Payroll Module

Basic Guide to Running a Payroll in nVision

1. **UPDATE EMPLOYEE INFORMATION**
   Select Employee Payroll Information. Make any necessary adjustments to the following areas:
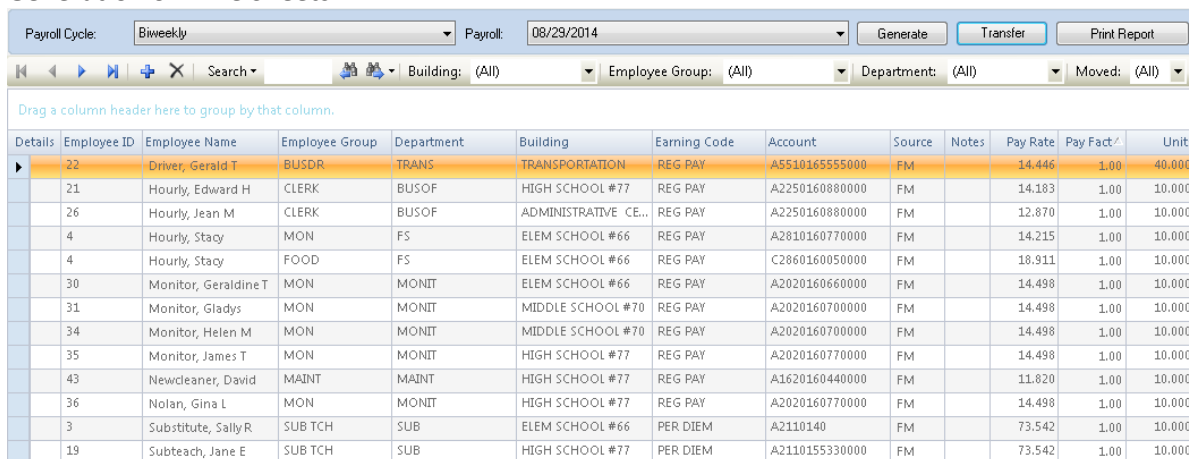   - Earnings – Salaried and Non-Salaried
   - Pay Schedule Deductions
   - Direct Deposit
   - Budget Distribution
   - Tax Withholdings
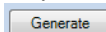   - Timesheet Earnings

2. **TIMESHEET ENTRY –**
   Time sheet records are created from:
   - ➢ Non-appointment-related earnings entered on the Timesheet Earnings tab
   - ➢ Hourly and Daily appointment-related earnings entered on the Appointment Earnings tab
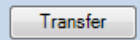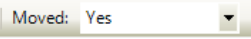   - ➢ Manual entries in the time sheet entry screen

   Generation of Time Sheets

   - **Generate Timesheet Records**
     - o Make sure that the correct Payroll Cycle and Payroll Date have been selected.
     - o Click the Generate button. [Generate]
     - o Choose the employee(s) – one, multiple, or all – you want to generate timesheets for. Click OK.
   - **Revise Timesheet Records**
     - o In addition to generated timesheets, add or delete timesheet records as needed. It may be necessary to add a one-time earning.
   - **Enter Timesheet Units**
     - o Click in the Units field for each employee and enter the appropriate number of units to be paid.
       - ▪ Press Enter or the Down Arrow key to advance to the next timesheet record Units field.
       - ▪ nVision provides a running total of the number of Units and extended Amounts for the entries in each grouping and for all timesheet records.
       - ▪ Click the Save button when all entries are complete. [Save]
   - **Verify the Timesheet Entries**
     - o Verify your entries. Make sure totals agree to any timesheet paperwork you may have. The Timesheet Entry grid can be exported to excel to facilitate the review of data entered.

