

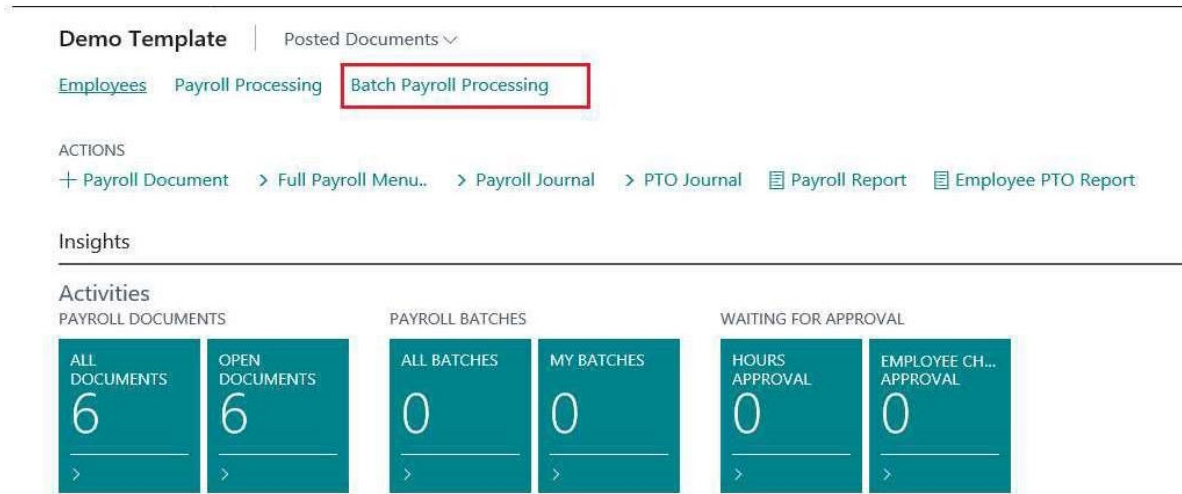
Batch Payroll Processing

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.

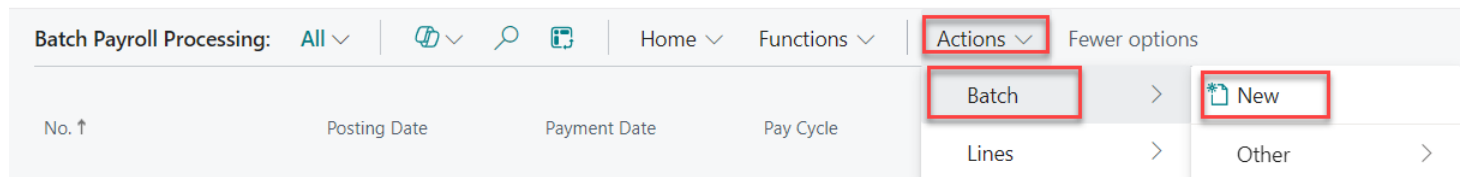
Running a Payroll Batch

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



Step 2.

The 'Batch Payroll Processing List' will appear. Select 'New' and then 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.

Create Batch Payroll Processing



Options

Show less

Pay Cycle

Weekly

▼

Pay Cycle Period

*

...

Batch Description

Payment Date



Posting Date



Payroll Calc. Formula

_REGULAR

▼

Schedule

☒

Batch Creation Audit Enabled

☒

Create All Payroll Documents as ...

☒

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

Batch Payroll Processing

Batch ID PYBA10009

Batch [Home](#) Report Related Information Posting | Actions ▾ Related ▾ Reports ▾ Fewer options

Recalculate Batch
 Reload
 Print All Checks...
 Print All Check Stubs...
 Email All Check Stubs
 Export...

No. ↑	Employee No.	First Name	Last Name	Posting Date	Payment Date	Direct Dep... Em...	Send Check by E-mail	Check Prin...	Check Stub Ema...
→ PRP10082	JWEST0001	Paul	West	2/4/2023	2/4/2023	☐	☐	☐	☐
PRP10083	YOUN0001	Rob	Young	2/4/2023	2/4/2023	☐	☐	☐	☐

Some common messages that may come up.

