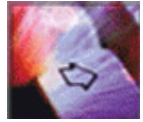


The Payroll Cycle



Start New Cycle

STEP 1

Start Cycle

Payroll→Payroll→Payroll
Cycle Tasks→Start New
Cycle

1. Select pay week. Verify week number, payroll number, and pay dates.
2. Click **Start**.
3. Verify "Successful" status.



Enter New Hires and Employee Maintenance

STEP 2

Enter New Hires

Payroll→Employee→
Employee Tasks→Add New
Employee

Perform Employee Maintenance

Payroll→Employee →
Employee Information

Select menu tab:

- Personal
- Position
- Pay Rates
- Deductions/Deposits
- Taxes
- Liens
- To-Date Accumulations
- CheckView
- Additional Fields



Pay Employees

STEP 3

Enter Paydata

Payroll→Payroll→Paydata
Tasks→Paydata

Create New Batch

Click **Add New**.

Select Employees

Choose:

- **Select All Employees** to select all employees
- **Find Employees** to find an employee

Enter Hours & Earnings

This may include:

- Vacation
- Bonus
- Additional Pay
- One-time or override deductions
- Temp Department
- Tax Frequency
- Additional Pay/
Separate Checks

Verify Totals and Balance Batch

Enter Manual Checks & Reversals

Payroll→Payroll→Paydata
Tasks →Manual Checks &
Reversals

or

Payroll→Payroll→Paydata
Tasks→QuickCalc



Verify and Create Payroll File

STEP 4

Run Audit Reports

Reports→Payroll Reports→
Audit Reports→ Employee

Personal:

- Employee Changes
- Masterfile Audit

Reports→Payroll Reports→
Audit Reports→ Paydata

Automatic Pay:

- Automatic Pay Cancellation
- Active Hourly/Daily Employees without Hours or Earnings

Paydata Batch:

- Inactive Employees with Paydata
- Manual Checks – Full Detail
- Paydata – Summary
- Paydata – Full

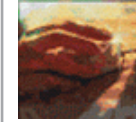
Verify Cycle Totals

Payroll→Payroll→Payroll
Cycle Tasks→Cycle Totals

Create Payroll File

Payroll→Payroll→Payroll
Cycle Tasks→Create Payroll
File

1. Select company.
2. Click **Start**.
3. Verify "Successful" status.



Submit Files for Processing

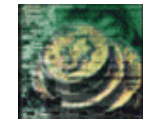
STEP 5

Submit Payroll File

Payroll→Payroll→Payroll
Cycle Tasks→Submit Payroll
File

1. Select Company
2. Click **Start**.
3. Verify "Successful" status.

Note: If you use Payroll Preview, go to Step 6. If you do not use Payroll Preview, go to Post Payroll Tasks.



Accept/Reject Payroll

STEP 6

View Preview Reports

Payroll→Payroll→Payroll
Cycle Tasks→Payroll
Preview→View Reports tab

1. Review reports as needed.
2. On Accept/Reject tab, select **Accept** or **Reject**.
3. Click **Submit**.
4. Verify "Successful" status.

POST PAYROLL TASKS

Verify Your Payroll Using Output Reports

Open your output reports and review them!




Load and View Files

(If Applicable)

Payroll→Utilities→Import→
Data Files from ADP

1. Select:
 - Pay Detail
 - Employee Cumulative Data
2. Click **Start**.
3. Verify "Successful" status.
4. View loaded files.

Working with Grids during Paydata Entry

| | | | | | | | | | | |
|--|---|---|-----------------|---------------------|-----------------------|---------------------------|---------------------------------------|----------------------|--------------------------|---------------|
|  Paydata Entry Hot Keys |  |  | Alt - I | Alt - D | Alt - N | Alt - P | Alt - R or F9 | Alt - G | Alt - O | Alt - F |
| | Hide menu | Expand menu | Insert employee | Delete selected row | Show next set of rows | Show previous set of rows | Add another row for selected employee | Add column | Use Fill Columns feature | Find employee |
| | Tab | Shift - Tab | F7 | F8 | + | * | ↓ ↑ | Alt - S | Alt - X | |
| | Move to next cell | Move to previous cell | Move up column | Move down column | Move to next row | Move to previous row | Move up or down in selection list | Save paydata entries | Export batch to file | |

Add a Column

1. Click **Edit Grid**.
2. Click **Add New**.
3. Select the field from the Paydata Field selection list and click **Next**.
4. If the field has multiple values, select the appropriate options.
5. Click **Done**.

Move a Column

1. Click **Edit Grid**.
2. View the existing column number and determine the new position number.
3. Click the column # you want to move.
4. Enter the new position number.
5. Click **Done**.

Delete a Column

1. Click **Edit Grid**.
2. Click to select the check box next to the Column # you want to delete.
3. Click **Delete Column**.
4. Click **OK**.

Change a Column Heading

1. Click **Edit Grid**.
2. Click the Column # you want to change.
3. Enter the changes for Line 1 and Line 2.
4. Click **Done**.

Working with Automatic Pay

Paydata Entries That **Cancel** Automatic Pay

| Field | Hourly Employee with Standard Hours Only | Salaried Employees |
|----------------------|--|---|
| Regular Earnings | Amount entered is amount paid. It overrides normal standard hours. | Amount entered is amount paid. It overrides regular salary. |
| Regular Hours | Amount entered is amount paid. It overrides normal standard hours. | No impact |
| Rate Code | Employee's 1st pay only | |
| Special Action | Code X, Y, or F only | |
| Tax Frequency | Employee's 1st pay only | |
| Temporary Department | Employee's 1st pay only | |
| Temporary Rate | Employee's 1st pay only | |

Paydata Entries That **Add to** Automatic Pay

Automatic Pay calculates standard pay for salaried employees, and for hourly employees with standard hours. You must enter some paydata manually if there is a change to the employee's standard pay information. This can occur if the employee has one of the following types of pay: **Overtime, Bonus, Tips, Commission, Vacation, Sick**. If you need to record additional earnings or hours for an employee who receives Automatic Pay, enter only the **additional paydata**.

Using Adjust and Replace

Use Adjust/Replace to enter a one-time deduction or temporarily override the amount of a scheduled deduction. To perform these procedures, the paydata grid must contain the Deduction and Adjust/Replace fields.

Use Adjust on Pay #1–9 to:

- Enter a one-time (unscheduled) deduction


Use Adjust on Pay #1 to:

- Add to or subtract from a permanently scheduled deduction
- Enter a reverse deduction. (Enter the amount as a negative number.)

Use Replace on Pay #1 to:

- Temporarily override (replace) a permanently scheduled deduction

Remember to use:

- The Quick Links on the home pages to access options quickly
- The How do I's on the home pages to access procedures for common tasks
- The  icon on any Pay eXpert page to obtain detailed online Help