Time and Payroll Processing

User Guide

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Table of Contents

Time and Payroll Processing User Guide ... 6
Creating a Pay Prep Profile ... 7
Adding Records for Pay Preparation ... 7
Accruals ... 8
Accruals 2.0 ... 9
Adjustment Pay ... 9
Base Hours ... 10
Base Pay ... 10
Counters (PC 2.0) ... 10
Estimate ... 11
Extra Pay (PC 1.0) ... 12
LOA Records ... 12
Time Entry ... 12
Work Schedule ... 13
Pay Prep Processing Rules ... 14
Checks ... 14
Docked Time ... 14
Math ... 14
Overtime ... 15
Payroll (Payroll Module) ... 16
Rates ... 16
Rounding ... 17
Split Time ... 17
Sum Up ... 17
Effective Dating of Pay Prep Profiles ... 17
Pay Prep for External Payroll ... 19
Data Fields and Settings ... 21
Grouping ... 22
Filtering ... 22
Testing Pay Prep ... 22
Payroll Export Format and Payroll Export Codes ... 23
Creating the Payroll Export File ... 23
Payroll Export Codes ... 24
Payroll Export Formats ... 26

New Export Format ... 27
Records and Columns ... 28
Timesheet Processing ... 30
Customize Widgets in Business Process Steps ... 30
Process Timesheet ... 30
Running a Time Prep ... 31
Pending Time Off Requests ... 32
Pending Timesheet Change Requests ... 32
Accruals 2.0: Run Accruals ... 33
TLM Configuration Snapshots ... 33
Review Timesheet Status ... 33
Reapply Pay Calculations ... 34
Process Records ... 34
Process Time Records ... 35
Review Results ... 35
Take Snapshot ... 35
Review Corrections ... 35
Retro Pay ... 35
Payroll Interface File ... 35
Export Filters ... 36
Lock Pay Period ... 36
Time Prep Export ... 36
Pay Period Per Employee ... 36
Pay Periods ... 36
Pay Periods by Employee ... 36
Pay Prep Records ... 37
Timesheet Processing in the New Experience ... 38
Process Timesheet ... 38
Review and Resolve Issues ... 38
Remind Managers ... 40
Process Timesheet Information ... 40
Actions and Reports ... 40
Take Snapshot ... 40
Add Retro Pay ... 42
Run Accruals ... 43

Reprocess Timesheet 43
Pending Expense Reports 43
View Pay Prep Results 43
View Supporting Reports 43
Payroll Processing 44
Go to Payroll Processing 44
Create Payroll Interface File 44
Managing Payroll 46
Process Payroll Landing Page 46
Payroll Prep 46
Payroll Cards 46
Other Options 47
Recently Finalized 47
Adding a New Payroll 48
Payroll Prep in the New Experience 51
Review Pay Information 51
Review Pay Information: Pay Period Information 51
Review Pay Information: Employee Information 51
Review Pay Information: Warnings and Errors 52
Review Pay Information: Actions 52
Employee Pay Statement Actions 52
Add, Import and Void Pay Statements 52
Review Pay Information: Reports 54
Pre-Processing 55
Processing 55
Review Your Data 55
Review Pay Information: Action Buttons 55
Sync Time 55
Recalculate Pay Statements 56
Disable the new experience 56
View Activity 56
Go to Time Prep 57
Payroll Stages 57

Time and Payroll Processing User Guide

This guide explains how to prepare, process, and manage payroll using TLM and Payroll.

Use this guide to complete key payroll tasks:

- Create a Pay Prep Profile (settings that control pay preparation)
- Set up pay prep processing rules
- Export payroll to an external system, if needed

Manage and review payroll data:

- Review and resolve time and pay issues
- Add and edit pay records
- Review pay information

Use these tasks to prepare, validate, and manage time and payroll data across your workflow.

Creating a Pay Prep Profile

To create a Pay Prep profile:

1. Navigate to Settings > Profiles/Policies > Pay Prep
2. Select the **New Pay Prep Profile** button. The resulting Edit Pay Prep Profile page is used to create the rules for the profile you are adding.
3. Enter a name and description for this profile
4. Select **Save**
5. Begin adding rules to the profile
6. Select **Save**

Adding Records for Pay Preparation

To import time and pay data for processing, you must add records for the types of data you wish to process and prepare for payroll. These records allow the profile to review all data collected from the timesheets and group the data into specific record types.

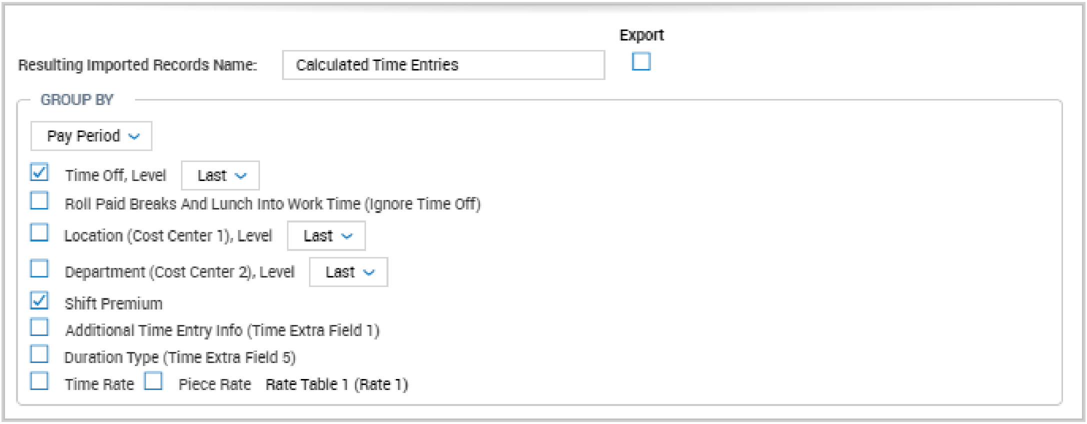
> **Note:** It is not a requirement that all records must be exported to payroll, a record can be added for informational purposes only.

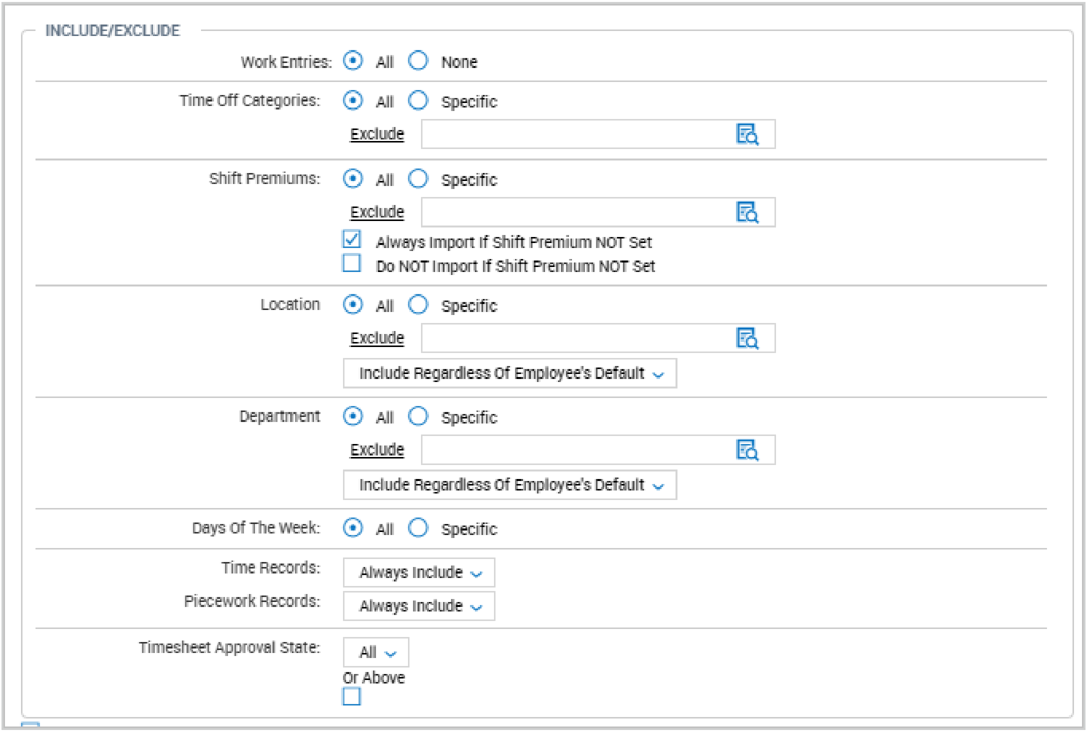
1. Select the **Add Record** link in the Initial Records section
2. Complete the options for the data you want to import
3. For all initial records, you must enter a record name
4. Select the **Export** checkbox if the record data is to be sent to payroll

You can select records pertaining to Accruals, Base Hours, Base Pay, Counters (PC 2.0) or Pay Categories (PC 1.0), Estimate, Extra Pay, Leave of Absence, Time Entry or Work Schedule. Options vary for each record type.

> **Example:** In the Calculated Time Entries, there are options for grouping the data, including or excluding data if it is work entries or time off, time off categories, shift premiums that were applied, cost centers, days of the week, approvals and time or piecework entries. You can also choose to exclude specific entries, clear totals and clear rates.

The Add Zero Records option includes records even if there is no time or pay in the record.





The following types of initial records can be added to a Pay Prep Profile.

Accruals

Import Accrual Balances v2: You can export hours taken, earned, remaining, or accrued (year-to-date) for a time off category to support accrual balance tracking. Options are available for selecting the type of accrual balances to export.

From the Import drop-down, the following settings are available:

- **Hours / Days Remaining (Last Day Of Pay Period):** This allows hours to be associated with the last day of the pay period. You may add any number of time off types together, which can be done using the Sum Up Time Records rule.

  > **Example:** If using the Hours Remaining setting and running the Pay Prep for the period of 5/7/24: 5/13/24, the Pay Prep result includes the date of 5/14/24. But substituting the Hours Remaining (Last Day Of Period) setting results in the Pay Prep stopping at the last date in the pay period, which in this example is 5/13/24.

  > **Note:** In both cases there is no difference in the Hours Remaining calculation, only the date associated with these hours.

- **Hours / Days Taken (Last Day Of Pay Period)**: Hours taken in the current Accrual period.
- **Available Balance (Last Day Of Pay Period)**: Available balance as of the last day of the period.
- **Days Accrued (Last Day Of Pay Period):** For users who need the Accruals values to output at the end of the pay period.

Accruals 2.0

Import Accrual Balances Days, Hours, Amounts capture information regarding accrual balances. In addition, you can create or edit Accrual Category lists within these Pay Prep Profile rules.

Import Accruals Bank Donations Days or **Hours** capture any employee donation to the Accruals Bank that can then be allocated to an earning code. Donations display in pay statements and taxed applicably during payroll. Any donations that were granted on a date in the pay period being processed is pulled in.

Accrual Balances are included under Records from the Edit Payroll Export Format page, and they can be mapped to the applicable Columns.

Balance transfer transactions that take place in the pay period can be exported through pay prep by means the options of (Hours/Days/Currency) Transferred From In Pay Period and (Hours/Days/Currency) Transferred To In Pay Period using the Import drop-down menu.

Columns for (Hours/Days/Currency) Transferred From and Transferred To are available in the Payroll Export Format.

Adjustment Pay

Adjustment Pay Entries: Sums up and allows you to export adjustment pay entries from the employee's timesheet and allows adjustments to time off categories, shift premiums and cost centers to be grouped by day, week, or pay period.

For PC 1.0 companies, the Timesheet Approval State setting contains a drop-down menu containing timesheet approval options for All, Open, Submitted, Approved (1-4), and Approved (PayPrep Ready).

After selecting an option in the drop-down list, you can further qualify the setting by checking the 'Or Above' checkbox.

> **Example:** You can select 'Submitted' and 'Or Above' and the system includes all timesheet approval states at or above the Submitted status.

Base Hours

Pro-Rated Base Hours: This record allows companies to define what constitutes base hours. Options are Day, Week, or Pay Period, and then pro-rate those hours according to employee Started Date, Hired Date, Re-Hired Date, or Seniority Date.

Working Days: This setting provides two options: All Days Of The Week, and Monday: Friday.

> **Example:** These settings can be used if salaried employees have a typical 8:00 am - 5:00 pm, Monday through Friday work week, the system automatically pro-rates eight hours per weekday missed.

This record is useful in instances where an employee has been terminated or hired mid-pay period and the hours in the timesheet should be pro-rated. In cases where a termination has occurred, the system includes the termination date.

This record differs from the Pro-Rate Base Pay record in that with the base pay record, the system processes and pays the entire pay period. This Pro-Rated Base Hours record allows the hours to be defined and then pro-rate accordingly using the date specified.

Simple Base Hours: Allows you to define a set number of base hours per day, week, or pay period to export. This can be used to override hours on the timesheet, be added in addition to clocked hours, or is used for hours worked accruals and allows for a user-defined value to be defined for base hours per day, week, or pay period.

Base Pay

Pro-Rated Base Pay: Allows for base pay to be prorated by M-F or Scheduled Days and then defined by shift premiums, cost centers or duration types and then grouped by pay period or week.

Simple Base Pay: Similar to Simple Base Hours, except using a dollar amount instead of a number of hours and allows for simple base pay to be defined by shift premiums, cost centers, or duration type, and then group by week or pay period.

Counters (PC 2.0)

Counter Records: Allows for one counter or a list of counters to be included, allowing for the counter's Record Date or Source Date, as well as allowing for records to be exported even if a counter has no time allocated to it, by checking **Add Zero Record**. Settings are available to group or clear counters based on a number of options, including date ranges, time offs, and cost centers.

This record type can be grouped by the Counter, Date Range, Time Off Category, Shift Premium, Cost Center, and Rate Tables. The Time, Quantity and Amounts for the counter list used also sum up the totals.

Counter: {Not Selected}

FIELD	SETTINGS
Counter	Group By
Date Range	Group By Day
Time Off Category	Group By
Shift Premium	Group By
Department (Cost Center 1)	Group By
Location (Cost Center 2)	Group By
Jobs (HR) (Cost Center 10)	Group By
Hourly Rate: Rate Table 1	Group By
Time	Sum Up
Quantity	Sum Up
Amount	Sum Up

COUNTER FILTER

Always

Outputs: {Not Selected}

A Counter Filter is also available to further define the type of records that are to be included. The filters available include Cost Centers, Job, Shift, Time Off Category, Timesheet Approval State, and Week Day.

The Exclude Data Beyond Termination Date setting is available in the Pay Prep Profile Counter Records, within the Counters Setup window. If enabled, all data beyond the employee's termination date in the View Pay Prep Records Details report is removed. In addition, this setting displays in the Counter Records record on the Edit Pay Prep Profile page.

> **Note:** With FLSA Overtime enabled, a Counter Records step is added to the initial records with a Resulting Records Name of 'FLSA Overtime' and includes FLSA Counter to be included in pay prep results.

Estimate

Estimate Missing Time: This allows you to estimate time worked for an employee based on a typical work week, used in-conjunction with the time prep process steps for estimating time and taking snapshots. This is useful for companies that pay for time in the current period and allows settings to be configured to estimate time when there are missing time entries. Time can be estimated for various days within a pay period and can be estimated according to the employee's schedule. Parameters can be set to estimate if more than X amount of time is missing and can include work hours or time off hours. Overrides are also available to be set according to the time falling within a certain cost center.

Extra Pay (PC 1.0)

Extra Pay Entries: This is a simple record for extra pay entries and only contains a user-defined name.

