

Vendors - Paying Subcontractors in Enterprise

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Overview of Subcontractor Payroll in Enterprise

Subcontractor Vendors are 3rd party staffing agencies or other providers that are sending their employees to fill some of your orders. Because these employee's do not belong to your staffing agency, the payroll for these people will be consolidated into a payment to the agency. The agency is then responsible for paying and preparing tax documents for their employees.

Running payroll for subcontractors has never been easier! The payroll process follows the same [pay/bill road map](#). This article will walk through the process with tips and tricks to make it easy for your payroll processors.

This article covers:

1. [Time Entry & Proofing](#)
2. [Sub Push Payroll Runs](#)
3. [Creating a Consolidated Check \(SubPayCons\)](#)
4. [Correcting Subcontractor Checks](#)

Time Entry & Proofing

The basic time entry and proofing process is the same for subcontracted employees as it is for regular employees. Since each subcontracted employee will have an assignment in Enterprise, their timecards will appear in time entry the same as any other employee.

To Identify Subcontracted Vendor Timecards:

- Add the Vendor Name column to your Time Entry:

Status	Customer	Name	Vendor Name ▲	Pay Code	RT Hrs
	ABC Broom co	Abinteh, Mary	ACME Staffing Inc.	Reg	0
	Bork Corp	Accrue, Johnny B	ACME Staffing Inc.	Reg	0
	Cotton Candy	Anderson, Samuel L.	ACME Staffing Inc.	Reg	0
	Mystery Inc	Flannery, Izzy	ACME Staffing Inc.	Reg	0

- Right click on the column headers to add a column.
- Enter hours for these timecards the same as any other timecard

Note Remember that assignment pay and bill rates for Vendor timecards will be different than other timecards:

- Bill Rate: When working with subcontractors the bill rate will still be **what is invoiced to the client**

the employee works for.

- Pay Rate: When working with subcontractors the pay rate will now be **what is paid to the subcontractor**.

Consider the following process questions:

Question	Answer
Will you receive subcontracted employees' time from the customer or the vendor?	
Will you need to verify the hours with the Vendor before completing payroll?	
How will your pay and bill rates be different for Vendor timecards vs. regular employees?	

Proofing Notes:

- Subcontracted employees will probably not have a valid SSN, I-9 on file, ACA hire date, etc. because these employees are not owned by your company. It is ok in these situations to approve the proofing errors that may come up. Always work with your manager for full expectations.
- Vendor timecards can be proofed with regular timecards

Completing a Sub Push Run

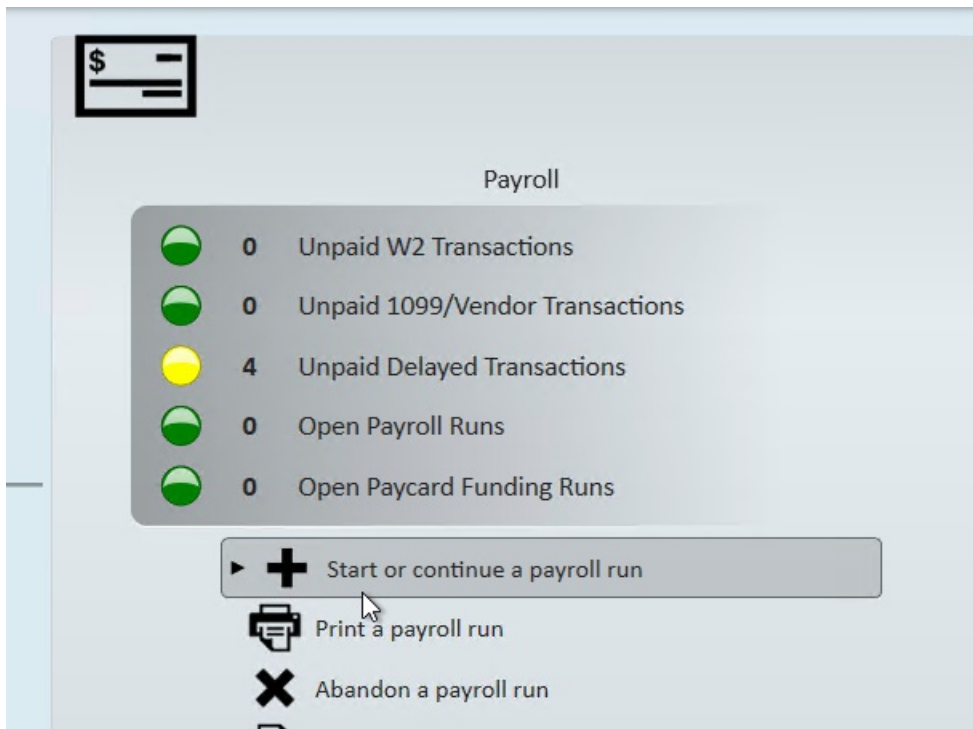
Once the Subcontracted Vendor timecards have been run through Time Entry & Proofing, Payroll will need to be completed in two steps. The first step, the sub push run, will push the employee timecards through payroll while the second step will consolidate the amounts onto one check for the Subcontractor Vendor.

