

# Online Payroll

## Processing payroll guide

November 2016

This is a publication of Sage Software, Inc.

© 2016 The Sage Group plc or its licensors. All rights reserved. Sage, Sage logos, and Sage product and service names mentioned herein are the trademarks of The Sage Group plc or its licensors. All other trademarks are the property of their respective owners.

Last updated: November 16, 2016

# Contents


- Introduction ..... 4
- Signing in ..... 5
- Selecting a pay run ..... 6
- Setting pay run options ..... 8
- Entering information into the pay grid ..... 12
- Submitting your pay run ..... 18
  - To submit your pay run ..... 18
  - Using the pay run submission wizard ..... 21
- Committing your pay run ..... 25

# Introduction

Online Payroll is a comprehensive online payroll processing program. You can add and edit permanent employees (who receive W-2 forms) and contractors (who receive 1099 forms). Depending on your payroll services setup, you can also view and maintain your company and payroll setup. You can enter information and generate paychecks as well as view payroll reports.

This guide provides an overview for processing payroll in the online payroll program.

If you need answers to common questions about procedures or selections, access the online help. Either:

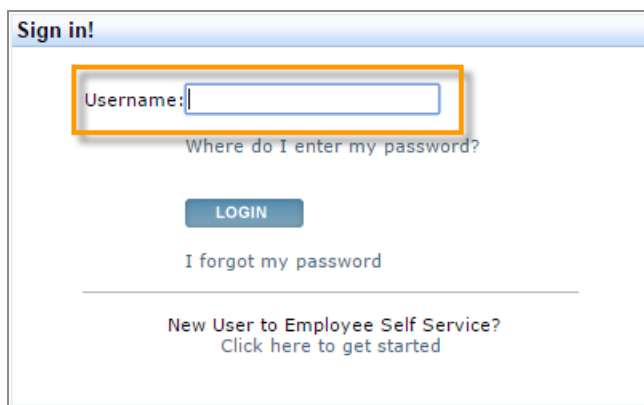
- Click  in Online Payroll to open help.
- Visit <http://help-payrollservices.na.sage.com>.

# Signing in

When you sign in to Payroll Services for the first time, you create your user profile.

## Signing in for the first time

1. In the Payroll Services sign in page, enter your user name.



The screenshot shows a 'Sign in!' form. At the top left is the title 'Sign in!'. Below it is a text input field labeled 'Username:' which is highlighted with an orange border. Underneath the username field is another text input field with the placeholder text 'Where do I enter my password?'. Below the password field is a blue button labeled 'LOGIN'. Under the 'LOGIN' button is a link that says 'I forgot my password'. At the bottom of the form is a link that says 'New User to Employee Self Service? Click here to get started'.

2. Click **LOGIN**.
3. Enter your password.

**Tip:** If you used the payroll enrollment and setup program to set up your company for payroll, use your same username (email address) and password here.

4. Click **Next**.
5. Click an image in the symbol library.
6. Type a personal phrase.

**Tip:** Short, personal sentences work best. For example, "I love payroll."

7. Select each challenge question and type your answer. This information is private to you.
8. Click **Save**. Your user profile is now set up!

# Selecting a pay run

When you are ready to process your payroll, you select the pay run that has the correct pay period and check date.

**Note:** There are some things you cannot do without help from your service bureau.

**Contact your service bureau if you need to do any of the following:**

- Process a bonus payroll for a date other than your scheduled check dates.
- Process an off-cycle payroll for any reason.
- Change your check date.

## To select the pay run

If the pay run with the desired check date is listed as the **Next Scheduled Pay Run** on the home page, click it to select it.

The screenshot shows a payroll system interface with the following elements:

- Navigation Tabs:** PAYROLL (selected), EMPLOYEE SERVICES, FRONT ROW REPORTS, SETTINGS.
- Menu Bar:** HOME | RUN PAYROLL | EMPLOYEES | COMPANY | TAX FILING | REPORTS | PAY GRID PREFERENCES | GENERAL LEDGER.
- Current Open Pay Runs:** There are currently no open pay runs.
- Next Scheduled Pay Run:** Input date 7/19/2016 - Check date 7/22/2016. This section is highlighted with an orange box.
- Last Committed Pay Run:** Pay Run 13 - Check date 7/22/2016.
- Messages:** No messages have been found.
- Reports:** A table listing various reports.

Name	Description
ACH Direct Deposit	Displays employee direct deposit details for the current pay run
Active Declining Balance Report	Report showing active declining balances as of the check date for the selected pay run
Active Employees Without Department Or Division	Active Employees Without Department Or Division
Affordable Care Act - Employee Detail Report	Affordable Care Act Employee Detail Report

## If the pay run is not listed on the home page

1. On the **Payroll** tab, click **Run Payroll**.

2. In the **Planned Pay Runs** table, click the pay run that you want to process.

**Note:** If you have an open payroll (one that you started but didn't complete) it appears in the **Current Pay Runs** table.

