



Your people. Our priority.®

Payroll NOW by Integrity Data

User Guide

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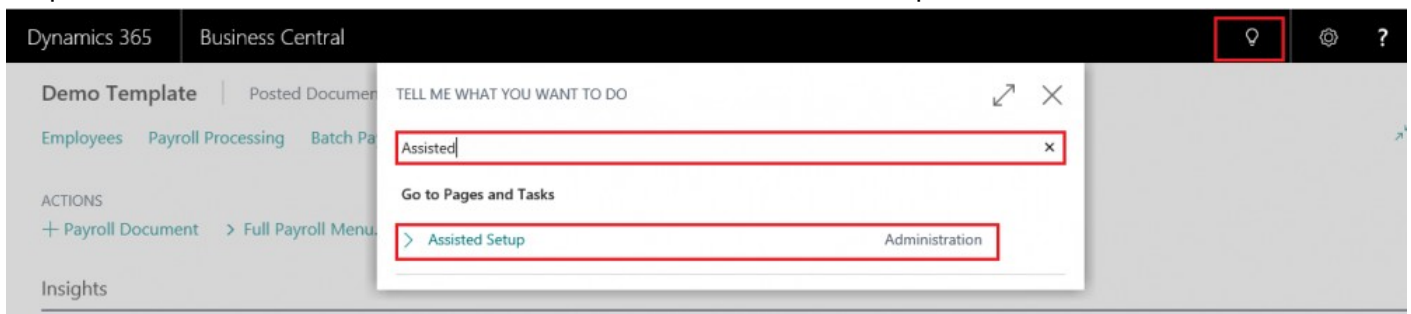
1. SETUP

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.

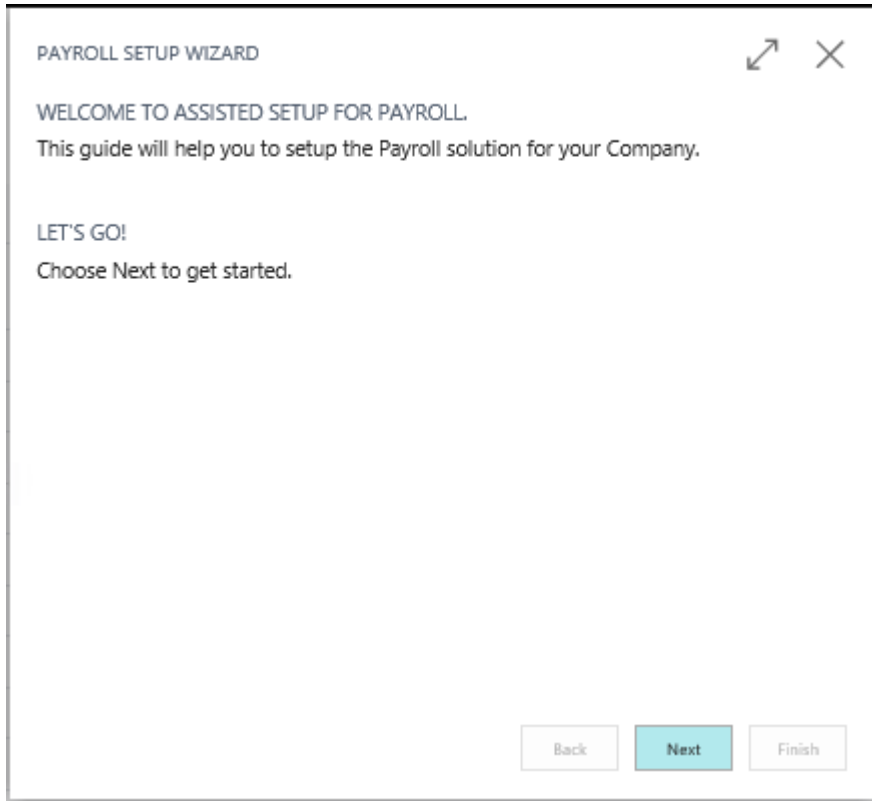
Step 1. Select 'Search Icon' and enter 'Assisted'. Select 'Assisted Setup'



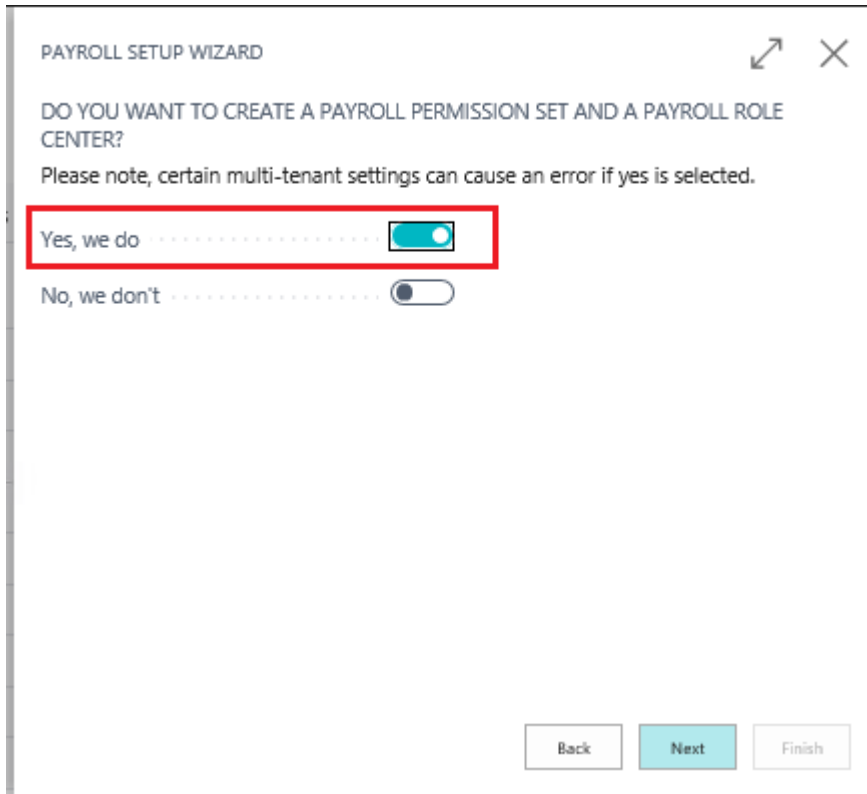
Step 2. Select 'Set up Payroll NOW by Integrity Data'

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'



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 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'

The screenshot shows a window titled "PAYROLL SETUP WIZARD" with a close button (X) and a maximize button (↗) in the top right corner. The main question is "DO YOU HAVE LOCAL TAXES?". Below this question are two radio button options: "Yes, we do" and "No, we don't". The "Yes, we do" option is selected, and its label and the radio button are enclosed in a red rectangular box. At the bottom of the window, there are three buttons: "Back", "Next", and "Finish". The "Next" button is highlighted with a red rectangular box.

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

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'

The screenshot shows a software interface for editing employee posting groups. At the top, there are navigation buttons: Search, + New, Edit List, and Delete. Below this, the title 'EDIT - EMPLOYEE POSTING GROUPS' is followed by another '+ New' button and a refresh icon. The main area contains a table with three columns: CODE, DESCRIPTION, and BANK ACCOUNT NO. The first row has 'ALL' in the CODE column and 'All Employees' in the DESCRIPTION column. The 'BANK ACCOUNT NO.' column for this row is empty and has a dropdown menu open. The dropdown menu lists several bank options with their respective codes and names: GIRO (Giro Bank), NBL (New Bank of London), WWB-EUR (World Wide Bank), WWB-OPERA... (World Wide Bank), WWB-TRANS... (World Wide Bank), and WWB-USD (World Wide Bank). The 'WWB-OPERA...' entry is highlighted with a red box. At the bottom of the dropdown, there is a '+ New' button and a link to 'Select from full list'.

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

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

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'

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 + New

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'

PAYROLL SETUP WIZARD

PLEASE CLICK ON EACH CHECKBOX AND CONFIG RELATED POSTING SETUP:

Employee Posting Setup

Payroll Earnings

Payroll Withholding / Deduction

Payroll Employer Tax

Payroll Employer Contribution

Payroll Payment Setup

Back Next Finish

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@acmecoco.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

Step 22. "Do you want to create test employee?":

- Set 'Yes, we do' to True
- Click 'Next'

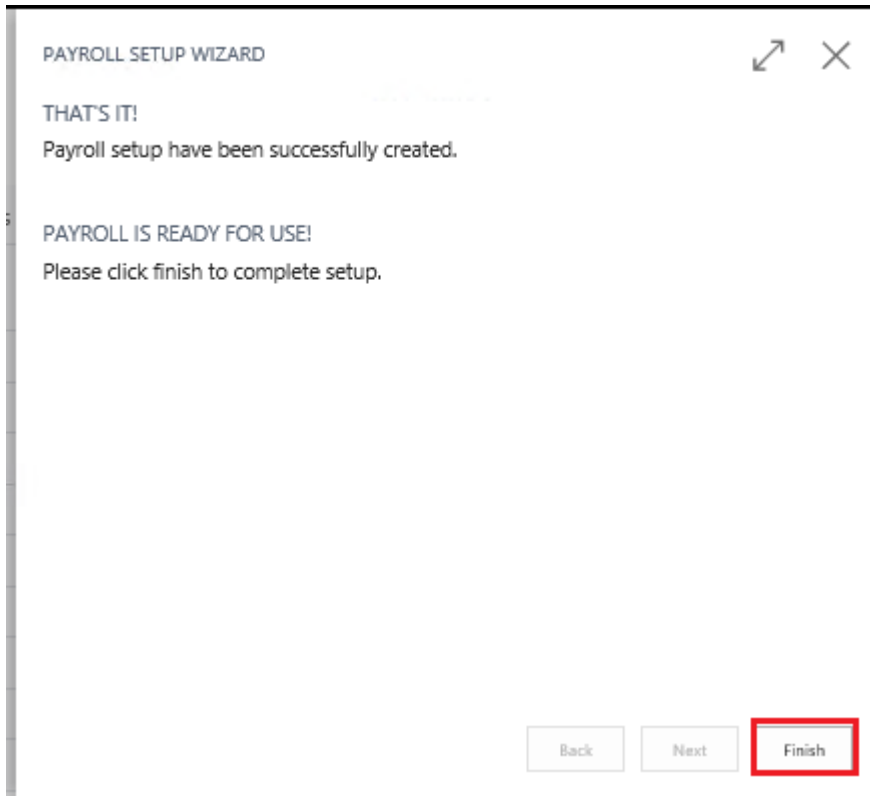
PAYROLL SETUP WIZARD ↗ ✕

DO YOU WANT TO CREATE TEST EMPLOYEE?

