



## Payroll Processing

The payroll processing page will show you a summary of your payroll for every period, you can filter each tab by company(s) and location(s) at the top of the page to narrow down your results, you can also sort your results by payroll year, period, organization, company, location, entries, amount or which stage it is in. you can create your payroll right from this screen,

Navigate to **[Accounting > Payroll Processing]**

**Filters:** select your company(s) and Location(s) from the **[Company and Location Fields]**

- Click the blue **[Search Button]**

**Search Tab:**

- Enter your Start Date in the **[Start Date Field]** and your desired End Date in the **[End Date Field]**
- Select your Payroll year from the **[Payroll Year Drop down]**
- Select your desired Operation Stage from the **[Operation Stage Drop down]**
  - **Note:** selecting “search” as your operation stage will search across all possible stages.
- Click the blue **[Search Button]**

The screenshot shows the Payroll Processing interface. At the top left is a 'Create Payroll' button. Below it is a 'Filter All Tabs By' section with two dropdown menus for 'Company' and 'Location', both currently set to 'Wired Wine Bar North'. To the right are 'Search' and 'Reset' buttons. Below this is a search bar with tabs for 'Search (10)', 'Verify (4)', 'Pending (0)', 'Coding (2)', 'Quality Control (1)', 'Transfer (1)', and 'Complete (0)'. The main search area contains fields for 'Start Date', 'End Date', 'Payroll Year' (a dropdown menu), and 'Operation Stage' (a dropdown menu), with 'Search' and 'Reset' buttons. To the right of the search area is a 'Per Page' dropdown menu set to '20'. Below the search area is a table with columns: 'Payroll Year', 'Payroll Period', 'Organization', 'Company', 'Location', 'Entries', 'Amount', and 'Stage'. The first row of data shows: '2019', 'Period #4 (02/11/2019 - 02/24/2019)', 'Default Organization', 'Wired Wine Bar North', 'Wired Wine Bar North', '0', '\$0.00', and 'Verify'. There are also icons for 'Verify' and 'Delete' at the end of the row.

- You can choose to view anywhere between 5-100 results on one page by selecting your desired option from the **[Per Page Drop Down]** under the **[Search Button]**
- You can organize your results by column (payroll year, period, Organization, Company, Location, Entries, Amount or which Stage it is in) by clicking on the Desired **[Column Title.]**
  - i.e. If you wish to sort by Payroll Year, click on the **[Payroll Year Column Title.]**



**View Log:** You can view the log showing exactly when each was action made by a specific user, this is a non-editable historical record showing you everything that has happened with that payroll since it was created. To View the Log, click on the **[View Log Icon]** to the right of the “Stage Column.” See even more details by clicking on **[Show Details]**. Close the log with the blue **[Close Button]**

Date	User	Action	Details
02/26/2019 10:59:38 AM	AIM IT Services	Payroll created	Show Details
02/26/2019 10:59:38 AM	AIM IT Services	Processed to Search	Show Details
02/26/2019 10:59:54 AM	AIM IT Services	Processed to Verify	Show Details

**Delete a Pay Period:** you can delete a pay period by clicking on the **[Trash Icon]** to the right of the **[View Log Icon]** next to the desired pay period.



**Processing Payroll:** Payroll periods that have not yet been processed will have a **[Checkbox]** in the first column (to the left of the Payroll Year column.) simply check the box and click the blue **[Process Button]** at the bottom of the screen. This automatically sends it to the next stage in the process.

Year	Period	Organization	Location	Location	Count	Amount	Actions	
2019	Period #8 (04/08/2019 - 04/21/2019)	Default Organization	Wired Wine Bar North	Wired Wine Bar North	0	\$0.00	Search [List Icon] [Trash Icon]	
<input checked="" type="checkbox"/>	2019	Period #2 (01/14/2019 - 01/27/2019)	Default Organization	Wired Wine Bar North	Wired Wine Bar North	0	\$0.00	Search [List Icon] [Trash Icon]

**Verify Stage:** efish will ID any employee clocked out by the system that needs to be fixed before submitting payroll. Any errors will appear in the **[Errors Column]** to the right of the Location column. To edit an entry, click on the **[Edit Icon]** to the right of the **[Errors Column]**.

Year	Period	Organization	Location	Location	Errors	Actions
2019	Period #1 (12/31/2018 - 01/13/2019)	Default Organization	Wired Wine Bar North	Wired Wine Bar North	2 Errors	[Edit Icon] [List Icon] [Trash Icon]



This will prompt a pop-up showing you each individual shift available to make changes to by date, if you click on the **[Date Drop Down]** any date with an error will be highlighted in yellow allowing you to quickly identify and make those changes.

Wired Wine Bar North - Wired Wine Bar North  
Period Labor Edit for 12/31/2018 through 01/13/2019

Business Date: 12/31/2018

Employee	Business Date	Rate	Wage Total	W/H Tips	Paid Tips	Total
Dana Lillis - Wired Wine Bar North	12/31/2018	\$ 4.65	\$39.14			-

Select the date with the error, Locate the error which will be highlighted in **red** and correct it by entering the correct clock in or out time, if the start time was correct you can simply enter the number of hours worked in the **[hours field]** and the end time should adjust accordingly.

- To delete a shift, click on the **green [- Icon]** to the right of the shift.
- To add a shift, click on the **green [+ Icon]** next to the Job Type of the employee who worked the shift.

Employee	Business Date	Start	End	Hours	Rate Type	Rate	Wage Total	W/H Tips	Paid Tips	Total
Daniel Smith - Wired Wine Bar North	01/09/2019	08:53 AM	05:01 PM	8.13	Regular	\$ 4.8	\$39.04			-

Don't forget to click the **blue [Save and next]** at the bottom of the screen, this will move you to the next day in the period to audit. If you are done auditing entirely then you can simply click the **light blue [Save button]** and then click **[Done]**. Once you are ready to send it to the next stage check off the **[Checkbox]** to the right of the pay-period and click **[Process]**. This will move it along to the next stage.



**Pending Stage:** This stage is for when an employee is shared between locations, both locations have to approve the hours before it can move forward.

**Coding Stage:** Shows any minimum wage issues and allows the operator to correct them, this is also the final stage for employee editing such as hourly rate, hours, job type, tips, etc.

**Quality Control Stage:** Checks for Duplicates, New Hires, Pay-Rate changes, and if they are linked in the system.



**Transfer Stage:** allows you to download the file in CSV format and review it as well as edit it if needed and send that directly to your payroll provider by clicking on the **[Download Icon]**. This is the last stage before the Complete Stage.

Total Entries ↕	Total Amount ↕	
144	\$6,014.20	 

**Complete Stage:** Provides you with an organizational hierarchy of your payroll. You can download the CSV file here as well by organization, location, supervisor, etc. this also provides you with a detailed log of everything that was done for that particular payroll, who did it and when it was done.