

WebTime 3

Non-Job Costing Payroll



The image shows a login screen for 'WebTime Version 3'. At the top left is a logo featuring a clock face with a bird flying through it, and the text 'WebTime' below it. To the right of the logo, the text reads 'WebTime Version 3' and 'Copyright © 2001. All Rights Reserved'. Below this, a red italicized message states 'Requires Internet Explorer 5 or greater'. Underneath is a small logo for 'Microsoft Internet Explorer'. The main part of the screen contains two text prompts: 'What is your UserName?' and 'What is your Password?'. Each prompt is followed by a white rectangular input field. Below the password field is a button labeled 'Login'.

Figure 1

Enter your User Name and Password and then click on the Login Button.

<u>Payroll Status</u>	<u>Period End Date</u>	<u>Check Date</u>
<input type="button" value="Create Payroll"/>	7/21/2001	7/28/2001
Creates a new payroll.		


 - Click on Question mark to submit errors, comments, and suggestions.

Figure 2

When you enter the first page you may verify the payroll period end date and check date. If they are correct, then click on the "Create Payroll" button. If they are not correct please call your payroll specialist.

<u>Payroll Status</u>	<u>Period End Date</u>	<u>Check Date</u>
<input type="button" value="Edit Payroll"/>	7/21/2001	7/28/2001
Continue working on current payroll.		
<input type="button" value="Override Payroll"/>	7/21/2001	7/28/2001
Delete current payroll and create a new payroll.		


 - Click on Question mark to submit errors, comments, and suggestions.

Figure 3

If you have left a payroll online without submitting it, you will see the above options after you login. You may continue to edit the payroll and submit it, or you may delete the payroll and start over by clicking on the "Override Payroll" button.

User : Client : **Sample Client** For Help Call (800)741-3092 Copyright © 2000. All Rights Reserved

Submit Payroll Exit AutoFill Hours One-Line Report Week-by-Week Report

Sort : Name Show : BROWN, JANE - DOE, JOHN (1 - 5) Total EE's : 13 Group By : 5 per Page

Name	Status	Pay Rate	Pay Type	Reg	OT	Vac	Per	Hol	Dbl Time	Zero Hours Reason	Show Deductions
BROWN, JANE	A	500	S	0	0	0	0	0	0		
Other Payroll :					0		0		0		0
BROWN, JOHN	A	5.15	H	0	0	0	0	0	0		
Other Payroll :					0		0		0		0
DOE, BOBBY	A	750	S	0	0	0	0	0	0		
Other Payroll :					0		0		0		0
DOE, JANE	A	0	C	0	0	0	0	0	0		
Other Payroll :					0		0		0		0
DOE, JOHN	A	5.15	H	0	0	0	0	0	0		
Other Payroll :					0		0		0		0

Comments: Please do not deliver for this week only, we will pick up the payroll.

Figure 4

When you enter the payroll area you will see the above page. Details of each part of this page will follow.

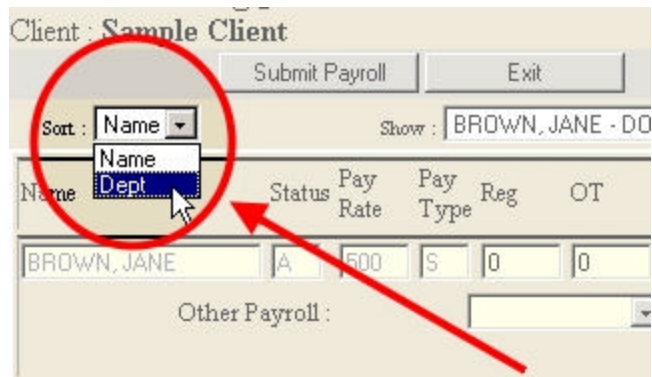


Figure 5

If you look near the upper left of the Payroll Entry page, you will see a dropdown box with the title "Sort:" next to it. You may sort your employee's by department (Dept) or sort alphabetically (Name).

