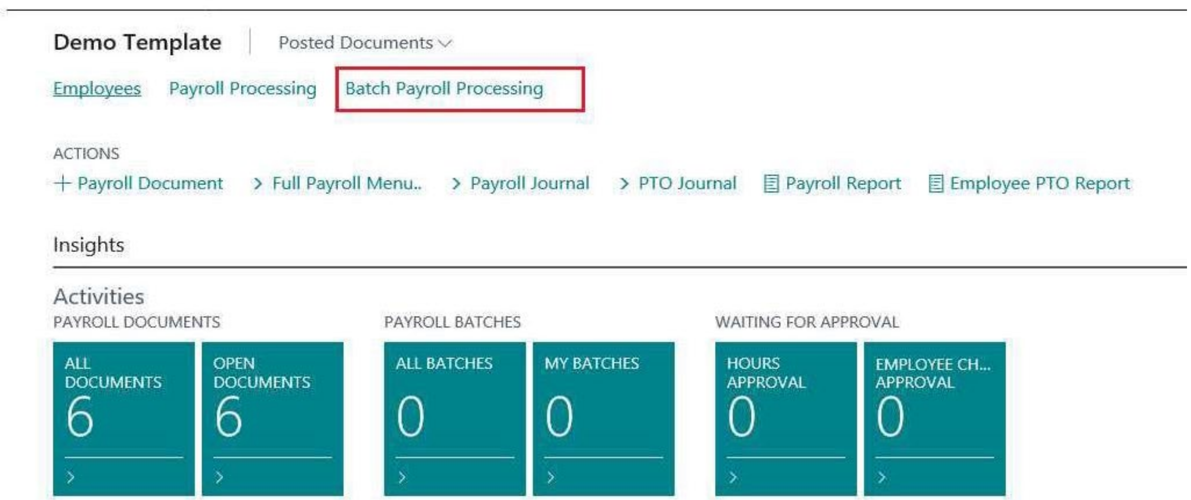
Batch Payroll Processing

Synopsis:

With Payroll Now users can process individual payroll documents or run payroll batches. This manual will walk you through the steps for processing a payroll batch for 'Weekly' printed check employees.

