

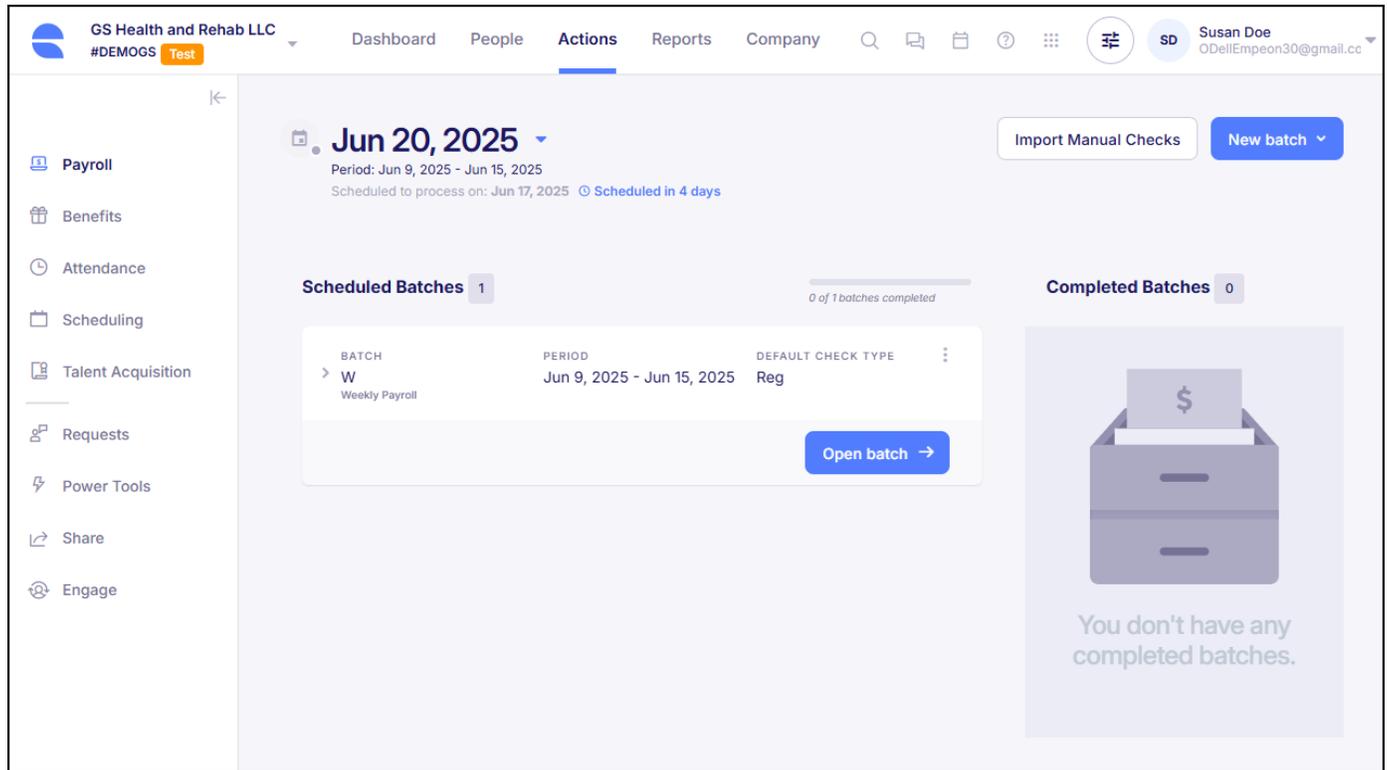
Empeon's Payroll Processing Guide Table of Contents

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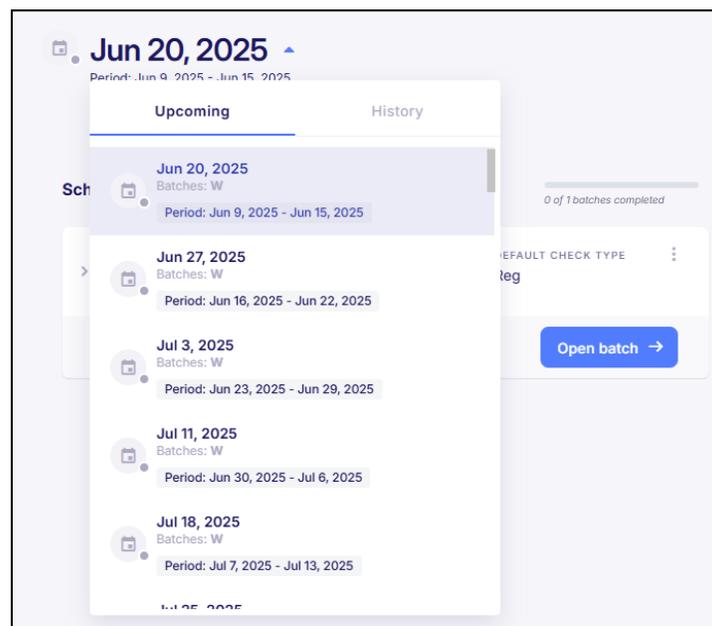
Step 1: Opening the Batch

To begin processing payroll in Empeon, follow the steps below to open your payroll batch and import time data.

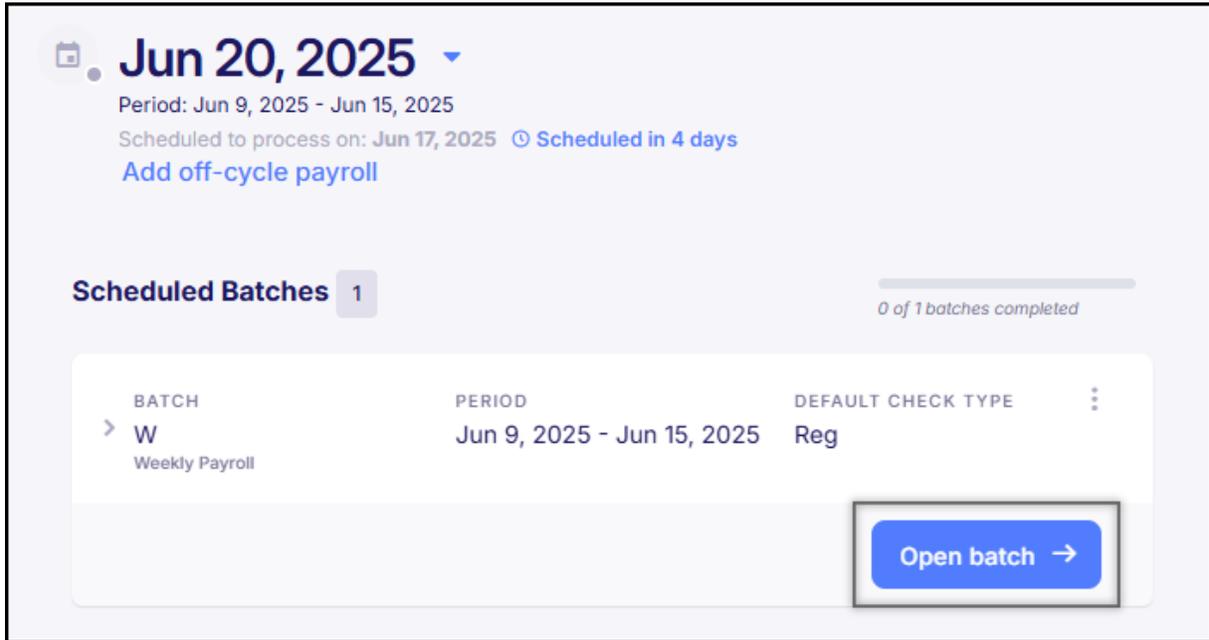
Navigate to the **Actions** tab and stay within the **Payroll** section.



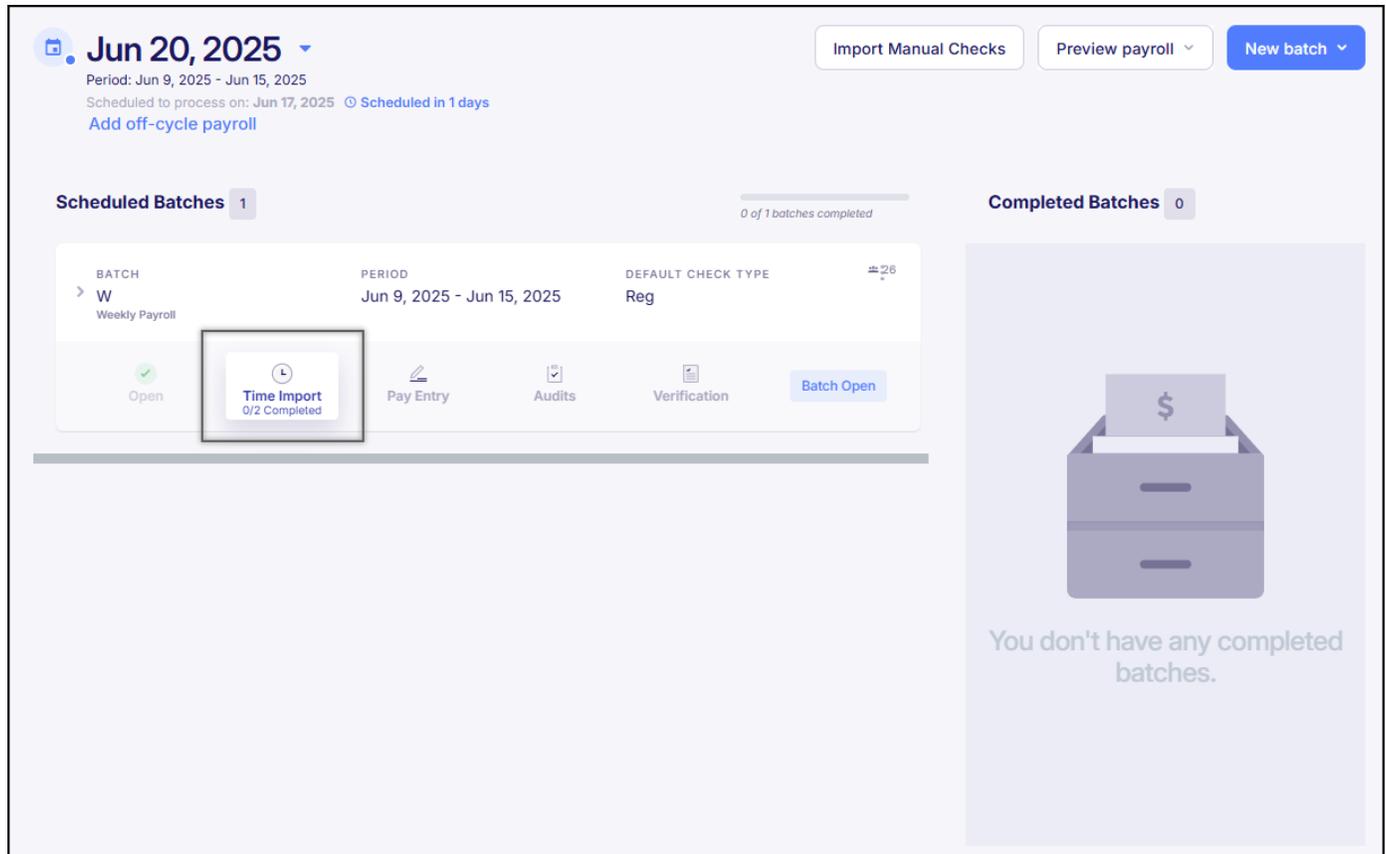
Next, confirm that the correct pay period is selected. Use the dropdown next to the payroll's check date to view and verify the scheduled check dates.



