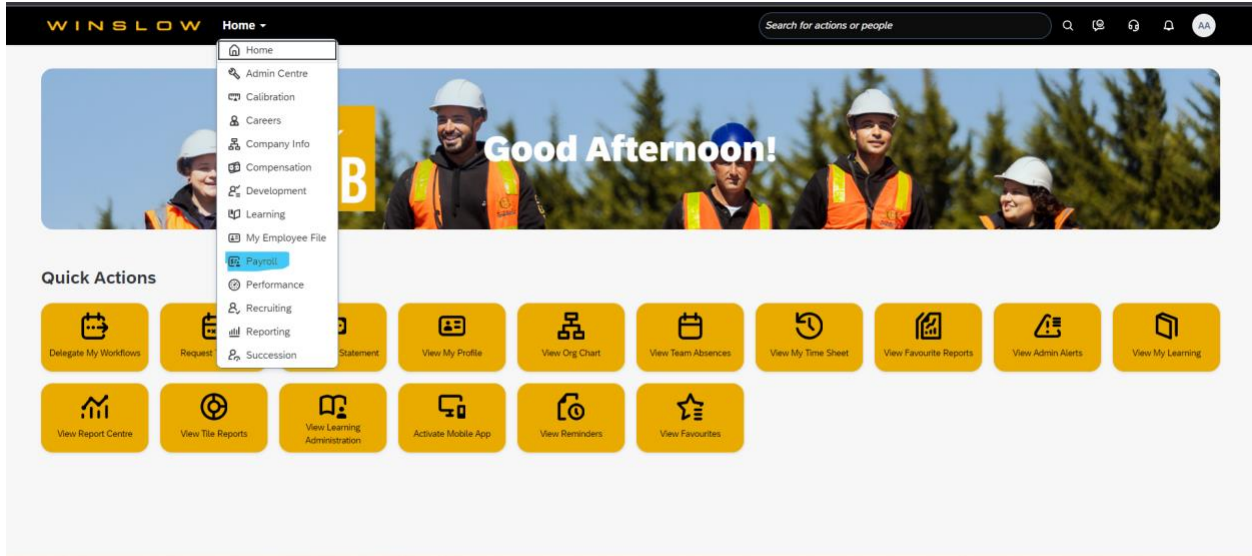
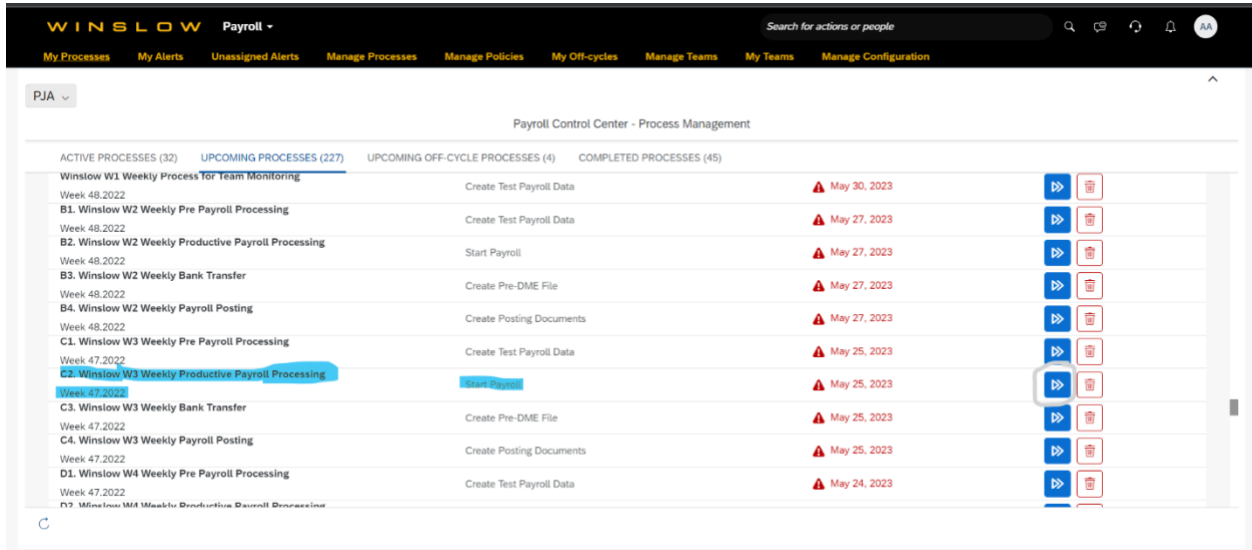


Steps to Execute Productive Payroll Processing

1. On the Home page navigate through to Payroll



2. In My Process, go to Upcoming Processes, and choose "Start Process" on the process you want to execute. You can now see the process in the "Active Processes" section.



- In Active Processes click on the Process you want to execute. And then click Start. You could see Start Payroll step would be in Process. Once done click Confirm to navigate to next step.

The screenshot shows the Winslow Payroll interface. At the top, there is a navigation bar with the Winslow logo and a search bar. Below the navigation bar, there are several tabs: My Processes, My Alerts, Unassigned Alerts, Manage Processes, Manage Policies, My Off-cycles, Manage Teams, My Teams, and Manage Configuration. The main content area is titled "Process Steps" and displays the following information:

- Process:** C2. Winslow W3 Weekly Productive Payroll Processing
- Week:** 46.2022
- Status:** OK
- Due on:** May 24, 2023
- Progress:** 0 / 6
- Active step:** Start Payroll

Below this information, there is a horizontal menu with the following options: START PAYROLL, RUN PAYROLL, POSTING SIMULATION, INITIATE POLICIES, MONITORING, and END PAYROLL. The "START PAYROLL" option is highlighted, and the "Start Payroll" step is shown as "In Process".

