







# Payroll Tips & Tricks

-  **Adding shortcuts to Employee Access** – *do this it will make your life much simpler. How to: Once you get to a place you want to remember or you go there often – add to your favorites list by clicking on the star. You can label it anything you want so you can remember it. You will then see it listed in your favorites list on the left hand side of the page.*
  
-  **New Employee's** – *have them use a paper timesheet until True Time can be set up for them.*
  
-  **Check Estimator:** *Take a look at your Employee Information section in EA sometime. There are great tools and information that will be helpful such as check estimator, W4 so you can check current withholding deductions. W2 – Show W2 information button just shows how your W2 was calculated but the button below that says View W2 – this is your actual W2 but you'll notice only 2011 will have this button. Previous years will not since we just started this online W2 for 2011.*
  
-  **True Time Reporting feature:** *This is a great tool to use on a weekly basis when you give your principal / director the timesheets to sign. This will be a preview of what he / she will be signing. Use it as a coversheet for your timesheets.*
  
-  **After School Tutoring by current employees:** *If you have teachers that are tutoring after school go to the website for the roster, summary and sign-off sheets. The roster forms are used as initial set up of the employee to tutor – in SKYWARD. The Payroll Summary is used to actually pay the employee for the work they did in a payroll period. The Payroll Summary sheets should be dated for the payroll periods using your payroll calendar. Sign-off sheets are used daily.*
  
-  **If you have substitute employees that are tutoring:** *They need to continue using their tutor timesheets which are on the payroll website under Time Sheets.*