



Your people. Our priority.®

Payroll NOW by Integrity Data

User Guide

Last Update 4/19/2019

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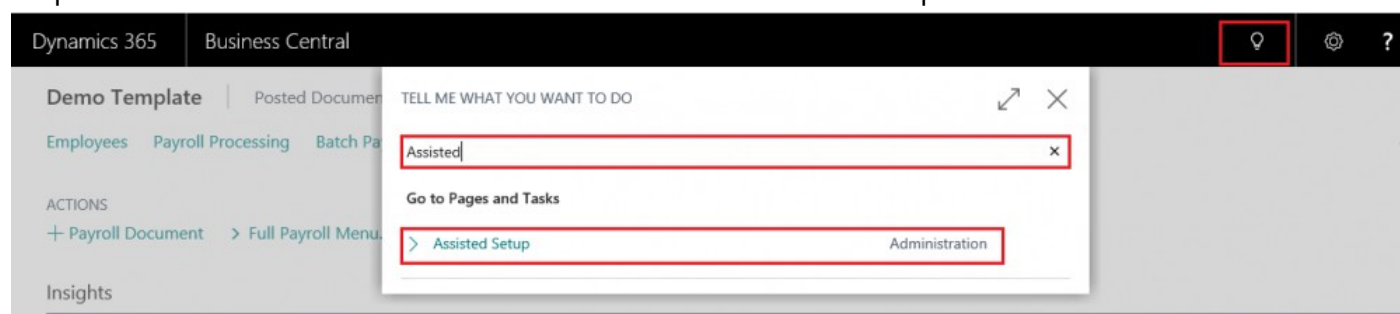
1. SETUP

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.

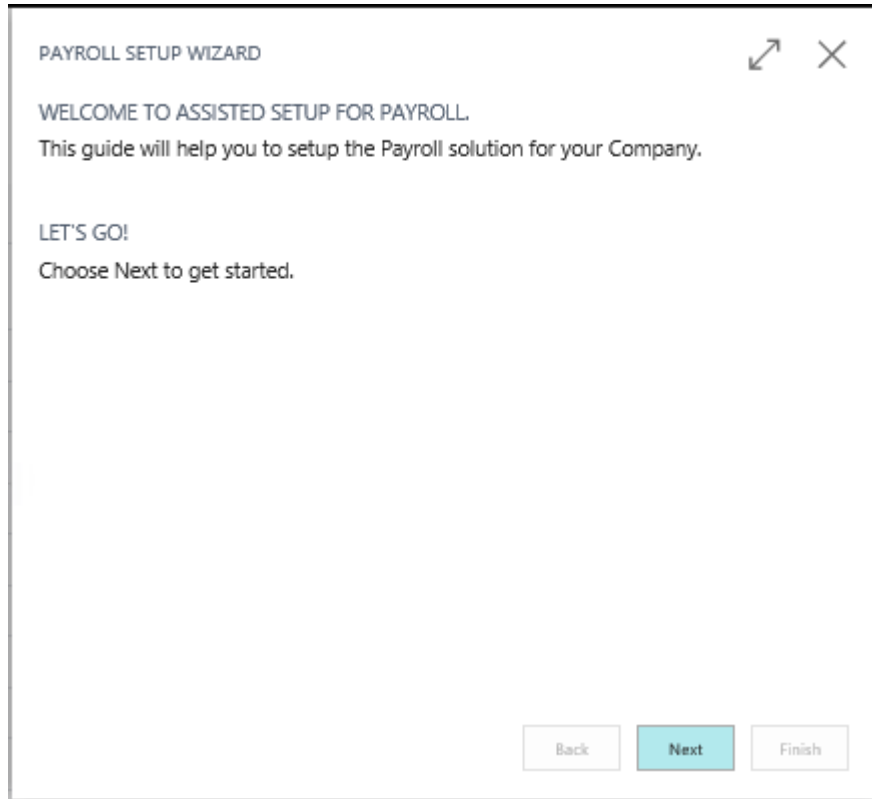
Step 1. Select 'Search Icon' and enter 'Assisted'. Select 'Assisted Setup'



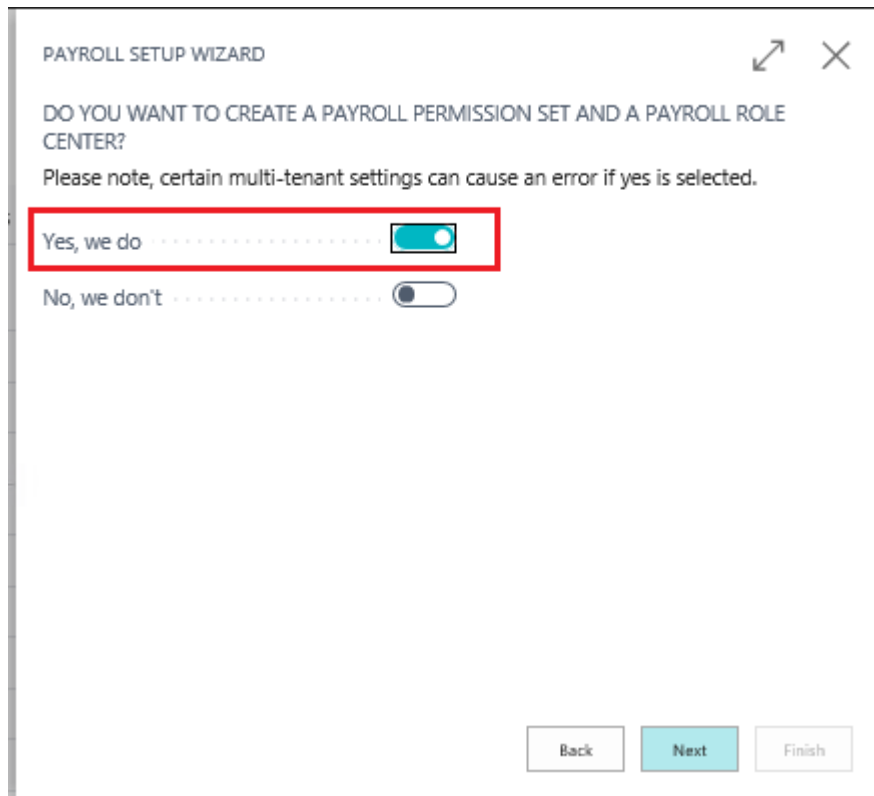
Step 2. Select ‘Set up Payroll NOW by Integrity Data’

Assisted Setup: All ▾		🔍 Search	📄 Open in Excel	Actions ▾	Fewer options
NAME					
Migrate business data					
Set up sales tax					
Set up cash flow forecast					
Set up approval workflows					
Set up a customer approval workflow					
Set up email					
Set up email logging					
Set up your Business Inbox in Outlook					
Set up reporting data					
Set up an item approval workflow					
Set up a payment approval workflow					
Set up Dynamics 365 for Sales connection					
Invite External Accountant					
Set up consolidation reporting					
Set up Intelligent Cloud					⋮
Set up Payroll NOW					⋮

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'



The screenshot shows a dialog box titled "PAYROLL SETUP WIZARD" with a close button (X) and a maximize button (↗) in the top right corner. The main text asks, "DO YOU WANT TO CREATE A PAYROLL PERMISSION SET AND A PAYROLL ROLE CENTER?" and includes a note: "Please note, certain multi-tenant settings can cause an error if yes is selected." Below this, there are two toggle options. The first option, "Yes, we do", is highlighted with a red rectangular box and has its toggle switch turned on (blue). The second option, "No, we don't", has its toggle switch turned off (grey). At the bottom of the dialog, there are three buttons: "Back", "Next" (which is highlighted in blue), and "Finish".

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

- Set 'Yes we do' to true

- Click 'Next'

PAYROLL SETUP WIZARD

DO YOU WANT TO CREATE A PAYROLL PERMISSION SET AND A PAYROLL ROLE CENTER?

Please note, certain multi-tenant settings can cause an error if yes is selected.

Yes, we do ☒

No, we don't ☐

Back Next Finish

Step 6. "Specify New or Existing No. Series to Use"

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

- Click 'Next

PAYROLL SETUP WIZARD  

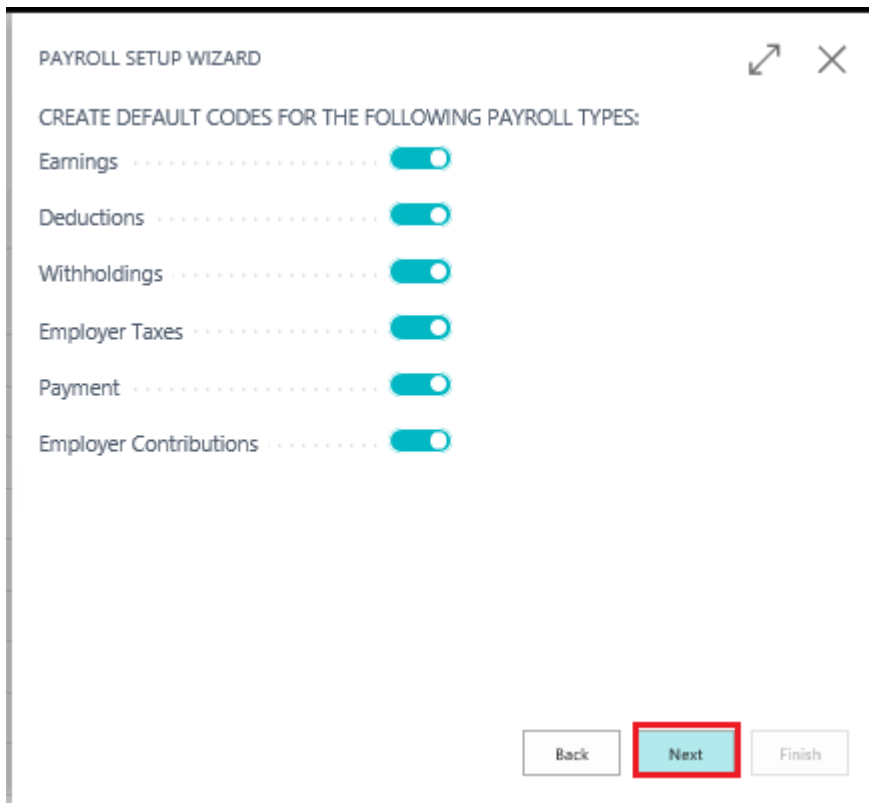
SPECIFY NEW OR EXISTING NO. SERIES TO USE:

Payroll Employee	PAYROLL-EM	...
Payroll Processing	PAYROLL-PR	...
Posted Payroll Processing	PAYROLL-PP	...
Batch Payroll Processing	PAYROLL-BA	...
Payroll Journal	PAYROLL-JN	...
Payroll PTO Journal	PAYROLL-PT	...
Payroll Applicants	PAYROLL-AP	...

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

- By default all options should be set to True.

- Click 'Next'



PAYROLL SETUP WIZARD

CREATE DEFAULT CODES FOR THE FOLLOWING PAYROLL TYPES:

Earnings ☒

Deductions ☒

Withholdings ☒

Employer Taxes ☒

Payment ☒

Employer Contributions ☒

Back Next Finish

Step 8. "Do you have local taxes?"

- Set 'Yes we do' to true

- Click 'Next'

PAYROLL SETUP WIZARD

DO YOU HAVE LOCAL TAXES?

Yes, we do ☒

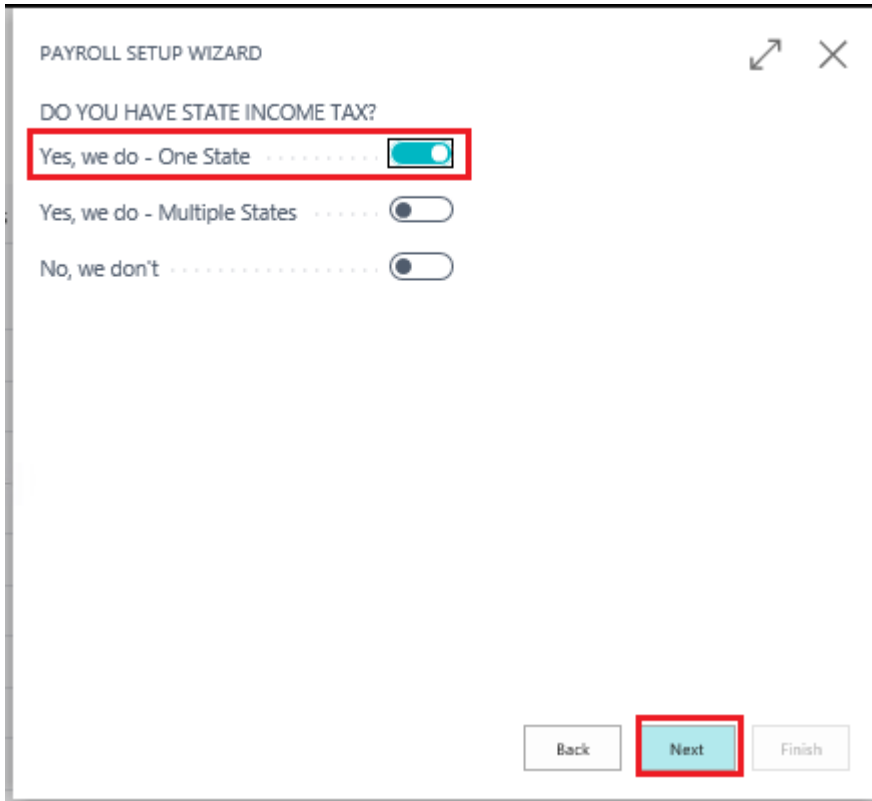
No, we don't ☐

Back Next Finish

Step 9. "Do you have State Income Tax"

- Set 'Yes, we do – One State' to True

- Click 'Next'



PAYROLL SETUP WIZARD

DO YOU HAVE STATE INCOME TAX?

