iSolved

Payroll Processing User Guide

iSolved

Payroll Processing Guide

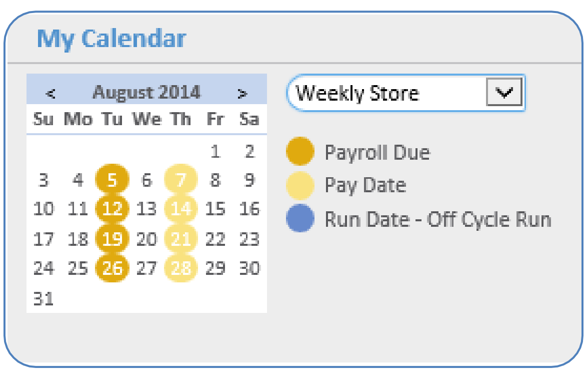
Table of Contents

This document will outline all your Payroll needs. It contains the schedule, templates for easier entry and all the details regarding entering and processing a payroll. We will cover:

1. Processing Schedule – A calendar for reference so you can plan your processing times. We will also show the ability to edit or add to the processing schedule.
2. Payroll Entry Setup - Customizable fields to make the look and feel of your payroll grids specific to your company.
3. Time Entry Options – Provides you customizable alerts and specifications for your payroll needs.
4. Time Entry Grid – An excel spreadsheet format for entering hours and dollars either by keying or importing.
5. Individual Time Entry – A per employee override screen to enter additional check, void checks or overriding any earnings, deductions or taxes.
6. Auditing & Processing your Payroll – We will cover specific reports and control totals prior to walking you through how to process the payroll. All payroll reports processed are available in Preview mode.
7. Multiple Pay Groups – With specific groups that segregate employee information; you can customize and process per pay group.

My Payroll Processing Calendar

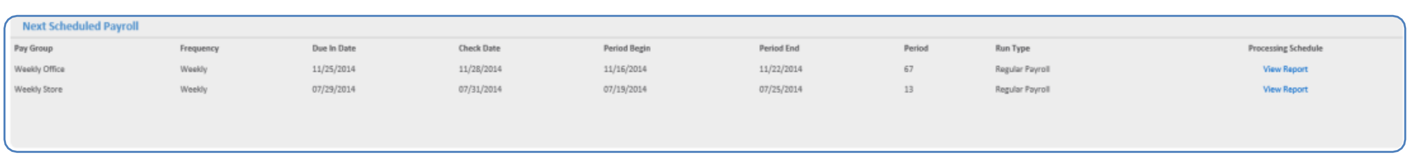
On the Client Landing Page, the **My Calendar** will appear in the top center of the screen.



Use this calendar to plan your payroll processing dates in the current month. Click the drop-down to view each Pay Group. .

Next Scheduled Payroll

Along with the dates for your next payroll, the view report link produces a PDF with details of your payroll schedule for the next 12 months.

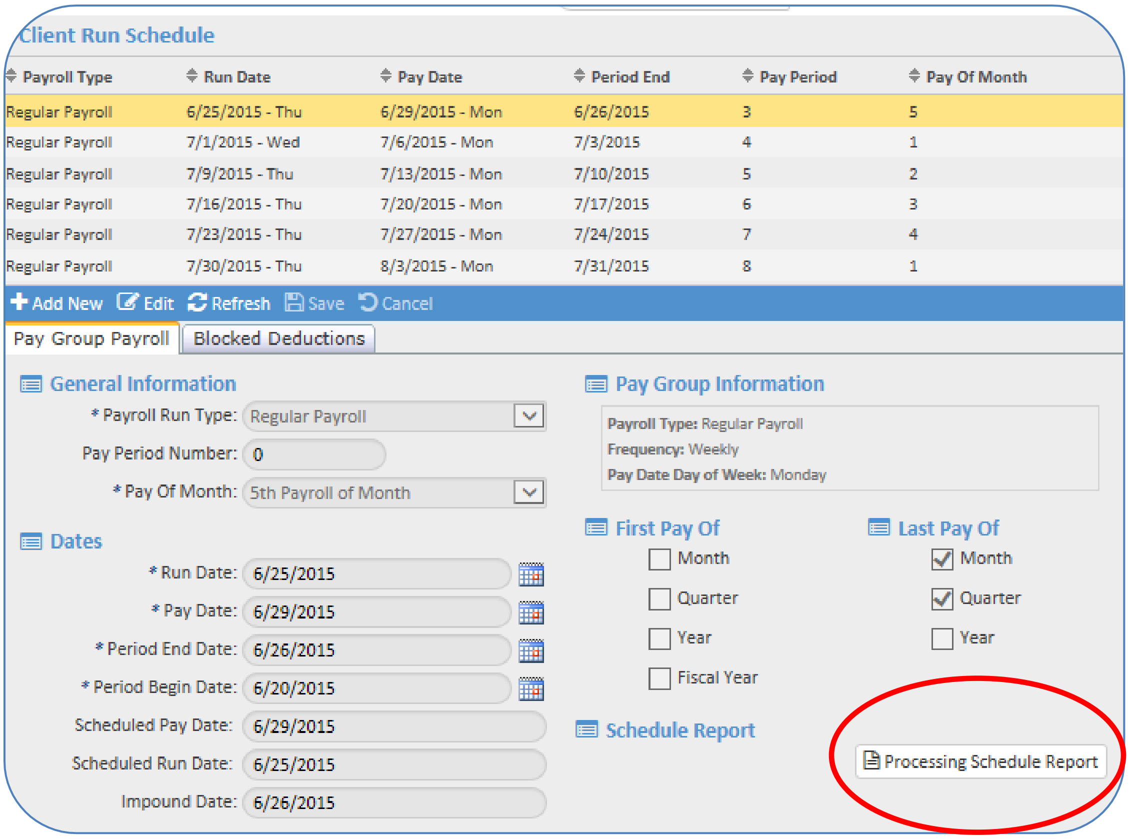


Next Scheduled Payroll

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Weekly Office	Weekly	11/25/2014	11/28/2014	11/16/2014	11/22/2014	67	Regular Payroll	View Report
Weekly Store	Weekly	07/29/2014	07/31/2014	07/19/2014	07/25/2014	13	Regular Payroll	View Report

Client Run Schedule

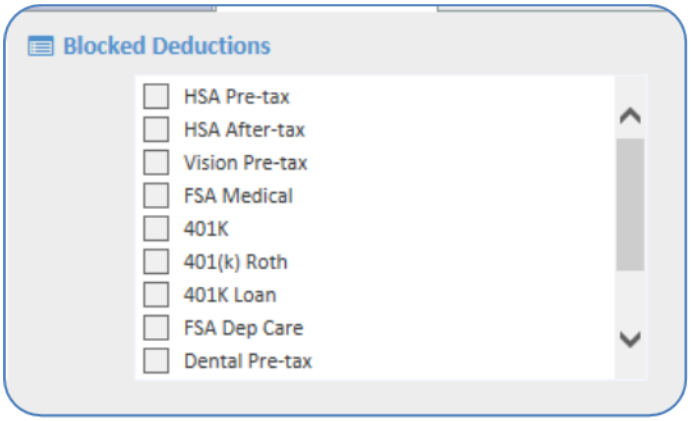
Under Payroll Processing>Client Run Schedule is a listing of every payroll for the next 12 months. You are able to view your schedule or create new payroll schedules for processing. There is also a “Processing Schedule Report” on this screen.



Scheduling Special Payrolls

You are able to schedule a special or off-cycle payroll on the **Client Run Schedule.** Click [Add New] and select the **Payroll Run Type** of “Special.” Select the appropriate **Pay of Month** and dates for the payroll. Under other options, you also have the following decisions to make for this payroll. They are:

- **Regular Check Auto Paid** - When this is checked, any earnings that pay automatically will be paid on the special payroll run. If left unchecked, no auto paid checks will produce.
- **Direct Deposit Blocked** - All payments in this special payroll run will be live checks.
- **Suppress Pay Stub Email Alert** – If your employees receive an email when their payroll is available in ESS and you check this box, no email will be generated for this special payroll.



