

## Payruns – Pay Employees

The **Payrun** screen in the **Pay Employees** area displays existing and future payruns which can be accessed in order to process payroll. The status of the payrun will be displayed at the beginning of the payrun in Red, Yellow, or Green. Payruns in Green are Ready to Begin. Payruns in Yellow are considered In Progress. Existing Overdue Payruns will display in Red.

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### Selecting a Client

The **client** is the highest level in the system’s organizational hierarchy.

While many users will only have access to one client in Perform, some will have access to multiple clients. If this is the case, users will need to select the appropriate client in order to view appropriate payroll details.

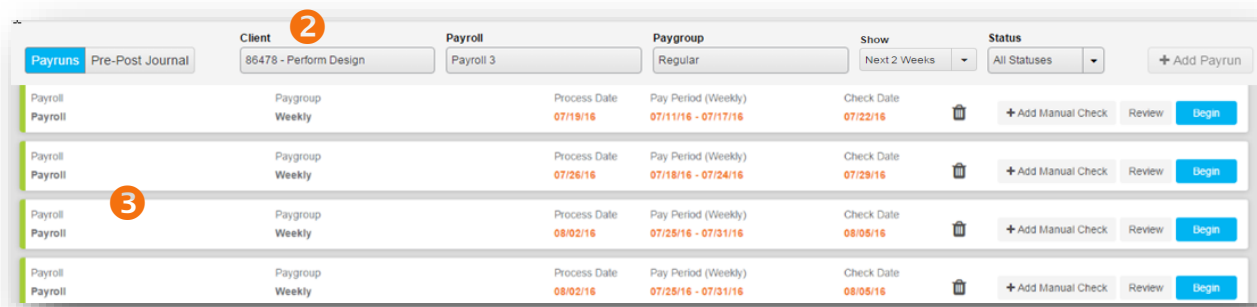
Follow the steps in order to select a client:

- 1 Sign in to [www.paycor.com](http://www.paycor.com), navigate to the **Pay Employee** area.
- 2 Under the **Client** label, click on the dropdown menu to view all clients available to the current user.  
Select the appropriate client.
- 3 The appropriate payruns for the selected client will appear.

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**Note:** Overdue Payruns will display in Red. For overdue payruns, you must begin, delete, or edit the process date before you can process any further payruns.

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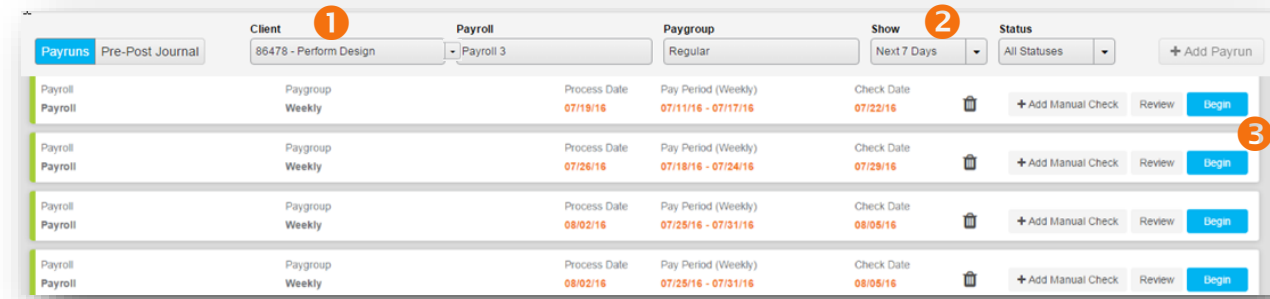
## Selecting a Payrun

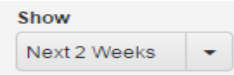

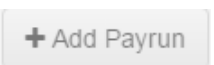

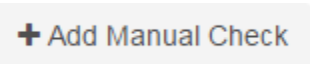


Payruns, including existing overdue payruns, will display on this page. You must process, delete, or set to a future scheduled process date before you can process any further payruns.

Follow the steps below to select the proper payrun:

- 1 Under the **Client** label, select the appropriate client.
- 2 Click on the **Show** filter to set the date range of payruns that should be displayed. The Payrun can also be filtered by **Status**.
- 3 Select the appropriate payrun, and click **Begin**. This will open the paygrid. If you click the "Review" link, you will skip the paygrid and be taken to the screen where you may see an overview of the details.

**Note:** If the check date is set to fall on a Holiday, Weekend, or less than two business days from today, an alert will display instructing the user to edit the check date.



