

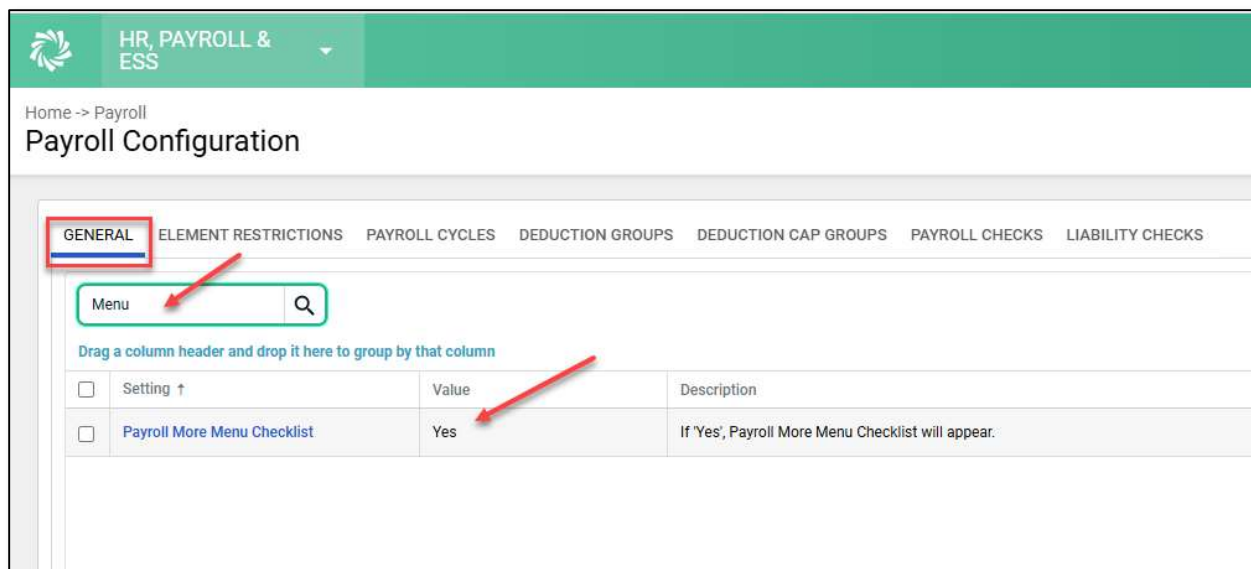
Payroll Checklist

APTAFUND-3918

Payroll Checklist can now be turned on in the Payroll Configuration settings.

This checklist will minimize the need to navigate away from Manage Payroll for a more intuitive workflow. Pre-Check reports have been added along with the Approve button moved. In addition, a link to export the direct deposits right from Manage Payroll has also been added.

To Turn on the Checklist option, go to the HR, Payroll and ESS tab. Navigate to Payroll Configuration. Using the search box in the General Tab, enter "Menu" to search.

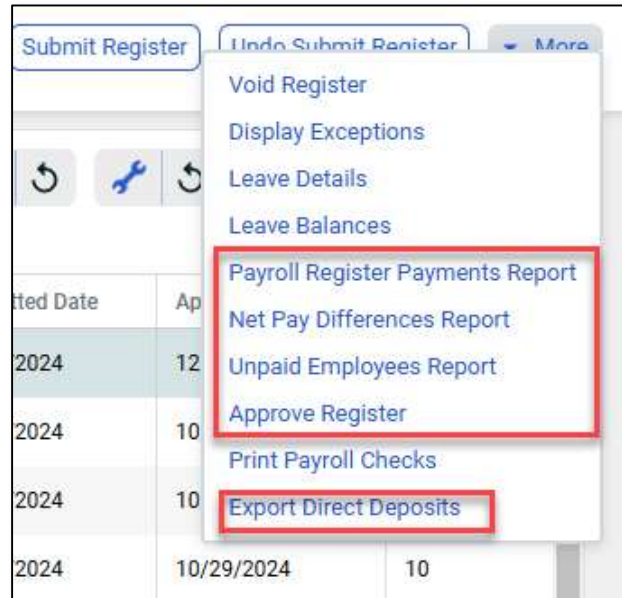


Set the Value to Yes for the Payroll Checklist to show in the More Menu, and No for it not to show.

Figure 1: Report Parameters



Once Yes is selected, navigate back to Manage Payroll and select the More Menu Dropdown. The user will now see a list of general Pre-Check reports. We have added the most widely used reports for checking Leave and Payroll.



Users will notice that the payroll reports added in addition to the pre-existing leave reports include the Payroll Register Payments Report, Net Pay Differences Report, and the Unpaid Employees Report. Users will also see that the Approve Register button no longer is on the screen but is listed in order after the leave and payroll reports.

TIP: Right Click on the Commands, Void Register, Display Exceptions, Approve Register, Print Payroll Checks and Export Direct Deposits. This will enact the commands desired. **LEFT** Click on the report links to open the report links in a different tab, so that it is not necessary to navigate back and forth from reports to Manage Payroll.

Whether you choose to enact the checklist or not, Export Direct Deposits has been added as a static link for all users to save time and clicks.