



MinistryWorks®  
by Brotherhood Mutual

# Evolution Training Manual

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## Dashboard

When you log in, the **Dashboard** appears.

1. You can select the **Client** and **Company** using the drop-down menu, if applicable.
2. This is a snapshot of scheduled payrolls around the time of the viewing. Normally, the first payroll is the most recently run prior to current day. The next are payrolls scheduled to go out on the current day or in the very near future. The status for each payroll is shown to the right of the payrolls. To process payrolls click on **Payrolls** icon on the left side of the screen.
3. The symbols across the center of the tile are:
  -  Check date of the payrolls listed below
  -  Processed date of the payrolls listed below
  -  Packaged date of the payrolls listed below (this is for paper reports which we do not send out)
  -  In Transit date of the payrolls listed below (this is for paper reports which we do not send out)
  -  Date delivered of the payroll listed below (this is for paper reports which we do not send out)
4. The **Agenda** keeps a calendar of all scheduled tasks. Click on **Agenda** and **+**. **Events** box appears. Fill out fields and click on **Save**. Use the left and right arrows next to **Today** to change date range.

## Company

**Company**

**BASICS**

**ORGANIZATIONAL LEVELS** Sandbox Client

**ED CODES** D.B.A

**STATES**

PREVIOUS NEXT

Address 1  
123 Main Street

Address 2

City Fort Wayne State IN Zip Code 46804

Phone 222-222-2222 Fax

Legal Address  
Name

Address 1

Address 2

City State Zip Code

Company Code MW0000

EIN 000000000

Customer Service Team

Customer Service Representative Hughes

Email Khughes@Ministryworks.Com

**Bank Accounts**

Payroll 64654645

Tax 64654645

Workers' Compensation 64654645

Billing 64654645

Direct Deposit 64654645

The data in the **Company** menu is read-only

**Basics** - Overview of company information

**Organizational Levels** – Displays the Division, Branch, Department and Team Organization specific information, if applicable. Each company level may have their own payroll bank accounts. When a level is selected on the left, a Payroll Bank Account number, Tax Bank Account number, Billing Bank Account number, and Direct Deposit Account number display on the right, if applicable.

**E/D Codes** – Displays a list of the E/D (Earnings and Deductions) codes created and used by the Company. If new codes are needed contact your Payroll Processor.

**States** – Shows the states in which the company is set up to do business.

## Employees

**Employees**

Search for Employee... [EXPORT TO EXCEL](#)

EE #	Last Name	First Name	SSN/EIN	State	Zip Code	Status
1	Atkin	Lynn	***--2375	NV	89521	Active
2	Doe	Jane	***--9842	CA	91720	Active
3	Smith	John	***--5363	KS	67579	Active
4	Momon	George	***--6789	IA	52353	Active
5	Smith	Jane	***--7890	FL	34423	Active
10	Smith	Lisa	***--6879	IN	46804	Active
95	Fletcher	Jared	***--3107	NV	89511	Active
96	Weaver	A'Laina	***--5896	NV	89521	Active
103	James	Rachelle	***--5654	NV	89434	Active
104	Booth	Seeley	***--7938	PA	19047	Active
105	Stark	Anthony	***--5678	MI	12345	Active
106	Smith	Amy	***--3333	IN	46802	Active
107	Doe	John	***--5555	IN	46804	Active

Page 1 of 1 1 - 13 of 13 items

**Preview**

**Lynn Atkin**

Last Name: Atkin First Name: Lynn Middle Initial: O

SSN/EIN: \*\*\*--2375




Status: Active

Email: loatkins@gmail.com

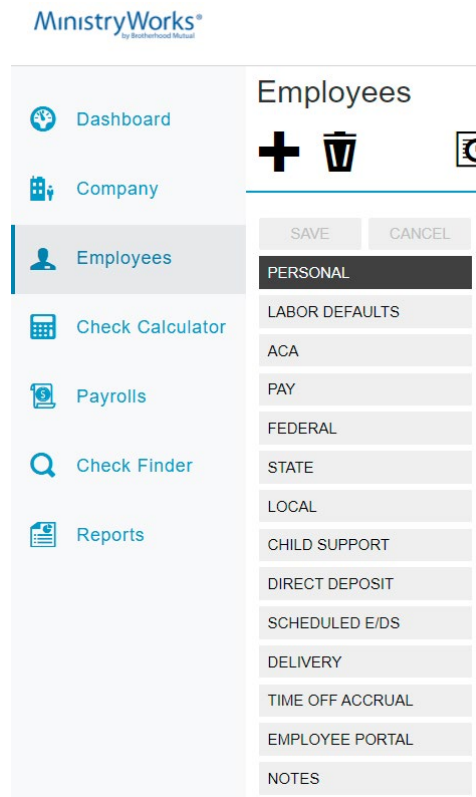
Address: 10170 Cavalry Circle  
Reno, NV 89521

Employees can be added, edited, and viewed under the **Employees** heading.

**An error message will be displayed, and the user will be unable to add new employees or make edits, if there are any payrolls with a Submitted status.**

- The buttons in the header, far right, are used to toggle between the **Table view** (above) and the **Employee View** in which information shows for one employee.
-  Click on this symbol to add a new employee.
-  Click on this symbol, after highlighting employee name, to delete employee; you cannot delete an employee with any pay history.
-  Click on this symbol to see audit of all employee information.
- Export to Excel** button will create Excel document listing information on Employee grid. The **Search for Employee** field allows you to find an employee when entering the employee name.
- The **Preview** box allows you to see information of employee that is highlighted on grid.
- The arrow keys allow you to move from one page of employee list to the next.

6. Click on the name of the employee on the grid to reveal a list of options (blue tabs) to the left of the screen. Each option contains fields. Below is the list of fields per option. Refer to Section 3 if entering a new employee or Section 4 if making changes.



MinistryWorks®  
by Brotherhood Mutual Dashboard Company Employees Check Calculator Payrolls Check Finder

## Check Calculator

**Check Calculator** allows you to compute an employee's net-to-gross, or gross-to-net check. This check can be added to a pay run.



For detailed instruction on how to run the Check Calculator, see [page 24](#).









## Payrolls

MinistryWorks® Denise ▾

**Payroll Timeline**

**1**  


<p><b>12/09/2020 - 1</b></p> <p>Weekly</p> <p><b>2</b></p> <p>Submitted on: 12/16/2020 05:17 PM</p> <p><b>Processed</b></p> <p>11/28/2020 - 12/04/2020</p> <p> </p>	<p><b>12/23/2020</b></p> <p>Weekly</p> <p>Not Due</p> <p>12/12/2020 - 12/18/2020</p> <p>Submit by: 12/18/2020</p> <p><b>+</b></p>	<p><b>01/06/2021</b></p> <p>Weekly</p> <p>Not Due</p> <p>12/26/2020 - 01/01/2021</p> <p>Submit by: 12/31/2020</p> <p><b>+</b></p>
<p><b>12/10/2020 - 1</b></p> <p>Bi-Weekly</p> <p>Submitted on: 11/18/2020 10:40 AM</p> <p><b>Processed</b></p> <p>11/24/2020 - 12/07/2020</p> <p> </p>	<p><b>12/24/2020</b></p> <p>Monthly Bi-Weekly</p> <p>Not Due</p> <p>12/01/2020 - 12/31/2020 12/08/2020 - 12/21/2020</p> <p>Submit by: 12/21/2020</p> <p><b>+</b></p>	<p><b>01/07/2021</b></p> <p>Bi-Weekly</p> <p>Not Due</p> <p>12/22/2020 - 01/04/2021</p> <p>Submit by: 01/04/2021</p> <p><b>+</b></p>
<p><b>12/16/2020 - 1</b></p> <p>Weekly</p> <p>Submitted on: 12/16/2020 05:32 PM</p> <p><b>Processed</b></p> <p>12/05/2020 - 12/11/2020</p> <p> </p>	<p><b>12/24/2020</b></p> <p>Weekly</p> <p>Not Due</p> <p>12/19/2020 - 12/25/2020</p> <p>Submit by: 12/23/2020</p> <p><b>+</b></p>	<p><b>01/13/2021</b></p> <p>Weekly</p> <p>Not Due</p> <p>01/02/2021 - 01/08/2021</p> <p>Submit by: 01/08/2021</p> <p><b>+</b></p>

1. Select **Table View** or **Card View** (above) for pay runs.
2. Each pay run card has the check date in upper left-hand corner, pay group, submit date, and period start and end dates. Click on the **+** inside the pay run card to begin processing the pay run.

See **Online Payroll Processing** instructions on [Page 12](#).

**If you wish to create an unscheduled payroll, please contact your payroll processor for assistance.**

## Check Finder



### Check Finder

Check #

All

or EE Code - Name

Search Employee

▼

Within this check date range

All

▼

-

All

▼

With Status of

▼

FIND

1. Click on **Check Finder** from list on the left hand-side of the screen.
2. Enter the **Check number** or **EE Code-Name** (employee). Choose a check date range and status.
3. Click on **Find**.

