

# Automated Payroll Service LLC or Client PayEntry NextGen

## **PURPOSE AND SCOPE**

NextGen APS User Guide

## **OWNER**

Customer Service

## **DEFINITIONS**

NextGen

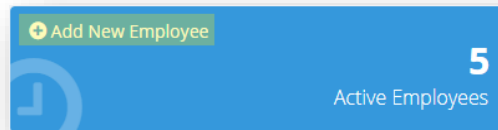
## **DOCUMENTATION/PROCEDURES**

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- Terminating Employees- **Page 3**
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# Automated Payroll Service LLC or Client PayEntry NextGen

- **Hiring a new employee:**

- Click the “+Add Employee” button in the blue box in the upper right corner of your Dashboard screen



- This will take you to the New Employee Basic Information page where you can enter the new employee's information
- You will notice that you are now able to enter information from a 2020 or newer W-4. To do this you will need to check the box for “Submitted 2020 W-4” then you will be able to enter the information

A form titled "Federal Tax Details" with several input fields and checkboxes. The fields include: "Filing Status" (dropdown menu showing "S"), "Exemptions (Primary)" (input field showing "0"), "Additional Income to Include (W-4 Box 4a)" (input field showing "0"), "Additional Deductions to Remove (W-4 Box 4b)" (input field showing "0"), "Additional Withholding" (input field showing "0"), and "Additional Tax Credits to Apply (W-4 Box 3)" (input field showing "0"). There are also two checkboxes: "Use Special 'Multiple Jobs' Rate (W-4 Box 2)" and "Use Nonresident Alien Adjustment", both of which are unchecked. The "Submitted 2020 W-4" checkbox is checked and highlighted in yellow.

- Once you have all the new employee's information entered, click the “Add Employee” button on the bottom of the screen to finish adding the new employee



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- **Terminating an employee:**

- Navigate to the appropriate employee's information page
- Mouse over the "Employee Profile" tab on the top menu bar
- In the dropdown, click "Department/Position"



- Scroll to the "Status" area and click the "Termination Wizard" button

A screenshot of the 'Status' section in the system. It contains several input fields: 'Status' (dropdown menu set to 'A - Active'), 'Type' (dropdown menu set to 'N/A'), 'Pay Group' (dropdown menu set to 'N/A'), 'Hire Date' (calendar icon, date '04/24/2020'), 'Rehire Date' (calendar icon), 'Term Date' (calendar icon), 'Term Reason' (dropdown menu set to 'N/A'), 'Len. Of Service' (input field '0', dropdown menu 'Years'), and 'Adj. Seniority' (calendar icon). A yellow button labeled 'Termination Wizard' is visible on the right side of the form.

- In the Termination Wizard box, you can change the employee's status to "Terminated", enter a termination date, reason, and if the employee is eligible to be rehired. Then you will click "Submit" to complete the termination of the employee

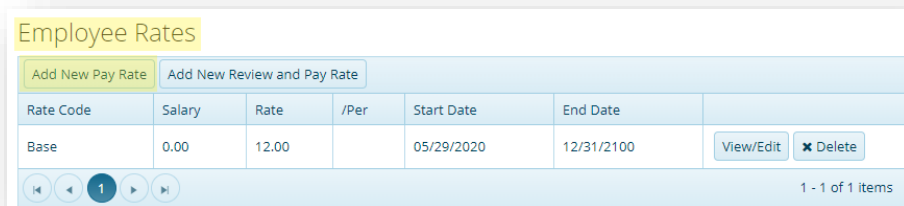
A screenshot of the 'Termination Wizard - Employee ID:[ 7]' dialog box. The dialog contains the following information and fields: 'Employee ID: [ 7]', 'Name: Lloyd Gross', 'Employee Status:' (dropdown menu set to 'T - Terminated'), 'Termination Date: \*' (calendar icon, date '04/27/2020'), 'Termination Reason:' (dropdown menu set to 'N/A'), and 'Eligible for Rehire: \*' (dropdown menu set to 'N/A'). At the bottom, there are two buttons: 'Submit' (highlighted in yellow) and 'Cancel'.

# Automated Payroll Service LLC or Client PayEntry NextGen

- **Adding or Changing an Employee Pay Rate:**
  - Navigate to the appropriate employee's information page
  - Mouse over the “Payroll Setup” tab on the top menu bar
  - In the dropdown, click “Pay Rates”



- Scroll to the “Employee Rates” area, click the “Add New Pay Rate” box



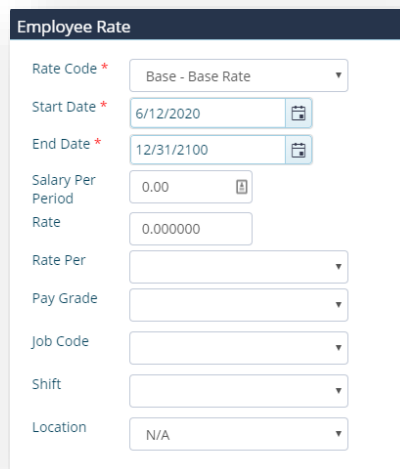
Employee Rates

Add New Pay Rate Add New Review and Pay Rate

Rate Code	Salary	Rate	/Per	Start Date	End Date	
Base	0.00	12.00		05/29/2020	12/31/2100	View/Edit ✕ Delete