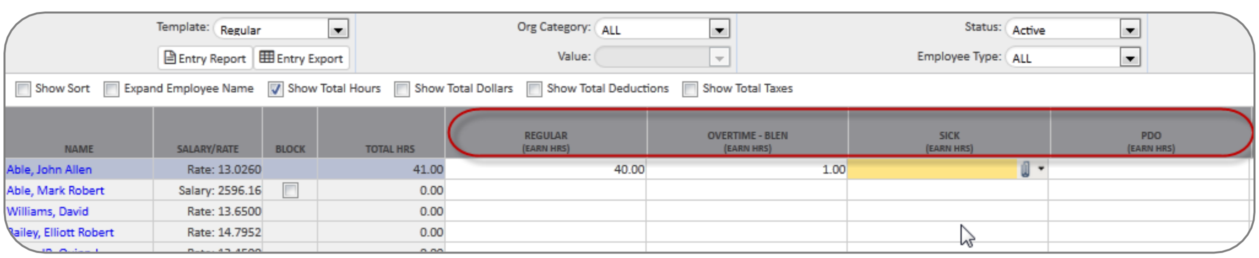
Click on the tab **Blocked Deductions** to select the deductions you do not want to be deducted from all the employee's checks on this special payroll run. The list of deductions will be all active deductions set up.

Payroll Entry Setup

There are two selections under **Payroll Entry Setup**. They are **Time Entry Templates** and **Time Entry Options.** They are used to customize your view of columns and special alerts on the Time Entry Grid. You are able to set up several different customizations depending on your processing needs.

Time Entry Templates

Time Entry Templates allow you to customize the columns or rows that are needed when entering time for payroll processing. By using a template, you can select the earnings you need and place the columns in an order that is most convenient for efficient data entry. Here is an example of a template that includes four earnings – "Regular," "Overtime," "Sick" and "PDO."



Navigate to Payroll Processing> Payroll Entry Options> Time Entry Templates

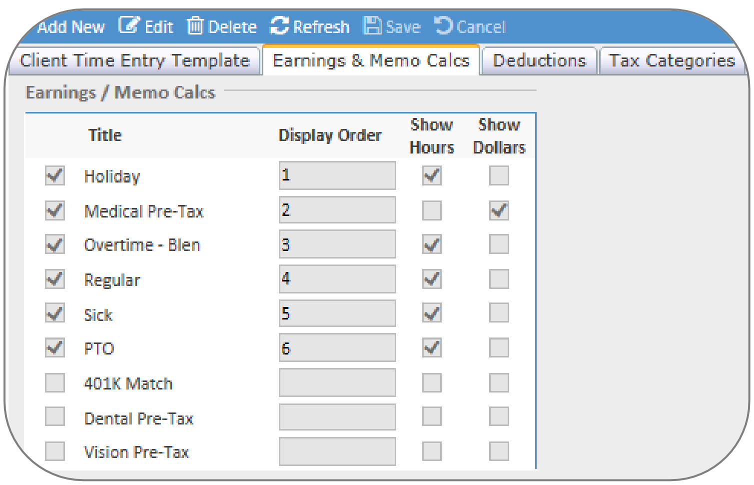
Client Time Entry Template

To setup a template:

- Click on the [Add New] icon.
- Enter the **Template Description**. The description is required, and should be the payroll reason or purpose you would be entering hours or dollars (e.g., "regular" or "bonus").

- **Default Sort Fields**: The first field will automatically default to employee name but can be changed to an organization field such as department or division. Sort the employee list in the order that you receive and enter time. These are optional fields.
- **Employees Per Page** (optional)
- **Show Override Workers Comp** (optional): This field will only appear on the **Individual Time Entry** screen.
- Click on the [Save] icon.

Earning and Memo Calcs



- Select the Earnings & Memo Calcs that you would like included in the template by checking the box in front of the title.
- When you select the title, you will see that the display order will populate, this area can be changed to suit your template needs.

Check show hours, show dollars or both to display a column on the grid for hour entry or dollar entry for the Earnings &Memo Calcs.

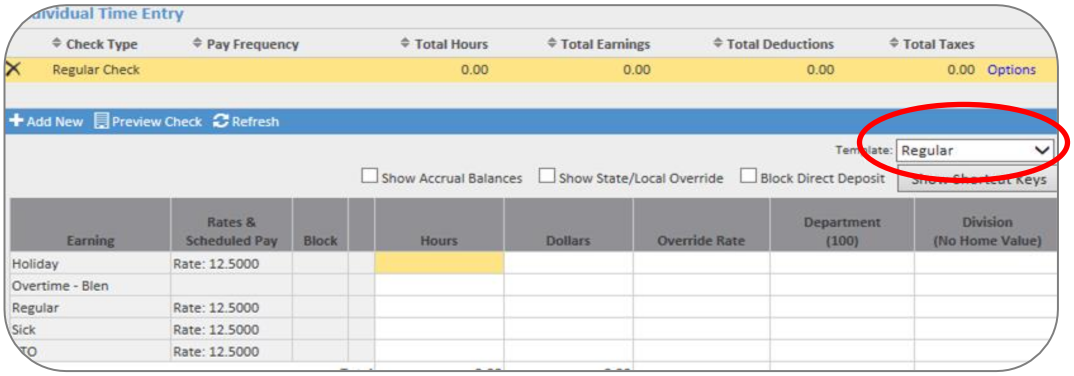
- Click on the [Save] icon.

Note: Memos, Deductions and Taxes are not often needed for time entry, but are an option.

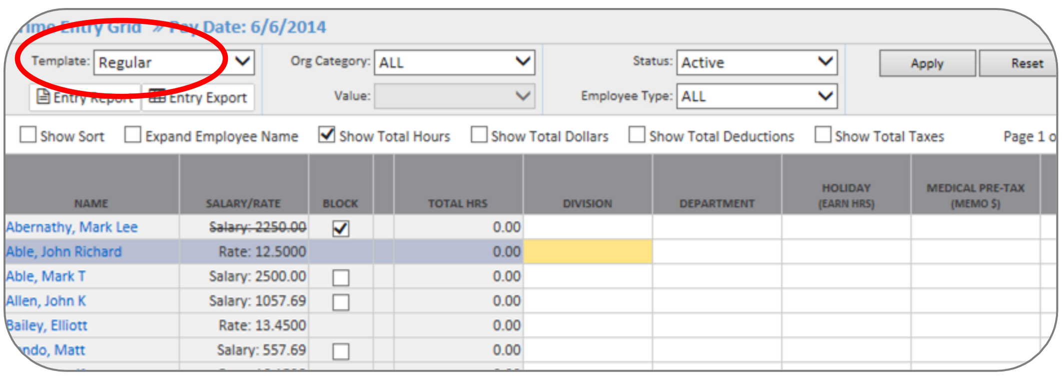
Selecting Your Template

Templates can be selected and used on any of the pay entry screens.

