Southwestern Payroll Service, Inc.

Payentry™

Process Payroll

Processing Payroll is a fairly simple process. You are taken from one screen to another and are warned if something is missing or incomplete. If you have to stop, Payentry saves all of your progress and you can come back to it any time, the progress bar lets you know where you stopped. To begin Payroll Processing, you need to go to the Dashboard of the Company you wish to process it for.

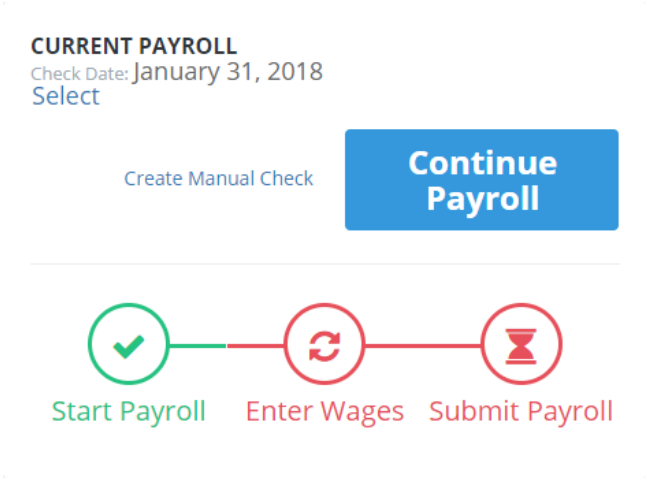
- Select Check Date
- Start Payroll
- Edit Payroll Options
- Payroll Batches
- Create a Manual Check
- Add Batch to Payroll
- Import Time Clock Files
- New Enter Payroll Wages
- Edit Check Details
- Edit Check Attributes
- Run Preprocess Register
- Close Batch
- Close Payroll
- Submit Payroll

Select Check Date

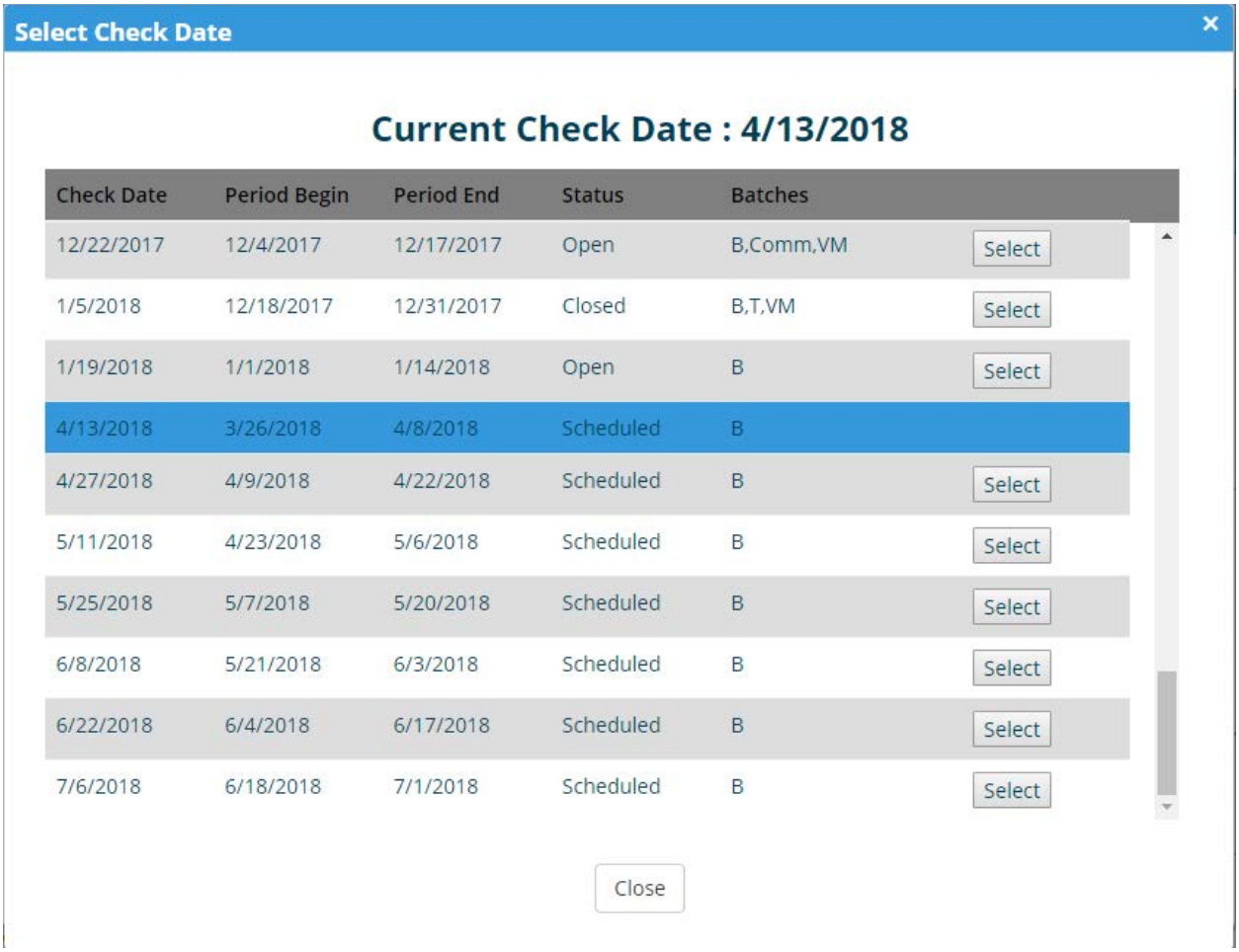
If you need to work on a payroll for a check date other than what is currently selected, it's easy to select another check date.

1. Go to the **Company Dashboard**, either by selecting it in the side menu or by entering the name into the Smart Search Bar.

2. Click on **Select** in the Current Payroll section, the Select Check Date dialog comes up.



3. Find the **check date** that you wish to process payroll for from the table.



4. Click **Select** to choose the new check date.

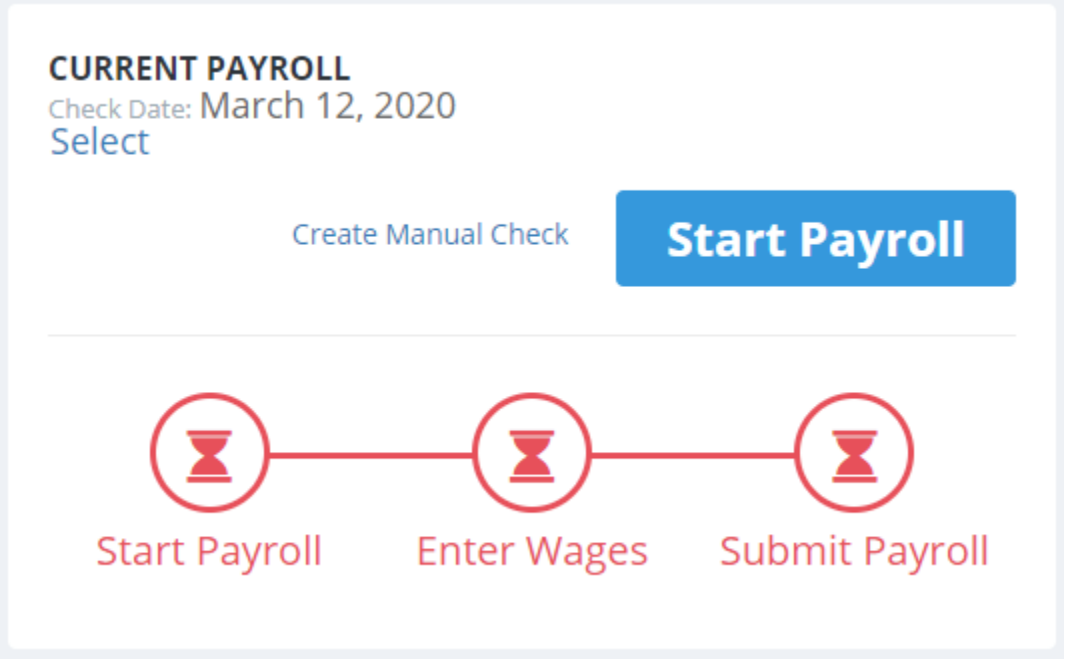
5. Click **Close** to exit the Select Check Date window.

You are now ready to Start Payroll.

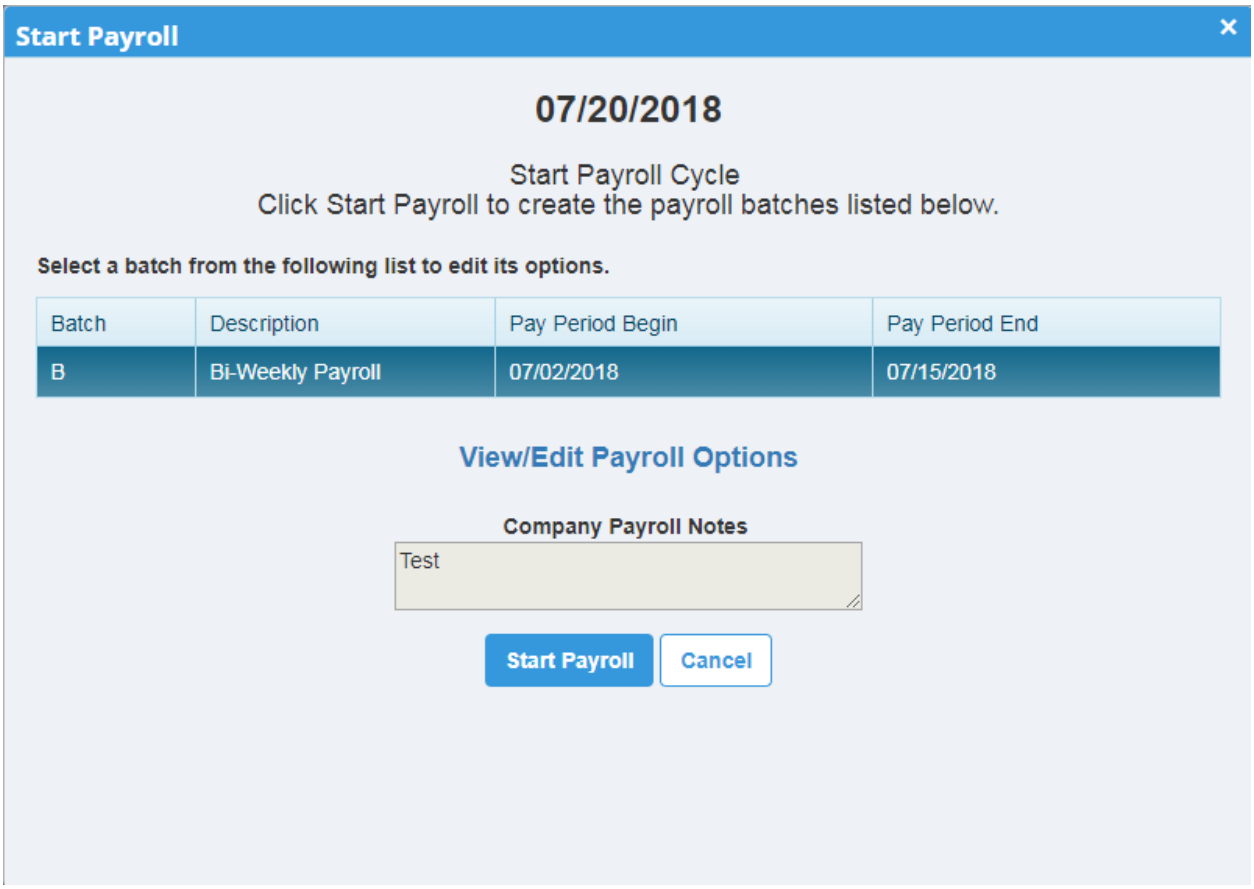
Start Payroll

1. Go to the **dashboard** of a company that you wish to Process Payroll for, either by selecting it in the side menu or by entering the name into the Smart Search Bar.

2. Click the **Start Payroll** button in the Current Payroll section, a Start Payroll dialog comes up.



3. Select the **Batch** you wish to process, if you wish to edit batch details, click View/Edit Payroll Options, see here for more details: Edit Payroll Options.

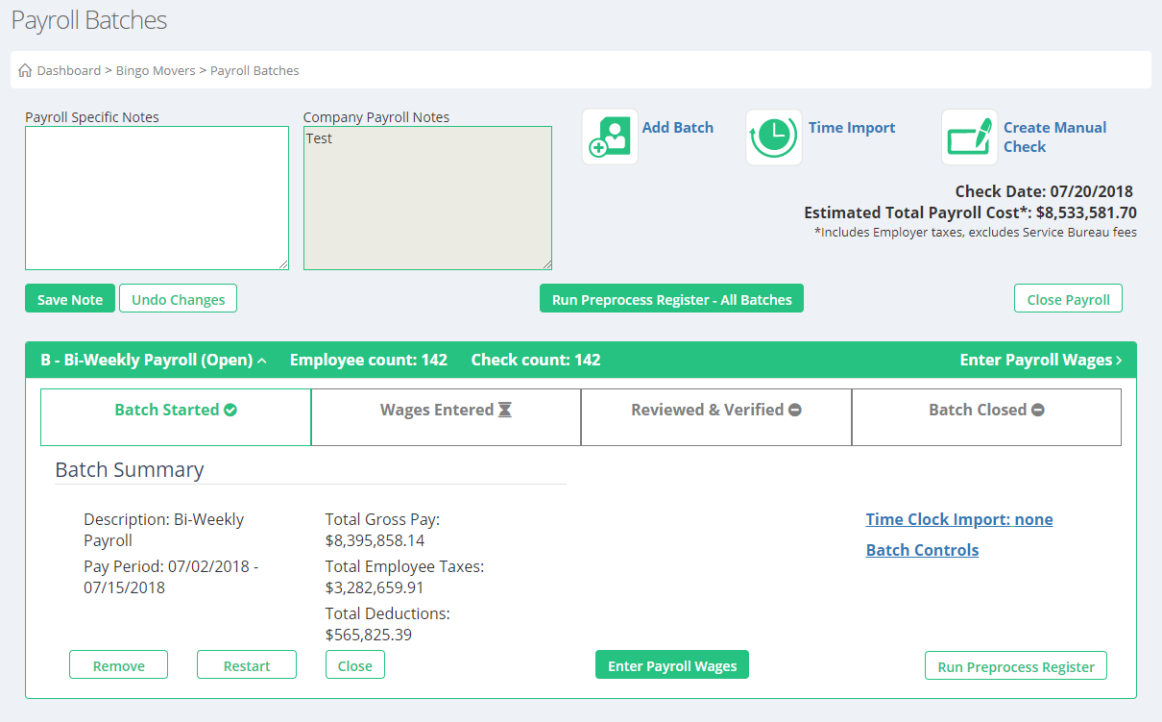


4. Click **Start Payroll**, a progress dialog opens as the Payroll process begins and you are taken to the Payroll Batches page.

Payroll Batches

Payroll Batches is the control center of payroll processing. This is the page where you need to be in order to carry out nearly all of the functions to run your payroll. To get to this page you need to Start or Continue Payroll on the Company Dashboard.

It might look a little different based on your permissions and settings. The screen also updates as you enter various information and go through the payroll processing steps.



