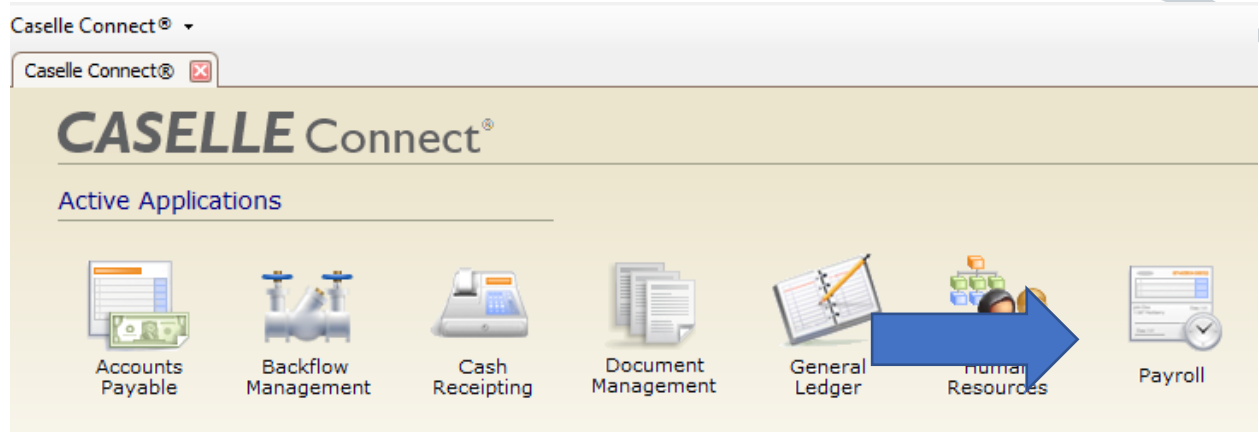
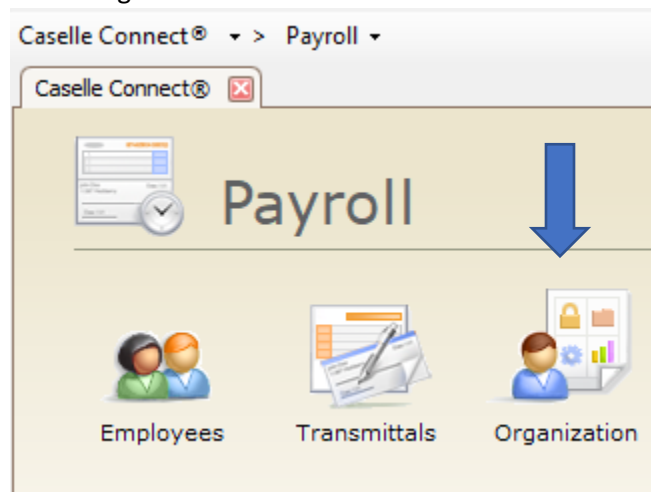


Payroll Process

1. Verify that you have all time sheets
2. Once timesheets are received, log into Connect. Once in Connect, select Payroll from the main menu.



3. Verify pay period
 - a. Select Organization from the menu



b. Select Close Pay Period from the Miscellaneous Menu

Caselle Connect® > Payroll > Organization

Caselle Connect®

Organization

Tasks

- Approval Processes
- Approval Steps
- Banks
- Calculation Formulas
- Calculation Tables
- Calculations
- Departments
- Electronic File Formats
- Forms
- Leave Rates
- Organization
- Overheads
- Pay Codes
- Pay Schedules
- Positions
- States
- Teams

Related Reports

- Management Tracking Report
- Old Reports
- View All Reports

Miscellaneous

- Adjust Leave Carryover Hours
- Change Check Issue Date
- Checkout
- Close Pay Period
- Close Year-end
- Delete History
- Import Hours from Timekeeping
- Old Routines
- Recalculate
- Update Calculations
- Update General Ledger
- Update Leave Levels
- Update Project Accounting

c. If the current pay period is not correct, update the "Future pay period" information*