Yes, we do - One State ☒

Yes, we do - Multiple States ☐

No, we don't ☐

Back Next Finish

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'

PAYROLL SETUP WIZARD

PLEASE INDICATE IN WHICH STATE YOU OPERATE:

Primary State Abbreviation	CA	✓
Primary State Tax ID Number	123456789	x

Back Next Finish

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

- Set 'Weekly' to True
- Set 'Semimonthly' to True

- Click 'Next'

PAYROLL SETUP WIZARD

PLEASE SELECT PAY CYCLE PERIOD(S) APPLICABLE FOR YOUR COMPANY:

Weekly ☒

Biweekly ☐

Semimonthly ☒

Monthly ☐

Quarterly ☐

Semiannually ☐

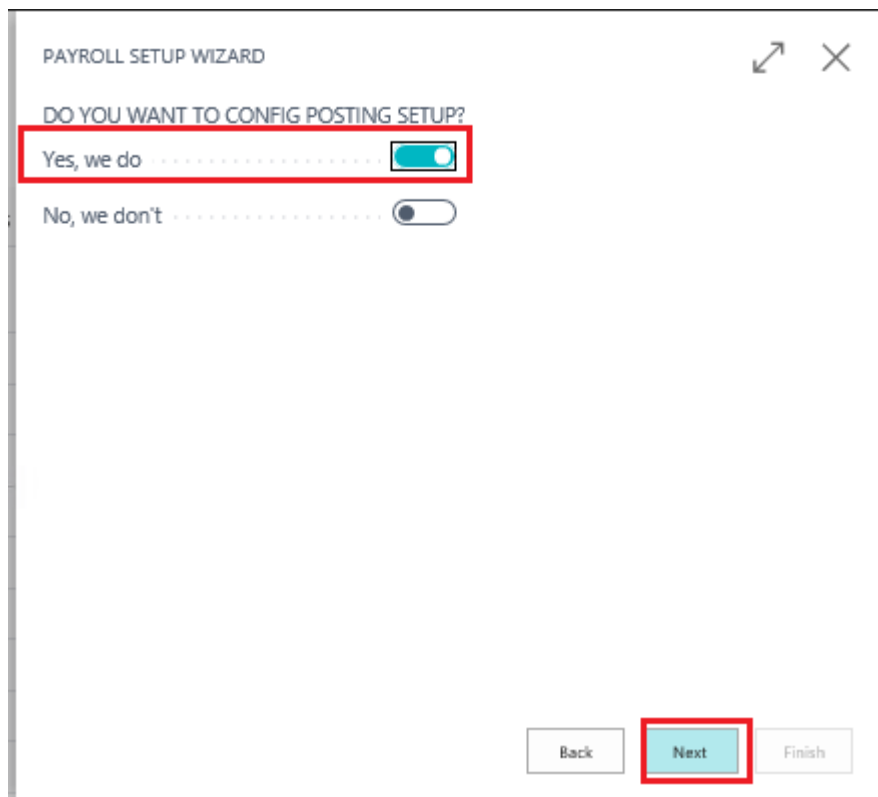
Annually ☐

Back Next Finish

Step 12. "Do you want to Config Posting Setup?"

- Set 'Yes, we do' to True

- Click 'Next'



PAYROLL SETUP WIZARD

DO YOU WANT TO CONFIG POSTING SETUP?

Yes, we do ☒

No, we don't ☐

Back Next Finish

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

Search
+ New
Edit List
Delete
...

EDIT - EMPLOYEE POSTING GROUPS
+ New
☰ ☱
↗

CODE		DESCRIPTION	BANK ACCOUNT NO.
ALL	⋮	All Employees	WWB-OPERA ▼

<
>

Close

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'

Search
+ New
Edit List
Delete
...

EDIT - PAYROLL EARNINGS POSTING SETUP

+ New

PAYROLL CODE		EMPLOYEE POSTING GROUP	ACCOUNT TYPE	ACCOUNT NO.
BONUS		ALL	G/L Account	62100
HOLIDAY		ALL	G/L Account	62100
OTHER		ALL	G/L Account	62100
OVERTIME		ALL	G/L Account	62100
PERSONAL DAY		ALL	G/L Account	62100
REGULAR		ALL	G/L Account	62100
SICK PAY		ALL	G/L Account	62100
VACATION PAY	⋮	ALL	G/L Account	62100

<
>

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'

Search
+ New
Edit List
Delete
...

EDIT - PAYROLL WH / DEDUCTION SETUP
+ New

EMPLOYEE POSTING GROUP		PAYROLL TYPE	PAYROLL CODE	ACCOUNT TYPE	ACCOUNT NO.
ALL		Deductions	HSA	Vendor	01254796
ALL		Deductions	HSA_FAM	Vendor	01254796
ALL	:	Deductions	SIMP_401K	Vendor	01254796
ALL		Deductions	SIMP_IRA	Vendor	01254796
ALL	:	Withholdings	FEDERAL INCOM	Vendor	01254796
ALL		Withholdings	FICA - MED	Vendor	01254796
ALL		Withholdings	FICA - SS	Vendor	01254796
ALL		Withholdings	LOCAL BRACKE	Vendor	01254796
ALL		Withholdings	LOCAL TAX RES	Vendor	01254796
ALL		Withholdings	LOCAL TAX SD	Vendor	01254796
ALL		Withholdings	LOCAL TAX WK	Vendor	01254796
ALL	:	Withholdings	STATE	Vendor	01254796

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'

Search
+ New
Edit List
Delete
Process
...

EDIT - EMPLOYER TAX POSTING SETUP
+ New

EMPLOYEE POSTING GROUP	PAYROLL CODE	DEBIT ACCOUNT TYPE	DEBIT ACCOUNT NO.	CREDIT ACCOUNT TYPE	CREDIT ACCOUNT NO.
ALL	FICA MED EMPL	G/L Account	62100	Vendor	01254796
ALL	FICA SS EMPLO	G/L Account	62100	Vendor	01254796
ALL	FUTA	G/L Account	62100	Vendor	01254796
ALL	SUTA	G/L Account	62100	Vendor	01254796

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'

Search + New Edit List Delete Process ...

EDIT - PAYROLL EMPLOYER CONTRIBUTION SETUP + New

EMPLOYEE POSTING GROUP	PAYROLL CODE	DEBIT ACCOUNT TYPE	DEBIT ACCOUNT NO.	CREDIT ACCOUNT TYPE	CREDIT ACCOUNT NO.
ALL	E-HEALTH_CON	G/L Account	62100	Vendor	01254796
ALL	E-RETIREMENT_	G/L Account	62100	Vendor	01254796

< >

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



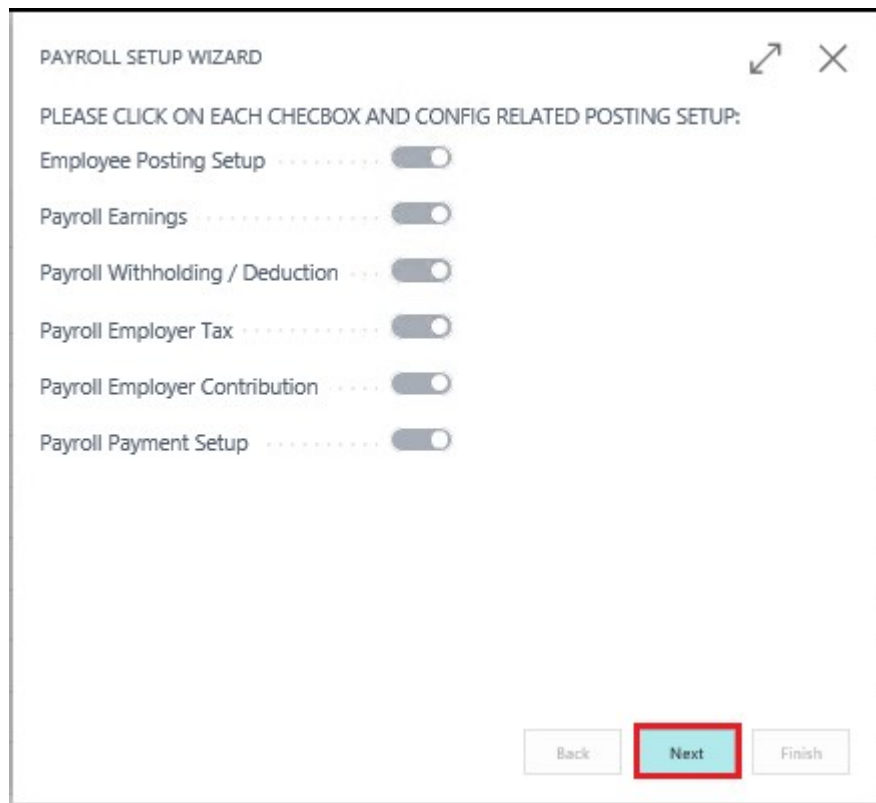
EDIT - PAYROLL PAYMENT SETUP    

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'



The screenshot shows a window titled "PAYROLL SETUP WIZARD" with a maximize and close button in the top right corner. Below the title bar, the text "PLEASE CLICK ON EACH CHECKBOX AND CONFIG RELATED POSTING SETUP:" is displayed. There are six rows, each with a label and a toggle switch:

- Employee Posting Setup
- Payroll Earnings
- Payroll Withholding / Deduction
- Payroll Employer Tax
- Payroll Employer Contribution
- Payroll Payment Setup

All toggle switches are currently turned off. At the bottom of the window, there are three buttons: "Back", "Next", and "Finish". The "Next" button is highlighted with a red rectangular border.

Step 20. "Please specify information for a tax form":

- Enter info that will appear on tax forms.

- Click 'Next'

PAYROLL SETUP WIZARD

PLEASE SPECIFY INFORMATION FOR A TAX FORM:

Name	John Doe
Title	Owner
Phone	555-555-5555
E-mail	jd@acmecor.com

Back Next Finish

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

- Set 'No, we don't' to True
- Click 'Next'

PAYROLL SETUP WIZARD

DO YOU WANT TO IMPORT SIGNATURE FOR A TAX FORM AND CHECK?

Yes, we do ☐

No, we don't ☒

Back Next Finish

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

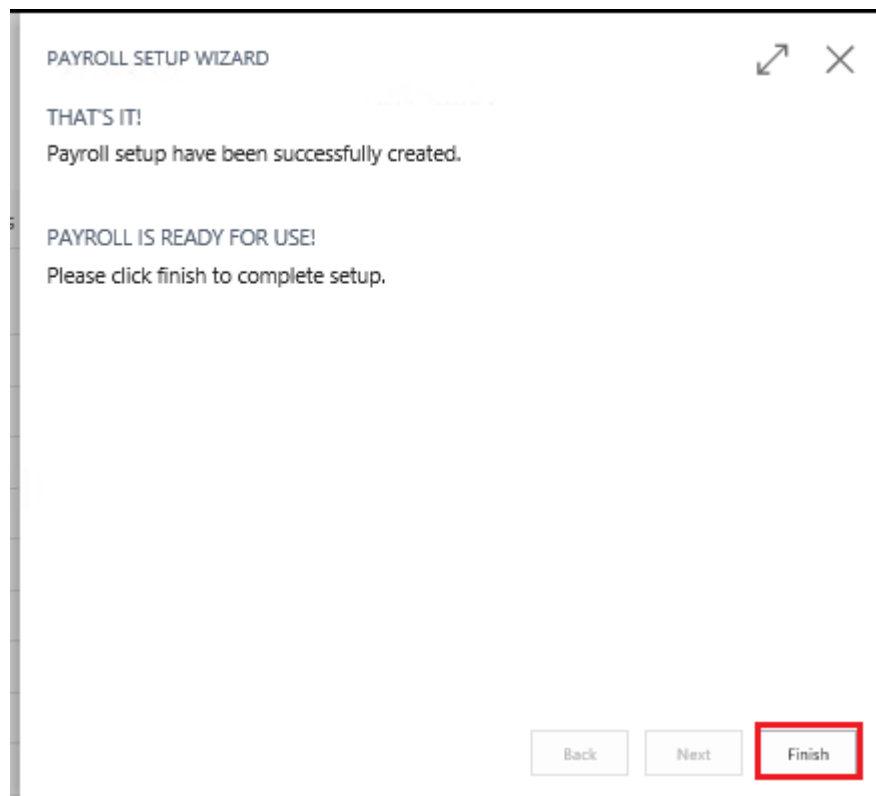
☐

Back

Next

Finish

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



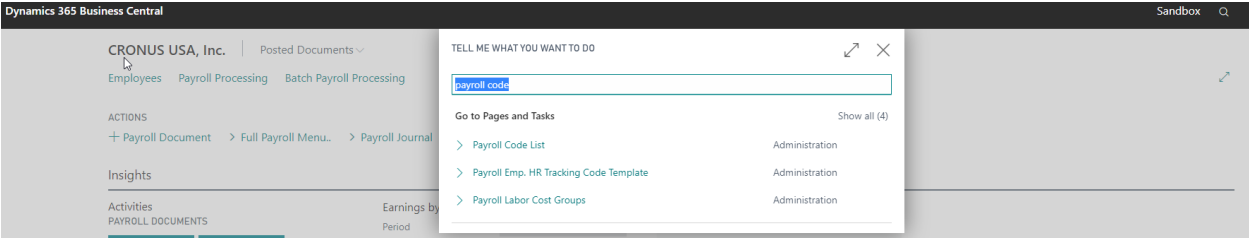
1.2. Payroll Code Deduction Wizard

Synopsis:

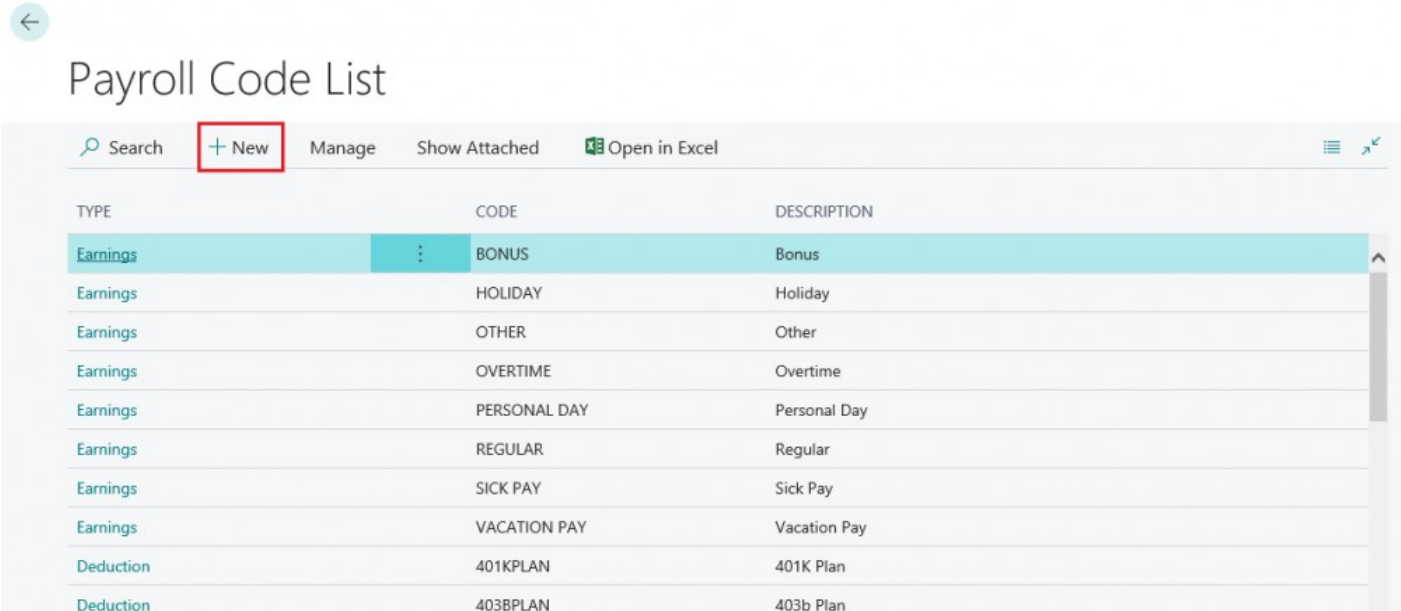
- The Assisted Setup Wizard will automatically setup Payroll NOW by Integrity Data with the necessary payroll codes to begin utilizing the solution. However, you may need to add additional codes to configure the solution to your specific needs. In this manual, we will walk you the process of setting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

