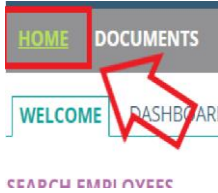


Payality Payroll Management Guide

Link: <https://rpo.payality.cloud/RPO/Login/Login.aspx>

Username and Password provided by Payality

Getting started



This is the screen you will first see when you first log into the system. It is called the “Home Page” as is shown by the word “Home” in the top of the screen being highlighted.

A screenshot of the Payality Home Page. The page header shows 'DEMORAKE - DEMO RAKE' and 'Welcome Mircea Ionescu | LOG OUT'. The main navigation bar includes 'HOME', 'DOCUMENTS', 'ESS', 'EMPLOYEE', 'HR', 'REPORTING', 'PAYROLL', 'COMPANY', 'TIME & ATTENDANCE', and 'SYSTEM'. Below the navigation bar, there are sections for 'SEARCH EMPLOYEES', 'CURRENT PAYROLL', 'NEXT PAYROLL', and 'LAST PAYROLL'. The 'CURRENT PAYROLL' section is highlighted with a red box. To the right of these sections are several circular icons for 'NOTIFICATIONS', 'HIRE EMPLOYEE', 'MY REPORTS', 'MY LINKS', 'CHANGE EMPLOYEE', 'PAYROLL DASHBOARD', 'CHECK CALCULATOR', and 'HR DASHBOARD'.

CURRENT PAYROLL	
Payroll Date	09/28/2018
Process By	09/26/2018
Status	Open

NEXT PAYROLL	
Next Payroll Date	10/05/2018
Process By	10/03/2018

LAST PAYROLL	
Last Check Date	09/21/2018
Gross	\$41,693.45
Net Checks	\$22,630.79
Direct Deposits	\$5,993.79
Tax Liability	\$15,505.94
Chk / Vchr Count	19
Transfers	\$0.00

To view information on your current and last payroll, see this section of the home page.

A screenshot of the Payality Home Page, similar to the one above. The 'CURRENT PAYROLL' section is highlighted with a red rectangular box. A red arrow points from the bottom left towards the 'CURRENT PAYROLL' section.

CURRENT PAYROLL	
Payroll Date	09/28/2018
Process By	09/26/2018
Status	Open

NEXT PAYROLL	
Next Payroll Date	10/05/2018
Process By	10/03/2018

LAST PAYROLL	
Last Check Date	09/21/2018
Gross	\$41,693.45
Net Checks	\$22,630.79
Direct Deposits	\$5,993.79
Tax Liability	\$15,505.94
Chk / Vchr Count	19
Transfers	\$0.00

Payality Payroll Management Guide

Documents Tab

DEMORAKE - DEMO RAKE ▾

HOME DOCUMENTS ESS EMPLOYEE HR

Payroll Reports, including employee paystubs, are in the DOCUMENTS area.

HOME DOCUMENTS ESS EMPLOYEE HR REPORTING

DOCUMENTS PORTAL MY DOCUMENTS PAYROLL DOCUMENTS

This will give you a list of all of your payroll reports by check date. Click on the drop-down arrow next the check date to view and/or download reports for any desired date.

Payroll Reports

Check Date: 05/23/2019 - 2019052301 Download All

Name	Description	Category	Effective Date	Expiration Date
Labor Distribution -dp	Labor Distribution	Payroll	05/23/2019	10/06/2046
Check Register -dp	Check Register	Payroll	05/23/2019	10/06/2046
Invoice -dp	Invoice	Payroll	05/23/2019	10/06/2046
By Store weekly -dp	Labor Distribution	Payroll	05/23/2019	10/06/2046
Input Worksheet -dp	Input Worksheet	Payroll	05/23/2019	10/06/2046
Payroll Register-dp	Payroll Register	Payroll	05/23/2019	10/06/2046
Personal Earnings Statement -dp	Personal Earnings Statement	Payroll	05/23/2019	10/06/2046
Accrual Activity -dp	Accrual Activity	Payroll	05/23/2019	10/06/2046

The most frequently used reports are:

Personal Earnings Statement - This is all of your employee's Paystubs for the selected period

Payroll Register Summary - This shows you a breakdown of the payroll cost and the funds needed to cover the Payality transfers for direct deposit, taxes, and our billing.

Payroll Register - This provides a detail of the employee's earnings, deductions, taxes and net pay.

By Store Weekly - This will show you payroll costs weekly by store (if you only have 1 location this report will not populate)

Monthly Payroll Summary - This will automatically populate on the final payroll of each month.

Monthly Summary - This is the monthly summary of payroll cost by store location.

Payality Payroll Management Guide

Employee Tab



This is where you will review and edit employee's information.

EMPLOYEE PERSONAL DEPT/POSITION PAYROLL DATA TIME OFF PAY HISTORY EMPLOYEE TASK

Employee Search

EMPLOYEE SEARCH

Use the filter and sort drop downs to view the list of employees.

Sort: Name(Last, First) Division: Name: SEARCH

Filter: All Employees Dept: Emp ID: CLEAR FILTERS

Id	Name	Division	Dept	Links
113	Arnold, May	100	400	🔍 💰 📄
108	Byers, William	15	500	🔍 💰 📄
126	Carpenter, Annika	0123	600	🔍 💰 📄
118	Casey, Mark	13500	600	🔍 💰 📄
119	Delgado, Maria	STAFF	200	🔍 💰 📄
2	Dunphy, Philip	OWNERS	700	🔍 💰 📄
124	Employee, Test	0123	200	🔍 💰 📄
116	Garcia, Felicia	12500	300	🔍 💰 📄
105	Geller, Monica	STAFF	600	🔍 💰 📄
110	Guerrero, Jose	1	700	🔍 💰 📄
121	Harper, Rose	1	300	🔍 💰 📄

Page Size: 25 Page #: 1 of 2

Found 26 Employees

Some Franchisees own multiple stores, and there are several different ways to sort or filter the employees to view only those you wish to see. (For example you may only want to see active employees)

DEMOFOA - FOA DEMO Welcome Austin Vieth | LOG OUT

HOME DOCUMENTS ESS **EMPLOYEE** HR REPORTING PAYROLL COMPANY TIME & ATTENDANCE HR SUPPORT CENTER SYSTEM

EMPLOYEE PERSONAL DEPT/POSITION PAYROLL DATA TIME OFF PAY HISTORY EMPLOYEE TASK

Employee Search

EMPLOYEE SEARCH

Use the filter and sort drop downs to view the list of employees.

