Branch Hours of Operation: Mon - Fri, 0:00 am - 0:00 pm ET	Branch Telephone: (000) 000-0000	Branch Fax: (555) 555-5555	Branch
Select a Product or Service: *	•		7
Hours of Operation:	Telephone:		Product
Select a Topic:			
Customer Service	Request Product Information		
Product Evaluation	General Comments		
First Name: *	Last Name: *		
Joseph	Random		
Telephone: *	Extension:	Email Address: *	
(555) 555-5555		jrandom@xyz.com	
Client Number:	Branch Number:		Contact
00015555	1234		25
Comments: *			

Log-in - Contact Us link

og-In	
Username	-
Password	
ign-Up	Forgot Username/Password? • Log-I



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05/30/2012

#### Log-in - Dialog Default: product dropdown is blank, Hours and Telephone fields are blank

Page 1 of 3

Use this e-mail form or services, or to provide	r call for assistance or to request information about Paychex Online products and us with your feedback. If this is an urgent request please contact your branch by pl
e Select a Product or Se	ervice: *
wn default is blank	<b>•</b>
d Telephone blank	Telephone:
Select a Topic:	
Customer Service	Request Product Information
Product Evaluation	General Comments
First Name: *	Last Name: *
Telephone: *	Extension: Email Address: *
(###) ###-####	
Client Number:	Branch Number:
Comments: *	
	Ca

Contact Us • Help • Learn More • Security • Legal

#### Log-in - Dialog Product dropdown item selected, Hours and Telephone fields are displayed

Page 2 of 3

	Use this e-mail form or call for assi services, or to provide us with your	stance or to request information at r feedback. If this is an urgent requ	oout Paychex Online products and lest please contact your branch by phone
name	Select a Product or Service: *		
Dropdown selecte	d Flexible Spending Account	<b>~</b>	
word	Hours of Operation:	Telephone:	
and Telephone appea	Mon - Fri, 8:00 am - 8:00 pm ET	(800) 472-0072	
	Select a Topic:		
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	First Name: *	Last Name: *	
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	Client Number:	Branch Number:	
	Comments: *		
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Contact Us • Help • Learn More • Security • Legal

Application Header	Landing - Contact Us link					

Sub Header



Application Header	Landing - Dialog (1 client) Default: Product dropdown is bla	nk, Hours and Telephone fie	lds are blank	Page 1 of 3	
Sub Header					
	Contact Us				·
	Use this e-mail form or call for assi services, or to provide us with your	stance or to request information feedback. If this is an urgent re	about Paychex Online products an quest please contact your branch	id by phone.	
	Branch Hours of Operation: Mon - Fri, 0:00 am - 0:00 pm ET	Branch Telephone: (000) 000-0000	Branch Fax: (555) 555-5555		
Dropdown default is blank	Select a Product or Service: *	•			
Hours and Telephone blank	Hours of Operation:	Telephone:			
	Select a Topic:				
	Customer Service	Request Product Informa	tion		
	Product Evaluation	General Comments			

Contained Service

Product Evaluation

First Name: \*

Joseph

Random

Telephone: \*

Extension:

Image: Statement of the contraction of the contrac

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Application Header	Landing - Dialog (1 client) Product dropdown item selected, Hours and Telephone fields are displayed	Page 2 of 3	
Sub Header			

	Use this e-mail form or call for assis	stance or to request information about	Paychex Online products a	hand				
	services, or to provide us with your	services, or to provide us with your feedback. If this is an urgent request please contact your branch by phone.						
sed on client number	Branch Hours of Operation: Mon - Fri, 0:00 am - 0:00 pm ET	Branch Telephone: (000) 000-0000	Branch Fax: (555) 555-5555					
	Select a Product or Service: *							
Dropdown selected	Payroll Services	•						
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Hours and Telephone appear	Mon - Fri, 8:00 am - 8:00 pm ET	(800) 472-0072						
	Select a Topic:							
	Customer Service	Request Product Information						
	Product Evaluation	General Comments						
	First Name: *	Last Name: *						
	Joseph	Random						
	Telephone: *	Extension:	Email Address: *					
	(555) 555-5555		jrandom@xyz.com	•				
				Cancel • Submit				