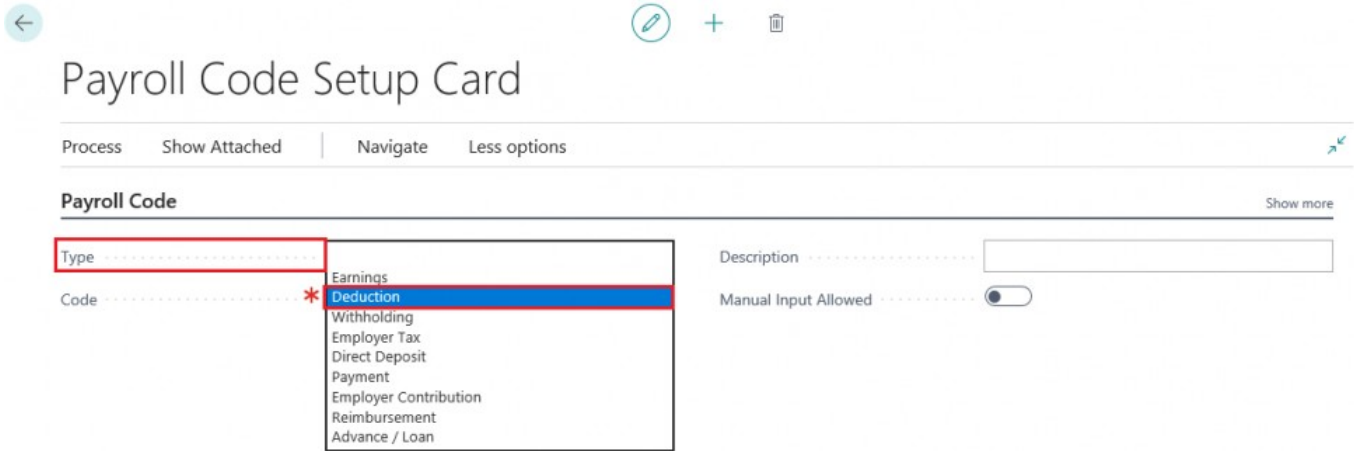


Step 2. 'Payroll Code List' will open. Select '+New'



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.

Payroll Code Setup Card

Process Show Attached Navigate Less options

Payroll Code Show more

Type Deduction

Code 401KFidelity

Description

Manual Input Allowed

Deduction Setup Show less

Deduction Type

Deduction Limit 0.00

Deduction Catch up Limit 0.00

Total Contribution Limit 0.00

Compensation Limit 0.00

Garnishment

Use Arrears Tracking

Arrears Tracking Sequence

Custom Deduction Limit Code

Benefit Term, Date to Use Actual Employee Term, Date

Use Deduction Earnings Filter

Deduction Earnings Filter

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.

Manage Show Attached

DEDUCTION SETTINGS

Deduction Options

Pre/Post Tax Pre-Tax

Deduction Type

Retirement Type

Family Plan

Retirement Plan

Health Insurance

HSA Plan

FSA Plan

Other

OK Cancel

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

The screenshot shows the 'DEDUCTION SETTINGS' window. At the top are 'Manage' and 'Show Attached' buttons. Below is the 'DEDUCTION SETTINGS' title bar with a maximize icon. The 'Deduction Options' section contains three fields: 'Pre/Post Tax' set to 'Pre-Tax', 'Deduction Type' set to 'Retirement Plan', and 'Retirement Type' which is currently open, showing a list of options: '401K' (highlighted in blue), '403b', 'Simple IRA', 'Simple 401K', and 'SARSEP'. The 'Family Plan' field is empty. At the bottom right are 'OK' and 'Cancel' buttons.

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'

This screenshot shows the same 'DEDUCTION SETTINGS' window after the 'Retirement Type' has been selected as '401K'. The 'Family Plan' toggle switch is now visible and is set to 'False' (the toggle is to the left). The 'OK' button at the bottom right is highlighted with a red box.

Step 8. Enter a 'Description' in the Description field.

Payroll Code Setup Card

Process Show Attached Navigate Less options

Payroll Code Show more

Type Deduction ☐

Code 401KFIDELITY

Description Fidelity 401K Plan

Manual Input Allowed ☐

Deduction Setup Show less

Deduction Type 401K

Deduction Limit 0.00

Deduction Catch up Limit 0.00

Total Contribution Limit 0.00

Use Arrears Tracking ☐

Arrears Tracking Sequence

Custom Deduction Limit Code

Benefit Term. Date to Use Actual Employee Term. Date

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

Deduction Setup Show less

Deduction Type 401K

Deduction Limit 18,500.00

Deduction Catch up Limit 24,500.00

Total Contribution Limit 55,000.00

Compensation Limit 0.00

Garnishment ☐

Check Deduction/Contribution L... ☐

Use Arrears Tracking ☐

Arrears Tracking Sequence

Custom Deduction Limit Code

Benefit Term. Date to Use Actual Employee Term. Date

Use Deduction Earnings Filter ☐

Deduction Earnings Filter

Exclude Deduction Earnings Codes ☐

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.

PAYROLL CODE SETUP CARD

Deduction · 401KPLAN

Process Show Attached Navigate Less options

Federal Exemptions

Exempt from Federal WH ☐

Exempt from Social Security ☐

Exempt from FUTA ☐

Exempt from Medicare ☐

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

1.3. Payroll Code Posting Setup

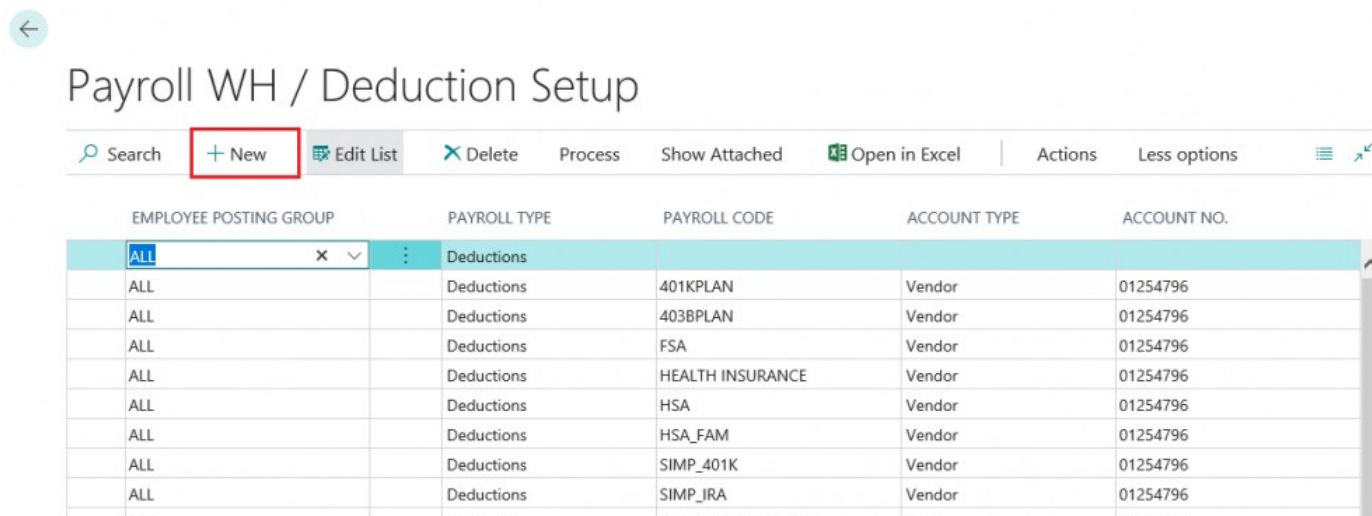
Synopsis:

- 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'



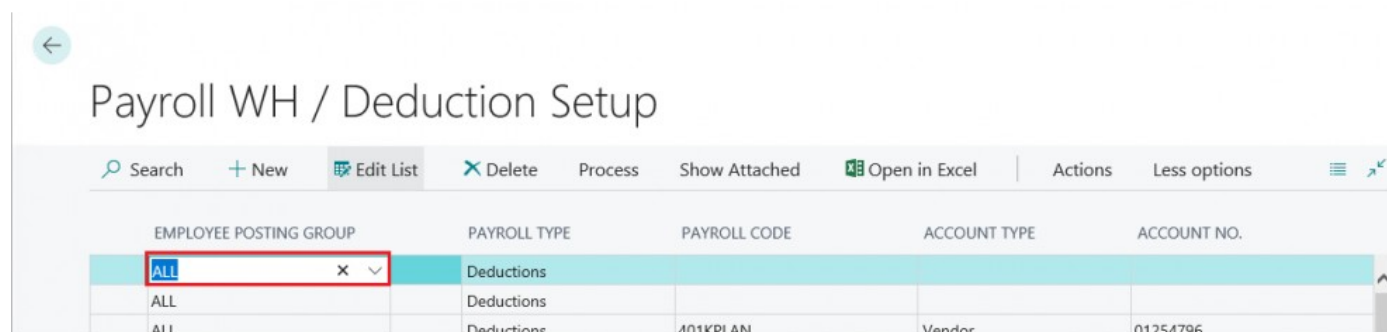
Payroll WH / Deduction Setup

Search + New Edit List Delete Process Show Attached Open in Excel Actions Less options

EMPLOYEE POSTING GROUP	PAYROLL TYPE	PAYROLL CODE	ACCOUNT TYPE	ACCOUNT NO.
ALL	Deductions			
ALL	Deductions	401KPLAN	Vendor	01254796
ALL	Deductions	403BPLAN	Vendor	01254796
ALL	Deductions	FSA	Vendor	01254796
ALL	Deductions	HEALTH INSURANCE	Vendor	01254796
ALL	Deductions	HSA	Vendor	01254796
ALL	Deductions	HSA_FAM	Vendor	01254796
ALL	Deductions	SIMP_401K	Vendor	01254796
ALL	Deductions	SIMP_IRA	Vendor	01254796

Step 3.

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



Payroll WH / Deduction Setup

Search + New Edit List Delete Process Show Attached Open in Excel Actions Less options

EMPLOYEE POSTING GROUP	PAYROLL TYPE	PAYROLL CODE	ACCOUNT TYPE	ACCOUNT NO.
ALL	Deductions			
ALL	Deductions			
ALL	Deductions	401KPLAN	Vendor	01254796

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



Payroll WH / Deduction Setup

Search + New Edit List Delete Process Show Attached Open in Excel Actions Less options

EMPLOYEE POSTING GROUP	PAYROLL TYPE	PAYROLL CODE	ACCOUNT TYPE	ACCOUNT NO.
ALL	Deductions			
ALL	Deductions			
ALL	Deductions			
ALL	Deductions			
ALL	Deductions			
ALL	Deductions			
ALL	Deductions			
ALL	Deductions			
ALL	Deductions			
ALL	Deductions			
ALL	Deductions			

CODE DESCRIPTION

401KFIDELITY Fidelity 401K Plan

401KPLAN 401K Plan

403BPLAN 403b Plan

FISCAL YEAR... Fiscal Year V

FSA Flexible Spending Account

HFAI TH INSU... Health Insurance

+ New Select from full list

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



Payroll WH / Deduction Setup

Search + New Edit List Delete Process Show Attached Open in Excel Actions Less options

EMPLOYEE POSTING GROUP	PAYROLL TYPE	PAYROLL CODE	ACCOUNT TYPE	ACCOUNT NO.
ALL	Deductions	401KFIDELITY		
ALL	Deductions			
ALL	Deductions	401KPLAN	Vendor	01254796
ALL	Deductions	403BPLAN	Vendor	01254796
ALL	Deductions	FSA	Vendor	01254796

G/L Account

Bank Account

Vendor

Posting Group Bank Account

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



Payroll WH / Deduction Setup

Search + New Edit List Delete Process Show Attached Open in Excel Actions Less options

EMPLOYEE POSTING GROUP	PAYROLL TYPE	PAYROLL CODE	ACCOUNT TYPE	ACCOUNT NO.
ALL	Deductions	401KFIDELITY	Vendor	01254796
ALL	Deductions			
ALL	Deductions	401KPLAN	Vendor	01254796

Step 7.

Click the 'Back' button to save Posting Setups

←

Payroll WH / Deduction Setup

Search

+ New

Edit List

Delete

Process

Show Attached

Open in Excel

Actions

Less options

EMPLOYEE POSTING GROUP	PAYROLL TYPE	PAYROLL CODE	ACCOUNT TYPE	ACCOUNT NO.
ALL	Deductions	401KFIDELITY	Vendor	01254796
ALL	Deductions			
ALL	Deductions	401KPLAN	Vendor	01254796

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.

