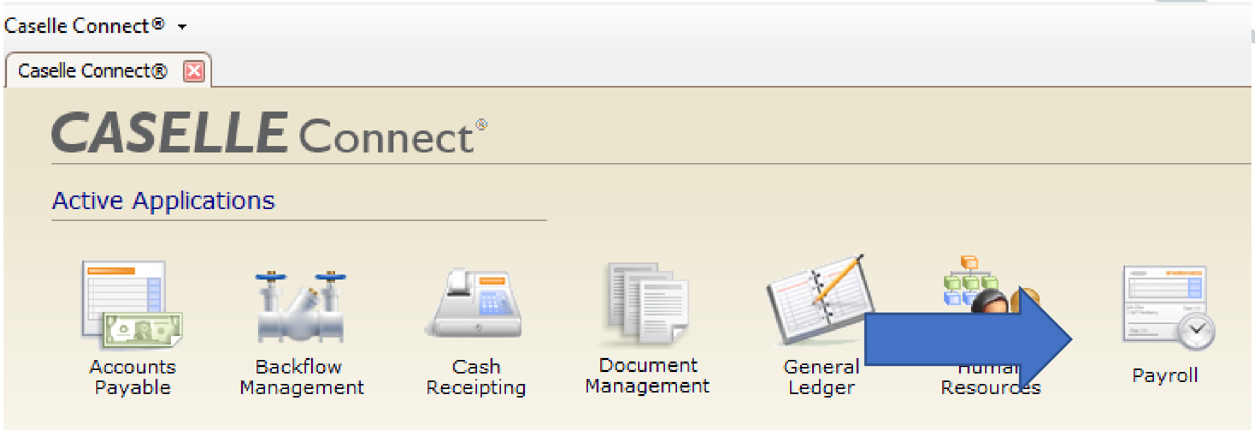
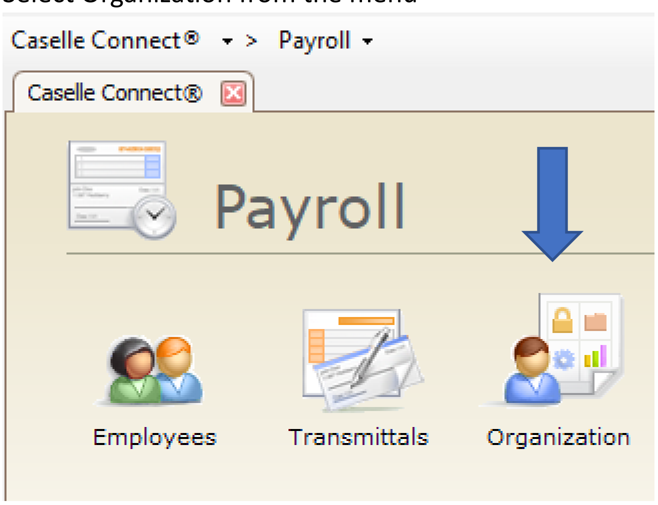
Payroll Process

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.