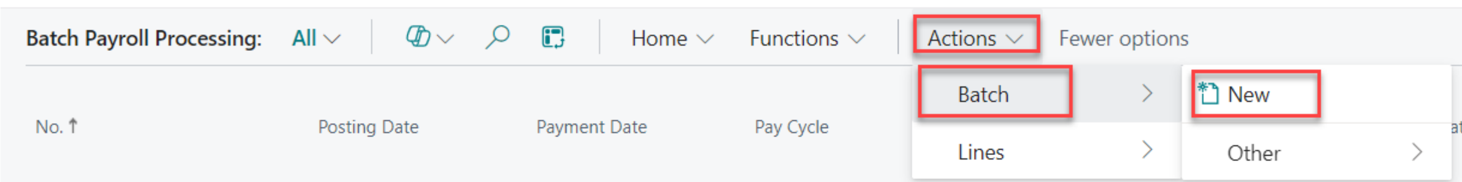
Running a Payroll Batch

Step 1. Select 'Batch Payroll Processing' from Home Screen



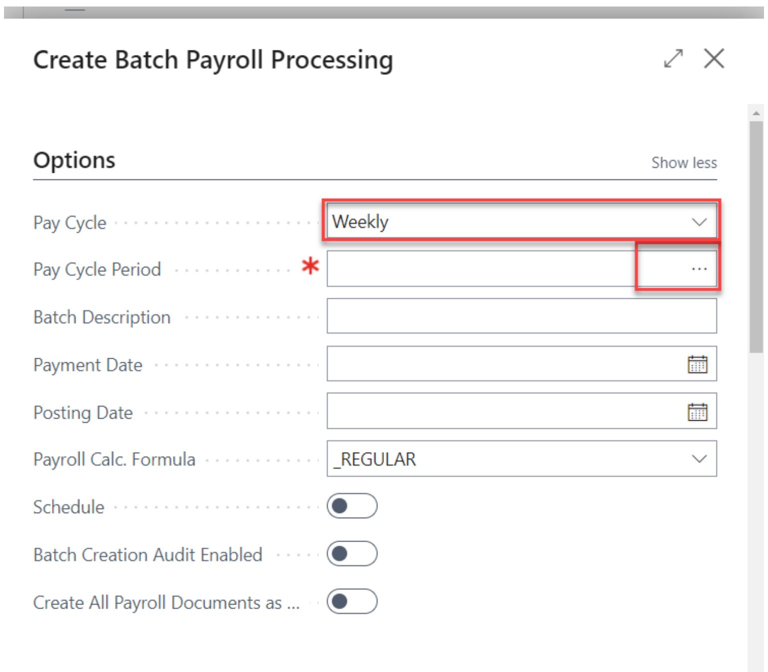
Step 2.

The 'Batch Payroll Processing List' will appear. Select 'New' and the click 'New' from drop down menu

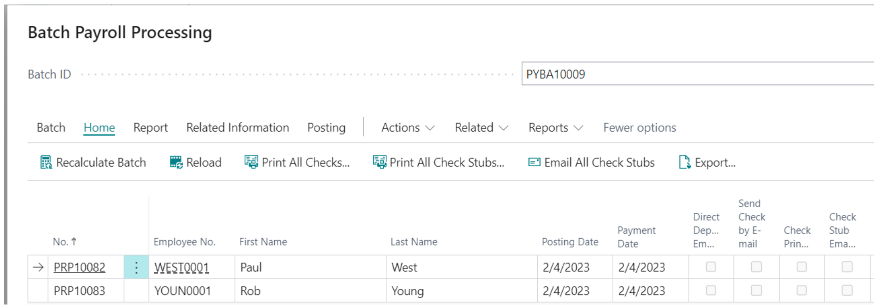


Step 3 From the options section:

- Select ‘Pay Cycle’ WEEKLY”
- Select the ‘Pay Cycle Period’
  - From the drop-down menu select the pay period that you are processing
  - Payment Date will auto populate from the pay period selected
  - Posting Date will auto populate from the pay period selected
  - Payroll Calc Formula will auto populate from the pay period selected
- In the batch Description you can enter a description for the batch if you would like.
- Select OK and the payroll batch will process.
- Once it is processed it will bring up the screen with all your employees for that batch.



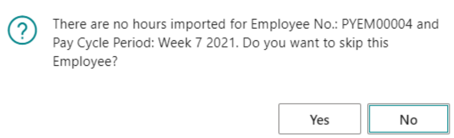
Step 4. The 'Edit-Batch Payroll Processing' screen will open.



Some common messages that may come up.

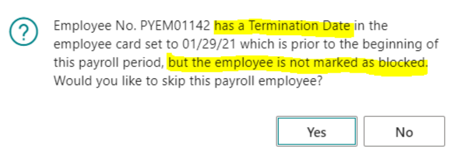
“No Hours Imported” Message:

- This message tells you when there is an <u>active</u>, <u>hourly</u>, EE that is <u>not</u> having hours imported
- You will want to note the EE No. to ensure they should <u>not</u> be getting paid
- Then click: Yes to skip this EE and keep loading the file **<u>OR</u>**
- Click: No to stop the loading of the batch all together



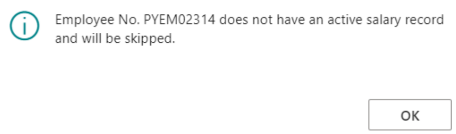
“Terminated EE” Message:

- Be sure to read the message to ensure you choose the correct option



“No Active Salary Record” Message:

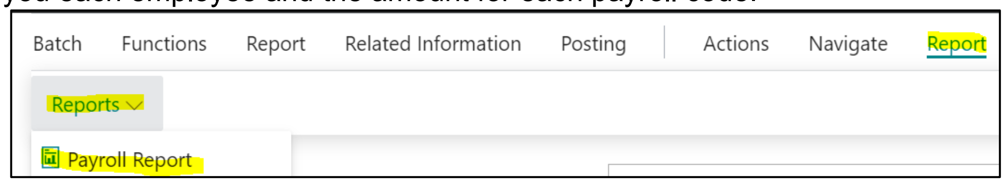
- Be sure to note the EE to ensure you go back an update their Salary Card
- If they are supposed to be paid, you will need to manually add them to the batch



