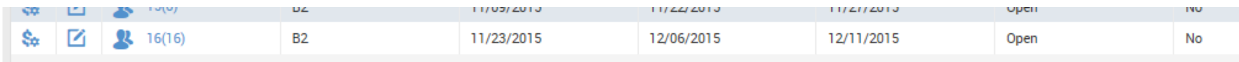
## TIME PROCESS

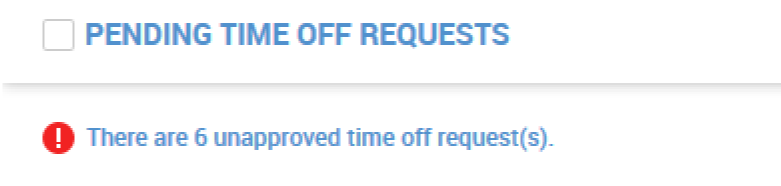
Important Note: If your pay date needs to be different, please contact your Allevity Representative **prior** to keying your payroll.

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**.

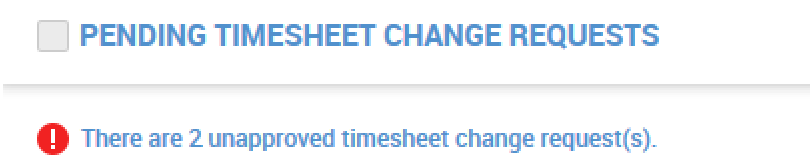
Click on the **dollar sign** next to the payroll for your pay date.




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.

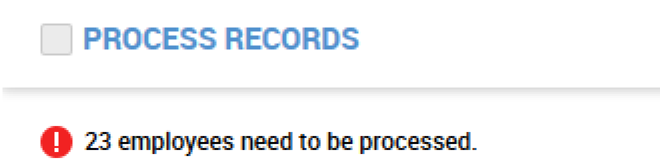



If there are any pending warnings under **Pending Timesheet Change Requests**, select the link to approve these requests, or to have employees' supervisors approve the requests.




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**.




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

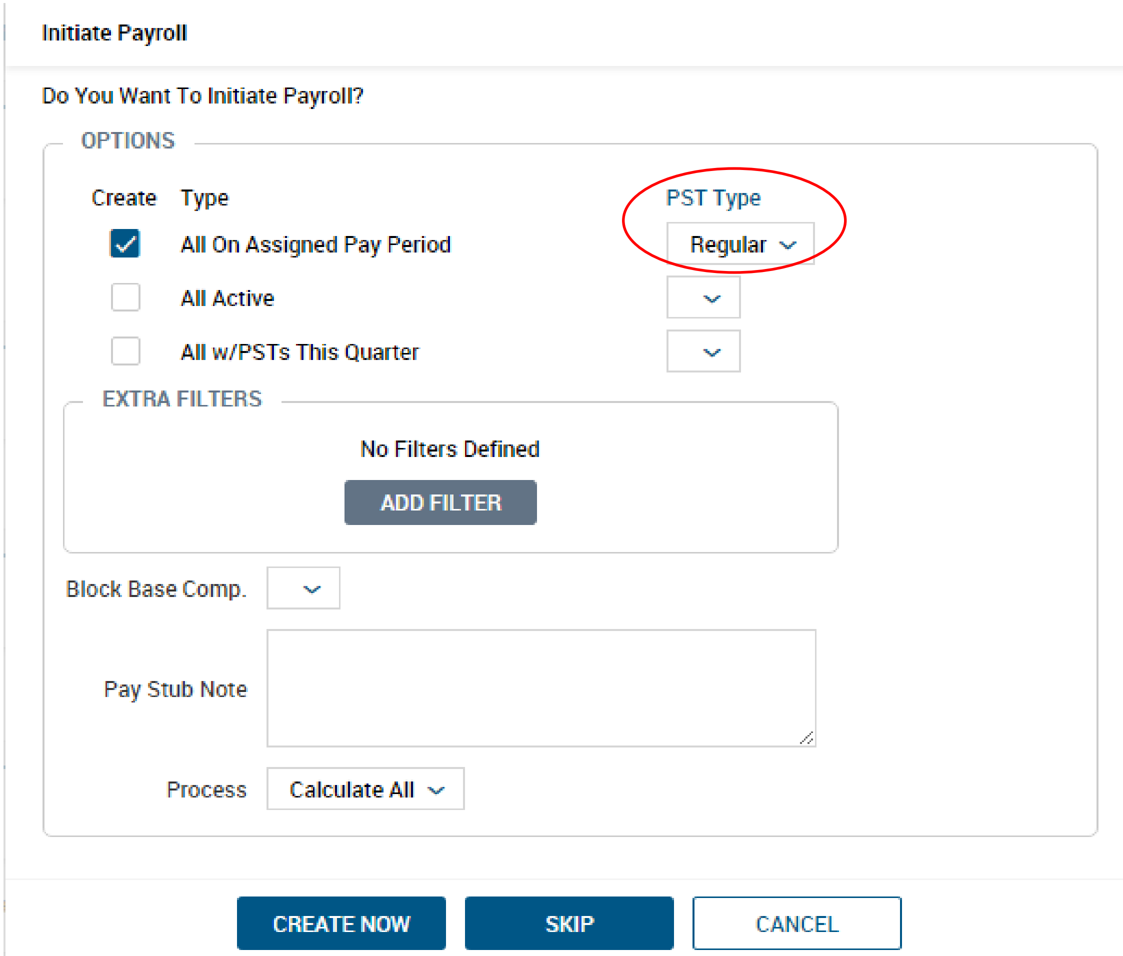
Follow the **Go to Payroll Prep** link. This will bring you to the **Payroll Processing Checklist**. If you have to make any modifications and need to come back to this location, you can find it by going to **Manage Payroll > Manage Payrolls > View all Payroll** and selecting the **dollar sign** for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