Sort: Name(Last, First) Department: Name: SEARCH

Filter: All Employees Location: Emp ID: CLEAR FILTERS

Id	Name	Department	Location	Links
4	Garcia, Juan	FTSA	12345E	🔍 💰 📄
1	Gill, Manjit	FTSA	12347B	🔍 💰 📄
3	Gomes, Bruce	FTSA	12345E	🔍 💰 📄
6001	Ionescu, Mitch	FTSA	24563F	🔍 💰 📄
33	Johnson, Kim	FTSA	12345E	🔍 💰 📄
2	Johnson, Stacey	PTSA	12345E	🔍 💰 📄
27	Schaub, Brande	PTSA	24563F	🔍 💰 📄
30	Singh, Cindy	FTSA	24563F	🔍 💰 📄

Page Size: 25 Page #: 1 of 1

Found 8 Employees

Remember Location Support Completed Reports Job Status Release Notes System Messages

PAYALITY
Payality, Inc. © 2018 All Rights Reserved 1.4.2355.1

Payality Payroll Management Guide

To view an employee's information, click on their name in the list above.

EMPLOYEE **PERSONAL** DEPT/POSITION PAYROLL DATA TIME OFF PAY HISTORY EMPLOYEE TASK

Information | Demographics | Additional Addresses | EE Type History | Emergency Contacts | Compliance | Change History

Employee Sort Filter

Expand All Collapse All

Demographics

Basic Information	Address	Foreign Address
Employee ID 112	Address 1 111 Main St	Foreign Address 1
SSN 112-22-5666	Address 2	Foreign Address 2
Last Name Smith	City Torrence	Foreign City
First Name John	State CA	Province
Middle Name R	Zip 95111	Postal Code
Gender M	County	
Birth Date 01/08/1967	Country United States	

Contact Information	Personal Information	Employment Status
Home Phone	Ethnicity	Emp Status A
Work Phone	Marital Status	Emp Type RFT
Ext	Disability	Hire Date 03/15/2018
Cell Phone	Veteran Status	Rehire Date
Work Email		Adj Seniority Date
Personal Email		Term Date
		Term Reason

Department And Position

Pay Rates

Pay Rate Information	Current Rates								
Pay Frequency W	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Rate Code</th> <th>Rate</th> <th>Salary</th> <th>Shift</th> </tr> </thead> <tbody> <tr> <td>Base</td> <td>27.500000</td> <td>0.00</td> <td></td> </tr> </tbody> </table>	Rate Code	Rate	Salary	Shift	Base	27.500000	0.00	
Rate Code	Rate	Salary	Shift						
Base	27.500000	0.00							
Pay Group									
Default Hours 0.000000									
Clock									
Auto Pay									
Tipped									
OT Exempt? No									
Job Code									

Taxes

To edit any of the information in these sections, click on any of the green circle icons.

Expand All

Demographics

Basic Information

Employee ID **112**
 SSN **112-22-5666**
 Last Name **Smith**
 First Name **John**
 Middle Name **R**
 Gender **M**
 Birth Date **01/08/1967**

Payality Payroll Management Guide

Here you can edit this employee's information. Be sure to always click **SAVE** after making the desired changes.

Name	Personal Information	Employment Status
Last Name: <input type="text" value="Smith"/>	SSN: <input type="text" value="112-22-5666"/>	Employment Type: <input type="text" value="RFT - Regular Full Time"/>
First Name: <input type="text" value="John"/>	SSN Missing: <input type="checkbox"/>	Empl. Status: <input type="text" value="Active"/>
Middle Initial: <input type="text" value="R"/>	Birth Date: <input type="text" value="01/08/1967"/> Age: <input type="text" value="52"/>	Hire Date: <input type="text" value="03/15/2018"/>
Salutation: <input type="text"/>	Gender: <input type="text" value="M - Male"/>	Rehire Date: <input type="text"/>
Nickname: <input type="text"/>	Ethnicity: <input type="text"/>	Adj Seniority Date: <input type="text"/>
Prior Last Name: <input type="text"/>	Marital Status: <input type="text"/>	Length Of Service: <input type="text" value="1.2"/> <input type="text" value="Year(s)"/>
	Disability: <input type="text"/>	Term Date: <input type="text"/>
	Veteran Status: <input type="text"/>	Term Reason: <input type="text"/>
Address	Foreign Address	Contact Info
Address 1: <input type="text" value="111 Main St"/>	Address 1: <input type="text"/>	Home Phone: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>	Work Phone: <input type="text"/> Ext: <input type="text"/>
City: <input type="text" value="Torrence"/>	City / Town: <input type="text"/>	Cell Phone: <input type="text"/>
State: <input type="text" value="CA"/> Zip: <input type="text" value="95111"/>	Province / Region: <input type="text"/>	Work Email: <input type="text"/>
County: <input type="text"/>	Other Province / Region: <input type="text"/>	Personal Email: <input type="text"/>
Country: <input type="text" value="United States"/>	Postal Code: <input type="text"/>	
Change Address		
User Defined Fields		
Test 1: <input type="text"/>		
Time Clock	Employee Memo	
Clock/Badge#: <input type="text"/>	<input type="text"/>	
Pay Class: <input type="text"/>	<input type="checkbox"/> Pop up in Pay Entry	
Clock Group: <input type="text"/>		
Sched Pattern: <input type="text"/>		
SAVE SAVE/ADD NEW ADD		UNDO DELETE

To set up an employee's direct deposit. First go to the Direct deposit section. You can get here by clicking on Employee, then Payroll Data, and finally Direct Deposit.

HOME DOCUMENTS ESS EMPLOYEE HR REPORTING PAYROLL COMPANY TIME & ATTENDANCE SYSTEM

EMPLOYEE PERSONAL DEPT/POSITION PAYROLL DATA TIME OFF PAY HISTORY EMPLOYEE TASK

Pay Rates Taxes Earnings Deductions Direct Deposit Auto Pays

Employee ← + Smith - Smith, John R → Sort Name(Last, First) Filter All Employees

Show all direct deposits

PRIORITY	ROUTING	ACCOUNT	AMOUNT	TYPE	START DATE	END DATE
No records to display.						

