

# Processing A CMS Professional Payroll Run – 10 Employees

Select employees and add them to the editing grid  
5 sec

Enter employee units, vacation, sick leave, etc.  
15 sec

	Total Units	Pay Amount	Totals
Regular Units	0.0000	0.0000	0.00
Other Time 1 Units	0.0000	0.0000	0.00
Other Time 2 Units	0.0000	0.0000	0.00
Vacation Units	0.0000	0.0000	0.00
Sick Leave Units	0.0000	0.0000	0.00
Other Leave Units	0.0000	0.0000	0.00
Additions to Gross		0.00	0.00

Verify employee payroll information for this paycheck  
10 sec

Repeat for each employee  
60 sec x 10 = 10 min

Enter any adjustments to this employee  
30 sec

Information Is correct

Does the employee have another pay rate to process?  
5 sec

Calculate taxes  
5 sec

Any errors?  
30 sec per error

Print your paychecks, Check Register, and Pre-Posting Reports  
1 Min

Generate Direct Deposits  
5 sec

Post your payroll to General Ledger

Total Processing Time:  
Approx. 13min

Errors Need Correction

Yes