



Ascente

Payroll Year Setup

November 2019



Table of Contents

Contents

- Objective 1
 - Do you need to setup the Ascente – Payroll Year?..... 1
- Assumptions..... 1
 - Timecard Entry Error 1
- Setup 2
 - Payroll Year Maintenance 2
 - Timecard Entry Screen 2

Objective

With Ascente version 4.2.4, a new feature was added to make timecard processing based on the entered Work Date, verify that the correct Payroll Year is selected, and the timecards do not get posted to the wrong Payroll Year.

If you are not on Ascente release 4.2.4 or greater or don't see the Payroll Year option on the on the Ascente / Payroll / Maintenance menu, please contact [Mark Rice](#) to schedule getting the latest version of the software installed.

Do you need to setup the Ascente – Payroll Year?

- If you enter timecards in Ascente and process payroll checks in Traverse, this setup is required. **YES**
- If you enter timecards in Ascente and DO NOT process payroll checks in Traverse, this setup is required, but the payroll year end dates can all be set to 12/31. **YES**
- If you do not enter timecards in Ascente, then this setup is not necessary. **NO**

Assumptions

- You have adjusted your Ascente menu security settings so that all users needing access to the *Ascente / Payroll / Maintenance / Payroll Year* program.
- This is independent of the Traverse – Payroll Year that is created for you at the end of the year.
- You can add records for the Ascente – Payroll Years many years in advance.
- You will still need to do all other regular payroll yearend processing. This is an additional table that just needs to be setup.
- If you process payroll checks in Traverse, you need to know what the *Last Work Date* is for each payroll year before you can do this setup.

You will see an error message in the Timecard program like this if the Payroll Year record has not been setup:

Timecard Entry Error

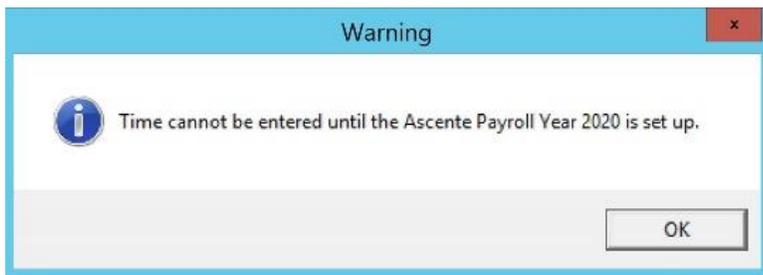


Figure 1: This is the error you will receive if the required Ascente - Payroll Year has not been setup.

Setup

Payroll Year Maintenance

You will use the Ascente / Payroll / Maintenance / Payroll Year program to add the Ascente – Payroll Year records:

Payroll Year: Enter one record for each payroll year

Last Work Date: If 12/29/19 is the last work date paid in the payroll year 2019, and 12/30/19 is considered payroll for 2020, it would be setup this way. They need to have the current and next payroll years defined.

If you do not process payroll checks in Traverse, just enter 12/31 as the Year End Date for each year and add the next ten years or so.

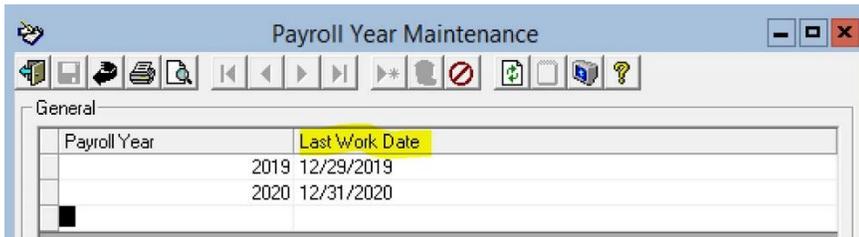


Figure 2: Ascente / Payroll / Maintenance / Payroll Year Maintenance

Timecard Entry Screen

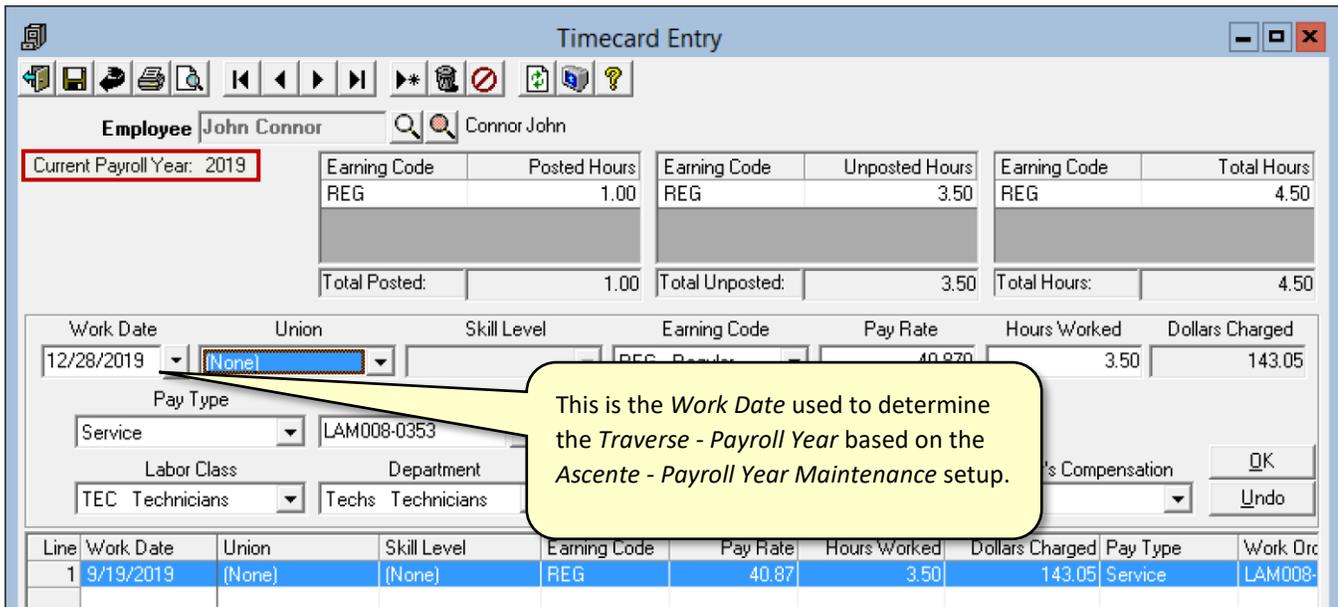


Figure 3: Ascente - Timecard Entry (Work Date)