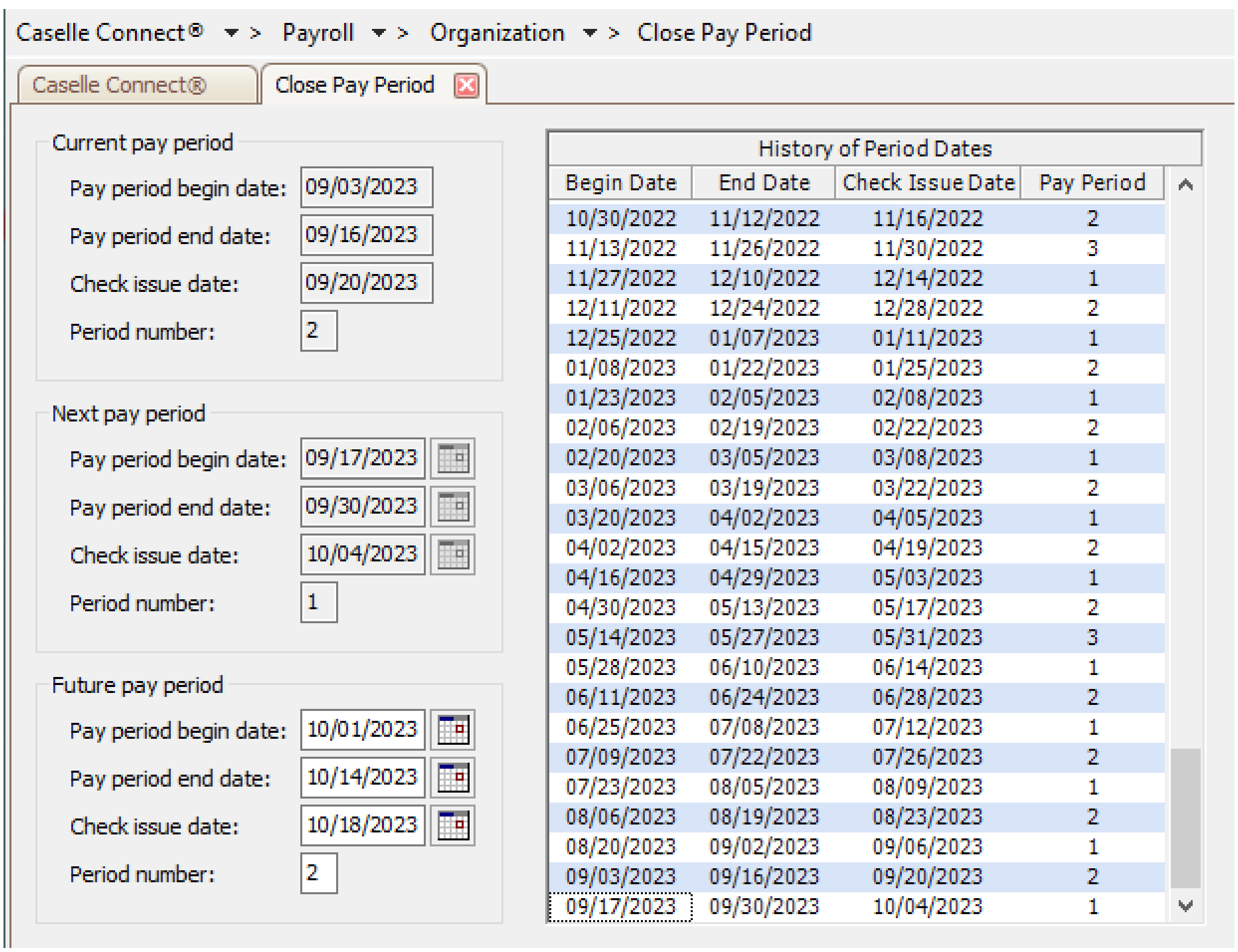


3. Verify pay period
   a. Select Organization from the menu



b. Select Close Pay Period from the Miscellaneous Menu

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



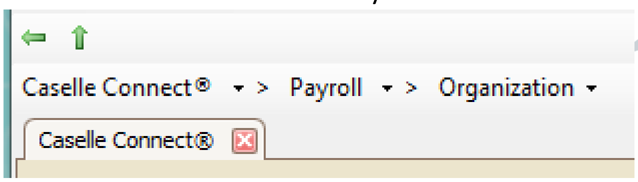
Begin Date	End Date	Check Issue Date	Pay Period
10/30/2022	11/12/2022	11/16/2022	2
11/13/2022	11/26/2022	11/30/2022	3
11/27/2022	12/10/2022	12/14/2022	1
12/11/2022	12/24/2022	12/28/2022	2
12/25/2022	01/07/2023	01/11/2023	1
01/08/2023	01/22/2023	01/25/2023	2
01/23/2023	02/05/2023	02/08/2023	1
02/06/2023	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*

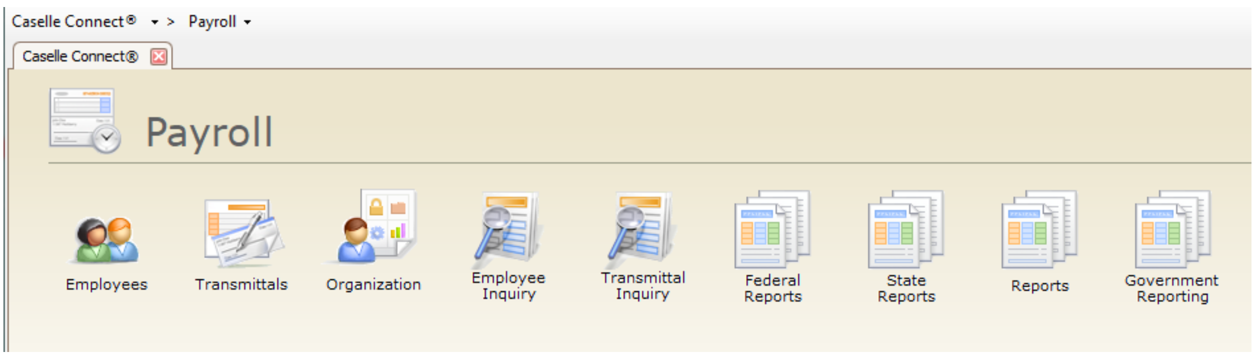
d. Click Go

e. Click Close

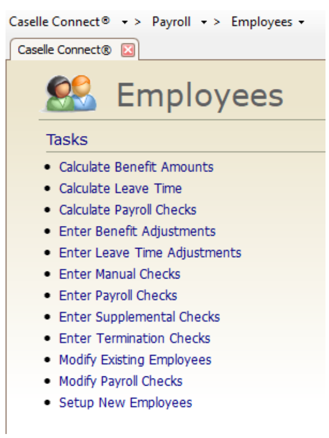
f. Click the back arrow or click Payroll in the menu list



