

## Payroll Processing (Transmissions 1.0)

The payroll process has been updated to improve the efficiency of the workflow by allowing the end user to transmit the payroll file from Insperity TimeStar without needing to download and upload it to Insperity Premier. The majority of the work flow is the same.

### Contents

<i>Payroll Processing (Transmissions 1.0)</i> .....	1
<i>Running Reports</i> .....	1
<i>Approving Time</i> .....	1
<i>Exporting Payroll File from TimeStar</i> .....	2
<i>Exporting Accruals from TimeStar</i> .....	2
<i>Submitting Payroll in Premier</i> .....	3
<i>Retransmitting Payroll File</i> .....	4
<i>Ending the Pay Period*</i> .....	5
<i>Conclusion</i> .....	5

### Running Reports

1. Resolve missing punches:
  - a. On the **Reports > Generate Reports** page, choose the Missing Punches report (saved under Shared Reports) for the current pay period.  
*Click Generate. Resolve any missing punches prior to approving/exporting time.*
2. Review all time:
  - a. On the **Reports > Generate Reports** page, choose the Payroll Transfer report (saved under Shared Reports) for the current pay period.  
*Click Generate. Review all employees' time and resolve any mistakes.*
3. Run any additional reports as needed.
4. Some clients may choose to review each employee's timesheet rather than run reports.

### Approving Time

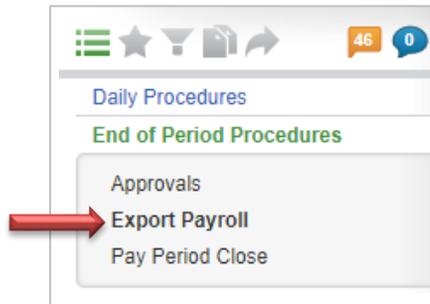
1. Go to the **End of Period Procedures > Approvals** page. Launch approvals using the button at the bottom of the page:
 


2. Ensure that all employees have checkmarks in the checkboxes by their name.
  - a. You can use the 'Filter List' drop down at the top of the page to show only unapproved employees. The screen can also be sorted by supervisor or pay group.
  - b. If you have both Employee and Supervisor Approvals, you may need to check the Employee boxes, save, then check the Supervisor boxes, and save a second time.
    - i. The 'Approve/Unapprove All' option will check or uncheck all boxes of that type.

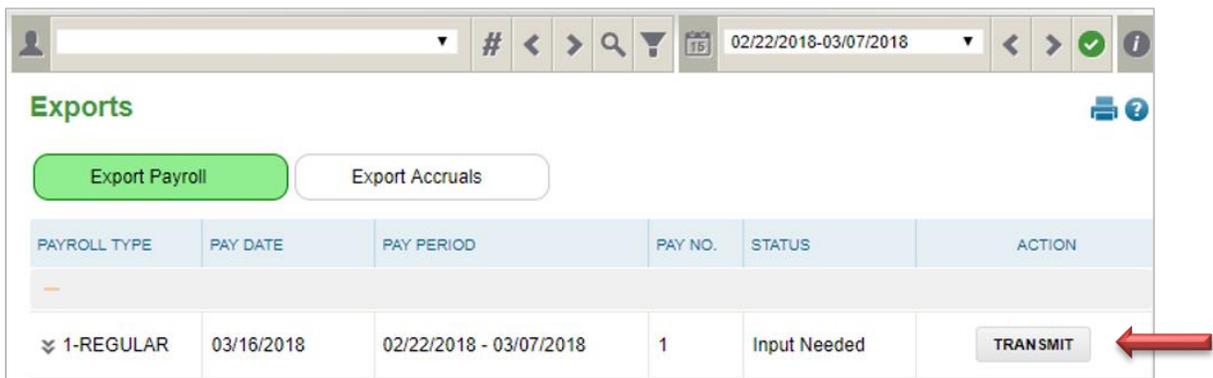
- c. Outstanding time off requests with dates within the current period must be acted upon, and all missing punches must be fixed, prior to approving time.
  - i. An error message will generate if an employee you are attempting to approve has an open request or missing punch.
- d. All time must be approved prior to exporting payroll.

### Exporting Payroll File from TimeStar

1. When all time is fully approved, navigate to the **End of Period Procedures > Export Payroll** page.



2. With the 'Export Payroll' option highlighted (green), under the 'Action' column, click the **Transmit** button to send the data.  
(This replaces the previous Export button and eliminates the manual file transfer steps.)