If you are outside the scheduled window, click **“Open batch →”**. This will prompt confirmation of the pay period and check dates. Once confirmed, the system will automatically proceed to Step 2, which is **Time Imports**.



If you are within the scheduled window, the batch may already be open. If the batch is already open, click on **“Time Import”** to continue.



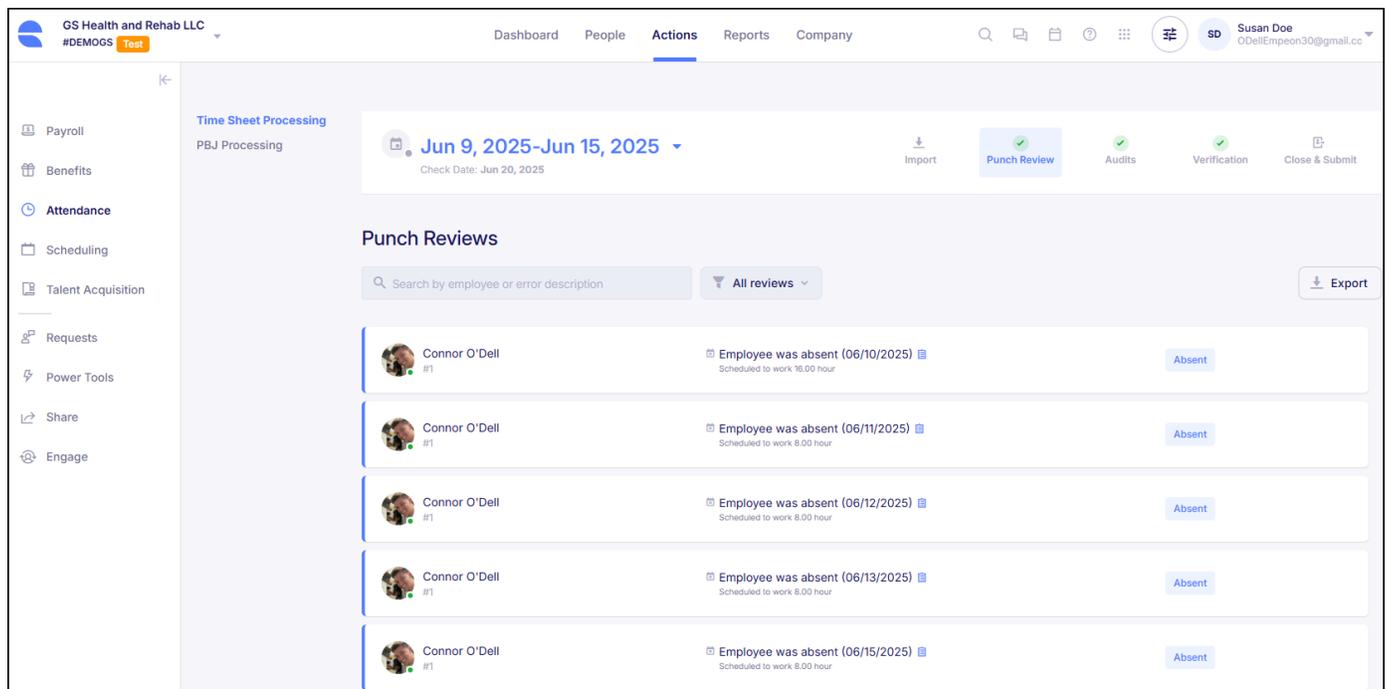
Step 2: Applying Attendance & Time File Imports

Attendance Records

If your organization is using Empeon's Time & Attendance module, there will be a line for **"Attendance Records"** with the option to apply attendance records into the batch.

In order to have the option to apply attendance records in this step, **Time Sheet Processing** must first be completed for the matching pay period within the **Attendance** section of the **Actions** tab.

This process involves reviewing punches and any flagged time and attendance audits, then closing and submitting the period. If the organization requires time card approvals, all time cards must be approved prior to processing the time sheets.



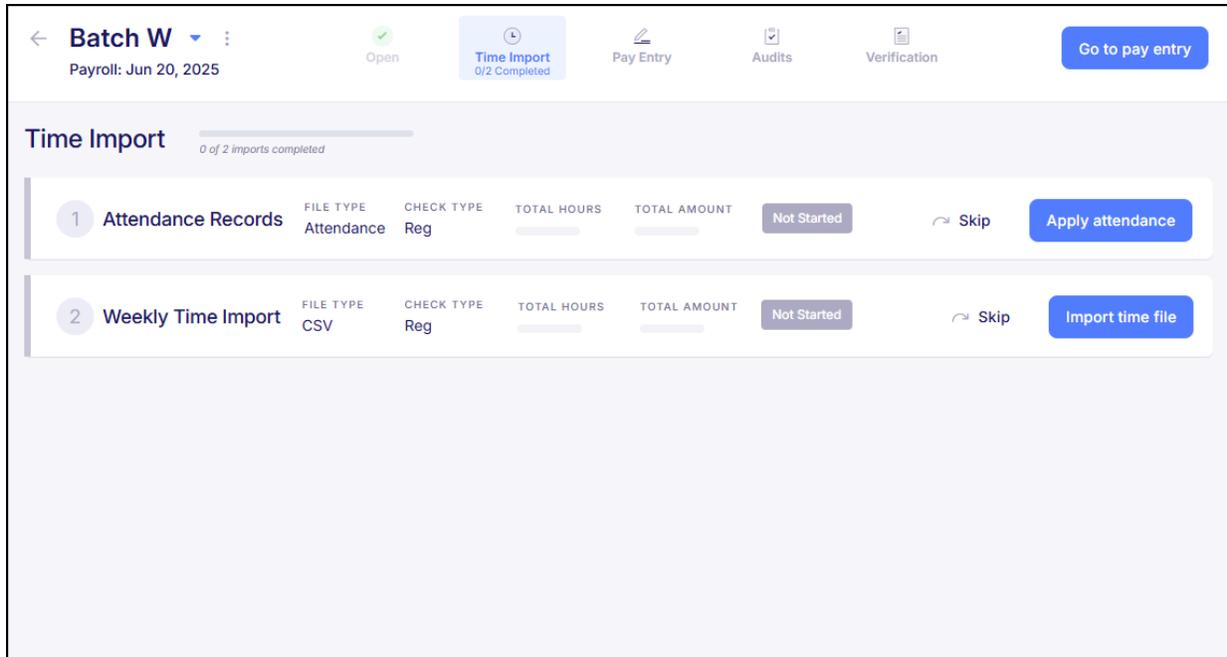
The screenshot shows the Empeon software interface for 'GS Health and Rehab LLC'. The user is logged in as 'Susan Doe' (O'DellEmpeon30@gmail.com). The 'Actions' tab is selected, and the 'Time Sheet Processing' section is active. The date range is 'Jun 9, 2025-Jun 15, 2025' with a 'Check Date: Jun 20, 2025'. The interface includes buttons for 'Import', 'Punch Review', 'Audits', 'Verification', and 'Close & Submit'. The 'Punch Reviews' section has a search bar and a filter set to 'All reviews'. Below this, there are five entries for employee Connor O'Dell, all marked as 'Absent'.

| Employee | Review Description | Status |
|------------------|--|--------|
| Connor O'Dell #1 | Employee was absent (06/10/2025) Scheduled to work 16.00 hour | Absent |
| Connor O'Dell #1 | Employee was absent (06/11/2025) Scheduled to work 8.00 hour | Absent |
| Connor O'Dell #1 | Employee was absent (06/12/2025) Scheduled to work 8.00 hour | Absent |
| Connor O'Dell #1 | Employee was absent (06/13/2025) Scheduled to work 8.00 hour | Absent |
| Connor O'Dell #1 | Employee was absent (06/15/2025) Scheduled to work 8.00 hour | Absent |

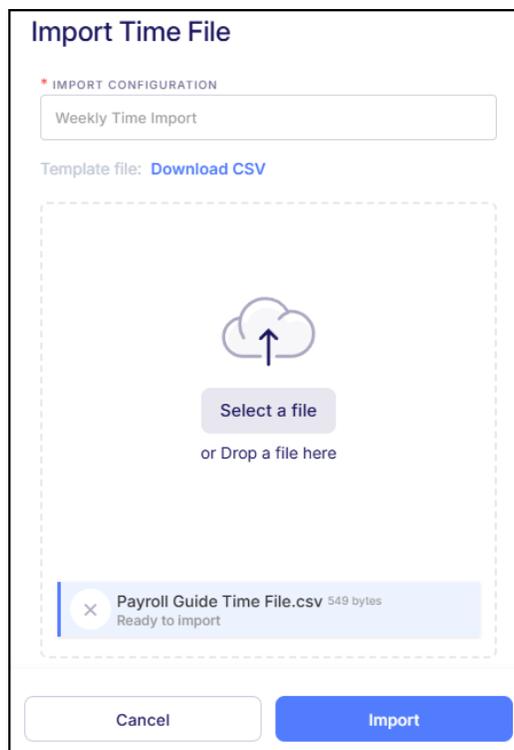
Once this process is completed, the recorded time data becomes available to be applied in the payroll batch through the **Attendance Records** option in Step 2.

