

Payroll Monitor

The Payroll Monitor displays real time status for the current and previous pay period. This information highlights critical issues, which need correction before payroll is exported. Links drill down to specific problem issues, as well as other important management information.

Payroll	Scheduling	H.R.
Weekly>Mon to Sun	This Week	Usage
Employees 87	Begins 11/14/05	Active Employees 87
Previous Period	Ends 11/20/05	Hourly Status Types
Begins 11/07/05	Employees Scheduled 87	Full Time 87
Ends 11/13/05	Employees Scheduled Off 13	Part Time 0
Posted	Employees Without Schedules 0	Active Conditions
Issues 3, 1 critical	Next Week	Normal 86
Hours 3469:00	Begins 11/21/05	Probation 1
Dollars 36953.9100	Ends 11/27/05	Training 0
Status Please Repair!	Employees Scheduled 87	Billing Usage
Current Period	Employees Scheduled Off 3	Period Type Monthly
Begins 11/14/05	Employees Without Schedules 0	Usage From 10/01/05
Ends 11/20/05		Usage To 10/31/05
Issues 39, 1 critical		Active Employees 0
Hours 2348:30		ESS Employees 0
Dollars 25613.7200		Supervisor Accounts 0
Status Please Repair!		Billing Periods 0

Payroll Summary

The payroll column drills down to information critical for exporting payroll.

The payroll monitor uses color in the Status field to indicate whether payroll is ready to export:

- Red indicates that one or more critical exceptions, for example, missing punch exceptions, must be corrected in employee time cards.
- Yellow indicates that non-critical issues, for example, tardy exceptions, exist. Payroll can safely progress, but supervisors may need to take action with employees.
- Green indicates that there are no flagged exceptions on employee time cards. Exceptions other than tardy and missing punch may exist, but are not highlighted at this level for the payroll manager.

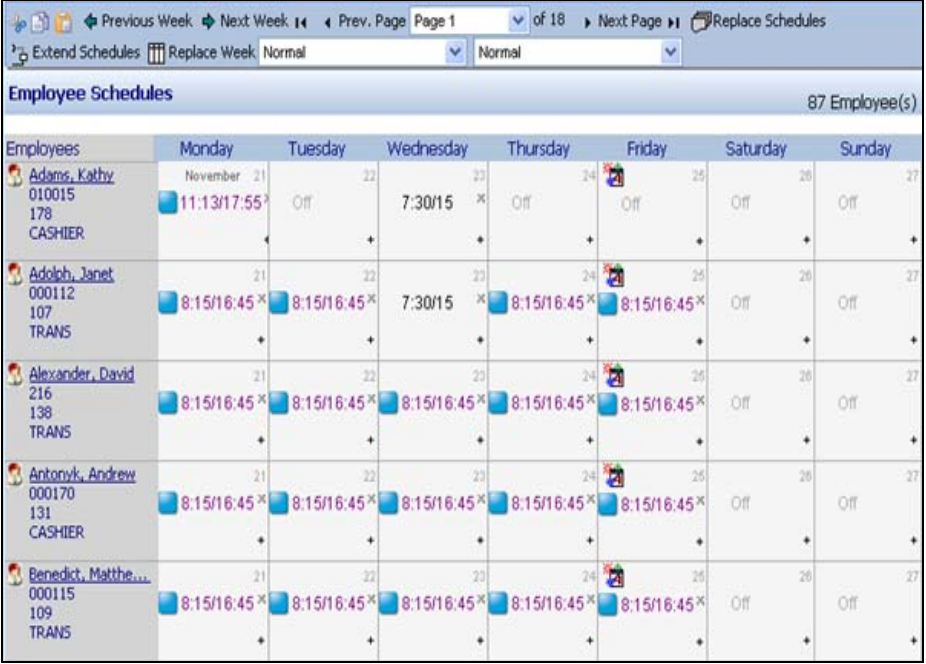
Link	Description
Issues	The Issues link for the previous period notifies the payroll manager of the supervisors whose edits are outstanding. The payroll manager can drill down to fix the problem by clicking the supervisor name, or contact the appropriate supervisor.