## Reports

1. **Defined Reports** - report library. Clients can apply filters to reports after selecting the report, clicking on **Configure Report** and using tabs/filters shown below:

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Reports

DEFINED REPORTS ← REPORTS LIST Options for Payroll Register

PUBLISHED REPORTS

AD HOC REPORTS

Payroll Filter EE Filter Org Filter Misc Options Run Report

Select the date range to use for your report. All payrolls within your range will be selected. You can fine tune your selection by checking only the payrolls you want to include.

Starting Date 01/01/2020 Ending Date 01/15/2021 Include All Payrolls APPLY

<input type="checkbox"/>	Check Date	Run #	Processed Date	Status
<input type="checkbox"/>	12/16/2020	1	12/16/2020 05:33:01 PM	Processed
<input type="checkbox"/>	12/10/2020	1	11/18/2020 10:40:27 AM	Processed
<input type="checkbox"/>	12/09/2020	1	12/16/2020 05:17:50 PM	Processed
<input type="checkbox"/>	12/02/2020	1		Pending
<input type="checkbox"/>	11/25/2020	1	11/02/2020 12:51:03 PM	Past Due
<input type="checkbox"/>	11/18/2020	1		Past Due
<input type="checkbox"/>	11/17/2020	1	11/17/2020 01:29:52 PM	Pending
<input type="checkbox"/>	11/10/2020	1	11/02/2020 12:52:33 PM	Past Due

2. **Published Reports** – reports that are printed each time a payroll is processed

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Reports

DEFINED REPORTS

PUBLISHED REPORTS

AD HOC REPORTS

Search for Report...

EXPORT LIST TO EXCEL

PREVIEW REPORT

<input type="checkbox"/>	Check Date	Run #	Check Period	Report #	Report Name	Type
<input type="checkbox"/>	12/16/2020	1	12/05/2020 - 12/11/2020	B333	Pay Run Annual Calendar	Report
<input type="checkbox"/>	12/16/2020	1	12/05/2020 - 12/11/2020	S109	Payroll Register	Report
<input type="checkbox"/>	12/16/2020	1	12/05/2020 - 12/11/2020	S193	Cover Letter	Report
<input type="checkbox"/>	12/16/2020	1	12/05/2020 - 12/11/2020	S211	Direct Deposit	Report
<input type="checkbox"/>	12/16/2020	1	12/05/2020 - 12/11/2020	S247	Tax Report For Payroll	Report
<input type="checkbox"/>	12/16/2020	1	12/05/2020 - 12/11/2020	S257	Invoice (S257)	Report
<input type="checkbox"/>	12/16/2020	1	12/05/2020 - 12/11/2020	S2590	Check Stub Detail	Report
<input type="checkbox"/>	12/16/2020	1	12/05/2020 - 12/11/2020	S2594	W2 Preview	Report
<input type="checkbox"/>	12/16/2020	1	12/05/2020 - 12/11/2020	S351	Input Worksheet	Report
<input type="checkbox"/>	12/10/2020	1	11/24/2020 - 12/07/2020	B333	Pay Run Annual Calendar	Report
<input type="checkbox"/>	12/10/2020	1	11/24/2020 - 12/07/2020	S109	Payroll Register	Report
<input type="checkbox"/>	12/10/2020	1	11/24/2020 - 12/07/2020	S193	Cover Letter	Report
<input type="checkbox"/>	12/10/2020	1	11/24/2020 - 12/07/2020	S247	Tax Report For Payroll	Report
<input type="checkbox"/>	12/10/2020	1	11/24/2020 - 12/07/2020	S257	Invoice (S257)	Report
<input type="checkbox"/>	12/10/2020	1	11/24/2020 - 12/07/2020	S2590	Check Stub Detail	Report

Page 1 of 4 1 - 15 of 56 items

3. **Ad Hoc Reports** – contact your payroll processor

To view a full list of reports, see [Page 37](#).

## Online Payroll Processing

Use Google Chrome™

### Logging In

- Go to <https://ministryworks.evolutionpayroll.com/hcm/#/>
- Enter **Username** and **Password** and click **Sign In**

### Create Payroll

- Click on **Payrolls** from list on left-hand side of screen
- Pay cards will populate with check date in upper left-hand corner
- Go to page 17 for instructions on Processing Multiple Pay Groups.
- Find the pay card with the check date for the pay run you want to process and click the large **plus sign** **+** on that card

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Payroll Timeline

<b>12/09/2020 - 1</b> Weekly Submitted on: 12/16/2020 05:17 PM <b>Processed</b>	<b>12/23/2020</b> Weekly Submit by: 12/18/2020 <b>Not Due</b>	<b>01/06/2021</b> Weekly Submit by: 12/31/2020 <b>Not Due</b>
<b>12/10/2020 - 1</b> Bi-Weekly Submitted on: 11/18/2020 10:40 AM <b>Processed</b>	<b>12/24/2020</b> Monthly Bi-Weekly Submit by: 12/21/2020 <b>Not Due</b>	<b>01/07/2021</b> Bi-Weekly Submit by: 01/04/2021 <b>Not Due</b>
<b>12/16/2020 - 1</b> Weekly Submitted on: 12/16/2020 05:32 PM <b>Processed</b>	<b>12/24/2020</b> Weekly Submit by: 12/23/2020 <b>Not Due</b>	<b>01/13/2021</b> Weekly Submit by: 01/08/2021 <b>Not Due</b>


- If applicable, review Payroll Notes by clicking on **Payroll Notes** section and then hide the note

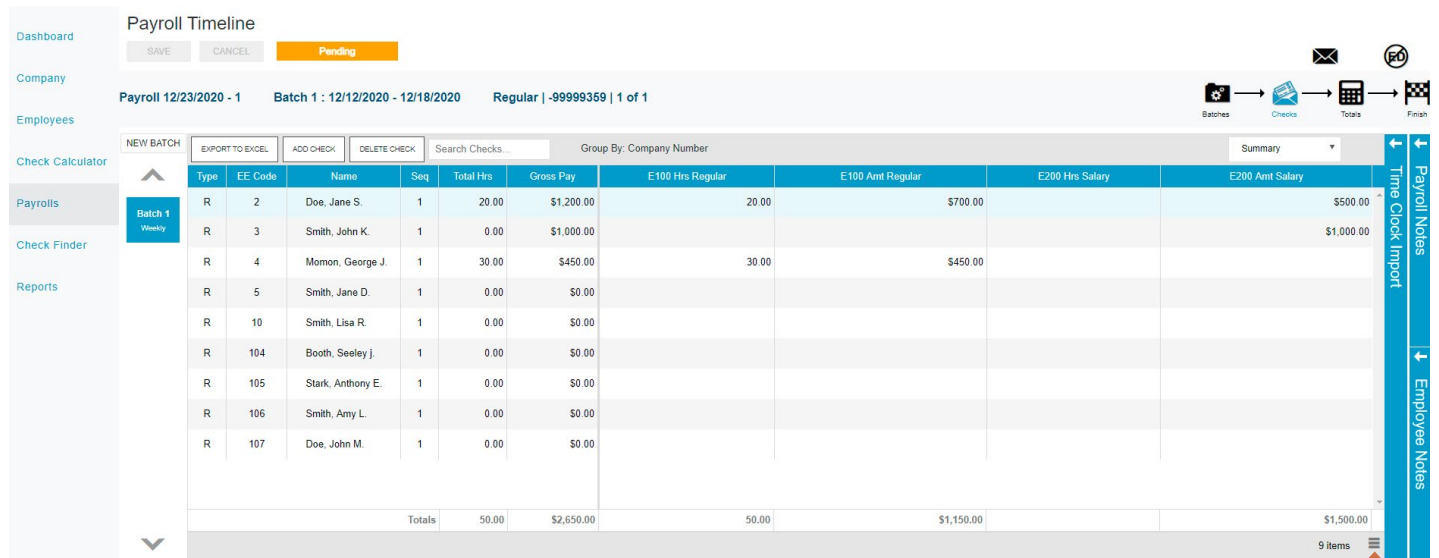
- Review the prepopulated information in the following fields:
  - Start Date** – beginning of pay period
  - End Date** – end of pay period
  - Frequency** – payroll frequency
  - Employee Types** – employee types to include in the payroll
- Click on **Create Checks** to include *all* employees assigned to that pay group
- Click **OK** when “Checks successfully created” message box appears

