



Payentry®

# PAYROLL PROCESSING IN *NextGen*



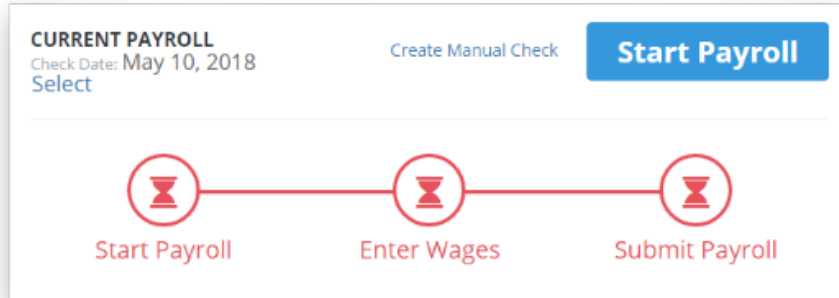
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# PAYROLL PROCESSING IN NEXTGEN

1

On the Company Dashboard select **“Start Payroll.”**

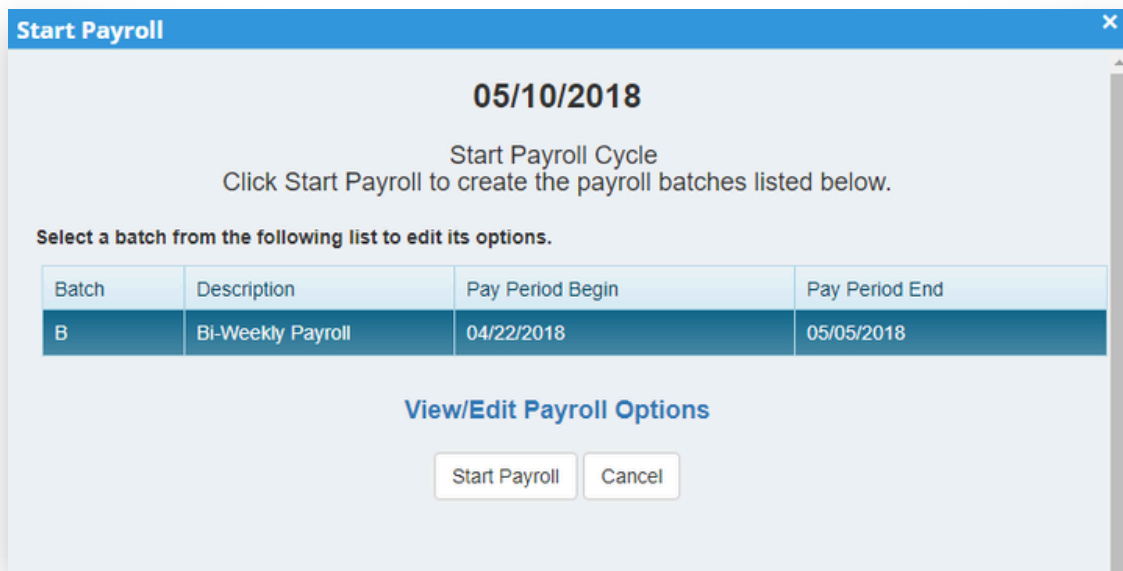


**CURRENT PAYROLL** Create Manual Check **Start Payroll**  
 Check Date: May 10, 2018  
 Select

 — 
  — 
   
 Start Payroll      Enter Wages      Submit Payroll

2

Confirm that the batch is correct, select **“Start Payroll.”**



**Start Payroll** x

**05/10/2018**

Start Payroll Cycle  
Click Start Payroll to create the payroll batches listed below.

Select a batch from the following list to edit its options.

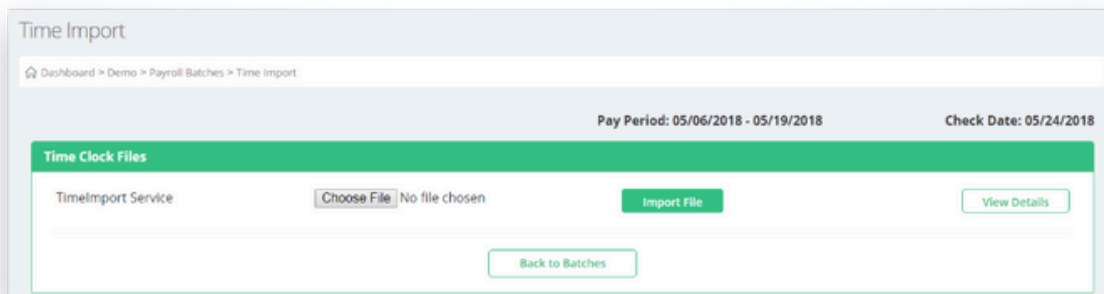
Batch	Description	Pay Period Begin	Pay Period End
B	Bi-Weekly Payroll	04/22/2018	05/05/2018

**View/Edit Payroll Options**

3

If you import your time, complete the steps below. If not, please skip to step 4.



**Time Import**

Dashboard > Demo > Payroll Batches > Time Import

Pay Period: 05/06/2018 - 05/19/2018      Check Date: 05/24/2018

**Time Clock Files**

TimeImport Service     No file chosen

- Select the **“Time Import”** icon.
- Select **“Choose File”** on the specific **“Time Clock File”** row.
- Once you have selected and opened the file to import, select **“Import File.”**
- Select **“Back to Batches”** and make adjustments to your payroll.

4

Enter wages manually by selecting **“Enter Payroll Wages.”**

5

To update an employee’s payroll wages, select **“Edit”** on the left side of the employee’s name.

Code Type	Code	Description	Hours	Amount	Rate	Rate Code	Start Date	Delete
Earning	EReg	Regular	0.00	0.00	0.00	Default		
Earning	EOT	Overtime	0.00	0.00	0.00	Default		
Earning	EVac	Vacation	0.00	0.00	0.00	Default		
Earning	ESick	Sick	0.00	0.00	0.00	Default		
Earning	EComm	Commission	0.00	0.00	0.00	Default		
Earning	EBonus	Bonus	0.00	0.00	0.00	Default		

- From the **“Edit Check Details”** screen – Add earnings and deductions by selecting **“Add an Item”** below the pay grid.
- When the data populates in the grid, add hours, amount, or rate directly onto the pay grid. **\*\*Use the gear icon on the right to add additional columns to the pay grid.**
- Select the **“Calculator”** icon in the bottom right hand corner to show the employee’s check calculation.
- When complete, select **“Save and Close.”**

6

To add a new check for an employee, select **“Add”** and choose **“Check.”**

7

To begin processing your payroll, select **“Run Preprocess Register”** and **“Run Report”** based on your customized preferences.

8

If the payroll is complete and the information in the report is accurate, select **“Totals Verified – Close Batch.”**

Preprocess Register

Demo  
Company (1/3/2018)

Check Date: 09/19/2018  
Period: 08/22/2018 to 09/05/2018  
Batch: 01 Page: 1

Department: Total													
Employee	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks
Female													Vouchers
Male													Net
Chks & Vchrs													Dir Exp
Female													Chk Amt
Male													
Total Earnings					0.00	Total Taxes				0.00	Total Deductions		0.00

Report Total													
Employee	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks
Female													Vouchers
Male													Net
Chks & Vchrs													Dir Exp
Female													Chk Amt
Male													
Total Earnings					0.00	Total Taxes				0.00	Total Deductions		0.00

Estimated Batch Cost\*: \$0.00

Back to Batches    Totals Verified - Return to Batches    Totals Verified - Close Batch

Complete this step for all open batches before moving on to the next step.

9

Once the payroll has been closed, select **“Submit Payroll”** from the top right-hand corner of the **“Payroll Batches”** from the pop up **“Submit Payroll.”**