Batch Controls

Batch Controls allows you to compare the information you've entered in Payentry to control totals from an external system. The batch controls that you see depend on the deductions, taxes, and earnings you have in your batches. This page is informational only and does not influence payroll besides letting your know where the differences are.

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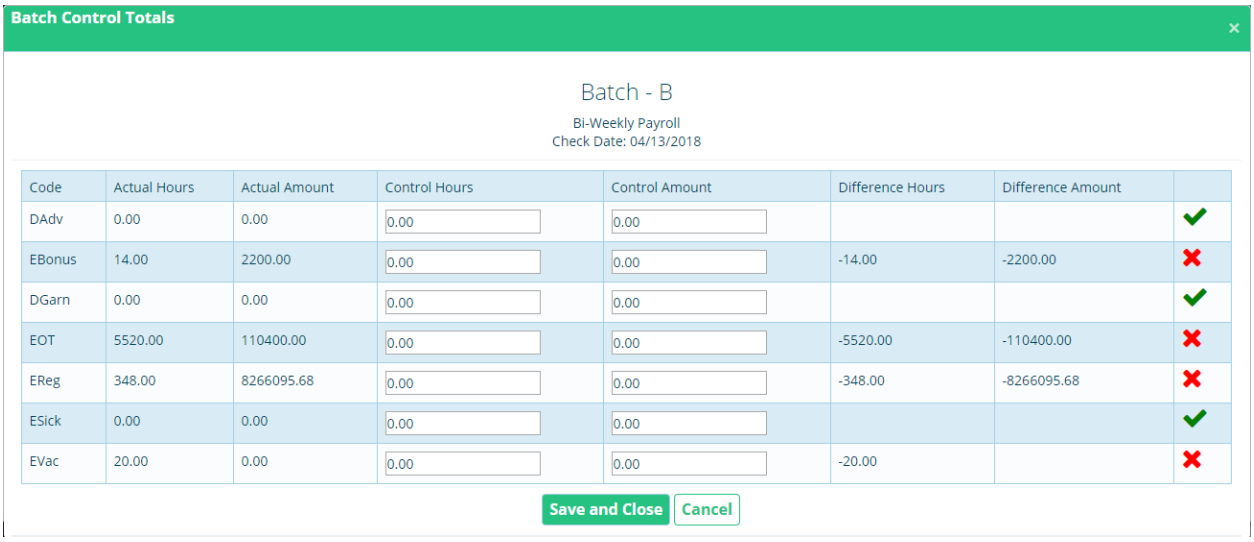


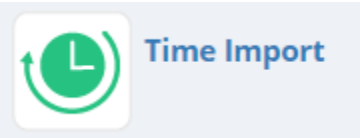
1. Enter the **total number of hours** that appears in your external system into **Controls Hours** box in order to verify it against the number of hours in Payentry.
2. To check payment Amount, enter the amount you have in your external system into Control Amount box. The system automatically calculates if there are any differences.

Import Time Clock Files

You can either directly import time clock files from Time Management or upload your employees' hours data as a CSV or a TXT file from your computer.

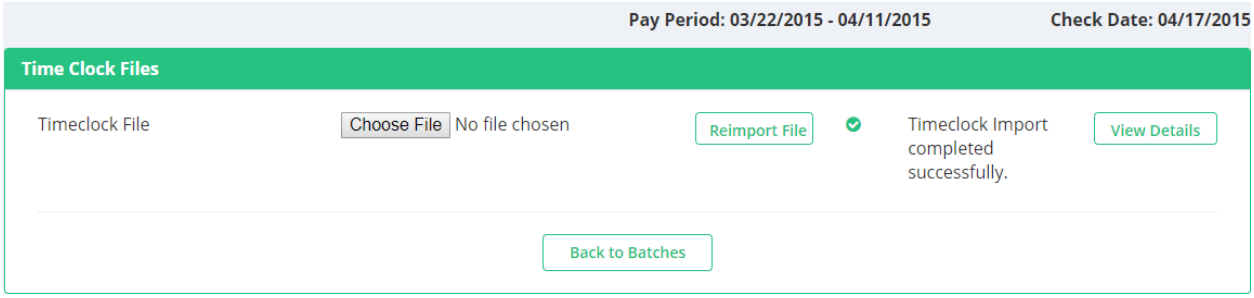
You have to Start Payroll and be on the Payroll Batches page to import time clock files.

1. Click on the **Time Import** icon, you are taken to the **Payroll Batch Import** page.

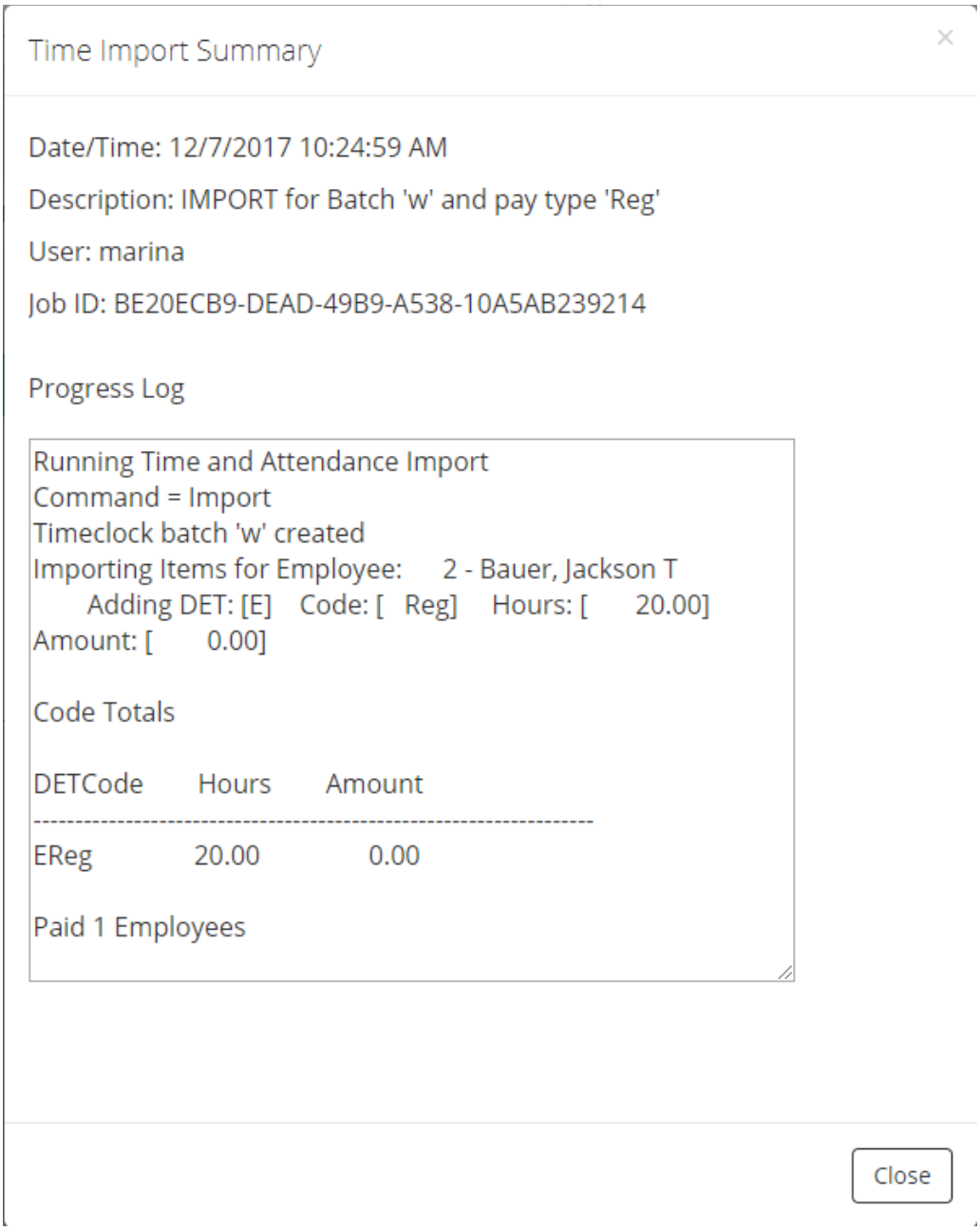


2. Click **Import File**, a progress bar appears as the file loads and then a dialog opens to tell you whether or not import has been successful. You had to have exported your payroll in Time Management for this to work. If you have not done so, do so now. For more information, please see: Payroll Tab and Export a Payroll pages. You also see a green check mark next to Import File if the upload has been successful.

> **Note:** If you are using an external time management service, you can manually import .CSV (or fixed width) files from your computer by clicking the Choose File button.



3. *Optional.* Click on **View Details** to see the information about the imported file.



4. Click on **Back to Batches** to return to the Payroll Batches page.

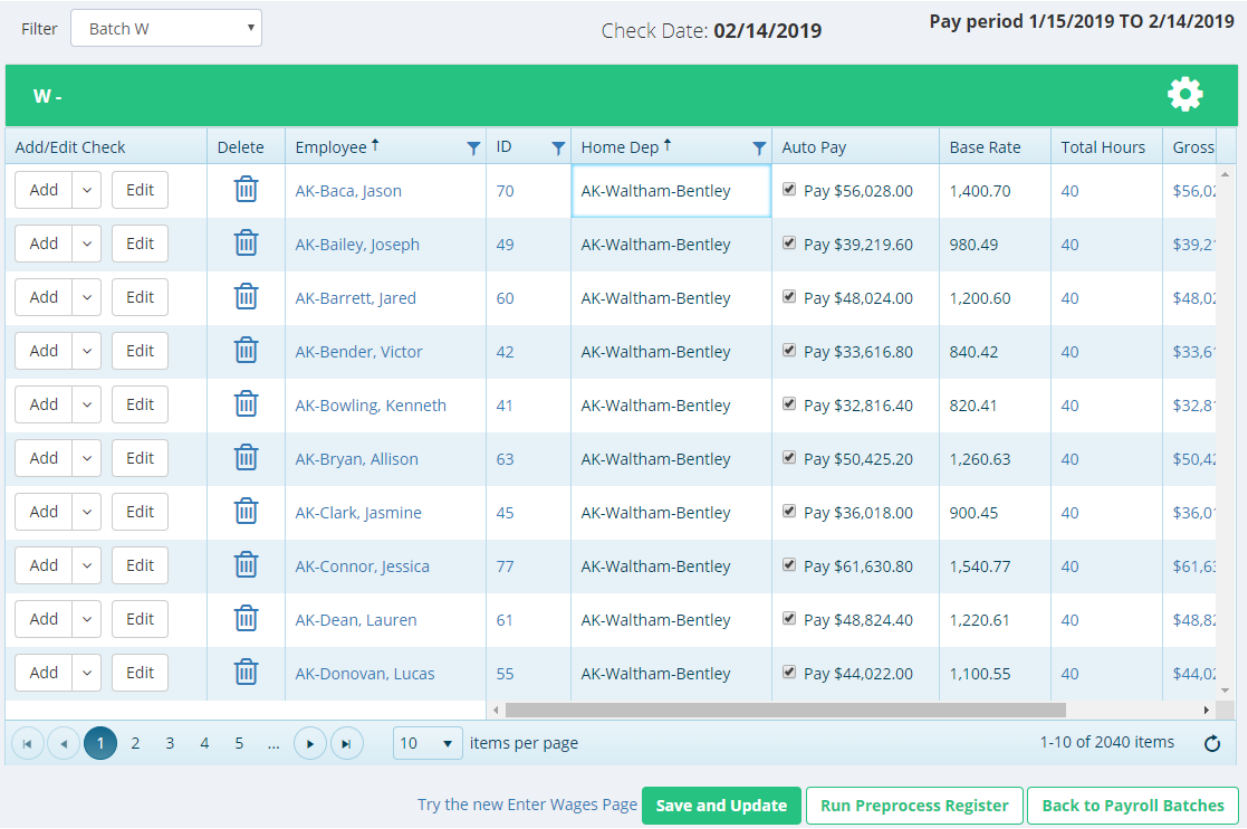
Enter Payroll Wages

Enter Wages portion of the Payroll Process enables you to enter detailed wage information for each of your employees at a summary level, within the grid, so you can quickly and accurately complete the payroll process. You may also add extra checks, 3rd-Party Sick checks, edit and delete existing checks.

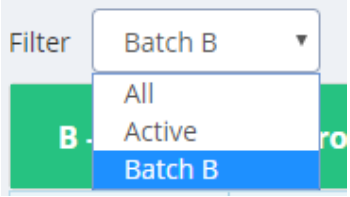
You have to Start Payroll, and you should Import Time Clock Files if you need to, before you Enter Wages.

From the Payroll Batches page:

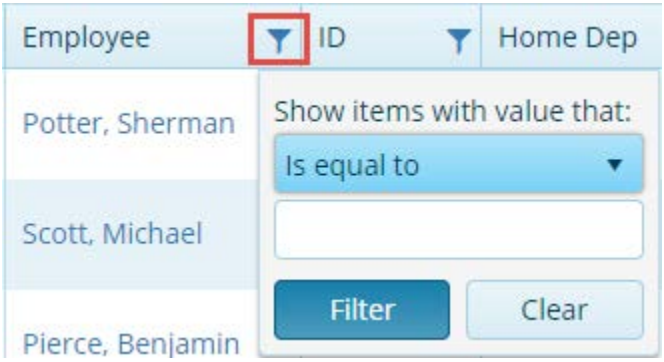
1. Click on **Enter Payroll Wages** for the batch you want to work on. You are taken to the Enter Wages page.



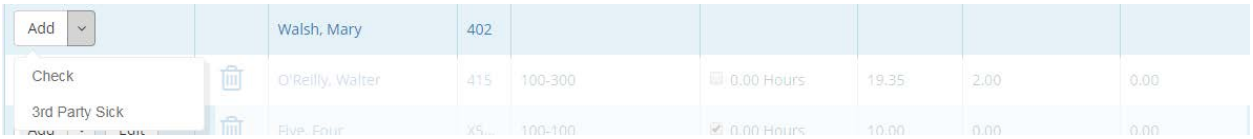
2. Filter your list of employees by **employee status**: all, active, or by batch from the drop-down menu at the top-left of the grid.



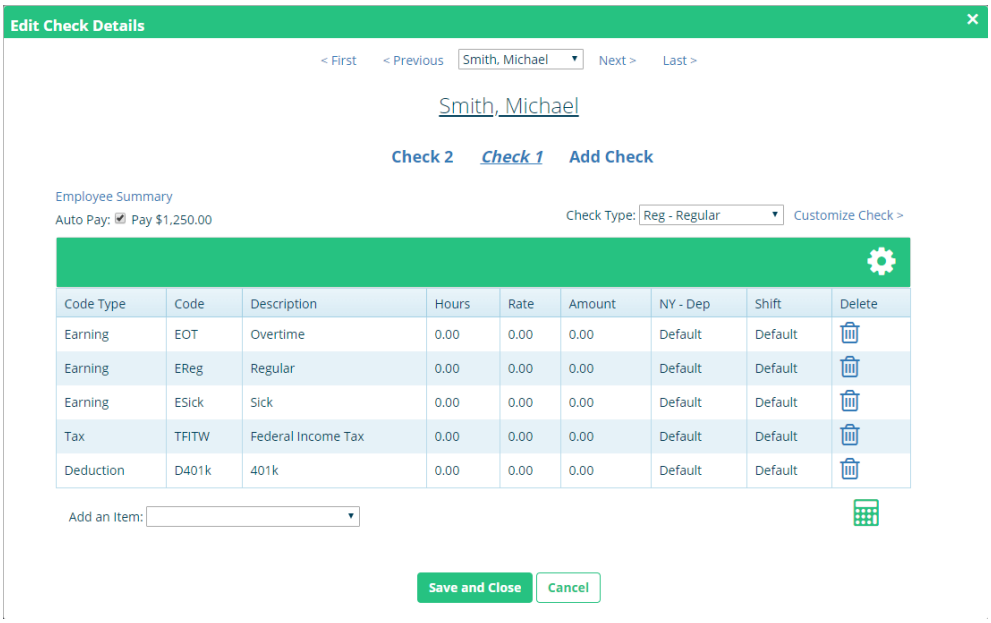
3. Find the **Employee** that you wish to Add or Edit a check for; you can filter by Employee, ID, or home department by clicking on the siphon icon. Click on the name to sort by ascending or descending order, or choose the filter icon to specify a filter criteria.



