

Ascentis

Payroll Processing

Guide

Overview

The purpose of this document is to provide step-by-step instructions on processing a payroll from start to finish using the Payroll and Timekeeper functions. This guide will walk you through the process of applying changes, exporting your time file into your Ascentis Payroll system, as well as processing the payroll from start to finish.

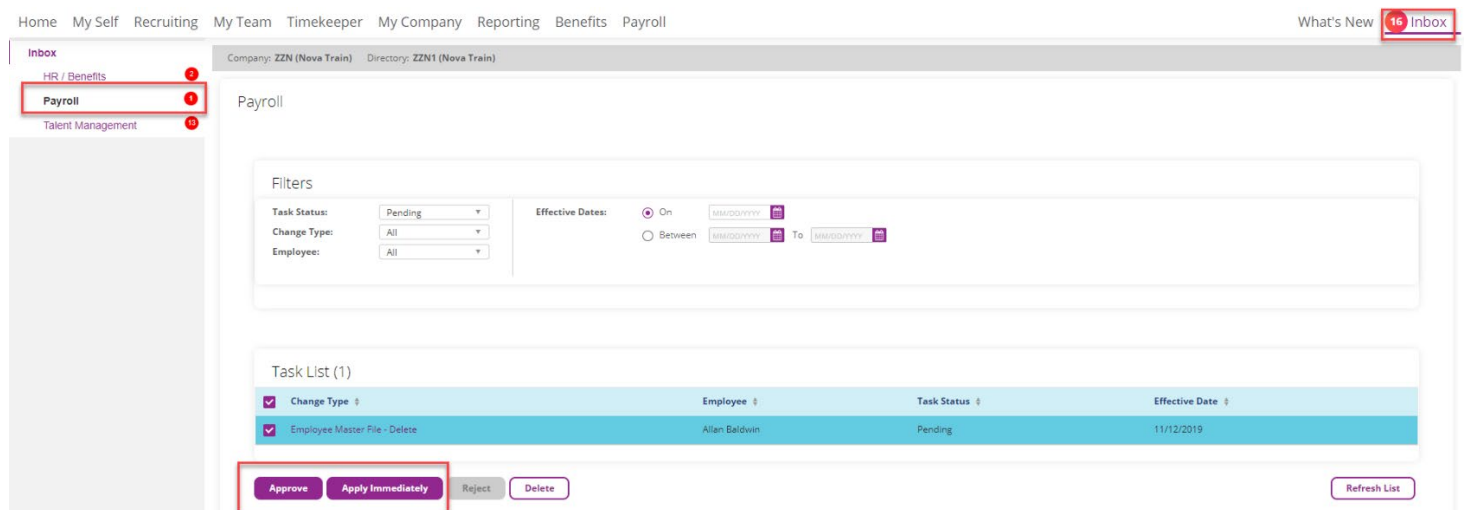
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Apply Pending Changes

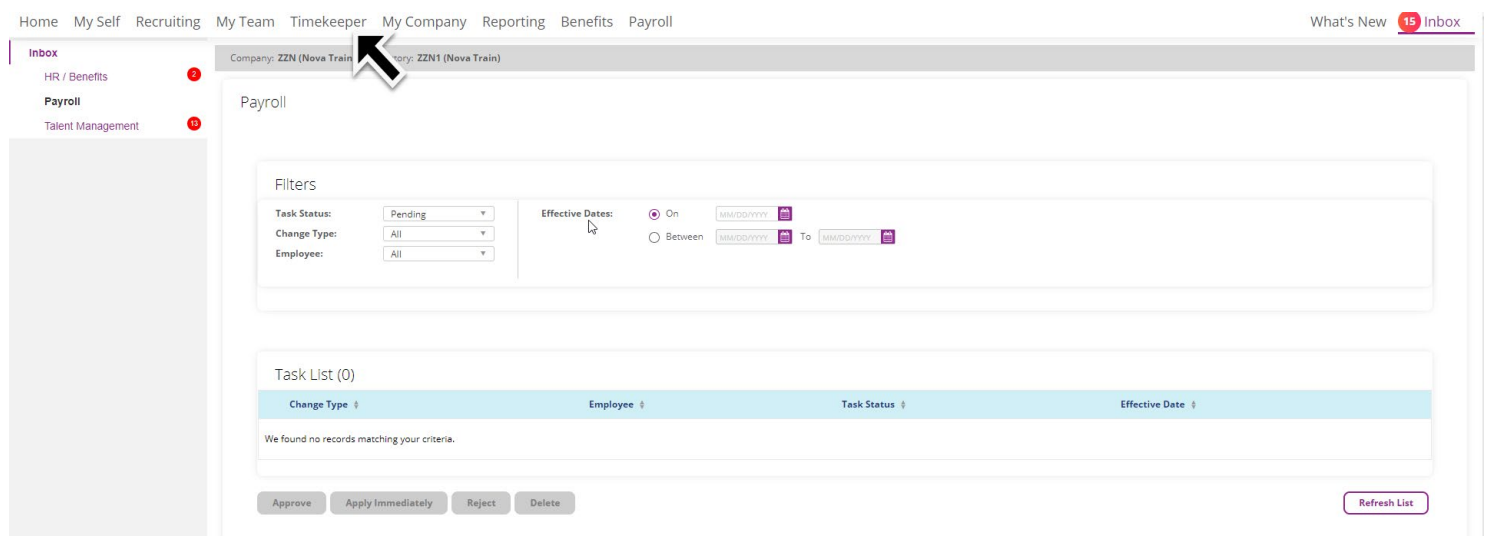
The first step in the process is to login to Payroll and apply any pending changes that may impact your timesheets (such as rate changes).

- 1) Go to your Inbox and select Payroll. Apply any changes that will impact this payroll.



The screenshot shows the Ascentis Payroll interface. The top navigation bar includes links for Home, My Self, Recruiting, My Team, Timekeeper, My Company, Reporting, Benefits, and Payroll. The right side shows 'What's New' and 'Inbox' with a red notification badge. The left sidebar has 'Inbox' selected, with 'HR / Benefits' and 'Talent Management' also visible. The main content area is titled 'Payroll' and shows filters for Task Status (Pending), Change Type (All), and Employee (All). The Effective Dates section has radio buttons for 'On' and 'Between'. Below the filters, a 'Task List (1)' table shows one entry: 'Employee Master File - Delete' for Allen Baldwin, with a Task Status of 'Pending' and an Effective Date of '11/12/2019'. At the bottom, there are buttons for 'Approve', 'Apply Immediately', 'Reject', and 'Delete'. The 'Apply Immediately' button is highlighted with a red box.

- 2) Once you've applied the pending changes, you'll select Timekeeper to move forward.



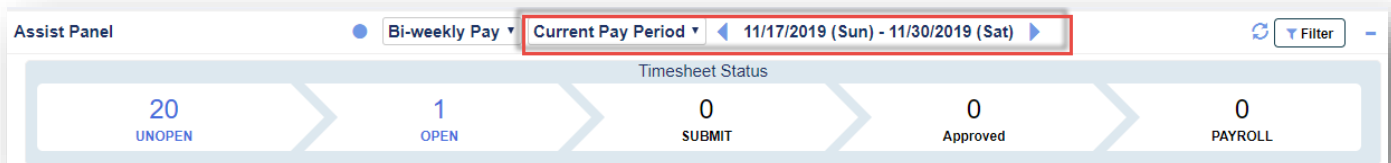
The screenshot shows the Ascentis Payroll interface after applying changes. The top navigation bar is the same. The left sidebar has 'Inbox' selected. The main content area is titled 'Payroll' and shows filters for Task Status (Pending), Change Type (All), and Employee (All). The Effective Dates section has radio buttons for 'On' and 'Between'. Below the filters, a 'Task List (0)' table shows no records. A message below the table states 'We found no records matching your criteria.' At the bottom, there are buttons for 'Approve', 'Apply Immediately', 'Reject', and 'Delete'. The 'Apply Immediately' button is highlighted with a red box. A black arrow points to the 'Timekeeper' link in the top navigation bar.

Supervisor Approval

Before the Payroll Administrator can process employee data to payroll, supervisors must review, and approve all timesheets for employees under their jurisdiction. The supervisor prerequisites are detailed in the following pages.

Approval Procedure

- 1) Log into SWS and view the **Dashboard** page.
- 2) If required change the pay period date range reflected. To display the correct date range for the timesheets, use either the drop-down box or the arrows to display the appropriate period. (by defaults the current pay period is displayed)



ABOUT APPROVAL LEVELS/STATUSES

The system supports up to 8 approval levels, with customizable approval status descriptions that can be adjusted by the implementation specialist. The four default timesheet statuses are **OPEN**, **SUBMIT**, **APPROVE**, and **PAYROLL**.

- a. **OPEN** status: Timesheets that have not been submitted by employees. *Note: Employees using time clocks do not typically submit their own timesheets. In such a case, the supervisor must review and approve timesheets in the OPEN status.*
- b. **SUBMIT** status: Timesheets that have been submitted by employees, but not approved by the supervisor. *Note: Employees using web punch typically do submit their timesheets. In such a case, the supervisor must review and approve timesheets in the SUBMIT status. However, if a "web punch employee" is unavailable to submit his/her timesheet (e.g. on vacation, sick leave, etc.), the supervisor is able to review/approve the timesheet in the OPEN status.*
- c. **APPROVE** status: Timesheets that have been approved by the supervisor and are ready to be processed by the Payroll Administrator.
- d. **PAYROLL** status: Timesheets that have been processed to payroll by the Payroll Administrator.

