










Payroll Processing



Payroll Batch Processing – Leave

- ▶ HR > Leave > Leave forms
- ▶ Enter Leave Forms prior to creating the payroll batch
- ▶ Select  Add Leave Form

Leave Forms + Add Leave Form			
Page Size:	10	Filter:	Outstanding Forms
System ID	Name	Comments	Actions
271	Ballina, Louise	Testing leave	 
223	Gammel, Heath	03/27/2015	 
263	Pothes, Carmel	Maternity Leave 4/6 - 4/28	 

- ▶ **To Enter a Leave Form(s)** – multiple leave forms can now be entered on one screen
 - Enter the **Employee**
 - Select the **Instructional Period**
 - **Est. Leave Balances** – The employee’s available leave is listed.
 - **Leave Type** – select the Leave Type applicable to the leave
 - **Comments** – enter Comments such as dates, reasons for absence, etc.
 - **TRS Contract Month** – defaults to current month, but this may be changed to a previous or later month, dependent upon the leave.
 - **Units Used** – enter the employee’s time off
 - **Process on or After** – select the payroll in which to include the leave. Future dates can be used.

Save – select Save to complete the leave forms

- ▶ Leave Form(s)

New Leave Form

A leave form

Leave Form

Employee* Staff 1

Instructional Period* 2014-2015 School Year

Est. Leave Balances Local Personal: 0
State Personal: 7.5

Leave Type	Comments	TRS Contract Month	Units Used	Process On Or After	
Bereavement	Funeral 5/1/15	5 - May	1.00	05/01/2015	
Bereavement	Funeral 5/2/15	5 - May	1.00	05/01/2015	
State Personal	Sick 5/15/15	5 - May	1.00	05/01/2015	
State Personal	Personal 6/6/15	6 - June	1.00	06/01/2015	

Save Cancel Add

The employee's available leave is listed

Multiple leave forms can be entered at once for any future pay period by selecting the Add icon.

Comments are available for each leave form.

You now have the ability to view prior batches!

- Select the (magnifying glass) to view prior batches and unpaid batches.















Payroll Batches Create Batch

Page Size: 10 Filter: Current/Recent Batches

System ID	Pay Date	Status	Name	Actions
207	5/6/2015	* un-submitted *	looking at deduction expense codes	
201	5/6/2015	* un-submitted *	correct taxable wages	
200	4/30/2015	* un-paid *	Standard Batch: Monthly 04/01/	
189	4/3/2015	Processed	Supplemental - For March Payro	
188	3/27/2015	Processed	Lisa Torres	

Click on the magnifying glass to view unsubmitted or processed payroll

- ▶ Select the (magnifying glass) to view an employee's payroll record within the batch.
- ▶ Select the (printer icon) to view the individual journal.

Batch Details Scheduled Payments Messages & Status Time Import/Export Accrual Documents Reports						
Edit: Supplemental Batch #189: 04/03/2015 ~ Supplemental - For March Payroll						Return to list
Scheduled Payments + Add Staff						
Page Size: 10 Filter: All Scheduled Payments						
System ID	Flags	Name	Gross	Net	Actions	
37358	⚡		\$1,427.46	\$1,301.84	 	
37357	⚡		\$675.00	\$623.36	 	
37360	⚡		\$240.00	\$218.88	 	
37361	⚡		\$600.00	\$554.10	 	
37359	⚡		\$1,000.00	\$832.00	 	
37355	✉		\$400.00	\$369.40	 	
37356	⚡		\$332.90	\$254.40	 	
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						
Records: 7						Page 1 of 1

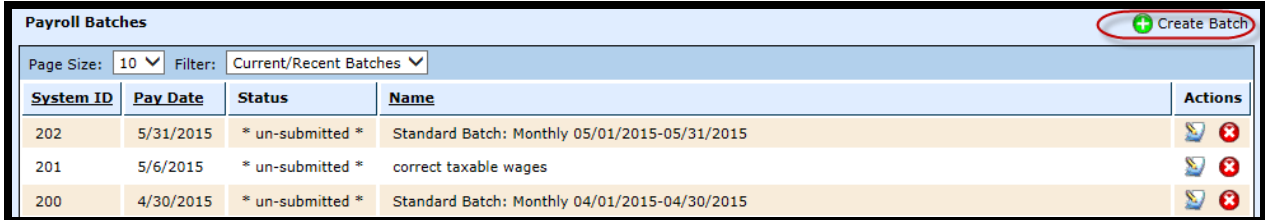
- ▶ Select any tab to view information about a prior payroll batch and to maneuver in current payroll batches.
 - **Batch Details** – contains information about the payroll batch
 - **Scheduled Payments** – lists employees and their pay
 - **Messages & Status** – lists errors. Also the place to submit the batch.
 - **Time Import/Export** – provides an export/import feature to import time.
 - **Accrual** – coming soon. This will be discussed at a later date.
 - **Documents** – WebSmarti allows the ability to upload documents.
 - **Reports** – payroll reports are now available to view within the batch.







