HOMETRAK COMPANION

PAYROLL PROCESS

VERSION 6.3

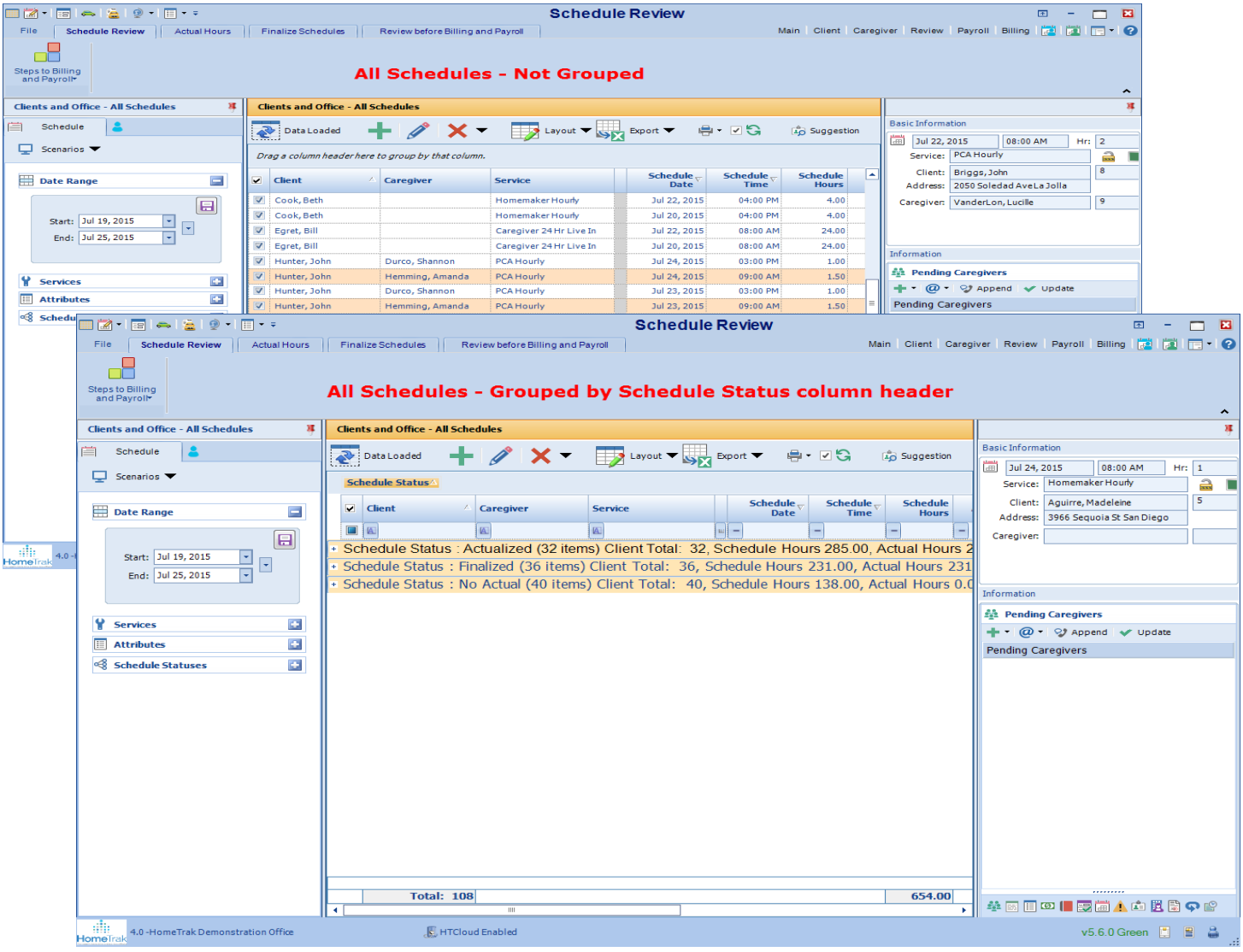
Where do I start?

The following is our recommended best practices for processing your payroll within HomeTrak Companion.

Before you start payroll, make sure all of the schedules for the date range you are processing have actual hours and have been finalized. If a schedule is missing actual hours it ***will not*** be finalized and ***will not*** be included in payroll. If you're not familiar with the process use this document '*Steps to prepare for Billing and Payroll*' to assist you.