Yes, we do

No, we don't

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



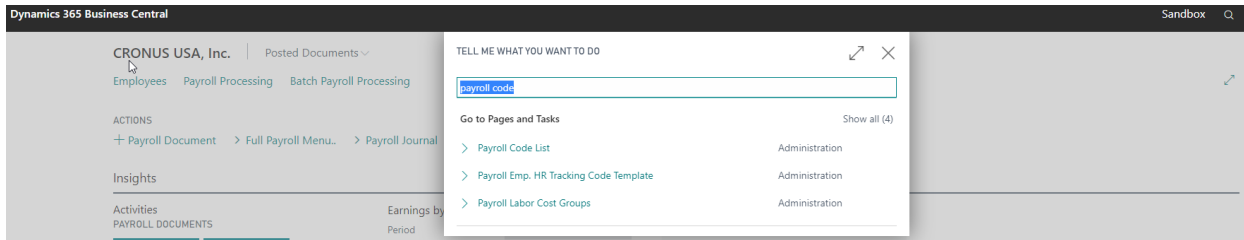
1.2. Payroll Code Deduction Wizard

Synopsis:

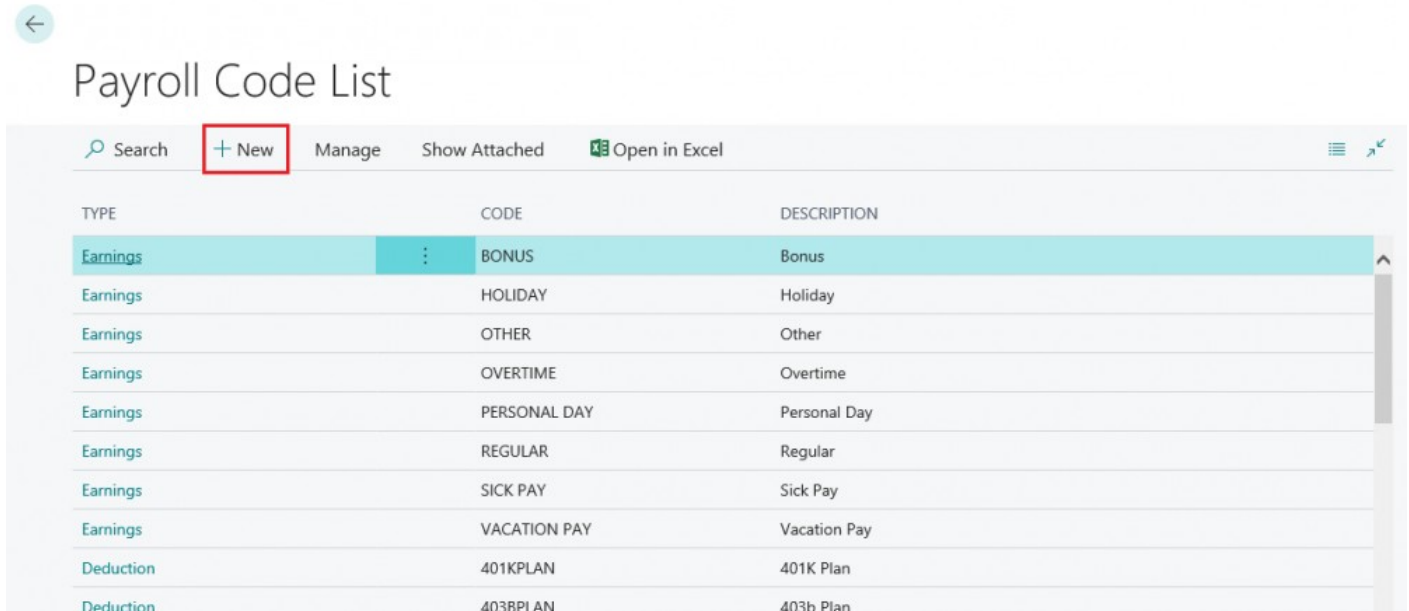
- The Assisted Setup Wizard will automatically setup Payroll NOW by Integrity Data with the necessary payroll codes to begin utilizing the solution. However, you may need to add additional codes to configure the solution to your specific needs. In this manual, we will walk you the process of setting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

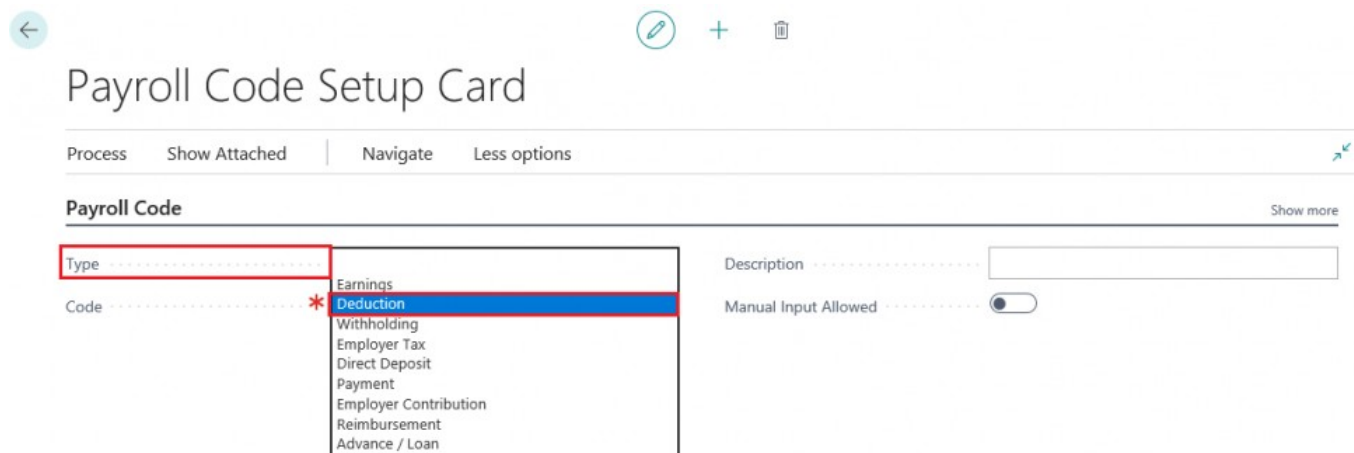


Step 2. 'Payroll Code List' will open. Select '+New'



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.

The screenshot shows the 'Payroll Code Setup Card' interface. At the top, there are navigation options: 'Process', 'Show Attached', 'Navigate', and 'Less options'. The main section is titled 'Payroll Code' and contains the following fields:

- Type:** A dropdown menu set to 'Deduction'.
- Code:** A text input field containing '401KFidelity', highlighted with a red box.
- Description:** An empty text input field.
- Manual Input Allowed:** A toggle switch currently turned off.

Below the 'Payroll Code' section is the 'Deduction Setup' section, also highlighted with a red box. It contains the following settings:

- Deduction Type:** A dropdown menu.
- Deduction Limit:** A numeric input field set to '0.00'.
- Deduction Catch up Limit:** A numeric input field set to '0.00'.
- Total Contribution Limit:** A numeric input field set to '0.00'.
- Compensation Limit:** A numeric input field set to '0.00'.
- Garnishment:** A toggle switch currently turned off.
- Use Arrears Tracking:** A toggle switch currently turned off.
- Arrears Tracking Sequence:** An empty text input field.
- Custom Deduction Limit Code:** A dropdown menu with three dots.
- Benefit Term, Date to Use:** A dropdown menu set to 'Actual Employee Term, Date'.
- Use Deduction Earnings Filter:** A toggle switch currently turned off.
- Deduction Earnings Filter:** An empty text input field.

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.

The screenshot shows the 'DEDUCTION SETTINGS' dialog box. It has a title bar with 'Manage' and 'Show Attached' buttons. The main section is titled 'Deduction Options' and contains the following fields:

- Pre/Post Tax:** A dropdown menu set to 'Pre-Tax', highlighted with a red box.
- Deduction Type:** A dropdown menu with a list of options: 'Retirement Plan' (highlighted in blue), 'Health Insurance', 'HSA Plan', 'FSA Plan', and 'Other'.
- Retirement Type:** A dropdown menu.
- Family Plan:** A toggle switch currently turned off.

At the bottom right, there are 'OK' and 'Cancel' buttons.

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

The screenshot shows a dialog box titled "DEDUCTION SETTINGS" with a "Manage" button and a "Show Attached" link. Under the "Deduction Options" section, there are four fields: "Pre/Post Tax" (set to "Pre-Tax"), "Deduction Type" (set to "Retirement Plan"), "Retirement Type" (with a dropdown menu open), and "Family Plan" (set to "False"). The dropdown menu for "Retirement Type" is open, showing options: "401K", "403b", "Simple IRA", "Simple 401K", and "SARSEP". The "401K" option is highlighted in blue. At the bottom right, there 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'

The screenshot shows the same "DEDUCTION SETTINGS" dialog box. In this step, the "Retirement Type" dropdown is now set to "401K" and the "Family Plan" toggle switch is turned on (True). The "OK" button is highlighted with a red box. At the bottom, there are "OK" and "Cancel" buttons.

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

The screenshot shows the 'Payroll Code Setup Card' interface. At the top, there are navigation options: 'Process', 'Show Attached', 'Navigate', and 'Less options'. Below this is the 'Payroll Code' section, which includes a 'Type' dropdown set to 'Deduction', a 'Code' field with '401KFIDELITY', and a 'Description' field containing 'Fidelity 401K Plan'. The 'Description' field is highlighted with a red border. To the right of the 'Description' field is a 'Manual Input Allowed' toggle switch. Below the 'Payroll Code' section is the 'Deduction Setup' section, which includes fields for 'Deduction Type' (401K), 'Deduction Limit' (0.00), 'Deduction Catch up Limit' (0.00), 'Total Contribution Limit' (0.00), 'Use Arrears Tracking' (toggle), 'Arrears Tracking Sequence', 'Custom Deduction Limit Code', and '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

The screenshot shows the 'Deduction Setup' section of the interface. It includes the following fields and settings: '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' (toggle), 'Check Deduction/Contribution L...' (toggle), 'Use Arrears Tracking' (toggle), 'Arrears Tracking Sequence', 'Custom Deduction Limit Code', 'Benefit Term. Date to Use' (Actual Employee Term. Date), 'Use Deduction Earnings Filter' (toggle), 'Deduction Earnings Filter', and 'Exclude Deduction Earnings Codes' (toggle).

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.

The screenshot shows the 'Deduction Setup Card' for '401KPLAN'. At the top, there are navigation options: 'Process', 'Show Attached', 'Navigate', and 'Less options'. Below this is the 'Federal Exemptions' section, which includes the following fields and settings: 'Exempt from Federal WH' (toggle), 'Exempt from Social Security' (toggle), 'Exempt from FUTA' (toggle), and 'Exempt from Medicare' (toggle).