How Do I Know If I Need to Do a Sub Push Run?

All Subcontractor Vendor timecards will need to be pushed through payroll via a sub push run. Timecards that are ready to be pulled into a sub push run will show as "Unpaid Delayed Transactions" under the payroll section in pay/bill.

Create a Sub Push Run

1. Navigate to the Payroll section of pay/bill road map
2. Select Start or continue a payroll run



3. Choose "Create a New Payroll Run"
4. Select the Run Type of SubPush

The screenshot shows the "payroll - setup" form. The title bar is blue with a dollar sign icon and the text "payroll - setup". The main content area is light blue and contains the following sections:

- Start**
 - ▶ **Setup**
 - Existing Runs
 - Transactions
 - Verify Transactions
 - Calculate
 - View Checks
 - Payroll Summary
 - Print Checks
- begin processing payroll**
 - Choose the appropriate options below.
 - Check Date: 5/5/2020
 - Bank Account: 491 - TCF Bank - AP Bank Account
 - Run Type: SubPush
 - Stub Memo: (empty text box)

5. Select Next
6. Select the transactions you want to pull into this run like usual

select transactions to pay

Filter Options

All Bank IDs My Sessions Only Only Verified Linked Timecards

E-Pay Only Non E-Pay Only Pay Ready Only

Groups

Branch

Customer

Check Delivery

Session

Available Transactions

4 Session: 18549 - amelia.stout

7. Select Next
8. Verify your transactions (like any other payroll run) and select next to continue
9. Review any payroll errors if applicable and either resolve them or approve them before selecting next
 - Check out [Enterprise - Payroll Errors, Their Meanings, and How To Fix](#) for more information.
10. View the "Checks"