Application Header	Landing - Dialog (1 client) Dialog scrolled down	Page 3 of 3	
a a se a			

Sub Header

Contact Us					
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Mon - Fri, 8:00	am - 8:00 pm ET	(800) 472-0072			
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Joseph		Random			
Telephone: *		Extension:	Email Address: *		L
(555) 555-555	5		jrandom@xyz.con	n	
Client Number:		Branch Number:			
00015555		1234			
Comments: *					
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				Cancel - Submit	4
				Cancer Submit	

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Landing - Dialog (<16 clients) Client number with dropdown

Sub Header

Hours of Operation:       Telephone:         Mon - Fri, 8:00 am - 8:00 pm ET       (800) 472-0072         Select a Topic:       Customer Service         Customer Service       Request Product Information         Product Evaluation       General Comments         First Name: *       Last Name: *         Joseph       Random         Telephone: *       Extension:         Extension:       Email Address: *         (555) 555-5555       jrandom@xyz.com         O0025555 (Smith and       1234
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Customer Service Request Product Information   Product Evaluation General Comments   First Name: *   Joseph Random   Telephone: * Extension:   (555) 555-5555 jrandom@xyz.com   Client Number: *   Branch Number:   1234
Product Evaluation General Comments     First Name: *   Joseph   Random   Telephone: *   (555) 555-5555     Extension:   Email Address: *   (555) 555-5555     Jonumber: *   Branch Number:   1234     00025555 (Smith and)   00035555 (Happy Lan)
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00025555 (Smith and  00035555 (Happy Lan
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Cancel • Submit

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Application Header

Landing and Service - Dialog (16> clients) Client number with configurable dropdown as button to open dialog

Sub Header

Type to filter         Hours of Operati       Client Number       Company         Select a Topic:       00015555       Acme Industries         Customer Set       00025555       Smith and Jones         Product Evalu       00035555       Happy Landscaping         00045555       Ralphs Auto         First Name: *       00005555       Crane Publications         Joseph       00005555       King Polar Ice Cream Shoppe         Telephone: *       00005555       Nike's Bikes and Cigars         (555) 555-5555       00095555       Kramer's Bagels         Client Number: *       00115555       Power Equipment and More         00115555       Buck's Slightly Used Dirigibles       Cancel-OK	Contact Us	Cli	Client Number				
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Cancel • Submit							

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The 'Review Payroll' screen is available for display at all times but data is available for display only when the user has entered 1 or more checks in the selected payroll.

Nov	vember 17, 2011 ≣-						
Rev	view Payroll 🕜						1
Pay	roll Totals						<b>A</b>
D	escription	Hours	Earni	ngs	Other		
							-
Che	.ck Counts						- I
	heck Type umber of Checks	Count	0	Checks Employees and C	Contractors With Checks	Count	0
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Na	ame	Description	Rate	Hours	Earnings	Other	
IL							
							Submit Payroll
							Submitrayron

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State		
REQ122886	Review Payroll	Screen Heading	Text (screen)	See details		
November 17, 2011 ≣-						
UI Requirements:						

# REQ122896:

Display the pay period date in MMM DD, YYYY format. The month, expressed as 'MMM' displays the full month name, for example: November 12, 2011

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State			
REQ122887	Review Payroll	Screen Sub Heading	Text (screen)	N/A			
Review Payroll							
Ul Requirements: REQ122991: In the sub heading, display the text "Review Payroll". See wireframe for placement. REQ122895:							
Display the 'Help' icon directly to the right of the sub heading text. See wireframe for placement. REQ122995: Display the following hover text when the user hovers over the 'Help' icon in the sub heading: "Review Payroll is a summary of total hours and earnings keyed into payroll entry. If you need additional detail, view the Payroll Journal or Cash Requirements reports in the Pre-Processing Reports view. The payroll system will perform a full payroll calculation prior to processing and allow you to view either report in PDE format "							
REQ122889:							
Display the 'Collapse' icon right aligned in the sub heading row. See wireframe document for placement. See UX Standards REQ106253 for more information about Shades/Accordions.							