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

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

State / Local Exemptions

Exempt from SUTA Exempt from State Unemp. WH

Exempt from State Income Tax Exempt from Fam. Med. Leave WH

Exempt from Local Tax Exempt from Workforce Dev. WH

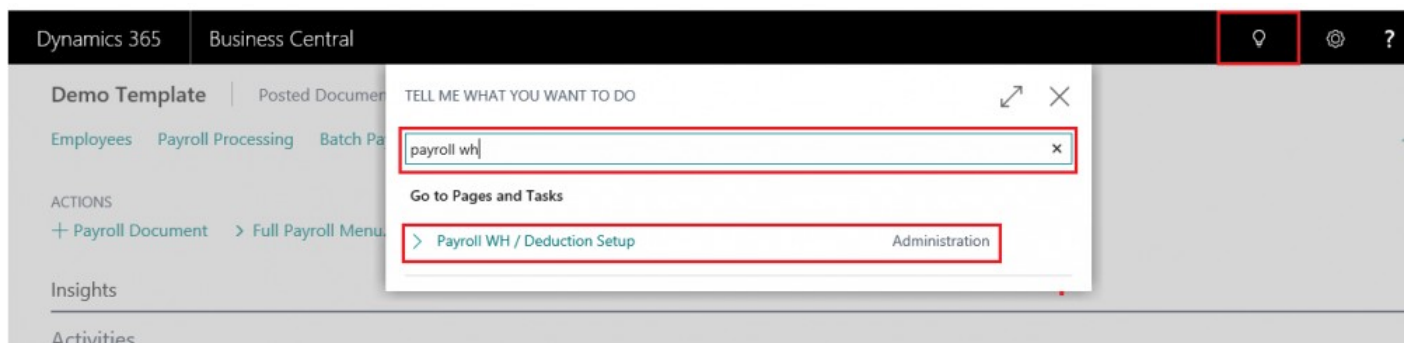
1.3. Payroll Code Posting Setup

Synopsis:

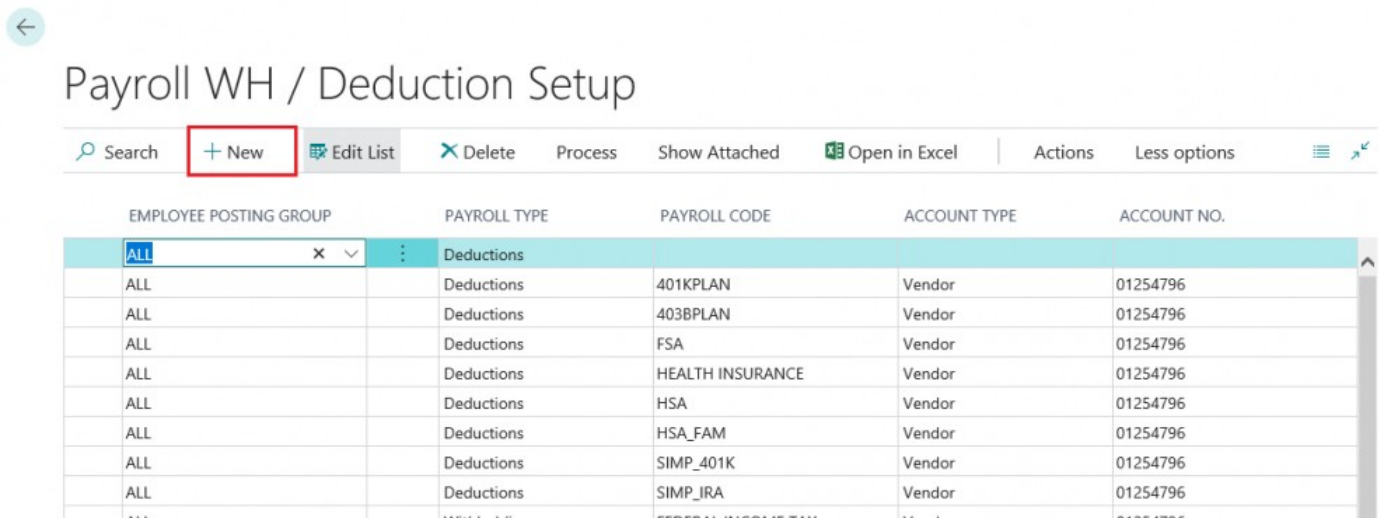
- Once you create a 'Payroll Code' you will need to create a corresponding 'Posting Setup' so, Payroll NOW by Integrity Data can properly post the accounting entries generated by the 'Payroll Code'. This will walk you through the 'Posting Setup' for the newly created '401KFidelity' payroll code.

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'



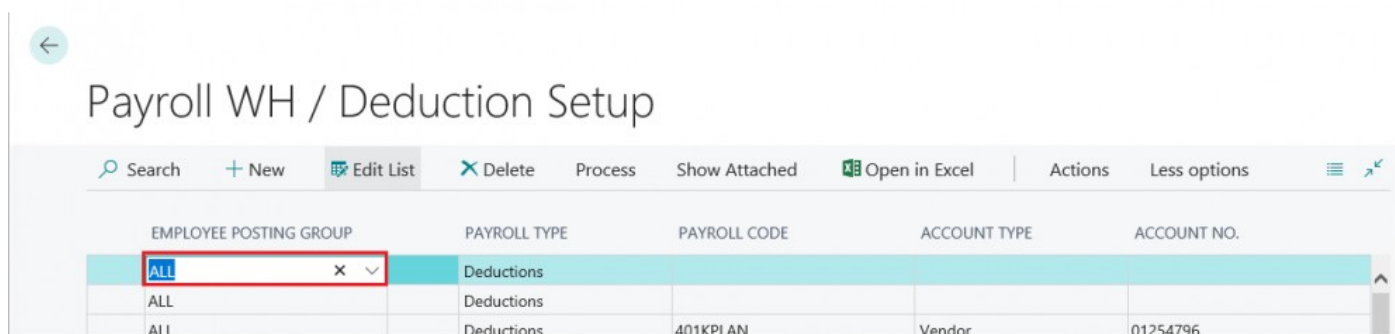
Payroll WH / Deduction Setup

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

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

CODE	DESCRIPTION
401KFIDELITY	Fidelity 401K Plan
401KPLAN	401K Plan
403BPLAN	403b Plan
FISCAL YEAR...	Fiscal Year V
FSA	Flexible Spending Account
HFAITH 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

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

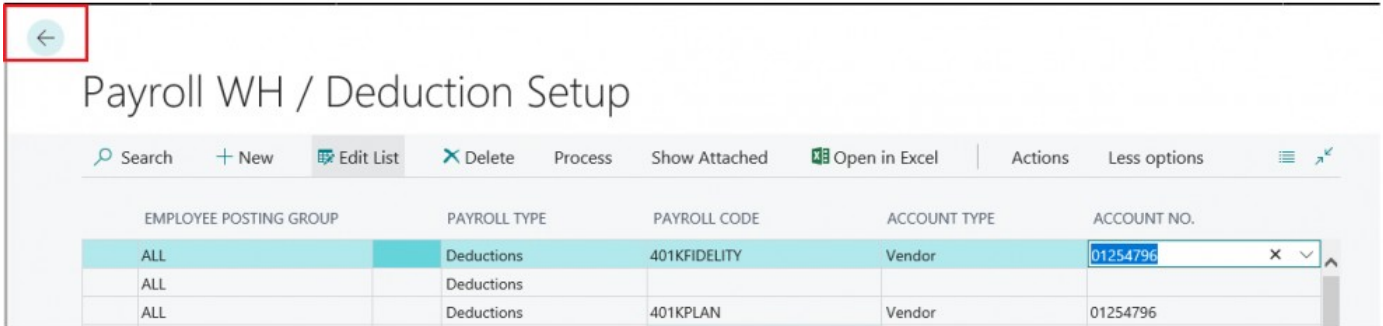


Payroll WH / Deduction Setup

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.

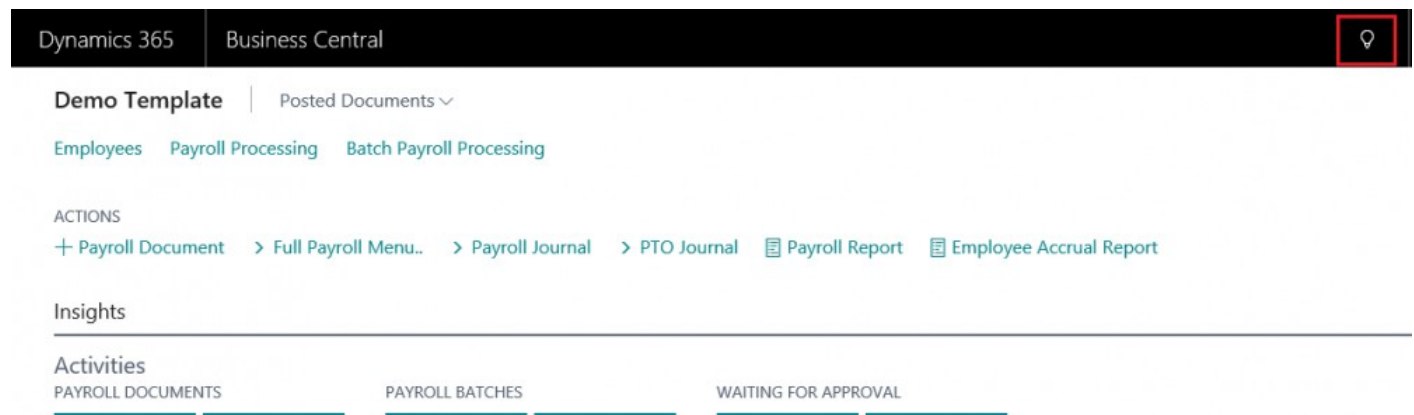
This Manual will show you how to:

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

The screenshot shows the Dynamics 365 Business Central interface. At the top, there's a header with 'Dynamics 365' and 'Business Central'. Below that, a search bar is open with the text 'PAYROLL EMPLOYEES' entered. A dropdown menu is visible below the search bar, showing a search result for 'Payroll Employees' under the heading 'Go to Pages and Tasks'. The result is highlighted with a red box. The background shows various navigation options like 'Employees', 'Payroll Processing', and 'Batch Pa...'. There are also sections for 'ACTIONS', 'Insights', and 'Activities' with sub-sections like 'PAYROLL DOCUMENTS', 'PAYROLL BATCHES', and 'WAITING FOR APPROVAL'.

- Enter 'Payroll Employees' in Search Bar and Select 'Payroll Employees'

SEARCH FOR PAGE OR REPORT




Type page or report name to start search:

payroll employees

1 search results:

[Search the help for 'payroll employees' ?](#)

NAME	DEPARTMENT
 Payroll Employees	D365 US Payroll - Processing

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

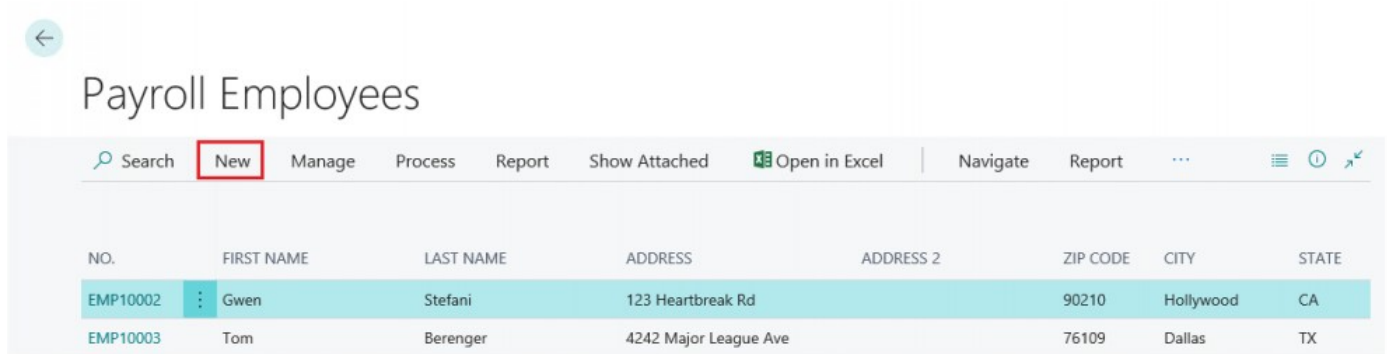
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	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'

