



2024

# Payroll Admin Guide: Payroll Processing Off Cycle & One Time Payments



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## Guide Usage and Disclosures

### Guide Information

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact Megan Ketter at [mketter@campratech.com](mailto:mketter@campratech.com).

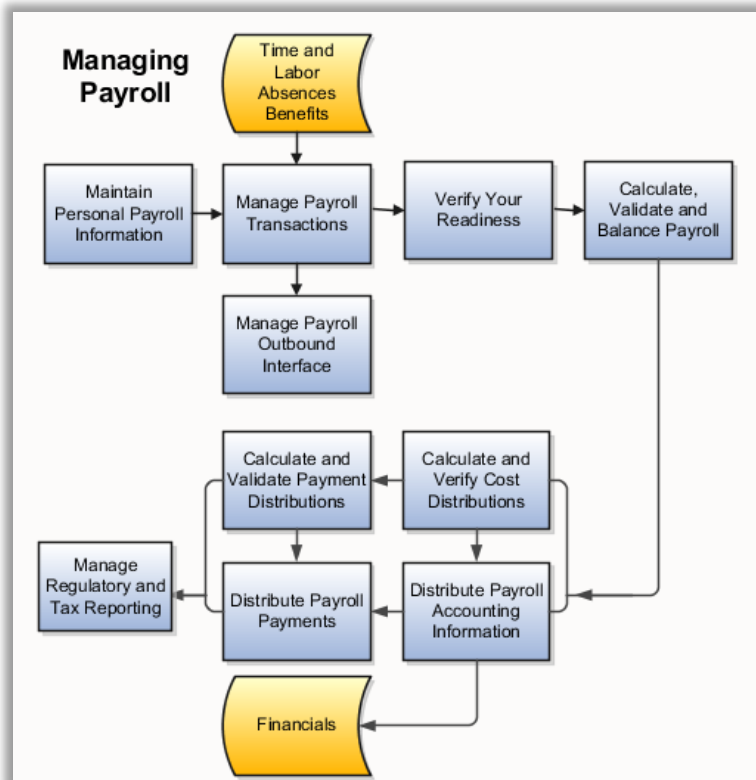
### How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

1. Any fields with an asterisk are required fields.
2. Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
3. You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

## Overall Process Flow

Before we begin with the training content, It's important to understand the overall process flow of information in Oracle Cloud for the Payroll module.





## Glossary of Terms

Here we've included common terms associated with the Payroll module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

### Element Entries

- There are 2 types of element entries: recurring and nonrecurring. Element entries are details of compensation or a deduction. For example, medical premiums, garnishments, salary, etc.

### Payroll Relationship

- A payroll relationship exists between a person and a payroll statutory unit, which is the legal entity responsible for employee payment.

### Payment Methods

- A method in which money is transferred to the third-party vendor or employee. For example, direct deposit, check, or EFT.

### Tax Reporting Units

- Represents a legal entity for tax and social insurance reporting in global legislation.

### Calculation Entries

- Specifies how a value is provided or calculated

### Third Party Payment Methods

- A third party is any person or entity outside of your organization and a third-party payment method determines how you pay them.

### Object Groups

- Object groups are user-defined sets of elements or people used to restrict which of these items to include in various processes and reports.

### Quickpay

- A process executed by the payroll team to pay an employee

### Retro Pay

- Payment owed to an employee or payment due from an employee due to an incorrect amount being withheld from a prior payroll.

### Payroll Reconciliation

- 💡 Payroll processes transfer your payment entries to Cash Management for manual or automatic reconciliation with bank statements

## Reporting

- 💡 OTBI or BI contains numerous reports used for payroll verifications and processing.

## Data Loader

- 💡 HCM Data Loader validates the data and creates valid records in the HCM cloud. The Data Loader is also used to load multiple elements entries for payment for multiple employees.

## Effective Date

- 💡 Effective Dates are used to store historical, current, and future information. Effective Dates are the date in which a line of data is active.

## Element Classification Components

- 💡 Elements are grouped into primary classifications, such as Earnings and Voluntary Deductions. In a human resources department, you can use the primary classifications to identify groups of elements for information and analysis purposes. In a payroll department, the classifications control processing, including the sequence in which elements are processed and the balances they feed.

## Costing

- 💡 If the classification is Costable, you can select any costing option for elements when you define the element links. If the classification is Distributable, you can create a distribution set from elements of this classification over which you can distribute costs. You can also view the cost type for elements in the classification, whether they debit or credit the accounts they feed.

## Frequency Rules

- 💡 The payroll run uses a frequency rule to determine in which pay periods it processes a recurring element. You can view which date the payroll run uses, by default, to assess frequency rules in your localization. You can select a different date when you define a frequency rule.

## Calculate Absence Duration

- 💡 Calculate the duration of an absence from the start and end dates.

## Accrual Start Rule

- 💡 You use an accrual start rule to determine when newly enrolled employees start to accrue time. For example, some accrual plans allow new hires to accrue time from the date of their hire. If the predefined start rules that are available on the Accrual Plan page do not meet your requirements, you can add your own rule directly in the accrual formula.

## **Tax Card**

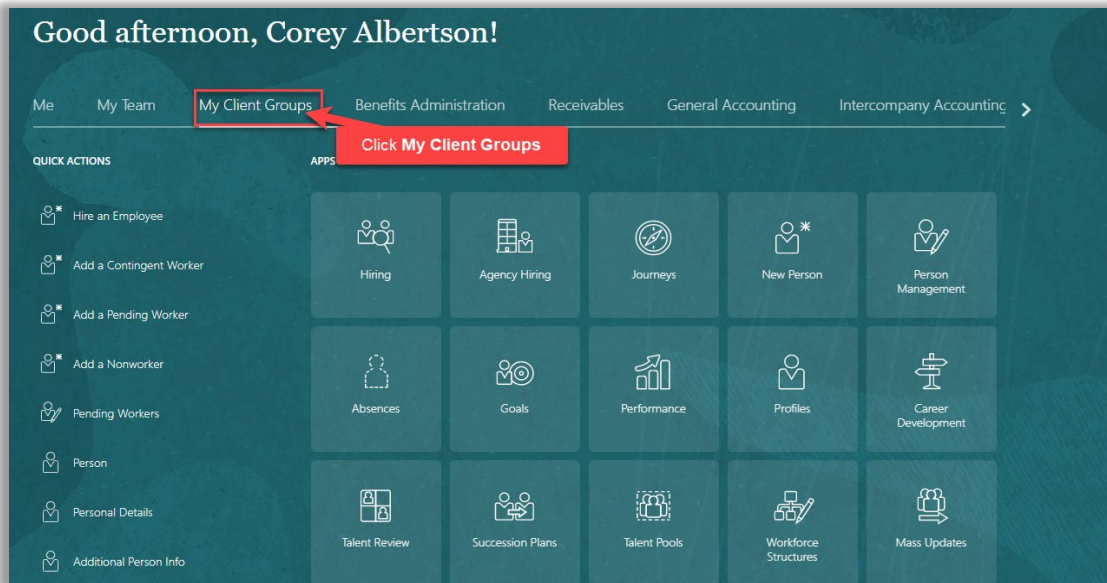
- 💡 Contains the Federal, State, and Local tax withholding information for the employee

# Off-Cycle Payroll Processing

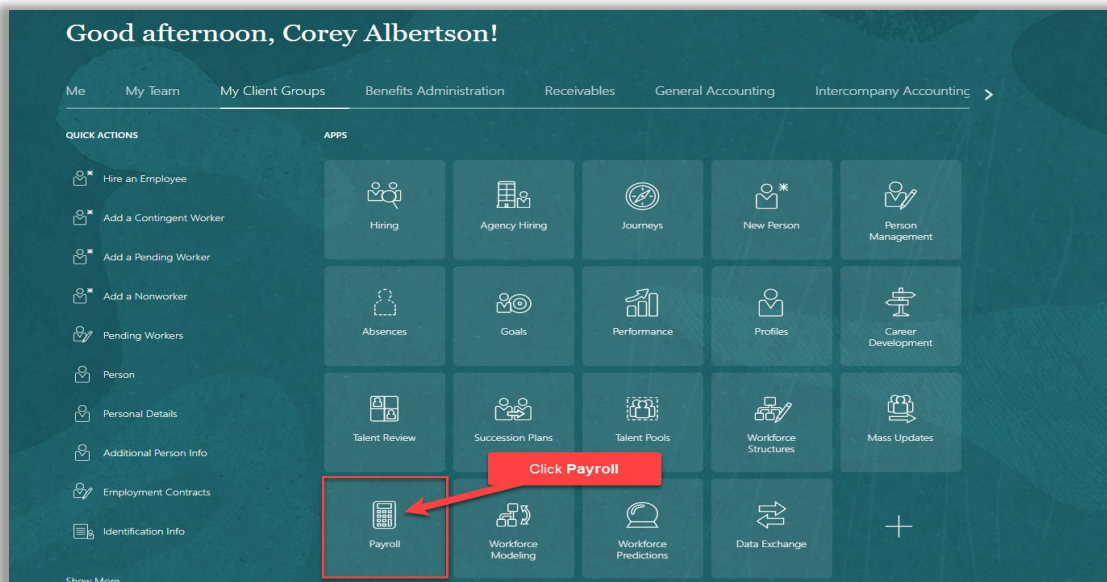
## Create A Payroll Relationship Object Group

Navigation: Home>My Client Groups>Payroll>Object Groups>Create>Enter Criteria>Submit

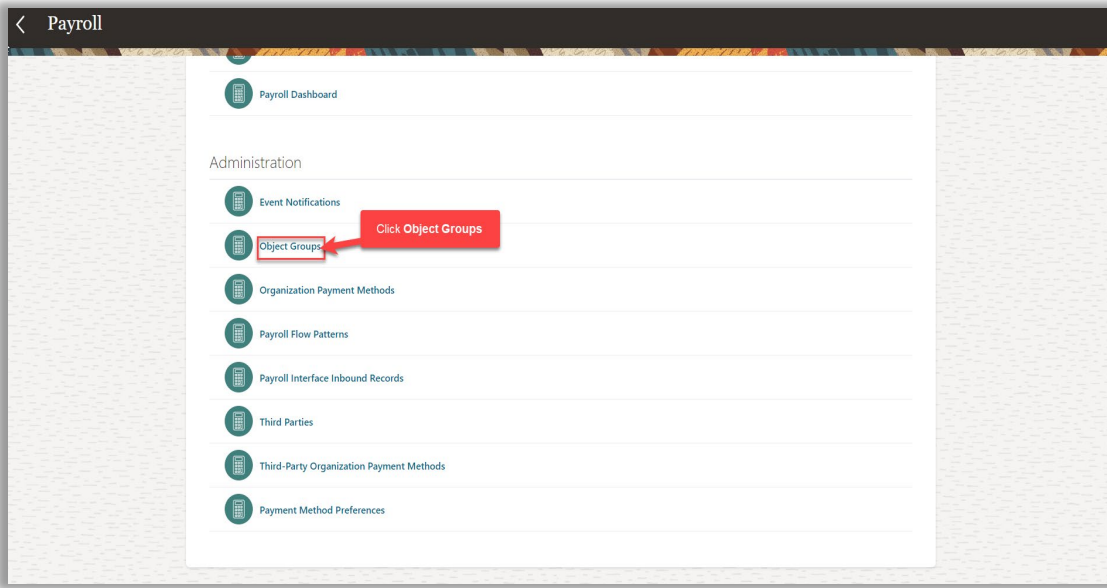
From the home screen, click **My Client Groups**



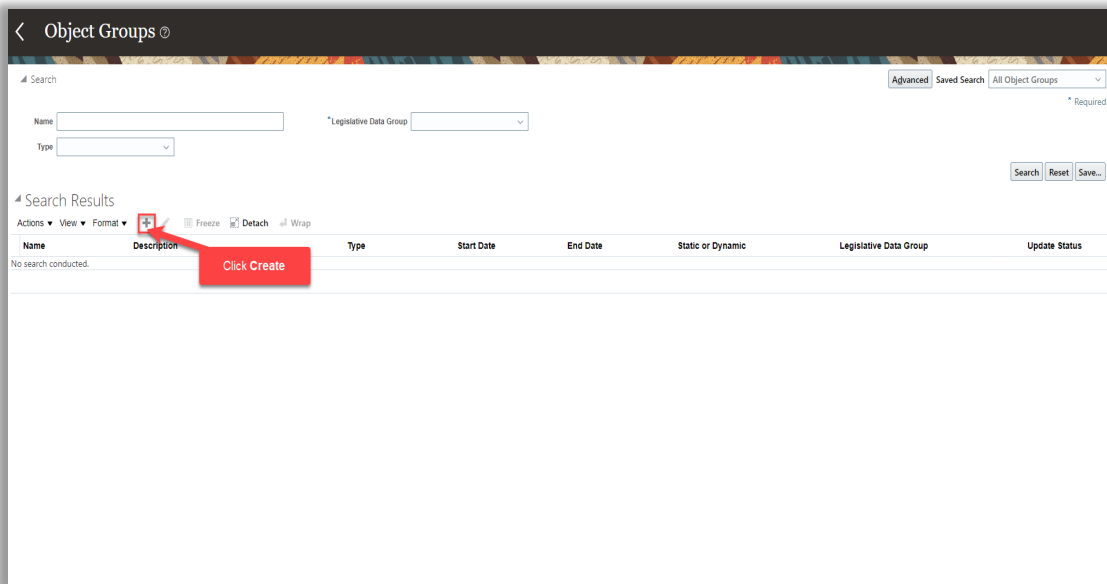
Next, click **Payroll**



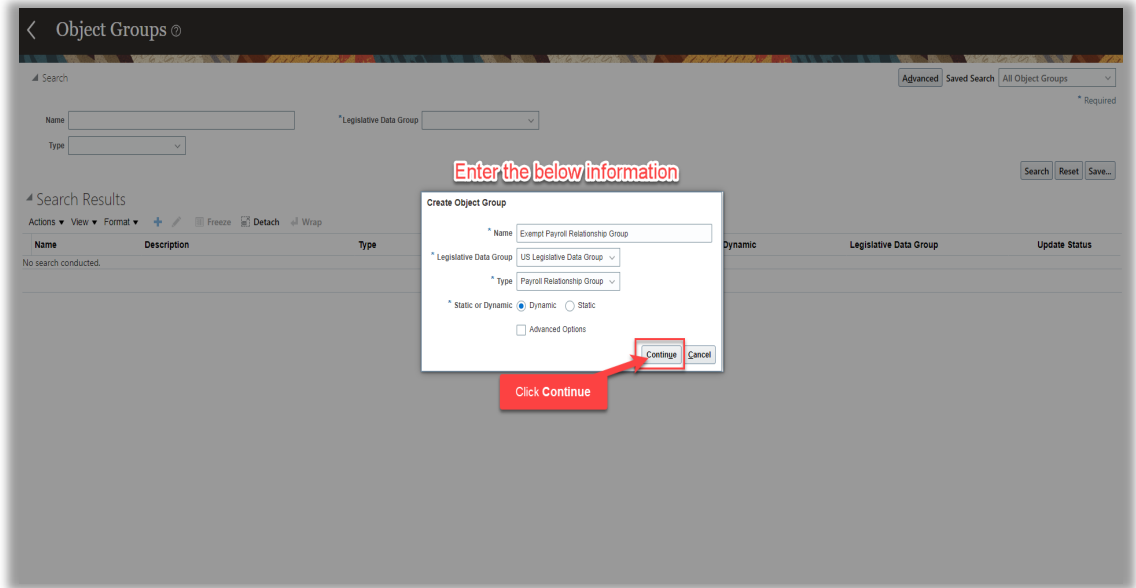
From the Payroll menu, scroll down under Administration and click **Object Groups**. We can also search for **Object Groups** in the search box at the top of the page



Click Create



Enter Create Object Group Information



First, we can adjust the Start Date and End Date, if applicable. Also, we can enter the **Object Group Parameter**, such as the **Value** for **Payroll**. Click **Value** to select the Payroll

Click Value

Enter the **Payroll Name** and click **Search**. Select the **Payroll Name**

**Create Object Group**

Next Save Submit Cancel

**Basic Data**

Name: Exempt Payroll Relationship Group  
 Type: Payroll Relationship Group  
 Start Date: 12/7/22  
 End Date: 12/31/12

Static or Dynamic: Dynamic  
 Description:   
 Legislative Data Group: US Legislative Data Group  
☐ Advanced Options

**Object Group Parameter**

Parameter Name Value Delete Value

Payroll Name

**Search and Select: Object Group Parameter**

Object Group Parameters: EWT  
 Search Reset  
 Available Parameter Values: EWT Biweekly  
 Cancel

**Payroll Relationship Rules**

Actions View + X Detach

Formula Name Description

No data to display.

**Payroll Term Rules**

Actions View + X Detach

Formula Name Description

No data to display.

**Payroll Assignment Rules**

Actions View + X Detach

Formula Name Description

No data to display.

Next, we can enter the **Payroll Relationship Rules**, **Payroll Term Rules**, and **Payroll Assignment Rules**. For these areas, we can associate a formula that includes the employee population needed for creating this **Payroll Relationship Group**, if applicable. We can add a formula by clicking **Add** in the applicable area

**Create Object Group**

Next Save Submit Cancel

**Basic Data**

Name: Exempt Payroll Relationship Group  
 Type: Payroll Relationship Group  
 Start Date: 12/7/22  
 End Date: 12/31/12

Static or Dynamic: Dynamic  
 Description:   
 Legislative Data Group: US Legislative Data Group  
☐ Advanced Options

**Object Group Parameter**

Parameter Name Value Delete Value

Payroll Name EWT Biweekly

**Payroll Relationship Rules**

Actions View + X Detach

Formula Name Description

No data to display.

**Payroll Term Rules**

Actions View + X Detach

Formula Name Description

No data to display.

**Payroll Assignment Rules**

Actions View + X Detach

Formula Name Description

No data to display.

**Click Add**

Click the **Formula Name** or click **Search** to search for the Formula Name

**Create Object Group** Next Save Submit Cancel

**Basic Data**

\*Name: Exempt Payroll Relationship Group

Type: Payroll Relationship Group

\*Start Date: 12/7/22

\*End Date: 12/31/12

Static or Dynamic: Dynamic

Description:

Legislative Data Group: US Legislative Data Group

☐ Advanced Options

**Object Group Parameter**

Parameter Name	Value	Delete Value
Payroll Name	EWTF Biweekly	

**Payroll Relationship Rules**

Actions: View, +, X, Detach

Formula Name	Description
No data to display.	

**Payroll Term Rules**

Actions: View, +, X, Detach

Formula Name	Description
No data to display.	

**Payroll Assignment Rules** Click Formula Name

Formula Name	Description
ORA_PAY_SINGLE_PR_FF	
Search	

Click Next

**Create Object Group** Next Save Submit Cancel

**Basic Data**

\*Name: Exempt Payroll Relationship Group

Type: Payroll Relationship Group

\*Start Date: 12/7/22

\*End Date: 12/31/12

Static or Dynamic: Dynamic

Description:

Legislative Data Group: US Legislative Data Group

☐ Advanced Options

**Object Group Parameter**

Parameter Name	Value	Delete Value
Payroll Name	EWTF Biweekly	

**Payroll Relationship Rules**

Actions: View, +, X, Detach

Formula Name	Description
No data to display.	

**Payroll Term Rules**

Actions: View, +, X, Detach

Formula Name	Description
No data to display.	

**Payroll Assignment Rules**

Actions: View, +, X, Detach

Formula Name	Description
No data to display.	

Next, we can enter the **Payroll Relationship**, **Payroll Term**, and **Payroll Assignment** to help identify the population if we are not using a formula. To add employees, click **Value**



**Create Object Group**

Back Save Submit Cancel

**Basic Data**

Name: Exempt Payroll Relationship Group  
 Type: Payroll Relationship Group  
 Start Date: 12/7/22  
 End Date: 12/31/22

Static or Dynamic: Dynamic  
 Description:

Legislative Data Group: US Legislative Data Group  
☐ Advanced Options

**Payroll Relationship**

Actions: View, Add, Edit, Detach

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
			Include

**Payroll Term**

Actions: View, Add, Edit, Detach

Employment Terms Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

**Payroll Assignment**

Actions: View, Add, Edit, Detach

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Search for the Employee by **Payroll Relationship Number**, **Person Name**, or **Person Number** then click **Search**. Lastly, click **Payroll Relationship Number**

**Group**

Back Save Submit

Payroll Relationship Group  
 Relationship Group

Static or Dynamic: Dynamic  
 Description:

Legislative Data Group: US Legislative Data Group  
☐ Advanced Options

**Search and Select: Payroll Relationship**

Payroll Relationship Number:

Person Name:

Person Number:

Search Reset

Payroll Relationship Number	Person Name	Person Number
1001	Mukherjee, Rishi	1001

Cancel

The Employee has been added. Follow this same process to add additional employees to this **Payroll Relationship Group**

Create Object Group

Back

Save

Submit

Cancel

Basic Data

Name

Exempt Payroll Relationship Group

Type

Payroll Relationship Group

Start Date

12/7/22

End Date

12/31/12

Static or Dynamic

Dynamic

Description

Legislative Data Group

US Legislative Data Group

☐ Advanced Options

Payroll Relationship

Actions

View

Detach

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

Payroll Term

Actions

View

Detach

Employment Terms Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Payroll Assignment

Actions

View

Detach

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Next, we must add the employees **Payroll Assignment** as well. To add employees, click **Create**

Create Object Group

Back

Save

Submit

Cancel

Basic Data

Name

Exempt Payroll Relationship Group

Type

Payroll Relationship Group

Start Date

12/8/22

End Date

12/31/12

Static or Dynamic

Dynamic

Description

Legislative Data Group

US Legislative Data Group

☐ Advanced Options

Payroll Relationship

Actions

View

Detach

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

Payroll Term

Actions

View

Detach

Employment Terms Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Payroll Assignment

Actions

View

Detach

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

Click **Value**

**Create Object Group** [Back] [Save] [Submit] [Cancel]

**Basic Data**  
 Name: Exempt Payroll Relationship Group  
 Type: Payroll Relationship Group  
 Start Date: 12/8/22  
 End Date: 12/31/12  
 Static or Dynamic: Dynamic  
 Description:   
 Legislative Data Group: US Legislative Data Group  
☐ Advanced Options

**Payroll Relationship**  
 Actions: View, Add, Edit, Detach

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

**Payroll Term**  
 Actions: View, Add, Edit, Detach

Employment Terms Number  
 No data to display.

