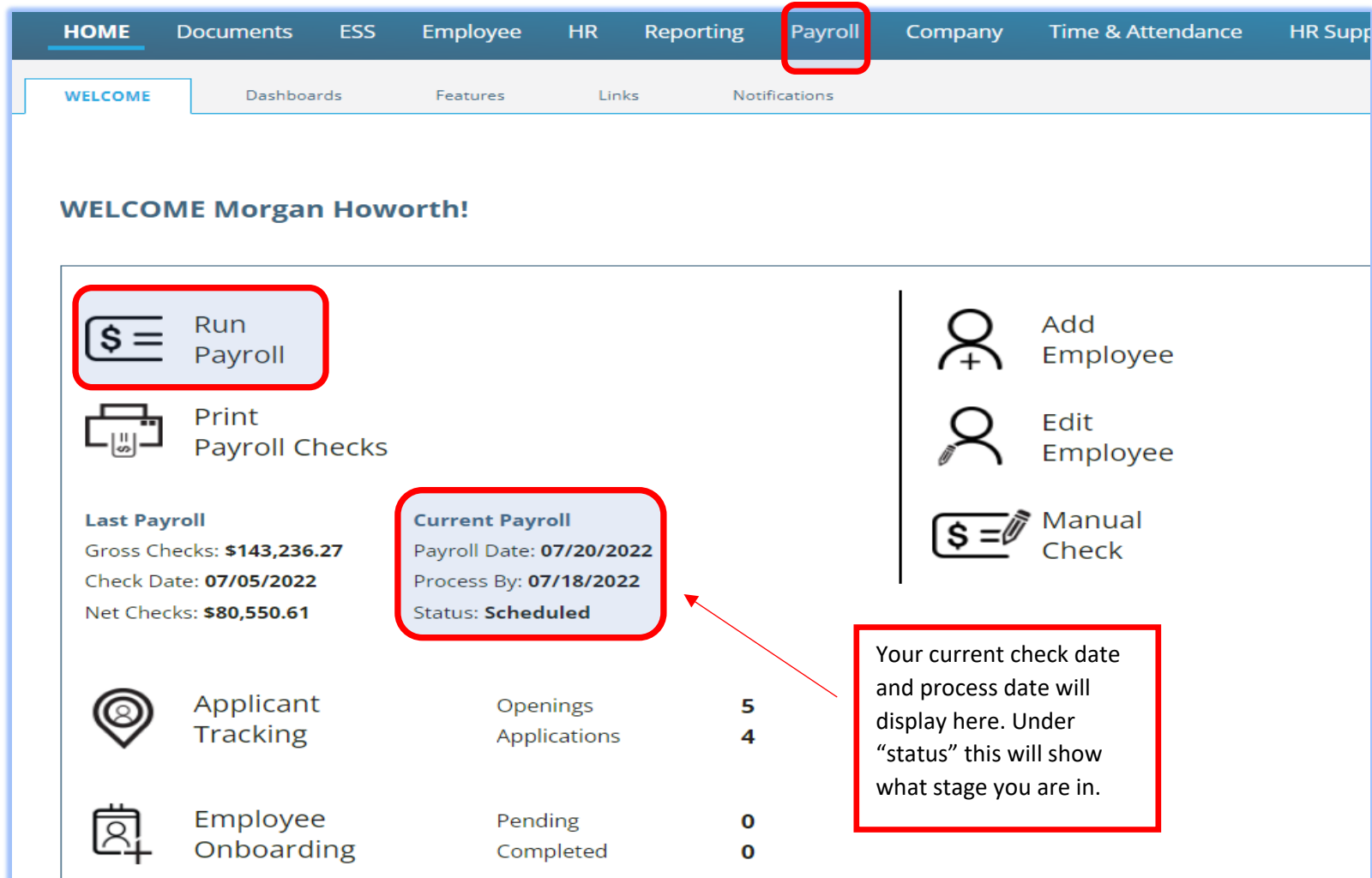


## A. Starting Payroll

Select the payroll icon at the top of the screen, or alternatively, select the Run Payroll button.