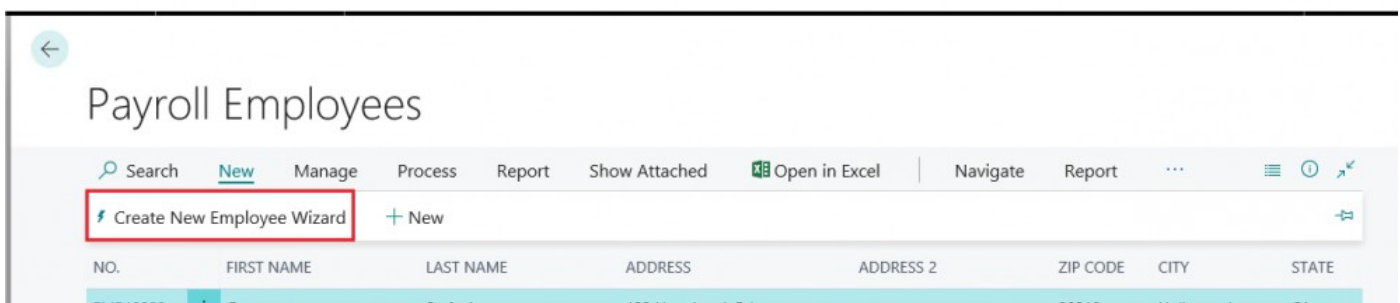


Payroll Employees

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

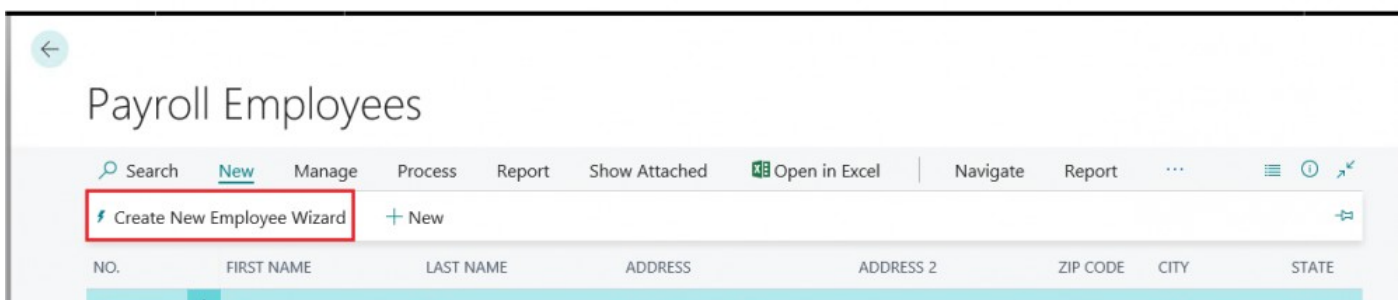
Search **New** Manage Process Report Show Attached Open in Excel Navigate Report ...

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.

- 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	<input type="text" value="Kevin"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Costner"/>
Initials	<input type="text" value="KC"/>

<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Finish"/>
-------------------------------------	-------------------------------------	---------------------------------------

- 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.	<input type="text" value="817-555-5555"/>
E-Mail	<input type="text" value="123@gmail.com"/>
Emergency Number	<input type="text" value="512-555-5555"/>
Emergency Contact	<input type="text" value="Tom Sizemore"/>

<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="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	<input type="text" value="4/18/1983"/>	<input type="button" value="..."/>
Sex	<input type="text" value="Male"/>	<input type="button" value="▼"/>
Federal Tax Marital Status	<input type="text" value="Married"/>	<input type="button" value="▼"/>
Social Security No.	<input type="text" value="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

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	<input type="text" value="1/1/2018"/>	...
Employee Posting Group	<input type="text" value="ALL"/>	...
Withholding Allowances	<input type="text" value="2"/>	
SUTA / Income Tax State	<input type="text"/>	...

CODE	NAME
<u>AK</u>	Alaska
AL	Alabama
AR	Arkansas
AZ	Arizona
CA	California
CO	Colorado

[Select from full list](#)

<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Finish"/>
-------------------------------------	-------------------------------------	---------------------------------------

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

NEW EMPLOYEE WIZARD



PLEASE SPECIFY PAYROLL INFORMATION FOR NEW EMPLOYEE:

Hire Date	<input type="text" value="1/1/2018"/>	<input type="button" value="..."/>
Employee Posting Group	<input type="text" value="ALL"/>	<input type="button" value="..."/>
Withholding Allowances	<input type="text" value=""/>	<input type="text" value="2"/>
SUTA / Income Tax State	<input type="text" value="TX"/>	<input type="button" value="..."/>

<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Finish"/>
-------------------------------------	-------------------------------------	---------------------------------------

- 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	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

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

- Following screen will appear.

NEW EMPLOYEE WIZARD



PLEASE SPECIFY SALARY INFORMATION FOR NEW EMPLOYEE:

Labor Division / Position	<input type="text"/>	...
Salary Starting Date	<input type="text"/>	...
Annual Salary / Hourly Rate	<input type="text"/>	
Salary Entered as Hourly Rate	<input type="checkbox"/>	

[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

This Year
Payroll Docs.
Pstd. Payroll Docs.
All
Payroll Docs.
Pstd. Payroll Docs.
Available Hours Summar
EARNINGS
CODE

- 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				

Today Done

Back Next Finish

- 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	<input type="checkbox"/>	

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

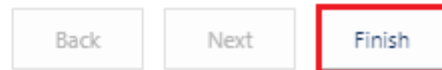
- Click the 'FINISH' button at the bottom right corner to complete the NEW EMPLOYEE WIZARD SETUP.

NEW EMPLOYEE WIZARD



THAT'S IT!

New Employee have been successfully created.
Please click finish to close the wizard.



2.2. To Add Employee Salary

To ADD EMPLOYEE SALARY

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

← PAYROLL EMPLOYEE CARD



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 ..	<input checked="" type="checkbox"/>
Last Name	Stefani	Job Title	
Suffix		Blocked	<input checked="" type="checkbox"/>
Initials		Comment	
Address	123 Heartbreak Rd	Comment 2	
Zip Code	90210	Last Review Date	<input type="text"/>

Step 2. Select 'Salary'



PAYROLL EMPLOYEE CARD



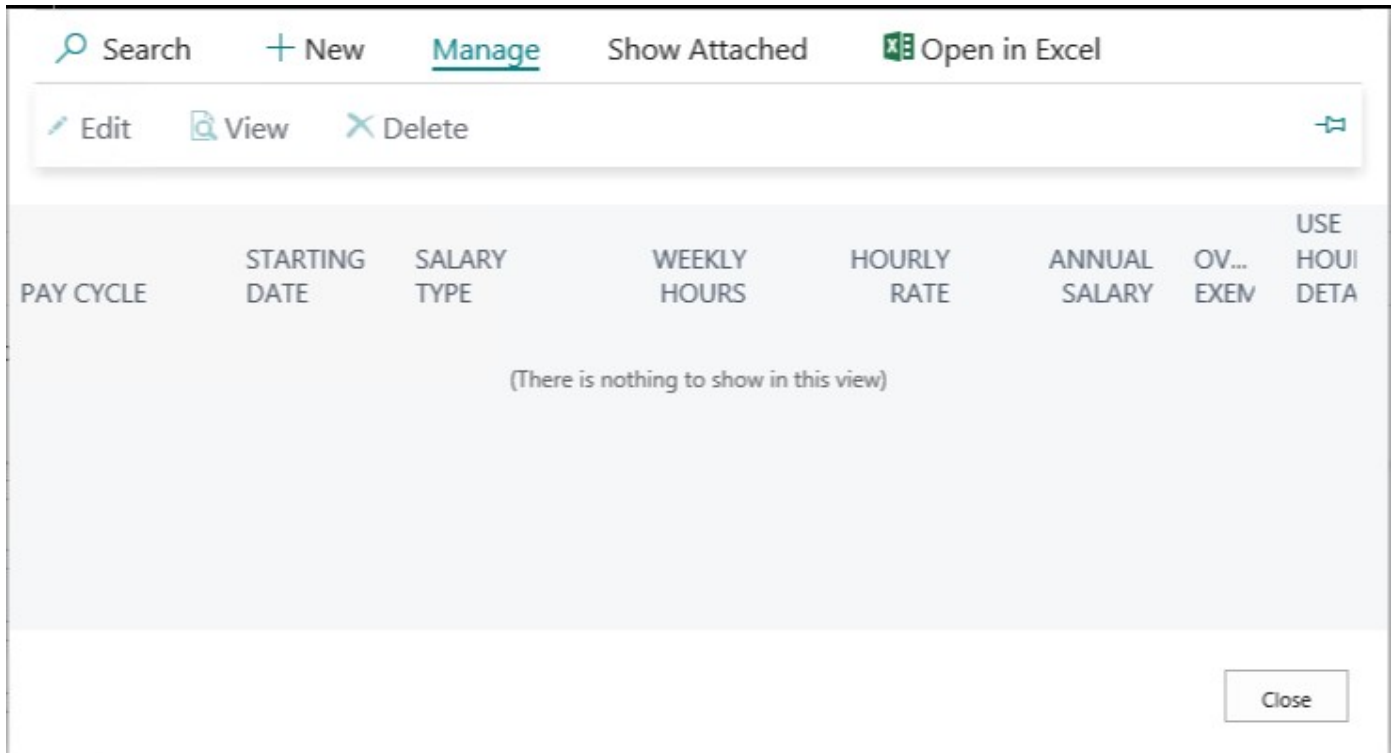
EMP10002

New Process Report Show Attached | Navigate Report Less options

- Salary** PTO Hours Create PTO Hours from Template Create Employee Salary
- Deductions Create Deductio...s from Template Create HR Tracking Info

First Name	Gwen	State	CA
Middle Name		Statutory Employee	<input checked="" type="checkbox"/>
Last Name	Stefani	Job Title	
Suffix		Blocked	<input checked="" type="checkbox"/>
Initials		Comment	
Address	123 Heartbreak Rd	Comment 2	
Zip Code	90210	Last Review Date	<input type="text"/>

