

Payroll Budget Basics

Budget 2019

Metro YMCAs of the Oranges
First Budget Training Webinar EVER!

10/12/18

Agenda

- 1) Basic navigation in Payroll components**
- 2) Looking up payroll information in Dayforce**
- 3) Running payroll reports**

1) Basic navigation in Payroll components

Log in to SGA

Option A: Direct entry: Budgets > Actual/Budget (or: F6) > Budget Entry Screen > enter account number

Option B: Through a budget report: Reporting > Financial Statements > Category: Y - Budget Reports > View: 12 month spread Bgt by Br by Dept by Minor - Next Year. Click on line > F6 (or right-click > Actuals/Budgets)

2) Looking up information in Dayforce

Log in to Dayforce as Manager

People (My HR) > Reports > Active Employee with GL

As of: today

Location: Branch and Department (this may default for you)

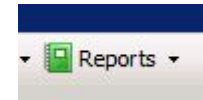
Run report > watch for it to process > open

3) Running Payroll Reports

Reporting > Financial Statements >

- a) Monthly view of Payroll: Category: Y - Budget Reports > View: 12 month spread Bgt by Br by Dept by Minor - Next Year (or select - This Year to see this year)

To print or turn a report into an Excel file: click the "Reports" icon from any screen and follow the prompts.



Need more help?



1. Click the “Help” icon in SGA and have a look by topic.
2. If you have a password problem, send a HelpDesk ticket via email.
3. If you have a question, call the hotline: 973.750.4236 We staff this line from 8:00 a.m. to 10:00 p.m. seven days a week. If you don’t get an answer, please leave a voicemail with a callback number. We will call you back within an hour, unless it is after 10:00 p.m.
4. Send an email to Alisa Vural & Sharon Malone. They can answer questions or do a screen share to show you tips.