The screenshot shows the Pay-Net dashboard interface. The navigation bar at the top includes 'HOME', 'Documents', 'ESS', 'Employee', 'HR', 'Reporting', 'Payroll', 'Company', 'Time & Attendance', and 'HR Support'. The 'Payroll' tab is highlighted with a red box. Below the navigation bar, there are sub-tabs for 'WELCOME', 'Dashboards', 'Features', 'Links', and 'Notifications'. The main content area displays a 'WELCOME Morgan Howorth!' message. On the left, there are three main action buttons: 'Run Payroll' (highlighted with a red box), 'Print Payroll Checks', and 'Manual Check'. The 'Run Payroll' button features a dollar sign icon. To the right of these buttons are three user management options: 'Add Employee', 'Edit Employee', and 'Manual Check'. Below the 'Run Payroll' button, there is a 'Last Payroll' summary showing 'Gross Checks: \$143,236.27', 'Check Date: 07/05/2022', and 'Net Checks: \$80,550.61'. Next to it is a 'Current Payroll' summary (highlighted with a red box) showing 'Payroll Date: 07/20/2022', 'Process By: 07/18/2022', and 'Status: Scheduled'. A red arrow points from the 'Current Payroll' box to a text box on the right that explains: 'Your current check date and process date will display here. Under "status" this will show what stage you are in.' At the bottom of the dashboard, there is a table with two columns: 'Applicant Tracking' and 'Employee Onboarding'. The 'Applicant Tracking' section shows 'Openings' (5) and 'Applications' (4). The 'Employee Onboarding' section shows 'Pending' (0) and 'Completed' (0).

Category	Item	Count
Applicant Tracking	Openings	5
	Applications	4
Employee Onboarding	Pending	0
	Completed	0

This will take you to the “status” screen which shows you the overview of all the steps needed to process payroll. Select the start button to proceed.

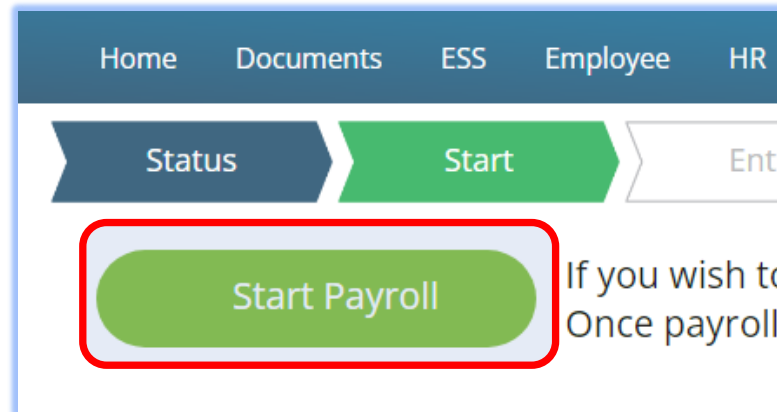
The screenshot shows a web application interface for payroll processing. At the top, there is a navigation menu with links: Home, Documents, ESS, Employee, HR, Reporting, **PAYROLL**, Company, Time & Attendance, HR Support Center, and System. Below the navigation is a progress bar with five steps: Status, Start, Entry, Totals, Audit, and Finish. The 'Start' step is highlighted with a red box. Below the progress bar, there are five main sections, each with a radio button and a description:

- Start** (highlighted): Start the payroll cycle by creating and defining batches. Setup auto posts to easily enter payroll data. If you need to alter settings prior to entering payroll you can adjust settings and restart the payroll or a specific batch.
- Payroll Entry**: Enter payroll data either employee by employee, in batches, or import a file with time clock punches.
- Totals**: Confirm your payroll by reviewing Batch Totals and running a Pre-Process Register. This step helps to ensure your employees are paid properly.
- Audit**: Review the results of audits performed by the application on your employee and payroll data and make necessary changes.
- Finish**: Submit your payroll for processing. The payroll will be processed and verified by Pay-Net.