1 - 1 of 1 items

- An “Employee Rate” box will open, here you can change the rate code, start date, end date, and the rate of pay



Employee Rate

Rate Code \* Base - Base Rate

Start Date \* 6/12/2020

End Date \* 12/31/2100

Salary Per Period 0.00

Rate 0.000000

Rate Per

Pay Grade

Job Code

Shift

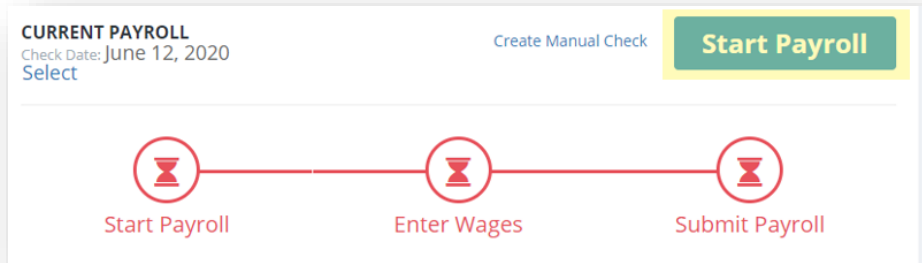
Location N/A

- When you finish entering the updated pay information, click “Save and Close” or if you are updating a rate for an open payroll click “Save and Recalculate”

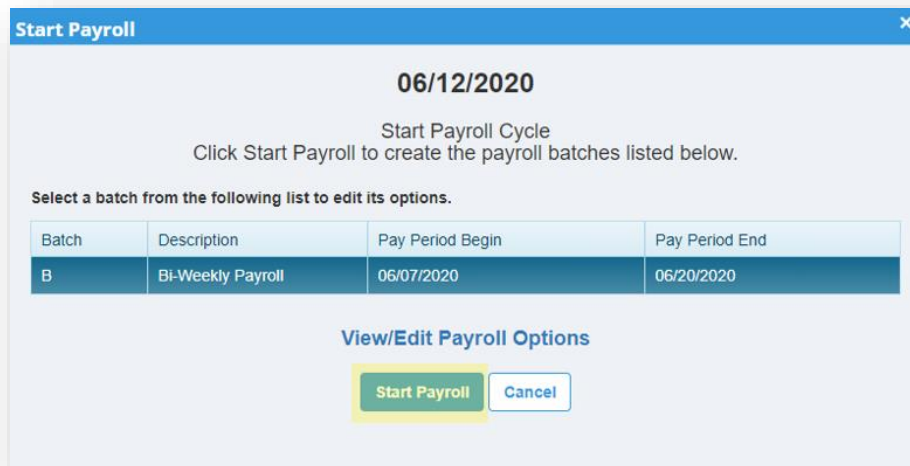
# Automated Payroll Service LLC or Client PayEntry NextGen

- **Payroll:**

- On your Dashboard screen you will click the "Start Payroll" button



- A "Start Payroll" box will appear with Batch options, click "Start Payroll"



# Automated Payroll Service LLC or Client PayEntry NextGen

- This will take you into the payroll. Here you can (1) Import Time, (2) Enter Payroll Wages, (3) Run Preprocess Register for All Batches, (4) Close Payroll, and do all other regular payroll functions

The screenshot shows the PayEntry NextGen interface. At the top, there are buttons for "Add Batch", "Time Import" (marked with a '1'), and "Create Manual Check". A "Payroll Specific Notes" box is on the left. On the right, it displays "Check Date: 06/12/2020" and "Estimated Total Payroll Cost\*:". Below these are buttons for "Save Note", "Undo Changes", "Run Preprocess Register - All Batches" (marked with a '3'), and "Close Payroll" (marked with a '4'). A green header bar indicates "B - Bi-Weekly Payroll (Open)", "Employee count: 1", "Check count: 1", and "Enter Payroll Wages >". Below this is a progress bar with "Batch Started", "Wages Entered", "Reviewed & Verified", and "Batch Closed". A "Batch Summary" section shows details for "Bi-Weekly Payroll" with buttons for "Remove", "Restart", "Close", "Enter Payroll Wages" (marked with a '2'), and "Run Preprocess Register".

- (1) To import time, you will click the "Time Import" button. This will take you to a page where you can upload your time
- (2) To manually enter time, you will click the "Enter Payroll Wages" button. This will take you into the Payroll Batch to begin entering time

The screenshot shows the Payroll Batch interface with a table of employee payroll data. The table has columns for "Add/Delete/Edit Check", "Employee", "Home Dep", "ID", "Auto Pay", "Base Rate", "Total Hours", "Gross Pay", and "Net Pay". The data is as follows:

Add/Delete/Edit Check	Employee	Home Dep	ID	Auto Pay	Base Rate	Total Hours	Gross Pay	Net Pay
+ 3PSP	Morris, Chuck	100	1	<input checked="" type="checkbox"/> Pay 80.00 Hours	10.00	Calculate	Calculate	Calculate
+ 3PSP	Norris, Nancy	200	2	<input type="checkbox"/> Pay 0.00 Hours	26.00	Calculate	Calculate	Calculate
+ 3PSP	Man, Super	100	3	<input type="checkbox"/> Pay 0.00 Hours	26.00	Calculate	Calculate	Calculate
+ 3PSP	Macklin, Burt	100	6	<input type="checkbox"/> Pay 0.00 Hours	12.00	Calculate	Calculate	Calculate
+ 3PSP	Gross, Lloyd	200	7	<input type="checkbox"/> Pay 0.00 Hours	57.36	Calculate	Calculate	Calculate

At the bottom, there are navigation controls, a "10 items per page" dropdown, and a "1-5 of 5 items" indicator.

