



## **Processing Regular Payroll**

Software Development  
RIMSS Business Systems Technology

Company Confidential

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To begin the payroll process, go to Payroll → New → Payroll. In the payroll list you will find all of the payroll templates that have been set up on your system. In this example, I am going to choose NORMAL BIWEEKLY PAYROLL

FileViewCompanyCustomerNotes ReceivableCRMSuppliersEmployeesPayrollBankingFixed AssetsInventoryServiceWholegoodsLeaseRentalReportsWeb LinksWindowsHelp

RMSG WinNetStarPayroll ListXPAYROLLITEM

Add NewRefresh

Drag a column header here to group by that column

Id	Description	Weekly
1	NORMAL WEEKLY PAYROLL	<input checked="" type="checkbox"/>
2	BONUS AND COMMISSIONS-WEL...	<input checked="" type="checkbox"/>
3	NORMAL BIWEEKLY PAYROLL	<input type="checkbox"/>

NewFindSupport ListsPrint ChecksCreate Direct Deposit FileReset Direct Deposit Check NumbersCreate Pre-Note ACH FilePayroll Employee SetupForm W-2, Wage and Tax Statements

2105 Payroll

Monthly	Monthly	Annually	Last Modified By	Last Modified Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SuperUser	10/16/2012 12:36 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SuperUser	10/26/2012 2:53 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	travisross	3/29/2017 4:19 PM

Enter the Hourly Paid Through Date (the end date of the time slip hours you are paying), the Payroll Period Date (the end of the payroll period), and the Check date, then click “Update Time Slips and Calculate Pay”. This will bring up the employees for this Pay Frequency along with their hours or salary, any adjustments or taxes they have and the current and last period net. If you need to change any of the information for this one payment, double click on the payment record to bring up the payment details.

RIMSS WinNetStar

Payroll List

PAYROLLITEM

Payroll (3)

Time Slip List

Save Save and Close

Description:

NORMAL BIWEEKLY PAYROLL

Pay Frequencies to Include:

☐ Weekly (52)

☐ Monthly (12)

☒ Bi-Weekly (26)

☐ Annually (1)

☐ Semi-Monthly (24)

Hourly Paid Through Date:

3/31/2017

Payroll Period Date:

3/31/2017

Check Date:

3/31/2017

Employee Level:

Level 1 and Level 2 Employees

Locations:

Employees in All Locations

Update Time Slips and Calculate Pay

Update Time Slips Only

Create Payment Documents

Payroll Generation

Payroll Items

☐ Select/Unselect All

From this screen, you can or move hours, enter additional hours or amounts, change deductions and also change some tax information. Once you have the information for this payment correct, click Save and Close

Save and Close   Print Payment Detail   Close

General   **Details**

Add   Recalculate

Employee   Employer   Exemptions and Withholding   Withholding Calculation

### Gross Pay Items

Description	Item Type	Rate	Paid Qty	Timeslip Hours	Pay Type	Amount Per Pay Period	GL Account	Secondary Withholding	Annual PTO Qty Allowed	PTO Carried Forward	YTD Pto Qty Accrued	PTO Accumulation	Disabled	Remaining PTO
> Hourly	Variable	\$23.00	42.00	48.00	RegularHours	\$966.00	ROC-6-105...	False	0.00	0	0		False	0.00
Overtime	Variable	\$34.50	6.00		OvertimeH...	\$207.00	ROC-6-105...	False	0.00	0	0		False	0.00
Vacation	Variable	\$23.00	0.00		PaidTimeOff	\$0.00	ROC-6-023...	False	126.00	0	0	Anniversary	False	92.00
Sick Leave	Variable	\$23.00	0.00		PaidTimeOff	\$0.00	ROC-6-023...	False	42.00	0	0	Calendar	False	42.00
Holiday	Variable	\$23.00	0.00		PaidTimeOff	\$0.00	ROC-6-023...	False	58.80	0	0	Calendar	False	50.30
Other PTO	Variable	\$23.00	0.00		PaidTimeOff	\$0.00	ROC-6-023...	False	0.00	0	0	Calendar	False	0.00
Salary	Fixed	\$0.00	0.00		None	\$0.00	ROC-6-012...	False	0	0	0		False	0.00
Commission	Fixed	\$0.00	0.00		None	\$0.00	ROC-6-002...	False	0	0	0		False	0.00
Hourly (Not...	Variable	\$23.00	0.00		None	\$0.00	ROC-6-105...	False	0.00	0	0		False	0.00
Shift Premium	Variable	\$0.00	0.00		None	\$0.00	ROC-6-105...	False	0	0	0		False	0.00
			48.00	48.00	\$1,173.00									