4. Click on Employees from the Payroll Menu



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



b. Update Leave Levels

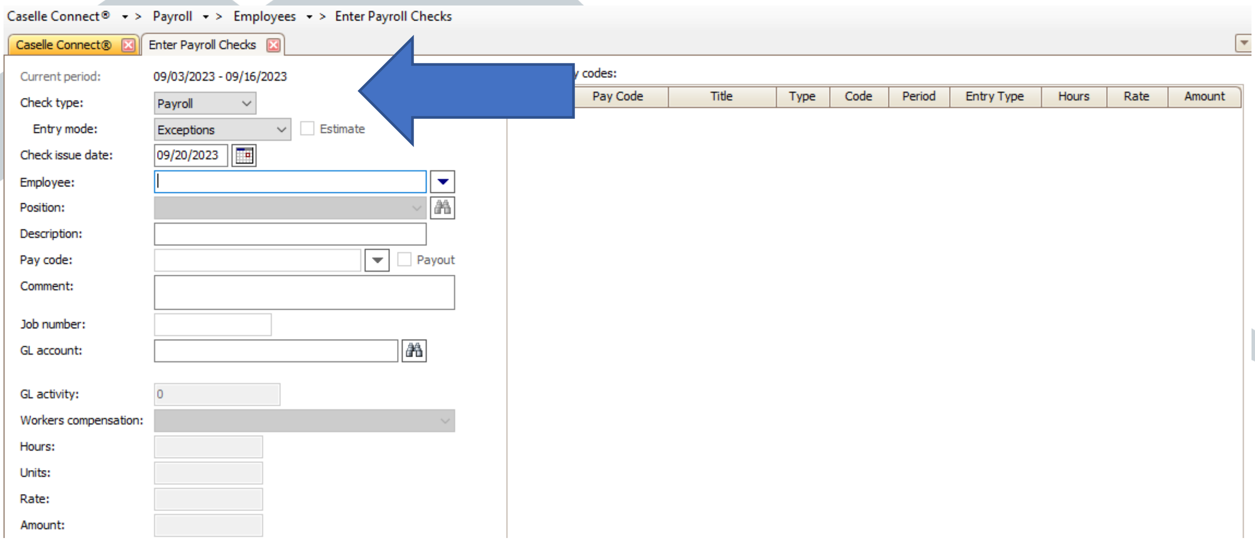
c. Press Go (green circle in upper left corner). You will receive a report of any employee that moved from one leave level to the next. This report will often state no employee's were eligible for a move as most employees only move from one level to the next every couple of years.

d. Click Adjust Leave Carryover Hours (if needed) from the Employee – Miscellaneous menu.

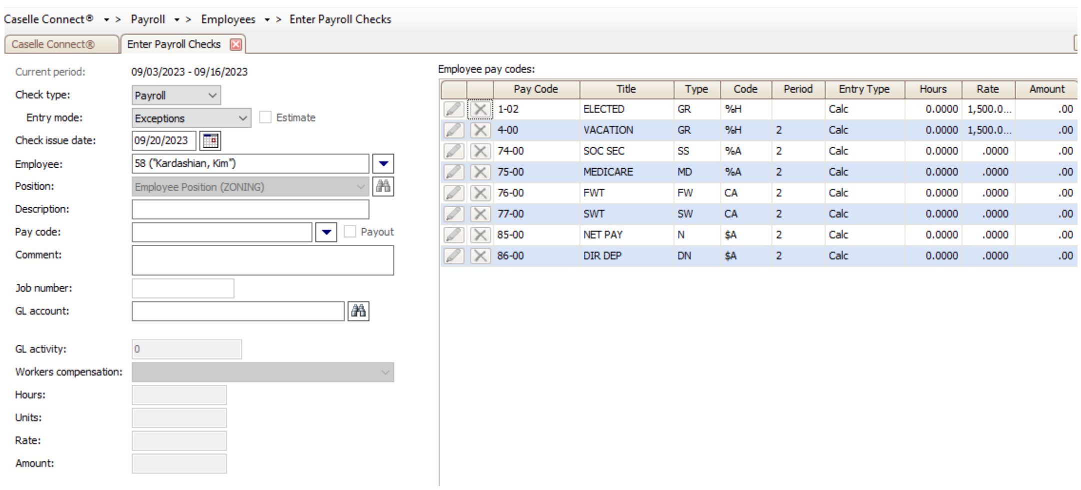
e. Press Go (green circle in upper left corner). This will remove hours above the carryover threshold from the employee bank.

