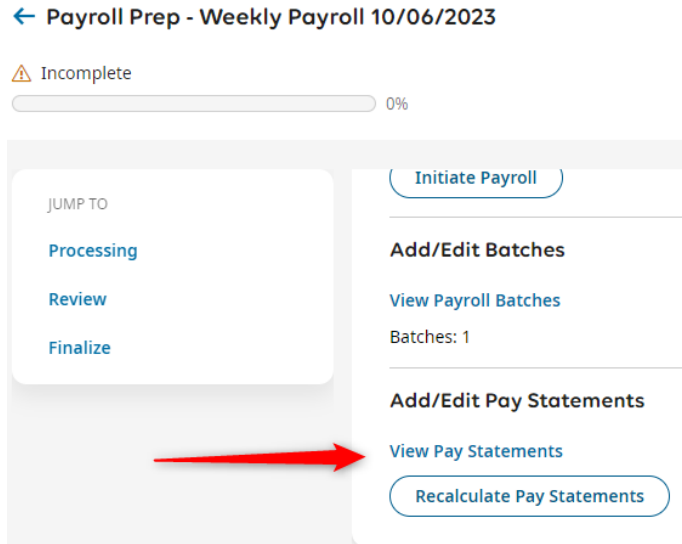


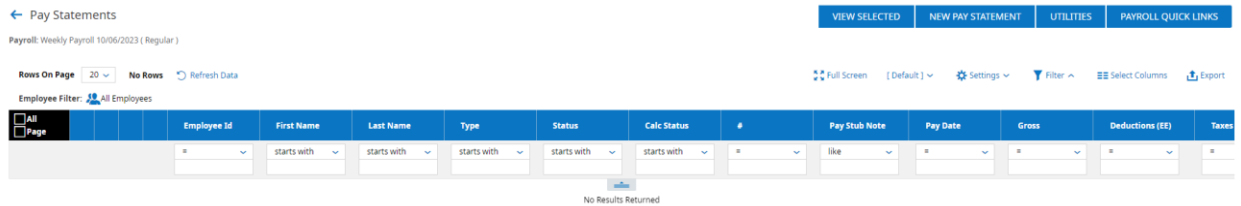
Add a New Pay Statement

If needed, you can add additional pay statements to the payroll.

1. From the **Payroll Prep Process** page, select the **View Pay Statements** link.



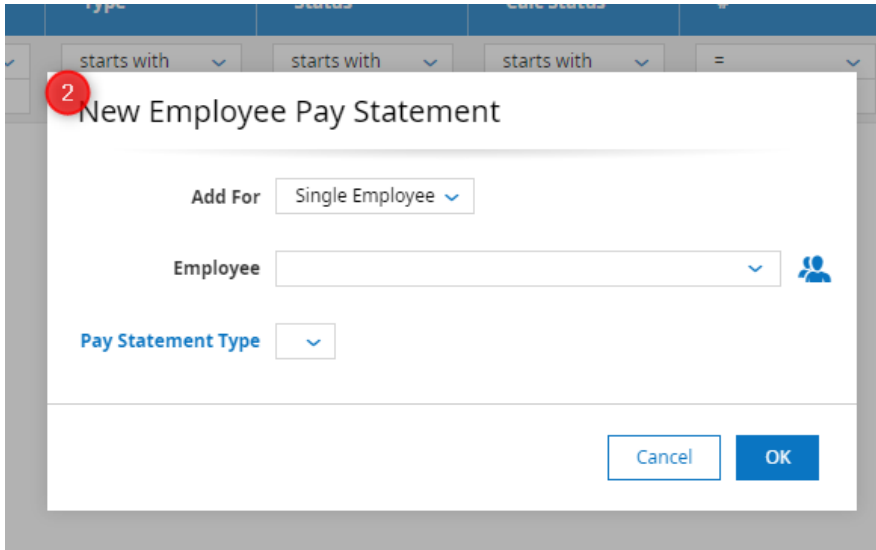
The **Pay Statements** page appears.



