



# CYMA PEO Operations Primer

The Professional Employer Organization Walkthrough document covers the start to finish setup and configuration options. Use this document as a primer for actual payroll operations:

## Step 1: Employee Self- Service – capture hours *nationwide*.

CYMA’s web based, Employee Self-Service (ESS) allows a client to capture and submit payroll hours to the PEO from. No more faxes, emails, spreadsheets, or phone calls. Once hours are approved and submitted by the client’s supervisor – an email is generated letting the appropriate PEO employee know that a client’s payroll hours are available for import.

Find
Clear Selection
Report

Create Default Entries

Current Pay Period: **All** Control Total:

<input type="checkbox"/>	Employee ID	Employee Name	Earnings Type	Hours/Sales/Qty/Misc	Amt per Pay Period	Saved Entry	Emp Entered
<input type="checkbox"/>	CSBERELM	Elmo Berns	Hourly	<input type="text"/>	<input type="text"/>	80	
<input type="checkbox"/>			Overtime	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>			Vacation Pay	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	CSMESJAN	Janett Messineo	Hourly	<input type="text"/>	<input type="text"/>	80	
<input type="checkbox"/>			Overtime	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	CSMILPAM	Pam Millsap	Hourly	<input type="text"/>	<input type="text"/>	80	
<input type="checkbox"/>			Overtime	<input type="text"/>	<input type="text"/>	4	
<input type="checkbox"/>	CSODOJAR	Jarred Odowd	Hourly	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>			Overtime	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	CSSARJET	Jetta Saracino	Hourly	<input type="text"/>	<input type="text"/>	80	
<input type="checkbox"/>			Overtime	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>			Vacation Pay	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	CSSHECAR	Carri Sheets	Hourly	<input type="text"/>	<input type="text"/>	72	
<input type="checkbox"/>			Overtime	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>			Vacation Pay	<input type="text"/>	<input type="text"/>	8	
<input type="checkbox"/>	CSTOKTOR	Tori Tokarz	Hourly	<input type="text"/>	<input type="text"/>	80	
<input type="checkbox"/>			Overtime	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>			Vacation Pay	<input type="text"/>	<input type="text"/>		
<b>Totals:</b>					0.0000	\$0.00	484,0000

Save
Clear Entries
Clear Saved Entries

## Step 2: Hours Imported by Client Frequency

Clearly labeled pay frequencies allow for easy identification and efficient import from ESS to the Payroll system. Clients can be imported individually or by a range of clients at one time. Confirm hours, totals and optionally print proofs.

Web Time Entry Import - By Period

**PR**

Pay Frequency: C. Segal Ent - Bi-Weekly Start: 4/8/2016 End: 4/21/2016

Options:  Override Approval

Selections

Field	Relation	Value 1	Value 2
Employee ID	All		
Department ID	All		
Location ID	All		
Client ID	All		

Print Destination:  Screen  Printer  File \\CymaServer.ad.cyma.com\Lexmark C544 XL on 192.168...

Primary Grouping: Employee ID Secondary Grouping: Feature

Unsubmit Proof **Import** Setup Printer Cancel

### Step 3: Enhanced Payroll Processing

CYMA developed a unique system that streamlines the payroll process. If, this streamlined system is used the following payroll steps are automatically done - Generating and Calculating Payroll, Printing Checks, EFT file creation, Checks posted to GL, Payroll Reports Created, and, optionally, the Pay Frequency can be closed. The client is now ready for invoicing.

Streamlined Payroll

**PR** Sort Employees by: Last Name

Streamline Process Description  
Generates, Calculates, Prints Checks, Creates EFT, Posts Checks to GL, Prints Batch Reports, and optionally Closes Payroll Period.

