# PAYENTRY NEXT GEN OVERVIEW

Company Dashboard

The company dashboard will be a useful interface where users can quickly navigate to frequently accessed areas of the system. This component will convey critical information to individuals who access company information. Users will be able to drill down and see specific information that is of interest to them throughout the company dashboard screen. The items selected to appear on this screen are some of the most frequently accessed information.
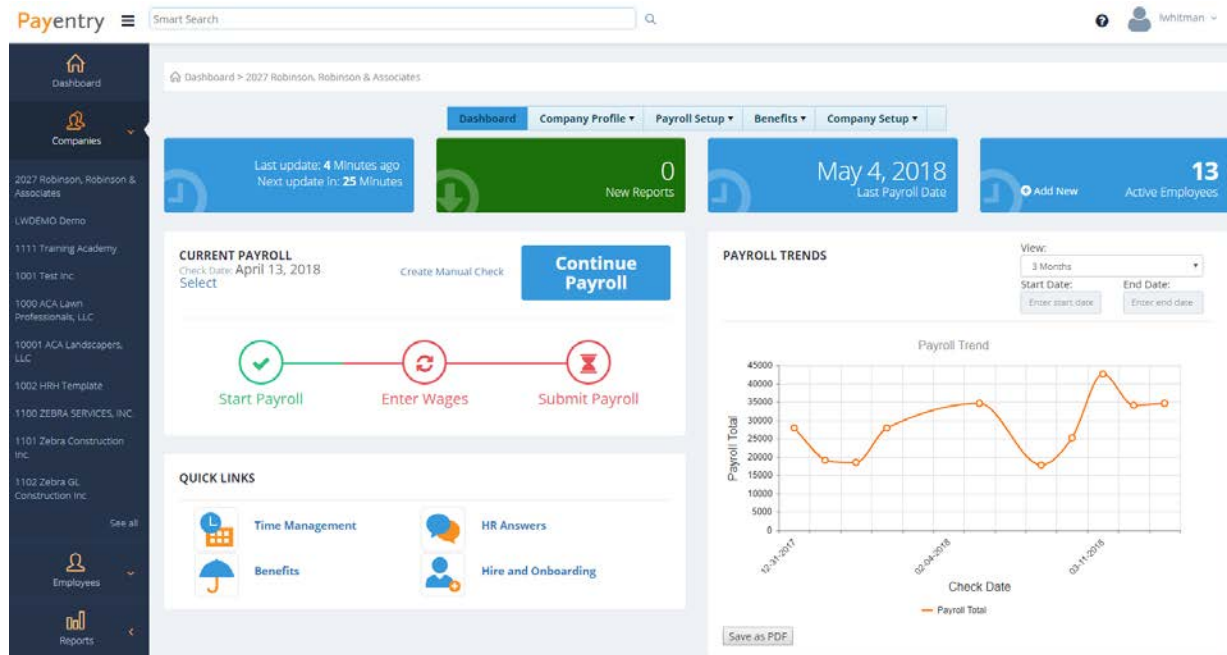
Last Update
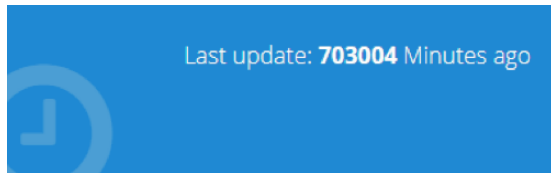
When a visitor clicks on the first box, they will be able to see the details of the synchronization with their service bureau. This information helps the user determine if their account information is up to date or not based on expected transactions by the company or their service bureau.

New Reports

Clicking on the New Reports box will take a user to the Reporting page that displays saved and recent reports. This area includes any saved report writer reports, any reports with customized preferences that have been saved to *My Reports*, and any reports that have been ran in the past 24 hours. Users can also navigate to all company reports from this page.