select transactions to pay

Filter Options

All Bank IDs My Sessions Only Only Verified Linked Timecards

E-Pay Only Non E-Pay Only Pay Ready Only

Groups

Branch

Customer

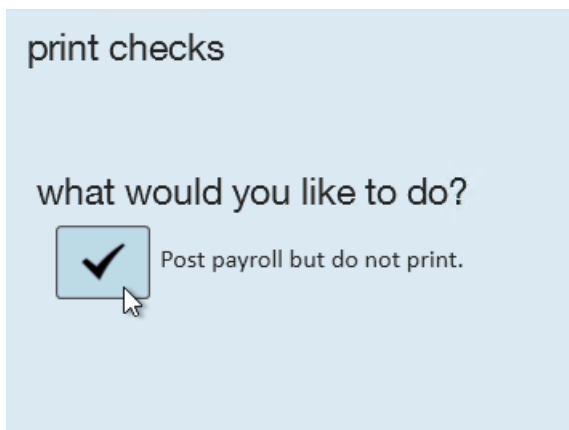
Check Delivery

Session

Available Transactions

4 Session: 18549 - amelia.stout

- Subcontractor vendor check totals will be consolidated onto a single check to the vendor when you conduct the SubPayCons payroll run (see below)
 - Notice that the net amounts for all these checks is totaling to \$0 - we are not paying the individual employees so no checks will be printed in this run. The adjustment amounts will be what is pushed to the consolidated check.
 - Notice that there is no tax amounts on these checks. This is because we are not responsible for calculating tax for the employees since the employees are owned by the 3rd party subcontractor.
11. Select Next
 12. No checks will be printed in this run, select next
 13. Select "Post payroll but do not print"



What About Invoicing?

Subcontractor Vendor transactions are processed with all other transactions during invoicing. Remember that the bill rates on the vendor timecards will be the rate billed back to the customer so there should be no reason to change your billing processes.

Invoicing will need to be completed before you can pull the transactions into a consolidated check for the Vendor.

Creating a Consolidated Check for the Vendor (SubPayCons)

After your subcontractor vendor transactions have been pushed through a SubPush run, the week can technically be closed. So it's extremely important to set up processes around when you need to pay your vendors. A consolidated check can be created via a SubPayCons payroll run at any time.

Work with your team to review your contracts with vendors and decide when you need to pull the consolidated checks to pay your vendors.

Creating a SubPayCons Payroll Run

1. Navigate to the Payroll section of pay/bill road map
2. Select Start or continue a payroll run
3. Select the Run Type of SubPayCons

payroll - setup

begin processing payroll
Choose the appropriate options below.

Start
► Setup
 Existing Runs
 Transactions
 Verify Transactions
 Calculate
 View Checks
 Payroll Summary
 Print Checks

Check Date: 5/5/2020

Bank Account: 491 - TCF Bank - AP Bank Account

Run Type: SubPayCons

Pass Through Sales Tax To Vendors:

Stub Memo:

- Optionally, check the box to pass sales tax to the vendor: If this box is checked, sales tax charged to the customer will be paid to the Vendor which is calculated based on the payroll cost. When creating the check for the Vendor, you will see a second adjustment with the sales tax amount being paid to them.
4. Select Next
 5. Select checks to consolidate and pay

select checks to consolidate and pay

Vendor	Selection Summary	Amount To Pay
Hide Checks		
▲ ACME Staffing Inc.	4 of 4	\$1,113.00
PUSHED CHECKS FOR ACME STAFFING INC.		
Selected <input checked="" type="checkbox"/>	Employee	Weekend Bill
	Weekend Date	Amount
<input checked="" type="checkbox"/>	Anderson, Samuel L.	5/3/2020
<input checked="" type="checkbox"/>	Flannery, Izzy	5/3/2020
<input checked="" type="checkbox"/>	Accrue, Johnny B	5/3/2020
<input checked="" type="checkbox"/>	Abinteh, Mary	5/3/2020
Hide Checks		
▲ Mike's Temp Agency	0 of 3	\$0.00
PUSHED CHECKS FOR MIKE'S TEMP AGENCY		
Selected <input checked="" type="checkbox"/>	Employee	Weekend Bill
	Weekend Date	Amount
<input type="checkbox"/>	WildeMike's Temp Age...	4/29/2018
		4/29/2018
		\$160.00

- Here all vendors with transactions available to be paid will be displayed. Transactions must be fully run through payroll and invoicing before they will display here.
- Transactions under each vendor name will be automatically checked if they are ready to be paid according to the "Pay Delay in Days" setting on the [Vendor Record](#). You can choose to pay transactions early by

checking the box next to them.

