

Processing Individual Payroll Document

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Synopsis:

The PAYROLL PROCESSING Manual will explain the following:

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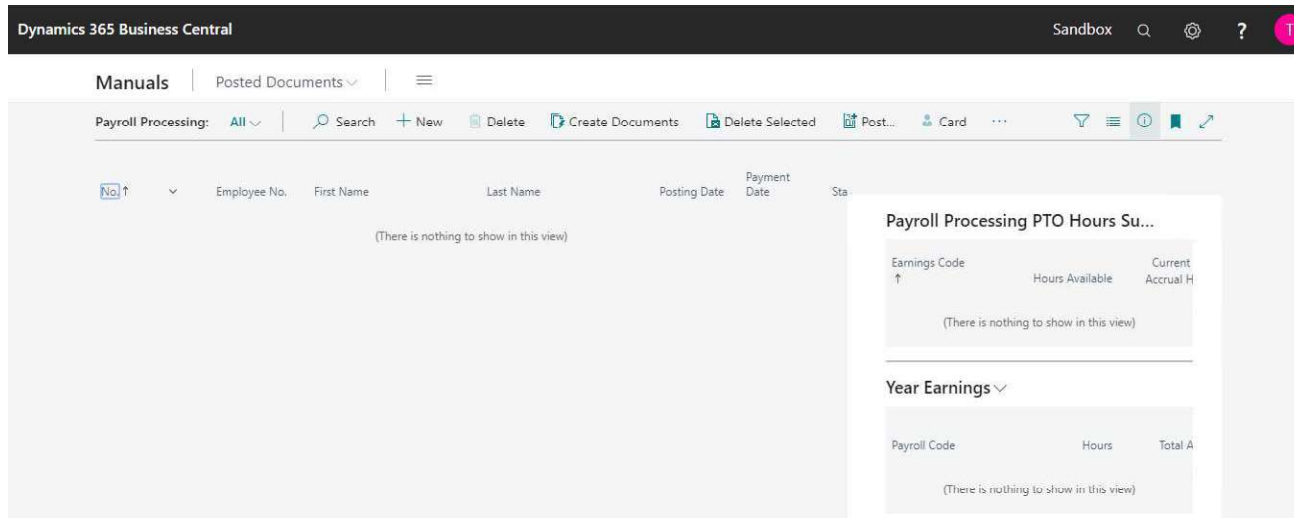
- [How to PROCESS INDIVIDUAL EMPLOYEE PAYROLL DOCUMENT](#)
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How to PROCESS INDIVIDUAL EMPLOYEE PAYROLL DOCUMENT

Step 1. From 'Primo Payday' Role Center click 'Payroll Processing'

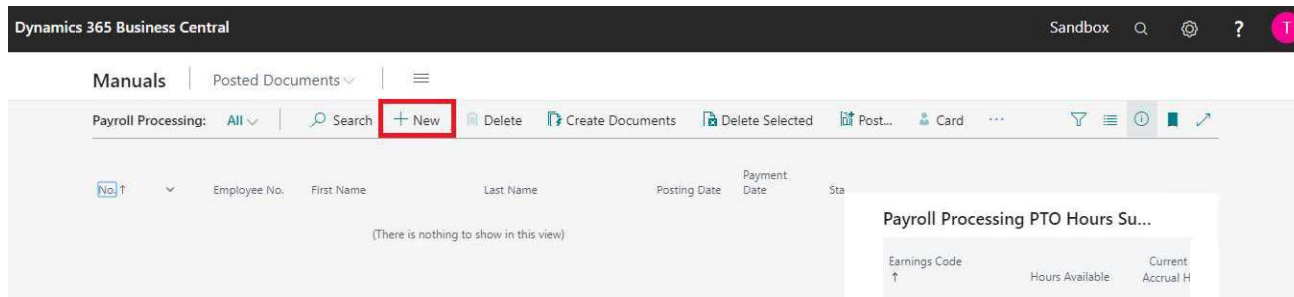


- 'Payroll Processing' table will open:



