



gms CONNECT

Payroll Processing In GMS Connect

TABLE OF CONTENTS

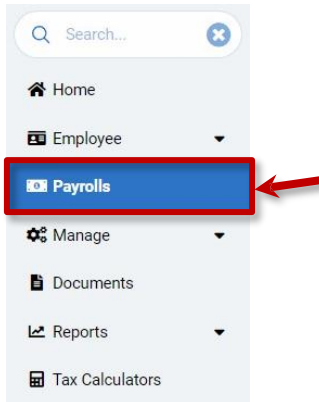
STEP 1: START A PAYROLL	2
STEP 2: CONFIGURE TIMESHEET	4
Modify timesheet view	4
Add employees to payroll run.....	4
Import time	5
Import PTO hours from GMS Connect	6
Timesheet sort.....	7
Color coordination of timesheet	7
STEP 3: TIME ENTRY AND EDITS	8
Regular and overtime hour entry	8
Additional pay codes	8
Add pay lines	9
Remove pay lines.....	9
Edit check details	9
Split salary hours between pay codes	10
Edit employee direct deposit	11
Payroll notes	12
STEP 4: PAYROLL SUBMISSION	12
STEP 5: APPROVE PAYROLL.....	13

STEP 1: START A PAYROLL

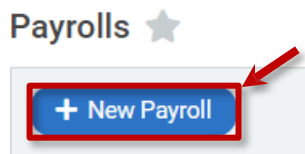
***Best Practice:** Before starting payroll, make all changes/updates for employees. This includes updating pay rates, changing deduction amounts, approving direct deposit changes and time off.

Note: If updates are made after opening the timesheet, updates will manually need entered in the timesheet.

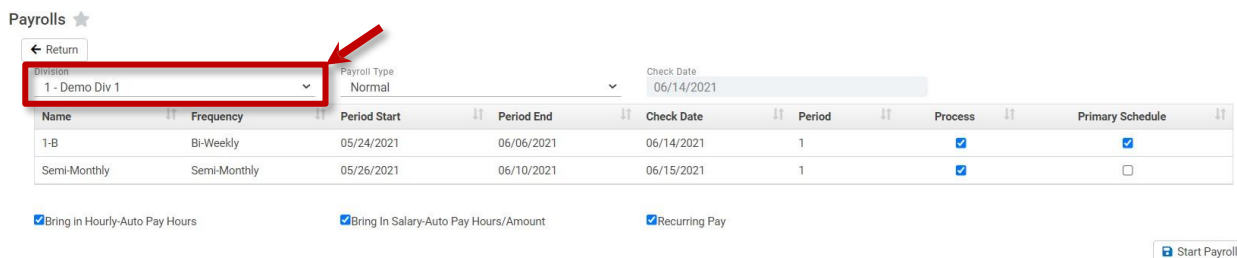
1. Navigate to the *payrolls* tab



2. Click on the *new payroll* button



3. Select the *division* (if relevant) to start a payroll for from the drop-down list

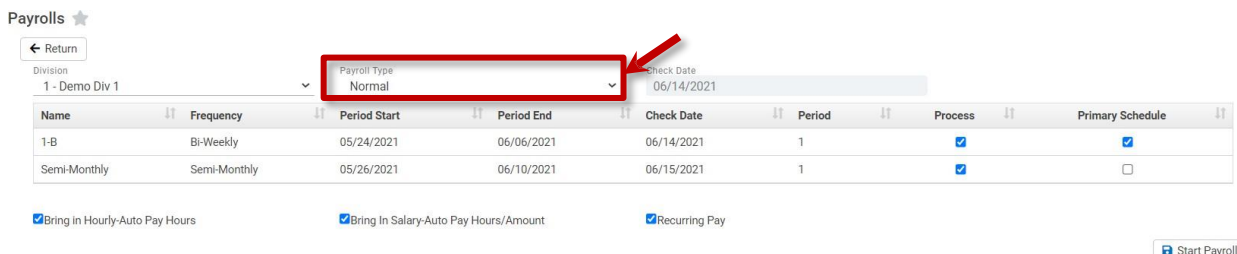


Name	Frequency	Period Start	Period End	Check Date	Period	Process	Primary Schedule
1-B	Bi-Weekly	05/24/2021	06/06/2021	06/14/2021	1	☒	☒
Semi-Monthly	Semi-Monthly	05/26/2021	06/10/2021	06/15/2021	1	☒	☐