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

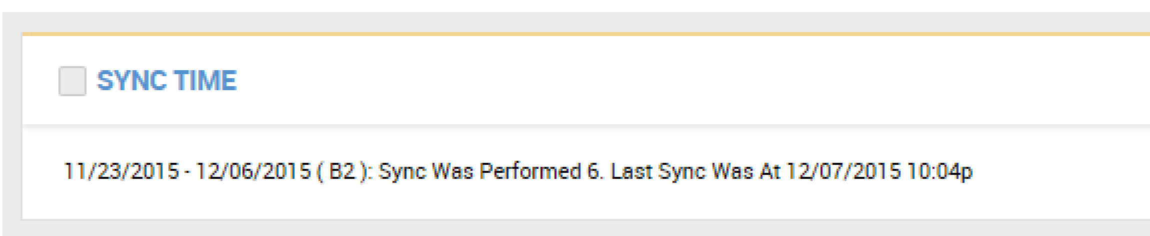
To add all pay statements, first ensure the box next to **Initiate Payroll** is checked, which brings in the information for all employees assigned to the pay period. Then click **Initiate Payroll**.

INITIATE PAYROLL

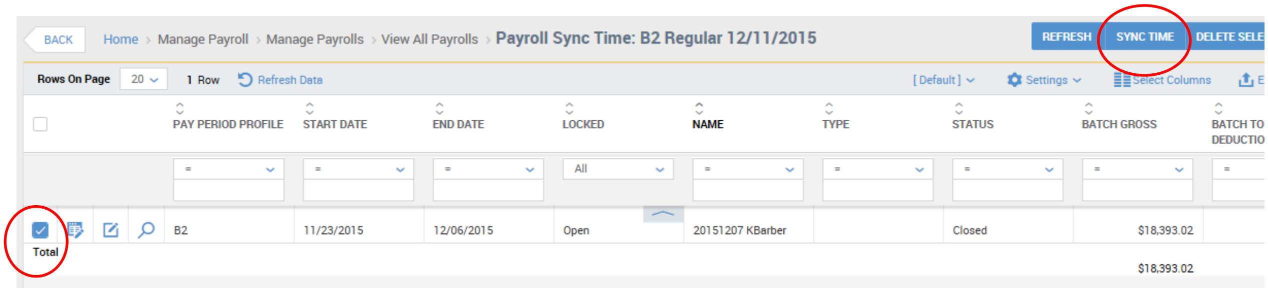
Under **Options**, **All On Assigned Pay Period**, ensure the **PST Type** is set to **Regular**. If you forget this step, you can go back and re-initiate. Leave the rest of the settings at their defaults and click **Create Now** at the bottom.