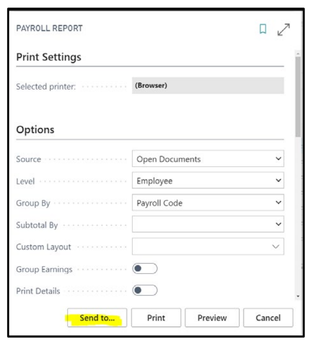
Step 5. Reports to review Payroll

- There are eleven reports you can look at for the payroll.

  Report 1 → This will show you each employee and the amount for each payroll code.



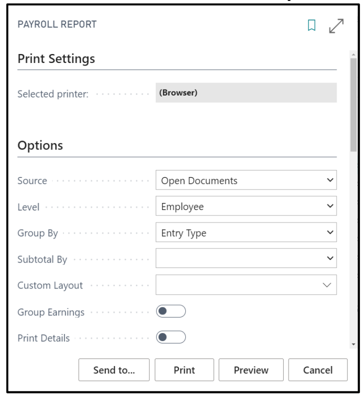
Select Sent to Excel and the report will generate.



- Gross to net detail by employee
  - Source = Open Documents
  - Show Hours Worked – turn ON (**NOTE:** This will only give you a total of hours and *will not* break-out the hours by pay code.)
  - If you need to see Payroll Dimensions on this report:
    - NOTE: This will definitely make the report look a bit “messy”
    - Split by Dimension – turn ON
    - Dimension Filters: click “…” and choose all of your Payroll Dimensions
      - Payroll Dimension
      - Payroll Dimension
- **NOTE:** If you choose to include Payroll Dimensions, they will appear in the *last columns* of this report.

Report 2 → This will show you each employee and the amount for ‘Total Earnings’, ‘Total Deduction’, ‘Total Withholdings’, ‘Total Employer Tax’, ‘Total Payments’, ‘Total Employer Contributions’.

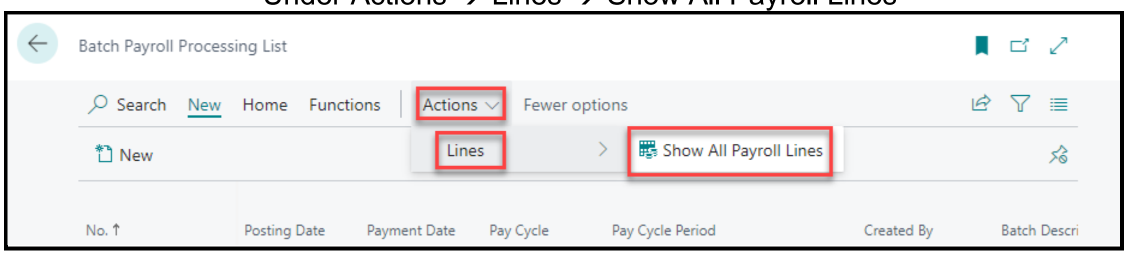
Select Sent to Excel and the report will generate.



Report 3 → This will show you all lines if a payroll batch.

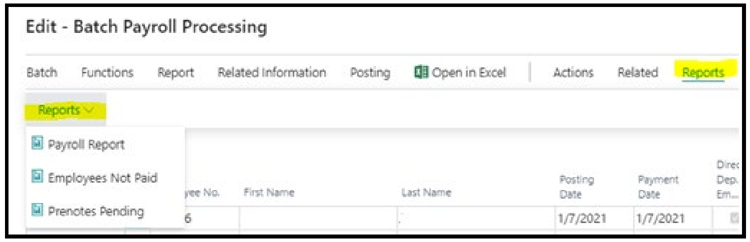
- You will need to close the Payroll batch which will return you to the main ‘Batch Payroll Processing List’ where you will see your batch.