☒ Bring In Hourly-Auto Pay Hours ☒ Bring In Salary-Auto Pay Hours/Amount ☒ Recurring Pay

[Start Payroll](#)

4. Select *payroll type* (normal, interim, no deductions except 401k, or third party)



Name	Frequency	Period Start	Period End	Check Date	Period	Process	Primary Schedule
1-B	Bi-Weekly	05/24/2021	06/06/2021	06/14/2021	1	☒	☒
Semi-Monthly	Semi-Monthly	05/26/2021	06/10/2021	06/15/2021	1	☒	☐

☒ Bring In Hourly-Auto Pay Hours ☒ Bring In Salary-Auto Pay Hours/Amount ☒ Recurring Pay

[Start Payroll](#)

5. If you have more than one payroll to be run for various pay schedules, only select the one pay schedule to *process* at a time.

Payrolls ★

← Return

Divisions
DIVISION1 - DIVISION 1

Payroll Type
Normal

Check Date
08/09/2024

Name	Frequency	Period Start	Period End	Check Date	Period	Process	Primary Schedule
Weekly	Weekly	07/28/2024	08/03/2024	08/09/2024	2	☒	☒
Bi-Weekly 1	Bi-Weekly	07/28/2024	08/10/2024	08/16/2024	2	☐	☐
DO NOT USE	Bi-Weekly	07/21/2024	08/03/2024	08/09/2024	1	☐	☐
Bi-Weekly 3	Bi-Weekly	07/22/2024	08/04/2024	08/09/2024	1	☐	☐

☒ Bring In Hourly-Auto Pay Hours ☒ Bring In Salary-Auto Pay Hours/Amount ☒ Recurring Pay

6. Select a *primary schedule* (this will set your check date & pay period for the entire payroll run to that of the selected line)

Payrolls ★

← Return

Division
1 - Demo Div 1

Payroll Type
Normal

Check Date
06/14/2021

Name	Frequency	Period Start	Period End	Check Date	Period	Process	Primary Schedule
1-B	Bi-Weekly	05/24/2021	06/06/2021	06/14/2021	1	☒	☒
Semi-Monthly	Semi-Monthly	05/26/2021	06/10/2021	06/15/2021	1	☒	☐

☒ Bring In Hourly-Auto Pay Hours ☒ Bring In Salary-Auto Pay Hours/Amount ☒ Recurring Pay

Start Payroll

7. Configure settings for *bring in hourly-auto pay hours*, *bring in salary-auto pay hours/amount*, and/or *recurring pay* to set what should be brought automatically into the payroll run

Note: All are checked by default

Payrolls ★

← Return

Division
1 - Demo Div 1

Payroll Type
Normal

Check Date
06/14/2021

Name	Frequency	Period Start	Period End	Check Date	Period	Process	Primary Schedule
1-B	Bi-Weekly	05/24/2021	06/06/2021	06/14/2021	1	☒	☒
Semi-Monthly	Semi-Monthly	05/26/2021	06/10/2021	06/15/2021	1	☒	☐

☒ Bring In Hourly-Auto Pay Hours ☒ Bring In Salary-Auto Pay Hours/Amount ☒ Recurring Pay

Start Payroll

8. Payrolls ★

← Return

Division
1 - Demo Div 1

Payroll Type
Normal

Check Date
06/14/2021

Name	Frequency	Period Start	Period End	Check Date	Period	Process	Primary Schedule
1-B	Bi-Weekly	05/24/2021	06/06/2021	06/14/2021	1	☒	☒
Semi-Monthly	Semi-Monthly	05/26/2021	06/10/2021	06/15/2021	1	☒	☐

☒ Bring In Hourly-Auto Pay Hours ☒ Bring In Salary-Auto Pay Hours/Amount ☒ Recurring Pay

Start Payroll

STEP 2: CONFIGURE TIMESHEET

Once the payroll is started, you will be redirected to the timesheet where you can configure the timesheet view and information for the payroll run—based on your user privileges.