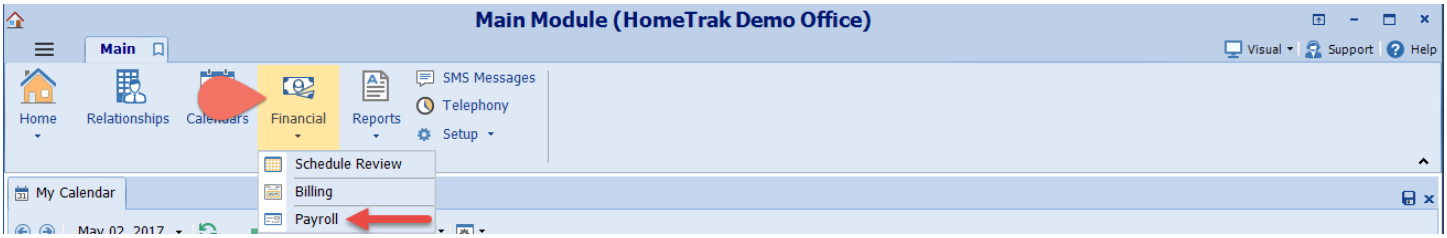
A quick way to verify this is to go to the **Schedule Review** module and change the *Date Range* to the date range you are processing, then click *View Data* to load the grid.

Once the data is loaded, group the schedules by the **Schedule Status.** To do this, click the *Schedule Status* column header and hold your mouse button down then drag and drop the header to where it says '*Drag a column header here to group by that column'* then let your mouse button go. The screen will now display all schedules grouped by the scheduled status, which shows you where all your schedules are before you start payroll. In the example below, there are 40 schedules not actualized which need to be fixed or they will not be included in payroll. Click the '+' to expand and see the schedules in the group *No Actual*. Click the '+' again to close the group or click another group to expand it. If this task is done by your scheduling staff you will want to contact them to have them fixed. Once they are fixed you can proceed with payroll. If you decide not to fix them they will not be included in payroll.



How to Process Payroll

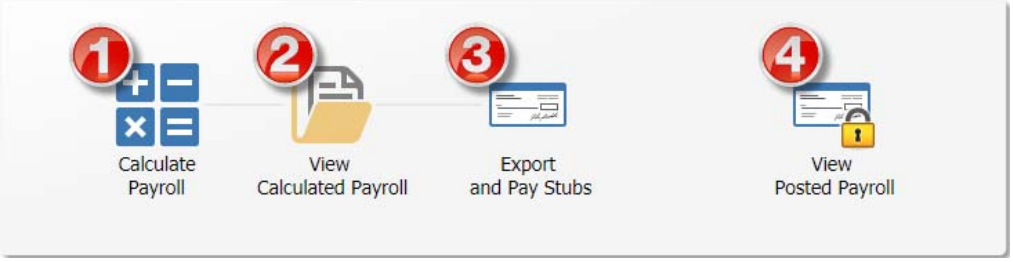
Performing a payroll run in HomeTrak Companion is a process that is done in the Payroll Module. From the Main Module click on Financial menu then click Payroll.



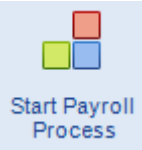
Payroll can only be processed for schedules that have been finalized. Once a schedule has been finalized, you can calculate payroll for it.

The payroll process has several steps. You will calculate the payroll for schedules whose dates fall within a specified period (batch); once calculated, you should review the Payroll records for accuracy (making corrections if needed). When all of the calculated records are verified as correct, then post the payroll. Once posted, you may generate a *Caregiver Summary Report* or opt to export the completed payroll to one of HomeTrak Companion's External Payroll options. Click here to see list of available *Payroll Interfaces.*

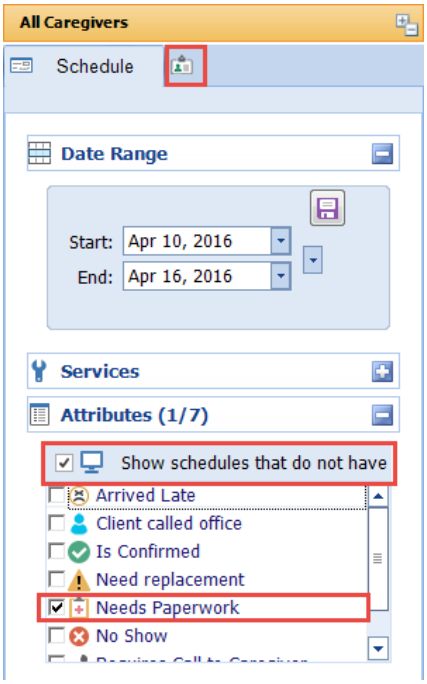
Payroll Process



Steps for Calculating Payroll



To start the payroll process click the ***Start Payroll Process*** button in the top left-hand corner on the home page of the Payroll Module screen.



