

Payroll Cycle (Adds payroll timecards)

1. Click "+" Add Time / Time-Off Batch)
2. Check date range on left is accurate
3. Click 'Continue' to create batch
4. Click 'Start'
5. Click 'Close' after it finishes

Run Reports

1. Click 'Time & Attendance' (under Reports & Analytics)
2. "Payroll Detail Report with Supplemental"
3. Don't have to change settings, Click "Run"
4. Wait until it says 'Complete'
5. Click the name "Payroll Detail Report with Supplemental" and 'Save'
6. Open and view Report
7. Look for Totals at the bottom - Hours Regular & Overtime
8. Then navigate back to 'Payroll Cycle' page
9. Click the '90' batch tile that says 'Validation is Required'
10. Verify Regular and Overtime hours match, click 'Done'

Add Miscellaneous Hours or Withholding (Bonuses, etc)

1. Under 'Paydata' click 'Add Batch'
2. Click 'Next'
3. Checkbox names to add miscellaneous earnings or withholding
4. Add Attendance Bonus to 'Other Amounts' column
 1. Options
 2. Fill Column
 3. Checkbox 'Other Earnings'
 4. Enter code 'NA3'
 5. Enter amount majority will receive here
 6. Press 'Auto Balance'
 7. Click 'Done'

Preview Payroll / View Reports

1. Visit 'Payroll Cycle'
2. Click 'Preview Payroll' on the right
3. Click 'Continue'
4. Scroll down, click dropdown next to 'Payroll Register', and then click 'Payroll Register'
5. Scroll down, click dropdown next to 'Summary Reports', and then click 'Summary Reports'
6. Open Register Report
 1. View Column 'I' to ensure its reasonable
7. Open Statistical Summary Report
 1. View Column 'F' & 'G' 47 to ensure its reasonable
8. Click 'Accept'
9. Click 'OK'