Last Payroll
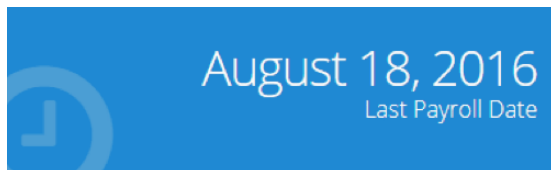
The third box shows the user the last check date. If the user clicks on this box, they will be taken to that payroll's payroll summary report which details the total funds transfer for that payroll.

Active Employees

The fourth box indicates the number of active employees and when the user selects this option, they are taken to their listing of active employees to conduct employee maintenance. This is typically done prior to processing the company's next payroll.

Current Payroll

From here, a user is able to begin their payroll processing. When they choose to start their payroll, they will be directed to the payroll processing screen for entry or verification of payroll information. This component will illustrate to every user where the company is in the payroll process as indicated by the green and red color identifiers. The user will also see when their next payroll is scheduled to process.
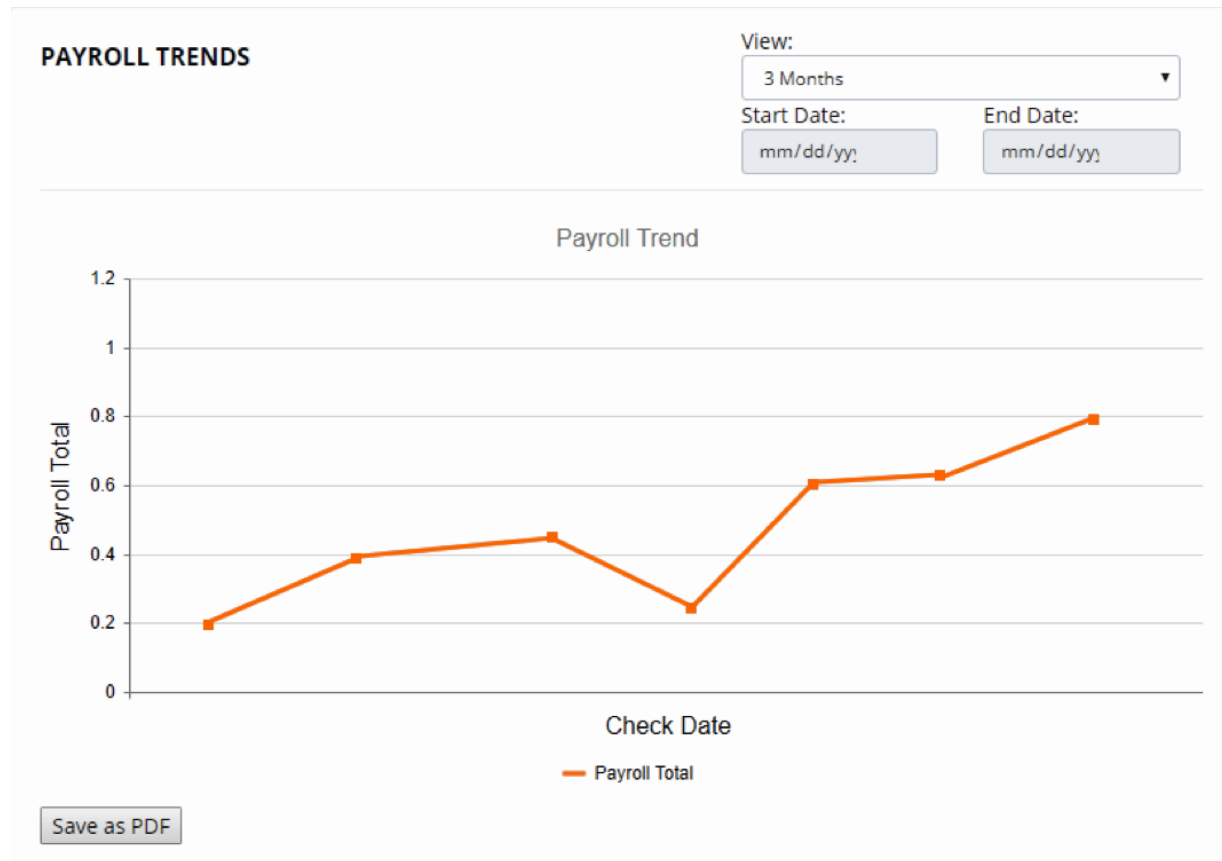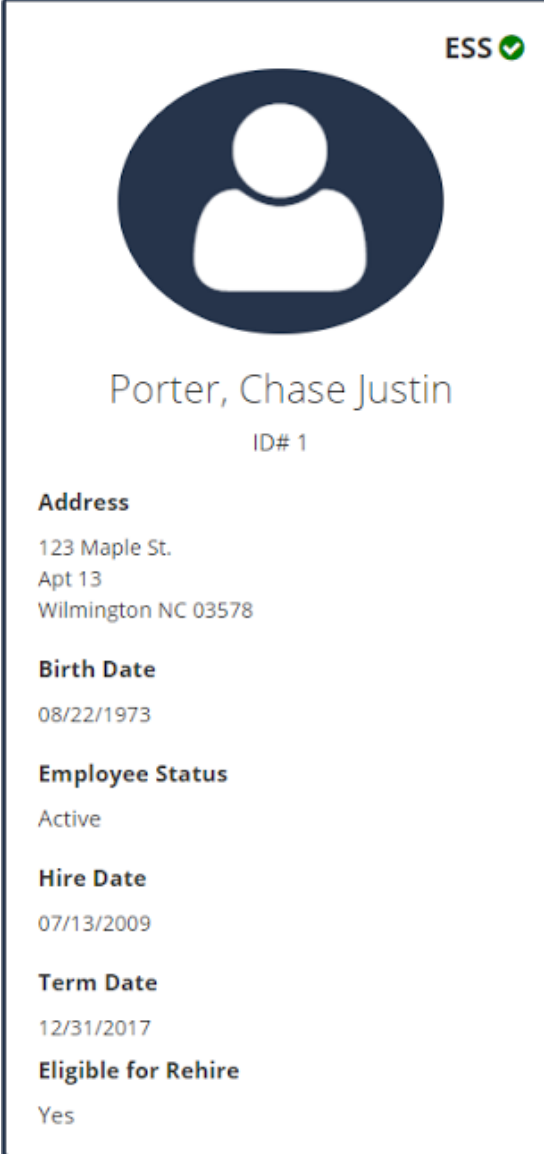
Quick Links

