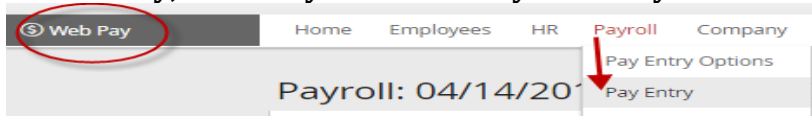
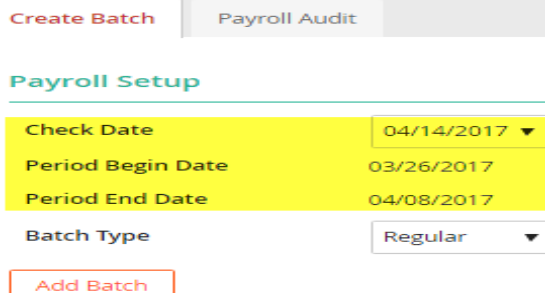


# Processing Payroll with Web Time

## 1. In Web Pay, Go to Payroll Tab-> Payroll Entry



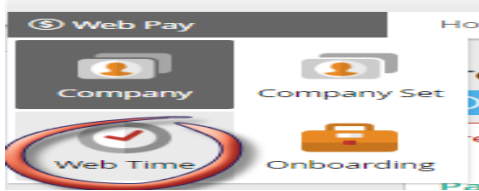
- a. Make sure dates are correct for pay period & check date. rbr  
With Batch Type set to Regular, click Add Batch



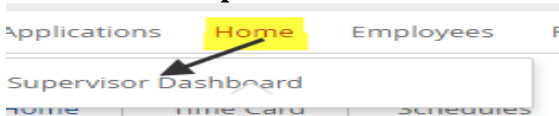
- b. Ensure Auto-Pay Employees box is checked, click Start Batch

### In WEB TIME:

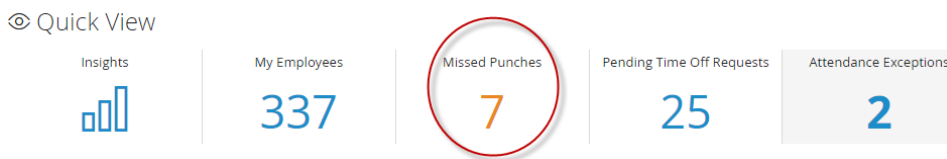
Check that Supervisors have completed these tasks, Steps 2-5, before starting the transfer process.



## 2. Home Tab->Supervisor Dashboard



- a. Quick View – Click Missed Punches to see and correct all missed punches for pay period you are processing (click on “Paired With” link to sort by date)



- i. Click on Name of Employee with missed punch to go directly to their timesheet and correct missed punch

### 3. Home Tab->Supervisor Dashboard

- a. Quick View – Click Pending Time Off Requests to see and approve/deny all time off requests for pay period you are processing (click on “**Request Start**” link to sort by date)

Quick View



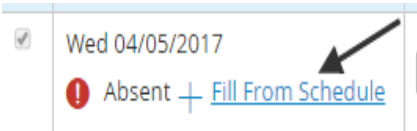
### 4. Home Tab->Supervisor Dashboard

- a. Quick View – Click Attendance Exceptions to see and fill in schedules that need to post.