Batch Details Scheduled Payments Messages & Status Time Import/Export Accrual Documents Reports	
Edit: Standard Batch #209: 05/01/2015-05/31/2015	
Return to list	
Batch Details Edit Details	
Instructional Period*	2014-2015 School Year
GeneralLedger*	2014-2015 Fiscal Year
WC Policy*	IAEF Inc 01/01/2012-08/31/2016
Payroll Period*	05/01/2015-05/31/2015
Pay date*	5/31/2015
Post date*	5/31/2015
Comments*	Standard Batch: Monthly 05/01/2015-05/31/2015

Creating a Scheduled Payroll Batch

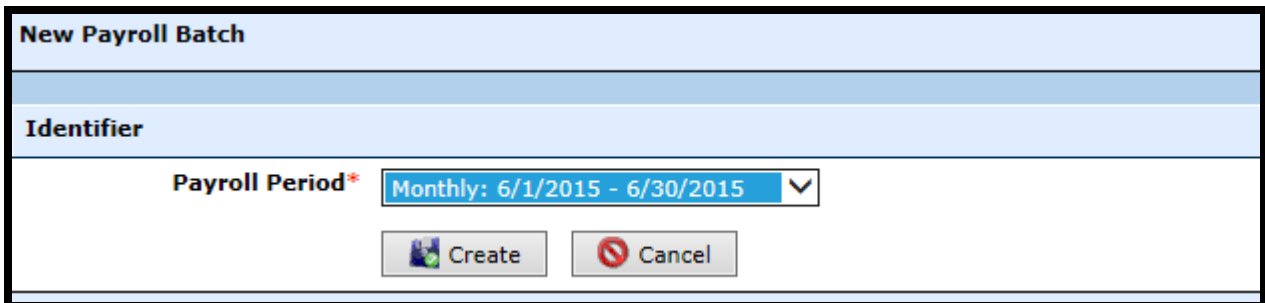
Finance > Payroll > Processing > Payroll Batches

- Creating a payroll batch has not changed.
- Select Create Payroll Batch



System ID	Pay Date	Status	Name	Actions
202	5/31/2015	* un-submitted *	Standard Batch: Monthly 05/01/2015-05/31/2015	 
201	5/6/2015	* un-submitted *	correct taxable wages	 
200	4/30/2015	* un-submitted *	Standard Batch: Monthly 04/01/2015-04/30/2015	 

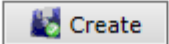

- ▶ The payments are already scheduled in the Calendars as we discussed earlier.
- ▶ To process a standard payroll batch according to your payroll calendars, select the Payroll Period.
- ▶ Select Create.



New Payroll Batch

Identifier

Payroll Period* Monthly: 6/1/2015 - 6/30/2015

Creating a Supplemental Payroll Batch

- ▶ To create a supplemental, select Supplemental Payroll
- ▶ Select the Instructional Period – the system will default to current
- ▶ Select Period Begin and End Dates (this should reflect the pay period.. not just one day)
- ▶ Enter Comments
- ▶ Adj. Load Options – select the appropriate adjustment load options
 - None – select if you want statutory deductions taken out only
 - Benefit Programs ONLY – select if you want to include statutory and Benefits
 - Additional Allowances ONLY – select if you want to include statutory and additional allowances

New Payroll Batch

Identifier

Payroll Period* Supplemental Payroll

Instructional Period* 2014-2015 School Year

Period Begin* 04/01/2015

Period End* 04/15/2015

Comments* None
Benefit Programs ONLY
Additional Allowances ONLY

Adj. Load Options* All

Create Cancel

- ▶ Batch Details contain information including the instructional period, general ledger, Workers Comp Policy, Payroll Period, Pay Date and Post Date and Comments to identify the batch.
- ▶ Edit Details – select if you need to update the Pay Date and/or the Post Date

Batch Details | Scheduled Payments | Messages & Status | Time Import/Export | Accrual | Documents | Reports

Edit: Standard Batch #200: 04/01/2015-04/30/2015 Return to list

...

Batch Details Edit Details

Instructional Period* 2014-2015 School Year

GeneralLedger* 2014-2015 Fiscal Year

WC Policy* Inc 01/01/2012-08/31/2016

Payroll Period* 04/01/2015-04/30/2015

Pay date* 4/30/2015

Post date* 4/30/2015

Comments* Standard Batch: Monthly 04/01/2015-04/30/2015

Select Edit Details if you need to update the Pay Date and/or the Post Date

- ▶ **Scheduled Payments** – most of the icons remain the same as indicated in the screenshot below.