Co Code	Company	Pay Group	Check Date	Per Start Date	Per End Date	Input Date ▲
PDX003	MKKCC Industries	Biweek	7/22/2016	7/9/2016	7/22/2016	7/19/2016
PDX003	MKKCC Industries	WKY	7/29/2016	7/19/2016	7/25/2016	7/26/2016

You can start payroll at any time and complete the remaining steps later. Be mindful of your payroll input deadlines.

# Setting pay run options

Some information is predefined for the pay run, such as the pay group, period start and end dates, and the check date. You can change other pay run options at any time after the pay run is started, but not after the pay run is submitted.

The pay run options affect every employee in the pay run.

## To view and set the pay run options

1. After you [select the pay run](#), the pay run opens to the **Set Pay Run Options** step.

**Tip:** If you don't see this step when you select the pay run, click **Set Pay Run Options** from the left navigation menu.

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | TAX FILING

REPORTS | ADD NOTE

Check Date: 7/22/2016 for Pay Period: 7/9/2016 to 7/22/2016

Set Pay Run Options

Deduction/Tax Options

Data Entry

Paygrid

Import File

Process Timesheets

Adjustments

Check Calculator

Clear Pay Input

Notes

Submit Pay Run

Setup

Pay Group: Biweek

Check Date: 7/22/2016

Period Start Date: 7/9/2016

Period End Date: 7/22/2016

Starting Check Number:

Pay Grid: Biweekly

Options

Stop Direct Deposit

Use Supplemental Tax Rate:

End Of Month:

End of Quarter:

End of Year

Check Stub Message \*

\* Printed on all employee checks in this pay run. Limited to 200 characters.

SAVE CANCEL

2. Review the settings in the Setup and Options sections of the page.

### Setup section

- **Pay Group.** The pay group assigned to the pay run.
- **Check Date.** The scheduled check date for this pay run. If this is wrong, click **Cancel** and select the correct scheduled pay run. If the date you need is not listed, contact your service bureau.
- **Period Start and End Dates.** Displays the payroll period for the scheduled pay run.



- **Starting Check Number.** The check number for the first check in this pay run. The program assigns additional check numbers sequentially. If you need to change check numbers, contact your service bureau.
- **Pay Grid.** The saved layout for payroll entry assigned to this pay run.

Setup		Options	
Pay Group:	Biweek	Stop Direct Deposit	<input type="checkbox"/>
Check Date:	7/22/2016	Use Supplemental Tax Rate:	<input type="checkbox"/>
Period Start Date:	7/9/2016	End Of Month:	<input type="checkbox"/>
Period End Date:	7/22/2016	End of Quarter:	<input type="checkbox"/>
Starting Check Number:		End of Year	<input type="checkbox"/>
Pay Grid:	Biweekly ▼		

Check Stub Message \*

\* Printed on all employee checks in this pay run, Limited to 200 characters.

### Options section

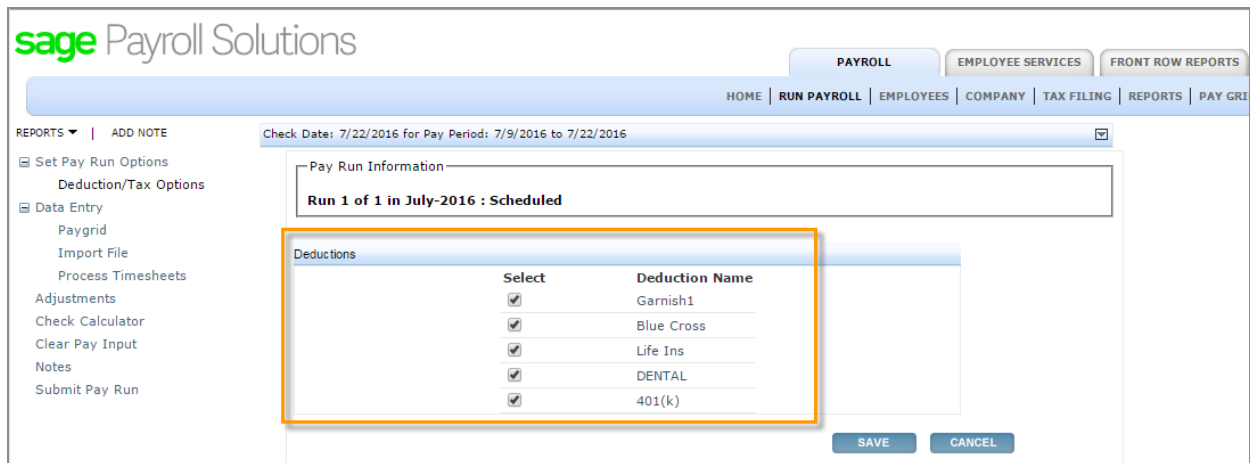
- **Stop Direct Deposit.** Select to stop all direct deposits. All employees in this pay run will receive a printed check.
- **Use Supplemental Tax Rate.** Select to use the supplemental tax rate (such as for a bonus payroll) instead of the regular tax rates.
- **End of Month, End of Quarter, End of Year.** These check boxes are automatically selected for the last scheduled payroll of the month, quarter, and year. They trigger your end of period reports.

