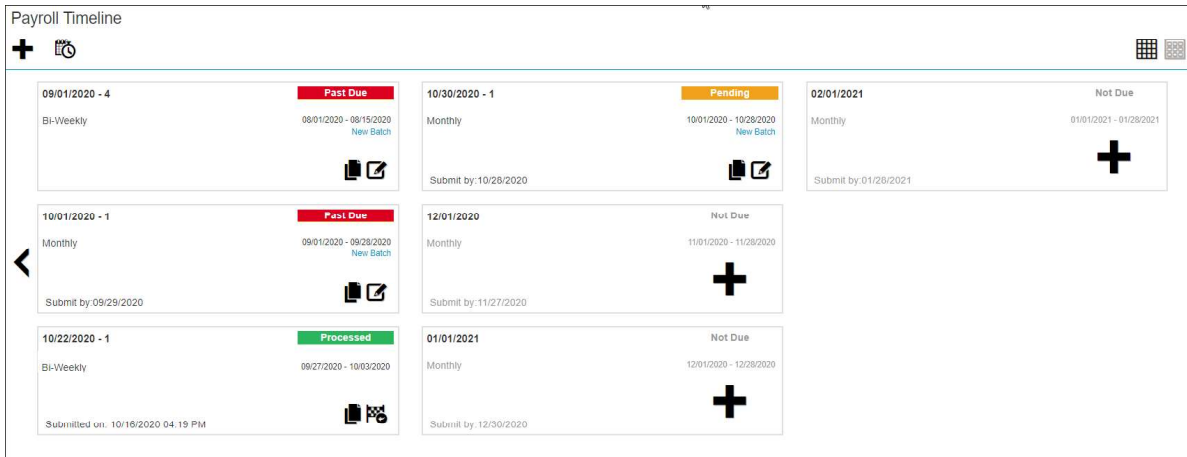
- Only E/D Code Types associated with 3rd Party Sick Pay are available for selection:
 - EP** - Short term 3rd Party Sick
 - EO** - Long term 3rd Party Sick
 - EQ** - Non-taxable 3rd Party Sick
- Third Party checks do not inherit salary/standard hours.
- Rate of pay/rate number is not applied automatically.
- Users must enter hours/rate and perform calculation to populate amount (does not calculate automatically).

Voiding Checks

Users can void individual checks via the Payroll menu, either by creating a new payroll, or by editing a waiting payroll. The first step in voiding a check is finding the check to void.

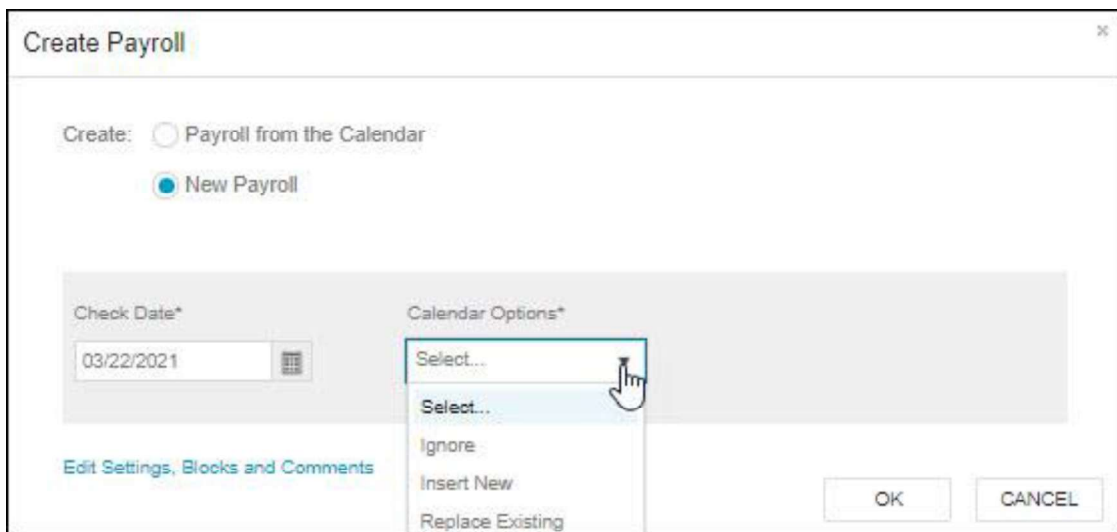
Voiding a check by creating a new payroll

1. Go to the **Payrolls - Payroll Timeline** screen.



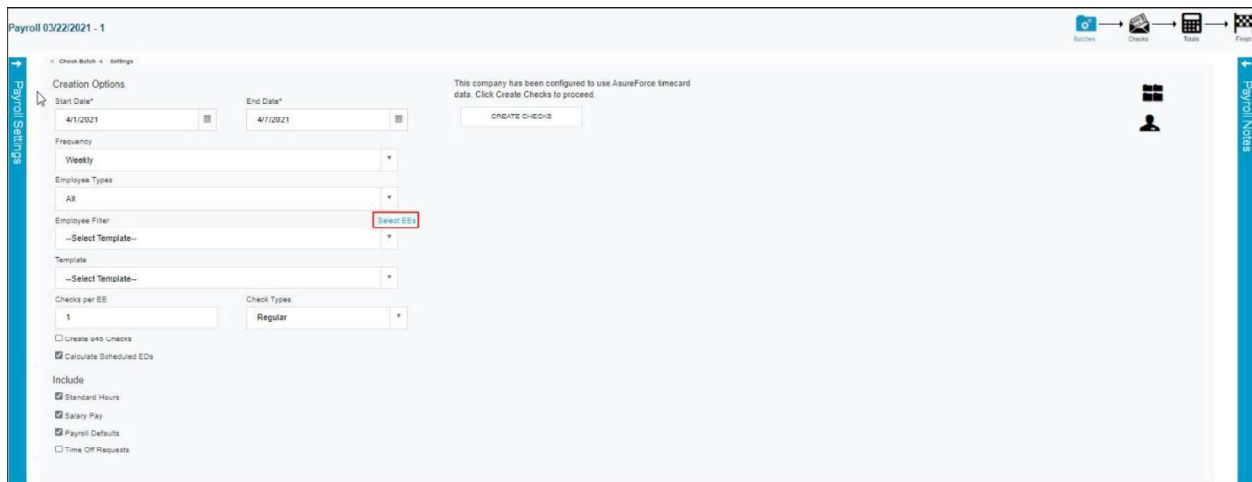
The screenshot shows the 'Payroll Timeline' interface. It features a grid of payroll entries. Each entry includes a date range, frequency, status (e.g., 'Past Due', 'Pending', 'Not Due', 'Processed'), and a 'Submit by' date. A large plus sign is visible in the top right corner of the grid, indicating the option to create a new payroll.

2. Click the large **plus sign** in the heading to create a new payroll.
Result: A **Create Payroll** screen opens asking if you are creating a Payroll from the Calendar (scheduled) or a New Payroll (unscheduled.)



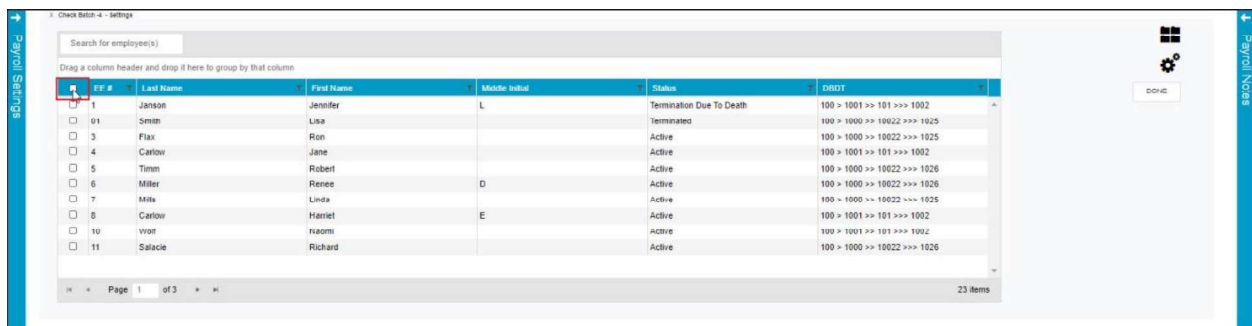
The screenshot shows the 'Create Payroll' dialog box. It has two radio buttons: 'Payroll from the Calendar' and 'New Payroll'. The 'New Payroll' option is selected. Below these, there is a 'Check Date*' field with a calendar icon and a 'Calendar Options*' dropdown menu. The dropdown menu is open, showing options: 'Select...', 'Select...', 'Ignore', 'Insert New', and 'Replace Existing'. A hand cursor is pointing at the first 'Select...' option. At the bottom, there are 'Edit Settings, Blocks and Comments' and 'OK' and 'CANCEL' buttons.

3. If it's a New Payroll, enter the **Check Date** and **Calendar Options**:
 - Ignore - this payroll will be treated as an unscheduled payroll and nothing will be added to the calendar
 - Insert New - the payroll created will be treated as a scheduled check date and the check date will be added to the Calendar.
 - Replace Existing - this payroll date replaces the next scheduled check date in the calendar, and the calendar will be updated with this new date.
4. Click **OK**.
Result: The **Check Batch Settings** screen opens



For detailed information about the individual fields on this screen, refer to the **Payrolls – Check Batch Settings Screen** in the Appendix at the end of this section.

5. Complete the required and applicable fields.
6. To select Employees, click **Select EEs** in the Creation Options section.



