

Pay Period

Last Modified on 11/07/2016 1:12 pm EST

Pay Periods

Biweekly Pay Group Details

Name: Biweekly
Pay Frequency: Biweekly

Current Pay Period: 5/16/16 - 5/29/16
Next Pay Date: 05/30/2016
Next Pay Period: 5/30/16 - 6/12/16

Pay Periods 6 Employees 4 Managers 1 Docs 1

Start Date	Close Date	Days in P...	Pay Date	Approved Date	Approved By	Export Date	Exported By
05/30/2016	6/12/2016	14	6/13/2016				
05/16/2016	5/29/2016	14	5/30/2016				
05/02/2016	5/15/2016	14	5/17/2016	5/27/2016	sedonaoffice - Papay, Travis	5/27/2016	sedonaoffice - Papay, Travis
03/21/2016	4/03/2016	14	4/04/2016	5/27/2016	sedonaoffice - Papay, Travis		

The following fields show in the Pay Periods tab: Start Date, Close Date, Days in Pay Period, Pay Date, Approved Date, Approved By, Export Date and Exported By. Only the Pay Date may be edited by selecting the edit button on the far right. Information shown is for the selected Pay Group only.

Pay Periods 6 Employees 5 Managers 1 Docs 1

Start Date	Close Date	Days in...	Pay Date	Approved ...	Approved By	Export Date	Exported By
05/30/2016	6/12/2016	14	6/13/2016				

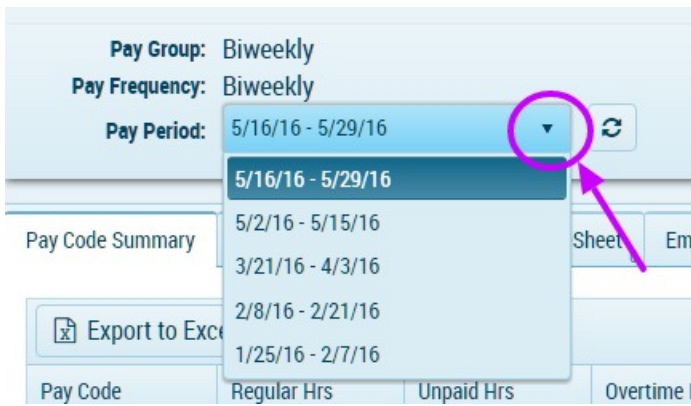
Pay Period Detail

Click on the Start Date to see the Pay Period Detail.

Pay Periods 6 Employees 5 Managers 1 Docs 1

Start Date	Close Date	Days in...	Pay Date	Approved ...	Approved By	Export Date	Exported By
05/30/2016	6/12/2016	14	6/13/2016				
05/16/2016	5/29/2016	14	5/30/2016				
05/02/2016	5/15/2016	14	5/17/2016	5/27/2016	sedonaoffice - Papay, Travis	5/27/2016	sedonaoffice - Papay, Travis

Select the drop down area to view another Pay Period.



Four tabs appear: Pay Code Summary, Employee Pay Slip, Employee TimeSheet, Employee Pay Code Summary. Each tab has the ability to Export to Excel except for the Employee TimeSheet. To export to Excel look for Export to Excel button.



Pay Code Summary

The Pay Code Summary tab provides a report of the Pay Codes that were used in the Pay Period by the entire company.



Employee Pay Slip

The Employee Pay Slip tab shows the hours that each employee worked for the Pay Period and their Total Pay for the period.

Pay Code Summary Employee Pay Slip Employee TimeSheet 0 Employee Pay Code Summary						
Search Employees		Export to Excel				
Type	Hours	Rate	Total Pay			
▶ Employee: Gambatese, Lisa						
Total: 0.5000			Total: \$12.50			
▶ Employee: Hall, Rebecca						
Total: 18.7700			Total: \$455.00			
▶ Employee: Papay, Travis						
Total: 25.0400			Total: \$632.55			
▶ Employee: Technician, Tom						
Total: 19.9700			Total: \$834.50			
PayPeriod Totals:		Total: 64.2800	Total: \$1,934.55			

Select the arrow to the left on an employee to see their detail.