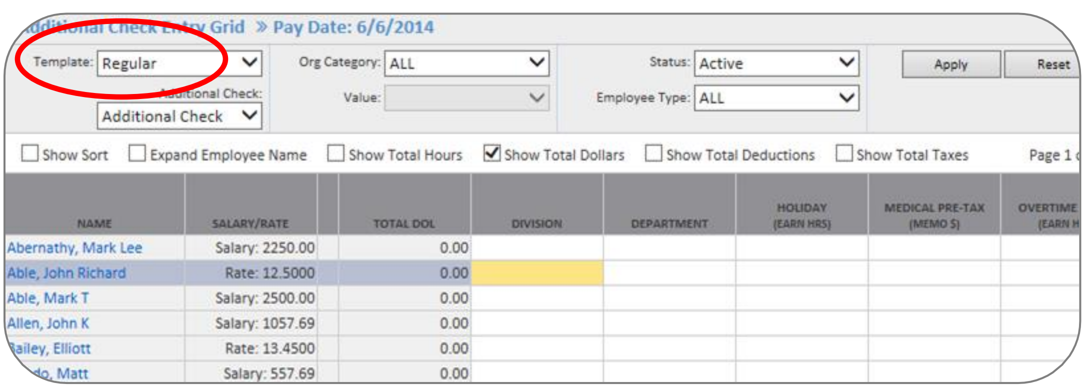
Individual Time Entry



Time Entry Grid



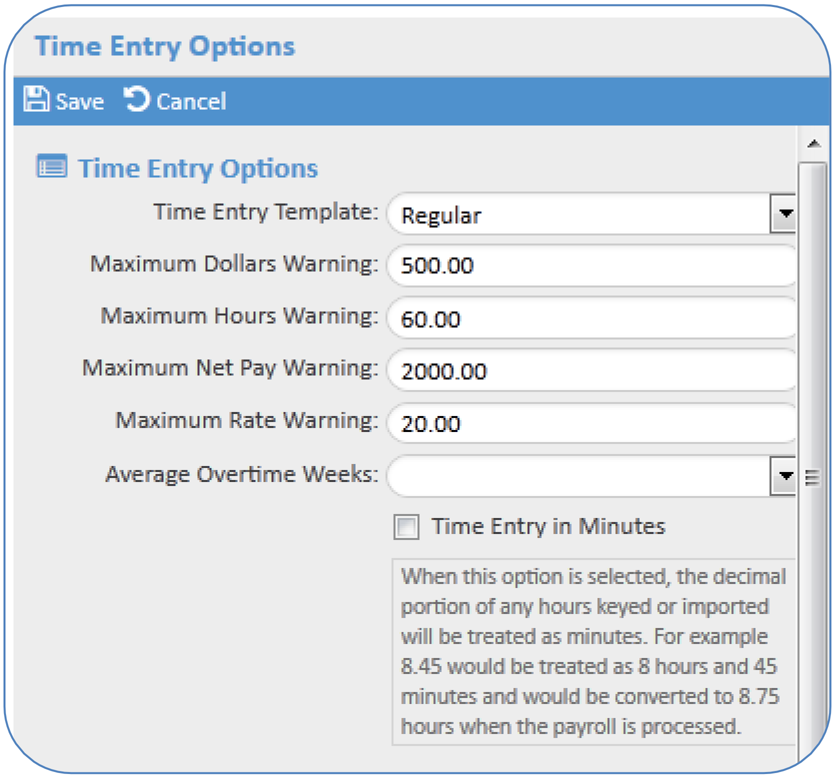
Additional Check Entry Grid



Time Entry Options

Time entry options are available for clients to set up template warnings, switch time entry to minutes, view and create printed timesheets and to create employee time import spreadsheets. This document will touch on all areas of time entry options. To get started:

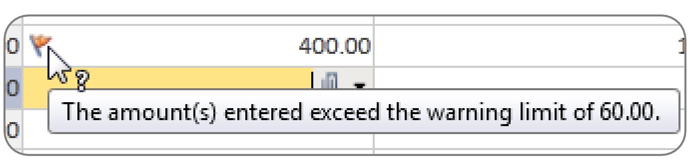
Navigate to Payroll Processing> Payroll Entry Set Up> Time Entry Options.



Time Entry Template - The template selected here will be the default template that will be the default each time you enter the time entry grid or individual time entry. The templates are created on the **Time Entry Template** setup screen.

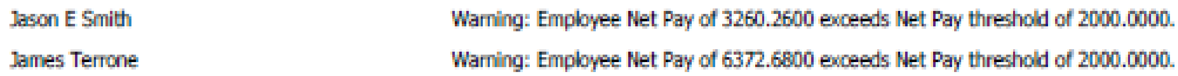
Maximum Dollar Warning and Maximum Hours Warning - These warnings are to ensure the most accurate payroll possible. The warning will appear during data entry on the time entry grid or individual time entry screen. If you have accidentally added too many zeroes or an employee has worked beyond the max warning, iSolved can alert you with a red flag. Move your cursor to the flag for additional information. You may correct your error or leave the hours to be paid if you determine they are accurate.

Here is a sample error message for entering 400 hours instead of 40 hours for this weekly payroll.



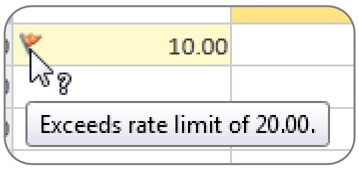
Maximum Net Pay Warning - The maximum net pay cannot appear on the grid as the net pay must be calculated. It will appear on the exception report during payroll preview or processing.

Here is a sample of the entry on the exceptions report.



Jason E Smith	Warning: Employee Net Pay of 3260.2600 exceeds Net Pay threshold of 2000.0000.
James Terrone	Warning: Employee Net Pay of 6372.6800 exceeds Net Pay threshold of 2000.0000.

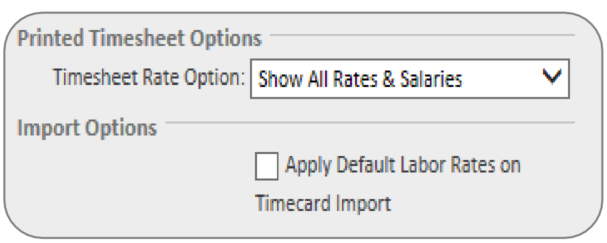
Maximum Rate Warning - This warning will appear on the time entry grid or individual time entry when you enter an alternate pay rate that exceeds this threshold. To view the rate that was entered for these 10 hours you must click in the field and press the paperclip.

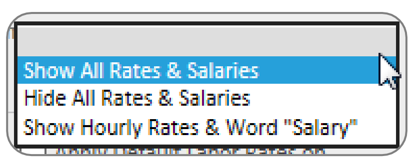


Average Overtime Weeks - Select the number of weeks for setup purposes as it relates to average overtime calculation. iSolved will calculate the average overtime based on the hours entered by week; each week works independently. You can use this functionality on the individual time entry and time entry imports only.

Time Entry in Minutes - If this option is selected, it will change the decimal portion of any hours keyed or imported into minutes. For example, “8.45” would be treated as 8 hours and 45 minutes and would be converted to “8.75” when the payroll is processed.

Printed timesheet options





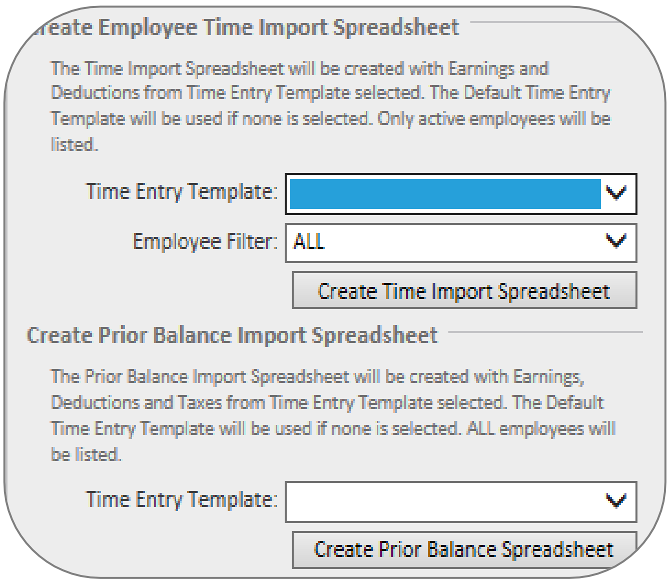
Timesheet Rate Options - Use the drop-down to select how you would like pay rates to show on the timesheet when printed.