Timesheet > Demo Company - 1 (02111100191)

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount
Adams, John (164)	0.0000	0.0000				0.00			0.0000	1000.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Car Allowance	0.0000	250.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Commissions-Regular	0.0000	750.00

Modify timesheet view

1. Click on the *gear* icon

Timesheet > Demo Company - 1 (02111100191)

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount
Adams, John (164)	0.0000	0.0000				0.00			0.0000	1000.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Car Allowance	0.0000	250.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Commissions-Regular	0.0000	750.00

2. Select the *columns* you need to add/remove, then click save. These options will vary based on the *tracking levels* created for your *company*

Timesheet Column Setting

☐ Check Number
☐ Work Location
☐ Wcomp Code
☐ Shift
☐ Clock Number

Tracking Levels:
☐ Division
☐ Dept
☐ Location

Add employees to payroll run

1. Click on the *options* button

Timesheet > ABC Demo Company(98999800001)

Employee	Regular Hours	OT Hours	Rate	Other Pay	Other Hours	Other Amount
Smith, Joe (2)	0.0000	0.0000	18.0000		0.0000	0.00
	0.0000	0.0000			0.0000	0.00

2. To add any additional *employees* to the *timesheet*, select *add employee*

Timesheet > Demo Company - 1 (02111100191)

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Amount
Adams, John (164)	0.0000	0.0000				0.00			1000.00
✓	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Car Allowance	250.00
✓	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Commission Regular	750.00

3. Select the additional employee and click on the *add* icon

Payrolls > Pro Software Demo Company - 1 (02111100037) > Add Employee

EmpNo	Clock#	Name	Suffix	Status	HireDate	RehireDate	Division	Dept	Location	
39		Chanel, Coco		A	02/05/2000		2	100	100	+
1		Churchill, Winston J		A	07/01/2013		4	100		+
34		Cruise, Tom		A	11/05/2007		1	100		+
90		Disney, Walt		A	05/18/2015	06/27/2016	1	100		+
132		Einstein, Albert		A	09/06/2016		1	100		+

Import time

***Best Practice:** Upload time before importing time taken (PTO).

1. Click on the *options* button

Timesheet > ABC Demo Company(98999800001)

Employee	Regular Hours	OT Hours	Rate	Other Pay	Other Hours	Other Amount
Smith, Joe (2)	0.0000	0.0000	18.0000		0.0000	0.00
✓	0.0000	0.0000			0.0000	0.00

2. Select *upload time*

Timesheet > Demo Company - 1 (02111100191)

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Amount
Adams, John (164)	0.0000	0.0000				0.00			1000.00
✓	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Car Allowance	250.00
✓	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Commission Regular	750.00

3. Click on *choose file*, then choose file from your computer

Payrolls > Pro Software Demo Company - 1 (02111100037) > Import Time

File To Upload: No file chosen

Import File

For employees not found in the payroll:
Warn User but do not add Employee

4. Set what should be done for employees not found in the existing payroll *timesheet*

Payrolls > Pro Software Demo Company - 1 (02111100037) > Import Time

[Return](#)

File To Upload
[Choose File](#) No file chosen

[Import File](#)

For employees not found in the payroll:

- Warn User but do not add Employee
- Warn User but do not add Employee
- Import Employee with Payroll Defaults
- Import Employee without Earnings/Deductions
- Import Employee with All Earnings/Deductions
- Earnings Only
- Import Employee with Deductions Only

5. Click *import file*

Payrolls > Pro Software Demo Company - 1 (02111100037) > Import Time

[Return](#)

File To Upload
[Choose File](#) No file chosen

For employees not found in the payroll:
Warn User but do not add Employee

[Import File](#)

Import PTO hours from GMS Connect

1. Click on the *options* button

Timesheet > ABC Demo Company(98999800001)

All Employees -- ALL OTHER PAY -- SEARCH...

