
Evolution Payroll® User Guide v 2.2

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Evolution Payroll Getting Started

Evolution Payroll is a dynamic Payroll, HR, and Tax Management system developed by payroll and HR service bureau veterans for the Human Capital Management (HCM) industry.

It is a Web-based application that facilitates remote client tasks such as adding new employees, existing employee maintenance, managing and processing payrolls, running reports and more, via the Internet using a Web browser.

System Requirements

Screen Resolution

The Optimum Resolution for Evolution Payroll use is 1920 x 1080. Evolution Payroll is designed to fit most screens and screen resolutions by using a Responsive Web Design (RWD), which allows the components within the application to be moved and resized based on screen size and resolution. The minimum supported resolution is 1360 x 768.

Internet Browser

Evolution Payroll is designed to leverage the features of the most current browser versions. For the best possible experience, we recommend using one of the browsers listed below.

Browser	Supported Version
Internet Explorer	10.0+
Firefox	28.0+
Chrome	33.0+
Safari	7.0+

Security Settings

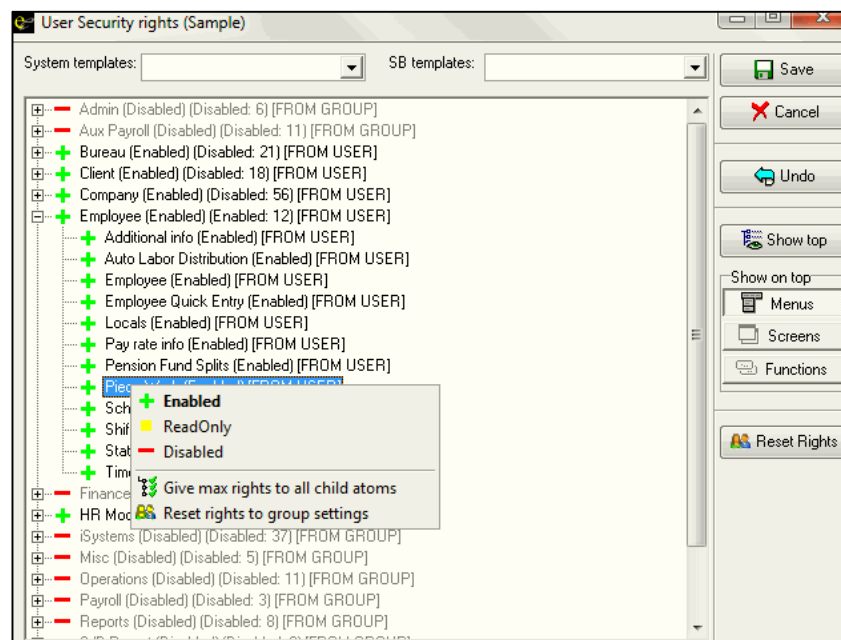
Access to Evolution Payroll is granted in Evolution. Users may be granted access to as many or as few menus and functions in Evolution Payroll as the service bureau determines appropriate.

User or Group Security Rights

Additional settings specify whether individual users have full access, read-only access, or no access.

1. Go to the **Admin - Security – Users (or Groups)** screen, and select the user.
2. Click the **Details** tab - **User Rights** button.
 - Modify settings by right-clicking the **green plus sign / red minus sign**, and selecting **Enabled** or **Disabled**.
 - Click the small **plus signs** (far left) to open a menu "tree". Everything can be selected individually to give or remove permissions to users.
3. Click the black **plus sign** next to Employee to open related topics
4. Right-click the item to be changed from standard group rights

Note: each item must be selected individually.



Enabled - the selected item is visible in the Edit Employee section of the Employees screens in Evolution Payroll. The user can Add/Edit and Delete Information.

Read-Only - the selected item is visible in Employees screens in Evolution Payroll. The Add button is disabled, and Edit and Delete are not functional for that item.

Disabled - the selected item is not visible in the Employees screens in Evolution Payroll.

Logging into Evolution Payroll

Evolution Payroll uses the Enhanced Security Level setting from the **SB Admin – Service Bureau - Flags & Settings** tab in Evolution. Currently there are three levels of enhanced security to choose from. The table below highlights the levels and their requirements.

Low

- Requires only a password to login
- Users must set up three questions / answers
- Forgot password functionality is available
- 3 invalid login attempts will lock the account (forcing the user to answer the security questions)
- 3 invalid answers to the general security questions will block the account

Medium

- Requires a password to login
- Users must set up three questions / answers
- The user is asked to define two Extra Security Questions / Answers in extended login
- Forgot password functionality is available
- 3 invalid login attempts will lock the account (forcing the user to answer security questions)
- 3 invalid answers to security questions will block the account

High

- Requires a password to login
- Users must set up three questions / answers
- The user is asked to define two Extra Security Questions / Answers in extended login
- Forgot password functionality is **not** available
- 3 invalid login attempts will block the account

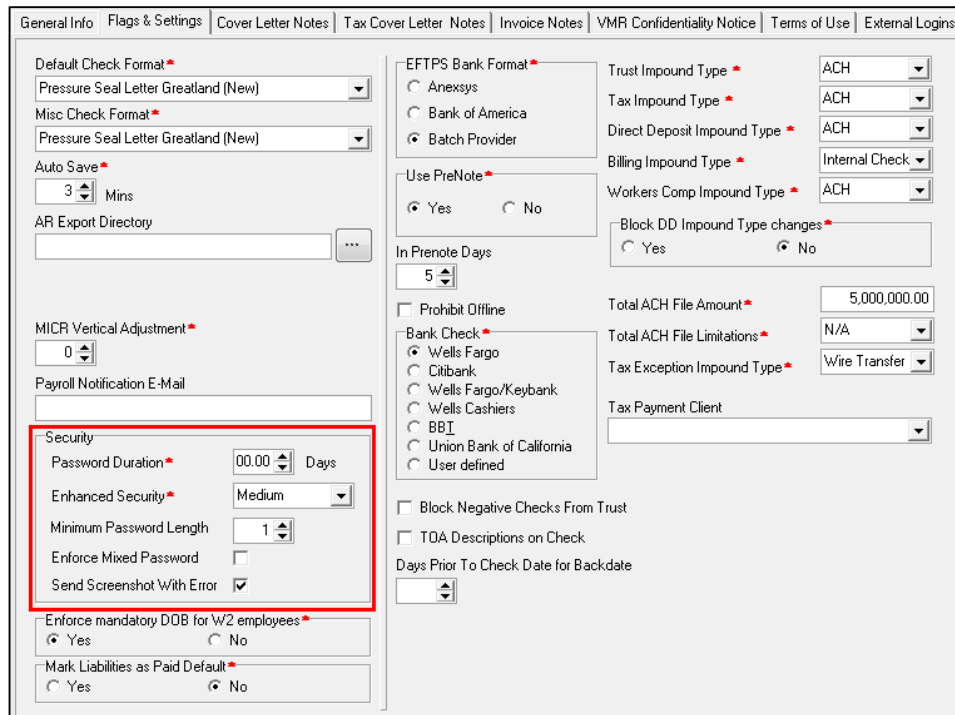
In addition to establishing the level of enhanced security, other security considerations must be set on this screen.

Password Duration - how often passwords are required to be changed

Minimum Password Length - minimum number of characters the password must contain

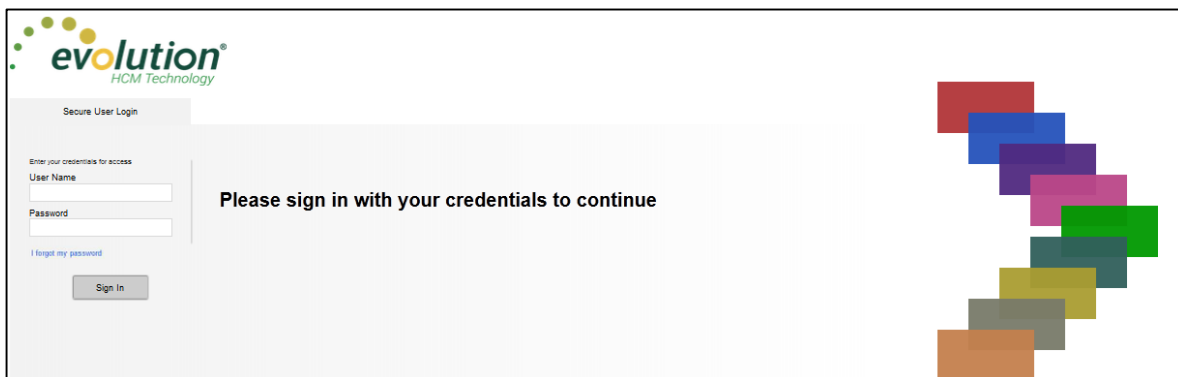
Enforce Mixed Password - new passwords must contain at least one alpha, one numeric, and one special character

Send Screenshot with Error – the system automatically sends a screen print when an error message is received.



Once security requirements have been established in Evolution,

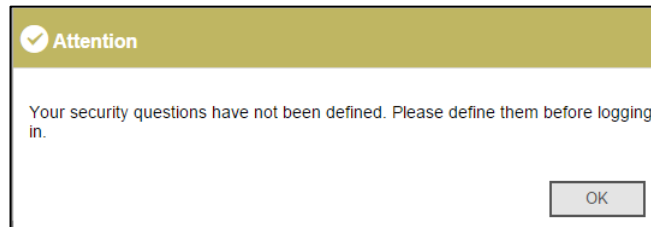
1. Open a Web browser and enter the URL provided by iSystems.



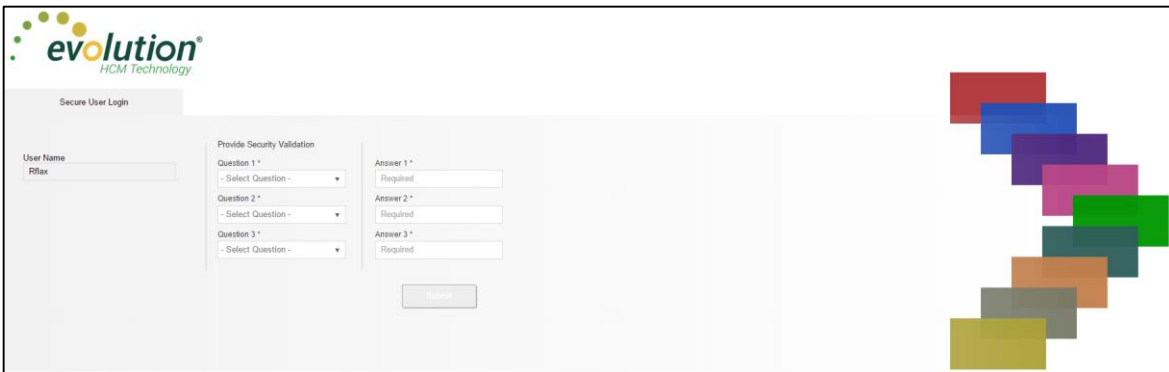
2. The first time a user logs in, enter the Username and Password assigned to them by the service bureau.
3. Click **Sign In**.

Result: a pop-up box opens regarding setting up security questions.

4. Click **OK**.



5. Select Questions 1, 2, and 3 from the dropdown lists and provide answers to the questions.



Secure User Login

User Name
Rflax

Provide Security Validation

Question 1 *
- Select Question -

Question 2 *
- Select Question -

Question 3 *
- Select Question -

Answer 1 *
Required

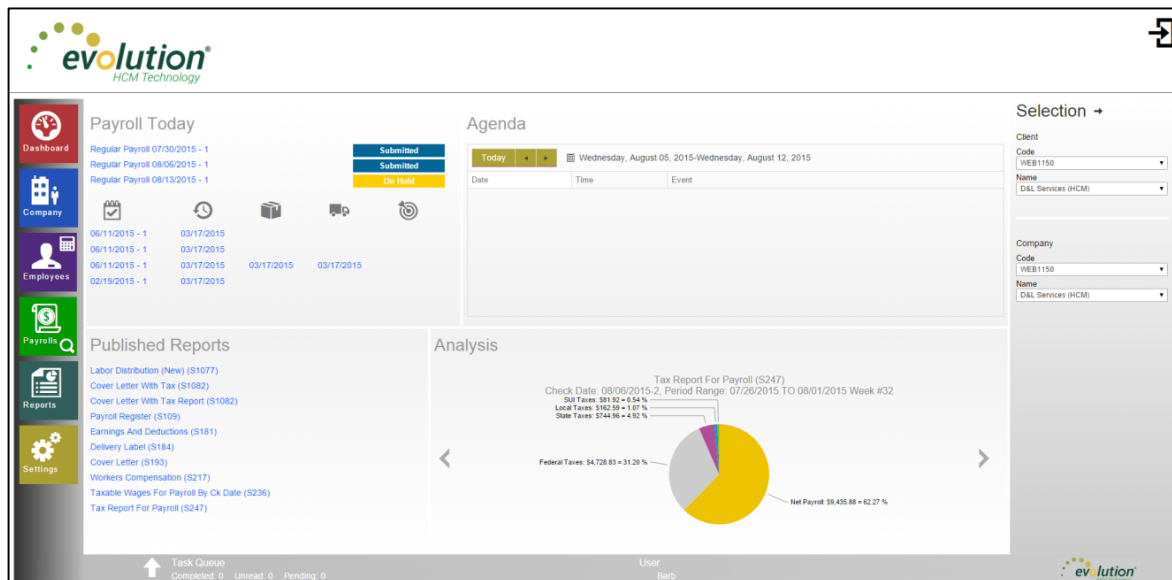
Answer 2 *
Required

Answer 3 *
Required

Submit

6. Click **Submit**.
7. If the Enhanced Security field in Evolution has either a **medium** or **high** value, the user will be prompted to create and answer two additional security questions, which will be asked each time the user logs in.

Result: the Dashboard opens.

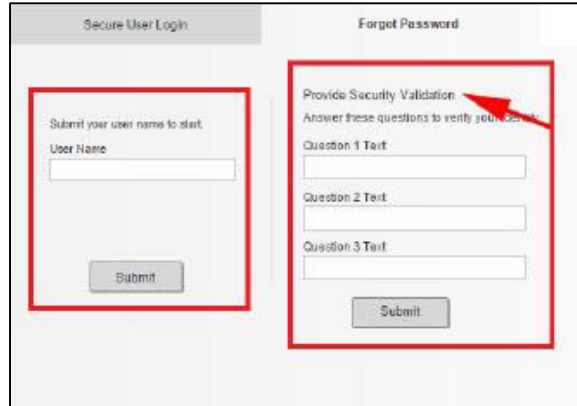


Forgotten Password

If the user forgets their password, click **I forgot my password** on the login screen.

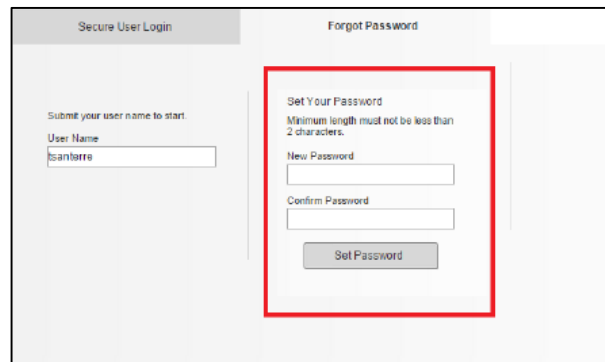
- A new screen opens requiring the user to enter their username and click **Submit**.

Once submitted, three security questions displayed on the screen must be answered to continue.



Note: If a user answers any of the security questions incorrectly three times, s/he will get a message that the account is blocked, and instruct them to contact their service bureau.

- After answering all three security questions, the user clicks the **Submit** button.
- A new screen opens, on which the user is to set up a new password.



- The user enters and confirms the new password, and clicks the **Set Password** button.
- The main Login screen opens, where the username and new password are entered.

Result: The Evolution Payroll Dashboard opens.

Note: If an account becomes blocked and is then unblocked by Admin, user must redefine questions/answers upon next login.

Terms of Use

Service bureaus can define the Terms of Use for their internal and external users. These Terms of Use are presented when users first log in, after the Terms of User are entered (or changed) on the [SB Admin - Service Bureau - Terms of Use tab](#).

When users log in and see the Terms of Use, they must accept the terms to use Evolution Payroll. Once accepted, the Terms of Use are not presented again unless a change is made by the service bureau to the terms. To accept the Terms of Use, click the **Accept** button.

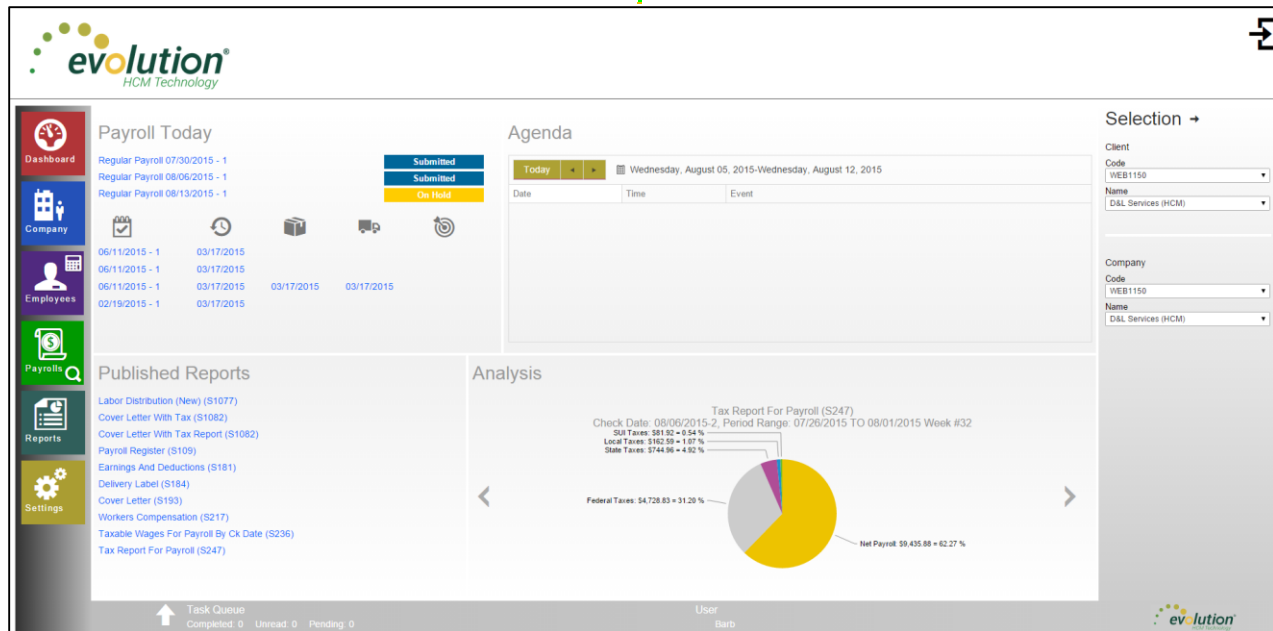
- New users are presented with the Terms of Use after the user has selected three security questions and answers.
- Existing users will see the Terms of Use upon initial login or if the Terms of Use have changed.

Note: If the service bureau has not entered anything in the Terms of Use tab, nothing needs to be accepted by the users.

When the user accepts, the Dashboard screen opens.

The Dashboard

Information on the Evolution Payroll Dashboard is laid out in sections, or tiles, from which users can navigate to the information selected. Dashboard functionality is covered in more detail later in this guide.



Menu Bar

Use the Menu Bar on the left-hand side of the screen to navigate within Evolution Payroll, similarly to the Menu Bar in Evolution. Menu Items are selected from the main screens of each menu. Each menu is covered in more detail later in this Guide.

Payroll Today

The Payroll Today tile offers a snapshot of payrolls scheduled around the time of the viewing. The payrolls listed are links that, when clicked, take you to the Batch Settings screen for the payroll selected. Normally the first payroll is the most recently run prior to current day. The next are payrolls scheduled to go out on the current day or in the very near future. The status for each payroll is shown to the right of the payrolls.


Payroll Today

Regular Payroll 07/30/2015 - 1
Regular Payroll 08/06/2015 - 1
Regular Payroll 08/13/2015 - 1


Submitted

Submitted


On Hold




06/11/2015 - 1
06/11/2015 - 1
06/11/2015 - 1
02/19/2015 - 1




03/17/2015
03/17/2015
03/17/2015
03/17/2015








03/17/2015



03/17/2015



The symbols across the center of the tile are described in the table below and indicate delivery status, currently a feature of VMR, of those payrolls listed below. To view this section, the company must be set up with VMR.

Symbol	Description
	Check date of the payrolls listed below
	Processed date of the payrolls listed below
	Packaged date of the payrolls listed below
	In Transit date of the payrolls listed below
	Date Delivered of the payrolls listed below

Agenda

The agenda functions similarly to the User Scheduler, and is available to the user only. It keeps a calendar of all scheduled tasks. Agenda users must have User Scheduler security rights established in Evolution to access the Agenda in Evolution Payroll.

Agenda

Today
Wednesday, August 05, 2015-Wednesday, August 12, 2015



Date	Time	Event
06 Thursday August, 2015	10:00 AM-10:30 AM	tyuytutyu
07 Friday August, 2015	7:00 PM-7:30 PM	Unit test 4396
08 Saturday August, 2015	10:00 AM-10:30 AM	tyuytutyu
10 Monday August, 2015	10:00 AM-10:30 AM	tyuytutyu

Published Reports

The Published Reports tile lists the 10 most recently run reports published to the company through VMR in Evolution. Each report link when clicked, brings the user to the “Published Reports” screen in the application, showing a preview of the report results.

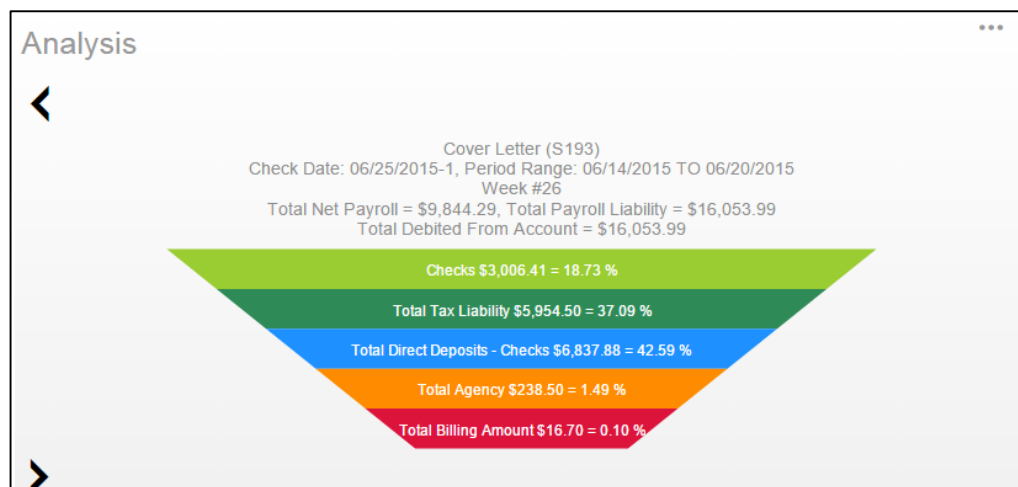


Analysis

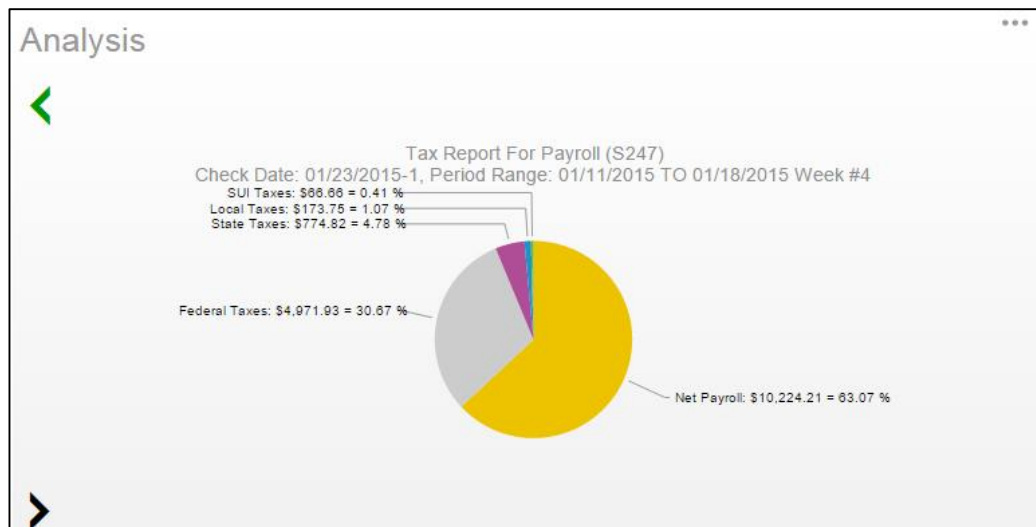
The tile on the bottom right of the Dashboard screen displays a graphical representation of the *Cover Letter Report* (S193) and *Tax Report for Payroll* (S247) reports. Users can click the left  or right  arrow to scroll to the next view.

The Analysis tile always shows data for the last processed payroll and is updated when next payroll is processed. For the graphs to be displayed, the reports must be properly configured to display on the dashboard.

The *Cover Letter (RW) (S193)* displays as an inverted pyramid showing the actual dollar amounts in the payroll. At the top of the chart is a breakdown of the payroll that the chart represents.



The *Tax Report for Payroll* (S247) displays as a Pie Chart showing the amounts of the taxes as well as the Net Payroll amount for the payroll for which the report was generated.



Setting company reports to show on the Dashboard

1. In Evolution, go to **Reports – Setup Reports**.
2. Select the company from the list on the left-hand side of the screen and click the **Details** tab.
3. Click the **Plus** sign to add a new record.
4. Select the report to be added.
5. Update the **Print Frequency**, **Priority to Print**, and **Number of Copies** as needed
6. Select the option to **Display on Dashboard**.

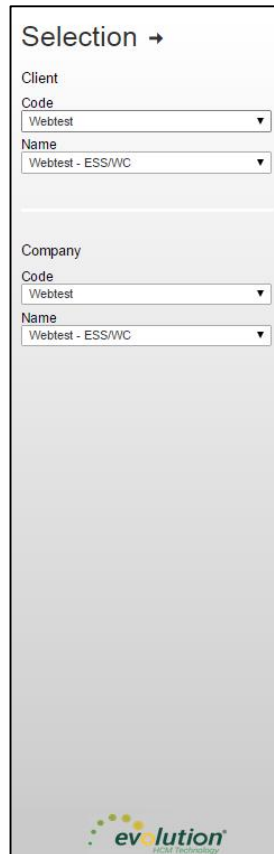
Report	Payroll Processing Print Settings
Report *	Print Frequency *
Cover Letter [S193]	Every Scheduled Pay
Report Print Name *	Priority to Print *
Cover Letter	5
#Name: Cover Letter	Week Number
#Ticket:	Month
#Author: Dmitry Shapovalov	Number of Copies *
#Date:	1
#Description: This report is the cover letter	<input type="checkbox"/> Summarize <input type="checkbox"/> Duplexing
Options	
Output ASCII file name	
<input type="checkbox"/> Add to existing file	
<input type="checkbox"/> Favorite	<input type="checkbox"/> Hide for Remotes
<input type="checkbox"/> Print with Adjustment Payrolls Only	<input checked="" type="checkbox"/> Display on Dashboard
Override Report Mail Box	
<input type="button" value="Report Parameters"/>	<input type="button" value="Run Reports"/>

Note: Print Frequency must be set to Every Pay to be updated on the Dashboard each time a payroll is processed. Number of copies must be set to 1 or more.

Selection Pane

The Selection Pane along the right-hand side of the screen is where the Client and Company are selected from the dropdown list to view company-specific information. When the Dashboard first opens, the default client shown is the one with the lowest Internal Client Number. The Selection Pane is accessible in every screen within Evolution Payroll.

Note: When a different Client/Company is selected, the user is automatically returned to the Dashboard screen.

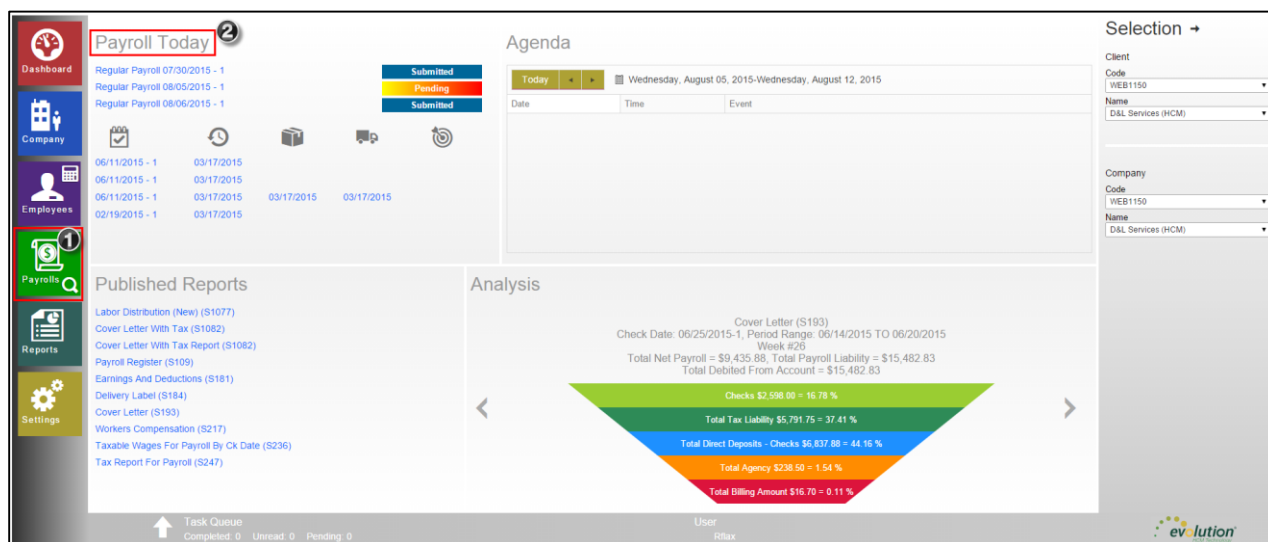


The screenshot shows a vertical pane titled "Selection →". It contains two main sections: "Client" and "Company". Each section has a "Code" dropdown menu and a "Name" dropdown menu. Both the "Code" and "Name" dropdowns for both Client and Company are currently set to "Webtest" and "Webtest - ESS/WC" respectively. The pane has a light gray background and a thin black border. The Evolution HCM Technology logo is visible at the bottom right of the pane.

Navigating Evolution Payroll

Navigate within Evolution Payroll using buttons, symbols, or by clicking within the fields themselves. When adding information, press the **TAB** key to advance to each of the applicable fields in the order in which they should be completed. When tabbing, the next screen will open when the **TAB** key is pressed in the last field on the screen. To navigate to the topic and screens desired from the Dashboard, users can

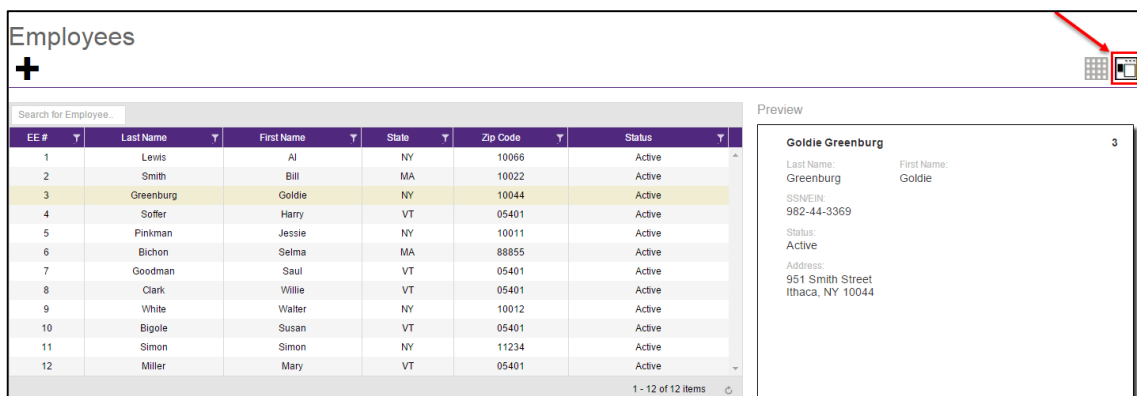
1. Click the **Menus**, or
2. Click the **Tile** titles



The Employee Menu

After clicking the Employee menu, click the active button (the button that is not grayed-out) in the Header to access the additional menu items within the Employee menu.

Example: the following screen opens when the user clicks the Employees menu. Click the active button to access the next screen, which offers a different view and lists the menu items within the Employee menu.



EE #	Last Name	First Name	State	Zip Code	Status
1	Levis	Al	NY	10066	Active
2	Smith	Bill	MA	10022	Active
3	Greenburg	Goldie	NY	10044	Active
4	Soffer	Harry	VT	05401	Active
5	Pinkman	Jessie	NY	10011	Active
6	Bichon	Selma	MA	88855	Active
7	Goodman	Saul	VT	05401	Active
8	Clark	Willie	VT	05401	Active
9	White	Waller	NY	10012	Active
10	Bigole	Susan	VT	05401	Active
11	Simon	Simon	NY	11234	Active
12	Miller	Mary	VT	05401	Active

Preview

Goldie Greenburg

Last Name: Greenburg First Name: Goldie

SSN: 982-44-3369

Status: Active

Address: 951 Smith Street
Ithaca, NY 10044

Employees +

3-Greenburg, Goldie < Lewis, Al Smith, Bill **Greenburg, Goldie** 3 Soffer, Harry Pinkman, Jessie Bichon, Selma >

Personal

Labor Defaults

Pay

Federal

State

Local

Child Support

Direct Deposit

Scheduled E/Ds

Delivery

Time Off Accrual

Notes

Demographics

SSN * EIN *

982-44-3369

Employee Type *

W-2

EE Code *

3

Time Clock #

First Name *

Goldie

M.I.

Last Name *

Greenburg

Address 1 *

951 Smith Street

Address 2

City *

Ithaca

State *

NY

Zip Code *

10044

County

Phone

Extension

Email

Birth Date

02/17/2004

Gender *

Female

Ethnicity *

Black Or Africa...

Tribe

Hire Status

Status *

Active

Current Hire Date *

02/17/2003

Original Hire Date

Termination Date

Rehire Eligible *

Yes

Employment Type *

N/A

On Call From

On Call To

ACA Status *

Part Time

Healthcare Coverage *

No ER Paid Ins/Not Eligible

Dependent Coverage *

No

Benefit Eligible

Group Term Policy

GTL Hours

GTL Rate

Previous

Next

Tables

Several screens in Evolution Payroll are formatted as tables, which come with their own unique navigating functionality.

The first screen to open in the Employees menu is displayed in table format:

Employees +

Search for Employee...

EE #	Last Name	First Name	State	Zip Code	Status
1	Lewis	Al	NY	10066	Active
2	Smith	Bill	MA	10022	Active
3	Greenburg	Goldie	NY	10044	Active
4	Soffer	Harry	VT	05401	Active
5	Pinkman	Jessie	NY	10011	Active
6	Bichon	Selma	MA	88855	Active
7	Goodman	Saul	VT	05401	Active
8	Clark	Willie	VT	05401	Active
9	White	Walter	NY	10012	Active
10	Bigole	Susan	VT	05401	Active
11	Simon	Simon	NY	11234	Active
12	Miller	Mary	VT	05401	Active

1 - 12 of 12 items

Preview

Goldie Greenburg 3


Last Name: Greenburg First Name: Goldie

SSN/EIN: 982-44-3369

Status: Active

Address: 951 Smith Street
Ithaca, NY 10044

There are several additional tools that can be used when navigating with tables.

Filtering – if a column header has a filter  symbol next to the name click to open a filter box. Enter criteria to filter the results displayed on the screen when searching for specific data.

Search for Employee..					
EE #	Last Name	First Name	State	Zip Code	Status
4	Soffer	Harry	VT		Active
7	Goodman	Saul	VT		Active
8	Clark	Willie	VT		Active
10	Bigole	Susan	VT		Active
12	Miller	Mary	VT		Active

Show items with value that:

Is equal to

vt

And

Is equal to

Filter Clear

The filter symbol remains white to let the viewer see that the filter is being used.

Column Re-ordering – click and drag the column heading to re-order the data – for example, click and drag the Zip Code column to view in a different order:

Search for Employee..					
EE #	Last Name	First Name	State	Zip Code	Status
1	Lewis	Al	NY	10066	Active
2	Smith	Bill	MA	10022	Active
3	Greenburg	Goldie	NY	10044	Active
4	Soffer	Harry	VT	05401	Active
5	Pinkman	Jessie	NY	10011	Active
6	Bichon	Selma	MA	88855	Active
7	Goodman	Saul	VT	05401	Active
8	Clark	Willie	VT	05401	Active
9	White	Walter	NY	10012	Active
10	Bigole	Susan	VT	05401	Active
11	Simon	Simon	NY	11234	Active
12	Miller	Mary	VT	05401	Active

Sorting – similarly to Excel, data can be sorted from high-to-low or low-to-high by clicking the column header. This can be done with alpha as well as numerical data.