DIRECT DEPOSIT | International Account Info

Direct Deposit

Priority: <input type="text" value="0"/> ⓘ Routing No.: <input type="text"/> ⓘ Bank Name: <input type="text"/> Account No.: <input type="text"/> ⓘ Account Type: <input type="text" value="Checking"/>	Name On Account: <input type="text"/> Prenote Date: <input type="text"/> ⓘ Start Date: <input type="text"/> End Date: <input type="text"/> Exclude Special Checks: <input type="checkbox"/> ⓘ
Is International? <input type="checkbox"/>	
Deposit entire check to this account? <input checked="" type="radio"/> No <input type="radio"/> Yes	
Amount: <input type="text" value="0.00"/>	
Amount Code: <input type="text" value="Flat Amount"/> ⓘ	

SAVE SAVE/ADD NEW ADD
[UNDO](#) [DELETE](#)

Payality Payroll Management Guide

To start, click on the Add button, and enter in all of the information.
Please make sure that you are selecting Checking or Savings depending on the account.
The bank name will fill in after you click **SAVE**

[DIRECT DEPOSIT](#) | [International Account Info](#)

Direct Deposit

Priority <input style="width: 50px;" type="text" value="99"/>	Name On Account <input style="width: 150px;" type="text" value="Smith, John"/>
Routing No. <input style="width: 100px;" type="text" value="124085244"/>	Prenote Date <input style="width: 80px;" type="text" value="05/24/2019"/>
Bank Name <input style="width: 100px;" type="text"/>	Start Date <input style="width: 80px;" type="text" value="09/28/2018"/>
Account No. <input style="width: 100px;" type="text" value="123456789"/>	End Date <input style="width: 80px;" type="text" value="12/31/2100"/>
Re-enter Acct No. <input style="width: 100px;" type="text" value="123456789"/>	Exclude Special Checks <input type="checkbox"/> i
Account Type <input style="width: 100px;" type="text" value="Checking"/>	
Is International? <input type="checkbox"/>	
Deposit entire check to this account? <input type="radio"/> No <input checked="" type="radio"/> Yes	

Adding New Employees

On the home screen, click on HIRE EMPLOYEE

DEMORAKE - DEMO RAKE ▾Welcome Mircea Ionescu | LOG OUT

[HOME](#) | [DOCUMENTS](#) | [ESS](#) | [EMPLOYEE](#) | [HR](#) | [REPORTING](#) | [PAYROLL](#) | [COMPANY](#) | [TIME & ATTENDANCE](#) | [SYSTEM](#)

[WELCOME](#) | [DASHBOARDS](#) | [FEATURES](#) | [LINKS](#) | [NOTIFICATIONS](#)

SEARCH EMPLOYEES

Search

Active Only?

Search Field

CURRENT PAYROLL GO

Payroll Date	09/28/2018
Process By	09/26/2018
Status	Open

NEXT PAYROLL

Next Payroll Date	10/05/2018
Process By	10/03/2018

LAST PAYROLL

Last Check Date	09/21/2018
Gross	\$41,693.45
Net Checks	\$22,630.79
Direct Deposits	\$5,993.79
Tax Liability	\$15,505.94
Chk / Vchr Count	19
Transfers	\$0.00

[Print Payroll Checks](#)

NOTIFICATIONS

HIRE EMPLOYEE

MY REPORTS

MY LINKS

CHANGE EMPLOYEE

PAYROLL DASHBOARD

CHECK CALCULATOR

HR DASHBOARD

Payality Payroll Management Guide

Add New Employee Options

Your company subscribes to the *onboarding* process, would you like to onboard an employee?

Press **YES** to navigate to the **Onboard Employee Page**.
Press **NO** to navigate to the **New Hire Wizard**.

Here you can select whether to hire the employee through our onboarding system, or to manually enter their info.




To manually add the employee, click on “No”

You will now be taken to this page.

ADD EMPLOYEE

Select the type of Employee you wish to add to the system below. A description of each type of employee is provided below the appropriate button. Types of employees are decided based on the tax form received at the end of the year. A typical employee is a W2 employee.

To add the employee you will need to refer to their new hire documentation to enter the appropriate values in the following wizard.



W2	1099M	1099R
		
<p>Select this option if the employee will have taxes withheld. W2 employees will receive a W2 form at the end of the year.</p>	<p>Select this option if this is an independent contractor or if you need to pay someone for non-employee activities.</p>	<p>Select this option if this person is paid distributions from pensions, annuities, IRAs, insurance contracts, profit-sharing plans and/or retirement plans.</p>

MODIFY NEW EMPLOYEE WIZARD

ADD EMPLOYEE

Select the type of Employee you wish to add to the system below. A description of each type of employee is provided below the appropriate button. Types of employees are decided based on the tax form received at the end of the year. A typical employee is a W2 employee.

To add the employee you will need to refer to their new hire documentation to enter the appropriate values in the following wizard.

W2	1099M
	
<p>Select this option if the employee will have taxes withheld. W2 employees will receive a W2 form at the end of the year.</p>	<p>Select this option if this is an independent contractor or if you need to pay someone for non-employee activities.</p>

MODIFY NEW EMPLOYEE WIZARD

Select the silhouette that says “W2” and you will be taken to a single screen where you enter the new hires information. Click on the down arrow next to each area to complete that section. When done, Click

CREATE EMPLOYEE

Demographics

Fill in the new employee's name and address information below. First Name, Last Name and SSN are required fields. If you do not have the employee's ssn at time of adding, check the Missing box to flag the employee correctly.

Basic Information	Address	Foreign Address
Employee Id <input type="text" value="127"/>	Address 1 <input type="text"/>	Foreign Address 1 <input type="text"/>
SSN <input type="text"/> <input type="checkbox"/> Missing?	Address 2 <input type="text"/>	Foreign Address 2 <input type="text"/>
Last Name <input type="text"/>	City <input type="text"/>	City <input type="text"/>
First Name <input type="text"/>	State <input type="text" value="California"/>	Province <input type="text"/>
Middle Name <input type="text"/>	Zip <input type="text"/>	Postal Code <input type="text"/>
Gender <input type="text"/>	Country <input type="text"/>	
Birth Date <input type="text"/>	Country <input type="text" value="United States"/>	

Contact Information

Work Email

- Department and Employment Status
- Pay Rate Information
- Taxes
- Finish

Payality Payroll Management Guide

Payroll ENTRY

Some terms to be aware of:

CHECK DATE: The day your employees get paid!

PAY PERIOD: The pay period (generally Friday – Thursday)

We recommend that you submit hours to us beginning Friday and no later than Tuesday at noon.

To begin, select Payroll from the task bar at the top of the screen.

DEMORAKE - DEMO RAKE ▼ Welcome

HOME DOCUMENTS ESS EMPLOYEE HR REPORTING **PAYROLL** COMPANY ATTENDANCE SYSTEM

WELCOME DASHBOARDS FEATURES LINKS NOTIFICATIONS

SEARCH EMPLOYEES

Search

Active Only?

