

TITLE: *Payroll Processing in Payroll Now*

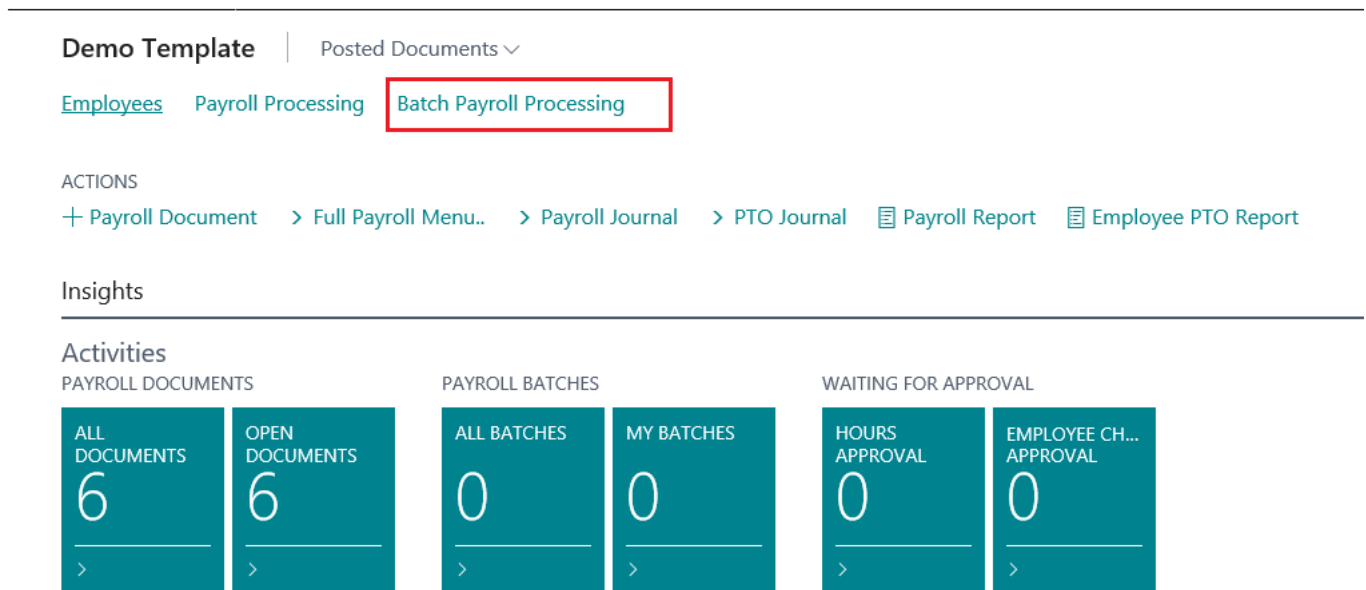
LOCATION: *HRP for BC > Payroll NOW User Guide > Processing*

SUMMARY: *Payroll Now offers users a range of tools for effective payroll management, including the capability to handle individual transactions or process batches. This guide serves to offer clear, practical steps for executing a payroll batch, allowing for streamlined operations and precise employee payments. The example given will walk you through the steps for processing a payroll batch for 'Weekly' printed check employees.*

STEPS & SCREENSHOTS:

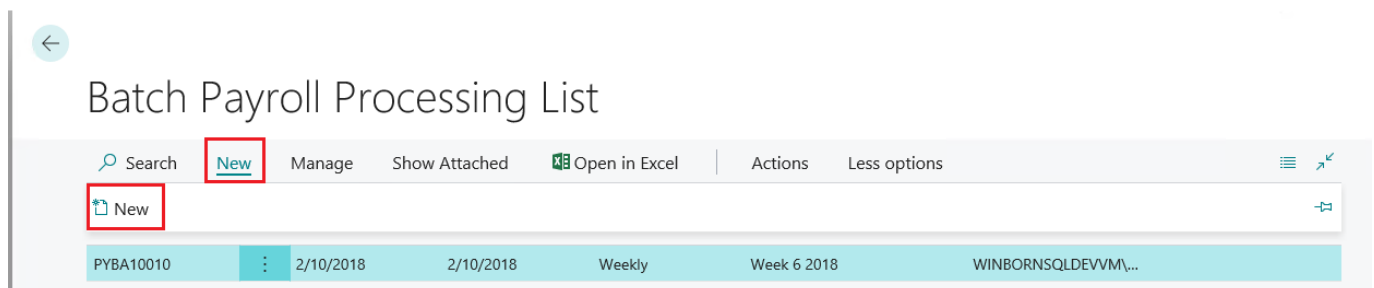
Step 1: Access Batch Payroll Processing

Begin by navigating to the Home Screen and selecting 'Batch Payroll Processing'.



The screenshot shows the application's home screen. At the top, there is a 'Demo Template' header and a 'Posted Documents' dropdown menu. Below this, there are three navigation links: 'Employees', 'Payroll Processing', and 'Batch Payroll Processing', with the latter highlighted by a red box. Underneath, there is an 'ACTIONS' section with a list of links: '+ Payroll Document', '> Full Payroll Menu..', '> Payroll Journal', '> PTO Journal', 'Payroll Report', and 'Employee PTO Report'. Below the actions is an 'Insights' section. Under 'Insights', there is an 'Activities' section with three main categories: 'PAYROLL DOCUMENTS', 'PAYROLL BATCHES', and 'WAITING FOR APPROVAL'. Each category contains two cards. 'PAYROLL DOCUMENTS' has 'ALL DOCUMENTS' (6) and 'OPEN DOCUMENTS' (6). 'PAYROLL BATCHES' has 'ALL BATCHES' (0) and 'MY BATCHES' (0). 'WAITING FOR APPROVAL' has 'HOURS APPROVAL' (0) and 'EMPLOYEE CH... APPROVAL' (0). Each card has a right-pointing arrow at the bottom.


Step 2: Initiate a New Batch




The screenshot shows the 'Batch Payroll Processing List' interface. At the top left, there is a back arrow icon. The title 'Batch Payroll Processing List' is centered at the top. Below the title is a toolbar with several options: 'Search', 'New' (highlighted with a red box), 'Manage', 'Show Attached', 'Open in Excel', 'Actions', and 'Less options'. Below the toolbar is a table with one row of data. The first cell of the row is 'PYBA10010', followed by a vertical ellipsis icon, then '2/10/2018', another '2/10/2018', 'Weekly', 'Week 6 2018', and 'WINBORNSQLDEVVM\...'. The table has a light blue background.


Step 3: Create a New Batch


Once in the 'Create Batch Payroll Processing' screen, opt for the 'Weekly' pay cycle.


EDIT - CREATE BATCH PAYROLL PROCESSING 


Options Show more

Pay Cycle Weekly 

Pay Cycle Period 



Payment Date 



Posting Date 



Payroll Calc. Formula 

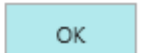

Payroll Employee

Show results:

Where: No.  is: 

And: Employee Posting Group  is: 

And: Direct Deposit Employee  is: 

Step 4: Set Pay Cycle Period

EDIT - CREATE BATCH PAYROLL PROCESSING



Options

Show more

Pay Cycle	<input type="text" value="Weekly"/>	▼
Pay Cycle Period	<input type="text"/>	...
Payment Date	<input type="text"/>	📅
Posting Date	<input type="text"/>	📅
Payroll Calc. Formula	<input type="text"/>	▼

Payroll Employee

Show results:

Where:	<input type="text" value="No."/>	▼	is:	<input type="text"/>	▼
And:	<input type="text" value="Employee Posting Group"/>	▼	is:	<input type="text"/>	▼
And:	<input type="text" value="Direct Deposit Employee"/>	▼	is:	<input type="text"/>	▼

...

