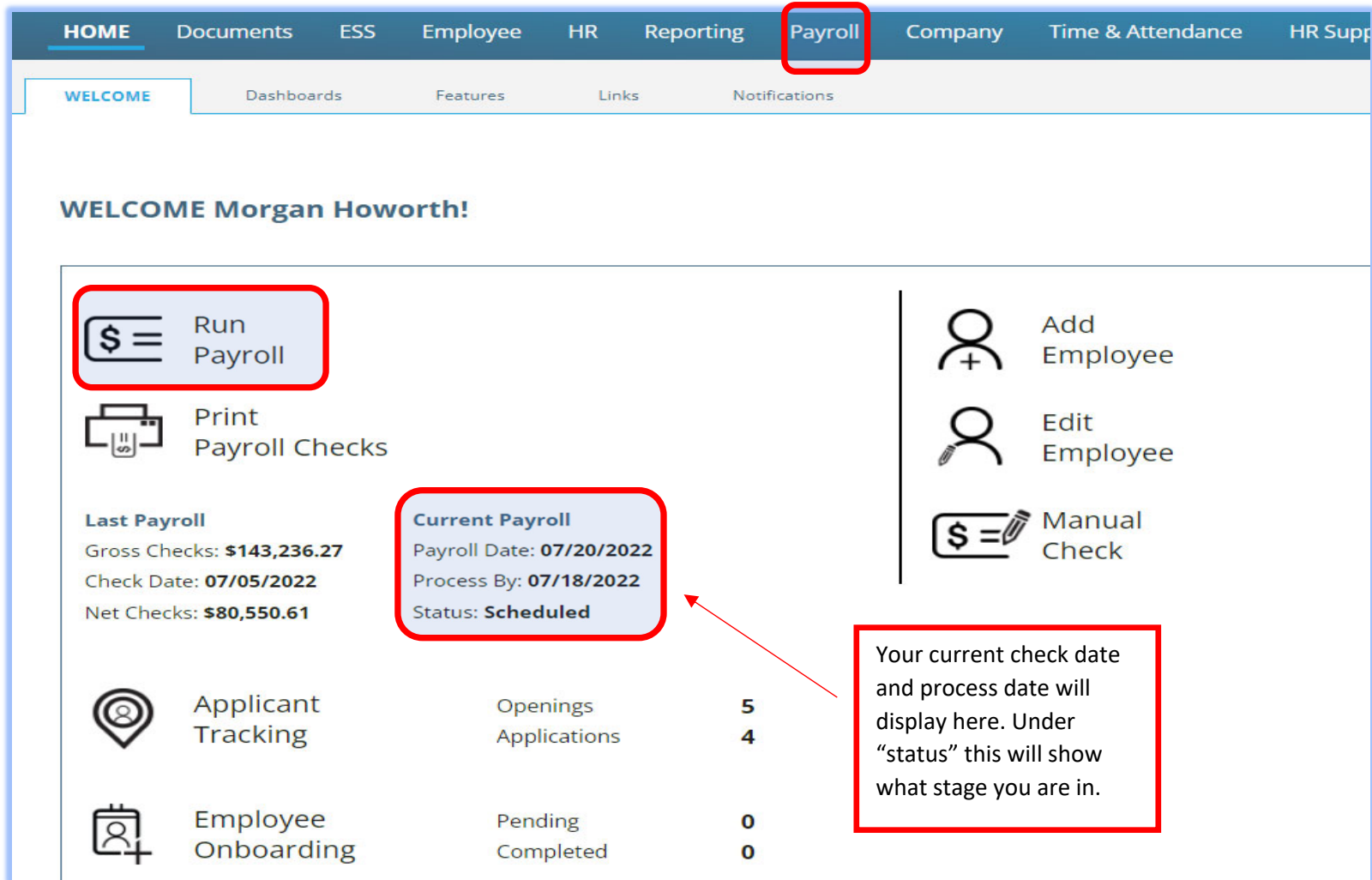


A. Starting Payroll

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



The screenshot shows the Pay-Net dashboard with the 'Payroll' menu item highlighted in the top navigation bar. The main content area includes a 'Run Payroll' button, 'Print Payroll Checks', 'Last Payroll' summary, and 'Current Payroll' details. A red box highlights the 'Run Payroll' button, and another red box highlights the 'Current Payroll' details. A red arrow points from the 'Current Payroll' box to a text box explaining the status field.

