

SECTION 17 – INTRODUCTION TO PAYROLL

Currently, BBB Company consists of (6) six locations. Our locations and Headquarters employ both Salaried and Hourly employees.

All Locations employees “punch in” and “punch out” through a **TIME CLOCK**.

Payroll is run **BIWEEKLY**. The Pay Period begins on a Wednesday and ends on Tuesday, the Payroll is processed on Wednesday and the Employees are paid on Thursday.

We use **PAYCHEX** to manage our Payroll information.



NOTE:

PAYCHEX is also called **ONE SOURCE SOLUTIONS**.

We submit our payroll to **PAYCHEX** on Wednesday, by 10a.m.; by then, the Locations should have all:

- Hours corrected in the **TIME CLOCK**
- Vacation hours entered
- Sick time entered
- New Employees entered into the system and punching the **TIME CLOCK**
 - If the new Employee is not punching in, they should be registered in the **TIME CLOCK** and their hours manually input



NOTE:

A New Hires **CANNOT** start on the payroll date.

The Payroll System is in use on that date. Any changes to the Employee file will be overwritten after we receive the new file from **PAYCHEX**.

We must receive the Payroll Files from **PAYCHEX** before making any additional changes in the Employee file.

- Payroll changes entered on the Locations level



NOTE:

The Bookkeeper signs the Payroll by noon. By having the Locations complete their entries by 10a.m., we allow time to review the Locations entries, contact the Locations not in compliance and correct any problems.



NOTE:

If the entries are being made by a Payroll Supervisor, the Locations Manager must send a report to the Bookkeeper via email stating that the hours are completed and approved.

When the information has been received from the Locations, the Bookkeeper reviews and completes basic maintenance on the Employee records before running the Payroll. The maintenance includes:

- Address changes
- Addition of or change to Direct Deposit
- Change of bank or account
- Changes to withholding
- Name changes
- Tax Status changes
- Pay rate changes
- Salary increases
- Any changes on the Employee side dealing with maintaining their file

**NOTE:**

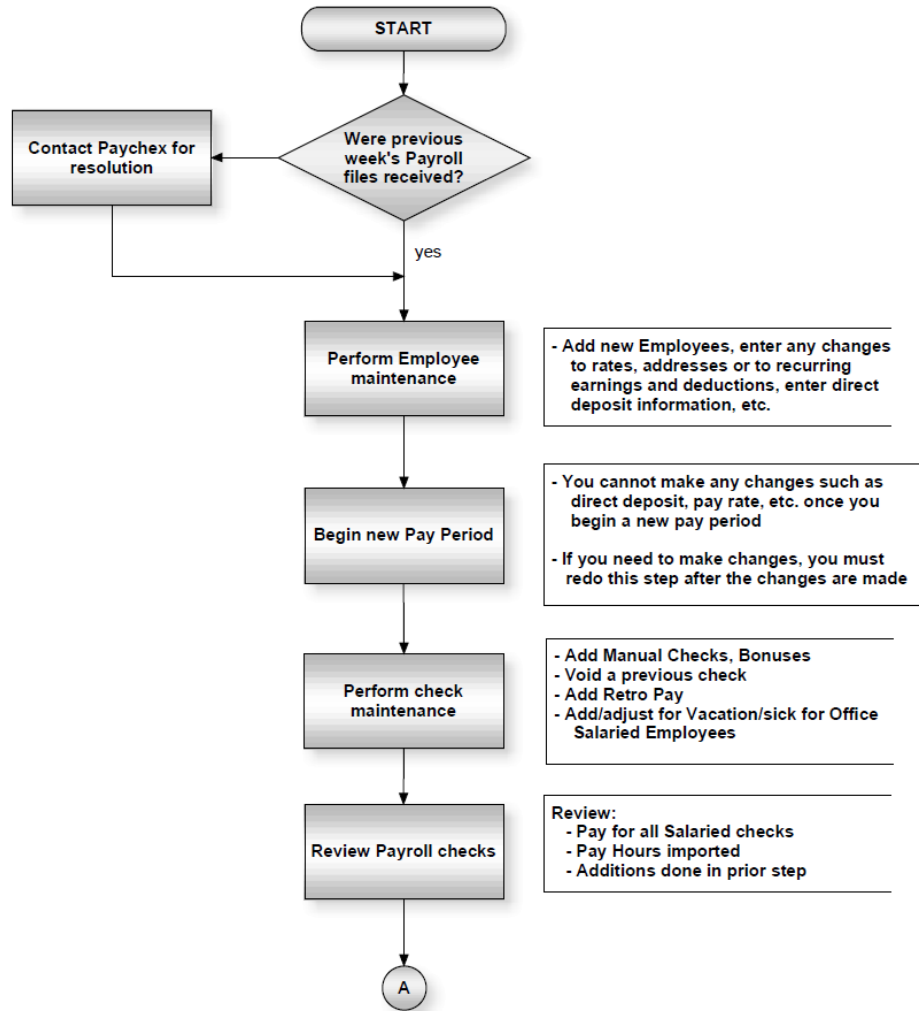
All changes should be made before running the payroll.

