

# Timesheet Controls

The screenshot shows the 'Timesheet Controls' dialog box in the 'The PayChoice Connection' software. The dialog is titled 'THELENA'S TEST COMPANY' and shows user information for 'DUPREE, HENRI'. The 'Payroll Dates and Options' tab is selected. Key fields include: Period Start Date (11/08/2003), Period End Date (11/21/2003), Check Date (10/31/2003), Pay # in Month (3), Week # (10), Process # (01), Quarter # (4), Month End By (Check Date), Month End Indicator (Not Cut), Quarter End Indicator (OVERRIDE - DO NOT CUT QTR), Stop ACH Direct Deposit (unchecked), and Stop Tax/Ded Checks (unchecked). There is a 'Check Stub Message' text box and buttons for 'Cut Qtr Manually', 'Un Cut Qtr Manually', and 'Import HR Vac/Sick Hours'. A 'Close' button is at the bottom right. The status bar at the bottom shows '3/5/2004 03:08 PM DEMO'.

**Overview:** The Timesheet Processing Controls screen is used to control processing variables for each payroll. These variables include Period Start, Check Date, Pay # in Month, Stop ACH/Direct Deposits for everyone, Stop Tax/ Deductions and create a Check Stub Message for everyone.

**Period Start Date:** Enter the first scheduled date that the hours were recorded for this payroll.

**Period End Date:** This field cannot be changed, however, it is displayed based on the company schedule that is populated when the company was setup at the Service Bureau.

**Check Date:** This field is based on the company schedule that is populated when the company was setup at the Service Bureau. If the date is incorrect, click on the down arrow and a table of period and check dates appear. Select the correct period end and check date for this current payroll.

**Pay # in Month:** Enter a number indicating which pay number of the month for this payroll. If you are unsure, you can determine this number by counting the number of payrolls already processed this month.

**Stop ACH/Direct Deposit:** If this box is checked all ACH Direct Deposit for this payroll only will be stopped for checking and savings. "Live" payroll checks will be produced. This option may be used on special bonus payrolls such as Christmas bonus payrolls.

**Stop Deduction Checks:** If this box is checked all DEDUCTION payment checks for this payroll only. This option may be used on special bonus payrolls. If this box is not checked the normal deduction payment checks will be produced.

**Check Stub Message:** Enter up to a 66 character check stub message that will display on all employee pay checks this time only.