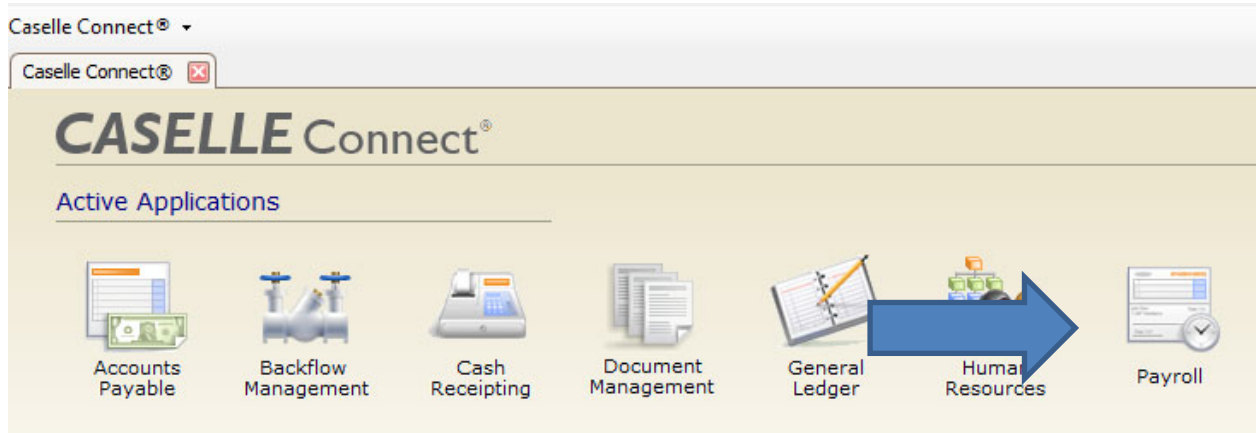
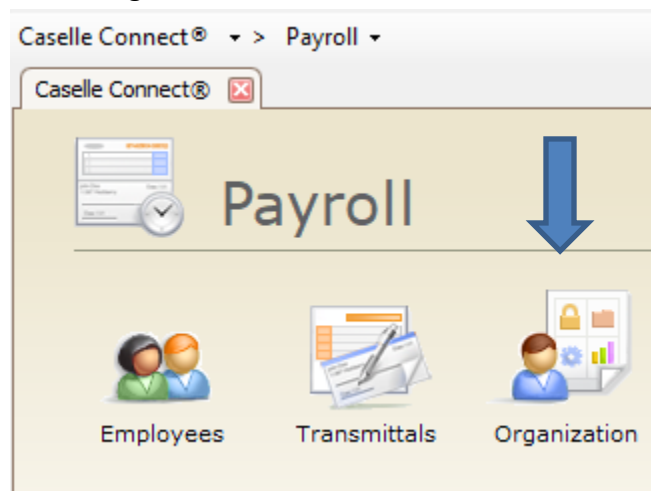


# Payroll Process

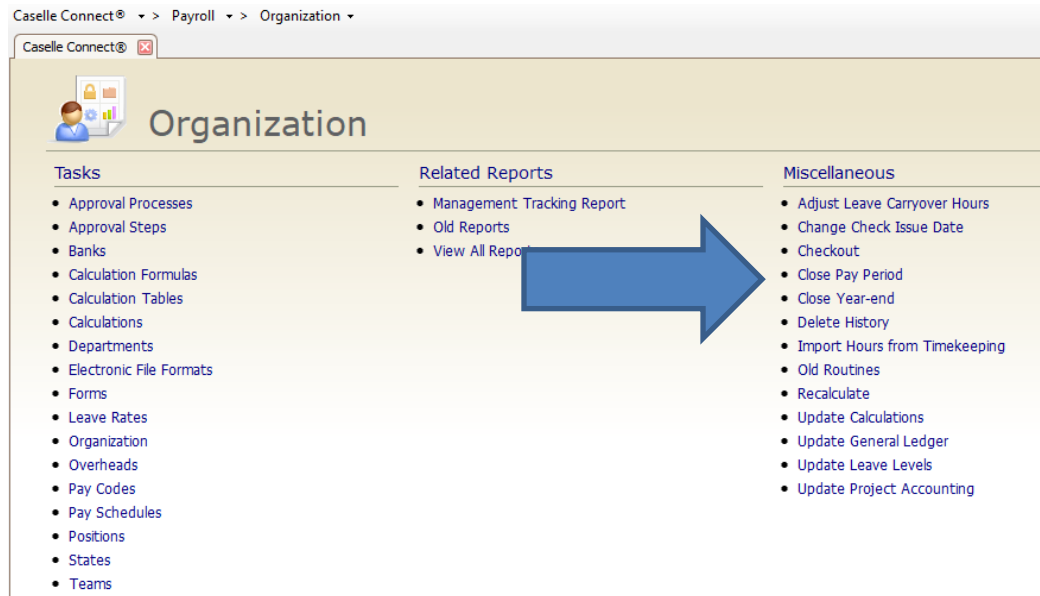
1. Verify that you have all time sheets
2. Once timesheets are received, log into Connect. Once in Connect, select Payroll from the main menu.



