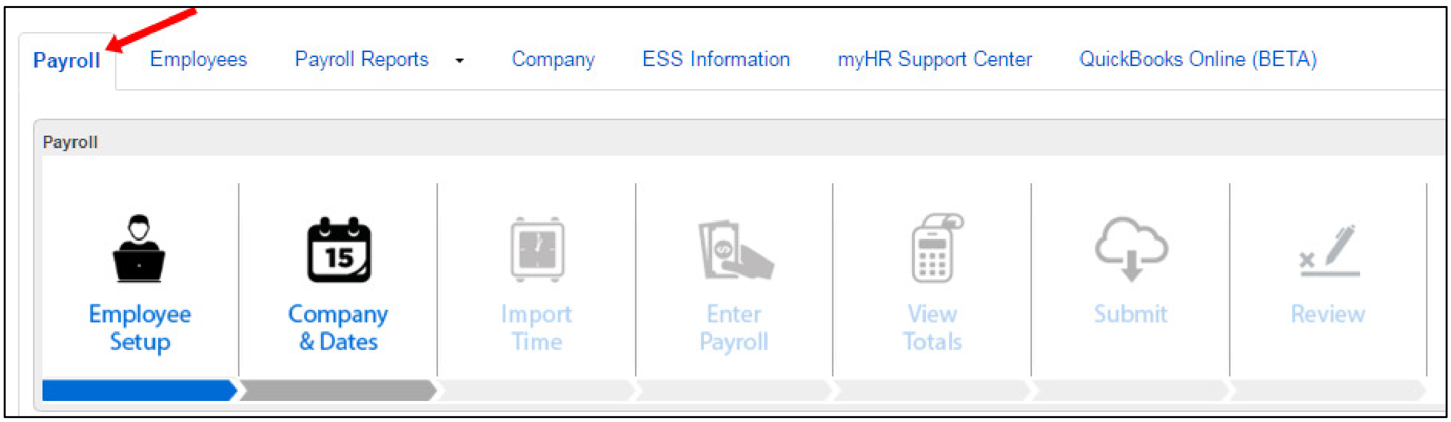
PayOptions Guide to Process Payroll

Select the “CyberPay Online Phoenix” application and then click on the “Payroll” tab.

The payroll tab allows users to import and/or enter payroll data.



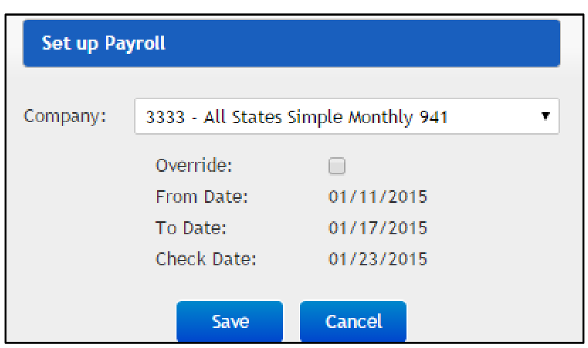
These icons are laid out to step you through the payroll process from left to right.

Employee Setup

The “Employee Setup” icon is a short cut to the “Employees” tab. Click this if you need to make employee edits such as rate changes or one-time adjustments to deductions, benefits, and/or taxes. More detail on the “Employees” tab will be provided in the next section. Note: Some user accounts prevent Employee Setup changes.

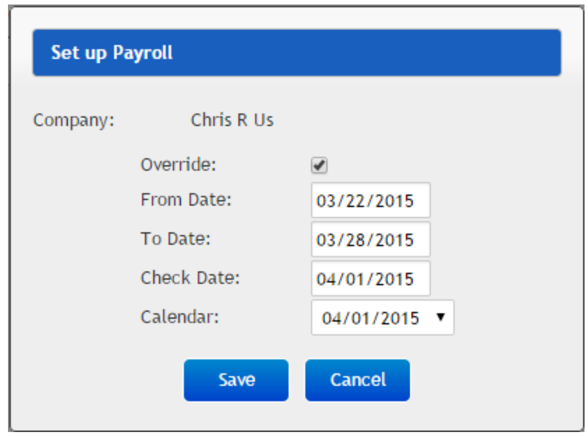
Company & Dates

This is the first step of the payroll process.