Batch Details | **Scheduled Payments** | Messages & Status | Time Import/Export | Accrual | Documents | Reports

Edit: Standard Batch #200: 04/01/2015-04/30/2015 Return to list

... Indicates direct deposit

Scheduled Payments View Individual Payroll Journal **Add Staff**

Page Size: 10 Filter: All Scheduled Payments

System ID	Flags	Name	Action
43328			
43329			
43330			
43331			

Indicates Live Check

Indicates a leave form with a dock

Select to view employee and/or enter hours

Refresh only if an additional w/h, deduction or additional allowance amount (from HR)

Delete

To Add Staff to the Batch:

- Select to Add Staff

Batch Details | Scheduled Payments | Messages & Status | Time Import/Export | Accrual | Documents | Reports

Edit: Standard Batch #202: 05/01/2015-05/31/2015 Return to list

... **Add Staff**

Scheduled Payments

Page Size: 10 Filter: All Scheduled Payments

- ▶ Staff is now provided to you in an alphabetical list.
- ▶ Select the checkbox(es) for the appropriate staff.
- ▶ Select Save.

Batch Details | Scheduled Payments | Messages & Status | Time Import/Export | Accrual | Documents | Reports

Edit: Standard Batch #202: 05/01/2015-05/31/2015 Return to list

The staff listed below are individuals who are not currently associated with this batch who have valid employment contracts in this district as this batch. Simply select the individuals you would like to add to the batch by clicking their name and, when finished, click the save icon in the upper right of the list.

Add Staff Save Cancel

Page Size: 10

	Name
<input type="checkbox"/>	Staff 1
<input type="checkbox"/>	Staff 2
<input type="checkbox"/>	Staff 3

Select the Staff to add

Select Save to add to batch

- ▶ Filter – Several queries are available to view specific items.
- ▶ Select any of the categories to view
 - (Note: With Warnings – this is coming soon.)

System ID	Flags	Name	Gross	Net	Actions
43933	⚡	AI	\$1,875.00	\$1,615.73	[Icons]
43934	⚡	AI	\$0.00	\$0.00	[Icons]
43935	✉	A	\$0.00	\$0.00	[Icons]

To Edit Staff

- ▶ To Edit Staff – Select the edit icon to edit and/or view staff
- ▶ Employees highlighted in red are terminated in WebSmart.

System ID	Flags	Name	Gross	Net	Actions
43328	⚡	Staff 1	\$1,450.00	\$1,265.74	[Icons]
43329	⚡	Staff 2	\$0.00	\$0.00	[Icons]

- ▶ The staff information within the Scheduled Payments is broken down into several segments.

Employee: Staff 1 – by selecting the Employee, this feature directs the user to the employee’s HR Staff Manager screen, where the user can make any necessary changes and return back to the batch.

Batch Details | Scheduled Payments | Messages & Status | Time Import/Export | Accrual | Documents | Reports

Edit: Standard Batch #200: 04/01/2015-04/30/2015 Return to list

Payroll Payment Detail #43328 Return to Scheduled Payments

Employee: Staff 1

Statutory Excess: \$0.00
Blended Hourly Rate: \$0.00
Dock Rate: \$0.00

Gross Earnings: \$1,450.00
Net Earnings: \$1,265.74

Positions / Supplements - Direct Deposit Effective 9/4/2013	Edit Time / Days	Overtime	Rate	Earnings	Actions
Substitute \$125-001 GES (0.00%)	Days: 2.00	0.00 0.00	\$125.00	\$250.00	
Substitute LT-001 GES (0.00%)	Days: 0.00	0.00 0.00	\$200.00	\$0.00	
Substitute-001 GES (0.00%)	Days: 7.00	0.00 0.00	\$100.00	\$700.00	

Selecting the edit icon will all the user to edit the staff's HR Manager screen and return back to the batch with changes in tact.

- ▶ To return to the payroll batch, select  Return to batch once all changes have been made in HR.



Demographics | Payroll | HR Info | Leave | Roles | Contact Info | Certifications | Documents | Reports

Staff 1 Return to batch

This view allows you to edit the core demographic information related to an employee. This data is used for all reporting and throughout the system to identify the employee.

Demographics Edit Demographics

Name* Staff 1

- ▶ **Edit Time/Days** – Select  Edit Time/Days to enter hours and/or days for the employee.
- ▶ **Add Earnings** – Select  Add Earnings to add/edit hours and/or add additional earnings.

Batch Details | Scheduled Payments | Messages & Status | Time Import/Export | Accrual | Documents | Reports

Edit: Standard Batch #222: 05/01/2015-05/31/2015 Return to list

Payroll Payment Detail #46999 Return to Scheduled Payments

Employee:


Statutory Excess: \$0.00
Blended Hourly Rate: \$27.75
Dock Rate: \$221.93

Gross Earnings: \$2,041.71
Net Earnings: \$1,862.05

Positions / Supplements - Direct Deposit Effective 4/6/2015	Edit Time / Days	OT / DT	Rate	Earnings	Actions
Performance Coach (100.00%)	Scheduled \$2,041.71	0.00 0.00	\$41,500.00	\$2,041.71	
Totals				\$2,041.71	

Select to enter hours/days

Select Earnings to add additional earnings.

