



Online Payroll Client User Guide

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Thank you for choosing Auris!

[Click here](#) to log into your payroll account

The security of your data is important to us! Please reach out to your Payroll Support Team if you have any questions.

Client Security Features

Login Credentials

Please don't share your email address and password. We can set up multiple users on your account for added security.

Reset Password

- Select the *Forgot Your Password* link on the login screen.
- A verification code will then be sent to your email address.
- Enter the code and complete the Multi-Factor Authentication.

Notifications via Email

- *Payroll Submission*: Reminder to process your payroll
- *Payroll Notification*: Notification that a payroll has been processed
- *Direct Deposit Change Notification*: Alert of direct deposit changes

Authorization when Contacting Us

We will ask you to confirm your Client ID, Authorization PIN, and the Last 4 digits of the FEIN to verify identity over the phone.

Accessing the Auris Payroll System | [Click here](#), and log in with your email address and password.

Account Login

Email Address

Password [Forgot your password?](#)

 Show

Log In

Don't have an account? [Register Now](#)

Payroll Links to Bookmark:

Employer/Admin: www.HeartlandPayroll.com

Employee Portal: m.HeartlandCheckView.com

Set Up Your Account | Need to register?

First-time users will receive an email; select the link to begin the one-time registration process.

Follow the on-screen instructions to complete the registration process.

Account Registration

oll.com

*** Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox ***

Welcome to [Select the link] time for you to set up your account.

[Click here](#) to be taken to our Registration form to create your new account!



Add extra security with Multi-Factor Authentication

With multi-factor authentication (MFA), even if someone guesses your password, they won't be able to sign in as you.

Additional details are found in our [Multi-Factor Authentication \(MFA\)](#) article on our Help Center.

Profile Selection | Client users may have access to multiple accounts or user types. If you are ***not prompted*** to select a Profile, you have a single access type and will not need to change between profiles.

Client users may have access to multiple accounts or user types. If you are **not prompted** to select a Profile, you have a single access type and will not need to change between profiles.

 Select a Profile to Log Into

Please find the profile that you want to log into, and click the row to login.

If we are unable to log you into the selected profile, you will be redirected to the login page where you can try again, or contact support.

Client Name	Client Code	Username	Account Type	Last Login Date	
Heartland Denim	DEMODOCS	Helen.Heartland	Client User	08/14/2023 07:32:21 PM	Select →
-	-	Heartland.Multi	Partner User	08/07/2023 02:05:33 PM	Select →

Profiles that have more than one account linked to the username will not have all accounts visible. The following page of **Profile Selection will prompt which account** to access.

This profile, for example, has a **single access type** only to one account.

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We offer **customized access to our system**: single client access, multi-client access, view-only data, payroll entry only, or reports only access. Contact your Payroll Support Team to discuss user access types and restrictions.

Dashboard | Upcoming processing information, announcements, important dates, and links to helpful payroll information are found here.

Dashboard

Client

Employees

Payroll

Reports

HR Solutions

Dashboard

Welcome Ryder Representative 555-800-5511

Processing Information

Pay Group	WEEKLY
Frequency	Weekly
Due In Date	06/21
Check Date	06/23
Period Begin	06/12
Period End	06/18
View Schedule	
Run Type	

Announcements (1)

Keep an eye out here for announcements!

Bank Holidays

2 bank holidays in next 30 days ... [more](#)

Anniversaries

3 employees are celebrating their anniversary in next 30 days ... [more](#)

Birthdays

3 employees are celebrating their birthdays in next 30 days ... [more](#)

Notes

Account Representatives

Sales: [Sales Representative Contact Name](#)

WEEKLY Rep: [Payroll Specialist Contact Name](#)

Links

The following Link will help you to:

Order Check Stock/Envelopes

View Payroll Related Forms

Access Payroll Related External Sites

To ensure timely direct deposits and delivery of your payroll package, please process by 3:00 pm in your time zone on the **Due In Date (Run Date).**

Select to view your **processing schedule**. Contact your Payroll Support Team to make schedule changes.

The contact information for your Payroll Support Team can be found here by **selecting the name**.

Links: Order check stock and envelopes, access payroll forms, and websites such as IRS.gov.

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Employees | Manage existing employees, add new employees, and modify employee profiles.

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Tools

Employee Management

Employee Search

Employee Quick Hire

Employee Wizard

Filter Employees

Pay Group

All

All

Employee Status

Active

Employee Type

All

Apply Filter

Reset Filter

Employee #	First Name	Middle Name	Last Name ^	Pay Group	SSN	Status	Division	Department
105	Aaron		Assistant	WEEKLY	XXX-XX-6674	Active	1000 - OPERATIONS	301 - EMPLOYEE
101	Alex				XXX-XX-6670	Active	1000 - OPERATIONS	301 - EMPLOYEE
109	Bentley				XXX-XX-6678	Active	1000 - OPERATIONS	101 - MANAGER
108	Clark		Clerk	WEEKLY	XXX-XX-6677	Active	1000 - OPERATIONS	301 - EMPLOYEE
116	Casper		Coworker	WEEKLY	XXX-XX-6686	Active	2000 - SALES	301 - EMPLOYEE
121	Dylan		Deduction	WEEKLY	XXX-XX-6691	Active	1000 - OPERATIONS	301 - EMPLOYEE
120	Easton		Earning	WEEKLY				301 - EMPLOYEE
112	Ella		Employee	WEEKLY				301 - EMPLOYEE
107	Helen		Heartland	WEEKLY	XXX-XX-6676	Active	2000 - SALES	201 - SUPERVISOR
102	Isaac		Instructor	WEEKLY	XXX-XX-6671	Active	1000 - OPERATIONS	301 - EMPLOYEE

To add a new employee, select either the **Employee Quick Hire** or **Employee Wizard**.

By default, **Active** employees are displayed. To see all employees, change the Employee Status to **All** and select the **Apply Filter** button.

Employee Search allows you to quickly search for an employee.

Filter Employees allows you to change the employee list view by selecting options from the dropdown(s) and selecting **Apply Filter**.

Select the **column heading** to sort your employee list by that heading.

To make updates to an employee, select **the line item** with their details to pull up their profile.