After the Employee maintenance is complete, the Bookkeeper prints the Reports for each Locations and reviews the total hours for accuracy.

The following process Workflow is important to understand in the event this is the first time you are performing the BBB Company Payroll. Please review prior to starting the process.

PAYROLL PROCESSING WORKFLOW

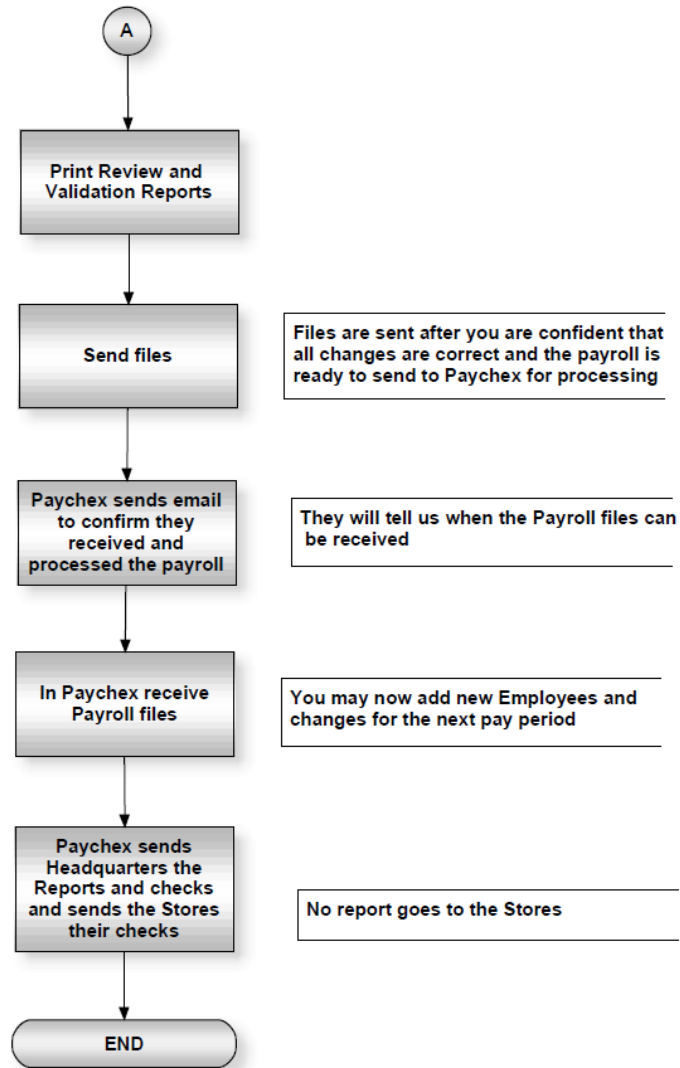
Payroll Processing



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NOTE:

If you send the files and then discover a mistake, you must call **PAYCHEX** immediately to see if you can make the corrections.

PAYROLL PROCESSING - PAYCHEX OVERVIEW

We process the payroll in **PAYCHEX**.

