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## **Payroll Processing Guide**

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# Payroll Processing

## Payroll Processing

Payroll processing is a multi-step process that a company uses to pay its employees. Payments include employees' salaries, bonuses, deductions, wage attachments, and taxes.

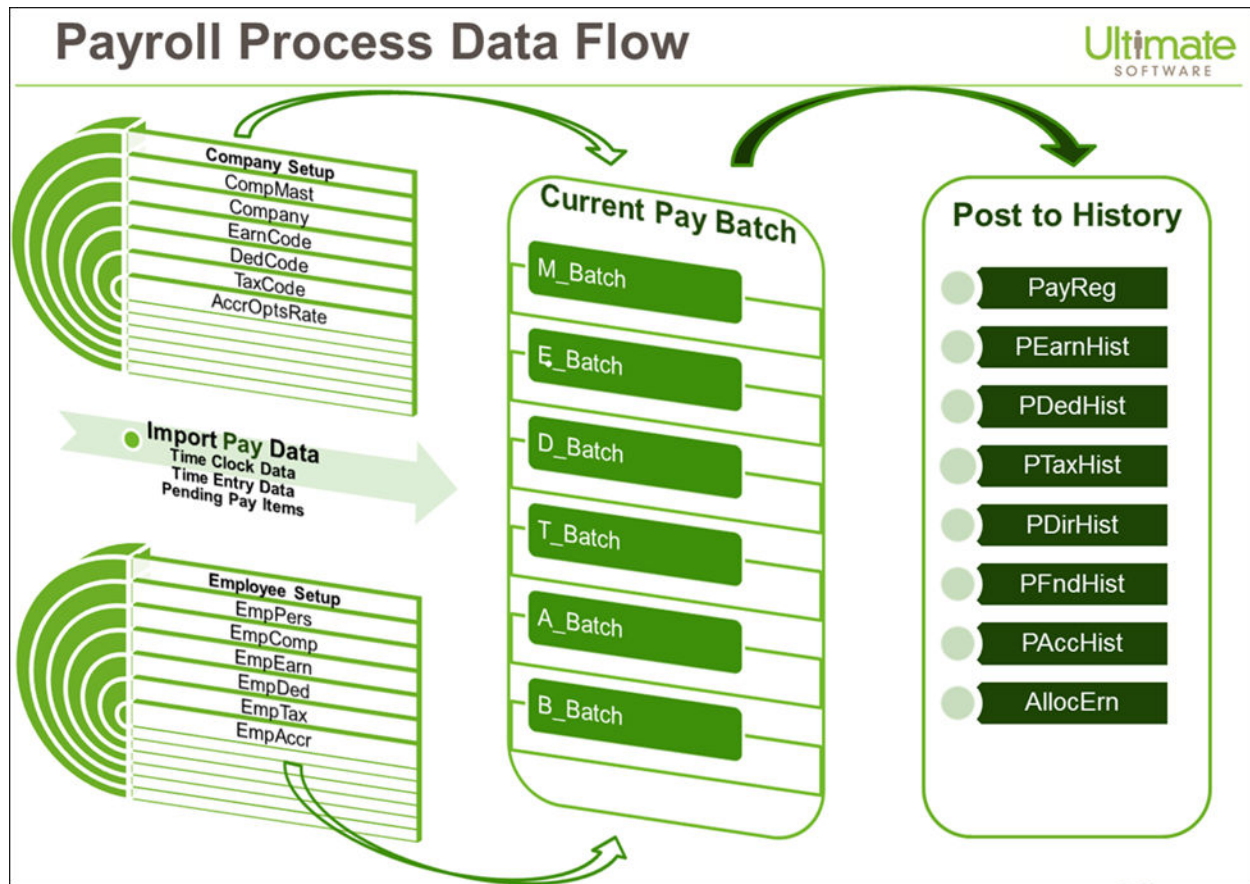
When processing a payroll, you are in control every step of the way. Whether you update an employee's earnings, create an additional check, or import a time clock file, you have the flexibility to process your payrolls accurately.

There are several processes and steps available to process your payroll from start to finish:

Process	Step
Employee Maintenance	<ul style="list-style-type: none"><li>• Complete Employee Maintenance</li><li>• Complete Pre-Payroll Audits</li></ul>
Start Payroll	<ul style="list-style-type: none"><li>• Open Payroll</li></ul>
Create Temporary Work Tables	<ul style="list-style-type: none"><li>• Create Batches</li></ul>
Bring in Time	<ul style="list-style-type: none"><li>• Import Time</li><li>• Validate Imported Time</li><li>• Edit Time Entry</li></ul>
Calculate Payroll	<ul style="list-style-type: none"><li>• Submit Time and Calculate Payroll</li><li>• Make Manual Adjustments</li><li>• Run Pre-Check Audit Reports</li></ul>
Finish Payroll	<ul style="list-style-type: none"><li>• Create the Direct Deposit File</li><li>• Print Pay Documents</li><li>• Post the Payroll</li><li>• Close the Payroll</li></ul>
Create and Print Reports	<ul style="list-style-type: none"><li>• Confirmation and Balancing</li><li>• Create General Ledger and Labor Allocation Export</li><li>• Complete Payroll History Balancing Worksheets</li><li>• Tax Filing &amp; Wage Attachment Reporting</li><li>• Export Files</li></ul>

Payroll is processed in batches. When Create Batches step is completed, a snapshot is taken of all employee and company data and stored in temporary SQL tables. Payroll data flows from through

specific SQL tables during the payroll process. Once the pay batch table is created, you can edit and print employee pay. Once the data is posted to history, employees can view their pay records in pay history.



## Payroll by Pay Group

From the Process Pay section of the payroll gateway, use the view By Pay Group to process a single payroll at a time. When you only have a few payrolls to process, or you need to make many edits to the payroll, process the payroll by pay group.

To process a single payroll, select the pay group link from the Process Pay section. The Payroll Overview page appears.

