
Administrators Submitting a Payroll

TIME PROCESS

Important Note: If your pay date needs to be different, please contact your Allevity Representative **prior** to keying your payroll.

To key a payroll on your main screen, select the link for **View All Payrolls**. You can also go to **Manage Payroll > Manage Payrolls > Process Timesheets**.

Click on the **dollar sign** next to the payroll for your pay date.

	11/09/2015	11/23/2015	11/27/2015	12/06/2015	12/11/2015	Open	No
16(16)	B2	11/23/2015	12/06/2015	12/11/2015	Open	No	

If there are any pending warnings under **Pending Time Off Requests**, select the link to approve these requests, or to have employees' supervisors approve the requests.

PENDING TIME OFF REQUESTS

 **There are 6 unapproved time off request(s).**

If there are any pending warnings under **Pending Timesheet Change Requests**, select the link to approve these requests, or to have employees' supervisors approve the requests.

PENDING TIMESHEET CHANGE REQUESTS

 **There are 2 unapproved timesheet change request(s).**

Under **Review Timesheet Status**, approve any open timesheets for your employees. If the employee is salaried, you may leave their timesheet open as it will take any entered holidays, sick, or vacation time into account and auto-calculate the payment.


If these are all clear as shown below, select **Process Records**.

PROCESS RECORDS


 **23 employees need to be processed.**

When all records are processed, click **Lock the Pay Period**. This will prevent any further changes to the timesheets. Next, click **Process the Payroll**.

LOCK PAY PERIOD

 Pay period is **unlocked**. Please lock to prevent further modification.

PAYROLL PROCESS

Follow the **Go to Payroll Prep** link. This will bring you to the **Payroll Processing Checklist**. If you have to make any modifications and need to come back to this location, you can find it by going to **Manage Payroll > Manage Payrolls > View all Payroll** and selecting the **dollar sign**  for the next pay date.

GO TO PAYROLL PREP (B2 REGULAR 12/11/2015)

To add all pay statements, first ensure the box next to **Initiate Payroll** is checked, which brings in the information for all employees assigned to the pay period. Then click **Initiate Payroll**.

INITIATE PAYROLL

Under **Options, All On Assigned Pay Period**, ensure the **PST Type** is set to **Regular**. If you forget this step, you can go back and re-initiate. Leave the rest of the settings at their defaults and click **Create Now** at the bottom.

Initiate Payroll

Do You Want To Initiate Payroll?

OPTIONS

Create Type

All On Assigned Pay Period

All Active

All w/PSTs This Quarter

PST Type

Regular ▾

▾

▾

EXTRA FILTERS

No Filters Defined

ADD FILTER

Block Base Comp. ▾

Pay Stub Note

Process

Calculate All ▾

CREATE NOW

SKIP

CANCEL

After it has finished processing, click on the **Sync Time** link to sync timesheets.

SYNC TIME

11/23/2015 - 12/06/2015 (B2): Sync Was Performed 6. Last Sync Was At 12/07/2015 10:04p

This will open a new page. Select the **checkbox** next to the payroll, then select **Sync Time** in the upper right corner. This will pull all time from employee timesheets and add it to employee pay statements.

Home > Manage Payroll > Manage Payrolls > View All Payrolls > Payroll Sync Time: B2 Regular 12/11/2015

REFRESH SYNC TIME DELETE SELE

Rows On Page 20 1 Row Refresh Data [Default] Settings Select Columns E

	PAY PERIOD PROFILE	START DATE	END DATE	LOCKED	NAME	TYPE	STATUS	BATCH GROSS	BATCH TO DEDUCTIO
<input checked="" type="checkbox"/>	B2	11/23/2015	12/06/2015	Open	20151207 KBarber		Closed	\$18,393.02	
Total								\$18,393.02	

If you need to make any edits to employee pay statements, or want to double check salaries, open **Add/Edit Pay Statements**.

ADD/EDIT PAY STATEMENTS

[Recalculate Pay Statements](#)

From here, you can open and edit employee pay statements individually by selecting the blue square with the pencil.

Rows On Page 20 16 Rows Refresh Data

Employee Filter: All Employees

EMPLOYEE ID FIRST NAME

ALL PAGE

	EMPLOYEE ID	FIRST NAME
<input type="checkbox"/>	1	Brian
<input type="checkbox"/>	3	Ann-chi
<input type="checkbox"/>	4	Anthony
<input type="checkbox"/>	7	Tina
<input type="checkbox"/>	8	Nancy
<input type="checkbox"/>	10	Lynda
<input type="checkbox"/>	11	Stephene

When you are finished with each pay statement be sure to click **Save** in the upper right hand corner.

SAVE


Click the **Back** button to go to the previous page.

BACK

If you would like to review your payroll totals, use the **Check Your Totals** icon.

Once all employee data is entered and accurate, select **Close Payroll**.

PRE PROCESS PAYROLL (CLOSE PAYROLL)

 Pay Statements Closed: 0 of 33.
Employees: 33.

In the **View Payroll** section, you can review Payroll Registers, Employees Not Paid, Recap and Funding, and other reports. If you see that an error has been made, you may re-open the payroll and make corrections.

VIEW PAYROLL

[Employees Not Paid](#)
[Payroll Register \(By PST\), \(By Account\), \(By CC\), \(Summary\), \(By PST Summary\)](#)
[LaborDistribution \(Regular\) \(Summary\)](#)
[General Ledger \(Summary\)](#)
[Retirement Plan Report](#)
[Vendor Payments \(Accrued\) & \(Paid\)](#)
[Payroll Recap Funding](#)

Once you have entered and reviewed the payroll, click **Submit Payroll**. This will automatically generate an email to your implementation or payroll specialist telling them to begin processing your payroll.