**Payroll Assignment**  
 Actions: View, Add, Edit, Detach

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
				Include

Click Value

Next, Search for the Employee by **Person Name** then click **Search**. Lastly, click **Assignment Number**

**Create Object Group** [Back] [Save] [Submit] [Cancel]

**Basic Data**  
 Name: Exempt Payroll Relationship Group  
 Type: Payroll Relationship Group  
 Start Date: 12/8/22  
 End Date: 12/31/12  
 Static or Dynamic: Dynamic  
 Description:   
 Legislative Data Group: US Legislative Data Group  
☐ Advanced Options

**Payroll Relationship**  
 Actions: View, Add, Edit, Detach

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

**Payroll Term**  
 Actions: View, Add, Edit, Detach

Employment Terms Number  
 No data to display.

**Payroll Assignment**  
 Actions: View, Add, Edit, Detach

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
				Include

Search and Select: Payroll Term

Enter Criteria

Assignment Number:

Person Name:

Person Number:

Payroll Relationship Number:

Search

Click Search

Click Assignment Number

Assignment Number: E1001

Person Name: Mukherjee, Rathi

Person Number: 1001

Payroll Relationship Number: 1001

Cancel

The Employee has been added. Follow this same process to add additional employees to the **Payroll Assignment**

**Create Object Group** [Back] [Save] [Submit] [Cancel]

**Basic Data**

Name: Exempt Payroll Relationship Group  
 Type: Payroll Relationship Group  
 Start Date: 12/8/22  
 End Date: 12/31/12

Static or Dynamic: Dynamic  
 Description:

Legislative Data Group: US Legislative Data Group  
☐ Advanced Options

**Payroll Relationship**

Actions: View [Add] [Edit] [Delete] [Detach]

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

**Payroll Term**

Actions: View [Add] [Edit] [Delete] [Detach]

Employment Terms Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

**Payroll Assignment**

Actions: View [Add] [Edit] [Delete] [Detach]

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
E1001	Mukherjee, R...	1001	1001	Include

Click **Submit**

**Create Object Group** [Back] [Save] [Submit] [Cancel]

**Basic Data**

Name: Exempt Payroll Relationship Group  
 Type: Payroll Relationship Group  
 Start Date: 12/8/22  
 End Date: 12/31/12

Static or Dynamic: Dynamic  
 Description:

Legislative Data Group: US Legislative Data Group  
☐ Advanced Options

**Payroll Relationship**

Actions: View [Add] [Edit] [Delete] [Detach]

Payroll Relationship Number	Person Name	Person Number	Inclusion Status
1001	Mukherjee, R...	1001	Include

**Payroll Term**

Actions: View [Add] [Edit] [Delete] [Detach]

Employment Terms Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
No data to display.				

**Payroll Assignment**

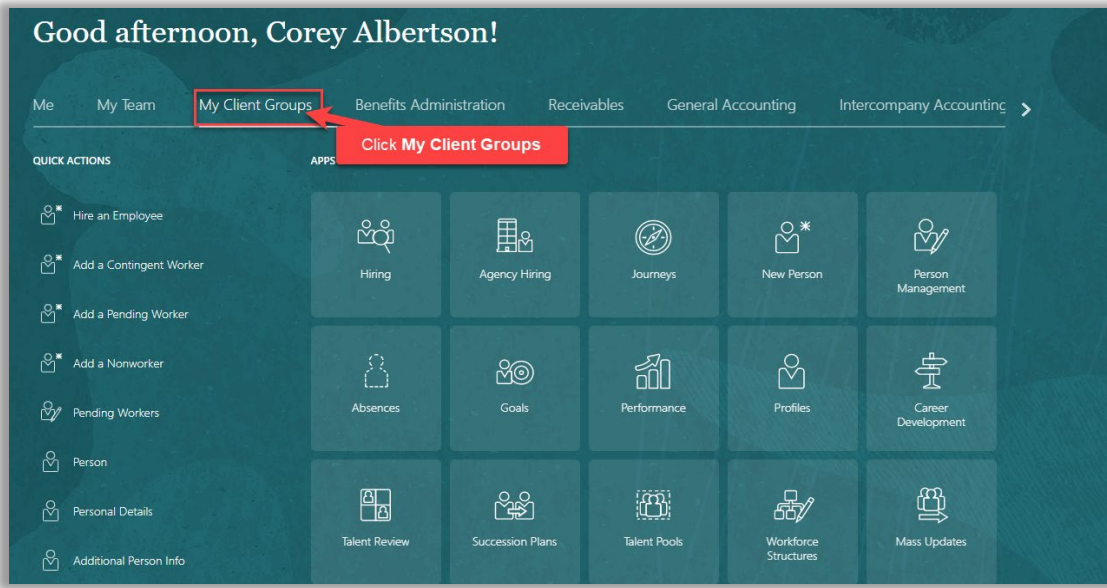
Actions: View [Add] [Edit] [Delete] [Detach]

Assignment Number	Person Name	Person Number	Payroll Relationship Number	Inclusion Status
E1001	Mukherjee, R...	1001	1001	Include

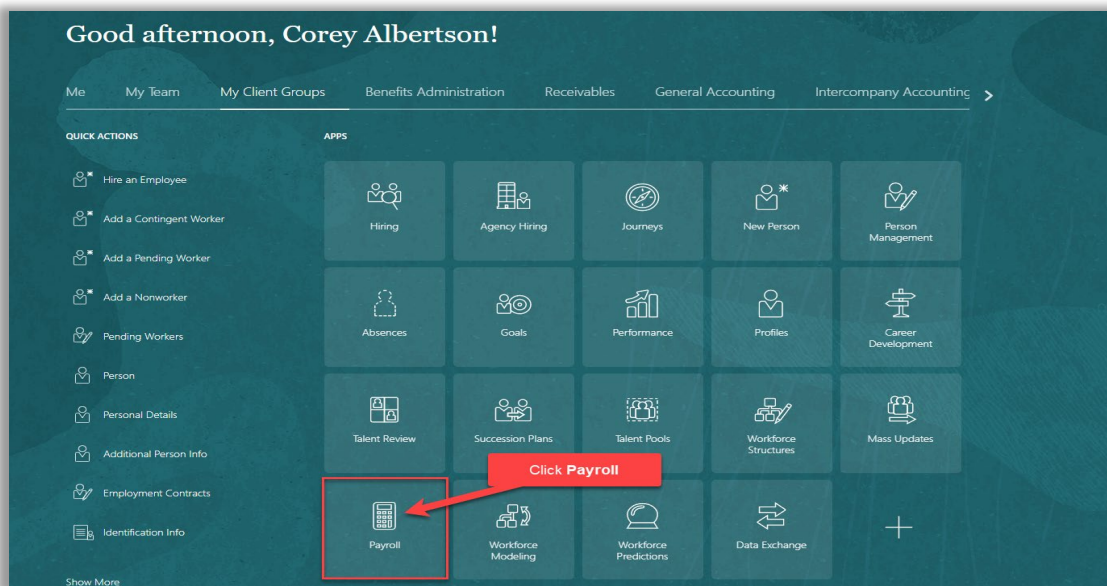
## Create Element Object Group

Navigation: Home>My Client Groups>Payroll>Object Groups>Create>Enter Criteria>Submit

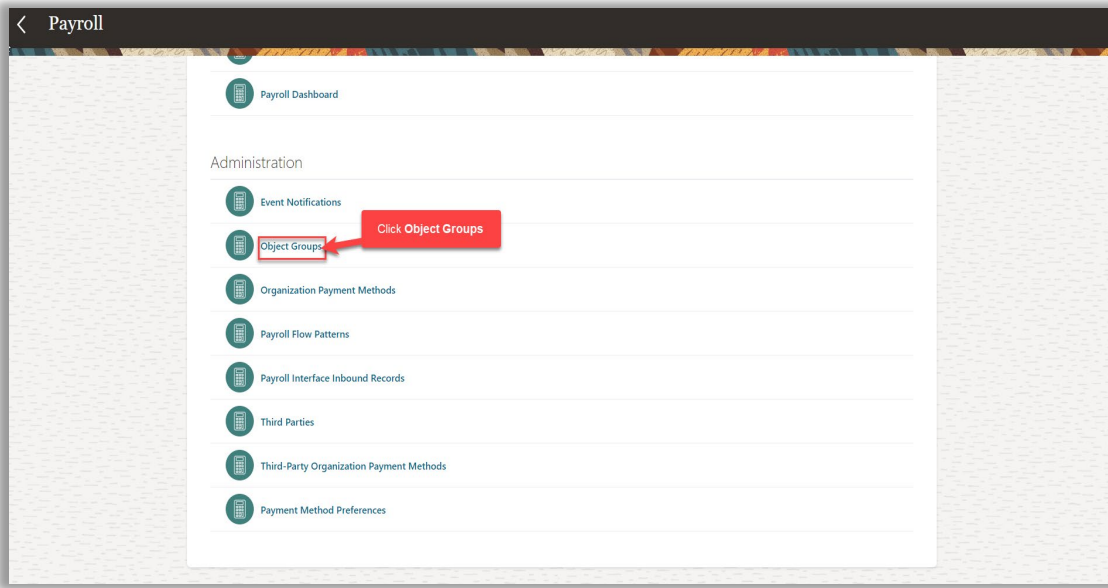
From the home screen, click **My Client Groups**



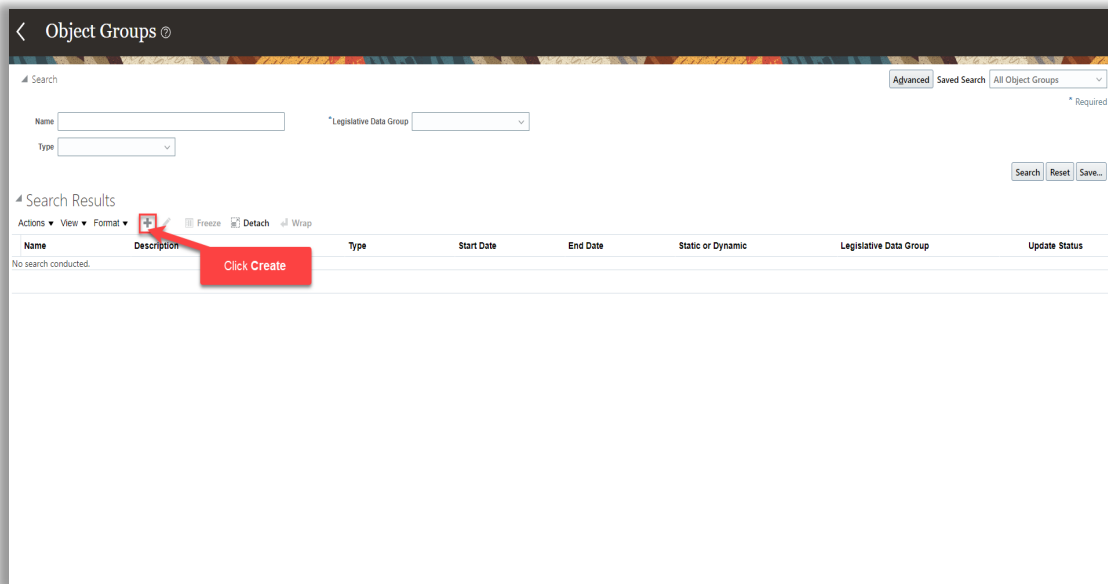
Next, click **Payroll**



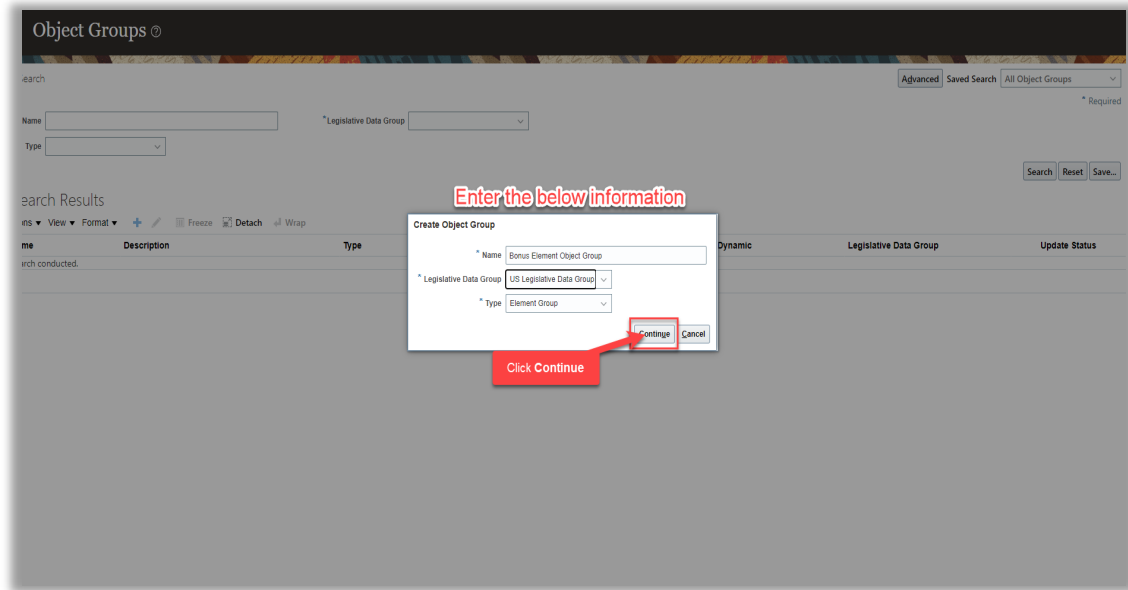
From the Payroll menu, scroll down under Administration and click **Object Groups**.  
We can also search for **Object Groups** in the search box at the top of the page



Click Create



Enter Create Object Group Information



First, we can adjust the Start Date and End Date, if applicable. Also, we can enter the **Object Group Parameter**, such as the **Value** for **Usage Type**. Click **Value** to select the Usage Type

Create Object Group

Next Save Submit Cancel

Basic Data

Name Bonus Element Object Group

Type Element Group

Start Date 12/7/22

End Date 12/31/12

Description

Legislative Data Group US Legislative Data Group

Object Group Parameter

Parameter Name	Value	Delete Value
Usage Type	Value	Delete Value

Click Value

Enter **Object Group Parameters** or click **Search**. Click the applicable **Available Parameter Values**, if applicable. We'll enter the element to identify the employee population on the next screen

The screenshot shows the 'Create Object Group' form. The 'Basic Data' section includes fields for Name (Bonus Element Object Group), Type (Element Group), Start Date (12/7/22), and End Date (12/31/12). The 'Object Group Parameter' section has a table with columns 'Parameter Name', 'Value', and 'Delete Value'. A modal titled 'Search and Select: Object Group Parameter' is open, showing a search bar, a 'Search' button, and a list of 'Available Parameter Values' (Run group, Global transfer, Distribution group, Configuration group). Red callout boxes point to the 'Search' button with the text 'Click Search' and to the 'Available Parameter Values' list with the text 'Click Available Parameter Values'.

Click Next

The screenshot shows the 'Create Object Group' form after the modal has been closed. The 'Basic Data' section is visible. The 'Object Group Parameter' section shows a table with one row: 'Usage Type' with a search icon. A red callout box points to the 'Next' button in the top right corner with the text 'Click Next'.

Next, we can enter the **Element Classification** and **Element**. For these areas, we can associate the employee population needed for creating this **Element Group**. We can add the employee population by clicking **Add** in the applicable area



**Create Object Group** [Back] [Save] [Submit] [Cancel]

**Basic Data**

Name: Bonus Element Object Group  
 Type: Element Group  
 Start Date: 12/7/22  
 End Date: 12/31/12

Description: Legislative Data Group US Legislative Data Group

**Element Classification**

Actions: View [Add] [X] [Detach]

Element Classification Name	*Inclusion Status
No data to display.	

**Element**

Actions: View [Add] [X] [Detach]

Element Name	Reporting Name	Element Classification Name	*Inclusion Status
No data to display.			

Click **Value** to search for the **Element Classification Name**

**Create Object Group** [Back] [Save] [Submit] [Cancel]

**Basic Data**

Name: Bonus Element Object Group  
 Type: Element Group  
 Start Date: 12/7/22  
 End Date: 12/31/12

Description: Legislative Data Group US Legislative Data Group

**Element Classification**

Actions: View [Add] [X] [Detach]

Element Classification Name	*Inclusion Status
[Search Icon]	Include

**Element**

Actions: View [Add] [X] [Detach]

Element Name	Reporting Name	Element Classification Name	*Inclusion Status
No data to display.			

Enter the **Element Classification Name** and click **Search**. If we do not have the **Element Classification Name**, click **Search** only and select the applicable value

**Create Object Group** [Back] [Save] [Submit] [Cancel]

**Basic Data**  
 Name: Bonus Element Object Group  
 Type: Element Group  
 Start Date: 12/7/22  
 End Date: 12/31/12

**Element Classification** ⓘ  
 Actions: View + Detach

Element Classification Name	*Inclusion Status
Supplemental Earnings	Include

**Element** ⓘ  
 Actions: View + Detach

Element Name	Reporting Name	Element Classification Name	*Inclusion Status
No data to display.			

**Search and Select: Element Classification** X

Element Classification Name

[Search] [Reset]

Element Classification Name
Voluntary Deductions
<b>Supplemental Earnings</b>
Standard Earnings
Pretax Deductions
Nonpayroll Payment
Involuntary Deductions
Information
Imputed Earnings
Employer Taxes
Employer Liabilities

[Cancel]

Click Element Classification Name

The **Element Classification** has been added.

**Create Object Group** [Back] [Save] [Submit] [Cancel]

**Basic Data**  
 Name: Bonus Element Object Group  
 Type: Element Group  
 Start Date: 12/7/22  
 End Date: 12/31/12

**Element Classification** ⓘ  
 Actions: View + Detach

Element Classification Name	*Inclusion Status
Supplemental Earnings	Include

**Element** ⓘ  
 Actions: View + Detach

Element Name	Reporting Name	Element Classification Name	*Inclusion Status
No data to display.			

Click **Submit**

**Create Object Group**

Back Save **Submit** Cancel

**Basic Data**

Name Bonus Element Object Group Description

Type Element Group

Start Date 12/7/22

End Date 12/31/22

Legislative Data Group US Legislative Data Group

**Element Classification**

Actions View + - Detach

Element Classification Name	*Inclusion Status
Supplemental Earnings	Include

**Element**

Actions View + - Detach

Element Name	Reporting Name	Element Classification Name	*Inclusion Status
No data to display.			

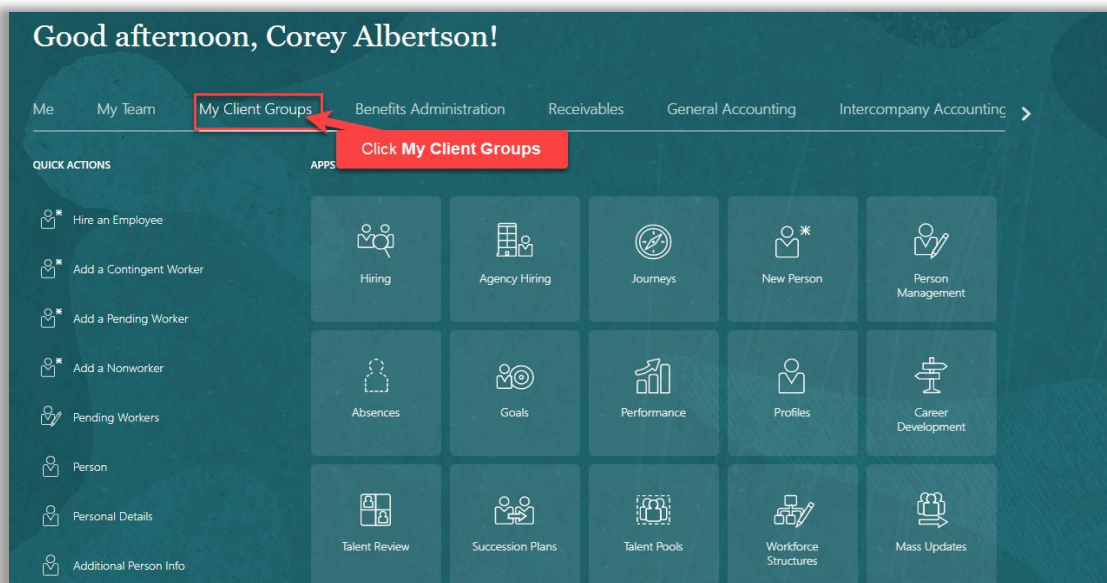
Click Submit

## One Off Payment

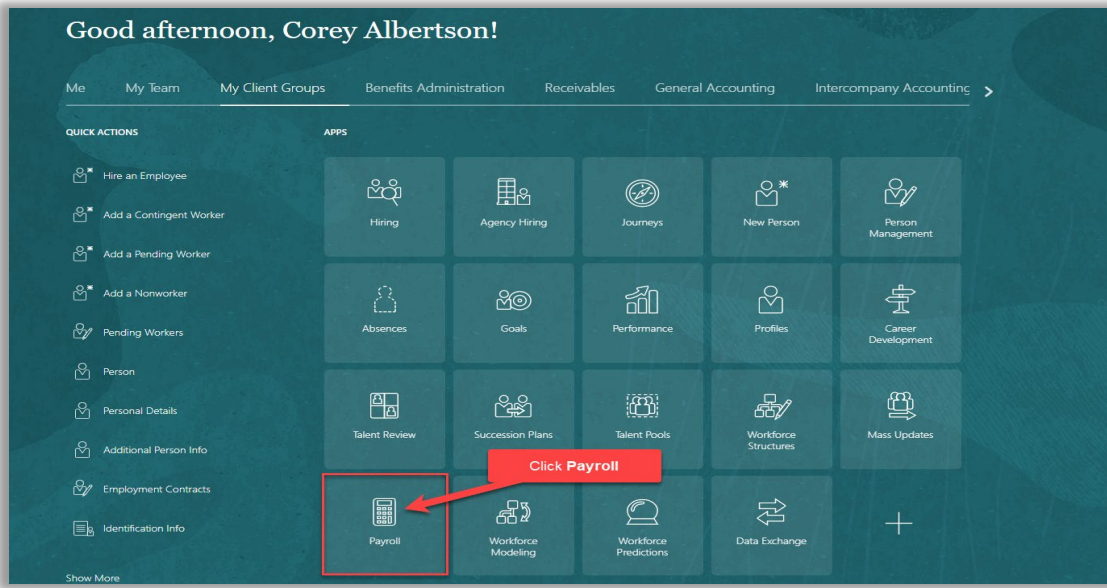
### QuickPay Payments

Navigation: Home>My Client Groups>Payroll>Simplified Quickpay>Search Employee>Submit

