



ADMIN GUIDE: PAYROLL MODULE v1.0

Overview

The Payroll Module allows users with Payroll Role to review, batch, process, approve, and reconcile entries for payroll purposes. The system will generate a payroll file with all necessary data that can be used to create the document needed to send to a payroll engine/system to generate employee checks.

Batches

The Batches function is the landing page for the Payroll Module. The table will list every batch in the system. Use the filters to search for a particular batch.

Batches can be created from either the Batches screen or the Punch Entries screen.

To create a new batch from the Batches screen:

1. Login with an appropriate profile
2. Click Billing on the top bar
3. Click Actions, then New Payroll Batch
4. Complete the Create Batch wizard
 - a. Name: Give the batch a name that can be recognized easily
 - b. Description (optional)
 - c. Up to Date: specify the range of entries you want to include in the batch. The up to date will be the latest date of service included; the system will include any available entries prior to that date.
 - d. Cost Center Code (optional): leave blank to include all cost centers, use a wildcard to include cost centers that start with the same characters (i.e. to include all AZ cost centers, type AZ*), or type a specific cost center.
 - e. Account Type
 - f. Profile Type
 - g. Service Code (optional): leave blank to include all service codes for the specified units (see below) or type a specific service code
 - h. Employee Type
 - i. Units: Only one unit type can be included in a single payroll batch.
 - j. Employee Name (optional): leave blank to include all employees or type a specific Employee Name.
5. Click Next
6. On the Batch Summary page, review the information, then click Save.
7. Click Yes on the confirmation alert
8. The system will take you to the Batch Details page with the batch in Pending Status.

Batch Details Page

The Batch Details Page will show:

- Actions Menu
 - New Note
 - New Attachment

- Edit Batch: change the name and description of the batch
- Edit Custom Field Values: add additional batch fields specific to your company
- Green button: The label will change depending on what status the batch is in
- Batch Details window
 - Batch id: unique system id number
 - Date: date the batch was created
 - Status: current status of the batch
 - Pending
 - InValidate or Validation Process Started
 - Validated
 - InProcess or Process Started
 - Processed
 - ApproveInProcess
 - Approved
 - Transmitted
 - Reconciled
 - No. of Credit Entries: total number of positive entries
 - No. of Debit Entries: total number of negative entries
 - Credit Total: total amount of positive entries
 - Debit Total: total amount of debit entries
 - No. of Employees/Vendors: total number of employees who have entries in the batch
 - Units: unit type
- Entries, Notes, Attachments, Events, Custom Fields, History tables

Pending Status

When a batch is in Pending status, you can:

- Search, filter, and view entries
- Add Notes & Attachments
- Refresh Pay Rate
 - Click the blue Refresh Pay Rate button to update rates for any entries that had a pay rate change after they were approved.
- Remove entries
 - Select the checkbox next to desired entries
 - Click the red Remove button
 - Click Yes on the confirmation window
- Remove all entries to cancel the batch
 - Select the checkbox in the table header to select all entries
 - Click the red Remove button
 - Click Yes on the confirmation window
 - The batch will have a status of canceled (NOTE: No action can be taken on Canceled batches)
- Split the batch into two batches
 - Select the entries you wish to move to another batch
 - Click the gray Split button
 - Complete the wizard and click Save

- A second batch will be created in Pending status with the selected entries
- Click Validate to start validating the batch (if any payroll batch validations are enabled)
- Click Process to start processing the batch (if no payroll batch validations are enabled)

Validated Status

After clicking Validate, the batch will move to InValidate status. No action can be taken on the batch during this time. Users can navigate to other pages or log out while the batch validates. The system will send a notification when the validation process is complete. Validating a batch occurs when payroll batch validations are enabled. There are currently two payroll batch validations available:

- **Negative Total Hours:** This validation checks to see if an employee accumulates a net total of negative hours in one payroll batch; thus the employee would owe the company money. This could happen if an employee over punched on a previous pay period and the company had to fix the error in a later payroll batch. The payroll batch validation will flag these punches and separate them into a new batch (called an exceptions batch) so the user can easily find them and rectify the situation. To learn how to enable the Negative Total Hours validation, please see the *Admin Guide - Payroll Batch Validations*.
- **OT Check:** This validation checks to see if any overtime punch exceeds an authorization remaining balance or daily max at the OT rate, even though when first created at a regular pay rate it did not. Any OT punches that exceed the remaining balance or daily max will be moved to an exceptions batch. This validation process is completed only for batches with a unit type of Dollar. It does not need to be manually enabled.

When a batch is in Validated Status, you can:

- Search, filter, and view entries
- Add notes and attachments
- Click Process to start processing the batch

Processed Status

After clicking Process, the batch will move to InProcess status. No action can be taken on the batch during this time. Users can navigate to other pages or log out while the batch processes. The system will send a notification when the process is complete. Processing a batch will create a corresponding payroll entry for every punch entry. The system will take any necessary action to create overtime entries or other pay type codes (see Admin Guide - Pay Type Codes for more information). When a batch is in Processed Status, you can:

- Search, filter, and view entries
- Add notes and attachments
- Edit individual Payroll Entries
 - Click the payroll entry to open the details page
 - Click Actions, then Edit Entry
 - Edit any necessary information
 - Click Save, then Yes on the confirmation window
 - Click the blue hyperlinked Batch Name in the Payroll Entry Details box to return to the Batch Details page
 - NOTE: Editing an individual Payroll Entry will *not* change the original punch entry. It is highly recommended that if any modifications need to be made to amount or units that the original punch is canceled and the compensating entry be processed.

- Click Approve to approve the batch

Transmitted Status

After clicking Approve, the batch will move to Approve InProcess status. No action can be taken on the batch during this time. Users can navigate to other pages or log out while the batch processes. The system will send a notification when the process is complete. Approving a batch will update the following statuses:

- Batch status will update from Approve InProcess to Transmitted
- Payroll entry statuses will update from Pending to Approved

When a batch is in Transmitted status, the following actions can be taken:

- Search, filter, and view entries
- Add notes and attachments
- Download the Raw Payroll Dump File, Transmit to Payroll file, or Vendor Raw Dump File
 - Click Attachments
 - Click the download icon for the file you wish to open
 - This data in this file can be used to create any necessary documents to submit payroll to the payroll engine/system
- Click Reconcile to reconcile the batch. Complete this step once entries have been paid out to the employees. Reconciliation can be done via Batch Details page or the Reconcile function on the side bar. To reconcile via Batch Details:
 - Create a correctly formatted txt file that includes every entry in the batch. Columns must be in the following order:
 - PayrollEntryID - The Payroll Entry ID as listed in DCI. Create one row per payroll entry. You must include every payroll entry in the batch. **(required)**
 - PayrollSystemReferenceID - The ID from the payroll engine **(required)**
 - PayrollRefCheckId - The check number that the entry was paid out on **(optional)**
 - UnitAmount - The unit amount as entered on the punch entry. This must match the punch exactly. **(required)**
 - NetPay - The net amount paid to the employee. **(required)**
 - PayDate - The date the employee was paid. **(required)**
 - PayrollBurden - The actual payroll burden for the entry **(required for dollar based entries)**
 - Click the green Reconcile button
 - Enter a Ref Reconcile Id (required) - this can be any reference number you choose
 - File Name (required) - this name will appear in the attachments table to describe the reconcile file
 - Add Attachment - attach the Reconcile txt file here
 - Click Reconcile
 - The system will start the reconciliation process. The batch status will update to ReconciliationInProgress.
 - Once complete, the user can see the results file under the Reconcile Function.
 - If any entry failed reconciliation, the Results file will display the Reconciliation status and the reason for failure

- If entries were successfully reconciled, the results file will list Success as the Reconciliation Status.
 - If all entries were successfully reconciled, the batch status will update to Reconciled and the entry statuses will update to Paid.
 - For entries with a funding type of Dollar, the corresponding Client Funding Account entry will be updated and the authorization will be deducted with the amount that was reconciled.
- Payroll entries can only be reconciled once.