Caselle Connect® > Payroll > Organization > Close Pay Period

Caselle Connect® Close Pay Period

Current pay period

Pay period begin date: 09/03/2023

Pay period end date: 09/16/2023

Check issue date: 09/20/2023

Period number: 2

Next pay period

Pay period begin date: 09/17/2023

Pay period end date: 09/30/2023

Check issue date: 10/04/2023

Period number: 1

Future pay period

Pay period begin date: 10/01/2023

Pay period end date: 10/14/2023

Check issue date: 10/18/2023

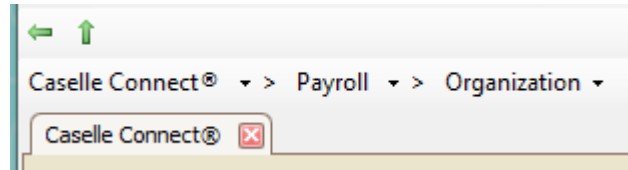
Period number: 2

History of Period Dates

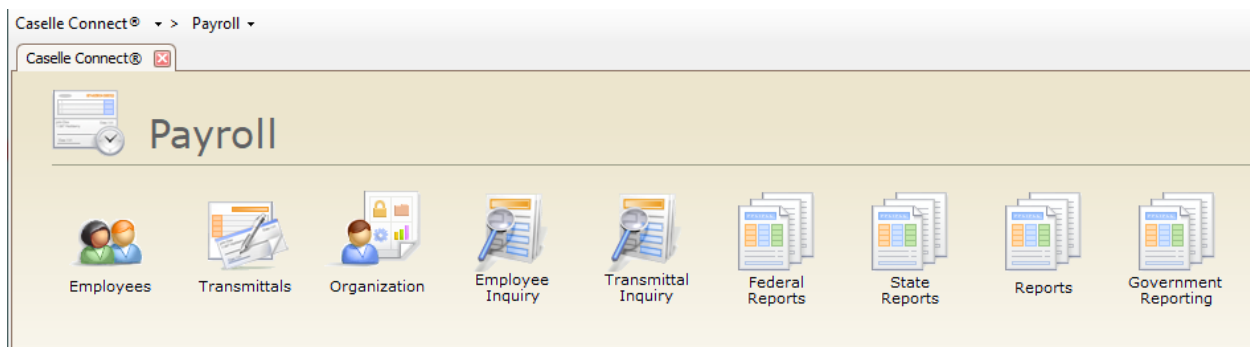
Begin Date	End Date	Check Issue Date	Pay Period
10/30/2022	11/12/2022	11/16/2022	2
11/13/2022	11/26/2022	11/30/2022	3
11/27/2022	12/10/2022	12/14/2022	1
12/11/2022	12/24/2022	12/28/2022	2
12/25/2022	01/07/2023	01/11/2023	1
01/08/2023	01/22/2023	01/25/2023	2
01/23/2023	02/05/2023	02/08/2023	1
02/06/2023	02/19/2023	02/22/2023	2
02/20/2023	03/05/2023	03/08/2023	1
03/06/2023	03/19/2023	03/22/2023	2
03/20/2023	04/02/2023	04/05/2023	1
04/02/2023	04/15/2023	04/19/2023	2
04/16/2023	04/29/2023	05/03/2023	1
04/30/2023	05/13/2023	05/17/2023	2
05/14/2023	05/27/2023	05/31/2023	3
05/28/2023	06/10/2023	06/14/2023	1
06/11/2023	06/24/2023	06/28/2023	2
06/25/2023	07/08/2023	07/12/2023	1
07/09/2023	07/22/2023	07/26/2023	2
07/23/2023	08/05/2023	08/09/2023	1
08/06/2023	08/19/2023	08/23/2023	2
08/20/2023	09/02/2023	09/06/2023	1
09/03/2023	09/16/2023	09/20/2023	2
09/17/2023	09/30/2023	10/04/2023	1

** if you encounter problems with “Next” and “Future” pay period dates, you must temporarily change the payroll end date via Payroll/Organization/Organization, Pay Period Dates tab*

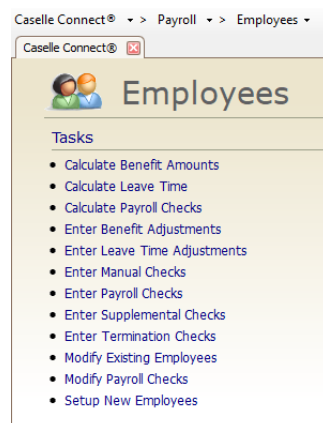
- d. Click Go
- e. Click Close
- f. Click the back arrow or click Payroll in the menu list



4. Click on Employees from the Payroll Menu



- a. Modify Employees as necessary – see New Employee handout.