3. Verify pay period
  - a. Select Organization from the menu



b. Select Close Pay Period from the Miscellaneous Menu



c. If the current pay period is not correct, update the “Future pay period” information\*

Caselle Connect® > Payroll > Organization > Close Pay Period

Caselle Connect® Close Pay Period

**Current pay period**

Pay period begin date: 09/03/2023

Pay period end date: 09/16/2023

Check issue date: 09/20/2023

Period number: 2

**Next pay period**

Pay period begin date: 09/17/2023

Pay period end date: 09/30/2023

Check issue date: 10/04/2023

Period number: 1

**Future pay period**

Pay period begin date: 10/01/2023

Pay period end date: 10/14/2023

Check issue date: 10/18/2023

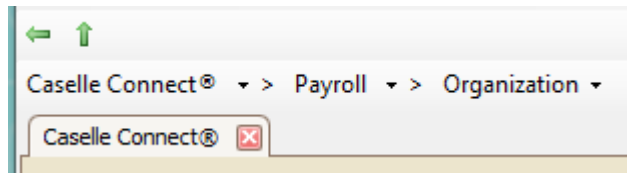
Period number: 2

**History of Period Dates**

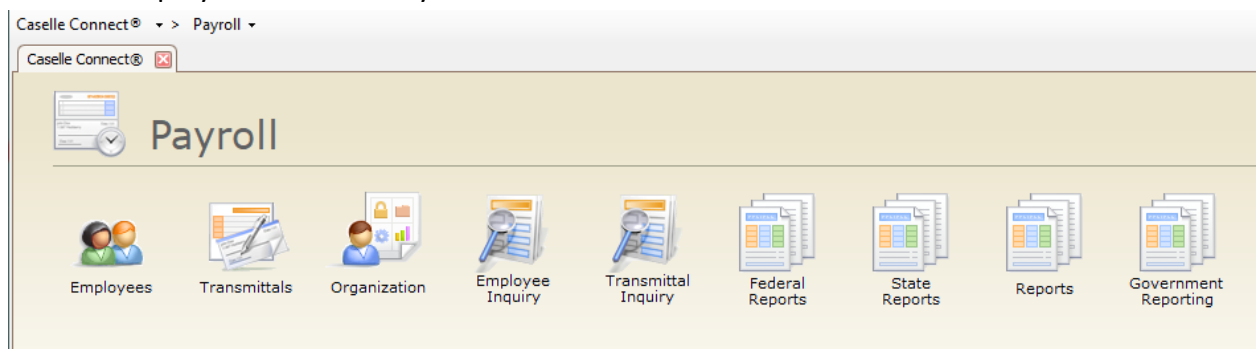
Begin Date	End Date	Check Issue Date	Pay Period
10/30/2022	11/12/2022	11/16/2022	2
11/13/2022	11/26/2022	11/30/2022	3
11/27/2022	12/10/2022	12/14/2022	1
12/11/2022	12/24/2022	12/28/2022	2
12/25/2022	01/07/2023	01/11/2023	1
01/08/2023	01/22/2023	01/25/2023	2
01/23/2023	02/05/2023	02/08/2023	1
02/06/2023	02/19/2023	02/22/2023	2
02/20/2023	03/05/2023	03/08/2023	1
03/06/2023	03/19/2023	03/22/2023	2
03/20/2023	04/02/2023	04/05/2023	1
04/02/2023	04/15/2023	04/19/2023	2
04/16/2023	04/29/2023	05/03/2023	1
04/30/2023	05/13/2023	05/17/2023	2
05/14/2023	05/27/2023	05/31/2023	3
05/28/2023	06/10/2023	06/14/2023	1
06/11/2023	06/24/2023	06/28/2023	2
06/25/2023	07/08/2023	07/12/2023	1
07/09/2023	07/22/2023	07/26/2023	2
07/23/2023	08/05/2023	08/09/2023	1
08/06/2023	08/19/2023	08/23/2023	2
08/20/2023	09/02/2023	09/06/2023	1
09/03/2023	09/16/2023	09/20/2023	2
09/17/2023	09/30/2023	10/04/2023	1