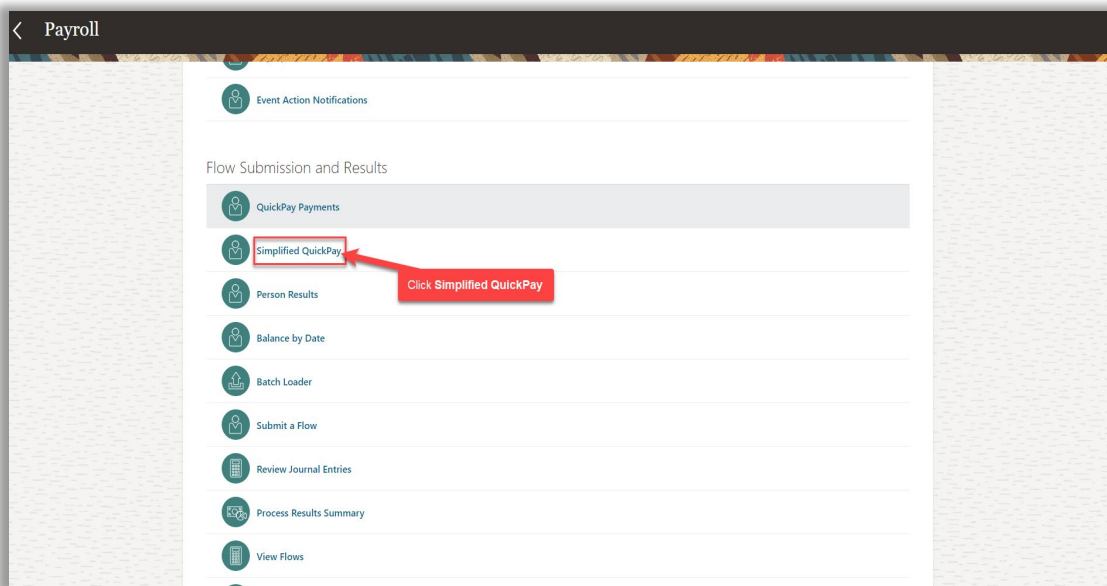
From the home screen, click **My Client Groups**



Next, click **Payroll**



From the Payroll menu, scroll down and click **Simplified Payroll**. We can also search for **Simplified Payroll** in the search box at the top of the page



Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

← Simplified QuickPay

Search Person

Rakesh

Advanced Search Rakesh

Name	Business Title	Work Email	Person Number
Rakesh Jhindal	Manager		1006

Click Employees Name

Direct Reports

- DZ Donald Zans Manager
- TE Test Employee Associate\_1
- TM Test Marti Senior Analyst

Enter the **Payroll Name, Period Name, Run Type, Date Earned and Process Date**

Calculate QuickPay: QuickPay\_Jhindal, Rakesh\_2022-12-20: Jhindal, Rakesh

Person Number 1006

Enter the below information

\*Payroll Name EWT Biweekly Date Earned 12/31/22

\*Period Name 1 2023 Biweekly Process Date 1/6/23

Run Type Regular Consolidation Group Default Consolidation Group

Element Name Show Filters Duration Dates 1 2023 Biweekly 12/18/22 - 12/31/22 Entry Type Element Entry Override

Standard Entries Add

Select All (0 entry records excluded)

Element Name	Amount	Effective Start Date
EW Regular Salary	101,320.00	7/1/22
Standard Earnings	Payroll Assignment E1006	Effective End Date
Basic Life EE	10.94	1/1/21
Imputed Earnings	Payroll Assignment E1006	Effective End Date
Basic Life ER	16.69	1/1/21
Employer Liabilities	Payroll Relationship 1006	Effective End Date

Click **Submit**

Calculate QuickPay: QuickPay\_Jhindal, Rakesh\_2022-12-13\_2: Jhindal, Rakesh

Person Number 1006

\*Payroll Name: EWT Biweekly Date Earned: 12/17/22

\*Period Name: 26 2022 Biweekly Process Date: 12/23/22

Run Type: Regular Consolidation Group: Default Consolidation Group

Element Name: Show Filters Duration Dates: 26 2022 Biweekly 12/4/22 - 12/17/22 X Entry Type: Element Entry X Override X

Standard Entries

Select All (0 entry records excluded)

Element Name	Amount	Effective Start Date
EWT Regular Salary	101,320.00	7/1/22
Standard Earnings	Payroll Assignment E1006	Effective End Date
Basic Life EE	10.94	1/1/21
Imputed Earnings	Payroll Assignment E1006	Effective End Date
Basic Life ER	16.69	1/1/21
Employer Liabilities	Payroll Relationship 1006	Effective End Date

The **QuickPay** has successfully processed. We can view the results here

View SOE: QuickPay\_Jhindal, Rakesh\_2022-12-13\_2: Jhindal, Rakesh

Person Number 1006

Process: 12/23/22 Calculate QuickPay Regular Normal

Statement of Earnings

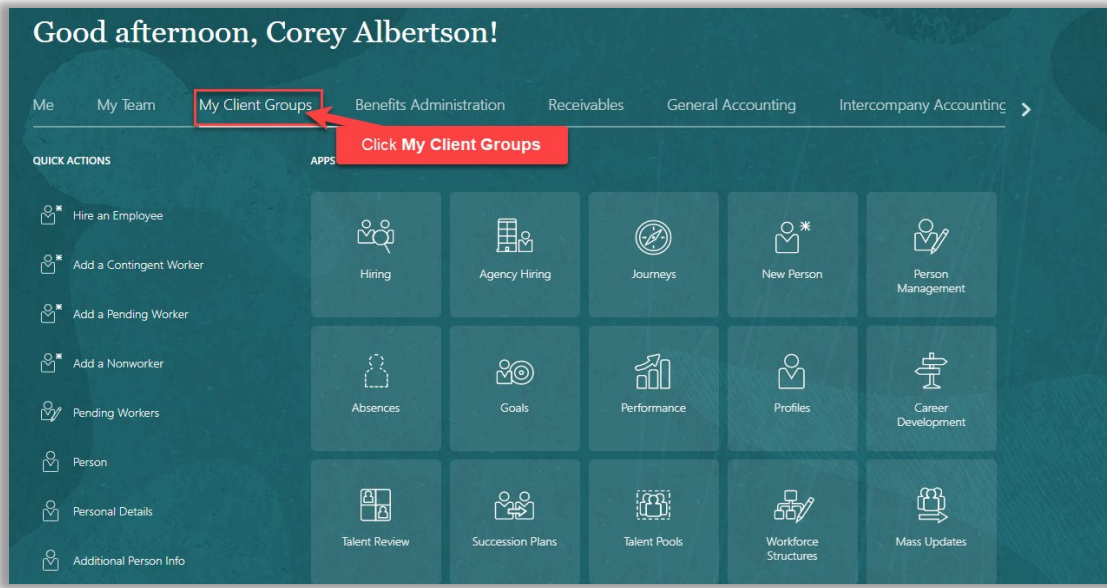
Balance Name	Reference	Pay run	Calendar year to date
Gross Pay	ERPWebTutor USA Inc.ERPWebTutor USA Inc.	3,896.92 USD	64,653.88 USD
Pretax Deductions	ERPWebTutor USA Inc.ERPWebTutor USA Inc.	122.30 USD	2,079.10 USD
Employee Tax Deductions	ERPWebTutor USA Inc.ERPWebTutor USA Inc.	1,162.45 USD	19,092.55 USD
Net Payment	ERPWebTutor USA Inc.ERPWebTutor USA Inc.	2,612.17 USD	43,482.23 USD
Imputed Earnings	ERPWebTutor USA Inc.ERPWebTutor USA Inc.	10.94 USD	185.98 USD

Lastly, we need to complete the additional payroll process as a part of our payroll processing flow

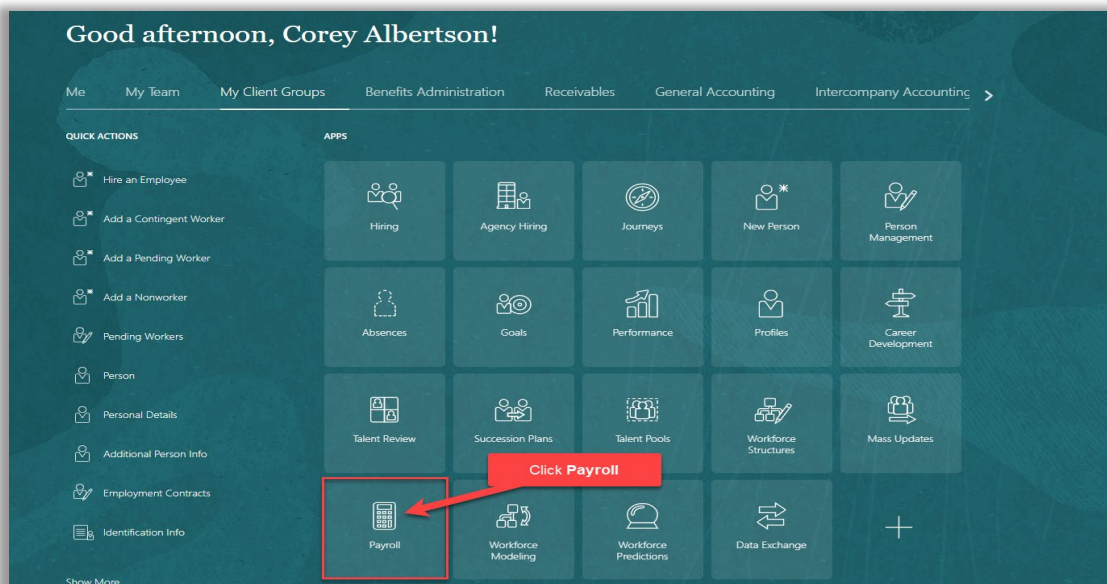
### Calculate Prepayment (Standalone Process)

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

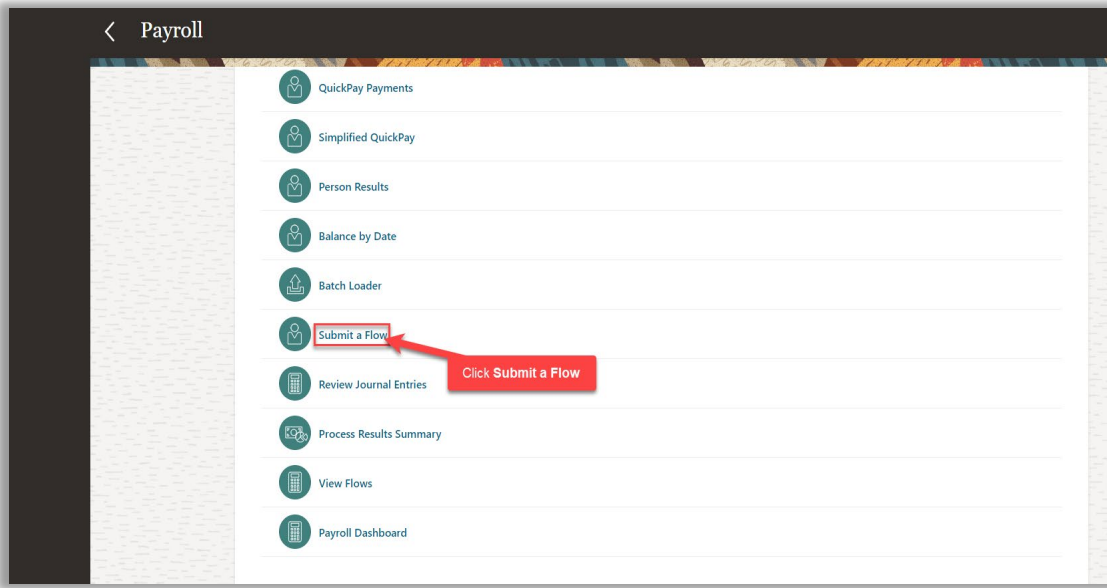


Next, click **Payroll**

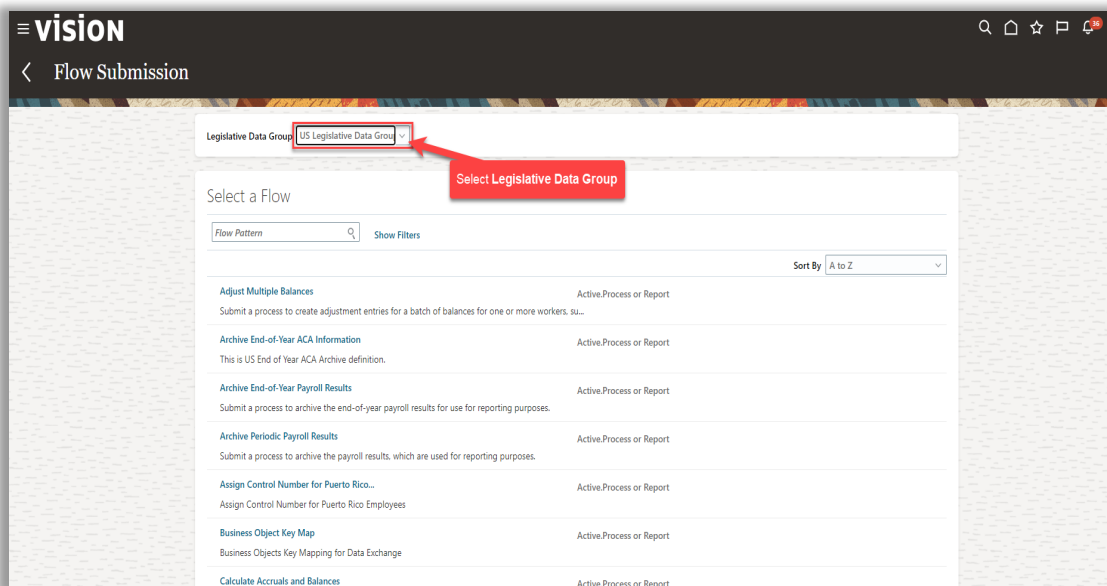


From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page





Select the **Legislative Data Group**



Search **Calculate Prepayments** and click **Search**. Click **Report Name**



**Flow Submission**

Legislative Data Group | US Legislative Data Group

Select a Flow

Calculate Prepayments X Show Filters

Sort By A to Z

Active Process or Report

Calculate Prepayments

Submit a process to calculate payment distributions based on payment types such as cash, check, a...

Click Report Name

Enter Calculate Prepayments

Click Search

## Enter General Information

**Submit a Payroll Flow**

Calculate Prepayments

Submit Cancel

General Information

\*Payroll Flow

Calculate Prepayment\_1122022

Enter Payroll Flow Name

Flow Parameters

\*Payroll

Select

\*Process Start Date

m/d/yy

\*Process End Date

m/d/yy

Consolidation Group

Select

Organization Payment Method

Select

Payment Source

Select

Process Configuration Group

Select

Schedule

Linked Flows

Next, enter the Flow Parameters such as the **Payroll**, **Process Start Date** and **Process End Date**. If applicable, we can add the **Consolidation Group**, **Organization Payment Method**, and additional criteria

**Submit a Payroll Flow**  
Calculate Prepayments

Submit Cancel

General Information

\*Payroll Flow  
Calculate Prepayment\_1122022

Flow Parameters **Enter the below information**

\*Payroll  
Biweekly

\*Process Start Date  
11/7/22

\*Process End Date  
11/18/22

Consolidation Group  
US Corp

Organization Payment Method  
Check

Payment Source  
Payroll Bank Account

Process Configuration Group  
Select

Schedule

Linked Flows

Click **Submit**

**Submit a Payroll Flow**  
Calculate Prepayments

Submit Cancel

Click Submit

General Information

\*Payroll Flow  
Calculate Prepayment\_1122022

Flow Parameters

\*Payroll  
Biweekly

\*Process Start Date  
11/7/22

\*Process End Date  
11/18/22

Consolidation Group  
US Corp

Organization Payment Method  
Check

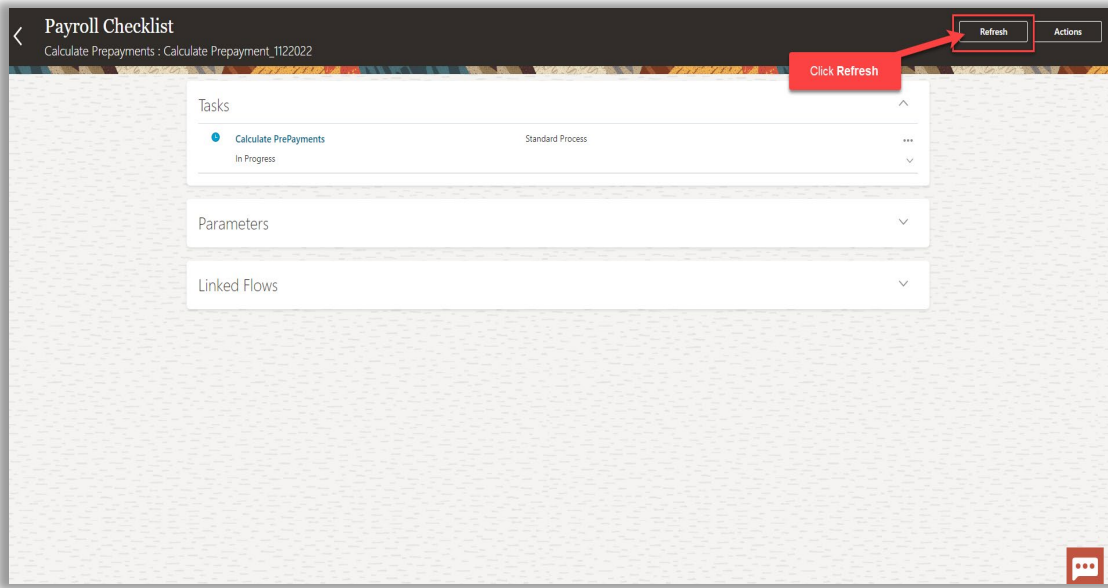
Payment Source  
Payroll Bank Account

Process Configuration Group  
Select

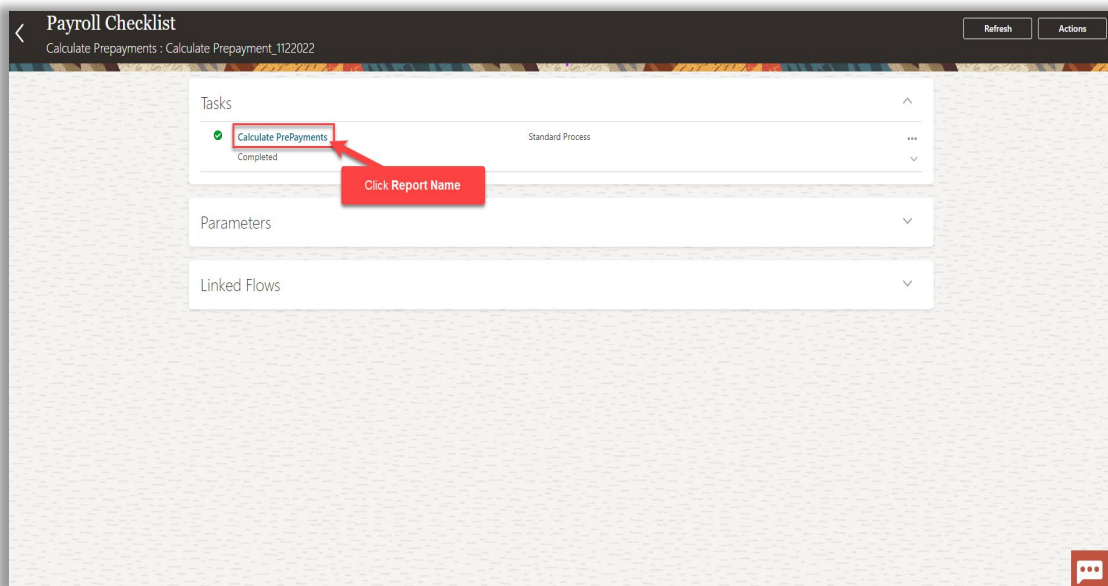
Schedule

Linked Flows

Click **Refresh**



The **Calculate Prepayments** process is complete. Click **Report Name**



To view the **Calculate Prepayments** process results, click **Download**

**Run Third-Party Payment Register Report**  
Third Party Register Report\_11252022 - Report

This process is in Completed status and the record count is 0. This may happen because the flow pattern doesn't support record actions. (PAY-1636623)

Process Results

Output and Log Files

Outputs

Default

ESS\_BI\_7236\_OP  
Third-Party Payment Register.pdf

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1643136	FlowEssJobDefn	Succeeded	00:00:28	ESS_L_1643136	12/6/22 4:50 PM	12/6/22 4:50 PM
1643140	ElevatedFlowEssJob...	Succeeded	00:00:21	ESS_L_1643140	12/6/22 4:50 PM	12/6/22 4:50 PM
1643141	Archive Information a...	Succeeded	00:00:17	ESS_L_1643141	12/6/22 4:50 PM	12/6/22 4:50 PM
1643142	Generate Output	Succeeded	00:00:09	ESS_L_1643142	12/6/22 4:50 PM	12/6/22 4:50 PM

Parameters

Click Download

## Archive End-of-Year Payroll Results (Standalone Process)

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

Good afternoon, Corey Albertson!