Setup		Options	
Pay Group:	Biweek	Stop Direct Deposit	<input type="checkbox"/>
Check Date:	7/22/2016	Use Supplemental Tax Rate:	<input type="checkbox"/>
Period Start Date:	7/9/2016	End Of Month:	<input type="checkbox"/>
Period End Date:	7/22/2016	End of Quarter:	<input type="checkbox"/>
Starting Check Number:		End of Year	<input type="checkbox"/>
Pay Grid:	Biweekly ▼		
Check Stub Message *			
<input type="text"/>			

- (Optional) For **Check Stub Message**, type a message to include on the pay stubs for all employees in this pay run.

Setup		Options	
Pay Group:	Biweek	Stop Direct Deposit	<input type="checkbox"/>
Check Date:	7/22/2016	Use Supplemental Tax Rate:	<input type="checkbox"/>
Period Start Date:	7/9/2016	End Of Month:	<input type="checkbox"/>
Period End Date:	7/22/2016	End of Quarter:	<input type="checkbox"/>
Starting Check Number:		End of Year	<input type="checkbox"/>
Pay Grid:	Biweekly ▼		
Check Stub Message *			
<input type="text"/>			
* Printed on all employee checks in this pay run, Limited to 200 characters.			
		SAVE	CANCEL

- Click **Save** to continue to the next step.
- On the **Deductions/Tax Options** page, review the deductions included in this pay run. Clear the check box for each deduction you do not want included for any employees.



6. Click **Save** to continue to the data entry step. See "Entering information into the pay grid" (page 12).

# Entering information into the pay grid

You can use the pay grid to manually enter or change employee data for the pay run.

## To enter employee earnings or salary amounts in the pay grid

**Tip:** To quickly enter data in the grid, use your **Tab** and arrow keys to move through the fields and employees. Press the **Enter** key to save and advance to the next employee in the grid.

1. After you select the pay run, and set the pay run options, the pay grid opens.
2. Select an employee's name in the pay grid. The employee information appears in a data entry row below the pay grid.

The screenshot shows a software interface for entering pay data. At the top, it displays 'Check Date: 7/29/2016 for Pay Period: 7/19/2016 to 7/25/2016'. Below this is a 'Paygrid Check Date: 7/29/2016' header. The main area contains a table with columns: Override, Chk #, Emp #, Last, First, Regular Pay Hours, Overtime Hours, Vacation Hours, Salary Amount, and Base Rate. The table lists several employees, with Julie Andrews highlighted. An orange arrow points to her name. Below the table is a data entry row for Julie Andrews, with fields for Regular Pay Hours (32.00), Overtime Hours, Vacation Hours (8.00), Salary Amount, and Base Rate (20.00). A dropdown menu is visible next to the Base Rate field. At the bottom, there are buttons for 'SAVE', 'ADD CHECK', and 'ADD CHECK LINE'.

Override	Chk #	Emp #	Last	First	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
1	12		Agarwal	Mack	40.00			1,050.00	
1	24		Andrews	Julie	32.00		8.00		20.00
1	15		Au Yong	Min	40.00				
1	20		Colaguinelli	Georgio	80.00				
1	18		Foreman	Clive	40.00				

Override	Chk #	Emp #	Name	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
no	1	24	Andrews, Julie	32.00		8.00		20.00

3. In the employee data entry row, enter or change the employee pay details, such as the hours, amounts, or rates, and then click **Save** or press **Enter** on your keyboard to continue to the next employee in the grid.

**Important!** Depending on your settings for pay rates, you may be required to select the pay rate for the employee's pay to calculate in this pay run. If you see a pay rate or base rate drop-down menu in your pay grid, select the appropriate pay rate.

Pay Type: W2		Override	Chk #	Emp #	Name	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
no	1	24	Andrews, Julie	32	16					40.00 20.00

SAVE ADD CHECK ADD CHECK LINE

4. If needed, you can add another line on an employee's paycheck (such as for a different earning type, pay rate, or a job or department allocation) and add another check to the pay run for an employee.