Other critical services are made available on this screen for users. A direct link to Time Management and Hire and Onboarding make using these additional services easy.

Payroll Trends

PAYROLL TRENDS

View:

3 Months ▼

Start Date:

mm/dd/yyy

End Date:

mm/dd/yyy

Payroll Trend

Payroll Total

Check Date

— Payroll Total

Save as PDF

Company users can view a dynamic graph that illustrates their total payroll cost over time. Users are able to edit the time period they wish to view and can also save the chart as a pdf. This will help managers and executives notice trends and take action when necessary. When a user clicks on a particular payroll check date, they will be directed to the payroll summary report which details the total payroll cost for that period.

Employee Snapshot

Porter, Chase Justin
ID# 1

Address
123 Maple St.
Apt 13
Wilmington NC 03578

Birth Date
08/22/1973

Employee Status
Active

Hire Date
07/13/2009

Term Date
12/31/2017

Eligible for Rehire
Yes

Basic Information

ESS Icon
Displays ESS with a green check mark if the employee has enrolled in My Payentry. Nothing is displayed if the employee is not actively enrolled.

Employee Name
Name of the employee in Last Name, First Name Middle Initial format.

Employee Title
Employee's title as specified in Department/Position format.

Employee ID
Employee ID number as specified in Department/Position.

Address
The employee's home address.

Birth Date
Employee's date of birth.

Employee Status
Specifies whether the employee is active, terminated, or another status.

Hire Date
Employee's date of hire or rehire. Displays "Rehire Date" and the rehire date value if rehire date exists and is later than hire date.

Term Date
Date of separation. Displays "N/A" if no term date present.