The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365 Business Central', 'Sandbox', and user icons. The main area is titled 'Payroll Processing' and features a 'Posted Documents' dropdown. A toolbar contains buttons for 'All', 'Search', '+ New', 'Delete', 'Create Documents', 'Delete Selected', 'Post...', 'Card', and a menu icon. Below the toolbar, a table header is visible with columns: 'Employee No.', 'First Name', 'Last Name', 'Posting Date', 'Payment Date', and 'Sta'. The table content area displays '(There is nothing to show in this view)'. On the right side, there are two panels: 'Payroll Processing PTO Hours Su...' and 'Year Earnings'. Both panels show headers for 'Earnings Code', 'Hours Available', and 'Current Accrual H', with the content area displaying '(There is nothing to show in this view)'.

- Click 'New' to open a new payroll document



This screenshot is identical to the previous one, but the '+ New' button in the toolbar is highlighted with a red rectangle, indicating the action to be taken.

- The 'NEW-PAYROLL PROCESSING' screen will open

The screenshot displays the 'Payroll Processing' application window. The title bar shows standard window controls. Below the title bar is a toolbar with icons for 'Suggest Lines', 'Print Check...', 'Print Check Stub...', 'Email Check Stub', 'Post...', 'Post and Print ...oc. Register...', 'Card', and 'More options'. The main area is divided into two panes. The left pane is titled 'General' and contains various input fields and checkboxes. The right pane is titled 'Payroll Processing PTO Hours Su...' and contains two sub-sections: 'Year Earnings' and 'Expense Allocation'.

General Tab Fields:

- No. (text field)
- Employee No. (dropdown menu)
- First Name (text field)
- Last Name (text field)
- Pay Cycle Period (dropdown menu)
- Payment Date (calendar icon)
- Posting Date (calendar icon)
- Status (dropdown menu, currently 'Open')
- Check Printed (checkbox)
- Check Stub Emailed (checkbox)
- Check No. (text field)
- Direct Deposit Em... (checkbox)
- Vacation (text field, value 0)
- Sick Leave (text field, value 0)
- Holiday (text field, value 0)
- Personal Day Hours (text field, value 0)
- Check Export Status (text field)

Payroll Processing PTO Hours Su... Section:

Year Earnings (dropdown menu)

Earnings Code	Hours Available	Current Accrual H
(There is nothing to show in this view)		

Expense Allocation (dropdown menu)

Payroll Code	Hours	Total A
(There is nothing to show in this view)		

Step 2. Complete 'GENERAL' Tab of New Payroll Document

1. Click on 'No.' field then press 'Tab' to auto generate a payroll document number
2. Select an 'Employee No.' from the available options in the drop down menu
3. Select a 'Pay Cycle Period' from the available options in the drop down menu
4. Adjust the 'Payment Date' & 'Posting Date' if needed

Payroll Processing

Suggest Lines Print Check... Print Check Stub... Email Check Stub Post... Post and Print ...oc. Register... Card More options

General [Show more](#)

No.	PRP10001 ...	Check Stub Emailed ..	☐
Employee No.	TEST-EMP-AK ▾	Check No.	
First Name	Test	Direct Deposit Em...	☐
Last Name	Employee	Vacation	0
Pay Cycle Period	Week 2 2019 ▾	Sick Leave	0
Payment Date	1/17/2019	Holiday	0
Posting Date	1/17/2019	Personal Day Hours ..	0
Status	Open	Check Export Status ..	
Check Printed	☐		

Payroll Processing PTO Hours Su...

Earnings Code ↑	Hours Available	Current Accrual H
(There is nothing to show in this view)		

Year Earnings ▾

Payroll Code	Hours	Total A
(There is nothing to show in this view)		

Expense Allocation ▾

Hours	Quantity	Total Amn
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Step 3. Populate Payroll Document Lines

Up to this point, you have assigned an employee, a pay cycle period, a payment date and a posting date to this new payroll document. Now you will apply all the necessary payment, withholding and deduction information to this payroll document for processing

- Select 'SUGGEST LINES' Page Action.

