

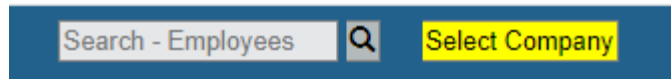
Client Guide to Process Payroll

Please submit all payroll changes (i.e. new hires, rate changes, ACH Forms, etc.) the week prior to payroll. Any changes submitted after your payroll has been submitted on Phoenix, cannot be guaranteed for processing.

<https://phoenix.cyberpayonline.com/Account/Login>

Login using your Online Portal (Phoenix)

Select the company for which you wish to run payroll for from the Company box. Note: You may not have a list because you only have access to one company in the system.



Select the "Payroll" link under the "CyberPayroll" application located near the top-left side of the screen.



These icons are laid out to step you through the payroll process from left to right.

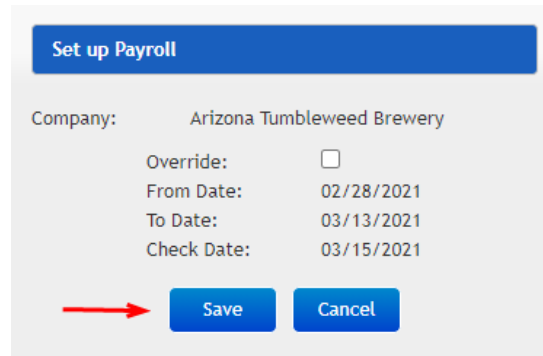


Employee Setup

The “Employee Setup” icon is a short cut to the “Employees” setup. Click this to view employee specific information. Note: Alternatively clicking the Employees menu link will also take you to Employee Setup.

Company & Dates

This is the first step of the payroll process.



Set up Payroll

Company: Arizona Tumbleweed Brewery

Override:

From Date: 02/28/2021

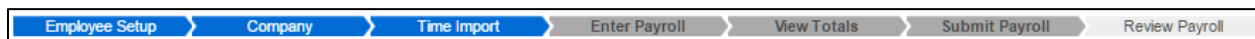
To Date: 03/13/2021

Check Date: 03/15/2021

Save Cancel

If the “From Date”, “To Date”, and “Check Date” fields are correct, click the Save button and go to the next step. Note: Contact your payroll specialist if the calendar is wrong or not available.

Note: When in the “Time Import”, “Enter Payroll”, and “View Totals” steps, you can also navigate through the steps by clicking on the arrows at the top of those screens.



Below are two options for submitting employee time:

Option 1: Import Time

If your company is set up for one of the time keeping methods, click on the “Import Time” icon. Your payroll specialist will give you additional directions on this process when available. Once you have made your desired entries into the system, click on the “Import” button at the bottom of the screen.

Employee Setup Company Time Import Enter Payroll View Totals Submit Payroll

Time Clock Data Import

Start Date (mm/dd/yyyy): 02/28/2021

End Date (mm/dd/yyyy): 03/13/2021

Delete Current Data Before Importing:

Stop Import if Errors Occur:

Add Pay Types to Employees:

Warn if Wage Overridden:

Select Import Format: Online Timekeeping

Select Pay Group: Online Automatic Pay Group

Select Unique Employee Field: Employee Id Exact Match Leading Zeros

Timekeeping Version: Default

Departments to Import (optional): e.g. Sales,Marketing

Divisions to Import (optional): e.g. 100,200

Locations to Import (optional): e.g. East,West

Import Back to Menu

Option 2: Enter Payroll Manually

Note: The overtime column now calculates at 1.5 times their regular rate of pay. DO NOT include overtime hours with the regular hours.

Click on the "Show/Hide Columns" button (top-left) to add or remove columns. For example:

- You can hide the Job column if you don't use jobs for cost allocations.
- Once you have the columns set to include the items that you want, hitting the "Save Selected" button will save that layout. Conversely, the "Reset" button will set it back to the standard selection of items.