- Once you have reviewed the transactions being pulled, hit Next to continue
6. If applicable, review any payroll errors and click next
 7. Review the check totals

checks
These checks will be printed in this run. Check Date: 5/5/2020 Run: 22359

Payee	Email Ready	Gross	Tax	Adj	Net
2nd Staffing	<input type="checkbox"/>	\$0.00	\$0.00	(\$360.00)	\$360.00
ACME Staffing Inc.	<input type="checkbox"/>	\$0.00	\$0.00	(\$1,113.00)	\$1,113.00

- Not ready to pay one vendor? You can remove the check from this run by selecting it and choosing the X in the upper right. It will be available to be pulled into a future run
 - Use the magnifying glass in the upper right to view more check details
 - When ready, select Next
8. Select your check printing settings and choose next

payroll summary
Please verify the information below. Check Date: 5/5/2020 Run: 22359

numbering

Starting Check Number:

Starting EPay Check Number: Use EPay check numbers only

Email Pay Stubs

Number and mark checks as printed (No checks will be printed)

Mark all checks live


Check Sort:


9. Select "Print this payroll run" to print the checks

payroll - print checks

print checks

what would you like to do?

 Print this payroll run.

 Post payroll but do not print.

- Start
- Setup
- Existing Runs
- Pushed Checks
- Verify Transactions
- Calculate
- View Checks
- Payroll Summary
- ▶ **Print Checks**

10. Select Finish when printing is complete

Now your vendor checks will be printed and ready to be sent to your vendor.

Subcontractor Checks and Corrections

When correcting sub contractor checks there are two basic correction routes you might take depending on a single question.

How to Find the Subcontractor Checks:

- Subcontractor checks (from a SubPayCons run) can be found under the check register in Pay/Bill (ex. ACME Staffing Inc. check below)
- SubPush checks will also be shown here as well as on the employee's record (ex. Mary Abinteh check below)

payroll and invoicing time entry		Checks Detailed View						
<ul style="list-style-type: none"> check register check summary staged check summary incomplete transactions ▶ invoice register ▶ other 		Drag a column header here to group by that column.						
ID	Num	Check...	Status	Employee	Gross	Adj	Tax	Net
		ACME Staffing Inc. Dated 5/5/2020 AP Bank Account Check ID: 4295042064			Gross: \$0.00 Adj: (\$1,113.00) Tax: \$0.00			Net: \$1,113.00
		2nd Staffing Dated 5/5/2020 AP Bank Account Check ID: 4295042063			Gross: \$0.00 Adj: (\$360.00) Tax: \$0.00			Net: \$360.00
	1039790	Abinteh, Mary Dated 5/5/2020 AP Bank Account (E-Pay) Check ID: 4295042062			Gross: \$0.00 Adj: \$240.00 Tax: \$0.00			Net: \$0.00
	1039792	Accrue, Johnny B Dated 5/5/2020 AP Bank Account (E-Pay) Check ID: 4295042061			Gross: \$0.00 Adj: \$220.00 Tax: \$0.00			Net: \$0.00
	1039789	Flannery, Izzy Dated 5/5/2020 AP Bank Account Check ID: 4295042060			Gross: \$0.00 Adj: \$420.00 Tax: \$0.00			Net: \$0.00
	1039791	Anderson, Samuel L. Dated 5/5/2020 AP Bank Account Check ID: 4295042059			Gross: \$0.00 Adj: \$498.00 Tax: \$0.00			Net: \$0.00
	1039788	Acme Five Dated 5/5/2020 AP Bank Account Check ID: 4295042058			Gross: \$0.00 Adj: (\$560.00) Tax: \$0.00			Net: \$0.00

Was the consolidated check processed?

Yes, it has been processed	No, it has not been processed
Void/reverse the Subcontractors check.	Void the Employees "Pushed" net zero check
Void the employees Pushed net zero check.	Reprocess the "pushed" net zero check
Reprocess the employee's "pushed" net zero check	Reprocess the Sub contractors check. *Make sure the

	pushed checks have posted*
Reprocess the Sub contractors check. *Make sure the pushed checks have posted*	

For more information on check corrections, take a look at [How to Void and/or Reverse Checks](#).

Related Articles