- In the batch, you can add a check, add 3<sup>rd</sup> Party Sick Pay, delete a check, or edit a check

# Automated Payroll Service LLC or Client PayEntry NextGen

- Click the Edit button (square with pencil) to enter time for an employee

**Edit Check Details**

< First < Previous Norris, Nancy Next > Last >

**Check 1 Add Check**

Employee Summary  
Auto Pay: 0.00 Hours Check Type: Reg - Regular Customize Check

**Norris, Nancy - Employee ID: 2**

Code Type	Code	Description	Hours	Rate	Amount	Delete
Earning	EOT	Overtime	0.00	0.00	0.00	
Earning	EReg	Regular	64	0.00	0.00	
Earning	EV	Vacation	0.00	0.00	0.00	
Earning	EH	Holiday	0.00	0.00	0.00	
Earning	ES	Sick	0.00	0.00	0.00	
Earning	EB	Bonus	0.00	0.00	0.00	
Earning	EPTO	Paid Time Off	0.00	0.00	0.00	
Earning	ESal	Salary	0.00	0.00	0.00	

Add an Item

Calculate Check

Save and Close Cancel

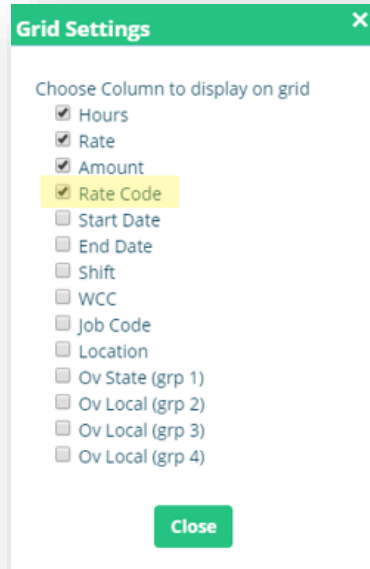
- Here you can enter hours as usual, add an addition row, and add an additional column
  - To add an additional row, you will click the “Add an Item” dropdown in the lower left corner. From there you can choose which earning or deduction code item you would like to use, such as an EReg-Regular code

EOFFINS2 - Officers Insurance  
EOT - Overtime  
EP - Personal  
EPTO - Paid Time Off  
**EReg - Regular**  
ES - Sick  
ESal - Salary  
ETips - Tips  
EV - Vacation  
EXSP - Third Party Sick Pay  
EXSPLT - Non Taxable LT Third Party Sick Pay  
EXSPNT - Non Taxable Third Party  
EzzzGTL -  
D401k - 401k  
D401kL - 401k Loan  
DAdd - Add to Net  
DAdj - Adjustment  
DCS - Child Support  
DG25 - Garn 25%  
DGTL - Group Term Life

Add an Item

# Automated Payroll Service LLC or Client PayEntry NextGen

- To add a new column, click the Gear emblem in the upper right corner. The columns you can add include things like Pay Rate Codes and Job Codes, in this example the Rate Code column was added



- By adding new rows and columns, you can enter in more specific payroll information, for example I added 16 regular hours at this employee's Rate Code 2

**Employee Summary**  
Auto Pay: 0.00 Hours

Check Type: Reg - Regular Customize Check

**Norris, Nancy - Employee ID: 2**

Code Type	Code	Description	Hours	Rate	Amount	Rate Code	Delete
Earning	EOT	Overtime	0.00	0.00	0.00	Default	
Earning	EReg	Regular	64.00	0.00	0.00	Default	
Earning	EV	Vacation	0.00	0.00	0.00	Default	
Earning	EH	Holiday	0.00	0.00	0.00	Default	
Earning	ES	Sick	0.00	0.00	0.00	Default	
Earning	EB	Bonus	0.00	0.00	0.00	Default	
Earning	EPTO	Paid Time Off	0.00	0.00	0.00	Default	
Earning	ESal	Salary	0.00	0.00	0.00	Default	
Earning	EReg	Regular	16.00	0.00	0.00	Default	

Add an Item

Check Date: 06/12/2020 Check/Voucher #: 0 Check Type: Reg

Code	Description	Hours	Amount
Reg	Regular	64.00	1,664.00
		<b>64.00</b>	<b>1,664.00</b>

Code	Description	Amount
401k	401k	83.20
		<b>83.20</b>

Code	Description
	(No Taxes)