Me My Team **My Client Groups** Benefits Administration Receivables General Accounting Intercompany Accounting >

Click My Client Groups

QUICK ACTIONS

Hire an Employee

Add a Contingent Worker

Add a Pending Worker

Add a Nonworker

Pending Workers

Person

Personal Details

Additional Person Info

APPS

Hiring

Agency Hiring

Journeys

New Person

Person Management

Absences

Goals

Performance

Profiles

Career Development

Talent Review

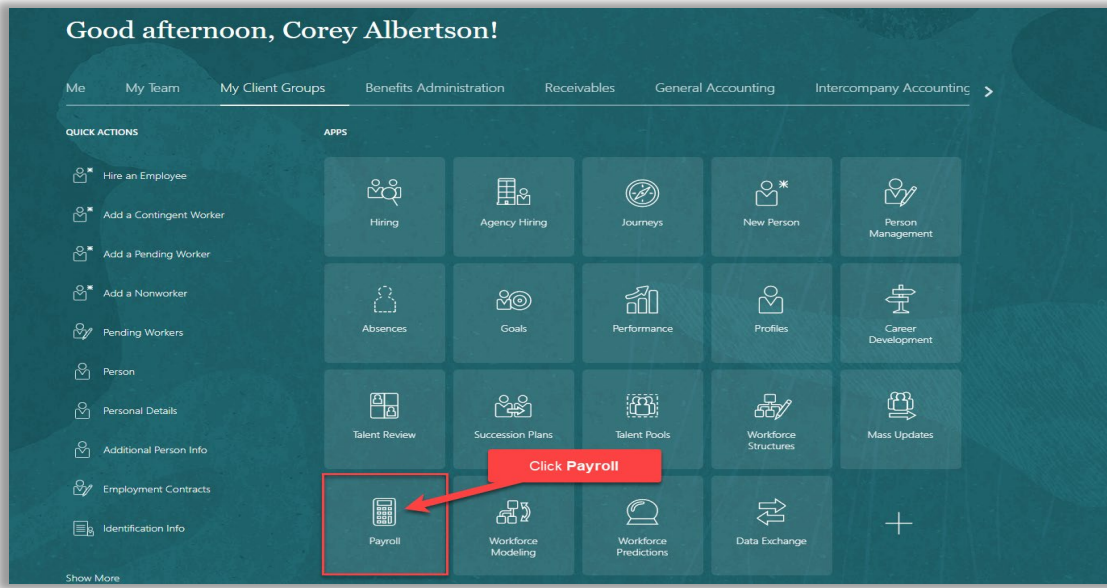
Succession Plans

Talent Pools

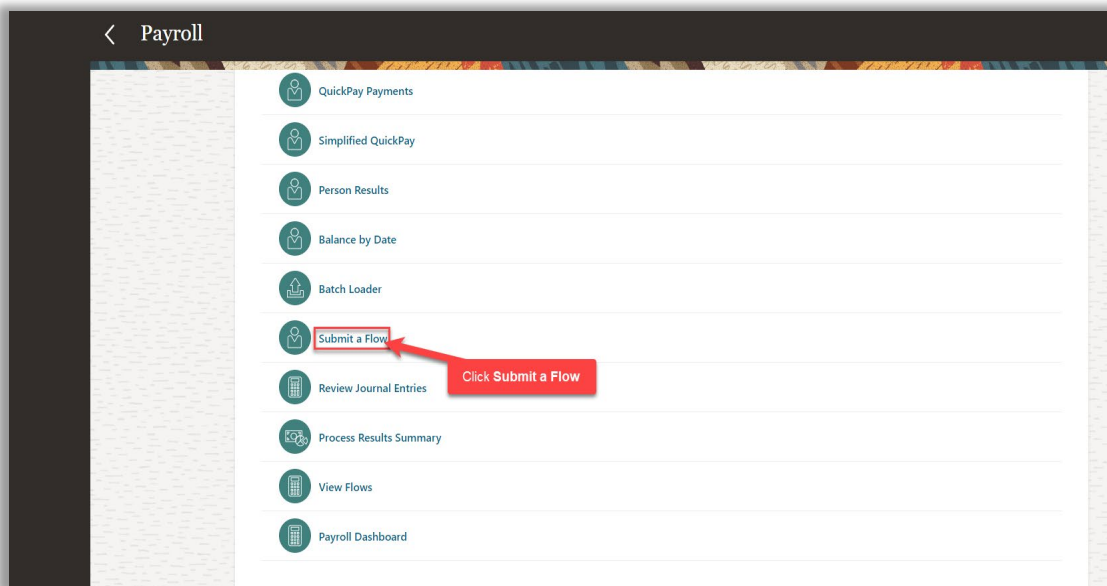
Workforce Structures

Mass Updates

Next, click **Payroll**

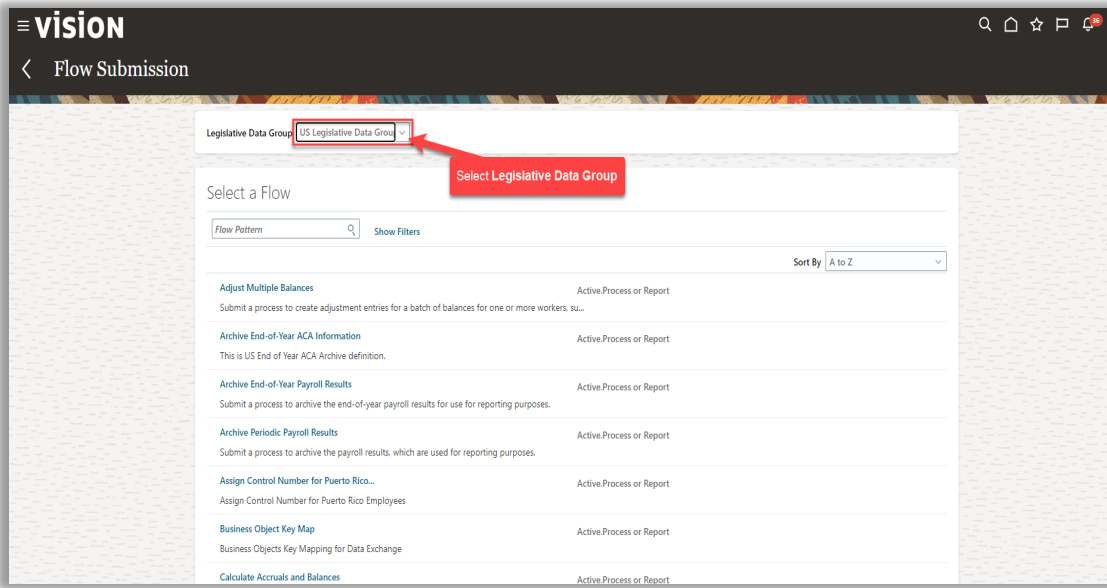


From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page

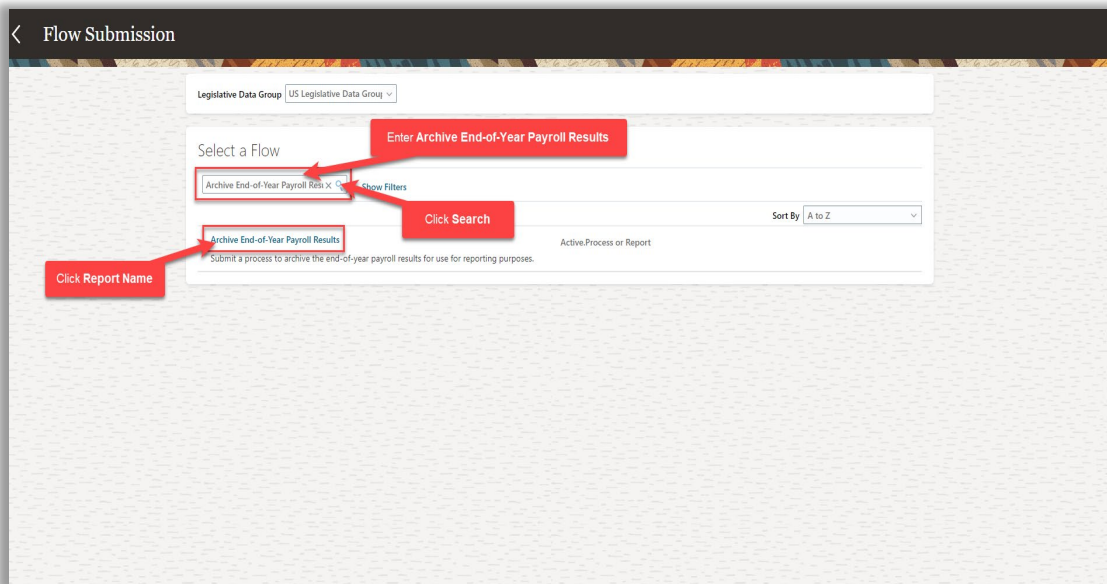


Select the **Legislative Data Group**





Search **Archive End-of-Year Payroll Results** and click **Search**. Click **Report Name**



Enter **General Information**

**Submit a Payroll Flow**  
Archive End-of-Year Payroll Results

Submit Cancel

General Information

\*Payroll Flow  
Archive End-of-Year Payroll Results 12/25/2022

Flow Parameters

\*Process End Date  
11/7/22

\*Process Start Date  
m/d/yy

\*Payroll Statutory Unit  
Select

Payroll Relationship Group  
Select

Tax Reporting Unit  
Select

Reporting Reference Code

Process Configuration Group  
Select

Schedule

Linked Flows

Next, enter the Flow Parameters such as **Process Start Date** and **Process End Date** and **Payroll Statutory Unit**. If applicable, we can enter **Tax Reporting Unit**, **Payroll Relationship Group**, and additional criteria

**Submit a Payroll Flow**  
Archive End-of-Year Payroll Results

Submit Cancel

General Information

\*Payroll Flow  
Archive End-of-Year Payroll Results 12/25/2022

Flow Parameters

\*Process End Date  
12/31/22

\*Process Start Date  
1/1/22

\*Payroll Statutory Unit  
ERPWebTutor USA Inc.

Payroll Relationship Group  
APO Payroll Group

Tax Reporting Unit  
ERPWebTutor USA Inc. | ERPWebTutor USA Inc.

Reporting Reference Code

Process Configuration Group  
DEFAULT GROUP

Schedule

Linked Flows

Click **Submit**

**Submit a Payroll Flow**  
Archive End-of-Year Payroll Results

**Submit** **Cancel**

**Click Submit**

**General Information**

\*Payroll Flow  
Archive End-of-Year Payroll Results\_11252022

**Flow Parameters**

\*Process End Date  
12/31/22

\*Process Start Date  
1/1/22

\*Payroll Statutory Unit  
ERPWebTutor USA Inc.

Payroll Relationship Group  
APO Payroll Group

Tax Reporting Unit  
ERPWebTutor USA Inc. | ERPWebTutor USA Inc.

Reporting Reference Code

Process Configuration Group  
DEFAULT GROUP

**Schedule**

**Linked Flows**

**Click Refresh**

**Payroll Checklist**  
Archive End-of-Year Payroll Results : Archive End-of-Year Payroll Results\_11252022

**Refresh** **Actions**

**Click Refresh**

**Tasks**

Archive End-of-Year Payroll Results  
In Progress

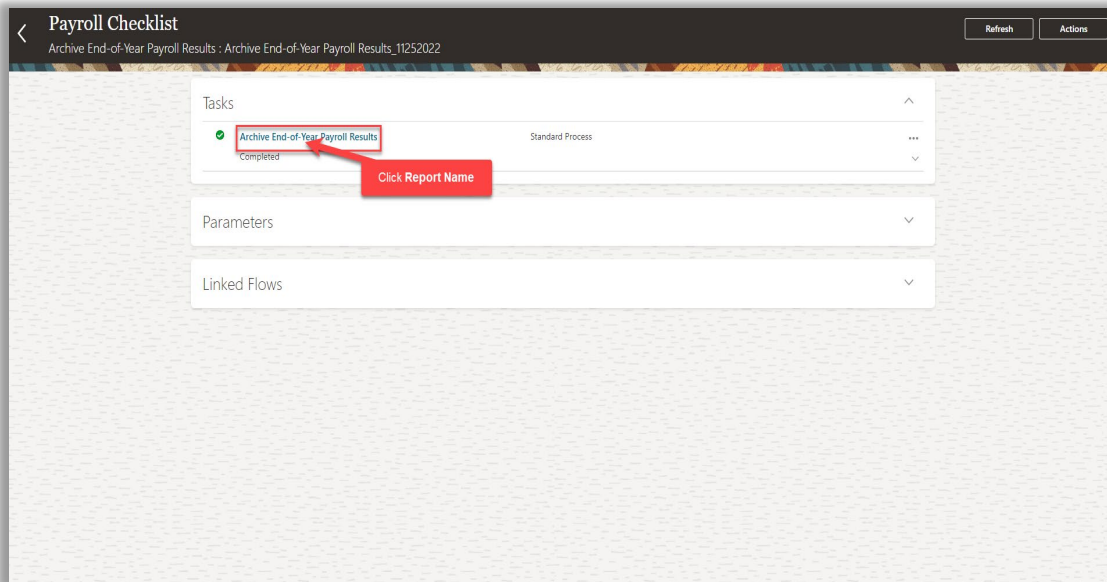
Standard Process

**Parameters**

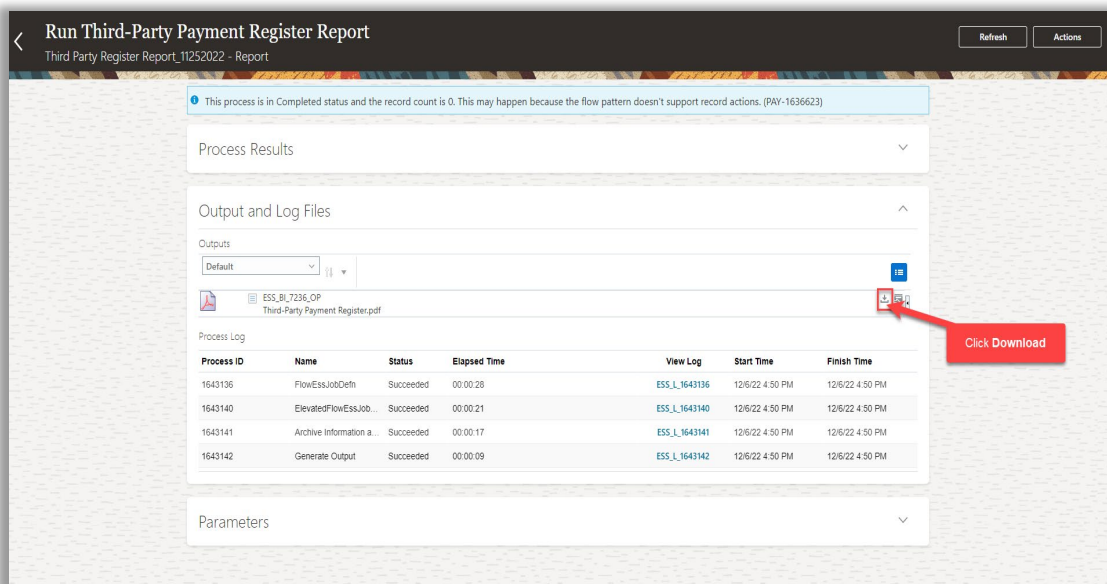
**Linked Flows**

The **Archive End-of-Year Payroll Results** process is complete. Click **Report Name**





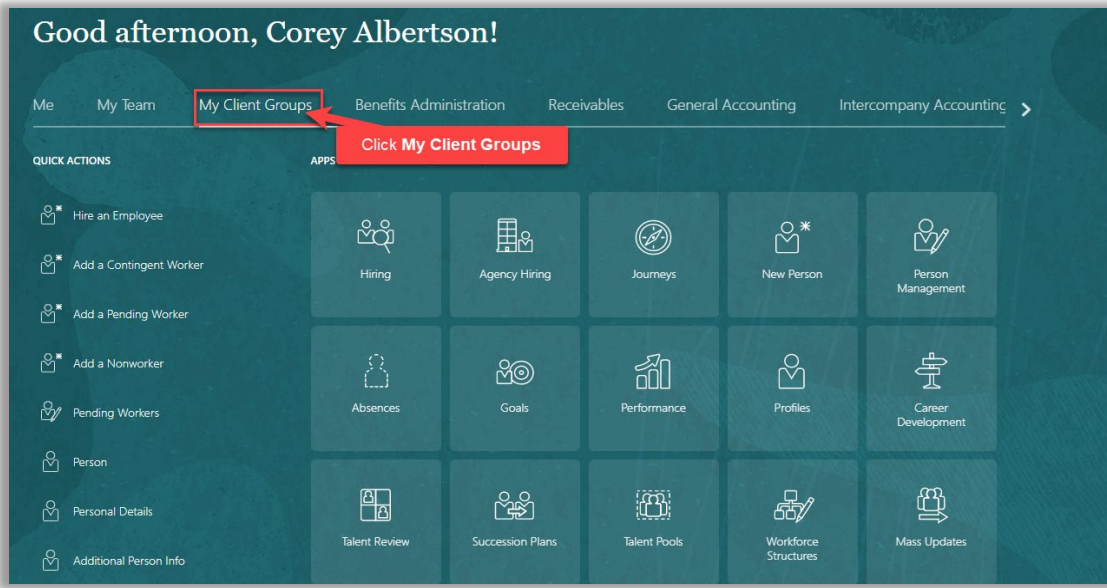
To view the **Archive End-of-Year Payroll Results** process results, click **Download**



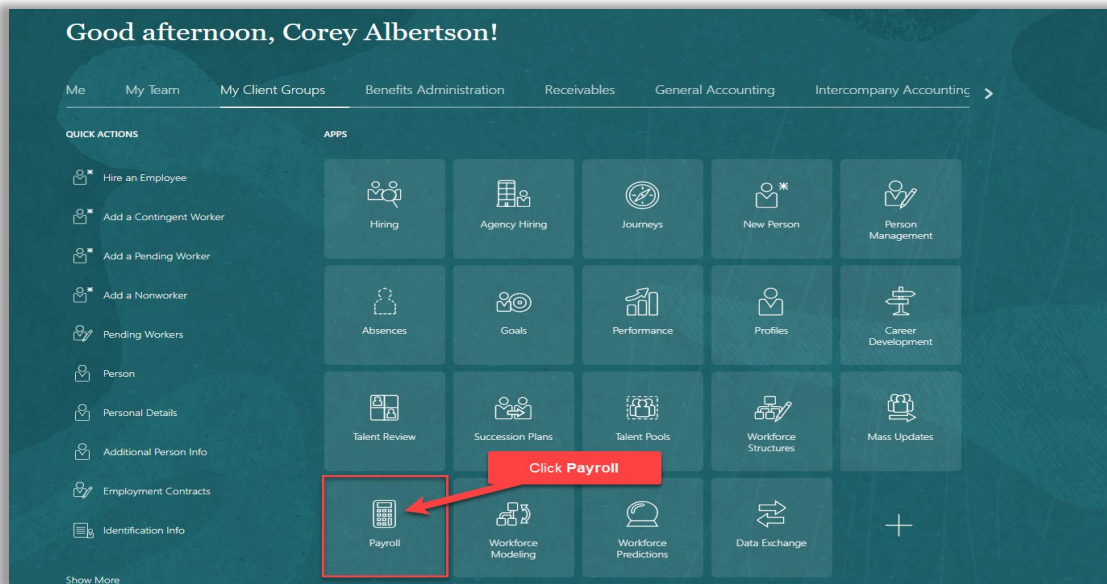
### Run Archive (Standalone Process)

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

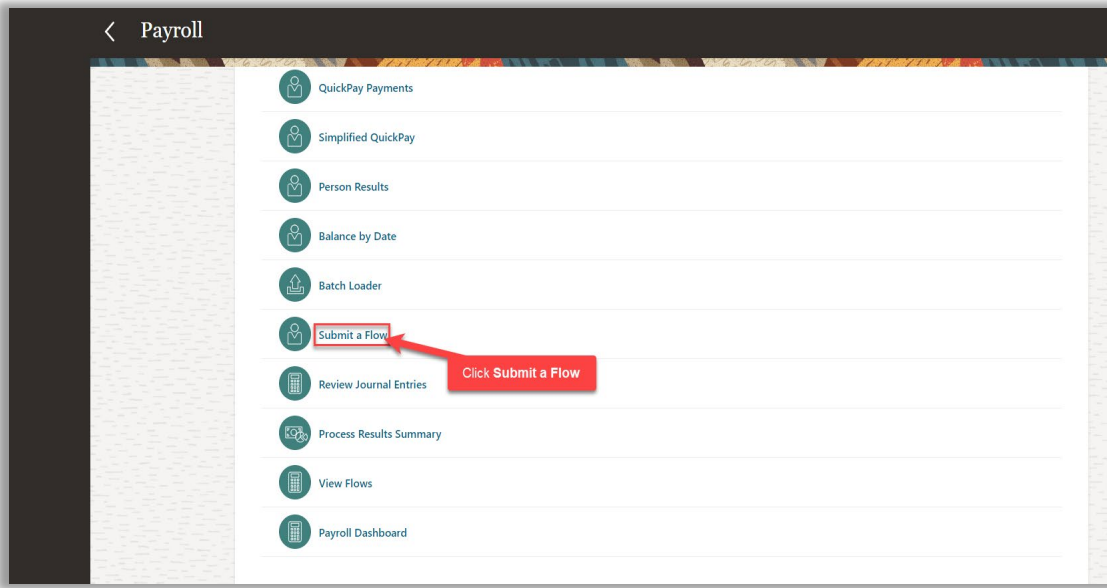
From the home screen, click **My Client Groups**



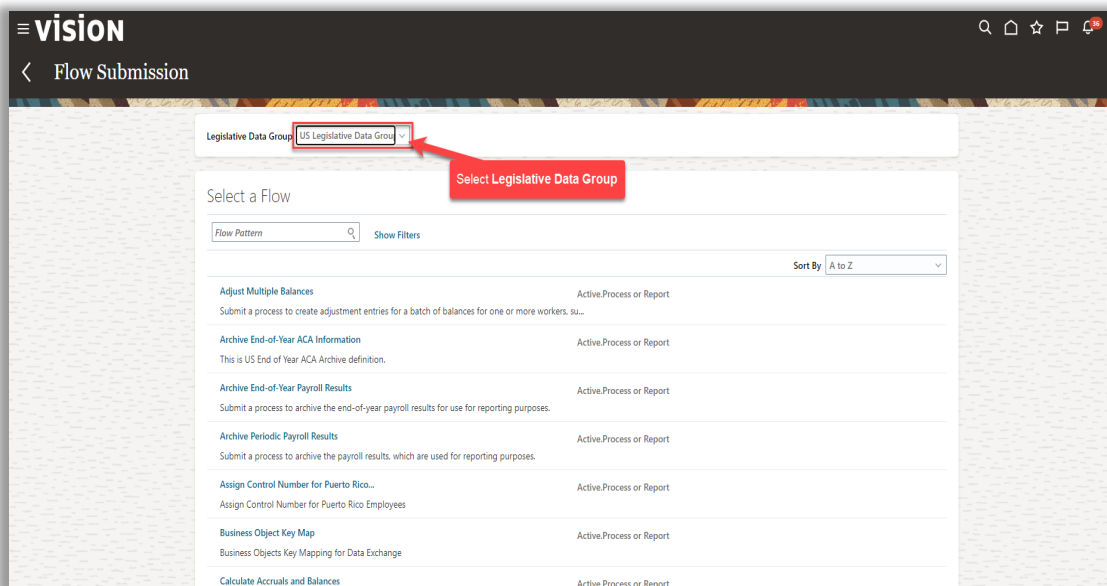
Next, click **Payroll**



From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Archive Periodic Payroll Results** and click **Search**. Click **Report Name**

The screenshot shows the 'Flow Submission' interface. At the top, there's a 'Legislative Data Group' dropdown set to 'US Legislative Data Group'. Below it is a 'Select a Flow' section. A red box highlights the 'archive periodic payroll results' link, with a red arrow pointing to it from a callout box labeled 'Click Report Name'. Another red box highlights the 'Archive Periodic Payroll Results' link, with a red arrow pointing to it from a callout box labeled 'Enter Archive Periodic Payroll Results'. A third red box highlights the 'Search' button, with a red arrow pointing to it from a callout box labeled 'Click Search'. The 'Sort By' dropdown is set to 'A to Z'. The 'Active Process or Report' section is empty.