- b. Update Leave Levels



- c. Press Go (green circle in upper left corner). You will receive a report of any employee that moved from one leave level to the next. This report will often state no employee's were eligible for a move as most employees only move from one level to the next every couple of years.
- d. Click Adjust Leave Carryover Hours (if needed) from the Employee – Miscellaneous menu.
- e. Press Go (green circle in upper left corner). This will remove hours above the carryover threshold from the employee bank.
- f. Click Enter Payroll Checks
 - i. Verify the current pay period dates and check issue date. If anything is wrong go back to step 3.

- v. Click Enter through the Amount field as the system will do the calculations for you.
- vi. Repeat steps iii through v until you are finished with the employee. Click Enter. This will bring you from the Pay Code field to the Employee field and you can repeat steps ii through v until you are finished.
- vii. Close the Enter Payroll Checks screen.

5. **New in 2025 – Calculate Payroll – This provides the option of combining Calculate Pay Checks, Calculate Benefits, and Calculate Leave Time into one step.**

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File Settings Zoom Help

Close

Caselle Connect® > Payroll > Employees > Calculate Payroll

Caselle Connect® Calculate Payroll

Use this routine to calculate payroll checks, benefits, and leave time for period 04/21/2024 - 05/04/2024, pay period number 2.

Check issue date: 05/11/2024

Journal: PC / PB

☒ Calculate payroll checks
☒ Calculate benefit amounts
☒ Calculate leave time

Selection criteria:

Column	Value	Compare
Employee.Employee number	All	Entire field
Department.Department	All	Entire field

Checks Benefits Leave

☒ Calculate checks for payroll exception entries
☐ Calculate checks for supplemental exception entries
☐ Recalculate single check entries
☐ Display payroll detail grid

6. Click Calculate Payroll

File Zoom Help

=

Caselle Connect® > Payroll > Employees >

Caselle Connect® Calculate Payroll

Employees

Tasks

- Calculate Benefit Amounts
- Calculate Leave Time
- Calculate Payroll
- Enter Benefit Adjustments
- Enter Leave Time Adjustments
- Enter Manual Checks
- Enter Payroll Checks
- Enter Supplemental Checks

- a. Verify check issue date

File Settings Zoom Help

Close GO ? ?

Caselle Connect® > Payroll > Employees > Calculate Payroll

Caselle Connect® Calculate Payroll Calculate Payroll X

Use this routine to calculate payroll checks, benefits, and leave time for period 0

Check issue date: 05/11/2024

Journal: PC / PB

- i. Check the box for the calculations to perform.

1. Calculate Payroll Checks. If this box is checked, confirm the selections on the Checks tab below.

File Settings Zoom Help

Close GO ? ?

Caselle Connect® > Payroll > Employees > Calculate Payroll

Caselle Connect® Calculate Payroll Calculate Payroll X

Use this routine to calculate payroll checks, benefits, and leave time for period 0

Check issue date: 05/11/2024

Journal: PC / PB

☒ Calculate payroll checks

☐ Calculate benefit amounts

☐ Calculate leave time

Checks Benefits Leave

☒ Calculate checks for payroll exception entries

☐ Calculate checks for supplemental exception entries

☐ Recalculate single check entries

☐ Display payroll detail grid

Select

Empl

Depi

2. Calculate Benefit Amounts. If this box is checked, verify the settings on the Benefits tab below.

Caselle Connect® > Payroll > Employees > Calculate Payroll

Caselle Connect® Calculate Payroll Calculate Payroll

Use this routine to calculate payroll checks, benefits, and leave time for period 04.