*\* if you encounter problems with “Next” and “Future” pay period dates, you must temporarily change the payroll end date via Payroll/Organization/Organization, Pay Period Dates tab*

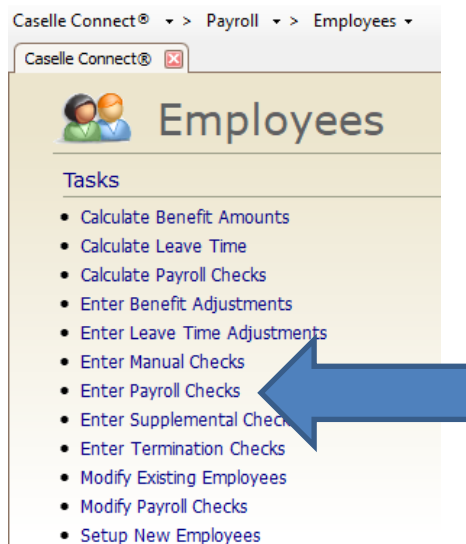
- d. Click Go
- e. Click Close
- f. Click the back arrow or click Payroll in the menu list



4. Click on Employees from the Payroll Menu



- a. Modify Employees as necessary – see New Employee handout.



- b. Click Enter Payroll Checks

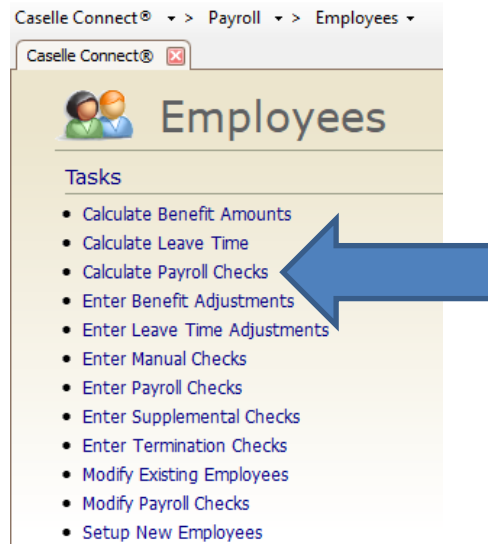
- Caselle Connect® ▾ > Payroll ▾ > Employees ▾ > Enter Payroll Checks

- ii. Enter the employee name or number in the employee field. Click Enter. You may use the drop down arrow to select the search button if you are not successful in typing the employee name.

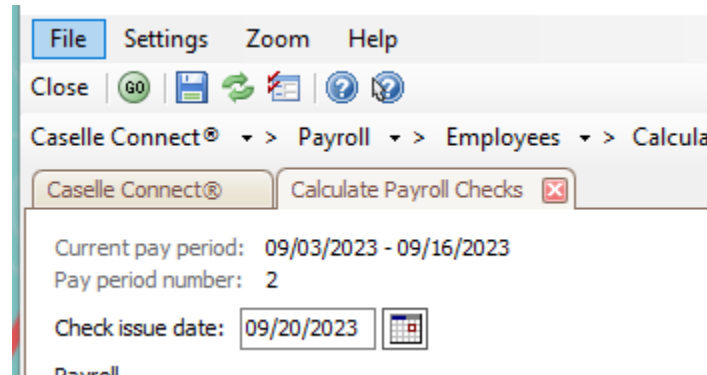
iii. Enter the pay code for any leave time used or item/hours to be paid in addition to the normal “standard” hours. Employees have standard hours if you can see a “grayed out number in the Hours column of the Employee pay codes box. Click Enter. No entry is needed if there are no exceptions.

iv. Enter the number of hours or units. Click enter.

