**TempWorks University**

**Pay/Bill 101 Workbook**



**Scope**

This workbook is meant to accompany the TempWorks University Pay/Bill 101 videos posted on the TempWorks Knowledge Base: <http://kb.tempworks.com>. If you have never used Enterprise before, please review the Enterprise 101 videos before completing Pay/Bill 101.

**Table of Contents**

[Payroll](#Overview) Part 1 pg. 3

[Payroll Part 2](#Payroll2) pg. 4

[Invoice Setup](#Invoicesetup) pg. 5

[PO Setup](#PO) pg. 6

[Time Entry Part 1](#Timeentry1) pg. 7

[Time Entry Part 2](#Timeentry2) pg. 8

[Time Entry Part 3](#Timeentry3) pg. 8

[Proofing](#Proof) pg. 9

[Payroll Wizard](#payrollwiz) pg. 10

[Invoice Wizard](#invoicewiz) pg. 10

[Payroll Corrections](#payrollcorrect) pg. 11

[Invoice Corrections](#invoicecorrect) pg. 12

**Payroll Part 1 - The Basics of Employee Setup**

1. What would happen if we tried to pay an employee that does not have the “Pay Setup Complete” checkbox selected?

|  |
| --- |
|  |

1. Enterprise has default settings for fed exemptions and marital tax statuses. What are they?

|  |
| --- |
|  |

1. What field helps determine the tax jurisdictions that will apply to an employee?

|  |
| --- |
|  |

1. How would you list an employee as being exempt from withholding in Enterprise?

|  |
| --- |
|  |

1. Will you be emailing employees their paystubs? If yes, where do you mark that the employee would like to receive their stub by email?

|  |
| --- |
|  |

1. How do you enroll an employee in direct deposit?

|  |
| --- |
|  |

**Payroll Part 2 - Employee Adjustments**

1. What is an employee adjustment?

|  |
| --- |
|  |

1. How you enroll an employee in secondary direct deposit?

|  |
| --- |
|  |

1. Adjustment *frequency* should be set to what?

|  |
| --- |
|  |

1. What are three things that a user should confirm when setting up an adjustment on an employee record?

|  |
| --- |
|  |
|  |
|  |

**Invoice Setup**

1. What “status” must a customer record have for assignments to be created?

|  |
| --- |
|  |

1. If a billing address is not specified on the customer record, what address will appear on the invoice?

|  |
| --- |
|  |

1. What is a *worksite*?

|  |
| --- |
|  |

1. The billing setup page of the customer record determines what?

|  |
| --- |
|  |

1. What important information lies in the credit and payroll page of the customer record?

|  |
| --- |
|  |

1. What functionality exists within the *invoice detail* page?

|  |
| --- |
|  |

**PO Setup**

1. Where are purchase orders created in Enterprise?

|  |
| --- |
|  |

1. What report keeps track of PO Number values and expiration dates?

|  |
| --- |
|  |

1. What options does a user have within the *assign to customer* section of the PO Setup window?

|  |
| --- |
|  |

1. When a PO number is *changed* on an order (i.e. assignments have already been created), what happens?

|  |
| --- |
|  |

**Time Entry Part 1 - The Basics**

1. What is the difference between the weekend date and the weekend bill date?

|  |
| --- |
|  |

1. Selecting “Create Timecard from Assignment” does what?

|  |
| --- |
|  |

1. What feature allows users to tab through the time entry dashboard?

|  |
| --- |
|  |

1. What do the following time saving tricks do?

|  |  |
| --- | --- |
| Time Saving Trick: | What it Does: |
| Alt + I |  |
| Alt + A |  |
| Alt + C |  |
| + |  |
| \* |  |
| / |  |

1. When hours have been entered and saved on a timecard, what status is the timecard given?

|  |
| --- |
|  |

**Time Entry Part 2 - The Details**

1. How do you properly account for late timecards (timecards from the last processing week turned in this week) in Enterprise?

|  |
| --- |
|  |

1. How do you duplicate timecards en masse, instead of one at a time?

|  |
| --- |
|  |

1. When would you enter in units instead of hours?

|  |
| --- |
|  |

**Time Entry Part 3 – One-Time Adjustments/Overrides**

1. What is a timecard adjustment and what is an example of a timecard adjustment?

|  |
| --- |
|  |

1. When entering a timecard adjustment to *reimburse* an employee, should the dollar amount be entered as a *positive* or a *negative*?

|  |
| --- |
|  |

1. Where do assignment adjustments display within a timecard?

|  |
| --- |
|  |

1. How would you make a one-time override to an employee’s recurring adjustment (ex. Child support)?

|  |
| --- |
|  |

**Proofing**

1. Why might a user want to proof their time entry as soon as they are done entering in time for a client?

|  |
| --- |
|  |

1. Can a user proof another user’s session?

|  |
| --- |
|  |

1. How can a user see *all* transactions for an employee when investigating a proofing error? Why is this important?

|  |
| --- |
|  |

1. How could a user add a transaction with a $0.00 bill rate onto an invoice?

|  |
| --- |
|  |

**Payroll Wizard**

1. What does the “unpaid W2 transactions” within the payroll wizard represent?

|  |
| --- |
|  |

1. What are the filtering and grouping options within the “transactions” step of the payroll wizard? How will *you* be filtering and grouping transactions?

|  |
| --- |
|  |

1. If transactions within a payroll run are discovered to be incorrect, is it too late to correct them?

|  |
| --- |
|  |

1. What steps should a user take to correct an employee’s adjustment if they determine that the adjustment calculated incorrectly during a payroll run?

|  |
| --- |
|  |

1. What step of the payroll wizard allows pay stubs to be emailed?

|  |
| --- |
|  |

**Invoicing Wizard**

1. What page within the customer record directly affects how invoices are split and displayed within the invoicing wizard?

|  |
| --- |
|  |

1. If a transaction has been processed by payroll but is incorrect, what correction options do you have *prior* to making the invoice?

|  |
| --- |
|  |

**Payroll Corrections**

1. Check corrections:

|  |  |  |
| --- | --- | --- |
| Action to Take: | Question #1:  Is the Check Correct? | Question #2:  Has the Check Been Deposited? |
|  | No | No |
|  | No | Yes |
|  | Yes | No |

1. Can multiple checks be voided at once? How?

|  |
| --- |
|  |

1. What happens when “Reverse Billing” is selected while voiding/reversing a check?

|  |
| --- |
|  |

1. What happens when a check is reversed?

|  |
| --- |
|  |

**Invoice Corrections**

1. What happens every time an invoice is edited?

|  |
| --- |
|  |

1. How would a user *undo* an invoice edit?

|  |
| --- |
|  |

1. When would it be appropriate to *recast* an invoice?

|  |
| --- |
|  |

1. When would it be appropriate to *recalculate taxes/surcharges* on an invoice?

|  |
| --- |
|  |

1. What are three options you have regarding making invoice corrections?

|  |
| --- |
|  |
|  |
|  |