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# 1. SETUP

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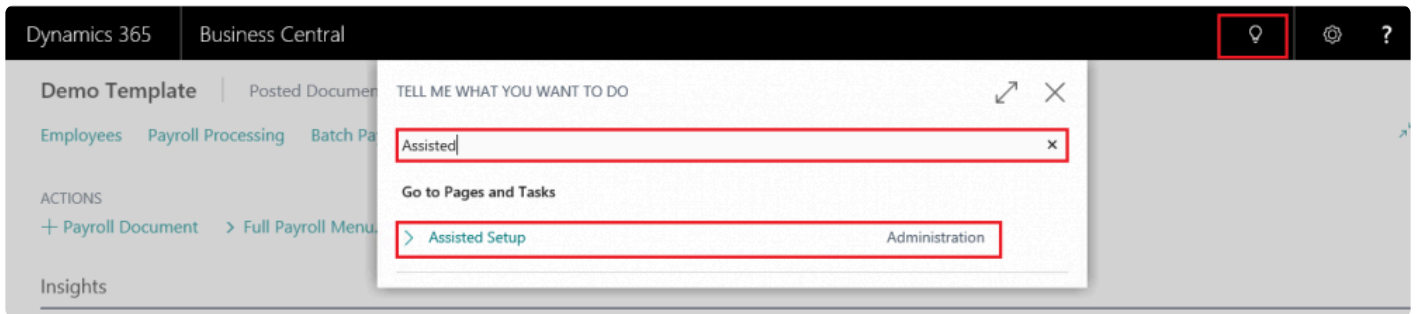
## 1.1. Assisted Setup Wizard

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Synopsis:

Primo Payday provides an 'Assisted Setup' that walks new users through the Primo Payday Setup Process. This simplifies and accelerates the setup process for the end user.

Step 1. Select 'Search Icon' and enter 'Assisted'. Select 'Assisted Setup'



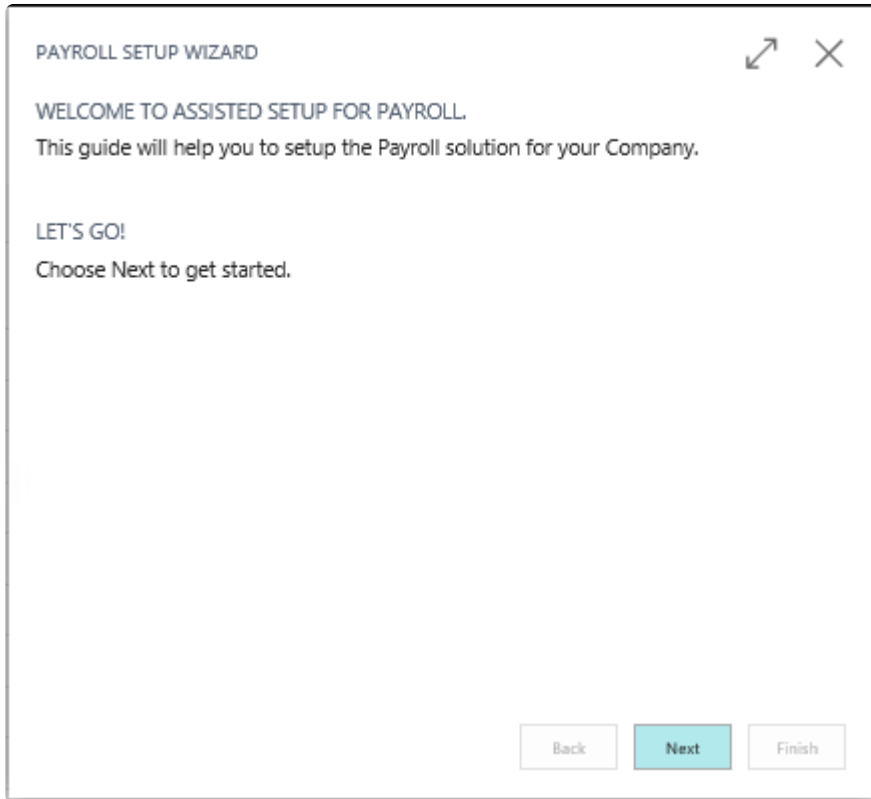
Step 2. Select 'Set up Primo Payday'



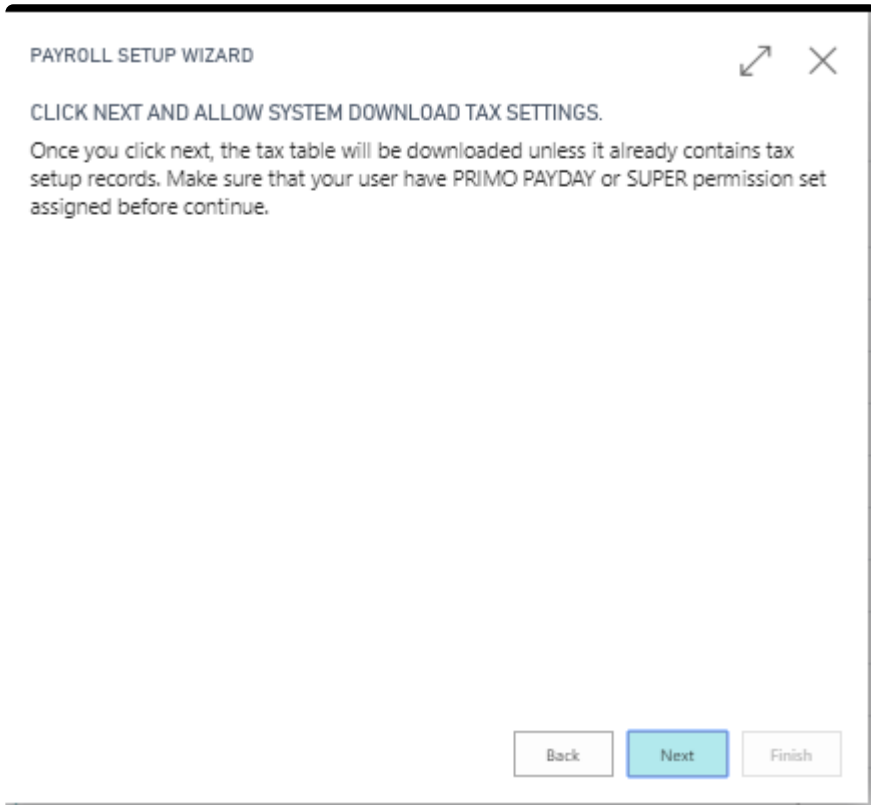
# Assisted Setup

| NAME   |
|--|
| <a href="#">Migrate business data</a>                    |
| <a href="#">Set up sales tax</a>                         |
| <a href="#">Set up cash flow forecast</a>                |
| <a href="#">Set up approval workflows</a>                |
| <a href="#">Set up a customer approval workflow</a>      |
| <a href="#">Set up email</a>                             |
| <a href="#">Set up email logging</a>                     |
| <a href="#">Set up your Business Inbox in Outlook</a>    |
| <a href="#">Set up reporting data</a>                    |
| <a href="#">Set up an item approval workflow</a>         |
| <a href="#">Set up Azure Active Directory</a>            |
| <a href="#">Set up a payment approval workflow</a>       |
| <a href="#">Set up Dynamics 365 for Sales connection</a> |
| <a href="#">Set up consolidation reporting</a>           |
| <a href="#">Enter Mexican CFDI settings</a>              |
| <a href="#">Set up Intelligent Cloud</a>                 |
| <a href="#">Set up Primo Payday</a>                      |

Step 3. The Primo Payday wizard pops up. Click 'Next'



Step 4. Click 'Next' and the United States Tax settings will automatically populate



Step 5. "Specify New or Existing No. Series to Use"

- By default, all No. Series will pre-populate.
- Click 'Next'

The screenshot shows a window titled "PAYROLL SETUP WIZARD" with a close button (X) and a maximize button (↗) in the top right corner. Below the title bar, the text "SPECIFY NEW OR EXISTING NO. SERIES TO USE:" is displayed. The main area contains a list of payroll categories, each followed by a text box containing a pre-populated No. Series code and a dropdown arrow (three dots). The categories and codes are: Payroll Employee (PAYROLL-EM), Payroll Processing (PAYROLL-PR), Posted Payroll Processing (PAYROLL-PP), Batch Payroll Processing (PAYROLL-BA), Payroll Journal (PAYROLL-JN), Payroll PTO Journal (PAYROLL-PT), and Payroll Applicants (PAYROLL-AP). At the bottom of the window, there are three buttons: "Back", "Next" (highlighted in light blue), and "Finish".

| Category                  | No. Series Code |
|---------------------------|-----------------|
| Payroll Employee          | PAYROLL-EM      |
| Payroll Processing        | PAYROLL-PR      |
| Posted Payroll Processing | PAYROLL-PP      |
| Batch Payroll Processing  | PAYROLL-BA      |
| Payroll Journal           | PAYROLL-JN      |
| Payroll PTO Journal       | PAYROLL-PT      |
| Payroll Applicants        | PAYROLL-AP      |

Step 6. "Create Default Codes for the Following Payroll Types:"

- By default all options should be set to True.
- Click 'Next'

PAYROLL SETUP WIZARD

CREATE DEFAULT CODES FOR THE FOLLOWING PAYROLL TYPES:

Earnings

Deductions

Withholdings

Employer Taxes

Payment

Employer Contributions

Back Next Finish

Step 7. "Do you have local taxes?"

- Set 'Yes we do' to true
- Click 'Next'

The screenshot shows a window titled "PAYROLL SETUP WIZARD" with a close button (X) and a maximize button (↗) in the top right corner. The main question is "DO YOU HAVE LOCAL TAXES?". Below this, there are two radio button options: "Yes, we do" and "No, we don't". The "Yes, we do" option is selected, and its label is highlighted with a red rectangular box. The "No, we don't" option is unselected. At the bottom of the window, there are three buttons: "Back", "Next", and "Finish". The "Next" button is highlighted with a red rectangular box.

Step 8. "Do you have State Income Tax"

- Set 'Yes, we do – One State' to True
- Click 'Next'

The screenshot shows a window titled "PAYROLL SETUP WIZARD" with a close button (X) and a maximize button (↗) in the top right corner. Below the title bar, the question "DO YOU HAVE STATE INCOME TAX?" is displayed. There are three radio button options: "Yes, we do - One State" (which is selected and highlighted with a red box), "Yes, we do - Multiple States", and "No, we don't". At the bottom of the window, there are three buttons: "Back", "Next" (highlighted with a red box), and "Finish".

Step 9. "Please Indicate in which state you operate:"

- In 'Primary State Abbreviation' select 'CA' from drop down menu
- Enter 'Primary State Tax ID Number' of 123456789
- Click 'Next'



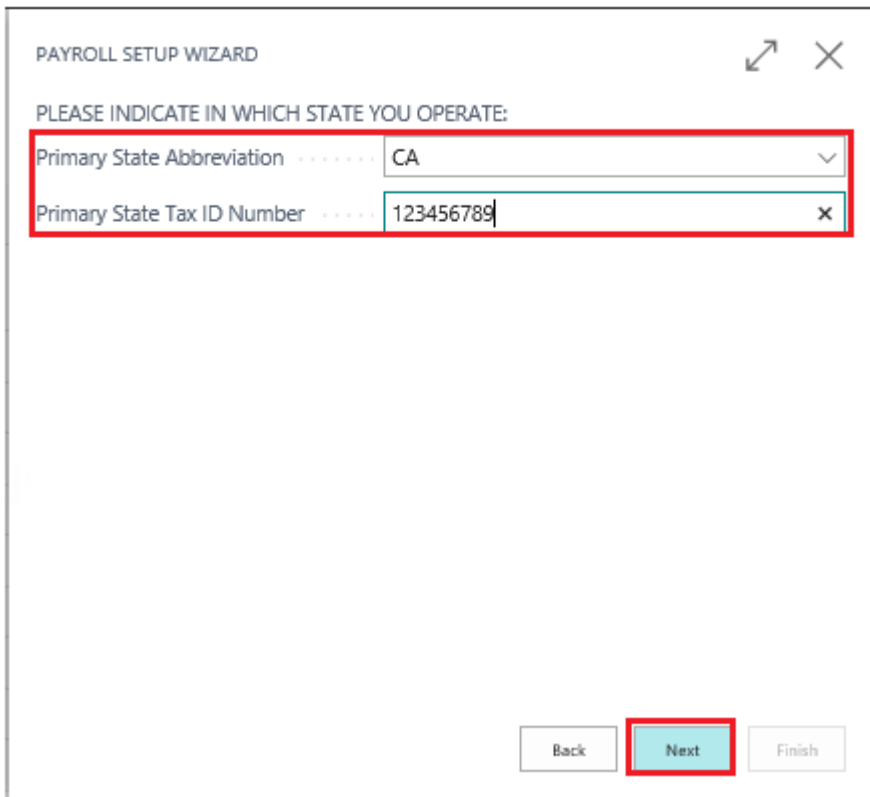
PAYROLL SETUP WIZARD

PLEASE INDICATE IN WHICH STATE YOU OPERATE:

Primary State Abbreviation ..... CA

Primary State Tax ID Number ..... 123456789

Back Next Finish



Step 10. "Please select pay cycle periods applicable for your company"

- Set 'Weekly' to True
- Set 'Semimonthly' to True
- Click 'Next'

The screenshot shows a window titled "PAYROLL SETUP WIZARD" with a close button (X) and a maximize button (↗) in the top right corner. Below the title bar, the text reads "PLEASE SELECT PAY CYCLE PERIOD(S) APPLICABLE FOR YOUR COMPANY:". There are seven options listed, each with a toggle switch: "Weekly" (checked), "Biweekly" (unchecked), "Semimonthly" (checked), "Monthly" (unchecked), "Quarterly" (unchecked), "Semiannually" (unchecked), and "Annually" (unchecked). The "Weekly" and "Semimonthly" options are highlighted with red rectangular boxes. At the bottom of the window, there are three buttons: "Back", "Next" (highlighted with a red rectangular box), and "Finish".

Step 11. "Do you want to Config Posting Setup?"

- Set 'Yes, we do' to True
- Click 'Next'

PAYROLL SETUP WIZARD

DO YOU WANT TO CONFIG POSTING SETUP?

Yes, we do .....

No, we don't .....

Back Next Finish

Step 12. "Please click on each checkbox and config related posting setup:"

- Set 'Employee Posting Setup' to True
- Employee Posting Groups Setup window will immediately pop up.
- Select 'Bank Account No' Field and select a bank account from drop down menu
- Click 'Close'

Search + New Edit List Delete

EDIT - EMPLOYEE POSTING GROUPS + New

| CODE | DESCRIPTION   | BANK ACCOUNT NO. |
|------|---------------|------------------|
| ALL  | All Employees |                  |

NO. NAME

- GIRO Giro Bank
- NBL New Bank of London
- WWB-EUR World Wide Bank
- WWB-OPERA... World Wide Bank**
- WWB-TRANS... World Wide Bank
- WWB-USD World Wide Bank

+ New Select from full list

Search + New Edit List Delete

EDIT - EMPLOYEE POSTING GROUPS + New

| CODE | DESCRIPTION   | BANK ACCOUNT NO. |
|------|---------------|------------------|
| ALL  | All Employees | WWB-OPERA        |

Close

Step 13. "Please click on each checkbox and config related posting setup:"

- Set 'Payroll Earnings' to True
- Payroll Earnings Posting Setup window will immediately pop up.
- Select 'G/L Account' in 'Account Type' field and enter/select a G/L Account # for 'Account No.'
- Repeat this for all Earnings Codes
- Click 'Close'

| PAYROLL CODE | EMPLOYEE POSTING GROUP | ACCOUNT TYPE | ACCOUNT NO. |
|--------------|------------------------|--------------|-------------|
| BONUS        | ALL                    | G/L Account  | 62100       |
| HOLIDAY      | ALL                    | G/L Account  | 62100       |
| OTHER        | ALL                    | G/L Account  | 62100       |
| OVERTIME     | ALL                    | G/L Account  | 62100       |
| PERSONAL DAY | ALL                    | G/L Account  | 62100       |
| REGULAR      | ALL                    | G/L Account  | 62100       |
| SICK PAY     | ALL                    | G/L Account  | 62100       |
| VACATION PAY | ALL                    | G/L Account  | 62100       |

Step 14. "Please click on each checkbox and config related posting setup:"

- Set 'Payroll Withholding / Deduction' to True
- Payroll Withholding / Deduction Setup window will immediately pop up.
- Select 'Vendor' in 'Account Type' field and enter/select a vendor # for 'Account No.'
- Repeat this for all Withholding / Deduction Codes
- Click 'Close'

Search + New Edit List Delete ...

EDIT - PAYROLL WH / DEDUCTION SETUP + New

| EMPLOYEE POSTING GROUP | PAYROLL TYPE | PAYROLL CODE  | ACCOUNT TYPE | ACCOUNT NO. |
|------------------------|--------------|---------------|--------------|-------------|
| ALL                    | Deductions   | HSA           | Vendor       | 01254796    |
| ALL                    | Deductions   | HSA_FAM       | Vendor       | 01254796    |
| ALL                    | Deductions   | SIMP_401K     | Vendor       | 01254796    |
| ALL                    | Deductions   | SIMP_IRA      | Vendor       | 01254796    |
| ALL                    | Withholdings | FEDERAL INCOM | Vendor       | 01254796    |
| ALL                    | Withholdings | FICA - MED    | Vendor       | 01254796    |
| ALL                    | Withholdings | FICA - SS     | Vendor       | 01254796    |
| ALL                    | Withholdings | LOCAL BRACKE  | Vendor       | 01254796    |
| ALL                    | Withholdings | LOCAL TAX RES | Vendor       | 01254796    |
| ALL                    | Withholdings | LOCAL TAX SD  | Vendor       | 01254796    |
| ALL                    | Withholdings | LOCAL TAX WK  | Vendor       | 01254796    |
| ALL                    | Withholdings | STATE         | Vendor       | 01254796    |

Close

Step 15. "Please click on each checkbox and config related posting setup:"

- Set 'Payroll Employer Tax' to True
- Payroll Employer Tax Posting Setup window will immediately pop up.
- For 'Debit Account Type' select 'G/L Account' and for 'Debit Account No.' select an account #
- For 'Credit Account Type' Select 'Vendor' and for 'Debit Account No.' select an account #
- Repeat this for all Payroll Employer Tax Codes
- Click 'Close'

| <span>🔍 Search</span> <span>+ New</span> <span>📄 Edit List</span> <span>✕ Delete</span> <span>Process</span> <span>⋮</span> |               |                    |                   |                     |                    |  |
|---|---------------|--------------------|-------------------|---------------------|--------------------|--|
| EDIT - EMPLOYER TAX POSTING SETUP <span>+ New</span> <span>☰</span> <span>☰</span> <span>↗</span>                           |               |                    |                   |                     |                    |  |
| EMPLOYEE POSTING GROUP  | PAYROLL CODE  | DEBIT ACCOUNT TYPE | DEBIT ACCOUNT NO. | CREDIT ACCOUNT TYPE | CREDIT ACCOUNT NO. |  |
| ALL   | FICA MED EMPL | G/L Account        | 62100             | Vendor              | 01254796           |  |
| ALL   | FICA SS EMPLO | G/L Account        | 62100             | Vendor              | 01254796           |  |
| ALL   | FUTA          | G/L Account        | 62100             | Vendor              | 01254796           |  |
| <input checked="" type="checkbox"/> ALL <input type="checkbox"/>  | SUTA          | G/L Account        | 62100             | Vendor              | 01254796           |  |

Close

Step 16. "Please click on each checkbox and config related posting setup:"

- Set 'Payroll Employer Contribution' to True
- Payroll Employer Contribution Posting Setup window will immediately pop up.
- For 'Debit Account Type' select 'G/L Account' and for 'Debit Account No.' select an account #
- For 'Credit Account Type' Select 'Vendor' and for 'Debit Account No.' select an account #
- Repeat this for all Payroll Employer Contribution Codes
- Click 'Close'

| <span>Search</span> <span>+ New</span> <span>Edit List</span> <span>Delete</span> <span>Process</span> <span>...</span> |               |                    |                   |                     |                    |   |
|---|---------------|--------------------|-------------------|---------------------|--------------------|---|
| EDIT - PAYROLL EMPLOYER CONTRIBUTION SETUP <span>+ New</span>   |               |                    |                   |                     |                    |   |
| EMPLOYEE POSTING GROUP  | PAYROLL CODE  | DEBIT ACCOUNT TYPE | DEBIT ACCOUNT NO. | CREDIT ACCOUNT TYPE | CREDIT ACCOUNT NO. |   |
| ALL   | E-HEALTH_CON  | G/L Account        | 62100             | Vendor              | 01254796           |   |
| ALL   | E-RETIREMENT_ | G/L Account        | 62100             | Vendor              | 01254796           | ▼ |

Close

Step 17. "Please click on each checkbox and config related posting setup:"

- Set 'Payroll Payment Setup' to True
- Payroll Payment Setup window will immediately pop up.
- For 'Account Type' field select 'Posting Group Bank Account'
- Repeat this for all Payroll Payment Setup Codes
- Click 'Close'



Search + New Edit List Delete ...

EDIT - PAYROLL PAYMENT SETUP + New

| EMPLOYEE POSTING GROUP | PAYROLL TYPE | PAYROLL CODE  | ACCOUNT TYPE | ACCOUNT NO. |
|------------------------|--------------|---------------|--------------|-------------|
| ALL                    | Direct Depos | DEFAULT DIREC | Posting G    |             |
| ALL                    | Payment      | CHECK         | Posting Grou |             |

< >

Close

Step 18. The Posting Setups are complete. Click 'Next'

PAYROLL SETUP WIZARD

PLEASE CLICK ON EACH CHECKBOX AND CONFIG RELATED POSTING SETUP:

Employee Posting Setup .....

Payroll Earnings .....

Payroll Withholding / Deduction ...

Payroll Employer Tax .....

Payroll Employer Contribution .....

Payroll Payment Setup .....

Back Next Finish

Step 19. "Please specify information for a tax form":

- Enter info that will appear on tax forms.
- Click 'Next'

PAYROLL SETUP WIZARD ↗ ✕

PLEASE SPECIFY INFORMATION FOR A TAX FORM:

|              |                             |
|--------------|-----------------------------|
| Name .....   | John Doe                    |
| Title .....  | Owner                       |
| Phone .....  | 555-555-5555                |
| E-mail ..... | jd@acmecocom <span>✕</span> |

Step 20. "Do you want to import signature for a tax form and check?":

- Set 'No, we don't' to True
- Click 'Next'

PAYROLL SETUP WIZARD

DO YOU WANT TO IMPORT SIGNATURE FOR A TAX FORM AND CHECK?

Yes, we do .....

No, we don't .....

Back Next Finish

Step 21. "Do you want to create test employee?":

- Set 'Yes, we do' to True
- Click 'Next'

PAYROLL SETUP WIZARD

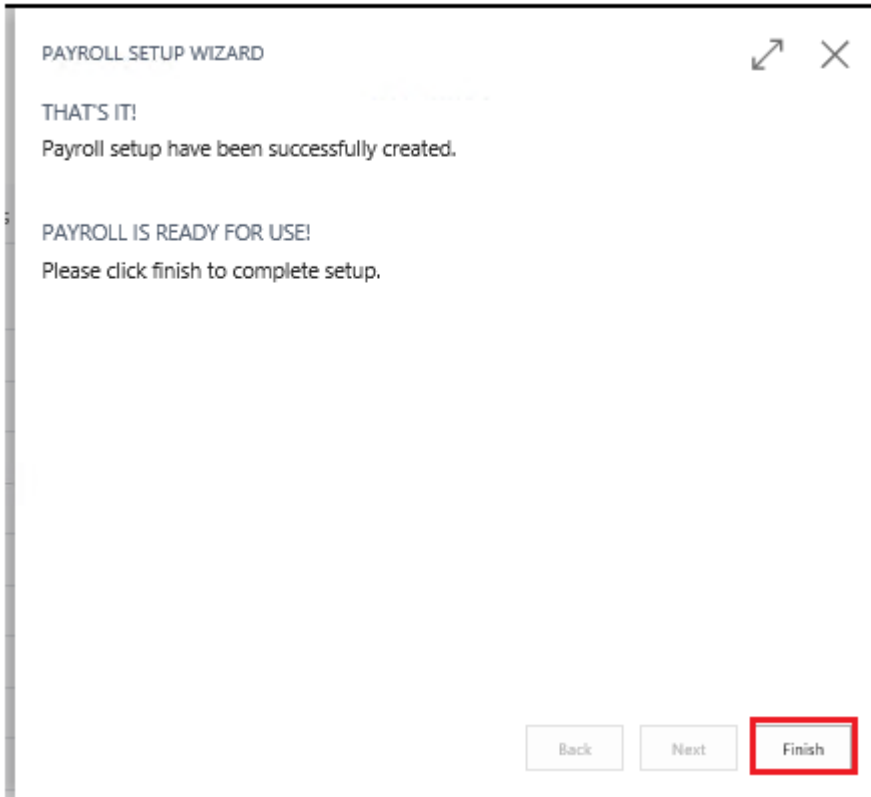
DO YOU WANT TO CREATE TEST EMPLOYEE?

