

How much time are you spending on processing payroll?

Web Pay and Web Time have been setup to ensure we are leveraging resources and technology to make processing payroll more efficient.

After parish and school supervisors have approved all time cards for salaried and hourly employees, processing payroll for an average parish with a school of about 70 employees should take approximately 30 minutes.

If it is taking you more than about an hour to process payroll, please review the process below to identify where you might be able to adjust your payroll process.

Web Time + Web Pay Setup:

- Changes for new hires, rehires, and terminations are addressed/processed the week prior to paid weeks. Changes must be submitted by Tuesday in non-payroll weeks.
- All hourly employees use their employee self-service portal or a kiosk to clock in and out.
- All salaried employees are setup with schedules in Web Pay; schedules automatically post to the timecard; full-time salaried employees do not have to make any edits or adjustments to their timecards. Schedules are posted using a timed report in Web Time; most reports are set up to post the salaried schedules around 1am for the previous day.
- Time off balances are loaded for all employees in Web Pay.
- All employees, both salaried and hourly, submit time off requests through their employee self-service portal.
- Supervisors log in to their employee self-service when they receive an email notification that an employee has submitted a time off request, then approve or deny the request as timely as possible. It is recommended that these requests are addressed as they arrive.
- Supervisors at the parish and school log into their employee self-service portal on Monday in paid weeks to review and approve timecards. It is recommended to setup a scheduled reminder for all supervisors to complete this task within a defined timeframe. There are 40+ Catholic Center supervisors that are required to approve timecards by 11am on Mondays in paid weeks.
- The payroll processor may begin processing payroll when:
 - All missed punches for the pay period are fixed.
 - All time off requests for the pay period are approved or denied.
 - All timecards for the pay period are approved.
- Then the payroll processor follows these steps to process payroll:
 - Run a timecard report in Web Time.
 - Start the payroll batch in Web Pay.
 - Import the time worked from Web Time.
 - Merge the batches in Web Pay.
 - Generate a Pre-process Register in Web Pay.
 - Compare the timecard report and the pre-process register to ensure the proper amount of time is being paid.
 - Review the Pre-process register for any changes that occurred (new hires, rehires, terminations). Make any required adjustments.
 - Compare last payroll totals to this pay period totals (No. of employees, net pay, employee taxes, employer taxes, deduction (agency check) totals, and the overall payroll liability) to ensure there aren't any large variances.
 - Run a No Pay Prior to Process Report.
 - Approve the pay run and email Central Payroll your location number and approval by the end of the day on Tuesdays in paid weeks.

If you are using Web Time and are spending **more than 30-60 minutes** processing payroll, please reach out to Carey Kendall for assistance with reviewing your location's Web Pay and Web Time setup.