- ▶ **Edit Time/Days** – Select  to add hours and/or days to an employee.
- ▶ **Select Save**


Edit: Standard Batch #222: 05/01/2015-05/31/2015 Return to list

Payroll Payment Detail #46999 Return to Scheduled Payments

Employee: Statutory Excess: \$0.00 Gross Earnings: \$2,041.71
Blended Hourly Rate: \$27.74 Net Earnings: \$1,862.05
Dock Rate: \$221.93

Positions / Supplements - Direct Deposit Effective 4/6/2015	Edit Time / Days	OT / DT	Rate	Earnings	Actions
Performance Coach (100.00%)	Scheduled \$2,041.71	0.00	0.00	\$41,500.00	\$2,041.71

Enter Overtime and/or DoubleTime

- ▶ **Add Earnings** – Select  Add Earnings to add/edit hours and/or add additional earnings.
 - **Allowance** - the allowance can be a One-Time or a preset Additional Allowance that can be selected from the menu
 - **Name** – enter a description of the One-Time allowance
 - **Payroll Tax Treatment** – the tax treatment defaults to **Supplement is considered FULLY Taxable**. If the supplemental pay should be exempt from any item, select from the menu.

Default - Supplement is considered FULLY taxable

- Exempt from FICA
- Exempt from FICA, Medicare, State
- Exempt from FICA, State
- Exempt from Nothing
- Exempt from State
- Exempt from Withholding, FICA, Medicare
- Exempt from Withholding, FICA, Medicare, State
- Exempt from Withholding, FICA, State
- Exempt from Withholding, State

- **Payroll Activity Code** – select the Payroll Activity code

- 02 - UIL Athletics
- 05 - Band or Orchestra
- 13 - Non-UIL Athletics
- 14 - Tutorials
- 15 - Bilingual/ESL Teacher Incentive (FSP only)
- 16 - UIL Clubs/Activities
- 17 - Non-UIL Clubs/Activities
- 78 - Non-salary
- 79 - Other Supplemental Duties
- 80 - Base Salary

- **Workers Comp** – select the appropriate workers comp code

Select a category...

- None
- Cafeteria/All Other
- Clerical
- Exempt
- Professional Employees

- **Performance Pay** – defaults to Does NOT represent performance pay. Be careful of changing this to Performance Pay. The district must first submit a form to TRS prior to marking anything performance pay. [See Form 596](#)


Does NOT represent performance pay
Qualified as Performance Pay




- **Distribution** – defaults to Supplemental is State Retirement System Qualified. If the additional earnings are not TRS qualified, be sure to select Supplemental is NOT state Retirement System qualified.

Supplemental is State Retirement System qualified
Supplemental is NOT State Retirement System qualified

- **Amount** - enter the amount of the additional earnings or allowance.
- **Expense Mask** - defaults to all ?'s, which will expense to the employee's main position code(s).
- Select **Save**

► **Leave** –

- Select  Units Taken to add any additional leave for the employee.
- Shows dock amount for the employee leave if there is not any leave available.

Leave	Leave Type	Units Accrued	 Units Taken
sick	State Personal		10.00 Days  
Totals			\$1,443.85

► **To Enter Leave in the Payroll Batch –**

- Select **Leave Type**
- **Est. Leave Balance** – indicates the amount of available leave for that leave type.
- **Units** – enter the amount of leave
- **TRS Contract Month/Year** – this defaults to the current month. If leave needs to be reported for a prior month, select a different date, which will create an RP15 for TRAQS.
- **Dock Calculation** –
 - Based upon leave policy
 - Manual – enter \$ amount
- **Comments** - enter
- Select **Save**

The screenshot shows a web form titled "Leave Transaction : Manual". The form has several fields: "Leave Type*" is a dropdown menu set to "State Personal"; "Est. Leave Balance" is a text input field containing "5 units", which is circled in red and has a callout box pointing to it that says "Shows available leave for each leave type"; "Units*" is an empty text input field; "TRS Contract Month/Year*" is a dropdown menu set to "5" followed by a slash and another dropdown menu set to "2015"; "Dock Calculation" is a dropdown menu set to "Based upon leave policy"; "Comments*" is a large empty text area. At the bottom of the form are two buttons: "Save" and "Cancel".

► **To Enter a Manual Dock in the Payroll Batch –**

- Select **Leave Type**
- **Est. Leave Balance** – indicates the amount of available leave for that leave type.
- **Units** – enter the amount of leave
- **TRS Contract Month/Year** – this defaults to the current month. If leave needs to be reported for a prior month, select a different date, which will create an RP15 for TRAQS.
- **Dock Calculation** –
 - Select Manual
 - Enter \$ amount
- **Comments** - enter
- Select **Save**

Leave Transaction : Manual

Leave Type*

Est. Leave Balance 0 units

Units*

TRS Contract Month/Year* /

Dock Calculation

Comments*

Enter the total amount of the manual dock.

▶ **Statutory Adjustments –**

- Shows all of the employee’s statutory adjustments for this payroll check including the eligibility, taxable gross, contribution amounts and deduction amounts.