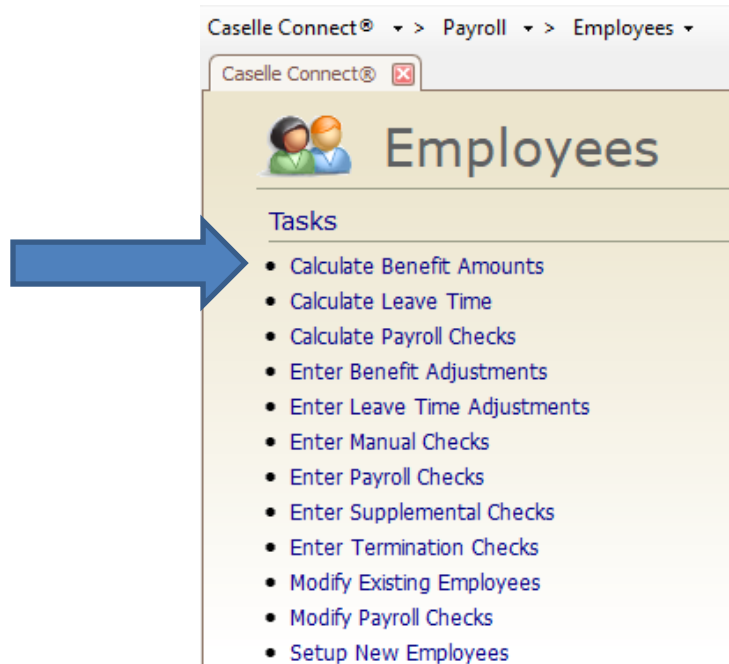
- v. Click Enter through the Amount field as the system will do the calculations for you.
- vi. Repeat steps iii through v until you are finished with the employee. Click Enter. This will bring you from the Pay Code field to the Employee field and you can repeat steps ii through v until you are finished.
- vii. Close the Enter Payroll Checks screen.



- c. Click Calculate Payroll Checks.
  - i. Verify pay period dates, period number and check issue date. Press Go (green button in upper left corner).

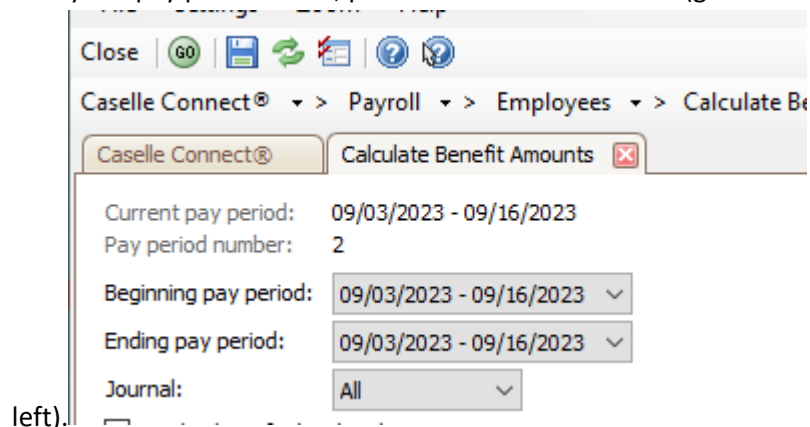


- ii. Click Preview to view a report showing any active employees that are not being paid this pay period. Use this report to verify that you did not miss entering a timesheet.
    - iii. Close the preview when finished. If you need to enter time for another employee repeat steps b and c.
- d. Review the payroll by using the Payroll Register, Payroll Register – Pay Code Summary or Report Writer. If you find adjustments need to be made, repeat steps b through d.



e. Click on Calculate Benefit Amounts

i. Verify the pay period dates, period number and click Go (green circle in upper



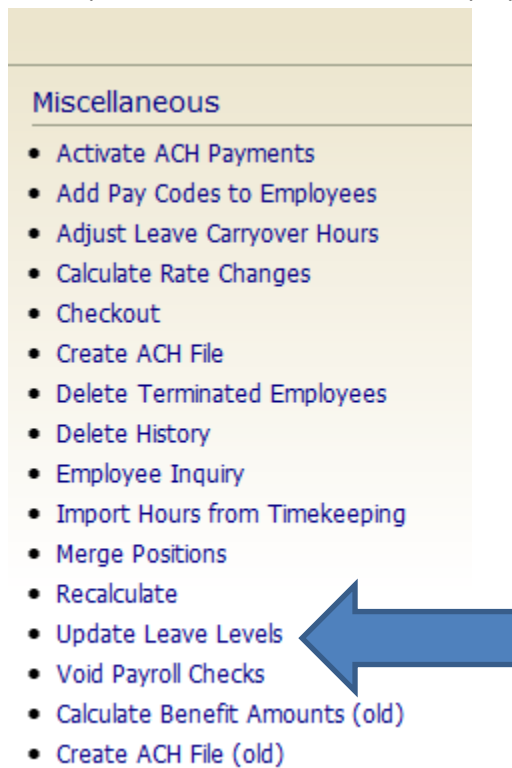
left).

ii. A report will generate with a list of employees that benefits did not calculate for, warning messages and a summary of all benefits calculated. Review the report.

iii. Close the preview and exit out of Calculate Benefit Amounts.