Pay Code Summary Employee Pay Slip Employee TimeSheet 0 Employee Pay Code Summary						
Search Employees		Export to Excel				
Type	Hours	Rate	Total Pay			
▶ Employee: Gambatese, Lisa						
Unpaid		0.0000	0.0000	\$0.00		
DoubleOvertime		0.0000	0.0000	\$0.00		
Overtime		0.0000	0.0000	\$0.00		
Regular		0.5000	25.0000	\$12.50		
Total: 0.5000			Total: \$12.50			

Employee TimeSheet

The Employee TimeSheet tab displays a list of Employees and their shift detail.

Pay Code Summary Employee Pay Slip Employee TimeSheet 0 Employee Pay Code Summary										
<input type="checkbox"/> Review Request <input type="checkbox"/> Has Clocking Comments <input checked="" type="checkbox"/> Employee Approved <input checked="" type="checkbox"/> No Employee Approval										
Search Employees		Export to Excel					Add New Employee Shift			
Pay Code	Clock In Time	Clock Out Time	Regular Pay	OT Pay	2x OT Pay	Rate	Regular Hrs	OT Hrs		
▶ <input checked="" type="checkbox"/> Employee: Gambatese, Lisa (Review Requests: 0)										
			\$12.50	\$0.00	\$0.00		0.5000	0.00		
▶ <input checked="" type="checkbox"/> Employee: Hall, Rebecca (Review Requests: 0)										
			\$348.50	\$110.25	\$0.00		13.9400	2.90		
▶ <input checked="" type="checkbox"/> Employee: Papay, Travis (Review Requests: 0)										
			\$477.90	\$154.65	\$0.00		17.1100	4.00		
▶ <input checked="" type="checkbox"/> Employee: Technician, Tom (Review Requests: 0)										
			\$326.75	\$207.75	\$0.00		16.0000	2.00		

Select the arrow to the left of a grouping to filter from Employee to Work Week to Shift(s).

	Employee: Hall, Rebecca (Review Requests: 0)								
	Work Week: 5/23/2016 - 5/29/2016 (Review Requests: 0)								
	Shift: 5/29/16 9:35 AM -04:00 - (Review Requests: 0)								
		\$200.00	\$112.88	\$0.00		8.0000	3.0100	0.0000	
	Shift: 5/28/16 8:00 AM -04:00 - 5/28/16 2:57 PM -04:00 (Review Requests: 0)								
		\$148.50	\$0.00	\$0.00		5.9400	0.0000	0.0000	
		\$348.50	\$112.88	\$0.00		13.9400	3.0100	0.0000	
		\$348.50	\$112.88	\$0.00		13.9400	3.0100	0.0000	

Employee Pay Code Summary

The Employee Pay Code Summary Tab show a report of the Pay Codes used by an Employee during a specified Pay Code. Use the arrow to the left of an Employee to see their Pay Code detail.

Pay Code Summary	Employee Pay Slip	Employee TimeSheet	Employee Pay Code Summary						
Search Employees <input type="text"/>		Export to Excel							
Pay Code	Regular Hrs	Unpaid Hrs	Overtime Hrs	2x Overtime Hrs	Rate	Regular Pay	Overtime Pay	2x Overtime Pay	
Employee: Gambatese, Lisa									
Employee: Hall, Rebecca									
Employee: Papay, Travis									
	Employee: Technician, Tom								
Travel Time	2.6800	0.0000	0.0000	0.0000	25.0000	\$67.00	\$0.00	\$0.00	
Customer Visit	1.0500	0.0000	0.0000	0.0000	25.0000	\$26.25	\$0.00	\$0.00	
Lunch	2.7900	0.0000	0.0000	0.0000	25.0000	\$69.75	\$0.00	\$0.00	
Office Time	4.0100	0.0000	0.0000	0.0000	25.0000	\$100.25	\$0.00	\$0.00	
Installation	5.4700	0.0000	3.9700	0.0000	50.0000	\$273.50	\$297.75	\$0.00	
	Total: 16.0000	Total: 0.0000	Total: 3.9700	Total: 0.0000		Total: \$536.75	Total: \$297.75	Total: \$0.00	
PayPeriod Totals:	Total: 47.5500	Total: 5.8500	Total: 11.3300	Total: 0.0000		Total: \$1,375.65	Total: \$575.78	Total: \$0.00	