Employee Criteria | Selections

Pay Frequency  
Start Date: 4/8/2016 End Date: 4/21/2016

Field	Relation	Value 1	Value 2
Frequency	Equal To	C. Segal Ent - Bi-Weekly	
Employee ID	All		
Department ID	All		
Location ID	All		
Client ID	All		
Client Group ID	All		
Entered?	Equal To	Yes	

Employee Find Now Select All Deselect All Process Close

## Step 4: Billing Clients

Payroll processing is complete, it's time to invoice the client. Select a client. Process the billing – review the costs, markups, and miscellaneous charges. After the review, select the Create Invoice and in AR the Client's invoice is now ready for posting and EFT filing. It is time to collect the cash for the payroll costs, markups, and miscellaneous charges

**PR** Billing Criteria | Billing

Calc Method  
 Forecast  Calculated  Actuals  Only Miscellaneous Charges and Fees

Included Feature Groups  
 Earnings  Benefits  Other Deductions  
 Non-Taxable Earnings  Pre-Tax Deductions  
 Non-Cash Earnings  Taxes

Billing Description

Billing Multiplier: 1  Apply Multiplier to Invoice Totals

Current Pay Frequency  
Start Date:  End Date:   Include Previously Billed Amounts

Field	Relation	Value 1	Value 2
Client ID	All		
Employee ID	All		
Department ID	All		
Location ID	All		
Frequency	Equal To	C. Segal Ent - Bi-Weekly	
Period End Date	Equal To		
Check Number	All		
Check Date	All		
Check Type	All		
Client Group ID	All		

Actuals - Collects data based on Actual Check Transactions.

Find Now Detail Print Proof Create Invoices Close

## Step 5: Generate / Print Invoices

Invoices now exist in Accounts Receivable and are ready to print. Locate the client invoices and run the process. Output will include the printed invoices and an EFT file for upload to a bank of your choosing. The printed invoice displays markup and other client information. If enabled, this completed step will post through to the GL.

Enter Invoices
AR

Record #: 27
Type: Invoice
Invoice #: 
Date: 11/4/2016
Posting Date: 11/4/2016

Invoice
Attach
Custom

Customer: CS0882

Sold To: Segal Enterprises

Location: MAIN

Ship To:

E-Mail:

Tax Category: NON

Ordered by:

Phone:

PD:

Invoice Desc:

Terms: NET30

Due Date: 12/4/2016

Disc Allowed: \$0.00

Disc Date:

Ship Via:

Ship Date:

Client ID: CS0882

Sales Rep:

Job:

AR: 1200.000000

Reference 1: C. Segal Ent - Bi-We

Reference 2: 01/01/16 - 04/21/16

Reference 3: 01/01/16 - 04/26/16

Product ID	Description	Quantity	Unit Price	Price Code	Disc Pct	Ext Price	Ext Cost	Tax?	Tax Amount
100	Gross Wages	1.0000	\$2,400.0000		0.00	\$2,400.00	\$0.00	<input checked="" type="checkbox"/>	\$0.00
500	Markup at 4.5%	1.0000	\$108.0000		0.00	\$108.00	\$0.00	<input checked="" type="checkbox"/>	\$0.00
300	Insurance Billed	1.0000	\$161.5400		0.00	\$161.54	\$0.00	<input checked="" type="checkbox"/>	\$0.00
500	Markup at 4.5%	1.0000	\$7.2700		0.00	\$7.27	\$0.00	<input checked="" type="checkbox"/>	\$0.00
300	Insurance Billed	1.0000	\$36.0000		0.00	\$36.00	\$0.00	<input checked="" type="checkbox"/>	\$0.00
500	Markup at 4.5%	1.0000	\$1.6200		0.00	\$1.62	\$0.00	<input checked="" type="checkbox"/>	\$0.00
200	Employer Taxes Billed	1.0000	\$148.8000		0.00	\$148.80	\$0.00	<input checked="" type="checkbox"/>	\$0.00
<b>81.0000</b>						<b>\$21,318.66</b>	<b>\$0.00</b>	<b><input checked="" type="checkbox"/></b>	<b>\$0.00</b>

Product Price Source:

Freight: \$0.00    Freight Tax: \$0.00    Invoice Total: \$21,318.66

Payment

Type: EFT    Date: 11/4/2016    Ref: EFT    Exp. Date: ##/##/##    Amount: \$21,318.66    Payment Info

K < > >|
Copy
Customer
Print
Edit
New
Clear
Delete
Close

CYMA's PEO processing is an efficient, five step process under ten minutes to process your client billing. Review the Professional Employer Organization Walkthrough for more details, or call CYMA at 800-292-2962 to arrange a demonstration.