## Add Additional E/D (Earnings and Deductions) Columns

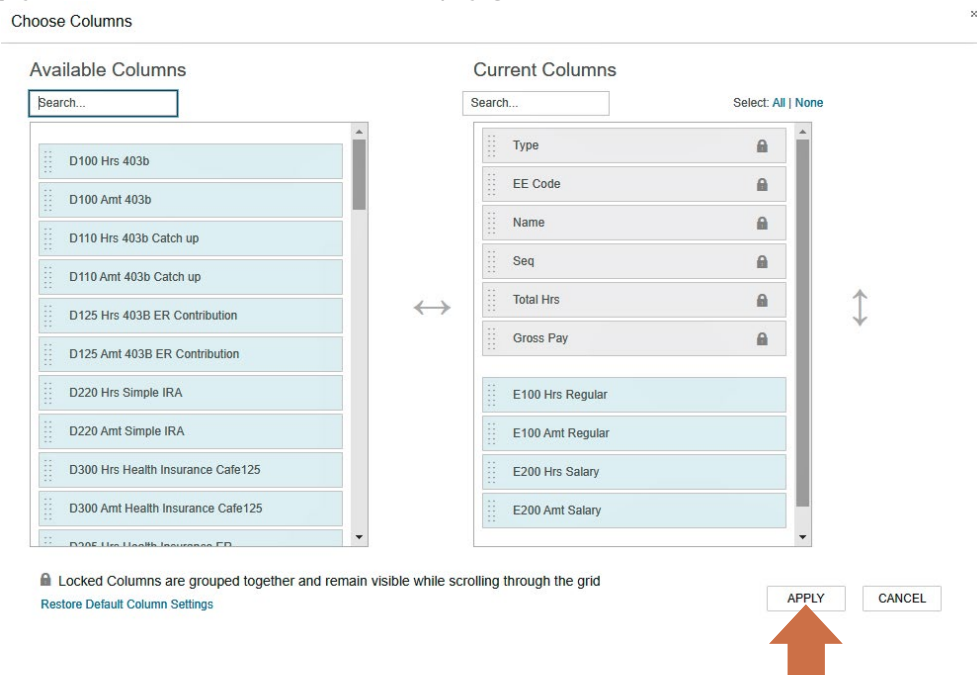
**If this is your first payroll, you will not see all the columns for your earnings.**

Follow the instructions below for adding additional E/D columns on your first payroll, or any other time you are adding a new E/D. This process is specific to each workstation and user ID. If you use another computer, you will have to recreate your pay grid.

- Click  in the bottom right-hand corner of the screen, and select the E/D codes from the **Available Columns** list



- Click on the E/D and drag it from the **Available Columns** to the **Current Columns**
- Click on **Apply** and the column is added to the pay grid



Choose Columns

Available Columns

Search...

- D100 Hrs 403b
- D100 Amt 403b
- D110 Hrs 403b Catch up
- D110 Amt 403b Catch up
- D125 Hrs 403B ER Contribution
- D125 Amt 403B ER Contribution
- D220 Hrs Simple IRA
- D220 Amt Simple IRA
- D300 Hrs Health Insurance Cafe125
- D300 Amt Health Insurance Cafe125
- D300 Hrs Health Insurance ER

Current Columns

Search...


Select: All | None

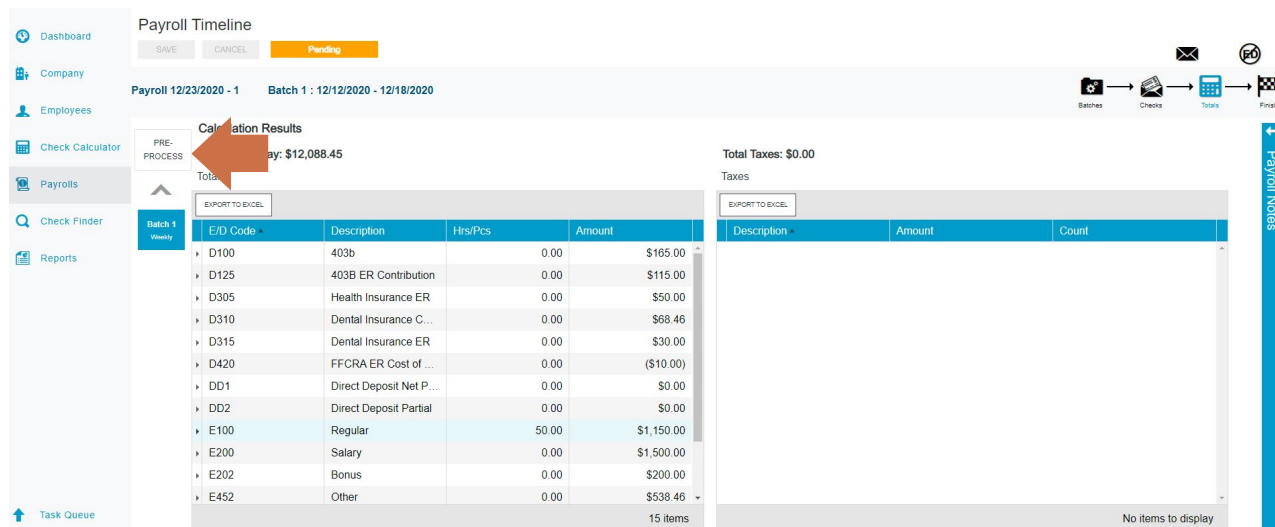
- Type
- EE Code
- Name
- Seq
- Total Hrs
- Gross Pay
- E100 Hrs Regular
- E100 Amt Regular
- E200 Hrs Salary
- E200 Amt Salary

Locked Columns are grouped together and remain visible while scrolling through the grid  
Restore Default Column Settings




APPLY CANCEL

## Add or Edit Payroll Information

- Click within the column to add/edit the amount/hours; once finished, click **Save**
- Click on **Totals** 
- Click on **Pre-Process**  
**This is an important step so that taxes, deductions, and direct deposit will populate.**
- The **Calculation Results** screen appears; review totals of earnings, deductions and taxes





## Preview Check Register

- Click on **Reports** from menu on left hand side of screen
- Click on **Payroll Register in Defined Reports**
- Click on **Configure Report**
- Check the box with check date of current payroll
- Click on **Run Report** tab
- Click on **Run this Report** option at bottom left-hand corner
- Click on **Task Queue**  **Task Queue** at bottom left-hand side of screen
- View payroll register for accuracy; click on **Hide**  at top right-hand side of screen to close report
- For a payroll correction, click on **Payrolls**, click on **Pending** pay card, and click on the pencil/paper icon.   
The pay grid appears.

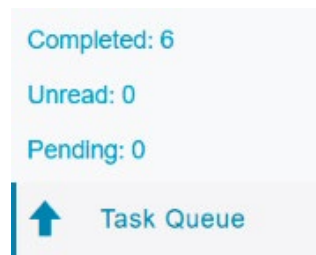
**Refer to the top of this page to add or edit payroll information and continue payroll submission process.** Click **Totals** and **Calculate** again if any changes were made.

## Submit Payroll

- Click on **Payrolls** from the list on the left side of the screen
- Go back to **Pending** pay card and click on pencil/paper icon 
- Click on **Finish**  and **Submittal Options** screen opens  
**Do not attempt to change Submittal Options.**
- Click on **Submit Payroll** or **Process Payroll** at the bottom of the screen. Message appears, "Are you sure you want to submit this payroll?" Click on **Yes** and process is complete, or click on **No** to return to payroll.

**Submit Payroll** will place the payroll in a Queue for your payroll processor to complete. Use this option if you are going to ask your payroll processor at MinistryWorks to review anything in your payroll.

**Process Payroll** will finalize your payroll and reports will be published shortly after. Go to your **Task Queue** (in the bottom left-hand corner). Once you have 0 pending, your payroll is complete. Click on **Task Queue** to see if your payroll message is "Finished Successfully". If you received a message of "Finished with Warnings" or "Finished with Exceptions", please contact your payroll processor for assistance.



If you need to make any corrections after you have processed your payroll, please contact your payroll processor before 3:00 PM EST. Otherwise, the payroll information will be sent to the bank and a correction fee may be charged.



## Processing Multiple Pay Groups


If additional functions are needed, go to page 20.