Search Field ▼

CURRENT PAYROLL [GO](#)

Payroll Date	09/28/2018
Process By	09/26/2018
Status	Open

NEXT PAYROLL

Next Payroll Date	10/05/2018
Process By	10/03/2018

LAST PAYROLL

Last Check Date	09/21/2018
Gross	\$41,693.45
Net Checks	\$22,630.79

NOTIFICATIONS

HIRE EMPLOYEE

MY LINKS

CHANGE EMPLOYEE

CHECK CALCULATOR

Whats next? First make sure that the appropriate check date is selected. It should be correct by default, but it doesn't hurt to get into the habit of double checking! If it's correct, select "Start."

DEMORAKE - DEMO RAKE ▼ Welcome

HOME DOCUMENTS ESS EMPLOYEE HR REPORTING **PAYROLL** COMPANY TIME & ATTENDANCE SYSTEM

Status Start **Entry** Totals Finish

Payroll Status for Check Date **09/28/2018**

Start

Start the payroll cycle by creating and defining batches. Setup auto posts to easily enter payroll data. If you need to alter settings prior to entering payroll you can adjust settings and restart the payroll or a specific batch.

Payroll has been started by: khyllton.

Payroll Entry

Enter payroll data either employee by employee, in batches, or import a file with time clock punches.

Payroll entry is currently open.

Totals

Confirm your payroll by reviewing Batch Totals and running a Pre-Process Register. This step helps to ensure your employees are paid properly.

All batches have been reviewed.

Finish

Submit your payroll for processing. The payroll will be processed and verified by Payality, Inc..

Payroll Links

- Tools & Calculations
- Swipeclock Time Import

Payroll Notes

No payroll notes found.


Payality Payroll Management Guide

This will take you to the Start screen, verify the pay period and check date and select the start button. This will take you to the entry screen.

Status
Start
Entry
Totals
Audit
Finish

Start Payroll

Click the button to Start Payroll. Once payroll has been started, you will be brought to the Payroll Entry screen.



Check Date
05/30/2019


Period Begin 05/17/2019 **Period End** 05/23/2019

Links

- [Calendar](#)
- [Auto Posts](#)
- [Paycheck Attributes](#)

BATCH OPTIONS | Notes

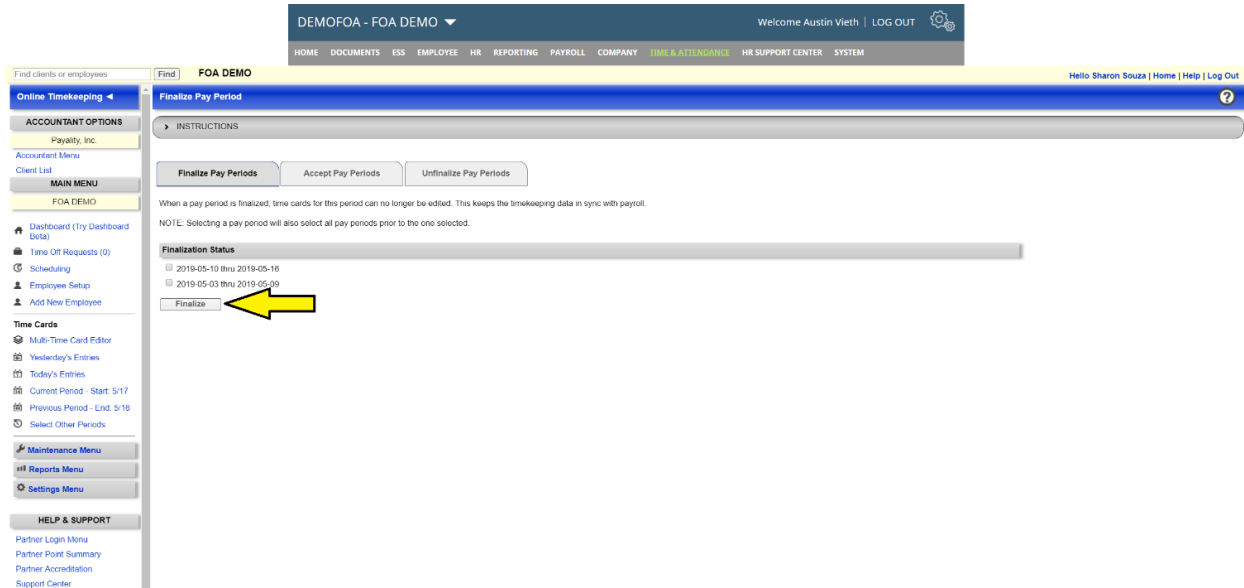
ADD NEW BATCH

EDIT	BATCH	DESCRIPTION	STATUS	PAY PERIOD	OPTIONS
	W	Weekly Payroll	Scheduled	Begin Date: 5/17/2019 End Date: 5/23/2019	<input checked="" type="checkbox"/> Apply Base Auto Pay <input checked="" type="checkbox"/> Apply Employee Auto Pays Default Pay Type: Reg

Time Card Import Method

If you are utilizing Payality's Time Management solution, please refer to the Time Management guide for editing and finalizing timecards. If not, skip this section.

After finalizing the pay period in Time Management



DEMOFOA - FOA DEMO Welcome Austin Vieth | LOG OUT

HOME DOCUMENTS ESS EMPLOYEE HR REPORTING PAYROLL COMPANY TIME & ATTENDANCE HR SUPPORT CENTER SYSTEM

Find clients or employees Find FOA DEMO Hello Sharon Souza | Home | Help | Log Out

Finalize Pay Period

ACCOUNTANT OPTIONS
Payality, Inc.

Accountant Menu
Client List

MAIN MENU
FOA DEMO

Dashboard (Try Dashboard beta)
Time Off Requests (0)
Scheduling
Employee Setup
Add New Employee

Time Cards
Multi-Time Card Editor
Yesterday's Entries
Today's Entries
Current Period - Start: 5/17
Previous Period - End: 5/16
Select Other Periods

Maintenance Menu
HR Reports Menu
Settings Menu

HELP & SUPPORT
Partner Login Menu
Partner Portal Summary
Partner Accreditation
Support Center

Finalize Pay Period

INSTRUCTIONS

Finalize Pay Periods Accept Pay Periods Unfinalize Pay Periods

When a pay period is finalized, time cards for this period can no longer be edited. This keeps the timekeeping data in sync with payroll.
NOTE: Selecting a pay period will also select all pay periods prior to the one selected.

