



PREMIER PAYROLL & HR SOLUTIONS... The Pay Sheet

The pay sheet is a fast and easy way to send in your payroll information by using the Internet and Microsoft Excel. Simply fill in the hours that an employee worked and any one-time collections or deductions that need processed and submit. The pay sheet is already filled out and is easy to use.

What it will do:

- ✓ It will provide a fast and accurate way to provide your payroll information to Premier Payroll & HR Solutions.
- ✓ It will allow you to make one-time changes to payroll. (You cannot make permanent changes to employee information... this must be called, faxed, changed on the web, etc).
- ✓ It will allow you to keep a record of this payroll in Microsoft Excel format.
- ✓ It will allow you not to have to worry whether your payroll specialist can read your faxed payroll information.
- ✓ It will allow you to make a one-time correction to an employee when you have last minute information and have not made the change permanent yet.
- ✓ Allow you to terminate an employee.
- ✓ Pay salaried employees.

What it won't do:

- ✓ It won't make permanent changes to your employees' pay information
- ✓ It won't allow you to add new hires.

PaySheet Manual

The PaySheet is a quick and easy method of entering payroll hours. It will save time on entering and error checking.

Below is a picture of the first part of the file.

| | A | B | C | D | E | F | G | H | I | J | K | |
|----|--------------|------------|-------------------|------------------|------------|------------|------------|-------------|--------------------------|-----------------|------------------|----------|
| 1 | | | | | | | | | 0 - Regular Pay / Salary | | I-V/a | |
| 2 | Emp # | Pay | First Name | Last Name | Div | Dep | Job | Rate | Reg Hours | OT Hours | Reg Hours | 0 |
| 3 | | | | | | | | | | | | |
| 4 | 1 | Y | John | Adams | 0 | 2 | 0 | 14.5 | 40 | 0 | 0 | 0 |
| 5 | 2 | Y | Frank | Alexander | 0 | 2 | 0 | 12.5 | 0 | 0 | 0 | 0 |
| 6 | 3 | Y | Tom | Brown | 0 | 2 | 0 | 9.5 | 0 | 0 | 0 | 0 |
| 7 | 4 | Y | Jill | Brown | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 5 | Y | Dawn | Carson | 1 | 2 | 0 | 9.5 | 0 | 0 | 0 | 0 |
| 9 | 6 | Y | Elizabeth | Harbordt | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 7 | Y | Edie | Harbordt | 1 | 2 | 0 | 15 | 0 | 0 | 0 | 0 |
| 11 | 8 | Y | Susan | Jones | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | 9 | Y | Julianne | Morris | 0 | 3 | 0 | 2.13 | 0 | 0 | 0 | 0 |
| 13 | 10 | Y | Julio | Gonzalez | 1 | 2 | 0 | 10 | 0 | 0 | 0 | 0 |
| 14 | 12 | Y | Edie | Contract | 0 | 2 | 0 | 0 | 40 | 0 | 0 | 0 |
| 15 | 13 | Y | Edie's | Contract #2 | 1 | 2 | 0 | 0 | 40 | 0 | 0 | 0 |
| 16 | 14 | Y | Mike | Smith | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | | | | | | | | | | | | |

As you can see the format is very easily read. Color coding columns and descriptive headings make it easy to track down items.

The first few columns identify the employee. Next, the Div is the division for this line. The Dept is the department for this line. These are set as the employee defaults. They can be changed as necessary. Please ensure however, that they are valid division/department combinations. If you are unsure, please call into Premier Payroll for assistance.

The Job is similar to the division and department in that you can change it, however, it doesn't load with a default job number. If you use these, you will have to enter this data.

The rate can be changed also. It is loaded with the employee default.

The next columns are where the pay information is entered. Look at the top for the appropriate pay code. It will start with code 0, the regular pay code. Enter the hours and/or salary here.

It is followed by the other pay codes. These are to be used to enter additional hours and/or pay to these codes. It will not overwrite the amounts already there. Also another point here is that these are one-time additions to the checks. These are not to be used to setup new permanent scheduled pays.

Following these are the deductions. These follow the same rules as the pays.

