Integrity Data®

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Payroll NOW by Integrity Data

User Guide

Last Update 4/19/2019

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Table of Contents

1. SETUP 1
1.1. Assisted Setup Wizard 1
1.2. Payroll Code Deduction Wizard 24
1.3. Payroll Code Posting Setup 30

2. Payroll Employees 34
2.1. Create New Employee Wizard 34
2.2. To Add Employee Salary 52
2.3. To Add Employee Deductions 60

3. PTO / Hours Detail / Hours Imports 69
3.1. How to Import Hours 69
3.2. To Add PTO Hours 73
3.2.1. Lump Sum Setup Procedure 77
3.2.2. Accrual Per Pay Period Setup Procedure 81
3.3. PTO Hours Journal 82
3.3.1. How to Adjust Employee PTO Hours 82

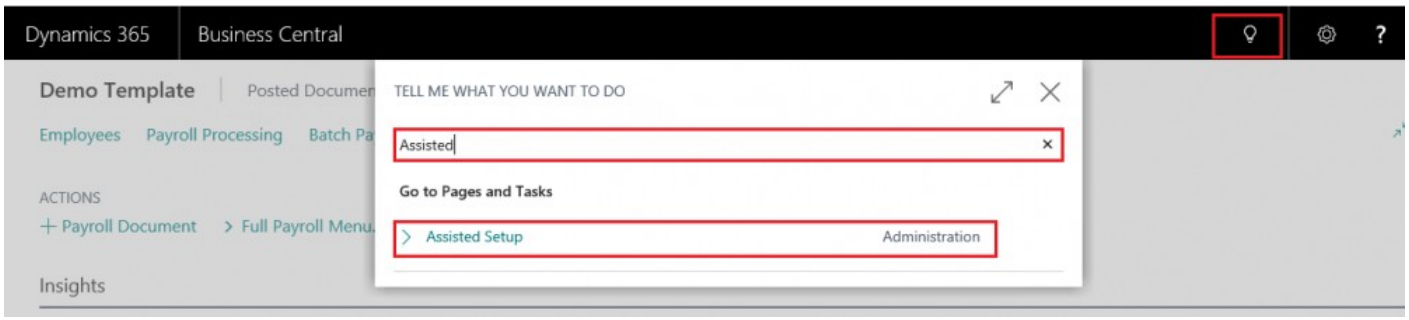
4. Processing 93
4.1. Batch Payroll Processing — Printed Check 93
4.2. Batch Payroll Processing — Direct Deposit 105

1. SETUP

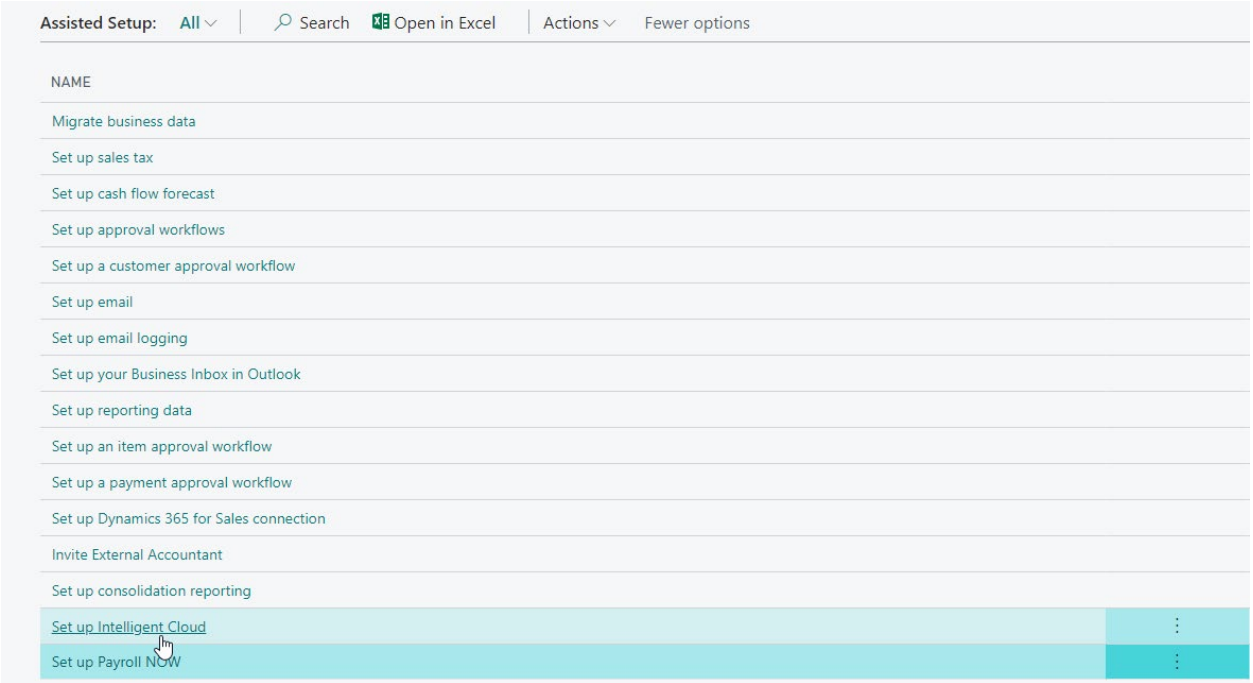
1.1. Assisted Setup Wizard

Synopsis:
Payroll NOW by Integrity Data provides an ‘Assisted Setup’ that walks new users through the Payroll NOW by Integrity Data Setup Process. This simplifies and accelerates the setup process for the end user.

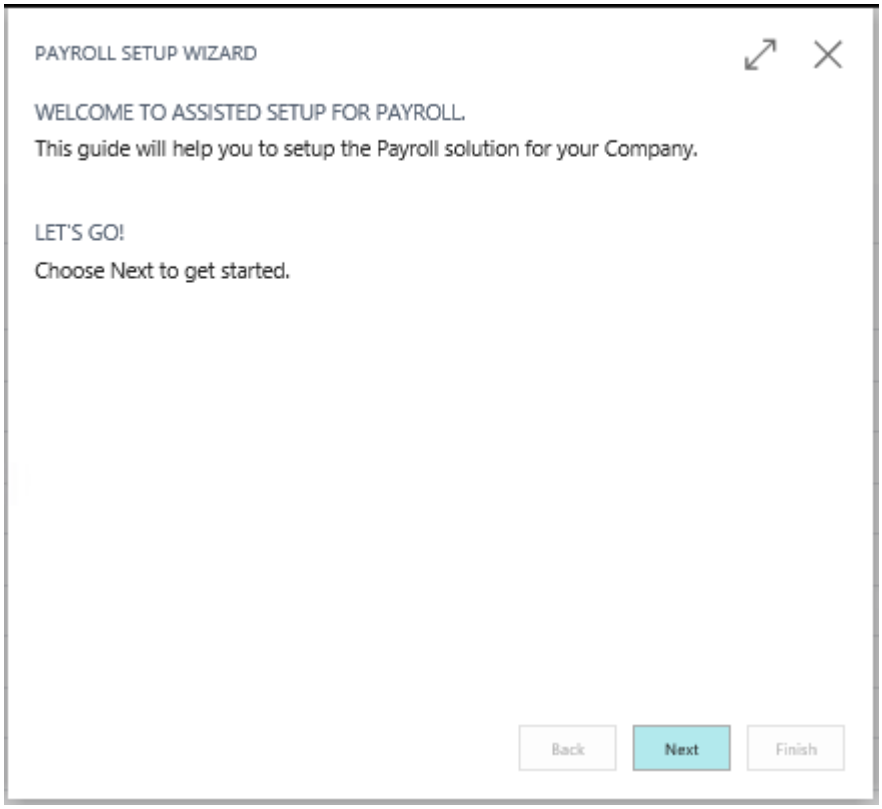
Step 1. Select ‘Search Icon’ and enter ‘Assisted’. Select ‘Assisted Setup’



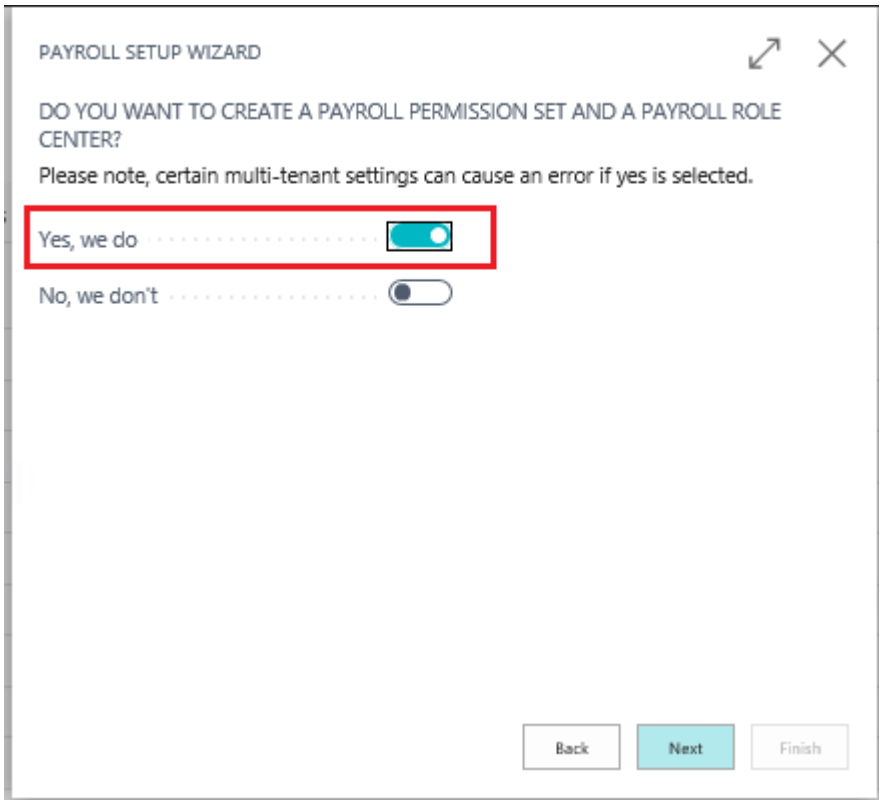
Step 2. Select ‘Set up Payroll NOW by Integrity Data’



Step 3. The Payroll NOW by Integrity Data wizard pops up. Click ‘Next’



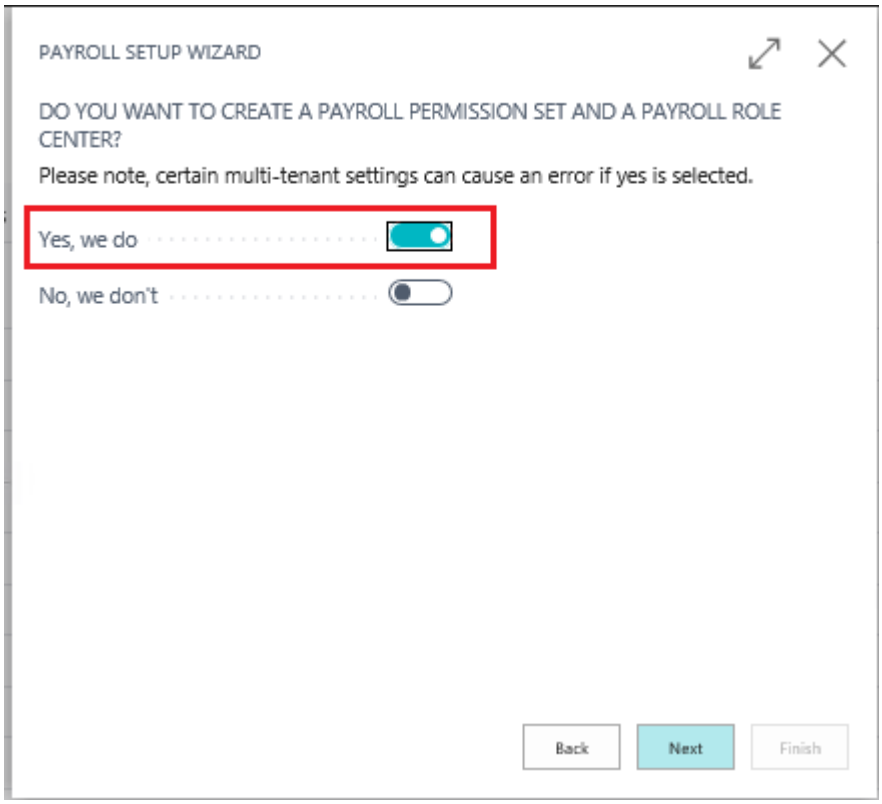
Step 4. “Choose Country” select ‘US’ from drop down. Then click ‘Next’



Step 5. “Do you want to create a Payroll Permission Set and a Payroll Role Center?”

• Set ‘Yes we do’ to true

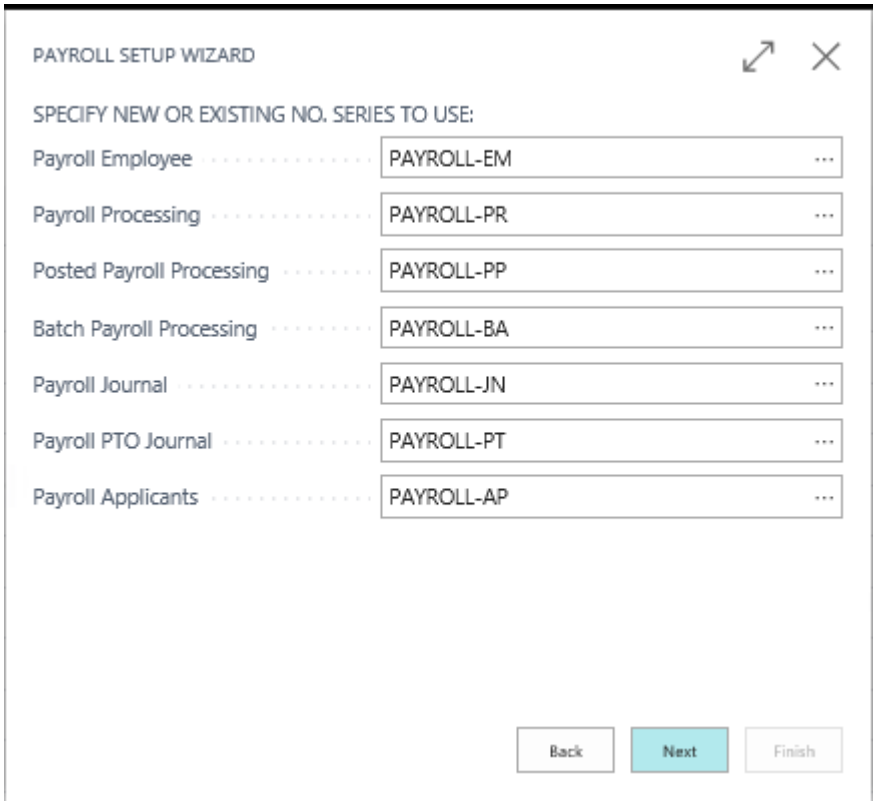
• Click ‘Next’



Step 6. “Specify New or Existing No. Series to Use”

• By default, all No. Series will pre-populate.

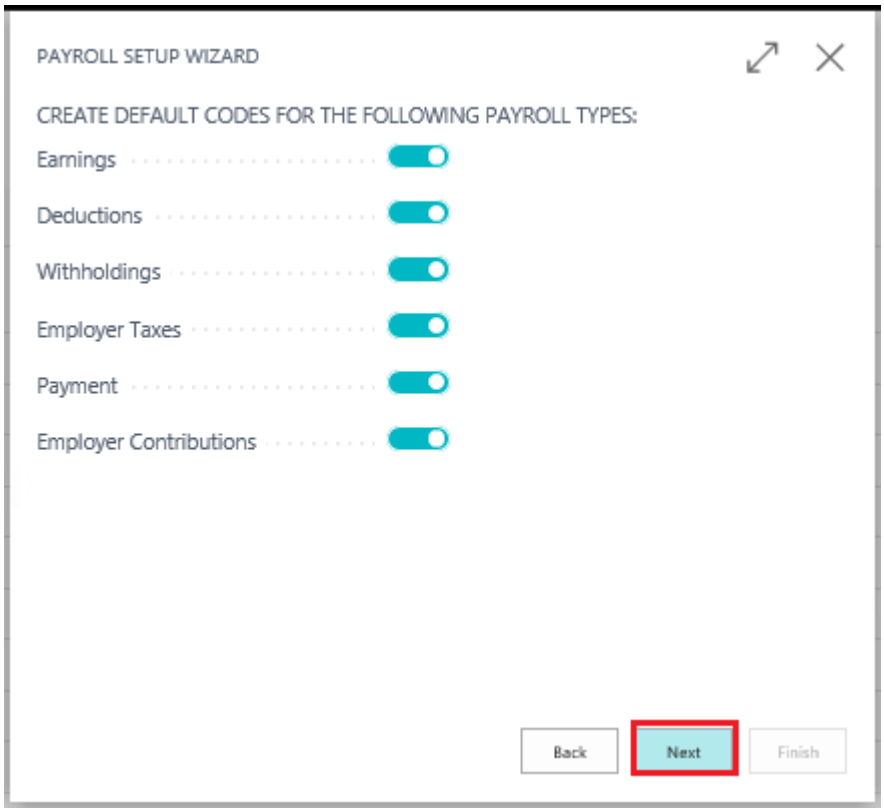
• Click ‘Next



Step 7. “Create Default Codes for the Following Payroll Types:”

• By default all options should be set to True.

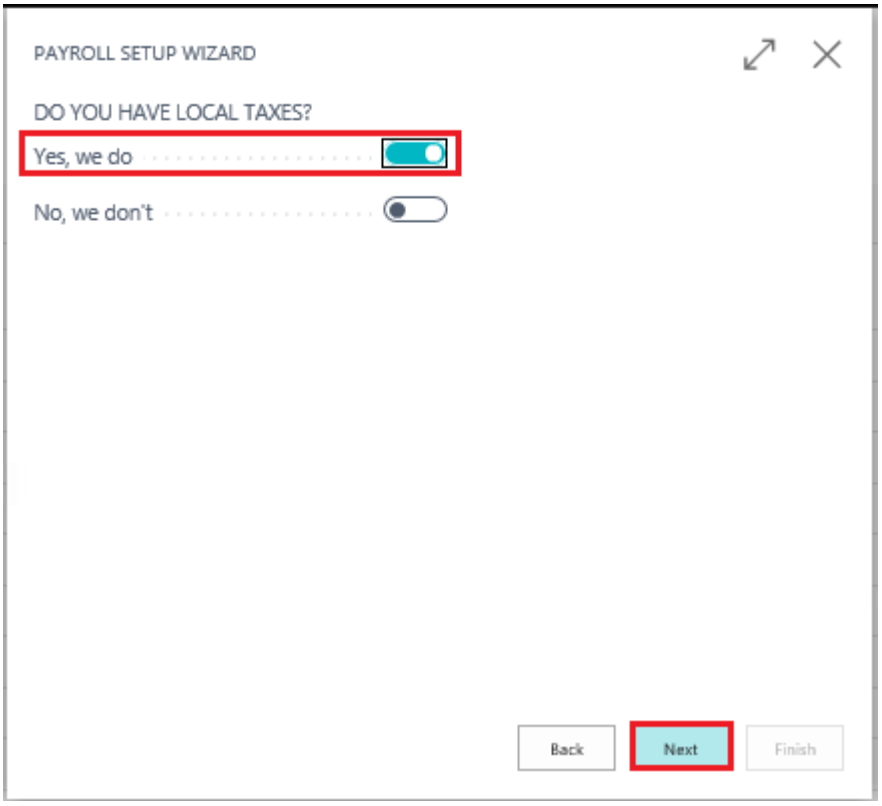
• Click ‘Next’



Step 8. “Do you have local taxes?”

• Set ‘Yes we do’ to true

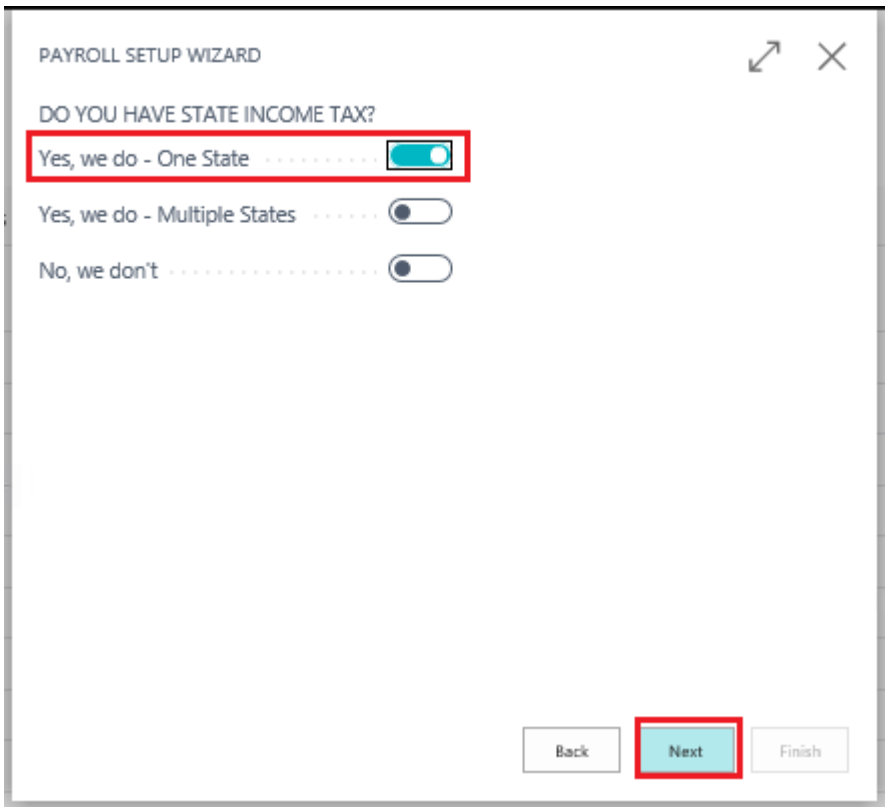
• Click ‘Next’



Step 9. “Do you have State Income Tax”

• Set ‘Yes, we do – One State’ to True

• Click ‘Next’

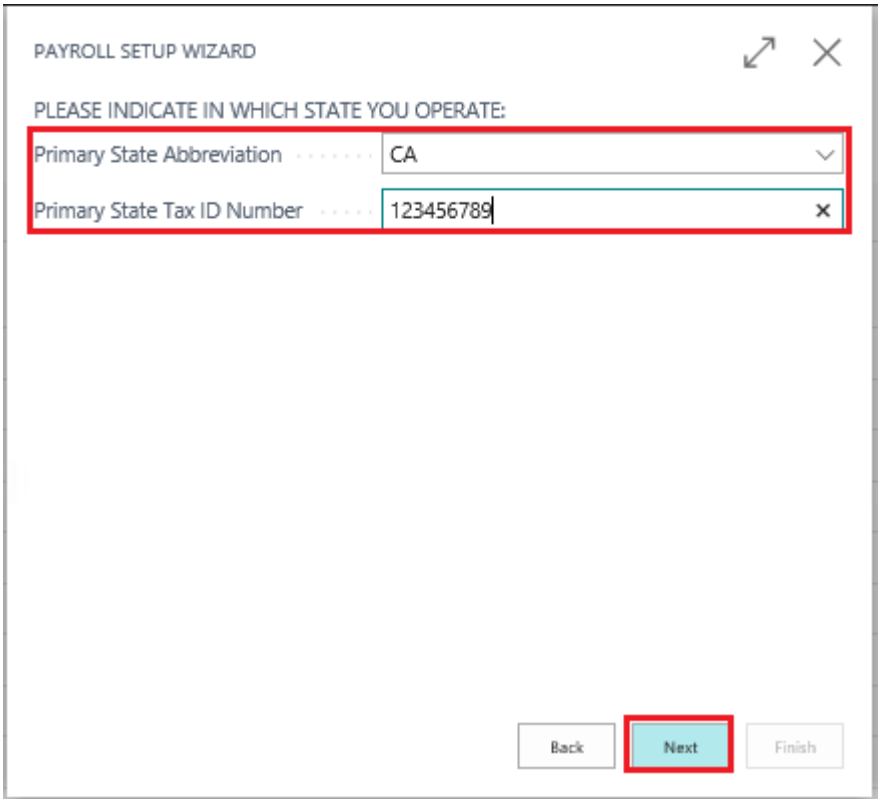


Step 10. “Please Indicate in which state you operate:”

• In ‘Primary State Abbreviation’ select ‘CA’ from drop down menu

• Enter ‘Primary State Tax ID Number’ of 123456789

• Click ‘Next’

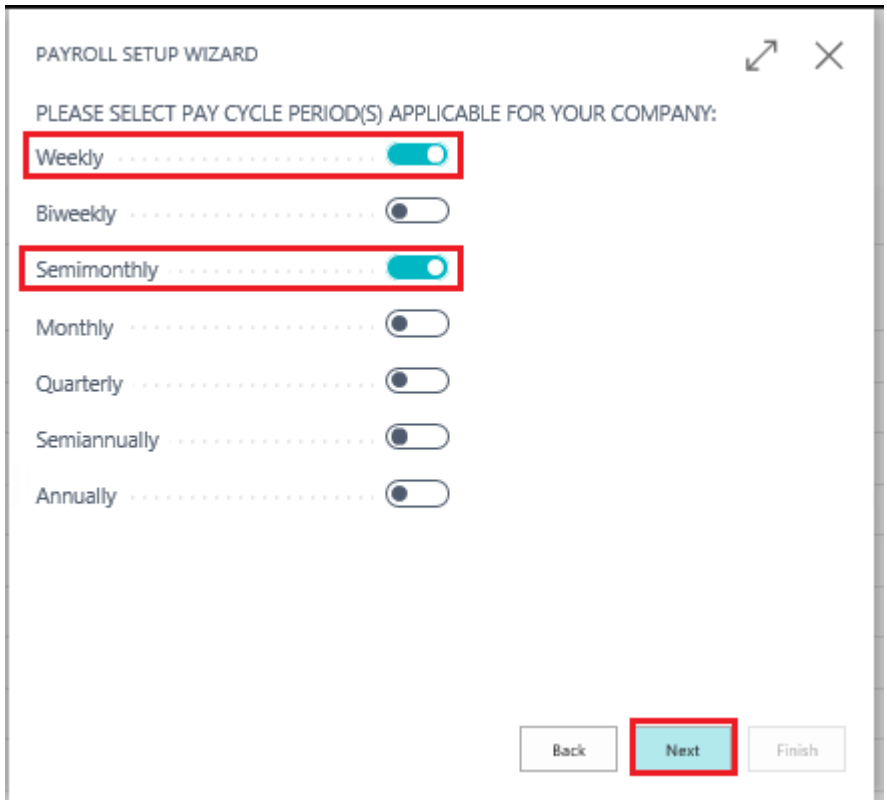


Step 11. “Please select pay cycle periods applicable for your company”

• Set ‘Weekly’ to True

• Set ‘Semimonthly’ to True

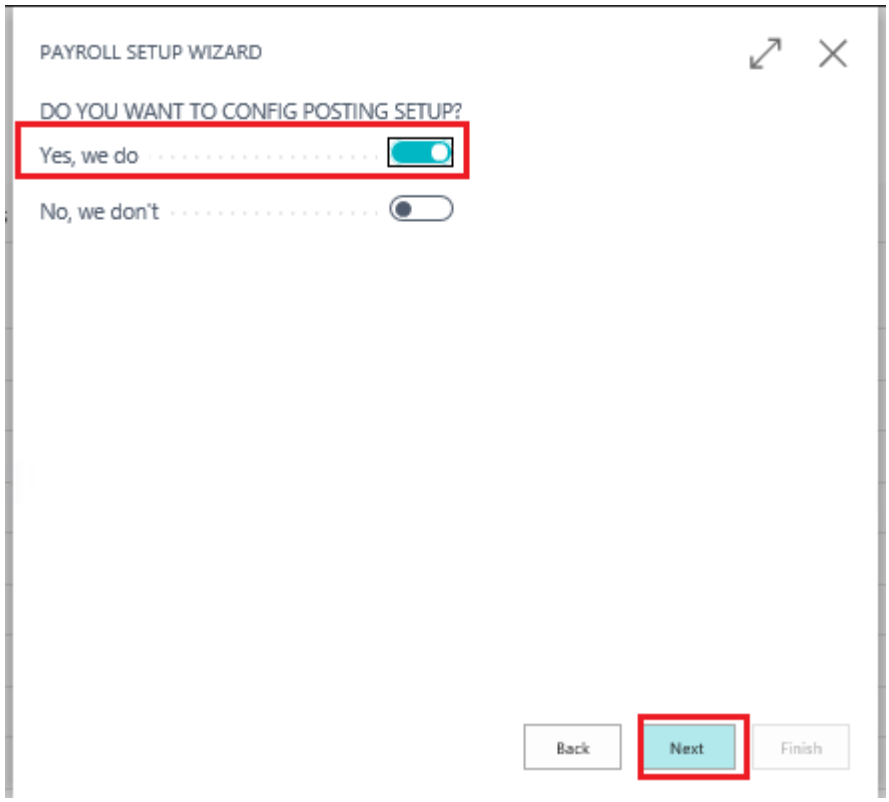
• Click ‘Next’



Step 12. “Do you want to Config Posting Setup?”

• Set ‘Yes, we do’ to True

• Click ‘Next’



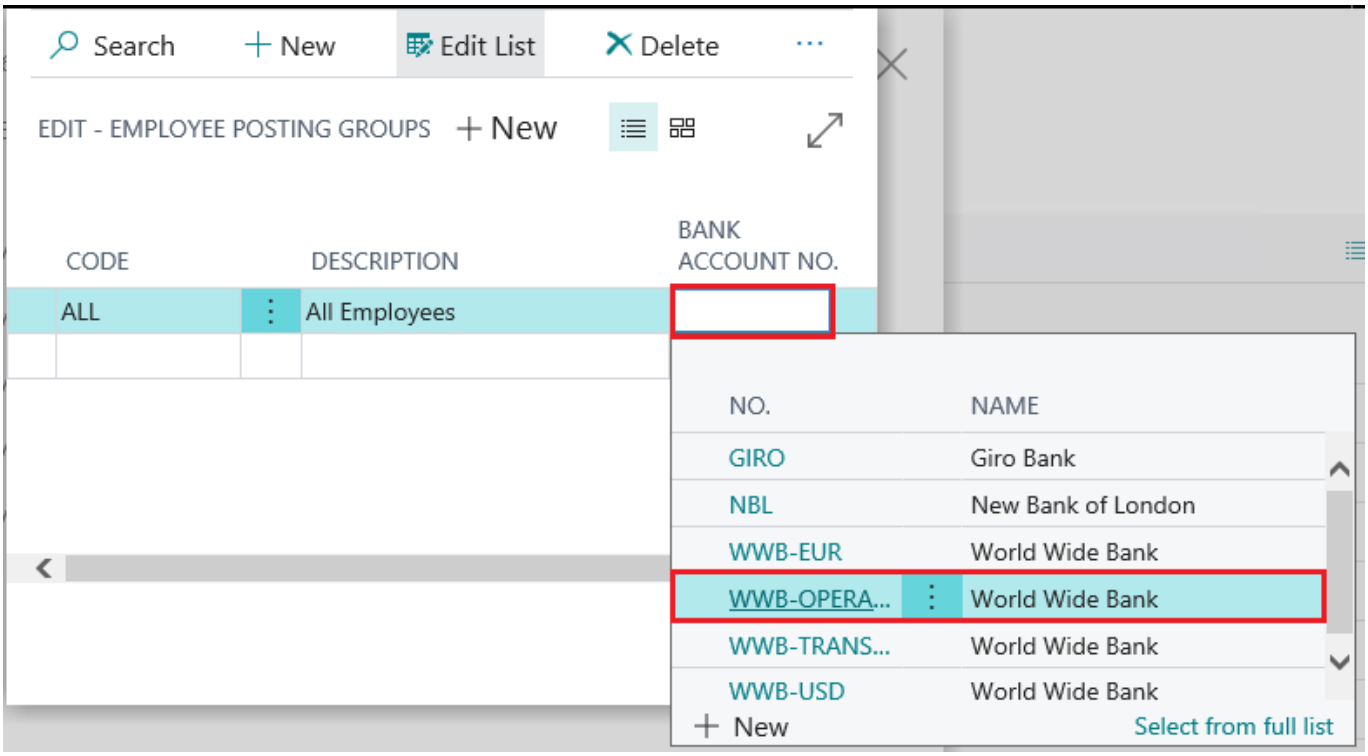
Step 13. “Please click on each checkbox and config related posting setup:”

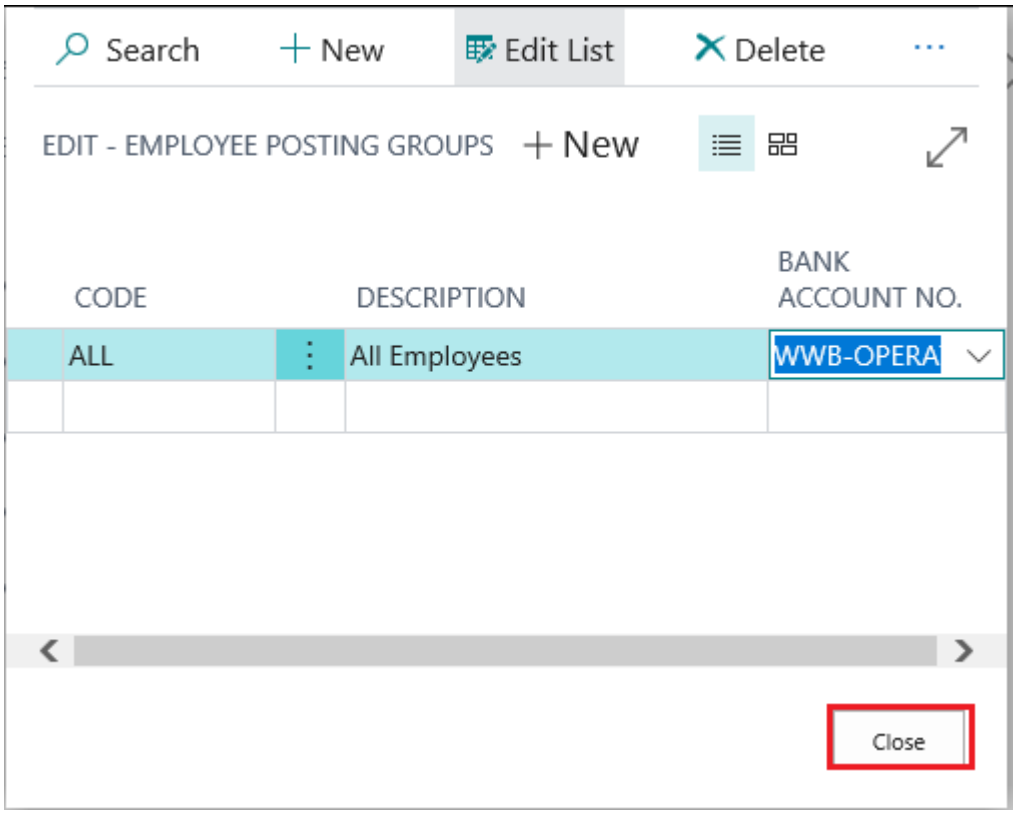
• Set ‘Employee Posting Setup’ to True

• Employee Posting Groups Setup window will immediately pop up.

• Select ‘Bank Account No’ Field and select a bank account from drop down menu

• Click ‘Close’

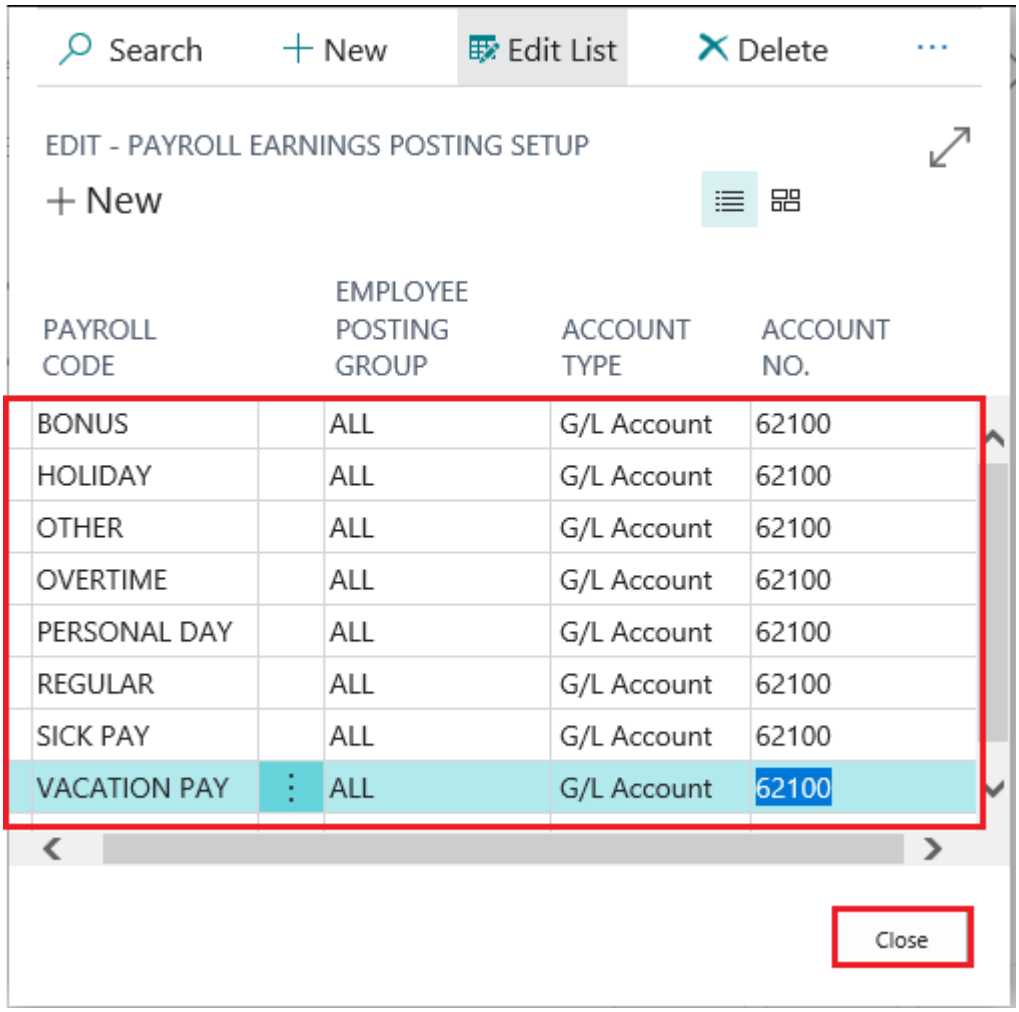

Search
New
Edit List
Delete
EDIT - EMPLOYEE POSTING GROUPS
New
CODE
DESCRIPTION
BANK ACCOUNT NO.
ALL
All Employees
NO.
NAME
GIRO
Giro Bank
NBL
New Bank of London
WWB-EUR
World Wide Bank
WWB-OPERA...
World Wide Bank
WWB-TRANS...
World Wide Bank
WWB-USD
World Wide Bank
New
Select from full list



Step 14. “Please click on each checkbox and config related posting setup:”

- Set ‘Payroll Earnings’ to True
- Payroll Earnings Posting Setup window will immediately pop up.
- Select ‘G/L Account’ in ‘Account Type’ field and enter/select a G/L Account # for ‘Account No.’
- Repeat this for all Earnings Codes

• Click ‘Close’



Step 15. “Please click on each checkbox and config related posting setup:”

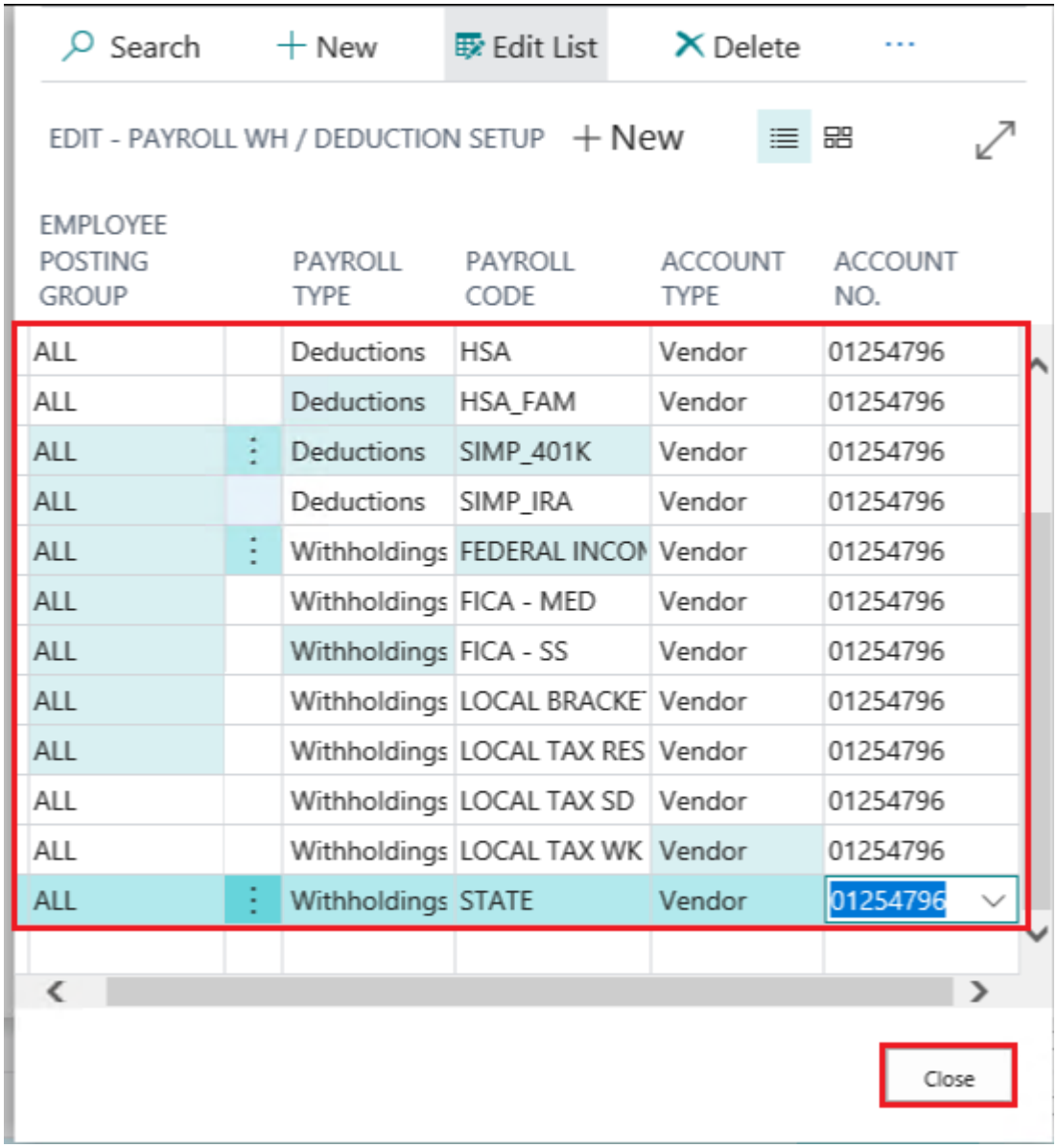
• Set ‘Payroll Withholding / Deduction’ to True

• Payroll Withholding / Deduction Setup window will immediately pop up.

• Select ‘Vendor’ in ‘Account Type’ field and enter/select a vendor # for ‘Account No.’

• Repeat this for all Withholding / Deduction Codes

• Click ‘Close’



Step 16. “Please click on each checkbox and config related posting setup:”

• Set ‘Payroll Employer Tax’ to True

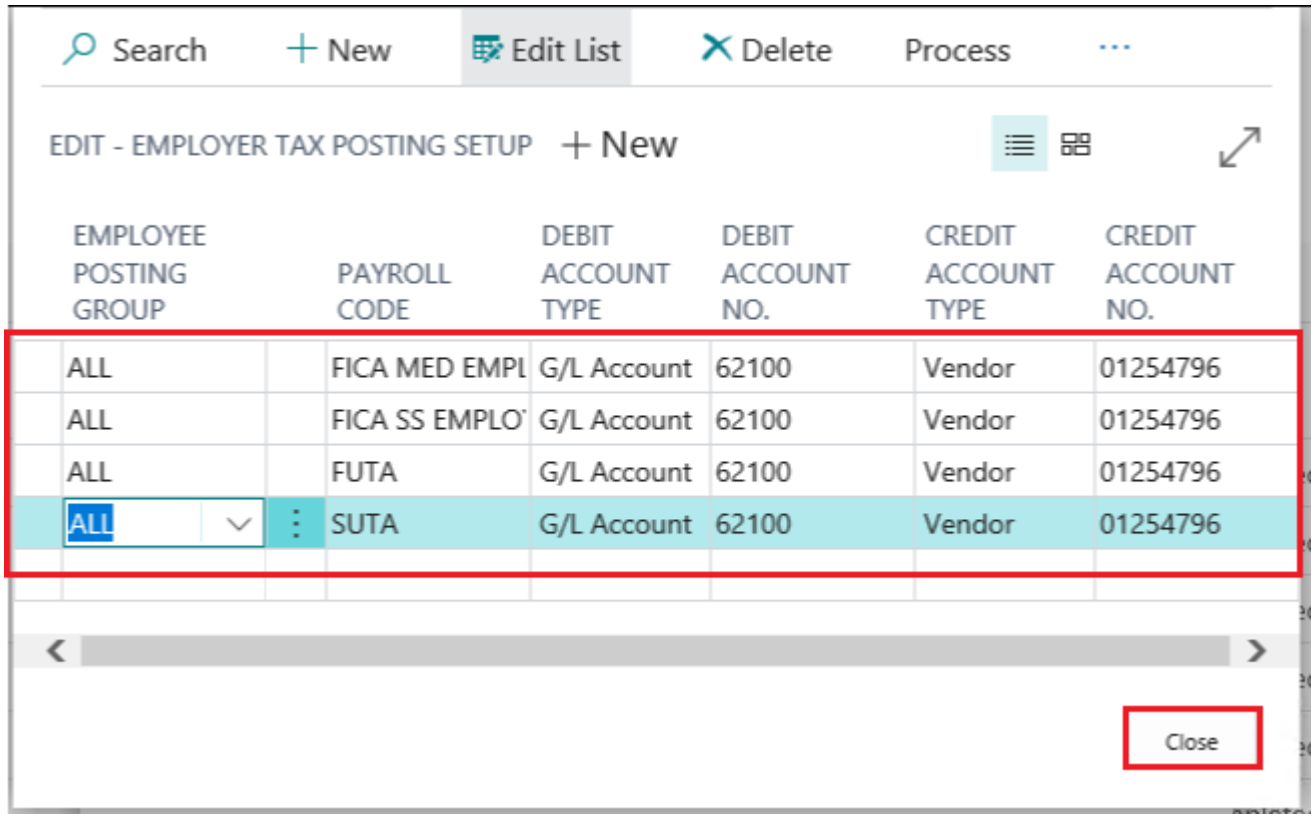
• Payroll Employer Tax Posting Setup window will immediately pop up.

• For ‘Debit Account Type’ select ‘G/L Account’ and for ‘Debit Account No.’ select an account #

• For ‘Credit Account Type’ Select ‘Vendor’ and for ‘Debit Account No.’ select an account #

• Repeat this for all Payroll Employer Tax Codes

• Click ‘Close’



Step 17. “Please click on each checkbox and config related posting setup:”

• Set ‘Payroll Employer Contribution’ to True

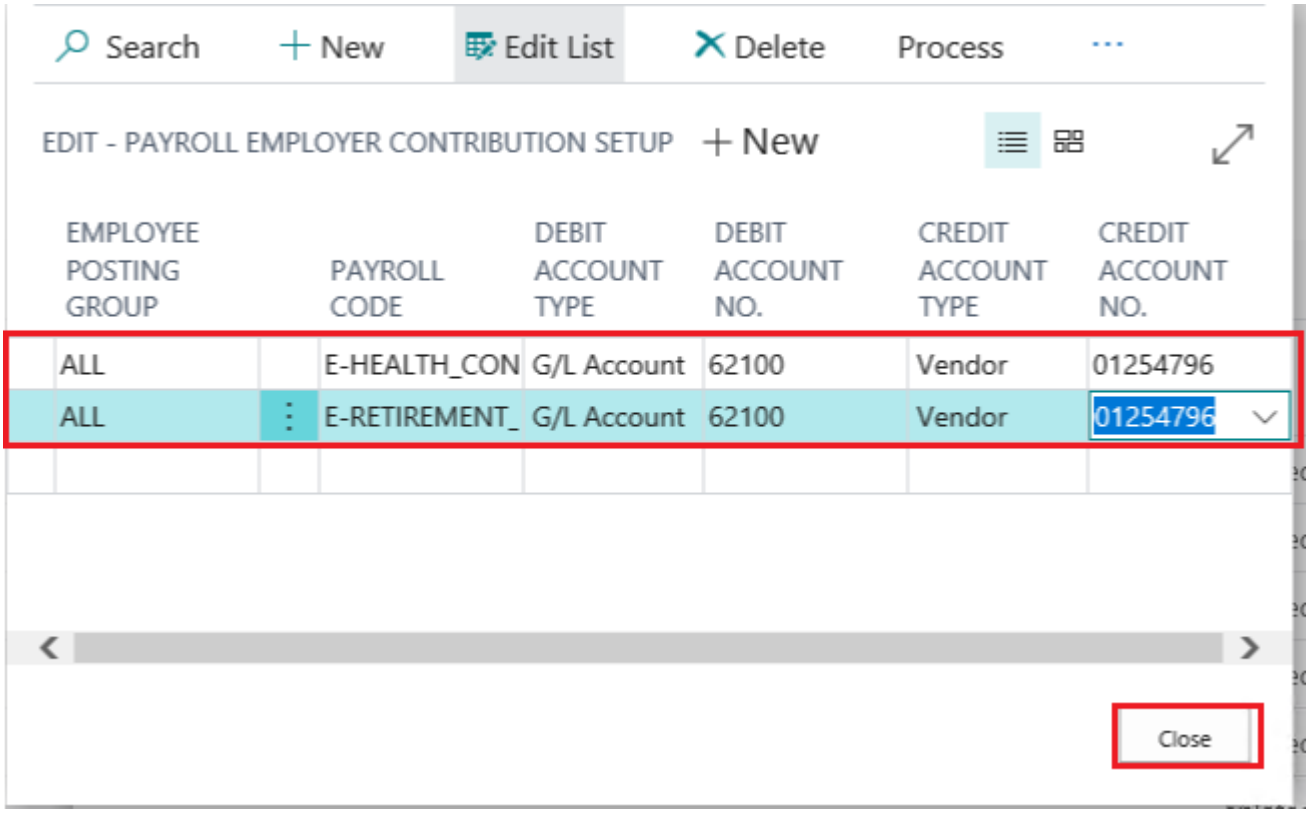
• Payroll Employer Contribution Posting Setup window will immediately pop up.

• For ‘Debit Account Type’ select ‘G/L Account’ and for ‘Debit Account No.’ select an account #

• For ‘Credit Account Type’ Select ‘Vendor’ and for ‘Debit Account No.’ select an account #

• Repeat this for all Payroll Employer Contribution Codes

• Click ‘Close’



Step 18. “Please click on each checkbox and config related posting setup:”

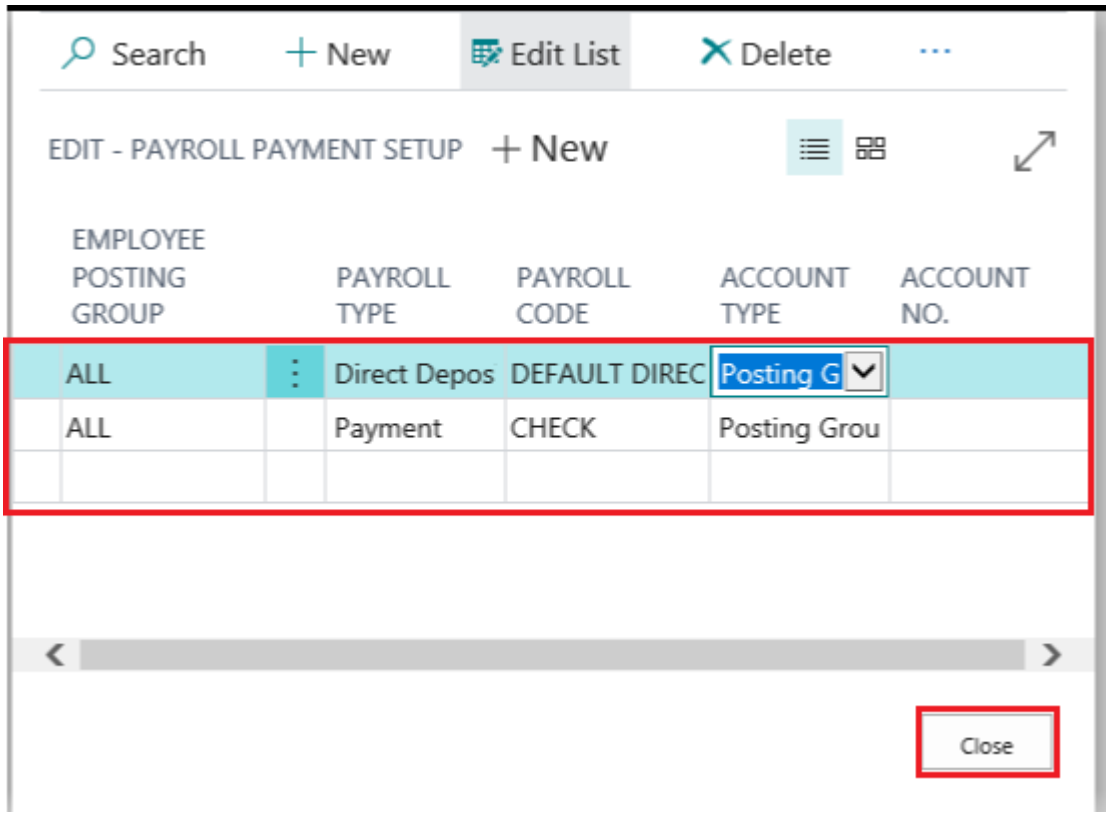
• Set ‘Payroll Payment Setup’ to True

• Payroll Payment Setup window will immediately pop up.

