

# NEOGOV

## **Process Timesheets to Payroll**

Last revised: 6/27/2023

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## Preface

By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

## Overview

This guide is for customers using NEOGOV for Time and Attendance and Payroll.

You can use NEOGOV to send approved timesheets to payroll processing and payment. Before processing, NEOGOV changes the status of approved timesheets to **Ready for PR**. Afterwards, you can send the timesheets to payroll.

## Processing

Use the **Send Timesheets to Payroll** function on the **Time & Attendance Dashboard** to create a time batch from the timesheet details.

The screenshot displays the 'Time & Attendance Dashboard' interface. It is divided into two main sections: 'Timesheets Summary' and 'Timesheets Processing'.

**Timesheets Summary:** This section includes a dropdown menu for the period 'BI-WEEKLY: 05/14/23 - 05/27/23'. To the right, there are four status indicators: 'Unsubmitted' (1), 'Unapproved' (0), 'Approved' (0), and 'Sent to Payroll' (0). A large yellow circle represents the 'Total' count, which is 1.

**Timesheets Processing:** This section contains two primary actions:
 

- Generate Timesheets:** A button with the description 'Create new timesheets or re-generate existing.' and a right-pointing arrow.
- Send Timesheets to Payroll:** A button with the description 'Create a Payroll batch of timesheets ready to process.' This button is highlighted with a black border in the image.

1. Click **Send Timesheets to Payroll**. The **Send Timesheets to Payroll** modal appears.
2. Complete these fields.

**Send Timesheets to Payroll**
Cancel Process

**\* Payroll**

**\* Pay Period**

**\* From Date**

**\* To Date**

**\* Pay Category**

**\* Create Separate Batch By**

**Only Include Ready for Payroll Status Timesheets**

Yes

No

**Audit**

Yes

No

**Include Open Status Timesheets**

Yes

No

**Trial**

Yes

No

**Create Batch for Each Pay Period**

Yes

No

Field	Description
<b>Payroll</b>	Select the frequency of the payroll.
<b>Pay Period</b>	Select the period for timesheets to include.
<b>From Date / To Date</b>	Dates contain default values after selecting <b>Pay Period</b> .
<b>Pay Category</b>	Select one category (for example, <b>REGULAR PAY</b> or <b>OPEN ENROLLMENT</b> ).
<b>Create Separate Batch By</b>	Determines how batches are set (for example, by <b>Department</b> ).

Field	Description
<b>Only Include Ready for Payroll Status Timesheets</b>	<ul style="list-style-type: none"> <li><b>Yes:</b> only timesheets in <b>Ready for Payroll</b> status are processed.</li> <li><b>No:</b> any timesheet in <b>Ready for Payroll</b> or <b>Submitted</b> status is processed.</li> </ul>
<b>Include Open Status Timesheets</b>	<b>Yes:</b> timesheets in <b>Open</b> status are processed. Use this process if a timesheet in the period was not submitted on time but should be included.
<b>Create Batch for Each Pay Period</b>	<b>Yes:</b> NEOGOV will create individual batches for each pay period.
<b>Audit</b>	<b>Yes:</b> NEOGOV will create a report with additional details. Using this option increases processing time.
<b>Trial</b>	<ul style="list-style-type: none"> <li>Select <b>Yes</b> to run the report for testing and auditing.</li> <li>Select <b>No</b> to run the report and commit the data.</li> </ul>

3. (Optional) Apply any filters to narrow the report selections.

This will include all employees unless filters are added below.

**APPLY FILTERS**

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Employee  Department  Unit  Group