WELCOME Morgan Howorth!

Run Payroll

Print Payroll Checks

Last Payroll
Gross Checks: **\$143,236.27**
Check Date: **07/05/2022**
Net Checks: **\$80,550.61**

Current Payroll
Payroll Date: **07/20/2022**
Process By: **07/18/2022**
Status: **Scheduled**

Manual Check

Applicant Tracking

Openings	5
Applications	4

Employee Onboarding

Pending	0
Completed	0

Your current check date and process date will display here. Under "status" this will show what stage you are in.

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.

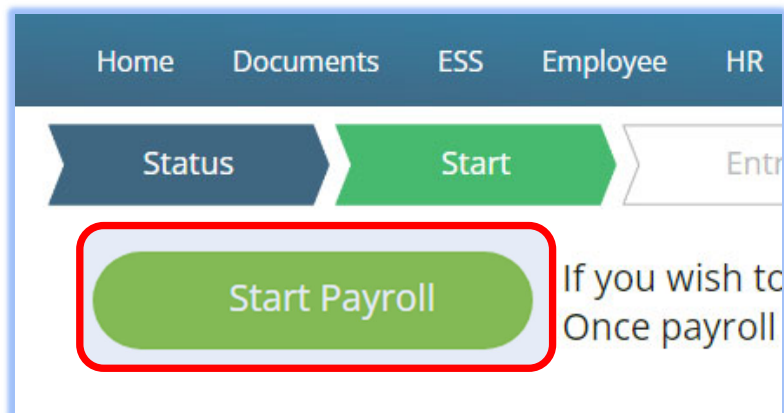
The screenshot shows a web application interface for payroll processing. At the top, there is a navigation menu with the following items: Home, Documents, ESS, Employee, HR, Reporting, **PAYROLL**, Company, Time & Attendance, HR Support Center, and System. Below the navigation menu is a progress bar 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 four 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.

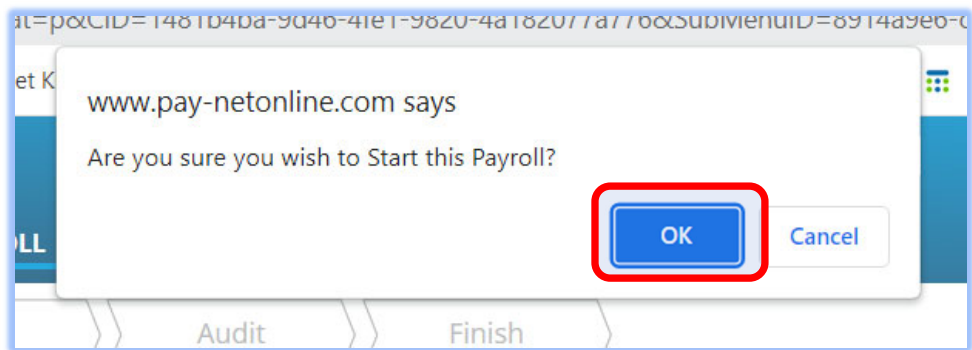
On the right side of the screen, there is a sidebar with the following information:

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

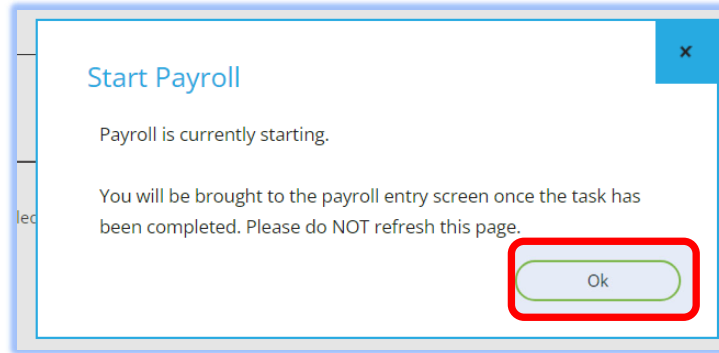
The Start screen shows you the pay period begin and end date and which batch(es) you are processing (i.e., weekly, semi-monthly, VM or bonus). Please double check all components. If you need a check date or pay period change, please submit a written request to Operations. If everything looks okay, please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

If you wish to restart the payroll process, click 'Restart Payroll'.
Warning: Restarting the payroll will delete any data that was previously entered.