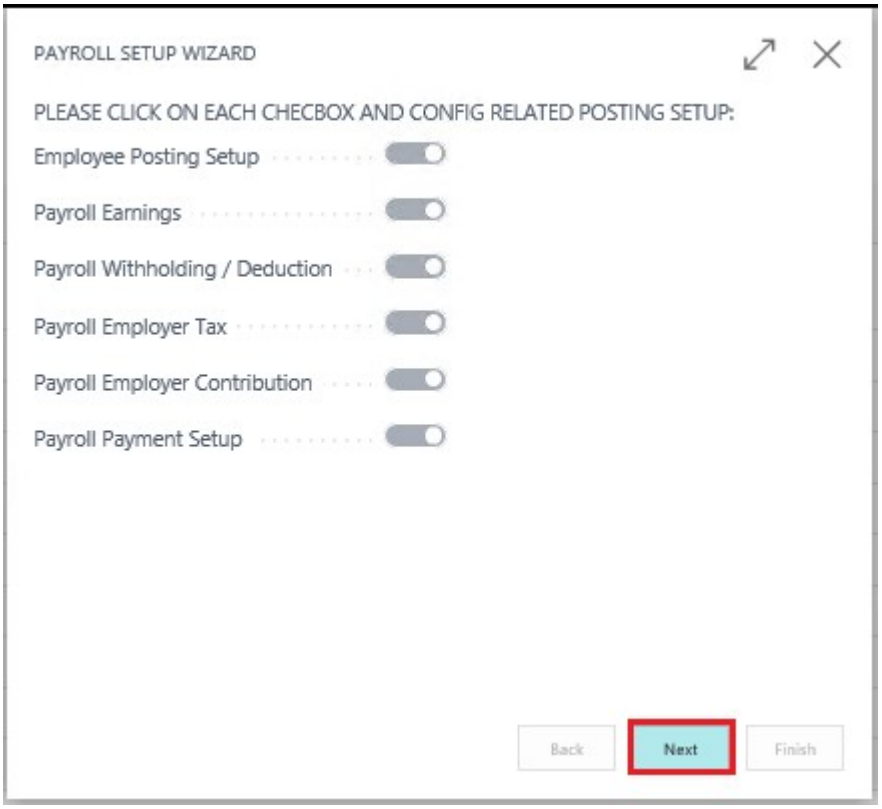
• For ‘Account Type’ field select ‘Posting Group Bank Account’

• Repeat this for all Payroll Payment Setup Codes

• Click ‘Close’


Search
New
Edit List
Delete
EDIT - PAYROLL PAYMENT SETUP
New
EMPLOYEE POSTING GROUP
PAYROLL TYPE
PAYROLL CODE
ACCOUNT TYPE
ACCOUNT NO.
ALL
Direct Depos
DEFAULT DIREC
Posting G
ALL
Payment
CHECK
Posting Grou
Close

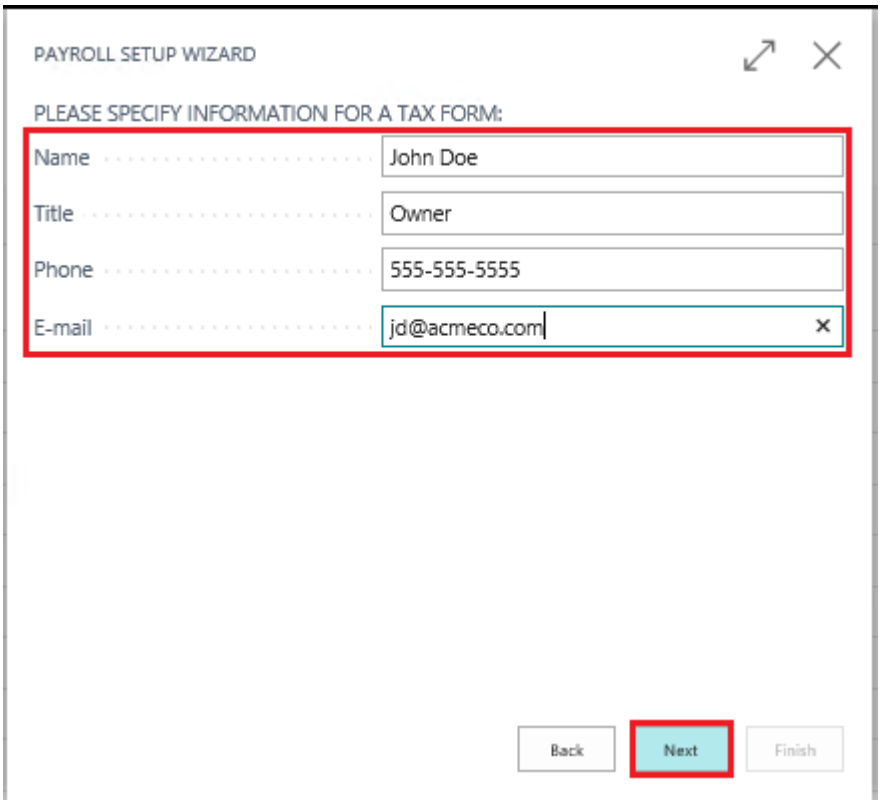
Step 19. The Posting Setups are complete. Click ‘Next’



Step 20. “Please specify information for a tax form”:

• Enter info that will appear on tax forms.

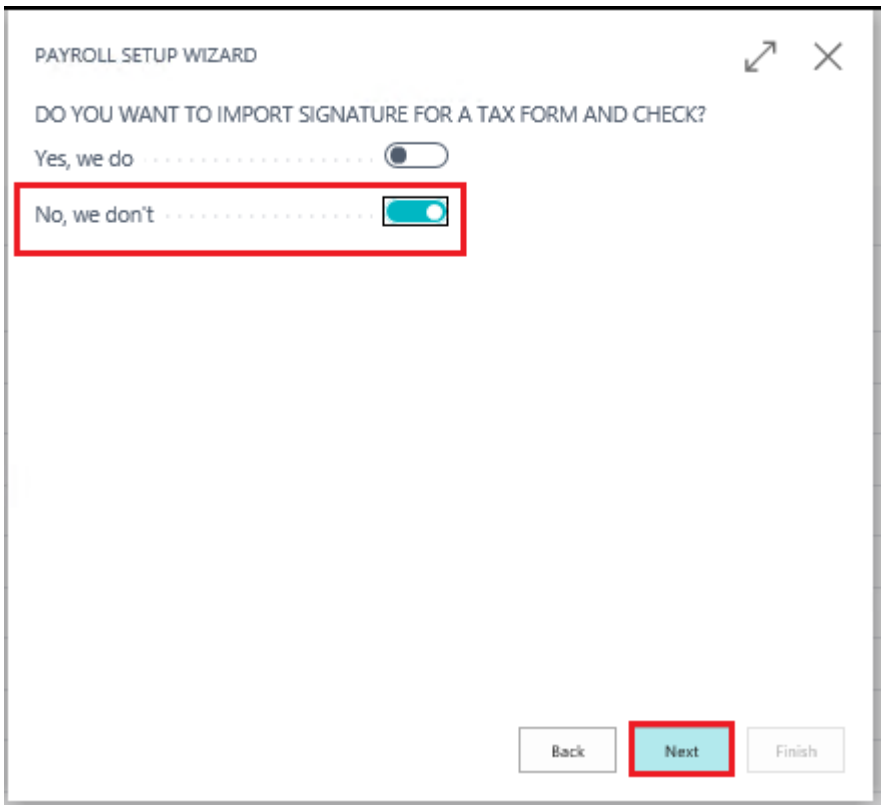
• Click ‘Next’



Step 21. “Do you want to import signature for a tax form and check?”:

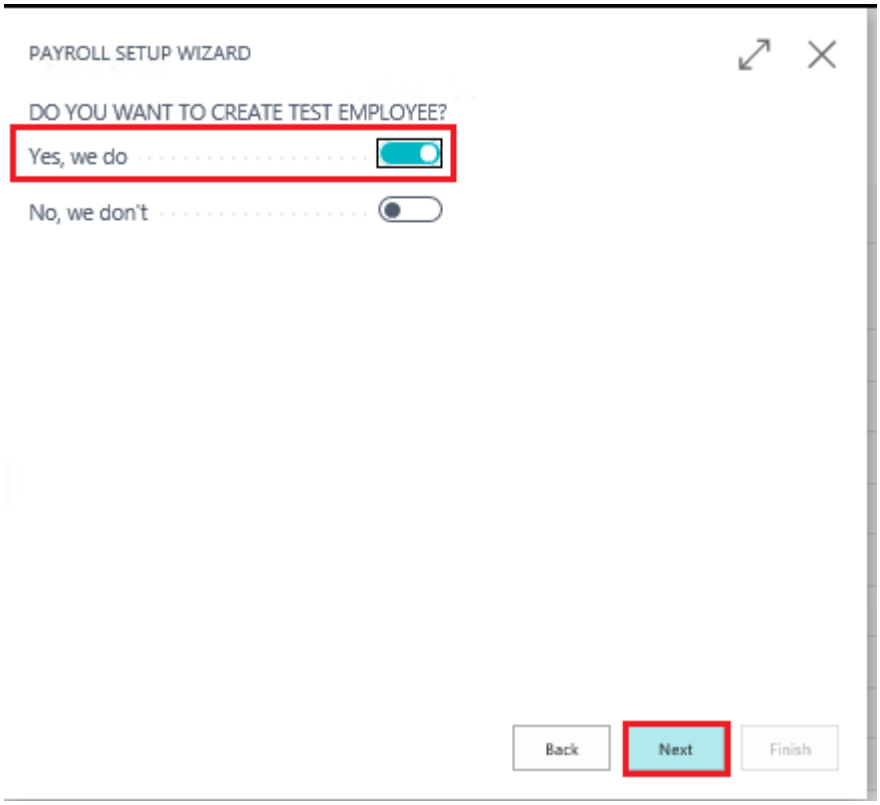
• Set ‘No, we don’t’ to True

• Click ‘Next’

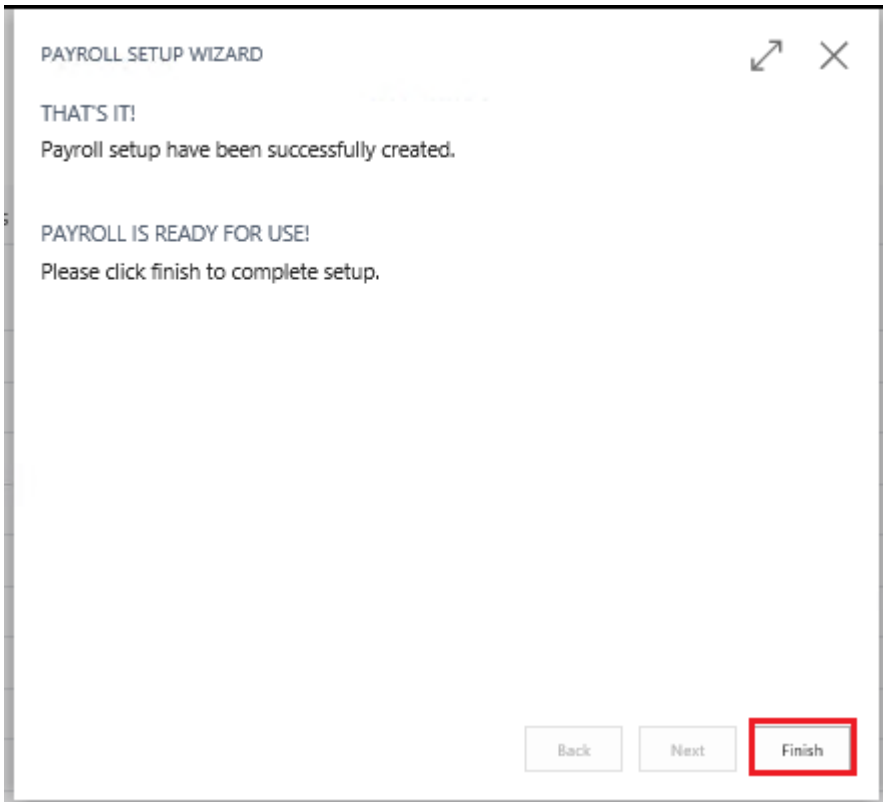


Step 22. “Do you want to create test employee?”:

- Set ‘Yes, we do’ to True
- Click ‘Next’


PAYROLL SETUP WIZARD
DO YOU WANT TO CREATE TEST EMPLOYEE?
Yes, we do
No, we don't
Back
Next
Finish

Step 23. That's it! Click 'Finish' to complete the setup wizard.



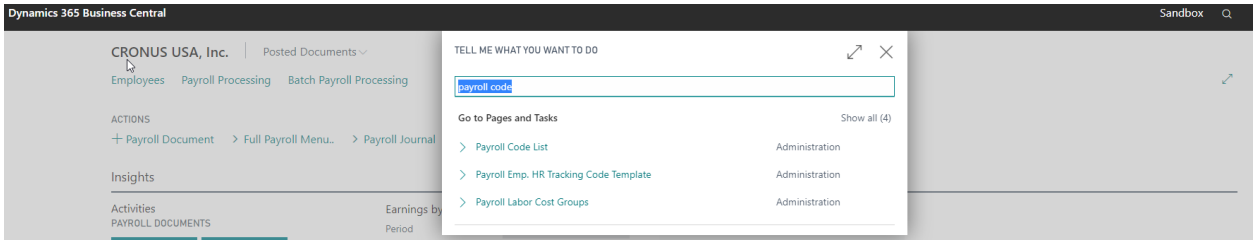
1.2. Payroll Code Deduction Wizard

Synopsis:

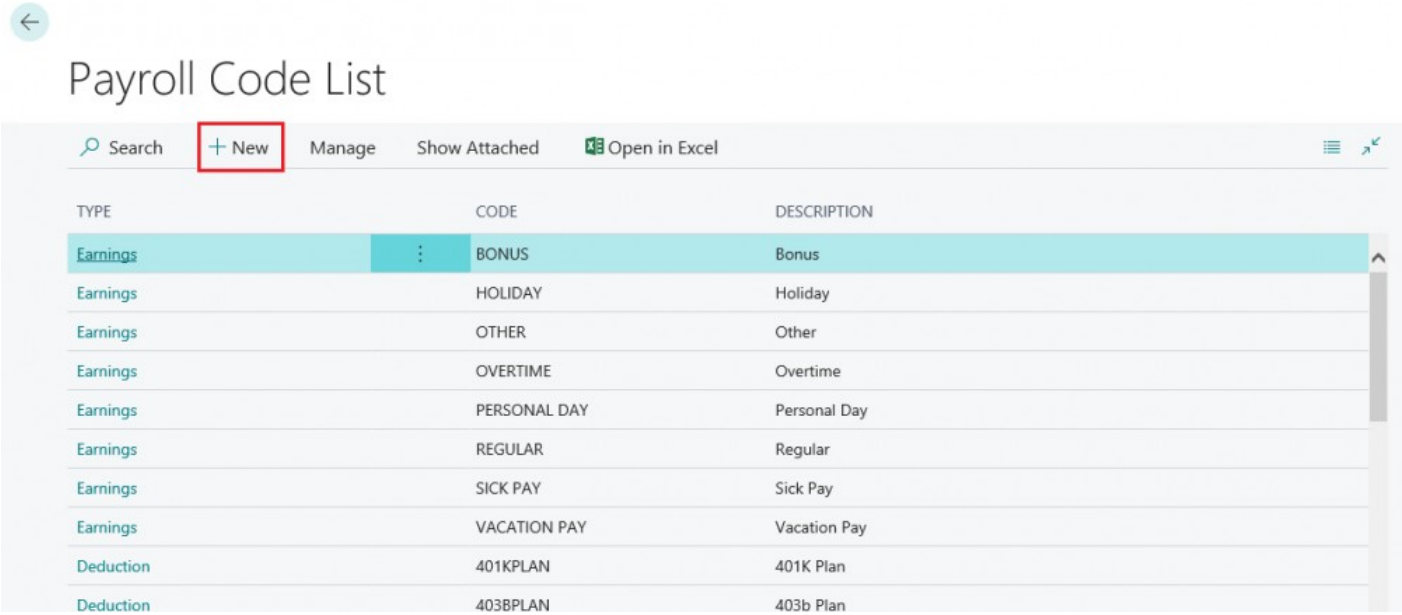
• The Assisted Setup Wizard will automatically setup Payroll NOW by Integrity Data with the necessary payroll codes to begin utilizing the solution. However, you may need to add additional codes to configure the solution to your specific needs. In this manual, we will walk you the process of setting up a Deduction Payroll Code via the Deduction Wizard.

How to Create a Deduction Payroll Code

Step 1. Enter ‘Payroll Code’ in ‘Search Bar’. Select ‘Payroll Code List’

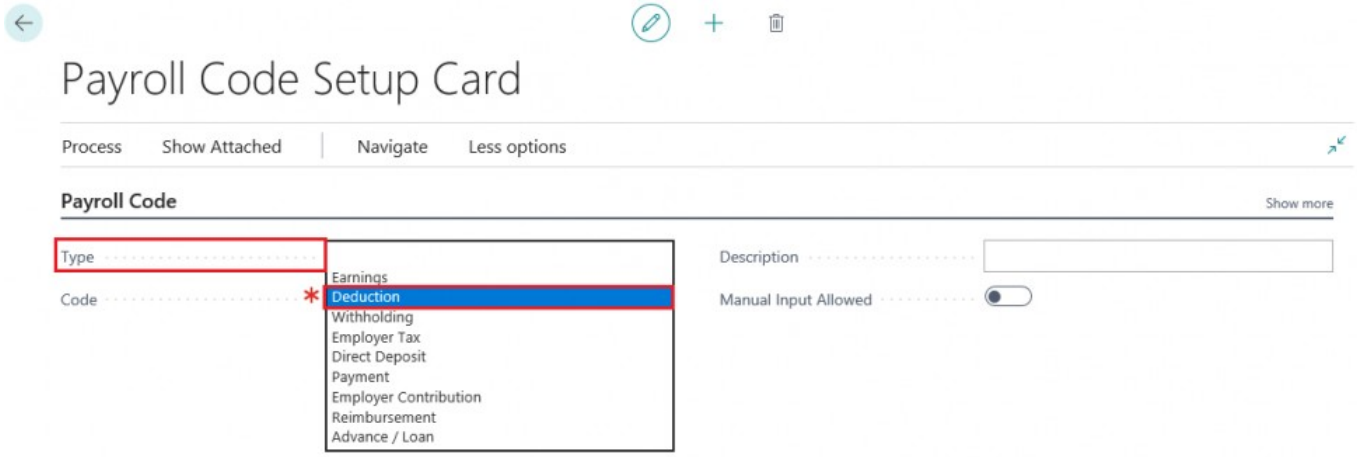


Step 2. ‘Payroll Code List’ will open. Select ‘+New’



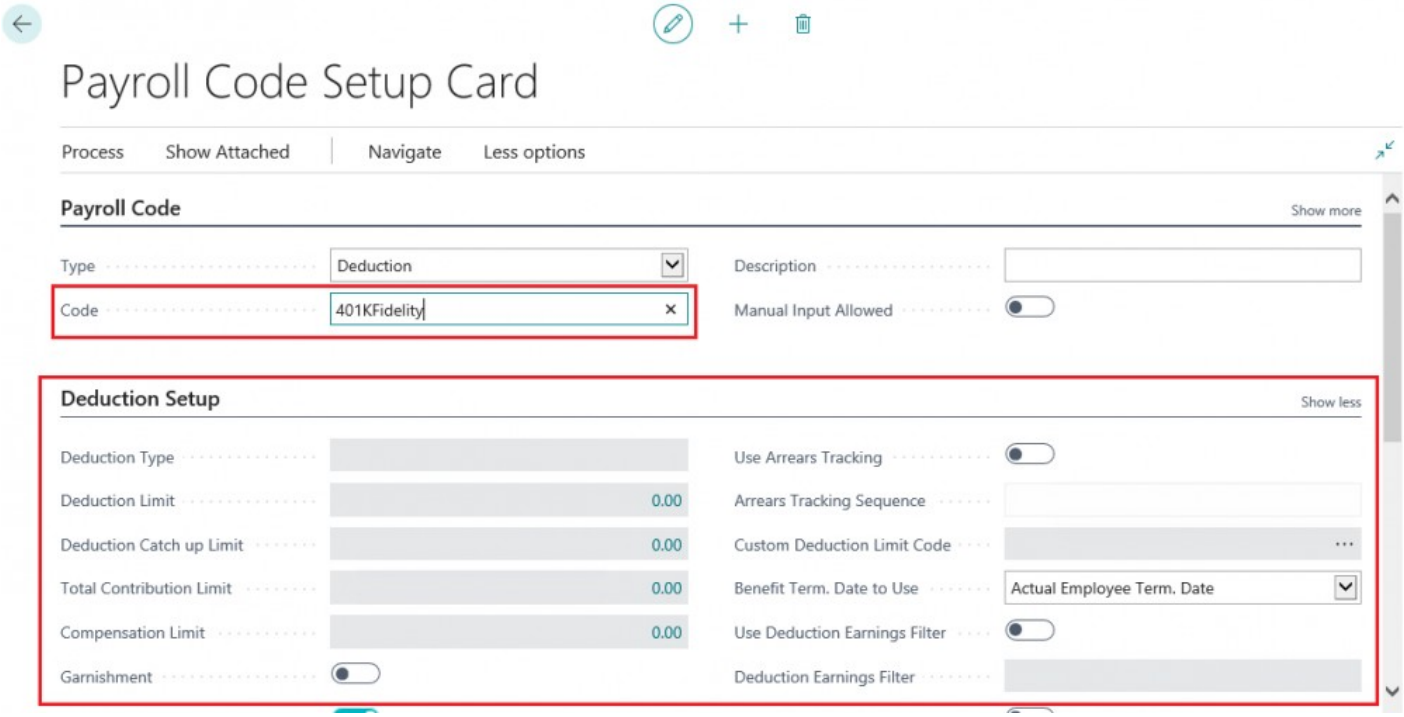
Step 3.

‘Payroll Code Setup Card’ will open. Select ‘Deduction’ payroll code ‘Type’ from the drop down menu



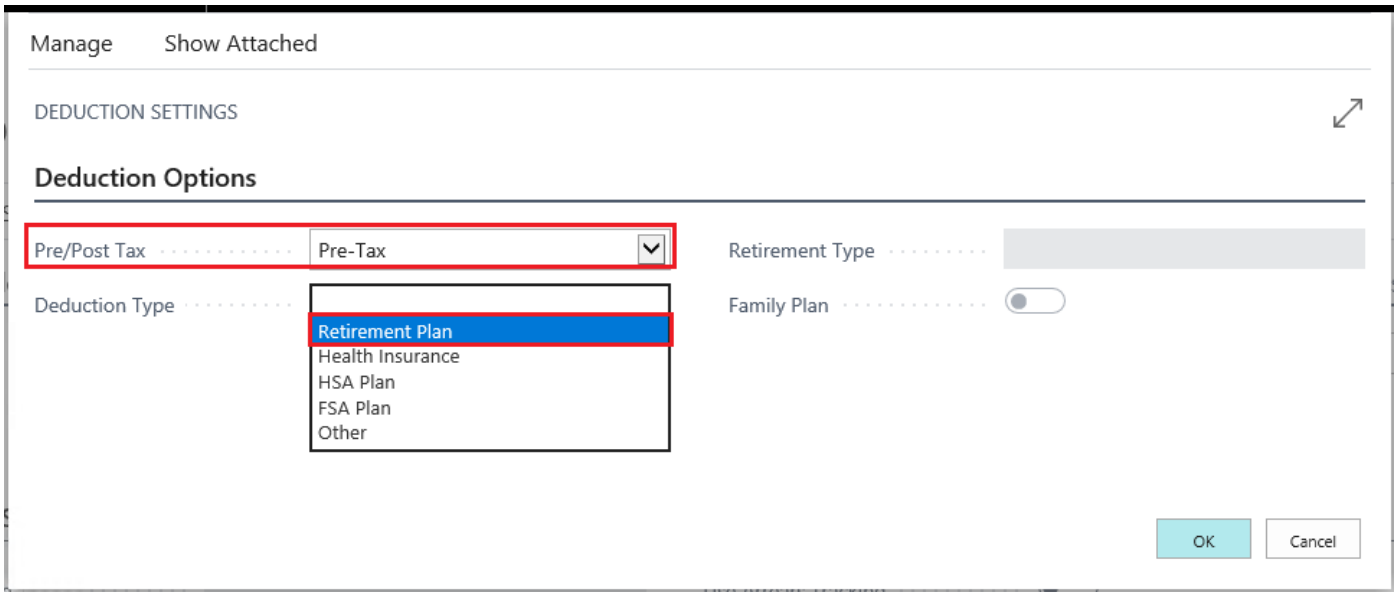
Step 4.

The ‘Deduction Setup’ tab will appear below the ‘Payroll Code’ tab. Enter your desired payroll code in the ‘Code’ field.

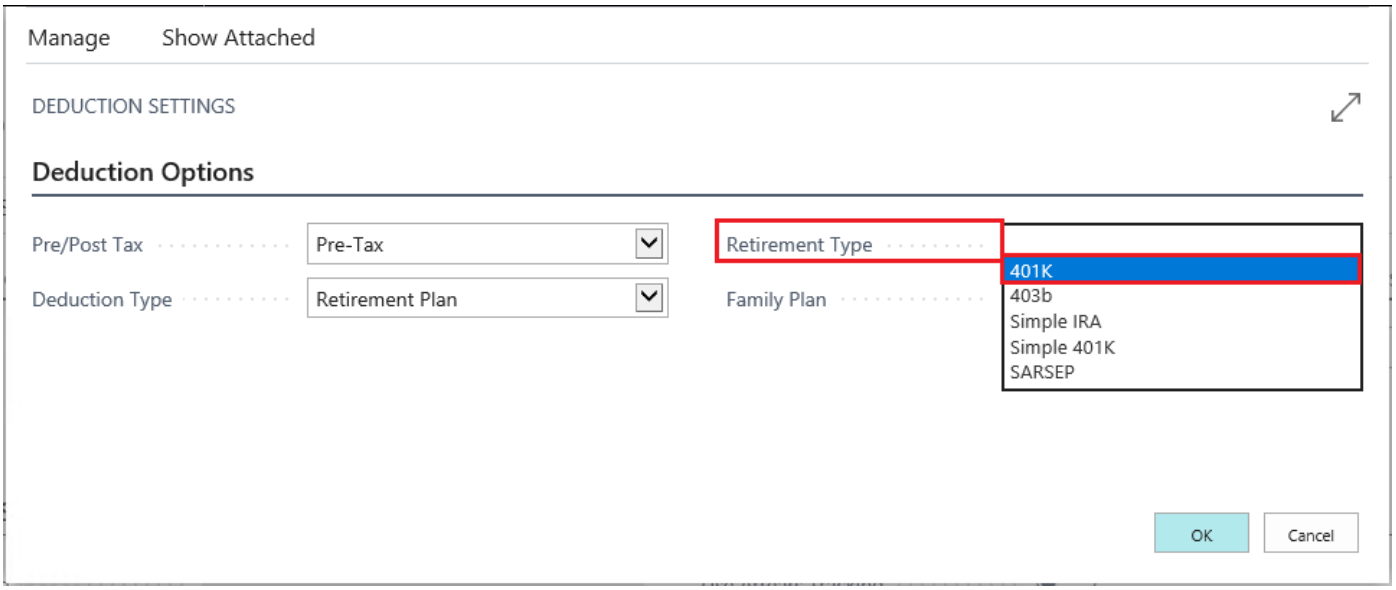


Step 5.

The ‘Deduction Settings Wizard’ will open. Select whether the deduction code will be a Pre-Tax or Post-Tax deduction via the ‘Pre/Post Tax’ field and then select a ‘Deduction Type’ from the available options.

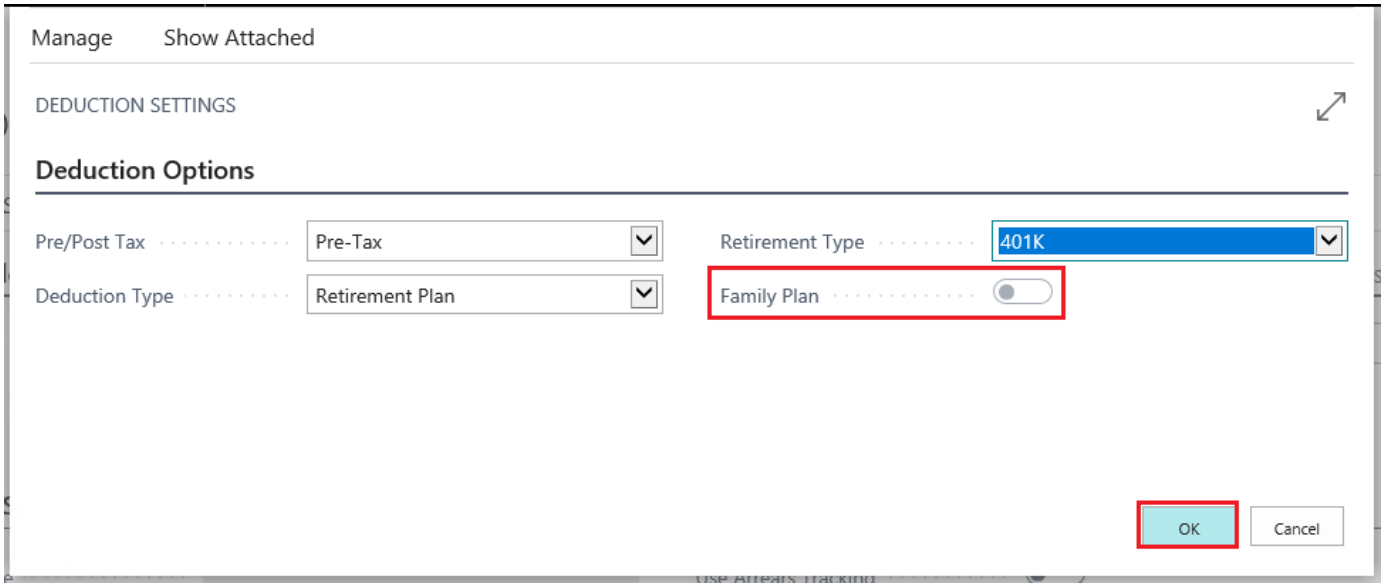


Step 6. Select a ‘Retirement Type’ from the drop down menu.

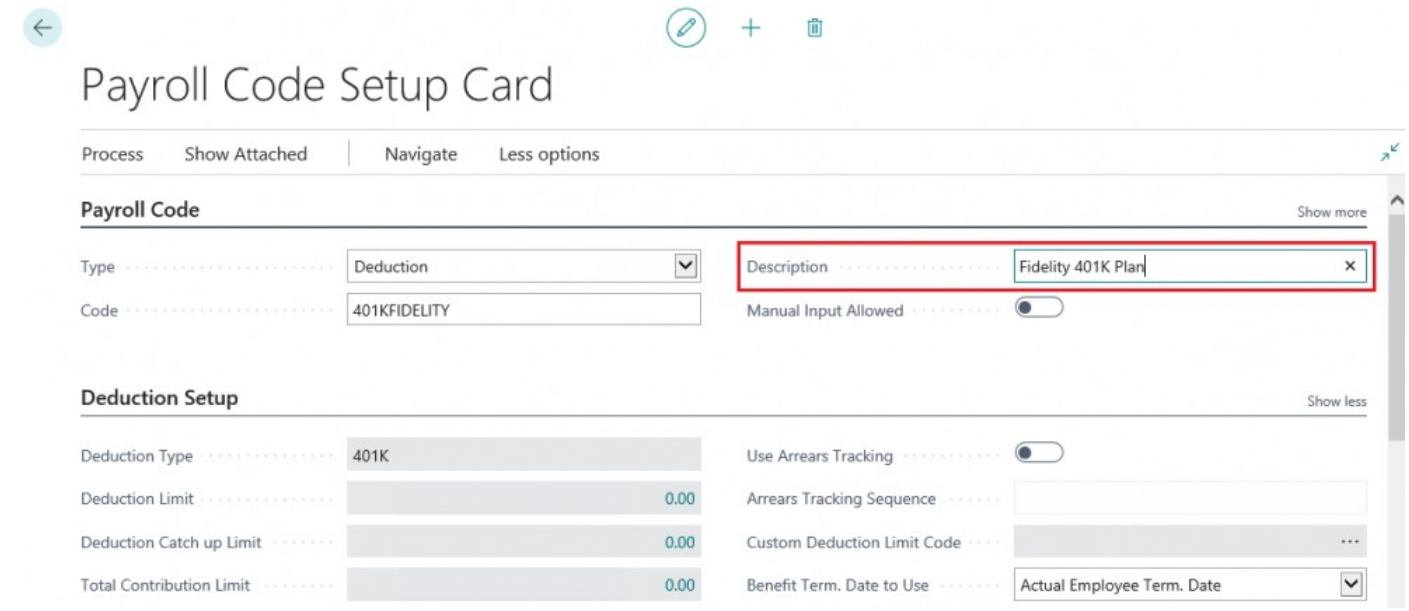


Step 7.

If the Deduction code is affiliated with a ‘Family Plan’ set ‘Family Plan’ True. Otherwise, leave the ‘Family Plan’ set to False and click ‘OK’

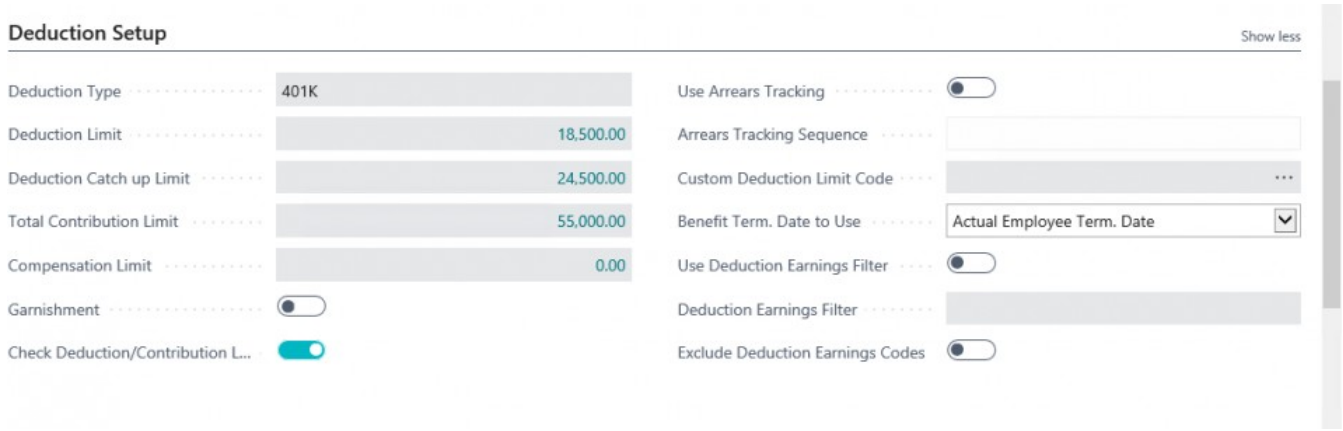


Step 8. Enter a ‘Description’ in the Description field.



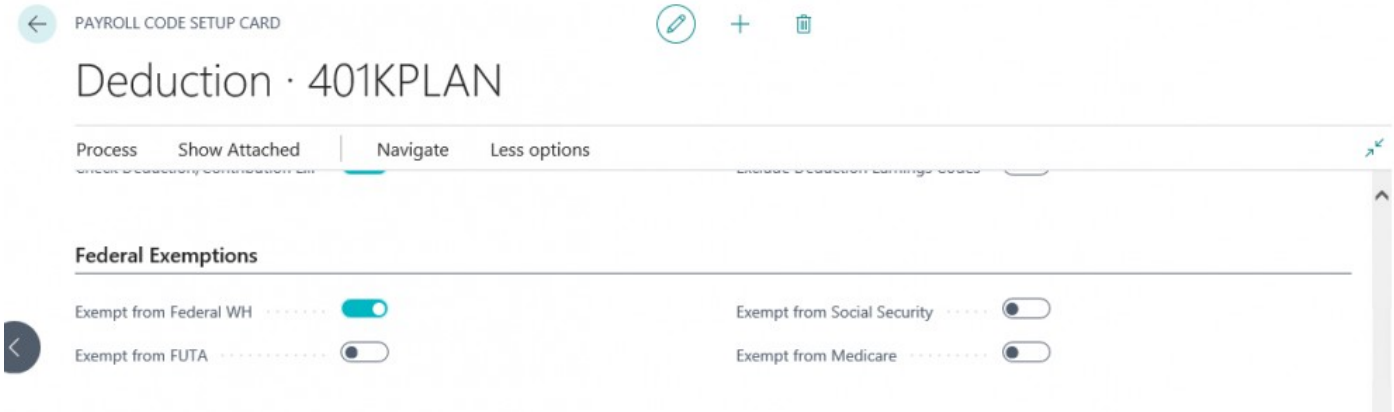
Step 9.

Review ‘Deduction Setup’ tab. If you scroll down, you can review the limit settings associated with the Deduction. The ‘Deduction Wizard’ will automatically populate the limits associated with standard deductions

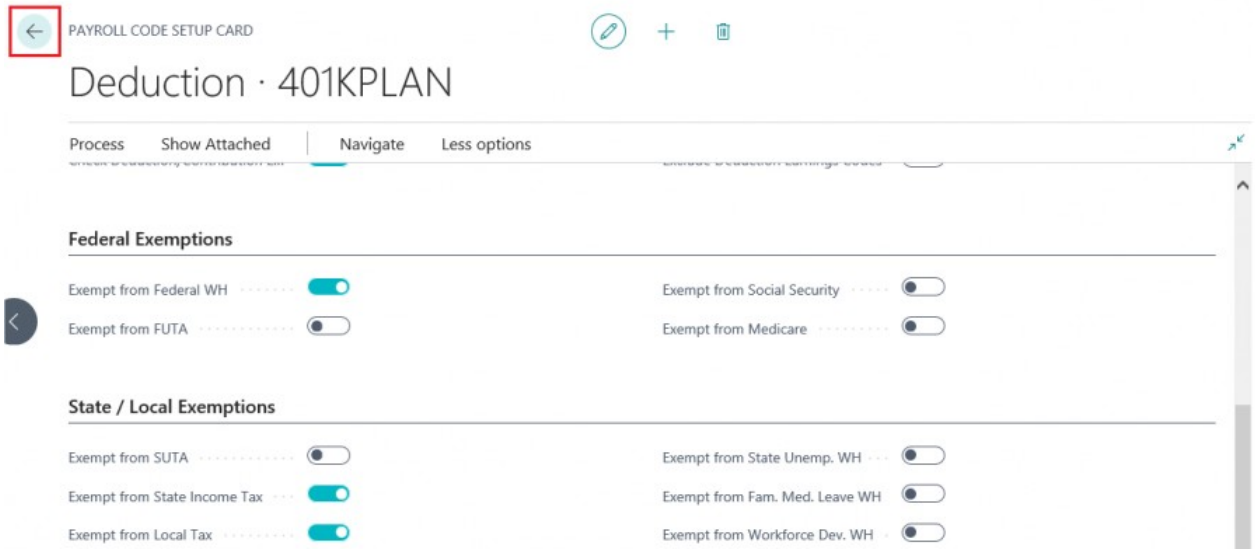


Step 10.

Review the ‘Federal Exemptions’ and ‘State Exemptions’. You can scroll down to determine which exemptions are set to True or False. The Deduction Wizard will automatically pre-set the exemptions based on the ‘Deduction Type’ but you can make manual adjustments here if needed.



Step 11. Click the ‘Back’ button to save new Deduction Payroll Code



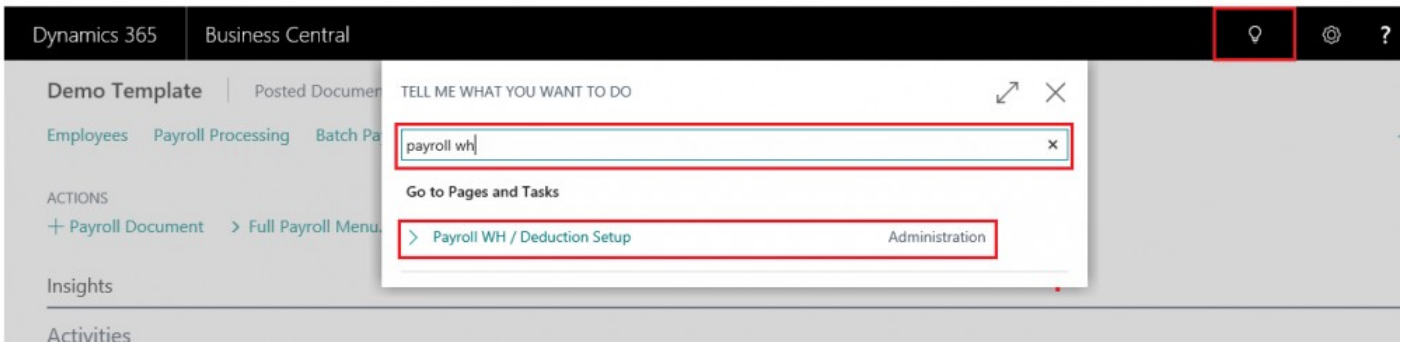
1.3. Payroll Code Posting Setup

Synopsis:

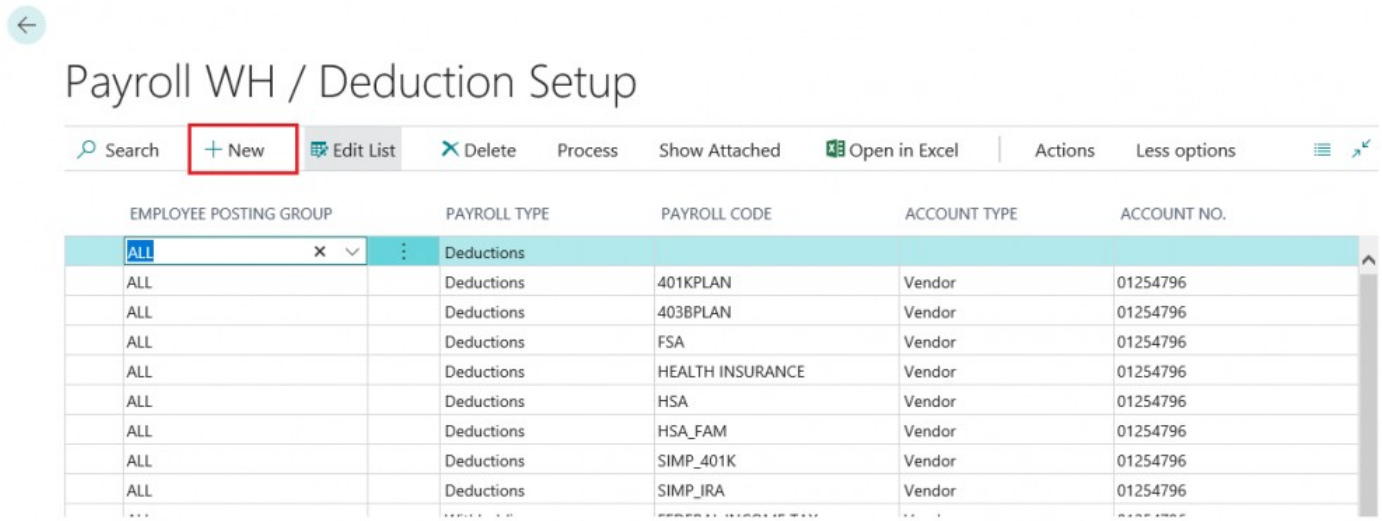
• Once you create a ‘Payroll Code’ you will need to create a corresponding ‘Posting Setup’ so, Payroll NOW by Integrity Data can properly post the accounting entries generated by the ‘Payroll Code’. This will walk you through the ‘Posting Setup’ for the newly created ‘401KFidelity’ payroll code.

How to Create a Payroll Code Posting Setup

Step 1. Enter ‘Payroll wh’ in ‘Search Bar’. Select ‘Payroll WH / Deduction Setup’

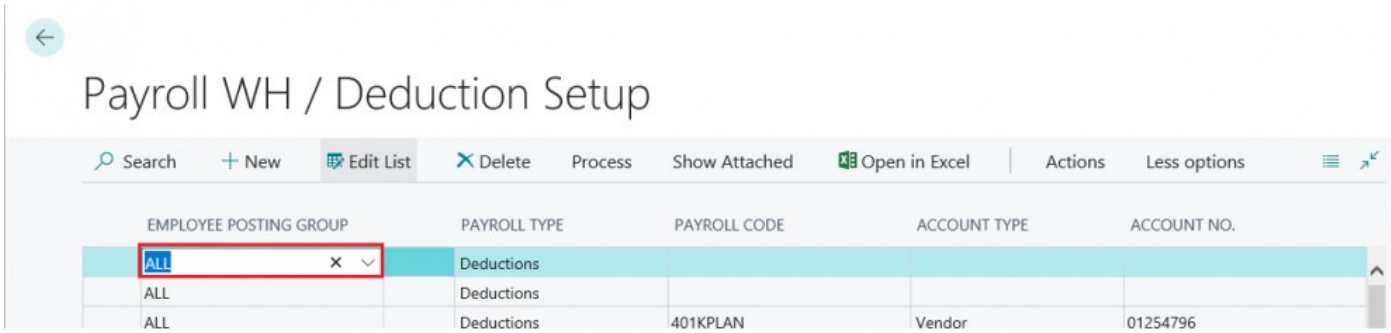


Step 2. ‘Payroll WH / Deduction Setup’ list will open. Select ‘+New’



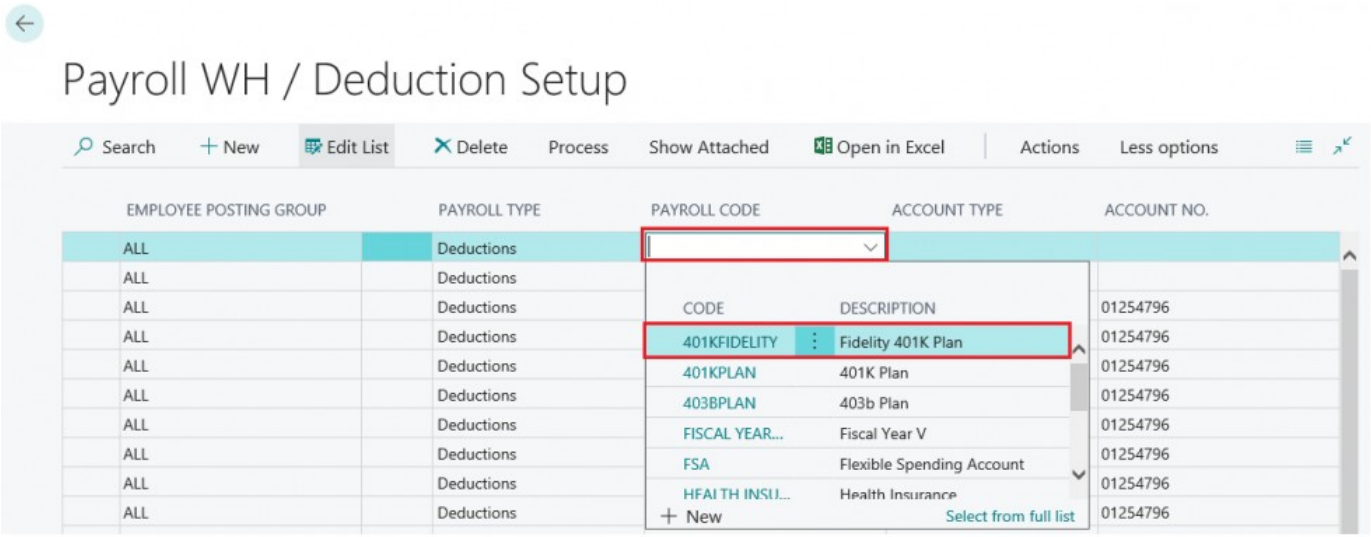
Step 3.

After clicking ‘+New’, a new field will open. Apply an ‘Employee Posting Group’ to ‘Employee Posting Group’ field

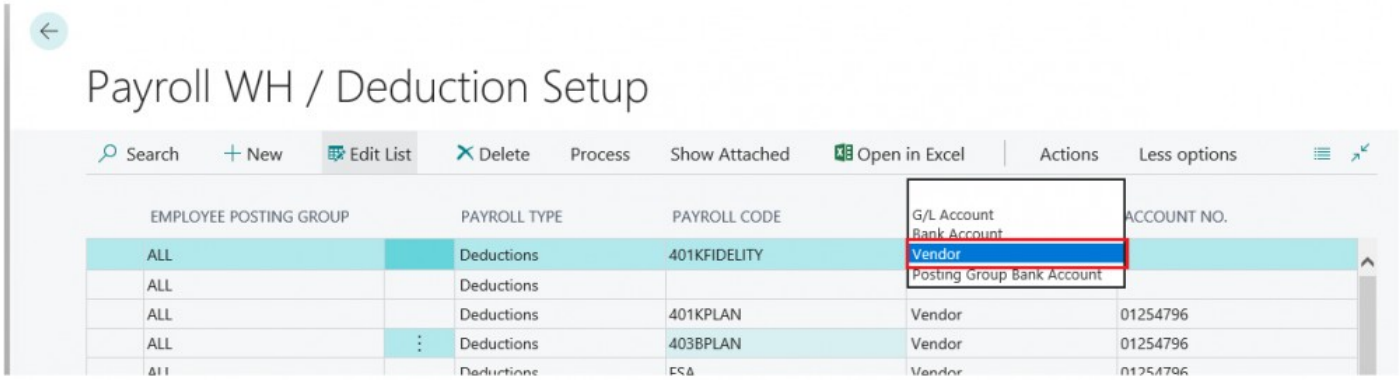


Step 4.

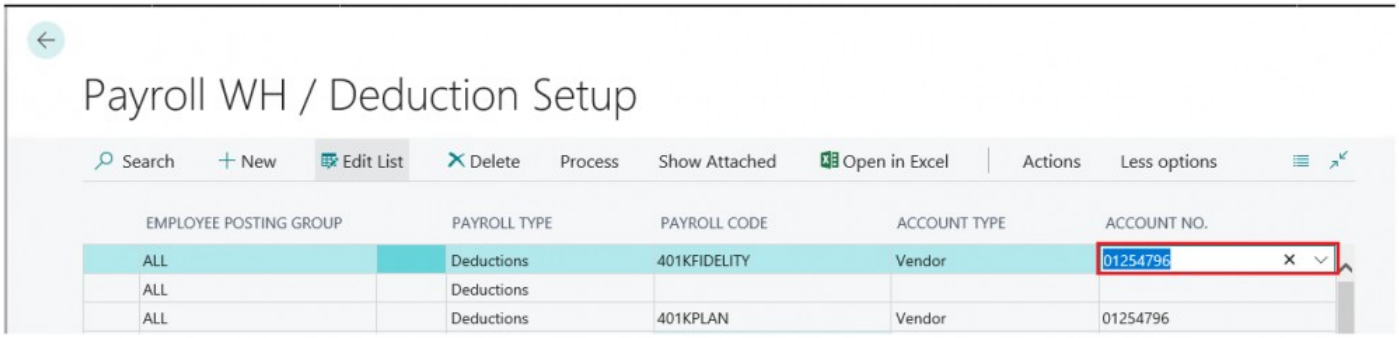
The ‘Payroll Type’ will auto-populate. Select the ‘Payroll Code’ from the drop down menu you wish to apply to this Posting Setup



Step 5. Select the ‘Account Type’ you wish to apply to this Payroll Code .