4. Click **Add** to add a new check or click the downward error button to select the type of check you wish to add: Check or 3rd Party Sick. An extra row appears for the employee you added the check for; AND/OR:



5. Click on **Edit** to modify the newly added or existing Check. The Edit Check Details window comes up.



6. Edit the **check** as needed, see Edit Check Details for more information. You can switch between different checks by clicking on Check # link. You may also add additional checks by clicking on Add Check.

7. Click **Save and Close** when you're done.

Edit Checks Directly in the table:

Add/Edit Check	Delete	Employee	Base Rate	OT Hours	Regular Hours	Total Hours	Gross Pay	Net Pay
Add Edit		Potter, Sherman	50.00/Hour	5.00	0.00	54	$1,388.75	$917.68
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You may have to scroll horizontally to see certain columns.

For a particular check record within the grid, you can do any of the following:

- Click **Add** to add an additional check or 3rd party Sick check to the employee.
- Click **Edit** to access and edit the details of that check
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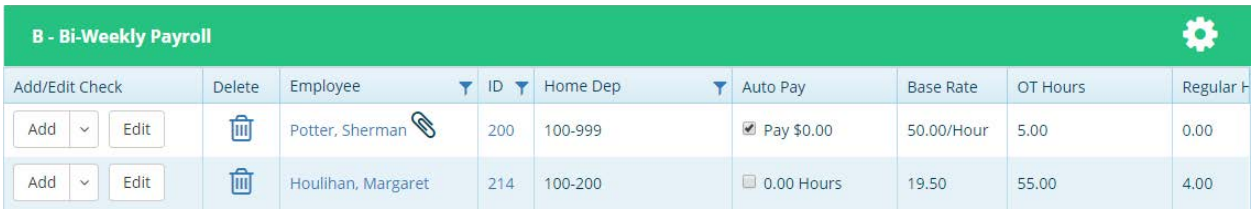
- Click on the employee's name or ID to view the employee's profile in another browser tab
- Select or de-select auto-pay for the employee

Adding Extra Columns to the Grid:



4. Click the **Gear icon** to add extra columns to your Enter Wages grid, the Grid Settings menu opens.

5. Check off boxes next to the **field names** you want to appear on your grid. The Enter Wages grid updates with the selections automatically. There are two types of columns: Standard and Pay Grid. You cannot edit Standard columns, but you can customize the pay grid item columns in Company > Payroll Setup > Pay Grid Items, though you should not do so while running payroll. The options selected for this are saved on the per user basis.

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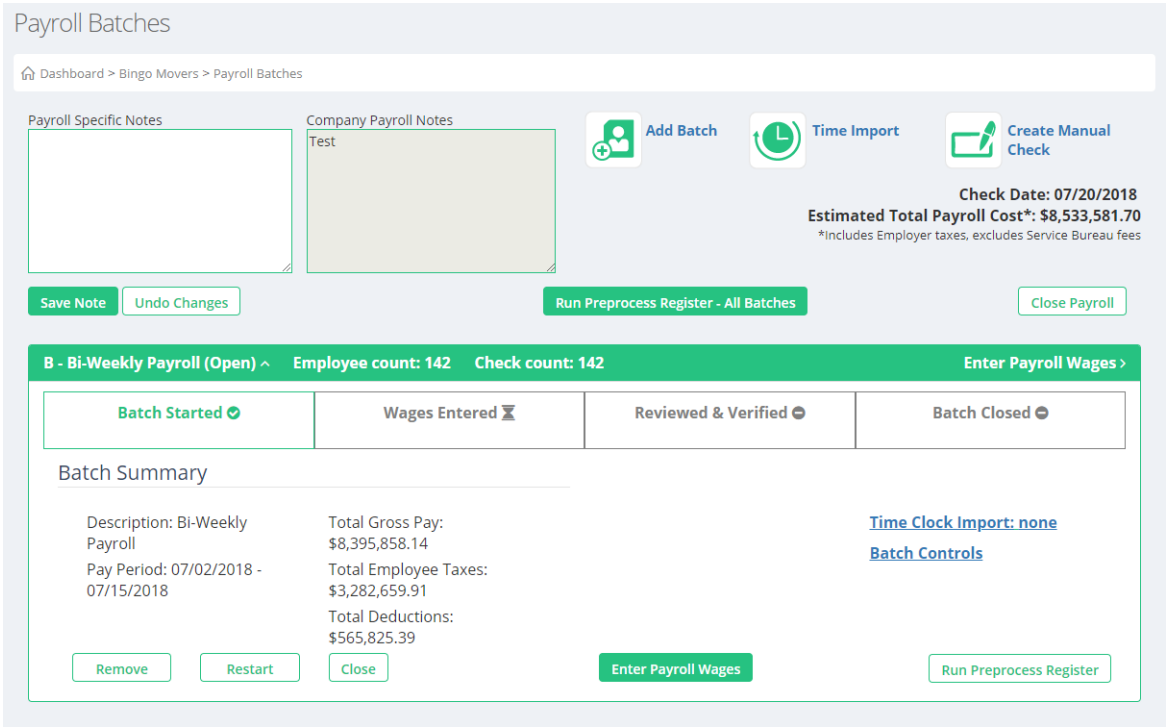


From here you can:

Add Batch to Payroll

View Batch Controls

Remove a Batch

Restart a Batch

Import Time Clock Files

Create a Manual Check

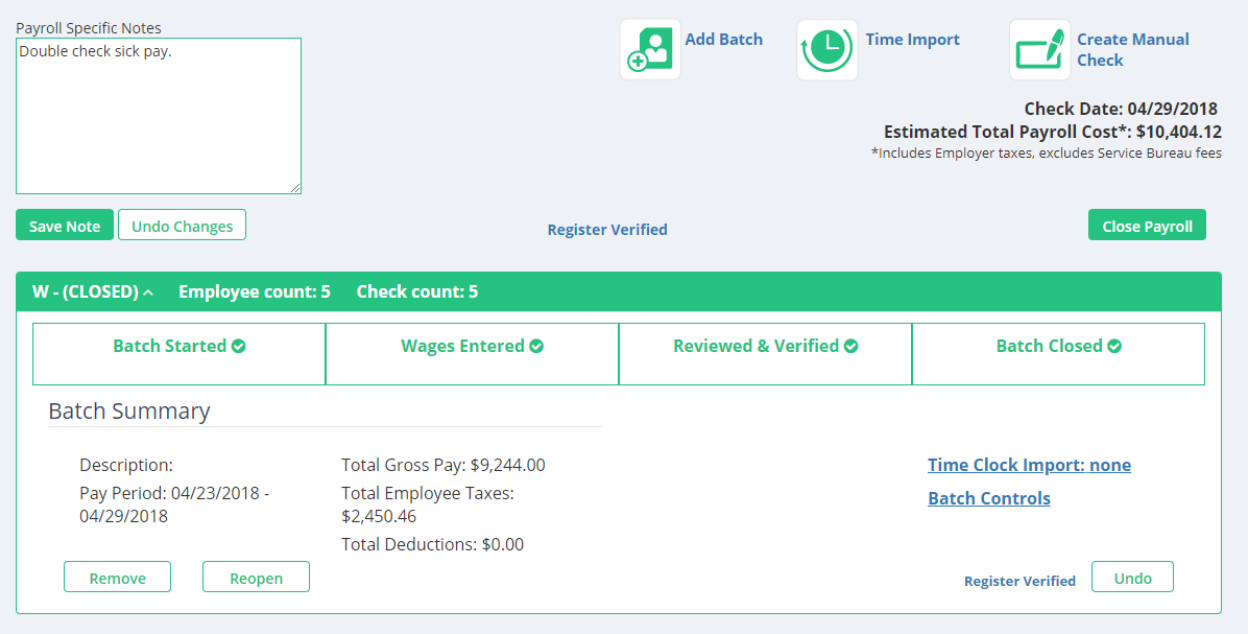
Enter Payroll Wages

Run Preprocess Register

Close Batch

Close Payroll

Create Payroll Specific Notes. Also see: Payroll Notes



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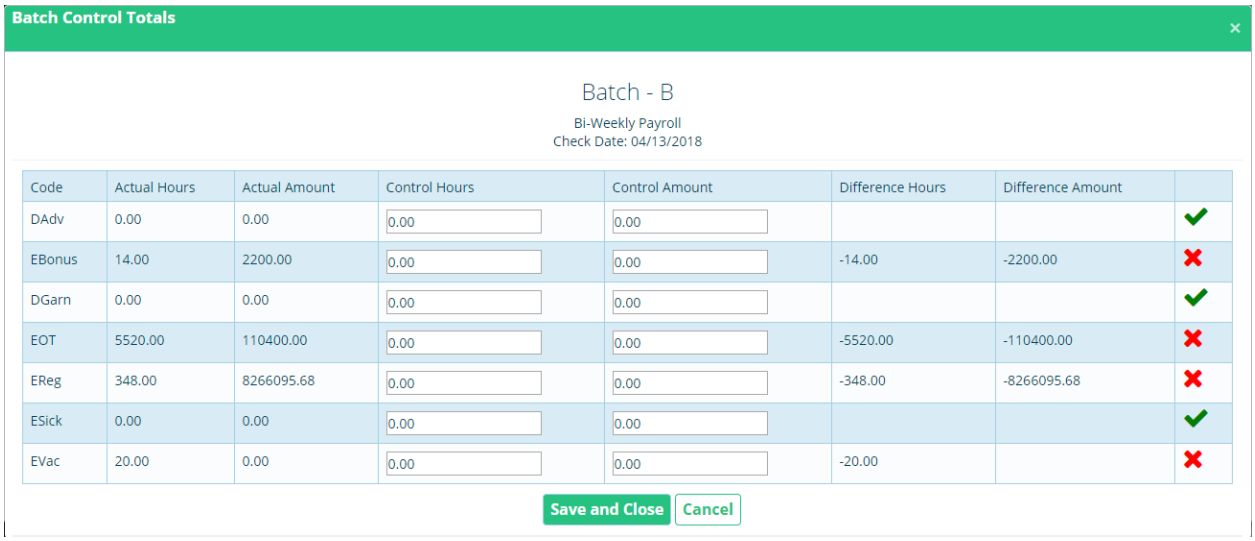


Enter the total number of hours that appears in your external system into Controls Hours box in order to verify it against the number of hours in Payentry.

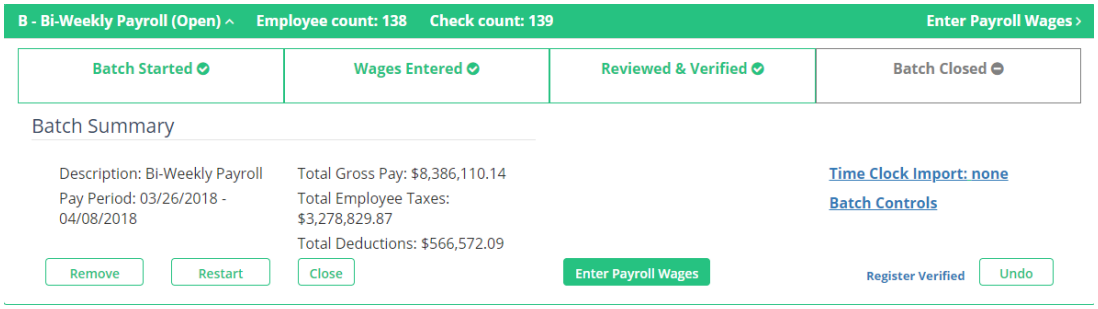
To check payment Amount, enter the amount you have in your external system into Control Amount box. The system automatically calculates if there are any differences.

Restart a Batch

If you need to restart a batch, be aware that any changes you have made prior to are erased.

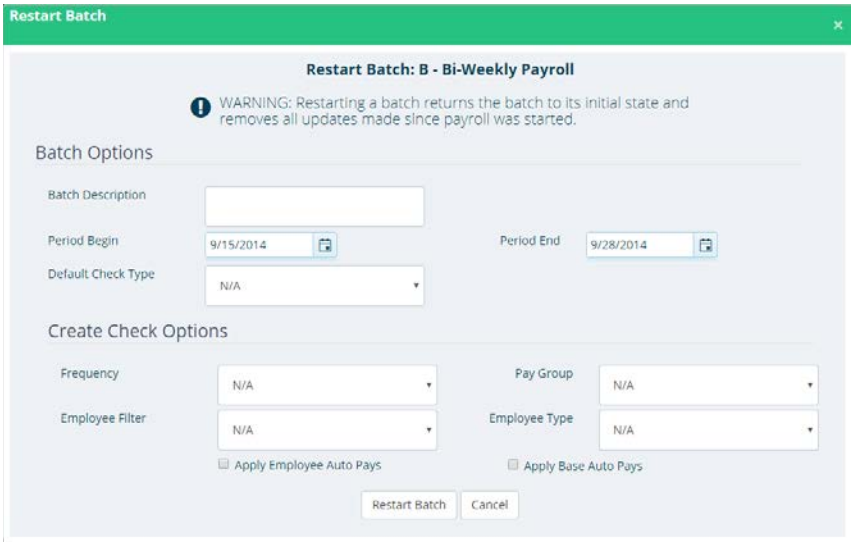
You have to Start Payroll and be on Payroll Batches page before you can restart a batch.

Click Restart in the batch, the Restart Batch dialog comes up.



You can edit the Batch Description, Period Beginning and End, and Default Check Type.

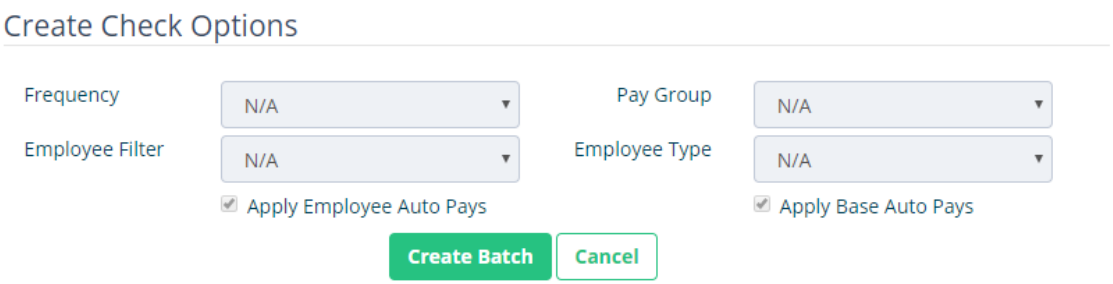
Important: Restarting a batch returns the batch to its initial state and removes all updates made since payroll was started.