Quick View

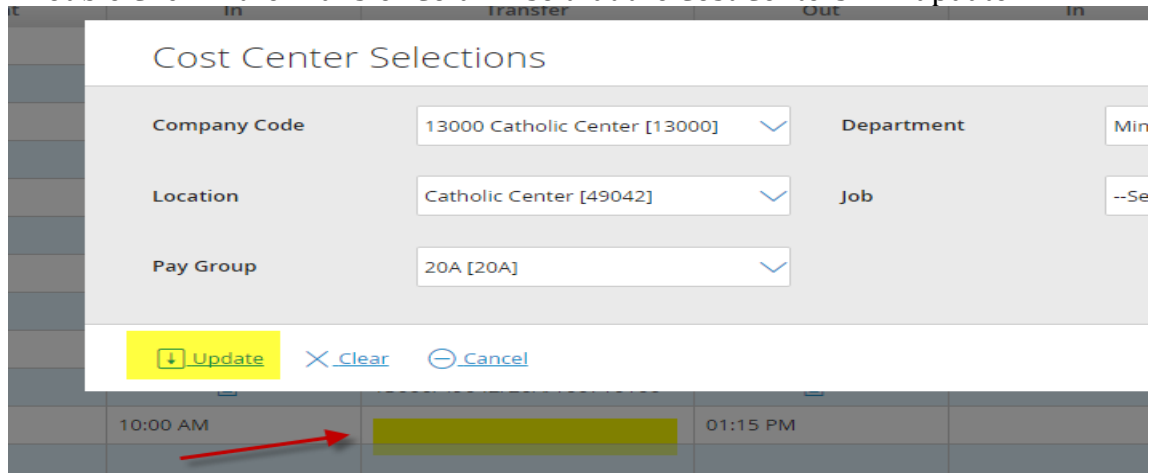


- i. Click on Name of Employee with exception to go directly to their timesheet and correct attendance exception.
- ii. Click “Fill From Schedule” if schedule did not post automatically.

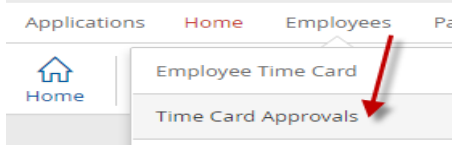


Click Save.

- iii. Double Click in the Transfer Column so that the Cost Centers will update.



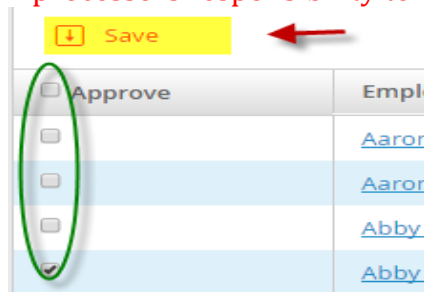
## 5. Employees Tab->Timecard Approvals



- a. Bring up correct date range in middle of page to approve

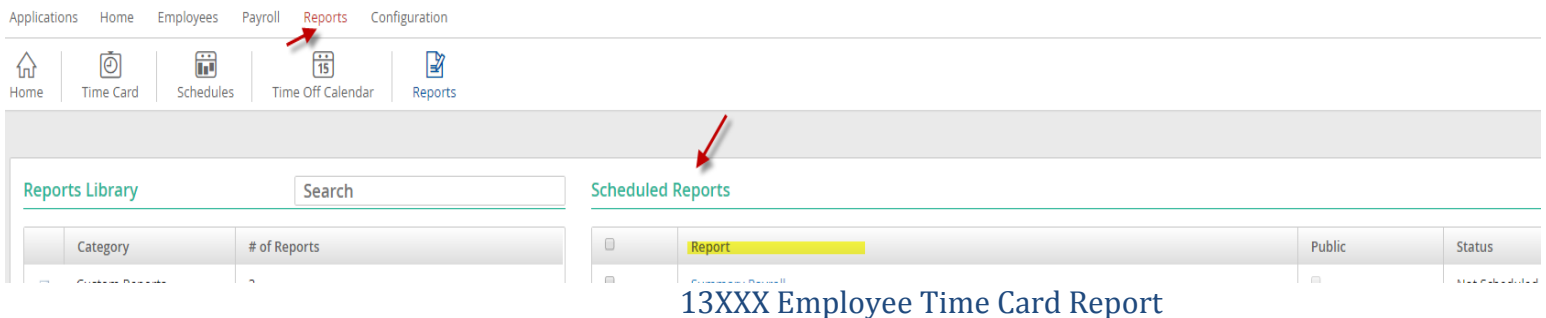


- b. Check to see if all boxes are checked and approved by Supervisor
  - i. If an issue with employee's hours click on their name to go directly to their timecard
  - ii. If not approved contact the employee's supervisor so they may approve the timecard.  
The Supervisor will need to click on box to the left of employee name or **Approve** in upper left for everyone, then click **Save** button with disc next to it on right.  
**It is important to note that hours will be imported even if they are not approved. It is our policy to record the Supervisor's approval on the timecard each pay period. It is the processors responsibility to ensure all timecards are approved by a Supervisor.**



## 6. Reports Tab

- a. Select your location's Employee Time Card Report from **Scheduled Reports**.



There should a report already set up for your location with the **Cost Center Filters** option set to only pull in the data for your company.

There is no need to update the report, but this is where you can check the report settings.

- b. Click on the report: Verify report settings, make sure dates are correct for your date range, go to bottom and click **Generate Report**

### Report Information:

Name: 13000 Employee Time Card Report

Type: Private ▼

### Include Codes for:

Include Codes for: Company Code ▼

Include Shift Differentials

Include Approved By Names

Include Signature Lines

Page Break After Each Employee

Custom Text After Each Employee:

Include Exception Code Legend

Include Audit Trail

Subtotal By Week

### Generate Report For:

Employee Group: <All> ▼

Employee Number:

### Cost Center Filter:

[Cost Center Filter](#)

### Sort By:

Sort Order: Last Name ASC ▼

### Report Format:

Report Format: PDF ▼

### Extra Option/Filters

#### Exempt Filter

All  
 Exempt  
 Non Exempt

#### Salary Filter

All  
 Hourly  
 Salary

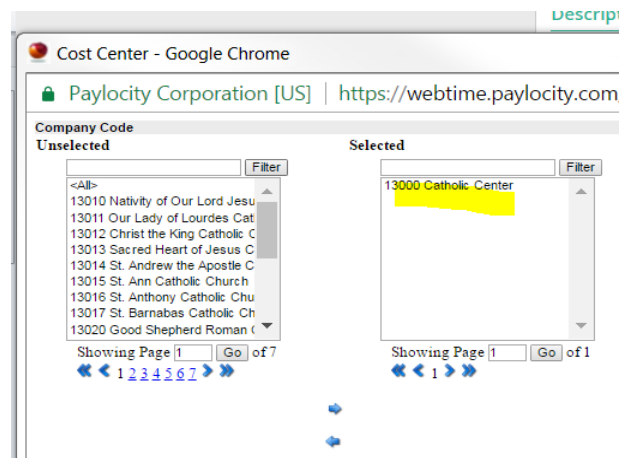
Include inactive employees

### Date Range

If choosing a pay period, use the following payroll policy to determine the pay period

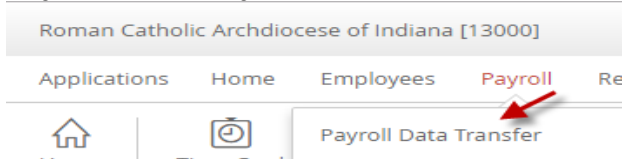
date ranges: 13000 Catholic Center - Hourly Full Time ▼

Current Pay Period  
 Previous Pay Period  
 Yesterday  
 Today  
 User Defined



- c. Find report in the **Report Pickup** section (refresh until you see report is ready)
- d. Click to open review time card data. If any time cards need corrections: Make the corrections and then run the report again to verify the data. This should be done before moving to the next step: Payroll Data Transfer.

## 7. Payroll Tab->Payroll Data Transfer



a. On "Payroll Data Transfer" line go over to far right and click **Transfer** button for your location.

### Payroll Data Transfers

X Delete + Add

Configuration Name	Report	WebPay Company	Last Transfer	
<a href="#">13000 - Payroll Data Transfer</a>	WebPay Payroll Export	13000	03/29/2017 09:08:56 AM	<a href="#">Transfer</a>

b. Make sure date range is correct

### Transfer Payroll Data

Use Payroll Policy to determine Pay Period

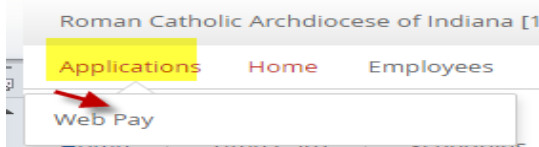
Payroll Policy: 13000 Catholic Center - Hourly Full Time

Pay Period: 3/12/2017 - 3/25/2017

Date Range: Previous Pay Period

c. On bottom left corner click **Transfer Payroll Data** link (this sends hours to WebPay)

## 8. Go to WEB PAY –Applications-Web Pay



## 9. Go to Payroll Tab->Payroll Entry

a. Go Back to the Payroll Tab < Payroll Entry. From the drop down that says **Batch Type** Select **TimeImprt**.

R C ARCHDIOCESE OF INDIANAPOLIS [13000]

Web Pay Home Employees HR **Payroll** Company Ap

### Create Batch

Pay Entry Options

- Pay Entry
- Void Check
- Third Party Sick Pay
- Check Calculator
- Print Checks
- Pay Entry History

Effective dated employee change

Create Batch Payroll Audit

#### Payroll Setup

Check Date: 04/14/2017 Edit / Change

Period Begin Date: 03/26/2017

Period End Date: 04/08/2017

Batch Type: **TimeImprt**

b. Click **Add Batch** button below to the left

10. Under **Batch Type: TimeImprt** section on left

- a. Select **"Merge Into Existing"** option and select the Regular Batch name from the drop down.

11. Under **Time Import File** section on right

- a. From the drop down box that states **Select** choose the file created today

Pay Entry History > Payroll 4/14/2017

Batch Type: Regular

Batch

Create New

Merge Into Existing TEST

Time Import File

Select Web Time File\_20170406\_085520

Upload Choose File No file chosen

Include Approved Time Off Requests

12. Bottom left corner click **Import** button

- i. Click **Status Report**. Review and Save Report.
- ii. If Green Bar click **Continue** button
- iii. If Red/Orange Review Warnings and Fix Errors.

Warning. Time clock import included warning(s).  
The time clock import file contained 324 record(s) with 0 error(s) and 21 warning(s).

Batch Type: Time Clock Import

Batch Name TEST

Batch Status

Status Report Ignore Errors and Import Cancel

Errors will not import to pay. Once you have checked all of the errors and warnings, you can choose Ignore Errors and Import, if appropriate.

13. In WebPay under Payroll> Pay Entry, go to the far right under **Action**, click **Approve Batch Totals** link

- a. Bring up Web Time timecard report, scroll to bottom where it shows totals
- b. Make sure all the totals match
  - i. Regular and Memo lines for particular Pay Types need to be added in Web Pay screen to equal total on Timecard Report
    1. PTO + PTOM (Web Pay) = PTO (Timecard Report)
    2. REG + REGM (Web Pay) = Work (Timecard Report)

14. Run Payroll Register to verify check details/totals.

Line Items

Earn/Ded/Tax	Description	Control Hrs	Actual Hrs
EGRANT	FOCA	0.0000	70.7500
EHOL	HOLIDAY	0.0000	0.0000
EMASS	MASS STIPEND	0.0000	0.0000
ENMASS	NON MASS STIPEND	0.0000	0.0000
EOT	OVERTIME	0.0000	0.0000
<b>EREG</b>	<b>REGULAR</b>	0.0000	<b>83.5000</b>
ERELG	RELIGIOUS PAY	0.0000	0.0000
ERELST	RELIGIOUS MASS STPND	0.0000	0.0000
ERETRO	RETRO PAY	0.0000	0.0000
ESICK	SICK	0.0000	0.0000
EVAC	VACATION	0.0000	0.0000
<b>TOTALS:</b>		0.0000	154.2500

Save Cancel Approve Batch

Reports

Report Sort  

Report

15. After you have reviewed the Payroll Register: Run the **Payroll Audit**.

Home Employees HR **Payroll** Company Applicant Tr

### Payroll Audit

Create Batch

**Payroll Audit**


Audit Date-Time  
User

**Audit Summary**

Hold Reason

**Audit Details**

Batch



Review any issues.

## 16. Approve the batches.

**Create Batch** Payroll Audit

---

**Payroll Setup**

Check Date: 04/14/2017 [Edit / Change](#)

Period Begin Date: 03/26/2017

Period End Date: 04/08/2017

Batch Type: --Select--

**Add Batch** **Save**

**Notes**

Payroll Notes

---

**Batches**

<input checked="" type="checkbox"/>	Batch	Created	User	# Checks	Batch Type	Status	Ov Begin Date	Ov End Date	User	Action
<input type="checkbox"/>	<a href="#">A</a>	4/4/2017 11:21:22 AM	mbuckler	229	Regular - <a href="#">View</a>	Open	N/A	N/A		<a href="#">Approve Batch Totals</a>

**Batch Totals Filter**

Batch: A -- Open

Location: -- All --

Pay Group: -- All --

Department: -- All --

**Search**

---

**Auto Pay**

Earn/Ded/Tax	Count	Control Hrs
Auto Pay	223	0.0000

---

**Line Items**

Earn/Ded/Tax	Description
EGRANT	FOCA
EHOL	HOLIDAY
EMASS	MASS STIPEND
ENMASS	NON MASS STIPEND
EOT	OVERTIME
EREG	REGULAR
ERELG	RELIGIOUS PAY
ERELST	RELIGIOUS MASS STPNPND
ERETRO	RETRO PAY
ESICK	SICK
EVAC	VACATION
<b>TOTALS:</b>	

**Save** **Cancel** **Approve Batch**

17. Email Central Payroll by the end of day on Tuesday of pay weeks. Note any audit issues.

18. The day after payroll is processed. **Go to Web Time- Payroll Tab->Close Pay Periods.**

- a. Follow the 3 step wizard process to close pay period for your company code only!
- b. Be sure to visually check that "Enable Payroll Lockout during Closing" is checked.



c. When you have completed all the steps, click “Finish” to complete the closing.