Payroll Processing

Suggest Lines Print Check... Print Check Stub... Email Check Stub Post... Post and Print ...oc. Register... Card More options

General [Show less](#)

No.	PRP10001 ...	Holiday	0
Employee No.	TEST-EMP-AK ▾	Personal Day Hours ..	0
First Name	Test	Overtime	0
Last Name	Employee	Bereavement	0

Payroll Processing PTO Hours Su...

Earnings Code ↑	Hours Available	Current Accrual H
(There is nothing to show in this view)		

Year Earnings ▾

- Select appropriate Payroll Calculation Method Code and click 'Ok'

Search + New Edit List Delete Process Setup Open in Excel

PAYROLL CALCULATIONS

Code ↑	Description
→ REGULAR	Regular
BONUS	Bonus

OK Cancel

- The 'Lines' Tab will auto-populate with all necessary Earnings, Contributions, Withholdings and Deductions

Lines Manage More options						
Payroll Type	Description	Hours	Quantity	Rate per Hour	Total Amount	
→ Earnings	Regular	40.00		3,327.30769	133,092.31	
Withholding	Federal W/H				-48,514.00	
Withholding	FICA - Medicare				-1,929.84	
Withholding	FICA - Social Security				-8,239.80	
Employer Tax	Federal Unemployment				-42.00	
Employer Tax	FICA - Medicare (Employer)				-1,929.84	
Employer Tax	FICA - Social Security (Employer)				-8,239.80	
Payment	Check				-74,408.67	

Step 4. Apply employee PTO / Accruals

NOTE: If the employee assigned to this payroll document has approved PTO / Accruals during the current pay cycle, PTO / Hours will populate automatically in the appropriate PTO field.

- Approved PTO / Accruals will automatically populate. However, you can also manually enter PTO / Accrual time by simply entering in the number of hours that apply to the correct pay code for the employee. For example, if you need to add 8 hours of 'Sick Leave', simply enter '8' in the 'Sick Leave' field.

← PAYROLL PROCESSING | WORK DATE: 4/8/2019   

PRP10001

 Suggest Lines  Print Check...  Print Check Stub...  Email Check Stub  Post...  Post and Print ..

General Show more

No.	PRP10001 ...	Check Stub Emailed	☒
Employee No.	TEST-EMP-AK ▾	Check No.	
First Name	Test	Direct Deposit Em...	☒
Last Name	Employee	Vacation	0
Pay Cycle Period	Week 2 2019 ▾	Sick Leave	8
Payment Date	1/17/2019 	Holiday	0
Posting Date	1/17/2019 	Personal Day Hours ..	0
Status	Open	Check Export Status ..	
Check Printed	☒		

- You can then review the 'Lines' tab to insure the new hours were added to the payroll document

Check Printed



Lines Manage More options						
Payroll Type	Description	Hours	Quantity	Rate per Hour	Total	
→ Earnings	Regular	32.00		3,327.30769	1	
Earnings	Sick Pay	8.00		3,327.30769		
Withholding	Federal W/H					
Withholding	FICA - Medicare					
Withholding	FICA - Social Security					
Employer Tax	Federal Unemployment					
Employer Tax	FICA - Medicare (Employer)					
Employer Tax	FICA - Social Security (Employer)					
Payment	Check					

Step 5. Review and apply edits to New Payroll Document Lines

- TO DELETE A LINE, click on the symbol with 3 vertical dots “” and select ‘DELETE’
- TO EDIT HOURS or TOTAL AMOUNT, select ‘HOURS’ field and enter correct hours or select ‘TOTAL AMOUNT’ and enter adjusted amount. NAV Payroll will automatically recalculate the deduction values.

