HSS and QB's

Tuesday, June 8, 2021 11:49 AM

Employees

HSS and QB's link it is the Name and Last Name.

1 time deal setups

Payroll Items

1 - HSS - Farm - Settings - QuickBooks Settings

Add your piece rate job, on this example we are calling the piece rate job, Picking. It can be called anything, but it must match your QB's name and it is case sensitive.

llows you to change your farm's settings.	04726 COUNTY
Farm	
Name : MBG Marketing	
Location : 04726 County Road 215, Grand Junction, MI 49056	
Report	
Blank Rows shown on Employee Roster Report : 5	
Quickbooks Settings	
Quickbooks Settings The pay item names must match EXACTLY with the names of the p quick books. Each of your employees must be set up any pay item Hourly/Weight/etc.), if they're not set up they'll have the values with the import.	s they are using within the site (i hout any associated pay items at will transfer your employee
Quickbooks Settings The pay item names must match EXACTLY with the names of the p quick books. Each of your employees must be set up any pay item Hourly/Weight/etc.), if they're not set up they'll have the values with the import.	s they are using within the site (i hout any associated pay items af
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2 - QuickBooks

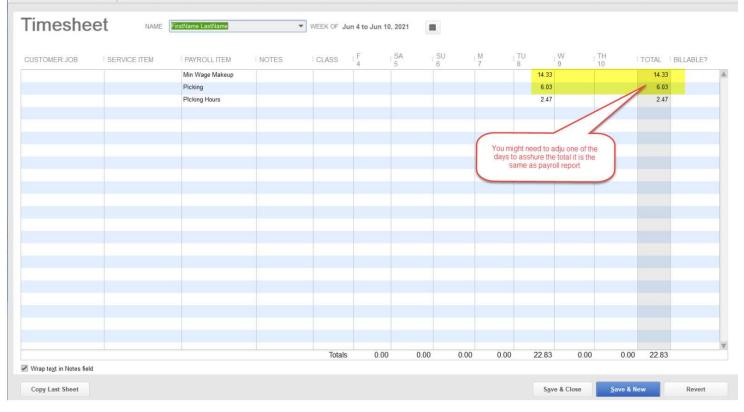
Personal	PAYROLL SCHEDULE	[٠	2		Direct Deposit	Ta <u>x</u> es	
Address & Contact	PAY FREQUENCY	Weekly	*				Sick/Vacatio	on
Additional Info	CLASS		٠					
Payroll I <u>n</u> fo	EARNINGS				ADDITIONS, DEDUC	TIONS AND COMPANY CO	ONTRIBUTIONS	
Employment Info	ITEM NAME	i Ho	URLY/ANNU	ALRATE	ITEM NAME	AMOUNT	i LIMIT	
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Workers' Comp	Picking Hours		<	0.00				
	Min Wage Makeu	(D)		1.00				
						example of how it compared to HS		
	♥ Use time data t		ĸs		be		s	×

3 - Optional you might want to create **default employee settings**, so you do not have to do any new employee manually. QBs - Manage Employee Information - Change New Employee Default Settings - Under Earnings - Add your payroll items (Picking, Picking Hours, Min Wage Makeup)

Check mark 'Use time data to create paychecks'

		Preferences	×
	Accounting	My Preferences	ок
	Bills		Cancel
	Calendar Checking	Show portions of an hour as	Help
-	Desktop View	Decimal (10.20)	Default
%	Finance Charge	Minutes (10:12)	
2	General		Also See:
2	Integrated Applications	Always show years as 4 digits (1999)	Reminders
-	Items & Inventory	Never update name information when saving transactions	
	Jobs & Estimates	Save transactions before printing	

⁴ - Preferences - General - Company Preference - 'Decimal' - Ok NOTE: This will ensure that the piece rate hours are transferred correctly



Exporting Payroll to QB's

NOTE: You need to import your data first and verify your payroll report

1- Navigate to HSS - Reports - Payroll Reports - Select your Start Date - Click Generate Report - (BETA) Export to Quickbooks NOTE: The PayrollSummaryQuickbooksExport_xxx.IIF file will be automatically saved on your Downloads Folder