Yes, we do .....

No, we don't .....

Back Next Finish

Step 22. That's it! Click 'Finish' to complete the setup wizard.



## 1.2. Payroll Code Deduction Wizard

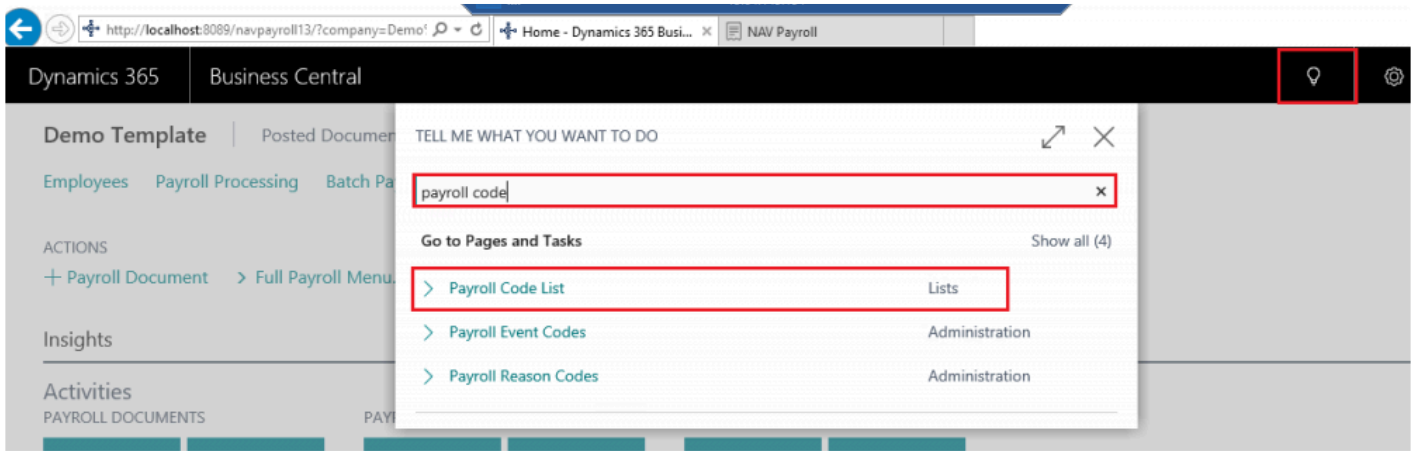
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### Synopsis:

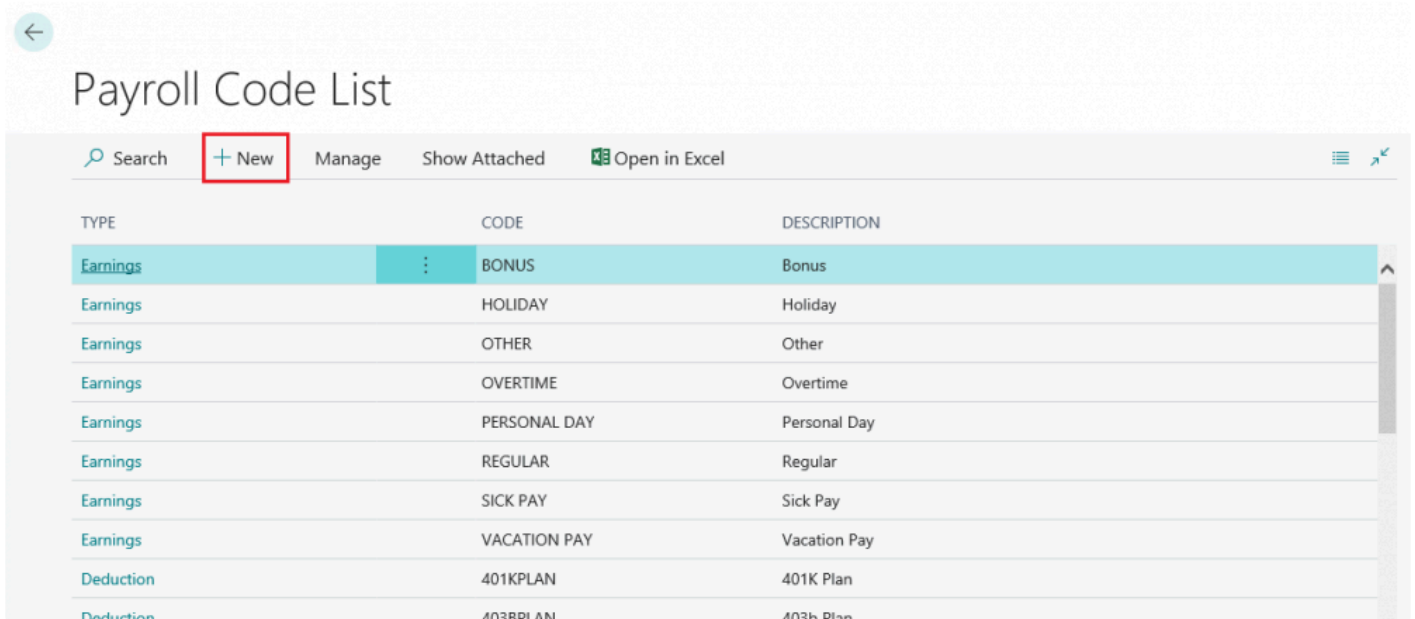
- The Assisted Setup Wizard will automatically setup Primo Payday with the necessary payroll codes to begin utilizing the solution. However, you may need to add additional codes to configure the solution to your specific needs. In this manual, we will walk you the process of setting up a Deduction Payroll Code via the Deduction Wizard.

### How to Create a Deduction Payroll Code

Step 1. Enter 'Payroll Code' in 'Search Bar'. Select 'Payroll Code List'



Step 2. 'Payroll Code List' will open. Select '+New'



Step 3.

'Payroll Code Setup Card' will open. Select 'Deduction' payroll code 'Type' from the drop down menu

The screenshot shows the 'Payroll Code Setup Card' interface. At the top, there are navigation icons: a back arrow, an edit icon, a plus sign, and a trash icon. Below the title, there are tabs: 'Process', 'Show Attached', 'Navigate', and 'Less options'. The main section is titled 'Payroll Code' and includes a 'Show more' link. A dropdown menu is open for the 'Type' field, listing options: Earnings, Deduction (highlighted in blue), Withholding, Employer Tax, Direct Deposit, Payment, Employer Contribution, Reimbursement, and Advance / Loan. The 'Code' field is empty. To the right, there are fields for 'Description' and a 'Manual Input Allowed' toggle switch.

Step 4.

The 'Deduction Setup' tab will appear below the 'Payroll Code' tab. Enter your desired payroll code in the 'Code' field.

This screenshot shows the 'Payroll Code Setup Card' with the 'Deduction Setup' tab expanded. The 'Type' dropdown is set to 'Deduction' and the 'Code' field contains '401KFidelity'. The 'Deduction Setup' section includes the following fields: 'Deduction Type' (dropdown), 'Deduction Limit' (0.00), 'Deduction Catch up Limit' (0.00), 'Total Contribution Limit' (0.00), 'Compensation Limit' (0.00), 'Garnishment' (toggle), 'Use Arrears Tracking' (toggle), 'Arrears Tracking Sequence' (text field), 'Custom Deduction Limit Code' (dropdown with ellipsis), 'Benefit Term, Date to Use' (dropdown set to 'Actual Employee Term, Date'), 'Use Deduction Earnings Filter' (toggle), and 'Deduction Earnings Filter' (text field). A 'Show less' link is visible at the top right of the 'Deduction Setup' section.


Step 5.

The 'Deduction Settings Wizard' will open. Select whether the deduction code will be a Pre-Tax or Post-Tax deduction via the 'Pre/Post Tax' field and then select a 'Deduction Type' from the available options.



Manage Show Attached

---

DEDUCTION SETTINGS 

---

**Deduction Options**

Pre/Post Tax ..... Pre-Tax

Deduction Type ..... 

- Retirement Plan
- Health Insurance
- HSA Plan
- FSA Plan
- Other


Retirement Type .....

Family Plan .....

Step 6. Select a 'Retirement Type' from the drop down menu.

Manage Show Attached

---

DEDUCTION SETTINGS 

---

**Deduction Options**

Pre/Post Tax ..... Pre-Tax

Deduction Type ..... Retirement Plan

Retirement Type ..... 

- 401K
- 403b
- Simple IRA
- Simple 401K
- SARSEP

Family Plan .....

Step 7.

If the Deduction code is affiliated with a 'Family Plan' set 'Family Plan' True. Otherwise leave the 'Family Plan' set to False and click 'OK'

Manage Show Attached

DEDUCTION SETTINGS

**Deduction Options**

Pre/Post Tax ..... Pre-Tax [v]

Deduction Type ..... Retirement Plan [v]

Retirement Type ..... 401K [v]

Family Plan .....

OK Cancel

Step 8. Enter a 'Description' in the Description field.

Payroll Code Setup Card

Process Show Attached | Navigate Less options

**Payroll Code** Show more

Type ..... Deduction [v]

Code ..... 401KFIDELITY

Description ..... Fidelity 401K Plan [x]

Manual Input Allowed .....

**Deduction Setup** Show less

Deduction Type ..... 401K

Deduction Limit ..... 0.00

Deduction Catch up Limit ..... 0.00

Total Contribution Limit ..... 0.00

Use Arrears Tracking .....

Arrears Tracking Sequence ..... [ ]

Custom Deduction Limit Code ..... [ ]

Benefit Term. Date to Use ..... Actual Employee Term. Date [v]

Step 9.

Review 'Deduction Setup' tab. If you scroll down, you can review the limit settings associated with the Deduction. The 'Deduction Wizard' will automatically populate the limits associated with standard deductions

### Deduction Setup Show less

|                                   |                                     |                                  |                                     |
|-----------------------------------|-------------------------------------|----------------------------------|-------------------------------------|
| Deduction Type                    | 401K                                | Use Arrears Tracking             | <input checked="" type="checkbox"/> |
| Deduction Limit                   | 18,500.00                           | Arrears Tracking Sequence        |                                     |
| Deduction Catch up Limit          | 24,500.00                           | Custom Deduction Limit Code      | ...                                 |
| Total Contribution Limit          | 55,000.00                           | Benefit Term. Date to Use        | Actual Employee Term. Date          |
| Compensation Limit                | 0.00                                | Use Deduction Earnings Filter    | <input checked="" type="checkbox"/> |
| Garnishment                       | <input type="checkbox"/>            | Deduction Earnings Filter        |                                     |
| Check Deduction/Contribution L... | <input checked="" type="checkbox"/> | Exclude Deduction Earnings Codes | <input type="checkbox"/>            |

Step 10.

Review the 'Federal Exemptions' and 'State Exemptions'. You can scroll down to determine which exemptions are set to True or False. The Deduction Wizard will automatically pre-set the exemptions based on the 'Deduction Type' but you can make manual adjustments here if needed.

← PAYROLL CODE SETUP CARD ✎ + 🗑

## Deduction · 401KPLAN

Process Show Attached **Navigate** Less options

---

### Federal Exemptions

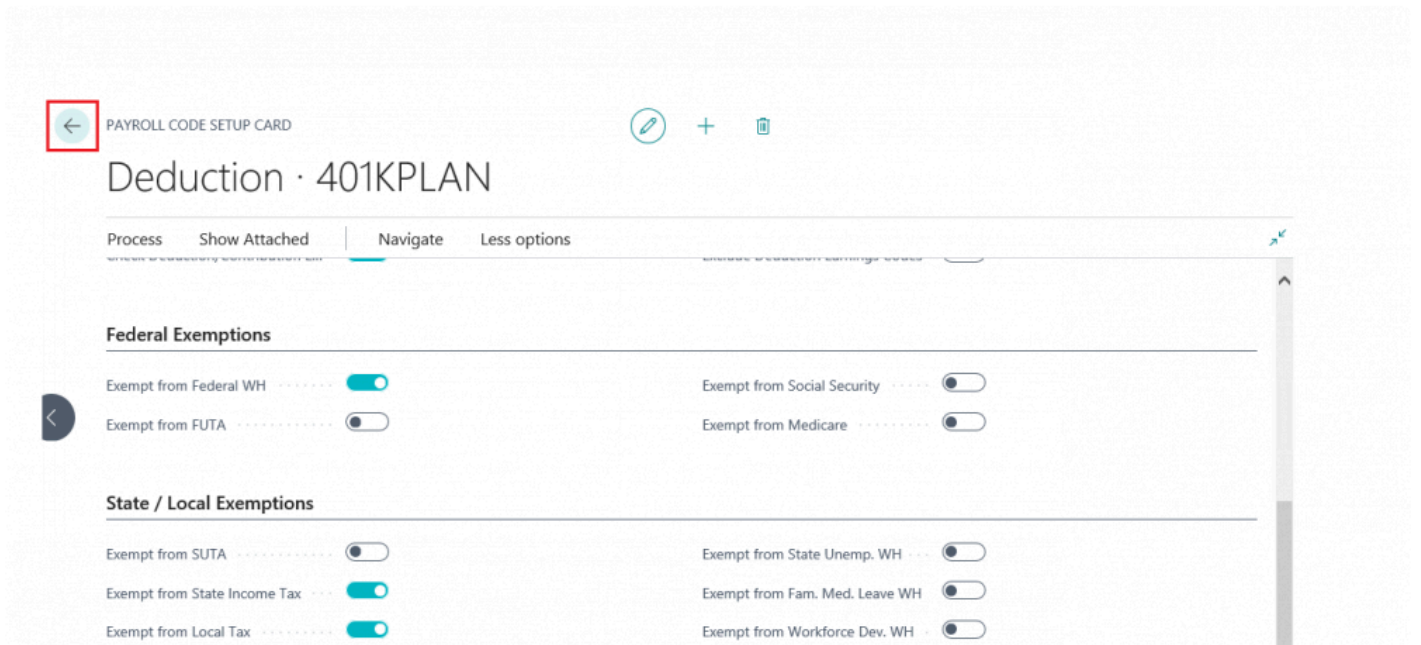
|                        |                                     |                             |                          |
|------------------------|-------------------------------------|-----------------------------|--------------------------|
| Exempt from Federal WH | <input checked="" type="checkbox"/> | Exempt from Social Security | <input type="checkbox"/> |
| Exempt from FUTA       | <input type="checkbox"/>            | Exempt from Medicare        | <input type="checkbox"/> |

---

### State / Local Exemptions

|                              |                                     |                                |                          |
|------------------------------|-------------------------------------|--------------------------------|--------------------------|
| Exempt from SUTA             | <input type="checkbox"/>            | Exempt from State Unemp. WH    | <input type="checkbox"/> |
| Exempt from State Income Tax | <input checked="" type="checkbox"/> | Exempt from Fam. Med. Leave WH | <input type="checkbox"/> |
| Exempt from Local Tax        | <input checked="" type="checkbox"/> | Exempt from Workforce Dev. WH  | <input type="checkbox"/> |
| Exempt from State Dis. WH    | <input type="checkbox"/>            |                                |                          |

Step 11. Click the 'Back' button to save new Deduction Payroll Code



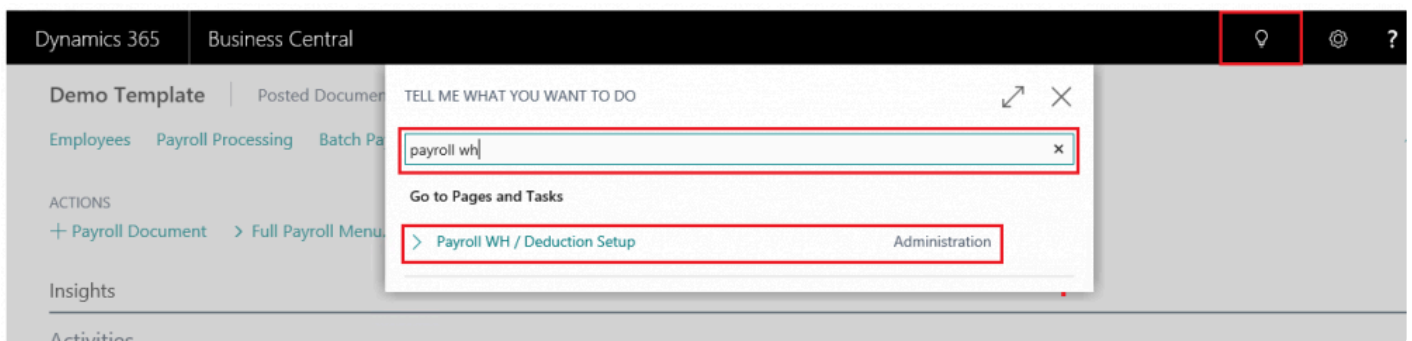
## 1.3. Payroll Code Posting Setup

Synopsis:

- Once you create a 'Payroll Code' you will need to create a corresponding 'Posting Setup' so Primo Payday can properly post the accounting entries generated by the 'Payroll Code'. This will walk you through the 'Posting Setup' for the newly created '401KFidelity' payroll code.

How to Create a Payroll Code Posting Setup

Step 1. Enter 'Payroll wh' in 'Search Bar'. Select 'Payroll WH / Deduction Setup'



Step 2. 'Payroll WH / Deduction Setup' list will open. Select '+New'

Payroll WH / Deduction Setup

Search + New Edit List Delete Process Show Attached Open in Excel Actions Less options

| EMPLOYEE POSTING GROUP | PAYROLL TYPE | PAYROLL CODE     | ACCOUNT TYPE | ACCOUNT NO. |
|------------------------|--------------|------------------|--------------|-------------|
| ALL                    | Deductions   |                  |              |             |
| ALL                    | Deductions   | 401KPLAN         | Vendor       | 01254796    |
| ALL                    | Deductions   | 403BPLAN         | Vendor       | 01254796    |
| ALL                    | Deductions   | FSA              | Vendor       | 01254796    |
| ALL                    | Deductions   | HEALTH INSURANCE | Vendor       | 01254796    |
| ALL                    | Deductions   | HSA              | Vendor       | 01254796    |
| ALL                    | Deductions   | HSA_FAM          | Vendor       | 01254796    |
| ALL                    | Deductions   | SIMP_401K        | Vendor       | 01254796    |
| ALL                    | Deductions   | SIMP_IRA         | Vendor       | 01254796    |

Step 3.

After clicking '+New', a new field will open. Apply an 'Employee Posting Group' to 'Employee Posting Group' field

Payroll WH / Deduction Setup

Search + New Edit List Delete Process Show Attached Open in Excel Actions Less options

| EMPLOYEE POSTING GROUP | PAYROLL TYPE | PAYROLL CODE | ACCOUNT TYPE | ACCOUNT NO. |
|------------------------|--------------|--------------|--------------|-------------|
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   | 401KPLAN     | Vendor       | 01254796    |

Step 4.

The 'Payroll Type' will auto-populate. Select the 'Payroll Code' from the drop down menu you wish to apply to this Posting Setup

← Payroll WH / Deduction Setup

Search + New Edit List Delete Process Show Attached Open in Excel Actions Less options

| EMPLOYEE POSTING GROUP | PAYROLL TYPE | PAYROLL CODE | ACCOUNT TYPE | ACCOUNT NO. |
|------------------------|--------------|--------------|--------------|-------------|
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   |              |              |             |

| CODE            | DESCRIPTION               |
|-----------------|---------------------------|
| 401KFIDELITY    | Fidelity 401K Plan        |
| 401KPLAN        | 401K Plan                 |
| 403BPLAN        | 403b Plan                 |
| FISCAL YEAR...  | Fiscal Year V             |
| FSA             | Flexible Spending Account |
| HFAI TH INSI... | Health Insurance          |

+ New Select from full list

Step 5. Select the 'Account Type' you wish to apply to this Payroll Code .

← Payroll WH / Deduction Setup

Search + New Edit List Delete Process Show Attached Open in Excel Actions Less options

| EMPLOYEE POSTING GROUP | PAYROLL TYPE | PAYROLL CODE | ACCOUNT TYPE | ACCOUNT NO. |
|------------------------|--------------|--------------|--------------|-------------|
| ALL                    | Deductions   | 401KFIDELITY | Vendor       |             |
| ALL                    | Deductions   | 401KPLAN     | Vendor       | 01254796    |
| ALL                    | Deductions   | 403BPLAN     | Vendor       | 01254796    |
| ALL                    | Deductions   | FSA          | Vendor       | 01254796    |

|                            |
|----------------------------|
| G/L Account                |
| Bank Account               |
| Vendor                     |
| Posting Group Bank Account |

Step 6. Enter the 'Account No.' where you want all entries from the Payroll Code to post

← Payroll WH / Deduction Setup

Search + New Edit List Delete Process Show Attached Open in Excel Actions Less options

| EMPLOYEE POSTING GROUP | PAYROLL TYPE | PAYROLL CODE | ACCOUNT TYPE | ACCOUNT NO. |
|------------------------|--------------|--------------|--------------|-------------|
| ALL                    | Deductions   | 401KFIDELITY | Vendor       | 01254796    |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   | 401KPLAN     | Vendor       | 01254796    |

Step 7.

Click the 'Back' button to save Posting Setups

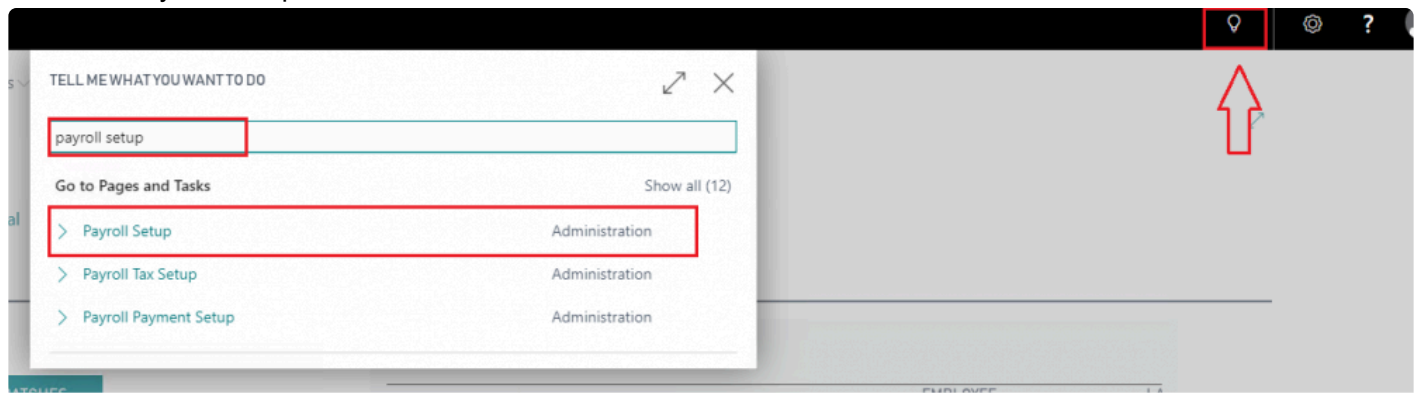
| EMPLOYEE POSTING GROUP | PAYROLL TYPE | PAYROLL CODE | ACCOUNT TYPE | ACCOUNT NO. |
|------------------------|--------------|--------------|--------------|-------------|
| ALL                    | Deductions   | 401KFIDELITY | Vendor       | 01254796    |
| ALL                    | Deductions   |              |              |             |
| ALL                    | Deductions   | 401KPLAN     | Vendor       | 01254796    |

## 1.4. Add New Payroll User

For security purposes its important for payroll to have its own users and user rights. This manual walks you through the process of adding Payroll Users from existing Business Central User ID's and setting their permission rights.