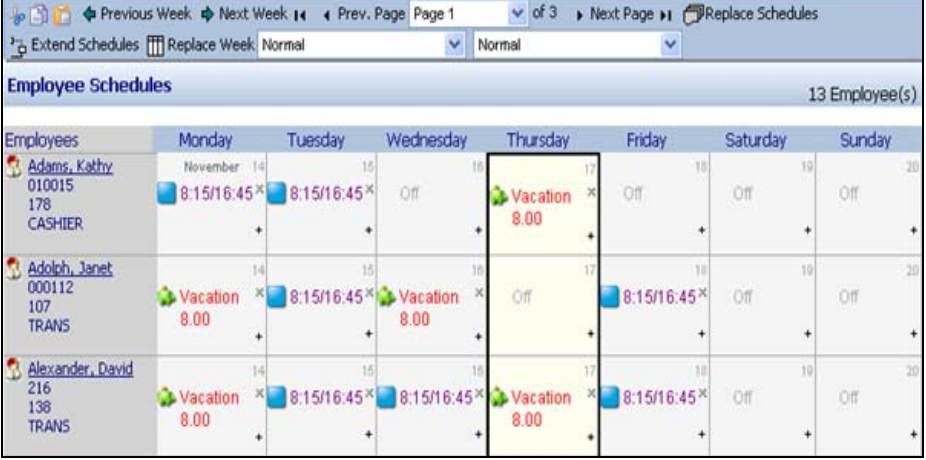
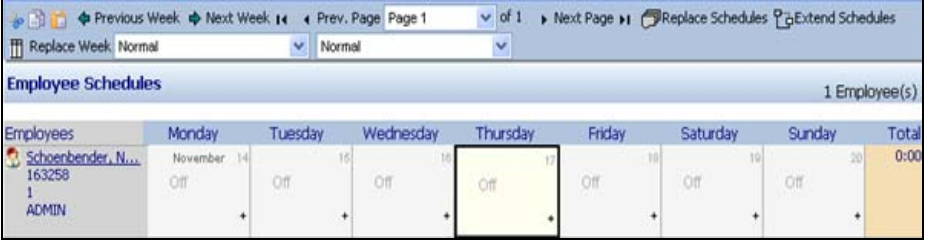
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	<div data-bbox="435 369 1369 1087"> <p>Closing Payroll Status 11/17/05</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td></td> <td>Sun Nov</td> <td>Mon Nov</td> <td>Tue Nov</td> <td>Wed Nov</td> <td>Thu Nov</td> <td>Fri Nov</td> <td>Sat Nov</td> </tr> <tr> <td></td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> </table> <p>Supervisors</p> <p>Sharon 1 Issues, 1 Critical</p> <p>Payroll</p> <p>Supervisors</p> <p>System Administrators</p> <p>Supervisors</p> <p>Tom 1 Issues, 1 Critical</p> <p>System Administrators</p> <p>Frank 4 Issues, 2 Critical</p> </div> <p>In the current pay period, the Issues link displays a pay period summary.</p> <div data-bbox="435 1150 1369 1791"> <p>Excel Print Preview</p> <p>Payroll Summary Sheet For 11/17/05</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>ID Number</th> <th>Pay Class</th> <th>Department</th> <th>Shift</th> <th>Period Missing Punches</th> <th>Period Absences</th> </tr> </thead> <tbody> <tr> <td>Kathy</td> <td>Adams</td> <td>010015</td> <td>8hr Day/30m Lunch</td> <td>Cashier</td> <td>SHIFT 2</td> <td>0</td> <td>0</td> </tr> <tr> <td>Janet</td> <td>Adolph</td> <td>000112</td> <td>8hr Day/30m Lunch</td> <td>Transportation</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>David</td> <td>Alexander</td> <td>216</td> <td>8hr Day/30m Lunch</td> <td>Transportation</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Andrew</td> <td>Antonyk</td> <td>000170</td> <td>8hr Ngt/No Lunch</td> <td>Cashier</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Matthew A</td> <td>Benedict</td> <td>000115</td> <td>8hr Day/30m Lunch</td> <td>Transportation</td> <td>SHIFT 1</td> <td>0</td> <td>1</td> </tr> <tr> <td>David</td> <td>Bevan</td> <td>204</td> <td>8hr Day/30m Lunch</td> <td>Area Managers</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Vito</td> <td>Bill</td> <td>250</td> <td>8hr Day/30m Lunch</td> <td>Area Managers</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Neely</td> <td>Brian</td> <td>244</td> <td>8hr Day/30m Lunch</td> <td>Area Managers</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adele</td> <td>Burke</td> <td>103</td> <td>8hr Day/30m Lunch</td> <td>Administration</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> </div>		Sun Nov	Mon Nov	Tue Nov	Wed Nov	Thu Nov	Fri Nov	Sat Nov		13	14	15	16	17	18	19	First Name	Last Name	ID Number	Pay Class	Department	Shift	Period Missing Punches	Period Absences	Kathy	Adams	010015	8hr Day/30m Lunch	Cashier	SHIFT 2	0	0	Janet	Adolph	000112	8hr Day/30m Lunch	Transportation	SHIFT 1	0	0	David	Alexander	216	8hr Day/30m Lunch	Transportation	SHIFT 1	0	0	Andrew	Antonyk	000170	8hr Ngt/No Lunch	Cashier	SHIFT 1	0	0	Matthew A	Benedict	000115	8hr Day/30m Lunch	Transportation	SHIFT 1	0	1	David	Bevan	204	8hr Day/30m Lunch	Area Managers	SHIFT 1	0	0	Vito	Bill	250	8hr Day/30m Lunch	Area Managers	SHIFT 1	0	0	Neely	Brian	244	8hr Day/30m Lunch	Area Managers	SHIFT 1	0	0	Adele	Burke	103	8hr Day/30m Lunch	Administration	SHIFT 1	0	0
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Scheduling Summary