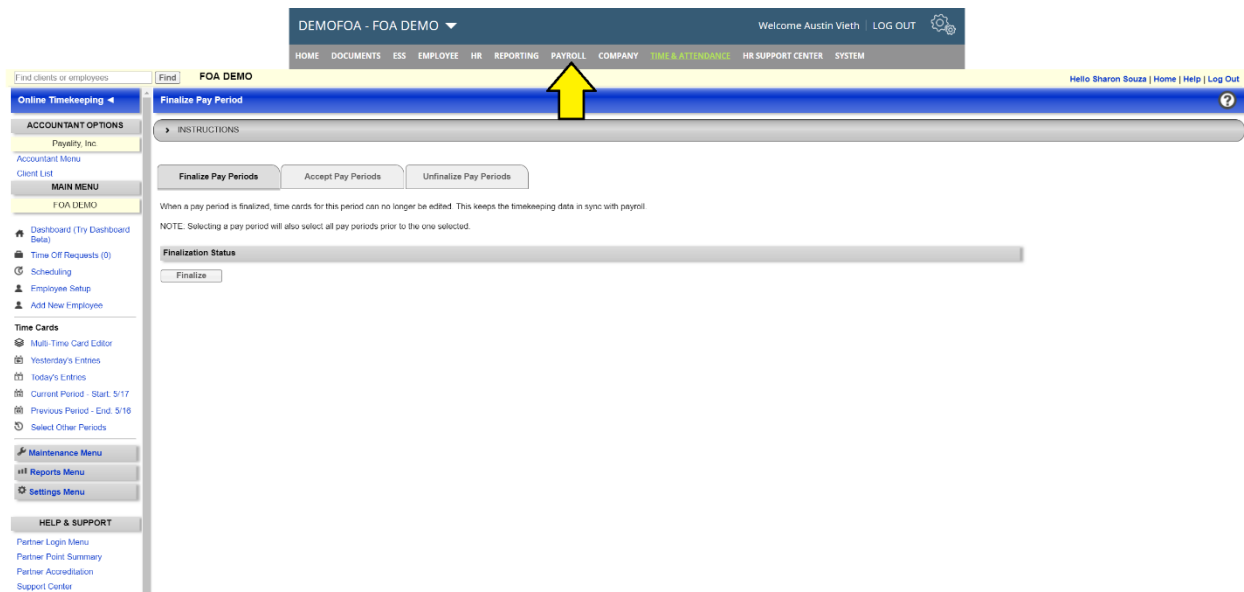
Finalization Status

- 2019-05-10 thru 2019-05-16
- 2019-05-03 thru 2019-05-09

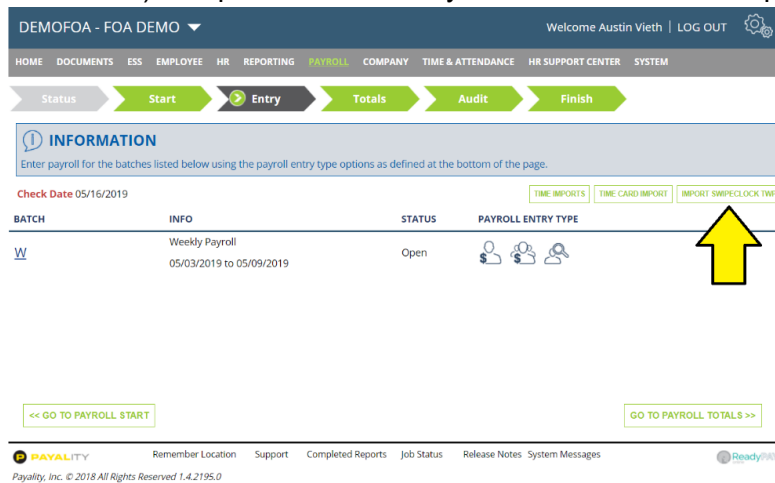
Finalize

Payality Payroll Management Guide

1. Once Finalized now you can Start Payroll by pressing the “Payroll” Button at the top of the screen.



Next you will import the time from Time Management by pressing the “**Import Swipeclock TWP**” Button. Note: Only press import once, wait for the blue box to appear with numbers and letters in it and this will signify the import is done. If you press the import button multiple times, it will import the hours multiple times, this will result in Employees being recorded as working double and triple pay. If this does happen, Press the “Start” flag at the top left of the page (It’s Green) and press “Restart Payroll” to start over and repeat.



2. Press “Import” (

Payality Payroll Management Guide

3. Verify that the Blue box populates, and Press the “Totals” Button to move to the next step.

DEMOFOA - FOA DEMO Welcome Austin Vieth | LOG OUT

HOME DOCUMENTS ESS EMPLOYEE HR REPORTING **PAYROLL** COMPANY TIME & ATTENDANCE HR SUPPORT CENTER SYSTEM

Status **Start** **Entry** **Totals** Audit Finish

INFORMATION
To import time card data for the current pay period dates, select the Time Import service settings in the drop-down list below, then click the Import Time button.
Note: The pay period begin and end dates may be manually overridden.
Time Import successfully submitted. If you have imported time and want to view the status of the jobs, you can use the "Job Status" link that appears at the bottom of the application.

Check Date 05/16/2019
Begin Date 5/3/2019 End Date 5/9/2019
Select Time Import Service Weekly Time Import

IMPORT TIME

```
" 1","E","8.00","10.00","  
" 1","E","2.00","15.00","  
" 4","E","8.00","10.00","  
" 4","E","0.50","15.00","
```

BACK TO PAYROLL BATCHES

PAYALITY Remember Location Support Completed Reports Job Status Release Notes System Messages **ReadyPAY**
Payality, Inc. © 2018 All Rights Reserved 1.4.2195.0

4. Next you will run the “Pre-Process Register” This is a tool that allows you to see the actual amounts each Employee will be paid and verify payroll accuracy before submission.

DEMOFOA - FOA DEMO Welcome Austin Vieth | LOG OUT

HOME DOCUMENTS ESS EMPLOYEE HR REPORTING **PAYROLL** COMPANY TIME & ATTENDANCE HR SUPPORT CENTER SYSTEM

Status **Start** **Entry** **Totals** Audit Finish

TOTALS
Before you submit your payroll, you should audit and verify your batches. It may be necessary to run your Pre-Process Register in order to Lock Entry and close your payroll from further entries.