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

Payroll Status for Check Date: **07/20/2022**

Period: 07/01/2022 - 07/15/2022

Links: [Calendar](#), [Auto Posts](#), [Paycheck Attributes](#)

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. Payroll Entry

1. In the payroll entry screen, you will see a few selections for entry: Standard Payroll Entry or Batch entry. Standard payroll is one selected employee at a time, and batch entry is all the employees at once. For directions on either entry please scroll down to each section OR hit ctrl and click the link below to go to the select entry type.

[Standard](#)

[Batch](#)

The screenshot shows the payroll entry interface. At the top, there is a navigation bar with links: Home, Documents, ESS, Employee, HR, Reporting, **PAYROLL**, Company, Time & Attendance, HR Support Center, System. Below this is a progress bar with steps: Status, Start (checked), **Entry**, Totals, Audit, Finish. An information banner reads: "Enter payroll for the batches listed using the payroll entry type options below." The main content area features a table of batches and a right-hand sidebar.

BATCH	INFO	STATUS	PAYROLL ENTRY TYPE
Comm	Commission 07/01/2022 to 07/31/2022	Open	
SM1	Semi-Monthly First Payroll 07/16/2022 to 07/31/2022	Open	
VM	Voids/Manuals 07/01/2022 to 07/31/2022	Open	

Payroll Status for Check Date: **08/05/2022**

Period: 07/01/2022 - 07/31/2022

Imports:

- Time
- Time Card
- SwipeClock TWP
- Expense
- Review Timecards
- Finalize Period
- Import Hours

Standard payroll entry = single employee entry, one employee at a time; more entry choices, ability to block certain earnings, override data.

Batch payroll entry = All employees at once, spreadsheet-like entry.

Standard Payroll Entry

- To enter the payroll in standard, you will utilize the hours and amount columns. You can also type in a rate if it is different than their base rate. If you need to change the base rate permanently, please do so under the Employee > Pay Rates section.

Home Documents ESS Employee HR Reporting **PAYROLL** Company Time & Attendance HR Support Center System

Status Start **Entry** Totals Audit Finish

Employee >> Sort Name(Last, First) Filter Active

Employee: **User A New** ID: MR-38 Payroll Status for Check Date **08/05/2022**

HOURS	GROSS	DEDUCTIONS	TAXES	NET PAY	PTO BALANCE
0.00	1,515.00	275.70	121.74	1,117.56	BirthDay: 0.00, CACOVOther: 40.00, CACOV Sick: 40.00, NJSick: 1.33, Sick: 40.50, Sick1: 24.00

Pay Entry Override

Auto Pay Pay \$1500.00 Pay Type **Reg** Check Number

PAY 1 New Check 3rd Party Sick Pay

CODE	HOURS	RATE	AMOUNT	RATE CODE	DEPT	JOB CODE
<input checked="" type="checkbox"/> E01 - Regular				Base - Base Rate		
<input checked="" type="checkbox"/> E02 - Overtime						
<input checked="" type="checkbox"/> E05 - Bonus						
<input checked="" type="checkbox"/> E15 - Misc Pay						

Preferences

<< Previous Employee

There are a few sections that you can utilize as well in this screen that are more advanced than batch entry, please see override and preferences sections below.

To bypass override options and preferences section select ctrl and click= [Standard Payroll Entry Continued](#)

Override options are handy for when you want to block certain items on a check. (Screenshot below).

