Processing a Pay Run/Pay Employees using Time Sheets

Document #:	3090	Product:	CenterPoint®Payroll

Time Sheets are used to enter time in and out detail for each employee. Pay Employees is used to process and print payroll checks. CenterPoint Payroll allows an unlimited number of open pay runs at any given time. Use these instructions if you would like to enter time in and out detail for each employee or will be importing time from a time-clock. Please refer to the Processing a Pay Run/Pay Employees document if you would like to create a pay run by entering total hours per employee or by copying a previous pay run.

> See the Default Earnings Time Sheet procedure for more information.

Step A - Enter Time Sheets

Step B - Create a Pay Run & Import Time Sheets

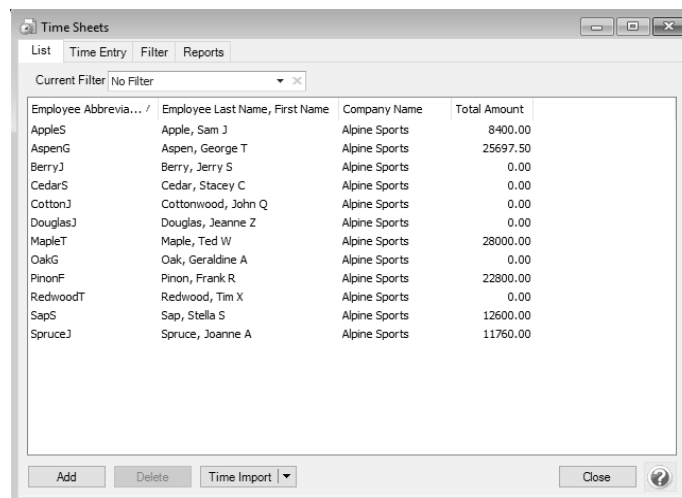Step C - Verify Pay Run Information (Optional)

Step D - Process Pay Run/Print Checks

Step E - Pay Liability Invoices Due

Step A - Enter Time Sheets

1. Select **Processes > Time Sheets** or **Processes > Payroll > Time Sheets**.

2. Select an employer and employee you want to add time sheets for.
3. Click **Add** (or click **Time Import** to import time detail from a time clock).

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4. Right-click and select Add/Remove Columns to customize the time detail information that should display to your specifications.
5. Enter your time-in and time-out details by date.
    » You can use Pay Defaults to make your time sheet entry easier.
    » If you need to reduce the amount of the time sheet entry, enter hours into the **Breaks** column. This column is only available when using the start/stop times. For example, Start Time = 08:00, Stop Time = 17:00, Breaks = 1.5, Hours = 7.5 (calculated).
    » If you need to delete a time sheet entry (date) on a time sheet, right-click and select Delete Row.
    » The Tab key moves between fields.
    » To move between hours and minutes on the start/stop times, press the space bar. By default, start and stop times are entered in military time format. If you would rather enter time in standard AM/PM format, go to **File > Preferences > Payroll > Time Sheets** and change the Time Format setting to AM/PM.
    » If you want the Hours Offered and Hours Worked fields to auto-fill with default salary earning type hours, set the Default Hours for Salary Earning to Yes and verify/change the default hours in File > Preferences > Payroll > Salary Hours.
    » If the Offered column is displayed in your grid and it is zero, it will be auto-filled with the entry you make in the Hours column. The total of the Hours Offered column for the selected employee will display in the Totals section in the Offered box.
    » If you want to change the default expense account for an earning for a time sheet entry, it is not necessary to do that in Setup because an Expense Account column can be added to the Time Entry grid. This column is active when there is a single expense account associated with the earning and account distributions are not being used, otherwise the column is disabled and displays the first expense account associated with the earning entry. A single expense account selection is permitted in this column. Accounts selected in this column will override existing expense accounts with single entry at 100% distribution.

    » When you click the Detail button, the Time Entry Detail screen displays.

