

# MSS3: Preparing for Payroll Using the Payroll Monitor

Job Aid

Time collection must be completed at the end of the pay period before payroll closing can be initiated in the Payroll Monitor. The Payroll Monitor provides payroll, scheduling and H.R. statistics for the pay period, as well as critical issues that need to be addressed before locking and approving Time Cards.

Hourly Employees					
Hourly Employees ▾					
Payroll		Scheduling		H-R	
Previous Period		Current Week		Usage	
Begins	02/21/21	Begins	03/15/21	Active Employees	274
Ends	03/06/21	Ends	03/21/21	<b>Hourly Status Types</b>	
Posted		Employees Scheduled	55	Full Time	252
<b>Issues</b>	<b>3, 3 critical</b>	Employees Scheduled Off	2	Part Time	22
Hours	9299:57	Employees Without Schedules	219	<b>ACA Status</b>	
Dollars	161821.2000	<b>Next Week</b>		Full Time	253
Status	Please Repair!	Begins	03/22/21	Not Full Time	21
<b>Current Period</b>		Ends	03/28/21	<b>Active Conditions</b>	
Begins	03/07/21	Employees Scheduled	58	Normal	274
Ends	03/20/21	Employees Scheduled Off	0	Probation	0
<b>Issues</b>	<b>0, 0 critical</b>	Employees Without Schedules	216	Training	0
Hours	15001:15				
Dollars	258744.9000				

In the Payroll Monitor, you can click the *Issues* field to drill down to a page listing all of the employee time cards with critical issues. From this page, you can click the individual employees to view and address the issues in their Time Cards.

Previous Period				
Excel	Print Preview	Filter	Clear	
Last Name	First Name	MI	ID	Badge
Jones	Jasmine	C	849	849
King	Julian	X	856	856
Tompkins	Peter	C	306	306

Once critical time card issues have been resolved (see the *Adding, Editing and Removing Time Card Punches* and the *Time Card Adjustments* job aids) and time cards have been approved and locked (see the *Approving Time Cards* job aid), you are ready to initiate payroll closing.

## Initiate Payroll Closing

The last step in preparing files for payroll is to initiate payroll closing which will generate the files you can use in your payroll application.

To initiate payroll closing:

1. Click the Payroll Monitor menu item.

The screenshot shows the 'Payroll Monitor' page. On the left, a sidebar menu has 'Payroll Monitor' selected. The main content area is titled 'Salaried Employees' and contains a search bar, a dropdown menu, and a table with payroll data. At the bottom of the table, an 'Initiate Close Payroll' button is visible.

Previous Period		Current Week	
Begins	Sun Jul-15 18	Begins	Mon Aug-06 18
Ends	Sat Jul-28 18	Ends	Sun Aug-12 18
Posted		Employees Scheduled	55
Issues	0, 0 critical	Employees Scheduled Off	2
Hours	9299.57	Employees Without Schedules	218
Dollars	161821.2000		
Status	Ready		

In the Payroll Monitor page, the **Initiate Close Payroll** button will only be presented when there are no critical issues, as shown in green text.

This close-up view highlights the 'Issues' field showing '0, 0 critical' in green text and the 'Initiate Close Payroll' button. Blue arrows point from the text 'Initiate payroll closing' to the button and from 'No critical issues' to the green text.

2. Click the **Initiate Close Payroll** button to compute hours and dollars from employee time cards and produce vendor files (production files) for your payroll system.

As the process runs, you can view the status in the field below the period you are running. The files will be listed in the *Closed* field when the operation has finished.

Status of running report

Previous Period		
Begins	Sun Jul-15 18	
Ends	Sat Jul-28 18	
Posted		
<b>Issues</b>	<b>0, 0 critical</b>	
Hours	9299:57	
Dollars	161821.2000	
Status	Ready	
<input type="button" value="Clear"/> <input type="button" value="Refresh"/>		
Closed		
%	Description	Status
	Starting	Begin Close Payr
	Timebank	Process Started
	Timebank	Data
	Timebank	Process Finished
	Finished	End Close Payrol