### Adjustments

Description	Type	Fixed/% Amount	Max Amount Type	Max Amount	Amount Per Pay Period	GL Account	Disabled
> 401K	PctGrossPay	0.00 %	YTD	\$0.00	\$0.00	WIL-1-104...	False
ACCOUNTS...	FixedAmount	\$0.00	YTD	\$0.00	\$0.00	WIL-1-200...	False
APLAC PRE...	FixedAmount	(\$6.12)	YTD	\$0.00	(\$6.12)	ROC-6-023...	False
APLAC APT...	FixedAmount	(\$18.72)	YTD	\$0.00	(\$18.72)	ROC-6-023...	False
CHILD SUP...	FixedAmount	\$0.00	YTD	\$0.00	\$0.00	WIL-1-104...	False
SAVINGS	FixedAmount	\$0.00	YTD	\$0.00	\$0.00	WIL-1-104...	False
HSA	FixedAmount	\$0.00	YTD	\$0.00	\$0.00	WIL-1-104...	False
IDENTITY T...	FixedAmount	(\$5.98)	YTD	\$0.00	(\$5.98)	WIL-1-105...	False
HEALTH IN...	FixedAmount	(\$15.88)	YTD	\$0.00	(\$15.88)	ROC-6-023...	False
TAX GARNI...	PctGrossPay	0.00 %	YTD	\$0.00	\$0.00	WIL-1-104...	False
UNIFORMS	FixedAmount	\$0.00	YTD	\$0.00	\$0.00	ROC-6-023...	False
					(\$46.70)		

### Taxes

Description	Filing Status	Amount Per Pay Period	GL Account	Disabled
> FED WH	Single	(\$118.00)	WIL-2-212...	False
FICA - Emp...	ALL	(\$71.36)	WIL-2-211...	False
MEDICARE ...	ALL	(\$16.69)	WIL-2-211...	False
NC STATE ...	Single	(\$46.00)	WIL-2-212...	False

As you get each employee corrected, click the “Selected” box out to the left of each employee. When all employees you wish to pay have been corrected and selected, click “Create Payment Documents”.

FILEVIEWCompanyCustomerNotes ReceivableCRMSuppliesEmployeesPayrollBankingFixed AssetsInventoryServiceWarehousesLeaseRenalReportsTime ClocksWindowsHelp

RIMSS WinNetStarPayroll ListPAYROLLITEMPayroll (3)Time Slip List

SaveSave and Close

Description:NORMAL BIWEEKLY PAYROLL

Pay Frequencies to Include:

Weekly (52)

Monthly (12)

Bi-Weekly (26)

Semi-Monthly (24)

