



Accounting Processing Payroll in Sage

AC (7.305)
Rev. # 0.1

Date 08/23/2023
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Purpose:

To outline the steps for processing weekly payroll for field employees.

Procedure:

- 1) After weekly time has been imported, then payroll can be processed.
 - A) For more information on importing time, see SOP for importing time to sage.
- 2) Open the payroll module in Sage.
- 3) Click Tasks
 - A) Select Process Payroll.
 - B) Select master, prm file, then click open.
 - C) Click printer set up.
 - i) Print to File
 - ii) OK
 - iii) Start
 - iv) Printouts folder
 - (1) PR Folder
 - v) Save to 1ProcessPayroll file.
 - (1) It is OK to overwrite this each week.
 - D) Open the file once it has processed to make sure all hours are processed.
- 4) Any additional checks should be entered at this point (expense vouchers, allowances, subsistence, bonuses, etc.)
 - A) All additional checks are to be entered as separate checks.
 - i) Click Tasks
 - ii) Enter Checks
 - iii) Select the master, prm file then open.
 - iv) Change the view (hit F4) to equipment view, then OK.
 - v) Hit F4 in the employee box to select the employee that has an additional check.
 - vi) Enter period end date.
 - vii) Change the check sequence to second.
 - (1) If there is more than one additional check, then enter them each separately and keep numbering them (Second, Third, Fourth, etc.)
 - B) Expense vouchers are processed weekly, if any.
 - C) Subsistence (Per Diem – meals) are processed weekly, if any.
 - i) Charged to the job, cost code 010413, pay ID 14.
 - ii) \$60/day
 - D) Truck/Vehicle allowances are processed monthly, on the last Friday check.
 - i) Charge to job, cost code 010416, pay ID 29.
 - ii) \$600/mo.
 - iii) Manually remove 401k from truck allowance check.
 - E) Phone allowances are processed monthly, on the last Friday check.
 - i) Charge to the job, cost code 015140, pay ID 17.
 - ii) \$70/mo
 - F) Bonus checks (sign-on and referral) are paid in 3 separate payments.
 - i) 30 days, 90 days, and 180 days after date of hire
 - ii) Referral bonus is charged to GL 5272, pay ID 23.



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- iii) A sign-on bonus is charged to the job, cost code that employee's time is coded, pay ID 99.
- G) After entering each check, click the Process tab at the bottom.
 - i) Click OK
 - ii) Make sure the DD-Net matches the amount owed.
 - (1) If not, make necessary corrections.
 - iii) Click Accept check.
- H) After all additional checks are entered, click the Finish tab.
 - i) Click Printer Setup
 - ii) Print to File
 - iii) OK
 - iv) Start
 - v) Printouts folder
 - (1) PR Folder
 - vi) Save to the IEntered checks file.
 - (1) It is OK to overwrite each week.
- 5) Next, any other check changes are to be made (rate change, PTO used/earned, benefit changes, salaried job hours, etc.)
 - A) HR will send any pay rate change information along with an effective date.
 - i) Pay rate changes need to be made before any more checks are entered.
 - (1) Go to setup.
 - (a) Employees.
 - (b) Master,prm file, then Open.
 - (c) F4 to select employee.
 - (d) Pays.
 - (i) Find pay ID 1 line and change the pay rate.
 - (ii) Accept Line
 - (iii) Accept Table
 - (iv) Save
 - B) PTO used will be noted in HH2.
 - i) When an employee uses PTO, the hours used are deducted from the payroll for that period to keep PTO balance on check stub up to date.
 - ii) To account for PTO used: (under Tasks, Enter Checks)
 - (1) F4 to select employee check.
 - (2) Enter a new line.
 - (a) Use Pay ID 9
 - (b) (b) Expense account is 5250 for Supt/Asst Supt/PE/APM and 5255 for all other field employees.
 - (c) Enter the number of hours used.
 - (d) No rate or amount of money should be entered.
 - (e) Accept Line
 - (f) Process, OK
 - (g) Accept Check
 - C) PTO is accrued on anniversary date.
 - i) If an employee's anniversary date falls in the current pay period, then earned PTO should be added to update the balance on their check stub.
 - ii) Review how many hours were given and used in the previous year.