### STEP 1. ACCESS PAYROLL SETUP

- Click 'Search' icon
- Enter 'Payroll Setup'
- Select 'Payroll Setup'



- Payroll Setup Table will open

Payroll Setup

Process
Show Attached
Actions
Less options

### General

|                               |                                     |                                      |                                     |
|-------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| Solution Version              | PY10.07                             | Only Show Current Year Deduct. / PTO | <input type="checkbox"/>            |
| Country                       | US                                  | 45 Day Duration Check                | <input checked="" type="checkbox"/> |
| Hours per Week                | 40.00                               | Allow Manual Holidays                | <input checked="" type="checkbox"/> |
| Weeks per Year                | 52.00                               | Amount Rounding Precision            | <input type="text"/>                |
| Overtime Multiplier           | 1.50                                | Hours PTO Accrual Rounding Percision | <input type="text"/>                |
| Payroll Calendar Code         |                                     | Federal Tax Rounding Precision       | <input type="text"/>                |
| Default Bank Account No.      | GIRO                                | Read Overtime from Imported Hours    | <input checked="" type="checkbox"/> |
| Display Employer Taxes        | <input checked="" type="checkbox"/> | Auto-Approve Time Entry              | <input type="checkbox"/>            |
| Display Employer Contribution | <input checked="" type="checkbox"/> | Verify Payroll Document Sequence     | <input type="checkbox"/>            |

**STEP 2. ADD USER & ADJUST SETTINGS**

- From 'Payroll Setup' table, scroll down to 'Payroll Users Setup'

| USER ID                      | PAYRO... REVER... ALLO...           | EMPLO... PERSO... INFO VISIBLE      | PAYROLL JOURNAL BATCH NAME | PAYROLL JOURNAL DOCUMENT NOS. | PTO JOURNAL BATCH NAME | PTO JOURNAL DOCUMENT NOS. | HOURS APPR... ADMIN...              | RECEI... OF AUTO-RUN REPOR...       | ENTER HOURS DETAIL ALLO...          | ENTER PIECE RATE ENTRI... ALLO...   | EMPL... CHAN... ADMIN...            |
|------------------------------|-------------------------------------|-------------------------------------|----------------------------|-------------------------------|------------------------|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| WINBORNSQLDEVVM\DEVUSER      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| WINBORNSQLDEVVM\LEEP         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| WINBORNSQLDEVVM\WHITL        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| WINBORNSQLDEVVM\WINBORNADMIN | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                              | <input type="checkbox"/>            | <input type="checkbox"/>            |                            |                               |                        |                           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

- Select '...' to open user ID drop down menu then Select a user ID then click 'OK'

| USER ID                                   | PAYRO... REVER... ALLO...           | EMPLO... PERSO... INFO VISIBLE      | PAYROLL JOURNAL BATCH NAME | PAYROLL JOURNAL DOCUMENT NOS. | PTO JOURNAL BATCH NAME | PTO JOURNAL DOCUMENT NOS. |
|---|-------------------------------------|-------------------------------------|----------------------------|-------------------------------|------------------------|---------------------------|
| WINBORNSQLDEVVM\DEVUSER                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                |
| WINBORNSQLDEVVM\LEEP                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                |
| WINBORNSQLDEVVM\WHITL                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                |
| WINBORNSQLDEVVM\WINBORNADMIN              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                |
| <input style="width: 100%;" type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |                            |                               |                        |                           |
|   | <input type="checkbox"/>            | <input type="checkbox"/>            |                            |                               |                        |                           |



Search + New Edit List Delete Manage Process Show Attached ...

USERS + New

| USERNAME      | FULL NAME                    | STATE   | WINDOWS USERNAME               | LICENSE TYPE |
|---------------|------------------------------|---------|--------------------------------|--------------|
| WINBORNSQL... |                              | Enabled | WINBORNSQLDEVVM\DevUser        | Full User    |
| WINBORNSQL... | Future Customer              | Enabled | WINBORNSQLDEVVM\FutureCustomer | Full User    |
| WINBORNSQL... | WINBORNSQLDEVVM\LEEP         | Enabled | WINBORNSQLDEVVM\LeeP           | Full User    |
| WINBORNSQL... | WINBORNSQLDEVVM\NAVPartner   | Enabled | WINBORNSQLDEVVM\NAVPartner     | Full User    |
| WINBORNSQL... | Renee Martino                | Enabled | WINBORNSQLDEVVM\Renee          | Full User    |
| WINBORNSQL... | Integrity Data               | Enabled | WINBORNSQLDEVVM\Tegrity        | Full User    |
| WINBORNSQL... | WINBORNSQLDEVVM\WHITL        | Enabled | WINBORNSQLDEVVM\WhitL          | Full User    |
| WINBORNSQL... | WINBORNSQLDEVVM\winbornadmin | Enabled | WINBORNSQLDEVVM\winbornadmin   | Full User    |
| WINBORNSQL... | WINBORNSQLDEVVM\XCEPTIONPAY  | Enabled | WINBORNSQLDEVVM\XceptionPay    | Full User    |

OK Cancel

- Check off the relevant boxes based on the level of access this user should have and fill in the Payroll Journal Batch Name, Payroll Journal Document Nos., PTO Journal Batch Name and PTO Journal Document Nos.

Payroll Users Setup | Manage

| USER ID                      | PAYRO... REVER... ALLO...           | EMPL... PERSO... INFO VISIBLE       | PAYROLL JOURNAL BATCH NAME | PAYROLL JOURNAL DOCUMENT NOS. | PTO JOURNAL BATCH NAME | PTO JOURNAL DOCUMENT NOS. | HOURS APPR... ADMIN...              | RECEI... OF AUTO-RUN REPOR...       | ENT HOU DET. ALL |
|------------------------------|-------------------------------------|-------------------------------------|----------------------------|-------------------------------|------------------------|---------------------------|-------------------------------------|-------------------------------------|------------------|
| WINBORNSQLDEVVM\DEVUSER      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                  |
| WINBORNSQLDEVVM\LEEP         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                  |
| WINBORNSQLDEVVM\WHITL        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                  |
| WINBORNSQLDEVVM\WINBORNADMIN | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                  |
| WINBORNSQLDEVVM\XCEPTIONPAY  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                  |

NOTE: You can scroll over the headers for definitions of the columns if needed

Mail Setup >

Payroll Users Setup | Manage

**Payroll Reversal Allowed**  
 When set to true the user will be able to reverse payroll entries.  
 Press Ctrl+F1 to learn more

| USER ID                      | PAYRO... REVER... ALLO... ↑         | EMPLO... PERSO... INFO VISIBLE      | PAYROLL JOURNAL BATCH NAME | PAYROLL JOURNAL DOCUMENT NOS. | PTO JOURNAL BATCH NAME | PTO JOURNAL DOCUMENT NOS. | HOURS APPR... ADMIN...              |
|------------------------------|-------------------------------------|-------------------------------------|----------------------------|-------------------------------|------------------------|---------------------------|-------------------------------------|
| WINBORNSQLDEVVM\DEVUSER      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> |
| WINBORNSQLDEVVM\LEEP         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> |
| WINBORNSQLDEVVM\WHITL        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> |
| WINBORNSQLDEVVM\WINBORNADMIN | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> |
| WINBORNSQLDEVVM\XCEPTIONPAY  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DEFAULT                    | PAYROLL-JN                    | DEFAULT                | PAYROLL-PT                | <input checked="" type="checkbox"/> |
|                              | <input type="checkbox"/>            | <input type="checkbox"/>            |                            |                               |                        |                           | <input type="checkbox"/>            |

## 2. Payroll Employees

---

### 2.1. Create New Employee Wizard

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Synopsis: With Primo Payday you can streamline the onboarding of new employees with the Employee Wizard. This function allows the user to utilize pre-designed templates to auto-populate information related to employee salary, deductions, pto and posting groups.

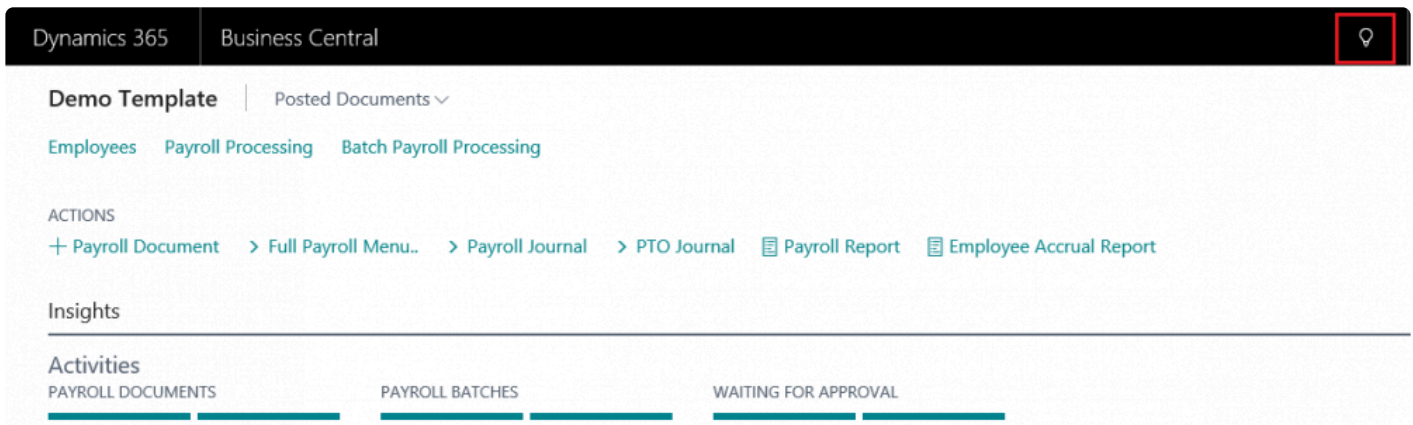
This Manual will show you how to :

Create a new employee using the CREATE NEW EMPLOYEE WIZARD

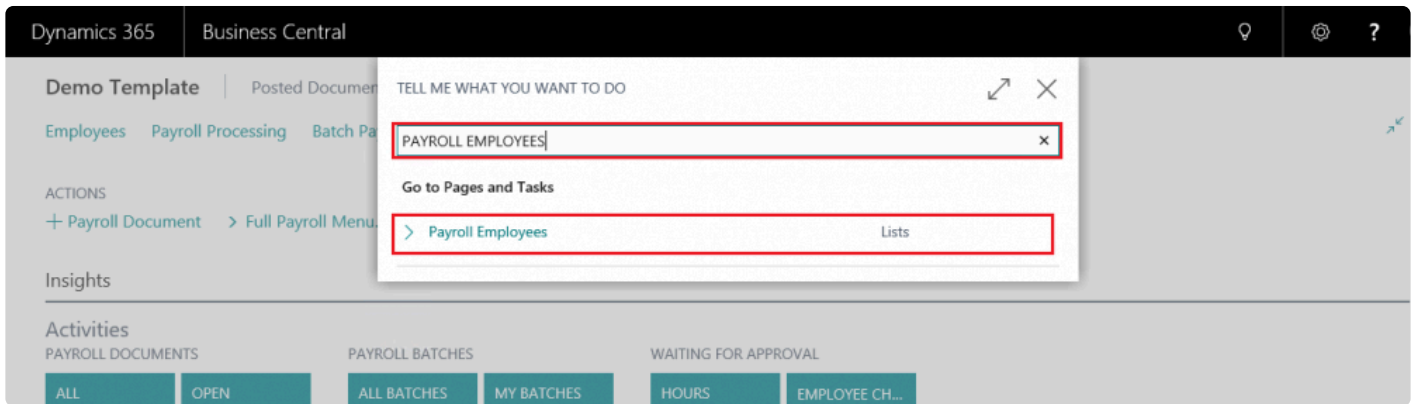
#### STEP 1. ACCESS PAYROLL EMPLOYEES

##### OPTION 1 – USE SEARCH BAR

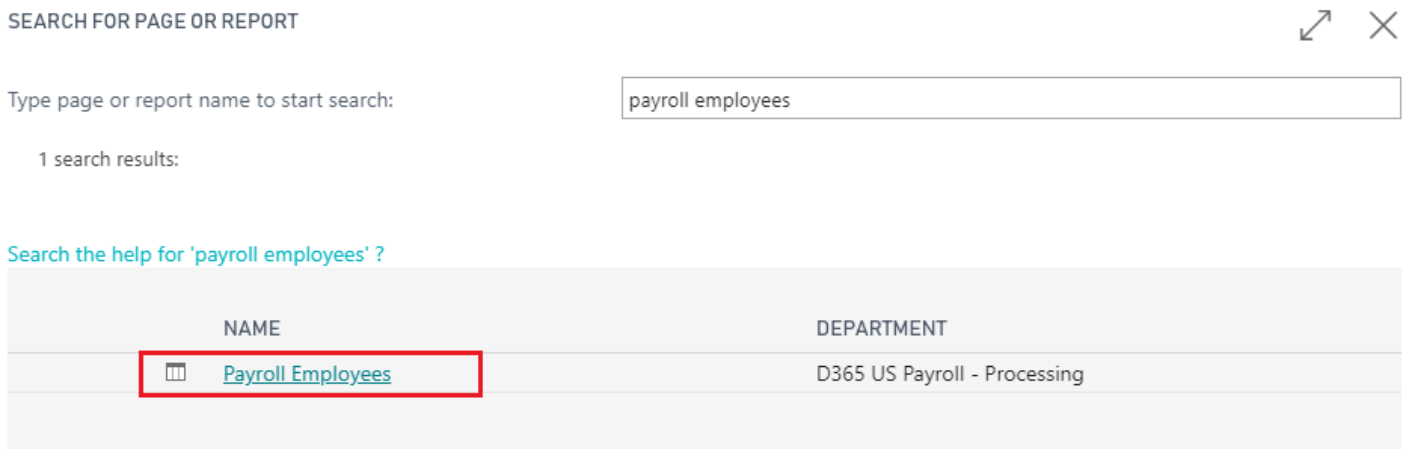
- Click on 'SEARCH' Icon



- The 'SEARCH' page will pop up



- Enter 'Payroll Employees' in Search Bar and Select 'Payroll Employees'



### OPTION 2 – USE FULL PAYROLL MENU

- Select 'Full Payroll Menu'

Dynamics 365 Business Central

Demo Template | Posted Documents

Employees Payroll Processing Batch Payroll Processing

ACTIONS  
 + Payroll Document > **Full Payroll Menu..** > Payroll Journal > PTO Journal Payroll Report Employee Accrual Report

Insights

Activities

| PAYROLL DOCUMENTS  |                     | PAYROLL BATCHES  |                 | WAITING FOR APPROVAL |                              |
|--------------------|---------------------|------------------|-----------------|----------------------|------------------------------|
| ALL DOCUMENTS<br>5 | OPEN DOCUMENTS<br>5 | ALL BATCHES<br>0 | MY BATCHES<br>0 | HOURS APPROVAL<br>2  | EMPLOYEE CH... APPROVAL<br>0 |

- Select 'Payroll Employees' in Navigation Bar

←

**D365 Payroll**

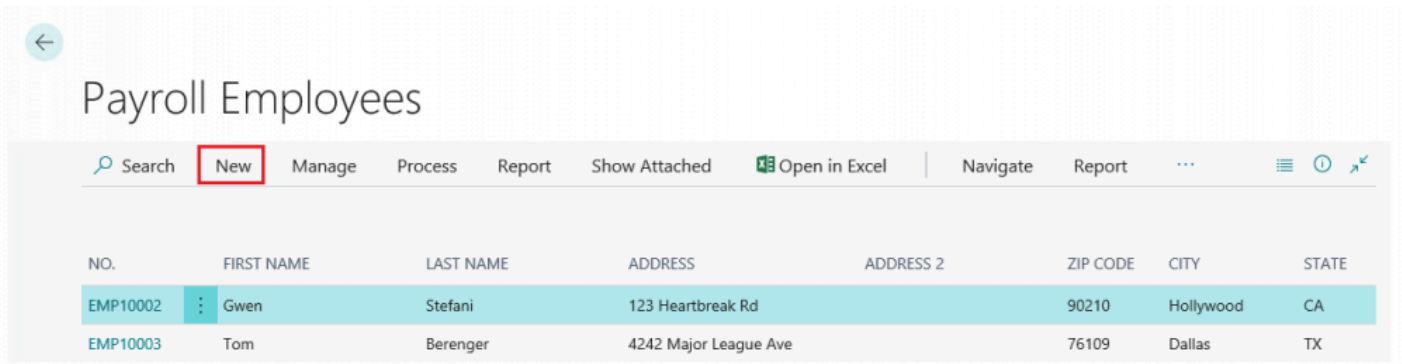
| Payroll Processing       | History                       | Periodic Activities                           | Setup                             | Setup Groups               | Posting Setup             |
|--------------------------|-------------------------------|---|-----------------------------------|----------------------------|---------------------------|
| <b>Payroll Employees</b> | Posted Payroll                | Transfer GL Entries to Vendor Ledger          | Payroll Setup                     | Other Setups..             | Employee Posting Groups   |
| Payroll Processing       | Payroll Ledger Entries        | Transfer Payroll Employee to New Company      | Payroll Codes                     | Additional Lists..         | Earnings                  |
| Batch Payroll Processing | Payroll Statistics            | Accrue Payroll Expenses into Financial Period | Process Procedures                | Templates..                | Withholdings / Deductions |
| Payroll Applicants       | PTO Ledger Entries            | Create Employee Deductions                    | Pay Cycle Periods                 | HR Setup..                 | Employer Taxes            |
| Reports..                | Hours Detail Entries          | Create Employee PTO Setup                     | Earnings Rates                    | Update Tax Rates..         | Employer Contributions    |
| US Tax Reports..         | Piece Rate Entries            | Create Employee HR Tracking                   | Payroll Calculation Formulas      | Position and Union Setup.. | Reimbursements            |
| PTO Management..         | Employee Info Change Approval | EDI Document List                             | Customer Payroll Tax Setup        | Security Group Setup..     | Payment Advances          |
| Enter Hours / Quantity.. | Arrears Tracking Entries      |   | Copy Payroll Setup to New Company |                            | Payments                  |
| Employee Info Change     |                               |   |                                   |                            |                           |

**STEP 2. ACCESS NEW EMPLOYEE WIZARD**

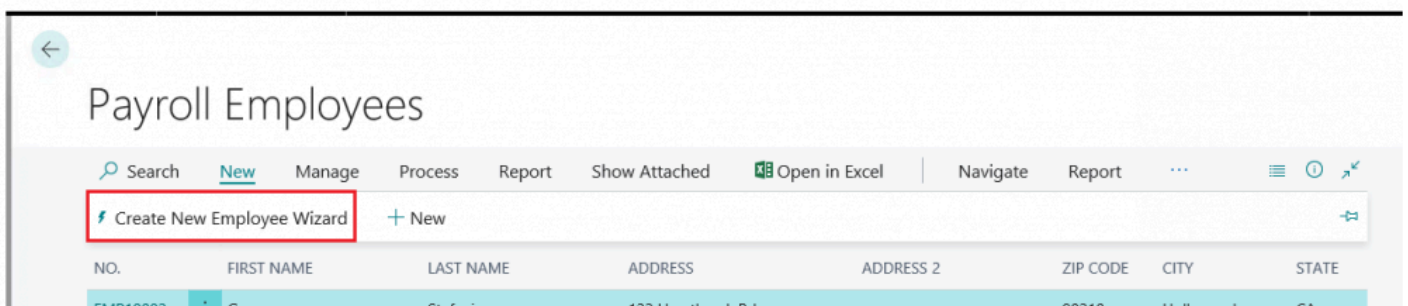
You can access the CREATE NEW EMPLOYEE WIZARD through the Payroll Employees screen or from an already opened employee card.

**ACCESS EMPLOYEE WIZARD VIA PAYROLL EMPLOYEES**

- Select 'NEW'

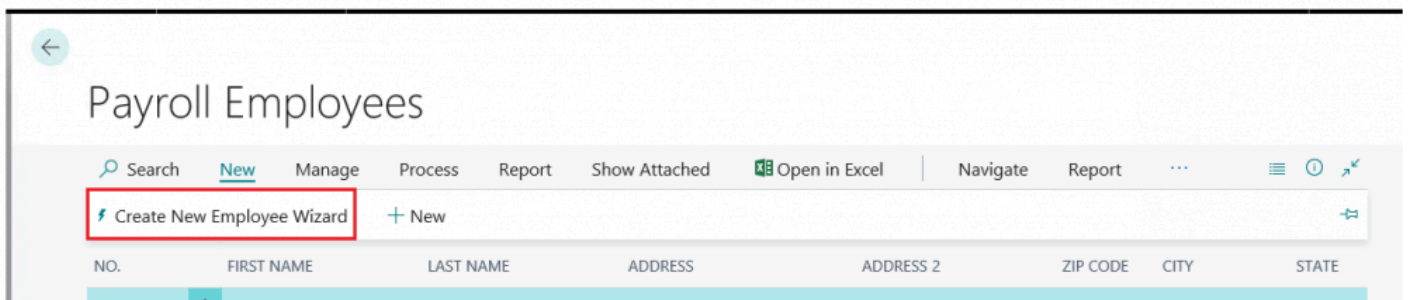


- Select 'CREATE NEW EMPLOYEE WIZARD' from drop down menu

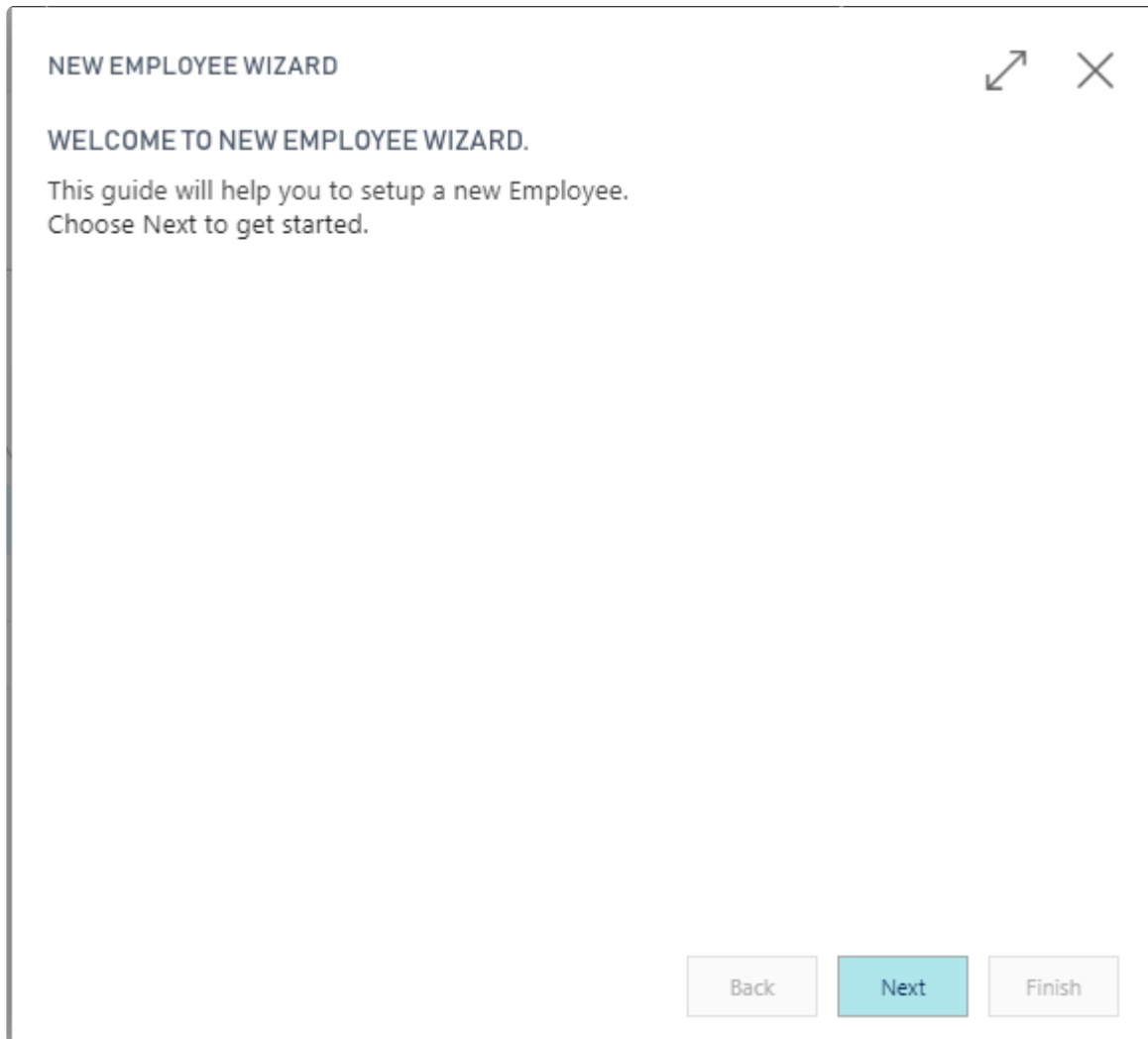


STEP 3. USE NEW EMPLOYEE WIZARD

- Select 'CREATE NEW EMPLOYEE WIZARD' page action



- The 'NEW EMPLOYEE WIZARD' launch screen will pop up. Click 'NEXT' in bottom right corner to continue



- Enter First and Last name along with Middle Name and Initials if applicable. Then click 'NEXT' in bottom right

**NEW EMPLOYEE WIZARD**



**PLEASE SPECIFY GENERAL INFORMATION FOR NEW EMPLOYEE:**

|             |                                      |
|-------------|--------------------------------------|
| First Name  | <input type="text" value="Kevin"/>   |
| Middle Name | <input type="text"/>                 |
| Last Name   | <input type="text" value="Costner"/> |
| Initials    | <input type="text" value="KC"/>      |

- Enter appropriate address information in fields Address, Address 2, City, State, Zip. Then click 'NEXT' button in bottom right corner.