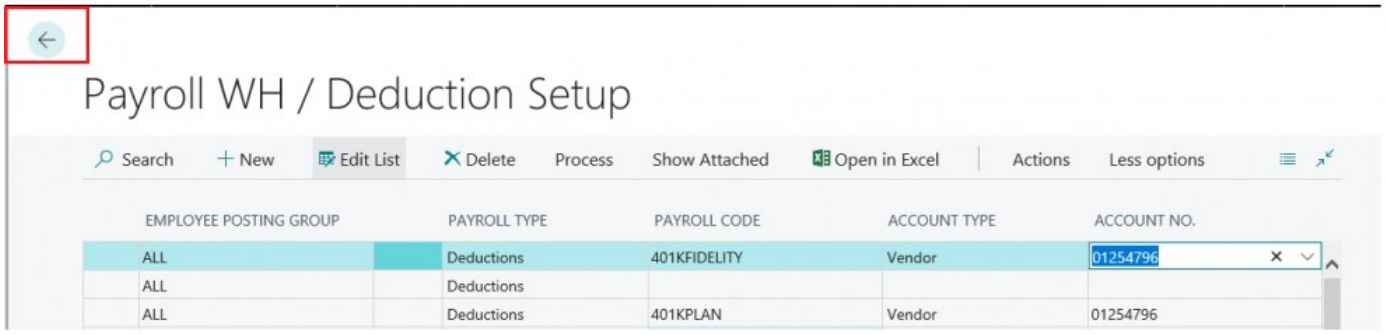


Step 6. Enter the ‘Account No.’ where you want all entries from the Payroll Code to post



Step 7.

Click the ‘Back’ button to save Posting Setups



2. Payroll Employees

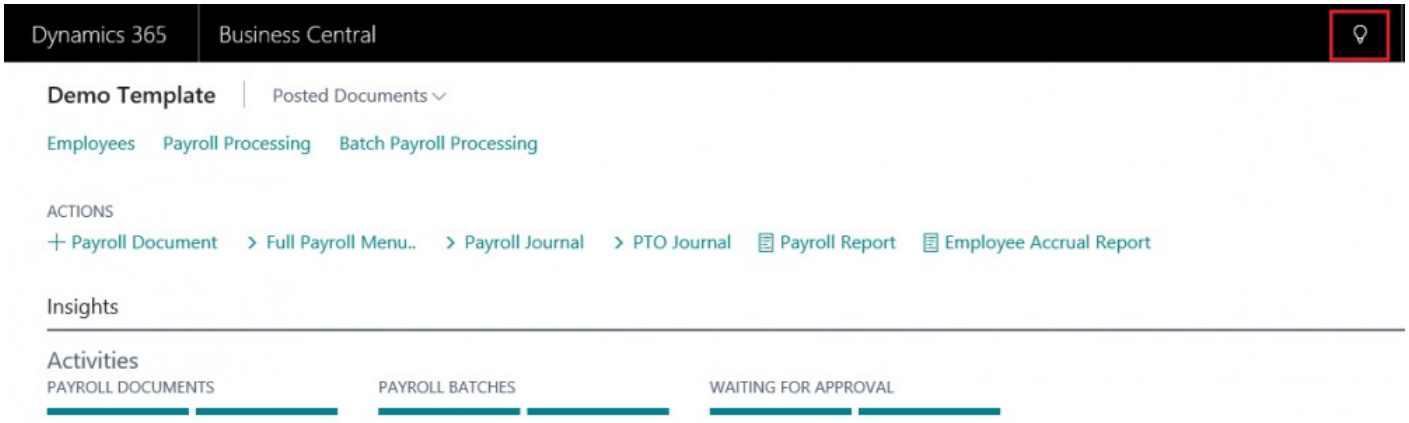
2.1. Create New Employee Wizard

Synopsis: With Payroll NOW by Integrity Data you can streamline the onboarding of new employees with the Employee Wizard. This function allows the user to utilize pre-designed templates to auto-populate information related to employee salary, deductions, PTO and posting groups.

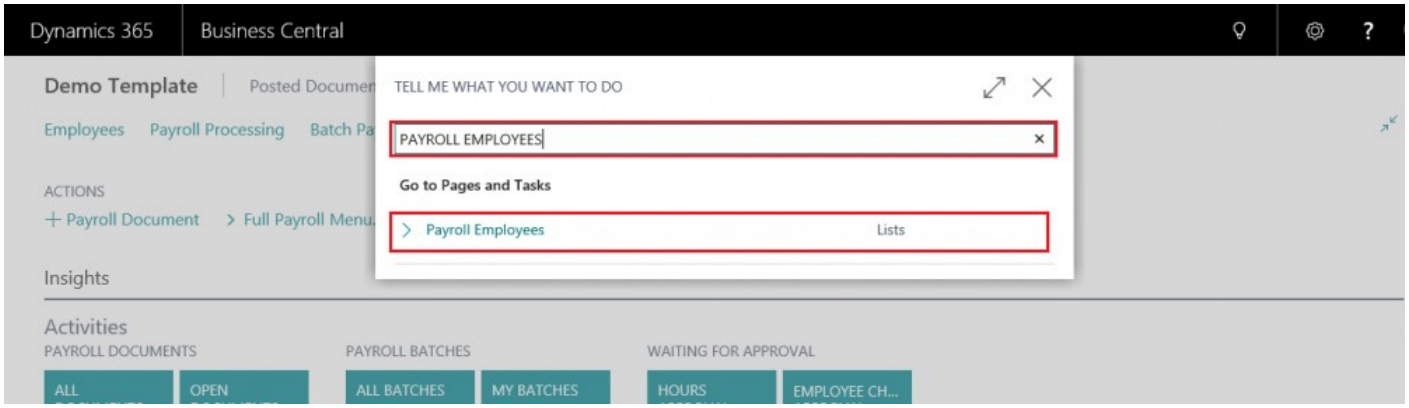
This Manual will show you how to:
Create a new employee using the CREATE NEW EMPLOYEE WIZARD

STEP 1. ACCESS PAYROLL EMPLOYEES

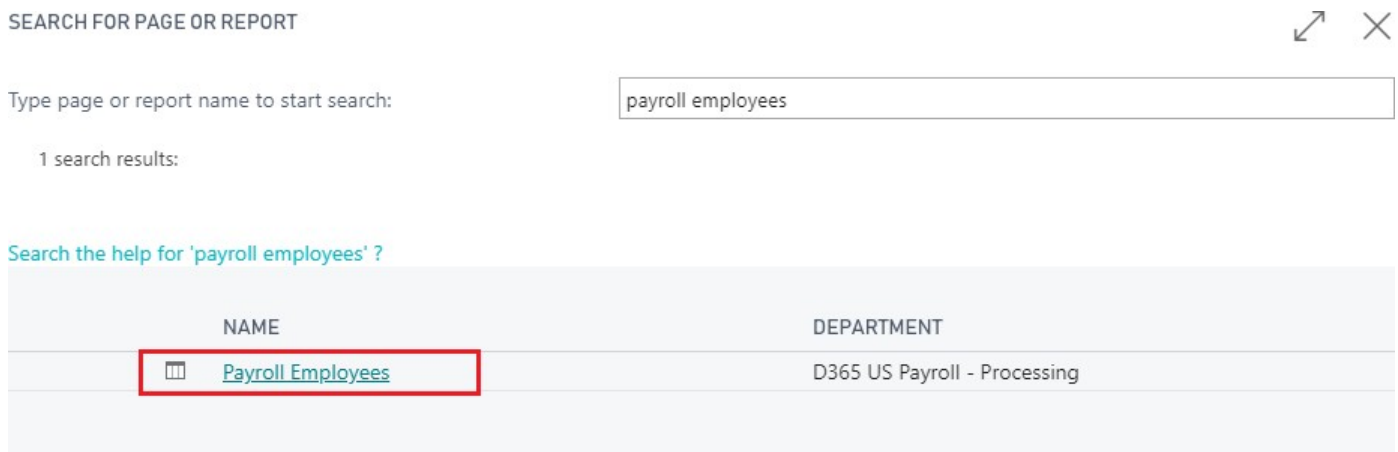
OPTION 1 – USE SEARCH BAR
• Click on 'SEARCH' Icon



• The 'SEARCH' page will pop up

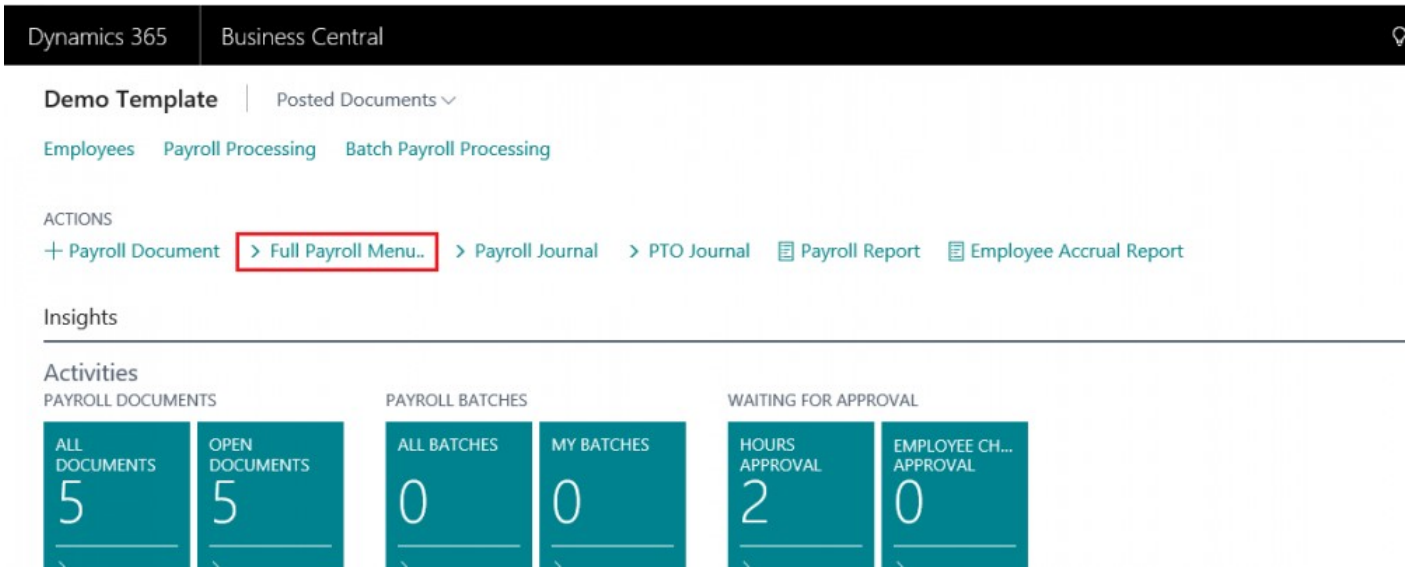


• Enter ‘Payroll Employees’ in Search Bar and Select ‘Payroll Employees’



OPTION 2 – USE FULL PAYROLL MENU

• Select ‘Full Payroll Menu’



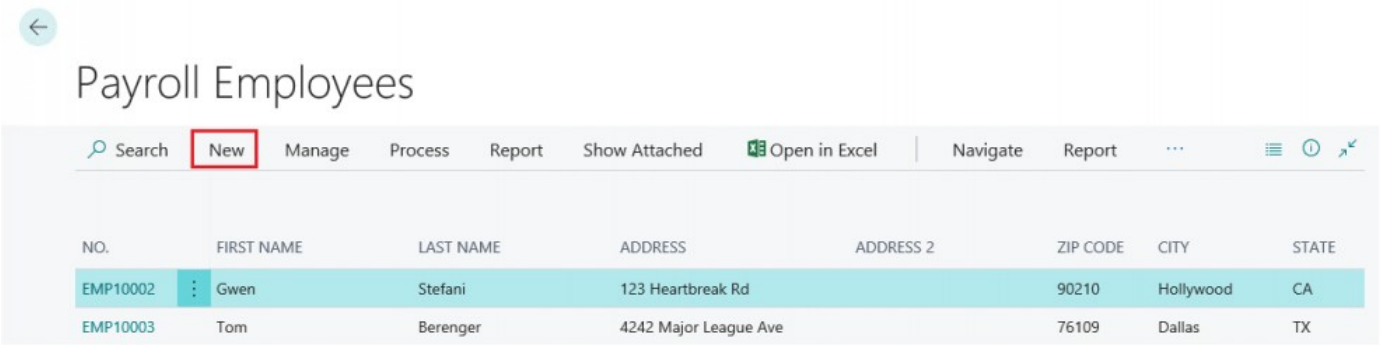
• Select 'Payroll Employees' in Navigation Bar

STEP 2. ACCESS NEW EMPLOYEE WIZARD

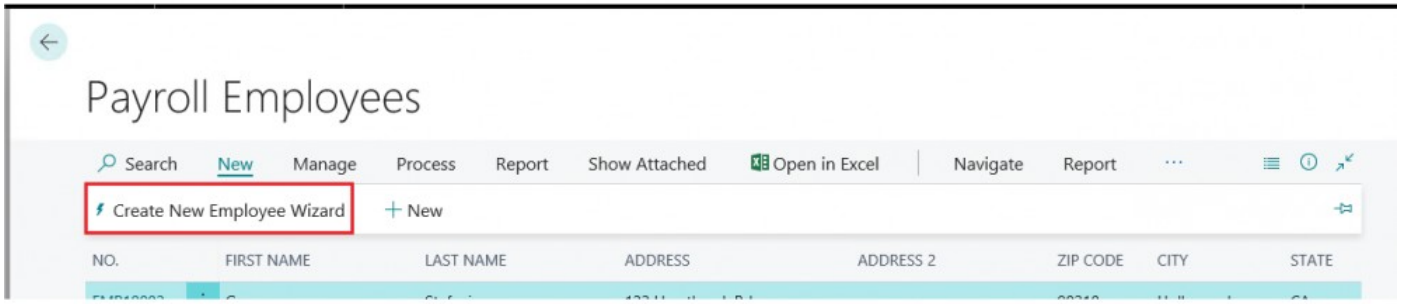
You can access the CREATE NEW EMPLOYEE WIZARD through the Payroll Employees screen or from an already opened employee card.

ACCESS EMPLOYEE WIZARD VIA PAYROLL EMPLOYEES

• Select 'NEW'

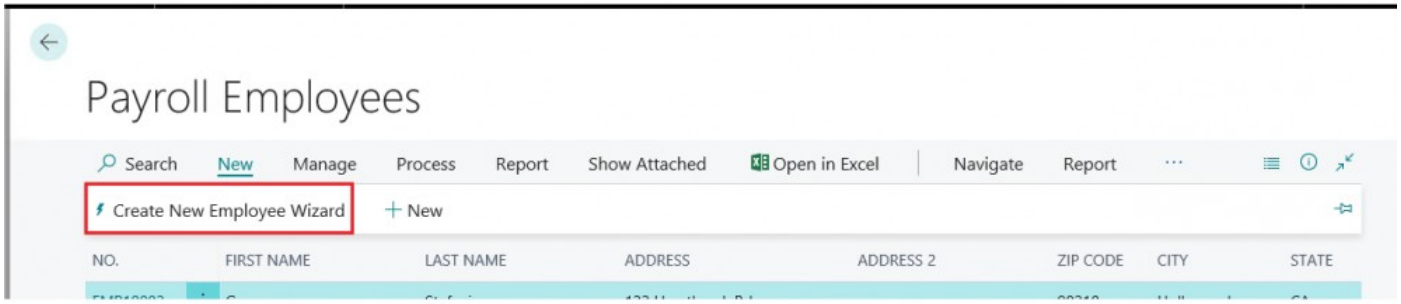


• Select ‘CREATE NEW EMPLOYEE WIZARD’ from drop down menu

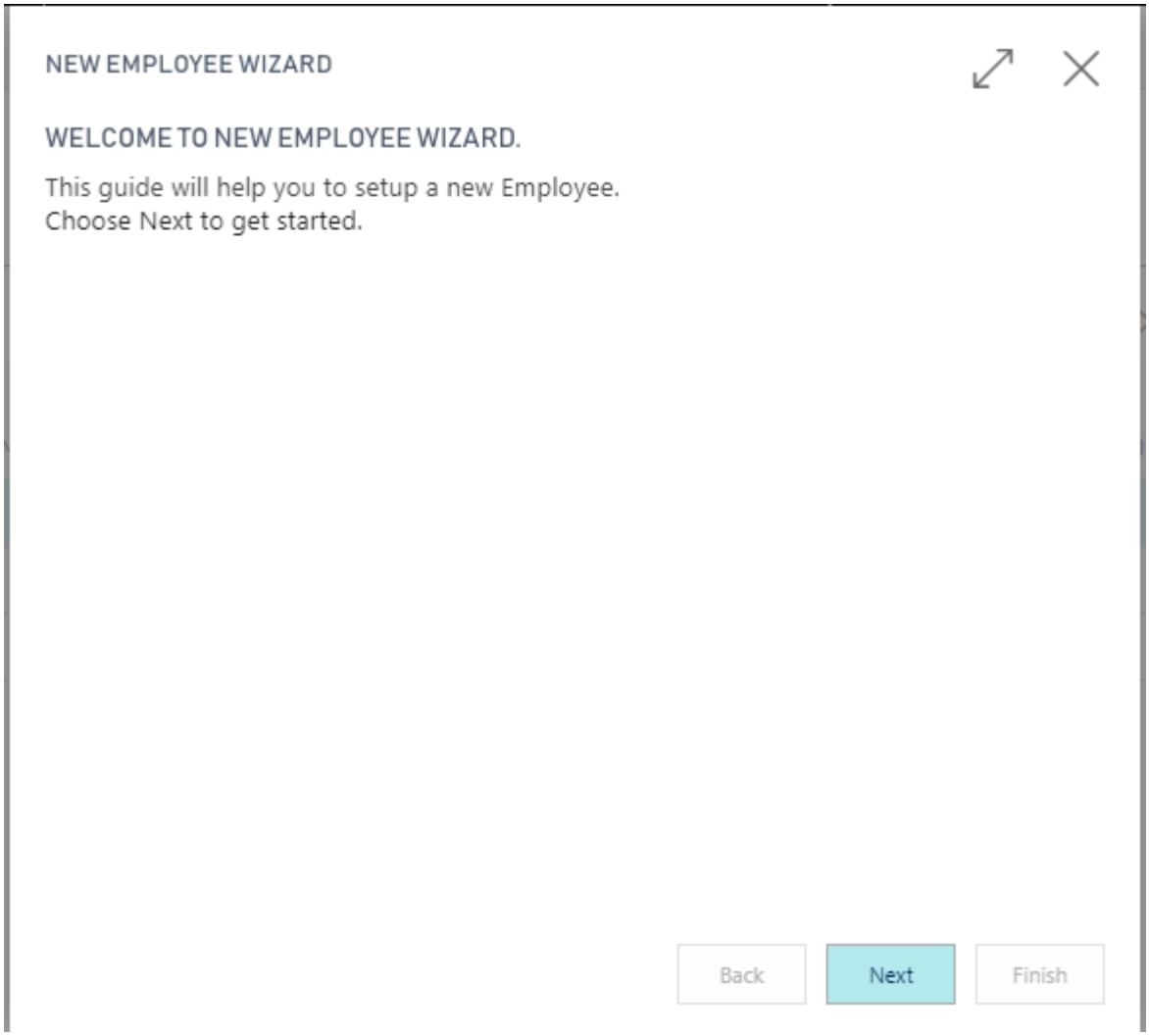


STEP 3. USE NEW EMPLOYEE WIZARD

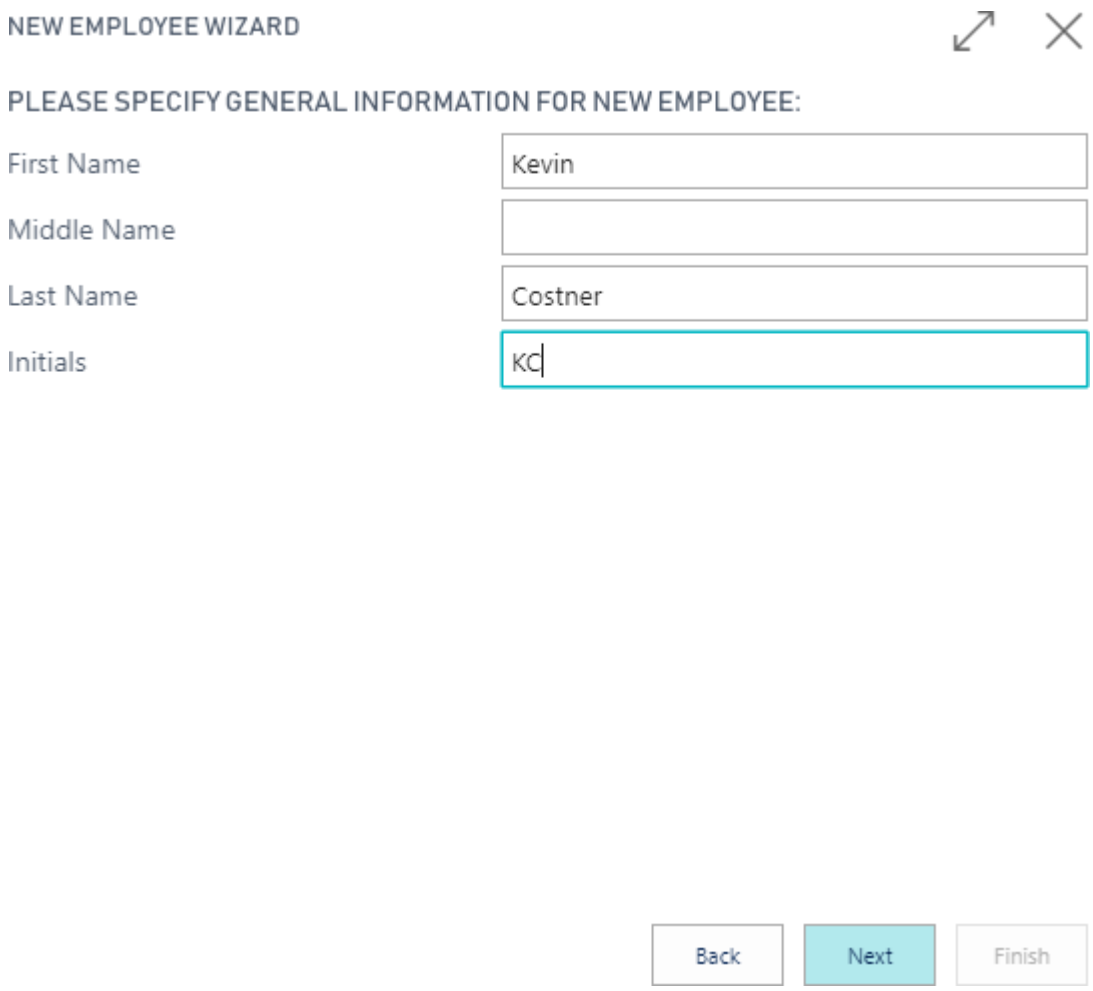
• Select ‘CREATE NEW EMPLOYEE WIZARD’ page action



• The ‘NEW EMPLOYEE WIZARD’ launch screen will pop up. Click ‘NEXT’ in bottom right corner to continue



• Enter first and last name along with Middle Name and Initials if applicable. Then click ‘NEXT’ in bottom right



• Enter appropriate address information in fields Address, Address 2, City, State, and Zip. Then click 'NEXT' button in bottom right corner.

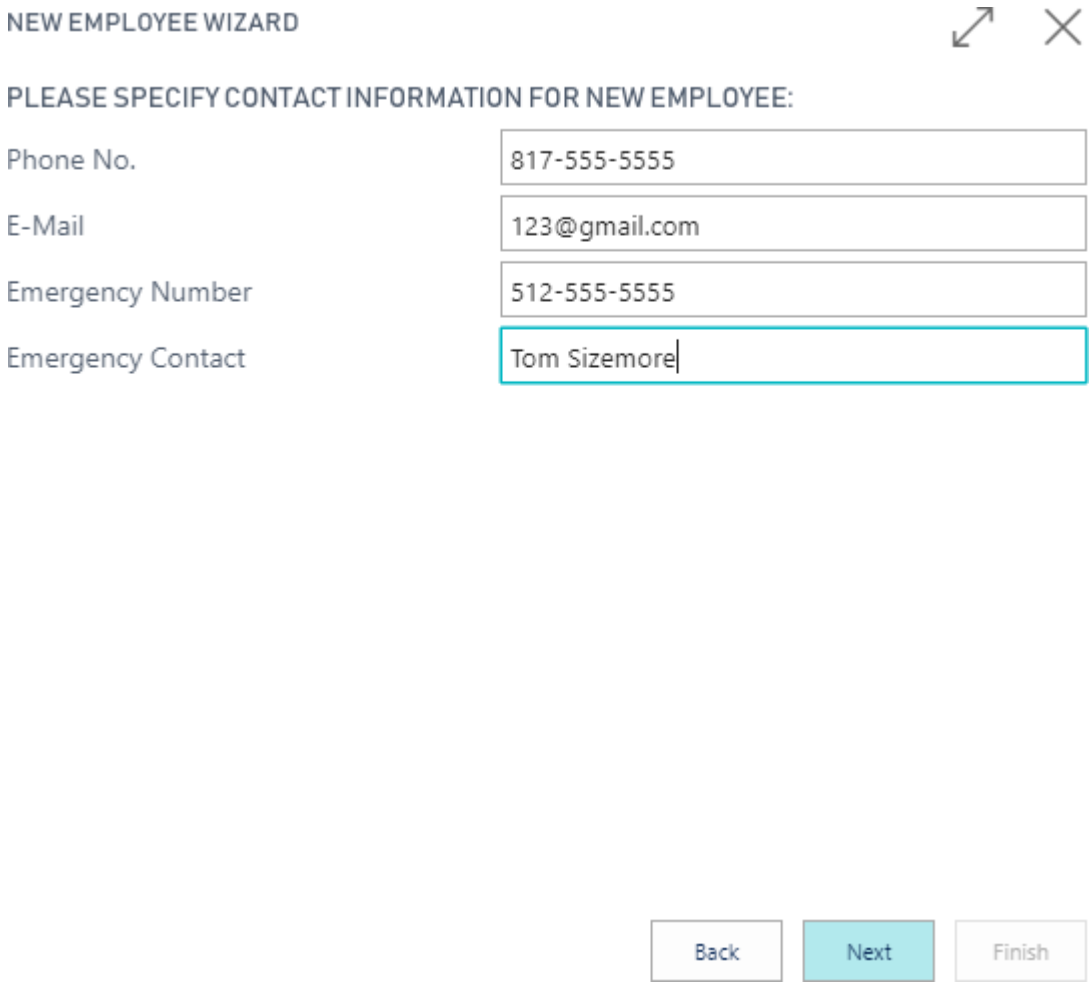
NEW EMPLOYEE WIZARD

PLEASE SPECIFY ADDRESS INFORMATION FOR NEW EMPLOYEE:

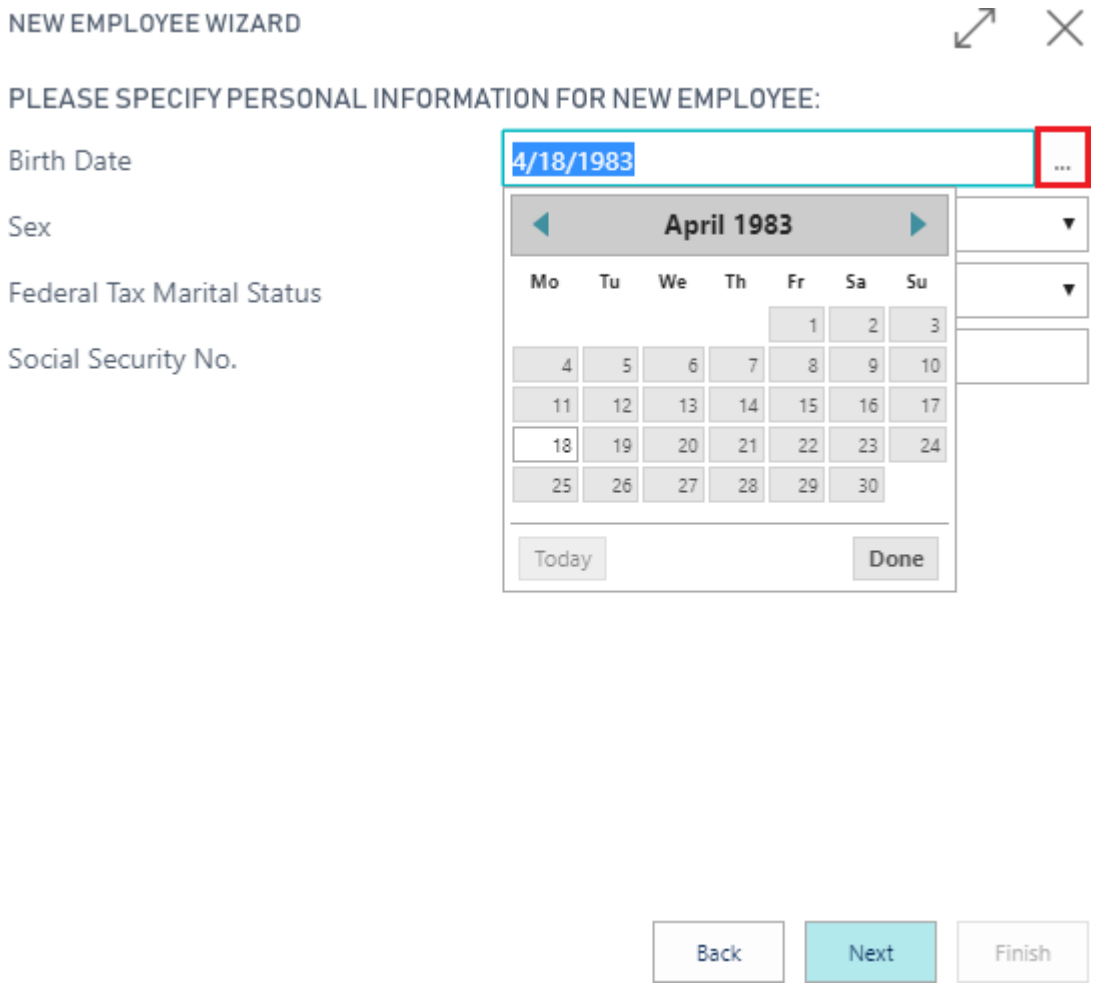
Address	2556 Cockrell Ave
Address 2	
City	Fort Worth
State	TX ...
Zip Code	76109

Back Next Finish

• Enter applicable information and email in fields Phone No., E-Mail, Emergency Number, and Emergency Contact. Click ‘Next’ in bottom right corner.



• Enter a Birth Date in Format mmddyyyy or select from the Assist Edit button '…' on the right of the field.



• Select a ‘SEX’ and ‘FEDERAL TAX MARITAL STATUS’ from the available options in the drop down menu.
Enter Social Security Number in xxx-xx-xxxx format. You must include the dashes
Click ‘NEXT’ in bottom right corner.

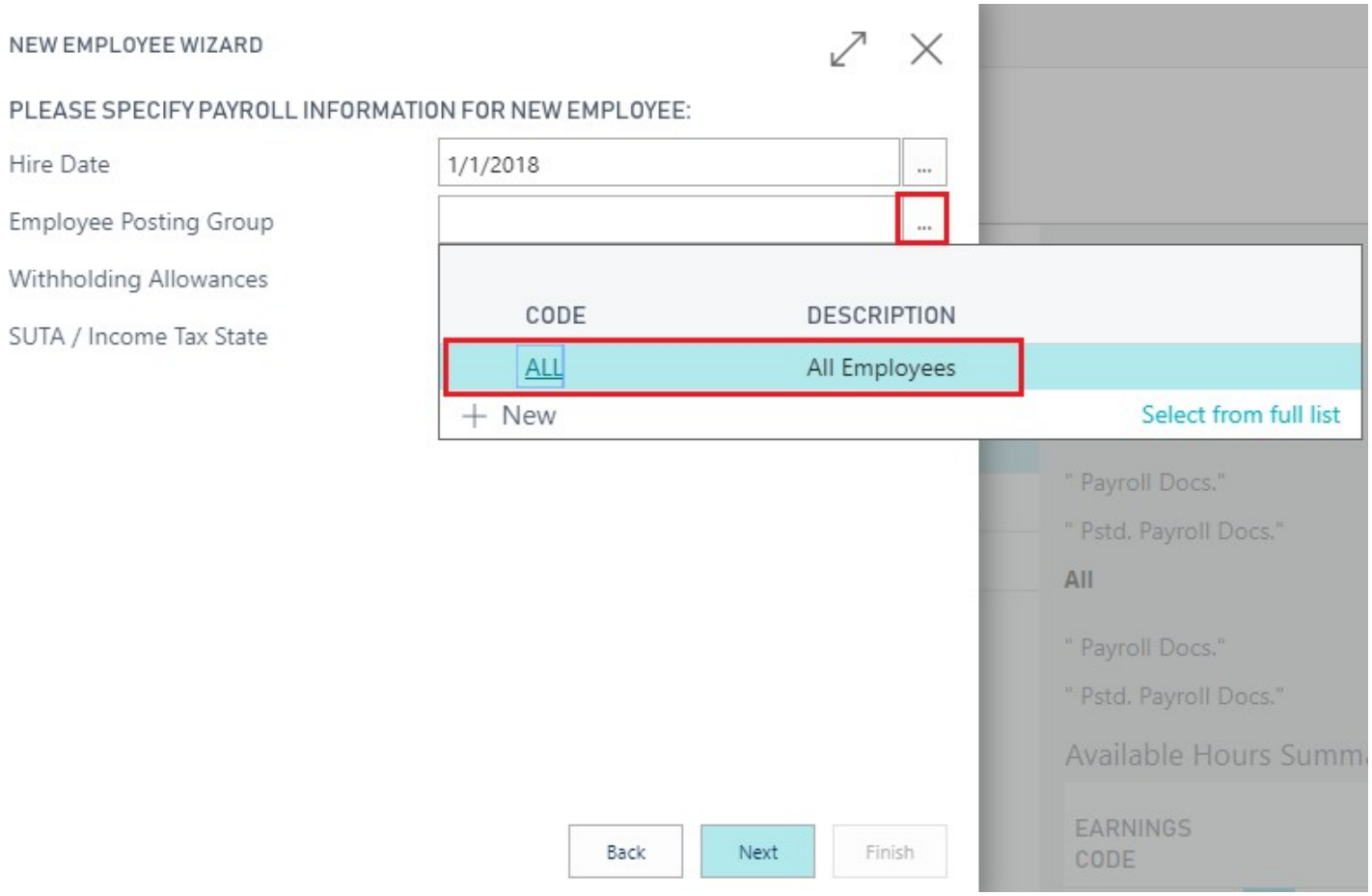
NEW EMPLOYEE WIZARD

PLEASE SPECIFY PERSONAL INFORMATION FOR NEW EMPLOYEE:

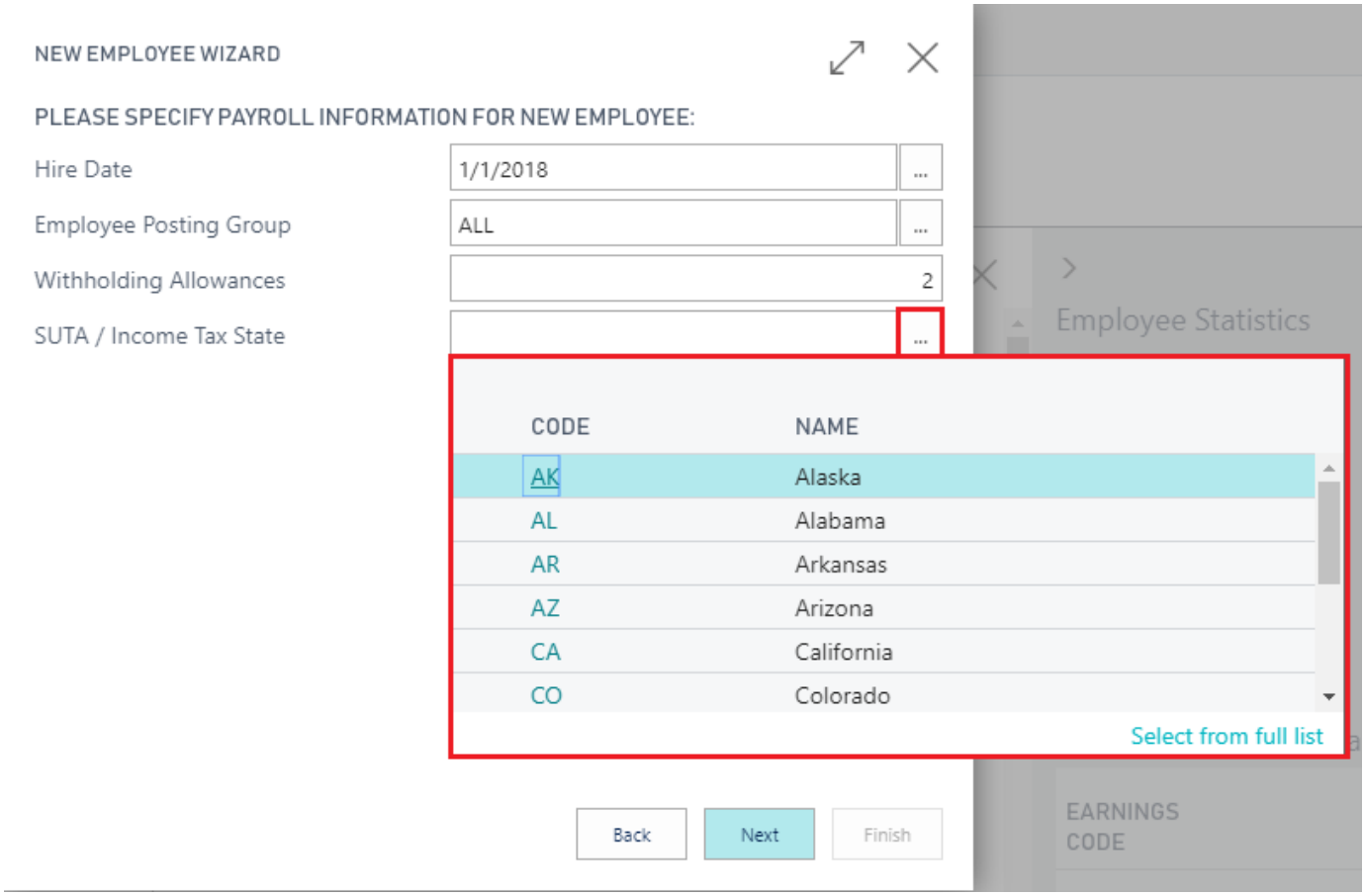
Birth Date	4/18/1983 ...
Sex	Male
Federal Tax Marital Status	Married
Social Security No.	555-55-5555

Back Next Finish

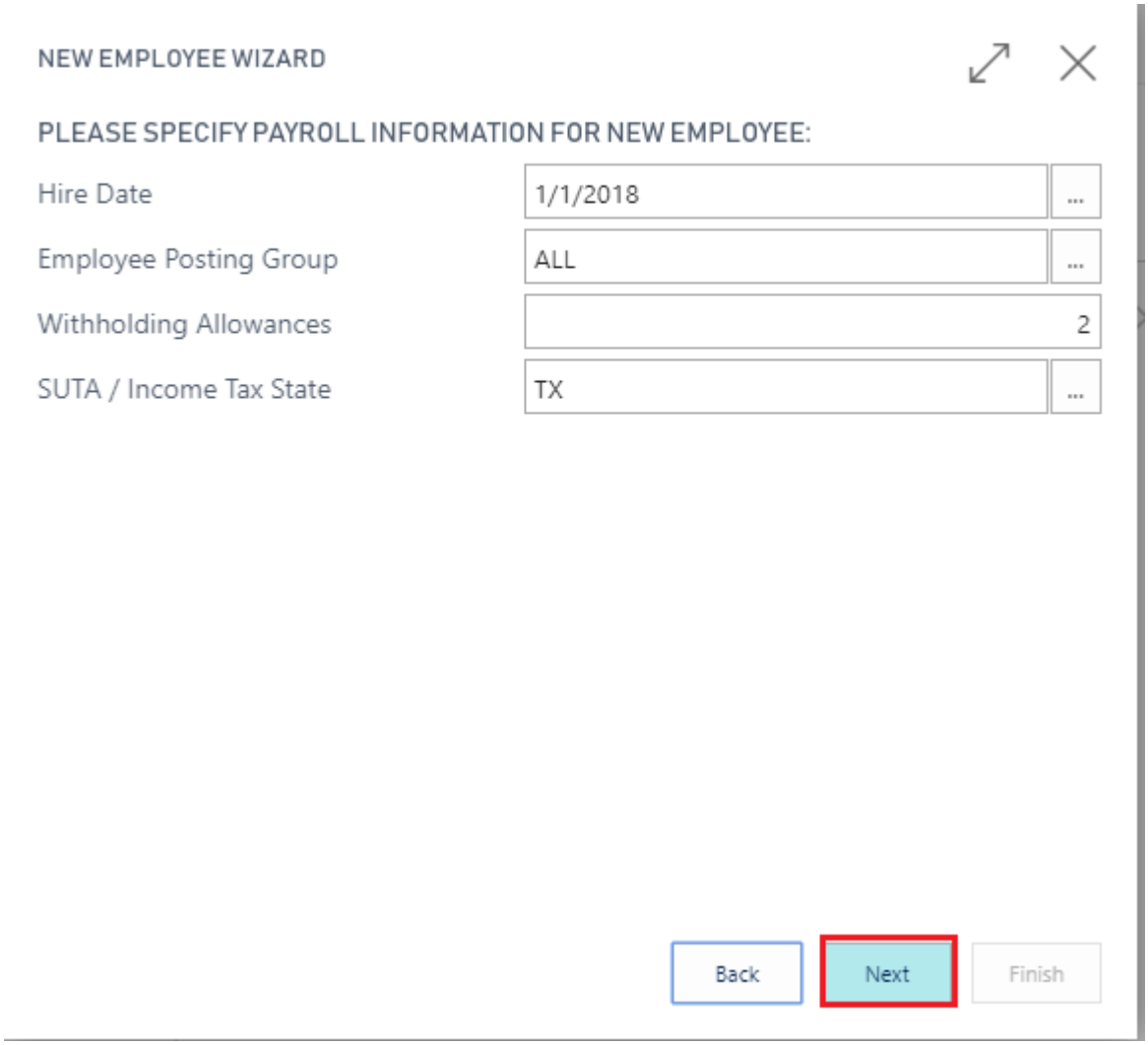
• Enter a Hire Date in Format mmddyyyy or select from the Assist Edit button '…' on the right of the field.
• To enter an Employee Posting Group, select the Assist Edit on the right of the field and select the appropriate option.



• Enter the Withholding Allowances claimed on the employee's W-2 and enter the employee SUTA / Income Tax State abbreviation.



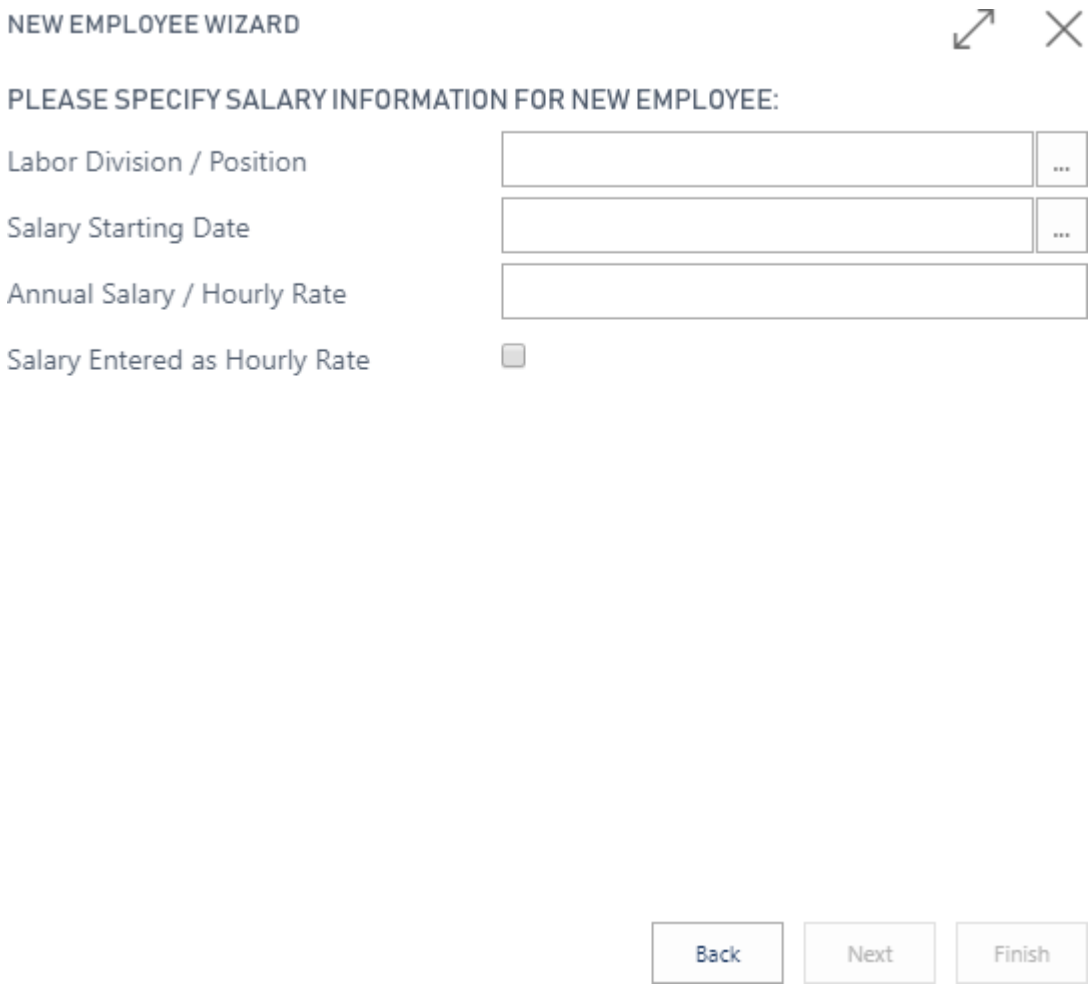
• When completed, click ‘NEXT’ in the bottom right corner



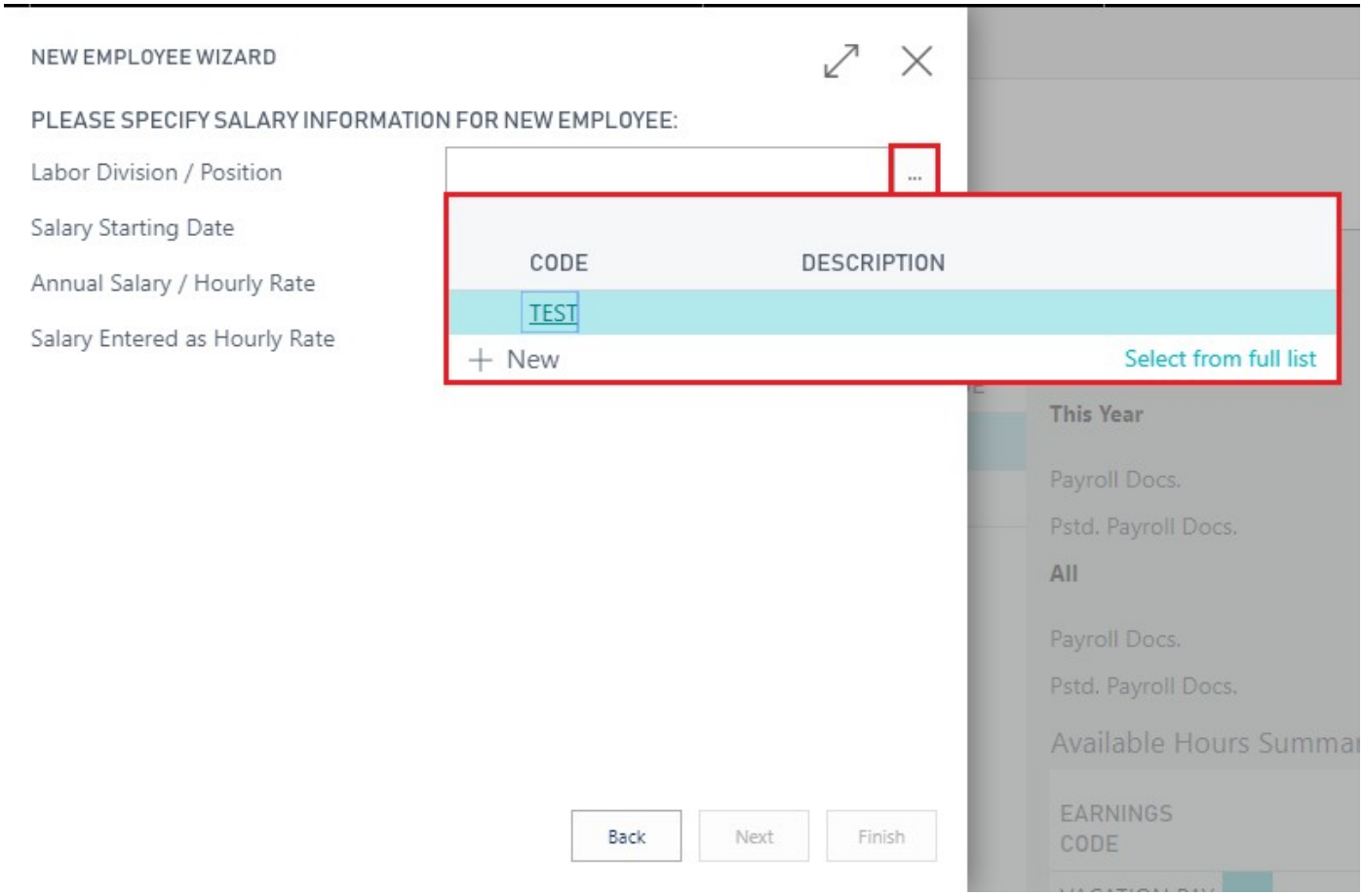
• Now you can select whether to use a template to setup the remainder of the information. To use a template, Select ‘YES’ check box. To manually enter the rest of the information, Select ‘NO’ check box.

• Click ‘NEXT’ in bottom right corner to continue to learn how to create templates please see manual ‘Labor Division / Position Template Setup’.

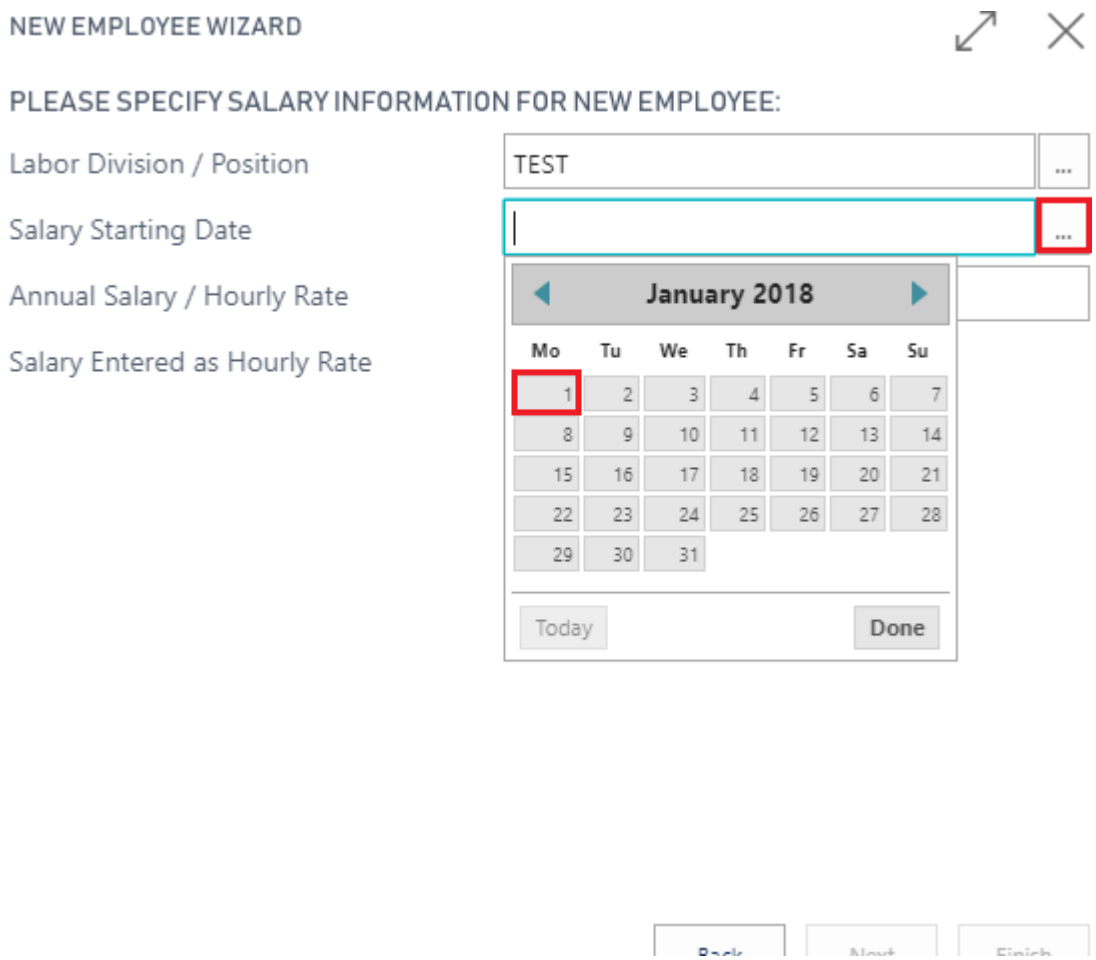
• Following screen will appear.



• Use the Assist Edit button '…' to select a Labor Division / Position from the drop down menu in the 'LABOR DIVISION / POSITION' field



• Enter a SALARY STARTING DATE or Select a SALARY STARTING DATE from the drop down menu via the Assist Edit button '…'



• Enter an ANNUAL SALARY / HOURLY RATE. If you wish to enter the employee salary as an hourly rate, make sure to check the 'SALARY ENTERED AS HOURLY RATE' check box.