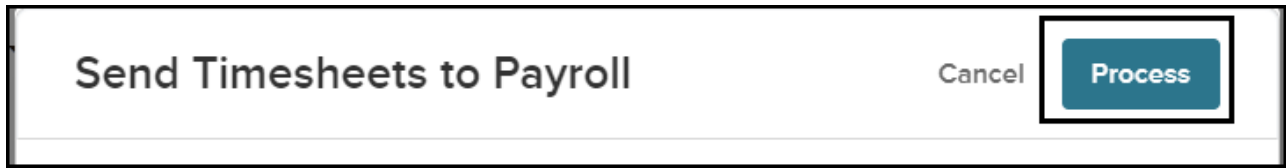
Employee

Remove Filter

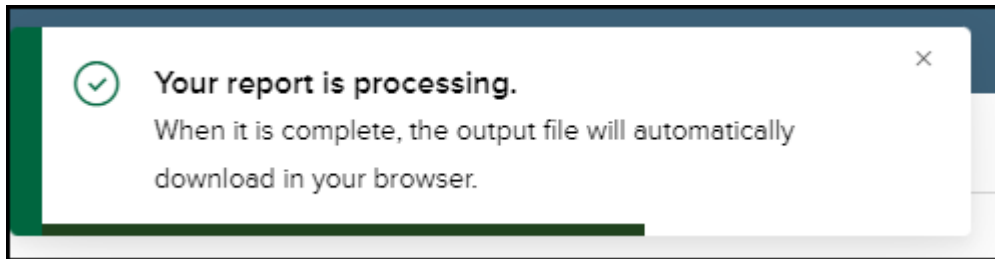
Employee #	Employee Name	
000		

First Previous 1 Next Last
Showing 1-1 of 1 items

4. Click **Process**.



NEOGOV displays a status message.



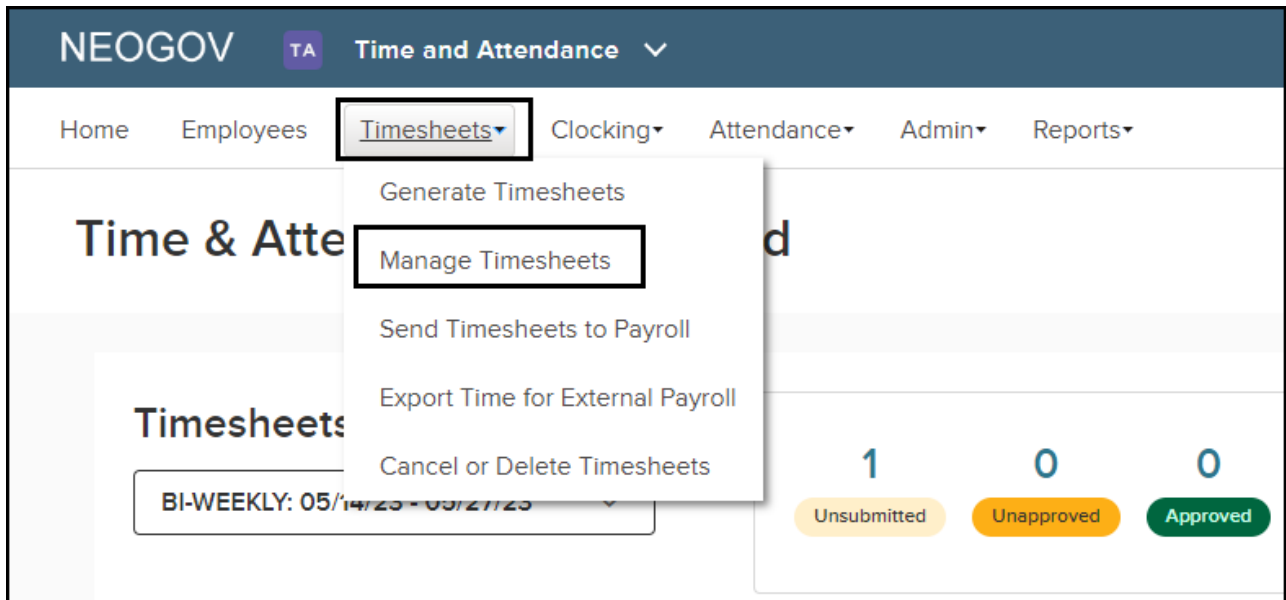
## Results

The **Send Timesheets to Payroll** function creates these critical results.