Eligible for Rehire
Specifies whether an employee is eligible for rehire by indicating Yes or No based on the check box in the Department/Position section.

PAYROLL DETAILS

Pay Rate	$25.00 Per Hour
Accruals	40 Hours PTO | 8 Hours Sick Leave
Direct Deposit	Santander Bank Acct Ending *5678
Deductions	401K, Med, Vision, Garn1

Pay Rate

Displays the employee's salary or rate.

Accruals

Displays the employee's current accruals – such as vacation or sick hours.

Direct Deposit

Displays the name of the bank and the last four digits of the employee's direct deposit account number(s).

Deductions

Lists all deductions associated with the employee.

TAX INFORMATION

Tax Form:	W2
Federal Taxes:	**Filing Status: Married** **Exemptions: 1** **Additional Withholding: $10**
State Taxes:	**PA SUI - EE** **Pennsylvania SUI** **Pennsylvania SITW**
Local Taxes:	**Abbottstown B.(Adams)(Conewago Valley SD)LST** **East Berlin B. (Adams) Bermudian Springs S.D.** **Carroll Valley B. (Adams) Fairfield Area S.D.**

Tax Form

Displays the employee's federal tax form.

Federal Tax: Exemptions

Displays a count of the employee's federal tax exemptions.

State Taxes

Displays a list of State and SUI taxes for the employee. Displays "None" if no state taxes.

Federal Tax: Filing Status

Displays the employee's federal filing status (Married, Single, etc.).

Federal Tax: Additional Withholding Amount

Displays the employee's additional federal withholding if input. Field is hidden if $0.

Local Taxes

Displays local tax descriptions. Section is hidden if there are no local taxes.

LAST PAYCHECK
Wednesday December 19, 2001

- Net Pay
- Taxes
- Deductions

Deductions : $64.04

Taxes : $465.29

Net Pay : $1,071.47

$1,600.80
Gross Pay
View Details
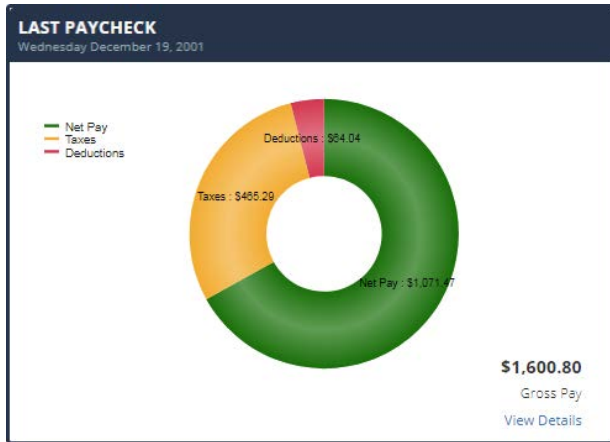
Net Pay

Displays the employee's take home pay.

Taxes

Displays Employee tax amount.

Deductions

Displays the employee deduction Amount.

PAYCHECKS
Last 8 checks

Check Date	Gross Amount	Net Amount	Pay Type	Check/Voucher#
05/21/2019	$3,800.40	$2,408.52	Direct Deposit	1150
04/21/2019	$2,800.40	$2,285.28	Direct Deposit	1144
03/22/2019	$4,400.70	$3,279.30	Direct Deposit	1138
02/20/2019	$3,800.40	$3,007.79	Direct Deposit	1132
01/21/2019	$4,200.60	$3,296.92	Direct Deposit	1126
12/22/2018	$4,200.60	$3,296.93	Direct Deposit	1120
11/22/2018	$4,200.60	$3,296.92	Direct Deposit	1114
10/23/2018	$3,800.40	$2,793.78	Direct Deposit	1108

Check Date

Payroll check Date.

Gross Amount

Employee's gross pay amount.

Net Amount

Employee's take home pay.

Pay Type

Indicates whether the employee was paid by check, Direct Deposit, or both.

Check/Voucher Number

Displays the check number if paid by check, or the voucher number if paid by direct deposit.