Search for Employee..					
EE #	Zip Code	First Name	Last Name	State	Status
1	10066	Al	Lewis	NY	Active
2	10022	Bill	Smith	MA	Active
3	10044	Goldie	Greenburg	NY	Active
4	05401	Harry	Soffer	VT	Active
5	10011	Jessie	Pinkman	NY	Active
6	88855	Selma	Bichon	MA	Active
7	05401	Saul	Goodman	VT	Active
8	05401	Willie	Clark	VT	Active
9	10012	Walter	White	NY	Active
10	05401	Susan	Bigole	VT	Active
11	11234	Simon	Simon	NY	Active
12	05401	Mary	Miller	VT	Active

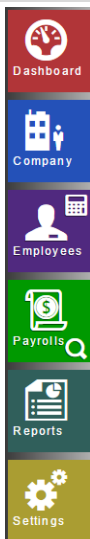
Hot Keys

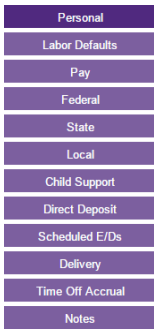
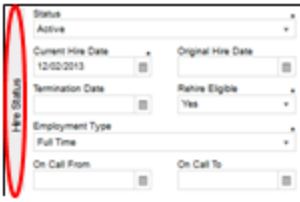
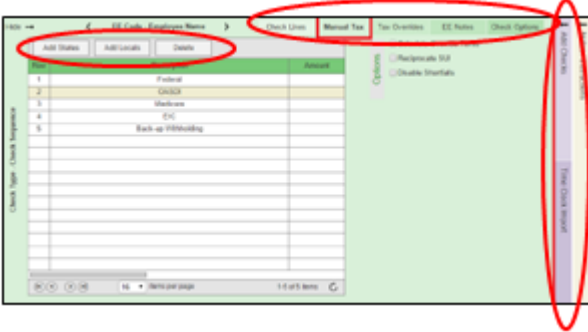
A series of Hot Keys have been developed to enable quicker navigation. There are several key combinations that perform the same function with different results, depending upon the menu the user is in. The table below identifies the Keyboard Hot Keys currently available.

Keyboard Key/s	Description
Press the ALT key + N	Add new employee / Add new payroll
Press the CTRL key + S	Save employee / Save payroll
Press ALT + Insert	Insert / add a record (row) into a table (instead of clicking the Add button.)
Press ALT + Delete	Delete record (row) from a table (instead of clicking the Delete button.)
Press the ALT key + the Right Arrow key	Scroll right to next employee record or check line
Press the ALT key + the Left Arrow key	Scroll left to previous employee record or check line

New Terminology

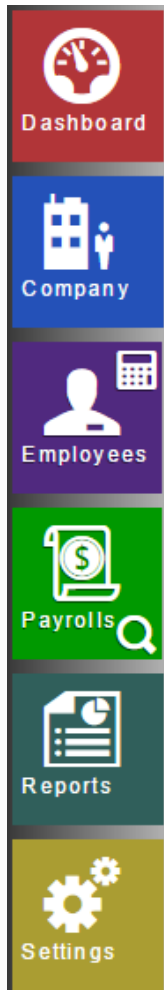
There is new terminology used throughout Evolution Payroll that warrants introduction. The table below explains the new terminology that you will see in this document as well as in the application.

Name	Example	Description
Menu Bar		Colored blocks on the left-hand side of the screens that correspond to a menu. Click the menus to be brought to the main screen of the menu selected.

Menu Items		<p>Within some of the menus (Company and Employee) there is a sub-menu on the left side of the screen with menu items that pertain to the topics of those menu items. Our example is from the Employees menu.</p>
Sections		<p>Many of the screens in the application are divided into sections. These sections have headings that separate the information pertaining to the sections.</p>
Tabs		<p>There are two types of tabs you will see in the application: Those at the far right-hand side of the screen, and those along the top of the screen. The instructions within this guide will be explicit to direct you to the right tab.</p>

The Menu Bar

The Menu Bar contains many of the same menus as are in Evolution, based on security rights the user has been given. Note that the list of Menu Items within each menu are color-coded to match the menu selected, indicating in which menu the user is currently working.



Information on the Evolution Payroll Dashboard is laid out in sections, or tiles, from which users can navigate to the information selected.

Company information, including settings and rules established by the company can be viewed in the Company menu. The fields' values are taken from corresponding fields in Evolution. The data in the Company menu is currently read-only however it can be edited in Evolution.

Employee information can be viewed, added, and edited in the Employees menu.

Payrolls are processed quickly and easily through Evolution Payroll. The first screen in the Payrolls Menu is the Payroll Timeline, displaying coupon or card-like views of scheduled payrolls.

The Reports menu lets the user see reports that have been published to Evolution Payroll from VMR, as well as process additional reports as needed.

The Settings Menu is where users can change their password, or edit their security questions.

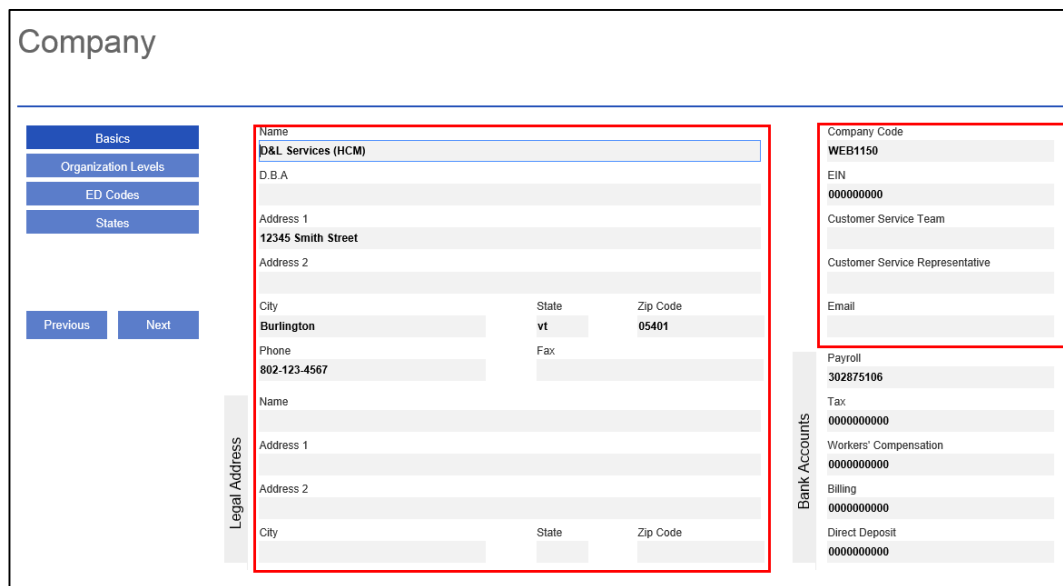
The Company Menu - Screens and Fields

Company information, including settings and rules established by the company can be viewed in the Company menu. The fields' values are taken from corresponding fields in Evolution. The data in the Company menu is currently read-only however it can be edited in Evolution.

Company - Basics screen

The first screen that opens when the Company menu is accessed is the **Company – Basics** screen. Note the additional Company menu items on the left-hand side of the screen.

Legal Address Section



The screenshot shows the 'Company Basics' screen. On the left, there is a sidebar with buttons for 'Basics', 'Organization Levels', 'ED Codes', and 'States'. Below these are 'Previous' and 'Next' buttons. The main content area is titled 'Company'. A red box highlights the 'Legal Address' section, which includes fields for Name, D.B.A., Address 1, Address 2, City, State, Zip Code, Phone, and Fax. The values entered are: Name: D&L Services (HCM), D.B.A.: , Address 1: 12345 Smith Street, Address 2: , City: Burlington, State: vt, Zip Code: 05401, Phone: 802-123-4567, and Fax: . To the right of the red box, there is a 'Company Code' section with fields for WEB1150, EIN, 000000000, Customer Service Team, Customer Service Representative, and Email. Below this is a 'Bank Accounts' section with fields for Payroll, 302875106, Tax, 0000000000, Workers' Compensation, 0000000000, Billing, 0000000000, Direct Deposit, and 0000000000.

Field / Button	Description
Name	The company name.
DBA	Company name if the company is doing business as a name other than the name above.
Address 1	First address line of company address.
Address 2	Second address line of company address.
City	City name of company address.
State	Company state.
Zip Code	Company zip code.
Phone	Main phone number for company.
Fax	Main fax number for company.

Field / Button	Description
Legal Address section	If the company has a legal name and address different from the address listed above, enter it in this section.
Name	Legal company name, if different.
Address 1	Legal address first line, if different.
Address 2	Legal address second line, if different.
City	Legal address city, if different
State	Legal state address, if different.
Zip Code	Legal zip code, if different.
Company Code	This must be alpha or numeric, up to 9 characters, and must be unique to this company.
EIN	The Employer Identification Number (EIN) for the company.
Customer Service Team	Name of the Customer Service Team.
Customer Service Representative	Name of the Customer Service Representative.
Email	Email address of the Customer Service Representative.

Bank Accounts section

Basics

Organization Levels

ED Codes

States

Previous

Next

Company

Name

D&L Services (HCM)

D.B.A.

Address 1

12345 Smith Street

Address 2

City

Burlington

State

vt

Zip Code

05401

Phone

802-123-4567

Fax

Company Code

WEB1150

EIN

000000000

Customer Service Team

Customer Service Representative

Email

Legal Address

Name

Address 1

Address 2

City

State

Zip Code

Bank Accounts

Payroll

302875106

Tax

0000000000

Workers' Compensation

0000000000

Billing

0000000000

Direct Deposit

0000000000

Field / Button	Description
Bank Accounts section	
Payroll	The payroll bank account number.
Tax	The tax bank account number.
Workers' Compensation	The Workers' Compensation bank account number.
Billing	The billing bank account number.
Direct Deposit	The direct deposit bank account number.

Company - Organization Levels screen

The **Company - Organization Levels** screen displays the Division, Branch, Department, and Team organization level-specific information, if applicable, for this company. Each company level (previously known as D/B/D/T in Evolution) may have their own payroll bank accounts. When a level is selected on the left, a Payroll Bank Account number, Tax Bank Account number, Billing Bank Account number, and Direct Deposit Account number display on the right, if applicable.

North Eastern Division

Northeast Branch

Northeast Sales Dept

Jessie's Team

Western Division

Western Branch

Western Sales Dept

Gladys' Team

Central Division

Central Branch

Central Sales Dept

Gus' Team

South Eastern Division

Southeast Branch

Southeast Sales Dept

Walt's Team

Details for: North Eastern Division

Number	No East
Description	North Eastern Division
Home State	VT
Override EE Rate #	
Override Pay Rate	
Payroll Bank Account #	302875106
Tax Bank Account #	0000000000
Billing Bank Account #	302875106
DD Bank Account #	

The section on the left-hand side of the screen displays the organization level setup (Division, Branch, Department, and Team).

- Click a level to view information specific to that organization level in the panel on the right.

Field / Button	Description
Number	The number of the organization level displayed.
Description	The description of the organization level displayed.
Home State	The home state of the organization level displayed.
Override EE Rate #	The employee rate number override, if applicable.
Override Pay Rate	The pay rate amount if applicable.
Payroll Bank Account #	Payroll bank account number for the organization level displayed.
Tax Rate Account #	Tax rate account number for the organization level displayed.
Billing Bank Account #	Billing bank account number for the organization level displayed.
DD Bank Account #	Direct deposit account number for the organization level displayed.

Company - E/D Codes Screen

The Company - E/D Codes screen displays a list of the E/D Codes created and used by the company.

Code	Description	Rate	Rate #	OT Rate	Start D...	Default	
						Amount	
M1	ACA Hours						
E4	Sick					10.00	
E3	Vacation					11.00	
E02	Regular						
E01	Salary						
D7	Child Support - 2						
D6	Health Insurance						
D5	Garnishment						
D4	Child Support						
D3	Direct Deposit - Net						
D2	Direct Deposit - Partial 2						
D1	Direct Deposit - Partial 1						

12 items

Field / Button	Description
Code	Assigned at the System level, these are the E/D Codes the company has selected to use.
Description	Description of the E/D Code
Rate	Rate at which the earning or deduction is added or subtracted
Rate #	Rate Number for the rate that translates to the employees' rate number
OT Rate	Rate at which overtime is applied
Default section	
Start Date	Default Start Date for all company employees with this set up as a Scheduled E/D. Can be changed at the Employee level.
Amount	Default Amount for all company employees with this set up as a Scheduled E/D. Can be changed at the Employee level.
Rate	Default Rate for all company employees with this set up as a Scheduled E/D. Can be changed at the Employee level.

Company - States Screen

The Company – States screen shows the states in which the company is set up to do business.

Basic

Organization Levels

ED Codes

States

Previous

Next

Description	Code
Alaska	AK
Massachusetts	MA
New York	NY
Pennsylvania	PA
Vermont	VT

11 - 5 of 5 items

Setting for: New York - NY

EIN

123456789

SDI EIN

123456789

☐ State Tax Exempt
 ☐ SUI Exempt

SUI Rates

Tax Name	Rate
NY-Re-employment	0.00075
NY-SUI	0.04025

11 - 2 of 2 items


Local Rates

Tax Name	Rate
New York City Res.	
New York City Non-Res.	0.0025
MCT Mobility Tax	0.0011

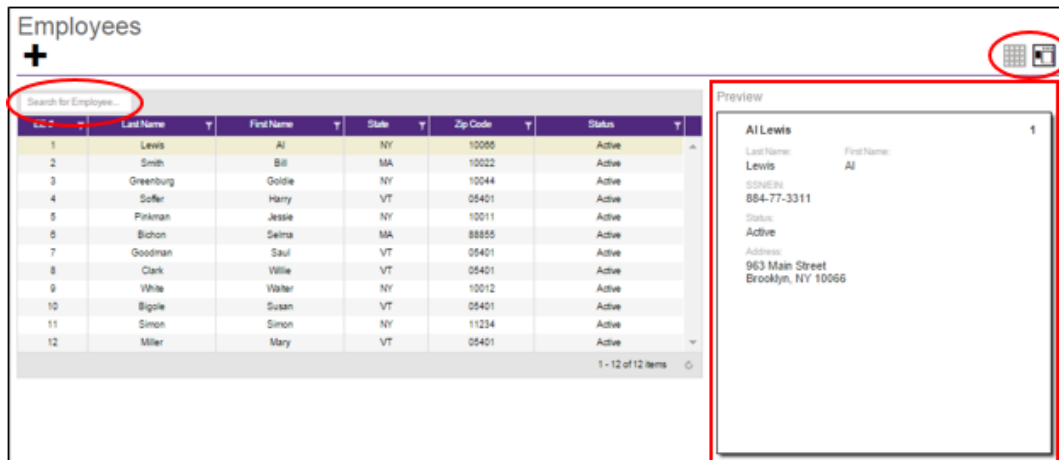
11 - 3 of 3 items

Field / Button	Description
Description	The state name.
Code	The state code.
EIN	The Employer Identification Number.
SDI EIN	Employer Identification number used when paying State Disability Insurance in the state
State Tax Exempt	Whether the company is exempt from paying state tax in this state.
SUI Exempt	Whether the company is exempt from paying SUI for this state.
SUI Rates section	State Unemployment Insurance rates that the company pays based on the states in which it is set up to do business.
Tax Name	The SUI tax name.
Rate	The rate of the SUI tax.
Local Rates section	Local rates that the company pays based on the states in which it is set up to do business.
Tax Name	Name of the local tax
Rate	The local tax rate.

The Employees Menu - Screens and Fields

Employee information can be viewed, added, and edited in the Employees menu. There is also a shortcut button on the Employees Menu: the **Check Calculator**  button. The shortcut button will be discussed in more detail at the end of this section.

The following is the first screen that opens when the Employees menu is accessed. Note the preview on the right-hand side of the screen, of the highlighted employee in the table.



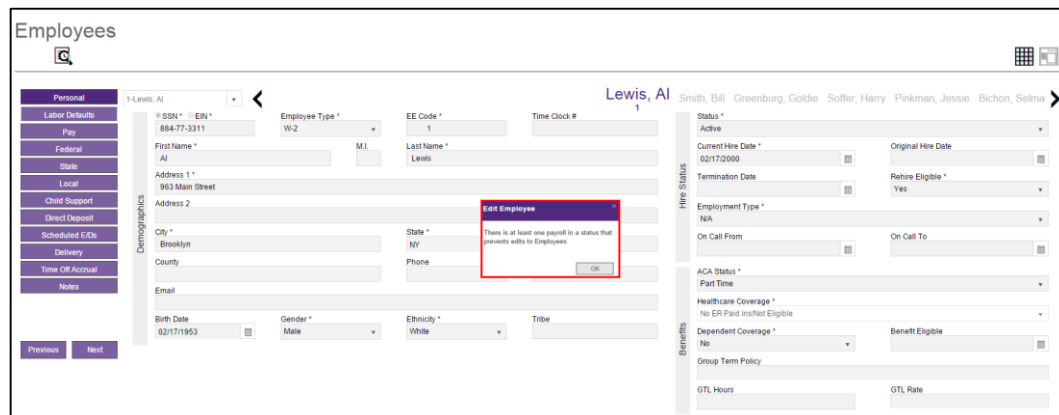
The screenshot shows the 'Employees' menu with a search bar and a table of employees. A red circle highlights the search bar. Another red circle highlights the 'Table view' and 'Employee view' toggle buttons in the top right corner. The table lists 12 employees, with the first one, Al Lewis, highlighted. To the right, a 'Preview' box shows the details for Al Lewis, including his last name, first name, SSN, status, and address.

	Last Name	First Name	State	Zip Code	Status
1	Lewis	Al	NY	10066	Active
2	Smith	Bill	MA	10022	Active
3	Greenburg	Goldie	NY	10044	Active
4	Soffer	Harry	VT	05401	Active
5	Pinkman	Jessie	NY	10011	Active
6	Bichon	Selma	MA	88855	Active
7	Goodman	Saul	VT	05401	Active
8	Clark	Willie	VT	05401	Active
9	White	Walter	NY	10012	Active
10	Bigole	Susan	VT	05401	Active
11	Simon	Simon	NY	11234	Active
12	Miller	Mary	VT	05401	Active

Preview for Al Lewis:

Last Name: Lewis
First Name: Al
SSN: 884-77-3311
Status: Active
Address: 963 Main Street, Brooklyn, NY 10066

The two buttons in the heading are used to toggle between the **Table view** (above) and the **Employee view** (below.)



The screenshot shows the 'Employee view' for Al Lewis. The form is divided into several sections: Personal, Labor Defaults, Federal, State, Local, Child Support, Benefit Deposit, Scheduled EOs, Delivery, Time Off Accrual, and Notes. The 'Personal' section is currently active, showing fields for SSN, Employee Type, EE Code, Time Clock #, First Name, Last Name, Address 1, Address 2, City, State, County, Phone, Birth Date, Gender, Ethnicity, and Tribe. A red box highlights the 'Edit Employee' button. The right side of the form shows the 'Status' section with fields for Current Hire Date, Original Hire Date, Termination Date, Rehire Eligible, Employment Type, On Call From, On Call To, ACA Status, Healthcare Coverage, Dependent Coverage, Benefit Eligible, Group Term Policy, GTL Hours, and GTL Rate.

Note: If the company has any payrolls with a status of C, H, I, Y, or B, an error message will be displayed, and the user will not be able to add new employees, or make edits to any employees of that company.

Employee Searches

Employee searches can be done from either of the Main Employee screens, using the Search field in the upper left-hand side of the screen.

Table View – on the screen that provides the Table view, the search criteria is very broad. Any of the information in the columns can be used to search for an employee. (Employee number, name, state, and zip code)

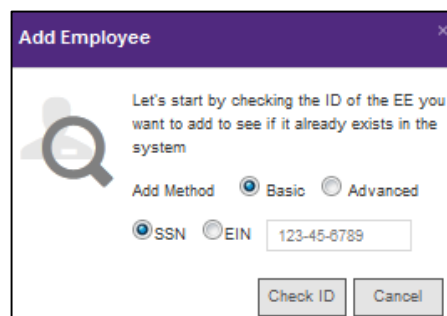
Employee View – on the screen that provides the Employee view, the only acceptable criteria by which to search are the employee code, or the employee's last name.

Adding Employees

To begin the process of adding a new employee, click the **plus sign**.

Result: The Add Employee dialog box opens on which the user selects the Add Method of **Basic** or **Advanced**.

Note: The option of selecting **Basic** or **Advanced** is available only if Quick Entry is enabled as a Security Right. If it is not enabled, the user automatically goes to the Personal screen, and enters using the **Advanced** method.



The image shows a screenshot of the 'Add Employee' dialog box. It has a purple title bar with the text 'Add Employee' and a close button. The main area is white and contains a magnifying glass icon on the left. To the right of the icon, the text reads: 'Let's start by checking the ID of the EE you want to add to see if it already exists in the system'. Below this, there are two radio buttons for 'Add Method': 'Basic' (selected) and 'Advanced'. Underneath, there are two radio buttons for the ID type: 'SSN' (selected) and 'EIN'. To the right of these is a text input field containing the number '123-45-6789'. At the bottom right, there are two buttons: 'Check ID' and 'Cancel'.

The user also selects whether the Tax ID is a **SSN** or **EIN** and adds the Social Security Number or Employer Identification Number.

If the Social Security Number or EIN is already in the system, the **Employee – Basics** screen opens* with the existing demographic information already copied into the new employee fields.

* see note above

Employees - Basics screen

The **Employees – Basics** screen is displayed only when creating a new employee, when the Basic method is selected. The Basics screen contains only the most common fields needed when entering an employee, including multiple pay rates and organizational levels. When using the Basic method, only the information on the Basics screen is required to save the employee. Additional Employees Menu items are available on the left-hand side of the screen if needed. If the sections on the Basics screen do not provide enough detail about the employee, users may select the Advanced method on the Add Employee dialog box.

Note: Users must have the same security access as when using the **Employee – Employee – EE Entry** tab in Evolution.

Field / Button	Description
SSN	This is the employee's Social Security Number or Employee Identification Number.
EE Code	(EE Number) must be alpha or numeric, up to 9 characters, and unique to the employee.
Employee Type	Select W-2 or 1099
First Name	The employee's first name
MI	The employee's middle initial
Last Name	The employee's last name
Address 1	The first line of the employee's address.
Address 2	The second line of the employee's address.
City	The city name of the employee's address
State	The state name of the employee's address
Zip Code	The employee's zip code

Field / Button	Description
Status section	
Status	Select the employment status from the dropdown list.
Current Hire Date	Date employee was hired
Organization Level	Organization level at which the employee works if the company is set up using Divisions, Branches, Departments, and Teams.
Employment Type	Select the Employment Type from the dropdown list
Workers' Compensation	Workers' Comp Code assigned to the Job associated with the claim if applicable.
Job	Job associated with the Workers' Comp Code selected.
Pay section	
Frequency	How often the employee's paycheck is processed.
Salary Amount	Salary earned per pay period
Rate 1	The primary rate number
Rate 2	The second rate number if the employee has two positions with the company doing two different jobs.
Rate 3	The third rate number if the employee has three positions with the company doing three different jobs.
Taxation section	
Fed Marital Status	Marital status for federal tax purposes
Fed Exemptions	Number of exemptions for the employee
State Marital Status	Marital status for state tax purposes
State Exemptions	Number of state exemptions for the employee
State	State to which the employee pays taxes
SDI	State to which the employer pays Disability taxes on behalf of the employee.
SUI	State to which the employer pays Unemployment taxes on behalf of the employee.

Field / Button	Description
VMR section	
Payroll Check Mailbox	Select the mailbox for the employee as needed to override the company settings.
EE Report Mailbox	
EE Electronic Return Mailbox	
2nd EE Report Mailbox	

Employees - Advanced screens

The **Employees – Advanced** screens allow the user to add an employee with more detail than what is contained in the Employee – Basics method. Note the additional Employee Menu items on the left-hand side of the screen as compared to the Basics screen.

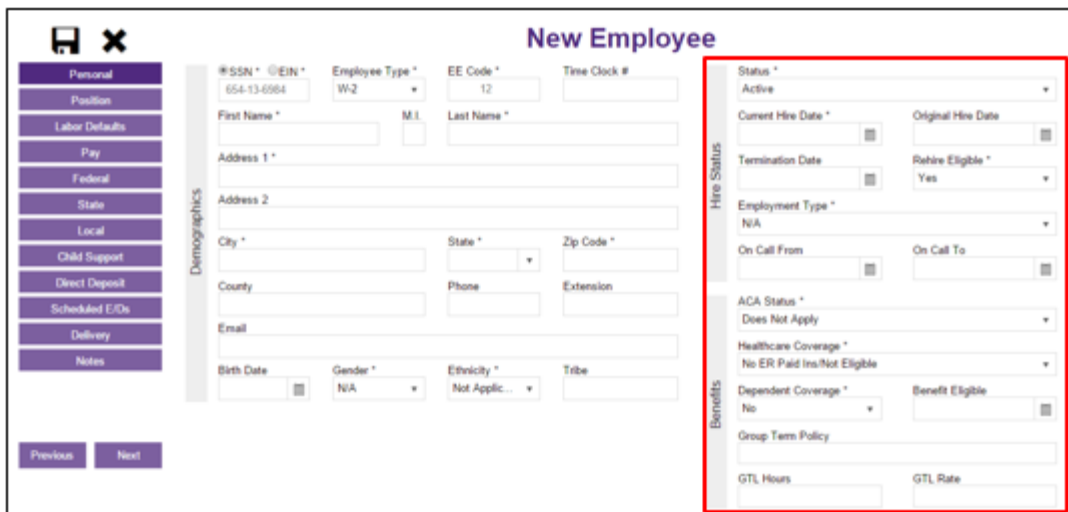
Important! When creating a new employee using the Advanced screens, you must progress to the **Local** Menu Item (if applicable; if there are no locals for the new employee, you must progress to the **State** Menu Item) before the new employee can be saved. If you exit before that, the new employee information that was entered is lost.

Employees – Personal screen

Field / Button	Description
SSN	Required before any other information is entered, this is the employee's Social Security Number or Employee Identification Number.
EE Code	(EE Number) must be alpha or numeric, up to 9 characters, and unique to the employee.
Employee Type	Select W-2 or 1099

Field / Button	Description
First Name	The employee's first name
MI	The employee's middle initial
Last Name	The employee's last name
Address 1	The first line of the employee's address.
Address 2	The second line of the employee's address.
City	The city name of the employee's address
State	The state name of the employee's address
Zip Code	The employee's zip code
County	The county in which the employee lives
Phone	The employee's phone number
Email Address	Employee's email contact information
Birth Date	Date of birth
Gender	Gender
Ethnicity	Required
Tribe	Required. If American Indian is chosen, enter the Tribe name in the adjacent field.

Employees – Personal screen Hire Status/Benefits



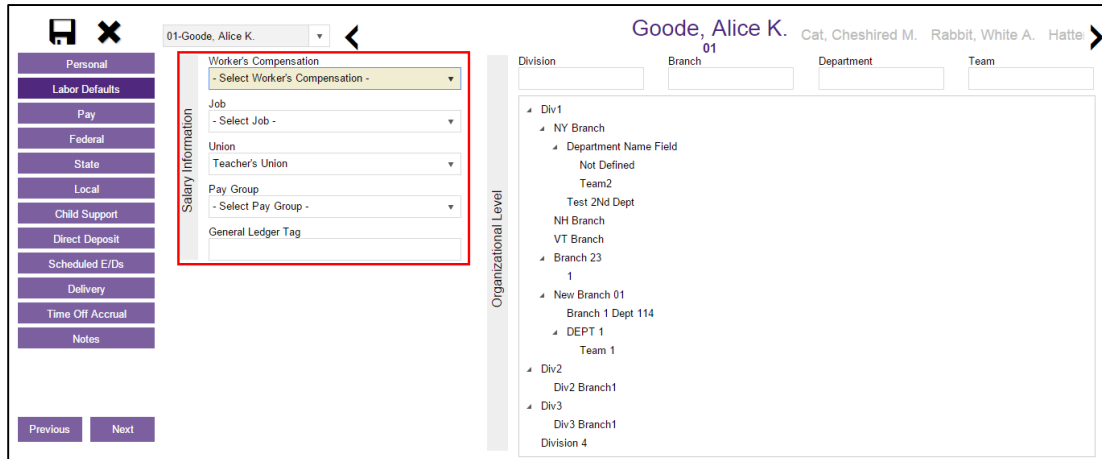
The screenshot shows the 'New Employee' form. The 'Hire Status' and 'Benefits' sections are highlighted with a red box. The 'Hire Status' section includes fields for Status (Active), Current Hire Date, Original Hire Date, Termination Date, Refire Eligible (Yes), Employment Type (N/A), On Call From, and On Call To. The 'Benefits' section includes fields for ACA Status (Does Not Apply), Healthcare Coverage (No ER Paid Ins/Not Eligible), Dependent Coverage (No), Benefit Eligible, Group Term Policy, GTL Hours, and GTL Rate.

Field / Button	Description
Hire Status section	

Field / Button	Description
Status	Select the employee's Status from the dropdown list.
Current Hire Date	Enter if this is a rehire
Original Hire Date	This may be the same or different from the Current Hire Date if the employee is a rehire.
Termination Date	Date of termination if applicable.
Rehire Eligible	Is the employee eligible for rehire?
Employment Type	Select the Employment Type from the dropdown list
On Call From	Date from which the employee is on call, if applicable.
On Call To	Date until which the employee is on call, if applicable.
Benefits section	
ACA Status	This may be automatically filled for new employees with the default ACA Status based on company setup, used to determine whether the employees are to be included in the full-time eligibility determination.
Healthcare Coverage	The employee's coverage status – applicable in Vermont only.
Dependent Coverage	If the employee is eligible, the coverage, if any, available for dependents
Benefit Eligible	Date on which the employee becomes eligible to receive benefits.
Group Term Policy	Total amount of employees' Group Term Life (GTL) policy.
GTL Hours	Number of hours worked annually by hourly employees. GTL Policy amount is calculated by multiplying the entered number of hours by the employees' primary pay rate.
GTL Rate	Rate used to calculate the GTL amount for salaried employees. GTL amount is calculated by multiplying the employees' salary by the rate entered. Example, enter 2 as the rate; the GTL policy amount is calculated by multiplying 2 times the employees' salary.

Employees - Labor Defaults screen

Salary Information section



01-Goode, Alice K. <

Goode, Alice K. Cat, Cheshired M. Rabbit, White A. Hatte >

01

Division Branch Department Team

Div1

NY Branch

Department Name Field

Not Defined

Team2

Test 2nd Dept

NH Branch

VT Branch

Branch 23

1

New Branch 01

Branch 1 Dept 114

DEPT 1

Team 1

Div2

Div2 Branch1

Div3

Div3 Branch1

Division 4

Organizational Level

Worker's Compensation

- Select Worker's Compensation -

Job

- Select Job -

Union

Teacher's Union

Pay Group

- Select Pay Group -

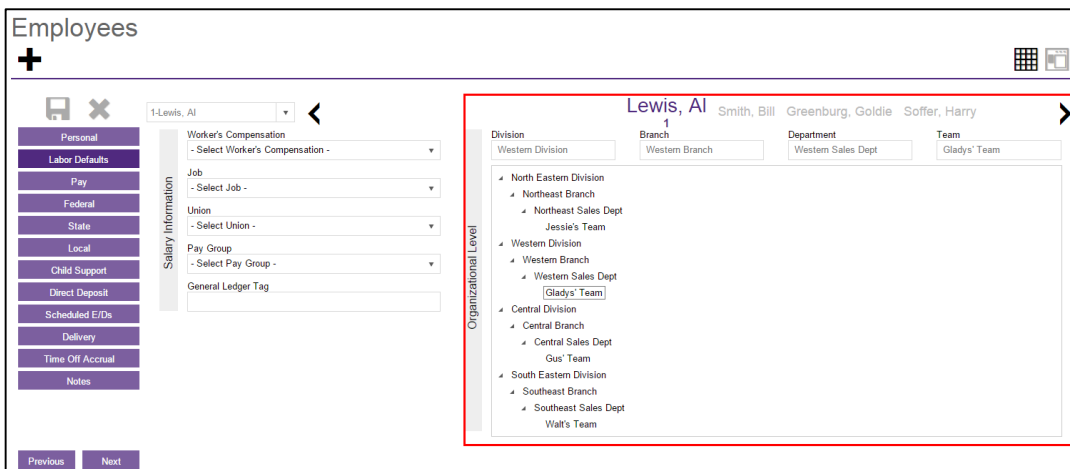
General Ledger Tag

Previous Next

Field / Button	Description
Workers' Compensation	Workers' Comp Code assigned to the Job associated with the claim.
Job	Job set up by the company.
Pay Group	Select the pay group.
General Ledger Tag	Enter if the company is using General Ledger.

Organizational Level section

Enter information if the company is set up using Divisions, Branches, Departments, and Teams.



Employees +

1-Lewis, Al <

Lewis, Al Smith, Bill Greenburg, Goldie Soffer, Harry >

1

Division Branch Department Team

Western Division Western Branch Western Sales Dept Gladys' Team

North Eastern Division

Northeast Branch

Northeast Sales Dept

Jessie's Team

Western Division

Western Branch

Western Sales Dept

Gladys' Team

Central Division

Central Branch

Central Sales Dept

Gus' Team

South Eastern Division

Southeast Branch

Southeast Sales Dept

Walt's Team

Organizational Level

Worker's Compensation

- Select Worker's Compensation -

Job

- Select Job -

Union

- Select Union -

Pay Group

- Select Pay Group -

General Ledger Tag

Previous Next

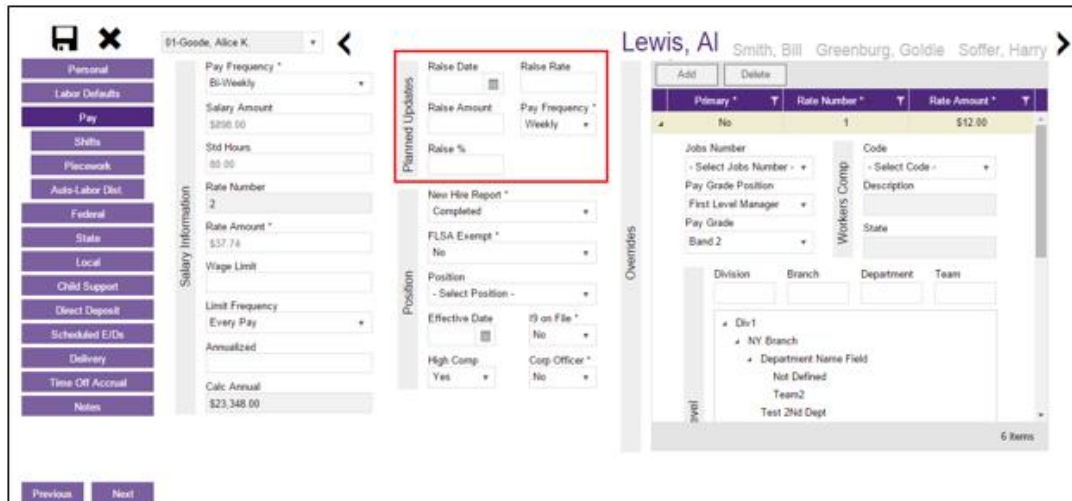
Employees - Pay Screen

The **Employees – Pay** screen contains salary information, rate amounts for hourly employees, pay frequency, etc. There are also three sub-menus that are part of the Pay menu item. The information on these screens is read-only for employees.

Salary Information section

Field / Button	Description
Pay Frequency	How often the employees' paycheck is processed.
Salary Amount	Salary earned per pay period (salaried employees only)
Standard Hours	Number of hours the employee is expected to work (this may be left blank for salaried employees working a 40-hour week.)
Rate Number	The rate number if not the primary rate – this is read only.
Rate Amount	The rate for the rate number above.
Wage Limit	Wage limit used for Workers' Comp billing and impounds
Limit Frequency	If there is a wage limit, to what period is the limit applied?
Annualized	If there is a wage limit for a period other than annual, what is the annualized total amount of the limit?
Calc Annual	The system automatically calculates the annualized salary or pay based on the value in Salary Amount times pay frequency or the value in Rate Amount times the pay frequency times standard hours.

Planned Updates section



The following fields are informational only, and do not affect pay amounts now or in the future.

Field / Button	Description
Planned Updates section	
Raise Date	The date a future raise takes effect.
Raise Amount	The potential amount of the future raise. Use this for salaried or hourly employees. If there is a value in this field, leave the Raise Rate field empty.
Raise %	The potential percentage of the future raise. Use this for salaried or hourly employees.
Raise Rate	The hourly rate of the potential raise.
Pay Frequency	The frequency the employee will be paid after the future raise.
Position section	These fields in this section used to be on the Positions screen.
New Hire Report	<p>Required field</p> <p>Pending - select this option any time prior to the employee's first payroll, after which time it is automatically updated to Complete.</p> <p>Completed - if the service bureau is using new hire reporting services, the employee has been reported as a new hire</p> <p>Completed by Predecessor - the employee was reported as a new hire by another service bureau</p> <p>If an employee's status has changed from another code back to active, when the changes are saved, a message asks if this is a rehire.</p> <p>No - system saves the employee record and doesn't ask any more questions</p> <p>Yes - system changes the New Hire flag to Pending and opens the Rehire Wizard. The Wizard includes a series of employee screens for the user to verify the employee's set-up for pay rate, states, locals, TOA, Scheduled E/D's, and direct deposits. The Wizard only displays</p>

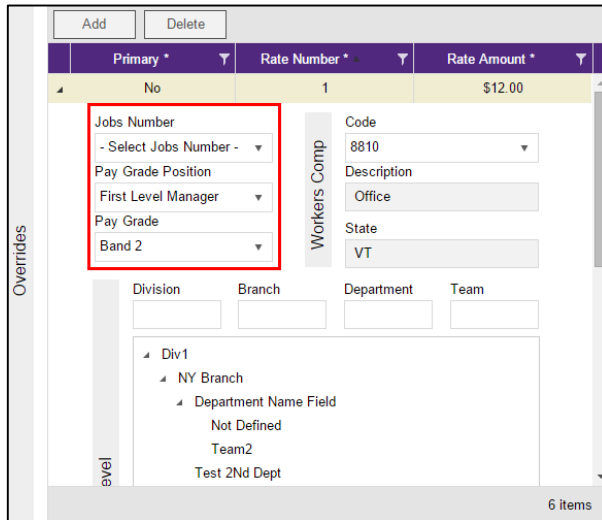
Field / Button	Description
	screens applicable to the employee.
FLSA Exempt	Is the employee exempt from minimum wage and overtime pay under the Fair Labor Standards Act?
Position	Employee's work position at the company, set up on the Company – Benefits – HR Positions screen.
Effective Date	Date the employee's position became effective
High Comp	Is the employee highly compensated?
I-9 on File	The employee's form I-9 is on file
Corporate Officer	Is the employee a corporate officer?