Or:

Select Create checks using the following options: - use filters to create checks for appropriate groups of employees. Selecting this option enables the Create Check Options. All of the filters in this section are optional, so you can either select one or all of them.

Important: You are filtering by Employee, so the options you select must match the Employees you want to create checks for, otherwise they are filtered out.



Select the appropriate filters you need to create checks individually for a certain group of employees.

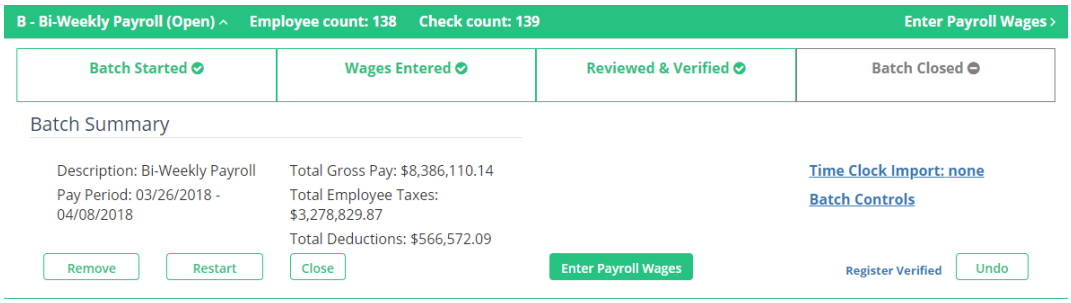
Click Restart Batch, the Payroll Batches page reloads and the batch is cleared of any previous modifications.

Remove a Batch

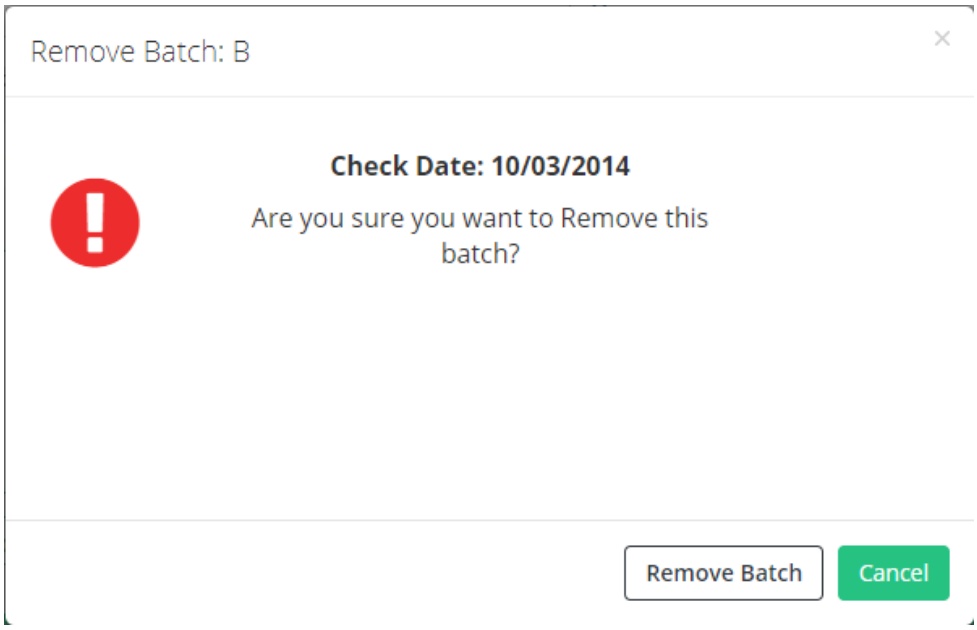
Note: Removing a batch removes it entirely from the currently selected payroll. If you remove the default batch, it will appear again when you start payroll for another check date.

On the Payroll Batches page:

Expand the batch you wish to delete.



Click on Remove, a confirmation dialog opens.



Click on Remove Batch to remove it permanently from the current payroll.

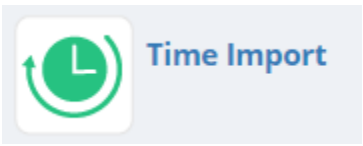
Important: This action may not be undone.

Import Time Clock Files

You can either directly import time clock files from Time Management or upload your employees' hours data as a CSV or a TXT file from your computer.

You have to Start Payroll and be on the Payroll Batches page to import time clock files.

Click on the Time Import icon, you are taken to the Payroll Batch Import page.



Click Import File, a progress bar appears as the file loads and then a dialog opens to tell you whether or not import has been successful. You had to have exported your payroll in

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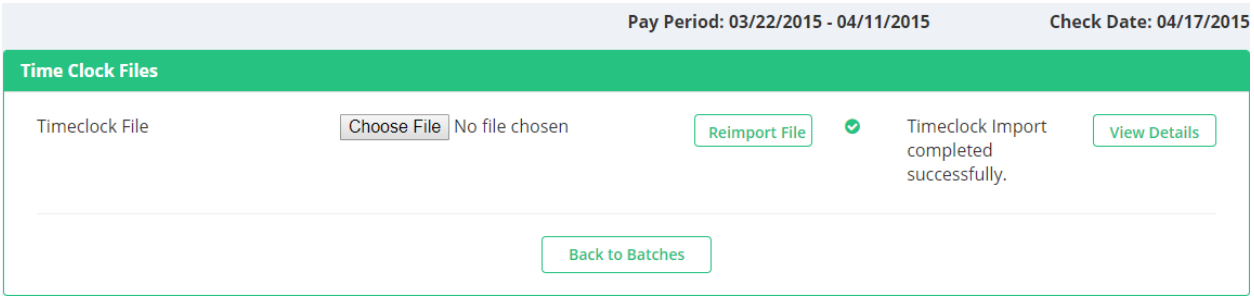

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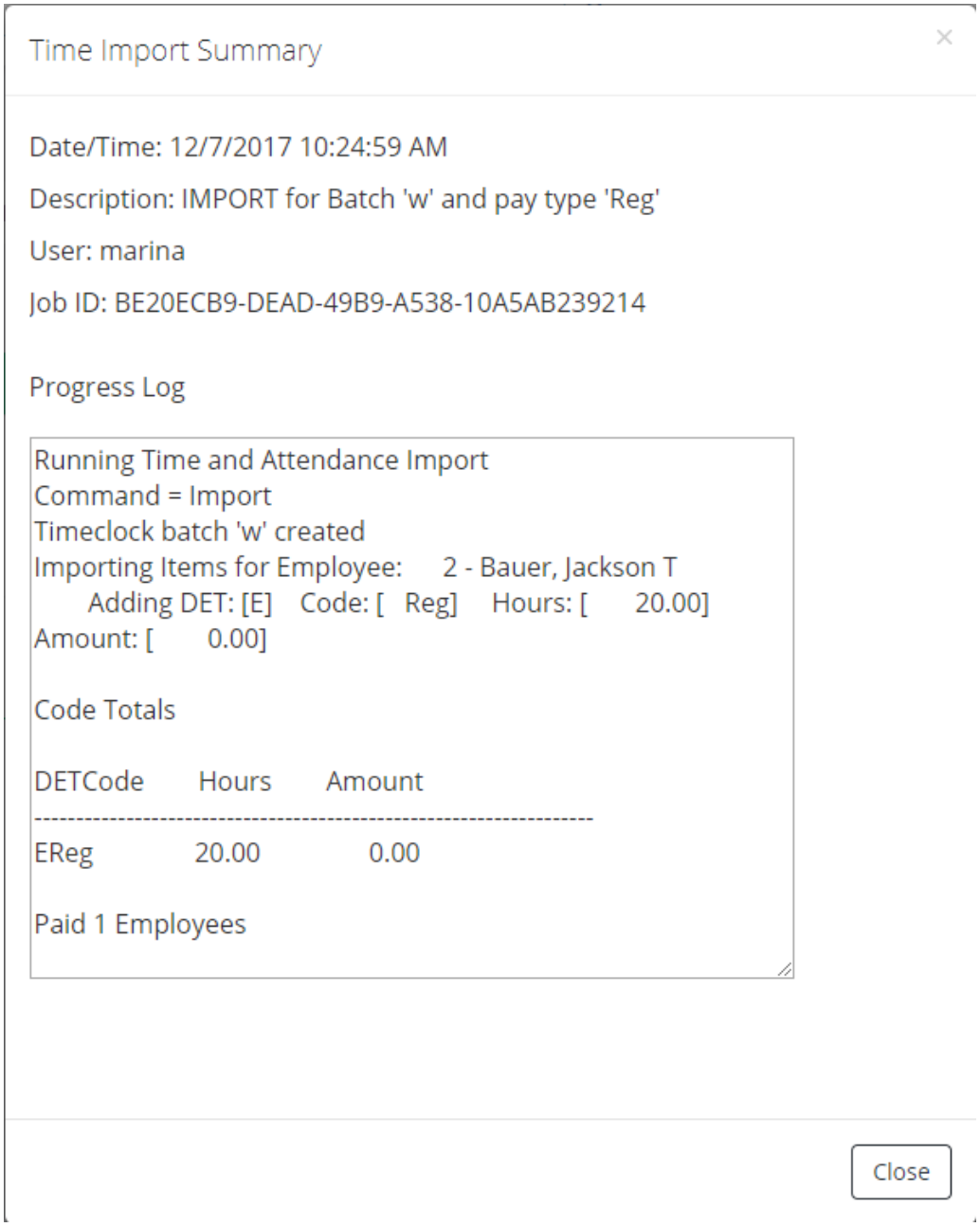

Click on Back to Batches to return to the Payroll Batches page.

Related Topics:

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Add Batch to Payroll

Create a Manual Check

[Run Preprocess Register]

[Enter Payroll Wages]

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You have to [Start Payroll], and you should [Import Time Clock Files] if you need to, before you Enter Wages.

From the [Payroll Batches] page:

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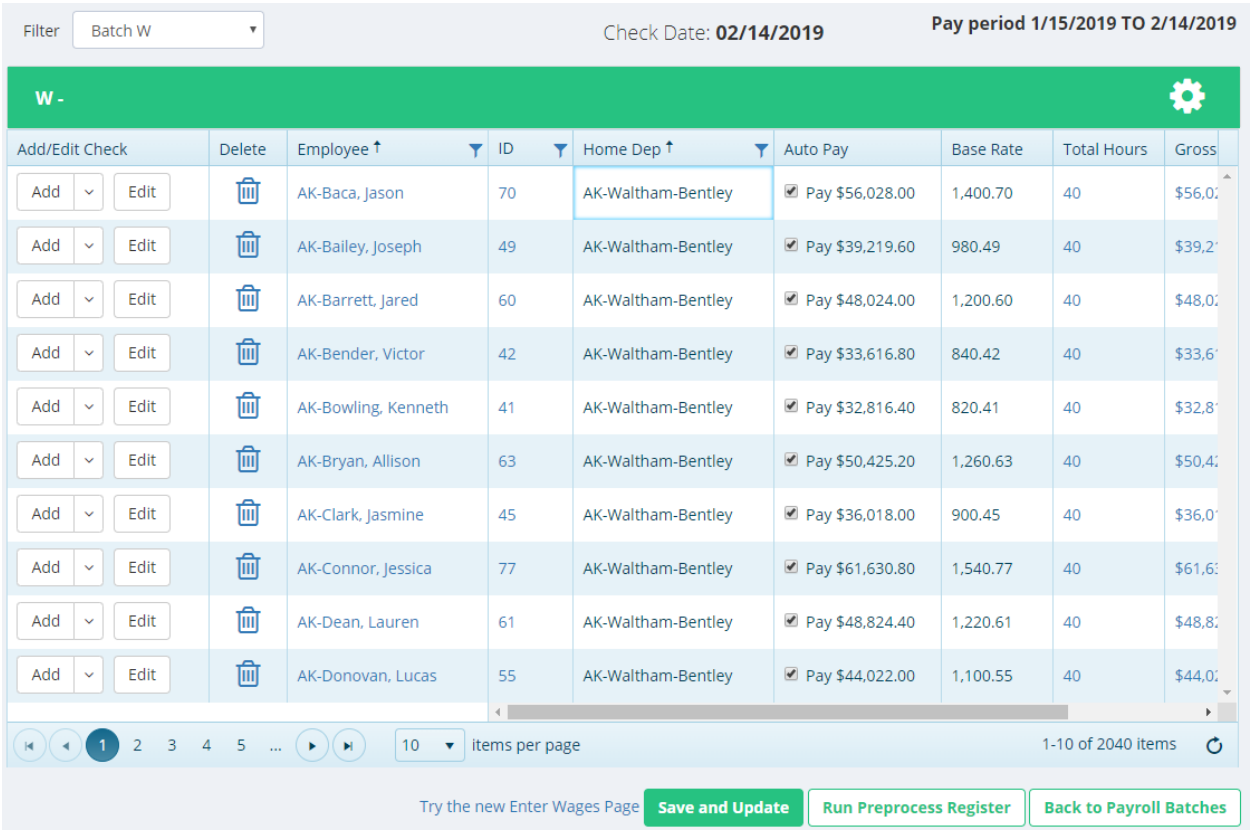
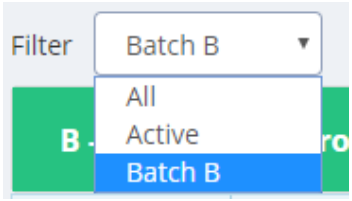


Filter your list of employees by employee status: all, active, or by batch from the drop-down menu at the top-left of the grid.