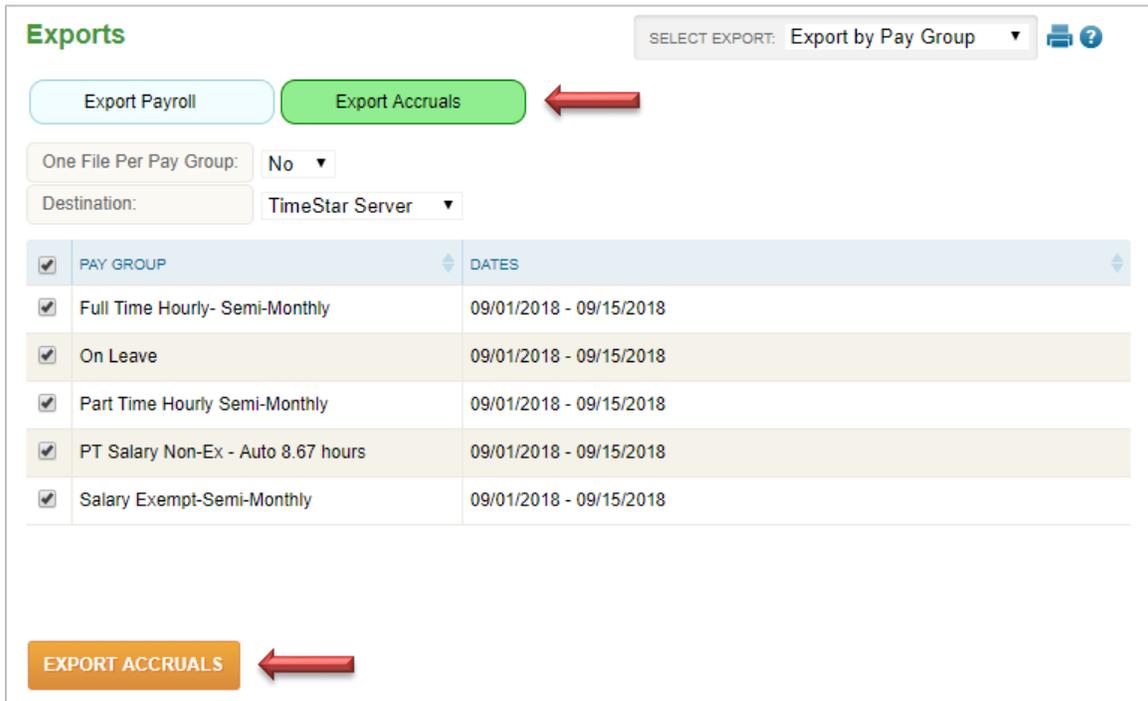
Note: Complete this step for each client ID available.

3. If an error message generates, i.e. “Not approved by Supervisor” or “Missing Punch,” it will need to be corrected by the administrator or by following up directly with the supervisor. Repeat the above steps for Exporting Payroll File after fixes are made.
4. Once the ‘Transmit’ button is clicked, you can refresh the screen and you should see that the button now reads: ‘Retransmit’. This means that the file was successfully sent to Premier.

### Exporting Accruals from TimeStar

**\*\*Important-** The accruals must be exported before the payroll file is verified and submitted in Insperity Premier in order for accrual balances to appear on employees’ checks.

1. After the payroll file has been transmitted, click the 'Export Accruals' option so that it is highlighted green.



**Exports** SELECT EXPORT: Export by Pay Group  

Export Payroll **Export Accruals** 

One File Per Pay Group: No ▼

Destination: TimeStar Server ▼

<input checked="" type="checkbox"/>	PAY GROUP	DATES
<input checked="" type="checkbox"/>	Full Time Hourly- Semi-Monthly	09/01/2018 - 09/15/2018
<input checked="" type="checkbox"/>	On Leave	09/01/2018 - 09/15/2018
<input checked="" type="checkbox"/>	Part Time Hourly Semi-Monthly	09/01/2018 - 09/15/2018
<input checked="" type="checkbox"/>	PT Salary Non-Ex - Auto 8.67 hours	09/01/2018 - 09/15/2018
<input checked="" type="checkbox"/>	Salary Exempt-Semi-Monthly	09/01/2018 - 09/15/2018

**EXPORT ACCRUALS** 

- a. This page should have selections defaulted, or you may check the boxes of the pay groups whose accruals you wish to export.
- b. Alternately, your system could be configured to 'Export Entire Company'.



**Exports** SELECT EXPORT: Export Entire Company  

Export Payroll **Export Accruals** 

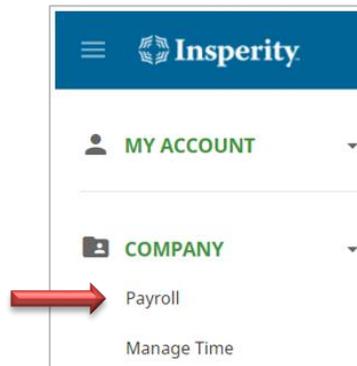
Destination: TimeStar Server ▼

2. Click the **Export Accruals** button to send the data to the payroll system.
  - a. Accrual export will often generate 'warning' messages, such as "Employee not assigned to accrual plan" or "Accrual balance less than 0." 'Warnings' are not required to be corrected to export; they are informational only. However, if an 'error' generates it will prevent the file from exporting. Once the error is fixed, try exporting the accruals again.
3. A message will generate indicating that the file has exported successfully.
  - a. The file is sent in the back end of the system and placed in a folder that the payroll system has access to. It will upload within 1 to 5 minutes.

