



WORKFORCE ONE

The Payroll Process

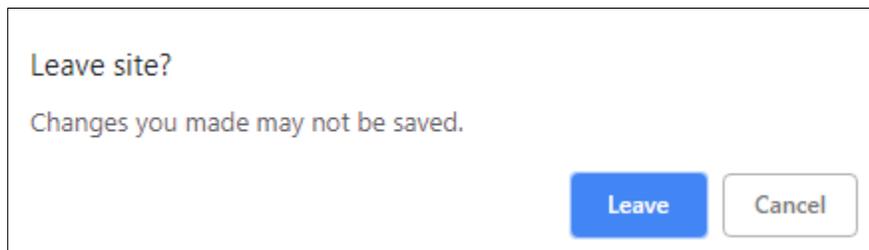
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Introduction

This document is intended as a comprehensive resource for the payroll section of the system. Some things you should note about this document:

- Any time you see an item marked in **bold** it means it is a button or option to select.
- Tables below large screen shots are there to describe the various options in the screen shot above (which normally have a bold rectangle around them).
- Anything in *italics* is the name of the window you are viewing.
- If you ever see this popup below, it means you have not saved your work. Select cancel, save your work, and then you won't get that popup and can continue through the system.



Starting the Payroll Process

Each step that needs to be completed is listed in the payroll prep window (shown on the next page). There is a check box located to the left of each step. Please note, the check box is for personal use only (like crossing an item off your to-do list). It doesn't actually have a function—checking the box will not perform the action. To proceed through the steps, select anything highlighted in blue, which is a hyperlink, and complete your steps.

[BACK](#)
Home > Manage Payroll > Manage Payrolls > View All Payrolls > **Payroll Prep**

REFRESH
PAYROLL QUICK LINKS

Payroll Prep: Weekly Regular 02/27/2019

<input type="checkbox"/> GO TO TIME PREP Not Completed
Go To Time Prep*02/18/2019 - 02/24/2019 (Weekly)*
<input type="checkbox"/> EMPLOYEE RELATED FUNCTIONS Not Completed
Hire New Employee(s) Edit Employees
<input type="checkbox"/> INITIATE PAYROLL Not Completed
Pay Statements: 0. Employees: 0.
<input type="checkbox"/> SYNC TIME Not Completed
02/18/2019 - 02/24/2019 (Weekly): Sync Was Not Performed
<input type="checkbox"/> ADD/EDIT BATCHES Not Completed
Batches: 1
<input type="checkbox"/> ADD/EDIT PAY STATEMENTS Not Completed
Recalculate Pay Statements
<input type="checkbox"/> SIGN-OFF OPEN ALERTS Not Completed
There are NO unresolved payroll alert(s).
<input type="checkbox"/> CHECK YOUR TOTALS Not Completed
<input type="checkbox"/> PRE PROCESS PAYROLL (CLOSE PAYROLL) Not Completed
Pay Statements: 0. Employees: 0.
<input type="checkbox"/> RUN ACCRUALS Not Completed
<input type="checkbox"/> VIEW PAYROLL Not Completed
Employees Not Paid Payroll Register (By PST), (By Account), (By CC), (Summary), (By PST Summary) Labor Distribution (Regular) (Summary) General Ledger (Summary) Retirement Plan Report Vendor Payments (Accrued) & (Paid) Payroll Recap Funding Payroll Recap & Funding (Pre Process) (Beta) DirectDepositAccountDuplications Master Data Change Report System-Generated Retro Report Child Support Calculation Details Report Garnishment Calculation Details Report

