

Enterprise - Pay/Bill Overview

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Pay/Bill Overview

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. Check out our [TempWorks University Course](#) on this too!

The screenshot shows a software dashboard for 'Payroll / Invoicing'. The top header is blue and contains the title 'Payroll / Invoicing', a stack of coins icon, and statistics: 'Current Weekend Bill 12/22/2019', '781 Unused Timesheets', and '44 Timesheets Not Paid'. On the right of the header, it says 'No tasks to display for your current filter settings' and 'Currently viewing 0 of'. Below the header is a navigation bar with 'tasks', 'appointments', 'social', and 'email'. A left sidebar lists menu items: 'payroll and invoicing', 'time entry', 'check register', 'incomplete transactions', 'invoice register', 'other', 'employee', 'customer', 'order', 'assignment', 'contact', and 'pay / bill' (highlighted in dark blue). The main content area features an 'information' icon and a message: 'Your hierarchy does not allow you to close week. Please change your hierarchy if you need this feature.' Below this is a flowchart: 'Timecards' (clock icon) leads to 'Proofing' (checkmark icon), which then branches into 'Payroll' (dollar sign and minus sign icon) and 'Invoicing' (dollar sign and equals sign icon).

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.

W.	S...	Name	Customer	Pay Co...	RT Hrs	OT Hrs	Bill	Pay	OT P...	DT Pay	WE...
		Customer: ABC Broom co (19 items)									
		Abbott, Zayden	ABC Broom co	Reg	32	0	\$20.25	\$15.00	\$22.50	\$30.00	12/22/20
		Abinteh, Mary	ABC Broom co	Reg	0	0	\$25.25	\$15.00	\$22.50	\$30.00	12/22/20
		Abron, Jill A	ABC Broom co	Reg	14	0	\$18.23	\$13.50	\$20.25	\$27.00	12/22/20
		Aldridge, Valerie	ABC Broom co	Reg	0	0	\$25.25	\$15.00	\$22.50	\$30.00	12/22/20
		Allen, Donna D	ABC Broom co	Reg2	15	0	\$22.73	\$15.00	\$22.50	\$30.00	12/22/20
		Allister, Adam	ABC Broom co	Reg	0	0	\$50.50	\$25.50	\$38.25	\$51.00	12/22/20
		Baker, Kyle	ABC Broom co	Reg	0	0	\$14.18	\$10.50	\$15.75	\$21.00	12/22/20
		Becket, Sam J	ABC Broom co	Reg	0	0	\$18.23	\$13.50	\$20.25	\$27.00	12/22/20
		BOB, SIDESHOW	ABC Broom co	Reg	0	0	\$0.00	\$0.00	\$0.00	\$0.00	12/22/20
		Borstle, Patty	ABC Broom co	Reg	0	0	\$18.23	\$13.50	\$20.25	\$27.00	12/22/20
		Bullock, Jeanne c	ABC Broom co	Reg	0	0	\$18.23	\$13.50	\$20.25	\$27.00	12/22/20
		Cook, Lynn	ABC Broom co	Reg	0	0	\$18.23	\$13.50	\$20.25	\$27.00	12/22/20
		Cook, Lynn	ABC Broom co	Reg	0	0	\$20.25	\$15.00	\$22.50	\$30.00	12/22/20
		Dearing, Claire	ABC Broom co	Reg	0	0	\$20.00	\$19.00	\$28.50	\$38.00	12/22/20
		Ellis, Katrina	ABC Broom co	Reg	0	0	\$18.23	\$13.50	\$20.25	\$27.00	12/22/20
		Frodwald, Eric	ABC Broom co	Reg	0	0	\$18.23	\$13.50	\$20.25	\$27.00	12/22/20

There are multiple ways to have time entered in Enterprise:

1. [Manual Time Entry](#): Payroll processors enter time from paper or emailed timecards
2. [Timecard Import](#): Import a spreadsheet or file that is custom made to feed into Time Entry
3. [TempWorks TimeClock](#): Employees punch in and out on our TimeClock software and once the time is approved it is fed into Enterprise
4. [WebCenter Timecards](#): Employees fill out time that is approved by Supervisors in WebCenter and sent to Enterprise

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.

transaction proofing - transactions

Select Open Week
Select Session
► **Transactions**
Error Checking
Finish

transactions

Please review the list of transactions that will be proofed. Clicking Next will begin the proofing process.

Employee	Customer	Pay Code	Reg Hrs	OT Hrs	Reg Pay
Bravo, Eddie	The Citadel (Primary)	Reg	10	0	\$20.00
nojob, Jon M	The Citadel (Primary)	Reg	40	5	\$20.00
Smith, John P	The Citadel (Primary)	Reg	32	0	\$20.00
Monster, Cookie	The Citadel (Primary)	Reg	20	0	\$20.00
Total: 4			102.00	5.00	

Cancel

< Back

Next >

Check out [Proofing Time Entry Sessions](#) for more information.

