Processing a Payrun

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Note: This is not a comprehensive user guide, just a quick reference for keying your first payroll. For more information on all functionality, click the **Get Help** link in the top right of the Perform application.

Selecting a Payrun

Payruns, including existing overdue payruns, will display on this page. You must process, delete, or set to a future scheduled process date before you can process any further payruns.

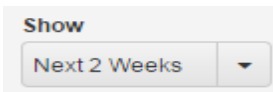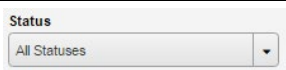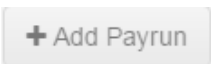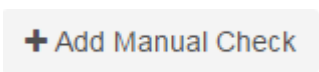Follow the steps below to select the proper payrun:

❶ Sign in to www.paycor.com, hover over Company, and select the **Pay Employees** area.

❷ Under the **Client** label, click on the dropdown menu to view all clients available to the current user.

❸ Select the appropriate payrun, and click **Begin**. This will open the paygrid.

Note: If the check date is set to fall on a Holiday, Weekend, or less than two business days from today, an alert will display instructing the user to edit the check date.

If you click the "Review" link, you will skip the paygrid and be taken to the screen where you may see an overview of the details for this payrun such as net cash and tax liabilities.
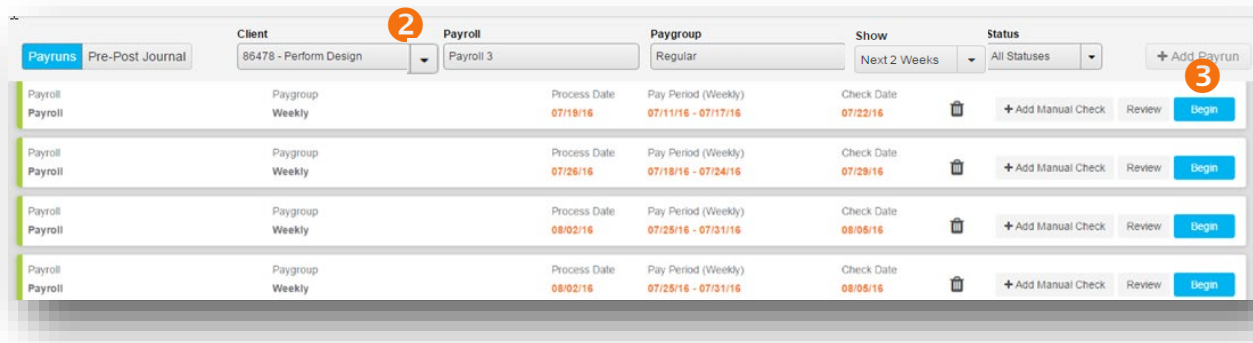
Note: Clients who are configured with a Time and Attendance system are able to import files which will automatically populate the paygrid when beginning a payrun. You may find further documentation under the **Get Help** link.

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Icon	Labels	Indicates:
Show Next 2 Weeks ▾	**Show**	The Show Filter will default to the Next 2 Weeks.
Status All Statuses ▾	**Status**	The Status Filter will default to All Statuses.
✚ Add Payrun	**Additional Payrun**	This would allow you to create a payrun in addition to regularly-scheduled payruns.
Process Date Pay Period (Weekly) Check Date 07/18/16 07/11/16 - 07/17/16 07/22/16	**Edit**	Select the links to Edit the payrun. The dates of the payrun may be changed as long as it has not already begun.
✚ Add Manual Check	**Add Manual Check**	If users wish to add Manual Check data without opening a payrun, clicking this button will begin the process. Manual checks must be approved and locked prior to reviewing a payrun.
🗑	**Delete**	The payrun may be deleted if it has not already been accessed.
↺	**Reset**	If users wish to reset a payrun that has been modified, clicking this button will allow them to start again from the beginning.

Client → Payroll → Paygroup Relationship

Client = represents a company with it's own Federal Employer Identification Number (FEIN)

Payroll = this is how Paycor segments groups of employees within a Paycor client for the purposes of seperate reporting, delivery, or bank funding.

Paygroup = this is the way Paycor segments groups of employees within a client payroll for the purpose of providing separate paydata grids.