Icon	Labels	Indicates:
	<b>Show</b>	The Show Filter will default to the Next 2 Weeks.
	<b>Status</b>	The Status Filter will default to All Statuses
	<b>Additional Payrun</b>	This would allow you to create a payrun in addition to regularly-scheduled payruns.
	<b>Edit</b>	Select the links to Edit the payrun. The dates of the pay period may be changed as long as it has not already begun, however the check date can be changed.
	<b>Add Manual Check</b>	If users wish to add Manual Check data without opening a payrun, clicking this button will begin the process. Manual checks must be approved and locked prior to reviewing a payrun.
	<b>Delete</b>	The payrun may be deleted if it has not already been accessed.
	<b>Reset</b>	If users wish to reset a payrun that has been modified, clicking this button will allow them to start again from the beginning.

## Adding a Payrun

The **Select Payrun** screen allows users to view regularly scheduled payruns. From this screen, users are also able to **Add Additional Payruns** as needed.

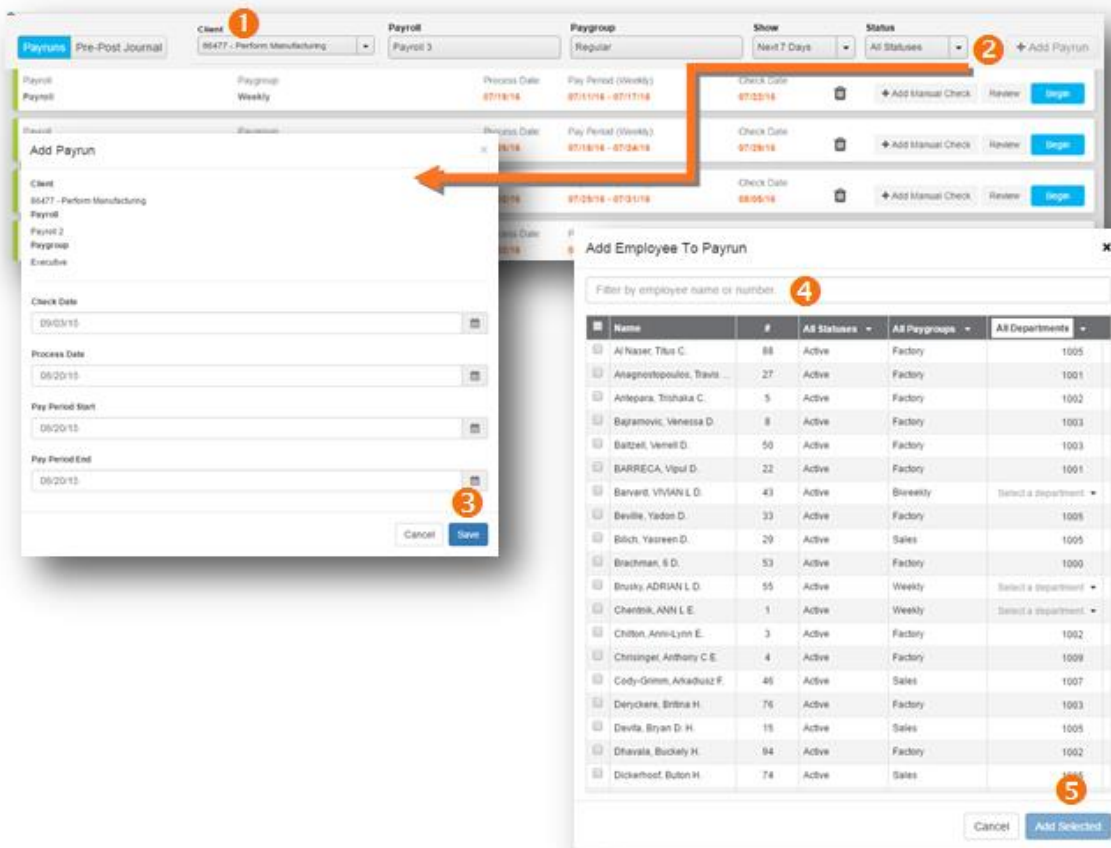
Follow these steps to add an additional payrun:

- 1 Select the appropriate client from the Select **Client** dropdown menu.
- 2 Click **+ Add Payrun**. An **Add Payrun** window will open.
- 3 Enter the appropriate **Payroll**, **Paygroup**, and **Date**, then Click **Save**.
- 4 The new payroll dates will appear in the **Payrun Schedule** and will say **Additional**.  
Click **Begin** to open the payrun.

Next you will be prompted to add employees for this additional run.

Note: You may use the header dropdown arrows to filter the results that show.

- 5 Next you will be prompted to add employees for this additional run. Once complete, Click **Add Selected**.



## Edit Payrun Dates

The **Select Payrun** screen in the **Pay Employees** area displays existing and future payruns that users can access in order to process their company's payroll.


Occasionally, users may wish to **edit dates** for a regularly-scheduled payrun (for example, when a Process Date falls on a holiday).

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**Note:** Period may only be changed if the payrun has not yet been modified. If the payrun has already been modified, users would need to reset the payrun before being able to make changes. Check dates can be changed after the payrun is opened.

