



## Payroll Processing using the integrated time and attendance

### Prior to processing payroll

Navigate to **Employee Self Service > My Dashboard.**

#### My Dashboard

The screenshot shows a 'My Dashboard' interface. On the left, there is a sidebar with 'Options' selected, listing: Pending Transactions, Pending Punches, Alert Monitoring, Employee Punch Status, Punch Note Response, and Earnings Summary of Hou... On the right, there are three status messages, each with a green checkmark: 'You have No Pending Time Off Requests', 'You have No Pending Transactions', and 'You have No Pending Punches between 4/16/2022 - 7/19/2022'.

- Here you can manage pending time off requests. To either reject or approve
- Pending Transactions – managers/admins will see performance reviews assigned to them, direct deposit changes or any other changes that require approval
- Pending punches – if an employee forgets to punch in, they can go in and submit a pending punch request that can be approved or rejected (this is typically handled by managers and supervisors and only if employees have the option to submit missed punch requests)

If you need to make changes to the time cards navigate to **Employee Self Service > Time Card**

- It's easiest to make changes on the time card if you are in the spreadsheet view

The screenshot shows a 'Time Card Report' in spreadsheet view. The header includes navigation tabs: Show Results, Analyze Rules, Request Time Off, Time Card Report (selected), and Preview Check. The main content is a table with columns: Day, Start Date, Start, Mode, Type, Round, End Date, End, Mode, Type, Round, Hours. The data rows show days from Mon to Thu for the period 04/25/2022 to 04/28/2022, with 'Auto' mode and 'Normal' type, and 0.00 hours.

### Locking the Time Cards

The first step will be to navigate to **Payroll Processing > Process Payroll.** Once on this screen you will see options to Lock Time Cards, Commit Time Cards, Preview Payroll and Process Payroll.

- Click the Lock Time Cards option.
  - o This will prevent any additional changes from happening for the pay period currently being processed.
  - o This will prevent you from worrying about a manager or employee going in and editing hours while you are trying to review reports.
  - o Should you or an employee or manager need to make edits, you can unlock the timecards. Once the timecards are locked, they are locked for the pay period indicated on the right.

#### Process Payroll

The screenshot shows the 'Process Payroll' interface. It has a header with 'Next Payroll Run' and 'Last Payroll Processed'. Below are four main actions: 'Lock Time Cards' (with a yellow 'Lock' button), 'Commit Time Cards' (with a 'Commit' button), 'Preview Payroll' (with a 'Preview' button), and 'Process Payroll' (with a 'Process' button). At the bottom, there is a 'Timecard Review Reports' section with a dropdown menu set to 'Alert Occurrence Count Report' and a 'Go' button. A note below states: 'Report Writer reports will require committing data. \* Indicates a Report Writer report'.



## Locking the Time Cards (con.)

• Once the timecards are locked, there are several Timecard Review Reports you should look over. the processing of the payroll. You will have the option to skip over the time card verification alert when committing timecards.

o **Alert Export Report** - Common alerts you should look for are missed punch. The ideal alerts expert will be blank.

o **Time card report** - will give you a pdf version of each employee’s timecard showing the total hours for the week and their in and out times. Looking over the timecards lets you check for accuracy.

o **Verification Export** - If you require managers, supervisors, or employees to sign off on employee timecards you will want to take a look at the verification export. This will let you know who you are waiting on to sign off. Most of the time the lack of a verification will not prevent the processing of the payroll. You will have the option to skip over the time card verification alert when committing timecards.

## Commit Time Cards

The next step is to commit the time cards by clicking commit button.

- If there are any payroll processing errors you will be able to view them at the bottom of the screen.
- If you have concerns about the errors you are seeing, you can give us a call or email us at [customerservice@dominionpayroll.com](mailto:customerservice@dominionpayroll.com).
- If the warning is something you are familiar with and don’t have any concerns over, you can check the ignore prior period warnings box or the ignore warnings if the warnings pertain to the current pay period.

o For example, the verification alerts.

• Once the boxes are checked, click commit again. You will know the timecards have been committed successfully when the commit button now says uncommit.

• Double check by navigating to **Payroll Processing > Payroll Entry > time entry grid** and verify that hours have been added to the time entry grid for the employee using the time and attendance system.

