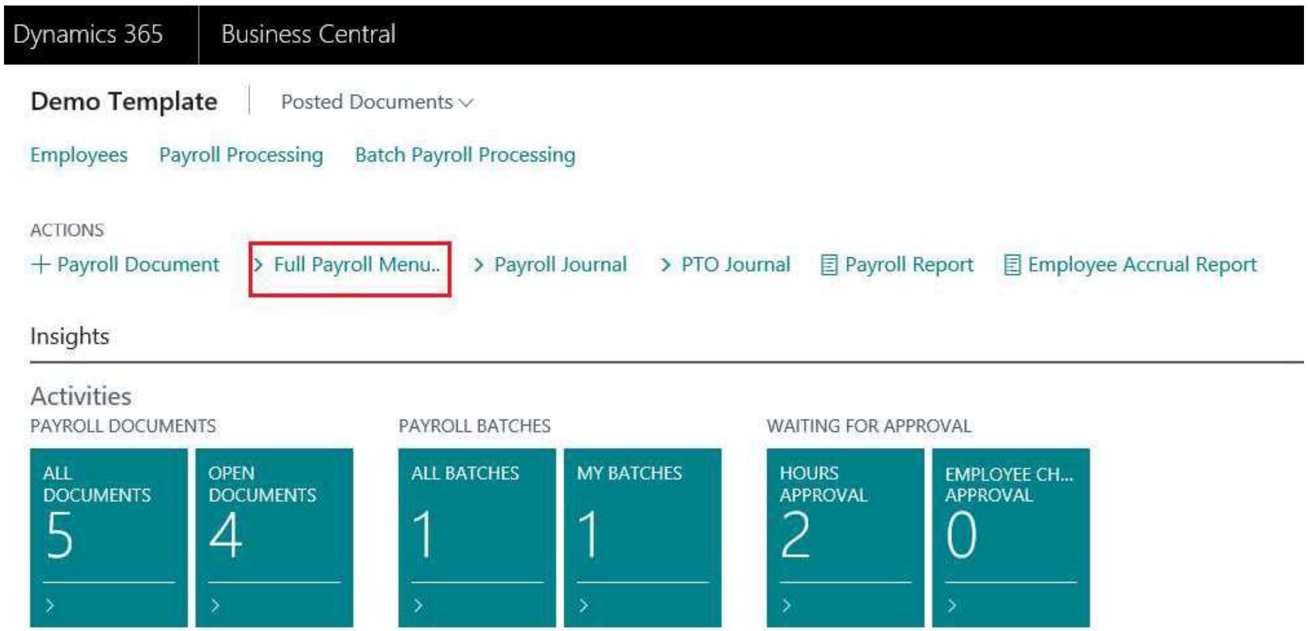
Running a Payroll Batch

Modified on: Mon, 27 Dec, 2021 at 10:50 AM

Creating Hourly Employee Batch

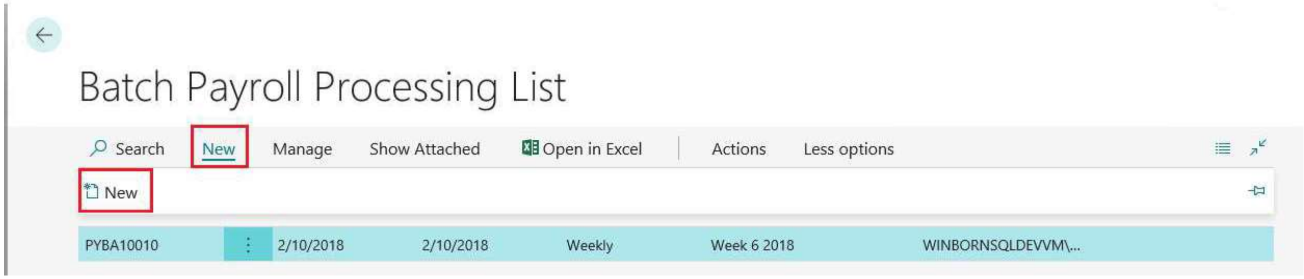
Step 1. Select 'Full Payroll Menu' from Home Screen