Time File Imports

Within this step, a “**Time File Import**” option may also be available to import time from a third-party attendance system or to import other types of pay, such as bonuses, into the batch. For a [Time File Import](#) option to be available here, it requires pre-configuration prior to running the batch.



When importing a Time File, the process simply involves selecting the CSV file and clicking “**Import**”. If needed, use the “**Download CSV**” option to download a blank file pre-configured with the mapped fields defined in the Time File Configuration.



Completing Step 2

Ultimately the organization’s setup determines which options are available within this step. For each option that is available, a selection is required, either to apply or import the data, or to skip.

Once all options within this step are handled, a green plus will appear over the Time Import step and you can now proceed to step 3, by clicking the blue **“Go to pay entry”** button.

The screenshot displays a payroll management interface for 'Batch W' (Payroll: Jun 20, 2025). The 'Time Import' step is highlighted as '2/2 Completed'. A progress bar shows 2 of 2 imports completed. Below this, a table lists the imported data:

| | FILE TYPE | CHECK TYPE | TOTAL HOURS | TOTAL AMOUNT | | | |
|---|--------------------|------------|-------------|--------------|---------|------|----|
| 1 | Attendance Records | Attendance | Reg | 40 | \$0.00 | Done | 🗑️ |
| 2 | Weekly Time Import | CSV | Reg | 84 | \$50.00 | Done | 🗑️ |

At the top right, there is a blue button labeled 'Go to pay entry'. Other navigation options include 'Open', 'Pay Entry', 'Audits', and 'Verification'.

Step 3: Pay Entry

Navigating the Pay Entry Screen

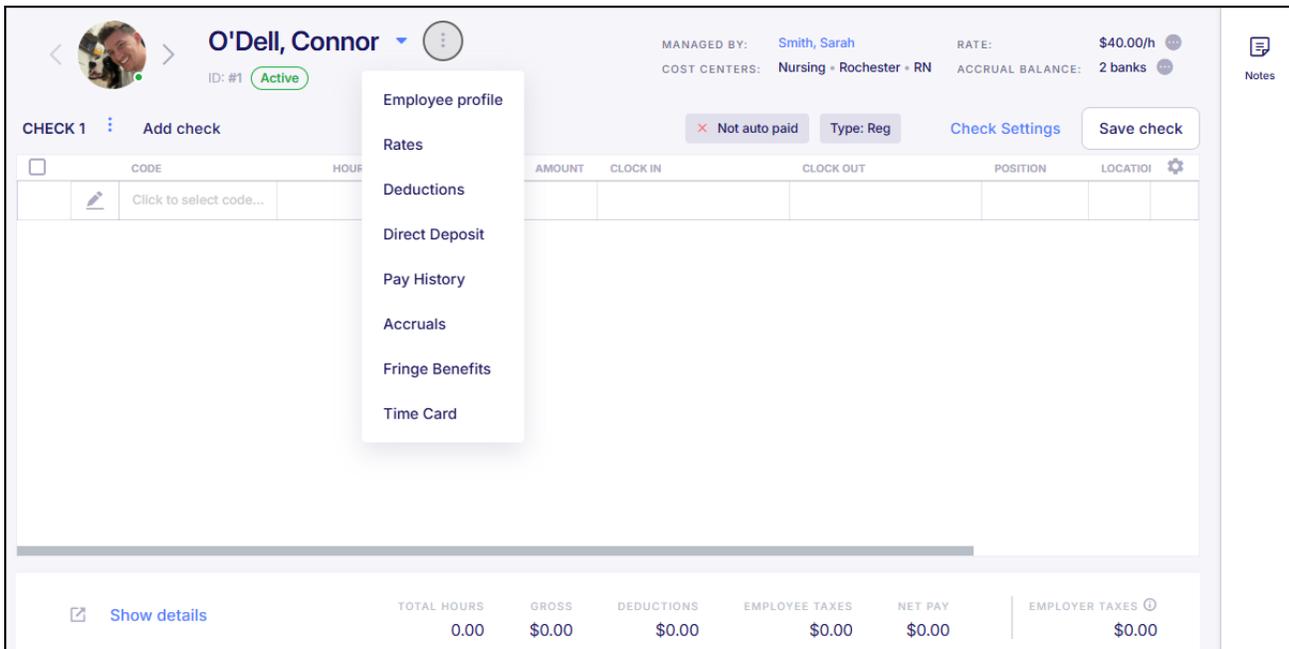
The Pay Entry screen is organized by individual employee and sorted by Employee ID.

1. Use the left and right arrows next to the employee's profile picture to navigate through the batch one employee at a time.
2. Use the dropdown next to the employee's name to manually search for and select employees to pay out.
3. Within this dropdown, use the blue plus icon in the lower right corner to add any employees to the batch if needed. This may include employees who are terminated, on leave, or not already included in the batch by default.

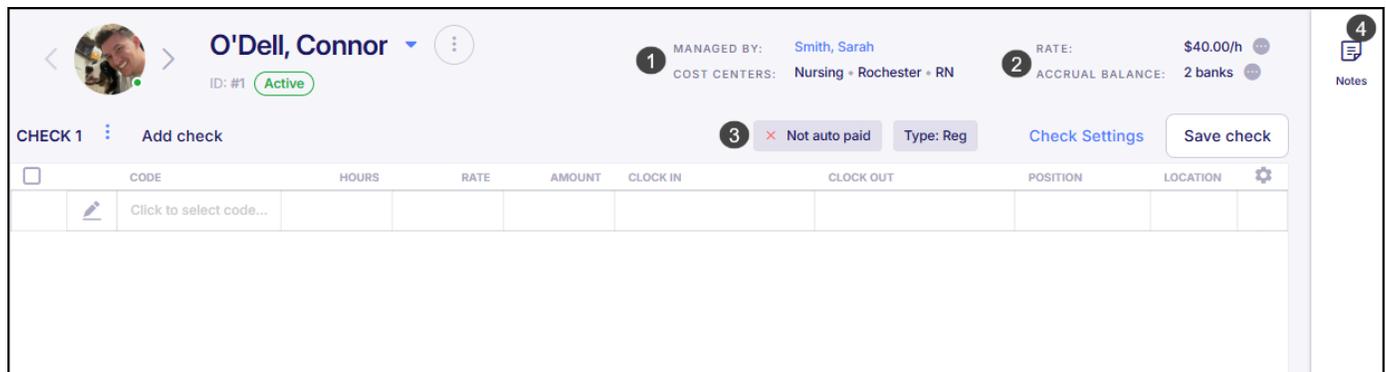
The screenshot displays the Pay Entry interface for Batch W (Payroll: Jun 20, 2025). The top navigation bar includes 'Open', 'Time Import 2/2 Completed', 'Pay Entry', 'Audits', 'Verification', and a 'Complete and next' button. The main area shows the profile for Connor O'Dell (ID: #1, Active), managed by Sarah Smith at a rate of \$40.00/h. A dropdown menu is open, listing other employees: Tony Bologna (ID: #2), Douglas Dimmadome (ID: #3), Benji Meyn (ID: #4), Cassie Bullock (ID: #5), and Maria Taylor (ID: #6). A blue plus icon is visible at the bottom right of the dropdown. The bottom of the screen shows a summary table for taxes and net pay.

| EMPLOYEE TAXES | NET PAY | EMPLOYER TAXES ⓘ |
|----------------|---------|------------------|
| \$0.00 | \$0.00 | \$0.00 |

To make changes to an employee’s profile setup that should apply toward the check, use the three-dot menu next to the employee’s name to access their profile.



Additional pay-related information for the employee can be found in the top right corner of the Pay Entry grid, including the following details:



- 1. Assigned Manager & Cost Centers** – Displays the employee’s assigned Manager and Cost Centers. Any regular pay entered without manual cost center allocation will default to the Cost Centers listed here as reflected within the employee’s profile.
- 2. Rate/Salary & Accrual Banks** – Displays the employee’s hourly rate or salary based on their pay setup, along with the current balances of available accrual banks.
- 3. Auto Pay** – Indicates whether the employee is set to be auto-paid. Salary employees are auto-paid by default when a new batch is opened, while hourly employees must have this setting enabled in their profile.
- 4. Notes** – Any payroll-related notes that have been entered can be referred to here.

Check Settings

For adjustments to how pay is applied to the check, the Check Settings button offers several manual options. These include selecting a different [Check Type](#), blocking all or specific recurring earnings and deductions, disabling direct deposit or extra tax withholdings, adding a check stub memo, and adjusting applied tax rates.

Check 1 Settings edit

Use default check settings

General & Blocked Override Tax Settings

* CHECK TYPE
Reg

Pay 40 Hours

Block all fringe benefits

BLOCK SPECIFIC FRINGE BENEFITS
Select...

Block all deductions

BLOCK SPECIFIC DEDUCTIONS
Select...

Block all direct deposits

BLOCK SPECIFIC DIRECT DEPOSITS
Select...

Block labor allocation

Block extra tax withholding

CHECKSTUB MEMO
[Text Field]

Cancel Save

Batch W Payroll: Jun 20, 2025

O'Dell, Sarah ID: #1 Acti

CHECK 1 Add check

CODE Click to select code...

Smith, Sarah RATE: \$40.00/h ACCRUAL BALANCE: 2 banks

Nursing - Rochester - RN Type: Reg Check Settings Save check

EMPLOYEE TAXES \$0.00 NET PAY \$0.00 EMPLOYER TAXES \$0.00

Please note that upon selecting Check Settings, the **“Use default check settings”** toggle will be enabled, which will gray out the fields within this section. You will need to toggle this setting off in order to make manual adjustments to any of these fields.

Entering Pay

The process of manually entering pay for an employee involves selecting the appropriate Earning Code, which in most cases is “Reg” for their regular earnings and entering associated hours or amounts.