Payroll

Once Proofing has been completed, you can use the payroll wizard to calculate check amounts and print pay stubs out. Payroll and Invoicing can be done in any order. Payroll wizard also allows you to cut checks to authorities and vendors you track in Enterprise.

payroll - verify transactions

verify transactions

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

Search Refresh Print Grid User Help Close

Employee	Customer	Pay Code	Net Adj	Salary	Hours	Units
Barkley, Gnarls	Captain Sham's Sailboat Rental,...	Reg	\$0.00	\$0.00	40	0
Bravo, Eddie	The Citadel, Primary	Reg	\$0.00	\$0.00	10	0
Bryan, Luke D	Captain Sham's Sailboat Rental,...	Reg	\$0.00	\$0.00	45	0
Gere, Richard	Captain Sham's Sailboat Rental,...	Reg	\$0.00	\$0.00	46	0
Mia, Mamma	Captain Sham's Sailboat Rental,...	Reg	\$0.00	\$0.00	35	0
Monster, Cookie	The Citadel, Primary	Reg	\$0.00	\$0.00	20	0
nojob, Jon M	The Citadel, Primary	Reg	\$0.00	\$0.00	45	0
Smith, John P	The Citadel, Primary	Reg	\$0.00	\$0.00	32	0
waldman, william	Captain Sham's Sailboat Rental,...	Reg	\$0.00	\$0.00	50	0

Invoicing

Once Proofing has been completed, you can generate invoices based on the employees paid this processing week and email/print out those invoices based on the invoice setup options for each customer. This can be done before or after Payroll. The invoicing section is also where accounts receivable invoice payment options live.

invoicing - view invoices

view invoices
Please review the invoices before printing. Invoice Run Date: 12/31/2019 Run: 12753

Num	Customer	Amount
1563283	The Citadel	\$3,241.05
Total: 1		

Cancel < Back Next >

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 payroll. All assignments active during that week will have a time card created for them.

Payroll / Invoicing

Current Weekend Bill 12/22/2019

- 781 Unused Timesheets
- 39 Timesheets Not Paid

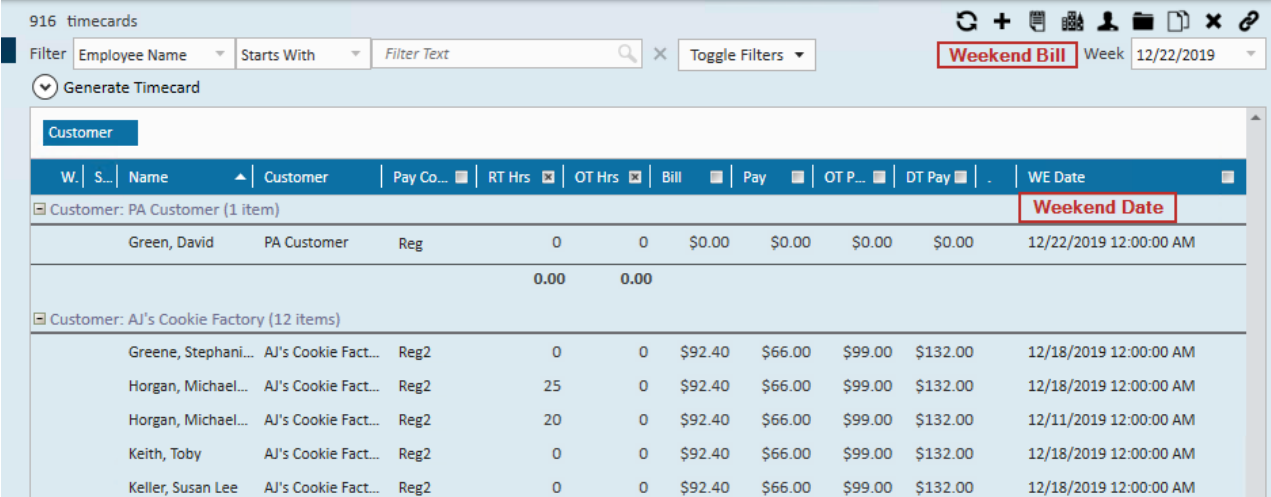
Weekend Bill date contains: Current time cards & late timecards

Note The Weekend Bill date will be updated when your admin or manager [closes the week](#). Every system's closure process can differ a little bit so keep in mind your internal processes.

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.



916 timecards

Filter Employee Name Starts With Filter Text Toggle Filters

Weekend Bill Week 12/22/2019

Generate Timecard

W.	S...	Name	Customer	Pay Co...	RT Hrs	OT Hrs	Bill	Pay	OT P...	DT Pay	WE Date
Customer: PA Customer (1 item)											
		Green, David	PA Customer	Reg	0	0	\$0.00	\$0.00	\$0.00	\$0.00	12/22/2019 12:00:00 AM
					0.00	0.00					
Customer: AJ's Cookie Factory (12 items)											
		Greene, Stephani...	AJ's Cookie Fact...	Reg2	0	0	\$92.40	\$66.00	\$99.00	\$132.00	12/18/2019 12:00:00 AM
		Horgan, Michael...	AJ's Cookie Fact...	Reg2	25	0	\$92.40	\$66.00	\$99.00	\$132.00	12/18/2019 12:00:00 AM
		Horgan, Michael...	AJ's Cookie Fact...	Reg2	20	0	\$92.40	\$66.00	\$99.00	\$132.00	12/11/2019 12:00:00 AM
		Keith, Toby	AJ's Cookie Fact...	Reg2	0	0	\$92.40	\$66.00	\$99.00	\$132.00	12/18/2019 12:00:00 AM
		Keller, Susan Lee	AJ's Cookie Fact...	Reg2	0	0	\$92.40	\$66.00	\$99.00	\$132.00	12/18/2019 12:00:00 AM

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

Related Articles