Weekly Payroll Process

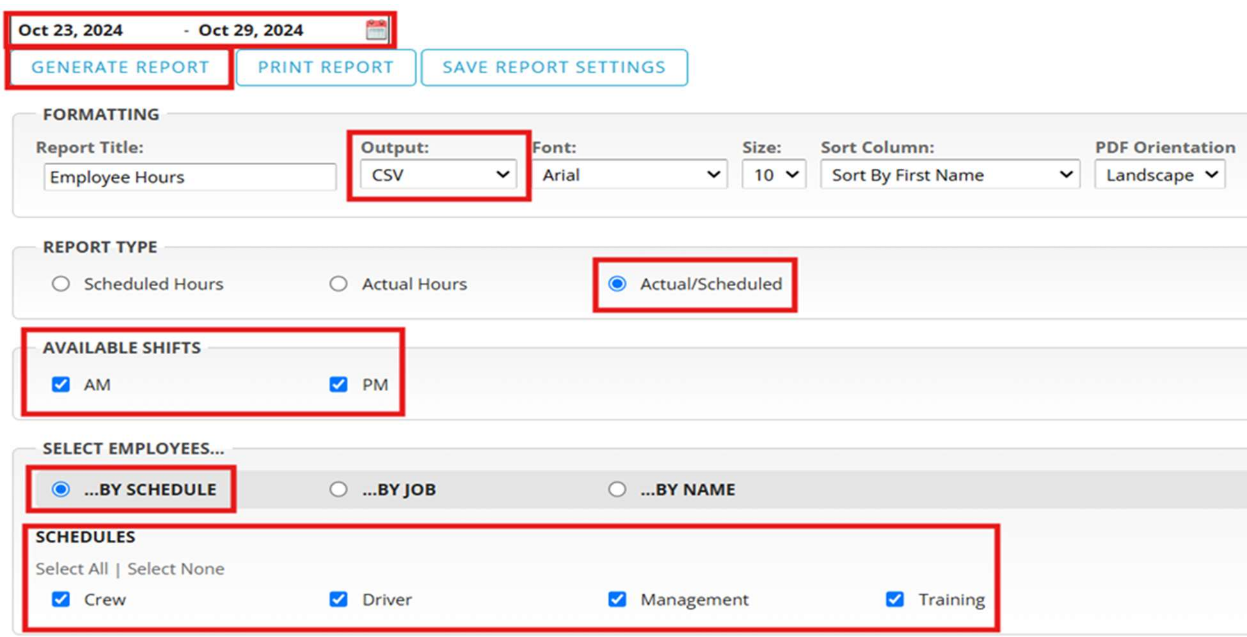
Wednesday Morning: 9:00 AM (must be completed by 10:00 AM)

- Opening Manager: Review Previous Day Time Punches of the Tuesday Night closers
    - All punches up to closing should be reviewed nightly by the closing manager
  - Staff > Punch Records
  - Examine punches for timekeeping errors and update if needed
  - Mark punches as reviewed once accuracy has been ensured
- If you identify errors for the previous day, you must contact your AC by 10:00 AM with the changes.

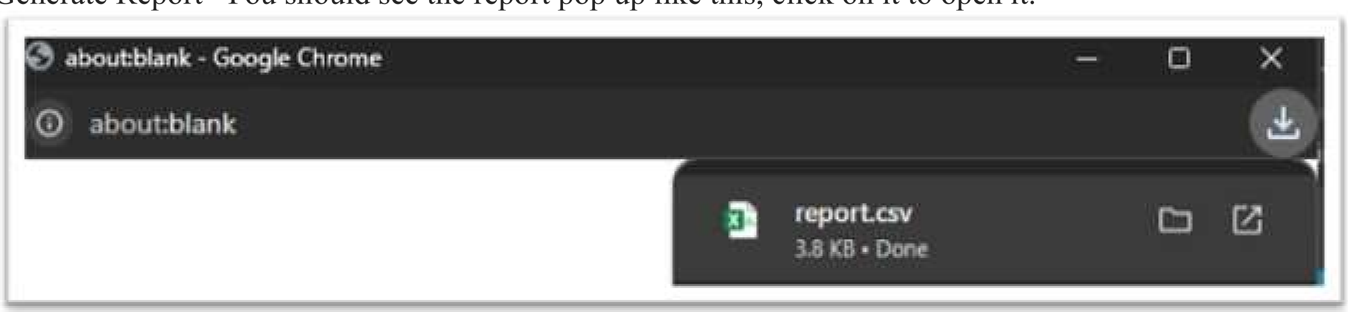
- Once you have ensured Weekly Payroll is accurate, generate the Employee Hours Report and email to smcitsupport@staabmgt.com

Employee Hours Report:

- Under Reporting > Dashboard > Labor Analysis > Employee Hours. Select the correct dates for the previous 1 week pay period
- Should look like this:



Generate Report- You should see the report pop up like this, click on it to open it.