The Scheduling column provides a view of employees scheduled to work, those who are scheduled off (called benefit schedules or absence planned schedules), and employees without any schedules in the pay period.

Link	Description
Employees Scheduled	<p>The Employees Scheduled link presents a group schedule (a schedule view displaying multiple employees) that includes employees with schedules in the week. Buttons at the top of the screen let the payroll manager navigate to other weeks or different employees. Click on an employee name to view an individual schedule for the employee and access other employee information.</p> 
Employees Scheduled Off	<p>The Employees Scheduled Off link presents a group schedule that includes employees who have scheduled time off in the week. Scheduled time off means that a supervisor has scheduled the employee for benefit time, creating an absence planned schedule. Buttons at the top of the group schedule let the payroll manager navigate to other weeks or different employees. Click an employee name to view an individual schedule for the employee and access other employee information.</p>

Link	Description
	 <p>The screenshot shows a software interface for 'Employee Schedules' for 13 employees. The interface includes navigation buttons for 'Previous Week', 'Next Week', 'Prev. Page', 'Page 1 of 3', and 'Next Page'. There are also buttons for 'Extend Schedules', 'Replace Week', and 'Replace Schedules'. The main table lists employees with their names, IDs, and titles, and shows their schedules for the week of November 14-20. Employees listed include Adams, Kathy (CASHIER), Adolph, Janet (TRANS), and Alexander, David (TRANS). Schedules show various statuses like 'Vacation 8.00' and 'Off'.</p>
Employees Without Schedules	<p>The Employees Without Schedules link displays a group schedule that is empty, indicating that the employees have no schedules and may be available to fill in if needed.</p>  <p>The screenshot shows a software interface for 'Employee Schedules' for 1 employee. The interface includes navigation buttons for 'Previous Week', 'Next Week', 'Prev. Page', 'Page 1 of 1', and 'Next Page'. There are also buttons for 'Replace Week', 'Replace Schedules', and 'Extend Schedules'. The main table lists the employee Schoenbender, N... (ADMIN) and shows their schedule for the week of November 14-20. The schedule is empty, with 'Off' for all days and a 'Total' of 0:00.</p>

H.R. Summary

Each link in the H.R. column displays a payroll summary sheet. Each sheet contains only employees matching the status or condition specified by the link name. For example, the Active Employees link displays a payroll summary containing all active employees. This interactive summary summarizes current pay period information. Click an employee name to drill down to the selected employee's time card.

Excel Print Preview

Payroll Summary Sheet For 11/17/05

First Name	Last Name	ID Number	Pay Class	Department	Shift	Period Missing Punches	Period Absences
Kathy	Adams	010015	8hr Day/30m Lunch	Cashier	SHIFT 2	0	0
Janet	Adolph	000112	8hr Day/30m Lunch	Transportation	SHIFT 1	0	0
David	Alexander	216	8hr Day/30m Lunch	Transportation	SHIFT 1	0	0
Andrew	Antonyk	000170	8hr Ngt/No Lunch	Cashier	SHIFT 1	0	0
Matthew A	Benedict	000115	8hr Day/30m Lunch	Transportation	SHIFT 1	0	1
David	Bevan	204	8hr Day/30m Lunch	Area Managers	SHIFT 1	0	0