

## 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.

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

Link	Description																																																																																
	<div><div>Closing Payroll Status</div><div>11/17/05</div><table><tr><td></td><td>Sun Nov 13</td><td>Mon Nov 14</td><td>Tue Nov 15</td><td>Wed Nov 16</td><td>Thu Nov 17</td><td>Fri Nov 18</td><td>Sat Nov 19</td></tr><tr><td>Supervisors</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Sharon 1 Issues, 1 Critical</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Payroll</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Supervisors</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>System Administrators</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Supervisors</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Tom 1 Issues, 1 Critical</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>System Administrators</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Frank 4 Issues, 2 Critical</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>		Sun Nov 13	Mon Nov 14	Tue Nov 15	Wed Nov 16	Thu Nov 17	Fri Nov 18	Sat Nov 19	Supervisors								Sharon 1 Issues, 1 Critical								Payroll								Supervisors								System Administrators								Supervisors								Tom 1 Issues, 1 Critical								System Administrators								Frank 4 Issues, 2 Critical							
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In the current pay period, the Issues link displays a pay period summary.

Excel Print Preview

Payroll Summary Sheet

For 11/17/05

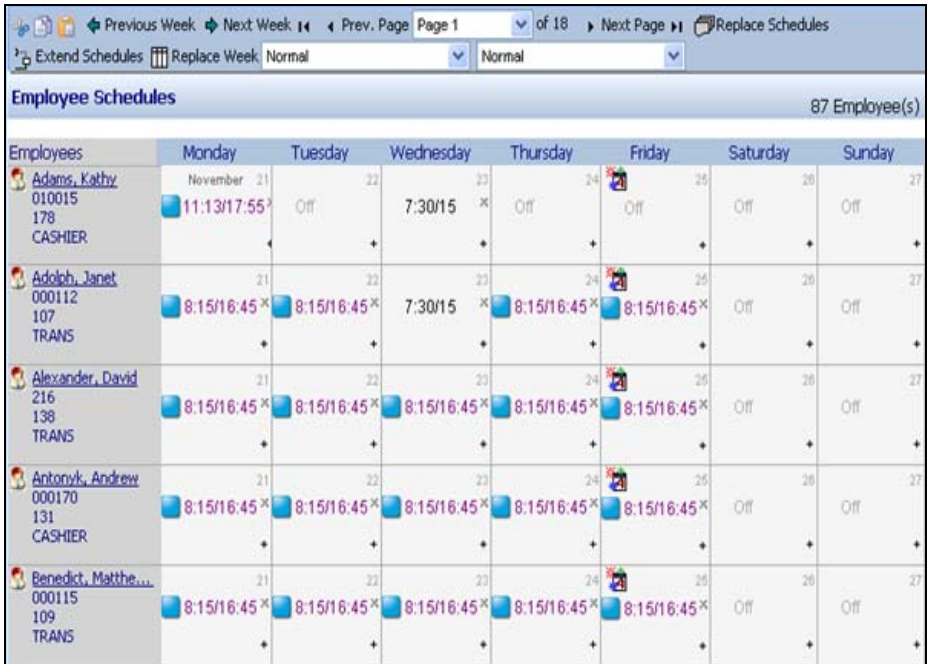
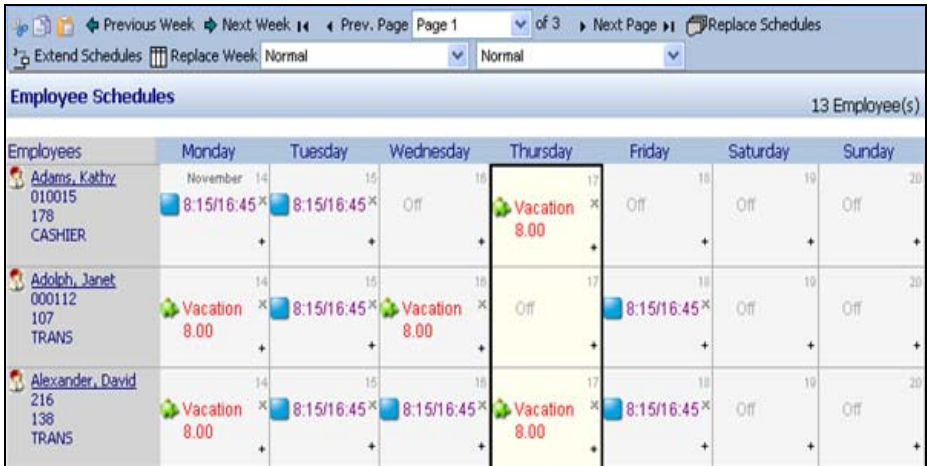
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## Scheduling Summary

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 Employees Scheduled link presents a group schedule (a schedule view displaying multiple employees) that includes employees with schedules in the week. Buttons at the top of the screen let the payroll manager navigate to other weeks or different employees. Click on an employee name to view an individual schedule for the employee and

Link	Description
	<p>access other employee information.</p> 
Employees Scheduled Off	<p>The Employees Scheduled Off link presents a group schedule that includes employees who have scheduled time off in the week. Scheduled time off means that a supervisor has scheduled the employee for benefit time, creating an absence planned schedule. Buttons at the top of the group schedule let the payroll manager navigate to other weeks or different employees. Click an employee name to view an individual schedule for the employee and access other employee information.</p> 
Employees Without Schedules	<p>The Employees Without Schedules link displays a group schedule that is empty, indicating that the employees have no schedules and may be available to fill in if needed.</p>

Link	Description																																													
	<div><div><div><div><div></div><div>Previous Week</div></div><div><div></div><div>Next Week</div></div></div><div><div><div></div><div>Prev. Page</div></div><div><div>Page 1</div><div>of 1</div></div><div><div></div><div>Next Page</div></div></div><div><div></div><div>Replace Schedules</div></div><div><div></div><div>Extend Schedules</div></div></div><div><div><div></div><div>Replace Week</div></div><div><div>Normal</div><div>Normal</div></div></div></div> <div>Employee Schedules1 Employee(s)</div> <table><tr><th>Employees</th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th><th>Saturday</th><th>Sunday</th><th>Total</th></tr><tr><td><div><div></div><div>Schoenbender, N...</div></div></td><td>November 14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>0:00</td></tr><tr><td>163258</td><td>Off</td><td>Off</td><td>Off</td><td>Off</td><td>Off</td><td>Off</td><td>Off</td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ADMIN</td><td>+</td><td>+</td><td>+</td><td>+</td><td>+</td><td>+</td><td>+</td><td></td></tr></table>	Employees	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	<div><div></div><div>Schoenbender, N...</div></div>	November 14	15	16	17	18	19	20	0:00	163258	Off	Off	Off	Off	Off	Off	Off		1									ADMIN	+	+	+	+	+	+	+	
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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.

Excel Print Preview							
Payroll Summary Sheet							For 11/17/05
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