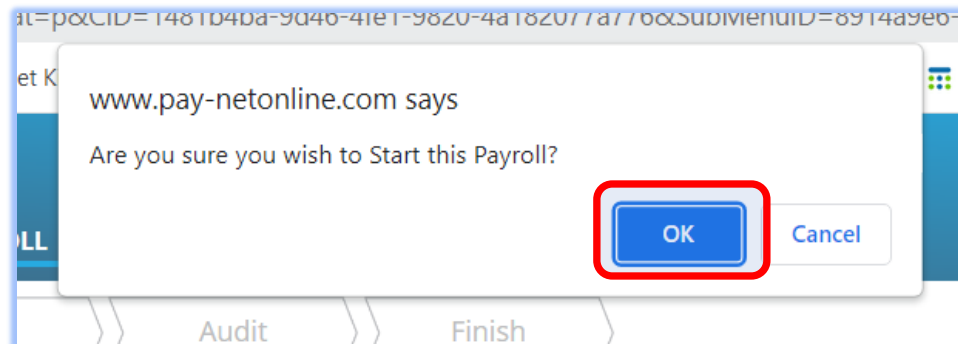
On the right side of the screen, there is a sidebar with the following information:

- Payroll Status for Check Date: **07/20/2022**
- Links**
- Tools & Calculations**
- Import Time Cards**
- Payroll Notes**: No payroll notes found.

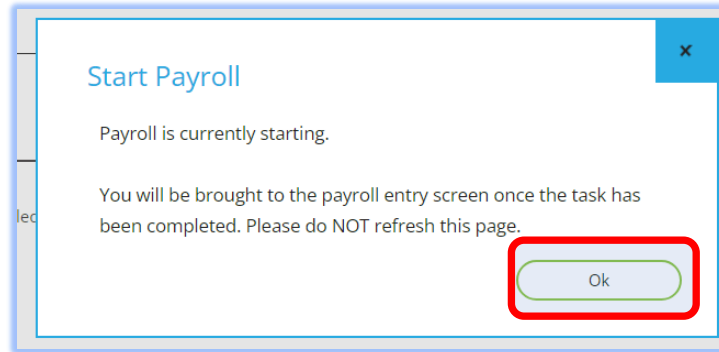
The Start screen shows you the pay period begin and end date and which batch(es) you are processing (i.e., weekly, semi-monthly, VM or bonus). Please double check all components. If you need a check date or pay period change, please submit a written request to Operations. If everything looks okay, please click on the large, green start button.



After selecting start, a pop up will appear asking if you are sure you want to start payroll; select OK.



An additional pop up will appear warning you that it is going to take you to the payroll entry screen. You can click Ok.



The start screen will look like this after selecting start:

EDIT	BATCH	DESCRIPTION	STATUS	PAY PERIOD	OPTIONS
	SM2	Semi-Monthly Second Payroll	Open	Begin Date: 7/1/2022 End Date: 7/15/2022	<input checked="" type="checkbox"/> Apply Base Auto Pay <input checked="" type="checkbox"/> Apply Employee Auto Pays Default Pay Type: Reg

The green start button will update to “restart” after selecting start. Only select if you want to completely restart your payroll. **Note:** If you select restart, and have any payroll entered in your regular batches, the information will be lost.

Please double check the pay periods and check date to ensure they are correct before processing.

## B. Getting to Net to Gross Calculator

1. Click on Payroll on the top bar, then you will see an option on the right-hand side of the screen under Links. Click on Tools & Calculations.

9104 - Supervisor Demo Company

Home Documents ESS Employee HR Reporting **PAYROLL** Company Mineral System

Welcome Melissa Jones | LOG OUT

Status Start  Entry Totals Audit Finish

**Start**  
Start the payroll cycle by creating and defining batches. Setup auto posts to easily enter payroll data. If you need to alter settings prior to entering payroll you can adjust settings and restart the payroll or a specific batch.  
Payroll has been started by: Melissa.

**Payroll Entry**  
Enter payroll data either employee by employee, in batches, or import a file with time clock punches.  
Payroll entry is currently open.

**Totals**  
Confirm your payroll by reviewing Batch Totals and running a Pre-Process Register. This step helps to ensure your employees are paid properly.  
There are 1 batches out of 1 that have not been reviewed.

**Audit**  
Review the results of audits performed by the application on your employee and payroll data and make necessary changes.  
Payroll Audit is required: 19 of 19 Payroll Tests need to be approved or corrected.

**Finish**  
Submit your payroll for processing. The payroll will be processed and verified by Pay-Net.

Payroll Status for Check Date **12/20/2024**

Links  
**Tools & Calculations**

Payroll Notes  
No payroll notes found.

