# Core - Payroll Overview

Last Modified on 02/26/2020 11:42 am CST

Pay/bill processing dashboard is found by selecting pay/bill from the bottom left. This includes time entry, proofing, payroll, and invoicing.

Pay/Bill Road Map

The payroll dashboard displays the road map for payroll. You will begin with Time entry where you will create time cards and enter in time for employees. Next you will use proofing to review the information you entered under time entry and check for any payroll errors. Then you will be able to choose between completing payroll runs and invoicing customers.

Note Your hierarchy level changes which timecards you can see and process in the system. To make sure you are seeing all timecards, remember to select the highest level (ex. entity) for more information see Core - Hierarchy

Pay/Bill road map overview
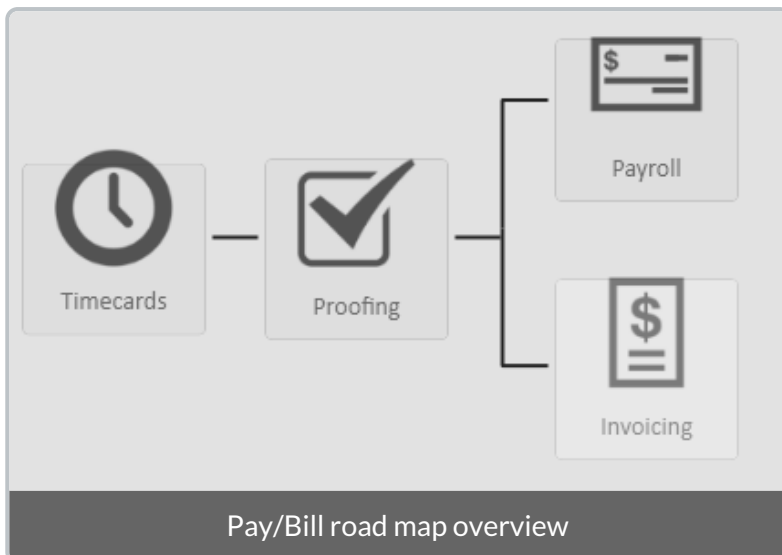
Time Entry

Time cards in time entry will be created for all employees currently on assignment based on the weekend bill date. Processors will be able to enter time for employees here as well as holiday pay, bonus pay, late time cards, and one time adjustments/fees. Keep in mind

that bill only or pay only transactions can be created from time entry.

Note Time must be entered, proofed, and run through payroll by **Thursday at 4 pm CT**. At that time the weekend bill date will be forwarded in the system automatically. See the chart below for more information:

What Step the Timecard is In	What Happens When the Week Closes
Time has been entered but not proofed or run through payroll	Timecards are removed
Time has been entered and proofed	Timecards are removed
Time has been entered, proofed, and completely run through payroll but not invoiced	Invoices will automatically generate based on customer invoicing rules on the customer record. (see Core - Customer Invoice Setup)
Time has been entered and marked as not payable under proofing	Timecards will be moved through invoicing and completed
Time has been entered, proofed, paid, and invoiced	The back office options are complete! Everything is already done for this timecard. When the week closes, this timecard will be archived

If timecards are removed, then they will need to be created in the new week if you still want them to be processed/invoiced.

Proofing

This section allows you to double check your time entry and have the system check for any errors. Proofing occurs in sessions so that you can enter time for a few employees and run them through proofing while you are waiting for the next batch of timecards to be submitted.

Payroll

Once Proofing has been completed, you can use the payroll wizard to calculate check

amounts and print pay stubs out. Payroll must be completed before you can invoice.

Invoicing

After completing payroll, you can generate invoices based on the employees paid this processing week.

Weekend Bill vs. Weekend Date

Weekend Bill –

This date is found in the upper left corner of the pay/bill dashboard. This will always be a Sunday. It refers to the current billing cycle date (processing week) for pay roll. All assignments active during that week will have a time card created for them.
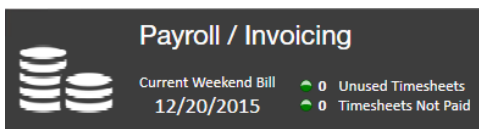
Weekend Bill date Contains: Current time cards & late timecards

Note The Weekend Bill date automatically updates on Thursday at 4 pm CT. All time entered but not processed through payroll will be removed and any time not billed will be pushed into an invoice based on customer settings. See Core - Customer Invoice Setup for more information.

Weekend Date –

This date is found in time entry and reporting options. It refers to the weekend date that the hours were completed in.

A lot of times these can be the same but when you are paying late time cards the weekend bill date will be for the current week but the weekend date will be for the week the hours were worked in.

Some reports use Weekend Bill or Weekend Date as filter options and can affect what information is pulled onto that report.

Related Articles