Payentry®

Payroll Processing in Connect

- Gather worked hours.
- Gather vacation/hours.
- Hourly rate.
- Include deductions (medical, vision, garnishments).
- Input on the Data Entry screen.
- Generate Processing Report.
- Verify gross pay, net pay, taxes, and check date on the Validation screen.
- Submit payroll.

1 BEFORE STARTING PAYROLL – PREPARE

Verify the Check Date is the day you want the employees to be paid.

Verify that the Pay Periods are correct, and they correspond to the check date.

Add new employees and update existing employee profiles prior to starting payroll. *(Base rates, Direct Deposit if applicable, address updates, name changes, tax changes. etc.).*

Calculate payroll totals.

* **Timekeeping.** Run Payroll Summary Report and finalize payroll in Timeworks Plus if applicable.

2 DURING PAYROLL – VERIFY

Make sure the hours you entered are valid. If payroll has been imported from Timekeeping or Custom Import source, compare payroll totals to import totals to confirm accuracy.

Add any necessary adds or edits to Earnings/Deductions records on employees' checks.

Make sure to add any manual checks, if applicable.

Make sure no employees are missing from your roster.

3 VERIFY PAYROLL

Verify the number of payees and the number of checks written.

Verify the total hours, gross payroll, net payroll, check amount, and direct deposit amount in the Comparative Analysis.

Review the Comparative Analysis screen for the difference amount and difference % for hours, gross payroll, and net payroll for any substantial variance between the last payroll (or most relevant payroll).

Confirm Validation section for any alerts that need to be reviewed.

Review Itemized Earnings and Deduction section for a breakdown of hours and wages by category. Compare to Control Totals from Step 1 to isolate any relevant variance.

4 REVIEWING. PRE-PROCESS REPORT

Verify the number of employees being paid - the last page will show you a report totals breakdown.

Verify the employee hours are accurate, if they are not, please go back to Step 2 and edit the hours.

Verify employees' base rates, make any necessary updates as a one-time change on the pay grid, or permeate change in the employees' profiles.

Verify how the employee is going to receive payment via live check or direct deposit.

Review employee deductions to be sure nothing is missing (garnishments, 401k, child support, etc.).

Verify that the employee is having all the mandatory tax deductions withheld from paycheck (SS, MED, CASDI, FITW, etc.).

Verify all earnings codes, gross pay, net pay, etc.

Verify any other payments to employees sick, vacation, holiday, etc.

5 AFTER THE PAYROLL PROCESSES

Verify Payroll Reporting for totals.

Review Payroll Summary Report for Payroll Liability total.

Review your Invoice.

Review your notes and prepare for the next round.

Delivering Success Together.

704.632.2940

Customer Service Hours:
Mon. – Fri. 8:00 am – 5:00 pm

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