



Deluxe HCM Perepare For Payroll

Prepare for Payroll

The **Prepare for Payroll** section is where you will run your payroll. Here you will be able to: select the timesheets that you would like to run the payroll for; review and edit those timesheets if needed; and send all of the employee timesheet data to Deluxe Payroll.

Pay Run Summary Section

The **Pay Run Summary** section provides you with the ability to view any previously run payrolls, as well as delete pay runs that are no longer needed. You will also be able to filter the Pay Runs by status (draft, finalized, or all).

To start a new **Pay Run**,

1. Go to "**Prepare for Payroll**" section.
2. Click the "**Start New Pay Run**" button in the top right corner.
3. Check date range you'll be running the payroll for.
4. Choose employees' timesheet you'll be running the payroll for.
5. Click the "**Next**" button.

The screenshot shows the 'Pay Run Summary' section. On the left is a sidebar with navigation options: TIME & ATTENDANCE, DASHBOARD, TEAM MANAGEMENT, Schedule, Team Timesheets, Team Time Off, PREPARE FOR PAYROLL, REPORTS, and ADMINISTRATION. The main content area has a 'Pay Run Summary' header with a 'Start New Pay Run' button. Below the header is a 'Pay Run Status' dropdown menu set to 'All'. A table lists various pay runs with columns: Run at, Period, Status, Number of employees, Total hours, Total amount, and Action. The table contains 14 rows of data, including draft and final pay runs for different periods and employee counts.

Run at	Period	Status	Number of employees	Total hours	Total amount	Action
Sep 03, 2019 11:08:19 PM	Aug 20, 2019 - Sep 03, 2019	Draft	1	58.00	\$660.00	
Sep 03, 2019 11:06:12 PM	Jun 29, 2019 - Jul 05, 2019	Draft	4	193.00	\$2055.00	
Aug 22, 2019 02:21:54 PM	Aug 08, 2019 - Aug 22, 2019	Draft	2	0.00	\$0.00	
Aug 13, 2019 06:30:24 AM	Jul 29, 2019 - Aug 12, 2019	Draft	1	61.00	\$610.00	
Aug 08, 2019 07:24:42 AM	Aug 31, 2019 - Sep 06, 2019	Final	2	112.00	\$1240.00	
Aug 07, 2019 01:57:04 AM	Jul 23, 2019 - Aug 06, 2019	Draft	1	0.00	\$0.00	
Aug 06, 2019 11:22:12 PM	Jul 23, 2019 - Aug 06, 2019	Draft	1	0.00	\$0.00	
Aug 06, 2019 10:48:54 AM	Jul 23, 2019 - Aug 06, 2019	Draft	1	0.00	\$0.00	
Aug 06, 2019 03:04:15 AM	Jul 22, 2019 - Aug 05, 2019	Draft	1	48.00	\$480.00	
Aug 06, 2019 03:02:42 AM	Jul 22, 2019 - Aug 05, 2019	Draft	1	0.00	\$0.00	
Aug 05, 2019 12:30:00 PM	Jul 22, 2019 - Aug 05, 2019	Draft	1	0.00	\$0.00	

The screenshot shows the 'Employee Pay Data to Process' section. On the left is the same sidebar as the previous screenshot. The main content area has a header with 'Employee Pay Data to Process', a 'Back to Pay Run Summary' button, a 'Recalculate' button, and a 'Next' button. Below the header are fields for 'Date' (Aug 01, 2019 - Aug 15, 2019) and 'Display options' (Per sheet). There is a search bar for 'Employee' with a 'Show Filter' button. A table lists employees with columns: Name, Pay Run Status, Approval Status, Timesheet Period, Regular Hours, Overtime Hours, and H. The table contains 10 rows of data, including employees like David Dralman, Ethan TNA, William TNA, John Bard, Jason Cutler, TNA Supervisor, and Randy TNA.

Name	Pay Run Status	Approval Status	Timesheet Period	Regular Hours	Overtime Hours	H
David Dralman	Draft	Not Submitted	Jul 01, 2019 - Sep 01, 2019	58	-	\$
David Dralman	Draft	Not Submitted	Jul 08, 2019 - Aug 31, 2019	40	3	-
David Dralman	Draft	Not Submitted	Jul 15, 2019 - Aug 31, 2019	40	2.5	-
Ethan TNA	Draft	Not Submitted	Jul 16, 2019 - Aug 01, 2019	37	-	-
William TNA	Draft	Not Submitted	Jul 16, 2019 - Aug 01, 2019	40	1.5	-
John Bard	Draft	Not Submitted	Jul 16, 2019 - Aug 01, 2019	33	-	-
Jason Cutler	Draft	Approved	Jul 16, 2019 - Aug 01, 2019	28	-	-
TNA Supervisor	Draft	Not Submitted	Jul 16, 2019 - Aug 01, 2019	34	-	-
Randy TNA	Draft	Not Submitted	Jul 17, 2019 - Aug 01, 2019	36	-	-

6. If there are errors, warnings or exceptions, the system will present the user with a **"Resolve Pay Run Issues"** window. The system will give options to fix or ignore these exceptions (ex: Timesheet has missing punches or the timesheet is unapproved etc.). Click on the fix or ignore buttons to resolve all warnings and exceptions.

Resolving Pay Run Issues ×

Resolve Timesheets Exceptions

You need to resolve the following employee timesheet errors before creating a Draft.

Exceptions:

<input type="checkbox"/>	Missing Punch Timesheets	
<input type="checkbox"/>	David Draiman (2019-07-01 - 2019-09-01)	Fix
<input type="checkbox"/>	Unapproved Timesheets	
<input type="checkbox"/>	David Draiman (2019-07-01 - 2019-09-01)	Fix

Resolving Pay Run Issues ×

Resolve Timesheets Exceptions

You need to resolve the following employee timesheet errors before creating a Draft.

Exceptions:

1 employee timesheet selected [Cancel](#)
[Ignore](#)

<input type="checkbox"/>	Missing Punch Timesheets	
<input checked="" type="checkbox"/>	David Draiman (2019-07-01 - 2019-09-01)	Fix

7. Once all exceptions have been fixed, click the **"Next"** button.
8. You will then be routed to the final step which is the **Pay Run Totals**. In this section, you will be able to review the summary of hours and amount per employee you will pay for. The user is also given an option to download a csv file with pay run details. Once everything is reviewed, the user can select **"Send to Payroll"** button to submit payroll data to Deluxe Payroll.

TIME & ATTENDANCE
DASHBOARD
TEAM MANAGEMENT
Schedule
Team Timesheets
Team Time Off
PREPARE FOR PAYROLL
REPORTS
ADMINISTRATION

Pay Run for Aug 01, 2019 - Aug 15, 2019

Number of employees: 1
Total hours: 3.92
Total amount: \$235.00

[Back to Pay Ru...](#)
[Download as CSV](#)
[Send to Payroll](#)

Name	Pay Run Status	Approval Status	Timesheet Period	Holiday Premium Hours	Holiday Premium Amount	Regular
David Draiman	Initial	Not Submitted	Jul 01, 2019 - Sep 01, 2019	3.92	\$235.00	-
Total				3.92	\$235.00	0