f. Click Enter Payroll Checks

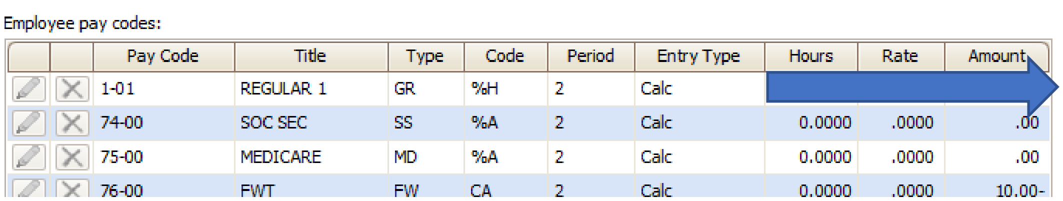
   i. Verify the current pay period dates and check issue date. If anything is wrong go back to step 3.



ii. Enter the employee name or number in the employee field. Click Enter. You may use the drop down arrow to select the search button if you are not successful in typing the employee name.



iii. Enter the pay code for any leave time used or item/hours to be paid in addition to the normal "standard" hours. Employees have standard hours if you can see a "grayed out number in the Hours column of the Employee pay codes box. Click Enter. No entry is needed if there are no exceptions.



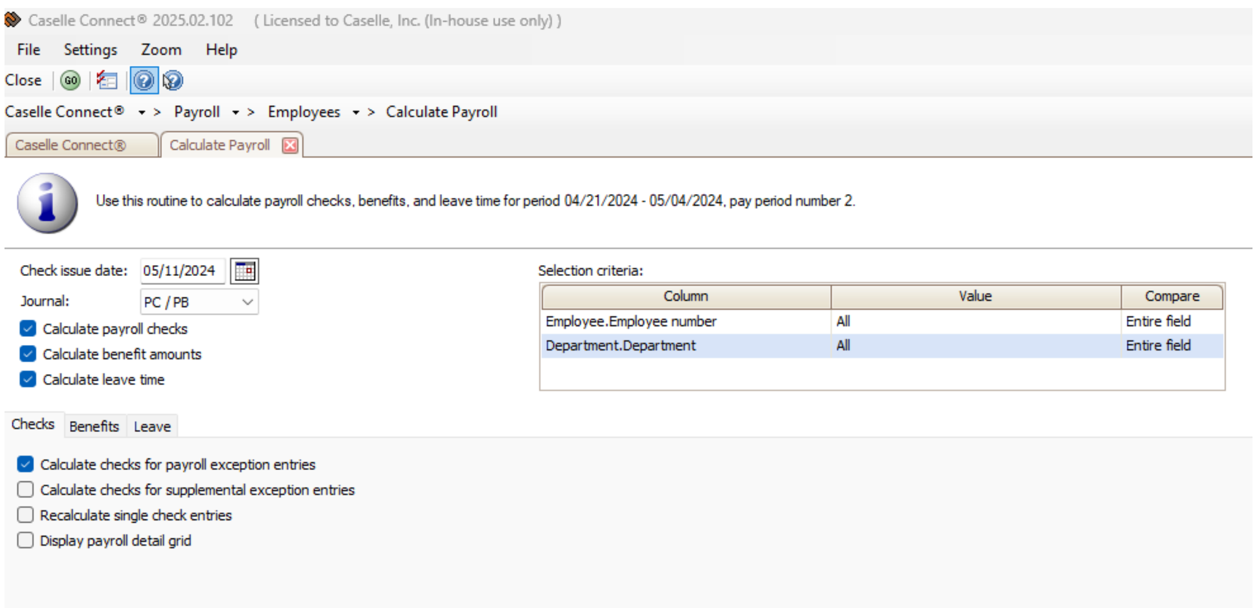
iv. Enter the number of hours or units. Click enter.

v. Click Enter through the Amount field as the system will do the calculations for you.