Process Pay

view: 

By Pay Group

By Status

Find by 

Pay group

starts with

+ -

Search

Pay Period

Pay Group ▲	Pay Group Code	Country	Frequency	Type	Start	End	Pay Date	Payroll Status	Tax Group	Payroll Model
<a href="#">Corp Exec BiWkly</a>	COEXBI	United States	Biweekly	Regular	01/07/2017	01/20/2017	01/19/2017	Ready to start	TG4 CORP	Base
<a href="#">Corp Hourly Wkly</a>	COHRWK	United States	Weekly	Regular	12/31/2016	01/06/2017	01/12/2017	Ready to start	TG4 CORP	Base with Import Time
<a href="#">Corp Salary Wkly</a>	COSLWK	United States	Weekly	Regular	01/07/2017	01/13/2017	01/12/2017	Ready to start	TG4 CORP	Base with Import Time

The Payroll Overview page displays important payroll information and the processes needed to run the payroll successfully. Depending on the payroll model, your payroll has a specified list of steps for processing employee payments.

As each step is processed successfully, a green check mark appears on the left side of the step. If there was a problem, a red X appears next to the step, and you cannot move forward until the problem is resolved.

Payroll Overview

back

print

help

Corp Exec BiWkly

Pay Period Start

01/07/2017

Pay Frequency

Biweekly

Bank Name (...Account)

New World Bank (...1101)

Pay Period End

01/20/2017

Pay Type

Reg

Pay Date

01/19/2017

Payroll Model

Base

Process Payroll

☐ Process without Payroll Reports

Process	Steps	Status	Last Update	Initiated By
<div>✓</div> <div>Start payroll</div>	<div>Open and start payroll for this period</div>	Completed	02/07/2017 11:48:50 AM	Abella, Jeri Edwards
<div>✗</div> <div>Create and calculate payroll</div>	<div>Create payroll work tables</div>	Error	02/07/2017 11:49:29 AM	Abella, Jeri Edwards

## Employee Maintenance

Before opening your payroll, there are several administrative tasks to perform and audit reports to review to ensure a smooth payroll process.

### Complete Employee Maintenance

Before starting the payroll process, ensure that all employee maintenance is up-to-date.

- Hire new employees

- Submit job changes
- Submit terminations
- Submit employee company transfers
- Submit deduction/benefit changes
- Submit direct deposit changes
- Submit tax changes
- Submit pending items
- Submit pre-payroll imports
- Submit workflow approvals
- Submit updates to PTO plans

Update employee records and ensure that all permanent changes are completed before creating batches.

Submit all updates requiring workflow approval. If workflows with effective dates within the pay period are not approved before creating batches, the workflow request is not reflected in the payroll.

### Complete Pre-Payroll Audits

Before beginning your payroll process, complete a payroll audit and verify your payroll and employee information.

The Payroll Gateway page provides an overview of your pay groups, pay calendar, and payroll reports. The gateway also provides direct access to complete payroll functions from the Things I Can Do section.

The screenshot displays the Payroll Gateway interface. On the left, the 'Pay Calendar' shows a monthly view for February 2017, with dates 1 through 28. The 'Process Pay' section in the center features a search bar and a table of pay groups. The table includes columns for Pay Group, Pay Group Code, Country, Frequency, Type, Start, End, Pay Date, Payroll Status, Tax Group, and Payroll Model. The 'Things I Can Do' sidebar on the right lists various actions such as 'Create Instant Checks', 'Add Off-Cycle Payroll', 'Manage Adjustments', 'View Time Import File History', 'View Time Import Details', 'Unresolved Payroll Items', 'View Employee Pay Transferred to Payroll', 'View Status of Direct Deposit Group Files', 'View Pending Pay Items Detail', 'View Pending Pay Items Status History', 'Quick Tours and Tips', 'Payroll - Resources for Administrators', and 'Payroll Gateway Overview'.

Pay Group	Pay Group Code	Country	Frequency	Type	Start	End	Pay Date	Payroll Status	Tax Group	Payroll Model
Corp Exec BiWkly	COEXBI	United States	Biweekly	Regular	01/07/2017	01/20/2017	01/19/2017	Ready to start	TG4 CORP	Base
Corp Hourly Wkly	COHRWK	United States	Weekly	Regular	12/31/2016	01/06/2017	01/12/2017	Ready to start	TG4 CORP	Base with Import Time
Corp Salary Wkly	COSLWK	United States	Weekly	Regular	01/07/2017	01/13/2017	01/12/2017	Ready to start	TG4 CORP	Base with Import Time
Electronics BiWkly Chks	EBWKC	United States	Biweekly	Regular	01/10/2017	01/23/2017	01/19/2017	Ready to start	TG1 TMAP AWE	Expanded Enhanced
Electronics BiWkly DDAs	EBWKL	United States	Biweekly	Regular	01/02/2017	01/15/2017	01/26/2017	Ready to start	TG1 TMAP AWE	Expanded Enhanced
Italy	ITCORP	Italy	Biweekly	Regular	10/05/2013	10/18/2013	10/18/2013	Ready	Not	Expanded

From the Process Pay section, validate your pay group information, including:

- Frequency
- Type
- Start, End, Pay Date



- Payroll Status
- Payroll Model

Select the pay group to view the Payroll Overview page. You can complete the following:

- Edit the payroll model (the selected payroll model remains the payroll model for the pay group until it is changed again)
- Review the payroll steps and reports generated for each step (select the step's Plus icon)
- Review the processing dates
- Review the bank assigned to this pay group
- Process payroll without generating payroll reports, if needed

**Payroll Overview**

Salaried - Weekly

Pay Period Start: 06/25/2016    Pay Frequency: Weekly    Bank Name (.Account): National Bank & Trust (...8802)

Pay Period End: 07/01/2016    Pay Type: Reg

Pay Date: 07/07/2016    Payroll Model: Base [Edit...](#)

**Process Payroll**

☒ Process without Payroll Reports

Process	Steps	Status	Last Update	Initiated By
<a href="#">Start payroll</a>	Open and start payroll for this period			
<a href="#">Create and calculate payroll</a>	<a href="#">Create payroll work tables</a> <a href="#">Calculate gross-to-net for pre-check results</a> <a href="#">Run the Payroll Edit Detail Listing report</a> <a href="#">Run the Pre-check Detail Listing report</a>			

**Things I Can Do**

FOR THIS PAGE

- [View or edit payroll results/instant check](#)
- [View or edit time entry](#)
- [Undo a Payroll Process](#)
- [View Payroll Process History Report](#)
- [View Time for Payroll Processing](#)
- [View Time Import File History](#)
- [View Time Import Details](#)
- [Unresolved Payroll Items](#)
- [View Employee Pay Transferred to Payroll](#)
- [View Status of Direct Deposit Group Files](#)
- [View Pending Pay Items Detail](#)
- [View Pending Pay Items Status History](#)

**Quick Tours and Tips**

[Payroll - Resources for Administrators](#)

Generate Business Intelligence reports to audit your human resource and payroll information. There are several audit reports available in Business Intelligence (Public Folders > UltiPro BI Content > UltiPro BI for Core HR and Payroll > \_UltiPro Delivered Reports > \_Workplace Custom Reports).