- 3) Clicking on any of the numbers in the Timesheet Status ribbon will take navigate to the **Attendance > Summary** page, displaying the timesheets of the selected status. Adjust the filters, as necessary, and review the timesheet data.

Summary

Pay Period: Bi-weekly Pay Date Selection: Last Pay Period 11/03/2019 (Sun) - 11/16/2019 (Sat) Last updated: Tuesday, 11/19/2019 10:53 AM Update Update Schedules

Group / Filter By: All Employee Search Go

Status Filter: SUBMIT Active Only Pay Type

Unopened Timesheets: 0
Opened Timesheets: 21 Save Approve this Page

ID	Name	Absent	Missed Punch	No Meal	Reg.Hr	OT-1	HOLI	VACA	SICK	Total All Hrs	Timesheet Status
9998	TEST EMPLOYEE, DAVID'S	2	0	0	76.00	14.00	0.00	0.00	0.00	90.00	SUBMIT
9999	TEST EMPLOYEE, ALEJANDRO'S	2	0	0	76.00	5.00	0.00	0.00	0.00	81.00	SUBMIT
12346	SMITH, LINDA	2	0	0	72.00	0.00	0.00	0.00	0.00	72.00	SUBMIT
71000	LU - SUPERVISOR, HAROLD	2	0	8	64.00	0.00	0.00	0.00	0.00	64.00	SUBMIT
71001	TAYLOR - ADMIN, MATTHEW	2	0	8	64.00	0.00	0.00	0.00	0.00	64.00	SUBMIT

- 4) If the timesheet data is accurate and complete, ensure that the status is set to **APPROVE**. Timesheets can be approved individually or by page.
- a. Individual approval – There are two methods of approving individual timesheets.
- i. **Timesheet > Summary** page – Locate the applicable employee, click on the corresponding **Timesheet Status** dropdown menu, and select the **APPROVE** status.

Summary

Pay Period: Bi-weekly Pay Date Selection: Last Pay Period 11/03/2019 (Sun) - 11/16/2019 (Sat) Last updated: Tuesday, 11/19/2019 10:53 AM Update Update Schedules

Group / Filter By: All Employee Search Go

Status Filter: SUBMIT Active Only Pay Type

Unopened Timesheets: 0
Opened Timesheets: 21 Save Approve this Page

ID	Name	Absent	Missed Punch	No Meal	Reg.Hr	OT-1	HOLI	VACA	SICK	Total All Hrs	Timesheet Status
9998	TEST EMPLOYEE, DAVID'S	2	0	0	76.00	14.00	0.00	0.00	0.00	90.00	SUBMIT
9999	TEST EMPLOYEE, ALEJANDRO'S	2	0	0	76.00	5.00	0.00	0.00	0.00	81.00	OPEN
12346	SMITH, LINDA	2	0	0	72.00	0.00	0.00	0.00	0.00	72.00	SUBMIT
71000	LU - SUPERVISOR, HAROLD	2	0	8	64.00	0.00	0.00	0.00	0.00	64.00	Approved
71001	TAYLOR - ADMIN, MATTHEW	2	0	8	64.00	0.00	0.00	0.00	0.00	64.00	PAYROLL

- ii. **Attendance > Timesheet** page – While still in the **Timesheet > Summary** page, click on an employee's name or ID. The system will automatically navigate to the employee's *full* timesheet in the **Attendance > Timesheet** page. Review the employee's hours for the entire pay period and click on the **Approve** button to submit the approval.

Summary

Pay Period: Bi-weekly Pay Date Selection: Last Pay Period 11/03/2019 (Sun) - 11/16/2019 (Sat) Last updated: Tuesday, 11/19/2019 10:53 AM Update

Group / Filter By: All Employee Search Go

Status Filter: Approved Active Only Pay Type

Unopened Timesheets: 0

Opened Timesheets: 21 Save Approve this Page

ID	Name	Absent	Missed Punch	No Meal	Reg.Hr	OT-1	HOLI	VACA	SICK	Total All Hrs
71000	LU - SUPERVISOR, HAROLD	2	0	8	64.00	0.00	0.00	0.00	0.00	64.00
71001	TAYLOR - ADMIN, MATTHEW	2	0	8	64.00	0.00	0.00	0.00	0.00	64.00
12346	SMITH, LINDA	2	0	0	72.00	0.00	0.00	0.00	0.00	72.00
9999	TEST EMPLOYEE, ALEJANDRO'S	2	0	0	76.00	5.00	0.00	0.00	0.00	81.00
9998	TEST EMPLOYEE, DAVID'S	2	0	0	76.00	14.00	0.00	0.00	0.00	90.00

1

Timesheet

Pay Period: Bi-weekly Pay Last Pay Period 11/03/2019 (Sun) - 11/16/2019 (Sat) Daily: Status: Approved Approve

Timesheet SMITH, LINDA - 12346

Save Delete Undo Recalculate Insert / Repost More Functions

	Audit	Note	Shift Exp	Schedule	Date	Pay Code	In	In Exp	Out	Out Exp	Reg	OT-1	Daily Hours *	Weekly Total Hours *
			00001-FS		Mon 11/04/2019	0[WKHR]	08:00 AM		05:00 PM		9.00	0.00	9.00	9.00
			00001-FS		Tue 11/05/2019	0[WKHR]	08:00 AM		05:00 PM		9.00	0.00	9.00	18.00

- b. **Page approval** – To approve all timesheets in the current view of the **Timesheet > Summary** page, click on the **Approve this Page** button. *NOTE: This will change the status of all timesheets displayed on the page only (this will not change the status of ALL employees if additional pages are available).*

Summary

Pay Period: Bi-weekly Pay Date Selection: Last Pay Period 11/03/2019 (Sun) - 11/16/2019 (Sat) Last updated: Tuesday, 11/19/2019 10:53 AM Update Update Schedules

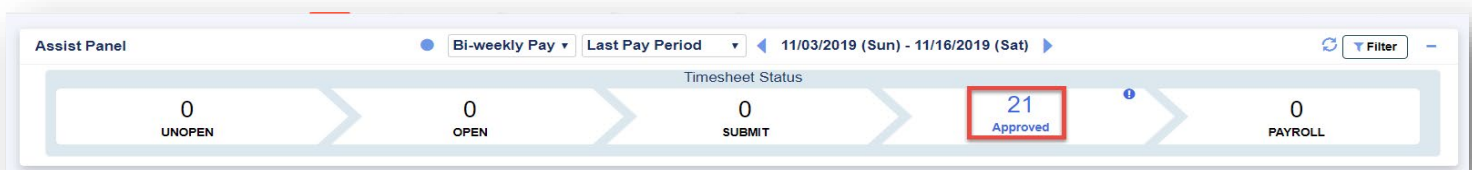
Group / Filter By: All Employee Search Go

Status Filter: SUBMIT Active Only Pay Type

Unopened Timesheets: 0
Opened Timesheets: 21 Save Approve this Page

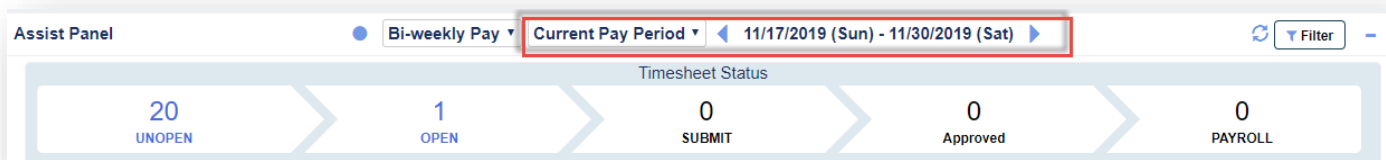
ID	Name	Absent	Missed Punch	No Meal	Reg.Hr	OT-1	HOLI	VACA	SICK	Total All Hrs	Timesheet Status
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9999	TEST EMPLOYEE, ALEJANDRO'S	2	0	0	76.00	5.00	0.00	0.00	0.00	81.00	SUBMIT
12346	SMITH, LINDA	2	0	0	72.00	0.00	0.00	0.00	0.00	72.00	SUBMIT
71000	LU - SUPERVISOR, HAROLD	2	0	8	64.00	0.00	0.00	0.00	0.00	64.00	SUBMIT
71001	TAYLOR - ADMIN, MATTHEW	2	0	8	64.00	0.00	0.00	0.00	0.00	64.00	SUBMIT

- 5) Return to the **Dashboard** and ensure that all timesheets are in the **APPROVE** status. All timesheets must be approved prior to being processed to payroll by the Payroll Administrator.



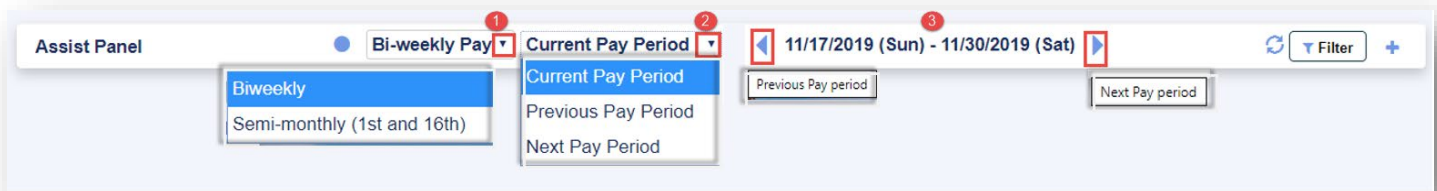
Process Approval to Payroll

Log into AWS and view the **Dashboard** page. By default, the current pay period will be displayed.

