


Introduction

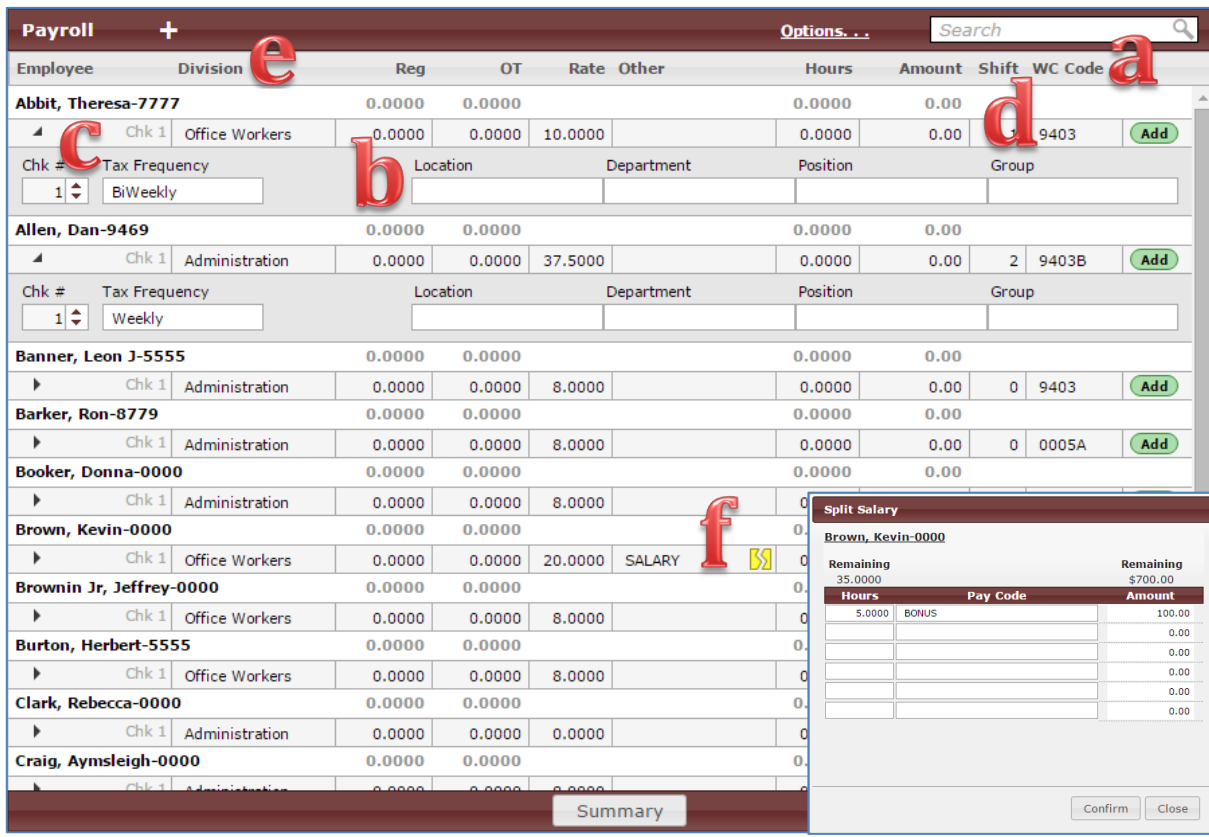
Summit's Web Portal is an impressive online tool designed to facilitate the payrolls, manage employees, view documents, and run reports processes. Information is transferred between the web and Apex in real time, meaning your information is guaranteed to be accurate and up to date. **In this manual we will focus on the Payroll Screen.**

Payroll

The Payroll option on internal & client user taskbars allows users to view, edit, and process payrolls for the client which he or she is logged into. Clicking the Create Payroll button will navigate the user to the Payroll Entry Screen. The style of the payroll screen is based on the format selected by the Admin User in user setup. The style and/or options chosen should reflect the way a client would normally run payroll.

