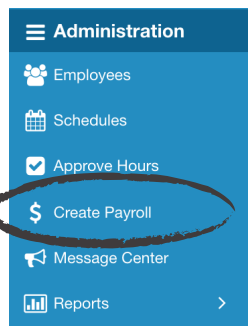


Only Administrators or Managers with payroll access can create your payroll report.

① Approve Hours

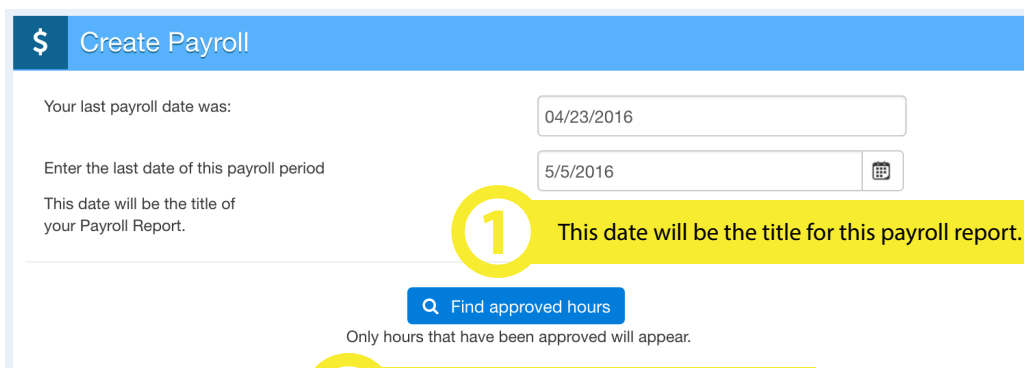
Only approved hours will appear on your payroll report.

② Click Create Payroll




③ Title Report and Find Approved Hours

Enter the date you want to title this report. You will search for this report by the date you enter here. Then click the **Find approved hours** button.



Create Payroll

Your last payroll date was:

Enter the last date of this payroll period: 

This date will be the title of your Payroll Report.

1 This date will be the title for this payroll report.

Find approved hours

Only hours that have been approved will appear.

2 Click the **Find approved hours** button.

④ Check and Complete

The list of approved hours will sort by the largest time shifts at the top. This is so you can catch any mistakes before you complete the payroll.

Find approved hours

Only hours that have been approved will appear.

Employee	Time In	Time Out	Total Hours	Qty.	Amount	Department	Paid
heny	06:00 AM	05:03 PM	19.99			Maintenance	<input checked="" type="checkbox"/>
ingham	07:55 AM	07:01 PM	9.61			Front Desk Office	<input checked="" type="checkbox"/>
Morgan	07:30 AM	04:30 PM	9.00			Coaching USAG	<input checked="" type="checkbox"/>
er	08:02 AM	05:00 PM	8.97			Front Desk Office	<input checked="" type="checkbox"/>
t	12:00 AM	08:00 AM	8.00			Time Off	<input checked="" type="checkbox"/>
Jeri Perret	12:00 AM	08:00 AM	8.00			Time Off	<input checked="" type="checkbox"/>
Jeri Perret	12:00 AM	08:00 AM	8.00			Time Off	<input checked="" type="checkbox"/>

1 If you see an entry that looks wrong **STOP** and correct it from the Approve Hours screen before completing the payroll.

You cannot correct mistakes after the payroll report has been completed.

Abigail Miller	02:44 PM	02:44 PM	0.00	1		B days - Gym area	<input checked="" type="checkbox"/>
Abigail Miller	12:51 PM	12:51 PM	0.00	3		B days - Gym area	<input checked="" type="checkbox"/>
Kinsley Rants	12:51 PM	12:51 PM	0.00	3		B days - Gym area	<input checked="" type="checkbox"/>
Zac Baits	04:07 PM	04:07 PM	0.00	2		Management	

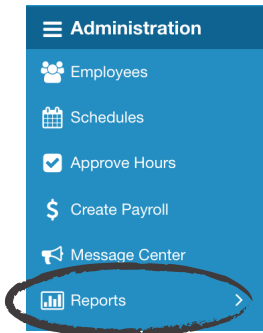
Total hours: 531.58

Complete

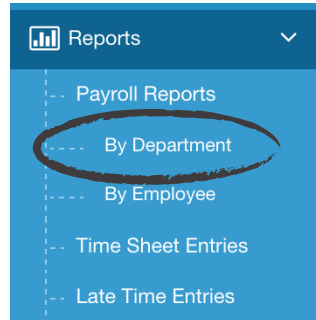
2 Scroll to the bottom of the list. Check the **Total Hours** on the left to see if you think this is correct.

Click **Complete**.

⑤ Go to Reports




Select payroll report you want.



1 Select the Payroll date you want.

Use the filters to for more specific information.

2 Click Go.


Payroll Report By Department

Payroll date
04/23/2016

Start date

End date

Quick Dates

Last

To-date

Filters
Departments

Keywords

Show pay rates

OFF

Generate

Go

Export to PDF

Export to CSV

Emp ID	Employee	Department	Hours	OT	Qty	Total	Bonus	Rate
890	Adams, Jenna		11.50			11.50		
		B days - Party Room	2.82			2.82		
		Coaching Classes	4.34			4.34		
		Shadowing	4.34			4.34		
864	Adams, Jessica		40.00	8.24		48.24		
		Coaching Classes	13.75			13.75		
		Coaching Pre Team	30.49			30.49		
		Substituting	4.00			4.00		
257	Allen, Brittney		40.00	8.86	2.00	50.86		

PRINT - To print this report Export it as a PDF.

CSV - To create a spreadsheet for this report click the Export to CSV button.