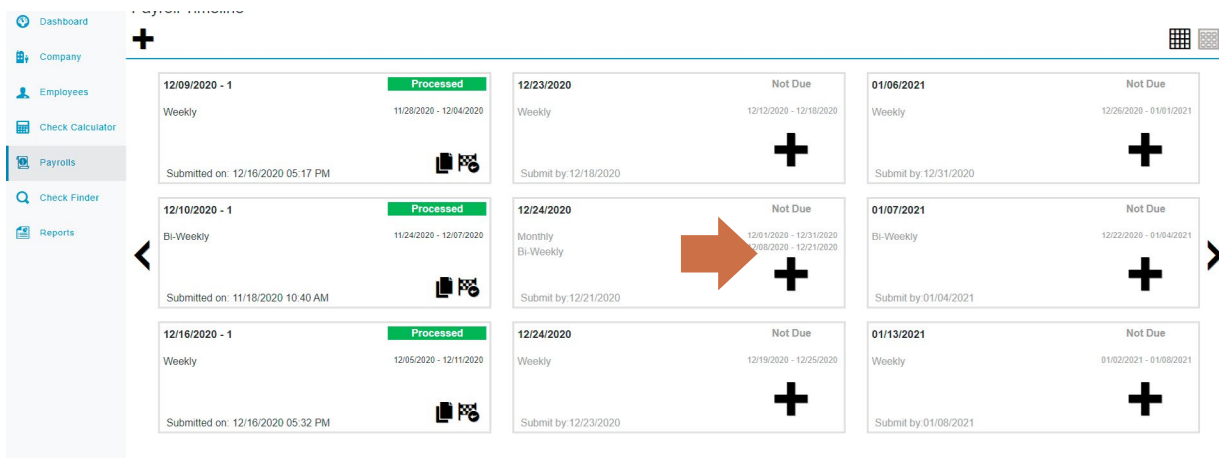
Use Google Chrome™

### Logging In

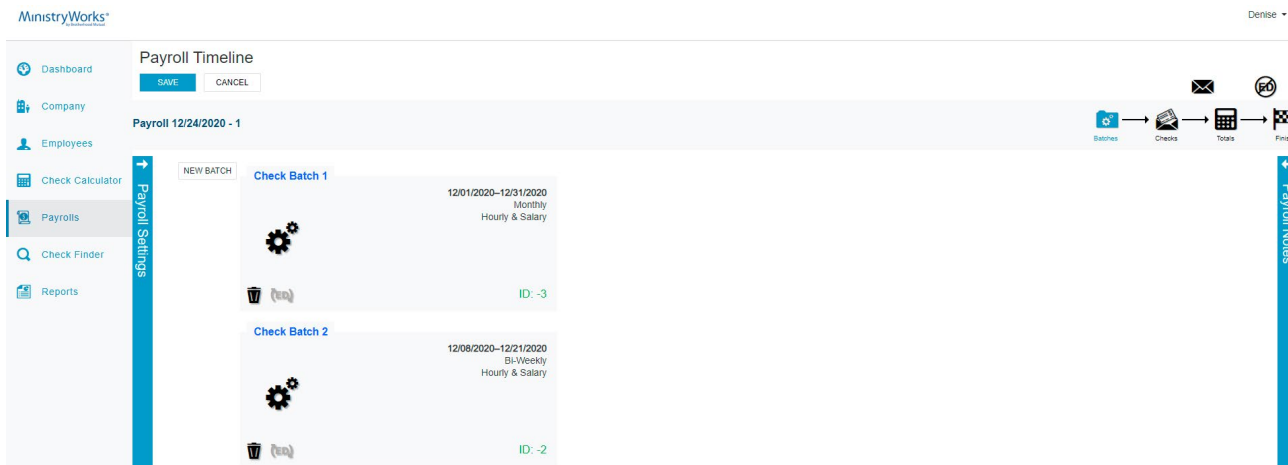
- Go to <https://ministryworks.evolutionpayroll.com/hcm/#/>
- Enter **User Name** and **Password** and click on **Sign In**

### Create Payroll



- Click on **Payrolls** from list on left-hand side of screen
- Pay cards will populate with check date in upper left-hand corner
- Find the **pay card with the check date for the pay run you want to process** and click the large **plus sign**  on that card

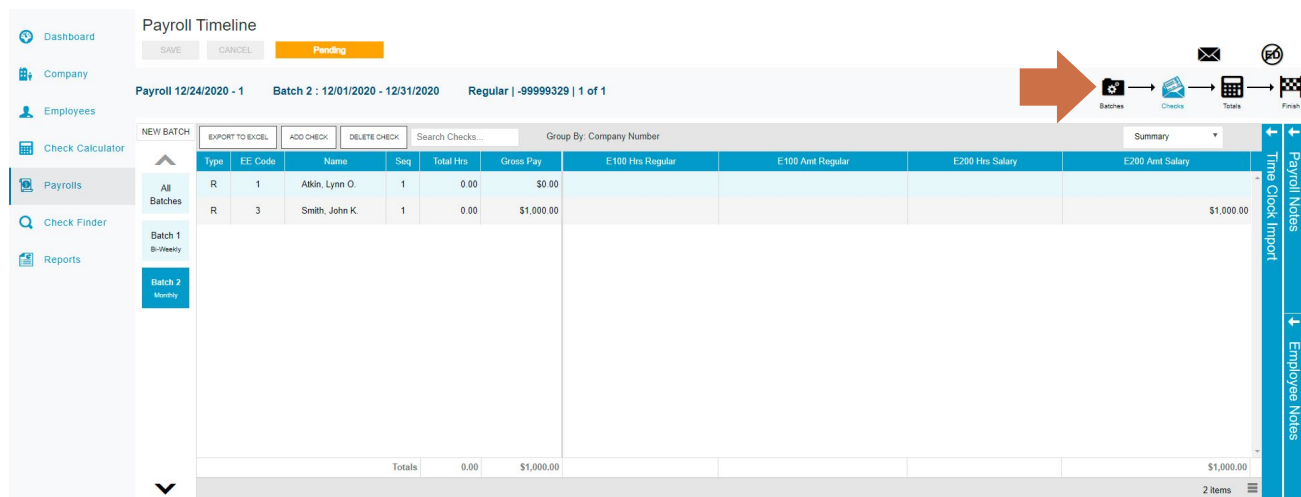


- In the **Check Batch Settings** screen, if applicable, review Payroll Notes by clicking on **Payroll Notes** section and then hide the note



## Create Batch for 1st Pay Group

- Click on  for a **Check Batch** – 1st pay group
- Review the prepopulated information in the following fields:
  - Start Date** – beginning of pay period
  - End Date** – end of pay period
  - Frequency** – payroll frequency
  - Employee Types** – employee types to include in the payroll
- Click on **Create Checks** to include *all* employees assigned to that pay group
- When “Checks successfully created” message appears, click on **OK**
- Click on **Batches** icon  in upper right-hand corner of screen



Payroll Timeline

SAVE CANCEL Pending

Payroll 12/24/2020 - 1 Batch 2 : 12/01/2020 - 12/31/2020 Regular | -99999329 | 1 of 1

NEW BATCH EXPORT TO EXCEL ADD CHECK DELETE CHECK Search Checks... Group By: Company Number Summary


Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E100 Hrs Regular	E100 Amt Regular	E200 Hrs Salary	E200 Amt Salary
R	1	Alkin, Lynn O.	1	0.00	\$0.00				
R	3	Smith, John K.	1	0.00	\$1,000.00				\$1,000.00
Totals				0.00	\$1,000.00				\$1,000.00

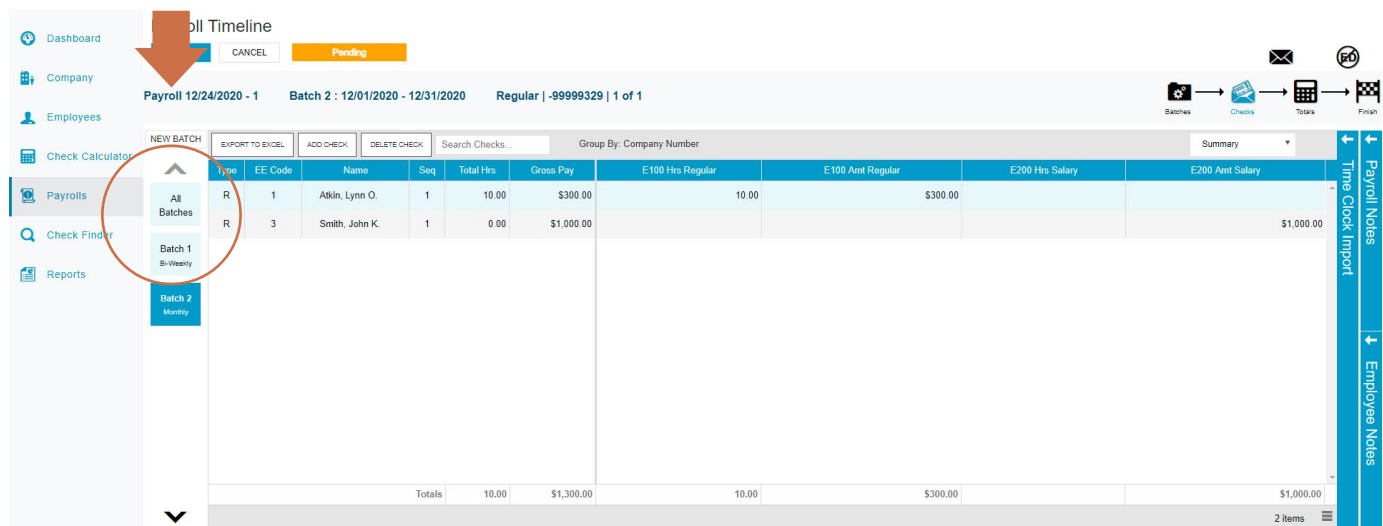
2 Items

To Add Additional E/D (Earnings And Deductions) Columns, see [page14](#)

To Add or Edit Payroll Information, Preview Check Register, or Submit Payroll, see [page 15](#)

## Create Batch for 2nd Pay Group

- Click on  for **Check Batch** – 2nd pay group  
**Look for batch that has “0 checks” created in top right-hand corner of batch card.**
- Review the prepopulated information in the following fields:  
**Start Date** – beginning of pay period  
**End Date** – end of pay period  
**Frequency** – payroll frequency  
**Employee Types** – employee types to include in the payroll
- Click on **Create Checks** to include *all* employees assigned to that pay group
- When “Checks successfully created” message appears, click on **OK**  
**Repeat these steps above if more pay groups need to be processed.**
- Click on the **Batch 1** and **Batch 2** folders to switch between batches  
**Do not click Totals or Calculate until all employee hours/earnings have been entered in both batches.**



Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E100 Hrs Regular	E100 Amt Regular	E200 Hrs Salary	E200 Amt Salary
R	1	Atkin, Lynn O.	1	10.00	\$300.00	10.00	\$300.00		
R	3	Smith, John K.	1	0.00	\$1,000.00				\$1,000.00
Totals				10.00	\$1,300.00	10.00	\$300.00		\$1,000.00

To Add Additional E/D (Earnings and Deductions) Columns - [page 14](#)

To Add or Edit Payroll Information, Preview Check Register, or Submit Payroll - [page 15](#)

## Additional Functions

### Add an Employee to Pay Grid or to Add a Second Check to an Employee

#### In the pay grid:

- Click the **Add Check** button in the Navigation bar (if you have more than 1 batch showing you must select the correct batch and not “All Batches”)
- Select the **Check Type** (Regular) being created
- Select the employee(s) boxes **Standard Hours** or **Salary Pay** in check creation options for those employees that have standard hours or salary
- Click the **Create Check(s) for Selected EEs** button
- Enter the payroll information in column(s) as needed and click on **Save**

### Add/Delete an E/D

**This will only affect the current payroll that is being processed.**

#### In the pay grid:

- Click on employee name
- Change the view from **Summary** to **Detail**

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E100 Hrs Regular	E100 Amt Regular	E200 Hrs Salary	E200 Amt Salary
R	1	Atkin, Lynn O.	1	10.00	\$300.00	10.00	\$300.00		
R	3	Smith, John K.	1	0.00	\$1,000.00				\$1,000.00
R	103	James, Rachelle A.	1	40.00	\$420.00	40.00	\$420.00		
R	104	Booth, Seeley J.	1	10.00	\$200.00	10.00	\$200.00		
Totals				60.00	\$1,920.00	60.00	\$920.00		\$1,000.00

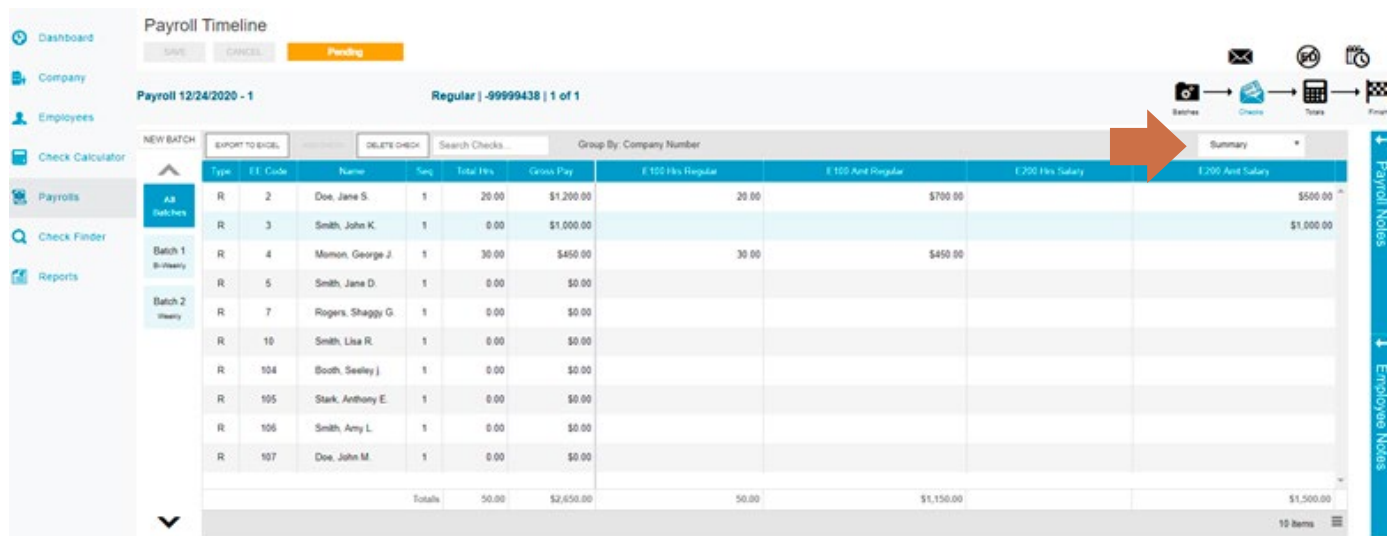
- Click the **Check Lines** button and **Add**
- Select the E/D code and enter pay information in columns
- Click on **Save**
- To **delete** a check line, select the applicable check line and click on **Delete**. Click yes to “Are you sure you want to permanently delete this check line?”
- Click on **Save**
- Change the view from **Detail** back to **Summary**

## Allocate Wages to Division/Branch/Department/Team

This is specific to your company setup. Not all steps of this allocation process will apply.

In the pay grid:

- Select the employee; change the view from **Summary** to **Detail**



Payroll Timeline

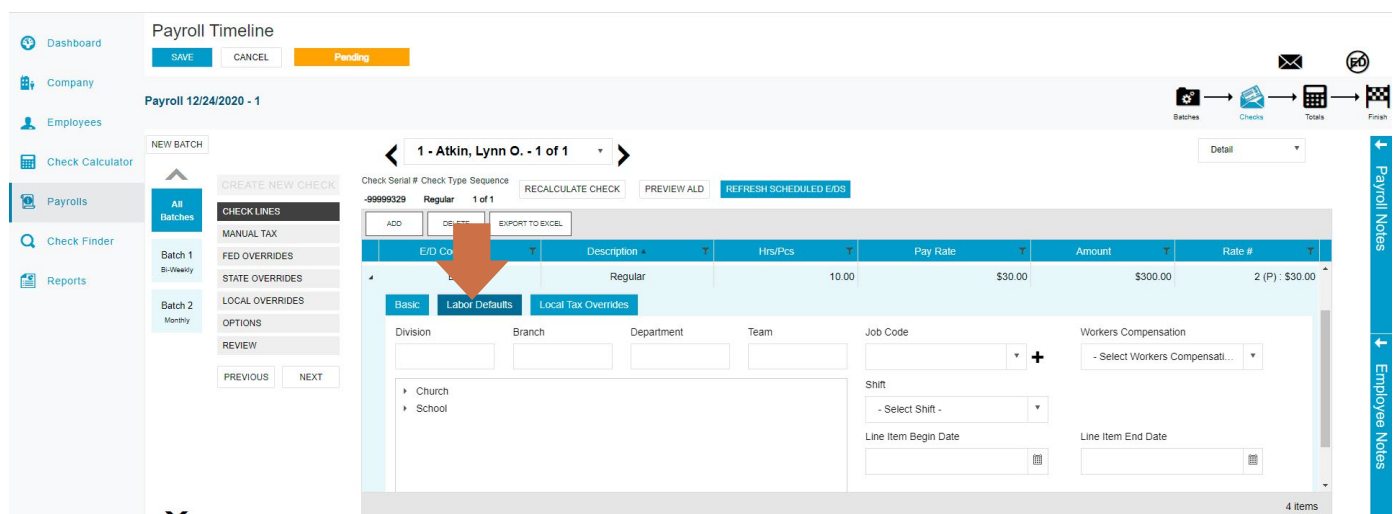
Payroll 12/24/2020 - 1 Regular | -99999438 | 1 of 1

NEW BATCH EXPORT TO EXCEL DELETE CHECK Search Checks Group By: Company Number

Type	E/D Code	Name	Sum	Total Hrs	Gross Pay	E 100 Hrs Regular	E 100 And Regular	E 200 Hrs Salary	E 200 And Salary
R	2	Doe, Jane S.	1	20.00	\$1,200.00	20.00	\$700.00		\$500.00
R	3	Smith, John K.	1	0.00	\$1,000.00				\$1,000.00
R	4	Mamon, George J.	1	30.00	\$450.00	30.00	\$450.00		
R	5	Smith, Jane D.	1	0.00	\$0.00				
R	7	Rogers, Shaggy G.	1	0.00	\$0.00				
R	10	Smith, Lisa R.	1	0.00	\$0.00				
R	104	Booth, Seelley J.	1	0.00	\$0.00				
R	105	Stark, Anthony E.	1	0.00	\$0.00				
R	106	Smith, Amy L.	1	0.00	\$0.00				
R	107	Doe, John M.	1	0.00	\$0.00				
Totals				50.00	\$2,650.00	50.00	\$1,150.00		\$1,500.00

18 Items

- Click on the E/D code/check line that you want to allocate
- Click on the arrow to the left of the E/D code; the following screen appears:



Payroll Timeline

Payroll 12/24/2020 - 1

NEW BATCH CREATE NEW CHECK

Check Serial # Check Type Sequence -99999329 Regular 1 of 1

RECALCULATE CHECK PREVIEW ALD REFRESH SCHEDULED EDS

ADD DELETE EXPORT TO EXCEL

E/D Code	Description	Hrs/Pcs	Pay Rate	Amount	Rate #
Regular	Regular	10.00	\$30.00	\$300.00	2 (P) : \$30.00

Basic Labor Defaults Local Tax Overrides

Division Branch Department Team Job Code Workers Compensation

Shift Line Item Begin Date Line Item End Date

4 Items

- Click on **Labor Defaults** tab
- Click on the arrow at each level to select the appropriate Division/Branch/Department/Team
- Click on **Save**

## Additional Functions in Detail View of Check

Changes in this section pertain to current payroll only and are NOT permanent changes.