EF #	Last Name	First Name	Middle Initial	Status	DROIT
1	Janson	Jennifer	L	Termination Due To Death	100 > 1001 >> 101 >>> 1002
01	Smith	Lisa		Terminated	100 > 1000 >> 10022 >>> 1025
3	Flax	Ron		Active	100 > 1000 >> 10022 >>> 1025
4	Carlson	Jane		Active	100 > 1001 >> 101 >>> 1002
5	Timm	Robert		Active	100 > 1000 >> 10022 >>> 1026
6	Miller	Renee	D	Active	100 > 1000 >> 10022 >>> 1026
7	Mills	Linda		Active	100 > 1000 >> 10022 >>> 1026
8	Carlson	Harriet	E	Active	100 > 1001 >> 101 >>> 1002
10	Voss	Naomi		Active	100 > 1001 >> 101 >>> 1002
11	Salacie	Richard		Active	100 > 1000 >> 10022 >>> 1026

7. Click the checkbox (far left) at the top of the employees list to Select All or select individual employees.
8. Click **Done**, which brings you back to the **Check Batch Settings** screen.
9. Click the **Create Checks** button.
Result: A confirmation opens letting the user know that the checks were successfully created.
10. Click **OK**.

Result: The **Batch Checks** Screen opens.

Payroll Timeline

SAVE CANCEL Pending

Payroll 10/23/2020 - 1 Batch 1 : 10/09/2020 - 10/15/2020 Regular | -99998838 | 1 of 1

Batches Checks Totals Finish

NEW BATCH EXPORT TO EXCEL ADD CHECK DELETE CHECK Search Checks... Group By: Company Number Summary

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular
R	01	Scott, Mica	1	0.00	\$1,033.33		\$1,033.33		
R	02	Schrute, Dwight	1	40.00	\$1,783.11		\$903.11	40.00	\$880.00
R	03	Beesly, Pamela	1	0.00	\$0.00				
R	05	Bratton, Creed	1	0.00	\$1,102.21		\$1,102.21		
R	06	Levinson, Jan	1	0.00	\$703.22		\$703.22		
R	07	Martin, Angela	1	0.00	\$0.00				
R	08	Sim, Maya	1	40.00	\$780.00			40.00	\$780.00
R	09	Trent, Terence	1	0.00	\$0.00				
Totals				80.00	\$5,401.87		\$3,741.87	80.00	\$1,660.00

8 items

Batch 1 Weekly

Time Clock Import

Payroll Notes

Employee Notes

- Click the **Add Check** button in the Navigation bar.

Result: The **Add Checks** screen opens.

Add Checks

Select a Check Type
Void

Find and Select the Check that you need to void. You can then create a negative check as a reversal of your selected Check.

Check # 1101 EE ID All Within this check date range 1/1/2021 - 3/31/2021 With Status of Any FIND

Check...	Run #	EE ID	Employee Name	Check...	Gross	Net	Status
No items to display							

CREATE VOID CHECK FOR SELECTED CHECK

12. Select Void for the **Check Type**.
13. Enter search criteria to find the check to void (Check #, EE ID, check range...)
14. Click the **Find** button.

Result: The system searches company payrolls for the current year, displaying a list of checks that fit the criteria selected.

Warning: it is strongly recommended that checks from previous quarters not be voided.

15. Highlight the check line to be voided.
 16. Click **Create Void Check for Selected Check**.
- Result:** user is brought back to the **Batch Checks Screen**. The Check Type for the voided check is now **V** and the selected check is highlighted.

Note: Voided checks are read only and cannot be adjusted.

17. Process the payroll as if it were any other payroll.

Voiding a check by editing a waiting payroll

1. On the **Payroll Timeline screen** click the **Edit** button for a payroll with a Pending status.
2. Click on / open a batch that has been created.

Payroll 03/22/2021 - 1 Batch 1: 04/01/2021 - 04/07/2021 Regular | 59955429 | 1 of 1

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	ED1 Hrs Salary	ED1 Amt Salary	ED2 Hrs Regular	ED2 Amt Regular	ED3 Hrs Salary	ED3 Amt Salary	ED4 Hrs Regular	ED4 Amt Regular
R	01	Smith, Lisa	1	0.00	\$1,500.00		\$1,500.00						
R	1	Jensen, Jennifer L.	1	0.00	\$2,000.00		\$2,000.00						
R	3	Flax, Ron	1	0.00	\$2,000.00		\$2,000.00						
R	4	Carlow, Jane	1	0.00	\$1,000.00		\$1,000.00						
R	5	Trem, Robert	1	0.00	\$2,500.00		\$2,500.00						
R	6	Miller, Renee D.	1	0.00	\$1,200.00		\$1,200.00						
R	7	Miller, Linda	1	0.00	\$0.00								
R	8	Carlow, Hamel E.	1	35.00	\$455.00			35.00	\$455.00				
R	10	Wolf, Naomi	1	15.00	\$337.50			15.00	\$337.50				
R	11	Salas, Richard	1	0.00	\$1,000.00		\$1,000.00						
R	12	Hart, Eric	1	0.00	\$3,000.00		\$3,000.00						
		Totals		90.00	\$22,392.50		\$22,200.00	90.00	\$792.50				

23 items

1. Click **Batches** in the upper right-hand corner of the header, opening the **Check Batch Settings screen**.
 2. Click the **Add Check** button in the Navigation bar.
- Result:** The **Add Checks** screen opens.

Add Checks

Select a Check Type
 Void

Find and Select the Check that you need to void. You can then create a negative check as a reversal of your selected Check.

Check # 1101 EE ID All Within this check date range 1/1/2021 - 3/31/2021 With Status of Any **FIND**

Check...	Run #	EE ID	Employee Name	Check...	Gross	Net	Status
No items to display							

CREATE VOID CHECK FOR SELECTED CHECK

3. Select Void for the **Check Type**.
4. Enter search criteria to find the check to void
5. Click the **Find** button to display a list of checks that fit the criteria selected.
6. Highlight the check line to be voided.
7. Click **Create Void Check for Selected Check**.

Payroll 03/22/2021 - 1 Batch 1: 04/01/2021 - 04/07/2021 Regular | 5995429 | 1 of 1

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular	E20 Hrs Salary	E20 Amt Salary	E25 Hrs Regular	E25 Amt Regular
R	7	Mills, Linda	1	0.00	\$0.00								
R	8	Carlson, Harriet E.	1	35.00	\$455.00			35.00	\$455.00				
R	10	Wolf, Naomi	1	15.00	\$337.50			15.00	\$337.50				
R	11	Delaware, Richard	1	0.00	\$1,000.00		\$1,000.00						
V	12	Hard, Eric	2	0.00	-\$3,000.00		-\$3,000.00						
R	12	Hard, Eric	1	0.00	\$3,000.00		\$3,000.00						
R	15	Oster, Michael M.	1	0.00	\$0.00								
R	20	Craucel, Kristen L.	1	0.00	\$0.00								
R	21	Appleman, Lori K.	1	0.00	\$0.00								
R	022	Hammer, Carter, Leann	1	0.00	\$2,500.00		\$2,500.00						
R	34	Chen, Barbara	1	40.00	\$5,000.00		\$5,000.00	40.00	\$5,000.00				
		Totals		90.00	\$15,352.50		\$15,352.50	90.00	\$732.50				

24 items

There are now two check lines for the voided check - the original (Check Type R) and the one with a Check Type of V.

Note: Voided checks are read only and cannot be adjusted.

8. Process the payroll as usual.

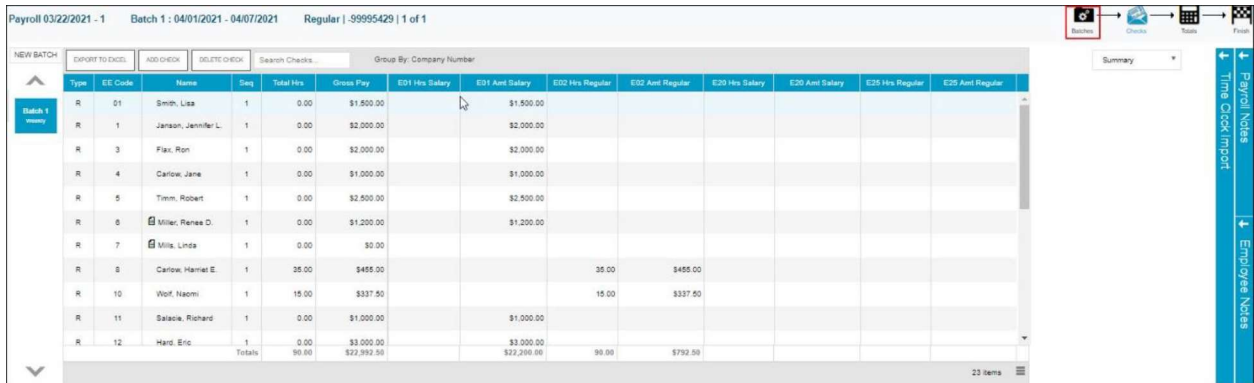
Deleting Batches

There may be a need, from time to time, when a batch must be deleted.

To delete a batch,

- From the **Payroll Timeline** screen, select a Pending payroll in which at least one batch was created and click the **Edit** symbol.

Result: The **Batch Checks** screen opens.