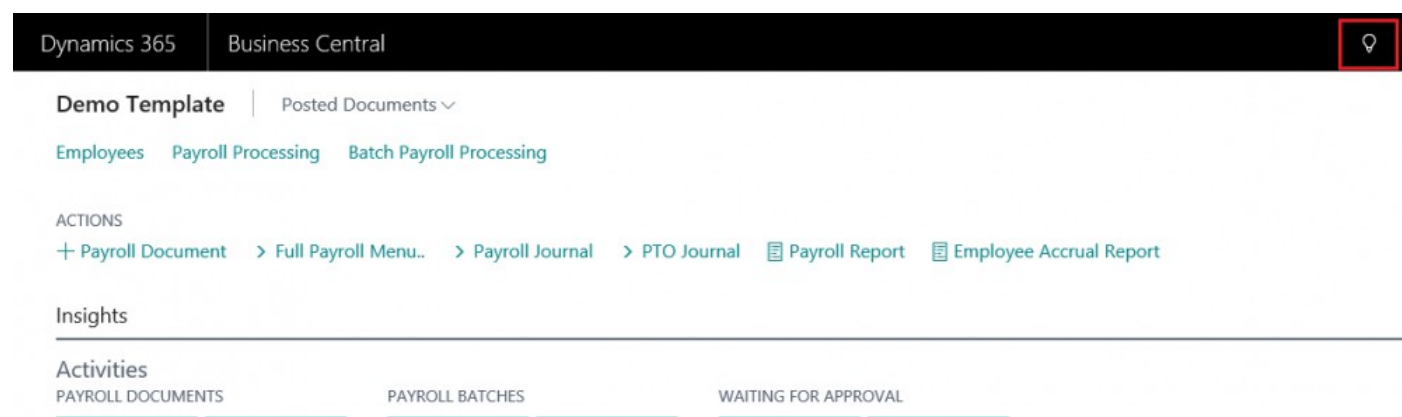
This Manual will show you how to:

Create a new employee using the CREATE NEW EMPLOYEE WIZARD

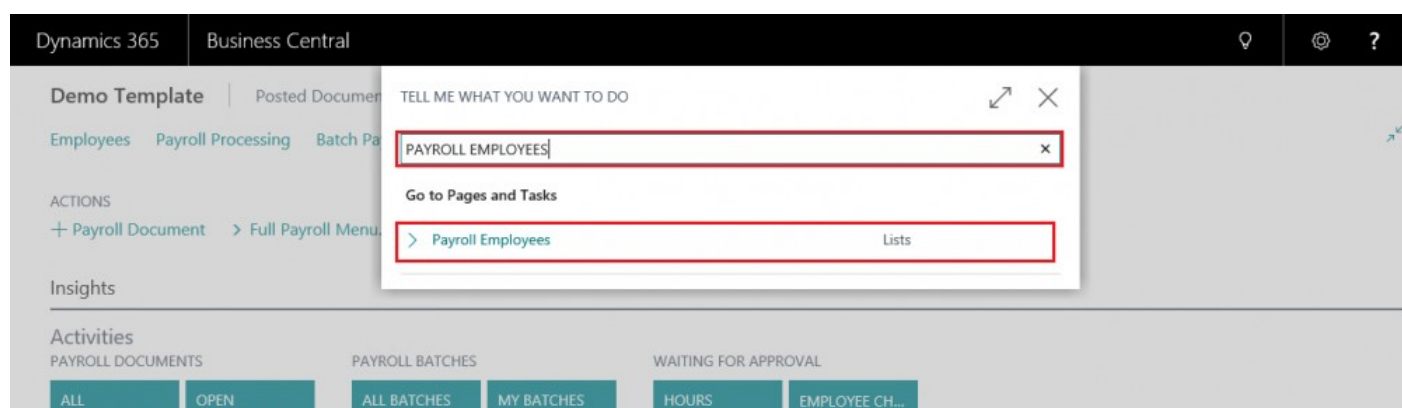
STEP 1. ACCESS PAYROLL EMPLOYEES

OPTION 1 – USE SEARCH BAR

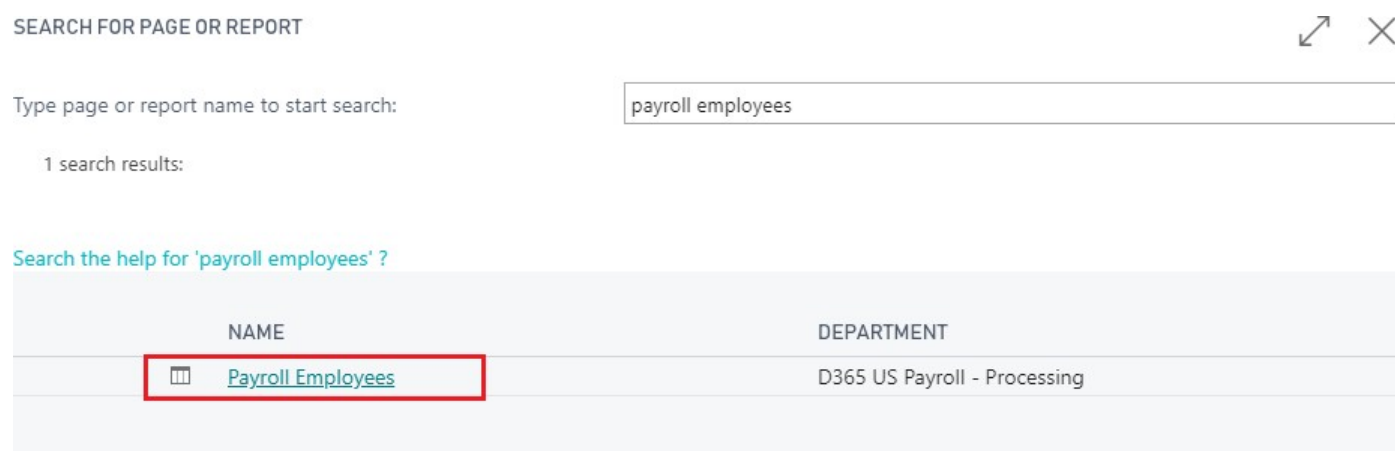
- Click on 'SEARCH' Icon



- 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'

Dynamics 365 Business Central

Demo Template | Posted Documents ▾

Employees Payroll Processing Batch Payroll Processing

ACTIONS

+ Payroll Document > **Full Payroll Menu..** > Payroll Journal > PTO Journal Payroll Report Employee Accrual Report

Insights

Activities

PAYROLL DOCUMENTS

ALL DOCUMENTS 5 OPEN DOCUMENTS 5

PAYROLL BATCHES

ALL BATCHES 0 MY BATCHES 0

WAITING FOR APPROVAL

HOURS APPROVAL 2 EMPLOYEE CH... APPROVAL 0

- Select 'Payroll Employees' in Navigation Bar

Full Payroll Menu

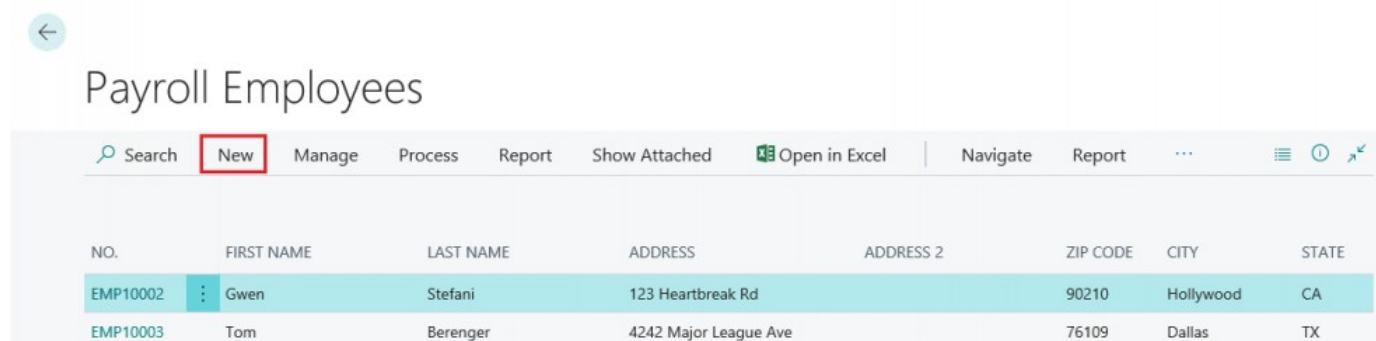
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycle Periods	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

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'

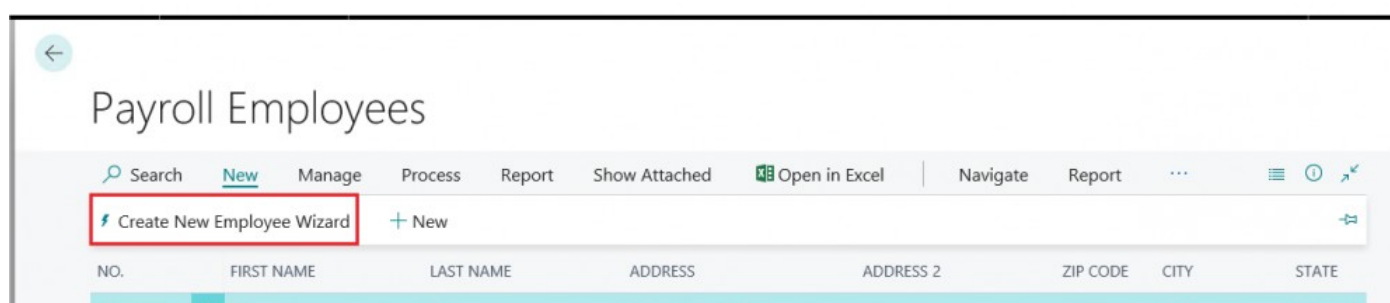


Payroll Employees

Search **New** Manage Process Report Show Attached Open in Excel Navigate Report ...

NO.	FIRST NAME	LAST NAME	ADDRESS	ADDRESS 2	ZIP CODE	CITY	STATE
EMP10002	Gwen	Stefani	123 Heartbreak Rd		90210	Hollywood	CA
EMP10003	Tom	Berenger	4242 Major League Ave		76109	Dallas	TX

- Select 'CREATE NEW EMPLOYEE WIZARD' from drop down menu



Payroll Employees

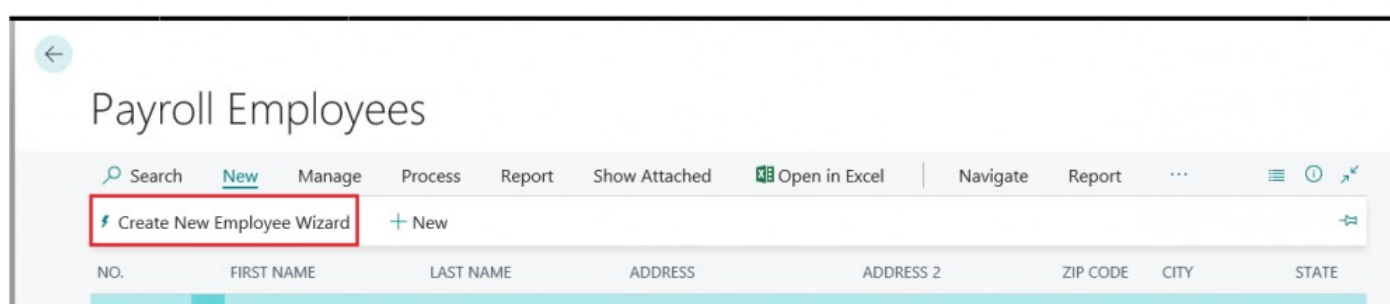
Search **New** Manage Process Report Show Attached Open in Excel Navigate Report ...

Create New Employee Wizard + New

NO.	FIRST NAME	LAST NAME	ADDRESS	ADDRESS 2	ZIP CODE	CITY	STATE
EMP10002	Gwen	Stefani	123 Heartbreak Rd		90210	Hollywood	CA
EMP10003	Tom	Berenger	4242 Major League Ave		76109	Dallas	TX

STEP 3. USE NEW EMPLOYEE WIZARD

- Select 'CREATE NEW EMPLOYEE WIZARD' page action



Payroll Employees

Search **New** Manage Process Report Show Attached Open in Excel Navigate Report ...

Create New Employee Wizard + New

NO.	FIRST NAME	LAST NAME	ADDRESS	ADDRESS 2	ZIP CODE	CITY	STATE
EMP10002	Gwen	Stefani	123 Heartbreak Rd		90210	Hollywood	CA
EMP10003	Tom	Berenger	4242 Major League Ave		76109	Dallas	TX

- The 'NEW EMPLOYEE WIZARD' launch screen will pop up. Click 'NEXT' in bottom right corner to continue

NEW EMPLOYEE WIZARD



WELCOME TO NEW EMPLOYEE WIZARD.
This guide will help you to setup a new Employee.
Choose Next to get started.

Back

Next

Finish

- Enter first and last name along with Middle Name and Initials if applicable. Then click 'NEXT' in bottom right

NEW EMPLOYEE WIZARD

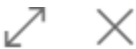


PLEASE SPECIFY GENERAL INFORMATION FOR NEW EMPLOYEE:

First Name	Kevin
Middle Name	
Last Name	Costner
Initials	KC

- 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.

NEW EMPLOYEE WIZARD



PLEASE SPECIFY CONTACT INFORMATION FOR NEW EMPLOYEE:

Phone No.	817-555-5555
E-Mail	123@gmail.com
Emergency Number	512-555-5555
Emergency Contact	Tom Sizemore

[Back](#)[Next](#)[Finish](#)

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

NEW EMPLOYEE WIZARD



PLEASE SPECIFY PERSONAL INFORMATION FOR NEW EMPLOYEE:

Birth Date

4/18/1983

...

Sex

Federal Tax Marital Status

Social Security No.

April 1983						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Today				Done		

Back

Next

Finish

- 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	

- 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.

NEW EMPLOYEE WIZARD

PLEASE SPECIFY PAYROLL INFORMATION FOR NEW EMPLOYEE:

Hire Date

1/1/2018

...

Employee Posting Group

...

Withholding Allowances

SUTA / Income Tax State

CODE

DESCRIPTION

ALL

All Employees

+ New

Select from full list

" Payroll Docs."

" Pstd. Payroll Docs."

All

" Payroll Docs."

" Pstd. Payroll Docs."

Available Hours Summ

EARNINGS

CODE

Back

Next

Finish

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

NEW EMPLOYEE WIZARD



PLEASE SPECIFY PAYROLL INFORMATION FOR NEW EMPLOYEE:

Hire Date	1/1/2018	...
Employee Posting Group	ALL	...
Withholding Allowances		2
SUTA / Income Tax State		...

CODE	NAME
AK	Alaska
AL	Alabama
AR	Arkansas
AZ	Arizona
CA	California
CO	Colorado

Select from full list

Back

Next

Finish

- When completed, click 'NEXT' in the bottom right corner

NEW EMPLOYEE WIZARD

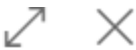


PLEASE SPECIFY PAYROLL INFORMATION FOR NEW EMPLOYEE:

Hire Date	1/1/2018	...
Employee Posting Group	ALL	...
Withholding Allowances	2	
SUTA / Income Tax State	TX	...

- 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'.

NEW EMPLOYEE WIZARD



DO YOU WANT TO USE A LABOR DIVISION / POSITION TEMPLATE TO SETUP THE
REMAINDER OF THE INFORMATION?

Yes	☒
No	☐

Back	Next	Finish
------	------	--------

- Following screen will appear.

NEW EMPLOYEE WIZARD



PLEASE SPECIFY SALARY INFORMATION FOR NEW EMPLOYEE:

Labor Division / Position		...
Salary Starting Date		...
Annual Salary / Hourly Rate		
Salary Entered as Hourly Rate	☐	

Back	Next	Finish
------	------	--------

- Use the Assist Edit button ‘...’ to select a Labor Division / Position from the drop down menu in the ‘LABOR DIVISION / POSITION’ field

NEW EMPLOYEE WIZARD

PLEASE SPECIFY SALARY INFORMATION FOR NEW EMPLOYEE:

Labor Division / Position

Salary Starting Date

Annual Salary / Hourly Rate

Salary Entered as Hourly Rate

CODE	DESCRIPTION
TEST	
+ New	

Select from full list

Back Next Finish

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

NEW EMPLOYEE WIZARD



PLEASE SPECIFY SALARY INFORMATION FOR NEW EMPLOYEE:

Labor Division / Position

TEST

...

Salary Starting Date

...

Annual Salary / Hourly Rate

Salary Entered as Hourly Rate

January 2018						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 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'



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'

←

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 Deduction...s from Template

Create HR Tracking Info

First Name

Gwen

Middle Name

Last Name

Stefani

Suffix

Initials

Address

123 Heartbreak Rd

Zip Code

90210

State

CA

Statutory Employee

☒

Job Title

Blocked

☒

Comment

Comment 2

Last Review Date

Step 5. The ‘Employee Salary Card’ will open

←

EMPLOYEE SALARY CARD

+

EMP10002

Show Attached

General

Show more

Pay Cycle

Starting Date

Salary Type

Hourly Rate

Annual Salary

Weekly Hours

Use Hours Details

Overtime Multiplier

Overtime Exempt

...