• Click 'NEXT' in bottom right corner.

NEW EMPLOYEE WIZARD

PLEASE SPECIFY SALARY INFORMATION FOR NEW EMPLOYEE:

Labor Division / Position	TEST
Salary Starting Date	1/7/2018
Annual Salary / Hourly Rate	50,000.00
Salary Entered as Hourly Rate	☐

Back | Next | Finish

• Click the ‘FINISH’ button at the bottom right corner to complete the NEW EMPLOYEE WIZARD SETUP.

NEW EMPLOYEE WIZARD

THAT'S IT!

New Employee have been successfully created.
Please click finish to close the wizard.

Back Next Finish

2.2. To Add Employee Salary

To ADD EMPLOYEE SALARY

Step 1. From 'Payroll Employee Card' select 'PROCESS'

PAYROLL EMPLOYEE CARD

EMP10002

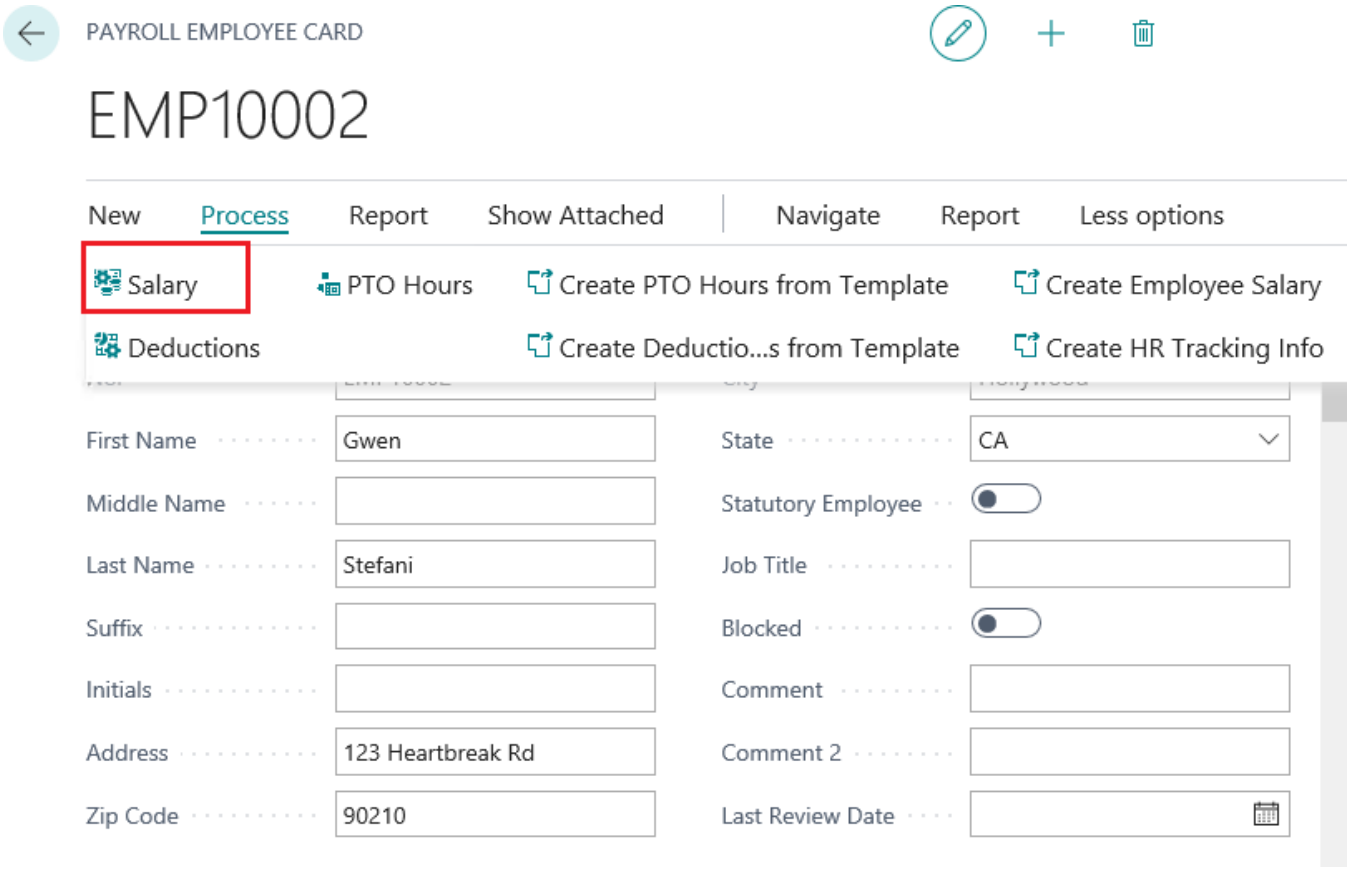
New | Process | Report | Show Attached | Navigate | Report | Less options

General

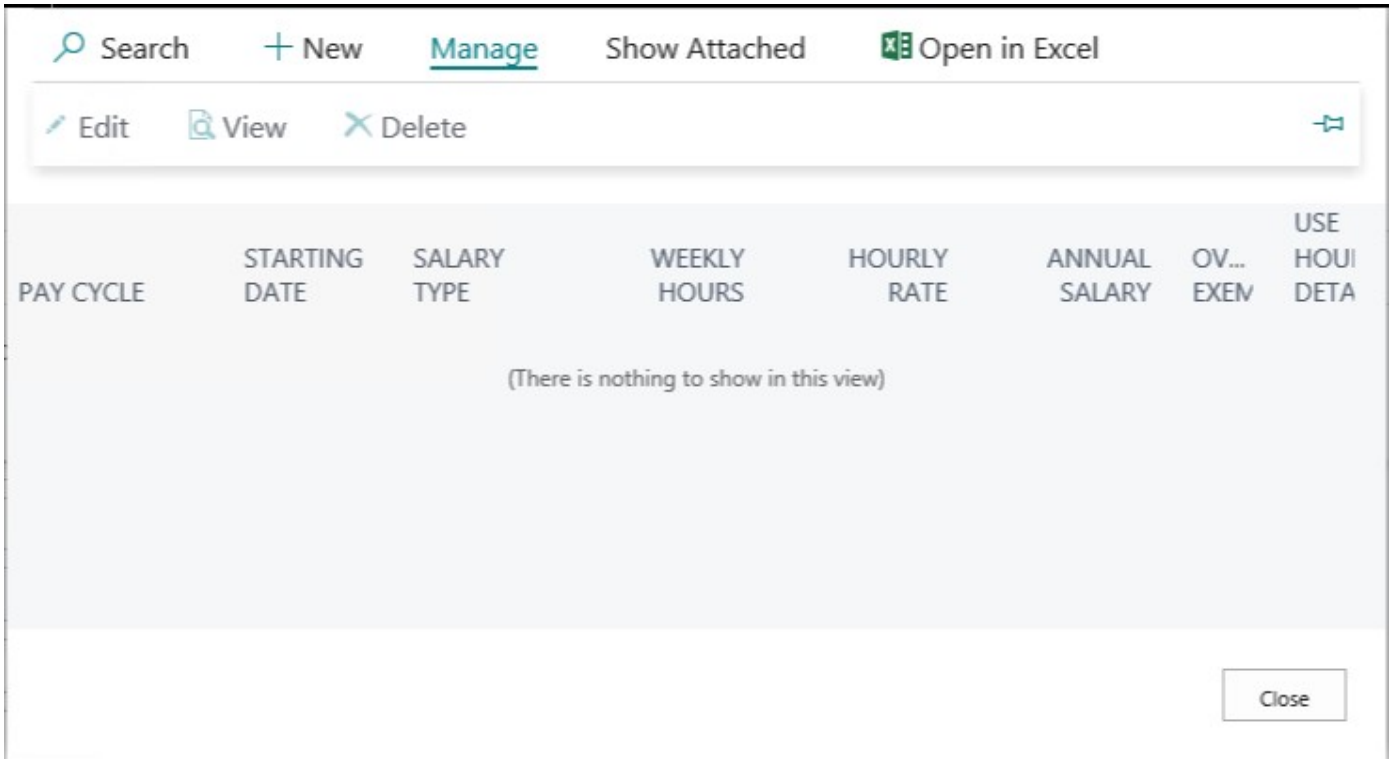
Show more

No.	EMP10002	City	Hollywood
First Name	Gwen	State	CA
Middle Name		Statutory Employee	
Last Name	Stefani	Job Title	
Suffix		Blocked	
Initials		Comment	
Address	123 Heartbreak Rd	Comment 2	
Zip Code	90210	Last Review Date	

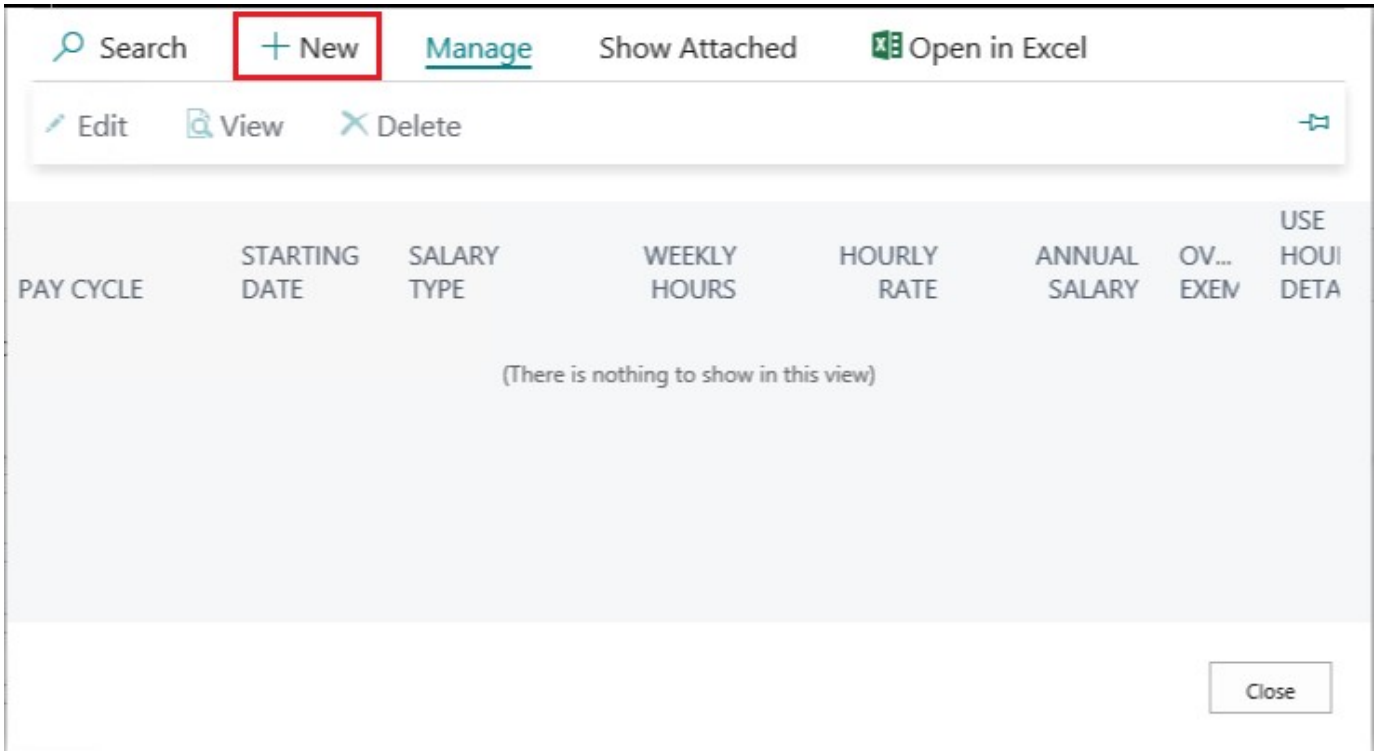
Step 2. Select ‘Salary’



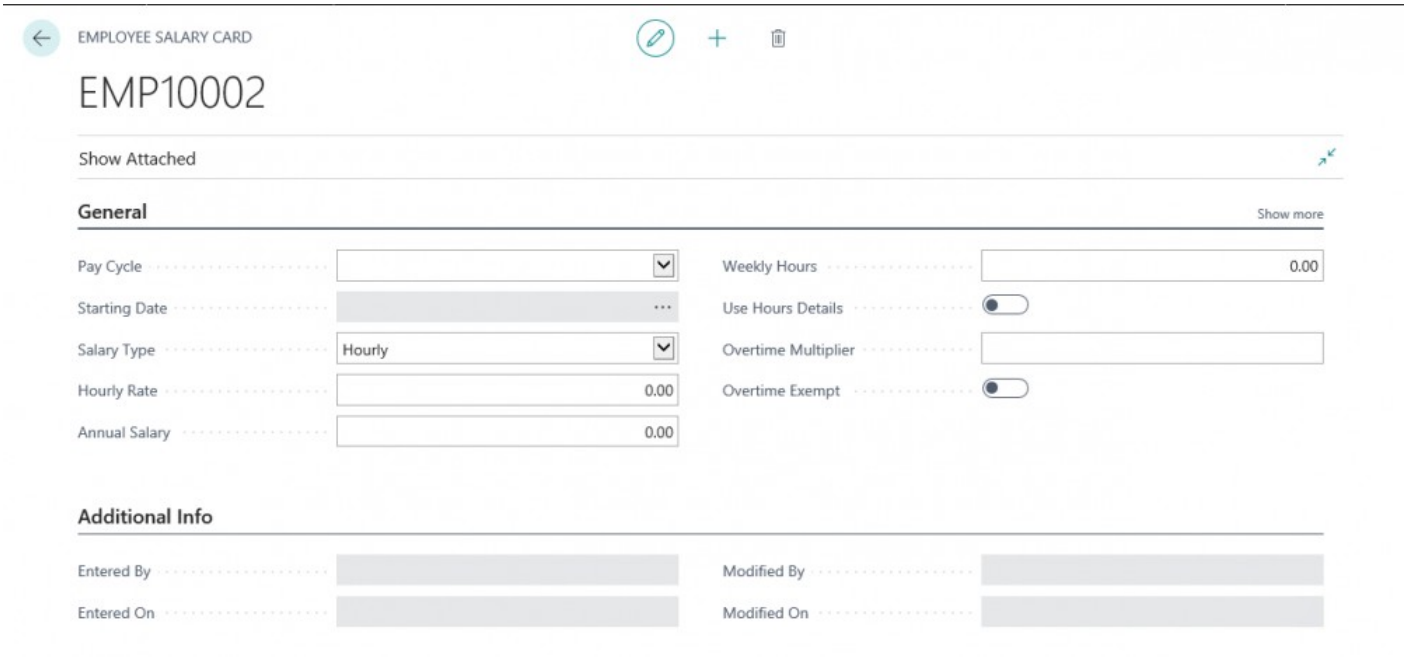
Step 3. The ‘Payroll Employee Salaries’ table will open



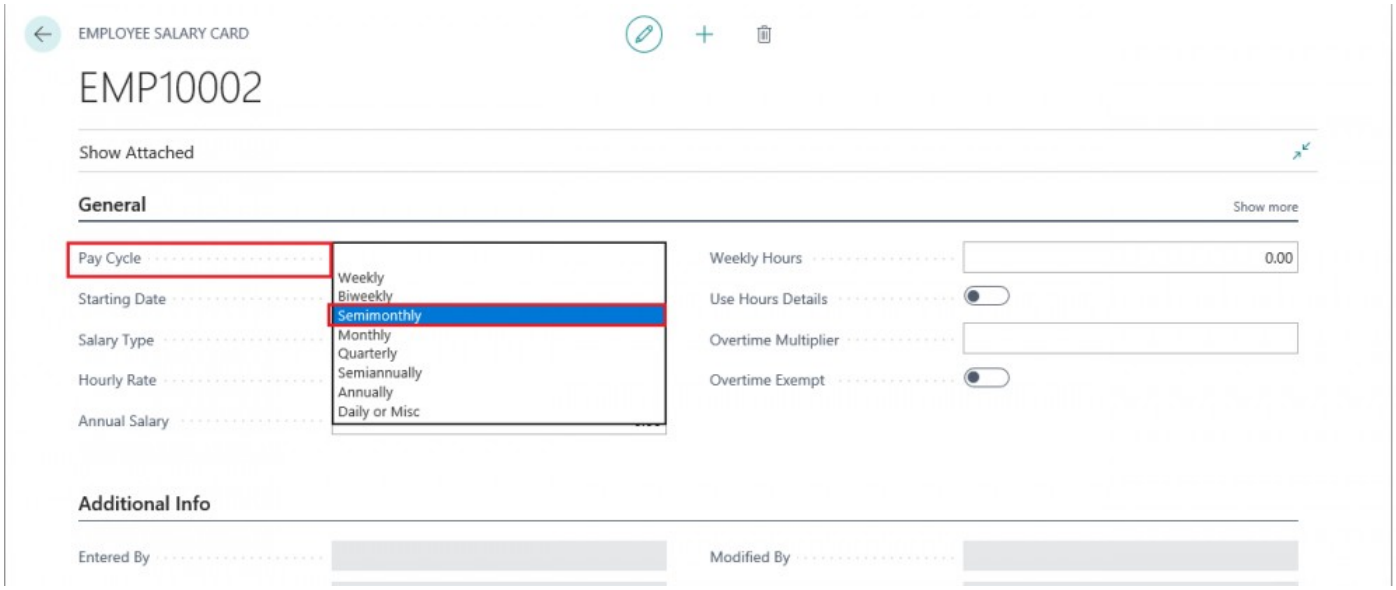
Step 4. Select ‘+New’ to add a new Salary



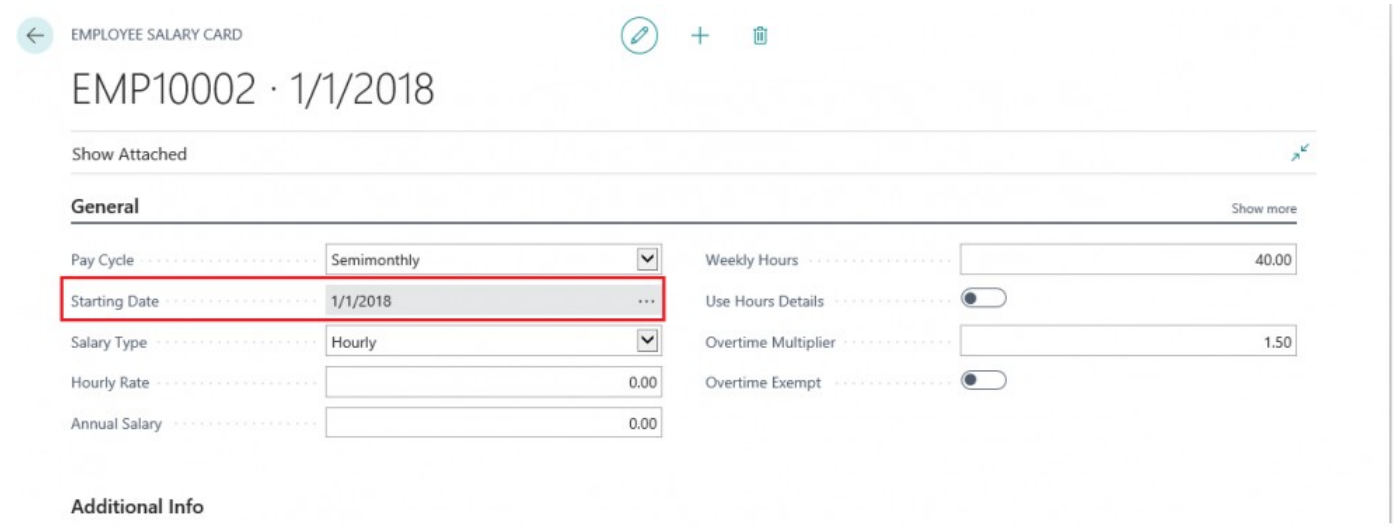
Step 5. The ‘Employee Salary Card’ will open



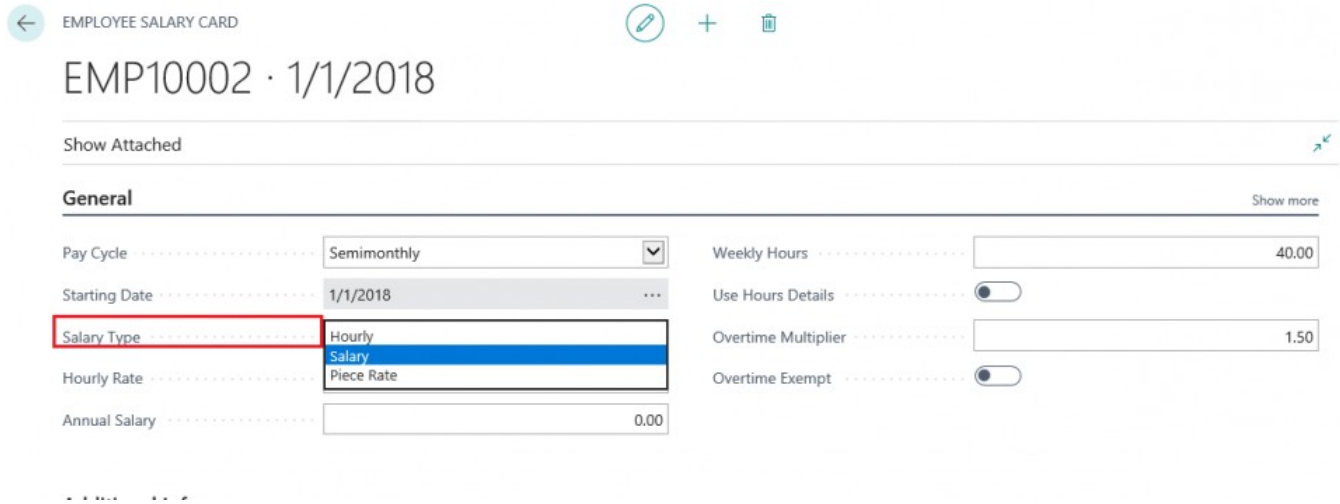
Step 6. Select a ‘Pay Cycle



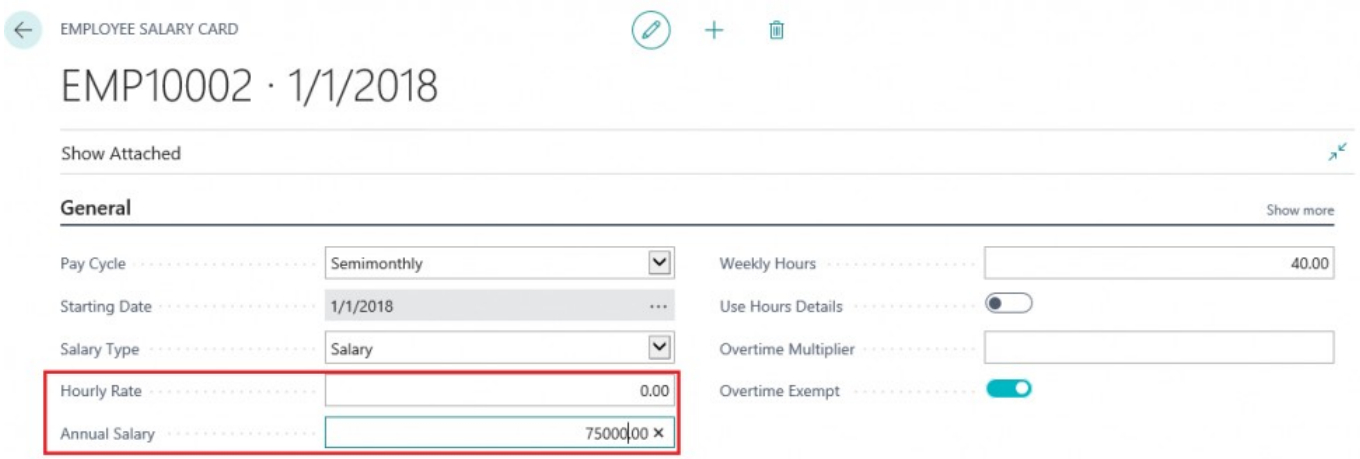
Step 7. Select a ‘Starting Date’ from available options in drop down menu



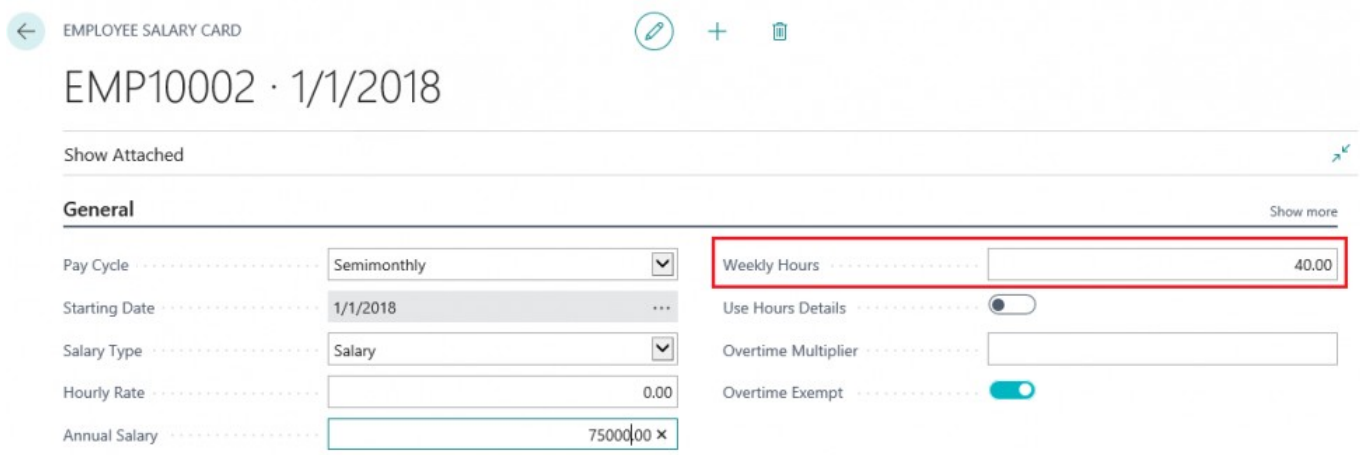
Step 8. Select a ‘Salary Type’



Step 9. Enter an ‘Hourly Rate’ or ‘Annual Salary’ depending on the ‘Salary Type’ you selected.



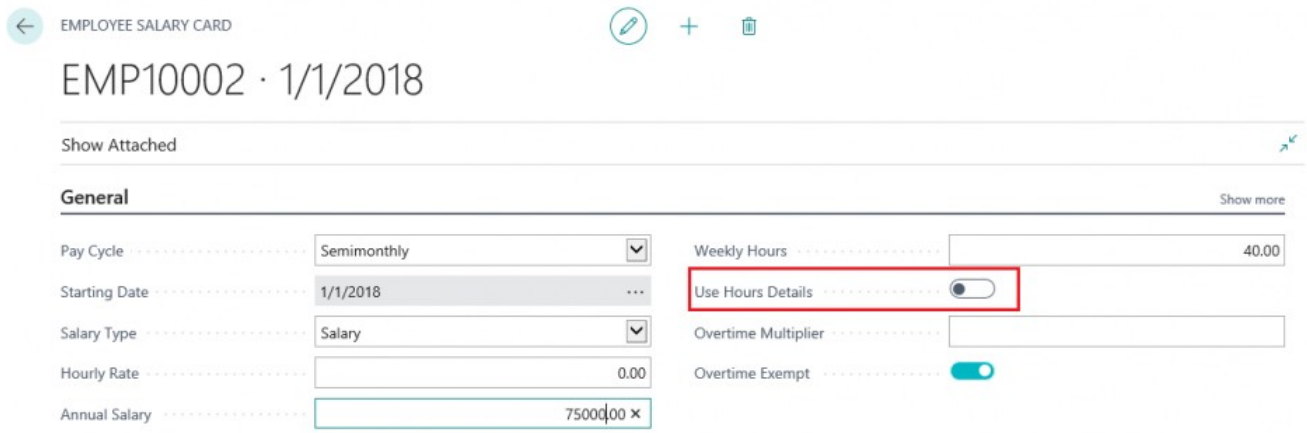
Step 10. Enter ‘Weekly Hours’. They will default to ‘40’ but can be changed if needed.



Step 11.

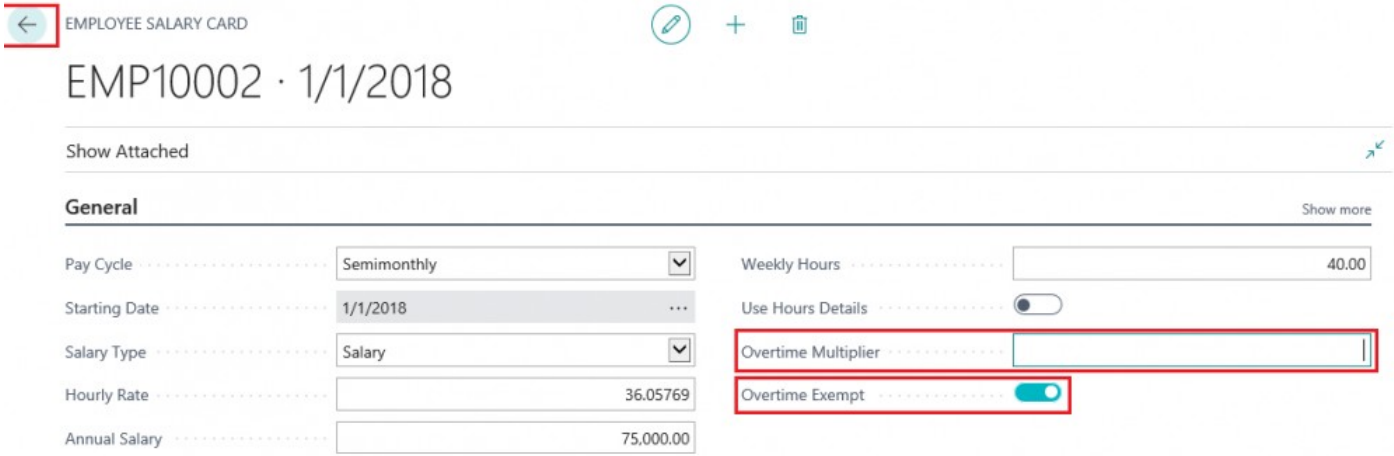
If you are importing hours for this employee, set ‘Use Hours Details’ to True. For Salary Employees, set

'Use Hours Details' to False

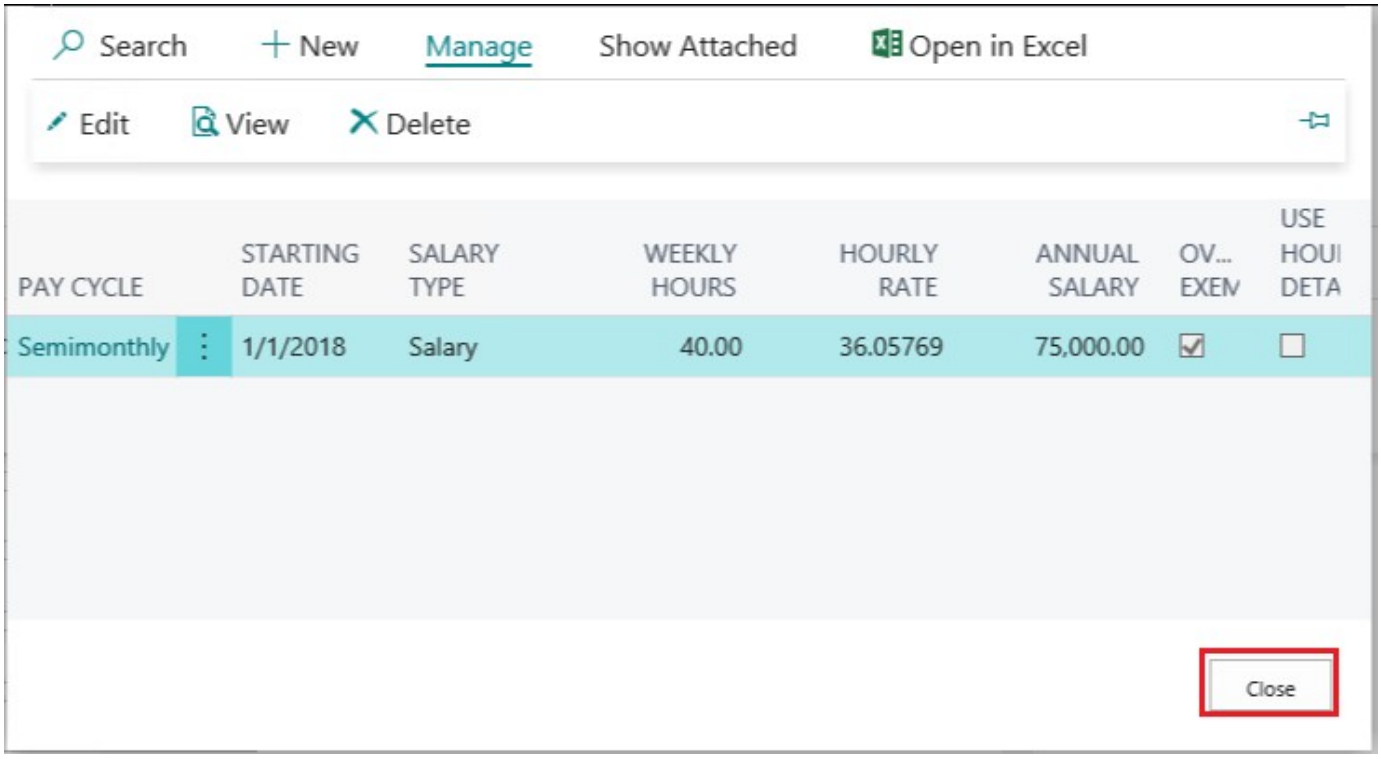


Step 12.

- Enter an 'Overtime Multiplier' if applicable. This will most likely be applied to Hourly Employees
- Set 'Overtime Exempt' to True or False.
- Click 'Button' to save Salary settings.



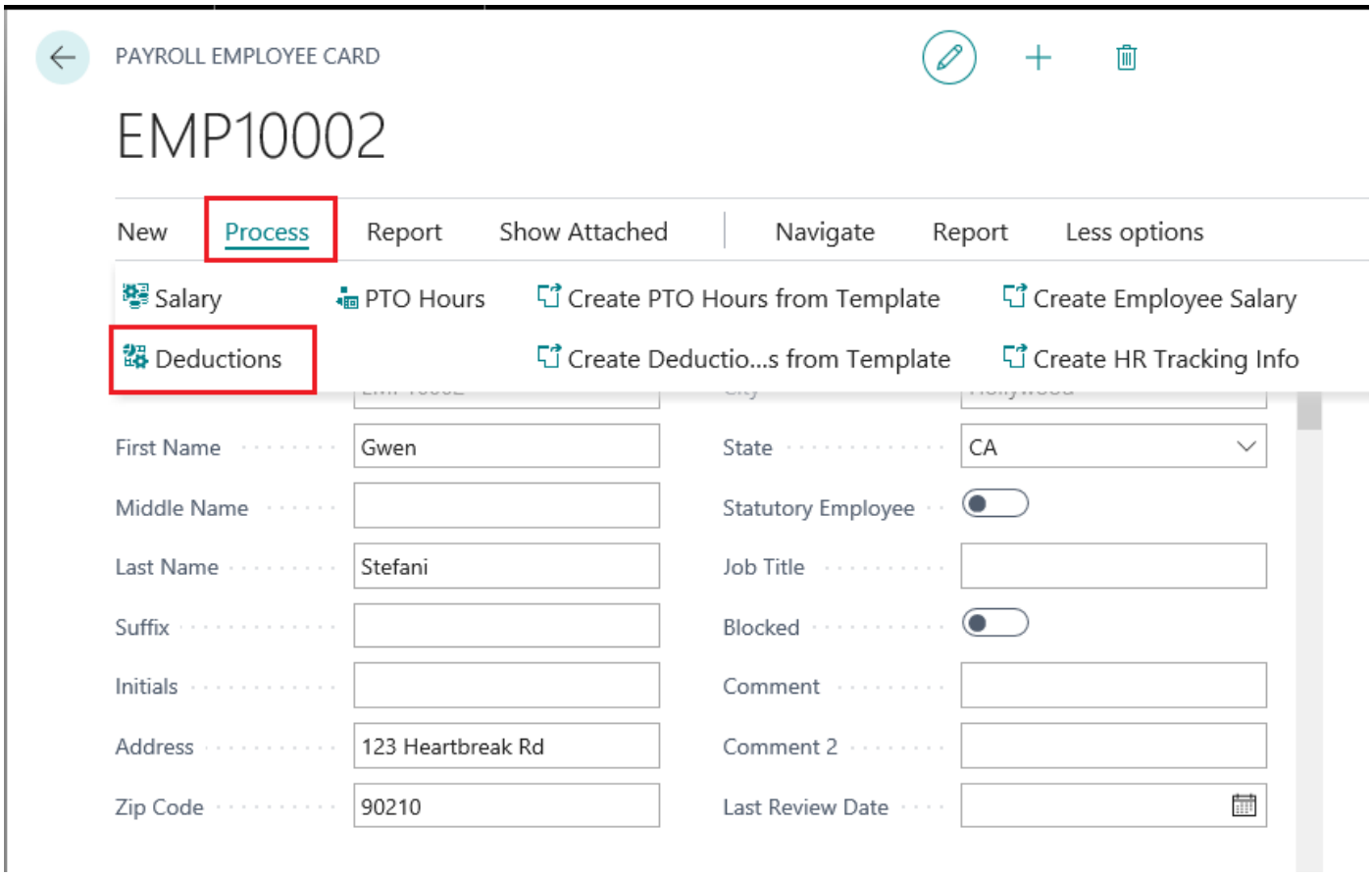
Step 13. Review newly created Salary in the Salary Table then click ‘Close’



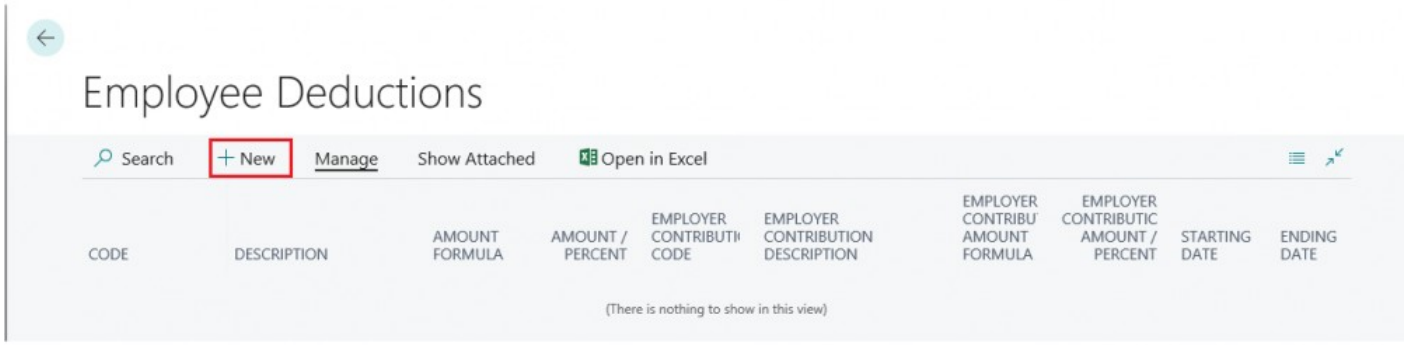
2.3. To Add Employee Deductions

To ADD EMPLOYEE DEDUCTIONS

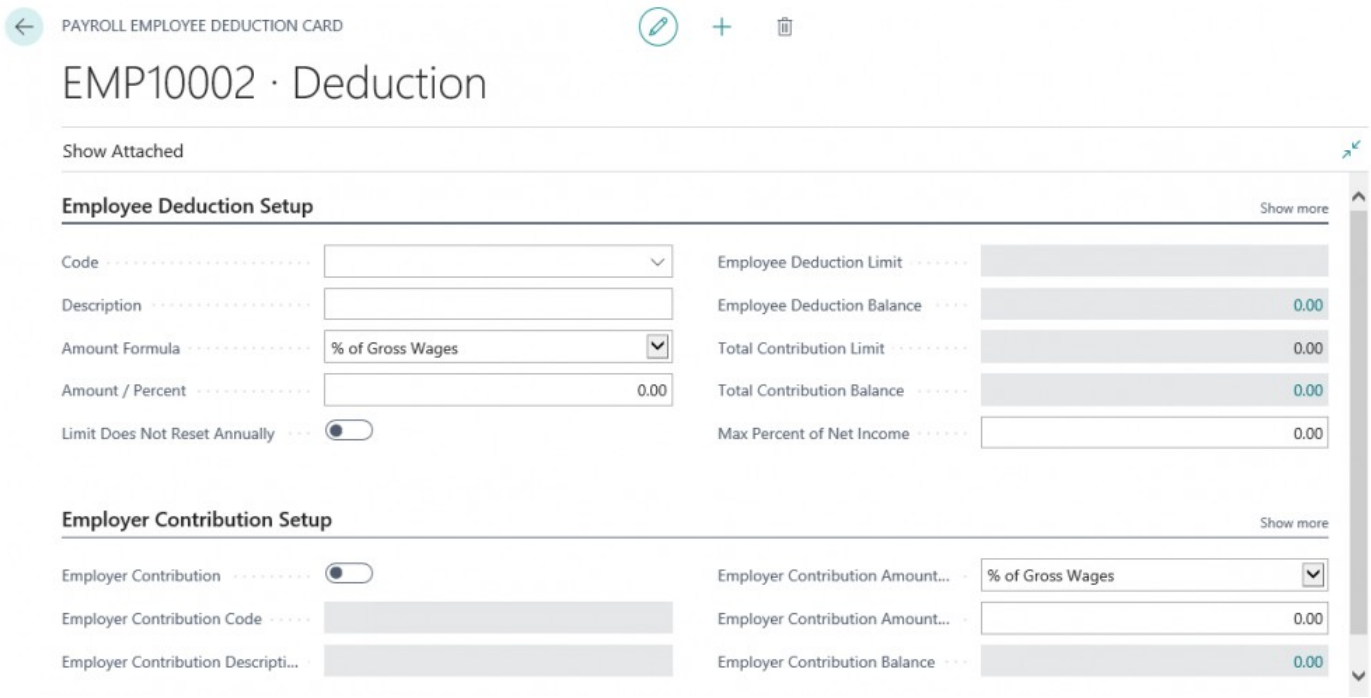
Step 1. From ‘Payroll Employee Card’ select ‘PROCESS’ then ‘Deductions’



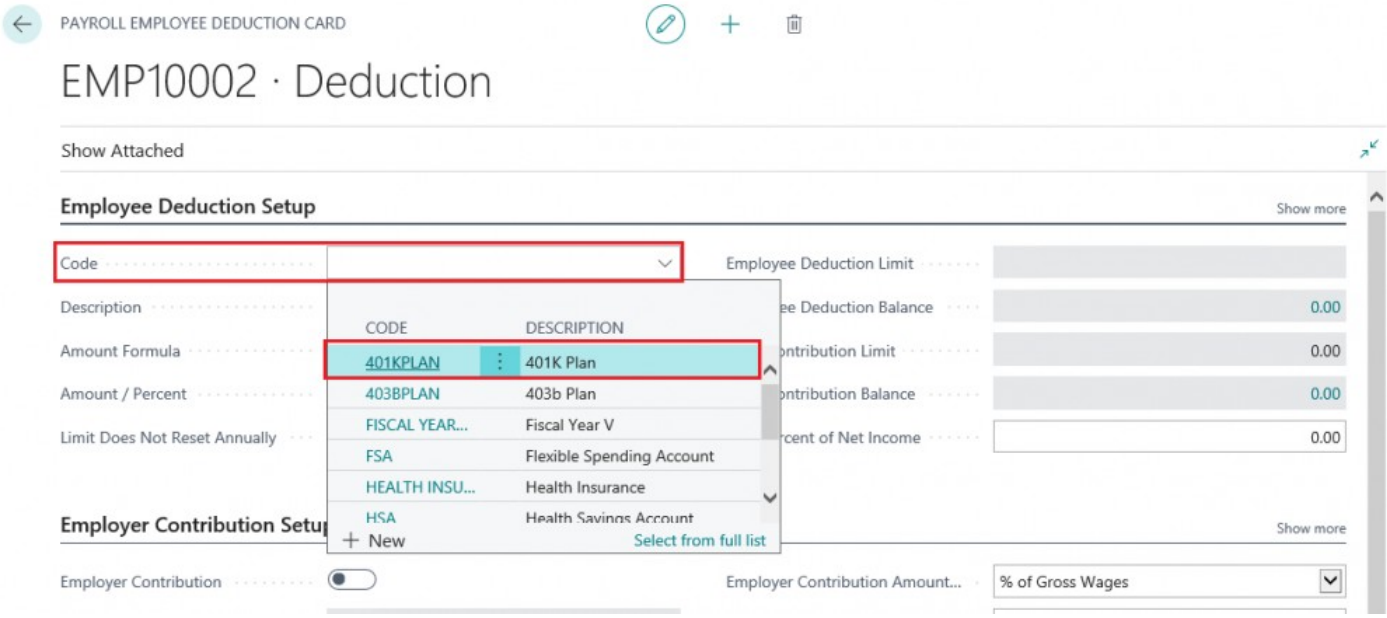
Step 2. The ‘Employee Deductions’ table will open. Click ‘+New’ to add a new Deduction.



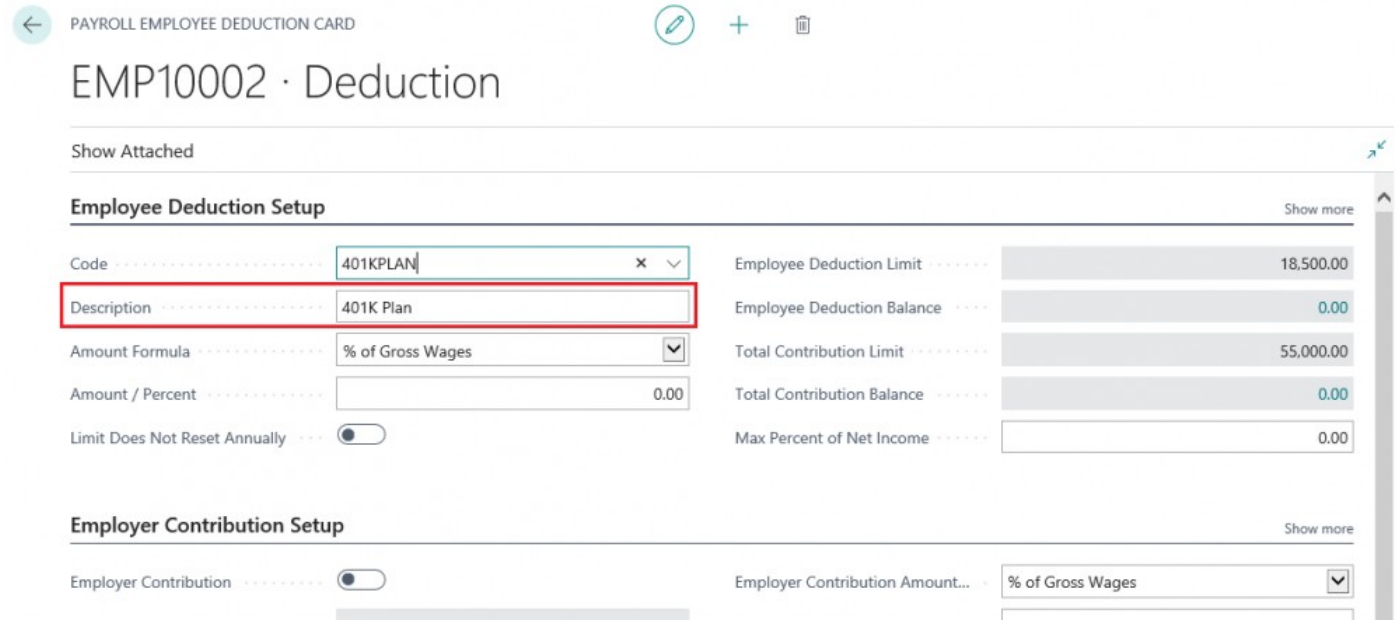
Step 3. The ‘Payroll Employee Deduction Card’ will open.



Step 4. Select a deduction code from the drop down menu in the ‘Code’ field.

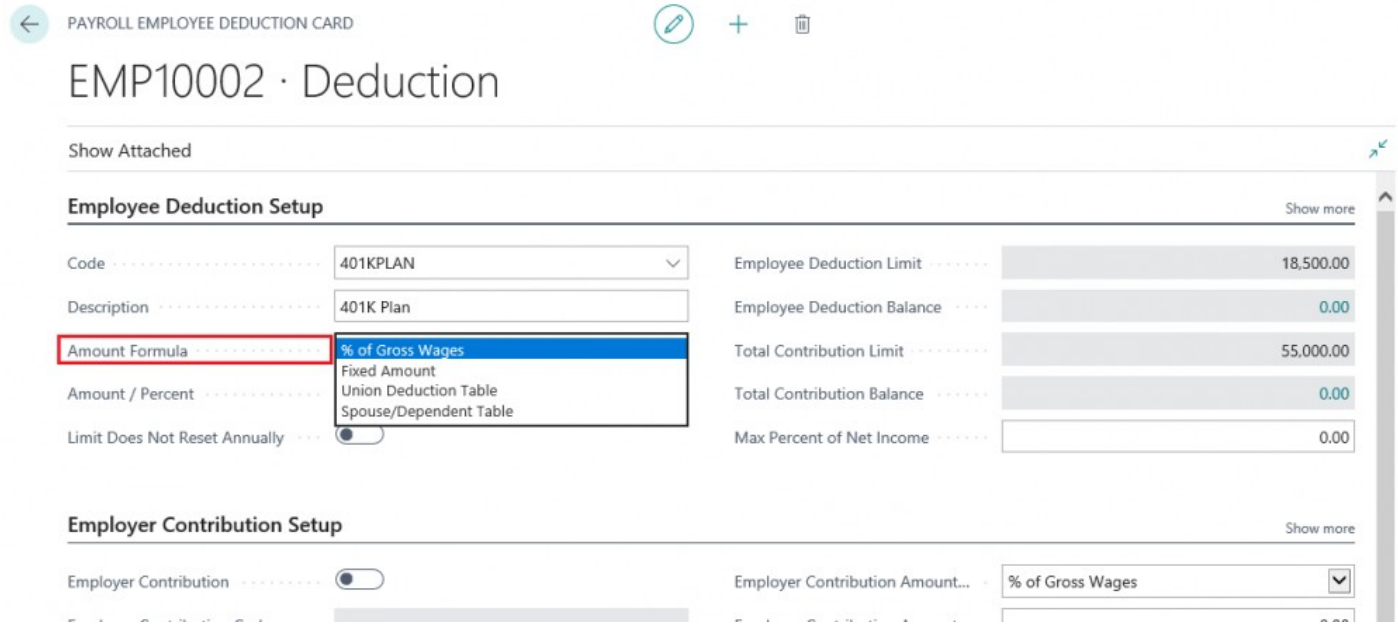


Step 5. The ‘Description’ field will auto-populate after you select a code.



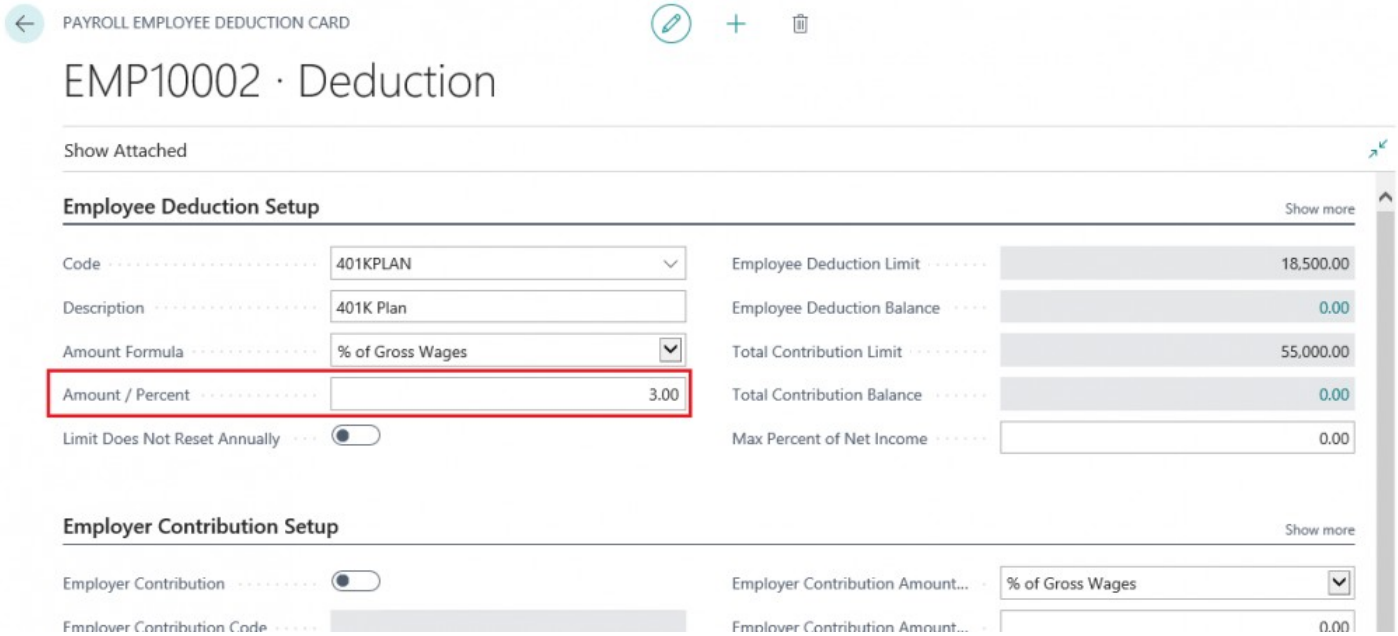
Step 6.

