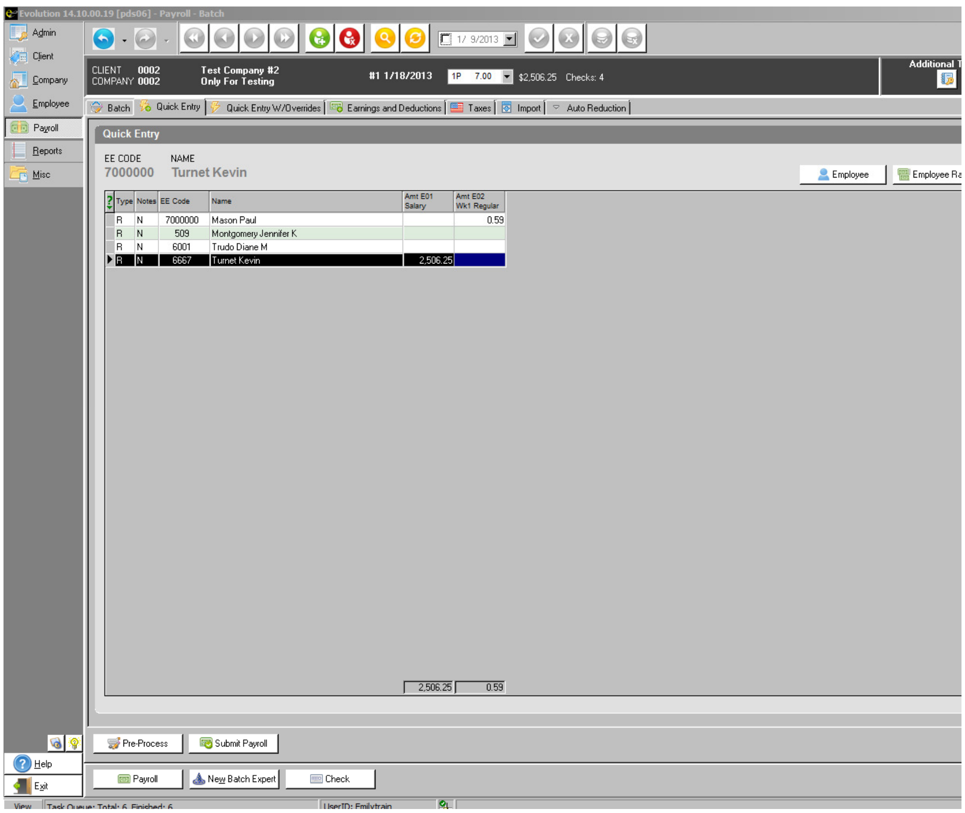
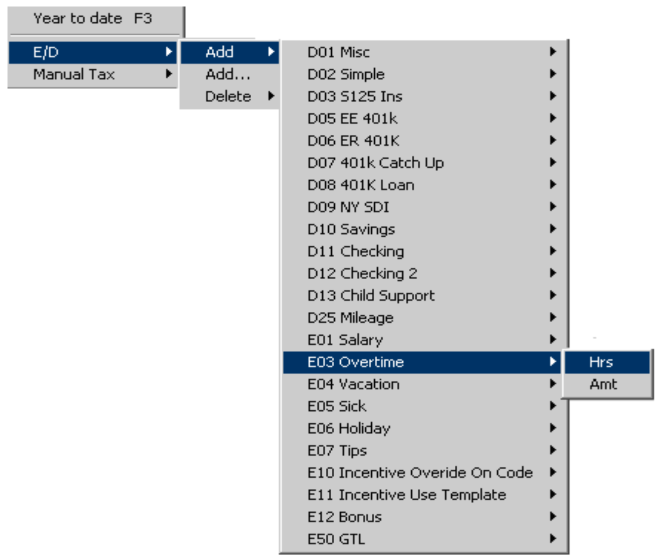
# Entering payroll using the Quick Entry Screen

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.




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.




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.

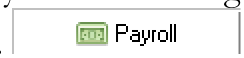
****When deleting a column, you are only deleting that column from showing on the screen. Any hours and/or amounts that are in the column will stay in the payroll****

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 

or the SB Review button 

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    **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.****