Hourly Paid Through Date:3/31/2017

Payroll Period Date:3/31/2017

Check Date:3/31/2017

Update Time Slips and Calculate Pay

Update Time Slips Only

Create Payment Documents

Employee Level:Level 1 and Level 2 Employees

Locations:Employees in All Locations

Payroll GenerationPayroll Items

☐ Select/Unselect All

Selected	Location Name	Employee ID	Employee Name	Time Slip Hours	Regular Hours Paid	OT Hours Paid	PTO Hours Paid	Total Hours Paid	Current Pay Period Gross	Payroll Adjustments	Payroll Taxes	Current Pay Period Net	Last Pay Period Net	Net Variance	Last Pay Period Gross	Gross Variance	Last Hours Paid	Hours Paid Variance	
<input checked="" type="checkbox"/>	ROCKY MO...	2919	EMPLOYEE, JOE	48.00	42.00	6.00	0.00	48.00	\$1,173.00	(\$46.70)	(\$252.05)	\$874.25	\$665.85	\$208.40	\$943.00	\$230.00	41.00	7.00	
<input checked="" type="checkbox"/>	ROCKY MO...	2934	EMPLOYEE, JULIE G	0.00	0.00	0.00	0.00	0.00	\$1,230.00	(\$383.22)	(\$244.79)	\$601.99	\$538.99	\$63.00	\$1,230.00	\$0.00	20.00	-20.00	
				2	48.00	42.00	6.00	0.00	48.00	\$2,403.00	(\$429.92)	(\$496.84)	\$1,476.24	\$1,204.84	\$271.40	\$2,173.00	\$230.00	61.00	-13.00

0%

You will receive the following message. Click Yes to create the payment documents. Click No to return to the payment list

FileViewCompanyCustomerNotes ReceivableCRMSuppliersEmployeesPayrollBankingFixed AssetsInventoryServiceWholegoodsLeaseRentalReportsWeb LinksWindowsHelp

RIMSS WinNetStarPayroll ListEmployee ListPayroll (3) X

SaveSave and Close

Description:NORMAL BI-WEEKLY PAYROLL

Pay Frequencies to Include:

Weekly (52)

Monthly (12)

Bi-Weekly (26)

Semi-Monthly (24)

Hourly Paid Through Date:3/31/2017

Payroll Period Date:3/31/2017

Check Date:3/31/2017

Employee Level:Level 1 and Level 2 Employees

Locations:Employees in All Locations

Update Time Slips and Calculate Pay

Update Time Slips Only


Create Payment Documents

Payroll GenerationPayroll Items

☐ Select/Unselect All

Selected	Location Name	Employee ID	Employee Name	Time Slip Hours	Regular Hours Paid	OT Hours Paid	PTO Hours Paid	Total Hours Paid	Current Pay Period Gross	Payroll Adjustments	Payroll Taxes	Current Pay Period Net	Last Pay Period Net	Net Variance	Last Pay Period Gross	Gross Variance	Last Hours Paid	Hours Paid Variance
<input checked="" type="checkbox"/>	ROCKY MO...	2919	EMPLOYEE,...	48.00	42.00	6.00	0	48.00	\$1,173.00	(\$46.70)	(\$252.05)	\$874.25	\$665.85	\$208.40	\$943.00	\$230.00	41.00	7.00
<input checked="" type="checkbox"/>	ROCKY MO...	2934	EMPLOYEE,...	0.00	0.00	0.00	0	0.00	\$1,230.00	(\$303.22)	(\$244.79)	\$601.99	\$328.99	\$63.00	\$1,230.00	\$0.00	20.00	-30.00

Create Payroll Payment Documents

 This will create Payroll Payment documents for the selected Employees. Are you sure you wish to continue?

Yes

No

Once you have created the payment documents, you may have checks, ACH payments or both. First to process the checks, go to Payroll → Print Checks

RIMSS WinNetStar   Payroll List   Employee List   Payroll Checks To Be Printed

Refresh

1. Select the bank account to use:

2. Select the payments you wish to print below: (You have selected 0 Payments for a total of \$0.00)

3. Select the starting Check Number:

4. Print Selected Checks: Last Check Number Used:

☐ Select All

New

Find

Support Lists

**Print Checks**

Create Direct Deposit File

Reset Direct Deposit Check Numbers

Create Pre-Note ACH File

Payroll Employee Setup

Form W-2, Wage and Tax Statements

	Bank Account	Date	Pay To the Order of	Amount	Memo
>	WIL-1-10210-01 (CASH IN BANK (PAYROLL))	3/31/2017	JOE EMPLOYEE	\$874.25	Payroll Period Ending: 3/31/2017

1. Select the bank account the checks are coming out of. 2. Select the payments you wish to print. 3. Enter the starting check number. 4 Click Execute