The screenshot shows a payroll system interface for 'User A New' (ID: MR-38). The 'Payroll Status for Check Date 08/05/2022' is displayed. A summary table shows: HOURS: 0.00, GROSS: 1,515.00, DEDUCTIONS: 275.70, TAXES: 121.74, NET PAY: 1,117.56. PTO BALANCE: Birthday: 0.00, CACOVOther: 40.00, CACOV Sick: 40.00, NJSick: 1.33, Sick: 40.50, Sick1: 24.00.

The 'Pay Entry' section includes 'Auto Pay' (checked, Pay \$1500.00), 'Pay Type' (Reg), and 'Check Number' (0). A red box highlights the 'Override' button. Below this is a table with columns: CODE, HOURS, RATE, AMOUNT, RATE CODE, DEPT, JOB CODE. The table contains four rows: E01 - Regular, E02 - Overtime, E05 - Bonus, and E15 - Misc Pay. A red box highlights the 'X PAY 1' button and another red box highlights the 'New Check' button. A blue box highlights the 'Preferences' button.

Add a new check here (good for bonuses).
Delete a mistake check here.

Preferences customize what you see in the columns. (Screenshot below).

See below for more details on Preferences and Overrides

A) **Preferences:** Select this tab within the standard payroll entry to add additional columns to your payroll entry screen. Options most commonly added are department or rate code if employees have multiple rates. When done click Save and then Back to Payroll.

Miscellaneous Preferences

Blank Rows to Include in Payroll Entry

Field Selection

INCLUDE?	FIELD
<input type="checkbox"/>	Code
<input checked="" type="checkbox"/>	Hours
<input checked="" type="checkbox"/>	Rate
<input checked="" type="checkbox"/>	Amount
<input checked="" type="checkbox"/>	Rate Code
<input checked="" type="checkbox"/>	Dept
<input type="checkbox"/>	Bus Unit
<input type="checkbox"/>	Class

Save

Back to Payroll

B) **Override options:** This is where you can select anything you would like to block or override temporarily for this pay period. Please see snippets below of sections. When you are done, click Save and then Return to Payroll Entry.

Return to Payroll Entry

Employee: A New, User Pay Type: Reg

DETAILS | Block Earnings/Deductions | Block Direct Deposits | Memo/Notes

Deduction Multiplier: 0

Block Time Off Accruals:

Block Direct Deposit:

Block Labor Allocation:

Block Weeks Worked:

Block Insurance:

Save changes for this pay type override for...

Employee Only

This Paycheck Only

Revert to Company Default | Revert to Employee Default

Cancel | Save

Easily block items like direct deposit or insurance for a pay period here.

Note: Please make sure to select "this paycheck only" NOT "employee only" otherwise this will be blocked going forward until it is removed.

In this area you can override the taxation, most commonly used for bonus checks. Use the dropdown to change the frequency. To override the percentages, you can type into the Override FITW and SITW boxes.

The second tab under override options gives you the ability to block select earnings or deductions.

Navigation: Status | Start ✓ | Entry | Totals | Audit | Finish

Return to Payroll Entry

Employee: A New, User Pay Type: Reg

Details | **BLOCK EARNINGS/DEDUCTIONS** | Block Direct Deposits | Memo/Notes

Block Earnings

EARNING	DESCRIPTION
<input type="checkbox"/> 01	Regular
<input type="checkbox"/> 02	Overtime
<input type="checkbox"/> 03	Doubletime
<input type="checkbox"/> 04	Salary
<input type="checkbox"/> 05	Bonus

Select All Clear All

Block Deductions

DEDUCTION	DESCRIPTION
<input type="checkbox"/> 01	Advance/Loan
<input type="checkbox"/> 05	Expense Reimbursement
<input type="checkbox"/> 05a	Add Expense test
<input type="checkbox"/> 100	hsa out
<input type="checkbox"/> 102	test

Select All Clear All

Save changes for this pay type override for...

Employee Only

This Paycheck Only

Revert to Company Default Revert to Employee Default

Cancel Save

Employee: A New, User Pay Type: Reg

Details Block Earnings/Deductions **BLOCK DIRECT DEPOSITS** Memo/Notes

Block Direct Deposits

DIR DEP	DESCRIPTION
<input type="checkbox"/>	1 8675309 Savings 50.00
<input type="checkbox"/>	99 12345678919 Checking 100.00

Save changes for this pay type override for...