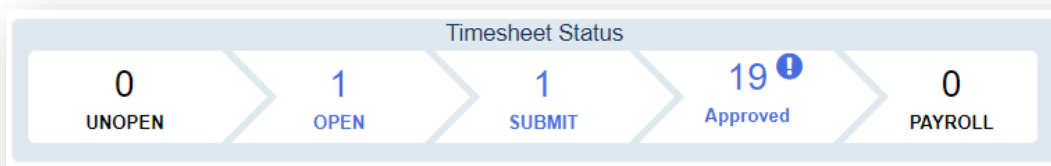


The Assist Panel allows users to update filters, follow steps 1-2-3 below:

- 1) **Pay Frequency:** If you have multiple pay frequencies, select drop-down arrow to see available options. (select, weekly, bi-weekly, semi-monthly, e.g.)
- 2) **Pay Period filter** - To change the pay period displayed, click on the Pay Period dropdown menu and select the appropriate pay period (Select, current, previous or next pay period).
- 3) **Pay Period filter** - To change the pay period displayed, use the arrows. (select, previous or next pay period)



- 4) If all timesheets have been approved, click on the **APPROVE** status (text or number) in the gadget. NOTE: If timesheets exist in the OPEN or SUBMIT statuses, request the supervisor(s) to review and approve the timesheets.



- 5) The system will automatically navigate to the **Attendance > Summary** page. If the timesheet data is accurate and complete, approve the timesheets to advance them to the **PAYROLL** status. Timesheets can be approved individually or by page.

- a. Individual approval – To approve a specific employee's timesheet, click on the corresponding **Timesheet Status** dropdown menu and select the **APPROVE** status.

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- b. Page approval – To approve all timesheets in the current view, click on the **Approve this Page** button.
NOTE: This will change the status of all timesheets displayed on the page only (this will not change the status of ALL employees if additional pages are available).

Summary

Pay Period: Bi-weekly Pay Date Selection: Last Pay Period 11/03/2019 (Sun) - 11/16/2019 (Sat) Last updated: Tuesday, 11/19/2019 10:53 AM Update Update Schedules

Group / Filter By: All Employee Search Go

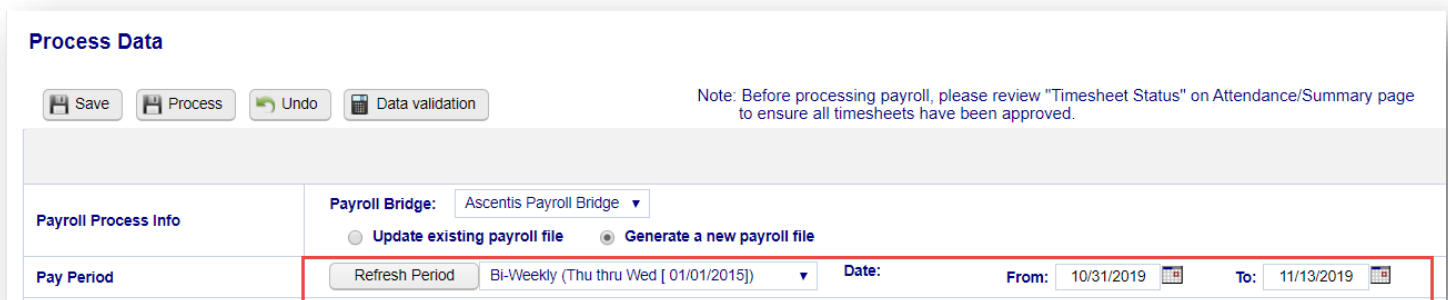
Status Filter: SUBMIT Active Only Pay Type

Unopened Timesheets: 0
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9999	TEST EMPLOYEE, ALEJANDRO'S	2	0	0	76.00	5.00	0.00	0.00	0.00	81.00	SUBMIT
12346	SMITH, LINDA	2	0	0	72.00	0.00	0.00	0.00	0.00	72.00	SUBMIT
71000	LU - SUPERVISOR, HAROLD	2	0	8	64.00	0.00	0.00	0.00	0.00	64.00	SUBMIT
71001	TAYLOR - ADMIN, MATTHEW	2	0	8	64.00	0.00	0.00	0.00	0.00	64.00	SUBMIT

Process Employee Data

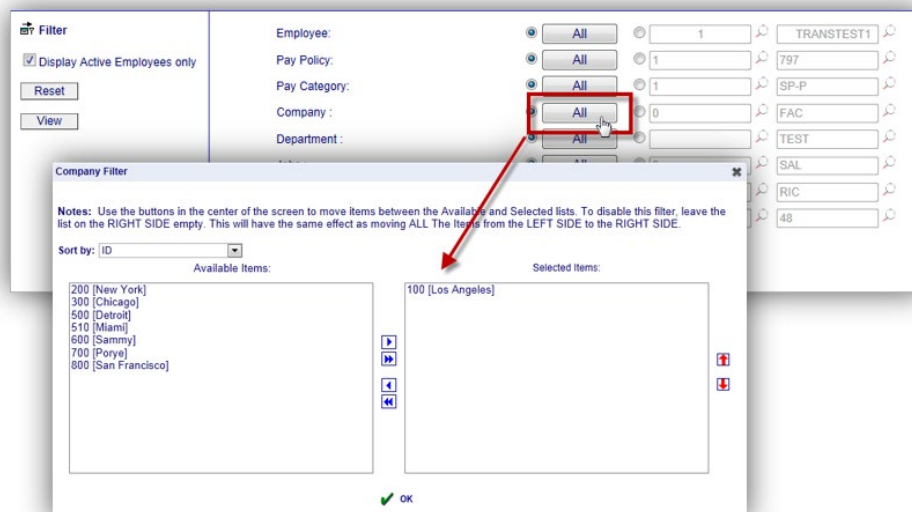
- 1) Navigate to the **Payroll > Process Data** page. In the **Pay Period** section, ensure that the correct date range is selected for the pay period that is being processed to payroll.



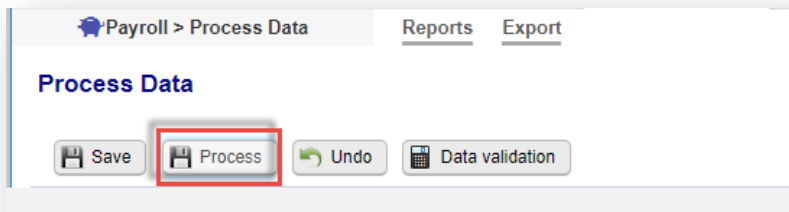
- 2) In the **Filter** section, select the appropriate groups to process.

Example: If the database includes data for several companies, and payroll is to be processed for a specific company (or companies) only.

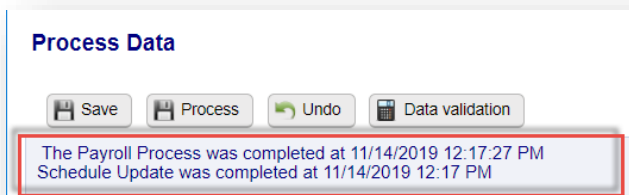
- a. Click on the corresponding **All** button in the Company filter line.
- b. In the Company Filter prompt, move the appropriate companies to the Selected Items field.
- c. Click on the **OK** button to apply the filter.



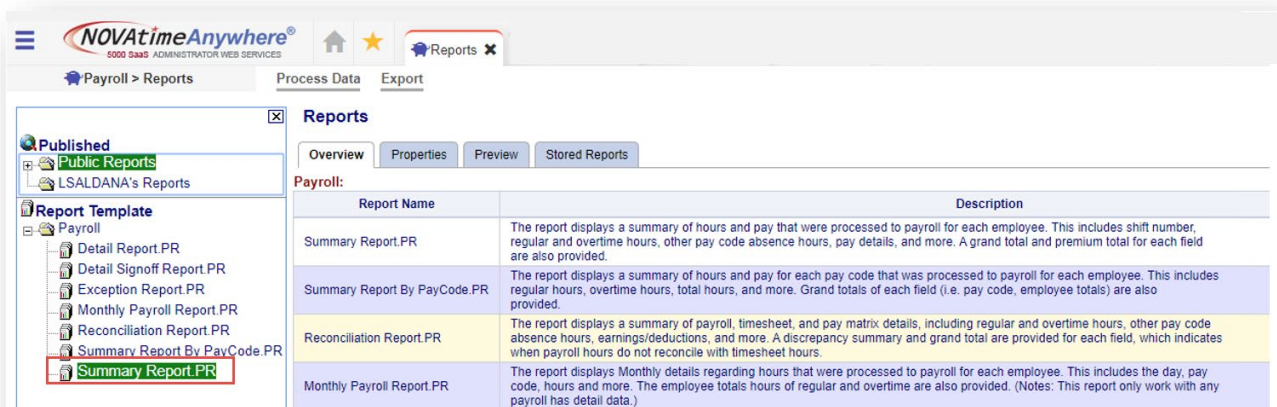
- 3) To process the data, click on the **Process** button in the upper left-hand corner.



- 4) The system will display the export status below the **Process** button. When the process is complete, a confirmation will be displayed. **Important:** Wait for message that states Process has completed

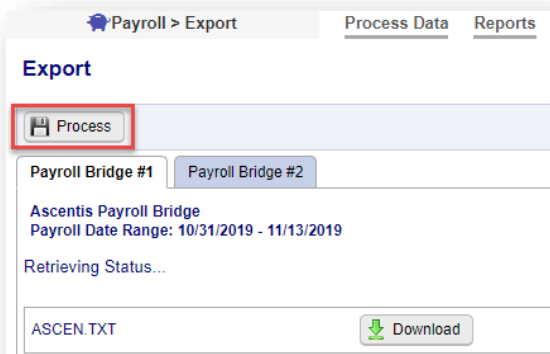


- 5) Next, navigate to the **Payroll > Reports** page and run the report titled “**Summary Report.PR**” to verify that the export data is acceptable.