Step 1 - Calculate Payroll Screen

Enter the **Date Range** for your payroll period.

Confirm that any **Filter** options selected are appropriate. Click on the caregiver icon beside the Schedule tab above Date Range.

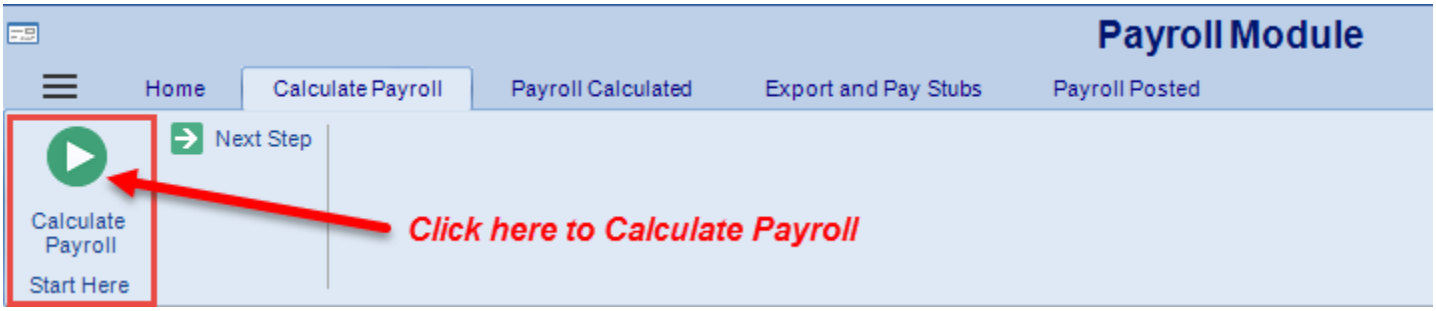
- Classifications

Attributes (Optional)

To exclude schedules marked with the attribute ***Needs Paperwork*** from being calculated as part of your payroll: Click **Attributes** and check **Show schedules that do not have** and **Needs Paperwork** attribute.

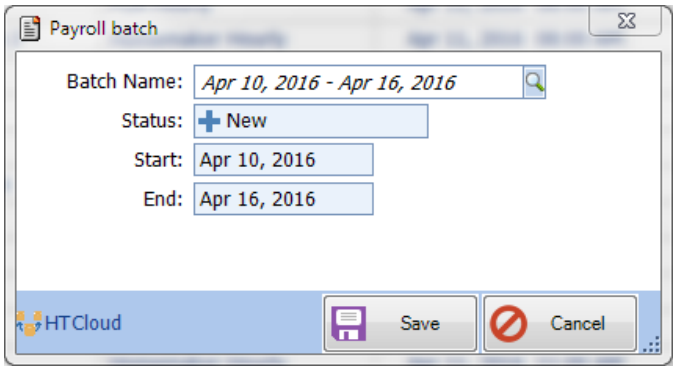
Next, click the **View Data** icon in the main display toolbar.

To calculate payroll, click the ***Calculate Payroll*** tool on the ribbon at the top left-hand corner of the screen.

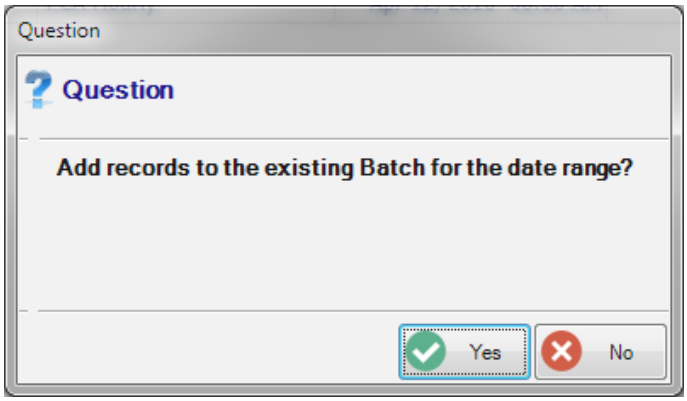


Batch Name:

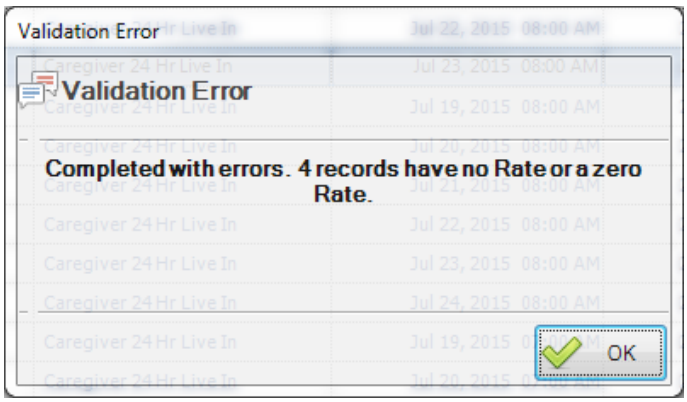
The system allows users to view historical data by batch. By default, the batch name is the date range you calculated but you can change it to whatever you want. Click ***Save*** button to complete the calculation of your payroll.