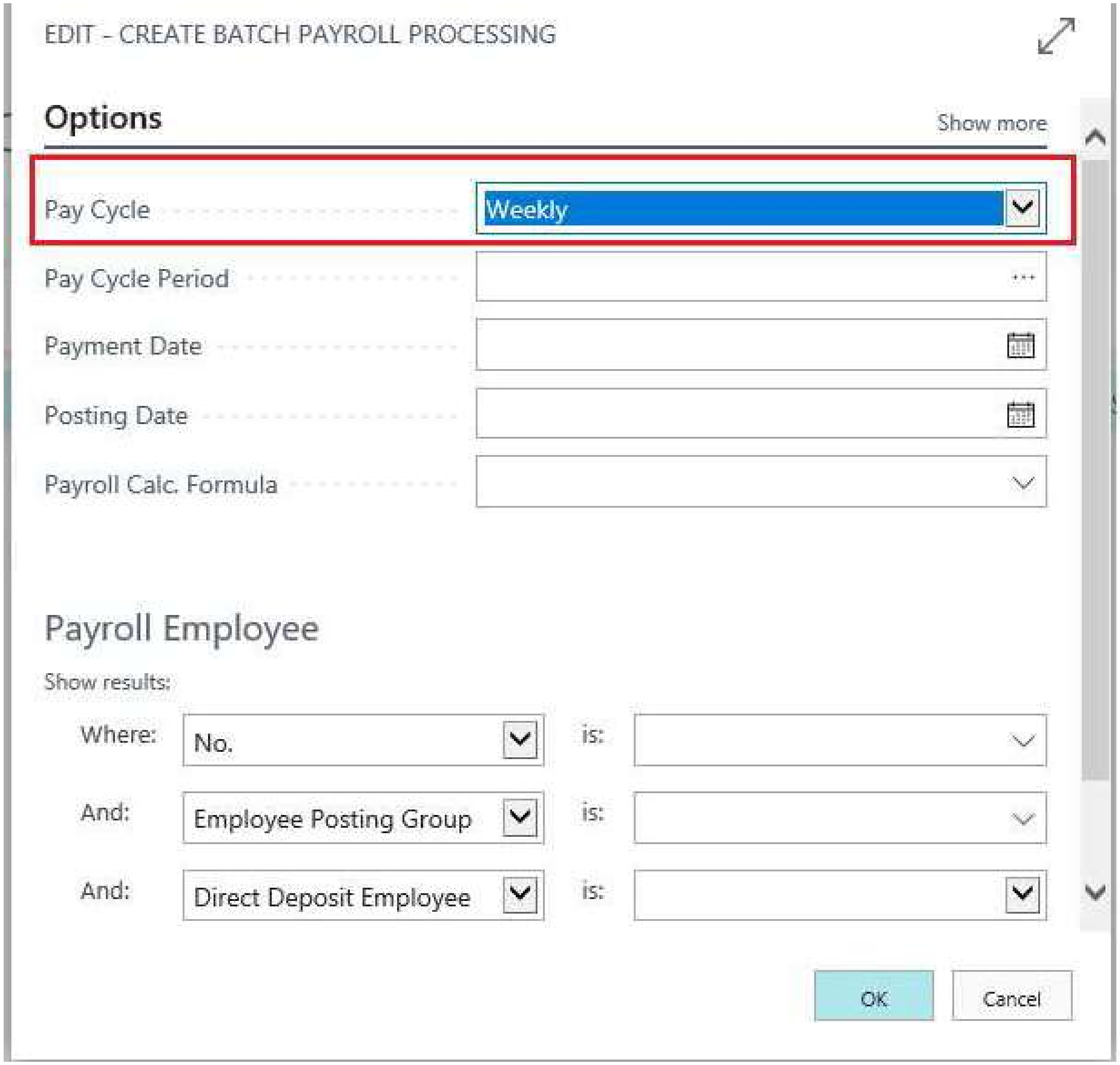
Step 2. Select ' Batch Payroll Processing' from menu options

Step 3.

