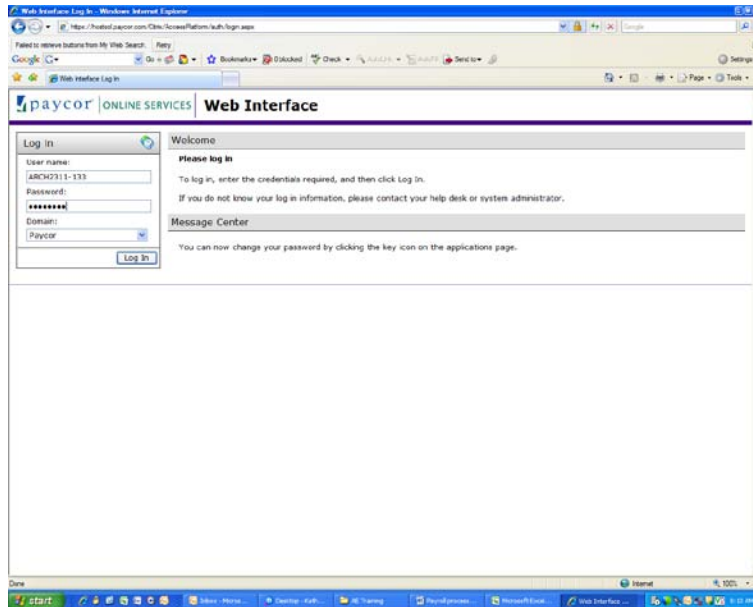
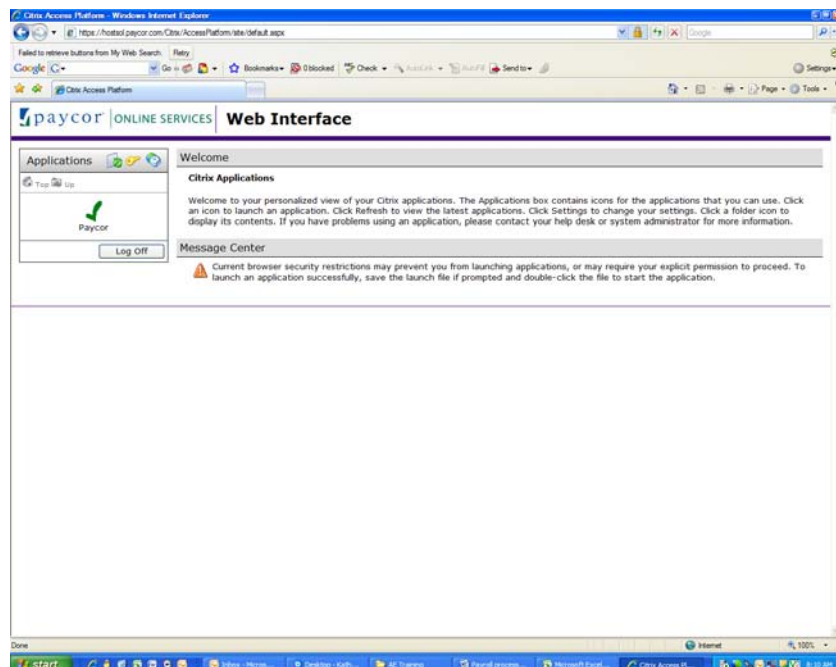


The Payroll Process

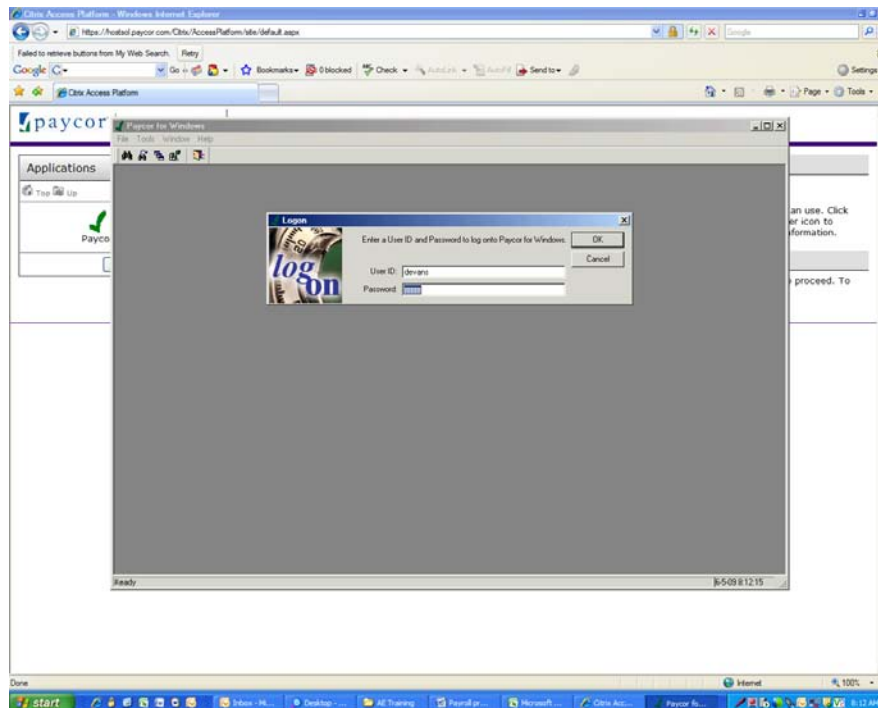
1. Click on the Paycor Login ID on your desk top
2. Enter your Web Interface and Web Interface Password on this screen..see below.



3. Click on the Paycor Checkmark in the middle of the Applications box



4. Enter your Paycor User ID and Password on this screen



5. Do all employee maintenance (address changes, deduction changes, rate changes) by double clicking on an employees name to open their profile prior to opening payroll. You can make changes after you go into payroll, however, it is easier to do prior to starting payroll.
6. To start the payroll process, click on the PayPlanner tab, highlight the Check Date and click the Open PayData button.
7. Make sure PayData Option = All Employees. The Sort Order you can select what order you would like the employees to appear in PayData Entry. Alphabetically is the most popular choice so far.
8. Click the PayData Entry button.
9. If a salary employee is to be paid a straight salary, it will appear on this screen and you do not need to do anything. Key in hours in the Regular column for the hourly employees. If they have overtime, key that in the OT field. If they have vacation hours, key the hours into the Hours column and in the Code field select VAC
11. Once you have entered all of the pay information for your employees, press the Control key + R key to recalculate the payroll.
12. After the payroll finishes recalculating, hit the totals button at the bottom of the screen. This screen below should pop up.

13. Click the Reports button and select the last report on the list the Payroll Journal Prepost. Click the next button and follow the steps to view the report. Print the report for your records and review to make sure all employees are getting paid correctly.
14. Exit the report, Cancel out of the Report Wizard..this will return you to the Paygroup Totals page.
15. If you are ready to transmit, click the Process Payroll button. It will take a few minutes, be patient. The screen below will pop and you will click Yes to the question “Are you sure you want to Process Payroll for Client XXXXX?”
16. Place a checkmark in the Process column next to your payroll. Click the Continue button. It will take a few minutes and then it will tell you that Client XXXXX was successfully sent. You can close down and logout of the system.