Under Actions → Lines → Show All Payroll Lines



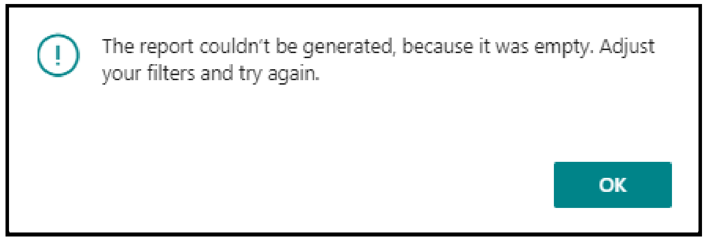
- This will generate this table showing all the line and you can open it in Excel.

Report 4 → Prenote Pending



Prenote Pending:

- You should always get the following message – meaning you do not have anyone marked to pre-note.

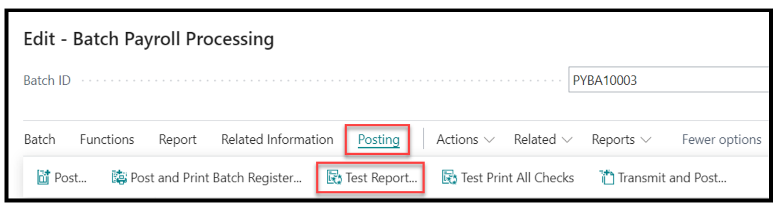


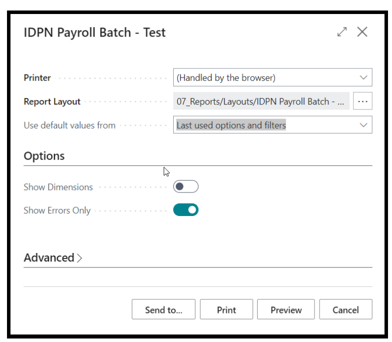
Report 5 → Employees Not Paid Report

- List of active employees without hours or a salary; therefore, not getting paid

Report 6 → Posting Test Report.

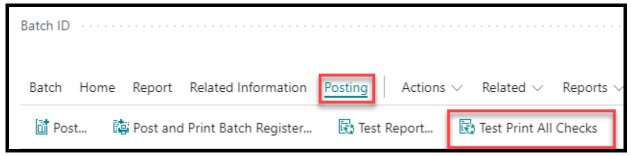
- This will show you any errors for posting. Ex) missing dimensions

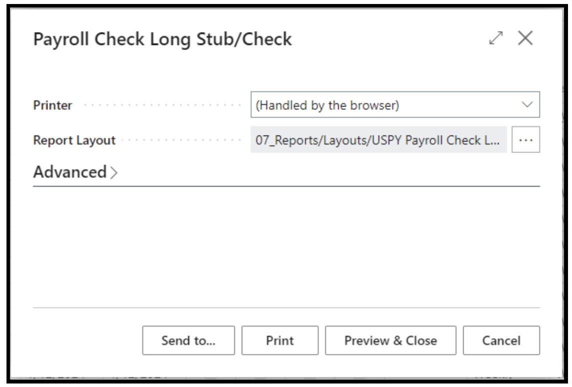




- If you have any errors you can go to the employee's payroll document and make adjustments.

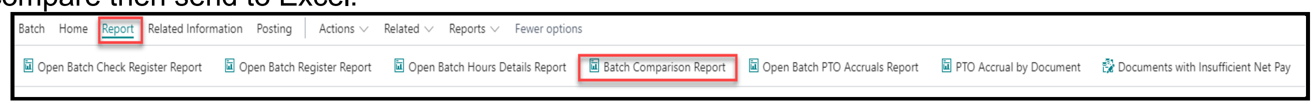
Report 7 → Posting → Test Print All Checks