2. On the next screen, click on Net to Gross Batch Entry.

The screenshot shows a web application interface for payroll management. At the top is a dark blue navigation bar with the following menu items: Home, Documents, ESS, Employee, HR, Reporting, **PAYROLL**, Company, Mineral, and System. Below this is a light blue sub-header labeled 'TOOLS & CALCULATORS' with a list of options: Check Calculator, Retro Pay Calculator, Tax Liabilities, Printback, Check Reconciliation, Net To Gross Batch Entry, and Misc Checks. The main content area is divided into two columns. The left column contains links and descriptions for 'Manual Check Calculator', 'Tax Liabilities', and 'Check Reconciliation'. The right column contains links and descriptions for 'Retro Pay Calculator', 'Printback', 'Miscellaneous Checks', and 'Net to Gross Batch Entry'. The 'Net to Gross Batch Entry' link is highlighted with a blue rounded rectangle. The description for 'Net to Gross Batch Entry' states: 'Enter checks in net to gross format in batch mode. Net to gross allows you to tell the system what the employee should receive as a net amount, often used for bonuses.'

## Net Entry

3. You will need to format the settings on this page based on the company needs. In the example below, this is for a Bonus batch with the earning set to Bonus and blocking autopay, deductions, direct deposits, and insurance. It is also set for a tax frequency of Annual to block federal and state taxes, however you can use the drop down in the Tax Frequency box to choose a different tax frequency, use the Override FITW and SITW boxes to enter in specific tax rates, or click the box to use Supplemental Tax Rates. IRS supplemental tax rate is 22% and each state varies (example, California supplemental tax rate is 10.23% on bonuses, New York is 11.7% on bonuses, and Arizona is 0%). Once you have configured the setup, click on Save Settings, then Search.

**TOOLS & CALCULATORS**

Check Calculator Retro Pay Calculator Tax Liabilities Printback Check Reconciliation **NET TO GROSS BATCH ENTRY** Misc Checks

Status: **Open**  
Check Date: **12/20/2024**  
Batch: **VM**

Net to Gross Settings

Earning Code

Block Earnings /Auto Pays

Block Deductions

Block Direct Deposits

Block Insurance

Employee Filter

Filter

Sort

Check Stub Memo

Tax Frequency

Override FITW %












Override SITW %

Use Supplemental Tax Rates

[Save Settings](#)

[Search](#)

4. Employees will be listed below with a box to enter in the net amounts the employees need to receive. After entering in the amount, click on the floppy disk next to Net to save. The gross will automatically calculate for you.

	Employee	Gross	Net	
x 8	Baker, Jr., Chesney	547.94	500.00	
x 7	Benton, Jerrica	0.00	0.00	
x 10	Buckley, Jeffrey	0.00	0.00	
x 11	Hillard, Sebastian	0.00	0.00	
x 1	Jones, David	0.00	0.00	
x 6	Larkin, Joan	0.00	0.00	
x 3	Morrissey, Steven	0.00	0.00	
x 12	Powell, Ava	0.00	0.00	
x 9	Sarkisian, Cheryl	0.00	0.00	
x 7	Smith, Robert	0.00	0.00	

**NOTE: Only click the save option one time per employee or it will create a separate check for each click on the floppy disk.**

### C. Totals

After entering the amounts, the next step prior to submission is the Totals stage. The Net to Gross calculator will create a VM batch for you. You will need to run a preprocess register the same as you would for a regular payroll process on the Totals Page.

The screenshot shows a workflow for 'Batch Totals' with a progress bar at the top: Status, Start (checked), Entry, Totals (active), Audit, Finish. Below the progress bar, there's a table of batch information and a set of action buttons.

STATUS	BATCH	BATCH INFORMATION
●	Comm	Commission Status - Open
●	SM1	Semi-Monthly First Payroll Status - Open

Payroll Status for Check Date: **10/05/2023**  
 Period: 09/01/2023 - 09/30/2023

Buttons for each batch: Batch Totals, Pre-Process Register, Pre-Process Labor Report, Precalc Accruals, Lock Entry.

**Step 1. Batch Totals:** Overview of all entered hours. Includes a “control” entry area where you can type in your hours gathered to compare to what is entered in Pay-Net.

**Step 2. Pre-Process Register:** A report that needs to be run prior to the “approve batch” step. This is an overview of the entire payroll. Please make sure to check this carefully, as this is finalized payroll.

Please note: this report can only be run when payroll is open, so Pay-Net suggests saving or printing this for your records.