PAY CYCLE PERIODS

TYPE ▼	NAME	DESCRIPTION	STARTING DATE	ENDING DATE	PAYMENT DATE	POSTING DATE	DEFAULT CALC. FORMULA	CL... ▼
Weekly	Week 2 2018		1/7/2018	1/13/2018	1/13/2018	1/13/2018		<input type="checkbox"/>
Weekly	Week 3 2018		1/14/2018	1/20/2018	1/20/2018	1/20/2018		<input type="checkbox"/>
Weekly	Week 4 2018		1/21/2018	1/27/2018	1/27/2018	1/27/2018		<input type="checkbox"/>
Weekly	Week 5 2018		1/28/2018	2/3/2018	2/3/2018	2/3/2018		<input type="checkbox"/>
Weekly	Week 6 2018		2/4/2018	2/10/2018	2/10/2018	2/10/2018		<input type="checkbox"/>
Weekly	Week 7 2018		2/11/2018	2/17/2018	2/17/2018	2/17/2018		<input type="checkbox"/>
Weekly	Week 8 2018		2/18/2018	2/24/2018	2/24/2018	2/24/2018		<input type="checkbox"/>
Weekly	Week 9 2018		2/25/2018	3/3/2018	3/3/2018	3/3/2018		<input type="checkbox"/>
Weekly	Week 10 2018		3/4/2018	3/10/2018	3/10/2018	3/10/2018		<input type="checkbox"/>
Weekly	Week 11 2018		3/11/2018	3/17/2018	3/17/2018	3/17/2018		<input type="checkbox"/>
Weekly	Week 12 2018		3/18/2018	3/24/2018	3/24/2018	3/24/2018		<input type="checkbox"/>
Weekly	Week 13 2018		3/25/2018	3/31/2018	3/31/2018	3/31/2018		<input type="checkbox"/>
Weekly	Week 14 2018		4/1/2018	4/7/2018	4/7/2018	4/7/2018		<input type="checkbox"/>

Note: The 'Payment Date' and 'Posting Date' will automatically align with the end of the pay cycle period.

EDIT - CREATE BATCH PAYROLL PROCESSING

Options

Show more

Pay Cycle Weekly

Pay Cycle Period Week 2 2018

Payment Date 1/13/2018

Posting Date 1/13/2018

Payroll Calc. Formula _REGULAR

Payroll Employee

Show results:

Where: No. is:

And: Employee Posting Group is:

And: Direct Deposit Employee is:

OK

Cancel

Step 5: Configure Payroll Employee Settings

In the 'Payroll Employee' section, filter the 'Direct Deposit Employee' option to 'No' and confirm by clicking 'Ok'.

EDIT - CREATE BATCH PAYROLL PROCESSING ↗

Options Show more

Pay Cycle Weekly

Pay Cycle Period Week 2 2018 ...

Payment Date 1/13/2018

Posting Date 1/13/2018

Payroll Calc. Formula _REGULAR

Payroll Employee

Show results:

Where: is:

And: is:

And: is:

Step 6: Edit Batch Payroll Processing

Batch Functions Related Information Posting | Actions Navigate Less options

EDIT - BATCH PAYROLL PROCESSING

Batch ID:

NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL	C P
PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No	No	
PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No	No	

EMPLOYEE: VACATION: SICK LEAVE: AMOUNT:

Step 7: Select Payroll Documents

Batch Functions Related Information Posting | Actions Navigate Less options

EDIT - BATCH PAYROLL PROCESSING

Batch ID:

<input checked="" type="checkbox"/>	NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
<input checked="" type="checkbox"/>	PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No	No
<input checked="" type="checkbox"/>	PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No	No

EMPLOYEE: VACATION: SICK LEAVE: AMOUNT:

Step 8: Perform Actions

Under 'Actions', select 'Check', followed by 'Print All Checks'.

Batch Functions Related Information Posting **Actions** Navigate Less options

Batch ▾ Functions ▾ **Check ▾** Check Stub ▾ Electronic Payments ▾ Posting ▾

Batch ID


Print Check...
Print All Checks...
 Void Check
 Void All Checks
 Print All Checks Override Direct Deposit...