Employee Quick Hire |

The quickest way to add employees. The required fields are marked with a **red asterisk***.
Reach out to your Payroll Support Team for assistance with any fields.

Add New Employee

^ Employment Information

Employee Number *	123	Employment Category *	Full Time
Status *	Active	TimeClock ID	
Hire Date *	06/16/2023	Include In New Hire Report	☒
Adjusted Service Date	MM/DD/YYYY		

The **Hire Date** defaults to the current date. Update this to the actual date the employee began working for your company.

General

First Name *		Work Email Address	
Middle Name		Suppress Pay Stub Email Alert	☐
Last Name *		Enable Self-Service Access	☐
Gender		Address Line 1	
ID Type	SSN	Address Line 2	
SSN		Zip Code *	
Verify SSN	☐	City	
Birth Date	MM/DD/YYYY	State	

Social Security Number (SSN) is a requirement of the IRS and state tax agencies for wage reporting.

Self-Service is a free option allowing your employees to set up an account to view and print their own pay stubs.

Enter the employee's email address and toggle the **Enable Self-Service Access** option to **Yes**.

Once saved, the system sends an email to the employee to finalize the setup.

If no email address is available at the time of hire, this option can be activated at a later date.

Employee Quick Hire | Continued

The quickest way to add employees. The required fields are marked with a **red asterisk***.
Reach out to your Payroll Support Team for assistance with any field.

Pay Information

Pay Group *		Per Pay Salary	
Pay Type *		Hourly Rate	
Frequency *		Rate 2	
Normal Hours	(i.e.86.67)	Rate 3	
Annual Salary			

Annual Salary, Per Pay Salary, and Hourly Rate are associated items. Entering data in one field will update the two corresponding fields.

Org & Labor Fields

Organization Fields

Division

Department

Accrual Plans

SICK

Certain entry fields will only be visible if your organization utilizes them.
Division, Department, and Accruals can all be added to your account at any time.

Federal Income Tax

Filing Status

Multiple Jobs ☐

Dependents (\$)

Other Income (\$)

Deductions (\$)

Add'l Withholding (\$)

Block Tax ☐

If the **Federal Income Tax** section is left blank, the default Filing Status will be **Single or Married Filing Separately**.

These fields reflect new 2020 Form W-4. If no entry is made, the default value will be single filer with no adjustments

Existing employees hired prior to 2020 could have withholding elections that predate the 2020 Tax Table changes. If hired before 2020 they are allowed to keep their pre-2020 elections.

Provide employees with a current year W-4 to ensure they are filing with the updated tax tables.

Employee Quick Hire | Continued

The quickest way to add employees. The required fields are marked with a **red asterisk***.
Reach out to your Payroll Support Team for assistance with any field.

^ State/City Income Tax (Work)

Work Location *

City Income Tax (Work)

Tax Description: No city income tax for current work location
(Other local/county taxes may apply)

^ State/City Income Tax (Residence)

Residence Location:

Geocode *

State Income Tax (Residence)

Tax Description:

Filing Status

Exemptions

Block Tax ☐

Addl Withholding

Addl Exemptions

Exemption Amount \$

Alternate Calculation

Select where the employee will be working to set up the **work location side of their taxation.**

If the work and resident states are the same, their withholding will be set up under **Residence.**

The Geocode field **auto-populates** based on the **zip code** entered for the employee's address. *Do not edit this field.*

Once the Work Location and Zip Code fields are completed the **State Residence will update** with the applicable tax information.

State withholding rules vary. This section updates based on the state selected.

^ Tax Location

School District

^ Tax Exemption

Status Type

The system updates options for **Local Taxes** based on the **resident zip code** or **work location.**

Verify all **local** and **school district taxes** for accuracy **before saving.** Reach out to your Payroll Support Team if you have questions.

^ Direct Deposits

Add Direct Deposit

Status	Account Type	Sequence	Amount	Percent	Routing Number	Account Number	Description

0/90/200/30

Additional details for Employee Direct Deposit can be found in the **Banking** section.

Add the employee to your account by selecting **Save.**

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Summary | Provides a snapshot of employee information. You can edit this information by selecting the applicable pencil icon.

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Employee Quick Hire

Employee Wizard

Delete Employee

Winston Worker

Summary

Hire Information

Demographics

Banking

Organization

Employee Name & Address

Edit

Name: Winston Worker

Address 1: 96 Opposite Street

City: NEBRASKA CITY

State: NE

Zip Code: 68410

Tax Information

Edit

Fed Filing Status: Single or Married Filing Separately

State Filing Status: Single

Fed Dependents: 500

State Exemptions: 1

Work Location: NEBRASKA CITY, NE

Res Location: NE1310250

Employment Information

Edit

Legal Company:

Employee#:

Status: Active

Hire Date: 11/01/2021

Adjusted Service Date:

Employment Category: Full Time

Job Information

Edit

Effective Date:

Job Code:

Personal Information

SSN: XXX-XX-6680

Birth Date: 05/01/1991

Pay Information

Edit

Pay Group: WEEKLY

Pay Type: Hourly

The menu options are listed alphabetically on the left.

These tabs change based on the menu option selected on the left.

Employees with pay history **cannot be deleted**, they will need to be made **Inactive** or **Terminated**.

Select the **Pencil (Edit)** icon in a section to make updates.

For the security and protection of your account, Social Security Numbers are **masked by default**. Your user role determines if you are able to unmask.

Hire Information | Change an employee's status, terminate an employee, and update an employee's Self-Service access.

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Winston Worker

Summary

Hire Information

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Banking

Organization

Employment Information

Hire Date *

11/01/2021

Adjusted Service Date

MM/DD/YYYY

Employee # *

111

Employment Category

Full Time

Timeclock Id

Include in Next New Hire Report

No

Status *

Active

Other Employee Information

SSN:

SSN Verification Status:

Work Email Address

Suppress Pay Stub Email Alert

No

Enable Self-Service Access

No

I9 Completed?

No

Edit I9 Settings

Save

Cancel

Terminate Employee

Self-Service is a free option allowing your employees to set up an account to view and print their own pay stubs and tax forms.

Enter the employee's email address and make sure the **Enable Self-Service Access** option is toggled to **Yes**.

Once saved, the system will send an email to the employee to finalize the setup.

Change an employee's status from **Active** to **Inactive** and vice versa.

