

## Question: How can I view the payroll before submitting it?

In the pay grid choose "Reports" from the left menu. A drop down menu will appear and choose "Pre-Commit Register." *If the drop down menu does not appear, it is due to a compatibility issue with Internet Explorer. In the latest version on the toolbar there is an icon that you can click to refresh the page and present it in the compatible format. You will then be able to see the menu.*

The screenshot shows the PayChoice Encore payroll system interface. On the left, there is a sidebar with a 'REPORTS' dropdown menu. The dropdown menu is open, showing options like 'Pre-Commit Register' and 'Payroll Input Transactions'. A red arrow points to 'Pre-Commit Register'. The main area displays a payroll grid with columns for Emp #, Name, SALARY, REGULAR HOURS, and OVERTIME HOURS. The grid contains several rows of employee data.

Override	Emp #	Name	SALARY	REGULAR HOURS	OVERTIME HOURS	Base Rates	VA HC
no	1 9	CONTACT, IMA	10,000.00				
no	1 4	GOSPEL, JOHN					
no	1 3	GOSPEL, LUKE					
no	1 2	GOSPEL, MARK	1,000.00				
no	1 1	GOSPEL, MATTHEW	1,500.00				
no	1 6	HARRISON, GEORGE					
no	1 8	LENNON, JOHN	1,500.00				

Another internet page will pop up. *If this does not happen, please check your pop-up blockers. You may have more than one you need to temporarily disable. Once you have disabled the blockers you may need to select "Pre-Commit Register" again. You may be asked if you want to open or save the document. If you only wish to temporarily view the register, select "Open." If you prefer to save and review the document at a later time, select "Save."*

The screenshot shows an Internet Explorer browser window with a 'File Download' dialog box open. The dialog box asks 'Do you want to open or save this file?' and shows the file name 'Pre-Commit\_Register.pdf'. The 'Open' button is highlighted. The background shows the PayChoice Encore payroll system interface.

# Radcliffe

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Your pre-commit register will open with Adobe Reader. *If you do not have Adobe, scroll to the bottom of any page in Encore Online and you will see a link to download Adobe.* You can now review the payroll before submitting it.

Adobe Reader [Pre-Commit\_Register[1].pdf]

File Edit View Document Tools Window Help

96%

Search Web

### Pre-Commit Check Register

Company: DEMO - DEMO COMPANY INC      Check Period End: 05/16/2009      Check Date: 05/22/2009      Pay Run Number: 3

Name	Emp #	Clock	Earnings			Taxes			Deductions			Check #				
			Organization	Pay Freq	MS Ex	Earning	Units	Amount	Units YTD	Amount YTD	Taxes		Amount	Amount YTD	Deductions	Amount
MARK GOSPEL	2	0	SALARY			1,000.00			2,000.00	Emp SS	60.14	136.88	COSIMP1	30.00	69.00	
	BW1	SD	COMM 1			0.00			300.00	Co SS	60.14	136.88	SIMPIRA	30.00	69.00	
	100									Emp Medic	14.06	32.46	CAFE 3	30.00	60.00	
										Co Medic	14.07	32.46	CHLDSUP	50.00	100.00	
										FUTA	7.76	17.52				
										FED WTH	93.38	230.41				
										MD State	41.00	95.82				
										MDUI	23.28	53.76				
										MCKENT	24.60	57.49				
<b>Totals:</b>						1,000.00			2,300.00		338.43	798.12		140.00	288.00	656.82
MATTHEW GOSPEL	1	0	SALARY			1,500.00			3,000.00	Emp SS	91.14	182.28	COSIMP1	45.00	90.00	
	BW1	SD	COMM 1			0.00			600.00	Co SS	91.14	182.28	SIMPIRA	45.00	90.00	
	100									Emp Medic	21.31	42.63	CAFE 3	30.00	60.00	
										Co Medic	21.32	42.63				
										FUTA	11.76	23.52				
										FED WTH	169.40	338.80				
										MD State	64.03	128.06				
										MDUI	35.28	70.56				
										MCKENT	38.42	76.84				
<b>Totals:</b>						1,500.00			3,000.00		543.80	1,087.60		120.00	240.00	1,040.70
JOHN LENNON	8	0	SALARY			1,500.00			3,000.00	Emp SS	93.00	232.20				
	BW1	SD	COMM 1			0.00			600.00	Co SS	93.00	232.20				
	100									Emp Medic	21.75	52.20				
										Co Medic	21.75	52.20				
										FUTA	12.00	28.80				
										FED WTH	188.15	526.30				
										DE State	61.45	156.20				
										DEUI	34.50	82.80				
<b>Totals:</b>						1,500.00			3,600.00		525.80	1,344.90				1,135.65
<b>Totals for</b>			SALARY			4,000.00			8,000.00	Emp SS	244.28	544.36	COSIMP1	75.00	159.00	

Company: DEMO - DEMO COMPANY INC      Pay Run Number: 3

Check Date: 05/22/2009      Page 1 of 3      Check Period End: 05/16/2009      Created: 05/20/09 10:00 AM

*Note: You will not be able to see if some employee changes are made. For example, address and direct deposit changes will not be available through the pre-commit register. The pre-commit register only shows what directly impacts the employees' checks – for example, rate changes, deduction changes, and withholding changes.*