**Step 3. Lock Entry:** Final step prior to running verification tests. It will light up green once the pre-process register has been run. This is finalizing the other two audit steps. (No screenshot for this, only step required is selecting lock entry). To unlock the entry if you need to add something, select the lock entry and select reopen.

Payroll Audit >>

## Step 1 of Totals -- Batch Totals:

Status Start  Entry **Totals** Audit Finish

**Batch Totals**

**Current Batch:** SM1 - Semi-Monthly First Payr

**Exclude:**  Earnings  Deductions  Taxes

**Dept:**

**Bus Unit:**

**Class:**

**Actions:** Apply Filter Save Batch Totals

DESCRIPTION	ACTUAL HOURS	ACTUAL AMOUNT	CONTROL HOURS	CONTROL AMOUNT	DIFF HOURS	DIFF AMOUNT
D01 - Advance/Loan	0.00	0.00	0.00	0.00	0.00	0.00
D05 - Expense Reimbursement	11.00	1000.00	0.00	0.00	-11.00	-1000.00
DReimbEdu - Education Reimbursement	0.00	50.00	0.00	0.00	0.00	-50.00
E01 - Regular	912.00	25.00	0.00	0.00	-912.00	-25.00
E02 - Overtime	0.00	0.00	0.00	0.00	0.00	0.00
E04 - Salary	0.00	116345.51	0.00	0.00	0.00	-116345.51

**HOURS**

Actual	923.00
Control	0.00
Difference	-923.00

**AMOUNT**

Actual	118330.51
Control	0.00
Difference	-118330.51

<< Payroll Entry **PreProcess Register** Payroll Audit >>

In the batch totals screen, you have an option to type in "control" hours or amount. This is a tool you can utilize to balance your hours prior to the other audit steps. We suggest at least looking at the "actual hours" column to ensure they are correct.

If you entered control hours, save and update totals. Then, select PreProcess Register.

## Step 2 of Totals -- PreProcess Register:

### Settings

Batch Code:

Include Employer Taxes:

Format:  Detail  Summary

Sort Order:

### Primary Sorts

Groups (Totalled)	Display total	Before	After
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Totals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<< Payroll Totals

### Output

Notify Me When Completed:

Email Completed Report To:

Totals:  Show All Totals  Customize

Page Breaks:  No Page Breaks  After Totals  Before and After Totals  Custom

### Secondary Sorts (not totalled)

Sort By:

Then By:

Then By:

Then By:

Payroll Status for  
Check Date: **10/05/2023**

**Period**  
09/01/2023 - 09/30/2023

**Run Report**

Payroll Audit >>

The pre-process is the report that will give you a labor breakdown of everyone in the payroll (screen shot below). This will come up in a separate PDF copy for you, so ***please make sure to have website pop-up blockers turned off.***

In this screen, you can customize how you run your report. Selections include: sort order, specific batches, and include employer taxes. Once you have selected how you would like to run this, run the report by selecting the button in the bottom right.



Once that is complete, you can close the report and select "Payroll Totals".

Settings

Batch Code: SM1

Include Employer Taxes:

Format:  Detail  Summary

Sort Order: Name

Output

Notify Me When Completed:

Email Completed Report To:

Totals:  Show All Totals  Customize

Page Breaks:  No Page Breaks  After Totals  Before and After Totals  Custom

Payroll Status for Check Date: 10/05/2023

Period: 09/01/2023 - 09/30/2023

Primary Sorts

Groups (Totaled)	Display total	Before	After
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Totals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Secondary Sorts (not totaled)

Sort By:

Then By:

Then By:

Then By:

Run Report

Payroll Audit >>

<< Payroll Totals

You will need to run the PreProcess Register for ALL batches in the payroll, including any VM (Voids/Manuals) batch. The Status icon will change from orange to green for each batch that has been run.

The screenshot displays a payroll processing interface. At the top, a progress bar shows the following steps: Status, Start (with a green checkmark), Entry, **Totals** (highlighted in green), Audit, and Finish. Below the progress bar, the 'Batch Totals' section is visible. On the right side, the 'Payroll Status for Check Date' is **10/05/2023**, and the 'Period' is 09/01/2023 - 09/30/2023.

