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, 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.

   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.
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.

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**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.

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<table>
<thead>
<tr>
<th><strong>Icon</strong></th>
<th><strong>Labels</strong></th>
<th><strong>Indicates:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="show.png" alt="Show" /></td>
<td><strong>Show</strong></td>
<td>The Show Filter will default to the Next 2 Weeks.</td>
</tr>
<tr>
<td><img src="status.png" alt="Status" /></td>
<td><strong>Status</strong></td>
<td>The Status Filter will default to All Statuses</td>
</tr>
<tr>
<td><img src="add_payrun.png" alt="Add Payrun" /></td>
<td><strong>Additional Payrun</strong></td>
<td>This would allow you to create a payrun in addition to regularly-scheduled payruns.</td>
</tr>
<tr>
<td><img src="edit.png" alt="Edit" /></td>
<td><strong>Edit</strong></td>
<td>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.</td>
</tr>
<tr>
<td><img src="add_manual_check.png" alt="Add Manual Check" /></td>
<td><strong>Add Manual Check</strong></td>
<td>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.</td>
</tr>
<tr>
<td><img src="delete.png" alt="Delete" /></td>
<td><strong>Delete</strong></td>
<td>The payrun may be deleted if it has not already been accessed.</td>
</tr>
<tr>
<td><img src="reset.png" alt="Reset" /></td>
<td><strong>Reset</strong></td>
<td>If users wish to reset a payrun that has been modified, clicking this button will allow them to start again from the beginning.</td>
</tr>
</tbody>
</table>
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. The new payroll dates will appear in the Payrun Schedule and will say Additional.

4. Click Begin to open the payrun. Next you will be prompted to add employees for this additional run.

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

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

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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.
Reseting 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 Yes.