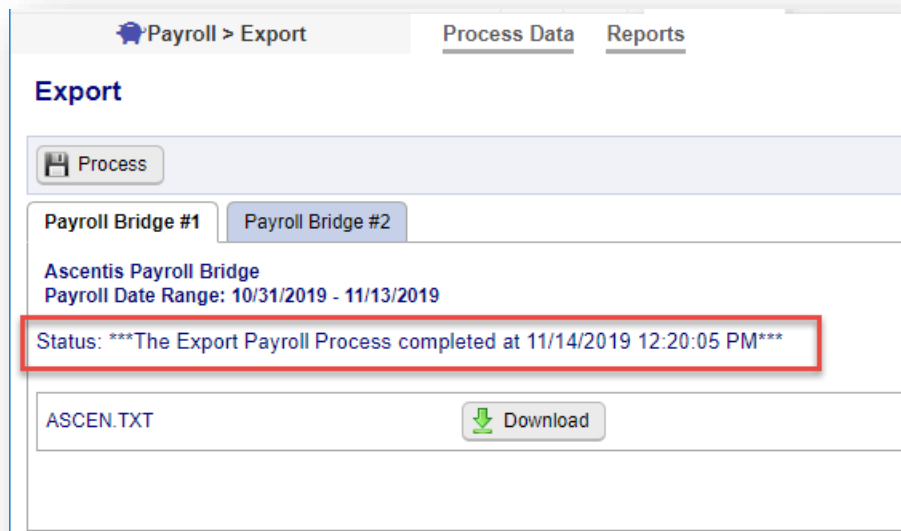


Generate Payroll Export File

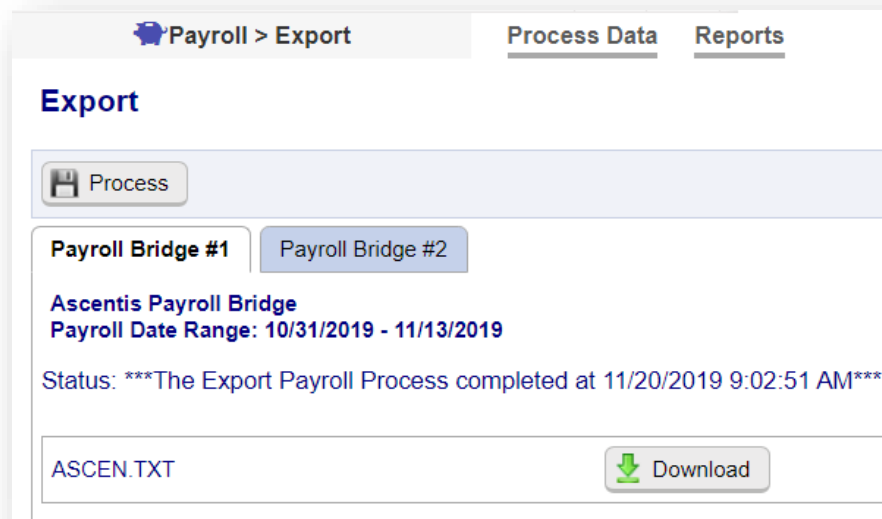
- 1) Navigate to the **Payroll > Export** page and click on the Process button.



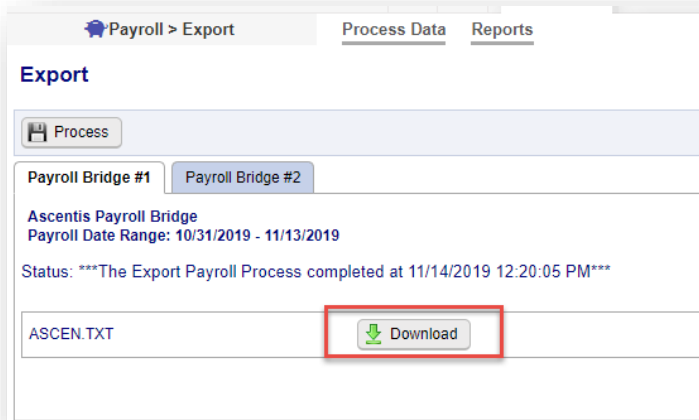
- 2) When the process is complete, a confirmation status will be displayed.



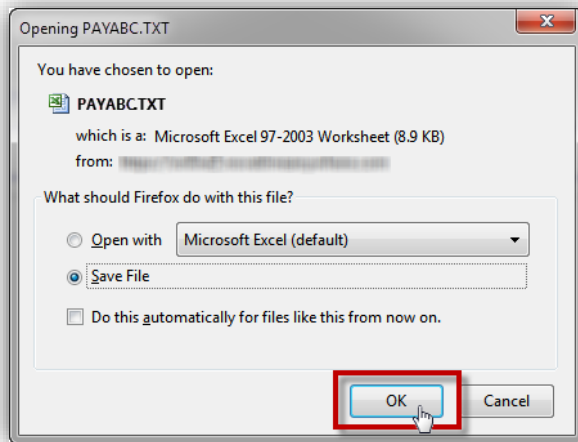
- 3) Click on the Payroll Bridge tab to refresh the page, if necessary.
Important: Wait for message that states Process has completed. Validate time/date stamp of the report.




- 4) The export file will now be available. Click on the **Download** button.



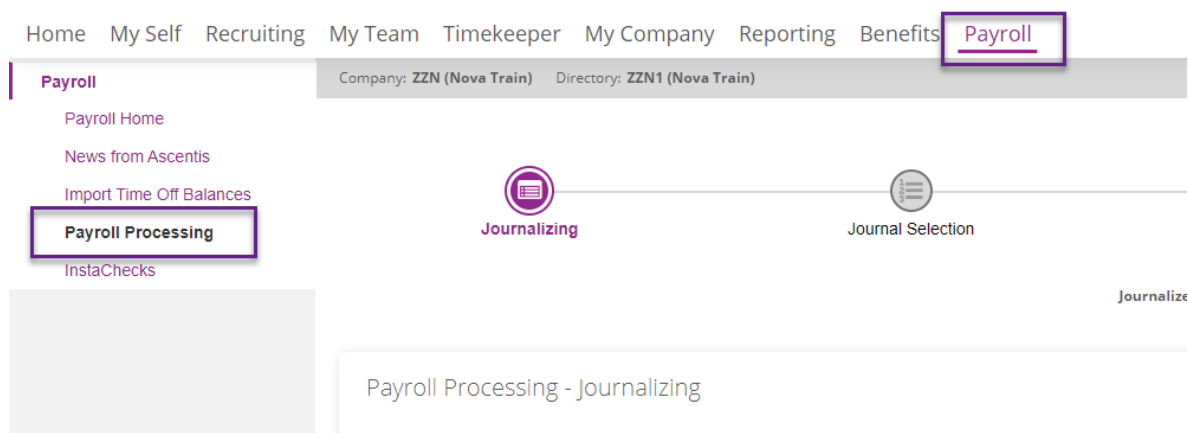
- 5) Select the **“Save File”** option and click on the **OK** button to save the export file to your C:\ or preferred location.



6) The export file will be available in the location selected in Step 5.

Name	Date modified	Type	Size
 PAYABC.TXT	4/5/2013 5:10 PM	Text Document	1 KB

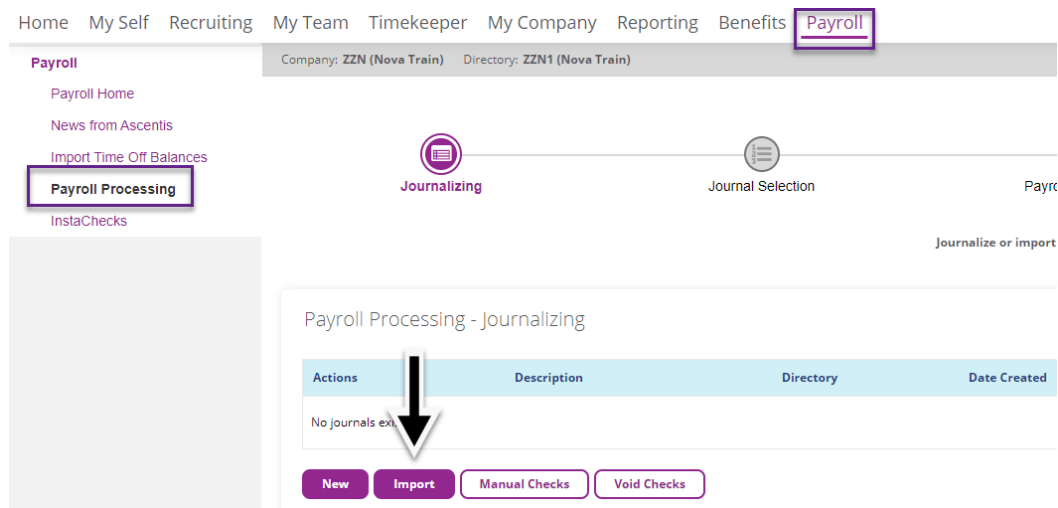
7) Next, click on Payroll from your self-service browser, then select Payroll Processing on the left.



