

Payroll Processing

In this section, we will be discussing the steps that Admin goes through after they receive the Ready for Payment in order to process staff payroll.

Receiving the Ready for Payment

- You should receive the Ready for Payment from the Staffing Manager no later than 10 am the day following the event.
- Once received, you will read over all staffing manger notes included in the email and audit the Ready for Payment compared to Master Calendar for the following:
 - Hours worked match hours booked – if not, you will need a reason from the Staffing Manger
 - Number of staff worked match number of staff ordered – if not, you will need a reason
 - Pay rates match what was issued with the order from Management – if not, you will need an explanation from the Staffing Manager
 - Make sure all travel pay and gratuity are included
 - All staff names are spelled correctly and match onboarding packet (legal name)
 - All employee id numbers are correct
- Once all information has been audited and is correct, you will forward the email onto management with “APPROVED” at the beginning of the subject line.
- Save in Ready for Payments email folder.
- Once all ready for payments are received for the day, update the event activity tab for the day and each market in the master calendar with appropriate ordered staff/actual staff and eligible staff totals.

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.

Monday Payroll Processing and Conversions

- On Monday mornings, management will go through the Premium Staffing Services Upload Excel Spreadsheet for the week to make sure that nothing is missing as well as to convert any new employees.
 - A list of the staff needing to be converted from contractor to employee will be compiled.
 - Management will log into the Altitude Payroll website

- The information in the completed onboarding packet will be necessary to complete conversion
 - In Altitude Payroll, select “new employee” and begin to fill out the form
 - This will generate and assign an Employee ID
- Once all staff that are being converted have been assigned IDs, Management will send an [Employee ID Excel Sheet](#) to HR with their names and ID numbers.
 - This is a simple document containing two columns. One with the employee name, and one with the employee ID.
 - Names are in chronological order based on the ID number
 - The Employee ID Excel Sheet is maintained and updated by Management
- Management will also send a [Conversion Excel Sheet](#) on Mondays.
 - This will need to be maintained and kept updated by Management.
 - HR will use this information to contact the staff member to inform them that they are being converted to an employee.
 - Included in this sheet is:
 - Highlighted green is contractors being converted to an employee
 - Last Name: Last name of staff member
 - First Name: First name of staff member
 - Market: State of staff member
 - Date: Date management converted to an employee
 - Completed: Enter “Y” for yes. (HR will notify staff member and send congratulatory letter)
 - Effective: Date converted to an employee
 - ID #: ID # issued by Altitude Payroll
 - Highlighted yellow are contractors who need to be converted, but they are missing documents or have declined becoming an employee. These reasons are listed under completed.
 - Highlighted red are contractors who needed to be converted but have been moved to DNU.
 - Following that is the list of employees in alphabetized order by last name that have been converted to an employee.
- Once HR receives the lists, they must verify the PSS Upload Excel Spreadsheet has been updated with the new ID numbers.
- You also need to verify the employee profile in Ubeya has their updated ID number
 - In Ubeya, go to the “Users” tab on the left and click
 - Type the staff member’s name in the search bar and click enter
 - Click on the staff member’s name to open their profile
 - Click the “Fields” tab on the left
 - The first line will be “ID”
 - This is where the employee ID will be. If it is not there, fill in with correct ID number.
 - Click the highlighted blue “update” tab in the upper right-hand corner.
- Send the employee the Congratulations email found [HERE](#)
- Once conversions have been completed and management has given approval, split up the PSS Upload Excel Spreadsheet between contractors and employees. You will have three PSS Upload Excel Spreadsheets.
 - All staff with an employee ID will go onto the PSS Employee Upload Excel Spreadsheet.
 - All staff without an ID will go onto the PSS Contractor Upload Excel Spreadsheet.
- You will total up the “hours” column and “division” column on both the PSS Employee Upload Excel Spreadsheet and PSS Contractor Upload Excel Spreadsheet. Each column’s totals must equal up to the total “hours” column and “division” column on the PSS Upload Excel Spreadsheet to assure nothing was missed.
- Once complete, send an email over to management to let them know it is ready.

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- **Completing Page 2 of the I9 Form**

- Same day as conversion, but after payroll is completed and turned into management, HR will complete page two of the I9 form.
 - HR will complete this either electronically or hard copy that you can scan to employee file.
 - HR will go into the employee's file and pull up their onboarding packet or their I9 documents if provided after onboarding.
 - HR will complete section 1 on page two from the information they provided on their I9 page one form. HR **MUST** complete this section **EXACTLY** as they have it on page one. You can **NOT** change or correct this information.
 - HR will then fill out the appropriate columns based on the provided documentation from either column A or column B & C. Clarification can be found on page 11 of the onboarding packet.
 - HR will date the 1st date of employment as the conversion date.
 - HR will then complete the information down to Section 3 and stop.
 - The document will be saved and uploaded to the employees file in the Contractor Shared Drive.

- **Staff wanting to remain contractors at conversion time**

- We have four options available at conversion time:
 - Staff can convert to employees and start having taxes withheld, etc.
 - Staff can utilize an already established EIN number with the IRS and remain a 1099 Independent Contractors. You will need to get a new W9 form completed with their EIN number and contractor box marked and notify management.
 - Staff can choose to have \$1.50 deducted from their paychecks to cover their workers comp costs – (must get in writing via email and save to employee file) and notify management.
 - They can choose to no longer work for Premium.

- Most staff choose to be converted.