

Scheduled Batch

Modified on: Thu, 23 Dec, 2021 at 2:26 PM

If you need to have more than one person creating batches you can schedule them to run at different times so that they do not bump into each other and eliminate or miss any transactions.

You will need to Navigate to BATCH PAYROLL PROCESSING



Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

Then select NEW. Then fill in your batch and make sure that you select Schedule in the Options section.

CREATE BATCH PAYROLL PROCESSING

Options Show more

Pay Cycle Weekly

Pay Cycle Period Week 5 2020

Payment Date 2/6/2020

Posting Date 2/6/2020

Payroll Calc. Formula _REGULAR

Schedule ☒ 

Filters >

Filter: Payroll Employee > 0 filters set

OK Cancel

Once you select OK the scheduling screen will popup.

EDIT - DATE-TIME DIALOG

Date 9/19/2020

Time 12:50:00 PM

OK Cancel

This will run the batch at the time scheduled.