Import Options - By checking this area, default labor rates, if set up in the system; will be applied to the timecard import.

Preview Timesheet - This will produce a timesheet that you can print and distribute to gather hours/dollars for the next payroll. All active employees are included with the rates and alternate pay rates that are assigned to them. The default template will be used to define the columns on the timesheet.

Employee Profiles - Can be generated in this area for pay groups with 500 employees or less. This report can also be generated from the client reports.

Create Employee Time Import (and prior balance) Spreadsheets



Create Employee Time Import Spreadsheet - iSolved allows you to import the time rather than re-key the data from a paper timesheet. The time import spreadsheet will create an Excel spreadsheet that you can (or have each manager key the hours for their department) enter hours/dollars on.

- Select the time entry template desired.
- Choose any filters.
- Click on the [Create Time Import Spreadsheet] icon.

The time import spreadsheet will be created with earnings and deductions from the time entry template selected. The default time entry template will be used if none is selected.

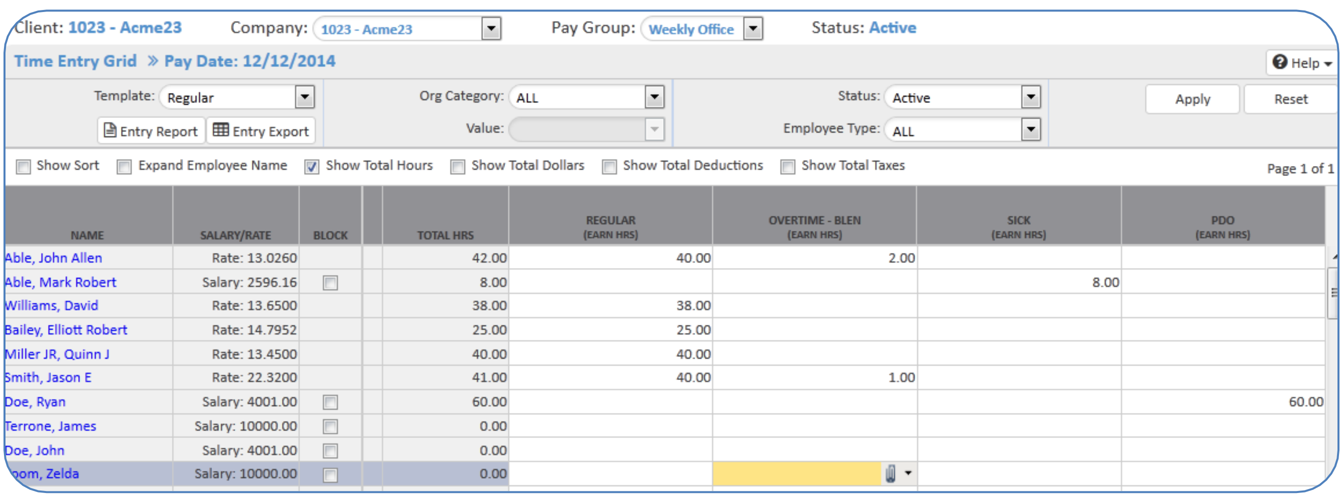
Only active employees will be listed.

Create Prior Balance Import Spreadsheet - The prior balance import spreadsheet is used by the implementation specialists to load your YTD check history.

Time Entry Grid

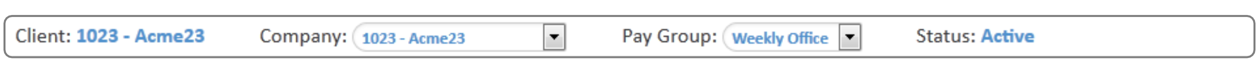
The time entry grid is a convenient method to enter payroll for your entire staff on one screen. The grid is similar to a spreadsheet with all employees and hourly or salary amounts listed in the shaded columns to the left while the entry of hours or dollars occurs in the un-shaded columns to the right. Salary employees will be paid without any entry but are included on the grid to enter sick, holiday or vacation.

Navigate to Payroll Processing> Payroll Entry> Time Entry Grid



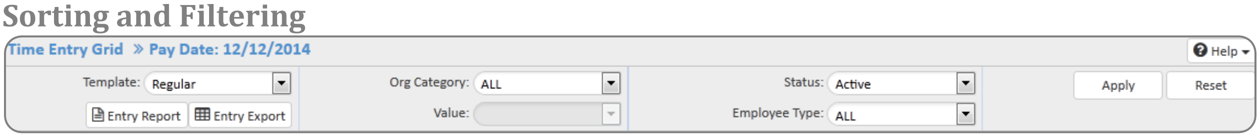
NAME	SALARY/RATE	BLOCK		TOTAL HRS	REGULAR (EARN HRS)	OVERTIME - BLEN (EARN HRS)	SICK (EARN HRS)	PDO (EARN HRS)
Able, John Allen	Rate: 13.0260			42.00	40.00	2.00		
Able, Mark Robert	Salary: 2596.16			8.00			8.00	
Williams, David	Rate: 13.6500			38.00	38.00			
Bailey, Elliott Robert	Rate: 14.7952			25.00	25.00			
Miller JR, Quinn J	Rate: 13.4500			40.00	40.00			
Smith, Jason E	Rate: 22.3200			41.00	40.00	1.00		
Doe, Ryan	Salary: 4001.00			60.00				60.00
Terrone, James	Salary: 10000.00			0.00				
Doe, John	Salary: 4001.00			0.00				
om, Zelda	Salary: 10000.00			0.00				

Company/Pay Group selection



Verify that you have selected the proper company and pay group. You may switch between pay groups by making a selection from the drop-down.

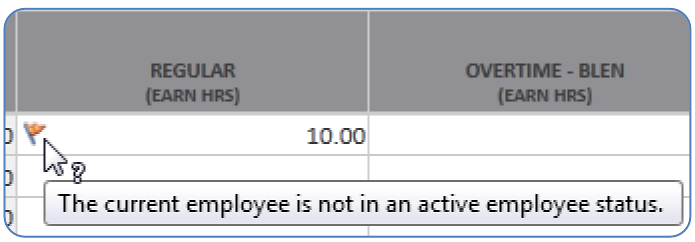
Sorting and Filtering



Templates: The template will determine the columns for hours/dollars entry. You may create additional templates on the time entry setup screen. If you need an earning that does not appear on your template, select the “All” template. This will display all earnings, deductions and taxes that are configured for your company. For more information regarding templates, navigate to Payroll Processing, Payroll Entry setup, Time Entry setup screen for a Help document.

Org category and value: To select a group of employees by department, use the org category to select the proper level (i.e., “department” or “division”), then select a value (i.e., “sales”). This will produce a list of employees only from the sales department. Reset will remove the filter and show all employees again.

Status: By default, only active employees appear on the grid. To pay employees who have a status of inactive or terminated, change the status field and click the apply button. When paying an employee that is terminated you will receive a warning. The employee will still be paid, this is just an alert.

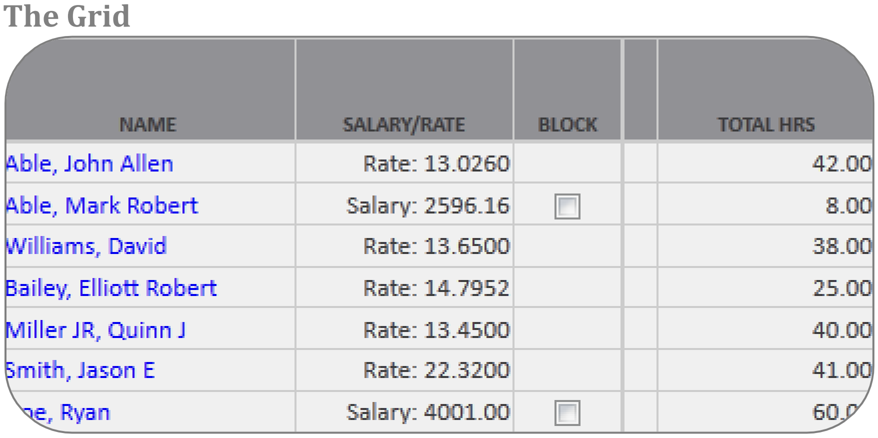


Type: If you wish to group or filter employees by salary vs. hourly or 1099 employees only, you may select from these different employee types in type drop-down.