Check Date 05/16/2019

STATUS	BATCH	BATCH INFORMATION
●	W	Weekly Payroll Status - Open

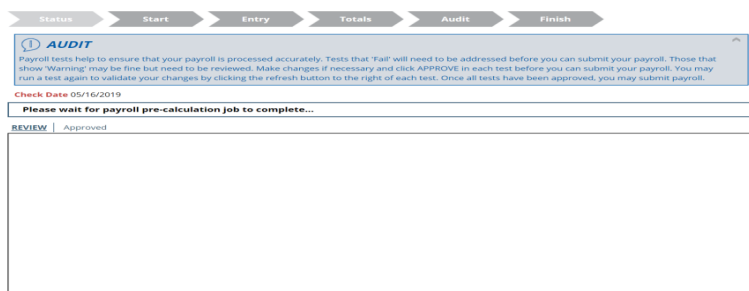
Search Totals Preprocess Register LOCK ENTRY

<< GO TO PAYROLL ENTRY GO TO PAYROLL AUDIT >>

PAYALITY Remember Location Support Completed Reports Job Status Release Notes System Messages **ReadyPAY**
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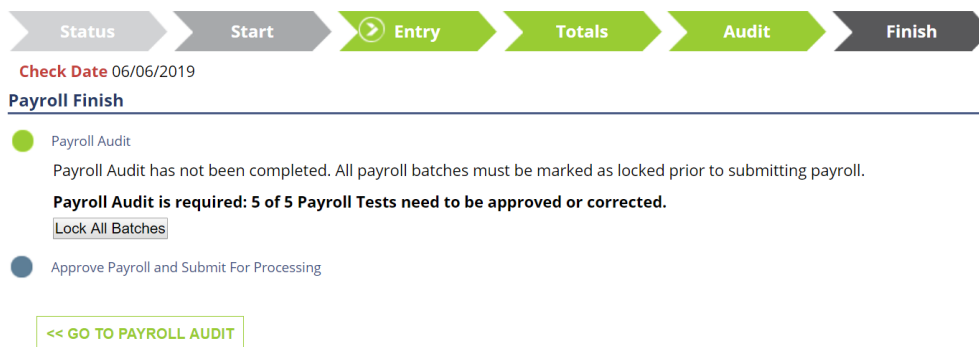
Payality Payroll Management Guide

7. After you verify that the hours are correct and your employees are being paid by direct deposit (Some may still prefer checks but this is a \$6.50/pay period charge) Please close the report which will bring you back to the RPO Website where you will press “Audit”
8. Select Payroll Audit to continue.



This screen will populate and run any necessary audits. Typically, these will help you identify any errors that may have been keyed incorrectly. Once these are complete, select “Go To batch finish” Note you don’t have to do anything on the Audit screen, you just need to press “Finish” After the reports run. Or after about 15 seconds on the “Audit” page.

9. This screen will populate: You need to select “Lock all Batches” to continue. This is your final opportunity to make any changes to your payroll, so if you second guess yourself, please review your preprocess register.



10. When you are 100% sure that payroll is accurate, please select “Approve Payroll and Submit for Processing” to finish everything.

Payality Payroll Management Guide

DEMOFOA - FOA DEMO | Welcome Austin Vieth | LOG OUT

HOME DOCUMENTS ESS EMPLOYEE HR REPORTING **PAYROLL** COMPANY TIME & ATTENDANCE HR SUPPORT CENTER SYSTEM

Status Start Entry **Totals** Audit Finish

INFORMATION
Your Pre-Process Register has been submitted. You will be notified when the report is completed.
If you wish to monitor the progress of this job, click on the job Status link at the bottom of the page.

Check Date 05/16/2019

Pre-Process Register Report Settings

Batch Code W
Include Employer Taxes

Delivery Options

Notify Me When Completed
Email Completed Report To

Sorting and Sub-Total Options

Sort Order Id

Report Format

Detail
 Summary

Totals

Show All Totals
 Customize

Page Breaks

No Page Breaks
 After Totals
 Before and After Totals
 Custom

Main Sorts

Groups (Totalled)	Show	Before	After
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report Totals

Show

Sub Sorts (Not Totalled)

Sort By
Then By
Then By
Then By

Buttons: RUN REPORT, << GO TO PAYROLL TOTALS, GO TO PAYROLL AUDIT >>

PAYALITY Remember Location Support Completed Reports Job Status Release Notes System Messages ReadyPAY

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11. Press Either the little Green bubble on the left, or the Blue words, "Close and Submit Payroll" and you are finished!

DEMOFOA - FOA DEMO | Welcome Austin Vieth | LOG OUT

HOME DOCUMENTS ESS EMPLOYEE HR REPORTING **PAYROLL** COMPANY TIME & ATTENDANCE HR SUPPORT CENTER SYSTEM

Status Start Entry **Totals** Audit Finish

Check Date 05/16/2019

Payroll Finish

Payroll Audit
Payroll audit has been completed for all batches.
Payroll audit complete

Close and Submit Payroll
To submit payroll for processing, click the "Close and Submit Payroll" link above. This will transmit the payroll for processing.

<< GO TO PAYROLL AUDIT

PAYALITY Remember Location Support Completed Reports Job Status Release Notes System Messages ReadyPAY

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12. (Optional) If you navigate back to the homepage you should now see that your Payroll is "Submitted"

The screenshot displays the Payality dashboard for a user named Austin Vieth. The top navigation bar includes links for HOME, DOCUMENTS, ESS, EMPLOYEE, HR, REPORTING, PAYROLL, COMPANY, TIME & ATTENDANCE, HR SUPPORT CENTER, and SYSTEM. The main content area is divided into two columns. The left column contains a search bar for employees, a table for payroll dates, and a table for payroll details. The right column features several interactive icons for various HR functions. The payroll status is clearly indicated as 'Submitted' in the 'NEXT PAYROLL' section.

SEARCH EMPLOYEES	
Search	<input type="text"/>
Active Only?	<input type="checkbox"/>
Search Field	Name(Last, First)
GO	
Payroll Date	05/16/2019
Process By	05/14/2019
Status	Submitted

NEXT PAYROLL	
Next Payroll Date	05/23/2019
Process By	05/21/2019

LAST PAYROLL	
Last Check Date	09/20/2018
Gross	\$1,631.88
Net Checks	\$1,391.95
Direct Deposits	\$0.00
Tax Liability	\$419.17
Chk / Vchr Count	4
Transfers	\$0.00

MY LINKS HIRE EMPLOYEE MY REPORTS
CHANGE EMPLOYEE PAYROLL DASHBOARD
CHECK CALCULATOR HR DASHBOARD

Remember Location Support Completed Reports Job Status Release Notes System Messages