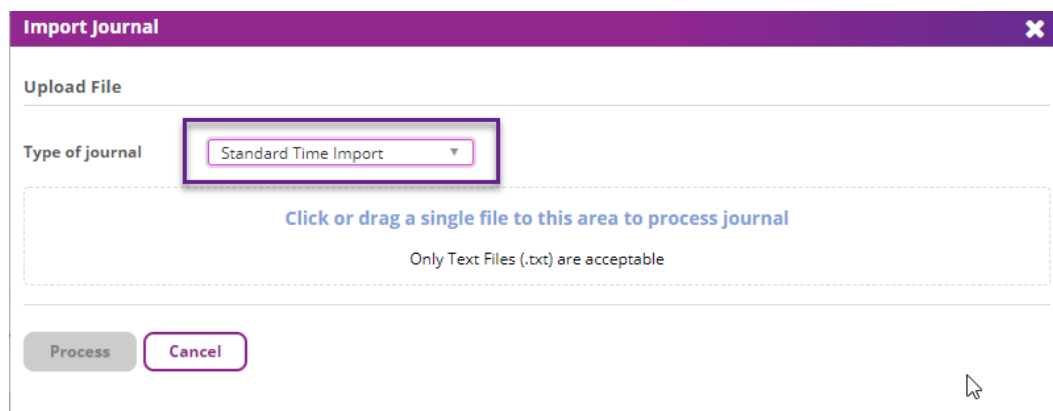
Payroll Processing - Journalizing

Importing Your Timekeeper File

- 1) Once in Payroll Processing, click on Import from the Journalizing step.



- 2) Ensure the “Standard Time Import” program is selected and either click or drag your text file into the import.



- 3) Once you've selected the file, ensure the payroll cycle is correct and enter the following fields:

Description – Enter the description for this journal. The description you enter here will be the name of the journal when you are finished with the import process.

Period Ending Date – Enter the period end date this import is associated with.

Default Check Type – Leave this field as “Regular” if you want these entries to be part of their regular check.

Use Pay Period Hours – Ignore this field.

Sort Report By – Choose how you want to sort the report.

- **Process** – Click the  button.

Import Journal

×

Upload File

Type of journal

Standard Time Import

Click or drag a single file to this area to process journal

Only Text Files (.txt) are acceptable

✓ Uploaded successfully - PAYABC.TXT

Remove file

Journal Information

Off-Cycle Journal

Payroll Cycle

Bi-Weekly (Bi-weekly)

*Description

Time File

Period Ending Date

12/31/2019

Default Check Type

Regular

Use Pay Period Hours

0.00

Sort Report By

☒ Input Order
 ☐ Distribution
 ☐ Alpha by Employee

Please enter all fields having a red label and *

Process

Cancel

- 4) Once you've processed the journal file, you'll now see it on the Journalizing screen. A very important step is to then go to Reporting > Saved Reports > Payroll and view the PIN-FILE CONVERT report. This report lets you know if there were any errors on your import.

Home My Self Recruiting My Team Timekeeper My Company **Reporting** Benefits Payroll

Reporting

Company: ZZN (Nova Train) Directory: ZZN1 (Nova Train)

Dashboard
Ad Hoc
Saved Reports
EEO-1 Component 2
Standard Reports
Benchmarking

Select Report Type

HR Benefits Payroll

Reports run in last 10 days Historical Reports

Reports run in last 10 days

Search Titles Run By Select User Submit Clear Filters

Actions	File Number	Title
Select Action	1713	JDE-Time File
Select Action	1712	JDE-EMPS NOT IN CYCLE
Select Action	1711	PIN-FILE CONVERT

Download PDF
Download TXT

If there are no errors on your file, you should see this message on the report:

Snap Distributing Batch Pay Tran Convert				Page: 1 / 1
				Directory: ZZN1
Emp #	Tran	Amt/Hrs	Error Message	
*** NO ERRORS ***				
DESCRIPTION		UNITS	AMOUNT	
SALARY TRAN		.00	.00	
REG TRAN		80.00	2,172.31	
O/T TRAN		.00	.00	
OTHER PAY		80.00	2,172.31	
DED AMOUNT		.00	.00	
TAX AMOUNT		.00	.00	

If there are errors, the report will tell you what is wrong so that you can fix it. Please note – if there are errors, those items were dropped from the time file and you'll want to fix them and reimport your file or make sure to manually adjust in the journal.

Snap Distributing Batch Pay Tran Convert				Page: 1 / 2
				Directory: ZZN1
Emp #	Tran	Amt/Hrs	Error Message	
10403	2 10	.00	EMP NOT ON FILE	
10403	2 112	.00	EMP NOT ON FILE	

- 5) Next, you'll need to pull your salary batch into payroll. This step pulls all per-pay salaries into a journal and creates a regular check for them. To create this journal, click "New" from the Journalizing screen.

Home My Self Recruiting My Team Timekeeper My Company Reporting Benefits Payroll

Company: ZZN (Nova Train) Directory: ZZN1 (Nova Train)

Payroll


- Payroll Home
- News from Ascentis
- Import Time Off Balances
- Payroll Processing**
- InstaChecks

Journalizing Journal Selection

Payroll Processing - Journalizing

Actions	Description	Directory
Select Action ▾	Time File	ZZN1

New **Import** **Manual Checks** **Void Checks**



You'll then select "Standard Journal Entries" and verify your payroll cycle and payroll period. If you have more than one Standard Journal Group setup, you can choose which journal groups should be included in this payroll. If you only have a Salary journal group or all journal groups apply to this payroll, you can leave the Standard Journal Group selection as "All". Once you've made your selections, hit "OK".

Create New Journal

Journal Type

☐ Journal Data Entry
 ☒ Standard Journal Entries

Journal Information

Payroll Cycle

Bi-Weekly (Bi-wee...

Payroll Period

12/01/2019-12/14...

Standard Journal Group

All

*Description

Standards All

Check Type

☒ Regular
 ☐ Additional
 ☐ Gross-Up

Use Pay Period H...

Sort Report By

☒ Input Order
 ☐ Distribution
 ☐ Alpha by Employee

Please enter all fields having a red label and *

OK

Cancel

Report – After you create the Salary report you will have a new report out under Reporting called JDE-Salary. This report will show you all the employees that were pulled into the file with their salary check.

Miscellaneous Adjustments – Manual Entry

If you have any other entries or adjustments you need to make in the payroll such as adding adjustments to the checks like Retro, bonuses, missed wages, or any one-time adjustments such as doubling a deduction for missed benefits, etc. you can do so now by opening any of the journals you have created thus far.

To open a journal, simply click on “Select Action” to the left of the Journal. This will bring up a menu. Select the “Open” option.



Jou

Payroll Processing - Journalizing

Actions	Description	Directory
Select Action ▾	Time File	ZZN1
Journal Actions	Draw Payment	ZZN1
Open	Rent Credit	ZZN1
Reprint	Salary	ZZN1
Edit		
Delete		
Delete Checks		

Once you have the journal open, you can search by Employee Number or by scrolling through your employee list alphabetically.

Journal Entry - Time File ZZN1

Filter Employee

Employee Number

Name	Employee #	SSN	Status
Ballantyne;	60123	102-90-	Active

If the employee already has a check in the file, then you can use the “Select Action” menu and choose “Transaction List” to edit the transactions on the check.

Journal Entry - Time File ZZN1

Filter Employee

All employees

Employee Number

60123

Q

60123 Ballantyne, Hugh

Hourly Rate

42.31

Actions	Check Type	Home Location	Work Location	End Date
Select Action	Regular	AZ	AZ	

Check Actions

Edit

Delete

Transaction List

Close

You'll then see the existing transactions. You can either edit an existing transaction by clicking on "Select Action" then "Edit" or you can add a new transaction by clicking on "Add Transaction".

Journal Entry - Time File ZZN1

Transactions List - Regular Check

60123 Ballantyne, Hugh

Actions	Transaction code	Distribution	Shift	Hours	Rate	Amount
Select Action	10 - REG PAY	000-0010-0000-20000		40.00	42.3077	1,692.31
Select Action	112 - HOLIDAY	000-0010-0000-20000		40.00	42.3077	1,692.31

Add Transaction

View Totals

Back

To edit an existing transaction, once you've selected "Edit" on the transaction you want to change, you can either change the existing entry or you can override the rate/amount by first selecting "Override" and then entering the adjustment. When completed, hit "Save". You can then close out of the journal.

Journal Entry - Time File ZZN1



Edit Transaction - Regular Check

60123 Ballantyne, Hugh

Transaction Code 10 - REG PAY

Distribution DPT COST INTV GLAC
 Q - Q - Q -

Shift

Hours

Rate 42.3077

Amount 1,692.31

Save

Override

Save and Add New

Back

If the employee does not already have a check in the file, then you'll need to select "Create Check"

Journal Entry - Time File ZZN1

Filter Employee

Active Hourly

Employee Number

9999

9999 Addis, Eden Renee

Hourly Rate

2.83

Actions	Check Type	Home Location	Work Location	End Date
No records exist.				

Create Check

Close

Choose the Check Type, then hit “Save”. If you want this entry to merge and be included on the employee’s regular check, choose Regular. If you want the entry to be paid on an additional check (which only includes percentage based deductions), choose Additional.

Create Check

Create Check

9999 Addis, Eden Renee

Select Type

☒ Regular
 ☐ Additional
 ☐ Gross-Up

Home location

PA PHILADELPHIA CITY SD

Work location

PA PHILADELPHIA CITY SD

Block

☐ Other Pays
 ☐ Direct Deposit
 ☐ FWH/SWH
 ☐ All Deductions

Save

Close

Once the check exists, you can choose “Select Action” and “Transaction List” to add transactions to the check.

