

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.

EDITING PAYROLL POWER GRID											
<input type="button" value="Check/Uncheck All"/> <input type="button" value="Add Payee"/> <input type="button" value="Sorting"/> <input type="button" value="Filter"/> <input type="button" value="Choose Columns"/> <input type="button" value="Grid Totals"/> <input type="button" value="Continue.."/>											
Employee Info					Regular Pay ^(e0)			Tips ^(e1)	Holiday ^(e2)	Vacation ^(e3)	
Pay	Payee	Division Department	Rate	#	Reg Hours	OT Hours	Amount	Amount	Reg Hours	Reg Hours	
<input checked="" type="checkbox"/>	Buffy Summers ⁽⁹⁾	943 filers ⁽³⁾ 943 filer ⁽¹⁾	20.00								
<input checked="" type="checkbox"/>	Maria Cooney ⁽¹⁰⁾	Default ⁽⁰⁾ Operations ⁽¹⁾	25.00								
<input checked="" type="checkbox"/>	Jorge Rivera ⁽¹²⁾	Default ⁽⁰⁾ Operations ⁽¹⁾	19.00								

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	Division Department	Rate	#	Reg Hours	OT Hour
<input checked="" type="checkbox"/>	Buffy Summers (9)	943 filers (3) 943 filer (1)	20.00			

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Step 1: Edit above PowerGrid and click "Save Changes" button when done.
Note: Ignore this step, if you don't see "Save Changes" button.
 Step 2: Check totals and number of paid employees is correct.
 Step 3: Click "Continue" to start processing your PowerGrid.

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

EDITING PAYROLL POWER GRID (FILTERED BY DIVISION OR DEPARTMENT)

Check/Uncheck All ▾
Add Payee
Sorting ▾
Filter ▾
Choose Columns
Grid Totals
Save Changes

Employee Info				#	Regular Pay (e0)			Tips (e1)	Holiday (e2)	Vacation (e3)
Pay	Payee	Division Department	Rate		Reg Hours	OT Hours	Amount	Amount	Reg Hours	Reg Hours
<input checked="" type="checkbox"/>	Buffy Summers (9)	943 filers (3) 943 filer (1)	20.00		40.00					

Payees per Page: 10 ▾

Continue..

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

CONTINUING 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:

- If you need to do more fine tuning of individual paychecks, go to Payroll Details **Continue to Payroll Details**
- If you are finished editing and you want to review the totals, go to Payroll Total *(you will still have a chance to edit details if needed)* **Continue to Payroll Totals**

If no changes or edits continue to payroll totals.

PROCESSING PAYROLL

Please Standby

25%

We are getting everything calculated, this may take a few minutes based on the number of employees paid and the complexity of this payroll. Please do not refresh or go back, as it will only cause this process to start over.

Please Wait..

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.

SUBMIT PAYROLL

Payroll Totals Refresh Totals

Employee Paid		10
Total Hours		240.00
Regular Hours		160.00
OT Hours		0.00
Other Hours		80.00
Regular Dollars		\$26,153.05
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
Invoice	+	\$0.00
3rd Party Payments	+	\$0.00
Bank Requirement	=	\$28,644.81

Submit Your Payroll for Processing.

Payroll Register
Payroll Register Totals

Processing Options

Process my payroll
 Process my payroll with these special instructions
 Contact me before processing this payroll

Back to Edit Payroll
Save & Exit
Submit Payroll

Your payroll reports will be available for download shortly after submitting payroll.

PROCESSING PAYROLL

Submit Payroll

Please confirm you want to submit your Payroll?

OK
Cancel

160.00

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

SUCCESS

Congratulations!

You've Successfully Submitted Payroll

Pay Date
Wed, Mar 06 2019

Pay Period
Sun, Feb 24 2019 - Sat, Mar 02 2019

Your Payroll reports will be available for download shortly.

Close