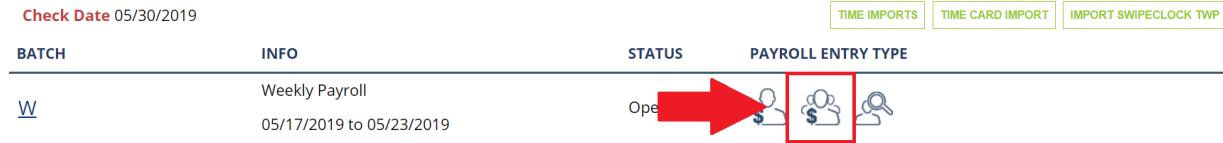
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Payality Payroll Management Guide

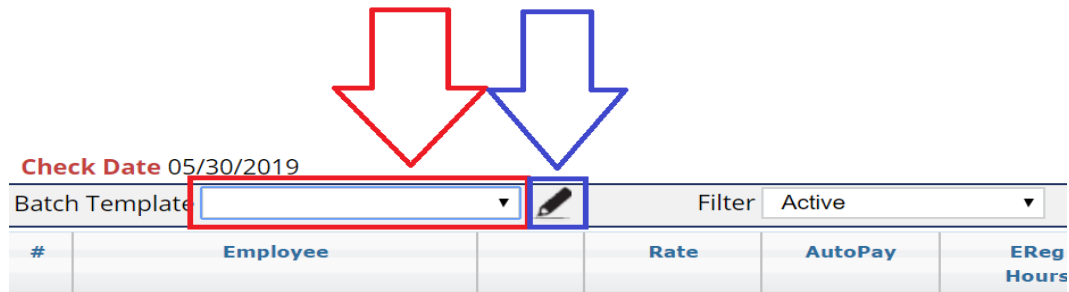
MANUAL METHOD

This method is for clients that DO NOT use our timeclock system.

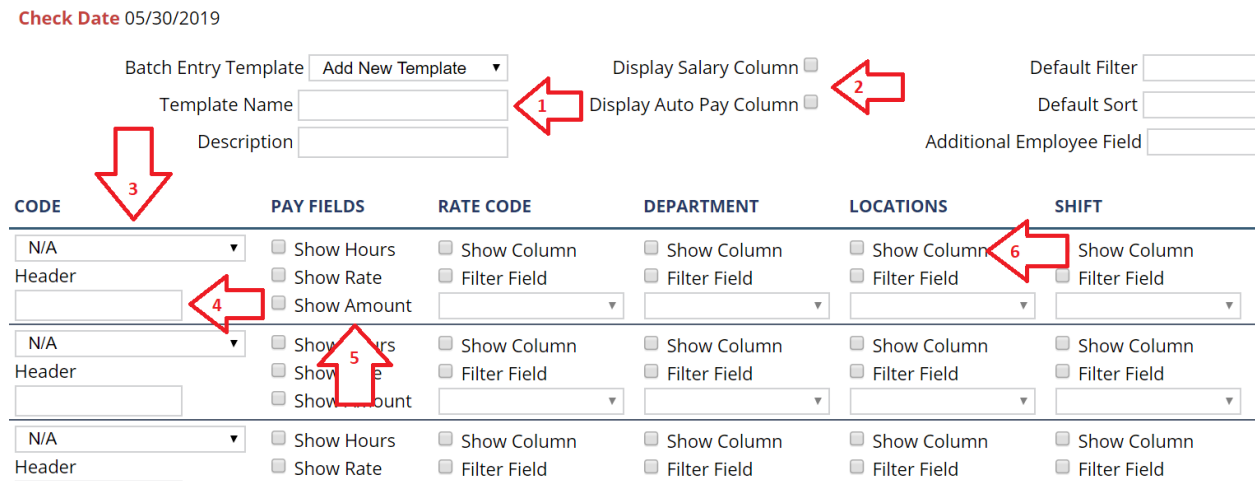
The Start button should default you to the Entry tab. Once on the entry tab, you will see the following screen:



Please select the middle icon with 3 people and a dollar sign. This will take you to the batch template entry screen. It will likely come up “blank” if you’ve never set up a batch before. ***It is highly recommended that you reach out to Payality to set up your batch template.*** The next steps are setting up the batch template. You can skip the following steps if we set this up for you. If you would like to learn how to set one up, click the black pencil icon next to “Batch Template” (this is blue in the diagram below).



After you select the pencil, you can set up the batch template on the following screen.



Payality Payroll Management Guide

You can add fields that fit your store's needs. Regular, Overtime, Sick Pay, and Meal Pay hours are typically the standard but you can adjust any of the fields to fit your preference. 14 different types of codes can be listed at any time, though you probably will only need the four mentioned above. A few notes:

- Step 1) Name your Template and provide a Description. "Payroll" works for both of these.
- Step 2) Display the Salary Column and Auto Pay column.
- Step 3) Select a code. This can be EReg, EOT, EMeal, EBonus, ESick, etc.
- Step 4) Create a header. This is how you want the code to be displayed on the entry screen. "Regular" should be used for EReg, "Overtime" should be used for EOT, etc.
- Step 5) Select the option that would be best for the code you had selected. For example, Regular, Overtime and Sick should be displayed as "hours" and advanced pay and grocery deductions should be displayed as an "amount"
- Step 6) OPTIONAL: If you have multiple locations, display this column. This will allow you to "code" hours to a certain store if the employee works at more than one location.

You will then have a batch set up. **Once again, if you require assistance please contact us at 559-296-3024 and we can set up the batch template.**

You should now have a Batch Template set up. You can now select this on the entry page, near the words Batch Template.

Your Entry page should now look something similar to the example below.

Check Date 09/28/2018

#	Employee	Rate	AutoPay	Reg Hours	OT Hours	Comm Amount
Totals:						
				0.000000	0.000000	0.00
1	Arnold, May (113)		<input checked="" type="checkbox"/> Pay \$3075.00			
2	Byers, William (108)		<input checked="" type="checkbox"/> Pay \$2343.96			
3	Carpenter, Annika (...)	\$ 31.38 / Hr	<input checked="" type="checkbox"/> Pay \$1255.00			
4	Casey, Mark (118)		<input checked="" type="checkbox"/> Pay \$1522.50			
5	Delgado, Maria (119)	\$ 20.65 / Hr				
6	Dunphy, Philip (2)		<input checked="" type="checkbox"/> Pay \$5000.00			
7	Employee, Test (124)	\$ 15.00 / Hr				
8	Garcia, Felicia (116)	\$ 19.25 / Hr				
9	Geller, Monica (105)		<input checked="" type="checkbox"/> Pay \$1775.00			
10	Guerrero, Jose (110)		<input checked="" type="checkbox"/> Pay \$2985.00			
11	Harper, Rose (121)	\$ 20.40 / Hr				
12	Houlihan, Margaret (3)		<input checked="" type="checkbox"/> Pay \$2832.50			
13	Jones, Martha (114)	\$ 19.15 / Hr				
14	Lopez, Alicia (111)		<input checked="" type="checkbox"/> Pay \$2035.92			
15	Mason, Robert (115)	\$ 19.05 / Hr				
16	Orosco, Isabella (125)	\$ 18.87 / Hr				
17	Porter, Clara (120)	\$ 17.72 / Hr				

