

Entering payroll using the Quick Entry Screen

The purpose of the Quick Entry Screen is for basic payroll entry. Use this screen if entering your payroll consists of entering just hours and/or dollars for your employees. If you need to do overrides on your employees in the form of DBDT changes or rate of pay changes, please follow the procedures on keying your payroll in on the Check Lines screen.

1. From the Batch Screen, click on the Quick Entry tab at the top.

Evolution 14.1	0.00.19 [pds06] - Payroll - Batch	
L Admin	S - 🕗 - 🖸 🐼 🕑 😥 🚱 😌 🥝 🗉 17 92013 🖬 🧭 🐼 🚱 😡	
Client	CUENT 0002 Test Company #2 COMPANY 0002 Only For Testing #1 1/18/2013 1P 7.00 1 \$2,506.25 Checks: 4	Additional T
Company		
Employee	😰 Batch 🔏 Quick Entry 🤌 Quick Entry W/Overrides 🚾 Earnings and Deductions 🔚 Taxes 🔯 Import 🗢 Auto Reduction	
Beports	Quick Entry	
Misc	EE CODE NAME 7000000 Turnet Kevin	💄 Employee 🛛 👑 Employee Ra
	Type <th< th=""><th></th></th<>	
	2.506.25 0.59	
Q	Submit Payrol	
P Help	🔤 Peyroll 🛛 🛦 New Batch Expert 💿 Check	
Exit		

2. You will always want to customize this screen to the codes that you are using in payroll. To do this, right click in the white grid and select E/D.

Year to date F3				
E/D 🕨	Add I	D01 Misc	•	
Manual Tax 🔹 🕨	Add	D02 Simple	•	
	Delete I	• D03 S125 Ins	•	
		D05 EE 401k	•	
		D06 ER 401K	•	
		D07 401k Catch Up	•	
		D08 401K Loan	•	
		D09 NY SDI	•	
		D10 Savings	•	
		D11 Checking	•	
		D12 Checking 2	•	
		D13 Child Support	•	
		D25 Mileage	•	
		E01 Salary	$ \mathbf{F} $	· · .
		E03 Overtime		Hrs
		E04 Vacation	•	Amt
		E05 Sick	•1	
		E06 Holiday	•	
		E07 Tips	•	
		E10 Incentive Overide On Code	•	
		E11 Incentive Use Template	•	
		E12 Bonus	•	
		E50 GTL	•	

- 3. If you need to add another column to the grid, select the first Add. You will then get a listing of all of your available codes.
- 4. Highlight the code you want to add and click on either Hrs or Amt.
- 5. Continue with steps 2-4 until you have added all of the necessary codes for payroll.
- 6. If you need to delete a column from the screen, in step 3 instead of choosing Add, choose Delete. You will then get a list of all of the codes that are currently on the screen.
- 7. Highlight the code you want to delete and click the Hrs or Amt that you want to delete.

When deleting a column, you are only deleting that column from showing on the screen. Any hours and/or amounts that are in the column will stay in the payroll

- 8. Once the screen has been adjusted to show the codes you are working with, start keying in the payroll data.
- 9. Use the Enter or the arrows keys on your keyboard to move around within the grid.
- 10. Make sure you are committing your changes often by clicking the Green stack of coins at the top.

- 11. When you are done entering all of your payroll information, make sure you verify your totals either by reviewing the data at the bottom of each column or by going to the Earnings and Deductions tab at the top.
- 12. Once the data has been verified for accuracy you are able to go back to Payroll by clicking the Payroll button at the bottom left.
- 13. You now have the options of Pre-Processing the payroll (see the instructions on pre-processing for details) or submitting the payroll.
- 14. To submit the payroll click either the submit payroll button ^{Submit Payroll} or the SB Review button <u>SB Review</u>.

Submit Payroll sends the payroll to PayData so we can process the pay checks. By choosing Submit, we will not do any verification of the payroll data that comes in.

SB Review sends the payroll to PayData so we can process the pay checks, but puts the payroll on hold. ****If choosing this option, you must contact your Client Service Representative so they are aware of why you put the payroll on hold.****