Payroll Process

1) Active employee(s) are needed to run payroll. See Step #6 of the Company Setup for description if needed.

2) Under the 'Time & Payroll' tab, select 'Payroll', and then select 'Run Payroll'. Here you will see four options for running payroll: scheduled payment, unscheduled payment, bonus pay or pay accrued vacation. If scheduled payment is selected, a payroll schedule must be set up (refer to Step #2 of the Company Setup), and that schedule must be linked to the employee(s) you would like to pay (watch 'Manage Employees' page help video for more information).

3) Running payroll can be based on salary or hourly wage (watch 'Manage Employees' page help video for more information). If hourly wage is the payment method, PayTickr will use time tracked logs to determine total pay including holiday pay and overtime pay (watch 'Manage Employees' page help video for more information). Hours can be manually entered in the generate pay stub page if they were not time tracked or changes are needed.

Employee	Pay Type	Hour	Hours	Accrued Amount	Gross	Income Tax	EI	CPP/QPP	Other Amounts	Net	
Cristina Smith	Regular	$20.00	56		$1120.00						
	Holiday	$20.00	8		$160.00						
	Vacation Pay			$0.00	$ 44.80						
Add New Pay Type	Reset Hours and Amounts To Defaults				$1324.80	-$153.26	-$21.59	-$58.36	$0.00	$1091.59	Preview Pay Stub
Isabella Smith	Regular	$25.00	0		$0.00						
	Holiday	$25.00	8		$200.00						
	Vacation Pay			$0.00	$ 0.00						
Add New Pay Type	Reset Hours and Amounts To Defaults				$200.00	-$0.00	-$3.26	-$2.68	$0.00	$194.06	Preview Pay Stub
you You	Regular	$14.00	8		$112.00						
	Holiday	$14.00	8		$112.00						
	Vacation Pay			$0.00	$ 4.48						
Add New Pay Type	Reset Hours and Amounts To Defaults				$228.48	-$0.00	-$3.72	-$4.09	$0.00	$220.67	Preview Pay Stub
other Other	Regular	$30.00	0		$0.00						
	Vacation Pay			$0.00	$ 0.00						
Add New Pay Type	Reset Hours and Amounts To Defaults				$0.00	-$0.00	-$0.00	-$0.00	$0.00	$0.00	Preview Pay Stub
Kreg MacPhee	Salary		13.892		$ 2083.33						
	Vacation Pay			$0.00	$ 125.00						
Add New Pay Type	Reset Hours and Amounts To Defaults				$2208.33	-$512.11	-$35.18	-$99.62	-$50.00	$1511.42	Preview Pay Stub
Brad Rougeau	Salary		92.855		$ 2083.33						
	Vacation Pay			$0.00	$ 83.33						
Add New Pay Type	Reset Hours and Amounts To Defaults				$2166.66	-$500.00	-$34.50	-$97.56	-$50.00	$1484.60	Preview Pay Stub
			Total Hours: 194.747		Total Gross: $6128.27					Total Net: $4502.34	

Admins can add regular hours, overtime hours, holiday, and holiday overtime during the payroll process.

Semi-monthly - Payment For Nov 18, 2017

Employee	Pay Type	Hourly Rate	Hours	Accrued Amount	Gross	Income Tax	EI	CPP/QPP	Other Amounts	Net	
Cristina Smith	Regular	$20.00	56		$1120.00						
	Holiday	$20.00	8		$160.00						
	Vacation Pay			$0.00	$ 44.80						
Add New Pay Type	Reset Hours and Amounts To Defaults				$1324.80	-$153.26	-$21.59	-$58.36	$0.00	$1091.59	Preview Pay Stub
Isabella Smith	Regular	$25.00	0		$0.00						
	Holiday	$25.00	8		$200.00						
	Vacation Pay			$0.00	$ 0.00						
Add New Pay Type	Reset Hours and Amounts To Defaults				$200.00	-$0.00	-$3.26	-$2.68	$0.00	$194.06	Preview Pay Stub
you You	Regular	$14.00	8		$112.00						
	Holiday	$14.00	8		$112.00						
	Vacation Pay			$0.00	$ 4.48						
Add New Pay Type	Reset Hours and Amounts To Defaults				$228.48	-$0.00	-$3.72	-$4.09	$0.00	$220.67	Preview Pay Stub
other Other	Regular	$30.00	0		$0.00						
	Vacation Pay			$0.00	$ 0.00						
Add New Pay Type	Reset Hours and Amounts To Defaults				$0.00	-$0.00	-$0.00	-$0.00	$0.00	$0.00	Preview Pay Stub
Kreg MacPhee	Salary		13.892		$ 2083.33						
	Vacation Pay			$0.00	$ 125.00						
Add New Pay Type	Reset Hours and Amounts To Defaults				$2208.33	-$512.11	-$35.18	-$99.62	-$50.00	$1511.42	Preview Pay Stub
Brad Rougeau	Salary		92.855		$ 2083.33						
	Vacation Pay			$0.00	$ 83.33						
Add New Pay Type	Reset Hours and Amounts To Defaults				$2166.66	-$500.00	-$34.50	-$97.56	-$50.00	$1484.60	Preview Pay Stub

Regardless of pay type, PayTickr will also calculate vacation pay, statutory government deductions, and any custom addition or deduction (see Step #3 of Company Setup for more information on configuring these). Vacation pay will automatically be calculated if the employee's vacation pay has been set (see 'Manage Employees' help video for more information).

4) Pay-stubs can be viewed at anytime using the 'See Payroll Runs' page under the 'Time & Payroll' tab by then selecting 'Payroll'. The pay stubs can be viewed, emailed to the employee, or paid using direct deposit through Telpay. Remittances for deductions and benefits calculated in PayTickr can also be paid through direct deposit with Telpay. Watch the 'See Payroll Runs' page help video for more details.