

Salary Payroll

Last Modified on 12/15/2022 3:35 pm CST

The salaried payroll option automatically processes paychecks for all selected employees without the opportunity to review them. For the first salaried run on the Agvance system, it is suggested to use the *Process Hourly Payroll* screen to be certain that taxes and deductions calculate correctly. If any adjustments need to be made on a salaried paycheck, that paycheck must be processed through the *Process Hourly Payroll* screen.

Process Salary Window

Last Name	First Name	ID	# Pay Per.
Carpenter	Tricia	CarpTr	24
Powers	Stephen	PoweSt	24

Tag All First Check # 51894

Untag All Period Start Date 01/01/2021

Tagged 2 Period End Date 01/15/2021

Check Date 01/20/2021

ACH Only
 Non ACH only
 Both

Department All

Comments Cancel Save

- **Check #** – This number defaults from the Payroll Checking Account set up at *Setup / Preferences* on the *G/L* tab. If the defaulted check number is not correct, it may be edited prior to processing the paychecks.
- **Period Start Date** – Enter the date of the first day in the payroll period.
- **Period End Date** – Indicate the date through which this check is paying.
- **Check Date** – Enter the date of the check. This date is important as it determines the payroll tax reporting period.
- **Comments** – Enter any comment to print on all employee check stubs for this payroll.
- **ACH Only/Non ACH Only/Both** – Indicate if employees being paid by direct deposit should be included in the payroll at this time..
- **Department** – A subset of employees may be run by selecting a department if the department is set on the employee file.

Salaried Payroll Posting Notes

- **Paycheck** – An image of the check is saved.
- **Employee file** – The Employee file is updated by the totals of the check for each employee.
- **General Ledger** – When processing paychecks, no posting is done to the general ledger automatically. When the checking account and all the other payroll related accounts should be affected, choose either *Post Detail to G/L* or *Post Summarized to G/L* from the *Payroll* menu.

Paying Salaried Employees Overtime

Overtime laws are both federal and state regulated. It does not matter whether the employee is an hourly or salaried employee, but rather if the employee is overtime exempt. Some examples of jobs exempt from overtime would be those in the following fields: commission paid jobs, executives, professionals (teachers, lawyers, computer programmers, etc). If there are salaried employees who are not overtime exempt, it is possible to set up payroll to meet the law requirements. It may be necessary to contact state officials to determine if employees are exempt.

1. To determine the base dollar amount of overtime for salaried employees, use the following calculation as a guide:

If there are 24 pay periods in a year, the salary is paid twice a month. Let's say the salary is \$36,400 per year. Divide this amount by 24 to reach \$1,516.67. This is the bi-weekly salary of that employee. Divide this amount by 2 (the total number of regular pay periods in one week). So, \$1,516.67 divided by 2 is \$758.33. This is the weekly salary for the employee. Divide the weekly salary by 40 to get the hourly rate for the employee. Multiply the hourly rate times 1.5 to get the overtime hourly rate for this employee.

2. After the overtime wage has been calculated, edit the employee's *Profile* and choose the *Pay* tab. Add the overtime hourly rate in the *Rate* column and choose **Save**.

The screenshot shows the 'Pay' tab of an employee's profile. It includes a table for 'Pay Categories' with columns for 'Rate', '<G/L Account>', and 'W/C Code'. The 'PayType' is set to 'Salaried'.

Pay Categories	Rate	<G/L Account>	W/C Code
Salary	1475.00	6040000-00	
Hourly	0.00	6040000-00	
Overtime	55.31	6040000-00	

3. When ready to run payroll and overtime hours have been used, process the employee as hourly rather than salaried so the overtime rate can be applied.
4. To calculate the *Regular* pay, put 1 in the *Hours* column. This will calculate the regular salaried pay. On the *Overtime* line, put the total number of overtime hours worked. This will calculate the proper overtime amount.

Note: For report purposes, hours listed for salary employees are 1. Using this method, the overtime reported for these employees will be paid overtime hours.

Hourly Payroll

<Employee> Carpenter, Tricia R Check #

Pay | Deductions | Taxes

	Earning Cat	Hours	Rate	Total
1	Salary	1.00	1475.00	1475.00
2	Hourly			
3	Overtime	15.00	55.31	829.65
4	Vacation			
5	Sick			
6	Holiday			
7	Bonus			
8				
9				
Totals		16.00		2304.65

Period Start Date

Period End Date

Check Date

Pay

Taxes

Deduction

Net \$

Comments

Salary Payroll Process

Process payroll for selected salaried employees without the option to individually review or edit.

1. Navigate to *Accounting / Payroll / Process Salary*.

Note: When processing a salaried payroll for the first time in Agvance, it is recommended to process paychecks at the *Process Hourly Payroll* window. This allows for review and edit of deductions and taxes for all employees, salaried and hourly.

2. On the *Process Salary Payroll Checks* window, verify the *First Check #*.
3. Enter the *Period Start Date*, *Period End Date*, and *Check Date*. Optionally enter any *Comments* to print on the checks.
4. Highlight the employees who should be paid on this check run.
5. Select **Save** or **Print**. **Save** appears for ACH employees or if the *Batch Print* option is enabled at *Accounting / Setup / Preferences* on the *Payroll* tab. **Print** appears for all other employees and prints the paycheck when selected.

Note: To batch print the checks, navigate to *Accounting / Payroll / Batch Print Checks*. Enter the range of checks to print and select **OK**.