iSOMS Employee Clock Card Administration / Importing (summary)

Access the clock card from the System Menu, then Time Keeping. There are two options, based on your security profile would be displayed. Select Clock Card Administrator. If this option is not enabled on your menu please contact your System Administrator to get access.

Overview: You will be making a payroll session for the Payroll Period for Each Payroll Account

Example: If you agency has four (4) Payroll Accounts/Groups you would add 4 records, each with the same payroll Starting/Ending Date but selecting the Payroll Group and Payroll Type. To start click on New Payroll Session (upper left of screen)

You must enter all four values. The system does several date checks and you are "**LOCKING**" in this payroll session. If you save this record and something is incorrect, I.e. date range, payroll account, payroll type, you would have to delete this session (not deleting any clock cards) and add another record. When you click add the system, if it passes the checks, will add a new payroll session.

Notice the Payroll Dates and Account are grayed out, you cannot edit them. If mistake you will need to delete this session and add another. You are not deleting any clock card entries, just a summary payroll session for the Payroll Dates. The note is optional, but if you enter one it will print on the summary report.

On a new record there are no employees connected. You will just need to click on Import Payroll Button. The system will build a summary record for each Employee in the Payroll Account group + The Payroll Type, that has clock card entries with the Clock Card Start Date within the range of the payroll dates on screen.

If you need to add payroll supplements, miscellaneous hours or pay, please open that Employees Clock Cards and select a record and enter directly onto one of their Clock Cards and save. Then come back to this screen and click Import Payroll again. It will re-compute the summary values. There is also an Employee Count, which displays the number of Employees Imported on this payroll.

Employee Summary Clock Cards View Record

<< FIRST	< PRIOR	NEXT >	LAST >>	

Payroll Start Date: 06/01/2019   Payroll End Date: 06/14/2019   Payroll Account: COUNTY JAIL FULL TIME   Employees On Payroll: 1   Posted On:

Notes:

IMPORT PAYROLL   POST/CLOSE PAYROLL

Employees

1 Employees

FullName	Badge	Regular Hours	Over Time	Meals/Break	Vaction
ELDER, MARTIN W	603	17.25	4	0	12

Notes: This program only summarizes the clock cards, there is no data entry from this screen. Any corrections, updates need to be applied to the employee's actual clock card. Each time you click on Import Payroll it will rebuild the payroll again for all employees in the Payroll Account Group and date range.

Example: If you import and see a person is missing, you call that employee and they enter their time, you just click on Import Payroll again and they will appear in the list.

Example: If you import and see a person on the List that is not supposed to be in that Payroll group, fix them in Employee Records to the correct Payroll Group and re-import.   If you have imported all of your groups and you do this, you will need to re-import on both of the affected payroll accounts. Once on the one they are on by mistake to get them off that payroll, then once on the payroll group they were supposed to be bone

Basically each time you click Import it deletes all connected employees to that payroll and rebuilds it, which allows the ability to run as many times as needed to get all the employees and time for them to correct it

When finished with this payroll and reports all look good, you can Post/Close. This updates the flag that you have completed it. This is only used for the Quick Button (explained on next page) for Un-Posted Payrolls Only.

Searching, there are several quick buttons, but the Un-Posted Sessions is quickest to see current payrolls you are working on.

Sample search list.

Pay Start	Pay End	Payroll Account	Employee Count
06/01/2019	06/14/2019	COUNTY JAIL FULL TIME	1
06/01/2019	06/14/2019	COUNTY JAIL FULL TIME	1