Here are fields available for display:

- Show WC Code
- Show Job Cost – the number of job cost segments is determined by the client setup
- Show Tax Frequency
- Show Shift
- Show Division
- Salary Splits – When this option is checked the split icon  will show on Salary employees where splits are allowed. When the icon is clicked, the Split Salary pop up box will open.



Employee	Division	Reg	OT	Rate	Other	Hours	Amount	Shift	WC Code
Abbit, Theresa-7777		0.0000	0.0000			0.0000	0.00		
Chk 1	Office Workers	0.0000	0.0000	10.0000		0.0000	0.00		9403
Chk #	Tax Frequency	Location	Department	Position	Group				
1	BiWeekly								
Allen, Dan-9469	Administration	0.0000	0.0000	37.5000		0.0000	0.00	2	9403B
Chk #	Tax Frequency	Location	Department	Position	Group				
1	Weekly								
Banner, Leon J-5555	Administration	0.0000	0.0000	8.0000		0.0000	0.00	0	9403
Barker, Ron-8779	Administration	0.0000	0.0000	8.0000		0.0000	0.00	0	0005A
Booker, Donna-0000	Administration	0.0000	0.0000	8.0000		0.0000	0.00		
Brown, Kevin-0000	Office Workers	0.0000	0.0000	20.0000	SALARY	0.0000	0.00		
Brownin Jr, Jeffrey-0000	Office Workers	0.0000	0.0000	8.0000		0.0000	0.00		
Burton, Herbert-5555	Office Workers	0.0000	0.0000	8.0000		0.0000	0.00		
Clark, Rebecca-0000	Administration	0.0000	0.0000	0.0000		0.0000	0.00		
Craig, Aynsleigh-0000	Administration	0.0000	0.0000	0.0000		0.0000	0.00		

Split Salary

Brown, Kevin-0000

Remaining 35.0000 Remaining \$700.00

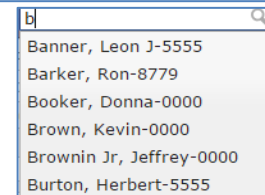
Hours	Pay Code	Amount
5.0000	BONUS	100.00
		0.00
		0.00
		0.00
		0.00

Confirm Close

g. Certified Payroll

Payroll										Options...		Search			
Employee	Division				Rate	Other	Hours	Amount	Shift	WC Code					
Abbit, Theresa-7777	Office Workers				10.0000		0.0000	0.00	1	9403	Add				
Sat Sun Mon Tue Wed Thu Fri Location Department Position Group 0 0 0 0 0 0 0										Cert. Class: Not Certified		Freq.: BiWeekly		Chk #: 1	
Allen, Dan-9469	Administration				37.5000		0.0000	0.00	2	9403B	Add				
Banner, Leon J-5555	Administration				8.0000		0.0000	0.00	0	9403	Add				

The Search feature in the upper right corner of the screen provides a quick and simple way of finding a specific employee. Once you start typing, names that match your search will appear in a drop down. Click Enter to populate the screen with that search. To clear the search, delete the text in the search box, and click Enter.



There is a new expand/collapse icon. Click on the **+** icon to expand all employees' payroll information, and then click on the **-** icon to collapse all employee payroll information. This toggle switch can be used at any time.

The Payroll screen will show; Employee Name, Reg (regular hours), OT (overtime hours), Rate, Other, Hours, Amount, and the Add/Del button. Additional fields are determined based on the setup of the client user. Job Code Segments will show in the expanded area under the employee name. The number of Segments will depend on that clients data. Next to the employee name are the total hours and total amount. To review employee details, click on the employee name and all their details will open in another window.

To make changes to payroll; tab, enter or use the arrow keys to navigate to the desired cell. Then make the corrections, move to the next cell and the changes will automatically save. To add an additional earnings line for an employee, you can click the Add button to create a new line. To remove a pay type for an employee, click the Del button. If an employee only has one pay line, it will not be able to be deleted.