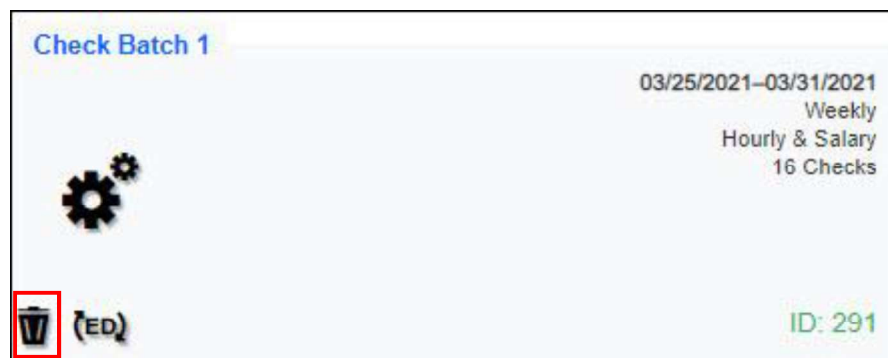


Payroll 03/22/2021 - 1 Batch 1 : 04/01/2021 - 04/07/2021 Regular | 9995429 | 1 of 1

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular	E03 Hrs Salary	E03 Amt Salary	E05 Hrs Regular	E05 Amt Regular
R	01	Smith, Lisa	1	0.00	\$1,500.00		\$1,500.00						
R	1	Janson, Jennifer L.	1	0.00	\$2,000.00		\$2,000.00						
R	3	Flax, Ron	1	0.00	\$2,000.00		\$2,000.00						
R	4	Carlson, Jane	1	0.00	\$1,000.00		\$1,000.00						
R	5	Trem, Robert	1	0.00	\$2,500.00		\$2,500.00						
R	6	Miller, Renee D.	1	0.00	\$1,200.00		\$1,200.00						
R	7	Mills, Linda	1	0.00	\$0.00								
R	8	Carlson, Harriet E.	1	35.00	\$455.00			35.00	\$455.00				
R	10	Wolf, Naomi	1	15.00	\$337.50			15.00	\$337.50				
R	11	Salas, Richard	1	0.00	\$1,000.00		\$1,000.00						
R	12	Hart, Eric	1	0.00	\$3,000.00		\$3,000.00						
		Totals		90.00	\$22,392.50		\$22,260.00	90.00	\$792.50				

23 Items

- Click the **Batches** symbol in the upper right corner.
- If there is more than one batch created, select the batch to be deleted.



- Click the **Delete** button in the left-hand corner of the Check Batch.
Result: a message will open asking if you are sure you want to delete this batch > click **Yes**.

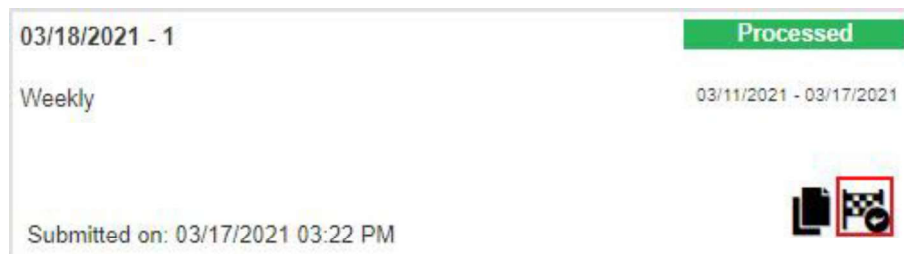
The batch is deleted, and the batch sequence number is updated accordingly.

Redistributing Labor Allocation

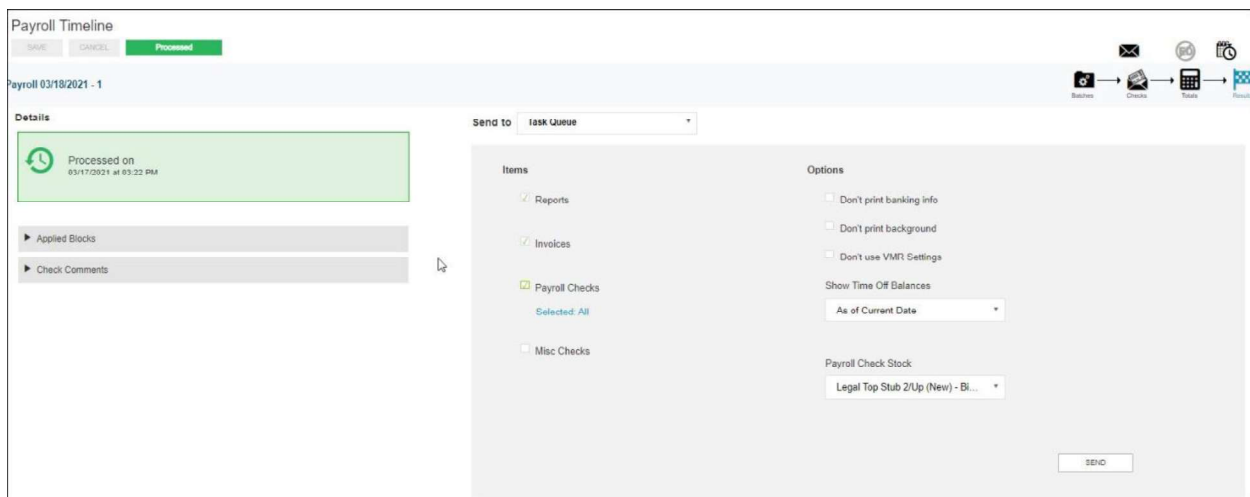
After a payroll has been processed the labor allocation sometimes needs readjustment for reporting purposes. Evolution Payroll supports the redistribute labor allocation process.

To redistribute labor allocation in Evolution Payroll,

1. Go to the **Payrolls – Payroll Timeline** screen.
2. Locate the Processed payroll requiring readjustment and click the **Payroll Results** symbol.



Result: The following payroll details screen opens.



3. Click the **Checks** symbol in the upper right corner of the header.
4. Select the batch if there is more than one.
5. Select the **Detail view** from the dropdown list.
6. Highlight one of the E/D Codes > Click the Redistribute Allocation button.

Payroll Timeline

Payroll 03/18/2021 - 1 Batch 1 : 03/11/2021 - 03/17/2021

3 - Flax, Ron - 1 of 1

REDISTRIBUTE ALLOCATION

E/D Code *	Description	Rate/Rate	Pay Rate	Amount	Rate #
E01	Salary		\$0.00	\$2,000.00	1 (P) : \$0.00
D02	Health Insurance			\$120.00	
D04	Garnishment			\$341.89	
D05	Child Support			\$100.00	

4 items

Result: The **Redistribute Allocations** screen is displayed. Users can modify the existing labor allocations (click within the field to modify) or add a new allocation.

Redistribute Allocations

Listed below are the allocations for your selected E/D Code: **D04 - Garnishment**

You can adjust values on the existing allocations or create additional allocations as needed.

Original allocations  can be modified but not removed.

ADD

Organizational Level	Workers Comp	Job Code	Hours	Amount	Line Item Date
BDazzled Design Retail Division/BDazzle...	8811	1021		\$341.89	

Division Branch Department Team

- Select Team -

BDazzled (BDazzled Design BDazzled Design Sales BDazzled Design

BDazzled (BDazzled Design BDazzled Design Sales BDazzled Design

BDazzled (BDazzled Design BDazzled Design Retail BDazzled Design

Totals

\$341.89

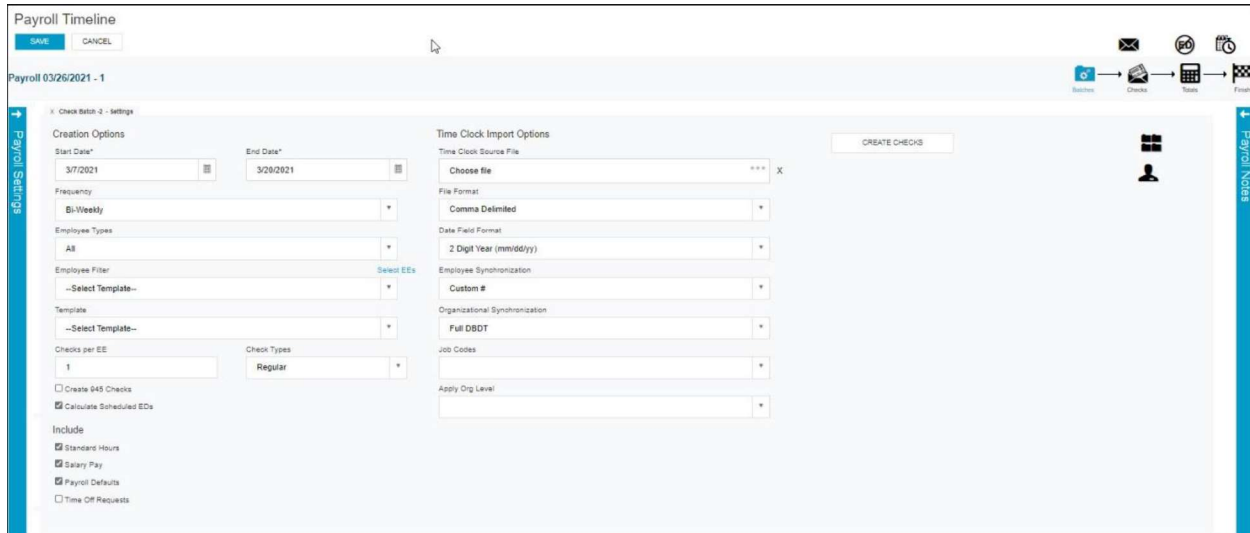
1 items

APPLY CANCEL

7. Click **Apply**.

Time Clock Imports

1. Begin by following the initial steps to create either a scheduled or unscheduled payroll.
2. Time clock import parameters are on the **Check Batch Settings** screen



3. Once the required and applicable fields are completed on the left-hand side of the screen, complete the fields on the right regarding the time clock import file.

Field / Button	Description
Time Clock Source File	Select the file from which the data is being imported
File Format	Select the format of the import file
Date Field Format	Select the format of the date fields in the import file...mm/dd/yyyy, etc.
Employee Synchronization	Select how the employees are grouped in the import file – by name, employee number, etc....
Organizational Synchronization	Select the organizational level if using D/B/D/Ts
Job Codes	Select whether job codes will be imported with the data
Apply Org Level	Select if keeping the organization level used in the import file

- 1.
2. Click the **Create Checks** button.
Result: A log file is created displaying that the import was successful and/or unsuccessful

The Payrolls Menu - Appendix

Payrolls - Check Batch Settings screen

Field / Button	Description
Creation Options section	
Start Date	The beginning of the payroll batch period
End Date	The end of the payroll batch period
Frequency	The payroll frequency
Employee Types	The employee types to include in the payroll
Employee Filter – Select EEs	Click to select specific employees to include in the payroll
Template	The payroll template to use for this payroll, if any.
Checks per EE	The number of checks per employee
Check Types	The type of checks for this payroll
Include section	
Standard hours	Select to use standard hours in the payroll
Salary Pay	Select to use salary pay in the payroll
Payroll Defaults	Select to use payroll defaults in the payroll
Time Off Requests	Select to use time off requests in the payroll
Time Clock Import Options section	
Time Clock Source File	The source file of time clock data being used for the payroll.
File Format	The format of the source file
Date Field Format	The format of the date in the source file.