        » On the Detail tab, you can enter details for columns that were not included on the grid. The items on this tab represent the Date, Earning, and units involved in calculating the pay. The units can be hours for hourly earnings, pieces for piecework, or gross receipts for tips. You also have the options to allocate the pay to a department (filled in by default from the employee record) and by project. The tab also includes a Notes field that can be used to add notes regarding this time entry. If the time sheet was imported from CenterPoint Time Clock, the Notes will display from notes entered in the time clock entry.
        » The Accounting & Taxes tab display all the defaults that were setup on the Employee Detail screen for this earning. You can override the selections made by selecting to use an account distribution, dividing the labor cost among multiple accounts, selecting different profit centers/departments, production centers/locations, production year/tracking number 1, production series/tracking number 2, project, etc.

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Note: If you want to change the default expense account for an earning for a time sheet entry, it is not necessary to do that on the Accounting & Taxes tab; an Expense Account column can be added to the Time Entry grid. This column is active when there is a single expense account associated with the earning and account distributions are not being used, otherwise the column is disabled and displays the first expense account associated with the earning entry. A single expense account selection is permitted in this column. Accounts selected in this column will override existing expense accounts with single entry at 100% distribution.

» This tab also displays the defaults for taxes and includes the tax state for this employee, the SUTA state for this employee, and the worker's compensation class. (All of these are set up on the employee record and will default here.) They may be changed as necessary or if defaults were not entered in on the employee record, they can be entered here.

1. Verify the **Leave Available** grid. The grid displays one row for each active paid leave item associated with the selected employee, including how much of that leave is available for use. The available leave is for reference purposes only and does not adjust itself to reflect any leave hours entered into the Time Sheet grid.

2. Use the green arrow buttons at the bottom of the screen to move to the next employee. When finished entering time, click **Save**.

Note: If earnings that require Hours to be Entered have no Hours, a "One or more earnings used require hours to be entered. Enter hours for these earnings or reconfigure them to not require hours to be tracked." message displays and the time sheet will not be saved.

3. Time sheets can be added to or changed by selecting the employer and employee you want to change on the List tab and then clicking **Add**.

Step B - Create a Pay Run & Import Time Sheets:

1. Select **Processes > Pay Employees** or **Processes > Payroll > Pay Employees**.

Note: The List tab can be filtered to display specific information defined in a filter. Use the Current Filter field to select No Filter, the Default filter or a Custom filter. See the About the List tab topic for more information.

2. Click **New**.

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3. Under **Pay Run Information**, enter the pay run information:

» **Company** - Select the company that this pay run is for.

» **Bank Account** - Select the bank account that checks will be written from and direct deposits will be debited from.

» **Number** - The default pay run number will be displayed. The default sequence number for this field is a six-digit number that will increment by 1 with each pay run.

» **Deduction/Benefit Frequency** - Select the deduction/benefit frequency for this pay run.

» **Pay Period From - To** - These dates should represent the work dates for the pay run for the selected company. The last entered pay run's dates for the selected company are used as a template to calculate the next pay run dates. For example, if your last entered pay run was for 6/01/20 - 6/14/20 with a pay date of 6/15/20, the next calculated pay period would be 6/15/10 - 06/28/10 with a pay date of 6/29/10.

» **Pay Date** - Enter the date that will be printed on the checks.

» **Extra Frequency** - If there are any additional deduction/benefit schedules that need to be included, select the frequency in this box. For example, the employer makes a one time contribution annually to fund a Health Savings account for the employees, this Special Pay Period is only selected the first pay period of the year.

» **Memo Line** - Enter an optional memo. The memo entered here will appear in the Memo Line 1 field of any check/advice definitions that include the field (including the system-supplied checks.)

» **Exclude Default Pay Amounts** - Select this check box if you do not want salary to automatically calculate for special pay runs such as bonus or commission pay runs. When the Enter Pay tab is selected, the earning Amount column value will be set to zero for the selected employees in the pay run.

» **Do NOT Calculate Overtime** - Select this check box if you want to enter and process a pay run without any Calculated Overtime.

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4. Under **Employees**, select the employees that you want to pay in this pay run.

   » To select all employees, click to move all employees to the right side of the screen.

   » To select a single employee, select the employee you want to pay, and then click to move the employee to the right side of the screen.

   » To select multiple employees, hold the CTRL key while you make your selections and then click to move the employees to the right side of the screen.

   Note: You can set a filter to only see employees with time sheets entered. Click on the + to expand **Filtering** and select **Timesheets** is **Yes**.

