Job Aid: Create Batch ID

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Create Batch ID

Create Batch ID can be used by payroll team members who want to include all of their data entry in one batch. Naming your batches is a best practice prior to manually inputting data because it allows you to run Payroll Input by Batch ID to balance your input. You can select the Batch Id you created here from the Batch ID field on the Add Payroll Input by Worker screen.

1. Type “Create Batch Id” into the search bar and select the task
2. In the Batch ID field, type the name of your batch using this naming convention: YourRHM_Description_YYYYYMMDD_YourInitals
3. In the Usage field, select Payroll from the menu
4. Click OK
Related Job Aids

Manual Input - Adding Earnings
Manual Input - Adding Deductions
Manual Input - Adding Deductions with a Goal Balance
Balancing Input using Payroll Input by Batch ID