

- **Adding to PSS Payroll Spreadsheet**

- The Premium Staffing Services (PSS Upload) Spreadsheet is in the shared drive.
- The PSS Spreadsheet is always dated Mon – Sun.
- From the Ready for Payment, you will copy the date, employee ID if applicable, first name, last name, Pay Code (TueReg / TueTip), Units, Hours, Pay Rate (Override Column), Dept (Banq), & Roster Name.
- On the PSS you will paste date, employee id, first name, last name, pay, units, hours, pay rate, and dept., Total Pay (Division) will auto calculate, and you will paste Roster name.
- Note that if you are adding gratuity or travel, this will be a separate line for each staff member on that event with a Pay Code of “TueTip”/“TueTra”, unit of 1, Pay Rate of Total Tip or Travel Pay.
- For first payroll of month, any bonuses will be added to upload same as gratuity or travel with the pay code of bonus.
- Any 1st Eventers, the entire row will be highlighted green & in the employee ID column you will put “1st Eventer”.
- Any 1st Eventers missing onboarding will be highlighted yellow as they will no be able to be paid until it’s received.
- You will total up the “Hours” Column and the “Division” column at the bottom of the spreadsheet.
- This will all be done daily as the Ready for Payments come in. Ready for Payments will be forwarded to Management.