Statutory Adjustments	Eligibility	Taxable Gross	Contributions	Deduction	Actions
Federal Withholding	[Single / 0]	\$4,302.53		\$677.20	
Social Security (FICA)	Ineligible	\$0.00	\$0.00	\$0.00	
Medicare	Eligible	\$4,618.55	\$66.97	\$66.97	
Federal Unemployment (FUTA)	Ineligible	\$0.00	\$0.00		
State Unemployment (SUTA)	Eligible	\$0.00	\$0.00		
Workman's Compensation		\$4,716.67	\$0.00		
Totals			\$66.97	\$744.17	

▶ **Non-Statutory Adjustments –**

- Shows all of the employee’s non-statutory adjustments for this payroll check including the source of the benefit, contribution amounts and deduction amounts.
- A benefit CAN be deleted from the payroll batch.

Non-Statutory Adjustments	Source	+ Contribution	+ Deduction	Actions
AT-ActiveCare Health	AT-ActiveCare Health: 10/01/13 - Current	\$325.00	\$230.00	✘
AT-EFLEX FEE	AT-EFLEX FEE: 09/01/13 - Current		\$4.00	✘
AT-TransAmerica Life	AT-TransAmerica Life: 09/01/13 - Current		\$13.42	✘
C125-Dental	C125-Dental: 09/01/13 - Current	\$0.00	\$38.41	✘
C125-EFLEX HSA	C125-EFLEX HSA: 09/01/13 - Current		\$50.00	✘
C125-Vision	C125-Vision: 09/01/13 - Current	\$0.00	\$9.71	✘
Reporting Entity Payment for Non-OASDI Members	TRS Standard: 08/19/13 - Current	\$70.75		✘
TRS 003 Federal Fund/Private	TRS Standard: 08/19/13 - Current	\$28.33		✘
TRS 489 Federal TRS-Care	TRS Standard: 08/19/13 - Current	\$4.17		✘
TRS Rep Enty Contrib	TRS Standard: 08/19/13 - Current	\$25.94		✘
TRS-Care	TRS Standard: 08/19/13 - Current		\$30.66	✘
TRS-Reg	TRS Standard: 08/19/13 - Current		\$316.02	✘
Totals		\$454.19	\$692.22	

- ▶ **To Add Non-Statutory Adjustments –**
 - Select to add a Contribution
 - Select to add a Deduction

Non-Statutory Adjustments	Source	+ Contribution	+ Deduction	Actions
C125-ActiveCare Health	C125-ActiveCare Health: 10/01/13 - Current	\$325.00	\$0.00	✘
C125-Dental	C125-Dental: 08/19/13 - Current	\$0.00	\$38.41	✘

- ▶ **To Add Non-Statutory Adjustments – Contribution**

Non-Statutory Adjustments : Manual Contribution

Contribution Type* One-Time

Vendor*

Name*

Calculation* Calculate BEFORE statutory adjustments are made

Payroll Tax Treatment* Default - Contribution is NOT considered taxable

Adjustment Category* None

Expense Mask* ??? - ?? - ??? - ?? - ??? - ? - ?? - ? - ??

Liability Mask* ??? - ?? - 2110 - ?? - ??? - ? - ?? - ? - ??

W2 Reporting* None

Distribution* INCLUDE supplemental adjustment coding for distribution

Amount*

Save Cancel

► To Add Non-Statutory Adjustments – Deduction

Non-Statutory Adjustments : Manual Deduction

Deduction Type* One-Time

Vendor*

Name*

Calculation* Calculate BEFORE statutory adjustments are made

Payroll Tax Treatment* Default - Deduction is considered FULLY taxable

Adjustment Category* None

Liability Mask* ??? - ?? - 2110 - ?? - ??? - ? - ?? - ? - ??

W2 Reporting* None

Distribution* INCLUDE supplemental adjustment coding for distribution

Amount*

Save Cancel

► **Payroll Journal Entry–**

- Shows all of the transactions, which will generate as the result of the employee’s payroll being processed.

Payroll Journal Entry	Expense	Liability	Employer Amount	Employee Amount
AT-ActiveCare Health	420-11-6119.00-003-5-11-0-00	420-00-2153.00-000-5-00-0-00		\$209.68
AT-ActiveCare Health	255-11-6118.00-003-5-24-0-00	255-00-2153.00-000-5-00-0-00		\$20.32
AT-EFLEX FEE	420-11-6119.00-003-5-11-0-00	420-00-2159.00-000-5-00-0-00		\$3.65
AT-EFLEX FEE	255-11-6118.00-003-5-24-0-00	255-00-2159.00-000-5-00-0-00		\$0.35
AT-TransAmerica Life	420-11-6119.00-003-5-11-0-00	420-00-2159.00-000-5-00-0-00		\$12.23
AT-TransAmerica Life	255-11-6118.00-003-5-24-0-00	255-00-2159.00-000-5-00-0-00		\$1.19
C125-Dental	420-11-6119.00-003-5-11-0-00	420-00-2159.00-000-5-00-0-00		\$35.02