#### To add another line on the employee's paycheck

- Select the employee in the pay grid.
- In the employee data entry row (below the pay grid), enter or change the pay details for the first check line.
- Click the **Add Check Line** button below the data entry row. The first line is saved to the pay grid and another check line is added to the pay grid.

Override	Chk #	Emp #	Last	First	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
	1	13	Allavanassana	Joy				651.87	
	1	24	Andrews	Julie	32.00		8.00		20.00

Calculate | Add Emp to Grid | Add Add'l Check | Add Column | Search

Page 1 of 1

Pay Type: W2		Override	Chk #	Emp #	Name	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
no	1	24	Andrews, Julie	32.00		8.00			20.00	

SAVE ADD CHECK ADD CHECK LINE

- In the employee data entry row, enter the employee pay details for the second check line.
- Click **Save**.

When adding another line to an employee's paycheck in the pay grid, the check count (**Chk #** column) remains the same and the employee's name appears again on the grid.

Override	Chk #	Emp #	Last	First	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
1	13		Allavanassana	Joy				651.87	
1	24		Andrews	Julie	32.00		8.00		20.00
1	24		Andrews	Julie	8.00				40.00
1	15		Au Yong	Min	40.00				

**To add another check for an employee in the pay run**

- Select the employee in the pay grid.
- In the employee data entry row (below the pay grid), enter or change the pay details for the first check.
- Click the **Add Check** button.

Override	Chk #	Emp #	Last	First	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
1	17		Frigeri	Kate	40.00				
1	23		Gatenship	Bill					
1	09		Kendrickson	Bette				731.50	

Page 1 of 1

Pay Type: **W2**

Override	Chk #	Emp #	Name	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
no	1	23	Gatenship, Bill	40				20.00

SAVE ADD CHECK ADD CHECK LINE

**Note:** Alternatively, you can click the **Add Add'l Check** at the top of the pay grid to select the employee for whom you want to add the additional check.

Override	Chk #	Emp #	Last	First	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
1	17		Frigeri	Kate	40.00				
1	23		Gatenship	Bill					
1	09		Kendrickson	Bette				731.50	

- Enter the hours, amounts, and rates for the employee's additional check.

- e. Click **Save** or press **Enter** on your keyboard.

When adding another check for an employee to the pay run, the check count (**Chk #** column) increments and the employee's name appears again on the grid.

Override	Chk #	Emp #	Last	First	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
	1	17	Frigeri	Kate	40.00				
	1	23	Gatenship	Bill	40.00				20.00
	2	23	Gatenship	Bill	1.00				100.00
	1	09	Kendrickson	Bette				731.50	

5. Repeat these steps for all of your employees.

**Note:** If an employee in the pay run is missing a rate or salary, you can enter it in the pay grid manually. Learn more about setting up pay rates for employees in [Help](#) for Online Payroll.

## Performing additional tasks in the pay grid

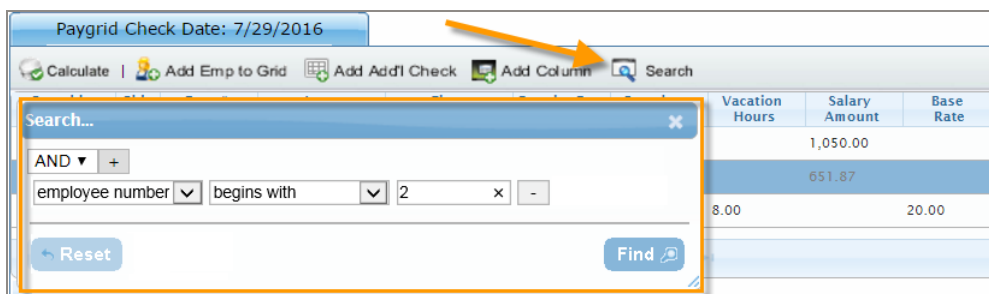
### Overriding information for an employee

During the pay run and using the pay grid, you can override the employee's tax withholding amounts, tax rates and frequency, deduction amounts, direct deposits, and PTO plan accruals.

See the Help topic titled [Overriding employee withholding in the pay run](#) for detailed instructions.

### Searching the pay grid for an employee

1. Click **Search** at the top of the pay grid.
2. In the **Search** window, pick the search criteria (such as the employee number), select the condition (such as **begins with**), and type the letters or numbers to find.