2. Select **New Pay Statement(1)**.

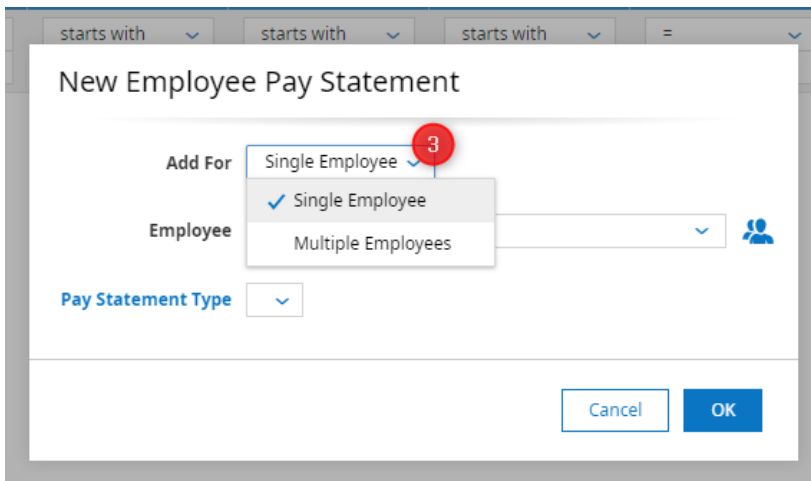


The **New Employee Pay Statement** dialog box appears.



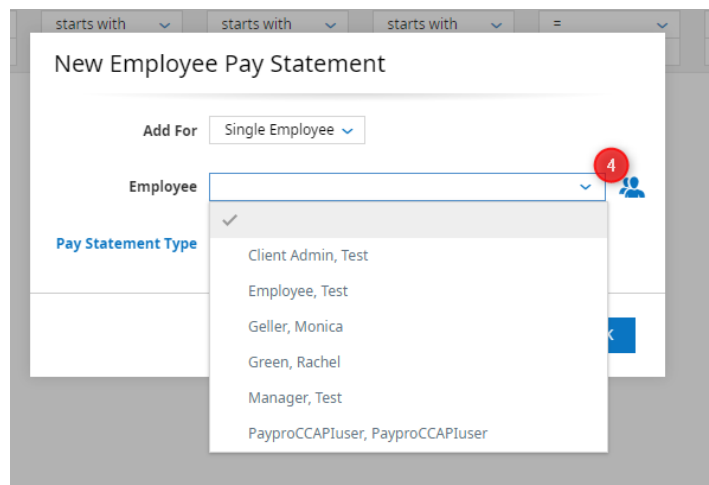
The screenshot shows a dialog box titled "New Employee Pay Statement". It contains three main fields: "Add For" with a dropdown menu currently showing "Single Employee", "Employee" with an empty text box and a dropdown arrow, and "Pay Statement Type" with a dropdown arrow. At the bottom right, there are "Cancel" and "OK" buttons. A red circle with the number "2" is overlaid on the dropdown arrow of the "Add For" field.

3. Select the **Add For** drop-down arrow and select either **Single Employee** or **Multiple Employees**.



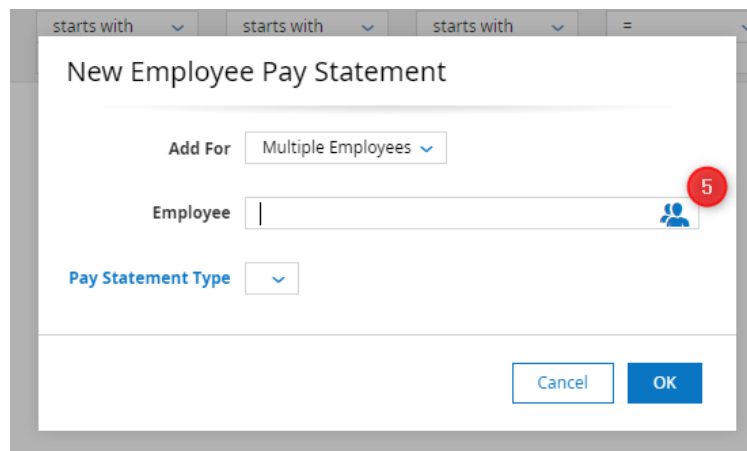
This screenshot shows the same dialog box as the previous one, but with the "Add For" dropdown menu open. The menu lists two options: "Single Employee" (which is selected, indicated by a checkmark) and "Multiple Employees". A red circle with the number "3" is overlaid on the dropdown arrow.

- a. If you select **Single Employee**, select the **Employee** drop-down list and select from the list.