- **Transfer Timesheet Records**
    - The transfer process should only be used after the timesheet data has been entered and verified. This process transfers timesheet data to the appropriate payroll check run.
    - **NOTE:** This step can be performed either before or after the Generation of your payroll.
    - Make sure that the correct Payroll Cycle and Payroll Date have been selected.
    - Click the Transfer button. [Transfer]
    - Select the individual timesheets(s) that you want to transfer or check Select All to transfer all timesheet records shown in the grid. Click OK and Yes to confirm that you want to transfer the selected records.
    - Set the Moved drop-down on the Timesheet window to Yes to view the records transferred to the selected payroll run. [Moved: Yes]

3. DEFINE AND REVIEW PAYROLL SETTINGS
This is an IMPORTANT STEP to do before going any further.
- Select Payroll Checks from Date Entry Tree
- Select the appropriate Payroll Cycle and Payroll Date.
- Define the Payroll Settings [Settings]
    - Select to enable/disable direct deposit.
    - Pay Profile Tab - Set the Generate Contractual and Generate Supplemental earnings flags
    - Frequency Tab - Set the Earnings On and Deductions On flag for each frequency.
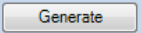   - Deductions Tab - Set the multiplier for each deduction code in each pay profile being paid on this payroll event date.

4. GENERATE PAYROLL
- Make sure that the correct Payroll Cycle and Payroll Date have been selected.
- Click the Generate button. [Generate]
- The Generate Payroll routine generates a check for Gross Pay without Deductions for active Contractual, Annualized, and Supplemental Pay appointment earnings for Active or Temporary employees.
- Choose the employee(s) – one, multiple, or all – you want to generate a check for. Then click OK.
- If any errors are encountered during the generation process, an error window displays.
- Once the payroll has successfully been generated, the generated checks can be seen through the Payroll Checks routine.
    NOTE: An employee or range of employees can be regenerated an infinite number of times prior to printing payroll checks. However, if you have already performed the Calculate Payroll routine, the employee's deduction information will be reset to zero and the applicable taxes and deductions MUST be calculated again through the Calculate button.
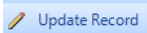
5. VERIFY GENERATED EARNINGS
Open the Prior to Printing Checks Reports menu tree. Print any reports that may assist with confirming that Generated earnings, from timesheet records and employee appointments, are correct for the payroll period.
- Reports such as the Contract and Earnings Listing or Payroll Account Distribution Report may be used.

6. POST ADDITIONAL EARNINGS
NOTE: This step can be performed before or after Generating payroll.
- Select Payroll Checks. Make sure that the correct Payroll Cycle and Payroll Date have been selected.
- Updating an Existing Check
    - Select the check record from the listing and click the Update Record button. [Update Record]
    - Click the Additional Earnings tab.
    - Add earnings and Save.

- Adding a New Regular Computer Check
  - Click the New Record. New Record
  - Set the Check Type to Regular and use the Employee Name lookup to find the appropriate employee and the Building Name lookup to find the appropriate building.
  - Add Additional Earnings and click Save.
  - Add Deductions and click Save.
  - The taxes and net pay are automatically calculated/recalculated for you.
  - Click the Check tab to view/enter the mandatory tax deduction information.
- Adding a New Manual Check
  - Click the New Record. New Record
  - Set the Check Type to Manual and use the Employee Name lookup to find the appropriate employee and the Building Name lookup to find the appropriate building.
  - Enter the check posting date.
    - **NOTE:** *If you are adjusting an employee's pay that has already been posted to Payroll, the Post Date should be the next posting date. If you are adjusting a pay that has not yet been posted to Payroll, the Post Date should be the current posting date.*
  - Enter the check number.
  - Add Additional Earnings and click Save.
  - Add Deductions and click Save.
  - The taxes and net pay are automatically calculated/recalculated for you.
  - Click the Check tab to view/enter the mandatory tax deduction information.

