

# THE ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA



## REVIEW SCREEN

HR & Payroll Employees HR Payroll User Access Reports & Analytics Document Library Approvals Tax & Finance General Ledger Configuration

Help

05/03/2024 Bi-Weekly

Enter

Review

Summary

Submit

Save & Close

### Action Required

Resolution required to submit payroll.

High Risk Pay Frequency Hours

1 Employee

### For Review

Warnings are recommend to review, but do not block submit.

Transferred Employee Paid

1 Employee

Effective Dated Changes

2 Employees

### High Risk Pay Frequency Hours

#### Description

The total hours on this employees check exceeds the maximum hours for their pay frequency.

#### Steps to Resolve

Verify the hours on the employee's check and adjust the hours if they are not correct. If the number of hours is correct, you may split the affected hours into multiple line items, change the hour limits on the setup of this audit, or temporarily disable this audit.

#### More Information

[PCTY-65996 High Risk Pay Frequency Hours Audit](#)

Search by name

Employee

Message

Action

Black, Marvin [12345]  
Floor Manager

800.00 REG hours exceeds Bi-Weekly limit (REG maximum: 320h)

View Check

Critical items must be resolved before you submit payroll.

Back to Enter Payroll

Continue to Summary

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## SUMMARY SCREEN

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05/03/2024 Bi-Weekly Enter Review **Summary** Submit Save & Close Help

**Batch Approvals**  
0 of 2 batches approved Approve Batches

**Summary**  
Review totals and compare against previous payrolls. All Batches Compare Reports

Comparison: 3/15/2024 (All Batches) Clear All

**Cash Requirements**  
\$82,658.04 + 3.25k

**Checks**  
52 + 2 Employees 52 + 2 Checks 50 Direct Deposits 2 Paper Checks

**Totals**  
Comparing with 1/12/2024 Payroll.

Total	04/19/2024	Current	Var	% Var
Hours	4,296.67h	4,456.56h	+ 160h	+ 4%
Gross	\$84,167.34	\$88,230.55	+ 4k	+ 4%
Deductions	\$12,345.87	\$13,375.58	+ 1k	+ 4%
Taxes	\$13,678.23	\$14,776.15	+ 1k	+ 4%
Net	\$58,045.68	\$60,078.82	+ 3k	+ 3%

All batches must be approved before you submit payroll. Back to Review Continue to Submit

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Enter — Review — Summary — Submit

Save & Close

Batch Approvals

0 of 2 batches approved

Approve Batches