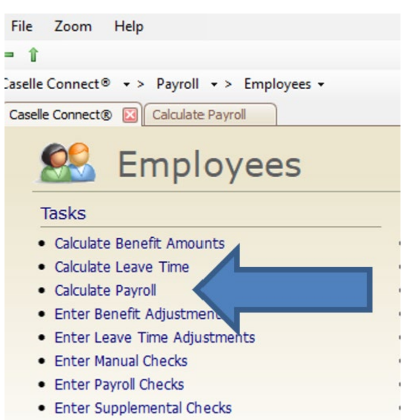
vi. Repeat steps iii through v until you are finished with the employee. Click Enter. This will bring you from the Pay Code field to the Employee field and you can repeat steps ii through v until you are finished.

vii. Close the Enter Payroll Checks screen.

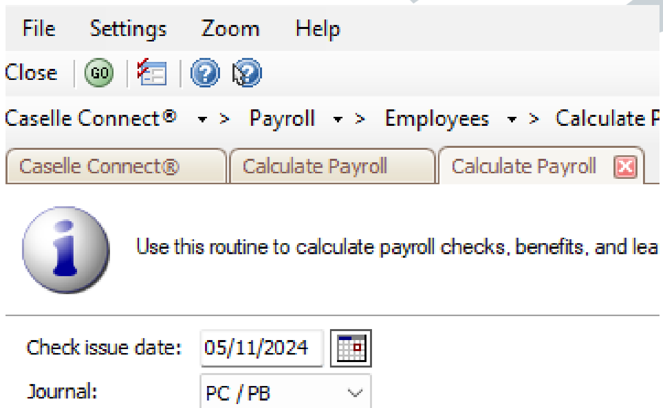
5. New in 2025 – Calculate Payroll – This provides the option of combining Calculate Pay Checks, Calculate Benefits, and Calculate Leave Time into one step.



6. Click Calculate Payroll

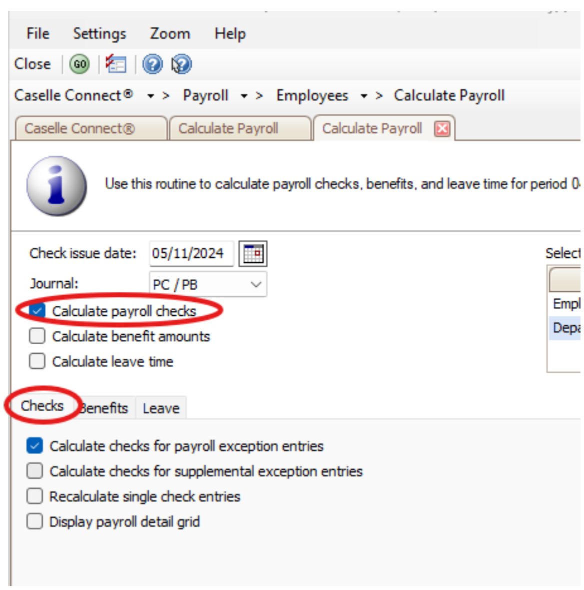


a. Verify check issue date

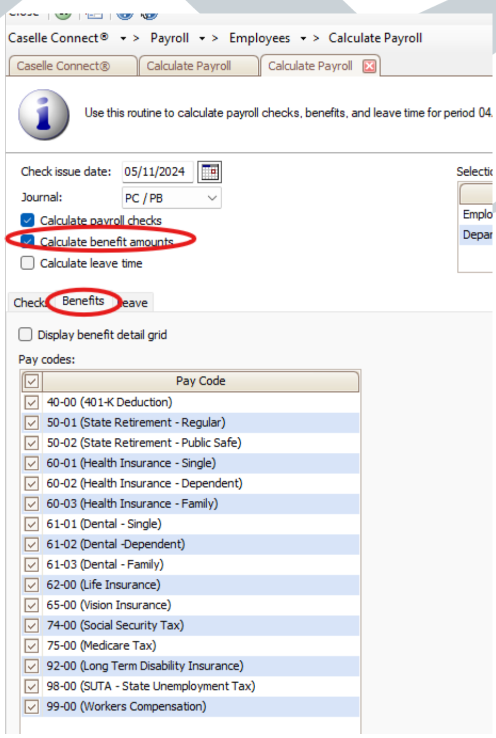


i. Check the box for the calculations to perform.