1. Open the **PAYCHEX** website. The **MYPAYCHEX** home page is displayed below:



2. Enter your **USERNAME**. The **LOGIN** screen with the **SECURITY IMAGE** is displayed below:



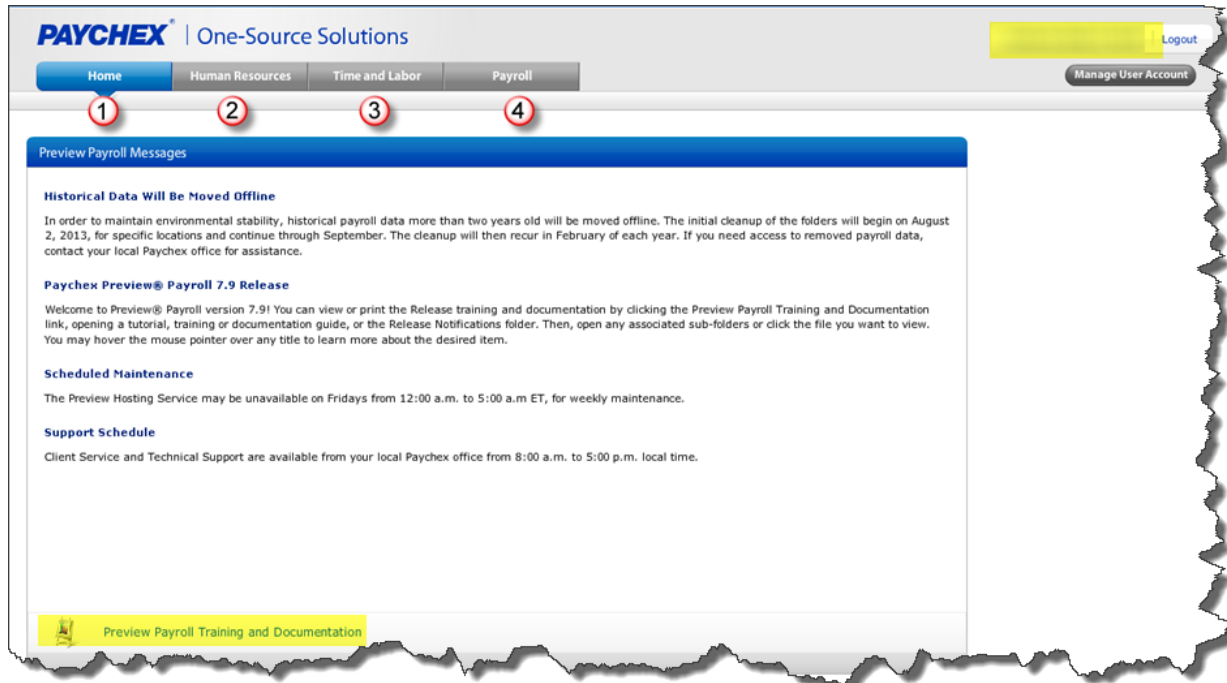
NOTE:

The **SECURITY IMAGE** displayed *must* match the **SECURITY IMAGE** you set up as part of your login/password.

If it does not match, you are in the wrong screen.



3. Type your **PASSWORD** and select **LOGIN**. The **PAYCHEX PREVIEW PAYROLL MESSAGES** screen is displayed below:



NOTE:

The Preview Payroll Messages screen is displayed whenever there is information **PAYCHEX** wants you to understand.

Some of the messages are very important.

ALWAYS read the messages!

At the bottom of the screen there is a link to the **PREVIEW PAYROLL TRAINING AND DOCUMENTATION**. In the event you are not sure how to use the **PAYCHEX** system and this manual does not cover all you need, you may select **PREVIEW PAYROLL TRAINING AND DOCUMENTATION** to follow the online training and read the additional documentation.



NOTE:

As we are on the **HOME** screen, this is the training and documentation manual for the **HOME** screen.

On the other menu tabs at the top of the screen there will be module-specific **PREVIEW PAYROLL TRAINING AND DOCUMENTATION** links.

On the upper right hand side of the screen there is a **WELCOME** message, **LOGOUT** link and a **MANAGE YOUR ACCOUNT** button. This button allows you to manage your user account to:

- Change your password
- Change your **ID**
- Update your **SECURITY IMAGE**

On the upper left hand side of the screen, there are (4) four **TABS**.

- ① **HOME:** This **TAB** is used to manage an individual's account within **PAYCHEX**.
- ② **HUMAN RESOURCES:** This **TAB** accesses all Human Resources functions such as:
 - Employee Address
 - Dates
 - Payroll Deductions
 - Salary
 - Rate of Pay
- ③ **TIME AND LABOR:** This **TAB** is used to enter the **LOCATIONS HOURLY PUNCHES REPORT** into the clock.
- ④ **PAYROLL:** This **TAB**, referred to by **PAYCHEX** as **PREVIEW**, is used to view Employee checks.
You confirm and run the Payroll functions through this **TAB**.



