

Company Setup

1) Under the 'Configuration and Management' tab, select 'Company Settings', then select 'Company Profile', and complete applicable information. See the page help video if more description is required. Remember to save changes.

2) Under the 'Configuration and Management' tab, select 'Company Settings', then select 'Payroll Schedule'. Create a Payroll Schedule by clicking the link. Administrators can create as many payroll schedules as needed. To run payroll on an employee the employee must be on a payroll schedule (see Manage Employees page/Step #6 to put an employee on a payroll schedule).

The screenshot displays the 'Payroll Schedules' section of the PayTickr interface. At the top, there are navigation tabs for 'Configuration & Management' and 'Time & Pay'. The main heading is 'My Dashboard Payroll Schedules'. Below this, there is a 'test1' user profile and a 'Create New Payroll Schedule' button. A table lists the following schedules:

Name	Type	Next Pay Period End	Next Pay Period Payment Date	Actions
monthly	Monthly	Oct 31, 2017	Nov 05, 2017	[Edit] [X]
bi week	BiWeekly	Mar 25, 2016	Mar 29, 2016	[Edit] [X]
Schedule1	Monthly	Sep 30, 2016	Oct 03, 2016	[Edit] [X]
Semi-monthly	SemiMonthly	Nov 15, 2017	Nov 18, 2017	[Edit] [X]

Below the table is a link for 'See Deactivated Schedules'. On the left side of the dashboard, there is a 'Current Status' section showing 'Punched In at 5:01:23 PM Dec 18, 2017' and an 'Employee Actions' section with icons for 'Punch Out', 'Start Break', 'Change Task', 'View My Logs', and 'View My Pay Stubs'.

3) Under the 'Configuration and Management' tab, select 'Company Settings' then select 'Payroll Additions and Deductions'. Add as many custom allowances, benefits, deductions, and garnishments as needed. See the page help video if more description is required.

4) (Optional, only needed if multiple employees in your company are paid stat holidays that are non-standard for any province.) Under the 'Configuration and Management' tab, select 'Company Settings' then select 'Stat Holiday Template'. Set your company's Stat Holiday Schedule, you may set up multiple templates as needed.

5) (Optional, only needed if you want employees split into teams for payroll reporting or to have team leaders manage hours for their team.) Under the 'Configuration and Management' tab, select 'Company Settings' then select 'Manage Teams'. Create teams, then add employees to the teams in Step #6. Admin can create zero or infinite number of teams, each team can have zero or infinite number of members. Each employee can be a member of zero or one team. See page help video if more description is required.

6) Under the 'Configuration and Management' tab, select 'Manage Employees'. Create your first employee using the 'Create New Employee' button.

My Dashboard
test1
PayTickr
Current Status:
Punched In at 5:01:23 PM
Dec 18, 2017
Employee Actions:
Punch Out, Start Break, Change Task, View My Logs, View My Pay Stubs

Manage Employees
Create New Employee
Showing Employees From Team: All Teams

Name	Active Modules	Team	Punch Status	Last Paid	Actions
Cristina Smith		Trimming	Punched Out	Nov 27, 2017	
Isabella Smith		Trimming	Punched Out	Nov 27, 2017	
you You		Trimming	Punched Out	Nov 27, 2017	
other Other		Trimming		Nov 27, 2017	
Brad Rougeau			Punched In	Nov 27, 2017	
Kreg MacPhee			Punched In	Nov 27, 2017	

See Terminated Employees

If an employee does not need time tracking or will not be paid payroll, disable the unnecessary modules as shown below. Note that in the example below, time tracking is active and payroll is disabled.

Configuration & Management
My Dashboard
test1
PayTickr
Current Status:
Punched In at 05:01:23 PM
Dec 20, 2017
Employee Actions:
Punch Out, Start Break, Change Task, View My Logs, View My Pay Stubs

Management Info | **Time Tracking Info** | Payroll Info | Stat Holidays

Username:
 First Name:
 Middle Initial (Optional):
 Last Name:
 Password:
 Role: Employee
 Team:
 Email:

Active Modules:

Cancel Create

Proceed through all four tabs (unless time tracking or payroll modules are disabled for this employee): Management Info, Time Tracking Info, Payroll Info, Stat Holidays. Complete information as needed. All fields on the active modules must be filled to create employees. See page help video if more description is required.