

Processing Payroll Quick Reference Guide

Version 1.0

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TABLE OF CONTENTS

INTRODUCTION	3
PAYROLL PROCESSING.....	4
Process Payroll	4
Select the Processing Criteria	4
Modifying Pay Grid	6
Action Buttons	7
Enter Data and Calculate.....	8
Approve Payroll	8
Distribution Processing	9

Introduction

This *Payroll Processing Quick Reference Guide* highlights the workflows and guides you through the payroll processing function. In the event that you require more information on specific functions or features that are not covered in this Guide, please contact us at your convenience.

Payroll Processing

After logging in you will then click on any of the “Employer Console” items to advance to the next screen where you will click on the “+” sign and expand the Payroll Process function in the left hand navigation section toward the bottom.

Process Payroll

Select the Processing Criteria

Next you will click on Process Payroll select the processing criteria as follows:

The screenshot shows the 'Employer Console' interface with the 'Process Payroll' option selected in the left navigation menu. The main form is titled 'New Transaction' and includes several sections for configuring payroll processing.

Annotations:

- Payroll type and Group Options:** Points to the 'Current Payroll', 'Prior Payroll', 'Single PayGroup', 'Multiple PayGroups', and 'Employees' radio buttons.
- Pay Group and Pay Calendar Options:** Points to the table of payroll transactions.
- Select Time Entry Preferences:** Points to the 'Time Entry Preference' section, including 'Time Entry View' (Single Employee Per Screen, Multiple Employee Per Screen) and 'Time Entry Input Method' (Manual Data Entry, Time Entry Import).
- Select Deliverables for the Pay run:** Points to the 'Select Deliverables' section, including checkboxes for 'Standard Report Package', 'SB Copy', and 'Page'.

S.No.	PayGroup Name	PayPeriod	BeginDate	EndDate	CheckDate
1.	Weekly Paygroup 2	25 Dec 06 To 07 Jan 07	12/25/2006	01/07/2007	01/12/2007
2.	Weekly 2009	05 Jan 09 To 11 Jan 09	01/05/2009	01/11/2009	01/16/2009

Time Entry Preference

Time Entry View

☒ Single Employee Per Screen ☐ Multiple Employee Per Screen

Time Entry Input Method

☒ Manual Data Entry ☐ Time Entry Import

Browse... Upload

Select Deliverables

☐ Standard Report Package ☐ Standard Report Package

☐ SB Copy ☐ Page

View

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You can choose from several different options when beginning to process a payroll. For example, you must choose whether you are entering a “Current Payroll” or a “Prior Payroll” such as when you are entering YTD pay runs for a new client conversion. Next, you must select whether you are going to process for a Single Pay Group or Multiple Pay Groups or just a single employee.

Next, you will select your Time Entry Preferences:

- Time Entry View (how you want to view the data entry screens)
 - o Single Employee per Screen (Helpful when entering YTD/client conversion information)
 - o Multiple Employee per Screen
- Time Entry Input Method
 - o Manual Data Entry
 - o Time Entry Import

Lastly, you will need to select the deliverables for the payroll to be processed, and then click on “View” and a list of all the employees that have been associated with the selected Pay Group will appear and “pre-selected” to be included in the pay run.

The screenshot shows a software window titled 'Employee List'. At the top left is a 'View' button. At the top right are 'Sort' and 'Filter' icons. The main area contains a table with the following data:

S.No.	Employee Name	Pay Group	Location	
1.	Mary Cox	Weekly 2009	South Carolina	<input type="checkbox"/>
2.	Roxie Cornish	Weekly 2009	Nil	<input type="checkbox"/>
3.	Paul Crouch	Weekly 2009	Nil	<input checked="" type="checkbox"/>
4.	Uray Ewing	Weekly 2009	Nil	<input checked="" type="checkbox"/>
5.	Joe Harrison	Weekly 2009	Nil	<input checked="" type="checkbox"/>
6.	Nancy Murphy	Weekly 2009	Nil	<input checked="" type="checkbox"/>
7.	Vicky Nolan	Weekly 2009	Nil	<input checked="" type="checkbox"/>
8.	Tracy Pinkett	Weekly 2009	Nil	<input checked="" type="checkbox"/>
9.	Bob Smith	Weekly 2009	Nil	<input type="checkbox"/>
10.	Suzie Mainstay	Weekly 2009	Nil	<input type="checkbox"/>

At the bottom right of the window is a 'Continue to process payroll' button.

You can now de-select one or more employees if you wish. Once you have finalized your employee selection, if different from automatically provided, click on “Continue to Process Payroll”.