To **Terminate** an employee, select to bring up the termination window.

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Terminations | This screen is used to terminate an employee. A termination reason will need to be selected in order to save.

The Termination date defaults to the current date. Always update with the **actual last date of employment**.

Salary employees will still be paid if the termination date falls within the pay period being processed. Override the salary amount in Time Entry if an adjusted amount should be paid for an employee's final check.

Termination Setting

Termination Date: 06/15

Termination Reason: Relocation

Termination Type:

Eligible for Rehire: ☐

Termination Report:

Direct Deposits: ☐ Inactivate all direct deposit accounts

Benefits Plans

All Stop Dates can be updated below

Benefit plans	Cobra Eligible	Stop Date
401(k)	false	06/15

Ensure all Employee Benefits are updated with any 3rd Party Providers, with the **same Termination Date** across all systems.

Save Cancel

Demographics | Edit the employee's name, address, personal and EEO information.

Dashboard Client Employees

Employee 21 of 21 View List Employee Search Employee Quick Hire Employee Wizard Delete Employee

Winston Worker

Summary Hire Information Demographics Banking Organization

Additional Information ▲

EEO

Vietnam Veteran ☐

Service Medal Veteran ☐

Other Protected Veteran ☐

Disabled Veteran ☐

Disability

Ethnic Origin

Military Status

Active Duty Separation

Save Cancel

Under *Demographics*, scroll down and select **Additional Information** to expand the screen to add EEO and Veteran information.

Make sure to select **Save** when making any changes at the employee level.

Did you know we offer HR Services, Time and Attendance, and many more **HCM Products**?

EEO and Veteran status would associate with your **Work Opportunity Tax Credit (WOTC)**. Contact your Payroll Sales Team to discuss what HCM Products would **help make your job easier**.

Banking

Add or edit an employee's direct deposit information. For complete details see the *Employee Direct Deposit Job Aid* found on your *Dashboard* → *Links* → *View Payroll Related Forms*.

Is **Self-Service** enabled on your account?
Contact your Payroll Support Team to
activate Enhanced Self-Service.

Employees can update their personal data,
banking info, and tax filing themselves.
Employers can even make the change
automatic or have a payroll approver review.

For security, the account number is **masked by default**.

Your user role determines if you are able to unmask.
Toggle the slider to **Yes** to view the full account number.

Edit Bank Account

Status: Active

Account Type: Checking

Routing Number: 111900659

Bank Name: WELLS FARGO BANK

Account Number: XXXXX0000

Sequence: Remaining Net

Amount:

Update Account Number:

Verify Account Number:

Save Cancel

Routing Number: 9 digits in length. Routing numbers that start with 5 are internal to the bank and will not work for direct deposit.

Security Features: Any time direct deposit information is added or changed for an employee, an email notification is sent out to notify you of direct deposit changes. An employee direct deposit change log is also available to review changes before processing payroll.

An employee can have **up to 9 bank accounts** set up for direct deposit purposes.

Status

Active: Sends funds via direct deposit to the account without verifying account information. We recommend using *Prenote* status for all new direct deposit accounts.

Prenote (Recommended): Sends a test file to the bank to verify the account is valid; the employee will receive a live check until verified. This can take up to 1-2 payroll cycles.

Inactive: No deposit will be made to the account until the status is changed.

Account Type

Checking, Prepaid Card or Savings: Account type on employee bank documentation.

Sequence

1, 2, 3 (Numbers): Used for partial direct deposits. Sequence by order of importance. One being first, see below. Can be an *Amount* or *Percentage*.

Example: Partial 1 or Sequence 1 - \$50.00 to Savings & Sequence Remaining Net to Checking

Remaining Net: One direct deposit account for the entire net pay or the last account to receive the remaining net pay after partial direct deposits.

Accruals

View or override accrual plan amounts for an employee. Any change to the plan as a whole should be communicated to your Payroll Support Team. If you are not currently tracking accruals through payroll, you will not see any information on this screen.

If you have multiple plans, selecting the **Add Accrual Plan** button will allow you to add another accrual plan to the employee.

Update Balance allows you to **manually update** the selected employee's balance if needed.

The updated balance replaces the *Current Balance* when the **next payroll processes**. Then, any hours taken and/or hours accrued are factored in if applicable.

Add Accrual Plan

Service Date: 04/10/2017 Length of service: 6 Years, 2 Months (74 Months)

Accrual Category: SICK

Plan Name: Full-Time Sick Employee

Plan Schedule:

Current Balance:

Update Balance

Plan Values

Rate:

Balance Limit: 96.000000

Carryover Limit: Unlimited

Status

Active

Save

Cancel

EE Overrides

EE (Employee) Overrides: Used for employees who don't follow the normal plan rules. Any updates to an employee with overrides must be done manually on this screen.

If an employee accrual rate increases based on years of service, the **EE Overrides** need to be updated when employee values should change.

Pay Rate | Update employee pay information.

Always select **Add Pay Rate** to **enter a new pay rate for your employee** and create a pay rate history. Using **Edit** will not create a history and should only be used for corrections.

Add Pay Rate

Record Type *	Current Change	Normal Hours *	40
Effective Date *	06/12	Annual Salary:	\$94,900.00
Change Reason		*As of 04/10/2017	
Pay Type *	Salary	Percent Increase	3
Pay Group *	WEEKLY	Annual Salary	97746.9
Frequency *	Weekly	Per Pay Salary	1879.75
		Hourly Rate	46.9937
Create 'Change in Normal Hours' Life Event Record ☐			

Enter an amount in any one of these fields and the other fields will **auto-calculate** based upon your first entry.

Recurring Earnings | Add new earnings and update existing ones. One-time earnings should be entered in the Payroll section.

To add a new earning, select the **Add Earning** button. Then, enter the information into the *Add Earning* window.

Add Earning

You **do not need to enter** a start or stop date if the earning should start immediately and continue on a recurring basis.

If you would like the earning to start and/or stop on a specific payroll, enter a date **within the pay period for that payroll run**.

Add Earning

Pay Item *

Phone Reimburse

Choose the **earning** you would like to add from the dropdown.

Reference Number

0/100

Default Schedule:

Schedule Override

Start Date

MM/DD/YYYY

Stop Date

MM/DD/YYYY

Amount

Rate

Save

Cancel

Select the **Pencil icon** to update or disable an existing earning.