3. If needed, click the **+** near the top of the window and add another condition to be met for the search.

4. Click **Find** to search for the employee. The pay grid shows the employees who match the search conditions.



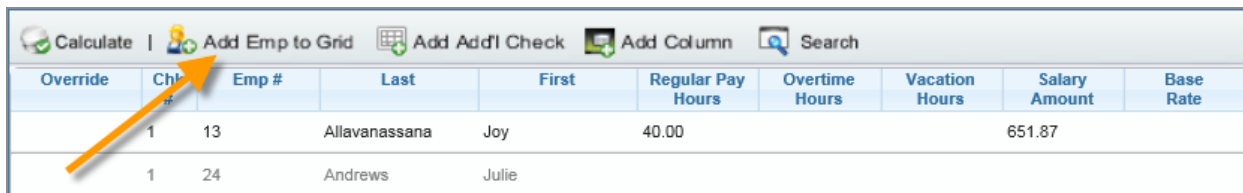
5. Click **X** to close the Search window.

**Tip:** To refresh the pay grid to display all employees in the pay run, click **Paygrid** in the left navigation menu.

### Adding employees to the pay grid

You can add a new employee to the pay grid, or add employees from another pay group to the grid if you need to pay them in this pay run.

1. Click the **Add Emp to Grid** button at the top of the pay grid.



2. On the **Add Employee to the Grid** page, select the employee in the table.

The program returns to the pay grid and includes this employee in the grid.

### Clearing the data in the pay grid

If you want to start over, you can clear certain types of data in the pay grid.

1. In the left navigation pane, click **Clear Pay Input**.
2. On the **Clear Pay Input** window, select to reset or clear the data entered for this pay run.



Check Date: 7/29/2016 for Pay Period: 7/19/2016 to 7/25/2016

Clear Pay Input

**Reset Pay Run**  
This option will reset the payroll to its initial starting condition. Standard amounts and hours will be displayed. All other data, including adjustments, will be cleared.  
 **Do Not Clear Adjustments**

**Clear Paygrid**  
This option will clear the pay grid of all data, including standard hours and amounts and any per check overrides. Adjustments will not be cleared.

**Clear All Input Data**  
This option will remove all input data for this payroll including adjustments, standard hours and amounts, per check overrides.

There are 0 adjustments entered for this pay run.

3. Click **Save** and confirm that you want to continue when prompted. Otherwise, click **Cancel** to return to the pay grid without clearing the data.

# Submitting your pay run

After you set processing options and enter amounts for employees, you must submit the payroll so it can be committed (finalized).

## Before you submit your pay run

Make sure that you have entered all of the employee data, made any adjustments, and reviewed payroll reports. See "Entering information into the pay grid" (page 12) for more information.

## To submit your pay run

1. From the open pay grid for the pay run you want to submit, click the **Calculate** button.

When the calculation succeeds, a green banner displays **CHECKS CALCULATED**.

The screenshot shows the payroll system interface. At the top, a green banner displays "CHECKS CALCULATED". Below this, a blue header bar shows "Check Date: 8/15/2016 for Pay Period: 7/2/2016 to 8/1/2016". The main area is titled "Paygrid Check Date: 8/15/2016" and contains a table with the following columns: "Grid", "Chk #", "Emp #", "Last", "First", "Regular Hours", "Base Pay Rate (Dollars)", "Overtime Hours", "Sick Pay Hours", and "Vacation Pay Hours". The table contains five rows of employee data. A green arrow points to the "Calculate" button in the top left of the table area. Another green arrow points to the "REPORTS" dropdown menu in the top left of the interface.

Grid	Chk #	Emp #	Last	First	Regular Hours	Base Pay Rate (Dollars)	Overtime Hours	Sick Pay Hours	Vacation Pay Hours
1	12		Agarwal	Mack					
1	04		Allens	Mikey					
1	08		Bulpenship	Jimbo					
1	01		Aaron	James					
1	03		Caramelito	Mannuson					

2. View the two pay run reports to verify the pay run details. Hover your mouse over **REPORTS** to select each report. The reports open in a new browser tab.

The screenshot shows the payroll system interface. At the top, a green banner displays "CHECKS CALCULATED". Below this, a blue header bar shows "Check Date: 8/15/2016 for Pay Period: 7/2/2016 to 8/1/2016". The main area is titled "Paygrid Check Date: 8/15/2016" and contains a table with the following columns: "Grid", "Chk #", "Emp #", "Last", "First", "Regular Hours", "Base Pay Rate (Dollars)", "Overtime Hours", "Sick Pay Hours", and "Vacation Pay Hours". The table contains five rows of employee data. A green arrow points to the "REPORTS" dropdown menu in the top left of the interface. Another green arrow points to the "Calculate" button in the top left of the table area.

Grid	Chk #	Emp #	Last	First	Regular Hours	Base Pay Rate (Dollars)	Overtime Hours	Sick Pay Hours	Vacation Pay Hours
1	12		Agarwal	Mack					
1	04		Allens	Mikey					
1	08		Bulpenship	Jimbo					
1	01		Aaron	James					
1	03		Caramelito	Mannuson					

- **Pre-Commit Register.** Use this report as your in-progress payroll check register, so you can verify your payroll is correct before you submit it. The report shows each individual employee's pay stub with earnings, deductions, taxes, and year-to-date totals.