5. Click **Import Time Sheets**.
6. Select the **2. Enter Pay** tab.

7. Select an employee from the upper-left side of the screen.
8. The lower left side of the screen displays the Leave Available for this employee.

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> Note: Inactive leave will display in the Leave Available grid only if there is a positive balance of available leave for the item.

9. On the right side of the screen, in the **Weeks Worked** box, the value that displays is the Pay Period default for the employee from the Setup > Employees > Payroll tab. This value can be overridden at any time prior to processing the pay run with a value between 0 and 52 weeks; the value entered here will be passed along to Aatrix for tax reporting.

10. On the right-side of the screen, under **Regular Earnings**, enter any additional payroll data information not included on the time sheets. For example, pay for salaried employees.

> **Note**: If you want to use prior pay run information for this employee (instead of entering time manually), click **Recall** to view a list of prior pay runs and select the pay run you want to use the pay run information from.
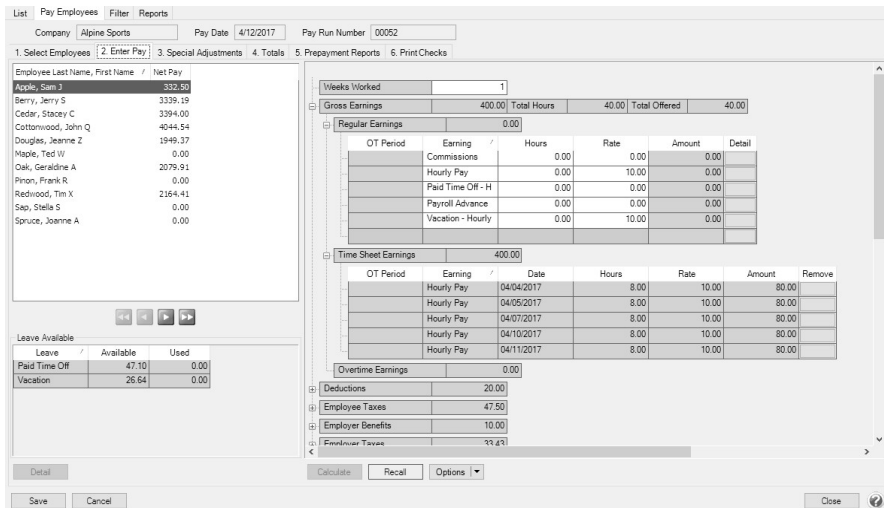
> Click the Lookup icon in any of the boxes under Gross Earnings to select the earning, work shift, department, etc. from a list. You can also customize the data entry grid, right-click on the grid, select Add\Remove Columns, select the columns of detail you will need for time entry by selecting the check box next to each column name, click OK.

> **Note:** If you are entering a third party sick pay pay run, see the information about third party sick pay in the Third Party Disability Payments procedure.

> **Note:** If you want to require that a "management detail" (profit center/department, production center, project, production year/tracking field 1, or production series/tracking field 2) be entered on all pay run earning lines before the pay run be processed or be warned if a "management detail" is missing from a pay run earning line but continue to process the pay run, you can set the Profit Center/Department Pay Run Validation preference in **File** > **Preferences** > **Payroll > General** for the "management detail". If the **Skip Earnings Using an Account Distribution** preference is set to **Yes** the "management detail" pay run validation preference set to Required will be skipped for an earning using an Account Distribution.

> **Note**: If you want to enter what you want the Net Pay for the check to be and have CenterPoint calculate the gross, add the optional Gross Up button to the Earnings section of the Enter Pay grid by right clicking and selecting Add/Remove columns. This button is active for fixed rate earnings only.

11. The information imported from time sheets is found under **Time Sheet Earnings**. Click the plus side to expand the section and verify the time sheet earnings; the Date, Hours, Rate, etc. for the time sheet appear as they were entered in Processes > Time Sheets.

12. If an imported time entry should be removed, click the **Remove** button in the specific row to be removed and then confirm the removal by clicking **Yes**. When the pay run is saved, the removed time entry will be available in Processes > Time Sheets. The time sheet can be modified and re-imported.

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13. To verify or override **deductions**, **employer benefits**, **employee or employer taxes**, etc. expand each section by clicking the plus sign . If you change the amount of a deduction, employer benefit, employee or employer taxes, the Override check box will automatically be selected.