Check issue date: 05/11/2024
Journal: PC / PB

☒ Calculate payroll checks
☒ Calculate benefit amounts
☐ Calculate leave time

Check: Benefits Leave

☐ Display benefit detail grid

Pay codes:

Pay Code
<input checked="" type="checkbox"/> 40-00 (401-K Deduction)
<input checked="" type="checkbox"/> 50-01 (State Retirement - Regular)
<input checked="" type="checkbox"/> 50-02 (State Retirement - Public Safe)
<input checked="" type="checkbox"/> 60-01 (Health Insurance - Single)
<input checked="" type="checkbox"/> 60-02 (Health Insurance - Dependent)
<input checked="" type="checkbox"/> 60-03 (Health Insurance - Family)
<input checked="" type="checkbox"/> 61-01 (Dental - Single)
<input checked="" type="checkbox"/> 61-02 (Dental - Dependent)
<input checked="" type="checkbox"/> 61-03 (Dental - Family)
<input checked="" type="checkbox"/> 62-00 (Life Insurance)
<input checked="" type="checkbox"/> 65-00 (Vision Insurance)
<input checked="" type="checkbox"/> 74-00 (Social Security Tax)
<input checked="" type="checkbox"/> 75-00 (Medicare Tax)
<input checked="" type="checkbox"/> 92-00 (Long Term Disability Insurance)
<input checked="" type="checkbox"/> 98-00 (SUTA - State Unemployment Tax)
<input checked="" type="checkbox"/> 99-00 (Workers Compensation)

3. Calculate Leave Time. If this box is checked, verify the settings on the Leave tab below.

File Settings Zoom Help

Close

Caselle Connect® > Payroll > Employees > Calculate Payroll

Caselle Connect® Calculate Payroll Calculate Payroll

Use this routine to calculate payroll checks, benefits, and leave time for period 04/21/2024 - 05/04/2024, pay period number 2.

Check issue date: 05/11/2024
Journal: PC / PB

☒ Calculate payroll checks
☒ Calculate benefit amounts
☒ Calculate leave time

Selection criteria:

Column	
Employee.Employee number	All
Department.Department	All

Checks Benefits Leave

Pay codes:

Pay Code
<input checked="" type="checkbox"/> 3-00 (Vacation Pay)
<input checked="" type="checkbox"/> 4-00 (Sick Leave)
<input checked="" type="checkbox"/> 7-00 (Holiday Pay)
<input checked="" type="checkbox"/> 21-02 (Comp Time Used)

Leave rates:

Leave Rate
<input checked="" type="checkbox"/> 301 (Vacation - Fixed Hours)
<input checked="" type="checkbox"/> 302 (Vacation - Percentage)
<input checked="" type="checkbox"/> 401 (Sick Leave - Fixed Hours)
<input checked="" type="checkbox"/> 402 (Sick Leave - Percentage)
<input checked="" type="checkbox"/> 701 (Holiday - 10 days)
<input checked="" type="checkbox"/> 901 (Comp Time)

- ii. After all options have been selected, click “GO”
 - iii. Click Preview to view the report listing any employees who may have potential issues. Use this reports to validate payroll entry and address any potential corrections that need to be made.
 - 1. Payroll Checks – any active employees who do not receive gross pay, employees whose deduction amounts exceed their gross earnings, GL Errors, Hours totals by Pay Code, etc.
 - 2. Benefits – Any employees for which benefits could not be calculated, warning messages, and a summary of benefits calculated.
 - 3. Leave – Leave Hours Exceeding Limits
 - iv. Close the preview when finished.
- b. Review the payroll by using the Payroll Register, Payroll Register – Pay Code Summary or Report Writer, Benefits Register, and Leave Report. If you find adjustments that need to be made, repeat steps 4 through 6.
7. Enter Leave Time Adjustments - Click Enter Leave Time Adjustments from the Employee – Tasks menu to record comp time earned or other manual adjustments to employee banks (not time being paid).
- i. Enter the employee name/number.
 - ii. Enter the pay code (number or title)
 - iii. A comment can be entered and viewed on the Leave Register report later.
 - iv. Enter the number of hours to adjust. Positive will increas the bank of hours while negative will reduce the banked hours. Any adjustment will appear in the “Earned” column on the leave reports and pay stub.

The screenshot shows the 'Enter Leave Time Adjustments' window in the Caselle Connect software. The breadcrumb trail at the top reads: Caselle Connect® > Payroll > Employees > Enter Leave Time Adjustments. The window title bar also displays 'Caselle Connect®' and 'Enter Leave Time Adjustments' with a close button. The form contains the following fields:

- Reference number: 1
- Check issue date: 09/20/2023 (with a calendar icon)
- Employee: (empty text box with a dropdown arrow)
- Pay code: (empty text box with a dropdown arrow)
- Comments: (empty text box)
- Hours: .00

- b. Preview the Leave Register and/or Leave Report to proof final balances.