Payroll Processing

Add Batch

Add a new and separate batch to the current payroll. Batches can be used to pay specific departments, employee types or payroll groups.

Time Import

Choose your time file, import, and view details. Import any time and attendance file to record employee hours in your payroll.

Manual Check

Calculate a paycheck and add a manual check to the current check date. Choose the employee, select options, add earning code, hours or amount and view the check to see the net amount. If the user only knows what the net amount of the check should be, this feature can be used to determine the gross pay of the paycheck.

Run Preprocess Register

Run a preprocess register to view all payroll information in all batches. Choose to open the report or have it emailed. For individual batch payroll information, access the payroll batch and choose "Run Preprocess Register"

Close Payroll

When you have entered all wages and reviewed preprocess registers for all batches, click this button to close your payroll.

Check Date

Displays the check date wages are being entered for. Ensure this is set to correct date before beginning payroll entry.

Estimated Total Payroll Cost

This amount includes the employee net check amounts, employee taxes and employer taxes. This does not include any billing fees.

Batch Controls

This section allows the user to compare expected totals versus actual totals and helps administrators investigate any discrepancies prior to submitting their payroll. The system will highlight areas that have a variance for an easy comparison.

When entering wages, users have the ability to show as much or as little information as needed to successfully pay employees. The gear icon is where the different display selections are made.

Users can choose to add a new check or edit the existing pay check while entering payroll wages.

When a user elects to edit a pay check, they have the ability to customize the pay check for one time only or for the individual on a go forward basis.

Users have the ability to block deductions, add/remove earnings, update tax rates, add a check memo and delay posting information to the employee's self service account to name a few.

Add/Edit Check

Add ∨ | Edit

The Gross Pay and Net Pay fields display the employees' pay prior to any adjustments and after taxes and deductions. Clicking on either of these fields will take the user to the employee's calculated pay check.

Check Details   ✕

< First   < Previous   Dannon, Alora(1) ▼   Next >   Last >

Paycheck Details for Dannon, Alora - Employee ID: 1

Check 1 of 1

Earning

Code	Description	Hours	Amount
Sal	Salary	30.00	1,920.00
Sal	Salary	10.00	640.00
		40.00	2,560.00

Deductions

Code	Description	Amount
Dent	Dental 125	10.25
Med	Medical 125	35.25
Vis	Vision 125	5.90
		51.40

Taxes

Code	Description	Taxable	Amount
MED	Medicare	2,560.00	37.12
SS	OASDI	2,560.00	158.72
CASDI-E	CA SDI - Employee	2,560.00	23.04
FITW	Federal Income Tax	2,560.00	415.05
CA	California SITW	2,560.00	144.76
			778.69

Direct Deposits

Transit	Account	Amount
325181015	365498712546	1,729.91
		1,729.91

Totals

Net Pay:	1,729.91
Net Check:	0.00

Employer Taxes

| Code	Description	Taxable
MED-R	Medicare - Employer	2,560.00
SS-R	OASDI - Employer	2,560.00
CAETT	CA Edu & Training	2,560.00
CASUI	California SUI	2,560.00
FUTA	Fed Unemployment	2,560.00