- In pay grid screen, change the view from **Summary** to **Detail** on the right side of the screen
- Select the employee

MinistryWorks®

Payroll Timeline

SAVE CANCEL Pending

Payroll 12/24/2020 - 1

1 - Atkin, Lynn O. - 1 of 1

NEW BATCH

CREATE NEW CHECK

CHECK LINES

MANUAL TAX

FED OVERRIDES

STATE OVERRIDES

LOCAL OVERRIDES

OPTIONS

REVIEW

PREVIOUS NEXT

Check Serial # Check Type Sequence

-99999329 Regular 1 of 1

RECALCULATE CHECK

PREVIEW ALD

REFRESH SCHEDULED E/Ds

E/D Code *	Description	Hrs/Pcs	Pay Rate	Amount	Rate #
DD1	Direct Deposit Net Pay				
D110	403b Catch up			\$83.06	
E510	Clergy Housing			\$30.00	2 (P) - \$30.00
E100	Regular	10.00		\$300.00	2 (P) - \$30.00

4 Items

Payroll Notes

Employee Notes

- In **Check Lines** tab, click on **Add** to add a check line (E/D code) or **Delete** to delete a check line (E/D code); you must have code highlighted to delete. Answer yes to the question "Are you sure you want to permanently delete this check line?"
- **Manual Tax, Fed Overrides, State Overrides and Local Overrides** - Please contact your processor to assist with any tax overrides with this check
- **Options** - Add comments or notes for an employee to see on just his or her check. Options to block certain E/Ds or accruals: please contact your processor to assist with blocking these.
- **Review** - review payroll checks with overrides to verify for accuracy before submitting to payroll
- **Recalculate Check** - click on this to update information
- **Preview ALD** - click on this to view Auto-Labor distribution group setup
- **Refresh Scheduled E/Ds** - **Only use this if changes were made on an Employee set up after the payroll was opened; check to make sure that duplicate wages were not pulled in**
- Click on **Save** to save any changes made to the information before switching back to Summary view

## Add an Additional Hourly Rate and Hours to Pay Grid

This will pertain to current payroll only and are NOT permanent changes.

In the pay grid:

- Highlight employee line
- Change the view from **Summary** to **Detail**

Payroll Timeline

Payroll 12/24/2020 - 1

104 - Booth, Seeley J. - 1 of 1

Check Serial # Check Type Sequence -99999326 Regular 1 of 1

RECALCULATE CHECK PREVIEW A/D REFRESH SCHEDULED E/Ds

E/D Code	Description	Hrs/Pcs	Pay Rate	Amount	Rate #
DD1	Direct Deposit Net Pay				
E100	Regular	10.00		\$20.00	3 (P) \$20.00

2 Items

- Click **Add**

Payroll Timeline

Payroll 12/24/2020 - 1


104 - Booth, Seeley J. - 1 of 1

Check Serial # Check Type Sequence -99999326 Regular 1 of 1

RECALCULATE CHECK PREVIEW A/D REFRESH SCHEDULED E/Ds

E/D Code	Description	Hrs/Pcs	Pay Rate	Amount	Rate #
-- Select --					
DD1	Direct Deposit Net Pay				
E100	Regular	10.00		\$20.00	3 (P) \$20.00

3 Items

- Click on the drop-down menu under the E/D code to select the earning. Enter hours in **Hours/Pcs** field
- Click on the drop-down menu under the **Rate Number** and choose from available options (if multiple rates are not available, enter the new rate under the **Pay Rate** column)
- Click on **Save**
- Information is populated on pay grid (you will see a  indicating there are multiple earning codes/rates)

**You must have the payroll batch that you want to send this to already opened.**

- Dashboard
- Company
- Employees
- Check Calculator**
- Payrolls
- Check Finder
- Reports

- Check Calculator

X

Sandbox Client

EE Code - Name

Net Amount

Search Employee

☐ Net to Gross

Check Settings

Earnings/Deductions

Federal

State

SUI

Local

Options

ADD

DELETE

E/D Code *	Description	Hrs/Pcs	Pay Rate	Amount	Rate #

CALCULATE

SEND TO PAYROLL



### If calculating a Net-to-Gross check:

- Check the **Net-to-Gross** checkbox under **Net Amount**
- Enter the **Net Amount** in the field that opens when selected
- Click the **Delete** button to delete all the earnings or deductions from the check; if a live pay, do not delete the DD1
- Click the **Add** button to add the earning or deductions as needed to the check
- Click the **Federal** tab

The screenshot shows the 'Check Calculator' window. At the top, there's a 'Sandbox Client' section with a dropdown for 'EE Code - Name' and a 'Net Amount' field. Below this is a 'Check Settings' section with tabs for 'Federal', 'State', 'SUI', 'Local', and 'Options'. The 'Federal' tab is selected. Below the tabs is a table with columns: 'E/D Code \*', 'Description', 'Hrs/Pcs', 'Pay Rate', 'Amount', and 'Rate #'. To the right of the table is an 'Actions' section with buttons for 'CALCULATE' and 'SEND TO PAYROLL'. Orange arrows point to the 'Net Amount' field, the 'Federal' tab, the 'CALCULATE' button, and the 'SEND TO PAYROLL' button. A red 'X' icon is in the top right corner of the window.

- Click the applicable fields to make changes, blocks, or overrides
- Repeat the steps for **State, SUI** and **Local** taxes
- State overrides - to block the state tax, select regular in the state, type and enter 0 in the amount
- Local overrides - workplace taxes are required and cannot be blocked
- Click on **Options** tab - **for a manual check, a check number is required; for a live check, uncheck "Make this a Manual Check"**
- Click on the **Calculate** button - review results, check the earning code, and confirm taxes are correct
- Recalculate if you make any changes
- Click the **Send to Payroll** button to send the check to a payroll batch for processing
- Select the payroll in which to include the check for processing
- Click on **Save/Return** to create another check or **Go To Payroll** to go to pay grid

**Send this Check to Payroll**

EE	Name	Net Amount
9	Jane, Doe 123 S Main Fort Wayne, IN 46818	\$100.00

**Options set for this Check**

Manual Check # 121

Updates:

Tax Calculations locked in.

**CHANGE OPTIONS**

**Choose a Payroll for this check**

- 10/01/2020 - 1
- 10/05/2020 - 1
- 10/07/2020 - 1
- 10/12/2020 - 1
- 10/14/2020 - 1
- 10/14/2020 - 2
- 10/15/2020 - 1
- 10/21/2020 - 1
- 10/28/2020 - 1
- 10/29/2020 - 1
- 11/04/2020 - 1
- 11/06/2020 - 1

**SAVE/RETURN**

**GO TO PAYROLL**

### If calculating a Gross-to-Net check:

- Select an employee using drop-down menu in **EE Code-Name** field
- Click the **Delete** button to delete all the earnings or deductions from the check; if a live pay, do not delete the DD1
- Click the **Add** button to add the earning or deductions as needed to the check
- Enter the gross amount in the **Amount** column
- **Federal, State, SUI** and **Local** tabs - **Do Not** make changes in this area
- Click on **Options** tab - **for a manual check, a check number is required; for a live check, uncheck "Make this a Manual Check"**
- Click the **Calculate** button
- Click the **Send to Payroll** button to send the check to a payroll batch for processing
- Select the payroll in which to include the check for processing
- Click on **Save/Return** to create another check or **Go To Payroll** to go to pay grid

## Entering New Employees Online

**If your employee is performing clergy duties and is licensed, commissioned or ordained, please follow the highlighted sections in the appropriate steps below.**

1. Click on **Employees** from list on left-hand side to open
2. Click the large “plus +” sign in the heading to create a new record; the **Add Employee** box opens
3. Select whether the Tax ID is a **SSN** or **EIN** and enter the Social Security Number or Employer Identification Number
4. Click **Check ID**

**If the Social Security Number or EIN is already in the system, the Employees screen opens with the existing demographic information already copied into the new employee fields. This is NOT the process for rehiring a terminated employee. Please refer to Section 4: Making Changes to Employee Information — Status on page 32.**

### Submenu Tiles

#### Personal

Complete all required fields listed below. You must progress to the **Local** menu, if applicable, before the new employee can be saved. If there are no locals for the new employee, progress to the **State** menu item. If you exit before that, the new employee information that was entered is lost.

#### **Demographics:**

- SSN/EIN #
- Employee Type – select W-2 or 1099
- EE Code – employee number (auto filled; can be customized)
- First Name
- Last Name
- Address 1
- City
- State
- Zip
- Gender
- Ethnicity – if applicable
- Date of Birth - recommended; required if you have retirement plans
- Email - used for emailed pay stub vouchers (not required)

#### **Hire Status:**

- Status – select status
- Current Hire Date – enter hire date
- Rehire Eligible – defaults to Yes
- Employee Type - select from drop-down menu (Full-time, Part-time, 1099, etc.)