5. Perform Leave Rate Functions.

- a. Click Update Leave Levels from the Employee – Miscellaneous menu.



- b. Press Go (green circle in upper left corner). You will receive a report of any employee that moved from one leave level to the next. This report will often state no employee's were eligible for a move as most employees only move from one level to the next every couple of years.
- c. Click Adjust Leave Carryover Hours (if needed) from the Employee – Miscellaneous menu.
- d. Press Go (green circle in upper left corner). This will remove hours above the carryover threshold from the employee bank.
- e. Click Calculate Leave Time from the Employee – Tasks menu.
- f. Press Go (green circle in upper left corner). This will add leave time to the employee's bank per the defined leave schedules.

- g. Click Enter Leave Time Adjustments from the Employee – Tasks menu to record comp time earned or other manual adjustments to employee banks (not time being paid).

Caselle Connect® > Payroll > Employees > Enter Leave Time Adjustments

Caselle Connect® Enter Leave Time Adjustments

Reference number: 1

Check issue date: 09/20/2023

Employee: [dropdown]

Pay code: [dropdown]

Comments: [text area]

Hours: .00

- i. Enter the employee name/number.
- ii. Enter the pay code (number or title)
- iii. A comment can be entered and viewed on the Leave Register report later.
- iv. Enter the number of hours to adjust. Positive will increase the bank of hours while negative will reduce the banked hours. Any adjustment will appear in the "Earned" column on the leave reports and pay stub.

- h. Preview the Leave Register and/or Leave Report to proof balances.