Hourly

0.00

0.00

Additional Info

Entered By

Entered On

Modified By

Modified On

Step 6. Select a ‘Pay Cycle’

←

EMPLOYEE SALARY CARD

+

EMP10002

Show Attached

General

Show more

Pay Cycle

Starting Date

Salary Type

Hourly Rate

Annual Salary

Weekly Hours

Use Hours Details

Overtime Multiplier

Overtime Exempt

Weekly

Biweekly

Semimonthly

Monthly

Quarterly

Semiannually

Annually

Daily or Misc

Additional Info

Entered By

Modified By

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

← EMPLOYEE SALARY CARD   

EMP10002 · 1/1/2018

Show Attached 

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☒
Salary Type	Hourly	Overtime Multiplier	1.50
Hourly Rate	0.00	Overtime Exempt	☒
Annual Salary	0.00		

Additional Info

Step 8. Select a 'Salary Type'

← EMPLOYEE SALARY CARD   

EMP10002 · 1/1/2018

Show Attached 

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☒
Salary Type	Hourly Salary Piece Rate	Overtime Multiplier	1.50
Hourly Rate		Overtime Exempt	☒
Annual Salary	0.00		

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

EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

Show Attached

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☐
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	0.00	Overtime Exempt	☒
Annual Salary	75000.00		

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

EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

Show Attached

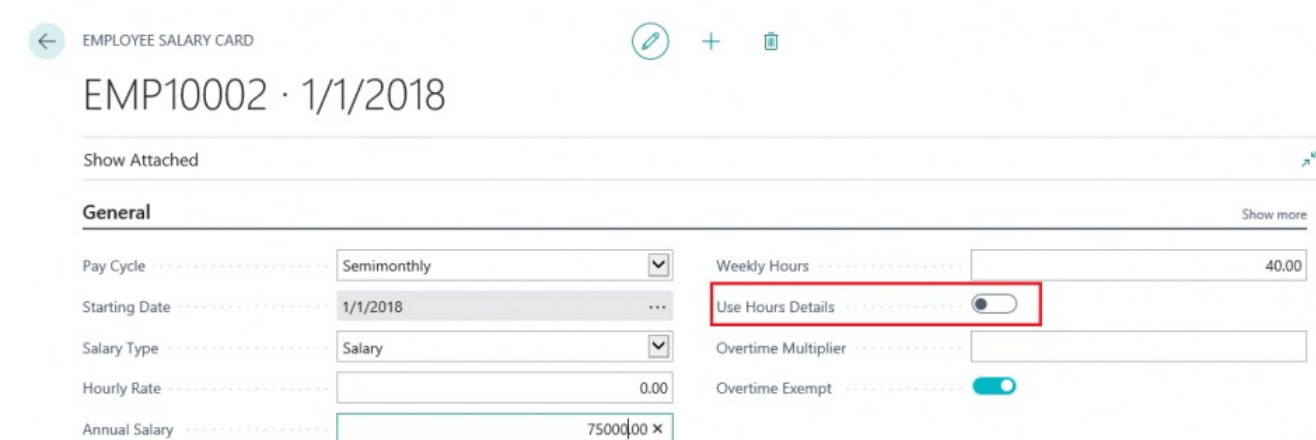
General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☐
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	0.00	Overtime Exempt	☒
Annual Salary	75000.00		

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



EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

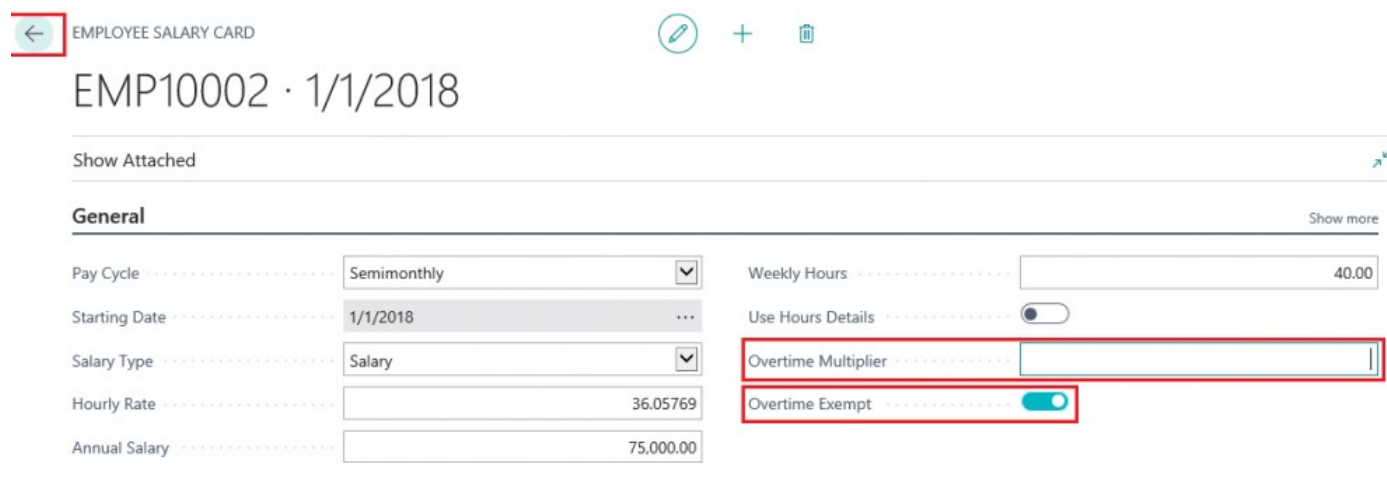
Show Attached

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☐
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	0.00	Overtime Exempt	☒
Annual Salary	75000.00 x		

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.



EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

Show Attached

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	1/1/2018	Use Hours Details	☐
Salary Type	Salary	Overtime Multiplier	36.05769
Hourly Rate	36.05769	Overtime Exempt	☒
Annual Salary	75,000.00		

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

Search
+ New
Manage
Show Attached
Open in Excel

Edit
View
Delete

PAY CYCLE	STARTING DATE	SALARY TYPE	WEEKLY HOURS	HOURLY RATE	ANNUAL SALARY	OV... EXEM	USE HOU... DETA
Semimonthly	1/1/2018	Salary	40.00	36.05769	75,000.00	☒	☐

Close

2.3. To Add Employee Deductions

TO ADD EMPLOYEE DEDUCTIONS

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

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

Middle Name

Last Name

Stefani

Suffix

Initials

Address

123 Heartbreak Rd

Zip Code

90210

State

CA

Statutory Employee

Job Title

Blocked

Comment

Comment 2

Last Review Date

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

Employee Deductions

Search

+ New

Manage

Show Attached

Open in Excel

CODE	DESCRIPTION	AMOUNT FORMULA	AMOUNT / PERCENT	EMPLOYER CONTRIBUTI CODE	EMPLOYER CONTRIBUTION DESCRIPTION	EMPLOYER CONTRIBU AMOUNT FORMULA	EMPLOYER CONTRIBUTIC AMOUNT / PERCENT	STARTING DATE	ENDING DATE
(There is nothing to show in this view)									

Step 3. The 'Payroll Employee Deduction Card' will open.

← PAYROLL EMPLOYEE DEDUCTION CARD

EMP10002 · Deduction

Show Attached

Employee Deduction Setup

Code

Description

Amount Formula % of Gross Wages

Amount / Percent 0.00

Limit Does Not Reset Annually ... ☐

Employee Deduction Limit

Employee Deduction Balance 0.00

Total Contribution Limit 0.00

Total Contribution Balance 0.00

Max Percent of Net Income 0.00

Employer Contribution Setup

Employer Contribution ☐

Employer Contribution Code

Employer Contribution Descripti...

Employer Contribution Amount... % of Gross Wages

Employer Contribution Amount... 0.00

Employer Contribution Balance 0.00

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

← PAYROLL EMPLOYEE DEDUCTION CARD

EMP10002 · Deduction

Show Attached

Employee Deduction Setup

Code

Description

Amount Formula

Amount / Percent

Limit Does Not Reset Annually ... ☐

Employee Deduction Limit

Employee Deduction Balance 0.00

Contribution Limit 0.00

Contribution Balance 0.00

Percent of Net Income 0.00

Employer Contribution Setup

Employer Contribution ☐

Employer Contribution Amount... % of Gross Wages

Employer Contribution Amount...

Employer Contribution Balance

+ New

Select from full list

CODE	DESCRIPTION
401KPLAN	401K Plan
403BPLAN	403b Plan
FISCAL YEAR...	Fiscal Year V
FSA	Flexible Spending Account
HEALTH INSU...	Health Insurance
HSA	Health Savings Account

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

← PAYROLL EMPLOYEE DEDUCTION CARD   

EMP10002 · Deduction

Show Attached 

Employee Deduction Setup Show more

Code	401KPLAN  	Employee Deduction Limit	18,500.00
Description	401K Plan	Employee Deduction Balance	0.00
Amount Formula	% of Gross Wages 	Total Contribution Limit	55,000.00
Amount / Percent	0.00	Total Contribution Balance	0.00
Limit Does Not Reset Annually ...	☒	Max Percent of Net Income	0.00

Employer Contribution Setup Show more

Employer Contribution	☒	Employer Contribution Amount... ..	% of Gross Wages 
-----------------------------	-------------------------------------	------------------------------------	--

Step 6.

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

← PAYROLL EMPLOYEE DEDUCTION CARD   

EMP10002 · Deduction

Show Attached 

Employee Deduction Setup Show more

Code	401KPLAN 	Employee Deduction Limit	18,500.00
Description	401K Plan	Employee Deduction Balance	0.00
Amount Formula	% of Gross Wages Fixed Amount Union Deduction Table Spouse/Dependent Table	Total Contribution Limit	55,000.00
Amount / Percent		Total Contribution Balance	0.00
Limit Does Not Reset Annually ...	☒	Max Percent of Net Income	0.00

Employer Contribution Setup Show more

Employer Contribution	☒	Employer Contribution Amount... ..	% of Gross Wages 
-----------------------------	-------------------------------------	------------------------------------	--

Step 7.

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

←

PAYROLL EMPLOYEE DEDUCTION CARD

✎

+

🗑

EMP10002 · Deduction

Show Attached

Employee Deduction Setup

Code

401KPLAN

Description

401K Plan

Amount Formula

% of Gross Wages

Amount / Percent

3.00

Limit Does Not Reset Annually

☐

Employee Deduction Limit

18,500.00

Employee Deduction Balance

0.00

Total Contribution Limit

55,000.00

Total Contribution Balance

0.00

Max Percent of Net Income

0.00

Employer Contribution Setup

Employer Contribution

☐

Employer Contribution Code

Employer Contribution Amount...

% of Gross Wages

Employer Contribution Amount...

0.00

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

←

PAYROLL EMPLOYEE DEDUCTION CARD

✎

+

🗑

EMP10002 · Deduction

Show Attached

Employee Deduction Setup

Code

401KPLAN

Description

401K Plan

Amount Formula

% of Gross Wages

Amount / Percent

3.00

Limit Does Not Reset Annually

☒

Employee Deduction Limit

18,500.00

Employee Deduction Balance

0.00

Total Contribution Limit

55,000.00

Total Contribution Balance

0.00

Max Percent of Net Income

0.00

Employer Contribution Setup

Employer Contribution

☐

Employer Contribution Code

Employer Contribution Description

Employer Contribution Amount...

% of Gross Wages

Employer Contribution Amount...

0.00

Employer Contribution Balance

0.00

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.

← PAYROLL EMPLOYEE DEDUCTION CARD   

EMP10002 · Deduction

Show Attached 

Employee Deduction Setup Show more

Code	401KPLAN	Employee Deduction Limit	18,500.00
Description	401K Plan	Employee Deduction Balance	0.00
Amount Formula	% of Gross Wages	Total Contribution Limit	55,000.00
Amount / Percent	3.00	Total Contribution Balance	0.00
Limit Does Not Reset Annually ...	☒	Max Percent of Net Income	0.00

Employer Contribution Setup Show more

Employer Contribution	☒	Employer Contribution Amount... ..	% of Gross Wages
Employer Contribution Code		Employer Contribution Amount... ..	0.00
Employer Contribution Descripti... ..		Employer Contribution Balance	0.00

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.

PAYROLL EMPLOYEE DEDUCTION CARD

EMP10002 · Deduction

Show Attached

Employee Deduction Setup

Code 401KPLAN

Description 401K Plan

Amount Formula % of Gross Wages

Amount / Percent 3.00

Limit Does Not Reset Annually ☐

Employee Deduction Limit 18,500.00

Employee Deduction Balance 0.00

Total Contribution Limit 55,000.00

Total Contribution Balance 0.00

Max Percent of Net Income 0.00

Employer Contribution Setup

Employer Contribution ☒

Employer Contribution Code

Employer Contribution Descripti... ..

Employer Contribution Amount... .. % of Gross Wages

Employer Contribution Amount... .. 0.00

Employer Contribution Balance 0.00

Step 10.

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

PAYROLL EMPLOYEE DEDUCTION CARD

EMP10002 · Deduction

Show Attached

Employee Deduction Setup

Code 401KPLAN

Description 401K Plan

Amount Formula % of Gross Wages

Amount / Percent 3.00

Limit Does Not Reset Annually ☒

Employee Deduction Limit 18,500.00

Employee Deduction Balance 0.00

Total Contribution Limit 55,000.00

Total Contribution Balance 0.00

Max Percent of Net Income 0.00

Employer Contribution Setup

CODE	DESCRIPTION
E-HEALTH_CO...	Employer Health Contribution
E-RETIREMENT...	Employer Retirement Contribution

Employer Contribution ☒

Employer Contribution Code

Employer Contribution Descripti... ..

Employer Contribution Amount... .. % of Gross Wages

Employer Contribution Amount... .. 0.00

Employer Contribution Balance 0.00

Step 11.