If you have already calculated a batch for the same date range the system will ask you the question ***'Add records to the existing Batch for the date range?'*** **Yes/No.**



The screen will go blank once the process is complete. If you receive a **Validation Error** stating that a number of records have ***'Completed with errors. X records have no Rate or a zero Rate'*** click OK to continue. You will be able to see these records in Step 2 on the *Payroll Calculated* screen. These records will be easily identified as they will be bold and underlined.



Once Payroll has been calculated and you click OK the screen will go blank, click ***Next Step*** icon on the ribbon to go to the *Payroll Calculated* screen.

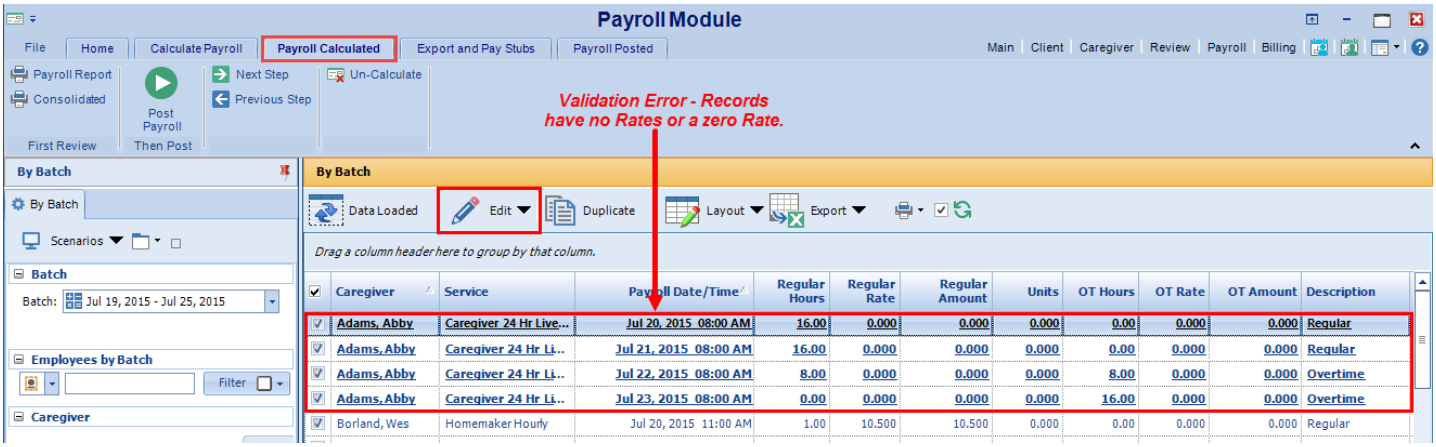
Step 2 – Payroll Calculated Screen

Select the batch date range you entered in Step 1. Click *View Data* button to load the grid for the payroll records calculated. If you only have one batch calculated it will be the default in the list.

You can review the information in the grid or run the **Payroll Report** or **Consolidated** report to review your payroll for any incorrect information. *Samples of these reports can be viewed in the Appendix.*

Any calculated payroll records where the rate is **0.00** will be indicated in a bold underlined font in the main display grid area.

TIP: If you click the column header *'Regular Rate'* it will bring all of the 0.00 rate records to the top making it easy to fix instead of having to scroll through the entire list to find these records.