Filling out the Paygrid

All users that have access to enter and approve a payrun have the ability to add earnings and deduction columns to the paygrid in order to key their payroll more efficiently.

In the **Pay Employees** area, the **Paygrid** screen displays after selecting the appropriate payrun.

Paygrid Functionality
- Add or Remove Columns in the paygrid
- Hot Keys – Page Up, Page Down, Home, & End
- Change the Paygrid Defaults
- Select Payrun Exceptions for a payrun
- Import a Time Clock file
- Managing Labor Allocation within the paygrid
- Gross up a check
- Enter 3rd Party Sick Payments

Note: Your salaried employees' pay will auto-populate, so unless there are changes needed for this payroll, you will not need to enter their salary.

After keying all payroll data in the Enter Paydata screen, users will advance to the Review & Approve step by clicking **Review Payrun** in the top right corner.

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Select Paydata Exceptions for a payrun

Follow these steps to make exceptions for this payrun:

1 Click on **Payrun Settings**, and then select **Edit Payrun Exceptions**.

2 Under "General Exceptions", you may change the **Net Direct Deposit**, **Automatic Labor Allocation**, **Calculate Accruals** (not available with Labor Costing service), **or Calculate Labor Costing** (only available with Labor Costing service) settings by checking or unchecking their checkboxes.

3 Under "Paydata Exceptions", you may select which **Earnings, Deductions**, and **Partial Direct Deposits** should be calculated in the checks for this payrun. To select specific items within these groups to include, choose **Customize** and then click **Edit**. An area will appear where specific items can be checked/unchecked according to your needs.

4 Under "Tax Exceptions", you may:

- Select a **Tax Withholding Frequency** for all checks in this payrun.
- Choose **How to Tax** all checks included in this payrun.

5 Click [Save].

Review the Pre-Post Payroll Journal

After entering all information for a payrun, users must review all data before transmitting your payrun to Paycor. Users will have the opportunity to view **Net Cash Totals**, **Employee Tax Withholding Totals**, **Employer Tax Liability Totals**, **Paygroup Totals**, and the **Pre-Post Payroll Journal**. Users will also have the option of **Adding a Request** to a payroll that they are transmitting to Paycor.

Note: The **Pre-Post Payroll Journal** allows users to review all data being submitted for this payrun. It is critical that users review this report carefully, as this is the information Paycor will use to pay employees.

Follow these steps to review the Pre-Post Payroll Journal:

❶   Click   📄 Pre-Post Payroll Journal .

❷   The **Pre-Post Payroll Journal** will open in Adobe Reader.

   Note: If you do not see the PDF, please make sure your internet browser is set to allow pop-ups from Paycor.

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> **Note:** The **Pre-Post Employee Export** allows users to review all data being submitted for the payrun. This report provides pre-post information in a cleanly formatted CSV export.

Follow these steps to review the Pre-Post Employee Export:

1 Click [Pre-Post Employee Export] .

2 The **Pre-Post Employee Export** will open in Excel in CSV Format.

> **Note:** If you do not see the CSV, please make sure your internet browser is set to allow pop-ups from Paycor.

Review additional Pre-Post reports

Note: Some Pre-Post reports require specific access rights. Please contact your Paycor consultant if you do not see the appropriate reports.

Follow these steps to review the additional reports:

❶ Click the **Run** button for any report.

Report:	Description
Labor Distribution	This report provides pay detail and totals (earnings, deductions, & taxes) across departments. Pay detail can be displayed by gross-to-net or grouped by categories that were previously configured in the organizational structure. When an employee works in more than one department, their pay detail will be detailed under each department where they worked according to the proportion of time/earnings allocated to that department.
Cash Requirement	One-source document to provide a summary of the total costs of a payroll run.
Deductions Not Taken	Lists all employees (active within the Payroll) who didn't have a scheduled deduction come out on a check because the employee was not paid enough within the paygrid (whether the No Pay was checked or not checked).
Unpaid Employees	Lists any employees that are not being paid for this check date.
Payrun Export Audit	Select Earning, Deduction, Tax, and/or Accrual codes to view overrides to those codes in the payrun.
Job Costing Export	This report is only available if you have the Job Costing service. It provides the gross and gross to net pay + employer liabilities allocated to Labor Codes. If employee hours have been mapped to a labor code combination, Payroll managers can view the associated gross to net labor cost for the time worked in each labor code combination within the Paygrid and this Paygrid export.