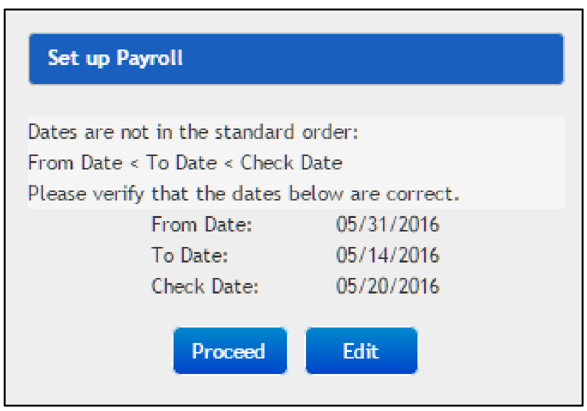


Select the Company for which you wish to run payroll from the Company box (see image above). Users will see all the companies associated with their account in this list. Note: Users can first go to the “Company” tab and “Select” the company that they want to work with. When this is done first, that company will be selected here and you would not be able to change the company.

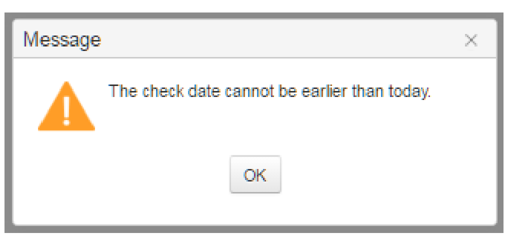
If the From, To, and Check Dates are correct, click the “Save” button here. These dates are for the next payroll listed in the company’s calendar at PayOptions. If these dates are not correct, click the override option. You will then be allowed to enter your own dates or pick another check date from the Calendar. Remember to click the Save button when finished.



Note: You may receive the pop-up shown below if the dates that you entered are not in the standard order (From Date < To Date < Check Date). If the dates are correct, click Proceed. If not, click Edit to change the dates.



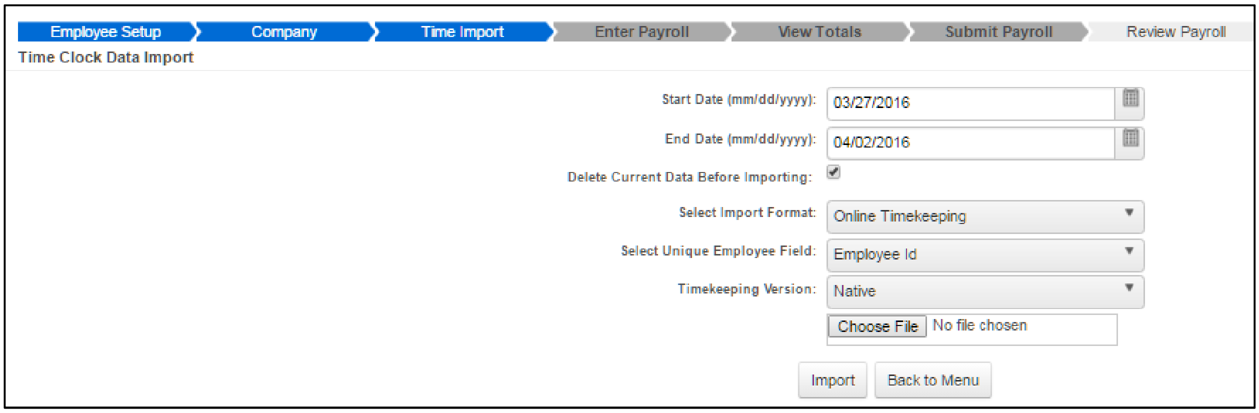
You might also get this pop-up if the check date that you specified is less than the current date. Payrolls with check dates in the past can’t be processed through CPO Phoenix.



Note: When in the “Time Import”, “Enter Payroll”, and “View Totals” steps, you can also navigate through the steps by clicking on the arrows at the top of those screens.