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

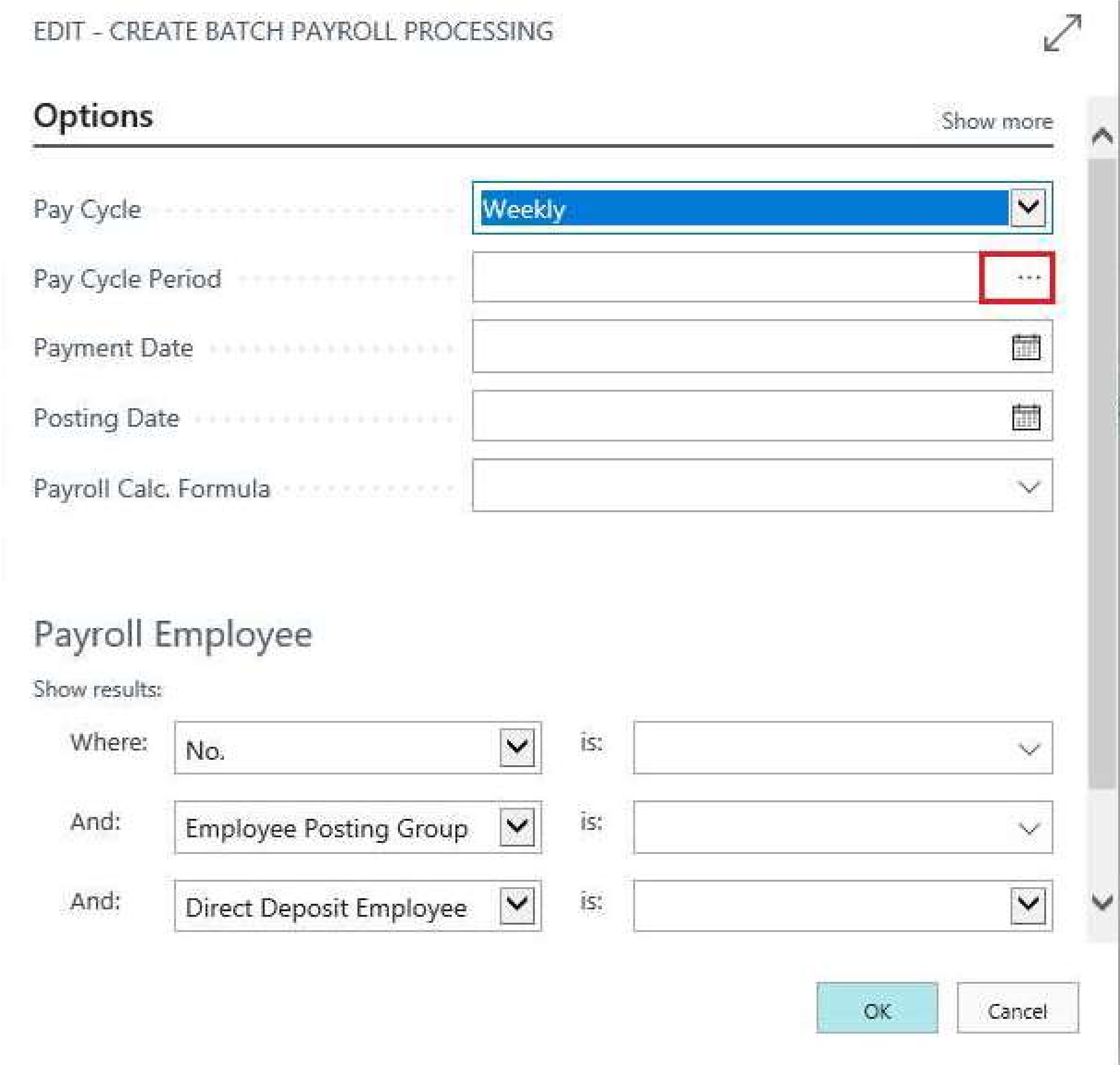


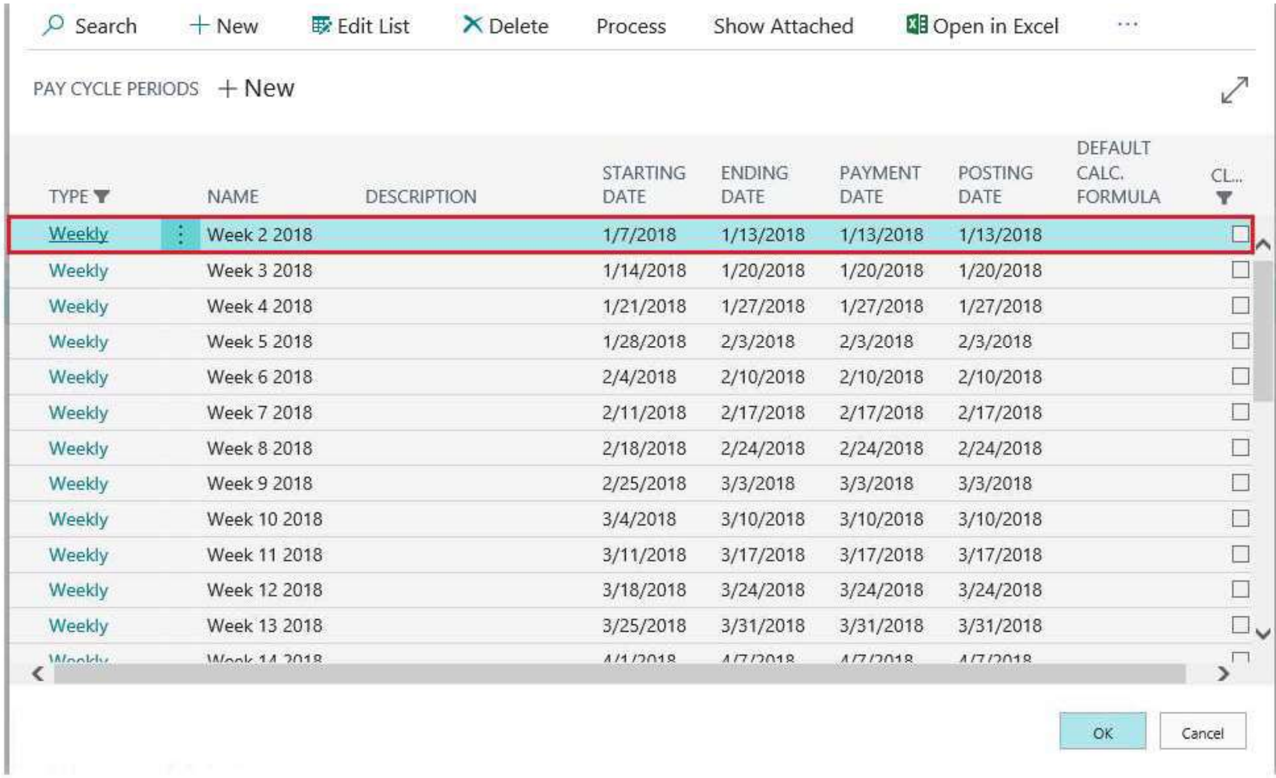
Step 4. The ‘Create Batch Payroll Processing’ screen will open. Select ‘Weekly’ pay cycle.



Step 5.