## Enter General Information

The screenshot shows the 'Submit a Payroll Flow' interface. The title is 'Submit a Payroll Flow' with a subtitle 'Archive Periodic Payroll Results'. There are 'Submit' and 'Cancel' buttons at the top right. The 'General Information' section is expanded, showing a 'Payroll Flow' dropdown set to 'Archive Periodic Payroll Results\_11252622'. A red box highlights this dropdown, with a red arrow pointing to it from a callout box labeled 'Enter Payroll Flow Name'. The 'Flow Parameters' section is also expanded, showing 'Payroll' set to 'Select', 'Process Start Date' and 'Process End Date' as date pickers, 'Archive Overtime Rate Calculation Information' set to 'No', 'Consolidation Group' set to 'Select', and 'Process Configuration Group' set to 'Select'. The 'Schedule' and 'Linked Flows' sections are collapsed.

Next, enter the **Flow Parameters**. If applicable, we can run this report by **Archive Overtime Rate Calculation Information**, and **Consolidation Group**. We can also enter additional criteria, if applicable

Submit a Payroll Flow

Archive Periodic Payroll Results

Submit

Cancel

General Information

\*Payroll Flow

Archive Periodic Payroll Results\_11252022

Flow Parameters

Enter the below information

\*Payroll

EWT Biweekly

Archive Overtime Rate Calculation Information

No

\*Process Start Date

11/7/22

Consolidation Group

Select

\*Process End Date

11/18/22

Process Configuration Group

Select

Schedule

Linked Flows

Click **Submit**

Submit a Payroll Flow

Archive Periodic Payroll Results

Submit

Cancel

General Information

\*Payroll Flow

Archive Periodic Payroll Results\_11252022

Flow Parameters

\*Payroll

EWT Biweekly

Archive Overtime Rate Calculation Information

No

\*Process Start Date

11/7/22

Consolidation Group

Select

\*Process End Date

11/18/22

Process Configuration Group

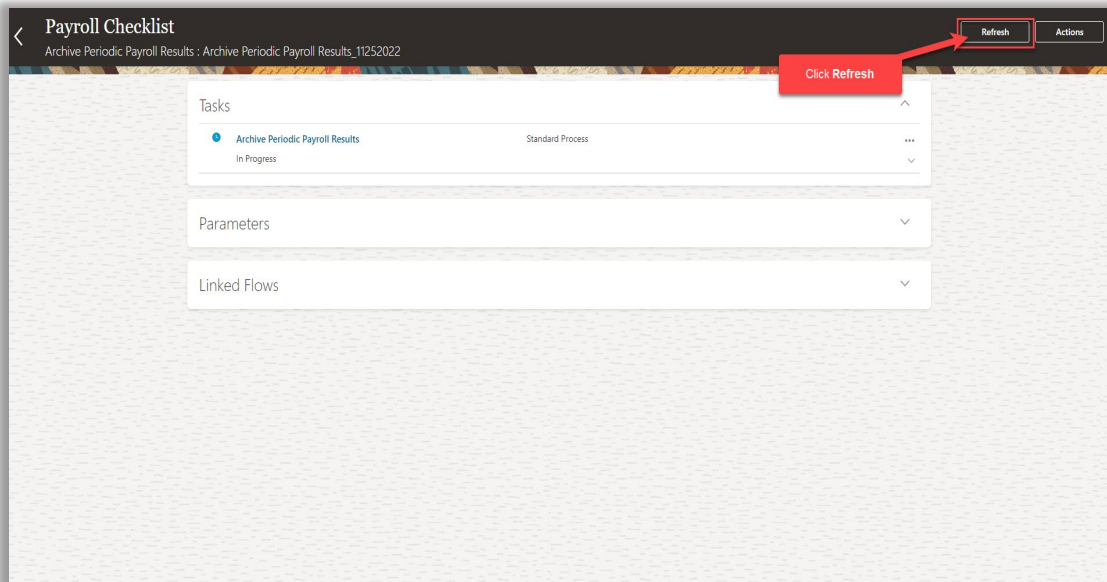
Select

Schedule

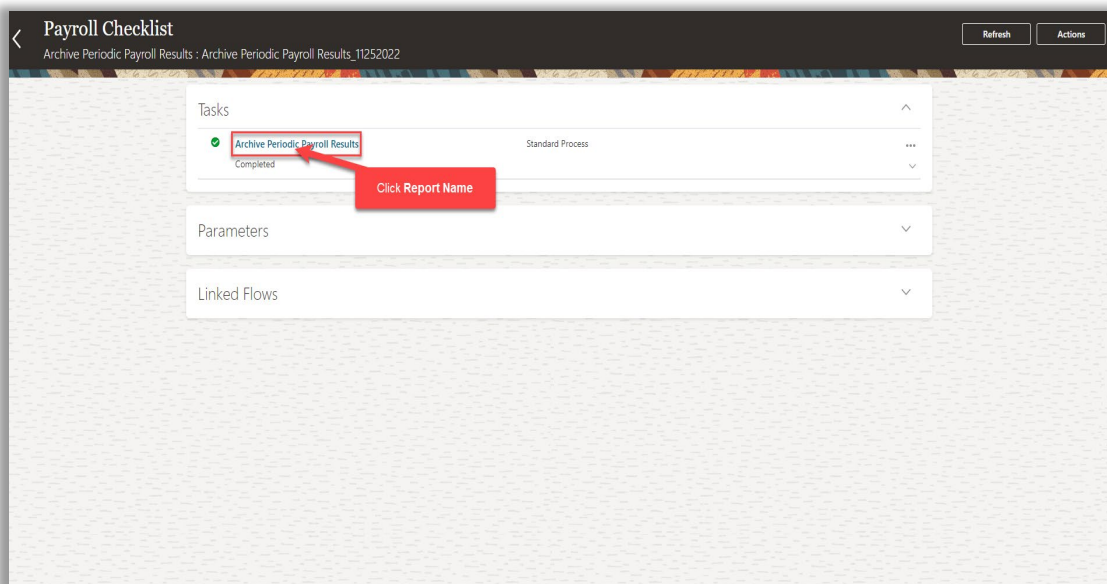
Linked Flows

Click **Refresh**





The **Archive Periodic Payroll Results** process is complete. Click **Report Name**



Click **download** to view the report details

**Run Gross-to-Net Report**  
Payroll Gross-to-Net Report\_11252022 - Report

Refresh Actions

This process is in Completed status and the record count is 0. This may happen because the flow pattern doesn't support record actions. (PAY-1636623)

Process Results

Output and Log Files

Outputs

Default

ESS\_BI7216.OP  
Gross-to-Net Report.pdf

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1641281	FlowEssJobDefn	Succeeded	00:00:49	ESS_L_1641281	12/5/22 5:54 PM	12/5/22 5:55 PM
1641282	ElevatedFlowEssJob...	Succeeded	00:00:39	ESS_L_1641282	12/5/22 5:54 PM	12/5/22 5:55 PM
1641283	Archive Information a...	Succeeded	00:00:33	ESS_L_1641283	12/5/22 5:54 PM	12/5/22 5:55 PM
1641284	Generate Output	Succeeded	00:00:18	ESS_L_1641284	12/5/22 5:54 PM	12/5/22 5:55 PM

Parameters

Click Download

## Generate NACHA EFT (Standalone Process)

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

Good afternoon, Corey Albertson!

Me My Team **My Client Groups** Benefits Administration Receivables General Accounting Intercompany Accounting >

Click My Client Groups

QUICK ACTIONS

Hire an Employee

Add a Contingent Worker

Add a Pending Worker

Add a Nonworker

Pending Workers

Person

Personal Details

Additional Person Info

Hiring

Agency Hiring

Journeys

New Person

Person Management

Absences

Goals

Performance

Profiles

Career Development

Talent Review

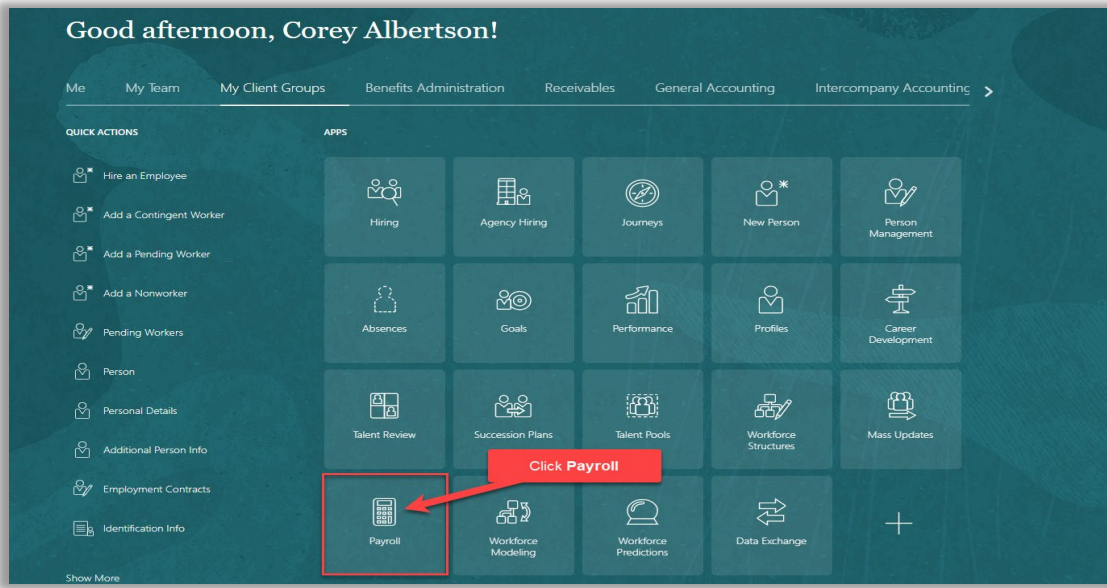
Succession Plans

Talent Pools

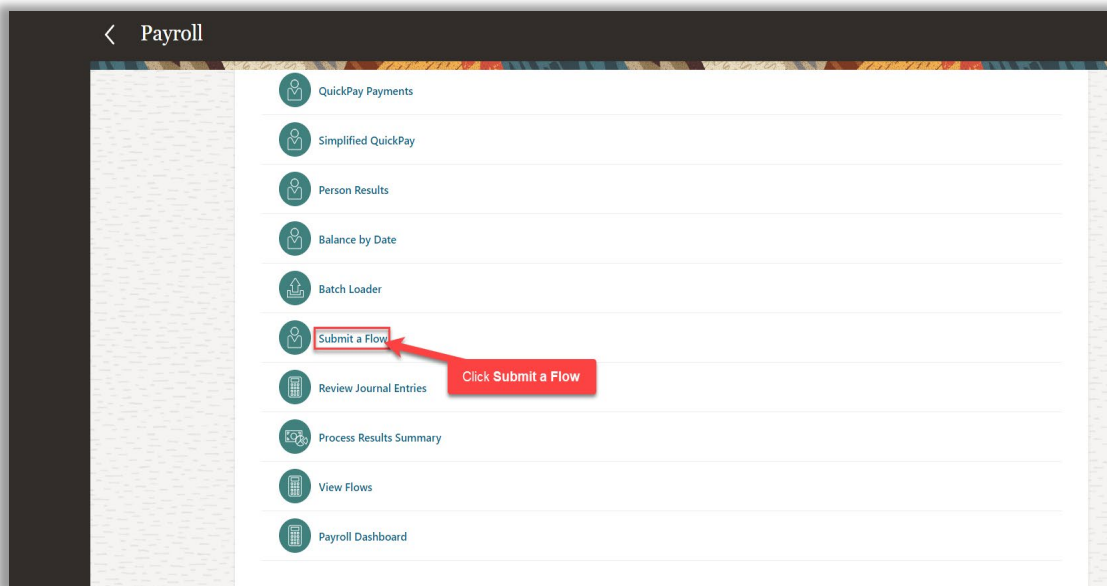
Workforce Structures

Mass Updates

Next, click **Payroll**

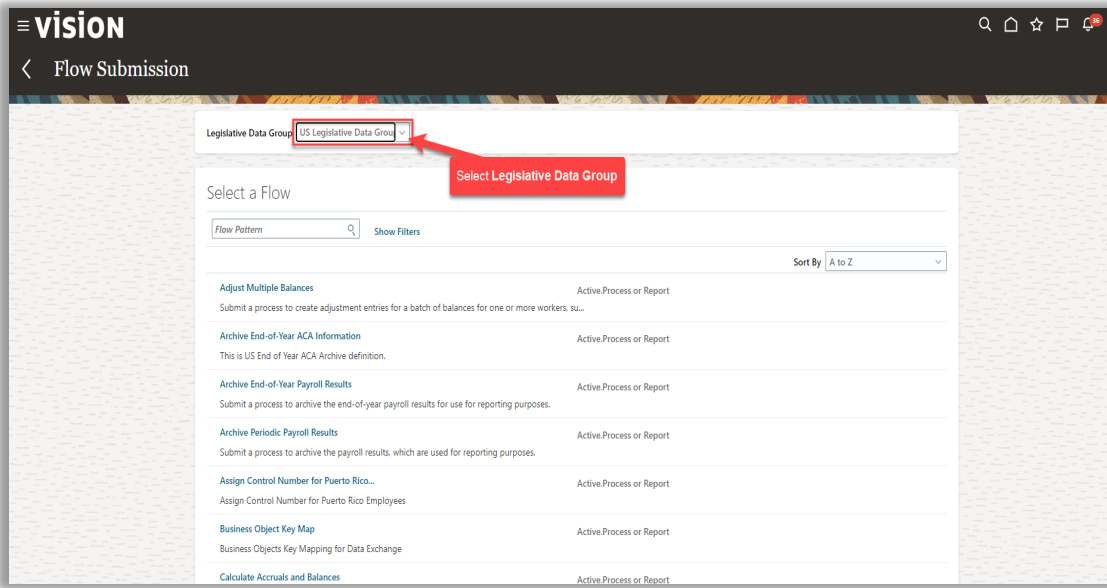


From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page

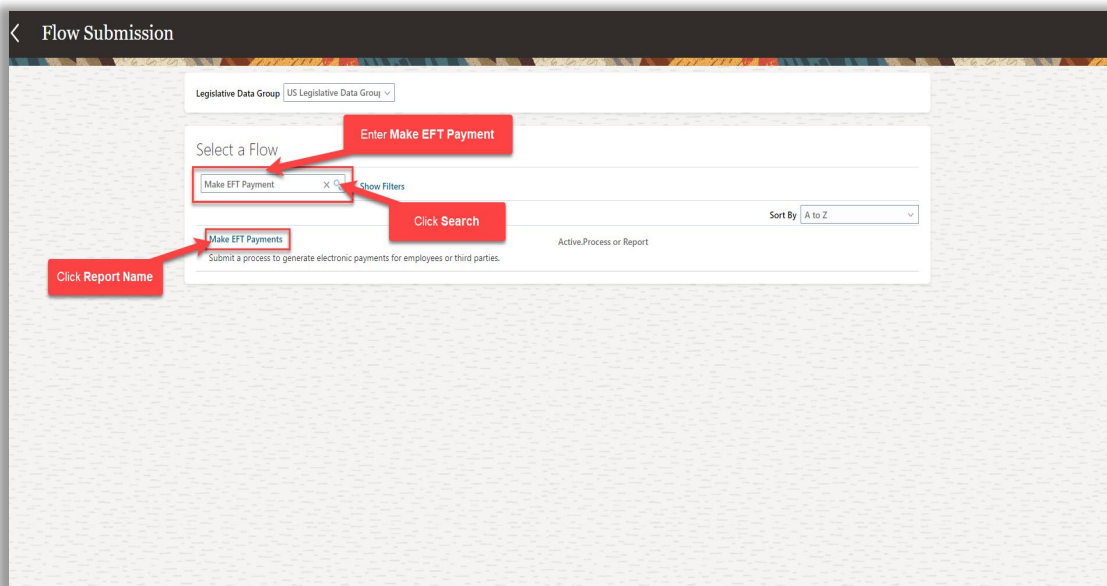


Select the **Legislative Data Group**





Search **Make EFT Payment** and click **Search**. Click **Report Name**



Enter **General Information**

**Submit a Payroll Flow**  
Make EFT Payments

Submit Cancel

General Information

\*Payroll Flow  
NACHA\_EFT\_File\_11252022

Enter Payroll Flow Name

Flow Parameters

File Reference  
Payroll  
\*Process Start Date  
\*Process End Date  
\*Consolidation Group

\*Organization Payment Method  
Payment Source  
Report Category  
Overriding Payment Date  
Process Configuration Group  
Company Entry Description

Schedule

Next, enter the **File Reference** and additional information. If applicable, we can run this file by **Report Category** and **Overriding Payment Date**. We can also enter additional criteria, if applicable

**Submit a Payroll Flow**  
Make EFT Payments

Submit Cancel

General Information

\*Payroll Flow  
NACHA\_EFT\_File\_11252022

Flow Parameters

File Reference  
Campra\_EFT\_11252022\_1

Payroll  
EWT Biweekly

\*Process Start Date  
11/7/22

\*Process End Date  
11/25/22

\*Consolidation Group  
Default Consolidation Group

\*Organization Payment Method  
Direct Deposit

Payment Source  
Direct Deposit

Report Category  
Select

Overriding Payment Date  
m/d/yy

Process Configuration Group  
Select

Company Entry Description

Enter the below information

Schedule

Click **Submit**

**Submit a Payroll Flow**  
Make EFT Payments

**Click Submit** → **Submit** **Cancel**

**General Information**

\*Payroll Flow  
NACHA\_EFT\_File\_11252022

**Flow Parameters**

File Reference Camptra_EFT_11252022_1	*Organization Payment Method Direct Deposit
Payroll EWT Biweekly	Payment Source Direct Deposit
*Process Start Date 11/7/22	Report Category Select
*Process End Date 11/25/22	Overriding Payment Date m/d/yyyy
*Consolidation Group Default Consolidation Group	Process Configuration Group Select
	Company Entry Description