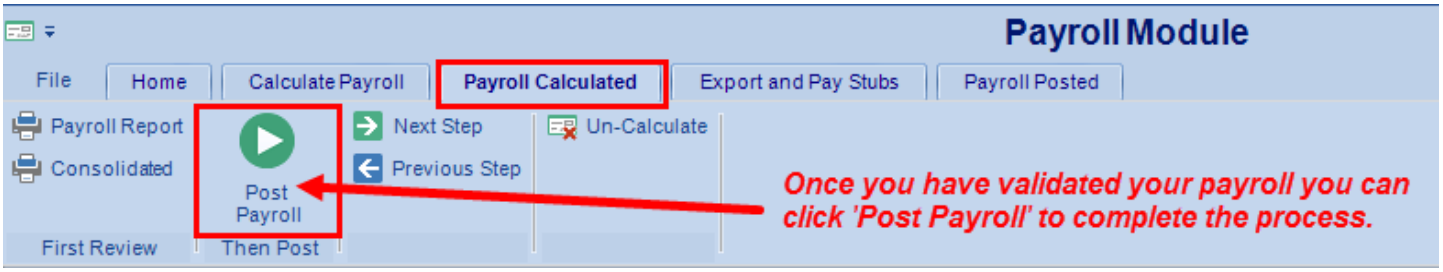
If you detect an error, correct it before going to the next step. Corrections can be made to individual records in the *Payroll Calculated* screen by selecting the appropriate record in the grid and clicking on the *Edit* tool (pencil) in the toolbar. The *Edit Payroll Record* screen will appear. You can edit all field(s) *except* the Caregiver's name.

IMPORTANT NOTE:

If you feel there are too many mistakes to correct or you just want to start over you can *Un-Calculate* the payroll batch. If you have made any manual changes to the payroll records and you decide to un-calculate the records or the entire batch; all manual changes will be lost. For instructions on how to perform this task contact Technical Support for assistance.

If you are making corrections in the *Payroll Calculated* grid, any payroll records that you have edited will be indicated in a bold italic font if the *Auto Refresh* tool in the toolbar is unchecked.

When all of the information in the grid is correct, make sure all of the records are checked and click the ***Post Payroll*** tool on the ribbon.



Posting your payroll indicates that it is correct and ready to be printed or exported to an external payroll package to create payroll checks.

When you click **Post Payroll** icon on the ribbon it will bring up the posting screen. You will want to enter a *Post Date.* This date can be any date you want it to be. It's used as a way to track the batch for the pay period; most customers use the date that will show on their pay checks or just accept the default date that appears.

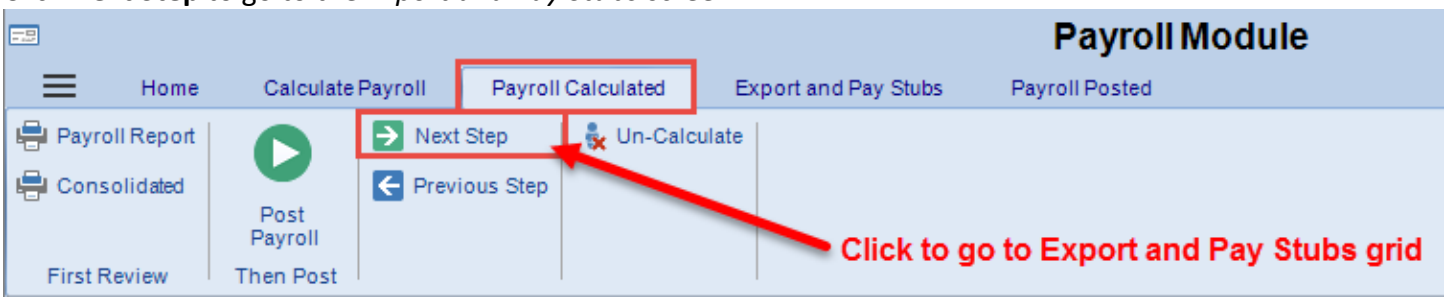
Click **Next Step** to go to the ***Export and Pay Stubs*** screen. If not exporting you can exit the Payroll Module or go directly to ***Payroll Posted*** screen where your payroll records are stored and you can run the Payroll Report or Consolidated report if you didn't run them on the Payroll Calculated screen in Step 2.

Step 3- Export and Pay Stubs (Optional)