[Return](#) [Submit](#) [Options](#) [Reports](#) [Settings](#) [Help](#)

Employee	Regular Hours	OT Hours	Rate	Other Pay	Other Hours	Other Amount
Smith, Joe (2)	0.0000	0.0000			0.0000	0.00
	0.0000	0.0000	18.0000		0.0000	0.00

2. Select *import time taken*

Timesheet > Demo Company - 1 (02111100191)

-- ALL OTHER PAY -- SEARCH...

[Return](#) [Submit](#) [Options](#) [Reports](#) [Settings](#) [Help](#)

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Amount
Adams, John (164)	0.0000	0.0000				0.00			1000.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Car Allowance	250.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Commission Regular	750.00

3. If any employees on the payroll have PTO requested and approved in GMS Connect for the pay period, they will appear in the import dialogue box. To import their time, select the checkbox by their name and click *import*

Import Time Off Scheduled as Time Taken

Not Imported SEARCH...

Employee	PTO Plan	Date	Hours	Pay Type	Imported
☐ Einstein, Albert	PTOH	10/15/2020	8.00	Personal Time Off	N
☒ Gates, Bill	PTOH	09/10/2020	8.00	Personal Time Off	N
☐ Gates, Bill	PTOH	09/15/2020	4.00	Personal Time Off	N

[Cancel](#) [Import](#)

Timesheet sort

If you would like to sort the *timesheet* by one or more fields, follow the steps below:

1. Click on the *options* button

Timesheet > ABC Demo Company(98999800001)

All Employees -- ALL OTHER PAY -- SEARCH...

Return Submit Options Reports

Employee	Regular Hours	OT Hours	Rate	Other Pay	Other Hours	Other Amount
Smith, Joe (2)	0.0000	0.0000			0.0000	0.00
	0.0000	0.0000	18.0000		0.0000	0.00

2. To sort the *timesheet*, select *timesheet sort*

Timesheet > Demo Company - 1 (02111100191)

-- ALL OTHER PAY -- SEARCH...

Return Submit Options Reports

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Amount
Adams, John (164)	0.0000	0.0000				0.00			1000.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Car Allowance	250.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	26.0000	Commission Regular	750.00

Options menu: Add Employee, Upload Time, Import Time Taken, Timesheet Sort, Purge Payroll

3. From the drop-down menu, select the *sort options* in the order you need to view, then click *close*

Timesheet Sort Options

Sort Option 1:

- Default
- Emp#
- Clock#
- Division
- Dept
- Location

Close

Color Coordination of Timesheet

Purple – New Hire
Green – Pay Rate Change
Yellow – On Leave
Red – Terminated

Note: If this is a termed employee's last check, you will receive a pop up box after clicking submit to verify.

STEP 3: TIME ENTRY AND EDITS

Regular and overtime hour entry

1. Enter *regular hours* and *overtime hours* in the 2nd and 3rd column, per *employee* (the row with the employee name is the totals row)

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount
Adams, John (164)	10.0000	0.0000	0.0000	0.0000	0.0000	0.00			0.0000	1000.00
	10	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Car Allowance	0.0000	250.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Commissions-Regular	0.0000	750.00

Additional pay codes

1. Up to 8 additional pay codes may be configured for your *company* to appear as additional columns in the timesheet. To get this configured, speak to your payroll representative

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount
Adams, John (164)	10.0000	0.0000	0.0000	0.0000	0.0000	0.00			0.0000	1000.00
	10	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Car Allowance	0.0000	250.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Commissions-Regular	0.0000	750.00

2. You may also add more pay codes in the *other pay* column by selecting a pay code in the list, then entering either *other hours* or *other amount* for the additional pay code (if entering hours, rate must match *regular hours* and *OT hours* rate)

Other Pay	Other Hours	Other Amount
	0.0000	1000.00
Car Allowance	0.0000	250.00
	0.0000	750.00
Bereavement Pay		
Bonus-Regular	80.0000	25000.00
Cell Phone Allowance	80.0000	25000.00
Clergy Pay		
Commissions-Regular	80.0000	16000.00
Independent Contract Hrlly	80.0000	15500.00
Independent Contract OT		
Independent Contractor	0.0000	500.00
Jury Duty		
Lab Closed	80.0000	3961.54
Maternity Leave		
Military Leave	80.0000	3961.54
Other Earnings		
Per Diem - Taxable	80.0000	1500.00
Piece Rate	80.0000	1500.00
PTO Sell Back		
Salary	80.0000	1500.00
Severance Pay		
Tips - Box 8 W2	80.0000	1500.00