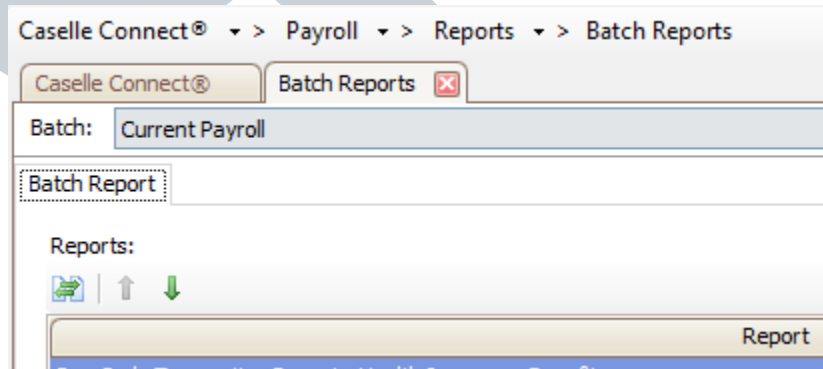
8. Click View All Reports



a. Click on Batch Reports



- b. Click Print from the menu bar.



- c. Review each report to verify the proper totals for deductions and benefits. If any corrections are needed, repeat steps 4-6.

9. Click Checkout. This can be found in multiple Miscellaneous menus.



- a. Press GO.
- b. Preview the report and address any errors. Note that some “errors” are items that you should be aware of but may not be wrong.

10. Print Payroll Checks or Direct Deposit stubs.

a. Click Payroll Checks from the Reports menu.



b. Select Payroll Checks or Direct Deposit from the drop down menu at the top of the screen.

Caselle Connect® > Payroll > Employees > Payroll Checks

Definition: Payroll Checks Filter: All

Report Options Forms

Journal code: [dropdown]
Bank: [text box]

☒ Include regular checks beginning with check number: 0
☐ Include ACH vouchers beginning with voucher number: 0
☐ Include zero net amount checks

Checks:
[table with 2 columns: Check Issue Date, Quantity]
[Reprint button]

Selection criteria:

Column	Value	Compare
Employee.Employee number	All	Entire field

c. Verify the starting direct deposit or check number. **It is important that you do not use numbers twice as that can cause employees to see incorrect information.**

d. Press Preview at the top of your screen. Review the forms and print.

11. Click Check Register from the Reports menu. Verify the pay period date and press preview.

The screenshot shows the 'Check Register' report options window in Caselle Connect®. The breadcrumb trail at the top reads: Caselle Connect® > Payroll > Employees > Check Register. The window has tabs for 'Report Options', 'Columns', and 'Print Settings'. Under 'Report dates', the 'From' date is 09/03/2023 and the 'To' date is 09/16/2023, with navigation buttons. A link for 'Advanced options...' is below. The 'Include:' section has a list of checkboxes: 'Check Type' (unchecked), 'Manual checks' (checked), 'Payroll checks' (checked), 'Supplemental checks' (checked), 'Termination checks' (checked), 'Transmittal checks' (unchecked), 'Void checks' (checked), and 'Include unprinted checks' (checked).

12. Process Transmittals.

- a. Click on Calculate Transmittals from the Payroll – Transmittals menu.

The screenshot shows the 'Transmittals' menu in Caselle Connect®. The breadcrumb trail at the top reads: Caselle Connect® > Payroll > Transmittals. The menu has a title 'Transmittals' with an icon of a document and a pen. Below the title is a section titled 'Tasks' with a list of links: 'Calculate Transmittal Amounts', 'Create Transmittal Invoices', 'Enter Transmittal Adjustments', 'Modify Existing Transmittals', and 'Setup New Transmittals'.