7. **CALCULATE PAYROLL CHECKS**
   - Select Payroll Checks. Make sure that the correct Payroll Cycle and Payroll Date have been selected.
   - Click the Calculate button. Calculate
   - Choose the employee(s) – one, multiple, or all – you want to calculate a check for. Then click OK.
   This process takes the gross pay and calculates FICA, Medicare, Federal, State, and City withholdings based on the employee's active deductions and the current tax tables to determine employee's net earnings for the pay period.
   - **NOTE:** *You can calculate your payroll as many times as needed without adversely affecting your data.*
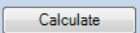
8. **FINAL VERIFICATION OF EARNINGS & DEDUCTIONS**
   Open the Prior to Printing Checks Reports menu tree. Print any Before Checks Reports to proof the earnings to be paid and deductions to be taken in this payroll PRIOR to printing checks.
   - Examples: Run the Payroll Transaction Journal in Summary checking the Include Deduction Breakdown option and/or the Payroll Deduction Register to make sure the proper deductions are being taken.
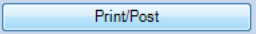
9. **MAKE FINAL EARNING/DEDUCTION CORRECTIONS**
   IMPORTANT – If modifying Employee Payroll Information after the pay period has been generated/calculated follow these rules:
   - Deduction Changes – Deduction modifications can be made as follows:
     - Update the employee's deduction; then re-calculate the employee.
     -OR-
     - Modify the deduction amount on the Deductions tab in Payroll Checks. Then Save the changes. Modifying amounts on the Deductions tab automatically recalculates Federal, State, or City wages and withholdings. DO NOT click the Recalculate button to re-calculate the employee's Gross to Net as this process will reverse any modifications you may have made.
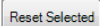
- Earnings Changes – Earning modifications can be made as follows:
  - To change salary amounts, update the employee's earnings window in the Appointment Earnings tab in Employee Payroll Information; then re-generate and re-calculate the employee. -OR-
  - To change appointment- or timesheet-generated earnings, update the employee's earnings in Payroll Checks on the Generated Earnings and Additional Earnings tabs, respectively, in the Payroll Checks routine. Then Save your changes. Modifying amounts on the Generated Earnings or Additional Earnings tab automatically recalculates Federal, State, or City wages and withholdings.

10. PRINT PAYROLL CHECKS

- Select Payroll Checks. Be sure that the correct Payroll Cycle and Payroll Date have been selected.
- Click the Print/Post button. Print/Post
- Select which documents you want to view and print – Checks or Direct Deposit Stubs.
- Select the checks (or stubs) to be printed. Check the Select All box to print all unprinted checks for the selected payroll cycle and payroll date.
- Enter the check date that is to be printed on the check document.
- Click next to the Signature 1 Location field to indicate the path of the signature one file. Then enter the Password for access of the Payroll signature and click Load .
- Click the Message Options tab if the check stub should include a message(s) for employees in select pay profile groups and/or a global message for all employees.
- Click the Print Options tab. If needed, preview a check prior to printing. Highlight a check in the listing and click Preview - View what a selected check will look like. Note that only ONE check can be previewed at a time.
- Make sure the check stock is loaded in the printer.
- Click Print . Confirm that the check documents are aligned in the printer. Click Yes to continue. The printed checks are displayed on the Checks to Post tab.

11. Click the Checks to Post tab.

- Carefully review the printed checks or stubs. After reviewing, you have the option of either
- Resetting the Checks/Stubs
  - Highlight the individual checks to be reset or check the Select All box to reset all checks shown in the grid. Click Reset Selected . The reset checks are now displayed on the Checks to Print tab.

  OR
- Posting the Checks/Stubs.
  - Filter the grid to show Checks. Accept the default Post Date or change the date as needed.
  - Click Post All . The posted paycheck can be seen on the employee's Paycheck History tab.
  - Filter the grid to Direct Deposit Stubs. Accept the default Post Date or change the date as needed.
  - Click Post All . The posted paycheck can be seen on the employee's Paycheck History tab.

12. VERIFY POSTED CHECK DATA

Open the After Checks Posted Reports submenu. Print any After Checks Reports that reflect the posted check information, such as the Payroll Transaction Journal, Payroll Deduction Register, Payroll Earnings Register, Direct Deposit Proof Listing, etc.

- All After Checks Reports provide the ability to generate by Payroll (Payroll Cycle to which the check was posted) or Check (Actual Check Document) Start and End Date.