Step 3. The 'Payroll Employee Salaries' table will open



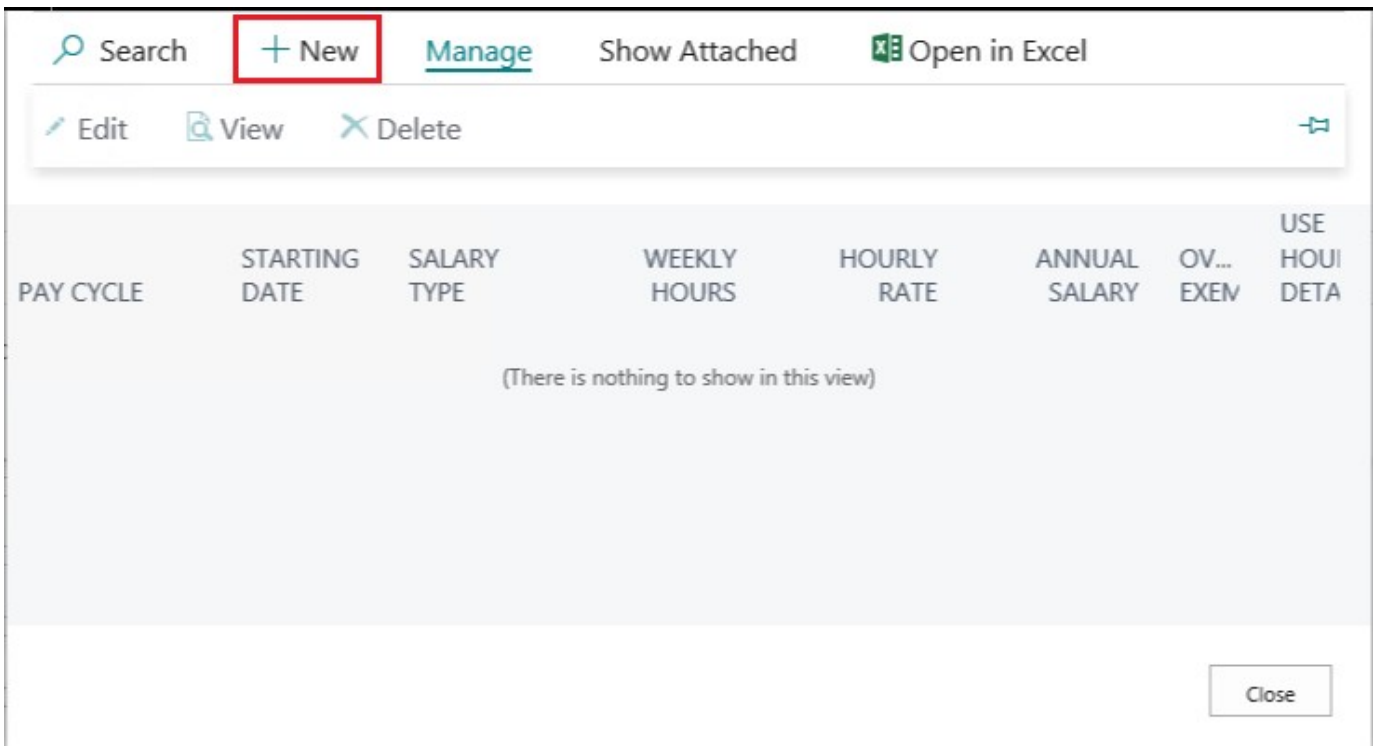
Search + New Manage Show Attached Open in Excel

Edit View Delete

PAY CYCLE	STARTING DATE	SALARY TYPE	WEEKLY HOURS	HOURLY RATE	ANNUAL SALARY	OV... EXEM	USE HOUI DETA
(There is nothing to show in this view)							

Close

Step 4. Select '+New' to add a new Salary



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 HOUI DETA
(There is nothing to show in this view)							

Close

Step 5. The 'Employee Salary Card' will open

← EMPLOYEE SALARY CARD ✎ + 🗑

EMP10002

Show Attached ↗

General Show more

Pay Cycle ▼	Weekly Hours 0.00
Starting Date ⋮	Use Hours Details <input checked="" type="checkbox"/>
Salary Type ▼	Overtime Multiplier []
Hourly Rate 0.00	Overtime Exempt <input checked="" type="checkbox"/>
Annual Salary 0.00	

Additional Info

Entered By []	Modified By []
Entered On []	Modified On []

Step 6. Select a 'Pay Cycle'

← EMPLOYEE SALARY CARD ✎ + 🗑

EMP10002

Show Attached ↗

General Show more

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid red;">Pay Cycle ▼</td> <td style="width: 50%;">Weekly</td> </tr> <tr> <td style="border: 1px solid red;">Starting Date ⋮</td> <td style="border: 1px solid red;">Biweekly</td> </tr> <tr> <td style="border: 1px solid red;">Salary Type ▼</td> <td style="border: 1px solid red; background-color: #e0e0e0;">Semimonthly</td> </tr> <tr> <td style="border: 1px solid red;">Hourly Rate 0.00</td> <td style="border: 1px solid red;">Monthly</td> </tr> <tr> <td style="border: 1px solid red;">Annual Salary 0.00</td> <td style="border: 1px solid red;">Quarterly</td> </tr> <tr> <td></td> <td style="border: 1px solid red;">Semiannually</td> </tr> <tr> <td></td> <td style="border: 1px solid red;">Annually</td> </tr> <tr> <td></td> <td style="border: 1px solid red;">Daily or Misc</td> </tr> </table>	Pay Cycle ▼	Weekly	Starting Date ⋮	Biweekly	Salary Type ▼	Semimonthly	Hourly Rate 0.00	Monthly	Annual Salary 0.00	Quarterly		Semiannually		Annually		Daily or Misc	Weekly Hours 0.00 Use Hours Details <input checked="" type="checkbox"/> Overtime Multiplier [] Overtime Exempt <input checked="" type="checkbox"/>
Pay Cycle ▼	Weekly																
Starting Date ⋮	Biweekly																
Salary Type ▼	Semimonthly																
Hourly Rate 0.00	Monthly																
Annual Salary 0.00	Quarterly																
	Semiannually																
	Annually																
	Daily or Misc																

Additional Info

Entered By []	Modified By []
Entered On []	Modified On []

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	<input type="checkbox"/>
Salary Type	Hourly	Overtime Multiplier	1.50
Hourly Rate	0.00	Overtime Exempt	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>
Salary Type	Hourly Salary Piece Rate	Overtime Multiplier	1.50
Hourly Rate		Overtime Exempt	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	0.00	Overtime Exempt	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	0.00	Overtime Exempt	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	0.00	Overtime Exempt	<input checked="" type="checkbox"/>
Annual Salary	75000.00		

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	<input type="checkbox"/>
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	36.05769	Overtime Exempt	<input checked="" type="checkbox"/>
Annual Salary	75,000.00		

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

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 State CA ▼
 Middle Name
 Last Name Stefani
 Suffix
 Initials
 Address 123 Heartbreak Rd
 Zip Code 90210
 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 CONTRIBUTH 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 Show more

Code	<input type="text"/>	Employee Deduction Limit	<input type="text"/>
Description	<input type="text"/>	Employee Deduction Balance	0.00
Amount Formula	% of Gross Wages	Total Contribution Limit	0.00
Amount / Percent	0.00	Total Contribution Balance	0.00
Limit Does Not Reset Annually	<input checked="" type="checkbox"/>	Max Percent of Net Income	0.00


Employer Contribution Setup Show more

Employer Contribution	<input checked="" type="checkbox"/>	Employer Contribution Amount...	% of Gross Wages
Employer Contribution Code	<input type="text"/>	Employer Contribution Amount...	0.00
Employer Contribution Descripti...	<input type="text"/>	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 Show more

Code	<input type="text"/>	Employee Deduction Limit	<input type="text"/>														
Description	<table border="1"> <thead> <tr> <th>CODE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>401KPLAN</td> <td>401K Plan</td> </tr> <tr> <td>403BPLAN</td> <td>403b Plan</td> </tr> <tr> <td>FISCAL YEAR...</td> <td>Fiscal Year V</td> </tr> <tr> <td>FSA</td> <td>Flexible Spending Account</td> </tr> <tr> <td>HEALTH INSU...</td> <td>Health Insurance</td> </tr> <tr> <td>HSA</td> <td>Health Savings Account</td> </tr> </tbody> </table>			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
	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																
Employee Deduction Balance	0.00																
Contribution Limit	0.00																
Contribution Balance	0.00																
Percent of Net Income	0.00																

Employer Contribution Setup Show more

Employer Contribution	<input checked="" type="checkbox"/>	Employer Contribution Amount...	% of Gross Wages
-----------------------	-------------------------------------	---------------------------------	------------------

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	<input checked="" type="checkbox"/>	Max Percent of Net Income	0.00

Employer Contribution Setup Show more

Employer Contribution <input checked="" type="checkbox"/>	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	<div style="border: 1px solid black; padding: 2px;"> % of Gross Wages Fixed Amount Union Deduction Table Spouse/Dependent Table </div>	Total Contribution Limit	55,000.00
Amount / Percent		Total Contribution Balance	0.00
Limit Does Not Reset Annually	<input checked="" type="checkbox"/>	Max Percent of Net Income	0.00

Employer Contribution Setup Show more


Employer Contribution <input checked="" type="checkbox"/>	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 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	<input type="checkbox"/>	Max Percent of Net Income	0.00

Employer Contribution Setup Show more


Employer Contribution	<input type="checkbox"/>	Employer Contribution Amount...	% of Gross Wages
Employer Contribution Code		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 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	<input type="checkbox"/>	Max Percent of Net Income	0.00




Employer Contribution Setup Show more

Employer Contribution	<input type="checkbox"/>	Employer Contribution Amount...	% of Gross Wages
Employer Contribution Code		Employer Contribution Amount...	0.00
Employer Contribution Descripti...		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	<input type="checkbox"/>	Max Percent of Net Income	0.00

Employer Contribution Setup Show more

Employer Contribution	<input type="checkbox"/>	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	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	<input type="checkbox"/>	Max Percent of Net Income	0.00

Employer Contribution Setup

Employer Contribution	<input checked="" type="checkbox"/>	Employer Contribution Amount...	% of Gross Wages
Employer Contribution Code		Employer Contribution Amount...	0.00
Employer Contribution Descripti...		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	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	<input checked="" type="checkbox"/>	Max Percent of Net Income	0.00

Employer Contribution Setup

Employer Contribution	<input checked="" type="checkbox"/>	Employer Contribution Amount...	% of Gross Wages
Employer Contribution Code		Employer Contribution Amount...	0.00
Employer Contribution Descripti...		Employer Contribution Balance	0.00

CODE	DESCRIPTION
E-HEALTH_CO...	Employer Health Contribution
E-RETIREMENT...	Employer Retirement Contribution
+ New	Select from full list

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	<input type="checkbox"/>	Max Percent of Net Income	0.00

Employer Contribution Setup Show more

Employer Contribution	<input checked="" type="checkbox"/>	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	<input type="checkbox"/>	Max Percent of Net Income	0.00

Employer Contribution Setup Show more

Employer Contribution	<input checked="" type="checkbox"/>	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

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	<input type="checkbox"/>	Max Percent of Net Income	0.00

Employer Contribution Setup

Employer Contribution	<input checked="" type="checkbox"/>	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'

Demo Template | Posted Documents ▾

Employees Payroll Processing Batch Payroll Processing

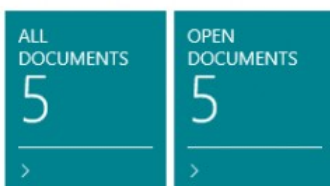
ACTIONS

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

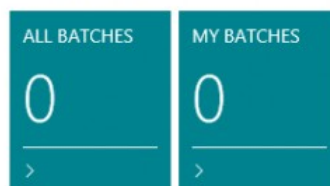
Insights

Activities

PAYROLL DOCUMENTS



PAYROLL BATCHES



WAITING FOR APPROVAL



Step 2. Select 'Hours Detail Entries'



