Dispatcher - Paying Tickets

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What is Instant Pay?

Instant pay in Dispatcher takes you through the payroll process in one direct screen. You will enter time, proof, calculate, and run payroll all from a single window making it fast and easy to pay employees.

Not sure what Dispatcher is? Check out Dispatcher Overview first.

Paying tickets is step 4 of the Dispatcher timeline:



Note All employees assigned to a ticket will need to be paid at once in order to utilize instant pay.

Instant Pay Process:

- 1. Right-click on the order (ticket) you wish to pay.
- 2. Select 'Pay Ticket.'

							⑦ _ ×
🖼 instant p	ay - enter time						🌣 Settings
• Enter Time Process Checks Finish	Auto Fill Timecard Hours Set all Reg Hours Set all OT Hours Enter Time - 2 Employees Status Name Allen, George Woodbury, Lorelai	Timecard Images Link New Timecard	RT Hrs ⊠ OT H 0 0	irs 🛛 Bill 0 ∷ 0 ∷	■ P \$24.00 \$24.00	łay ■ \$15.00 \$15.00	Adj \$0.00 ◀ \$0.00 ◀
			0.00	0.00			
Abandon Run					Save	e and Close	Next >

3. Enter time:

Auto Fill Timecard Hours	Timecard Images				
Set all Reg Hours 8 Set all OT Hours	Link New Timecard				
Enter Time - 2 Employees					
Status Name	A RTHrs 🛛	OT Hrs 💌	Bill 📃 Pa	ay 📕	Adj
Allen, George	٤	0	\$24.00	\$15.00	\$0.00 ┥
Woodbury, Lorelai		9 0	\$24.00	\$15.00	\$0.00 ┥

- Enter hours worked individually or enter hours for all under 'Auto Fill Timecards Hours.'
- Review bill and pay rates (if incorrect, the fields are editable for each employee).
- 4. If applicable, add one-time adjustments (millage, equipment fees, parking reimbursement, etc.) (For

reoccurring adjustments, see Employee Adjustments).

• Select the arrow in the adjustments column next to the employee you wish to add a pay adjustment to:

Woodbury, Lorelai	9	0	\$24.00	\$15.00	\$0.CD 🔫
					Adjustments 0
Add					Pay \$0.00
					Bill \$0.00

- Select 'Add New.'
- Select the correct adjustment from the drop-down:

timecard adjustment						
Adjustment	Badge Fee 🔻					
Adjustment Amount	t (\$10.00) Bill Amount \$0.00					
Invoice Text						
	_					
0 🛕	💾 Save					

- Enter the adjustment amount (remember positive = reimbursement & negative = garnishment).
- If applicable, enter a billing amount and invoice text.
- Select 'Save.'
- 5. Select 'Next' to start the instant pay run process:

			• - ~
🖃 instant pa	ay - process checks		🔅 Settings
Enter Time • Process Checks Finish	Saving Timecards Proofing Timecards Creating Payroll Run Calculating Payroll Posting and Numbering Checks Print Paychecks Fund Paycards Progress 60%	In Progress Not Started Not Started Not Started	
Abandon Run		Save and	Close Finish

- Transactions will be proofed. If there are any proofing errors, they will be presented on the screen to review and fix/approve.
 - See Proofing Errors, Their Meanings, and How To Fix for a list of messages you may encounter.
- A payroll run will be created next and the check amounts will be calculated.
- Any payroll run errors will be presented to review and fix/approve.
 - See Payroll Errors, Their Meanings, and How To Fix for a list of error messages you may encounter.
- 6. Review and complete payroll.
 - Review starting check number and print any live checks:

				@ _ ×
🖽 instant p	pay - process	checks	;	🌣 Settings
Enter Time • Process Checks Finish		. (.)		
	Starting Check Number	575	Print all checks	*
			Number and mark checks as printed (No checks will be printed)	
	Check Sort	2		*
	Stub Memo			
		i.		Continue
Abandon Run			Save and Close	Finish

• Verify checks have been correctly printed:

Enter Time • Process Checks Finish	Did this payroll run print correctly? Please verify your starting and ending check numbers on your printed checks. First check number: 573 Last check number: 574	𝑘 = × ✿ Settings
	Yes, post this payroll run as complete.	

Once payroll is complete, you will be able to invoice as normal. Billing rates and hours will come from the instant pay transactions that can be edited for billing information in Time Entry.

Note If you need to review the bank information tied to this instant pay run, click on the settings gear in the upper

right before you print the checks.

🖾 instant	oay - enter time			Settings
• Enter Time Process Checks Finish	Auto Fill Timecard Hours T Set all Reg Hours Set all OT Hours	Timeca d Ima	Printing Options Printer Bank and Printing Options	
		Timecard	Bank Account 491 - TCF Bank - AP Bank Account	*
	Enter Time - 0 Employees		Check Date 11/8/2016	
			Check Sort Highest Branch, Employee Name	*
		100	Check Number 577	
			Filter Print all checks	
Abandon Run			Save and Close	<u>N</u> ext >

Note If at some point in this process you wish to stop this payroll run, select Abandon Run located in the lower left corner of the instant pay run. This will remove hours worked and adjustments added, allowing you to start from scratch.

Note If a ticket was previously short paid or a pay/bill rate is incorrect, you must manually create a new timecard from the assignment, and proceed to pay the employee the difference within the Pay/Bill area.

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