“No Hours Imported” Message:

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

? There are no hours imported for Employee No.: PYEM00004 and Pay Cycle Period: Week 7 2021. Do you want to skip this Employee?

Yes No

“Terminated EE” Message:

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

? Employee No. PYEM01142 has a Termination Date in the employee card set to 01/29/21 which is prior to the beginning of this payroll period, but the employee is not marked as blocked. Would you like to skip this payroll employee?

Yes No

“No Active Salary Record” Message:

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

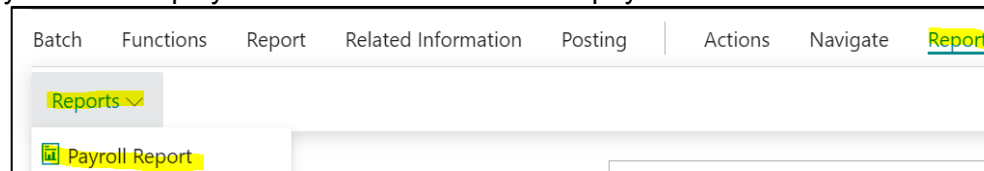
 Employee No. PYEM02314 does not have an active salary record and will be skipped.

OK

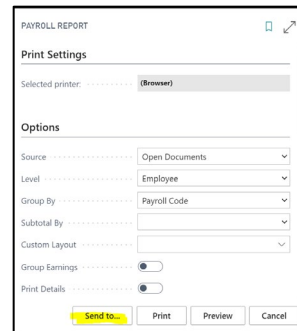
Step 5. Reports to review Payroll

- 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.



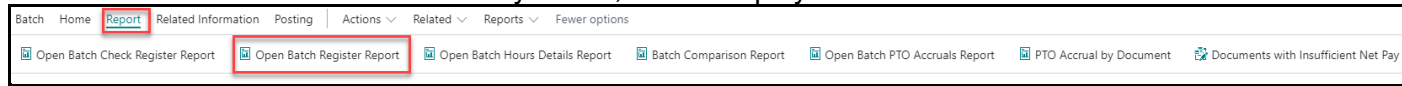
Select Sent to Excel and the report will generate.



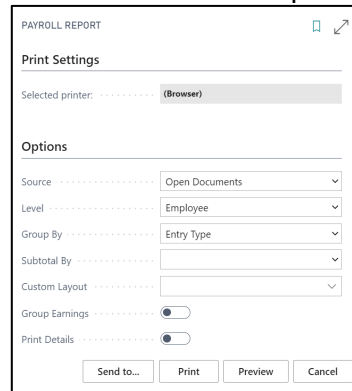
- Gross to net detail by employee
 - Source = Open Documents
 - Show Hours Worked – turn ON (**NOTE:** This will only give you a total of hours and *will not* break-out the hours by pay code.)
 - If you need to see Payroll Dimensions on this report:
 - NOTE: This will definitely make the report look 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.

Batch Payroll Processing – Payroll Now

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'.



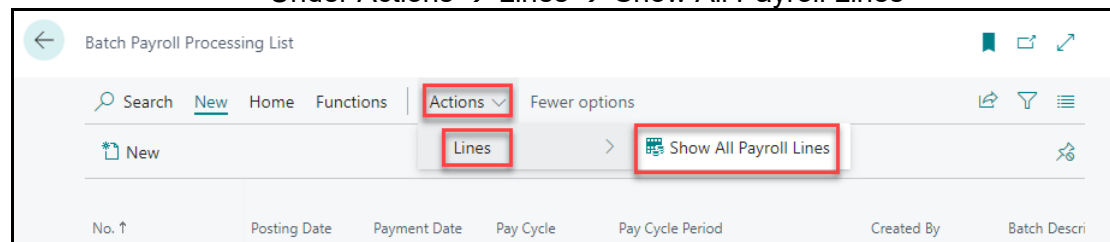
Select Sent to Excel and the report will generate.



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



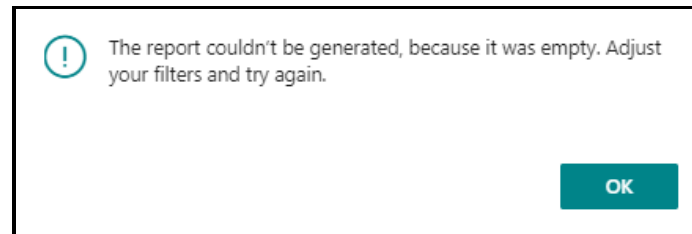
- This will generate this table showing all the line and you can open it in Excel.

