Table of contents

- 1. About This Guide
- 2. Payroll Feature Overview
- 3. Keyboarding for Faster Data Entry
- 4. Navigating the Payroll and Year End Features
- 5. Payroll Module Role Features
 - 1. Role Features for the Payroll Feature
- 6. The Payroll Feature
 - 1. Overview of Processing and Committing Payroll
 - 1. Unlock WFM from Payroll
 - 2. Lock WFM from Payroll
 - 3. Close WFM Data in Payroll
 - 4. Commit WFM Data from Payroll
 - 5. Lock Pay Runs for Payroll
 - 6. Validate Payroll
 - 7. Commit a Pay Run from the Overview Tab
 - 8. Request Pay Approval: Payroll Feature
 - 9. View Package Tracking Details
 - 10. Late Payroll Handling
 - 11. Service Role Process for Moving Transactions Out of Pay Runs
 - 1. Move Transactions Out of a Pay Run
 - 2. The Overview Tab
 - 1. Overview Tab Toolstrip
 - 2. Current Open Periods
 - 3. Load a Pay Run from the Overview Tab
 - 4. Unlock WFM from Payroll > Overview
 - 5. Lock WFM from Payroll > Overview
 - 6. Close WFM in the Overview Tab
 - 7. Commit WFM in the Overview Tab
 - 8. Pay Run Job Processing in Overview
 - 9. The Payroll Preview Slide-Out Panel
 - 10. Payroll Feature Fixed Format Reports
 - 11. Earning Statement Messages
 - 1. Add Earning Statement Messages
 - 3. Pay Run Management Tab
 - 1. The Load Pay Run Dialog Box
 - 2. Overview of Loaded Pay Runs
 - 3. Load Pay Runs in the Pay Run Management Tab
 - 4. Unlock WFM from Payroll > Pay Run Management
 - 5. Lock WFM from Payroll > Pay Run Management