Entry report and entry export: If you are concerned about auditing, all data entered on the grid is recorded and available in a report (PDF) or export (Excel).

Additional columns: The check boxes at the top of the grid allow you to add columns to the grid to show the sort, total hours, deductions or taxes. The expand employee name field stretches the column with employee name to view more characters.

The Grid



NAME	SALARY/RATE	BLOCK		TOTAL HRS
Able, John Allen	Rate: 13.0260			42.00
Able, Mark Robert	Salary: 2596.16	☐		8.00
Williams, David	Rate: 13.6500			38.00
Bailey, Elliott Robert	Rate: 14.7952			25.00
Miller JR, Quinn J	Rate: 13.4500			40.00
Smith, Jason E	Rate: 22.3200			41.00
...e, Ryan	Salary: 4001.00	☐		60.0

Name: Employees will be in alphabetical order unless a template is defined with another sorting criterion.

Salary/rate: The employees default rate will appear for hourly employees. The per pay salary amount is listed for salary employees. This amount will be paid without any entry.

Block: A check in the block box next to salary will prevent this salary from being paid for this payroll only.

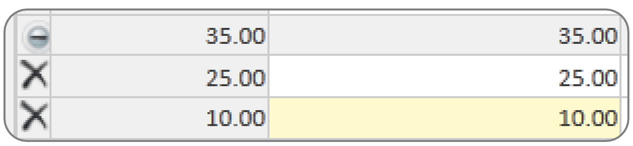
Total hours: Will provide the total of all hours entered in the grid for each employee.

Shortcut Keys

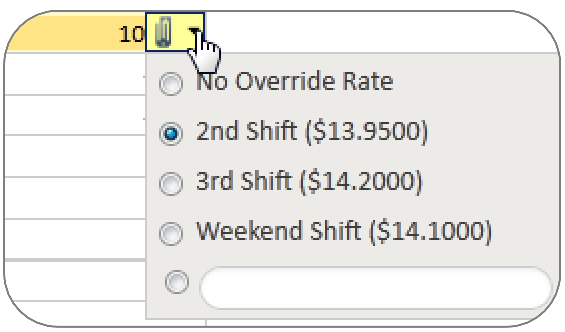
To improve navigation and functionality in the grid, shortcut keys have been developed. This list may be found on the **Individual Time Entry** screen and also in the Help document on the **Time Entry Grid**.

Alternate Rates

When hours have been entered at an alternate pay rate the cell will be shaded a tan color. In this example, the employee is receiving 10 hours at an alternate rate. To view the alternate rate, click on the tan cell and press the paper clip.



Tan cell indicates 10 hours at an alternate pay rate.



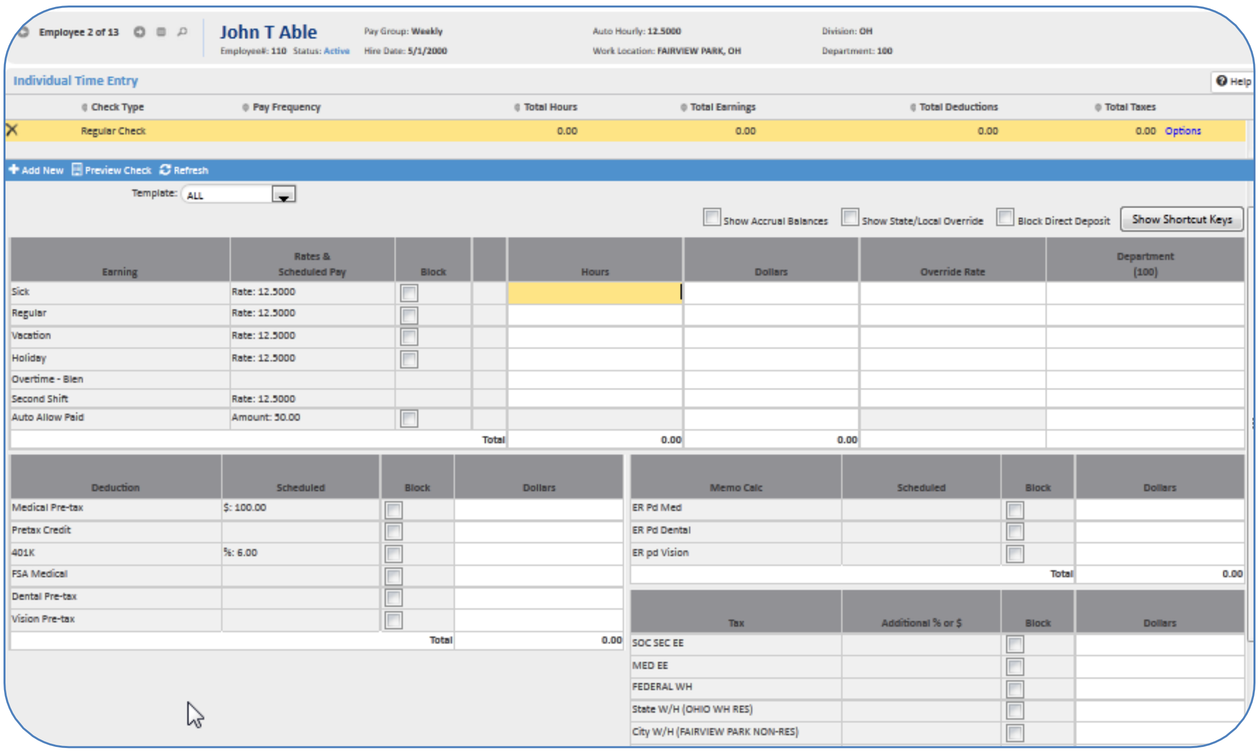
Paperclip shows the employee will be paid $13.95 for the 10 hours.

Individual Time Entry

The **Individual Time Entry** (ITE) screen is a detailed view of an employees pay. This view shows you the scheduled payroll transactions and allows you to make adjustments to each element of the pay; earnings, deductions, memos and taxes. Once you have entered the check details, the ITE also allows you to preview the check. If you need to adjust your transactions, make the adjustments and preview the check again. No need to run a payroll before you can determine if you have added the details correctly, preview check is right on the screen.