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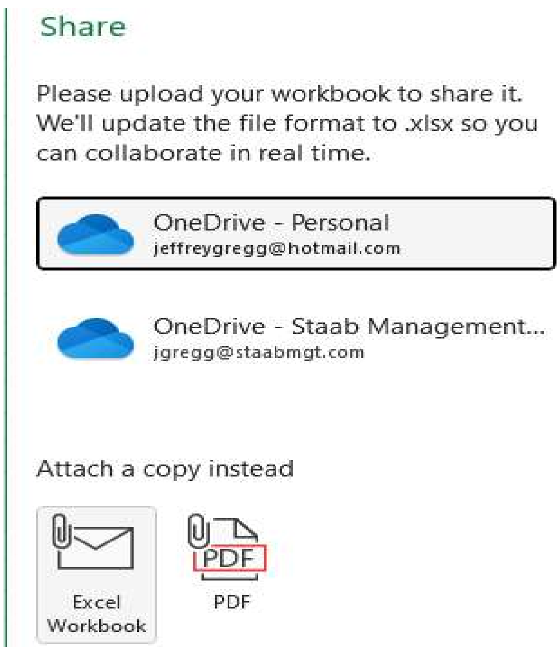
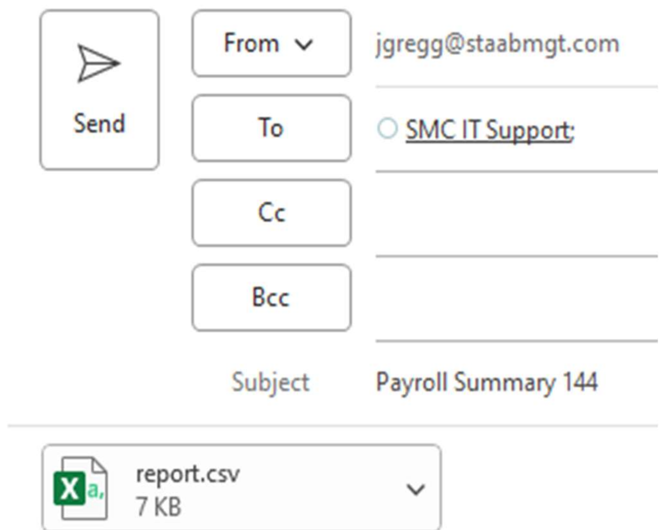
Look it over to ensure accuracy of total hours and total pay for each employee. If it looks good, then email the file to smcitsupport@staabmgt.com

- To email (Click File > Share > Attach a Copy Instead Excel Workbook)
- Make sure the subject is exactly:
- Payroll Summary XXX
- *where the XXX is your 3 digit SMC Number – so store 144 would be: Payroll Summary 144
- We need it to be exactly that with the spaces, this is what we use to import the files.
- Example below:
- --note that if the filename has a 1 or 2 or something like that that is ok. It does however need to end in.csv





Friday Following the End of the Pay Period

Instructions for Printing Timecards for Employee Signatures:

1. Use the Office PC (the one used for email).
2. Open File Explorer.
3. Navigate to your "SMC Reports" folder.
4. Look for the "Timecards" folder within it.
5. You'll find a PDF file containing the timecards for this pay period.
6. Print the PDF and ask each employee to sign their timecard.

Timecards (Naming Scheme will be ###TCYYMMDD where ### is your		
Deliver Plus/BMS Store Number) USE SCAN TO GI		
I.e. Timecards for pay period ending 06/26/2012		
Would be 181TC120626	********	**If more than one batch code at the end of the naming scheme with an A,B,C etc..**

Can also refer to Sharepoint > Accounting Forms > When to Scan Timecards.

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