4. Select **TIME AND LABOR**. The **ENTER PIN** screen is displayed below:

 A screenshot of a mobile application screen titled "Enter PIN". It features a text input field labeled "Enter PIN:" and a link labeled "Forgot PIN". At the bottom, there are two buttons: "Cancel" and "Submit". Below the buttons, there is a small note: "from 8:00 a.m. to 5:00 p.m. local time."

NOTE:



This is another Security check. This appears for a Manager, Supervisor or Administrator **ONLY**.

5. Enter your **PIN** and select **SUBMIT**. The **TIME AND LABOR** screen header is displayed below:



① **EMPLOYEE NAME:** Selecting this **TAB** will display information specific to the Employee logged in including:

- Holidays
- Vacations
- Work hours

NOTE: If you are allowed to clock in through your web-based program it is done here.

② **ADMIN:** Selecting this **TAB** allows you to perform administration functions including:

- Managing a Location's hours
- Reviewing Time and Labor information
- Reviewing punches
- Correcting mispunches

③ **STATUS BOARD:** Selecting this **TAB** allows you to review the current status of Employees at a Location. Selecting the **LOCATIONS NUMBER** displays a listing of all Employees assigned to that Locations and whether or not they are:

- Working
- On vacation
- On break

EMPLOYEE SCREEN

The **EMPLOYEE** screen in the **TIME AND LABOR TAB** is displayed below:

The screenshot displays the Paychex Time and Labor Online interface. At the top, there are navigation tabs for 'Admin' and 'Status Board'. The main header includes the 'PAYCHEX' logo and 'Time and Labor Online'. Below this, there are two main sections: 'Actions' and 'Status'. The 'Status' section shows 'Division 99', 'Branch 2', and 'Department 1'. It also indicates 'Status: Out' and 'Time: 11:25 am'. There is a 'Change Labor Levels' button and an 'Action' dropdown menu set to 'Clock In'. A 'Notes' field and a 'Punch' button are also present. Below the 'Actions' section is a 'Messages' section stating 'There are no active messages.' The 'Hours Worked' section shows dates '07/31/2013' and '08/06/2013' with an 'Apply' button. Navigation links for 'Prev. Pay Period', 'Prev. Week', 'Current Week', 'Current Pay Period', 'Next Week', and 'Next Pay Period' are provided. A table header for 'Hours Worked' includes columns for 'Approval', 'Type', 'Day', 'Date In', 'Time In', 'Date Out', 'Time Out', 'Reg', 'OT1', 'OT2', and 'Unpaid Notes'. A 'Supervisor Approved' status is shown. The 'Benefits' section includes a table with columns for 'Current Balance', 'Approved', and 'Available Balance' for 'Comp Time', 'Holiday Salary', 'Sick Salary', and 'Vac Salary'. The 'Personal Info' section has a 'Change Password' link. The 'Time Off Request' section includes a dropdown for 'Type' (set to 'Vacation'), date and time pickers, and checkboxes for 'Include weekends' and 'Include holidays'. The 'Request Status' section has a 'Time Off Request Filter Options' box with 'Status' (Pending), 'Type' (<All>), and 'Requested Date' (From/To) pickers. A legend at the bottom right explains the status icons: Approved (green check), Pending (hourglass), Denied (red X), Partial (blue square), Cancel Request (red X), Pending Cancellation (hourglass), Canceled (trash), and Incomplete (blue square).

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ADMIN TAB

The screenshot shows the Paychex Admin interface. At the top, there is a navigation bar with the following menu items: Home (1), Reports (2), Assign Labor Levels (3), Schedules (4), Message Center (5), Import (6), Configuration (7), Audit (8), and Training (9). Below the navigation bar, there is a search bar and a 'PAYCHEX | Time and Labor Online' logo. The main content area is divided into several sections: 'Exceptions', 'Time Off Request', and 'Generated Reports'. The 'Exceptions' section shows a table with columns for Exception, Name, Date, and Time. The 'Generated Reports' section shows a table with columns for Report Name, Date, and Action. The interface also includes various filters, buttons, and a pagination control.