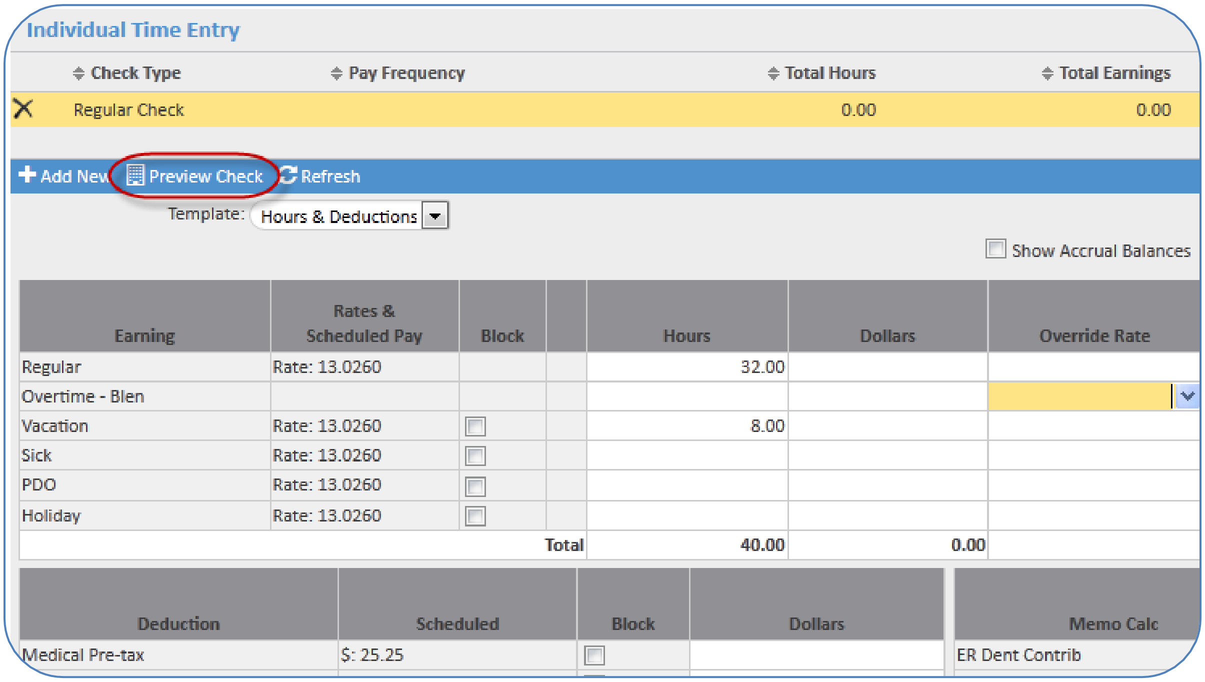
Navigate to Payroll Processing> Payroll Entry> Individual Time Entry

Before you enter the screen you must select an employee. The screen will be populated with the next regular check at the top. If you enter hours or dollars for earnings they will be paid with the next regular check.

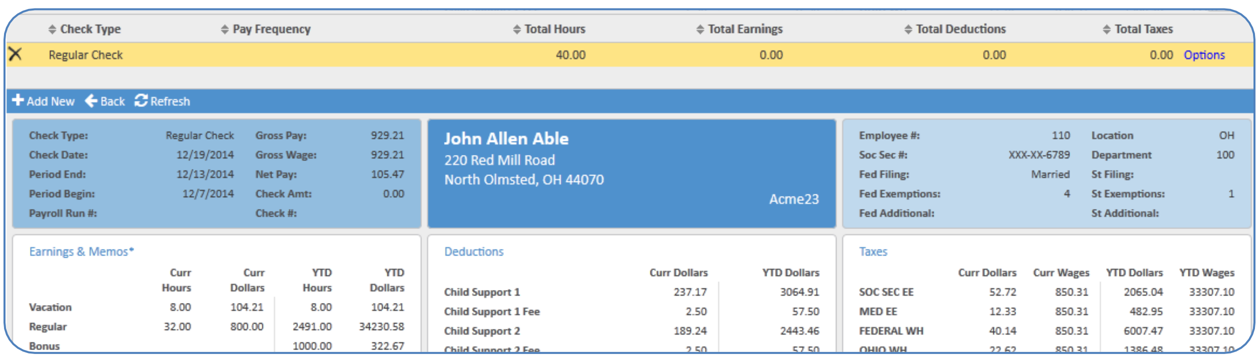


Preview Check

Once you have entered the check details, the ITE allows you to preview the check. A pay stub will pop up for the regular check you have highlighted.

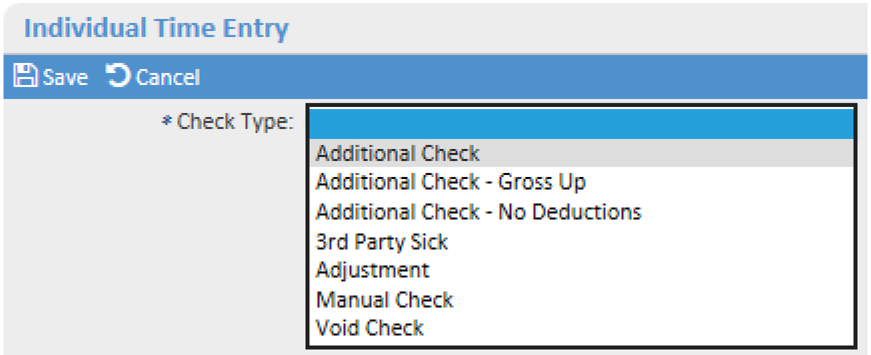


If you need to adjust your transactions, make the adjustments and preview the check again.



Additional checks, voided checks and manual checks

This comprehensive view for an individual employee provides the perfect input method for additional checks, manual checks and voided checks. Selecting the [Add New] button will provide these additional options.



Additional Check: This check calculates all taxes and deductions like a regular check, unless otherwise noted (i.e. “Additional Check- No Deductions”). Also to be used for manual check entries when you need to have the system calculate all taxes and deductions.

Additional Check – Gross Up: Enter the net check amount onto an earning. The system will calculate and add the taxes to the net pay to determine the gross pay. A “gross up” is often used for bonus or awards earned where you know the net amount you want the employee to receive.

Additional Check – No deductions: This check is designed to exclude all voluntary deductions; only taxes will be calculated and withheld.

3rd Party Sick: This check is designed to record payroll transactions for disability payments received from 3rd party administrators.

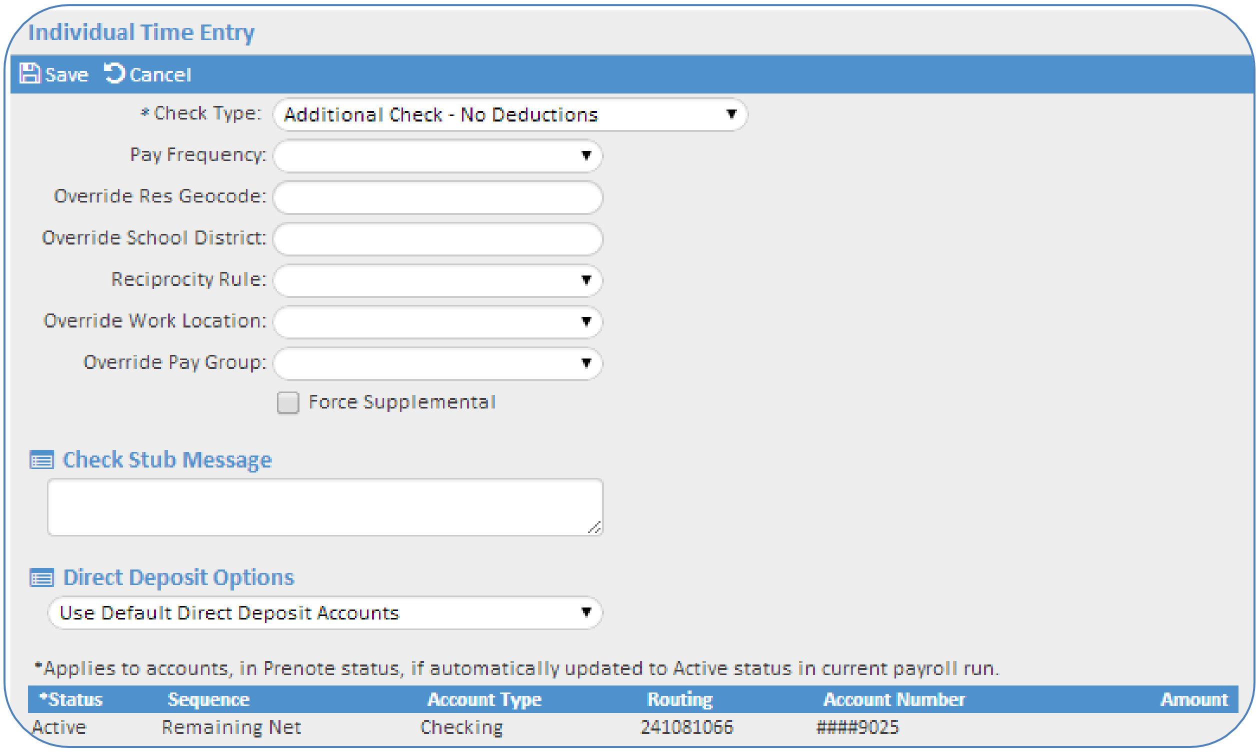
Adjustment Check: This check is designed to initiate adjustments to prior payroll transactions.

