



Payroll Processing without iSolved Time

Entering Hours

To begin the processing of your payroll, navigate to **Payroll Processing > Payroll Entry > Time Entry Grid**. Here you will see all the active employees listed.

- At the top of the time entry grid you can change the template, org category (department/division, etc), status (active, inactive, terminated) and employee type (hourly, salary, 1099s, etc). Be sure to click apply so that the grid will reflect your choices.

- If you wish to make changes to the template, navigate to **Payroll Processing > Payroll Entry Setup > Time Entry Templates**. Click on **Earnings & Memo Cals/Deductions/Tax Categories** to manipulate the columns shown, the display order and whether you want to show hours or dollars for those columns.

Title	Display Order	Show Hours	Show Dollars
<input checked="" type="checkbox"/> Regular	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Overtime	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Tipped Regular	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Tipped Overtime	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Gross Receipts	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tips Not Paid	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> MakeUp Tips	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>

o You can also create a new template to reflect specific earnings such as bonuses or commission.

o Be aware that 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.

Navigate back to the time entry grid. Once you are ready to begin the payroll process, you will enter hours for your hourly employees in the appropriate earnings column.

- 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**.

Prorated Pay Types

If a Pay Type is selected, the employee's salary will be prorated based on their work week:

- For employees that are New Hired, Rehired, or Terminated mid-pay period, their salary will be prorated for the actual days worked.
- For employees with a pay increase or decrease mid-pay period, their salary will be prorated to pay days worked at the prior rate and days worked at the current rate. If they have absence records, the absence date will determine if the absence is paid at the prior rate or current rate.

For any Pay Type selected, if an Earning references the "Hourly Rate", the hourly rate used will be determined by the Date of the hours transaction. If there is no Date for the hours transaction, the hourly rate from the employee's current effective Salary record will be used.

Pay Type	Work Week	Work Week Days						
		S	M	T	W	T	F	S
<input checked="" type="checkbox"/> Hourly		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Salary	Custom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Entering Hours (con.)

o For a change in pay rate mid pay period for an hourly employee, you will need to enter the hours worked under each rate attached to a date that occurs before the change and after the change in pay.

SORT	NAME	SALARY/RATE	BLOCK	TOTAL HRS/UNITS	DEPARTMENT	DATE	REGULAR (EARN HRS)
Hosts	Adamski, Shane L	Rate: 35.2500		40.00			40.00
			X	25.00		4/25/2022 - Day 2	25.00
			X	15.00		4/28/2022 - Day 5	15.00

o To add a row to add multiple entries to the time entry grid, click control enter

- Remember the columns on the time entry grid are determined by the earnings setup for your company. If you have additional earnings or supplemental wages such as bonuses or commission checks or additional checks for it is best to do these on the individual time entry grid.

Previewing the Payroll

After entering all of the hours on the time entry grid and taking care of any one-off changes or additional checks on the individual time entry grid, navigate to **Payroll Processing > Preview Payroll**.

- There are three reports that clients are strongly encouraged to look at. Payroll Summary, Payroll Register and Exceptions.
 - o 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 1, your tax liabilities on page 2 and your employer tax expenses on page 3.
 - 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.



Previewing the Payroll (con.)

- 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.

o The second report we ask you to review is the payroll register. Click on the Payroll Preview Reports dropdown to select Payroll Register. Again, it may take several minutes to load.

- 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.

o The last report we recommend you look over is the exceptions report. Chose it from the dropdown 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 the 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 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.

This concludes payroll processing without time and attendance.