14. To verify the number of hours entered for the selected employee, view the **Total Hours** box on the right-side of the screen next to **Gross Earnings**.

15. Repeat Steps 7 - 13 for each employee in this pay run. To select the next, previous, last, or first employee from the upper-left side of the screen, you can select the employee by clicking the employee name or you can select the next employee in the list by clicking one of the selection icons under the employee list.

16. Click on the **3. SpecialAdjustments** tab if you need to do a minimum wage, hourly rate rounding, pay employee FICA, or break pay adjustment.

Special Adjustments

» **Minimum Wage Adjustments**

» In situations where you have workers that get paid using piecework, it is necessary to make sure that they are also achieving minimum rate wages. Red Wing Software does not automatically update minimum wage rate changes for each state. You will need to do this manually. CenterPoint Payroll maintains the Federal minimum wage rate in Setup > Payroll Details > Minimum Wage Information. The minimum wage information is used to calculate optional minimum wage adjustments for employees not meeting state or federal minimum wage requirements. When the minimum wage adjustment is calculated, an additional earning is used to add the amount to meet the minimum wage adjustment. The total wages are compared to the hours worked multiplied by the minimum wage. If the employee has not earned at least minimum wage an adjustment is done and the amount is added to their earnings. For additional information, see the Minimum Wage Adjustments topic

» On the left-side of the **Special Adjustments** tab, all employees will display. Select all of the employees by clicking on the first employee and then holding the Shift key while you click the last employee. Release the Shift key.

» Click **Calculate**. The first time you click **Calculate**, you will be prompted to enter/select the Minimum Wage Adjustment earning, select the earning, and then click **OK.** If the Employer Pays Employee FICA check box was selected in Setup > Employees > Payroll tab for an employee, a Pay Employee FICA Adjustment will display for the amount of their Social Security and Medicare taxes. If an earning was not assigned at the Employer level, you will be prompted to enter a Gross Up Earning, select the earning, and then click **OK.**

» By highlighting each employee on the list, the grid on the right-side of the screen will show you if any adjustment was made.

» The Special Adjustments report can be previewed for the current pay run from this screen by clicking **Preview**. When clicked, any changes made to the pay run up to that point will be saved and the Special Adjustments report will display. Changes made to this version of the report will not be saved and cannot be stored as a favorite. If you want to customize this report, you should print the report via the Reports > Payroll Data Reports > Payroll Totals > Special Adjustments or Prepayment Reports tab instead.

» When an adjustment is made, the earning and amount will display in the Pay Grid on the **2. Enter Pay** tab.

» **Hourly Rate Rounding Adjustments**
» In situations where you have earning rates that extend beyond two decimal places or use fractional hours/pieces that may result in rounding discrepancies, the Hourly Rate Rounding adjustment can be used to correct the rounding discrepancy.

» This adjustment is only made for hourly earnings of the same type and rate.
For example, if a new time sheet is entered for each day worked, you may end up with

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multiple earnings (of the same type and rate) in the pay run for an employee; and if a two decimal rate or fractional hours are entered , it's possible to calculate a different total earning amount for those earnings if all the hours are added up and multiplied by the Rate as opposed to adding up all the Hours x Rates rounded to 2 decimal places.

> » 8 hours are worked @ $9.1253 for 5 days.
> » When the five time sheets are imported (because they are entered daily) there will be five earning entries, each with an Amount of $73.00.
> » Total earnings = $364.00; however, if those hours were summarized to 40 hours @$9.1253 the total would be $365.01.
> » To track those rounded pennies, you can calculate an Hourly Rate Rounding Adjustment which will calculate any difference and add it to the earnings as an adjustment.

> Note: This adjustment is only made for hourly earnings of the same type and rate.

» **Pay Employee FICA Adjustment**

> » CenterPoint Payroll can calculate an adjustment to allow the employer to pay an employee's FICA. This is commonly referred to as a Gross Up adjustment. For additional information, see the Employee FICA Paid by Employer (Gross Up Adjustment) topic.