Full Payroll Menu

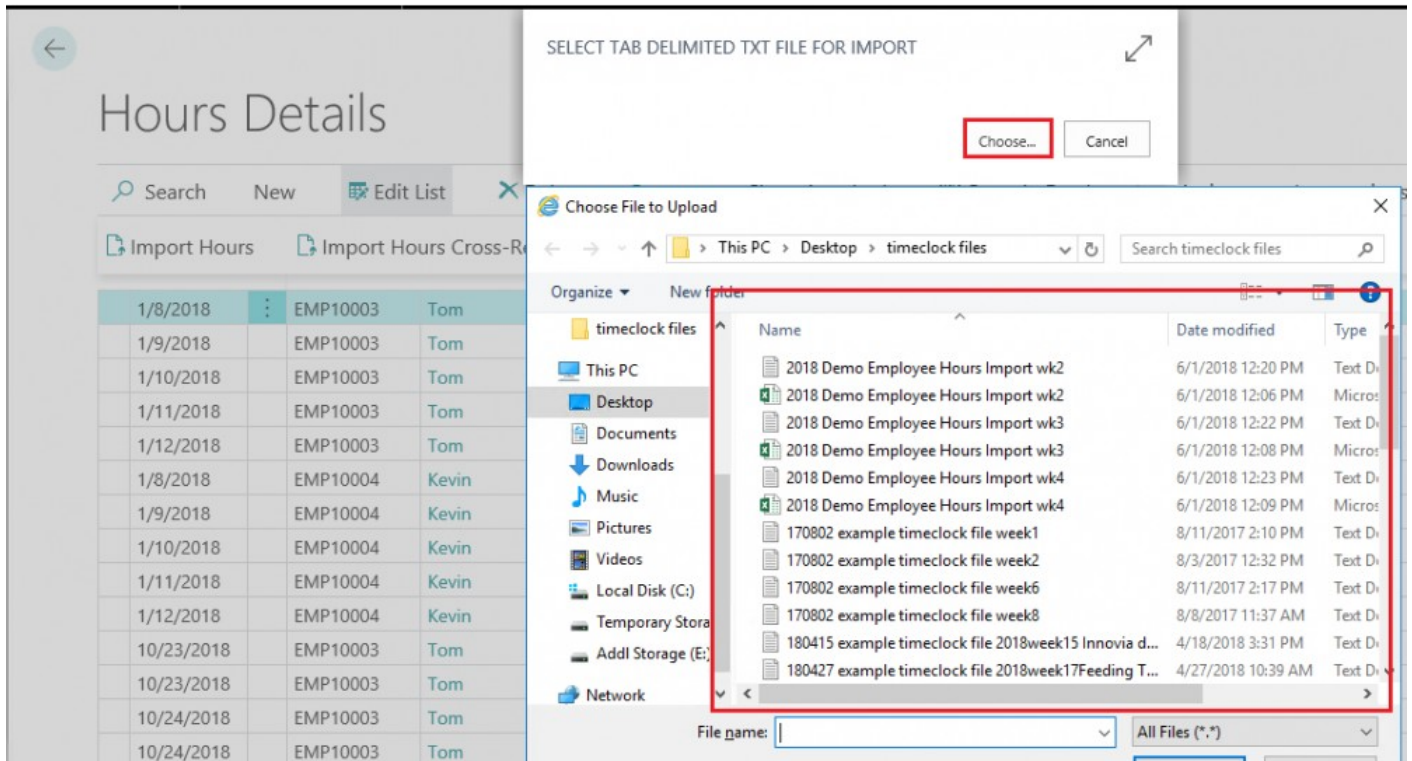
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	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

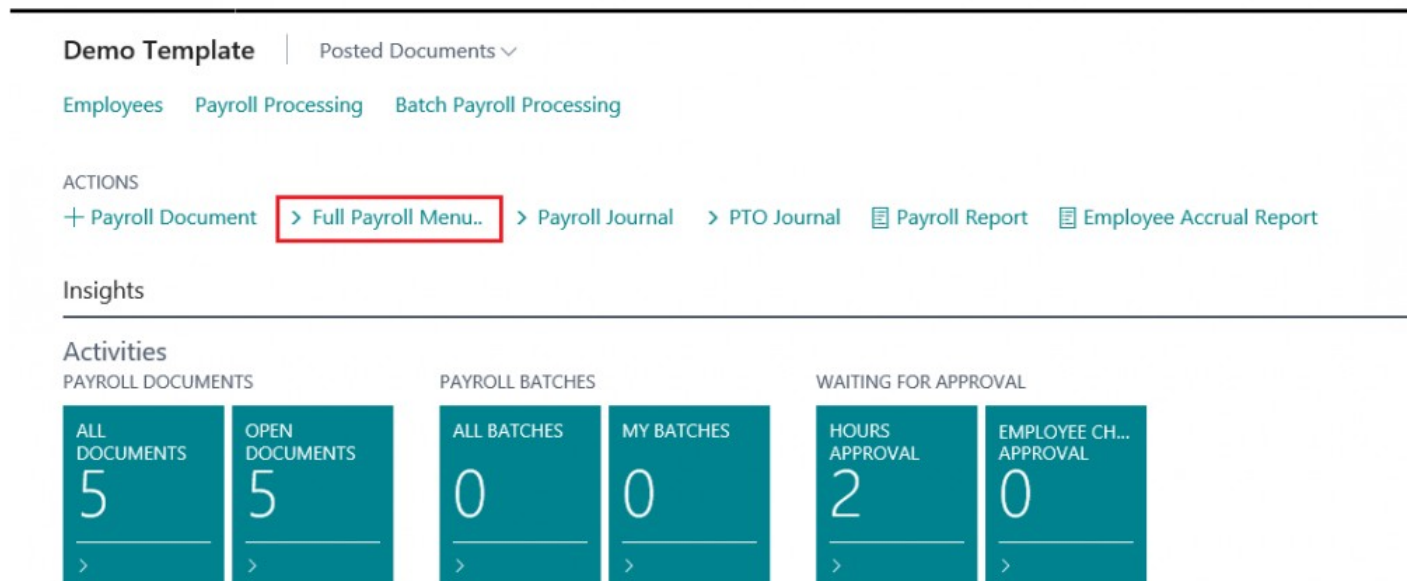
Search		New	Edit List	Delete	Process	Show Attached	Open in Excel	Actions	Less options
Import Hours		Import Hours Cross-Ref.							
1/8/2018	EMP10003	Tom	Berenger	REGULAR	8			<input type="checkbox"/>	WINBOR
1/9/2018	EMP10003	Tom	Berenger	REGULAR	8			<input type="checkbox"/>	WINBOR
1/10/2018	EMP10003	Tom	Berenger	REGULAR	8			<input type="checkbox"/>	WINBOR
1/11/2018	EMP10003	Tom	Berenger	REGULAR	8			<input type="checkbox"/>	WINBOR
1/12/2018	EMP10003	Tom	Berenger	REGULAR	6			<input type="checkbox"/>	WINBOR
1/8/2018	EMP10004	Kevin	Costner	REGULAR	8			<input type="checkbox"/>	WINBOR
1/9/2018	EMP10004	Kevin	Costner	REGULAR	8			<input type="checkbox"/>	WINBOR
1/10/2018	EMP10004	Kevin	Costner	REGULAR	8			<input type="checkbox"/>	WINBOR
1/11/2018	EMP10004	Kevin	Costner	REGULAR	8			<input type="checkbox"/>	WINBOR
1/12/2018	EMP10004	Kevin	Costner	REGULAR	6			<input type="checkbox"/>	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			<input checked="" type="checkbox"/>	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			<input checked="" type="checkbox"/>	WINBOR
10/24/2018	EMP10003	Tom	Berenger	REGULAR	5			<input checked="" type="checkbox"/>	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.

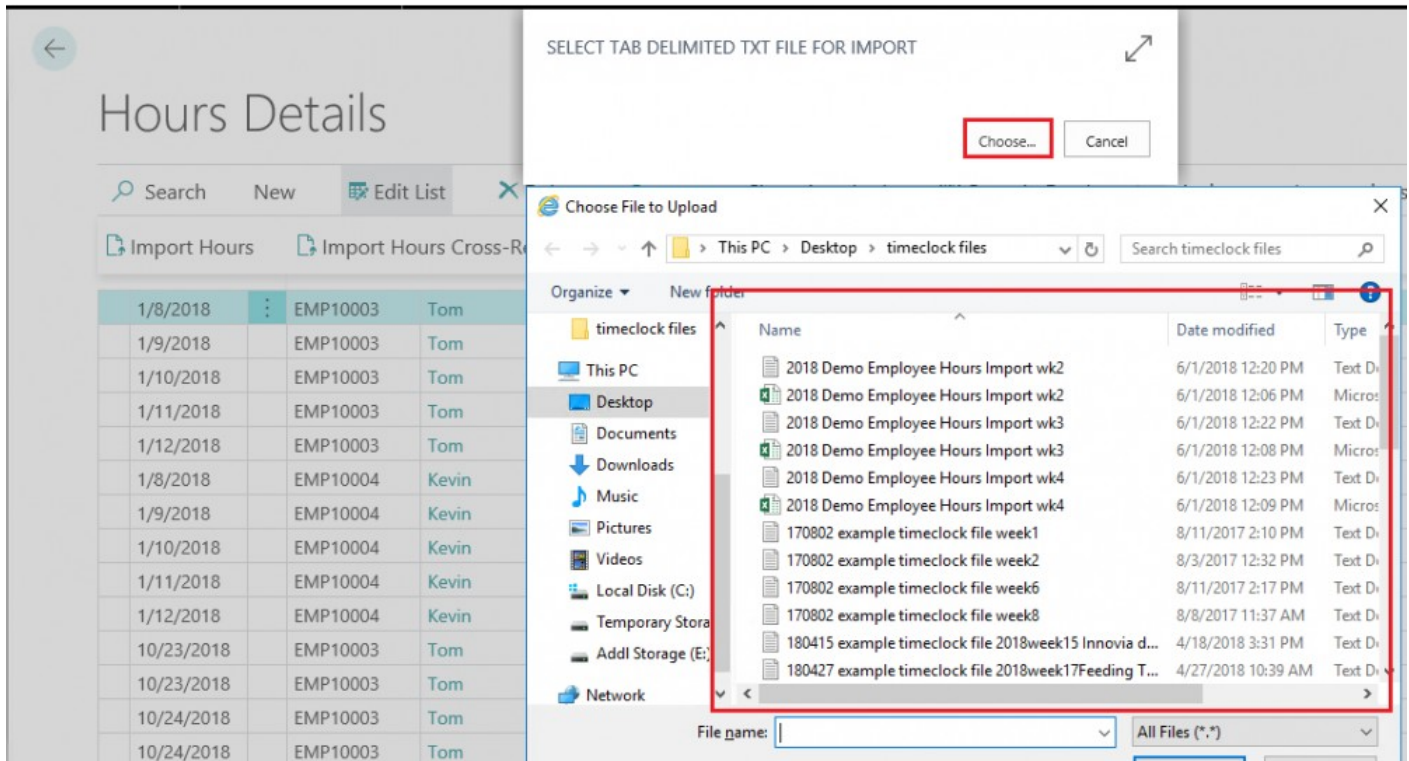
The 'HOURS DETAIL' table will appear: Select 'Process' drop down menu. Select 'Import Hours Cross – Ref'



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			<input type="checkbox"/>	WINBOR
1/9/2018	EMP10003	Tom	Berenger	REGULAR	8			<input type="checkbox"/>	WINBOR
1/10/2018	EMP10003	Tom	Berenger	REGULAR	8			<input type="checkbox"/>	WINBOR
1/11/2018	EMP10003	Tom	Berenger	REGULAR	8			<input type="checkbox"/>	WINBOR
1/12/2018	EMP10003	Tom	Berenger	REGULAR	6			<input type="checkbox"/>	WINBOR
1/8/2018	EMP10004	Kevin	Costner	REGULAR	8			<input type="checkbox"/>	WINBOR
1/9/2018	EMP10004	Kevin	Costner	REGULAR	8			<input type="checkbox"/>	WINBOR
1/10/2018	EMP10004	Kevin	Costner	REGULAR	8			<input type="checkbox"/>	WINBOR
1/11/2018	EMP10004	Kevin	Costner	REGULAR	8			<input type="checkbox"/>	WINBOR
1/12/2018	EMP10004	Kevin	Costner	REGULAR	6			<input type="checkbox"/>	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			<input checked="" type="checkbox"/>	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			<input checked="" type="checkbox"/>	WINBOR
10/24/2018	EMP10003	Tom	Berenger	REGULAR	5			<input checked="" type="checkbox"/>	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 Deductio...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	<input checked="" type="checkbox"/>	120.00	40.00	0.00
SICK PAY		0.00	<input type="checkbox"/>	0.00	0.00	0.00

