

Quick Steps for Processing Payroll

Quick Steps for Processing Payroll (Manual Entry & an Accrual)

The following is a step-by-step guide for entering your payroll with an accrual.

1. Begin Payroll
 - o Click on the **Payroll** tile on the dashboard.
 - o Click on **Begin Payroll** and **Save**. Click **OK** to confirm.
 - The payroll number will auto-advance to the next one in the sequence.
 - o Check Processing Flags
 - These will auto-populate based on the check date.
 - Click **Save** (Payroll will change to an open status).
2. Employee Maintenance (if necessary)
 - o This will depend on any maintenance additions/changes to be entered.
3. Hours & Dollars Entry
 - o Enter hours and amounts into the *Hours & Dollars* screens.
 - o Balance Payroll.
 - o Run the *Preview Payroll*.
 - I. Review reports *008 Payroll Recon Summary* and *051 Payroll Register*.
4. Finish & Process
 - o Click on the **Accrual Administration** button, remember to only run it once.
 - o After running the accrual, the page will refresh to the *Finish & Process* screen.
 - o Submit payroll by clicking the **Save** button. The payroll will be processed by our team.
 - o The system will then bring you back to the *Forms/Links* page and your payroll status will be in *Closed* status.
 - o You will receive an email when your payroll has been processed.
 - o You will then be able to view your reports through the *Report Archive*.