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State				
REQ122888	Review Payroll	Options Menu Icon	Button	Enabled				
UI Requirements:								
REQ122897:								
Display the 'Options Menu' icon in the heading row immediately to the right of the heading text. See wireframe document for placement.								
Refer to PNG UX Standard I	REQ105585 for specifics on the	Refer to PNG UX Standard REQ105585 for specifics on the Panel Option fly-out.						

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State		
REQ122890	Review Payroll	Options Menu	See details	See details		
2011 =- U Options X Edit Pay Period Delete Pay Period						
UI Requirements: REO122899:						
<ul> <li>Display the following menu items in the 'Options Menu :</li> <li>Edit Pay Period</li> </ul>						

• Delete Pay Period

REQ122901:

If the user selects the 'Edit Pay Period' from the options menu fly out invoke the 'Edit Pay Period' dialog. See REQ124012 for more information about the 'Edit New Pay Period'

#### REQ122902:

If the user clicks "Delete Pay Period" display message PAYENTRY342

If the user selects "Yes" then delete the selected pay period.

If the user selects "No" then do not delete the currently selected pay period.

If the user successfully deletes the pay period bring the user to the Payroll Summary screen.

REQ122988:

Validation on delete pay period:

The pay period calendar must contain at least one pay period for each pay period type, example pay period types are:

- Weekly

- Bi-Weekly
- Monthly

If the user attempts to delete the last pay period display message PAYENTRY343

#### REQ136092:

If there are no checks in the the payroll disable the "Delete Pay Period" menu item in the header options menu.

REQ136093:

If the user successfully deletes the pay period bring the user to the 'Payroll Summary' screen.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ122892	Review Payroll	Window Shades	See details	Expanded

Payroll Totals
----------------

Check Counts

Check Totals

#### **UI Requirements:**

REQ122906:

The 'Review Payroll' screen contains 3 window/accordion shades. Display titles for each shade as follows, "Payroll Totals", "Check Counts", and "Check Totals".

For detailed information on window shades see UX Standards REQ106253.

