

User Manual

- Getting Started

In order for the system to be utilized, the System Administrator must ensure that each computer that is going to be used has a current version of Microsoft Excel installed onto it. The Operating System is not a limitation of the system so long as Microsoft makes an Office suite for the Operating System.

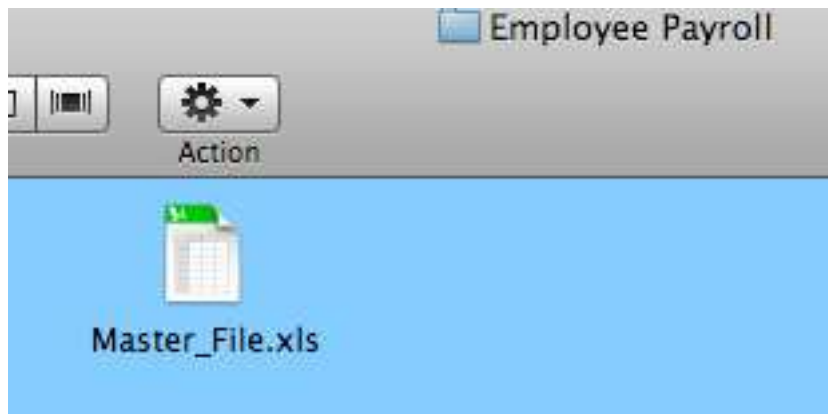
- Setup & Installation

Upon installing the correct software and ensuring that all the hardware is properly set up to receive the system, the System Administrator needs to create a new folder on the desktop of the computer that is to be used for the payroll system that is titled “Employee Payroll.”



Within this folder, all the payroll files of each individual employee will be housed, as well as the master template. Once this folder has been created, the System Administrator should then deposit the master template into it, named “Master_File.xls.”

After this step your folder should look similar to this:



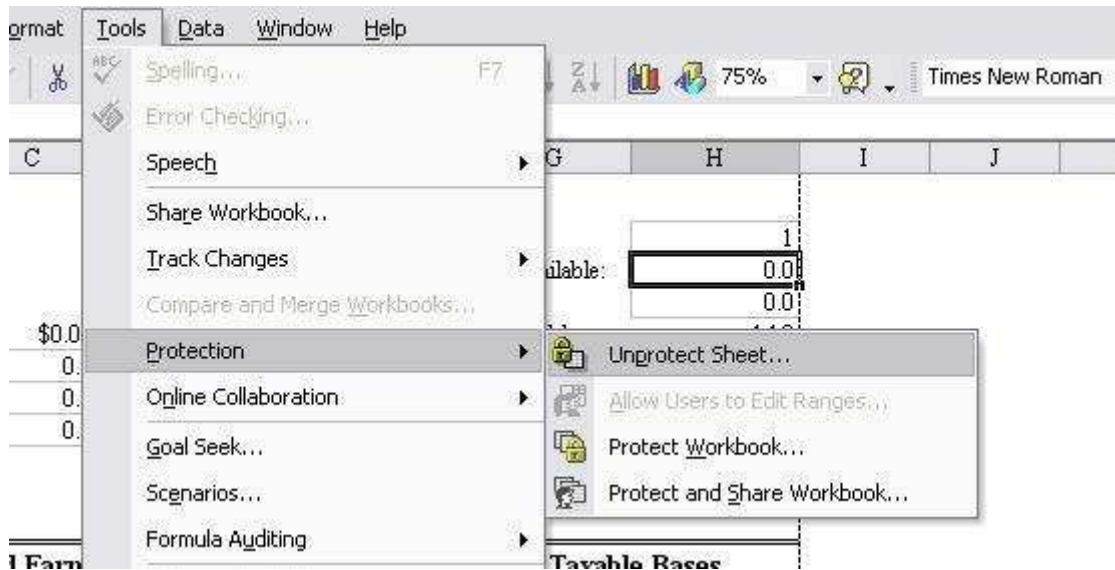
Once this step has been completed, the system is set up and ready to be put into use by the end users.

- **Creating a New Employee** ****System Administrator Only****

In order to create a new employee's paycheck file, first open the "Master_File.xls" template. Upon opening the file you will be greeted with the following dialog box:



From here, click "Read Only." After the spreadsheet opens, the first thing you must do is to remove the protection on the cells in order to be able to enter the employee's credentials. To do so, click on the "Tools" tab on the Toolbar and highlight "Protection," then click on "Unprotect Sheet."