# Automated Payroll Service LLC or Client PayEntry NextGen

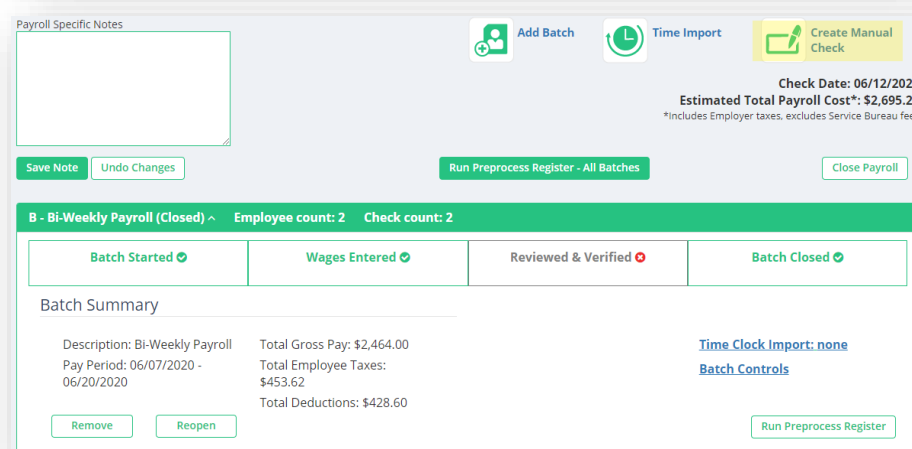
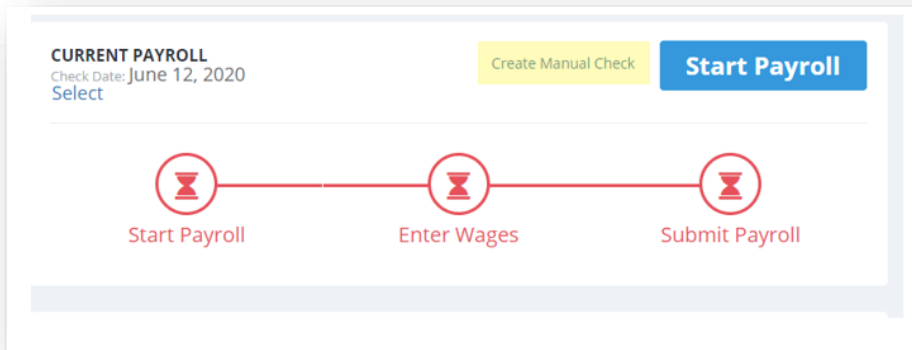
- Once you have all the payroll information entered for an employee, you can click “Save and Close”, this will take you back out into the batch where you can enter the rest of the payroll information
  - When you are finished entering all information into the batch, click “Save and Calculate”, this will calculate the net and gross pay for all employees
  - Click “Run Preprocess Register” to view a Preprocess Register of this batch, or click “Back to Payroll Batches” to go back to the Batches screen
- (3) To run a Preprocess Register for all batches in the payroll, click the “Run Preprocess Register-All Batches” button
  - (4) Once you have finished entering all information into all batches and completed payroll, click the “Close Payroll” button
  - Once the payroll is closed, you will have the option to Reopen the payroll or Submit the payroll to APS for processing

The screenshot displays the PayEntry NextGen interface for a payroll batch. At the top left, there is a 'Payroll Specific Notes' text area. On the top right, the 'Check Date' is 06/12/2020, and the 'Estimated Total Payroll Cost\*' is shown with a warning icon. A note below states '\*Includes Employer taxes, excludes Service Bureau fees'. Below the notes are buttons for 'Save Note', 'Undo Changes', 'Run Preprocess Register - All Batches', 'Reopen Payroll', and 'Submit Payroll'. A green header bar indicates the batch is 'B - Bi-Weekly Payroll (CLOSED)' with 'Employee count: 1' and 'Check count: 1'. Below this is a progress bar with four stages: 'Batch Started' (checked), 'Wages Entered' (checked), 'Reviewed & Verified' (with a red error icon), and 'Batch Closed' (checked). The 'Batch Summary' section shows: Description: Bi-Weekly Payroll; Pay Period: 06/07/2020 - 06/20/2020; Total Gross Pay: 1; Total Employee Taxes: 1; Total Deductions: 1; Time Clock Import: none; and Batch Controls. Action buttons include 'Remove', 'Reopen', and 'Run Preprocess Register'.

# Automated Payroll Service LLC or Client PayEntry NextGen

- **Manual Checks:**

- To enter a manual check, click the “Create Manual Check” button on the Dashboard screen, or if you are already in an open payroll you can click “Create Manual Check” button



# Automated Payroll Service LLC or Client PayEntry NextGen

- This will take you into a “Check Data Entry” page where you can (1) choose the employee you are creating the manual check for, (2) change check information (block deductions, change tax settings, etc.), (3) choose to create a check using the Net to Gross option, or (4) create a check by entering time with an earning code

**Step 1 - Check Data Entry**

**Employee Pay Summary**

Employee ID: 7  
Dept: 200  
Frequency: B  
Status: A  
Type:

Rate	Amount/Per	Salary
Base	57.3600	0.00

Accrual                      Hours

Employee Filter: Active      **1** Employee Name: Gross, Lloyd - 7      Go to Employee

Description/Memo

**2 Check Options**

Autopay - Pay 0.00 Hours      Tax Frequency: Default

Block Automatic Pays      Override FITW %: 0      SITW %: 0

Block Deductions       Supplemental Tax Rates

Block Direct Deposits      **3**  Net to Gross \*      0

Specify Earning/Deduction/Tax codes

Code Type	Code	Description	Hours	Rate	Amount	Rate Code	Delete
-----------	------	-------------	-------	------	--------	-----------	--------

**4** Add Code: N/A      Add

View Check      Start Over

- (1) Always make sure you are creating a manual check for the correct employee
- (2) In the “Check Options” area, you can change tax frequencies, block deductions, and block auto pays
- (3) If you are creating a check and you know the net amount, you will check the box to the left of “Net to Gross” and enter the Net amount in the box to the right