Requirement Number	Screen Nam	16	Screen Element	Element Type	Initial Value/State
REQ123062	Review Scre	en	Payroll Totals Shade	See details	Open
Payroll Totals					
Description Hour	s E	Earnings	Other		
1099 Misc. Comp	35	4,500.00			
Other Earning 1		70.00			
Regular 		577.05			
Payroll Totals	35	5,147.65			
UI Requirements:					
REQ123064:					
Display the 'Payroll Totals' s	prid in the 'Pa	avroll Totals' shad	le		
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REQ122893       Review Payroll       Payroll Totals Grid       Table       N/A         Image: Comp Comp Comp Comp Comp Comp Comp Comp	Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State			
REQ122893         Review Payroll         Payroll Totals Grid         Table         N/A           Important Comp         25         4.5000         70.00								
Review Payron       Payron Totals Grid       Table       N/A         Description       35       4.550.00       Totals Grid       Totals Grid         VI Requirements:       35       5.147.65       Totals Grid       Totals Grid       Totals Grid         REQ122920:       The sort order for the rows in the 'Payroll Totals' grid is alphabetical.       REQ122920:       The sort order for the payroll component data in the 'Payroll Totals' grid, display the cell as empty for "Hours", "Earnings", and "Other". The "Description" column is never blank.         REQ122933:       Display the following column headings for the 'Payroll Totals' grid:       • "Description"         • "Description"       • "Bayron" Hours", "Earnings", and "Cher".         • "Description"       • "Bayron" Totals' grid in the window shade titled "Payroll Totals' grid:         • "Carrings"       • "Other"         REQ122909:       Display the 'Payroll Totals' grid display one row of data for each pay component in the selected payroll.         REQ122909:       In the 'Payroll Totals' grid display one row of data for each pay component in the selected payroll.         REQ138016:       In the var blank if there is 1 or more checks in the selected payroll.	DF0122802	Poviou Douroll	Douroll Totals Crid	Tabla	N/A			
Description       1000 me         1000 me       1000 me	REQ122895	Review Payroli		Table	N/A			
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<ul> <li>"Other". The "Description" column is never blank.</li> <li>REQ122983:</li> <li>Display the following column headings for the 'Payroll Totals' grid: <ul> <li>"Description"</li> <li>"Hours"</li> <li>"Earnings"</li> <li>"Other"</li> </ul> </li> <li>REQ122909:</li> <li>Display the 'Payroll Totals' grid in the window shade titled "Payroll Totals".</li> <li>REQ136095:</li> <li>In the 'Payroll Totals' grid display one row of data for each pay component in the selected payroll.</li> </ul> <li>REQ138016:</li> <li>The "Description" column is never blank if there is 1 or more checks in the selected payroll.</li>	If there is no data for any cel	l of the payroll component da	ta in the 'Payroll Totals' grid	display the cell as empty for "	Hours" "Earnings" and			
REQ122983: Display the following column headings for the 'Payroll Totals' grid: "Description" "Hours" "Earnings" "Other" REQ122909: Display the 'Payroll Totals' grid in the window shade titled "Payroll Totals". REQ136095: In the 'Payroll Totals' grid display one row of data for each pay component in the selected payroll. REQ138016: The "Description" column is never blank if there is 1 or more checks in the selected payroll.	"Other". The "Description"	column is never blank.	a in the Taylon Totals gird,	display the cent as empty for	fiours, Eurinigs, and			
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REQ138016: The "Description" column is never blank if there is 1 or more checks in the selected payroll.	in the Payron Totals grid di	spray one row of data for each	i pay component in the selecte	eu payron.				
The "Description" column is never blank if there is 1 or more checks in the selected payroll.	REQ138016:							
	The "Description" column is	never blank if there is 1 or m	ore checks in the selected pay	roll.				

REQ138017:

If there are no checks in the selected payroll, display the 'Payroll Totals Grid' with the column headers but do not display any rows in the grid. Please see wireframe.

Description Hours Earnings Other

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ122905	Review Payroll	Description	Column	N/A
<b>UI Requirements:</b> REQ122919: In the 'Description' column, display the description value of each pay component in the selected pay period in alphabetical order.				

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ122912	Review Payroll	Hours	Column	N/A
<b>UI Requirements:</b> REQ122981: If the pay component contains hours data, display the value for each pay component in the 'Hours' grid cell.				

# REQ138007:

Right align all values in the 'Hours' column. See wireframe for details.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State		
REQ122913	Review Payroll	Earnings	Column	N/A		
UI Requirements: REQ122984:						
Display the earnings data value for each pay component in the Earnings' grid cell. Hours data is right aligned in the grid cell.						
REQ138008: Right align all values in the 'Earnings' column. See wireframe for details						

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ122914	Review Payroll	Other	Column	N/A
<b>UI Requirements:</b> REQ122986: If the pay component contains "other" data, display the value for each pay component in the 'Other' grid cell.				