This same process is used when needing to add one-time earnings or deductions to a check. These are items that have not been set up on the employee profile with a recurring schedule and are instead being applied only to the current check. Examples include a bonus, a reimbursement, or a deduction for lost equipment.

Earnings or deductions that apply on an ongoing basis, such as union dues or 401(k) contributions, should be set up on the employee profile with a recurring schedule. When configured this way, they will automatically be applied to the check based on their assigned schedule, and confirmation of this can be viewed in the **Show Details** section of the check.

O'Dell, Connor (Active) | ID: #1 | Managed by: Smith, Sarah | Rate: \$40.00/h | Cost Centers: Nursing - Rochester - RN | Accrual Balance: 2 banks

CHECK 1 | Add check | Not auto paid | Type: Reg | Check Settings | Save check

| CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT | POSITIO |
|---|-------|------|--------|----------|-----------|---------|
| Reg Regular | 40 | | | | | |
| AssetRepay Asset Repayment for damaged or lost assets | | | \$ 125 | | | |
| Click to select code... | | | | | | |

Hide details

| TOTAL HOURS | GROSS | DEDUCTIONS | EMPLOYEE TAXES | NET PAY | EMPLOYER TAXES |
|-------------|------------|------------|----------------|------------|----------------|
| 40.00 | \$1,600.00 | \$215.00 | \$351.24 | \$1,033.76 | \$112.84 |

EARNINGS | Group Items

| EARNING | HOURS | RATE | AMOUNT |
|--------------|-----------|---------|-------------------|
| Reg | 40.00 | \$40.00 | \$1,600.00 |
| TOTAL | 40 | | \$1,600.00 |

DEDUCTIONS

| DEDUCTION | AGENCY | AMOUNT |
|--------------|--------|-----------------|
| 401K | | \$75.00 |
| AssetRepay | | \$125.00 |
| UnionDues | | \$15.00 |
| TOTAL | | \$215.00 |

Please note that any recurring earning or deduction set up as [Auto Pay](#) will appear on the check by default. This is because "Auto Pay" items are applied automatically, even if no other earnings are entered for the employee.

Adding a 2nd Check

In any instance where an employee needs to be paid multiple checks within the same batch, the **“Add check”** button can be used to create an additional check.

MANAGED BY: Smith, Sarah RATE: \$40.00/h
COST CENTERS: Nursing - Rochester - RN ACCRUAL BALANCE: 2 banks

CHECK 1 Add check Not auto paid Type: Reg Check Settings Save check

| | CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT | POSITIO |
|--------------------------|---|-------|------|--------|----------|-----------|---------|
| <input type="checkbox"/> | Reg Regular | 40 | | | | | |
| <input type="checkbox"/> | AssetRepay Asset Repayment for damaged or lost assets | | | \$ 125 | | | |
| <input type="checkbox"/> | Click to select code... | | | | | | |

☑ Show details TOTAL HOURS: 40.00 GROSS: \$1,600.00 DEDUCTIONS: \$215.00 EMPLOYEE TAXES: \$351.24 NET PAY: \$1,033.76 EMPLOYER TAXES: \$112.84

If a second check is added but later needs to be removed, there is a three-dot menu that gives the option to delete it.

MANAGED BY: Smith, Sarah RATE: \$40.00/h
COST CENTERS: Nursing - Rochester - RN ACCRUAL BALANCE: 2 banks

CHECK 1 CHECK 2 Add check Not auto paid Type: Reg Check Settings Save check

| | CC | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT | POSITIO |
|--------------------------|-------------------------|-------|------|--------|----------|-----------|---------|
| <input type="checkbox"/> | Click to select code... | | | | | | |

☑ Show details

If an earning is entered on the first check but should instead be applied to a second check, the “**Split to new Check**” option within the three-dot menu on that earning line can be used.

Employee Profile: O'Dell, Connor (Active)

MANAGED BY: Smith, Sarah | RATE: \$40.00/h
 COST CENTERS: Nursing • Rochester • RN | ACCRUAL BALANCE: 2 banks

CHECK 1: Add check | Not auto paid | Type: Reg | Check Settings | Save check

| CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT |
|---|-------|------|--------|----------|-----------|
| Bonus Bonus Pay | | | \$ 250 | | |
| Reg Regular | 40 | | | | |
| AssetRepay Asset Repayment for damaged or lost assets | | | \$ 125 | | |
| Click to select code... | | | | | |

Context Menu: Delete, Clone, Split to new Check

This will effectively remove the earning from the first check, automatically create a second check, and apply the earning to it.

Employee Profile: O'Dell, Connor (Active)

MANAGED BY: Smith, Sarah | RATE: \$40.00/h
 COST CENTERS: Nursing • Rochester • RN | ACCRUAL BALANCE: 2 banks

CHECK 1 | CHECK 2: Add check | Not auto paid | Type: Reg | Check Settings | Save check

| CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT |
|-------------------------|-------|------|--------|----------|-----------|
| Bonus Bonus Pay | | | \$ 250 | | |
| Click to select code... | | | | | |

Summary:

| | | | | | | |
|--------------|-------------|----------|------------|----------------|----------|----------------|
| Show details | TOTAL HOURS | GROSS | DEDUCTIONS | EMPLOYEE TAXES | NET PAY | EMPLOYER TAXES |
| | 0.00 | \$250.00 | \$90.00 | \$20.43 | \$139.57 | \$19.12 |

As a reminder, “**Check Settings**” are managed separately for each individual check. A second check is often needed when a specific type of pay must be taxed or processed differently than the regular earnings on the first check. In these cases, be sure to use the Check Settings button on the second check to apply the necessary adjustments.

Column Chooser

The Column Chooser tool allows customization of the pay entry grid by adding, removing, or reordering columns.

| CHECK 1 | CHECK 2 | Add check | | Not auto paid | Type: Reg | Check Settings | Save check |
|---|---------|-----------|--------|---------------|-----------|----------------|------------|
| CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT | | |
| <input type="checkbox"/> Reg Regular | 40 | | | | | | |
| <input type="checkbox"/> AssetRepay Asset Repayment for damaged or lost assets | | | \$ 125 | | | | |
| Click to select code... | | | | | | | |

| Show details | TOTAL HOURS | GROSS | DEDUCTIONS | EMPLOYEE TAXES | NET PAY | EMPLOYER TAXES |
|--------------|-------------|------------|------------|----------------|------------|----------------|
| | 40.00 | \$1,600.00 | \$215.00 | \$351.24 | \$1,033.76 | \$112.84 |

Upon selecting “**Choose Columns**”, a window will open with available columns to be added to the pay entry grid.

| CHECK 1 | CHECK 2 | Add check | | Not auto paid | Type: Reg | Check Settings | Save check |
|---|---------|-----------|--------|---------------|-----------|----------------|------------|
| CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT | | |
| <input type="checkbox"/> Reg Regular | 40 | | | | | | |
| <input type="checkbox"/> AssetRepay Asset Repayment for damaged or lost assets | | | \$ 125 | | | | |
| Click to select code... | | | | | | | |

| Show details | TOTAL HOURS | GROSS | DEDUCTIONS | EMPLOYEE TAXES | NET PAY | EMPLOYER TAXES |
|--------------|-------------|------------|------------|----------------|------------|----------------|
| | 40.00 | \$1,600.00 | \$215.00 | \$351.24 | \$1,033.76 | \$112.84 |

Choose Columns

- Work Comp
- Account/Agency
- Patient Name
- Visit Id

To add a column, simply drag and drop the appropriate column to the pay entry grid. To remove a column, drag it from the pay entry grid back into the Choose Columns window.

Any column that is already on the pay entry grid can be reordered by clicking on the column header, holding down the mouse, and dragging it to the desired position within the grid.

The Column Chooser feature is especially useful for allocating earnings toward specific categories beyond the employee’s default setup. Additional columns for [Cost Centers](#), [Job Codes](#), and Patient ID’s can be added to the grid to allocate earnings accordingly.

By default, all earnings and deductions are allocated toward the employee’s assigned Cost Centers as set up in their profile. Manual allocation utilizing these columns is only necessary if the employee worked in a different Cost Center during the pay period.

In many cases, when an employee has an additional rate set up, it is linked to a different Cost Center other than their default assignment. To activate the additional rate on the check, hours must be allocated to the corresponding Cost Center.

O'Dell, Connor ID: #1 (Active) MANAGED BY: Smith, Sarah RATE: \$40.00/h
COST CENTERS: Nursing • Rochester • RN ACCURAL BALANCE: 2 banks

CHECK 1 | CHECK 2 | Add check | Not auto paid | Type: Reg | Check Settings | Save check

| <input type="checkbox"/> | CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT | POSITION | LOCATI | ⚙️ |
|--------------------------|----------------------------|-------|------|--------|----------|-----------|----------|--------|----|
| <input type="checkbox"/> | Reg Regular | 32 | | | | | | | ⋮ |
| <input type="checkbox"/> | Reg Regular | 8 | | | | | RNS | | ⋮ |
| <input type="checkbox"/> | AssetRepay Asset Repayment | | | \$ 125 | | | | | ⋮ |
| <input type="checkbox"/> | Click to select code... | | | | | | | | ⋮ |

[Hide details](#)

| TOTAL HOURS | GROSS | DEDUCTIONS | EMPLOYEE TAXES | NET PAY | EMPLOYER TAXES |
|-------------|------------|------------|----------------|------------|----------------|
| 40.00 | \$1,640.00 | \$215.00 | \$365.44 | \$1,059.56 | \$115.90 |

EARNINGS Group Items ⚙️ ↓

| EARNING ↑1 | HOURS ↑2 | RATE ↑3 | AMOUNT |
|------------|----------|---------|-------------------|
| Reg | 8.00 | \$45.00 | \$360.00 |
| Reg | 32.00 | \$40.00 | \$1,280.00 |
| 40 | | | \$1,640.00 |

DEDUCTIONS ⚙️

| DEDUCTION ↑ | AGENCY | AMOUNT |
|-------------|--------|-----------------|
| 401K | | \$75.00 |
| AssetRepay | | \$125.00 |
| UnionDues | | \$15.00 |
| | | \$215.00 |

Show Details

Along the bottom of the pay entry grid, the **Show details** section provides a quick summary of the check totals, including total hours, gross pay, deductions, employee taxes, employer taxes, and net pay.

