

1. Process Data

The Payroll category | Process Data page is used to pull the data from the system for the purpose of payroll.

1. Review the Timesheet Status dashboard gadget to see if all employees have been approved. If not, reach out to the supervisors. Go the Payroll category and click on the Process Data tab.
2. Click on Refresh Period or change the dates to the correct pay period dates.
3. In the Special Options area, expand by clicking on the white plus sign. If applicable, click on the appropriate options.
 - a. Items that should be checked: “Include processed punches” and “Skip Accrual Processing.”
4. Filter the employees, as necessary, by using the different filtering options.
5. Hit the Process button on the top left hand side of the page.
6. Review the popup box for accuracy.
 - a. If all information looks correct, click OK.
 - b. If the information does not look correct, click cancel and adjust the page.

****Payroll Steps Continue Below Figure 1****

The screenshot shows the 'Process Data' page with the following elements highlighted by numbered callouts:

- 1:** The 'Process' button at the top left.
- 2:** The 'Refresh Period' button and the date range 'From: 05/15/2017 To: 05/21/2017'.
- 3:** The 'Special Options' section, specifically the checkboxes for 'Include Processed Punches' and 'Skip Accrual Processing'.
- 4:** The 'Filter' section, showing dropdown menus for Employee, Pay Policy, Pay Category, Facility, Department, and Job.
- 5:** The 'Process' button at the top left, also highlighted by a red box.

Additional visible elements include a 'Payroll Bridge' dropdown set to 'None', 'Update existing payroll file' and 'Generate a new payroll file' radio buttons, 'Prepay Rule' options, and a table of filters with values like 'All', '99999', '1', '3', '100'.

Figure 1

7. Wait 10 -15 seconds and then select the Process Data page to refresh the page. Review Figure 2 for reference.

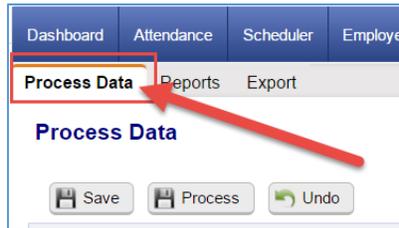


Figure 2

8. Wait for the notification area update. The notification area shows directly below the “Save, Process, Undo” buttons.
 - a. If the notification area does not show a message that says “Completed” with the current date and time, then follow steps 6-8 until it does.
9. Wait until the page says “The Payroll Process was **completed**” at the <current date> <current time>.



10. Once the page shows the correct information, go to the Payroll category Reports page to run, view, and/or print any reports for payroll.
 - a. I suggest running the Summary Report.PR to view the hours that were gathered during the payroll process.

1.1 Reports

The Reports page is used to view reports with the payroll data before converting the file into the export file for payroll. For more information on the different reports in this section please see the section on the Reports Category.



Figure 3

Some Payroll Processors require you to run and save the SUMMARY REPORT.PR and send this report with the Export file (created in the next step).

1.2 Exports

The Export tab is used to take the data from NOVAtime and convert it to an appropriate file that can be used with your payroll processor.

1. Check the Payroll Date Range
2. Check the status completion date and time. The date and time should be today's date and time.
3. Download the file, this file is viewable and can be viewed for accuracy before being sent to your payroll processor.
4. Payroll is not completed until YOU have sent the payroll file to your payroll processor. Send the Export File and the Summary Report.PR to your payroll representative or upload it into your payroll system.

Export

The screenshot shows the 'Export' interface with the following elements:

- Two tabs: 'Payroll Bridge #1' and 'Payroll Bridge #2'. 'Payroll Bridge #2' is selected.
- A red box labeled '1' highlights the text: ~~NOVAtime Standard Payroll Format~~
- A red box labeled '2' highlights the text: **Payroll Date Range: 05/15/2017 - 05/21/2017**
- A status message: **Status: ***The Export Payroll Process was completed at 05/22/2017 11:09:51 AM*****
- A text field containing 'NOVA.TXT'.
- A 'Download' button with a green download icon, highlighted by a red box labeled '3'.

Figure 4