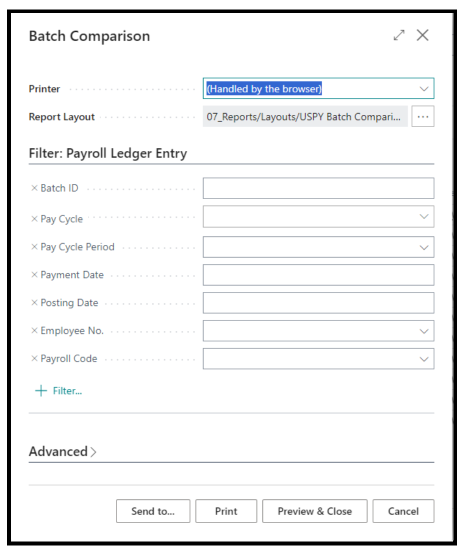




- Select Send to PDF

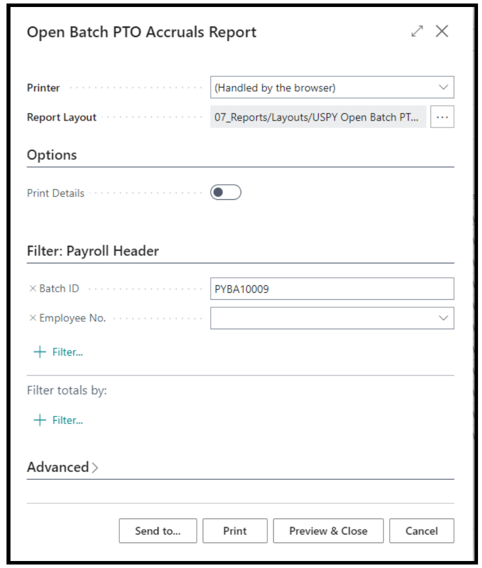
Report 8 → Report → Batch Comparison Report – This report will let you compare the current payroll against a prior payroll. Select the option for what you would like to compare then send to Excel.



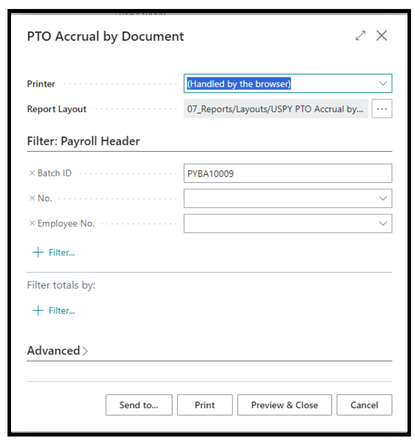


Report 9 → Report → Documents with Insufficient Net Pay – This report will show you any employees that have insufficient net pay. All you have to do is select the run and it will automatically run.

Report 10 → Report → Open Batch PTO Accrual Report – This report will show you the Paid Time off accruals for employees. You can send to PDF or Excel.

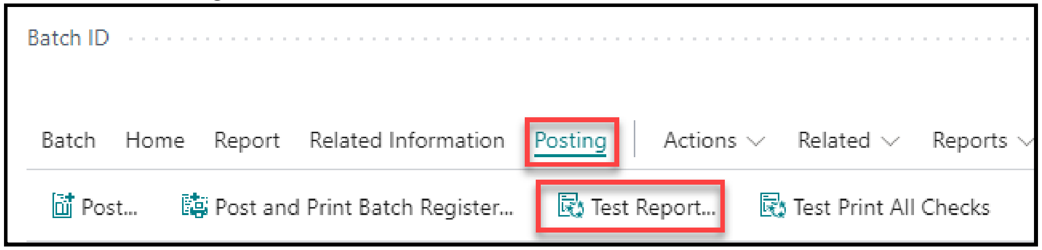


Report 11 → Report → PTO Accrual by Document Report – This report will show you the Paid Time off accruals for employees by document. You can send to PDF or Excel.

