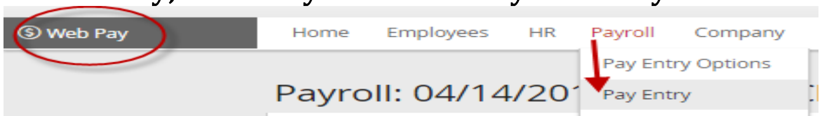
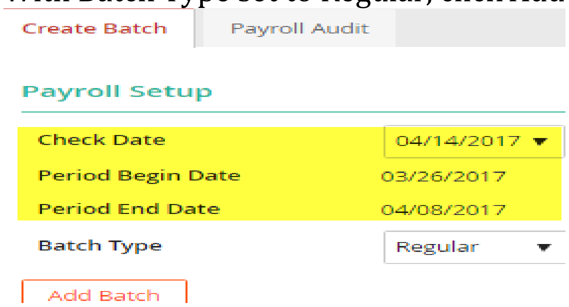
Processing Payroll with Web Time

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

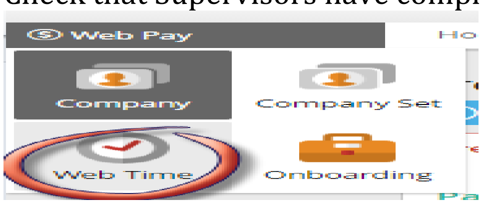


   a. Make sure dates are correct for pay period & check date. rbrr
   With Batch Type set to Regular, click Add Batch



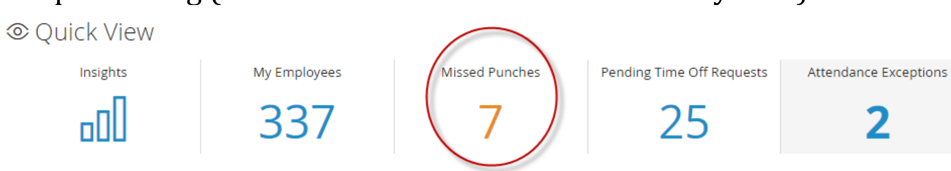
   b. Ensure Auto-Pay Employees box is checked, click Start Batch

In **WEB TIME**:
Check that Supervisors have completed these tasks, Steps 2-5, before starting the transfer process.



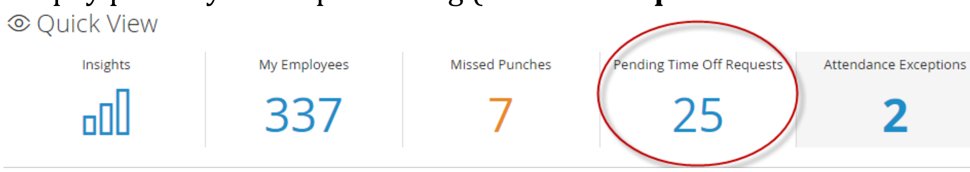
2. **Home Tab->Supervisor Dashboard**

   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)



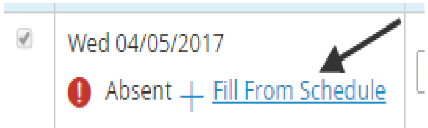
      i. Click on Name of Employee with missed punch to go directly to their timesheet and correct missed punch

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)



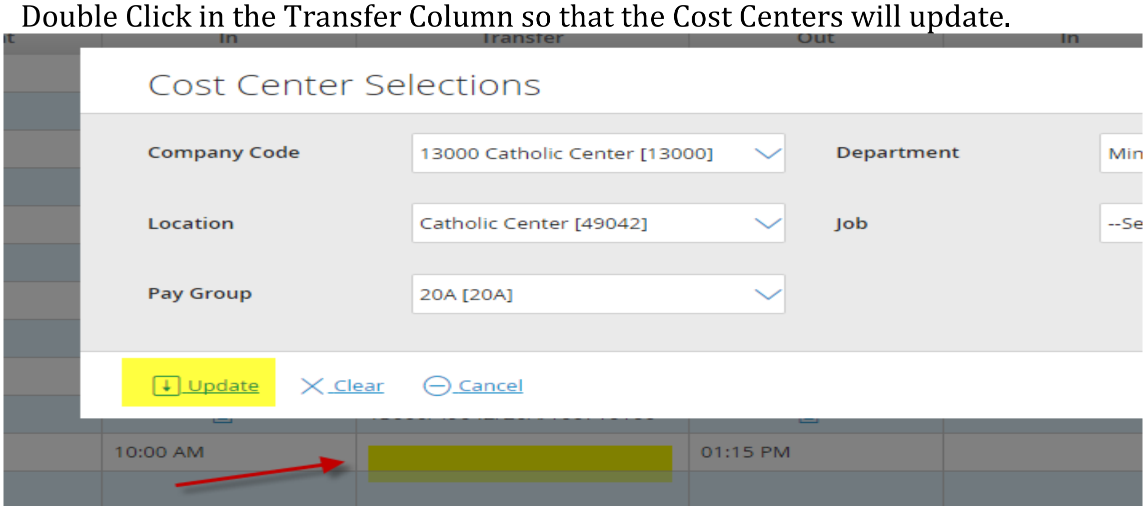
4. **Home Tab->Supervisor Dashboard**
    a. Quick View – Click Attendance Exceptions to see and fill in schedules that need to post.

        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.

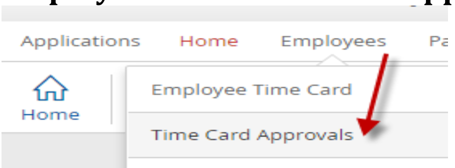


Click Save.

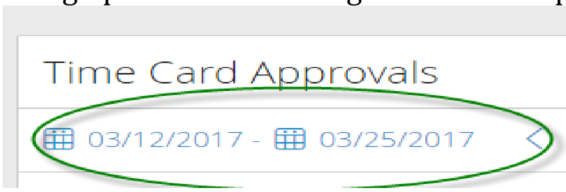
        iii. Double Click in the Transfer Column so that the Cost Centers will update.



5. Employees Tab->Timecard Approvals



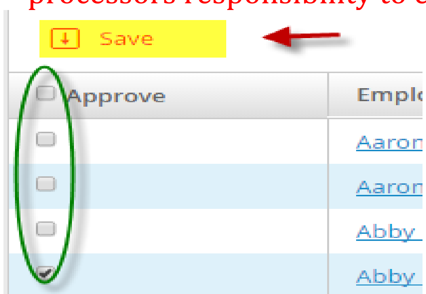
a. Bring up correct date range in middle of page to approve



b. Check to see if all boxes are checked and approved by Supervisor

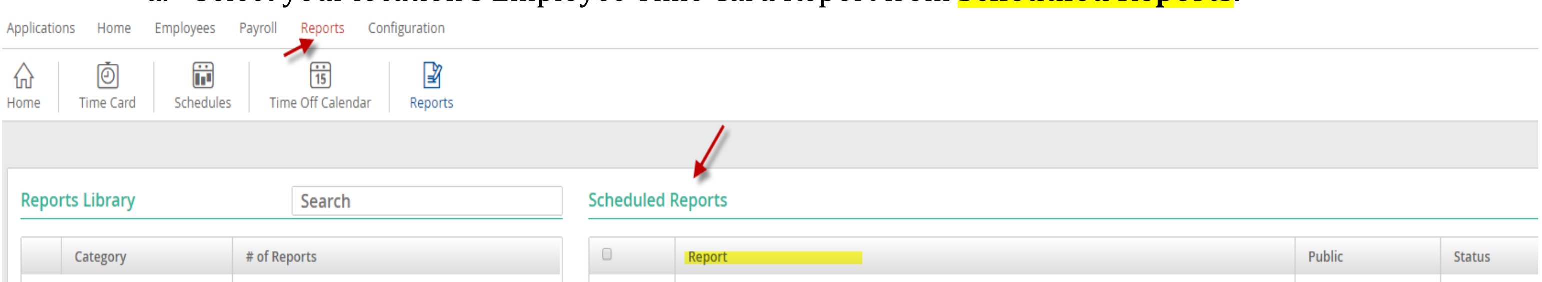
i. If an issue with employee's hours click on their name to go directly to their timecard

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**.

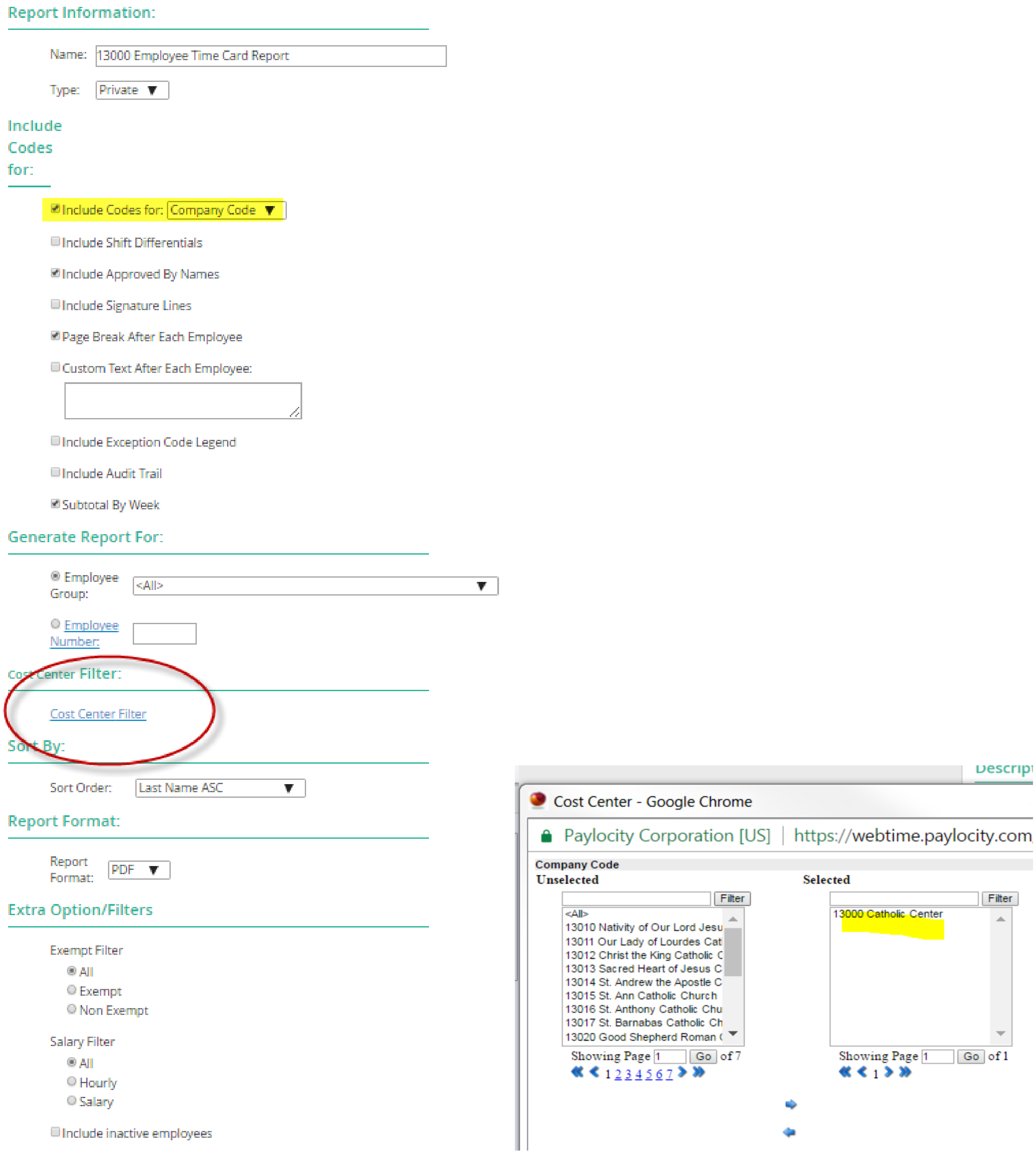


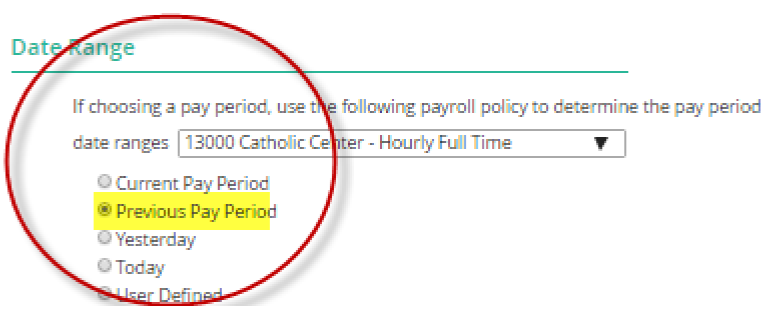
13XXX Employee Time Card Report

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**

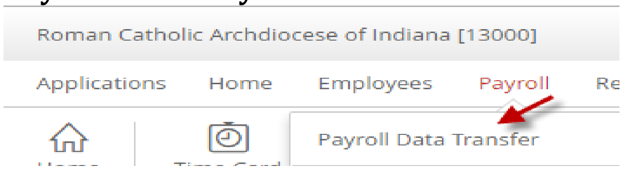




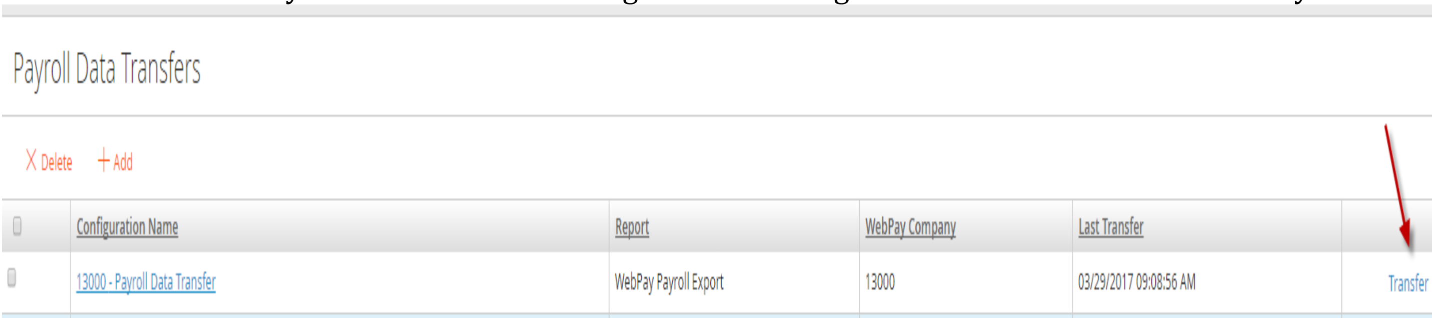
c. Find report in the **Report Pickup** section (refresh until you see report is ready)

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.

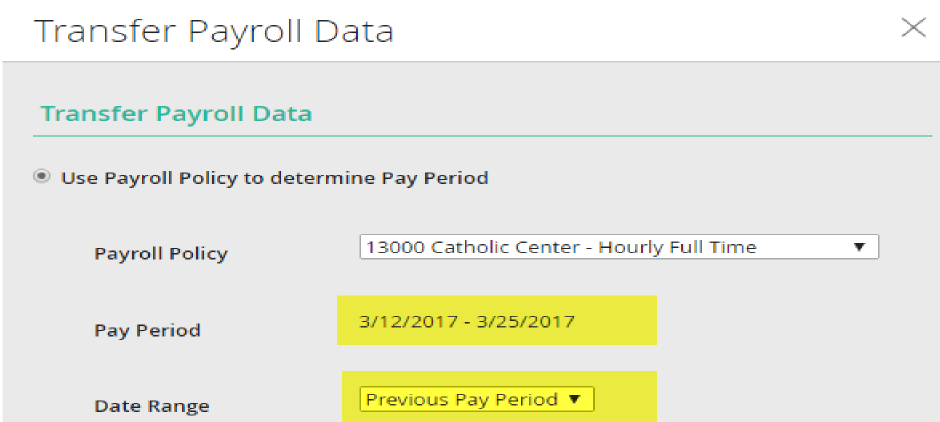
7. Payroll Tab->Payroll Data Transfer



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

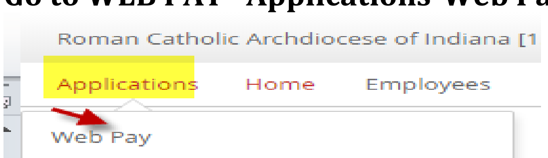


b. Make sure date range is correct



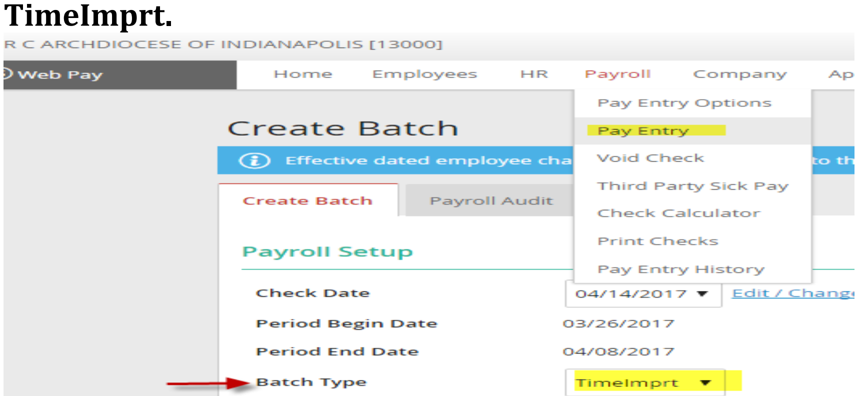
c. On bottom left corner click **Transfer Payroll Data link** (this sends hours to WebPay)

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.**



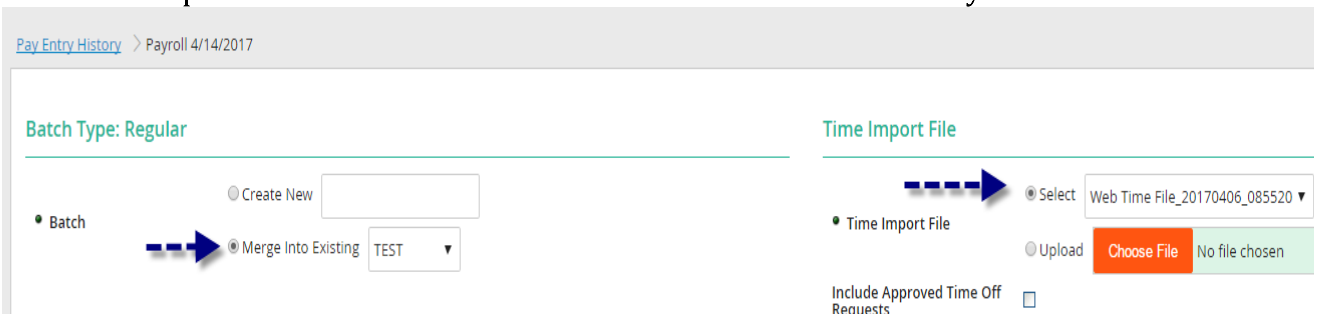
b. Click **Add Batch** button below to the left

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

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

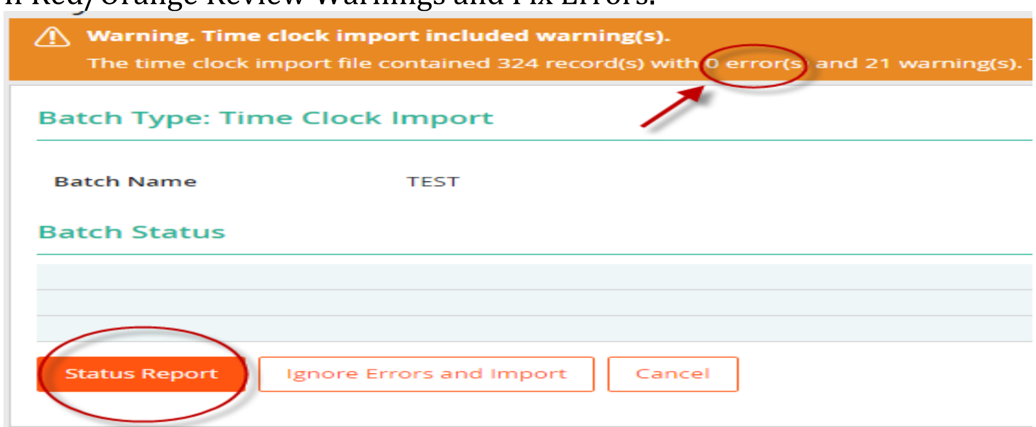
11. Under **Time Import File** section on right

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



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.

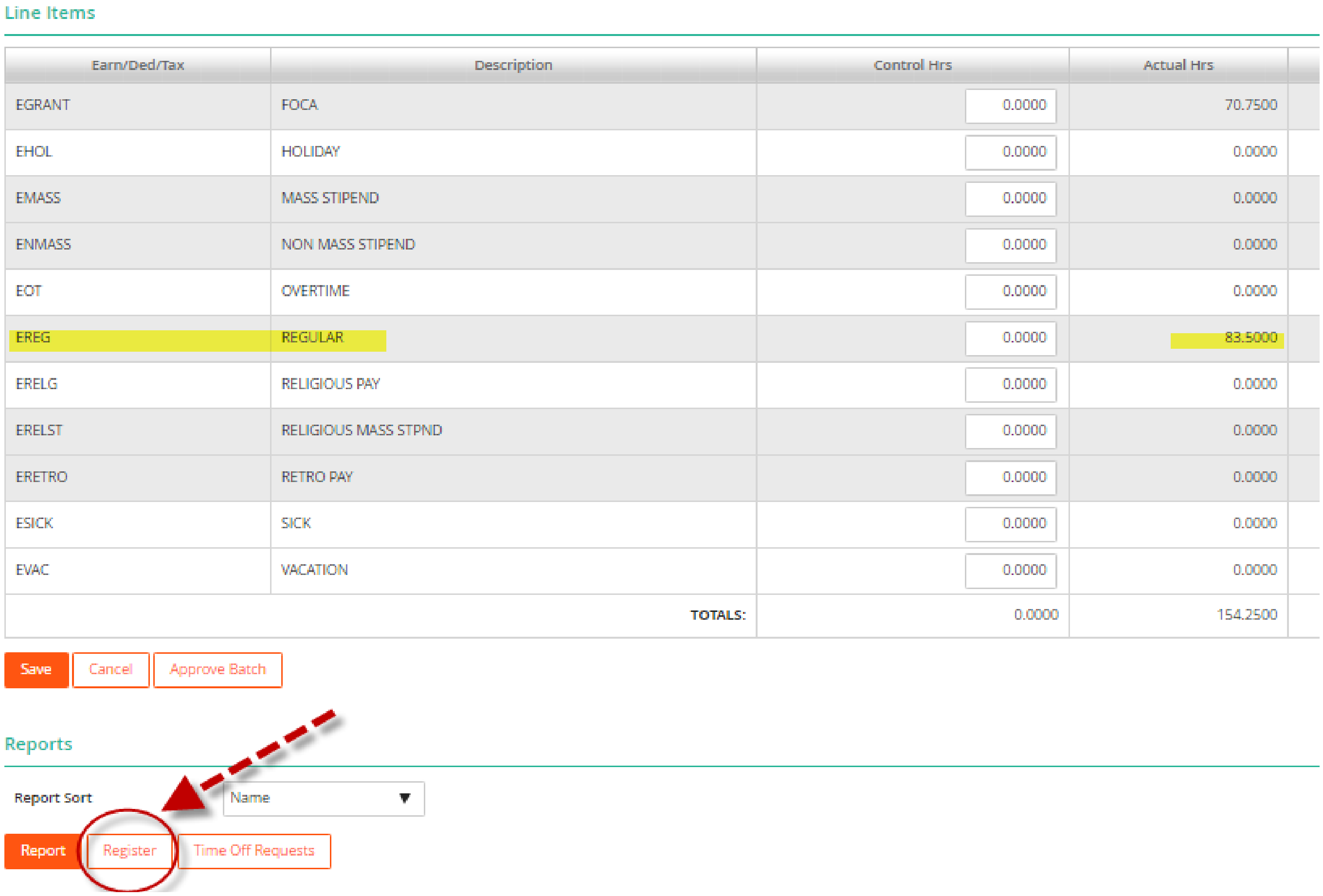


Errors will not import to pay. Once you have checked all of the errors and warnings, you can choose Ignore Errors and Import, if appropriate.

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

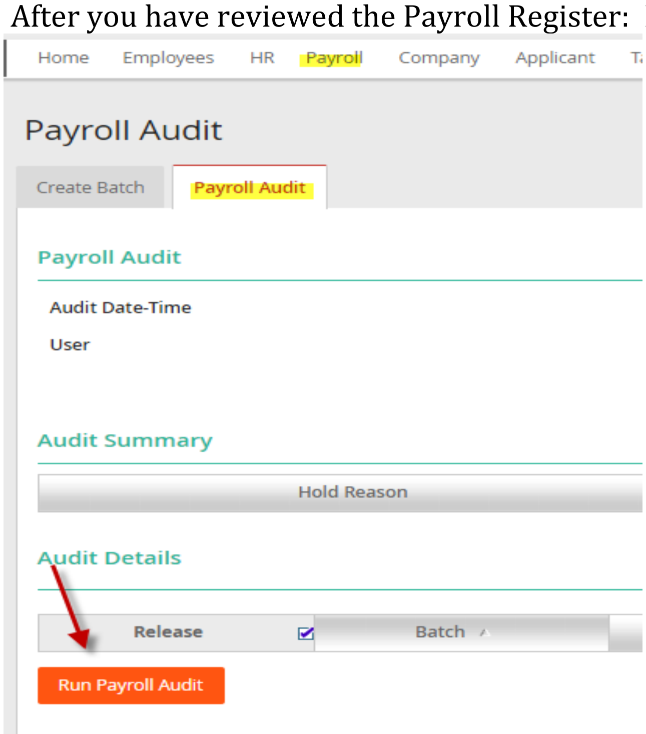
a. Bring up Web Time timecard report, scroll to bottom where it shows totals
b. Make sure all the totals match
   i. Regular and Memo lines for particular Pay Types need to be added in Web Pay screen to equal total on Timecard Report
      1. PTO + PTOM (Web Pay) = PTO (Timecard Report)
      2. REG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

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



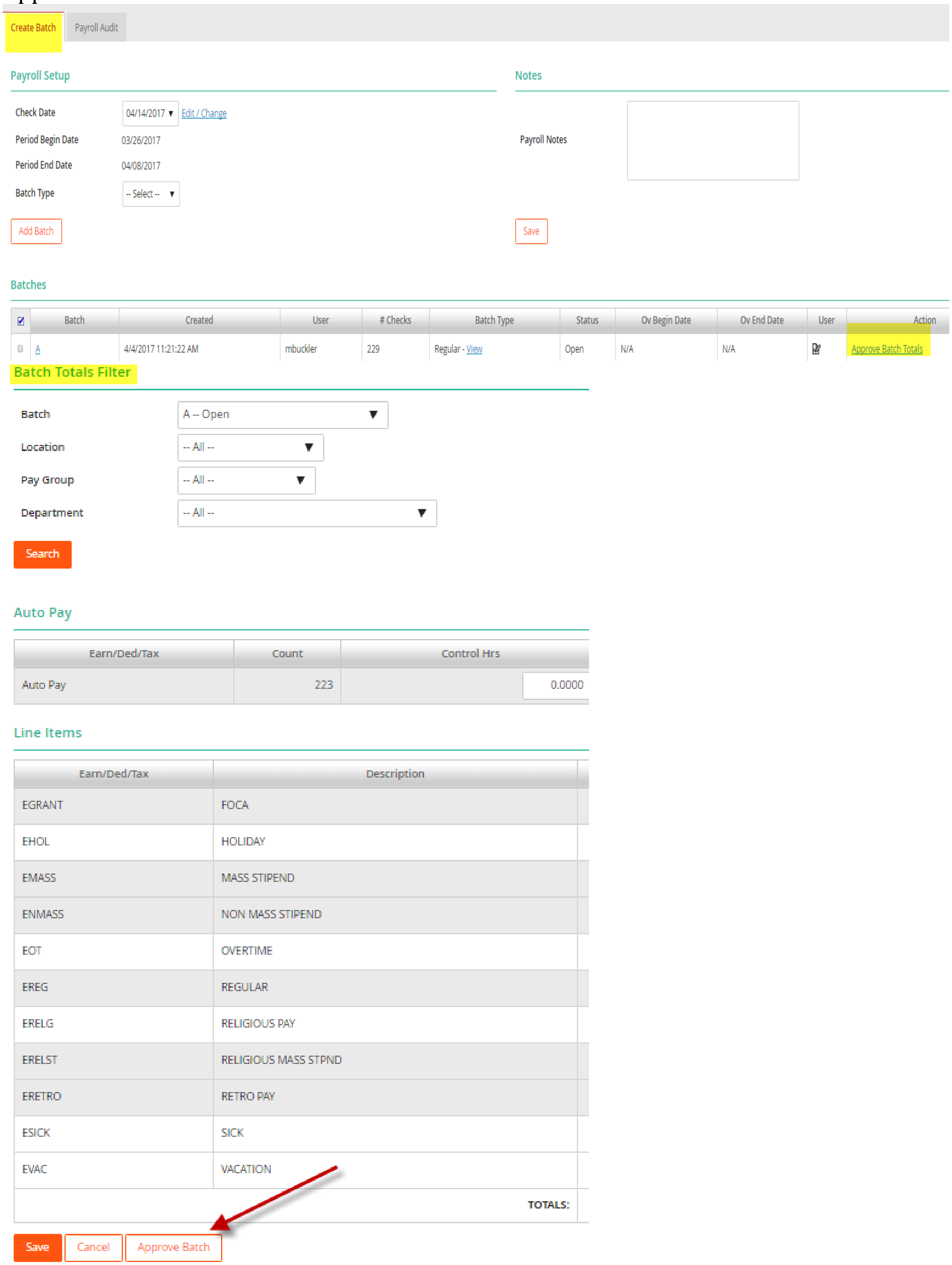
Earn/Ded/Tax	Description	Control Hrs	Actual Hrs
EGRANT	FOCA	0.0000	70.7500
EHOL	HOLIDAY	0.0000	0.0000
EMASS	MASS STIPEND	0.0000	0.0000
ENMASS	NON MASS STIPEND	0.0000	0.0000
EOT	OVERTIME	0.0000	0.0000
EREG	REGULAR	0.0000	83.5000
ERELG	RELIGIOUS PAY	0.0000	0.0000
ERELST	RELIGIOUS MASS STPND	0.0000	0.0000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

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



Review any issues.

16. Approve the batches.



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.