Employee Setup Company Time Import Enter Payroll View Totals Submit Payroll

Arizona Tumbleweed Brewery Payroll Details **Save** Back to Menu Next Holds Daily Bulk Add Reallocate

Show / Hide columns Add EE Pay Group Online Automatic Pay Group Saved Defaults

Allocations Employee Sort Employee Name

Reset Pay Grid Pay Type Sort -- Please Select --

Save Selected **Reset**

Search: _____

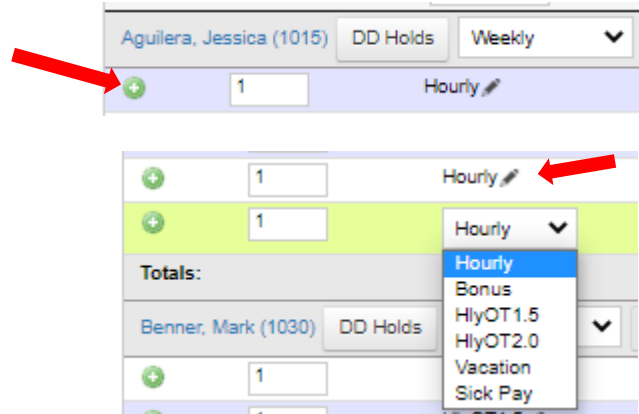
showing 1 to 1 of 1 entries Show 25 entries Previous 1 Next

Add	Chk	Pay Type	Hours/Amount	Wage	Total	Location	Department	Del
		Pay Type				Location	Department	
		Employee, Test (003)	DD Holds Weekly	Reallocate EE Holds Net to Gross				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Hourly	16	15.00	\$240.0000	Default Location	Default Departmer
Totals:			16 hours 0 amount		\$240.0000			
Page Totals:			16 hours 0 amount		\$240.0000			

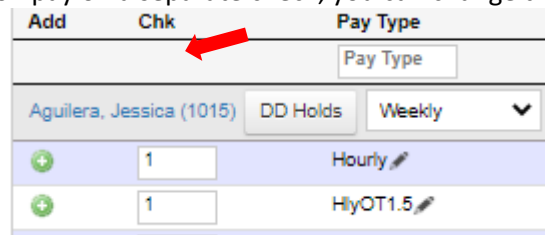
showing 1 to 1 of 1 entries Previous 1 Next

The Pay Type, Location, and Department columns have filters located below the headers. Enter the desired value in the box to filter the pay grid.

Click the green “+” sign to the left of a pay type to add another record with that same pay type to the employee. You can change the pay type by clicking on the pencil. This will show a drop down box with all other pay types associated with this employee. If you need a pay type not shown, contact your payroll specialist to have this pay type added at the Company level. This would be necessary to apply different jobs, departments, rates, etc. to each record.

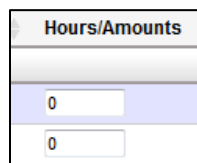


The “Check” (**Chk**) column allows you to create multiple pay checks (or direct deposit stubs) for an employee. For example, if the employee wants his/her vacation pay on a separate check, you can change the **Chk** number from “1” to “2”.

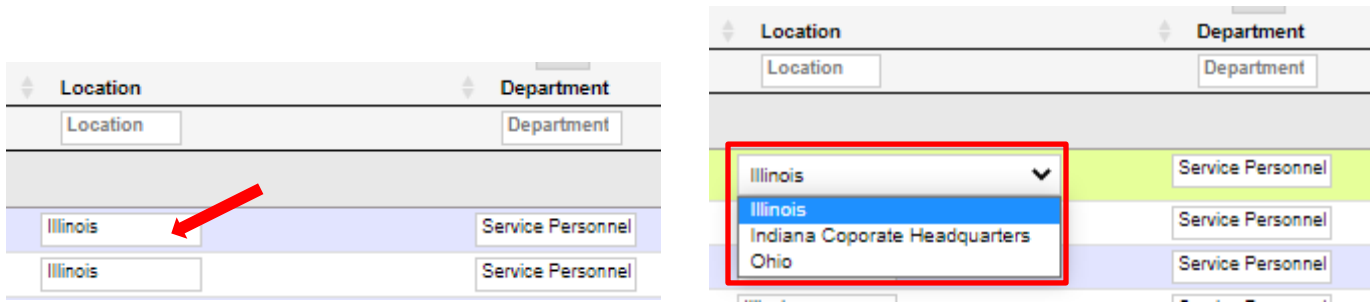


The Hours/Amounts column allows you to enter the number of hours that you want to pay an employee. Enter the gross pay amount for dollar-based pay types such as tips, bonus, or commission (these should be set up with a \$0 wage in the employee’s setup). Note: The system will enter \$1 into the override column for you. Please leave this there.

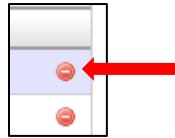
Note: Communicate with your payroll specialist the preferred way to enter salary pay data. If the salary pay type’s wage is set to zero or \$1, you will most likely enter the dollar amount earned for the pay period. If the wage is set to an hourly rate, you would most likely enter the number of hours to be paid (not necessarily the hours worked). If you need to track the number of hours worked independently of the pay amount, you would most likely have 2 salary pay types. One with the pay rate and 0 hours per unit and a second that has 0 pay rate and 1 hour per unit.