Timesheet Approval State: This setting contains a drop-down containing timesheet approval options for All, Open, Submitted, Approved (1), Approved (2), Approved (3), Approved (4), and Approved (PayPrep Ready).

After selecting an option in the drop-down list, you can further qualify the setting by checking the 'Or Above' checkbox.

> **Example:** You can select 'Submitted' and 'Or Above' and the system includes all timesheet approval states at or above the Submitted status.

> **Note:** The Time Entry Extra Pay setting must be enabled at the company level within the Available Functionality widget. Enabling this setting makes the options available for both the Extra Pay Entries and Adjustment Pay Entries records.

Extra Pay By Timesheet Pay Date: This record can be set to group extra pay entries by timesheet pay date and can be set to day, week, or timesheet. Grouping can also be done by the record date range or cost center.

Extra Pay Total: This record can be set to group the total amount of extra pay entries by day, week, partial week, or pay period. Grouping can also be done by the record date range or cost center. Options are available to include or exclude certain entries according to cost center.

LOA Records

Leave of Absence Records: If using the Leave of Absence module, this record allows for leave of absence entries to be included according to day or pay period, LOA Status of Open or Closed, LOA SubStatus of Empty, Leave Entries Generated, or Timesheet Populated. LOA Categories can be specified and multiple details can be included. Set/Overrides are available to limit leave time entries according to a specific cost center, time off, or shift premium.

The **Include Total Days Off** setting includes total days off from employee leave cases within the export; however, the Calculate Total Days Off rule must be added to affected Leave of Absence Profiles for this option to export the total days off. An informational message is available to remind you of the rule requirement.

Time Entry

Time Entries: Allows you to export a punch summary for each worked day including in and out punches. This determines the average hours worked per weekly, bi-weekly, monthly, quarterly, or pay period time frame based on criteria defined within the record. You can select payable or non-payable records, and records that do and do not count towards overtime. Regular or specific time entries may be selected for inclusion and optionally set to a specific cost center. Time off entries may also be designated.

Work Day Summary: Allows you to export a punch summary for each worked day, based on the first in and last out punch. This record totals a work day to include the first in punch and last out punch of the day.

Spell Of Absence (Per Spell) (for use with PC 2.0): Sums up and exports time for a specific spell of absence. Allows you to restrict the time to a pay period, negate total time, include time based on the employee's schedule and exclude specific Time Off categories.

Spell Of Absence (Daily) (for use with PC 2.0): Exports a record for each day within a spell of absence and includes options to negate the total time, add records with zero time for days when there are no records for the spell of absence and include totals if they are matched to respective entries in the spell of absence. Additional options are available for using the pay periods start or end date as Record Dates. Time Off categories can be excluded using this rule.

Spell Of Absence (Per Entry) (for use with PC 2.0): This initial record is identical to the Spell of Absence (Daily), except that each record refers to an individual time entry.

Average Calculated Time: Allows you average calculated time and determine the period used; such as weekly, bi-weekly, monthly, quarterly, or by pay period. Prior pay periods may also be included in this record, and users set an hours parameter to determine how many of those hours will be calculated.

Calculated Time Entries: Sums up and exports hours from the employee's timesheet based on the grouping and inclusions or exclusions defined within the record. Allows you to group time records by day, week, partial week, or pay period. Within that group, records such as pay category, time offs, paid breaks/lunches, shift premiums, durations types, and time rate/piece rate are available. Options to include/exclude all or specific work entries, time off categories and pay categories are also available.

Calculated Time Entries By Timesheet Pay Date: Sums up and exports hours from the employee's timesheet based on the grouping and inclusions or exclusions defined within the record, based on the timesheet's pay date. This record allows all of the same options of the Calculated Time Entries record, except this one groups the records by day, week or by timesheet pay date.

Calculated Time Entries v2: Similar to Calculated Time Entries, however, this rule allows you to set specific pay categories, cost centers, etc., for the grouped information to be exported. This record allows for the grouping of records by date range, pay category, time offs, cost centers, shift premiums, durations, or rates. The data fields can be set to 'Group by' which include all; set to 'Clear' which excludes that grouping; and many of them can be use 'Set To' which allows specific entries to be selected. Rates do not include the Set To option.

Work Schedule

Work Schedule Summary: Allows you to export a summary of the employee's work schedule by pay period, day, week, partial week (select the starting day), or pay period. Timesheets in certain approval states may also be determined. Approval options include All, Open, Submitted, and Approved 1-4, or Approved Pay Prep Ready. Break time and zero records may also be included.

Pay Prep Processing Rules

Processing rules specify how the data should be processed prior to exporting it to payroll. Processing rules are grouped by categories related to functionality or type of data. Many of the rules can be set with a user-defined name and then selected for export. It not requirement that all records must be exported. A record can be added for informational purposes only.

Checks

Conditional Check And Remove Entry Records: Allows you to remove time entries from an initial record if those records are empty. This rule also has the option to Zero Out hours. This can be used to zero out hours that should not be counted toward an hours-worked accruals calculation. Rather than just removing the hours which would result in an accruals error, they can be set to zero and prevent the error.

Conditional Check If Total Hours Under Minimum: Allows you to remove or zero out the total hours by pay period, day, or week if they are below or above a certain threshold within any of the initial records.

Check Time Entry Fields Are Populated: Allows you to generate a warning or error if the fields are not set.

Docked Time

Docked Time From Schedule: Allows you to dock an employee's time from their schedule if they have not worked at least their scheduled hours or a specified amount within the rule.

Docked Time From Base Time: Allows you to dock an employee's time from the initial record's base hours if they have not worked at least that amount.

Math

Subtract Time Records: Allows you to subtract one initial record from another.

Add Time Records: Allows you to add more than one initial record together.

Divide Hours: Allows you to take the results of a record and divide them by a set amount.

Multiply Time: Allows you to multiply an initial record by a set amount (i.e., multiply by 2 to double the time).

Add Days Records: For Accruals 2.0 companies, this rule sums up Accrual Balances in Days and Days Counters.

Name Of Record 1 Records To Process / Name Of Record 2 Records To Process: Select the record to process from the Initial Records section.

Resulting Records Name: Enter a name for the resulting records name. You may check the **Export** checkbox next to this field for the results to show in the Payroll Interface Export file.

Resulting Column: Choose between Total Days Off or Total Days columns for where the total calculation result displays. The rule sums up all the records in all of these columns regardless of which column is selected.

Add days records by: Choose Pay Period, Day, or Week. For this setting, the rule sums up all the records in the pay period, day, or week.

Add ZERO days records: This checkbox setting is optional to add zero days records.

Group By: Options include Pay Category (if the Pay Category checkbox is enabled in the Available Functionality widget), Time Off Level, Cost Center Level, Shift Premium, Duration Type, Counter, and Accrual Category. Whichever option is selected sums up the results based on that option and display in a column on the View Pay Prep Records Details page. All records are summed up on this page if none of these options are checked.

Subtract Days Records: For Accruals 2.0 companies, this rule acts similarly to the existing Subtract Time Records rule, only the values from the Total Days/Total Days Off columns are subtracted.

Name Of Left Side Records To Process: Select from the list of configured records of the Pay Prep profile.

Name Of Right Side Records To Process: Select from the list of configured records of the Pay Prep profile.

Resulting Records Name: Enter a name in this field for the resulting records.

Export: This checkbox (unchecked by default) determines whether the rule is active or inactive.

Subtract Days Records By: Options in this drop-down include Day, Week, and Pay Period.

Save Negative Days Records: This checkbox controls whether the resulting records with negative values are available or not.

ZERO Days Records: This checkbox controls whether the resulting records with zero values are available or not.

Resulting Column: Options in this drop-down include Total Days and Total Days Off. This defines which column the system places the subtracted value of the resulting records.

Group By: Options that can be enabled in this section include Time Off, Level, Cost Center, Level, Shift Premium, Duration Type, Counter, Accrual Category, and Pay Category (if the Pay Category option is checked in Pay Calc 2.0).

Overtime

Daily Overtime: This allows you to apply daily overtime during the time prep process instead of having it calculate directly onto the employee's timesheet.

Simple Pay Period Overtime: This allows you to apply pay period overtime during the time prep process instead of having it calculate directly onto the employee's timesheet.

Simple Weekly Overtime: This allows you to apply weekly overtime during the pay prep process instead of having it calculate directly onto the employee's timesheet. The rule analyzes the data from the previous pay period, but only time for the current pay period is calculated and displayed. Three options are available to help control which days are included:

Use Specific Total Records To Process: Check to include specific records.

Name Of Specific Total Records To Process: Choose the name of the specific records to be included.

Start Week Day: Drop-down to select day of the week start day. Make it the same in all initial records and the Simple Weekly Overtime processing rule.

Create two initial records to separate total weekly hours from weekly hours in the current pay period.

Example:

The week starts on Wednesday and ends on Tuesday. Assume the following in a timesheet:

Wednesday	12:00
Thursday	12:00
Friday	12:00
Saturday	-
Sunday	-
Monday	12:00
Tuesday	8:00

The weekly total for this timesheet is 56:00 hours, with an overtime rule for hours over 40:00 in the week. Overtime is 16:00 hours for this week. However, the new pay period starts on Wednesday and we should only check current pay period time. According to our example, we should only check Tuesday for overtime, which gives us 8:00 hours of overtime for that day. This is why two initial records are needed. One initial record for total weekly time (56:00 hours) and another initial record for current pay period weekly time (8:00 hours on Tuesday.)

If one initial record is used for this rule, we will get 16:00 hours of overtime due to the technical restrictions of our system which do not differentiate which of the total week hours are in the current pay period and which are in the past.

Payroll (Payroll Module)

The following is available for companies using the Payroll module:

Populate Payroll Codes: Allows you to include the Payroll E/D Code and Default Pay Statement Type.

Rates

Calculated Rate Based on Formulas: Allows you to create custom rate calculations based on a list of available expressions that can be applied to the different rate tables within the system.

Apply Weighted Average Overtime Rate: Allows you to pull employee rates and divide it by worked hours, including any extra pay and additional records, only applying the premium to that amount.

> **Example:** If Overtime has a multiplier of 1.5, this rule takes an employee's rate and multiplies it by .5 and adds that amount as an additional rate for the Overtime hours.

Apply Blended Overtime Rate: Allows you to pull employee rates and divide it by worked hours, including any extra pay (if you have PC 1.0), and additional records, and overrides the initial rate with the new calculated amount for the Overtime hours. Piecework may be included by checking the Count Piecework Amounts check box.

Apply Rate Table: Allows you to apply an employee rate table or a specific rate table to an employee's processed time.

Apply Weighted Semi-Monthly Average Overtime Rate: This allows semi-monthly pay periods to be processed using weighted average overtime calculations. This rule is based on the Apply Weighted Average Overtime Rate rule.

This rule differs from the previous Apply Weighted Average Overtime Rate rule because the period used for calculating the rate may be different from the Pay Period. WAOT rates must be calculated on the basis of full weeks. Once this rate is calculated, it is applied to the time in the Pay Period. To achieve this, in the Pay Prep profile you need two initial records; one is grouped by Pay Period and the other is grouped By Week. These records do not need to be exported as they are exported in a processing rule.

When running the Time Prep Process, reapply pay calculations and then process the records for the Apply Weighted Semi-Monthly Average Overtime Rate rule to take effect. The results can be viewed under Process & Export > Time Prep > Review Results.

Apply Split Overtime Rate: Allows you to calculate an employee's rate based on their total worked time (potentially across multiple pay categories with multiple rates of pay), and have the Overtime rate applied accordingly. The Pay Prep Profile needs to have the employee's regular hours and other hours grouped separately within the initial records. Rate Tables need to be enabled and tied to the employees accordingly.

Apply Variable Overtime Rate: Allows an employee's overtime rate to be calculated per week by taking the employee's weekly salary divided by the number of hours worked within the week, then multiplying the total by the overtime pay category multiplier. This amount is then paid on top of the employee's salary for the week.

Calculate Rate Information: In conjunction with piecework, this calculates an hourly rate to pay an employee based on the rate they receive per piece.

Calculate Average Rate: Allows you to calculate the employee's average rate.

Calculate Rate Based on Employee Compensation: Allows you to calculate an employee's hourly rate based on their pay period salary and the number of hours they worked within the pay period.

Copy Rate: Allows you to copy or add rates from one rate field to another (i.e., the base rate, actual rate, or the difference between the two).

Rounding

Round Time: Allows you to round the total time that results from the time prep process and all of the previous processing rules.

Split Time

Split Hours Based On Cost Center Breakdown: Allows the breakdown of an employee's calculated time based on the percentage breakdown of cost centers the employee worked in a given period. The percentages will apply to the employee's base hours and can be set to round.

Sum Up

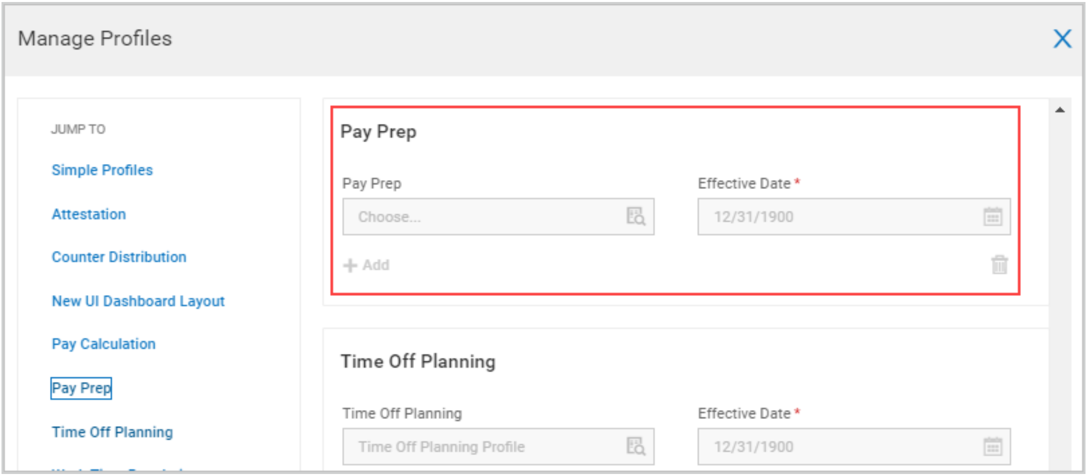
Sum up Counter Records: Sums the selected records. Users can select Time Total, Extra Pay Total or Counter Settings (if using Pay Calculations 2.0). The summed records can be grouped by Day, Week, or Pay Period. Grouping can also be done by Time Off, Cost Center, Shift Premiums, or Durations Types.

Sum up Extra Pay Records: Sums up Extra Pay Records by Day, Week, or Pay Period. Grouping can be done by Record Date Range, and Cost Center.

Sum up Time Records: Sums up Time Entry Records by Day, Week, or Pay Period. Grouping can be done by Time Off, Cost Center, Shift Premium, and Duration Type. Zero hours records can also be included.

Effective Dating of Pay Prep Profiles

Pay Prep Profiles can be effective dated in multiple areas within the system where Pay Prep Profiles can be entered. An employee can have multiple pay prep profiles that are active at different points in time. Employee Pay Prep Profiles and its effective date can be imported and updated via the REST API. When running the Pay Prep, data is only included for an employee for a specific pay period / pay prep combination if the profile was active for the employee at that time.