Payroll Prep Window

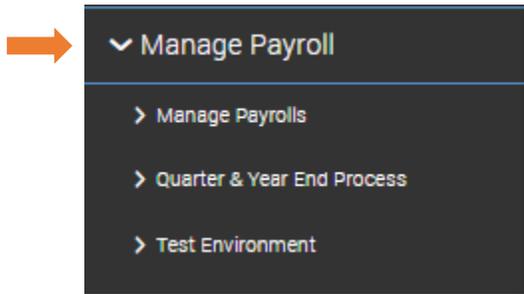
Payroll Prep Window Explained	
Employee Related Functions	Click this to hire new employees or edit employee information for last minute changes not yet entered on the employee level.
Initiate Payroll	Under Options choose the check box All on Assigned Pay Period and PST Type – Regular.
Create Now	The system will bring in all Active employees and create pay statements.
Sync Time	Select the checkbox next to the applicable payroll and select Sync Time from the toolbar. (This step will bring the timesheets into the system)
Add/Edit Batch	This screen is used to key in the payroll. OPEN the batch by selecting the pad & pencil icon. After you Save & Update you need to CLOSE the Batch by selecting Close Batch from the toolbar.
Add/Edit Pay Statements	Select the link to enter detailed changes to one or more employees. To add a second check for an employee, select New Pay Statement and select Regular 2 as the Pay Statement Type.
Sign-Off Open Alerts	This function alerts you to a payroll error. Click the link to view the error. To sign-off on these alerts mark the flag next to the error.
Check Your Totals	This report displays your payroll totals in summary format.
Preprocess Payroll (Close Payroll)	Close the payroll after all entries are complete. This will prevent any further editing. However, you <i>can</i> re-open the payroll before submitting and make changes.
View Payroll Section	Displays payroll reports you can view and export to reconcile the payroll. The “Employees Not Paid” report is highly recommended.
Submit Payroll	Select this link to send the payroll to Paypro. You will receive an email to inform you the payroll was finalized.

Keying a Payroll

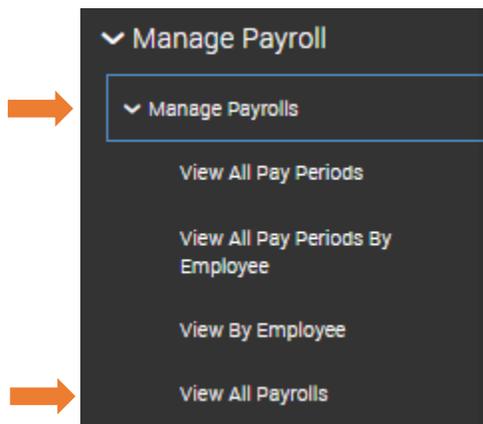
1. Select the **Hamburger Menu** (highlighted below).



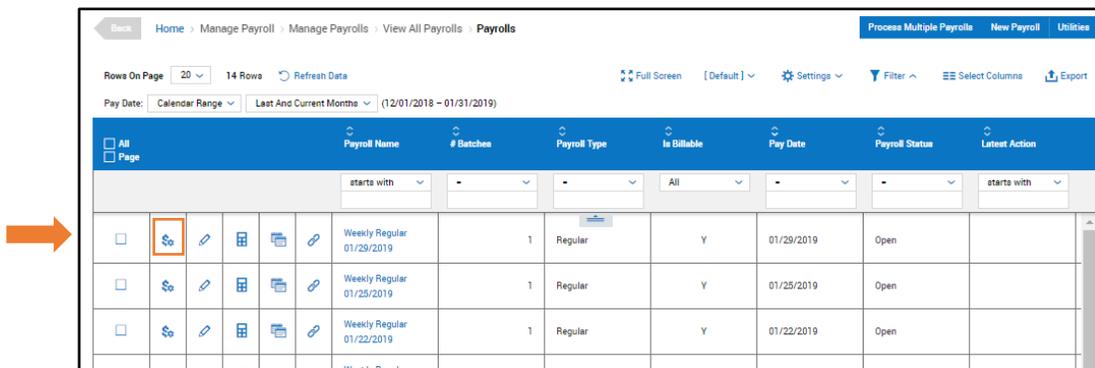
2. Select **Manage Payroll**.