Encore Online Payroll x Encore Online Report x  
<https://processmypayroll.com/EncoreOnline/Main/ReportViewer.aspx?autoRender=true>

**Check Register by Department Code (Pre-Commit)**

Company: PDX003 - MKKCC Industries      Check Date: 08/15/2016      End Date: 08/01/2016      Pay Group: Biweekly      Pay Run Number: 31

Name (Emp #) Pay Freq	Earnings				Taxes				Deductions			Check#/Type	
	Earnings	Units	Amount	Units YTD	Amount YTD	Taxes	M/S Ex	Amount	Amount YTD	Deductions	Amount		Amount YTD
<b>Management</b>													
<b>Agarwal, Mack (12)</b>													
BW1	REGULAR		0.00	260.00	9,450.00	EE Soc Sec		0.00	130.20	DENTAL	0.00	12.00	Check
Div: North-North	Vacation		0.00		30.00	AL	M 1	35.00	495.86	401(k)	0.00	57.75	
Dept: Management-	SALARY		1,050.00		4,200.00	ALLI		0.00	226.40	Life Ins	0.00	5.00	
Management Staff	BONUS 3		0.00		6,000.00	AR	S 1	33.27	527.47	Christmas	10.00	80.00	
Loc: 555555-Headquarters						ARUI		0.00	456.00				
Org: 100-Other Medical						CA State	S 0	20.29	391.53				
						CATR		0.00	7.00				
						CAUI		0.00	280.00				
						CADD		0.00	85.32				
						CT State	M 1	0.95	135.27				
						CTUI		0.00	735.00				
	<b>Live Totals:</b>		<b>1,050.00</b>	<b>260.00</b>	<b>19,680.00</b>			<b>89.51</b>	<b>1,765.65</b>		<b>10.00</b>	<b>149.75</b>	<b>950.49</b>
	Memo Totals:								1,704.40			5.00	
	<b>Totals:</b>		<b>1,050.00</b>	<b>260.00</b>	<b>19,680.00</b>			<b>89.51</b>	<b>3,470.05</b>		<b>10.00</b>	<b>154.75</b>	
Management	REGULAR		0.00	260.00	9,450.00	EE Soc Sec		0.00	130.20	DENTAL	0.00	12.00	
Totals	Vacation		0.00		30.00	AL		35.00	495.86	401(k)	0.00	57.75	
	SALARY		1,050.00		4,200.00	ALLI		0.00	226.40	Life Ins	0.00	5.00	
Total Checks: 1	BONUS 3		0.00		6,000.00	AR		33.27	527.47	Christmas	10.00	80.00	
Total Vouchers: 0						ARUI		0.00	456.00				
Total Manuals: 0						CA State		20.29	391.53				
Total Voids: 0						CATR		0.00	7.00				
Total YTD Adj: 0						CAUI		0.00	280.00				
Total 3PSP Adj: 0						CADD		0.00	85.32				
						CT State		0.95	135.27				
						CTUI		0.00	735.00				
	<b>Live Totals:</b>		<b>1,050.00</b>	<b>260.00</b>	<b>19,680.00</b>			<b>89.51</b>	<b>1,765.65</b>		<b>10.00</b>	<b>149.75</b>	<b>950.49</b>
	Memo Totals:								1,704.40			5.00	
	<b>Totals:</b>		<b>1,050.00</b>	<b>260.00</b>	<b>19,680.00</b>			<b>89.51</b>	<b>3,470.05</b>		<b>10.00</b>	<b>154.75</b>	

**Note:** Because the Pre-Commit Register is generated before the pay run is finalized, this report does not show employee direct deposits. After your pay run is finalized, you can view the Direct Deposit ACH Report in your Front Row reports package to see the list of employees who had direct deposits for this pay run.

- **Payroll Input Transactions.** Use this report to review the data entered in the pay grid (or imported with timesheets) as well as adjustments to the payroll (such as voided and manual checks).

Employee / Check Info		Rates		Earnings		Dollars		Taxes/Deductions
North - North								
<b>Management - Management Staff</b>								
Agarwal, Mack Employee #: 12 Check: 1 Type: Regular Check		Temp Rate	\$ 0.00	07	SALARY	1,050.00		
<b>Office - Office Staff</b>								
Caramelito, Magnuson Employee #: 03 Check: 1 Type: Regular Check		Temp Rate	\$20.00	01 04	REGULAR Vacation	56.00 24.00		
Georges, Frederick Employee #: 07 Check: 1 Type: Regular Check		Temp Rate	\$ 0.00	04	Vacation	80.00		
<b>Support - Support Staff</b>								
Illasmith, Jack Employee #: 05 Check: 1 Type: Regular Check		Temp Rate	\$ 0.00	01 02 04	REGULAR O/TIME Vacation	40.00 8.00 40.00		