# REQ138009:

Right align all values in the 'Other' column. See wireframe for details

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State	
REQ123016	Review Screen	Payroll Totals Row	Row	N/A	
UI Requirements: REO123018:					
Display the text "Payroll	Totals" in the last row of t	he 'Payroll Totals' grid in the 'D	escription' column.		
Display the individual co	lumn totals for the 'Hours'	and 'Earnings' columns in the la	ast row of the 'Payroll Total	ls' grid.	
Display all text in the last	t row of the 'Payroll Totals	s' grid in bold.			
If there are no items in th	e columns to total display	the column as blank.			
REQ122915: In the 'Payroll Totals' grid display a horizontal line between the row that contains the last new component and the 'Payroll Totals' row					
This line displays in all columns, see wireframe for placement.					
		r			

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ123081	Review Screen	Check Counts Shade	See details	Open

Check Counts			
Check Type	Count	Checks	Count
Regular	2	Employees and Contractors With Checks	2
Manual	1	Employees and Contractors Without Checks	0
Precalculated	1		
Disability	1		
Void	1		
Number of Checks	6		
UI Requirements:			
REQ123067:			

In the 'Check Counts' shade display the 'Check Type' grid and the 'Checks' grid horizontally side-by-side. Display the 'Check Type' grid on the left and the 'Checks' grid on the right. See wireframe for placement.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State		
REQ123080	Review Payroll	Check Type Grid	Table	N/A		
Check Type	Count					
Regular	2					
Manual	1					
Precalculated	1					
Disability	1					
Void	1					
Number of Checks	6					
UI Requirements:						
REQ123134:	REQ123134:					
In the 'Check Type' grid disp	olay one row of data for each o	check type.				
REQ123085:						
Display the following colum	n headings for the 'Check Cou	unts' grid:				

Check Type

• Count

REQ123086:

The sort order for 'Check Types' the rows in the 'Check Type' grid is as follows:

- Regular
- Manual
- Precalculated
- Disability
- Void

#### REQ138020:

If there are no checks in the selected payroll, display the 'Payroll Totals Grid' with the column headers and only the total row in the grid. Please see wireframe.

Check Type	Count
Number of Checks	0

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State		
REQ123096	Review Payroll	Check Type	Column	N/A		
120030		Check Type				
				<u> </u>		
UI Requirements:	UI Requirements:					
REQ123115:	REQ123115:					
If the selected payroll contains checks display the value for the appropriate check type in the 'Check Type' column of the 'Check Type' grid.						
Display only the check types that exist in the selected payroll.						
The 'Check Types' are as fol	lows:					
• Regular = "Regular"						

- Manual = "Manual"
- Precalculated = "Precaculated"
- Disability = "Disability"Void = "Void"

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State			
REQ123112	Review Payroll	Count	Column	N/A			
UI Requirements: REQ123117: In the 'Count' column, display the number of checks for each check type. REQ138010: Right align all values in the 'Count' column. See wireframe for details							

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ123118	Review Screen	Number of Checks Total Row	Row	N/A
UI Requirements: REQ123121:				

In the 'Check Type' grid display a horizontal line between the row that contains the last check type and the 'Number of Checks' row. This line displays in all columns, see wireframe for placement.

#### REQ123119:

Number of Checks

voiu

In the last row of the 'Check Type' grid, display the text "Number of Checks" in bold, in the last row of the 'Check Type' column.

REQ136099:

In the last row of the 'Check Type' grid, display the total number checks in bold, in the 'Count' column.

1

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ123137	Review Payroll	Checks Grid	Table	N/A
Checks Employees and Contractors With Checks Employees and Contractors Without Checks	Count 2 0			
<b>UI Requirements:</b> REQ123139: In the 'Checks' grid, display	the following column heading	s:		

- Checks
- Count

#### REQ123138:

In the 'Checks' grid, display one row of data for each of the following items:

- Employees and Contractors With Checks
- Employees and Contractors Without Checks

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
RF0123141	Review Payroll	Count	Column	Ν/Δ
		count		
UI Requirements:				
REQ123143:	mplayaag and Contractors Wit	h Chaolial diaplay the total m	mbor of amplayaas and contr	estors who have a shealt in
the selected pay period	ipioyees and Contractors with	in Checks, display the total ht	inder of employees and contra	actors who have a check in
REQ138002:	and Constructions With Charles		www.www.al.and.Classification.tes	
If the number of Employees	and Contractors with Checks	s" or Employees and Contract	tors without Checks' is less th	an one display a 0 (zero).
REQ138003:				
In the 'Count' column for 'Er	nployees and Contractors Wit	hout Checks', display the total	l number of employees and co	ontractors who have a check
in the selected pay period.				
REQ138005:				
Align the contents of the 'Co	ount' column to the right in the	grid cell, see wireframe for p	lacement.	
Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State