You may have customized reports that were created for your company. Edit this area to include company-specific reports to generate (Business Intelligence > Public Folders > zzzCompany Folders > (your company name) > UltiPro).

## Open Payroll

Payroll settings are configured from the Start payroll step. Open your payroll by selecting the Start payroll step.

### Note

An employee's payroll must be open to void a payment. Only employees with an open payroll are available to select to void a payment.



**NAVIGATION: Menu > Administration > Payroll Processing > Payroll Gateway > select a pay group**

1. From the Payroll Overview page, select **Start**. The **Start payroll** page appears.
2. Select the payroll options that apply:
  - **Direct deposits are active for this payroll** - Activates direct deposit for your payroll. If this box is unchecked, the payroll does not include any direct deposit payments.
  - **Regular pay is active for this payroll** - Activates regular pay for your employees. If this box is unchecked, regular pay is not automatically included in the payroll and no regular pay checks are created for autopaid employees.
  - **Compensation Management data is processed with this payroll (0 records available)** - Includes salary adjustments submitted through Compensation Management. The number of available records to include in the payroll is provided in the parenthesis.
  - **Pending Pay Items are processed with this payroll (0 records currently available. If pending pay items are submitted before payroll work tables are created this count will change.)** - Includes any submitted **Pending Pay Items**. The number of available records to include in the payroll is provided in the parenthesis. If **Pending Pay Items** are submitted after **Start Payroll**, there may be more Pay Items included in the payroll than reported on the **Start Payroll** page.
  - **Include approved Retroactive Pay with this payroll** - Includes retroactive payments submitted through Retroactive Pay page. Only retroactive payments with an approved status are included in the payroll.

Process Payroll  
Start payroll  
Corp Hourly Wkly

UltiPro<sup>®</sup> | by ULTIMATE SOFTWARE

Start payroll

run

reset

cancel

print

help

Pay Period Start

06/08/2019

Pay Frequency

Weekly

Pay Period End

06/14/2019

Pay Type

Reg

Pay Date

06/20/2019

Payroll Model

Base

Scheduled

☒ Direct deposits are active for this payroll
 ☒ Regular pay is active for this payroll
 ☒ Compensation Management data is processed with this payroll (0 records available)
 ☒ Pending Pay Items are processed with this payroll (0 records currently available. If pending pay items are submitted before payroll work tables are created this count will change.)
 ☒ Include approved Retroactive Pay with this payroll
 ☒ Minimum wage validations are active for this payroll

Scheduled Earnings

☐ (Search...)
 

<input checked="" type="checkbox"/>	1099M	1099 Misc Wages
<input type="checkbox"/>	ADV	Advances - Wages
<input checked="" type="checkbox"/>	BONP	Production Bonus
<input type="checkbox"/>	BONUS	Bonus Payment
<input type="checkbox"/>	CAR	Car Allowance
<input type="checkbox"/>	CARUP	Car Payment Update

Scheduled Deductions

☐ (Search...)
 

<input checked="" type="checkbox"/>	132P	Parking
<input checked="" type="checkbox"/>	132T	Transit Pass
<input checked="" type="checkbox"/>	401CU	401K Catch Up Contribution
<input checked="" type="checkbox"/>	401KD	401K Def Comp S Contribution
<input checked="" type="checkbox"/>	401KE	401K Employer Contribution Only
<input checked="" type="checkbox"/>	401KL	401K Loan

3. Select the earnings and deductions to include in the payroll.

#### 4. Select **Run**.

### Create Batches

Create batches copies a snapshot of your employees' pay records and creates a temporary table for processing payroll.

All employee maintenance should be completed before this step. Once you create the payroll batch table, any changes made to an employee's payroll data must be manually updated on the employee's pay checks.

#### Note

All updates requiring workflow approval or Pending Pay Items must be submitted before the Create Batches step. If workflows with effective dates within this pay period are not approved before creating batches, the workflow request is not be reflected in this payroll in process.

**NAVIGATION:** *Menu > Administration > Payroll Processing > Payroll Gateway > select a pay group*

1. From the Payroll Overview page, select Create Batches.
  - Automatic pay is added to employees' pay for employees configured to be paid automatically.
  - Scheduled earnings and deductions are added to employees' pay check for Active employees
2. In some payroll models, the Bring In Time step includes both batches and PTO requests taken during this pay period. Once this step is complete, the PTO requests are marked as Processed on the employee's record.

### Bring in Time

There are several ways to bring in employee earnings and deductions into your payroll. Once your employees' time is entered into payroll, calculate the payroll to reveal any exceptions.

#### Import Time

Process and import time files to enter employee hours or amounts for your payroll. Use time import templates to import payroll data from an outside source to employee pay checks.

The **Bring In Time** and **Verify Time** steps are available according to the selected payroll model. You can bring in time and verify time for multiple import templates. The selected template includes specific columns to import payroll data (for example, earnings hours, deduction amounts, or allocations).

Before importing time, verify the file format and complete the following:

- Remove special characters from filenames (\*!~?-&).
- Find and replace any spaces or punctuation from fields.
- Remove spaces from files except for the header row.
- Save the file as a CSV or TXT file format.

**Note**

Once configured, UltiPro Time Management provides employee time files to import from the Bring in Time step. The **Time for Payroll Processing** page enables you to view or delete listed Time Management files that have been uploaded (Menu > Administration > Payroll Processing > Payroll Gateway > Things I Can Do > View Time for Payroll Processing).

The Import, Verify Time, and Run Validation Report for Imported File step automatically generates a **Time Import Validation** report for each file that is imported as well as the pay group. Review the reports from the Completed tab of the Standard Reports page (Menu > Administration > Reporting > Standard Reports > Completed). If the report is blank, there are no import exceptions.