6. Click View All Reports

Caselle Connect® > Payroll > Employees

Caselle Connect®

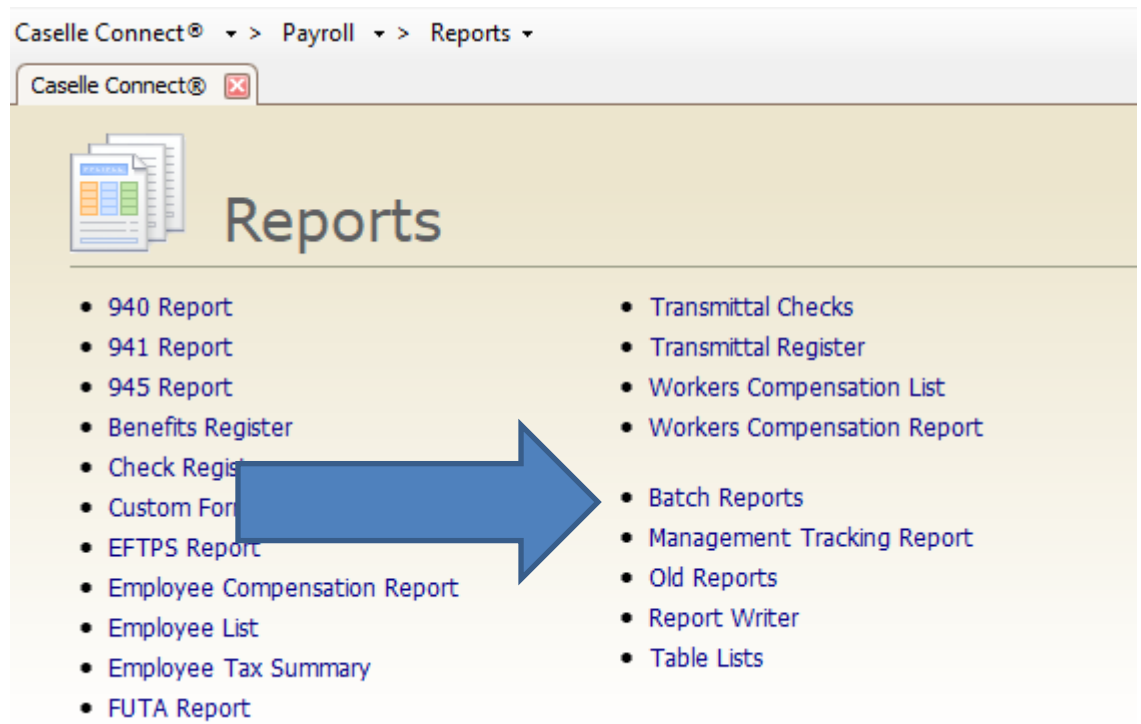
## Employees

Tasks	Related Reports	Miscellaneous
<ul style="list-style-type: none"><li>Calculate Benefit Amounts</li><li>Calculate Leave Time</li><li>Calculate Payroll Checks</li><li>Enter Benefit Adjustments</li><li>Enter Leave Time Adjustments</li><li>Enter Manual Checks</li><li>Enter Payroll Checks</li><li>Enter Supplemental Checks</li><li>Enter Termination Checks</li><li>Modify Existing Employees</li><li>Modify Payroll Checks</li><li>Setup New Employees</li></ul>	<ul style="list-style-type: none"><li>Benefits Register</li><li>Check Register</li><li>Custom Forms/Letters</li><li>Employee Compensation Report</li><li>Employee List</li><li>Employee Tax Summary</li><li>Leave Register</li><li>Leave Report</li><li>Pay by Exception Report</li><li>Pay Code Transaction Report</li><li>Pay Schedules Report</li><li>Payroll Checks</li><li>Payroll History</li><li>Payroll Prelist Worksheet</li><li>Payroll Register</li><li>Payroll Register - Pay Code Summary</li><li>Timesheets</li><li>View All Reports</li></ul>	<ul style="list-style-type: none"><li>Activate ACH Payments</li><li>Add Pay Codes to Employees</li><li>Adjust Leave Carryover Hours</li><li>Calculate Rate Changes</li><li>Checkout</li><li>Create ACH File</li><li>Delete Terminated Employees</li><li>Delete History</li><li>Employee Inquiry</li><li>Import Hours from Timekeeping</li><li>Merge Positions</li><li>Recalculate</li><li>Update Leave Levels</li><li>Void Payroll Checks</li><li>Calculate Benefit Amounts (old)</li><li>Create ACH File (old)</li></ul>

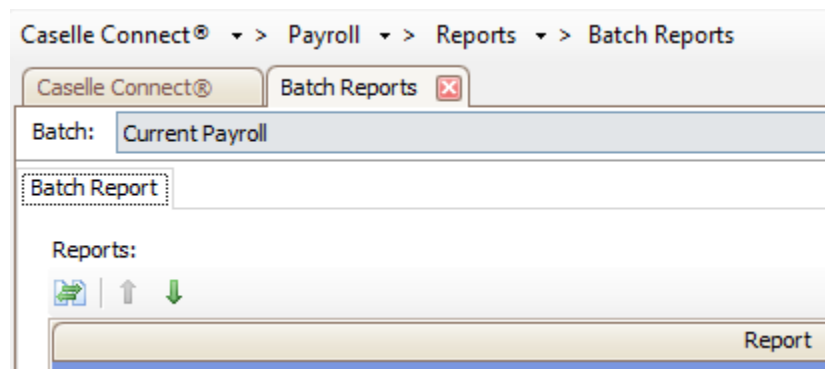
→



- a. Click on Batch Reports



- b. Click Print from the menu bar.



- c. Review each report to verify the proper totals for deductions and benefits. If any corrections are needed, repeat step 4.

7. Click Checkout. This can be found in multiple Miscellaneous menus.



- a. Press GO.
  - b. Preview the report and address any errors. Note that some "errors" are items that you should be aware of but may not be wrong.
8. Print Payroll Checks or Direct Deposit stubs.
- a. Click Payroll Checks from the Reports menu.



- b. Select Payroll Checks or Direct Deposit from the drop down menu at the top of the screen.

Caselle Connect® > Payroll > Employees > Payroll Checks

Definition: Payroll Checks Filter: All

Report Options Forms

Journal code: Bank:

☒ Include regular checks beginning with check number: 0 ☐ Include ACH vouchers beginning with voucher number: 0 ☐ Include zero net amount checks

Checks:

Check Issue Date	Quantity
------------------	----------

Reprint

Selection criteria:

Column	Value	Compare
Employee.Employee number	All	Entire field

- c. Verify the starting direct deposit or check number. **It is important that you do not use numbers twice as that can cause employees to see wrong information.**
- d. Press Preview at the top of your screen. Review the forms and print.
9. Click Check Register from the Reports menu. Verify the pay period date and press preview.

