A screenshot of a computer

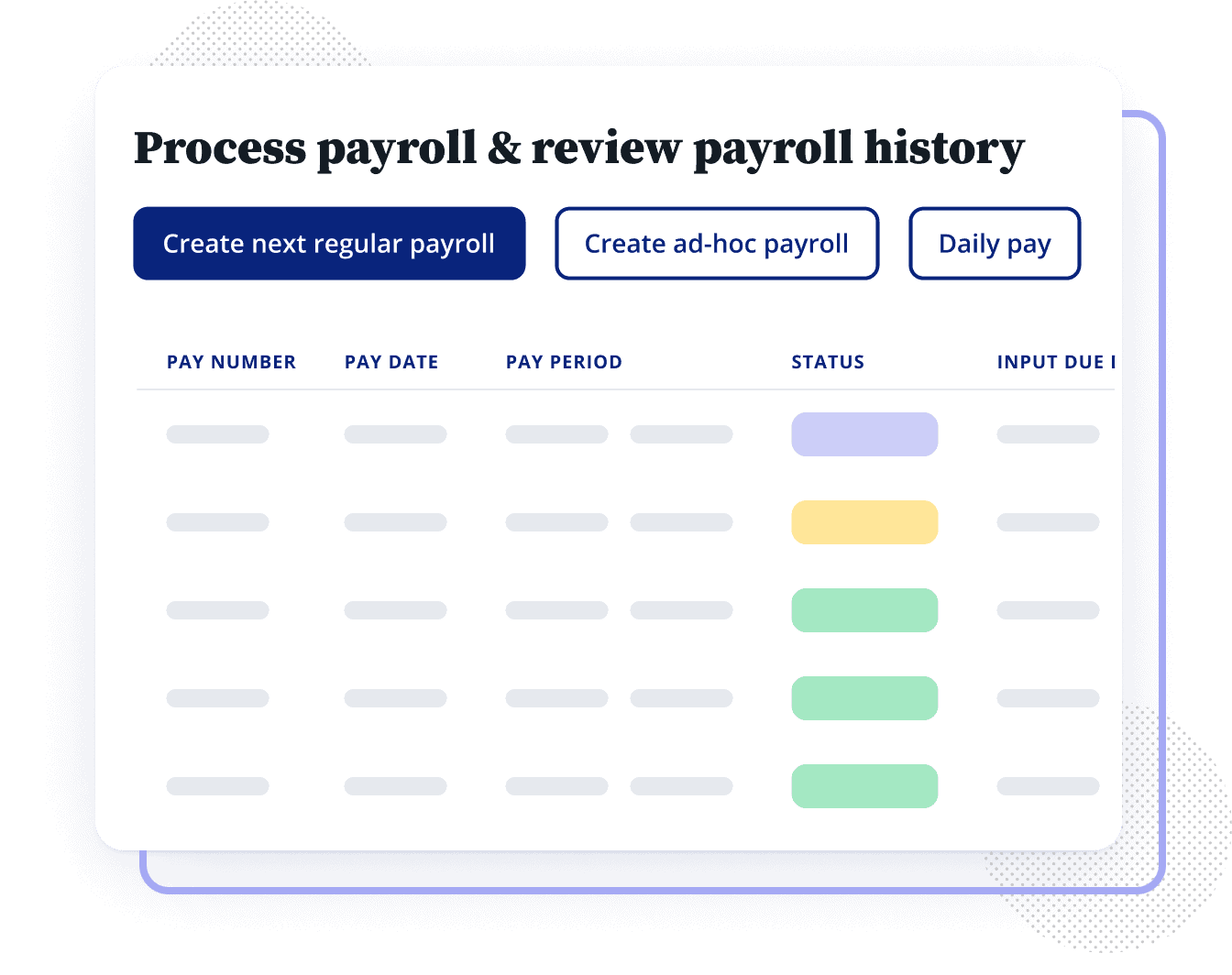
Description automatically generated

**5. GENERATE PAYROLL PAGE**

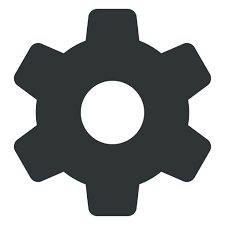
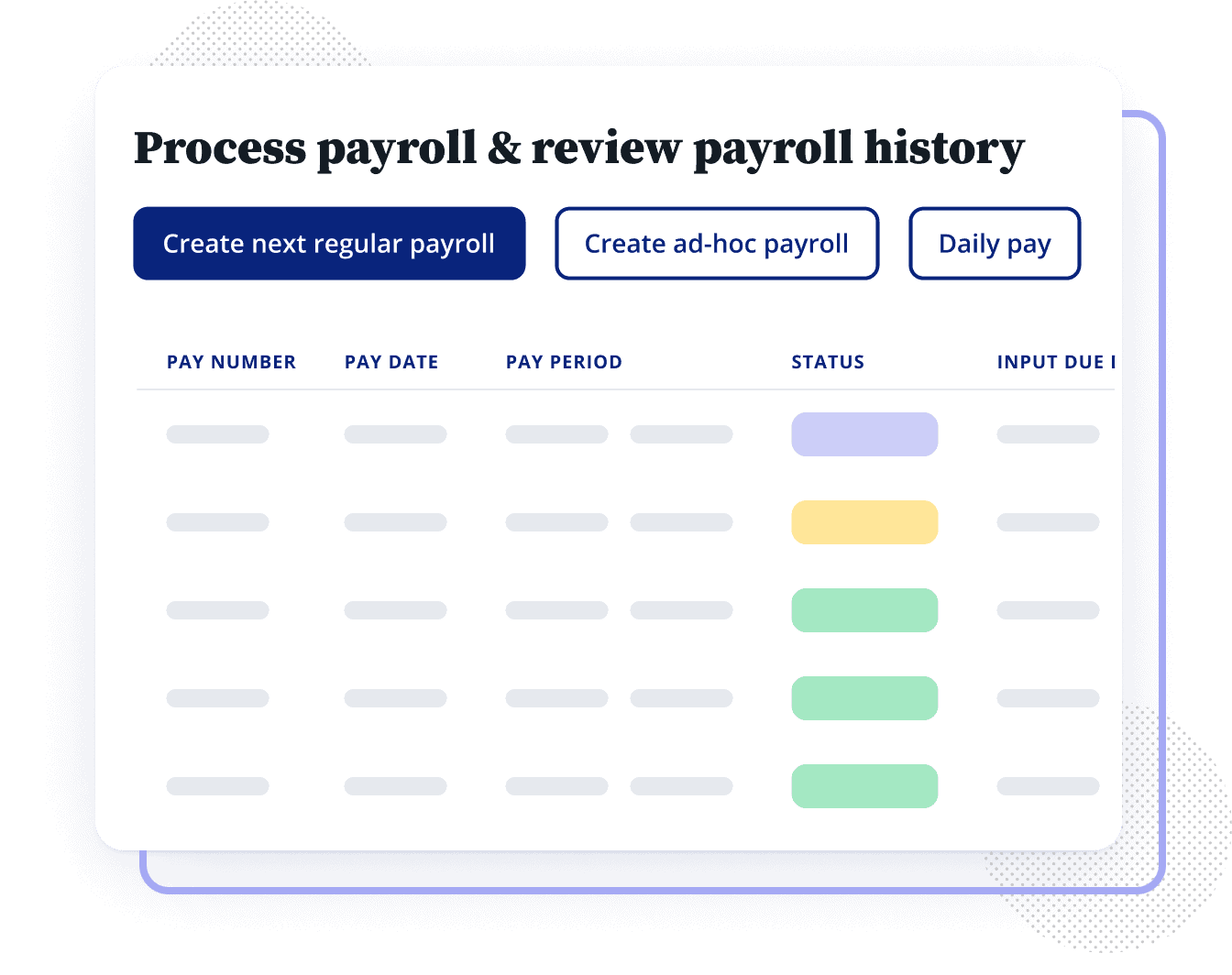
GENERATE NEW

*EXTRA PAYRUN*

*REGULAR PAY RUN*



*PAY NOW*

**Action** 

*VIEW*

*VIEW*

*VIEW*

GENERATE SCREEN

A screenshot of a pay schedule

Description automatically generated

A screenshot of a calendar

Description automatically generated

*SCHEDULE TO PAY*

*PAY NOW*

PAGE SHOWS:

PAYRUN SCHEDULED FOR PAYMENT! (IT GETS ADDED INTO THE STATUS PAGE ON THE MAIN PAGE)

A screenshot of a pay schedule

Description automatically generated

A screenshot of a calendar

Description automatically generated

*SCHEDULED FOR PAYMENT*

Edit

Edit

Edit

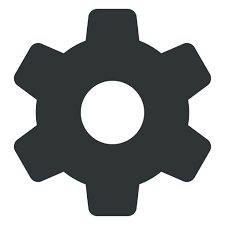
Extra

E2

PAGE SHOWS:

PAYRUN SCHEDULED FOR PAYMENT! (IT GETS ADDED INTO THE STATUS PAGE ON THE MAIN PAGE)

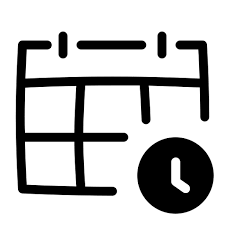
*PAY NOW*

A screenshot of a computer

Description automatically generated

Automatically populated for regular payments from time sheets but can be overridden here.

Will need to have a plus sign to add employees for extra payrun.

Go to time sheets Icon next to each employee maybe.. which will automatically populate that persons timesheets and allow edits to keep things as clean as possible with overrides used only when necessary.

WHEN YOU CLCIK PAY NOW:

A screen shot of a computer

Description automatically generated

*Preview Submission Report*

* Banking data missing for Dave Smith
* Vacation payout exceeds accrued amount for Jenny Turner

*Process (or Submit) Payroll*

Payroll register will show OPEN. When closed the button will show for Submit Payroll

Additional note: for schedules they should be automatically generated then approved.

A yellow rectangle with white text

Description automatically generated