STATUS	BATCH	BATCH INFORMATION	Actions
Orange icon	Comm	Commission Status - Open	Batch Totals, Pre-Process Register, Pre-Process Labor Report, Precalc Accruals, Lock Entry
Green icon	SM1	Semi-Monthly First Payroll Status - Open	Batch Totals, Pre-Process Register, Pre-Process Labor Report, Precalc Accruals, Lock Entry

At the bottom left, there is a button labeled '<< Payroll Entry'. At the bottom right, there is a button labeled 'Payroll Audit >>', which is highlighted with a red box. A red callout box with an arrow pointing to this button contains the text: 'Once all batches have a green Status icon, click the Payroll Audit button.'

## D. Audit

This step will flag any issues with the payroll that the system can identify. It may take a few seconds to run. Once it has finished, you will see any errors appear in yellow.

The screenshot shows the 'Payroll Audit' interface. At the top, it says 'Payroll pre-calculation has completed.' Below this, there are two tabs: 'REVIEW' (selected) and 'Approved'. The main area displays a list of three warnings, each with a 'Warning' status and a refresh icon. The warnings are: 'Active With No Gross or Negative', 'Deductions or Taxes not Taken', and 'Period Hours Audit'. Each warning has an 'Approve' button and a 'Print Results' button. A red box highlights the double arrow expand icons on the left of each warning row. A red box highlights the 'Approve' button for the 'Deductions or Taxes not Taken' warning. Two callout boxes provide instructions: one pointing to the expand icons and another pointing to the 'Approve' button.

Warning	Status	Action
Active With No Gross or Negative	Warning	Approve, Print Results
Deductions or Taxes not Taken	Warning	Approve, Print Results
Period Hours Audit	Warning	Approve, Print Results

You can expand each warning to review the details using the double arrows on the left.

If/when no changes need to be made, select the Approve button on the warning to dismiss it. You will not be able to move forward in the payroll process until all warnings have been approved.

Once all errors are approved, you can select Batch Finish on the bottom right.

## E. Submitting Payroll

After the totals page and the audits are complete, you will reach the finish screen.

**Finish Payroll**

[Payroll Audit](#) Payroll audit has been completed for all batches.

**Payroll audit complete**

All payroll batches must be marked as locked prior to submitting payroll. Please either click **LOCK ALL BATCHES** below or go to the Totals page to review.

[Lock All Batches](#)

[Please Lock All Batches](#) To submit payroll f...

<< Payroll Audit

You will first need to lock payroll entry. Click Lock All Batches, then click "OK" on the popup that appears.

Once you are completely ready to submit, select Close and Submit to release your payroll. A small pop-up will appear, asking if you are sure you wish to submit. Select OK.

Status Start ✓ Entry ✓ Totals ✓ Audit ✓ Finish

### Finish Payroll

✓ [Payroll Audit](#) Payroll audit has been completed for all batches.

**Payroll audit complete**

[Close and Submit Payroll](#) To submit payroll for processing, click the 'Close and Submit Payroll' link above. This will transmit the payroll for processing.

<< Payroll Audit

www.pay-netonline.com says

Are you sure you wish to submit the payroll for processing? Once the payroll has been submitted, you will be brought to the payroll home page. Press OK to continue, otherwise press cancel.

OK Cancel

The submit payroll button will appear checked, indicating that it has been submitted. You will then be redirected to the Status page, where you can verify that submission has been confirmed.

The screenshot displays a payroll status interface with a progress bar at the top. The progress bar consists of six steps: Status (highlighted in dark blue), Start (checked), Entry (checked), Totals (checked), Audit (checked), and Finish (checked). Below the progress bar, each step is detailed with a title, a description, and a completion status. The 'Start' step is completed, with the status 'Payroll has been started by: 9000\paynetdemo.' The 'Payroll Entry' step is completed, with the status 'Payroll entry is complete.' The 'Totals' step is completed, with the status 'All batches have been reviewed.' The 'Audit' step is completed, with the status 'Payroll audit has been completed.' The 'Finish' step is completed, with the status 'Payroll submitted by 9000\paynetdemo at 9/25/2023 1:51:26 PM'. On the right side, there is a 'Payroll Status for Check Date' section showing the date '10/05/2023'. Below this, there are two sections: 'Links' and 'Tools & Calculations', and a 'Payroll Notes' section containing the text 'This is a test payroll note.'

*Payroll has now been submitted and will sync with our internal system where it will be processed by our team.*

***If you have any questions, please reach out to customer service for assistance.***