

# Run Payroll

Last Modified on 04/03/2025 5:54 pm EDT

When it is time to run Payroll the following order should be followed:

## 1. Employee Approval

The Employee approves the Pay Period if the company has it set up in preferences. The Employee may make changes up until the Manager approves.

[Click here for article on Employee Approval.](#)

## 2. Manager Approval

The Manager approves the Pay Period, which locks everything down for the Pay Period.

[Click here for article on Manager Approval.](#)

## 3. Export to Payroll

The Export to Payroll creates an Excel file with the Payroll information.

**Hall, Rebecca**

Pay Group: Service  
Pay Frequency: Weekly  
Pay Period: 5/22/16 - 5/28/16

Pay Date: 06/05/2016  
Next Pay Period: 6/5/16 - 6/11/16  
Approved: Yes 6/01/16  
Approved By: Hall, Rebecca  
Exported: No

Undo Payroll Approval Export Payroll

Pay Code Summary Employee Pay Slip Employee TimeSheet 0 Employee Pay Code Summary

Export to Excel

Pay Code	Regular Hrs	Unpaid Hrs	Overtime Hrs	2x Overtime H...	Rate	Regular Pay
<b>PayPeriod Totals:</b>	<b>Total: 0.0000</b>	<b>Total: 0.0000</b>	<b>Total: 0.0000</b>	<b>Total: 0.0000</b>		<b>Total: \$0.00</b>

The Export file will download to your browser's default folder or prompt you to save the document. The file will be name PayrollExport\_MM-DD-YYYY.xls

PayrollExport\_6-1-2016.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER GOOGLE DR

Clipboard Font Alignment Number Styles

A1 : 2

	A	B	C	D	E	F	G	H	I	J	K
1	2										
2	Client ID	Worker ID	Org	Job Number	Pay Comp	Rate	Rate Num	Hours	Units	Line Date	Amount
3	0101	10001			Regular	30		2.1			0
4	0101	10001			Arrival	25		0.01			0
5											

To attach the export to a Pay Group select Setup - Pay Groups

**sedona one**  
take control of your business

Home  
Manager Dashboard  
Setup  
Rebecca  
Time & Attendance  
Support Center  
Logout

hours minutes seconds  
00 49 20

Employee Pay Slip

Export to Excel

Pay Code	Regular Hrs	Unpaid Hrs
Regular	8.7300	0.0000
	9.0000	0.0000
	8.3000	0.0000
	9.0000	3.8600
	4.4000	0.0000
	11.2000	0.0000
SO		
Regular	13.3100	0.0000

Employees  
Users  
Pay Groups  
Pay Codes  
Preferences

Select the Pay Group that the Export was for:

### Pay Groups

[+ Add Pay Group](#)

Pay Group Name	Description	Pay F
Biweekly	Biweekly	Biwe
IT Dept	IT Dept	Biwe
Monthly	Monthly	Mont
Office Workers	Office	Biwe
Service	Technicians and support personnel.	Week

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Select the Docs tab and click on the Upload Files button and upload the Export file.

### Biweekly Pay Group Details

**Name:** Biweekly      **Current Pay Period:** 5/30/16 - 6/12/16  
**Pay Frequency:** Biweekly      **Next Pay Date:** 06/13/2016  
**Next Pay Period:** 6/13/16 - 6/26/16

Pay Periods <sub>7</sub> | Employees <sub>6</sub> | Managers <sub>1</sub> | **Docs <sub>3</sub>**

**Documents** \*Max File Size 5MB

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File Name	Description	Type	Security	Modified	
PayrollExport_6-1-2016.xls			Internal	6/1/2016	