Adding an Employee to an In-Progress Payroll Batch

You can still add an employee to an already-created payroll batch by manually creating their payroll entry and linking it to the open batch.

Step-by-Step Instructions:

1. **Find the Batch ID of the open payroll**
   In **Payroll Now**, go to **Payroll Processing > Batch Payroll Processing** and locate the batch you've already run. Open it and note the **Batch ID**—you'll use this to tie the new employee's payroll to the existing batch.
2. **Start a new payroll document for the missing employee**
   Navigate to **Payroll Processing > Payroll Processing** (this is where individual payroll documents are created). Click **New** to create a new payroll entry.
3. **Enter the employee and period details**
   In the new payroll document:
   - Select the **Employee No.** for the person you need to add.
   - Choose the same **Pay Cycle** and **Pay Cycle Period** as your current batch (ensure it matches the batch's pay period).
   - In the **Batch ID** field, enter the Batch ID you noted in Step 1. This links the employee's payroll record to the existing batch.
4. **Pull in the employee's pay details**
   With the Batch ID entered, click **Suggest Lines** (or the equivalent action) to load the pay details. This will fetch the employee's earnings, hours, and deductions for that period.
   - Verify that their hours or salary info is correct.
   - If the employee had no hours or an inactive salary record, you may need to enter their pay info manually before proceeding.
5. **Confirm the employee is now in the batch**
   Go back to **Batch Payroll Processing** and open your batch. You should now see the newly added employee listed along with the others.
   - Review their calculated paycheck to ensure everything looks correct.
6. **Proceed with posting**
   Once the additional employee's information is included and verified, you can post the payroll batch as usual. The batch will now post with the new employee's pay included.
7. **That's it!**
   The key is using the existing **Batch ID** to attach the new employee's payroll record to the open batch. This way, you don't have to recreate the batch—you're simply adding the missing employee into it.

Tip:

If the batch has already been fully posted or closed, you won't be able to add to it. In that case, process the employee in a separate **off-cycle payroll** or **manual check**. But if the batch is still "in progress" (not posted yet), the steps above will seamlessly include the employee.