NO.	EMPLOYEE NO.	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
<input checked="" type="checkbox"/> PRP10043	EMP1000	1/13/2018	1/13/2018	No	No
<input checked="" type="checkbox"/> PRP10044	EMP1001	1/13/2018	1/13/2018	No	No

EMPLOYEE: 2 VACATION: 0 SICK LEAVE: 0 AMOUNT: 0.00

Close

Step 9: Review Checks

EDIT - PAYROLL CHECK 

Options

Bank Account **WWB-OPERATING** x ▾

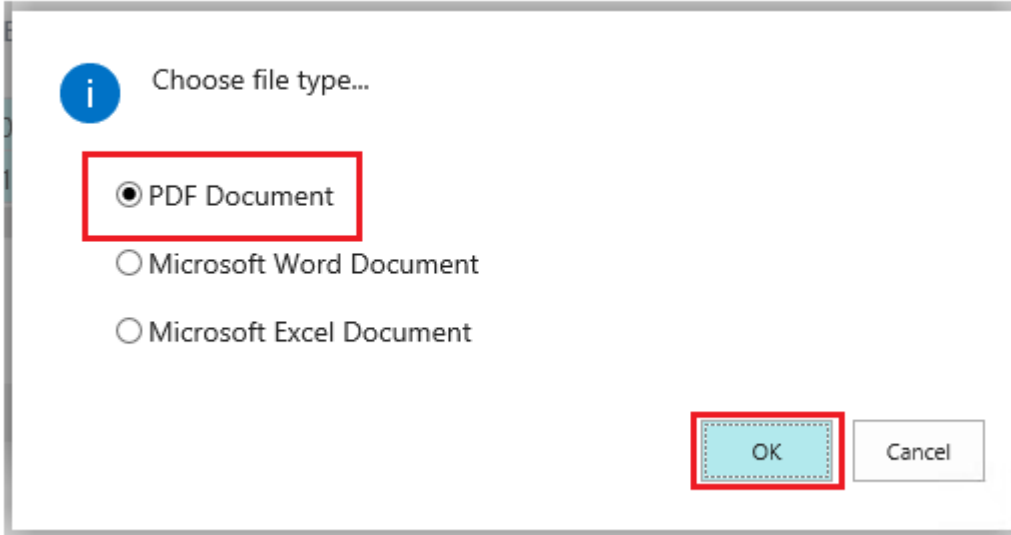
Last Check No. 212

Reprint Check

Test Print

Override Direct Deposit

Send to... Print Preview Cancel



Employee	Pay Period: 01/07/2018 - 01/13/2018				SSN	Status (Fed/State)	Allowance/Extra	
Harrison Ford, 420 Throckmorton, Fort Worth, TX 76109					***-**-0001	Married	Fed-000/1X-0/0	
						Pay Date: 01/13/2018		
Earnings and Hours	Qty	Rate	Current	YTD Amount			Current	YTD Amount
Regular	40.00	20.00	800.00	800.00	Net Pay		600.33	600.33
Total Earnings			800.00	800.00				
Deductions								
Health Insurance			-20.00	20.00				
Total Deductions			20.00	-20.00				
Tax Withholdings								
Federal WH			-10.00	-10.00				
FICA - Medicare			-11.31	-11.31				
FICA - Social Security			-48.36	-48.36				
Total Tax Withholdings			99.67	99.67				

