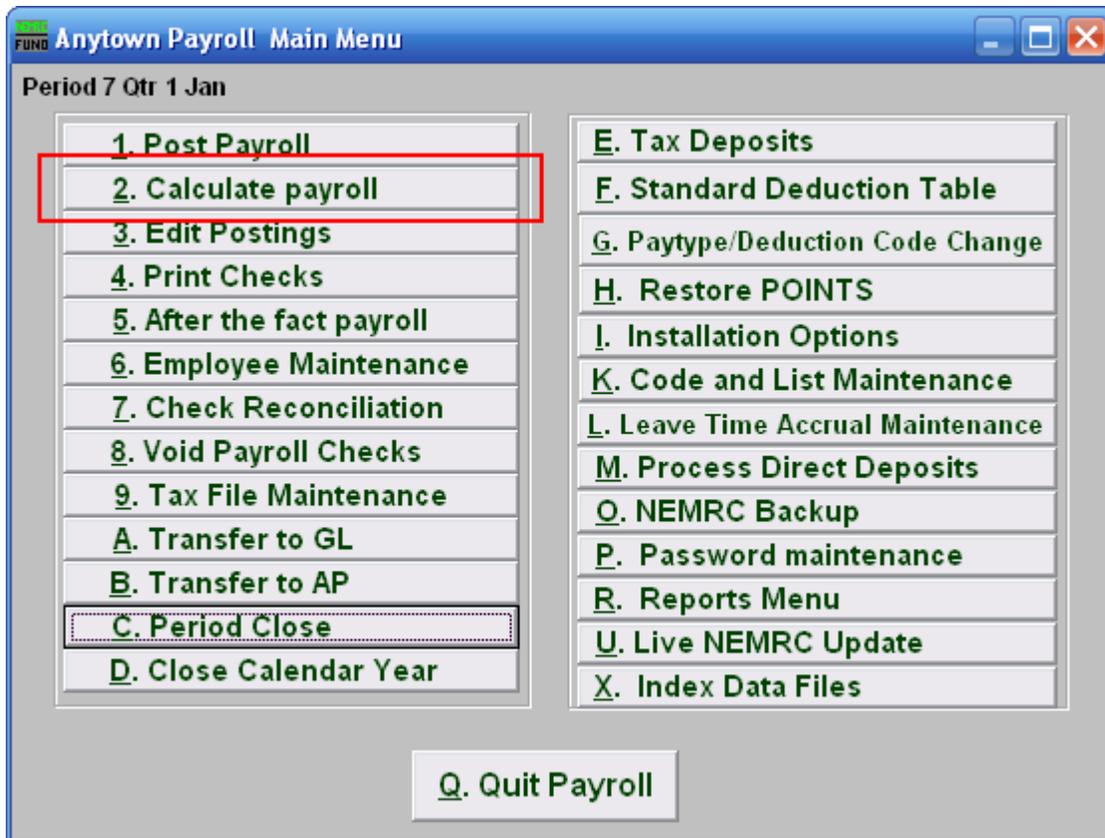


Payroll

2. Calculate Payroll

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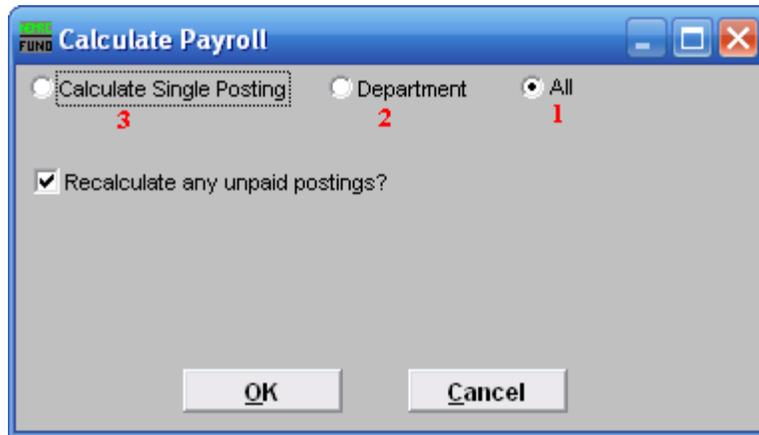
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Click on “2. Calculate payroll” from the Main Menu and the following window will appear:

Payroll

Calculate Payroll



- 1. All:** Click to Calculate Payroll for all Employees.
- 2. Department:** Click to Calculate Payroll for a Department only.
- 3. Calculate Single Posting:** Click to Calculate Payroll for a single Employee.

Refer to the section below that relates to your choice.

Payroll

All



- 1. Recalculate any unpaid postings?:** Click to check the box and have the system Recalculate any Postings that have not been paid. This will remove and recalculate the taxes. This will recalculate all fringes and deductions that are based upon a percentage value.
- 2. OK:** Click "OK" to Calculate.
- 3. Cancel:** Click "Cancel" to cancel and return to the Main Menu.

Payroll

Department

The screenshot shows a dialog box titled "Calculate Payroll" with a "FUND" icon in the top-left corner. The dialog has three radio buttons: "Calculate Single Posting", "Department", and "All". The "Department" radio button is selected. Below the radio buttons is a text box labeled "Department" containing the number "1". There is a checked checkbox labeled "Recalculate any unpaid postings?" with a red "2" next to it. At the bottom are two buttons: "OK" with a red "3" and "Cancel" with a red "4".

- 1. Department:** Enter the department value found in Employee Maintenance for the group to calculate.
- 2. Recalculate any unpaid postings?:** Click to check the box and have the system Recalculate any Postings that have not been paid. This will remove and recalculate the taxes. This will recalculate all fringes and deductions that are based upon a percentage value.
- 3. OK:** Click "OK" to Calculate.
- 4. Cancel:** Click "Cancel" to cancel and return to the Main Menu.

Payroll

Calculate Single Posting

The screenshot shows a dialog box titled "Calculate Payroll" with a "FUND" icon in the top-left corner. The dialog has three radio buttons: "Calculate Single Posting" (selected), "Department", and "All". Below the radio buttons is a checked checkbox labeled "Recalculate any unpaid postings?" with a red "1" next to it. Underneath is a "Sequence" dropdown menu showing the value "2". Below the dropdown is the text "OR". There is an "Employee #" input field containing the number "3", followed by a "Find" button. At the bottom of the dialog are two buttons: "OK" and "Cancel". A red "4" is next to the "OK" button, and a red "5" is next to the "Cancel" button.

- 1. Recalculate any unpaid postings?:** Click to check the box and have the system Recalculate any Postings that have not been paid. This will remove and recalculate the taxes. This will recalculate all fringes and deductions that are based upon a percentage value.
- 2. Sequence:** Select the sequence number assigned by the system for which to calculate.
- 3. Employee #:** Enter the Employee number for which to calculate.
- 4. OK:** Click "OK" to Calculate.
- 5. Cancel:** Click "Cancel" to cancel and return to the Main Menu.