

Batch Management

When a payroll batch is submitted and ExponentHR has completed the initial processing, the batch is made available for your review and approval before any resulting payroll transactions are created. To aid you with this review process, ExponentHR provides various reports, diagnostics, and other resources to help ensure that the payroll transactions are matching your desired results.

How Do I Review a Payroll Batch?

Wage & Tax > Batch Management

On the Batch Management page, you can review each batch individually by clicking on the respective Batch Number or you can review multiple batches at once by activating the check box next to the desired batches and clicking on the **View Batches** button.

| Employee Name | Diag | Dept | Batch | Vchr # | Gross Pay | Noncash | Deductions | Taxes | Net Pay | Variance |
|-------------------|------|------|-----------------|---------|-----------------|--------------|---------------|-----------------|-----------------|-----------|
| Logan, Charles B | 20 | | 2019-00502-3102 | 2198348 | 428.85 | .00 | .00 | 50.68 | 378.17 | 1,615.40% |
| Bundy, Al A | 050 | | 2019-00502-3102 | 2198347 | 2,709.38 | .00 | .00 | 727.96 | 1,981.42 | 396.68% |
| Bobby, Ricky | 050 | | 2019-00502-3102 | 2198346 | 1,633.75 | -3.75 | .00 | 403.06 | 1,226.94 | 32.96% |
| McCarthy, Andrew | 20 | | 2019-00502-3102 | 2198349 | 580.41 | .00 | 259.50 | 44.39 | 276.52 | 3.30% |
| Totals (4) | | | | | 5,352.39 | -3.75 | 259.50 | 1,226.09 | 3,863.05 | |

Within the Batch Details page, some of the available resources that may be used to assist your payroll batch audit are:

- Clicking on the **Reports** button will display a list of various reports that can be chosen to display items such as earning/deduction code totals, resulting

paper check and direct deposit transactions, shipping/tracking information, cost allocation details, and a gross-to-net register.

- The **Diagnostics** link within the reports list provides details regarding tax compliance items and any necessitated payroll adjustments that may require your attention.
- Clicking on any name of an employee will display the complete breakdown of earnings, deductions, and taxes that are being calculated for the respective employee's wages in the batch.
- The **Variance** column under the Vouchers module provides an immediate comparison of net pay to the employee's prior paycheck. This is an easy way to determine if an employee's pay is remaining consistent or has a significant change (which may prompt additional review to determine if the excessive variance is warranted or not).

How Do I Approve or Reject a Payroll Batch?

Wage & Tax > Batch Management

- If the batch is ready for finalization after your review, click the **Approve** button to have ExponentHR initiate the process of creating the resulting payroll transactions for each employee within the batch. If you determine that additional adjustments are needed, click the **Make Changes** button to reopen the batch as necessary.

Note: A batch may be rejected and reprocessed as many times as needed to ensure the desired payroll transactions are generated.

How Do I Limit Shipment Packages and Shipping Fees?

Wage & Tax > Batch Management

- With each shipment of paper checks to a work location, the respective shipping fee is applied. If multiple batches are being reviewed that involve overlapping work locations, approving the batches at the same time will result in the bundling of paper checks into a single shipment (resulting in a single shipping fee).
- This is done by clicking the **Approve** button when viewing the Batch Details for *multiple* batches at once.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Customer Support desk at: (866) 612-3200 or support@exponenthr.com.