Field / Button	Description
Employee Synchronization	Method by which employees are synced (EE Number, Last Name, and First Name).
Organizational Synchronization	Level of D/B/D/Ts used for the company.
Job Codes	Whether or not job codes are used in the imported file.
Employee Pay rates	Whether or not employee pay rates are used in the imported file.
Scheduled E/Ds	Whether or not scheduled E/Ds are refreshed in the imported data.
Scheduled E/Ds on Additional Checks	Rule on allowing scheduled E/Ds on additional checks.
Create Check button	Begins the process of creating payroll checks.

Payrolls - Payroll Settings screen

Field / Button	Description
Check Date	The check date of the payroll
Run Number	Defaults to the next available number for payrolls processed on the date. If no payrolls processed or created for this date, the run defaults to "1"
Calendar options	Choose whether to add a new payroll date, change a payroll date, or ignore the payroll calendar. Defaults to Ignore when selected.
Payroll Type	The type of payroll to be processed
Blocks	Select each item to be blocked on this payroll
Actual Call In Date	The date the payroll was called in
Time Off Accrual	Select to allow Time Off Accrual to show in the payroll
Accruals Only	Select to allow the payroll to accrue time off, but not use show in the payroll.
Payroll Check Comment	The text to be displayed on checks.

Payrolls - Batch Checks Screen

Field / Button	Description
Create New Check	Click to create a new check for the employee
Add button	Click to add a new check line to the employee's check
Delete button	Click to delete a check line from the employee's check

Payrolls - Add Checks screen

Field / Button	Description
Check Types	Type of check being added to the payroll
Use this Template	Select a template to use if applicable
Standard Hours: Yes checkbox	Select if checks for regular hours are being added
Salary Pay: Yes checkbox	Select if checks for salaried hours are being added
Create Check(s) for Selected EEs button	Click to create check(s) for the selected employees

Payrolls - Check Lines - Basics screen

Field / Button	Description
E/D code column heading	Earning or deduction for which an addition or subtraction is made
Description column heading	Description of the E/D code added
Hrs/pcs column heading	Number of hours or pieces for which the earning or deduction represents
Rate of Pay column heading	Pay rate (if applicable) for hours added
Amount column heading	Dollar amount of the earning or deduction being added

Field / Button	Description
Rate # column heading	Pay rate number if the employee has more than one job/pay rate at the company
Rate Number	The primary rate number is #1. Others are subsequent numbers if the employee has two or three different positions with the company
Rate of Pay	Hourly pay rate for the rate number entered
Agency	Agency name if this is an agency check
Hours/Pieces	Number of hours or pieces the employee is expected to work/produce per pay period
Piece	Identify the piece if the employee is doing piecework
State	State in which the employee is employed
Work Address	Work address of the company
SUI	SUI amount the company pays per employee

Payrolls - Check Lines - Labor Defaults screen

Field / Button	Description
Division	Enter the Organization Level(s) with which the employee is associated
Branch	Enter the Organization Level(s) with which the employee is associated
Department	Enter the Organization Level(s) with which the employee is associated
Team	Enter the Organization Level(s) with which the employee is associated
Job Code	Job associated with the Workers' Comp Code selected. Click the plus sign to add a new Job Code, as long as the user's security is set up.

Field / Button	Description
Shift	Shift the employee works
Line Item Begin Date	Beginning date of the override
Workers' Compensation	Workers' Comp Code assigned to the job associated with the claim
Line Item End Date	End date for including the override

Payrolls - Check Lines - Local Tax Overrides screen

Field / Button	Description
Local Name	Name of the local tax
Exclude	Whether or not to exclude local tax from the check

Payrolls - Manual Tax screen

Field / Button	Description
Add States button	Click to add states to override that are not already displayed. States displayed are what was set up on the Employee – States – Employee screen in Evolution Classic.
Add Locals button	Click to add locals to override that are not already displayed. Locals displayed are what was set up on the Employee – Locals – Employee screen in Evolution Classic.
Description	Name of the tax
Amount	Dollar amount of the tax (only two decimal places allowed)
Options section	
Calculate Override Taxes checkbox	Default is selected
Reciprocate SUI checkbox	Default is selected

Field / Button	Description
Disable Shortfalls checkbox	Default is unselected
Note: *If all state / local taxes are already listed in the table, these buttons are disabled.	

Payrolls - Fed Overrides screen

Field / Button	Description
Federal Type	Type of federal tax to override
Tax Frequency	Frequency of tax payments
Tax at Supplemental Rate	Supplemental rate, if applicable
Amount	Dollar or percentage amount of the tax
Blocks	
Additional tax	Block the supplemental tax
EE OASDI	Block the employee OASDI
EE Medicare	Block the employee Medicare
EE EIC	Block the employee Earned Income Credit
ER OASDI	Block the employer OASDI
ER Medicare	Block the employer Medicare

Payrolls - State Overrides screen

Field / Button	Description
State	State for which there is an override
Abr	State abbreviation

Field / Button	Description
State Type	Is the override for regular tax or additional
Amount	Dollar or percentage amount of the tax override
Blocks	
Regular Tax	Is there a regular tax to block
Additional tax	Is there an additional tax to block
SUI	Is SUI being blocked
SDI	Is SDI being blocked

Payrolls - Options screen

Field / Button	Description
Blocks section	
Direct Deposit	Block all direct deposits
Direct Deposit Except Net	Block direct deposits except net checks
Auto Distribution	Block Auto Labor Distributions
Time off Accrual	Block Time Off Accrual information from displaying on the check stubs
Accruals Only	Block Time Off Accrual information, but just accruals
Scheduled E/Ds Except Direct Deposit	Block all Scheduled E/Ds except direct deposit
Scheduled E/Ds Except Pension	Block all Scheduled E/Ds except those for retirement plans
Scheduled E/Ds from Agency	Block all Scheduled E/Ds from agency checks

Field / Button	Description
Options section	
Update Scheduled E/D Balance	Select to update the Scheduled E/Ds balance after all blocks are added

Payrolls - Review screen

Field / Button	Description
Lock Tax Calculations button	Click to save any changes made to the information before the payroll processes.

Payrolls - Time Clock Import tab

Field / Button	Description
Time Clock Source File	Identifies the source file of time clock data being used for the payroll.
File Format	Format of the source file
Date Field Format	Format of the date in the source file
Employee Synchronization	Method by which employees are synced (EE Number, Last Name, and First Name)
Organizational Synchronization	Level of D/B/D/Ts used for the company
Job Codes	Whether or not job codes are used in the imported file
Employee Pay Rates	Whether or not employee pay rates are used in the imported file.
Scheduled E/Ds	Whether or not Scheduled E/Ds are refreshed in the imported data.
Schedule E/Ds on Additional Checks	Rule on allowing Scheduled E/Ds on additional checks.
Import button	Begins the process of importing the time clock data.

Payrolls - Calculation Results screen

Field / Button	Description
E/D code	Scheduled Earning or Deduction Code used in the payroll
Description	Describes the E/D code
Hrs. /Pcs.	Hours or Pieces if applicable
Pay Rate	Rate amount for the E/D
Amount	Total amount added or subtracted for the E/D
Taxes Section	This section has information displayed only if the payroll status is Processed. If the status is Completed , the Taxes section will be blank.
Description	Lists the taxable wages and taxes totals
Amount	Lists the total amounts of taxable wages and taxes
Count	The number of checks included in the total amounts of taxable wages and taxes

Check Finder Menu

The Check Finder menu link opens a Check Finder screen on which parameters are entered to search for a specific check by check number or employee code / name within a particular date range, and status.



The screenshot shows the 'Check Finder' interface. It features a search bar with a magnifying glass icon and a close button (X) in the top right corner. Below the search bar, there are four input fields: 'Check #' with a dropdown menu showing 'All', 'or EE Code - Name' with a text input field containing 'Search Employee' and a dropdown arrow, 'Within this check date range' with a date range selector showing 'All' and a calendar icon, and 'With Status of' with a dropdown menu. A 'FIND' button is located to the right of the 'With Status of' dropdown.

The Reports Menu

The Reports menu lets the user see reports that have been published to Evolution Payroll from VMR, as well as process additional reports as needed. For information about report results in Evolution Payroll, talk to your service bureau.

