

Run Payroll

Last Modified on 11/07/2016 1:05 pm EST

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.](#)

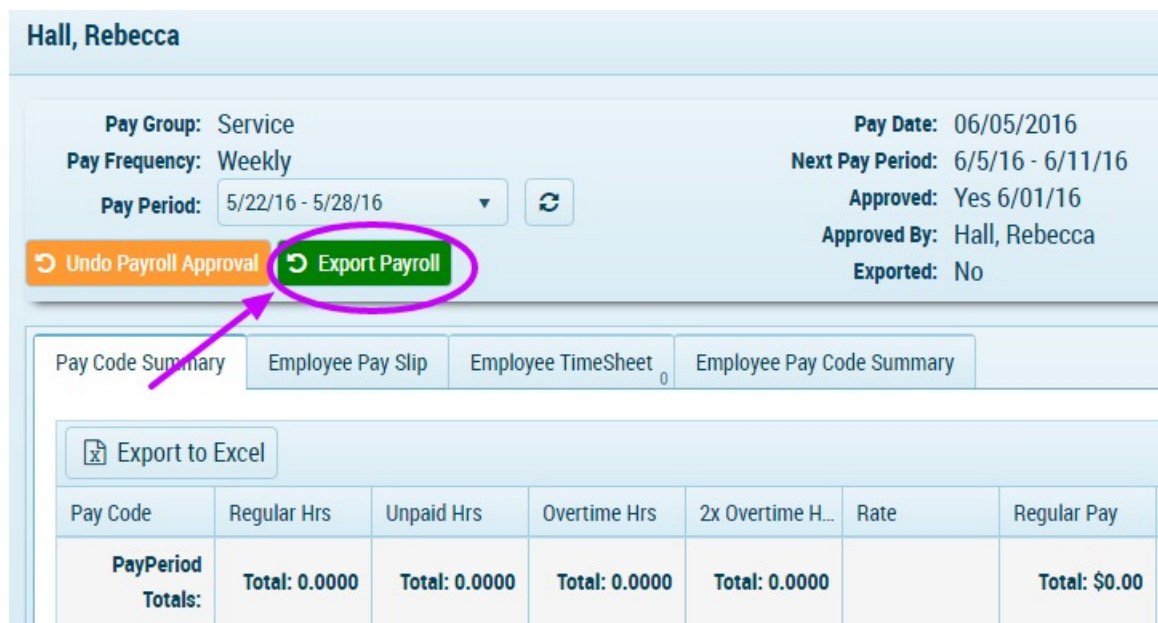
2. Manager Approval

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 Employee Pay Code Summary

Export to Excel

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

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
	0.0000	0.0000
	0.0000	3.8600
	0.0000	0.0000
	0.0000	0.0000
SO	0.0000	0.0000
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

Navigation: [Back] [Previous] [1] [Next] [Forward]

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 7 | Employees 6 | Managers 1 | **Docs 2**

Documents *Max File Size 5MB

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