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

EMP10002 · Deduction

Show Attached Show more

Employee Deduction Setup

Code	401KPLAN	Employee Deduction Limit	18,500.00
Description	401K Plan	Employee Deduction Balance	0.00
Amount Formula	% of Gross Wages	Total Contribution Limit	55,000.00
Amount / Percent	3.00	Total Contribution Balance	0.00
Limit Does Not Reset Annually	☐	Max Percent of Net Income	0.00

Employer Contribution Setup Show more

Employer Contribution	☒	Employer Contribution Amount...	% of Gross Wages
Employer Contribution Code	E-RETIREMENT_CONT	Employer Contribution Amount...	0.00
Employer Contribution Descripti...	Employer Retirement Contribution	Employer Contribution Balance	0.00

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'

EMP10002 · Deduction

Show Attached Show more

Employee Deduction Setup

Code	401KPLAN	Employee Deduction Limit	18,500.00
Description	401K Plan	Employee Deduction Balance	0.00
Amount Formula	% of Gross Wages	Total Contribution Limit	55,000.00
Amount / Percent	3.00	Total Contribution Balance	0.00
Limit Does Not Reset Annually	☐	Max Percent of Net Income	0.00

Employer Contribution Setup Show more

Employer Contribution	☒	Employer Contribution Amount...	% of Gross Wages
Employer Contribution Code	E-RETIREMENT_CONT	Employer Contribution Amount...	3.00
Employer Contribution Descripti...	Employer Retirement Contribution	Employer Contribution Balance	0.00

Step 13. Click the 'Back' button to save the deduction

 PAYROLL EMPLOYEE DEDUCTION CARD   

EMP10002 · Deduction

Show Attached 

Employee Deduction Setup

show more 

Code	401KPLAN	Employee Deduction Limit	18,500.00
Description	401K Plan	Employee Deduction Balance	0.00
Amount Formula	% of Gross Wages	Total Contribution Limit	55,000.00
Amount / Percent	3.00	Total Contribution Balance	0.00
Limit Does Not Reset Annually	☐	Max Percent of Net Income	0.00

Employer Contribution Setup

Show more 

Employer Contribution	☒	Employer Contribution Amount...	% of Gross Wages
Employer Contribution Code	E-RETIREMENT_CONT	Employer Contribution Amount...	3.00
Employer Contribution Description	Employer Retirement Contribution	Employer Contribution Balance	0.00

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



Employee Deductions

Search  + New Manage Show Attached  Open in Excel  

CODE	DESCRIPTION	AMOUNT FORMULA	AMOUNT / PERCENT	EMPLOYER CONTRIBUTION CODE	EMPLOYER CONTRIBUTION DESCRIPTION	EMPLOYER CONTRIBUTION AMOUNT FORMULA	EMPLOYER CONTRIBUTION AMOUNT / PERCENT	STARTING DATE	ENDING DATE
401KPLAN	401K Plan	% of Gross...	3.00	E-RETIREMEN...	Employer Retirement Cont...	% of Gross...	3.00		

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'

The screenshot shows the Payroll NOW interface. At the top, there is a header with 'Demo Template' and a dropdown menu 'Posted Documents'. Below this is a navigation bar with 'Employees', 'Payroll Processing', and 'Batch Payroll Processing'. Under 'Payroll Processing', there is an 'ACTIONS' section with a list of links: '+ Payroll Document', '> Full Payroll Menu..', '> Payroll Journal', '> PTO Journal', 'Payroll Report', and 'Employee Accrual Report'. The link '> Full Payroll Menu..' is highlighted with a red box. Below the navigation bar is an 'Insights' section with a horizontal line. Under 'Insights', there is an 'Activities' section with three columns: 'PAYROLL DOCUMENTS', 'PAYROLL BATCHES', and 'WAITING FOR APPROVAL'. Each column contains two cards with counts and a right arrow. The 'PAYROLL DOCUMENTS' column has 'ALL DOCUMENTS' (5) and 'OPEN DOCUMENTS' (5). The 'PAYROLL BATCHES' column has 'ALL BATCHES' (0) and 'MY BATCHES' (0). The 'WAITING FOR APPROVAL' column has 'HOURS APPROVAL' (2) and 'EMPLOYEE CH... APPROVAL' (0).

PAYROLL DOCUMENTS		PAYROLL BATCHES		WAITING FOR APPROVAL	
ALL DOCUMENTS	5	ALL BATCHES	0	HOURS APPROVAL	2
OPEN DOCUMENTS	5	MY BATCHES	0	EMPLOYEE CH... APPROVAL	0

Step 2. Select 'Hours Detail Entries'

 **Full Payroll Menu**

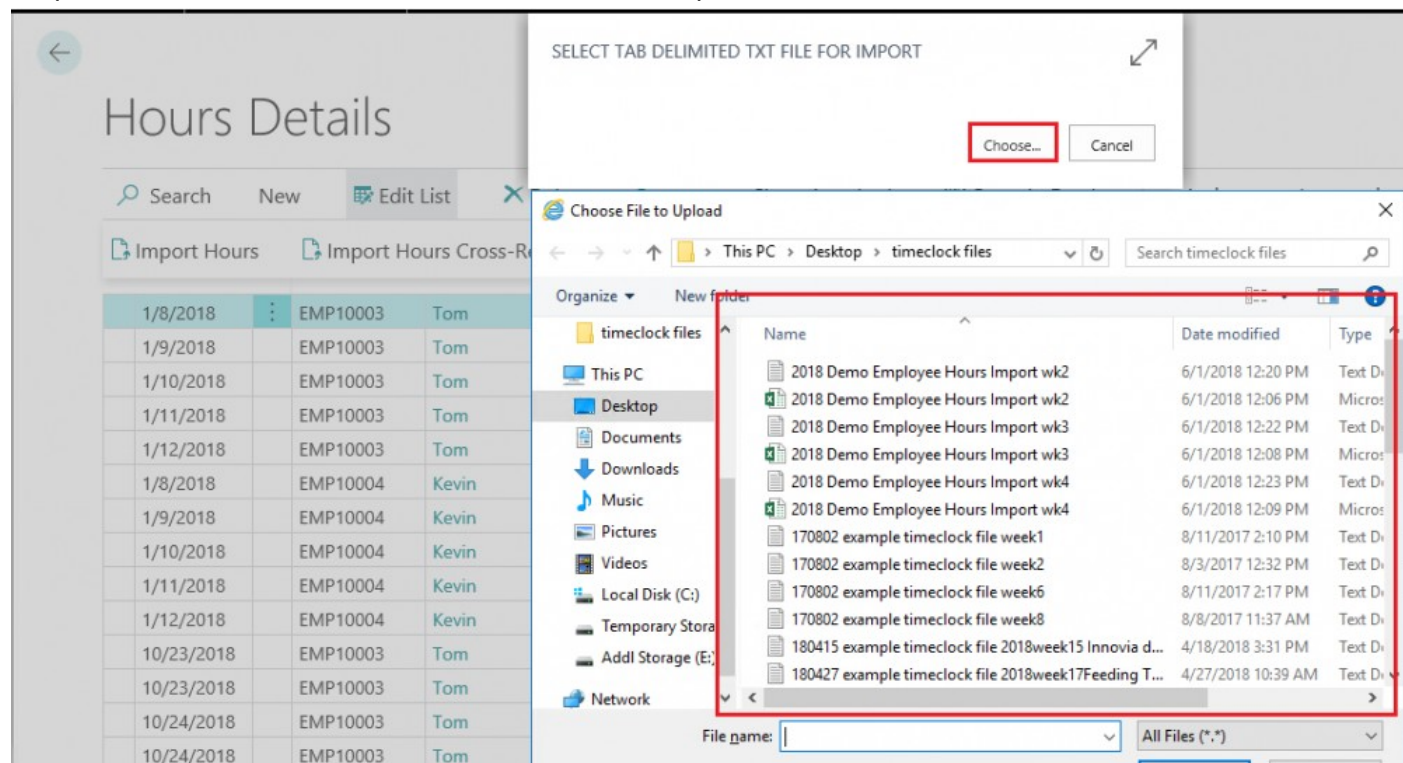
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycle Periods	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

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

Hours Details

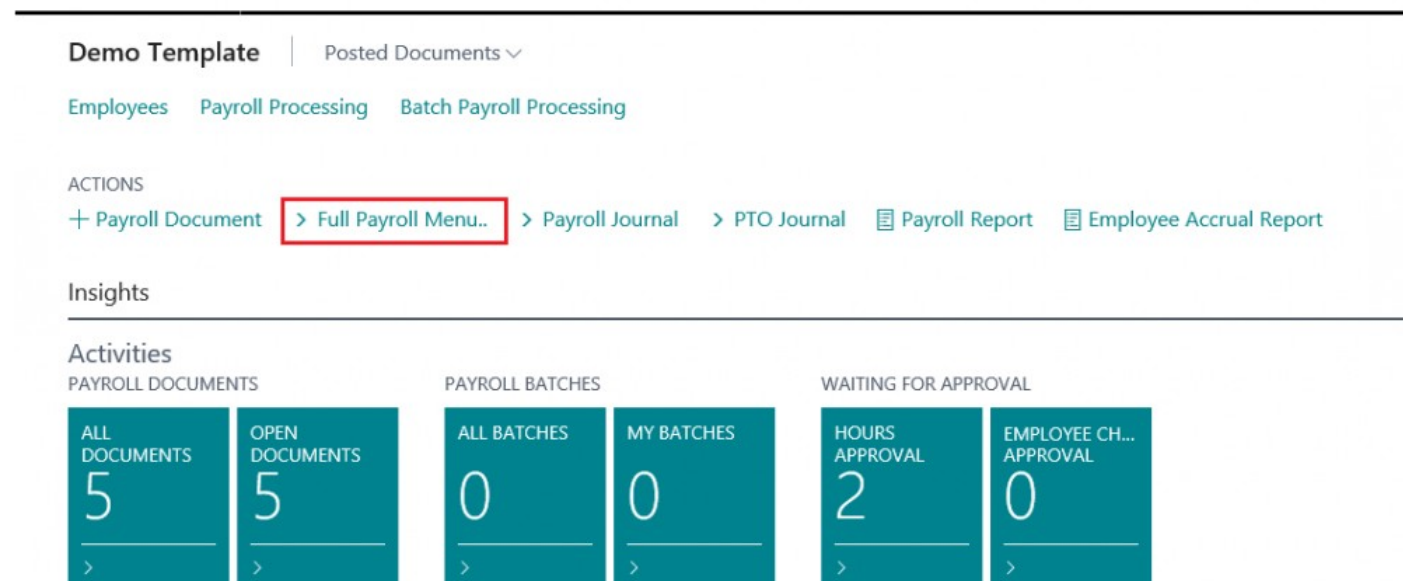
				Process						
										
1/8/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR	
1/9/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR	
1/10/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR	
1/11/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR	
1/12/2018	EMP10003	Tom	Berenger	REGULAR	6			☐	WINBOR	
1/8/2018	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'

Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycle Periods	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

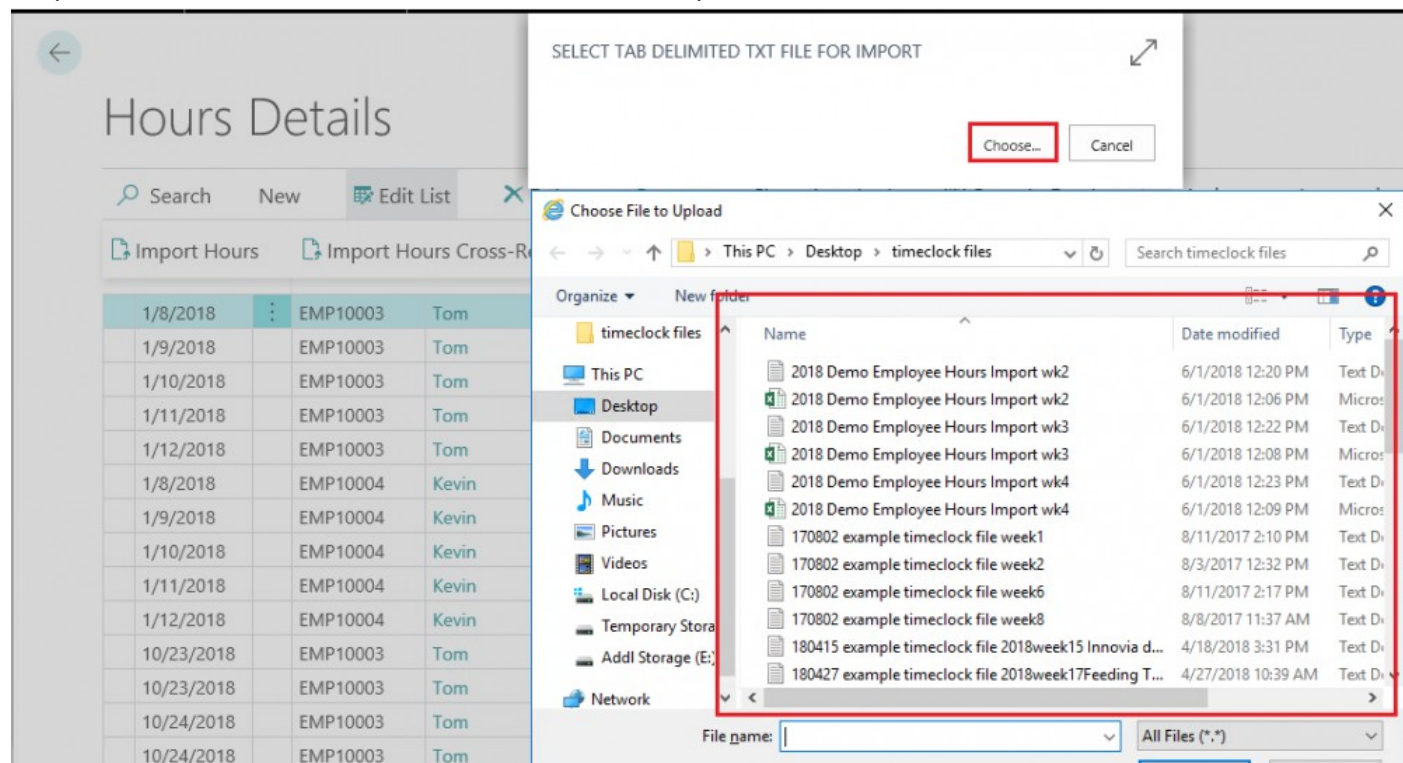
Step 3.

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

Hours Details

Search	New	Edit List	Delete	Process	Show Attached	Open in Excel	Actions	Less options
Import Hours	Import Hours Cross-Ref.							
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



3.2. To Add PTO Hours

To ADD EMPLOYEE PTO HOURS

Step 1. From 'Payroll Employee Card' select 'PROCESS' and then 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 Deduction...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

←

EMPLOYEE PTO CARD

+

EMP10002

Show Attached

General

Earnings Code

Starting Date

Hours Remaining

Hours Limit

Allow Negative Hours

Year Carryover

Carryover Hours Limit

Lump Sum Setup

Use Lump Sum Hours

Lump Sum Hours

Anniversary Date

Accrual per Pay Period Setup

Step 4.

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

←

EMPLOYEE PTO CARD

+

EMP10002

Show Attached

General

Earnings Code

Starting Date

Hours Remaining

Hours Limit

Allow Negative Hours

Year Carryover

Carryover Hours Limit

Lump Sum Setup

Use Lump Sum Hours

Lump Sum Hours

Anniversary Date

Accrual per Pay Period Setup

+ New

Select from full list

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

EMPLOYEE PTO CARD

EMP10002

Show Attached

General

Earnings Code VACATION PAY

Starting Date 5/17/2018

Hours Remaining 0.00

Hours Limit

Lump Sum Setup

Use Lump Sum Hours

Lump Sum Hours

Allow Negative Hours

Year Carryover

Carryover Hours Limit

Anniversary Date

Accrual per Pay Period Setup

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

EMPLOYEE PTO CARD

EMP10002

Show Attached

General

Earnings Code VACATION PAY

Starting Date 5/17/2018

Hours Remaining 0.00

Hours Limit 80

Lump Sum Setup

Use Lump Sum Hours

Lump Sum Hours

Allow Negative Hours

Year Carryover

Carryover Hours Limit

Anniversary Date

Accrual per Pay Period Setup

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.