Federal Withholding	255-11-6118.00-003-5-24-0-00	255-00-2110.00-000-5-00-0-00		\$59.82
Medicare	420-11-6119.00-003-5-11-0-00	420-00-2110.00-000-5-00-0-00		\$61.05
Medicare	255-11-6118.00-003-5-24-0-00	255-00-2110.00-000-5-00-0-00		\$5.92
Medicare Contribution	420-11-6141.00-003-5-11-0-00	420-00-2152.00-000-5-00-0-00	\$61.05	
Medicare Contribution	255-11-6141.00-003-5-24-0-00	255-00-2152.00-000-5-00-0-00	\$5.92	
Net Earnings	255-11-6118.00-003-5-24-0-00	255-00-2110.00-000-5-00-0-00		\$289.77
Net Earnings	420-11-6119.00-003-5-11-0-00	420-00-2110.00-000-5-00-0-00		\$2,990.51
Totals			\$521.16	\$4,716.67



Payroll Messages & Status and **Submitting the Batch**

- **Messages & Status** – lists errors, which will need to be corrected before submitting the payroll batch.

Batch Details	Scheduled Payments	Messages & Status	Time Import/Export	Accrual	Documents	Reports
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Edit: Standard Batch #202: 05/01/2015-05/31/2015 Return to list

Payroll processing error messages represent problems with the payroll batch. All processing error messages must be cleared prior to submission.

Payroll Processing Messages Status: Active ▾

Page Size: 10 ▾

Error Code	Employee	Description
1001	Staff 23	No federal withholding election effective 05/31/2015
1003	Staff 29	No leave policy election effective 05/31/2015
1203	Staff 38	Failed to allocate net income
1302	Staff 41	State eligible employee not contributing to benefits
4000	Staff 65	[AT - Active Care Substitute] Cannot have an offering-based deduction without gross earnings

► **Messages & Status – Submit the Payroll here.**

- Submitted – once all the errors have been resolved, select Submitted to submit the payroll batch for processing.

Batch Details | Scheduled Payments | Messages & Status | Time Import/Export | Accrual | Documents | Reports

Edit: Standard Batch #202: 05/01/2015-05/31/2015 Return to list

Payroll processing error messages represent problems with the payroll batch. All processing error messages must be cleared prior to submission.

Payroll Processing Messages Status: **Submitted**

Page Size: 10

Error Code	Employee	Description
------------	----------	-------------

Message from webpage

Are you sure you want to change the status of this payroll batch?

OK Cancel

- Select OK
-
- **Messages & Status – UnSubmit the Payroll here.**
- The payroll batch can be unsubmitted in this section.
- Select Active to unsubmit the payroll batch.

Batch Details | Scheduled Payments | Messages & Status | Time Import/Export | Accrual | Documents | Reports

Edit: Supplemental Batch #223: 05/31/2015 ~ Supplemental Payroll - Melissa Test Return to list

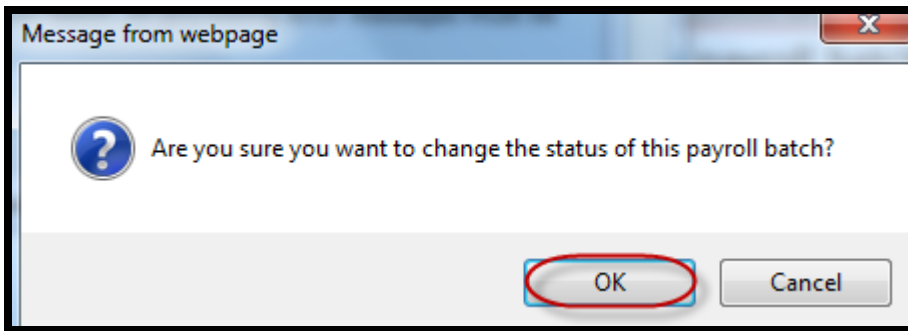
Payroll processing error messages represent problems with the payroll batch. All processing error messages must be cleared prior to submission.