Employee Only

This Paycheck Only

In the "Block direct deposit" box, select the check mark next to the active direct deposit you wish to block for the employee if there is one set up.

Note: If this is a permanent change to the employee please make the change in the Employee section, under the direct deposits.

Employee: A New, User Pay Type: Reg

Details Block Earnings/Deductions Block Direct Deposits **MEMO/NOTES**

Check Stub Memo

Check stub memo appears here.

Notes

Save changes for this pay type override for...

Employee Only

This Paycheck Only

This Memo is a place to make a note to be printed on the employee's check.

Standard Payroll Entry Continued

- After inputting your employee's hours and saving you can select "next employee" to move to the next employee entry.

The screenshot shows a payroll entry interface for an employee named "User A New" (ID: MR-38). The interface includes a progress bar with steps: Status, Start, Entry (active), Totals, Audit, and Finish. Employee search and filter options are visible at the top. Summary statistics for the employee are shown, including hours (0.00), gross pay (1,515.00), deductions (275.70), taxes (121.74), and net pay (1,117.56). PTO balance information is also displayed.

The "Pay Entry" section shows "Auto Pay" checked for "Pay \$1500.00", "Pay Type" set to "Reg", and "Check Number" set to "0". There are options for "New Check" and "3rd Party Sick Pay".

CODE	HOURS	RATE	AMOUNT	RATE CODE	DEPT	JOB CODE
<input checked="" type="checkbox"/> E01 - Regular	40.000000			Base - Base Rate		
<input checked="" type="checkbox"/> E02 - Overtime						
<input checked="" type="checkbox"/> E05 - Bonus			100.00			
<input checked="" type="checkbox"/> E15 - Misc Pay						

At the bottom, there are "Save" and "Cancel" buttons, and a "Next Employee >>" button. A "Preferences" link is also visible.

4. Once you have reached the end of your employees, a new button will appear asking you to “Go to Batch Totals”. This will take you back to the entry screen, and you will then go to the Totals stage. You can also click Totals at the top of the page.

Employee: Nicole Zon ID: MR-14 Payroll Status for Check Date 08/05/2022

HOURS	GROSS	DEDUCTIONS	TAXES	NET PAY	PTO BALANCE
0.00	0.00	0.00	0.00	0.00	NJSick: 0.00, PTO: 10.00, Sick: 0.00, Sick1: 0.00

Pay Entry

Auto Pay No Autopay Pay Type **Reg** Check Number 0

X PAY 1 New Check 3rd Party Sick Pay

CODE	HOURS	RATE	AMOUNT	RATE CODE	DEPT	JOB CODE
<input checked="" type="checkbox"/> E01 - Regular				Base - Base Rate		
<input checked="" type="checkbox"/> E02 - Overtime						
<input checked="" type="checkbox"/> E05 - Bonus						
<input checked="" type="checkbox"/> E15 - Misc Pay						

Save Cancel << Previous Employee **Go to Batch Totals >>**

To skip batch entry section (the other form of entering payroll) [CLICK HERE](#)

Batch Payroll Entry

5. If you would prefer to enter all of your employees at one time, you can utilize the batch entry template to do so.

The screenshot displays the 'Batch Payroll Entry' interface. At the top, a progress bar shows the current step is 'Entry'. Below this, the 'Batch Template' is set to 'Bonus', the 'Filter' is 'Employees in Batch', and the 'Batch' is 'SM1'. The main table lists 17 employees with their respective rates and pay statuses. A 'Totals' row at the top of the table shows a total bonus amount of 25.00 and a total comm amount of 300.00. Red boxes and arrows highlight the 'Batch Template' dropdown, the 'Filter' dropdown, and the 'Sort' dropdown. Two text boxes provide instructions on template selection and sorting/filtering.

