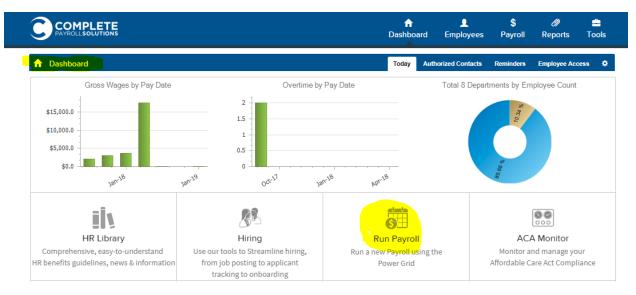
Running payroll from your dashboard- RUN PAYROLL

Never Run 1 step payroll that is for auto-same never changing payrolls. 😊



Once in payroll-you'll see your employees listed on a payroll grid.

\$ Pa	yroll									Payroll Home 🕺
editin	IG PAYROLL POWI	er grid								
Che	ck/Uncheck All 🔻	Add Payee Sort	ing 🔻 🛛 F	ilter 🔻	Choose Colum	Gric	l Totals		l	Continue
	Em	ployee Info			Reg	ular Pay (eo)		Tips (ei)	Holiday (e2)	Vacation (es)
Рау	Payee	Division Department	Rate	#	Reg Hours	OT Hours	Amount	Amount	Reg Hours	Reg Hours
✓	Buffy Summers (9)	943 filers (3) 943 filer (1)	20.00 -	Ş						
✓	Maria Cooney (10)	Default (0) Operations (1)	25.00 -	Ş						
✓	Jorge Rivera (12)	Default (0) Operations (1)	19.00 -	Ş						

Check-Uncheck All- the pay column if an employee is to be paid leave employee checked off. If employee is not to be paid be sure to un-check

Add Employee-If you do not see an employee in your grid you can search by "add employee" a list of names will appear it will show current and terminated employees to chose from.

Sorting-this will allow you to sort out your employees. By first name, last name department...etc.

Filter-will allow you to filter out or just focus on hourly verses salary if need be.

Choose Columns- will allow you to view only certain columns on the grid. You can add or remove.

Grid Totals-If you wanted to view total pay categories before submitting. (Sick hrs, vac. Holiday etc)

On your employee grid to the right of the employee's name there is a flower-if you click on this image a list of options will appear for that employee. Popular option for this icon is to create a duplicate row for selected employee.

Pay	Payee	Rate	#	Reg Hours		OT Hour		
✓	Buffy Summers (9)	943 filers (3) 943 filer (1)	20.00 🗸	ø				
✓ Page 1	1 of 1 (1 items) 🕙 1	Add) Payee	Duplica this Ro		[
/ Step 2:0	V <i>ote: Ignore this step,</i> Check totals and num	and click "Save Chang <i>if you don't see "Save</i> ber of paid employees art processing your Pov	<i>Changes" but</i> is correct.	t کر Ch	م م nge Dept.	{လွှိ Change) Rate	
				ر Turn	ረጫ ጋን On DD	ည် Delete F) Row	

After entering hours and making changes, please save changes, and then continue.

Please note, changes on the grid are not permanent changes, you must go to employee profile for permanent changes

Employee Info				Regular Pay (eo)			Tips (e1)	Holiday (e2) Vacation	
ay	Payee	Division Department	# Rate	Reg Hours	OT Hours	Amount	Amount	Reg Hours	Reg Hours
✓	Buffy Summers (9)	943 filers (s) 943 filer (1)	20.00 - 😌	40.00					
					Þ				

Once you hit continue a popup will appear-select either of the options, you can edit before continuing to total if need be.

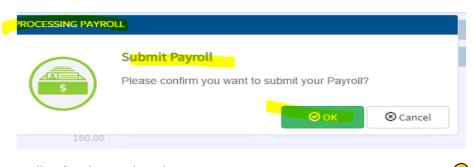
CONTINUING	G TO NEXT STEP	×
	Calculating things	
	Great job, we need a few minutes to calculate things. Please choose what you would like to do next, once we are finished:	
Ø	If you need to do more fine tuning of individual paychecks, go to Payroll Details Payroll Details	
Σ	If you are finished editing and you want to review the totals, go to Continue to Payroll Total (you will still have a chance to edit details if needed) Payroll Totals	
S (3)	20.00 - 20 40.00	

If no changes or edits continue to payroll totals.

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	PROCESS	ING PAYROL	L					
		Pleas	e Sta	andby				
D (FII					25%			
Payee		number	of emplo	verything calculated oyees paid and the o will only cause this	complexity of th	is payroll. Pleas		
Info				Please V	Vait			ŀ
Divis Departm	nent	Rate		Reg Hours	OT Hours	Amount	Amount	

After totaling you'll come to your totals page. Please review hours, bank requirement, and register before submitting. If you have any questions or concerns, you'll want to save and exit your payroll. Do not submit if you have concerns. If payroll looks good, totals and hours match please submit payroll.

Payroll Totals			Submit Your Payroll for Processing.				
Employee Paid		10					
Total Hours		240.00	Payroll Register				
Regular Hours		160.00					
OT Hours		0.00					
Other Hours		80.00	Processing Options				
Regular Dollars		\$26,153.05	O Descent my new roll with these energial instructions				
Other Dollars		\$1,000.00					
Payroll Dollars							
Gross Payroll	=	\$27,153.05					
Employee Deductions	-	\$530.00					
Employee Taxes	-	\$9,180.12					
Net Payroll	=	\$17,442.93					
Taxes	+	\$11,201.88	Contact me before processing this payroll				
Invoice	+	\$0.00					
3rd Party Payments	+	\$0.00					
Bank Requirement	=	\$28,644.81	Back to Edit Payroll Save & Exit Sy Submit Payr				



Payroll isn't submitted until you receive your CONGRATULATIONS message 😊