Reporting

The new reports section allows you to gather the information you need quickly and easily.
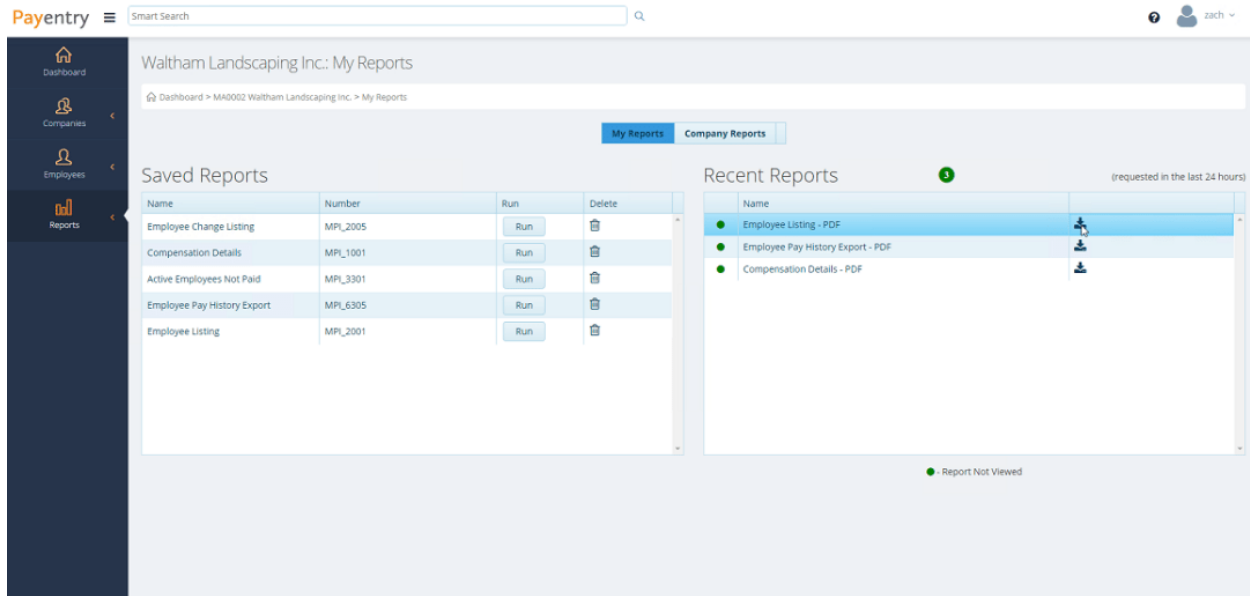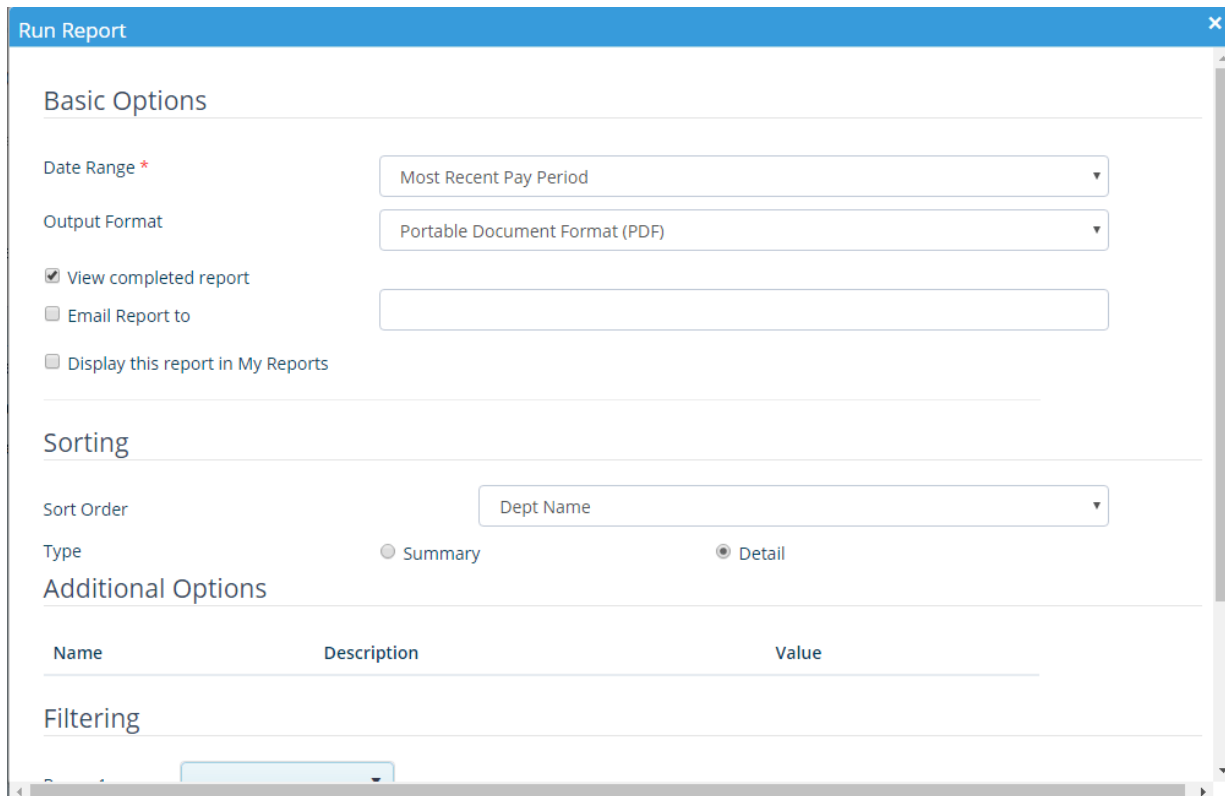