Net to Gross \*      500

# Automated Payroll Service LLC or Client PayEntry NextGen

- (4) If you are creating a check and either know the gross amount or are calculating it based off hours, you will need to add a code
  - Click the “Add Code” dropdown
  - Find the code you want to use, click add
  - You can add as many codes as you need, and you can add columns by clicking the Gear button in the upper right corner
  - Once you have your Earning Codes added, you can enter hours or dollar amounts in the appropriate spaces

Specify Earning/Deduction/Tax codes

Code Type	Code	Description	Hours	Rate	Amount	Rate Code	Delete
Earnings	EReg	Regular		0.00	0.00	Default	

Add Code:

- Once you have all the pay information for the manual check entered, click “View Check”
- This will take you to the View Calculated Check box, here you can see all the details of the manual check you just created

Step 2 - View Calculated Check ^

Check for: Gross, Lloyd | ID: 7

Earnings				Deductions			Taxes			
Code	Description	Hours	Amount	Code	Description	Amount	Code	Description	Taxable	Amount
Reg	Regular	0.00	559.32	(No Deductions)			MED	Medicare	559.32	8.11
		0.00	559.32				SS	OASDI	559.32	34.68
							IN-TIP1	Tippecanoe, IN (Res)	559.32	7.16
							FITW	Federal Income Tax	559.32	0.00
							IN	Indiana SITW	559.32	9.37
										59.32

Direct Deposits			Totals		Employer Taxes		
Transit	Account	Amount	Net Pay:	Net Check:	Code	Description	Taxable
(No Direct Deposits)			500.00	500.00	MED-R	Medicare - Employer	559.32
					SS-R	OASDI - Employer	559.32
					FUTA	Fed Unemployment	559.32
					INSUI	Indiana SUI	559.32
					INSUR	Indiana Surcharge	559.32

# Automated Payroll Service LLC or Client PayEntry NextGen

- Click "Continue"
- Enter a check number for the manual check and make sure the "Issue Check Immediately" box is checked, then click "Save Check"

**Step 3 - Save Check ^**

### Check Summary

Employee Name: Gross, Lloyd [Go to Employee](#)  
Employee ID: 7  
Dept: 200

Gross Amount: \$  
**Net Check: \$**  
Direct Deposit: \$

Deductions: \$  
**Employee Taxes: \$**

Pay Period Begin: 6/7/2020  
Pay Period End: 6/20/2020  
Select Bank Account: CLIENT - CLIENT

I want to:  Issue Check Immediately  
 Create with Next Payroll

Print Check Now  
Install Secure Document Manager to Print Checks

Check Number: 0

[Save Check](#) [Start Over](#)

- Once you have completed these steps, you will see that a Void/Manual Batch has been created and you will be able to view the manual check on a Preprocess Register

Payroll Specific Notes

[Add Batch](#) [Time Import](#) [Create Manual Check](#)

Check Date: 06/12/2020  
Estimated Total Payroll Cost\*: \$2,695.25  
\*Includes Employer taxes, excludes Service Bureau fees

[Save Note](#) [Undo Changes](#) [Run Preprocess Register - All Batches](#) [Close Payroll](#)

### B - Bi-Weekly Payroll (Closed) ^ Employee count: 2 Check count: 2

Batch Started ✓	Wages Entered ✓	Reviewed & Verified ✗	Batch Closed ✓
-----------------	-----------------	-----------------------	----------------

#### Batch Summary

Description: Bi-Weekly Payroll  
Pay Period: 06/07/2020 - 06/20/2020

Total Gross Pay: \$2,464.00  
Total Employee Taxes: \$453.62  
Total Deductions: \$428.60

[Remove](#) [Reopen](#) [Run Preprocess Register](#)

[Time Clock Import: none](#)  
[Batch Controls](#)

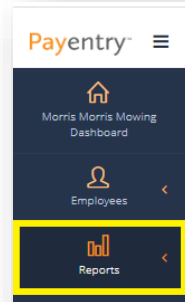
### VM - Void/Manuals (Open) ^ Employee count: 0 Check count: 0

[Enter Payroll Wages >](#)

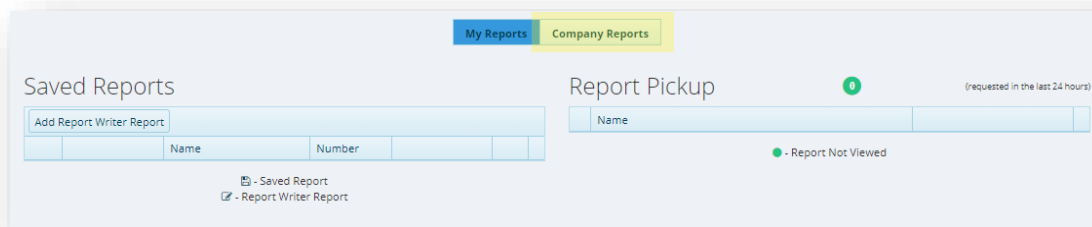
# Automated Payroll Service LLC or Client PayEntry NextGen

- **Running Reports:**

- Go into the reports screen by clicking the "Reports" tab in the Side Menu



- This will take you to the "My Reports" Page, you will click the "Company Reports" tab at the top of the screen



- Find the report you would like to run and click "Run"