Overrides section

If the employee has earned wages from another position with the company, create an override to the standard wages.

Field / Button	Description
Add / Delete buttons	Click to add a pay rate or delete a pay rate that is no longer applicable.
Primary column heading	Select NO , if this is not the employee's primary wage at the company.
Rate Number column heading	If a standard wage, the new line should have a Rate Number of 2 or more.
Rate Amount column heading	Enter the amount of the new rate.

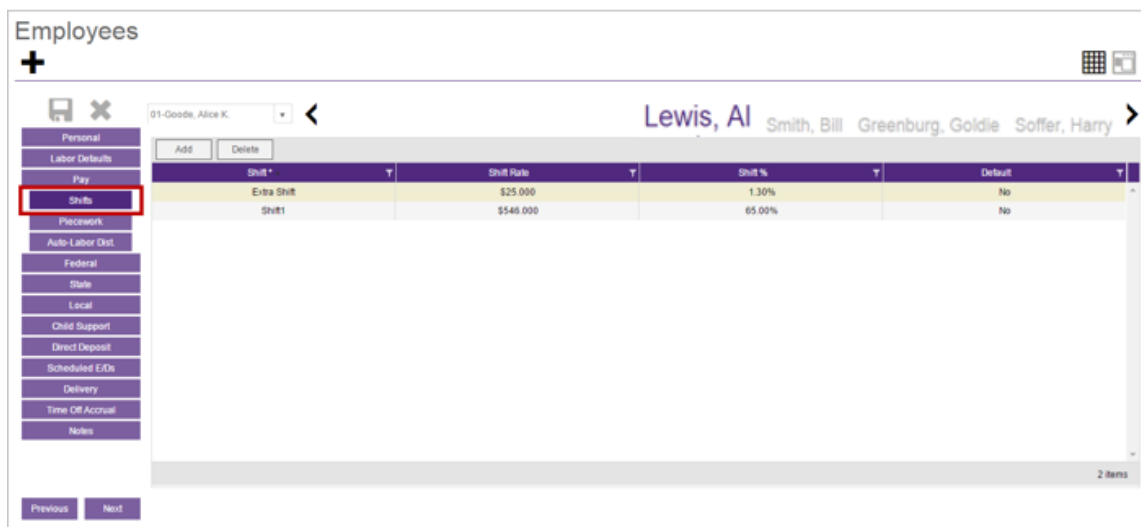
Overrides – Job section



Field / Button	Description
Jobs Number	Number identifying the job that the employee has at the company. Overrides what was set up on the Employee – Pay Rates screen.
Pay Grade Position	Position the employee holds in the pay grade at the company. Overrides what was set up on the Employee – Pay Rates screen.
Pay Grade	Pay Grade in which the employee’s position falls. Overrides what was set up on the Employee – Pay Rates screen.

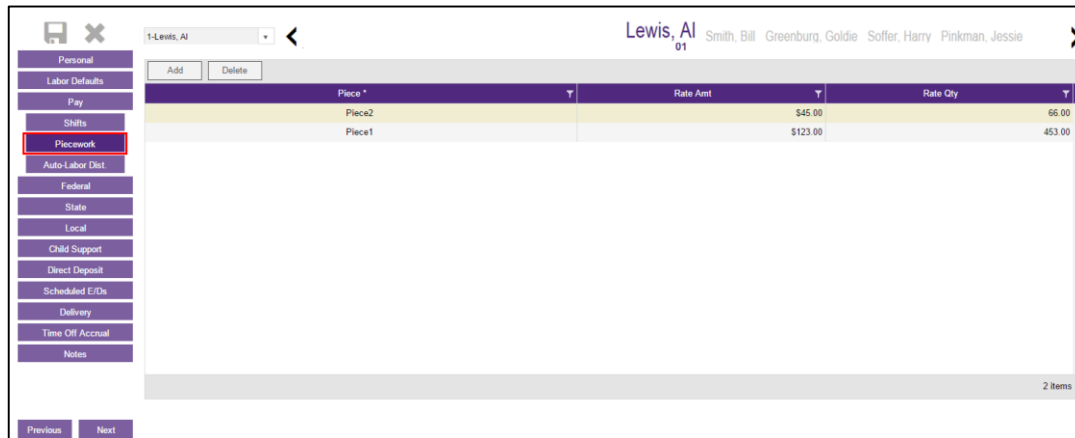
Shifts Sub-menu

Shifts must be already created in Evolution, after which they can be applied to employees in Evolution Payroll. Some employees may be assigned multiple shifts.



Piecework Sub-menu

The Piecework screen is where to set up and apply piecework items to employees. Before these can be applied to employees, the piecework items must be set up in Evolution at the Client level.

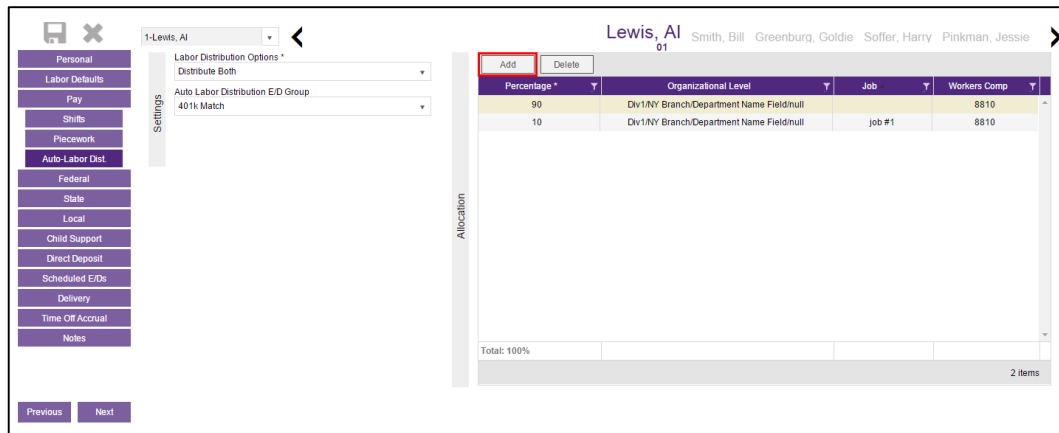


Field / Button	Description
Add	Click to add a new item to the piecework.
Delete	Click to delete a piecework item.
Piece column heading	Click in the blank line created by clicking the Add button. The piece is listed in the dropdown list.
Rate Amt	Rate for the piece. The rate is listed in the dropdown list
Rate Qty	The rate quantity is pulled from Evolution, where it was originally set up at the Client level.

Auto Labor Distribution Sub-menu

The Auto Labor Distribution screen is where to set up and apply employees' time and pay rates based on the D/B/D/T levels employees work. Before this can be applied to employees, Auto Labor Distribution must be set up in Evolution at the Client level.

Note: if the **Auto Labor Distribution** field on the **Company – General – Company Info – Payroll and Employees** tab is set to No, the Auto Labor Distribution sub-menu will not be displayed here.



1-Lewis, Al <

Lewis, Al 01 Smith, Bill Greenburg, Goldie Soffer, Harry Pinkman, Jessie >

Settings

- Personal
- Labor Defaults
- Pay
- Shifts
- Piecework
- Auto-Labor Dist.
- Federal
- State
- Local
- Child Support
- Direct Deposit
- Scheduled E/Ds
- Delivery
- Time Off Accrual
- Notes

Labor Distribution Options *

Distribute Both

Auto Labor Distribution E/D Group

401k Match

Add **Delete**

Percentage *	Organizational Level	Job	Workers Comp
90	Div1.NY Branch/Department Name Fieldnull		8810
10	Div1.NY Branch/Department Name Fieldnull	job #1	8810

Allocation

Total: 100%

2 Items

Previous **Next**

Field / Button	Description
Labor Distribution Options	Defaults to Distribute Both - method used to distribute employee's labor for unions. They may be distributed for earnings, taxes, deductions, all, or none, and must be used in conjunction with the Auto Labor Distribution E/D Group field.
Auto Labor Distribution E/D Group	E/D Group used to distribute the employees' labor.
Allocation section	
Add	Click to create a new record
Delete	Click to delete an entry
Percentage	Percentage of the employee's pay attributed to that organizational level
Organizational Level	Name of the organizational level for which the employee works
Job	Title of the job worked in the level
WC Code	Workers' Comp code associated with that job

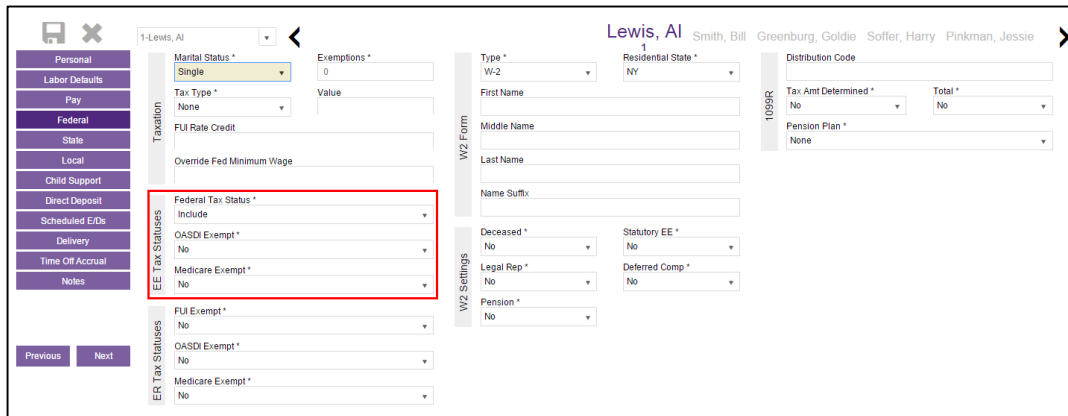
Employees - Federal screen

The **Employees – Federal** screen contains settings and statuses of federal tax information.

Taxation section

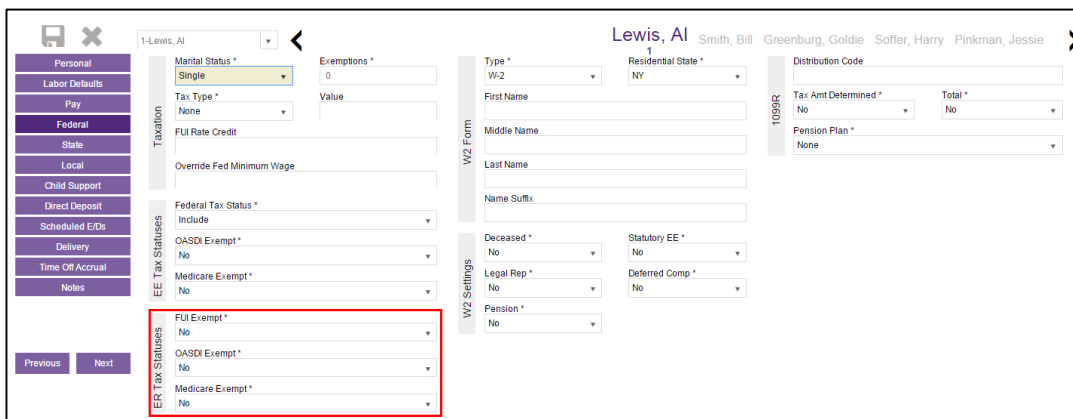
Field / Button	Description
Marital Status	Marital status for federal tax purposes
Exemptions	Number of exemptions for the employee
Tax Type	Additional or override tax amount.
Value	Based on the tax type, the corresponding value.
FUI Rate Credit	The amount by which to override a FUI Rate Credit, if applicable.
Override Fed Minimum Wage	<p>Value used to override the Federal Minimum Wage rate used in payroll for minimum wage makeup calculations.</p> <ul style="list-style-type: none"> If a value is entered, the amount is used as the rate for minimum wage makeup calculations. The value may be overridden if a State Minimum Wage override is entered on the Employee - States - Overrides tab. In that case, Evolution uses that rate in the calculation. If both fields are populated, the Federal Override is used in the calculations for all states attached to the employee that do not have overrides set up. Otherwise, the state override rate is used. If no overrides are entered, standard system logic is applied in the calculation (taking the higher of the Federal or State Minimum Wage rate at the system level). Right-click on the field and select 'Copy To...' to copy the information.

EE Tax Statuses section



Field / Button	Description
EE Tax Statuses section	The default values in this section are dependent upon whether the employee is W-2 or 1099.
Federal Tax Status	This is the employees' tax status. Select from the dropdown list whether the employee's tax is to be included, blocked or exempted.
OASDI Exempt	Whether or not the employee is exempt from paying OASDI
Medicare Exempt	Whether or not the employee is exempt from paying Medicare

ER Tax Statuses section

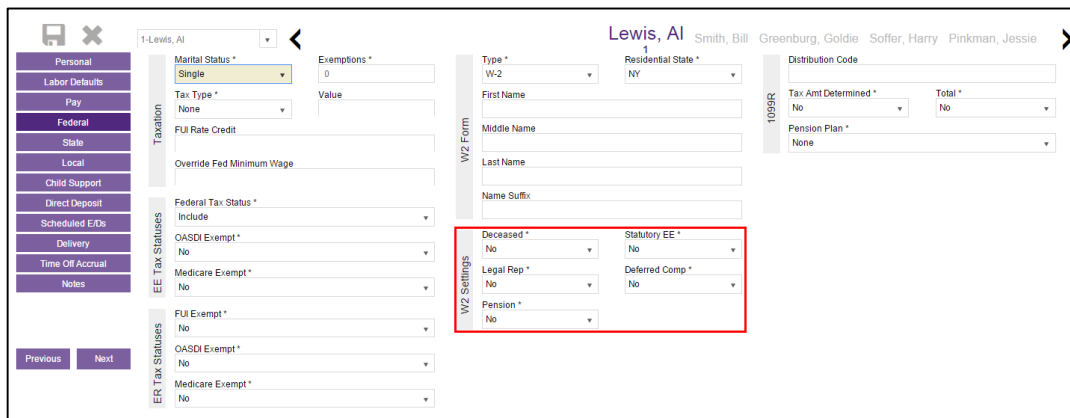


Field / Button	Description
ER Tax Statuses section	The default values in this section are dependent upon whether the employee is W-2 or 1099.
FUI Exempt	Whether or not the employer is exempt from paying FUI for this employee
OASDI Exempt	Whether or not the employer is exempt from paying OASDI for this employee
Medicare Exempt	Whether or not the employer is exempt from paying Medicare for this employee

W-2 Forms section

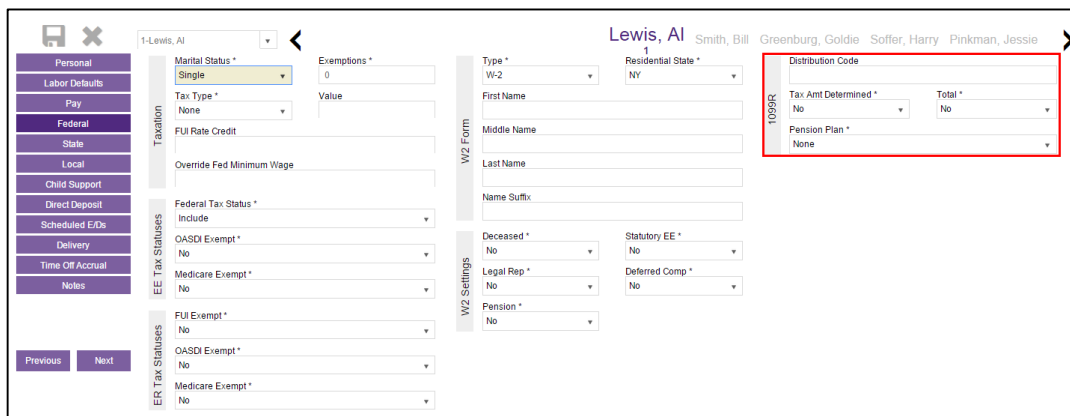
Field / Button	Description
W-2 Form section	
Type	Type of tax form being filed if not W-2; select from the dropdown list.
Residential State	State for which tax forms are being filed as the employees' residence.
First Name	Legal name for whom all tax forms will be prepared – complete only if different from the information on the Basics tab.
Middle Name	
Last Name	
Name Suffix	

W-2 Settings section



Field / Button	Description
W-2 Settings section	
Deceased	Status is designated on the Form W-2 as deceased
Statutory Employee	Status is designated on the Form W-2 as statutory
Legal Rep	Is there a Legal Rep designated on the Form W-2?
Deferred Comp	Are these earnings designated as deferred compensation on the Form W-2?
Pension	Are these earnings from a Pension plan?

1099-R Section



Field / Button	Description
1099-R section	
Distribution Code	If a pension distribution was taken, this is the distribution code reported on the 1099-R.
Tax Amount Determined	Was there a tax amount determined and reported on the 1099-R?
Total	Was the distribution a total distribution of all assets in the pension plan?
Pension Plan	The type of pension plan reported on the 1099-R

Employees - State screen

The **Employees – State** screen is where state tax information can be added, deleted and viewed.

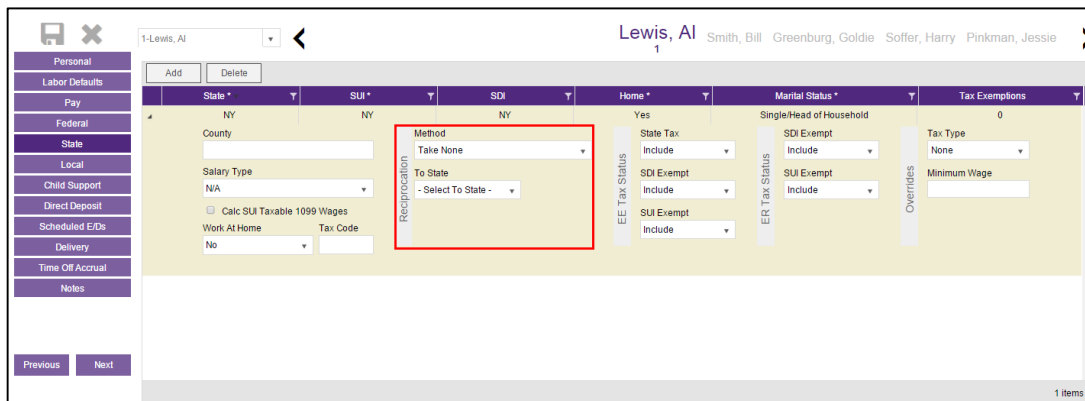
The screenshot shows the 'Employees - State' screen for Lewis, Al. The interface includes a sidebar with navigation options like Personal, Labor Defaults, Pay, Federal, State, Local, Child Support, Direct Deposit, Scheduled E/Ds, Delivery, Time Off Accrual, and Notes. The main form area displays state tax information for New York (NY). Fields include State, SUI, SDI, Home, Marital Status, and Tax Exemptions. There are also sections for State Tax, SDI Exempt, SUI Exempt, and ER Tax Status, each with 'Include' or 'Exclude' options. A 'Reciprocation' section is also present. The bottom of the screen shows 'Previous' and 'Next' buttons and a '1 items' indicator.

Click the small arrow(s) at the far left of the line on the information bar to minimize or maximize the state information. Users may also double-click the small arrow(s) to expand the information.

This screenshot shows the same 'Employees - State' screen for Lewis, Al, but with the 'Reciprocation' section expanded. The expanded section shows 'To State' and 'Select To State' options. The rest of the form and sidebar are identical to the previous screenshot.

Field / Button	Description
County	County within the state selected
Salary Type	Select the salary type for the employee, if applicable
Calc SUI Taxable 1099 Wages checkbox	If selected, the SUI taxable wages for this employee are calculated for the state.
Work at Home	For PA only.
Tax Code	This is a generic code and can be used to add details needed for returns.

Reciprocation section



Field / Button	Description
Reciprocation section	
Method	Reciprocal method – select from the dropdown list.
State	Select the state with whom the residential state has the reciprocal agreement – the states listed are those the company sets up to do business with.
Amount / Percentage	Amount required to reciprocate; used based on Reciprocation Method.

EE Tax Status section

The screenshot displays the 'EE Tax Status' section for employee 'Lewis, Al'. The form includes a sidebar with navigation options like Personal, Labor Defaults, Pay, Federal, State, Local, Child Support, Direct Deposit, Scheduled E/Ds, Delivery, Time Off Accrual, and Notes. The main form area contains fields for State (NY), SUI (NY), SDI (NY), Home (Yes), Marital Status (Single/Head of Household), and Tax Exemptions (0). The 'EE Tax Status' section is highlighted with a red box, showing 'State Tax' (Include), 'SDI Exempt' (Include), and 'SUI Exempt' (Include). There are also fields for 'Reciprocation' (To State), 'Work At Home' (No), and 'Tax Code'.

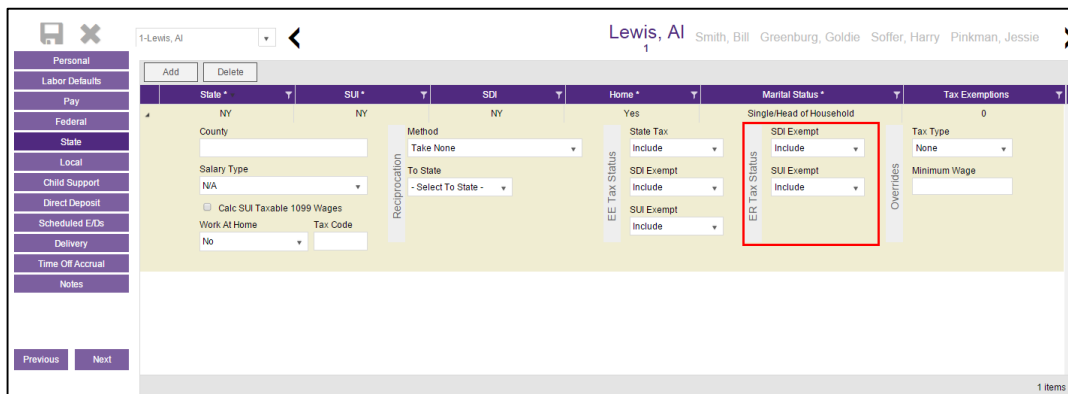
Field / Button	Description
EE Tax Status section	
Employees – State screen	Employees – State screen
State Tax	Employees' state tax status. Select from the dropdown list whether the employee's tax is to be included, blocked or exempted.
SDI Exempt	Whether or not the employee is exempt from SDI
SUI Exempt	Whether or not the employee is exempt from SUI

ER Tax Status section

The screenshot displays the 'ER Tax Status' section for employee 'Lewis, Al'. The form includes a sidebar with navigation options like Personal, Labor Defaults, Pay, Federal, State, Local, Child Support, Direct Deposit, Scheduled E/Ds, Delivery, Time Off Accrual, and Notes. The main form area contains fields for State (NY), SUI (NY), SDI (NY), Home (Yes), Marital Status (Single/Head of Household), and Tax Exemptions (0). The 'ER Tax Status' section is highlighted with a red box, showing 'SDI Exempt' (Include), 'SUI Exempt' (Include), and 'SUI Exempt' (Include). There are also fields for 'Reciprocation' (To State), 'Work At Home' (No), and 'Tax Code'.

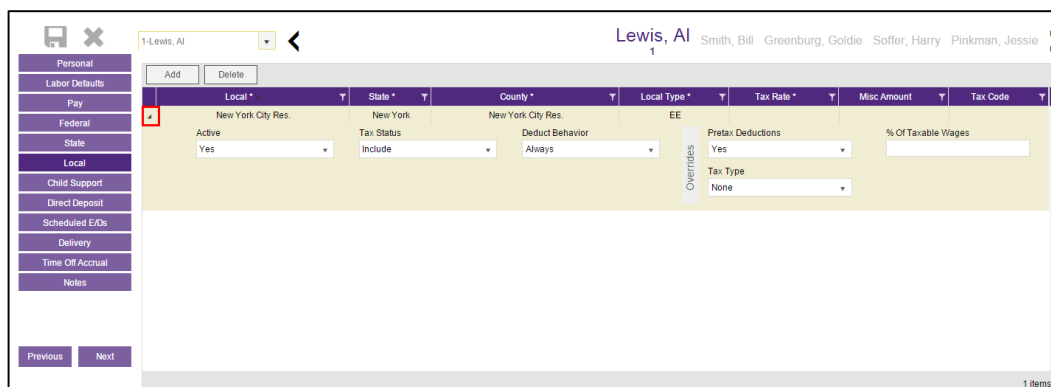
Field / Button	Description
ER Tax Status section	
SDI Exempt	Whether or not the employer is exempt from paying SDI for this employee
SUI Exempt	Whether or not the employer is exempt from paying SUI for this employee
Overrides section	
Tax Type	Tax type to be overridden
Amount / Percentage	Amount of the override
Minimum Wage	Does the override revert to minimum wage?

Overrides section



Employees - Local screen

Local taxes can be viewed, added or deleted on this screen. The screen lists all of the local taxes and their details for this employee. Click the small arrow(s) at the far left of the line on the information bar to minimize or maximize the state information. Users may also double-click the small arrow(s) to expand the information.



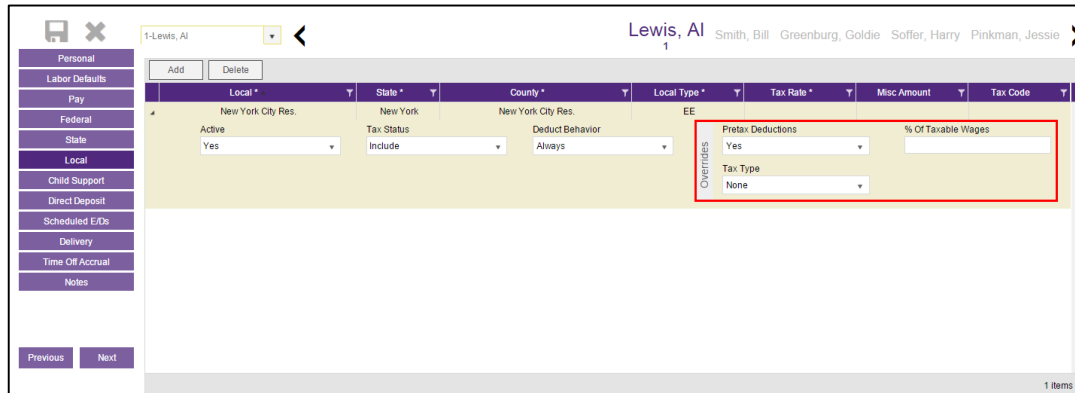
Field / Button	Description
Column Headings	
Local	Local tax added at the Company level
State	State in which the local agency resides
County	County in which the local agency resides
Local Type	Employee or employer tax
Tax Rate	Tax rate entered at the system level for the local tax
Misc Amount	The amount used to adjust the percentage of state taxes when that calculation method is used.
Tax Code	Used only if an additional tax code is necessary

Employee – Locals

The screenshot displays the 'Employee - Locals' interface. On the left is a navigation menu with options like Personal, Labor Details, Pay, Federal, State, Local, Child Support, Direct Deposit, Scheduled E/Ds, Delivery, Time Off Accrual, and Notes. The main area shows a table of local taxes. The first row is selected, showing details for 'New York City Res.' with fields for Active, Tax Status, Deduct Behavior, Pretax Deductions, % Of Taxable Wages, and Tax Type. A red box highlights the 'Active', 'Tax Status', and 'Deduct Behavior' fields.

Field / Button	Description
Active	Whether or not the local tax is currently active.
Tax Status	Should the local be included, blocked, or is it exempt?
Deduct Behavior	Should the tax be always deducted, never deducted, or are there no overrides?
Work Address Location	PA only.

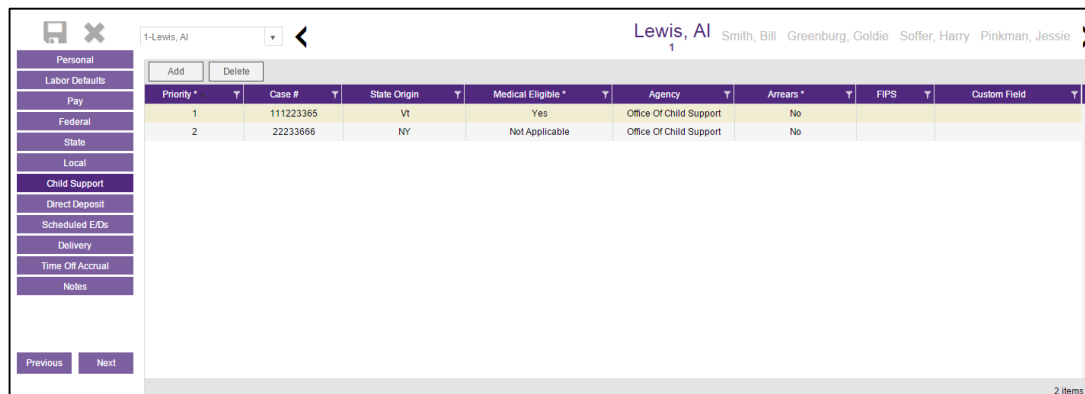
Overrides section



Field / Button	Description
Overrides section	
Pre-tax Deductions	Does the taxable wage base used to calculate local taxes include pre-tax deductions?
Tax Type	Tax type of the overridden tax, if any
% of Taxable Wages	The percentage of taxable wages used to calculate local taxes.
Tax Value	If an Override Tax Type is entered, this field is required.

Employees - Child Support screen

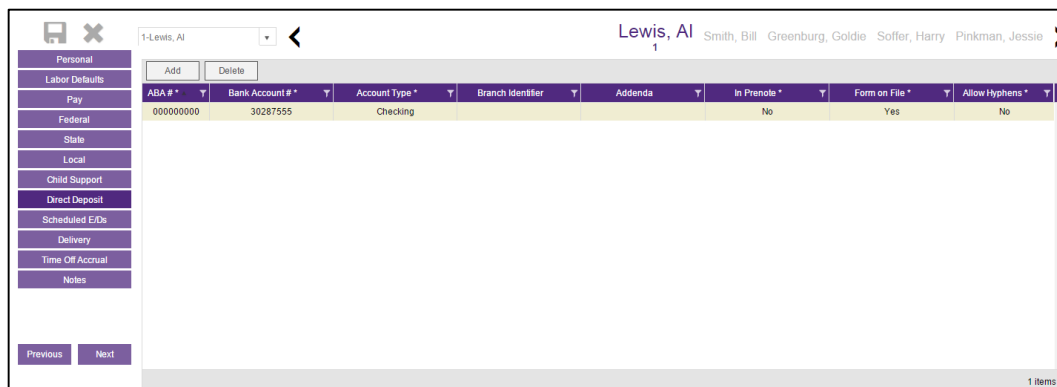
The **Employees – Child Support** screen is where Child Support case information can be added, deleted and viewed.



Field / Button	Description
Priority	Priority in order of all Scheduled E/Ds – Child Support usually has number 1 priority over all other E/Ds.
Case #	Case number assigned by the Child Support agency
State Origin	The state in which the Child Support Order originated.
Medical Eligible	This field is pre-filled from the Healthcare Coverage field value on the Employees – Basics screen.
Agency	Child Support Agency responsible for collecting the money for payment.
Arrears	Change to Yes if Child Support payments are in arrears on this case.
FIPS	Five-digit Federal Information Processing Standard (FIPS) code (FIPS 6-4) that identifies counties and county equivalents in the United States.
Custom Field	If the company has established a custom field to help with tracking.

Employees - Direct Deposit screen

Users can add, delete, and view direct deposit information.



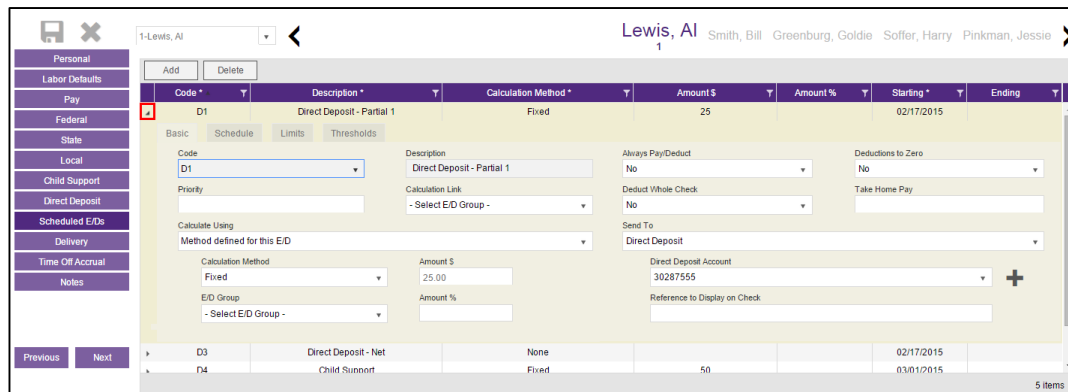
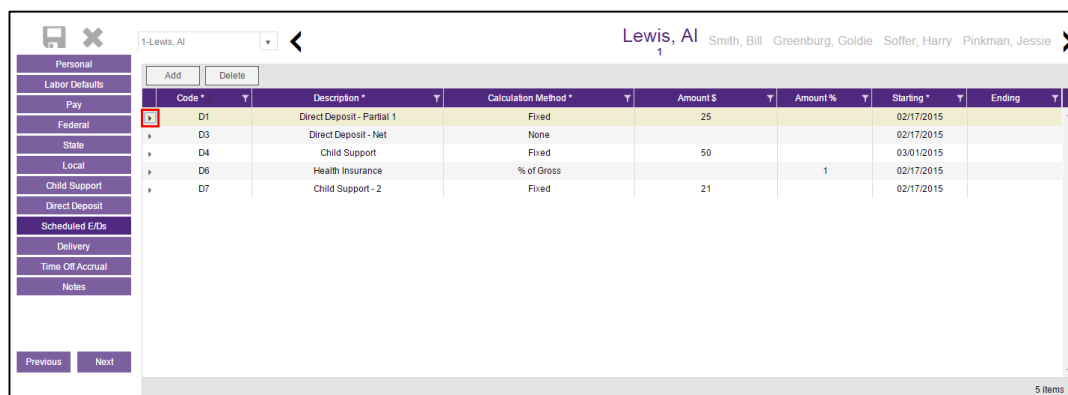
Field / Button	Description
ABA#	Routing number identifying the financial institution
Bank Account#	Number of the account to which deposits are made
Account Type	Type of account to which deposits are made
Branch Identifier	Bank Identifier used when transferring money and wiring money
Addenda	Additional information (if any) to be added to the direct deposit instructions

Field / Button	Description
In Pre-Note	Is the direct deposit within the period of validating the account credentials?
Form on File	Tracks whether or not there is a Direct Deposit Authorization form on file
Allow Hyphens	Yes means hyphens are allowable characters in the bank account number.

Employees - Scheduled E/Ds screen

Users can add, delete, and view Scheduled E/Ds.

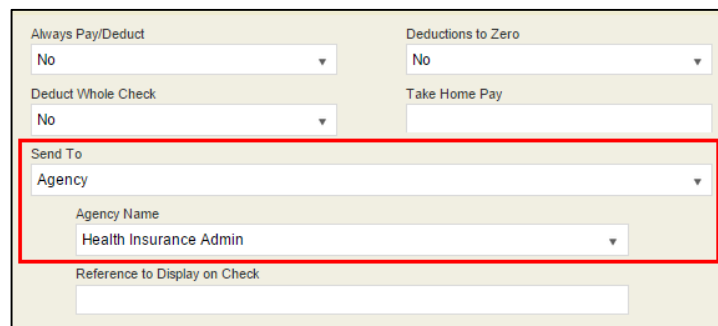
- Click the small arrow(s) at the far left of the line on the information bar to minimize or maximize the state information. Users may also double-click the small arrow(s) to expand the information.

Field / Button	Description
Basic tab	
Code	E/D Codes assigned at the system level – select from the dropdown list
Description	Entered automatically when the E/D Code is selected.
Priority	Priority to process the Scheduled E/D (Child Support E/Ds are always Priority 1)
Calculation Link	Select an E/D Group that the Scheduled E/D belongs to (if applicable)
Calculate Using	<p>Select which calculation method will be used to calculate payroll deductions for the Scheduled E/D. There are three options:</p> <ol style="list-style-type: none"> 1. Use the calculation method that has been defined for the E/D 2. Use the calculation method defined at the Company Benefit level 3. Use the calculation method defined at the Employee Benefit level
Calculation Method	<p>Method used to calculate deductions from payrolls. Select the method from the dropdown list.</p> <p><u>Amount \$</u> - If the Calculation Method selected is a fixed dollar amount enter that amount.</p> <p><u>Amount %</u> - If the Calculation Method selected is based on a percentage enter the percentage amount.</p>
E/D Group	Select an E/D Group if the Scheduled E/D is included in an E/D Group.
Note: Earnings must be set up as a member of an E/D Group, which simplifies the calculation of earnings such as 401(k)s.	
Always Pay / Deduct	<p>Offers flexibility to override E/D, similar to Blocking Week 1 - 5</p> <p><u>All payrolls</u> - earnings are paid whether or not there are earned wages for the employee; deductions are tracked to be taken from the next payroll.</p> <p><u>Current Payrolls</u> - the E/D is applied to the current the payroll whether or not there are earned wages for the employee. If deduction exceeds amount in check the amount is not tracked to be made up later.</p> <p>If there are insufficient earnings for the deduction, the Scheduled E/D is processed based on the selection in the Deductions to Zero field.</p> <p><u>No</u> - if the employee has no wages in a payroll cycle, the system does not pay/deduct the E/D, nor is it tracked it to be made up later.</p>
Important: to ensure that the remainder of the deduction is taken out of a subsequent pay cycle, the Make Up Deducts Shortfall field on the Client - E/Ds - Details tab must be set to Yes.	