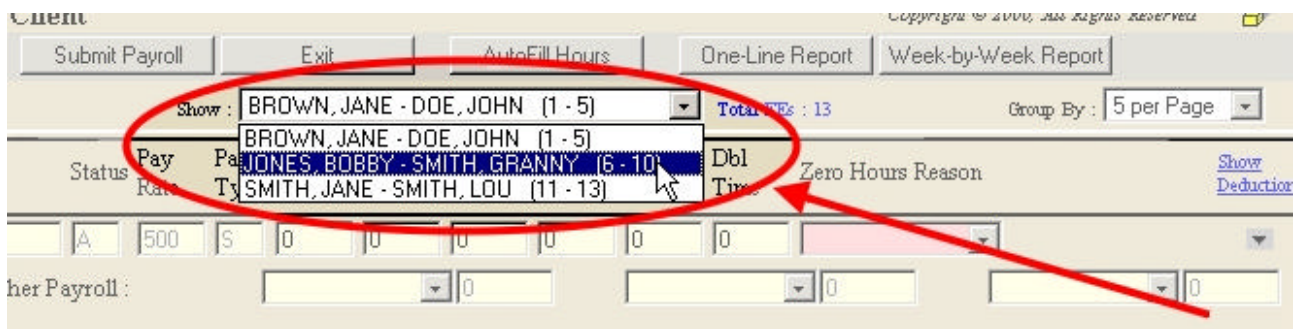


Figure 6

Directly to the right of the "Sort:" field, you will see a "Show:" dropdown box. With this option you may jump to a particular group of employees.

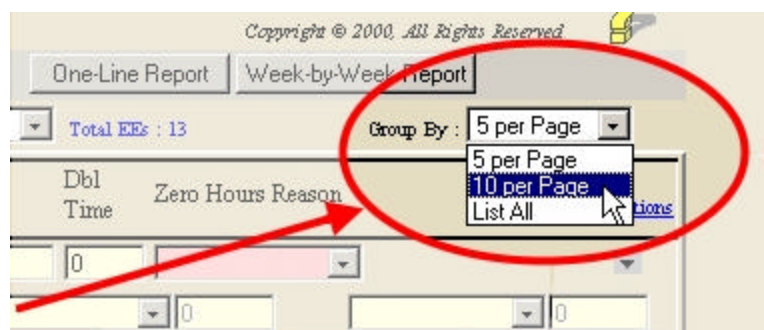


Figure 7

If you wish to change the amount of employee's per page, just look to the right of the "Show:" field, and you will see the "Group By:" dropdown. The available options are 5, 10, 20, 50, 100, 500 & List All Employees, depending on the size of your company.



Figure 8

If you look in the gray toolbar just above the "Show:" dropdown you will see a button called "AutoFill Hours". When you click this button, it will give every employee 40 hours regular pay. It will not change any of the other columns hours.

Name	Status	Pay Rate	Pay Type	Reg	OT	Vac	Per	Hol	Dbl Time	Zero Hours Reason	Show Deductions
BROWN, JANE	[A]	5.00	S	0	0	0	0	0	0	Unpaid Sick	[Dropdown]
Other Payroll: [Dropdown] 0 [Dropdown] 0 [Dropdown] 0											
BROWN, JOHN	[A]	5.15	H	40	3	0	0	0	0	[Green Highlight]	[Dropdown]
Other Payroll: [Dropdown] 0 [Dropdown] 0 [Dropdown] 0											

Figure 9

The Columns:

- ?? "Pay Rate" is the default pay rate that is in the payroll system for that employee
- ?? "Pay Type" will be "H" for hourly, "S" for salary, "E" for salary with overtime exempt, and "C" for Commission and Piecework
- ?? "Reg" is Regular Hours
- ?? "OT" is Over Time
- ?? "Vac" is Vacation Time
- ?? "Per" is Personal Time
- ?? "Hol" is Holiday Time
- ?? "Dbl Time" is Double Time
- ?? "Zero Hours Reason" if an employee did not work this pay period

Other types of pay will be covered in Figure 11.