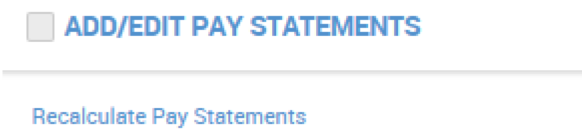

After it has finished processing, click on the **Sync Time** link to sync timesheets.



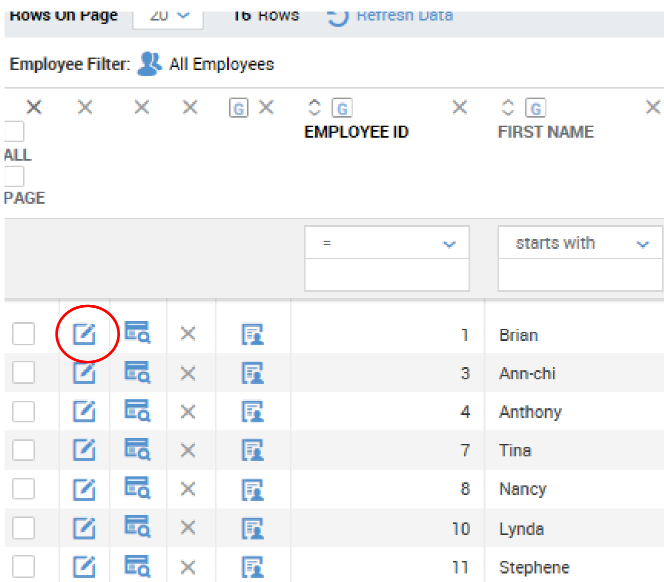

This will open a new page. Select the **checkbox** next to the payroll, then select **Sync Time** in the upper right corner. This will pull all time from employee timesheets and add it to employee pay statements.




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

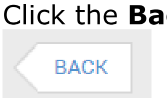



From here, you can open and edit employee pay statements individually by selecting the blue square with the pencil.



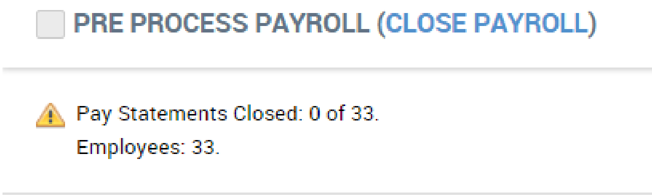

When you are finished with each pay statement be sure to click **Save** in the upper right hand corner.


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

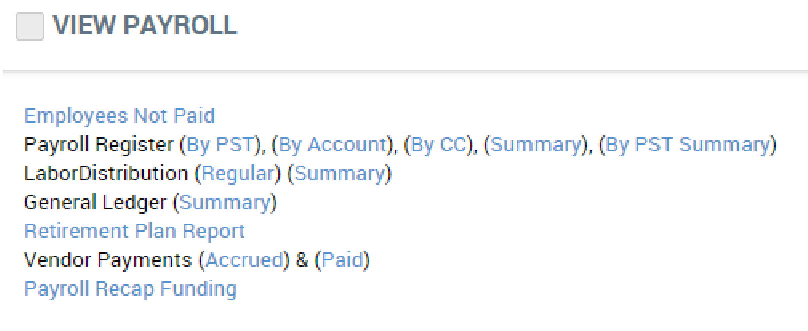



If you would like to review your payroll totals, use the **Check Your Totals** icon.

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




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.




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.