Import Time

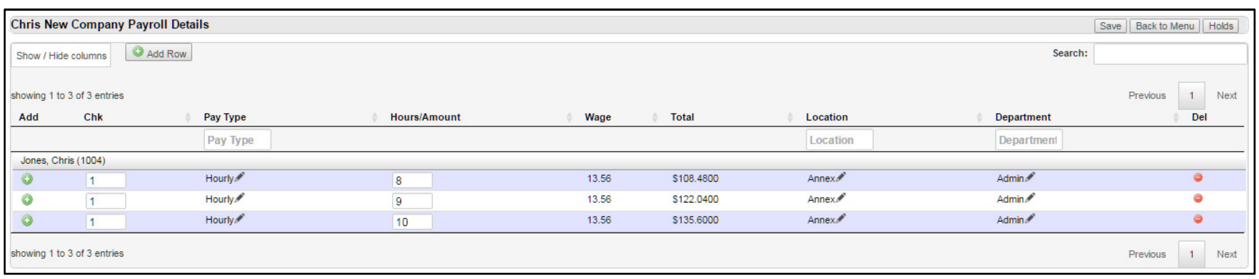
If the company is set up for one of the time keeping methods, click on the “Import Time” icon. PayOptions will give you additional directions on this process if you are using our time keeping application.



Enter Payroll

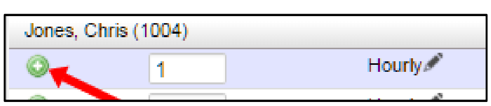
Click on the “Show/Hide Columns” button (top-left) to add or remove columns. For example:

- You can hide the Job column if you don’t use jobs for cost allocations.
- You can add the Override wage if you pay employees different rates routinely.

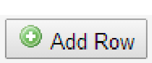


The Pay Type, Location, and Department columns have filters located below the headers. Enter the desired value in the box to filter the pay grid.

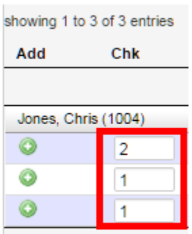
Click the green “+” sign to the left of a pay type to add another record with that same pay type to the employee. This would be necessary to apply different jobs, departments, rates, etc. to each record.



Click the “Add Row” button near the top-left corner to add pay types for employees already in the pay grid (this is similar to clicking the green button described above). This will also add employees that are set up in the company, but not currently in the pay grid.

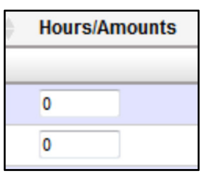


The Check (Chk) column allows you to create multiple pay checks (or direct deposit stubs) for an employee. For example, if the employee wants his/her vacation pay on a separate check, you can change the Chk number from “1” to “2”.



The Hours/Amounts column allows you to enter the number of hours that you want to pay an employee. Enter the gross pay amount for dollar-based pay types such as tips, bonus, or commission (these should be set up with a $0 wage in the employee’s setup). Note: The system will enter $1 into the override column for you. Please leave this there.

Note: Communicate with PayOptions the preferred way to enter salary pay data. If the salary pay type’s wage is set to zero or $1, you will most likely enter the dollar amount earned for the pay period. If the wage is set to an hourly rate, you would most likely enter the number of hours to be paid (not necessarily the hours worked). If you need to track the number of hours worked independently of the pay amount, you would most likely have 2 salary pay types. One with the pay rate and 0 hours per unit and a second that has 0 pay rate and 1 hour per unit.

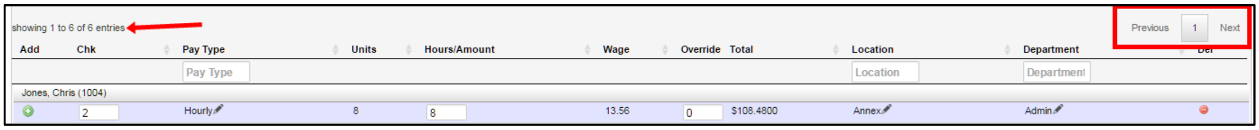


The Location, Department, Division, Title, Classification, and Job columns will be set to the employee’s settings from Employee Setup. These can be edited (by clicking the pencil beside the item) as needed.

The red “-“ button on the far right of each record allows you to delete the pay type (record) from this paycheck. You can also enter zero in the amounts field rather than deleting the record. Note: Records may return with the next payroll’s entry if they are set in the employee’s reoccurring entry setup at PayOptions.