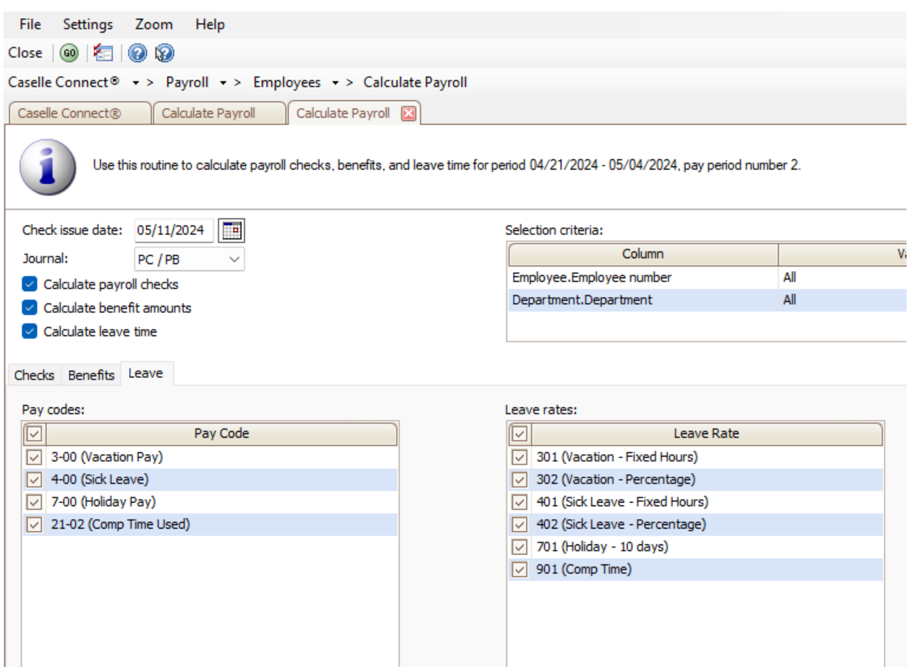
1. Calculate Payroll Checks. If this box is checked, confirm the selections on the Checks tab below.



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



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



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.

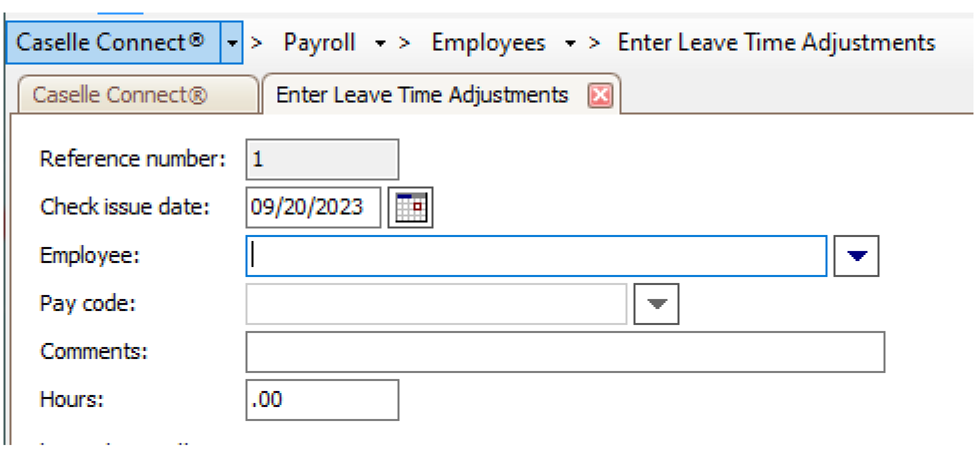
7. Enter Leave Time Adjustments - Click Enter Leave Time Adjustments from the Employee – Tasks menu to record comp time earned or other manual adjustments to employee banks (not time being paid).

    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.

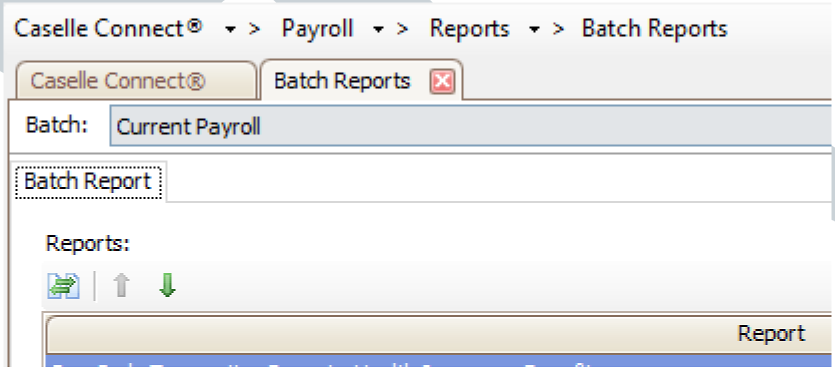


b. Preview the Leave Register and/or Leave Report to proof final balances.

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.