**Schedule**

**Click Refresh**

**Payroll Checklist**  
Make EFT Payments : NACHA\_EFT\_File\_11252022

**Click Refresh** → **Refresh** **Actions**

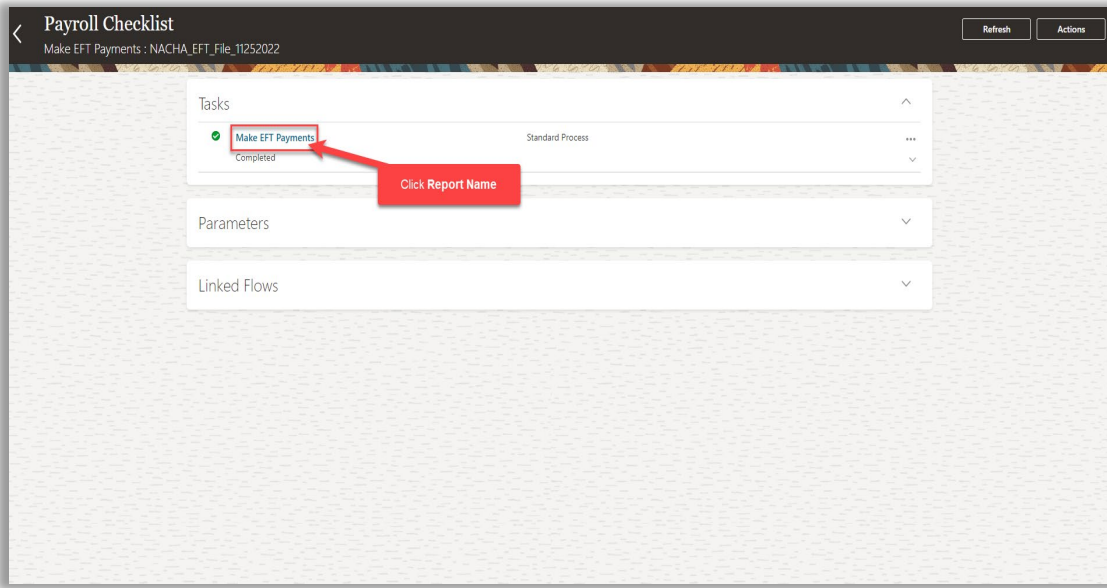
**Tasks**

- Make EFT Payments  
In Progress Standard Process

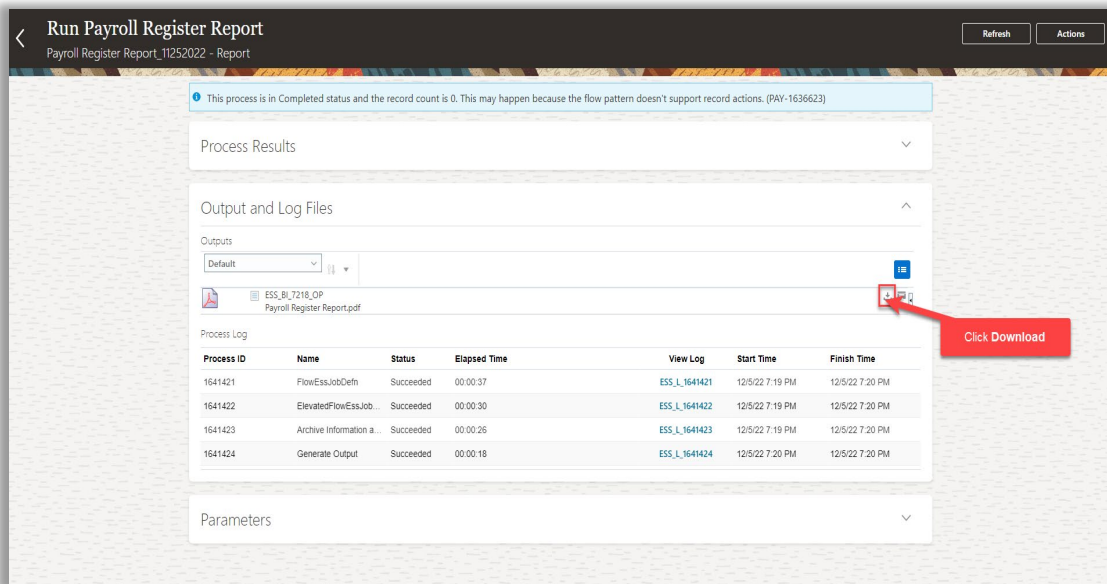
**Parameters**

**Linked Flows**

The **Make EFT Payments** process is complete. Click **Report Name**



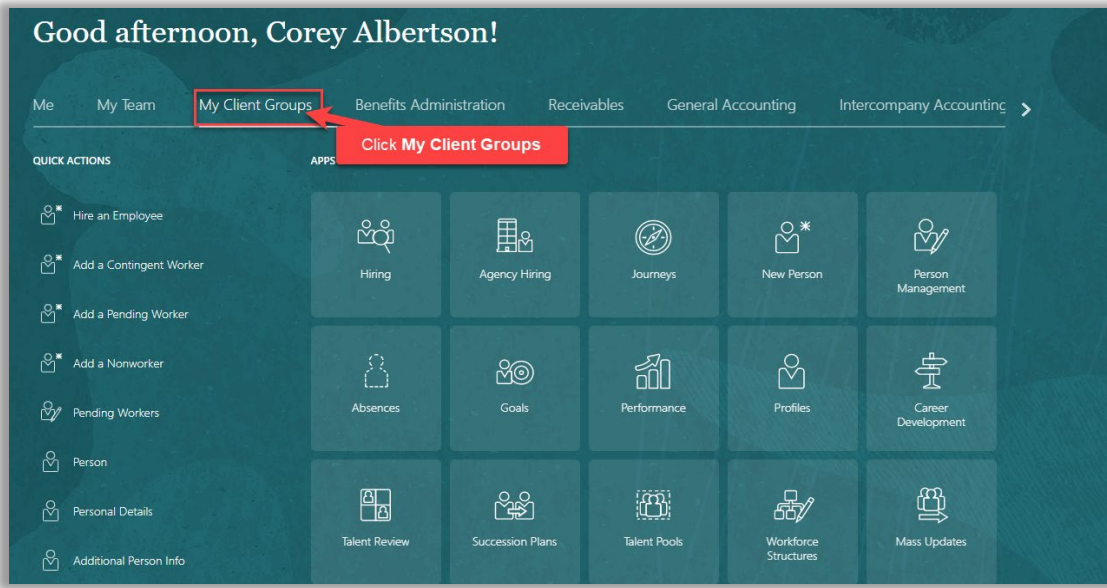
Click **download** to view the report details



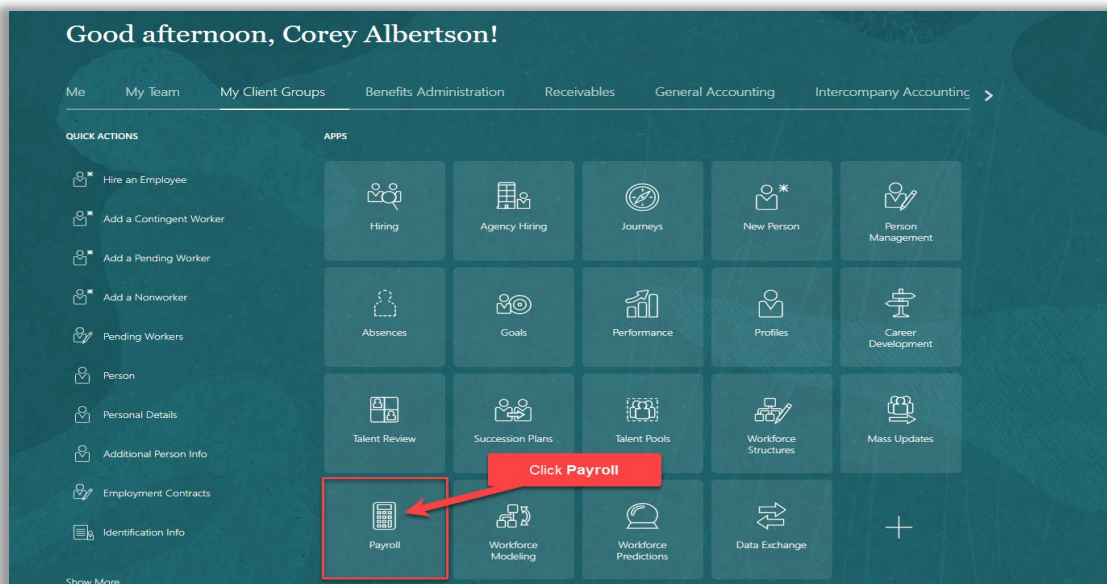
## Generate Check Payments For Employees (Standalone Process)

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

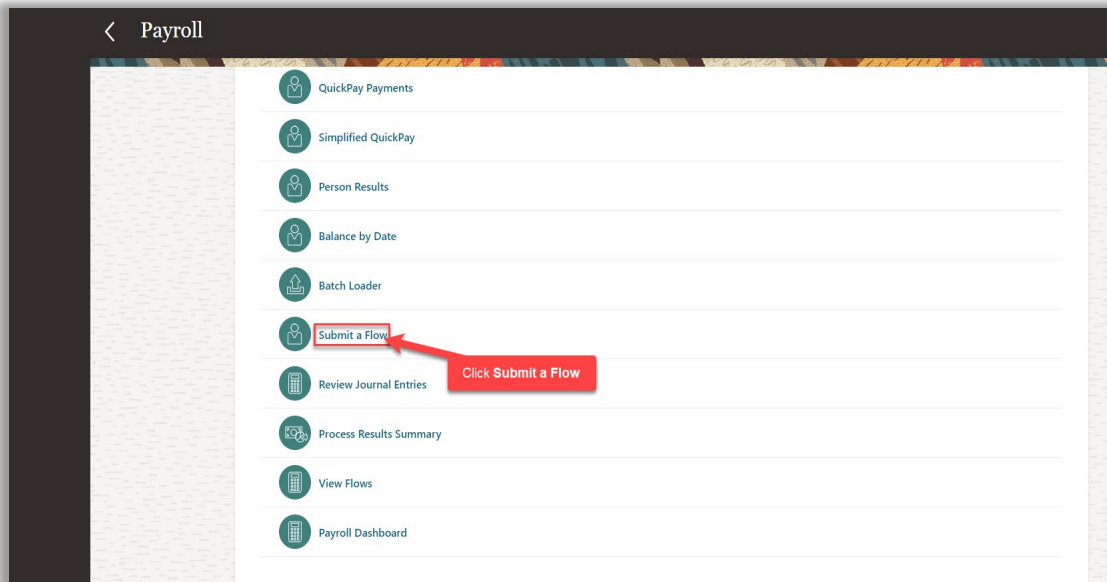


Next, click **Payroll**

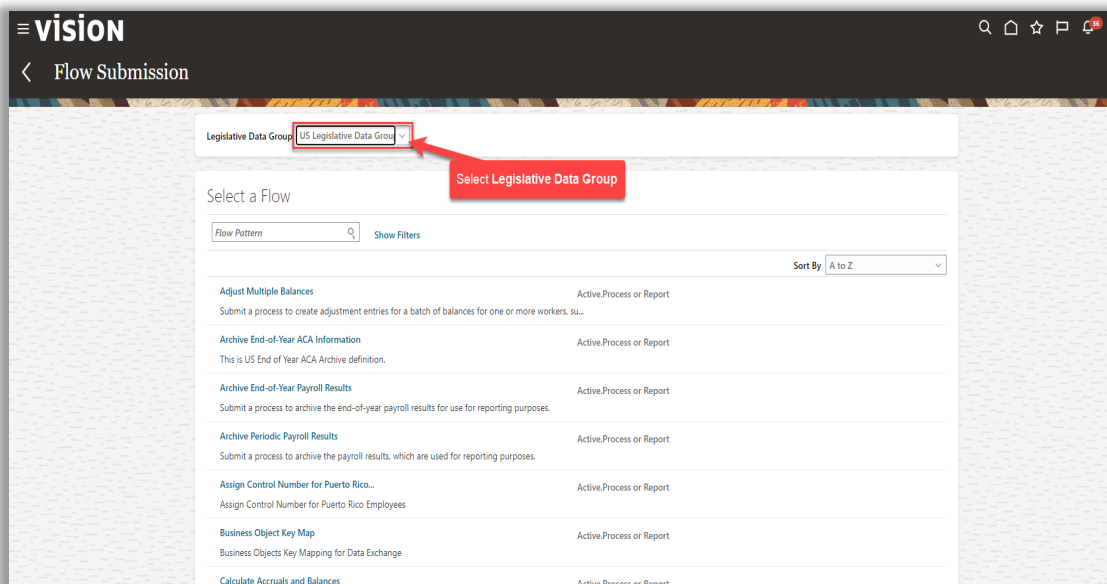


From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page





Select the **Legislative Data Group**



Search **Generate Check Payments For Employees and Third Parties** and click **Search**. Click **Report Name**

The screenshot shows the 'Flow Submission' interface. At the top, there's a 'Legislative Data Group' dropdown set to 'US Legislative Data Group'. Below this is a 'Select a Flow' section. A red box highlights the 'Generate Check Payments For EFT' option, with a red callout 'Enter Make EFT Payment' pointing to it. Another red box highlights the 'Generate Check Payments for Employees...' option, with a red callout 'Click Report Name' pointing to it. A third red box highlights the 'Show Filters' link, with a red callout 'Click Search' pointing to it. A 'Sort By' dropdown is set to 'A to Z'. The description for the selected flow is 'Submit a process to generate checks for employees or third parties.'

## Enter General Information

The screenshot shows the 'Submit a Payroll Flow' interface. The title is 'Submit a Payroll Flow' with the subtitle 'Generate Check Payments for Employees and Third Parties'. There are 'Submit' and 'Cancel' buttons at the top right. The 'General Information' section is expanded, showing a 'Payroll Flow' dropdown set to 'Check Payment For Employees\_11252022'. A red callout 'Enter Payroll Flow Name' points to this dropdown. Below this is the 'Flow Parameters' section, which includes dropdowns for 'Payroll', 'Payee Type', 'Consolidation Group', and 'Organization Payment Method'. It also has input fields for 'Process Start Date', 'Process End Date', 'Payment Source', 'Overriding Payment Date', 'Start Check Number', and 'End Check Number'. A 'Schedule' section is partially visible at the bottom.

Next, enter the **Payroll**, **Payee Type**, and **Organization Payment Method**, and additional information. If applicable, we can run this file by **Consolidation Group** and **Payment Source**. We can also enter additional criteria, if applicable

# Submit a Payroll Flow

Generate Check Payments for Employees and Third Parties

SubmitCancel

General Information

\*Payroll Flow

Check Payment For Employees\_11252022

Flow Parameters

Enter the below information

\*Payroll

EWT Biweekly

\*Payee Type

Employee

\*Process Start Date

11/7/22

\*Process End Date

11/18/22

Consolidation Group

Default Consolidation Group

\*Organization Payment Method

Check

Payment Source

Check

Overriding Payment Date

m/d/yyyy

\*Start Check Number

1001

End Check Number

Process Configuration Group

Select

Schedule

Click **Submit**

# Submit a Payroll Flow

Generate Check Payments for Employees and Third Parties

SubmitCancel

General Information

\*Payroll Flow

Check Payment For Employees\_11252022

Flow Parameters

\*Payroll

EWT Biweekly

\*Payee Type

Employee

\*Process Start Date

11/7/22

\*Process End Date

11/18/22

Consolidation Group

Default Consolidation Group

\*Organization Payment Method

Check

Payment Source

Check

Overriding Payment Date

m/d/yyyy

\*Start Check Number

1001

End Check Number

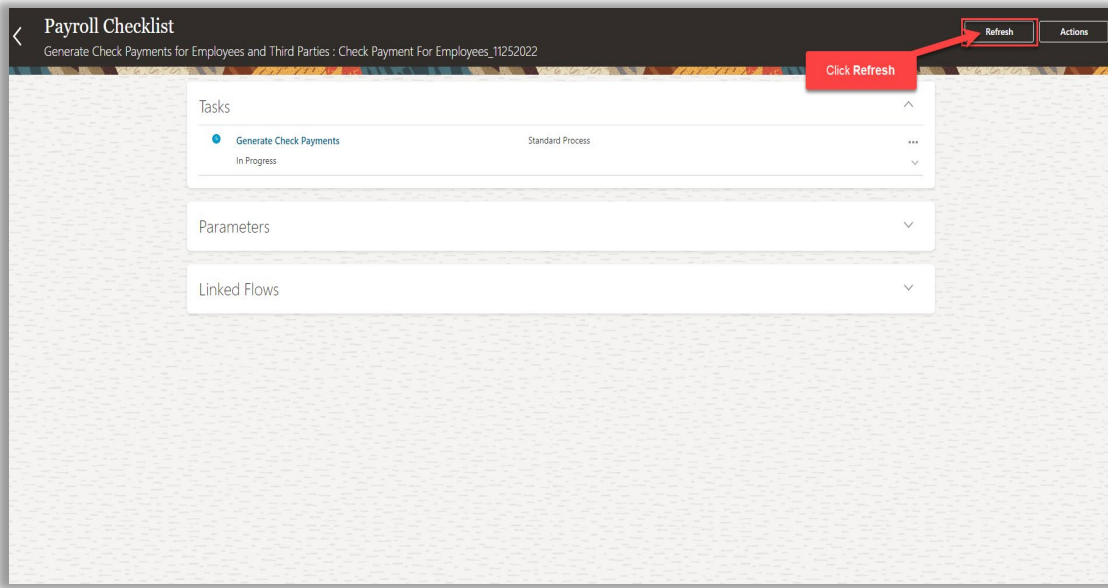
Process Configuration Group

Select

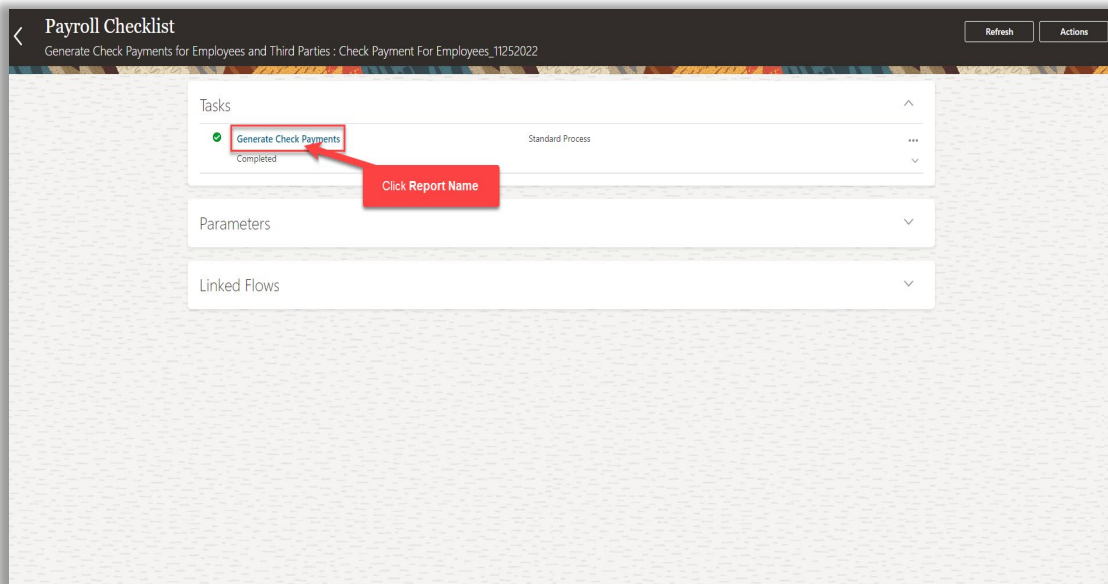
Schedule

Click **Refresh**





The **Generate Check Payments** process is complete. Click **Report Name**



Click **download** to view the report details

**Run Payroll Register Report**  
Payroll Register Report\_11252022 - Report

Refresh Actions

This process is in Completed status and the record count is 0. This may happen because the flow pattern doesn't support record actions. (PAY-1636623)

Process Results

Output and Log Files

Outputs

Default

ESS\_BI\_7218\_OP  
Payroll Register Report.pdf

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1641421	FlowEssJobDefn	Succeeded	00:00:37	ESS_L_1641421	12/5/22 7:19 PM	12/5/22 7:20 PM
1641422	ElevatedFlowEssJob...	Succeeded	00:00:30	ESS_L_1641422	12/5/22 7:19 PM	12/5/22 7:20 PM
1641423	Archive Information a...	Succeeded	00:00:26	ESS_L_1641423	12/5/22 7:19 PM	12/5/22 7:20 PM
1641424	Generate Output	Succeeded	00:00:18	ESS_L_1641424	12/5/22 7:20 PM	12/5/22 7:20 PM

Parameters

Click Download

## Generate Third-Party Checks

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

Good afternoon, Corey Albertson!

Me My Team **My Client Groups** Benefits Administration Receivables General Accounting Intercompany Accounting >

