

# Payroll Guide: Processing Payroll without RUN

## Review Timecard Exceptions

1. From Time & Attendance Common Tasks, select **Timecard Exceptions**.



2. In the Totals row of the Exceptions Type column, click the number of **Timecard Exceptions**.

EMPLOYEES (1)		TOTAL EXCEPTIONS	MISSING OUT PUNCH	SUPERVISOR APPROVAL REQUIRED
Lopez, Lisa 2468		2	1	1
Totals		2	1	1

3. In the In or Out fields with Exceptions icons, type the **correct** in or out time for the listed employee.

EMPLOYEES (1)	DATE	IN	OUT	PAY CODE	HOURS
Lopez, Lisa <input type="checkbox"/> View Schedule	Mon 06/13	09:00 AM	04:00 PM		6.50
	Tue 06/14	08:30 AM			0.00

4. Click **Save**. Once all timecard exceptions of a particular type have been resolved a “No data found” message will display.

Timecard Exceptions	Totals Summary
No data found.	

5. Choose Click the **Timecard Exceptions** tab to select the next type of exception to clear. If no further exception types are left the “No data found” message display once again.

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## Print the Payroll Detail Report with Dept

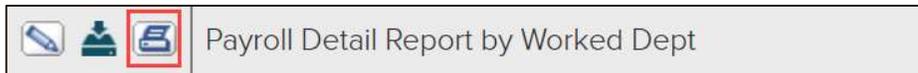
1. Click the **Home** tab.



2. Click the **View Reports** icon.



3. In the Payroll Detail Report with Dept row, click the **View Report** Icon
  - Note if no report displays, disable your popup-blocker, and repeat this step



4. To refer to the Payroll Detail Report with Dept later, **print it** or **leave** the report window open.

Payroll Detail Report by Worked Dept									
Current Pay Period									
Worked Department:									
Last Name	First Name	Position ID	Worked Department	Pay Code	Pay Date	Pay Rate			
						Hours	Dollars		
Lopez	Lisa	2468		REGULAR-Regular	Mon 06/13/2022	\$0.0000	6.50	\$0.00	
				REGULAR-Regular	Tue 06/14/2022	\$0.0000	6.50	\$0.00	
							<b>Subtotal</b>	<b>13.00</b>	<b>\$0.00</b>
							<b>Total for:</b>	<b>13.00</b>	<b>\$0.00</b>

## Begin Payroll Preparation

1. Click the **Home** tab.

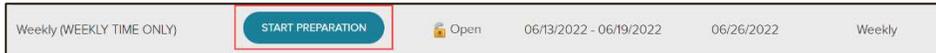


2. Click the **Payroll Preparation** icon.

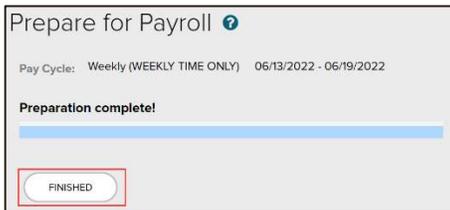


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3. Click **Start Preparation**.



4. Click **Finished**.



5. Refer to the data in the Payroll Summary Report with Dept when you call, fax, or email your employees' hours to payroll.

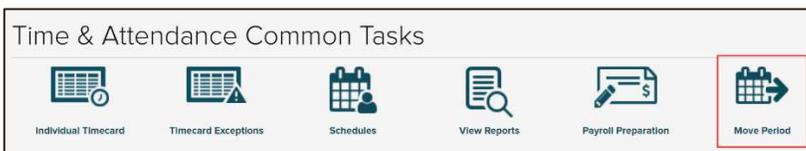
## Move Period

**Important:** Only proceed when you have received and confirmed the accuracy of your checks.

1. Click the **Home** tab.



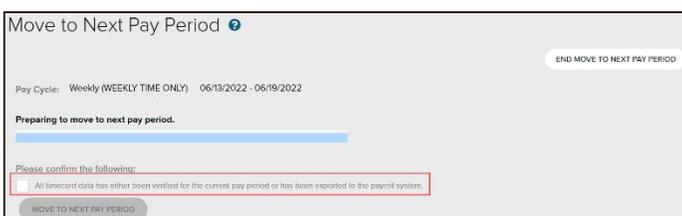
2. Click on **Move Period** icon.



3. Click on **Start Move**.



4. Select **"All timecard data has either been verified for the current pay period or has been exported to the payroll system."**



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5. Click on **Move to Next Pay Period**.



6. Wait 30 seconds and click **Refresh**. Repeat until the Status displays **Open**.