There are two report types identified that we refer to

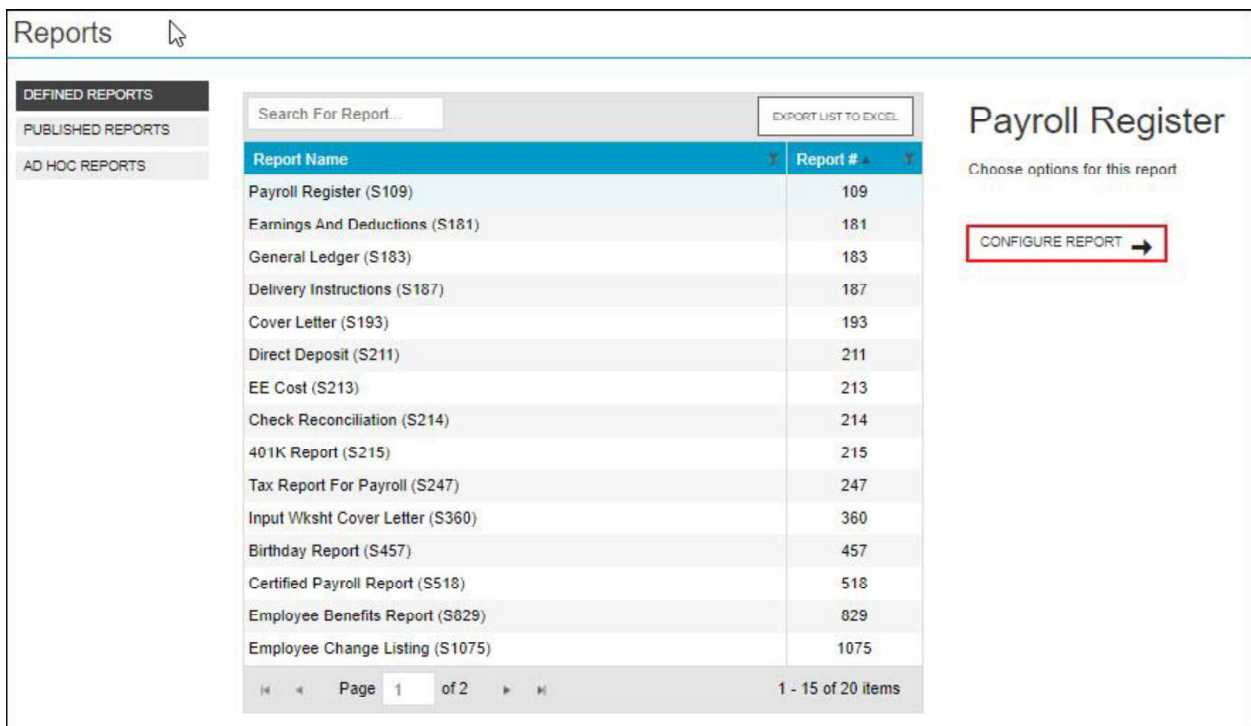
- Defined Reports and
- Published Reports.

Defined Reports are reports that can be generated from Evolution Payroll on demand.

Published reports are reports that are generated in Evolution Classic and sent to Evolution Payroll using VMR.

Defined Reports

Defined reports are company level reports that can be generated by the user on demand in Evolution Payroll. These reports must be set up for the company ahead of time, by the service bureau. Refer to the Appendix at the end of this section for a list of available reports that can be generated in Evolution Payroll.



Report Name	Report #
Payroll Register (S109)	109
Earnings And Deductions (S181)	181
General Ledger (S183)	183
Delivery Instructions (S187)	187
Cover Letter (S193)	193
Direct Deposit (S211)	211
EE Cost (S213)	213
Check Reconciliation (S214)	214
401K Report (S215)	215
Tax Report For Payroll (S247)	247
Input Wksht Cover Letter (S360)	360
Birthday Report (S457)	457
Certified Payroll Report (S518)	518
Employee Benefits Report (S829)	829
Employee Change Listing (S1075)	1075

Page 1 of 2
1 - 15 of 20 items

Payroll Register
Choose options for this report
CONFIGURE REPORT →

1. Select the report from the list.
2. Click the **Configure Report** button.

Result: The parameters screen opens for the report being configured.

Reports

DEFINED REPORTS ← REPORTS LIST Options for Payroll Register

PUBLISHED REPORTS

AD HOC REPORTS

Payroll Filter EE Filter Org Filter Misc Options Run Report

Select the date range to use for your report. All payrolls within your range will be selected. You can fine tune your selection by checking only the payrolls you want to include.

Starting Date: 03/01/2021 Ending Date: 04/15/2021 Include: All Payrolls APPLY

Check Date	Run #	Processed Date	Status	Type
☐ 04/01/2021	1		Pending	Regular
☐ 03/25/2021	1		Submitted	Regular
☐ 03/22/2021	1		Past Due	Regular
☐ 03/19/2021	1	03/17/2021 03:23:09 PM	Processed	Regular
☐ 03/11/2021	1		Submitted	Regular
☐ 03/04/2021	1	03/17/2021 03:37:09 PM	Past Due	Regular

Page 1 of 1 1 - 6 of 6 items

1. Click the tabs above the grid to access the report parameters. Each report can be filtered by Payroll, Employee (EE), and Organization Level (Org). Parameters on each tab are specific to the report that is being generated.
2. Click the **Reports List** button to return to the previous screen listing the Defined Reports.

Searching for a report

Users can search for a specific report by using the **Search for Report** tool at the top of the table, or by using the filters as described below.

Reports

DEFINED REPORTS

PUBLISHED REPORTS

AD HOC REPORTS

Search For Report...

EXPORT LIST TO EXCEL

Report Name	Report #
Payroll Register (S109)	109
Earnings And Deductions (S181)	181
General Ledger (S183)	183
Delivery Instructions (S187)	187
Cover Letter (S193)	193
Direct Deposit (S211)	211
EE Cost (S213)	213
Check Reconciliation (S214)	214
401K Report (S215)	215
Tax Report For Payroll (S247)	247
Input Wksht Cover Letter (S360)	360
Birthday Report (S457)	457
Certified Payroll Report (S518)	518
Employee Benefits Report (S829)	829
Employee Change Listing (S1075)	1075

Page 1 of 2 1 - 15 of 20 items

Payroll Register

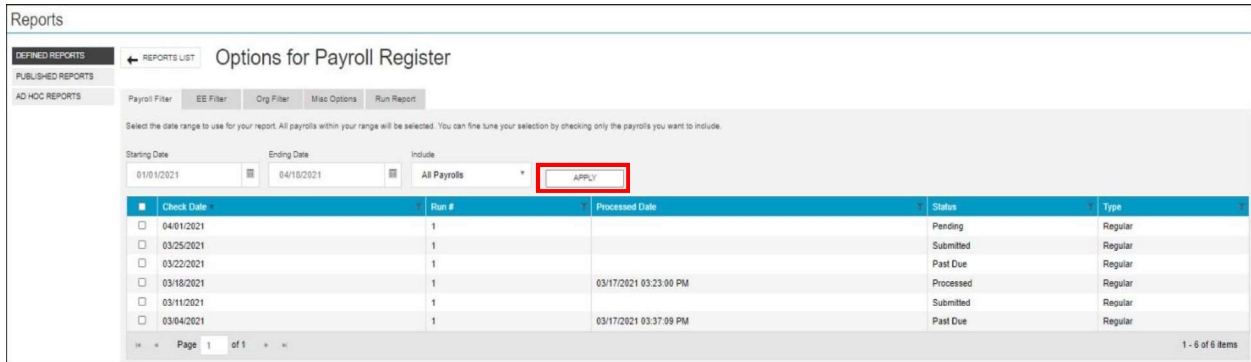
Choose options for this report

CONFIGURE REPORT →

Generating a Report

To generate a report from the Defined Reports screen:

1. Select the report from the list of the Reports.
2. Click the **Configure Report** button.
3. On the **Payroll Filter** tab select the Starting Date and Ending Date to filter the payrolls to a specific date range (optional) or use the **Include** dropdown list to select from displaying All Payrolls or Processed Payrolls only.



Reports

DEFINED REPORTS PUBLISHED REPORTS AD HOC REPORTS

REPORTS LIST Options for Payroll Register

Payroll Filter EE Filter Org Filter Misc Options Run Report

Select the date range to use for your report. All payrolls within your range will be selected. You can fine tune your selection by checking only the payrolls you want to include.

Starting Date: 01/01/2021 Ending Date: 04/16/2021 Include: All Payrolls

APPLY

Check Date	Run #	Processed Date	Status	Type
04/01/2021	1		Pending	Regular
03/25/2021	1		Submitted	Regular
03/22/2021	1		Past Due	Regular
03/18/2021	1	03/17/2021 03:23:00 PM	Processed	Regular
03/11/2021	1		Submitted	Regular
03/04/2021	1	03/17/2021 03:37:09 PM	Past Due	Regular

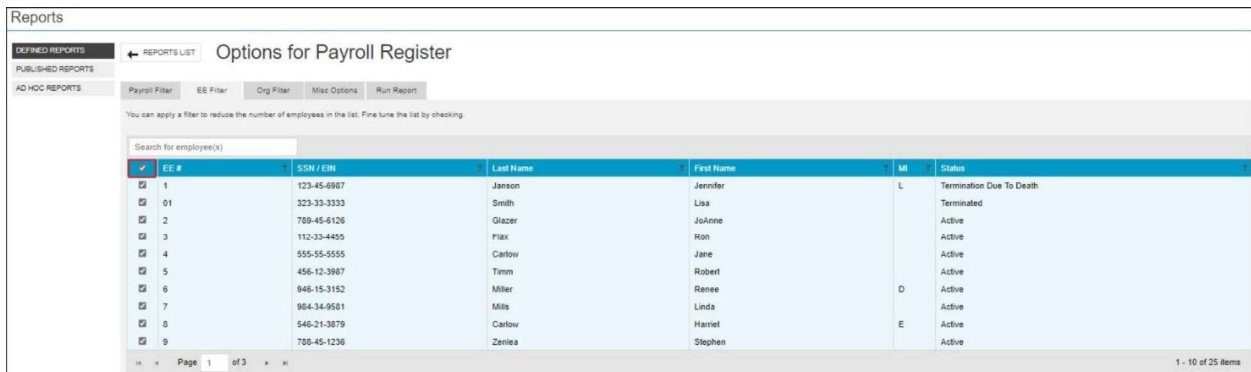
Page 1 of 1

1 - 6 of 6 items

4. Click **Apply** to return a list of payrolls based on the filters selected.
5. Select the payroll(s) for which to run the report.

Note: Users must select at least one payroll to be able to select other filters and parameters or generate the report.

6. Click the **EE Filter** tab to select or deselect employees from the report or click the top box in the far-left column to select all employees.



Reports

DEFINED REPORTS PUBLISHED REPORTS AD HOC REPORTS

REPORTS LIST Options for Payroll Register

Payroll Filter EE Filter Org Filter Misc Options Run Report

You can apply a filter to reduce the number of employees in the list. Fine tune the list by checking.