### Process Payroll

Next Payroll Run    Last Payroll Processed

**Process Payroll**

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Lock Time Cards Unlock ▾

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Commit Time Cards Uncommit ▲

Ignore Prior Period Warnings

Ignore Warnings

Timecards committed by Tracydemo  
 Requested 5/10/2022, 10:37:30 AM  
 Completed 5/10/2022, 10:37:31 AM



## **Commit Time Cards (con.)**

- If you have additional earnings or supplemental wages such as bonuses or commission, cell phone reimbursement, it is best to do these on the individual time entry grid. On the time entry grid if you change the template to ALL and click apply, you will see all possible earnings and deductions for your employees.
- If you wish to make changes to the time entry template, navigate to **Payroll Processing > Payroll Entry Setup > Time Entry Templates**. From here you can manipulate the columns shown, the display order and whether you want to show hours or dollars for those columns.
- Let me address prorating an employee's paycheck because they were hired mid pay period or terminated mid pay period or had a pay rate change mid pay period. The system can take care of this situation automatically if Prorated Pay Types is setup under pay groups. Let's take a look at setting up Prorated Pay Types under **Client Management > Client Maintenance > Pay Group Prorated Pay Types**.

## **Preview Payroll**

- After committing the timecards and taking care of any one-off changes or additional checks on the individual time entry grid, navigate to **Payroll Processing > Process Payroll**.
- Click on the preview button. This will generate payroll preview reports.
  - o Please note the time the preview was initiated. Any changes to an employee's payrate or taxes after that time will not be reflected in the reports.
  - o To update the reports with any changes, the preview button must be clicked again, and new reports will be generated.
  - o You can preview a payroll as many times as you like.
  - o There are three reports that clients are strongly encouraged to look at. Payroll Summary, Payroll Register and Exceptions.
- The payroll summary appears in the report field first. Click go to view the report.
  - The reports will open a new tab and sometimes take several minutes to load depending on the size of your company and the number of employees.
  - On the payroll summary screen the key information you will want to review is your payroll funding information on page one, your tax liabilities on page 2 and your employer tax expenses on page 3.



## *Preview Payroll (con.)*

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  - For payroll funding, the two pieces of information to focus on are the total ACH debit line and the Total Payroll Funding line. If all of your employees are receiving funds through direct deposit and there are no paper checks being issued then the ACH debit will match the total payroll funding. The figures that make the total ACH debit are direct deposits, tax liabilities, 3rd party electronic payments (garnishments-child support) and payroll billing. The total payroll funding amount is all of the total ACH debit plus the amount of any regular checks, and third party checks (garnishments other than child support).
  - If you do not want any paper checks generated, there is a service available called net pay that will issue paper checks from our company bank account instead of your bank account. This makes reconciling your bank statement a lot easier because you won't be waiting for employees and agencies to cash their checks. If you are interested in this service, please contact your sales representative for more information.
  - On page 2 you will find your payroll tax liabilities, the employee and employer portion of federal taxes, as well as all employee withheld state taxes and employer portion of unemployment taxes for federal and all states that you operate in.
  - On page 3 will be your employer tax expenses. No employee tax expenses will be recorded here.
  - On the final page you will see a breakdown of all your earnings and deductions on a company level. Take a look here to determine if the numbers are in the ballpark of what you are expecting. If not, take a closer look at the payroll register.
- The second report we ask you to review is the payroll register. Click on the Payroll Preview Reports dropdown to select Payroll Register.
  - The payroll register will show you individual employee pay details broken down from gross to net.
  - You should take a look at each employee individually to make sure you see numbers you expect to see.
  - If you would like your payroll register to be grouped and sorted differently than the standard which would be alphabetically by last name, contact customer service with that request. Examples would be grouped by department or sorted by employee number.
  - On the second to last page, you will see company totals. If the register is grouped by department, you will see subtotals for each individual department.
  - On the final page you will see any third-party payments such as child support and/or garnishment payments and any payments that we may be remitting on your behalf such as for your HSA or FSA.



- The last report we recommend you look over is the exceptions report. Chose it from the drop-down menu and click go.
  - The exception report is created to make you aware of any anomalies that appeared on the payroll. Examples of these anomalies would be taxes or deductions not taken due to insufficient net pay or it could make you aware of a tax issue such as tax account numbers that haven't been applied for. The best exception report would say no exceptions.

## ***Processing Payroll***

After reviewing these 3 reports you are able to move forward and process your payroll. Navigate to **Payroll Processing > Process Payroll**.

- In the middle of the screen, you will see the process payroll button. When you click it, you will be asked to verify that you reviewed the payroll summary, payroll register and the exceptions report by checking the box.
- Then you can click the process payroll button. When the payroll processes, you will see a message on the right in a blue bar stating the date and time the last payroll processed. The system will automatically update to reflect the details for the next payroll to process.
- To review reports for any previous payroll including the one you just processed, navigate to Reporting > Report Archive. You can select a specific report and a specific payroll reports.
- If you would like to pull multiple reports all at the same time, you can use the continuous report archive to select reports, view and print.