- ① **HOME:** Selecting this menu item returns you to the main **ADMIN TAB** screen. This screen is where the Payroll work is done.
- ② **REPORTS:** Selecting this menu item allows you to log into the Payroll Reports.
- ③ **ASSIGN LABOR LEVELS:** Selecting this menu item allows you to assign the **LABOR LEVEL** for each Employee.
NOTE: On a Locations level we know where labor costs are assigned in the various departments using the **LABOR LEVELS**.
- ④ **SCHEDULES:** Selecting this menu item allows the Locations to set up the **EMPLOYEE SCHEDULES** so the Employees know when they are assigned to work.
- ⑤ **MESSAGE CENTER:** Selecting this menu item brings you to a screen where any messages are displayed.
- ⑥ **IMPORT:** Selecting this menu item allows you to import the Payroll information into **PREVIEW**.
- ⑦ **CONFIGURATION:** Selecting this menu item allows you to set up the **TIME CLOCK** configuration.

- ⑧ **AUDIT:** Selecting this menu item allows you to view an Employee's **TIME CARD** update and view the **TIME CARD EXPORT LOG**.
- ⑨ **TRAINING:** Selecting this menu item transfers you to a **TAB** containing training information.

EXCEPTIONS

The **EXCEPTIONS** section of the screen displays exceptions in the punches for the time period displayed. To customize the exceptions displayed you can set the:

- **START EXCEPTIONS DATE**
- **END EXCEPTIONS DATE**
- **EMPLOYEE GROUP**

In general, we display the pay period of the payroll we are running.

A Locations Manager can change the **EMPLOYEE GROUP** to display only his Locations to see the exceptions he must correct.

The Bookkeeper uses this screen on payroll day to display company-wide exceptions for the pay period. By setting the **START** and **END DATES** to the dates of the pay period, any exceptions that are displayed concern this payroll. Any exceptions displayed must be corrected before the payroll hours can be imported. The Bookkeeper notifies the Location Manager that there is an exception and has him/her correct the exception.



NOTE:

If the exceptions are not corrected before the import, the Employee will be paid incorrectly.

STATUS BOARD TAB


The screenshot displays the PAYCHEX Status Board interface. At the top, there is a navigation bar with 'Home', 'Human Resources', 'Time and Labor', and 'Payroll'. Below this, there are tabs for 'Admin' and 'Status Board'. The 'Status Board' tab is active, showing a table of employee status data. The table has columns for 'Employee Name', 'Out', 'Working', 'At Lunch', 'On Break', 'Last Transaction Time', and 'Notes'. The first row shows an employee who is 'Working' (indicated by a green dot) and last punched in at 10:17 am on 07/31/2013. Other rows show various punch times and statuses like 'At Lunch' (orange dot) and 'On Break' (red dot).

The **STATUS BOARD** screen automatically refreshes on a customizable cycle. At present, we have it set to refresh every (15) fifteen minutes so that every punch that happens since the last refresh is captured and displayed.

As with the **ADMIN TAB**, the number of Employees who are displayed is configurable by selecting the appropriate **EMPLOYEE GROUP**. We can see each Employee and determine if they are:

- At work
- At lunch
- On break

We can see the last time they punched in or out, the type of punch and any notes added by a Supervisor.

In our example, we have selected **LOCATION 1** and we can see that the first Employee in the list is working, signified by the **GREEN** dot () in the **WORKING** column. Notice that this Employee last punched in at 10:17a.m.

| Employee Name | Out | Working | At Lunch | On Break | Last Transaction Time |
|---------------|-----|---------|----------|----------|-----------------------|
| | | P | | | 07/31/2013 10:17 am |
| | P | | | | 07/31/2013 12:00 am |
| | P | | | | 07/30/2013 8:05 pm |
| | | P | | | 07/31/2013 8:45 am |

The next Employee in the list is out on the date we are running the payroll as shown by the **RED** dot (P) in the **OUT** column on that line.

STATUS BOARD EXCEPTIONS

Notice that in the case of the Employee who is not working, the last punch is shown as 12:00a.m. This indicates that the **TIME CLOCK** automatically punched that Employee out.

Going into the payroll, you will see an exception for that Employee starting the following day as the **TIME CLOCK** is waiting for the next punch from the Employee and will record the exception when it does not receive the correct punch out.



NOTE:

The **TIME CLOCK** expects to receive punches in "pairs" of **IN** and **OUT**.

We have a failsafe in the system that automatically punches an Employee out if they have not punched out within (12) twelve hours of punching in.



NOTE:

We can automatically punch an Employee out in this instance as no Employee should ever be working more than (12) twelve hours in a day.