Check Totals Shade

See details

Open

REQ123146

**Review Screen** 

Check Totals						
Name		Description	Rate	Hours	Earnings	Other
Employee Nine, New York-9		Regular			2,000.00	
		Other Earning 1			70.00	
		Check Totals			2,070.00	
	==	Regular			577.65	
		Other Earning 1			70.00	
		Check Totals			647.65	
	ED DE	Regular			2,000.00	
		Other Earning 1			70.00	
		Check Totals			2,070.00	
Contractor J&Mr Independent		1099		35	4,500.0	
К-11		Check Totals		35	4,500.00	
UI Requirements:						
REQ123147:						
Display the 'Check T	otals' g	rid in the '	Check	Totals' sha	de.	

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ123149	Review Payroll	Check Totals Grid	Table	N/A

Name		Description	Rate	Hours	Earnings	Other
Employee Nine, New York-9		Regular			2,000.00	
		Other Earning 1			70.00	
		Check Totals			2,070.00	
	==	Regular			577.65	
		Other Earning 1			70.00	
		Check Totals			647.65	
	ED DE	Regular			2,000.00	
		Other Earning 1			70.00	
		Check Totals			2,070.00	
Contractor J&Mr Independent		1099		35	4,500.0	
K-11		Check Totals		35	4,500.00	

#### **UI Requirements:**

#### REQ123171:

The sort order of the earnings for each check in the 'Check Totals' grid is equal to the sequence in which each earning was entered for each check on the 'Payroll Entry' screen.

# REQ123151:

Display the following column headings, from left to right, for the 'Check Totals' grid:

- "Name"
- Check icon is blank
- "Description"
- "Rate"
- "Hours"
- "Earnings"
- "Other"

# REQ123150:

In the 'Check Totals' shade, display the 'Check Totals' grid.

# REQ123153:

"Description" cells always contain data for each check. If there is no 'Earnings' data for "Rate" or "Hours" or "Other" display a blank cell in the grid.

# REQ136106:

In the 'Check Totals' grid, display all checks for each employee and contractor, and the data for the following:

• Name or ID along with SSN or Org unit or none

- Check Icon
- Description
- Rate
- Hours
- Earnings
- Other

#### REQ123152:

The sort order of the checks for each employee or contractor in the 'Check Totals' grid is equal to the sort order on the 'Payroll Entry' screen.

# REQ136374:

Display the data in the name column only once for each Employee or Contractor, and place the name in the top most row.

Name		Description	Rate	Hours	Earnings	Other
Anderson, Randy	DD	Regular	5.00	40	200.00	
		Other Earning 1				25.00
		Check Totals		40	40.00	25.00
	===	Regular	1.00	40	400.00	
		Other Earning 1			200.00	
		Vacation		2.59	% (Not Calculated)	-
		Check Totals			647.65	
	= =	ST DBL PMT			500.00	
		Check Totals			500.00	
Bowman, Homer	==	Regular		-40	-500.0	
		Overtime		-2	-37.50	
		Check Totals		-42	537.50	

#### REQ138021:

If there are no checks in the selected payroll, display the 'Check Totals Grid' with the column headers but do not display any rows in the grid. Please see wireframe.