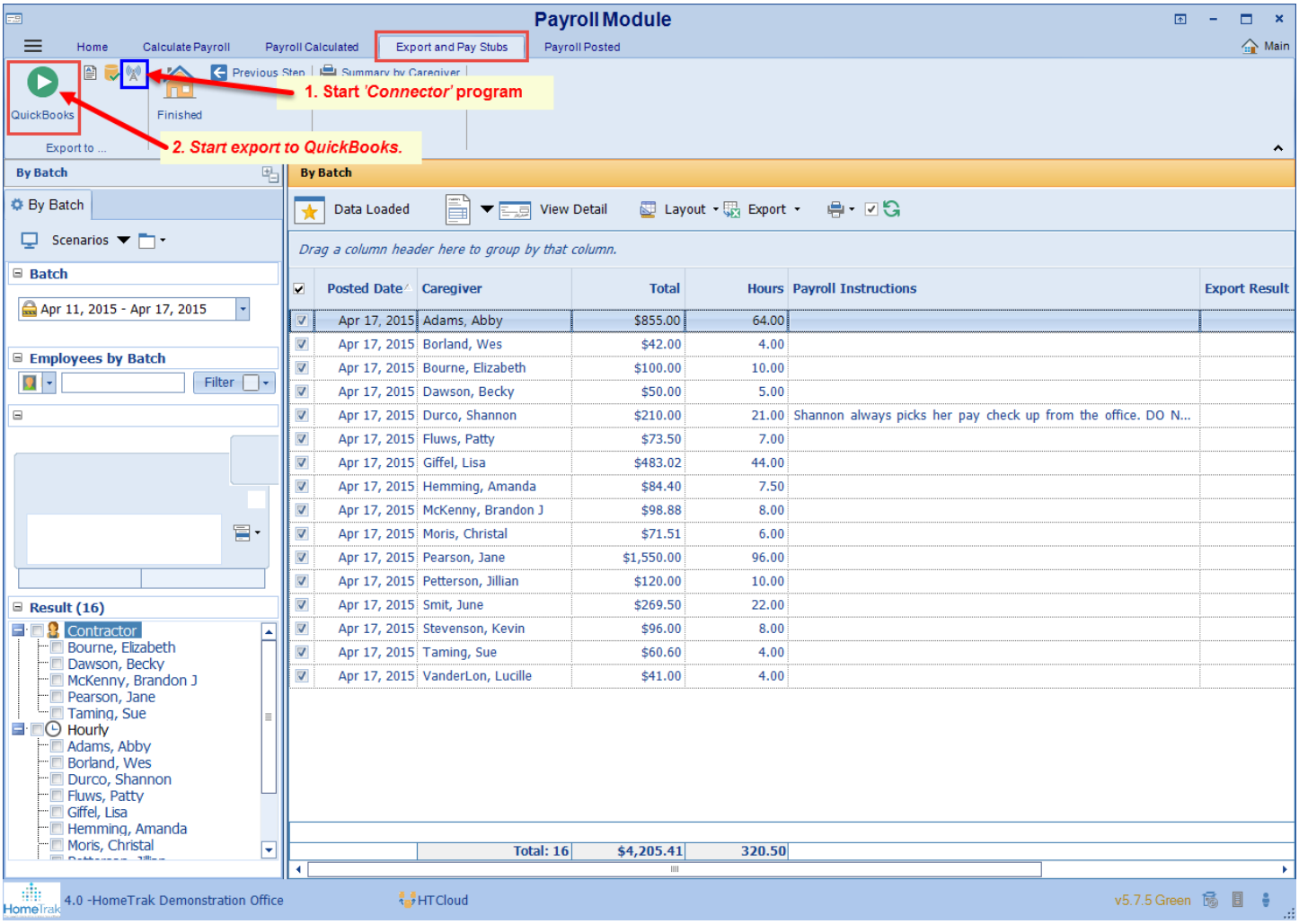
Companion interfaces with several payroll packages. We are using the QuickBooks Interface for our example.

QuickBooks must be open at the time of the export.

Click **Next Step** to go to the *Export and Pay Stubs* screen.



Turn on connector, then click ***'QuickBooks'*** tool on the ribbon.

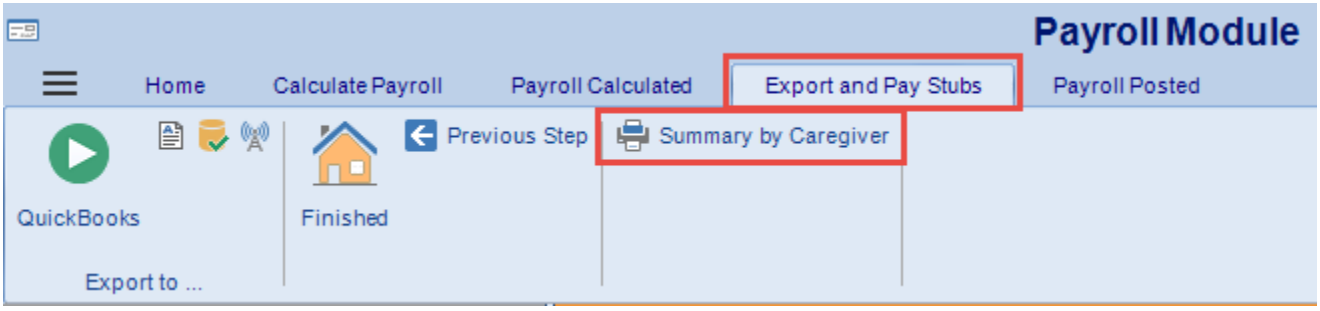


	Export Exception Report. Print to see what items did not get exported to QuickBooks.
	Validation Tool. This tool will validate that all payers have an External ID and that all call types have a service item assocaited with it.
	Connector Tool. Click this icon to start the connector program. It must be running in order for Companion to talk to QuickBooks.

