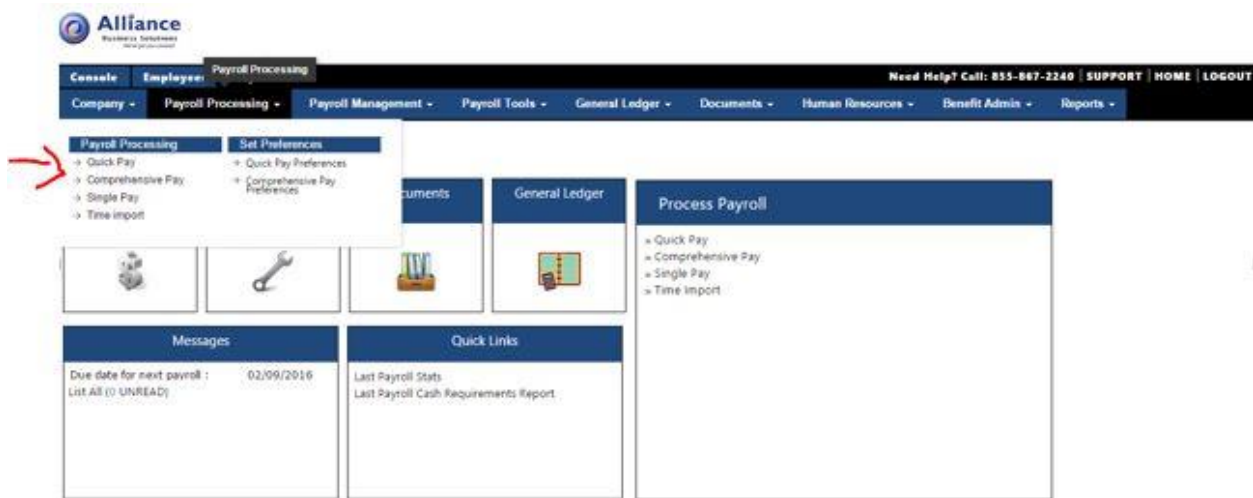
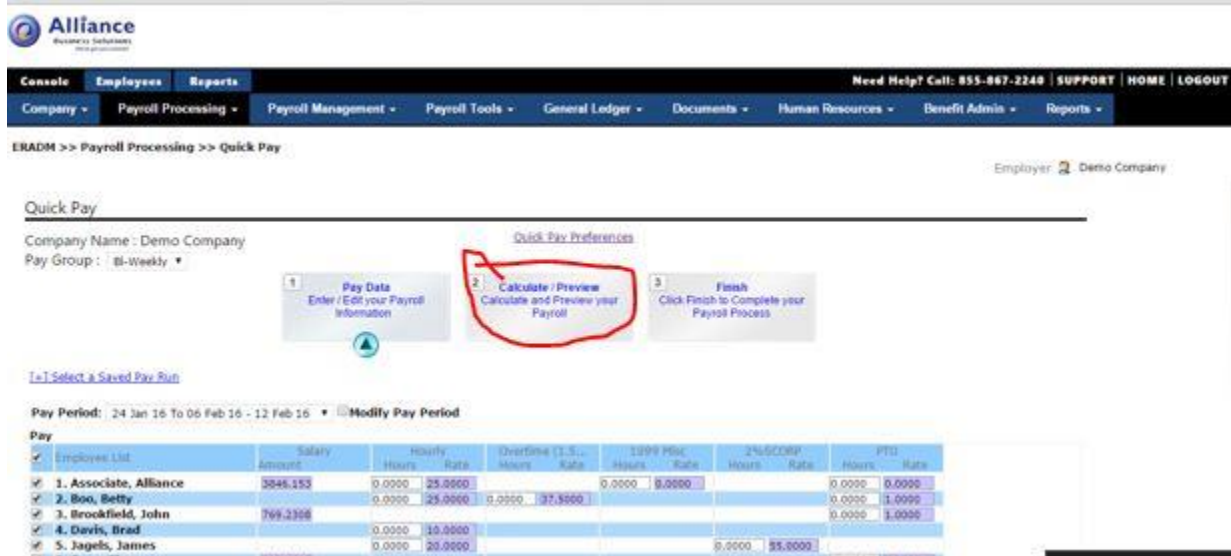


How To Process Payroll in Quick Pay



Begin from the console. Hover over payroll processing and select the 'quick pay' option from the list of selections



Enter all hours, overtime, salary changes, pto, and any other pay code data. Click box 2, 'Calculate/Preview'.