**NAVIGATION:** *Menu > Administration > Payroll Processing > Payroll Gateway > select pay group*

1. From the Payroll Overview page, select **Bring in Time**. The **Import Time** page appears.
2. Select the applicable **Import Template**. The **Import Template** drop-down list shows the available templates based on the selected pay group.
3. Select **Browse** to navigate to the import file.
4. Confirm the filename and template in the **Selected Files** section.

## Import time

run reset cancel print help

A Time Import Validation report will be produced for each file imported.  
See Reporting / Standard Reports / Completed tab or Reporting / File Transfers to view the report.

**Pay Group**

- Corp Hourly Wkly

Pay Period Start 04/21/2018 Pay Frequency Weekly  
 Pay Period End 04/27/2018 Pay Type Reg  
 Pay Date 05/03/2018 Payroll Model Base with Import Time

**Add Files**

Import Template Time Import for CORP Hourly ▾  
 Import File [Choose File](#) No file chosen

**Selected Files**

Time Import for CORP Hourly
Time Import for CORP Hourly - COHRWK.csv <a href="#">(X)</a>

5. Select **Run**.

All files are imported to temporary Time Clock Import tables. The files are processed and validated against employee data.

6. Review the **Time Import Validation** standard reports.

7. Select the **Exceptions** link, as needed, to view error details associated with the import file.

Process	Steps	Status	Last Update	Initiated By
Start payroll	Open and start payroll for this period	Completed	04/20/2018 4:49:30 PM	Abella, Jeri Edwards
Create batches	Create payroll work tables	Completed	04/20/2018 4:49:56 PM	Abella, Jeri Edwards
Bring in time	Import, verify time and run validation report for imported file	Completed	04/20/2018 5:16:14 PM	Abella, Jeri Edwards
Verify time	Verify imported time			

[Exceptions](#)

8. Correct any import file errors.

9. Cancel time and process the **Bring in Time** step again, as needed.

### Time Import Validation Tools

Multiple resources and reports are available to help you validate time import data and correct exceptions to ensure accuracy.

The following items are available to help you verify data in the import file:

Tool Name	Description
<b>Time Import File History Page</b>	Accessed from <b>Things I Can Do</b> , this page provides details of the imported time files. This page indicates if the file has been imported successfully or if the file includes exceptions. Employee details appear based on your security settings.
<b>Time Import Details Page</b>	Accessed from <b>Things I Can Do</b> , this page populates after you process the Bring in Time step and then clears after you complete the Submit step. This information supplements the Time Clock Balancing report details, so both can be used to validate your imported time.
Time Import Exceptions Report	Accessed from the Exceptions link on the Payroll Overview page ( <b>Menu &gt; Administration &gt; Payroll Processing &gt; Payroll Gateway &gt; select pay group</b> ), includes errors that occurred during the time clock import. If the link does not appear, there are no import exceptions.
Time Clock Balancing Report	Accessed from the Standards Reports page ( <b>Menu &gt; Administration &gt; Reporting &gt; Standard Reports &gt; Completed</b> ), includes a summary of all employee data that was imported via the time clock import.

#### Note

Report names are appended with the pay group code and period control number.

### Validate Imported Time

Verify the time import file by checking the imported information with employee changes made since the Bring in Time step was completed.

The Verify Time step automatically generates two standard reports, Time Clock Import Validation and Time Clock Balancing.

**NAVIGATION:** *Menu > Administration > Payroll Processing > Payroll Gateway > select pay group*

1. From the **Payroll Overview** page, select **Verify Time**. Review the two standard reports generated for each verified import file.
2. Select **Cancel Time Import & Lose Changes**, as needed, to delete all imported earnings, deduction, and tax information. After completing this step, you can initiate the **Bring In Time** step again.
3. Select **Submit Time and Calculate Payroll** to submit valid imported information to the payroll batches. After this step is completed, the imported data is deleted from the temporary tables.

## Modify Time Entry

Manually modify imported time details for employees to ensure accuracy with time entry totals and payroll-related information.

The Bring in Time and Verify Time Entry steps are available according to the payroll model. These steps bring in time for autopaid employees. Once the time is imported, review and modify the time associated with each employee in the pay group in the Time Entry section of the View or Edit Time Entry page.






The Time Entry Worksheet enables payroll processors to input and submit time (earnings, deductions, and hours worked) using a designated time entry template. The worksheet looks similar to a spreadsheet and can include rows of employee names, columns of earnings or deductions, and cells for data entry.

The Verify Time Entry step automatically generates the Web Time Entry Exceptions standard report. Review the report from the completed tab of the Standard Reports page (Menu > Administration > Reporting > Standard Reports > Completed).

**NAVIGATION:** *Menu > Administration > Payroll Processing > Payroll Gateway > select pay group*

1. From the Payroll Overview page, select Bring In Time. The Bring In Time page appears.
2. Update the default time entry options, as needed.
3. Select Run. The Payroll Overview page appears.
4. In the Things I Can Do section, select Edit Time Entry.
5. From the Enter Time page, complete the following tasks:
  - Review time entry totals.
  - Enter payroll information (hours, earnings, and deductions) for employees.
  - Add additional checks for employees.
  - Delete current time entry information.

## Enter Time

Pay Period Start 01/07/2017

Pay Frequency Weekly

Pay Period End 01/13/2017

Pay Type Reg

Pay Date 01/12/2017

Payroll Model Expanded Enhanced

Time Entry Template

Weekly

Search:

[\[Clear Filters\]](#)

Actions:

Configuration Options

Employee Information

Mass Update

Export to Excel (\*.xls)

Full Name	Employee Number	Department Code	Job Code	SAL Hours	BONUS Amount	HO
Dale, Caron Allyssa	400100011	WEBD	WEBMGR	40.0000	N/A	
Keeley, Eva Carol	400100012	SYSM	WRKFLADM	40.0000	N/A	
Michaels, RYANNE DAN	400100013	SYSM	DBA	40.0000	N/A	
Owens, Charlotte Virgi	400100014	WEBD	WEBADMIN	40.0000	N/A	
Underwood, Daphne J	400100015	PAYR	PAYADMIN	40.0000	N/A	
Ames, Cooper Thom	400100016	SYSM	SYSADMIN	40.0000	N/A	

- When completed, select Save and Finish.
- From the Payroll Overview page, select Verify Time Entry.
- Review the Web Time Entry Exceptions standard report.
- Select Cancel Time Import and Lose Changes, as needed. If there are many errors in the import or time entry, reset the temporary time import tables.