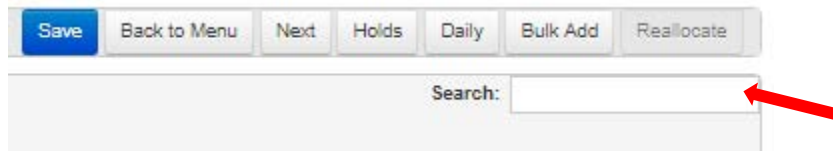
The “**Location**” and “**Department**” columns will be set to the employee’s settings from Employee Setup. These can be edited by clicking on the field, then making a selection from the drop-down menu that comes up.



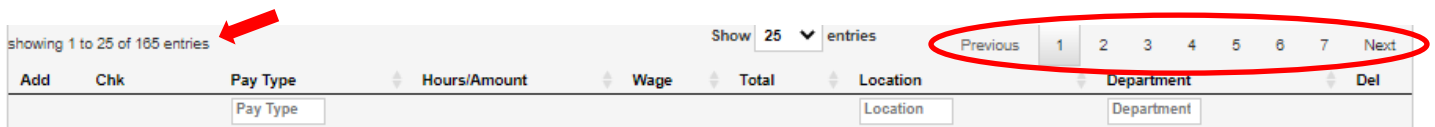
The red “-” button on the far right of each record allows you to delete the pay type (record) from this paycheck. You can also enter zero in the amounts field rather than deleting the record. Note: Records may return with the next payroll’s entry if they are set in the employee’s recurring entry setup at the bureau.



The “Search” box will allow you to quickly find a specific employee or pay type in the pay grid. Delete the data or press the Clear Button to return the grid to showing all employees.



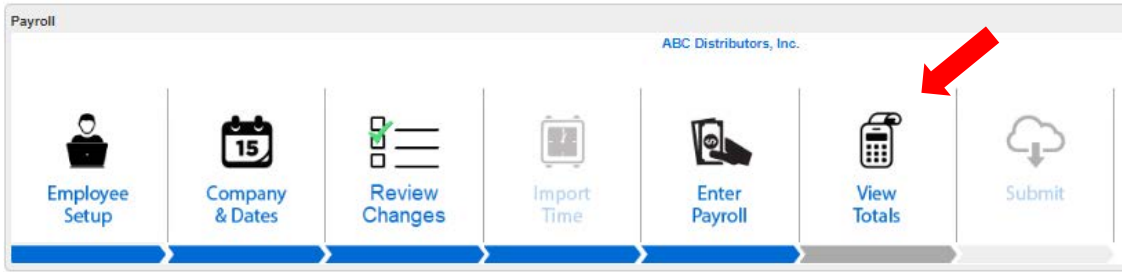
Use the “Previous” and “Next” buttons at the top or bottom of the screen to change the page and enter payroll for all employees. If you have more than 1 page you can also move through the grid by pressing the page number button or use the drop down box to show > 25 entries. Please note that the last person on the page could have more pay options on the next page.



If you have multiple pages, click the SAVE button before moving to the next page.

View Totals

Click the “View Totals” icon to verify that the payroll entry is correct.



Click on a “Pay Type” in the top-left block and its details will be shown in the “Totals Details” block on the right. The middle block on the left will give you totals by location, department, division, or job (select which of these you wish to see from the list there).

Employee Setup > Company > Time Import > Enter Payroll > View Totals > Submit Payroll

Arizona Tumbleweed Brewery Totals From date: 2021-02-28T00:00:00 To date: 2021-03-13T00:00:00 Check date: 03/15/2021

Pay Group: All

Pay Type	Units	Hours/Amt	Tips/Reimb	Totals
Hourly	56	56	\$0.00	\$840.00
Grand Totals	56	56	\$0.00	\$840.00

Showing 1 to 1 of 1 entries

Select Level: Departments

Level	Units	Hours/Amt	Tips/Reimb	Totals
Default Department	56	56	\$0.00	\$840.00

Showing 1 to 1 of 1 entries

Select Level: Deductions

Description	Short Name
No data available in table	

Note: Holds that are not given a description, will be listed with an ID number.

Select Level: Aux Taxes

Description	Short Name
No data available in table	

Select Level: Holds

Description	All Employees	One Time	Employee
No data available in table			

Showing 0 to 0 of 0 entries

Note: Clicking on pay type names or department, location, etc. descriptions, will change the detail in this table.

