

Welcome to Processing Payroll 101

Part I: Open Payroll



Before we begin, please locate the following items in the GoTo Webinar panel:

- Handouts
- Questions - Your phones are muted, please use the Question panel to post any questions

Note: Your computer speakers or a headset will be used for the **audio** portion of this webinar. There is no call-in telephone number.

Processing Payroll 101 Part I: Open Payroll

With Lynn Clee and Clay Stauffer

July 20, 2020



Welcome



GoTo Webinar Panel:

- Handout
- Questions (phones are muted)

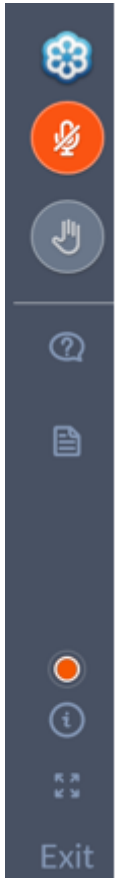
Additional Information:

- Access a recording of today's webinar in approximately 2 weeks at

<https://www.sage.com/en-us/cp/hrmslearningseries/>

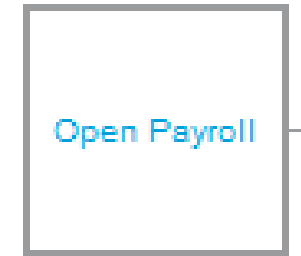
Questions →

Handout →



Objective


- Understand what the Open Payroll Process does
- Identify the uses for the Advanced Options
- Run the Open Payroll task and review the associated report



Let's get started!

Polling Questions

Links and helpful information

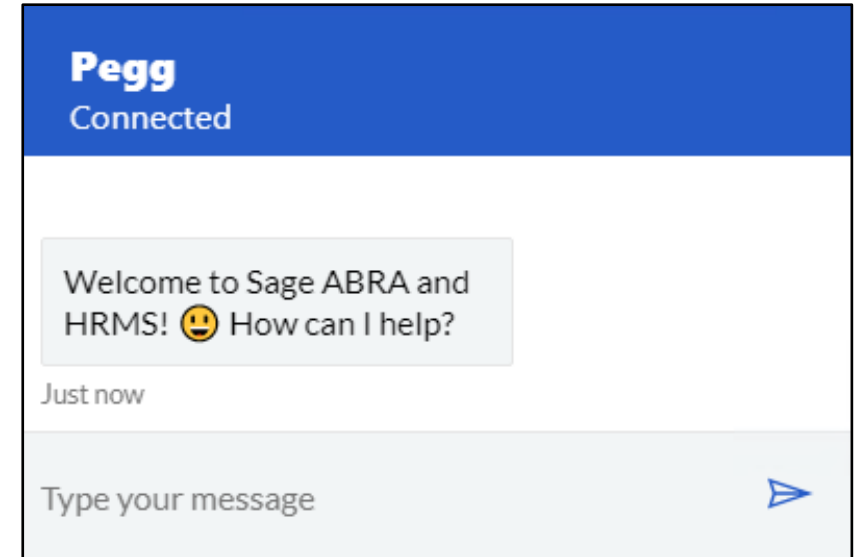
Topic	Description	Link
HRMS Learning Series	Register for live webinars, access on demand recordings and handouts, questions and answers	https://www.sage.com/en-us/cp/hrmslearningseries/
Sage University	Sage University (Training). Helpdesk: Telephone: 1-855-724-3864 Email: SageUniversity@sage.com	https://www.sageu.com/hrms
Grad Caps 	Icon inside Sage HRMS takes you to Sage University to browse for related training.	
10% off	Use discount code HRMSresource when registering for Sage HRMS instructor-led training on Sage University	
Sage City Forums	Access Sage City Forums Training and Announcements, News and Alerts	https://www.sagecity.com/support_communities/sage_hrms/f
Sage City Global Resources	New page in Sage City for Online Support Resources. Explore Sage University, register for the free webinars, access our training forum, view documentation, read product news and alerts, chat with a support representative and more!	https://www.sagecity.com/global-resources

Contacting Sage HRMS Support



The way you contact Sage HRMS Support is getting faster!

- After June 19th, calling HRMS Support is no longer an option
- Open Help Menu and choose “Sage Live Chat”
PEGG ➔ Chat ➔ Schedule a call back



- Bookmark [SageCity.com/Resources](https://www.sagecity.com/resources) for fast access to help anytime

Questions and Answers



With Lynn Clee and Clay Stauffer

A summary of Q&A will be available at:

Sage City HRMS Forum:

www.sagecity.com/support_communities/sage_hrms/

Learning Series Registration Page:

<https://www.sage.com/en-us/cp/hrmslearningseries/>

Upcoming Webinars



Processing Payroll 101 – Part 2: Timecards

When: Join us on **August 11th OR August 20th**, from **10-11 AM Pacific Time | 1-2 PM Eastern Time**.

Who should attend: Anyone that is interested in how to use Timecards in Sage HRMS Payroll.

This webinar will cover:

- ✓ When to create a timecard
- ✓ Reusable timecards
- ✓ Print a separate check using timecards
- ✓ How to pay out an accrual
- ✓ Overrides using a timecard
- ✓ Importance of the period end date
- ✓ Timecard Reports and more!

Suggested Prerequisites: Participants should have a cursory knowledge of Sage HRMS Payroll

[Register now](#)

Other upcoming webinars :

Processing an Open Enrollment in Sage ESS - September 24th | September 28th

Processing Payroll 101 – Part 3: Calculate Payroll through Creating an EFT - October 19th | October 28th

SAP Crystal Reports: Linking Tables (Intermediate Level) - November 17th | November 30th

Processing Payroll 101 – Part 4: Balancing Your Payroll and Making Adjustments - December 21st | January 7th

Generating W-2's using Aatrix - January 12th | January 20th

To register, go to

<https://www.sage.com/en-us/cp/hrmslearningseries/>

Need training? Have questions? Want advice?

- Engage with Sage—online:



Sage University



Sage Knowledgebase



Sage City

Visit www.SageCity.com/Resources to learn more!