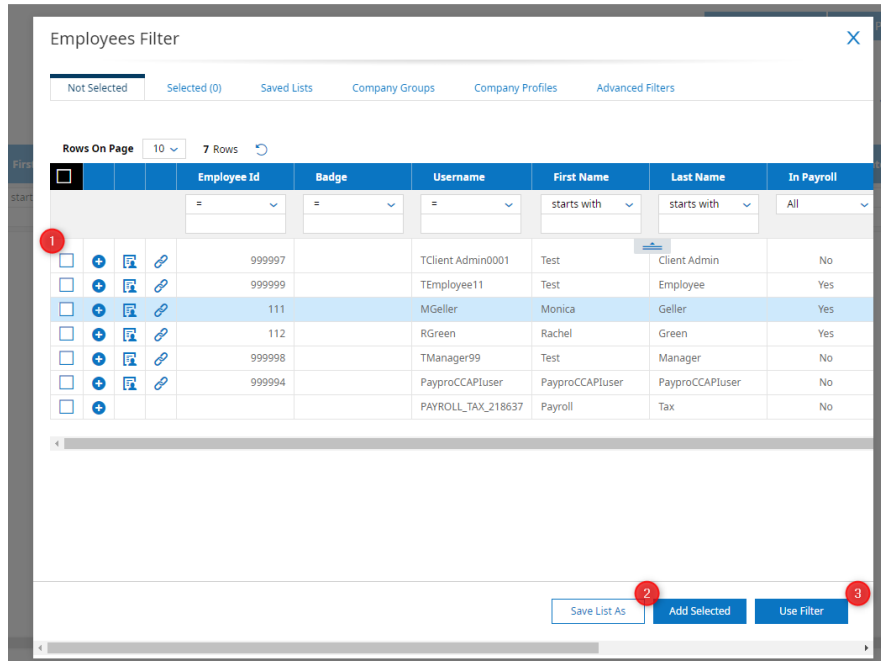
The screenshot shows a dialog box titled "New Employee Pay Statement". At the top, there are three "starts with" dropdown menus and an equals sign. Below this, the "Add For" dropdown is set to "Single Employee". The "Employee" dropdown is open, showing a list of names: "Client Admin, Test", "Employee, Test", "Geller, Monica", "Green, Rachel", "Manager, Test", and "PayproCCAPIuser, PayproCCAPIuser". A red circle with the number "4" is positioned over the "Employee" dropdown arrow. To the left of the list, the text "Pay Statement Type" is visible with a checkmark next to it. At the bottom right of the dialog, there are "Cancel" and "OK" buttons.

- b. If you select **Multiple Employees**, select the **Select Employees** icon, then use the **Employees Filter** to select employees.

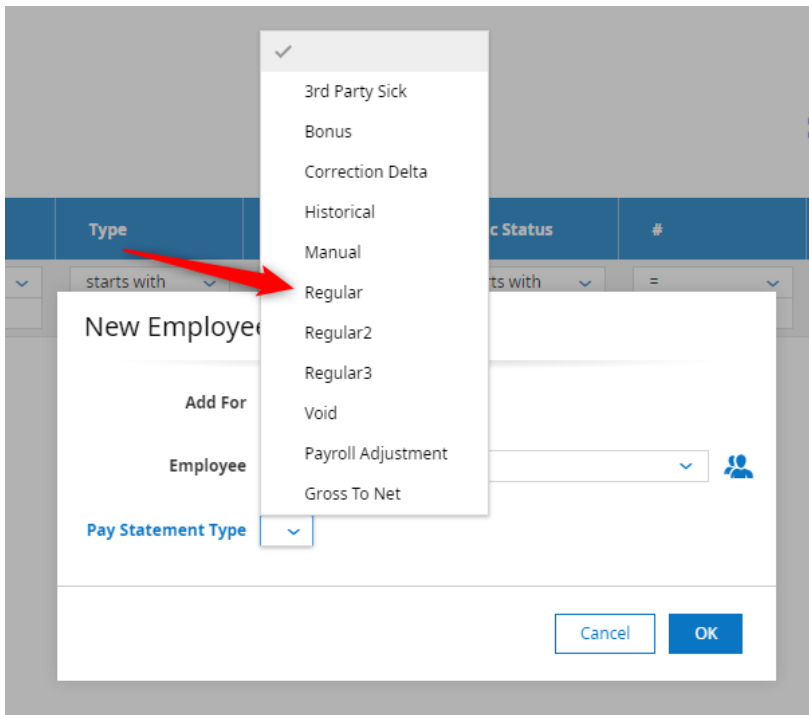


The screenshot shows the same "New Employee Pay Statement" dialog box. The "Add For" dropdown is now set to "Multiple Employees". The "Employee" dropdown is empty, and a red circle with the number "5" is positioned over the "Select Employees" icon (two people) to the right of the dropdown. The "Pay Statement Type" dropdown is also visible. At the bottom right, the "Cancel" and "OK" buttons are present.