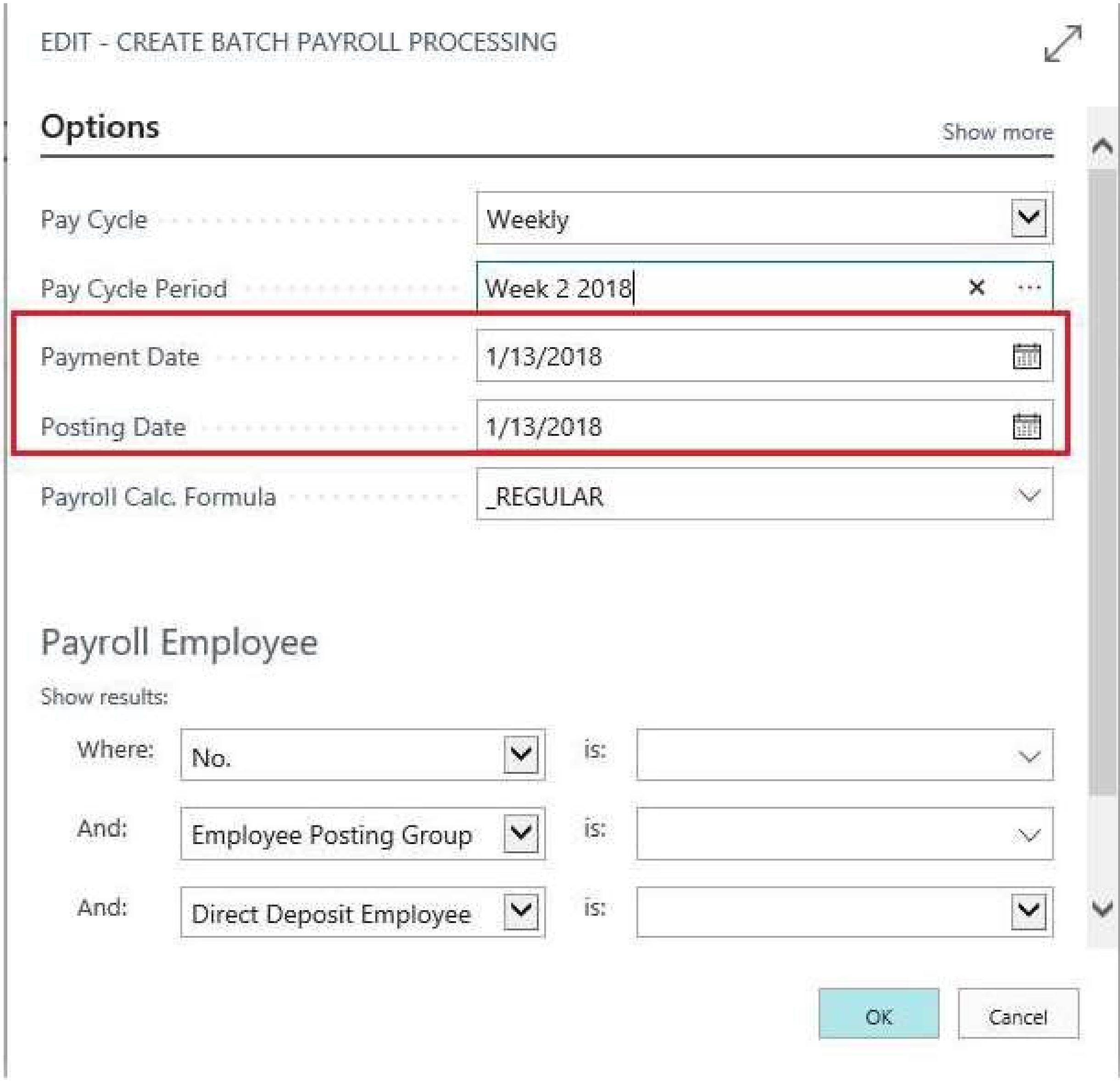
Select a ‘Pay Cycle Period’ by clicking the ‘…’ and then selecting from the available menu options.