NEW EMPLOYEE WIZARD



PLEASE SPECIFY ADDRESS INFORMATION FOR NEW EMPLOYEE:

|           |                   |
|-----------|-------------------|
| Address   | 2556 Cockrell Ave |
| Address 2 |                   |
| City      | Fort Worth        |
| State     | TX ...            |
| Zip Code  | 76109             |

- Enter applicable information and email in fields Phone No., E-Mail, Emergency Number, Emergency Contact. Click 'Next' in bottom right corner.

NEW EMPLOYEE WIZARD



PLEASE SPECIFY CONTACT INFORMATION FOR NEW EMPLOYEE:

|                   |  |
|-------------------|--|
| Phone No.         | <input type="text" value="817-555-5555"/>  |
| E-Mail            | <input type="text" value="123@gmail.com"/> |
| Emergency Number  | <input type="text" value="512-555-5555"/>  |
| Emergency Contact | <input type="text" value="Tom Sizemore"/>  |

- Enter a Birth Date in Format mmddyyyy or select from the Assist Edit button '...' on the right of the field.

NEW EMPLOYEE WIZARD



PLEASE SPECIFY PERSONAL INFORMATION FOR NEW EMPLOYEE:

Birth Date

4/18/1983 ...

Sex

April 1983 ▼

Federal Tax Marital Status

Mo Tu We Th Fr Sa Su ▼

Social Security No.

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

Today Done

Back Next Finish

- Select a 'SEX' and 'FEDERAL TAX MARITAL STATUS' from the available options in the drop down menu. Enter Social Security Number in xxx-xx-xxxx format. You must include the dashes Click 'NEXT' in bottom right corner.

NEW EMPLOYEE WIZARD



PLEASE SPECIFY PERSONAL INFORMATION FOR NEW EMPLOYEE:

|                            |  |                                    |
|----------------------------|--|------------------------------------|
| Birth Date                 | <input type="text" value="4/18/1983"/>   | <input type="button" value="..."/> |
| Sex                        | <input type="text" value="Male"/>        | <input type="button" value="▼"/>   |
| Federal Tax Marital Status | <input type="text" value="Married"/>     | <input type="button" value="▼"/>   |
| Social Security No.        | <input type="text" value="555-55-5555"/> |                                    |

|                                     |                                     |                                       |
|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="button" value="Back"/> | <input type="button" value="Next"/> | <input type="button" value="Finish"/> |
|-------------------------------------|-------------------------------------|---------------------------------------|

- Enter a Hire Date in Format mmddyyyy or select from the Assist Edit button ‘...’ on the right of the field.
- To enter an Employee Posting Group, select the Assist Edit on the right of the field and select the appropriate option.

NEW EMPLOYEE WIZARD



PLEASE SPECIFY PAYROLL INFORMATION FOR NEW EMPLOYEE:

Hire Date

Employee Posting Group

Withholding Allowances

SUTA / Income Tax State

| CODE   | DESCRIPTION   |
|--|---------------|
| <u>ALL</u>   | All Employees |
| <a href="#">+ New</a> <span style="float: right;"><a href="#">Select from full list</a></span> |               |

- Enter the Withholding Allowances claimed on the employee's W-2 and enter the employee SUTA / Income Tax State abbreviation.

NEW EMPLOYEE WIZARD



PLEASE SPECIFY PAYROLL INFORMATION FOR NEW EMPLOYEE:

Hire Date  ...

Employee Posting Group  ...



Withholding Allowances

SUTA / Income Tax State  ...

| CODE | NAME       |
|------|------------|
| AK   | Alaska     |
| AL   | Alabama    |
| AR   | Arkansas   |
| AZ   | Arizona    |
| CA   | California |
| CO   | Colorado   |

[Select from full list](#)

- When completed, click 'NEXT' in the bottom right corner

**NEW EMPLOYEE WIZARD**  

**PLEASE SPECIFY PAYROLL INFORMATION FOR NEW EMPLOYEE:**

|                         |                                       |                                    |
|-------------------------|---------------------------------------|------------------------------------|
| Hire Date               | <input type="text" value="1/1/2018"/> | <input type="button" value="..."/> |
| Employee Posting Group  | <input type="text" value="ALL"/>      | <input type="button" value="..."/> |
| Withholding Allowances  | <input type="text" value="2"/>        |                                    |
| SUTA / Income Tax State | <input type="text" value="TX"/>       | <input type="button" value="..."/> |

- Now you can select whether to use a template to setup the remainder of the information. To use a template, Select 'YES' check box. To manually enter the rest of the information, Select 'NO' check box.
- Click 'NEXT' in bottom right corner to continue To learn how to create templates please see manual 'Labor Division / Position Template Setup'.

NEW EMPLOYEE WIZARD



DO YOU WANT TO USE A LABOR DIVISION / POSITION TEMPLATE TO SETUP THE REMAINDER OF THE INFORMATION?

|     |                                     |
|-----|-------------------------------------|
| Yes | <input checked="" type="checkbox"/> |
| No  | <input type="checkbox"/>            |

|      |      |        |
|------|------|--------|
| Back | Next | Finish |
|------|------|--------|

- Following screen will appear.



NEW EMPLOYEE WIZARD



PLEASE SPECIFY SALARY INFORMATION FOR NEW EMPLOYEE:

|                               |                          |     |
|-------------------------------|--------------------------|-----|
| Labor Division / Position     | <input type="text"/>     | ... |
| Salary Starting Date          | <input type="text"/>     | ... |
| Annual Salary / Hourly Rate   | <input type="text"/>     |     |
| Salary Entered as Hourly Rate | <input type="checkbox"/> |     |

|                                     |                                     |                                       |
|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="button" value="Back"/> | <input type="button" value="Next"/> | <input type="button" value="Finish"/> |
|-------------------------------------|-------------------------------------|---------------------------------------|

- Use the Assist Edit button ‘...’ to select a Labor Division / Position from the drop down menu in the ‘LABOR DIVISION / POSITION’ field

**NEW EMPLOYEE WIZARD** ↗ ✕

PLEASE SPECIFY SALARY INFORMATION FOR NEW EMPLOYEE:

Labor Division / Position

Salary Starting Date

Annual Salary / Hourly Rate

Salary Entered as Hourly Rate

| CODE | DESCRIPTION |
|------|-------------|
| TEST |             |

+ New [Select from full list](#)

**This Year**

Payroll Docs.

Pstd. Payroll Docs.

**All**

Payroll Docs.

Pstd. Payroll Docs.

Available Hours Summar

**EARNINGS CODE**

- Enter a SALARY STARTING DATE or Select a SALARY STARTING DATE from the drop down menu via the Assist Edit button ‘...’

NEW EMPLOYEE WIZARD



PLEASE SPECIFY SALARY INFORMATION FOR NEW EMPLOYEE:

Labor Division / Position  ...

Salary Starting Date  ...

Annual Salary / Hourly Rate

Salary Entered as Hourly Rate

January 2018

| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

Today Done



- Enter an ANNUAL SALARY / HOURLY RATE. If you wish to enter the employee salary as an hourly rate, make sure to check the 'SALARY ENTERED AS HOURLY RATE' check box.
- Click 'NEXT' in bottom right corner.

NEW EMPLOYEE WIZARD



PLEASE SPECIFY SALARY INFORMATION FOR NEW EMPLOYEE:

|                               |                          |     |
|-------------------------------|--------------------------|-----|
| Labor Division / Position     | TEST                     | ... |
| Salary Starting Date          | 1/7/2018                 | ... |
| Annual Salary / Hourly Rate   | 50,000.00                |     |
| Salary Entered as Hourly Rate | <input type="checkbox"/> |     |

Back    **Next**    Finish

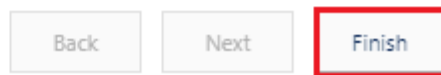
- Click the 'FINISH' button at the bottom right corner to complete the NEW EMPLOYEE WIZARD SETUP.

NEW EMPLOYEE WIZARD



THAT'S IT!




New Employee have been successfully created.  
Please click finish to close the wizard.



## **2.2. To Add Employee Salary**

To ADD EMPLOYEE SALARY


Step 1. From 'Payroll Employee Card' select 'PROCESS'

← PAYROLL EMPLOYEE CARD   




# EMP10002

New **Process** Report Show Attached | Navigate Report Less options

## General Show more

|                   |                   |                        |   |
|-------------------|-------------------|------------------------|---|
| No. ....          | EMP10002 ...      | City .....             | Hollywood   |
| First Name .....  | Gwen              | State .....            | CA  |
| Middle Name ..... |                   | Statutory Employee ..  | <input checked="" type="checkbox"/>   |
| Last Name .....   | Stefani           | Job Title .....        |   |
| Suffix .....      |                   | Blocked .....          | <input checked="" type="checkbox"/>   |
| Initials .....    |                   | Comment .....          |   |
| Address .....     | 123 Heartbreak Rd | Comment 2 .....        |   |
| Zip Code .....    | 90210             | Last Review Date ..... |  |





Step 2. Select 'Salary'




← PAYROLL EMPLOYEE CARD   


# EMP10002

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New Process Report Show Attached | Navigate Report Less options

 **Salary**  PTO Hours  Create PTO Hours from Template  Create Employee Salary

 Deductions  Create Deductions from Template  Create HR Tracking Info

|             |                   |                    |   |
|-------------|-------------------|--------------------|---|
| First Name  | Gwen              | State              | CA  |
| Middle Name |                   | Statutory Employee | <input checked="" type="checkbox"/>   |
| Last Name   | Stefani           | Job Title          |   |
| Suffix      |                   | Blocked            | <input checked="" type="checkbox"/>   |
| Initials    |                   | Comment            |   |
| Address     | 123 Heartbreak Rd | Comment 2          |   |
| Zip Code    | 90210             | Last Review Date   |  |

Step 3. The 'Payroll Employee Salaries' table will open

Search + New Manage Show Attached Open in Excel

Edit View Delete

| PAY CYCLE                               | STARTING DATE | SALARY TYPE | WEEKLY HOURS | HOURLY RATE | ANNUAL SALARY | OV... EXEM | USE HOU... DETA |
|---|---------------|-------------|--------------|-------------|---------------|------------|-----------------|
| (There is nothing to show in this view) |               |             |              |             |               |            |                 |

Close

Step 4. Select '+New' to add a new Salary

Search **+ New** Manage Show Attached Open in Excel

Edit View Delete

| PAY CYCLE                               | STARTING DATE | SALARY TYPE | WEEKLY HOURS | HOURLY RATE | ANNUAL SALARY | OV... EXEM | USE HOU... DETA |
|---|---------------|-------------|--------------|-------------|---------------|------------|-----------------|
| (There is nothing to show in this view) |               |             |              |             |               |            |                 |

Close



Step 5. The 'Employee Salary Card' will open

EMPLOYEE SALARY CARD

EMP10002

Show Attached

**General** Show more

Pay Cycle  Weekly Hours

Starting Date  Use Hours Details

Salary Type  Overtime Multiplier

Hourly Rate  Overtime Exempt

Annual Salary

**Additional Info**

Entered By  Modified By

Entered On  Modified On

Step 6. Select a 'Pay Cycle'

EMPLOYEE SALARY CARD

EMP10002

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**General** Show more

Pay Cycle  Weekly Hours

Starting Date  Use Hours Details

Salary Type  Overtime Multiplier

Hourly Rate  Overtime Exempt

Annual Salary

**Additional Info**

Entered By  Modified By

Step 7. Select a 'Starting Date' from available options in drop down menu

EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

Show Attached

**General** Show more

|               |             |                     |                          |
|---------------|-------------|---------------------|--------------------------|
| Pay Cycle     | Semimonthly | Weekly Hours        | 40.00                    |
| Starting Date | 1/1/2018    | Use Hours Details   | <input type="checkbox"/> |
| Salary Type   | Hourly      | Overtime Multiplier | 1.50                     |
| Hourly Rate   | 0.00        | Overtime Exempt     | <input type="checkbox"/> |
| Annual Salary | 0.00        |                     |                          |

**Additional Info**

Step 8. Select a 'Salary Type'

EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

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**General** Show more

|               |                                |                     |                          |
|---------------|--------------------------------|---------------------|--------------------------|
| Pay Cycle     | Semimonthly                    | Weekly Hours        | 40.00                    |
| Starting Date | 1/1/2018                       | Use Hours Details   | <input type="checkbox"/> |
| Salary Type   | Hourly<br>Salary<br>Piece Rate | Overtime Multiplier | 1.50                     |
| Hourly Rate   |                                | Overtime Exempt     | <input type="checkbox"/> |
| Annual Salary | 0.00                           |                     |                          |

Step 9. Enter an 'Hourly Rate' or 'Annual Salary' depending on the 'Salary Type' you selected.

EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

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**General** Show more

|               |             |                     |                                     |
|---------------|-------------|---------------------|-------------------------------------|
| Pay Cycle     | Semimonthly | Weekly Hours        | 40.00                               |
| Starting Date | 1/1/2018    | Use Hours Details   | <input type="checkbox"/>            |
| Salary Type   | Salary      | Overtime Multiplier |                                     |
| Hourly Rate   | 0.00        | Overtime Exempt     | <input checked="" type="checkbox"/> |
| Annual Salary | 75000.00 x  |                     |                                     |

Step 10. Enter 'Weekly Hours'. They will default to '40' but can be changed if needed.

EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

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**General** Show more

|               |             |                     |                                     |
|---------------|-------------|---------------------|-------------------------------------|
| Pay Cycle     | Semimonthly | Weekly Hours        | 40.00                               |
| Starting Date | 1/1/2018    | Use Hours Details   | <input type="checkbox"/>            |
| Salary Type   | Salary      | Overtime Multiplier |                                     |
| Hourly Rate   | 0.00        | Overtime Exempt     | <input checked="" type="checkbox"/> |
| Annual Salary | 75000.00 x  |                     |                                     |

Step 11.

If you are importing hours for this employee, set 'Use Hours Details' to True. For Salary Employees, set 'Use Hours Details' to False

EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

Show Attached

**General** Show more

|               |             |                     |                                     |
|---------------|-------------|---------------------|-------------------------------------|
| Pay Cycle     | Semimonthly | Weekly Hours        | 40.00                               |
| Starting Date | 1/1/2018    | Use Hours Details   | <input type="checkbox"/>            |
| Salary Type   | Salary      | Overtime Multiplier |                                     |
| Hourly Rate   | 0.00        | Overtime Exempt     | <input checked="" type="checkbox"/> |
| Annual Salary | 75000.00    |                     |                                     |

Step 12.

- Enter an 'Overtime Multiplier' if applicable. This will most likely be applied to Hourly Employees
- Set 'Overtime Exempt' to True or False.
- Click 'Button' to save Salary settings.

EMPLOYEE SALARY CARD

EMP10002 · 1/1/2018

Show Attached

**General** Show more

|               |             |                     |                                     |
|---------------|-------------|---------------------|-------------------------------------|
| Pay Cycle     | Semimonthly | Weekly Hours        | 40.00                               |
| Starting Date | 1/1/2018    | Use Hours Details   | <input type="checkbox"/>            |
| Salary Type   | Salary      | Overtime Multiplier |                                     |
| Hourly Rate   | 36.05769    | Overtime Exempt     | <input checked="" type="checkbox"/> |
| Annual Salary | 75,000.00   |                     |                                     |

Step 13. Review newly created Salary in the Salary Table then click 'Close'

| PAY CYCLE   | STARTING DATE | SALARY TYPE | WEEKLY HOURS | HOURLY RATE | ANNUAL SALARY | OV... EXEM                          | USE HOU... DETA          |
|-------------|---------------|-------------|--------------|-------------|---------------|-------------------------------------|--------------------------|
| Semimonthly | 1/1/2018      | Salary      | 40.00        | 36.05769    | 75,000.00     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

## 2.3. To Add Employee Deductions

To ADD EMPLOYEE DEDUCTIONS

Step 1. From 'Payroll Employee Card' select 'PROCESS' then 'Deductions'

PAYROLL EMPLOYEE CARD

# EMP10002

New **Process** Report Show Attached | Navigate Report Less options

**Salary** PTO Hours Create PTO Hours from Template Create Employee Salary  
**Deductions** Create Deductio...s from Template Create HR Tracking Info

|             |                   |                    |                                     |
|-------------|-------------------|--------------------|-------------------------------------|
| First Name  | Gwen              | State              | CA                                  |
| Middle Name |                   | Statutory Employee | <input checked="" type="checkbox"/> |
| Last Name   | Stefani           | Job Title          |                                     |
| Suffix      |                   | Blocked            | <input checked="" type="checkbox"/> |
| Initials    |                   | Comment            |                                     |
| Address     | 123 Heartbreak Rd | Comment 2          |                                     |
| Zip Code    | 90210             | Last Review Date   | <input type="text"/>                |

Step 2. The 'Employee Deductions' table will open. Click '+New' to add a new Deduction.

Employee Deductions

Search **+ New** Manage Show Attached Open in Excel

| CODE                                    | DESCRIPTION | AMOUNT FORMULA | AMOUNT / PERCENT | EMPLOYER CONTRIBUTION CODE | EMPLOYER CONTRIBUTION DESCRIPTION | EMPLOYER CONTRIBUTION AMOUNT FORMULA | EMPLOYER CONTRIBUTION AMOUNT / PERCENT | STARTING DATE | ENDING DATE |
|---|-------------|----------------|------------------|----------------------------|-----------------------------------|--------------------------------------|--|---------------|-------------|
| (There is nothing to show in this view) |             |                |                  |                            |                                   |                                      |  |               |             |

Step 3. The 'Payroll Employee Deduction Card' will open.

← PAYROLL EMPLOYEE DEDUCTION CARD

## EMP10002 · Deduction

Show Attached

### Employee Deduction Setup

Code ..... [dropdown]  
Description ..... [text field]  
Amount Formula ..... % of Gross Wages [dropdown]  
Amount / Percent ..... 0.00  
Limit Does Not Reset Annually .....

Employee Deduction Limit ..... [text field]  
Employee Deduction Balance ..... 0.00  
Total Contribution Limit ..... 0.00  
Total Contribution Balance ..... 0.00  
Max Percent of Net Income ..... 0.00

### Employer Contribution Setup

Employer Contribution .....   
Employer Contribution Code ..... [text field]  
Employer Contribution Description... [text field]

Employer Contribution Amount... % of Gross Wages [dropdown]  
Employer Contribution Amount... 0.00  
Employer Contribution Balance ..... 0.00

Step 4. Select a deduction code from the drop down menu in the 'Code' field.

← PAYROLL EMPLOYEE DEDUCTION CARD

## EMP10002 · Deduction

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### Employee Deduction Setup

Code ..... [dropdown menu open]

| CODE           | DESCRIPTION               |
|----------------|---------------------------|
| 401KPLAN       | 401K Plan                 |
| 403BPLAN       | 403b Plan                 |
| FISCAL YEAR... | Fiscal Year V             |
| FSA            | Flexible Spending Account |
| HEALTH INSU... | Health Insurance          |
| HSA            | Health Savings Account    |

Description ..... 401K Plan

Amount Formula ..... [dropdown]  
Amount / Percent ..... [text field]  
Limit Does Not Reset Annually .....



Employee Deduction Limit ..... [text field]  
Employee Deduction Balance ..... 0.00  
Total Contribution Limit ..... 0.00  
Total Contribution Balance ..... 0.00  
Max Percent of Net Income ..... 0.00

### Employer Contribution Setup


Employer Contribution .....   
Employer Contribution Code ..... [text field]  
Employer Contribution Description... [text field]

Employer Contribution Amount... % of Gross Wages [dropdown]  
Employer Contribution Amount... [text field]  
Employer Contribution Balance ..... [text field]

Step 5. The 'Description' field will auto-populate after you select a code.

← PAYROLL EMPLOYEE DEDUCTION CARD  + 

## EMP10002 · Deduction

Show Attached 

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### Employee Deduction Setup Show more

|                               |                                     |                            |           |
|-------------------------------|-------------------------------------|----------------------------|-----------|
| Code                          | 401KPLAN                            | Employee Deduction Limit   | 18,500.00 |
| Description                   | 401K Plan                           | Employee Deduction Balance | 0.00      |
| Amount Formula                | % of Gross Wages                    | Total Contribution Limit   | 55,000.00 |
| Amount / Percent              | 0.00                                | Total Contribution Balance | 0.00      |
| Limit Does Not Reset Annually | <input checked="" type="checkbox"/> | Max Percent of Net Income  | 0.00      |



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### Employer Contribution Setup Show more


|                       |                                     |                                 |                  |
|-----------------------|-------------------------------------|---------------------------------|------------------|
| Employer Contribution | <input checked="" type="checkbox"/> | Employer Contribution Amount... | % of Gross Wages |
|-----------------------|-------------------------------------|---------------------------------|------------------|

Step 6.

Select the formula for calculating the deduction amount from the employee's wages from the available options in the drop down menu

← PAYROLL EMPLOYEE DEDUCTION CARD  + 

## EMP10002 · Deduction

Show Attached 

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### Employee Deduction Setup Show more

|                               |  |                            |           |
|-------------------------------|--|----------------------------|-----------|
| Code                          | 401KPLAN   | Employee Deduction Limit   | 18,500.00 |
| Description                   | 401K Plan  | Employee Deduction Balance | 0.00      |
| Amount Formula                | <ul style="list-style-type: none"><li>% of Gross Wages</li><li>Fixed Amount</li><li>Union Deduction Table</li><li>Spouse/Dependent Table</li></ul> | Total Contribution Limit   | 55,000.00 |
| Amount / Percent              |  | Total Contribution Balance | 0.00      |
| Limit Does Not Reset Annually | <input checked="" type="checkbox"/>  | Max Percent of Net Income  | 0.00      |

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### Employer Contribution Setup Show more

|                       |                                     |                                 |                  |
|-----------------------|-------------------------------------|---------------------------------|------------------|
| Employer Contribution | <input checked="" type="checkbox"/> | Employer Contribution Amount... | % of Gross Wages |
|-----------------------|-------------------------------------|---------------------------------|------------------|

Step 7.

Enter an amount or percent to calculate deduction amount based on the formula you just selected.



← PAYROLL EMPLOYEE DEDUCTION CARD

EMP10002 · Deduction

Show Attached

### Employee Deduction Setup

|                               |                          |                            |           |
|-------------------------------|--------------------------|----------------------------|-----------|
| Code                          | 401KPLAN                 | Employee Deduction Limit   | 18,500.00 |
| Description                   | 401K Plan                | Employee Deduction Balance | 0.00      |
| Amount Formula                | % of Gross Wages         | Total Contribution Limit   | 55,000.00 |
| Amount / Percent              | 3.00                     | Total Contribution Balance | 0.00      |
| Limit Does Not Reset Annually | <input type="checkbox"/> | Max Percent of Net Income  | 0.00      |

### Employer Contribution Setup

|                            |                          |                                 |                  |
|----------------------------|--------------------------|---------------------------------|------------------|
| Employer Contribution      | <input type="checkbox"/> | Employer Contribution Amount... | % of Gross Wages |
| Employer Contribution Code |                          | Employer Contribution Amount... | 0.00             |

Step 8.

