Enterprise - How to Process Bi-Weekly Payroll

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The following article will walk users through how to setup customers, orders, employees, and timecards for bi-weekly payroll.

This article includes:

- Customer Setup
- Order Setup
- Employee Setup
- Timecard Setup

Customer Setup

If you have customer(s) where all payroll processed for that client will be bi-weekly, from the credit and payroll page of the customer record set the (1.) pay periods dropdown to 26, aka, bi-weekly. This way, when new orders are created for that customer the order will default to a bi-weekly pay schedule.

Note A common example of this is *internal staff payroll*. If you pay *your staff* on a bi-weekly schedule, follow the steps outlined to ensure that your company and its employees are setup correctly.

Order Setup

Within the order details page, verify that the (2.) pay periods dropdown is set to 26, aka bi-weekly. If this has been established as a rule on the related customer record, 26 will auto-populate as the pay period.

Employee Setup

For any employees that are paid bi-weekly, it is important that their adjustments are established to calculate accurately based on that pay schedule. One might think that the proper way to set this up would be to save the adjustment with the desired *bi-weekly* amount as opposed to the *weekly* amount, but that would be incorrect.

Why do We Update Adjustments?

Well, adjustments are calculated based on the *weekend date,* not the weekend bill date or check date. This is crucial because although these employees are on a bi-weekly *pay* schedule, in all likelihood you will be entering in time for *two separate weekend dates,* with two separate transactions. Thus when payroll calculates any adjustments for the employee it will look for the amount to take for *each week.*

Note A general best practice to ensure that the full adjustment amount is taken per weekend date, without over or under garnishing employee wages, is to enter this dollar amount in the (3.) period max field of the adjustment details.

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Note If you are using sequence numbers, then you will need to enter in the weekly amount of the deduction. If you are not using sequence numbers, then use the bi-weekly amount of the deduction.

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Processing Timecards

There are two main options when it comes to how you can process bi-weekly payroll in Enterprise:

- Option 1 is for those who bill the client weekly and the pay employees bi-weekly.
- Option 2 is for those who bill the client bi-weekly and pay employees bi-weekly.
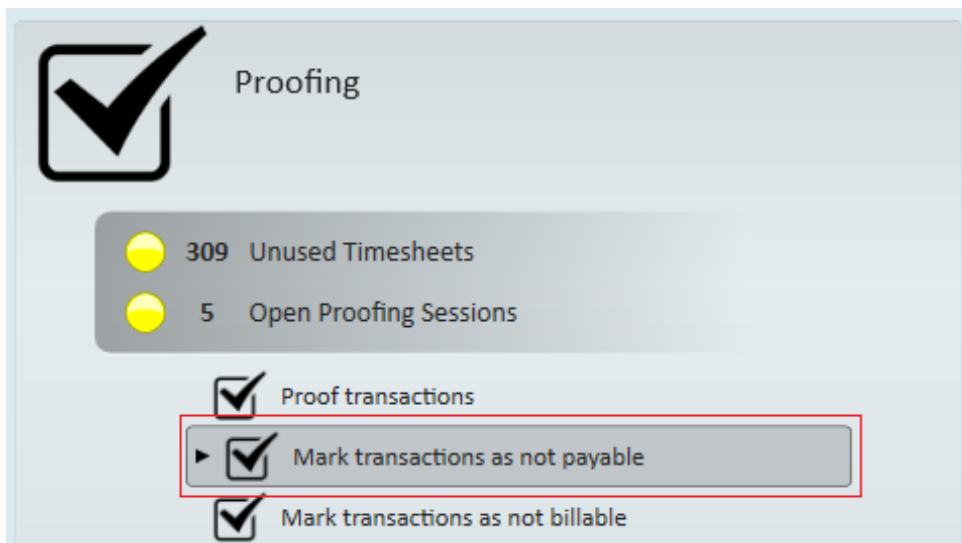
Option 1:

If you bill the client weekly and pay employees bi-weekly this is the recommended course:

In the week that you bill and **do not** pay...

1. Key in all hours worked and (4.) zero out the pay rate:

2. Mark these transactions as not payable:

3. Invoice transactions.

In the week that you bill *and* pay...

1. Key in (5.) last week's hours and zero out the bill rate.

2. Duplicate the timecards so that you have a second set of transactions where you can enter in *this week's* hours.

> *Note* Duplicate all timecards for a customer en masse by selecting all transactions for that client while holding down the shift key. Then, right-click and select to "create a duplicate timesheet." For help on duplicating timecards, click here to jump to that article.