O'Dell, Connor ▼

ID: #1 Active

MANAGED BY: Smith, Sarah

COST CENTERS: Nursing • Rochester • RN

RATE: \$40.00/h

ACCURAL BALANCE: 2 banks

CHECK 1

CHECK 2

Add check

✗ Not auto paid

Type: Reg

Check Settings

Save check

| | CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT | POSITION | LOCATI | |
|--------------------------|----------------------------|-------|------|--------|----------|-----------|----------|--------|---|
| <input type="checkbox"/> | Reg Regular | 8 | | | | | RNS | | ⋮ |
| <input type="checkbox"/> | Reg Regular | 32 | | | | | | | ⋮ |
| <input type="checkbox"/> | AssetRepay Asset Repayment | | | \$ 125 | | | | | ⋮ |
| | Click to select code... | | | | | | | | ⋮ |

Show details

TOTAL HOURS

40.00

GROSS

\$1,640.00

DEDUCTIONS

\$215.00

EMPLOYEE TAXES

\$365.44

NET PAY

\$1,059.56

EMPLOYER TAXES ⓘ

\$115.90

Clicking the **“Show details”** button expands this section to reveal a complete breakdown of each of these categories for a more detailed view. This expanded section also confirms direct deposit information, wage parity status, and the accrual amounts being added to the employee’s accrual banks associated with this check.

O'Dell, Connor ▼

ID: #1 Active

MANAGED BY: Smith, Sarah

COST CENTERS: Nursing • Rochester • RN

RATE: \$40.00/h

ACCURAL BALANCE: 2 banks

CHECK 1

CHECK 2

Add check

✗ Not auto paid

Type: Reg

Check Settings

Save check

| | CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT | POSITION | LOCATI | |
|--------------------------|----------------------------|-------|------|--------|----------|-----------|----------|--------|---|
| <input type="checkbox"/> | Reg Regular | 32 | | | | | | | ⋮ |
| <input type="checkbox"/> | Reg Regular | 8 | | | | | RNS | | ⋮ |
| <input type="checkbox"/> | AssetRepay Asset Repayment | | | \$ 125 | | | | | ⋮ |
| | Click to select code... | | | | | | | | ⋮ |

Hide details

TOTAL HOURS

40.00

GROSS

\$1,640.00

DEDUCTIONS

\$215.00

EMPLOYEE TAXES

\$365.44

NET PAY

\$1,059.56

EMPLOYER TAXES ⓘ

\$115.90

EARNINGS Group Items ⚙️ ↓

| EARNING ↑ 1 | HOURS | RATE | AMOUNT |
|-------------|-------|-----------|-------------------|
| Reg | 8.00 | \$45.00 | \$360.00 |
| Reg | 32.00 | \$40.00 | \$1,280.00 |
| | | 40 | \$1,640.00 |

DEDUCTIONS ⚙️

| DEDUCTION ↑ | AGENCY | AMOUNT |
|-------------|--------|-----------------|
| 401K | | \$75.00 |
| AssetRepay | | \$125.00 |
| UnionDues | | \$15.00 |
| | | \$215.00 |

When the “**Show details**” section is expanded, the following features are available to help review and analyze the data:

1. **Show details in popup** – Opens a separate pop-up window displaying the same information, allowing for easier viewing without scrolling.
2. **Column options** – Similar to the Column Chooser on the main pay entry grid, this tool allows columns to be added or removed within each section to focus on the most relevant data.

| EARNING | HOURS | RATE | AMOUNT |
|-----------|-------|---------|-------------------|
| Reg | 8.00 | \$45.00 | \$360.00 |
| Reg | 32.00 | \$40.00 | \$1,280.00 |
| 40 | | | \$1,640.00 |

| DEDUCTION | AGENCY | AMOUNT |
|------------|--------|-----------------|
| 401K | | \$75.00 |
| AssetRepay | | \$125.00 |
| UnionDues | | \$15.00 |
| | | \$215.00 |

To minimize this section, be sure to select “**Hide details**”.

After all pay data has been entered in Step 3, click “**Complete and next**” to move onto the Payroll Audits section in Step 4.

| CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT | POSITION |
|----------------------------|-------|------|--------|----------|-----------|----------|
| Reg Regular | 32 | | | | | |
| AssetRepay Asset Repayment | | | \$ 125 | | | |
| Reg Regular | 8 | | | | | RNS |
| Click to select code... | | | | | | |

| TOTAL HOURS | GROSS | DEDUCTIONS | EMPLOYEE TAXES | NET PAY | EMPLOYER TAXES |
|-------------|------------|------------|----------------|------------|----------------|
| 40.00 | \$1,640.00 | \$215.00 | \$365.44 | \$1,059.56 | \$115.90 |

Step 4: Payroll Audits

The **Payroll Audits** section serves as a checkpoint to review the batch for any flagged items that may need attention before processing the batch.

What are Payroll Audits?

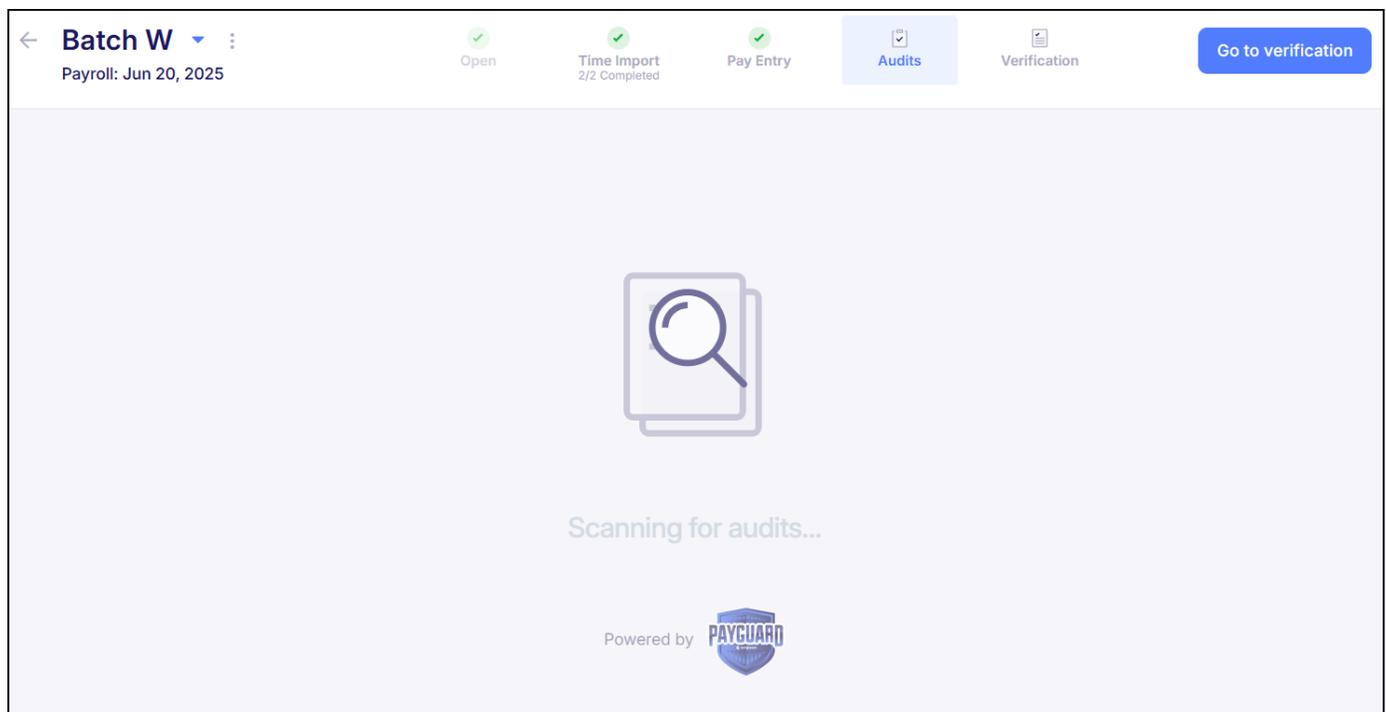
[Payroll Audits](#) are a series of verification rules, set up to help ensure the accuracy, integrity and compliance of payroll batches.

Based on the [Audit Type](#) that is set up, they are intended to flag abnormalities, inconsistencies and even potential errors within Pay Entry. Payroll Audits can be set up to flag things like irregular worked hours, missing pay information or inconsistencies with pay rates.

Payroll Audits offer flexibility by allowing audit parameters to be defined based on specific payroll-related preferences. Because of this, the results in this step will vary depending on which audits have been established at the company level. There are even some audits that allow for custom parameters to be set as well.

When it comes to Payroll Audits, it's important to consider that employee pay can be generated in several ways. Pay may be imported from Empeon's internal time and attendance system, brought in through an external Time File Import, auto-paid for salary or certain hourly employees, or manually entered, as outlined in Step 3.

With multiple methods for generating paychecks, Payroll Audits serve as a checkpoint to review the data, flag inconsistencies, and identify potential errors before the batch is processed.



Reviewing Payroll Audits

When reviewing payroll audits that have been flagged, a panel on the left displays each audit type along with the number of employees it applies to. Selecting an audit from this menu will populate the main screen with a list of impacted employees.

For each employee that is flagged, click on the employee’s name to view their check if further review is needed, or approve the audit by clicking the “**Approve**” button.

