

Selecting your Template

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

Individual Time Entry

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
Regular Check		0.00	0.00	0.00	0.00

Template: Regular

Earning	Rates & Scheduled Pay	Block	Hours	Dollars	Override Rate	Workers Comp Override	Department (05)	Jobs (No Home Value)
Regular	Salary: 27000.00	<input type="checkbox"/>						

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

Template: ALL

NAME	SALARY/RATE	BLOCK	TOTAL HRS	DEPARTMENT	JOBS	REGULAR (EARN HRS)	SICK (EARN HRS)	GTL (EARN \$)	VACATION (EARN HRS)	HOLIDAY (EARN HRS)	COMMISSION (EARN \$)
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Select the appropriate **Template** from the drop-down box for the headings you would like to appear to make payroll entry efficient.

Additional Check Entry Grid

Template: Commission

NAME	SALARY/RATE	TOTAL DOL	DEPARTMENT	JOBS	COMMISSION (EARN \$)
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Select the appropriate **Template** from the drop-down box for the headings you would like to appear to make payroll entry efficient.

Labor Entry Grid

Labor Entry Grid » Pay Date: 2/20/2017

Template: Regular
 Org Category: ALL
 Status: Active
 Value:
 Employee Type: ALL
 Apply
 Reset

Page

EE #	NAME	SALARY/RATE	BLOCK	DEPARTMENT	RATE:	REGULAR (EARN HRS)	2ND SHIFT (EARN HRS)	OVERTIME - BLEN (EARN HRS)	VACATION (EARN HRS)	PTO PAYOUT (EARN HRS)	(E
Page Total:											
201	Cork, Jerry L	Salary: 25000.00	<input type="checkbox"/>								
				05 - Corporate Officers							
				32 - Mail Room	12.0000						

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