After clicking on this a dialog box will pop up asking for an Administrator password. Enter the Admin. Password and press "OK." Now the cells are unlocked and you are free to enter the information necessary for the Employee. The following graphic show the boxes that must be modified in order for the employee data to be maintained.

Employee Name:		P
Employee ID Number:	Too Short	R
Employee Department:		P
Pay Rate:	\$0.00	P
Regular Hours Worked:	0.0	

After the information has been entered, they should look similar to this.

Employee Name:	John Example	Pa
Employee ID Number:	1234567890	Rc
Employee Department:	Customer Service	PT
Pay Rate:	\$10.00	PT
Regular Hours Worked:	0.0	

If the information you entered is properly formatted you will not receive any error messages. If the Employee ID Number is not the correct format, however, you will receive either a “Too Long” or “Too Short” message as shown above depending on the error present.

Once the information has been entered correctly, be sure to protect the sheet to stop unauthorized users from accidentally making changes to the document and causing problems in the long term. Doing this is the same as unprotecting the sheet. Click on “Tools,” go to “Protection,” and click on “Protect Sheet.” The following dialog box will open up, prompting you to select options for protection and to enter a password.

Protect Sheet

☒ Protect worksheet and contents of locked cells

Password to unprotect sheet:

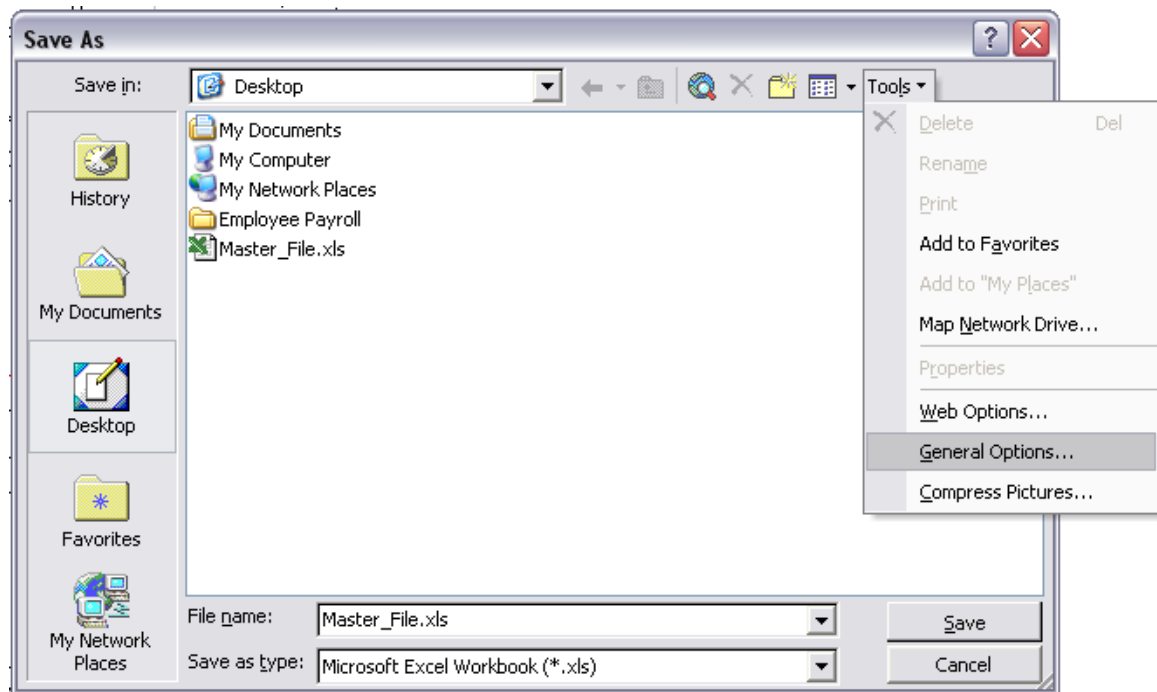
Allow all users of this worksheet to:

- ☒ Select locked cells
- ☒ Select unlocked cells
- ☐ Format cells
- ☐ Format columns
- ☐ Format rows
- ☐ Insert columns
- ☐ Insert rows
- ☐ Insert hyperlinks
- ☐ Delete columns
- ☐ Delete rows

