

***CAL Connect2014***  
***Dynamics GP User Event***

# THE PERKS OF USING PAYROLL AND HUMAN RESOURCES

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- Pay Codes
- Quick Assignment
- Deduction Sequence

# AGENDA

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# AGENDA

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# AGENDA

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- Candidate Tracking
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# EMPLOYEE MAINTENANCE

Use the Employee Maintenance window to enter and maintain information about employees. You can enter basic information, such as an employee's name, address, phone and Social Security number. You also can enter information about the employee's role within your business, such as employment type, division, department, position, location and supervisor.

# EMPLOYEE CLASS

Use the Employee Class Setup window to create and maintain employee class information. Using employee classes helps make data entry tasks quicker and more accurate because the information you enter here becomes default information when you enter information about an employee who is part of a class.

# PAYROLL SETUP

Use the Payroll Setup window and the [Payroll Setup Options window](#) to set up default information for your company. If you choose not to maintain Payroll history in this window but have selected to reprint posting journals in the Audit Trail Codes Setup window, the history records needed to reprint the posting journals will be maintained.



# PAY CODES

Use the Pay Code Setup window to enter and maintain pay codes. These codes will be used as default entries for setting up employee pay codes, can be used for making changes to employee pay codes and also can be included in employee classes. You can enter your own identifying pay code and description for each type of pay.

# QUICK ASSIGNMENT

Use the Payroll Quick Employee Assignment window to quickly assign active pay, deduction and benefit records to a new employee.

# DEDUCTION SEQUENCE

Use the Employee Deduction Sequence window to specify, on an individual, employee level, the sequence in which deductions are taken from employee pay.

# TRANSACTION ENTRY

Use the Payroll Transaction Entry window to enter, adjust or delete computer check transactions. If the Display Pay Rate on Transactions option is marked in the [Payroll Setup Options window](#), you also can edit the pay rate for transactions of hourly and piecework pay types, or overtime, vacation, sick or holiday pay types that are based on hourly or piecework pay types, and the shift premium.

# BUILD CHECKS

Use the Build Payroll Checks window to indicate which employees, pay codes, deductions and benefits to include in the pay run. This process is known as building Payroll checks and must be done before processing a pay run.

# CALCULATE CHECKS

Use the Calculate Payroll Checks window to create the actual computer checks for a Payroll run.

The calculation of checks cannot proceed if there are errors in the build. You must correct the errors in the build first before attempting to calculate checks.

# MANUAL CHECKS

Use the Payroll Manual Check–Adjustment Entry window to enter information about manual checks you’ve issued to employees. You can use this window to enter beginning balances, if you’re starting to use Payroll in the middle of a year. You also can use this window to delete or post manual checks and adjustments and to open the [Payroll Manual Check Transaction Entry window](#).

# VOID CHECKS

Use the Void Payroll Checks window to void one or more computer checks, manual checks, or beginning balances that have been printed and posted. When you void a check using Void Payroll Checks, all Payroll information, such as gross pay, taxable wages, taxes, deductions, benefits, and sick time and vacation time accrual are automatically updated. Voiding checks using this window reduces the possibility of user errors that might occur if you entered the information manually.



# WAGE & HOUR REPORT

Use the Wage and Hour Reports window to print reports based on information about the wages employees have earned and the hours they have worked.

# PERIOD END REPORTS

Use the Period-End Payroll Reports window to print reports based on Payroll records for a specific period. Period-end reports can contain information for more than one year, provided you specify a range in Date From and Date To fields. You also can use this window to post SUTA, FUTA or Workers' Compensation tax liabilities.

# CHECK HISTORY INQUIRY

Use the Payroll Check Inquiry window to view Payroll check history information for an employee, and to print paystubs and direct deposit earnings statements in a format that closely resembles the original documents.

# TRANSACTION HISTORY INQUIRY

This window displays the audit trail code, payment number, check number, transaction type, posting date, Payroll code, Payroll transaction amount, units to pay, department, position, state code, local code, workers' compensation code, pay rate and receipts for a transaction.

# CANDIDATE TRACKING

Use the Applicant window to enter information about applicants. You can organize applicants by position applied for or by a color code. This information can be used for reporting purposes.

Use the Hire window to change an applicant's status to employee status once he or she has been hired.

# SKILL SETS

Use the Employee Skills window to record skills and talents that each employee has.

After you've created skills, you can use the Skill Set Setup - Page 1 window to include skills into skill sets. You also can specify which skills are required skills. The skill sets you create can be used for both applicants and employees.

# ANNUAL REVIEWS

Use the Employee Review window to add employee review information, such as the review date and review scores.

Use the Employee Review - Additional Information window to enter additional review information such as plans for performance improvement or salary adjustments.

# THANK YOU FOR ATTENDING

Questions?

Don't forget to fill you your evaluation form