Actions

Schedule Override Example:

Employees are typically reimbursed for personal use of their cell phone each pay period, but the executive team has asked to be reimbursed once a month.

Select Phone Reimbursement, override the schedule to 1st pay of month, and enter the specific dollar amount in the amount field. Repeat for the other executives.

This will automatically provide the employee payment only on the 1st payroll of the month.

Recurring Deductions

Add new and update existing deductions such as medical insurance or retirement. One-Time deductions should be entered in the payroll grid. *Send any Garnishment Orders to your Payroll Support Team for entry.*

To add a new deduction, select the **Add Deduction** button. Then, enter the information into the **Add Deduction** window.

Choose the **deduction** you would like to add from the dropdown.

Depending on the deduction type, you can enter either an **Amount** or **Percent**.

You **do not need to enter** a start or stop date if the deduction should start immediately and continue on a recurring basis.

If you would like the deduction to start and/or stop on a specific payroll, enter a date **within the pay period for that payroll run**.

Select the **Pencil icon** to update or disable an existing deduction.

Taxes | View and edit the tax information for an employee; select tab (Federal, State, etc.) to view the various taxes.

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Federal Income Tax

Post 2020

Filing Status

Single or Married Filing Separately

Multiple Jobs

Dependents (\$)

Other Income (\$)

Deductions (\$)

Add'l Withholding (\$)

Block Tax

0

Update the appropriate field(s) and select **Save**.

Is **Self-Service** enabled on your account?
Contact your Payroll Support Team to **activate Enhanced Self-Service**.

Employees can update their personal data, banking info, and **tax filing** themselves.
Employers can even make the change automatic or have a payroll approver review.

Schedule | View dates and any notes for your upcoming payroll. *If changes need to be made, reach out to your Payroll Support Team.*

Dashboard

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Schedule

Time Entry

Time Card Import

Process Payroll

Payroll Settings

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HR Solutions

Current Payroll

Client Notes for Payroll Processors

Note Type	Note	Note Priority ^	Effective Date	Expiration Date
Communication to Client	Forward your Texas Unemployment ID once received.	Medium	06/15	

By Pay Group: WEEKLY

Check Type: Regular Payroll

Run Date: 06/21

Pay Date: 06/23

Pay Period: 06/12 to 06/18

Blocked Services

No Data

Blocked Deductions

No Data

Optional Services

Pre-Note All

Blocked Earnings/Memos

No Data

Go To Time Entry

Preview Payroll Timesheet

View Time Import Spreadsheet

Notes specific to your account. Review to ensure you do not miss important information.

Navigate to the **Time Entry** and begin entering your payroll, or use the **Time Entry** menu option on the left.

Download a **PDF** or **Excel file** of your Time Entry Grid that includes the active employee roster.

Time Entry Grid

Enter the payroll information for all employees. Changes made in the Time Entry Grid are for the current payroll. Permanent changes need to be made in the employee's profile.

Employees

Payroll

Schedule

Time Entry

Time Card Import

Process Payroll

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Time Entry Grid

Pay Group: Bi-Weekly

Check Type: Regular [Change Check Type](#)

Template: Regular [Change Template](#)

Default Sort: Employee Name

[Click here](#) to view this client's critical note(s).

Pay Date: 09/15

Pay Period: 08/28 to 09/10

Filter Employees

Regular Time Entry

Full Screen

Select **Full Screen** for a larger Time Entry Grid.

Fields can be **Hour (Earn Hrs)** or **Dollar (Earn \$)** format. Ensure your entry matches the earning type being used.

Expand All

Time Entry Totals

Show/Hide Totals

Shortcut Keys

Viewing 1 - 24 of 24 records

NAME	ITE	SALARY/RATE	BLOCK	TOTAL HRS		Department	REGULAR (Earn Hrs)	OVERTIME (Earn Hrs)	SALARY (Earn \$)	SICK (Earn Hrs)	BONUS (Earn \$)	COMMISSION (Earn \$)
Deduction, Dylan		Salary: 2,500.00	☐	0.00								
Earning, Easton		Salary: 1,500.00	☐	8.00						8.00		
Ella		Salary: 1,000.00	☒	0.00								
Garrett		Rate: 20.0000	☐	80.00			80.00				150.00	
Hanson		Rate: 25.0000		80.00			80.00					175.00
Hazel				0.00			80.00	5.00				
						101 - Ma...	20.00					
						301 - E...	60.00	5.00				
Helen		Rate: 18.0000	☐	82.00			80.00	2.00				
Isaac		Rate: 22.5000		64.00			64.00					

links that
the profile,
ages can

The **Paper icon** is a shortcut
to *Individual Time Entry* for that
employee.

2

The names are **hyperlinks** that take you to the employee profile, where permanent changes can be made.

The **Paper icon** is a shortcut to **Individual Time Entry** for that employee.

Time Entry Grid | Full Screen

Changes made in the Time Entry Grid are for the current payroll. Permanent changes need to be made in the employee's profile. **Important:** Salary checks are automatically generated. For details to block or override, see below.

Regular Time Entry
Exit Full Screen

Continue to the **next step in processing** by selecting **Time Entry Totals**.

Expand All
Time Entry Totals
Show/Hide Totals
Shortcut Keys

NAME	ITE	SALARY/RATE	BLOCK	TOTAL HRS		Department	REGULAR (Earn Hrs)	OVERTIME (Earn Hrs)	SALARY (Earn \$)	SICK (Earn Hrs)	BONUS (Earn \$)	COMMISSION (Earn \$)
Assistant, Aaron		Salary: 2,070.00	☒	0.00	+				2,100.00			
Associate, Alex		Salary: 1,500.00	☐									
Business, Bentley		Salary: 1,100.00	☐							10.00		
Clerk, Clark		Salary: 1,200.00	☐	0.00	+							
Coworker, Casper		Salary: 1,825.00	☐	0.00	+							
Deduction, Dylan		Salary: 2,500.00	☐	0.00	+							
Earning, Easton		Salary: 1,500.00	☐	8.00	+					8.00		
Employee, Ella		Salary: 1,000.00	☒	0.00	+							
Garnishment, Garrett		Rate: 20.0000	☐	80.00	+		80.00				50.00	
Heartland, Hanson		Rate: 25.0000	☐	80.00	+		80.00					175.00
Heartland, Hazel		Rate: 25.0000	☐	85.00	+		80.00					
						101 - Ma...	60.00					
						301 - E...	20.00					
Heartland, Helen		Rate: 18.0000	☐	82.00	+		80.00					
Instructor				80.00	+		80.00					
							64.00					
							16.00					
Laborer, Lucas		Rate: 11.0000	☐	80.00	+		80.00					

To override a salary, block the normal salary with a checkmark and enter the desired amount for this payroll in the **Salary (\$)** field.