Batch Template: Bonus

Filter: Employees in Batch

Batch: SM1

Sort: [Dropdown]

#	EMPLOYEE	ADDL. I...	RATE	AUTOPAY	BONUS AMOUNT AMOUNT	COMM AMOUNT
Totals:						25.00 300.00
1	123.4456 (348)		\$ 12.50 / Hr	<input type="checkbox"/> Pay \$1000.00		
2	A New, User (MR-38)					
3	AAAA, Test (abcdet)					
4	Accrual, Imma (abcdfg)					
5	⚠ Adams, Henry (19096)					
6	Agreat, Example (19110)					
7	Anderson, Karly (MR-1)					
8	Anderson-Harris, John (abcd..					
9	⚠ Attempt, Fifth (19103)					
10	Attempt, First (19087)					
11	Attempt, Larry (19106)		\$ 21.67 / Hr	<input checked="" type="checkbox"/> Pay \$1733.33		
12	Avicenna, Socrates (abcdej)		\$ 20.00 / Hr			
13	⚠ Baker, Robert (2)		\$ 13.50 / Hr	<input checked="" type="checkbox"/> Pay 86.67 Hrs		
14	Banks, Joe (23852)		\$ 15.00 / Hr	<input type="checkbox"/> Pay 86 Hrs		
15	Baxter, Reginald (19070)		\$ 10.50 / Hr	<input type="checkbox"/> Pay 80 Hrs		
16	Bear, Fozzie (abc123)		\$ 62.50 / Hr	<input checked="" type="checkbox"/> Pay \$5000.00		
17	Benjamin, Bigg (19061)		\$ 60.00 / Hr	<input checked="" type="checkbox"/> Pay 80 Hrs		

Text Box 1: To begin, please select the template if it does not come up automatically. Use the drop down to select from your current templates.
Note: If you do not have a template, please see the next section on how to add/make changes to a template.

Text Box 2: Make sure your sort and filter are the way you prefer. IE: Active employees, employees in batch, sorted by name or department.

Showing page 1 of 8 Jump to page: 1 Page Size: 10 25 50 100

<< Go to Batches Save Go to Batch Totals >>

6. **Adding/updating a batch template:** Please select the pencil on the batch template screen to enter the batch entry setup screen (pictured below).

Batch Template

Batch Entry Template:

Template Name:

Description:

Display Salary Column

Display Auto Pay Column

Additional Employee Field:

Name your template here.

Show auto pays (IE reimbursements) select here.

CODE	PAY FIELDS	RATE CODE	DEPT	BUS UNIT	CLASS
E05 - Bonus Header: Bonus Amount	<input type="checkbox"/> Show Hours <input type="checkbox"/> Show Rate <input checked="" type="checkbox"/> Show Amount	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field
E06 - Commission Header: Comm	<input type="checkbox"/> Show Hours <input type="checkbox"/> Show Rate <input checked="" type="checkbox"/> Show Amount	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field
E01 - Regular Header: Regular	<input checked="" type="checkbox"/> Show Hours <input type="checkbox"/> Show Rate <input type="checkbox"/> Show Amount	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field	<input type="checkbox"/> Show Column <input type="checkbox"/> Filter Field

Use the drop downs to select earning code and name the header. IE: Select Regular, and type in "Regular Earnings" in the header.

Then select the appropriate pay field for the earning. IE, "show hours" for regular, and "show amount" for commission.

Please note: Always save after changes.

Select Salary column to show all salaried employees (that way they are already checked in the system if properly set up on the employee's rates tab).

7. Once the batch entry template is set up, or if you already had one currently set up, you can enter the payroll.

The screenshot shows a payroll entry interface with a progress bar at the top containing 'Status', 'Start', 'Entry' (highlighted in green), 'Totals', 'Audit', and 'Finish'. Below the progress bar, there are filters for 'Batch Template' (Hours - Hours Entry), 'Filter' (Active Employees), 'Batch' (SM1), and 'Sort'. The main table lists employees with columns for '#', 'EMPLOYEE', 'ADDL. I...', 'RATE', 'AUTOPAY', 'REG HOURS', 'OT HOURS', and 'TEMP HOURS'. A 'Totals' row is at the top of the table. A red box highlights the 'REG HOURS' column. A red box highlights the 'AUTOPAY' column, with a red arrow pointing to a checked checkbox for 'Pay 86.67 Hrs' for employee 'Baker, Robert (2)'. A large red box contains three text annotations: 'Enter hours in this column (amounts can be added as well in the batch entry template area, see above).', 'Ensure all auto-pay salary employees have their salaries checked here.', and 'Please note: always save after making changes. Then you can move to the audit stage.' At the bottom, there are three buttons: '<< Go to Batches', 'Save', and 'Go to Batch Totals >>'. The 'Save' button is highlighted with a red box. The page footer shows 'Showing page 1 of 8', 'Jump to page 1', and 'Page Size: 10 25 50 100'.