Select the formula for calculating the deduction amount from the employee’s wages from the available options in the drop down menu



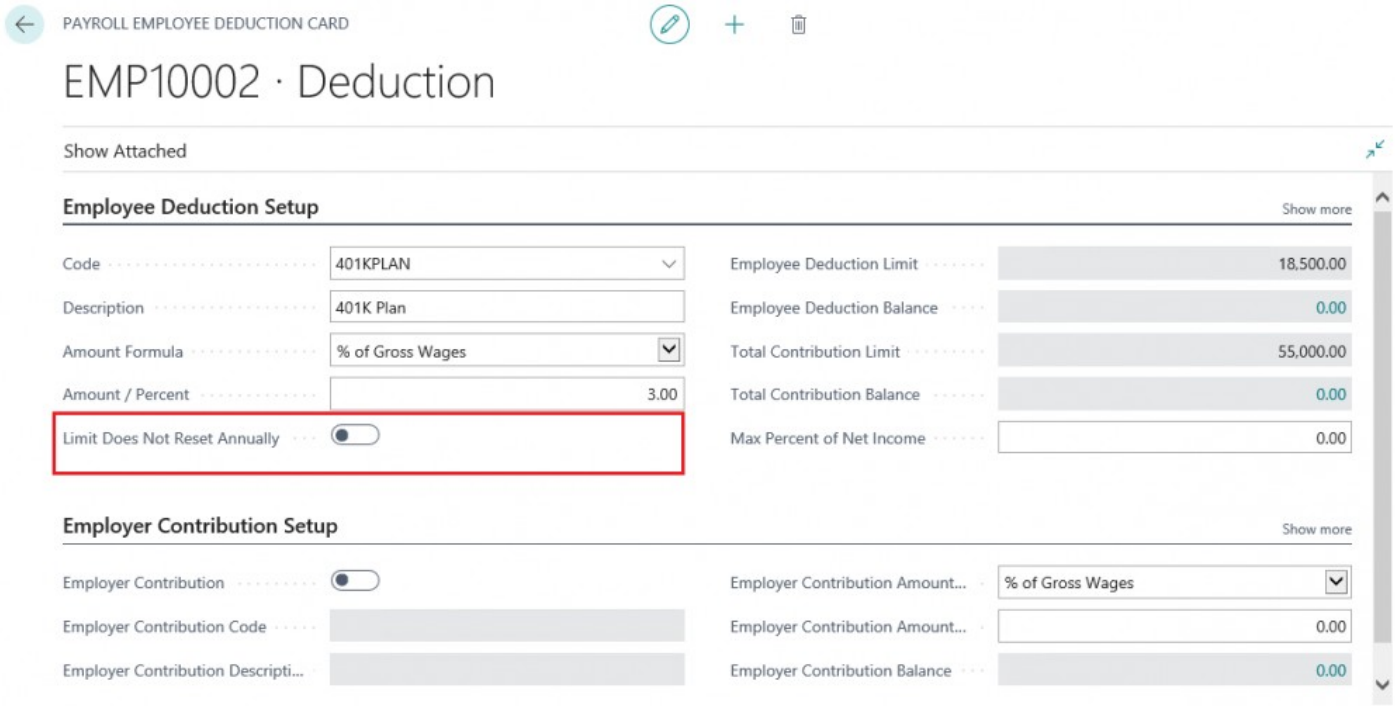
Step 7.

Enter an amount or percent to calculate deduction amount based on the formula you just selected.

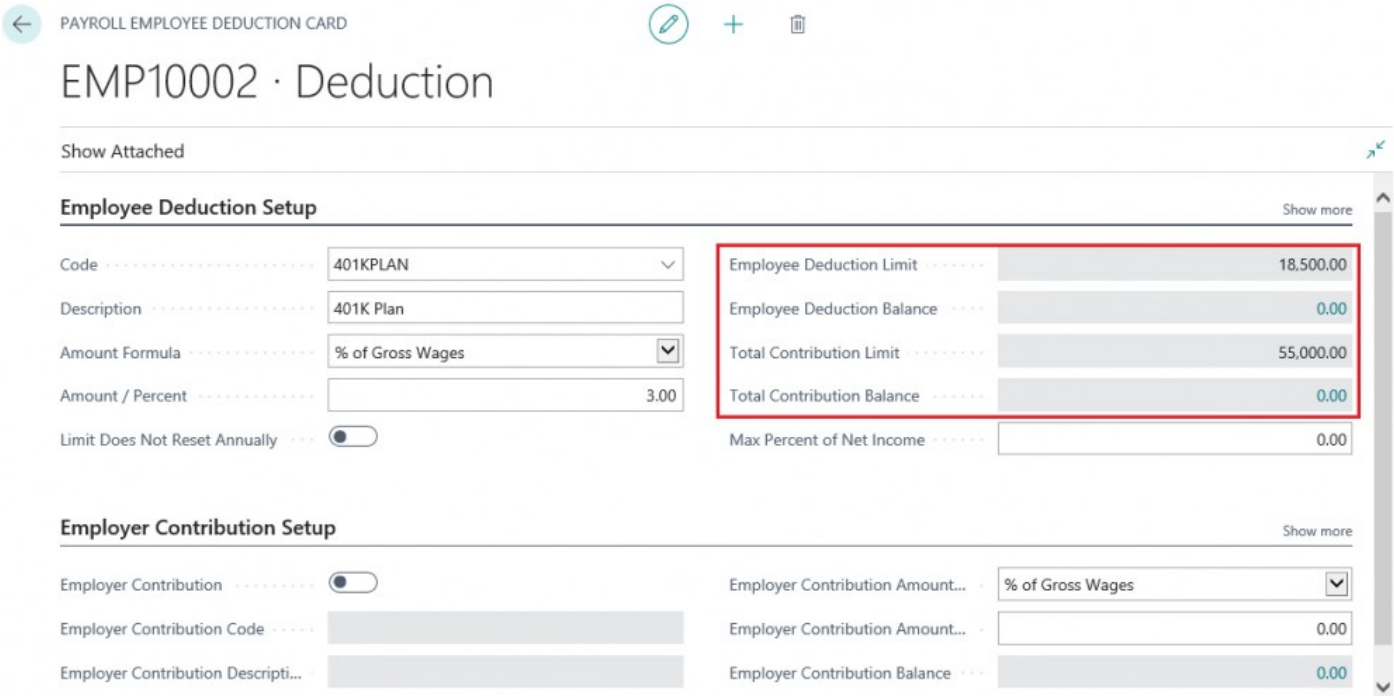


Step 8.

Set the ‘Limit Does Not Reset Annually’ to True if the deduction will not reset annually. This will usually be set to False. However, for certain deductions such as garnishments or loan repayments it may need to be set to True

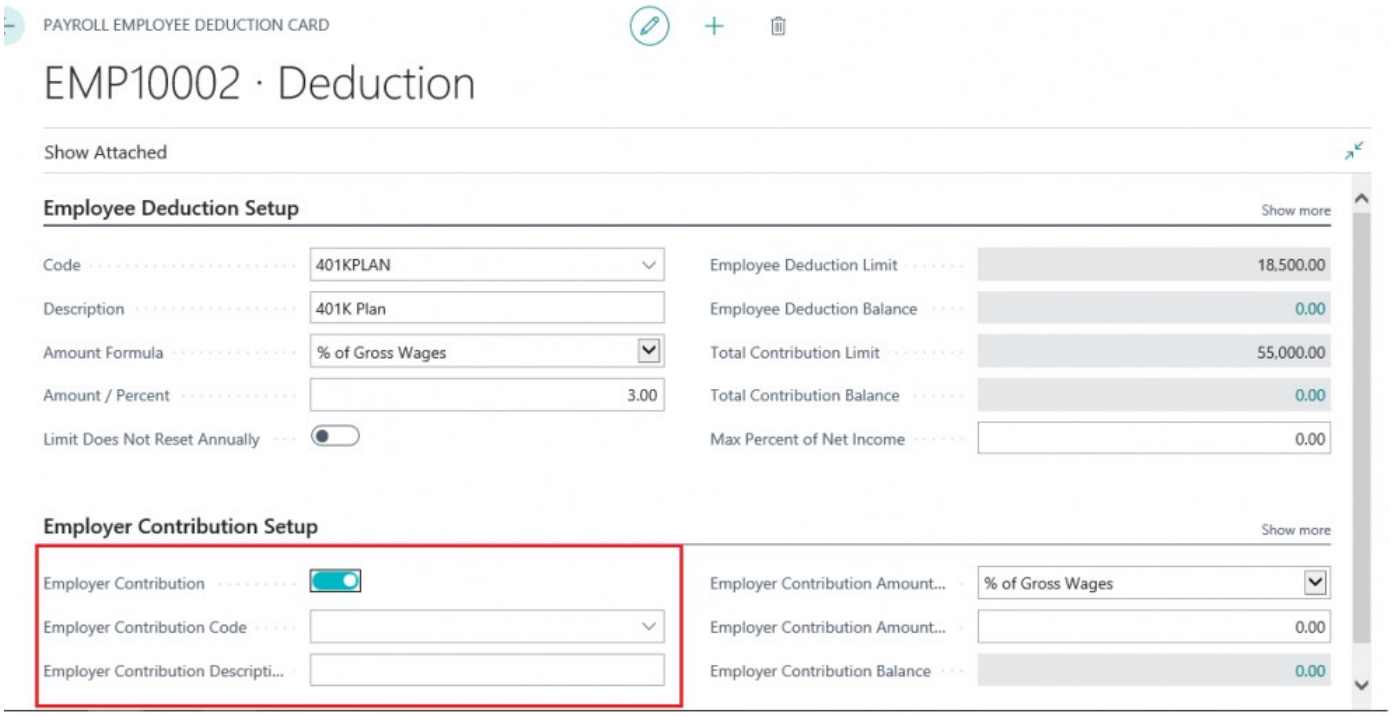


NOTE:
If applicable to the deduction the ‘Employee Deduction Limit’ and ‘Total Contribution Limit’ will pre-populate with information from the Payroll NOW by Integrity Data Payroll tax table. You don’t have to worry about tracking deduction and contribution limits for 401k, HSA, FSA etc.
The ‘Employee Deduction Balance’ and ‘Total Contribution Balance’ (the blue numbers) will automatically calculate after every posted payroll document for this employee.



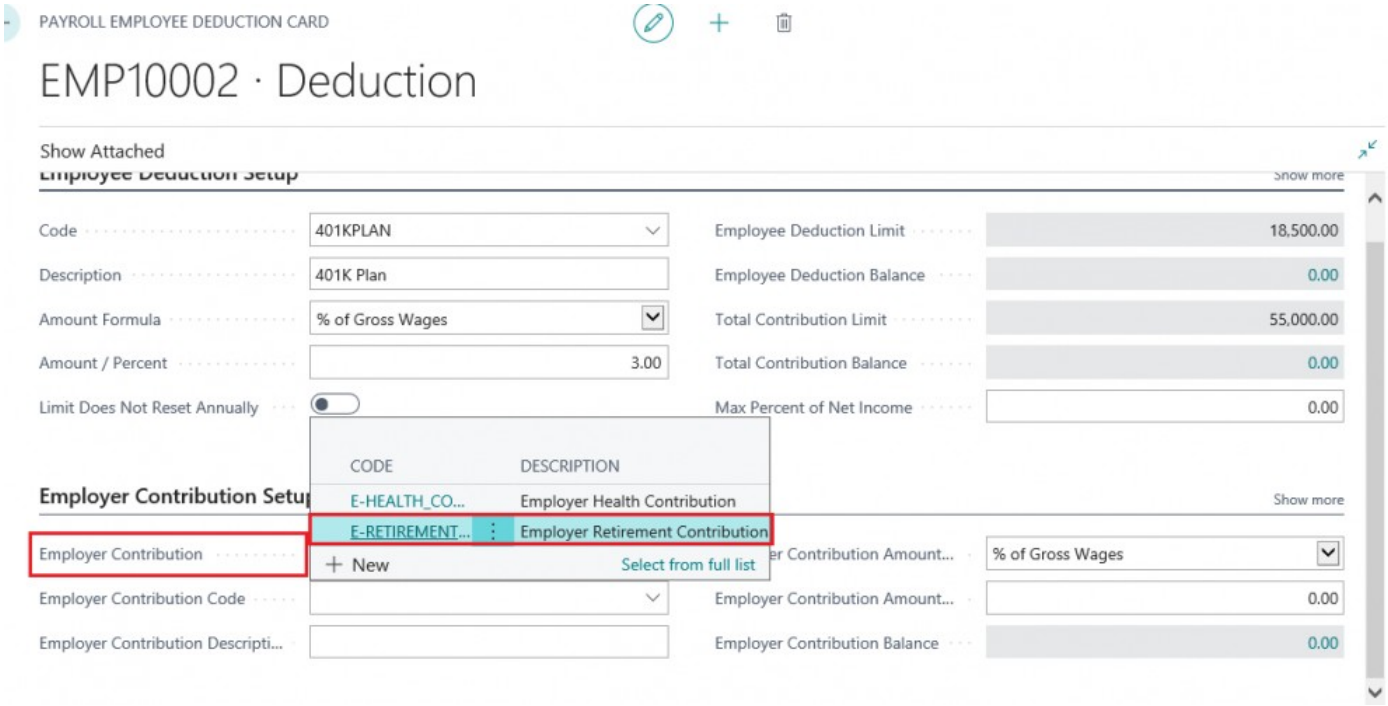
ADD EMPLOYER CONTRIBUTION
Step 9.
If there is, an employer contribution associated with this deduction set the ‘Employer Contribution’ to TRUE. Once selected, the ‘Employer Contribution Code’ and ‘Employer Contribution Description’ will become

Editable.



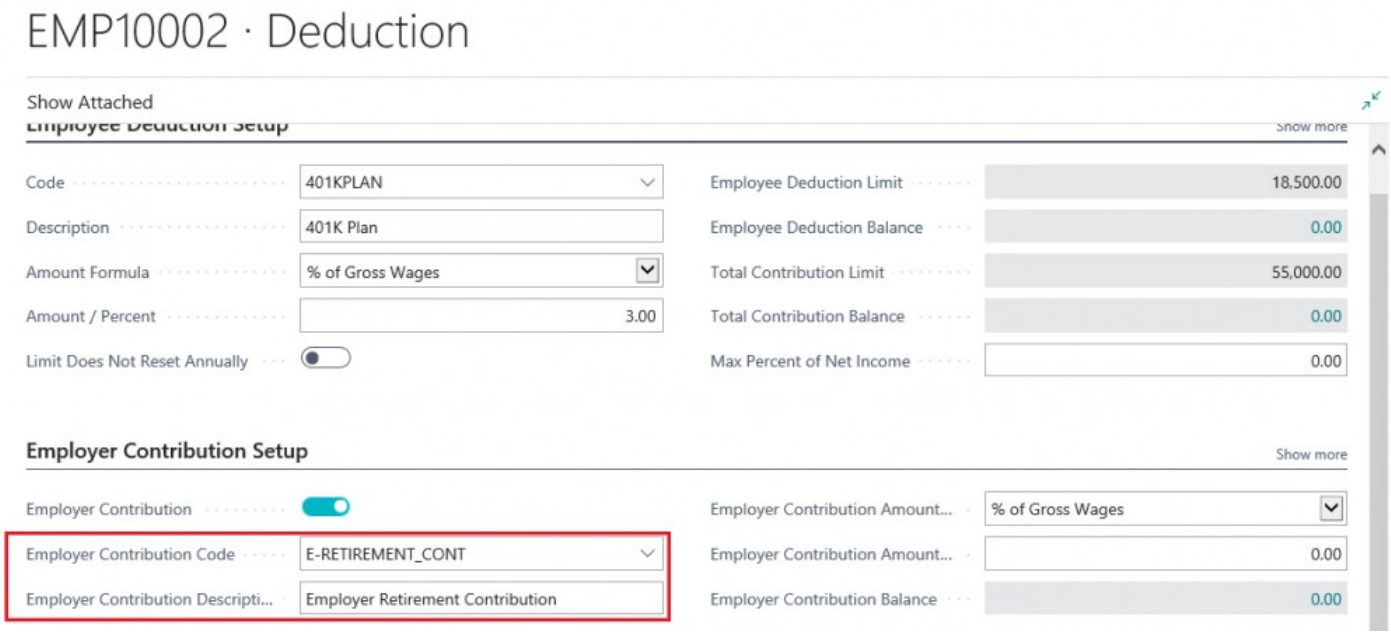
Step 10.

Select the appropriate contribution code from the drop down menu in the ‘Employer Contribution Code’ field



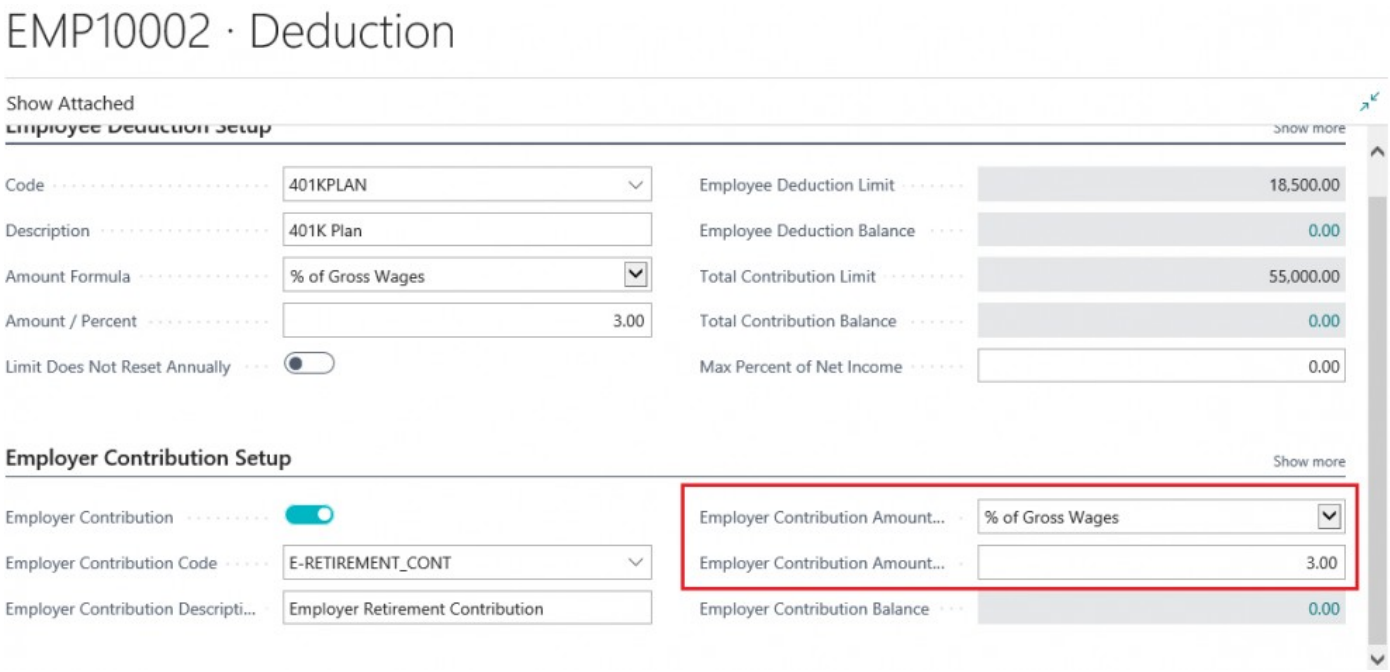
Step 11.

After selecting a contribution code, the ‘Employer Contribution Description’ will automatically populate.

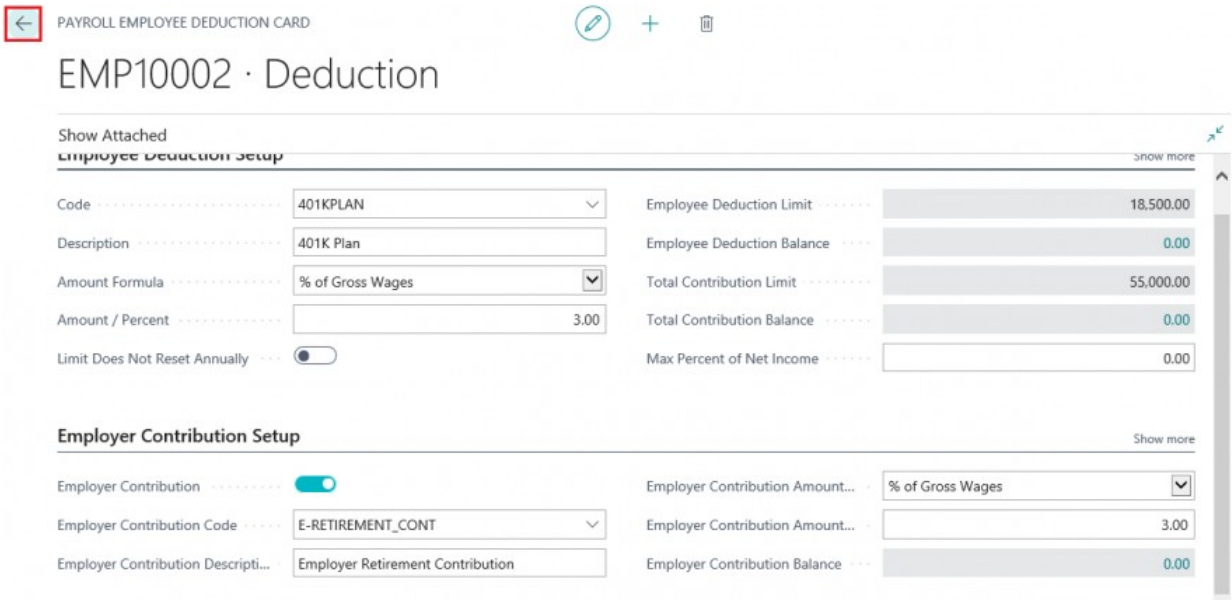


Step 12.

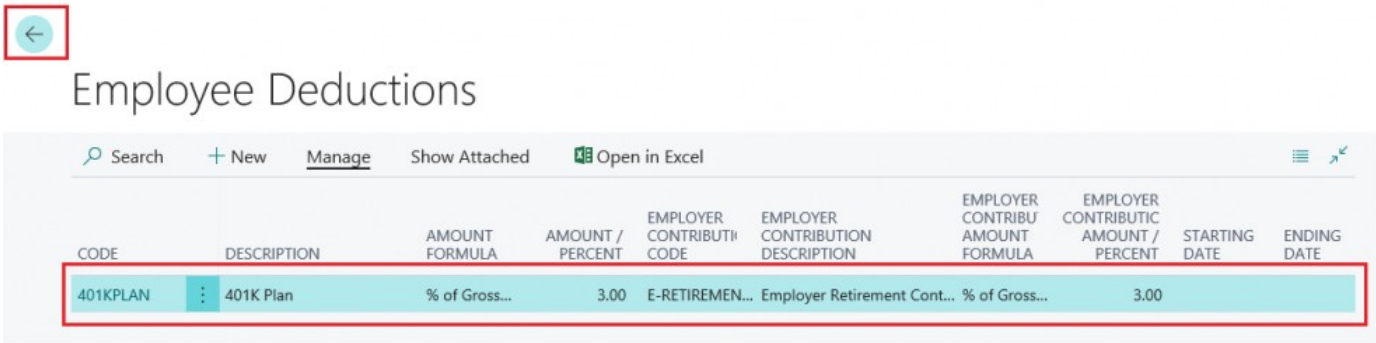
Select a formula for calculating the employer contribution from the drop down menu in the ‘Employer Contribution Amount Formula’ field and then enter an ‘Employer Contribution Amount / Percent’



Step 13. Click the ‘Back’ button to save the deduction



Step 15. Review the new deduction in the ‘Employee Deductions’ table then click the ‘Back’ button



3. PTO / Hours Detail / Hours Imports

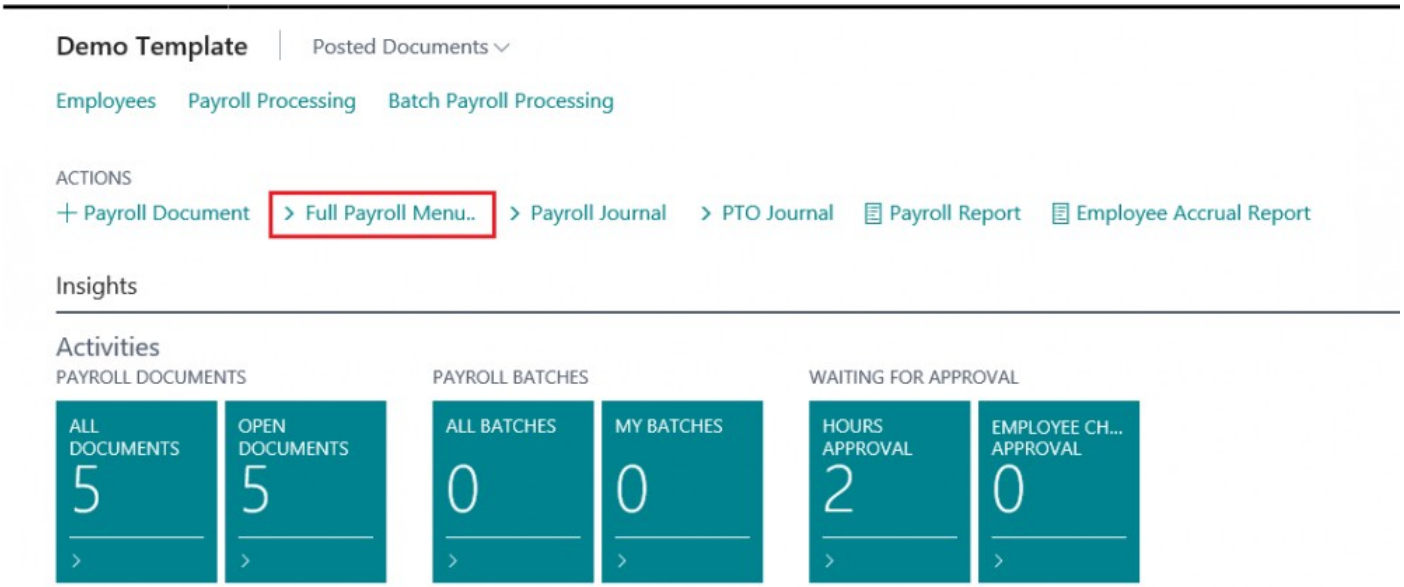
3.1. How to Import Hours

How to access the Hours Detail Import function

- How to access the Hours Detail Cross – Ref. Import
- How to execute an Hours Detail import
- How to execute an Hours Detail Cross – Ref. Import

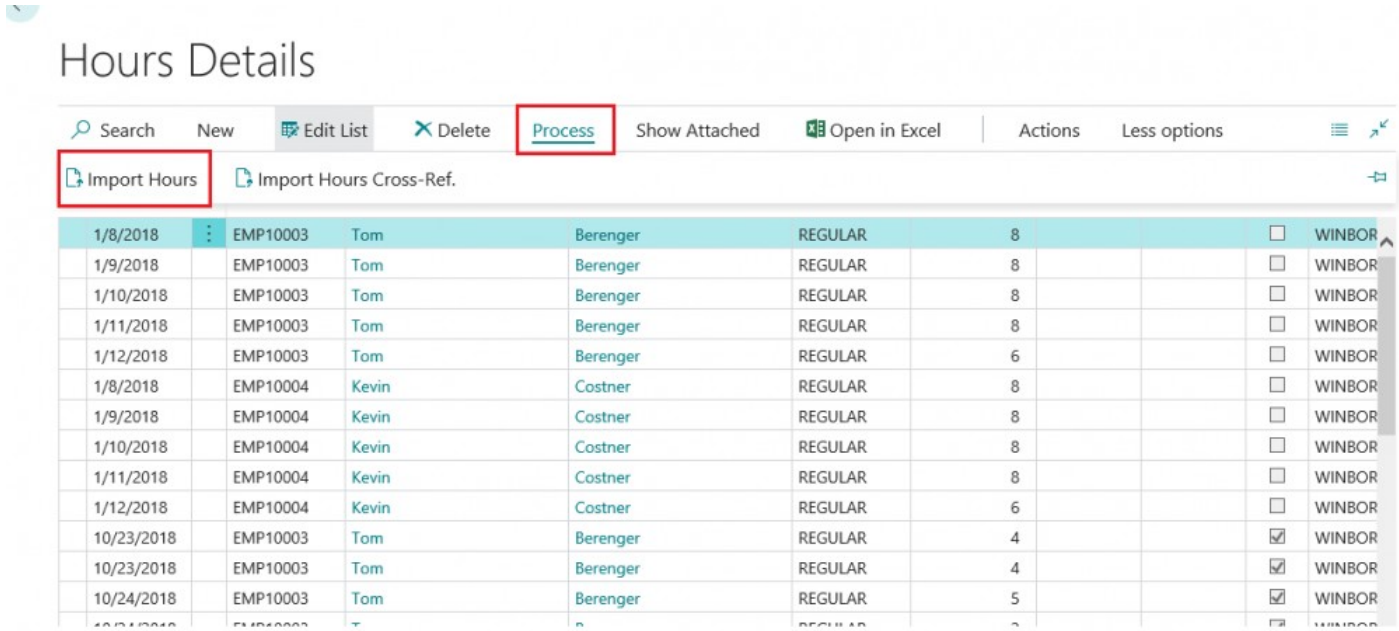
ACCESS THE HOURS DETAIL IMPORT

Step 1. Select ‘Full Payroll Menu’



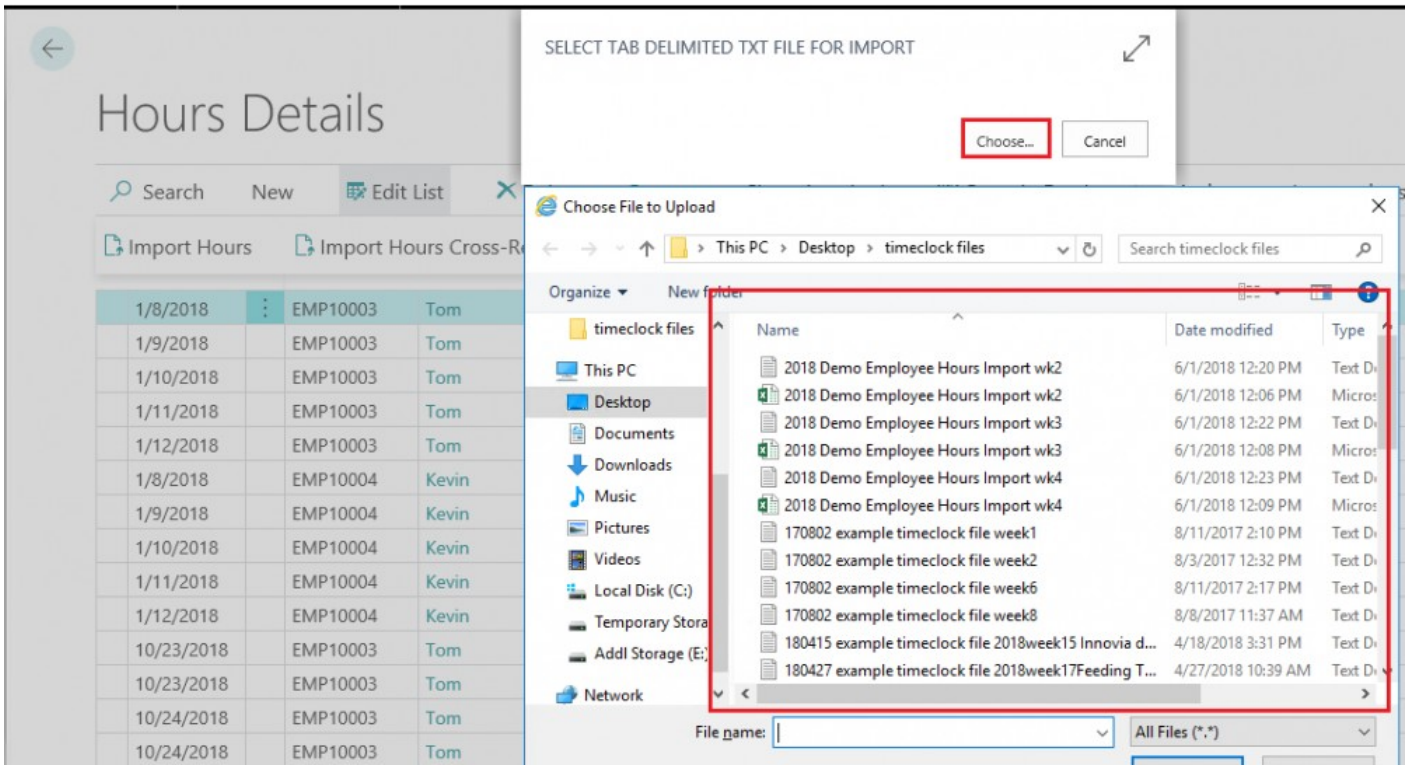
Step 2. Select ‘Hours Detail Entries’

Step 3. The ‘Hours Detail’ table will appear. Select ‘Process’ and then ‘Import Hours’



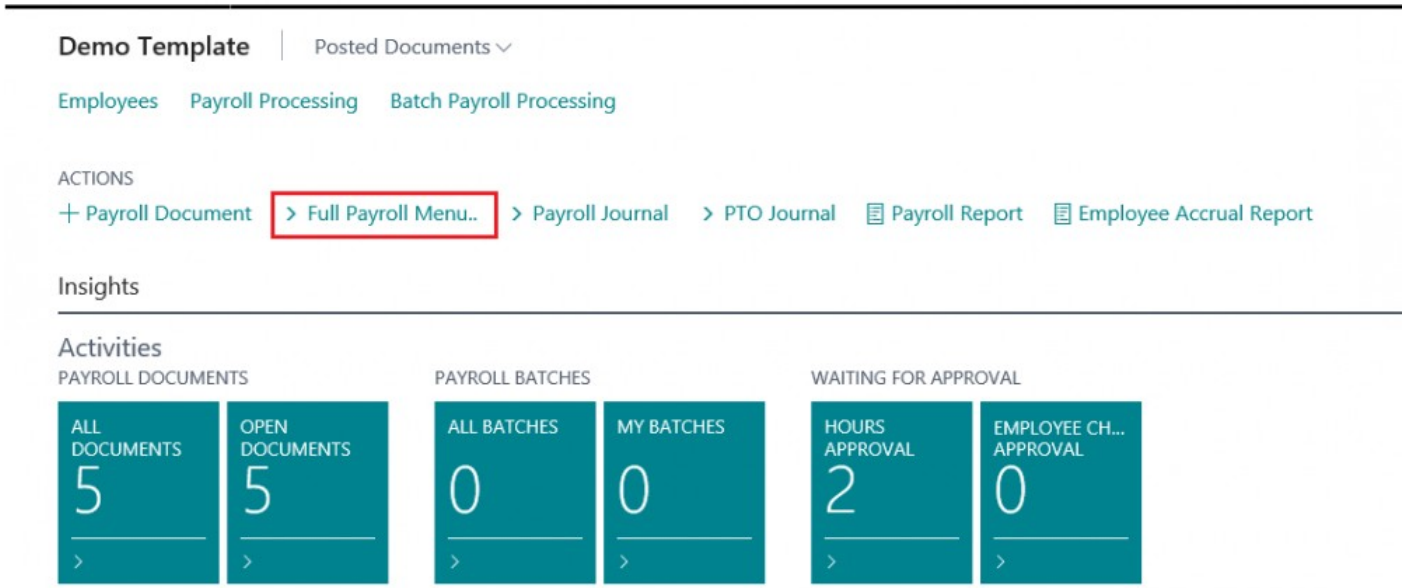
1/8/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/9/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/10/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/11/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/12/2018	EMP10003	Tom	Berenger	REGULAR	6			☐	WINBOR
1/8/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/9/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/10/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/11/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/12/2018	EMP10004	Kevin	Costner	REGULAR	6			☐	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			☑	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			☑	WINBOR
10/24/2018	EMP10003	Tom	Berenger	REGULAR	5			☑	WINBOR

Step 4. Click ‘Choose’ and then select an available import file



How to ACCESS THE HOURS DETAIL CROSS REFERENCE

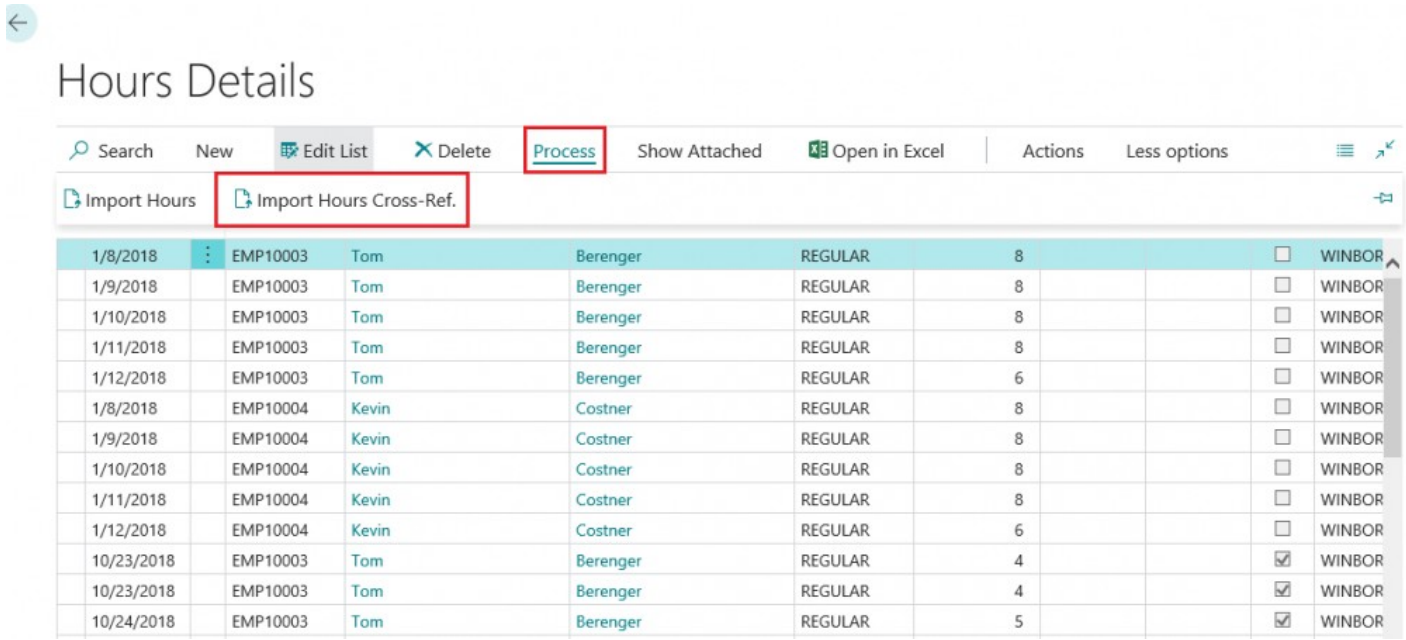
Step 1. Select ‘Full Payroll Menu’



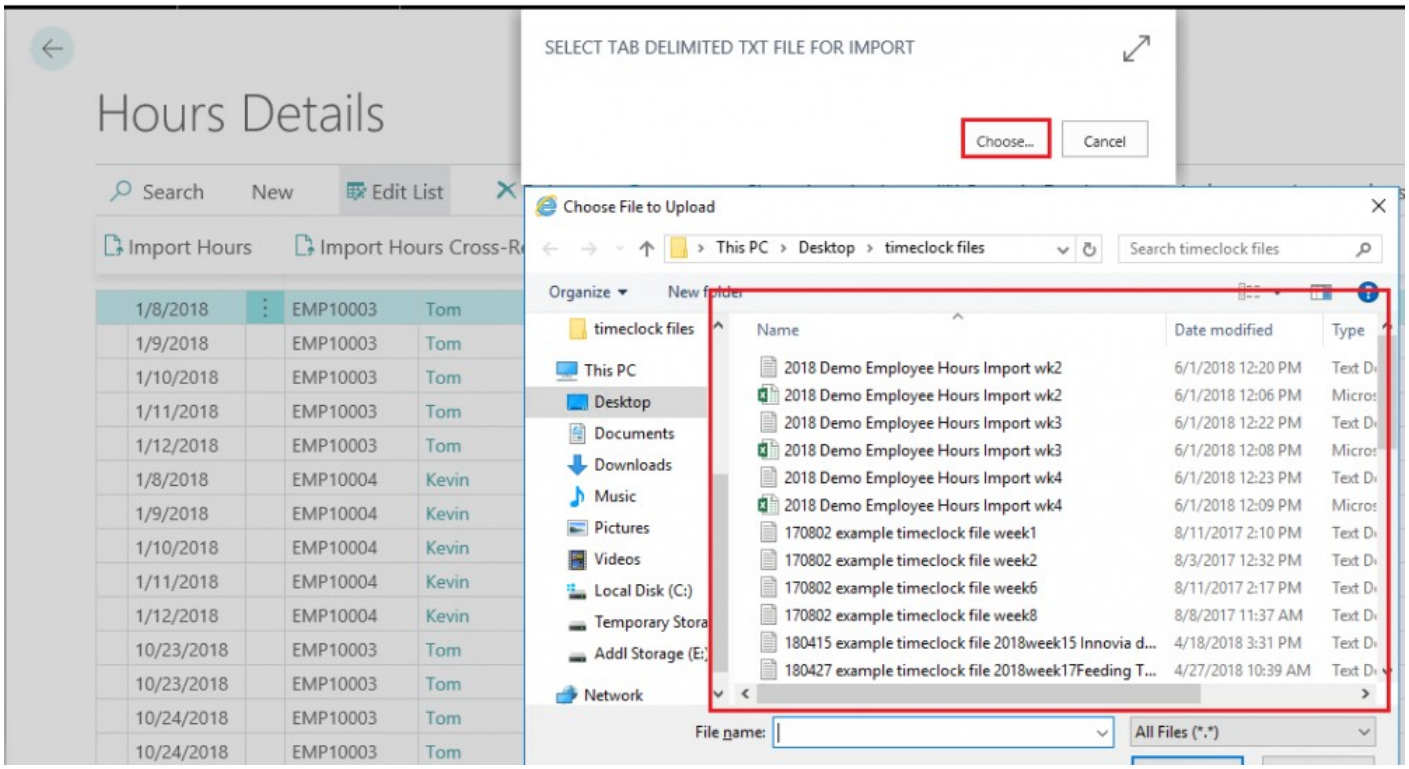
Step 2. Select ‘HOURS DETAIL ENTRIES’

Step 3.

The ‘HOURS DETAIL’ table will appear: Select ‘Process’ drop down menu. Select ‘Import Hours Cross – Ref’



Step 4. Click ‘Choose’ and then select an available import file



3.2. To Add PTO Hours

To ADD EMPLOYEE PTO HOURS

Step 1. From ‘Payroll Employee Card’ select ‘PROCESS’ and the select ‘PTO Hours’

PAYROLL EMPLOYEE CARD

EMP10002

New | Process | Report | Show Attached | Navigate | Report | Less options

Salary | PTO Hours | Create PTO Hours from Template | Create Employee Salary

Deductions | Create Deductio...s from Template | Create HR Tracking Info

First Name	Gwen	State	CA
Middle Name		Statutory Employee	
Last Name	Stefani	Job Title	
Suffix		Blocked	
Initials		Comment	
Address	123 Heartbreak Rd	Comment 2	
Zip Code	90210	Last Review Date	

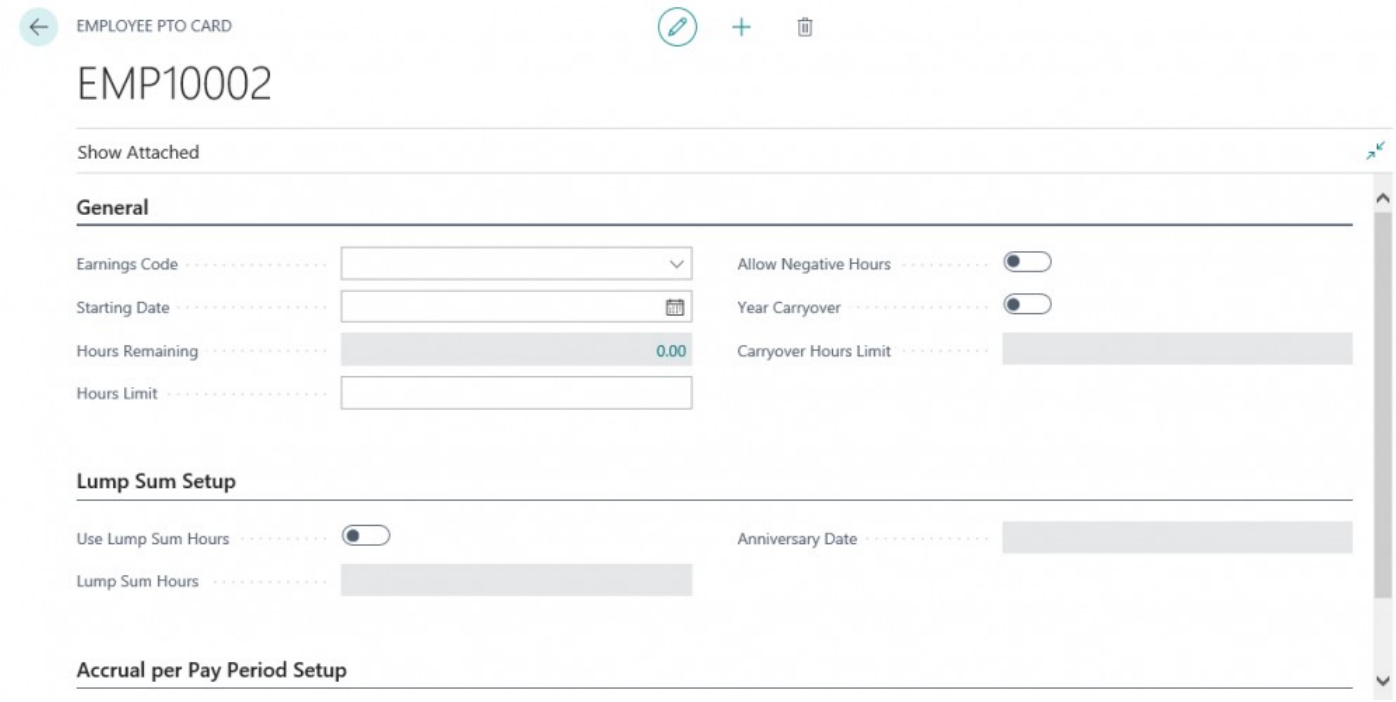
Step 2. The ‘Payroll Employee PTO List’ will open. Click ‘+New’

Payroll Employee PTO List

Search | + New | Manage | Show Attached | Open in Excel

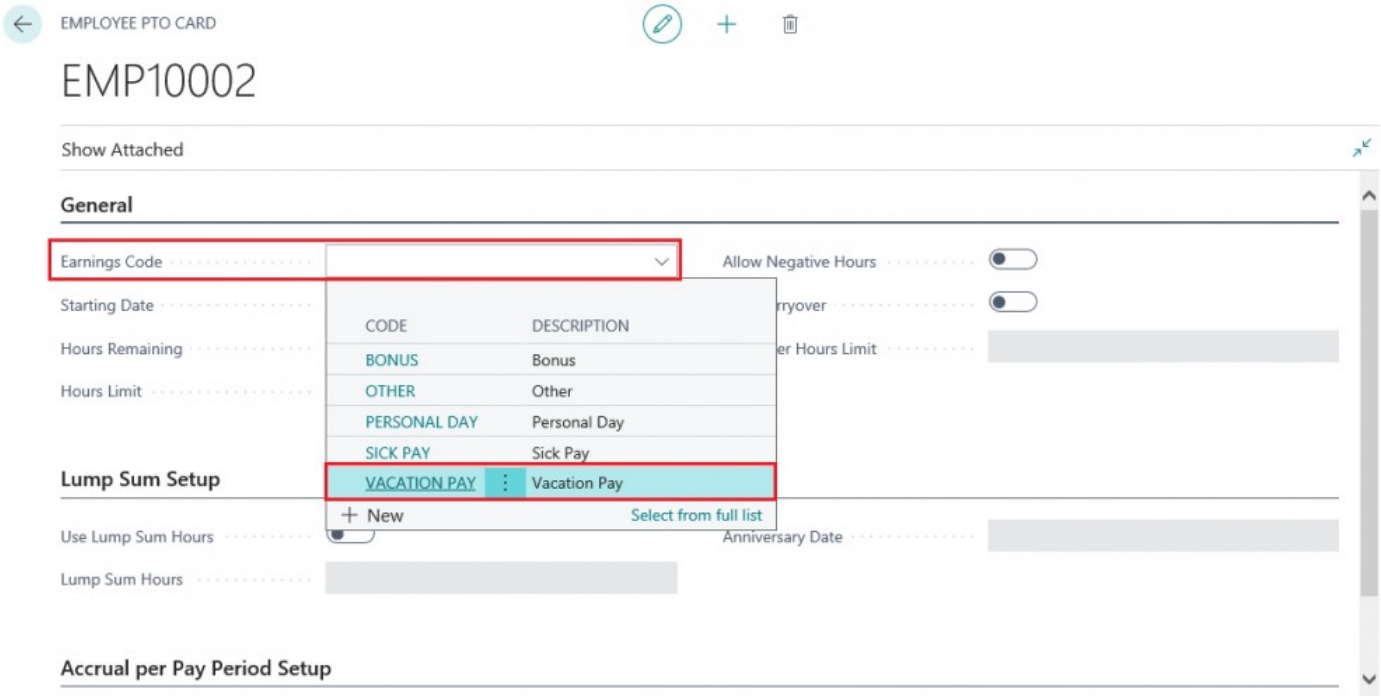
EARNINGS CODE	STARTING DATE	HOURS REMAINING	ALLOW NEGATIVE HOURS	HOURS LIMIT	HOURS PER YEAR TO ACCRUE	LUMP SUM HOURS
PERSONAL DAY	1/2/2018	3.69	☑	120.00	40.00	0.00
SICK PAY		0.00	☐	0.00	0.00	0.00

Step 3. The ‘Employee PTO Card’ will open



Step 4.

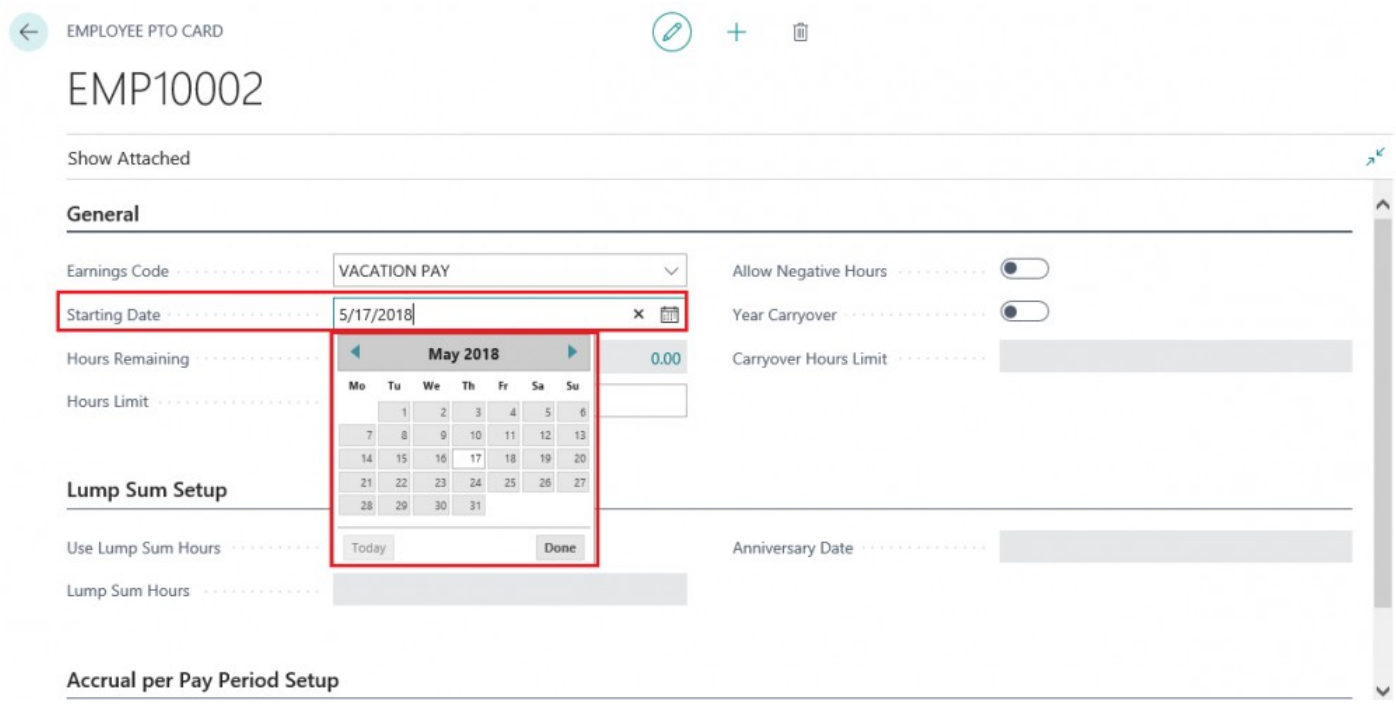
For the ‘Earnings Code’ field, select an earnings code from the available options in the drop down menu.