The field **turns yellow** indicating the pay rate has been overridden.

Select the **paperclip** next to the **hours entered** to change the pay rate by choosing an alternate pay rate or typing a pay rate into the blank box.

Select the **Green plus** to **add another line** for an employee. Use this when allocating wages or paying alternate rates.

- No Override Rate
- \$20.0000 - Manager Rate
- \$15.0000 - Weekend Rate
- \$17.5000 - Painter Rate
- Enter a One-Time Rate

Individual Time Entry | Enter payroll one employee at a time with detailed options such as the ability to issue an additional check.

\$ Payroll ^

Schedule

Time Entry

Time Card Import

Process Payroll

Payroll Settings

Reports v

HR Solutions v

Winston Worker

Employee Checks

Add Check Refresh

Check Type

Pay Frequency

Total Hours

Total Earnings

Options

Actions

Regular Check32.000.00Change

Details for Check Type - Regular Check

Template: Regular Change Template

Time Entry Totals Clear Transaction

Collapse All

Accrual Balances

State/Local Override

Block Direct Deposit

Shortcut Keys

Earning	Rates & Scheduled Pay	Block	+/-	Hours	Dollars	Override Rate
Regular	Rate: 35.0000		+	32.00		
Overtime			+			
Salary	Rate: 35.0000					
Sick	Rate: 35.0000					
					32.00	

Deduction

Scheduled

Block

Dollars

401(k) % 3.00 ☒

Tax

Additional % or \$

Block

Dollars

FEDERAL WH Addtl \$: 0.00

State W/H (NEBRASKA WH RES)

Total

25

The Eye icon allows you to preview the details of the employee's check.

If items are needed which are not displayed on your Regular template, choose Change Template then select ALL to show all earnings and deductions in the grid below.

Select the checkbox to block that specific deduction for this payroll only.

Select the Block checkbox to override a deduction for this payroll only and enter the desired amount in the Dollars column.

Additional Checks | *Add Check* button allows you to add a check to the selected employee; often used to pay out bonuses, commissions, manual checks, and payments separate from regular paychecks.

Additional Checks | *Add Check* button allows you to add a check to the selected employee; often used to pay out bonuses, commissions, manual checks, and payments separate from regular paychecks.

Employee Checks

Add Check Refresh

Select **Add Check** to issue an additional check to the employee.

Add Check

Check Type * Additional Check

Pay Frequency

Override Res Geocode

Override School District

Reciprocity Rule

Override Work Location

Override Pay Group

Force Supplemental

Check Stub Message

Direct Deposit Options

Please select only a *Check Type* that begins with the term **Additional Check**.

Once you select the desired *Check Type*, the window will expand to display the **override options available** for this additional check. You can change the Pay Frequency for tax calculation purposes, add a check stub message, and block direct deposit (if applicable).

To issue a **live check**, enter a checkmark in the top **Block box**. This will block all direct deposits and create a negotiable check.

Sequence	Account Type	Routing	Account Number	Amount	Block
Remaining Net	Checking	111900659	#####0000		☐

Save Cancel

Pay Date: 06/23

Block Direct Deposit

Shortcut Keys

Override Rate

Additional Checks | Continued

Add Check button allows you to add a check to the selected employee; often used to pay out bonuses, commissions, manual checks, and payments separate from regular paychecks.

Time Entry

Time Card Import

Process Payroll

Payroll Settings

Reports

HR Solutions

Add Check

Refresh

Check Type

Regular Check	32.00	0.00	Change		
Additional Check	0.00	250.00	Change		

Details for Check Type - Additional Check

Pay Group: WEEKLY

Template: Regular

Change Template

Time Entry Totals

Clear Transaction

Collapse All

Accrual Balances

State/Local Override

Block Direct Deposit

Shortcut Keys

Earning	Rates & Scheduled Pay	Block	+/-	Hours	Dollars	Override Rate
Regular	Rate: 35.0000		+			
Overtime			+			
Salary	Rate: 35.0000		+			
Sick	Rate: 35.0000		+			
Other	Rate: 35.0000		+			
Bonus	Rate: 35.0000		+		250.00	
Total					250.00	

Deduction

Scheduled

Block

Dollars

Tax

Additional % or \$

Block

Dollars

401(k)

%: 3.00

☒

FEDERAL WH

Add'l \$: 0.00

☐

Total

State W/H (NEBRASKA WH RES)

☐

Verify the correct check is chosen by reviewing the Check Type name, the selected type will be highlighted in a blue hue. Enter the figures for the additional check in the grid after selecting.

Select the **Eye icon** to preview the check and access the Manual Check option.

Verify that **Additional Check** is selected at the top, then enter the data for the additional check directly in the grid.

You have the ability to **Block** and/or **Override** recurring deductions and taxes for additional checks.

Additional Checks | Continued

Selecting the eye icon under Actions brings up the Check Preview screen for the additional check allowing you to review the details of the check for accuracy.

Options

Actions

Change





Select the **Eye icon** to preview the check and access the Manual Check option.

Check Preview

Post As Manual Check

Check Summary - Additional Check

Check Date6/27

Gross Pay250.00

Period End06/18

Gross Wage250.00

Period Begin06/12

Net Pay219.33

Voucher #

Check Amt219.33

Winston Worker

96 Opposite Street

NEBRASKA CITY, NE 68410

Heartland Denim

Employee #111

SSNXXX-XX-6680

Division2000 - SALES

Department301 - EMPLOYEE

Fed MarSingle or Mar

Fed ExN/A Adtl: \$0.00

St MarSingle

St Ex

Review the **Gross Pay, Net Pay, Earnings, and Deductions** if applicable.