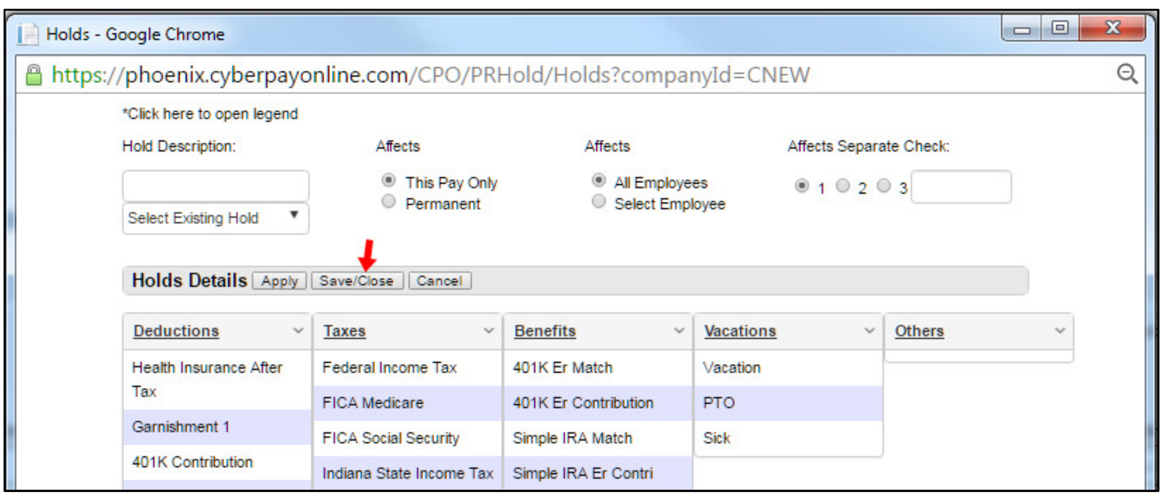
The “Search” box will allow you to quickly find a specific employee in the pay grid.

Use the “Previous” and “Next” buttons at the top or bottom of the screen to change the page and enter payroll for all employees.



There is a “Holds” button in the top right corner.

In some cases, an employee may receive a check that will not have deductions, benefits, accruals, and/or taxes withheld. The Holds window (shown below) allows you to select items to place a hold on for a selected Check (Chk) number. This hold can be for one employee or all employees and can be made permanent or set to only occur this pay run. Include a name in the Hold Description box so that you can differentiate the holds on the View Totals screen. You may also choose to apply a permanent hold that was saved earlier. Click the “Apply” button to apply/save the hold and remain on the screen. Click the “Save/Close” button to apply the hold and exit the screen.



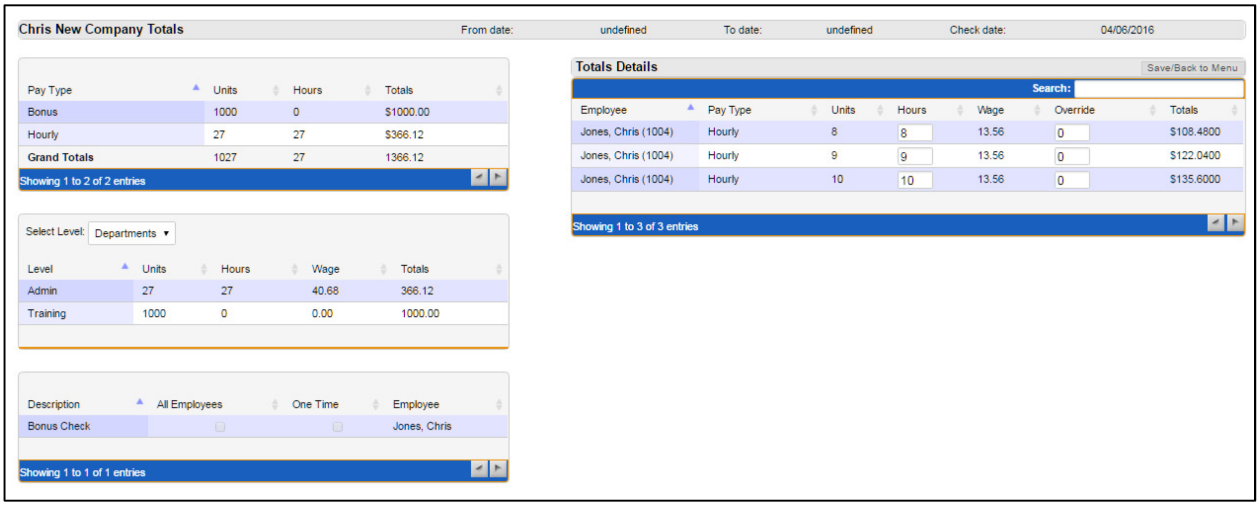
Once you’re finished entering hours/amounts for all of the employees, click the “Save” and then the “Back to Menu” buttons in the top right corner. You can “Save” your pay entry as often as you like.