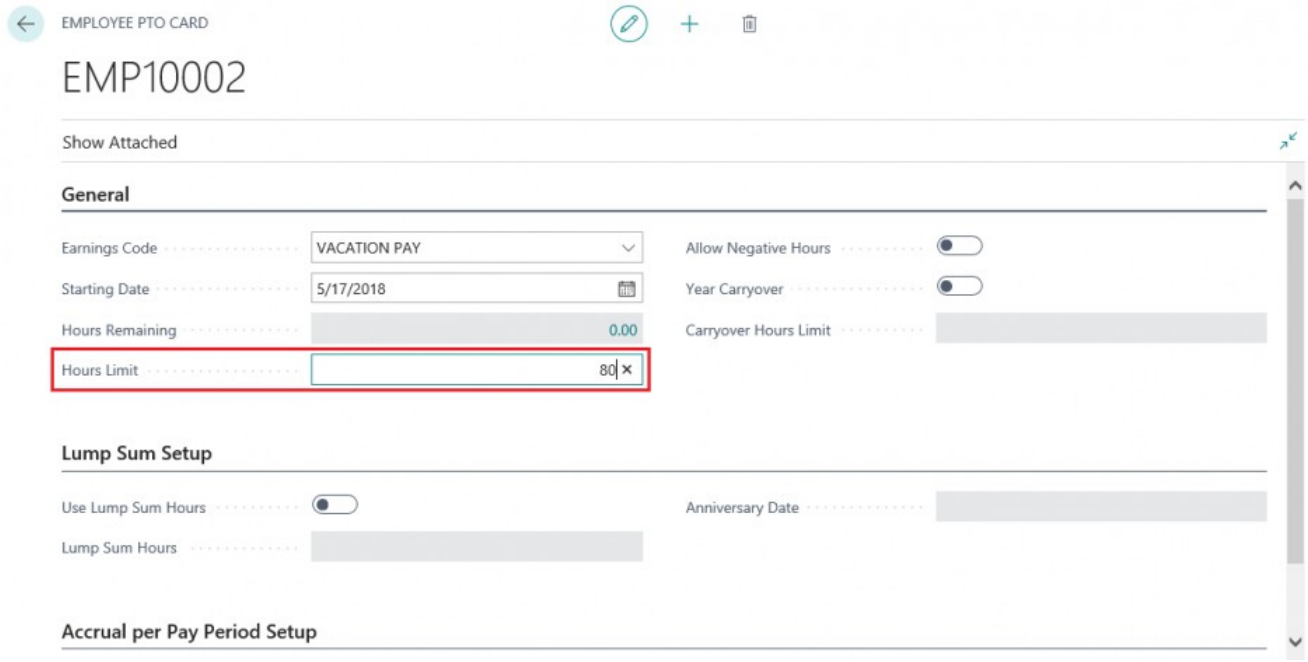
Step 5.

Enter a ‘Starting Date’ for the PTO Hours to begin accruing by entering a date or selecting one from the

drop down menu



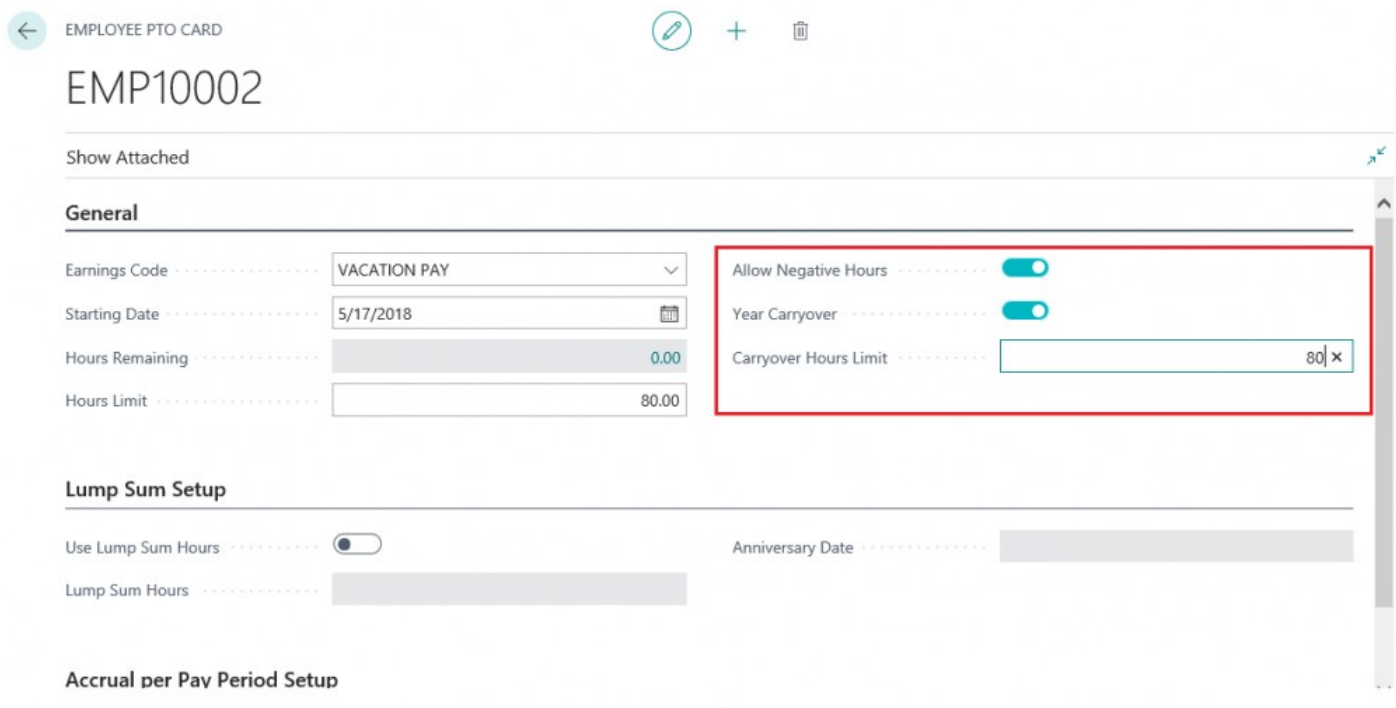
Step 6. Enter an ‘Hours Limit’. This is the maximum amount of hours that can accrue each year



Step 7.

If you wish to allow negative hours or allow unused PTO Hours to carry over each year amount, set the appropriate sliders to True. If you set the ‘Year Carryover’ to True, you can enter a ‘Carryover Hours Limit’. The ‘Carryover Hours Limit’ is the amount of accrued hours they can carryover from the previous year.

NOTE: ‘ALLOW NEGATIVE HOURS’ means that an employee can use hours that they have not yet accrued. This is most commonly utilized with Vacation Time for new employees.



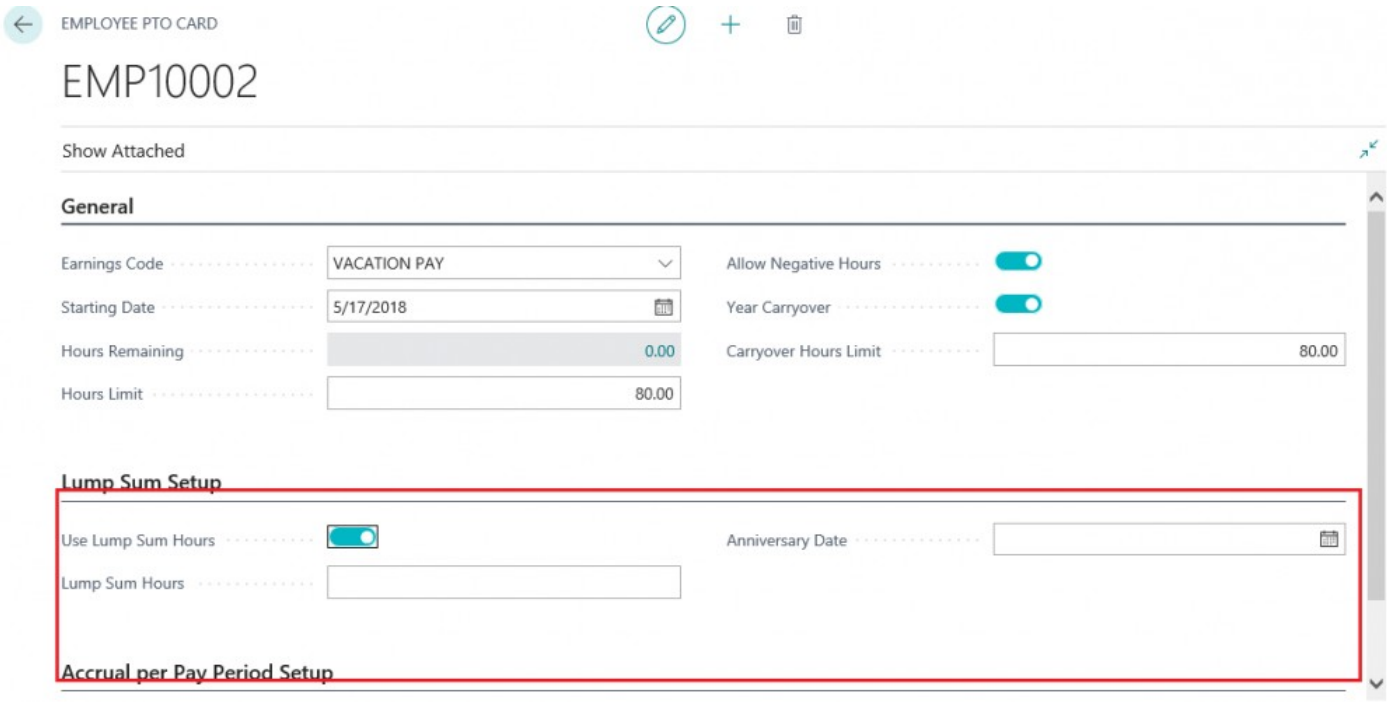
NOTE: In most cases, companies will utilize either ‘LUMP SUM SETUP’ or the ‘ACCRUAL PER PAY PERIOD SETUP’.

3.2.1. Lump Sum Setup Procedure

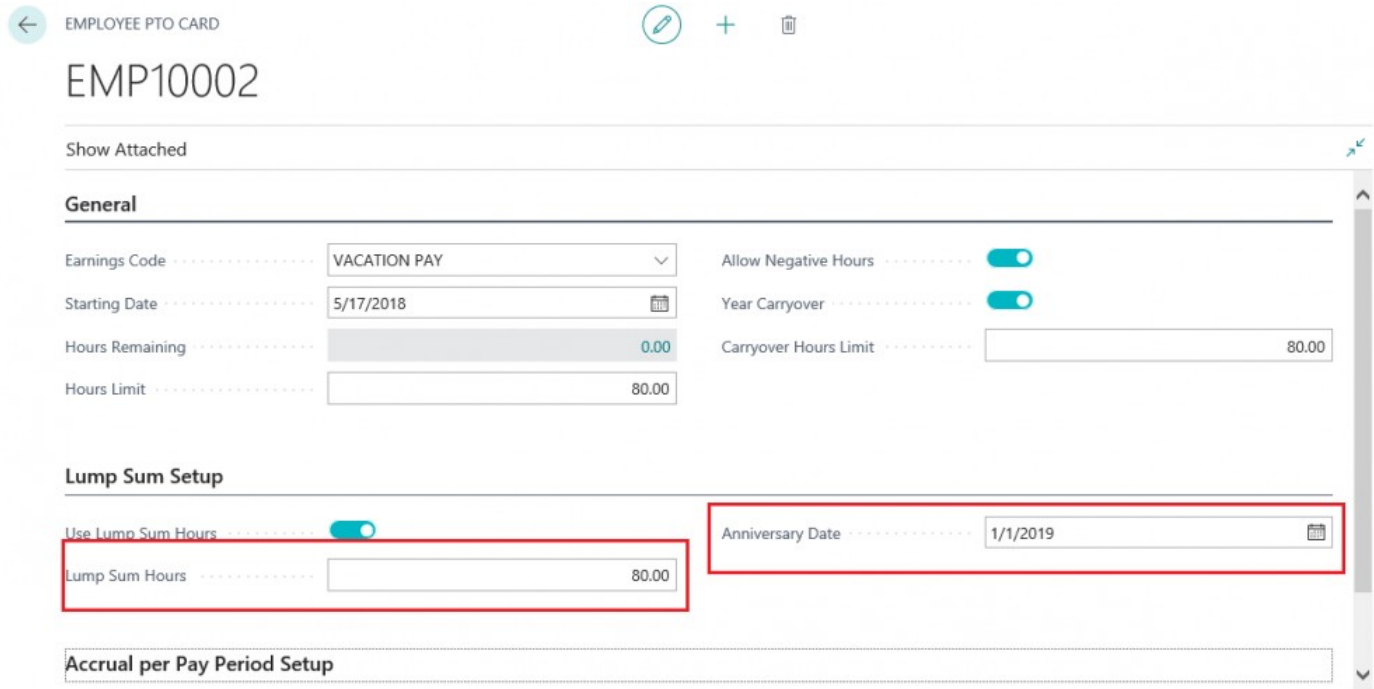
LUMP SUM SETUP PROCEDURE

Step 1.
If you wish to utilize the ‘LUMP SUM SETUP’, set the ‘Use Lump Sum Hours’ to True. At which point the

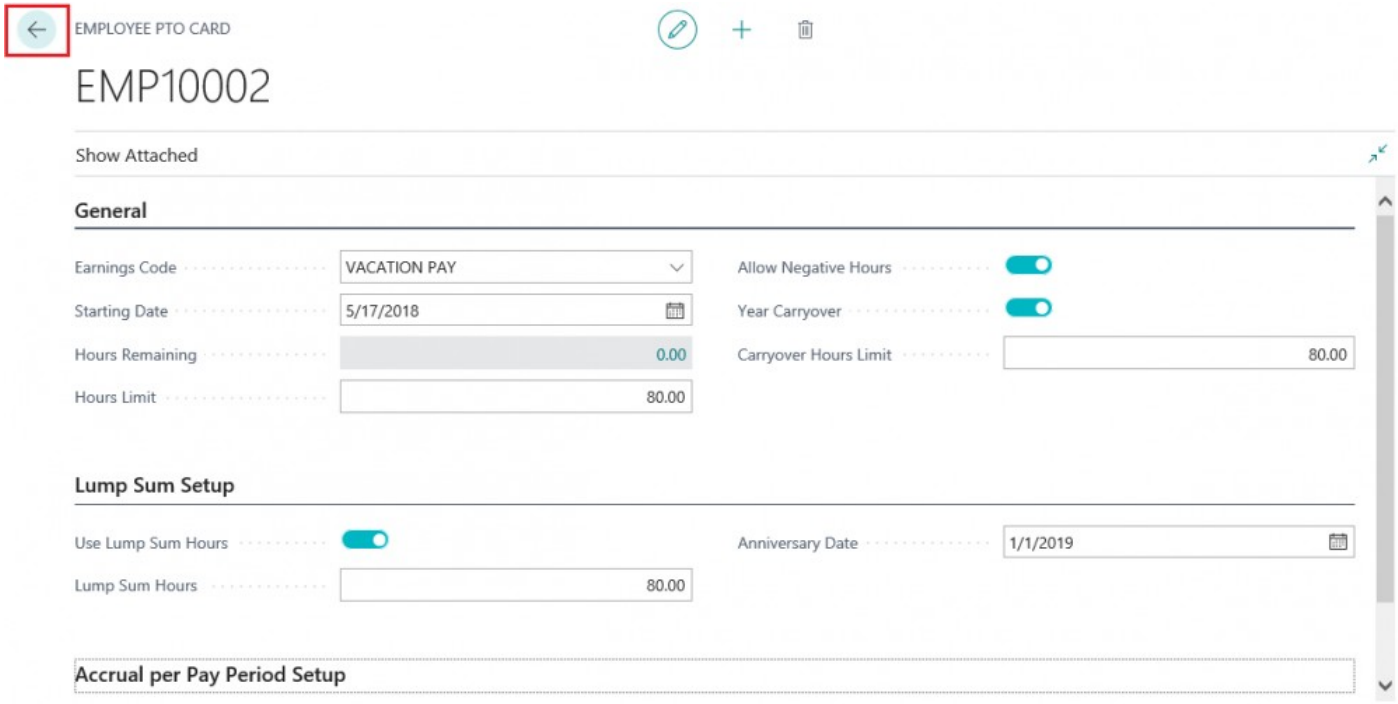
'Lump Sum Hours' and 'Anniversary Field' will become editable.



Step 2. Enter the lump sum hours and the anniversary date for the hours in the corresponding fields.

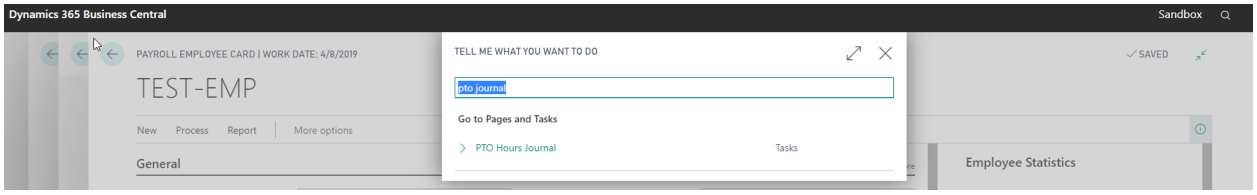


Step 3. Click the ‘Back’ button

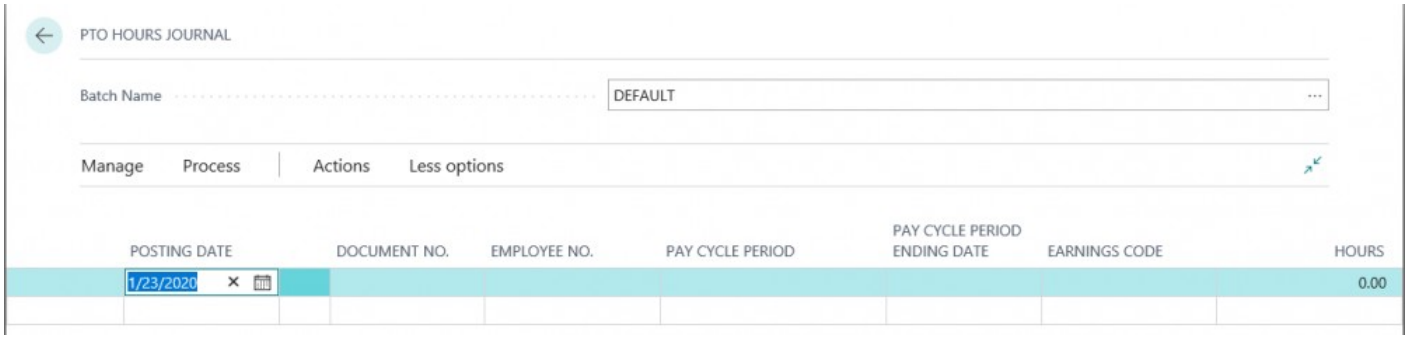


Step 4.

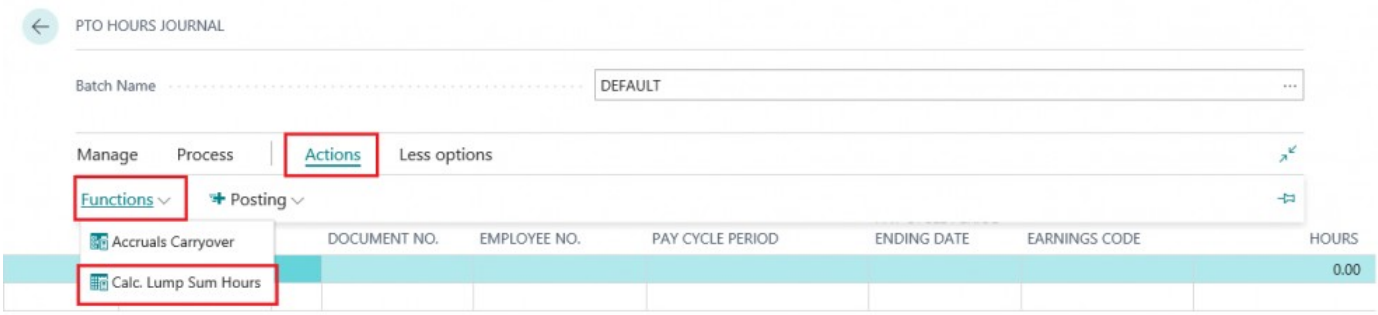
Now OPEN the PTO Journal. Enter ‘PTO Journal’ in the SEARCH BAR and select ‘PTO Hours Journal’



Step 5. The ‘PTO HOURS JOURNAL’ will appear.

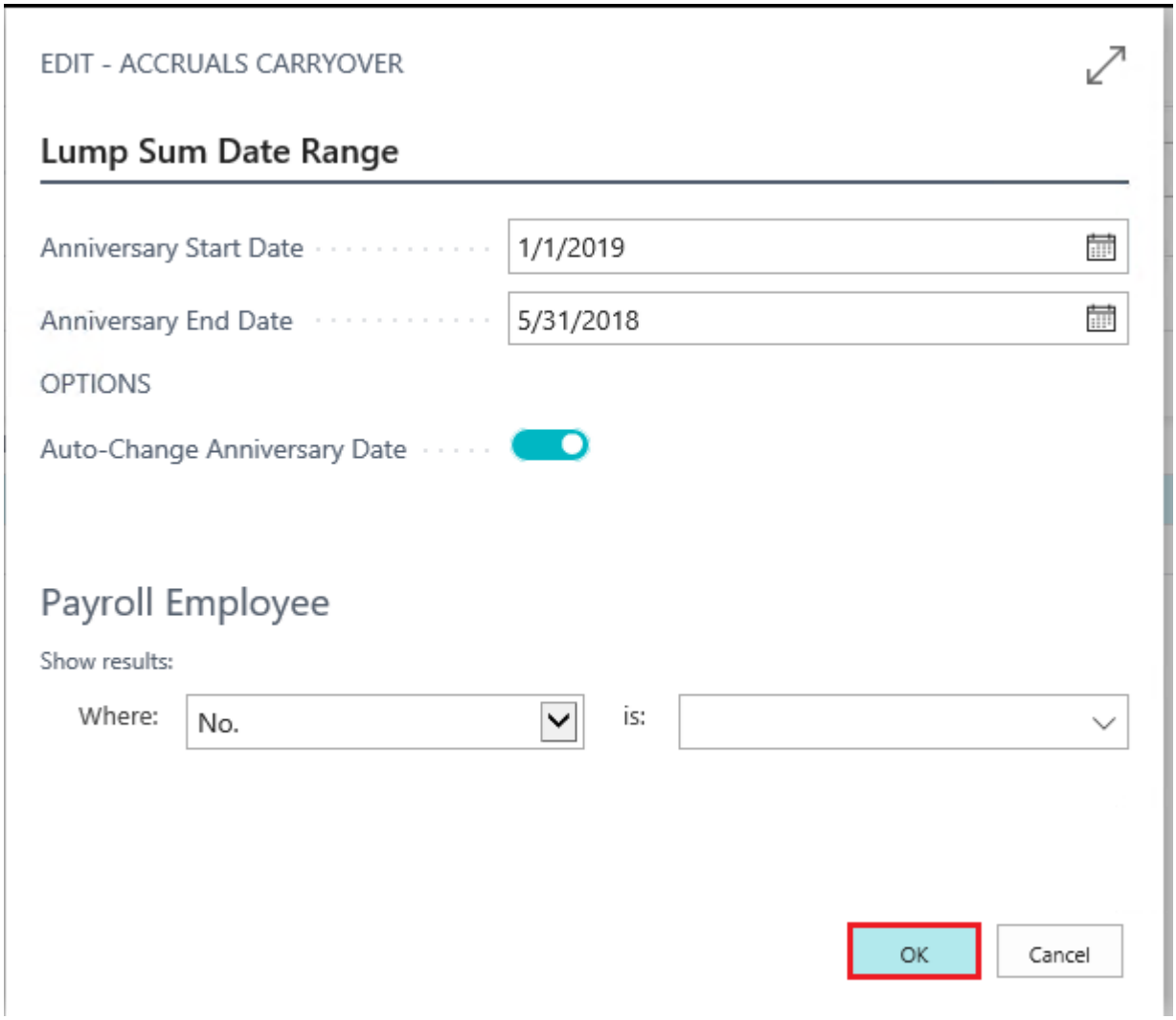


Step 6. Select ‘Actions’ > ‘Functions’ > ‘Calc. Lump Sum Hours’



Step 7.

Enter an ‘Anniversary Start Date’ and ‘Anniversary End Date’ range that includes the lump sum anniversary date you entered in the ‘LUMP SUM SETUP’ the click ‘OK’.

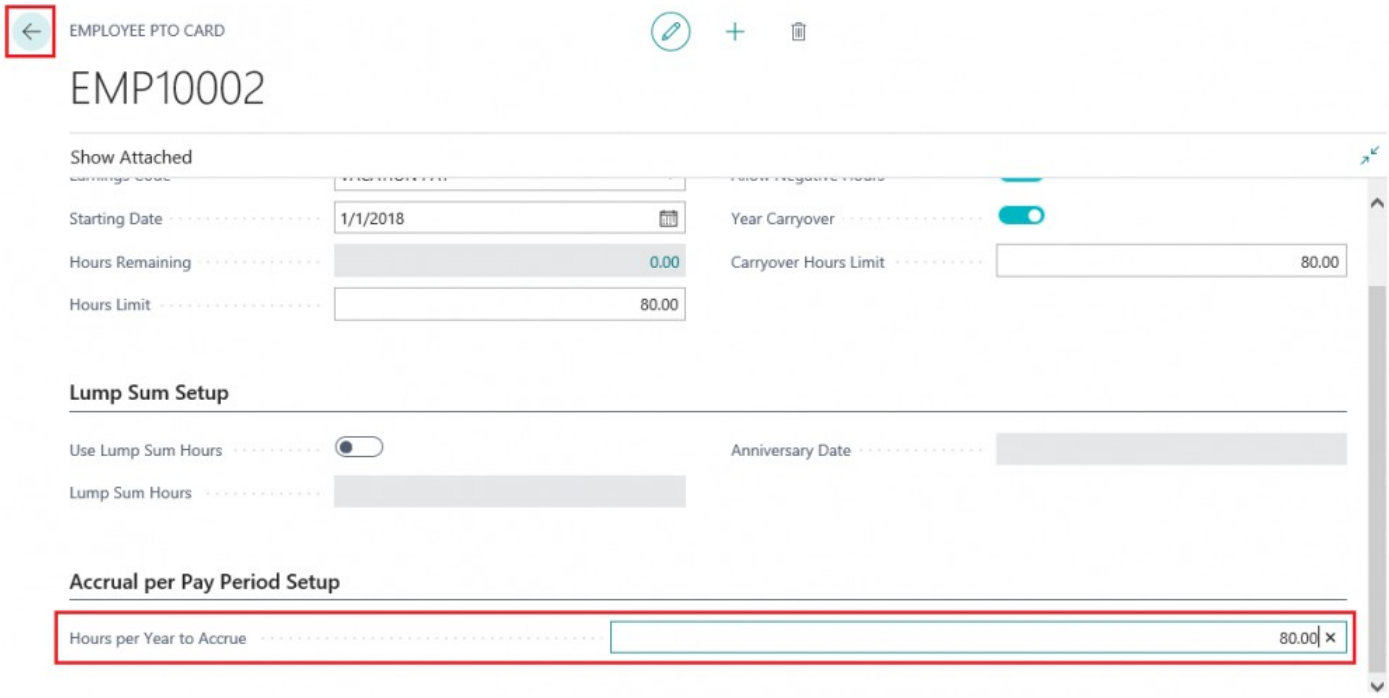


3.2.2. Accrual Per Pay Period Setup_ Procedure

ACCRUAL PER PAY PERIOD SETUP PROCEDURE

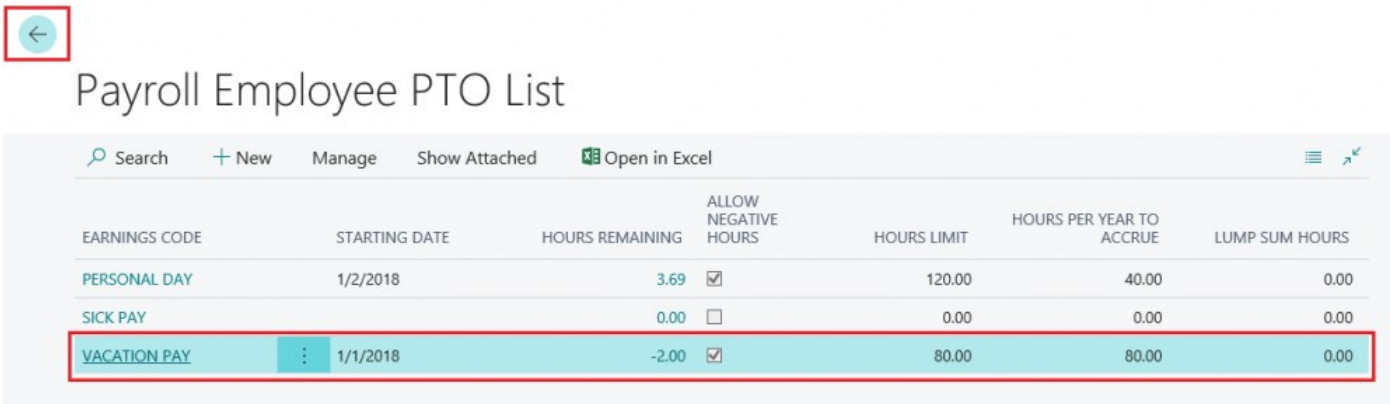
Step 1.

If you elect to utilize the 'ACCRUAL PER PAY PERIOD SETUP', enter the 'Hours per Year to Accrue' then click the 'Back' button.



Step 2.

Review the newly added PTO hours in the 'Payroll Employee PTO List' then click the 'Back' button.



3.3. PTO Hours Journal

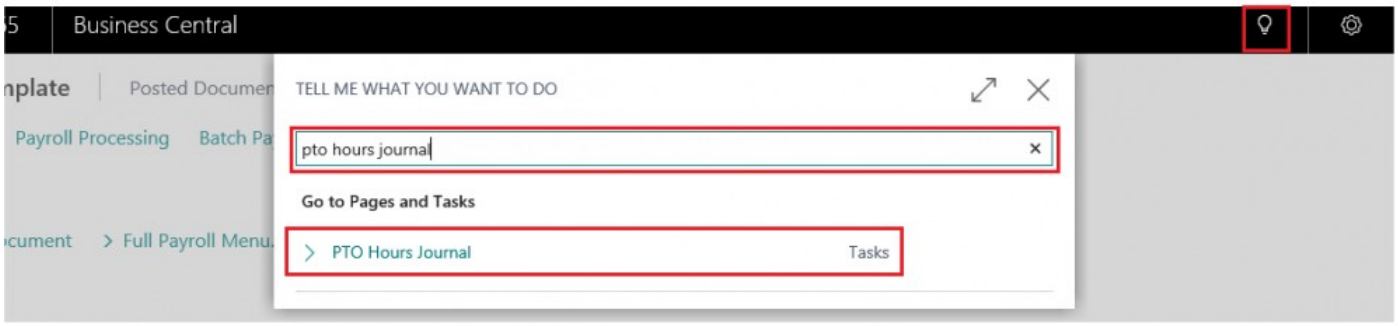
The ‘PTO HOURS JOURNAL’ allows users to adjust an employee’s accrued hours in 2 possible ways;

1. Adjusting an employee’s accrued hours (+ or -) for any available PTO Hours earnings codes
2. Carrying over available PTO hours from the previous year

3.3.1. How to Adjust Employee PTO Hours

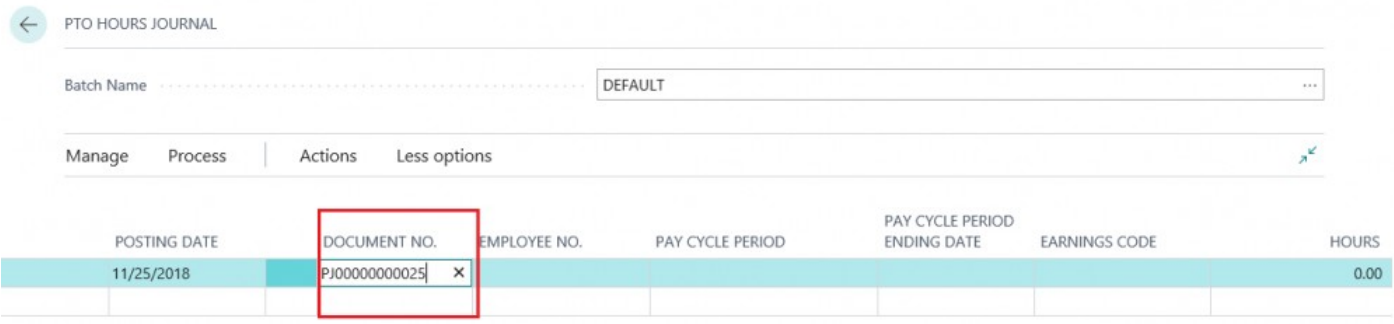
How to ADJUST EMPLOYEE PTO HOURS

Step 1. Select ‘Search’ icon and enter ‘PTO Hours Journal’. Then select ‘PTO Hours Journal’.

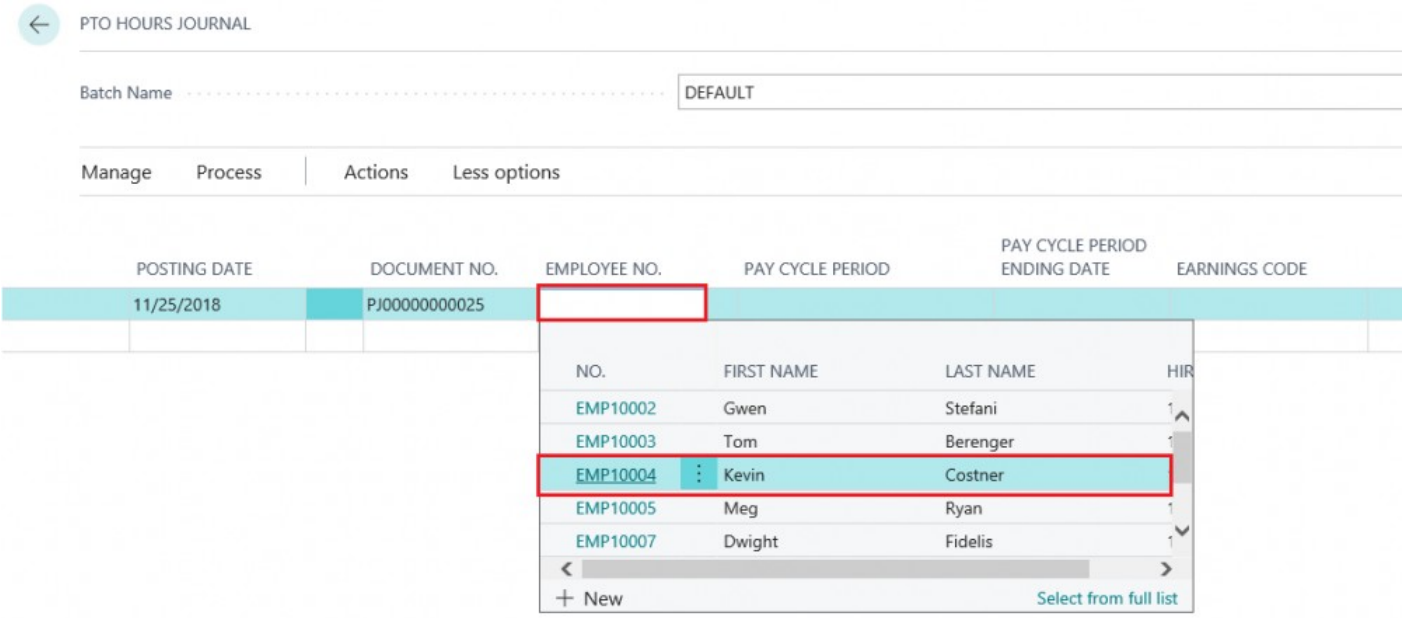


Step 2. The ‘PTO Hours Journal’ will open. Adjust Employee PTO Hours by entering ‘Posting Date’
NOTE: POSTING DATE is the date the hours will be added or removed from employee’s PTO Hours

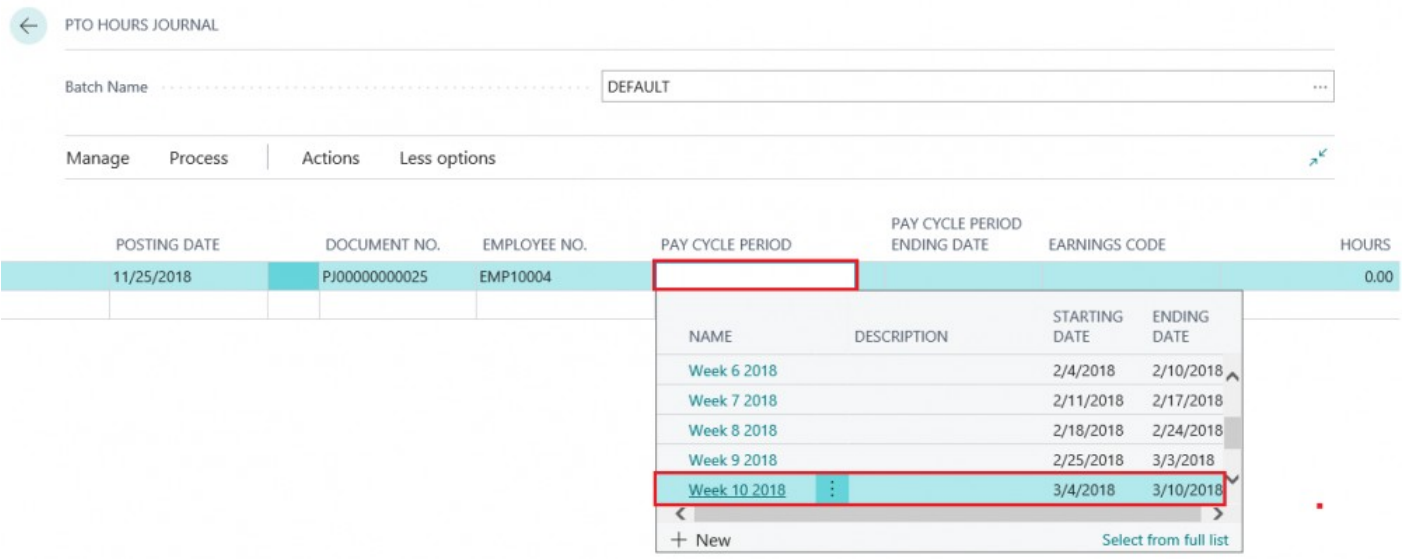
Step 3. Enter a Document number in the ‘DOCUMENT NO.’ field



Step 4. Enter ‘EMPLOYEE NO.’ in ‘Employee No.’ Field or select one from the drop down menu



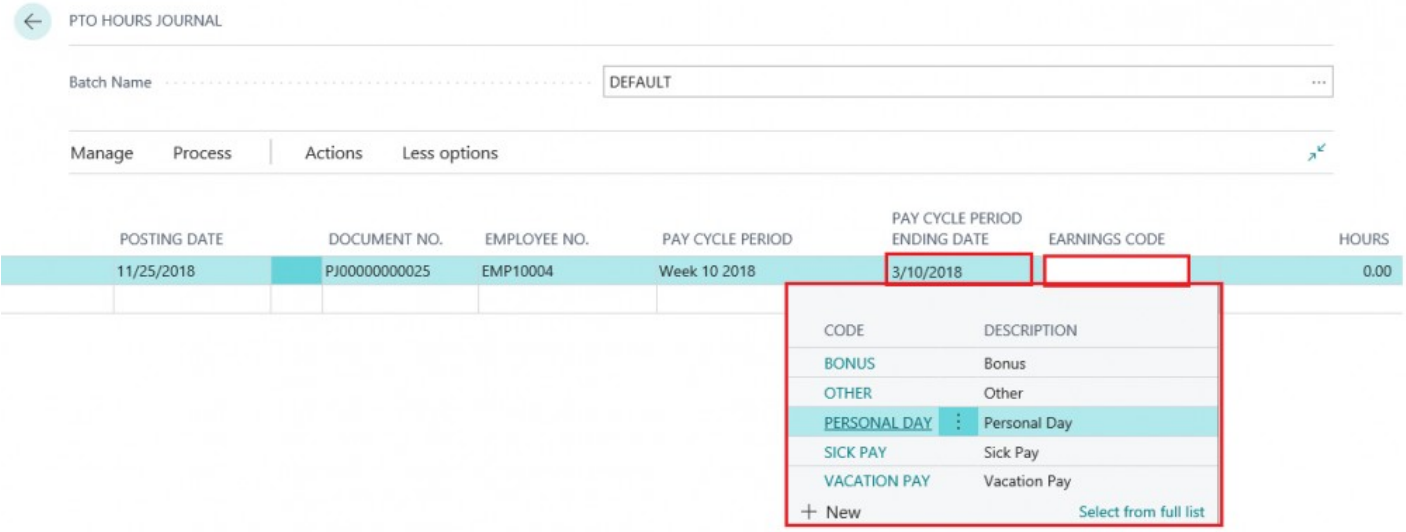
Step 5. Select ‘PAY CYCLE PERIOD’ from ‘Pay Cycle Period’ drop down menu.



Step 6.

‘PAY CYCLE PERIOD END DATE’ field will automatically populate.

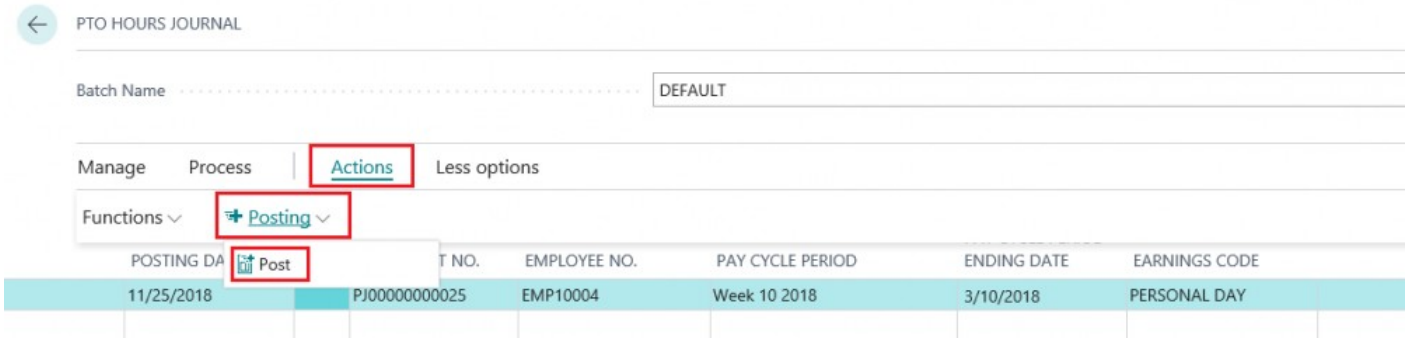
Select ‘EARNINGS CODE’ from ‘Earnings Code’ field drop down menu (only earnings codes that are setup to be available as PTO Hours will be available in the dropdown).



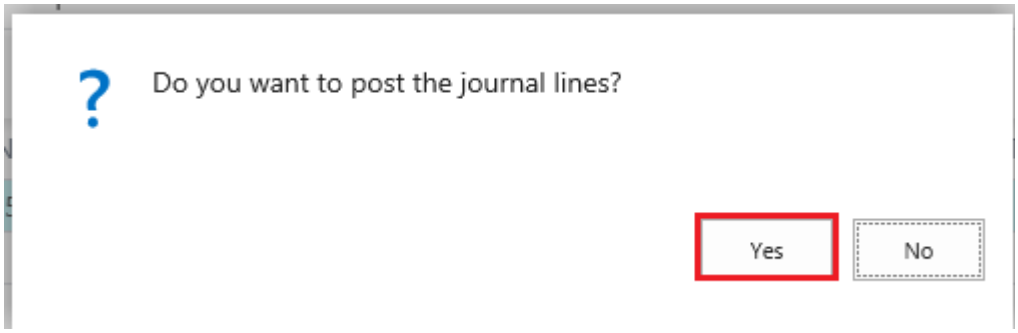
Step 7. Enter ‘HOURS’ in ‘Hours’ field.

NOTE: By using the negative sign in ‘Hours’ field, you will decrease the employee PTO Hours by that amount.

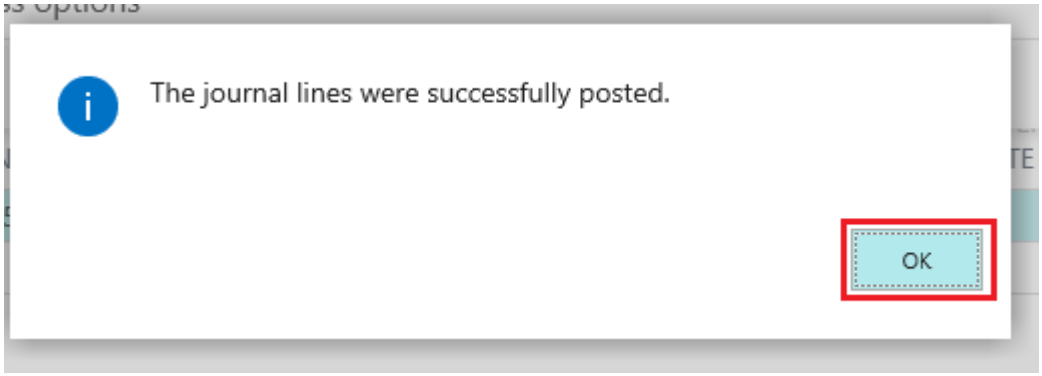
Step 8. Select ‘ACTIONS’ > ‘+Posting’ > ‘+Post’



Step 9. Click ‘Yes’ in pop up window when asked ‘Do you want to post journal entries?’

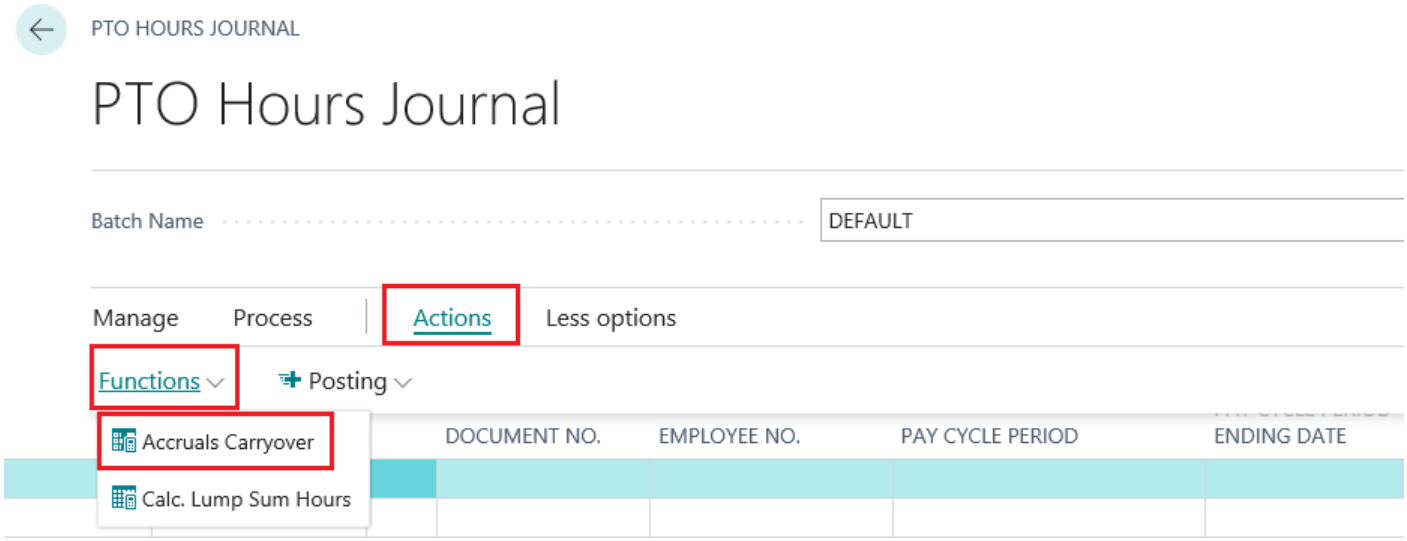


Step 10. Click ‘Ok’ on final pop up window

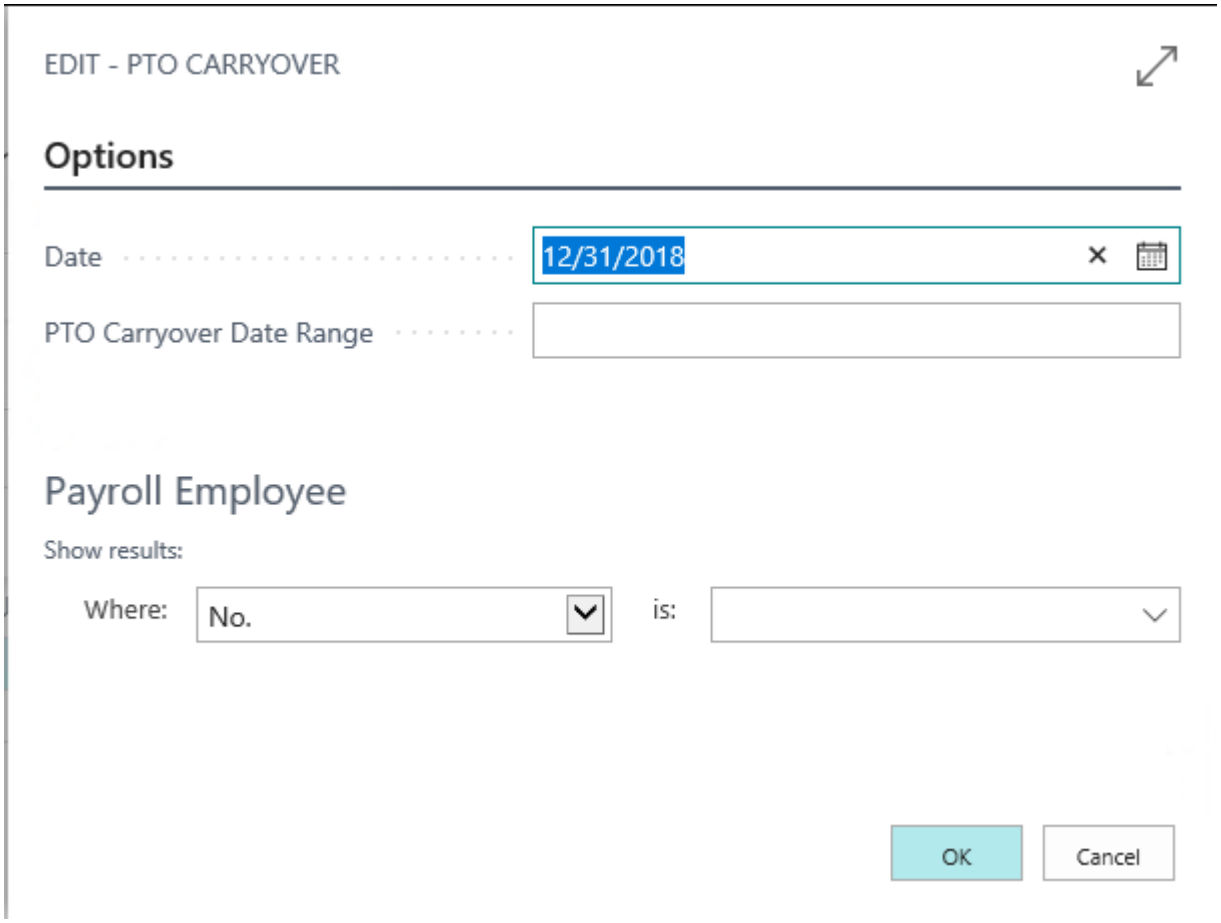


How to execute PTO HOURS CARRYOVER

Step 1. Open PTO Hours Journal, select ‘ACTIONS’ > ‘Functions’ > ‘Accruals Carryover



Step 2. ‘EDIT PTO CARRYOVER’ screen opens

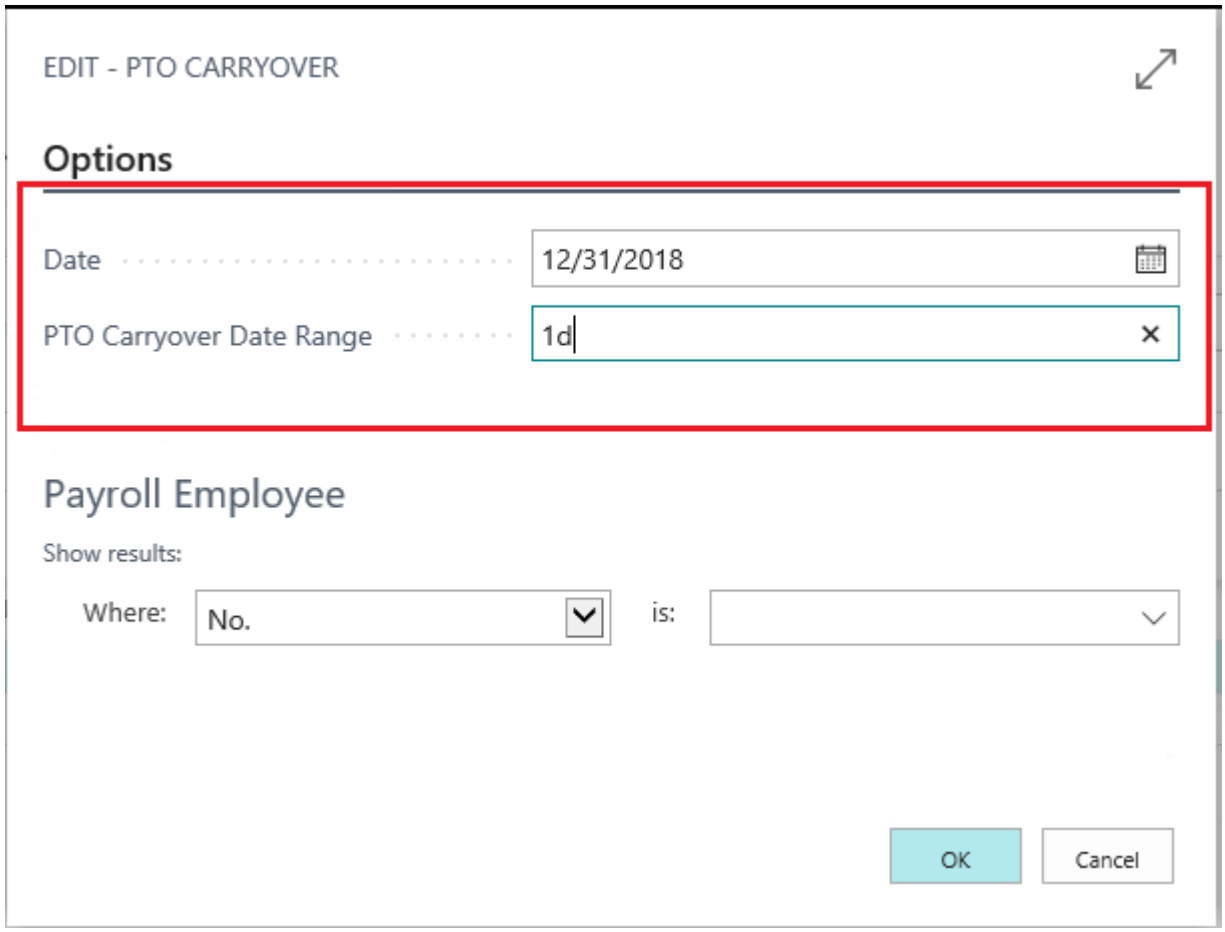


Step 3.