Reconciled Status

Reconciled status means that at least some of the entries in the batch have been paid out. The same actions listed under Transmitted status can be taken when a batch is in Reconciled Status.

Punch Entries

The Punch Entries tab within the Payroll Module lists all entries that are ready to be processed or have already been processed in a payroll batch. Entries that have been approved will appear in this table.

New Payroll Batches can be created directly from the Punch Entries function. To do so:

- Use the filters to search for the desired punches and click Search
- Select the header checkbox to select all listed entries, or select the checkbox next to each entry that you wish to include in the batch
- Click New Batch to create a New Batch
 - Complete the wizard to create a New Batch
- Click Add to Existing Batch to add the selected entries to an existing Pending Payroll Batch
- Click Remove to remove the selected entries from an existing Pending Payroll Batch

Payroll Entries

The Payroll Entries function lists all existing payroll entries. This table is a great way to look up details of individual payroll entries, including status. Payroll Entries in Approved status can be edited by clicking in the entry row to open the Payroll Entry Details Page.

Previously Paid Entries

The Previously Paid Entries function lists all entries that have been compensated (edited or canceled) after being processed in a payroll batch. This may occur if an error was noticed some time after the payroll process was completed. Previously paid entries also appear on the Punch Entries page, but the Previously Paid Entries function allows a quick way to find specific entries, as well as an easy way to batch compensating and corrected entries together. New Payroll Batches can be created directly from the Previously Paid Entries function. To do so:

- Use the filters to search for the desired punches and click Search
- Select the header checkbox to select all listed entries, or select the checkbox next to each entry that you wish to include in the batch
- Click New Batch to create a New Batch
 - Complete the wizard to create a New Batch
- Click Add to Existing Batch to add the selected entries to an existing Pending Payroll Batch
- Click Remove to remove the selected entries from an existing Pending Payroll Batch

Employees

This functions allow users with Payroll Role to quickly search for information they might need regarding employees.

Reconcile

As mentioned under Batches, payroll batches can be reconciled from either the Batch Details page or the Reconcile function on the side bar. Reconciling from the Reconcile function allows users to reconcile entries across multiple batches. To do so:

- Prepare your Reconcile file. This file must be a txt file (tab delimited) and should contain the following columns with headers exactly as listed:
 - PayrollEntryID - The Payroll Entry ID as listed in DCI. Create one row per payroll entry. You must include every payroll entry in the batch. **(required)**
 - PayrollSystemReferenceID - The ID from the payroll engine **(required)**
 - PayrollRefCheckId - The check number that the entry was paid out on **(optional)**
 - UnitAmount - The unit amount as entered on the punch entry. This must match the punch exactly. **(required)**
 - NetPay - The net amount paid to the employee. **(required)**
 - PayDate - The date the employee was paid. **(required)**
 - PayrollBurden - The actual payroll burden for the entry **(required for dollar based entries)**
- Login to a profile with the appropriate role and/or permission via the DCI website
- Select Payroll from the header
- Select Reconcile from the side bar
- Click Actions, then Upload File
- Add Ref. Reconcile ID and File Name (these can be any that you choose)
- Click Add Attachment and attach your prepared file
- Click Save.
 - The system will start the reconciliation process.
 - Once complete, the user can see the results file under the Reconcile Function.
 - If any entry failed reconciliation, the Results file will display the Reconciliation status and the reason for failure
 - If entries were successfully reconciled, the results file will list Success as the Reconciliation Status.
 - If all entries were successfully reconciled, the batch status will update to Reconciled and the entry statuses will update to Paid.