PAYOPTIONS

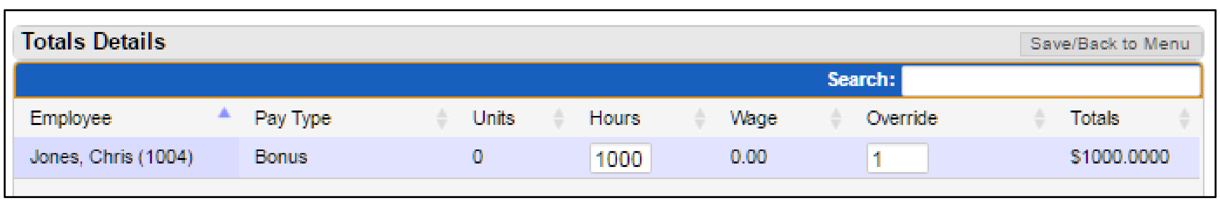
View Totals

Click the “View Totals” icon to verify that the payroll entry is correct.

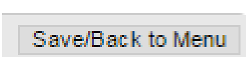
Click on a “Pay Type” in the top-left block and its details will be shown in the “Totals Details” block on the right. The middle block on the left will give you totals by location, department, division, or job (select which of these you wish to see from the list there). The bottom-left block will show any holds that you have in this payroll.



Note: Dollar based pay types such as Bonus will show 0 units in the Totals Details box. That is expected.



Once you have verified that the totals are correct (or to return to the pay grid to make changes), click the “Save/Back to Menu” button on the top-right to return to the Payroll menu.

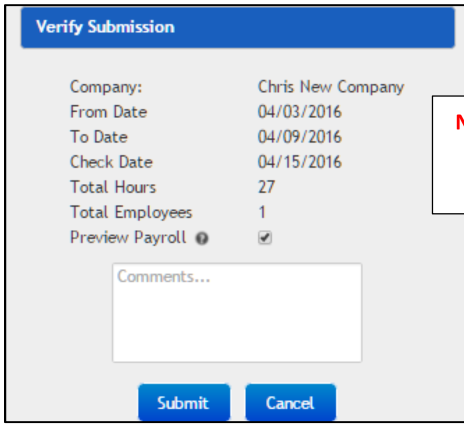


Submit

Click the “Submit” icon to send the payroll to PayOptions.

Verify that the information (company through total employees) is correct. Enter comments for PayOptions regarding the payroll if desired. The “Preview Payroll” option is a feature that PayOptions can turn on per company. If you do not have this option, click the “Submit” button to submit the payroll or the “Cancel” button to exit the screen and make changes. If you do have the “Preview Payroll” option, check it to receive a gross to net report for preview before final submission of the payroll. Uncheck it to make this the final submission of the payroll. Then click the Submit button.