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:
OK
Cancel

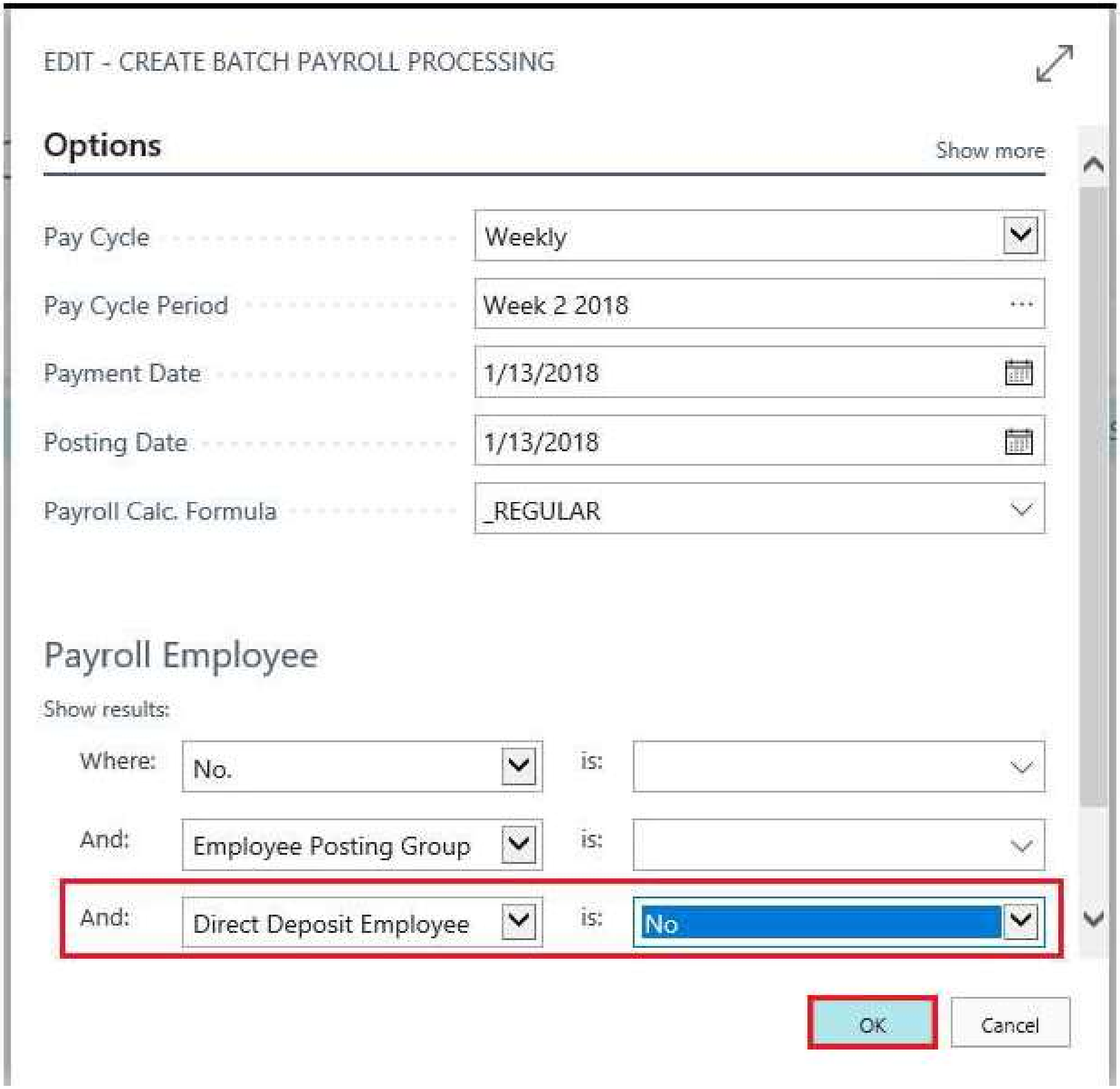


TYPE	NAME	DESCRIPTION	STARTING DATE	ENDING DATE	PAYMENT DATE	POSTING DATE	DEFAULT CALC. FORMULA	CL...
Weekly	Week 2 2018		1/7/2018	1/13/2018	1/13/2018	1/13/2018		☐
Weekly	Week 3 2018		1/14/2018	1/20/2018	1/20/2018	1/20/2018		☐
Weekly	Week 4 2018		1/21/2018	1/27/2018	1/27/2018	1/27/2018		☐
Weekly	Week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

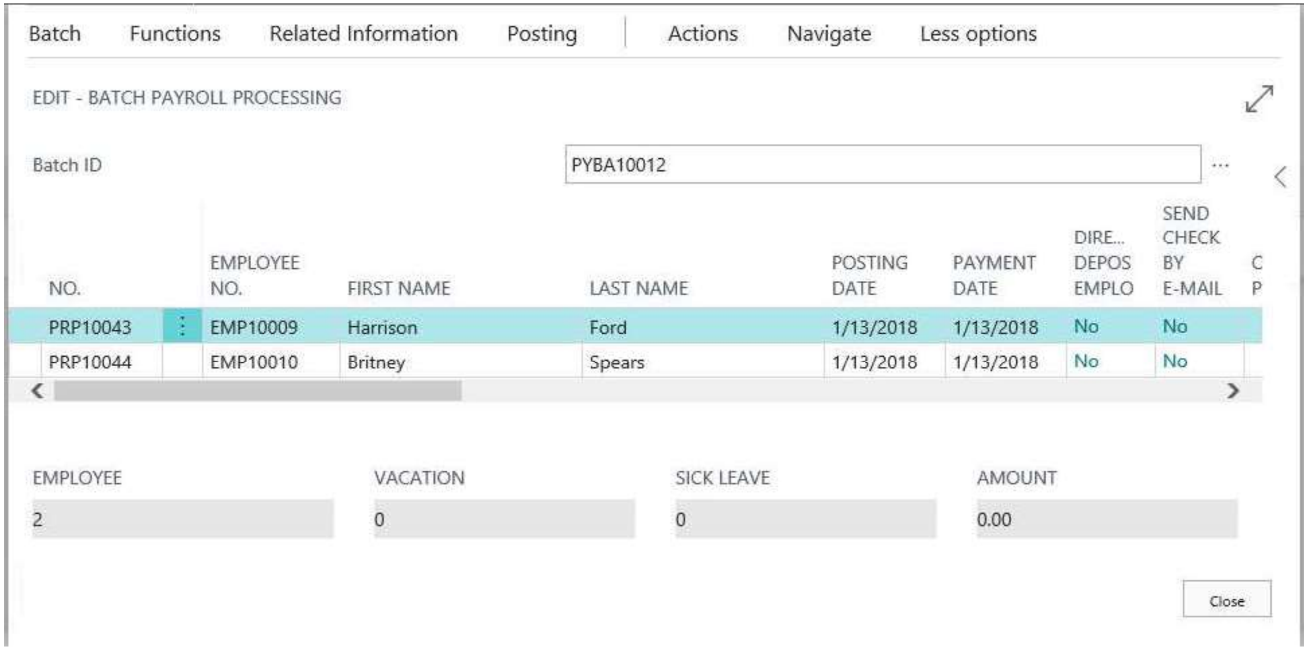
Note: The ‘Payment Date’ and ‘Posting Date’ automatically coincide with the end of the pay cycle period. The user can adjust these dates if needed



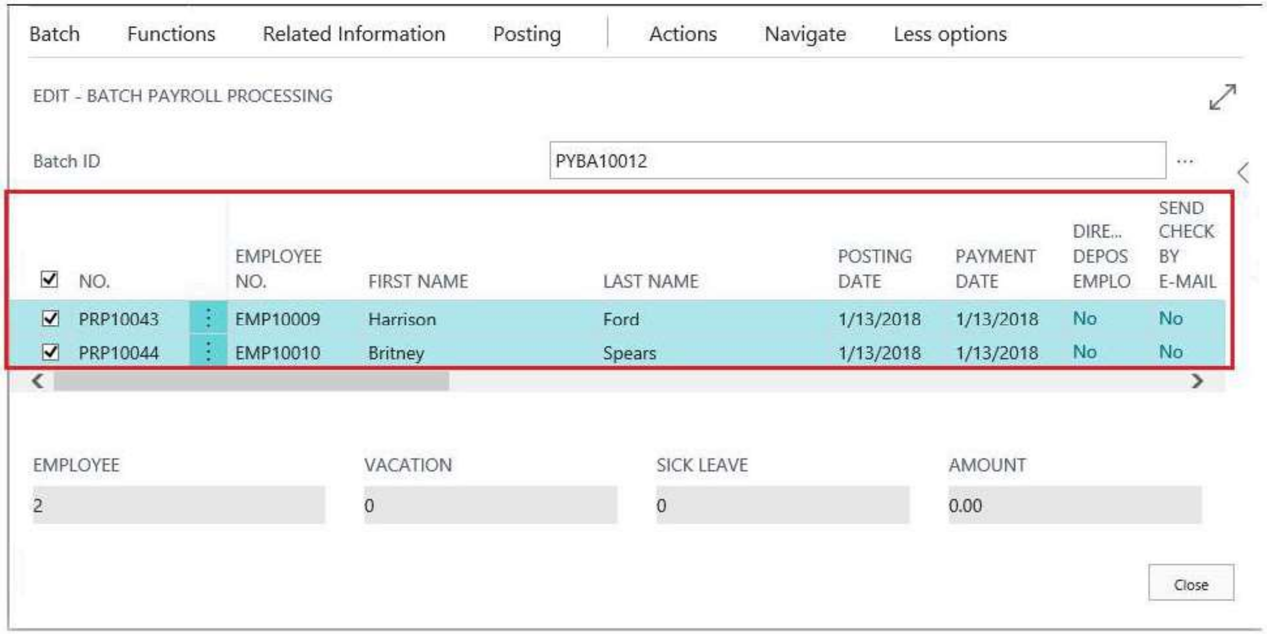
Step 6. In the ‘Payroll Employee’ section, set ‘Direct Deposit Employee’ filter to ‘No’ then click ‘Ok’