> > » Click on the **Special Adjustments** tab.
> > » Check the box for **Pay Employee FICA Adjustment**.
> > » Highlight the employee(s) you need to calculate the adjustment for. Hold down the **Ctrl** key while clicking to select more than one employee.
> > » Click **Calculate**.
> > » In the **Gross Up Earning** box, select the earning setup for Employer Paid Fica and click **OK**.
> > » A line will be added to the grid for the Pay Employee FICA Adjustment. This amount will be added to the employee(s) pay. It will be equal to the employee tax calculated for Medicare and Social Security.
> > » If desired, click **Preview** to see a report of all the adjustments that were calculated.

» **Break Pay Adjustment**

> » The break pay adjustment is used to compensate piece rate employees for rest periods separate from piece rate pay, for example, the Washington State Piece Rate Workers' law requires this adjustment. You can include only earnings associated with a specified state by selecting the state in the Tax State box. If no selection is made, the calculation will include all state's earnings. For additional information, see the Processing Paid Breaks topic.

> > » Example: An employee's total piece rate earnings for the week is $800.00 and worked for 40 hours, including the required two 10 minute rest-breaks each day (total of 10 required rest breaks in 5 days). The employee's regular rate would be $800.00/(40 hours – 100 minutes of required rest-breaks), which equals approximately $20.87/hour, which is greater than the minimum wage rate. Therefore, in addition to the piece work pay of $800.00, the worker would be entitled to be separately paid for the 100 minutes of required rest-breaks at the employee's regular rate of $20.87/hour or approximately an additional $34.78 for the week. Had the regular rate been less than the current minimum wage of $9.47/hour, the regular rate would be adjusted up to the minimum wage.

17. The **4. Totals** tab is used to verify the total number of employees, net pay, taxes, benefits, and total liability. The screen also lists the total number of employees receiving checks and direct deposit advices with the net pay for each for the pay run.

Step C - Verify Pay Run Information (Optional)

If desired, run a Payroll Prepayment report from the **5. Prepayment Reports** tab to verify data entry prior to posting and/or printing. Each report will automatically filter to the current pay run when selected. Select the report and click **Print** or **Preview** to display the report. Reports function as they do anywhere else in the system, supporting favorites and customization.

> Note: The Reports tab will display as the default in the 5. Prepayment Reports tab even if the File > Preferences > Reports > General > Display Database Favorites is set to display the Favorites tab by default.

Step D - Process Pay Run/Print Checks

1. Click the **6. Print Checks** tab.

2. If you have both paper checks to be printed and employees that have direct deposit, under **Printing Information**, you will want to select the first option - **Print Checks and Direct Deposit Advices** (direct deposit advices will print only for those employees who have both the Active and Print Pay Advice check boxes selected in Setup > Employees > Direct Deposit tab). If none of your employees will be receiving direct deposit advices, select **Print Paper Checks for All Employees**, or if you are inputting an after-the-fact payroll, select **Assign Check Numbers Manually**. If you assign check numbers manually, you will be prompted to enter the check number for each employee, checks will not print.

   If the Printing Information setting is changed during a pay run, you will be prompted to determine whether you want to save the setting for future pay runs.

3. Under **Printing Order**, select the order you want to print checks and direct deposit advices by. Select the order in which the checks should process by moving the sort items from the list on the left to the list on the right, and then organizing the list from top to bottom.

4. Under **Posting Options**,

    » Select the **Accrue Leave** check box to calculate leave for active employees. The Fixed Rate and Hours methods of leave can be calculated with pay runs. All other leave must be accrued through **Transactions > Leave > Calculate Paid Leave**.

    » If you subscribe to **Publish Pay Advices** and you want to publish advices at the time you post payroll, select the **Publish Pay Advices** check box. See the Publish Pay - New Installation document for more information. If there are no advices in a pay run at the time a payroll is posted, you will not be prompted to publish pay advices, even if this box is selected.

5. If you wish to always process and post your pay run together, select the **Process & Post/Print Together** check box, and then click the **Post & Print** button.
    OR
    If you do not want to process and post your pay run together, unselect the **Process & Post/Print Together** check box, and then click **Process**. You will receive a successfully processed message, click **OK**.

6. Click **Post & Print**.

Note: A *"One or more employees included in this pay run have not had any earnings entered"* message will display when any of the employees included in the pay run have not had any entered earnings (earnings with zero hours, pieces and amounts will generate the message). If you click Yes, the post will continue to process the pay run and if you click No the post will be canceled and the pay run can then be edited.