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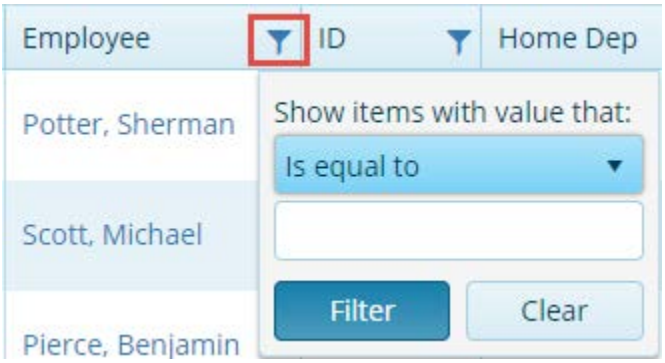

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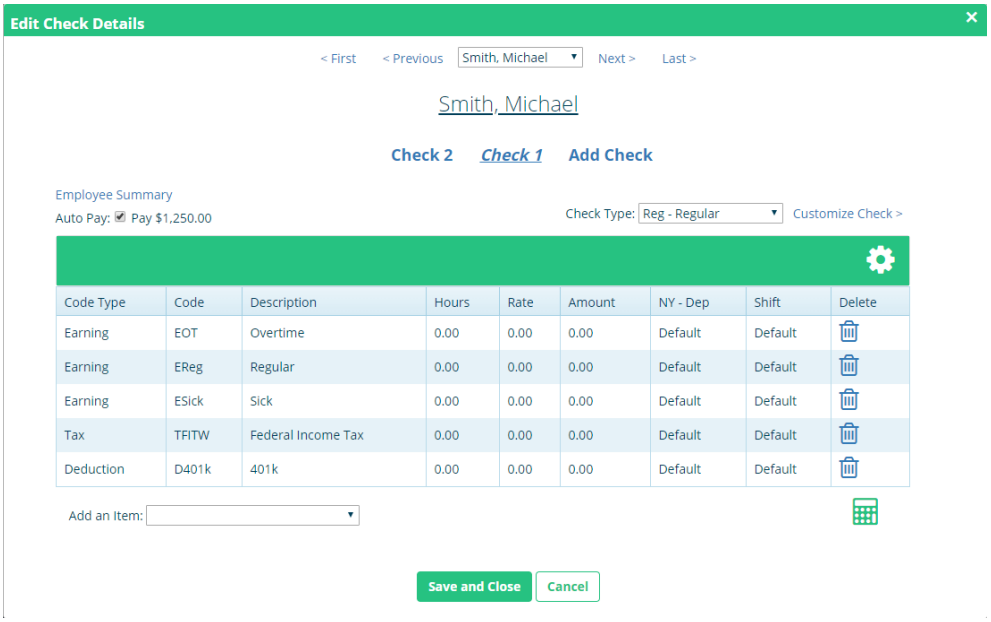

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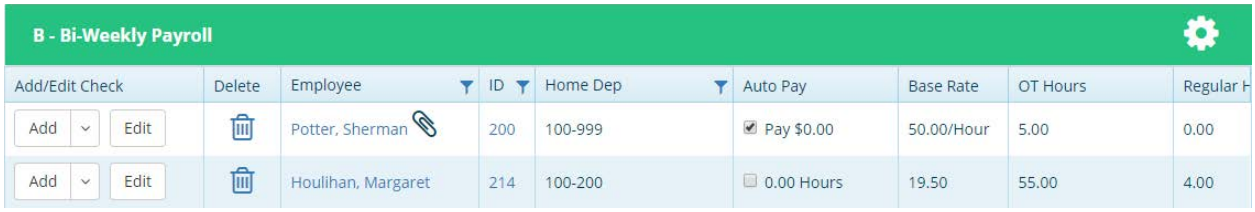
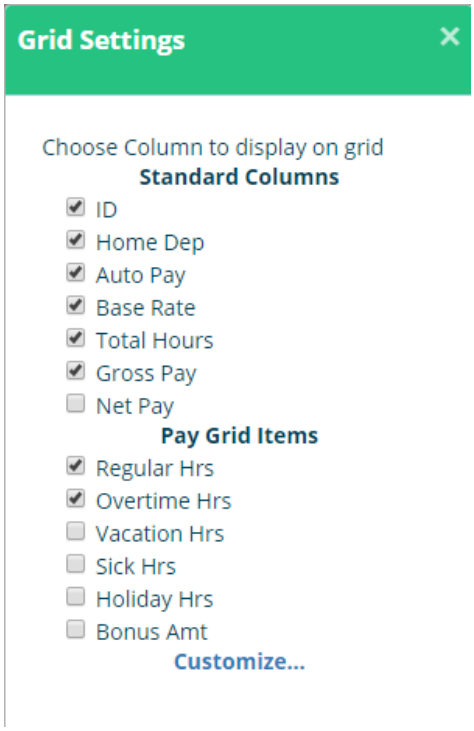
Adding Extra Columns to the Grid:



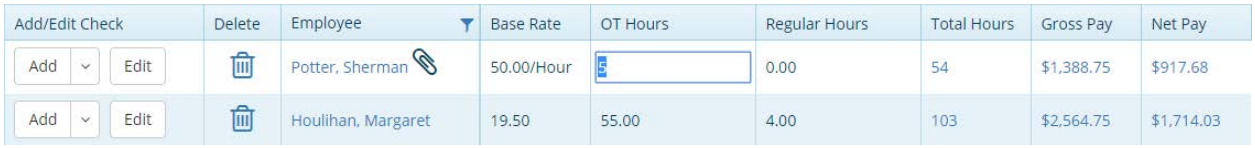
Click the Gear icon to add extra columns to your Enter Wages grid, the Grid Settings menu opens.

Check off boxes next to the field names you want to appear on your grid. The Enter Wages grid updates with the selections automatically. There are two types of columns: Standard and Pay Grid. You cannot edit Standard columns, but you can customize the pay grid item columns in Company > Payroll Setup > Pay Grid Items, though you should not do so while running payroll. The options selected for this are saved on the per user basis.



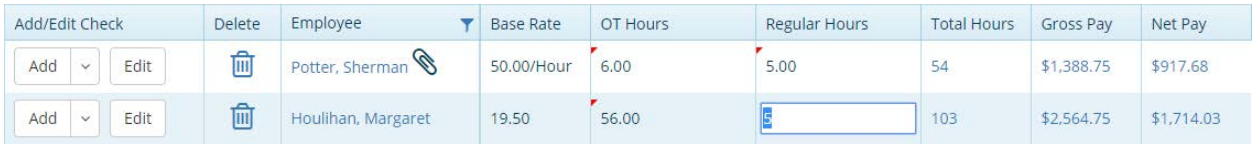
Click directly into the field that you want to change to make it editable.

Important: You cannot edit 3rd Party Sick Checks in the grid.



Type in the value for the column.

Click Tab on your keyboard to move to the next field, this also helps the page automatically save. The little red flag in the corner means the value has not been saved, but once you click through the entire row, the page updates, and you can see the table update the totals amount. If you enter values by clicking into fields with your mouse, you need to click the Save and Update button to save your changes. Any field with a red tick in the top left corner has not yet been saved. The system is going to save everything automatically every 60 secs.



Add/Edit Check	Delete	Employee	Base Rate	OT Hours	Regular Hours	Total Hours	Gross Pay	Net Pay
Add Edit		Potter, Sherman	50.00/Hour	6.00	5.00	54	$1,388.75	$917.68
Add Edit		Houlihan, Margaret	19.50	56.00	5	103	$2,564.75	$1,714.03

Click on Save and Update at any time to save your data and to update your screen.

Once your are done entering wages, you may then Run Preprocess Register or go back to Payroll Batches page.

New Enter Payroll Wages

Payentry NextGen has a new Enter Wages page! The new page maintains the pay grid item concept, but has numerous improvements to make payroll entry easier for larger companies. Features include:

The ability to search for a particular employee by name, ID, or last 4 digits of social security number.

The ability to instantly apply sorts on one or more columns. Sorts are saved automatically, per company, per user.

Drag-and-drop columns. Columns are saved automatically, per user.

Decreased row height to display more rows in the available page area on a screen.

The user's items per page selection will be automatically saved.

Checks are calculated as values are entered instead of at initial page load, improving performance.

To see the New Enter Wages page click on the "Try the New Enter Wages Page" link at the bottom of the existing Enter Wages page.

Enter Wages portion of the Payroll Process enables you to enter detailed wage information for each of your employees at a summary level, within the grid, so you can

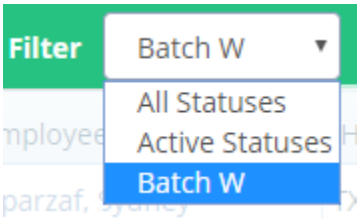
quickly and accurately complete the payroll process. You may also add extra checks, 3rd-Party Sick checks, edit and delete existing checks.

You have to Start Payroll, and you should Import Time Clock Files if you need to, before you Enter Wages.

Click on Enter Payroll Wages for the batch you want to work on. You are taken to the Enter Wages page.

Click on the Try the new Enter Wages Page link at the bottom of the page to work with the new Enter Wages.

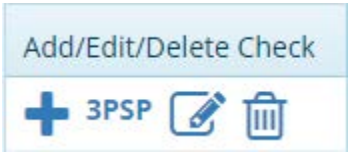
Filter your list of employees by employee status: All Statuses, Active Statuses, or by Batch from the drop-down menu at the top-left of the grid.



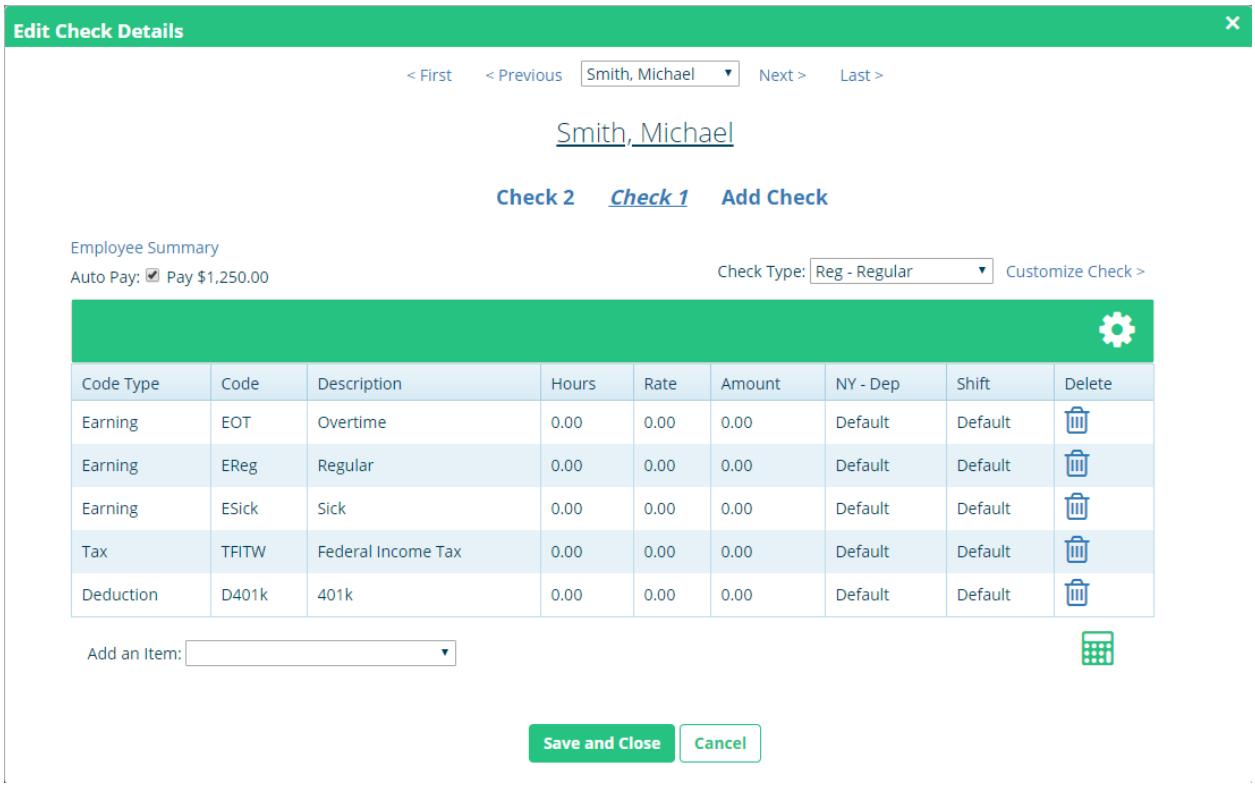
Find the Employee that you wish to Add or Edit a check for by entering their name, ID, or the last 4 digits of social security number into the search bar.

> **Note: The sorts that you apply to the Enter Wages grid will transfer to the Edit Check Details page, so employees will be listed in the same order that they are displayed in on the grid.**

Click big + button to add a new check or the 3PSP button to add a 3rd Party Sick check. An extra row appears for the employee you added the check for; AND/OR:



Click on Edit icon to modify the newly added or existing Check. The Edit Check Details window comes up.



Edit the check as needed, see Edit Check Details for more information. You can switch between different checks by clicking on Check # link. You may also add additional checks by clicking on Add Check.

Click Save and Close when you're done.

Edit Checks Directly in the table:

You may have to scroll horizontally to see certain columns.

For a particular check record within the grid, you can do any of the following:

Click on the header titles to sort checks by those items. Apply sorts on one or more columns. Sorts are saved automatically, per user.

Click Add to add an additional check or 3rd party Sick check to the employee.

Click Edit to access and edit the details of that check.

Click on Calculate in the Total Hours, Gross Pay, or Net Pay column to view a calculated paycheck.

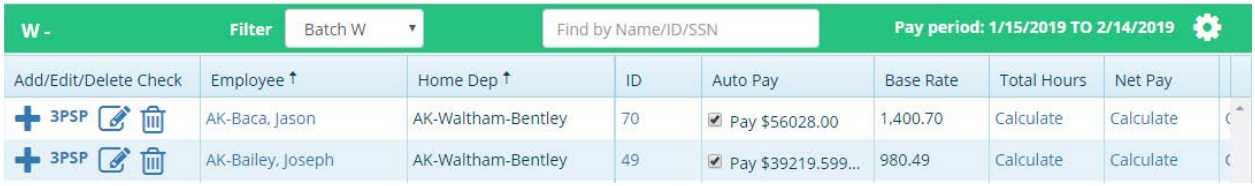
Click on the values within the Total Hours, Gross Pay, or Net Pay columns to see the entire check.

Delete a check.

Click on the employee's name or ID to view the employee's profile in another browser tab.

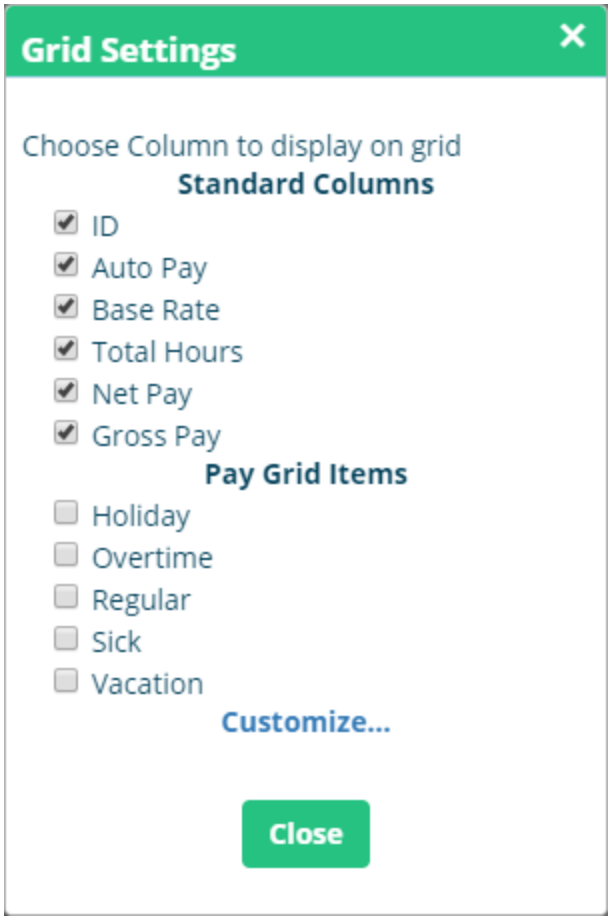
Select or de-select auto-pay for the employee.

Adding Extra Columns to the Grid:



Click the Gear icon to add extra columns to your Enter Wages grid, the Grid Settings menu opens.