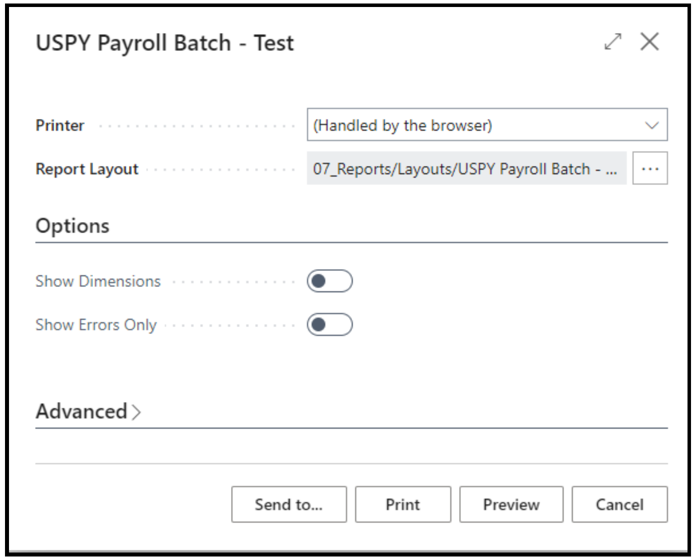


Posting Reports

- Under Actions Posting you will see the following:

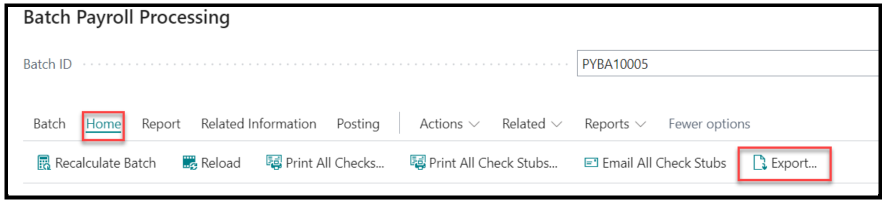


- You can run the test report:

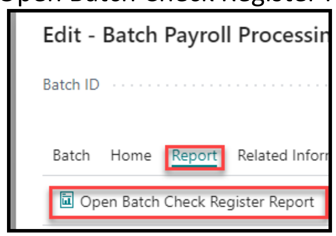


Step 6. Processing your Payroll and Creating NACHA File:

- Select first record in batch
- Click ellipsis
- Select More
- Click top circle to select all
- Home
- Export
- You will see the TXT file in your download folder

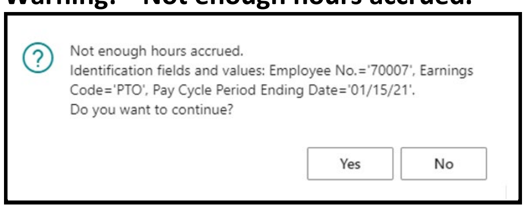


- Confirm the total net in the TXT file with the total net with the Open Batch Check Register Report



- If everything looks good, send the TXT file to the bank

- **Warning: "Not enough hours accrued."**



- This happens when the setup of your PTO does not allow EEs to have a negative balance
- You must click No and determine how you would like to proceed
- NOTE: This <u>stops</u> the payroll process
- You may need to go and adjust the amount for hours to be paid to match what is accrued.

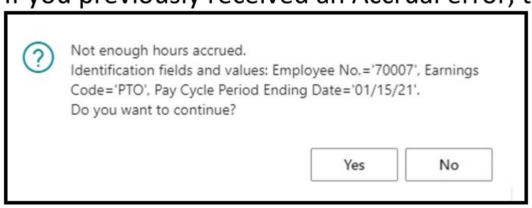
- If it is determined that you are going to allow this EE to go negative in this check:
  - Go into their EE Card
  - Process
  - PTO Hours
  - Click on the Earnings Code for the *tier* the EE is currently on
  - Hours Setup
  - Allow Negative Hours = ON
- Go back to the payroll batch and re-do Step A. above

Step 7. If you also have live checks, print the checks:

- Actions
- Check
- Print All Checks
- Send to…
- PDF
- OK

Step 8 Posting the Payroll:

- Actions
- Posting
- Post
- OK
- If you previously received an Accrual error, the system will again let you know that there are not enough hours accrued.



- Again, click Yes

Congratulations! You've successfully run a payroll batch and then posted the batch.