Company Reports		
Agency Check Listing	MPI_0206	Run
Code Maintenance Audit Report	MPI_3211	Run
Company Setup Checklist	MPI_7801	Run
Detailed Calendar Setup	MPI_2203	Run
Job Costing Report	MPI_0103	Run
Labor Distribution Report	Labor	Run
Labor Distribution Report Export	MPI_6302	Run
Parent/Child DET Setup Audit Report	MPI_2104	Run

# Automated Payroll Service LLC or Client PayEntry NextGen

- A “Run Report” box will open, here you will choose a date range, make sure the Output Format is set to PDF, and make sure the “View Completed Report” box is checked, then click “Run Report”

Run Report

Basic Options

Date Range \* Override Dates:

Begin 01/02/2015 - 2015010 End 01/02/2015 - 2015010

Override Custom Dates: Begin 04/28/2020,2020042800 End 04/28/2020,2020042899

Output Format: Portable Document Format (PDF)

View completed report

Email Report to

Display this report in My Reports

Show Advanced Options

Run Report Cancel

- The report will download. Click “My Reports” at the top of the page to find the report download in the “Report Pickup” area. Reports will stay here for 24 hours

My Reports Company Reports

Saved Reports

Add Report Writer Report

Name	Number

Report Pickup (requested in the last 24 hours)

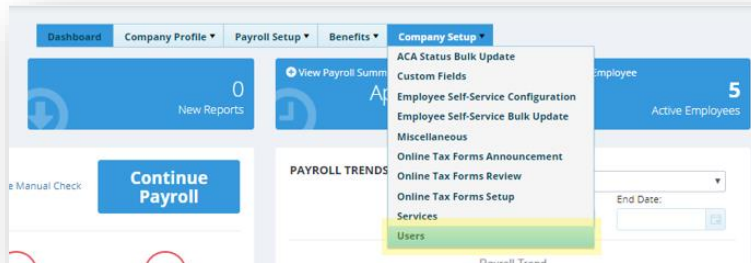
Name	
Labor Distribution Report - PDF	Download

Legend: ● - Report Not Viewed

# Automated Payroll Service LLC or Client PayEntry NextGen

- **Changing/Adding New Company Users:**

- Go to the Company Dashboard for the client. In the Top Menu, mouse over “Company Setup”, then choose “Users” in the dropdown menu



- This will take you to the “Users” page
- Here you can either click “Add New User”, “View/Edit”, or “Delete”

User Name	Full Name	Security Role	Disabled?	
Morris\chris	Chris Morris	Client	true	<a href="#">View/Edit</a> <a href="#">Delete</a>
Morris\jodiW	Jodi Williams	Client	false	<a href="#">View/Edit</a> <a href="#">Delete</a>

10 Items per page 1 - 2 of 2 items

- Clicking “Add New User” or “View/Edit” will bring up that same box, “View/Edit” will have information for the user you click while “Add New User” will be blank. Enter the new user’s information and click “Save and Close”

**Company User Setup**

User Information | Contact Information

**Basic Setup**

User Name \*

Full Name \*

Job Title

Email \*

Security Role \*

Password \*

Confirm Password \*

You must supply a password when you create the user.

Check to disable this account

**Two factor authentication**

This user's two-factor authentication setup has not been configured.  
This user's security questions have not been configured.

[Save and Close](#) [Cancel](#)

# Automated Payroll Service LLC or Client PayEntry NextGen

- **EE Miscellaneous Tab**

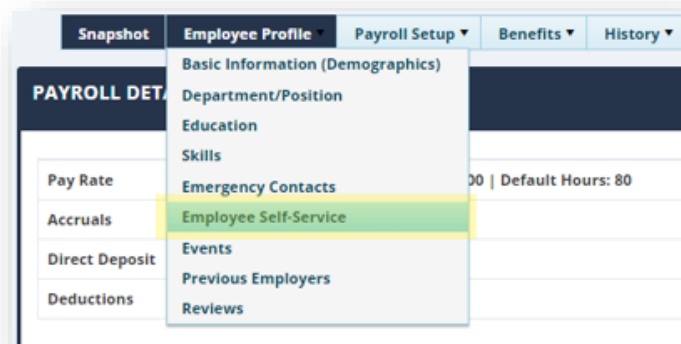
- Navigate to an employee's information page
- One of the changes in NextGen is that they got rid of the "Miscellaneous" tab. If you mouse over "Payroll Setup" and click "Where's Miscellaneous" in the dropdown menu, it will take you to a page that looks like the old Miscellaneous tab. You can click on the different sections and it will take you to where that item is now located in NextGen

A screenshot of the 'EE Miscellaneous' tab form in the NextGen system. The form is divided into several sections: 'Phone/Mail' with fields for Work Phone, Ext., Mail Stop, and Email Address; 'Memo' with a Clock/Badge # field and a checkbox for 'Show memo in pay entry'; 'Tax Form Information' with a dropdown for Tax Form (1099R - IRS Form 1099R), checkboxes for Retirement Plan and Statutory, and a Distribution Codes field; 'Miscellaneous' with checkboxes for Deceased, Deferred Compensation, Seasonal, and Family; 'Employment Eligibility' with checkboxes for I-9 Verified and I-9 Reverify, and fields for Citizenship, Visa Type, and Visa Expiration; 'Union Affiliation' with a dropdown for Union, a Date field, and checkboxes for Initiation Fees Collected and Collect Union Dues; 'Supervisor' with a dropdown for ID and a Name field; and 'User Defined Fields' with a 'Portal Access' section highlighted in yellow.

