

Anytime Learning Courses for Sage Payroll Services Customers

Overview: Anytime Learning courses are convenient training videos delivered online for Sage Payroll Services online users. This document describes how you can access the Anytime Learning (ATL) courses and provides a description with a link to each course. After completing the first 32 training videos, you will be able to access and enter payrolls, add and edit employees, and navigate throughout the software.

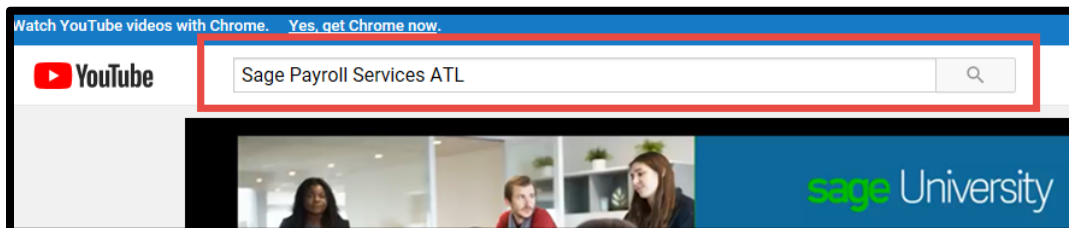
If you have follow-up questions on the training courses, you can ask during the Office Hours or Group Training sessions. Information about these other training opportunities is provided by your Sage Conversion representative.

Instructions: The chart in this document contains links to the Anytime Learning (ATL) training videos for online users of Sage Payroll Services (formerly Encore Online). For the initial viewing, please watch the required videos in the order in which they are presented in this document. One method to view the ATLS is click on each link from within this document (hover over the link, press CTRL on your keyboard, and then click). To view the next video, click on the link within this document.

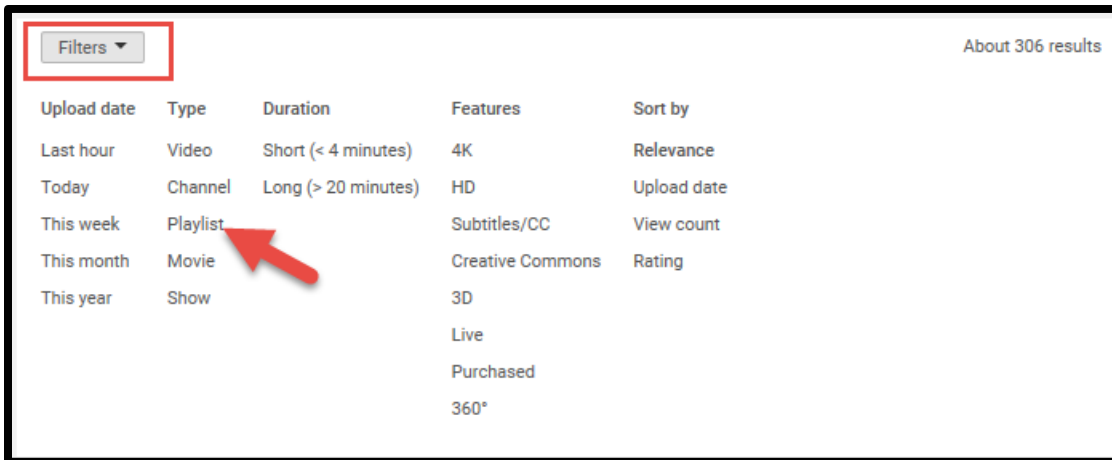
#		Description	Time
1	Sage Payroll Introduction to Training the Online User	The Introduction video covers the purpose and process behind the training videos for the online payroll user.	3:13
2	Sage Payroll Services ATL: First Time Login	The First Time Login video covers logging in the software with a temporary password and	3:20

Another method you can use is to click on a link as instructed above and then follow these steps to watch subsequent videos:

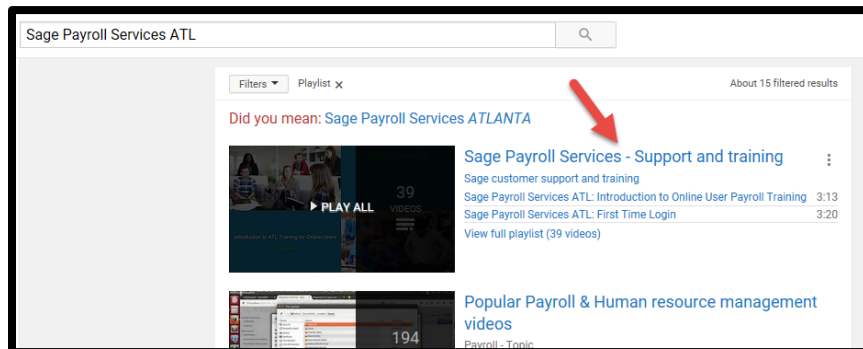
1. In the search field in YouTube, enter “Sage Payroll Services ATL” and click the magnifying glass to the right of the Search field.



