

# FAQ

## Locally Funded Payroll Frequently Asked Questions

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## Frequently Asked Questions

### Warnings in LightWork:

**Q:** How do I clear the red exclamation warning symbol in LightWork under the Exceptions column in the Timesheet List screen for my employees.

**A:** A red exclamation warning symbol means your employee's timesheet has a missed punch. Review the timesheet and enter the punch time. Remember to unapprove the timesheet to adjust if you have already approved it. SAVE after all changes.

**Q:** How do I clear the yellow bell warning symbol in LightWork under the Exceptions column on the Timesheet List screen for my employees?

**A:** A yellow bell warning symbol means your employee's timesheet has two or more overlapping entries. Review the timesheet and ensure your AM, PM, and dates are correct. Also, make sure the two entries are on the same day and do not overlap. Remember to un-approve the timesheet to adjust if you have already approved it. SAVE after all changes.

### Entering Time Off hours in LightWork:

**Q:** How do I enter Vacation and Short-term Sick time Hours?

**A:** If your employee is taking a vacation or if you are paying out hours for a discontinuing employee, follow the instructions below:

1. Log into LightWork and make sure you are in the correct pay period XX/16- XX/15
2. Open the employee's timesheet.
3. In the menu, click the green plus sign or line tools to add an entry.
4. Do not add an in and out time!
5. Change the Pay code to Vacation or Short-term Sick time.
6. Check the "OVR" box and enter up to 24 hours in the "REG" box. If you have more than 24 hours to pay out per code, you will need multiple entries.
7. Click SAVE.

### Entering Advances and Missed Time:

**Q:** I missed the deadline for entering hours last pay period. How do I enter the advance I gave our employee?

**A:** You must perform two steps for correct processing. You will need to enter the advance AND the missed hours.

#### **Step 1 Entering the Advance:**

1. Open the employee's timesheet for the appropriate pay period XX/16 – XX/15
2. Add one entry and select the pay code "**Advance**" (Note: you are not issuing an advance. This code will allow for the appropriate accounting transaction to process).
3. Add a "1" in the REG Column
4. Check the "OVR" box and **specify the amount as NEGATIVE** in the "**Amount**" column.

5. Click the small blue circle with an arrow beside the date to open the comment box and **specify the reason such as the pay period it pertains to.**
6. Click SAVE in the menu.

### **Step 2 Entering Missed Hours:**

1. On the same timesheet click the green plus sign or line tools to add entry.
2. Add one entry for each day the employee worked. (Do not report all the hours on one entry).
3. Choose any date within the period. (You won't be able to choose a date outside of the period so choose dates that are available/open for use).
4. The pay code should be Regular Hours
5. Click the arrow beside the date and a comment box will open. In that box specify the actual date the hours belong to.
6. SAVE.

### **Entering Flat Amounts:**

**Q:** How do I enter Miscellaneous pay such as a bonus for my employees?

**A:** When you are entering Misc. Income remember, if the employee is LPT or higher (19 hours or more per week) please use the pay code Misc Income w/Ret. However, if the employee is LHT (18 hours or less per week) use Misc Income wo Ret. Follow the instructions below:

1. Log into LightWork and make sure you are in the correct pay period XX/16- XX/15
2. Open the employee's timesheet.
3. In the menu, click the green plus sign or line tools to add entry.
4. Do not add an in and out time!
5. Change the Pay code to Misc Income w Ret OR Misc Income wo Ret (According to your employee type).
6. Check the "OVR" box and add a "1" in the "REG" box. One means quantity.
7. Add the amount under the "Amount" column.
8. Click the arrow beside the date and a comment box will open. In that box specify the reason.
9. Click SAVE.

### **Entering Retroactive Payments:**

**Q:** How do I enter retroactive pay owed to my employee due to a pay rate increase or etc.?

**A:** First, calculate the difference in rate. Then multiply the hours worked (during the period when the rate was set as the old rate) by the new rate. Remember, the pay increase will apply to hours starting the effective date of the HR Actions form and onward. To enter the amount calculated follow these instructions:

1. Make sure the pay period is set to the current period being processed.
2. Add an entry to the timesheet and change the pay code to Misc Income with or without Retirement (if employee works 18 hours & under use **w/o** Ret. If over 19 hours use **with** Ret.)
3. Check the "OVR" box
4. Add a "1" to the REG box.
5. Add the Retro pay amount to the "Amount" box.

6. Click the blue arrows beside the date, and a note box will open. Enter a note in the description box.
7. SAVE

### **Entering Payroll Deductions (loans/Purchases on Account):**

**Q:** How do I deduct funds loaned to an employee or collect payments for items purchased on account by employees from our location (shirts, uniforms, etc.)?

**A:** If the amount is a large sum and the goal is to collect it monthly for a specific timeframe, you will need to follow the instructions below each month until the loan has been satisfied.

1. Log into LightWork, ensure the period is correct, and open Janet's timesheet.
2. Add an entry and change the pay code to Advance.
3. Add a "1" to REG
4. Enter the amount as a NEGATIVE under the "Amount" column
5. Add a comment by clicking the blue arrows beside the date.
6. SAVE