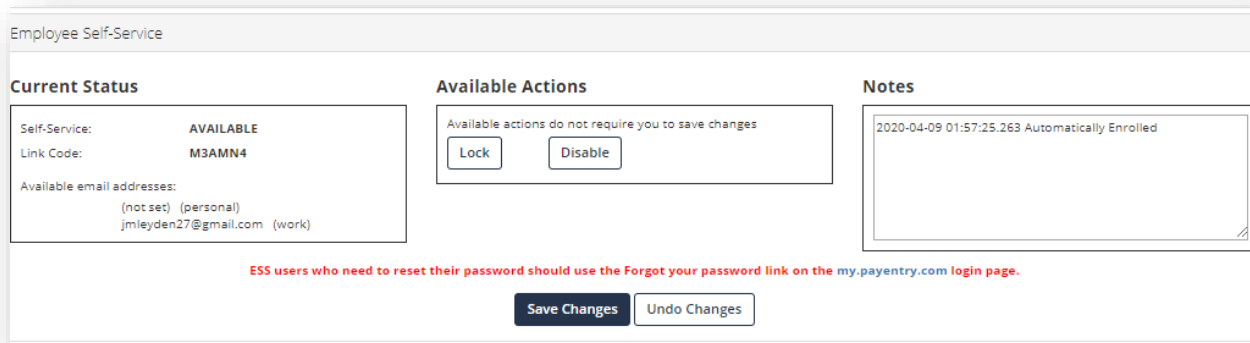
# Automated Payroll Service LLC or Client PayEntry NextGen

- **Setting Up ESS**

- Navigate to the appropriate employee's information page
- Mouse over the "Employee Profile" tab, click "Employee Self-Service" in the dropdown menu



- This will take you to the "Employee Self-Service" page where you can make any changes or updates needed

A screenshot of the 'Employee Self-Service' page. The page is divided into three main sections: 'Current Status', 'Available Actions', and 'Notes'.  
**Current Status:**  
Self-Service: AVAILABLE  
Link Code: M3AMN4  
Available email addresses:  
(not set) (personal)  
jmleyden27@gmail.com (work)  
**Available Actions:**  
Available actions do not require you to save changes  
Buttons: Lock, Disable  
**Notes:**  
2020-04-09 01:57:25.263 Automatically Enrolled  
At the bottom of the page, there is a red warning message: 'ESS users who need to reset their password should use the Forgot your password link on the my.payentry.com login page.' Below this message are two buttons: 'Save Changes' and 'Undo Changes'.

# Automated Payroll Service LLC or Client PayEntry NextGen

- **Pay Grid Items:**

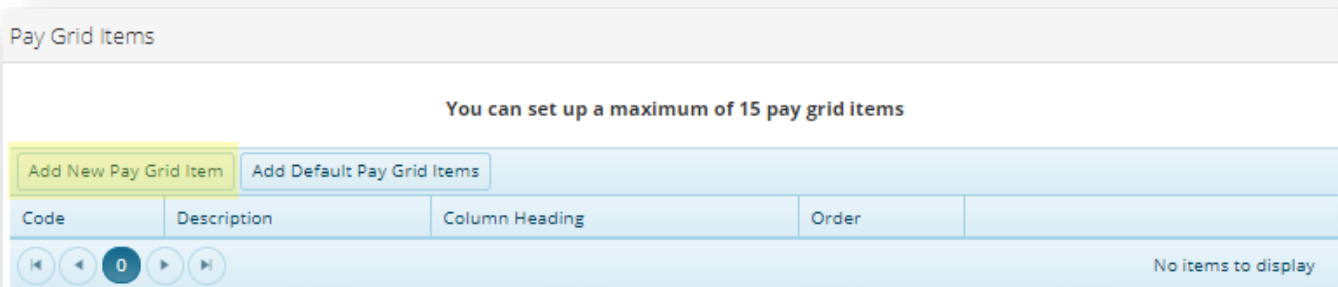
One of the new features in NextGen is the ability to create and customize Pay Grid Items within a company. Let's say you have a client that regularly has some complex payroll entries, meaning they use a specific rate, job code, location, shift, etc. for an entry. By creating a custom Pay Grid item, you can now enter that information in a much more efficient manner.

Let's say the company is a grocery store, and they have employees in their Indianapolis location that regularly get paid a special rate of \$15/hr to work 3<sup>rd</sup> shift and stock shelves. We can create a new Pay Grid item that allows them to enter all that information on an employee's pay statement without having to click through and manually add each item.

- To create a new Pay Grid Item, mouse over "Payroll Setup" in the top menu of the company's dashboard screen, click "Pay Grid Items" in the dropdown menu



- This will take you to the "Pay Grid Items" page, click "Add New Pay Grid Item"



# Automated Payroll Service LLC or Client PayEntry NextGen

- This will open the “Company Pay Grid Items” box where you can create a custom pay grid item. In this item, both the Grid Item Code and the Column Heading are called “Stocking”, and the Description is “Stocking 3<sup>rd</sup> Shift”. We used a Regular Earning Code, and there is a special rate of \$15/hour for employees working 3<sup>rd</sup> shift stocking shelves at the Indianapolis location.
  - All the options in the box are customizable. I have highlighted only the ones I used to build this specific Pay Grid Item.