### Submitting Payroll in Premier

1. Click the  icon in the top left corner to reveal the Insperity Premier navigation menu.

2. Navigate to **Company > Payroll**:



3. Select **Verify Payroll** from the 'Select Action' dropdown menu, under the 'Action(s)' column.

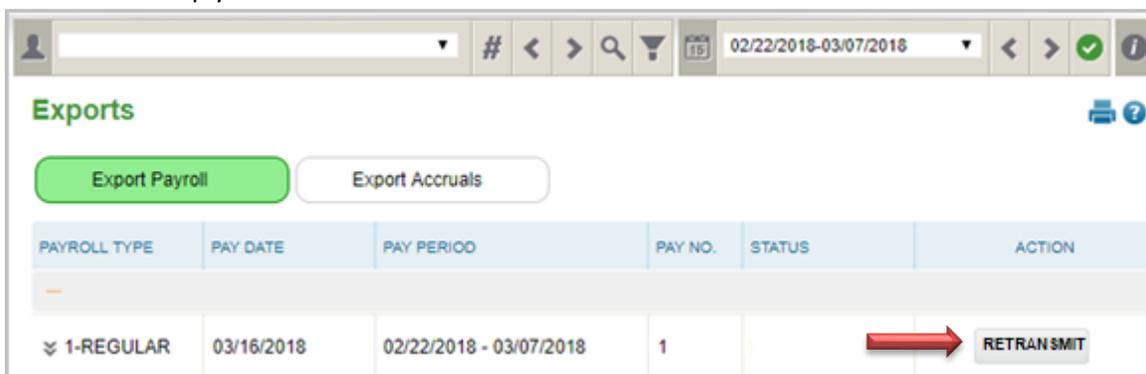
Payroll Type	Pay Date	Pay No.	Status	Action(s)
Regular	03/16/2018	1	Input Needed	Select action Re-Transmit Verify Payroll
Regular	03/30/2018	1	Input Needed	

[+ CREATE BONUS / ADDITIONAL PAYROLL](#)

- On the Payroll Verification page you will be able to review the data submitted, run input reports, and submit the payroll just as before.
- If everything looks correct, select **Submit Payroll** to send the file to your Payroll Specialist for processing.

### Retransmitting Payroll File

- If you discover a change is needed before actually clicking the **Submit Payroll** button on the Payroll Verification page, you may return to the Time & Attendance module to make necessary edits, and follow the same steps to re-transmit.
  - Note that on the Payroll Export page the button will now say 'Retransmit' rather than simply 'Transmit'.

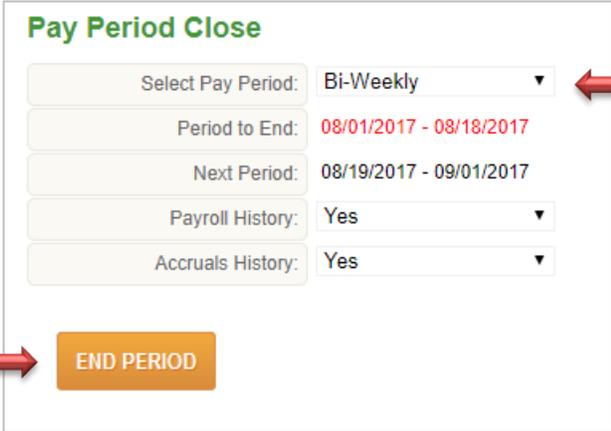


- If you need to make a correction after clicking **Submit Payroll**, please contact your Payroll Specialist. They will be able to make a manual adjustment.

- a. For record-keeping purposes, we recommend making the correction in TimeStar as well, even though you will not be re-transmitting.

#### Ending the Pay Period\*

1. After payroll is processed and you have completed your final review of the report from your Payroll Specialist, it is time to end the pay period in TimeStar.
  - a. In TimeStar, go to the **End of Period Procedures > Pay Period Close** page.
  - b. Select the pay period to end, and click **End Period** at the bottom of the screen.



**\*Note** – If your payroll is Pay Current, rather than arrears, end the pay period per the instructions provided during implementation and administrator training. Typically this is after all punches and hours have been recorded for the pay period. Ending the pay period early can result in incorrect retro transactions.

**\*\*Important** – **These payroll processing steps should be followed in order.** In particular, the payroll file needs to be exported from TimeStar before doing anything in **Insperity Premier > Company > Payroll**. If 'Input' is selected before the file is exported from TimeStar, the payroll will be locked for manual entry and the following message will display on the Payroll Export page: *“There are no payroll events for this pay period.”* If you receive this message while trying to process payroll, please contact your Payroll Specialist to reset the Input in Premier.

#### Conclusion

If you have any questions about this process please feel free to reach out to Insperity TimeStar Support, at [timestar@insperity.com](mailto:timestar@insperity.com) or (800) 314-8223, or your Payroll Specialist.