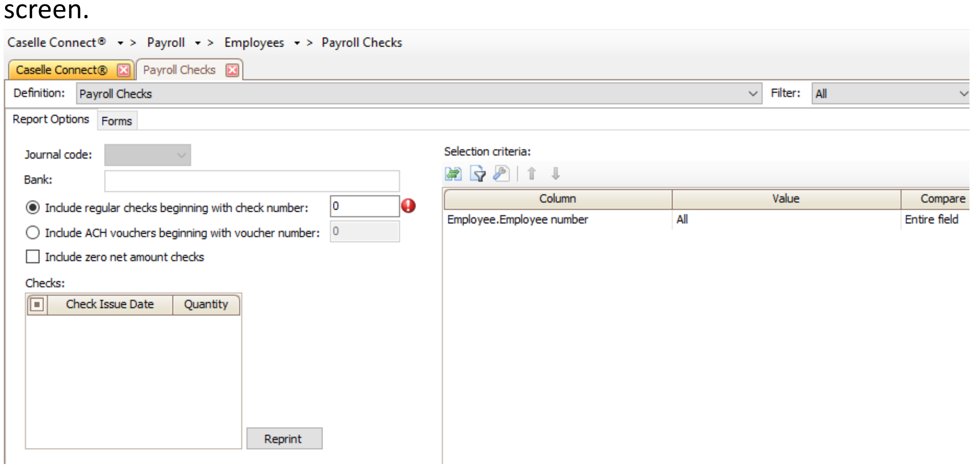
a. Press GO.

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.

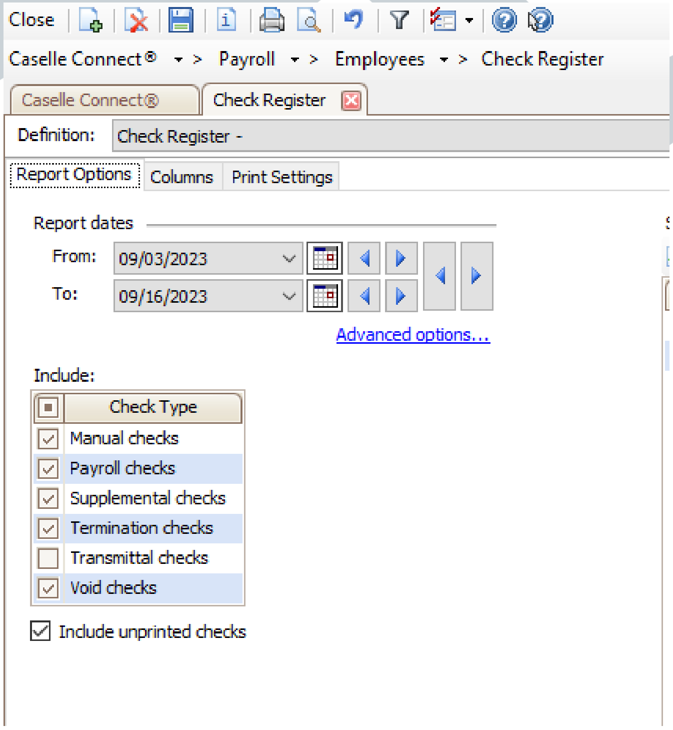
  b. Select Payroll Checks or Direct Deposit from the drop down menu at the top of the screen.



  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.**

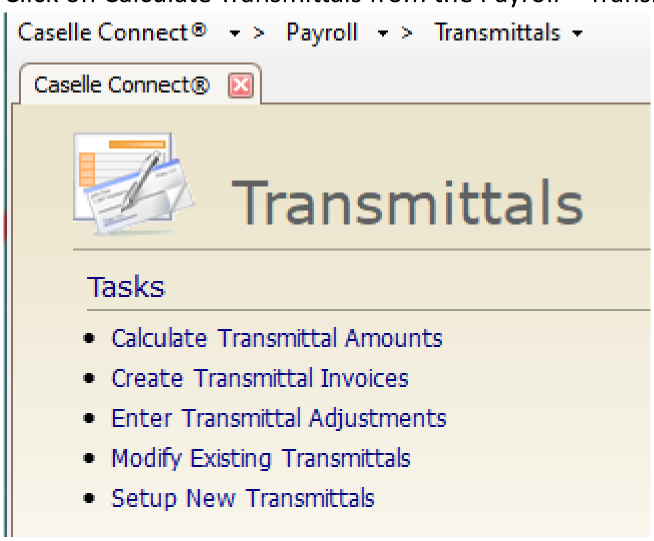
  d. Press Preview at the top of your screen. Review the forms and print.

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



12. Process Transmittals.

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



   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.