Some reports will have a pop-up where you may change the report's sort options.

❷ The report will open as a PDF in Adobe Reader. If you do not see the PDF, please make sure your internet browser is set to allow pop-ups from Paycor.

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Adding a Change Request

When processing payroll, users may occasionally find that they require assistance from Paycor before finalizing payroll.

In these cases, users are able to **add a change request** when they transmit their payroll file to Paycor. This will ensure that before the final steps of processing, Paycor will review the request and provide the necessary assistance.

After entering payroll data and continuing on to review the payrun, users will follow these steps to add a payroll request:

❶ On the **Review** screen, click "Add Change Request".

❷ Type in any additional instructions for the consultant.
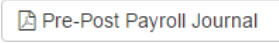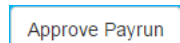
❸ Click **Save**.

Approving a Payrun

In the **Pay Employees** area, users will regularly key payroll information and transmit to Paycor.

Prior to transmitting, users must review and approve all information. Users will have the opportunity to view **Net Cash Totals**, **Employee Tax Withholding Totals**, **Employer Tax Liability Totals**, **Paygroup Totals**, and the **Pre-Post Payroll Journal**.

Note: At any time during this process, users may return to the paygrid by clicking "Edit Paygrid" within the top left corner.

Follow these steps to approve and submit payroll:

❶   Review all totals on the Estimated Liability screen.

❷   Click [📄 Pre-Post Payroll Journal] to view a PDF report of the data that is about to be transmitted (for more information on this report, see the prior pages).

❸   Click [📄 Pre-Post Employee Export] to view a CSV report of the data that is about to be transmitted (for more information on this report, see the prior pages).

❹   Click [Approve Payrun].

Note: If you have the security access to Submit Payruns, this button will say **Submit Payrun** instead of Approve Payrun.

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Funding

Please be sure to fund your bank account to cover your **Estimated Liability** plus any changes and our service fees.

Review from Payrun Screen

When there are approved payruns that have not yet been submitted, a message in green will display:

Submitting a Payrun

Follow these steps to approve and submit payroll:

1 Make sure you review the Pre-Post Payroll Journal and any other additional information from the Review screen.

> Note: If necessary, you may click the "Back to Paygrid" link to go back and make further changes to the payroll.

2 Once you have reviewed and made all necessary changes, click Submit Payrun .

2 Days Required for Direct Deposit

Banks need 48 hours to complete direct deposit payments. Payruns must be processed at least 2 business days in advance of the check date.

3:00 PM deadline

Payruns submitted after 3:00 PM will be processed the next business day.

Retrieving Reports

Online Reporting provides a complete library of standard payroll reports that don't take up space with paper in your office. You can access them online at any time, and be able to grant your CPA access if you so choose.

Payroll Reports

Follow the steps to access your payroll reports:

1. Sign in through www.paycor.com.

2. Select Reporting > **Access Online Reports**.

3. Click on **Current payroll**

   Note: If you have access to multiple payrolls, you will need to select the necessary payroll.

