

## Creating Payroll

Prior to creating the payroll, it is important to understand the different parts of payroll and what information resides in each section.

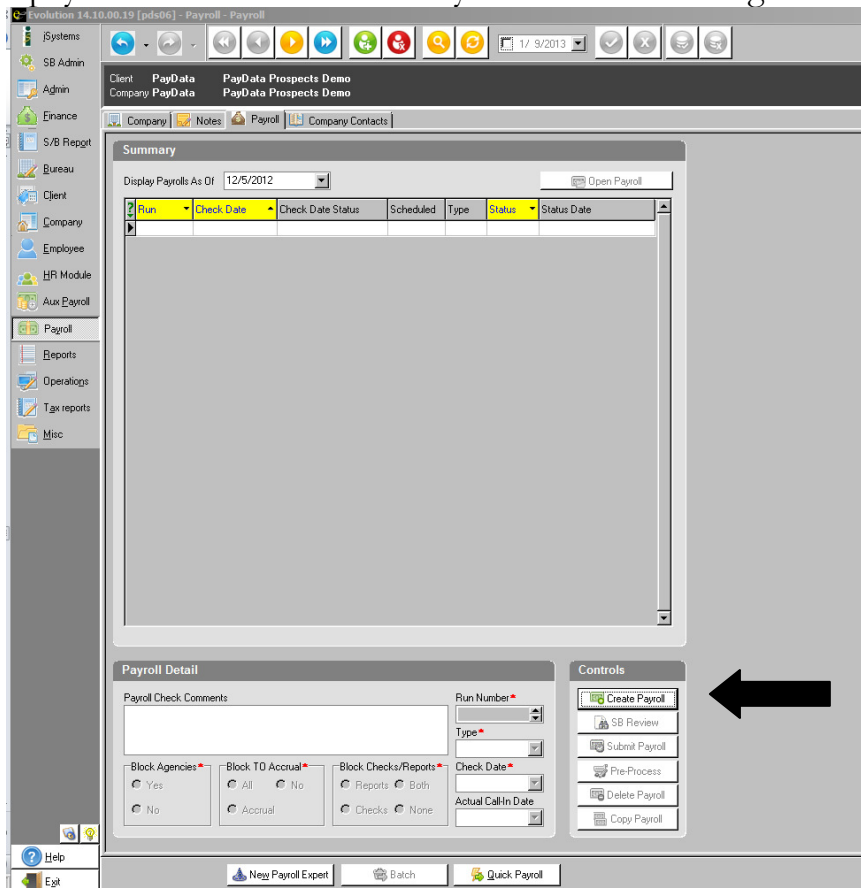
**Payroll** – This section is where you verify items that affect the entire payroll. Check date, type of payroll (Regular, Correction Run, Supplemental/Bonus Run, etc.) blocking of Time Off Accrual, etc.

**Batch** – In this section you are able to verify pay period dates as well as bring in check templates for specially taxed checks, bring in only certain groups of employees or quick add hours and/or dollars to your employees' paychecks.

**Check** – Through the Checks screen you are able to add hours and/or dollars to paychecks, override paycheck data like departments, rates of pay, job codes, etc. You are also able to change deductions and/or taxation on a check by check basis.

To create your payroll, go to Payroll and make sure you are on the Payroll Tab at the top.

1. To create the payroll click on the Create Payroll button to the right of the red fields.



2. The system will pull in the next available scheduled check date based on your company's calendar. Review all of the red fields at the bottom of the screen and change any that are necessary.

**Payroll Check Comments** – Anything you put in the box will print on all of the check stubs.

**Block Agencies** – Normally you would always keep this no, but if you are running a special type of payroll, bonus run, correction, etc. and have agency checks (checks payable to a 3<sup>rd</sup> party: Office of Child Support, Pension Administrators, etc.) that you do not want to print you can select yes. It will only stop the check from printing from this payroll. Any amounts that are pulled from employees checks within this payroll will get added to the next agency check that gets produced.

**Block TO Accrual** – Normally you would always keep this no, but if you are running a special type of payroll, bonus run, correction, etc. and your Time Off Accrual is set to accrue with every payroll, you may want to block this so your employees do not accrue additional time.

**Block Checks/Reports** – You would always leave this None unless you are responsible for printing your own checks and reports at your location.

**Run Nbr** – Always leave this blank. The system will assign this number for you.



**Type** – This determines the type of payroll you are running. It will always default to Regular, which is your standard payroll. If you running an extra, unscheduled payroll, you may want to switch this to a Supplemental Run or a Client Correction.