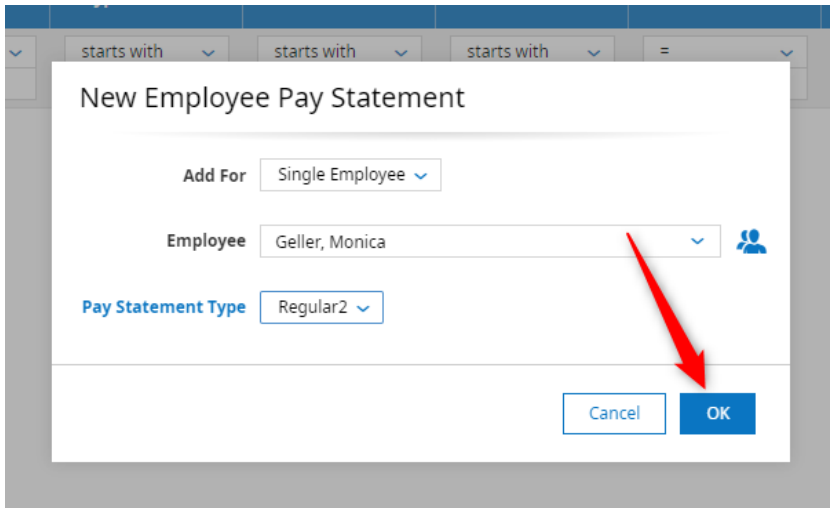
Select the employees that you are adding pay statements for (1). Then Add Selected (2). Finally, you are going to use the filter (3), which will bring you back to the first screen.



4. At the **Pay Statement Type** drop-down list, select a pay statement type.

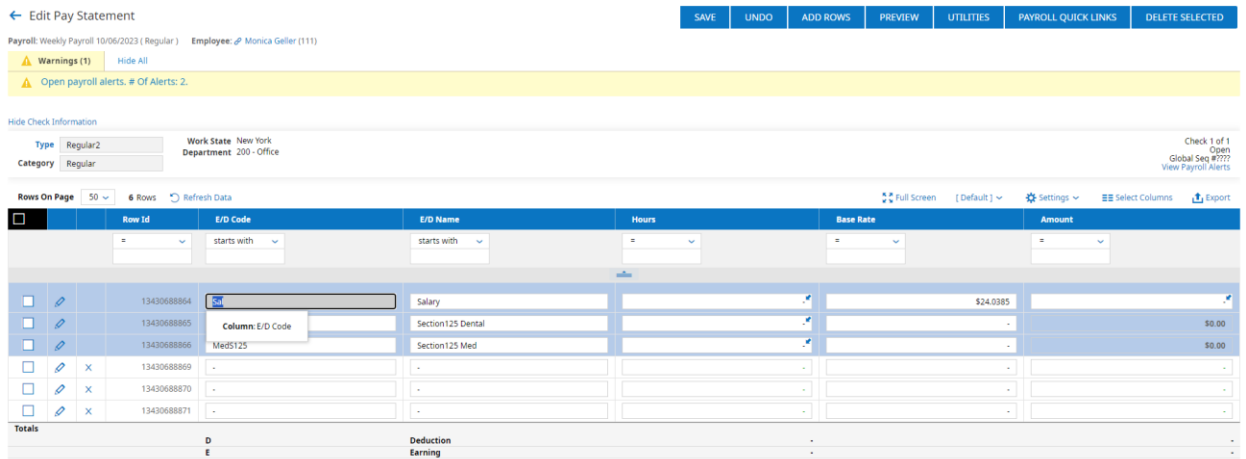


5. Select **OK**.



The image shows a dialog box titled "New Employee Pay Statement". It contains three dropdown menus: "Add For" set to "Single Employee", "Employee" set to "Geller, Monica", and "Pay Statement Type" set to "Regular2". At the bottom right, there are two buttons: "Cancel" and "OK". A red arrow points to the "OK" button.