4. You may ▢ Open ▢ or ▢ Download ▢ your reports.

5. Click on the down arrow to select the specific report you need. You can print or save as a PDF for future reference.

   Note: If there is a specific report that you would like and are not seeing it in the standard list, ask your specialist for other options.
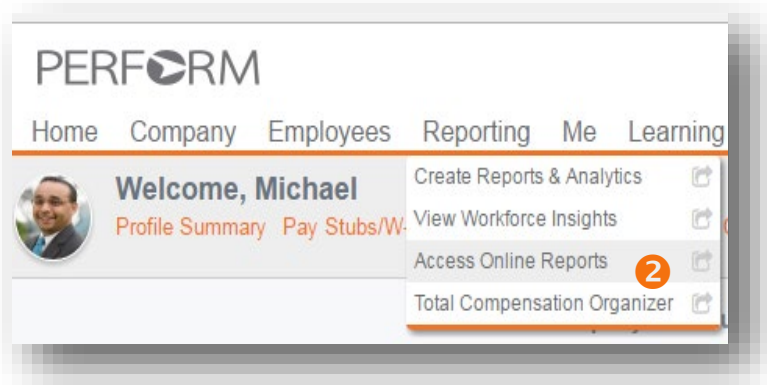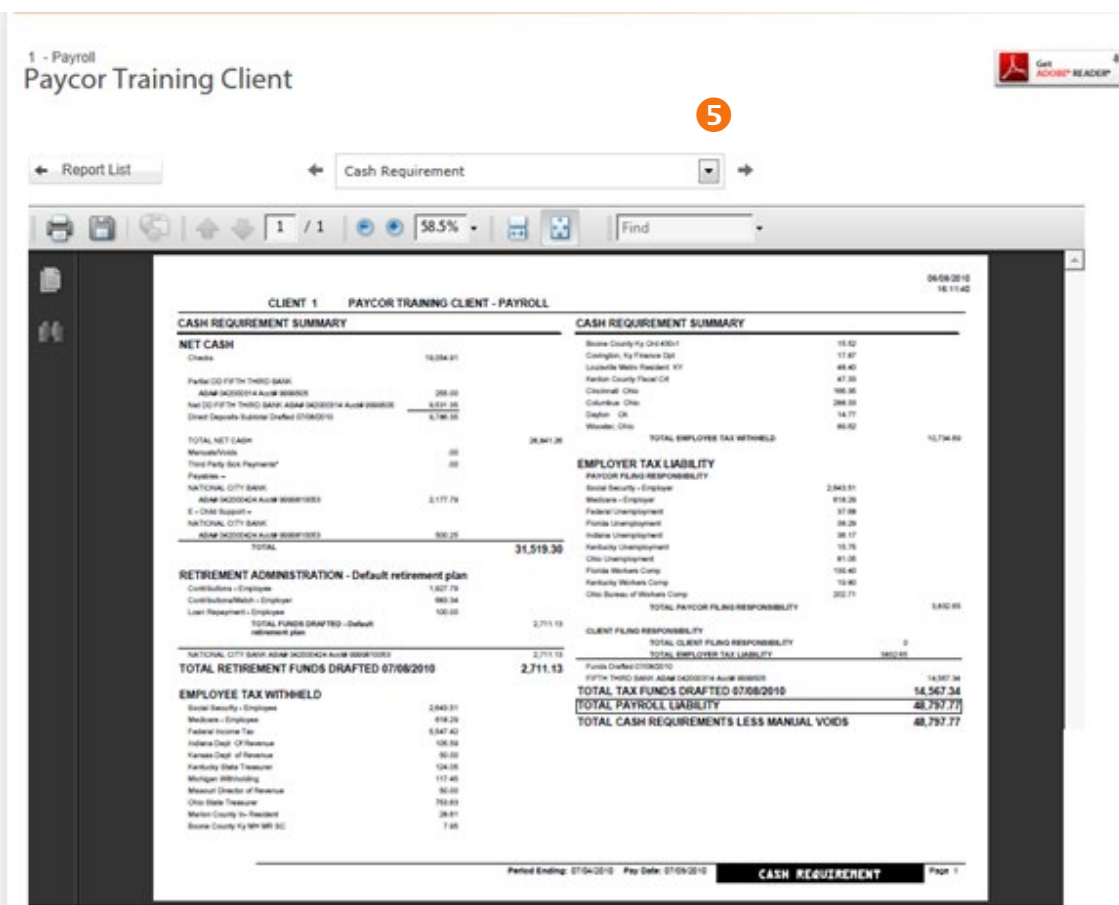
Note: Your reports will be available any time after 8:00 AM the day after your payroll is input.

Copies of tax returns are available once they are released from Paycor's Tax department.

Create Reports & Analytics

Reports & Analytics gives you the power to make your data work for you. It's the end of wasted time from re-keying or maintaining several lists and databases of employee information. This application allows you to find quick answers and drive decision-making.

If you have been granted access to this reporting tool, you may find it under the **Reporting** menu option once you have signed in. Then easily create your custom reports by making selections on a few tabs.

Setup	Columns	Filters	Formatting	Output	Sharing	Scheduling