

I need to...	Where should I go?
<ul style="list-style-type: none"> • Load pay runs • Manage and enter data changes for individual pay runs • Perform the steps of processing my payroll, such as calculate, validate, and commit • Calculate the pay for an employee or a subset of employees in an uncommitted pay group • View existing statement messages or create statement messages • Create an off-cycle pay run • Create manual, onsite, or additional checks and process check entries • Perform check-level overrides • Run fixed-format or custom payroll reports • View individual employees in a pay group and their earnings, deductions, and taxes in the timesheet slide-out panel and make adjustments by using quick entries • Review pay-period summary and details • Import and export items for individual pay runs 	Pay Run Management Tab.
<ul style="list-style-type: none"> • Enter one-time data changes (such as quick entries, adjustments, checks) across multiple pay runs, pay groups, and native payroll countries • Import and export items for multiple pay runs • Review pay-period summary and details 	Data Entry Tab.
<ul style="list-style-type: none"> • Access payroll reports from committed pay runs • Narrow the source of the reports by pay period or pay-date range • Filter archived reports 	The Archived Reports Tab.

The Payroll feature contains many other functionalities that are vital in reviewing, adjusting, and processing your payroll. For a detailed look into what the feature has to offer, see [The Payroll Feature](#).