## Calculate Payroll

Before finalizing your employees' payments, audit your employee information and enter any outstanding adjustments. The payroll is unable to finish with any exceptions or discrepancies to employee's pay checks.

### Submit Time and Calculate Payroll

Submit imported time to the payroll batch tables and calculate payroll.

The gross-to-net amounts are calculated for all checks in the payroll batch tables. The Submit Time and Calculate step automatically generates the following standard reports:

Report	Description
Pre-Check Exceptions	Provides an audit of the current payroll with potential issues to employee payments. Review for any inconsistencies before printing checks. If the report is blank, there are no import exceptions.
Payroll Edit Detail Listing	Provides information that can be used to verify that the payroll data was correctly entered or imported for the current pay period.



Report	Description
Pre-Check Detail Listing	Provides a detailed list of each employee pay information. Use this report to find data errors after finalizing payroll, but before posting information to the history tables. The report provides employee information not included in the payroll edit listings but does not provide employer information. Review the Pre-Check Summary Liability Listing report to view employer information.

Review these reports from the completed tab of the Standard Reports page (Menu > Administration > Reporting > Standard Reports > Completed).

**NAVIGATION:** *Menu > Administration > Payroll Processing > Payroll Gateway > select a pay group*

1. From the Payroll Overview page, select Submit Time and Calculate Payroll. The payroll calculates each pay check's gross-to-net amounts.
2. From the Available page, review the generated reports.
3. As you make updates to employee payroll data, you can select Calculate payroll as many times as necessary.

### Make Manual Adjustments

View and edit employee check details, enter adjustment checks, or add additional checks to your payroll after the calculation step.

Use the View or edit payroll results/instant check page to perform additional payroll actions:

- Create, post, and print instant checks
- Modify employee pay check details (changes made directly to the Pay Detail page do not permanently update the employee's record)
- Add additional pays, such as for bonus or travel reimbursement
- Add Regular pays to employees without a regular pay check (such as terminated employee's final payment)

### Note

Instant checks are on-demand checks and can be created with or without running payroll.

Modify individual employee pay checks from the Pay Detail page.

If the web access rights are enabled, add eligible earnings and deductions directly to the employee's record and pay check from the Pay Detail page. The Earnings or Deduction tab enables you to update employees' pay information without navigating away from the payroll. Updates made from the Earnings or Deduction tab of the Pay Detail page permanently update the employee's record.

**NAVIGATION:** *Menu > Administration > Payroll Processing > Payroll Gateway > select a pay group > Things I Can Do > View/Edit Payroll Results/Instant Check*

1. From the View/Change Payroll Results page, select the check box next to the employee's name.
2. From the Actions drop-down list, select Create Instant Check.
3. Select OK. The instant check is created and the employee's name is able to be selected.
4. Select the employee's name.
5. From the View/Change Employee Pay Check page, enter the pay information.

### Note

If the employee already contains a regular pay check, select Next from the View/Change Employee Pay Check page to view the newly created instant check.

6. Update the pay date, tax frequency, bank, or check number for this check, if needed.

**Pay Detail** | Earnings | Deductions

### View/Change Employee Pay Check

back next delete save recreate cancel help close

Employee status: Active | Print status: Not printed | Pay number: 2 of 2  
 Payroll Date: 01/19/2017 | ☐ Post only | Pay type: Instant Check  
 Pay date: 01/19/2017 | Check number: 5512 | ☐ Gross Up  
 Tax frequency: Biweekly | Bank: New World Bank

**More employee information**

**Earnings**

Earning	Hours	Amount	Pay rate	Job
Bonus	0.0000	500.00	0.0000	Chief Administrative Ofc (CAO)

Displaying 1-1 of 1 records | Records per page: 20

**Deductions**

Deduction	Amount	ER cur amt
401K Def Comp	25.00	10.00

**Total: \$313.50**

7. If this check is only recorded on the employee's profile and is not printed, select the Post Only check box. Post only checks are not included in Pre-Check standard reports.
8. When completed, select Save and Close.
9. From the View/Change Payroll Results page, select all instant checks ready to print.
10. From the Actions drop-down list, select Print Instant check.
11. Select OK. The instant check is printed and available in the File Transfers page.
12. From the View/Change Payroll Results page, select all instant checks ready to post.
13. From the Actions drop-down list, select Post Instant check.
14. Select OK. The instant check is posted and available to view on the employee's profile.

15. From the Payroll Overview page, select Calculate. The Calculate step can process as many times as needed, but must be done one final time before the next step.

## Run Pre-Check Audit Reports

Generate reports to audit your payroll information before closing your payroll.

- Generating the Pre-Check Calculation Errors report
- From the View or edit payroll results/instant check page, sorting your employees (Descending order) by Uncalculated or by Discrepancies
- From Things I Can Do, select Unresolved Payroll Items

### Unresolved Payroll Items

back
 refresh
 print
 help

Below are all the checks with payroll calculation errors, checks not yet calculated or instant checks not printed which must be resolved to proceed with the payroll.

Find by Last name starts with

Actions

Name	Employee Number	Pay Group	Company	Division	Department	Job	Pay Number	Error Type	
<a href="#">Aldaco, Noe R.</a>	981784320	Hourly - Weekly	ABC Company(ENT)(1)	Administration Division	Finance	Admin Assistant 1	1	Instant check is not printed	

Generate and review these reports upon completion of changes to employees' pay.