Search for employee(s)

EE #	SSN / EIN	Last Name	First Name	MI	Status
☒ 1	123-45-6987	Janson	Jennifer	L	Termination Due To Death
☒ 01	323-33-3333	Smith	Lisa		Terminated
☒ 2	789-45-6126	Glazer	JoAnne		Active
☒ 3	112-33-4455	Piex	Ron		Active
☒ 4	555-55-5555	Carlou	Jane		Active
☒ 5	456-12-3987	Timm	Robert		Active
☒ 6	948-15-3152	Miller	Renee	D	Active
☒ 7	984-34-9581	Mills	Linda		Active
☒ 8	546-21-3879	Carlou	Harriet	E	Active
☒ 9	788-45-1236	Zenlea	Stephen		Active

Page 1 of 3

1 - 10 of 25 items

7. Click the **Org Filter** tab to filter by organization (D/B/D/T) level.

Reports

DEFINED REPORTS ← REPORTS LIST Options for Payroll Register

PUBLISHED REPORTS

AD HOC REPORTS

Payroll Filter EE Filter Org Filter Misc Options Run Report

Select the organizational level that you want to use for this report. Fine tune by checking a specific level. If no selection is made, your results will include all organization levels for this company.

Team

☒ Division	Division #	Branch	Branch #	Department	Department #	Team	Team #
☒ BDazzled Design Retail Division	100	BDazzled Design Retail - Williston	1000	BDazzled Design Sales-Marketing	10022	BDazzled Design Retail New Eng	10025
☒ BDazzled Design Retail Division	100	BDazzled Design Retail - Williston	1000	BDazzled Design Sales-Marketing	10022	BDazzled Design Mid-Atlantic	10026
☒ BDazzled Design Retail Division	100	BDazzled Design Retail - Burlington	1001	BDazzled Design Retail Client Services	101	BDazzled Design Retail Shipping/Dist	1002

8. Click the **Misc. Options** tab to update parameters specific to this report.
9. This screen offers instructions for running the report, as well as grouping and sorting methods to choose from.

Reports

DEFINED REPORTS ← REPORTS LIST Options for Payroll Register

PUBLISHED REPORTS

AD HOC REPORTS

Payroll Filter EE Filter Org Filter Misc Options Run Report

Additional options available for this report:

Parameters

- ☐ Show only Summary for Multiple chosen dates
- ☐ Show Home OBDT for each Employee
- ☒ Include Memos in Totals
- ☐ Include Pieces from Piecework in Totals
- ☒ Break Employee Between Pages
- ☒ Include Taxable Memos in Totals
- ☒ Deductions as Taxes
- ☐ Show Shift Differentials
- ☐ Bold EE Name, Check Number and Net Check
- ☐ Hide SSN, State Frequency and Salary
- ☐ Show Check Date and Net Check

Grouping & Sorting

Group Level:

Group Type:

Group Sort:

Detail Sort:

SUI:

10. Click the **Run Report** tab to verify report settings.

Reports

DEFINED REPORTS ← REPORTS LIST Options for Payroll Register

PUBLISHED REPORTS

AD HOC REPORTS

Payroll Filter EE Filter Org Filter Misc Options Run Report

Depending on your filters and options, this report may take a long time to generate. If you run this report a task will be placed in the queue to generate it. You will find an entry in the task queue for your generated report. You can then view the report from the queue entry.

Your current report definition is set as follows:

Date Range: 03/18/2021-03/18/2021

Pays: 1 Payroll(s) Selected.

Employees: 25 Employee(s) Selected.

Organization:

BDazzled Design Retail Division>BDazzled Design Retail - Williston>BDazzled Design Sales-Marketing>BDazzled Design Retail New Eng
 BDazzled Design Retail Division>BDazzled Design Retail - Williston>BDazzled Design Sales-Marketing>BDazzled Design Mid-Atlantic
 BDazzled Design Retail Division>BDazzled Design Retail - Burlington>BDazzled Design Retail Client Services>BDazzled Design Retail Shipping/Dist

With options set:

- Include Memos in Totals
- Include Pieces from Piecework in Totals
- Break Employee Between Pages
- Include Taxable Memos in Totals
- Deductions as Taxes
- etc...

Group Level: Department
 Group Sort: Group Code
 Detail Sort: Employee SSN
 Group Type: Summary Detail
 SUI: Do according to Company Setup

RUN THIS REPORT

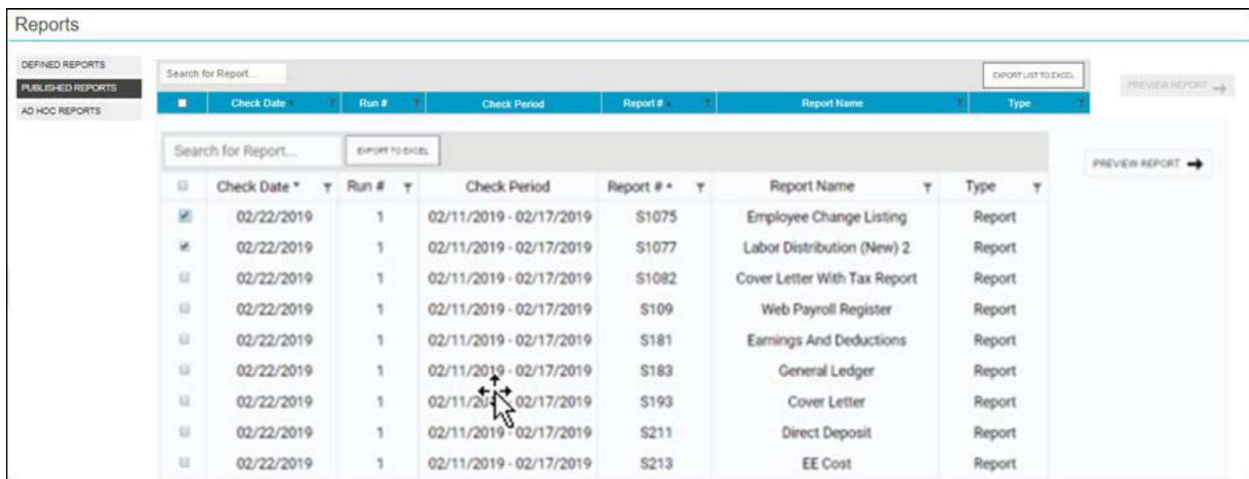
11. Click Run This Report.

12. Click the **Task Queue**  **Task Queue** symbol once the report is generated to view and print the report.

Published Reports

The Published Reports screen offers access to reports, tax returns and ASCII files sent via the Virtual Mail Room (VMR) to Evolution Payroll. To display a preview of a Published Report,

1. Click the **Reports** Menu to open.
Result: The Published Reports screen opens.



	Check Date	Run #	Check Period	Report #	Report Name	Type
☒	02/22/2019	1	02/11/2019 - 02/17/2019	S1075	Employee Change Listing	Report
☒	02/22/2019	1	02/11/2019 - 02/17/2019	S1077	Labor Distribution (New) 2	Report
☐	02/22/2019	1	02/11/2019 - 02/17/2019	S1082	Cover Letter With Tax Report	Report
☐	02/22/2019	1	02/11/2019 - 02/17/2019	S109	Web Payroll Register	Report
☐	02/22/2019	1	02/11/2019 - 02/17/2019	S181	Earnings And Deductions	Report
☐	02/22/2019	1	02/11/2019 - 02/17/2019	S183	General Ledger	Report
☐	02/22/2019	1	02/11/2019 - 02/17/2019	S193	Cover Letter	Report
☐	02/22/2019	1	02/11/2019 - 02/17/2019	S211	Direct Deposit	Report
☐	02/22/2019	1	02/11/2019 - 02/17/2019	S213	EE Cost	Report

To preview, save, or print a published report,

2. Check the box in the left-hand column of the table to select the report(s) to be viewed, saved, or printed.
3. Click the **Preview Report** button to open a full-sized preview on a new screen.
4. Use the Resizing tools in the preview window, to zoom in or out to preview the report.
5. If more than one report is selected, use the arrows at the bottom of the Preview window to navigate between reports.
6. Click **Save** at the top of the Preview screen to save the report(s) to your hard drive and/or to open the report you are currently working on.
Result: The report(s) will be saved to your device.
7. Print as normal from the **File** menu in the Windows Menu bar.
8. Click the **Reports List** button to return to the screen listing the Published Reports.

Ad Hoc Reports

Evolution Payroll contains an Ad Hoc Reporting feature, with which users can add a new Ad Hoc report, edit an existing Ad Hoc report, and run an Ad Hoc report.

Ad Hoc reports are executed at the users' discretion and can be customized. Capabilities include:

- Adding / removing columns
- Defining column headers and captions
- Filtering on any field (not just those in the visible columns)
- Grouping by fields
- Completing selected summary tasks in grouping such as Count, Sum of Integer Values
- Creating calculations based on columns in the reports
- Exporting the report results to Microsoft Excel

There are three general categories of Ad Hoc Reports:

- Ad Hoc - Payroll (S1132)
- Ad Hoc - Employee (S1134)
- Ad Hoc - Company (S1153)

These reports serve as templates and can be selected and used as a base Ad Hoc report to which modifications can be made and saved with a new report name.

Security Settings

Users must be granted security privileges to use Ad Hoc reports in Web Payroll. Talk with your service bureau to use Ad Hoc reports.

Adding a New Ad Hoc Report

1. Click the **Reports** menu to open.
2. Click **Ad Hoc Reports** in the Menu bar.

Reports

DEFINED REPORTS

PUBLISHED REPORTS

AD HOC REPORTS

Search For Report...