The following behavior can be expected when using this effective dating:

- For the processing of timesheets within the current pay period, the current Pay Prep Profile is applied.
- If an effective dated Pay Prep Profile starts in the middle of the current pay period, the previous Pay Prep Profile is used.
- If an empty Pay Prep Profile is effective dated and saved and it starts in the middle of the current pay period, the previous Pay Prep Profile is used.
- In context of running the Pay Prep process for a Pay Period, the effective Pay Prep Profile is determined based on the pay period start date.
- In the Create Payroll Interface File step under Payroll > Process & Export and using the Pay Prep Profiles Info button; if TLM Configuration snapshots were created, the effective Pay Prep Profile is determined based on them.
- Effective dating of Pay Prep Profiles is supported for imports, including REST APIs, SOAP, Middleware and Company Imports.

Pay Prep for External Payroll

When exporting to an external system, a file needs to be generated following specifications from the external payroll system.

Pay Prep Initial Records and Processing Rules create the data used in a payroll export.

- Initial Records group, clear, or summarize pay calculation results.
- Processing Rules further clean or summarize the data in those records.

For example, a processing rule can track docked hours if an employee misses work without using time off. These records do not need to be exported to payroll—they can be used in reports for added insight. If a record is not exported, it will not appear in the payroll export file.

To set this up, go to the Pay Prep Profile and select Add Record or Add Rule to create Initial Records and Processing Rules.

Initial Records

Counter: Reg, Daily & Weekly Overtime

FIELD	SETTINGS
Counter	Group by
Date Range	Group by Pay Period
Time Off Category	Group by
Shift Premium	Group by
Location (Cost Center 1)	Group by
Department (Cost Center 2)	Group by
Hourly Rate: Basic Compensation	Group by
Piece Rate: Basic Compensation	Group by
Hourly Rate: Simple Rate Table	Group by
Piece Rate: Simple Rate Table	Group by
Time	Sum Up
Quantity	Sum Up
Amount	Sum Up

COUNTER FILTER
No Shift

Outputs: Total Hours (Exp)

Add Record

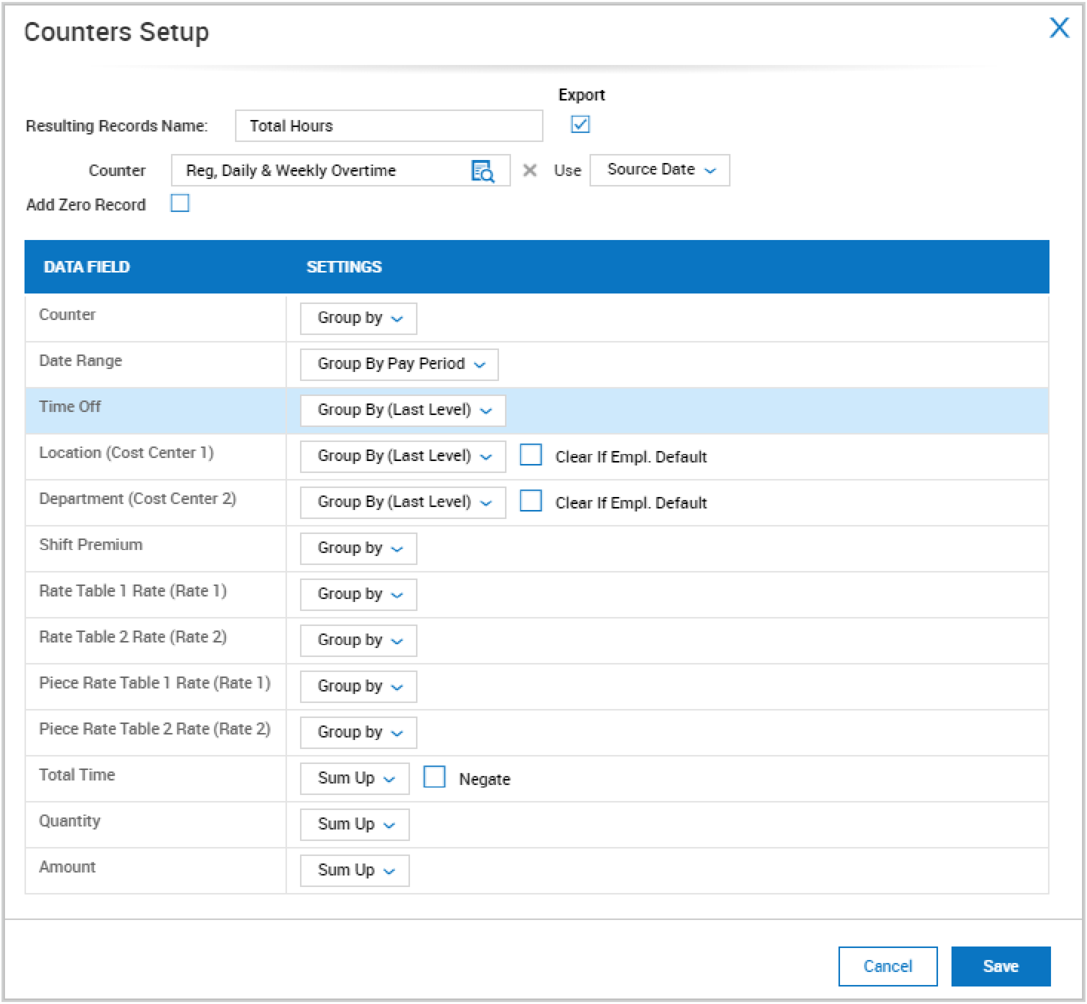
Processing Rules

Add Rule

Docked Time From Schedule
Calculate Docked Hours By Week As 40:00 - [Total Worked Hours] In A Week
Takes: Total Hours -> Outputs: Docked Hours

Add Rule

Counter Records are frequently used as Initial Record types with PC 2.0.



Counter Records contain the following settings and options:

- **Resulting Records Name:** Provide a name for the record that is used to import the data into a payroll export format.
- **Export:** Check this box to allow the record to be exported to a payroll export format.
- **Counter:** A counter list is selected here to identify the counters containing hours or amounts to be included in the payroll export.
- **Use:** Select **Source** or **Record** date to determine how counter records are grouped and summed up. The Record Date represents the date the counter record was created from Pay Calculations; the Source Date represents the date to which the counter refers.
- **Add Zero Record:** If there are no results, zeroes are exported in the Total Time, Quantity and Amounts fields.

Data Fields and Settings

The Data Fields options depend on what is enabled in your company setup. For example:

- If only one rate table is enabled, only that rate table appears.
- The number of cost centers shown is based on how many cost center trees are configured.

These setup options let you group Pay Calculations data by:

Counters	Date Ranges	Time Off
Cost Centers	Shift Premiums	Rates

You can also override calculated data using the Set To or Clear options. For each group, you can choose to sum or clear the Total Time, Quantity, and Amount values.

Grouping

To show different earnings types and categories in the payroll export file, grouping is important. By default, Initial Records are grouped by the same options as above.

Using the Group By option in the Pay Prep Rule for the Counters Initial Record creates separate records for each earnings type.

Alternatively, the Set To option can move hours from Regular, Daily Overtime, and Weekly Overtime into a single counter. This combines the hours and prevents separate records for each earnings type in the export.

The Clear option removes all counters.

Filtering

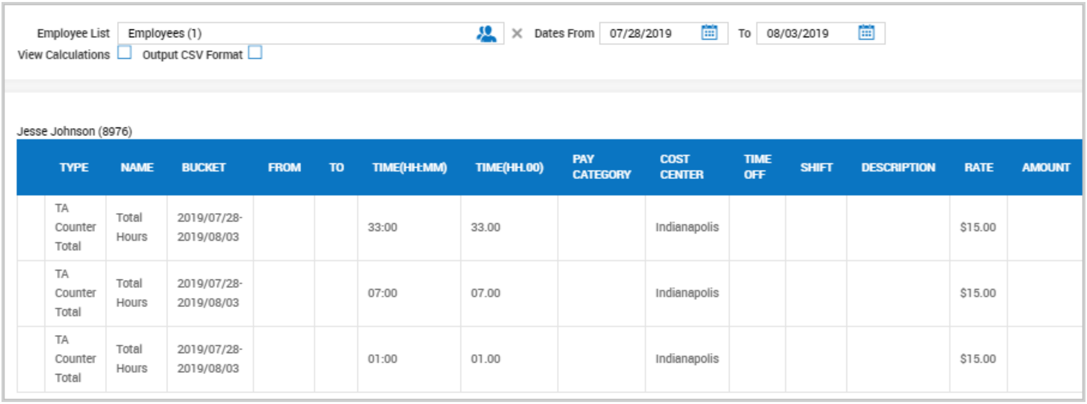
The Counter Filter option excludes data from the summaries based on cost center, job, rate table, time off categories, days of the week, or timesheet approval states.

Testing Pay Prep

From the Pay Prep profile, you can test by selecting an employee or a group of employees and a date range. To use the Employees Filter:

1. Choose the employees for the test.
2. Select **Add Selected**.
3. Choose **Use Filter**.

You now see hours and amounts grouped into buckets. With PC 2.0, each bucket represents a counter from the Pay Prep profile's Initial Records. The report shows the name of the Pay Prep output record. Running this report helps you quickly check if hours and amounts are grouped and summarized as expected according to the pay prep profile rules. You can compare these totals with those in the Calc. Details or Counters tabs.



Similar results are available in the Review Results step of the Payroll > Process Timesheet (or Process & Export).

1. Select the **Pay Period Functions** icon for the pay period you are testing.
2. Run the **Process Records** step.
3. Select the **Review Results** link.
4. Select the **View Pay Prep Result Details** icon next to an employee's name to verify the results.
5. Verify that the totals and buckets are correct and consistent with what you would expect from the Pay Prep results.

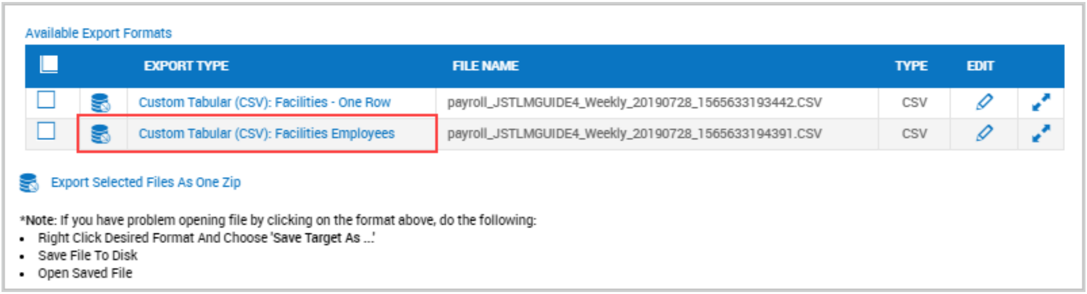
Payroll Export Format and Payroll Export Codes

The Payroll Export Format defines how data appears in the file sent to the payroll vendor. It includes all the fields in a single record and identifies where each piece of data comes from. The records created by the user's assigned Pay Prep Profile are mapped to this format to ensure the correct data is exported in the correct structure.

Creating the Payroll Export File

From Payroll > Process Timesheet (or Process & Export), select the Pay Period Functions icon for the payroll to export. From the Create Payroll Interface step, you can generate the actual payroll export file.

Any of the existing payroll formats can be selected. Export files are generated by selecting the Export icon or the link next to the icon. If you would like to export multiple versions of the data, you can select the different formats, then select **Export Selected Files As One Zip**.



Payroll Export Codes

Payroll codes are used to classify the type of data sent in a payroll export. Payroll Codes are created with a name and description, up to three codes and a set of matching criteria. The matching criteria is used in the classification.

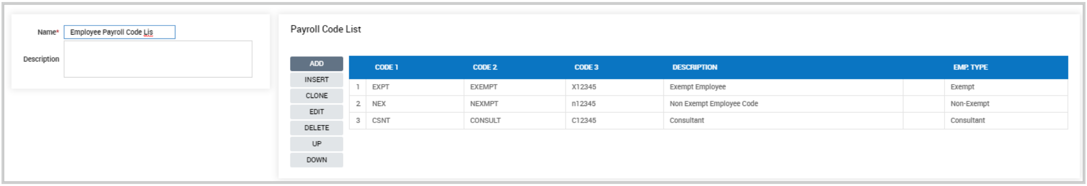
You can associate payroll export codes with Employee Types defined in the system. This association ensures each payroll record includes the correct code.

When the system generates the payroll interface file, it checks the employee's assigned Employee Type and related pay records. The system then includes the corresponding payroll export code in each record.

> **Example:** If your company uses Exempt, Non-Exempt, and Consultant employee types, the system assigns a specific code to each type. These codes are sent to the external payroll system with the payroll export file. The external payroll system uses the codes to identify whether hours were worked by an exempt employee, a non-exempt employee, or a consultant.

To create a Payroll Export Code:

1. Navigate to Settings > Time & Labor Setup > Export > Payroll Export Codes
2. Select the **Add New Code List** button
3. Complete the following fields:



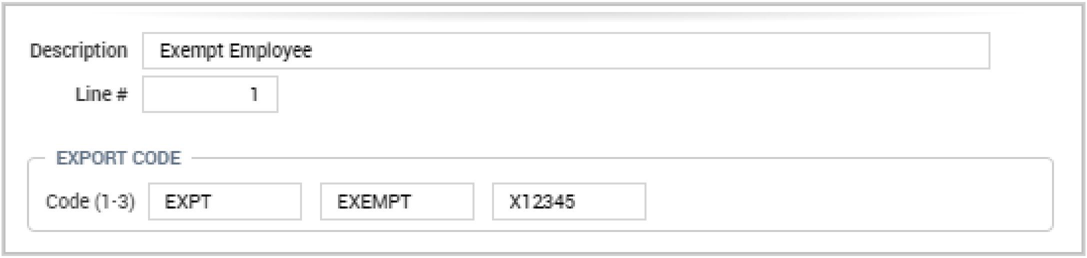
	CODE 1	CODE 2	CODE 3	DESCRIPTION	EMP. TYPE
1	EXPT	EXEMPT	X12345	Exempt Employee	Exempt
2	NEX	NEXMPT	n12345	Non Exempt Employee Code	Non-Exempt
3	CSNT	CONSULT	C12345	Consultant	Consultant

Name: Type the name of the payroll edit code list.

Description: Type in a brief description of the payroll code list.

> **Note:** The Code List has to be saved before rate items can be added.

To add a new payroll code, select the **Add** button for the Add New Item window.



Description: Enter a brief description of the code.

Line #: Determines the line that the code is to be placed on the Payroll Code List. The processing order is from top to bottom when matching codes with records, so it's important to have the codes in the proper processing order.

Code: You can include three separate codes.

> **Example:** You could include a numeric code, an alphanumeric code, and a word. Within your Payroll Export format, you choose the code to be included.

Payroll Import Settings

These settings are used for companies using the Payroll subsystem.

Earning/Deduction Code: Select an earning or deduction code to map it to the payroll export code.

Pay Statement Type: Select the pay statement type where the payroll export code is used.

Exclude From Payroll: If selected, the code is not exported to payroll.

Pay Record

Lists the criteria that are tied to the time entries.

> **Example:** When assigning a code, the system looks to a time entry to verify that it meets the criteria defined below.

Name: The list that appears here consists of the different records that you create within the Pay Prep Profile.

Record Type: For PC 2.0 companies with Historical Corrections, this menu item contains options to send Historical Records Only, Retro Records Only, or both Historical and Retro Records.

> **Example:** If you are summing up the extra pay total in Pay Prep, you also see this record listed here.

Counter or **Pay Category:** Select a Counter list (or Pay Category list for PC 1.0) for the new payroll export code.

> **Tip:** For a company utilizing counters, you can export the Counter Field in the payroll export, which allows the name or code associated with the counter to be included in the export. This is also the same for Pay Categories.