Payroll Processing Messages Status: **Submitted**

Page Size: 10

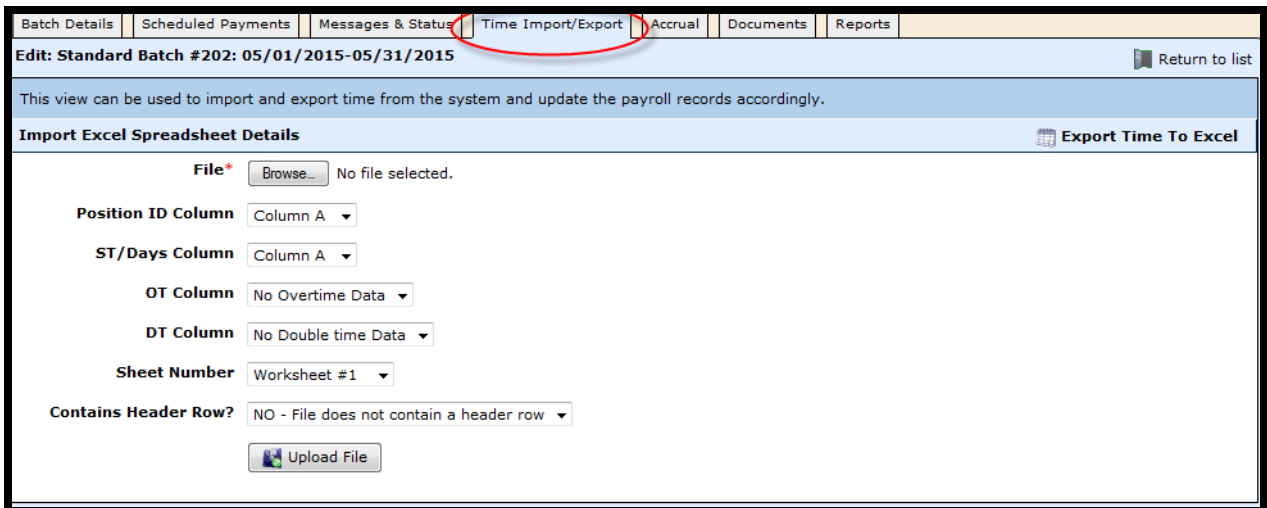
Select Active to unsubmit the payroll batch

- The following prompt will appear.
- Select OK.



Time Import/Export

- ▶ **Time Import/Export** – allows you to export and import time and update records in the payroll batch
 - Select Export Time to Excel



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SSN	Employee Name	Position	Straight Time Code	ST Rate	Overtime Code	OT Rate	Compensation Type	Pay Class	Hours / Days	OT Hours	DT Hours
123-45-6789	Black, John W	Substitute \$125-001 GES	420-11-6112.00-001-?-11-0-00	125	420-11-6112.00-001-?-11-0-00	0	Daily	Daily	0	0	0
123-45-6789	Black, John W	Substitute LT-001 GES	420-11-6112.00-001-?-11-0-00	200	420-11-6112.00-001-?-11-0-00	0	Daily	Daily	0	0	0
123-45-6789	Black, John W	Substitute-001 GES	420-11-6112.00-001-?-11-0-00	100	420-11-6112.00-001-?-11-0-00	0	Daily	Daily	0	0	0
123-45-6789	Black, John W	Substitute-002 GMS	420-11-6112.00-002-?-11-0-00	100	420-11-6112.00-002-?-11-0-00	0	Daily	Daily	0	0	0
123-45-6789	Black, John W	Substitute-002 GMS \$125.00	420-11-6112.00-002-?-11-0-00	125	420-11-6112.00-002-?-11-0-00	0	Daily	Daily	0	0	0
123-45-6789	Black, John W	Substitute-003 GHS	420-11-6112.00-003-?-11-0-00	100	420-11-6112.00-003-?-11-0-00	0	Daily	Daily	0	0	0

- Enter hours
- When importing back to WebSmart, verify the columns

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Payroll Ba	Position Id	SSN	Employee Name	Position	Straight Time Code	ST Rate	Overtime	COT Rate	Compensa	Pay Class	Hours / Days	OT Hours	DT Hours
202	802	123-45-6789	Black, John W	Substitute	420-11-6112.00-001-?-11-0-0	125	420-11-611	0	Daily	Daily	15	1	0
202	764	123-45-6789	Black, John W	Substitute	420-11-6112.00-001-?-11-0-0	200	420-11-611	0	Daily	Daily	0	0	0
202	2455	123-45-6789	Black, John W	Substitute	420-11-6112.00-001-?-11-0-0	100	420-11-611	0	Daily	Daily	0	0	0
202	1479	123-45-6789	Black, John W	Substitute	420-11-6112.00-002-?-11-0-0	100	420-11-611	0	Daily	Daily	0	0	0
202	152	123-45-6789	Black, John W	Substitute	420-11-6112.00-002-?-11-0-0	125	420-11-611	0	Daily	Daily	0	0	0
202	2723	123-45-6789	Black, John W	Substitute	420-11-6112.00-003-?-11-0-0	100	420-11-611	0	Daily	Daily	0	0	0

- ▶ Identify the fields in the exported spreadsheet when you get ready to import the hours back into WebSmart.

Batch Details | Scheduled Payments | Messages & Status | **Time Import/Export** | Accrual | Documents | Reports

Edit: Standard Batch #202: 05/01/2015-05/31/2015

This view can be used to import and export time from the system and update the payroll records accordingly.

Import Excel Spreadsheet Details Export Time

File* Test.xls

Position ID Column

ST/Days Column

OT Column

DT Column

Sheet Number

Contains Header Row?