Payroll files

Closed		
<input type="button" value="Clear"/>	<input type="button" value="Refresh"/>	
%	Description	Status
	Starting	Begin Close Payr
	Timebank	Process Started
	Timebank	Data
	Timebank	Process Finished
	Finished	End Close Payrol
<input type="button" value="Download"/> <input type="button" value="Filename"/>		
↓	Hours.csv	
↓	Payroll Report for 2018-07-15.pdf	
↓	PayDesignations.csv	

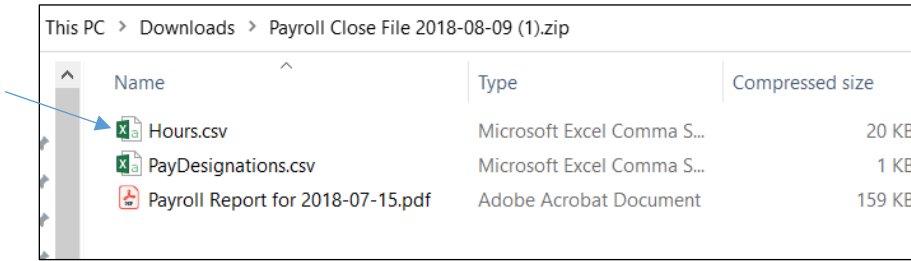
3. Click any of the **Down Arrow** icons to download all of the files.

Download	Filename
↓	Hours.csv
↓	Payroll Report for 2018-07-15.pdf
↓	PayDesignations.csv

4. Click the payroll zip file located below the menu items.

	Download	Filename
Daily Operations (+)	↓	Hours.csv
Scheduling (+)	↓	Payroll Report for 2018-07-15.pdf
Long Term Care Reports (+)	↓	PayDesignations.csv
Reports and Summaries (+)		
Facility Hours Reporting (+)		
Administration (+)		
Leave Request (+)		
<b>Current Period</b>		
	Begins	Sun Jul-29 18
	Ends	Sat Aug-11 18
<input type="button" value="Download"/> <input type="button" value="Filename"/>		
		Payroll Close File 2....zip

Three files are downloaded to your computer's Downloads folder. The **Hours.csv** file is used with the payroll processing software.



- Once the production files are visible, download the file to a location where the payroll software can access the file.

### Clearing the Payroll Production Files

If additional time card edits are needed after payroll has closed, you can revert the payroll closure operations back to the Initiate Close Payroll status. After editing, the supervisor/manager will need to run the group adjustment, recompute and initiate close payroll processes.

To Clear the Payroll Production Files:

- Click the **Clear** button in the Payroll Monitor page.

Salaried Employees		
Salaried Employees ▾		
Begins	Sun Jul-15 18	
Ends	Sat Jul-28 18	
Posted		
<b>Issues</b>	<b>0, 0 critical</b>	
Hours	9299.57	
Dollars	161821.2000	
Status	Ready	
Clear	Refresh	
Closed		
%	Description	Status
	Starting	Begin Close Payr
	Timebank	Process Started
	Timebank	Data
	Timebank	Process Finished
	Finished	End Close Payrol

The payroll production files are removed and payroll closure operations are reverted to their previous state.

Salaried Employees	
Salaried Employees ▾	
Payroll	
Previous Period	
Begins	Sun Jul-15 18
Ends	Sat Jul-28 18
Posted	
Issues	0, 0 critical
Hours	9299:57
Dollars	161821.2000
Status	Ready
Initiate Close Payroll	

### Multiple Payroll Groups

If there is more than one pay period or payroll group, there will be a payroll group drop-down list to select each group. The process for preparing for payroll is repeated for each of the payroll groups. For example, employees with a monthly pay period will be processed on a different schedule than salaried employees with a bi-weekly pay period.

If you have multiple payroll groups in your system, each group may have its own payroll company. The files produced when processing the different pay groups may be labeled differently for the different payroll companies.

Monthly Employees	
Monthly Employees ▾	
Hourly Employees	
Monthly Employees	
Salaried Employees	
Begins	03/05/21
Ends	04/04/21
Issues	0, 0 critical
Hours	0:00
Dollars	0.0000

### Custom Payroll Files

MSS3 has a variety of payroll vendor files to meet customer needs. A payroll group can have any of the vendor files in the system associated to it, so that when you run payroll, the appropriate file will be generated. If you have more than one payroll group in your database, those groups could have different vendor files associated with them.

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