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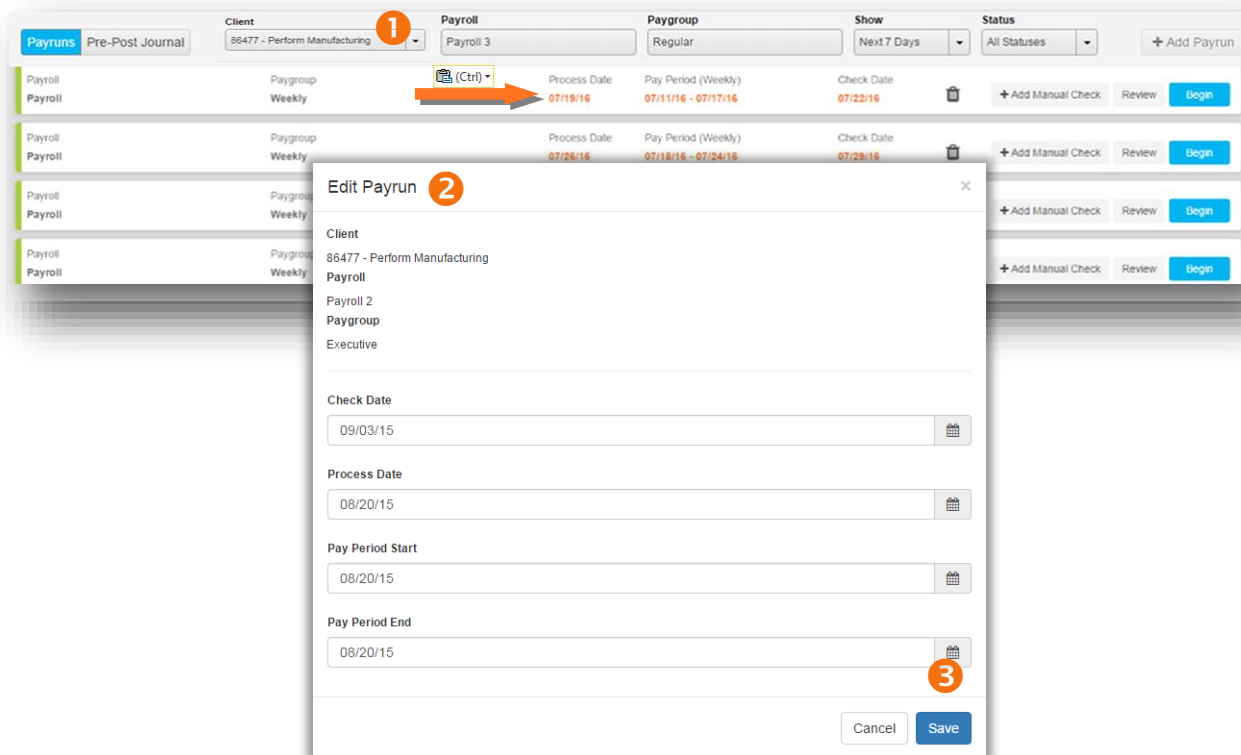
Follow the steps below in order to edit dates for a payrun:

- 1 Under the **Client** label, click on the left dropdown menu to select the appropriate client.
- 2 Click **any of the dates** within the appropriate payrun. This will open the **Edit Payrun** screen.
- 3 Make the necessary changes, and click .

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**Note:** It is important to verify that the correct client, payroll, and paygroup have been selected. Users can verify this information when entering details for the additional payrun.

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
The screenshot displays the PERFORM Payruns interface. At the top, there are filters for Client (86477 - Perform Manufacturing), Payroll (Payroll 3), Paygroup (Regular), Show (Next 7 Days), and Status (All Statuses). Below these filters is a table of payruns. The first row is highlighted, and an orange arrow points to the 'Process Date' field (07/19/16). An 'Edit Payrun' dialog box is open in the foreground, showing the details for the selected payrun. The dialog box has a title bar with a close button (X) and a '2' in a circle. It contains the following fields: Client (86477 - Perform Manufacturing), Payroll (Payroll 2), Paygroup (Executive), Check Date (09/03/15), Process Date (08/20/15), Pay Period Start (08/20/15), and Pay Period End (08/20/15). At the bottom of the dialog box, there are 'Cancel' and 'Save' buttons, with a '3' in a circle next to the 'Save' button.

## Resetting a Payrun

Occasionally, users may wish to **reset a payrun** (for example, if data was improperly keyed).

Note: This option will only be available if the payrun has been modified. By resetting a payrun, users are deleting all data that has been entered into the paygrid.

Follow these steps below to reset a payrun:

- 1 Locate the payrun which should be reset. Click the  button.
- 2 A confirmation box will appear. Click .