Earnings & Memos*

	Current		Year-To-Date	
Title	Hours	Dollars	Hours	Dollars
Regular			876.00	30,910.00
Bonus	0.00	250.00	0.00	250.00
ER Match*	0.00	7.50	0.00	45.30

Deductions

Title	Current Dollars	YTD Dollars
401(k)	7.50	45.30

Employee Taxes

	Current		Year-To-Date	
Title	Dollars	Wages	Dollars	Wages
SOC SEC EE	15.50	250.00	1,931.92	31,160.00
MED EE	3.62	250.00	451.82	31,160.00
FEDERAL WH	0.00	242.50	1,411.36	31,114.70

CURRENT PERIOD LEAVE ACCRUALS

Direct Deposit

After reviewing the check, select **Close Preview** to return to Individual Time Entry.

Close Preview

Total250.00

Manual Checks

A manual check is entered when an employee has already been paid or is going to be paid directly by the employer, and the figures need to be recorded and taxes paid. To enter, follow the additional check steps. When you get to the Check Preview, select the arrow to expand the Post As Manual Check options.

Check Preview

Post As Manual Check

Check Date

06/27

Period Begin

06/12

Period End

06/18

Use Last Check # on file

☐

Check Number

311

Bank Account

Post as Manual

Print and Post

Check Summary - Additional Check

Check Date

Gross Pay

Period End

Gross Wage

Period Begin

Net Pay

Voucher #

Check Amt

Expand the arrow to view the **Post As Manual Check** options. You can edit the fields if needed.

If an in-house check was issued, **enter the check number** here. Your payroll reports will reflect this number making reconciliation easy.

It is important to **select one of the options**. This tells the system not to issue payment to the employee, because that payment has been issued by the employer.

Post as Manual is available on all accounts.

Print and Post (optional) is for clients who wish to print in house and have Auris check stock; **contact your Payroll Support Team to add this feature.**

Once the Manual has been posted, you return to Individual Time Entry where the check type will now show as **Manual Check (MM/DD/YYYY)**.

Check Type	Total Hours	Total Earnings	Options	Actions
Regular Check	32.00	0.00	Change	 
Manual Check (6/27)	0.00	257.50	Change	 

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Manual Checks | Continued

A manual check is entered when an employee has already been paid or is going to be paid directly by the employer, and the figures need to be recorded and taxes paid. To enter a manual check, follow the additional check steps. When you get to the Check Preview, select the arrow to expand the Post As Manual Check options.

Check Preview

 Post As Manual Check

Check Date

06/27

Period Begin

06/12

Period End

06/18

Post as Manual

Print and Post

Post as Manual: Saves and posts into the system with the entered dates. The taxes will be collected on the next scheduled payroll run.

Print and Post: A PDF check stub will generate in real-time to provide to the employee. Saves and posts into the system with the entered dates. The taxes will be collected on the next scheduled payroll run.

Post as Manual is available on all accounts.

Print and Post (optional) is for clients who wish to print in house and have Auris check stock; **contact your Payroll Support Team to add this feature.**

Add Check

Check Type	Pay Frequency	Total Hours	Total Earnings	Options	Actions
Regular Check				Change	 
Additional Check				Change	 

Details for Check Type - Additional Check

Pay Group:

Template: **Regular** [Change Template](#)

Time Entry Totals

Clear Transaction

[Collapse All](#)

Accrual Balances ☐

State/Local Override ☐

Block Direct Deposit ☒

[Shortcut Keys](#)

If the **Print and Post** button is not visible, verify that Direct Deposit was blocked when creating the check.

Toggle the slider to **Yes**, or select **Change** and block Direct Deposit.

Time Entry Totals | Compare your totals to the system totals and identify any differences. This is a quick way to verify entries, preventing errors before they occur!

Dashboard

Employees

Payroll

Schedule

Time Entry

Time Card Import

Process Payroll

Payroll Settings

Reports

HR Solutions

Time Entry TotalsPreview/Process Payroll

Pay Group: Bi-WeeklyChange Pay GroupPay Date: 09/15Pay Period: 08/28to 09/10

Filter By Organization

Org ValueAllValueAllReset Filter

Continue toPreview/Process PayrollOr Go ToTime Entry GridIndividual Time Entry

Earnings And Memo Calcs		Control Total		System Total		Difference	
		Hours	Dollars	Hours	Dollars	Hours	Dollars
Input Hours & Dollars							
+	Bonus		150.00		\$150.00		\$0.00
+	Commission		300.00		\$175.00		-\$125.00
	Overtime	7.00				0.00	
	Regular	520.00				0.00	
+	Salary				\$2,100.00		
-	Sick			18.00			
EE #	First Name	Last Name	Hours	Dollars	Action		
109	Bentley	Business	10.00	\$0.00			
120	Easton	Earning	8.00	\$0.00			

Select the + icon to expand and display individual employee entries for that pay item.

Balance totals entered in the system compared to what you have recorded for your company records. The system will display discrepancies or show if they are balanced.

Select the Pencil icon to edit incorrect entries.

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Preview & Process Payroll

The Preview Payroll button generates reports to preview before processing. After previewing the reports for accuracy, select the Process Payroll button to finalize the payroll.

If **Submit Payroll** shows instead of **Process Payroll**, select **Submit Payroll** to notify us that your payroll is complete and ready to process. Your Payroll Support Team will process the payroll once the submission has been received.

Check Stub Message allows you to **enter a message** that will appear on all employees' checks.

Employee Direct Deposit Change Notifications appear here. Review the PDF before processing payroll.

You must Preview Payroll before you can **Process Payroll**. The system will notify you that no preview has been generated if the *Preview Payroll* button is not selected.

If you leave this screen before processing, upon returning, you will be **prompted to Preview** before processing.

Use only for **urgent communications**. Enter urgent messages only to place your payroll on hold until your Payroll Support Team has reviewed your message.