Step 6. Print Check / Direct Deposit

How to Print Check

In order to print a check, the payroll employee must not be set up for Direct Deposit in the employee card. This can be quickly determined by looking at the ‘Direct Deposit Employee’ field. If it ‘Set to False’ you can print a physical check

← PAYROLL PROCESSING | WORK DATE: 4/8/2019

PRP10001

Suggest Lines Print Check... Print Check Stub... Email Check Stub Post... Post and Print ...oc. Register... Card More options

No.	PRP10001 ...	Check Stub Emailed ...	☐
Employee No.	TEST-EMP-AK ▾	Check No.	
First Name	Test	Direct Deposit Em... ..	☐
Last Name	Employee	Vacation	0
Pay Cycle Period	Week 2 2019 ▾	Sick Leave	8
Payment Date	1/17/2019	Holiday	0
Posting Date	1/17/2019	Personal Day Hours ..	0
Status	Open	Check Export Status ..	
Check Printed	☐		

Lines | Manage | More options

Payroll Processing PTO Hours Su...

Earnings Code	Hours Available	Current Accrual H
↑		

(There is nothing to show in this view)

Year Earnings ▾

Payroll Code	Hours	Total A

(There is nothing to show in this view)

Expense Allocation ▾

Hours	Quantity	Total Amo

- To print a check, follow the previous steps 'How to Process an Individual Employee Payroll Document' then click the 'Print Check' page action

← PAYROLL PROCESSING | WORK DATE: 4/8/2019

PRP10001

Suggest Lines **Print Check...** Print Check Stub... Email Check Stub Post... Post and Print ...oc. Register... Card More options

No.	PRP10001 ...	Check Stub Emailed ...	☐
Employee No.	TEST-EMP-AK ▾	Check No.	
First Name	Test	Direct Deposit Em... ..	☐
Last Name	Employee	Vacation	0
Pay Cycle Period	Week 2 2019 ▾	Sick Leave	8
Payment Date	1/17/2019	Holiday	0
Posting Date	1/17/2019	Personal Day Hours ..	0
Status	Open	Check Export Status ..	
Check Printed	☐		

Payroll Processing PTO Hours Su...

Earnings Code	Hours Available	Current Accrual H
↑		

(There is nothing to show in this view)

Year Earnings ▾

Payroll Code	Hours	Total A

(There is nothing to show in this view)

Expense Allocation ▾

Hours	Quantity	Total Amo

1. The 'Edit – Payroll Check' screen will appear.
2. Select correct bank account.
3. The 'Last Check No.' will auto-populate.
4. Select 'Sent to...' if you wish to print to PDF or click 'Print' if you wish to Print based on your default printer settings.

PAYROLL CHECK

Options

Bank Account **CHECKING** ▼

Last Check No. 199

Reprint Check ☐

Test Print ☐

Override Direct Deposit ☐

Send to... **Print** Preview Cancel

How to Process Direct Deposit

(Note: This ACH file would only include one employee direct deposit)

- Check that 'Direct Deposit Employee' is 'Set to True'

Payroll Processing

[Suggest Lines](#)
[Print Check...](#)
[Print Check Stub...](#)
[Email Check Stub](#)
[Post...](#)
[Post and Print ...oc. Register...](#)
[Card](#)
[Actions](#)

General [Show more](#)

No.	PRP10003	Check Stub Emailed	☐
Employee No.	TEST-EMP-AR	Check No.	
First Name	Test	Direct Deposit Em...	☐
Last Name	Employee	Vacation	0
Pay Cycle Period	Week 2 2019	Sick Leave	0
Payment Date	1/17/2019	Holiday	0
Posting Date	1/17/2019	Personal Day Hours ..	0
Status	Open	Check Export Status ..	
Check Printed	☐		

Payroll Processing PTO Hours Su...

