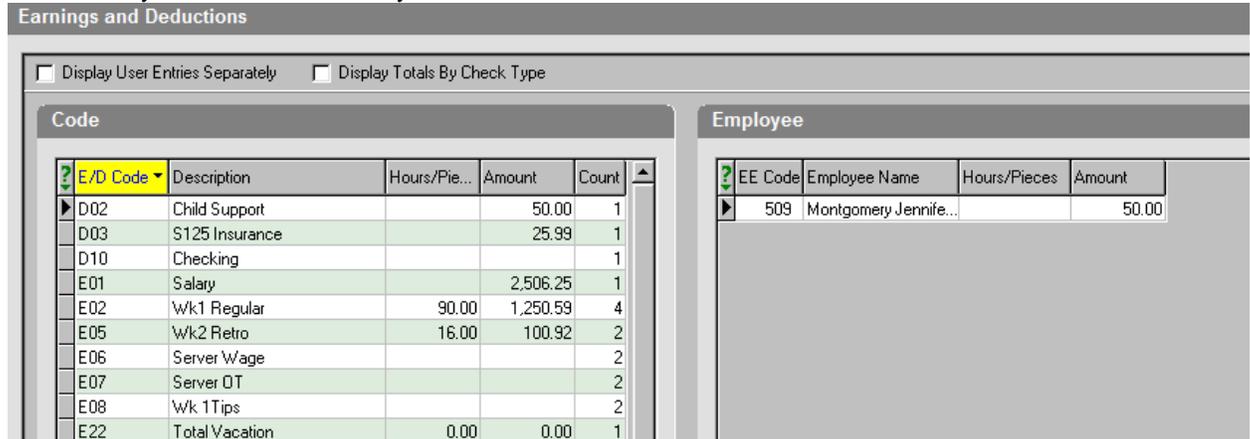


## Preprocessing a payroll

1. After you have verified your batch totals under the  Earnings and Deductions tab.



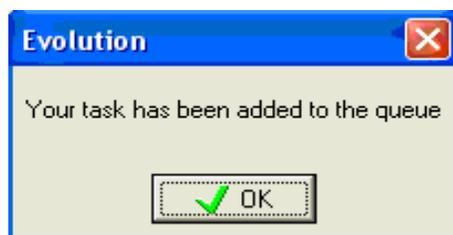
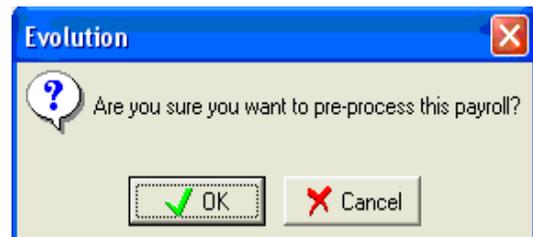
The screenshot shows the 'Earnings and Deductions' window. It has two main panes: 'Code' and 'Employee'. The 'Code' pane contains a table with columns: E/D Code, Description, Hours/Pie..., Amount, and Count. The 'Employee' pane contains a table with columns: EE Code, Employee Name, Hours/Pieces, and Amount.

E/D Code	Description	Hours/Pie...	Amount	Count
D02	Child Support		50.00	1
D03	S125 Insurance		25.99	1
D10	Checking			1
E01	Salary		2,506.25	1
E02	Wk1 Regular	90.00	1,250.59	4
E05	Wk2 Retro	16.00	100.92	2
E06	Server Wage			2
E07	Server OT			2
E08	Wk 1 Tips			2
E22	Total Vacation	0.00	0.00	1

EE Code	Employee Name	Hours/Pieces	Amount
509	Montgomery Jennife...		50.00

2. Click on the  Payroll button on the bottom left hand corner of the screen.
3. On the payroll tab you will see a  Pre-Process button in the bottom right hand corner
4. Click on the  Pre-Process button
5. The system will ask if you want to pre-process this payroll. If you would like to pre-process Click ok.



6. Your task will have been added to the queue. Click OK.

7. When your Task queue says that the preprocessing has finished. You may run reports on this waiting payroll to verify your totals for taxes, 401K Calculations and more.



- When you are satisfied with your totals and have no other changes to make, you may submit your payroll by clicking the  button.

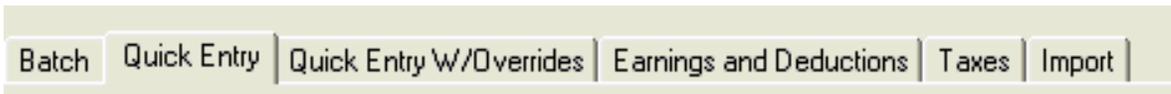
## **Making a correction to payroll after pre-processing**

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- To go back to the payroll to make changes. To get there click on the  button.
- Click on your check date that you need to make changes in. This will highlight the date

 Run	Check Date	Check Date Status	Scheduled	Type	Status	Status Date
1	1/9/2013	N	Y	R	W	1/8/2013 11:55:26 AM

- Click on the  button
- At the top of the screen Click on the Quick Entry tab



- Make changes to employee hours or amounts by making changes on the quick entry screen or going into the checks screen.
- Once you have verified that your totals are correct on the Earnings and Deduction tab, you may choose to preprocess the payroll again or submit for processing.