Time Off

Choose from the following options along with the time off category.

- **Is:** Choose this to select the time off category.
- **Is Set:** Allows you to define that any time off category exports as this specific code.
- **Is Not Set:** Allows you to define that time off is not set, meaning no time off category is assigned to this time entry.

The remaining Pay Record items, such as each Cost Centers, Amount, Quantity, and Duration, contain five options for their respective lists.

- **Is:** Uses the item or list selected. If chosen, Include Sub Tree also displays to include nestled options of the one chosen.
- **Is Default:** Select if you would like this to apply only when an employee's default is chosen on the timesheet.
- **Is Not Default:** Select if you would like this to apply only when an employee's default is **not** chosen on the timesheet.
- **Is Set:** Select if you would like this to apply only when the field is set.
- **Is Not Set:** Select if you would like this to apply only when the field is **not** set.

Employee

This section lists the criteria that are tied to an employee's file.

> **Example:** When assigning a code, the system looks to an employee's file to verify that it meets the criteria defined below.

Type: Select the employee type from the drop-down that should receive this code.

Pay Type: Select the employee pay type, such as Hourly or Salaried, which should receive this code.

Rate Table: Select the Lookup icon and choose the employee's Rate Table.

Cost Center: Select the Lookup icon and choose the employee's default cost center, which should receive this code.

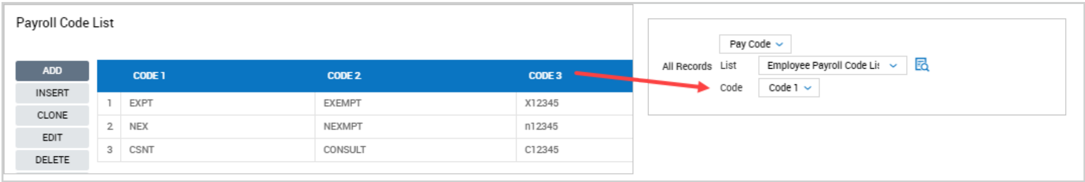
Default Shift Premium: Select the Lookup icon and choose the employee's default shift premium, which should receive this code.

Once the new code information is filled out, choose **Add**. This new code is added to the list.

When the system creates the export file containing a payroll code, it checks the data in the pay prep records and compares it to the criteria in the payroll export code definition. If there is a match, the payroll code is exported.

> **Example:** The payroll code could specify that the employee was non-exempt. If the hours were worked by a non-exempt employee, the matching payroll code would be exported.

Payroll Export codes are exported when they are included as fields in the payroll export format. Up to three codes can be specified for each code, so you must select which version of the code you want to use.



Employee ID	Employee First Name	Employee Last Name	Employee	Pay Period Start	Pay Period End Date	Hours	Amount Earned	Counter
8976	Jesse	Johnson	NEX	7/28/2019	8/3/2019	33	495	Regular
8976	Jesse	Johnson	NEX	7/28/2019	8/3/2019	7	157.5	Daily Overtime
8976	Jesse	Johnson	NEX	7/28/2019	8/3/2019	1	30	Weekly Overtime

Payroll Export Formats

The payroll exports are used to layout the data appropriately for a specific payroll system. Using a payroll export, a file is produced that can be sent to a payroll system.

To create a payroll export format:

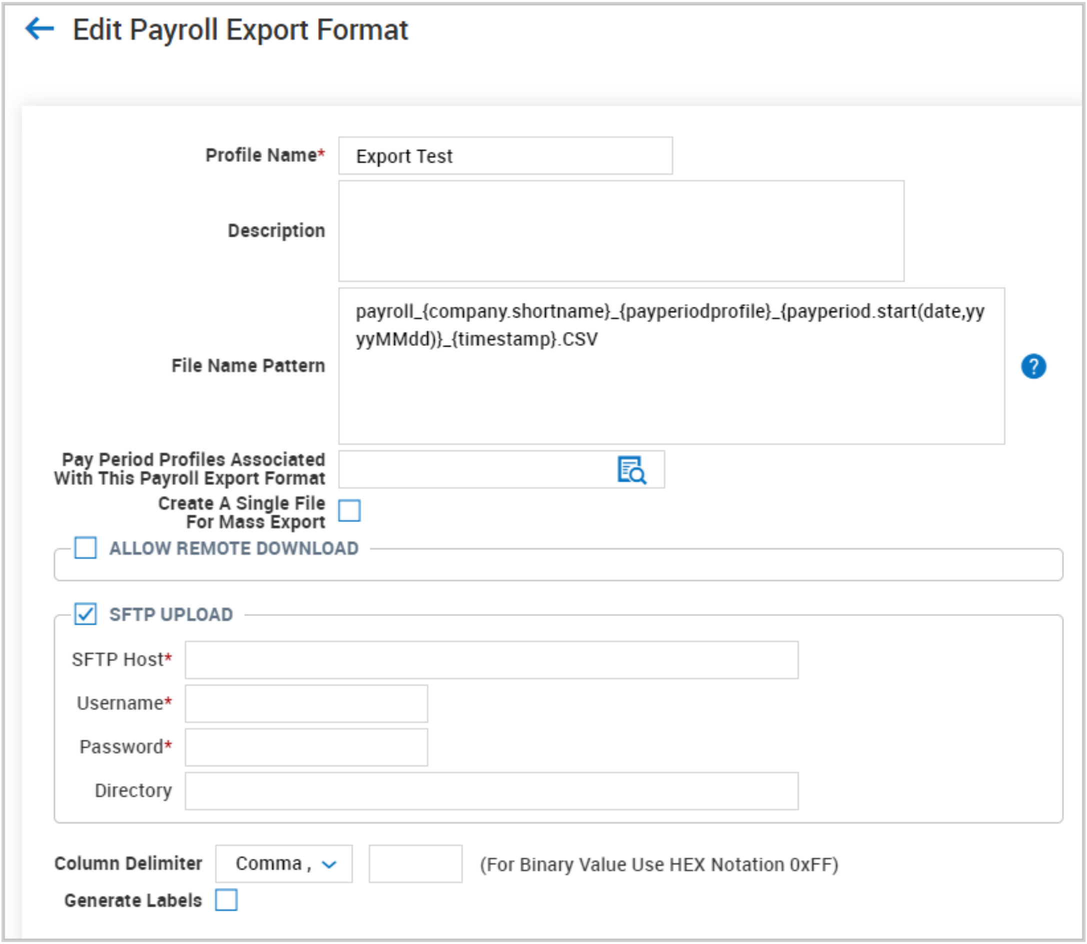
1. Navigate to Settings > Time & Labor Setup > Export > Payroll Export Formats
2. Select the **New Payroll Export Format Profile** button
3. Select an export format

Using a pre-defined export format, select the format and map the Pay Prep result records to the fields defined in the export file. You can define or add to an existing export format.

> **Tip:** If you do not see the export format you need, contact your system administrator or contact a UKG Representative

New Export Format

To define a new export format, select **Custom Tabular (CSV)**. Then, complete the following options to create the Payroll Export Format:



Profile Name: Enter a name for this profile.

Description: Type a brief description of the payroll export format.

File Name Pattern: The pattern in which your payroll file name is formatted. Selecting the Help icon provides a list of dynamic tags that can be included in the pattern.

> **Example:** Selecting **Current Date** include the {currentdate} tag in your filename. When the export file is created, the tag would be dynamically populated with the export creation date.

Pay Period Profiles Associated With This Payroll Export Format: Allows you to tie one specific pay period to the format. If left blanks, this format applies to all pay periods.

Create A Single File For Mass Export: Allows you to create a single export file for multiple pay periods.

Allow Remote Download: Allows for the export file to be downloaded, saved in the system where another SOAP or REST API process can pick it up automatically, to extract the data from the system.

SFTP Upload: This option allows the generated file to be uploaded to an SFTP Host upon creation.

Column Delimiter: Allows you to specify a delimiter for .csv files, such as spaces or pipes instead of commas.

Generate Labels: When checked, the export file places labels above the column values.

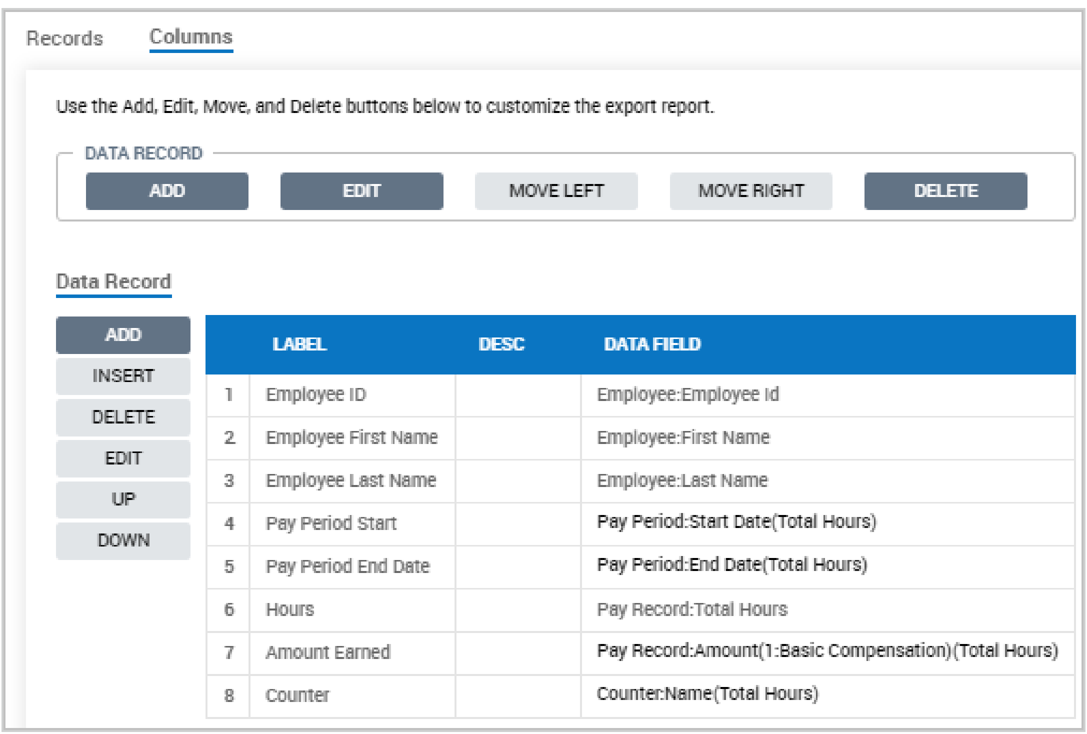
Use Decimal Separator Defined In Company Locale: Selecting this option uses the specifications outlined in the Global Setup > Locales.

Records and Columns

The Records and Columns pages map data collected in time entries to records and columns in an export file.

The Records tab allows you to identify the source of data that is exported to a payroll system. All the records created for export in Pay Prep Profiles in the system are listed here. Check off any records created by Pay Prep Profiles or by the system that contain data used in the export file.

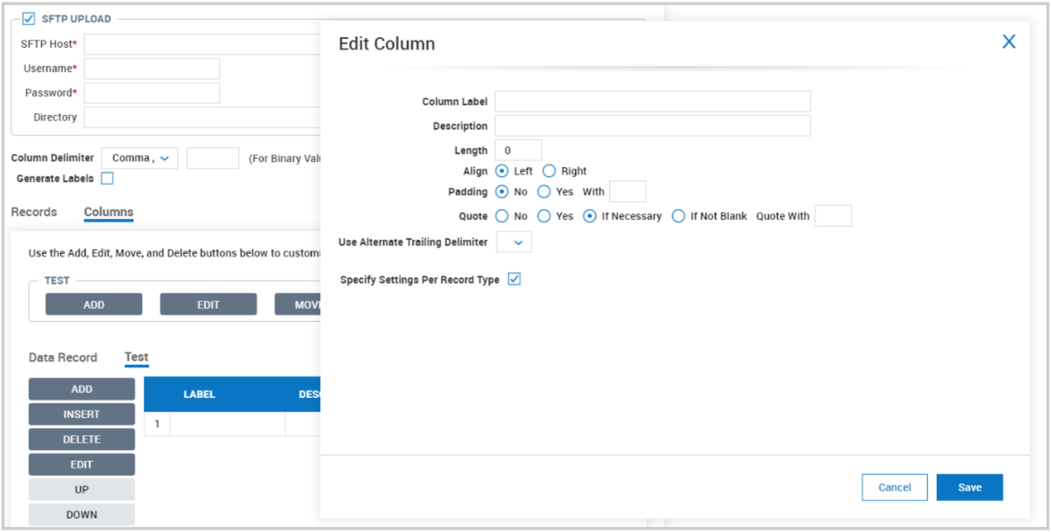
The Columns tab allows you to define the fields for each column in the export file.



	LABEL	DESC	DATA FIELD
1	Employee ID		Employee:Employee Id
2	Employee First Name		Employee:First Name
3	Employee Last Name		Employee:Last Name
4	Pay Period Start		Pay Period:Start Date(Total Hours)
5	Pay Period End Date		Pay Period:End Date(Total Hours)
6	Hours		Pay Record:Total Hours
7	Amount Earned		Pay Record:Amount(1:Basic Compensation)(Total Hours)
8	Counter		Counter:Name(Total Hours)

To define a column within your data record:

1. Select the **Add** button
2. Double-select in the cell of the column. The Edit Column pop-up window displays.
3. Complete the following columns:



Columns Label: This appears in the column header of the export file if Generate Labels is checked on the Record tab.

Description: A short description of the field.

Length: The length can be limited by the total number of characters.

Align: Indicates whether the data should be left or right aligned.

Padding: Allows you to indicate if the data should be padded, and if so, to specify the character used to pad the data.

Quote: Indicates whether or not quotation marks should be used for the field.

Use Alternate Trailing Delimiter: Replaces line feeds with a specific delimiter at the end of the row.

Specify Settings Per Record Type: You may choose to specify individual record settings.

- If checked. this lists the record types chosen on the Records tab and allows you to specify which should be used as the source of the data for this field.
- If not checked, All Records appears to select a specific field or leave as Not Used if you do not need to indicate which pay prep record are used to populate the field.

Some payroll systems require multiple record types in a single export file. Each record type serves a different purpose. For example, the first record type may include employee and pay period information. The second record type may include hours worked and pay amounts.

To include multiple record types, add them in the Data Record section of the Columns tab. After you add the record types, adjust their order by selecting the Move Left or Move Right button.

Define and populate the fields for each record type using the same steps.

Timesheet Processing

TLM applies pay calculation steps to timesheet data to prepare it for payroll processing. After processing runs, you send or export the file to the payroll processor or your payroll provider.

> **Note:** Process Timesheet adapts to any screen size so you can complete all tasks on any device.

Processes appear in groups by Type to help you navigate each step. A task bar at the top of the page shows which steps you've completed. A Pay Period locked or unlocked icon appears at the top of the page to show the current status. You can also use Mass Process Pay Periods.

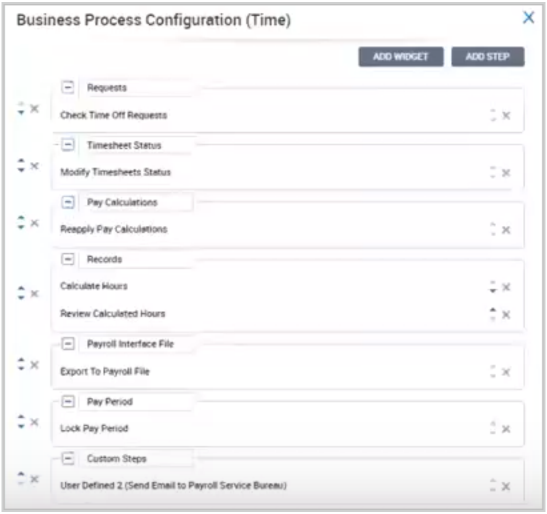
Customize Widgets in Business Process Steps

You can customize the business process steps and add new widgets from the Business Process Steps (Settings) pop-up window from Company Information.