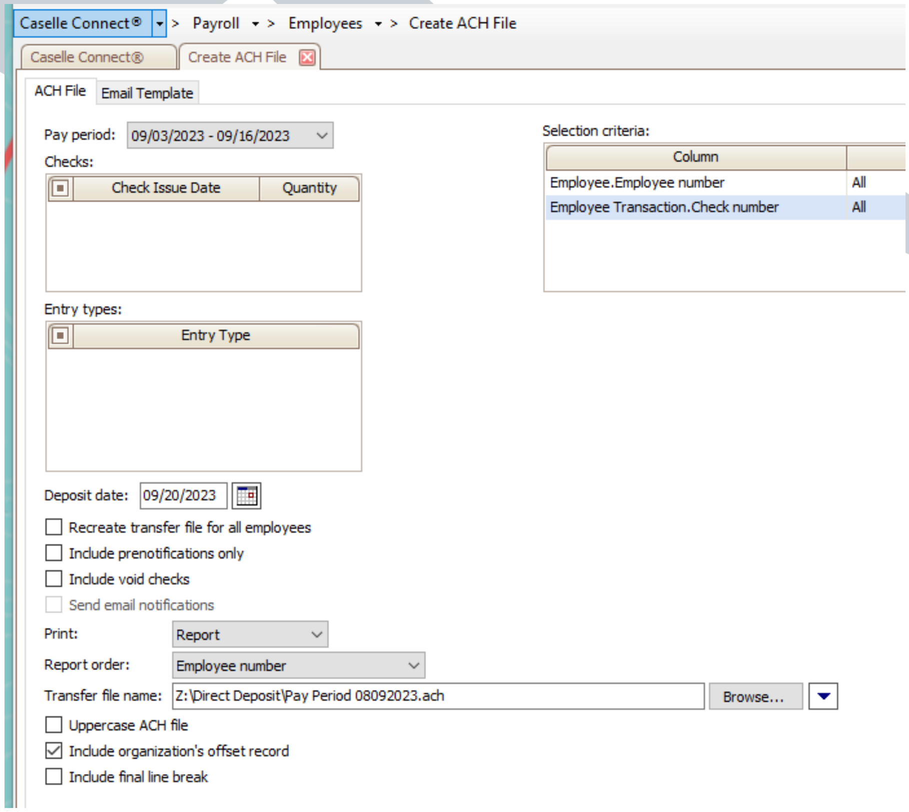
13. Click Checkout. This can be found in multiple Miscellaneous menus.

    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



b. Verify/Update the deposit date.

c. Verify the transfer file name and location.

d. Press GO.

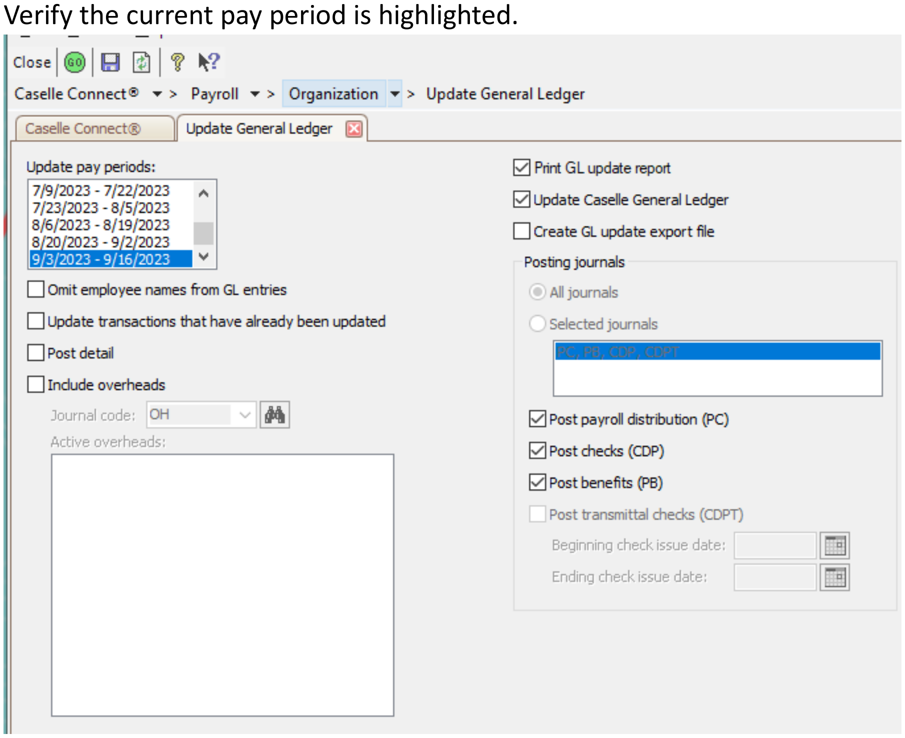
e. This will generate a report for you to review of the amounts that will be deposited into each account for each employee. It will also generate the nacha file for you to transfer to your bank to actually pay the employees.

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.