

HOW TO REVIEW SCHEDULED PAYROLLS

Purpose: To navigate to a list of the scheduled payroll check dates for the future in order to alert Payroll Partners personnel of any check dates that will need adjusted.

Procedure:

1. In Evolution Payroll you will click on the 'Payrolls' menu on the left side of the screen.
2. The screen will default to the 'Payroll Timeline' pane which will list all scheduled check dates that will (or have) occurred beginning with the most recent payrolls. Please scroll through to review the check dates for the coming period by clicking on the arrow on the right side of the screen. Should there be any payrolls which will need adjusted on the schedule, please alert a Payroll Partners team member.

Payroll Timeline

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<p>10/16/2020 - 1</p> <p>Bi-Weekly</p> <p>09/27/2020 - 10/10/2020</p> <p>Submitted on: 10/13/2020 11:22 AM</p> <p>Processed</p>  	<p>11/27/2020</p> <p>Bi-Weekly</p> <p>11/08/2020 - 11/21/2020</p> <p>Submit by: 11/23/2020</p> <p>Not Due</p> 	<p>01/08/2021</p> <p>Bi-Weekly</p> <p>12/20/2020 - 01/02/2021</p> <p>Submit by: 01/05/2021</p> <p>Not Due</p> 
<p>10/30/2020 - 1</p> <p>Bi-Weekly</p> <p>10/11/2020 - 10/24/2020</p> <p>Submitted on: 10/26/2020 02:34 PM</p> <p>Processed</p>  	<p>12/11/2020</p> <p>Bi-Weekly</p> <p>11/22/2020 - 12/05/2020</p> <p>Submit by: 12/08/2020</p> <p>Not Due</p> 	<p>01/22/2021</p> <p>Bi-Weekly</p> <p>01/03/2021 - 01/16/2021</p> <p>Submit by: 01/19/2021</p> <p>Not Due</p> 
<p>11/13/2020</p> <p>Bi-Weekly</p> <p>10/25/2020 - 11/07/2020</p> <p>Submit by: 11/09/2020</p> <p>Not Due</p> 	<p>12/24/2020</p> <p>Bi-Weekly</p> <p>12/06/2020 - 12/19/2020</p> <p>Submit by: 12/21/2020</p> <p>Not Due</p> 	<p>02/05/2021</p> <p>Bi-Weekly</p> <p>01/17/2021 - 01/30/2021</p> <p>Submit by: 02/02/2021</p> <p>Not Due</p> 

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