

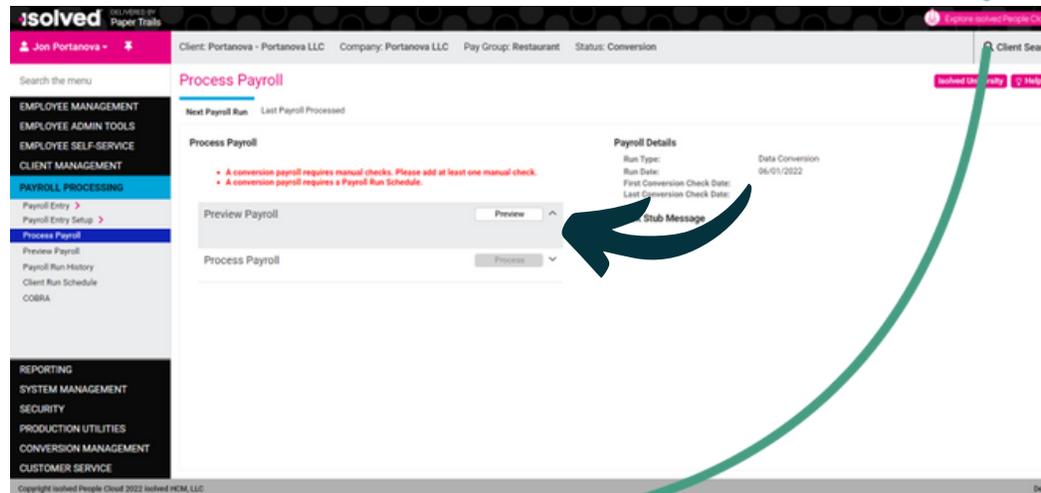
The Three P's

Preview Your Payroll Before Processing

To ensure that your payroll processes without any errors or surprises, be sure to fully review the preview each time you're running payroll.

Navigate to Payroll Processing > Process Payroll > Hit the Preview Payroll Button

This button calculates payroll, taxes and deductions for all employees.



ALWAYS review the following reports **BEFORE** processing payroll. Also, be sure to **VERIFY** the payday **BEFORE** processing.

1

Exception Report: Check for big red flags first! The Exception Report identifies high or low payroll or hours figures, taxes not paid, deductions without funding, missing social security numbers and more. If there are big errors in your payroll, they will show in this payroll report and should **ALWAYS** be fixed before processing.

2

New Employee and Change Audit: The audit report provides a list of all new employees and changes to any existing employees within the current pay period. Deduction and direct deposit changes should be reviewed for accuracy and to ensure that there is no direct deposit fraud occurring.

3

Payroll Register: The payroll register details each check being issued to all employees, including additional checks and voided checks, for that payroll. You'll want review all checks for proper pay, deductions, taxes and direct deposits. Review each check for accuracy so there are no surprises on pay day.

4

Payroll Summary: The payroll summary provides you with all of the totals for this payroll, including the total amount of payroll being deducted from your bank account the day before pay day. Be sure to review this to ensure funds are available to pay for the payroll.

Should you find errors while reviewing any of these reports, you can fix them within isolved and then run a new preview and review associated reports. If you find something you can't fix on your own, please feel free to reach out to your payroll processor, and we'll be happy to help you correct any issues. We'd much rather fix issues before payroll is finalized than panic on pay day. Just remember, everything can be fixed!