Enter a ‘Date’ and then enter a ‘PTO Carryover Date Range’ or ‘Date Formula’

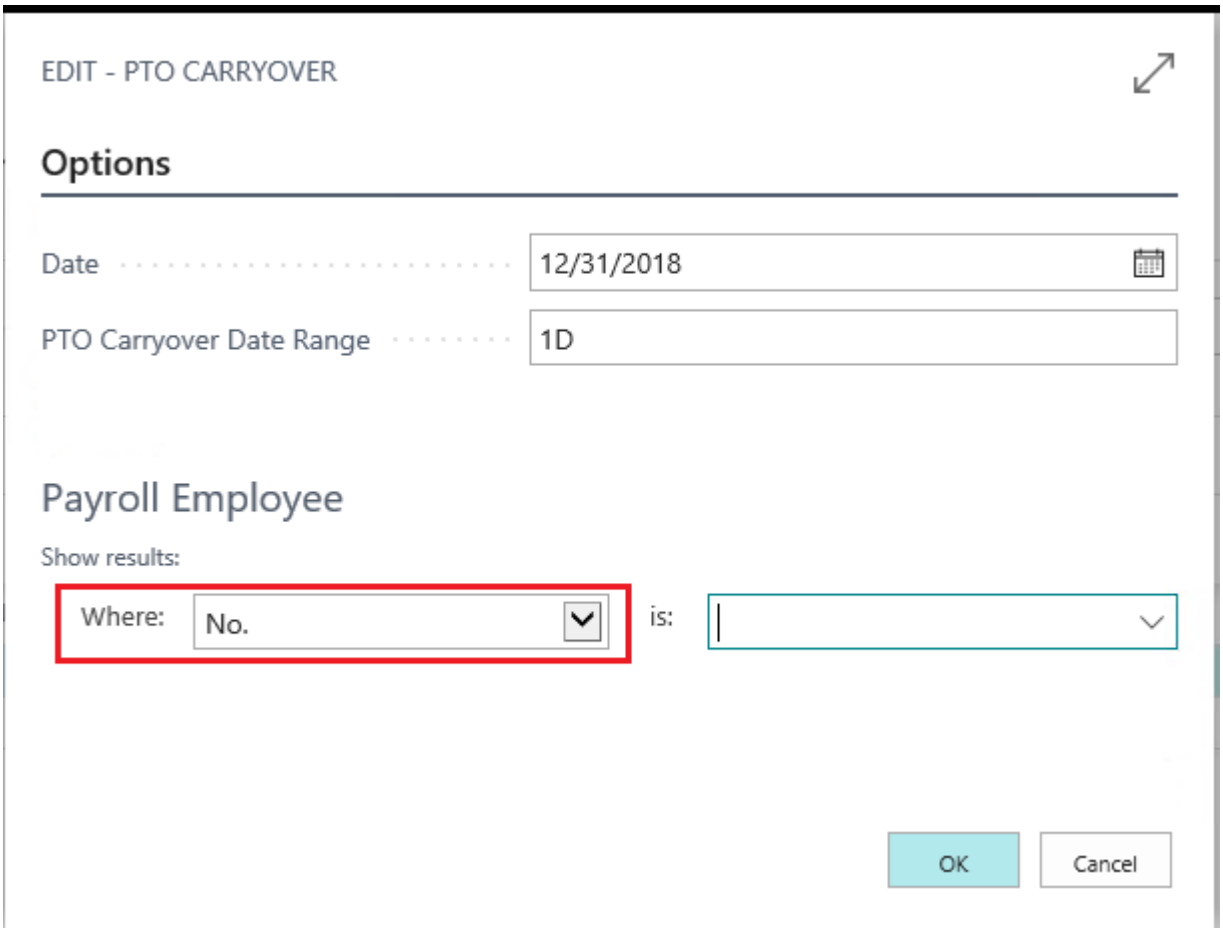
The ‘Date’ will determine how the ‘PTO Carryover Date Range’ formula will calculate the hours to carryover. For example, if you set a date of ‘12/31’2018’ and enter a ‘PTO Carryover Date Range’ of ‘1d’ then all hours

that are calculated to have accrued on the day of 12/31/2018 will be carried over.

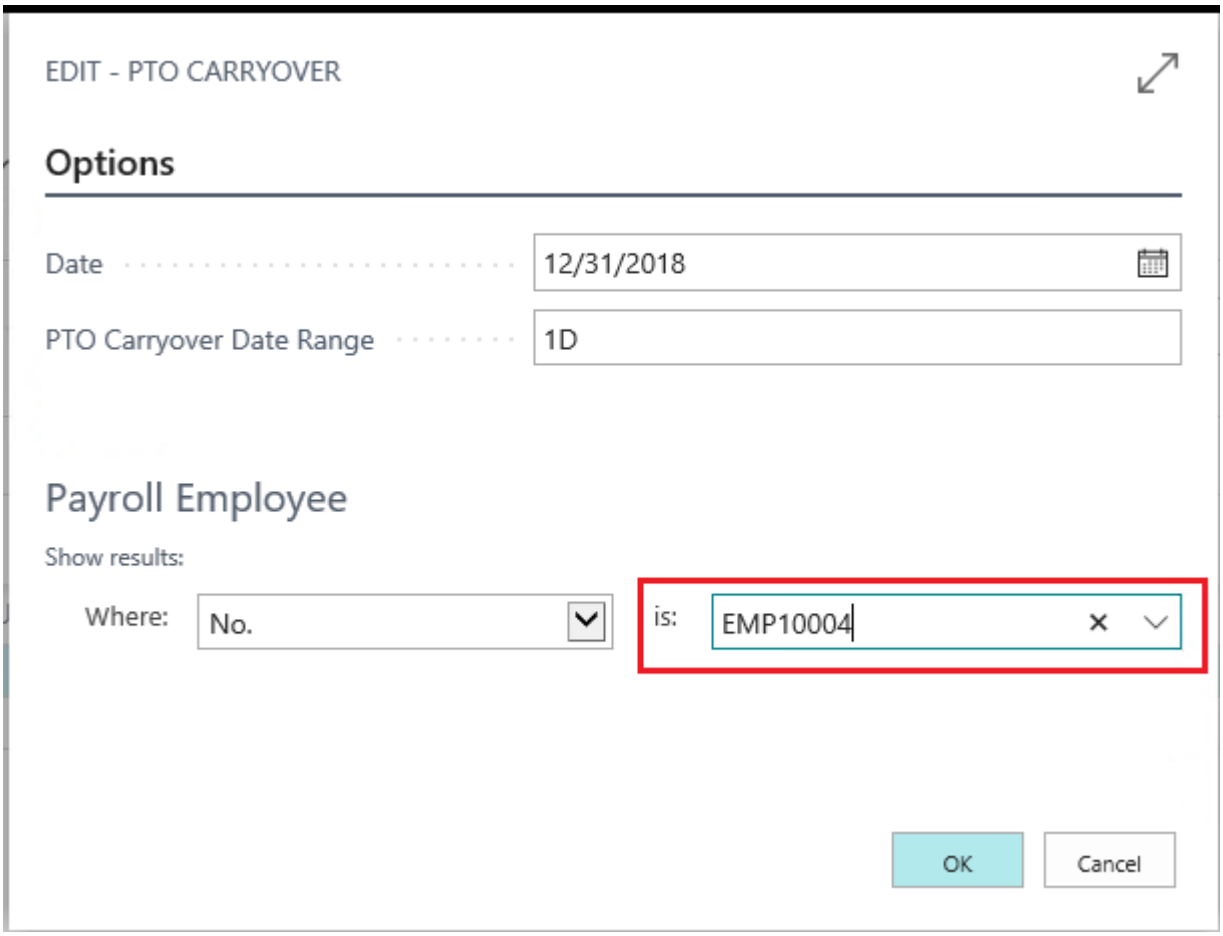


Step 4.
In ‘Payroll Employee’ section, filter desired employees.

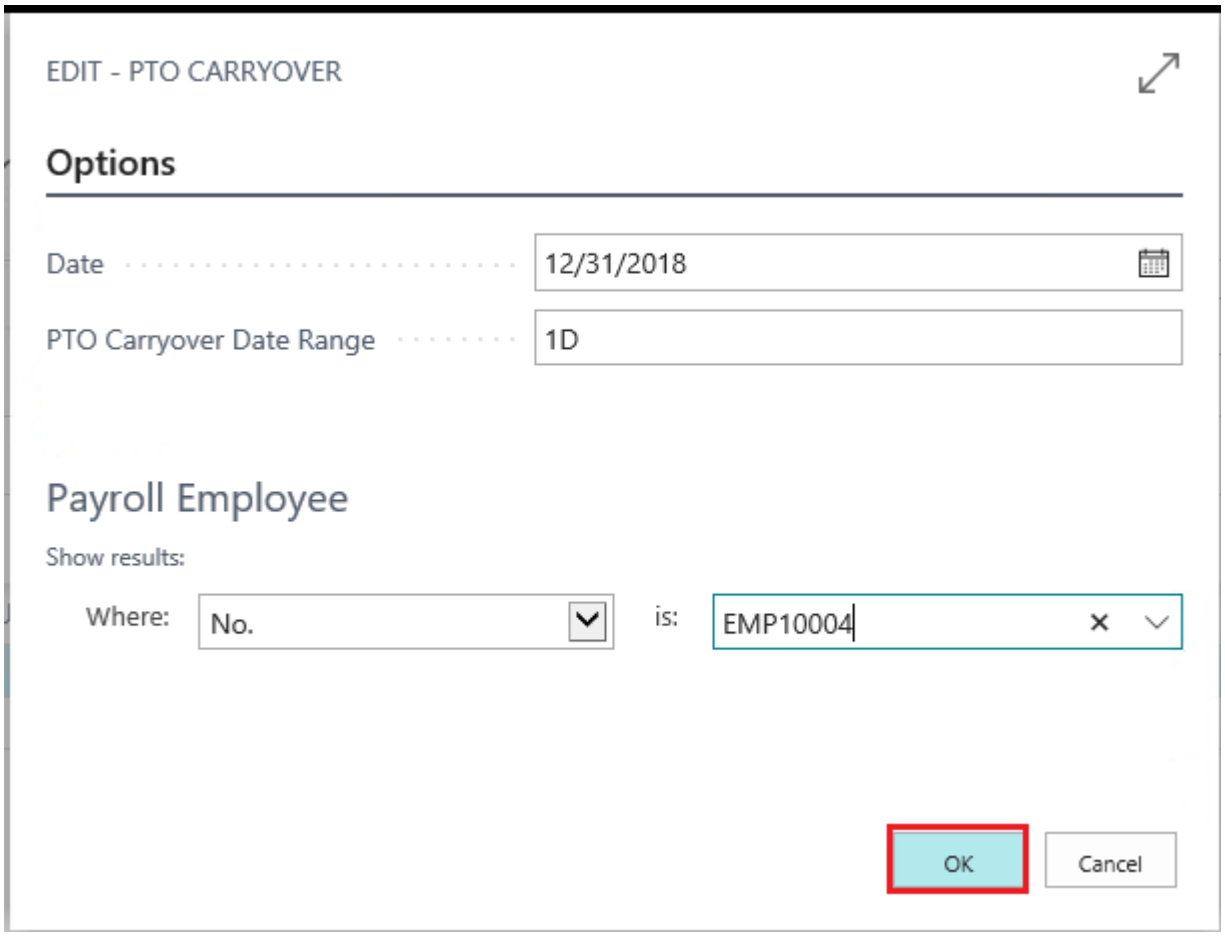
Select available options that apply to your selected filter. In this case we are selecting an employee number.



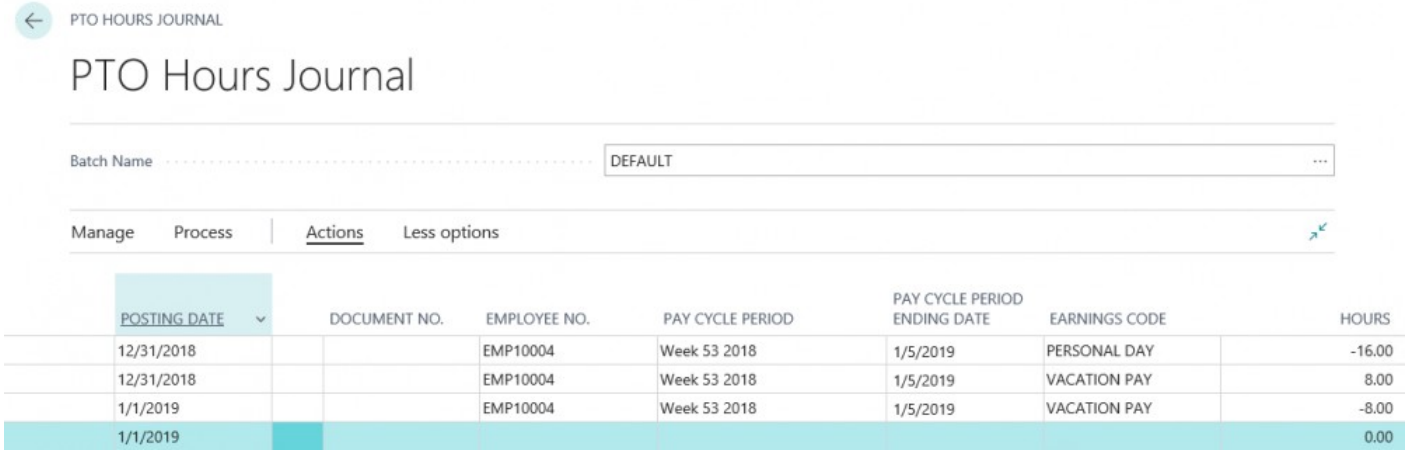
Step 5. Select from available employees in the drop down menu



Step 6. Click ‘Ok’

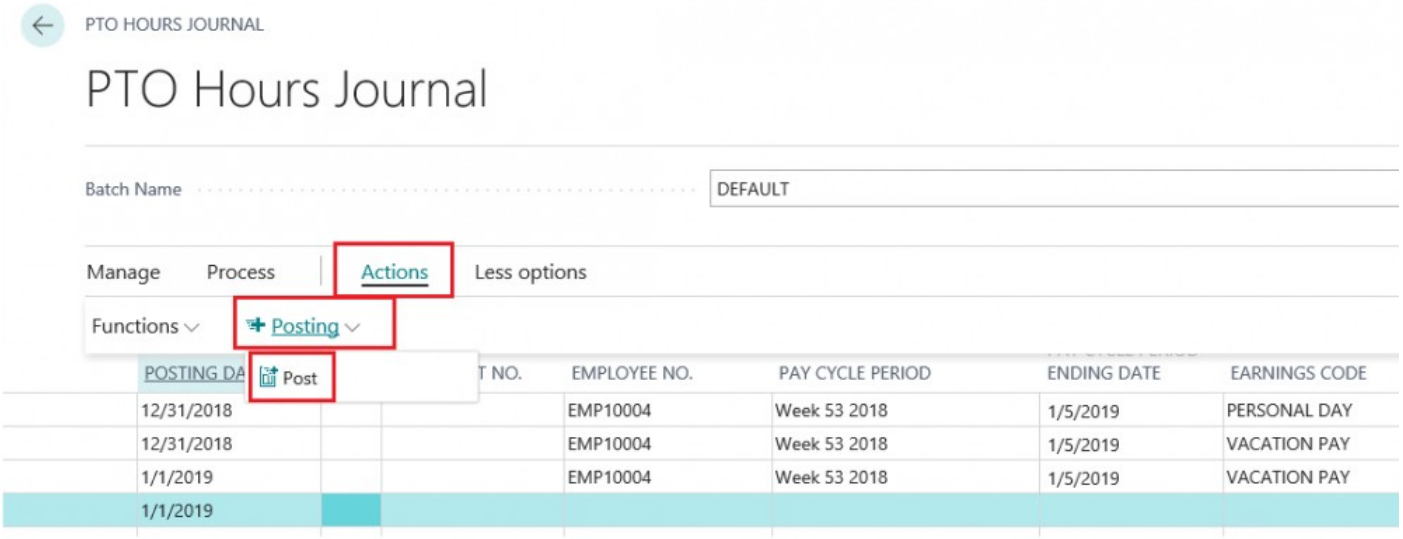


Step 7. Review the hours in the PTO Hours Journal



POSTING DATE	DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	PAY CYCLE PERIOD ENDING DATE	EARNINGS CODE	HOURS
12/31/2018		EMP10004	Week 53 2018	1/5/2019	PERSONAL DAY	-16.00
12/31/2018		EMP10004	Week 53 2018	1/5/2019	VACATION PAY	8.00
1/1/2019		EMP10004	Week 53 2018	1/5/2019	VACATION PAY	-8.00
1/1/2019						0.00

Step 8. Select ‘ACTIONS’ > ‘+Posting’ > ‘Post’



Step 9. Click ‘YES’ in pop up window ‘Do you want to post the journal entries’

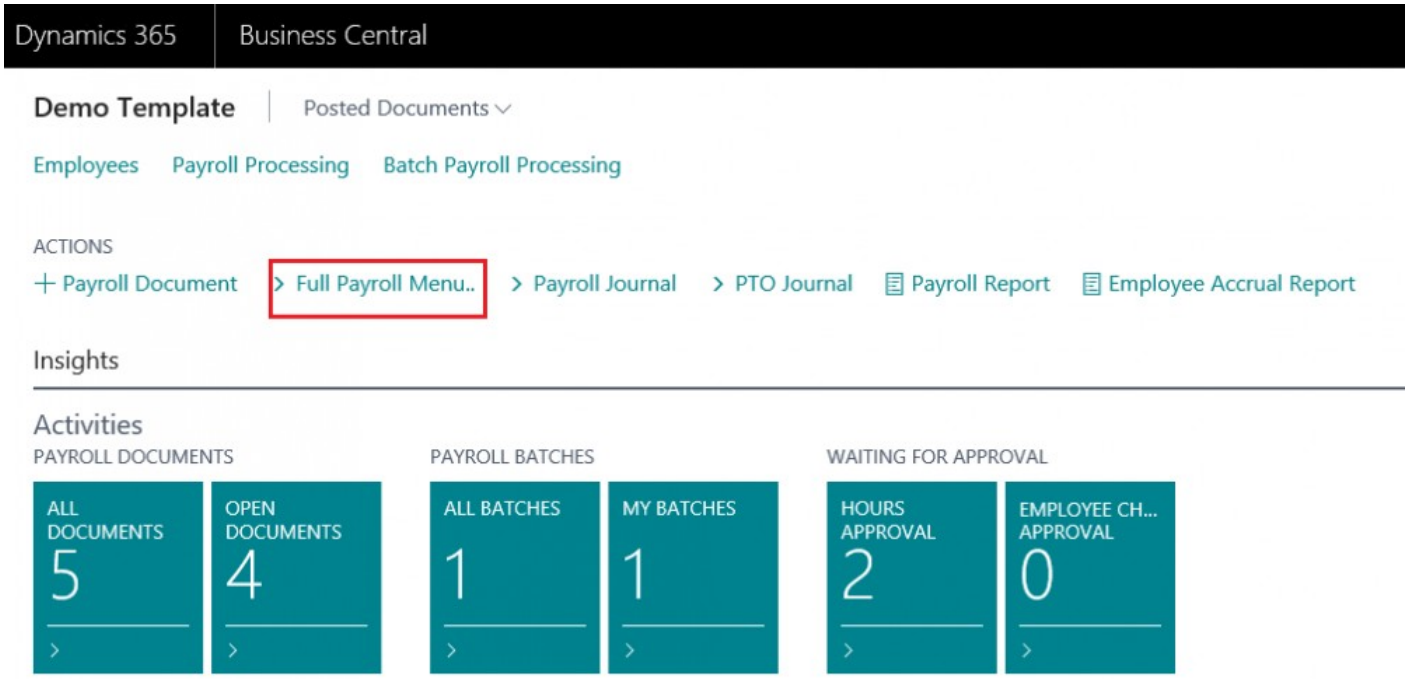
4. Processing

4.1. Batch Payroll Processing — Printed Check

Synopsis:
With Payroll NOW by Integrity Data US Payroll, users can process individual payroll documents or run payroll batches. This manual will walk you through the steps for running and posting a payroll batch for 'Weekly' printed check employees. However, these same steps can certainly be used to process a batch of employees for any pay cycle.

Running a Payroll Batch

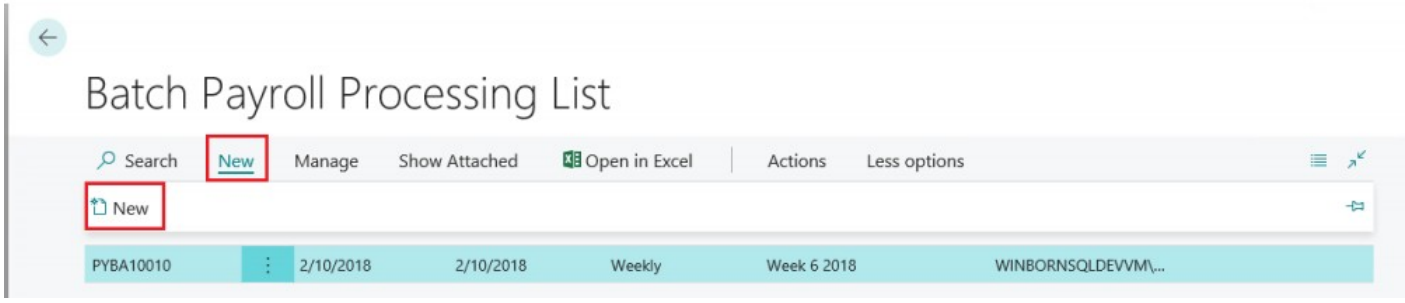
Step 1. Select 'Full Payroll Menu' from Home Screen



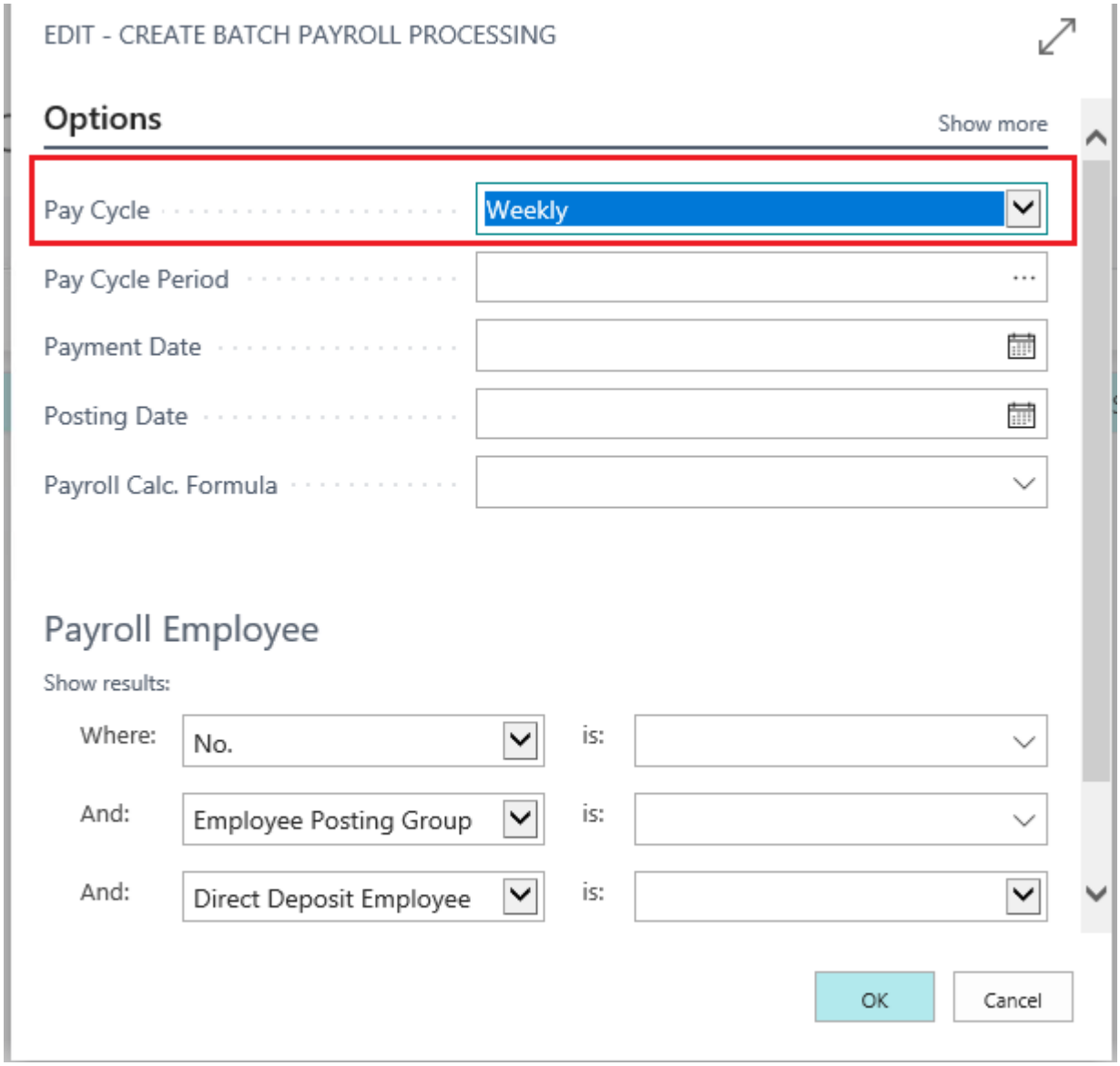
Step 2. Select ‘ Batch Payroll Processing’ from menu options

Step 3.

The ‘Batch Payroll Processing List’ will appear. Select ‘New’ and the click ‘New’ from drop down menu

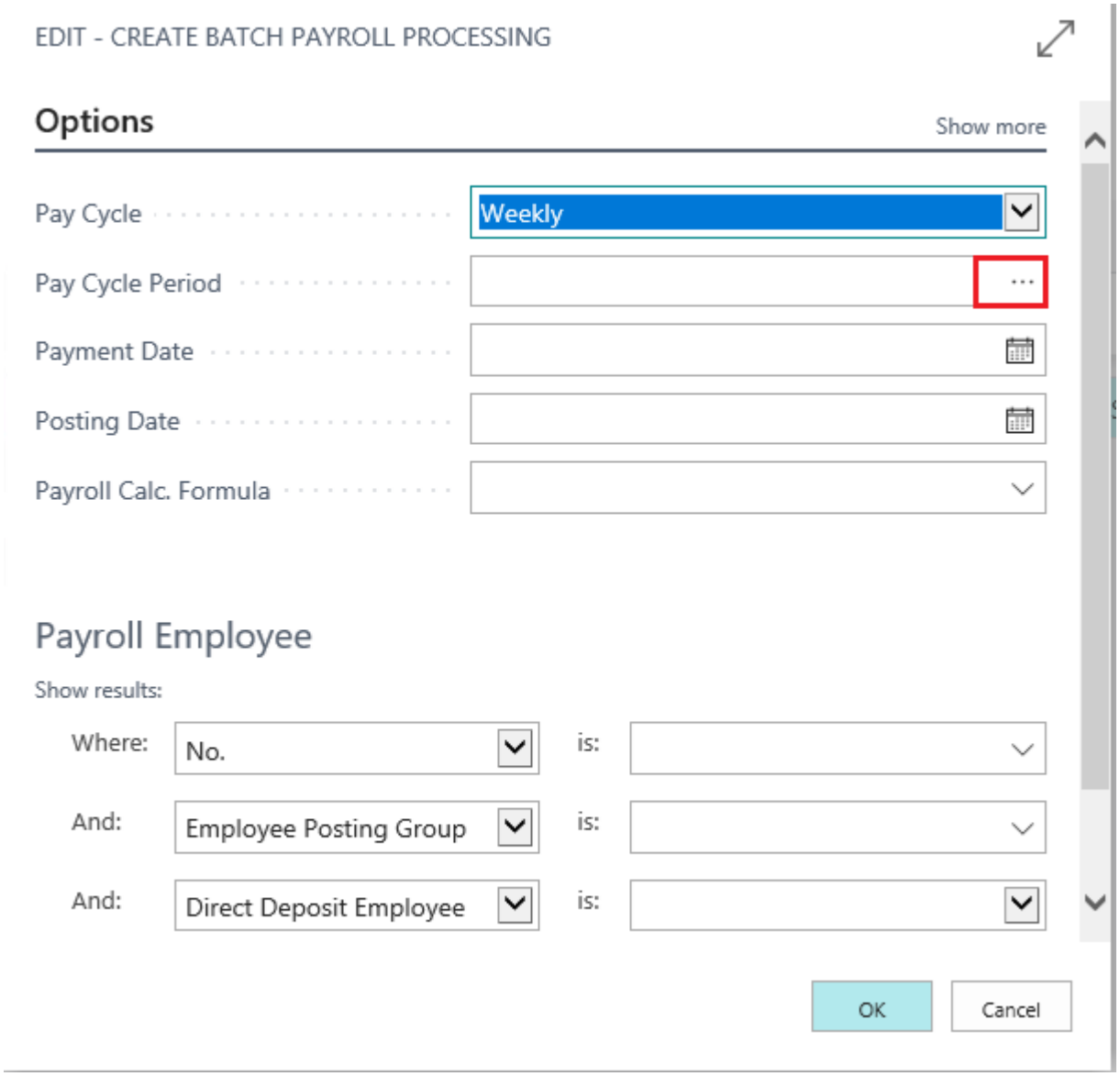


Step 4. The ‘Create Batch Payroll Processing’ screen will open. Select ‘Weekly’ pay cycle.



Step 5.

Select a ‘Pay Cycle Period’ by clicking the ‘…’ and then selecting from the available menu options.



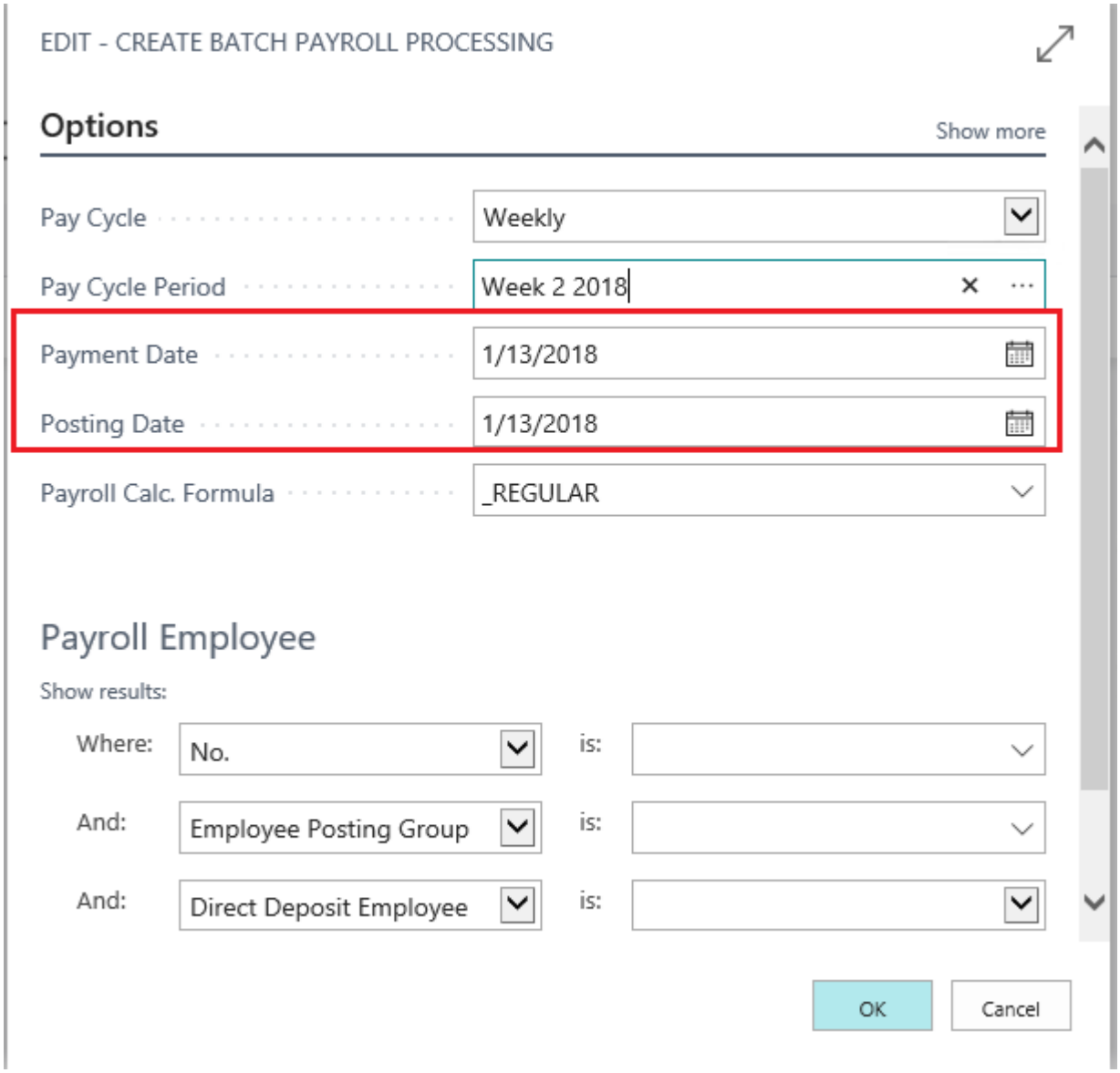
Search | + New | Edit List | Delete | Process | Show Attached | Open in Excel | ...

PAY CYCLE PERIODS + New

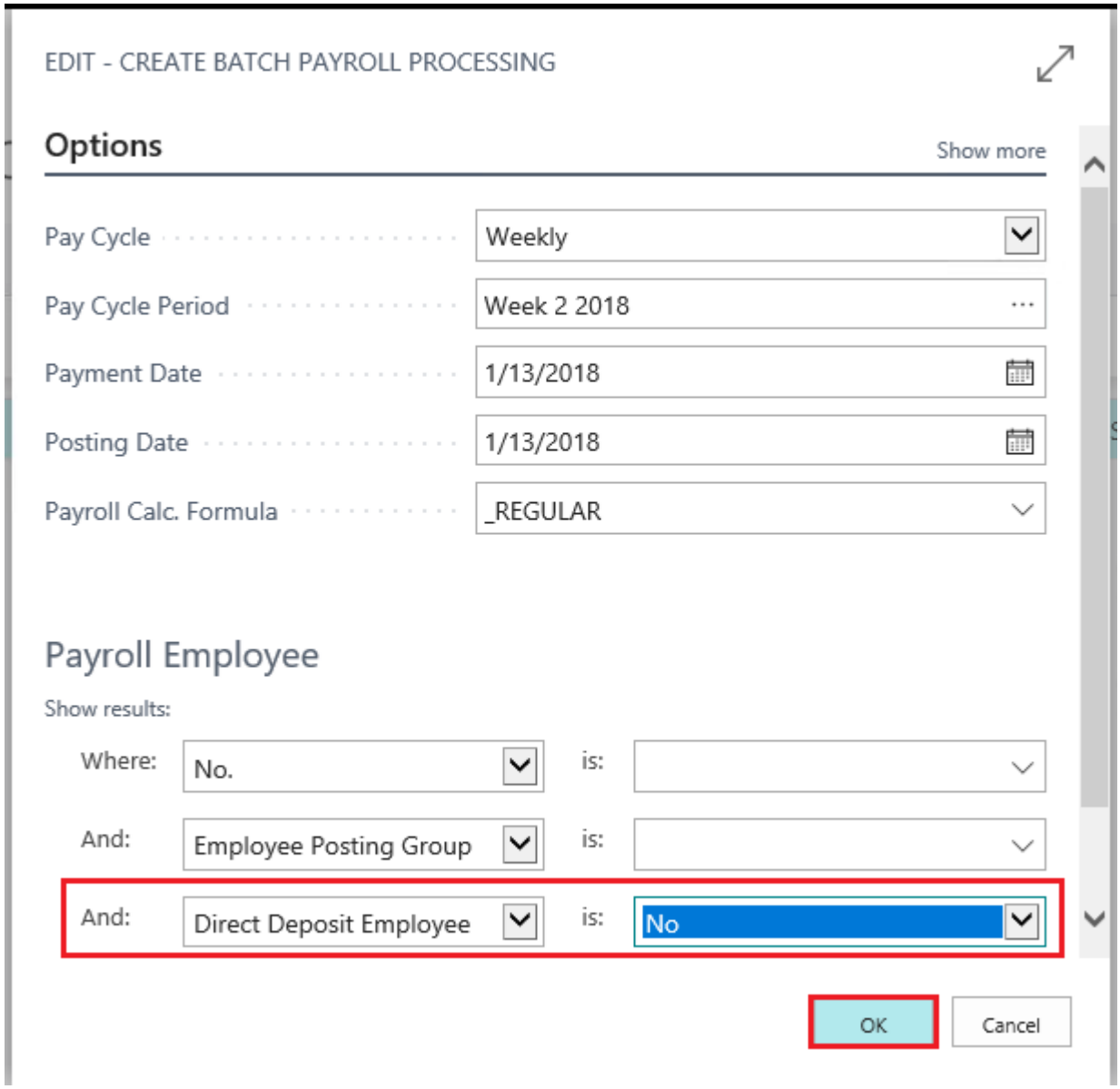
TYPE	NAME	DESCRIPTION	STARTING DATE	ENDING DATE	PAYMENT DATE	POSTING DATE	DEFAULT CALC. FORMULA	CL...
Weekly	Week 2 2018		1/7/2018	1/13/2018	1/13/2018	1/13/2018		☐
Weekly	Week 3 2018		1/14/2018	1/20/2018	1/20/2018	1/20/2018		☐
Weekly	Week 4 2018		1/21/2018	1/27/2018	1/27/2018	1/27/2018		☐
Weekly	Week 5 2018		1/28/2018	2/3/2018	2/3/2018	2/3/2018		☐
Weekly	Week 6 2018		2/4/2018	2/10/2018	2/10/2018	2/10/2018		☐
Weekly	Week 7 2018		2/11/2018	2/17/2018	2/17/2018	2/17/2018		☐
Weekly	Week 8 2018		2/18/2018	2/24/2018	2/24/2018	2/24/2018		☐
Weekly	Week 9 2018		2/25/2018	3/3/2018	3/3/2018	3/3/2018		☐
Weekly	Week 10 2018		3/4/2018	3/10/2018	3/10/2018	3/10/2018		☐
Weekly	Week 11 2018		3/11/2018	3/17/2018	3/17/2018	3/17/2018		☐
Weekly	Week 12 2018		3/18/2018	3/24/2018	3/24/2018	3/24/2018		☐
Weekly	Week 13 2018		3/25/2018	3/31/2018	3/31/2018	3/31/2018		☐
Weekly	Week 14 2018		4/1/2018	4/7/2018	4/7/2018	4/7/2018		☐

OK | Cancel

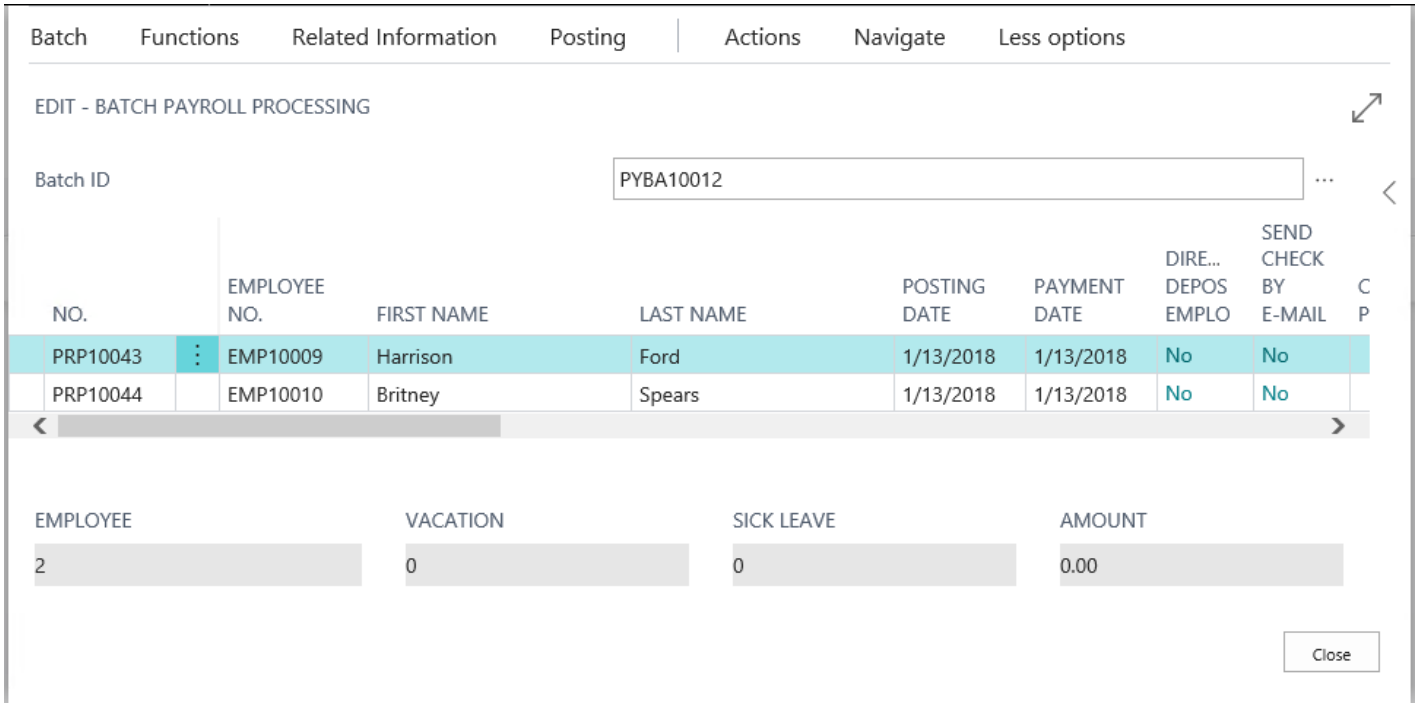
Note: The ‘Payment Date’ and ‘Posting Date’ automatically coincide with the end of the pay cycle period. The user can adjust these dates if needed



Step 6. In the ‘Payroll Employee’ section, set ‘Direct Deposit Employee’ filter to ‘No’ then click ‘Ok’

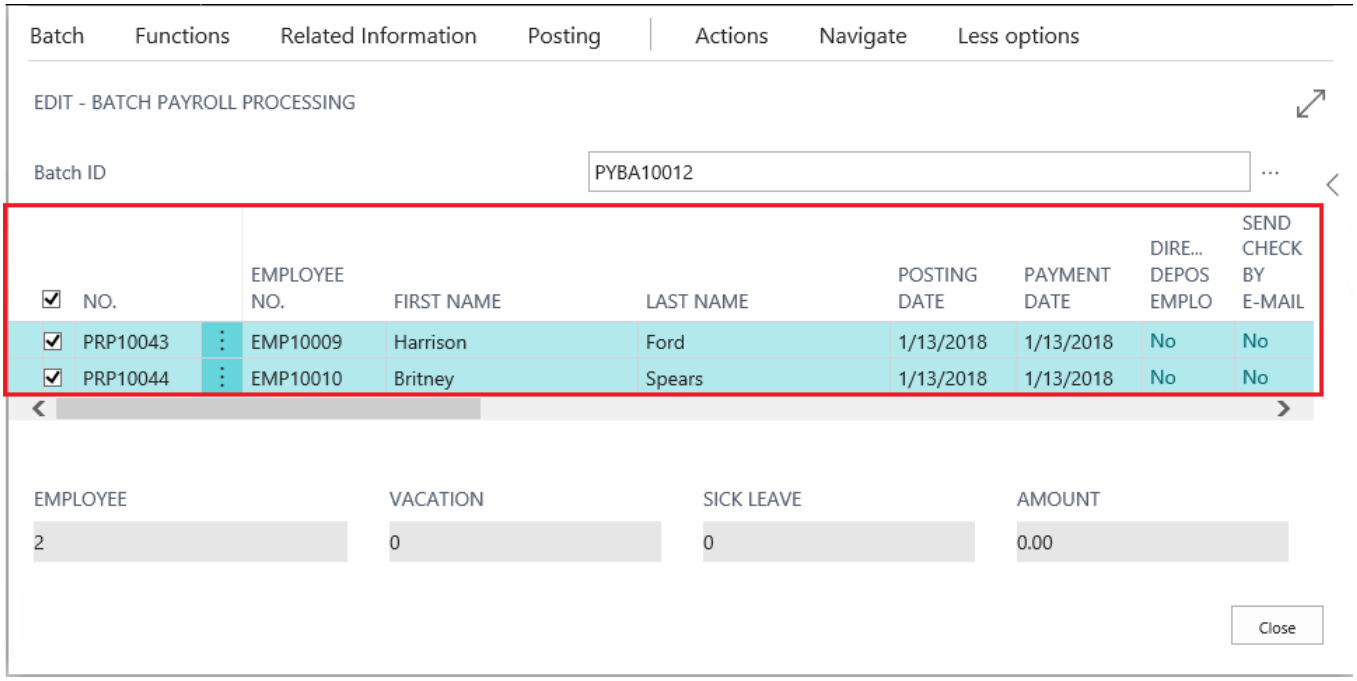


Step 7. The ‘Edit-Batch Payroll Processing’ screen will open.



Step 8.

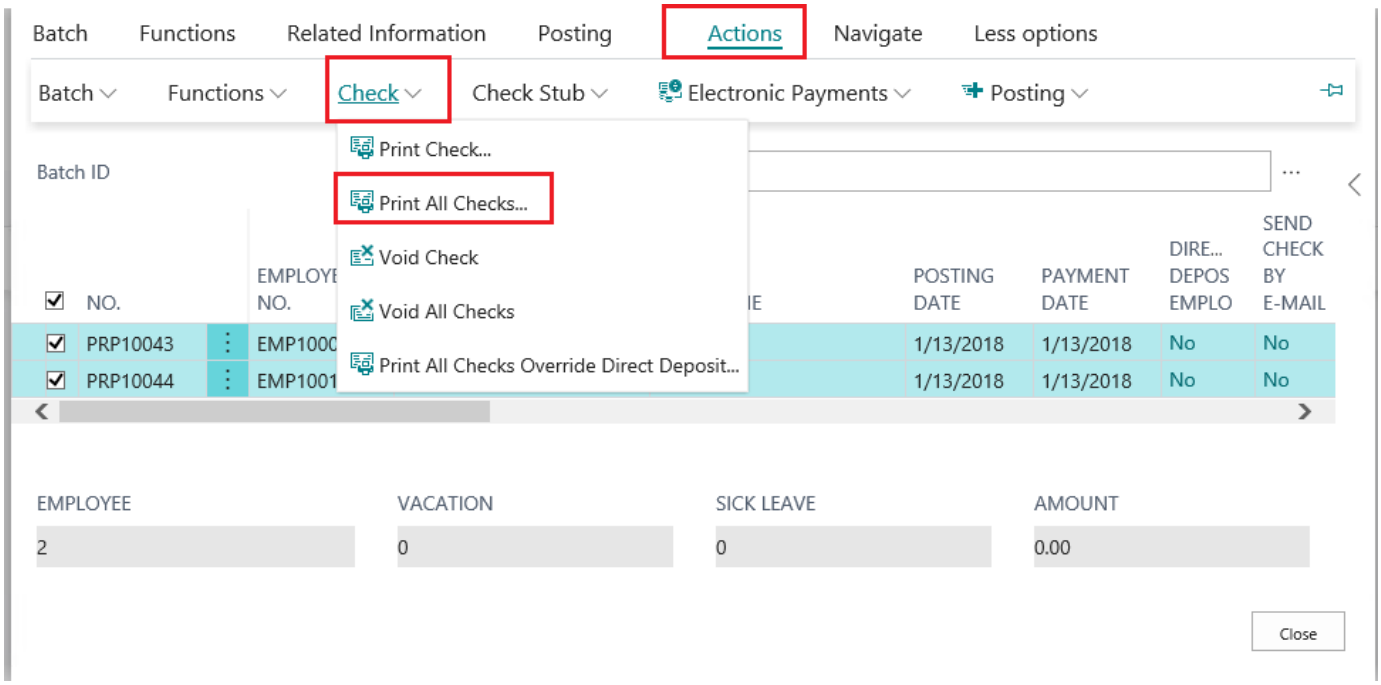
Select all payroll documents within the Batch.



Step 9.

