

Saving Payroll Entry for Future Reference

Enter Payroll via the "Time Sheet Entry" page, then click Paper Icon in Upper Right Corner of Page:

MY COMPANY MY EMPLOYEES MY PAYROLLS

Time Sheet Entry

Weekly Start 11/20/2017 End 11/26/2017 Pay Date 12/01/2017

REG	O/T	SICK	VAC	BONUS	HOLS	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Gross Pay	O/E	O/D	L/R	PTO
0.00																
0.00																
0.00																
0.00																
0.00																

Payroll Statistics

Employees

Audit Listing

Click Run on the Pop-Up Screen:

Payroll / Report / Time Sheet Report

Time Sheet Report

Payroll Number 20174

Primary Sort-By -- Select --

Secondary Sort-By -- Select --

Generate a report with codes instead of descriptions, for export to Excel

Show only employees with zero pay

Generate a report showing deductions

Run Close

Click Dropdown Box at Top of Report and Either Print or Save as a PDF.

The screenshot shows the SPMI My HR Professionals interface. At the top, there is a navigation bar with a search field and an 'Actions' dropdown menu. The dropdown menu is open, showing options: 'Print', 'Convert to PDF', and 'Print/PDF Page(s)'. A red arrow points to the 'Print' option. Below the navigation bar, there is a table header with columns: Employee Name, Charge Date, Location, Position, Pay Code, Pay Description, Shift, Hours-Units Paid, Hours Worked, Hourly Rate, and Pay Amount. The table content is empty, with the text 'No items to print on this report' displayed. The footer shows the date '20 Nov 2017 - 14:37' and 'Page 1 of 1'.

Close Report Popup Box and Finalize Payroll using the "Finalize" or "Finalize Page" Button

The screenshot shows the bottom section of the SPMI HR software interface. At the top, there is a summary row for 'Totals for selected employees (To do only)' with values: 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00. Below this, there are three buttons: 'Return', 'Finalize', and 'Finalize Page'. The 'Finalize' and 'Finalize Page' buttons are circled in red. To the right, there is a 'Payroll Statistics' bar chart showing 'To Do' (blue), 'Finalized' (red), and 'Total' (green) for 'Employees'. The 'To Do' bar is at 5, 'Finalized' is at 0, and 'Total' is at 5. A legend on the right identifies the colors: blue for 'To Do', red for 'Finalized', and green for 'Total'. There is also a link for 'Audit Listing'.