



# **Payroll Monitor**

The Payroll Monitor displays real time status for the current and previous pay period. This information highlights critical issues, which need correction before payroll is exported. Links drill down to specific problem issues, as well as other important management information.

	ayroll	Scheduling		H.R.	
Weeklv>	Mon to Sun	This Week		Usage	
Employees Previous Period	87	Begins Ends Employees Scheduled	11/14/05 11/20/05 87	Hourly Status Types	87
Begins Ends	11/07/05 11/13/05	Employees Scheduled Off Employees Without Schedules	13 0	Part Time	0
Posted	2.1 orbital	Next Week		Active Conditions	86
Hours	3469:00 36953.9100	Begins Ends Employees Scheduled	11/21/05 11/27/05 87	Probation Training	1
Status Current Period	Please Repair!	Employees Scheduled Off	3	Billing Usage Period Type	Monthly
Begins Ends	11/14/05 11/20/05	Employees without Schedules	U	Usage From Usage To	10/01/05 10/31/05
Issues Hours	39, 1 critical 2348:30			Active Employees ESS Employees	0
Dollars Status	25613.7200 Please Repair!			Supervisor Accounts Billing Periods	0

### **Payroll Summary**

The payroll column drills down to information critical for exporting payroll.

The payroll monitor uses color in the Status field to indicate whether payroll is ready to export:

- Red indicates that one or more critical exceptions, for example, missing punch exceptions, must be corrected in employee time cards.
- Yellow indicates that non-critical issues, for example, tardy exceptions, exist. Payroll can safely progress, but supervisors may need to take action with employees.
- Green indicates that there are no flagged exceptions on employee time cards. Exceptions
  other than tardy and missing punch may exist, but are not highlighted at this level for the
  payroll manager.

Link	Description
lssues	The Issues link for the previous period notifies the payroll manager of the supervisors whose edits are outstanding. The payroll manager can drill down to fix the problem by clicking the supervisor name, or contact the appropriate supervisor.





Closing	Closing Payroll Status 11/17/									
			Sun Nov M 13	on Nov 14	Tue No 15	/ Wed Nov 16	Thu Nov 17	Fri Nov 18	V Sat No 19	
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Payroll					Ξ.					
Supervis	ors				Ĩ					
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	Description											
	Click an emp	Click an employee name to drill down to his or her time card for that period.										
	Periods Previous Pe	eriod		🗡 🛛 🔀 E:	xcel 搅 Prir	nt Preview						
	Weekly>Mon to	) Sun										
	Employee	RC	i1 O'	V1 RG	2 OV	2 DB2	? RG3	YAC	0/A	Tota		
	Totals	3069.7	5 60.	75 180.0	0 40.0	0 40.00	) 30.00	8.00	24.00	3452.5		
	Adams, Kathy	24.0	9.	25						33.2		
	Adolph, Janet	31.2	25	8.0	0					39.2		
	Alexander, David	39.3	25							39.2		
	Antonyk, Andrew	32.0	00 1.	75	8.0	0				41.7		
	Benedict, Matthew A	A 31.5	50					8.00		39.5		
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### **Scheduling Summary**

The Scheduling column provides a view of employees scheduled to work, those who are scheduled off (called benefit schedules or absence planned schedules), and employees without any schedules in the pay period.





Link	Description									
Employees Scheduled	The Employee view displayin schedules in t manager navi employee nan access other e	es Schedu og multiple he week. gate to otl ne to view employee	iled link p employe Buttons a ner week an indiv informat	presents a bees) that i at the top s or differ idual sche ion.	a group s ncludes e of the sc ent empl edule for	chedule (a employees reen let th oyees. Cli the emplo	a schedu s with e payroll ck on an yee and	le		
	🌸 🕥 😭 🍁 Previous V	Week 🏟 Next Wee	k 14 4 Prev. P	Page 1	✓ of 18 ,	Next Page 🖬 🏉	Replace Schedul	es		
	Employee Schedule	S	rmai		armai.	×	6	87 Employee(s)		
	Employees	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
	Adams, Kathy 010015 178 CASHIER	November 21	22 Off	7:30/15 ×	off	on .	28 Off	27 Off +		
	Adolph, Janet 000112 107 TRANS	21 8:15/16:45 ×	22 8:15/16:45× +	7:30/15 ×	24 8:15/16:45× +	25 8:15/16:45×	26 Off	27 Off +		
	Alexander, David 216 138 TRANS	21 8:15/16:45 ×	22 8:15/16:45×	23 8:15/16:45×	24 8:15/16:45×	26 8:15/16:45×	26 Off	27 Off		
	S Antonyk, Andrew 000170 131 CASHIER	21 8:15/16:45 ×	22 8:15/16:45× +	23 8:15/16:45×	24 8:15/16:45 × +	25 8:15/16:45×	26 Off	27 Off +		
	Benedict, Matthe 000115 109 TRAN5	21 8:15/16:45 ×	22 8:15/16:45× +	20 8:15/16:45× •	24 8:15/16:45 × +	25 8:15/16:45 ×	20 Off •	27 Off +		
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	Description								
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	Employees	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
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## H.R. Summary

Each link in the H.R. column displays a payroll summary sheet. Each sheet contains only employees matching the status or condition specified by the link name. For example, the Active Employees link displays a payroll summary containing all active employees. This interactive summary summarizes current pay period information. Click an employee name to drill down to the selected employee's time card.





Employee Attendance Systems

📧 Excel 📆 Print Preview

#### Payroll Summary Sheet

#### For 11/17/05

First Name	Last Name	ID Number	Pay Class	Department	Shift	Period Missing Punches	Period Absences
Kathy	Adams	010015	8hr Day/30m Lunch	Cashier	SHIFT 2	0	0
Janet	Adolph	000112	8hr Day/30m Lunch	Transportation	SHIFT 1	0	0
David	Alexander	216	8hr Day/30m Lunch	Transportation	SHIFT 1	0	0
Andrew	Antonyk	000170	8hr Ngt/No Lunch	Cashier	SHIFT 1	0	0
Matthew A	Benedict	000115	8hr Day/30m Lunch	Transportation	SHIFT 1	0	1
David	Bevan	204	8hr Day/30m Lunch	Area Managers	SHIFT 1	0	0