Set the 'Limit Does Not Reset Annually' to True if the deduction will not reset annually. This will usually be set to False. But for certain deductions such as garnishments or loan repayments it may need to be set to True

← PAYROLL EMPLOYEE DEDUCTION CARD

EMP10002 · Deduction

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### Employee Deduction Setup

|                               |                                     |                            |           |
|-------------------------------|-------------------------------------|----------------------------|-----------|
| Code                          | 401KPLAN                            | Employee Deduction Limit   | 18,500.00 |
| Description                   | 401K Plan                           | Employee Deduction Balance | 0.00      |
| Amount Formula                | % of Gross Wages                    | Total Contribution Limit   | 55,000.00 |
| Amount / Percent              | 3.00                                | Total Contribution Balance | 0.00      |
| Limit Does Not Reset Annually | <input checked="" type="checkbox"/> | Max Percent of Net Income  | 0.00      |

### Employer Contribution Setup

|                                    |                          |                                 |                  |
|------------------------------------|--------------------------|---------------------------------|------------------|
| Employer Contribution              | <input type="checkbox"/> | Employer Contribution Amount... | % of Gross Wages |
| Employer Contribution Code         |                          | Employer Contribution Amount... | 0.00             |
| Employer Contribution Descripti... |                          | Employer Contribution Balance   | 0.00             |

NOTE:

If applicable to the deduction the 'Employee Deduction Limit' and 'Total Contribution Limit' will pre-populate

with information from the D365 Payroll tax table. You don't have to worry about tracking deduction and contribution limits for 401k, HSA, FSA etc.

The 'Employee Deduction Balance' and 'Total Contribution Balance' (the blue numbers) will automatically calculate after every posted payroll document for this employee.

← PAYROLL EMPLOYEE DEDUCTION CARD

### EMP10002 · Deduction

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#### Employee Deduction Setup

Show more

|                               |                          |                            |           |
|-------------------------------|--------------------------|----------------------------|-----------|
| Code                          | 401KPLAN                 | Employee Deduction Limit   | 18,500.00 |
| Description                   | 401K Plan                | Employee Deduction Balance | 0.00      |
| Amount Formula                | % of Gross Wages         | Total Contribution Limit   | 55,000.00 |
| Amount / Percent              | 3.00                     | Total Contribution Balance | 0.00      |
| Limit Does Not Reset Annually | <input type="checkbox"/> | Max Percent of Net Income  | 0.00      |

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#### Employer Contribution Setup

Show more

|                                    |                          |                                 |                  |
|------------------------------------|--------------------------|---------------------------------|------------------|
| Employer Contribution              | <input type="checkbox"/> | Employer Contribution Amount... | % of Gross Wages |
| Employer Contribution Code         |                          | Employer Contribution Amount... | 0.00             |
| Employer Contribution Descripti... |                          | Employer Contribution Balance   | 0.00             |

### ADD EMPLOYER CONTRIBUTION

Step 9.

If there is an employer contribution associated with this deduction, set the 'Employer Contribution' to TRUE. Once selected, the 'Employer Contribution Code' and 'Employer Contribution Description' will become editable.

PAYROLL EMPLOYEE DEDUCTION CARD

### EMP10002 · Deduction

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#### Employee Deduction Setup

|                               |                          |                            |           |
|-------------------------------|--------------------------|----------------------------|-----------|
| Code                          | 401KPLAN                 | Employee Deduction Limit   | 18,500.00 |
| Description                   | 401K Plan                | Employee Deduction Balance | 0.00      |
| Amount Formula                | % of Gross Wages         | Total Contribution Limit   | 55,000.00 |
| Amount / Percent              | 3.00                     | Total Contribution Balance | 0.00      |
| Limit Does Not Reset Annually | <input type="checkbox"/> | Max Percent of Net Income  | 0.00      |

#### Employer Contribution Setup

|                                    |                                     |                                 |                  |
|------------------------------------|-------------------------------------|---------------------------------|------------------|
| Employer Contribution              | <input checked="" type="checkbox"/> | Employer Contribution Amount... | % of Gross Wages |
| Employer Contribution Code         |                                     | Employer Contribution Amount... | 0.00             |
| Employer Contribution Descripti... |                                     | Employer Contribution Balance   | 0.00             |

Step 10.

Select the appropriate contribution code from the drop down menu in the 'Employer Contribution Code' field

PAYROLL EMPLOYEE DEDUCTION CARD

### EMP10002 · Deduction

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#### Employee Deduction Setup

|                               |                          |                            |           |
|-------------------------------|--------------------------|----------------------------|-----------|
| Code                          | 401KPLAN                 | Employee Deduction Limit   | 18,500.00 |
| Description                   | 401K Plan                | Employee Deduction Balance | 0.00      |
| Amount Formula                | % of Gross Wages         | Total Contribution Limit   | 55,000.00 |
| Amount / Percent              | 3.00                     | Total Contribution Balance | 0.00      |
| Limit Does Not Reset Annually | <input type="checkbox"/> | Max Percent of Net Income  | 0.00      |

#### Employer Contribution Setup

|                                    |                                     |                                 |                  |
|------------------------------------|-------------------------------------|---------------------------------|------------------|
| Employer Contribution              | <input checked="" type="checkbox"/> | Employer Contribution Amount... | % of Gross Wages |
| Employer Contribution Code         |                                     | Employer Contribution Amount... | 0.00             |
| Employer Contribution Descripti... |                                     | Employer Contribution Balance   | 0.00             |

| CODE            | DESCRIPTION                      |
|-----------------|----------------------------------|
| E-HEALTH_CO...  | Employer Health Contribution     |
| E-RETIREMENT... | Employer Retirement Contribution |

Step 11.

After selecting a contribution code, the 'Employer Contribution Description' will automatically populate.

# EMP10002 · Deduction

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### Employee Deduction Setup

|                               |                                     |                            |           |
|-------------------------------|-------------------------------------|----------------------------|-----------|
| Code                          | 401KPLAN                            | Employee Deduction Limit   | 18,500.00 |
| Description                   | 401K Plan                           | Employee Deduction Balance | 0.00      |
| Amount Formula                | % of Gross Wages                    | Total Contribution Limit   | 55,000.00 |
| Amount / Percent              | 3.00                                | Total Contribution Balance | 0.00      |
| Limit Does Not Reset Annually | <input checked="" type="checkbox"/> | Max Percent of Net Income  | 0.00      |

### Employer Contribution Setup

Employer Contribution

|                                    |                                  |                                 |                  |
|------------------------------------|----------------------------------|---------------------------------|------------------|
| Employer Contribution Code         | E-RETIREMENT_CONT                | Employer Contribution Amount... | % of Gross Wages |
| Employer Contribution Descripti... | Employer Retirement Contribution | Employer Contribution Amount... | 0.00             |
|                                    |                                  | Employer Contribution Balance   | 0.00             |

## Step 12.

Select a formula for calculating the employer contribution from the drop down menu in the 'Employer Contribution Amount Formula' field and then enter an 'Employer Contribution Amount / Percent'

# EMP10002 · Deduction

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### Employee Deduction Setup

|                               |                                     |                            |           |
|-------------------------------|-------------------------------------|----------------------------|-----------|
| Code                          | 401KPLAN                            | Employee Deduction Limit   | 18,500.00 |
| Description                   | 401K Plan                           | Employee Deduction Balance | 0.00      |
| Amount Formula                | % of Gross Wages                    | Total Contribution Limit   | 55,000.00 |
| Amount / Percent              | 3.00                                | Total Contribution Balance | 0.00      |
| Limit Does Not Reset Annually | <input checked="" type="checkbox"/> | Max Percent of Net Income  | 0.00      |





  

### Employer Contribution Setup


Employer Contribution


|                                    |                                  |                                 |                  |
|------------------------------------|----------------------------------|---------------------------------|------------------|
| Employer Contribution Code         | E-RETIREMENT_CONT                | Employer Contribution Amount... | % of Gross Wages |
| Employer Contribution Descripti... | Employer Retirement Contribution | Employer Contribution Amount... | 3.00             |
|                                    |                                  | Employer Contribution Balance   | 0.00             |

## Step 13. Click the 'Back' button to save the deduction


 PAYROLL EMPLOYEE DEDUCTION CARD   

## EMP10002 · Deduction

Show Attached 


**Employee Deduction Setup** 

|                               |                          |                            |           |
|-------------------------------|--------------------------|----------------------------|-----------|
| Code                          | 401KPLAN                 | Employee Deduction Limit   | 18,500.00 |
| Description                   | 401K Plan                | Employee Deduction Balance | 0.00      |
| Amount Formula                | % of Gross Wages         | Total Contribution Limit   | 55,000.00 |
| Amount / Percent              | 3.00                     | Total Contribution Balance | 0.00      |
| Limit Does Not Reset Annually | <input type="checkbox"/> | Max Percent of Net Income  | 0.00      |






**Employer Contribution Setup** 

|                                    |                                     |                               |                  |
|------------------------------------|-------------------------------------|-------------------------------|------------------|
| Employer Contribution              | <input checked="" type="checkbox"/> | Employer Contribution Amount  | % of Gross Wages |
| Employer Contribution Code         | E-RETIREMENT_CONT                   | Employer Contribution Amount  | 3.00             |
| Employer Contribution Descripti... | Employer Retirement Contribution    | Employer Contribution Balance | 0.00             |

Step 15. Review the new deduction in the 'Employee Deductions' table then click the 'Back' button



## Employee Deductions

 Search  New Manage Show Attached  Open in Excel  

| CODE     | DESCRIPTION | AMOUNT FORMULA | AMOUNT / PERCENT | EMPLOYER CONTRIBUTI CODE | EMPLOYER CONTRIBUTION DESCRIPTION | EMPLOYER CONTRIBU AMOUNT FORMULA | EMPLOYER CONTRIBUTIC AMOUNT / PERCENT | STARTING DATE | ENDING DATE |
|----------|-------------|----------------|------------------|--------------------------|-----------------------------------|----------------------------------|---------------------------------------|---------------|-------------|
| 401KPLAN | 401K Plan   | % of Gross...  | 3.00             | E-RETIREMEN...           | Employer Retirement Cont...       | % of Gross...                    | 3.00                                  |               |             |

# 3. PTO / Hours Detail / Hours Imports

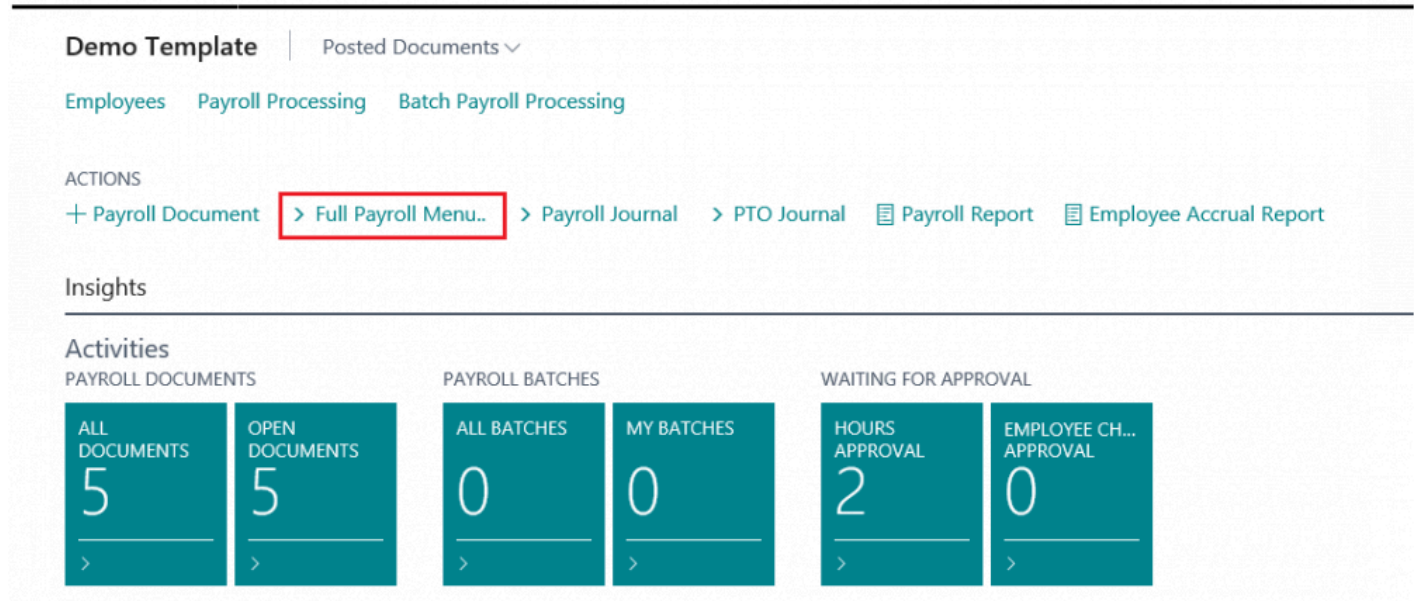
## 3.1. How to Import Hours

How to access the Hours Detail Import function

- How to access the Hours Detail Cross – Ref. Import
- How to execute an Hours Detail import
- How to execute an Hours Detail Cross – Ref. Import

### ACCESS THE HOURS DETAIL IMPORT

Step 1. Select 'Full Payroll Menu'



Step 2. Select 'Hours Detail Entries'

### D365 Payroll

| Payroll Processing           | History                       | Periodic Activities                           | Setup                             | Setup Groups               | Posting Setup             |
|------------------------------|-------------------------------|---|-----------------------------------|----------------------------|---------------------------|
| Payroll Employees            | Posted Payroll                | Transfer GL Entries to Vendor Ledger          | Payroll Setup                     | Other Setups..             | Employee Posting Groups   |
| Payroll Processing           | Payroll Ledger Entries        | Transfer Payroll Employee to New Company      | Payroll Codes                     | Additional Lists..         | Earnings                  |
| Batch Payroll Processing     | Payroll Statistics            | Accrue Payroll Expenses into Financial Period | Process Procedures                | Templates..                | Withholdings / Deductions |
| Payroll Applicants           | PTO Ledger Entries            | Create Employee Deductions                    | Pay Cycle Periods                 | HR Setup..                 | Employer Taxes            |
| Reports..                    | <b>Hours Detail Entries</b>   | Create Employee PTO Setup                     | Earnings Rates                    | Update Tax Rates..         | Employer Contributions    |
| US Tax Reports..             | Piece Rate Entries            | Create Employee HR Tracking                   | Payroll Calculation Formulas      | Position and Union Setup.. | Reimbursements            |
| PTO Management..             | Employee Info Change Approval | EDI Document List                             | Customer Payroll Tax Setup        | Security Group Setup..     | Payment Advances          |
| Enter Hours / Quantity..     | Arrears Tracking Entries      |   | Copy Payroll Setup to New Company |                            | Payments                  |
| Employee Info Change Request | Payroll Commission Ledger     |   |                                   |                            |                           |

Step 3. The 'Hours Detail' table will appear. Select 'Process' and then 'Import Hours'

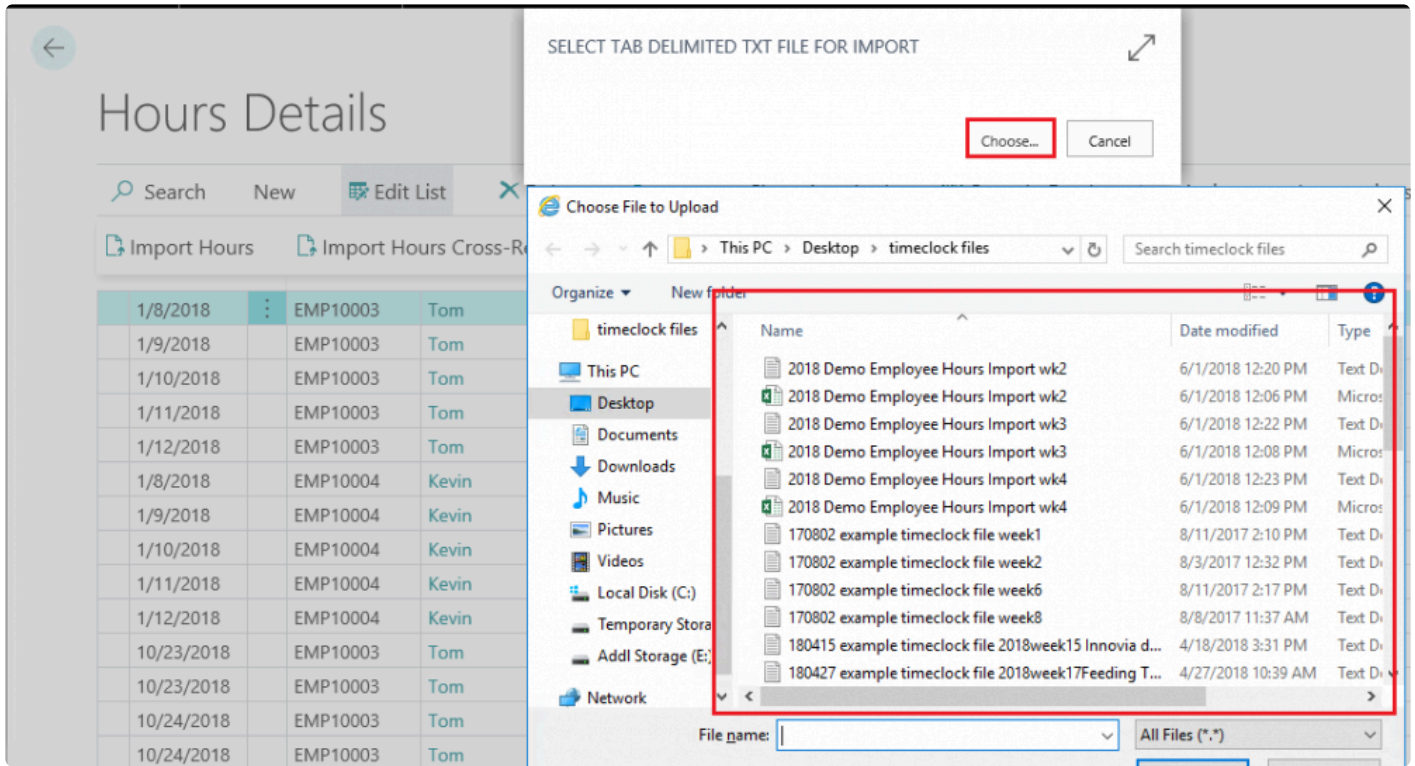
### Hours Details

Search New Edit List Delete Process Show Attached Open in Excel Actions Less options

Import Hours Import Hours Cross-Ref.

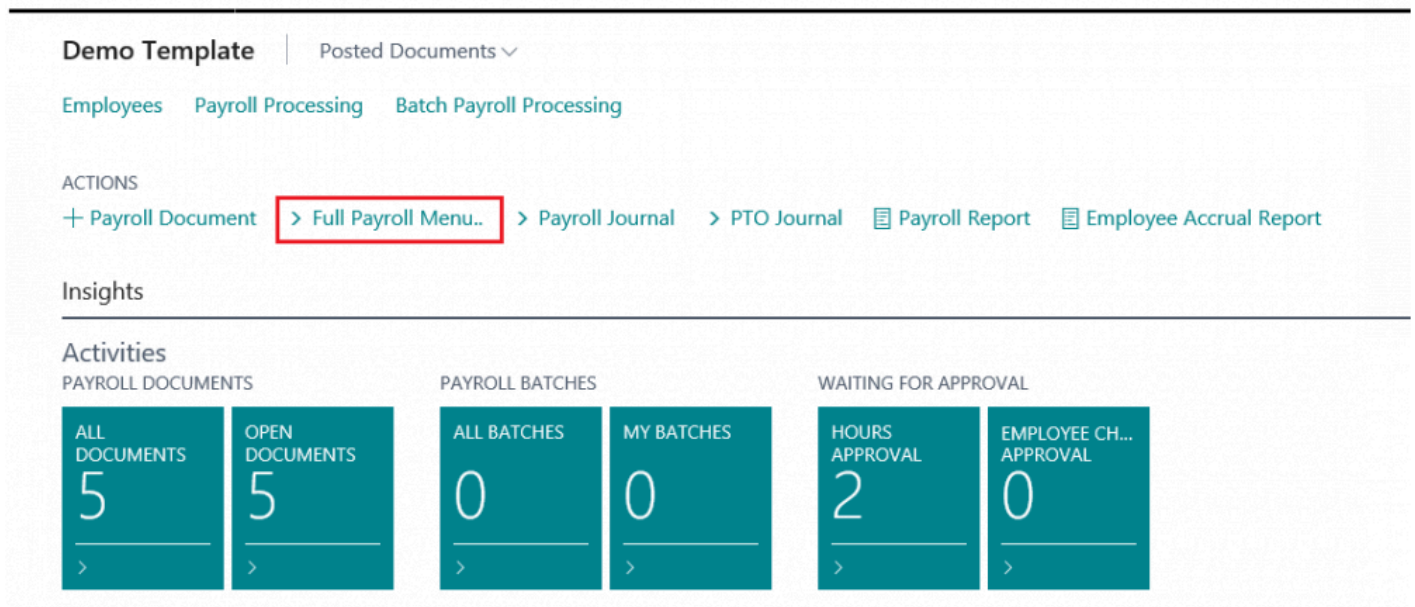
|            |          |       |          |         |   |                                     |        |
|------------|----------|-------|----------|---------|---|-------------------------------------|--------|
| 1/8/2018   | EMP10003 | Tom   | Berenger | REGULAR | 8 | <input type="checkbox"/>            | WINBOR |
| 1/9/2018   | EMP10003 | Tom   | Berenger | REGULAR | 8 | <input type="checkbox"/>            | WINBOR |
| 1/10/2018  | EMP10003 | Tom   | Berenger | REGULAR | 8 | <input type="checkbox"/>            | WINBOR |
| 1/11/2018  | EMP10003 | Tom   | Berenger | REGULAR | 8 | <input type="checkbox"/>            | WINBOR |
| 1/12/2018  | EMP10003 | Tom   | Berenger | REGULAR | 6 | <input type="checkbox"/>            | WINBOR |
| 1/8/2018   | EMP10004 | Kevin | Costner  | REGULAR | 8 | <input type="checkbox"/>            | WINBOR |
| 1/9/2018   | EMP10004 | Kevin | Costner  | REGULAR | 8 | <input type="checkbox"/>            | WINBOR |
| 1/10/2018  | EMP10004 | Kevin | Costner  | REGULAR | 8 | <input type="checkbox"/>            | WINBOR |
| 1/11/2018  | EMP10004 | Kevin | Costner  | REGULAR | 8 | <input type="checkbox"/>            | WINBOR |
| 1/12/2018  | EMP10004 | Kevin | Costner  | REGULAR | 6 | <input type="checkbox"/>            | WINBOR |
| 10/23/2018 | EMP10003 | Tom   | Berenger | REGULAR | 4 | <input checked="" type="checkbox"/> | WINBOR |
| 10/23/2018 | EMP10003 | Tom   | Berenger | REGULAR | 4 | <input checked="" type="checkbox"/> | WINBOR |
| 10/24/2018 | EMP10003 | Tom   | Berenger | REGULAR | 5 | <input checked="" type="checkbox"/> | WINBOR |

Step 4. Click 'Choose' and then select an available import file



### How to ACCESS THE HOURS DETAIL CROSS REFERENCE

Step 1. Select 'Full Payroll Menu'



Step 2. Select 'HOURS DETAIL ENTRIES'



### D365 Payroll

| Payroll Processing           | History                       | Periodic Activities                           | Setup                             | Setup Groups               | Posting Setup             |
|------------------------------|-------------------------------|---|-----------------------------------|----------------------------|---------------------------|
| Payroll Employees            | Posted Payroll                | Transfer GL Entries to Vendor Ledger          | Payroll Setup                     | Other Setups..             | Employee Posting Groups   |
| Payroll Processing           | Payroll Ledger Entries        | Transfer Payroll Employee to New Company      | Payroll Codes                     | Additional Lists..         | Earnings                  |
| Batch Payroll Processing     | Payroll Statistics            | Accrue Payroll Expenses into Financial Period | Process Procedures                | Templates..                | Withholdings / Deductions |
| Payroll Applicants           | PTO Ledger Entries            | Create Employee Deductions                    | Pay Cycle Periods                 | HR Setup..                 | Employer Taxes            |
| Reports..                    | <b>Hours Detail Entries</b>   | Create Employee PTO Setup                     | Earnings Rates                    | Update Tax Rates..         | Employer Contributions    |
| US Tax Reports..             | Piece Rate Entries            | Create Employee HR Tracking                   | Payroll Calculation Formulas      | Position and Union Setup.. | Reimbursements            |
| PTO Management..             | Employee Info Change Approval | EDI Document List                             | Customer Payroll Tax Setup        | Security Group Setup..     | Payment Advances          |
| Enter Hours / Quantity..     | Arrears Tracking Entries      |   | Copy Payroll Setup to New Company |                            | Payments                  |
| Employee Info Change Request | Payroll Commission Ledger     |   |                                   |                            |                           |

Step 3.