Payroll Register Review

Demo Company
From 01/24/2016 To 02/06/2016, Check Date: 02/18/2016

Pay Group : Bi-Weekly

Pay Codes				Employee Taxes			Deductions			Employer Taxes			Benefits			PTO		
Pay	Rate	Qty	Current	YTD	Taxes	Current	YTD	Deducts	Current	YTD	ERTax	Current	YTD	Benefits	Current	YTD	Accrual	Balance
Associate Alliance SSN : XXX-XX-1111 Pay : 3846.15 Net Pay : 2593.05																		
1099 misc	0.00	0.00	0.00	0.00	FIT	784.87	6112.32	INS PT	0.00	0.00	FICA SS	238.46	1817.52	Total:			PTO	0.00
PTO	0.00	0.00	0.00	0.00	FICA SS	238.46	1817.52	Total:	0.00	0.00	FICA MDCR	55.77	425.07				Total:	0.00
Hrl	25.00	0.00	0.00	2000.00	FICA MDCR	55.77	425.07				FUTA	0.00	42.00					
SAL	3846.15	1.00	3846.15	27314.90	CO-SIT	174.00	1325.00				CO-SUTA	0.00	200.59					
Total:	1.00	3846.15	28314.90	Total:	1253.10	9879.91					CO-SUTA-Bond Principal	0.00	38.93					
											CO-SUTA-SOLVENCY SURCHARG	0.00	118.00					
											Total:	294.23	2642.11					
Boo Betty SSN : XXX-XX-2222 Pay : 0.00 Net Pay : 0.00																		
Hrl	25.00	0.00	0.00	5125.00	FIT	0.00	352.68	Total:			FICA SS	0.00	317.75	Total:			Total:	
OT 1.5	37.50	0.00	0.00	0.00	FICA SS	0.00	317.75				FICA MDCR	0.00	74.31					
PTO	1.00	0.00	0.00	0.00	FICA MDCR	0.00	74.31				FUTA	0.00	30.75					
Total:	0.00	0.00	0.00	5125.00	CO-SIT	0.00	157.00				CO-SUTA	0.00	87.12					
					CO Denver Occ	0.00	5.75				CO-SUTA-Bond Principal	0.00	16.91					
					Total:	0.00	537.14				CO-SUTA-SOLVENCY	0.00	51.25					

This will bring up a payroll register review. Confirm that pay data entered was correct or needs editing. Close just this payroll register. If you need to change pay data, you can do so and repeat this step.



ERADM >> Payroll Processing >> Quick Pay Employer Demo Company

Quick Pay

Company Name : Demo Company Quick Pay Preferences

Pay Group : Bi-Weekly

- 1 Pay Data Enter / Edit your Payroll Information
- 2 Calculate / Preview Calculate and Preview your Payroll
- 3 Finish Click Finish to Complete your Payroll Process

Pay Period: 24 Jan 16 To 06 Feb 16 - 12 Feb 16 Modify Pay Period

Start Date	End Date	Check Date
01/24/2016	02/06/2016	02/18/2016

Pay	Employee List	Salary Amount	Hours	Hourly Rate	Overtime (1.5... Hours)	Overtime Rate	1099 Misc Hours	1099 Misc Rate	2%SCORP Hours	2%SCORP Rate	Hours	PTO Rate
1.	Associate, Alliance	3846.153	0.0000	25.0000	0.0000	37.5000	0.0000	0.0000			0.0000	0.0000
2.	Boo, Betty		0.0000	25.0000							0.0000	0.0000
3.	Brookfield, John	769.2308									0.0000	0.0000

If pay data needed to be changed, make changes in the grid and recalculate payroll to confirm payroll register review again. If not, click box 3 'Finish'.

The screenshot displays the Alliance Business Solutions payroll processing interface. At the top, the logo for Alliance Business Solutions is visible. Below the logo, there is a navigation bar with tabs for Console, Employees, and Reports. A secondary navigation bar contains various menu items: Company, Payroll Processing, Payroll Management, Payroll Tools, General Ledger, Documents, Human Resources, and Benefit Administration. The main content area shows the path: HRADM >> Payroll Processing >> Quick Pay. A confirmation dialog box is overlaid on the screen, titled "Confirmation". The dialog contains the following text: "Your payroll with a Check Date of 2/18/2016 has been completed and submitted. The total amount for the payroll is \$16,558.56. Please make sure you have funds in this amount available. Click 'Confirm' to finalize the payroll or 'Cancel' to return to edit the payroll." Below the text are two buttons: "Confirm" and "Cancel". The "Confirm" button is highlighted with a red rectangular box. In the background, the "Quick Pay" section is partially visible, showing fields for Company Name (Demo Company), Pay Group (Bi-Weekly), and a table for the Pay Period.

Start Date	End Date	Check Date
01/24/2016	02/06/2016	02/18/2016

Complete the payroll run by clicking confirm. Please note that this must be completed 3 days prior to the check date by 3PM MST. Funds will be debited from the account on file check date minus two business days, no matter the date the payroll was processed.

Please see the support section of the portal for more instructional PDFs.