EMPLOYEE PTO CARD

EMP10002

Show Attached

General

Earnings Code	VACATION PAY	Allow Negative Hours	☒
Starting Date	5/17/2018	Year Carryover	☒
Hours Remaining	0.00	Carryover Hours Limit	80
Hours Limit	80.00		

Lump Sum Setup

Use Lump Sum Hours	☐	Anniversary Date	
Lump Sum Hours			

Accrual per Pay Period Setup

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.

← EMPLOYEE PTO CARD   

EMP10002

Show Attached 

General

Earnings Code	VACATION PAY	Allow Negative Hours	☒
Starting Date	5/17/2018	Year Carryover	☒
Hours Remaining	0.00	Carryover Hours Limit	80.00
Hours Limit	80.00		

Lump Sum Setup

Use Lump Sum Hours	☒	Anniversary Date	
Lump Sum Hours			

Accrual per Pay Period Setup

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

← EMPLOYEE PTO CARD   

EMP10002

Show Attached 

General

Earnings Code	VACATION PAY	Allow Negative Hours	☒
Starting Date	5/17/2018	Year Carryover	☒
Hours Remaining	0.00	Carryover Hours Limit	80.00
Hours Limit	80.00		

Lump Sum Setup

Use Lump Sum Hours	☒	Anniversary Date	1/1/2019
Lump Sum Hours	80.00		

Accrual per Pay Period Setup

Step 3. Click the 'Back' button

EMPLOYEE PTO CARD

EMP10002

Show Attached

General

Earnings Code VACATION PAY

Starting Date 5/17/2018

Hours Remaining 0.00

Hours Limit 80.00

Allow Negative Hours ☒

Year Carryover ☒

Carryover Hours Limit 80.00

Lump Sum Setup

Use Lump Sum Hours ☒

Anniversary Date 1/1/2019

Lump Sum Hours 80.00

Accrual per Pay Period Setup

Step 4.

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

Dynamics 365 Business Central

TEST-EMP

Payroll Employee Card | Work Date: 4/8/2019

TELL ME WHAT YOU WANT TO DO

Go to Pages and Tasks

PTO Hours Journal

Employee Statistics

Step 5. The 'PTO HOURS JOURNAL' will appear.

PTO HOURS JOURNAL

Batch Name DEFAULT

Manage Process Actions Less options

POSTING DATE	DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	PAY CYCLE PERIOD ENDING DATE	EARNINGS CODE	HOURS
1/23/2020						0.00

Step 6. Select 'Actions' > 'Functions' > 'Calc. Lump Sum Hours'

PTO HOURS JOURNAL

Batch Name DEFAULT ...

Manage Process **Actions** Less options

Functions ▾ + Posting ▾

Accruals Carryover

DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	ENDING DATE	EARNINGS CODE	HOURS
					0.00

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'.

EDIT - ACCRUALS CARRYOVER

Lump Sum Date Range

Anniversary Start Date 1/1/2019

Anniversary End Date 5/31/2018

OPTIONS

Auto-Change Anniversary Date ☒

Payroll Employee

Show results:

Where: No. ▾ is: ▾

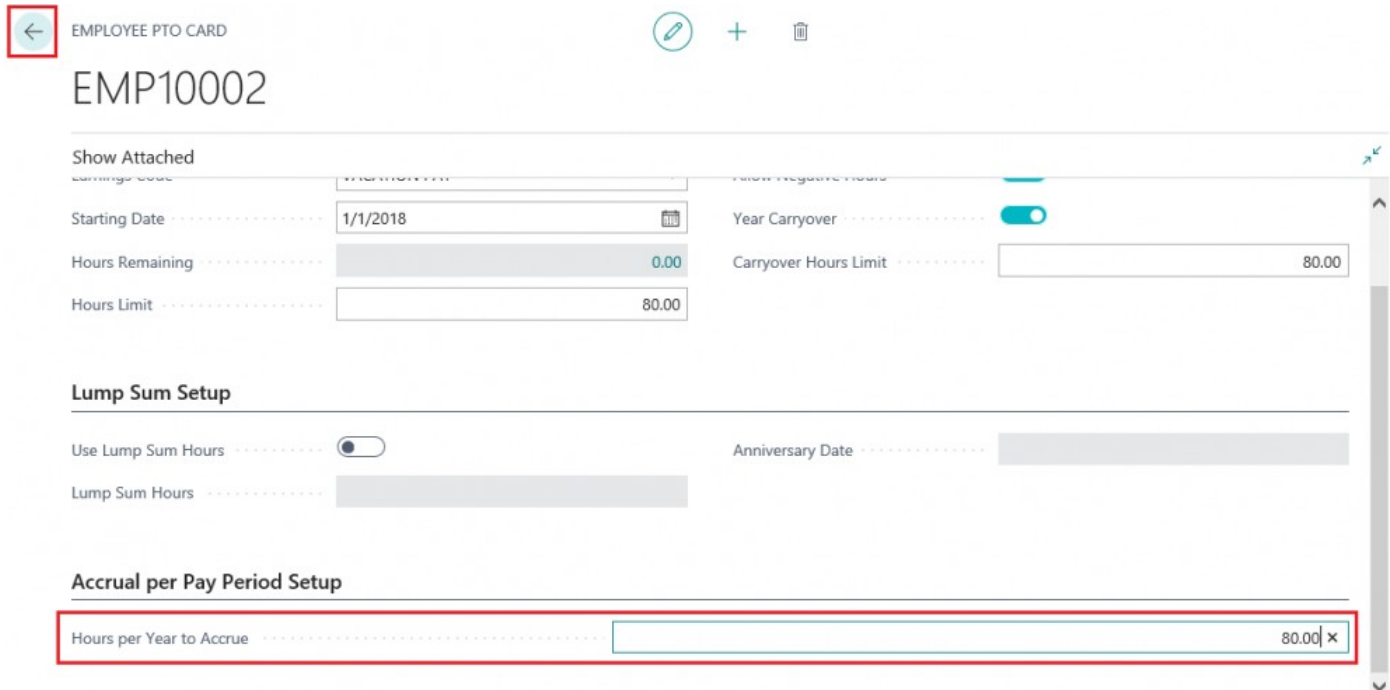
OK Cancel

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.



EMPLOYEE PTO CARD

EMP10002

Show Attached

Starting Date: 1/1/2018

Hours Remaining: 0.00

Hours Limit: 80.00

Year Carryover: ☒

Carryover Hours Limit: 80.00

Lump Sum Setup

Use Lump Sum Hours: ☐

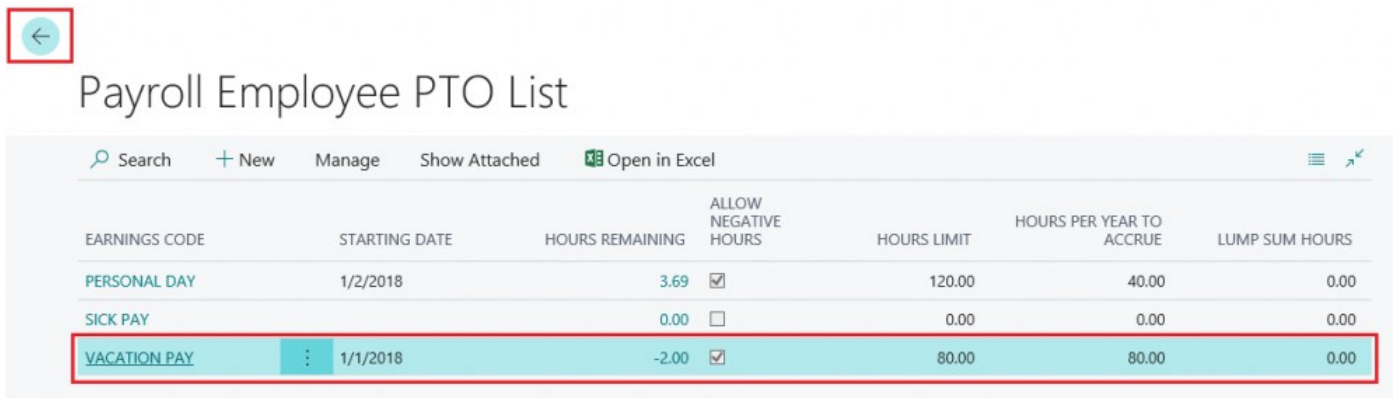
Anniversary Date:

Accrual per Pay Period Setup

Hours per Year to Accrue: 80.00

Step 2.

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



Payroll Employee PTO List

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
VACATION PAY	1/1/2018	-2.00	☒	80.00	80.00	0.00

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

PTO HOURS JOURNAL

Batch Name: DEFAULT

Manage Process Actions Less options

POSTING DATE	DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	PAY CYCLE PERIOD ENDING DATE	EARNINGS CODE	HOURS
11/25/2018						0.00

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

← PTO HOURS JOURNAL

Batch Name DEFAULT ...

Manage Process | Actions Less options

POSTING DATE	DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	PAY CYCLE PERIOD ENDING DATE	EARNINGS CODE	HOURS
11/25/2018	PJ00000000025					0.00

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

← PTO HOURS JOURNAL

Batch Name DEFAULT

Manage Process | Actions Less options

POSTING DATE	DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	PAY CYCLE PERIOD ENDING DATE	EARNINGS CODE
11/25/2018	PJ00000000025				

NO.	FIRST NAME	LAST NAME	HIR
EMP10002	Gwen	Stefani	1
EMP10003	Tom	Berenger	1
EMP10004	Kevin	Costner	1
EMP10005	Meg	Ryan	1
EMP10007	Dwight	Fidelis	1

+ New [Select from full list](#)

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

← PTO HOURS JOURNAL

Batch Name DEFAULT ...

Manage Process Actions Less options

POSTING DATE	DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	PAY CYCLE PERIOD ENDING DATE	EARNINGS CODE	HOURS
11/25/2018	PJ00000000025	EMP10004				0.00

NAME DESCRIPTION STARTING DATE ENDING DATE

Week 6 2018 2/4/2018 2/10/2018

Week 7 2018 2/11/2018 2/17/2018

Week 8 2018 2/18/2018 2/24/2018

Week 9 2018 2/25/2018 3/3/2018

Week 10 2018 3/4/2018 3/10/2018

+ New Select from full list

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).

← PTO HOURS JOURNAL

Batch Name DEFAULT ...

Manage Process Actions Less options

POSTING DATE	DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	PAY CYCLE PERIOD ENDING DATE	EARNINGS CODE	HOURS
11/25/2018	PJ00000000025	EMP10004	Week 10 2018	3/10/2018		0.00

CODE DESCRIPTION

BONUS Bonus

OTHER Other

PERSONAL DAY Personal Day

SICK PAY Sick Pay

VACATION PAY Vacation Pay

+ New Select from full list

Step 7. Enter 'HOURS' in 'Hours' field.

PTO HOURS JOURNAL

Batch Name DEFAULT

Manage Process Actions Less options

POSTING DATE	DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	PAY CYCLE PERIOD ENDING DATE	EARNINGS CODE	HOURS
11/25/2018	PJ00000000025	EMP10004	Week 10 2018	3/10/2018	PERSONAL DAY	16.00 X

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'

PTO HOURS JOURNAL

Batch Name DEFAULT

Manage Process Actions Less options

Functions ▾ + Posting ▾

Post

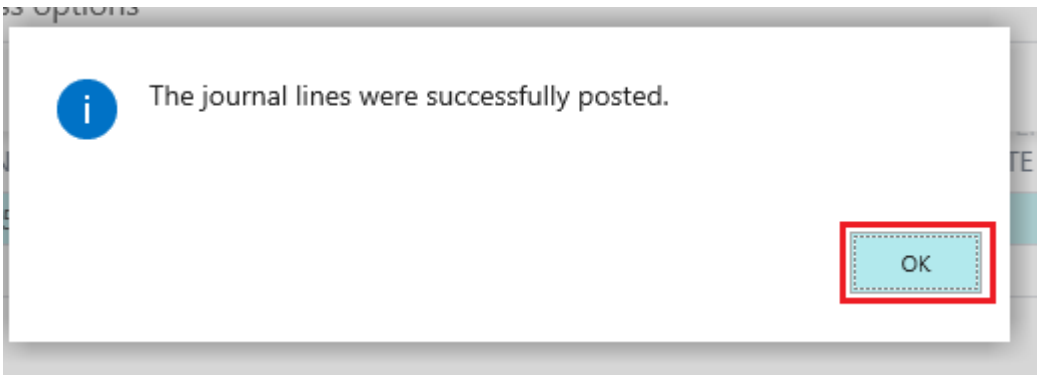
POSTING DATE	DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	ENDING DATE	EARNINGS CODE
11/25/2018	PJ00000000025	EMP10004	Week 10 2018	3/10/2018	PERSONAL DAY

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

? Do you want to post the journal lines?

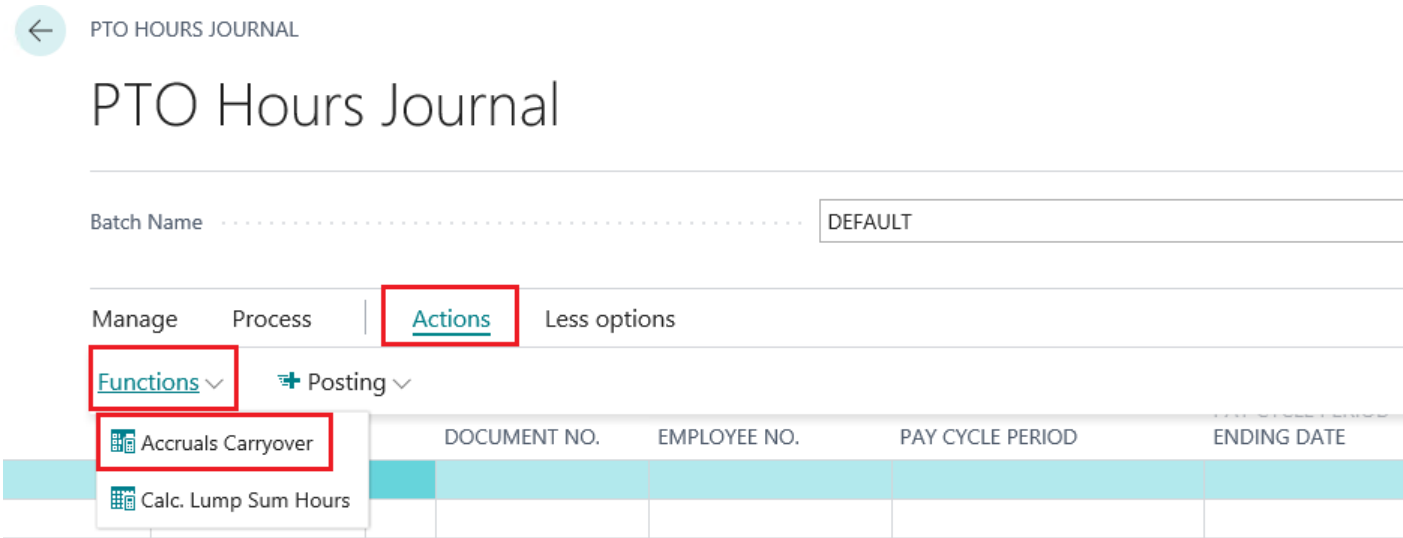
Yes No

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

EDIT - PTO CARRYOVER

Options

Date

12/31/2018

x

PTO Carryover Date Range

Payroll Employee

Show results:

Where:

No.

is:

OK

Cancel

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.