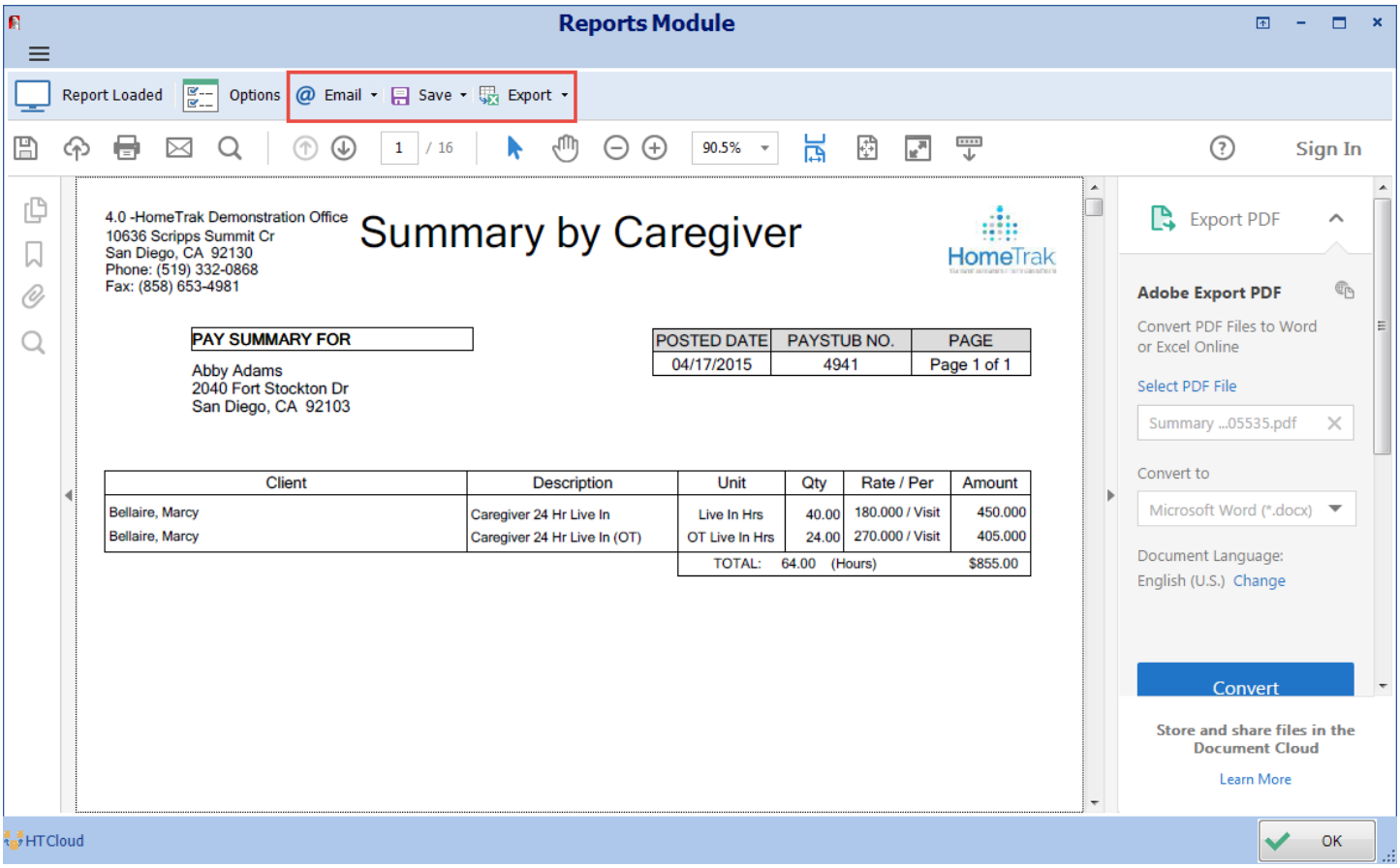
Summary By Caregiver Report

Once Payroll has been posted, you can go to the *Export and Pay Stubs* screen and generate a report for your caregivers that summarizes the hours worked, pay rate and amount for each client they worked for.

Click **Summary by Caregiver** icon on the ribbon.

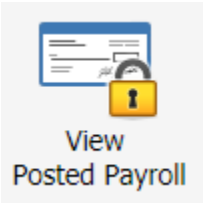


The report shows information based on the records displayed in the grid when you click **View Data** on the toolbar.