The 'HOURS DETAIL' table will appear: Select 'Process' drop down menu. Select 'Import Hours Cross – Ref'

←

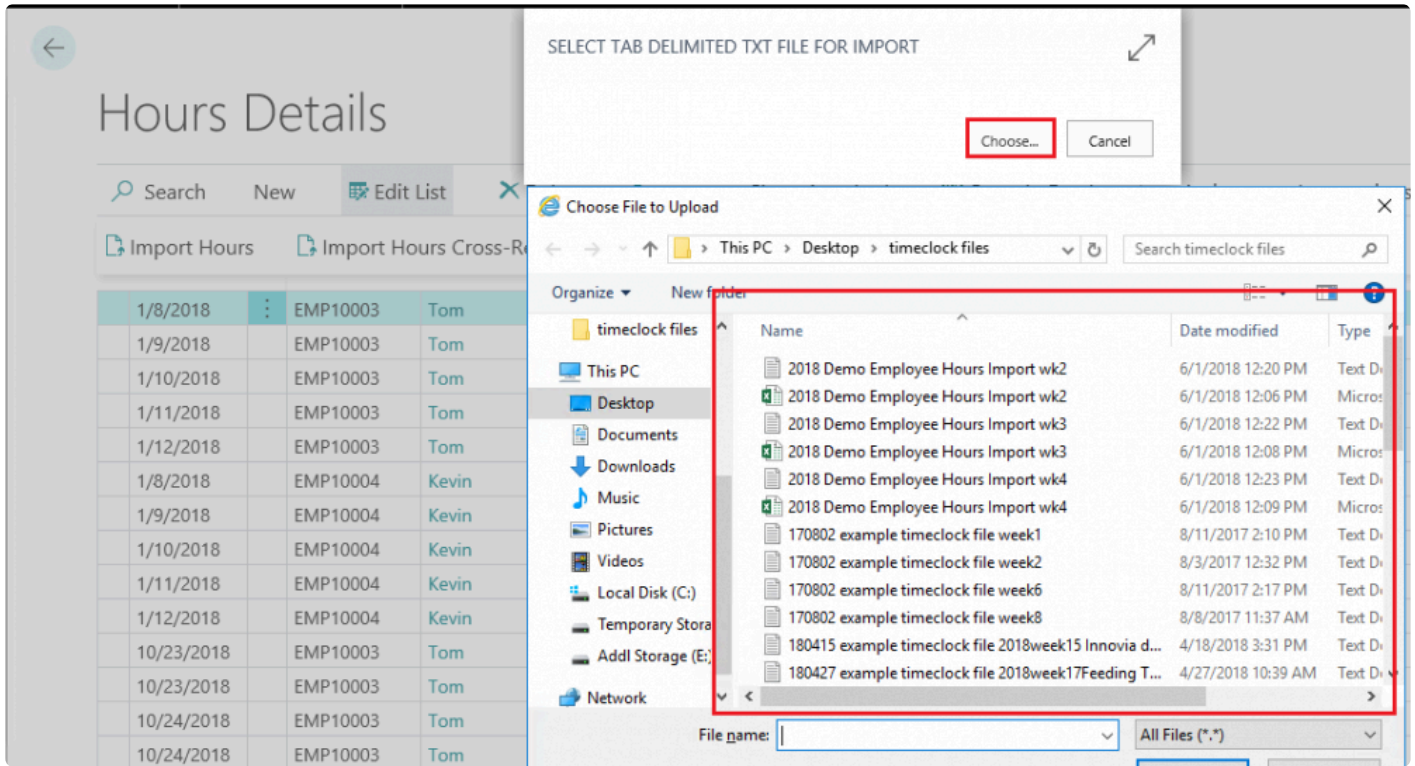
## Hours Details

Search   New   Edit List   Delete   **Process**   Show Attached   Open in Excel   Actions   Less options

Import Hours   **Import Hours Cross-Ref.**

| Date       | Emp ID   | Name  | Job Title | Rate    | Hours | Category | Check                               | Source |
|------------|----------|-------|-----------|---------|-------|----------|-------------------------------------|--------|
| 1/8/2018   | EMP10003 | Tom   | Berenger  | REGULAR | 8     |          | <input type="checkbox"/>            | WINBOR |
| 1/9/2018   | EMP10003 | Tom   | Berenger  | REGULAR | 8     |          | <input type="checkbox"/>            | WINBOR |
| 1/10/2018  | EMP10003 | Tom   | Berenger  | REGULAR | 8     |          | <input type="checkbox"/>            | WINBOR |
| 1/11/2018  | EMP10003 | Tom   | Berenger  | REGULAR | 8     |          | <input type="checkbox"/>            | WINBOR |
| 1/12/2018  | EMP10003 | Tom   | Berenger  | REGULAR | 6     |          | <input type="checkbox"/>            | WINBOR |
| 1/8/2018   | EMP10004 | Kevin | Costner   | REGULAR | 8     |          | <input type="checkbox"/>            | WINBOR |
| 1/9/2018   | EMP10004 | Kevin | Costner   | REGULAR | 8     |          | <input type="checkbox"/>            | WINBOR |
| 1/10/2018  | EMP10004 | Kevin | Costner   | REGULAR | 8     |          | <input type="checkbox"/>            | WINBOR |
| 1/11/2018  | EMP10004 | Kevin | Costner   | REGULAR | 8     |          | <input type="checkbox"/>            | WINBOR |
| 1/12/2018  | EMP10004 | Kevin | Costner   | REGULAR | 6     |          | <input type="checkbox"/>            | WINBOR |
| 10/23/2018 | EMP10003 | Tom   | Berenger  | REGULAR | 4     |          | <input checked="" type="checkbox"/> | WINBOR |
| 10/23/2018 | EMP10003 | Tom   | Berenger  | REGULAR | 4     |          | <input checked="" type="checkbox"/> | WINBOR |
| 10/24/2018 | EMP10003 | Tom   | Berenger  | REGULAR | 5     |          | <input checked="" type="checkbox"/> | WINBOR |

Step 4. Click 'Choose' and then select an available import file



## 3.2. To Add PTO Hours

To ADD EMPLOYEE PTO HOURS

Step 1. From 'Payroll Employee Card' select 'PROCESS' and the select 'PTO Hours'

← PAYROLL EMPLOYEE CARD ✎ + 🗑

# EMP10002

New Process Report Show Attached | Navigate Report Less options

Salary **PTO Hours** Create PTO Hours from Template Create Employee Salary  
Deductions Create Deductio...s from Template Create HR Tracking Info

|             |                   |                    |                                     |
|-------------|-------------------|--------------------|-------------------------------------|
| First Name  | Gwen              | State              | CA                                  |
| Middle Name |                   | Statutory Employee | <input checked="" type="checkbox"/> |
| Last Name   | Stefani           | Job Title          |                                     |
| Suffix      |                   | Blocked            | <input checked="" type="checkbox"/> |
| Initials    |                   | Comment            |                                     |
| Address     | 123 Heartbreak Rd | Comment 2          |                                     |
| Zip Code    | 90210             | Last Review Date   | <input type="text"/>                |

Step 2. The 'Payroll Employee PTO List' will open. Click '+New'

← Payroll Employee PTO List

Search **+ New** Manage Show Attached Open in Excel

| EARNINGS CODE | STARTING DATE | HOURS REMAINING | ALLOW NEGATIVE HOURS                | HOURS LIMIT | HOURS PER YEAR TO ACCRUE | LUMP SUM HOURS |
|---------------|---------------|-----------------|-------------------------------------|-------------|--------------------------|----------------|
| PERSONAL DAY  | 1/2/2018      | 3.69            | <input checked="" type="checkbox"/> | 120.00      | 40.00                    | 0.00           |
| SICK PAY      |               | 0.00            | <input type="checkbox"/>            | 0.00        | 0.00                     | 0.00           |

Step 3. The 'Employee PTO Card' will open

EMPLOYEE PTO CARD

# EMP10002

Show Attached

### General

Earnings Code ..... [dropdown] Allow Negative Hours .....

Starting Date ..... [calendar icon] Year Carryover .....

Hours Remaining ..... 0.00 Carryover Hours Limit ..... [input field]

Hours Limit ..... [input field]

### Lump Sum Setup

Use Lump Sum Hours .....  Anniversary Date ..... [input field]

Lump Sum Hours ..... [input field]

### Accrual per Pay Period Setup

Step 4.

For the 'Earnings Code' field, select an earnings code from the available options in the drop down menu.

EMPLOYEE PTO CARD

# EMP10002

Show Attached

### General

Earnings Code ..... [dropdown] Allow Negative Hours .....

Starting Date ..... [calendar icon] Year Carryover .....

Hours Remaining ..... [input field] Carryover Hours Limit ..... [input field]

Hours Limit ..... [input field]

### Lump Sum Setup

Use Lump Sum Hours .....  Anniversary Date ..... [input field]

Lump Sum Hours ..... [input field]

### Accrual per Pay Period Setup

Step 5.

Enter a 'Starting Date' for the PTO Hours to begin accruing by entering a date or selecting one from the drop down menu

EMPLOYEE PTO CARD

EMP10002

Show Attached

**General**

Earnings Code ..... VACATION PAY

Starting Date ..... 5/17/2018

Hours Remaining ..... 0.00

Hours Limit .....

Allow Negative Hours .....

Year Carryover .....

Carryover Hours Limit .....

**Lump Sum Setup**

Use Lump Sum Hours .....

Lump Sum Hours .....

Anniversary Date .....

**Accrual per Pay Period Setup**

Step 6. Enter an 'Hours Limit'. This is the maximum amount of hours that can accrue each year

EMPLOYEE PTO CARD

EMP10002

Show Attached

**General**

Earnings Code ..... VACATION PAY

Starting Date ..... 5/17/2018

Hours Remaining ..... 0.00

Hours Limit ..... 80

Allow Negative Hours .....

Year Carryover .....

Carryover Hours Limit .....

**Lump Sum Setup**

Use Lump Sum Hours .....

Lump Sum Hours .....

Anniversary Date .....

**Accrual per Pay Period Setup**

Step 7.

If you wish to allow negative hours or allow unused PTO Hours to carry over each year amount, set the appropriate sliders to True. If you set the 'Year Carryover' to True you can enter a 'Carryover Hours Limit'. The 'Carryover Hours Limit' is the amount of accrued hours they can carryover from the previous year.

NOTE: 'ALLOW NEGATIVE HOURS' means that an employee can use hours that they have not yet accrued. This is most commonly utilized with Vacation Time for new employees.

EMPLOYEE PTO CARD

EMP10002

Show Attached

**General**

Earnings Code ..... VACATION PAY

Starting Date ..... 5/17/2018

Hours Remaining ..... 0.00

Hours Limit ..... 80.00

Allow Negative Hours .....

Year Carryover .....

Carryover Hours Limit ..... 80.00

**Lump Sum Setup**

Use Lump Sum Hours .....

Anniversary Date .....

Lump Sum Hours .....

**Accrual per Pay Period Setup**

NOTE: In most cases, companies will either utilize 'LUMP SUM SETUP' or the 'ACCRUAL PER PAY PERIOD SETUP'.

## 3.2.1. Lump Sum Setup Procedure

### LUMP SUM SETUP PROCEDURE

Step 1.

If you wish to utilize the 'LUMP SUM SETUP', set the 'Use Lump Sum Hours' to True. At which point the 'Lump Sum Hours' and 'Anniversary Field' will become editable.

EMPLOYEE PTO CARD

EMP10002

Show Attached

**General**

|                 |              |                       |                                     |
|-----------------|--------------|-----------------------|-------------------------------------|
| Earnings Code   | VACATION PAY | Allow Negative Hours  | <input checked="" type="checkbox"/> |
| Starting Date   | 5/17/2018    | Year Carryover        | <input checked="" type="checkbox"/> |
| Hours Remaining | 0.00         | Carryover Hours Limit | 80.00                               |
| Hours Limit     | 80.00        |                       |                                     |

**Lump Sum Setup**

|                    |                                     |                  |  |
|--------------------|-------------------------------------|------------------|--|
| Use Lump Sum Hours | <input checked="" type="checkbox"/> | Anniversary Date |  |
| Lump Sum Hours     |                                     |                  |  |

**Accrual per Pay Period Setup**

Step 2. Enter the lump sum hours and the anniversary date for the hours in the corresponding fields.

EMPLOYEE PTO CARD

EMP10002

Show Attached

**General**

|                 |              |                       |                                     |
|-----------------|--------------|-----------------------|-------------------------------------|
| Earnings Code   | VACATION PAY | Allow Negative Hours  | <input checked="" type="checkbox"/> |
| Starting Date   | 5/17/2018    | Year Carryover        | <input checked="" type="checkbox"/> |
| Hours Remaining | 0.00         | Carryover Hours Limit | 80.00                               |
| Hours Limit     | 80.00        |                       |                                     |

**Lump Sum Setup**

|                    |                                     |                  |          |
|--------------------|-------------------------------------|------------------|----------|
| Use Lump Sum Hours | <input checked="" type="checkbox"/> | Anniversary Date | 1/1/2019 |
| Lump Sum Hours     | 80.00                               |                  |          |

**Accrual per Pay Period Setup**

Step 3. Click the 'Back' button

EMPLOYEE PTO CARD

# EMP10002

Show Attached

### General

Earnings Code: VACATION PAY  
Starting Date: 5/17/2018  
Hours Remaining: 0.00  
Hours Limit: 80.00

Allow Negative Hours:   
Year Carryover:   
Carryover Hours Limit: 80.00

### Lump Sum Setup

Use Lump Sum Hours:   
Anniversary Date: 1/1/2019  
Lump Sum Hours: 80.00

### Accrual per Pay Period Setup

Step 4.

Now OPEN the PTO Journal. Enter 'PTO Journal' in the SEARCH BAR and select 'PTO Hours Journal'

Dynamics 365 Business Central

D365 Payroll Full Menu > Payroll Employees > EMP10002 > Payroll Employee PTO List

Search: pto journal

Go to Pages and Tasks

- PTO Hours Journal (Tasks)

Step 5. The 'PTO HOURS JOURNAL' will appear.

PTO HOURS JOURNAL

Batch Name: DEFAULT

Manage Process Actions Less options

| POSTING DATE | DOCUMENT NO. | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD ENDING DATE | EARNINGS CODE | HOURS |
|--------------|--------------|--------------|------------------|------------------------------|---------------|-------|
| 1/23/2020    |              |              |                  |                              |               | 0.00  |

Step 6. Select 'Actions' > 'Functions' > 'Calc. Lump Sum Hours'



PTO HOURS JOURNAL

Batch Name ..... DEFAULT ...

Manage Process **Actions** Less options

**Functions** + Posting

Accruals Carryover DOCUMENT NO. EMPLOYEE NO. PAY CYCLE PERIOD ENDING DATE EARNINGS CODE HOURS

**Calc. Lump Sum Hours** 0.00

Step 7.

Enter an 'Anniversary Start Date' and 'Anniversary End Date' range that includes the lump sum anniversary date you entered in the 'LUMP SUM SETUP' the click 'OK'.

EDIT - ACCRUALS CARRYOVER

### Lump Sum Date Range

Anniversary Start Date ..... 1/1/2019

Anniversary End Date ..... 5/31/2018

OPTIONS

Auto-Change Anniversary Date .....

### Payroll Employee

Show results:

Where: No. [v] is: [v]

**OK** Cancel

# 3.2.2. Accrual Per Pay Period Setup Procedure

## ACCRUAL PER PAY PERIOD SETUP PROCEDURE

Step 1.

If you elect to utilize the 'ACCRUAL PER PAY PERIOD SETUP', enter the 'Hours per Year to Accrue' then click the 'Back' button.

EMPLOYEE PTO CARD

EMP10002

Show Attached

Starting Date: 1/1/2018

Hours Remaining: 0.00

Hours Limit: 80.00

Year Carryover:

Carryover Hours Limit: 80.00

**Lump Sum Setup**

Use Lump Sum Hours:

Anniversary Date: [Empty]

Lump Sum Hours: [Empty]

**Accrual per Pay Period Setup**

Hours per Year to Accrue: 80.00

Step 2.

Review the newly added PTO hours in the 'Payroll Employee PTO List' then click the 'Back' button.

Payroll Employee PTO List

| EARNINGS CODE | STARTING DATE | HOURS REMAINING | ALLOW NEGATIVE HOURS                | HOURS LIMIT | HOURS PER YEAR TO ACCRUE | LUMP SUM HOURS |
|---------------|---------------|-----------------|-------------------------------------|-------------|--------------------------|----------------|
| PERSONAL DAY  | 1/2/2018      | 3.69            | <input checked="" type="checkbox"/> | 120.00      | 40.00                    | 0.00           |
| SICK PAY      |               | 0.00            | <input type="checkbox"/>            | 0.00        | 0.00                     | 0.00           |
| VACATION PAY  | 1/1/2018      | -2.00           | <input checked="" type="checkbox"/> | 80.00       | 80.00                    | 0.00           |

## 3.3. PTO Hours Journal

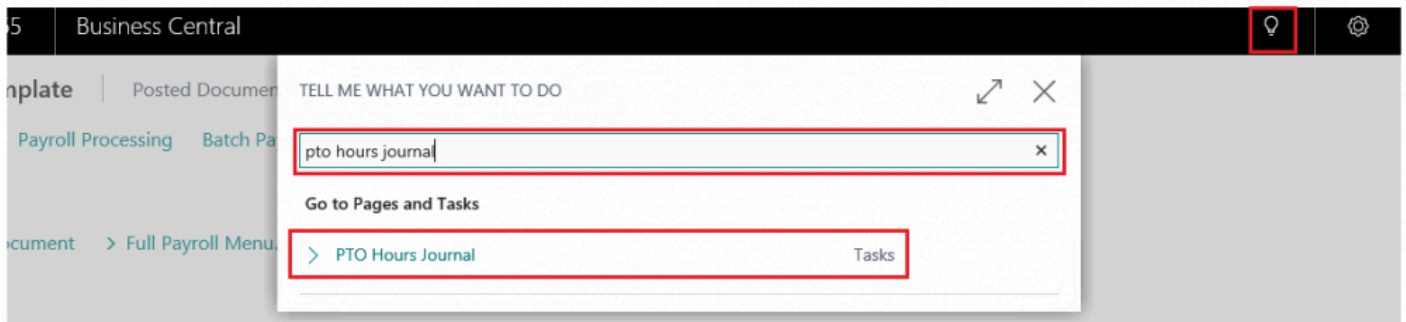
The 'PTO HOURS JOURNAL' allows users to adjust an employee's accrued hours in 2 possible ways;

1. Adjusting an employee's accrued hours (+ or -) for any available PTO Hours earnings codes
2. Carrying over available PTO hours from the previous year

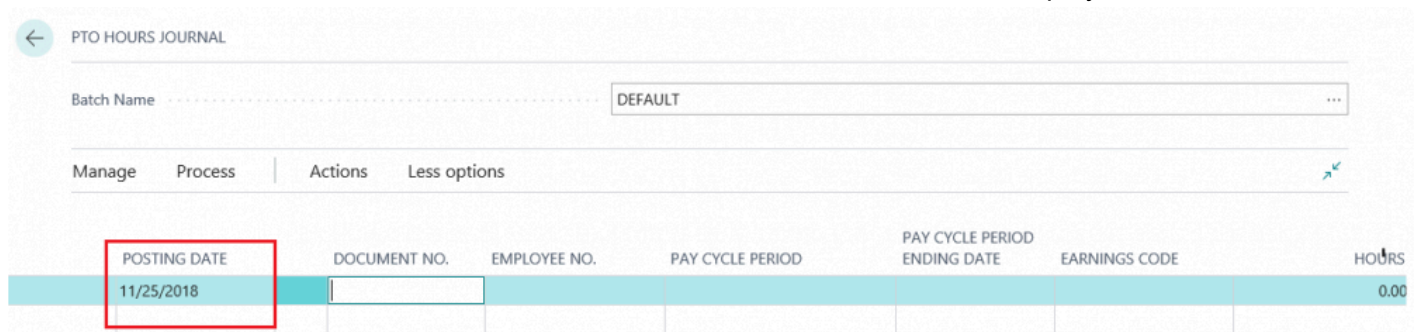
### 3.3.1. How to Adjust Employee PTO Hours

How to ADJUST EMPLOYEE PTO HOURS

Step 1. Select 'Search' icon and enter 'PTO Hours Journal'. Then select 'PTO Hours Journal'.



Step 2. The 'PTO Hours Journal' will open. Adjust Employee PTO Hours by entering 'Posting Date'  
 NOTE: POSTING DATE is the date the hours will be added or removed from employee's PTO Hours



Step 3. Enter a Document number in the 'DOCUMENT NO.' field

← PTO HOURS JOURNAL

Batch Name ..... DEFAULT ...

Manage Process | Actions Less options

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD ENDING DATE | EARNINGS CODE | HOURS |
|--------------|---------------|--------------|------------------|------------------------------|---------------|-------|
| 11/25/2018   | PJ00000000025 |              |                  |                              |               | 0.00  |

Step 4. Enter 'EMPLOYEE NO.' in 'Employee No.' Field or select one from the drop down menu

← PTO HOURS JOURNAL

Batch Name ..... DEFAULT

Manage Process | Actions Less options

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD ENDING DATE | EARNINGS CODE |
|--------------|---------------|--------------|------------------|------------------------------|---------------|
| 11/25/2018   | PJ00000000025 |              |                  |                              |               |

| NO.      | FIRST NAME | LAST NAME | HIR |
|----------|------------|-----------|-----|
| EMP10002 | Gwen       | Stefani   | 1   |
| EMP10003 | Tom        | Berenger  | 1   |
| EMP10004 | Kevin      | Costner   | 1   |
| EMP10005 | Meg        | Ryan      | 1   |
| EMP10007 | Dwight     | Fidelis   | 1   |

+ New [Select from full list](#)

Step 5. Select 'PAY CYCLE PERIOD' from 'Pay Cycle Period' drop down menu.

PTO HOURS JOURNAL

Batch Name: DEFAULT

Manage Process Actions Less options

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD ENDING DATE | EARNINGS CODE | HOURS |
|--------------|---------------|--------------|------------------|------------------------------|---------------|-------|
| 11/25/2018   | PJ00000000025 | EMP10004     |                  |                              |               | 0.00  |

| NAME         | DESCRIPTION | STARTING DATE | ENDING DATE |
|--------------|-------------|---------------|-------------|
| Week 6 2018  |             | 2/4/2018      | 2/10/2018   |
| Week 7 2018  |             | 2/11/2018     | 2/17/2018   |
| Week 8 2018  |             | 2/18/2018     | 2/24/2018   |
| Week 9 2018  |             | 2/25/2018     | 3/3/2018    |
| Week 10 2018 |             | 3/4/2018      | 3/10/2018   |

+ New Select from full list

Step 6.

'PAY CYCLE PERIOD END DATE' field will automatically populate.

Select 'EARNINGS CODE' from 'Earnings Code' field drop down menu (only earnings codes that are setup to be available as PTO Hours will be available in the dropdown).