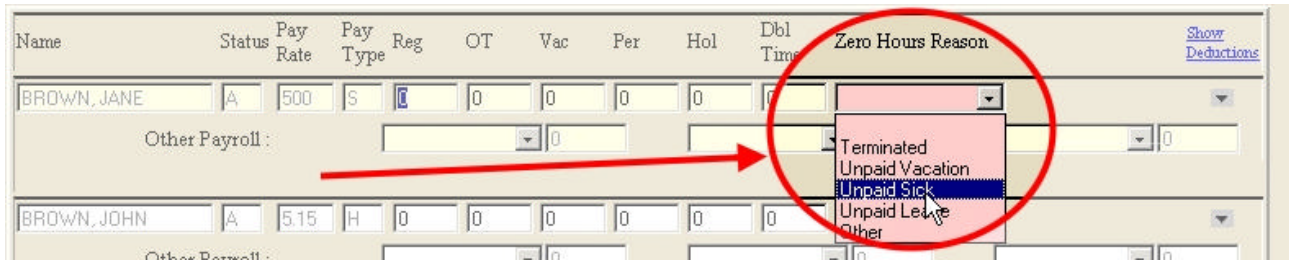


Figure 10

When you have an employee that did not work for the pay period you must select a "Zero Hours Reason". You will not be able to submit your payroll if any employee has zero hours and no reason was given for the zero hours. This feature has been added so that employee's are not missed when doing the payroll. If an employee has zero hours without a reason the dropdown box will be pink. You will also see an "Error" message on the reports for zero hours without a reason.

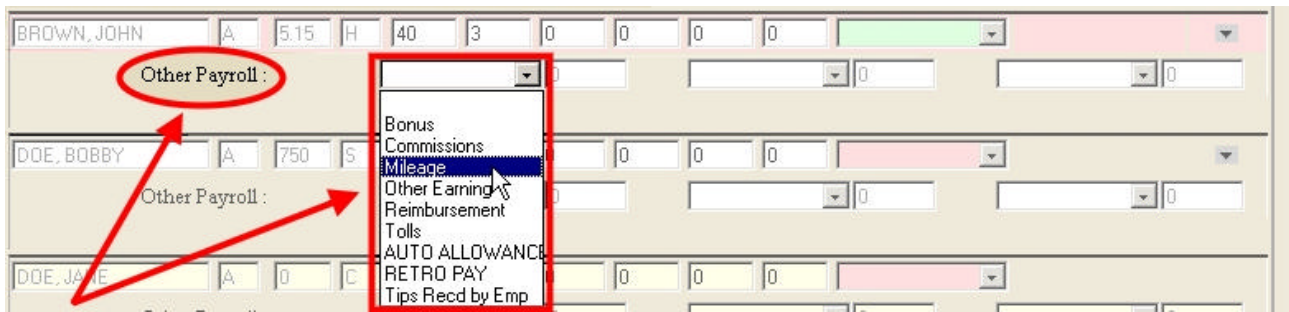


Figure 11

When you have an employee that has pay that is not listed in the columns you can use the "Other Payroll:" dropdown box to choose the pay type. The pay types that will be available are specific for your company. Whatever pay types you need will be added to your dropdown.

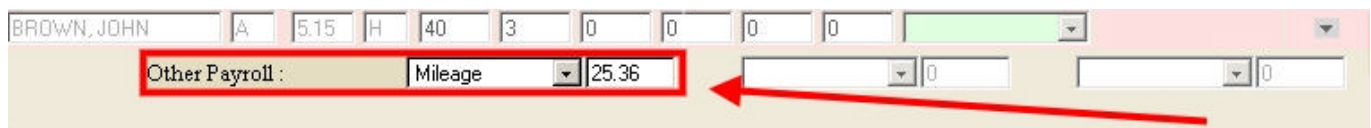


Figure 12

Once you select your pay type, then you may enter the amount of pay.

