

Question: I have finished inputting the hours and making all my changes. Now what do I do?

Make sure your hours are saved. Select "Submit Pay Run" on the left menu.

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REPORTS ▾ | ADD NOTE | Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

Paygrid Check Date: 6/19/2009

Save Calculate Add Emp to Grid Add Add'l Check Add Column Search Show All Rows Print

Override	Emp #	Name	SALARY	REGULAR HOURS	OVERTIME HOURS	Base Rates	VACATION HOURS	SICK HOURS	OTHER \$\$\$	MILEAGE	COMMISSION	EXPENSE REIMBURSE	DEPARTMENT
<input type="checkbox"/>	no 1 9	CONTACT, IMA	10,000.00										ADMINIS
<input type="checkbox"/>	no 1 4	GOSPEL, JOHN											SALES
<input type="checkbox"/>	no 1 3	GOSPEL, LUKE											ADMINIS
<input type="checkbox"/>	no 1 2	GOSPEL, MARK	1,000.00										SALES
<input type="checkbox"/>	no 1 1	GOSPEL, MATTHEW	1,500.00										SALES
<input type="checkbox"/>	no 1 6	HARRISON, GEORGE	1,000.00										SALES
<input type="checkbox"/>	no 1 8	LENNON, JOHN	1,500.00										SALES
<input type="checkbox"/>	no 1 5	MCCARTNEY, PAUL											ADMINIS
<input type="checkbox"/>	no 1 10	Nardo, Leo											SALES
<input type="checkbox"/>	no 1 12	Ngelo, Michael A	7,500.00										SALES

1 2

Paygrid
Import File
Adjustments
Check Calculator
Clear Pay Input
Notes
Submit Pay Run

You are now at the 6 step submission wizard. Step 1 is to review who you are paying and who you are not. The summary also tells you if there are any checks that still need to be calculated. The link appears if you need to calculate any checks. Simply click on the link and the program will calculate the checks. Hit next if everything looks good.

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Step 1: Review Pay/Don't Pay
Step 2: Review Totals
Step 3: Review Pay Run Options
Step 4: Review Taxes/Deductions
Step 5: Review Reports
Step 6: Submit

CANCEL

Summary

# of Employees Paid:	7
# of Employees Not Paid:	3
# of Checks Needing Calculation:	1 Calculate these checks

Adjustments
No adjustments have been created for this pay run.

PAD Employees

Emp #	Name	SALARY	REGULAR HOURS	OVERTIME HOURS	Base Rates	VACATION HOURS	SICK HOURS	OTHER \$\$\$	MILEAGE	COMMISSION	EXPENSE REIMBURSE	DEPARTMENT
1 9	CONTACT, IMA	10,000.00										ADMINISTR
1 4	GOSPEL, JOHN		72.00									SALES
1 2	GOSPEL, MARK	1,000.00										SALES
1 1	GOSPEL, MATTHEW	1,500.00										SALES
1 6	HARRISON, GEORGE	1,000.00										SALES
1 8	LENNON, JOHN	1,500.00										SALES
1 12	Ngelo, Michael A	7,500.00										SALES
1 7	STARR, RINGO	1,100.00										SALES

Employee checks in red denote an employee check which still needs to be calculated.

NOT PAID Employees

3 - GOSPEL, LUKE	5 - MCCARTNEY, PAUL	10 - Nardo, Leo
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NEXT >

Step 2 is to review your totals. Input the control totals if you wish and hit next.

Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

Earning Code	Earning Name	Units	Control Total Amount	Input Total	Variance
01	REGULAR	Hours		72.00	-72.00
02	O/TIME	Hours		.00	.00
03	VACTION	Hours		.00	.00
04	SICK	Hours		.00	.00
07	SALARY	Dollars		23,600.00	-23,600.00
08	OTHER	Dollars		.00	.00
14	COMM 1	Dollars		.00	.00
35	MILES	Hours		.00	.00

Step 3 is to review your pay run options. You can choose to enter a check stub message or stop the direct deposit for the pay. Hit next when finished.

Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

Setup

Pay Group: DEMO
 Check Date: 6/19/2009
 Period Start Date: 5/31/2009
 Period End Date: 6/13/2009
 Starting Check Number: 10000
 Pay Grid: Base Earnings

Options

Stop Direct Deposit:
 Use Supplemental Tax Rate:
 End Of Month:
 End of Quarter:
 End of Year:

Check Stub Message *

* Printed on all employee checks in this pay run. Limited to 200 characters.

Step 4 is to review the taxes and deductions. If you want to uncheck the deductions you will have to cancel the submission on the left menu and access the "Tax/Deduction Options" from the left menu on the pay grid. Hit next when finished.

Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

Deductions

Select	Deduction Name
<input checked="" type="checkbox"/>	CHLDSUP
<input checked="" type="checkbox"/>	SIMPIRA
<input checked="" type="checkbox"/>	COSIMP1
<input checked="" type="checkbox"/>	CAFE 3
<input checked="" type="checkbox"/>	ExpRemb

Step 5 is to review the reports that will be printed with your payroll. You can select or deselect any report. Hit next when finished.

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Step 1: Review Pay/Don't Pay ✓
Step 2: Review Totals ✓
Step 3: Review Pay Run Options ✓
Step 4: Review Taxes/Deductions ✓
Step 5: Review Reports
Step 6: Submit

CANCEL

Pay Run Reports (show all)

Select	Report
<input checked="" type="checkbox"/>	ACH Direct Deposit
<input checked="" type="checkbox"/>	Employee Timesheet
<input checked="" type="checkbox"/>	Cash Analysis
<input checked="" type="checkbox"/>	Tax Notification
<input checked="" type="checkbox"/>	Tax Liability Report
<input checked="" type="checkbox"/>	Department YTD Summary
<input checked="" type="checkbox"/>	Timesheet Pay Run Options
<input checked="" type="checkbox"/>	Inline GL Report
<input checked="" type="checkbox"/>	Check Register
<input checked="" type="checkbox"/>	Check Reconciliation

1 2

SAVE CANCEL

< PREVIOUS NEXT >

Step 6 is the pay run summary review. You will see the pay run information as well as the net check total and any notes that you may have created for this run. Hit submit if you are satisfied or cancel if you wish to make any changes.

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CANCEL

Pay Run Summary

You are about to submit the following payroll:

Pay Run Number:	5
Pay Group:	DEMO
Pay Period:	5/31/2009 - 6/13/2009
Check Date:	6/19/2009
Total net pay for all checks:	\$15,539.29

Notes

No notes have been created for this pay run.

< PREVIOUS SUBMIT