PTO HOURS JOURNAL

Batch Name: DEFAULT

Manage Process Actions Less options

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD ENDING DATE | EARNINGS CODE | HOURS |
|--------------|---------------|--------------|------------------|------------------------------|---------------|-------|
| 11/25/2018   | PJ00000000025 | EMP10004     | Week 10 2018     | 3/10/2018                    |               | 0.00  |

| CODE         | DESCRIPTION  |
|--------------|--------------|
| BONUS        | Bonus        |
| OTHER        | Other        |
| PERSONAL DAY | Personal Day |
| SICK PAY     | Sick Pay     |
| VACATION PAY | Vacation Pay |

+ New Select from full list

Step 7. Enter 'HOURS' in 'Hours' field.

← PTO HOURS JOURNAL

Batch Name ..... DEFAULT

Manage Process **Actions** Less options

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD ENDING DATE | EARNINGS CODE | HOURS   |
|--------------|---------------|--------------|------------------|------------------------------|---------------|---------|
| 11/25/2018   | PJ00000000025 | EMP10004     | Week 10 2018     | 3/10/2018                    | PERSONAL DAY  | 16.00 ✕ |

NOTE: By using the negative sign in 'Hours' field, you will decrease the employee PTO Hours by that amount.

Step 8. Select 'ACTIONS' > '+Posting' > '+Post'

← PTO HOURS JOURNAL

Batch Name ..... DEFAULT

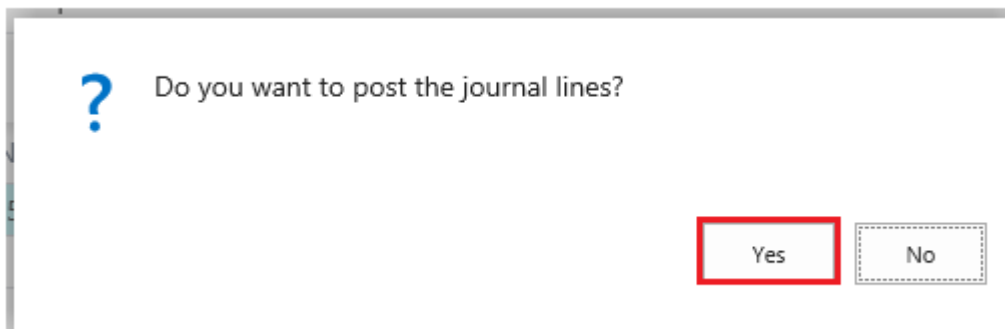
Manage Process **Actions** Less options

Functions ▾ **+ Posting** ▾

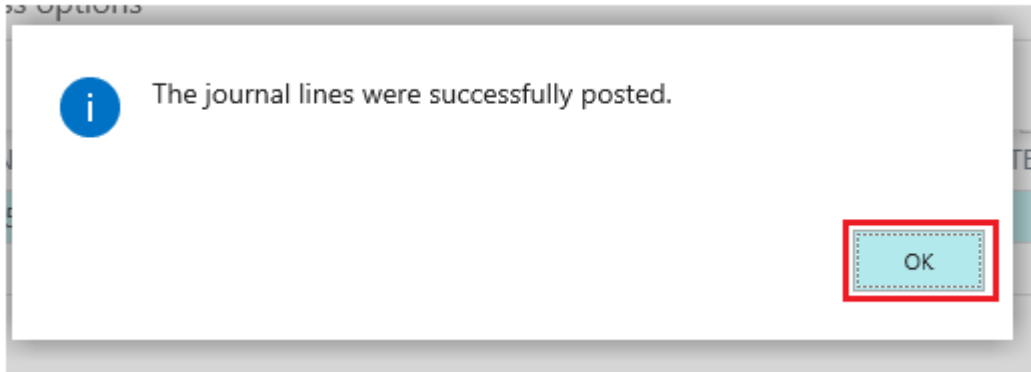
**+ Post**

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | ENDING DATE | EARNINGS CODE |
|--------------|---------------|--------------|------------------|-------------|---------------|
| 11/25/2018   | PJ00000000025 | EMP10004     | Week 10 2018     | 3/10/2018   | PERSONAL DAY  |

Step 9. Click 'Yes' in pop up window when asked 'Do you want to post journal entries?'

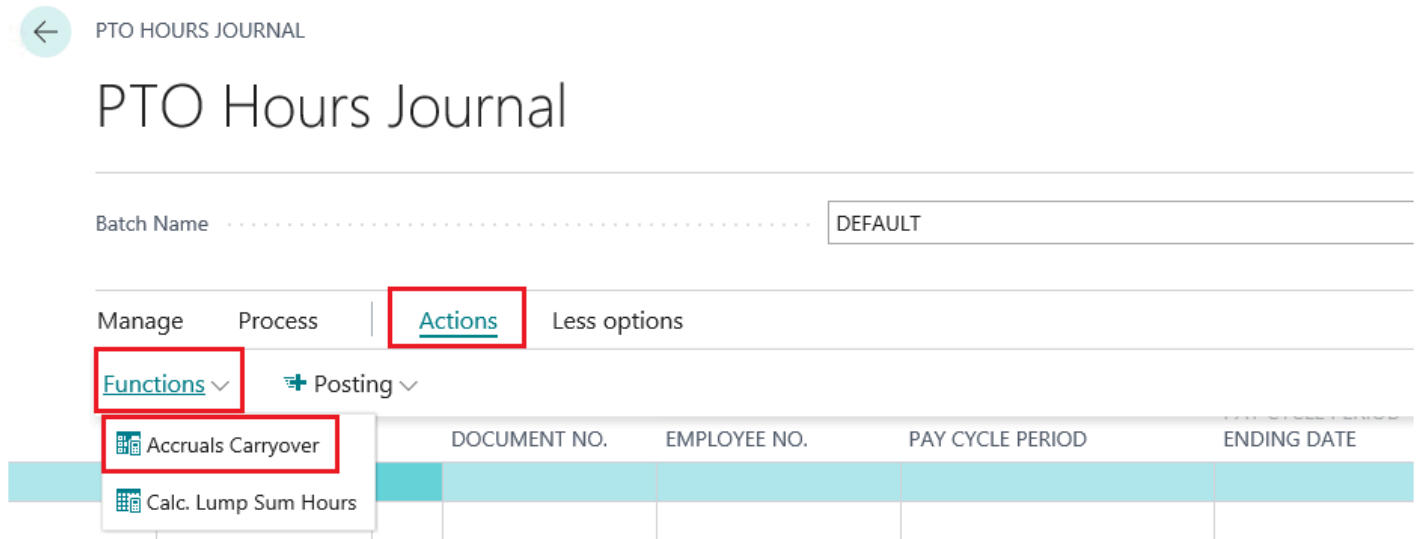


Step 10. Click 'Ok' on final pop up window




### How to execute PTO HOURS CARRYOVER

Step 1. Open PTO Hours Journal, select 'ACTIONS' > 'Functions' > 'Accruals Carryover'





Step 2. 'EDIT PTO CARRYOVER' screen opens

EDIT - PTO CARRYOVER 

---

**Options**



---

Date .....   

PTO Carryover Date Range .....

**Payroll Employee**

Show results:


Where:   is:  

Step 3.


Enter a 'Date' and then enter a 'PTO Carryover Date Range' or 'Date Formula'


The 'Date' will determine how the 'PTO Carryover Date Range' formula will calculate the hours to carryover. For example, if you set a date of '12/31'2018' and enter a 'PTO Carryover Date Range' of '1d' then all hours that are calculated to have accrued on the day of 12/31/2018 will be carried over.



EDIT - PTO CARRYOVER 



### Options

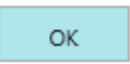
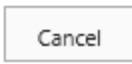
Date ..... 12/31/2018 

PTO Carryover Date Range ..... 1d 

### Payroll Employee

Show results:


Where: No.  is: 

Step 4.


In 'Payroll Employee' section, filter desired employees.

Select available options that apply to your selected filter. In this case we are selecting an employee number.

EDIT - PTO CARRYOVER 

---

### Options



Date ..... 12/31/2018 

PTO Carryover Date Range ..... 1D


---

### Payroll Employee

Show results:

Where: No.  is:  


Step 5. Select from available employees in the drop down menu

EDIT - PTO CARRYOVER 

---

**Options**




---

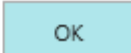
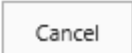
Date ..... 12/31/2018 

PTO Carryover Date Range ..... 1D

**Payroll Employee**

Show results:

Where: No.  is: EMP10004  

Step 6. Click 'Ok'

EDIT - PTO CARRYOVER ↗

---

**Options**

Date ..... 12/31/2018 📅

PTO Carryover Date Range ..... 1D

**Payroll Employee**

Show results:

Where: No. ▼ is: EMP10004 ✕ ▼

OK
Cancel

Step 7. Review the hours in the PTO Hours Journal

← PTO HOURS JOURNAL

## PTO Hours Journal

Batch Name ..... DEFAULT ...

Manage Process **Actions** Less options ↗

| POSTING DATE ▼ | DOCUMENT NO. | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD ENDING DATE | EARNINGS CODE | HOURS  |
|----------------|--------------|--------------|------------------|------------------------------|---------------|--------|
| 12/31/2018     |              | EMP10004     | Week 53 2018     | 1/5/2019                     | PERSONAL DAY  | -16.00 |
| 12/31/2018     |              | EMP10004     | Week 53 2018     | 1/5/2019                     | VACATION PAY  | 8.00   |
| 1/1/2019       |              | EMP10004     | Week 53 2018     | 1/5/2019                     | VACATION PAY  | -8.00  |
| 1/1/2019       |              |              |                  |                              |               | 0.00   |

Step 8. Select 'ACTIONS' > '+Posting' > 'Post'

← PTO HOURS JOURNAL

# PTO Hours Journal

Batch Name ..... DEFAULT

Manage Process **Actions** Less options

Functions ▾ **+ Posting ▾**

**Post**

| POSTING DATE | JOURNAL NO. | EMPLOYEE NO. | PAY CYCLE PERIOD | ENDING DATE | EARNINGS CODE |
|--------------|-------------|--------------|------------------|-------------|---------------|
| 12/31/2018   |             | EMP10004     | Week 53 2018     | 1/5/2019    | PERSONAL DAY  |
| 12/31/2018   |             | EMP10004     | Week 53 2018     | 1/5/2019    | VACATION PAY  |
| 1/1/2019     |             | EMP10004     | Week 53 2018     | 1/5/2019    | VACATION PAY  |
| 1/1/2019     |             |              |                  |             |               |

Step 9. Click 'YES' in pop up window 'Do you want to post the journal entries'

# 4. Processing

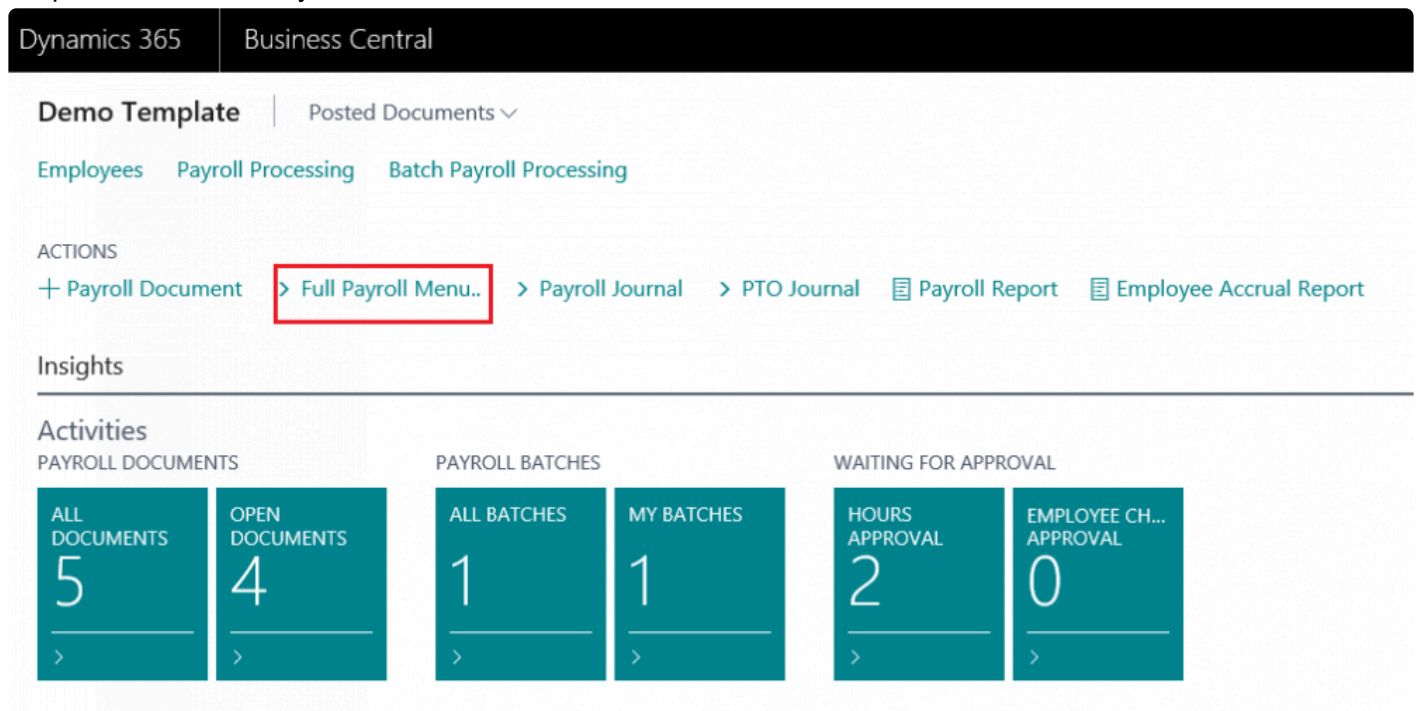
## 4.1. Batch Payroll Processing — Printed Check

### Synopsis:

With D365 US Payroll, users can process individual payroll documents or run payroll batches. This manual will walk you through the steps for running and posting a payroll batch for 'Weekly' printed check employees. However, these same steps can certainly be used to process a batch of employees for any pay cycle.

### Running a Payroll Batch

Step 1. Select 'Full Payroll Menu' from Home Screen



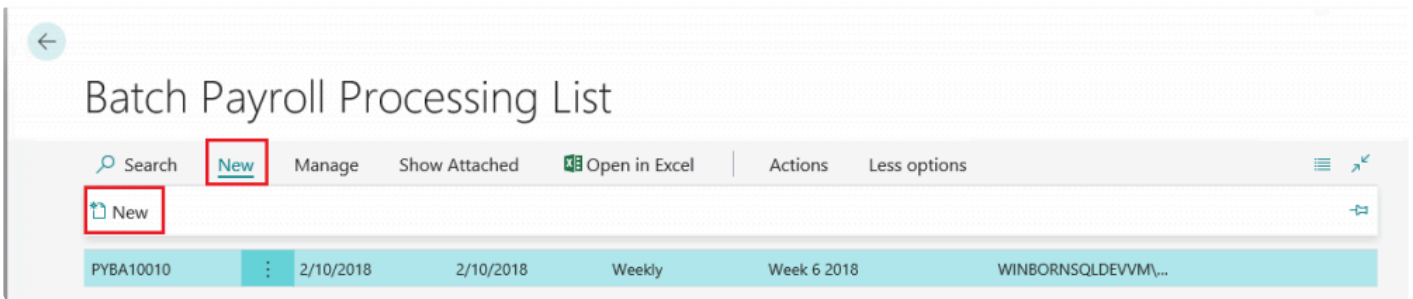
Step 2. Select ' Batch Payroll Processing' from menu options

### D365 Payroll

| Payroll Processing              | History                       | Periodic Activities                           | Setup                             | Setup Groups               | Posting Setup             |
|---------------------------------|-------------------------------|---|-----------------------------------|----------------------------|---------------------------|
| Payroll Employees               | Posted Payroll                | Transfer GL Entries to Vendor Ledger          | Payroll Setup                     | Other Setups..             | Employee Posting Groups   |
| Payroll Processing              | Payroll Ledger Entries        | Transfer Payroll Employee to New Company      | Payroll Codes                     | Additional Lists..         | Earnings                  |
| <b>Batch Payroll Processing</b> | Payroll Statistics            | Accrue Payroll Expenses into Financial Period | Process Procedures                | Templates..                | Withholdings / Deductions |
| Payroll Applicants              | PTO Ledger Entries            | Create Employee Deductions                    | Pay Cycle Periods                 | HR Setup..                 | Employer Taxes            |
| Reports..                       | Hours Detail Entries          | Create Employee PTO Setup                     | Earnings Rates                    | Update Tax Rates..         | Employer Contributions    |
| US Tax Reports..                | Piece Rate Entries            | Create Employee HR Tracking                   | Payroll Calculation Formulas      | Position and Union Setup.. | Reimbursements            |
| PTO Management..                | Employee Info Change Approval | EDI Document List                             | Customer Payroll Tax Setup        | Security Group Setup..     | Payment Advances          |
| Enter Hours / Quantity..        | Arrears Tracking Entries      |   | Copy Payroll Setup to New Company |                            | Payments                  |
| Employee Info Change Request    | Payroll Commission Ledger     |   |                                   |                            |                           |

**Step 3.**

The 'Batch Payroll Processing List' will appear. Select 'New' and the click 'New' from drop down menu



Step 4. The 'Create Batch Payroll Processing' screen will open. Select 'Weekly' pay cycle.

EDIT - CREATE BATCH PAYROLL PROCESSING ↗

---

**Options** Show more

---

Pay Cycle ..... Weekly

Pay Cycle Period .....

Payment Date .....

Posting Date .....

Payroll Calc. Formula .....

**Payroll Employee**

Show results:

Where: No.  is:

And: Employee Posting Group  is:

And: Direct Deposit Employee  is:

Step 5.

Select a 'Pay Cycle Period' by clicking the '...' and then selecting from the available menu options.



EDIT - CREATE BATCH PAYROLL PROCESSING



Options

Show more

|                             |                                     |     |
|-----------------------------|-------------------------------------|-----|
| Pay Cycle .....             | <input type="text" value="Weekly"/> | ▼   |
| Pay Cycle Period .....      | <input type="text"/>                | ... |
| Payment Date .....          | <input type="text"/>                | 📅   |
| Posting Date .....          | <input type="text"/>                | 📅   |
| Payroll Calc. Formula ..... | <input type="text"/>                | ▼   |

Payroll Employee

Show results:

|        |  |   |     |                      |   |
|--------|--|---|-----|----------------------|---|
| Where: | <input type="text" value="No."/>                     | ▼ | is: | <input type="text"/> | ▼ |
| And:   | <input type="text" value="Employee Posting Group"/>  | ▼ | is: | <input type="text"/> | ▼ |
| And:   | <input type="text" value="Direct Deposit Employee"/> | ▼ | is: | <input type="text"/> | ▼ |

Search + New Edit List Delete Process Show Attached Open in Excel

PAY CYCLE PERIODS + New

| TYPE ▼ | NAME         | DESCRIPTION | STARTING DATE | ENDING DATE | PAYMENT DATE | POSTING DATE | DEFAULT CALC. FORMULA | CL... ▼                  |
|--------|--------------|-------------|---------------|-------------|--------------|--------------|-----------------------|--------------------------|
| Weekly | Week 2 2018  |             | 1/7/2018      | 1/13/2018   | 1/13/2018    | 1/13/2018    |                       | <input type="checkbox"/> |
| Weekly | Week 3 2018  |             | 1/14/2018     | 1/20/2018   | 1/20/2018    | 1/20/2018    |                       | <input type="checkbox"/> |
| Weekly | Week 4 2018  |             | 1/21/2018     | 1/27/2018   | 1/27/2018    | 1/27/2018    |                       | <input type="checkbox"/> |
| Weekly | Week 5 2018  |             | 1/28/2018     | 2/3/2018    | 2/3/2018     | 2/3/2018     |                       | <input type="checkbox"/> |
| Weekly | Week 6 2018  |             | 2/4/2018      | 2/10/2018   | 2/10/2018    | 2/10/2018    |                       | <input type="checkbox"/> |
| Weekly | Week 7 2018  |             | 2/11/2018     | 2/17/2018   | 2/17/2018    | 2/17/2018    |                       | <input type="checkbox"/> |
| Weekly | Week 8 2018  |             | 2/18/2018     | 2/24/2018   | 2/24/2018    | 2/24/2018    |                       | <input type="checkbox"/> |
| Weekly | Week 9 2018  |             | 2/25/2018     | 3/3/2018    | 3/3/2018     | 3/3/2018     |                       | <input type="checkbox"/> |
| Weekly | Week 10 2018 |             | 3/4/2018      | 3/10/2018   | 3/10/2018    | 3/10/2018    |                       | <input type="checkbox"/> |
| Weekly | Week 11 2018 |             | 3/11/2018     | 3/17/2018   | 3/17/2018    | 3/17/2018    |                       | <input type="checkbox"/> |
| Weekly | Week 12 2018 |             | 3/18/2018     | 3/24/2018   | 3/24/2018    | 3/24/2018    |                       | <input type="checkbox"/> |
| Weekly | Week 13 2018 |             | 3/25/2018     | 3/31/2018   | 3/31/2018    | 3/31/2018    |                       | <input type="checkbox"/> |
| Weekly | Week 14 2018 |             | 4/1/2018      | 4/7/2018    | 4/7/2018     | 4/7/2018     |                       | <input type="checkbox"/> |

OK Cancel

Note: The 'Payment Date' and 'Posting Date' automatically coincide with the end of the pay cycle period. The user can adjust these dates if needed

EDIT - CREATE BATCH PAYROLL PROCESSING

**Options** Show more

Pay Cycle ..... Weekly

Pay Cycle Period ..... Week 2 2018

Payment Date ..... 1/13/2018

Posting Date ..... 1/13/2018

Payroll Calc. Formula ..... \_REGULAR

**Payroll Employee**

Show results:

Where: No. is:

And: Employee Posting Group is:

And: Direct Deposit Employee is:

OK Cancel

Step 6. In the 'Payroll Employee' section, set 'Direct Deposit Employee' filter to 'No' then click 'Ok'

EDIT - CREATE BATCH PAYROLL PROCESSING ↗

---

**Options** Show more

Pay Cycle ..... Weekly

Pay Cycle Period ..... Week 2 2018 ...

Payment Date ..... 1/13/2018

Posting Date ..... 1/13/2018

Payroll Calc. Formula ..... \_REGULAR

**Payroll Employee**

Show results:

Where:   is:

And:   is:

**And:   is:**

Step 7. The 'Edit-Batch Payroll Processing' screen will open.

Batch    Functions    Related Information    Posting    |    Actions    Navigate    Less options

---

EDIT - BATCH PAYROLL PROCESSING ↗

Batch ID  ... <

| NO.      | EMPLOYEE NO. | FIRST NAME | LAST NAME | POSTING DATE | PAYMENT DATE | DIRE... DEPOS EMPLO | SEND CHECK BY E-MAIL | C P |
|----------|--------------|------------|-----------|--------------|--------------|---------------------|----------------------|-----|
| PRP10043 | EMP10009     | Harrison   | Ford      | 1/13/2018    | 1/13/2018    | No                  | No                   |     |
| PRP10044 | EMP10010     | Britney    | Spears    | 1/13/2018    | 1/13/2018    | No                  | No                   |     |

| EMPLOYEE | VACATION | SICK LEAVE | AMOUNT |
|----------|----------|------------|--------|
| 2        | 0        | 0          | 0.00   |

**Step 8.**

Select all payroll documents within the Batch.