Field / Button	Description
Deductions to Zero	<p>Defaults to the Deductions to Zero Default field on the Client - E/Ds - Scheduled Defaults tab. It can be overridden here by E/D, by employee, and instructs how much of a deduction should be taken if there is not enough to take the entire amount. This does not turn Shortfall / Deduction not Taken makeup on or off. It only tells the system whether or not to take partial amounts for deductions.</p> <p><u>Yes</u> - the entire amount is deducted, until the check is zero. If there is shortfall it may be either a portion of or the total amount of the Scheduled E/D.</p> <p><u>No</u> - a deduction is taken only when there are sufficient funds to take the whole deduction. If there are insufficient wages, the created shortfall is always the total amount of the Scheduled E/D. If there is a pre-existing shortfall, it takes the shortfall amount only when there are sufficient wages to take the whole amount. When there is a deduction and a pre-existing shortfall, and there are sufficient wages to take the shortfall but not all of the deduction, Evolution takes the shortfall, but not the deduction.</p>
Deduct Whole Check	<p>Value selected defaults based on the setting applied on the Client - E/Ds - Scheduled Defaults tab</p> <p><u>Yes</u> - deducts the net check (use for direct deposits)</p> <p><u>No</u> - deducts a portion of the check</p>
Send To*	Select Agency or Client, Company, or Direct Deposit
Reference to Display on Check	If being sent to Agency or Client/Company on behalf of the employee...

* After a selection is made in the **Send to** field, an additional field opens below, depending upon the selection:



The screenshot shows a form with several fields: 'Always Pay/Deduct' (set to No), 'Deductions to Zero' (set to No), 'Deduct Whole Check' (set to No), and 'Take Home Pay'. The 'Send To' field is highlighted with a red box and contains the value 'Agency'. Below 'Send To', an 'Agency Name' dropdown menu is visible, showing 'Health Insurance Admin'. The 'Reference to Display on Check' field is empty.

- Agency - when Agency is selected in the Send To field, a dropdown field opens below, where the user selects the Agency.

Always Pay/Deduct No	Deductions to Zero No
Deduct Whole Check No	Take Home Pay
Send To Client/Company	
Reference to Display on Check	

- Client / Company – When Client / Company is selected

Always Pay/Deduct No	Deductions to Zero No
Deduct Whole Check No	Take Home Pay
Send To Direct Deposit	
Direct Deposit Account - Select Direct Deposit -	
Reference to Display on Check	

- Direct Deposit - when Direct Deposit is selected in the Send To field, a dropdown field opens below, where the user selects an account number, or clicks the plus sign to add a new account number.

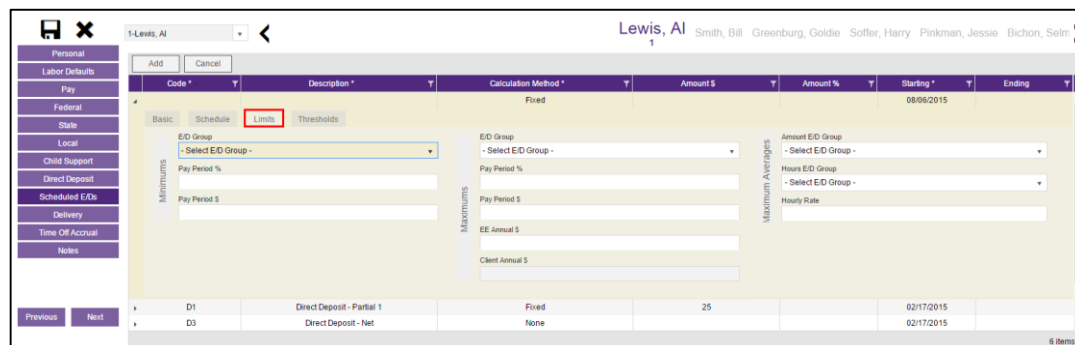
Schedule tab

Code *	Description *	Calculation Method *	Amount \$	Amount %	Starting *	Ending *
D1	Direct Deposit - Partial 1	Fixed	25		02/17/2015	
D1	Direct Deposit - Net	None			02/17/2015	

Field / Button	Description
Schedule tab	All payment schedule-related information is on this screen.
Starting	Starting date for the scheduled deduction
Ending	Ending date for the scheduled deduction
Affects section	
Payrolls affected	Identify which payrolls are affected by the deduction
Frequency	How often the deduction of the Scheduled E/D occurs.
Blocks section	
Block Based On	If there are blocks on any of the payroll weeks identify whether it is custom defined or being blocked to keep the deduction at four weeks per month.
Weeks Blocked	Identify which, if any, week(s) is blocked from having the deduction taken

Limits tab

This tab contains limits information, if any, about each Scheduled E/D assigned to the employee.



Field / Button	Description
E/D Group	E/D Group to which the minimum Scheduled E/D belongs (same as Minimum E/D Group field on the Employee – Scheduled E/Ds – Advanced tab)
Pay Period %	Minimum percentage (if the deduction is quoted as a percentage) to be taken per pay period.
Pay Period \$	Minimum dollar amount (if the deduction is quoted as an amount) to be taken per pay period.
EE Annual \$	Maximum dollar amount the employee is allowed to contribute per year

Field / Button	Description
Client Annual \$	Maximum dollar amount the client can contribute per year for the employee
Maximum Averages section	
Amount E/D Group	This information is used for special Union dues calculations.
Hours E/D Group	
Hourly Rate	

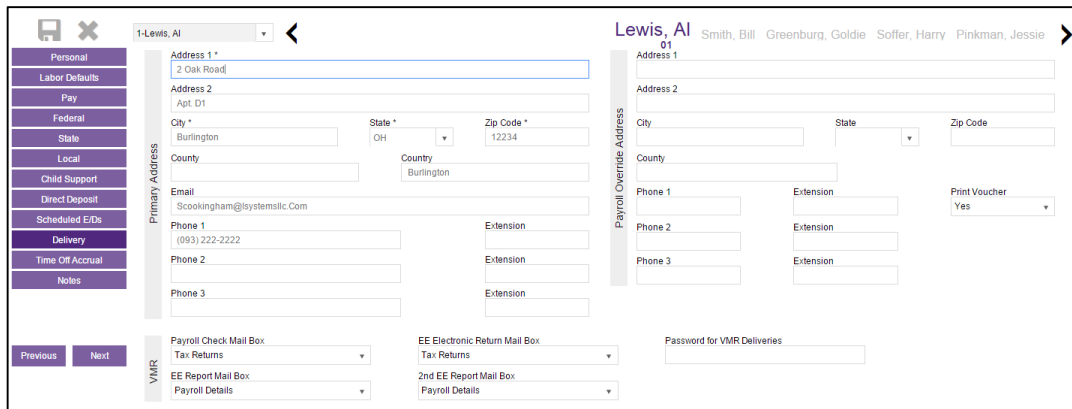
Thresholds tab

Code	Description	Calculation Method	Amount \$	Amount %	Starting	Ending
D1	Direct Deposit - Partial 1	Fixed	25		02/17/2015	
D3	Direct Deposit - Net	None			02/17/2015	
D4	Child Support	Fixed	50		03/01/2015	
D6	Health Insurance	% of Gross		1	02/17/2015	

Field / Button	Description
Thresholds tab	
Action	These fields refer to the goal amounts at which deductions stop – the same information entered on the Employee – Scheduled E/Ds Advanced tab in Evolution.
Remaining	
Balance Taken	
Amount \$	
Thresholds section	
E/D Group	

Employees - Delivery screen

Delivery information for all of the employees' payroll and tax forms is listed on the Delivery menu screen.



Field / Button	Description
Primary Address section	The information, set up when the employee is first entered into the system is pre-filled in this section. This address is where W-2 Forms will be sent. Edits may be made on this screen by entering data over what is already there.
VMR section	Whenever an employee is set up with a VMR mailbox, select the VMR mailboxes of the employee if different than the company's default mailbox.
Payroll Check Mailbox	Whatever names the company has given their mailboxes are listed. To override the company setup for VMR, select the Mailbox Group here.
EE Report Mailbox	
EE Electronic Return Mailbox	
2nd EE Report Mailbox	
Password for VMR Deliveries	VMR Password
Payroll Override Address section	Address to send payroll checks for the employee if they are going to a different address than the W-2.

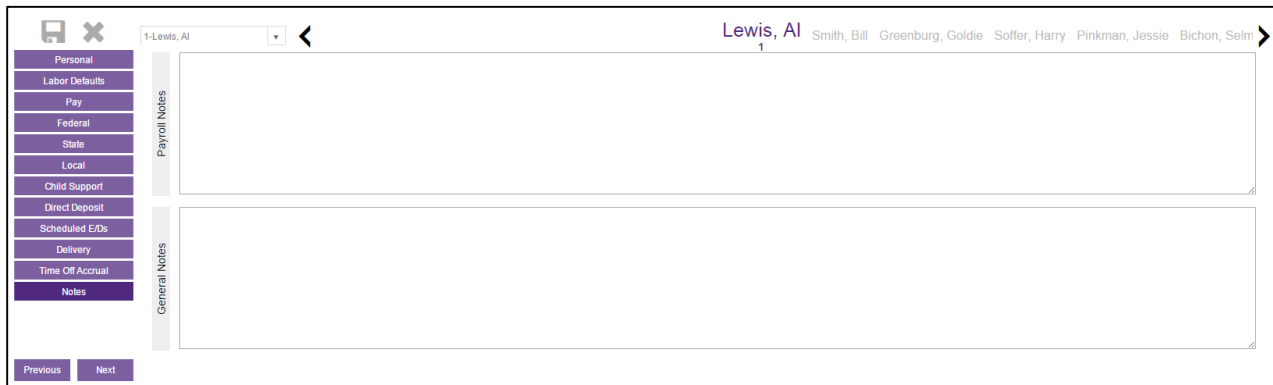
Employees - Time off Accrual screen

The Time off Accrual screen displays a balance of unused paid time off, as well as used and accrued time off.

Note: the Time off Accrual Menu Item may not be displayed in the list, depending upon the company settings that determine whether to make TOA available to employees.

Field / Button	Description
Active	Whether or not the TOA plan is currently active for the employee
Type	What type of TOA plan it is – PTO, Sick, Vacation, etc...
Balance	Tab over to the Accrued field to enter first. The balance will fill in automatically, after which, enter time used and the balance will be adjusted.
Used	How much of the accrued time has been used
Accrued	Enter manually
Effective Date	Date the Accrued amount begins
Accrual Max	Maximum set by the company that an employee can earn in a pre-defined period
Rate	Rate at which the time off accrues per pay period
Rollover Type	If the company plan allows for a rollover, on which type of accrual is rollover allowed?
Rollover Date	Date on which rollover occurs


Employees - Notes screen



Field / Button	Description
Payroll Notes	Notes entered here can be viewed by the payroll processor, or other internal colleagues. The information does not appear "publicly" and cannot be viewed by the employees.
General Notes	These are general notes about the employee and payrolls, and are stored with the employee data and only appear on this screen - not on checks. When deleting a note, be sure to delete all of the spaces, before saving and committing.

Employees - Shortcut Button

Check Calculator

The **Check Calculator**  Shortcut button opens the Check Calculator screen on which **non-payroll** employee checks can be calculated from Gross-to-Net or Net-to-Gross. Once the check has been calculated, it can be sent to an existing payroll batch for processing, or a new payroll / batch can be created for processing the check.

Check Calculator

D&L Services (HCM)

EE Code - Name: 141 Lewis
963 Main Street
Brooklyn, NY 10066

Net Amount: \$100.00
☒ Net to Gross

Earnings:
Regular: \$240.98
Earnings SubTotal: \$240.98

Deductions:
Direct Deposit - Net: \$100.00
Deductions SubTotal: \$100.00

Federal Taxes:
OASDI Tax: \$14.79
Medicare Tax: \$3.46
Federal Tax: \$20.28

State Taxes:
NY State Tax: \$4.03

Local Taxes:
New York City Res.: \$2.77
Taxes SubTotal: \$46.33

Gross Amount: \$240.98

Check Settings

Earnings/Deductions: Federal, State, SUI, Local, Options

Buttons: Add, Cancel

ED Code *	Description	Hrs/Pos	Pay Rate	Amount	Rate #
E02	Regular		\$0.00	\$240.98	1 (P) : \$0.00
D3	Direct Deposit - Net			\$100.00	

1 - 2 of 2 Items

Actions:
Calculate
Send To Payroll

Field / Button	Description
EE Code/Name	Select the Employee Number or name from the dropdown list.
Net Amount checkbox	Select if calculating a Net Amount to Gross – user will be required to enter the Net Amount in a field that is displayed when selected.
Earnings/Deductions tab	Use the Add / Delete buttons to add or delete earnings or deductions to or from the check.
Calculate button	Click to calculate the Net or Gross amount.
Send to Payroll button	Click to send the check to a payroll batch for processing.

The following screen opens, on which to specify the payroll in which to include the check for processing.

Send this Check to Payroll

D&L Services (HCM)

EE	Name	Net Amount
1	Al, Lewis 963 Main Street Brooklyn, NY 10066	\$0.00

Options set for this Check

Updates:

Tax Calculations are not locked in.

Change Options

Choose a Payroll for this check

02/28/2015
Batch 1 - Weekly - 08/28/2015 to 07/04/2015
New Batch

04/23/2015
05/14/2015
06/04/2015
06/18/2015
06/25/2015
07/16/2015
07/20/2015
07/22/2015

Save/Return
Go To Payroll

Field / Button	Description
Options for this Check section	
Make this a Manual Check	Select to create a Manual check.
Update Year to Date Totals (Disable YTD)	Select to keep YTD totals from appearing on the employees' check stubs.
Update Tax & Deduction Shortages (Disable Shortfalls)	Select to keep shortages from appearing on the employees' check stubs.
Lock Calculations for this Check	Select to use the reviewed information when the payroll processes. Results are available on the Manual Tax tab.
Choose a Payroll for this Check *	Select the batch and payroll in which to include the check.
Save/Return button	Saves the calculated check to the selected batch/payroll and returns the user to the Check Calculator.

* The Batch Frequency of the payroll selected must match the employee's pay frequency.

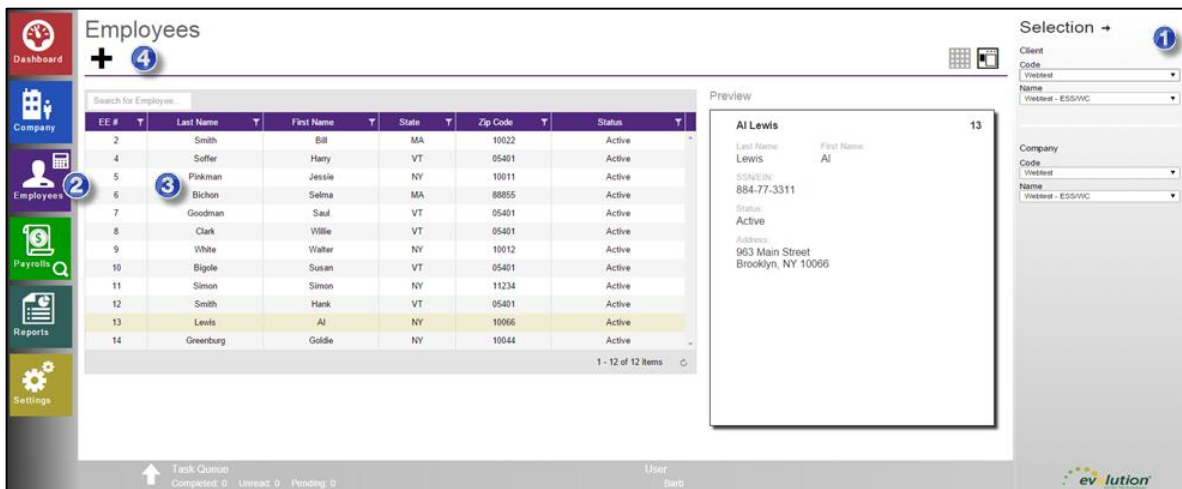
The Employees Menu - Adding New Employees

Employees can be added, edited and viewed in the Employees menu in Evolution Payroll. When navigating, it is recommended that you use the **TAB** key to move from field to field (**TAB + SHIFT** key to move to a previous field). Upon reaching the last field on a screen, click the **TAB** key to progress to the next screen, and continue entering information.

To add a new employee in Evolution Payroll,

1. Select and open the client and company from the dropdown list on the right-hand side of the screen.
2. Click the **Employees** Menu to open.

If there are employees already set up with this company, they appear in the list on the left-hand side of the screen.



3. Click the large **plus +** sign in the heading to create a new record
Result: The Add Employee box opens.
4. Select the Add Method **Advanced** (Basic is the default) if the information on the Basics screen is not detailed enough for the new employee.

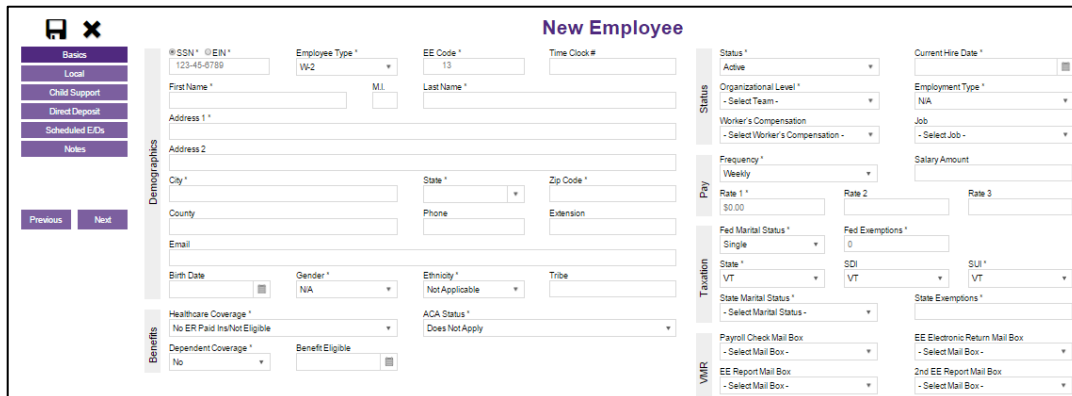
Note: The option of selecting **Basic** or **Advanced** is available only if Quick Entry is enabled as a Security Right. If it is not enabled, the user automatically goes to the Personal screen, and enters using the Advanced method.

5. Select whether the Tax ID is a **SSN** or **EIN** and enter the Social Security Number or Employer Identification Number.
6. Click **Check ID**.
If the Social Security Number or EIN is already in the system, the **Employees – Basics** screen opens with the existing demographic information already copied into the new employee fields.

Note: if the **Advanced** Add Method was selected, the **Employees – Personal** screen opens.

Employees - Basics screen

The **Employees – Basics** screen is displayed only when creating a new employee, when the Basic method is selected. The Basics screen contains the most common fields used when entering an employee, including multiple pay rates and organizational levels. When using the Basic method, only the information on the Basics screen is required to save the employee. Additional Employees Menu items are available on the left-hand side of the screen if needed. If the sections on the Basics screen do not provide enough detail about the employee, users may select the **Advanced** method in the Add Employee dialog box.



Note: Fields with names with an asterisk (*) are required.

1. Complete the required and applicable fields on the **Employee – Basics** screen. For detailed information about the fields on this screen, refer to the [Employees - Basics Screen section](#) in this document.
2. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.
Result: From this screen, the **Employees – Local** screen opens.

Note: Skip to page 68 to resume New Employee Basic set up.

Employees - Personal screen

If more detailed information is needed than the Basics screen provides, select the **Advanced** method on the Add Employee dialog box. Note the additional Employee Menu items on the left-hand side of the screen.

Important! When creating a new employee using Advanced method, you must progress through the **State** Menu Item before the new employee can be saved.

1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to [Employees – Advanced screen](#) in this document.
2. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

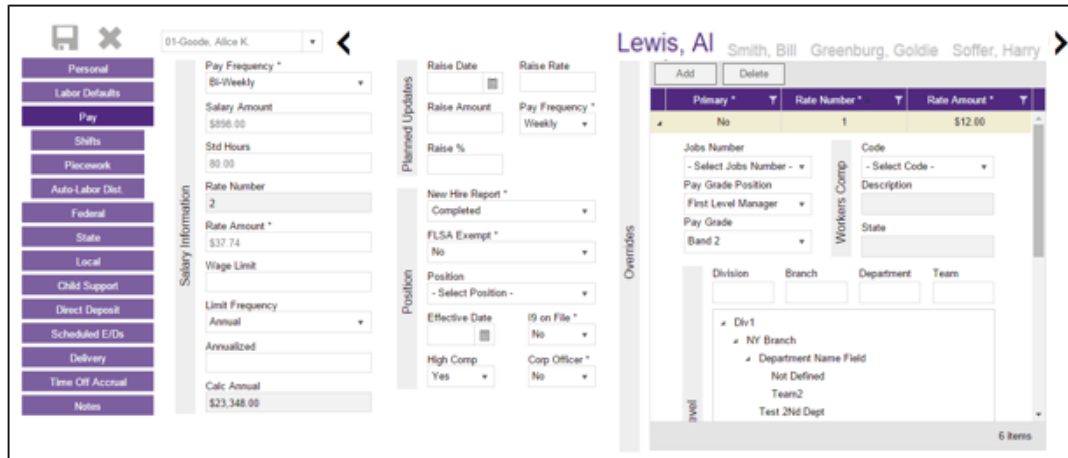
Result: The **Employees – Labor Defaults** screen opens

Employees - Labor Defaults screen

1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the [Employees – Labor Defaults screen section](#) in this document.
2. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Result: The **Employees – Pay** screen opens.

Employees - Pay screen



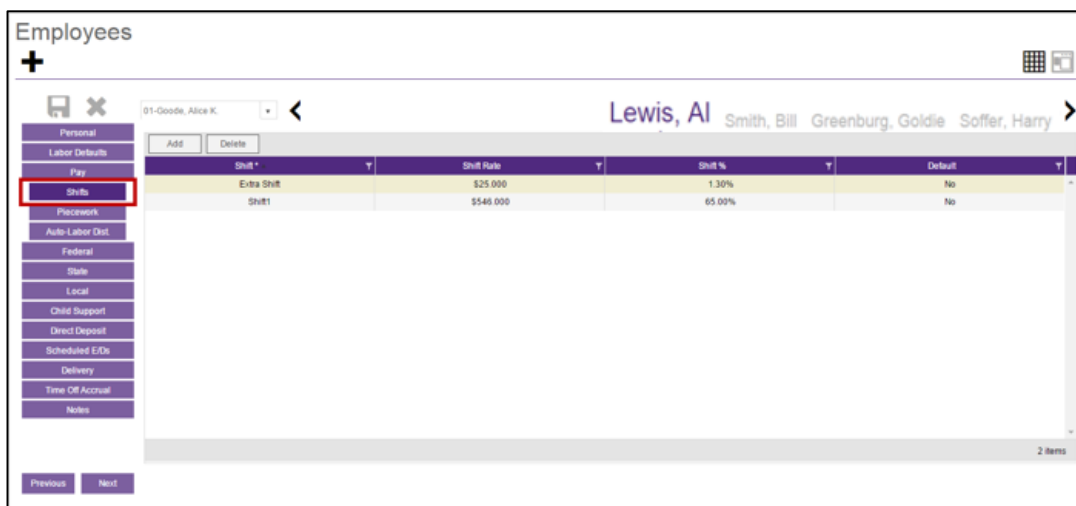
1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the [Employees – Pay screen section](#) in this document.
2. If there are any overrides, click the **Add** button to add the required information.
3. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Result: The **Employees – Federal** screen opens.

Shifts Sub-menu

Shifts must be already created in Evolution, after which they can be applied to employees in Evolution Payroll. Some employees may be assigned multiple shifts.

Users must have **Employee – Shifts menu** access set up in Evolution to be able to create and apply shifts.



1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the [Employees – Pay screen - Shifts section](#) in this document.
2. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Result: The **Employees – Piecework** screen opens.

Piecework Sub-menu

The Piecework screen is where piecework items are set up and to employees. Before these can be applied to employees, the piecework items must be set up in Evolution at the Client level.

Users must have **Employee – Piecework menu** access set up in Evolution to be able to create and apply piecework.

Piece *	Rate Amt	Rate Qty
Piece2	\$45.00	66.00
Piece1	\$123.00	453.00

1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the [Employees –Pay screen - Piecework section](#) in this document.
2. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Result: The **Employees – Auto Labor Dist** screen opens.

Auto Labor Distribution Sub-menu

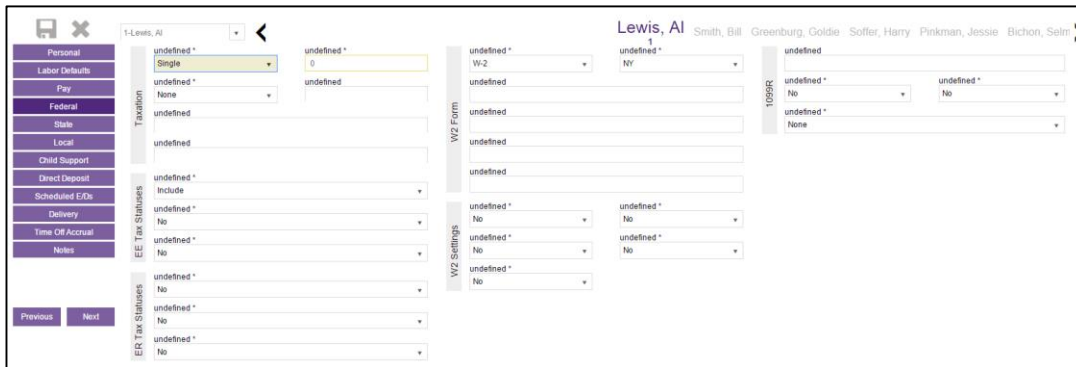
The Auto Labor Distribution screen is where employees' time and pay rates are set up and applied, based on the D/B/D/T levels employees work.

Users must have **Employee – Auto Labor Distribution menu** access set up in Evolution to be able to create and apply Auto Labor Distribution.

Percentage *	Organizational Level	Job	Workers Comp
90	Div 1/NY Branch/Department Name Fieldnull		8810
10	Div 1/NY Branch/Department Name Fieldnull	job #1	8810

1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the [Employees – Pay screen - ALD section](#) in this document.
2. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

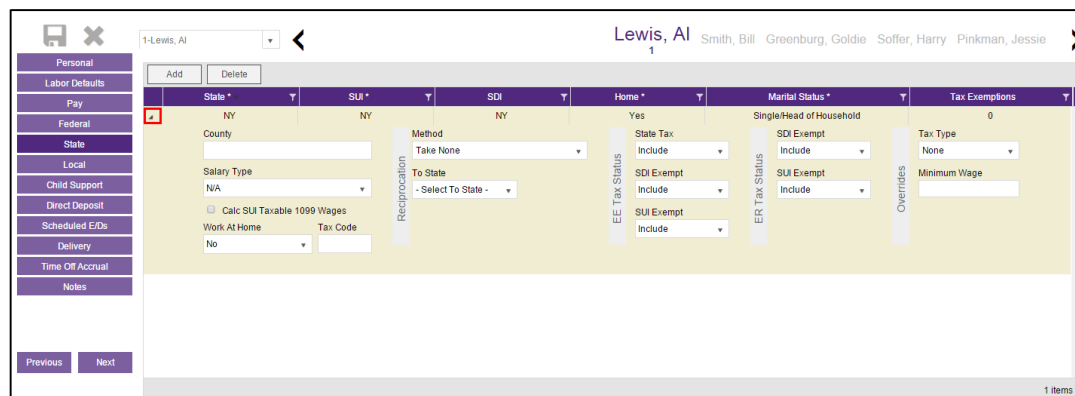
Employees - Federal screen



1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the [Employees – Federal screen section](#) in this document.
2. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Result: The **Employees – State** screen opens.

Employees - State screen




Click the small arrow(s) at the far left of the line on the information bar to minimize or maximize the state information. Users may also double-click the small arrow(s) to expand the information.

3. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the [Employees – State screen section](#) in this document.
4. Click the **Add** button to add another state as needed, or click the **Delete** button to delete a state from the employee's record.
5. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Result: The **Employees – Local** screen opens.

Employees - Local screen

1. Click the **Add** button to add another local as needed, or click the **Delete** button to delete a local (if, for example, the employee moved) from the employee's record.
2. For detailed information about the fields on this screen, refer to the [Employees – Local screen section](#) in this document.
3. Click **Save**  at the top of the Menu bar on the left-hand side of the screen when you have completed entering information on this screen.
4. Click the **Next** button

Result: The **Employees – Child Support** screen opens.

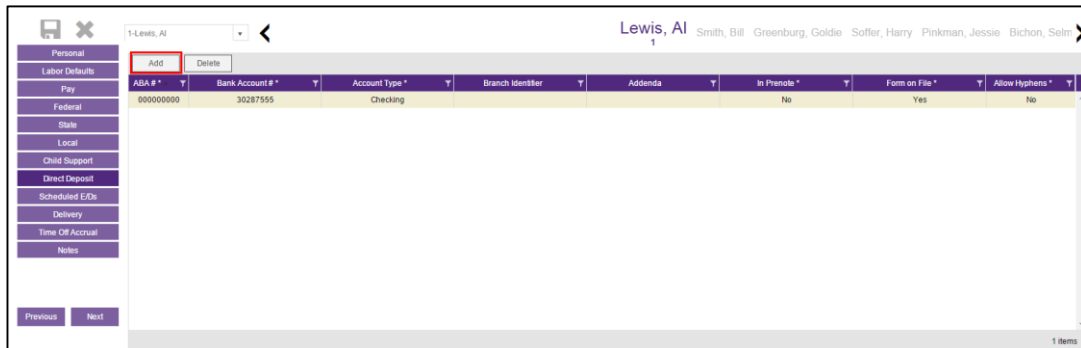
Employees - Child Support screen

If the employee owes Child Support, the Child Support case information is displayed on this screen.

1. Click the **Add** button to add a Child Support case as needed, or click the **Delete** button to delete a case. For detailed information about the fields on this screen, refer to the [Employees – Child Support screen section](#) in this document.
2. Click **Save** when you have completed entering information on this screen.
3. Press the **TAB** key or click the **Next** button.

Result: The **Employees – Direct Deposit** screen opens.

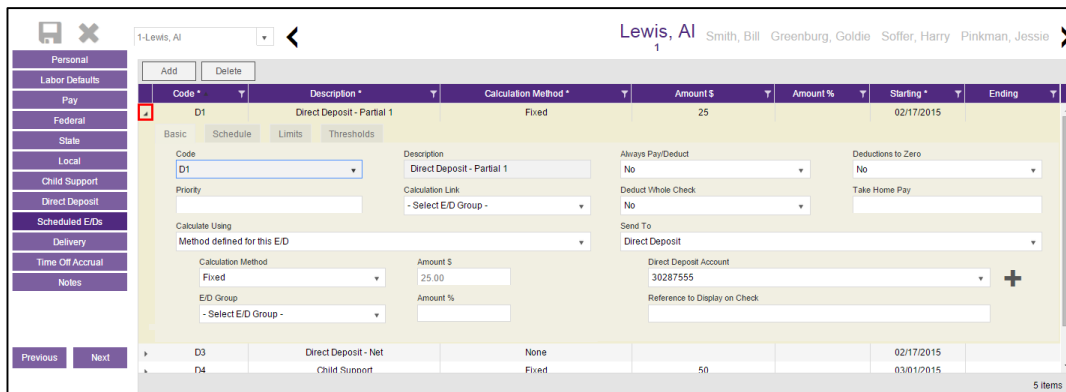
Employees - Direct Deposit screen



1. Click the **Add** button to add new direct deposit information as needed, or click the **Delete** button to delete a direct deposit setup. For detailed information about the fields on this screen, refer to the [Employees – Direct Deposit screen section](#) in this document.
2. Click Save when you have completed entering information on this screen.
3. Press the **TAB** key or click the **Next** button.

Result: The **Employees – Scheduled E/Ds** screen opens.

Employees - Scheduled E/Ds screen

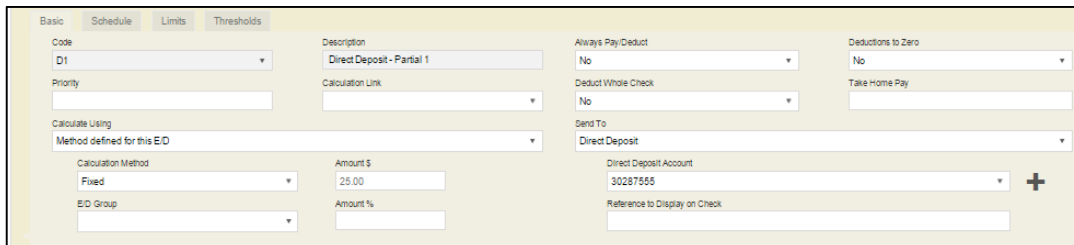


Scheduled E/Ds are earnings and deductions that are scheduled to be processed automatically with every payroll. E/D Codes are separated into three categories - Earning Codes, Deduction Codes, and Memo Codes. The table below identifies some of the most common E/D Codes that are and those that are not considered Scheduled E/Ds.

E/D Code Type	E/D Code Type	Scheduled E/Ds?
Benefits/Deductions	Health Insurance; Dental Insurance; EE 401(k) contributions, EE 401(k) catch-up contributions, Flexible Spending Accounts, Dependent Care	Yes
Memo Codes (money that is set aside by the employer for the employee)	401(k) match, ER paid insurance contributions	Yes
Direct Deposits	Employee bank accounts	Yes
Agency-paid	Child support, garnishments, tax levies	Yes
Static Earnings	Auto allowance, severance pay	Yes
Loan Payments	401(k) loans, company loans	Yes
Salary		No
Hourly		No
Sick		No
Vacation		No
Paid Time Off		No
Bonuses		No


To set up employee-level Scheduled E/Ds

1. Click the **Add** button to add a Scheduled E/D, or click the **Delete** button to delete a Scheduled E/D from the employee's record. For detailed information about the fields on this screen, refer to the [Employees – Scheduled E/Ds section](#) in this document.

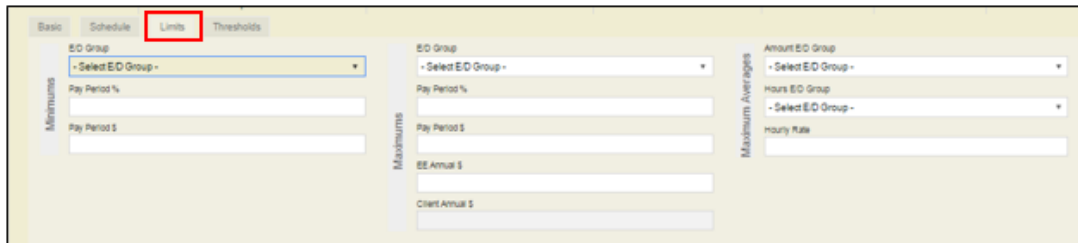


The screenshot shows a web form for setting up Scheduled E/Ds. It has tabs for Basic, Schedule, Limits, and Thresholds. The Basic tab is active. Fields include: Code (D1), Description (Direct Deposit - Partial 1), Priority, Calculation Link, Calculation Method (Fixed), Amount \$ (25.00), E/D Group, Amount %, Always Pay/Deduct (No), Deduct Whole Check (No), Send To (Direct Deposit), Direct Deposit Account (30287555), Deductions to Zero (No), Take home Pay, and Reference to Display on Check. There is a plus sign button next to the Direct Deposit Account field.

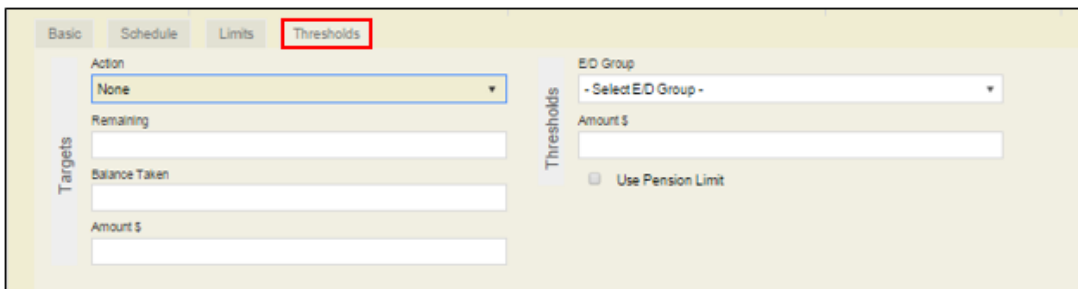
2. Click the **Schedule** tab when this screen is complete.



- Click the **Limits** tab when this screen is complete.



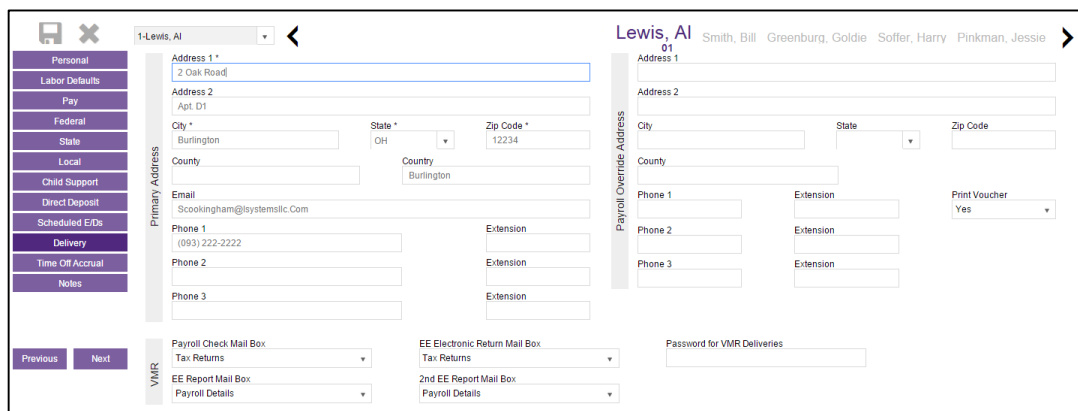
- Click the **Thresholds** tab when this screen is complete.