PLO Summary	Accrued	YTD Used	Available
Personal Day	0.77	0.00	0.77

Westminster
Atlanta, tx 31772

213

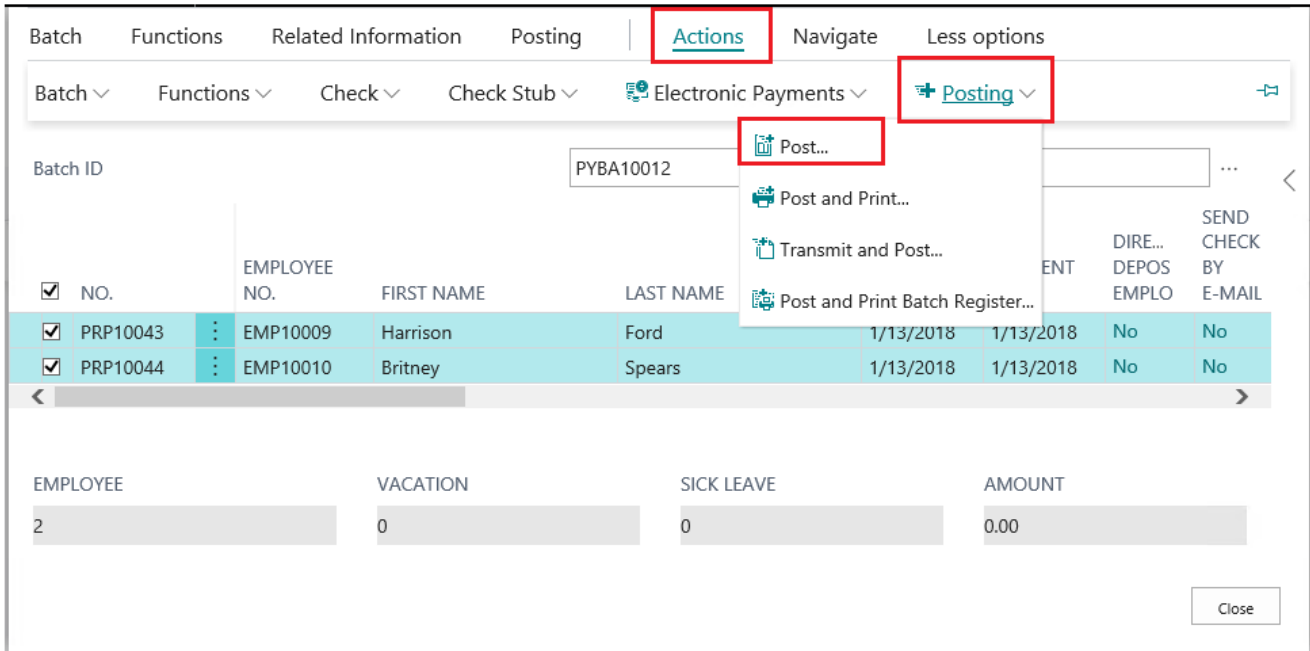
****SIX HUNDRED EIGHTY AND 33/100

01/13/2018 \$*****680.33

Harrison Ford
420 Throckmorton
Fort Worth, TX 76109

Step 10: Finalize Posting

Select 'Actions', then '+Posting', and finally 'Post' to complete the process.



The screenshot shows the software interface with the 'Actions' menu open. The 'Posting' option is selected, and the 'Post...' option is highlighted. Below the menu, there is a table with columns for 'NO.', 'EMPLOYEE NO.', 'FIRST NAME', 'LAST NAME', and dates. Two rows are visible, both checked. Below the table, there are input fields for 'EMPLOYEE', 'VACATION', 'SICK LEAVE', and 'AMOUNT'.

NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME					
<input checked="" type="checkbox"/>	PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No	No
<input checked="" type="checkbox"/>	PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No	No

EMPLOYEE	VACATION	SICK LEAVE	AMOUNT
2	0	0	0.00

Step 11: Adjust Posting Details (Optional)

In the 'Edit-Batch Post Payroll Processing' screen, make any necessary adjustments to the posting date or simply click 'OK' to proceed.

EDIT - BATCH POST PAYROLL PROCESSING ↗

Options

Posting Date x 📅

Payment Date 📅

Transmit

Payroll Header

Show results:

Where: ▼ is:

And: ▼ is:

And: ▼ is:

And: ▼ is: