



Cyber Pay *ONLINE* Product Manual

Payroll Administrator User Guide

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Overview

Welcome to CyberPay Online—the future of payroll administration. With CyberPay Online, you as a payroll administrator can:

- View, edit, and update employees' payroll information.
- Add or delete new employees.
- Review payroll runs for the last 12 months.
- Submit payroll runs for processing at your Service Bureau.
- Print old pay stubs, general ledger, and employee summary reports.

This user guide is intended to help you as a payroll administrator quickly learn and get the most out of the CyberPay Online payroll administration system.

Logging In

The Log In Screen

The **Log In** screen is the first screen you will see when opening CyberPay Online. You need a personal user name and password to enter CyberPay Online.

Logging in with an existing login name and password:

1. Enter your name and password on the **Log In** screen.
 - a. Employer ID
 - b. Login Name
 - c. Password
2. If your information is correct, the system will bring you to the main menu.

Forgotten Password

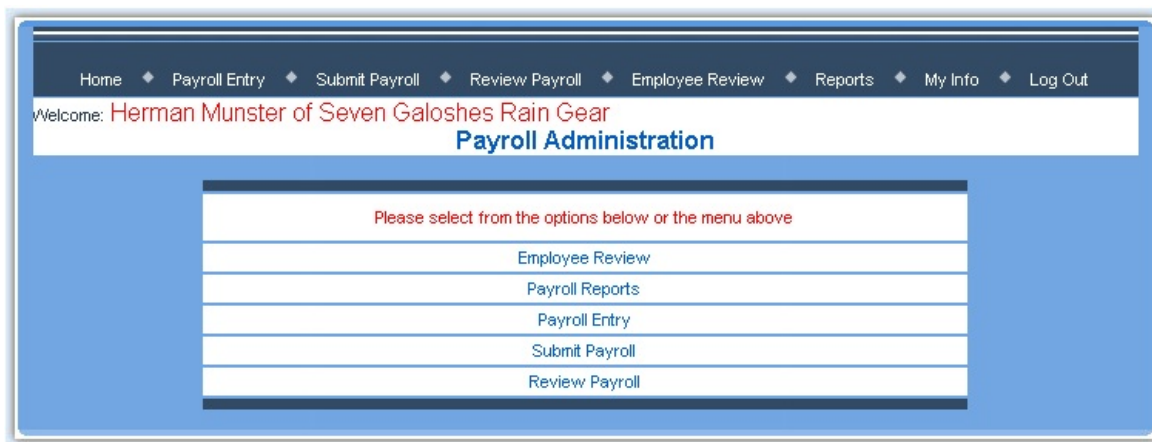
Should you forget or lose your password, this will e-mail you your password.

If you have forgotten your password:

1. Click **Forgot Password?** on the **Log In** screen.
2. Enter the following information:
 - a. Employer ID number
 - b. Login Name
 - c. E-mail address.
3. Press **Continue**. Your password will be e-mailed to you.

Basic Interface

Once you have successfully logged in, this screen will load automatically.



On top of the screen is the Menu Bar. This is your basic interface.

- **Payroll Entry** allows you to view, edit, and update any or all employees' payroll information, as well as place holds on employee payrolls.
- **Submit Payroll** allows you to review and upload the most recent payroll run to your Service Bureau.
- **Review Payroll** allows you to review past payroll runs in detail.
- **Employee Review** allows you to view and update employee paystub and personal information.
- **Reports** allows you to view a number of different payroll and ledger reports.
- **My Info** allows you to modify your personal information.
- **Log Out** logs you out of the system and takes you to the login screen.

Payroll Entry

If a payroll is "in process," the system retrieves the requested payroll information. The payroll in process must be submitted before new payroll information can be added.

Starting a Payroll Run

The screenshot shows a web application interface for "Payroll Entry". At the top, there is a navigation menu with links: Home, Payroll Entry, Submit Payroll, Review Payroll, Employee Review, Reports, My Info, and Log Out. Below the menu, a welcome message reads "Welcome: William McHenry of Mr. Fusion, Inc." The main heading is "Payroll Entry". The central form contains the following fields:

| | |
|---------------------------------------|---|
| Select Pay Group: | |
| Select Check Date from Calendar: | <input type="button" value="v"/> |
| Check Date: | <input type="text"/> / <input type="text"/> / <input type="text"/> (mm/dd/yyyy) |
| Pay Period From Date: | <input type="text"/> / <input type="text"/> / <input type="text"/> (mm/dd/yyyy) |
| Pay Period To Date: | <input type="text"/> / <input type="text"/> / <input type="text"/> (mm/dd/yyyy) |
| <input type="button" value="CANCEL"/> | <input type="button" value="SAVE"/> |

To Start a new Payroll Run:

1. Click **Payroll Entry** in the menu bar.
2. Press the **Start New Payroll** button.
3. You will need the following information:
 - a. Select Pay Group (may be more than one type)
 - b. Enter Check Posting Date from Calendar or manually
 - i. To and from dates populate if entered from drop down
 - ii. Dates can be overwritten
4. Enter the From Date
5. Enter the To Date
6. If all your information is correct, press the **SAVE** button to begin a new payroll run.

Payroll Run Options

Once you have started a new payroll run, click **Payroll Entry** to reach the main menu. The following screen will appear, giving you the option of editing the current run, or editing payroll details.

The screenshot shows a web application interface for payroll entry. At the top, there is a navigation menu with links: Home, Payroll Entry, Submit Payroll, Review Payroll, Employee Review, Reports, My Info, and Log Out. Below the menu, a welcome message reads: "Welcome: Herman Munster of Seven Galoshes Rain Gear". The main heading is "Payroll Entry".

| | |
|-------------|---------------------------------|
| Paygroup(s) | Hourly Manual Quick Check |
| Run ID | 66 |
| From Date | 2005-12-17 |
| To Date | 2005-12-23 |
| Check Date | 2005-12-28 |

Below the table are three buttons: **Manage Locks**, **Change Dates**, and **Remove Payrun**.

There are several filter options:

- Number of Employees/Page: 5 (dropdown)
- Filter by Location: (dropdown)
- Filter by Department: (dropdown)
- Filter by Employee: (dropdown)

There is an **Edit Payroll Details** button. Below it is a text area for "Special Instruction Notes" containing the text "Do you expect me to talk?". At the bottom right of the notes area is a **Save Note Only** button.

To Modify the Current Payroll Run:

To Change the Payroll Locks:

1. Click **Manage Locks** to remove any edit locks another administrator or clerk may have put in place.
2. You will be prompted to **Release All Locks**.
3. You can reinstate the locks individually after removing them for updating purposes.

To Change the Dates of a Payroll Run

1. Click **Change Dates** to change the dates of the current payroll run.
2. You will be taken to a screen where you can change the dates. The values are the same as those used in the initial payroll set up.
3. Press **Save** to update the dates. Press **Cancel** to return to the **Payroll Entry** screen.

To Remove a Payroll Run:

1. Click **Remove Payrun** to remove the current payroll run.
2. You will be prompted if you want to remove the current run.
3. Select **Yes!! Delete the Payroll Run** if you want to proceed. This action is irreversible.
4. Select **No!!! Go Back!!!** to return to the **Payroll Entry** screen.

Special Instruction Notes

You can leave Special Instruction Notes for other clerks or payroll administrators. The message will save for each user until someone modifies the message.

To Leave Special Instruction Notes:

1. Type a message in the text box.
2. Click **Save Note Only** to save the message. The message will appear to any one who uses this program. You will return to the **Payroll Entry** screen.

Payroll Details

This screen gives you the option of viewing your payroll in more detail.

Choosing Details

To Access Additional Payroll Details for Employees:

1. Click **Edit Payroll Details**.
 2. You have the option to customize the view of payroll details. You may customize:
 - a. The Number of Employees Per Page
 - b. The Location of the Employee in the Company
 - c. The Department of the Employee in the Company
 - d. The Name of the Employee
 3. After setting the filters and numbers to your liking, click **Edit Payroll Details** to access the **Payroll Details** screen.
- You may press **Save** at any time to save the data without submitting payroll. This allows you to enter information that may be collected over a period of time.

Home ♦ Payroll Entry ♦ Submit Payroll ♦ Review Payroll ♦ Employee Review ♦ Reports ♦ My Info ♦ Log Out

Welcome: **Herman Munster of Seven Galoshes Rain Gear**

Payroll Entry

| | | | |
|------------|------------|---|---------------------------------|
| Run ID | 66 | Paygroup(s) | Hourly Manual Quick Check |
| From Date | 2005-12-17 | 1. 2. 3. 4. 5. 6. | |
| To Date | 2005-12-23 | | |
| Check Date | 2005-12-28 | | |

Sort Employees by: Name ▼

| Employee | Pay Type | Chk | Units of Pay | Hours | Normal Wage | Override Wage | Total Pay | Department | Location |
|--|----------|-----|--------------|-------|-------------|---------------|-----------|------------|------------|
| Parker, Sarah ID: 111111111 <i>Manual</i> • Pay Types • Deductions • Holds | Hourly | 1 | 0.00 | 0.00 | 9.00 | 0.00 | 0.00 | Bakers ▼ | Main Sho ▼ |
| | Bonus | 1 | 0.00 | 0.00 | 9.00 | 0.00 | 0.00 | Bakers ▼ | Main Sho ▼ |
| | HlyOT1.5 | 1 | 0.00 | 0.00 | 13.50 | 0.00 | 0.00 | Bakers ▼ | Main Sho ▼ |
| | PTO Pay | 1 | 0.00 | 0.00 | 9.00 | 0.00 | 0.00 | Bakers ▼ | Main Sho ▼ |
| Riner, Kevin ID: 999999943 <i>Hourly</i> • Pay Types • Deductions • Holds | Hourly | 1 | 22.00 | 22.00 | 14.25 | 0.00 | 313.50 | Bakers ▼ | Main Sho ▼ |
| | Bonus | 2 | 0.00 | 0.00 | 13.50 | 0.00 | 0.00 | Bakers ▼ | Main Sho ▼ |
| | HlyOT1.5 | 2 | 0.00 | 0.00 | 20.25 | 0.00 | 0.00 | Bakers ▼ | Main Sho ▼ |

Page: 1 2 3 4

1. **Check number.** You may select to have more than one check sent to employee. Default is '1'. You may assign check 1-3. All checks with same number will be grouped together. Example shows one check for salary pay and another check, which combines vacation and sick pay.
2. **Units of Pay**
3. **Hours**
4. **Normal wage**
5. **Override wage;** the payroll administrator has the option to enter an override wage. If this wage is entered, the system will calculate *Total Pay to be Override Wage * Units of Pay*.
6. **Total pay** is calculated either by *Normal wage * Units of Pay* or *Override Wage * Units of Pay* (if override wage was entered).

- Apart from the six pay and hourly information boxes, you can also modify an employee's:
 - ▶ Personal Information
 - ▶ Pay Types
 - ▶ Deductions
 - ▶ Holds

| | | | | | | | | | | |
|--|---------|----------|------|------|------|-------|------|--------|----------|----------|
| Sims, Tanya ID: 333333333 | Hourly | 1 | 0.00 | 0.00 | 8.75 | 0.00 | 0.00 | Bakers | Main Sho | |
| | Bonus | 1 | 0.00 | 0.00 | 8.75 | 0.00 | 0.00 | Bakers | Main Sho | |
| | Hourly | HlyOT1.5 | 1 | 0.00 | 0.00 | 13.13 | 0.00 | 0.00 | Bakers | Main Sho |
| | PTO Pay | 1 | 0.00 | 0.00 | 8.75 | 0.00 | 0.00 | Bakers | Main Sho | |
| ● Pay Types ● Deductions ● Holds | | | | | | | | | | |

Changing Employee Information

Click on the employee's name to edit their information.

The screenshot shows a web-based form titled "Payroll Entry: Edit Employee". The form is organized into several sections with labels on the left and input fields on the right. The fields include: First Name (Amy), Middle Initial, Last Name (Morse), Address 1 (1438 Shawnee St), Address 2, City (Champaign), State (IL), Zip (46802), Sex (Female), Birth Date (02 / 08 / 1955), Social Security Number (7), Hire Date (09 / 09 / 1990), Location (Illinois), Department (Housekeeping), Home Phone ((217) 555-0540), Federal Filing Status, Federal Exemptions (0), State Taxes, State Filing Status, State Exemptions (0), Extra Deduction 1, Amount 1 (0), Extra Deduction 2, and Amount 2 (0). At the bottom of the form, there are two buttons: "CANCEL" and "SAVE".

1. Edit the employee's information and press **SAVE** to save changes or **CANCEL** to return to previous screen.

Changing Pay Types

You may add a pay type to an employee by selecting **Add Pay Type** link under the employee's name on the payroll entry screen.

The screenshot shows the 'My Service Bureau Payroll Administration' interface. At the top right, the title 'My Service Bureau Payroll Administration' is displayed. Below it is a navigation menu with links: Home, Payroll Entry, Submit Payroll, Review Payroll, Employee Pay Review, Reports, My Info, and Log Out. A welcome message reads 'Welcome: Robert Smith of Abacus Accounting'. The main heading is 'Payroll Entry Add Pay Type for Amy Moore'. The form contains two rows of input fields. The first row is labeled 'Employee Pay Types:' and has a dropdown menu showing 'Bonus Pay Bi-Wkly' and a 'SAVE' button. The second row is labeled 'Additional Pay Types:' and has a dropdown menu showing '1099' and a 'SAVE' button. A 'CANCEL' button is located below the second row.

1. You may then select from a drop down list of the employee's pay type or you may select from a list of available pay types.
2. Press **SAVE** to save changes or **CANCEL** to return to the previous screen. Changes made in pay type will be reflected on the payroll entry screen.

Changing Deductions

You may also enter a deduction for an individual employee. To do this, click on the [Deductions](#) link under the employee's name on the payroll entry screen.

The screenshot shows the CyberPay Payroll Bureau Services interface. At the top, there is a navigation menu with links: Home, Payroll Entry, Submit Payroll, Review Payroll, Employee Review, Reports, My Info, and Log Out. Below the menu, a welcome message reads: "Welcome: Herman Munster of Seven Galoshes Rain Gear" and "Deductions for Jeff Miller". The main content area is a table with columns: Deduction, Type, Last Update, and One Time Adjustment. There are three rows of deductions, each with an EDIT button and a SAVE button. A note at the bottom states: "* Enter a positive number (nnn.nn) to increase or negative Number (-nnn.nn) to decrease the deduction".

| Deduction | Type | Last Update | One Time Adjustment |
|--|------------------------|-------------|--|
| <input type="button" value="EDIT"/> 32 - Court Ordered Garnishment | 1 - Fixed Amount | | * <input type="text"/> <input type="button" value="SAVE"/> |
| <input type="button" value="EDIT"/> 38 - Health Insurance (Pretax) | 1 - Fixed Amount | | * <input type="text"/> <input type="button" value="SAVE"/> |
| <input type="button" value="EDIT"/> 39 - Court Ordered Garnishment 2 | 3 - % Disposable Gross | | * <input type="text"/> <input type="button" value="SAVE"/> |

* Enter a positive number (nnn.nn) to increase or negative Number (-nnn.nn) to decrease the deduction

1. Select any single deduction and press the **EDIT** button to change the conditions of the deduction.

The screenshot shows the edit deduction form for "32 - Court Ordered Garnishment". It displays the current values for various fields and provides input boxes for changes. The fields are: Start Date (01/01/1990), End Date (01/01/2099), YTD Maximum (99999999.99), Lifetime Maximum (99999999.99), Fixed Amount (67.00), and Maximum Per Check (20.00). There is also a section for "One-Time Adjustment Amount" with a note: "(nnn.nn to increase or -nnn.nn to decrease deduction)". At the bottom, there are CANCEL and SAVE buttons.

| Deduction: | 32 - Court Ordered Garnishment | |
|--|--------------------------------|-----------------------------------|
| Type: | 1 - Fixed Amount | |
| Last Updated: | | |
| Changes Submitted: | | |
| Information On File | | Changes |
| Start Date: | 01/01/1990 | <input type="text"/> (mm/dd/yyyy) |
| End Date: | 01/01/2099 | <input type="text"/> (mm/dd/yyyy) |
| YTD Maximum: | 99999999.99 | <input type="text"/> |
| Lifetime Maximum: | 99999999.99 | <input type="text"/> |
| Fixed Amount: | 67.00 | <input type="text"/> |
| Maximum Per Check: | 20.00 | <input type="text"/> |
| One-Time Adjustment Amount: (nnn.nn to increase or -nnn.nn to decrease deduction) | | <input type="text"/> |

2. Once in the **Edit** screen, you may change any or all of the following:
 - a. Start Date
 - b. End Date
 - c. YTD Maximum
 - d. Lifetime Maximum
 - e. Fixed Amount
 - f. Maximum Per Check
 - g. One-Time Adjustment Amount.
3. Press **SAVE** to apply the changes, or **Cancel** to return to the **Deductions** screen.
4. You may also enter a one time adjustment to deductions right from the **Deductions** screen. Enter the new value in the box, and press **SAVE** to apply the deduction for one pay period.
5. When you have finished making changes, press **BACK** button to return to the **Payroll Details** screen.

Changing Payroll Holds

An additional feature is the ability for you as payroll administrator to place a hold on any or all employee's pay. You can select any number of reasons,, and you can choose to institute a hold for all employees, or for any single employee.

My Service Bureau
Payroll Administration

Home ♦ Payroll Entry ♦ My Info ♦ Log Out

Welcome: *Mary Jones of Abacus Accounting*

Payroll Entry - Holds Affecting All Employees

Add Hold

Select Deduction:

Affects: (All Employees)

Hold is for: only this pay period
 permanent

Affects Separate Check: 1 2 3

| Hold Type | Description | Affects | One Time | Check | |
|-----------|-----------------------|---------------|----------|-------|---------------------------------------|
| deduction | 28 - Health Insurance | All Employees | No | 1 | <input type="button" value="DELETE"/> |

To place a payroll hold on all employees:

1. Press the **HOLDS** button in the top left corner of any of the **Payroll Details** screens.
2. Select the type of deduction.
3. Choose if the hold will affect only the current pay period, or permanent.
4. Choose if the hold affects separate checks, and select the check number.
5. Press **Save** to update the information and engage the pay hold.
6. The indicated hold will be displayed on the screen. You may enter more holds, or select **back** to return to the previous screen.

You may also enter a payroll hold for an individual employee.

The screenshot shows a web application interface for 'My Service Bureau Payroll Administration'. The user is logged in as 'Mary Jones of Abacus Accounting'. The page title is 'Payroll Entry - Holds Affecting Amy Moore'. The main content area is titled 'Add Hold' and contains a form with the following fields:

- Select Deduction: A dropdown menu.
- Affects: Radio buttons for 'Amy Moore' and '(All Employees)'. '(All Employees)' is selected.
- Hold is for: Radio buttons for 'only this pay period' and 'permanent'. 'permanent' is selected.
- Affects Separate Check: Radio buttons for '1', '2', and '3', followed by a text input field containing '1'. '1' is selected.

Below the form is a table with the following data:

| Hold Type | Description | Affects | One Time | Check | |
|-----------|-----------------------|---------------|----------|-------|--------|
| deduction | 28 - Health Insurance | All Employees | No | 1 | DELETE |

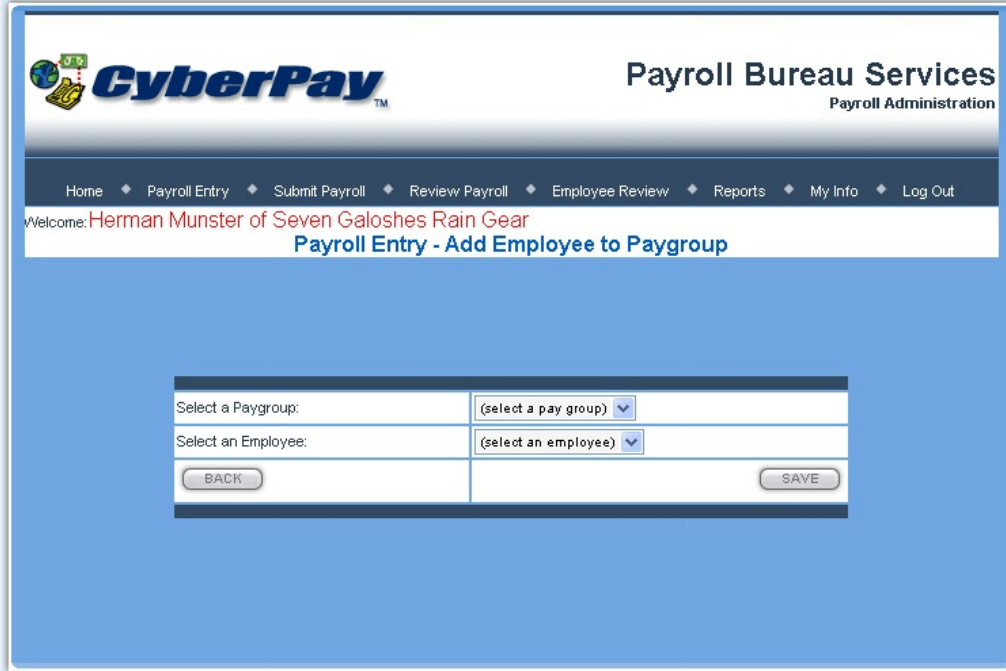
At the bottom of the form are 'SAVE' and 'BACK' buttons.

To place a payroll hold on individual employees:

1. Click **Holds** link next to any employee's name on the payroll details screen.
2. Select the type of deduction.
3. Choose if the hold will affect the individual employee or all employees.
4. Choose if the hold will affect only the current pay period, or permanent.
5. Choose if the hold affects separate checks, and select the check number.
6. Press **Save** to update the information and engage the pay hold.
7. The indicated hold will be displayed on the screen. You may enter more holds, or select **back** to return to the previous screen.

Adding to Pay Group

This feature allows you to take employees unassigned to a pay group, and add them.



The screenshot displays the CyberPay Payroll Bureau Services interface. At the top left is the CyberPay logo. To the right, it says "Payroll Bureau Services" and "Payroll Administration". Below this is a navigation menu with links: Home, Payroll Entry, Submit Payroll, Review Payroll, Employee Review, Reports, My Info, and Log Out. A welcome message reads "Welcome: Herman Munster of Seven Galoshes Rain Gear". The main heading is "Payroll Entry - Add Employee to Paygroup". The form contains two dropdown menus: "Select a Paygroup:" with "(select a pay group)" and "Select an Employee:" with "(select an employee)". There are "BACK" and "SAVE" buttons at the bottom of the form.

To Add an Employee to a Pay Group:

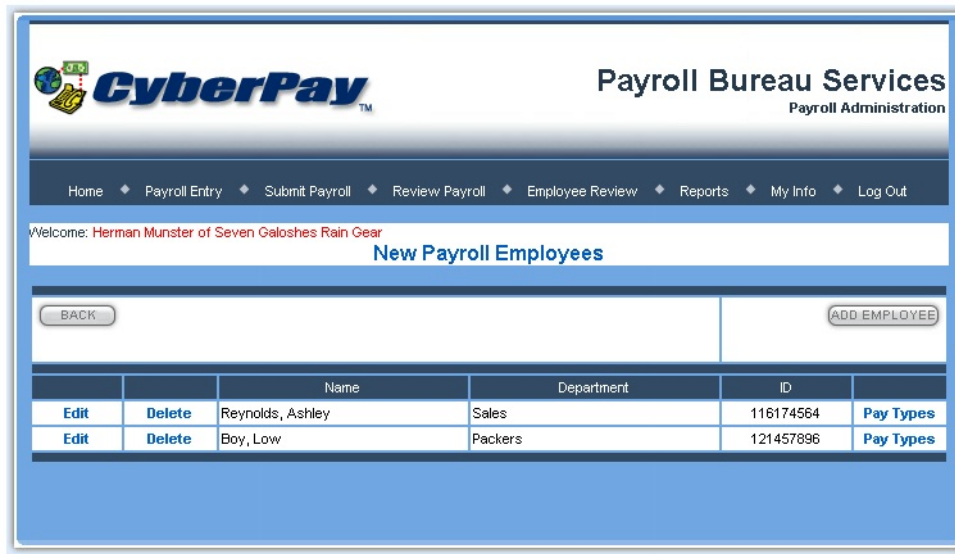
1. Press the **Add to Paygroup** button on the top of the **Pay Details** group.
2. Select a pay group from the drop-down menu.
3. Select an employee from the drop-down menu.
4. Press **Save** to place the employee in the pay group, or press **Back**

New Employees

You can view more detailed information and options for your new employees.

Viewing and Editing New Employee Information

Press the **New Employees** button in the upper right of the **Employee Details** screen. The **New Employees** screen will appear. You can review all the new employees added during the current pay run.



To Edit a New Employee's Information:

1. Click **Edit** next to the desired employee.
2. You will reach an **Edit Employee Information** screen. The information is the same as the **Add Employee** process.

To Delete a New Employee

1. Click **Delete** next to the desired employee's name.
2. A window will appear asking you to confirm.
3. Press **OK** to proceed. This process is irreversible.

To Edit a New Employee's Pay Types:

1. Click **Pay Types** next to the desired employee's name.

The screenshot shows a web application interface for editing a new employee's pay types. At the top, there is a navigation menu with links: Home, Payroll Entry, Submit Payroll, Review Payroll, Employee Review, Reports, My Info, and Log Out. Below the menu, a welcome message reads: "Welcome: Herman Munster of Seven Galoshes Rain Gear". The main title of the page is "Payroll Entry: Edit New Employee Pay Types".

The form contains the following fields:

- New Employee: Caleb Williamson
- SSN: 111998747
- Pay Type: Bonus Pay (dropdown menu)
- Units: [text input]
- Hours: [text input]
- Wage: [text input]
- Override Wage: [text input]

Below these fields is a table titled "Hours for Employee" with the following columns: PayType, Units, Hours, Wage, and Override Wage. There are three rows in the table, each with a "DELETE" button to its left:

| | PayType | Units | Hours | Wage | Override Wage |
|---------------------------------------|----------|-------|-------|------|---------------|
| <input type="button" value="DELETE"/> | Hourly | 0.00 | 0.00 | 0.00 | 0.00 |
| <input type="button" value="DELETE"/> | Bonus | 0.00 | 0.00 | 0.00 | 0.00 |
| <input type="button" value="DELETE"/> | HlyOT1.5 | 0.00 | 0.00 | 0.00 | 0.00 |

At the bottom of the form, there are two buttons: "BACK" and "SAVE".

2. You will reach the **Edit New Employee Pay Type** screen. You can edit any of the new employee's pay information
3. You may select the employee's pay type from the drop down list. You may add more than one pay type. As you select a pay type, you can also add hours for the new employee.
4. To add hours for this payroll, enter the following information:
 - a. Pay Type
 - b. Units
 - c. Hours
 - d. Wages
 - e. Override Wage
5. Press **Save** to update the information, or press **Cancel** to return to the **New Employee** screen

Adding New Employees

The screenshot shows a web application interface for adding a new employee. The page title is "Payroll Entry: Add New Employee". The form contains the following fields and options:

- First Name *
- Middle Initial
- Last Name *
- Address 1 *
- Address 2
- City *
- State *
- Zip *
- Sex: Male, Female
- Birth Date: [] / [] / [] (mm/dd/yyyy)
- Social Security Number *
- Hire Date: [] / [] / [] (mm/dd/yyyy)
- Location: []
- Department: []
- Home Phone: []
- Federal Filing Status: []
- Federal Exemptions: []
- State Taxes: []
- State Filing Status: []
- State Exemptions: []
- Extra Deduction 1: []
- Amount 1: []
- Extra Deduction 2: []
- Amount 2: []
- Tax Frequency: []
- Template: []
- Wage: []
- Salary: []
- Additional Instructions: []

Buttons: CANCEL, SAVE

To add a new employee:

1. Press the **Add Employees** button.
2. Enter the requested data in the proper fields. Items with an * indicates a required field.
3. The required information is as follows:
 - a. Last Name
 - b. First Name
 - c. Address
 - d. City, State, Zip
 - e. Social Security Number
 - f. Hire Date

4. The rest of the fields are optional.
5. Press **Save** to update the information, or press **Cancel** to return to the **New Employee** screen. The new employee will appear in the list.

Submit Payroll

This feature allows you to submit a final payroll to your CyberPay Service Bureau for processing.

Payroll Review and Submission

Click **SUBMIT PAYROLL** on the menu bar. You will be asked to review your payroll information.

| Please Review your Payroll Totals before submitting | | | |
|---|---------------|-------------------|---------------------------------|
| Run ID | 66 | Paygroup(s) | Hourly Manual Quick Check |
| From Date | 2005-12-17 | Total Hours | 793.00 |
| To Date | 2005-12-23 | Total Pay | 7045.25 |
| Check Date | 2005-12-28 | | |
| Totals by Pay Type | | | |
| Pay Type | Total Hours | Total Pay | |
| Hourly | 768.00 | \$6,769.00 | |
| Bonus Pay | 0.00 | \$63.75 | |
| Hourly Overtime 1.5 | 0.00 | \$0.00 | |
| Vacation Pay Hourly | 0.00 | \$0.00 | |
| Reported Tips | 0.00 | \$0.00 | |
| 1099 | 0.00 | \$0.00 | |
| Personal Time Off | 25.00 | \$212.50 | |
| Grand Total | 793.00 | \$7,045.25 | |
| Totals by Department | | | |
| Department | Total Hours | Total Pay | |
| | 50.00 | \$400.00 | |
| Bakers | 743.00 | \$6,645.25 | |
| Sales | 0.00 | \$0.00 | |
| Grand Total | 793.00 | \$7,045.25 | |
| Employees Modified | 1 | | |
| Employees Added | 2 | | |
| MODIFY PAYROLL | | SUBMIT PAYROLL | |

- If there are problems with the totals, click **MODIFY PAYROLL**. This will take you to the **Payroll Entry** screen to edit your payroll information.

- If the totals are correct, press **SUBMIT PAYROLL**. This will send your payroll information to your Service Bureau for distribution.
- Payroll information must be submitted before the next payroll file can be sent.

Review Payroll Runs

This allows you to review all your previous payroll runs, sorted by run ID number. You can select **SUMMARY** to view an overview of the Payroll Run or **DETAIL** for more detailed information.

| Run ID | From Date | To Date | Check Date | Submitted | Total Hours | Total Pay | | |
|--------|------------|------------|------------|------------|-------------|-----------|-------------------------|-------------------------|
| 1 | 2004-12-16 | 2004-12-27 | 2004-12-22 | 2004-11-05 | 0.00 | 0.00 | Summary | Details |
| 2 | 2004-10-28 | 2004-11-15 | 2004-11-10 | 2004-11-05 | 401.25 | 13160.00 | Summary | Details |

Page 1 of 1

Summary

| Run ID | 2 | From Date | 2004-10-28 |
|-----------|------------|------------------------------|------------|
| To Date | 2004-11-15 | Check Date | 2004-11-10 |
| Submitted | 2004-11-05 | Total Hours | 401.25 |
| Total Pay | 13160.00 | View Details | |

| Totals by Pay Type | | |
|---------------------|-------------|-------------|
| Pay Type | Total Hours | Total Pay |
| Salary Bi-Wkly | 400.00 | \$10,020.00 |
| Vac Pay Sal Bi-Wkly | 0.50 | \$1,620.00 |
| SickPay Sal Bi-Wkly | 0.75 | \$1,520.00 |

| Totals by Department | | |
|----------------------|-------------|------------|
| Department | Total Hours | Total Pay |
| Administrative | 40.50 | \$3,240.00 |
| Housekeeping | 0.00 | \$0.00 |
| Maintenance | 0.00 | \$0.00 |
| Office | 200.75 | \$6,660.00 |
| Service Personnel | 160.00 | \$3,260.00 |

Details

The screenshot displays a web-based payroll review interface. At the top, a navigation bar includes links for Home, Payroll Entry, Submit Payroll, Review Payroll, Employee Pay Review, Reports, My Info, and Log Out. Below this, a welcome message identifies the user as Robert Smith of Abacus Accounting. The main heading is "Review Payroll Run #2".

A summary table provides key details for the payroll run:

| | | | |
|-----------|------------|------------------------------|------------|
| Run ID | 2 | From Date | 2004-10-28 |
| To Date | 2004-11-15 | Check Date | 2004-11-10 |
| Submitted | 2004-11-05 | Total Hours | 401.25 |
| Total Pay | 13160.00 | View Summary | |

Below the summary, a section titled "Page 1 of 1" contains a detailed table for employee Jessica Aguilera. The table columns are Employee, Pay Type, Chk, Units of Pay, Hours, Normal Wage, Override Wage, Total Pay, and Department. The department is listed as "Service Personnel" with a note "*8-Weekly Salary*".

| Employee | Pay Type | Chk | Units of Pay | Hours | Normal Wage | Override Wage | Total Pay | Department |
|-------------------|----------|-----|--------------|-------|-------------|---------------|-----------|---|
| Aguilera, Jessica | Salary | 1 | 1.00 | 80.00 | 1610.00 | 0.00 | 1610.00 | Service Personnel <i>8-Weekly Salary</i> |
| | Vacation | 1 | 0.00 | 0.00 | 1610.00 | 0.00 | 0.00 | |
| | Sick Pay | 1 | 0.00 | 0.00 | 1610.00 | 0.00 | 0.00 | |

At the bottom of the detailed table, another "Page 1 of 1" label is present, followed by a "BACK" button.

- On either page, press **BACK** to return to the main **Review Payroll** screen.

Employee Pay Review

These pages allow you to review and modify employee-specific pay information.

| | | Name | Department | ID | |
|--------------------------|-----------------------|------------------|------------|-----------|------------------------|
| Paystubs | Setup | Horhn, Thomas | Bakers | 999102998 | Change |
| Paystubs | Setup | Jorgenson, Cindy | Packers | 777777777 | Change |
| Paystubs | Setup | Lents, Mandy | Packers | 888888888 | Change |
| Paystubs | Setup | Miller, Jeff | Packers | 222222222 | Change |
| Paystubs | Setup | Minks, Kelsey | Packers | 666666666 | Change |
| Paystubs | Setup | Parker, Sarah | Bakers | 111111111 | Change |
| Paystubs | Setup | Smith, Jordan | Bakers | 999889823 | Change |

For each employee, you have the option to review their past and current paystubs, their basic set up information, and change their status as an employee.

Paystub Review

| | Pay Date | Gross Pay | Net Pay |
|----------------------|------------|-----------|---------|
| View | 2005-08-17 | 470.25 | 346.27 |

To View an Employee's Pay Stub:

1. Click [Paystubs](#) by the desired employee's name.
2. A short screen will appear allowing you to read the pay date, gross pay, and net pay of all previous pay stubs. For specific information, click the [View](#) button. A new window will open with the full printable paycheck of the employee for the specified date.
3. Press **BACK** to return to the **Employee Review** screen.

Setup Review

To View an Employee's Setup Information:

1. Click the **Setup** button by the desired employee's name.
2. A short screen will appear allowing you to review the employee's information.
3. Press **BACK** to return to the **Employee Review** screen.

Change Employee Information

Employee Review - Change

| | |
|---|-----------------------------|
| First Name: | Charley |
| Middle Initial: | |
| Last Name: | Hines |
| Termination Date: | 12 / 12 / 2005 (mm/dd/yyyy) |
| Rehire Date: | / / (mm/dd/yyyy) |
| <input type="button" value="CANCEL"/> <input type="button" value="SAVE"/> | |

To Change an Employee's Review Status:

1. Click the **Change** button by the employee's name.
2. From this screen, you can enter a termination and/or rehire date for any employee.
3. Press **SAVE** to update the information, or press **BACK** to return to the **Employee Review** screen without saving changes.

Payroll Reports

This page allows you to view a variety of reports about the payroll from a general point of view.

| Check Date | Report | Instructions |
|------------|-----------------|--|
| 2005-08-17 | Payroll Summary | |
| 2005-08-17 | Check Listing | |
| 2005-08-17 | Direct Deposit | |
| 2005-08-17 | Check Register | Please set your print options to landscape before printing this report |

General Ledger Report

Check dates:
From: 2005-08-17
To: 2005-08-17
Note: Please set your print options to landscape before printing this report.

Employee Summary Report

Check dates:
From: / / (mm/dd/yyyy)
To: / / (mm/dd/yyyy)
Note: Please set your print options to landscape before printing this report.

- You can select several different reports by date; a general ledger report for customizable dates; and an employee summary report by check date.

Reports by Check Date

- You can view a payroll summary, check listings, direct deposits, or a check register for any single payroll date you choose from the drop-down menus.
1. Pressing **SUBMIT** will open a new window with a printable report.
 2. Note that you must set your printer to “landscape” if printing the check register.

General Ledger Reports

- You can view a general ledger report for any period of time you choose.
 1. Select a beginning and end date from the drop down menus and press **SUBMIT**.
 2. A new window with a printable general ledger will open.

Employee Summary Reports

- You can view a summary of employee pay information for any period of time you choose.
 1. Enter a beginning and end date in the boxes, and press **SUBMIT**.
 2. A new window with a printable employee pay report will open.

Personal Information

The system allows you to change personal information.

The screenshot displays the 'My Info' page of the 'My Service Bureau Payroll Administration' system. The page features a dark blue navigation bar with links for 'Home', 'Payroll Entry', 'My Info', and 'Log Out'. Below the navigation bar, a welcome message reads 'Welcome: Mary Jones of Abacus Accounting'. The main content area is titled 'My Info' and contains a form with the following fields:

| | |
|-----------------------|--------------------------|
| Login Name: | clerk |
| Current Email | mary@localhost |
| Password: | <input type="password"/> |
| New Password: | <input type="password"/> |
| Verify Password: | <input type="password"/> |
| New Email Address: | <input type="text"/> |
| Verify Email Address: | <input type="text"/> |

At the bottom of the form, there are two buttons: 'CANCEL' and 'SAVE'.

1. Select **MY INFO** from the menu bar
2. You can edit the following information:
 - a. Password
 - b. E-mail address
3. You may update your password or e-mail information from this screen.
4. Press **SAVE** to update your information. Press **CANCEL** to return to the main menu without saving your changes.

Logging Out

When you are finished reviewing your pay information or updating your personal information, you must log out of the system.

- ▶ Click **Log Out** on the menu bar. This logs you out of the system, clears your username and password so no one else can use it, and brings you back to the **Log In** screen.