**Benefits: Do not complete**

## Labor Defaults

- Complete the required and applicable fields - Used only if **Divisions, Branches, Departments** or **Teams** are set up on the **Company**

## ACA

- Not required; contact your payroll processor if you have ACA services

## Pay

Complete all required fields listed below

### **Salary Information:**

- Pay Frequency – select pay frequency based on current calendar
- Salary Amount – enter salary amount per pay period  
**Clergy - Salary amount enter \$0.00. Clergy wages will be entered on the Scheduled E/Ds tab as Clergy Salary (E500) and/or Clergy Housing (E510)**
- Rate Amount – enter the hourly rate; if more than one rate, click on **Add** button in **Overrides section** and enter additional hourly rates

### **Position:**

- New Hire Report – defaults to **Pending** for all new hires or rehires over 60 days; do not change. System will change to **Completed** once the report is sent.
- FLSA - defaults to **NO**
- Position - choose from drop-down menu (contact payroll processor to add if not available)

## Federal

Complete all required fields listed below

### **Taxation:**

- Marital Status – select status
  - Select from **Standard** or **Higher** options if employee is hired after 1/1/2020
  - **Standard** should be used if only Step 1 on the W-4 is completed
  - **Higher** should be used if the box in Step 2c is checked
- Exemptions – Defaults to zero; not used with 2020 and forward W-4's (do not change)
- W-4 Total Dependents Tax Credit – if applicable (Step 3 on W-4)
- W-4 Other Income – if applicable (Step 4(a) on W-4)
- W-4 Deductions – if applicable (Step 4(b) on W-4)
- Tax Type – defaults to **None**, select option if applicable (Step 4(c) on W-4)
  - Additional Amount – enter additional dollar amount to be withheld in **Value** field
  - Additional Percentage – enter additional percentage amount to be withheld in **Value** field
  - None – no additional federal tax taken
  - Regular Amount – enter flat dollar amount to be withheld in **Value** field
  - Regular Percent – enter flat percentage amount to be withheld in **Value** field
- Value – enter amount/percent of tax type if applicable

### **EE Tax Statuses:**

- Federal Tax Status
  - Include – default federal tax will be calculated
  - Block – no federal tax will be calculated or withheld
  - Exempt – **Do not select**
- OASDI Exempt – social security tax, defaults to **NO** (do not change)  
**Clergy - OASDI Exempt – social security tax, change to YES; pastors can't withhold through payroll per IRS guidelines**
- Medicare Exempt – defaults to **NO** (do not change)  
**Clergy - Medicare Exempt – change to YES; pastors can't withhold through payroll per IRS guidelines**

### **ER Tax Statuses:**

- FUI exempt – defaults to **NO** (do not change)
- OASDI exempt – defaults to **NO** (do not change)  
**Clergy - OASDI exempt – change to YES; employers can't match social security through the payroll per IRS guidelines**
- Medicare Exempt – defaults to **NO** (do not change)  
**Clergy - Medicare Exempt – change to YES; employers can't match Medicare through the payroll per IRS guidelines**

### **W-2 Form:**

- Type – make sure “W-2 & 1099” is selected.
- Residential State – defaults from **Demographic** section on **Personal** tab
- Do not complete demographic section on this page

### **W-2 Settings and 1099R: Do not complete**

### **State (required)**

- State – auto populates what was added on the Personal Tab
- SUI – same as State
- SDI – same as State
- Home – defaults to **Yes**
- Marital Status – select from options available
- Tax Exemptions – if applicable
- Click the small arrow at the far left of the line on the information bar to minimize or maximize the state information (set up additional or flat amounts for state withholding)

### **Local (if applicable)**

Do not remove any locals that automatically populate

- Click on **Add** button to add local
- Complete required fields (\*)
- Click **Save**

## Child Support

- Contact your payroll processor if you need a child support deduction

## Direct Deposit - 2 Step Process

### **Step 1: Adding Employee Banking Information**

- Click the **Add** button to add new direct deposit information as needed
- ABA# - enter routing number
- Bank Account # - enter account number
- Account Type – select checking, savings or money market
- In Prenote –
  - If you select **No** the employee will receive a direct deposit on the next pay run
  - If you select **Yes** the prenote will be sent with next payroll and employee will receive a paper check; check and UPS shipping charges will also apply
- Form on File – This should be **Yes**; a completed Direct Deposit Authorization form is required
- Allow Hyphens – defaults to **No** (do not change)
- Click **Save** when you have completed entering information on this screen

### **Step 2: Adding DD1 in Scheduled E/Ds**

- Click on **Scheduled E/Ds** tab
- Click the **Add** button
- Under **Code** – Select **DD1 Direct Deposit Net Pay** from the drop-down menu
- Under **Send To** – Select **Direct Deposit** from the drop-down menu
- Direct Deposit Account field appears – click on drop-down menu and select bank account number
- Click **Save**
- If employee has more than one Direct Deposit account, contact payroll processor to add extra E/D (ex: DD2, DD3)

## Scheduled E/Ds

Scheduled E/Ds are earnings and deductions that are scheduled to be processed automatically with their scheduled payroll.

**For Clergy employees, we add their wages as E/D codes (Clergy Salary E500 and/or Clergy Housing E510) since these codes are built not to pull FICA taxes.**

- Click the **Add** button
- Under **Code** – select the earning or deduction
- Calculation Method – defaults to company set up
- Amount \$ – enter amount per pay period, if applicable
- E/D Group – used with percentage calculations, if applicable
- Amount % – enter percentage, if applicable
- Click **Save**
- Repeat process to add more E/Ds
- If E/D code is not available contact your processor to add new E/D code

## Delivery

Completing this section will allow pay stub to be emailed to the employee.


- Add the employee's email (if added on **Personal** tab it will populate here)
- Under Print Voucher - Select **Yes**
- Enter a password for VMR deliveries - consider using the last four digits of the employee's social security number

## Employee Portal

Highly recommended to give employee access to the Employee Self Service Portal so they can view/retrieve pay stubs and W-2's.

- Username – create unique username (JKSmith, JohnSmith, JSmith); username is case sensitive and email cannot be used
- Password – enter password; use MW+[**last four digits of social security number**]+! (i.e. MW1234!)
- Click **Save**
- Once the employee is registered, they will go to the **Employee Self Service** website below to log in and change their password
- Link to website: <https://ministryworks.evolutionpayroll.com/ess#/login>

## Notes

- Payroll Notes – Notes entered here can be viewed by the payroll processor or other internal colleagues. The information does not appear “publicly” and cannot be viewed by the employees. This will show as  in the pay grid next to the employee name.
- General Notes – General notes about the employee and payrolls are stored with the employee data and can also be viewed in the **Payroll** menu in the **Notes** fly out tab on the **Employees-Payrolls-Payroll View** screen.

## Making Changes to Employee Information

**Make all changes to Employees prior to opening a payroll**

### Status

Anything other than an Active status will not show up on the pay grid automatically

#### ***Rehire an employee:***

- Click on **Employees** from menu on left-hand side
- To find terminated employees, all filters need to be cleared; click the **funnel** next to the **Status** heading
- Click **CLEAR** at the bottom of the drop-down menu; all employees will show in the list now. Select the employee by double-clicking their name.
- In the **Personal** tab under the **Hire Status** section, change their status to **Active**
  - Add the original hire date to the **Original Hire Date** field and add the new hire date to the **Current Hire Date** field
  - Delete the **Termination Date**
- Click **Save**

**Once the employee is rehired, be sure to go through all the employment tabs to ensure all information is still accurate. If anything needs changed, be sure to update before opening the next payroll.**

#### ***Terminate an employee:***

- Click on **Employees** from menu on left-hand side
- Select the employee by double-clicking their name; stay in the **Personal Tab**
- Under the **Hire Status** section, change their status to **Terminated**; add a termination date to the **Termination Date** field
- Click **Save**

### Pay

- To change the pay information for an employee, click on **Employees** from menu on left-hand side
- Double-click on employee name
- Click on the **Pay** tab
- Enter the new amount in the **Salary Amount** field or **Rate Amount** field
- Click **Save**

**For clergy, go to Scheduled E/D's to change Clergy Salary (E500)**

#### ***To add an Additional Hourly Rate:***

- Click on **Edit Effective Periods** in **Overrides** section and the **Effective Periods** screen opens
- Click the Add button
- Change the **Begin Effective Date**
- Add **Rate Number** - if salaried **EE Rate 1** is \$0.00, add Rate 2
- Add **Rate Amount**
- Click **Save**



- To change information for a rate, in the **Overrides** section, click on the drop-down menu for rate you want to change
- Make the changes and click on **Save**


### Scheduled E/D's

- To change the information for other earnings and deductions, click on the **Employees** section
- Double click on employee name
- Click on **Scheduled E/Ds** from the menu
- Click on the arrow to the left of the E/D to open up the information for the E/D that will be changed
- Make the changes to information
- Click **Save** or close E/D by clicking on arrow