• Select ‘Actions’

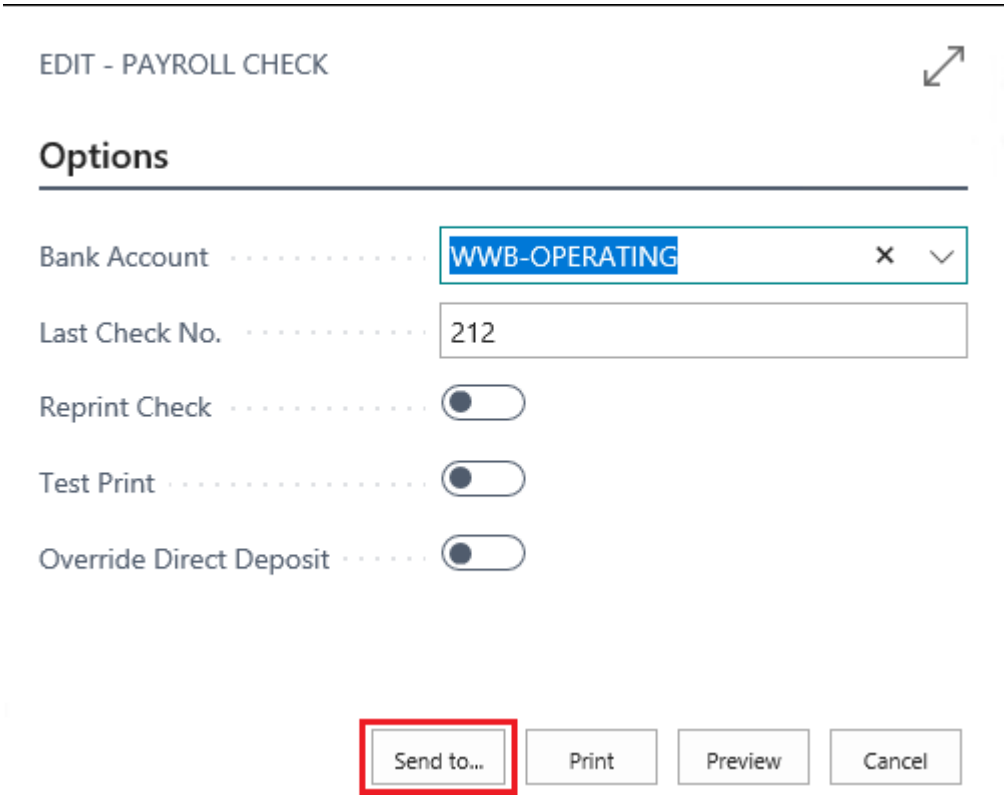
- Select ‘Check’
- Select ‘Print All Checks’

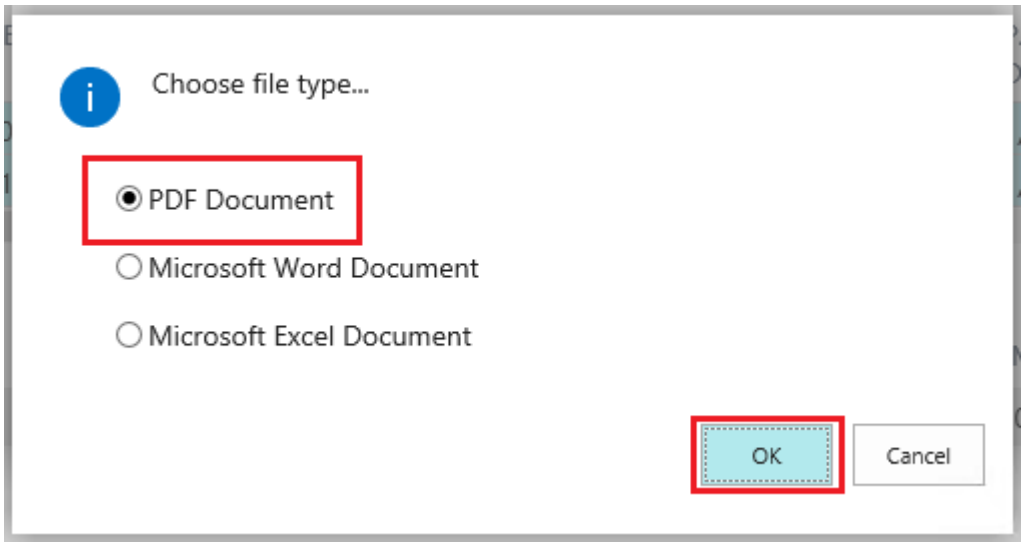


Step 10.

The ‘Edit- Payroll Check’ screen will open. Click ‘Send to…PDF’ if you wish to review the checks in PDF

format


EDIT - PAYROLL CHECK
Options
Bank Account
WWB-OPERATING
Last Check No.
212
Reprint Check
Test Print
Override Direct Deposit
Send to...
Print
Preview
Cancel


Choose file type...
PDF Document
Microsoft Word Document
Microsoft Excel Document
OK
Cancel

Employee	Pay Period: 01/07/2018 - 01/13/2018	SSN	Status (Fed/State)	Allowances/Extra
Harrison Ford 420 Throckmorton, Fort Worth, TX 76109		[illegible] 0001	Married/	Fed-0/0/0X-0/0
		Pay Date: 01/13/2018		

Earnings and Hours	Qty	Rate	Current	YTD Amount
Regular	40.00	20.00	800.00	800.00
Total Earnings			800.00	800.00
Deductions				
Health Insurance			-20.00	20.00
Total Deductions			20.00	-20.00
Tax Withholdings				
Federal W/H			-40.00	-40.00
FICA - Medicare			-11.31	-11.31
FICA - Social Security			-48.36	-48.36
Total Tax Withholdings			99.67	99.67

	Current	YTD Amount
Net Pay	680.33	680.33

PTO Summary	Accrued	YTD Used	Available
Personal Day	0.77	0.00	0.77

Westminster
Atlanta, tx 31772

213

****SIX HUNDRED EIGHTY AND 33/100

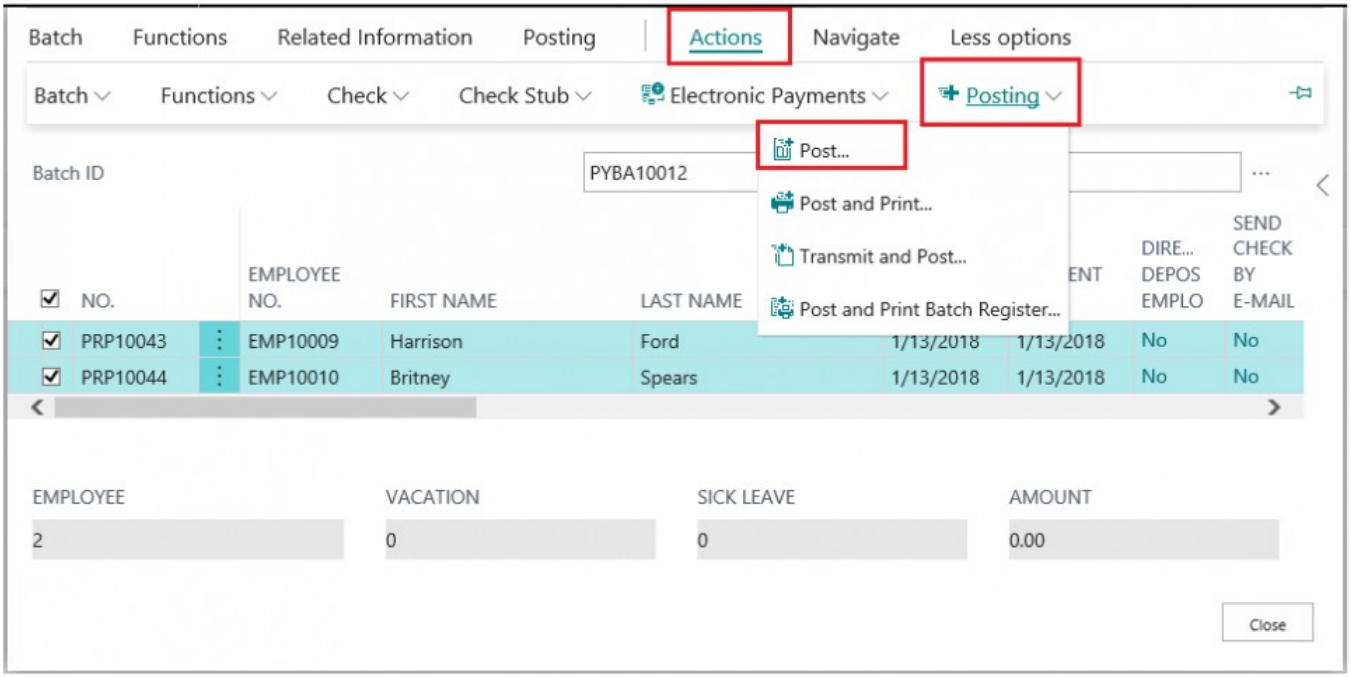
01/13/2018 $*********680.33

Harrison Ford
420 Throckmorton
Fort Worth, TX 76109

Step 11.

- Select ‘Actions’
- Select ‘+Posting’

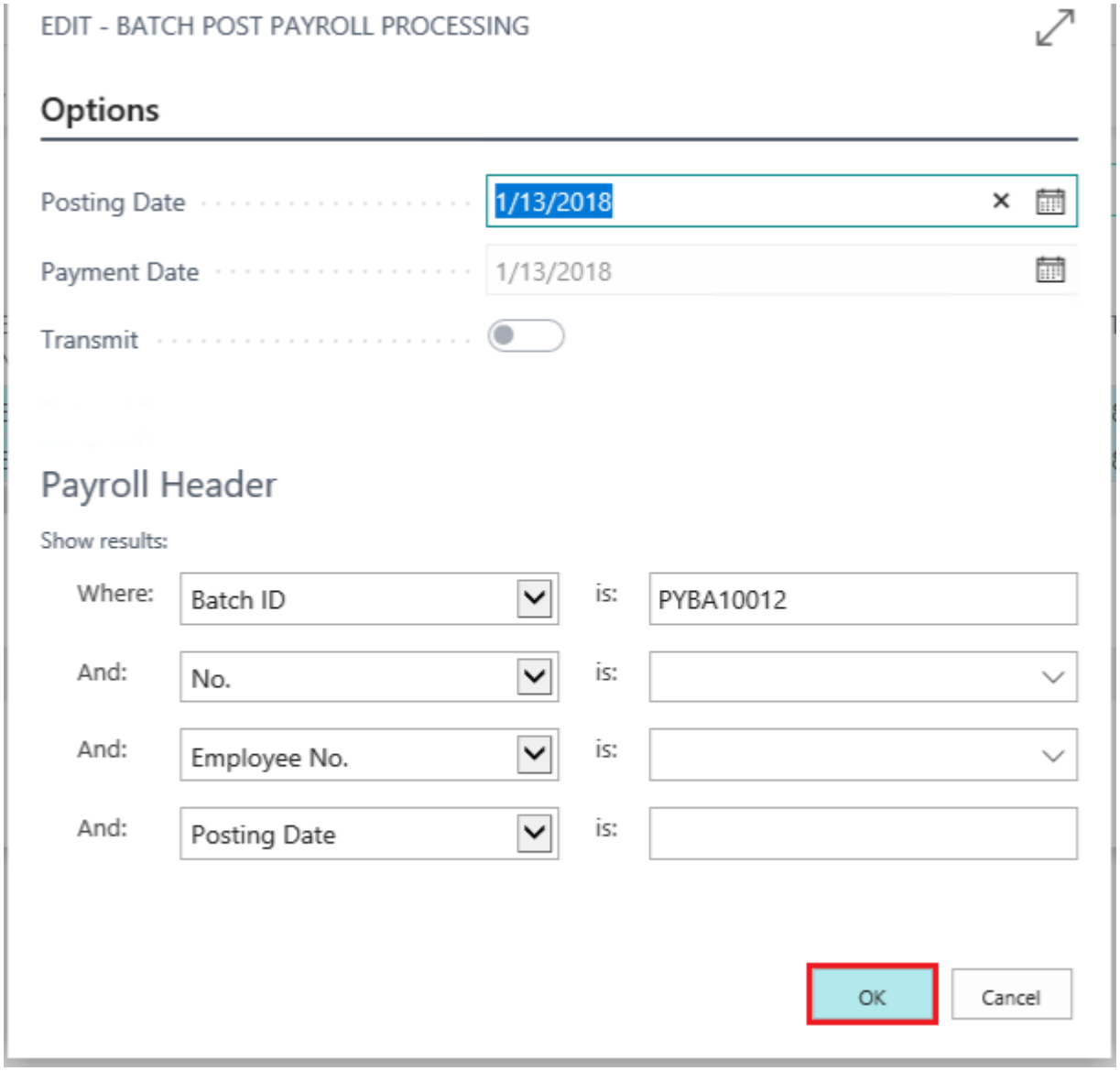
• Select ‘ Post’



Step 12.

The ‘Edit-Batch Post Payroll Processing’ screen will appear. You can adjust the posting date if needed. Or

just click ‘OK’



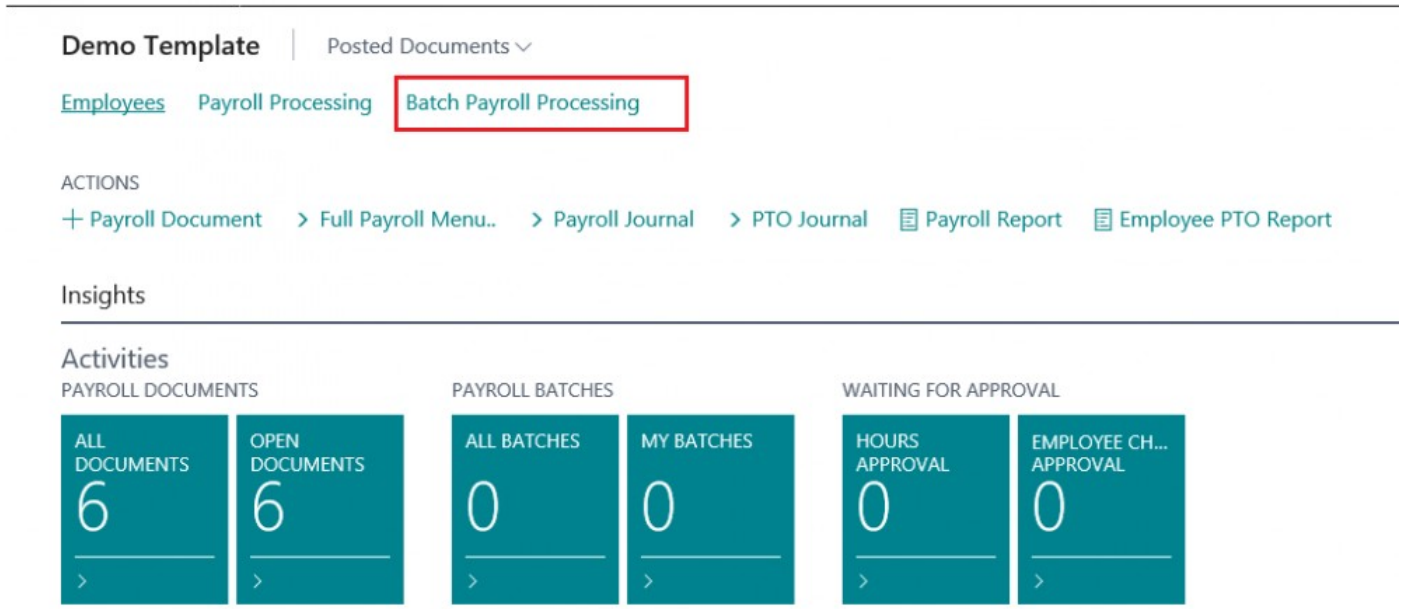
Congratulations! You’ve successfully run a payroll batch and then posted the batch!

4.2. Batch Payroll Processing — Direct Deposit

Synopsis:
With Payroll NOW by Integrity Data US Payroll, users can process individual payroll documents or run payroll batches. This manual will walk you through the steps for processing a payroll batch for Direct Deposit Employees.

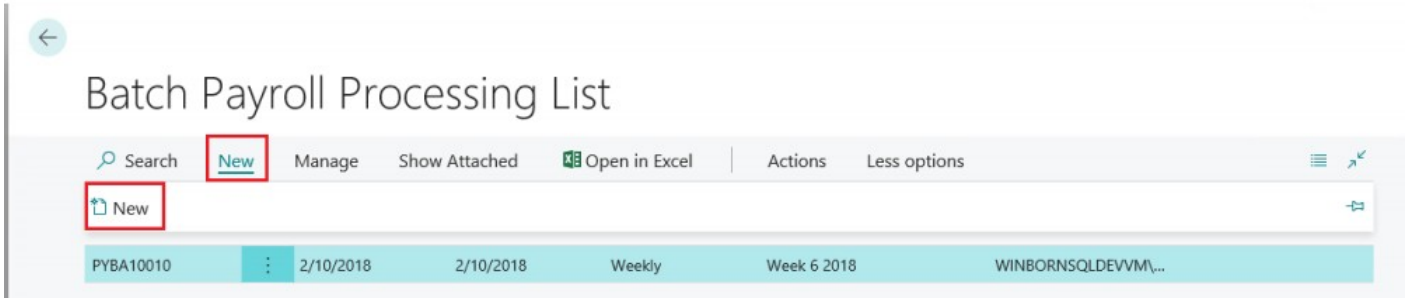
Running a Payroll Batch

Step 1. Select 'Batch Payroll Processing' from Home Screen

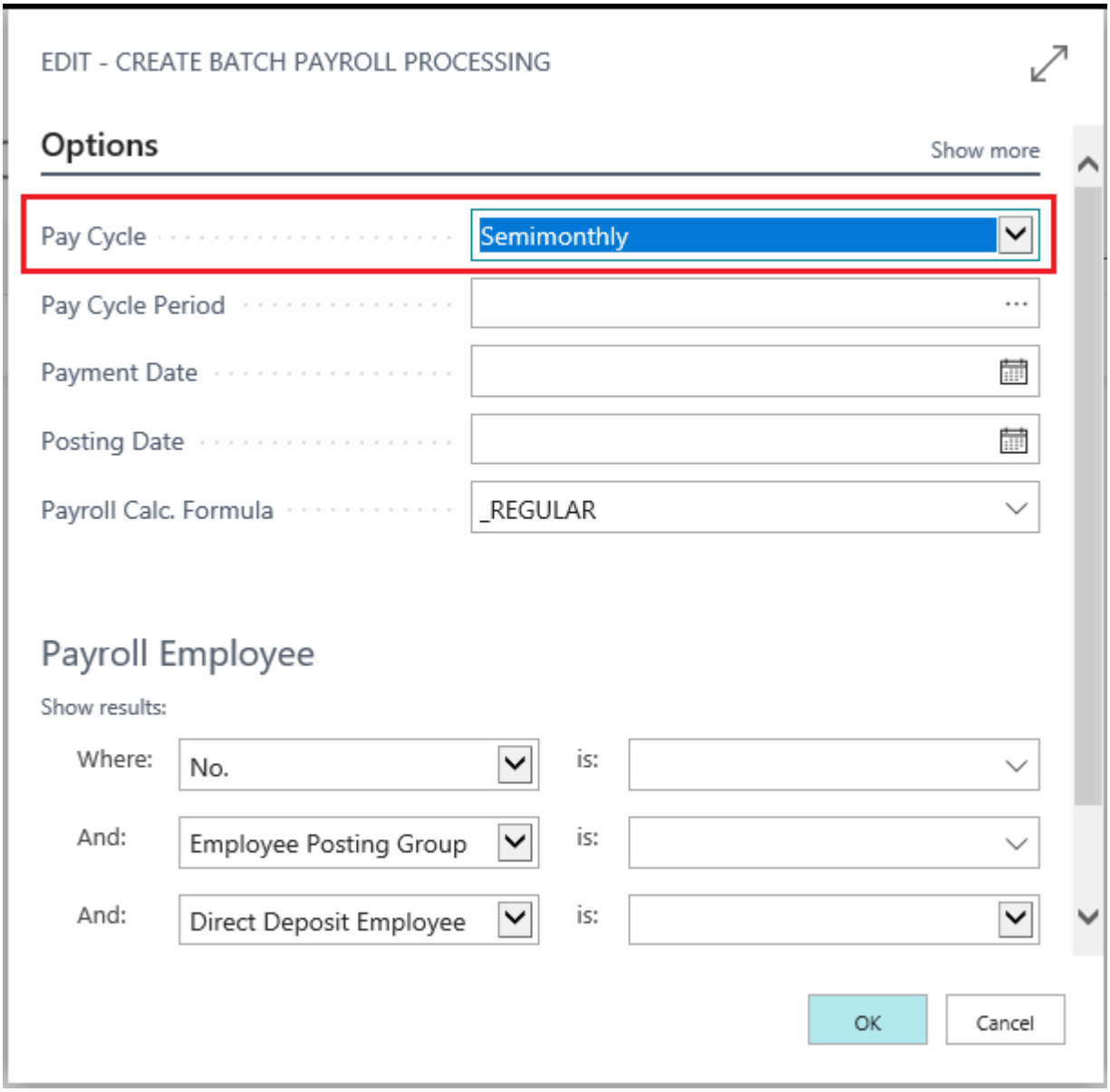


Step 2.

The 'Batch Payroll Processing List' will appear. Select 'New' and the click 'New' from drop down menu

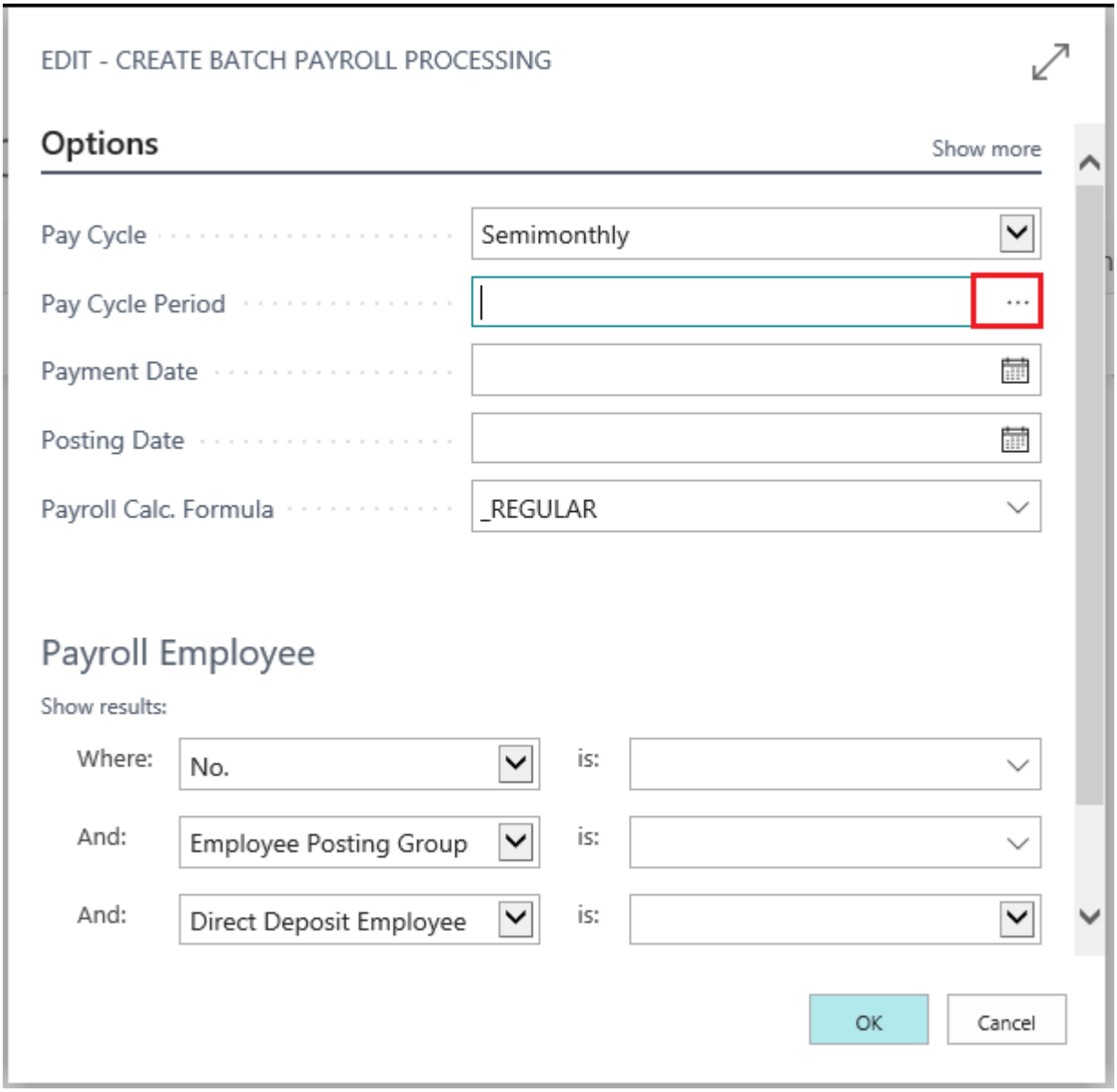


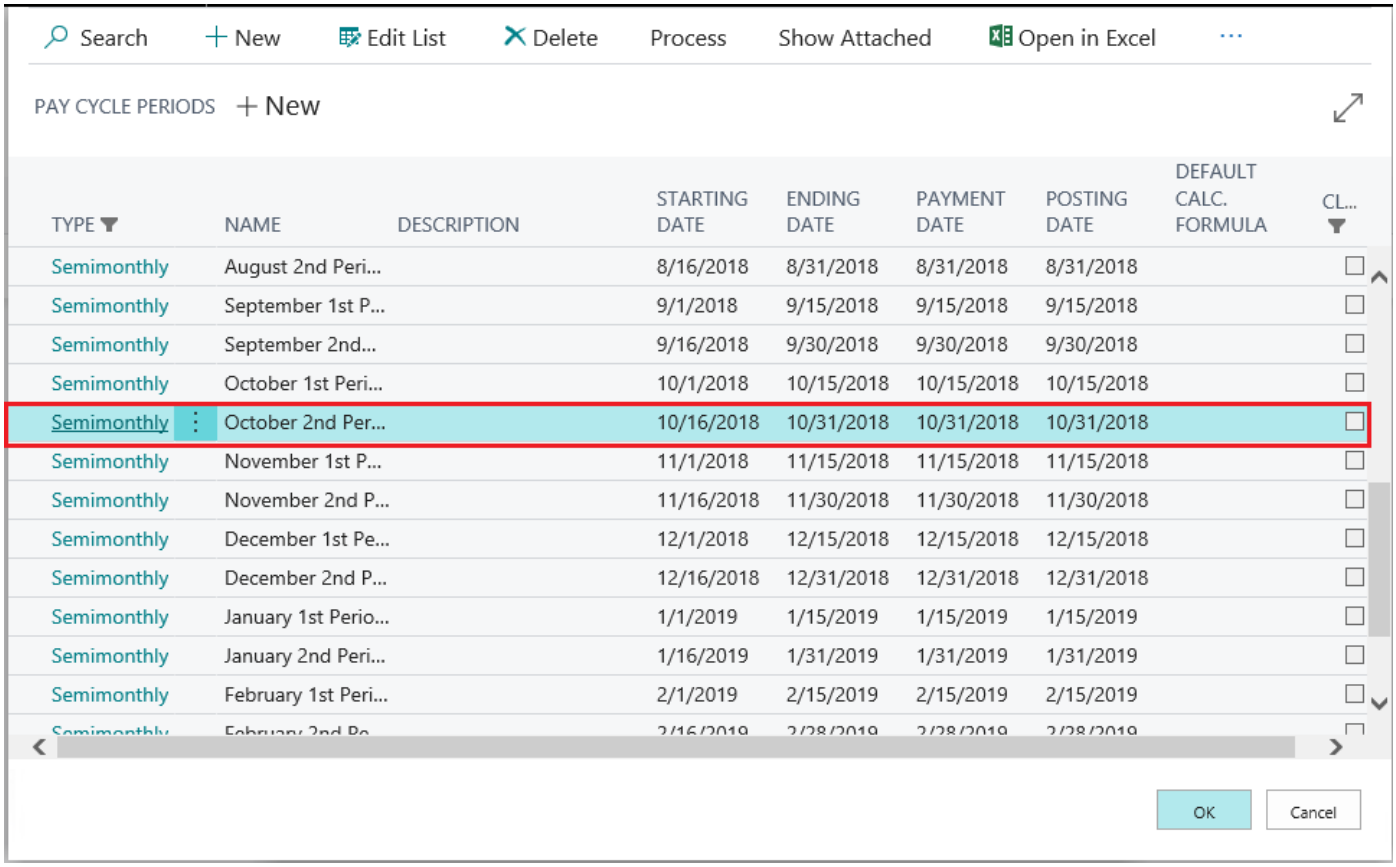
Step 3. The ‘Create Batch Payroll Processing’ screen will open. Select a pay cycle.



Step 4.

Select a ‘Pay Cycle Period’ by clicking the ‘…’ and then selecting from the available menu options.





TYPE	NAME	DESCRIPTION	STARTING DATE	ENDING DATE	PAYMENT DATE	POSTING DATE	DEFAULT CALC. FORMULA	CL...
Semimonthly	August 2nd Peri...		8/16/2018	8/31/2018	8/31/2018	8/31/2018		☐
Semimonthly	September 1st P...		9/1/2018	9/15/2018	9/15/2018	9/15/2018		☐
Semimonthly	September 2nd...		9/16/2018	9/30/2018	9/30/2018	9/30/2018		☐
Semimonthly	October 1st Peri...		10/1/2018	10/15/2018	10/15/2018	10/15/2018		☐
Semimonthly	October 2nd Per...		10/16/2018	10/31/2018	10/31/2018	10/31/2018		☐
Semimonthly	November 1st P...		11/1/2018	11/15/2018	11/15/2018	11/15/2018		☐
Semimonthly	November 2nd P...		11/16/2018	11/30/2018	11/30/2018	11/30/2018		☐
Semimonthly	December 1st Pe...		12/1/2018	12/15/2018	12/15/2018	12/15/2018		☐
Semimonthly	December 2nd P...		12/16/2018	12/31/2018	12/31/2018	12/31/2018		☐
Semimonthly	January 1st Perio...		1/1/2019	1/15/2019	1/15/2019	1/15/2019		☐
Semimonthly	January 2nd Peri...		1/16/2019	1/31/2019	1/31/2019	1/31/2019		☐
Semimonthly	February 1st Peri...		2/1/2019	2/15/2019	2/15/2019	2/15/2019		☐

Note: The ‘Payment Date’ and ‘Posting Date’ automatically coincide with the end of the pay cycle period. The user can adjust these dates if needed

EDIT - CREATE BATCH PAYROLL PROCESSING

Options

Show more

Pay Cycle	Semimonthly
Pay Cycle Period	October 2nd Period 2018
Payment Date	10/31/2018
Posting Date	10/31/2018
Payroll Calc. Formula	_REGULAR

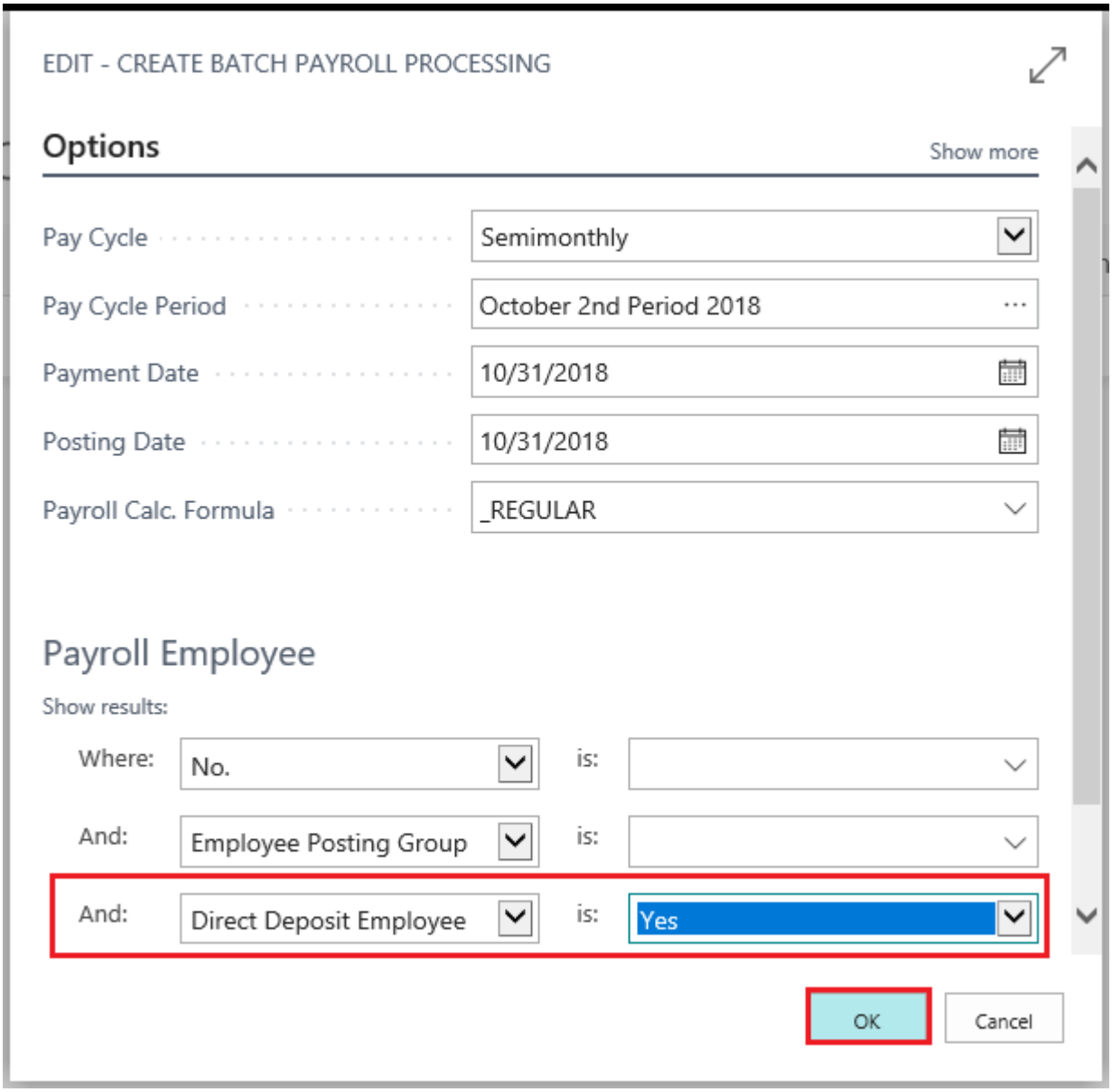
Payroll Employee

Show results:

Where:	No.	is:	
And:	Employee Posting Group	is:	
And:	Direct Deposit Employee	is:	

OK Cancel

Step 5. In the ‘Payroll Employee’ section, set ‘Direct Deposit Employee’ filter to ‘Yes’ then click ‘Ok’



Step 6. The ‘Edit-Batch Payroll Processing’ screen will open.

Batch | Functions | Related Information | Posting | Actions | Navigate | Less options

EDIT - BATCH PAYROLL PROCESSING

Batch ID: PYBA10021

NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL	C P
PRP10071	EMP10002	Gwen	Stefani	10/31/2018	10/31/2018	Yes	No	
PRP10072	EMP10005	Meg	Ryan	10/31/2018	10/31/2018	Yes	No	
PRP10073	EMP10012	Tim	Smith	10/31/2018	10/31/2018	Yes	No	

EMPLOYEE	VACATION	SICK LEAVE	AMOUNT
3	0	0	0.00

Close

Step 7.

Select all payroll documents within the Batch.

Batch | Functions | Related Information | Posting | Actions | Navigate | Less options

EDIT - BATCH PAYROLL PROCESSING

Batch ID: PYBA10021

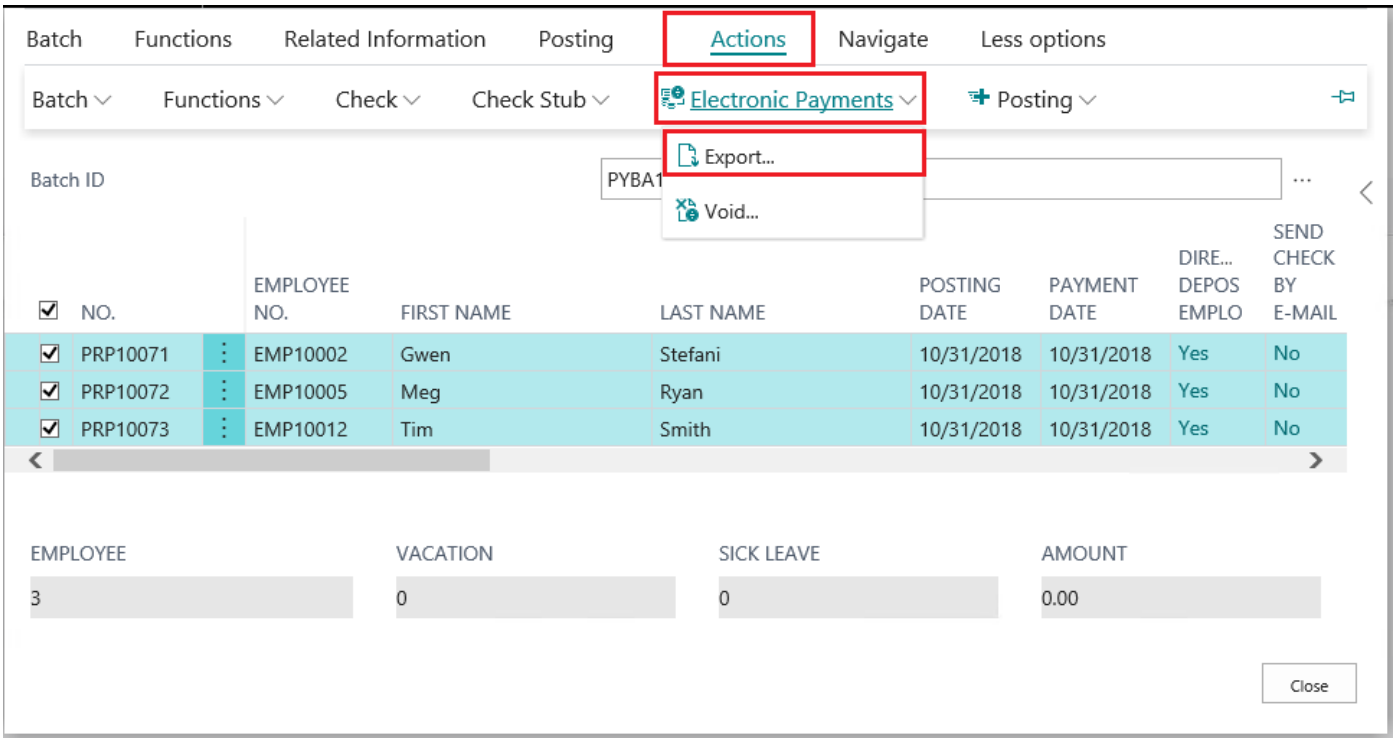
☑	NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
☑	PRP10071	EMP10002	Gwen	Stefani	10/31/2018	10/31/2018	Yes	No
☑	PRP10072	EMP10005	Meg	Ryan	10/31/2018	10/31/2018	Yes	No
☑	PRP10073	EMP10012	Tim	Smith	10/31/2018	10/31/2018	Yes	No

EMPLOYEE	VACATION	SICK LEAVE	AMOUNT
3	0	0	0.00

Close

Step 8.

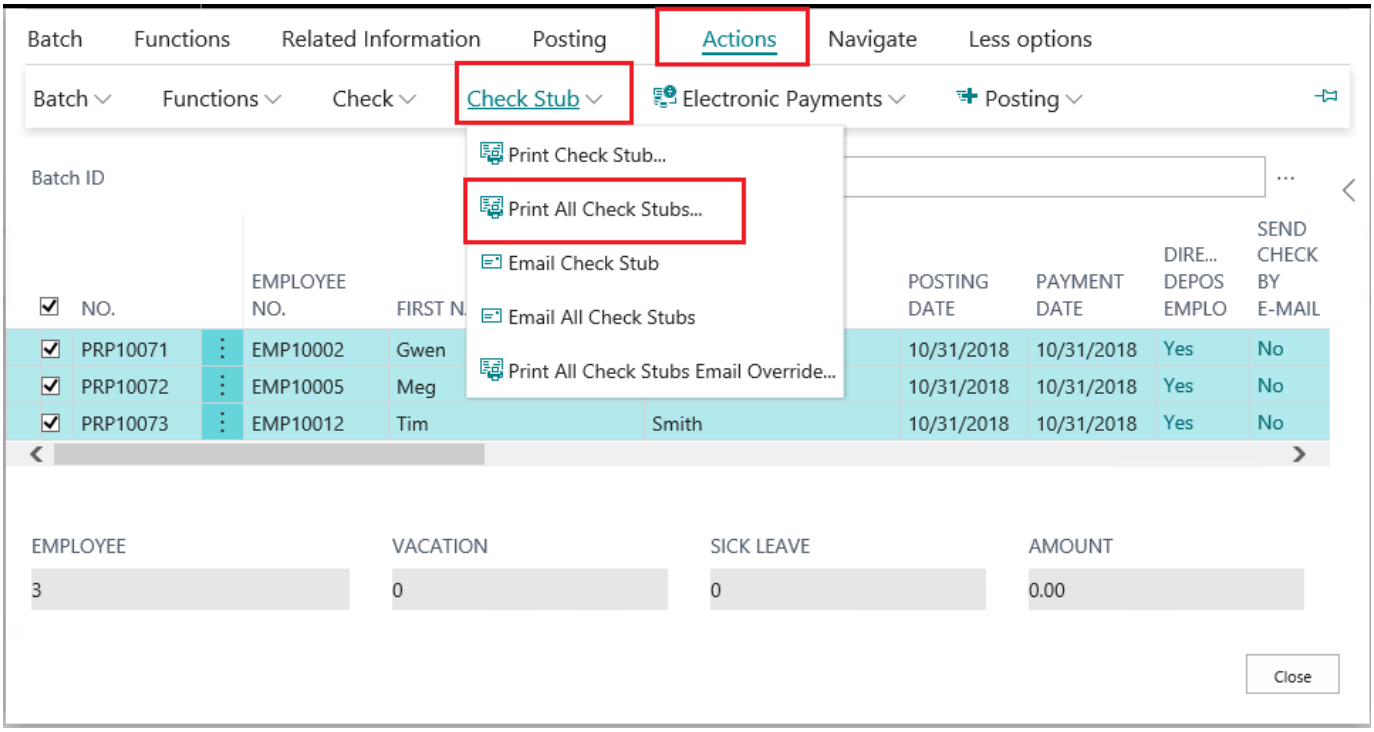
- Select ‘Actions’
- Select ‘Electronic Payments’
- Select ‘Export’



Step 9.

- Select ‘Actions’
- Select ‘Check Stub’
- Select ‘Print All Check Stubs’ or ‘Email all Check Stubs’ depending on the settings of the employees within

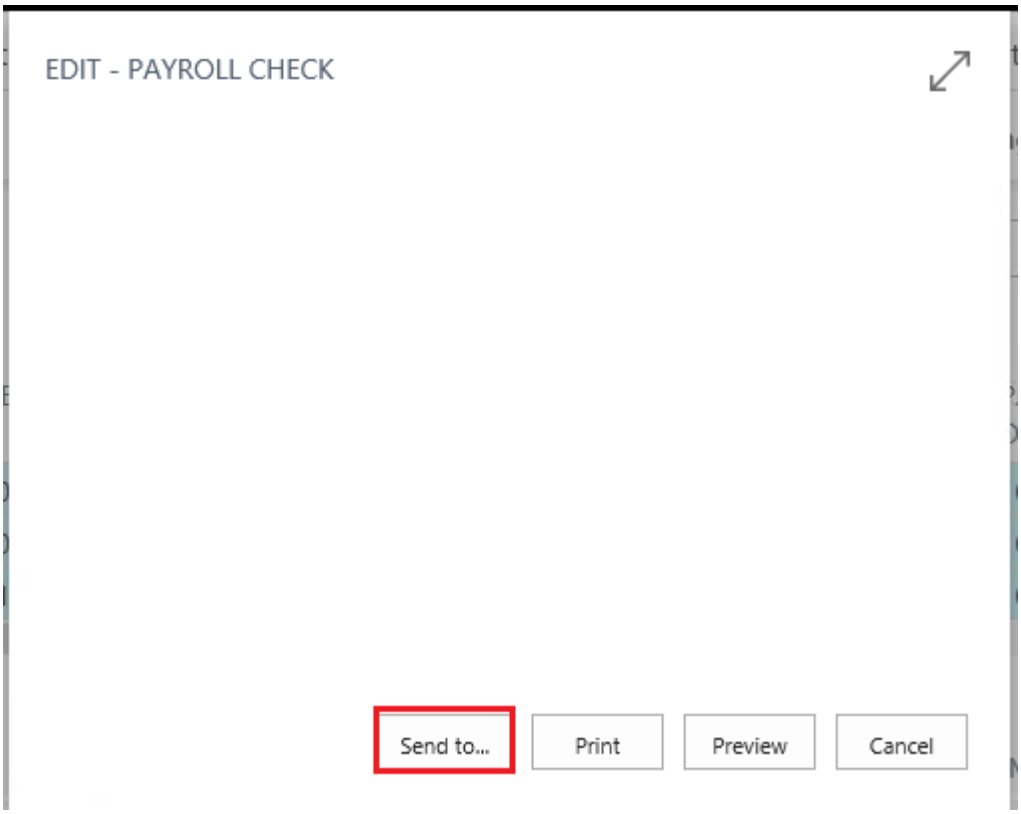
the batch

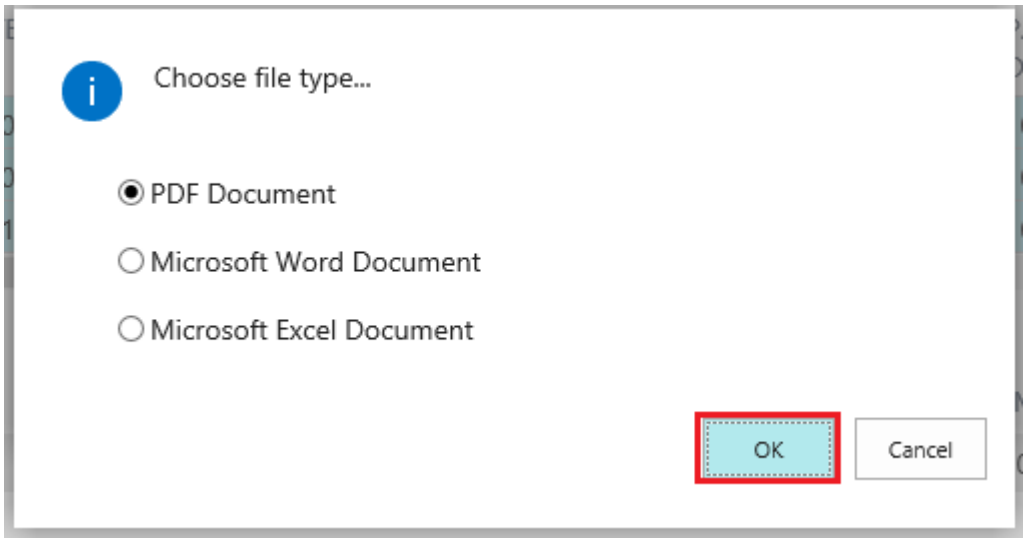


Step 10.

The ‘Edit- Payroll Check’ screen will open. Click ‘Send to’ and then select from available options. Then click

'Ok'

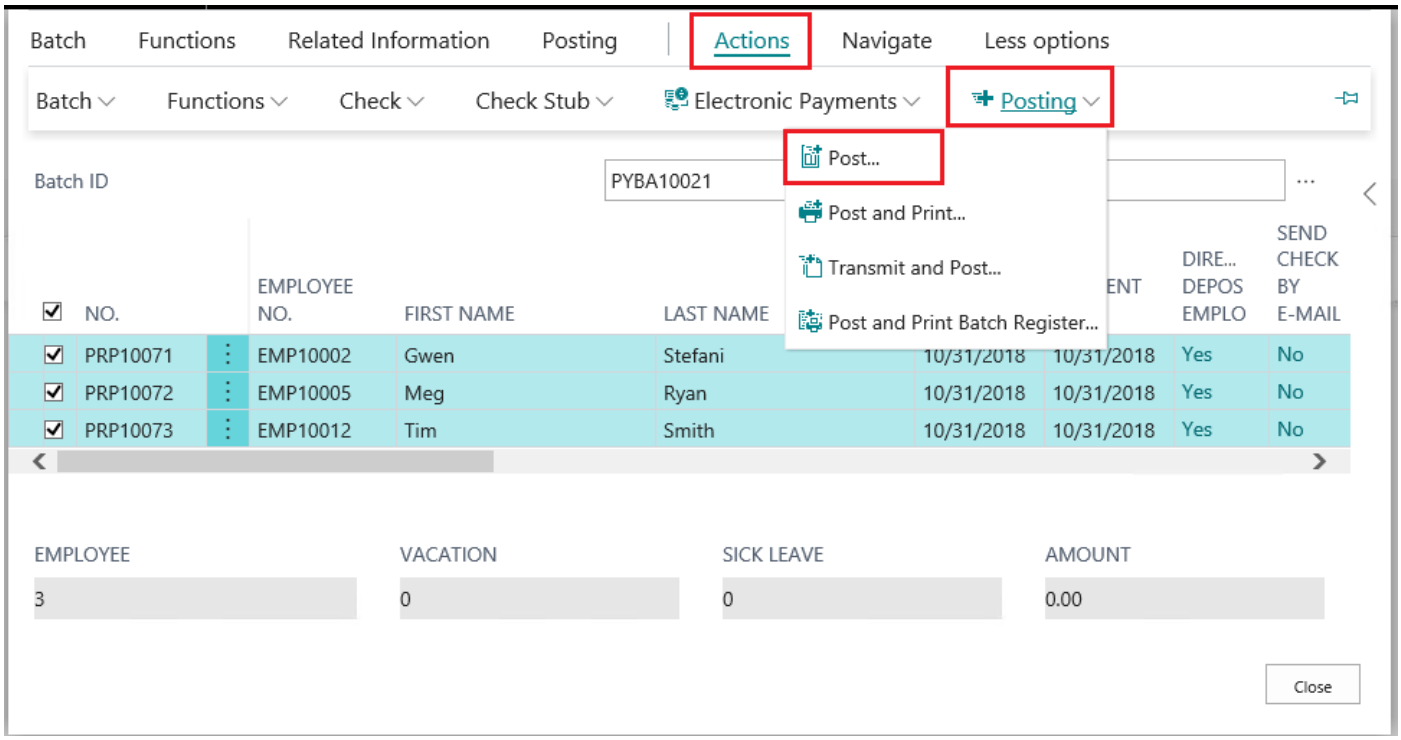




Step 11.

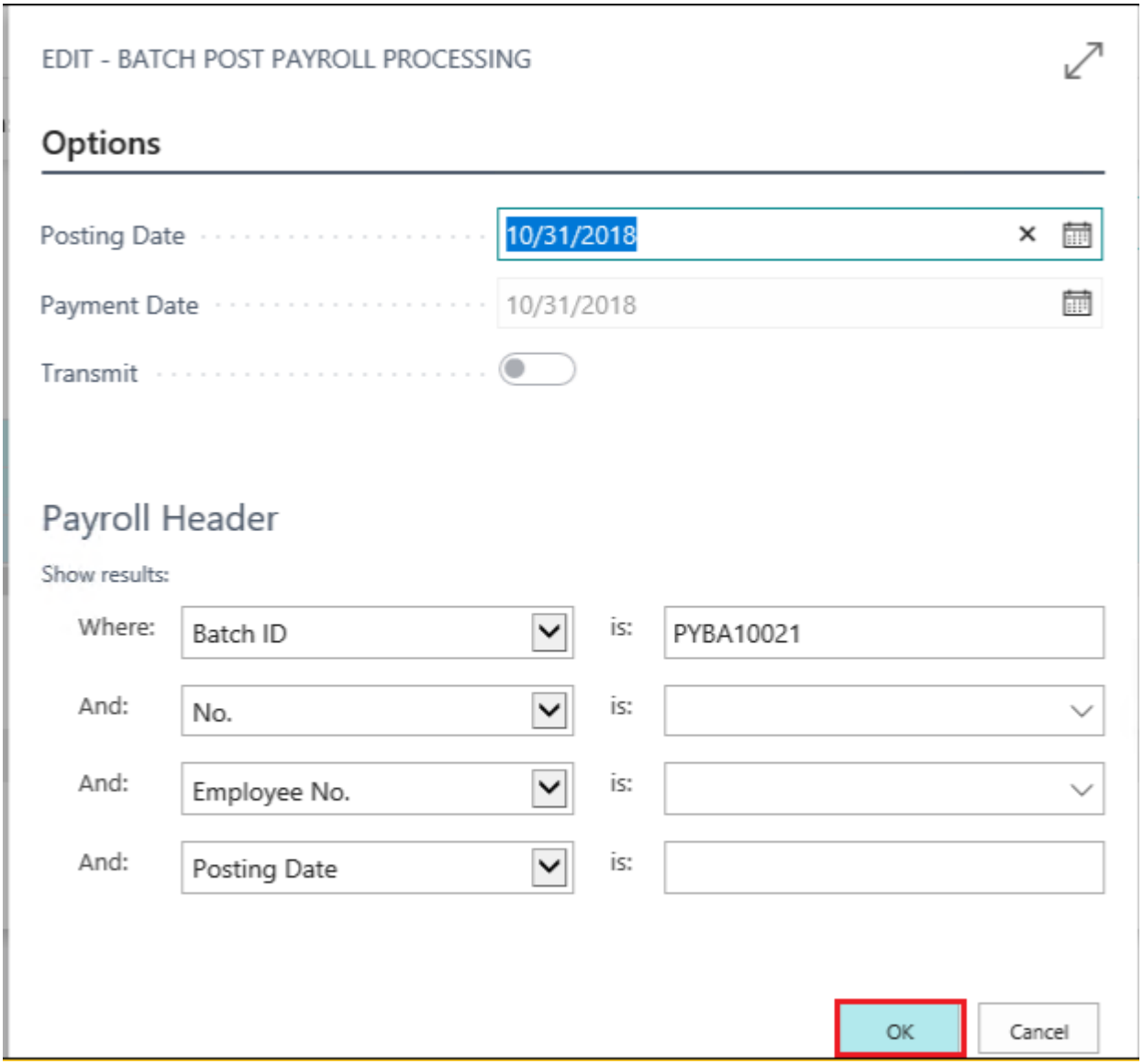
- Select 'Actions'
- Select '+Posting'

• Select ‘ Post’



Step 12.

The ‘Edit-Batch Post Payroll Processing’ screen will appear. You can adjust the posting date if needed. Or just click ‘OK’



Congratulations! You have successfully run a payroll batch and then posted the batch!