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.

	Employee ID	Employee Name	Earnings Type	Hours/Sales/Qty/Misc	Amt per Pay Period	Saved Entry	Emp Entered
	CSBERELM	Elmo Berns	Hourly			80	
			Overtime				
			Vacation Pay				
	CSMESJAN	Janett Messineo	Hourly			80	
			Overtime				
	CSMILPAM	Pam Millsap	Hourly			80	
			Overtime			4	
	CSODOJAR	Jarred Odowd	Hourly				
			Overtime				
	CSSARJET	Jetta Saracino	Hourly			80	
			Overtime				
			Vacation Pay				
	CSSHECAR	Carri Sheets	Hourly			72	
			Overtime				
			Vacation Pay			8	
	CSTOKTOR	Tori Tokarz	Hourly			80	
			Overtime				
			Vacation Pay				
			Totals:	0.0000	$0.00	484.0000	

Find Clear Selection Report

Create Default Entries

Current Pay Period: **All**

Control Total:

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.

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.

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

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.

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.