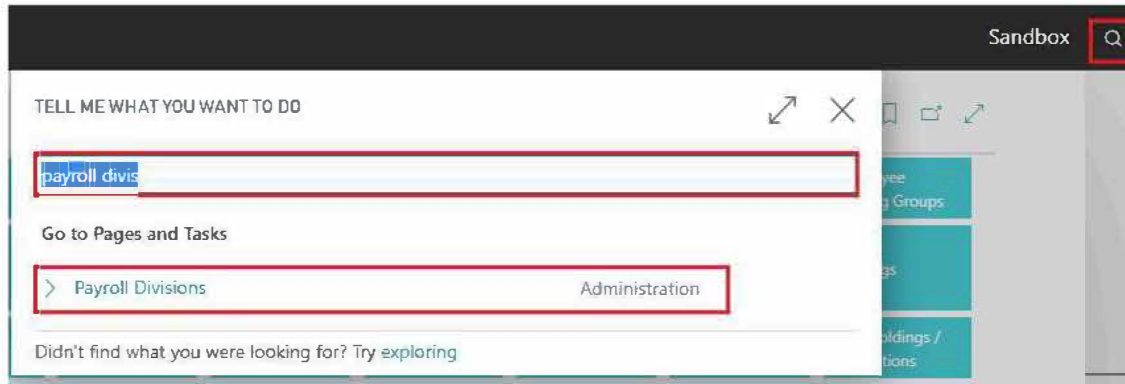


Payroll Divisions

Modified on: Wed, 22 Dec, 2021 at 1:36 PM

Synopsis: Payroll Now allows users to create and apply templates for PTO, Deductions and Salaries. This simplifies and streamlines the process of loading employees into the system. The templates can be applied via the 'Payroll Division' in the 'Create New Employee Wizard'. This Key Usage Scenario will walk you through the process of setting up Payroll Divisions for 'Hourly' and 'Salary' employees.

Step 1. Select 'Search Icon' and enter 'Payroll Divisions'. Select 'Payroll Divisions'



Step 2. 'Payroll Division' screen will open. Click on an open field in 'Code' Column to begin.



Payroll Divisions

Search + New Edit List Delete Show Attached Open in Excel				
CODE	DESCRIPTION		SYNC. EMPLOYEES WITH RESOURCES	PAYROLL CHECK LAYOUT
ADMIN	Administration		☐	
WAREHOUSE	Warehouse		☐	
WEEKLY	Weekly Employee Template		☐	
			☐	
			☐	

Step 3. Enter 'Hourly' in the Code field and enter 'Hourly Employees' in the Description field.



Payroll Divisions

Search + New Edit List Delete Show Attached Open in Excel				
CODE	DESCRIPTION		SYNC. EMPLOYEES WITH RESOURCES	PAYROLL CHECK LAYOUT
ADMIN	Administration		☐	
WAREHOUSE	Warehouse		☐	
WEEKLY	Weekly Employee Template		☐	
HOURLY	Hourly Employees		☐	
			☐	

Step 4. Select next open field in 'Code' column and enter 'Salary'. Then enter 'Salaried Employees' in the description field.



Payroll Divisions

Search + New Edit List Delete Show Attached Open in Excel				
CODE	DESCRIPTION		SYNC. EMPLOYEES WITH RESOURCES	PAYROLL CHECK LAYOUT
ADMIN	Administration		☐	
WAREHOUSE	Warehouse		☐	
WEEKLY	Weekly Employee Template		☐	
HOURLY	Hourly Employees		☐	
SALARY	Salaried Employees		☐	
			☐	

Step 5. Click the 'Back' button to save Payroll Divisions



Payroll Divisions

Search + New Edit List Delete Show Attached Open in Excel				
CODE	DESCRIPTION		SYNC. EMPLOYEES WITH RESOURCES	PAYROLL CHECK LAYOUT
ADMIN	Administration		☐	
WAREHOUSE	Warehouse		☐	
WEEKLY	Weekly Employee Template		☐	
HOURLY	Hourly Employees		☐	
SALARY	Salaried Employees		☐	
			☐	