EXPORT LIST TO EXCEL

Report Name	Report #
Payroll Register (S109)	109
Earnings And Deductions (S181)	181
General Ledger (S183)	183
Delivery Instructions (S187)	187
Cover Letter (S193)	193
Direct Deposit (S211)	211
EE Cost (S213)	213
Check Reconciliation (S214)	214
401K Report (S215)	215
Tax Report For Payroll (S247)	247
Input Wkshl Cover Letter (S360)	360
Birthday Report (S457)	457
Certified Payroll Report (S518)	518
Employee Benefits Report (S829)	829
Employee Change Listing (S1075)	1075

Page 1 of 2

1 - 15 of 20 items

Payroll Register

Choose options for this report

CONFIGURE REPORT

There are three standard Ad Hoc Report templates (Company, Employee, and Payroll) listed on the screen.

- Click the large **plus sign** in the header.
- Enter a Report Name for the new report.
- Select a template on which to base the new report (the default template is Company).

Reports

+

×

DEFINED REPORTS

PUBLISHED REPORTS

AD HOC REPORTS

← REPORTS LIST

New Report

Report Name *

New Report Name

Select Adhoc Report Template

Ad Hoc - Company (S1153)

Ad Hoc - Company (S1153)

Ad Hoc - Employee (S1134)

Ad Hoc - Payroll (S1132)

CONFIGURE REPORT

- Click the **Configure Report** button, which becomes active when a template is selected.

Reports

Options for Employee Report (S1134)

Columns EE Filter Misc Options

Column ID	Column Title	Hidden	Size
COL1	Custom Employee Code	No	1
COL2	Last Name	No	1
COL3	First Name	No	1

3 items

ADD FIELDS DELETE FIELDS MOVE UP MOVE DOWN

Column Type: Employee

Column Title: Custom Employee Code

Column Size: 1

☐ Hidden Column

☒ Print Text Instead of Abbreviation

Column Filter:

Examples: "John" LIKE "D%" <=> BETWEEN 5 and 10

Column Values (1 column value per non-computed column)

FIELD DISPLAY NAME
☐ Address1
☐ Address2
☐ Auto Labor Cl Ed Group
☐ Auto Pay Shift

148 items

APPLY CHANGES CANCEL CHANGES

7. Click the buttons at the bottom of the screen to add or delete columns, or to move columns up or down.
 8. Click **Add Fields** to add a **column** to the table.
 - a. The column properties on the right-hand side of the screen become active.
 - b. Enter the information about the column being added.
 - c. Select the column values to define the information that will be populated in the columns.
 9. Click **Apply Changes** or **Cancel Changes** at the bottom of the Column properties sections.
- The tabs contain parameters to set for generating the report. The number of tabs available is dependent upon the type of report selected.
10. Click the **Sorting** tab to set additional parameters for the report.
 11. Click the **Save** or **Cancel** symbol in the header when finished.

Editing an Existing Ad Hoc Report

1. Click the **Reports** menu to open.
Result: The **Defined Reports** screen opens.
2. Click **Ad Hoc Reports** in the menu bar.

Reports

+

DEFINED REPORTS PUBLISHED REPORTS AD HOC REPORTS

Search for Report...

Report Name	Report #
Ad Hoc - Company-DBDT (S1153)	1153
Ad Hoc - Employee (S1134)	1134
Demo Company Report (S1153)	1153
Demo Payroll Report (S1132)	1132

1 - 4 of 4 items

Ad Hoc - Company-DBDT

Choose options for this report

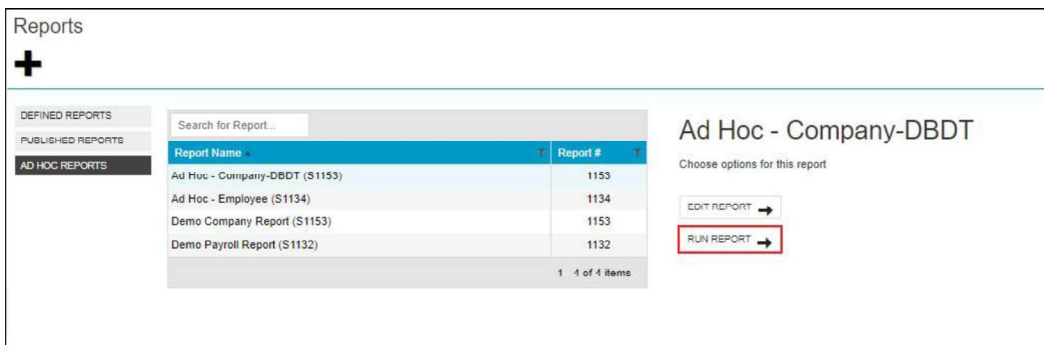
EDIT REPORT →

RUN REPORT →

3. Select the Ad Hoc report from the list that is to be edited.
4. Click **Edit Report**.
5. Make any changes to the report parameters.
6. Click **Apply Changes**.
7. Click the **Save** symbol in the header.

Running an Ad Hoc Report

1. Click the Reports menu to open.
Result: The **Defined Reports** screen opens.
2. Click **Ad Hoc Reports** in the menu bar.



Reports

+

DEFINED REPORTS

PUBLISHED REPORTS

AD HOC REPORTS

Search for Report...

Report Name	Report #
Ad Hoc - Company-DBDT (S1153)	1153
Ad Hoc - Employee (S1134)	1134
Demo Company Report (S1153)	1153
Demo Payroll Report (S1132)	1132

1 4 of 4 items

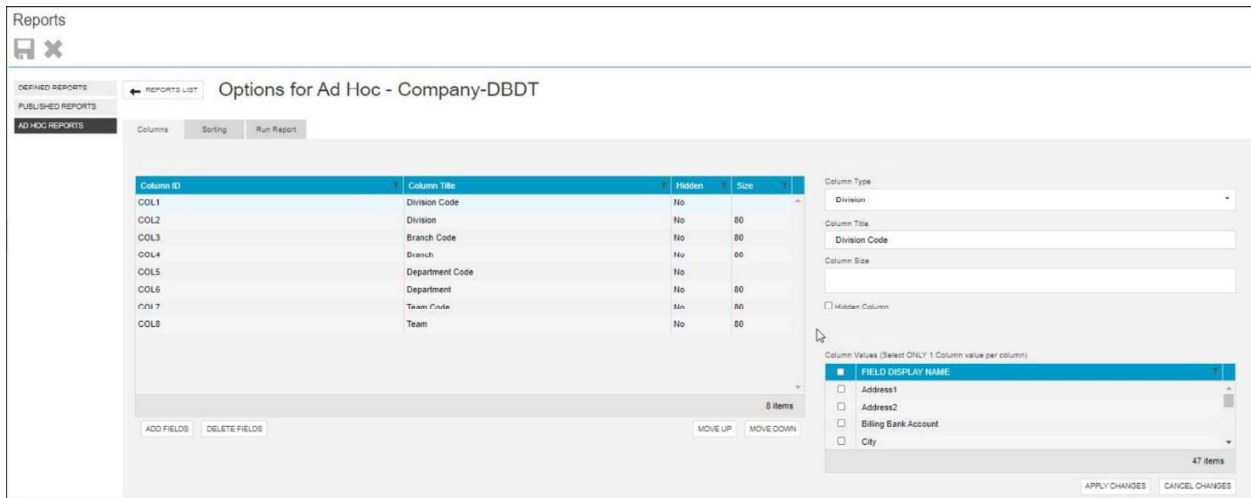
Ad Hoc - Company-DBDT

Choose options for this report

EDIT REPORT →

RUN REPORT →

3. Select the Ad Hoc report from the list.
4. Click the **Run Report** button.



Reports

Options for Ad Hoc - Company-DBDT

Columns Sorting Run Report

Column ID	Column Title	Hidden	Size
COL1	Division Code	No	80
COL2	Division	No	80
COL3	Branch Code	No	80
COL4	Branch	No	80
COL5	Department Code	No	80
COL6	Department	No	80
COL7	Team Code	No	80
COL8	Team	No	80

8 items

ADD FIELDS DELETE FIELDS MOVE UP MOVE DOWN

Column Type

Division

Column Title

Division Code

Column Size

Hidden Column

Column Values (Select ONLY 1 Column value per column)

FIELD DISPLAY NAME

Address1

Address2

Billing Bank Account

City

47 items

APPLY CHANGES CANCEL CHANGES

5. Click each tab to set up all report parameters.
6. When complete, click the **Run this Report** button on the Run Report tab.
Result: The system displays a confirmation message at the top right of the screen that your report task has been added to the queue.



7. Open the **Task Queue** to view or print the report from the Task Queue once the Ad Hoc report is generated.

Note: To create the report in Excel, save the file as an ASCII format and then convert it to Excel.

Ad Hoc Report Restrictions

Note the following restrictions concerning Ad Hoc reports:

- Report orientation is landscape only with a maximum of 133 bytes or characters.
- Reports may contain as many columns as can fit into a horizontal row of 133 characters.

Note: If a field is added that extends the row length beyond 133 characters, the report may or may not execute. If it executes, truncation of all data beyond the 133rd character will take place.

- There is no word or column auto-wrap to the next line.
- The Output ASCII File Name and Add to Existing File features are not active.
- The Duplexing check box is active. If selected, and the printer supports duplex printing, output will be printed on both.

