

Running Payroll

Before you begin running payroll, ensure attendance has been confirmed for every session. An easy way to see if this is the case it to look for non gray classes/appointments:

← Horizontal	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM
Julie L.						
Lacey L.						
Michelle M.						
Owen O.						
Stan S.						

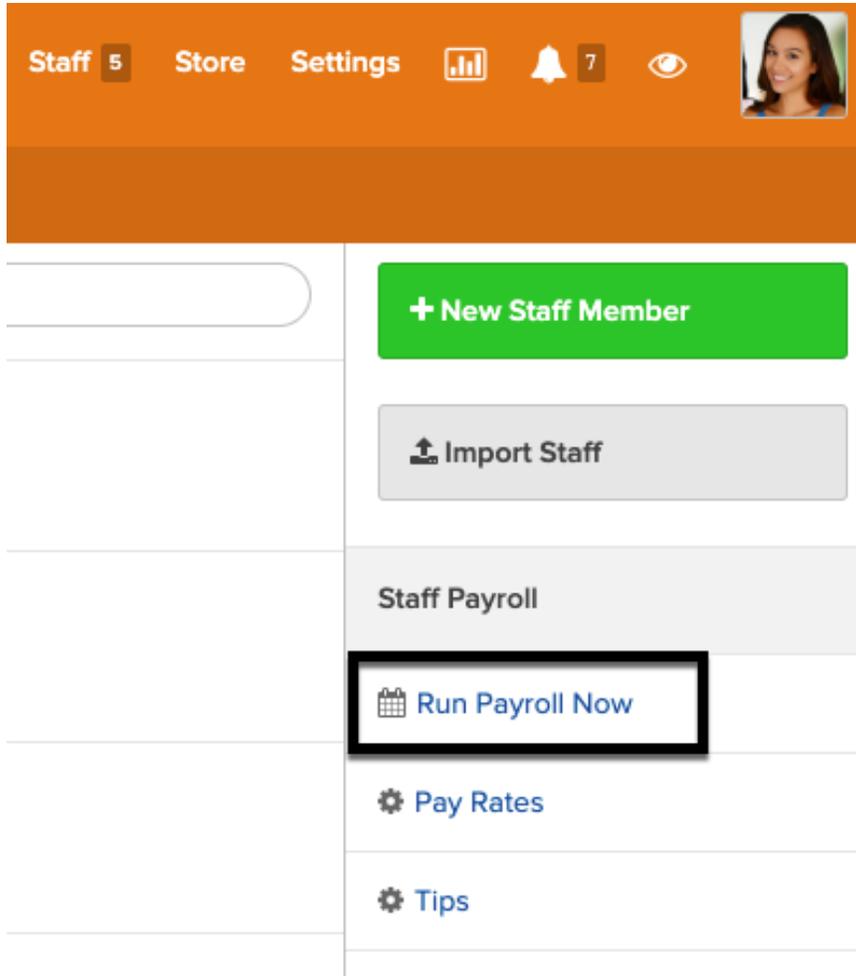
If possible, confirm the attendance if they have been missed before running payroll. Otherwise, the payroll item(s) will be added to the following payroll.

To Run Payroll:

- 1) Go to Staff.

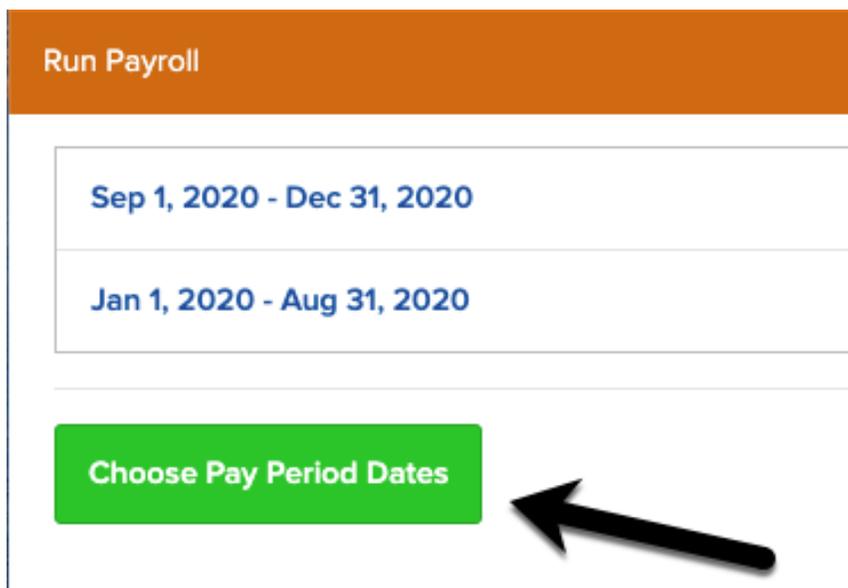


- 2) On the right hand side, select Run Payroll Now.



The screenshot shows the top navigation bar with 'Staff 5', 'Store', 'Settings', a bar chart icon, a bell icon with '7', and an eye icon. A user profile picture is on the right. Below the navigation bar, there are several buttons: a green '+ New Staff Member' button, a grey 'Import Staff' button, a grey 'Staff Payroll' header, a blue 'Run Payroll Now' button (highlighted with a black box), a blue 'Pay Rates' button with a gear icon, and a blue 'Tips' button with a gear icon.

3) Select Choose Pay Period Dates:



The screenshot shows the 'Run Payroll' screen with two date range options: 'Sep 1, 2020 - Dec 31, 2020' and 'Jan 1, 2020 - Aug 31, 2020'. At the bottom, there is a green 'Choose Pay Period Dates' button with a black arrow pointing to it from the right.

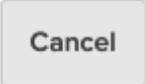
4) Enter your dates, then select Create.

Create a new pay period

Create a pay period by choosing start and end dates

 Start date

 To

5) Click on the pay period to see each staff member and the total owed to them for this pay period.

Sep 1, 2020 - Dec 31, 2020

Owen O.	\$40	>
Michelle M.	\$45	>
Stan S.	\$20	>
Lacey L.	\$15	>
Total	\$120	>

If you've made a mistake when entering the pay period dates or just want to recreate this pay period, you can safely delete it and create it again.

- 6) Select a staff member's name to see the breakdown of what they are owed. Click Go Back to see the full summary again.

Stan S. Sep 1, 2020 - Dec 31, 2020

December 4, 2020	
Personal Training at 11:35am with Jess J	\$10
December 21, 2020	
Personal Training at 3:00pm with Maria A	\$10
Total	\$20

Go Back

See Profile

- 7) From here click Finish to close this pay period, Download CSV to save a spreadsheet or Delete it if you feel there was a mistake.

Sep 1, 2020 - Dec 31, 2020

Owen O.	\$40 >
Michelle M.	\$45 >
Stan S.	\$20 >
Lacey L.	\$15 >
Total	\$120 >

If you've made a mistake when entering the pay period dates or just want to recreate this pay period, you can safely delete it and create it again.

Finish

Download CSV

Delete

- 8) Click on any pay period to to see the saved payroll report

Run Payroll

Jan 1, 2021 - Jan 27, 2021	\$35 >
Sep 1, 2020 - Dec 31, 2020	\$120 >
Jan 1, 2020 - Aug 31, 2020	\$50 >

[Choose Pay Period Dates](#)