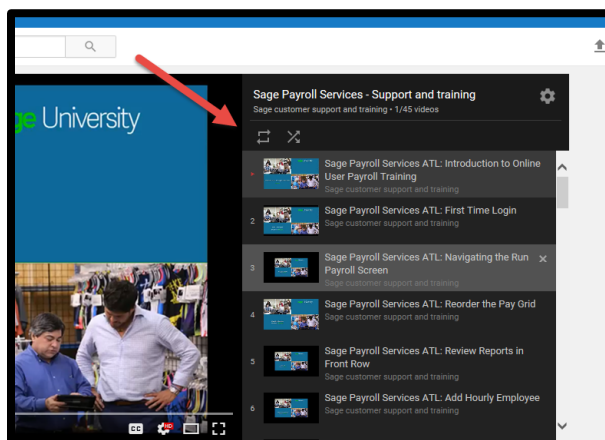
2. In the Filters dropdown select Type > **Playlist**.



3. Select Sage Payroll Services – Support and training. The ATLS for the training display.



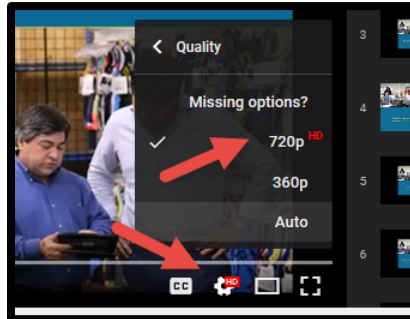
4. You can control the video selection on the right-hand area of the screen.



5. Hover over the bottom of the playing screen to see the video controls.



6. To improve the video quality, click on the Settings icon, select **Quality**, and then select **HD 720**.





This chart is divided into two sections: **Required Topics** and **Optional Topics**.

- Total viewing time for required topics is approximately 1 hour and 40 minutes.
- Total viewing time for optional topics is approximately 26 minutes.

REQUIRED TOPICS

The following topics in the Required Topics section must be viewed prior to attending a group office hour. The office hours are optional and are meant to address any questions or concerns you have after completing the ATLS.

#	Link	Description	Time
1	Sage Payroll Services ATL: Introduction to Training the Online User	The purpose and process behind the training videos for the online payroll user.	3:13
2	Sage Payroll Services ATL: First Time Login	Logging in to the software with a temporary password, completing the security setup, and setting a new password. There is also a brief overview of screen navigation.	3:20
3	Sage Payroll Services ATL: Navigating the Run Payroll Screen	The Run Payroll tab under the Payroll tab in Sage Payroll Services. Includes open payrolls, scheduled payrolls, and late payrolls.	0:53
4	Sage Payroll Services ATL: Reorder the Pay Grid	Changing the column order for data entry prior to opening the Pay Grid.	1:18
5	Sage Payroll Services ATL: Review Reports in Front Row	Reviewing reports in the Front Row tab.	5:54
6	Sage Payroll Services ATL: Add Hourly Employee	Adding a new hourly employee to the system using the online wizard.	9:27
7	Sage Payroll Services ATL: Modify Employee Rate	Modifying an existing employee's record for a rate change to maintain rate history.	1:57
8	Sage Payroll Services ATL: Add Salary Employee	Adding a new salaried employee to the system using the online wizard.	9:16



9	Sage Payroll Services ATL: Modify Employee Salary	Modifying an existing employee's record for a salary change while maintaining the salary history.	1:58
10	Sage Payroll Services ATL: Modify Rate for Employee Deduction	Modifying an existing employee's record for a deduction rate change.	1:25
11	Sage Payroll Services ATL: Add Employee Deduction	Modifying an existing employee's record to add a new deduction.	1:43
12	Sage Payroll Services ATL: Add Tax to an Employee	Adding a new tax to an employee's record.	1:09
13	Sage Payroll Services ATL: Modify Employee Tax	Modifying an existing employee's tax record to change Marital Status and Exemptions and add an additional withholding amount.	1:57
14	Sage Payroll Services ATL: Basic Payroll Data Entry and Submit	Opening a new payroll, performing basic data entry, calculating, reviewing the pre-commit reports, and submitting the payroll.	14:24
15	Sage Payroll Services ATL: Add Additional Check Line	How to add additional lines to an employee check from the pay grid.	1:57
16	Sage Payroll Services ATL: Add Additional Check	How to add additional checks for an employee from the pay grid.	1:47
17	Sage Payroll Services ATL: Check Override	How to perform a check override for a check from the pay grid.	5:43
18	Sage Payroll Services ATL: Modify Employee Record from the Pay Grid	How to and what can be modified for an employee directly from the pay grid.	2:34
19	Sage Payroll Services ATL: Add Employee to Open Pay Grid	How to add employees to a pay grid after starting the data entry for a pay run.	2:27
20	Sage Payroll Services ATL: Add Column to Open Pay Grid	Adding a new column to the Pay Grid to perform data entry.	1:11