- Click Save when you have completed entering information on this screen.
- Press the **TAB** key or click the **Next** button.

Result: The **Employees – Notes** screen opens.

Employees - Delivery screen



1. Click in the applicable fields to add new delivery information as needed. For detailed information about the fields on this screen, refer to the [Employees – Delivery screen section](#) in this document.
2. Verify that the Primary Address information is correct.
3. Enter VMR overrides if applicable.
4. Enter a Payroll Override Address if applicable.
5. Click **Save** when you have completed entering information on this screen.
6. Press the **TAB** key or click the **Next** button.

Result: The **Employees – Time off Accrual** screen opens.

Employees - Time off Accrual screen

The Time off Accrual screen displays a balance of unused paid time off, as well as used and accrued time off.

Active	Type	Balance	Used	Accrued	Effective Date	Accrual Max	Rate	Rollover Type	Rollover Date
Yes	Time Off Accrual	30.00	20.00	50.00					

Accrual Date	Accrued	Accrued Capped	Used	Note	Check Date	Run #	Check #
07/21/2015	50.00	0.00	0.00	Manual Adj.			
07/21/2015	0.00		20.00	Manual Adj.			

1. Click the **Add** button to add a new Time off Accrual plan as needed, or click the **Delete** button to delete a TOA. For detailed information about the fields on this screen, refer to the [Employees – Time off Accrual screen section](#) in this document.
2. Select the Type of TOA being added.
3. Tab over to the Accrued tab and enter the amount the employee has accrued. A window opens requesting a reason for the adjustment. Enter a reason > click **OK**.

You are about to adjust ACCRUED value

Please provide reason for the adjustment and press Ok or press Cancel if you do not wish to make the adjustment. Adjustment reason (28 char max):

Ok Cancel

Result: the Balance fills in.

4. Enter a Used amount if applicable.
5. Complete the following fields.

6. Click **Save** when you have completed entering information on this screen.
7. Press the **TAB** key or click the **Next** button.

Result: The **Employees – Notes** screen opens.

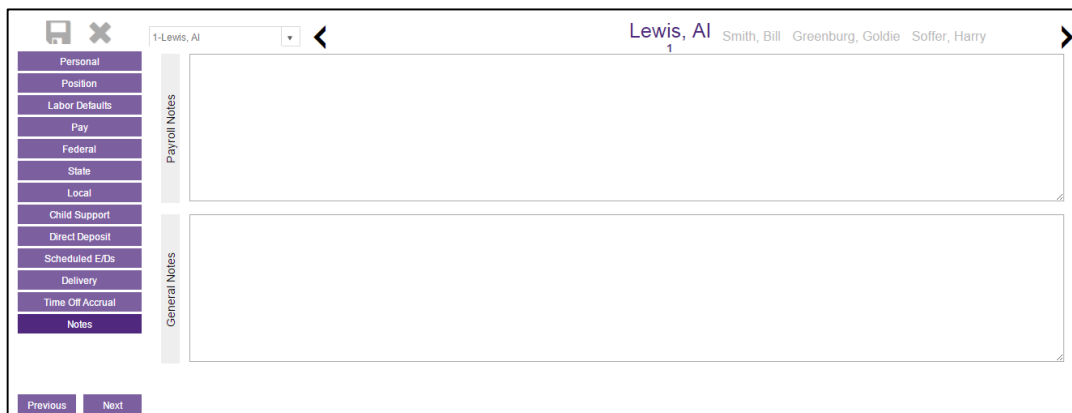
Employees - Notes screen

Payroll Notes

Notes entered here can be viewed by the payroll processor, or other internal colleagues.

General Notes

These general notes about the employee and payrolls are stored with the employee data and only appear on this screen - not on checks.





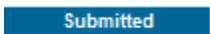
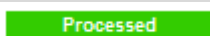


The screenshot shows the 'Employees - Notes' screen. On the left is a vertical menu with options: Personal, Position, Labor Defaults, Pay, Federal, State, Local, Child Support, Direct Deposit, Scheduled E/Ds, Delivery, Time Off Accrual, and Notes (which is highlighted). The main area is divided into two sections: 'Payroll Notes' and 'General Notes', each with a large text input field. At the top, there is a dropdown menu showing '1-Lewis, Al' and a list of other employees: 'Lewis, Al', 'Smith, Bill', 'Greenburg, Goldie', and 'Soffer, Harry'. At the bottom are 'Previous' and 'Next' buttons.

The Payroll Menu - Screens and Fields

Payrolls are processed quickly and easily through Evolution Payroll. The first screen in the Payrolls Menu is the Payroll Timeline, displaying coupon- or card-like views of scheduled payrolls.

There are five statuses you may see represented on the Timeline screen described in the table below.

Status	Description
	Scheduled payrolls that are not due to be processed yet.
	Scheduled payrolls that did not get processed as scheduled.
	Payroll was started but not submitted
	Payroll was submitted to the service bureau for review.
	Payroll was submitted to the service bureau for processing.
	Payroll has been processed.

Payroll Timeline

04/23/2015 - 1

On Hold

Weekly

04/12/2015 - 04/18/2015

Submitted on: 05/29/2015 09:05 AM

05/14/2015 - 1

Past Due

Weekly

05/03/2015 - 05/09/2015
New Batch

Submit by: 05/11/2015

06/04/2015 - 1

3 days left

Weekly

05/24/2015 - 05/30/2015
New Batch

Submit by: 06/01/2015

04/30/2015

Not Started

Weekly

04/19/2015 - 04/25/2015

Submit by: 04/27/2015

05/21/2015 - 1

Submitted

Weekly

05/10/2015 - 05/16/2015

Submitted on: 05/28/2015 04:16 PM

06/05/2015 - 1

Processed

Weekly

05/03/2015 - 05/10/2015

Submitted on: 05/28/2015 12:23 PM

05/07/2015

Not Started

Weekly

04/26/2015 - 05/02/2015

Submit by: 05/04/2015

05/28/2015 - 1

Submitted

Weekly

05/17/2015 - 05/23/2015

Submitted on: 05/28/2015 04:38 PM


06/11/2015 - 1

Processed



Weekly

05/31/2015 - 06/06/2015

Submitted on: 05/11/2015 01:29 PM

Click the  symbol in the header to change to a Table view of recent payrolls.








Payroll Timeline





 

Check Date	Run #	Payroll Type	Created On	Due On	Current Status	Preprocessed On
01/20/2016		Regular		01/18/2016	Not Started	
01/13/2016		Regular		01/11/2016	Not Started	
01/06/2016		Regular		01/04/2016	Not Started	
12/30/2015		Regular		12/28/2015	Not Started	
12/23/2015		Regular		12/21/2015	Not Started	
12/16/2015		Regular		12/14/2015	Not Started	
12/09/2015		Regular		12/07/2015	Not Started	
12/02/2015		Regular		11/30/2015	Not Started	
11/26/2015		Regular		11/23/2015	Not Started	
11/19/2015		Regular		11/16/2015	Not Started	





Page 1 of 12 1 - 15 of 167 items

Several symbols are visible on various screens in the Payrolls menu, described in the table below.

Symbol	Description
	View – visible only on processed payrolls, click to view details of the payroll including batches, check lines, etc.
	Edit – visible on payrolls that have been started, but not processed. Click to make changes, add a new batch, filter the information differently, or add new checks.
	Add – click to add a new batch to scheduled payrolls, or to add a new payroll.
	Delete – click to delete previous changes. Also, to delete a batch.
	Cancel Changes – click to cancel changes made to a screen or payroll.
	On the Check Batches screen – clicking takes the user to the Check Batch Settings screen for the batch selected.
	On the Check Batch Settings screen – clicking takes the user back to the Check Batches screen .

Symbol	Description
	On the Check Batch Settings screen – clicking takes the user to the Check Batch Settings Table View screen listing the company employees.
	On the Payroll Timeline screen – changes the view to a Table view from the Card view.
	On the Payroll Timeline screen – changes the view to the Card view from the Table view.
	On the bottom right of the Batch checks screen – click to open a list of E/D Codes to create additional columns on the checks list.

There are four symbols on the right-hand side of the Header that visually lets the user know where they are in the Payroll process. These can also be clicked to go to specific screens in the process.

Symbol	Description
 Batches	Batches – this button is active (green) while batches are being created. To view batch information after they have been created, click this button.
 Checks	Checks - this button is active (green) while checks are being created. To view, add or edit checks after they have been created, click this button.
 Totals	Payroll calculations - click a payroll to view or edit. Click to calculate totals when checks have been added or deleted from batches.
 Finish	Process Payroll - this button is active (green) while payrolls are being finished and submitted for review or processing.

Navigation Bar - on the Payroll - Batch Checks screen

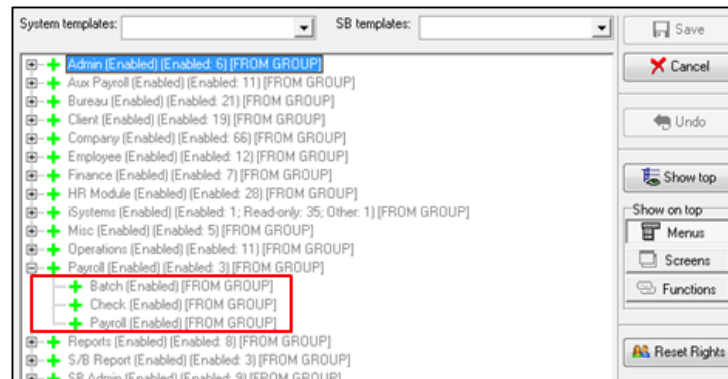
Between the Header and the Column Headings is a Navigation bar, which contains additional buttons and fields.

Field / Button	Description
Add Check button	Click to add checks to a batch
Delete Check button	Click to delete a check from a batch
Search field	Search for a specific check
View Selection field	<p>Select the view with which to view payroll data on the screen.</p> <p>Summary View - Default view, this is the check entry screen, on which the user can add checks and edit information for employee checks.</p> <p>Summary Detail View - The Summary Detail View provides a more detailed view of the Summary screen, listing each check and its details.</p> <p>Detail View - The Detail view provides the most detailed view of each check, and offers editing capabilities, as well as the ability to add (or delete) additional E/D Codes to the checks.</p>

Payroll Security

Prior to creating a new payroll in Evolution Payroll, the following security rights must be enabled:

1. Go to the **Admin – Security – Users** screen.
2. Select the user from the list.
3. Click the **Details tab > Click the User Rights** button.
4. The following Payroll rights must be enabled (green plus sign).
 - Payroll - Batch
 - Payroll - Check
 - Payroll – Payroll



5. Click the **Functions** button.
6. The following rights must be enabled:
 - Ability to Submit Payrolls
 - Ability to Mark Payrolls as Completed
 - Access to Wages
 - Access to Rates

System templates: SB templates:

Save Cancel

Undo

Show top

Show on top

Menus

Screens

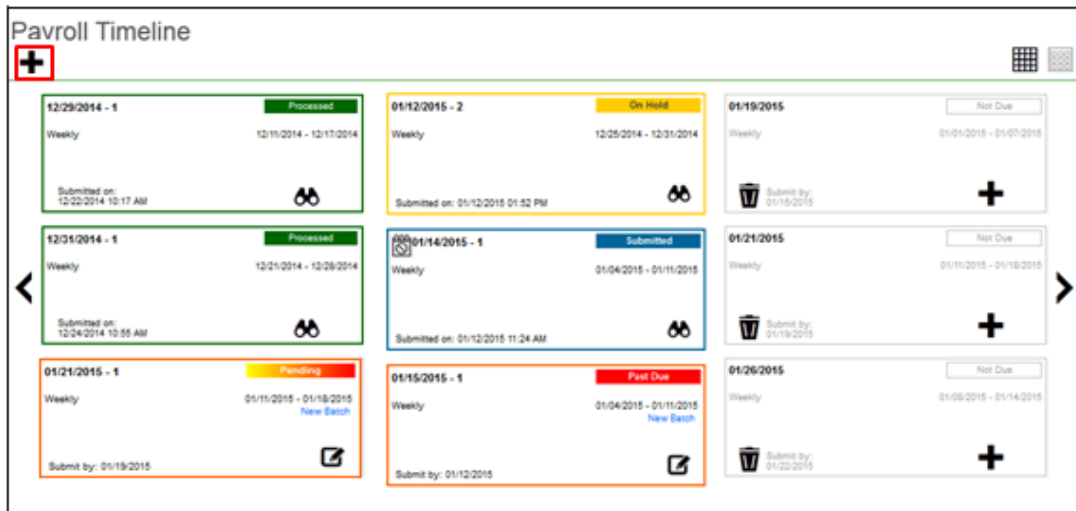
Functions

Reset Rights

- + Ability to create backdated payrolls (Enabled) [FROM GROUP]
- + Ability to create Manual ACH (Enabled) [FROM GROUP]
- + Ability to define benefits enrollment (Enabled) [FROM GROUP]
- + Ability to delete client (Enabled) [FROM GROUP]
- + Ability to Delete Processed Payrolls (Enabled) [FROM GROUP]
- + Ability to delete VMR Mail Boxes (Enabled) [FROM GROUP]
- + Ability to delete/alternate processed tax returns (Enabled) [FROM GROUP]
- + Ability to directly process payrolls (Enabled) [FROM GROUP]
- + Ability to edit data dictionary (Enabled) [FROM GROUP]
- + Ability to edit payroll bank account register (Enabled) [FROM GROUP]
- + Ability to edit RW library (Enabled) [FROM GROUP]
- + Ability to export using EvoX (Enabled) [FROM GROUP]
- + Ability to globally update pay rates (Enabled) [FROM GROUP]
- + Ability to import using EvoX (Enabled) [FROM GROUP]
- + Ability to login into EvoClock from Evolution (Enabled) [FROM USER]
- + Ability to manually correct QASDI & Medicare (Enabled) [FROM GROUP]
- + Ability to mark payrolls as completed (Enabled) [FROM GROUP]
- + Ability to pay liabilities w/o funds (Enabled) [FROM GROUP]
- + Ability to pre-process by batch (Enabled) [FROM GROUP]
- + Ability to print unprocessed manual checks (Enabled) [FROM GROUP]
- + Ability to put a Client On or Off Read Only Mode (Enabled) [FROM GROUP]
- + Ability to reprint payroll reports (Enabled) [FROM GROUP]
- + Ability to reprint processed misc checks (Enabled) [FROM GROUP]
- + Ability to reprint processed payroll checks (Enabled) [FROM GROUP]
- + Ability to rollback tax payments (Enabled) [FROM GROUP]
- + Ability to see and edit EE HR documents (Enabled) [FROM GROUP]
- + Ability to see hidden tables (Enabled) [FROM GROUP]
- + Ability to set effective period for locals (Enabled) [FROM GROUP]
- + Ability to submit payroll (Enabled) [FROM GROUP]
- + Ability to undelete records (Enabled) [FROM GROUP]
- + Ability to unlock a company with a "high" credit hold (Enabled) [FROM GROUP]
- + Ability to unmask sensitive data on reports (Enabled) [FROM GROUP]
- + Ability to unvoid voided check (Enabled) [FROM GROUP]
- + Ability to update as of another date (Enabled) [FROM GROUP]
- + Ability to use offline client (Enabled) [FROM GROUP]
- + Ability to void check from previous quarter (Enabled) [FROM GROUP]
- + Ability to void checks (Enabled) [FROM GROUP]
- + Ability to void payroll (Enabled) [FROM GROUP]
- + Access to Bank Acct Numbers - Check (Enabled) [FROM GROUP]
- + Access to Bank Acct Numbers - Misc Check (Enabled) [FROM GROUP]
- + Access to Client Bank accounts (Enabled) [FROM GROUP]
- + Access to Company Cash Management (Enabled) [FROM GROUP]
- + Access to company salespersons (Enabled) [FROM GROUP]
- + Access to Dashboard (Enabled) [FROM GROUP]
- + Access to Employee Bank accounts (Enabled) [FROM GROUP]
- + Access to evoMRC (Enabled) [FROM GROUP]
- + Access to pay rates (Enabled) (Enabled: 1) [FROM GROUP]
- + Access to SB EIN (Enabled) [FROM GROUP]
- + Access to SB report info (Enabled) [FROM GROUP]
- + Access to SB sensitive info (Enabled) (Enabled: 1) [FROM GROUP]
- + Access to Service Bureau accounts (Enabled) (Enabled: 1) [FROM GROUP]
- + Access to SSN (Enabled) [FROM GROUP]
- + Access to wages (Enabled) [FROM GROUP]
- + Apply EE Quick Entry in WebClient (Enabled) [FROM USER]
- + Auto Create Checks including Termed EEs (Enabled) [FROM GROUP]
- + Display User Name in Audit (Enabled) [FROM USER]
- + Payroll wizard including deposit/liability, billing, and ACH block options (Enabled) [FROM GROUP]

Payrolls - Timeline screen

The Payrolls – Timeline screen is the first screen to open when clicking the Payroll menu.



- Click the large **plus + sign** in one of the payroll cards to create a scheduled payroll based on the calendar settings.

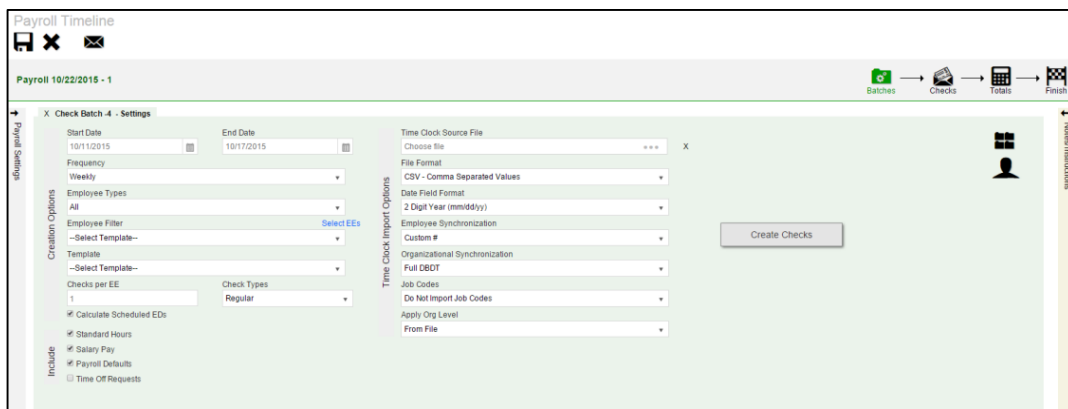
Result: The Check Batch Settings screen opens (below).

OR

- Click the large **plus sign** in the header, beneath the Payroll Timeline title to add an unscheduled payroll.

Result: the Payrolls - Payroll Settings screen opens (following page)

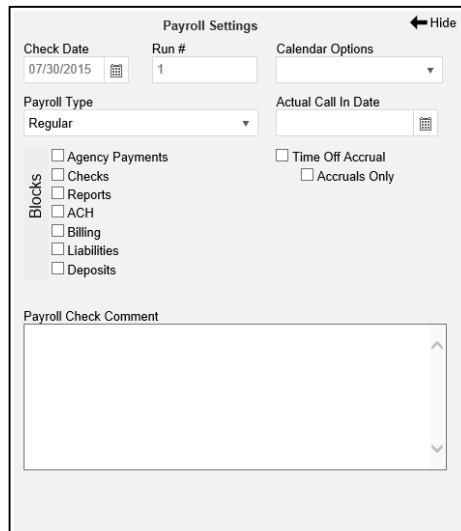
Payrolls - Check Batch Settings screen



Field / Button	Description
Creation Options section	
Start Date	The beginning of the Payroll Batch period
End Date	The end of the Payroll Batch period

Field / Button	Description
Frequency	The Payroll frequency
Employee Types	The employee types to include in the payroll
Employee Filter – Select EEs	Click to select specific employees to include in the payroll
Template	The Payroll Template to use for this payroll, if any.
Checks per EE	The number of checks per employee
Check Types	The type of checks for this payroll
Include section	
Standard hours	Select to use Standard Hours in the payroll
Salary Pay	Select to use Salary Pay in the payroll
Payroll Defaults	Select to use Payroll Defaults in the payroll
Time Off Requests	Select to use Time Off Requests in the payroll
Time Clock Import Options section	
Time Clock Source File	The source file of time clock data being used for the payroll.
File Format	The format of the source file
Date Field Format	The format of the date in the source file.
Employee Synchronization	Method by which employees are synced (EE Number, Last Name, and First Name).
Organizational Synchronization	Level of D/B/D/Ts used for the company.
Job Codes	Whether or not Job Codes are used in the imported file.
Employee Pay rates	Whether or not Employee Pay Rates are used in the imported file.
Scheduled E/Ds	Whether or not Scheduled E/Ds are refreshed in the imported data.
Scheduled E/Ds on Additional Checks	Rule on allowing Scheduled E/Ds on Additional Check.
Create Check button	Begins the process of creating payroll checks.

Payrolls - Payroll Settings screen



Field / Button	Description
Check Date	The check date of the payroll
Run Number	Defaults to the next available number for payrolls processed on the date. If no payrolls processed or created for this date, the Run defaults to "1"
Payroll Type	The type of payroll to be processed
Blocks	Select each item to be blocked on this payroll
Calendar options	Choose whether to add a new payroll date, change a payroll date, or ignore the payroll calendar. Defaults to Ignore when selected.
Actual Call In Date	The date the payroll was called in
Time Off Accrual	Select to allow Time Off Accrual on the payroll
Accruals Only	Select to allow the payroll to Accrue time off, but not use time off in the payroll.
Payroll Check Comment	The text to be displayed on checks.

Payrolls - Batch Checks Screen

This screen offers three different viewing options, based upon the level of detail required by the user. The view is selected from the dropdown list in the far right of the Navigation Bar.

Summary View – (default) this is the check entry screen, on which the user can add checks and edit information for employee checks. See screen print above.

Payroll Timeline

Payroll 10/22/2015 - 1 Batch 1 : 10/11/2015 - 10/17/2015 Regular | -9999531 | 1 of 1

Summary

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular
R	4	Soffer, Henry	1	40.00	\$1,000.00		40.00	\$1,000.00
R	5	Pinkman, Jessie	1	40.00	\$600.00		40.00	\$600.00
R	6	Bichon, Selma	1	40.00	\$640.00		40.00	\$640.00
R	7	Goodman, Saul	1	40.00	\$600.00		40.00	\$600.00
R	8	Clark, Willie	1	40.00	\$3,120.00		40.00	\$3,120.00
R	9	White, Walter	1	40.00	\$1,000.00		40.00	\$1,000.00
R	10	Bigoie, Susan	1	40.00	\$350.00		40.00	\$350.00
R	11	Simon, Simon	1	40.00	\$350.00		40.00	\$350.00
R	12	Kirk, Jim	1	0.00	\$0.00	\$0.00		
R	13	Number, Jenny	1	35.00	\$700.00		35.00	\$700.00
R	14	Warren, Peter	1	20.00	\$200.00		20.00	\$200.00
R	15	Thumb, Tom	1	40.00	\$400.00		40.00	\$400.00
Totals				3,905.00	\$101,110.00	\$6,800.00	535.00	\$8,960.00

15 Items

Summary Detail View – provides a detailed view of the summary screen, listing each check and its details. Checks and / or check lines can be added or deleted, as well as earn codes and columns.

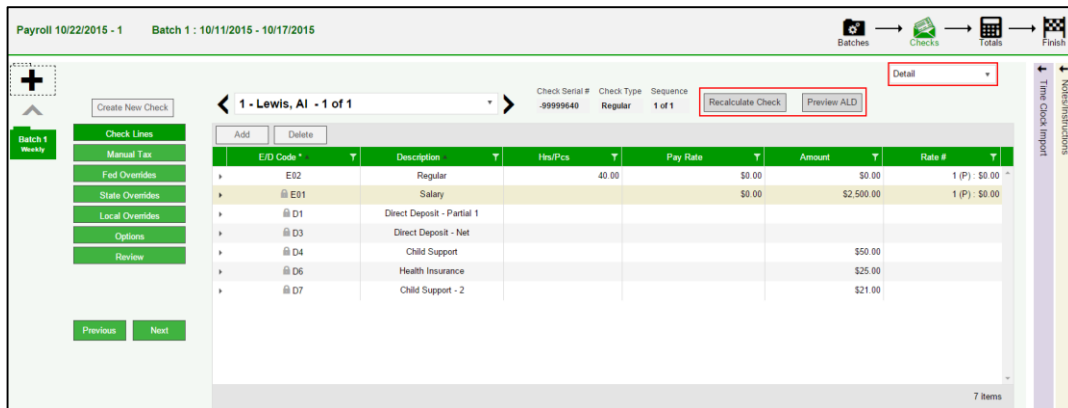
Payroll 10/01/2015 - 1 Batch 1 : 09/29/2015 - 09/26/2015 Manual | 102 | 2 of 2

Summary Detail

E/D Code	Description	Hrs/Fcs	Rate Of Pay	Amount	Rate Number	Agency
Check: 460 - R Batch: 1 Employee: Bichon, Selma [6] Total Hrs: 40.00, Total Amount: \$640.00						
Check: 462 - R Batch: 1 Employee: Bigoie, Susan [10] Total Hrs: 40.00, Total Amount: \$450.00						
Check: 459 - R Batch: 1 Employee: Clark, Willie [8] Total Hrs: 40.00, Total Amount: \$3,120.00						
Check: 453 - R Batch: 1 Employee: Goodman, Saul [7] Total Hrs: 40.00, Total Amount: \$600.00						
Check: 461 - R Batch: 1 Employee: Greenburg, Goldie [3] Total Hrs: 40.00, Total Amount: \$2,815.00						
Check: 450 - R Batch: 1 Employee: Kirk, Jim [12] Total Hrs: 0.00, Total Amount: \$0.00						
Totals		440.00		\$14,999.90		

48 Items

Detail view – This view provides the most detailed view of each check, and offers editing capabilities, as well as the ability to add (or delete) additional E/D Codes to the checks.

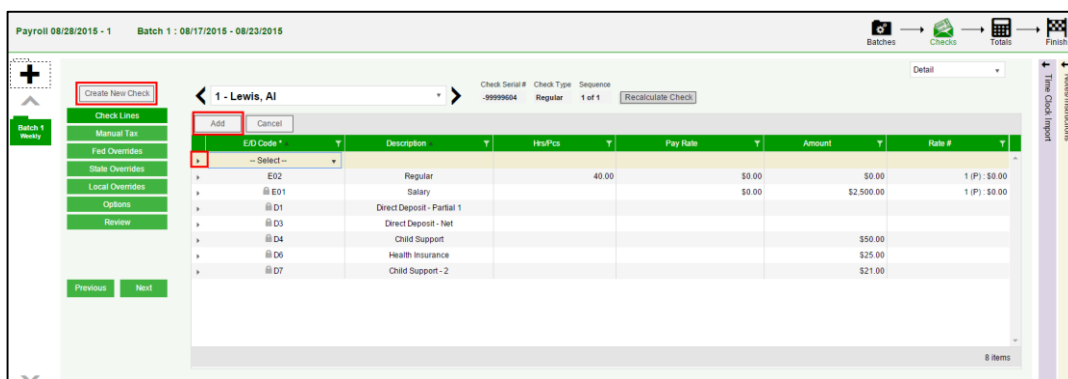


E/D Code *	Description	Hrs/Pcs	Pay Rate	Amount	Rate #
E02	Regular	40.00	\$0.00	\$0.00	1 (P) : \$0.00
E01	Salary		\$0.00	\$2,500.00	1 (P) : \$0.00
D1	Direct Deposit - Partial 1				
D3	Direct Deposit - Net				
D4	Child Support			\$50.00	
D6	Health Insurance			\$25.00	
D7	Child Support - 2			\$21.00	

Field / Button	Description
Create New Check	Click to create a new check for the employee
Add button	Click to add a new check line to the employee's check
Delete button	Click to delete a check line from the employee's check

Note: in the case of a regularly scheduled payroll, if the pay rate and total hours are known, the calculation is done automatically, and the check lines cannot be altered.

To add a check while working in the Detail view, the **Create New Check** button is above the menu items on the left (see screen print below.) Click it to open the **Add Checks** screen.



E/D Code *	Description	Hrs/Pcs	Pay Rate	Amount	Rate #
-- Select --					
E02	Regular	40.00	\$0.00	\$0.00	1 (P) : \$0.00
E01	Salary		\$0.00	\$2,500.00	1 (P) : \$0.00
D1	Direct Deposit - Partial 1				
D3	Direct Deposit - Net				
D4	Child Support			\$50.00	
D6	Health Insurance			\$25.00	
D7	Child Support - 2			\$21.00	

Add Checks screen

To add a check while working in the Summary, or Summary Detail views, click the **Add Check** button on the far left of the Navigation bar.

Result: the Add Checks screen opens.

Field / Button	Description
Check Types	Type of check being added to the payroll
Use this Template	Select a template to use if applicable
Standard Hours: Yes checkbox	Select if checks for regular hours are being added
Salary Pay: Yes checkbox	Select if checks for salaried hours are being added
Create Check(s) for Selected EEs button	Click to create check(s) for the selected employees

Payrolls - Check Lines screen

To add additional check lines to the batch, begin by highlighting the employee for whom to add the check line(s) on the batch check screen, and switch to the **Detail** view.

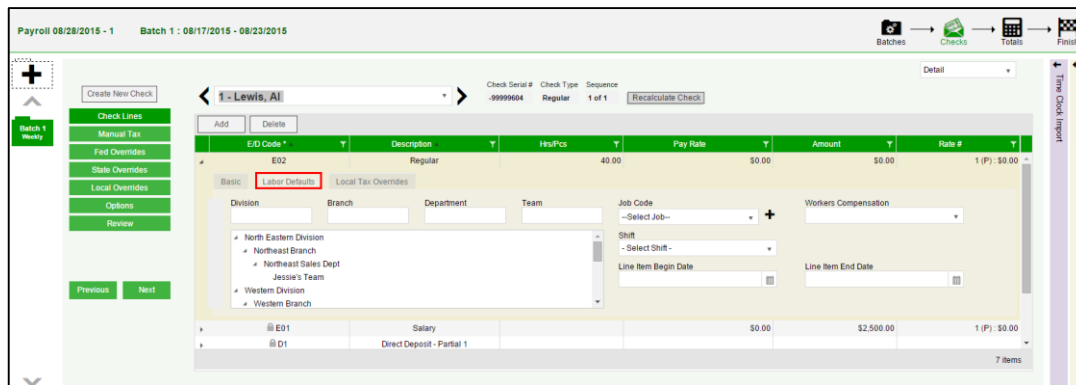
Click the **Add** button in the Navigation bar. This creates a new line in the table below, where a new E/D Code must be selected from the dropdown list.

The user can also click the Check Lines menu item

Payrolls - Check Lines - Basics tab

Field / Button	Description
E/D Code column heading	Earning or deduction for which an addition or subtraction is made
Description column heading	Description of the E/D Code added
Hrs/pcs column heading	Number of hours or pieces for which the earning or deduction represents
Rate of Pay column heading	Pay rate (if applicable) for hours added
Amount column heading	Dollar amount of the earning or deduction being added
Rate # column heading	Pay rate number if the employee has more than one job/pay rate at the company
Basic tab	
Rate Number	The primary rate number is #1. Others are subsequent numbers if the employee has two or three different positions with the company
Rate of Pay	Hourly pay rate for the rate number entered
Agency	Agency name if this is an agency check
Hours/Pieces	Number of hours or pieces the employee is expected to work/produce per pay period
Piece	Identify the piece if the employee is doing piecework
State	State in which the employee is employed
Work Address	Work address of the company
SUI	SUI amount the company pays per employee

Payrolls - Check Lines – Labor Defaults tab



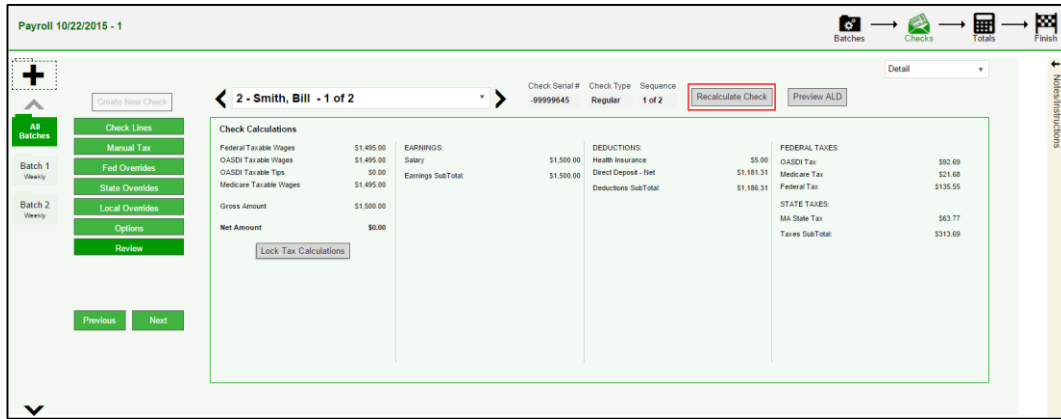
Field / Button	Description
Labor Defaults tab	
Division	Enter the Organization Level(s) with which the employee is associated
Branch	Enter the Organization Level(s) with which the employee is associated
Department	Enter the Organization Level(s) with which the employee is associated
Team	Enter the Organization Level(s) with which the employee is associated
Job Code	Job associated with the Workers' Comp Code selected. Click the plus sign to add a new Job Code, as long as the user's security is set up.
Shift	Shift the employee works
Line Item Begin Date	Beginning date of the override
Workers' Compensation	Workers' Comp Code assigned to the Job associated with the claim.
Line Item End Date	End date for including the override

Payrolls - Check Lines – Local Tax Overrides tab

Field / Button	Description
Local Tax Overrides tab	
Local Name	Name of the local tax
Exclude	Whether or not to exclude local tax from the check

Payrolls - Check Lines – Recalculate Check screen

Once a new check or check lines have been added for an employee, the user can click the **Recalculate Check** button, to view the check stub with the changes.



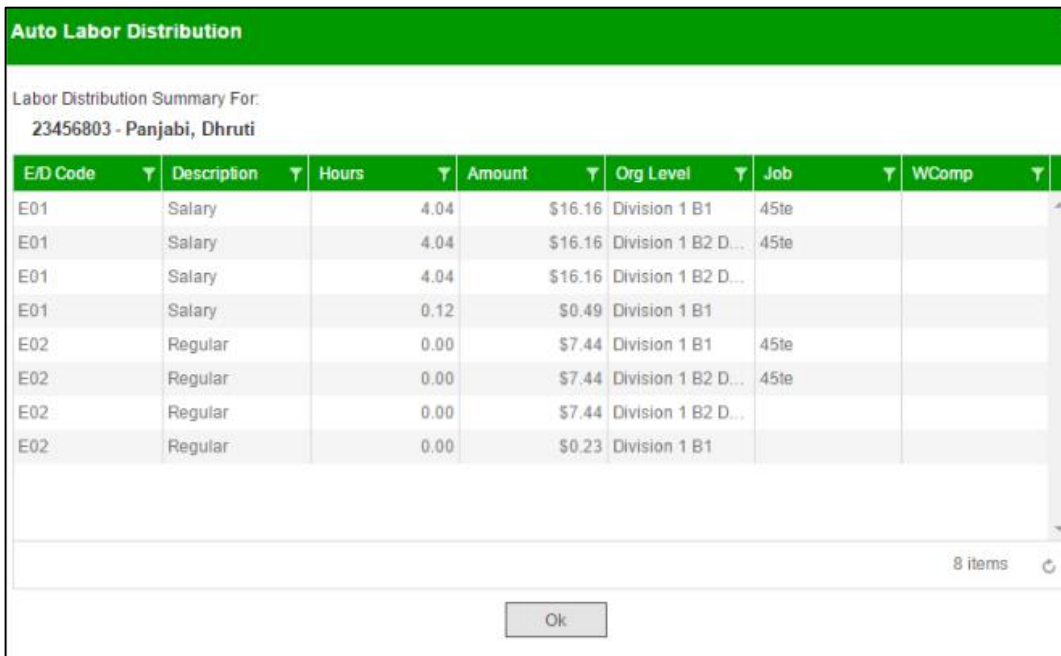
The screenshot shows the 'Payroll 10/22/2015 - 1' screen. On the left, there's a sidebar with 'All Batches' and 'Batch 1 Weekly' and 'Batch 2 Weekly'. The main area shows '2 - Smith, Bill - 1 of 2' with a 'Recalculate Check' button highlighted in red. Below this, there's a 'Check Calculations' table with columns for 'Check Calculations', 'EARNINGS', 'DEDUCTIONS', and 'FEDERAL TAXES'. The table contains various tax and earnings data for the employee.

Check Calculations				EARNINGS				DEDUCTIONS				FEDERAL TAXES			
Federal Taxable Wages	\$1,495.00	Salary	\$1,500.00	Health Insurance	\$5.00	QASDI Tax	\$92.69								
QASDI Taxable Wages	\$1,495.00	Salary	\$1,500.00	Direct Deposit - Net	\$1,181.31	Medicare Tax	\$21.68								
QASDI Taxable Tips	\$0.00	Earnings SubTotal	\$1,500.00	Deductions SubTotal	\$1,186.31	Federal Tax	\$135.55								
Medicare Taxable Wages	\$1,495.00					STATE TAXES									
Gross Amount	\$1,500.00					MA State Tax	\$63.77								
Net Amount	\$0.00					Taxes SubTotal	\$313.69								

Payrolls - Check Lines – Recalculate Check screen

Click the **Preview ALD** button to view Auto Labor Distribution information on employee check stubs. The information is read only. The information is only available for employees set up with Auto Labor Distribution; otherwise an error message is displayed.