3. Select Manage Payrolls.
4. Select View all Payrolls.



5. Select the  icon for the most current payroll to initiate the payroll process.

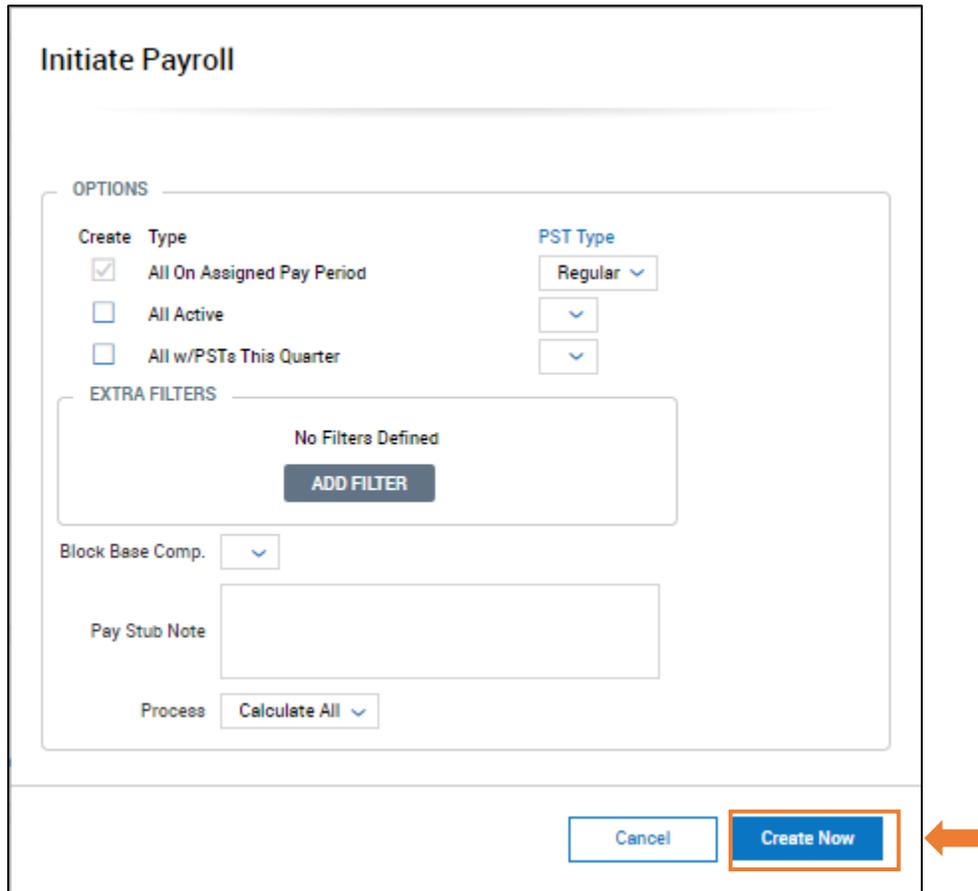


Payroll

This will launch the payroll prep window which is a long list of steps in one convenient place. The first option is Go to Time Prep. This is there if you need to edit time cards. If not, we can just mark the check box as completed and go to the next option, Employee Related Functions.

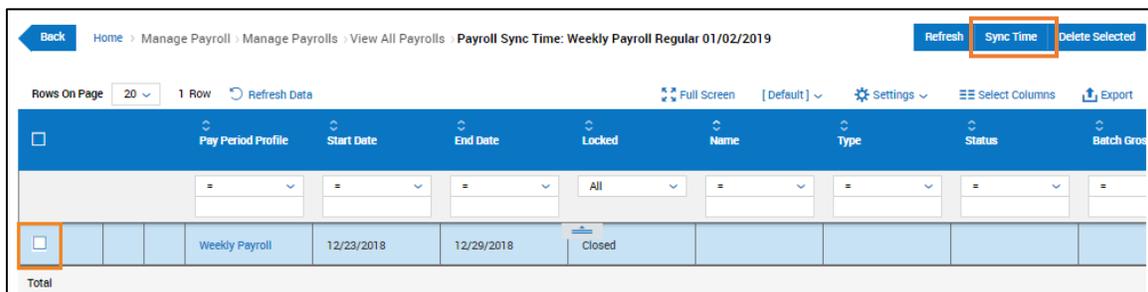
6. Employee Related Functions will list things you may have to complete like Hire New Employees or Edit Employees. If there are none, we can mark this box as completed as well.
7. Select the Hyperlinked words, **Initiate Payroll**.

This option, **All On Assigned Pay Period**, is selected as the default because it initiates the creation of pay statements for all employees assigned to this pay period. Even employees who may have been terminated within the pay period will still be included in this payroll so that they can receive their final pay statement. The **PST Type** must be selected, and the default is Regular. Other options like, Bonus or Manual, are available in the drop-down.