Journal Entry - Time File ZZN1

Filter Employee

Active Hourly

Employee Number

9999

Q

9999 Addis, Eden Renee

Hourly Rate

2.83

Actions	Check Type	Home Location	Work Location	End Date
Select Action	Regular	PA PHILADELPHIA CITY SD	PA PHILADELPHIA CITY SD	

Check Actions

Edit

Delete

Transaction List

Close

You'll then be prompted to enter the Transaction Code. You can key in the code if you know it, or you can click in the box to search a list of transactions. They are in order by earning code, then deductions, then taxes. Click on the transaction code you would like to use.

Journal Entry - Time File ZZN1

Add Transaction - Regular Check

9999 Addis, Eden Renee

All Codes

Employee Codes

Transaction Code

Q

Distribution	Transaction	Period Code	Calculation	Basis	Amount	Limit Amount	Additional Info
Shift	5 - SALARY				0.0000	0.00	
Hours	10 - REG PAY				0.0000	0.00	
Rate	11 - O/T 1				0.0000	0.00	
Amount	12 - O/T 2				0.0000	0.00	
	13 - O/T 3				0.0000	0.00	
	14 - O/T 4				0.0000	0.00	
	21 - WEEKS WRKD				0.0000	0.00	

Save

Override

Just like the adjustment to the existing employee, you can enter in the hours or dollars based off of the code you chose and if you need to override the rate or amount, click “Override” first. When done, hit “Save”. You can then close out of the journal when you are done.

Journal Entry - Time File ZZN1
✕

Add Transaction - Regular Check

9999 Addis, Eden Renee

☒ All Codes
☐ Employee Codes

Transaction Code

10 - REG PAY

Q

Distribution

DPT

000

Q -

COST

0000

Q -

INTV

0000

Q -

GLAC

00000

Shift

Hours

40

Rate

2.8300

Amount

113.20

Save

Override

Save and Add New

Back

Once you are done with your adjustments, you’ll receive a message asking how the report should be sorted. This report is an audit trail of all changes you made will you had the journal open. Just click “OK”.

Sorting the Report
✕

A report will be created on your activities in the journal.

Do you want to sort it by:

Input Order ▼

OK

Cancel

25

Following are some additional details on entering common adjustments:

Reduce a Salary – To reduce a Salary you can open the “Salary” journal where the employees check resides, select the employee, select Transaction List for their check, and edit the Salary record (pay code # 5). Click the Override button and enter the corrected amount you want to pay them or enter the corrected number of hours and the hourly rate so the system will recalculate the salary amount. When finished, click the Save button to close out of the check. You should now see an * symbol appear in the line item indicating that you are overriding or blocking the master file setup for this entry. Alternatively, you can use a code that works with hours such as code 010 (Regular) and simply enter a negative number of hours that you want to reduce the Salary by.

Additional Check – To create an additional check for an employee, open one of your existing journals and select the employee, then select “Create Check” and select the check type of “Additional”. Hit “Save”, then when you are back on the screen that lists all checks for the employee, click “Select Action” on the Additional check and choose “Transaction List” to add transactions to this check that was created. Enter in the code you want to pay on a separate check and “Save” once complete.

Spread out the taxes – To spread the taxes on a check out over several weeks, use code # 22 (TAX WKS) and enter the number of weeks you want to spread the taxes out over in the “Amount” field. When complete, hit “Save”.

Double deductions – To double a deduction you can open the check and choose “Transaction List”. Click on “Add Transaction” then you can select “Employee Codes”. Click in the Transaction Code box to see the transactions that the employee has and select the code that you want to double. You can then either add the code to the check for a single amount in which case it will be deducted first from the master file and then additionally from what you added on the check, or you can add the code to the check and click the Override button and enter a grand total to be deducted, in which case it will block the deduction from being pulled from the master file and will only deduct the amount you have added on the check. Hit “Save” when complete.

Block deductions - To block a specific deduction you can open the check and then either add the deduction code to the check and click the Override button and enter an amount of \$0.00 to block the deduction from coming out with the master file and ensure that \$0.00 is deducted. If you want to block all the deductions for the employee, You would click “Edit” from your Select Action menu on the check you can place a check mark in the “All Deductions” Block box.

Re-class PTO to Regular – If you have a case where an employee was paid PTO and they didn’t actually take it and you want to give them back the PTO, you can do what is known as a re-class. To re-class PTO you can open a Regular check for the employee and enter the PTO code (# 101) and enter a negative number of hours (first enter the hours then click the minus key). Then add the code for regular (# 010) for a positive number of hours. The two will cancel out in total but this entry will back the hours out of PTO and give the employee back those hours to use at a future date, and will record it as Regular worked hours for YTD historical purposes. Please note – this will only adjust the balance if you are tracking PTO in Payroll. If you track PTO accruals in Timekeeper, you’ll need to adjust there as well.

Adding Retro Pay – If you want to add retro pay to an employee due to a raise that occurred in the past and now additional wages are owed, you can open the journal and open the employees check or start a New Regular check (or New Additional if you want it to be a 2nd check payment) and add code # 121 for the amount of retro wages that are owed to the employee.

Manual Checks

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Journalizing Journal Selection

Payroll Processing - Journalizing

Actions	Description	Directory
Select Action ▾	Time File	ZZN1
Select Action ▾	Draw Payment	ZZN1
Select Action ▾	Health Credit	ZZN1
Select Action ▾		ZZN1

New Import **Manual Checks** Void Checks

This tool is used to make a manual “behind the scene” adjustment. Use of this tool will not result in a check to the employee. It is simply used to make an adjustment to the W-2 information in the system. Example of manual entries might include COBRA Credit, 3rd Party Sick Pay (Short term & Long term disability payments made through a 3rd Party),

fringe benefits, moving expenses and others. When you click on the **Manual Checks** button the system will bring up a message. The wording of the message may vary somewhat depending on what stage of Payroll Processing you are at but basically the message is asking if it can put the Manual checks in the InstaCheck journal. **As long as the manual checks you are entering should be part of the current quarter then you can go ahead and click “Yes” on this message. If the manual checks should be part of a different quarter, then you may want to create a special journal just for the Manual Checks as they may need to be processed as an adjustment payroll.** When entering the manual checks, you will be provided with an opportunity to enter the check number, check date, and period end date. If the check you are entering is not associated with any other check in the system, then go ahead and fill the check number up with all 9’s. When entering the transaction codes for the check you will also have to enter any taxes that were taken as the system does not calculate and assume the taxes were deducted.

Feel free to contact Ascentis Support for assistance with Manual checks.

Void Checks

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Journalizing Journal Selection

Payroll Processing - Journalizing

Actions	Description	Directory
Select Action ▾	Time File	ZZN1
Select Action ▾	Draw Payment	ZZN1
Select Action ▾	Rent Credit	ZZN1
Select Action ▾	Salary	ZZN1

New Import Manual Checks Void Checks

This tool is used to void a check that was updated in a prior payroll. When you click on the **Void Checks** button the system will bring up a message. The wording of the message may vary somewhat depending on what stage of Payroll Processing you are at but basically the message is asking if it can put the Manual checks in the InstaCheck journal. **Make sure that the check you are voiding is part of the current quarter. If it is then you can go ahead and click “Yes” on this message. If the check you are voiding is from a different quarter, then you may want to create a special journal just for the voided checks so that they can be updated to the correct quarter as part of an adjustment payroll.** You will want to think carefully about the consequences of posting the voided check from the previous quarter in the current quarter. If the employee is terminated or will not have enough positive wages and taxes in the current quarter to off-set the previous quarter void then the employee will end up with negative wages and taxes in the current quarter and that will present a problem at the end of the quarter when it comes time to file the quarter.

Feel free to contact Ascentis Support for assistance with Voiding checks.

Reprint Reports

Each time you create a new journal or make changes in an existing journal a new “JDE” report appears in your report index. Each report will be titled JDE- (whatever you named the journal). These reports list just the changes that were keyed in the last time you were in the journal. To get one complete report on any existing journal including all entries made in the journal you can run a fresh report from Payroll Processing by clicking on “Select Action” for the journal you would like a reprint on and then selecting Reprint from the list.

Payroll Processing - Journalizing

Actions	Description	Directory
Select Action ▾	Time File	ZZN1
Journal Actions	Draw Payment	ZZN1
Open	Rent Credit	ZZN1
Reprint	Salary	ZZN1
Edit		
Delete		

Payroll Processing – Journal Selection

Once you have completed the journalizing of the checks you are ready to move on to the next step of journal selection. This process allows you to select which journals should be part of this payroll and merge them together to form one complete “merged” journal.

- 1) Go to the Journal Selection step.
- 2) Place a check mark next to each journal you want to merge and include in the payroll; or if you want to include all journals you can simply click on the check box at the top.
- 3) Once you have selected the journals to include in the payroll, click

Merge Journals

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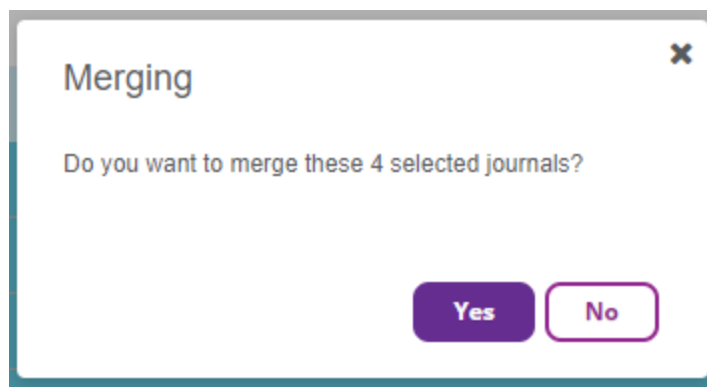
Journalizing Journal Selection

Payroll Processing - Journal Selection

<input checked="" type="checkbox"/>	Description	Directory
<input checked="" type="checkbox"/>	Time File	ZZN1
<input checked="" type="checkbox"/>	Draw Payment	ZZN1
<input checked="" type="checkbox"/>	Rent Credit	ZZN1
<input checked="" type="checkbox"/>	Salary	ZZN1

Merge Journals

A message will pop up that will ask if you want to merge these selected journals, click “Yes” to proceed or “No” to cancel.