Add pay lines

1. Add additional pay lines by clicking on the *add* icon, you may add as many as necessary (use this function for multiple pay rates or cost allocation)

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount
Adams, John (164)	10.0000	0.0000	0.0000	0.0000	0.0000	0.00			0.0000	1000.00
	10	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Car Allowance	0.0000	250.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Commissions-Regular	0.0000	750.00

2. Enter additional *regular* or *OT hours* in the additional pay line or select an additional *other pay* code and enter either *other hours* or *other amount*

Remove pay lines

1. To remove the additional pay line, click on the *delete* icon

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount
Adams, John (164)	10.0000	0.0000	0.0000	0.0000	0.0000	0.00			0.0000	1000.00
	10	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Car Allowance	0.0000	250.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Commissions-Regular	0.0000	750.00

Edit check details

1. To view or edit *check number*, *work location*, *Wcomp code*, or shift click on the *down-arrow* icon

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount
Adams, John (164)	10.0000	0.0000	0.0000	0.0000	0.0000	0.00			0.0000	1000.00
	10	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Car Allowance	0.0000	250.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Commissions-Regular	0.0000	750.00

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount
Adams, John (164)	10.0000	0.0000	0.0000	0.0000	0.0000	0.00			0.0000	1000.00
	10.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Car Allowance	0.0000	250.00
Check Number 1 Division 1 - Demo Div 1 Work Location Texas Dept 100 - Office Wcomp 8810 Location 300 - Austin Shift 0										

2. To change the payroll line settings, click on the appropriate drop-down menu and select the preferred setting
3. To collapse the payroll line settings, click on the *up-arrow* icon

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount																								
Adams, John (164)	10.0000	0.0000	0.0000	0.0000	0.0000	0.00			0.0000	1000.00																								
	10.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Car Allowance	0.0000	250.00																								
<table><tr><td>Check Number</td><td>Work Location</td><td>Wcomp</td><td>Shift</td></tr><tr><td>1</td><td>Texas</td><td>8810</td><td>0</td></tr><tr><td>Division</td><td>Location</td><td></td><td></td></tr><tr><td>1 - Demo Div 1</td><td>300 - Austin</td><td></td><td></td></tr><tr><td></td><td>Dept</td><td></td><td></td></tr><tr><td></td><td>100 - Office</td><td></td><td></td></tr></table>											Check Number	Work Location	Wcomp	Shift	1	Texas	8810	0	Division	Location			1 - Demo Div 1	300 - Austin				Dept				100 - Office		
Check Number	Work Location	Wcomp	Shift																															
1	Texas	8810	0																															
Division	Location																																	
1 - Demo Div 1	300 - Austin																																	
	Dept																																	
	100 - Office																																	

Split salary hours between pay codes

1. To allocate salary hours to multiple pay codes, click on the *split salary* icon

Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount
Adams, John (164)	10.0000	0.0000	0.0000	0.0000	0.0000	0.00			0.0000	1000.00
✓	10.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Car Allowance	0.0000	250.00
✓	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Commissions-Regular	0.0000	750.00
Brady, Tom (191)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00			80.0000	25000.00
✓	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	312.5000	Salary	80.0000	25000.00

2. Enter allocated *hours* and select *pay type*. These hours will be deducted from the salary hours & amount and the *employee* will still receive their full pay

Salary Split - Brady, Tom

Remaining 80.0000 Remaining 25000.00

Hours	Pay Type	Amount
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00

 Split Hours  Close

3. Click *split hours* to save changes

Salary Split - Brady, Tom

Remaining 80.0000 Remaining 25000.00

Hours	Pay Type	Amount
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00

 Split Hours  Close

Edit employee direct deposit

To edit employee's direct deposit, click the down arrow on the far right for the employee.