Payality Payroll Management Guide

You may now begin entering in the regular hours, overtime hours, as well as any other types of pay for your employees. In the example below, some employees are paid salary. Make sure that those boxes are checked if they are to receive their salary

In the example below, let's say that all of these hours are entered correctly:

Check Date 09/28/2018

#	Employee	Rate	AutoPay	Reg Hours	OT Hours	Comm Amount
Totals:						
				157.000000	6.000000	0.00
1	Arnold, May (113)		<input checked="" type="checkbox"/> Pay \$3075.00			
2	Byers, William (108)		<input checked="" type="checkbox"/> Pay \$2343.96			
3	Carpenter, Annika (...)	\$ 31.38 / Hr	<input checked="" type="checkbox"/> Pay \$1255.00			
4	Casey, Mark (118)		<input checked="" type="checkbox"/> Pay \$1522.50			
5	Delgado, Maria (119)	\$ 20.65 / Hr		20.000000	2.000000	
6	Dunphy, Philip (2)		<input checked="" type="checkbox"/> Pay \$5000.00			
7	Employee, Test (124)	\$ 15.00 / Hr		17.000000	4.000000	
8	Garcia, Felicia (116)	\$ 19.25 / Hr		40.000000		
9	Geller, Monica (105)		<input checked="" type="checkbox"/> Pay \$1775.00			
10	Guerrero, Jose (110)		<input checked="" type="checkbox"/> Pay \$2985.00			
11	Harper, Rose (121)	\$ 20.40 / Hr		40.000000		
12	Houlihan, Margaret (3)		<input checked="" type="checkbox"/> Pay \$2832.50			
13	Jones, Martha (114)	\$ 19.15 / Hr		40.000000		
14	Lopez, Alicia (111)		<input checked="" type="checkbox"/> Pay \$2035.92			
15	Mason, Robert (115)	\$ 19.05 / Hr				
16	Orosco, Isabella (125)	\$ 18.87 / Hr				
17	Porter, Clara (120)	\$ 17.72 / Hr				

Showing page 1 of 1 Jump to page: 1 Page Size: 10 25 50 100

GO TO BATCHES

SAVE

GO TO BATCH TOTALS

Once you are done entering hours into the batch entry page, select GoTo Batch Totals.

A page like this should display. It will allow you to review the totals (optional) or run the preprocess register report (required).



TOTALS

Before you submit your payroll, you should audit and verify your batches. It may be necessary to run your Pre-Process Register in order to Lock Entry and close your payroll from further entries.

Check Date 06/06/2019

STATUS BATCH BATCH INFORMATION

● W

Weekly Payroll
Status - Open

Batch Totals Preprocess Register LOCK ENTRY

<< GO TO PAYROLL ENTRY

GO TO PAYROLL AUDIT >>

Payality Payroll Management Guide

There will also be a “report total” section at the bottom of the document. You can use this to review the total hours, total gross pay, and total checks issue.

****Important: If you notice an amount in “Checks” on the report totals section, it means that one or more employees will be receiving a check. Payality does charge \$6.50 for checks to be mailed to the store to cover delivery and printing costs. This charge appears on your following payroll statement.****

Once you have verified that everything is correct, you can close this document to go back into the RPO website to finish your payroll. This is the screen that should still be up after closing the Preprocess Register Report:

Status Start ▶ Entry Totals Audit Finish

INFORMATION
Your Preprocess Register has been submitted. You will be notified when the report is completed.
If you wish to monitor the progress of this job, click on the Job Status link at the bottom of the page.

Check Date 06/06/2019

Pre-Process Register Report Settings

Batch Code

Include Employer Taxes

Delivery Options

Notify Me When Completed

Email Completed Report To

Sorting and Sub-Total Options

Sort Order

Report Format

Detail

Summary

Totals

Show All Totals

Customize

Page Breaks

No Page Breaks

After Totals

Before and After Totals

Custom

Main Sorts

Groups (Totalled)	Show	Before	After
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Totals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sub Sorts (Not Totalled)

Sort By

Then By

Then By

Then By

Select Payroll Audit to continue.

Status Start Entry Totals ▶ Audit Finish

AUDIT

Payroll tests help to ensure that your payroll is processed accurately. Tests that "Fail" will need to be addressed before you can submit your payroll. Those that show "Warning" may be fine but need to be reviewed. Make changes if necessary and click APPROVE in each test before you can submit your payroll. You may run a test again to validate your changes by clicking the refresh button to the right of each test. Once all tests have been approved, you may submit payroll.

Check Date 05/16/2019

Please wait for payroll pre-calculation job to complete...

REVIEW | Approved

Payality Payroll Management Guide

This screen will populate and run any necessary audits. Typically, these will help you identify any errors that may have been keyed incorrectly. Once these are complete, select “Go To batch finish” Note you don’t have to do anything on the Audit screen, you just need to press “Finish” After the reports run. Or after about 15 seconds on the “Audit” page.

This screen will populate:

Status Start **Entry** Totals Audit Finish

Check Date 06/06/2019

Payroll Finish

- Payroll Audit
Payroll Audit has not been completed. All payroll batches must be marked as locked prior to submitting payroll.
Payroll Audit is required: 5 of 5 Payroll Tests need to be approved or corrected.
[Lock All Batches](#)
- Approve Payroll and Submit For Processing

[<< GO TO PAYROLL AUDIT](#)



[Remember Location](#) [Support](#) [Completed Reports](#) [Job Status](#) [Release Notes](#) [System Messages](#)

You need to select “Lock all Batches” to continue. This is your final opportunity to make any changes to your payroll, so if you second guess yourself, please review your preprocess register. If you have any questions, you can also reach out to us.

When you are 100% sure that payroll is accurate, please select “Approve Payroll and Submit for Processing” to finish everything.

That’s it! You’re all done!

Note: Your payroll reports will generate typically an hour or so after you close payroll. To review these reports, you can refer to the above section on Page 2 and 3

Please call us if you have any questions at 559-296-3024.