

Dispatcher - Paying Tickets

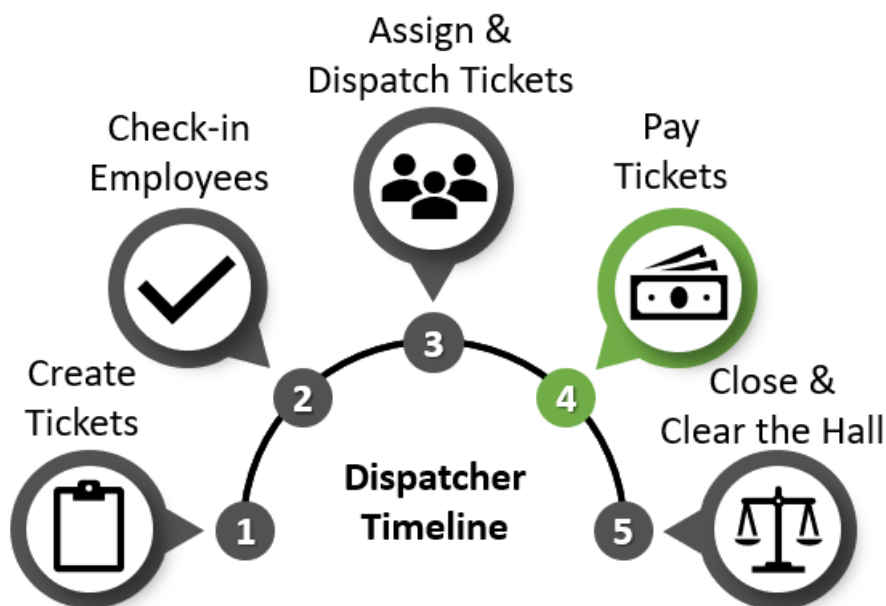
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What is Instant Pay?

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.

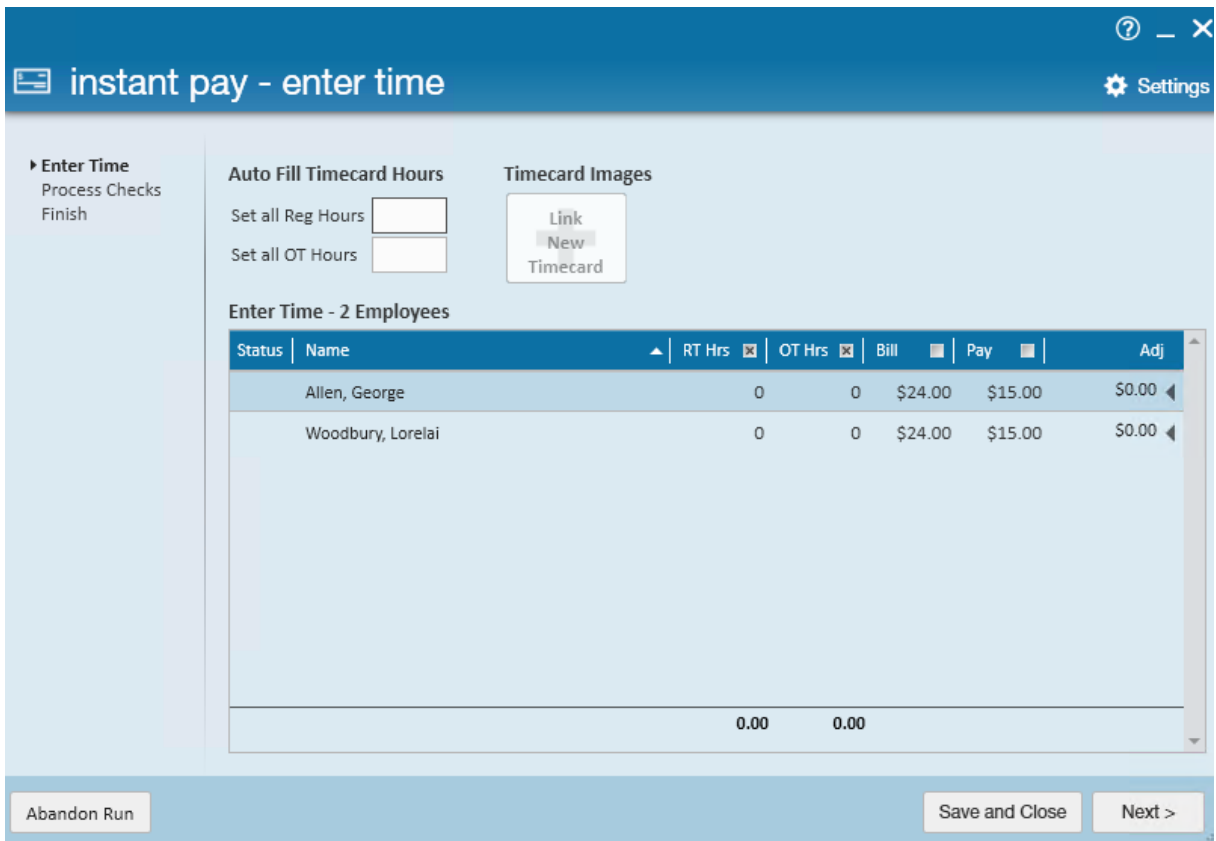
Paying tickets is step 4 of the Dispatcher timeline:



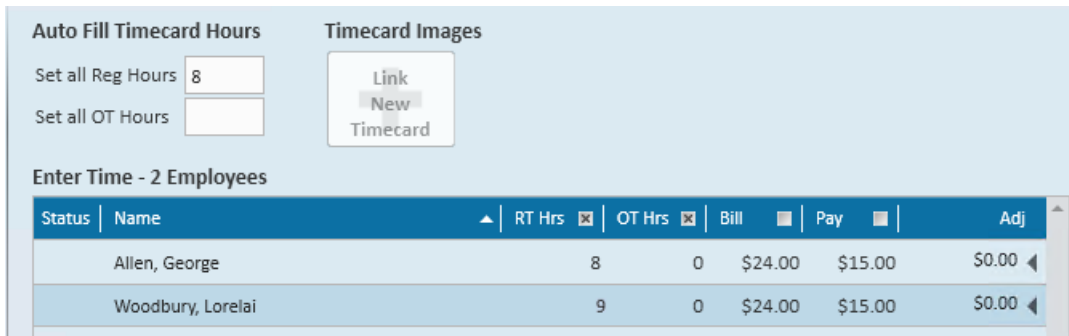
Note All employees assigned to a ticket will need to be paid at once in order to utilize instant pay.

Instant Pay Process:

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



3. Enter time:



- o Enter hours worked individually or enter hours for all under 'Auto Fill Timecards Hours.'
 - o 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](#)).

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



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

- 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:

- 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 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

Continue

Abandon Run Save and Close Finish

- o Verify checks have been correctly printed:

instant pay - process checks

Settings

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

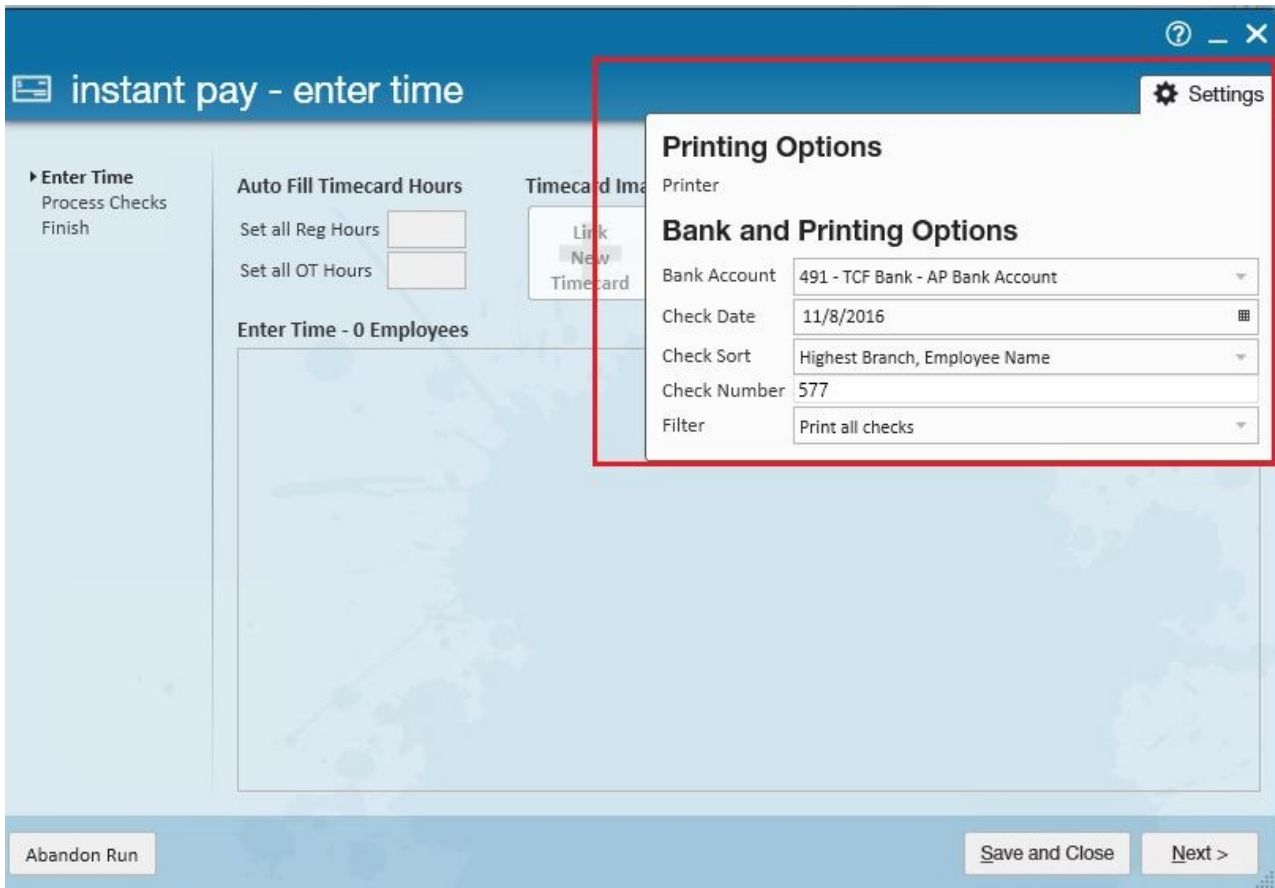
Yes, post this payroll run as complete.
 No, reprint this check run.

Abandon Run Save and Close Finish

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.



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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