For illustration purposes we have selected to enter data with multiple employees per screen and as a result the system displays a “pay grid” type of input layout for fast data entry. You can quickly enter time, edit rates and more simply by “tabbing” from field to field.

Modifying Pay Grid

In the event you want to show different column headers for Pay Codes and/or Deduction codes click on the Filter button near the top right of the screen and you will have the ability to select or de-select Codes of your choosing. When done, click on the View button and the revised pay grid will load on your screen.

Easy Company

Pay Period: Weekly 2009

From: 02/23/2009 To: 03/01/2009 Check Date: 03/06/2009

Locations:

North Carolina

South Carolina

Pay Codes:

Salary

Hourly

Holiday

Vacation

Overtime (1.5)

1099 Misc

Piece Rate Labor

Bonus

Reported Tips

Health and Welfare

3rd Party Sick Pay

Salary

SH Distribution

sick

Deductions Codes:

Dental Insurance

Health Insurance (Pretax)

Simple IRA

Health Insurance

401K Contribution

Advance on Pay

Court Ordered Garnishment

Uniform

Health Insurance

Advance on Pay

Advance on Pay

Advance on Pay

Set as default

View

Filter

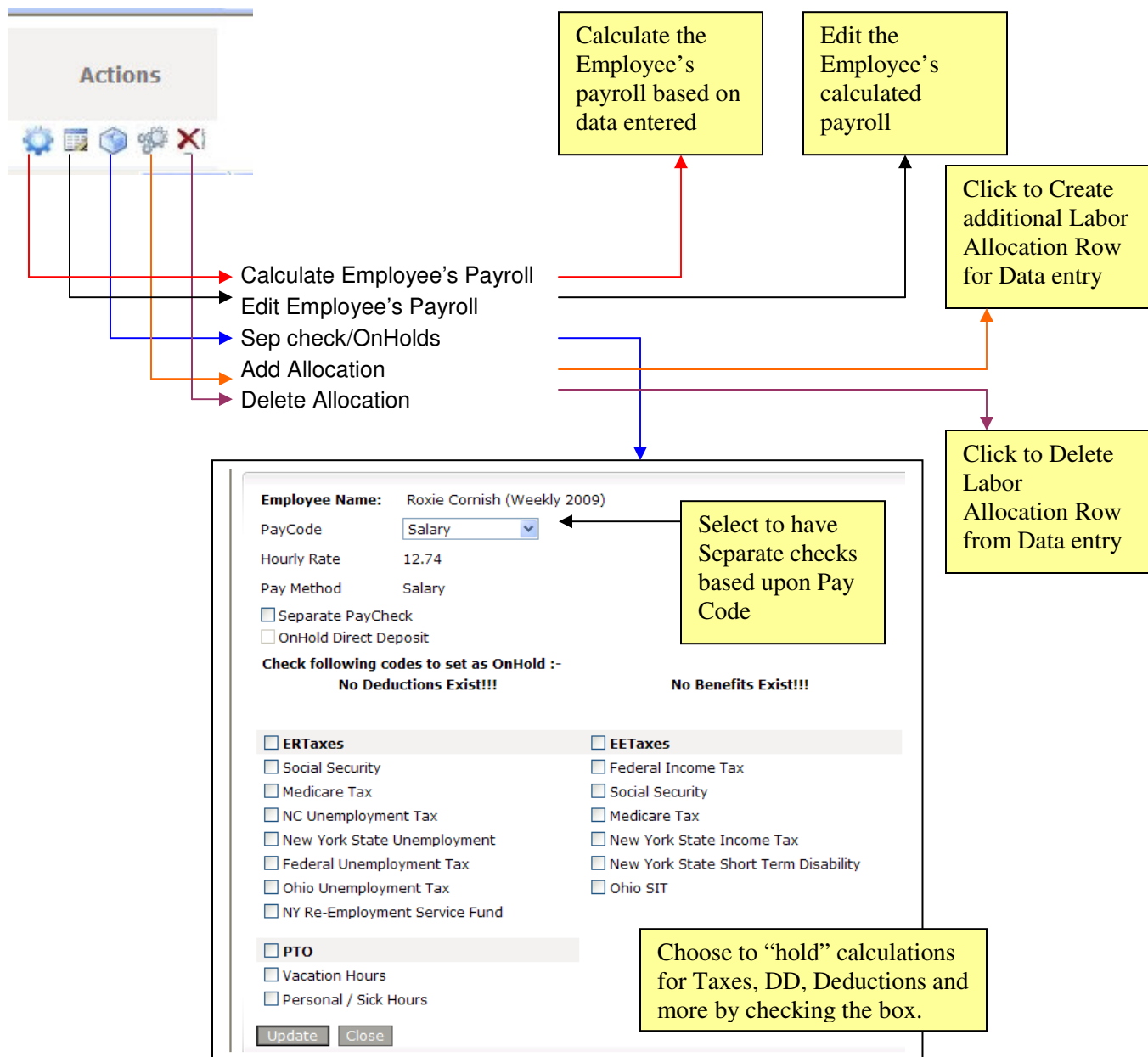
Confidential

Page 6

8/5/2009

Action Buttons

The Action Buttons to the right of the Pay Grid are Employee specific actions that you can choose as follows:



Enter Data and Calculate

Enter the pay data and click on the Calculate button at the bottom right of the screen and you will notice a red box labeled “Loading...” in the upper right hand corner of the screen while the payroll is being calculated. Once the calculation is complete, simply click on the Finish button and the payroll will move to a “Pending” Status, as can be seen on the second screen below:

Easy Company

Pay Period: Weekly 2009 From: 08/03/2009 To: 08/09/2009 Check Date: 08/14/2009 Filter

Add Employees Delete Employee

Employee [Employee Name]
Code [Code Name]
Allocation [Allocation]

Employee	Allocation	Salary		Hourly		Overtime (1.5)	
		Units	Rate	Units	Rate	Units	Rate
<input type="checkbox"/> Roxie Cornish	North Carolina>Charlotte>Implementation	0.0000	12.7404	0.0000	10.1234	0.0000	15.1851
<input type="checkbox"/> Paul Crouch	North Carolina>Charlotte>Operations	0.0000	24.0385	0.0000	20.0000	0.0000	30.0000
<input type="checkbox"/>	South Carolina>Raleigh>Operations	0.0000	24.0385	0.0000	20.0000	0.0000	30.0000
<input type="checkbox"/> Uray Ewing	North Carolina>Charlotte>Operations	0.0000	11.5385	0.0000	22.0000	--	--
<input type="checkbox"/> Joe Harrison	North Carolina>Charlotte>Sales	0.0000	17.7885	0.0000	106.7310	--	--
Total		0.0000	--	0.0000	--	0.0000	--

Exit Time Entry Calculate Reminders Calculate Finish

(screen 2)

Run Created Successfully.

View Runs

Select PayRun Pending

S.No.	Created On	Check Date	No. of Transaction	Action
1.	28 Jul 09	14 Aug 09	8	--- Select --- --- Select --- Edit Payroll Register Approve Delete

Displaying Page 1 Of 1

Edit – to go back to the time entry
Payroll Register – generates review report
Approve – Creates Print job and ACH transactions
Delete – deletes the entire pay run data

Approve Payroll

Click on Approve and the system will create the Print job for all Paychecks, Direct Deposit Advices and selected Reports as defined in the Deliverable Items. The next step in the process is to move to Distribution Management in order to print the pay run and process the shipping.

Distribution Processing

Distribution Processing is where you are able to batch print all payrolls or select individual payrolls for printing and shipping. When you click on the “6” a separate window will pop-up and display the 6 DD Advices that are set to print. Be sure a location is selected in the location column. If not, then select a location and click the Save button before proceeding. Next, check the box to the right of “28 Feb 09” to select this run for printing and shipping and then click the “Next button.

SB Admin Console

Common Task > View Alerts > Pending Employers > View Cases > Pending Partners > Compose Email

Distribution Pending Run List A↕ Sort Filter

S.No.	Employer Name	Check Date	Date Created	Reports
	Deliverable Name	Paychecks	DD Advice	
1.	Easy Company	06 Mar 09	28 Feb 09	<input type="checkbox"/>
	SB Copy	0	6	2

Next

EmployeeName	PaycheckNo	Amount	Location
<input checked="" type="checkbox"/> Roxie Cornish		433.77	North Carolina
<input checked="" type="checkbox"/> Paul Crouch		644.86	North Carolina
<input checked="" type="checkbox"/> Paul Crouch		967.29	North Carolina
<input checked="" type="checkbox"/> Uray Ewing		144.02	North Carolina
<input checked="" type="checkbox"/> Uray Ewing		144.02	North Carolina
<input checked="" type="checkbox"/> Joe Harrison		620.42	North Carolina

Close Save

Now, click on the Print button and two report jobs will generate in Adobe PDF format. All checks and Direct Deposit Advices will be merged into one PDF for being sent to your check printer, while the other PDF print file will contain all your reports for the payroll process and this can then be sent to your reports printer.