The **Edit Pay Statement** page appears.



The image shows the "Edit Pay Statement" page. At the top, there is a navigation bar with buttons: SAVE, UNDO, ADD ROWS, PREVIEW, UTILITIES, PAYROLL QUICK LINKS, and DELETE SELECTED. Below this, there is a header section with "Payroll: Weekly Payroll 10/06/2023 (Regular)" and "Employee: # Monica Geller (111)". There are also warning icons and messages: "Warnings (1) Hide All" and "Open payroll alerts. # Of Alerts: 2".

Below the warnings, there is a "Hide Check Information" section with fields for "Type" (Regular2), "Work State" (New York), "Department" (200 - Office), and "Category" (Regular). There is also a "Check 1 of 1" section with "Open Global Seq #1772" and "View Payroll Alerts".

The main part of the page is a table with columns: Row Id, E/D Code, E/D Name, Hours, Base Rate, and Amount. The table has 6 rows. The first row is a header row with "starts with" dropdowns. The second row is a data row with "Salary" and a base rate of \$24.0985. The third row is a data row with "Section125 Dental" and an amount of \$0.00. The fourth row is a data row with "Section125 Med" and an amount of \$0.00. The fifth row is a data row with "-" and "-" for Hours and Base Rate. The sixth row is a data row with "-" and "-" for Hours and Base Rate. The seventh row is a "Totals" row with "D" for Deduction and "E" for Earning.

Row Id	E/D Code	E/D Name	Hours	Base Rate	Amount
*	starts with	starts with	*	*	*
13430688864	OK	Salary		\$24.0985	
13430688865	Column: E/D Code	Section125 Dental			\$0.00
13430688866	Med05125	Section125 Med			\$0.00
13430688869	-	-	-	-	-
13430688870	-	-	-	-	-
13430688871	-	-	-	-	-
Totals	D	Deduction	-	-	-
	E	Earning	-	-	-

- In an empty row, place your cursor in an empty cell in the **E/D Code** or **E/D Name** column (1) to enable the drop-down list and select the appropriate value from the list (2).

← Edit Pay Statement

Payroll: Weekly Payroll 10/06/2023 (Regular) Employee: A. Maria Collier (111)

Warnings (1) Hide All
Open payroll alerts. # Of Alerts: 2.

Hide Check Information

Type Regular2 Word
Category Regular Depart

Rows On Page 50 6 Rows Refresh

Row Id	E/D Code	E/D Name	Hours	Base Rate	Amount
13430688864					
13430688865					
13430688866					
13430688869					
13430688870					
13430688871					

Totals D Deduction
E Earning

- In the same row, enter the value(s) in the appropriate column(s).

Rows On Page 50 6 Rows Refresh Data

Full Screen (Default) Settings Select Columns Export

Row Id	E/D Code	E/D Name	Hours	Base Rate	Amount
13430688864	Sal	Salary		\$24.0385	
13430688865	DenS125	Section125 Dental			\$0.00
13430688866	MedS125	Section125 Med			\$0.00
13430688869	Bonus				
13430688870					

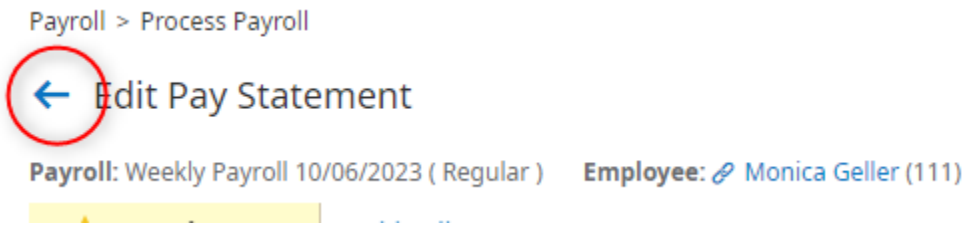
- Select **Save**.

SAVE UNDO ADD ROWS PREVIEW UTILITIES PAYROLL QUICK LINKS DELETE SELECTED

- (Optional) Select **Preview** to view an image of the pay statement. Select **X** to close the preview.

SAVE UNDO ADD ROWS PREVIEW UTILITIES PAYROLL QUICK LINKS DELETE SELECTED

10. Select **Back** to return to the **Pay Statements** page.



11. Select **Back** to return to the **Payroll Prep Process** page.