At the bottom of the main content area, there is a status message: "Start Payroll finished successfully" with a "See details" link. At the bottom right of the interface, there are buttons for "Notes", "Start", "Repeat", and "Confirm".

- The next step is Run Payroll, a payroll run will be performed which produces the productive payroll results. Once done, click Confirm to go to further step.

The screenshot shows the Winslow Payroll interface. At the top, there is a navigation bar with the Winslow logo and a search bar. Below the navigation bar, there are several tabs: My Processes, My Alerts, Unassigned Alerts, Manage Processes, Manage Policies, My Off-cycles, Manage Teams, My Teams, and Manage Configuration. The main content area is titled "Process Steps" and displays the following information:

- Process:** C2. Winslow W3 Weekly Productive Payroll Processing
- Week:** 46.2022
- Status:** OK
- Due on:** May 24, 2023
- Progress:** 1 / 6
- Active step:** Run Payroll

Below this information, there is a horizontal menu with the following options: START PAYROLL, RUN PAYROLL, POSTING SIMULATION, INITIATE POLICIES, MONITORING, and END PAYROLL. The "RUN PAYROLL" option is highlighted, and the "Run Payroll" step is shown as "In Process".

At the bottom of the main content area, there is a status message: "Run Payroll finished successfully" with a "See details" link. At the bottom right of the interface, there are buttons for "Notes", "Start", "Repeat", and "Confirm".

- Next step is the Posting Simulation where simulated posting results will be created. Click start to start the process and then click confirm once done. You can see the status as completed.

The screenshot displays the Winslow Payroll interface. At the top, the navigation bar includes 'WINSLOW Payroll' and a search bar. Below the navigation bar, there are several menu items: 'My Processes', 'My Alerts', 'Unassigned Alerts', 'Manage Processes', 'Manage Policies', 'My Off-cycles', 'Manage Teams', 'My Teams', and 'Manage Configuration'. The main content area shows the 'Process Steps' for 'C2. Winslow W3 Weekly Productive Payroll Processing' for 'Week 46.2022'. The status is 'OK', and the due date is 'May 24, 2023'. The progress bar is at 3/6, and the active step is 'Initiate Policies'. The 'Posting Simulation' step is highlighted and marked as 'Completed' on 'Nov 29, 2023, 2:20:48 PM'. A status message indicates that the 'Posting Simulation' finished successfully, and a tooltip confirms that the selected step has been confirmed. At the bottom right, there are buttons for 'Notes', 'Start', 'Repeat', and 'Confirm'.

- Next step is the Initiate Policies where Employee data will be checked against the assigned policies for this process. Click Start to initiate the process. And then click confirm to complete the step.

The screenshot displays the Winslow Payroll interface, similar to the previous one. The main content area shows the 'Process Steps' for 'C2. Winslow W3 Weekly Productive Payroll Processing' for 'Week 46.2022'. The status is 'OK', and the due date is 'May 24, 2023'. The progress bar is at 3/6, and the active step is 'Initiate Policies'. The 'Initiate Policies' step is highlighted and marked as 'In Process'. A status message indicates that the 'Initiate Policies' finished successfully, and a tooltip confirms that the selected step has been confirmed. At the bottom right, there are buttons for 'Notes', 'Start', 'Repeat', and 'Confirm'.

- Next step is Monitoring, where policy violations are displayed and can be assigned to experts for further processing. Click Confirm

WINSLOW Payroll

My Processes My Alerts Unassigned Alerts Manage Processes Manage Policies My Off cycles Manage Teams My Teams Manage Configuration

Search for actions or people

PJA

Process Steps

C2. Winslow W3 Weekly Productive Payroll Processing
Week 46 2022

Status ✖ Error Due on ▲ May 24, 2023 Progress 41% Active step Monitoring

START PAYROLL RUN PAYROLL POSTING SIMULATION INITIATE POLICIES MONITORING END PAYROLL

Alerts 5 Alert assignments 5
Not assigned

Payroll Amount Analysis

Total Gross Comparison	Sum of Nets
Last period: 440.00	Last period: 421.00
Current Period: 448.99	Current Period: 423.99
AUD: full	AUD: full

Employee Count Analysis

Active Employees	Leavings	Headcount	EE with org change
5	0	5	0

Notes Start Repeat Confirm

- Next step is End Payroll where the payroll period will be closed and master data maintenance for all employees that are assigned to this process will be possible again.

WINSLOW Payroll

My Processes My Alerts Unassigned Alerts Manage Processes Manage Policies My Off cycles Manage Teams My Teams Manage Configuration

Search for actions or people

PJA

Process Steps

C2. Winslow W3 Weekly Productive Payroll Processing
Week 46 2022

Status ✖ Error Completed on Nov 29, 2023, 2:41:20 PM

START PAYROLL RUN PAYROLL POSTING SIMULATION INITIATE POLICIES MONITORING END PAYROLL

End Payroll Completed
Completed on Nov 29, 2023, 2:41:20 PM

Status ☑ End Payroll finished successfully
[See details](#)

Information The payroll process will be closed and master data maintenance for all employees that are assigned to this process will be possible again.

Notes Start Repeat Confirm