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- (1) Up to 40 hours can be rolled over.
- iii) To deduct an employee's PTO used for the year: (under Tasks, Enter Checks)
 - (1) F4 to select the employee.
 - (2) Enter a new line:
 - (a) Use Pay ID 9
 - (b) Expense account 5250 or 5255 (see above)
 - (c) Enter the number of hours used in the previous year as a negative.
 - (i) If the employee rolled over 16 hours last year, then enter -16.
- iv) To renew an employee's earned PTO for the year:
 - (1) Check to see if the employee has any hours to roll over and check the PTO Years of Service table to see how much PTO is earned.
 - (a) Also check to see if the employee rolled over hours in the previous year.
 - (2) If the employee did not roll over any hours the previous year, does not roll over any hours this year, and does not earn extra hours based on the Times of Service table, then nothing needs to be done with PTO earned.
 - (3) If the employee rolled over hours the previous, but doesn't have any hours to roll over this year and doesn't earn extra hours based on time of service: (under Tasks, Enter Checks)
 - (a) F4 to select employee.
 - (b) Enter a new line.
 - (c) Use Pay ID 8.
 - (i) Expense 5250 or 5255 (see above)
 - (ii) Enter the number of hours that were rolled over the previous year as a negative
 1. If the employee rolled over 16 hours last year, then enter -16.
 - (4) If the employee does have roll over hours and/or they earn extra hours based on time of service: (Under Tasks, Enter Checks)
 - (a) F4 to select the employee.
 - (b) Enter a new line:
 - (c) Use Pay ID 8
 - (i) Expense account 5250 or 5255 (see above)
 - (ii) Enter the number of hours being added.
 1. If the employee currently has 72 hours PTO and is rolling over 16 hours, then enter 16.
 2. If the employee currently has 48 hours of PTO and has earned 24 extra hours based on time of service, then enter 24. That will add 24 hours to the 48 hours from the previous year, giving a total of 72 hours based on time of service.
- D) HR will notify of any changes to benefit elections and send support documentation.
 - i) Make any benefit changes before entering/processing any more checks.
 - (1) To add or remove benefits for an employee:
 - (a) Go to setup.
 - (b) Employees.
 - (c) Master, prm file, then open.
 - (d) F4 to select employee.
 - (e) Deducts.



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- (f) Add/Remove or change amounts to any benefits.
 - (g) Accept Line.
 - (h) Accept Table.
 - ii) If an employee is out and doesn't have a check, then benefits/deductions will be doubled each week to make up for the time missed when the employee returns.
 - iii) To double benefits/deductions on an employee's check: (under Tasks, Enter Checks)
 - (1) F4 to select employee.
 - (2) Click process, OK.
 - (3) Go to the deducts section at the bottom.
 - (a) Manually double any benefit or deduction that is necessary.
 - (4) Click Process, OK.
 - (5) Accept Check.
 - E) There are Superintendents, Assistant Superintendents, Project Engineers, and Assistant Project Managers that will submit actual hours worked in HH2, but payroll their checks need to be changed to only 40 hours (due to being salary employees).
 - i) Make notes of whose hours need to be adjusted.
 - ii) Open each employee's check and manually change the hours for each day to 8 hours, M-F for a 40-hour check.
 - iii) Process, OK
 - iv) Click Chk Info and make sure the gross amount is correct and that it is an even dollar amount.
 - (1) If the gross amount is over by a penny:
 - (a) Adjust the pay rate on one of the line items to reduce the amount by 1 penny.
 - (b) Then go to the FWH box at the bottom left of the check.
 - (i) Increase that amount by 1 penny.
 - (c) Process, OK
 - (d) Chk info to see if the gross amount is correct.
 - (e) Accept Check.
- 6) Steps 1-5 will all be entered in the same batch.
- A) Tasks
 - B) Enter Checks
 - C) Master, prm file, then open
 - D) F4 to change the view to standard view.
 - E) Double check that period end date is correct.
 - F) OK
 - G) F4 to select each employee.
 - i) Do this for every employee that has changes/updates.
 - H) Follow the steps above depending on the change/update.
 - I) When all changes/updates have been made, click Finish.
 - i) Save to printer setup.
 - ii) Print to file.
 - iii) OK
 - iv) Start
 - v) Printouts Folder
 - (1) PR Folder
 - vi) Save to 1Entered Checks file.
 - (1) It is OK to overwrite.



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- 7) Next, open another Enter Checks batch to make sure all Superintendents, Assistant Superintendents, Project Engineers, and Assistant Project Managers have the correct Workers Comp. code, 5604.
 - A) Tasks
 - B) Enter Checks
 - C) Master,prn file, then open
 - D) F4 to select standard view, OK.
 - E) Make sure the period end date is correct, OK.
 - F) F4 to select employee.
 - i) Do this for every Superintendent, Assistant Superintendent, Project Engineer, and Assistant Project Managers.
 - ii) If there is a WC code other than 5604 on any line on the check, then it needs to be changed to 5604.
 - iii) If there is a field employee who has time charged to a cost code with a WC code 5604, then it needs to be changed to WC 5403.
 - G) After WC codes have been corrected, click Finish.
 - i) Printer Setup.
 - ii) Print to File.
 - iii) OK
 - iv) Start
 - v) Printout Folder
 - (1) PR Folder.
 - vi) Save as the IEnteredChecks2 file.
 - (1) It is OK to overwrite.
- 8) Once all extra checks and changes are complete, it is time to process payroll.
 - A) Tasks
 - B) Process Payroll
 - C) Master, prn file, then OK
 - D) Check the reprocess checks box.
 - E) Printer Setup
 - F) Print to file.
 - G) OK
 - H) Start
 - I) Printouts folder
 - i) PR Folder.
 - J) Save as the 1process payroll file.
 - i) It is OK to overwrite.