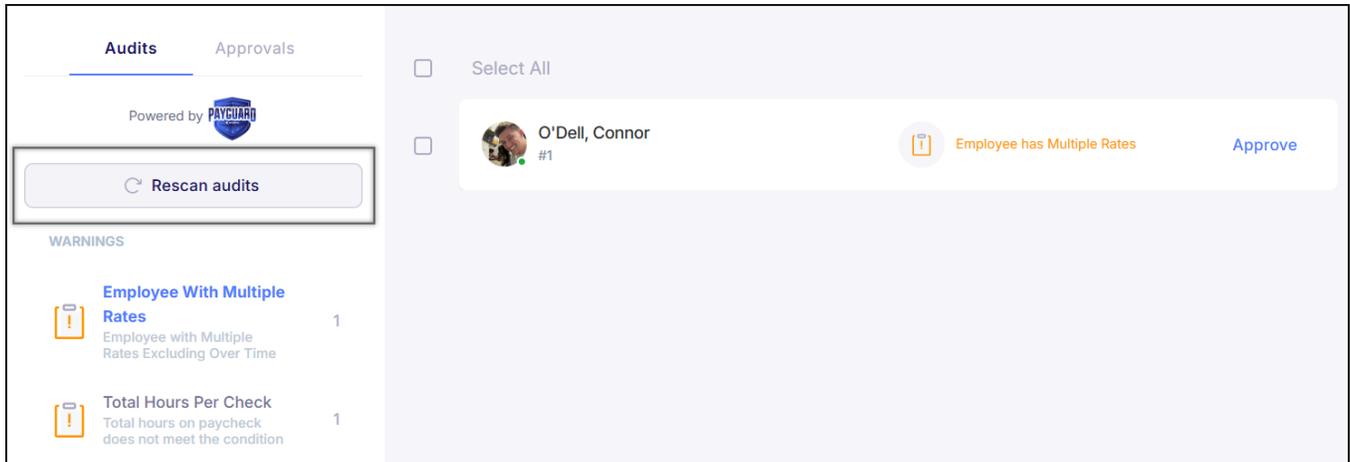
When selecting an employee flagged within a payroll audit, the system will return to the Pay Entry screen for that employee’s check. From here, any necessary adjustments can be made.

Whether or not changes are made, click the blue “**Go to audits**” button to return to the Payroll Audits review screen.

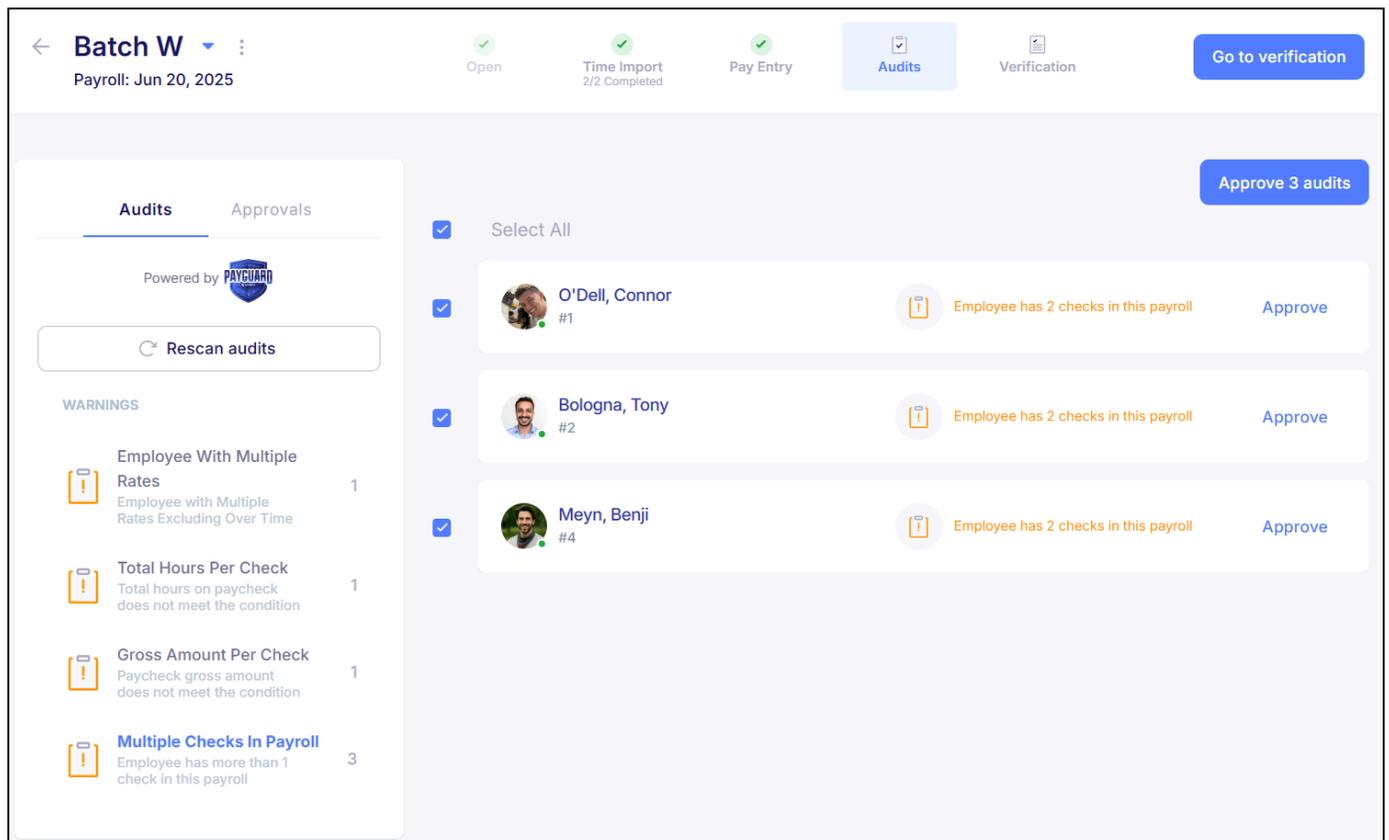
| | CODE | HOURS | RATE | AMOUNT | CLOCK IN | CLOCK OUT | POSITION |
|--------------------------|----------------------------|-------|------|--------|----------|-----------|----------|
| <input type="checkbox"/> | Reg Regular | 32 | | | | | |
| <input type="checkbox"/> | AssetRepay Asset Repayment | | | \$ 125 | | | |
| <input type="checkbox"/> | Reg Regular | 8 | | | | | RNS |
| <input type="checkbox"/> | Click to select code... | | | | | | |

When returning to this screen, if a change was made that resolves the issue flagged by the audit, meaning the check no longer meets the audit’s criteria, the employee will no longer appear on the Payroll Audits screen. If no changes were made, the employee will remain flagged and the audit must be approved manually to clear it.

Whenever returning to the Payroll Audits screen, the system will rescan for audits automatically. However, if changes were made that should have cleared the employee from being flagged, the **“Rescan audits”** button can be used to manually trigger the update. If the employee is still flagged after rescanning, further review of their check may be necessary.



For audits that have multiple employees flagged, all can be approved at once by selecting the **“Select All”** checkbox and then clicking the blue **“Approve audits”** button that appears.



As flagged payroll audits are reviewed and approved, the “**Approvals**” section in the lefthand panel provides a record of all approved audits, including who approved them.

The screenshot displays a payroll audit interface for 'Batch W' (Payroll: Jun 20, 2025). At the top, a progress bar shows steps: Open (checked), Time Import (2/2 Completed, checked), Pay Entry (checked), Audits (checked and highlighted), and Verification. A blue 'Go to verification' button is in the top right. On the left, a sidebar shows 'Audits' and 'Approvals' (highlighted). Below 'Approvals' is a 'WARNINGS' section with four items, each with a green checkmark and a count: 'Employee With Multiple Rates' (1), 'Total Hours Per Check' (1), 'Gross Amount Per Check' (1), and 'Multiple Checks In Payroll' (3). The main area shows a card for 'O'Dell, Connor #1' with a green checkmark and the text 'Employee has Multiple Rates'. To the right of the card, it says 'APPROVED BY sarahsmith@abcnursing.com Jun 17, 2025, 3:03:19 PM'.

Once all audits are approved, a green check will appear above the “Audits” step. Click the blue “**Go to verification**” button to move onto the **Verification** screen.

Step 5: Verification

The final step before completing a payroll batch is **Verification**. This step provides a final opportunity to review and confirm payroll totals before submitting the batch for processing.

Summary View

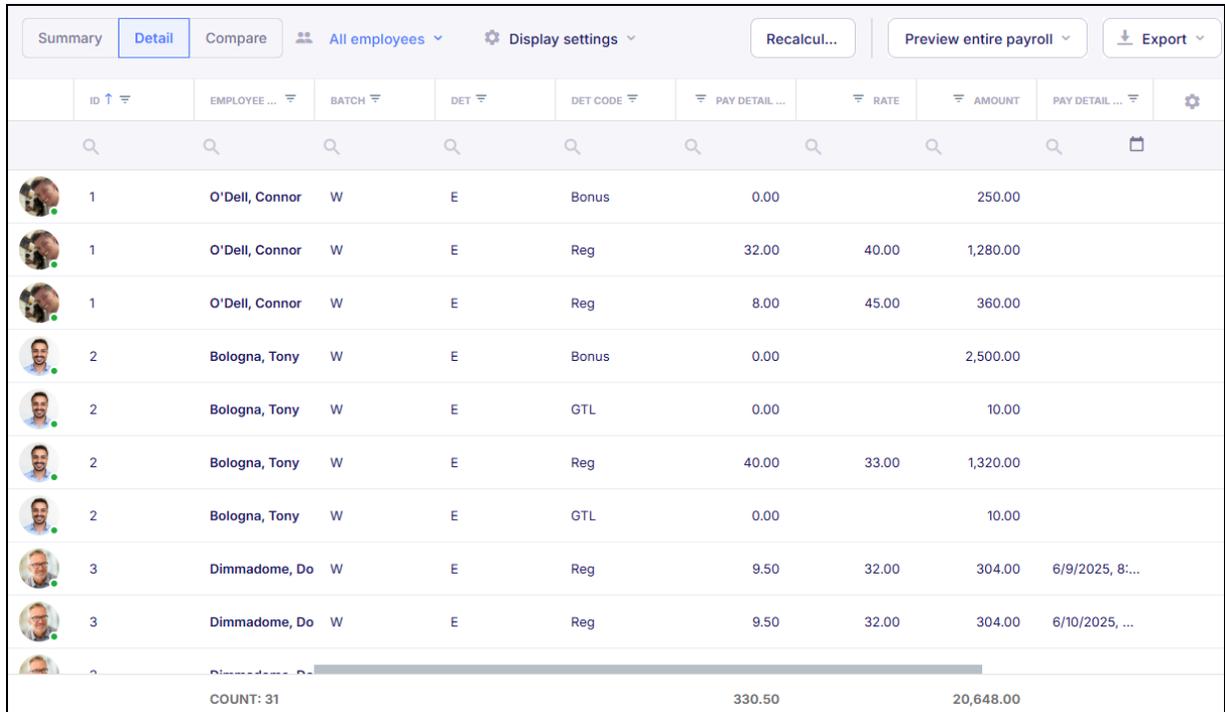
Upon entering the Verification step, the screen will default to a **Summary** view that displays an overview of each check included in the batch.

