TEAM

- ⏱ Time >
- ≗ Accruals >
- ⊕ Benefits >
- ⇄ HR >
- ☆ Talent >
- ☎ Learning >
- ≣ Payroll ⌄
    - Dashboard
    - Process Timesheets
    - Process Payroll
    - Pay Periods
    - Pay Periods By Employee
    - Pay Prep Records

1

2

3

1

Find your Location. Click on dollar sign.

					↕ ▼ Payroll Name	▼	# Bat... ▼	Payr... ▼	↕ Is Bill... ▼	Pay ... ▼	Payr... ▼
☐					like	▼	= ▼	= ▼	All ▼	= ▼	= ▼
					Andrew						
										▲	
☐	💲⚙	✎	▦	📅	🔗	Saint Andrew School SM Regular 07/31/2020		1	Regular	Y	07/31/2020	Open
☐	💲⚙	✎	▦	📅	🔗	Saint Andrew Semi Monthly Regular 07/31/2020		1	Regular	Y	07/31/2020	Open
Report Total											
							2				

Click on Initiate Payroll

← **Payroll Prep**

Payroll Prep: Saint Andrew Semi Monthly Regular 07/31/2020

☐ **Go To Time Prep**

Go To Time Prep"07/11/2020 - 07/25/2020 (Saint Andrew Se

☐ **Employee Related Functions**

Hire New Employee(s)
Edit Employees

4

☐ **Initiate Payroll**

Pay Statements: 0.
Employees: 0.

Initiate Payroll

Do You Want To Initiate Payroll?

OPTIONS

Create	Type	PST Type
☑	All On Assigned Pay Period	Regular ⌄
☐	All Active	⌄
☐	All w/PSTs This Quarter	⌄

EXTRA FILTERS

No Filters Defined

ADD FILTER

Block Base Comp. ⌄

Pay Stub Note

Process Calculate All ⌄

Cancel   Skip   Create Now

5 check mark

6 choose regular

7 click on create now

☐ Add/Edit Batches

Batches: 1

☐ Add/Edit Pay Statements

Recalculate Pay Statements

8
Click on Add/Edit Pay Statements

◄ Page [1] of 1 ► 1 - 6 of 6 Rows Saved: [

					↑ Employ... ▼
					starts with ▼
☐	✎	🔍	✕	👤	1768
☐	✎	🔍	✕	👤	1769
☐	✎	🔍	✕	👤	1771
☐	✎	🔍	✕	👤	1772
☐	✎	🔍	✕	👤	1774
☐	✎	🔍	✕	👤	604

Report Total

9 Click on little pencil

You will see the deductions that each employee has and the salary if he is a salaried employee; For salaried employees, you only need to enter vacation or sick days, if applicable.

For hourly employees, do the following:

← Edit Pay Statement   SAVE | UNDO | ADD ROWS | PREVIEW

Payroll: Saint Andrew Semi Monthly Regular 07/31/2020   Employee: 🔗 Marlene Perez Estrada (Saint Andrew) (1769)

Hide Check Information

| Type | Regular | Cost Centers Saint Andrew Parish/Administration |
| Category | Regular |

Rows On Page [50 ▾] 2 Rows ↻ Refresh Data   ⛶ Full Screen

☐			Row Id	E/D Code	E/D Name	Hours	Base Rate
			= ▾	starts with ▾	starts with ▾	= ▾	= ▾
☐	✎	✕	21904755490	- ▾	-		
☐	✎	✕	21904755491	-	-		

10
Enter Regular, Vacation, Sick or Personal

11
Enter Hours
(the hourly rate is already in the system)

12
SAVE

13
Click the back arrow to continue with all employees. Then go to the next step.

☐ **View Payroll**

Employees Not Paid
Payroll Register (By PST), (By Account), (By CC), (Summary), (By PST Summary)
LaborDistribution (Regular) (Summary)
General Ledger (Summary)
Retirement Plan Report
Vendor Payments (Accrued) & (Paid)
Payroll Recap Funding
Payroll Recap & Funding (Pre Process) (Beta)
DirectDepositAccountDuplications
Master Data Change Report
System-Generated Retro Report
Child Support Calculation Details Report
Garnishment Calculation Details Report
View Pay Statement Manual Edits

← Payroll Register (By PST)

PAYROLL QUICK LINKS   VIEW BY PST SUMMARY   VIEW BY ACCOUNT   ...

Payroll: Saint Andrew Semi Monthly Regular 07/31/2020

Rows On Page 10 ▼   5 Rows   ↻ Refresh Data   ⛶ Full Screen   PST ▼   ⚙ Settings ▼   ▼ Filter ⌄   ☰ Select Columns   ⬆ Export

Employee Filter: 👥 All Employees   Extra Settings: SSN Format Do Not Display ▼ Show Cost Centers ☐ Show Activities ☐ Show Work From Home ☐ Show Overrides ☐ Show Jobs (HR) ☐ Show All CCs ☐ Include ER Taxes ☑ Show Report Total On Separate Page ☑

Custom Filter: Add New   Display Settings: ✏   Display as Image: ☐   Options: ☐ Include Successorship Pay Statements

│ Click here to expand grouped columns

15
Click Export to review and print
your report if you want.

☐ **Pre Process Payroll (Close Payroll)**

⚠ Pay Statements Closed: 0 of 5.

  Employees: 5.
  6 pay statements created.
  (Clear Messages)

Question

Would you like to close payroll and lock pay statements?

Cancel   OK

16

After reviewed, click Close
Payroll and click OK

☐ Was NOT Submitted

17

Click on was not Submitted and Click OK

Question

Would you like to close payroll and lock pay statements?

Cancel   OK

☐ Finalize & Deliver Payroll

18

Click Finalize & Deliver Payroll and Click OK