Note: Edits/adds made here will only take effect for this specific payroll.

Davis, Test (10)	0.0000	0.0000	0.00												0.0000	0.00	▼
⊙	0.0000	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.0000	⚠	0.00			
Dion, Celine (27)	0.0000	0.0000	0.00												40.00		
⊙	0.0000	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.0000	⚠	0.00			

Deductions

Direct Deposits

Tax Frequency

1. To remove/switch employee's direct deposit account
 - a. Check the account needing removed
 - b. Save
 - c. If multiple accounts are available, check the account needing switched.

Remove Direct Deposit Accounts

Check#: 1		SEARCH...		
☒	Account Number	Percent	Amount	
☒	12345367	100	0	

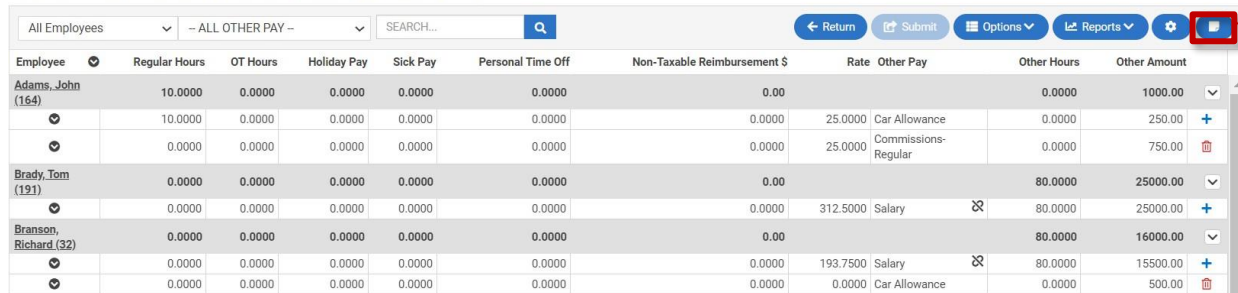
The selected direct deposits will not be included in this pay run.

Payroll notes

To add notes for your payroll representative to see before processing your payroll:

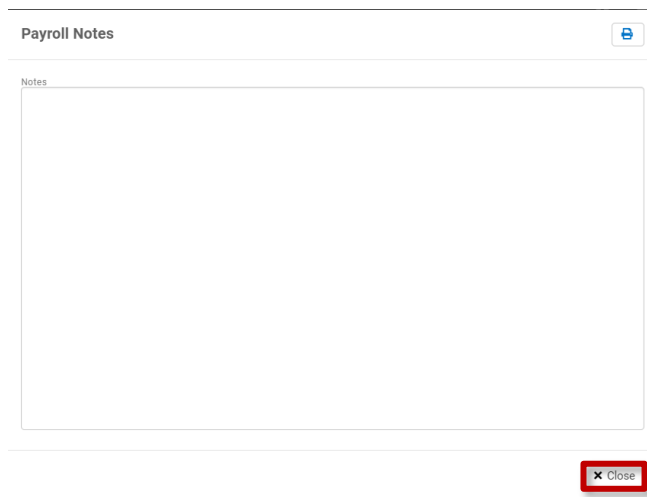
1. Click on the *notes* icon

Timesheet > Pro Software Demo Company - 1 (02111100037)



Employee	Regular Hours	OT Hours	Holiday Pay	Sick Pay	Personal Time Off	Non-Taxable Reimbursement \$	Rate	Other Pay	Other Hours	Other Amount
Adams, John (164)	10.0000	0.0000	0.0000	0.0000	0.0000	0.00			0.0000	1000.00
	10.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Car Allowance	0.0000	250.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	25.0000	Commissions-Regular	0.0000	750.00
Brady, Tom (191)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00			80.0000	25000.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	312.5000	Salary	80.0000	25000.00
Branson, Richard (32)	0.0000	0.0000	0.0000	0.0000	0.0000	0.00			80.0000	16000.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	193.7500	Salary	80.0000	15500.00
	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Car Allowance	0.0000	500.00

2. Type any notes relevant to the payroll and click *close*



Payroll Notes

Notes

Close

STEP 4: PAYROLL SUBMISSION

Once the *timesheet* entry is complete, you can review reports then submit the payroll for processing.