Report	Description
Pre-Check DDA Listing	Provides a listing of employees receiving direct deposits for this payroll, categorized by bank account.
Pre-Check Detail Listing	Provides a complete gross-to-net breakdown, detailing all earnings, taxes, and deductions, by employee. Verify several employees, especially those employees who have changes effective on this payroll.
Pre-Check Exceptions	Provides an audit of the current payroll with potential issues to employee payments. Review for any inconsistencies before printing checks. If the report is blank, there are no import exceptions.
Pre-Check Deductions by Deduction Code	Provides the current employee, employer, goal, and balance amounts for all deduction codes. Using the report filters, modify the report to include more or less deduction codes to review.
Pre-Check Earnings Listing	Provides a listing of all earnings paid, by code, to each employee for the current payroll. Verify the hours entered for each earnings code.
Pre-Check Summary Liability Listing	Provides information for UltiPro Tax Filing and Wage Attachment Disbursement services. This report provides a total projected funding

Report	Description
	for net pays, tax, and wage attachment disbursement. Use this report to identify the total funding amount for which the company is responsible.  Additionally, this report provides current payroll totals for the grouping selected. The report also provides subtotals based on the Sorting selection.
Pre-Check Summary Listing	Provides a grand total of all your earnings, deductions, and taxes (including employee and employer amounts). It also provides a total for live checks and direct deposits.
Employees Not Paid Edit Listing - Current Period	Provides a list of active employees who have not been paid for the current pay period.

Send site appropriate personnel pre-check validation and approval request. Coordinate any necessary adjustments with payroll personnel:

- Payroll personnel enter adjustments and recalculate payroll
- Restart notification process to appropriate site personnel approver

The appropriate site personnel can return signed copy of total page indicating approval.

## Finish Payroll

During the Finish Payroll process, several steps are completed automatically as your payroll is printed, distributed, and posted to history.

### Create the Direct Deposit File

Create a direct deposit file for each pay group.

If direct deposit or NACHA file payroll automation is configured, then the direct deposit files are automatically created, combined, and sent to your financial institution. The Direct Deposit Print file is available from the File Transfers page (Menu > Administration > Reporting > File Transfers). Use the Direct Deposit print file to view or print copies of the Direct Deposit Advices.

Confirm receipt and totals with your bank.

### Important

Once the checks have been printed, the payroll cannot be modified.

**NAVIGATION:** *Menu > Administration > Payroll Processing > Payroll Gateway > select a pay group*

1. From the Payroll Overview page, select Print. All calculated transactions are printed, and direct deposits (DDAs) are generated. If a third party prints the DDAs, the check export files are generated.

2. From the File Transfers page, review your Direct Deposit print file.
3. Validate that your bank file totals balance to your Pre-Check Summary Liability Listing (specific to bank required process).
4. Verify the deposit amounts using the Direct Deposit Register standard report.

### Print Pay Documents

Print employee pay checks for each pay group.

The Pay Documents are available from the File Transfers page (Menu > Administration > Reporting > File Transfers). The Check Positive Pay file is available when printing live checks.

Confirm receipt and totals with your bank.

### Important

Once the checks have been printed, the payroll cannot be modified.

**NAVIGATION:** *Menu > Administration > Payroll Processing > Payroll Gateway > select a pay group*

1. From the Payroll Overview page, select Print. All calculated transactions are printed, and checks are generated. If a third party prints the checks, the check export files are generated.
2. From the File Transfers page, review your Check Positive Pay file.
3. Validate that your bank file totals balance to your Pre-Check Summary Liability Listing (specific to bank required process).
4. Verify the check totals using the Pay Check Register standard report.

### Post the Payroll

The Finish step posts the pay data from the temporary batch tables to the employee check history.

**NAVIGATION:** *NAVIGATION: Menu > Administration > Payroll Processing > Payroll Gateway > select a pay group*

1. From the Payroll Overview page, select Finish payroll. The payroll information from the temporary batch tables is posted to the employee check history.
2. Review the reports generated when the payroll is posted.

### Close the Payroll

Close your payroll to finish the payroll process. Once the Finish step is completed, the payroll is closed and the next scheduled payroll is now available to start.

**NAVIGATION:** *NAVIGATION: Menu > Administration > Payroll Processing > Payroll Gateway > select a pay group*

1. From the Payroll Overview page, select Finish payroll. When completed, the pay period is closed and all accumulators are updated. All scheduled export files are generated, including ACH Direct Deposit, Wage Attachments, Tax Liability, and Checks.
2. From your File Transfers, confirm the creation of the Tax Filing and Wage Attachment Export Files. The naming conventions for these files are:
  - Tax File:  
     OLD1000\_OLDCA\_UTFSTAX\_[Pay Group Code]\_[PayDate]\_[CreationDate]\_[FileID].pts
  - Wage Attachment File:  
     OLD1000\_OLDCA\_ULTIWAD\_[Pay GroupCode]\_[PayDate]\_[CreationDate]\_[FileID].wag
3. From the Monitoring page, verify the status of the automated files if you do not see copies of the file.
4. Notify your payroll team that wage files have been sent
5. Request the Wage Analysis report.
6. Send finance funding documents within your organization.
7. Communicate to your bank and provide the Direct Deposit Files, Positive Pay Files, and negative positive pay file for any voided checks.

## Create and Print Reports

After your payroll is completed, generate the audit reports, balance the payroll totals, and process your General Ledger.

### Confirmation and Balancing

Balance your completed payroll and create funding documents. Run additional posted payroll audit reports, as needed.

Several reports are generated when payroll is closed. These reports are also available for Canada payrolls (the letters "CAN" appear at the end of the report names to designate Canada reports).

Review these payroll audit reports:

Report	Description
Detail Payroll Register	Provides a listing of all transactions for the pay period. Print this report each pay period and maintain it as the hard copy audit for pay statements issued to each employee. This report does not provide employer payroll amounts.
Summary Payroll Register	Provides a grand total of the payroll's gross-to-net breakdown, detailing all earnings, deductions, and taxes for employee and employer amounts.  This report should be used to reconcile the payroll with the Cash Analysis.

Report	Description
Pay Check Register	Provides those employees receiving live checks on this payroll. Includes the check number, pay date, net amount, and more.
Direct Deposit Register	Provides those employees receiving direct deposits on this payroll. Includes, bank information and deposit amounts.
Detail Deductions by Deduction Code	Includes deduction subtotals, by deduction code, for the pay period or periods selected and includes information for each employee. Used for Deductions included on the Wage Attachment export.
Retro Tax Adjustments Reconciliation Detail	Provides list of any tax changes that are retroactively applied to previous payrolls. The liabilities from these tax changes are applied to the current processed payroll. This report should be used to reconcile with the Cash Analysis.
Tax Liability Grand Total	Provides the agricultural federal, state, and local tax liabilities incurred for the pay period or periods selected. Use this report each pay period to obtain the tax deposit amounts for the taxes incurred for the pay period. The report can also be run for any pay period in order to make tax deposits, balance Forms 941, and verify Forms W-2 totals.