Step 3. The 'Employee PTO Card' will open

EMPLOYEE PTO CARD

EMP10002

Show Attached

General

Earnings Code [Dropdown]

Starting Date [Calendar]

Hours Remaining 0.00

Hours Limit [Input]

Allow Negative Hours

Year Carryover

Carryover Hours Limit [Input]

Lump Sum Setup

Use Lump Sum Hours

Lump Sum Hours [Input]

Anniversary Date [Input]

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 [Dropdown Menu]

Starting Date [Calendar]

Hours Remaining [Input]

Hours Limit [Input]

Allow Negative Hours

Year Carryover

Carryover Hours Limit [Input]

Lump Sum Setup

Use Lump Sum Hours

Lump Sum Hours [Input]

Anniversary Date [Input]

Accrual per Pay Period Setup

CODE	DESCRIPTION
BONUS	Bonus
OTHER	Other
PERSONAL DAY	Personal Day
SICK PAY	Sick Pay
VACATION PAY	Vacation Pay

+ 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

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 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 ✕

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 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 <input checked="" type="checkbox"/>
Starting Date 5/17/2018	Year Carryover <input checked="" type="checkbox"/>
Hours Remaining 0.00	Carryover Hours Limit 80
Hours Limit 80.00	

Lump Sum Setup

Use Lump Sum Hours <input type="checkbox"/>	Anniversary Date <input type="text"/>
Lump Sum Hours <input type="text"/>	

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	<input checked="" type="checkbox"/>
Starting Date	5/17/2018	Year Carryover	<input checked="" type="checkbox"/>
Hours Remaining	0.00	Carryover Hours Limit	80.00
Hours Limit	80.00		

Lump Sum Setup


Use Lump Sum Hours	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>
Starting Date	5/17/2018	Year Carryover	<input checked="" type="checkbox"/>
Hours Remaining	0.00	Carryover Hours Limit	80.00
Hours Limit	80.00		

Lump Sum Setup

Use Lump Sum Hours	<input checked="" type="checkbox"/>	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 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

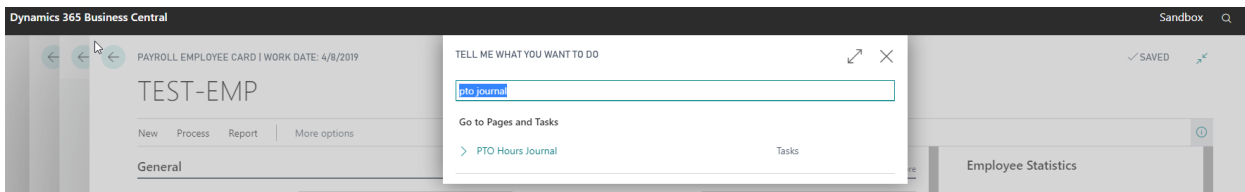
Use Lump Sum Hours Anniversary Date 1/1/2019

Lump Sum Hours 80.00

Accrual per Pay Period Setup

Step 4.

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



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
Calc. Lump Sum Hours						0.00

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

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

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	<input checked="" type="checkbox"/>	120.00	40.00	0.00
SICK PAY		0.00	<input type="checkbox"/>	0.00	0.00	0.00
VACATION PAY	1/1/2018	-2.00	<input checked="" type="checkbox"/>	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	PJ0000000025					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	PJ0000000025				

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

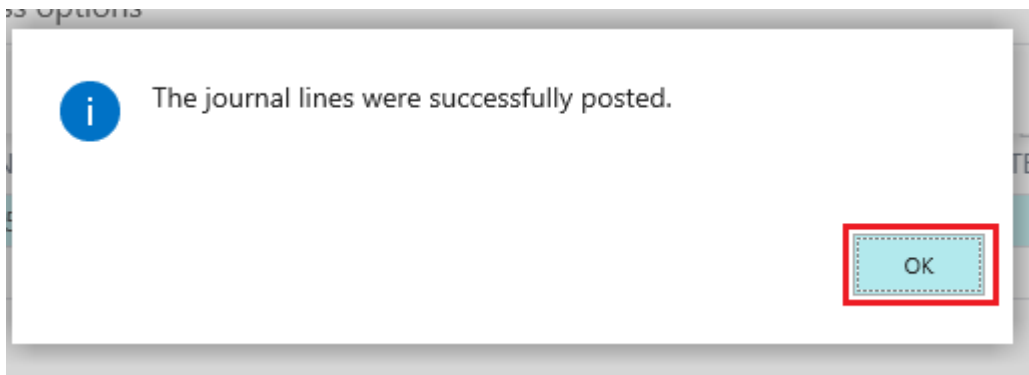
POSTING DATE	T NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	ENDING DATE	EARNINGS CODE
11/25/2018		EMP10004	Week 10 2018	3/10/2018	PERSONAL DAY

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

← PTO HOURS JOURNAL

PTO Hours Journal

Batch Name DEFAULT


Manage Process **Actions** Less options

Functions ▾ + Posting ▾



- Accruals Carryover
- Calc. Lump Sum Hours

DOCUMENT NO.	EMPLOYEE NO.	PAY CYCLE PERIOD	ENDING DATE

Step 2. 'EDIT PTO CARRYOVER' screen opens

EDIT - PTO CARRYOVER 



Options

Date  

PTO Carryover Date Range

Payroll Employee

Show results:


Where:  is: 

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

Date 12/31/2018 

PTO Carryover Date Range 1d 

Payroll Employee


Show results:

Where: No.  is: 


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:  is:

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

EDIT - PTO CARRYOVER 




Options

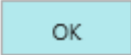

Date 12/31/2018 

PTO Carryover Date Range 1D

Payroll Employee

Show results:

Where: No.  is: EMP10004  

Step 6. Click 'Ok'

EDIT - PTO CARRYOVER ↗

Options

Date 12/31/2018 📅

PTO Carryover Date Range 1D

Payroll Employee

Show results:

Where: ▼ is: ✕ ▼

OK

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	JOB 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					

Post

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 interface. At the top, there are tabs for 'Dynamics 365' and 'Business Central'. Below this is a navigation bar with 'Demo Template' and a dropdown menu for 'Posted Documents'. The main navigation area includes '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 navigation is an 'Insights' section with a horizontal line. Under 'Activities', there are three categories: 'PAYROLL DOCUMENTS', 'PAYROLL BATCHES', and 'WAITING FOR APPROVAL'. Each category has two cards: 'ALL DOCUMENTS' (5), 'OPEN DOCUMENTS' (4), 'ALL BATCHES' (1), 'MY BATCHES' (1), 'HOURS APPROVAL' (2), and 'EMPLOYEE CH... APPROVAL' (0). Each card has a right-pointing arrow at the bottom.

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 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 

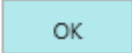

Payroll Employee

Show results:

Where: **No.**  is: 


And: **Employee Posting Group**  is: 

And: **Direct Deposit Employee**  is: 


 


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 

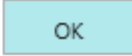

Payroll Employee

Show results:

Where: No.  is: 

And: Employee Posting Group  is: 

And: Direct Deposit Employee  is: 

🔍 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		<input type="checkbox"/>
Weekly	Week 3 2018		1/14/2018	1/20/2018	1/20/2018	1/20/2018		<input type="checkbox"/>
Weekly	Week 4 2018		1/21/2018	1/27/2018	1/27/2018	1/27/2018		<input type="checkbox"/>
Weekly	Week 5 2018		1/28/2018	2/3/2018	2/3/2018	2/3/2018		<input type="checkbox"/>
Weekly	Week 6 2018		2/4/2018	2/10/2018	2/10/2018	2/10/2018		<input type="checkbox"/>
Weekly	Week 7 2018		2/11/2018	2/17/2018	2/17/2018	2/17/2018		<input type="checkbox"/>
Weekly	Week 8 2018		2/18/2018	2/24/2018	2/24/2018	2/24/2018		<input type="checkbox"/>
Weekly	Week 9 2018		2/25/2018	3/3/2018	3/3/2018	3/3/2018		<input type="checkbox"/>
Weekly	Week 10 2018		3/4/2018	3/10/2018	3/10/2018	3/10/2018		<input type="checkbox"/>
Weekly	Week 11 2018		3/11/2018	3/17/2018	3/17/2018	3/17/2018		<input type="checkbox"/>
Weekly	Week 12 2018		3/18/2018	3/24/2018	3/24/2018	3/24/2018		<input type="checkbox"/>
Weekly	Week 13 2018		3/25/2018	3/31/2018	3/31/2018	3/31/2018		<input type="checkbox"/>
Weekly	Week 14 2018		4/1/2018	4/7/2018	4/7/2018	4/7/2018		<input type="checkbox"/>


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  



Payment Date 1/13/2018 



Posting Date 1/13/2018 



Payroll Calc. Formula _REGULAR 

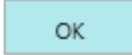

Payroll Employee

Show results:

Where: No.  is: 

And: Employee Posting Group  is: 

And: Direct Deposit Employee  is: 

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: is:

And: is:

And: is:

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		VACATION		SICK LEAVE		AMOUNT		
2		0		0		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						
<input checked="" type="checkbox"/>	NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
<input checked="" type="checkbox"/>	PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No	No
<input checked="" type="checkbox"/>	PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No	No
EMPLOYEE		VACATION		SICK LEAVE		AMOUNT		
2		0		0		0.00		
							Close	

Step 9.

- Select 'Actions'

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

The screenshot shows a software interface with a top navigation bar containing 'Batch', 'Functions', 'Related Information', 'Posting', 'Actions', 'Navigate', and 'Less options'. The 'Actions' menu is open, showing options like 'Print Check...', 'Print All Checks...', 'Void Check', 'Void All Checks', and 'Print All Checks Override Direct Deposit...'. The 'Check' and 'Print All Checks...' options are highlighted with red boxes. Below the menu is a table with columns for 'NO.', 'EMPLOYEE NO.', 'POSTING DATE', 'PAYMENT DATE', 'DIRE... DEPOS EMPLO', and 'SEND CHECK BY E-MAIL'. Two rows are visible, both with 'No' in the 'SEND CHECK BY E-MAIL' column. At the bottom, there are input fields for 'EMPLOYEE', 'VACATION', 'SICK LEAVE', and 'AMOUNT', with values 2, 0, 0, and 0.00 respectively. A 'Close' button is located at the bottom right.

NO.	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

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 v

Last Check No. 212

Reprint Check

Test Print

Override Direct Deposit

i Choose file type...

