

Payroll Time Entry

PROGRAM NAME: PREPMTM

MENU OPTION TITLE: Payroll Time Entry

MAIN MODULE: PAYROLL

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program is the beginning of the actual payroll processing. Here you enter in the time and all related miscellaneous earnings and deductions for each employee. You will be required to balance all hours from the total hours entered at the beginning of the program. This data will remain intact and maintainable until such time that the {Post Payroll Processing/PRPSTPAY} has been run, which will reset this data file to all zeros in preparation for the next payroll.

PROGRAM OPERATION

Employee ID: Enter in the ID number of the employee you wish to enter time for. The name will display on screen. You can <PageUp> or <PageDown> to scroll through your valid employees. You cannot enter an employee that is set up as a salary pay type.

Date: Today's date will automatically load in.

TOTAL Hours: Here you will enter in the total number of hours worked for this pay period, including all overtime hours.

Locality: The local code will automatically display which comes from the employee master file. You can change this at this time. You can also distribute the hours to several local codes.

Reg Hours, OT Hours, Vac Hours, Sick Hours, Other Hours: You will have to account for all hours in this section of the program until you have used up the total hours keyed in above. If this is a computer generated vacation check, then enter in the hours only in the "Vac Hours" field.

Locality: This is the second Locality, which will be used to set up any miscellaneous earnings and deductions for this pay period. You will need to do this each time you run payroll. You will need to enter any valid previously set up miscellaneous earning or deduction code, as many as needed for this payroll run. If you are entering in a deduction code, you will return past the "Misc Hours" and the "Misc Earn" fields and leave them blank. Remember, the miscellaneous earnings and deductions automatically update to the general ledger accounts set up under each earning or deduction.

G/L DISTRIBUTION: Here you be forced again to distribute the hours against as many valid general ledger accounts as necessary. You can scroll through the valid accounts, which will automatically display the account description.