Documents

- ▶ **Documents** – if you have purchased WebSmart-*i*, you will see a Documents tab and have the ability to upload the supporting documents for your payroll batch here.
- ▶ You are allowed to upload documents of any size.
- ▶ Select Upload File
- ▶ Once uploaded, the batch number, period pay date, period begin and period end dates automatically populate.

Batch Details | Scheduled Payments | Messages & Status | Time Import/Export | Accrual | **Documents** | Reports

Edit: Standard Batch #202: 05/01/2015-05/31/2015 Return to list

Documents

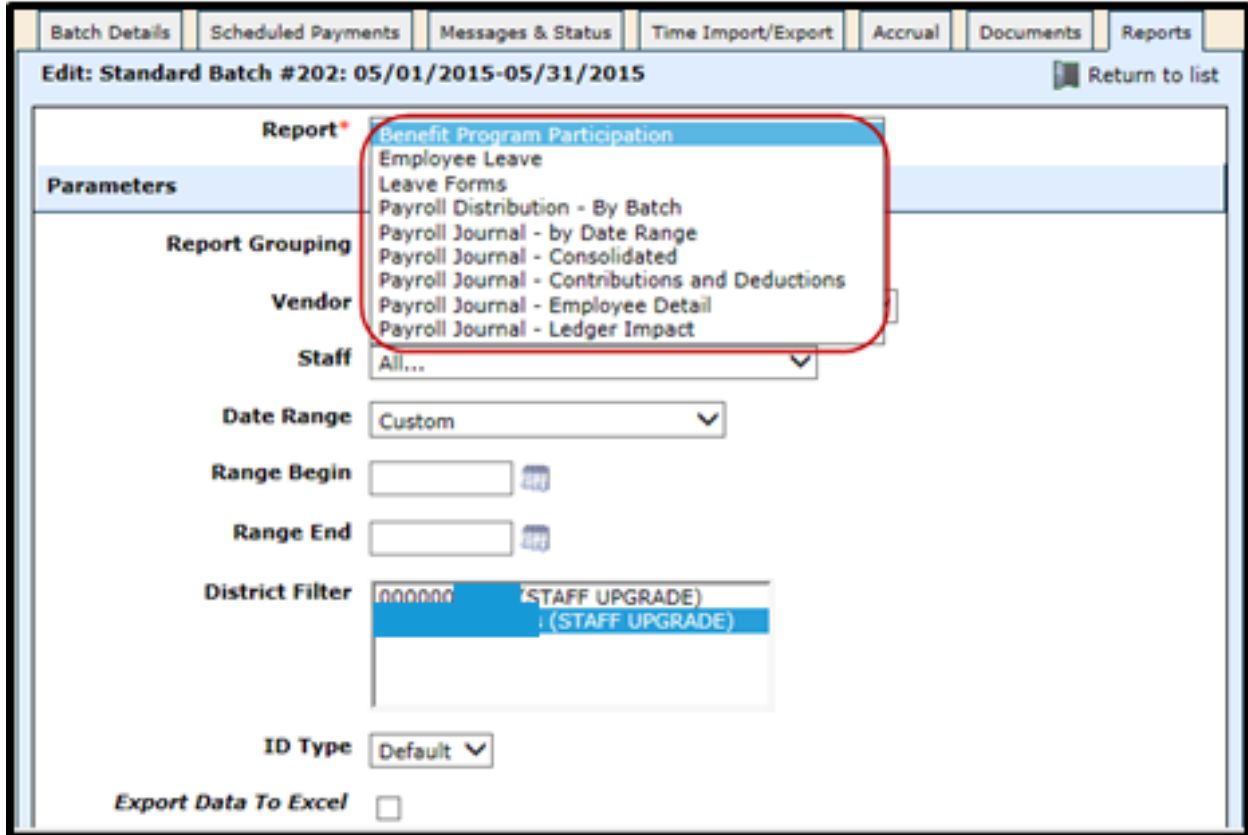
Page Size:

Document Name	Batch Number	Period Pay Date	Period Begin	Period End	Actions
Supporting Documentation 05-30-2015	202	5/31/2015	5/1/2015	5/31/2015	<input type="button" value="X"/>

Records: 1 Page 1 of 1

 **Reports**

- ▶ **Reports are now available on a Reports tab within the payroll batch.**



Batch Details | Scheduled Payments | Messages & Status | Time Import/Export | Accrual | Documents | Reports

Edit: Standard Batch #202: 05/01/2015-05/31/2015 [Return to list](#)

Report* Benefit Program Participation
Employee Leave
Leave Forms
Payroll Distribution - By Batch
Payroll Journal - by Date Range
Payroll Journal - Consolidated
Payroll Journal - Contributions and Deductions
Payroll Journal - Employee Detail
Payroll Journal - Ledger Impact

Parameters

Report Grouping

Vendor

Staff All...

Date Range Custom

Range Begin

Range End

District Filter 000000 (STAFF UPGRADE)
: (STAFF UPGRADE)

ID Type Default

Export Data To Excel