Report 4 → Prenote Pending

Employee No.	First Name	Last Name	Posting Date	Payment Date	Direct Dep.
6			1/7/2021	1/7/2021	

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

Batch ID

Batch Home Report Related Information **Posting** Actions ▾ Related ▾ Reports ▾

Post... Post and Print Batch Register... Test Report... **Test Print All Checks**

Payroll Check Long Stub/Check

Printer (Handled by the browser) ▾

Report Layout 07_Reports/Layouts/USPY Payroll Check L... ▾

Advanced >

Send to... Print Preview & Close Cancel

- 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.

Batch Home **Report** Related Information Posting Actions ▾ Related ▾ Reports ▾ Fewer options

Open Batch Check Register Report Open Batch Register Report Open Batch Hours Details Report **Batch Comparison Report** Open Batch PTO Accruals Report PTO Accrual by Document Documents with Insufficient Net Pay

Batch Comparison

Printer (Handled by the browser) ▾

Report Layout 07_Reports/Layouts/USPY Batch Compari... ▾

Filter: Payroll Ledger Entry

× Batch ID ▾

× Pay Cycle ▾

× Pay Cycle Period ▾

× Payment Date ▾

× Posting Date ▾

× Employee No. ▾

× Payroll Code ▾

+ Filter...

Advanced >

Send to... Print Preview & Close Cancel

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.

The screenshot shows the 'Open Batch PTO Accruals Report' dialog box. It has a title bar with a maximize icon and a close icon. The dialog contains the following fields and options:

- Printer:** (Handled by the browser) (dropdown menu)
- Report Layout:** 07_Reports/Layouts/USPY Open Batch PT... (dropdown menu)
- Options:**
 - Print Details:** (toggle switch, currently off)
- Filter: Payroll Header**
 - Batch ID:** PYBA10009 (text input)
 - Employee No.:** (dropdown menu)
 - + Filter...** (button)
- Filter totals by:**
 - + Filter...** (button)
- Advanced >** (expandable section)
- Buttons:** Send to..., Print, Preview & Close, Cancel

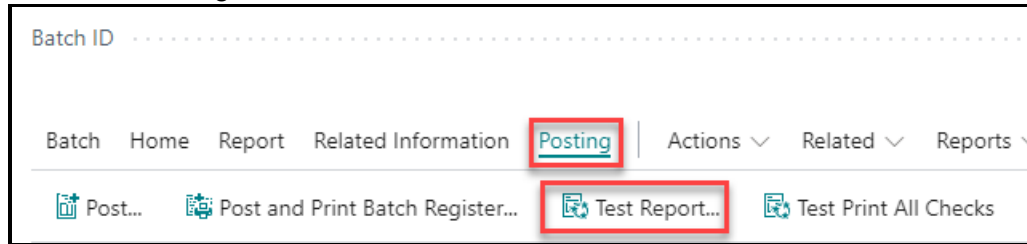
Report 11 → Report → PTO Accrual by Document Report – This report will show you the Paid Time off accruals for employees by document. You can send to PDF or Excel.

The screenshot shows the 'PTO Accrual by Document' dialog box. It has a title bar with a maximize icon and a close icon. The dialog contains the following fields and options:

- Printer:** (Handled by the browser) (dropdown menu)
- Report Layout:** 07_Reports/Layouts/USPY PTO Accrual by... (dropdown menu)
- Filter: Payroll Header**
 - Batch ID:** PYBA10009 (text input)
 - No.:** (dropdown menu)
 - Employee No.:** (dropdown menu)
 - + Filter...** (button)
- Filter totals by:**
 - + Filter...** (button)
- Advanced >** (expandable section)
- Buttons:** Send to..., Print, Preview & Close, Cancel

