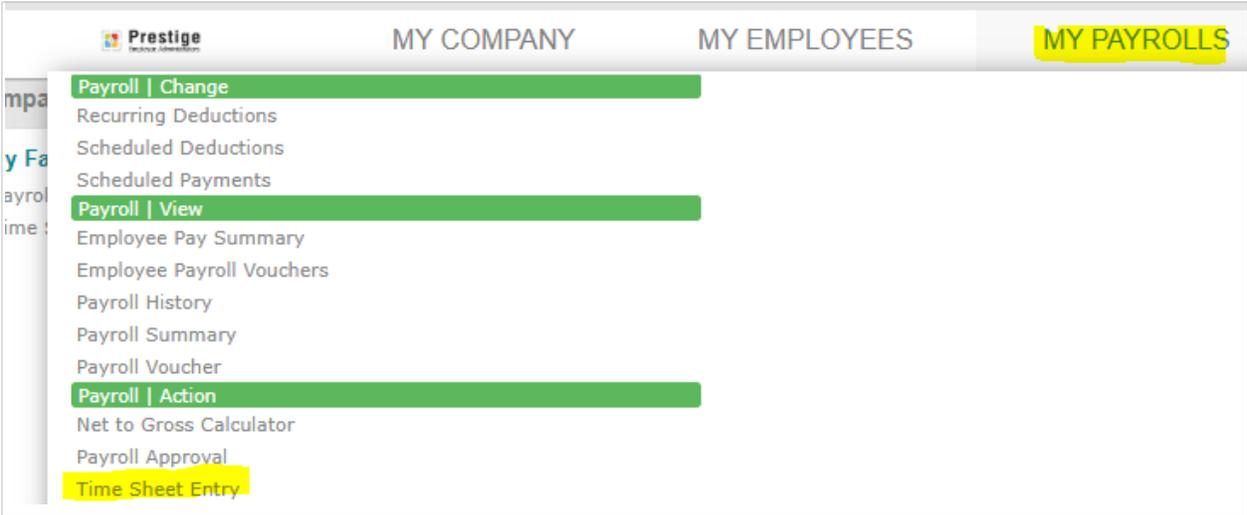


# PrestigePro Payroll Instructions

To process payroll in the PrestigePro portal, please login to your administrative account and select “TimeSheet Entry” under the “My Payrolls” tab.



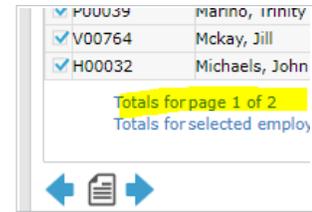
You will see the next scheduled payroll populated and you will want to click on the payroll number to open the timesheet.

Select Payroll for Time Sheet Entry							
Payroll#	Approval Pending	Description	Payroll Type	Pay Date	Cutoff Date	Cutoff Time	Delivery Date
201914		06-12-19 BB	Scheduled	06/12/19	06/10/19	09:00PM	06/11/19

All active employees will be listed on the timesheet.

Payroll / Action / Time Sheet Entry									
Payroll		201918	Weekly Paid Friday Period End Friday Before		Start:				
Closed in		1(d):06(h):20(m)							
Employee	Name	Pay rate	Salary	FLSA Exempt	REGULAR	OVERTIME	VACATION	SICK PAY	PT
<input checked="" type="checkbox"/>	T00738	Anderson, Kellie	36.05	●	28.00				
<input checked="" type="checkbox"/>	V06740	Connors, Jane	21.63		50.00	5.00			
<input checked="" type="checkbox"/>	I00033	Constantine, Jason	17.33		0.00				
<input checked="" type="checkbox"/>	K02963	Crane, Lizzy	21.63	●	40.00				
<input checked="" type="checkbox"/>	K00035	Dickinson, Robert	9.00	●	40.00				
<input checked="" type="checkbox"/>	U08203	Dinardo, Janet	15.00		0.00				
<input checked="" type="checkbox"/>	T00186	Doe, Jane	50.00	●	40.00				
<input checked="" type="checkbox"/>	M00037	Dommer, Roger	65.00	●	40.00				
<input checked="" type="checkbox"/>	S00185	Dugan, John	16.00		0.00				
<input checked="" type="checkbox"/>	S00041	Fisher, Arthur	37.50	●	40.00				

Depending on how many employees are on the payroll, you may need to use the arrows on the bottom of the screen to see the remaining employees.



**Salaried Employees:** Salaried employees will automatically populate with their standard hours. There are 2 columns on the timesheet to the right of the “pay rate.” There is the salary field and the FLSA exempt field.

**FLSA Exempt Field:** This field indicates that the employee is an exempt employee and not entitled to overtime pay. If overtime is entered, it will be paid at their regular rate, not time and a half.

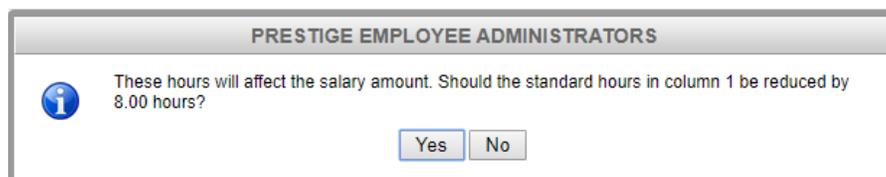
<input type="checkbox"/>	Employee	Name	Pay rate	Salary	FLSA Exempt
<input checked="" type="checkbox"/>	T00738	Anderson, Kellie	36.05	●	●

The top of your timesheet will have your most used pay codes listed. This is where you can record pay such as vacation, sick, PTO as well as Bonus/Commission payments.

FLSA Exempt	REGULAR	OVERTIME	VACATION	SICK PAY	PTO	BONUS	COMMISSION	Detail Hours
●	28.00					500.00		
	50.00	5.00						

\*Columns that are WHITE at the top are codes that calculate amounts, NOT hours (such as the BONUS or COMMISSION column above).

For **salaried exempt** employees, when you add in time off, you will see a popup asking if you would like to reduce hours in column 1.



**Click YES.**

By doing this, the regular hours will reduce from 40 (weekly employees) to 32 and 8 hours would be allocated to SICK (or any other time off column used) leaving the employee with the same 40 regular hours.

Name	Pay rate	Salary	FLSA Exempt	REGULAR	OVERTIME	VACATION
Anderson, Kellie	36.05	●	●	32.00		8.00
Conners, Jane	21.63			50.00	5.00	

**Hourly Employees:** hourly employees will NOT populate with any hours. You will only see their rate listed under the Pay Rate column. Hourly employees must have their hours entered either manually or by import (if this is set up for you and your time and attendance system). They will appear on the timesheet with 0.00 hours.

T00042	Jones, Toby			20.00		12.50
--------	-------------	--	--	-------	--	-------

\*If you come across a salaried employee who is NOT receiving their pay for the pay period for any reason whatsoever, you can zero out their hours on the timesheet. If this happens, please contact your payroll specialist to inform them of the reason the employee is not being paid.

Once all has been entered into the timesheet, click on **FINALIZE** at the bottom of the page. By doing this, payroll will be sent over to your payroll specialist to be able to review and process.

Return

Finalize

Finalize Page