Step 7. The 'Edit-Batch Payroll Processing' screen will open.

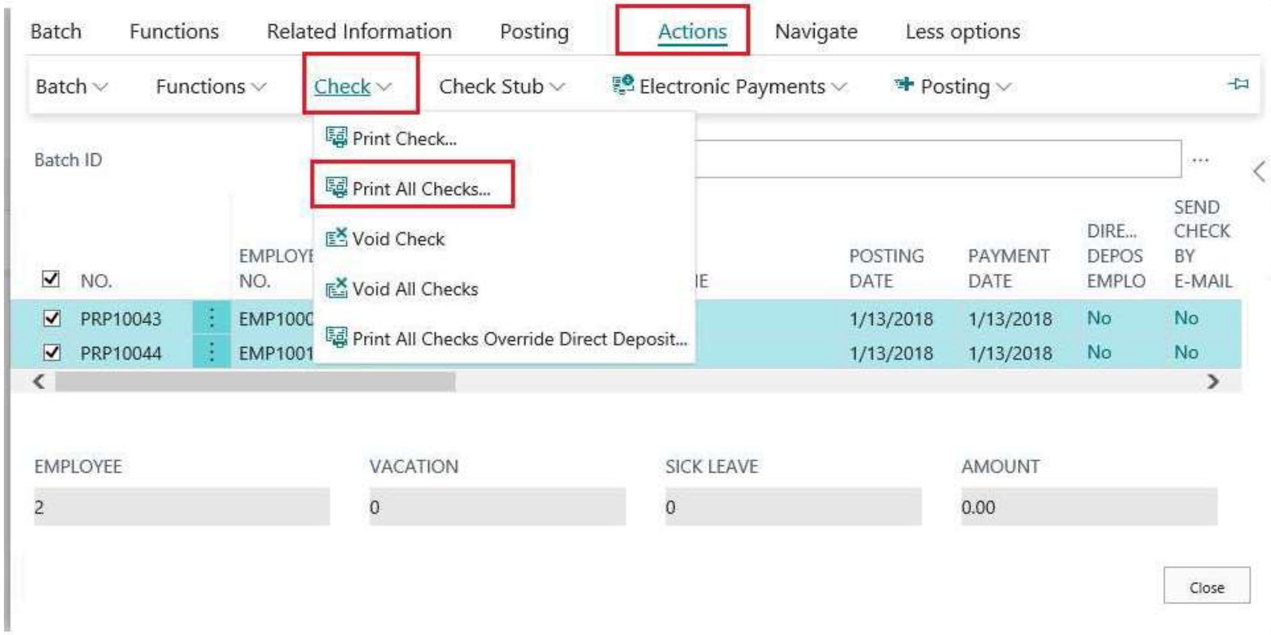


Step 8.
Select all payroll documents within the Batch.



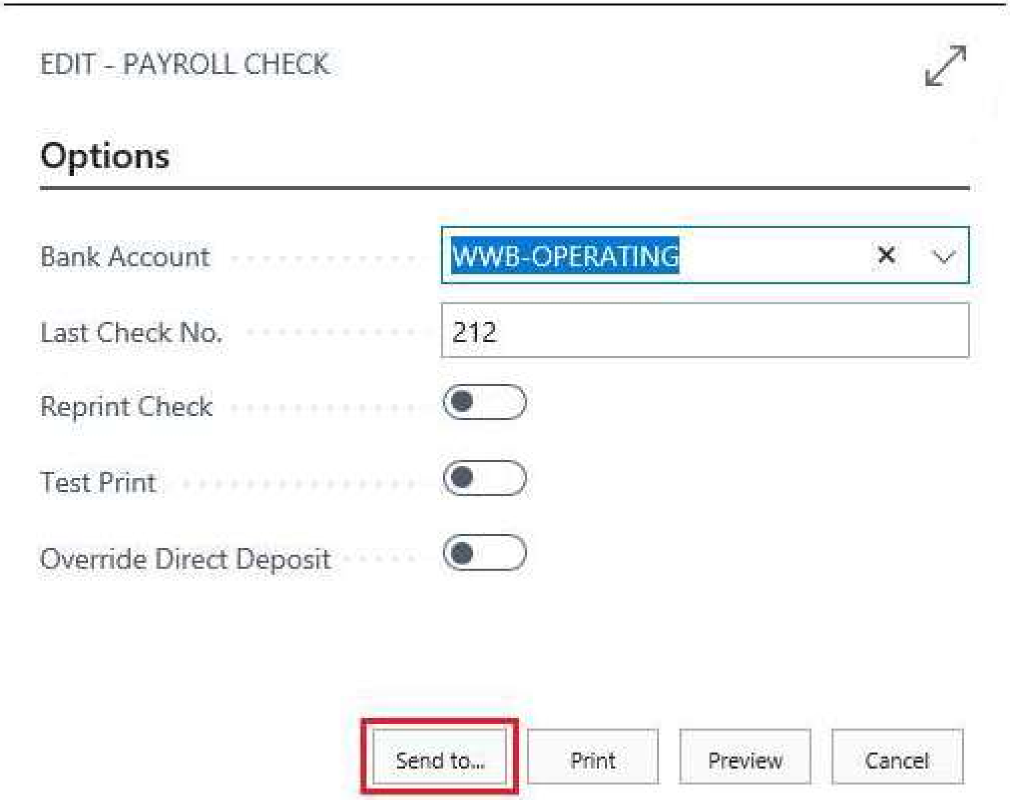
Step 9.