PDF Document

Microsoft Word Document

Microsoft Excel Document

Employee		Pay Period: 01/07/2018 - 01/13/2018			SSN	Status (Fed/State)	Allowances/Extra	
Harrison Ford, 420 Throckmorton, Fort Worth, TX 76109					***-**-0001	Married	Fed-00/1X-00	
					Pay Date: 01/13/2018			
Earnings and Hours		Qty	Rate	Current	YTD Amount		Current	YTD Amount
Regular		40.00	20.00	800.00	800.00		800.00	800.00
Total Earnings				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 33/100

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

Harrison Ford
420 Throckmorton
Fort Worth, TX 76109

Step 11.

- Select 'Actions'
- Select '+Posting'

- Select 'Post'

The screenshot shows a software interface with a top navigation bar containing 'Batch', 'Functions', 'Related Information', 'Posting', 'Actions', 'Navigate', and 'Less options'. The 'Actions' menu is open, showing 'Batch', 'Functions', 'Check', 'Check Stub', 'Electronic Payments', and 'Posting'. The 'Posting' option is selected, opening a dropdown menu with options: 'Post...', 'Post and Print...', 'Transmit and Post...', and 'Post and Print Batch Register...'. The 'Post...' option is highlighted. Below the menu is a table with columns: NO., EMPLOYEE NO., FIRST NAME, LAST NAME, and a date column. Two rows are visible, both checked. Below the table are input fields for EMPLOYEE, VACATION, SICK LEAVE, and AMOUNT, with values 2, 0, 0, and 0.00 respectively. A 'Close' button is at the bottom right.

NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	DATE	DATE	DIRE...	DEPOS	EMPLO	SEND CHECK BY E-MAIL
<input checked="" type="checkbox"/> PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No	No	No	No
<input checked="" type="checkbox"/> PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No	No	No	No

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 ✕ 📅

Payment Date 📅

Transmit

Payroll Header

Show results:

Where: ▼ is:

And: ▼ is: ▼

And: ▼ is: ▼

And: ▼ is:

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 Home Screen interface. At the top, there is a header with 'Demo Template' and a dropdown menu for 'Posted Documents'. Below this, there are three navigation tabs: 'Employees', 'Payroll Processing', and 'Batch Payroll Processing', with the latter being highlighted by a red box. Underneath the tabs, there is an 'ACTIONS' section with a list of links: '+ Payroll Document', '> Full Payroll Menu..', '> Payroll Journal', '> PTO Journal', 'Payroll Report', and 'Employee PTO Report'. Below the actions is an 'Insights' section, followed by an 'Activities' section. The 'Activities' section is divided into three categories: 'PAYROLL DOCUMENTS', 'PAYROLL BATCHES', and 'WAITING FOR APPROVAL'. Each category contains two teal-colored cards with white text and numbers. The 'PAYROLL DOCUMENTS' category has 'ALL DOCUMENTS' (6) and 'OPEN DOCUMENTS' (6). The 'PAYROLL BATCHES' category has 'ALL BATCHES' (0) and 'MY BATCHES' (0). The 'WAITING FOR APPROVAL' category has 'HOURS APPROVAL' (0) and 'EMPLOYEE CH... APPROVAL' (0). Each card has a right-pointing arrow at the bottom.


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 back arrow and the title 'Batch Payroll Processing List'. Below the title is a toolbar with several options: 'Search', 'New' (highlighted with a red box), 'Manage', 'Show Attached', 'Open in Excel', 'Actions', and 'Less options'. Below the toolbar is a table with one row of data. The table has columns for ID, status, dates, frequency, week, and location. The data row contains: 'PYBA10010', a vertical ellipsis icon, '2/10/2018', '2/10/2018', 'Weekly', 'Week 6 2018', and 'WINBORNSQLDEVVM\...'.


ID	Status	Start Date	End Date	Frequency	Week	Location
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:  is:

And:  is:


And:  is: 


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 

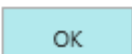

Payroll Employee

Show results:

Where: No.  is: 

And: Employee Posting Group  is: 

And: Direct Deposit Employee  is: 

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		<input type="checkbox"/>
Semimonthly	September 1st P...		9/1/2018	9/15/2018	9/15/2018	9/15/2018		<input type="checkbox"/>
Semimonthly	September 2nd...		9/16/2018	9/30/2018	9/30/2018	9/30/2018		<input type="checkbox"/>
Semimonthly	October 1st Peri...		10/1/2018	10/15/2018	10/15/2018	10/15/2018		<input type="checkbox"/>
Semimonthly	October 2nd Peri...		10/16/2018	10/31/2018	10/31/2018	10/31/2018		<input type="checkbox"/>
Semimonthly	November 1st P...		11/1/2018	11/15/2018	11/15/2018	11/15/2018		<input type="checkbox"/>
Semimonthly	November 2nd P...		11/16/2018	11/30/2018	11/30/2018	11/30/2018		<input type="checkbox"/>
Semimonthly	December 1st Pe...		12/1/2018	12/15/2018	12/15/2018	12/15/2018		<input type="checkbox"/>
Semimonthly	December 2nd P...		12/16/2018	12/31/2018	12/31/2018	12/31/2018		<input type="checkbox"/>
Semimonthly	January 1st Perio...		1/1/2019	1/15/2019	1/15/2019	1/15/2019		<input type="checkbox"/>
Semimonthly	January 2nd Peri...		1/16/2019	1/31/2019	1/31/2019	1/31/2019		<input type="checkbox"/>
Semimonthly	February 1st Peri...		2/1/2019	2/15/2019	2/15/2019	2/15/2019		<input type="checkbox"/>
Semimonthly	February 2nd Pe...		2/16/2019	2/28/2019	2/28/2019	2/28/2019		<input type="checkbox"/>

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 ✕ ...

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

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		VACATION		SICK LEAVE		AMOUNT		
3		0		0		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					...		
<input checked="" type="checkbox"/>	NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL	C P
<input checked="" type="checkbox"/>	PRP10071	EMP10002	Gwen	Stefani	10/31/2018	10/31/2018	Yes	No	
<input checked="" type="checkbox"/>	PRP10072	EMP10005	Meg	Ryan	10/31/2018	10/31/2018	Yes	No	
<input checked="" type="checkbox"/>	PRP10073	EMP10012	Tim	Smith	10/31/2018	10/31/2018	Yes	No	
EMPLOYEE		VACATION		SICK LEAVE		AMOUNT			
3		0		0		0.00			
							Close		

Step 8.

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

The screenshot shows a software interface with a top navigation bar containing 'Batch', 'Functions', 'Related Information', 'Posting', 'Actions', 'Navigate', and 'Less options'. The 'Actions' menu is open, showing 'Electronic Payments' and 'Posting' as sub-options. The 'Electronic Payments' sub-menu is further open, showing 'Export...' and 'Void...' options. Below the navigation bar, there is a table with columns: 'NO.', 'EMPLOYEE NO.', 'FIRST NAME', 'LAST NAME', 'POSTING DATE', 'PAYMENT DATE', 'DIRE... DEPOS EMPLO', and 'SEND CHECK BY E-MAIL'. The table contains three rows of employee data. Below the table, there are input fields for 'EMPLOYEE', 'VACATION', 'SICK LEAVE', and 'AMOUNT'. A 'Close' button is located at the bottom right of the interface.

NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
<input checked="" type="checkbox"/> PRP10071	EMP10002	Gwen	Stefani	10/31/2018	10/31/2018	Yes	No
<input checked="" type="checkbox"/> PRP10072	EMP10005	Meg	Ryan	10/31/2018	10/31/2018	Yes	No
<input checked="" type="checkbox"/> PRP10073	EMP10012	Tim	Smith	10/31/2018	10/31/2018	Yes	No

EMPLOYEE	VACATION	SICK LEAVE	AMOUNT
3	0	0	0.00

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

The screenshot displays a software interface for managing payroll checks. At the top, there are navigation tabs: 'Batch', 'Functions', 'Related Information', 'Posting', 'Actions', 'Navigate', and 'Less options'. The 'Actions' tab is selected, and a dropdown menu is open, showing options like 'Print Check Stub...', 'Print All Check Stubs...', 'Email Check Stub', 'Email All Check Stubs', and 'Print All Check Stubs Email Override...'. The 'Print All Check Stubs...' option is highlighted with a red box.

Below the menu, there is a table with the following columns: 'NO.', 'EMPLOYEE NO.', 'FIRST N', 'POSTING DATE', 'PAYMENT DATE', 'DIRE... DEPOS EMPLO', and 'SEND CHECK BY E-MAIL'. The table contains three rows of data:

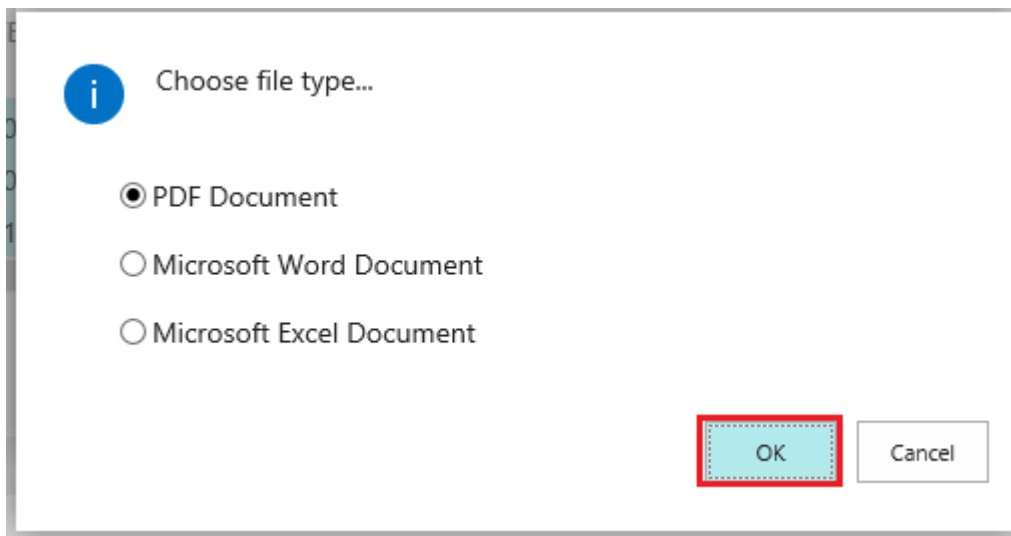
NO.	EMPLOYEE NO.	FIRST N	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
<input checked="" type="checkbox"/> PRP10071	EMP10002	Gwen	10/31/2018	10/31/2018	Yes	No
<input checked="" type="checkbox"/> PRP10072	EMP10005	Meg	10/31/2018	10/31/2018	Yes	No
<input checked="" type="checkbox"/> PRP10073	EMP10012	Tim Smith	10/31/2018	10/31/2018	Yes	No

At the bottom of the interface, there is a form with fields for 'EMPLOYEE', 'VACATION', 'SICK LEAVE', and 'AMOUNT'. The values are: EMPLOYEE: 3, VACATION: 0, SICK LEAVE: 0, AMOUNT: 0.00. A 'Close' button is located at the bottom right.

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 ID: PYBA10021


NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	10/31/2018	10/31/2018	DIRE...	SEND CHECK BY E-MAIL
<input checked="" type="checkbox"/> PRP10071	EMP10002	Gwen	Stefani	10/31/2018	10/31/2018	Yes	No
<input checked="" type="checkbox"/> PRP10072	EMP10005	Meg	Ryan	10/31/2018	10/31/2018	Yes	No
<input checked="" type="checkbox"/> 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

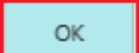

Show results:

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!