Click My Client Groups

QUICK ACTIONS

Hire an Employee

Add a Contingent Worker

Add a Pending Worker

Add a Nonworker

Pending Workers

Person

Personal Details

Additional Person Info

Hiring

Agency Hiring

Journeys

New Person

Person Management

Absences

Goals

Performance

Profiles

Career Development

Talent Review

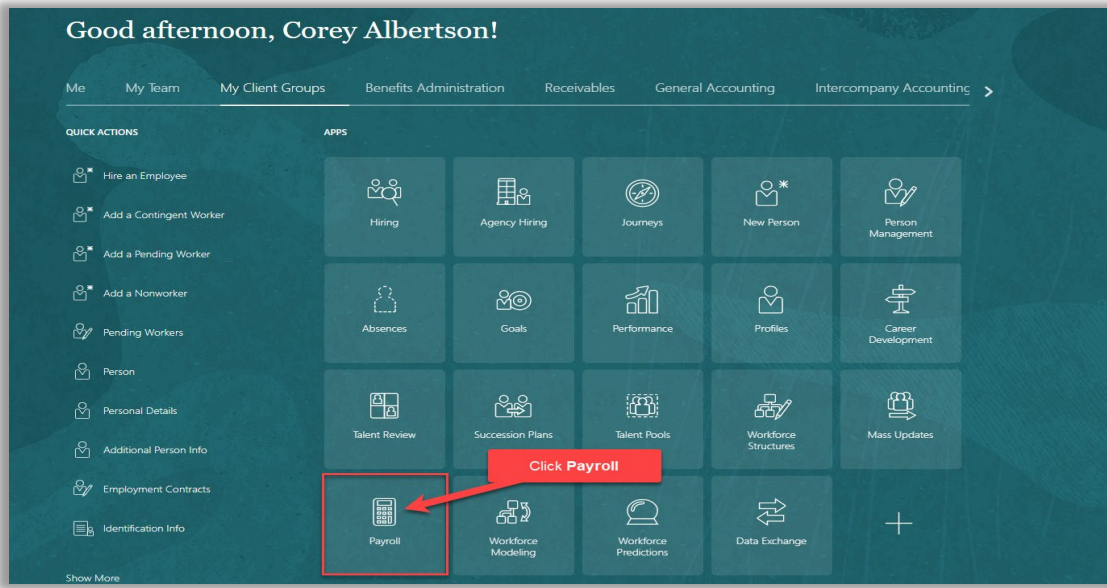
Succession Plans

Talent Pools

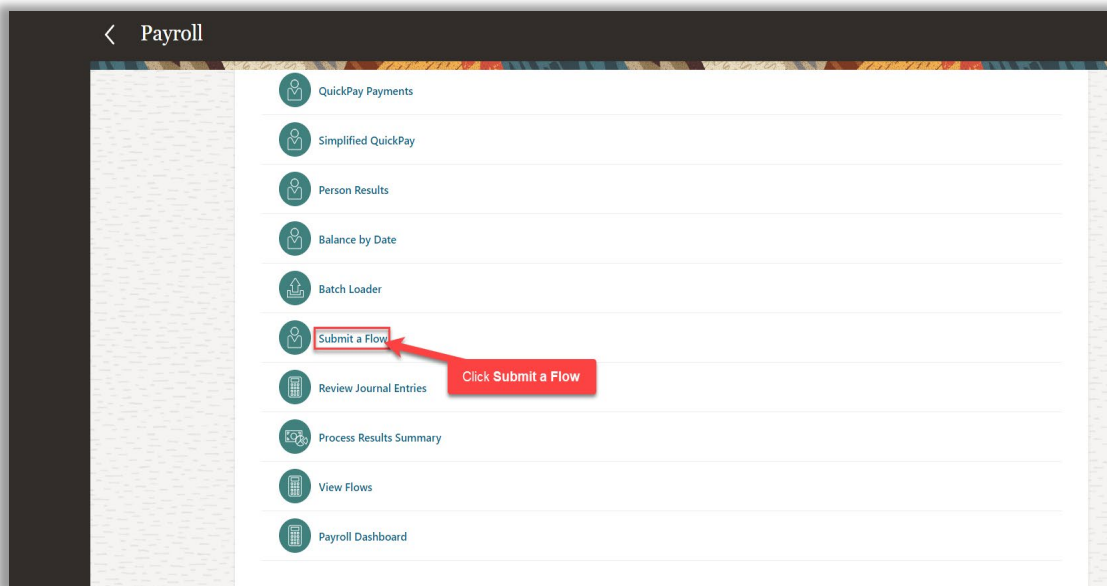
Workforce Structures

Mass Updates

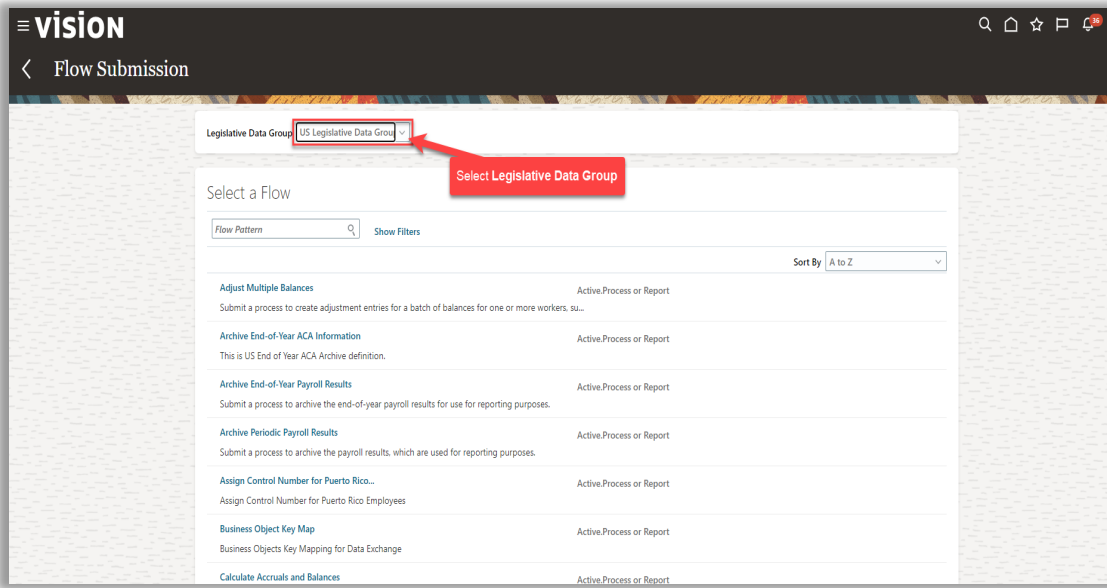
Next, click **Payroll**



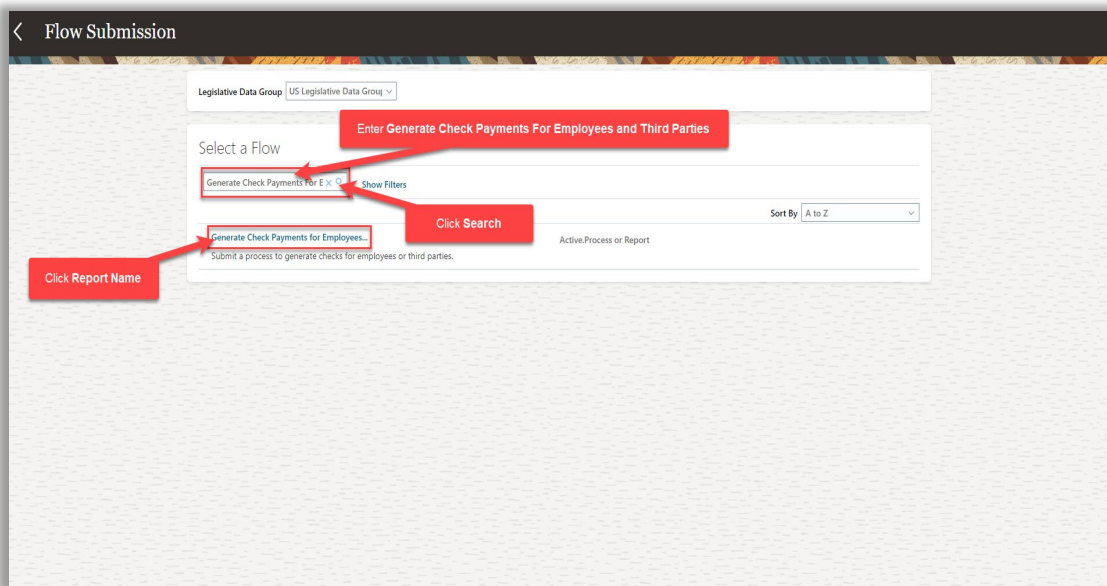
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Generate Check Payments For Employees and Third-Parties** and click **Search**. Click **Report Name**



Enter **General Information**

**Submit a Payroll Flow**  
Generate Check Payments for Employees and Third Parties

Submit Cancel

General Information

\*Payroll Flow  
Generate Check Payments, Third Parties, 11/25/2022

Enter Payroll Flow Name

Flow Parameters

\*Payroll  
Select

\*Payee Type  
Select

\*Process Start Date  
m/d/yy

\*Process End Date  
m/d/yy

Consolidation Group  
Select

\*Organization Payment Method  
Select

Payment Source  
Select

Overriding Payment Date  
m/d/yy

\*Start Check Number  
End Check Number

Process Configuration Group  
Select

Schedule

Next, enter the Flow Parameters such as the **Payroll**, **Payee Type**, **Organization Payment Method**, and **Start Check Number**. If applicable, we can run this file by **Consolidation Group** and additional criteria, if applicable

**Submit a Payroll Flow**  
Generate Check Payments for Employees and Third Parties

Submit Cancel

General Information

\*Payroll Flow  
Generate Check Payments, Third Parties, 11/25/2022

Enter the below information

Flow Parameters

\*Payroll  
EWT Biweekly

\*Payee Type  
Third Party

\*Process Start Date  
11/7/22

\*Process End Date  
11/18/22

Consolidation Group  
Default Consolidation Group

\*Organization Payment Method  
Third Party Checks

Payment Source  
Third Party Check

Overriding Payment Date  
m/d/yy

\*Start Check Number  
1001

End Check Number

Process Configuration Group  
Select

Schedule

Click **Submit**



**Submit a Payroll Flow**  
Generate Check Payments for Employees and Third Parties

[Click Submit](#) [Submit](#) [Cancel](#)

**General Information**

\*Payroll Flow  
Generate Check Payments\_Third Parties\_11252022

**Flow Parameters**

\*Payroll  
EWT Biweekly

\*Payee Type  
Third Party

\*Process Start Date  
11/7/22

\*Process End Date  
11/18/22

Consolidation Group  
Default Consolidation Group

\*Organization Payment Method  
Third Party Checks

Payment Source  
Third Party Check

Overriding Payment Date  
m/d/yyyy

\*Start Check Number  
1001

End Check Number

Process Configuration Group  
Select

**Schedule**

**Click Refresh**

**Payroll Checklist**  
Generate Check Payments for Employees and Third Parties : Generate Check Payments\_Third Parties\_112520...

[Click Refresh](#) [Refresh](#) [Actions](#)

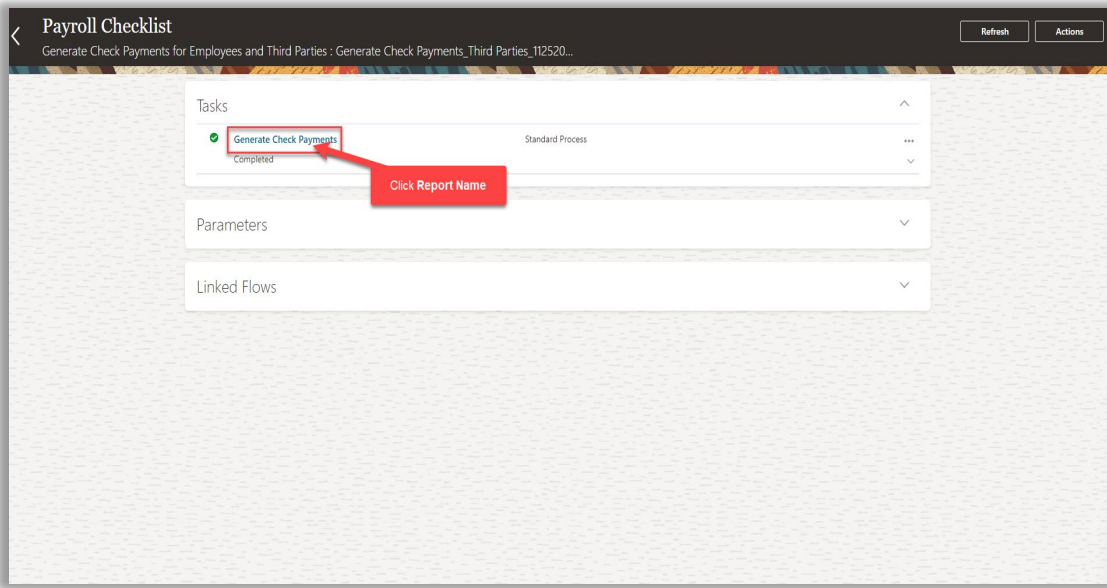
**Tasks**

- Generate Check Payments  
In Progress

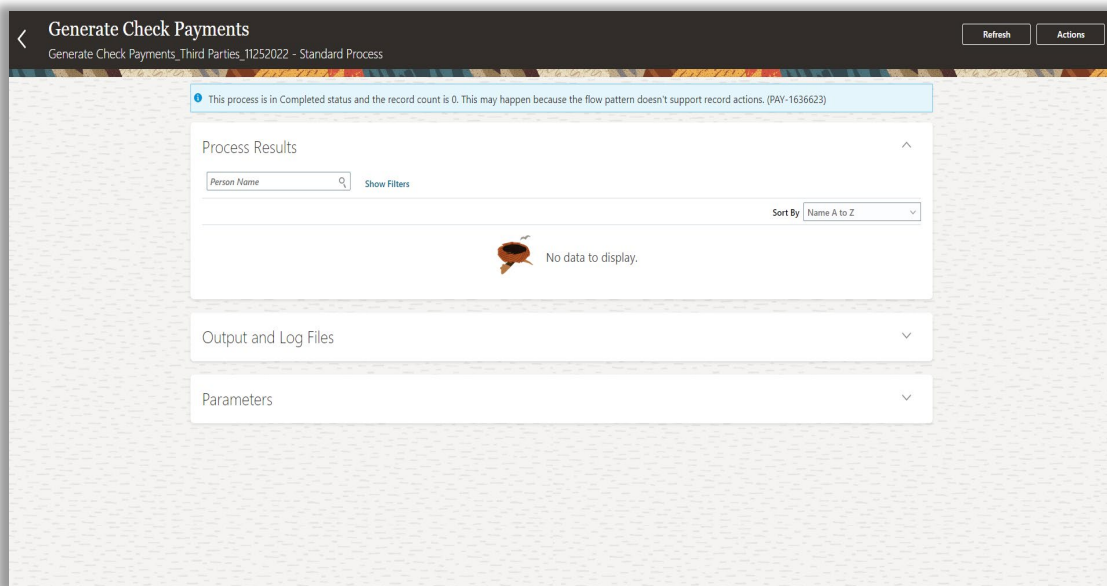
**Parameters**

**Linked Flows**

The **Generate Check Payments** process is complete. Click **Report Name**



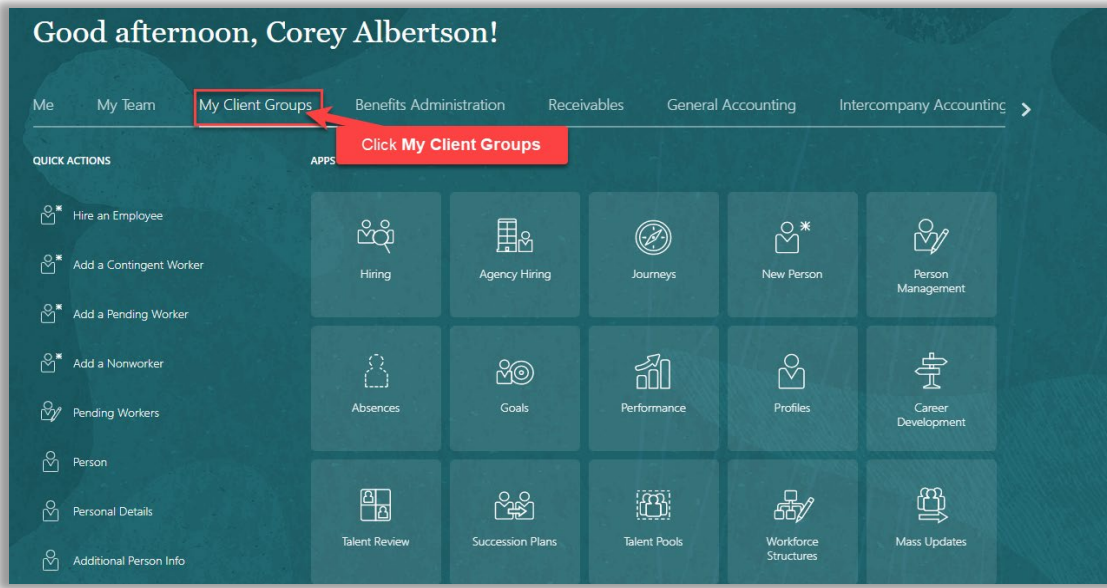
To view the **Generate Check Payment** process results, click the number above **Total, Success, Failed, Pending, and Ignored**



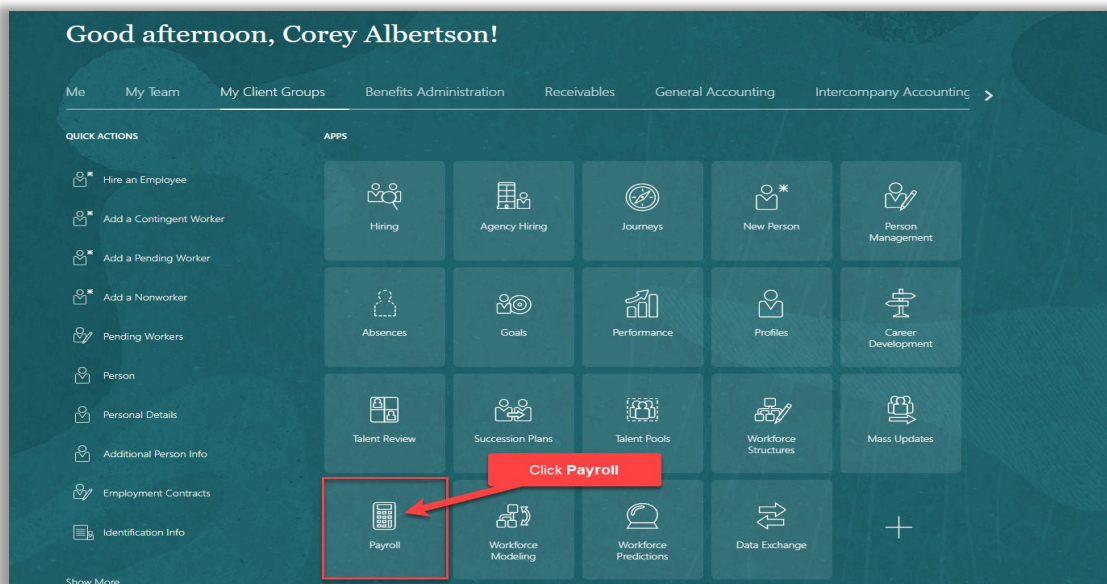
### Generate Payslips (Standalone Process)

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

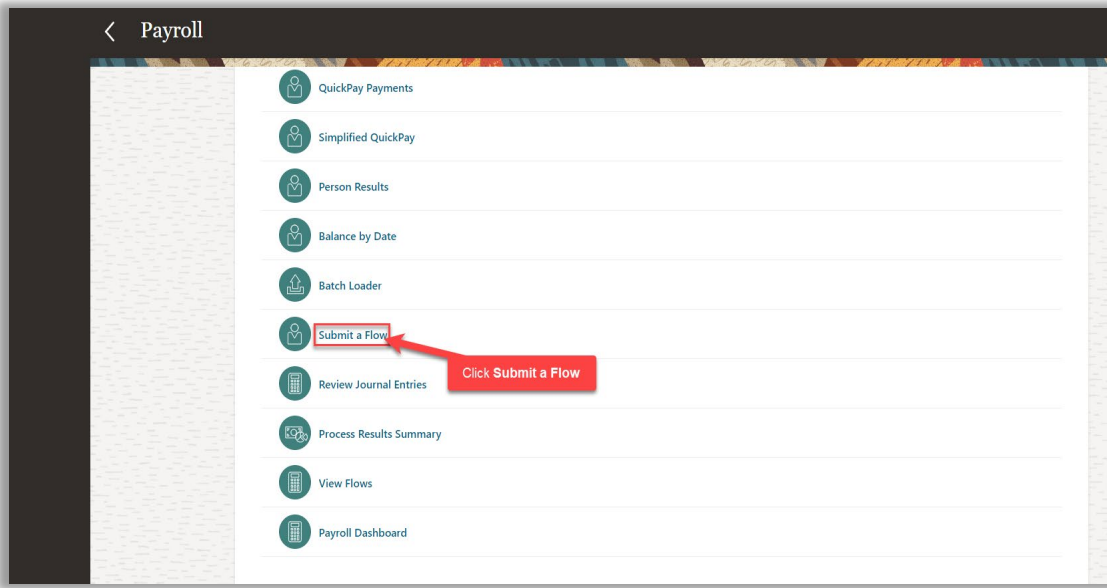


Next, click **Payroll**

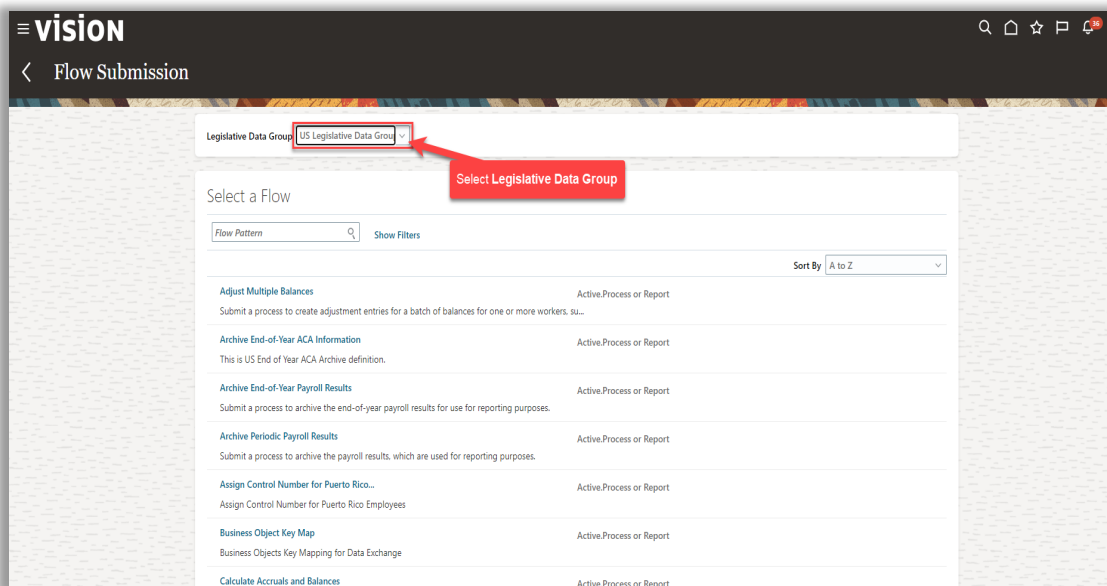


From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page





Select the **Legislative Data Group**



Search **Generate Payslips** and click **Search**. Click **Report Name**

The screenshot shows the 'Flow Submission' interface. At the top, there's a 'Legislative Data Group' dropdown set to 'US Legislative Data Group'. Below this is a 'Select a Flow' section with a search bar containing 'Generate Payslip'. A red callout box labeled 'Enter Generate Payslip' points to this search bar. To the right of the search bar is a 'Show Filters' button. Below the search bar, a list of flows is shown, with the first one being 'Generate Payslips' with the description 'Submit a process to generate payslips for employees.' A red callout box labeled 'Click Report Name' points to this flow. To the right of the list is a 'Sort By' dropdown set to 'A to Z' and an 'Active Process or Report' column. A red callout box labeled 'Click Search' points to a search button on the right side of the flow list.

## Enter General Information

The screenshot shows the 'Submit a Payroll Flow' page. At the top, there's a 'Submit a Payroll Flow' header with 'Generate Payrolls' below it and 'Submit' and 'Cancel' buttons on the right. The main section is divided into several expandable panels. The first panel is 'General Information', which contains a '\*Payroll Flow' field with the value 'Generate Payrolls.11252022'. A red callout box labeled 'Enter Payroll Flow Name' points to this field. Below this is the 'Flow Parameters' panel, which contains several fields: '\*Process Start Date' (m/d/yy), '\*Process End Date' (m/d/yy), 'Payroll' (Select), 'Payroll Relationship Group' (Select), 'Process Configuration Group' (Select), and 'Overriding Payroll Availability Date' (m/d/yy). Below these are 'Schedule' and 'Linked Flows' panels, both with expandable arrows.