PAYOPTIONS

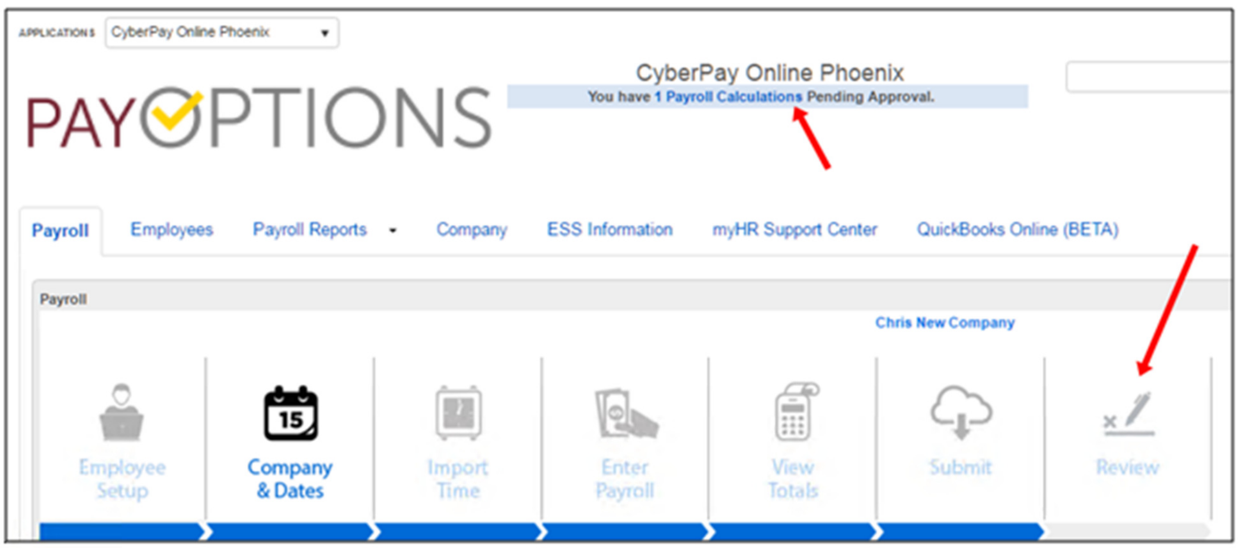


NOTE: Do not enter more than 500 characters in the Comments box.

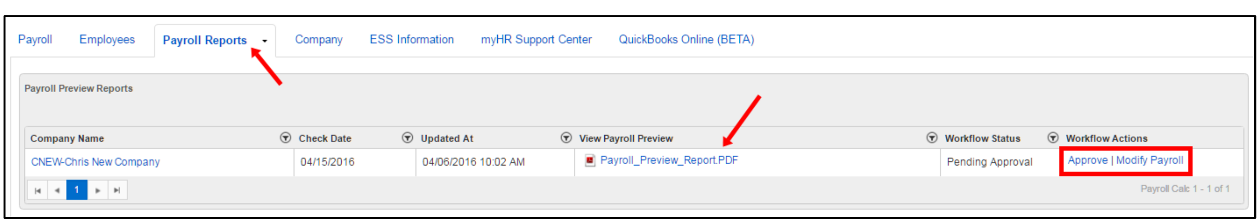
If you checked the preview option before clicking the “Submit” button, you will receive the preview report within 30 minutes. If you do not, contact PayOptions. Notice the progress bar at the top of the screen. When it changes to “You have 1 Payroll Calculations Pending Approval”, click somewhere on the words “1 Payroll Calculations” to view the report.

Review

The “Review” icon could be clicked instead of the link, as described above.

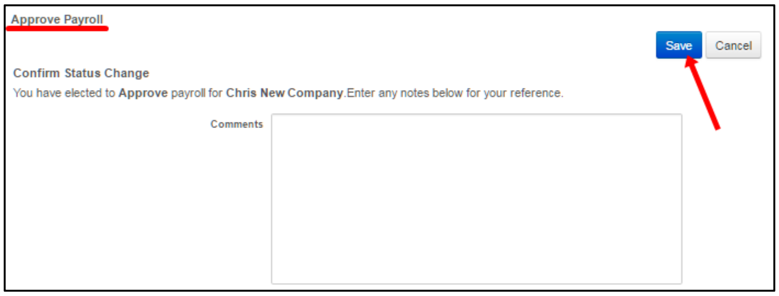


These will both take you to the “Payroll Reports” tab where you can select and view the payroll preview report. Note: Users will also receive an email with this same link when the report is ready.



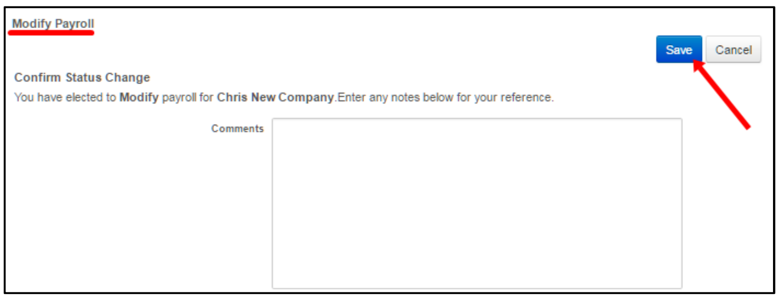
PAYOPTIONS

If the preview report is correct, click the “Approve” link (shown above). Then enter a comment if desired, and click the “Save” button. This completes the payroll.



NOTE: Do not enter more than 500 characters in the Comments box.

If you need to make changes, click the “Modify Payroll” link (shown above). Enter a comment if desired, and click the “Save” button. Then, return to “Payroll” tab to edit and resubmit.



NOTE: Do not enter more than 500 characters in the Comments box.

The client will get an email once the payroll has been processed and reports are available for them to view online. Once they get that email, they can go to the “Payroll Reports” tab and see the reports.