#### ***To Inactivate a scheduled E/D:***

- Click on the E/D
- Click on the arrow to the left of the E/D that needs stopped
- Click on the **Schedule** tab within the E/D
- Enter the date it should stop in the **Ending** field PRIOR to the upcoming pay run
- Click **Save**

#### ***To change a Direct Deposit:***

- Click on **Employees** from menu on left-hand side
- Double click on employee's name
- Click on **Scheduled E/Ds** tab
- Click on arrow to the left of the DD1 or DD2 that needs changed
- Click on plus sign 
- Enter ABA # (Routing #), Bank Account #, Account Type
- **Check** the **In Prenote** box if you want employee to have paper check on next payroll (check and delivery fees apply); leave box **unchecked** if you want employee to have direct deposit on next payroll
- Check the **Form on File** box to indicate the employee has given documentation to support the account change

**If you receive a bank change request via email, best practice is to verbally confirm the request came from the employee**

- Click on **Save button**
- Click **Save**

#### ***To deactivate a Direct Deposit in use:***

- Go to **Scheduled E/Ds**
- Click on the arrow to the left of the DD1 or DD2
- Click on **Schedule** tab
- In **Effective** section, go to **Ending** field and click on a date PRIOR to the upcoming pay run that the direct deposit should not be active on
- Click **Save**

## Taxes

### ***Federal:***

- Make changes based on how the employee completed the current year W-4
- Click on **Employees** from menu
- Double click on the employee name
- Click on **Federal** tab
- Click **Save**

### ***State:***

- To change **Marital Status**, click on field and select status from drop-down menu
- To change **Tax Exemptions**, click on field and type over existing number
- To add additional or flat amounts, click on the arrow to the left to open up the detail of the state
- Under the **Overrides** section, under **Tax Type**, select options of additional or flat amounts
- Enter the amount in the **Amount** field
- Click **Save**

### ***Local:***

- In **Local**, click on **Add** to attach a local tax
- Click on field beneath **Local** section and using drop-down menu, select the local tax
- **Misc. Amount** field (do not change)
- Click **Save**
- Contact your Processor to review local tax set up after making changes

## Viewing Reports

Use Google Chrome™

Go to <https://ministryworks.evolutionpayroll.com/hcm/#/> (**copy and paste**) and enter your **username (Firstname.Lastname)** and **password (MW----**).

Click on **Reports** from menu on left side. If you are processing your payrolls, you will see all seven headings. If you are not processing your payrolls, you will only see the Dashboard and Reports heading.

The screenshot shows the MinistryWorks dashboard. On the left, the 'Reports' menu item is highlighted with a red arrow. The main area displays 'Payroll Today' with a list of payroll runs for 12/16/2020. To the right, there is an 'Agenda' section showing dates from Thursday, December 17, 2020, to Thursday, December 24, 2020. Below the payroll list, there is a section for 'Published Reports' with a list of report names and their corresponding report numbers.

Click on **Published Reports**

The screenshot shows the 'Reports' page in MinistryWorks. The 'Published Reports' tab is selected, indicated by a red arrow. The page displays a table of reports with columns for 'Report Name' and 'Report #'. The 'Payroll Register (S109)' report is highlighted. To the right of the table, there is a 'Payroll Register' section with a 'CONFIGURE REPORT' button.

Report Name	Report #
Payroll Register (S109)	109
Earnings And Deductions (S181)	181
General Ledger (S183)	183
Delivery Instructions (S187)	187
Cover Letter (S193)	193
Direct Deposit (S211)	211
Check Reconciliation (S214)	214
Time-Off Report (S216)	216
Workers Compensation (S217)	217
Time-Off History (S223)	223
Taxable Wages For Payroll By Ck Date (S236)	236
Tax Report For Payroll (S247)	247
Employee Profiles (S263)	263

Select a payroll and the report for which to view a preview

The screenshot shows the 'Reports' page in MinistryWorks. The 'Published Reports' tab is selected, indicated by a red arrow. The page displays a table of reports with columns for 'Check Date', 'Run #', 'Check Period', 'Report #', 'Report Name', and 'Type'. The 'Payroll Register (S109)' report is highlighted. To the right of the table, there is a 'PREVIEW REPORT' button.

Check Date	Run #	Check Period	Report #	Report Name	Type
12/16/2020	1	12/05/2020 - 12/11/2020	B333	Pay Run Annual Calendar	Report
12/16/2020	1	12/05/2020 - 12/11/2020	S109	Payroll Register	Report
12/16/2020	1	12/05/2020 - 12/11/2020	S193	Cover Letter	Report
12/16/2020	1	12/05/2020 - 12/11/2020	S211	Direct Deposit	Report
12/16/2020	1	12/05/2020 - 12/11/2020	S247	Tax Report For Payroll	Report
12/16/2020	1	12/05/2020 - 12/11/2020	S257	Invoice (S257)	Report
12/16/2020	1	12/05/2020 - 12/11/2020	S2590	Check Stub Detail	Report
12/16/2020	1	12/05/2020 - 12/11/2020	S2594	W2 Preview	Report
12/16/2020	1	12/05/2020 - 12/11/2020	S351	Input Worksheet	Report
12/10/2020	1	11/24/2020 - 12/07/2020	B333	Pay Run Annual Calendar	Report
12/10/2020	1	11/24/2020 - 12/07/2020	S109	Payroll Register	Report
12/10/2020	1	11/24/2020 - 12/07/2020	S193	Cover Letter	Report
12/10/2020	1	11/24/2020 - 12/07/2020	S247	Tax Report For Payroll	Report
12/10/2020	1	11/24/2020 - 12/07/2020	S257	Invoice (S257)	Report
12/10/2020	1	11/24/2020 - 12/07/2020	S2590	Check Stub Detail	Report

**To Preview, Save, or Print a Published Report**

1. Check the box in the left-hand column of the table to select the report(s) to be viewed, saved or printed.
2. Click the **Preview Report** button to open a full-sized preview on a new screen.
3. Use the Resizing tools in the preview window to zoom in or out to preview the report. If more than one report is selected, use the arrows at the bottom of the Preview window to navigate between reports.
4. Click **Save** at the top of the Preview window to save the report(s) to your hard drive and/or to open the report you are currently working on.
5. To print the report, select **Print** from the **File** menu in the Windows menu bar.
6. Click on **Reports List** button to return to the screen listing the Published Reports.

## Published Reports

- **Check Stub Detail** – employee pay stubs
- **Cover Letter** – totals for net pay, billing impound, and taxes for current payroll
- **Direct Deposit** – list of employees receiving direct deposit (routing number, account number and deposit amount)
- **Input Worksheet** – used for recording hours, or additional pay for next scheduled payroll
- **Invoice** – payroll charges (check fee, per employee charge, quarterly fee, etc.)
- **Pay Run Annual Calendar** -schedule of future payrolls, including the input (payroll submission) dates
- **Payroll Register** – list of employees paid (gross, taxes, deductions and net amounts)
- **Period Summary Report** – lists each employee's earnings, deductions, and taxes MTD, QTD, and YTD
- **Tax Report for Payroll** – taxable wages and total withheld for current payroll

## Defined Reports

Create custom reports for one or multiple pay periods

- **Check Reconciliation** – list of employees/check type/check number/direct deposit/net amounts
- **Check Stub Detail** – employee pay stubs
- **Compensation Detail Report** – breakdown of employee pay (hours, earnings, taxes, other, net)
- **Cover Letter** – totals for net pay, billing impound, and taxes for current payroll
- **Delivery Instructions** – when specific delivery instructions are entered
- **Direct Deposit** – list of employees receiving direct deposit (routing number, account number and deposit amount)
- **Earnings and Deductions** – totals per earning and deduction on pay run
- **Employee Profiles** – employee personal information, pay, taxes, E/Ds, direct deposit
- **General Ledger** – lists debits and credits (for GL clients only)
- **General Ledger** – Rapid Export Format (custom report for GL clients only)
- **Individual Earnings Report** – quarterly payroll history per employee
- **Input Worksheet** – used for recording hours or additional pay for next scheduled payroll
- **Input Worksheet Cover Letter** – cover sheet to send in input worksheet; lists MW fax and phone#
- **Payroll Impounds** – taxes, fees and direct deposit impound amounts
- **Payroll Register** – list of employees paid (gross, taxes, deductions and net amounts)
- **Period Summary Report** – earnings, deductions, taxes per MTD, QTD and YTD
- **Time Off History** – current Accrual/Balance/Accrued/Used
- **Tax Notices** – tax type, deposit frequency, due date, amount, wages, #ee's, quarter
- **Tax Report for Payroll** – breakdown of taxes per payroll
- **Taxable Wages for Payroll Ck Date** - total earnings/exempt earnings/taxable wages/tax amount
- **Time Off Register** – TOA type, E/D Code/Group, Eff Date, Prev balance, change, new balance
- **Time Off Register with Hours** – TOA type, E/D Code/Group, Eff Date, Prev balance, change, new balance

**Have questions? Please contact your payroll processor for help.**