

Processing Payroll Quick Reference Guide

Version 1.0

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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 contains fields for 'Payroll type and Group Options' and 'Pay Group and Pay Calendar Options'. Below this, there are sections for 'Time Entry Preference', 'Select Deliverables', and a 'View' button. Callout boxes with arrows point to specific sections: one box labeled 'Payroll type and Group Options' points to the first group of radio buttons; another box labeled 'Pay Group and Pay Calendar Options' points to the second group of radio buttons; a third box labeled 'Select Time Entry Preferences' points to the 'Time Entry View' and 'Input Method' sections; and a fourth box labeled 'Select Deliverables for the Pay run' points to the 'Select Deliverables' section.

Employer Console

New Transaction

Payroll type and Group Options

Pay Group and Pay Calendar Options

Select Time Entry Preferences

Select Deliverables for the Pay run

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 interface titled "Employee List". At the top, there are buttons for "View", "Sort" (with an up arrow), and "Filter". Below the title, the table has columns: S.No., Employee Name, Pay Group, Location, and a checkbox column. The data rows are numbered 1 to 10. Rows 3, 4, 5, 6, 7, 8, and 9 have checked checkboxes in the last column, while rows 1, 2, and 10 have unchecked checkboxes. A vertical scroll bar is visible on the right side of the table. At the bottom of the table is a button labeled "Continue to process payroll".

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"/>

Continue to process payroll

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

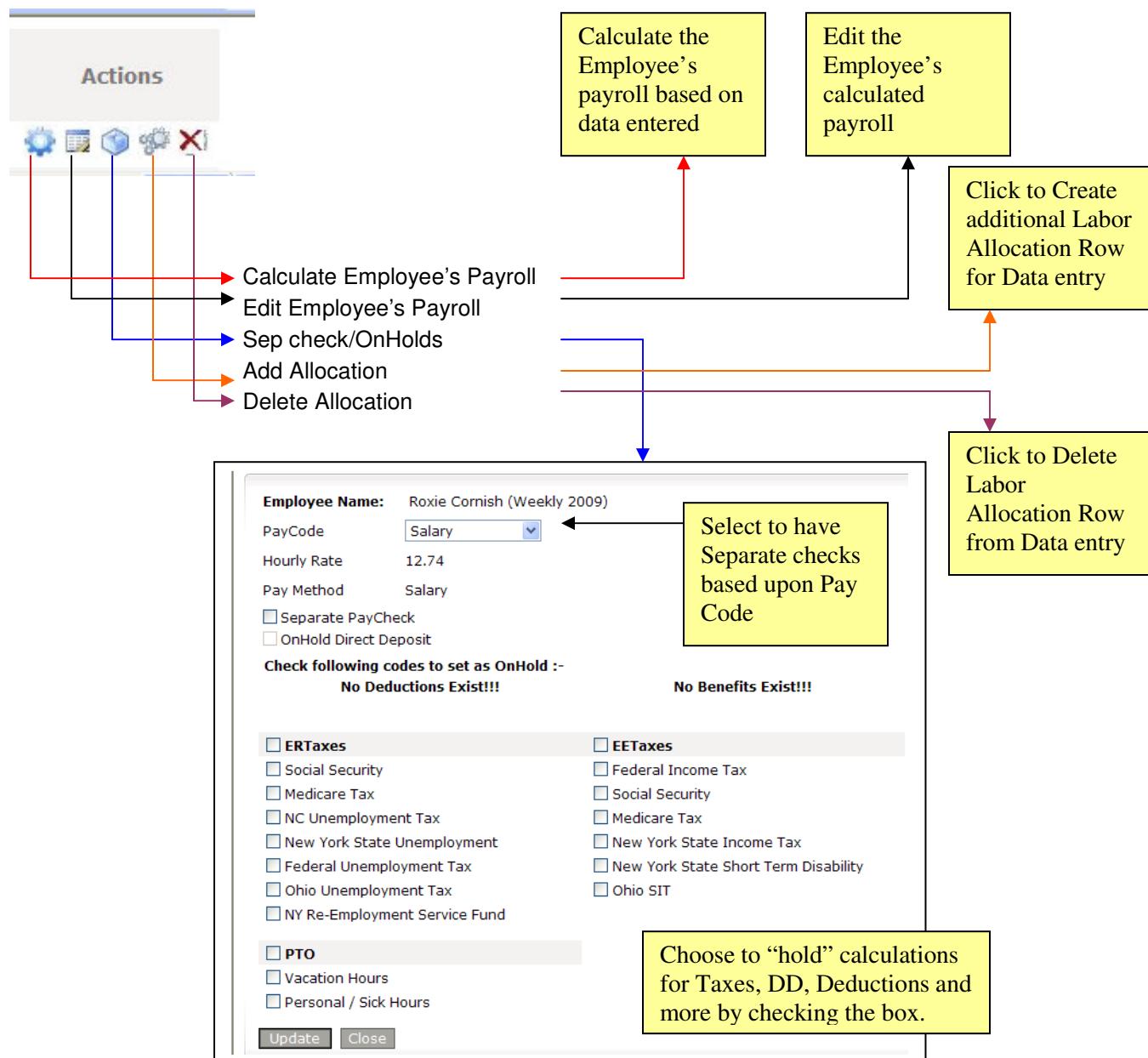
Set as default

 Filter

A vertical scroll bar is visible on the right side of the form.