| ID | EMPLOYEE | BATCH | CALC ORDER | CHECK TYPE | HOURS | GROSS | NET | NET CHECK |
|-----------|-----------------|-------|------------|------------|--------|-----------|-----------|-----------|
| 1 | O'Dell, Connor | W | 2 | Reg | 0.00 | 250.00 | 139.57 | 139.57 |
| 1 | O'Dell, Connor | W | 1 | Reg | 40.00 | 1,640.00 | 1,059.56 | 1,059.56 |
| 2 | Bologna, Tony | W | 2 | Reg | 0.00 | 2,510.00 | 1,454.59 | 1,454.59 |
| 2 | Bologna, Tony | W | 1 | Reg | 40.00 | 1,330.00 | 996.09 | 996.09 |
| 3 | Dimmadome, Do | W | 1 | Reg | 46.50 | 1,488.00 | 1,263.29 | 1,263.29 |
| 4 | Meyn, Benji | W | 1 | Reg | 40.00 | 770.00 | 644.50 | 644.50 |
| 4 | Meyn, Benji | W | 2 | Reg | 0.00 | 4,010.00 | 2,873.86 | 2,873.86 |
| 5 | Bullock, Cassie | W | 1 | Reg | 42.00 | 1,522.50 | 1,210.15 | 1,210.15 |
| 6 | Taylor, Maria | W | 1 | Reg | 42.00 | 1,417.50 | 1,101.12 | 1,101.12 |
| COUNT: 13 | | | | | 330.50 | 20,648.00 | 14,993.89 | 14,993.89 |

The Summary View displays the check totals for each check an employee receives. Along the bottom of the screen, the Summary View also provides a clear overview of the total number of checks being paid in the batch, as well as the combined gross and net pay across all checks.

Detail View

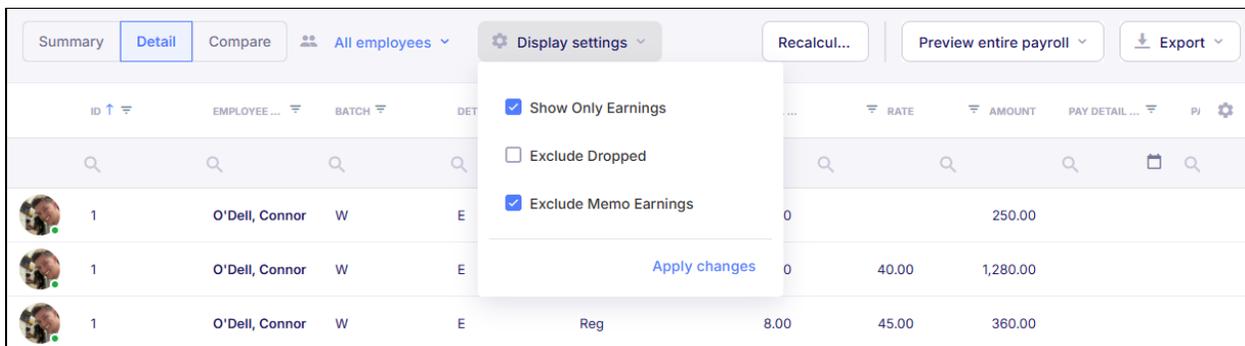
For more insight into how each check is paid, the **Detail View** displays a line-by-line breakdown of all pay entries within the batch. This includes individual rows for each instance of pay, showing the hours, rate, and total amount associated with each entry.



The screenshot shows the 'Detail' view of a payroll system. At the top, there are tabs for 'Summary', 'Detail', and 'Compare'. Below the tabs are filters for 'All employees' and 'Display settings'. There are also buttons for 'Recalcul...', 'Preview entire payroll', and 'Export'. The main table has columns for ID, Employee Name, Batch, DET, DET CODE, PAY DETAIL, RATE, AMOUNT, and PAY DETAIL. The table contains several rows of data for three employees: O'Dell, Connor; Bologna, Tony; and Dimmadome, Do. A summary row at the bottom shows a total count of 31 entries, a total rate of 330.50, and a total amount of 20,648.00.

| ID | EMPLOYEE ... | BATCH | DET | DET CODE | PAY DETAIL ... | RATE | AMOUNT | PAY DETAIL ... |
|-----------|----------------|-------|-----|----------|----------------|--------|-----------|------------------------|
| 1 | O'Dell, Connor | W | E | Bonus | | 0.00 | 250.00 | |
| 1 | O'Dell, Connor | W | E | Reg | | 32.00 | 40.00 | 1,280.00 |
| 1 | O'Dell, Connor | W | E | Reg | | 8.00 | 45.00 | 360.00 |
| 2 | Bologna, Tony | W | E | Bonus | | 0.00 | 2,500.00 | |
| 2 | Bologna, Tony | W | E | GTL | | 0.00 | 10.00 | |
| 2 | Bologna, Tony | W | E | Reg | | 40.00 | 33.00 | 1,320.00 |
| 2 | Bologna, Tony | W | E | GTL | | 0.00 | 10.00 | |
| 3 | Dimmadome, Do | W | E | Reg | | 9.50 | 32.00 | 304.00 6/9/2025, 8:... |
| 3 | Dimmadome, Do | W | E | Reg | | 9.50 | 32.00 | 304.00 6/10/2025, ... |
| COUNT: 31 | | | | | | 330.50 | 20,648.00 | |

Both the Summary and Detail View defaults to showing only earnings being paid. To view deductions and tax codes applied to each check, open the **Display settings** dropdown and turn off the **“Show Only Earnings”** setting.



The screenshot shows the 'Detail' view of a payroll system with the 'Display settings' dropdown menu open. The menu has three options: 'Show Only Earnings' (checked), 'Exclude Dropped' (unchecked), and 'Exclude Memo Earnings' (checked). There is an 'Apply changes' button at the bottom of the menu. The background table shows the same data as the previous screenshot.

| ID | EMPLOYEE ... | BATCH | DET | DET CODE | PAY DETAIL ... | RATE | AMOUNT | PAY DETAIL ... |
|----|----------------|-------|-----|----------|----------------|-------|--------|----------------|
| 1 | O'Dell, Connor | W | E | Bonus | | 0.00 | 250.00 | |
| 1 | O'Dell, Connor | W | E | Reg | | 32.00 | 40.00 | 1,280.00 |
| 1 | O'Dell, Connor | W | E | Reg | | 8.00 | 45.00 | 360.00 |

By default, memo earnings are also excluded. To include them in the view, turn off the **“Exclude Memo Earnings”** setting within the same dropdown.

The Display settings dropdown also includes an option for **“Exclude Dropped”**. This applies in cases where a deduction was not fully covered by the employee’s net pay and was either partially applied or not applied at all. Turning on Exclude Dropped will remove these unapplied deductions from the Detail View. This can help focus the review on deductions that were successfully applied to the current check.

Compare View

There is also a third view for **Compare** which allows you to reference previously processed payroll data and compare it to the current batch.

| Summary | | Detail | | Compare | | All employees | | Compare to May 2, 2025 | | Recalculate | Preview entire payroll | Export |
|-----------|--------------------|---------|------|---------|----------|---------------|-----------|------------------------|----------|-------------|------------------------|--------|
| ID | EMPLOYEE NAME | HOURS | | PREV | VARIANCE | PREV | VARIANCE | PREV | VARIANCE | PREV | VARIANCE | |
| | | CURRENT | PREV | | | | | | | | | |
| 1 | O'Dell, Connor | 40 | 40 | | | | | | | | | |
| 2 | Bologna, Tony | 40 | | | | | | | | | | |
| 3 | Dimmadome, Douglas | 46.5 | 0 | ↑ 100% | \$1,488 | \$500 | ↑ 197.6% | \$988.00 | | | | |
| 4 | Meyn, Benji | 40 | 0 | ↑ 100% | \$4,780 | \$10 | ↑ 47,700% | \$4,770.00 | | | | |
| 5 | Bullock, Cassie | 42 | | ↑ 100% | \$1,523 | | ↑ 100% | \$1,522.50 | | | | |
| 6 | Taylor, Maria | 42 | | ↑ 100% | \$1,418 | | ↑ 100% | \$1,417.50 | | | | |
| 36 | Erb, Deborah | | 0 | -- | | \$1,200 | ↓ -100% | -\$1,200.00 | | | | |
| COUNT: 12 | | | | | | | | | | | | |

Be sure to use the filter at the top center of the screen to select a previous payroll to cross-reference with the current batch.

Additional Verification Tools

Across all views, interacting with this screen functions similarly to [Live Reports](#) in the way the data can be sorted, filtered, and organized for easier review.