#	EMPLOYEE	ADDL. I...	RATE	AUTOPAY	REG HOURS	OT HOURS	TEMP HOURS
Totals:					0.000000	0.000000	0.000000
1	123, 4456 (348)		\$ 12.50 / Hr	<input type="checkbox"/> Pay \$1000.00			
2	A New, User (MR-38)		\$ 18.00 / Hr	<input type="checkbox"/> Pay 40 Hrs			
3	AAAA, Test (abcdet)		\$ 31.25 / Hr	<input checked="" type="checkbox"/> Pay \$2500.00			
			\$ 31.25 / Hr	<input type="checkbox"/> Pay \$2500.00			
4	Accrual, Imma (abcdfg)						
5	⚠ Adams, Henry (19096)		\$ 20.00 / Hr	<input type="checkbox"/> Pay 80 Hrs			
6	Agreat, Example (19110)		\$ 22.50 / Hr				
7	Anderson, Karly (MR-1)		\$ 11.25 / Hr	<input type="checkbox"/> Pay \$100.00			
8	Anderson-Harris, John (abcd...		\$ 175.00 / Hr				
9	⚠ Attempt, Fifth (19103)		\$ 15.00 / Hour	<input checked="" type="checkbox"/> Pay 86.66 Hrs			
10	Attempt, First (19087)		\$ 21.63 / Hr	<input checked="" type="checkbox"/> Pay \$1730.77			
11	Attempt, Larry (19106)		\$ 21.67 / Hr	<input checked="" type="checkbox"/> Pay \$1733.33			
12	Avicenna, Socrates (abcdej)		\$ 20.00 / Hr				
13	⚠ Baker, Robert (2)		\$ 13.50 / Hr	<input checked="" type="checkbox"/> Pay 86.67 Hrs			
			\$ 13.50 / Hr				
14	Banks, Joe (23852)		\$ 15.00 / Hr	<input type="checkbox"/> Pay 86 Hrs			
15	Baxter, Reginald (19070)		\$ 10.50 / Hr	<input type="checkbox"/> Pay 80 Hrs			

C. Totals

After entering your payroll, the next step prior to submission is the Totals stage. Please see the overview below:

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.

Step 1 of Totals -- Batch Totals:

Status Start Entry **Totals** Audit Finish

Batch Totals

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

Exclude: Earnings Deductions Taxes **Bus Unit:** **Class:**

Actions:

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

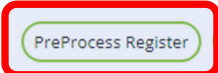
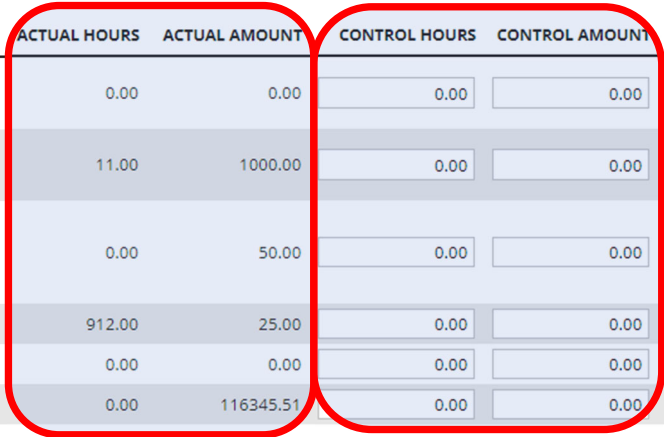
Actual	923.00
Control	0.00
Difference	-923.00

AMOUNT

Actual	118330.51
Control	0.00
Difference	-118330.51

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.