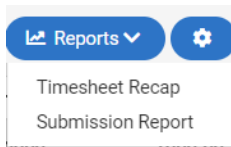
1. Click on the *reports* icon

Timesheet > ABC Demo Company(98999800001)



Employee	Regular Hours	OT Hours	Rate	Other Pay	Other Hours	Other Amount
Smith, Joe (2)	0.0000	0.0000			0.0000	0.00
	0.0000	0.0000	18.0000		0.0000	0.00

2. Click on *timesheet recap report* and *submission report* to review the reports



3. Once the reports have been reviewed, click on the *submit* icon



4. You may click on the *return* icon at any time to exit the timesheet entry screen



5. Once you *submit* the timesheet, you will be redirected to the payroll queue where you can check on the status of your payroll at any time



STEP 5: APPROVE PAYROLL

1. Once your payroll representative has finished reviewing your payroll, you will receive an email alerting you that your payroll is ready for review and approval



2. Upon receiving the email, log in to your profile and go to the *payroll queue*. Your payroll will show as *awaiting client review*

Payrolls ★

+ New Payroll

Division 2021 In Process SEARCH...

Name	Division	PayrollNumber	Check Date	Payroll Period	Pay Schedule	Type	Step	
Demo Company	1	02111100191	06/14/2021	05/24/2021-06/06/2021	1-B	N	Awaiting Client Review	Review Reports Approve

Show 25 entries

Previous 1 Next

3. Click on *reports* and select any of the listed *reports* to review data with final payroll amounts (*invoice, payroll register, deduction recap, job cost, etc.*)

Payrolls ★

+ New Payroll

Division 2021 In Process SEARCH...

Name	Division	PayrollNumber	Check Date	Payroll Period	Pay Schedule	Type	Step	
Demo Company	1	02111100191	06/14/2021	05/24/2021-06/06/2021	1-B	N	Awaiting Client Review	Review Reports Approve

Show 25 entries

Previous 1 Next

Payrolls ★

+ New Payroll

Division 2021 In Process SEARCH...

Name	Division	PayrollNumber	Check Date	Payroll Period	Pay Schedule	Type	Step	
Demo Company	1	02111100191	06/14/2021	05/24/2021-06/06/2021	1-B	N	Awaiting Client Review	Review Reports Approve

Show 25 entries

Timesheet Recap
Timesheet Submission Report
Invoice
Check Overview
View Checks
Timeoff Accruals
Deduction Recap
Direct Deposit Report
Job Cost Report
Payroll Register
Payroll WCOMP Report
Employee Change Log

4. After reviewing reports, click on the *approve* icon to approve the payroll for finalization

Payrolls ★

+ New Payroll

Division 2021 In Process SEARCH...

Name	Division	PayrollNumber	Check Date	Payroll Period	Pay Schedule	Type	Step	
Demo Company	1	02111100191	06/14/2021	05/24/2021-06/06/2021	1-B	N	Awaiting Client Review	Review Reports Approve

Show 25 entries

Previous 1 Next

5. A pop-up dialogue box will appear once you click *approve* which provides the option to *approve* or *reject* the payroll. Select *approve payroll* or *reject payroll* then click the *approve* button.

Approve Payroll

☒ Approve Payroll

IMPORTANT: Please read before clicking the "Approve" button!
By clicking the "Approve" button below, you acknowledge that you have had the opportunity to review all reports associated with this payroll submission and that you approve this payroll for final processing.

☐ Reject Payroll

[Approve](#) [Close](#)

6. The step status will now switch from *awaiting client review* to *client payroll final approval*. The payroll processing will now be completed by your payroll representative.

Payrolls ★

+ New Payroll

Division 2021 In Process SEARCH...

Name	Division	PayrollNumber	Check Date	Payroll Period	Pay Schedule	Type	Step	
Demo Company	1	02111100191	06/14/2021	05/24/2021-06/06/2021	1-B	N	Client Payroll Final Approval	Review Reports

Show 25 entries

Previous 1 Next