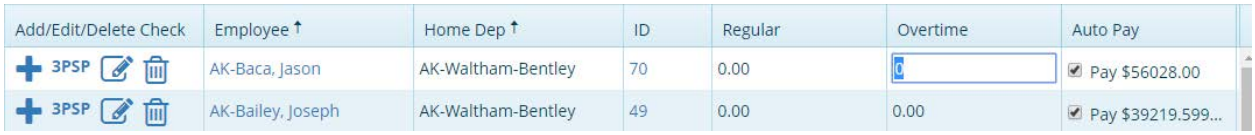
Check off boxes next to the field names you want to appear on your grid. The Enter Wages grid updates with the selections automatically. There are two types of columns: Standard and Pay Grid. You cannot edit Standard columns, but you can customize the pay grid item columns in Company > Payroll Setup > Pay Grid Items, though you should not do so while running payroll. The options selected for this are saved on the per user basis.



Rearrange the columns to your liking: click on the column, then drag and drop in a new location. The first three columns- Add/Edit/Delete Check, Home Department, and Employee Name are the exception and remain static. All columns to the right of the Home Department column can be dragged-and-dropped to customize the page to a user's liking. The application will save the column arrangement automatically. Each user can save their own column arrangement, and users with access to multiple companies can save a different arrangement for each company they can access.

Click directly into the field that you want to change to make it editable.

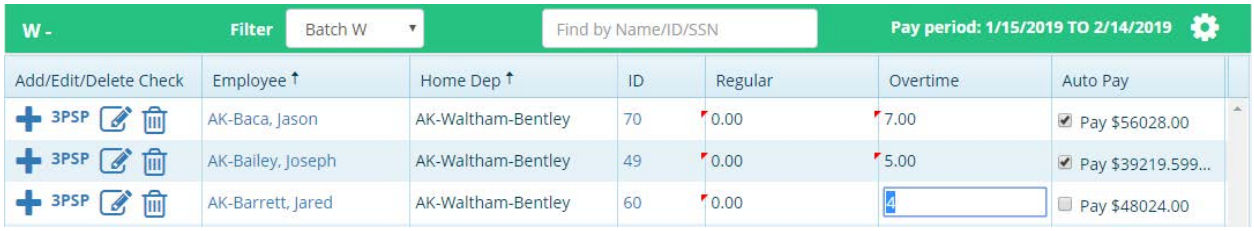
Important: You cannot edit 3rd Party Sick Checks in the grid.



Add/Edit/Delete Check	Employee	Home Dep	ID	Regular	Overtime	Auto Pay
3PSP	AK-Baca, Jason	AK-Waltham-Bentley	70	0.00	0	Pay $56028.00
3PSP	AK-Bailey, Joseph	AK-Waltham-Bentley	49	0.00	0.00	Pay $39219.599...

Type in the value for the column.

Click Tab on your keyboard to move to the next field, this also helps the page automatically save. The little red flag in the corner means the value has not been saved, but once you click through the entire row, the page updates, and you can see the table update the totals amount. If you enter values by clicking into fields with your mouse, you need to click the Save and Update button to save your changes. Any field with a red tick in the top left corner has not yet been saved. The system is going to save everything automatically every 60 secs. You may also press Enter to key in values one column at a time.



Add/Edit/Delete Check	Employee	Home Dep	ID	Regular	Overtime	Auto Pay
3PSP	AK-Baca, Jason	AK-Waltham-Bentley	70	0.00	7.00	Pay $56028.00
3PSP	AK-Bailey, Joseph	AK-Waltham-Bentley	49	0.00	5.00	Pay $39219.599...
3PSP	AK-Barrett, Jared	AK-Waltham-Bentley	60	0.00	4	Pay $48024.00

Click on Save and Update at any time to save your data and to update your screen.

Once your are done entering wages, you may then Run Preprocess Register or go back to Payroll Batches page.

Edit Check Details

You have to Start Payroll, and you should Import Time Clock Files if you need to, before you edit a check.

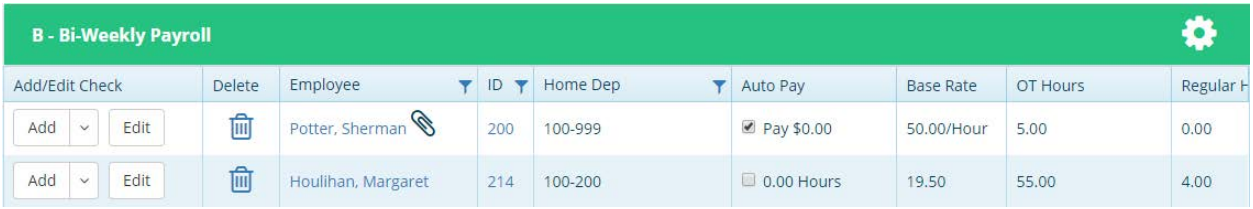
From the Payroll Batches page:

Click on Enter Payroll Wages within the batch for the required check. You are taken to the Enter Wages page.

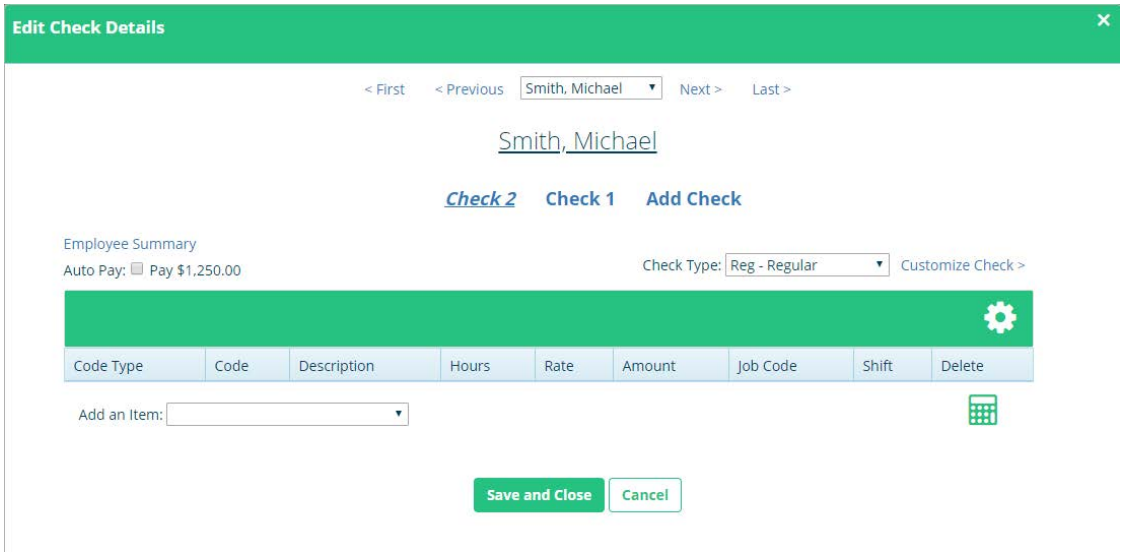
Find the Employee that you wish to Edit a check for; you can filter by Employee, ID, or home department. You may also filter by employee status: Active, All, and Batch. Click on the name to sort ascending or descending, or choose the filter icon to specify a filter criteria. Employees with more than one check have a number after the employee's name for the second and subsequent checks.

> **Note: The sorts that you apply to the Enter Wages grid will transfer to the Edit Check Details page, so employees will be listed in the same order that they are displayed in on the grid.**

Click Edit next the employee you wish to edit the check for.



Click on Edit to modify the newly added or existing Check. The Edit Check Details window comes up.



Click on the Employee Summary to expand and view employee details while you edit the check.

Employee Summary

Dept: MA-Waltham-Bentley--
Frequency: W - Weekly
Status: A - Active
Type:

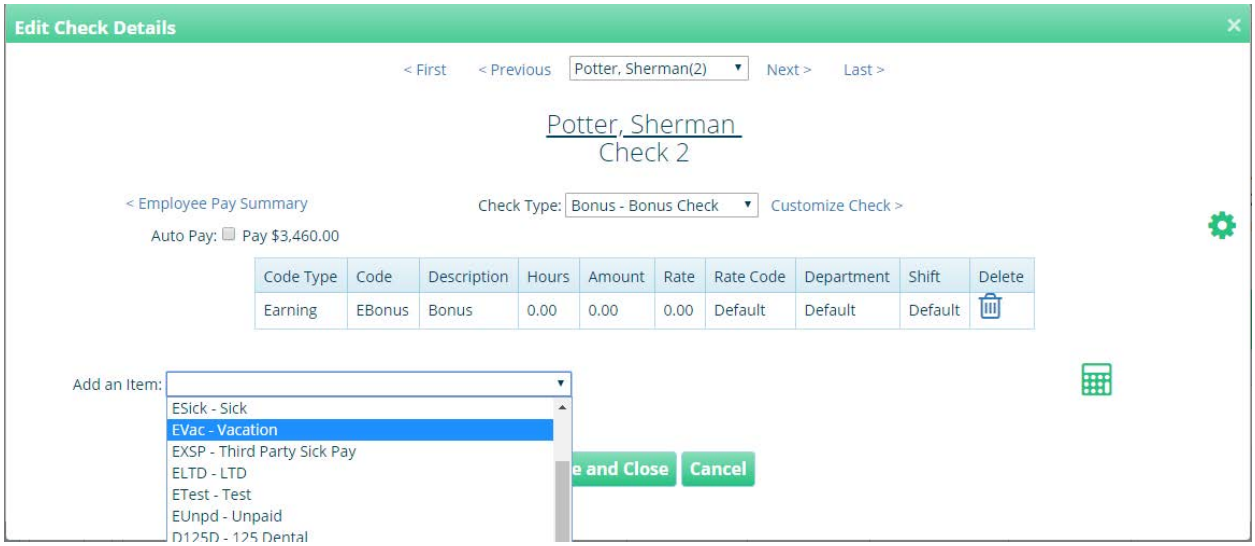
Rate	Amount/Per	Salary
Base	121.00	4,001.00

Accrual	Hours
Sick	0.00
Vac	0.09

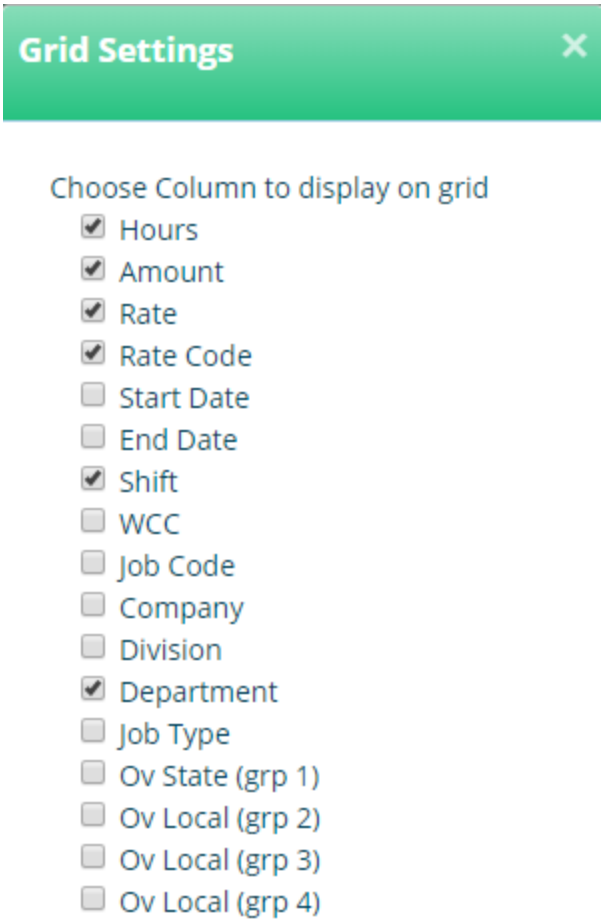
Edit Check Type: Select new check type from the Check Type drop-down menu.

Check off Auto Pay if needed.

Add earning, deductions, tax etc by selecting them in the Add an Item drop-down menu. The items are automatically added to the earnings table.

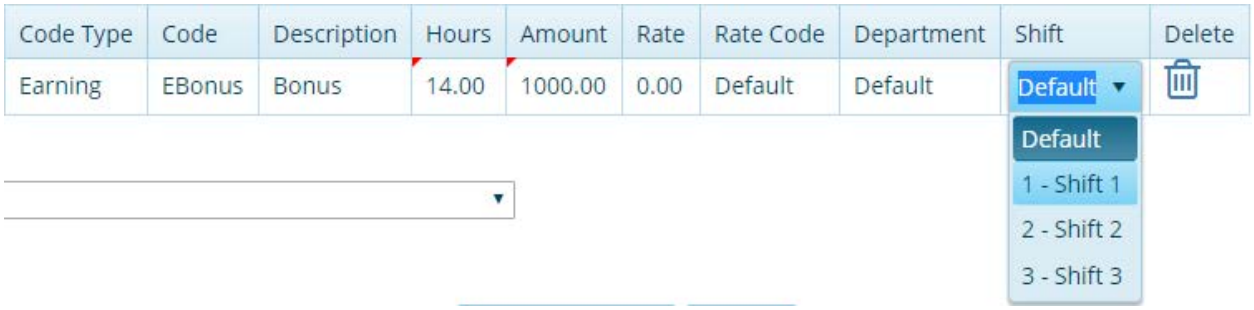


Click on the gear icon to select standard columns and pay grid items in the earnings table. When you select an item and click on it, it automatically adds to the earning table, or deselect items to hide them.

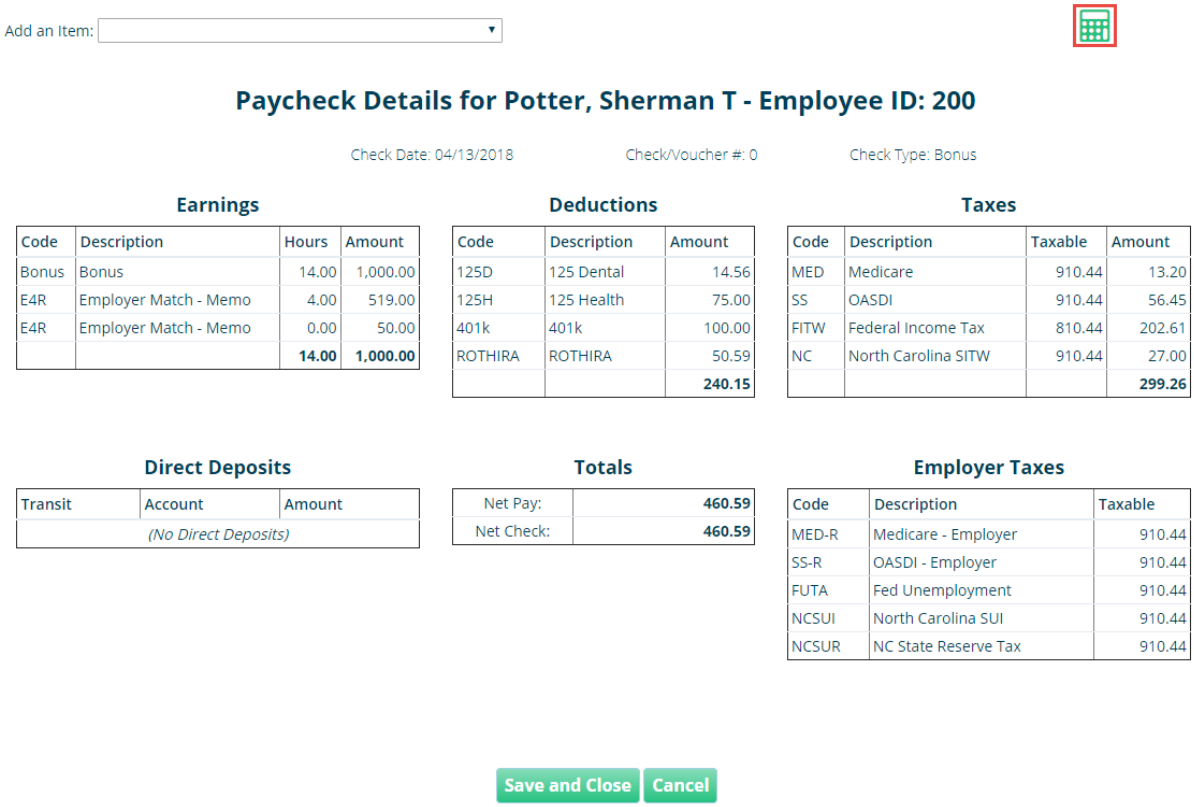


Edit the earning table data as needed by clicking directly in the table.