The **Saved Reports** box will have your report writer reports that you have saved as well as any company reports you choose to save to the *My Reports* area. This feature allows you to customize the properties of the reports you need and save them for quick and easy access.

The **Recent Reports** box will display any reports that you have ran in the last 24 hours. Simply click the arrow icon to download a PDF file of the report.
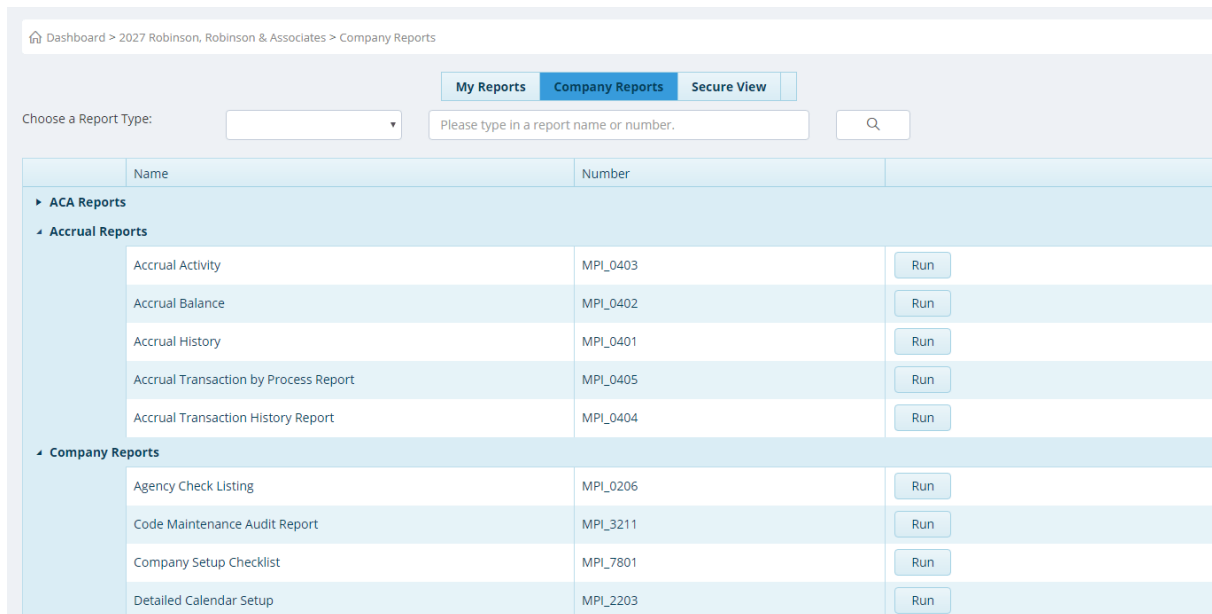
The **Company Reports** screen displays all of the reports by category. You can choose the categories or search for a specific report by typing the name in the search bar for convenience.

A dialog box appears when you select the *Run* button.

Select the appropriate date range for the report, the output format, as well as a number of additional options. By selecting the box *Display the report in My Reports*, the report will be saved with the properties selected.