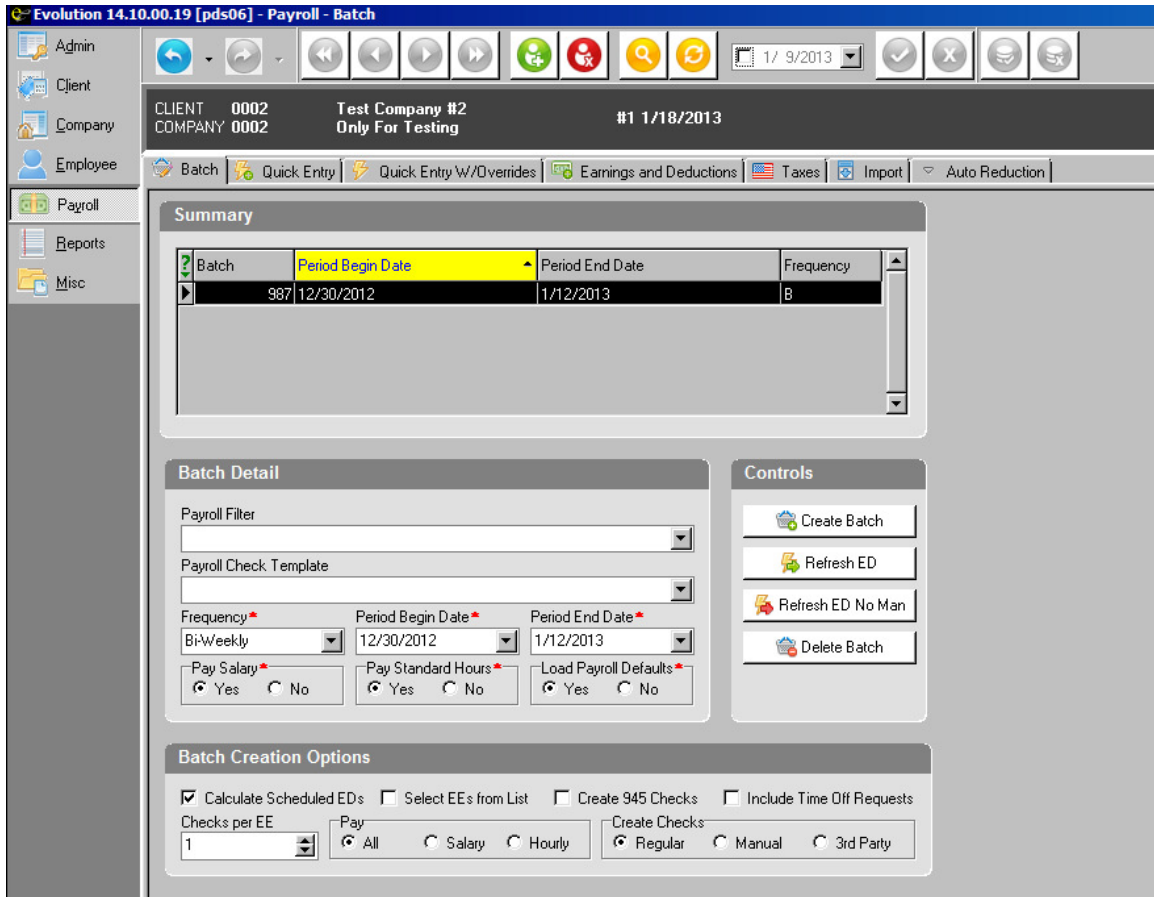
**\*\*If you are running a payroll outside of your normal schedule, please contact your Client Service Representative\*\***

**Check Date** – This will be the date of the payroll. Always verify this date.

**\*\*Remember that all payrolls must be sent to PayData a minimum of 2 business days prior to the check date.\*\***

**Actual Call-In Date** – Ignore this field.

- Once all of the fields have been filled in correctly, click the green check mark at the top to save.  You will now automatically be brought to the Batch screen. If for any reason it did not bring you to the Batch screen, click the Create Batch button at the bottom. 
- To create the batch, click the Create Batch button on the right of the red fields.



- The system will pull in the batch or pay period dates that are associated with that payroll. If you are doing an unscheduled payroll, like a Client Correction or Supplemental, you most likely will need to override the Period Begin Date and Period End Date.
- Review all the fields at the bottom of the screen and change as necessary  
**Payroll Filter** – By setting up filters you are able to bring in predetermined groups of employees.

**Payroll Check Template** – Check Templates enable you to handle all the checks in a batch in a specific manner. For example, blocking all scheduled E/Ds, overriding the taxation of the paychecks, etc.

**\*\*If you are unsure if you should be using a Payroll Filter or a Payroll Check Template, please contact your Client Service Representative for assistance.\*\***

**Frequency** – If you only have one payroll pay frequency, this will pull in automatically for you. If you are paying multiple pay frequencies, select the one you want for this batch.

**Period Begin Date** – This is this pay period begin date for payroll. This will default to the dates set up when your company payroll calendar was created.

**Period End Date** – This is the pay period end date for payroll. This will default to the dates set up when your company payroll calendar was created

**Pay Salary** – Select whether you want your salaried employees to automatically get paid the normal salary.

**Pay Standard Hours** – If you are utilizing the Standard Hours field on the EE Entry tab, determine whether you want those hours to be brought into the payroll.

**Load Payroll Defaults** – This controls the codes that automatically fill in the Check Lines screen.

**Calculate Scheduled E/Ds** – If checked, it will calculate the Scheduled E/Ds at the time the checks are created.

**Select EEs from List** – If you only want certain employees to come in, you can check that box and a listing of all of your employees will be displayed. You can then choose just the employees that you want.


**Create 945 Checks** – This is only to be used when creating posting for 1099R pension payouts. **\*\*NEVER CHECK THIS WHEN CREATING YOUR NORMAL PAYROLL\*\***

**Checks per EE** - You can get the system to create multiple checks for each employee.

**Pay** – Select the employees you want to pay in this payroll.  
**\*\*For your normal payroll, leave this ALL.**

**Create Checks** – Select the type of checks you are creating.

**\*\*For your normal payroll, leave this REGULAR.**

7. Once all of the fields have been filled in correctly, click the  mark at the top to save.
8. The system will now ask if you want to Auto Create your checks. If you are creating your normal payroll, say yes. If you are doing a special payroll run and you do not want all of your employees in the batch, say no, unless you have manually selected the employees that you want to pay.