Caselle Connect® > Payroll > Employees > Check Register

Caselle Connect® Check Register

Definition: Check Register -

Report Options Columns Print Settings

Report dates

From: 09/03/2023 To: 09/16/2023

[Advanced options...](#)

Include:

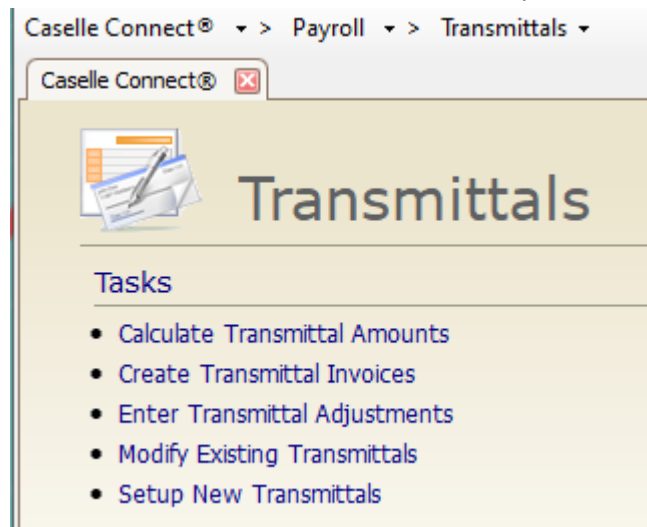
☒ Check Type

☒ Manual checks ☒ Payroll checks ☒ Supplemental checks ☒ Termination checks ☐ Transmittal checks ☒ Void checks

☒ Include unprinted checks

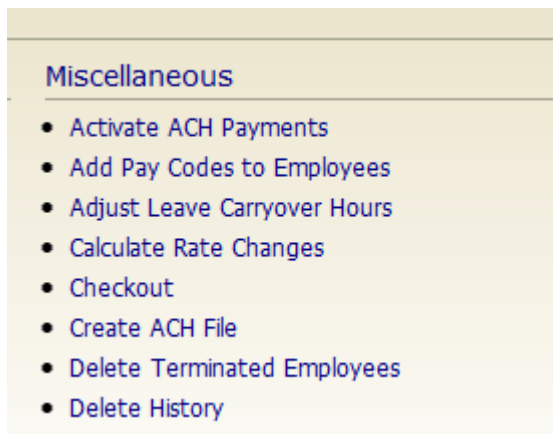
10. Process Transmittals.

- a. Click on Calculate Transmittals from the Payroll – Transmittals menu.



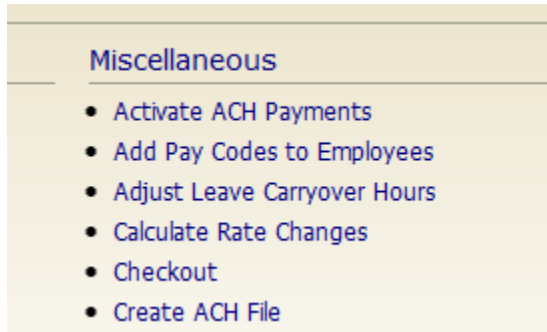
- b. Verify the pay period dates and number and press GO (green circle in upper left).
- c. Click Transmittal Register from the Reports menu to preview a report that will show you the amounts that just calculated. Verify the dates and press preview.
- d. Next you will either Calculate Transmittal Invoices (which will create invoices in Accounts Payable so these amounts can be paid) or you will print transmittal checks.

11. Click Checkout. This can be found in multiple Miscellaneous menus.



- a. Press GO.
- b. Preview the report and address any errors. Note that some “errors” are items that you should be aware of but may not be wrong.

12. Click Create ACH File from the Employee – Miscellaneous menu.



a. Verify the pay period dates

Caselle Connect® > Payroll > Employees > Create ACH File

Caselle Connect® Create ACH File

ACH File Email Template

Pay period: 09/03/2023 - 09/16/2023

Checks:

Check Issue Date	Quantity
------------------	----------

Entry types:

Entry Type
------------

Selection criteria:

Column	
Employee.Employee number	All
Employee Transaction.Check number	All

Deposit date: 09/20/2023

☐ Recreate transfer file for all employees

☐ Include prenotifications only

☐ Include void checks

☐ Send email notifications

Print: Report

Report order: Employee number

Transfer file name: Z:\Direct Deposit\Pay Period 08092023.ach Browse...