Manual Check: This check is designed to accommodate payroll transactions calculated outside of the settings and parameters of iSolved. All earnings, deductions, memos and EE taxes must be entered. iSolved will calculate ER Taxes, where applicable.

Void Check: This check is designed to void or reverse a prior check.

> For more information regarding printing and posting manual checks or voiding a check, please refer to additional Help documents on these topics.

Once you have made your check type selection, additional columns appear in order to further personalize the additional check for your Employee: then click [Save].


Individual Time Entry

Save Cancel

*Check Type: Additional Check - No Deductions

Pay Frequency:

Override Res Geocode:

Override School District:

Reciprocity Rule:

Override Work Location:

Override Pay Group:

Force Supplemental

Check Stub Message

Direct Deposit Options

Use Default Direct Deposit Accounts

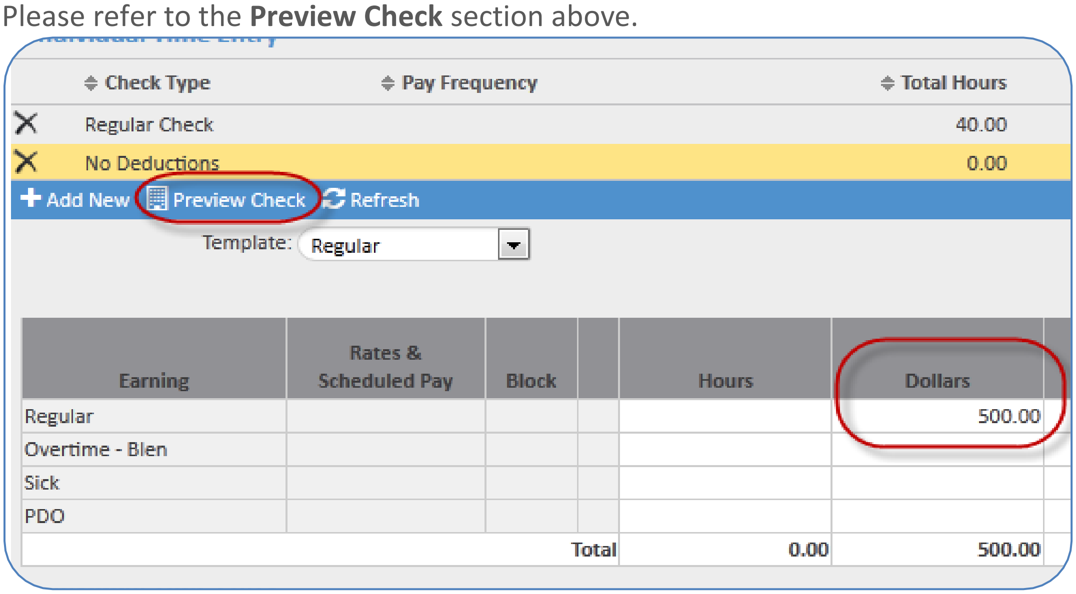
*Applies to accounts, in Prenote status, if automatically updated to Active status in current payroll run.

*Status	Sequence	Account Type	Routing	Account Number	Amount
Active	Remaining Net	Checking	241081066	####9025	

For more information regarding these selections, please refer to the "Additional Check" help document.

Now that you have saved your Additional Check, you will notice that this check has been added to the ITE screen, ensure that it is highlighted. Enter the hours or dollars to be paid on the ITE screen; in this case a $500.00 Bonus is entered. You may also preview the Additional Check to ensure accuracy.

Please refer to the **Preview Check** section above.



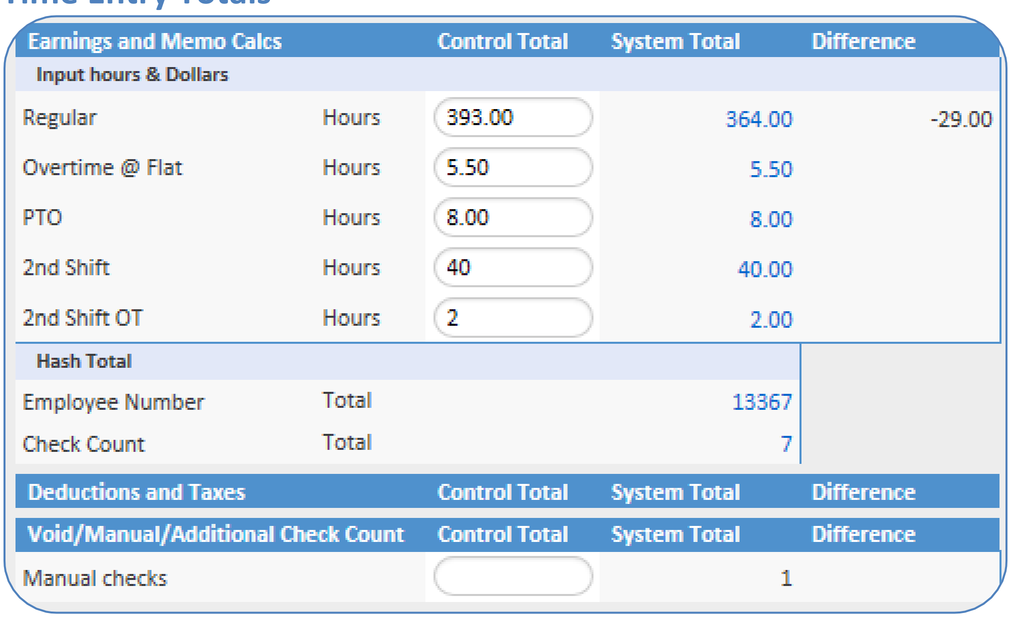
Auditing your Payroll

After all hours have been entered, there are three methods to audit your data entry:

1. Select the entry report or export at the top of the grid. 

2. Navigate to the **Time Entry Totals** screen to balance hours and earnings.
3. Move directly to the **Payroll Processing** screen. On the payroll processing screen, you may preview the payroll for a final audit before processing.

Time Entry Totals



Once you have completed your payroll, go to **Time Entry Totals**. The **System Level** totals will be listed in the third column. You can enter your totals in the second column called **Control Total**. Remember to [Save] once you have entered your control totals. The difference between the system level totals and the control totals will display. To determine why there is an out of balance, click on the system total dollar amount to view what employees make up that total.

EE #	EE Name	Hours
1209	Linda Siegel	20.00
1214	Amy Masters	50.00
1216	Carla Markert	72.00
1223	Mario Lopez	80.00
1225	Isha Jha	62.00
1229	Sammy Davis	80.00

Go to the entry to correct any errors and view the **Time Entry Totals** again until there are no out of balances or differences. You are also able to view by organization level by choosing the Org Category at the top of the screen.

Payroll processing

It is time to process your payroll per your schedule and time for you to enter employee hours and process payroll. There are four steps to successful payroll processing: time entry, preview payroll, audit reports and process payroll screen.