RIMSS WinNetStar   Payroll List   Employee List   Payroll Checks To Be Printed

Refresh

1. Select the bank account to use:

2. Select the payments you wish to print below: (You have selected 1 Payments for a total of \$874.25)

3. Select the starting Check Number:

4. Print Selected Checks: Last Check Number Used:

☐ Select All

	Bank Account	Date	Pay To the Order of	Amount	Memo
>	<input checked="" type="checkbox"/> WIL-1-10210-01 (CASH IN BANK (PAYROLL))	3/31/2017	JOE EMPLOYEE	\$874.25	Payroll Period Ending: 3/31/2017

The check form will appear on your screen. Select Quick Print to go to your default printer. Select Print to choose a different printer.

3/31/2017

JOE EMPLOYEE 874.25

Eight Hundred Seventy Four and 25/100\*\*\*\*\*

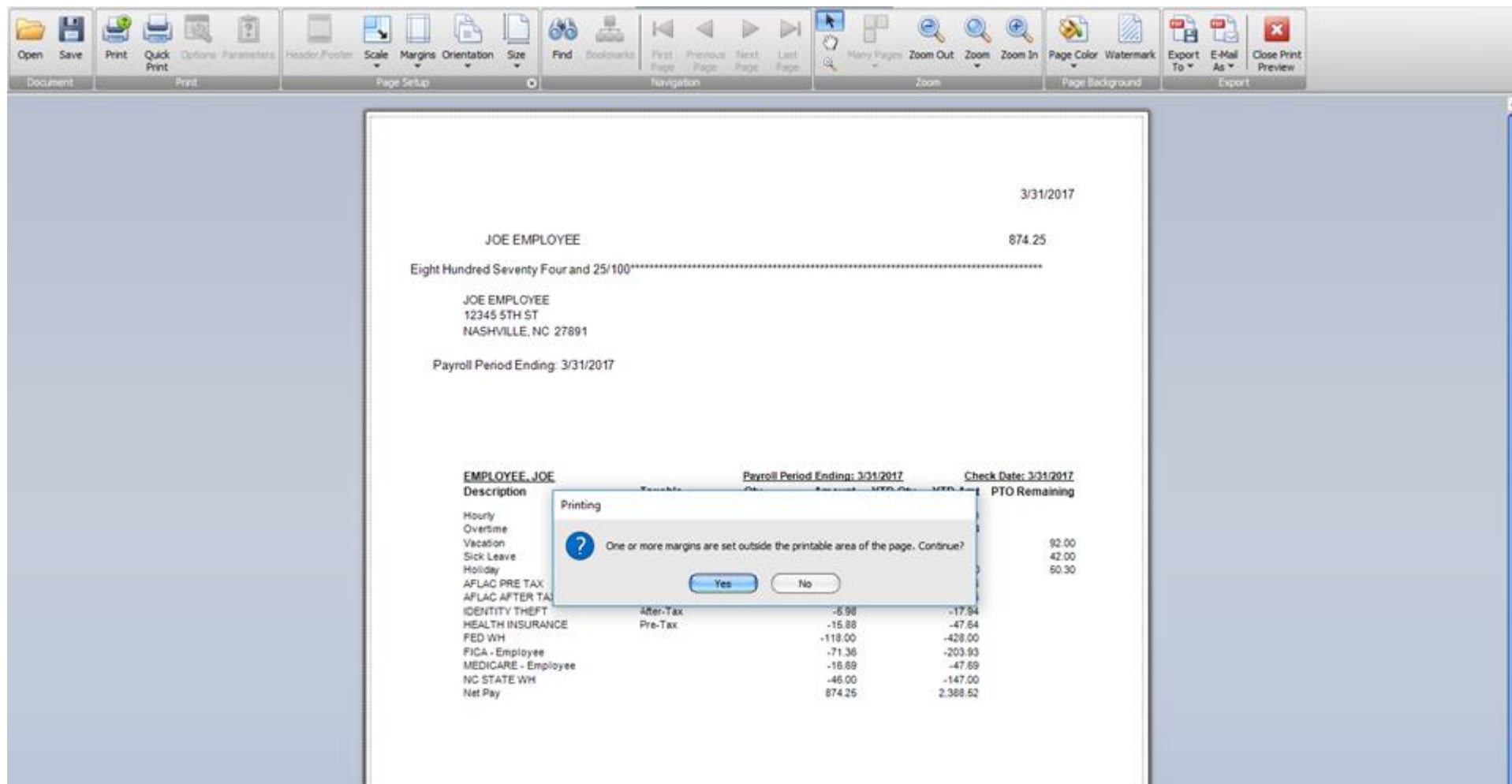
JOE EMPLOYEE  
12345 5TH ST  
NASHVILLE, NC 27891