Note: Department and Job Code menus can be searched by either description or code. See [UI Preferences] for more information.



. Click on the calculator icon to see check details.



. ***Optional.*** **Customize the Check further by clicking on the link next to the Check Type menu. For more information see: Edit Check Attributes.**

. **Click Save and Close when you're done.**

From this page you can also Edit Check Attributes as well or continue editing information on the Enter Payroll Wages page.

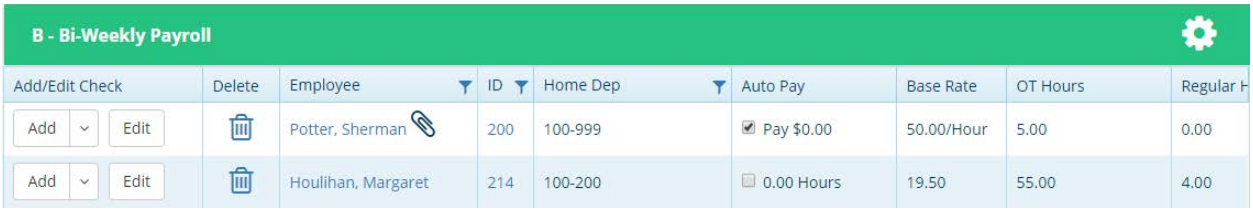
Edit Check Attributes

You have to Start Payroll, and you should Import Time Clock Files if you need to, before you can edit and customize employee checks.

Click on Enter Payroll Wages for the batch containing the check. You are taken to the Enter Wages page.

Find the Employee that you wish to customize a check for the check for.

Click on the Edit button next to the check you just added to view the details of the check and make sure everything is as it should be.



Click on Customize Check link next to the Check Type menu or label.

You can:

Select to Block Labor Allocation.

Select Earnings to block by checking off appropriate boxes in the Block Earning table. Select Check All to block all earnings.

Select Deductions to block by checking off appropriate boxes in the Block Deductions table. Select Check All to block all deductions.

If an employee has a direct deposit account, you may also block direct deposit.

Select how frequently taxes get taken out from the Tax Frequency drop-down.

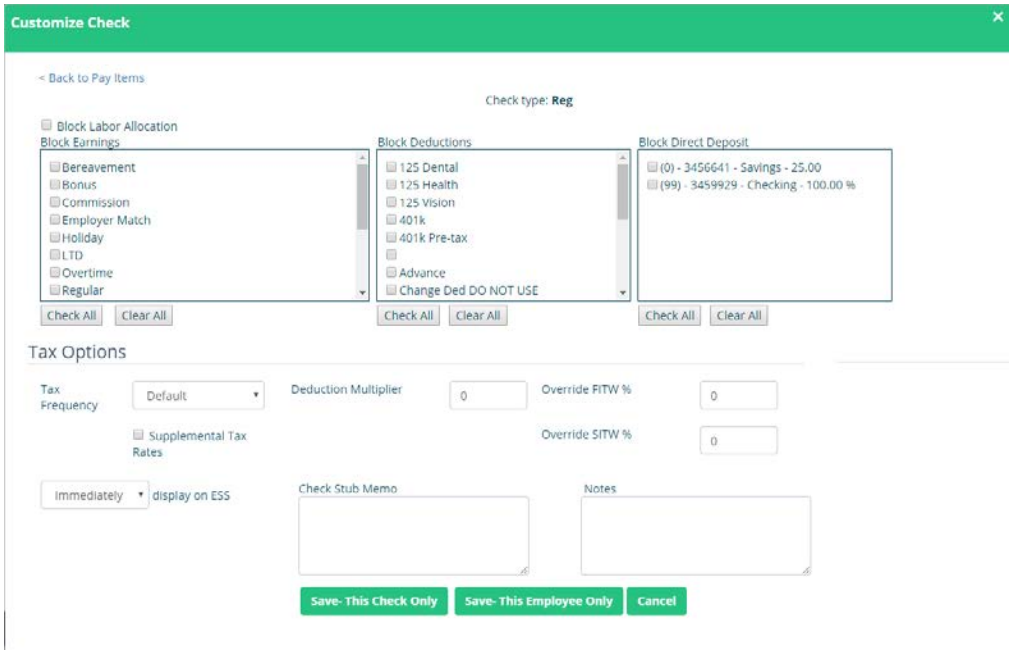
Select whether you want Supplemental Tax Rates, if you chose this, Override FITW and SITW % fields become disabled.

Type in how much is taken out in deductions from a paycheck in Deduction Multiplier.

If want to override them, type in the percent to Override FITW % and SITW %, is used to override the standard calculation and/or employee level overrides.

Type in a Check Stub Memo.

Type in Notes.



. **Click Save- This Check Only, to only change the attributes of this single check, so that the options on all other checks for this employee reset to the company default. Click Save- This Employee Only, to save the check and so that all subsequent checks for this employee use the options you've selected here.**

> **Important: If you click Back to Pay Items your changes won't save. To exit the screen click on one of the Save buttons.**

Then you can Run Preprocess Register or go back to Payroll Batches page.

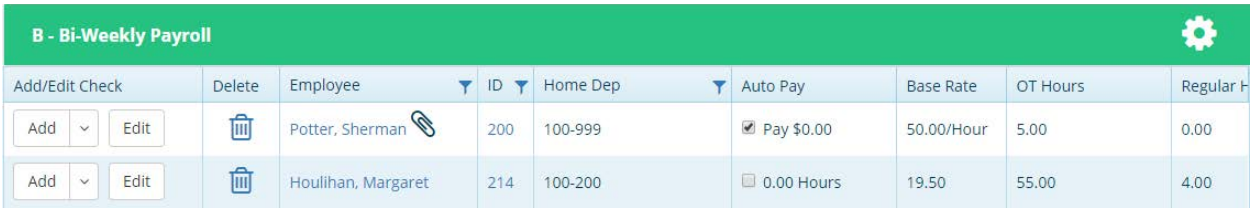
Delete a Check

You have to Start Payroll to be able to delete a check.

From the Payroll Batches page:

Click on Enter Payroll Wages for the batch containing the check. You are taken to the Enter Wages page.

Find the Employee that you wish to delete a check for the check for; you can filter by Employee, ID, or home department. Click on the name to sort ascending or descending, or choose the filter icon to specify a filter criteria. Some employees can have more than one check.



Click on the Trashcan icon in the Delete column, a dialog comes up. Since it's possible for an employee to have more than one check in the same batch, make sure to verify the details before deleting.

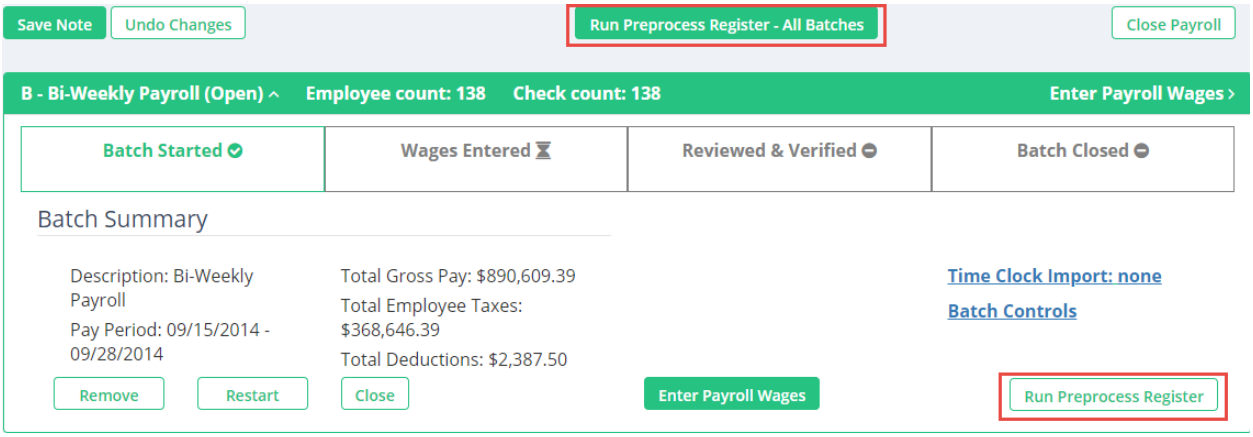
Click OK to permanently delete the check.

Important: This action may not be undone.

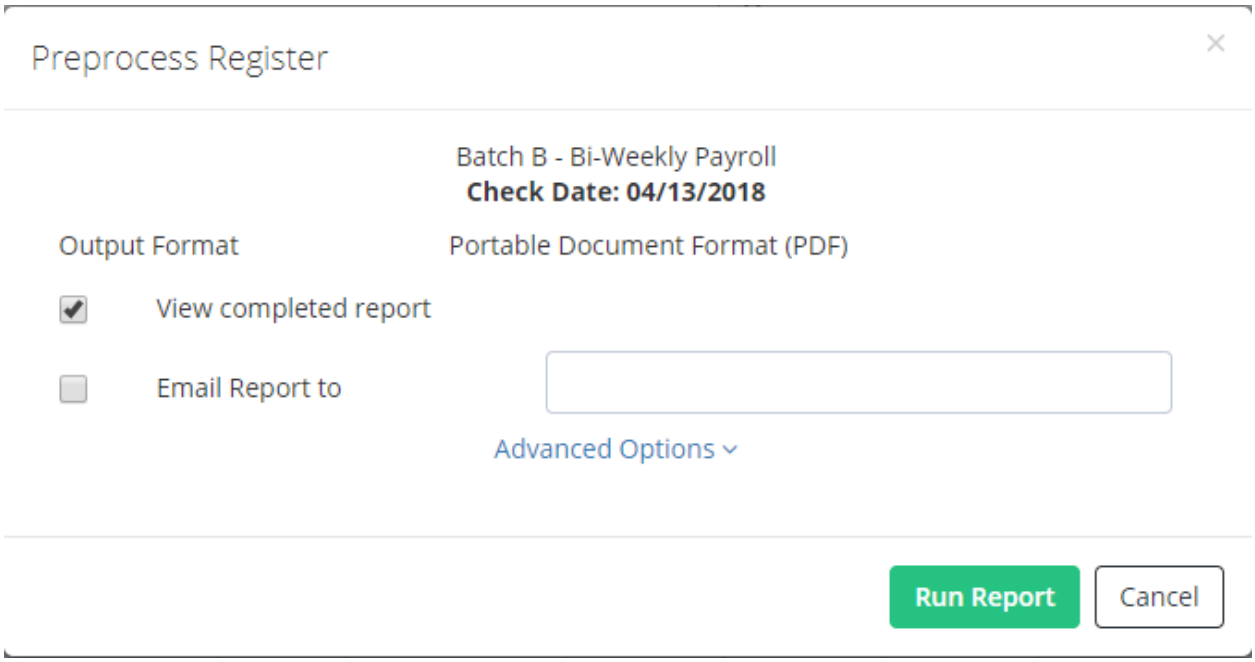
Run Preprocess Register

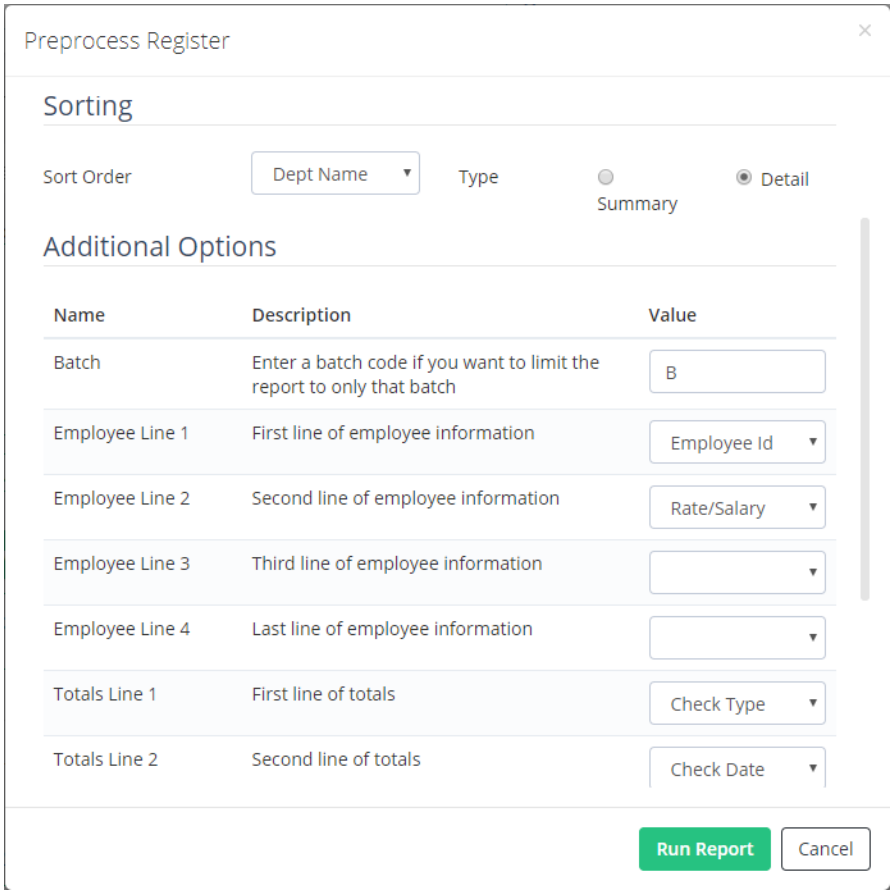
Once you've finished entering payroll information you are ready to Run Preprocess Register to make sure that your payroll is ready to be Closed and Processed (for more information on how to do so, see: Close Payroll and Process Payroll). You can run the Preprocess Register on one batch or all batches at once, but you must run the Preprocess Register for all batches (either all at once or individually) in order to submit the payroll.

Click on Run Preprocess Register - All Batches, or for a specific batch. A Preprocess Register dialog opens.