Note: If an entered pay date is in a locked period when you click Post & Print, you will receive a message. The pay run is processed, but not posted so you can unprocess and change the pay date if needed or unlock the period.

7. If you selected the Accrue Leave check box, and your employees have a leave category set to Calculate on a Pay Run, the Calculate screen will display.

    » Click **Calculate**. The employees that are in the pay run and that have the associated leave/leave category will display selected in the screen.

>> Click **Save**.
>> Click **OK**.

8. On the Printing screen, **About to begin printing # (the number of check that will print) checks, click OK to continue** screen , select the **Printer**, **Check Type**, **Stub Type** (the Check and Stub Types default from the settings in File > Preferences > Printing) and **Number of Copies**, and then click **OK**. Verify/change the **Next Check Number**, and then click **Print**. After all checks have printed, the Pay Advices will print (if applicable).

9. At the payroll successfully posted message, click **OK**. If the pay run does not complete successfully, a "Payroll posting did not complete, the following steps remain" message will display and lists the specific parts of the posting process that have not completed and allows you to attempt the posting process again. You can also attempt the posting again from the List tab. The Status column will list pay runs as "Posting" if posting was attempted but not successful. These pay runs can be edited and posted again. If you do not see the "Posting" status pay runs on the List tab, change the filter to "No Filter".

Step E - Pay Liability Invoices Due

When a payroll is processed that deducts monies (taxes, child support deductions, etc.) which will in turn be paid to another party, the system will automatically create liability invoices for those amounts. The following steps explain how to select these invoices for payment and print the checks. Invoices can be selected for payment based on their Due Date, Discount Date or Invoice Date.

1. On the **Processes** menu, point to **Payroll**, and then select **Pay Invoices Due**.

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2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
   » In the **Company** box, enter the company name that you want to view open invoices for.
   » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
   » In the **Filter** box, select Payroll Liabilities.
   » There are three options available for the **Find By** field (**Findby Due Date, Find by Invoice Date, Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was

   selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the **Find By** field.
   » In the **Payment Date** field, enter the date to use on the checks.
   » Verify the first **Check Number**.

3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display.

» To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**. **Note:** When you expand invoices to the lowest level for a vendor, you can determine if the payroll liability is a 941, 943, or Other liability in the Liability Type column. If the Liability Type column is not displayed, right-click, select Add/Remove Columns, select Liability Type, and then click OK.

» If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.

4. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:

   » Click on the **Pay All** button to select all invoices for all vendors displayed.
   » To select all invoices for a single vendor, select the **Pay** box for that vendor
   » To select individual invoices for a single vendor;

      1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.
      2. Put a check mark in the **Pay** box for each invoice that should be paid.

         » To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice. Note: If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.
         » If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.

5. If any invoices have discounts available, they will automatically be taken. The totals will be listed in the **Discounts Taken** field.

6. The **Total Due** box displays the total of all of the unselected open Accounts Payable invoices in the Pay Invoices Due grid.
7. The **Total To Be Paid** box displays the total of all open Accounts Payable invoices selected to be paid in the Pay Invoices Due grid.
8. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.

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9. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) The selection set in File > Preferences > Printing > Checks will display and can be changed.. Select whether you want to immediately print a check for the payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
10. Click **Post** to save the payment transactions and print checks (if you selected to do so).

   » If you have 13 or more detail lines in a payment transaction, the *About to begin printing overflow sheets, click OK to continue* screen message displays. The first time the screen displays, the printer selected is the same as you selected in Preferences > Printing > Check Printing Settings. Select the printer to print overflow stubs to if it is a printer other than the printer you print checks to. Select the Number of Copies to print. If the printer or number of copies is changed, the selections are saved and will display for future overflow stubs. Click **OK**. All of the detail lines will print on an overflow sheet and the check stub will print "The information to be printed exceeded the available space. Please see attached detail sheet." Check Stub detail lines will be in the same order as they were entered in the transaction grid.

   » If one or more negative checks are posted, a message will display that warns you so you can go back and change their sequence number to a non-check sequence number. Negative checks do not print, but they will use a check sequence number. Changing to a non-check sequence number ensures that check numbers will not be used.