Dashboard

Employees

Payroll

Reports

Time Entry Totals

Preview/Process Payroll

Pay Group: Bi-Weekly

Pay Date: 09/15

Pay Period: 08/28 to 09/10

Payroll Information	Current Payroll	Last Payroll
Payroll Run Type	Regular Payroll	Regular Payroll
Run Date	09/13	09/05
Pay Date	09/15	09/06
Period Begin Date	08/28	08/14
Period End Date	09/10	08/27
Total ACH Requirement	See Preview Results	\$37,410.41
Payroll Reports	See Preview Result	

Check Stub Message

0/75

Preview Results

Preview Payroll

Click 'Preview Payroll' to preview reports.

Message to Payroll Processor

Process Payroll

Employee Direct Deposit Change Notification

There is 2 employee(s) with a direct deposit account change since the last run date on: 09/05/2023. Please access the reports below to view these changes.

Employee Direct Deposit Change Log

View PDF

Export List

Preview & Process Payroll | Preview results and receive a processing confirmation.

Last Preview Results

LAST PREVIEW RESULTS

Processed By:

Heartland.Denim

Submitted:

06/16 08:44:03

Completed:

06/16 08:44:09

Total ACH Requirement:

\$22,388.23

Payroll Reports:

Payroll Summary

Payroll Summary

Payroll Register

Exceptions

Missing Critical Information

Pay Transactions Audit

Go

After **selecting Preview Payroll**, a new area called **Last Preview Results** will appear under Process Payroll. Select a report from the menu and select **Go**.

Process Payroll Confirmation

Are you sure you want to process this payroll?

Yes

No

Once you **select Process Payroll**, there are *two prompts* that you will experience.

(1) If **no employee banking changes** have occurred on this payroll run, then a general process confirmation appears.

(2) If there **have been banking changes**, you will be prompted to confirm your review of these entries.

Direct Deposit Change Notification

There are 2 employee(s) with direct deposit account changes since the last run date.

Click 'Ok' to continue processing payroll or 'Cancel' to review these changes.

Ok

Cancel

We recommend to **Preview** the **Payroll Summary**, **Payroll Register**, **Exceptions report**, and additional reports specifically applicable to your organization before processing a payroll.

1 / 9 | 150% + | [Icons]

PAYROLL REGISTER PREVIEW (0311TEST)

Heartland Denim
DBA: Heartland Denim

Period Begin Date: 6/12
Period End Date: 6/18
Pay Period: 8
Payroll Type: Regular Payroll

REGULAR CHECK	Net Payable	Gross Payable	Net Payable	Net Pay	Direct Deposit	Check Amount	Check #
Example 1	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 2	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 3	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 4	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 5	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 6	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 7	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 8	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 9	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 10	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 11	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 12	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 13	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 14	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 15	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 16	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 17	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 18	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 19	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 20	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 21	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 22	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 23	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 24	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 25	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 26	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 27	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 28	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 29	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 30	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 31	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 32	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 33	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 34	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 35	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 36	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 37	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 38	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 39	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 40	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 41	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 42	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 43	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 44	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 45	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 46	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 47	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 48	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 49	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 50	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 51	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 52	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 53	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 54	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 55	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 56	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 57	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 58	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 59	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 60	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 61	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 62	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 63	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 64	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 65	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 66	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 67	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 68	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 69	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 70	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 71	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 72	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 73	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 74	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 75	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 76	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 77	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 78	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 79	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 80	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 81	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 82	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 83	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 84	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 85	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 86	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 87	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 88	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 89	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 90	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 91	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 92	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 93	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 94	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 95	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 96	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 97	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 98	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 99	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Example 100	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00

Pay Period Reports | Run a selected report for a specific check date.

Dashboard

Client

Employees

Payroll

Reports

Archived Reports

Check Print Back

Custom Reports

On Demand Reports

Quarterly Reports

Year End Reports

HR Solutions

Pay Period Reports

Date Range Reports

Pay Group *

WEEKLY

Select Payroll *

Pay Type: Regular Payroll Pay Date: 6/16 (Run # 10)

Report Name *

Payroll Invoice

Add Report to Archive

No

Run Report

Choose options and select **Run Report** to generate a PDF of the report.

34

Date Range Reports | Run a report for a specific date range.

Dashboard

Client

Employees

Payroll

Reports

Archived Reports

Check Print Back

Custom Reports

On Demand Reports

Quarterly Reports

Year End Reports

HR Solutions

Pay Period Reports

Date Range Reports

Report Name *

Check History Detail

Filtering

From Date *

01/01

To Date *

03/31

Pay Groups

Employee

118-Ryder Representative

Options

Date Type

Pay Date

Report Format

PDF

Run Report

Select the **Date Range Reports** tab.

Report titles that include the term **Export** will be an Excel file type.

Sort up to 3 categories, such as Division 1st, Department 2nd, and Job 3rd.

Default format is **PDF**. Select reports are available as **Excel files**.

Select the desired report and additional options, then select **Run Report**.

Payroll Report Archive | Run multiple reports for a specific check date and download them as a single consolidated file.

Dashboard

Employees

Payroll

Reports

Archived Reports

Check Print Back

Custom Reports

On Demand Reports

Quarterly Reports

Year End Reports

HR Solutions

Payroll Report Archive

Export Archive

Pay Date Year *
▼

Get History

Pay Group: Bi-Weekly

Payroll Status: Complete

Payroll Type: Regular Payroll

Run #: 34

Run Date: 09/12

Pay Date: 09/15

Period End: 09/10

Last Of Month

New Fiscal Year

Output Item

Generate Begin

Generate End

Status

Actions

☐

Payroll Summary

12

01:18:36 PM

09/12

01:18:46 PM

GENERATED

↺

≡

☐

Payroll Register

12

01:18:46 PM

09/12

01:18:48 PM

GENERATED

↺

≡

☐

New Employee and

12

01:18:48 PM

09/12

01:18:52 PM

GENERATED

↺

≡

☐

Exceptions

09/12

01:18:55 PM

09/12

01:18:55 PM

GENERATED

↺

≡

☐

Check Register

09/12

01:18:55 PM

09/12

01:18:56 PM

GENERATED

↺

≡

☐

Direct Deposit Register

09/12

01:19:01 PM

09/12

01:19:01 PM

GENERATED

↺

≡

☐

Expenses by Job

09/12

01:18:25 PM

09/12

01:18:26 PM

GENERATED

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☐

Workers Comp R

09/12

01:18:26 PM

09/12

01:18:27 PM

GENERATED

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Workers Comp Summary

09/12

01:18:24 PM

09/12

01:18:25 PM

GENERATED

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View Selected Reports

Download Selected Reports

Regenerate Selected Reports

Refresh Status

+ Complete Regular Payroll 33 09/05 09/06 08/27

+ Complete Regular Payroll 32 08/17 08/18 08/13 ✓

Payrolls are listed with the most recent payroll run at the top. Select the + icon to expand that payroll run.