Payroll Period Ending: 3/31/2017

EMPLOYEE: JOE		Payroll Period Ending: 3/31/2017			Check Date: 3/31/2017	
Description	Taxable	Qty	Amount	YTD Qty	YTD Amt	PTO Remaining
Hourly		42.00	966.00	116.50	2,679.50	
Overtime		6.00	207.00	13.92	480.24	
Vacation						92.00
Sick Leave						42.00
Holiday				8.50	195.50	50.30
AFLAC PRE TAX	Pre-Tax		-6.12		-18.36	
AFLAC AFTER TAX	After-Tax		-18.72		-56.16	
IDENTITY THEFT	After-Tax		-5.98		-17.94	
HEALTH INSURANCE	Pre-Tax		-15.88		-47.64	
FED WH			-118.00		-428.00	
FICA - Employee			-71.36		-203.93	
MEDICARE - Employee			-16.69		-47.69	
NC STATE WH			-48.00		-147.00	
Net Pay			874.25		2,388.52	



You may receive the following message. Click Yes and the checks should print.



Once the checks have printed, click the red X (Close Print Preview) button in the upper right. You will then receive the message below. If the checks printed correctly, click the “Checks Printed Correctly” button. If you need to reprint some or all of the checks, select the checks that need to be reprinted, enter the new check number and click “Reprint Now” button to reprint them or “Reprint Later” to come back into this program later and reprint them.

RIMSS WinNetStar

Payroll List

Employee List

Payroll Checks To Be Printed

Refresh

1. Select the bank account to use:

WIL-1-10210-01 (CASH IN BANK (PAYROLL))

2. Select the payments you wish to print below

(You have selected 1 Payments for a total of \$874.25)

3. Select the starting Check Number:

47432

4. Print Selected Checks

Last Check Number Used: 47432

Execute

☐ Select All

	Bank Account	Date	Pay To the Order of	Amount	Memo
> <input checked="" type="checkbox"/>	WIL-1-10210-01 (CASH IN BANK (PAYROLL))	3/31/2017	JOE EMPLOYEE	\$874.25	Payroll Period Ending: 3/31/2017

Reprint Checks?

If all checks printed correctly, select Checks Printed Correctly

Checks Printed Correctly

If you need to reprint checks, perform the following:

1. Select the checks that need to be reprinted below.

2. Select the starting check number

3. Select one of these print options: Reprint Now Reprint Later

	Check #	Date	Pay To the Order of	Amount
> <input checked="" type="checkbox"/>	47432	3/31/2017	EMPLOYEE, JOE	\$874.25

Once you click Checks Printed Correctly, the checks will clear. You can close this window. Unless you have an ACH batch to create, payroll is complete. You can now go into Reports → Payroll and run any payroll reports you may need to run.

RIMSS WinNetStar

Payroll List

Employee List

Payroll Checks To Be Printed

Refresh

1. Select the bank account to use:

WIL-1-10210-01 (CASH IN BANK (PAYROLL))

2. Select the payments you wish to print below

(You have selected 0 Payments for a total of \$0.00)

3. Select the starting Check Number:

4. Print Selected Checks

Last Check Number Used: 47432

Execute

☐ Select All

	Bank Account	Date	Pay To the Order of	Amount	Memo
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