Column Filtering & Grouping

Just like with Live Reports, columns can be reordered by dragging and dropping them to the preferred area on the grid. Columns can also be sorted and grouped by right-clicking on the column header.

| ID | EMPLOYEE ... | BATCH | CALC ORDER | CHECK TY | GROSS | NET | NET CHECK |
|----|----------------|-------|------------|----------|----------|----------|-----------|
| 1 | O'Dell, Connor | W | 2 | Reg | 250.00 | 139.57 | 139.57 |
| 1 | O'Dell, Connor | W | 1 | Reg | 1,640.00 | 1,059.56 | 1,059.56 |
| 2 | Bologna, Tony | W | 2 | Reg | 2,510.00 | 1,454.59 | 1,454.59 |

Employee Filtering

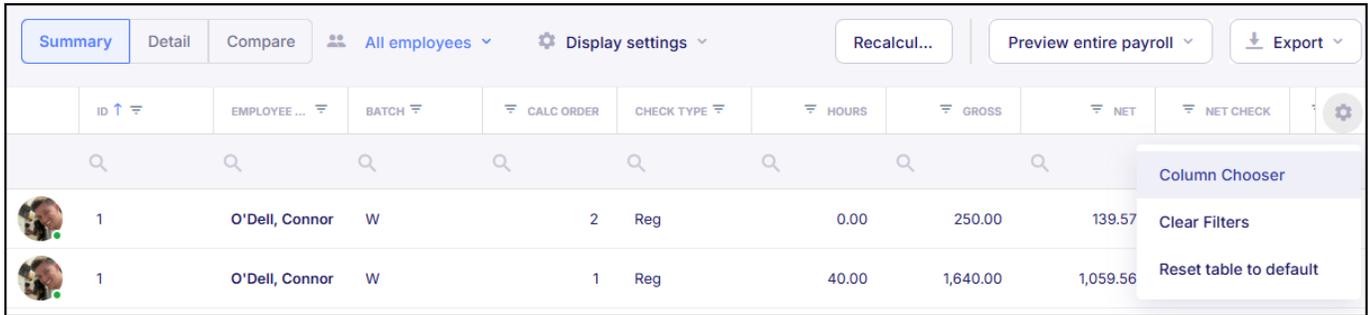
By default, in any view that is selected, the Verification screen displays all employees with checks in the batch. If there is a need to filter this list to view a specific group of employees, there is a filter option to do so.

| ID | EMPLOYEE ... | BATCH | DET CODE | PAY DETAIL ... | RATE | AMOUNT | |
|----|----------------|-------|----------|----------------|-------|--------|----------|
| 1 | O'Dell, Connor | W | E | Bonus | 0.00 | 250.00 | |
| 1 | O'Dell, Connor | W | E | Reg | 32.00 | 40.00 | 1,280.00 |
| 1 | O'Dell, Connor | W | E | Reg | 8.00 | 45.00 | 360.00 |

When filtering for specific employees, a custom filter can be manually created, or a [Filter Group](#) can be applied.

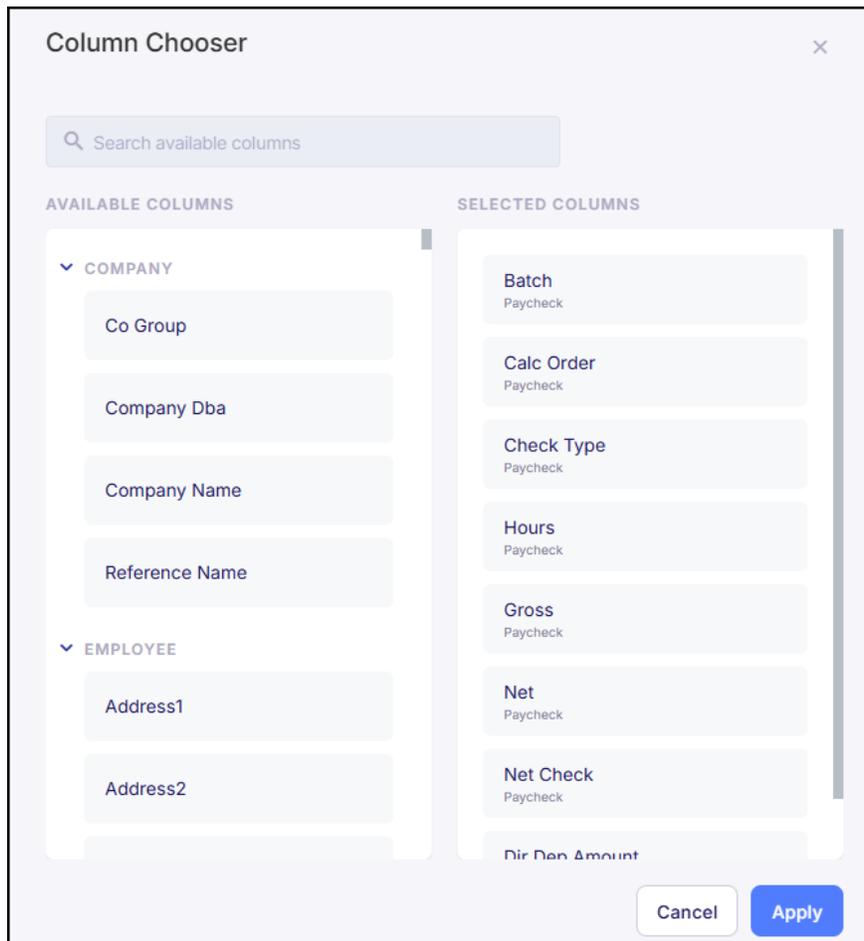
Column Chooser

For both the Summary and Detail View, there is also a **Column Chooser** option to be able to add and remove fields within the review screen.



| ID | EMPLOYEE ... | BATCH | CALC ORDER | CHECK TYPE | HOURS | GROSS | NET | NET CHECK |
|----|----------------|-------|------------|------------|-------|----------|----------|-----------|
| 1 | O'Dell, Connor | W | 2 | Reg | 0.00 | 250.00 | 139.57 | |
| 1 | O'Dell, Connor | W | 1 | Reg | 40.00 | 1,640.00 | 1,059.56 | |

Upon selecting “**Column Chooser**”, a window will open divided into two sections: **Available Columns** and **Selected Columns**.



To add a column, drag and drop the desired field from the Available Columns section to the Selected Columns section. With several available fields to choose from, the search bar can be used to quickly locate specific fields.

To remove a column, drag it from the Selected Columns section back to the Available Columns section.

Preprocessing Payroll Report

A Preprocessing Payroll report of this data can be exported if desired. This report can be exported as an Excel, CSV and PDF file.

| ID | EMPLOYEE ... | BATCH | DET | DET CODE | PAY DETAIL ... | RATE | AMOUNT | PAY DE |
|----|----------------|-------|-----|----------|----------------|-------|----------|--------|
| 1 | O'Dell, Connor | W | E | Bonus | 0.00 | | 250.00 | |
| 1 | O'Dell, Connor | W | E | Reg | 32.00 | 40.00 | 1,280.00 | |
| 1 | O'Dell, Connor | W | E | Reg | 8.00 | 45.00 | 360.00 | |

Check Adjustments & Recalculating

If at any point during the verification process there is the need to edit an employee’s check, click the employee’s name to open a new tab that returns you to their Pay Entry screen. Make the necessary adjustments to the check, then return to the original tab and click **“Recalculate”**. This will apply the changes made to the Verification screen.

| ID | EMPLOYEE ... | BATCH | DET | DET CODE | PAY DETAIL ... | RATE | AMOUNT | PAY DETAIL ... | PAY DETAIL ... |
|----|----------------|-------|-----|----------|----------------|-------|----------|----------------|----------------|
| 1 | O'Dell, Connor | W | E | Bonus | 0.00 | | 250.00 | | |
| 1 | O'Dell, Connor | W | E | Reg | 32.00 | 40.00 | 1,280.00 | | |
| 1 | O'Dell, Connor | W | E | Reg | 8.00 | 45.00 | 360.00 | | |

Submitting Payroll

If everything looks good on the Verification screen, click the blue **“Verify and close”** button to proceed to the last step of closing the batch.

| ID | EMPLOYEE ... | BATCH | CALC ORDER | CHECK TYPE | HOURS | GROSS | NET | NET CHECK |
|-----------|-----------------|-------|------------|------------|--------|-----------|-----------|-----------|
| 1 | O'Dell, Connor | W | 2 | Reg | 0.00 | 250.00 | 139.57 | 139.57 |
| 1 | O'Dell, Connor | W | 1 | Reg | 40.00 | 1,640.00 | 1,059.56 | 1,059.56 |
| 2 | Bologna, Tony | W | 2 | Reg | 0.00 | 2,510.00 | 1,454.59 | 1,454.59 |
| 2 | Bologna, Tony | W | 1 | Reg | 40.00 | 1,330.00 | 996.09 | 996.09 |
| 3 | Dimmadome, Do | W | 1 | Reg | 46.50 | 1,488.00 | 1,263.29 | 1,263.29 |
| 4 | Meyn, Benji | W | 1 | Reg | 40.00 | 770.00 | 644.50 | 644.50 |
| 4 | Meyn, Benji | W | 2 | Reg | 0.00 | 4,010.00 | 2,873.86 | 2,873.86 |
| 5 | Bullock, Cassie | W | 1 | Reg | 42.00 | 1,522.50 | 1,210.15 | 1,210.15 |
| 6 | Taylor, Maria | W | 1 | Reg | 42.00 | 1,417.50 | 1,101.12 | 1,101.12 |
| COUNT: 13 | | | | | 330.50 | 20,648.00 | 14,993.89 | 14,993.89 |

After verifying and closing the batch, a final review screen will appear, and the batch will be listed in the **Completed Batches** section on the right side of the screen.

If this is the only batch scheduled for the payroll, this screen will display an overview of the number of employees being paid, total hours worked, and the collective gross and net pay amounts.

Jun 20, 2025
Period: Jun 9, 2025 - Jun 15, 2025
Scheduled to process on: Jun 17, 2025
[Add off-cycle payroll](#)

Import Manual Checks Preview payroll New batch

Payroll is ready to submit.
Review data before submitting payroll.

Compare to **May 2, 2025**
Full Details

| EMPLOYEES PAID | HOURS | PAYROLL GROSS | PAYROLL NET |
|------------------------|-------------------------------------|--|---|
| 10 0% Same as prior | 330.5 ↑ 143.01% (194.5 Increase) | \$20,648.00 ↑ 93.7% (\$9,988.00 Increase) | \$14,993.89 ↑ 84.37% (\$6,861.61 Increase) |
| PRIOR 10 | PRIOR 136 | PRIOR \$10,660.00 | PRIOR \$8,132.28 |

Submit Payroll

Block Payroll Alerts

Completed Batches 1

Batch W Weekly Payroll
26 employees
Jun 9, 2025 - Jun 15, 2025

Even on this screen, there is the option to compare totals against previously processed payrolls to cross-reference the data. Use the **“Compare to”** dropdown to select a past payroll. By default, this will be set to the most recently processed payroll.

Right below these totals is a blue **“Submit Payroll”** button. Click this button to submit and finalize the payroll.

In scenarios where multiple batches are scheduled, please note that each batch must be verified and closed individually first before it can be submitted. Only after all batches have been completed will the Submit Payroll button become available.