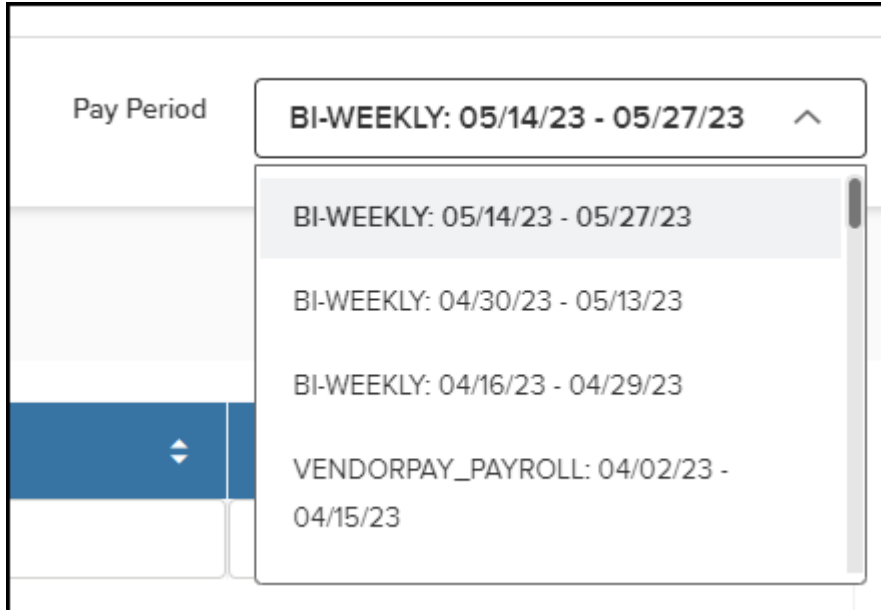
- Move any included timesheets to the **Sent to PR** status.
- Creates a batch for the payroll team to process.

View and maintain the batch on the **Employee Timesheets** screen.

1. Click **Timesheets > Manage Timesheets**.



2. Select the desired **Pay Period**.

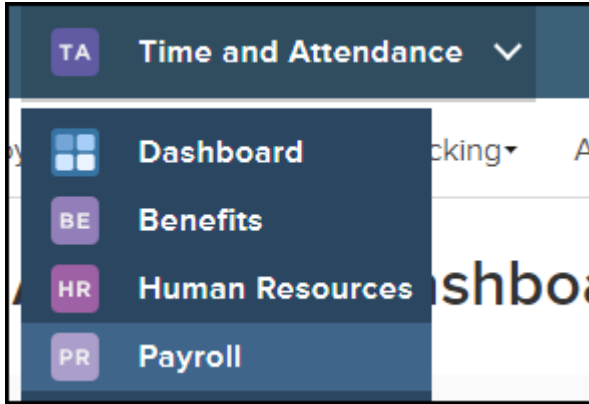


3. Click the **Sent to Payroll** tab to see your timesheet batch.

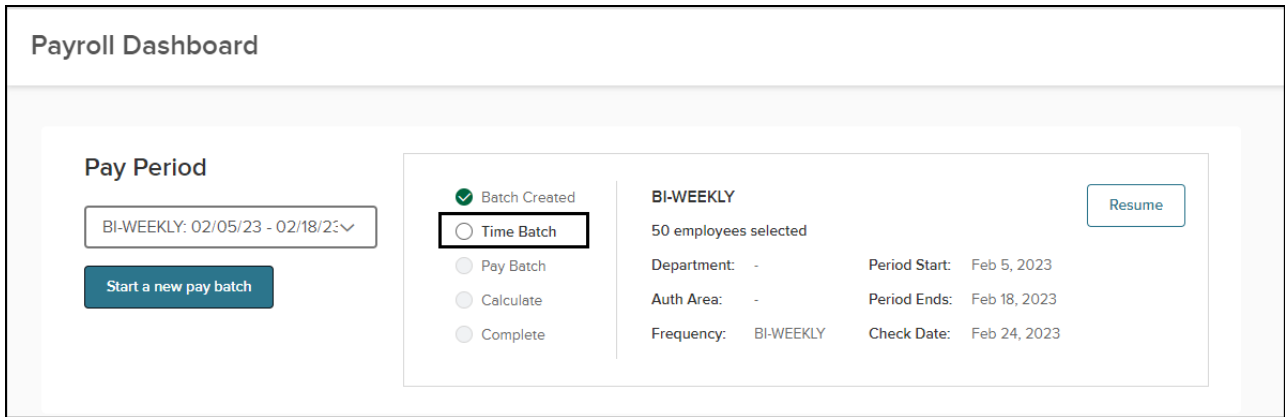
Employee Timesheets						
Unsubmitted (0)		Unapproved (0)		Approved (0)	Sent to Payroll (8)	Show All (8)
Employee Name	Employee #	Timesheet Start Date	Department			
Q Search	Q Search	Q Search	Q Search			
belly belly test	Z48	04/16/2023	ADMIN			
CERA1 CERA TEST	Z47	04/16/2023	ADMIN			



4. To see your batch in the payroll process, select **Payroll** from the product menu.



The **Time Batch** appears in the manage pay tool on the **Payroll Dashboard**.



## Appendix

<b>Version</b>	<b>Description</b>	<b>Date</b>
2	Updated content.	6/27/23
1	Initial release.	3/1/23