SB Admin Console

Common Task > View Alerts > Pending Employers > View Cases > Pending Partners > Compose Email

Distribution Print List

S.No.	Employer Name	Check Date	Deliverable Name
1	Easy Company	06 Mar 09	SB Copy
	North Carolina 69		

Printable Material

☒ PayChecks(0) ☒ DDAdvices(6) ☒ Reports(2)

Save Print Next

Easy Company

118 Killy Hawk Dr.
Mantoloking NJ 07952

DATE: 03/06/09 AMOUNT: 433.77

Direct Deposit: This is NOT a Check. NON-NEGOTIABLE

*** Four Hundred Thirty Three and 77/100 ***

Pay To: 118 Killy Hawk Dr.
Mantoloking NJ 07952

Rate: 433.77
Quantity: 1
Current: 433.77
YTD: 433.77

Earnings Summary

Pay To	Rate	Quantity	Current	YTD
Easy Company	433.77	1	433.77	433.77

Check Register

Check Number	Check Type	Source	Check Date	PayrollID	Pay To	Amount
DD Advice	Paragon Commercial Bank	03/06/2009	691	Cornell Reese	\$433.77	
DD Advice	Paragon Commercial Bank	03/06/2009	691	Crouch Paul	\$644.86	
DD Advice	Paragon Commercial Bank	03/06/2009	691	Crouch Paul	\$987.29	
DD Advice	Paragon Commercial Bank	03/06/2009	691	Ewing Uray	\$144.02	
DD Advice	Paragon Commercial Bank	03/06/2009	691	Ewing Uray	\$144.02	
DD Advice	Paragon Commercial Bank	03/06/2009	691	Harrison Joe	\$620.42	
Totals					\$2,954.36	
Totals	Fee Payment	Alliance Bank	03/06/2009	691	EPD	\$13.40
	Tax Impound		03/06/2009	691		\$12.34
	Tax Impound		03/06/2009	691		\$0.00
	Tax Impound		03/06/2009	691		\$0.00
	Tax Impound		03/06/2009	691	NC Dept. of Revenue	\$52.00
	Tax Impound		03/06/2009	691	New York State Income Tax	\$98.35
	Tax Impound		03/06/2009	691	NYS Employment Taxes	\$1.97
	Tax Impound		03/06/2009	691	OH Authority	\$0.00
	Tax Impound		03/06/2009	691	Ohio Treasurer of State	\$17.15

After you have printed the above print jobs you can close each window and click on Next to proceed to the Shipping and final step in the process.

This screen will be pre-populated based upon the Deliverable you selected when you began the payroll processing step. Accordingly, unless there are changes you wish to make, simply select a “From Location” and check the box next to the pay run you wish to ship and enter in a value in the Weight (lbs) box, even if 0 (zero) and click on Make Shipment.

If you decide to work with Federal Express (now) or UPS (in the future) you will then be able to automatically print your shipping labels directly from within this function. This will then complete the payroll process. A complete Print and Ship history will be maintained.

The screenshot displays the 'SB Admin Console' interface. The top navigation bar includes tabs for Users, Partners, Employers, Cash Mgmt, Sales, and Reports. Below this, a 'Common Task' section lists 'View Alerts', 'View Cases', 'Compose Email', 'Pending Employers', and 'Pending Partners'. The left sidebar contains a tree view with categories like System Configuration, Payroll Management, Billing Management, and Distribution Mgmt. The 'Distribution Mgmt.' category is expanded, showing options such as 'Set Deliverables', 'Delivery Providers', 'Delivery Items', 'Distribution Processing' (which is highlighted), 'Print History', and 'Shipments List'. The main content area is titled 'Shipment Details' and features a 'From Location' dropdown menu. Below this is a table with columns for S.No., Employer Name, LocationName, DeliveryProvider, Deliverable Name, Services, No.of Items, Weight (lbs), Cost (\$), and Action. The table contains one entry for 'Easy Company' with a checked checkbox, 'North Carolina' as the location, 'FedEX Expres' as the provider, 'STANDARDOVERNIGHT' as the service, and a weight of 0.5 lbs. At the bottom of the form are two buttons: 'Calculate All' and 'Make Shipment'. A red arrow points to the 'Make Shipment' button, and a black arrow points to the checkbox for the first item in the table.

S.No.	Employer Name	LocationName	DeliveryProvider	Deliverable Name	Services	No.of Items	Weight (lbs)	Cost (\$)	Action
1	Easy Company	North Carolina	FedEX Expres	STANDARDOVERNIGHT	SB Copy	8	0.5	\$ 0.0	<input checked="" type="checkbox"/>