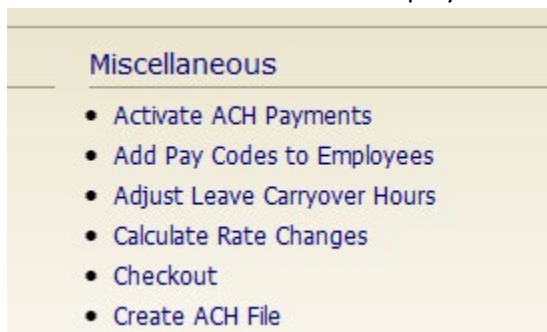
- b. Verify the pay period dates and number and press GO (green circle in upper left).
- c. Click Transmittal Register from the Reports menu to preview a report that will show you the amounts that just calculated. Verify the dates and press preview.
- d. Next you will either Calculate Transmittal Invoices (which will create invoices in Accounts Payable so these amounts can be paid) or you will print transmittal checks.

13. Click Checkout. This can be found in multiple Miscellaneous menus.



- a. Press GO.
- b. Preview the report and address any errors. Note that some “errors” are items that you should be aware of but may not be wrong.

14. Click Create ACH File from the Employee – Miscellaneous menu.



a. Verify the pay period dates

Caselle Connect® > Payroll > Employees > Create ACH File

Caselle Connect® Create ACH File

ACH File Email Template

Pay period: 09/03/2023 - 09/16/2023

Checks:

Check Issue Date	Quantity
------------------	----------

Entry types:

Entry Type

Deposit date: 09/20/2023

☐ Recreate transfer file for all employees

☐ Include prenotifications only

☐ Include void checks

☐ Send email notifications

Print: Report

Report order: Employee number

Transfer file name: Z:\Direct Deposit\Pay Period 08092023.ach Browse...

☐ Uppercase ACH file

☒ Include organization's offset record

☐ Include final line break

Selection criteria:

Column	
Employee.Employee number	All
Employee Transaction.Check number	All

b. Verify/Update the deposit date.

c. Verify the transfer file name and location.

d. Press GO.

e. This will generate a report for you to review of the amounts that will be deposited into each account for each employee. It will also generate the nacha file for you to transfer to your bank to actually pay the employees.

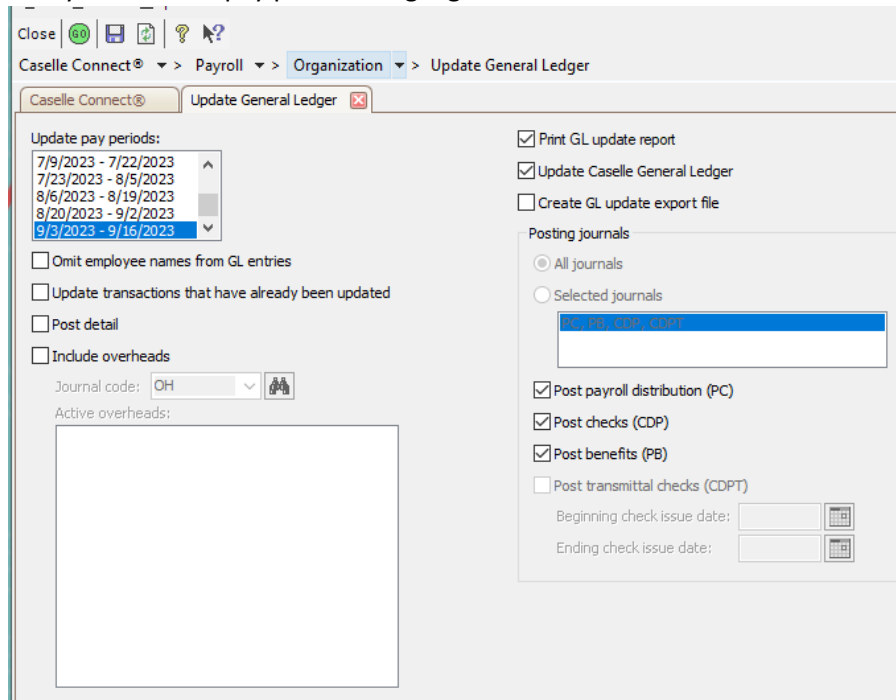
f. Go to your bank website and upload the file securely following your bank procedures.

15. Update the General Ledger by clicking on Organization in the Payroll Menu

- a. Select Update General Ledger from the Miscellaneous menu



- b. Verify the current pay period is highlighted.



- c. Click Go (green circle in upper left corner).
- d. Preview the GL Update report. Save or print the report per your policies.
- e. Click Close.