> **Note:** Adjusting the widgets that appear requires assistance from a UKG Representative.

Select the gear icon in the Business Process Steps widget, then select the Configure button.

A Business Process Configuration (Time) pop-up window displays where you can select the arrows next to the widgets to change the order. You can delete or add widgets, add steps to the widgets, as well as change the labels of the widgets.



> **Important:** All default widgets are translated to the language set in your company locale. Any widgets that you customize (add/rename) are not translated to your locale.

Process Timesheet

The page for Process Timesheet can be accessed from Team > Payroll > Process Timesheet. The process timesheet page displays all pay periods.

> **Note:** For TLM only clients (those without UKG Ready payroll), the link is titled Process & Export.

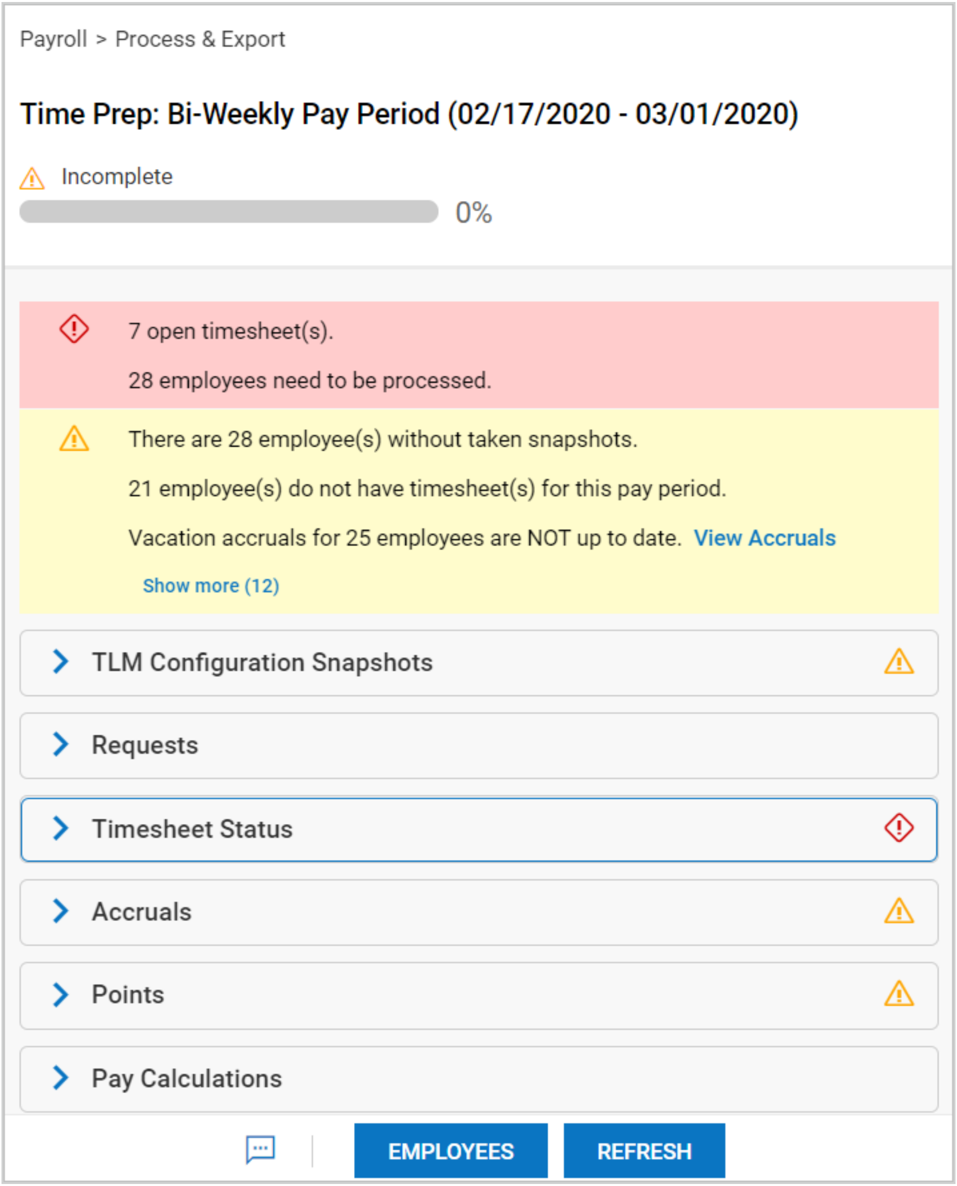
Running a Time Prep

From the Process Timesheet page, select the **Pay Period Functions** icon next to the desired pay period. You are brought to the Time Prep page.

If you have multiple pay periods that you need to process:

1. Select the three-dot ellipse
2. Select **Add/Remove Columns**
3. Add the **Checkbox: Select Pay Period** column
4. Select the checkbox at the top to select all pay periods
5. Select the **Mass Process** button

All errors and warnings display at the top for each step in the process, followed by requests. If you are mass processing, all errors and warnings display for the selected pay periods, and you can view the dates from the Selected Pay Periods drop-down.



The Time Prep page guides you through the steps to completing the payroll preparation process. Each step contains a selectable heading. If the step run, the box next to it remains gray.

For each section, you need to select the Back button in your session (not your browser) to return to the Time Prep page.

Pending Time Off Requests

When you select the View Pending Time Off Requests link, you are taken to the All Open Time Off Requests page to approve, modify or reject the pending time off requests.

If a message appears that there are pending time off requests, select the **Pending Time Off Requests** link to view a report containing all pending time off requests for this pay period.

Pending Timesheet Change Requests

If there are pending change requests, select the **View Pending Timesheet Change Requests** link to view a report containing all change requests for this pay period.

From the Timesheet Change Requests Pending Approval page, you can approve or reject the pending change requests.

Accruals 2.0: Run Accruals

For Accruals 2.0 companies, if the Run Accruals step (in the Business Process Steps) is enabled, this step is available. Select the **Execute Accruals** link for the system to recalculate accruals for all employees in the pay period.

TLM Configuration Snapshots

Snapshots capture and preserve the current configuration of the Timesheet Profile and Pay Prep Profile in use for this pay period and is useful for those who process payroll during the current period; i.e. Process on Wednesday for the pay period that ends on Saturday of the same week.

If a message appears that there are missing snapshots, select the **Take Missing Snapshots** link to complete that task. A Success/Warning/Error message displays at the top of the page.

After the snapshot has been taken, the remaining links allow you to view and manage the snapshot.

- **See All TLM Configuration Snapshots:** takes you to a report where you can see and select the snapshots. You can select any active links or icons to view additional information.
- **Delete All Snapshots:** removes all previous snapshots which allows for editing and another snapshot to be taken.
- **Override All Snapshots:** this does not delete the existing snapshots, but instead override them with a new snapshot.

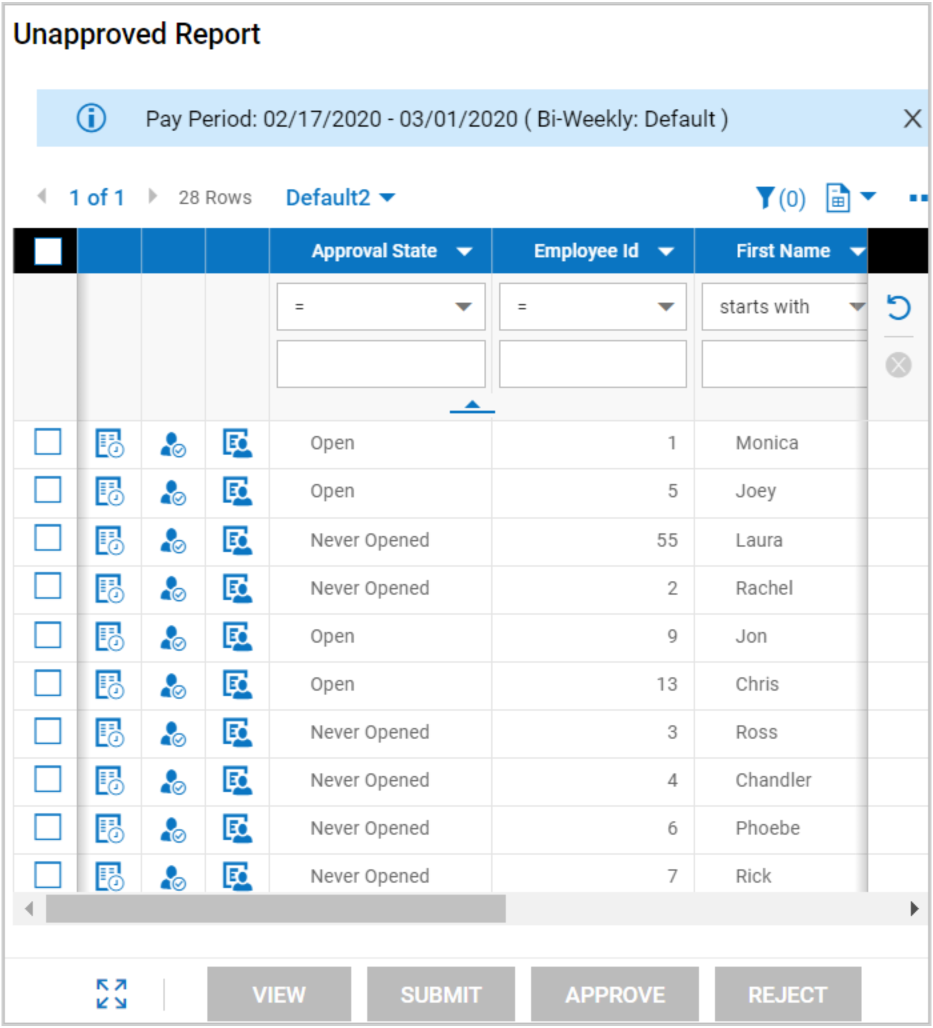
When you are done, you can select the checkbox to complete the step. Information appears showing who completed the step along with a timestamp. The step is grayed out.

Review Timesheet Status

All pending timesheets must be approved to ensure accurate payroll. If a message appears, select the link to view a report of pending timesheets.

On the Unapproved Report page, you can approve or reject timesheets. Once all are approved, the status updates to show they are ready for payroll.

Selecting the 'View Timesheet Status to Approve' link opens the Unapproved Report, which includes detailed columns for review.



Tip: When navigating through various reports, the system remembers the last report you were on and takes you back to that report when you select the applicable link.

Reapply Pay Calculations

If pay calculation rules were changed during the period, this step updates timesheets with the new rules. After running the update, a Results page shows how many employees were updated or skipped.

You can select the checkbox to complete the step. Information appears showing who completed the step along with a timestamp. The step is grayed out.

Process Records

This step calculates time records using their assigned pay rules. To start, select the **Process Records** link. The system prompts you to run the process as estimated.

Click **Run (Estimated)** to continue. After processing, the system displays any messages. To switch to actual calculations, select **Switch To Actual**, which opens a warning page before proceeding.

> **Note:** A second Process Records step may be present in the Time Prep steps. Selecting this option processes the timesheets without putting them in an Estimated status.

Process Time Records

This step combines Reapply Pay Calculations and Process Records into one action. The Reapply Pay Calculation and Process Records link runs both tasks at once. If the Review Time Records step is included, you can also view Pay Prep Records. The View Pay Calculations Report link and banners showing warnings or errors are still available.

Review Results

After all hours are calculated, you can view the results showing the number of records processed. If there are errors, a link appears in the Review Results section to help you correct them.

To view amount-based accrual balances, add the Amount Based Balance column to the View Pay Prep Records Detail report. This column is also available in the View Employee Pay Prep Results, View Pay Period Pay Prep Results, and View Pay Prep Results reports.

Take Snapshot

You can save the current state of the Pay Prep process by taking a snapshot. This is for those who process payroll for the current pay period.

To do this, select the **Take Snapshot** link. The system processes the snapshot and confirms it was successful. A gear/view icon appears which you select to view the snapshot results. You can also click the arrow next to it to see a list of previously taken snapshots.

> **Note:** This step is not necessary if Historical Records: Historical Corrections is in use.

Review Corrections

If any corrections have been made during the process, this option allows you to view those.

For more detailed information on the Timesheet Historical Corrections process, please see the Historical Timesheet Corrections and Retro Pay User Guide.

Retro Pay

Retroactive rate and compensation changes automatically pull the employee into the Retro Pay step of Time Prep. Retro Pay can calculate the difference owed or the entire timesheet with the new rates. For more detailed information on the Retro Pay process, please see the Historical Timesheet Corrections and Retro Pay User Guide.

Payroll Interface File

To generate the payroll export file:

1. Select the **Create Payroll Interface File** link
2. Select the export file name listed in the Export Type column

3. Save the payroll export file

You can select the checkbox to complete the step. Information appears showing who completed the step along with a timestamp. The step is grayed out.

Export Filters

Prior to generating the interface file, from the Actions ellipse, you can choose **Filters**. The resulting window allows you to filter employees or specific cost centers. Within Account Export Preferences, choose the employees to include:

- **All Employees active during pay period**: Exports records for all account that were in an active (in payroll) status at one point during the pay period are in payroll for the pay period.

> **Note:** This is the current default option on payroll interface files and will remain the default

- **Only Current Active Employees**: Exports all records for employees that are in payroll and not currently terminated.
- **All employees in the pay period**: Exports records for all employees who are assigned to the pay period. This includes terminated employees that have been added to the pay period in order to process historical corrections.

Lock Pay Period

To prevent further edits to a pay period, use the Lock Pay Period option and confirm the action. The pay period becomes locked, and the option changes to Unlock Pay Period to reverse it if needed.

You can select the checkbox to complete the step. Information appears showing who completed the step along with a timestamp. The step is grayed out.

After this, you can move on to finalize payroll.

Time Prep Export

Within this step, values in the Filtered column can be selected, which presents the Edit Export Filters pop-up window.

In the Export Formats table for the export formats Open4, iCON Exempt, iCON Non-Exempt, a Date Filter drop-down is available for the applicable pay period.

Pay Period Per Employee

When you select the **Pay Period Per Employee** icon, you are navigated to the Company Pay Periods By Employee page where you can run pay prep for the individual employee.

After running pay prep, you are taken to the View Pay Prep Records page to view the results.

Pay Periods

You can view pay periods, run time prep, and run pay prep from Payroll > Pay Periods. From the resulting All Company Pay Periods page, a pay period table is available to lock or unlock individual or all pay periods. You can also delete pay periods.

Pay Periods by Employee

To bypass other pages and directly access employee pay periods to run pay prep, navigate to Payroll > Pay Periods by Employee. From this report, you can view the employee's information, run pay prep, view the pay prep results, and lock or unlock employees.

Pay Prep Records

From Payroll > Pay Prep Records, you can access employee information, employee quick links, and view the results of the pay prep for each employee.

Timesheet Processing in the New Experience

Important: If you have UKG Ready Payroll without TLM, skip ahead to "Managing Payroll" on page 46.

TLM applies pay calculation steps to timesheet data to prepare it for payroll processing. After resolving issues and processing, timesheet data is sent on to the payroll processor or your payroll provider.