In addition to these reports, the following Canada post payroll reports are available:

- Negative Wage Detail (CAN)
- Pensionable and Insurable Earnings Review (PIER)
- Employees Not Paid Edit Listing (CAN)
- Tax Liability Grand Total (CAN)

### Create General Ledger and Labor Allocation Export

After your payroll is completed, create the General Ledger (GL) Report and Export Files.

#### Important

After processing your General Ledger, the GL Summary Distribution and GL Summary Suspense reports appear in the Completed tab of the Standard Reports page. The GL Export file appears on the File Transfers page.

#### **NAVIGATION:** *Menu > Administration > Reporting > General Ledger*

1. From the General Ledger page, select the applicable country.
2. From the General Ledger section, select the option for General Ledger and Labor Allocation or Labor Allocation.
3. From the Include section, select the applicable combination of earnings, deductions, taxes, or paid time off.



4. From the Company section, select all applicable companies from the Available box and move them to the Selected box.
5. From the Export Template section, select the GL template from the drop-down list for the export to be processed.
6. From the Ledger Period section, select an individual pay group from the drop-down list or select All to process all applicable pay groups.
7. When an individual pay group is selected, the Pay Date - Period End - Type option appears. Select the applicable Pay Date - Period End - Type value from the drop-down list for the From and To fields.

### Note

When the All value, indicating all pay groups, is selected in the Ledger Period section, enter the From and To dates for the calendar period or use the Calendar icon to select the dates.

8. Select **Run**.
9. Select Reset to continue to process the GL for additional pay groups, as needed.

### Complete Payroll History Balancing Worksheets

Balance your payroll totals using the balancing worksheets available from the Learning Center.

- Year-End Payroll History Balancing Worksheet for US

- Year-End Payroll History Balancing Worksheets for Canada
- Payment Services Balancing Worksheet

	A	B	C	D	E	F
1						
2		Per Payroll Balancing Sheet	Check Date	TLGT	Cash Analysis	Variance
3		Payroll				0.00
4		Supplemental Payroll				0.00
5		January Total		0.00	0.00	0.00
6						
7		Per Payroll Balancing Sheet	Check Date	TLGT	Cash Analysis	Variance
8		Payroll				0.00
9		Supplemental Payroll				0.00
10		February Total		0.00	0.00	0.00
11						
12		Per Payroll Balancing Sheet	Check Date	TLGT	Cash Analysis	Variance
13		Payroll				0.00
14		Supplemental Payroll				0.00
15		March Total		0.00	0.00	0.00
16						
17		Monthly Balancing Sheet		TLGT	Cash Analysis	Variance
18		January				0.00
19		February				0.00
20		March				0.00
21		Monthly Balancing Total		0.00	0.00	0.00
22						

## Tax Filing & Wage Attachment Reporting

Balance tax filing and wage attachment reporting to validate your payroll information with Tax Filing Services.

Tax Filing Reports:

Report	Description
Cash Analysis (by FEIN)	Provides all tax codes and actual amounts that UltiPro will debit from your bank account for this payroll.  This report can be run by component company but not by pay group.
Cash History (by FEIN)	Provides a historical view of your bank account's cash for tax liabilities and can be used to balance your payroll. The report contains the transaction status, type, method, amount, period end date, liability due date, collection date, confirmation number, bank routing number, bank account number, and ID. You can filter this report according to component company.
Deposit History (by FEIN)	Provides the payroll tax liability amounts by status (Pending or Deposited), by tax code, and by tax code description/amount, including the per control by company. You can determine the liability due date, pay date, liability frequency rule, and payment method.

Report	Description
Wage Summary	Includes taxable wage calculations, by company or pay group. This report should be used to reconcile the payroll with the Cash Analysis.

#### Wage Attachment Reports:

Report	Description
Wage Attachment Cash Analysis (by FEIN)	<p>Lists all wage attachments (garnishments) amounts that UltiPro will debit from your bank account for this payroll.</p> <p>This report is usually available two hours after the payroll is complete, unless there are errors on the wage attachment export file.</p>
Wage Attachment Cash History (by FEIN)	Provides detailed deposit history associated to each pending or posted wage attachment transaction. The report contains the employee information, transaction status, case ID, wage attachment amount, pay date, confirmation number, and payee. You can run the report for one or more company or according to the payroll. Updated information is available 24 hours after closing your payroll.
Wage Attachment Deposit History (by FEIN)	<p>Provides the wage attachment data relative to the company for those wage attachments provided in a given payroll. The report can be used to determine the status (Pending or Deposited) of the following:</p> <ul style="list-style-type: none"> <li>• Wage Attachment</li> <li>• Type</li> <li>• Employee Name</li> <li>• Amount of the Wage Attachment Deduction</li> <li>• Due Date</li> <li>• Payment Creation Date</li> <li>• Payment Date of Wages</li> </ul> <p>The payment method (CHK or EFT) is also provided. If the payment is a check, the payee name, which is printed on the payment document, and the check number (confirmation field) appear.</p>

For tax validation, balance the Cash Analysis (by FEIN) report to the Tax Liability Grand Total report. Balance the Wage Cash Analysis to the Summary Payroll Register.

For wage attachment validation, balance the Wage Attachment Cash Analysis (by FEIN) report to the Detail Deductions by Deduction Code. Run these reports using a Selection of those deduction codes included in the Wage Attachment file.

### Export Files

Export all payroll-related files to your Third Party Vendors.

- General Ledger
- Accounts Payable (A/P) data
- Benefit data

## Undo a Payroll Process

In certain scenarios, it is more efficient to undo a process than it is to edit individual checks. When a payroll process is undone, the process is available to run again.

- Start Payroll
- Create Payroll Work Tables
- Import Time, Verify Time
- Calculate Payroll

If the Cancel Time & Lose Changes step is not available, the previous payroll step must be undone to remove time import data. Any payroll process initiated after checks have been printed cannot be undone. No other changes can be made to the payroll until the Undo process completes.

