



UAN Payroll Software

Quick Tips



- **How to Enter a Payroll**
- Under Payroll Transactions:
 1. Select **Wages** to enter **Employee Wage Record**. Select **Record**.
 2. Select **Wage Type**. If doing a regular payroll, select **Regular Wages**.
 3. Select **Departments** to be paid. If paying all departments, click on **Select All**.
 4. Select **Frequencies** to be paid. To edit the Pay Period dates, highlight the pay period to change and click on the **Edit** button just above the frequencies. Type in the correct dates. Click **Save**.
 5. Click on the **Employees/Jobs** tab. Select the employees to pay. If an employee has multiple jobs, only check the jobs to pay.
 6. Click on **Process**. A message will display at the bottom of the screen that wage records were recorded (and are now in the batch). ***Reminder:** Make sure frequency pay dates are correct **before** clicking on **Process** to record (create) the wage records.
 7. After processing, click on **Edit**. Select **Wage Type** and then the **Wage ID/Record** to edit the employee wage record. If needed, edit the wage(s). Make sure to click on **Process** to save the change to the employee wage record.
 8. Print the **Batch Wage Reports** to make sure the payroll is correctly located under **Payroll/Reports/General Payroll Reports/ Batch**.
 9. To print payroll checks, select **Post**. Then select the **Wage Type** (Regular, EFT, Manual, or Conversion) and select the **Departments** and **Employees** to print checks. Verify the Warrant Date and Starting Warrant Number. Click on **Process** to print the warrants for the selected wage records.
- **How to Print Withholdings**
- Under Payroll Transactions, Withholdings:
 1. Select **Record** and **Regular** or **State Retirement**. Select a **Period** (Month, Quarter, Year, or Selected Date Period) for dates and the **Payee No**.
 2. Select the **Wage No.** (or click on **Select All**) to select the withholding records and enter a **Warrant Date**. Click on **Process** to put the withholdings into the batch.
 3. Print the **Batch Withholdings Payments** report located under **Payroll/Reports/General Payroll Reports/Batch/Withholding Payments**.
 4. Edit if needed, and then select **Post** to print withholding warrants. Select the withholding warrants to be printed. Verify the Starting Warrant Number and click on **Process** to print the selected withholdings.
- **How to Setup an Employee**
- Under Payroll Maintenance, Employee History:
 1. Select **Record** and **Information** to enter an employee's information.
 2. After entering an employee's **Information**, click on **Process**.
 3. Select **Record** and **Job** to enter an employee's job.
 4. After entering each employee's **Job**, click on **Process**.
 5. Select **Record** and **Earnings** to enter each employee's **Earning Type**.
 6. After entering each employee's **Earning Type**, click on **Process**.
 7. Select **Record** and **Withholdings** to enter an employee's withholdings.
 8. After entering each employee's **Withholding**, click on **Process**.