

# Payroll Overview | Training

Last Modified on 10/06/2021 12:20 pm EDT

This training guides you in managing pay and payroll in Werk.

Led by a Payroll Consultant

**About this Training** Approximately 1 hour long

Audience is Admins who will be processing payroll

## Topics Covered

- Accessing Payrolls
- How to create a Supplemental Payroll
- Payroll Prep Process & Time Prep
- Creating Manual Pay Statements
- Accessing Payroll Reports

## Read these topics...

- Payroll for Managers
  - Adding Bonuses and Deductions to Paychecks
  - Recording Manually Issued Paychecks Into Payroll
  - Changing Employee Base Pay for Minimum Wage
  - Changing Employee Pay from Hourly to Salary
  - Processing Payroll and Working with Timesheets
  - Reporting on Payroll
    - Learning About Payroll Reports
    - Locating Payroll Reports in Werk
    - Working With Payroll Reports
    - Werk's Tax Resources
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