21	Sage Payroll Services ATL: Search Employees in an Open Pay Grid	How to create both simple and complex pay grid queries in an open payroll.	2:27
22	Sage Payroll Services ATL: Voiding a Check	How to void a check from an open payroll.	2:06
23	Sage Payroll Services ATL: Gross to Net Check Calculation	How to perform a Gross to Net check calculation and the additional functions available in the open payroll feature.	4:11
24	Sage Payroll Services ATL: Net to Gross Check Calculation	How to perform a Net to Gross check calculation and the additional functions that are available in this open payroll feature.	4:18
25	Sage Payroll Services ATL: Resume Open Pay Run	How to resume data entry for a pay run that was initiated but not submitted.	1:43
26	Sage Payroll Services ATL: Employee Net Pay Direct Deposit	How to set an employee up for a net pay direct deposit.	1:39
27	Sage Payroll Services ATL: Add Split Direct Deposits on the Employee Screen	Adding multiple direct deposit entries to the employee screen.	3:13
28	Sage Payroll Services ATL: Add a Direct Deposit Entry and Override the Prenote	Adding a direct deposit entry to the employee record and overriding the prenote.	1:49
29	Sage Payroll Services ATL: Modify an Employee's Direct Deposit	How to edit a direct deposit entry for an employee.	1:06
30	Sage Payroll Services ATL: Employee Demographic Screen	The information found on the Employee Demographics screen, including address, phone number, email address, birth date and gender.	2:17
31	Sage Payroll Services ATL: Employee Employment Info Screen	All the fields on the Employment Info page.	3:22



32	Sage Payroll Services ATL: Employee Deduction Screen	The page layout for the most common types of deductions.	2:20
OPTIONAL TOPICS			
The following topics are optional and are recommended viewing for those customers who currently use each feature or are interested in how it is used.			
#	Link	Description	Time
33	Sage Payroll Services ATL: Maintain Company Departments	Editing, adding, and deleting departments.	2:08
34	Sage Payroll Services ATL: Maintain Company Divisions	Editing, adding, and deleting divisions.	1:52
35	Sage Payroll Services ATL: Add Employee PTO Plan	Adding a PTO plan to the employee record.	1:08
36	Sage Payroll Services ATL: Employee Department Allocation	Setting department allocation on the employee record.	1:43
37	Sage Payroll Services ATL: Employee Self-Serve Login	An employee creating their own User Name and Login to access Pay View on Encore Online.	2:37
38	Sage Payroll Services ATL: Add Employee on the Settings Screen	Adding an employee in Settings to allow that employee to gain access to Encore Online.	2:33
39	Sage Payroll Services ATL: Modify Employee on the Settings Screen	As an admin, how to modify an employee record in Settings to unlock the employee's record and reset the employee's password. This video also covers how an employee can reset their own password and change their profile.	3:02
40	Sage Payroll Services ATL: Employee I9 Status	The I-9 Screen and the related fields.	2:20
41	Sage Payroll Services ATL: Employee Dependents	Adding a dependent to the employee record.	1:23
42	Sage Payroll Services ATL: Employee PTO Screen	The PTO Screen and related fields. The video covers making a balance adjustment as well as clearing totals.	2:01
43	Sage Payroll Services ATL: Employee Rates and Salary Pay Options Screen	The Pay Option section of the Rates and Salaries menu. The video	2:31

		explains how salary employees are annualized and the use of Standard Hours.	
44	Sage Payroll Services ATL: Employee Additional Data	Tracking additional data fields that are setup on a company level. Fields can contain dates, text, or numeric information. Data can be entered or selected from a dropdown option or box. This functionality only exists if the Additional Data fields are set up at a company level.	1:57
45	Sage Payroll Services ATL: Employee Taxes, Adding and Exempting	Exempting one state tax and adding a new state tax on the Employee's record.	1:12