

Welcome to Processing Payroll 101

Part 2: Timecards



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 2: Timecards

With Lynn Clee and Clay Stauffer

August 11, 2020



Welcome



GoTo Webinar Panel:

- Handout
- Questions (phones are muted)

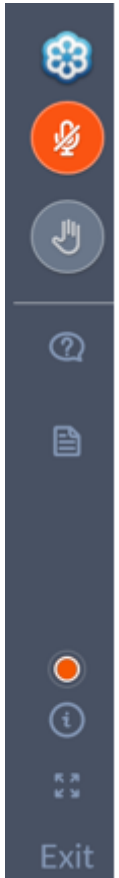
Additional Information:

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

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

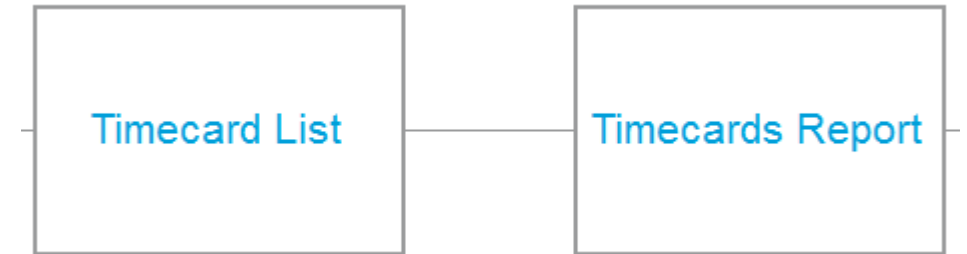
Questions →

Handout →



Objective

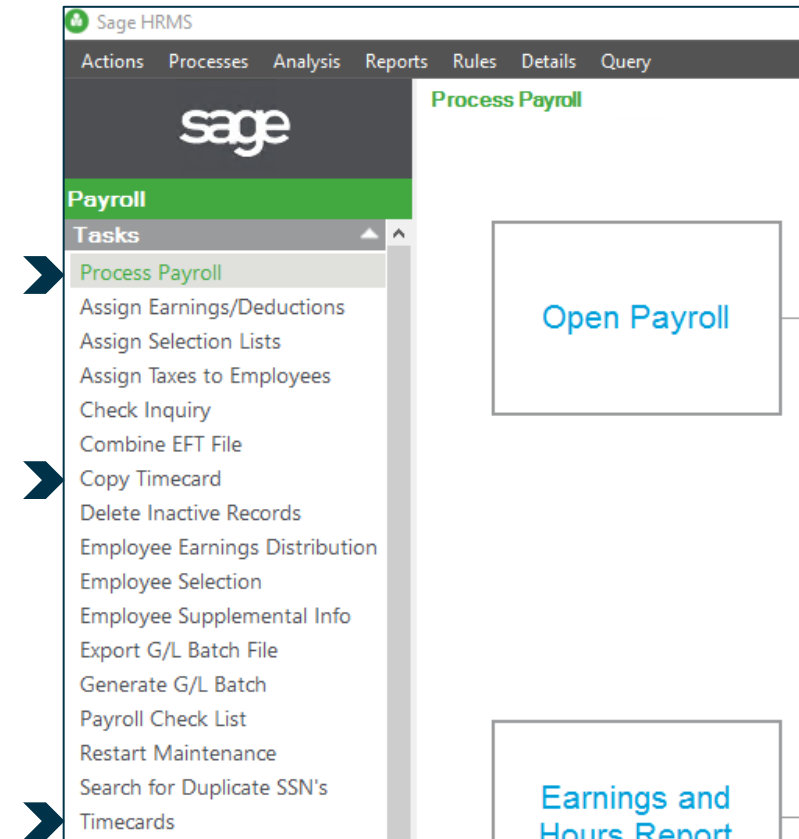
- Purpose of a Timecard
- Creating a Timecard
- Pay accruals, print a separate check
- Discuss overrides
- Run the Timecards Report



Flow of earnings/deductions/taxes




- Codes are added to employees on Employee Payroll
- Import Time
- Distribute Earnings
- Timecards



Polling Questions

Links and helpful information



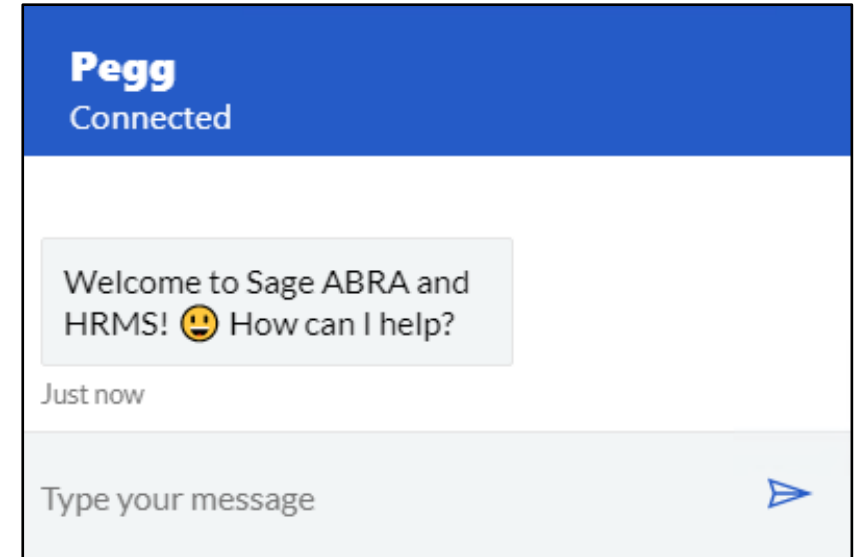
Topic	Description	Link
HRMS Learning Series	Register for live webinars, access on demand recordings and handouts, questions and answers	https://www.sage.com/en-us/cp/hrmslearningseries/
Sage University	Sage University (Training). Helpdesk: Telephone: 1-855-724-3864 Email: SageUniversity@sage.com	https://www.sageu.com/hrms
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 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 an Open Enrollment in Sage ESS

When: Join us on **September 24th** OR **September 28th**, from **10-11 AM Pacific Time** | **1-2 PM Eastern Time**.

Who should attend: Anyone that is interested in learning how to process an Open Enrollment in Sage Employee Self Services (ESS).

This webinar will cover:

- ✓ Process Enrollment
- ✓ Enrollment Notification
- ✓ Approve Enrollment
- ✓ Update Enrollment
- ✓ Enrollment and Provider Details Reports

Note: This webinar does not cover Open Enrollment Setup

Suggested Prerequisites: Participants should have a cursory knowledge of Sage ESS Open Enrollment Setup

Register Now

Other upcoming webinars :

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!