Payroll Processing – Payroll Calculation

Once the journals have been merged you are ready to calculate your payroll.

From the “Payroll Calculation” screen confirm that the payroll that is displayed in the Payroll Period drop down field is the correct payroll that you are working on.

Review the pay period date range and the check date as well as the Deductions & Other Pays that are marked to be included with this calendar payroll event. Click the “Calculate” button to proceed.

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Payroll Company: ZZN (Nova Train) Directory: ZZN1 (Nova Train)

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InstaChecks

Journalizing Journal Selection Payroll Calculation Check P

Calculate payroll for your selected journals (4 journals)

Payroll Processing - Calculation

☐ Off-Cycle Payroll

Payroll Cycle: Bi-Weekly

Payroll Period: 12/01/2019 - 12/14/2019

Check Date: 12/20/2019

Details - Deductions & Other Pays

☐ Scheduled Vacation/Sick Accrual

☒ Deductions taken on all pay periods

☒ Other Pays added to all pay periods

Also take deductions from the following periods

☐ 1st Check

☒ 2nd Check

☒ 1st & 2nd

☒ 401k Cont

☒ Direct Dep

Also add other pays from the following periods

☐ 1st Check

☒ 2nd Check

☒ 24 x p/yr

Calculate

If you need to make a correction, you can do so by accessing your Payroll Calendar in the desktop application.

If you need to process an Off-Cycle payroll, check the Off-Cycle Payroll box and select a pre-scheduled event or create a new event from this screen.

Payroll Processing - Calculation

☒ Off-Cycle Payroll

☐ Select a payroll: Xmas Bonus (01/01/2019 - 12/31/2019)

☒ Create a new payroll

Description: Test Payroll

Period Begin Date: 12/01/2019

Period End Date: 12/31/2019

Check Date: 01/03/2020

Details - Deductions & Other Pays

☐ Scheduled Vacation/Sick Accrual

☒ Deductions taken on all pay periods

☒ Other Pays added to all pay periods

Also take deductions from the following periods

☐ 1st Check

☐ 2nd Check

☐ 1st & 2nd

☒ 401k Cont

☒ Direct Dep

Also add other pays from the following periods

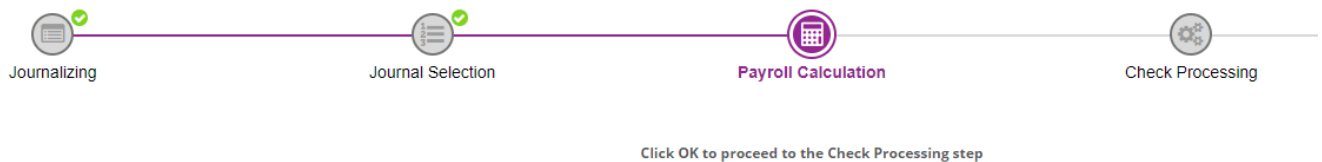
☐ 1st Check

☐ 2nd Check

☐ 24 x p/yr

Calculate

Once the system has finished calculating, a message will appear letting you know the Payroll Audit Report is ready to view. Click “View Reports” to go to your report index and see the reports that are created after you calculate/re-calculate.



Payroll Processing - Calculation

Payroll Calculation is Completed

The Payroll Calculation process has successfully completed.

OK

View reports

Review Audit Reports

It's very important that you audit the following reports. This is your opportunity to catch any errors or omissions before the checks are created.

- › **TAX-VERIFY JOURNAL FILES** – This report will show you if there are any errors with any of the journals. This report should be blank. If there are errors, contact our support team.
- › **TPC-PRE-PROCESSED ITEMS** – This report shows you any deductions that are being collected from employees which will in turn be paid to a 3rd party payee (i.e. child support, garnishment, HSA contribution etc...).
- › **TAX-SALARY COMPARISON** – This report will show you a comparison of the previous earnings and current earnings for employees. *(This report will not appear with your very first payroll as there is nothing to compare against.)*
- › **TAX-PAYROLL AUDIT REPORT** - This is your main audit report that will show you the gross to net for each check for each employee. ***You want to make sure you thoroughly review this report for any errors before proceeding.***
- › **TAX-TAX EXCEPTIONS** - This report will show you anyone who has an exception this payroll. An example of an exception is someone who is terminated but appears with a check in the payroll. This report is designed to alert you to any potential mistakes or problems although the exceptions listed may not necessarily be incorrect.

- › **TAX-GENERAL LEDGER** - This is a basic general ledger report that is based on your GL setup and shows the current debits and credits as well as accumulated debits and credits. Previewing this file before your complete your payroll allows you to ensure your accounts are setup properly.

Enter Corrections

While reviewing the Audit reports you may come across errors or things that need to be corrected. To enter corrections, return to “Payroll Processing” and go back to the “Journalizing” step.

You will now see a merged transaction file. This merged journal contains all the journals you previously had broken out. To make corrections you can click on Select Action to open it and key the adjustment entries.

If you need to import another journal into this payroll then you will need to select the option Unmerge Journal which will split the journal back out into separate files.

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Journalizing Journal Selection Payroll Calculation

Journalize or import time entries for your pay

Payroll Processing - Journalizing

Actions	Description	Directory	Date Created
Select Action ▼	Merged transaction file	ZZN1	01/02/2020 10:04:29 PM

Journal Actions
Open
Reprint
Unmerge Journal
Delete Checks

Manual Checks Void Checks

Note! If you make any changes on the employee master files or to the journal files after you have calculated the payroll, you will need to recalculate the payroll before processing the checks. **Also note that changes made to an employee’s master file that affect the following three areas will require a fix both in the Mater File and in the check itself as these settings are pulled as soon as you start a check and they do not refresh.**

- **Rate**
- **Distribution levels**
- **Home State and Work State & Local tax settings**

When you have finished making all the corrections, return to the Payroll Calculation step and click the Recalculate button.

Journalizing
Journal Selection
Payroll Calculation
Check Processing

Change parameters below and recalculate to proceed to the Check Processing step

Payroll Processing - Calculation

☒ **Off-Cycle Payroll**

Description: Test Payroll

Period Begin Date: 12/01/2019 Period End Date: 12/31/2019

Check Date:

Details - Deductions & Other Pays

☐ Scheduled Vacation/Sick Accrual

☒ Deductions taken on all pay periods

Also take deductions from the following periods

☐ 1st Check

☐ 2nd Check

☐ 1st & 2nd

☒ 401k Cont

☒ Direct Dep

☒ Other Pays added to all pay periods

Also add other pays from the following periods

☐ 1st Check

☐ 2nd Check

☐ 24 x p/yr

Recalculate

Recalculating the payroll will result in a new set of audit reports. **Make sure to review the new set of audit reports as well.** You can repeat these steps – always looking at your new set of reports - until you are confident the payroll is correct!

Importing Timekeeper Balances

If you have opted to bring your accrual balances back from Time to Payroll so that they can be printed on the earnings statements produced out of Payroll, you will need to take care of this step prior to completing the Check Processing step of Payroll Processing.

Once you have pulled the CSV file out of Timekeeper, go to Payroll and click on Import Time Off Balances. The following window displays. Click or drag your CSV file into the box and click on Import.

Home My Self Recruiting My Team Timekeeper My Company Reporting Benefits **Payroll**

Payroll

Payroll Home

News from Ascentis

Import Time Off Balances

Payroll Processing

InstaChecks

Company: ZZN (Nova Train) Directory: ZZN1 (Nova Train) Payroll Processing Status: Calculated

Import Time Off Balances

Upload File

Type Of Import

Import Vacation ending balance from...

Click or drag a single file to this area to upload

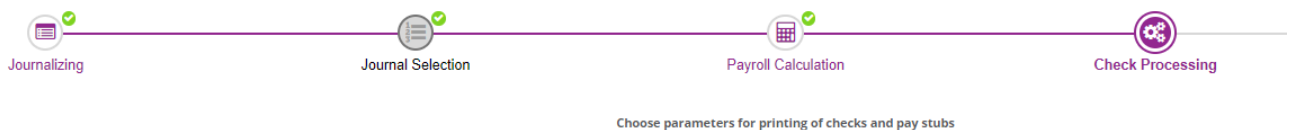
Only Comma-separated values (.CSV) are acceptable

Import

Once you've completed the import there is a new report that will be available for you to view from the Reports menu where you see the balances that were just imported.

Payroll Processing – Check Processing

Once you are satisfied that your payroll is correct, you can proceed with creating the checks.