The button is disabled for processed payrolls.



The screenshot shows the 'Auto Labor Distribution' window. It displays a 'Labor Distribution Summary For: 23456803 - Panjabi, Dhruti'. The table below shows the distribution of labor across different codes, descriptions, hours, amounts, org levels, jobs, and WComp.

E/D Code	Description	Hours	Amount	Org Level	Job	WComp
E01	Salary	4.04	\$16.16	Division 1 B1	45te	
E01	Salary	4.04	\$16.16	Division 1 B2 D...	45te	
E01	Salary	4.04	\$16.16	Division 1 B2 D...		
E01	Salary	0.12	\$0.49	Division 1 B1		
E02	Regular	0.00	\$7.44	Division 1 B1	45te	
E02	Regular	0.00	\$7.44	Division 1 B2 D...	45te	
E02	Regular	0.00	\$7.44	Division 1 B2 D...		
E02	Regular	0.00	\$0.23	Division 1 B1		

8 items

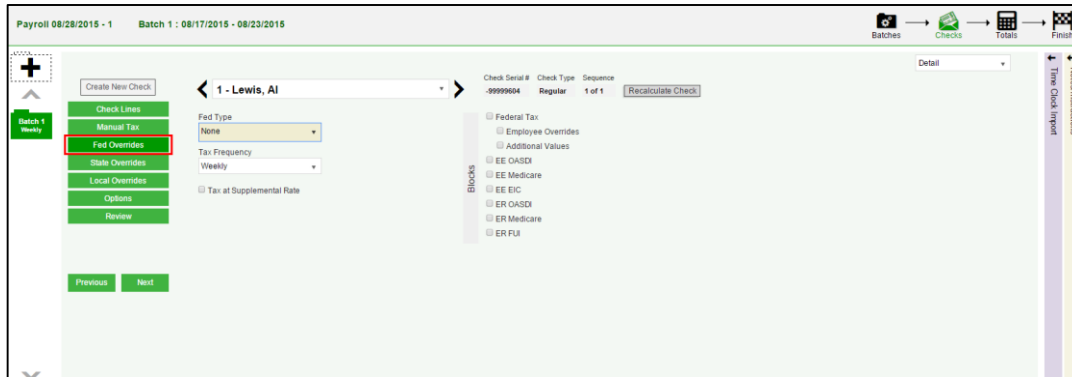
Payrolls - Manual Tax screen

Click the **Manual Tax** tab to override a tax for the check if applicable. The information on this screen is the same as is on the [Payrolls > Check > Manual Tax](#) tab in Evolution.

Field / Button	Description
Add States button	Click to add states to override that are not already displayed. States displayed are what was set up on the Employee – States – Employee screen.
Add Locals button	Click to add locals to override that are not already displayed. Locals displayed are what was set up on the Employee – Locals – Employee screen in Evolution.
Description	Name of the tax
Amount	Dollar amount of the tax (only two decimal places allowed)
Options section	
Calculate Override Taxes checkbox	Default is selected
Reciprocate SUI checkbox	Default is selected
Disable Shortfalls checkbox	Default is unselected
Note: *If all of the state / local taxes are already listed in the table, these buttons are disabled.	

Payrolls - Fed Overrides screen

Click the **Fed Overrides** tab to block or override Federal taxes. Information on this screen is the same information as is found on the **Payrolls – Check – Tax Overrides** tab in Evolution. The State and Local tabs require the same information, but regarding the state or local taxes for the employee.



Field / Button	Description
Federal Type	Type of federal tax to override
Tax Frequency	Frequency of tax payments
Tax at Supplemental Rate	Supplemental rate, if applicable
Amount	Dollar or percentage amount of the tax
Blocks	
Additional tax	Block the supplemental tax
EE OASDI	Block the employee OASDI
EE Medicare	Block the employee Medicare
EE EIC	Block the employee Earned Income Credit
ER OASDI	Block the employer OASDI
ER Medicare	Block the employer Medicare

Payrolls - State Overrides screen

Payroll 08/28/2015 - 1 Batch 1 : 08/17/2015 - 08/23/2015

Check Serial # -9999904 Check Type Regular Sequence 1 of 1 Recalculate Check

State: New York - NY

State Type: None

Amount: \$

Blocks: Regular Tax, Additional Tax, SUI, SDI

Field / Button	Description
State	State in which there is an override.
Abr	State abbreviation
State Type	Is the override for regular tax or additional
Amount	Dollar or percentage amount of the tax override
Blocks	
Regular Tax	Is there a regular tax to block
Additional tax	Is there an additional tax to block
SUI	Is SUI being blocked
SDI	Is SDI being blocked

Payrolls - Local Overrides screen

Payroll 08/28/2015 - 1 Batch 1 : 08/17/2015 - 08/23/2015

Check Serial # -9999904 Check Type Regular Sequence 1 of 1 Recalculate Check

Local Name: New York City Res. - New York City Res. Type: EE

Settings for: New York City Res. - New York City Res.

Block this Local Tax: ☐

Amount: \$

Is there a local override to be added? Or is there a Local Tax that should be blocked? Enter the amount if applicable.

Payrolls - Options screen

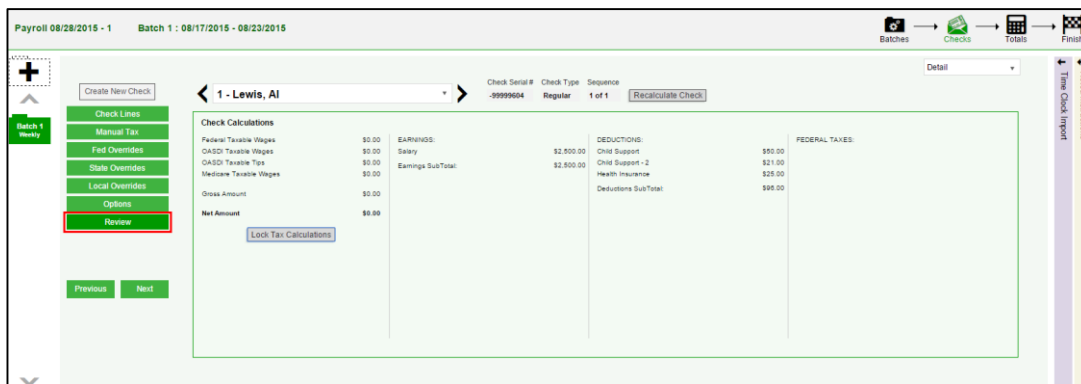
Click the **Payrolls – Check Options** tab to block scheduled earnings and deductions on employee checks. The information on this screen can be found mostly on the **Payroll – Check – General** tab. There is also a place to leave comments for this check.

Field / Button	Description
Blocks section	
Direct Deposit	Block all direct deposits
Direct Deposit Except Net	Block direct deposits except net checks
Auto Distribution	Block Auto Labor Distributions
Time off Accrual	Block Time Off Accrual information from displaying on the check stubs
Accruals Only	Block Time Off Accrual information, but just accruals
Scheduled E/Ds Except Direct Deposit	Block all Scheduled E/Ds except direct deposit
Scheduled E/Ds Except Pension	Block all Scheduled E/Ds except those for retirement plans
Scheduled E/Ds from Agency	Block all Scheduled E/Ds from agency checks
Options section	
Update Scheduled E/D Balance	Select to update the Scheduled E/Ds balance after all blocks are added

Payrolls - Review screen

The **Payrolls – Review** screen offers the user a place to review [unprocessed] payroll checks with overrides to verify for accuracy before sending to payroll.

View check details (Earnings, Deductions, Taxes, and Net/Gross amounts) to compare the gross to net amounts.



Check Calculations		EARNINGS:		DEDUCTIONS:		FEDERAL TAXES:	
Payable Taxable Wages	\$0.00	Salary	\$2,500.00	Child Support	\$50.00		
OASDI Taxable Wages	\$0.00	Earnings SubTotal	\$2,500.00	Child Support - 2	\$21.00		
OASDI Taxable Tips	\$0.00			Health Insurance	\$25.00		
Medicare Taxable Wages	\$0.00			Deductions SubTotal	\$96.00		
Gross Amount	\$0.00						
Net Amount	\$0.00						

Field / Button	Description
Lock Tax Calculations button	Click to save any changes made to the information before the payroll processes.

Payrolls - Time Clock Import tab


To add time clock import information to the payroll, click the **Time Clock Import Options** flyout tab (far right). This screen is identical to the Time Clock Import Options section of the [Payrolls - Check Batch Settings](#) screen on page 90.

Field / Button	Description
Time Clock Source File	Identifies the source file of time clock data being used for the payroll.
File Format	Format of the source file
Date Field Format	Format of the date in the source file
Employee Synchronization	Method by which employees are synced (EE Number, Last Name, and First Name)
Organizational Synchronization	Level of D/B/D/Ts used for the company
Job Codes	Whether or not job codes are used in the imported file
Employee Pay Rates	Whether or not employee pay rates are used in the imported file.
Scheduled E/Ds	Whether or not Scheduled E/Ds are refreshed in the imported data.
Schedule E/Ds on Additional Checks	Rule on allowing Scheduled E/Ds on additional checks.
Import button	Begins the process of importing the time clock data.

Payrolls - Notes / Instructions tab

Click the **Payrolls – Notes / Instructions** tab to add and edit notes for a specific payroll. This tab is available on four Payroll screens. In Evolution, the Notes tab is found in **Payroll – Payroll**.

Payrolls – Notes / Instructions tab



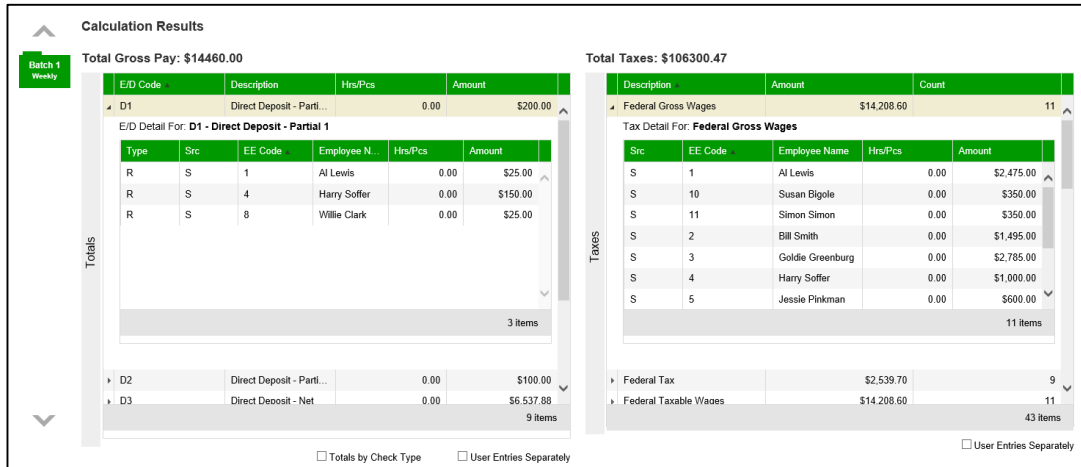
The **Payrolls – Notes/Instructions** tab is available for all pending payrolls, but not after the payroll has been processed or submitted for review.

Note: If company security is set to read only, notes can be added in Evolution on the **Payroll – Payroll – Notes** tab.



Payrolls - Calculation Results screen

Click the calculator symbol in the header accesses the **Payrolls – Calculation Results** screen to review totals of earnings and deductions, and taxes.



Calculation Results

Batch 4 Weekly

Total Gross Pay: \$14460.00

Total Taxes: \$106300.47

E/D Code	Description	Hrs/Pcs	Amount
D1	Direct Deposit - Parti...	0.00	\$200.00

E/D Detail For: D1 - Direct Deposit - Partial 1

Type	Src	EE Code	Employee N...	Hrs/Pcs	Amount
R	S	1	Al Lewis	0.00	\$25.00
R	S	4	Harry Soffer	0.00	\$150.00
R	S	8	Willie Clark	0.00	\$25.00

3 Items

Description	Amount	Count
Federal Gross Wages	\$14,208.60	11

Tax Detail For: Federal Gross Wages

Src	EE Code	Employee Name	Hrs/Pcs	Amount
S	1	Al Lewis	0.00	\$2,475.00
S	10	Susan Bigole	0.00	\$350.00
S	11	Simon Simon	0.00	\$350.00
S	2	Bill Smith	0.00	\$1,495.00
S	3	Goldie Greenburg	0.00	\$2,785.00
S	4	Harry Soffer	0.00	\$1,000.00
S	5	Jessie Pinkman	0.00	\$600.00

11 Items

Description	Amount	Count
Federal Tax	\$2,539.70	9
Federal Taxable Wages	\$14,208.60	11

43 Items

☐ Totals by Check Type ☐ User Entries Separately ☐ User Entries Separately

Field / Button	Description
E/D Code	Scheduled earning or deduction code used in the payroll
Description	Describes the E/D code
Hrs. /Pcs.	Hours or Pieces if applicable
Pay Rate	Rate amount for the E/D
Amount	Total amount added or subtracted for the E/D
Taxes Section	This section has information displayed only if the payroll status is Processed. If the status is Completed , the Taxes section will be blank.
Description	Lists the taxable wages and taxes totals
Amount	Lists the total amounts of taxable wages and taxes
Count	The number of checks included in the total amounts of taxable wages and taxes

The screen shows the current status and any blocks and other submittal options selected on the **Payrolls – Payroll Settings** screen when the payroll was created. Add final submittal options before clicking **Submit for Review** or **Submit Payroll**.

99

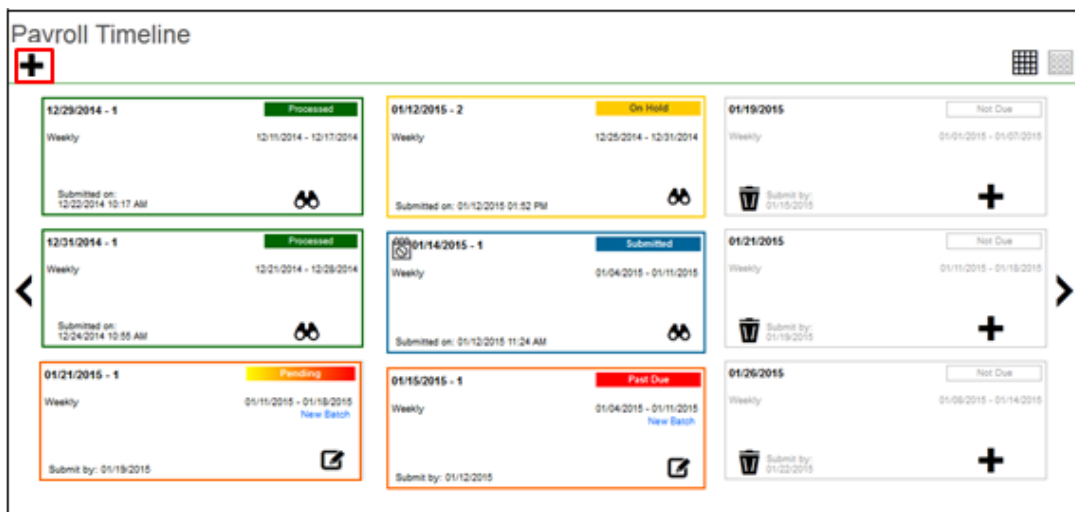
The Payrolls Menu - Creating a Payroll

This section covers creating both scheduled and unscheduled payrolls. Each will be discussed in detail.

Creating a Scheduled Payroll

To create a payroll in Evolution Payroll,

1. Click the **Payrolls** menu, which brings you to the Payroll Timeline screen.



2. Click the large **plus + sign** in one of the payroll cards to create payrolls based on the calendar settings.
Result: The Check Batch Settings screen opens.

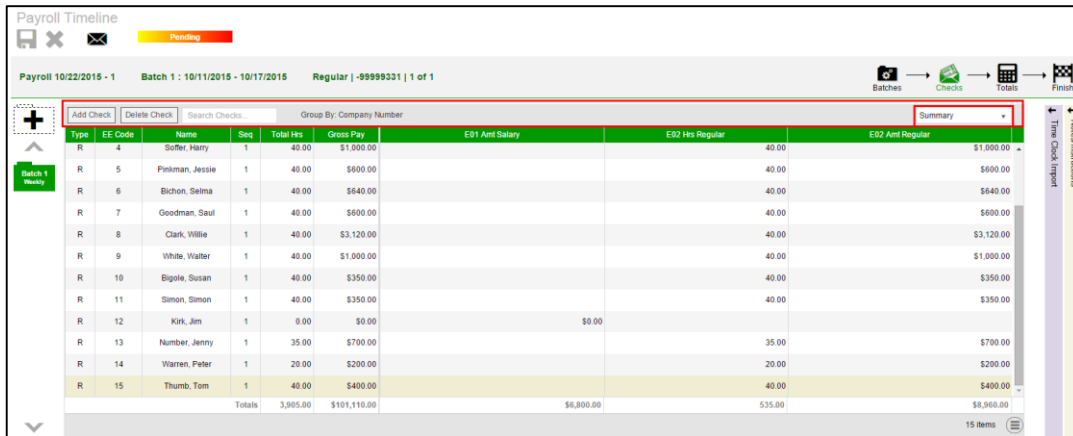
Check Batch Settings Screen

1. Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – Check Batch Settings Screen section](#) in this document.
2. Select the items to include in the payroll in the Include section.

3. Complete required and applicable fields in the Time Clock Import Options section.
4. Click the **Create Checks** button.
5. Click **OK** in the window that confirms the checks have been created.

Result: The Batch Checks Screen opens.

Batch Checks Screen



Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 And Salary	E02 Hrs Regular	E02 And Regular	
R	4	Soffer, Henry	1	40.00	\$1,000.00		40.00		\$1,000.00
R	5	Pinkman, Jessie	1	40.00	\$600.00		40.00		\$600.00
R	6	Bichon, Selma	1	40.00	\$640.00		40.00		\$640.00
R	7	Goodman, Saul	1	40.00	\$600.00		40.00		\$600.00
R	8	Clark, Willie	1	40.00	\$3,120.00		40.00		\$3,120.00
R	9	White, Walter	1	40.00	\$1,000.00		40.00		\$1,000.00
R	10	Bigote, Susan	1	40.00	\$350.00		40.00		\$350.00
R	11	Simon, Simon	1	40.00	\$350.00		40.00		\$350.00
R	12	Kirk, Jim	1	0.00	\$0.00	\$0.00			
R	13	Number, Jenny	1	35.00	\$700.00		35.00		\$700.00
R	14	Warren, Peter	1	20.00	\$200.00		20.00		\$200.00
R	15	Thumb, Tom	1	40.00	\$400.00		40.00		\$400.00
Totals				3,905.00	\$101,110.00		\$6,800.00	535.00	\$8,960.00


This screen offers three different viewing options, based upon the level of detail required by the user. The view is selected from the dropdown list in the far right of the Navigation Bar. For detailed information about the fields on this screen, refer to the [Payrolls – Batch Checks Screen section](#) in this document.

Summary View

Default view, this is the check entry screen, on which the user can add checks and edit information for employee checks. The first five columns are read only. The columns that follow can be edited, as well as having columns added and subtracted.

- To add or edit a column
 1. Click within the column to edit of the check being modified.
 2. Once finished click **Save** in the Header.
- To add a check for employees
 1. Click the **Add Check** button in the Navigation bar.

Result: The Add Checks screen opens.

 2. Select the Check Type being created.
 3. Select the employee(s) for whom to create a check.
 4. Click the **Create Check(s) for Selected EEs** button.
- To add additional E/D Codes as columns, click  in the bottom right-hand corner of the screen, and select the E/D Codes from the list.

Add Checks

Select a Check Type
Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

Search for employee(s)

EE #	Last Name	First Name	Middle Initial	Status	Organizatio...
1	Lewis	Al		Active	West > WB >> WS...
2	Smith	Bill		Active	So East > SB >> S...
3	Greenburg	Goldie		Active	West > WB >> WS...
4	Soffer	Harry		Active	Central > CB >> S...
5	Pinkman	Jessie		Active	West > WB >> WS...

16 items

Create Check(s) for Selected EEs


Summary Detail View

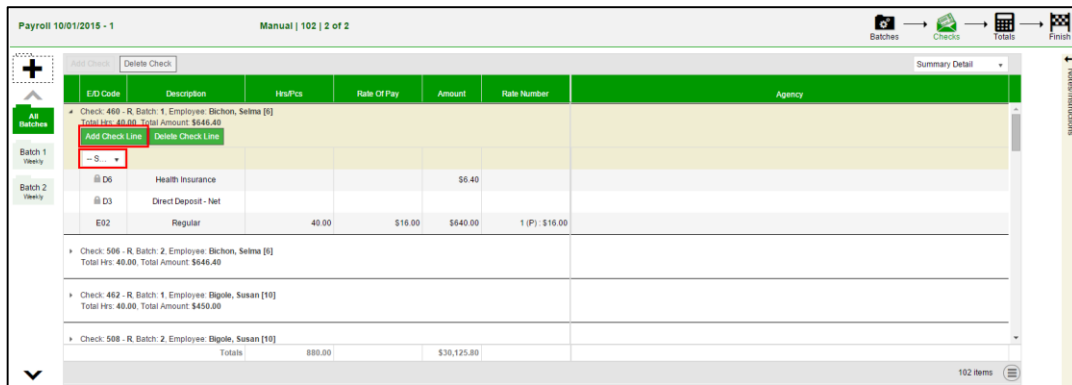
The Summary Detail View provides a more detailed view of the Summary screen, listing each check and its details.

Payroll 10/01/2015 - 1 Batch 1: 09/29/2015 - 09/26/2015 Manual | 102 | 2 of 2

E.O. Code	Description	Hrs/Fcs	Rate of Pay	Amount	Rate Number	Agency
Check: 460 - R Batch: 1	Employee: Bichon, Selma [6]					
Total Hrs: 40.00, Total Amount: \$648.00						
Check: 462 - R Batch: 1	Employee: Bigole, Susan [10]					
Total Hrs: 40.00, Total Amount: \$450.00						
Check: 459 - R Batch: 1	Employee: Clark, Willie [8]					
Total Hrs: 40.00, Total Amount: \$3,120.00						
Check: 453 - R Batch: 1	Employee: Goodman, Saul [7]					
Total Hrs: 40.00, Total Amount: \$650.00						
Check: 461 - R Batch: 1	Employee: Greenburg, Goldie [3]					
Total Hrs: 40.00, Total Amount: \$2,815.00						
Check: 450 - R Batch: 1	Employee: Kark, Jim [12]					
Totals 440.00 \$14,999.00						

48 items

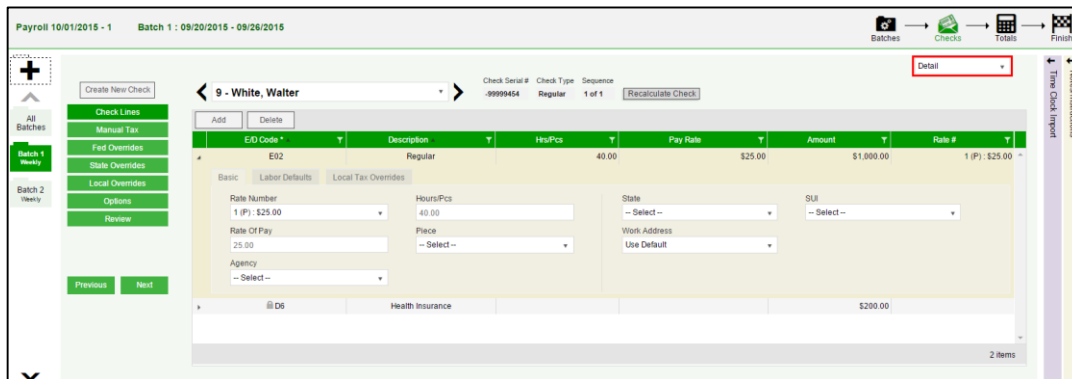
- To add a check for employees
 - Click the **Add Check** button in the Navigation bar.
 - Result:** The Add Checks screen opens.
 - Select the Check Type being created.
 - Select the employee(s) for whom to create a check.
 - Click the **Create Check(s) for Selected EEs** button.
- To add a Check Line click the **Add Check Line** button.
- To add additional columns, click  in the bottom right-hand corner of the screen, and select the desired column(s) from the list.



5. Select an E/D Code from the dropdown list.
6. Click **Save** in the Header.

Detail View

The Detail view provides the most detailed view of each check, and offers editing capabilities, as well as the ability to add (or delete) additional E/D Codes to the checks.



1. Complete the required and applicable fields on this screen as well as on the Labor Defaults and Local Tax Overrides tabs. For detailed information about the fields on these screens, refer to the [Payrolls – Check Lines Screen section](#) in this document.
2. Click the **Payroll – Manual Tax** menu item.
3. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Manual Tax screen

Click the **Manual Tax** tab to override a tax for the check if applicable. The information on this screen is the same as is on the [Payrolls > Check > Manual Tax tab in Evolution](#). For detailed information about this screen, refer to the [Payrolls – Manual Tax Screen section](#) in this document.

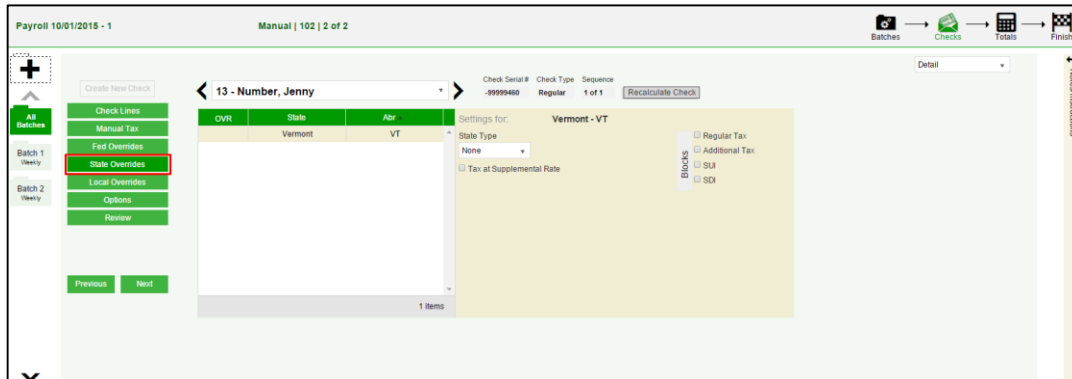
1. Complete the applicable fields
2. Click the **Payroll – Fed Overrides** tab.

Fed Overrides screen

Click the **Fed Overrides** tab to block or override Federal taxes. Information on this screen is the same information as is found on the [Payrolls – Check – Tax Overrides tab in Evolution](#). The State and Local tabs require the same information, regarding the state or local taxes for the employee. For detailed information about this screen, refer to the [Payrolls – Fed Overrides Screen section](#) in this document.

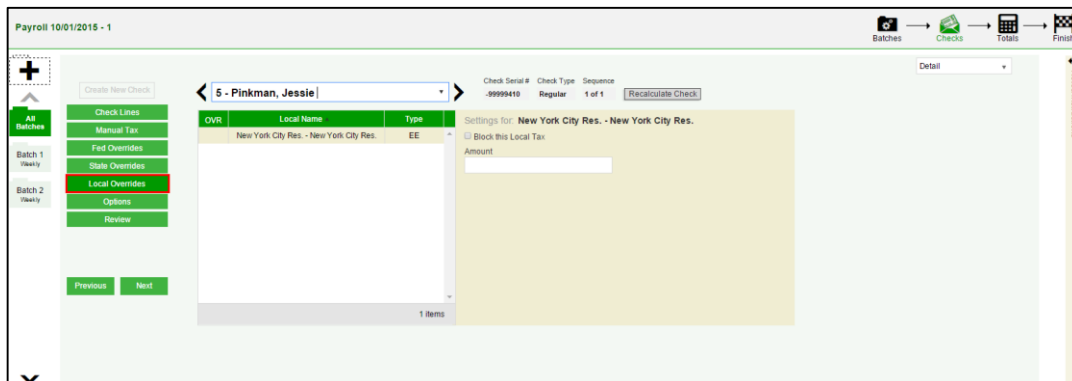
1. Complete the applicable fields. For detailed information about the fields on this screen, refer to page 89 in this document.
2. Click the **Payroll – State Overrides** tab.

State Overrides screen



1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – State Overrides Screen section](#) in this document.
2. Click the **Payroll – Local Overrides** tab.

Local Overrides screen



1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – Local Overrides Screen section](#) in this document.
2. Click the **Payroll – Options** tab.

Payroll - Options screen

Click the **Payrolls –Options** tab to block scheduled earnings and deductions on employee checks. The information on this screen can be found mostly on the **Payroll – Check – General** tab.


1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – Options Screen section](#) in this document.
2. Click the **Review** tab.
3. Click the **Review** tab to review [unprocessed] payroll checks with overrides, to verify for accuracy before submitting to payroll. For detailed information about these screens, refer to page 88 in this document.

Payroll - Review screen

1. Click the **Review** tab to review [unprocessed] payroll checks with overrides, to verify for accuracy before submitting to payroll. For detailed information about these screens, refer to the [Payrolls – Review Screen section](#) in this document.

2. Once verified, click the **Lock Tax Calculations** button to save those figures.
3. Click the **Recalculate Taxes** button to recalculate any changes made.

Calculation Results screen

Click Totals  in the header to access the **Payroll – Calculation Results** screen to review totals of earnings and deductions, and taxes. For detailed information about the fields on this screen, refer to the [Payrolls – Calculation Results section](#) in this document.

Batch 1 Weekly

Calculation Results

Totals

Total Gross Pay: \$14460.00

E/D Code	Description	Hrs/Pcs	Amount		
D1	Direct Deposit - Parti...	0.00	\$200.00		
E/D Detail For: D1 - Direct Deposit - Partial 1					
Type	Src	EE Code	Employee N...	Hrs/Pcs	Amount
R	S	1	Al Lewis	0.00	\$25.00
R	S	4	Harry Soffer	0.00	\$150.00
R	S	8	Willie Clark	0.00	\$25.00
3 items					
D2 Direct Deposit - Parti... 0.00 \$100.00					
D3 Direct Deposit - Net 0.00 \$6,537.88					
9 items					

Total Taxes: \$106300.47

Description	Amount	Count		
Federal Gross Wages	\$14,208.60	11		
Tax Detail For: Federal Gross Wages				
Src	EE Code	Employee Name	Hrs/Pcs	Amount
S	1	Al Lewis	0.00	\$2,475.00
S	10	Susan Bigole	0.00	\$350.00
S	11	Simon Simon	0.00	\$350.00
S	2	Bill Smith	0.00	\$1,495.00
S	3	Goldie Greenburg	0.00	\$2,785.00
S	4	Harry Soffer	0.00	\$1,000.00
S	5	Jessie Pinkman	0.00	\$600.00
11 items				
Federal Tax \$2,539.70 9				
Federal Taxable Wages \$14,208.60 11				
43 items				

☐ Totals by Check Type


☐ User Entries Separately

☐ User Entries Separately


- Click the large **plus + sign** in the heading.

Result: The Payroll Settings screen opens.

- Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – Payroll Settings screen section](#) in this document.

- Click **Save**  in the header on the left.

Result: A status of Pending is displayed in the header on the left.

- Click **Hide**  in the upper right-hand corner of the Payroll Settings screen.
- Click the large **plus sign** behind where the Payroll Settings screen was, to continue.

Result: The Check Batch Settings screen opens.

Check Batch Settings screen

- Complete the required and applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – Check Batch Settings screen section](#) in this document.
- Select the items to include in the payroll in the Include section.
- Complete required and applicable fields in the Time Clock Import Options section.

4. Click the **Create Checks** button.
 5. Click **OK** in the window that confirms the checks have been created.
- Result:** The Batch Checks Screen opens.

Payrolls - Batch Checks Screen



Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E/D Amt Salary	E/D Hrs Regular	E/D Amt Regular	
R	4	Softer, Penny	1	40.00	\$1,000.00		40.00		\$1,000.00
R	5	Pinkman, Jessie	1	40.00	\$600.00		40.00		\$600.00
R	6	Bichon, Selma	1	40.00	\$640.00		40.00		\$640.00
R	7	Goodman, Saul	1	40.00	\$600.00		40.00		\$600.00
R	8	Clark, Willie	1	40.00	\$3,120.00		40.00		\$3,120.00
R	9	White, Walter	1	40.00	\$1,000.00		40.00		\$1,000.00
R	10	Bigote, Susan	1	40.00	\$350.00		40.00		\$350.00
R	11	Simon, Simon	1	40.00	\$350.00		40.00		\$350.00
R	12	Kirk, Jim	1	0.00	\$0.00	\$0.00			
R	13	Number, Jenny	1	35.00	\$700.00		35.00		\$700.00
R	14	Warren, Peter	1	20.00	\$200.00		20.00		\$200.00
R	15	Thumb, Tom	1	40.00	\$400.00		40.00		\$400.00
Totals				3,905.00	\$101,110.00		\$6,800.00	\$35.00	\$8,960.00

This screen offers three different viewing options, based upon the level of detail required by the user. The view is selected from the dropdown list in the far right of the Navigation Bar. For detailed information about the fields on this screen, refer to the [Payrolls – Batch Checks screen section](#) in this document.


Summary View

Default view, this is the check entry screen, on which the user can add checks and edit information for employee checks. The first five columns are read only. The columns that follow can be edited, as well as having columns added and subtracted.

- To add or edit a column
 1. Click within the column to edit of the check being modified.
 2. Once finished click **Save** in the Header.
- To add a check for employees
 1. Click the **Add Check** button in the Navigation bar.

Result: The Add Checks screen opens.

 2. Select the Check Type being created.
 3. Select the employee(s) for whom to create a check.
 4. Click the **Create Check(s) for Selected EEs** button.

Result: The Batch Checks screen reopens with the new check(s) listed.
- To add additional E/D Codes as columns, click  in the bottom right-hand corner of the screen, and select the E/D Codes from the list.

Add Checks

Select a Check Type
Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

Search for employee(s)

EE #	Last Name	First Name	Middle Initial	Status	Organizatio...
1	Lewis	Al		Active	West > WB >> WS...
2	Smith	Bill		Active	So East > SB >> S...
3	Greenburg	Goldie		Active	West > WB >> WS...
4	Soffer	Harry		Active	Central > CB >> S...
5	Pinkman	Jessie		Active	West > WB >> WS...

16 items

Create Check(s) for Selected EEs

Summary Detail View

The Summary Detail View provides a more detailed view of the Summary screen, listing each check and its details.

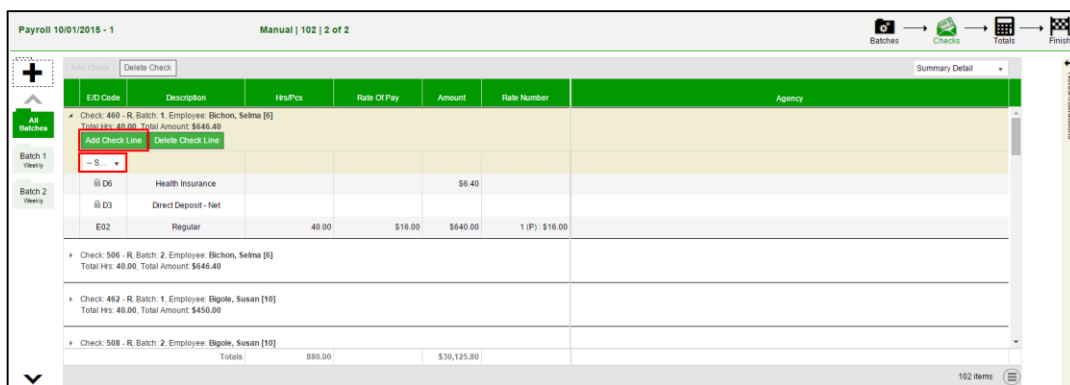
Payroll 10/01/2015 - 1 Batch 1 : 09/29/2015 - 09/26/2015 Manual | 102 | 2 of 2

Summary Detail


E.O. Code	Description	Hrs/Fcs	Rate Of Pay	Amount	Rate Number	Agency
Check: 460 - R Batch: 1, Employee: Bichon, Selma [6] Total Hrs: 40.00, Total Amount: \$640.00						
Add Check Line Delete Check Line						
Check: 462 - R Batch: 1, Employee: Bigole, Susan [10] Total Hrs: 40.00, Total Amount: \$450.00						
Check: 459 - R Batch: 1, Employee: Clark, Willie [8] Total Hrs: 40.00, Total Amount: \$3,120.00						
Check: 453 - R Batch: 1, Employee: Goodman, Saul [7] Total Hrs: 40.00, Total Amount: \$650.00						
Check: 461 - R Batch: 1, Employee: Greenburg, Goldie [3] Total Hrs: 40.00, Total Amount: \$2,815.00						
Check: 450 - R Batch: 1, Employee: Kark, Jim [12]						
Totals		440.00		\$14,999.90		

48 items

- To add a check for employees
 - Click the **Add Check** button in the Navigation bar.
 - Result:** The Add Checks screen opens.
 - Select the Check Type being created.
 - Select the employee(s) for whom to create a check.
 - Click the **Create Check(s) for Selected EEs** button.
- To add a Check Line click the **Add Check Line** button.