3. After you check the details for your pay run and find that it is accurate, click **Submit Pay Run** in the left menu.


Override	Chk #	Emp #	Last	First	Regular Hours	Base Pay Rate (Dollars)	Overtime Hours	Sick Pay Hours	Vacation Pay Hours
	1	12	Agarwal	Mack					
	1	04	Allens	Mikey	80.00	29.00			
	1	08	Bulpenship	Jimbo	72.00	26.00	8.00		
	1	01	Aaron	James	80.00	20.00			
	1	03	Caramelito	Magnuson	56.00	20.00			24.00
	1	07	Georges	Frederick		20.5631			80.00

**Important!** After you submit a pay run, you can no longer edit information for the pay run. If changes are needed, you must contact your service bureau.

## Using the pay run submission wizard

After you click **Submit Pay Run**, the wizard walks you through steps to confirm the pay run details.

1. In the **Review Pay/Don't Pay** step, review the following sections:
  - a. **Summary.** Review the information. If any checks need calculation, click **Calculate these checks**.

REPORTS ▾   ADD NOTE	Check Date: 8/15/2016 for Pay Period: 7/2/2016 to 8/1/2016
Step 1: Review Pay/Don't Pay	Summary
Step 2: Review Totals	# of Employees Paid: 0
Step 3: Review Pay Run Options	# of Employees Not Paid: 0
Step 4: Review Taxes/Deductions	# of Checks Needing Calculation: 8 Calculate these checks 
	Adjustments

- b. **Adjustments.** Review the list of adjustments entered in this pay run.
- c. **PAID Employees.** Review the list of employees to be paid in this pay run.
- d. **NOT PAID Employees.** Review the list of employees excluded from this pay run—or who are receiving a zero-dollar check.

e. If the data is correct, click **Next**.

Summary

# of Employees Paid:	15
# of Employees Not Paid:	1
# of Checks Needing Calculation:	0

Adjustments

Employee Number	First Name	Last Name ▲	Employee Status	Type
12	Mack	Agarwal	Active	Voided Check

PAID Employees

Emp # ▲	Name	Regular Pay Hours	Overtime Hours	Vacation Hours	Salary Amount	Base Rate
1 13	Allavanassana, Joy	40.00			651.87	
1 15	Au Yong, Min	40.00				
1 20	Colaguinelli, Georgio	40.00				
1 18	Foreman, Clive	40.00				0.00
1 17	Frigeri, Kate	40.00				
1 23	Gatenship, Bill	80.00				0.00
1 09	Kendrickson, Bette				1,600.00	
1 16	Kubick, Kendra	80.00				
1 21	Lavoire, Stephanie	40.00				
1 19	Li, Cally	40.00				

Employee checks in red denote an employee check which still needs to be calculated.

NOT PAID Employees

24 - Andrews, Julie
---------------------

NEXT >

2. In the **Review Totals** step:

a. Verify the calculated totals.

If you use timesheets, enter the totals from your timesheets in the **Control Total Amount** column. If you entered all of the amounts correctly during data entry, the **Variance** will be zero.

REPORTS | ADD NOTE | Check Date: 8/15/2016 for Pay Period: 7/2/2016 to 8/1/2016

Step 1: Review Pay/Don't Pay ✓  
 Step 2: Review Totals  
 Step 3: Review Pay Run Options  
 Step 4: Review Taxes/Deductions  
 Step 5: Review Reports  
 Step 6: Submit

Earning Code	Earning Name	Units	Control Total Amount	Input Total	Variance
01	REGULAR	Hours	408.00	408.00	.00
02	O/TIME	Hours	8.00	8.00	.00
07	SALARY	Dollars	.00	.00	.00
04	Vacation	Hours	144.00	144.00	.00
05	SICK	Hours	8	8.00	-8.00

SAVE CANCEL

**If there is a variance**

- i. Click the **Earning Name** that has a variance.
- ii. The employees with amounts for those earnings display. Make the corrections in the **Amount Entered** column.

- iii. Click **Save** to save your changes.
  - b. If the totals are correct, click **Next**.
3. In the **Review Pay Run Options** step:
- a. Verify that the settings are correct.
  - b. If you want to have a message appear on the pay stubs for all employee checks in this pay run, type the message for **Check Stub Message** (maximum of 200 characters) and click **Save**.

- c. If the data is correct, click **Next**.
4. In the **Review Taxes/Deductions** step, verify that the correct deductions are selected, and then click **Next**.