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:

The screenshot shows the Employer Console interface for payroll processing. At the top, there are tabs for Users, Cash Mgmt, and Reports. Below the tabs, the title 'Employer Console' is displayed along with a user icon. The main area is titled 'Easy Company' and shows a grid of employee data. The columns include Employee Name, Allocation, Salary (Units, Rate), Hourly (Units, Rate), and Overtime (Units, Rate). Buttons for 'Add Employees' and 'Delete Employee' are visible. At the bottom of the grid, there are buttons for 'Exit Time Entry', 'Calculate Remainers', 'Calculate', and 'Finish'. A red arrow points to the 'Calculate' button.

(screen 2)

The screenshot shows the Employer Console interface after a payroll run has been created successfully. A yellow box highlights the message 'Run Created Successfully.' Below this, a 'View Runs' window is open, showing a table of runs. The table includes columns for S.No., Created On, Check Date, No. of Transaction, and Action. A context menu is open over the first row of the table, listing options: '... Select ...', 'Select', 'Edit', 'Payroll Register', 'Approve', and 'Delete'. A yellow callout box to the right of the menu lists the functions: 'Edit – to go back to the time entry', 'Payroll Register – generates review report', 'Approve – Creates Print job and ACH transactions', and 'Delete – deletes the entire pay run data'. A line connects the 'Edit' option in the menu to its definition in the callout box.

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.

The screenshot shows the SB Admin Console interface. The main menu bar includes: Users, Partners, Employers, Cash Mgmt, Sales, and Reports. Below the menu is a toolbar with icons for View Alerts, Pending Employers, View Cases, Pending Partners, and Compose Email. On the left, a sidebar menu lists: System Configuration, Payroll Management, Billing Management, Distribution Mgmt. (which is expanded), Set Deliverables, Delivery Providers, Delivery Items, Distribution Processing (which is selected and highlighted in blue), Print History, and Shipments List. The main content area displays the "Distribution Pending Run List". The table has columns: S.No., Employer Name, Deliverable Name, Check Date, Paychecks, Date Created, DD Advice, and Reports. One row is shown for "Easy Company" with "SB Copy" as the deliverable name, "06 Mar 09" as the check date, "0" paychecks, "28 Feb 09" as the date created, and "6" in the DD Advice column. A checkbox in the Reports column is checked. A "Next" button is at the bottom of the list. An arrow points from the "Reports" checkbox in the list to a detailed view of payroll items below. This detailed view shows a table with columns: EmployeeName, PaycheckNo, Amount, and Location. Seven rows are listed: Roxie Cornish (PaycheckNo 433.77, Location North Carolina), Paul Crouch (PaycheckNo 644.86, Location North Carolina), Paul Crouch (PaycheckNo 967.29, Location North Carolina), Uray Ewing (PaycheckNo 144.02, Location North Carolina), Uray Ewing (PaycheckNo 144.02, Location North Carolina), and Joe Harrison (PaycheckNo 620.42, Location North Carolina). Each row has a checked checkbox in the EmployeeName column. At the bottom of this view are "Close" and "Save" buttons.

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

Detailed Payroll Item View:

EmployeeName	PaycheckNo	Amount	Location
Roxie Cornish	433.77	433.77	North Carolina
Paul Crouch	644.86	644.86	North Carolina
Paul Crouch	967.29	967.29	North Carolina
Uray Ewing	144.02	144.02	North Carolina
Uray Ewing	144.02	144.02	North Carolina
Joe Harrison	620.42	620.42	North Carolina

Buttons: 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.

The screenshot shows the SB Admin Console interface. In the center, there's a grid titled "Distribution Print List" with columns for S.No., Employer Name, Check Date, and Deliverable Name. The "Deliverable Name" column contains options like "SB Copy", "Pay Checks(0)", "DDAdvices(6)", and "Reports(2)". Below the grid are buttons for "Save", "Print", and "Next". A red arrow points from the "Print" button to two separate browser windows at the bottom. The left window shows a PDF of a pay stub for "Easy Company" with details like "Date: 03/09", "Amount: 433.77", and "Direct Deposit: This is NOT a Check, NON-NEGOTIABLE!". The right window shows a "Check Register" PDF for "Easy Company" listing multiple checks issued to various employees on "03/09/2009" with amounts ranging from \$12.14 to \$644.86.

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 shows the SB Admin Console interface. The top navigation bar includes links for Users, Partners, Employers, Cash Mgmt, Sales, and Reports. Below the navigation is a toolbar with icons for View Alerts, Pending Employers, View Cases, Pending Partners, and Compose Email. On the left, a sidebar menu lists various management options: System Configuration, Payroll Management, Billing Management, Distribution Mgmt., Set Deliverables, Delivery Providers, Delivery Items, Distribution Processing (which is highlighted with a gray box), Print History, Shipments List, Tax Management, and Global Communication. The main content area is titled "Shipment Details". It features a table with columns: S.No., Employer Name, Deliverable Name, and Action. One row is visible, showing S.No. 1, Employer Name "Easy Company", Deliverable Name "SB Copy", and Action "STANDARDOVERNIGHT". Below the table are dropdown menus for Delivery Provider ("FedEX Exprs") and Service ("STANDARDOVERNIGHT"). The table also includes fields for LocationName ("North Carolina"), No.of Items ("8"), Weight (lbs) ("0.5"), and Cost (\$) ("\$ 0.0"). At the bottom of the table are buttons for "Calculate All" and "Make Shipment". A red arrow points to the "Make Shipment" button.