Tip: Process Timesheets adapts to any screen size so you can complete all tasks on any device

Process Timesheet

To view pay period information and begin processing timesheets, go to Team > Payroll > Process Timesheet.

If you have UKG Ready Payroll, the View Payroll Settings option allows you to view the settings for the selected pay period.

Note: For TLM-only clients (those without UKG Ready Payroll), the page is named Process & Export.

The Process Timesheets page displays all pay periods that match the filters. You can view the employees in each pay period and other information, such as the Pay Period Profile and dates.

Select the three-dot ellipsis icon to add more columns and save views. Use filters to display only relevant information on this page.

The following action buttons are available:

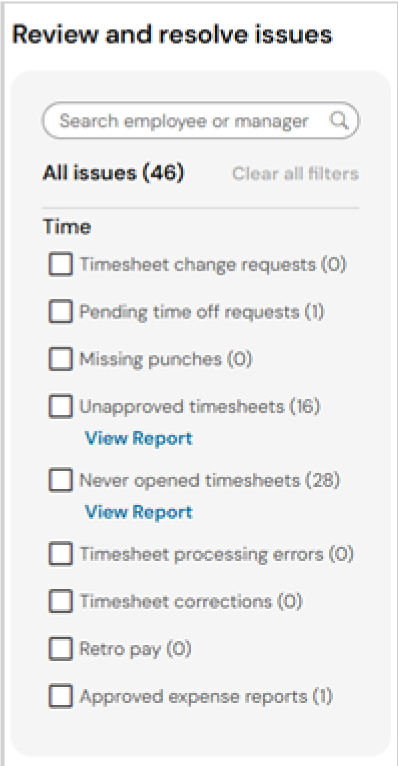
- Mass Process
- Delete
- Create Payroll Interface File

To start processing a timesheet, select the **Pay Period Functions** option next to the desired pay period.

Review and Resolve Issues

This left-side panel is a centralized location to select timesheet issues that require your attention.

In the All Issues panel you can search for specific employees and managers. Select the checkbox next to the step to filter by issue. All or selected items are displayed on the right side of the page.

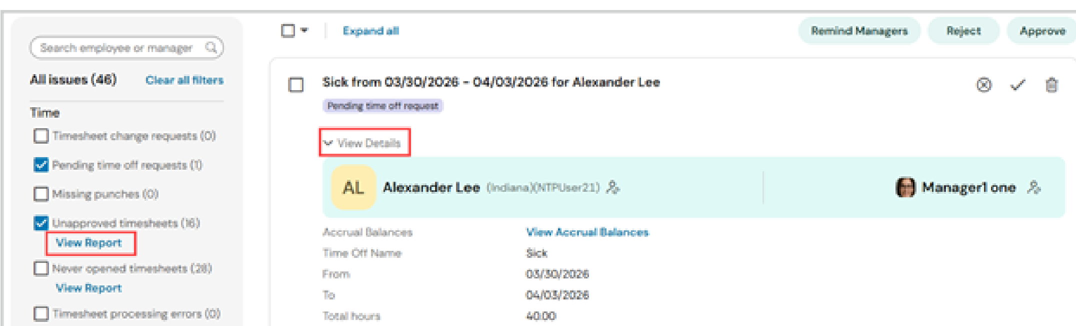


Timesheet processing issues update in real time on this page. Pay statement data is also available on the 'Review pay information' page.

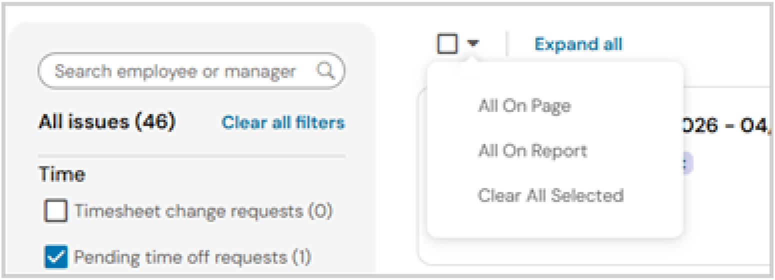
Note: Issues that are displayed are determined by the steps that are checked in the Business Process Steps (Settings) window within Company Information. Removing or adding steps (issues) requires assistance from a UKG Representative.

The View Details link opens the selection to review issue and solution details. A page link may be available to direct you to the specific page to review prior to resolving the issue.

A View Report link displays under an issue if there are more than 10 issues for the type. When selected, a pop-up window of the report opens where you can perform mass actions on the issues.



You may resolve individual or all similar issues at once by selecting the checkbox in the header and selecting All On Page or All On Report, then choosing **Approve** or **Reject** items together at one time. Alternatively, you can review and approve or reject individual issues.



Remind Managers

For Timesheet Change Requests, Pending Time Off Requests, Missing Punches, and Unapproved Timesheets, you may choose the **Remind Managers** button at the top of the page, which sends a pre-configured notification to the approver.

> **Tip:** If the Manager Time Prep Reminder notification is configured, the same message is used in this reminder by default.

Process Timesheet Information

At the top of the page, the following pay period information displays:

- **Pay Period:** Date range and pay period type
- **Pay Period:** Unlocked or Locked displays, and you can select the icon to lock (to prevent further edits to a pay period) or unlock the pay period

  > **Note:** Information appears showing who locked/unlocked the pay period, along with a time stamp.

- **Pay Date:** Date of when employees in that pay period are paid
- **Total Employees:** Number of employees in this pay period

  > **Tip:** To remove employees from a Payroll, select the number and you are taken to the Company Pay Periods By Employee report page.

Actions and Reports

The following actions and reports are available:

Take Snapshot

This page option captures and preserves the current state of the pay prep records. Changes made after the snapshot are not captured in a previously created snapshot.

> **Note:** The snapshot functionality is turned on within the Business Process Steps, which requires the assistance from a UKG Representative.

Selecting this displays a progress bar for gathering the period's information. Once a snapshot is taken, the pay prep record is kept with the date and time stamp. Continuous payroll stops running for this pay group/pay period.

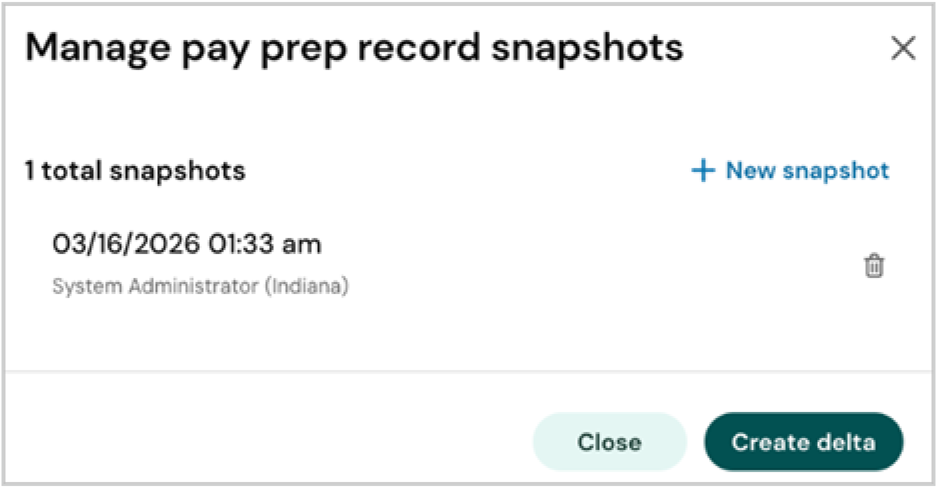
The option displays the number of snapshots taken. Individual snapshots can be opened in the Pay Prep report to review the results, and each one can be deleted if the pay period remains unlocked.

If mass processing multiple pay periods, this option takes the snapshot of each pay period included.

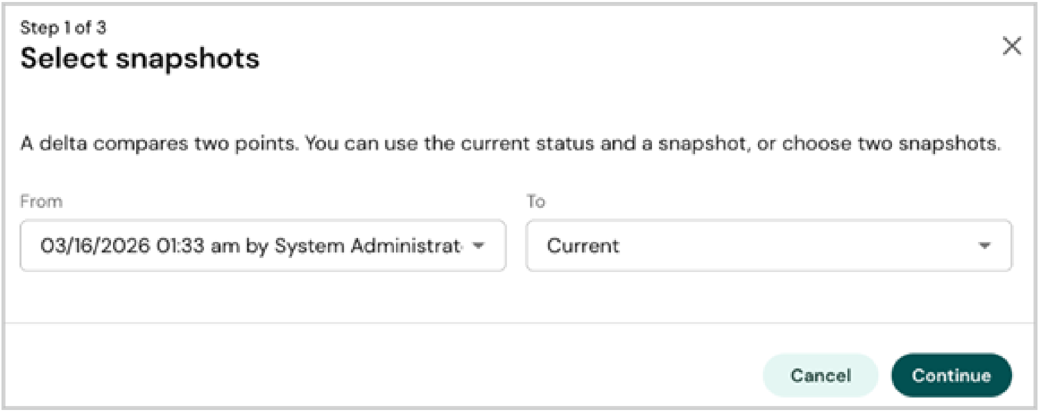
Snapshots with UKG Ready

After a snapshot is taken, you can send a delta (difference) between the snapshot and the current record OR between two snapshots to a payroll as a batch file.

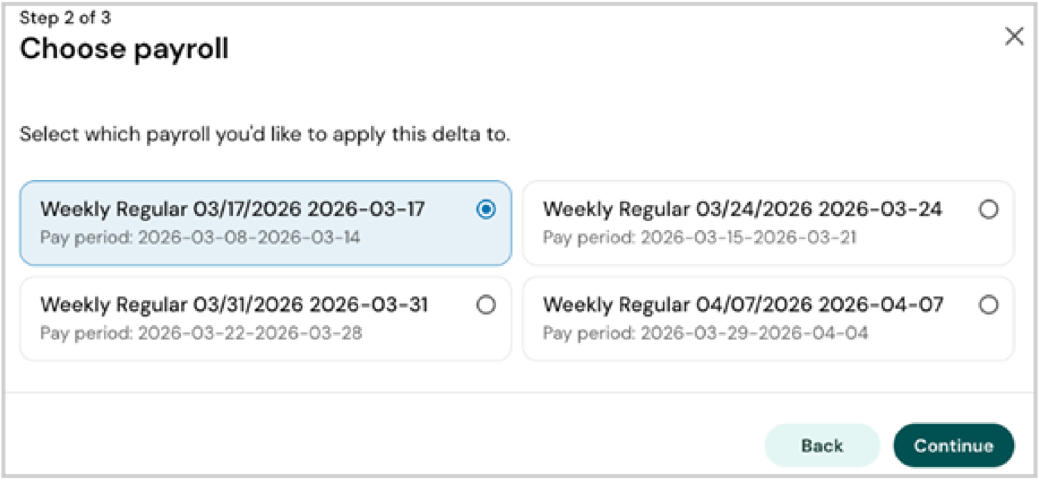
1. Click the Manage Snapshot button
2. Click Create Delta



3. Select the Snapshot for the delta data. You can choose one or two snapshots and the current pay prep records.



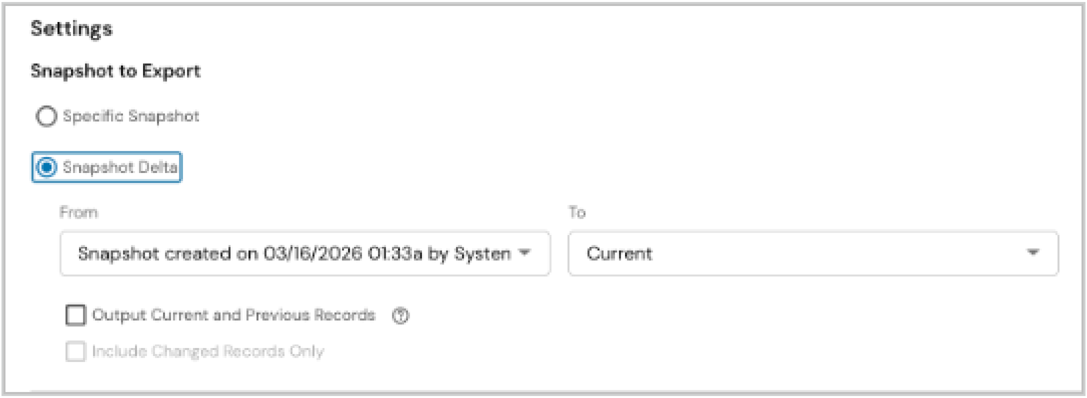
4. Choose which payroll to send the delta

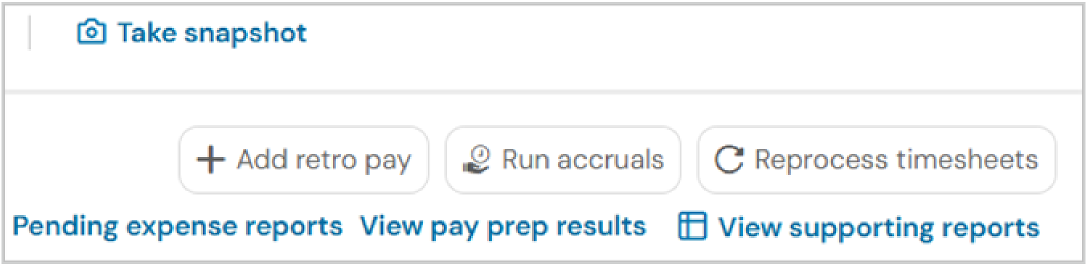


5. After confirming the selections, the delta is sent to the payroll batches of the pay period selected

Snapshots without UKG Ready

In the Create Payroll Interface file screen, there are options at the top to export a specific snapshot or to export the delta between two snapshots or a snapshot and the current pay prep records.





Add Retro Pay

Retroactive rate and compensation changes automatically pull the employee process. Retro pay pulls and calculated the difference owed between the original rate and the new rate if you are using UKG Ready Payroll.

> **Note:** If you are exporting a payroll file, you have the option to export the delta (difference) or the entire historical timesheet

You may add retro pay for employees by selecting the **+Add retro pay** option. Choose the employee(s) and the pay period.

For more detailed information on the Retro Pay process, please see the Historical Timesheet Corrections and Retro Pay User Guide.

Run Accruals

If you have the Run Accruals business process step enabled, the Run Accruals action button is available directly on the Time Prep page allowing you to run accruals ad hoc — before locking, after locking, or independently of the lock flow entirely.

Reprocess Timesheet

This option allows you to manually re-apply pay calculations and reprocess all employees. If a configuration change, such a pay calculation or cost center adjustment, has been made on payroll day or right before processing that may affect how time is processed, you may use this option to manually reprocess all timesheets.

Otherwise, in most payrolls, you do not need to manually reprocess timesheets as these are continuously processed with timesheet changes. Once a punch is added on the timesheet or auto-populated timesheets are used, the time side reprocesses. The system automatically syncs timesheets so that they are ready for payroll.

Pending Expense Reports

This option opens a report displaying all outstanding expenses that require review and approval and have not yet been approved. They may be awaiting manager approval, but if you wish to force the approval for processing, you may do so from this report.

View Pay Prep Results

After all hours are calculated, you can view the results showing the number of records processed using this link. This opens the View Pay Prep Records Details report. Each employee's calculated time is displayed, including the record name, earning code, and rate amounts. The report information may also be viewed as a summary using the View Summary button.

View Supporting Reports

This opens the Supporting Reports window of reports based on available functionality. Individual reports are grouped based on content under specific headings on each of the following three tabs:

- Pre-processing
- Processing
- Review your data

> **Important:** Choosing a report on these pages takes you to the report and out of the Process Timesheet process. Use the back arrow of the page to return.