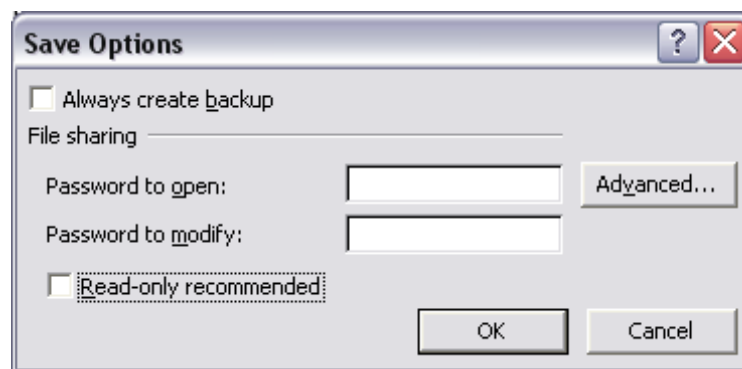
OK Cancel

Once the sheet has been protected again, the final step that remains in the setup of the New Employees Paycheck spreadsheet is to save it so that the users assigned to inputting the weekly data can make changes.

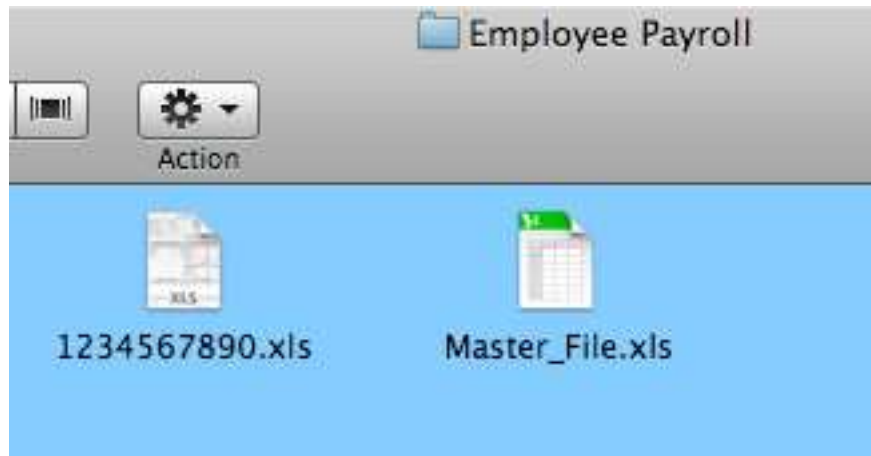
To do this you must save the file as a separate spreadsheet since the master file is set as “Read-Only” and cannot be saved over. First, ensure that all the necessary changes have been made and are correct. After that is complete, click “File” on the Toolbar and click on “Save As...” When the Save As dialog box opens up, you must go into the options and remove the password and Read-Only protection. To do this click on the “Tools” button on the upper toolbar and click on “General Options” as shown in the following picture.



When you click on “General Options” the following box will open up and you must delete the password and un-check “Read-Only Recommended” so that it looks as shown below. Click “OK” to save the changes.



After saving the changes to the save options, use the “Save As...” dialog box to navigate to the location of the Employee Payroll folder that should have been created in the first section of this manual. Once there, ensure that the “Save As Type: ” field says Microsoft Excel Workbook (*.xls). For the File Name field, this is going to be set as the Employee’s ID Number. This will ensure that there are no conflicts with file names (each ID number is a unique identifier) as well as make it easy to find a specific employee’s file to enter data. Once this is finished, click “Save” and the Employee Payroll folder should look similar to this:



- **Creating a Paycheck**

At this point, all the necessary files should be in place for the Payroll users to be able to open an employee’s file and enter their hours and other information and to be able to print out the information that is returned from the program.

First, the only places where it is possible to enter information into the spreadsheet is in the top section, and then only in the cells that have a gray box surrounding them like these:

Employee Name:	John Example	Pay Week:	1
Employee ID Number:	1234567890	Rollover PTO Available:	0.0
Employee Department:	Customer Service	PTO Hours Used:	0.0
Pay Rate:	\$10.00	PTO Hours Available:	14.0
Regular Hours Worked:	40.0		
Holiday Hours Worked:	0.0		
PTO Hours Used This week:	5.0		
		Total Gross Year-To-Date Earnings	\$49,561.50
		Total Current Before-Tax Deductions:	\$0.00
		Total Current After-Tax Deductions:	\$0.00

Once all the necessary information has been entered into the spreadsheet, the proper calculations will take place and the final results can be viewed and printed. Two copies of the sheet should be printed with one copy going to Accounts Payable and one going to the employee along with their paycheck.