**Company Pay Grid Items**

**Name and Position**

Grid Item Code \* Stocking

Column Heading \* Stocking

Order 1

Description Stocking 3rd Shift

**Pay Item Details**

Pay Code \* EReg - Regular

Value Type \* Hours

Date Type NONE

Start Time 12:00 AM

Duration

Rate 15.00

Rate Code not set

Shift 3 - Shift Code 3

WCC not set

Job Stocking -

**Department Setup**

Location 200 - Indianapolis

**Tax Override Setup**

Override Tax Group 1 not set

Override Tax Group 2 not set

Override Tax Group 3 not set

Override Tax Group 4 not set

Save and Close Cancel

- Once you have entered all the information you want, click “Save and Close”

# Automated Payroll Service LLC or Client PayEntry NextGen

- To use the Pay Grid Item in a payroll, click the Gear button in the upper right corner of the batch you are working in

B - Bi-Weekly Payroll		Filter	Batch B	Find by Name/ID/SSN	Pay period: 6/7/2020 TO 6/20/2020					
Add/Delete/Edit/Check	Employee	Home Dep	ID	Auto Pay	Base Rate	Total Hours	Gross Pay	Net Pay		
+ 3PSP	Morris, Chuck	100	1	<input checked="" type="checkbox"/> Pay 80.00 Hours	10.00	80	\$800.00	\$633.95		
+ 3PSP	Norris, Nancy	200	2	<input type="checkbox"/> Pay 0.00 Hours	26.00	64	\$1,664.00	\$947.83		
+ 3PSP	Man, Super	100	3	<input type="checkbox"/> Pay 0.00 Hours	26.00	0	\$0.00	\$0.00		
+ 3PSP	Macklin, Burt	100	6	<input type="checkbox"/> Pay 0.00 Hours	12.00	0	\$0.00	\$0.00		
+ 3PSP	Gross, Lloyd	200	7	<input type="checkbox"/> Pay 0.00 Hours	57.36	10	\$150.00	\$136.60		

- Check the box to the left of the Pay Grid Item you would like to add, then click "Close"

**Grid Settings** ✕

Choose Column to display on grid

**Standard Columns**

- ID
- Auto Pay
- Base Rate
- Total Hours
- Gross Pay
- Net Pay

**Pay Grid Items**

- Stocking

[Customize...](#)

**Close**

- A column will appear in the Pay Grid for your new item, here you can enter time on an employee for this item

B - Bi-Weekly Payroll		Filter	Batch B	Find by Name/ID/SSN	Pay period: 6/7/2020 TO 6/20/2020					
Add/Delete/Edit/Check	Employee	Home Dep	Stocking	ID	Auto Pay	Base Rate	Total Hours	Gross Pay	Net Pay	
+ 3PSP	Morris, Chuck	100	0.00	1	<input checked="" type="checkbox"/> Pay 80.00 Hours	10.00	80	\$800.00	\$633.95	
+ 3PSP	Norris, Nancy	200	0.00	2	<input type="checkbox"/> Pay 0.00 Hours	26.00	64	\$1,664.00	\$947.83	
+ 3PSP	Man, Super	100	0.00	3	<input type="checkbox"/> Pay 0.00 Hours	26.00	0	\$0.00	\$0.00	
+ 3PSP	Macklin, Burt	100	0.00	6	<input type="checkbox"/> Pay 0.00 Hours	12.00	0	\$0.00	\$0.00	
+ 3PSP	Gross, Lloyd	200	<input type="text" value="10"/>	7	<input type="checkbox"/> Pay 0.00 Hours	57.36	10	\$150.00	\$136.60	

# Automated Payroll Service LLC or Client PayEntry NextGen

- Once you have time entered, you can click the “Edit Check” button to view the pay statement. In this example, you can see that Lloyd Gross worked 3<sup>rd</sup> Shift for 10 hours stocking shelves at a rate of \$15/hour at the Indianapolis location

**Edit Check Details**

< First < Previous **Gross, Lloyd** Next > Last >

**Check 1** Add Check

Employee Summary  
Auto Pay:  0.00 Hours

Check Type: **Reg - Regular** Customize Check

**Gross, Lloyd - Employee ID: 7**

Code Type	Code	Description	Hours	Rate	Amount	Location	Job Code	Shift	Delete
Earning	EOT	Overtime	0.00	0.00	0.00	Default	Default	Default	
Earning	EReg	Regular	0.00	0.00	0.00	Default	Default	Default	
Earning	EV	Vacation	0.00	0.00	0.00	Default	Default	Default	
Earning	EH	Holiday	0.00	0.00	0.00	Default	Default	Default	
Earning	ES	Sick	0.00	0.00	0.00	Default	Default	Default	
Earning	EB	Bonus	0.00	0.00	0.00	Default	Default	Default	
Earning	EPTO	Paid Time Off	0.00	0.00	0.00	Default	Default	Default	
Earning	ESal	Salary	0.00	0.00	0.00	Default	Default	Default	
Earning	EReg	Regular	10.00	15.00	0.00	200 - Indianapolis	Stocking -	3 - Shift Code 3	

Add an Item

**Calculate Check**

**Save and Close** **Cancel**

- Pay Grid Items are configurable at a company level, so all users can see them. There can be as many as 15 pay grid items setup in a company.