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Payroll Processing in NextGen

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Payroll Processing in NextGen

1

On the Company Dashboard select "Start Payroll"

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⧗   ⧗   ⧗
Start Payroll   Enter Wages   Submit Payroll

2

Confirm that the batch is correct, select "Start Payroll"

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Start Payroll Cycle
Click Start Payroll to create the payroll batches listed below.

Select a batch from the following list to edit its options.

Batch	Description	Pay Period Begin	Pay Period End
B	Bi-Weekly Payroll	04/22/2018	05/05/2018

View/Edit Payroll Options

[Start Payroll]   [Cancel]

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3

If you import your time, complete steps A-E, if not, skip to step 4

Time Import

🏠 Dashboard > Demo > Payroll Batches > Time Import

Pay Period: 05/06/2018 - 05/19/2018   **Check Date: 05/24/2018**

Time Clock Files

TimeImport Service   Choose File   No file chosen   **Import File**   View Details

Back to Batches

A. Select the "Time Import" icon.

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D. Select "Back to Batches" and make adjustments to your payroll.

4

Enter wages manually by selecting "Enter Payroll Wages"

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Batch Summary

Description: Bi-Weekly Payroll   Total Gross Pay: $0.00   **Time Clock Import: none**
Pay Period: 04/22/2018 - 05/05/2018   Total Employee Taxes: $0.00   **Batch Controls**
                                        Total Deductions: $0.00

[Remove]   [Restart]   [Close]   [**Enter Payroll Wages**]   [Run Preprocess Register]

5

To update employee's payroll wages, select "Edit" on the left side of the Employee's Name

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< Employee Pay Summary   Check Type: | Reg - Regular   ▾ | Customize Check >

Auto Pay: ☐ 0.00 Hours

Code Type	Code	Description	Hours	Amount	Rate	Rate Code	Start Date	Delete
Earning	EReg	Regular	0.00	0.00	0.00	Default		🗑
Earning	EOT	Overtime	0.00	0.00	0.00	Default		🗑
Earning	EVac	Vacation	0.00	0.00	0.00	Default		🗑
Earning	ESick	Sick	0.00	0.00	0.00	Default		🗑
Earning	EComm	Commission	0.00	0.00	0.00	Default		🗑
Earning	EBonus	Bonus	0.00	0.00	0.00	Default		🗑

Add an Item: [▾]

Save and Close   **Cancel**

A. From the Edit Check Details screen – Add earnings and deductions by selecting "Add an Item" below the pay grid.

B. When the data populates in the grid, add hours, amount, or rate directly onto the pay grid. **Use the gear icon on the right to add additional columns to the pay grid.

C. Select the Calculator icon in the bottom right hand corner to show the employee's check calculation.
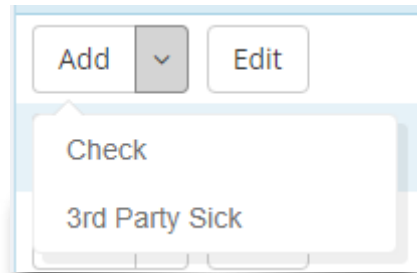
D. When complete, select "Save and Close"

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6

To add a new check for an employee, select "Add" and choose "Check"

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7

To begin processing your payroll, select "Run Preprocess Register" and "Run Report" based on your customized preferences.

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If the payroll is complete and the information in the report is accurate, select "Totals Verified – Close Batch"

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Preprocess Register			**Demo**		Check Date: 05/10/2018		Page
			Company (LWDEMO)		Period: 04/22/2018 to 05/05/2018		1
					Batch: B		

Department: Total

Employees	0	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks	0
Female	0													Vouchers	0
Male	0													Net	0.00
Chks & Vchrs	0													Dir Dep	0.00
Female	0													Chk Amt	0.00
Male	0	Total Earnings		0.00		0.00	Total Taxes			0.00	Total Deductions		0.00		

Report Total

Employees	0	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks	0
Female	0													Vouchers	0
Male	0													Net	0.00
Chks & Vchrs	0													Dir Dep	0.00
Female	0													Chk Amt	0.00
Male	0	Total Earnings		0.00		0.00	Total Taxes			0.00	Total Deductions		0.00		

Estimated Batch Cost*: $0.00

Back to Batches	Totals Verified - Return to Batches	**Totals Verified - Close Batch**

**** Complete this step for all open batches before moving on to the next step.*

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Once the payroll has been closed, select "Submit Payroll" from the top right-hand corner of the Payroll Batches, from the pop up "Submit Payroll"

Submit Payroll