Pay Period

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

Pay Periods

Biweekly Pay Gro	oup Details										
Name: Biweekly Current Pay Private Pay Frequency: Biweekly Next Pay Private Next Pay Private Next Pay Private							16 - <mark>5/29/16</mark>)/2016 16 - 6/12/16				
Pay Periods 6 Employ	vees 4 Managers	Docs									
Start Date 🔻 🛛 🔻	Close Date 🛛 🝸	Days in P 🝸	Pay Date 🔻	Approved Date 🛛 🔻	Approved By	T	Export Date	T	Exported By	T	
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		A
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.

ſ	Pay Periods 6 Em	nployees ₅ Manag	ers Docs						
	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 Em	ay Periods Employees Managers Docs											
Start Date 🔻 🔻	Close Date 🔻	Days in 🝸	Pay Date 🔻	Approved Y	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.

Pay Group:	Biweekly		
Pay Frequency:	Biweekly	-	-
Pay Period:	5/16/16 - 5/29/16	(•) C
	5/16/16 - 5/29/16		
Day Code Summary	5/2/16 - 5/15/16		Sheet Em
Pay code Summary	3/21/16 - 4/3/16		Sileet
Export to Exp	2/8/16 - 2/21/16		
	1/25/16 - 2/7/16		
Pay Code	Regular Hrs	Unpaid Hrs	Overtime I

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 Group: Pay Frequency: Pay Period:	Biweekly Biweekly 5/16/16 - 5/29/16	•	8	Ne	Pay Date: xt Pay Period: Approved: Exported:	05/30 5/30/ No No)/2016 16 - 6/12/16		
Pay Code Summary	Employee Pay Slip	Employee TimeSh	eet 0 Employee Pa	y Code Summary					
Pay Code	Regular Hrs	Unpaid Hrs	Overtime Hrs	2x Overtime Hrs	Rate		Regular Pay	Overtime Pay	2x Overtime Pay
Regular	8.7300	0.0000	0.2700	0.0000	3(0.0000	\$261.90	\$12.15	\$0.00
Dispatch	6 7900	0 0000	3 8000	0 0000	25	5 0000	\$169.75	\$142.50	\$0.00

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.

Pay Code Summary	Employee Pay Slip	Employee TimeSh	neet 0 Employee Pa	y Code Summary							
Export to Excel											
Pay Code	Regular Hrs	Unpaid Hrs	Overtime Hrs	2x Overtime Hrs	Rate	Regular Pay	Overtime Pay	2x Overtime Pay			
Regular	8.7300	0.0000	0.2700	0.0000	30.0000	\$261.90	\$12.15	\$0.00			
Dispatch	6.7900	0.0000	3.8000	0.0000	25.0000	\$169.75	\$142.50	\$0.00			
Office Time	0.1300	0.0000	0.0000	0.0000	75.0000	\$9.75	\$0.00	\$0.00			
Lunch	0.0000	3.8600	0.0000	0.0000	0.0000	\$0.00	\$0.00	\$0.00			
Arrival	1.3400	0.0000	0.0000	0.0000	25.0000	\$33.50	\$0.00	\$0.00			

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 Cod	de Summary							
Search Employees Q Export to Excel									
Туре	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	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 S	ummary	Employee Pay Slip	Employee TimeSheet 0	Employee Pay Co	de Summary				
Search Employees Q Export to Excel									
	Type Hours Rate Total Pay								
Emplo	oyee: Gamb	atese, Lisa							
	Unpaid			0.0000		0.0000	\$0.00		
\	DoubleOv	ertime		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 E	Employee TimeSheet 0	Employee Pay	Code Summary						
Review Request	Has Clocking Comments	Employee Approv	ed 🛛 No Employ	ee Approval						
Search Employees	Q 🔀 Expo	ort to Excel						O Add No	ew Employe	e Shift
	Pay Code	Clock In	Time Clo	ock Out Time	Regular Pay	OT Pay	2x OT Pay	Rate F	Regular Hrs	OT Hrs
🕨 🔽 Employee: (Gambatese, Lisa (Review Re	equests: 0)								
					\$12.50	\$0.00	\$0.00		0.5000	0.0
🕨 🔽 Employee: H	Hall, Rebecca (Review Requ	uests: 0)								
					\$348.50	\$110.25	\$0.00		13.9400	2.9
🕨 🔽 Employee: F	Papay, Travis (Review Requ	lests: 0)								
					\$477.90	\$154.65	\$0.00		17.1100	4.(
🕨 🔽 Employee: 1	rechnician, Tom (Review Re	equests: 0)								
					CE26 75	\$207 7E	¢0.00		16 0000	21

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

0	Dz Employee: Hall, Rebecca (Review Requests: 0)											
1	Work Week: 5/23/2016 - 5/29/2016 (Review Requests: 0)											
	1	+	Shift: 5/29/16 9:35 AM -04:00 - (Review Requests: 0)									
	1			\$200.00	\$112.88	\$0.00	8.0000	3.0100	0.0000			
	Ι,	,C	Shift: 5/28/16 8:00 AM -04:00 - 5/28/16 2:57 PM -04:00 (Review Requests: 0)									
ų	/			\$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 specificed Pay Code. Use the arrow to the left of an Employee to see their Pay Code detail.

Pay Cod	e Summary E	mployee Pay Slip Employ	ee TimeSheet 0 Empl	oyee Pay Code Summary					
Searc	h Employees	Q Export to	Excel						
	Pay Code	Regular Hrs	Unpaid Hrs	Overtime Hrs	2x Overtime Hrs	Rate	Regular Pay	Overtime Pay	2x Overtime Pay
 En En En 	nployee: Gambate nployee: Hall, Reb nployee: Papay, Tr nployee: Technicia	se, Lisa ecca avis n, 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 To	tals: Total: 47.5500	Total: 5.8500	Total: 11.3300	Total: 0.0000		Total: \$1,375.65	Total: \$575.78	Total: \$0.00