The Reports Menu - Appendix

Reports - Defined Reports

Report
401(K) Report (S215)
ACA Eligibility Analysis Report (S2713)
ACA FTE Report (S2711)
ACA Rule of Parity Test Report (S2834)
Birthday Report (S457)
Certified Payroll Report (S518)
Check Reconciliation Report (S214)
Check Stub Detail Report (S2590)
Compensation Detail Report (S601)
Contact Report (S452)
Cover Letter Report (S193)
Cover Letter with Tax Report (S1082)
Direct Deposit Report (S211)
Employee Audit Report (S1075)
Employee Change Listing Report (S539)
Employee Change Listing Report (New) (S1075)
Employee HR Date Report (S457)
Employee Profiles Report (S263)
GL Export Report (S348)
General Ledger Report (S183)
HR Alert (S759)

Report
HR Mailing Labels (S449)
HR OSHA 300 Report (S462)
HR OSHA 300A Report (S567)
HR OSHA 301 Report (S451)
HR OSHA Injury Report by Cost (465)
HR OSHA Injury Report by Home Dept. (S453)
HR OSHA Report by Body Part Code (S466)
HR OSHA Report by Injury Code (S464)
HR OSHA Report by Status (S568)
HR Personnel Report (S463)
HR Veterans Report (S714)
HR Workers Compensation Code Report (S454)
Inactive Employees Report (S2731)
Individual Earnings Report (S431)
Input Worksheet (S351)
Job Costing Report (S229)
Labor Distribution Report (New) (S1077)
New Hire Pending Report (S292)
New Job Costing Report (S554)
Payroll Register Report (S109)
Period Summary Report (S404)

Report	Report
HR EEO-1 Report (S455)	Personnel Register (S344)
HR EEO-1 Section D Employment Data Report (S1537)	Portrait Input Worksheet (S262)
HR EEO-4 Headcount Report (S566)	Tax Notices Report (S341)
HR EEO Ethnic ID Report (S467)	Tax Report for Payroll (S247)
HR EEO Standard Report (S450)	Taxable Wages for Payroll Report (S236)
HR Emergency Listing by Emergency	Time Off Register Report with Hours (S920)
HR Employee Review Report (S850)	Workers' Compensation Report (S217)

For information about the parameters for particular reports, refer to the specific report document in the Asure Customer Portal.

Reports - Published Reports

Column Name	Description	Example
Check Date	The date of the payroll from which the report was generated. For Tax Returns, this is the last date entered on the tax return screen when tax returns are processed.	1/20/2015 – Check Date 12/31/2014 – Tax Return Date
Run #	The payroll run from which the report was created. Tax Returns will show a run number of 0	1, 2, 3, etc... 0
Check Period	The batch period of the payroll for which this report was generated. Tax Returns will not display a batch period.	1/10/2014 – 1/16/2015
Report #	The Evolution report number for this report.	S193, S257, S356, etc....
Report Name	The name of the report or tax return.	Cover Letter, SUI Tax Wages by Quarter, etc...
Type	The type of document displayed	Report, Tax Return

The Task Queue

The Task Queue contains all tasks for the current user. Tasks marked as read remain in the Task Queue for three (3) days before they are automatically deleted by the system. Unread tasks remain in the Task Queue for 10 days before they are automatically deleted by the system. ACH files and tax payments remain in the Task Queue for 10 days, whether they have been viewed or not.

The Task Queue has a table view listing of tasks, which you can use to display report results or more details about each task.

The Task Queue can be viewed from the Dashboard using the two navigation methods shown in the Navigating Web Payroll section of this document, or by clicking the arrow in the bottom left-hand corner of any screen in the application.



Result: The Task Queue opens listing the recent tasks run on the workstation.

To review the report results, select a task (row) in the Navigation Panel on the left-hand side of the screen. The report results appear in the Preview pane in the right. In the screen above, the Preview Pane shows a preview of *The Cover Letter Report (S193)*. The Status shows as **Finished Successfully** in the Navigation Panel.

If a task finishes with exceptions, those can also be viewed in the Preview section below the task list.

My Task Queue

Search for Task...

Run Report ID: 8741572
 Todd, Ad Hoc - Employee #1134
 ▲ Finished with Warnings - Today 3:10 PM

Run Report ID: 8741571
 BDazz1..nwe test #1134
 ▲ Finished with Warnings - Today 3:05 PM

Process Payrolls ID: 8741563
 BDazz1 Pr:9/12/2019-1
 ● Finished Successfully - Today 9:54 AM

Preprocess Payrolls ID: 8741562
 BDazz1 Pr:9/12/2019-1
 ● Finished Successfully - Today 9:53 AM

Preprocess Payrolls ID: 8741561
 BDazz1 Pr:9/12/2019-1
 ● Finished with Exceptions - Today 9:49 AM

Preprocess Payrolls ID: 8741551
 BDazz1 Pr:9/19/2019 - 1
 ● Finished with Exceptions - 9/5/19 4:37 PM

Preprocess Payrolls ID: 8741550
 BDazz1 Pr:9/19/2019 - 1
 ● Finished with Exceptions - 9/5/19 4:33 PM

Preprocess Payrolls ID: 8741549
 BDazz1 Pr:9/19/2019 - 1
 ● Finished with Exceptions - 9/5/19 4:32 PM

Run Report ID: 8741528
 BDazz1, Cover Letter
 ● Finished Successfully - 9/3/19 9:57 AM

CO# BDazz1, Cover Letter

DOWNLOAD

page 1 of 1

#BDazz1 BDazzled Design Ltd.

Cover Letter (\$193)	
Check Date :	09/05/2019-1
Period Range :	08/29/2019 TO 09/04/2019
Week Number :	Week #36

These global notes display on the cover letter. The Cover Letter is a funding requirement report that includes total payroll liability and billing. Individual notes may be added at the Company level.

Payroll Totals:	# Checks	
Total Regular Checks	10	13246.82
Total Direct Deposits	0	0.00
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00

To review the report results, select a task (row) in the Navigation Panel on the left-hand side of the screen. The report results appear in the Preview pane in the right. In the screen above, the Preview Pane shows a preview of *The Cover Letter Report (\$193)*. The Status shows as **Finished Successfully** in the Navigation Panel.

If a task finishes with exceptions, those can also be viewed in the Preview section below the task list.

My Task Queue

Search for Task...

Run Report ID: 8741572
 Todd, Ad Hoc - Employee #1134
 ▲ Finished with Warnings - Today 3:10 PM

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 BDazz1 Pr:9/12/2019-1
 ● Finished Successfully - Today 9:53 AM

Preprocess Payrolls ID: 8741561
 BDazz1 Pr:9/12/2019-1
 ● Finished with Exceptions - Today 9:49 AM

Preprocess Payrolls ID: 8741551
 BDazz1 Pr:9/19/2019 - 1
 ● Finished with Exceptions - 9/5/19 4:37 PM

Preprocess Payrolls ID: 8741550
 BDazz1 Pr:9/19/2019 - 1
 ● Finished with Exceptions - 9/5/19 4:33 PM

Preprocess Payrolls ID: 8741549
 BDazz1 Pr:9/19/2019 - 1
 ● Finished with Exceptions - 9/5/19 4:32 PM

Run Report ID: 8741528
 BDazz1, Cover Letter
 ● Finished Successfully - 9/3/19 9:57 AM

Exceptions

Error: "Employee #12 has a local tax, but does not have a corresponding state setup!" while Calculating check for EE #12 (9 of 16)...

Company: #BDazz1 "BDazzled Design Ltd."
 date/time: 2019-09-09, 09:49:58, 635ms
 computer name: WIN-JDN5P5K6E4A
 user name: SYSTEM <admin>
 operating system: Windows NT New build 9200
 system language: English
 system up time: 166 days 19 hours
 program up time: 4 days 10 hours
 processors: 2x Intel(R) Xeon(R) Platinum 8175M CPU @ 2.50GHz
 physical memory: 20814036 MB (free/total)
 free disk space: (C:) 2.56 GB
 display mode: 1024x768, 32 bit
 process id: \$1a7c
 allocated memory: 83.63 MB
 executable: EvRequestProc.exe
 exec: date/time: 2019-08-13 11:08
 version: 19.3.0.5
 madExcept version: 3.0b
 callstack crc: \$f60604e4, \$eeef41590, \$921699c9
 exception number: 6
 exception class: EInconsistentData
 exception message: Error: "Employee #12 has a local tax, but does not have a corresponding state setup!" while Calculating check for EE #12 (9 of 16)... Company: #BDazz1 "BDazzled Design Ltd.".

Global TM: Async ProcessPayroll [09/09/19 09:49:57] (\$1a18):
 00c82e8d EvRequestProc.exe STaxCalculations 1800 +95 PreparePaTax
 00c83744 EvRequestProc.exe SGrossToNet 3462 +205 ProcessLocals
 00c8e24c EvRequestProc.exe SGrossToNet 5135 +870 TevGenericGrossToNet.Calculate
 00c9870 EvRequestProc.exe SPayrollCalcMod 7120 +13 TevPayrollCalculation.GrossToNet
 00d6b034 EvRequestProc.exe SProcessingEngine 1669 +450 DoMainProcessing
 00d6e412 EvRequestProc.exe SPayrollProcessingMod 266 +44 TevPayrollProcessing.ProcessPayroll
 00a86d47 EvRequestProc.exe EvAsyncFuncMod 470 +10 TevAsyncFunctions.ProcessPayroll
 00a7e9c0 EvRequestProc.exe EvAsyncCall 237 +51 TevAsyncCalls.ExecInThread
 0047e146 EvRequestProc.exe Classes 9372 +7 ThreadProc
 004057a4 EvRequestProc.exe System 11554 +33 ThreadWrapper
 00451e61 EvRequestProc.exe madExcept CallThreadProcSafe
 00451e69 EvRequestProc.exe madExcept ThreadExceptFrame
 77067022 KERNEL32.dll BaseThreadInitThunk
 >> created by Async Socket TM: Free Thread (\$1970) at:
 005ee575 EvRequestProc.exe isThreadManager TTaskThread.Create

Click  in the upper right-hand corner of the screen to close the Task Queue and return to the previous screen.

Note: a task might return any of the following tabs, which are only shown if applicable to the specific task: Results / Exceptions / Warnings / Messages / Notes / Log.

Click **Save** to save a local copy of the Results / Exceptions / Warnings / Messages / Notes / Log.

* Saving can only be applied to the active tab.

Viewing/Downloading Reports

Users can view multiple reports that were run as part of processing the payroll, which enables the user to download all reports, as a group, in a .zip file format.