Earnings Code	Hours Available	Current Accrual H
↑		
(There is nothing to show in this view)		

Year Earnings ✓

Payroll Code	Hours	Total A
(There is nothing to show in this view)		

Expense Allocation ✓

1. Select 'Actions'
2. Select 'Electronic Payments'
3. Select 'Export'

Payroll Processing

[Suggest Lines](#)
[Print Check...](#)
[Print Check Stub...](#)
[Email Check Stub](#)
[Post...](#)
[Post and Print ...oc. Register...](#)
[Card](#)
[Actions](#)

[Release](#)
[Functions](#)
[Check](#)
[Posting](#)
[Electronic Payments](#)

[Export...](#)
[Void...](#)

No.	PRP10003	Check Stub Emailed	☐
Employee No.	TEST-EMP-AR	Check No.	
First Name	Test	Direct Deposit Em...	☐
Last Name	Employee	Vacation	0
Pay Cycle Period	Week 2 2019	Sick Leave	0
Payment Date	1/17/2019	Holiday	0
Posting Date	1/17/2019	Personal Day Hours ..	0
Status	Open	Check Export Status ..	
Check Printed	☐		

Payroll Processing PTO Hours Su...

Earnings Code	Hours Available	Current Accrual H
↑		
(There is nothing to show in this view)		

Year Earnings ✓

Payroll Code	Hours	Total A
(There is nothing to show in this view)		

Expense Allocation ✓

- Once you 'Export', you can confirm that the export was successful by the following changes
 - 'Status' field will show 'Released'
 - 'Check No' field will populate a check number
 - 'Check Export Status' will show 'Transmitted'

PAYROLL PROCESSING | WORK DATE: 4/8/2019

PRP10003

Suggest Lines Print Check... Print Check Stub... Email Check Stub Post... Post and Print ...oc. Register... Card Actions

General Show more

No. PRP10003 ...	Check Stub Emailed ... ☐
Employee No. TEST-EMP-AR ...	Check No. 3
First Name Test	Direct Deposit Em... ☐
Last Name Employee	Vacation 0
Pay Cycle Period Week 2 2019	Sick Leave 0
Payment Date 1/17/2019	Holiday 0
Posting Date 1/17/2019	Personal Day Hours 0
Status Released	Check Export Status Transmitted
Check Printed ☐	

ript;

Payroll Processing PTO Hours Su...

Earnings Code	Hours Available	Current Accrual H
↑		
(There is nothing to show in this view)		

Year Earnings ▾

Payroll Code	Hours	Total A
(There is nothing to show in this view)		

Expense Allocation ▾

- "Email Check Stub" or "Print Check Stub" by selecting the corresponding page action.

← PAYROLL PROCESSING | WORK DATE: 4/8/2019 ✓ SAVED

PRP10003

Suggest Lines Print Check... **Print Check Stub...** **Email Check Stub** Post... Post and Print ...oc. Register... Card Actions

General

No. PRP10003 Check Stub Emailed ☐

Employee No. TEST-EMP-AR Check No. 3

First Name Test Direct Deposit Em... ☐

Last Name Employee Vacation 0

Pay Cycle Period Week 2 2019 Sick Leave 0

Payment Date 1/17/2019 Holiday 0

Posting Date 1/17/2019 Personal Day Hours 0

Status Released Check Export Status Transmitted

Check Printed ☐

Payroll Processing PTO Hours Su...

Earnings Code	Hours Available	Current Accrual H
(There is nothing to show in this view)		

Year Earnings

Payroll Code	Hours	Total A
(There is nothing to show in this view)		

Expense Allocation

Step 7. Post Payroll Document

- Select 'POST' page action .

← PAYROLL PROCESSING | WORK DATE: 4/8/2019 ✓ SAVED

PRP10003

Suggest Lines Print Check... Print Check Stub... Email Check Stub **Post...** Post and Print ...oc. Register... Card Actions

General

No. PRP10003 Check Stub Emailed ☐

Employee No. TEST-EMP-AR Check No. 3

First Name Test Direct Deposit Em... ☐

Last Name Employee Vacation 0

Pay Cycle Period Week 2 2019 Sick Leave 0

Payment Date 1/17/2019 Holiday 0

Posting Date 1/17/2019 Personal Day Hours 0

Payroll Processing PTO Hours Su...

Earnings Code	Hours Available	Current Accrual H
(There is nothing to show in this view)		

Year Earnings

Payroll Code	Hours	Total A
(There is nothing to show in this view)		

- Select 'YES on pop up menu