

Welcome to Processing Payroll 101

Part 3: Calculate Payroll through EFT



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 3: Calculating Payroll Through Creating EFT

With Lynn Clee and Robin Wright

October 19, 2020



Welcome



GoTo Webinar Panel:

- Handout
- Questions (phones are muted)

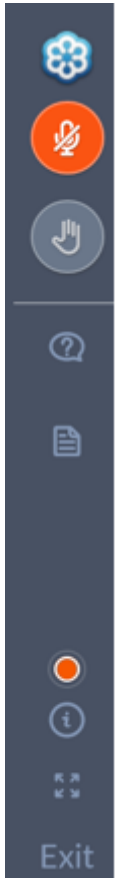
Additional Information:

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

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

Questions →

Handout →



Objectives



You will learn how to:

- ✓ Process payroll for one employee or a group of employees
- ✓ Filter on which earnings/deductions will be processed
- ✓ Associate the setup of earning/deduction frequencies with Calculate Payroll
- ✓ Understand negative checks
- ✓ Process Time Off and what it does
- ✓ Print/Post Checks
- ✓ Create an EFT File
- ✓ Generate General Ledger batch file

Calculate Payroll

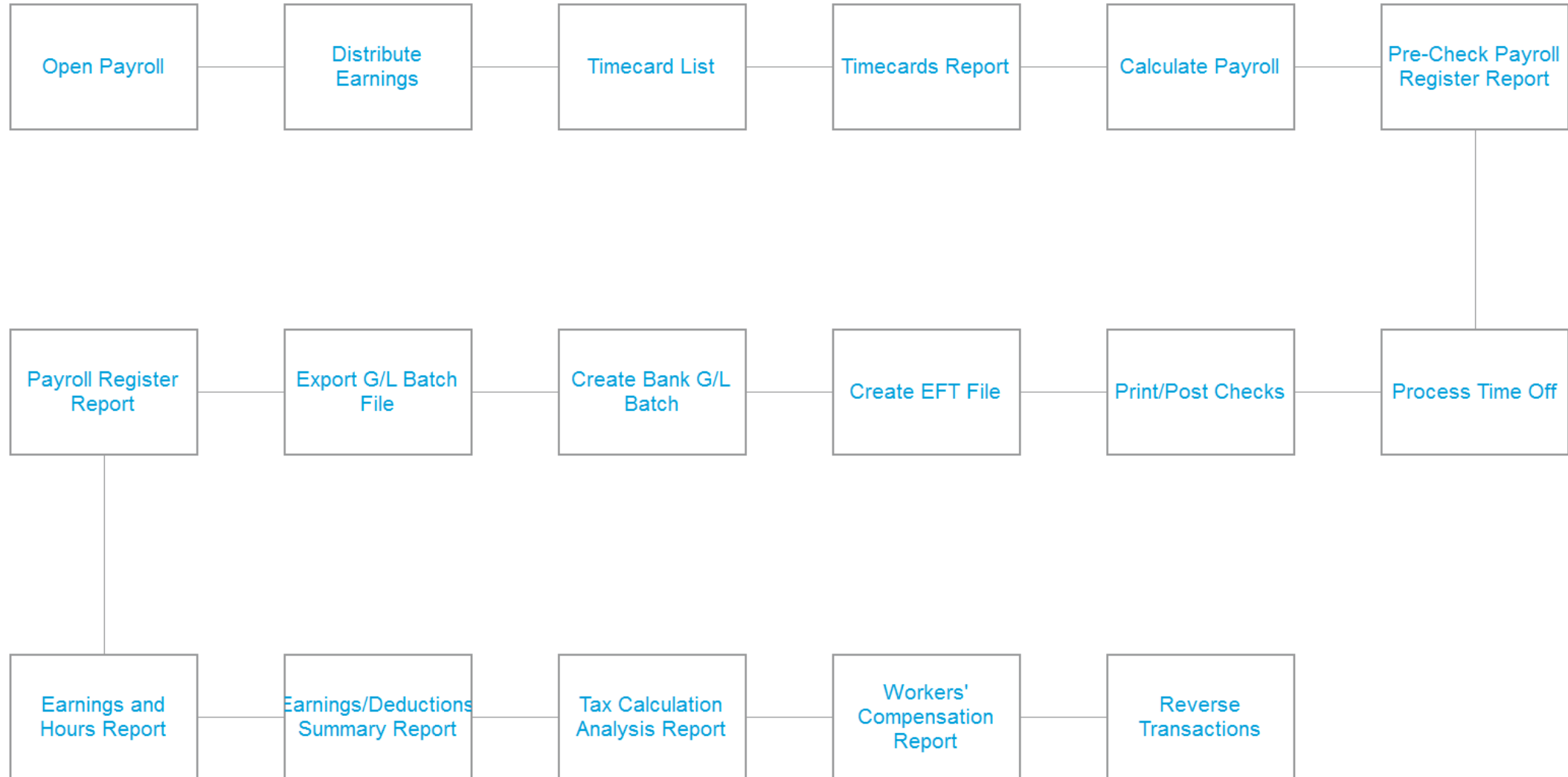
Process Time Off

Print/Post Checks

Create EFT File


Create Bank G/L
Batch

Overview



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

Questions and Answers



With Lynn Clee and Robin Wright

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



SAP Crystal Reports: Linking Tables (Intermediate Level)

When: Join us on **November 17th** OR **November 30th**, from **10-11 AM Pacific Time | 1-2 PM Eastern Time.**

Who should attend: Anyone that has mastered the SAP Crystal Report basics and is wanting to learn about reporting from more than one table. Correctly linking your tables ensures your data is accurately displayed for all tables used in your SAP Crystal Report.

In this webinar, you will learn:

- ✓ How to link tables using the Database Expert
- ✓ What are your Linking Options
- ✓ How join types (Left Outer, Right Outer and Inner) affect the data on your report

Note: November 17th webinar will focus on HR tables and November 30th webinar will focus on US Payroll tables.

Suggested Prerequisites: Participants should have a cursory knowledge of SAP Crystal Reports (Beginner level)

Other upcoming webinars :

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?

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Sage University



Sage Knowledgebase



Sage City

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