Batch    Functions    Related Information    Posting    |    Actions    Navigate    Less options

---

EDIT - BATCH PAYROLL PROCESSING ↗

Batch ID  ... <

| <input checked="" type="checkbox"/> | NO.      | EMPLOYEE NO. | FIRST NAME | LAST NAME | POSTING DATE | PAYMENT DATE | DIRE... DEPOS EMPLO | SEND CHECK BY E-MAIL |
|-------------------------------------|----------|--------------|------------|-----------|--------------|--------------|---------------------|----------------------|
| <input checked="" type="checkbox"/> | PRP10043 | EMP10009     | Harrison   | Ford      | 1/13/2018    | 1/13/2018    | No                  | No                   |
| <input checked="" type="checkbox"/> | PRP10044 | EMP10010     | Britney    | Spears    | 1/13/2018    | 1/13/2018    | No                  | No                   |

| EMPLOYEE | VACATION | SICK LEAVE | AMOUNT |
|----------|----------|------------|--------|
| 2        | 0        | 0          | 0.00   |

**Step 9.**

- Select 'Actions'
- Select 'Check'

- Select 'Print All Checks'

The screenshot shows the Primo Payday interface. At the top, there are tabs: Batch, Functions, Related Information, Posting, **Actions** (highlighted with a red box), Navigate, and Less options. Below the tabs is a dropdown menu for 'Check' (also highlighted with a red box). The dropdown menu contains the following options: Print Check..., **Print All Checks...** (highlighted with a red box), Void Check, Void All Checks, and Print All Checks Override Direct Deposit... Below the menu is a table with columns: NO., EMPLOYEE NO., POSTING DATE, PAYMENT DATE, DIRE... DEPOS EMPLO, and SEND CHECK BY E-MAIL. The table contains two rows of data. Below the table is a summary section with columns: EMPLOYEE, VACATION, SICK LEAVE, and AMOUNT. The values are: EMPLOYEE 2, VACATION 0, SICK LEAVE 0, and AMOUNT 0.00. A 'Close' button is located at the bottom right of the interface.

| NO.  | EMPLOYEE NO. | POSTING DATE | PAYMENT DATE | DIRE... DEPOS EMPLO | SEND CHECK BY E-MAIL |
|--|--------------|--------------|--------------|---------------------|----------------------|
| <input checked="" type="checkbox"/> PRP10043 | EMP1000      | 1/13/2018    | 1/13/2018    | No                  | No                   |
| <input checked="" type="checkbox"/> PRP10044 | EMP1001      | 1/13/2018    | 1/13/2018    | No                  | No                   |

| EMPLOYEE | VACATION | SICK LEAVE | AMOUNT |
|----------|----------|------------|--------|
| 2        | 0        | 0          | 0.00   |

Step 10.

The 'Edit- Payroll Check' screen will open. Click 'Send to...PDF' if you wish to review the checks in PDF format

EDIT - PAYROLL CHECK



### Options

Bank Account ..... WWB-OPERATING x v

Last Check No. .... 212

Reprint Check .....

Test Print .....

Override Direct Deposit .....

**Send to...** Print Preview Cancel

**i** Choose file type...

PDF Document

Microsoft Word Document

Microsoft Excel Document

**OK** Cancel

| Employee   |  | Pay Period: 01/07/2018 - 01/13/2018 |       |         | SSN                  | Status (Fed/State) | Allowance(s)/Extra |            |
|--|--|-------------------------------------|-------|---------|----------------------|--------------------|--------------------|------------|
| Harrison Ford 420 Throckmorton, Fort Worth, TX 76109 |  |                                     |       |         | ***-**-0001          | Married/           | Fed-00/1X-000      |            |
|  |  |                                     |       |         | Pay Date: 01/13/2018 |                    |                    |            |
| Earnings and Hours                                   |  | Qty                                 | Rate  | Current | YTD Amount           |                    | Current            | YTD Amount |
| Regular  |  | 40.00                               | 20.00 | 800.00  | 800.00               | Net Pay            | 680.33             | 680.33     |
| Total Earnings                                       |  |                                     |       | 800.00  | 800.00               |                    |                    |            |
| Deductions   |  |                                     |       |         |                      |                    |                    |            |
| Health Insurance                                     |  |                                     |       | -20.00  | 20.00                |                    |                    |            |
| Total Deductions                                     |  |                                     |       | 20.00   | -20.00               |                    |                    |            |
| Tax Withholdings                                     |  |                                     |       |         |                      |                    |                    |            |
| Federal WH   |  |                                     |       | -10.00  | -40.00               |                    |                    |            |
| FICA - Medicare                                      |  |                                     |       | -11.51  | -11.51               |                    |                    |            |
| FICA - Social Security                               |  |                                     |       | -48.36  | -48.36               |                    |                    |            |
| Total Tax Withholdings                               |  |                                     |       | 99.67   | 99.67                |                    |                    |            |

| PTO Summary  | Accrued | YTD Used | Available |
|--------------|---------|----------|-----------|
| Personal Day | 0.77    | 0.00     | 0.77      |

**213**

Westminster  
Atlanta, tx 31772

\*\*\*\*SIX HUNDRED EIGHTY AND 33/100

01/13/2018 \$\*\*\*\*\*680.33

Harrison Ford  
420 Throckmorton  
Fort Worth, TX 76109

Step 11.

- Select 'Actions'
- Select '+Posting'
- Select 'Post'



The screenshot shows the 'Actions' menu in the Primo Payday software. The 'Posting' option is highlighted, and a dropdown menu is visible with options: 'Post...', 'Post and Print...', 'Transmit and Post...', and 'Post and Print Batch Register...'. The 'Post...' option is also highlighted. Below the menu, there is a table of employee data and a summary section.

| Batch ID  | NO.  | EMPLOYEE NO. | FIRST NAME | LAST NAME | ENT | DIRE... | DEPOS | EMPLO | SEND CHECK BY E-MAIL |
|-----------|--|--------------|------------|-----------|-----|---------|-------|-------|----------------------|
| PYBA10012 | <input checked="" type="checkbox"/> PRP10043 | EMP10009     | Harrison   | Ford      |     |         |       |       | No                   |
|           | <input checked="" type="checkbox"/> PRP10044 | EMP10010     | Britney    | Spears    |     |         |       |       | No                   |

| EMPLOYEE | VACATION | SICK LEAVE | AMOUNT |
|----------|----------|------------|--------|
| 2        | 0        | 0          | 0.00   |

Close

Step 12.

The 'Edit-Batch Post Payroll Processing' screen will appear. You can adjust the posting date if needed. Or just click 'OK'

EDIT - BATCH POST PAYROLL PROCESSING ↗

---

**Options**

Posting Date ..... 1/13/2018 ✕ 📅

Payment Date ..... 1/13/2018 📅

Transmit .....

**Payroll Header**

Show results:

Where:  ▼ is:

And:  ▼ is:  ▼

And:  ▼ is:  ▼

And:  ▼ is:

Congratulations! You've successfully run a payroll batch and then posted the batch!

## 4.2. Batch Payroll Processing — Direct Deposit

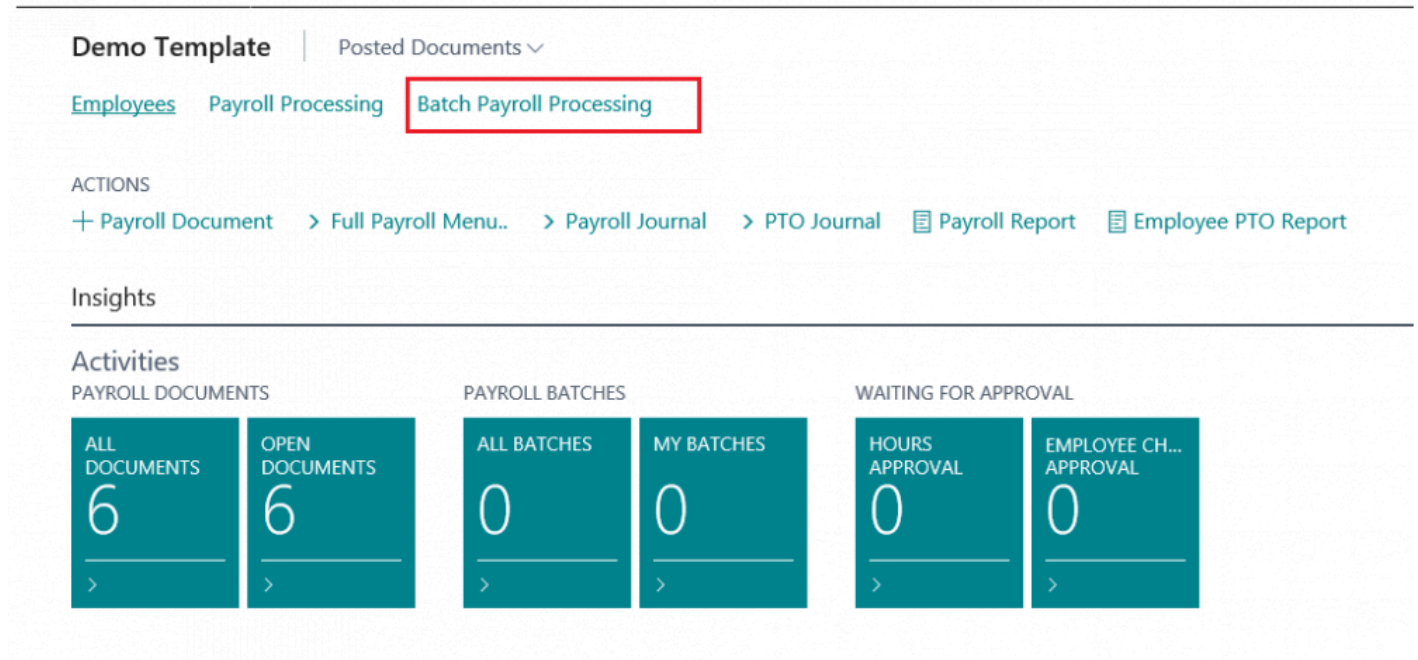
---

**Synopsis:**

With D365 US Payroll, users can process individual payroll documents or run payroll batches. This manual will walk you through the steps for processing a payroll batch for Direct Deposit Employees.

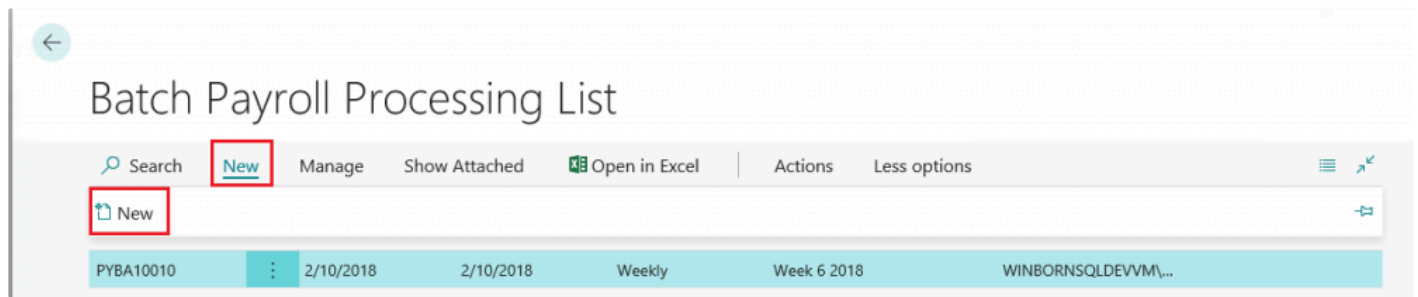
**Running a Payroll Batch**

### Step 1. Select 'Batch Payroll Processing' from Home Screen



### Step 2.

The 'Batch Payroll Processing List' will appear. Select 'New' and then click 'New' from the drop-down menu.



Step 3. The 'Create Batch Payroll Processing' screen will open. Select a pay cycle.

EDIT - CREATE BATCH PAYROLL PROCESSING ↗

---

**Options** Show more

---

Pay Cycle ..... **Semimonthly** ▼

Pay Cycle Period ..... ...

Payment Date ..... 📅

Posting Date ..... 📅

Payroll Calc. Formula ..... \_REGULAR ▼

**Payroll Employee**

Show results:

Where: No. ▼ is: ▼

And: Employee Posting Group ▼ is: ▼

And: Direct Deposit Employee ▼ is: ▼

**Step 4.**

Select a 'Pay Cycle Period' by clicking the '...' and then selecting from the available menu options.

EDIT - CREATE BATCH PAYROLL PROCESSING ↗

---

**Options** Show more

Pay Cycle ..... Semimonthly

Pay Cycle Period .....  ...

Payment Date .....

Posting Date .....

Payroll Calc. Formula ..... \_REGULAR

**Payroll Employee**

Show results:

Where:   is:

And:   is:

And:   is:

Search + New Edit List Delete Process Show Attached Open in Excel ...

PAY CYCLE PERIODS + New ↗

| TYPE ▼      | NAME                 | DESCRIPTION | STARTING DATE | ENDING DATE | PAYMENT DATE | POSTING DATE | DEFAULT CALC. FORMULA | CL... ▼                  |
|-------------|----------------------|-------------|---------------|-------------|--------------|--------------|-----------------------|--------------------------|
| Semimonthly | August 2nd Peri...   |             | 8/16/2018     | 8/31/2018   | 8/31/2018    | 8/31/2018    |                       | <input type="checkbox"/> |
| Semimonthly | September 1st P...   |             | 9/1/2018      | 9/15/2018   | 9/15/2018    | 9/15/2018    |                       | <input type="checkbox"/> |
| Semimonthly | September 2nd...     |             | 9/16/2018     | 9/30/2018   | 9/30/2018    | 9/30/2018    |                       | <input type="checkbox"/> |
| Semimonthly | October 1st Peri...  |             | 10/1/2018     | 10/15/2018  | 10/15/2018   | 10/15/2018   |                       | <input type="checkbox"/> |
| Semimonthly | October 2nd Per...   |             | 10/16/2018    | 10/31/2018  | 10/31/2018   | 10/31/2018   |                       | <input type="checkbox"/> |
| Semimonthly | November 1st P...    |             | 11/1/2018     | 11/15/2018  | 11/15/2018   | 11/15/2018   |                       | <input type="checkbox"/> |
| Semimonthly | November 2nd P...    |             | 11/16/2018    | 11/30/2018  | 11/30/2018   | 11/30/2018   |                       | <input type="checkbox"/> |
| Semimonthly | December 1st Pe...   |             | 12/1/2018     | 12/15/2018  | 12/15/2018   | 12/15/2018   |                       | <input type="checkbox"/> |
| Semimonthly | December 2nd P...    |             | 12/16/2018    | 12/31/2018  | 12/31/2018   | 12/31/2018   |                       | <input type="checkbox"/> |
| Semimonthly | January 1st Perio... |             | 1/1/2019      | 1/15/2019   | 1/15/2019    | 1/15/2019    |                       | <input type="checkbox"/> |
| Semimonthly | January 2nd Peri...  |             | 1/16/2019     | 1/31/2019   | 1/31/2019    | 1/31/2019    |                       | <input type="checkbox"/> |
| Semimonthly | February 1st Peri... |             | 2/1/2019      | 2/15/2019   | 2/15/2019    | 2/15/2019    |                       | <input type="checkbox"/> |
| Semimonthly | February 2nd Pe...   |             | 2/16/2019     | 2/28/2019   | 2/28/2019    | 2/28/2019    |                       | <input type="checkbox"/> |

OK Cancel

Note: The 'Payment Date' and 'Posting Date' automatically coincide with the end of the pay cycle period. The user can adjust these dates if needed

EDIT - CREATE BATCH PAYROLL PROCESSING ↗

---

**Options** Show more

Pay Cycle ..... Semimonthly

Pay Cycle Period ..... October 2nd Period 2018  ...

**Payment Date** ..... 10/31/2018

**Posting Date** ..... 10/31/2018

Payroll Calc. Formula ..... \_REGULAR

**Payroll Employee**

Show results:

Where:   is:

And:   is:

And:   is:

Step 5. In the 'Payroll Employee' section, set 'Direct Deposit Employee' filter to 'Yes' then click 'Ok'

EDIT - CREATE BATCH PAYROLL PROCESSING ↗

---

**Options** Show more

Pay Cycle ..... Semimonthly

Pay Cycle Period ..... October 2nd Period 2018 ...

Payment Date ..... 10/31/2018

Posting Date ..... 10/31/2018

Payroll Calc. Formula ..... \_REGULAR

**Payroll Employee**

Show results:

Where:   is:

And:   is:

**And:   is:**

Step 6. The 'Edit-Batch Payroll Processing' screen will open.



Batch    Functions    Related Information    Posting    |    Actions    Navigate    Less options

EDIT - BATCH PAYROLL PROCESSING ↗

Batch ID  ... <

| NO.      | EMPLOYEE NO. | FIRST NAME | LAST NAME | POSTING DATE | PAYMENT DATE | DIRE... DEPOS EMPLO | SEND CHECK BY E-MAIL | C P |
|----------|--------------|------------|-----------|--------------|--------------|---------------------|----------------------|-----|
| PRP10071 | EMP10002     | Gwen       | Stefani   | 10/31/2018   | 10/31/2018   | Yes                 | No                   |     |
| PRP10072 | EMP10005     | Meg        | Ryan      | 10/31/2018   | 10/31/2018   | Yes                 | No                   |     |
| PRP10073 | EMP10012     | Tim        | Smith     | 10/31/2018   | 10/31/2018   | Yes                 | No                   |     |

EMPLOYEE    VACATION    SICK LEAVE    AMOUNT

3    0    0    0.00

Close

Step 7.

Select all payroll documents within the Batch.

Batch    Functions    Related Information    Posting    |    Actions    Navigate    Less options

EDIT - BATCH PAYROLL PROCESSING ↗

Batch ID  ... <

| <input checked="" type="checkbox"/> | NO.      | EMPLOYEE NO. | FIRST NAME | LAST NAME | POSTING DATE | PAYMENT DATE | DIRE... DEPOS EMPLO | SEND CHECK BY E-MAIL | C P |
|-------------------------------------|----------|--------------|------------|-----------|--------------|--------------|---------------------|----------------------|-----|
| <input checked="" type="checkbox"/> | PRP10071 | EMP10002     | Gwen       | Stefani   | 10/31/2018   | 10/31/2018   | Yes                 | No                   |     |
| <input checked="" type="checkbox"/> | PRP10072 | EMP10005     | Meg        | Ryan      | 10/31/2018   | 10/31/2018   | Yes                 | No                   |     |
| <input checked="" type="checkbox"/> | PRP10073 | EMP10012     | Tim        | Smith     | 10/31/2018   | 10/31/2018   | Yes                 | No                   |     |

EMPLOYEE    VACATION    SICK LEAVE    AMOUNT

3    0    0    0.00

Close

Step 8.

- Select 'Actions'
- Select 'Electronic Payments'
- Select 'Export'

The screenshot shows the Primo Payday interface. At the top, there are tabs for 'Batch', 'Functions', 'Related Information', 'Posting', 'Actions', 'Navigate', and 'Less options'. The 'Actions' tab is selected and highlighted with a red box. Below it, a dropdown menu is open, showing 'Electronic Payments' (highlighted with a red box) and 'Posting'. Under 'Electronic Payments', there is a sub-menu with 'Export...' (highlighted with a red box) and 'Void...'. Below the menu, there is a table with columns: 'NO.', 'EMPLOYEE NO.', 'FIRST NAME', 'LAST NAME', 'POSTING DATE', 'PAYMENT DATE', 'DIRE... DEPOS EMPLO', and 'SEND CHECK BY E-MAIL'. The table contains three rows of data:

| NO.      | EMPLOYEE NO. | FIRST NAME | LAST NAME | POSTING DATE | PAYMENT DATE | DIRE... DEPOS EMPLO | SEND CHECK BY E-MAIL |
|----------|--------------|------------|-----------|--------------|--------------|---------------------|----------------------|
| PRP10071 | EMP10002     | Gwen       | Stefani   | 10/31/2018   | 10/31/2018   | Yes                 | No                   |
| PRP10072 | EMP10005     | Meg        | Ryan      | 10/31/2018   | 10/31/2018   | Yes                 | No                   |
| PRP10073 | EMP10012     | Tim        | Smith     | 10/31/2018   | 10/31/2018   | Yes                 | No                   |

Below the table, there are input fields for 'EMPLOYEE', 'VACATION', 'SICK LEAVE', and 'AMOUNT'. The values are 3, 0, 0, and 0.00 respectively. A 'Close' button is located at the bottom right of the interface.

Step 9.

- Select 'Actions'
- Select 'Check Stub'
- Select 'Print All Check Stubs' or 'Email all Check Stubs' depending on the settings of the employees within the batch

The screenshot shows the 'Edit Payroll Check' interface. The 'Actions' menu is expanded, highlighting 'Print All Check Stubs...'. Below the menu is a table with the following data:

| NO.  | EMPLOYEE NO. | FIRST N   | POSTING DATE | PAYMENT DATE | DIRE... DEPOS EMPLO | SEND CHECK BY E-MAIL |
|--|--------------|-----------|--------------|--------------|---------------------|----------------------|
| <input checked="" type="checkbox"/> PRP10071 | EMP10002     | Gwen      | 10/31/2018   | 10/31/2018   | Yes                 | No                   |
| <input checked="" type="checkbox"/> PRP10072 | EMP10005     | Meg       | 10/31/2018   | 10/31/2018   | Yes                 | No                   |
| <input checked="" type="checkbox"/> PRP10073 | EMP10012     | Tim Smith | 10/31/2018   | 10/31/2018   | Yes                 | No                   |

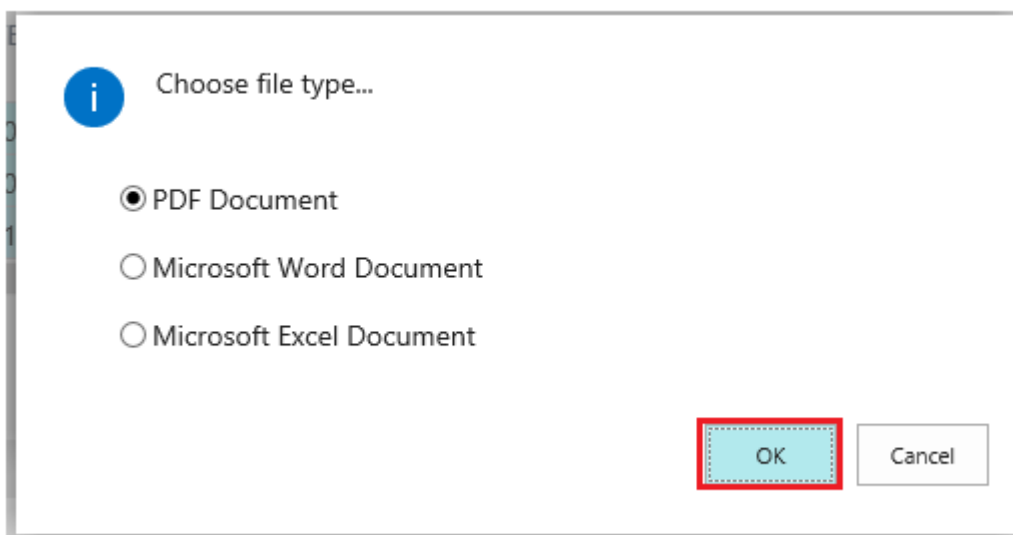
Below the table, there are input fields for:

- EMPLOYEE: 3
- VACATION: 0
- SICK LEAVE: 0
- AMOUNT: 0.00

A 'Close' button is located at the bottom right of the window.

**Step 10.**

The 'Edit- Payroll Check' screen will open. Click 'Send to' and then select from available options. Then click 'Ok'



Step 11.

- Select 'Actions'
- Select '+Posting'
- Select 'Post'

Batch ID: PYBA10021


| NO.  | EMPLOYEE NO. | FIRST NAME | LAST NAME | 10/31/2018 | 10/31/2018 | Yes | No |
|--|--------------|------------|-----------|------------|------------|-----|----|
| <input checked="" type="checkbox"/> PRP10071 | EMP10002     | Gwen       | Stefani   |            |            |     |    |
| <input checked="" type="checkbox"/> PRP10072 | EMP10005     | Meg        | Ryan      |            |            |     |    |
| <input checked="" type="checkbox"/> PRP10073 | EMP10012     | Tim        | Smith     |            |            |     |    |

| EMPLOYEE | VACATION | SICK LEAVE | AMOUNT |
|----------|----------|------------|--------|
| 3        | 0        | 0          | 0.00   |

Buttons: Post..., Post and Print..., Transmit and Post..., Post and Print Batch Register..., Close



Step 12.


The 'Edit-Batch Post Payroll Processing' screen will appear. You can adjust the posting date if needed. Or just click 'OK'

EDIT - BATCH POST PAYROLL PROCESSING 

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### Options

Posting Date ..... 10/31/2018  


Payment Date ..... 10/31/2018 



Transmit .....



  



### Payroll Header

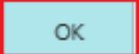
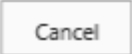
Show results:

Where: Batch ID  is: PYBA10021

And: No.  is: 

And: Employee No.  is: 

And: Posting Date  is: 

Congratulations! You've successfully run a payroll batch and then posted the batch!