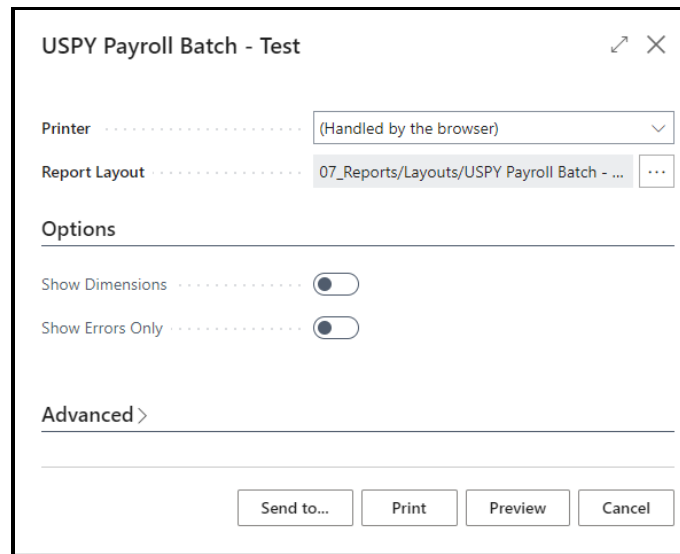
Posting Reports

- Under Actions Posting you will see the following:



A screenshot of a software interface showing a menu bar with the following items: Batch, Home, Report, Related Information, Posting, Actions, Related, and Reports. The 'Posting' menu is highlighted with a red box. Below the menu bar, there is a row of icons and labels: 'Post...', 'Post and Print Batch Register...', 'Test Report...', and 'Test Print All Checks'. The 'Test Report...' icon and label are also highlighted with a red box.

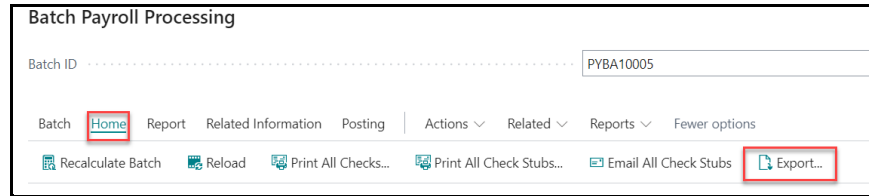
- You can run the test report:



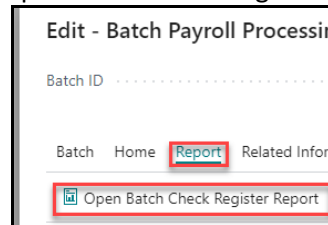
A screenshot of a dialog box titled 'USPY Payroll Batch - Test'. The dialog box has a title bar with a maximize button and a close button. Inside the dialog box, there are two fields: 'Printer' with a dropdown menu showing '(Handled by the browser)' and 'Report Layout' with a dropdown menu showing '07_Reports/Layouts/USPY Payroll Batch - ...'. Below these fields is a section titled 'Options' with two toggle switches: 'Show Dimensions' and 'Show Errors Only', both of which are currently turned on. At the bottom of the dialog box is a section titled 'Advanced' with a right-pointing arrow. Below the 'Advanced' section are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'.

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

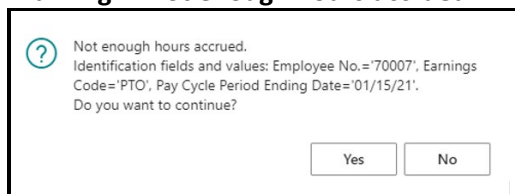


- Confirm the total net in the TXT file with the total net with the Open Batch Check Register Report



- 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 stops the payroll process
- You may need to go and adjust the amount for hours to be paid to match what is accrued.

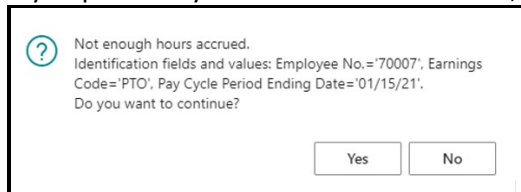
- If it is determined that you are going to allow this EE to go negative in this check:
 - Go into their EE Card
 - Process
 - PTO Hours
 - Click on the Earnings Code for the *tier* the EE is currently on
 - Hours Setup
 - Allow Negative Hours = ON
- Go back to the payroll batch and re-do Step A. above

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.