Payroll Processing - Check Processing

☐ User to print ☒ Ascentis to print

Starting Check # 5029

Direct Deposit # 100919

Check Date 12/31/2019

Period Begin Date 12/01/2019 Period End Date 12/31/2019

☐ Print Check message

User Defined Master File Fields

Line 1 Happy Thanksgiving! Ends with: Nothing Subfield 1

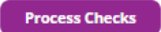
Line 2 Ends with: Nothing Subfield 1

Custom Parameters

☐ Timekeeper balances imported

Process Checks

From the “Check Processing” screen, enter the following fields:

- › **User Will Print:** This option **should only be** marked if you are printing checks in house.
- › **Ascentis to print:** This option **should be** marked if Ascentis will be printing your live payroll checks.
- › **Starting Check #** – If this is your first payroll in Ascentis, **you will need to enter what you want the starting check** number to be. Going forward this field will automatically update after each payroll to show the next available check number in the sequence.
- › **Check Date** – This field was populated at the Payroll Calculation step. Verify the date is correct. *(If it is not correct you should return to the “Payroll Calculation” step and enter the correct date and then recalculate the payroll to get new audit reports.)*
- › **Period Begin Date** – This field was populated at the Payroll Calculation step. Verify the date is correct. *(If it is not correct you should return to the “Payroll Calculation” step and enter the correct date and then recalculate the payroll to get new audit reports.)*
- › **Period Ending Date** - This field was populated at the Payroll Calculation step. Verify the date is correct. *(If it is not correct you should return to the “Payroll Calculation” step and enter the correct date and then recalculate the payroll to get new audit reports.)*
- › **Direct Deposit #** - **You may want to start this field off in the 100000** range so it will be in a vastly different range than your live checks. This field will automatically update after each payroll to show the next available check number in the sequence. It’s a good idea to set the Direct Deposit number in a different range than the live check numbers.
- › **Process Checks** – Click  .

Note – There is some additional options located on the “Check Processing” screen that you may choose to utilize occasionally. “Print Check Message” allows you to add a check message to the checks you are about to create.

Warnings Message

When you click “Process Checks” the following message will appear warning you that if you proceed beyond this point you cannot go back and make any further edits without incurring fees. If you are sure you want to proceed, click Process Checks.

Check Processing
✕

Checks will now be created for employees in this payroll processing.
To ensure that all employees' checks will be correct, the **Payroll Audit Report** should be reviewed before continuing with Process Checks.

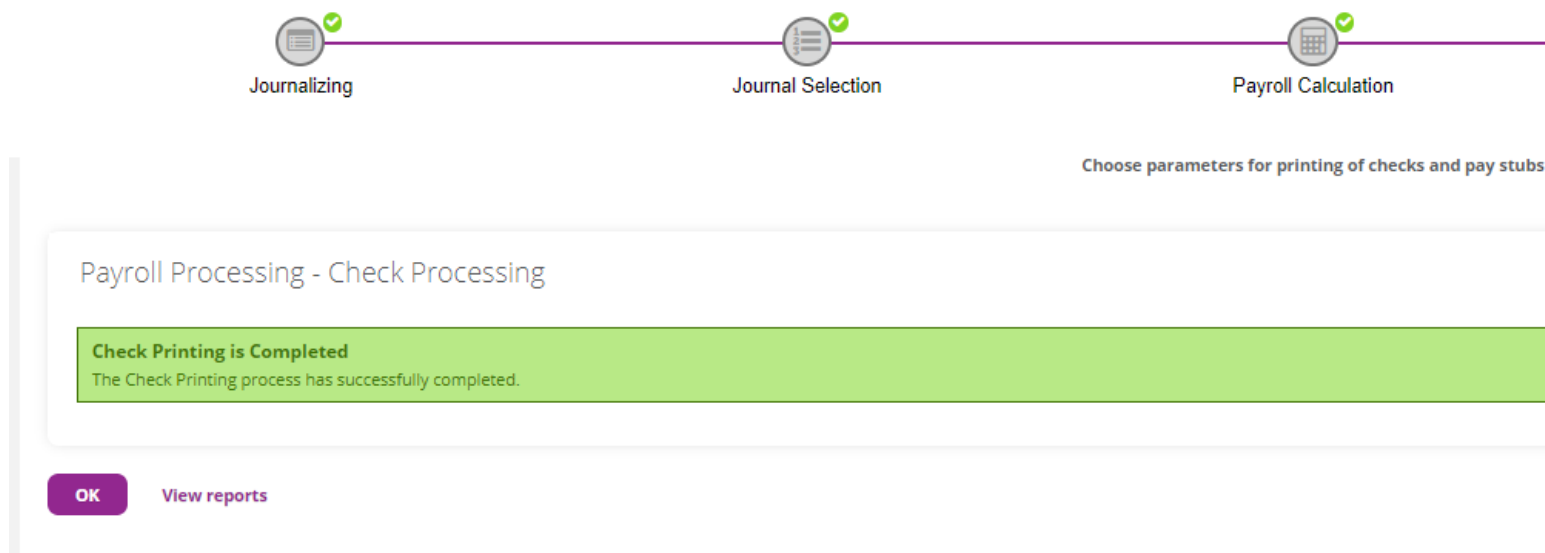
If corrections are not made before check processing, a void and replacement will be necessary to provide a corrected check to your employee(s).

To review the **Payroll Audit Report** on line, select the Payroll Audit Report and View from the Report Index. For a more detailed review, send to your printer using the Printer icon available on the View Report toolbar, or Print from the Report Index.

If your review is complete, click on "Process Checks".

Process Checks
Cancel

When the reports have finished generating, the following message will appear. Click “OK” to proceed to the final step of Payroll Processing or click “View Reports” to see the Check and Direct Deposit files.



Review “Check” Reports

The following reports will appear in your Report Index after you process the checks:

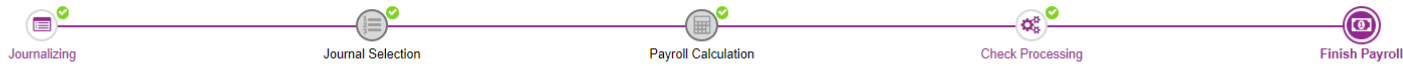
CHK-CHECK REGISTER – This is a report that shows all checks included in the payroll and whether they are “live” or “direct deposit”. The first page will often display any voided checks, manual checks, or InstaChecks. Beginning on page two would be the checks and direct deposits that are part of this payroll. Check numbers that end with an “E” indicate that the employee is setup as paperless in Self Service and therefore does not have a check to be printed from within Payroll.

ASCENTIS PRINTED CHECKS – This file contains any live checks that Ascentis will print on your behalf.

CHK-CHECKS (Deposit) – This is a file contains the pay statements for any employees with Direct Deposit. These are not live checks. Ascentis will also print and ship these to you.

Payroll Processing – Finish Payroll

When you return to the Payroll Processing screen, the final step will be to finish the Payroll.



Finish your payroll to update earnings and taxes, create tax and direct deposit transmissions and reports.

Payroll Processing - Finish Payroll

Direct Deposit

Direct Deposit Effective Date 12/31/2019

Third Party Payments

☐ Skip Third Party Processing

Starting Check Number 5055

Check Date 12/31/2019

EFT Effective Date 12/31/2019

Finish

Confirm the Direct Deposit Effective Date – This date will automatically default to your check date.

Enter your Starting Check Number for Third Party Payments. The Starting Check Number will pick up where the “live” payroll checks left off. If you didn’t have any live payroll checks in your first payroll then you will need to set this field to get the check numbers started. You’ll also confirm your Check Date and EFT Effective Date. – These will also automatically default to your check date.

Click the **Finish** button.

The system will go through a series of steps to finish the payroll. When it is complete you’ll see the message below. You can click OK or View Reports.



Finish your payroll to update earnings and taxes, create tax and direct deposit transmissions and reports.

Payroll Processing - Finish Payroll

Finish Payroll is Completed
The Finish Payroll process has successfully completed.

OK View reports

Standard Reports after Finish Payroll step

After you finish the payroll the following reports will appear in your report index:

- › **UPD-EXCEPTIONS** – This report will show you any exceptions that occurred with the update.
- › **UPD-DIRECT DEPOSIT** – This will show you each employee and their various direct deposit accounts and the amounts being transmitted for this payroll. The report will also indicate if the account is going through a prenote with this payroll.
- › **UPD-TAX LIABILITIES** – This report will show you the current, QTD, and YTD tax liabilities for each tax type as well as a total tax liability amount for the payroll. ***This is a common report that clients like to save or download to keep indefinitely.***
- › **UPD-FINAL CHECK REGISTER** – This report lists each employee and all of the various types of checks and associated amounts they received in this payroll including direct deposit amounts, live check amounts, voids, and manual checks.
- › **UPD-DEDUCTION REGISTER** – This report gives you a breakdown on each deduction taken in the payroll including a detailed list of each employee that had that deduction in the payroll, what their current deduction was, if there was any scheduled amount not taken, and what their YTD deduction amount is.
- › **UPD-3rd PARTY PR DED** – This is a deduction report of all deductions associated or linked with each 3rd party payee.
- › **UPD-PAYROLL REG SUMMARY** – This report is a summary of the Payroll Audit report. It shows you a line for each employee with their summarized check detail. The report is grouped by labor level (i.e. Dept, Loc, Div, etc.) and includes subtotals by labor level.
- › **UPD-CASH ACTIVITY** – This is a report on the payroll cash activity including total amount for Payroll checks, Direct Deposits, Manual checks, Voids, EE & ER Taxes, any Third-party amounts as well as a Total Cash Activity amount. This is a great report to look at to see the bank funding needs. ***This is a common report that clients like to save or download to keep indefinitely.***

- › **UPD-GENERAL LEDGER** – This is a basic general ledger report that is based on your GL setup and shows the current debits and credits as well as accumulated debits and credits.
- › **STD-LABOR DETAILS** – This is a labor allocation report with detail by employee. This report groups and subtotals based on your GL setup. This is a useful report is you do a manual Payroll Journal Entry.
- › **STD-LABOR SUMMARY** – This is a labor allocation report with summary information. This report groups and subtotals based on your GL setup. This is a useful report is you do a manual Payroll Journal Entry.
- › **TPC- CHECKS (Laser)** – This is the check file for the 3rd Party checks which you will need to print on your check stock.
- › **TPC-T/P CHECK REG** – This is a check register of the Third-Party checks.