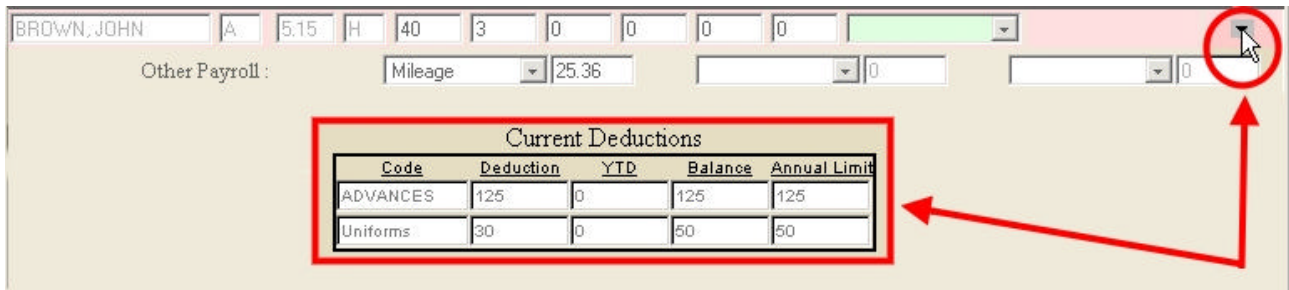


Figure 13

When the dropdown arrow to the far right of the employee's time entry row is clicked it will display the deductions that are set in the payroll system for the current employee.

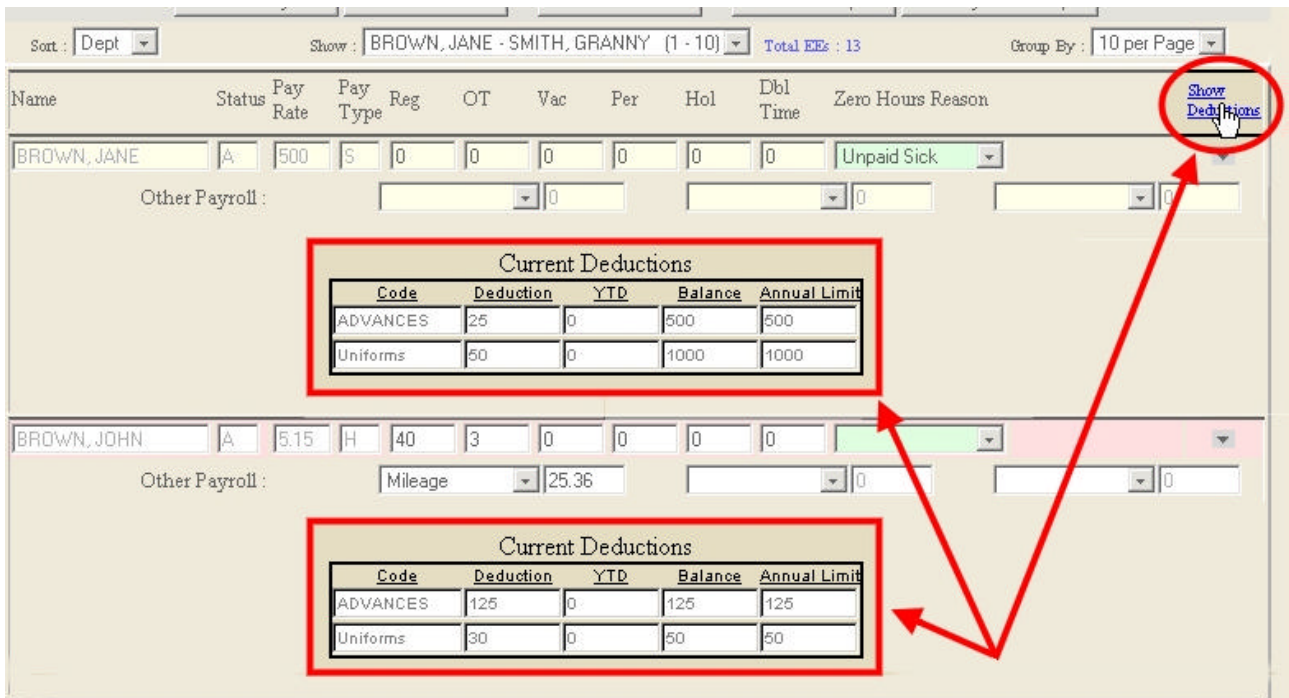


Figure 14

If you wish to view all of the employees deductions you may click on the "Show Deductions" link near the top right of your page. It is located just below the "Group By:" dropdown box.