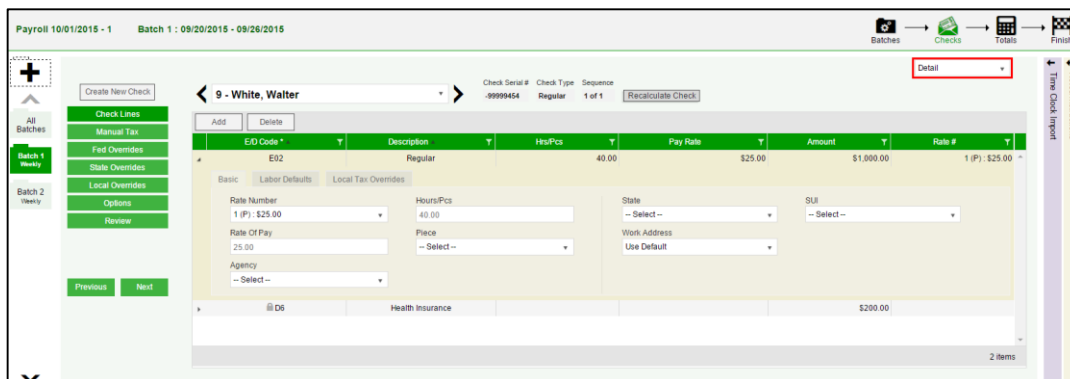


5. Select an E/D Code from the dropdown list.
6. Click **Save** in the Header.

- To add additional columns, click  in the bottom right-hand corner of the screen, and select the desired column(s) from the list.

Detail View

The Detail view provides the most detailed view of each check, and offers editing capabilities, as well as the ability to add (or delete) additional E/D Codes to the checks.



1. Complete the required and applicable fields on this screen as well as on the Labor Defaults and Local Tax Overrides tabs. For detailed information about the fields on this screen, refer to the pages beginning at the [Payrolls – Batch Checks screen section](#) in this document.
2. Click the **Payroll – Manual Tax** menu item.
3. Press the **TAB** key or click the **Next** button when you complete entering information on this screen.

Manual Tax screen

Click the **Manual Tax** tab to override a tax for the check if applicable. The information on this screen is the same as is on the **Payrolls > Check > Manual Tax** tab in Evolution. For detailed information about this screen, refer the [Payrolls – Manual Tax screen section](#) in this document.

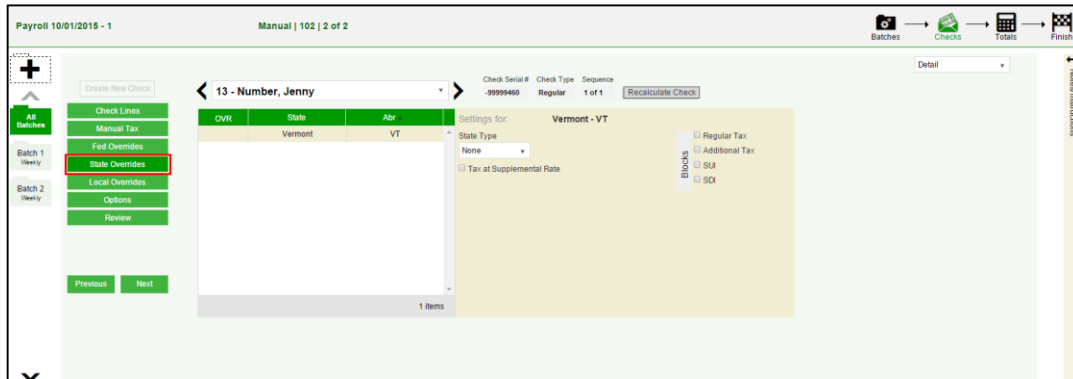
1. Complete the applicable fields
2. Click the **Payroll – Fed Overrides** tab.

Fed Overrides screen

Click the **Fed Overrides** tab to block or override Federal taxes. Information on this screen is the same information as is found on the **Payrolls – Check – Tax Overrides** tab in Evolution. The State and Local tabs require the same information, regarding the state or local taxes for the employee. For detailed information about this screen, refer the [Payrolls – Fed Overrides screen section](#) in this document.

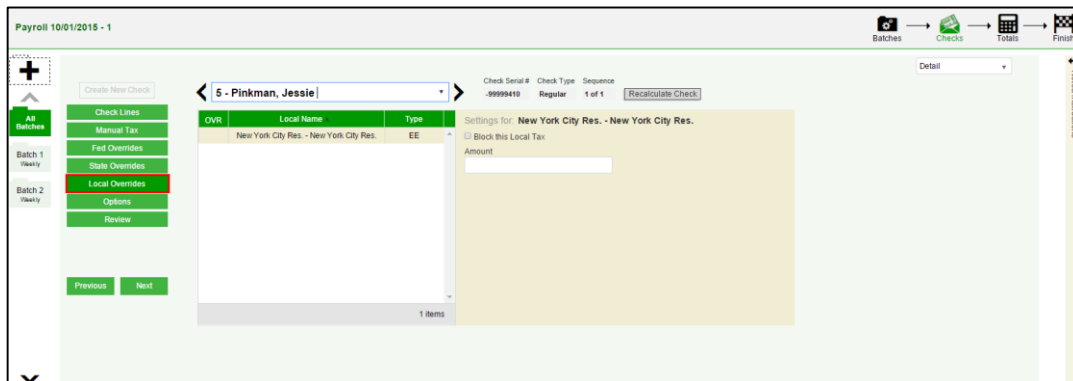
1. Complete the applicable fields. For detailed information about the fields on this screen, refer to page 89 in this document.
2. Click the **Payroll – State Overrides** tab.

State Overrides screen



1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – State Overrides screen section](#) in this document.
2. Click the **Payroll – Local Overrides** tab.

Local Overrides screen



1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – Local Overrides screen section](#) in this document.
2. Click the **Payroll – Options** tab.

Payroll - Options screen

Click the **Payrolls –Options** tab to block scheduled earnings and deductions on employee checks. The information on this screen can be found mostly on the **Payroll – Check – General** tab.

1. Complete the applicable fields. For detailed information about the fields on this screen, refer to the [Payrolls – Options screen section](#) in this document.
2. Click the **Review** tab.
3. Click the **Review** tab to review [unprocessed] payroll checks with overrides, to verify for accuracy before submitting to payroll. For detailed information about these screens, refer to page 88 in this document.


Payroll - Review screen

1. Click the **Review** tab to review [unprocessed] payroll checks with overrides, to verify for accuracy before submitting to payroll. For detailed information about these screens, refer to the [Payrolls – Review screen section](#) in this document.

Check Calculations	EARNINGS	DEDUCTIONS	FEDERAL TAXES
Federal Taxable Wages	\$0.00		
OASDI Taxable Wages	\$0.00	Regular	\$500.00
OASDI Taxable Tax	\$0.00	Earnings SubTotal	\$500.00
Medicare Taxable Wages	\$0.00		
Gross Amount	\$0.00		
Net Amount	\$0.00		

2. Once verified, click the **Lock Tax Calculations** button to save those figures.
3. Click the **Recalculate Taxes** button to recalculate any changes made.

Calculation Results screen

Click Totals  in the header to access the **Payroll – Calculation Results** screen to review totals of earnings and deductions, and taxes. For detailed information about the fields on this screen, refer to the [Payrolls – Calculation Results screen section](#) in this document.

Batch 1
Weekly

Calculation Results

Total Gross Pay: \$14460.00

E/D Code

Description

Hrs/Pcs

Amount

D1

Direct Deposit - Parti...

0.00

\$200.00

E/D Detail For: D1 - Direct Deposit - Partial 1

Type

Src

EE Code

Employee N.

Hrs/Pcs

Amount

R

S

1

Al Lewis

0.00

\$25.00

R

S

4

Harry Soffer

0.00

\$150.00

R

S

8

Willie Clark

0.00

\$25.00

3 Items

D2

Direct Deposit - Parti...

0.00

\$100.00

D3

Direct Deposit - Net

0.00

\$6,537.88

9 Items

Totals by Check Type

User Entries Separately

Total Taxes: \$106300.47

Description

Amount

Count

Federal Gross Wages

\$14,208.60

11

Tax Detail For: Federal Gross Wages

Src

EE Code

Employee Name

Hrs/Pcs

Amount

S

1

Al Lewis

0.00

\$2,475.00

S

10

Susan Bigole

0.00

\$350.00

S

11

Simon Simon

0.00

\$350.00

S

2

Bill Smith

0.00

\$1,495.00

S

3

Goldie Greenburg

0.00

\$2,785.00

S

4

Harry Soffer

0.00

\$1,000.00

S

5

Jessie Pinkman

0.00

\$600.00

11 Items

Federal Tax

\$2,539.70

9

Federal Taxable Wages

\$14,208.60

11

43 Items

User Entries Separately

Payroll 05/21/2015 - 1 Payroll Timeline

Submit by: 04/06/2015

Buttons: Review, Checks, Taxes, Print

Calculate

Calculation Results

Totals

Totals by Check Type ☐ User Entries Separately ☐

S/E Code	Description	Has P/E	Amount
D01	ADRs	0.00	\$0.00
D02	Health Insurance	0.00	\$0.00
D03	Child Support	0.00	\$0.00
D17	Dental Insurance	0.00	\$0.00
D18	Vision Plan	0.00	\$0.00
E01	Salary	0.00	\$12,000.00
E02	Regular	75.00	\$0.00
E04	SR Insurance Premium	0.00	\$0.00

Taxes

User Entries Separately ☐

Description	Amount	Count
Federal Gross Wages	\$12,021.41	8
Federal Tax	\$2,002.18	8
Federal Taxable Wages	\$12,021.41	8
Local (Abbottstown Boro LST)...	\$4,500.00	2
Local (Abbottstown Boro LST)...	\$2.00	2
Local (Abbottstown Boro LST)...	\$4,351.41	2
Local (MCT Mobility Tax) Giv...	\$5,500.00	3
Local (MCT Mobility Tax) Tax...	\$5.78	3
Local (MCT Mobility Tax) Tax...	\$0,250.07	3
Local (New York City Res.) ...	\$5,500.00	3
Local (New York City Res.) Tax	\$175.07	3
Local (New York City Res.) T...	\$5,100.07	3
Medicare Gross Wages	\$12,021.41	8
Medicare Tax	\$180.81	8

Totals: \$17,848.11

Page 1 of 4

4. Finally, click **Finish**  in the header.
Result: the Submittal Options screen opens.

Submittal Options

☐ Agency Payments ☐ Time Off Accrual

☐ Checks ☐ Accruals Only

☐ Reports

Blocks

☐ ACH

☐ Billing

☐ Liabilities

☐ Deposits

Payroll Check Comments

5. Add final Submittal Options.
6. Click **SB Review** or **Submit Payroll**, depending on the arrangement with the client.
- SB Review - The Status of the payroll is changed to **On Hold** until the service bureau reviews and processes the payroll; at which time the Status will change to **Processed**.
- Submit Payroll – The Status of the payroll is changed to **Submitted** until the payroll is processed by the service bureau; at which time the Status will change to **Processed**.

Payroll 05/21/2015 - 1 Payroll Timeline

Processed Submit by: 05/18/2015


Submittal Options

- ☐ Agency Payments
- ☐ Checks
- ☐ Reports
- ☐ ACH
- ☐ Billing
- ☐ Liabilities
- ☐ Deposits
- ☐ Time Off Accrual
- ☐ Accruals Only

Payroll Check Comments

This payroll has been Processed to
iSystems llc
05/29/2015 09:45 AM

Editing / Completing a Payroll

Payrolls with a status of **Past Due** or **Pending** are the only payrolls that can be edited, and have an Edit  symbol in the lower right-hand corner of the coupon.

To edit a payroll,

1. Go to the [Payroll – Payroll Timeline](#) screen.
2. Click the **Edit** symbol on the payroll to be edited.
Result: The Batch Checks screen opens.
3. Make all necessary edits and process the payroll.

Adding Additional Checks

To add additional checks to a payroll,

1. Go to the [Payroll – Payroll Timeline](#) screen.
2. Click the **Edit** symbol on the payroll to be edited.
Result: The Batch Checks screen opens.
3. Click the **Add Check** button in the Navigation bar.
Result: The Add Checks screen opens.

Add Checks

Select a Check Type
Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No
 Use this Template
 --Select--

Search for employee(s)

EE #	Last Name	First Name	Middle Initial	Status	Organizatio...
1	Janson	Jennifer	L	Active	
2	Glazer	JoAnne	B	Active	
3	Flax	Ron		Active	
4	Carlow	Jane		Active	
5	Timm	Robert		Active	
6	Carlow	Jane		Active	

12 items

Create Check(s) for Selected EEs

4. Select the Check Type being created.
5. Select the employee(s) for whom to create a check.
6. Click the **Create Check(s) for Selected EEs** button.

Result: The Batch Checks screen reopens with the new check(s) listed.

Adding Check Lines

1. Go to the **Payroll – Payroll Timeline** screen.
2. Click the **Edit** symbol on the payroll to be edited.

Result: The Batch Checks screen opens.

Payroll 10/22/2015 - 1 Batch 1 : 10/11/2015 - 10/17/2015 Regular | -99999325 | 1 of 1

Summary

Type	EE Code	Name	Seq	Total Hrs	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular
R	1	Lewis, Al	1	40.00	\$2,500.00	40.00	\$0.00
M	2	Smith, Bill	2	0.00			\$108.28
R	2	Smith, Bill	1	40.00	\$1,500.00	40.00	\$0.00
R	3	Greenburg, Goldie	1	40.00	\$2,800.00	40.00	\$0.00
R	4	Soffer, Harry	1	40.00		40.00	\$1,000.00
R	5	Pinkman, Jessie	1	40.00		40.00	\$600.00
R	6	Bichon, Selma	1	40.00		40.00	\$640.00
R	7	Goodman, Saul	1	40.00		40.00	\$600.00
R	8	Clark, Willie	1	40.00		40.00	\$3,120.00
R	9	White, Walter	1	40.00		40.00	\$1,000.00
R	10	Bigole, Susan	1	40.00		40.00	\$350.00
		Totals		535.00	\$6,800.00	535.00	\$9,068.28

16 Items

3. Change the view from **Summary** to **Summary Detail**.
4. Click the **Add Check Line** button.

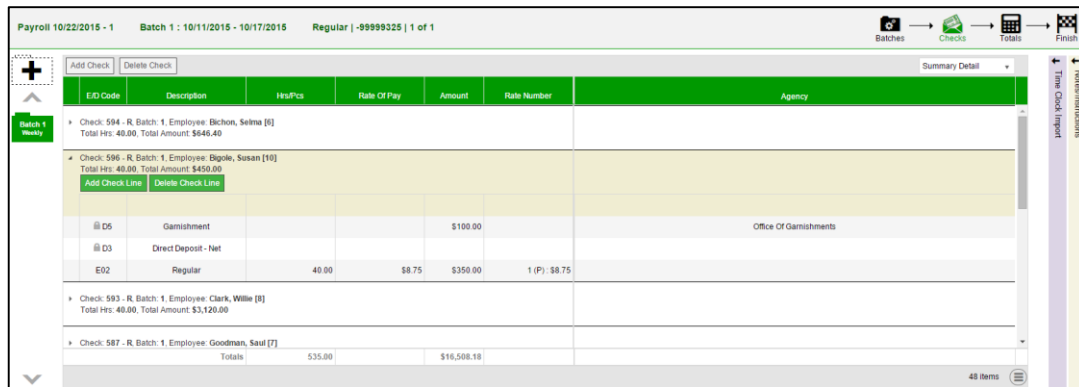
Payroll 10/01/2015 - 1 Batch 1 : 09/20/2015 - 09/26/2015 Manual | 102 | 2 of 2

Summary Detail

E/D Code	Description	Hrs/Pcs	Rate Of Pay	Amount	Rate Number	Agency
Check 460 - R, Batch 1, Employee: Bichon, Selma [6] Total Hrs: 40.00, Total Amount: \$640.00 Add Check Line Delete Check Line						
Check 462 - R, Batch 1, Employee: Bigole, Susan [10] Total Hrs: 40.00, Total Amount: \$450.00						
Check 459 - R, Batch 1, Employee: Clark, Willie [8] Total Hrs: 40.00, Total Amount: \$3,120.00						
Check 453 - R, Batch 1, Employee: Goodman, Saul [7] Total Hrs: 40.00, Total Amount: \$600.00						
Check 461 - R, Batch 1, Employee: Greenburg, Goldie [3] Total Hrs: 40.00, Total Amount: \$2,815.00						
Check 458 - R, Batch 1, Employee: Kirk, Jim [12] Total Hrs: 440.00, Total Amount: \$14,999.90						
Totals						

48 Items

5. Select an E/D Code from the dropdown list.




E/D Code	Description	Hrs/Pcs	Rate Of Pay	Amount	Rate Number	Agency
Check: 594 - R, Batch: 1, Employee: Bichon, Selma [8] Total Hrs: 40.00, Total Amount: \$648.40						
Check: 596 - R, Batch: 1, Employee: Bigole, Susan [10] Total Hrs: 40.00, Total Amount: \$450.00						
Add Check Line Delete Check Line						
D5	Garnishment			\$100.00		Office Of Garnishments
D3	Direct Deposit - Net					
E02	Regular	40.00	\$8.75	\$350.00	1 (P) \$8.75	
Check: 593 - R, Batch: 1, Employee: Clark, Willie [8] Total Hrs: 40.00, Total Amount: \$3,120.00						
Check: 587 - R, Batch: 1, Employee: Goodman, Saul [7]						
Totals		535.00		\$16,508.18		

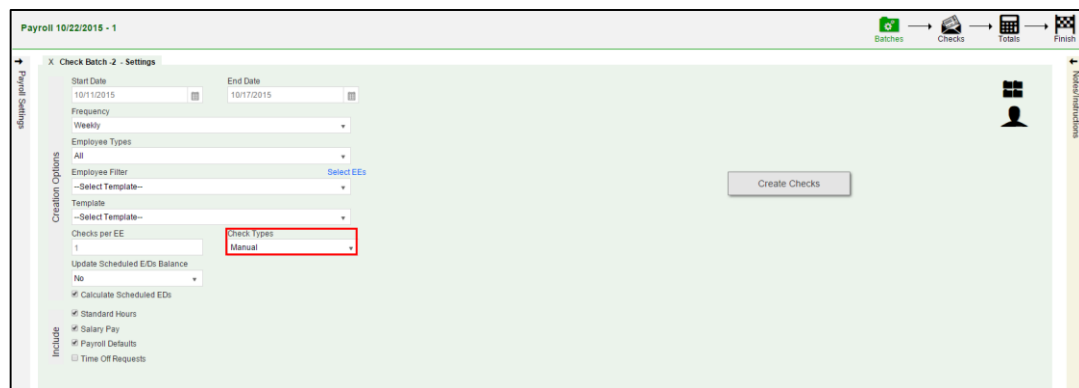
- Click **Save** in the Header.

Creating Manual Checks

Users can create manual checks to be added to a payroll when creating a batch, or to an existing batch.

Creating a new batch

- On the Payroll Timeline screen select a payroll with a status of Pending by clicking the **Edit**  symbol.
 - Click the **Plus** sign on the Batch Checks screen to create a new batch.
- Result:** the Check Batch Settings screen opens.



Check Batch 2 - Settings

Start Date: 10/11/2015 | End Date: 10/17/2015

Frequency: Weekly

Employee Types: All

Employee Filter: -Select Template- | Select EEs

Template: -Select Template-

Checks per EE: 1 | Check Types: **Manual**

Update Scheduled E/Ds Balance: No

☒ Calculate Scheduled E/Ds

☒ Standard Hours

☒ Salary Pay


☒ Payroll Defaults

☐ Time Off Requests

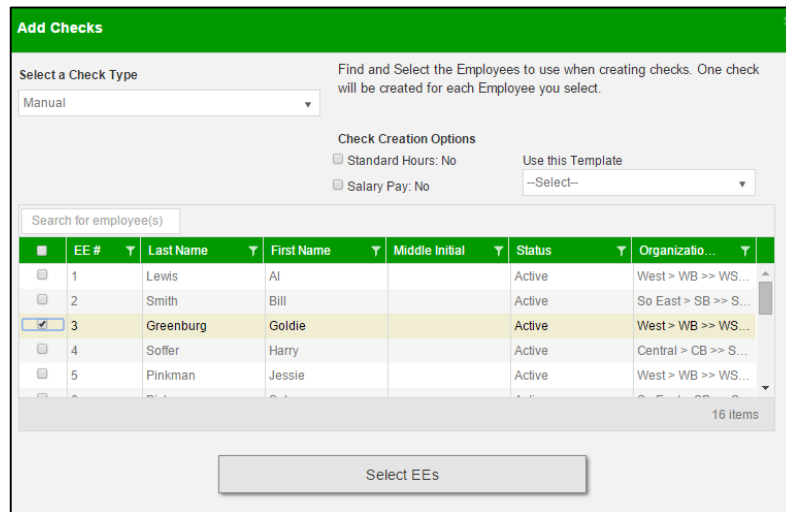
Create Checks

- Complete the required and applicable fields, making sure to select **Manual** from the Check Types dropdown list.
- A new field **Update Scheduled E/Ds Balance**, is displayed with a default value of **Yes**. Leave it as is, or change to **No** if applicable.
- Click the **Create Checks** button and proceed as normal when running a payroll.

Adding to an existing batch

1. On the Payroll Timeline screen select a payroll with a status of Pending by clicking the **Edit**  symbol.
2. Click on a batch that has already been created.
3. Click the **Add Check** button in the Navigation bar.

Result: The Add Checks screen opens.

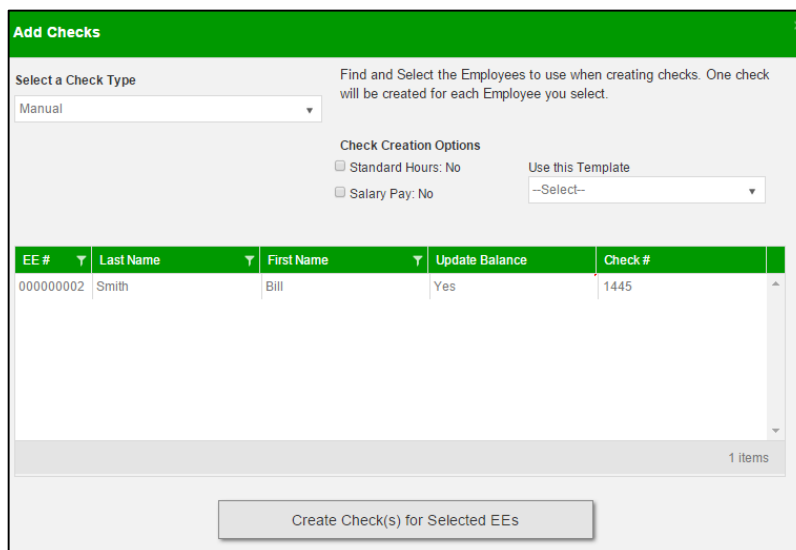


EE #	Last Name	First Name	Middle Initial	Status	Organizatio...
1	Lewis	Al		Active	West > WB >> WS...
2	Smith	Bill		Active	So East > SB >> S...
3	Greenburg	Goldie		Active	West > WB >> WS...
4	Soffer	Harry		Active	Central > CB >> S...
5	Pinkman	Jessie		Active	West > WB >> WS...

4. Select **Manual** from the Check Types dropdown list.
5. Select the employees in the checkboxes who are to receive a manual check.
6. Click **Select EEs**

Result: A Confirmation screen opens listing the check(s) to be created.

7. Click in the **Check#** column and give the check(s) a number.
8. Click the **Create Check(s) for Selected EEs** button.



EE #	Last Name	First Name	Update Balance	Check #
000000002	Smith	Bill	Yes	1445

Result: The Batch Checks screen opens listing all checks in the batch. In the Type column, the Manual check is listed with an “M”.

9. Click the **Create Checks** button
10. Continue the payroll process as usual.


Notes

- Manual checks do not inherit salary/standard hours but do inherit payroll defaults
- Rate of pay/rate number is not applied automatically.
- Users must enter hours/rate and perform calculation to populate amount (does not calculate automatically).
- Scheduled E/D amounts like Child Support should accept entered amounts.
- No EP, EO or EQ hours or amounts in manual checks.

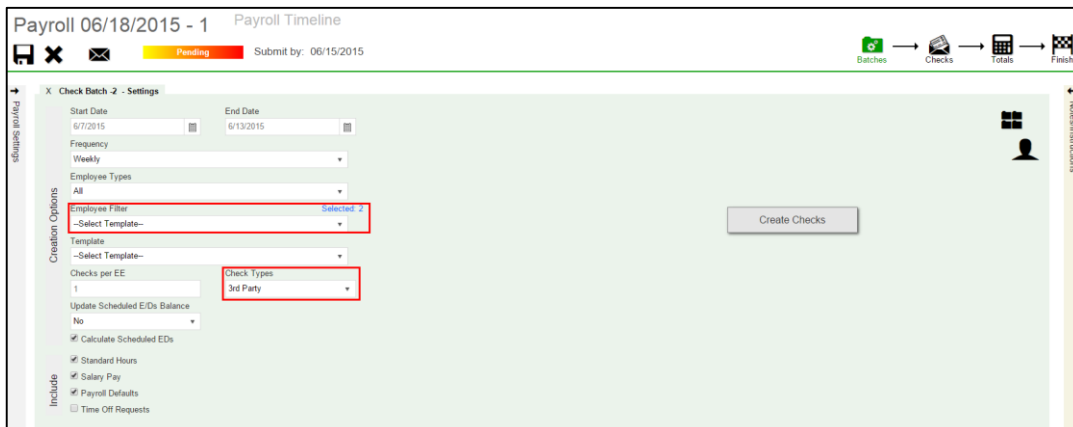
Creating Third Party Checks

Users can create third party checks to be added to a payroll when creating a batch, or added to an existing batch. The difference in process is basically the same as creating a Manual check.

Creating a new batch

1. On the Payroll Timeline screen select a payroll with a status of **Pending** by clicking the **Edit**  symbol.
2. Click the **Plus** sign on the Batch Checks screen to create a new batch.

Result: the Payroll Settings screen opens.



3. Select the **Employee(s)** to receive 3rd Party Checks
Result: A Check Batch Settings screen opens, showing the employee selected to receive the check.
4. Select any additional employees if applicable and click the **Done** button.

Payroll 10/22/2015 - 1

Check Batch -3 - Settings

Search for employee(s)

Drag a column header and drop it here to group by that column

EE #	Last Name	First Name	Middle Initial	Status	DBOT
1	Lewis	Al		Active	West > WB >> WS >>> GT
2	Smith	Bill		Active	So East > SB >> SES >>> WT
3	Greenburg	Goldie		Active	West > WB >> WS >>> GT
4	Soffer	Harry		Active	Central > CB >> SC >>> GGS
5	Pinkman	Jessie		Active	West > WB >> WS >>> GT
6	Bichon	Selma		Active	So East > SB >> SES >>> WT
7	Goodman	Saul		Active	Central > CB >> SC >>> GGS
8	Clark	Willie		Active	Central > CB >> SC >>> GGS
9	White	Walter		Active	West > WB >> WS >>> GT
10	Bigole	Susan		Active	Central > CB >> SC >>> GGS
11	Simon	Simon		Active	West > WB >> WS >>> GT

16 Items

DONE

- Select the **Check Type** 3rd Party from the dropdown list on the Payroll Settings screen.
 - Complete the additional applicable fields.
 - Click the **Create Checks** button.
- Result:** the Batch Checks screen opens.
- Select the batch just created to view the employee(s) selected

Payroll 10/22/2015 - 1 Batch 1: 10/11/2015 - 10/17/2015 Regular | -99999325 | 1 of 1

Summary

Type	EE Code	Name	Sex	Total Hrs	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular
R	1	Lewis, Al	1	40.00	\$2,500.00	40.00	\$0.00
M	2	Smith, Bill	2	0.00			\$108.28
R	2	Smith, Bill	1	40.00	\$1,500.00	40.00	\$0.00
R	3	Greenburg, Goldie	1	40.00	\$2,800.00	40.00	\$0.00
R	4	Soffer, Harry	1	40.00		40.00	\$1,000.00
R	5	Pinkman, Jessie	1	40.00		40.00	\$600.00
R	6	Bichon, Selma	1	40.00		40.00	\$640.00
R	7	Goodman, Saul	1	40.00		40.00	\$600.00
R	8	Clark, Willie	1	40.00		40.00	\$3,120.00
R	9	White, Walter	1	40.00		40.00	\$1,000.00
R	10	Bigole, Susan	1	40.00		40.00	\$350.00
Totals				535.00	\$6,800.00	535.00	\$9,068.28

16 Items

- Click the **Add Check** button in the Navigation bar.
- Result:** The Add Checks screen opens.

Add Checks

Select a Check Type
3rd Party

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

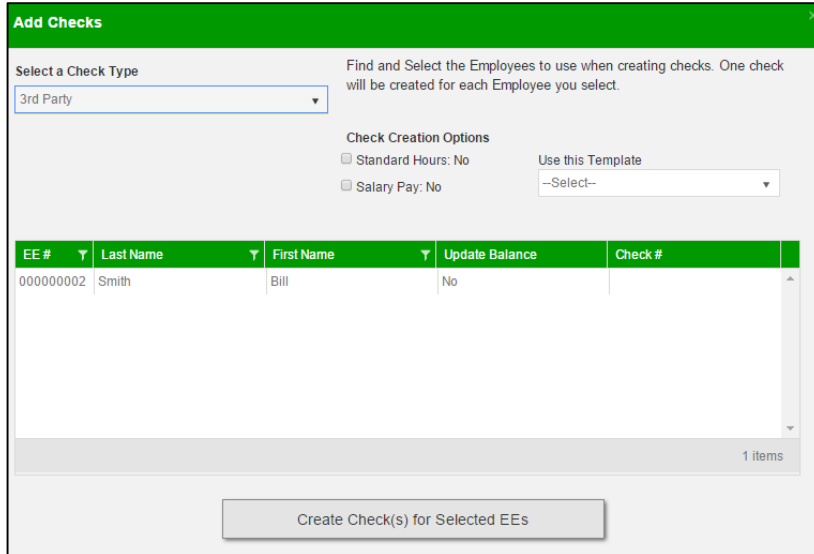
Search for employee(s)

EE #	Last Name	First Name	Middle Initial	Status	Organizatio...
1	Lewis	Al		Active	West > WB >> WS...
2	Smith	Bill		Active	So East > SB >> S...
3	Greenburg	Goldie		Active	West > WB >> WS...
4	Soffer	Harry		Active	Central > CB >> S...
5	Pinkman	Jessie		Active	West > WB >> WS...

16 Items

Select EEs

10. Select **3rd Party** from the Check Types dropdown list.
11. Select the employees in the checkboxes who are to receive a manual check.
12. Click **Select EEs**
Result: A Confirmation screen opens listing the check(s) to be created.
13. Click in the **Check#** column and give the check(s) a number.



Add Checks

Select a Check Type
3rd Party

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

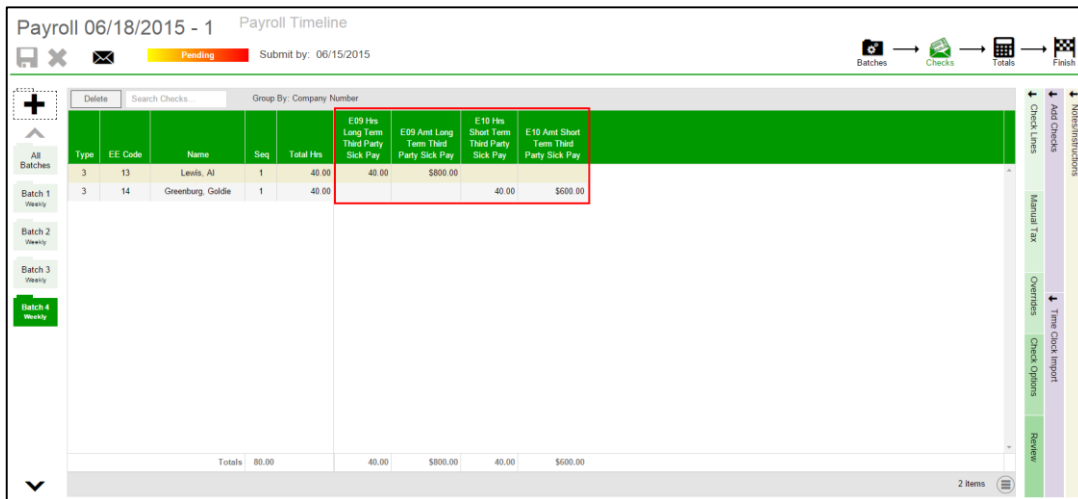
Use this Template
--Select--

EE #	Last Name	First Name	Update Balance	Check #
000000002	Smith	Bill	No	

1 items

Create Check(s) for Selected EEs

14. **Result:** The Batch Checks screen opens listing all checks in the batch. In the Type column, the 3rd Party check is listed with a "3".
15. Click the **Create Checks** button



Payroll 06/18/2015 - 1 Payroll Timeline

Submit by: 06/15/2015


Batches → Checks → Totals → Finish

Type	EE Code	Name	Seq	Total Hrs	E09 Hrs Long Term 3rd Party Sick Pay	E09 Amt Long Term 3rd Party Sick Pay	E10 Hrs Short Term 3rd Party Sick Pay	E10 Amt Short Term 3rd Party Sick Pay
3	13	Lewis, Al	1	40.00	40.00	\$600.00		
3	14	Greenburg, Goldie	1	40.00			40.00	\$600.00
Totals				80.00	40.00	\$600.00	40.00	\$600.00

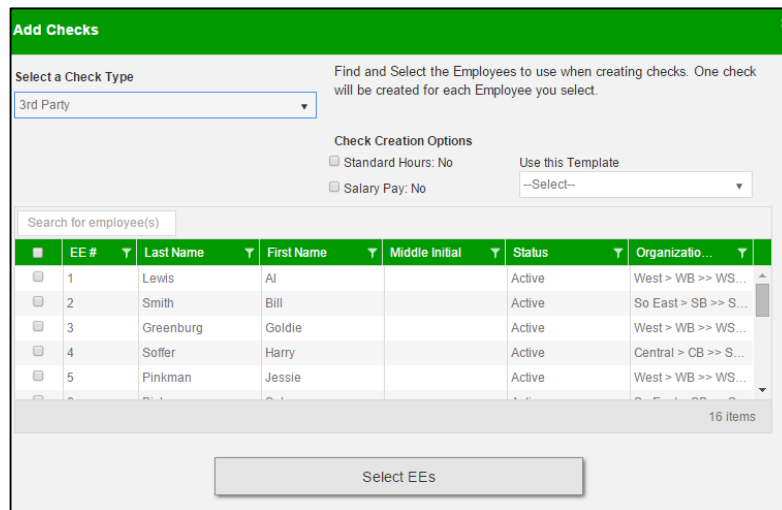
2 items

16. Click the **Check Calculation** button if desired, or process the payroll as usual.

Adding to an existing batch

1. On the Payroll Timeline screen select a payroll with a status of Pending by clicking the **Edit**  symbol.
2. Click on a batch that has already been created.
3. Click the **Add Check** button in the Navigation bar.

Result: The Add Checks screen opens.



Add Checks

Select a Check Type
3rd Party

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

Search for employee(s)

EE #	Last Name	First Name	Middle Initial	Status	Organizatio...
1	Lewis	Al		Active	West > WB >> WS...
2	Smith	Bill		Active	So East > SB >> S...
3	Greenburg	Goldie		Active	West > WB >> WS...
4	Soffer	Harry		Active	Central > CB >> S...
5	Pinkman	Jessie		Active	West > WB >> WS...

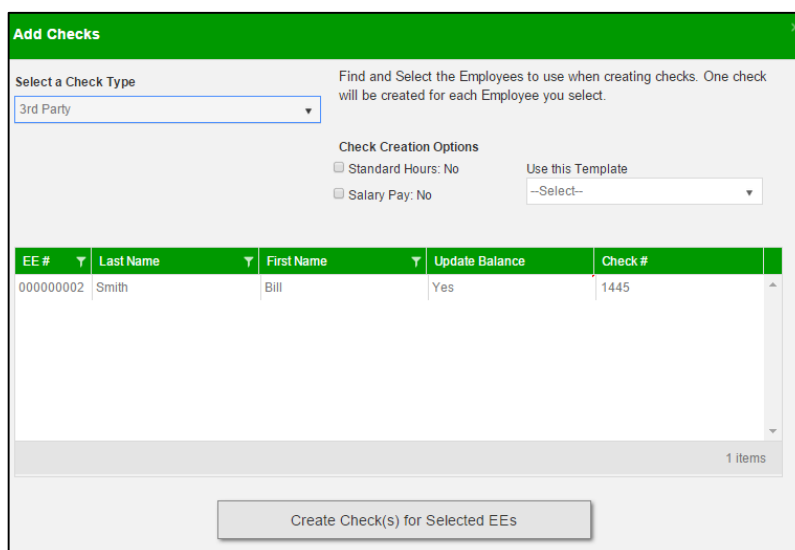
16 items

Select EEs

4. Select **3rd Party** from the Check Types dropdown list.
5. Select the employees in the checkboxes who are to receive a manual check.
6. Click **Select EEs**

Result: A Confirmation screen opens listing the check(s) to be created.

7. Click in the **Check#** column and give the check(s) a number.



Add Checks

Select a Check Type
3rd Party

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options
☐ Standard Hours: No
☐ Salary Pay: No

Use this Template
--Select--

EE #	Last Name	First Name	Update Balance	Check #
000000002	Smith	Bill	Yes	1445

1 items

Create Check(s) for Selected EEs

8. **Result:** The Batch Checks screen opens listing all checks in the batch. In the Type column, the Manual check is listed with a “3”.
9. Click the **Create Checks** button
10. Continue the payroll process as usual.

Notes

- Only E/D Code types associated with 3rd Party Sick Pay are available for selection
 - EP - Short term 3rd Party Sick
 - EO - Long term 3rd Party Sick
 - EQ - Non-taxable 3rd Party Sick
- Third Party checks do not inherit salary/standard hours
- Rate of pay/rate number is not applied automatically.
- Users must enter hours/rate and perform calculation to populate amount (does not calculate automatically).