☐ Uppercase ACH file

☒ Include organization's offset record

☐ Include final line break

b. Verify/Update the deposit date.

c. Verify the transfer file name and location.

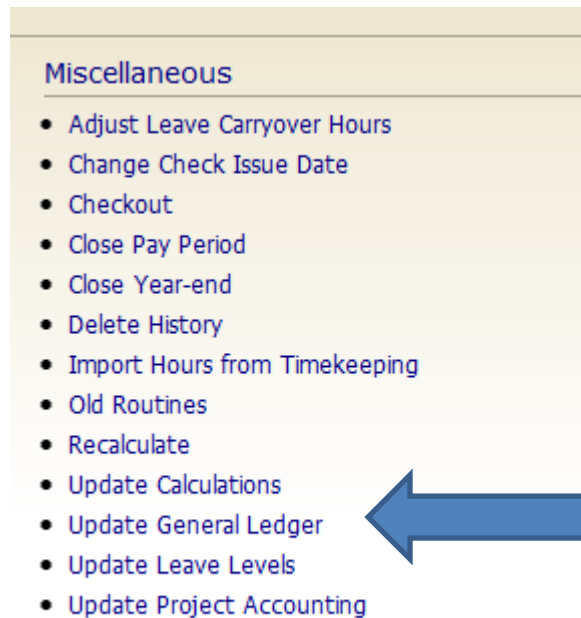
d. Press GO.

e. This will generate a report for you to review of the amounts that will be deposited into each account for each employee. It will also generate the nacha file for you to transfer to your bank to actually pay the employees.

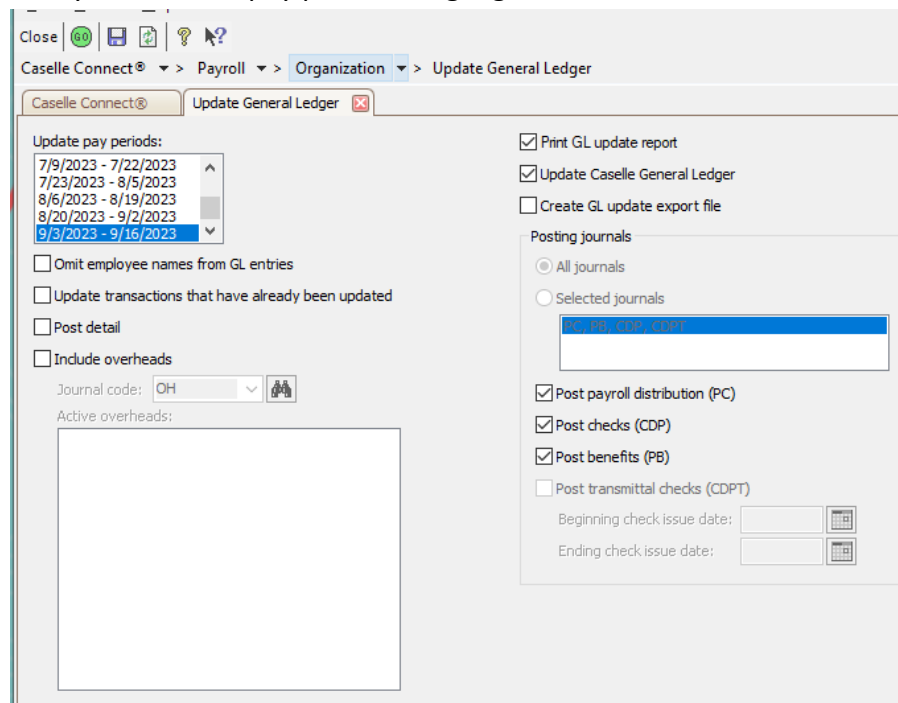
f. Go to your bank website and upload the file securely following your bank procedures.

13. Update the General Ledger by clicking on Organization in the Payroll Menu

- a. Select Update General Ledger from the Miscellaneous menu



- b. Verify the current pay period is highlighted.



- c. Click Go (green circle in upper left corner).  
d. Preview the GL Update report. Save or print the report per your policies.  
e. Click Close.