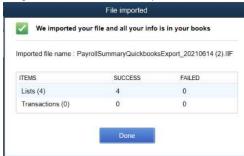
hss 希 Home	📩 Import	Ship	🔚 Reports 👻				💋 Fam	n -	Suser 🗸	🕜 Help 🛨
Payroll Report is use over a weekly time perio piece rate vs. hourly wag are saved during import	d to calculate p d. The seven da e calculations. 1	ly time span Hourly and	is required for compl piece rates for each er	liant			04726 CC	UNTY	G Mar ROAD 211 UNCTION	
Start Date:	End Date:		Contractor:		Sort:		Use Statement Of Ea	rnings Re	eport Forma	t:
01/22/2021 Generate Report	1/2	8/2021	- All Contract	ors - 🗸	Picker ID Print Vie	ew 🗎	No Display Last Four Dig No		ocial: Export To Qui	ckbooks 🖉
Page 2 of 10 Printed on 6/8/2 Start Date: 1/22 End Date: 1/28/	/2021		At least one of the ir this report is still	mports for	04726 C	Count	MB ty Road 215, Gi			-

1b) Review your report

Aarketing	MBG N						Page 1 of 1
Junction, MI 49056	21 <mark>5</mark> , Grand	County Road	04726			8/2021	Printed on 6/8
						/8/2021	Start Date: 6/
-	(14/2021	End Date: 6/1
Pounds			Report	Payroll			
\$20.3	(Hourly):	Total To Pay			astName	FirstName La	1234-0110
Piece Cost	Weight	Piece Rate	Hourly Cost	Time (hh:mm)	Hourly Rate	Work Date	Badge ID#
\$6.04	6.04	1.00	\$20.38	2:28	8.25	6/8/2021	1234-0110
\$6.04	6.04		\$20.38	0:2:28	SubTotals:		
\$14.34	e-Up Pay	Mak			-		
	Min Wage		urs. In this case Pie	ece Rate job hou	Pie		
	Makeup						

2 - Import into QB's

Navigate to QB's - File - Utilities - Import - IIF Files... - Click Import IIF - Select the file - Open



To review any errors open with Notes

On the File partially imported window - Select Review Now - Open with Notepad - Ok

Creating Paychecks

Revieing Timesheet import Employee - Timesheet - Select the employee

Employees - Employee Center - Payroll Tab - Select your Schedule Payroll - Select your filters; dates, employees, etc. Click Open Paycheck Detail to Review each check - Save and Close when done reviewing - Click Continue - Create Paychecks

	•			PAY PERIC		1 🔳 - 06/10	/2021
arnings				🔟 Use Dire	ect Deposit		
TEM NAME I	RATE HOUR	RS CUSTOMER JO	8 ICD	ISS I S	SERVICE IT		10/100
lin Wage Makeup 🔹	1.00	14.33	- All F	arms 👻	* A	SICK AVAILABLE	0.00
Picking	0.50	6.03	All F	arms		VACATION AVAIL	0.00
Picking Hours	0.00	2.47	All	arms		SICKACCRUED	
N						VAC ACCRUED	
						Do not accrue	sick/vac
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ther Payroll Item				yee Summary (a	djusted)		
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6				age Makeup		14.33	14.33
		when applies, it	ckir	9		3.02	3.02
n	nust show on			g Hours	_	0.00	0.00
	1 - Piece R			are Employee Add	lax	0.00	0.00
	2 - Piece Ra			al Withholding		0.00	0.00
	Wage Makeu	p (when applies)		Security Employee	5	0.00	0.00
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Social Security Company	0.00	Lage of the second s					
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	0.00						
Medicare Company	0.00	0.00					
edicare Company							
							W.
			-				
			Chec	k Amount:		17.35	

PAYROLL INFORMATION				How do I pay my employe	es?			
PAY EMPLOYEES	PAY PERIOD ENDS	05/10/2821	BANKACCOUNT	NC 8241 *				
NUMBER OF PAYCHECKS 1	CHECK DATE	08/10/2821	BANK ADCOUNT BALANCE	4,561 58				
CHECK OPTIONS		DIRECT DE	POSITOPTIONS	Explain Printing O	ptions			
Print paychecks on check stock	First Che	eck# Print	D on check stock	First DD#				
Handwrite & Assign check numbers	1157	Assign	DD numbers	DD1052				
Open Paycheck Detail								
Employee	Gross Pay	Taxes	Deductions		ployer Taxes	Contributions	Total Hours	Direct Dep
FirstName LastName	17.35	0.00	0.00	17.35	0.00	0.00	22.83	1