Pre-processing Reports

These reports contain helpful information prior to processing. Four primary sections are displayed here with a variety of reports:

- Employee Maintenance
- Time Maintenance
- Activity
- Expense Report

Processing Reports

These payroll-specific reports provide details on the processing of the current processing period.

- Alerts, Warning, and Errors
- Payroll Batches

Review your data

These reports provide visibility into payroll totals, deductions, fund movements, labor accounting, detailed results, audit activity, and retirement contributions for accurate processing and compliance.

- Review & Compare Totals
- Involuntary Deductions
- Vendor Payments & Money Movement
- Labor & GL
- Audit
- Registers
- Retirement

Payroll Processing

Once you have completed processing timesheets and locked the pay period, select one of the following buttons at the top of the 'Review and resolve issues' page to begin processing your payroll:

Go to Payroll Processing

This button displays if you are using UKG Ready Payroll. When selected, you are taken to the Review pay information page. For details, see .

Create Payroll Interface File

If you do not use UKG Ready Payroll services, you must generate a payroll export file for your data to be imported into your payroll software.

From the Actions ellipse, you can choose filters for employees or specific cost centers. Within Account Export Preferences, choose the employees to include:

- **All Employees active during pay period**: Exports records for all accounts that were in an active (in payroll) status at one point during the pay period are in payroll for the pay period

> **Note:** This is the current default option on payroll interface files and remains the default.

- **Only Current Active Employees**: Exports all records for employees that are in payroll and not currently terminated
- **All employees in the pay period**: Exports records for all employees who are assigned to the pay period, which includes terminated employees that have been added to the pay period to process historical corrections

Select the **Create payroll interface file** button, then do the following:

1. Select the export file name listed in the Export Type column.
2. Save the payroll export file for import into your payroll application.

Managing Payroll

The **Process Payroll** landing page is where you can view pay period information and add new payroll types.

When you add a new payroll type, you define the structure and rules that determine how a group of employees is paid. This includes setting the pay frequency (e.g., weekly, biweekly, or semi-monthly) and establishing the pay calendar.

Tip: Define payroll types carefully to align with your organization's pay practices. Consistent setup helps ensure accurate processing and simplifies ongoing payroll management.

Process Payroll Landing Page

Go to Team > Payroll > Process Payroll. On the **Process Payroll** page, the following sections are available:

- "Payroll Cards" below
- "Other Options " on the next page
- "Recently Finalized" on the next page

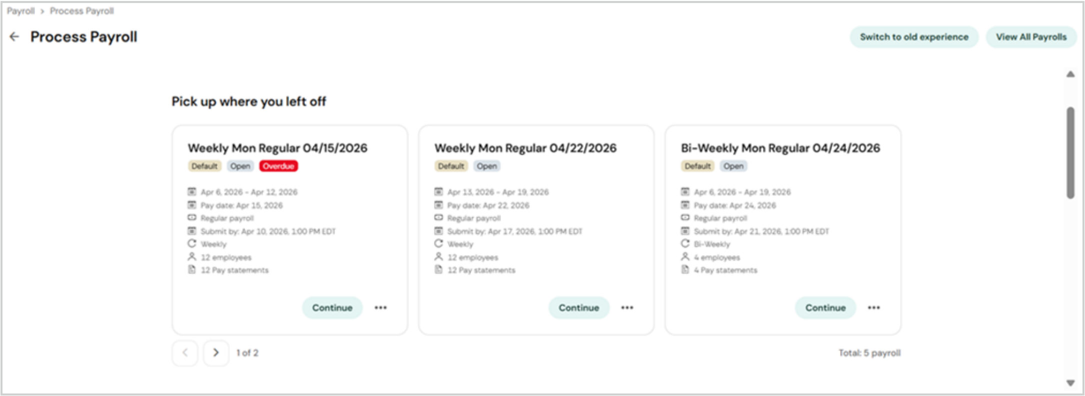
Payroll Prep

Payroll Prep is the set of activities performed before payroll is calculated and finalized. It is a process that ensures all employee pay data is accurate, complete, and compliant with federal, state, and local regulations.

For details on Payroll Prep, refer to Payroll Prep in the New Experience.

Payroll Cards

On the **Process Payroll** landing page, payroll cards contain pay period information. Various actions are available in the payroll cards:



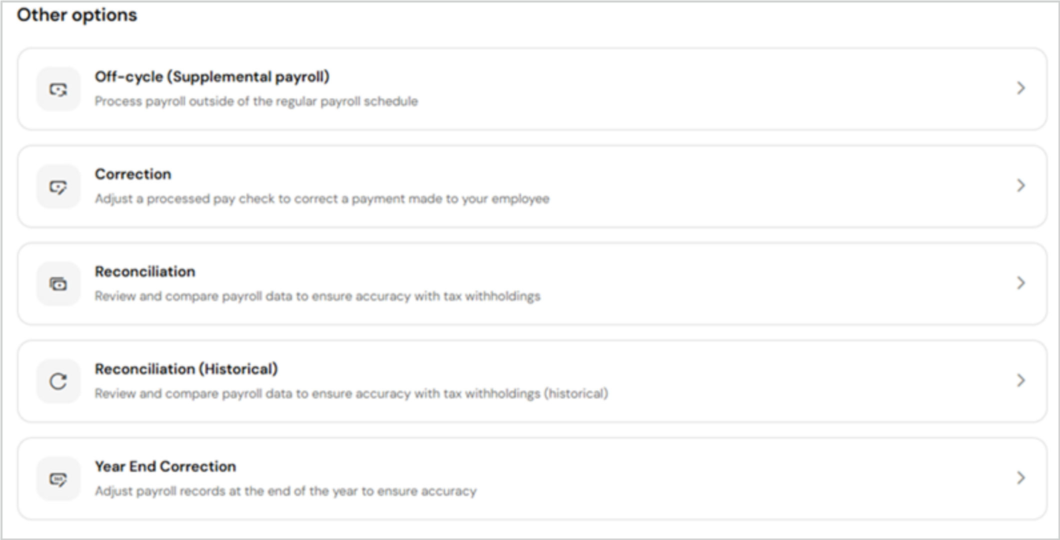
- **Run:** You are navigated to the **Review pay information** page where you can view supporting reports (pre-processing, processing, review your data) import / add pay statements, and edit payroll data
- **Continue:** You are navigated to the **Review and resolve issues** page where you can view time reports and address issues

- **Edit Settings:** Select to update the payroll's settings on the **Payroll** page
- **Payroll Quick Links:** Various links to reports and pages display, such as General Ledger (Summary), Payroll Prep Process, Payroll Comparison, and View Pay Statements
- **Delete:** Select to remove the payroll

If there aren't any payroll cards, it means you've already begun processing your upcoming regular payrolls or you don't have any in the next six days. In that case, you might see a **Pick up where you left off** section with a card for each payroll that is in progress, including the **Continue** button.

Other Options

The **Other options** section displays payroll types. For details on the available payroll types, see "Payroll Types" on the next page.



If your company is multi-EIN, a country drop-down displays at the top of the Other options section.

> **Important:** Only the payroll types (next to the Security Profile **Create/Edit Payroll** option under the Payroll tab, within the Payroll section) that are checked for the user will display in the Other options section. If the Create/Edit option is checked for a user, the user will be able to edit any payroll type. The payroll type needs to be checked to allow the user to add it.

When a payroll type is selected, a pop-up window displays on the same page to make the updates, or you are navigated to the applicable page.

Recently Finalized

Payrolls that were finalized display in the **Recently finalized** section, and you can deliver these payrolls, Recalculate GL and Reset LD by selecting the three-dot ellipsis icon in the **Actions** column.

Recently finalized

Payroll name	Pay period	Type	EIN	Pay statements	Printed/Sent	Actions
Weekly Mon Regular 04/01/2026	Mar 23, 2026 - Mar 29, 2026	Regular	Default	12	No	•••
Bi-Weekly Mon Regular 03/27/2026	Mar 9, 2026 - Mar 22, 2026	Regular	Default	4	No	•••
Weekly Mon Regular 03/25/2026	Mar 16, 2026 - Mar 22, 2026	Regular	Default	12	No	•••
Weekly Mon Regular 03/18/2026	Mar 9, 2026 - Mar 15, 2026	Regular	Default	12	No	•••
Bi-Weekly Mon Regular 03/13/2026	Feb 23, 2026 - Mar 8, 2026	Regular	Default	4	No	•••
Weekly Mon Regular 03/11/2026	Mar 2, 2026 - Mar 8, 2026	Regular	Default	12	No	•••
Weekly Mon Regular 03/04/2026	Feb 23, 2026 - Mar 1, 2026	Regular	Default	13	No	•••

Adding a New Payroll

You can add a new payroll type in the **Other options** section.

> **Tip:** You might want to manually add a new payroll if the Pay Period profile does not have Auto Create Payroll turned on, or if you are processing an unscheduled payroll.

After you select the **Add New** button or select the **Regular** payroll type, if your company is single EIN, a **New Payroll** pop-up window displays with a **Payroll Type** drop-down field.

If your company is multi-EIN, a New Payroll pop-up window displays with an **EIN** drop-down field and a **Payroll Type (EIN must be selected first)** drop-down field.

Payroll Types

Payroll types include:

Correction: For United States: use this payroll type to make corrections to a previously finalized payroll. You might need to make these corrections because an employee made a mistake in reporting hours or processing payroll encountered an issue. Therefore, you need an updated Pay Statement for the employee that contains the correct amount of earnings, taxes, and deductions. This ensures that the year-to-date values are accurate at the end of the year for tax form processing. For more details on the Correction type, see "Payroll Correction" on the next page.

FUTA Credit Reduction: For United States: Service Providers use this payroll type to create FUTA reconciliation payrolls that are required due to a FUTA rate change made after the first of the year. This payroll type is available only for Service Providers at the Service Provider Admin level. Client-level users can't see this payroll type. After you finalize this payroll, you probably have a variance due to the tax rate change. You can then pass this variance to the payroll tax software to impound funds as needed.

Historical: Use this payroll type to load any prior payrolls that were prepared and finalized in previous or legacy payroll systems. If you switch to the system mid-year and need to capture previous payrolls that were finalized and had taxes paid in another system, this is the payroll type to use. By default, Historical payrolls are set so that the tax engine doesn't calculate any employee or employer amounts, because these numbers usually must remain the same for taxes and wages that have been previously reported or paid. If you want the tax engine to perform the calculations, you can edit the Historical Pay Statement Type to do so.

> **Important:** Be sure to review any variances in the amounts to ensure that tax reports and payments are adjusted to avoid any penalties or interest from tax jurisdictions. You can also create a Historical import to upload payroll information for all of your payrolls at one time.

Reconciliation: For United States: use this payroll type when you had a tax rate change during the year and you need to update multiple employees and their previously finalized payrolls to reflect the correct taxes and YTD amounts. This payroll type is similar to the FUTA Credit Reduction payroll type. However, the Reconciliation payroll type allows you to update ANY tax rate change (not limited to only FUTA). The Reconciliation payroll type catches any type of variance in the tax amounts and makes the adjustment in either Federal Income Tax (FIT) or State Income Tax (SIT) so that you get only a zero net check.

At Settings > Payroll Setup > Company Taxes, you can find options for to make the system behave differently when processing a Reconciliation payroll. A best practice is to allow for no more than $0.05 variance and allow FIT to be adjusted first, followed by SIT. Typically, you should also set the Reconciliation Delta Pay Statement type to block all FIT and SIT so that they are not an adjustment on a reconciliation payroll. The system doesn't do this by default because you can add SITs to the company at any time and you must individually block them.

Regular: Use this payroll type for every regular scheduled pay frequency payroll that you process.

> **Note:** Regular payrolls do not allow Reconciliation Worksheet, Reconciliation Worksheet (Historical) or Payroll Adjustment pay statement types. Use of these pay statement types are limited to non-Regular payrolls.

SPA Correction: For United States: only Service Provider Admin can see this type. Use it to perform a correction payroll to a company’s previously finalized payroll when cause of the correction is the Service Provider’s responsibility versus the client’s responsibility. This type of correction payroll will not typically be a billable item to the client, but it is up to the Service Provider to make this determination.

Successorship: For United States: use this payroll type to enter historical information when a client company has been acquired by another company. Typically, you use this type only once, at the time of acquisition of the client company. This payroll is similar to a historical payroll because the new owner can determine whether to continue or track the prior company’s totals.

Supplemental: Use this payroll type to process an off-cycle or unscheduled payroll.

Void: Use this payroll type to void a previously finalized payroll. Use this type only when the entire payroll must be reversed. Otherwise, you have the ability to void pay statements individually on most other payroll types.

Payroll Correction

For United States: the following steps show you how to add a new Correction type of payroll, which uses a previously corrected and finalized payroll:

1. In the **Payroll Type** drop-down field, choose **Correction** if you need to correct a previously finalized payroll due to a client error that is billable to the client.
2. After you select Correction, complete the **Adjustment As Of Date** field.
3. Enter the **Pay Date** of the payroll that you want to correct.

4. On the **Where Should Adjustment Payroll Be Inserted** page, confirm where to insert the Correction payroll.
5. On the **Payroll** page, complete the fields with information for your correction payroll.
6. Select the **Save** button.

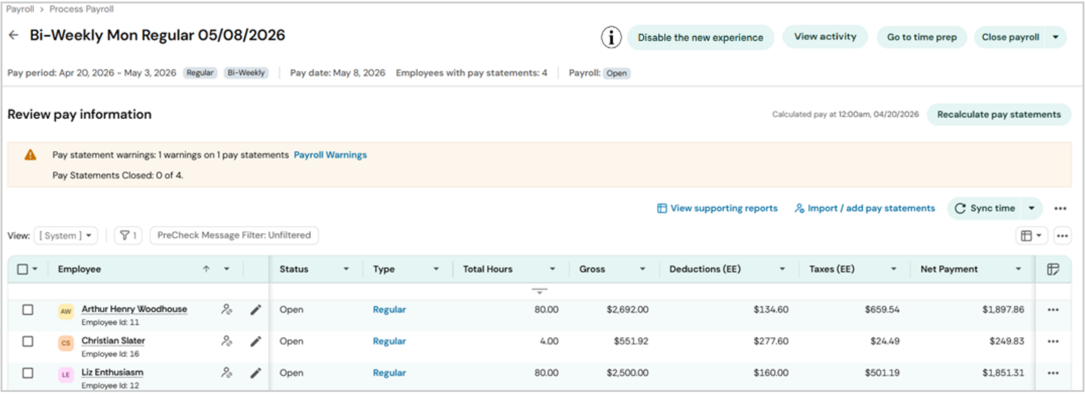
Now you can proceed with payroll processing for the Correction payroll. First, key the payroll changes. Then calculate the delta or variance to produce any payments for the difference.

Payroll Prep in the New Experience

Payroll prep is the process of reviewing and confirming all payroll-related data before running a payroll. Its purpose is to ensure that every input affecting employee pay is accurate, complete, and ready for calculation.

Review Pay Information

The **Review pay information** page is a report style payroll hub where payroll prep actions are available without needing to leave the page. The primary information shown on the Review pay information page is pay statement data. You can select the ellipsis icon to add/remove columns and save report views.



All employee pay statements display on the Review pay information page.

> **Tip:** If an employee is part of a pay period and is missing a pay statement, the employee will still display on the Review pay information page with blank values, which allows you to review the employee before you close the payroll.