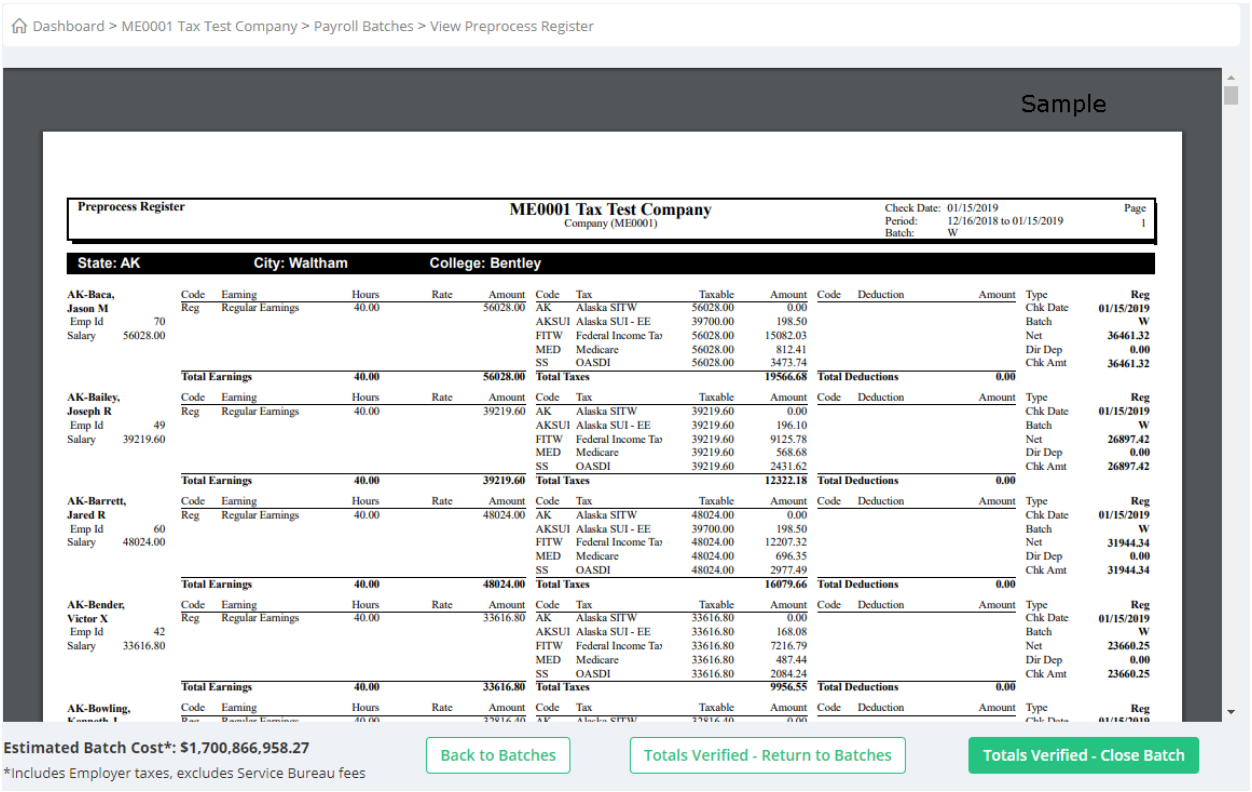


Select the Output Format: you can either View completed report in browser or Email Report to a specified email. You can also decide how your report is organized by clicking on Advanced Options and going through the options.





Click Run Report once you are done, a progress dialog appears and the View Preprocess Register page opens.



Go through the report and make sure the payroll information is accurate.

Do one of the following:

Click on Back to Batches to return to the Payroll Batches pages if you need to make changes. The batch remains unverified; OR

Click on Totals Verified - Return to Batches this verifies the batch but doesn't close it; clicking it brings you back to the Enter Wages page.

Click on Totals Verified - Close Batch this verifies and closes the batches.

If the last batch is verified, payroll is closed automatically, but not submitted. You are taken back to the Payroll Batches page.

Depending on your needs, from here you can:

Remove a Batch

Restart a Batch

Close Batch

Close Payroll

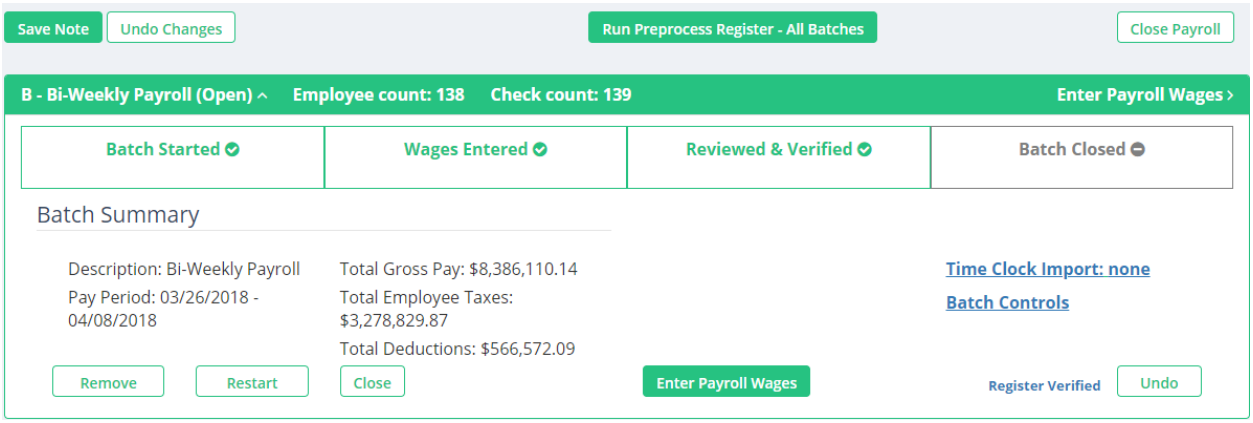
Submit Payroll

Close Batch

When you're done Enter Payroll Wages, finished modifications to your payroll - if you needed to, and Run Preprocess Register you are ready to close the batch. You can close batches individually or click Close Payroll to close all batches at once.

If you chose "Totals Verified- Close Batch" or the "Totals Verified- Close Payroll" option when running the preprocess register, all of the batches should already be closed.

Make sure that you're done making all the modifications to your payroll and everything is verified. If you're not sure, click on Register Verified, and Run the Register again.



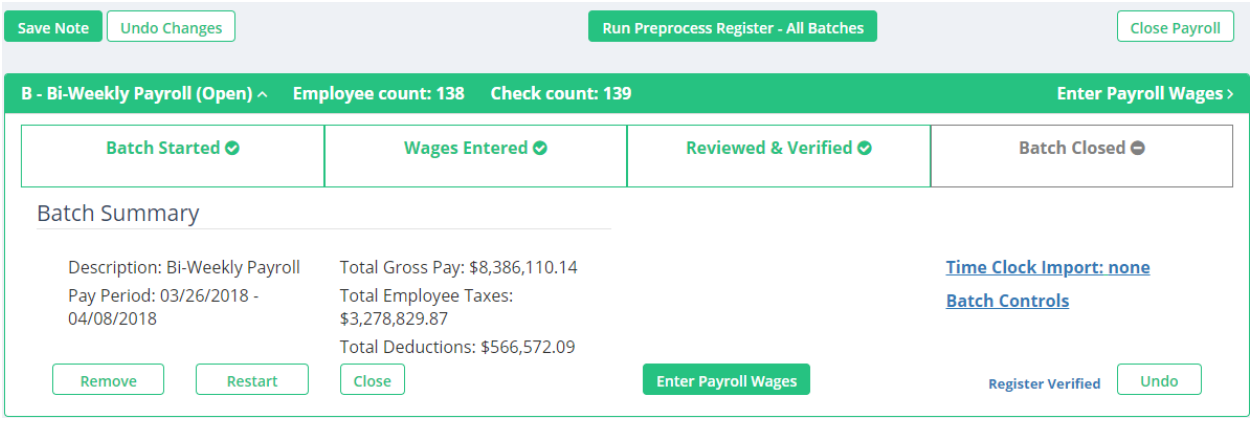
Click on Close in the Batch, a success message appears if the batch has been closed.

You are ready to Close Payroll.

Close Payroll

The application will automatically close the payroll after you've verified the last payroll batch using the Preprocess Register. If you choose, you can manually close the payroll before verifying all batches using the preprocess register. However, you will not be able to submit the payroll until all batches are verified.

Click on Close Payroll on the right side of the screen. The Payroll is closed immediately (and batches if they were still open).



Once all you batches have gone through the Run Preprocess Register and closed payroll, you are ready to Submit Payroll.

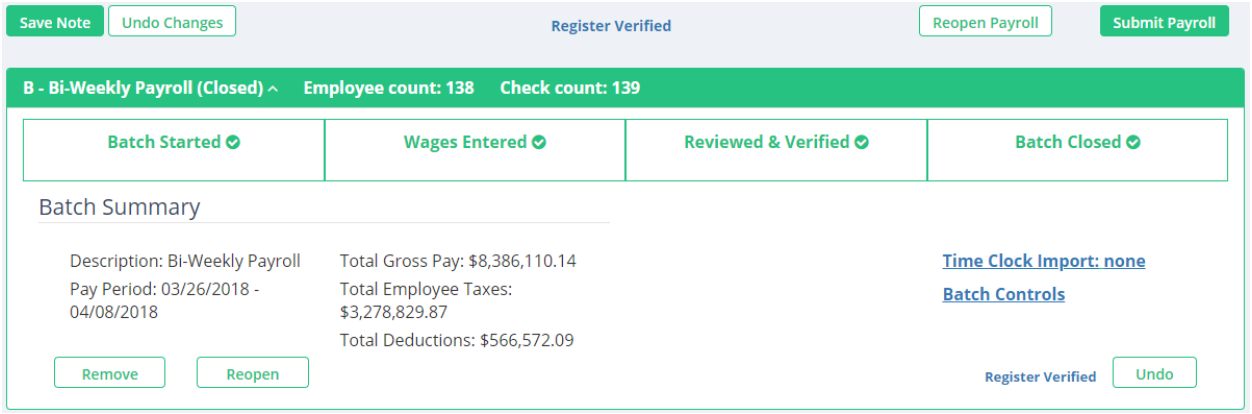
Submit Payroll

You had to have started payroll, verified and closed your batches, before you can submit your payroll.

Note: Once you Submit Payroll, you cannot make any more changes or reopen this payroll again.

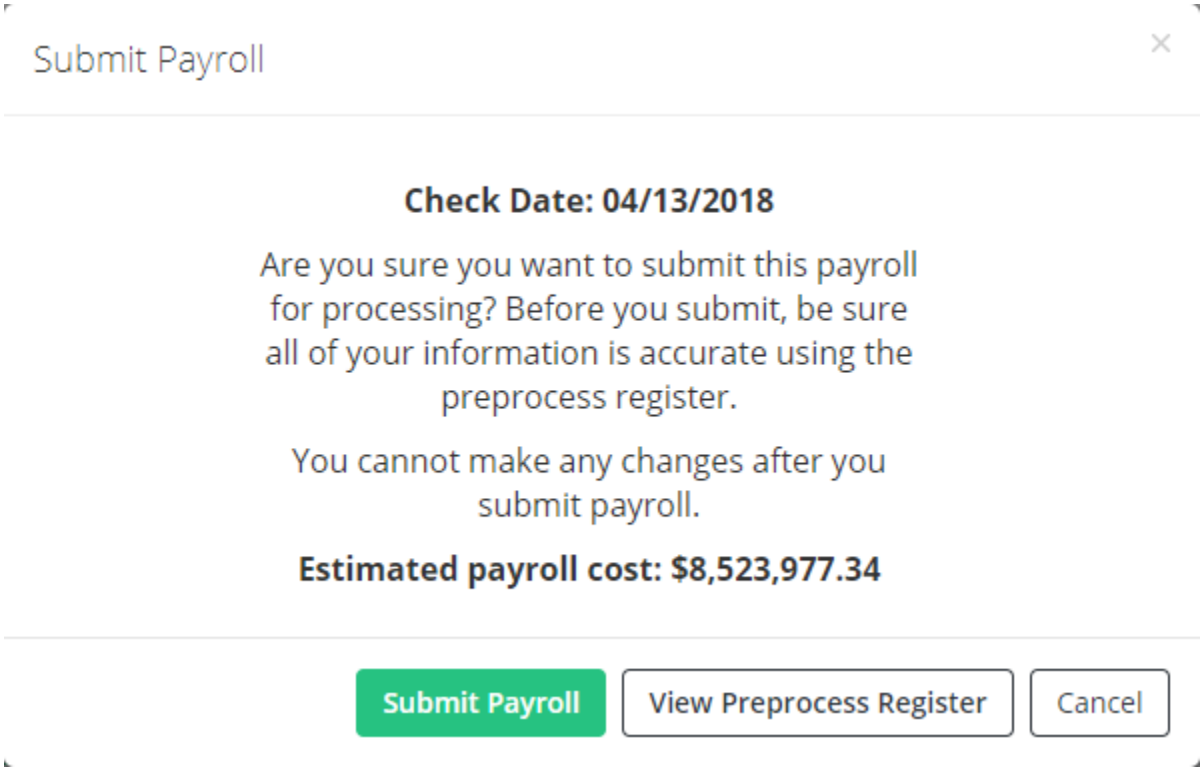
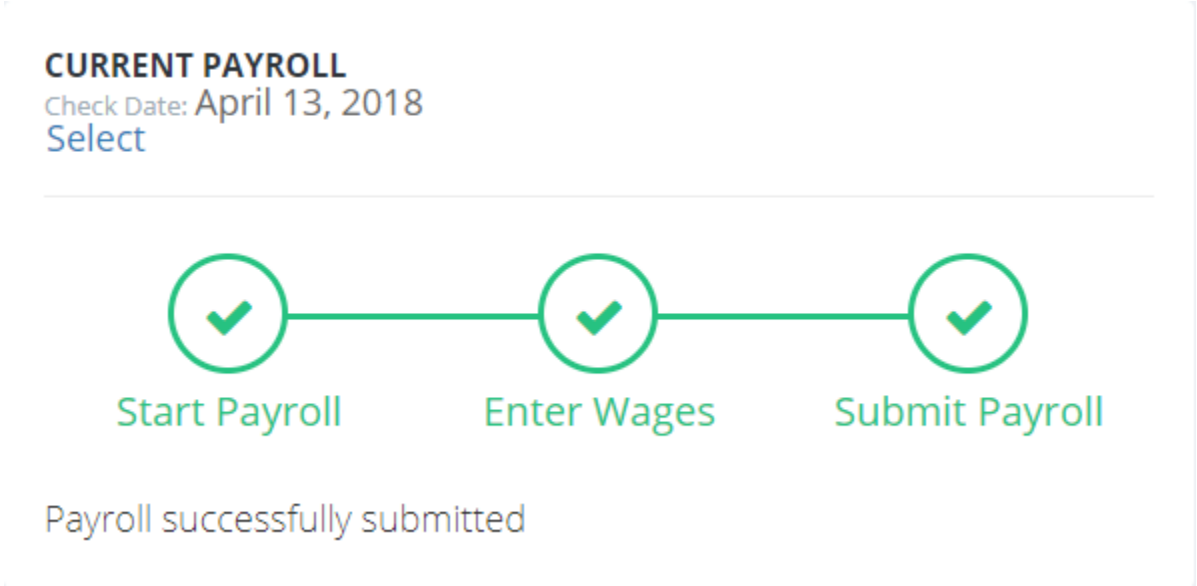
On the Payroll Batches page:

Click on Submit Payroll, a confirmation dialog opens.



Verify that the Check Date and the Estimated payroll cost are correct.

Note: The Estimated payroll cost represents an estimate of the amount of money that should be in the company's payroll account at the time of payroll submission. It includes a calculation of gross wages plus employer tax liability.



Click on Submit Payroll in the payroll is submitted and you are taken back to the Company Dashboard, where you can see the completed progress bar.