Figure 15

To view and print a report of what is being submitted from online click on one of the report options. The "One-Line Report" is seen in Figure 16 on the next page. The "Week-by-Week Report" is to show a break down of the weeks for bi-weekly, semi-monthly, or monthly payrolls. The Week-by-Week report has the same format as the "One-Line Report".

Sample Client

Payroll End Date : 7/21/2001

Report Generated : 6/26/2001 10:19:17 AM

Name	Status	Reg	OT	Vac	Sick	Hol	DT	Oth1 - Amt	Oth2 - Amt	Oth3 - Amt
BROWN, JANE	A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Zero Hour Reason : Unpaid Sick										
BROWN, JOHN	A	40.00	3.00	0.00	0.00	0.00	0.00	Mileage 25.36	0.00	0.00
DOE, BOBBY	A	27.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DOE, JANE	A	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DOE, JOHN	A	35.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JONES, BOBBY	A	20.00	0.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00
JONES, JANE	A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Zero Hour Reason : Unpaid Leave										
JONES, JOHN	A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Zero Hour Reason : Unpaid Vacation										
JONES, WILLIAM	A	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SMITH, GRANNY	A	40.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SMITH, JANE	A	20.00	0.00	0.00	0.00	0.00	0.00	Commissi 500.83	0.00	0.00
SMITH, JOHN	A	40.00	2.00	0.00	0.00	0.00	0.00	Bonus 500.00	0.00	0.00
SMITH, LOU	A	0.00	0.00	0.00	0.00	0.00	0.00			

ERROR : Zero Hours and no reason.

Final total may vary due to rounding of Salaried Employees.

Comments :

Please do not deliver for this week only, we will pick up the payroll.

Delivery Information

Type : Courier
 To : Client
 Address : 123 West St.
 apt. 123
 Bradenton, FL 34203

Delivery Notes :
 This is a test.

Period End Date : 7/21/2001
 Delivery Date : 7/28/2001
 Check Date : 7/28/2001

Figure 16

This is the "One-Line Report" previously talked about. The difference between this report and the "Week-by-Week Report" is if you have multiple weeks within your pay period, then you can show a break down by week. You can also see that the "ERROR: Zero Hours and no reason" is directly beneath the name of the employee, the comments that were entered in Figure 4, and the standard "Delivery Information"

**Figure 17**

If you wish to exit without submitting the payroll, then you can by clicking on the “Exit” button in the gray toolbar. All of the information that you have already inputted will be saved on our servers for the next time you log in.

**Figure 18**

To submit the payroll click the “Submit Payroll” button in the gray toolbar. You will then be taken to the Payroll Verification Screen.

Payroll Verification Screen

Delivery Type	Period End Date
<input type="text" value="Courier"/>	<input type="text" value="7/21/2001"/>
Deliver To	Check Date
<input type="text" value="Client"/>	<input type="text" value="7/28/2001"/>
Delivery Address	Delivery Date
<input type="text" value="123 West St."/>	<input type="text" value="7/28/2001"/>
<input type="text" value="apt. 123"/>	
<input type="text" value="Bradenton"/> <input type="text" value="FL"/> <input type="text" value="34203"/>	
Delivery Notes	
<input type="text" value="This is a test."/>	

Figure 19

The next page is the "Payroll Verification Screen". This screen will have the standard information for delivery, Period End Date, Check Date, Delivery Date, and buttons for "Comments", "Back to Payroll", and "Submit Payroll". When you click the "Submit Payroll" button on this page it will send the payroll to be process.