3. Key in (6.) this week's hours leaving both the bill rate and pay rate intact.

Name	Customer	Job Title	Pay Code	RT Hrs	OT Hrs	Pay	Bill	DT Pay	WE Date
Customer: Teddy's Garage (6 items)						5.			
Jensen, Jeffrey F	Teddy's Garage	Forklift	Reg	40	0	$20.00	$0.00	$0.00	2/10/2016 12:00:00 AM
Johnson, Cody	Teddy's Garage	Forklift	Reg	39.75	0	$20.00	$0.00	$0.00	2/10/2016 12:00:00 AM
Krula, David A.	Teddy's Garage	Forklift	Reg	37.5	0	$20.00	$0.00	$0.00	2/10/2016 12:00:00 AM
Jensen, Jeffrey F	Teddy's Garage	Forklift	Reg	31	0 6.	$20.00	$45.00	$0.00	2/17/2016 12:00:00 AM
Johnson, Cody	Teddy's Garage	Forklift	Reg	35.5	0	$20.00	$45.00	$0.00	2/17/2016 12:00:00 AM
Krula, David A.	Teddy's Garage	Forklift	Reg	40	0.00	$20.00	$45.00	$0.00	2/17/2016 12:00:00 AM

4. Mark the transactions as not billable:
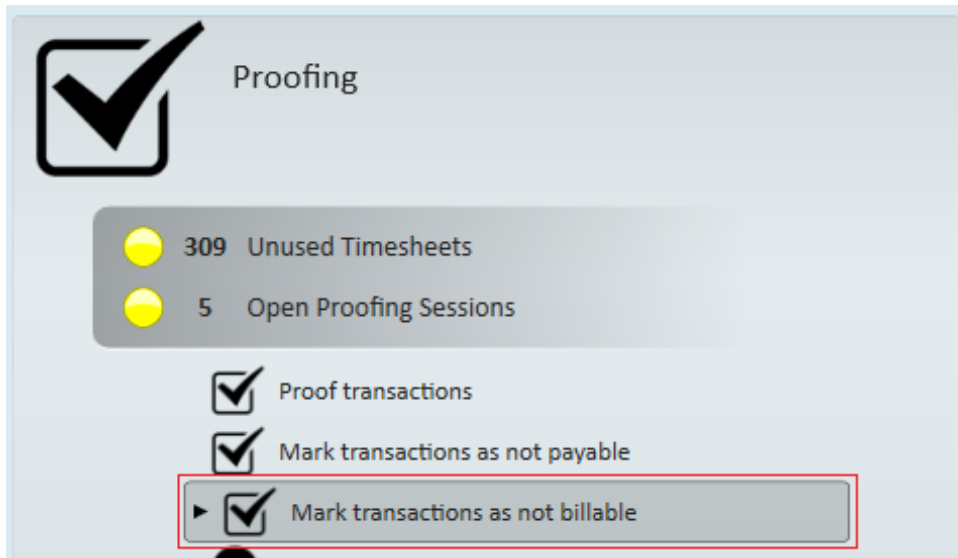
5. Pay and invoice transactions.

Option 2:

If you bill the client bi-weekly and pay employees bi-weekly this is the recommended course.

In the week that you **do not** pay and bill...

Do not touch timecards during this week. All transactions for a non-pay week will remain as "unused timesheets."

Note If you have employees that are paid bi-weekly and submit WebCenter timecards during a non-pay week, simply wait to proof and pay those transactions until the pay week. Users are able to close your week with approved unprocessed WebCenter timecards.

In the week that you pay and bill...

1. Key in (7.) last week's hours leaving both the bill rate and pay rate intact.

2. Duplicate the timecards so that you have a second set of transactions where you can enter in *this week's* hours.

Note Duplicate all timecards for a customer en masse by selecting all transactions for that client while holding down the shift key. Then, right-click and select to "create a duplicate timesheet." For help on duplicating timecards, click here to jump to that article.

3. Key in (8.) this week's hours leaving both the bill rate and pay rate intact.

Name	Customer	Job Title	Pay Code		RT Hrs	OT Hrs	Pay	Bill	DT Pay	WE Date
Jensen, Jeffrey F	Teddy's Garage	Forklift	Reg	7.	40	0	$20.00	$45.00	$40.00	2/10/2016 12:00:00 AM
Johnson, Cody	Teddy's Garage	Forklift	Reg		39.75	0	$20.00	$45.00	$40.00	2/10/2016 12:00:00 AM
Krula, David A.	Teddy's Garage	Forklift	Reg		37.5	0	$20.00	$45.00	$40.00	2/10/2016 12:00:00 AM
Jensen, Jeffrey F	Teddy's Garage	Forklift	Reg	8.	31	0	$20.00	$45.00	$40.00	2/17/2016 12:00:00 AM
Johnson, Cody	Teddy's Garage	Forklift	Reg		35.5	0	$20.00	$45.00	$40.00	2/17/2016 12:00:00 AM
Krula, David A.	Teddy's Garage	Forklift	Reg		40	0	$20.00	$45.00	$40.00	2/17/2016 12:00:00 AM

4. Pay and invoice transactions.

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