Select	Deduction Name
<input checked="" type="checkbox"/>	ExpReimbmt
<input checked="" type="checkbox"/>	Garnish CA
<input checked="" type="checkbox"/>	Child Supp
<input checked="" type="checkbox"/>	Christmas
<input checked="" type="checkbox"/>	Blue Cross
<input checked="" type="checkbox"/>	Life Ins
<input checked="" type="checkbox"/>	DENTAL
<input checked="" type="checkbox"/>	401(k)

5. In the **Review Reports** step:
- a. Select the check boxes for the reports you want generated (and clear the check boxes of the reports to skip).

REPORTS | ADD NOTE

Check Date: 8/15/2016 for Pay Period: 7/2/2016 to 8/1/2016

Step 1: Review Pay/Don't Pay ✓  
 Step 2: Review Totals ✓  
 Step 3: Review Pay Run Options ✓  
 Step 4: Review Taxes/Deductions ✓  
 Step 5: Review Reports  
 Step 6: Submit

CANCEL

Select	Subscription	Report
<input checked="" type="checkbox"/>	ACH Direct Deposit	ACH Direct Deposit
<input checked="" type="checkbox"/>	Check Register	Check Register
<input checked="" type="checkbox"/>	Tax Liability Report	Tax Liability Report
<input checked="" type="checkbox"/>	Department Allocation Detail (YTD)	Department Allocation Detail (YTD)
<input type="checkbox"/>	Employee Birthday	Employee Birthday
<input type="checkbox"/>	Payroll Summary	Payroll Summary
<input checked="" type="checkbox"/>	Pay Run Liability Report	Pay Run Liability Report

SAVE CANCEL

b. If you made changes, click **Save**.

c. Click **Next**.

6. In the **Submit** step:

a. Review the information (including the total net pay for all of the checks and any notes to the service bureau).

REPORTS | ADD NOTE

Check Date: 8/15/2016 for Pay Period: 7/2/2016 to 8/1/2016

Step 1: Review Pay/Don't Pay ✓  
 Step 2: Review Totals ✓  
 Step 3: Review Pay Run Options ✓  
 Step 4: Review Taxes/Deductions ✓  
 Step 5: Review Reports ✓  
 Step 6: Submit

CANCEL

Pay Run Summary

**You are about to submit the following payroll:**

Pay Run Number:	31
Pay Group:	Biweek
Pay Period:	7/2/2016 - 8/1/2016
Check Date:	8/15/2016
Total net pay for all checks:	\$13,792.58

Notes

No notes have been created for this pay run.

< PREVIOUS SUBMIT

b. If the information is correct, click **Submit**.

7. When prompted to confirm that you want to submit the pay run, click **OK**. If the pay run was successfully submitted, the page will refresh and you will be returned to the **Home** page.



# Committing your pay run

Depending on your level of service and payroll settings, your pay run may automatically commit when you use the Submit Pay Run Wizard.

If your payroll settings require your service bureau to review and commit the payroll, your pay run is queued and the service bureau will complete the pay run for you. The commit process finalizes the information in payroll. Depending on your payroll service, your checks will be printed or you'll receive a payroll output package so you can print your own checks and reports.

After your pay run is committed, it will show as the **Last Committed Pay Run** on your **Home** page.

The screenshot shows a payroll system interface with a navigation bar at the top containing tabs for PAYROLL, EMPLOYEE SERVICES, FRONT ROW REPORTS, and SETTINGS. Below the navigation bar is a secondary bar with links: HOME, RUN PAYROLL, EMPLOYEES, COMPANY, TAX FILING, REPORTS, PAY GRID PREFERENCES, and GENERAL LEDGER.

The main content area is divided into two columns. The left column contains three sections:
 

- Current Open Pay Runs**: Pay run 32 - Check date 8/19/2016
- Next Scheduled Pay Run**: Input date 8/16/2016 - Check date 8/19/2016
- Last Committed Pay Run**: Pay Run 31 - Check date 8/15/2016 (This section is highlighted with an orange border)

The right column contains:
 

- Messages**: No messages have been found.
- Reports**: A table listing various reports.

Name	Description
ACH Direct Deposit	Displays employee direct deposit details for the current pay run
Active Declining Balance Report	Report showing active declining balances as of the check date for the selected pay run
Active Employees Without Department Or Division	Active Employees Without Department Or Division
Affordable Care Act - Employee Detail Report	Affordable Care Act Employee Detail Report
Cash Analysis	Details cash requirements and liabilities for the current pay run
Certified Payroll Report	Certified Payroll Report
Change Audit (WasIS)	List of employee changes by date range
Check History Register (Date Range)	Date Range Check History Register
Check History Register (MTD)	MTD Check History Register
Check History Register (QTD)	QTD Check History Register

At the bottom of the reports section, there is a pagination control: 1 2 3 4 5 6 7 and a dropdown menu for "# of rows to display:" set to 10.