



Selecting your Template

Templates can be selected and used on any of the pay entry screens.

Individual Time Entry

Individual Time Entry										
Check Type	Pay Frequence	* Pay Frequency		Hours	Total Earnings	* Total Dedu	tions 🗘 T	Total Taxes		
K Regular Check			0.00	0.00		0.00	0.00 Options			
+ Add New 📾 Preview Check 😂 Refresh										
							Template	Regular 🔹		
					Show Accrual Balances	Show State/Local Override	Block Direct Deposit	Show Shortcut Keys		
Earning	Rates & Scheduled Pay	Block	Hours	Dollars	Override Rate	Workers Comp Override	Department (05)	Jobs (No Home Value)		
Regular	Salary: 27000.00									

Select the appropriate **Template** from the drop-down box for the headings you would like to appear to make payroll entry efficient.

Time Entry Grid

Time Entry Grid » Pay Date: 2/20/2017										
	Template: ALL	Org Category:	ALL •	Sta	us: Active	•	Search:	-		
Entry Report 🖽 Entry Export		Value:	•	Employee T	pe: ALL	•	Appl	y Reset		
Show Sort 📄 Expand Employee Name 🖉 Show Total Hours 📄 Show Total Dollars 📄 Show Total Deductions 📄 Show Total Taxes Page 1 of										
NAME	SALARY/RATE BLOCK	TOTAL HRS DEPARTMEN	T JOBS	REGULAR SICK (EARN HRS) (EARN HRS)	GTL (EARN S)	VACATION (EARN HRS)	HOLIDAY (EARN HRS)	COMMISSION (EARN \$)		

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Additional Check Entry Grid

Additional Check Entry Grid » Pay Date: 2/20/2017										
Template: Commis	ion 🔻	Org Category:	ALL	Status:	Active	•				
Additional Check: Commis	ion 🔻	Value:	•	Employee Type:	ALL	•	Apply	Reset		
🗋 Show Sort 📄 Expand Employee Name 📄 Show Total Hours 🖉 Show Total Dollars 📄 Show Total Deductions 📄 Show Total Taxes										
NAME SALARY/RATE TOTAL DOL DEPARTMEN			PARTMENT	JOBS		COMMIS (EARN	sion s)			

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Labor Entry Grid

Labo	or Entry Grid	» Pay Date:	2/20	/2017								
	Template: Regu	ılar 🔻		Org Category:	ALL	•		Status:	Active 🔻			
	🖹 Entry Report 🛛 🎟 Entry Export			Value:		•		Employee Type:			Apply	Rese
												Page
EE #	NAME	SALARY/RATE	BLOCK	DEPARTM	/IENT	RATE:	REGULAR (EARN HRS)	2ND SHIF (EARN HR:	T OVERTIME - BLEN 5) (EARN HRS)	VACATION (EARN HRS)	PTO PAYOUT (EARN HRS)	(E
age Total:		0.			1							
201 C	Cork, Jerry L	Salary: 25000.00		0								
				05 - Corporate Off	icers							
				32 - Mail Room		12.0000						

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