Sample of Pre-Process Register:

Preprocess Register										Restaurant Company (9003)		Check Date: 11/02/2018 Period: 10/22/2018 to 10/28/2018 Batch: W		Page 1		
Department: 100 - Administration					Position: 10 - Admin											
Owner,		Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Type	Reg	
Company		04	Salary	40.00		1000.00	CA	California SITW	1000.00	18.03				Chk Date	11/02/2018	
Emp Id	1						CASDI	CA SDI - Employee	1000.00	10.00				Batch	W	
Salary	1000.00						FITW	Federal Income Tax	1000.00	76.44				Net	819.03	
							MED	Medicare	1000.00	14.50				Dir Dep	0.00	
							MED-F	Medicare - Additio	1000.00	0.00				Chk Amt	819.03	
							SS	OASDI	1000.00	62.00						
Total Earnings				40.00		1000.00	Total Employee Taxes				180.97	Total Deductions		0.00		
Wacoun,		Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Type	Reg	
Mike C		01					CA	California SITW	600.00	30.86						
Emp Id	101699						CASDI	CA SDI - Employee	600.00	16.00						
Rate	15.0000						FITW	Federal Income Tax	600.00	136.24						
							MED	Medicare	600.00	23.20						
							MED-F	Medicare - Additio	600.00	0.00						
							SS	OASDI	600.00	37.20						
Total Earnings				40.00		600.00	Total Employee Taxes				124.53	Total Deductions		0.00		
Department: 100 - Administration					Position: 10 - Admin Total											
Employees	2	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks	2	
Female	1	01	Regular	40.00		600.00	CA	California SITW	1600.00	30.86						
Male	1	04	Salary	40.00		1000.00	CASDI	CA SDI - Employee	1600.00	16.00						
Chks & Vchrs	2						FITW	Federal Income Tax	1600.00	136.24						
Female	1						MED	Medicare	1600.00	23.20						
Male	1						MED-F	Medicare - Additio	1600.00	0.00						
							SS	OASDI	1600.00	99.20						
Total Earnings				80.00		1600.00	Total Employee Taxes				305.50	Total Deductions		0.00		

Breakdown of gross amount and hours.

Breakdown of taxes.

Net amount, check amount/direct deposit amounts, and check date.

Totals for all employees by department.

Once you have checked the pre-process register, we suggest either printing or saving the report. The PreProcess Report can only be run while payroll is open.

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 shown as **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 a '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. To the left of each warning is a double arrow icon (») for expansion. To the right of each warning are two buttons: 'Approve' and 'Print Results'. A red box highlights the double arrow icons, with a callout box stating: 'You can expand each warning to review the details using the double arrows on the left.' Another red box highlights the 'Approve' buttons, with a callout box stating: '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.'

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

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. At the top, a progress bar shows five steps: Status (active), Start (checked), Entry (checked), Totals (checked), Audit (checked), and Finish (checked). The main content area lists five steps, each with a description and a completion status:

- 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: 9000\paynetdemo.**
- Payroll Entry**: Enter payroll data either employee by employee, in batches, or import a file with time clock punches. **Payroll entry is complete.**
- Totals**: Confirm your payroll by reviewing Batch Totals and running a Pre-Process Register. This step helps to ensure your employees are paid properly. **All batches have been reviewed.**
- Audit**: Review the results of audits performed by the application on your employee and payroll data and make necessary changes. **Payroll audit has been completed.**
- Finish**: Submit your payroll for processing. The payroll will be processed and verified by Pay-Net. **Payroll submitted by 9000\paynetdemo at 9/25/2023 1:51:26 PM**

On the right side, there is a section for "Payroll Status for Check Date" with the date **10/05/2023**. Below this are three sections: "Links", "Tools & Calculations", and "Payroll Notes" (containing the text "This is a test payroll note.").

Payroll has now been submitted and will sync with Pay-Net's internal system where it will be processed by our team.

If you need to make any immediate corrections, Pay-Net Operations is available Monday thru Friday from 9am to 5pm PST, excluding holidays, by email to operations@pay-net.net or by phone, 858-268-1000.