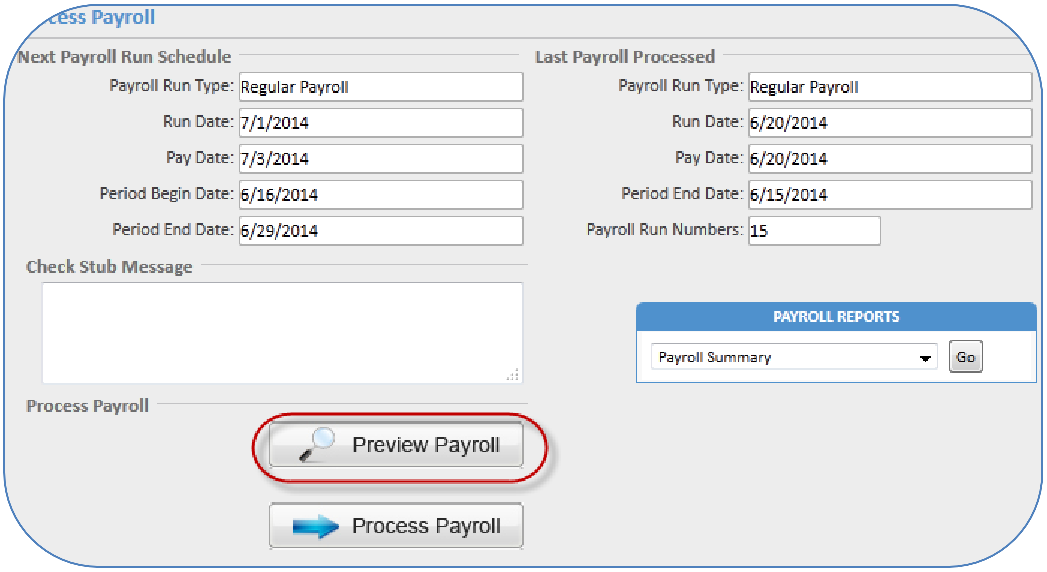
Time Entry

There are four basic methods for entering hours and/or earnings for your payroll:

- **Time Entry Grid:** This method allows you to view a list of employees and enter data as you would on a spreadsheet.
- **Individual Time Entry:** This view provides a complete look at one employee at a time. It allows you to see all earnings, deductions, memos and taxes on one screen.
- **Timeforce II:** A web service will send the data from TimeForce II to the time entry grid when the timecards have been approved online and the pay period is closed.
- **Time Import:** iSolved has two basic layouts to accept time from other time applications. See "Time Layouts" for the specifications.

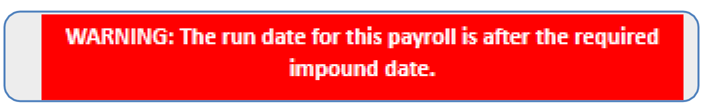
Preview Payroll

Regardless of the method used, once the hours and earnings have been entered into iSolved, you may review the calculated payroll on a number of standard reports. Navigate to the **Process Payroll** screen in the processing payroll category.



On the left, verify that the dates are correct for the next payroll run. You may enter **Check Stub Messages** that will appear on the pay stubs for this payroll only. The [Preview Payroll] button will calculate the payroll, taxes and deductions for all employees, usually in seconds, and will generate a list of reports to help you audit payroll.

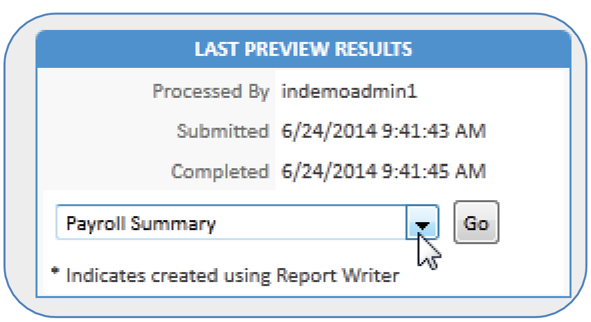
Unlimited Previews: You may make changes as necessary and click preview again to regenerate and recalculate. This will generate an updated list of reports based on the new information.



If you see the displayed error, you may preview your payroll but you will not have a process payroll button. You must contact customer support.

Audit Preview Reports

The **Preview Reports** uses the production calculation engine to produce full and accurate reports. Select the report from the drop-down and click [Go].



Here are some reports that will assist you with your audit:

Payroll Summary: Payroll funding is the detailed on page 1. The remainder of the report will summarize all earnings, deductions and taxes current, MTD, QTD and YTD. All Tax IDs are listed for your review.

Payroll Register: A complete payroll register with all earnings, deductions and taxes for each check. If an employee has a multiple checks (i.e., a manual and regular check) they will both be included on the report. Also displayed for each employee is federal and state filing status, hire date, as well as masked direct deposit information.

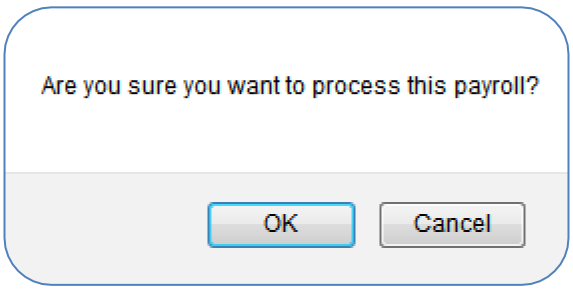
New Employee and Change Audit: This report includes the details of new employees that have been hired during this pay period (any dates between period begin and period end date). It will also detail any changes to current employees (i.e., new direct deposit, a salary change or department change).

Exceptions: You will see any taxes or deductions not taken due to insufficient net. Employee exceptions may also include invalid or missing SSN, incomplete address or tax variances. If you see the following message for an employee, call customer support to add the tax for you:

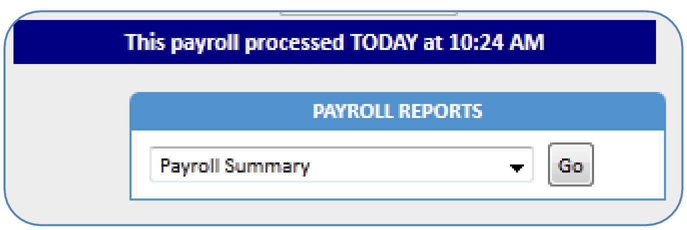
STOP

The employee is located in a jurisdiction with NEW YORK Tax. This jurisdiction is not authorized and therefore the tax will not be withheld.

Process Payroll



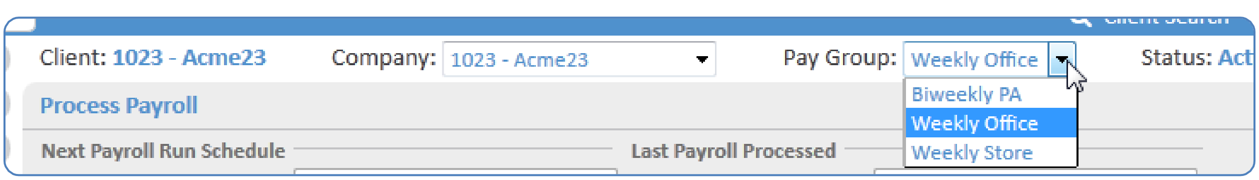
Once reports are reviewed and any changes that need to be made are done, process the payroll by clicking [Process Payroll]. A dialog box will appear asking if you are sure you would like to proceed as double verification that you are ready to process payroll.



Once processed, your **Process Payroll** screen will indicate the exact time and date of your last Process Payroll. The final list of reports will be available in Reporting> Report Archive for retrieval at any time.

Multiple Pay Groups

If you have another company or pay group that is processing on the same day, you may switch to this other company or pay group at the top of the screen. You now can preview and process this payroll. Be sure you have the correct company, pay group and schedule before processing the payroll.



Repeat the payroll process for each Pay Group or Company scheduled to process.