Select the report(s) that you would like to view by putting a checkmark next to the report(s) or check the box by Output Item to select all.

Select View or Download to generate a consolidated PDF file of all chosen reports.

Check Print Back |

Available only if you print your own checks in-house rather than choosing delivery.

Your check file is specially formatted to print from **Adobe Reader**. Please ensure you are using the most up-to-date version. There is a link to the free Adobe Reader on your *Dashboard* in the *Links* section under *Access Payroll Related External Sites*.

Auris Check Stock must be used when printing checks to ensure they print correctly.

The screenshot shows the 'Check Print Back' interface. On the left is a dark sidebar with navigation links: Dashboard, Client, Employees, Payroll, Reports, Archived Reports, Check Print Back (highlighted), Custom Reports, On Demand Reports, Quarterly Reports, Year End Reports, and HR Solutions. The main area has a header 'Check Print Back' and a sub-header 'Pay Group: WEEKLY'. Below this is a table with columns: Check Date, Run Date, Run Number, Pages, Status, and Actions. A single row is visible with values: 06/20, 06/16, 1, 1, GENERATED. The 'Actions' column contains a printer icon. A modal window titled 'Print Checks' is open in the center, displaying: Run number: 11, Run Date: 6/16, Check Date: 6/20, Pages: 1. Below this is a warning message: 'WARNING: Checks can only be printed once and will be considered printed once the "Print" button is clicked.' At the bottom of the modal are 'Print' and 'Cancel' buttons. Several callout boxes provide additional instructions: 1. A box at the top right points to the printer icon in the Actions column, stating: 'Select the **Printer icon** to view the Print Checks window shown in the center of the page.' 2. A box on the left points to the 'Check Print Back' link in the sidebar, stating: 'Select the **Print button** to open a PDF file containing the checks and print directly from the PDF. If the file does not default to open as a PDF, you will need to **download it as a PDF** prior to printing to ensure proper formatting of the checks.' 3. A box on the right points to the warning message in the modal, stating: 'Once you close the PDF, the checks will be marked as printed. The print button is **disabled** and if this page is refreshed, the check file disappears. This is a security feature to prevent checks from being printed multiple times. If you need to **reprint after closing the file**, contact your Payroll Support Team to reset the checks.'

Check Date	Run Date	Run Number	Pages	Status	Actions
06/20	06/16	1	1	GENERATED	

Print Checks

Run number: 11
Run Date: 6/16
Check Date: 6/20
Pages: 1

WARNING: Checks can only be printed once and will be considered printed once the "Print" button is clicked.

Print Cancel

Select the **Printer icon** to view the Print Checks window shown in the center of the page.

Select the **Print button** to open a PDF file containing the checks and print directly from the PDF. If the file does not default to open as a PDF, you will need to **download it as a PDF** prior to printing to ensure proper formatting of the checks.

Once you close the PDF, the checks will be marked as printed. The print button is **disabled** and if this page is refreshed, the check file disappears. This is a security feature to prevent checks from being printed multiple times. If you need to **reprint after closing the file**, contact your Payroll Support Team to reset the checks.

Check Print Back | When the check file appears in PDF, select *Print*, and in the pop-up choose *Actual size*.
Continued

Statement of Earnings For: **Easton Earning**

Employee #: 120 Division: 2000 Period Begin: 6/4/2023 Check Date: 6/20/2023
 Clock Number: Department: 301
 SSN: XXX-XX-6690 Federal Filing: Single or
 Company Id: 0311TEST State Filing: Single or

Heartland
 1010 N Broad
 NEBRASKA

Check Number	Check Amount	Gross
10001	\$1,159.44	\$1,500.00

EARNINGS

Description	Rate	Hours	Dollars
Salary		40.00	1,500.00

DEDUCTIONS

Description	Current	YTD
Medical PreTax	10.00	220.00

Print

Printer: \\HALNDFSUSRp01.hps.com\OKC-7 Properties Advanced

Copies: 1 Print in grayscale (black and white) Save ink/toner

Pages to Print
☒ All ☐ Current ☐ Pages 1

More Options
☐ Current view ☐ Reverse pages
 Odd or Even Pages: All pages in range

Page Sizing & Handling
 Size Poster Multiple Booklet
☐ Fit ☒ Actual size
☐ Shrink oversized pages ☐ Custom Scale: 100 %
☐ Choose paper source by PDF page size
☐ Print on both sides of paper
 Orientation:
☒ Auto ☐ Portrait ☐ Landscape

Comments & Forms
 Document and Markups Summarize Comments

Page Setup...

Document: 8.5 x 11.0in
 8.5 x 11 Inches

Page 1 of 1

Print Cancel

Select **Actual size** to ensure the routing and account numbers print correctly on the check stock.

If you leave the PDF check file open, you may print again if something goes wrong such as a printer jam. If this file is closed and you need to reprint, please contact your Payroll Support Team for a reset.

This is a security feature designed to ensure that the same checks are not mistakenly printed and distributed multiple times.

Select **Print** to send the checks to the printer. Ensure that you have loaded the printer with the proper check stock.

Helpful Hints | Good things to know about the Auris Payroll system!

Recommend Browser

Google Chrome is the recommended browser when using the Auris Payroll System. The link in your welcome email is for one-time use to complete your registration. Please bookmark [this link](#) to access your account after registration.

Avoid Autofill

Avoid using autofill to ensure that there are no trailing spaces on email addresses and/or passwords.

Forgot Password

Use the *Forgot your Password?* Link on the login screen to create a new password.

Session Closed Due to Inactivity

For security purposes, you will be logged out after 29 minutes of inactivity. [Click here](#) to log back in.

Please contact your Payroll Support Team if you have any questions. We are happy to assist you!

Payroll Links to Bookmark:

Employer/Admin: www.HeartlandPayroll.com

Employee Portal: m.HeartlandCheckView.com