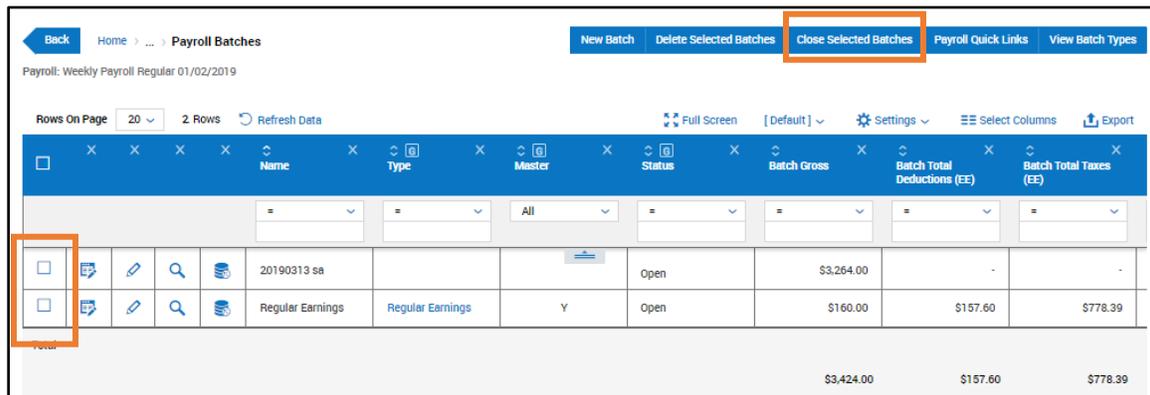
Initiate Payroll

8. Select **Create Now**.
The system will bring in all Active employees and create pay statements.
9. From the pay prep window select **Sync Time** to bring the approved pay statements you just initiated into the system.



Pay Period Profile	Start Date	End Date	Locked	Name	Type	Status	Batch Gross
Weekly Payroll	12/23/2018	12/29/2018	Closed				

10. Select the checkbox to sync the time from the timesheets to payroll.
11. Select Sync Time (highlighted above).
12. The next option is Add/Edit Batches.
This is normally used to import a file into payroll. We see that we have two open batches to close listed below.



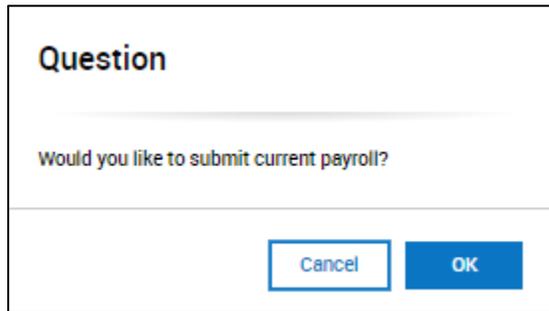
	Name	Type	Master	Status	Batch Gross	Batch Total Deductions (EE)	Batch Total Taxes (EE)
<input type="checkbox"/>	20190313 sa			Open	\$3,264.00	-	-
<input type="checkbox"/>	Regular Earnings	Regular Earnings	Y	Open	\$160.00	\$157.60	\$778.39
					\$3,424.00	\$157.60	\$778.39

13. Select the checkboxes next to each open batch. (highlighted above)
14. Select the option **Close Selected Batches**. (highlighted above)
15. Select the **Back** button to return to the payroll prep window.
16. Select **Add/Edit Pay Statements** to enter detailed changes to one or more employees.
For example you need to add an additional hour of overtime or vacation time to an employee.
17. If you make a change to a pay statement, when you return to the payroll prep window you must select, **Recalculate Pay Statements**.
18. Select **Sign Off Open Alerts** if there are any unresolved payroll alerts listed. You must resolve the alerts before proceeding.
19. Before closing our payroll we should check our totals. Select the text link, **Check Your Totals**.
20. After reviewing totals, select **Back** to return to the payroll prep window.
21. Select **Close Payroll** after all entries are complete. This will prevent further editing. However, you can re-open the payroll before submitting and make changes.

Question

Would you like to close payroll and lock pay statements?

22. Select OK.
23. View the various reports available, to ensure accuracy, before submitting the payroll to Paypro. The **Employees Not Paid** report is highly recommended. You should also run the payroll register. This report will display a record for each pay statement for each employee in the payroll.
24. Once satisfied with your payroll, Select Submit Payroll and it will be sent to Paypro.



25. Select OK.