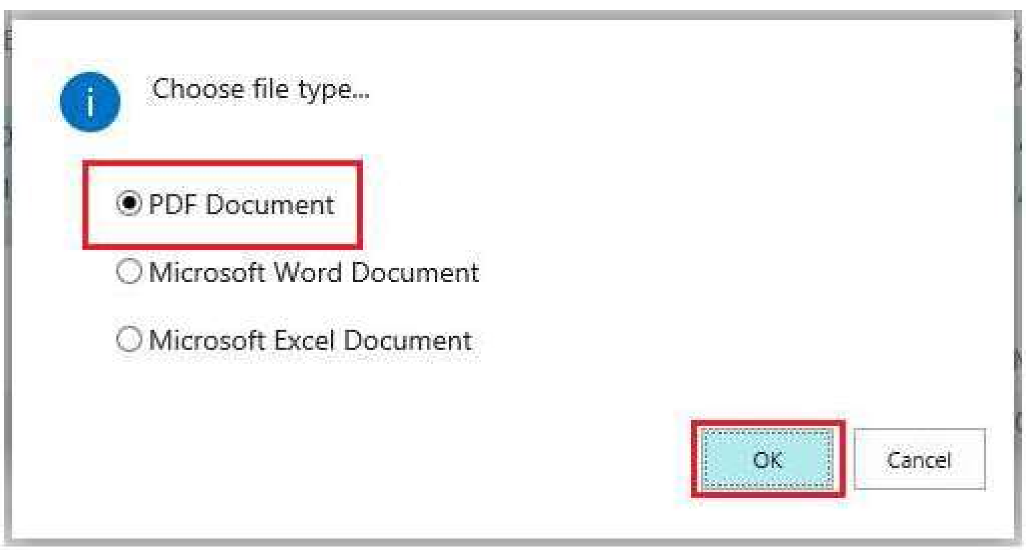
- **Select ‘Actions’**
- **Select ‘Check’**
- **Select ‘Print All Checks’**



Step 10.

The ‘Edit- Payroll Check’ screen will open. Click ‘Send to…PDF’ if you wish to review the checks in PDF format


EDIT - PAYROLL CHECK
Options
Bank Account
WWB-OPERATING
Last Check No.
212
Reprint Check
Test Print
Override Direct Deposit
Send to...
Print
Preview
Cancel


Choose file type...
PDF Document
Microsoft Word Document
Microsoft Excel Document
OK
Cancel

Employee	Pay Period 01/07/2018 - 01/13/2018	SSN	Status (Fed/State)	Allowances/Extra
Harrison Ford 420 Throckmorton, Fort Worth, TX 76109		***-**-0001	Married/	Fed-0/0/TX-0/0

Pay Date: 01/13/2018

Earnings and Hours	Qty	Rate	Current	YTD Amount
Regular	40.00	20.00	800.00	800.00
Total Earnings			800.00	800.00

Deductions	Current	YTD Amount
Health Insurance	-20.00	20.00
Total Deductions	20.00	-20.00

Tax Withholdings	Current	YTD Amount
Federal W/H	-40.00	-40.00
FICA - Medicare	-11.31	-11.31
FICA - Social Security	-48.36	-48.36
Total Tax Withholdings	99.67	99.67