Access the Review pay information page from one of the following areas:

- Select the **Go to payroll processing** button on the **Review and resolve issues** page
- Choose the payroll from the **Process Payroll** page (Team > Payroll > Process Payroll)

Review Pay Information: Pay Period Information

At the top of the page, the following pay period information displays:

- **Pay Period:** Date range and pay period type
- **Pay Date:** Date of when employees in that pay period are paid
- **Employees with pay statements:** Number of employees in this pay period
- **Payroll:** Status of the payroll

Review Pay Information: Employee Information

At the left of the page the following employee information displays:

- Employees (select their name to view their Employee Profile) and their Employee Id
- Employee Quick Links and Actions
- When **View/Edit Pay Statement** is selected, you are navigated to the **Edit Pay Statement** page (see the Editing a Pay Statement topic in the Payroll U.S. Setup User Guide for more information)

Review Pay Information: Warnings and Errors

Warnings and Errors with links display at the top of the **Review pay information** page.

When you select the **Payroll Warnings** link you are taken to the **Payroll Pay Statement Errors** page.

Review Pay Information: Actions

The following actions are available:

Employee Pay Statement Actions

If you need to mass select employees, a checkbox is available at the top of the **Review pay information** page in the **Employee** column. You can then select the ellipsis icon next to the **Sync time** button to perform a pay statement action for all employees.

Select the ellipsis icon at the right of the Review pay information page to do the following actions for a specific employee:

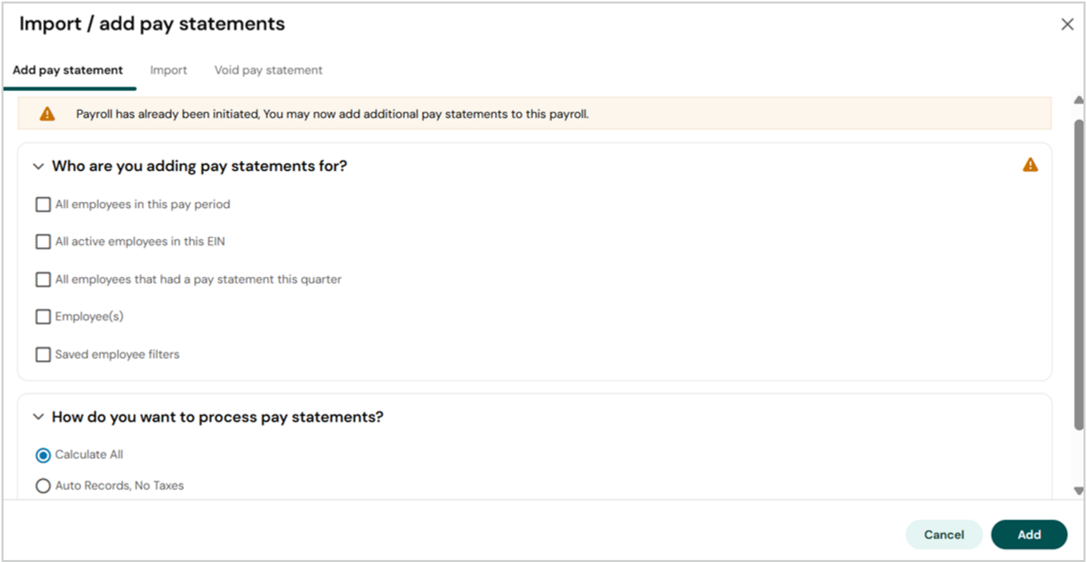
- View/Edit Pay Statement
- Preview Pay Statement
- Recalculate Pay Statement
- Close Pay Statement
- Delete Pay Statement

Add, Import and Void Pay Statements

You can add pay statements, import payroll batch files, and void pay statements by selecting the **Import / add pay statements** option.

Add Pay Statements

From the **Add pay statement** tab in the **Import / add pay statements** pop-up window you can add additional pay statements to all employees or an individual employee and determine how the pay statements should be processed.

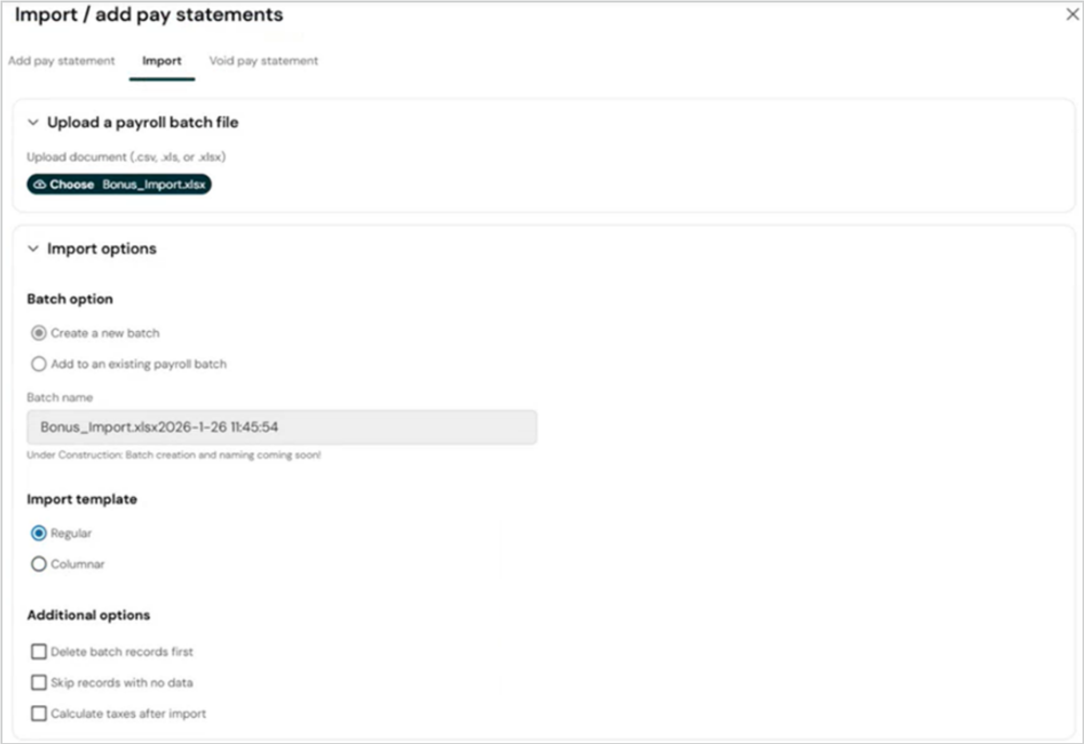


Import Pay Statements

From the **Import** tab in the **Import / add pay statements** pop-up window you can import a payroll batch file.

When the file is uploaded, an **Upload Successful** link displays at the top of the page. When you select that link, you are taken to the **Import Results** page.

> **Note:** Batch creation and naming will be available in a future release.



Import template options include:

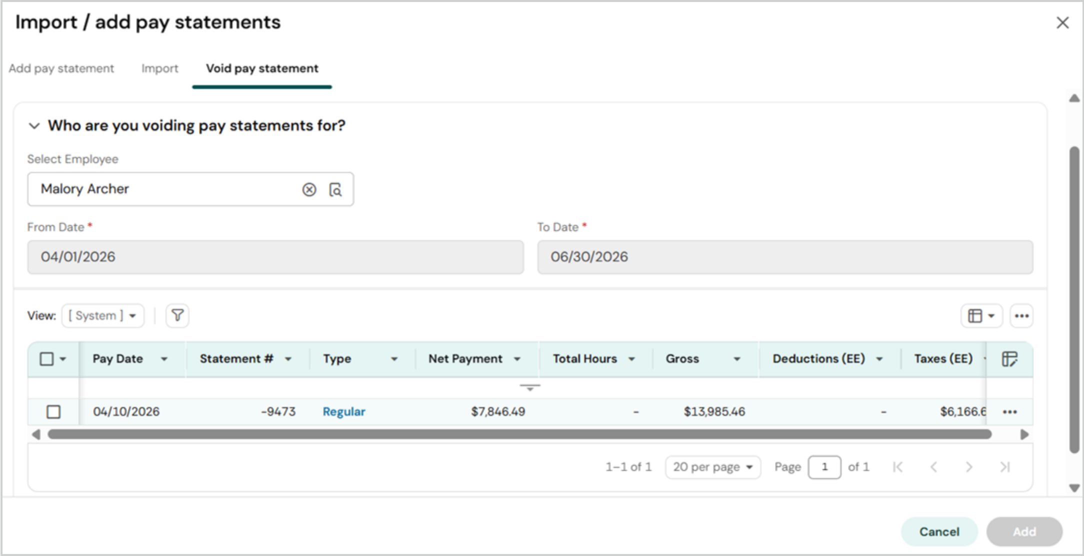
- Regular
- Columnar

Additional options include:

- Delete batch records first
- Skip records with no data
- Calculate taxes after import

Void Pay Statements

From the **Void pay statement** tab in the **Import / add pay statements** pop-up window you can choose the employee and select multiple pay statements to void, if needed.

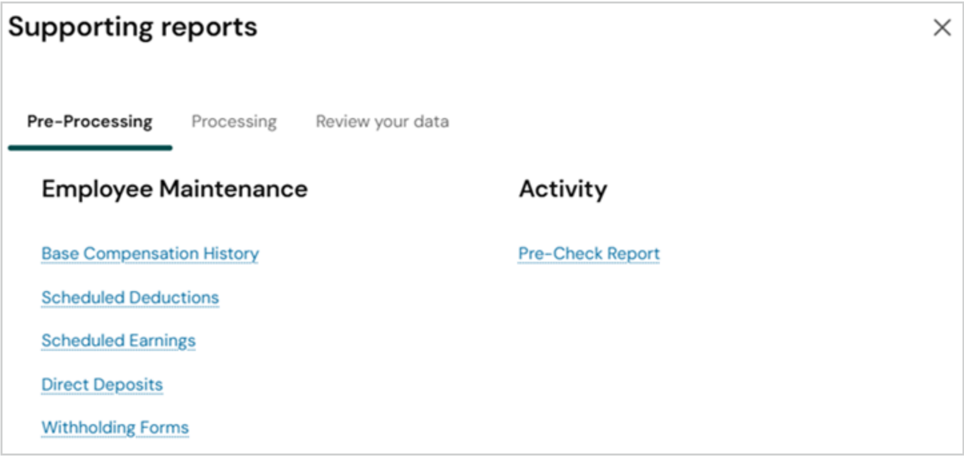


The date range is automatically tied to the quarter of the pay date; only pay statements will display that are in that quarter.

> **Note:** The dates will be grayed out if you un-check the **Cross Quarter Voiding of Checks Allowed** option (Settings > Global Setup > Company Setup > Payroll Settings widget).

Review Pay Information: Reports

Reports associated with pre-processing, processing, and reviewing data are available by selecting the **View supporting reports** link.



When you select a link, you are navigated to the applicable report.

Pre-Processing

Links to pre-processing reports for employee maintenance and activity are available under the **Pre-Processing** tab.

Processing

Links to processing reports for alerts, warnings, earnings, and payroll batches are available under the **Processing** tab.

> **Tip:** If you are importing data from an external system, select the **Data Imported** link to be navigated to the **Data Imported** report.

Review Your Data

Links to review data in reports for Review & Compare Totals, Involuntary Deductions, Vendor Payments & Money Movement, Labor & GL, Audit, Registers, and Retirement are available under the **Review your data** tab.

> **Tip:** The report links that were at the bottom of the classic Payroll Prep page in the View Payrolls section are now under the Review your data tab.

Review Pay Information: Action Buttons

The following buttons are available on the **Review pay information** page:

Sync Time

If you have Payroll and TLM, as soon as there is a calculation or change made on the timesheet, the time side reprocesses (reapplies the Pay Calculation Profile to the timesheet) and the records are processed and ready for syncing. The system automatically syncs timesheets so that they are ready for payroll.

If you make recent changes and you want to see those changes reflect immediately, select the **Sync time** button. This is important if you make changes right before you close the pay period.

Recalculate Pay Statements

Pay statement data is always available on the **Review pay information** page. Recalculation happens continuously, and runs once every night.

If you need to recalculate sooner a new scheduled earning or base comp change, for example, select the **Recalculate pay statements** button.

> **Tip:** You can add the **Pay Stmt: Last Calculated** column to the **Review pay information page**, which allows you to have clear visibility when each pay statement was most recently recalculated or re-synced. This column is timestamped.

Disable the new experience

If you want to access the business process steps to mark the steps as complete, select the **Disable the new experience** button.

> **Important:** If you switch back to the old experience, continuous payroll will be deactivated for your entire company, and the new experience **Review pay information** and **Review and resolve issues** pages will not be available.

For a list of descriptions of the business process steps, refer to the Payroll Prep Process topic and the proceeding topics in the **Payroll U.S. Setup User Guide**.

> **Note:** Payroll issues will be available on the **Review and resolve issues** page in a future release.

View Activity

The **View activity** button takes you to the **Payroll Pre-Check Report** page. This report allows you to check changes that are occurring to employees throughout the pay period, including the following:

- New Scheduled Earnings
- New Scheduled Deductions
- New Base Compensation Records
- New Hires

  > **Note:** The new hire's first two payrolls will be included in the Pre-Check Report as long as they are assigned to a Pay Period Profile and the payrolls have already been created.

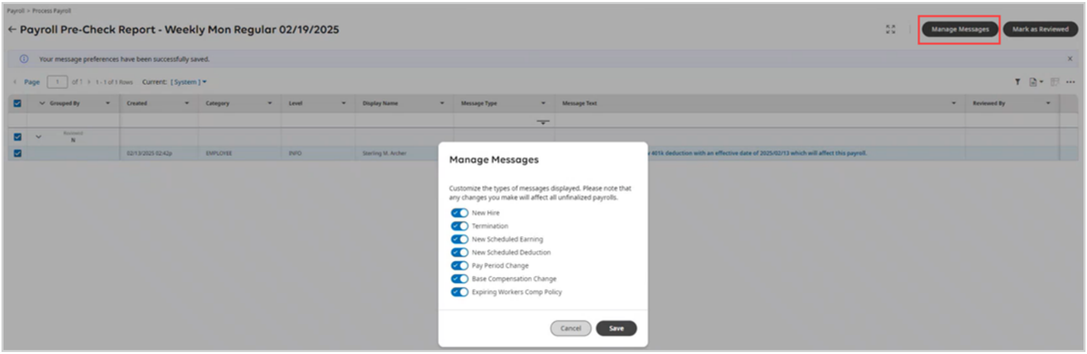
- Terminated Employees (based on the date of the pay period when the termination applies)
- Workers Comp Policy (if there is a Workers Comp Policy that is expiring within the range of 40 days before the effective End Date (chosen in Policy Info) and 7 days after the effective End Date, a pre-check record will be added in the Payroll

Pre-Check Report for all of the pay periods and matching EINs.)

- Pay Period Profile

The report message is a selectable link that navigates you to the applicable page.

You can customize the types of messages that display on the Payroll Pre-Check Report by selecting the **Manage Messages** button. A **Manage Messages** pop-up window displays, where you toggle on/off the message types.



To mark an item as reviewed, select the checkbox next to the applicable record and select the **Mark as Reviewed** button at the top-right corner of the report. A **Reviewed By** column shows Y or N for whether the record was reviewed or not.

Go to Time Prep

If you have the TLM module, the **Go to time prep** button displays and takes you to the **Review and resolve issues** page.

Payroll Stages

At the top of the **Review pay information** page a button shows the stage in payroll.

The stages include:

- Close payroll
- Submit payroll
- Re-Open
- Finalize payroll
- Deliver payroll