### Important

Undo does not remove any of the pay group's payroll reports from the Completed Standard Reports or File Transfers pages. If payroll reports are generated upon completion of the Undo process, ensure that you are viewing the most recent versions and the correct data.

An audit report is available from the Payroll Process History page (Payroll Processing > Payroll Gateway > Things I Can Do section > View Payroll Process History Report). This page reports the processes that were completed successfully for the pay group's most recent pay period. Information from the Payroll Process History report can be exported in .XLS or .CSV format by selecting the format from the Actions drop-down list.

**NAVIGATION:** *Menu > Administration > Payroll Processing > Payroll Gateway > Things I Can Do section*

1. From the Things I Can Do section, select Undo a Payroll Process. An indicator, Undo, appears next to the payroll process that can be undone.
2. Select the Undo option. Once the Undo process is initiated, the status updates dynamically. If an attempt is made to undo a payroll process that cannot be undone, a warning message appears.

**Payroll Overview**

Undoing a payroll process allows you to fix issues with this payroll and run the processes again.

Corp Exec BiWkly

Pay Period Start: 01/10/2015   Pay Frequency: Biweekly   Bank Name (...Account): New World Bank (...1101)

Pay Period End: 01/23/2015   Pay Type: Reg

Pay Date: 01/22/2015   Payroll Model: Base

**Process Payroll**

☐ Process without Payroll Reports

	Process	Steps	Status	Last Update	Initiated By
✓	Start payroll	Undo	Completed	03/31/2015 3:59:17 PM	Abella, Jeri Edwards
✓	Create and calculate payroll	Undo	Completed	03/31/2015 4:01:17 PM	Abella, Jeri Edwards

**Things I Can Do**

FOR THIS PAGE

- [View or edit payroll results/instant check](#)
- [View or edit time entry](#)
- [Undo a Payroll Process](#)
- [View Payroll Process History Report](#)
- [View Time Import File History](#)
- [View Time Import Details](#)
- [Unresolved Payroll Items](#)
- [View Employee Pay Transferred to Payroll](#)
- [View Status of Direct Deposit Group Files](#)
- [View Pending Pay Items Detail](#)
- [View Pending Pay Items Status History](#)

**Quick Tours and Tips**

[Payroll - Resources for Administrators](#)

3. Continue processing payroll from Payroll Overview page.

## Payroll by Status

To process payroll for multiple pay groups at the same time, use the By Status page to process several payroll processes at once

When processing a payroll By Status, the Process Pay page provides a central area for viewing, selecting, and processing payrolls simultaneously for multiple pay groups. Each listed pay group displays the next available steps to process depending on the payroll model.

**Process Pay**

view:

☐ Process without Payroll Reports

**Process Status**

Pending Queue	Queued	Processing
0	0	0

Find by:  starts with:

	Pay Group	Pay Group Code	Process Group	Country	Pay Date	Type	Payroll Model	Model Process	Payroll Status	Messages
<input checked="" type="checkbox"/>	<a href="#">Park Tip Wkly</a>	PTIPWK	Start Payroll	United States	01/12/2017	Reg	Base with Import Time	Start payroll	Ready to run	
<input checked="" type="checkbox"/>	<a href="#">Park Salary Wkly</a>	PSALWK	Start Payroll	United States	01/12/2017	Reg	Expanded Enhanced	Start payroll	Ready to run	
<input type="checkbox"/>	<a href="#">Park Hourly Wkly</a>	PHRWK	Start Payroll	United States	01/12/2017	Reg	Base with Import Time	Start payroll	Ready to run	

From the Process Paypage, you can:

- View and select up to 500 pay groups per page

- Search and sort pay groups according to a variety of options
- View the Process Status of running processes
- Import time clock files for multiple pay groups
- Identify failed payroll processing and review errors before taking corrective action

### Note

The Undo Payroll Process function is only available from the Payroll Overview page and cannot be completed when processing By Status.

Based on security access given to pay groups for roles assigned to administrators, the Process by Status may or may not display all pay groups available.

### Process Payroll by Status

The By Status page displays all pay groups you have access to. This page displays helpful information such as the process group, payroll model, model process, and payroll status for each pay group.

As you process multiple payrolls, you can modify and run a single process for a payroll by selecting the pay group link. The Payroll Overview page appears, enabling you to modify the payroll or run single processes, as needed.

**NAVIGATION:** *Menu > Administration > Payroll Processing > Payroll Gateway > By Status*

1. From the Process Pay page, select the check box next to the desired pay groups. If you navigate from page to page, the selected check boxes remain checked.
2. Select Run. This Process Group and Model Process columns indicate which payroll process is running. The Payroll Status column dynamically updates every 15 seconds and indicates when a process is pending queue, queued, or processing. Select Refresh to see the updated pay groups.

<div>  Payroll processes are currently being queued. Do not navigate away from this page until all processes are queued. </div>		
Process Status		
Pending Queue	Queued	Processing
3	0	0

### Note

Do not navigate from the Process Pay page until the processes in pending queue are complete. When Pending Queue appears as 0, you are able navigate away from page while the rest of the queued processes continue to process.

3. Continue processing each payroll process. If a pay groups Process Group is Import Time, the Import Time page appears before the payrolls are queued and processed.

4. Once you make your selections, select Run to import time and begin processing all selected groups.
  - Select templates to import time for multiple pay groups. You can select multiple files for each pay group and for each template.
  - Import a single file using multiple templates.

**Import time**

run reset cancel print help

! You have selected the same file with the following templates: you can import the file with multiple templates or, if necessary, delete the file for this or the other templates before importing:

- Time Import for TMAP Hourly
- Time Import for CORP Hourly

A Time Import Validation report will be produced for each file imported.  
See Reporting / Standard Reports / Completed tab or Reporting / File Transfers to view the report.

**Pay Groups**

- Corp Hourly Wkly
- Park Hourly Wkly
- Park Tip Wkly

**Add Files**

Import Template: Time Import for TMAP Hourly

Import File: [Choose File](#) No file chosen

**Selected Files**

Time Import for CORP Hourly	Corp Hourly Import.csv <a href="#">[X]</a>
Time Import for TMAP Hourly	Corp Hourly Import.csv <a href="#">[X]</a>

5. Select Run. The uploaded time clock import file processes for each pay group listed.
6. Complete the Finish Payroll process for multiple pay groups.