	Current	YTD Amount
Net Pay	680.33	680.33

PTO Summary	Accrued	YTD Used	Available
Personal Day	0.77	0.00	0.77

Westminster
Atlanta, tx 31772

213

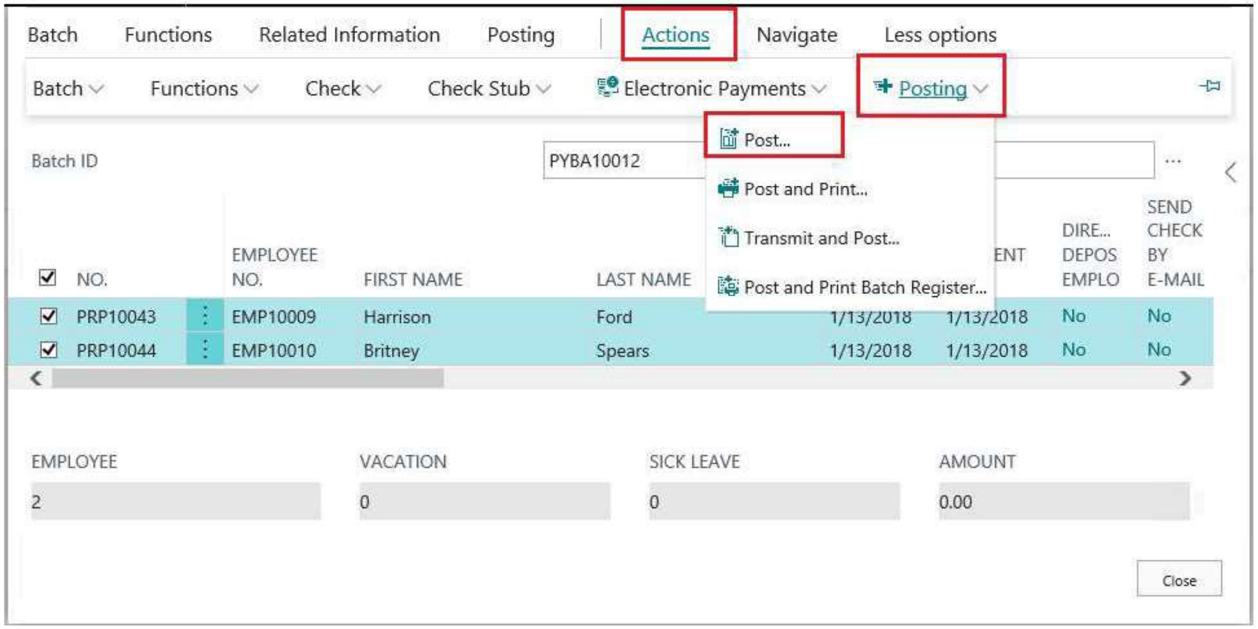
****SIX HUNDRED EIGHTY AND 33/100

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

Harrison Ford
420 Throckmorton
Fort Worth, TX 76109

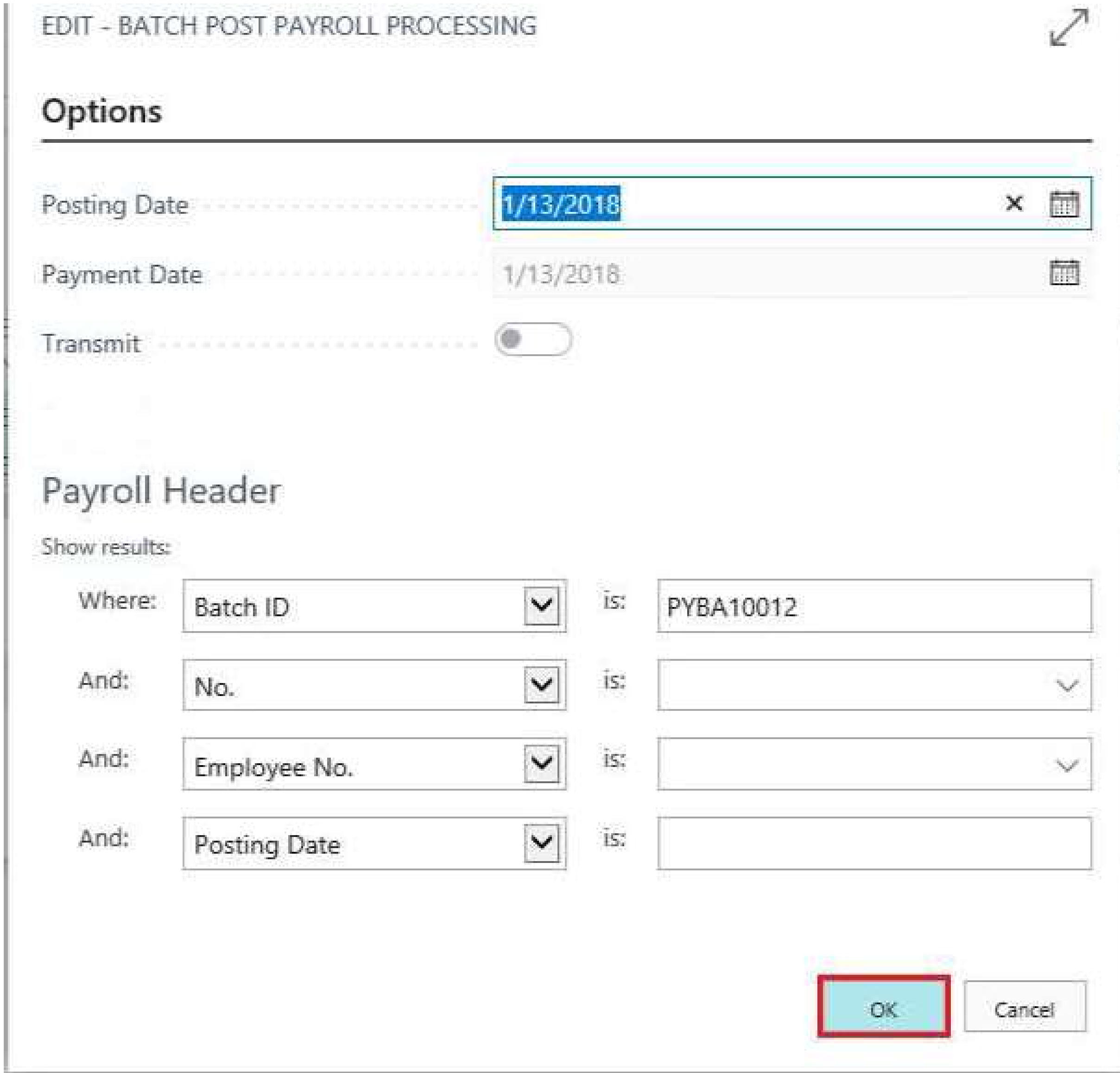
Step 11.

- **Select ‘Actions’**
- **Select ‘+Posting’**
- **Select ‘ Post’**



Step 12.

The ‘Edit-Batch Post Payroll Processing’ screen will appear. You can adjust the posting date if needed. Or just click ‘OK’



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