Totals Details Save Previous Back to Menu Next

Search:

Employee	Pay Type	Units	Hours/Amt	Wage	Override	Totals
Employee, Test (003)	Hourly	16.0000	16.00	15	0.00	\$240.0000
Employee, Test (003)	Hourly	40.0000	40.00	15	0.00	\$600.0000

Showing 1 to 2 of 2 entries

Note: Clicking on a deduction or benefit in the table on the left, will show the employees' setup for it in this table.

Name	Description	Type	Fixed Amount	One Time Adj
No items to display				

Note: Dollar based pay types such as Bonus will show 0 units in the Totals Details box. That is expected.

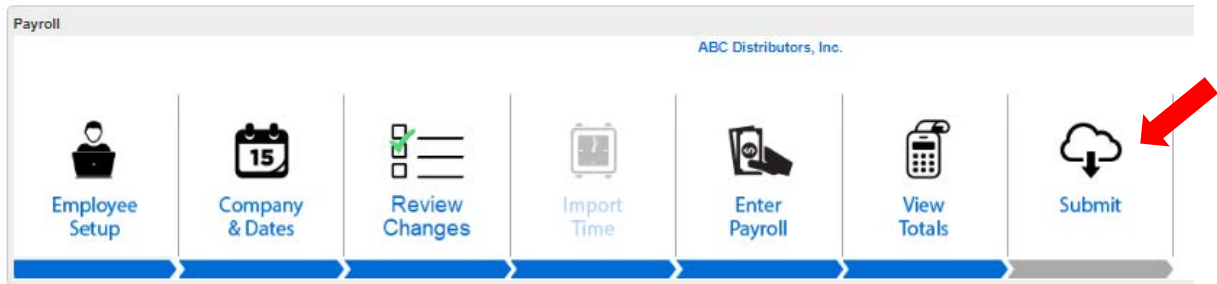
Totals Details							Save/Back to Menu
							Search:
Employee	Pay Type	Units	Hours	Wage	Override	Totals	
Jones, Chris (1004)	Bonus	0	1000	0.00	1	\$1000.0000	

Once you have verified that the totals are correct (or to return to the pay grid to make changes), click the “Save/Back to Menu” button on the top-right to return to the Payroll menu.

Search:

Submit

Click the "Submit" icon to send the payroll to the payroll specialist.



Verify that the information (company through total employees) is correct. Enter comments for the payroll specialist regarding the payroll if desired. Click the "Submit" button to submit the payroll or the "Cancel" button to exit the screen and make changes.

Verify Submission

Company: Arizona Tumbleweed Brewery

From Date: 02/28/2021

To Date: 03/13/2021

Check Date: 03/15/2021

Total Hours: 56

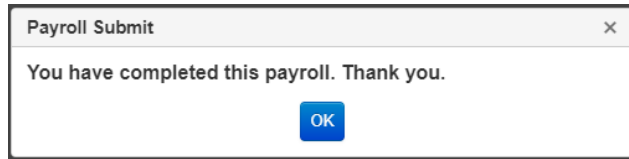
Total Employees: 1

Pay Groups ?

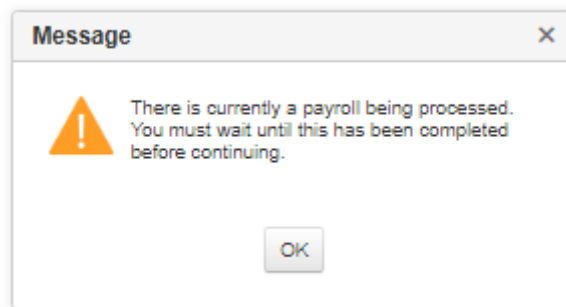
Comments ?

Payroll Submit X

Do you want to submit this payroll as entered?




You should then get the following message window while you wait for the payroll to be processed in the Command Center.



You will get an email once the payroll has been processed and reports are available for them to view online. Once they get that email, they can go to the "Payroll, Reports" screen to see the report and any notes that accompany it.



Payroll Preview Reports							
All Payroll Calc							
Company Name	Check Date	Updated At	Type	View Payroll Preview	Processing Errors	Workflow S...	Workflow Actions
NC30 - North Carolina Clippings	12/03/2020	11/09/2020 10:27 PM	Regular Payroll	 Payroll_Preview_Rep...	View Note	Approved	

Navigation: < 1 >

Payroll Calc 1 - 1 of 1