After the report is displayed you may Email, Save, or Export from the toolbar.

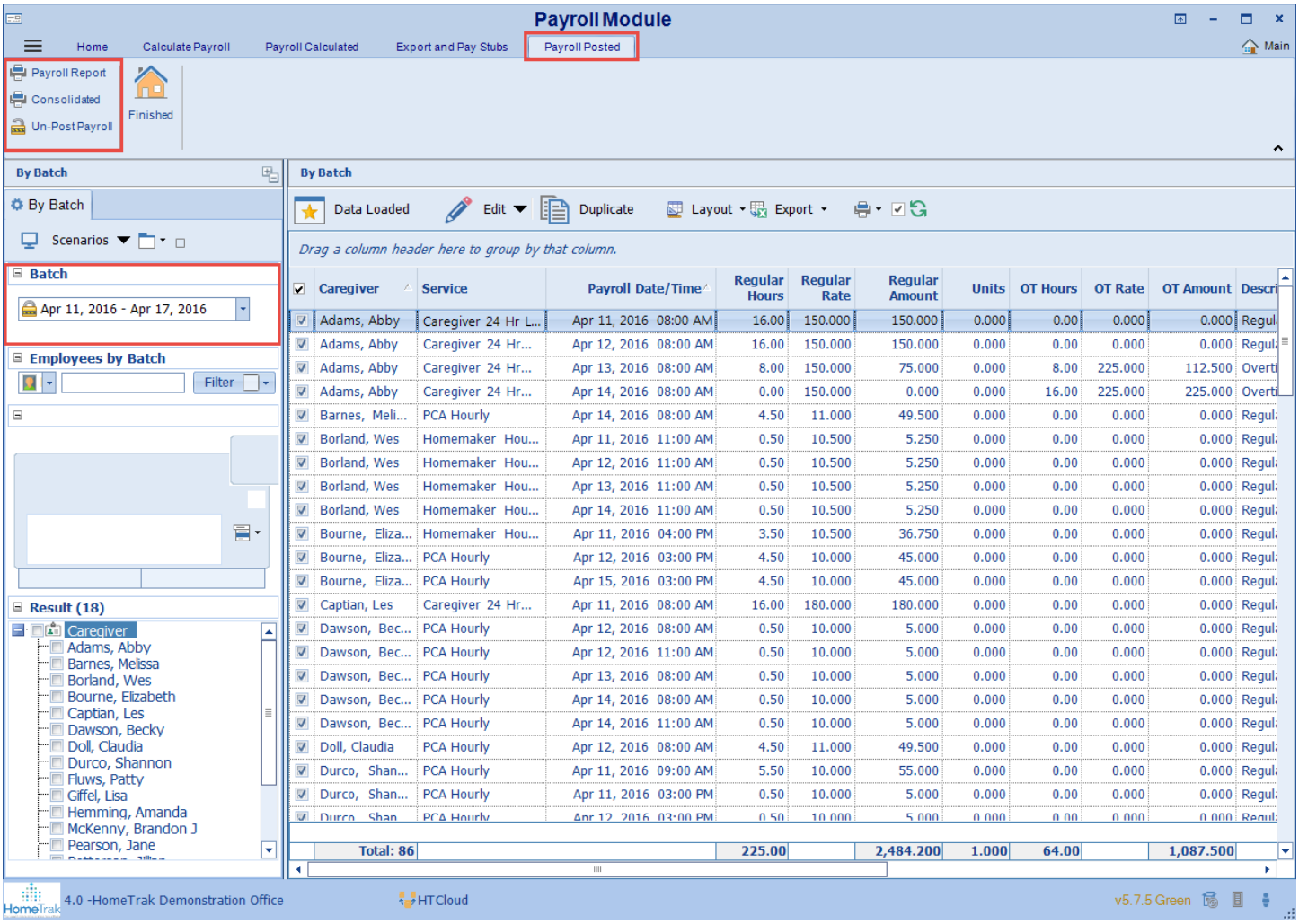
View Posted Payroll



To look up historical payroll information, click the **View Posted Payroll** tool on the Payroll Module homepage.

This screen has the same layout and reports as the *Payroll Calculated* screen in Step 2. You can edit or duplicate any of the payroll records to make corrections. Remember to add a documented event to explain why the correction or duplication was made. This can be done by clicking the Edit drop-down and click *Edit Schedule.*
You have the choice of two different reports you can run. Payroll Report or Consolidated.

You have the option to change the **Scenarios** to one of three options:

- By Batch
- By Pay Date
- By Posted Date

You can change the **Group By** and **Filter** options.