Options on Entry

Defaulted Options

The last part of the line is displayed below. This is where we will begin the discussion on the options available with this worksheet.

| | AR | AS | AT | AU | AV | AW | AX | AY | AZ | BA | BB | BC |
|----|----------------|-----------|------------|-----|-----------|------|-------|------|--------|-----|----------------|-------|
| 1 | <1099 Contract | | | | Automatic | | | | Accrue | | | |
| 2 | Amount | Term Date | Check Memo | Hrs | Pays | Deds | Memos | Sick | Vac | Per | Direct Deposit | Check |
| 3 | | | | | | | | | | | | |
| 4 | | | | N | Y | Y | Y | Y | Y | Y | Y | 1 |
| 5 | | | | N | Y | Y | Y | Y | Y | Y | Y | 1 |
| 6 | | | | N | Y | Y | Y | Y | Y | Y | N | 1 |
| 7 | | | | N | Y | Y | Y | Y | Y | Y | Y | 1 |
| 8 | | | | N | Y | Y | Y | Y | Y | Y | N | 1 |
| 9 | | | | N | Y | Y | Y | Y | Y | Y | N | 1 |
| 10 | | | | N | Y | Y | Y | Y | Y | Y | N | 1 |
| 11 | | | | N | Y | Y | Y | Y | Y | Y | N | 1 |
| 12 | | | | N | Y | Y | Y | Y | Y | Y | N | 1 |
| 13 | | | | N | Y | Y | Y | Y | Y | Y | N | 1 |
| 14 | | | | N | Y | Y | Y | Y | Y | Y | N | 1 |
| 15 | | | | N | Y | Y | Y | Y | Y | Y | N | 1 |
| 16 | | | | N | Y | Y | Y | Y | Y | Y | N | 1 |

Under the section labeled Automatic, there are several options for the check. The items shown are automatic hours, scheduled pays, scheduled deductions and scheduled memos. The fields will have either a Y or N for Yes and No respectively.

The automatic hours option will put the default hours on the regular pay line for this check. For instance, if the pay period is weekly, it will put 40 in the hours field. If it is a bi-weekly payroll, it will put 80 hours and so on. You can also set up with Premier Payroll a standard number of hours to be used for each employee. This option will be used in the case where there are hourly employees who always work a set schedule and do not change the number of hours worked per week. The default on this option is no.

The scheduled pays is next. This option controls whether or not to put in the scheduled pays that normally would come on this check. The default for this option is Yes. Some cases where it might be turned off is in cases of bonus payrolls, special runs, etc...

The scheduled deductions and memos work the same way as the pays.

The section for accruals is next. These are simply the accruals for sick, vacation and personal pay. The options work the same as the automatic section. The default for all of these is set to Yes. This means they will as a default always accrue.

The next option is the direct deposit flag. This controls whether or not this check will be direct deposited. It is set by getting the information from each employee. If there is direct deposit information for that employee and it is listed as Active, it will make the

check direct deposit. If there is no direct deposit information or it is not active, it will create a regular check. Please note: Employees cannot be setup for direct deposit on this screen. Turning on the flag when there is no direct deposit setup will cause an error. Please fax or call in all setup information to Premier Payroll before hand if the employee is to start direct deposit.

The last item is the check number. This is usually set to one, as the employee will have one check per payroll. However, this can be incremented to show more than one check per payroll. This leads into the discussion of multiple lines per employee.

Multiple lines per Employee

There are several reasons that an employee could have more than one line in the file. The employee may be paid at different rates, in different divisions and/or departments, the company may just want a certain pay to be put on a separate check. For any of these reasons, a new line must be added for the employee.

The easiest way to add a new line is to highlight the entire row of the current line the employee has. Then copy it and paste it in an available line. Then change the appropriate information. Again, the items that can be changed to reflect multiple lines are the division, department, job or rate.

If this is meant to be a new line on a new check, the check number has to be changed. Just use the next highest check number for the employee to indicate which check this is. For instance, if this were the second check for the employee, you would put 2 in the check number. If it is the third check, put a 3 and so on.

Tips and Suggestions

1. The first is to take advantage of Excel. It has great features for summing up columns that can be used to sum up the totals to cross check. It makes it very convenient to check totals so there is less room for error when the payroll is sent to Premier Payroll.
2. Also, Excel remembers keystroke movement to some degree. If you enter in the hours, overtime hours and pay columns and then hit return, it will remember you started in the regular hours column and put the focus there on the next line. Thus eliminating the need to tab over to the columns. We suggest entering the main information on the three main columns of regular hours, overtime hours and regular pay. Using just the enter and tab keys, you can enter values and navigate. It should make the entry quite swift. Then go back and fill in exceptions.
3. If you have a situation where there needs to be more than one line per employee, we suggest adding all of the lines first to take advantage of the method described in tip 2.

Cautions:

1. Columns cannot be removed and cannot have the heading altered in any way.
2. The changes made on these lines are not permanent changes.
3. All employees on the sheet must be faxed or called in to Premier Payroll prior to sending the file so that they are in their system.
4. Other pays and deductions cannot be added in the system on this sheet. If these need to be on the sheet, they need to be called in to Premier Payroll before hand.