Next, enter the Flow Parameters such as the **Payroll** and **Payroll Relationship Group**. If applicable, we can run this file by **Payroll Configuration Group** and additional criteria, if applicable

Submit a Payroll Flow

Generate Payslips

Submit

Cancel

General Information

\*Payroll Flow

Generate Payslips\_11252022

Flow Parameters

Enter the below information

\*Process Start Date

11/7/22

\*Process End Date

11/18/22

Payroll

EWT Biweekly

Payroll Relationship Group

Select

Process Configuration Group

Select

Overriding Payslip Availability Date

m/d/yy

Schedule

Linked Flows

Click **Submit**

Submit a Payroll Flow

Generate Payslips

Submit

Cancel

General Information

\*Payroll Flow

Generate Payslips\_11252022

Flow Parameters

\*Process Start Date

11/7/22

\*Process End Date

11/18/22

Payroll

EWT Biweekly

Payroll Relationship Group

Select

Process Configuration Group

Select

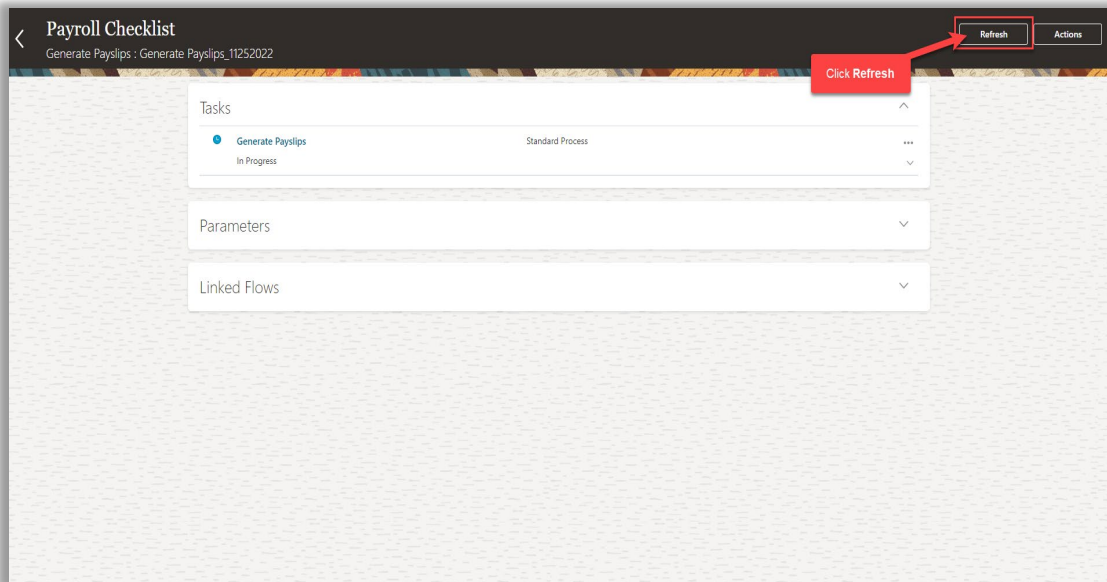
Overriding Payslip Availability Date

m/d/yy

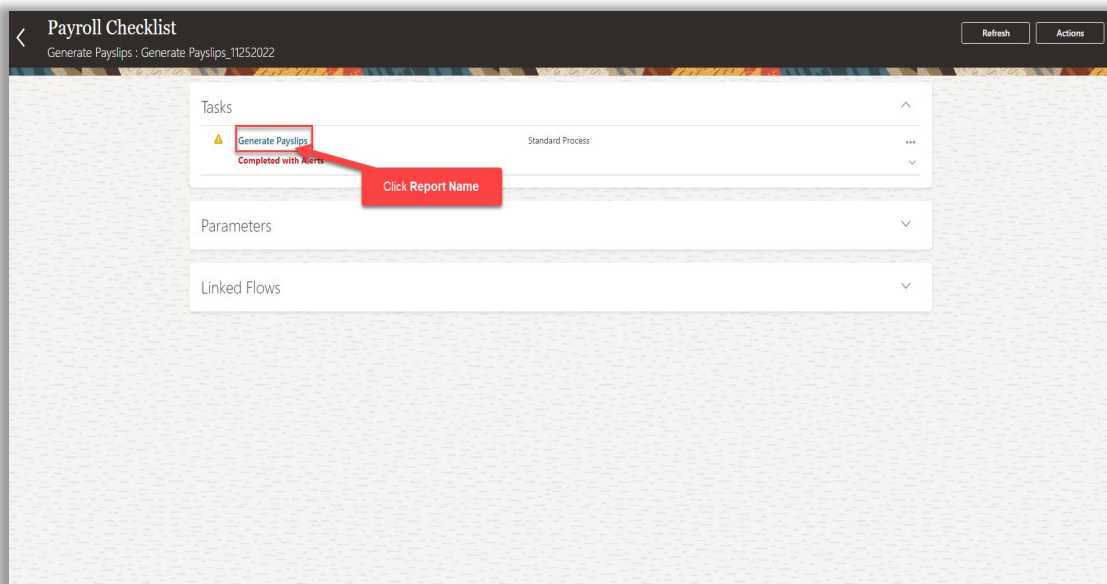
Schedule

Linked Flows

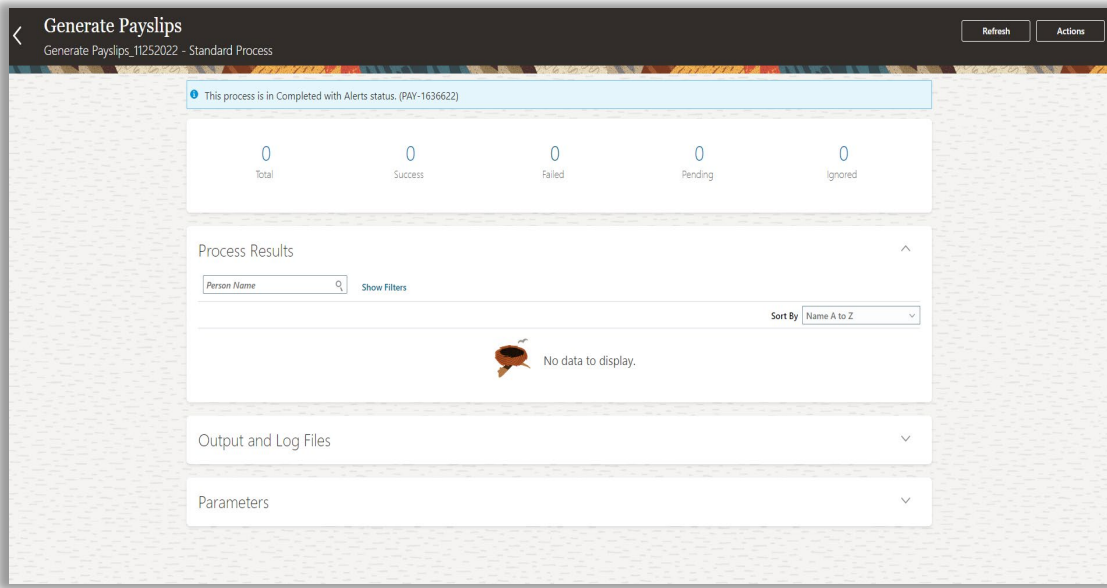
Click **Refresh**



The **Run Payment Register Report** process is complete. Click **Report Name**



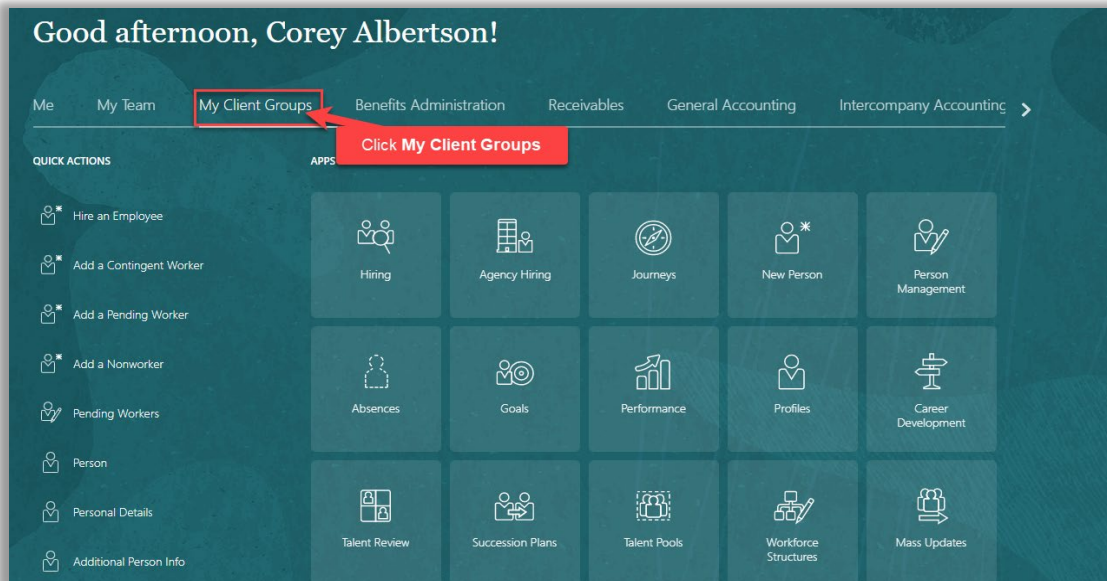
To view the **Payslip Data**, click the number above **Total, Success, Failed, Pending, and Ignored**



## Transfer To Subledger Accounting (Standalone Process)

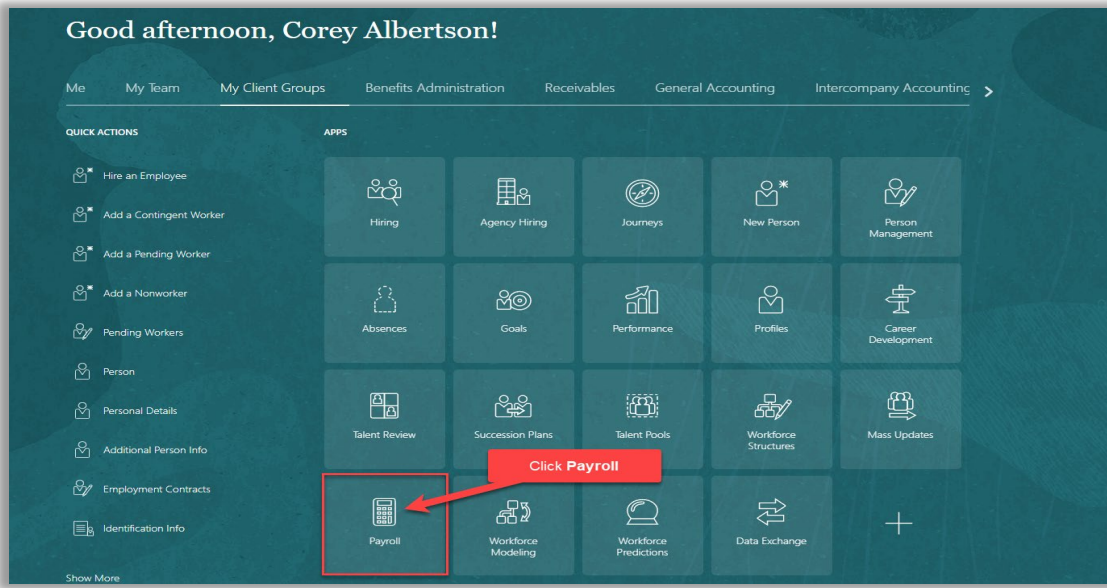
Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

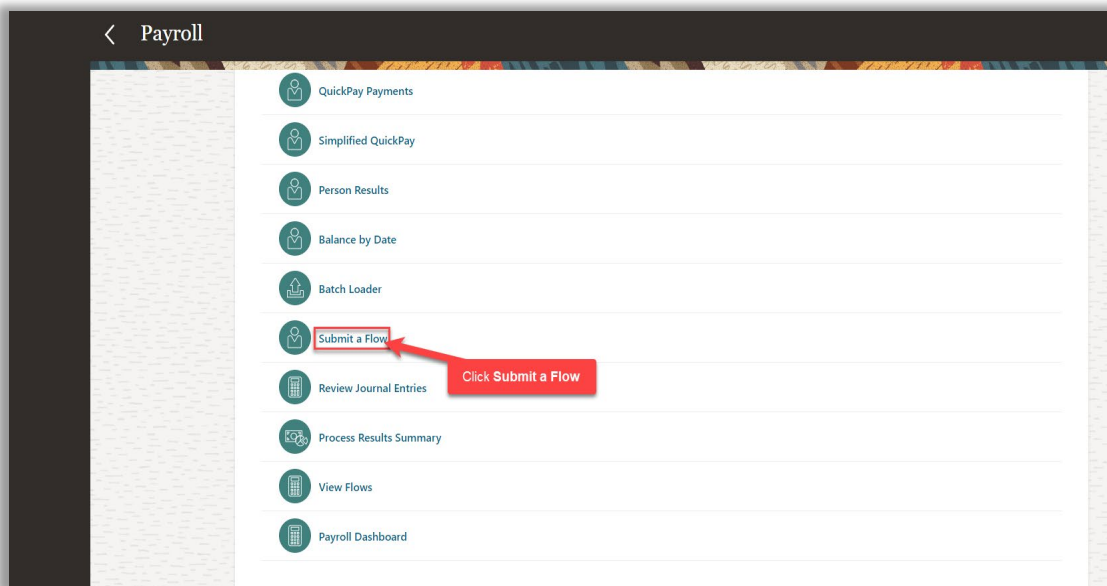


Next, click **Payroll**

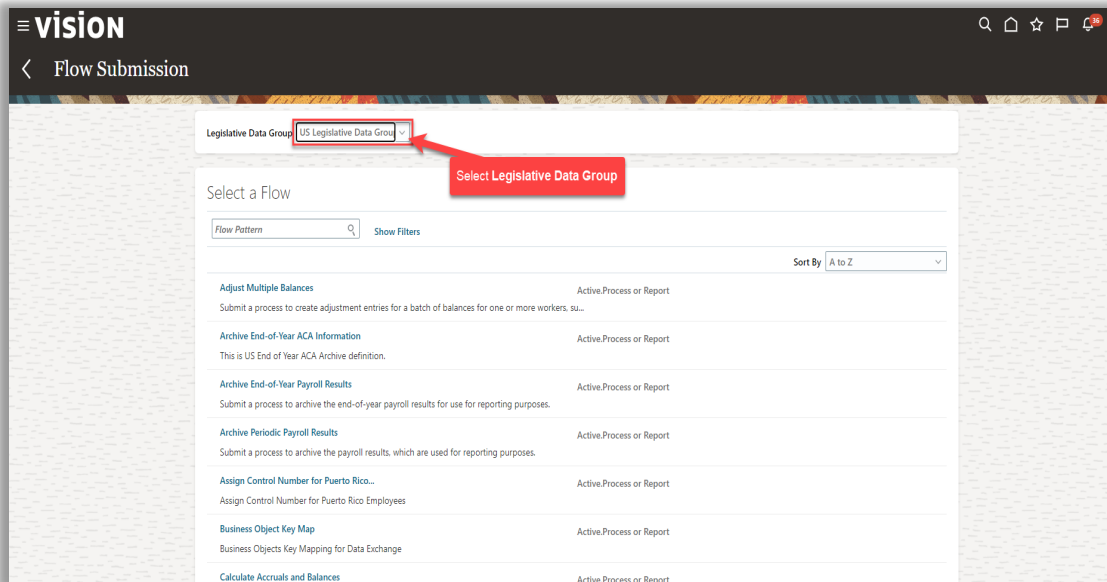




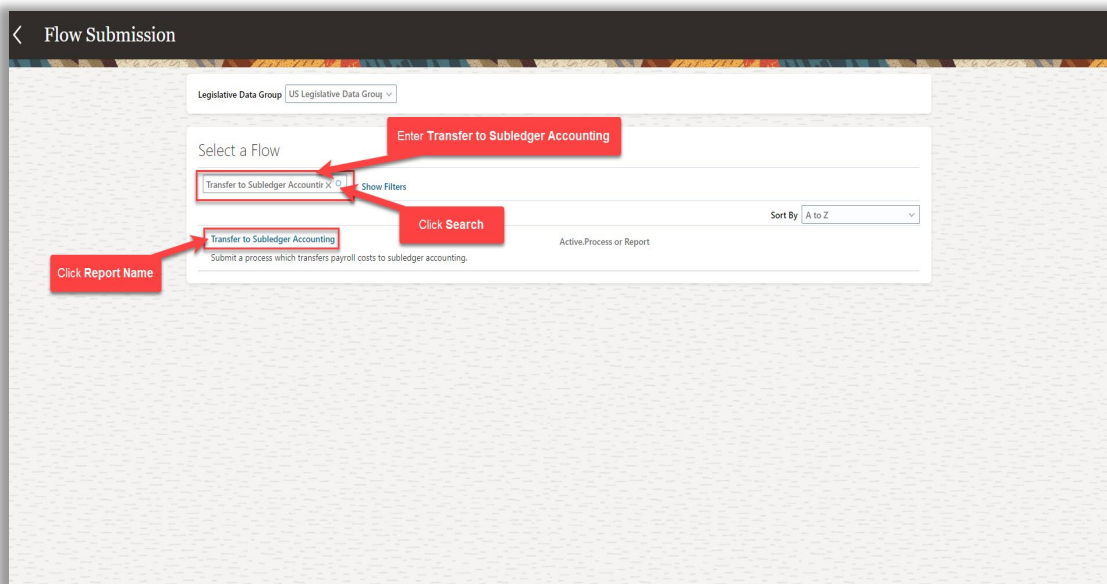
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Transfer to Subledger Accounting** and click **Search**. Click **Report Name**



Enter **General Information**

**Submit a Payroll Flow**  
Transfer to Subledger Accounting

Submit Cancel

General Information

\*Payroll Flow  
Transfer SLA\_11252022

Flow Parameters

\*Process End Date  
m/d/yy

\*Process Start Date  
m/d/yy

Payroll  
Select

Process Configuration Group  
Select

\*Consolidation Group  
Select

Schedule

Linked Flows

Next, enter the Flow Parameters such as the **Process Start** and **End Date**. If applicable, we can run this file by **Consolidation group** and **Process Configuration Group**, if applicable

**Submit a Payroll Flow**  
Transfer to Subledger Accounting

Submit Cancel

General Information

\*Payroll Flow  
Transfer SLA\_11252022

Flow Parameters

\*Process End Date  
11/18/22

\*Process Start Date  
11/7/22

Payroll  
EWT Biweekly

Process Configuration Group  
Select

\*Consolidation Group  
Default Consolation Group

Schedule

Linked Flows

Click **Submit**



**Submit a Payroll Flow**  
Transfer to Subledger Accounting

**Submit** **Cancel**

**Click Submit**

**General Information**

\*Payroll Flow  
Transfer SLA\_11252022

**Flow Parameters**

\*Process End Date  
11/18/22

\*Process Start Date  
11/7/22

Payroll  
EWT Biweekly

Process Configuration Group  
Select

\*Consolidation Group  
Default Consolidation Group

**Schedule**

**Linked Flows**

**Click Refresh**

**Payroll Checklist**  
Transfer to Subledger Accounting : Transfer SLA\_11252022

**Refresh** **Actions**

**Click Refresh**

**Tasks**

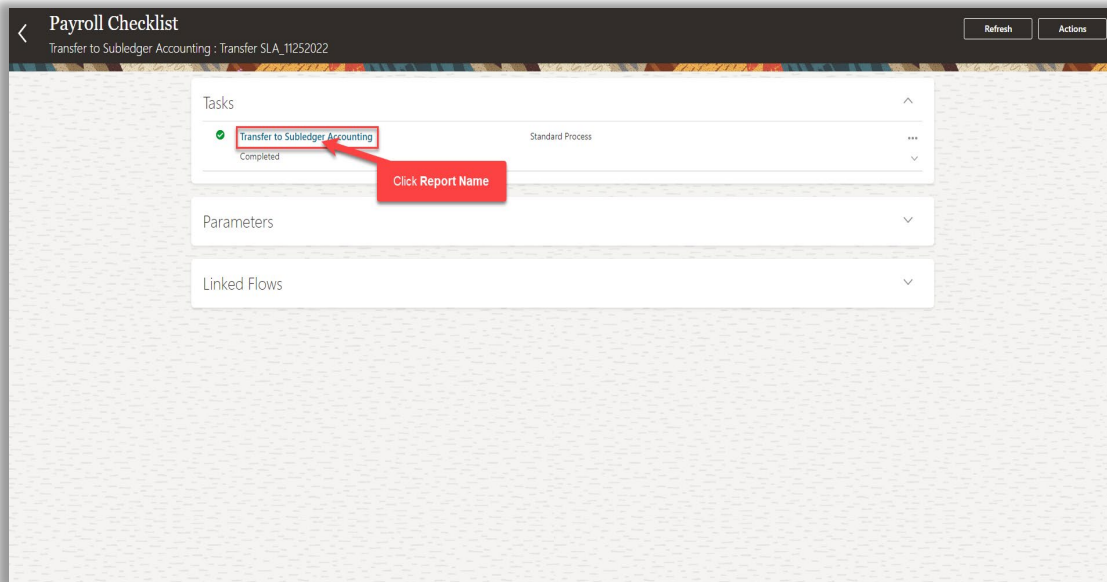
Transfer to Subledger Accounting  
In Progress

Standard Process

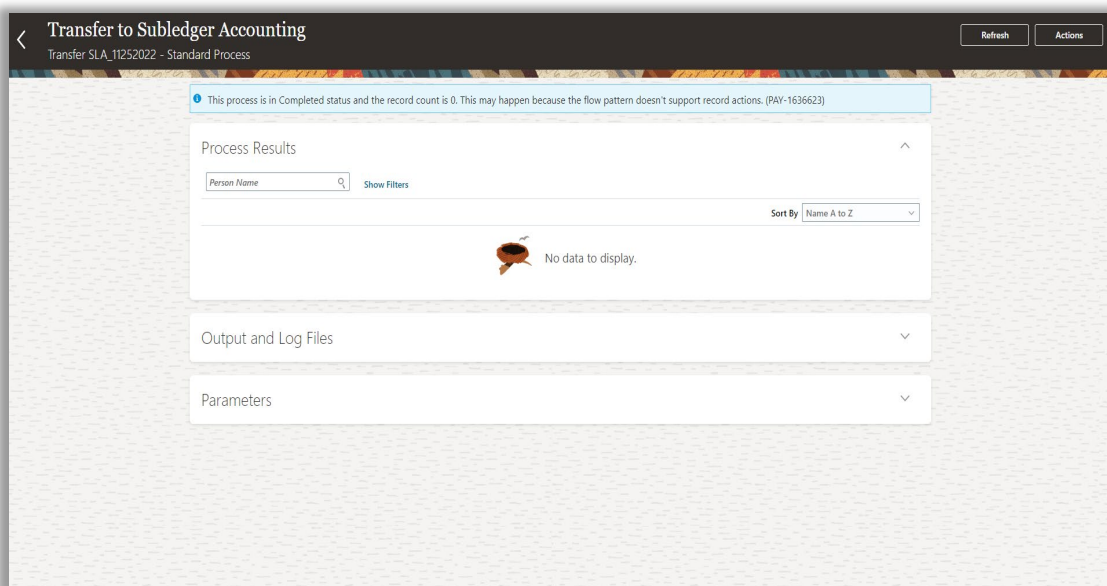
**Parameters**

**Linked Flows**

The **Transfer to Subledger Accounting** process is complete. Click **Report Name**



To view the **Transfer To Subledger Accounting**, click the number above **Total**, **Success**, **Failed**, **Pending**, and **Ignored**



Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at [learn@camptratech.com](mailto:learn@camptratech.com)