Voiding Checks

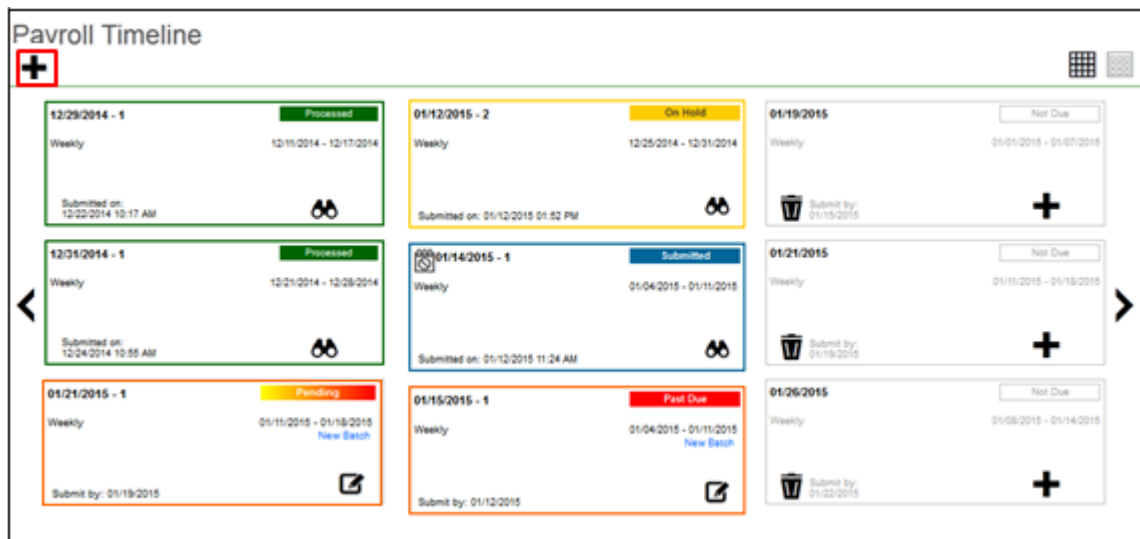
In addition to the security rights required to work on payrolls, to be able to void checks, the following must also be enabled:

- Ability to Void Checks
- Ability to Void Checks from Previous Quarter (not recommended!)

Users can void individual checks via the Payroll menu, either by creating a new payroll, or by editing a waiting payroll. The first step in voiding a check is finding the check to void.

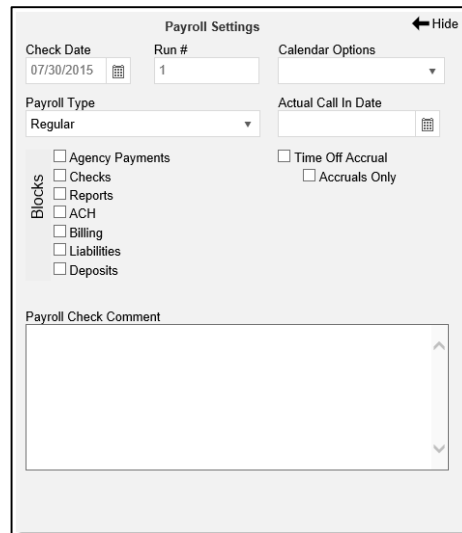
Voiding a check by creating a new payroll

1. Click the **Payrolls** menu, bringing you to the Payroll Timeline screen.





2. Click the large **plus +** sign in the heading to create a new (unscheduled) payroll.

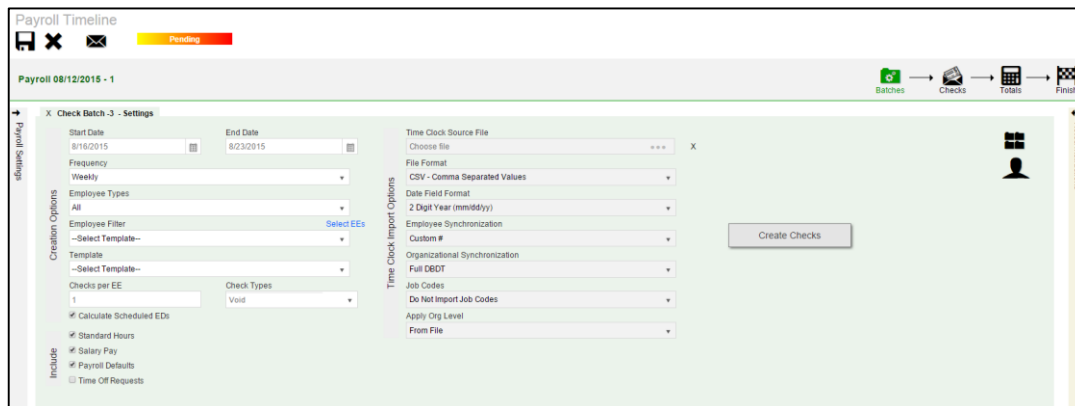
Result: The Payroll Settings screen opens.



The Payroll Settings screen is a form with the following fields and options:

- Check Date:** 07/30/2015 (with a calendar icon)
- Run #:** 1 (with a dropdown arrow)
- Calendar Options:** (with a dropdown arrow)
- Payroll Type:** Regular (with a dropdown arrow)
- Actual Call In Date:** (with a calendar icon)
- Blocks:** A list of checkboxes:
 - ☐ Agency Payments
 - ☐ Checks
 - ☐ Reports
 - ☐ ACH
 - ☐ Billing
 - ☐ Liabilities
 - ☐ Deposits
- Time Off Accrual:**
 - ☐ Time Off Accrual
 - ☐ Accruals Only
- Payroll Check Comment:** A large text area with a scroll bar.

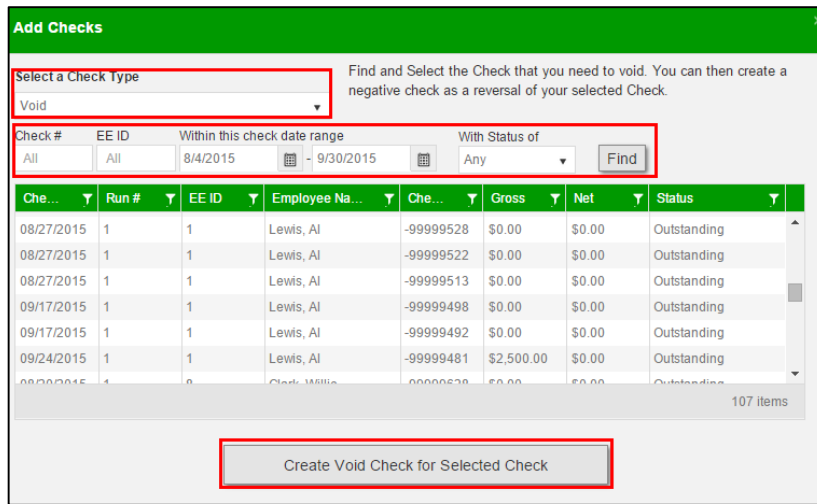
1. Complete the required and applicable fields.
2. Click **Save**  in the header on the left.
3. Click **Hide**  in the upper right-hand corner of the Payroll Settings screen.
4. Click the large **plus sign** behind where the Payroll Settings screen was, to continue.
Result: The Check Batch Settings screen opens.
5. Complete the required fields and click **Create Checks**.



The Check Batch -3 - Settings screen is a complex form with the following sections and fields:

- Header:** Payroll Timeline, Pending status, and navigation icons (Batches, Checks, Totals, Finish).
- Left Sidebar:**
 - Creation Options:**
 - Start Date: 8/16/2015
 - End Date: 8/23/2015
 - Frequency: Weekly
 - Employee Types: All
 - Employee Filter: --Select Template--
 - Template: --Select Template--
 - Checks per EE: 1
 - Check Types: Void
 - Include:**
 - ☒ Calculate Scheduled EDI
 - ☒ Standard Hours
 - ☒ Salary Pay
 - ☒ Payroll Defaults
 - ☐ Time Off Requests
- Right Section:**
 - Time Clock Source File:** Choose File
 - File Format:** CSV - Comma Separated Values
 - Date Field Format:** 2 Digit Year (mm/dd/yyyy)
 - Employee Synchronization:** Custom #
 - Organizational Synchronization:** Full DEDT
 - Job Codes:** Do Not Import Job Codes
 - Apply Org Level:** From File
- Buttons:** Create Checks

6. Click the **Add Check** button in the Navigation bar.
Result: The Add Checks screen opens.



7. Select **Void** for the Check Type.
8. Enter search criteria to find the check to void
9. Click the **Find** button.

Result: The system searches company payrolls for the current year, displaying a list of checks that fit the criteria selected.

Warning: it is not recommended that checks from previous quarters be voided.

10. Highlight the check line to be voided.
11. Click **Create Void Check for Selected Check**.

Result: user is brought back to the Batch Checks Screen. The Check Type for the voided check is now **V** and the selected check is highlighted.

Note: Voided checks are read only and cannot be adjusted.

12. Process the payroll as if it were any other payroll.

Voiding a check by editing a waiting payroll

1. On the Payroll Timeline screen select a payroll with a status of Pending by clicking the **Edit** button.
2. Click on a batch that has already been created.


Payroll 10/22/2015 - 1 Batch 1: 10/11/2015 - 10/17/2015 Regular | -99999325 | 1 of 1

Navigation: Batches Checks Totals Finish

Buttons: Add Check Delete Check Search Checks Group By: Company Number Summary

Type	EE Code	Name	Seq	Total Hrs	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular
R	1	Lewis, Al	1	40.00	\$2,500.00	40.00	\$0.00
M	2	Smith, Bill	2	0.00			\$108.28
R	2	Smith, Bill	1	40.00	\$1,500.00	40.00	\$0.00
R	3	Greenburg, Goldie	1	40.00	\$2,800.00	40.00	\$0.00
R	4	Soffer, Harry	1	40.00		40.00	\$1,000.00
R	5	Pinkman, Jessie	1	40.00		40.00	\$600.00
R	6	Bichon, Selma	1	40.00		40.00	\$640.00
R	7	Goodman, Saul	1	40.00		40.00	\$600.00
R	8	Clark, Willie	1	40.00		40.00	\$3,120.00
R	9	White, Walter	1	40.00		40.00	\$1,000.00
R	10	Bigole, Susan	1	40.00		40.00	\$350.00
Totals				535.00	\$6,800.00	535.00	\$9,068.28

16 Items

- Click **Batches**  in the upper right-hand corner of the header, opening the Check Batch Settings screen.
- Click the **Add Check** button in the Navigation bar.

Result: The Add Checks screen opens.

Add Checks

Select a Check Type
Void

Find and Select the Check that you need to void. You can then create a negative check as a reversal of your selected Check.

Check # EE ID Within this check date range With Status of
All All 8/4/2015 - 9/30/2015 Any Find

Che...	Run #	EE ID	Employee Na...	Che...	Gross	Net	Status
08/27/2015	1	1	Lewis, Al	-99999528	\$0.00	\$0.00	Outstanding
08/27/2015	1	1	Lewis, Al	-99999522	\$0.00	\$0.00	Outstanding
08/27/2015	1	1	Lewis, Al	-99999513	\$0.00	\$0.00	Outstanding
09/17/2015	1	1	Lewis, Al	-99999498	\$0.00	\$0.00	Outstanding
09/17/2015	1	1	Lewis, Al	-99999492	\$0.00	\$0.00	Outstanding
09/24/2015	1	1	Lewis, Al	-99999481	\$2,500.00	\$0.00	Outstanding

107 items

Create Void Check for Selected Check

- Select **Void** for the Check Type.
- Enter search criteria to find the check to void
- Click the **Find** button to display a list of checks that fit the criteria selected.
- Highlight the check line to be voided.
- Click **Create Void Check for Selected Check**.
- Result:** user is brought back to the Batch Checks Screen. The Check Type for the voided check is now **V** and the selected check is highlighted.


Note: Voided checks are read only and cannot be adjusted.

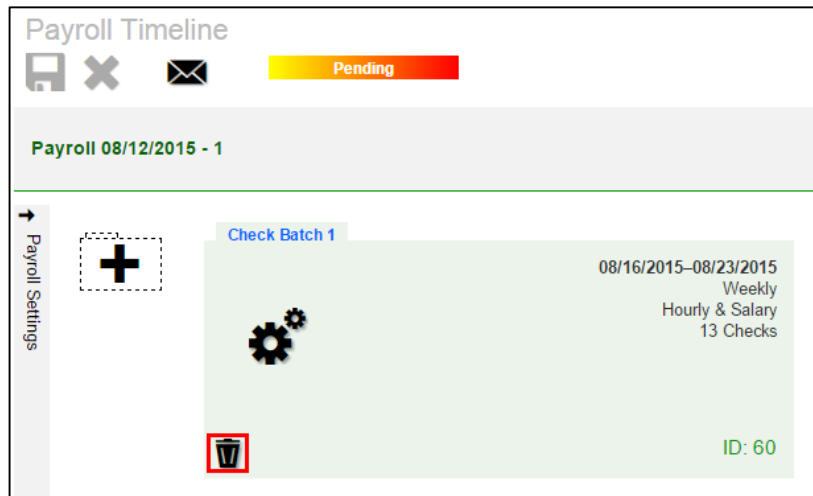
- Process the payroll as usual.


Deleting Batches

1. From the Payroll Timeline screen, select a Pending payroll in which at least one batch was created and click the **Edit** symbol.

Result: the Batch Checks Screen opens.

2. Click **Batches**  in the upper right corner.
3. If there is more than one batch created, select the batch to be deleted.



4. Click **Delete**  in the left-hand corner of the Check Batch.
- Result:** a message will open asking if you are sure you want to delete this batch > click **Yes**.
The batch is deleted, and the batch sequence number is updated accordingly.

The Reports Menu

The Reports menu lets the user see reports that have been published to Evolution Payroll from VMR, as well as process additional reports as needed.

There are two report types identified that we refer to:

- Defined Reports , and
- Published Reports.

Defined Reports are reports that can be generated from Evolution Payroll on demand.

Published reports are reports that are generated in Evolution and sent to Evolution Payroll using VMR.

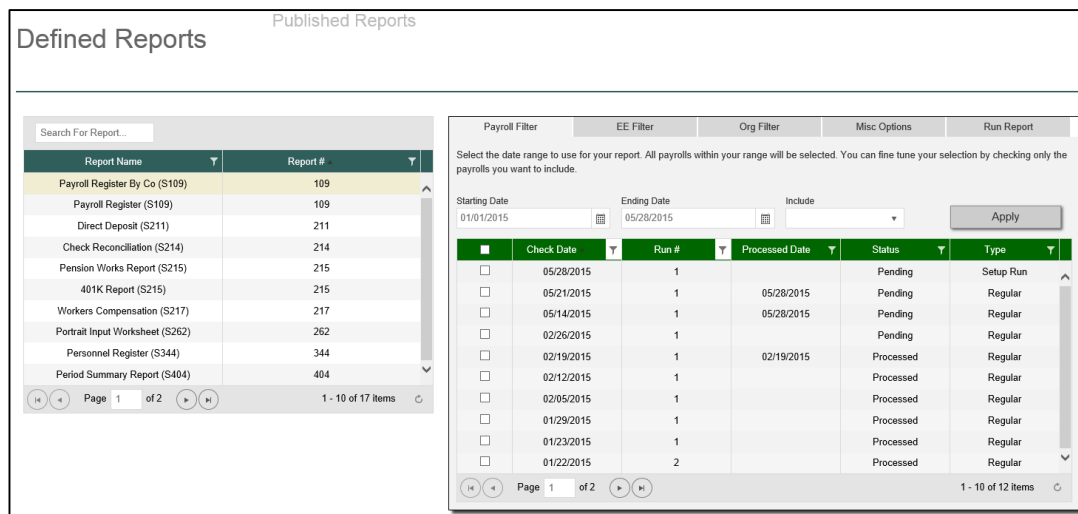
Defined Reports

Defined reports are the Company level reports that can be generated by the user on demand in Evolution Payroll. These reports must be set up for the company in Evolution on the [Reports – Setup Reports screen](#). Below is list of the reports available to set up to generate in Evolution Payroll.

Report	Description
401(K) Report (\$215)	Displays employee and employer 401(k) contributions. Pension loan deductions are also included
Certified Payroll Report (\$518)	Sent to state or federal government agencies with all certified payrolls processed, to report payrolls for projects
Check Reconciliation (\$214)	Helps reconcile all checks drawn on any bank account; company, third party, or service bureau
Cover Letter With Tax Report (\$1082)	Accompanies most tax payments, providing a payment summary
Direct Deposit (\$211)	Run to display all employee direct deposits in a payroll
Employee Change Listing (New) (\$1075)	Employee audit report that reflects employee changes made between the last processed payroll and current processed payroll
Employee HR Date Report (\$457)	Shows lists of employees with a birthday, term date or hire date within a certain month
HR Employee Review Report (\$850)	Tracks employee raise and position history.
Individual Earnings Report (\$431)	Shows employee payroll, earnings and deduction history based on quarter or year.
Labor Distribution (New) (\$1077)	Displays year-to-date (YTD) information by D/B/D/T
New Job Costing (\$554)	Shows a breakdown of the costs of each job by earnings and deductions
Payroll Register (\$109)	Displays YTD information for employees

Report	Description
Portrait Input Worksheet (S262)	A worksheet to help with processing payroll for the next check date after the report is created
Workers' Compensation (S217)	Displays all money paid out for Workers' Comp claims during the period selected.

The user selects the report from the table on the left-hand side of the screen and updates the parameters for the report selected on the right side of the screen.

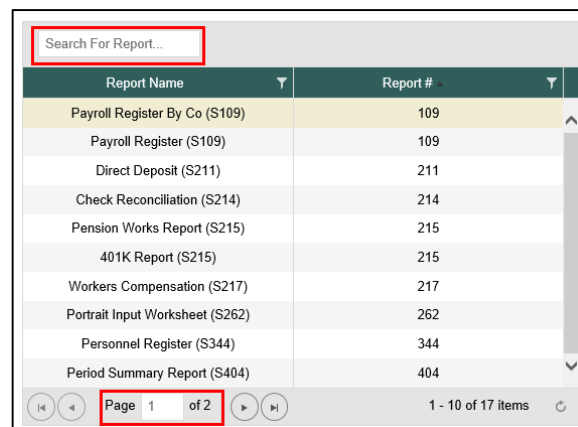


The screenshot shows the 'Defined Reports' interface. On the left, there is a table of reports with columns 'Report Name' and 'Report #'. The 'Payroll Filter' tab is selected on the right, showing a table with columns: Check Date, Run #, Processed Date, Status, and Type. The table lists various payroll runs with their respective dates and statuses.

Report Name	Report #
Payroll Register By Co (S109)	109
Payroll Register (S109)	109
Direct Deposit (S211)	211
Check Reconciliation (S214)	214
Pension Works Report (S215)	215
401K Report (S215)	215
Workers Compensation (S217)	217
Portrait Input Worksheet (S262)	262
Personnel Register (S344)	344
Period Summary Report (S404)	404

Check Date	Run #	Processed Date	Status	Type
05/28/2015	1		Pending	Setup Run
05/21/2015	1	05/28/2015	Pending	Regular
05/14/2015	1	05/28/2015	Pending	Regular
02/26/2015	1		Pending	Regular
02/19/2015	1	02/19/2015	Processed	Regular
02/12/2015	1		Processed	Regular
02/05/2015	1		Processed	Regular
01/29/2015	1		Processed	Regular
01/23/2015	1		Processed	Regular
01/22/2015	2		Processed	Regular

Users can search for a specific report by using the **Search for Report** tool at the top of the table, or by using the filters as described in the Navigation section of this document.



The screenshot shows the 'Search For Report...' search bar at the top of the report list. The search bar is highlighted with a red box. Below the search bar is a table of reports with columns 'Report Name' and 'Report #'. The table lists various reports, including 'Payroll Register By Co (S109)', 'Payroll Register (S109)', 'Direct Deposit (S211)', 'Check Reconciliation (S214)', 'Pension Works Report (S215)', '401K Report (S215)', 'Workers Compensation (S217)', 'Portrait Input Worksheet (S262)', 'Personnel Register (S344)', and 'Period Summary Report (S404)'. The 'Page 1 of 2' and '1 - 10 of 17 items' are also visible at the bottom of the table.

Filters and options for the reports are listed on the left side of the screen. Each tab contains parameters that can be selected when generating the report. Each report can be filtered by Payroll, Employee (EE), and Organization Level (Org). The Misc. Options tab contains parameters that are specific to the report that is being generated.

Payroll Filter	EE Filter	Org Filter	Misc Options	Run Report	
Select the date range to use for your report. All payrolls within your range will be selected. You can fine tune your selection by checking only the payrolls you want to include.					
Starting Date 01/01/2015	Ending Date 01/16/2015	Include All Payrolls	Apply		
<input type="checkbox"/>	Check Date	Run #	Processed Date	Status	Type
<input type="checkbox"/>	01/13/2015	1		Processed	Regular
1					1 - 1 of 1 items

To generate a report from the Defined Reports screen:

1. Select the report from the list of the Reports.
2. Select the payroll(s) from the Payroll Filter
3. Update the **Starting Date** and **Ending Date**.
4. Click **Apply** to return a list of payrolls within a specific time period. Users can include all payrolls or processed payrolls only.

Note: Users must select at least one payroll to be able to select other filters and parameters or generate the report.

5. Click the **EE Filter** tab and the **Org Filter** tab if needed.
6. Click the **Misc. Options** tab to update parameters specific to this report.
7. Click the **Run Report** tab and then click **Run This Report**.

Result: The Run Report tab displays the selected parameters for the report prior to generating.

8. View and print the report from the Task Queue once the report is generated.

Published Reports

The Published Reports screen offers access to reports, tax returns and ASCII files generated in Evolution and sent through the Virtual Mail Room (VMR) to Evolution Payroll.

Published Reports

Defined Reports

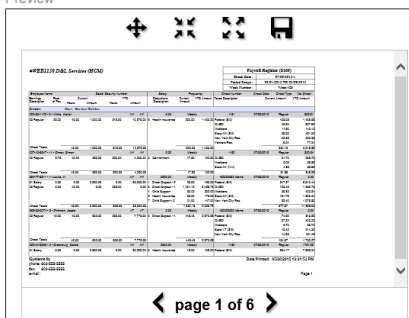
<input type="checkbox"/>	Check Date	Run #	Check Period	Report #	Report Name	Type
<input checked="" type="checkbox"/>	07/09/2015	1	03/01/2015 - 03/08/2015	S109	Payroll Register	Report
<input type="checkbox"/>	07/09/2015	1	03/01/2015 - 03/08/2015	S247	Tax Report For Payroll	Report
<input type="checkbox"/>	07/09/2015	1	03/01/2015 - 03/08/2015	S257	Invoice (S257)	Report
<input type="checkbox"/>	06/25/2015	1	06/14/2015 - 06/20/2015	S1075	Employee Change Listing (New)	Report
<input type="checkbox"/>	06/25/2015	1	06/14/2015 - 06/20/2015	S1077	Labor Distribution (New)	Report
<input type="checkbox"/>	06/25/2015	1	06/14/2015 - 06/20/2015	S1082	Cover Letter With Tax Report	Report
<input type="checkbox"/>	06/25/2015	1	06/14/2015 - 06/20/2015	S1082	Cover Letter With Tax	Report
<input type="checkbox"/>	06/25/2015	1	06/14/2015 - 06/20/2015	S109	Payroll Register	Report
<input type="checkbox"/>	06/25/2015	1	06/14/2015 - 06/20/2015	S181	Earnings And Deductions	Report
<input type="checkbox"/>	06/25/2015	1	06/14/2015 - 06/20/2015	S184	Delivery Label	Report

Search for Report...

Page: 1 of 25

1 - 10 of 242 items

Preview



page 1 of 6

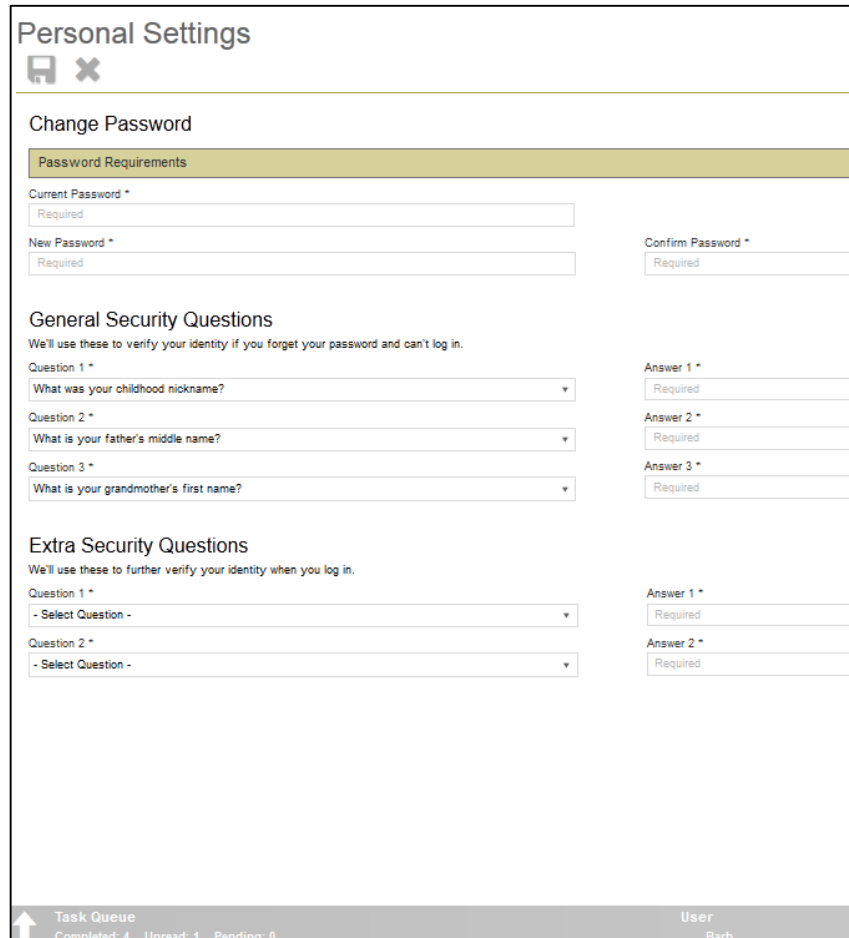
Column Name	Description	Example
Check Date	The date of the payroll from which the report was generated. For Tax Returns, this is the last date entered on the tax return screen when tax returns are processed.	1/20/2015 – Check Date 12/31/2014 – Tax Return Date
Run #	The payroll run from which the report was created. Tax Returns will show a run number of 0	1, 2, 3, etc... 0
Check Period	The batch period of the payroll for which this report was generated. Tax Returns will not display a batch period.	1/10/2014 – 1/16/2015
Report #	The Evolution report number for this report.	S193, S257, S356, etc....
Report Name	The name of the report or tax return.	Cover Letter , SUI Tax Wages by Quarter, etc...
Type	The type of document displayed	Report, Tax Return

To view, save, or print a published report,



1. Check the box in the left-hand column of the table to select the report(s) to be viewed, saved, or printed.
2. Use the Resizing tools in the preview window, to zoom in or out to preview the report.
If more than one report is selected, use the arrows at the bottom of the Preview window to navigate between reports.
3. Click **Save** at the top of the Preview window to save the report(s) to your hard drive and/or to open the report you are currently working on.
Result: The report(s) will be saved to your device.
4. Print as normal from the File menu in the Windows Menu bar.

The Settings Menu

The Settings Menu is where users can reset their password. The following screen opens when the user clicks the Settings Menu.



Personal Settings

Change Password

Password Requirements

Current Password *
Required

New Password *
Required

Confirm Password *
Required

General Security Questions

We'll use these to verify your identity if you forget your password and can't log in.

Question 1 *
What was your childhood nickname?

Question 2 *
What is your father's middle name?

Question 3 *
What is your grandmother's first name?

Answer 1 *
Required

Answer 2 *
Required

Answer 3 *
Required

Extra Security Questions

We'll use these to further verify your identity when you log in.

Question 1 *
- Select Question -

Question 2 *
- Select Question -

Answer 1 *
Required

Answer 2 *
Required

Task Queue
Completed: 4 Unread: 1 Pending: 0

User
Bark

- The user must enter the current password correctly before establishing a new password.
- The new password is entered twice and then saved by clicking Save in the upper left corner.

The user can remain in the current session after changing the password. The new password is required once the user has logged out and starts a new session.

Note: If the user enters their current password incorrectly three times, they will be logged out of the application and redirected to the Forgot Password screen.

Agenda

Also in the Settings menu is the Agenda

The Agenda is also accessible in the Analysis tile on the Dashboard, by scrolling through the Report Chart Views.

Personal Settings

Agenda

+

Today

Monday, May 25, 2015 - Friday, May 29, 2015

Day

Work Week

Week

Month

	Mon 5/25	Tue 5/26	Wed 5/27	Thu 5/28	Fri 5/29
all day					
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					

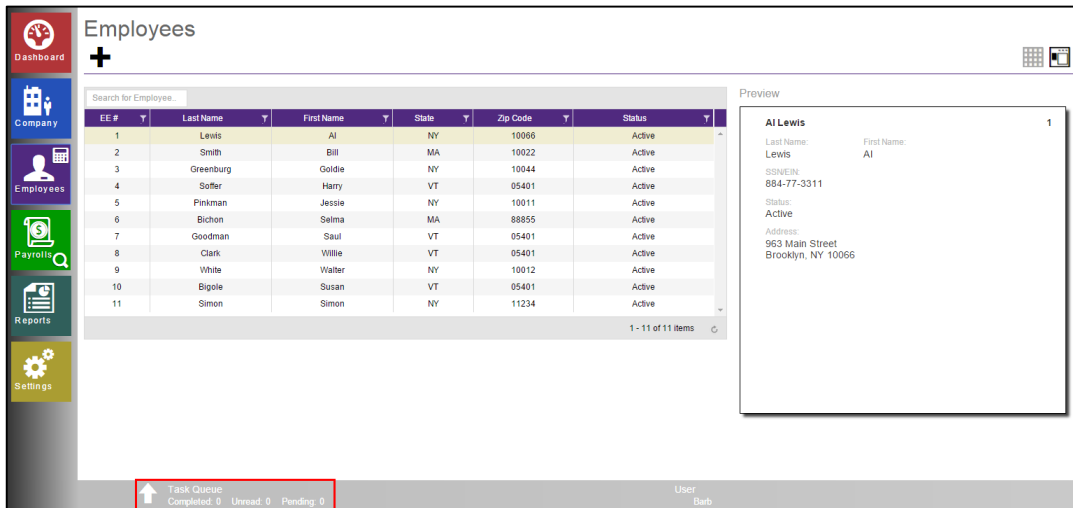
Show business hours

The Task Queue

The Task Queue contains all tasks for the current user. Tasks marked as read remain in the Task Queue for three (3) days before they are automatically deleted by the system. Unread tasks remain in the Task Queue for 10 days before they are automatically deleted by the system. ACH files and tax payments remain in the Task Queue for 10 days, whether they have been viewed or not.

The Task Queue has a table view listing of tasks – similar to the Task View in Evolution, which you can use to display report results or more details about each task.

The Task Queue can be viewed from the Dashboard using the two navigation methods shown in the Navigating Evolution Payroll section of this document, or by clicking the arrow in the bottom left-hand corner of any screen in the application.



Employees

Search for Employee...

EE #	Last Name	First Name	State	Zip Code	Status
1	Lewis	Al	NY	10066	Active
2	Smith	Bill	MA	10022	Active
3	Greenburg	Goldie	NY	10044	Active
4	Soffer	Harry	VT	05401	Active
5	Pinkman	Jessie	NY	10011	Active
6	Bichon	Selma	MA	88855	Active
7	Goodman	Saul	VT	05401	Active
8	Clark	Willie	VT	05401	Active
9	White	Walter	NY	10012	Active
10	Bigole	Susan	VT	05401	Active
11	Simon	Simon	NY	11234	Active

1 - 11 of 11 items

Preview

Al Lewis

Last Name: Lewis First Name: Al

SSN/EIN: 884-77-3311

Status: Active

Address: 963 Main Street
Brooklyn, NY 10066

Task Queue
Completed: 0 Unread: 0 Pending: 0

User: Barb

ID	Task	Status	Last Update	Summary	Current State
6924395	Process Payrolls	Finished with Exceptions	01/14/2015 4:09PM	BDazz1 Pr:1/19/2015-1	Finished
6924391	Preprocess Payrolls	Finished Successfully	01/14/2015 4:08PM	BDazz1 Pr:1/19/2015-1	Finished
6924382	Run Report	Finished Successfully	01/14/2015 4:04PM	BDazz1 Payroll Register	Finished
6924378	Run Report	Finished Successfully	01/14/2015 4:02PM	BDazz1 Workers' Compensation	Finished
6919790	Preprocess Payrolls	Finished Successfully	01/12/2015 1:43PM	BDazz1 Pr:1/12/2015 - 2	Finished

The Task View screen is read-only and displays the following information for each task listed:

- Task ID
- Task
- Status of the task and the status symbol
- The date the task was performed/updated
- Summary (title)
- Current State of the each task

The screen displays five rows of results at a time. Scroll down to view more tasks or use the arrows to move between pages.

To review the report results, select a task (row) in the grid. The report results appear in the Preview pane below the Task grid. In the screen below, the bottom portion of the screen shows a preview of *The Payroll Register (S109)*. The Status shows as **Finished Successfully** in the Preview section as well.

My Task Queue

Hide

ID ▾	Task ▾	Status ▾	Last Update ▾	Summary ▾	Current State ▾
6924395	Process Payrolls	Finished with Exceptions	01/14/2015 4:09PM	BDazz1 Pr:1/19/2015-1	Finished
6924391	Preprocess Payrolls	Finished Successfully	01/14/2015 4:08PM	BDazz1 Pr:1/19/2015-1	Finished
6924382	Run Report	Finished Successfully	01/14/2015 4:04PM	BDazz1 Payroll Register	Finished
6924378	Run Report	Finished Successfully	01/14/2015 4:02PM	BDazz1 Workers' Compensation	Finished
6919790	Preprocess Payrolls	Finished Successfully	01/12/2015 1:43PM	BDazz1 Pr:1/12/2015 - 2	Finished

Page 1 of 21 - 5 of 10 items

Task: Run Report

BDazz1 Payroll Register

Finished Successfully

01/14/2015 4:04PM

Results

Log

Preview

#BDazz1 BDazzled Design Ltd.

Payroll Register (S109)

Check Date : 01/15/2015-8

Period Range : 01/04/2015 TO 01/11/2015

Week Number : Week #3

Employee Name	Rate of Pay	Hours	Current Amount	YTD Amount	Salary Deductions Description	Frequency	Current Amount	YTD Amount	Check Number	Check Date	Check Type	Net Check
112-33-4455 - 3 - Filer, Alan					2000.00	Weekly			8015	01/15/2015	Regular	1067.33
01 Salary	0.00	0.00	2,000.00	0.00	10,000.00							
					02 Health Insurance	120.00	360.00	Federal (S0)			372.75	1,110.20
					05 Child Support	100.00	300.00	CA(SD)			114.75	344.37
					17 Dental Insurance	28.50	85.77	Medicare			26.85	80.05
								State NY (S)			104.22	312.88
								Albany/Barn LST			1.00	3.00
								New York City Res.			64.46	193.36
Check Totals			0.00	2,000.00	0.00	10,000.00		248.55	845.77			
123-45-6987 - F - Jansson, Jennifer L					2000.00	Weekly			8017	01/15/2015	Regular	1351.80

< page 1 of 3 >

If a task finished with exceptions, those can also be viewed in the Preview section below the task list.

My Task Queue Hide

ID	Task	Status	Last Update	Summary	Current State
6924395	Process Payrolls	❗ Finished with Exceptions	01/14/2015 4:09PM	BDazz1 Pr:1/19/2015-1	Finished
6924391	Preprocess Payrolls	✅ Finished Successfully	01/14/2015 4:06PM	BDazz1 Pr:1/19/2015-1	Finished
6924382	Run Report	✅ Finished Successfully	01/14/2015 4:04PM	BDazz1. Payroll Register	Finished
6924378	Run Report	✅ Finished Successfully	01/14/2015 4:02PM	BDazz1. Workers' Compensation	Finished
6919790	Preprocess Payrolls	✅ Finished Successfully	01/12/2015 1:43PM	BDazz1 Pr:1/12/2015 - 2	Finished

Page 1 of 2 1 - 5 of 10 items

Task: Process Payrolls Save Print Finished with Exceptions 01/14/2015 4:09PM

BDazz1 Pr:1/19/2015-1

Results Exceptions Log

```

Delivery method is not setup correctly
date/time      : 2015-01-14, 10:09:37, 77ms
computer name  : INLPWA03
user name     : SYSTEM <admin>
operating system : Windows NT New build 9200
system language : English
system up time : 53 days 17 hours
program up time : 1 day 17 hours
processors     : 16x Intel(R) Xeon(R) CPU X5690 @ 3.47GHz
physical memory : 4504/8191 MB (free/total)
free disk space : (C:) 15.27 GB
display mode   : 1024x768, 32 bit
process id     : $73c
allocated memory : 269.00 MB
executable     : EvRequestBroker.exe
exec. date/time : 2015-01-08 09:40
version        : 16.7.0.11
madExcept version : 3.0b
callstack crc  : $f47bfcf2, $06942008, $4ca2899e
exception number : 2790
exception class : EInconsistentData
exception message : Delivery method is not setup correctiv.
  
```

Click **Hide** Hide in the upper right-hand corner of the screen to close the Task Queue and return to the previous screen.

Note: a task might return any of the following tabs, which are only shown if applicable to the specific task: Results / Exceptions / Warnings / Messages / Notes / Log.

Click **Save** to save a local copy of the Results / Exceptions / Warnings / Messages / Notes / Log.

* Saving can only be applied to the active tab.