EDIT - PTO CARRYOVER

Options

Date12/31/2018

PTO Carryover Date Range1d

Payroll Employee

Show results:

Where:No.

is:

OK

Cancel

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.

EDIT - PTO CARRYOVER

Options

Date

12/31/2018

PTO Carryover Date Range

1D

Payroll Employee

Show results:

Where:

No.

is:

OK

Cancel

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

EDIT - PTO CARRYOVER

Options

Date

12/31/2018

PTO Carryover Date Range

1D

Payroll Employee

Show results:

Where:

No.

is:

EMP10004

x

OK

Cancel

Step 6. Click 'Ok'

EDIT - PTO CARRYOVER


Options

Date 12/31/2018 

PTO Carryover Date Range 1D

Payroll Employee

Show results:

Where: No.  is: EMP10004  

OK

Cancel

Step 7. Review the hours in the PTO Hours Journal

← PTO HOURS JOURNAL

PTO Hours Journal

Batch Name DEFAULT ...

Manage Process Actions Less options 

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'

←

PTO HOURS JOURNAL

PTO Hours Journal

Batch Name DEFAULT

Manage

Process

Actions

Less options

Functions ▾

+ Posting ▾

POSTING DATE

Post

T NO.

EMPLOYEE NO.

PAY CYCLE PERIOD

ENDING DATE

EARNINGS CODE

12/31/2018			EMP10004	Week 53 2018	1/5/2019	PERSONAL DAY
12/31/2018			EMP10004	Week 53 2018	1/5/2019	VACATION PAY
1/1/2019			EMP10004	Week 53 2018	1/5/2019	VACATION PAY
1/1/2019						

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

The screenshot shows the Dynamics 365 Business Central Home Screen. At the top, there are tabs for 'Dynamics 365' and 'Business Central'. Below these, there is a 'Demo Template' section with a dropdown menu for 'Posted Documents'. The main navigation area includes links for 'Employees', 'Payroll Processing', and 'Batch Payroll Processing'. Under the 'ACTIONS' section, there is a list of options: '+ Payroll Document', '> Full Payroll Menu..', '> Payroll Journal', '> PTO Journal', 'Payroll Report', and 'Employee Accrual Report'. The '> Full Payroll Menu..' option is highlighted with a red box. Below the ACTIONS section, there is an 'Insights' section with a horizontal line. Under 'Insights', there are three categories: 'Activities', 'PAYROLL DOCUMENTS', and 'WAITING FOR APPROVAL'. The 'Activities' category shows 'ALL DOCUMENTS' with a count of 5 and 'OPEN DOCUMENTS' with a count of 4. The 'PAYROLL DOCUMENTS' category shows 'ALL BATCHES' with a count of 1 and 'MY BATCHES' with a count of 1. The 'WAITING FOR APPROVAL' category shows 'HOURS APPROVAL' with a count of 2 and 'EMPLOYEE CH... APPROVAL' with a count of 0.

Step 2. Select 'Batch Payroll Processing' from menu options

Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycle Periods	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

Step 3.

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

Batch Payroll Processing List

Search **New** Manage Show Attached Open in Excel Actions Less options

New

PYBA10010	2/10/2018	2/10/2018	Weekly	Week 6 2018	WINBORNSQLDEVVM\...
-----------	-----------	-----------	--------	-------------	---------------------

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

EDIT - CREATE BATCH PAYROLL PROCESSING

Options

Show more

Pay Cycle

Weekly

Pay Cycle Period

...

Payment Date

Posting Date

Payroll Calc. Formula

Payroll Employee

Show results:

Where:

No.

is:

And:

Employee Posting Group

is:

And:

Direct Deposit Employee

is:

OK

Cancel

Step 5.

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

EDIT - CREATE BATCH PAYROLL PROCESSING

Options

Show more

Pay Cycle

Weekly

Pay Cycle Period

...

Payment Date

Posting Date

Payroll Calc. Formula

Payroll Employee

Show results:

Where:

No.

is:

And:

Employee Posting Group

is:

And:

Direct Deposit Employee

is:

OK

Cancel

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

EDIT - CREATE BATCH PAYROLL PROCESSING

Options

Show more

Pay Cycle

Weekly

Pay Cycle Period

Week 2 2018

x ...

Payment Date

1/13/2018

Posting Date

1/13/2018

Payroll Calc. Formula

_REGULAR

Payroll Employee

Show results:

Where:

No.

is:

And:

Employee Posting Group

is:

And:

Direct Deposit Employee

is:

OK

Cancel

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

EDIT - CREATE BATCH PAYROLL PROCESSING

Options

Show more

Pay Cycle

Weekly

Pay Cycle Period

Week 2 2018

...

Payment Date

1/13/2018

Posting Date

1/13/2018

Payroll Calc. Formula

_REGULAR

Payroll Employee

Show results:

Where:

No.

is:

And:

Employee Posting Group

is:

And:

Direct Deposit Employee

is:

No

OK

Cancel

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

Batch
Functions
Related Information
Posting
Actions
Navigate
Less options

EDIT - BATCH PAYROLL PROCESSING

Batch ID
PYBA10012

NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL	C P
PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No	No	
PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No	No	

EMPLOYEE
2
VACATION
0
SICK LEAVE
0
AMOUNT
0.00

Close

Step 8.

Select all payroll documents within the Batch.

Batch
Functions
Related Information
Posting
Actions
Navigate
Less options

EDIT - BATCH PAYROLL PROCESSING

Batch ID
PYBA10012

☒	NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
☒	PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No	No
☒	PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No	No

EMPLOYEE
2
VACATION
0
SICK LEAVE
0
AMOUNT
0.00

Close

Step 9.

• Select 'Actions'

- Select 'Check'
- Select 'Print All Checks'

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

Batch ▾ Functions ▾ **Check ▾** Check Stub ▾ Electronic Payments ▾ Posting ▾

Batch ID

Print Check...
Print All Checks...
 Void Check
 Void All Checks
 Print All Checks Override Direct Deposit...

EMPLOYEE NO.	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
☒ PRP10043 EMP1000	1/13/2018	1/13/2018	No	No
☒ PRP10044 EMP1001	1/13/2018	1/13/2018	No	No

EMPLOYEE VACATION SICK LEAVE AMOUNT

2 0 0 0.00

Close

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

x

▼

Last Check No.

212

Reprint Check

☒

Test Print

☒

Override Direct Deposit

☒

Send to...

Print

Preview

Cancel

i

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					444-44-0001	Married	Fed-000/1X-000
					Pay Date: 01/13/2018		
Earnings and Hours	Qty	Rate	Current	YTD Amount			
Regular	40.00	20.00	800.00	800.00	Net Pay		
Total Earnings			800.00	800.00		Current	YTD Amount
						800.00	800.00
Deductions							
Health Insurance			-20.00	20.00			
Total Deductions			20.00	-20.00			
Tax Withholdings							
Federal WH			-10.00	-10.00			
FICA - Medicare			-11.51	-11.51			
FICA - Social Security			-48.36	-48.36			
Total Tax Withholdings			99.67	99.67			

PLO Summary	Accrued	YTD Used	Available
Personal Day	0.77	0.00	0.77

Westminster
Atlanta, tx 31772

213

****SIX HUNDRED EIGHTY AND 35/100

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

Harrison Ford
420 Throckmorton
Fort Worth, TX 76109

Step 11.

- Select 'Actions'
- Select '+Posting'

- Select 'Post'

Batch

Functions

Related Information

Posting

Actions

Navigate

Less options

Batch

Functions

Check

Check Stub

Electronic Payments

Posting

Batch ID

PYBA10012

Post...

Post and Print...

Transmit and Post...

Post and Print Batch Register...

☒	NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	ENT	DIRE...	DEPOS	EMPLO	SEND CHECK BY E-MAIL
☒	PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No	No	No
☒	PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No	No	No

EMPLOYEE

VACATION

SICK LEAVE

AMOUNT

2

0

0

0.00

Close

Step 12.

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

just click 'OK'

EDIT - BATCH POST PAYROLL PROCESSING

Options

Posting Date
1/13/2018

Payment Date
1/13/2018

Transmit
☐

Payroll Header

Show results:

Where:
Batch ID
is:
PYBA10012

And:
No.
is:

And:
Employee No.
is:

And:
Posting Date
is:

OK
Cancel

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

The screenshot shows the 'Demo Template' home screen. At the top, there are links for 'Employees', 'Payroll Processing', and 'Batch Payroll Processing', with the latter highlighted by a red box. Below this is an 'ACTIONS' section with links: '+ Payroll Document', '> Full Payroll Menu..', '> Payroll Journal', '> PTO Journal', 'Payroll Report', and 'Employee PTO Report'. The 'Insights' section follows, containing three main categories: 'PAYROLL DOCUMENTS' (with 'ALL DOCUMENTS' at 6 and 'OPEN DOCUMENTS' at 6), 'PAYROLL BATCHES' (with 'ALL BATCHES' at 0 and 'MY BATCHES' at 0), and 'WAITING FOR APPROVAL' (with 'HOURS APPROVAL' at 0 and 'EMPLOYEE CH... APPROVAL' at 0). Each category has a teal card with a large number and a right arrow.

Step 2.

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

The screenshot shows the 'Batch Payroll Processing List' interface. At the top, there is a search bar and a 'New' button highlighted by a red box. Below the search bar, there are tabs for 'Search', 'New', 'Manage', 'Show Attached', 'Open in Excel', 'Actions', and 'Less options'. The 'New' button is also highlighted by a red box. Below the tabs, there is a table with the following data:

PYBA10010	:	2/10/2018	2/10/2018	Weekly	Week 6 2018	WINBORNSQLDEVVM\...
-----------	---	-----------	-----------	--------	-------------	---------------------

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

EDIT - CREATE BATCH PAYROLL PROCESSING

Options

Show more

Pay Cycle

Semimonthly

Pay Cycle Period

Payment Date

Posting Date

Payroll Calc. Formula

_REGULAR

Payroll Employee

Show results:

Where:

No.

is:

And:

Employee Posting Group

is:

And:

Direct Deposit Employee

is:

OK

Cancel

Step 4.

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

EDIT - CREATE BATCH PAYROLL PROCESSING

Options

Show more

Pay Cycle

Semimonthly

Pay Cycle Period

...

Payment Date

Posting Date

Payroll Calc. Formula

_REGULAR

Payroll Employee

Show results:

Where:

No.

is:

And:

Employee Posting Group

is:

And:

Direct Deposit Employee

is:

OK

Cancel

[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...
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		☐
Semimonthly	February 2nd Pe...		2/16/2019	2/28/2019	2/28/2019	2/28/2019		☐

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

EDIT - CREATE BATCH PAYROLL PROCESSING

Options

Show more

Pay Cycle

Semimonthly

Pay Cycle Period

October 2nd Period 2018

x ...

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'

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:

Yes

OK

Cancel

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
3
VACATION
0
SICK LEAVE
0
AMOUNT
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
3
VACATION
0
SICK LEAVE
0
AMOUNT
0.00

Close

Step 8.

- Select 'Actions'
- Select 'Electronic Payments'
- Select 'Export'

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

Batch ▾ Functions ▾ Check ▾ Check Stub ▾ **Electronic Payments ▾** Posting ▾

Batch ID PYBA1 **Export...** Void...

☒	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 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

Batch

Functions

Related Information

Posting

Actions

Navigate

Less options

Batch

Functions

Check

Check Stub

Electronic Payments

Posting

Batch ID

Print Check Stub...

Print All Check Stubs...

Email Check Stub

Email All Check Stubs

Print All Check Stubs Email Override...

NO.	EMPLOYEE NO.	FIRST N.	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
☒ PRP10071	EMP10002	Gwen	10/31/2018	10/31/2018	Yes	No
☒ PRP10072	EMP10005	Meg	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

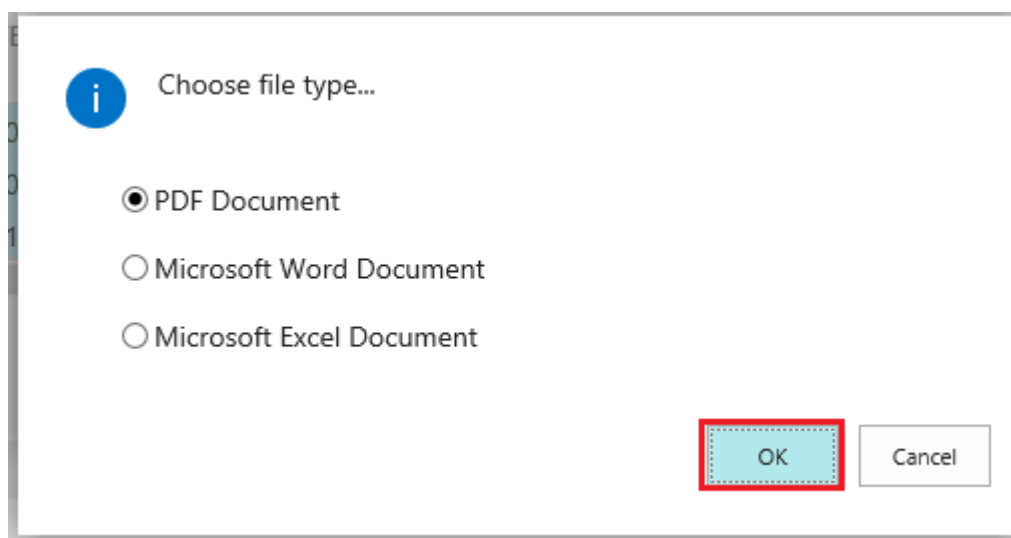
0.00

Close

Step 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'

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

Batch Functions Check Check Stub Electronic Payments **Posting**

Batch ID PYBA10021

Post...
Post and Print...
Transmit and Post...
Post and Print Batch Register...

NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	10/31/2018	10/31/2018	DIRE...	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 12.

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

EDIT - BATCH POST PAYROLL PROCESSING 

Options

Posting Date 10/31/2018  

Payment Date 10/31/2018 

Transmit ☐

Payroll Header

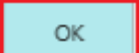
Show results:

Where: Batch ID  is: PYBA10021

And: No.  is: 

And: Employee No.  is: 

And: Posting Date  is: 

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