Name	Description	Rate	Hours	Earnings	Other

# REQ138035:

The sort order of the 'Employee' or 'Contractor' in the 'Check Totals' grid is equal to the sort order on the 'Payroll Entry' screen. For example, if the sort order on the 'Payroll Entry' screen is reverse alphabetical, the sort order for the rows in 'Check Totals' grid is also reverse alphabetical.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
PE0122177	Roview Payroll	Name	Column	N/A
REQ123177	Review Payloli	Name	Column	N/A
		L		
Name				
Anderson, Randy				
Bowman, Homer				
UI Requirements:				
REQ123179:				
Display the 'Name' value for	the checks or group of checks	s for each employee or contra-	ctor.	
REQ136107:				
Format the 'Name' with the u	ser-defined Primary Data and	l Secondary Data settings from	n the 'Payroll Entry' view scre	en.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ123198	Review Payroll	Check Icon	lcon	Enabled

UI Requirements:
REQ123203:
If the user selects the 'Check' or "Direct Deposit Check' icon on a specific check row in the 'Check Totals' grid, bring the user to that check in the 'Payroll Entry' screen and place focus in the first available field in that row.
REQ123200:
For each check in the 'Check Totals Grid', display the 'Check' icon centered horizontally and to the top vertically.
REQ136380:
For each direct deposit check in the 'Check Totals Grid', display the 'Direct Deposit Check' icon centered horizontally and to the top vertically.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ123226	Review Payroll	Description, Rate, Hours, Earnings, and Other	Column	N/A
Description         Rate         Hours           Regular         1.00         40           Other Earning 1         0.00         40	Earnings Other ) 40.00 25.0	00		

# **UI Requirements:**

#### REQ123228:

For each check display the 'Description', 'Rate', 'Hours', 'Earnings', and 'Other' values for each 'Earning'. Display the values for the first earning on the first row, display any additional earnings on additional sub-rows, one row for each.

#### REQ123263:

For earnings which have a calculation method of percentage, display the earnings description in the 'Description' column. Display only the percentage used to calculate the earning in a single text entry specifying the percent, in italics and centered, in a single column that spans the 'Rate', 'Hours', 'Earnings', and 'Other' columns. To the right of the percent value display the text "(Not Calculated)". Display 5 dashes on either side of the text.

Vacation

----- 2.5% (Not Calculated) -----

See wireframe for more detail.

REQ136108:

Right align all values for 'Rate', 'Hours', 'Earnings', and 'Other' columns. See wireframe for details.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ123232	Review Payroll	Check Totals	Row	N/A

#### **UI Requirements:**

REQ123236:

In the 'Check Totals' grid, for each check, display a horizontal line above the check total row. This line displays in the following columns:

- Description
- Rate
- Hours
- Earnings
- Other

Check Totals	40	40.00	25.00
See wireframe for	placement.		

REQ123259:

In the 'Check Totals' grid display a horizontal line between each check, do not display this line after the last check. This line displays in all columns except the check icon and 'Name' columns. See wireframe for placement.

Anderson, Randy	∃D D∃	Regular	5.00	40	200.00	
		Other Earning 1				25.00
		Check Totals		40	40.00	25.00
		Regular	1.00	40	400.00	
		Other Earning 1			200.00	
		Vacation		2.5% (Not	Calculated)	
		Check Totals			647.65	
		ST DBL PMT			500.00	
		Check Totals			500.00	

# REQ123233:

Display a total row for each check in the 'Check Totals' grid. Display the text "Check Totals" in the 'Description' column and a totaled value for each check in the 'Earnings' column. The text in the check totals row is displayed in bold. If there are no values to total in the 'Hours' or 'Other' columns, display an empty cell. The 'Rate' and 'Other' columns do not display a total value.

#### REQ136382:

In the 'Check Totals' grid display a horizontal line between each 'Employee' and 'Contractor', do not display this line after the last employee or contractor contained in the grid. This line displays in all columns, see wireframe for placement.

	===	ST DBL PMT		500.00	
		Check Totals		500.00	
Bowman, Homer	==	Regular	-40	-500.0	
		Overtime	-2	-37.50	
		Check Totals	-42	537.50	

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State		
REQ123267	Review Payroll	Submit Button	Button	Enabled		
Submit Payroll						
UI Requirements: REQ123268: Clicking the 'Submit' button submits the payroll. See requirements for 'Submit Payroll' for more information and validations.						

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ124012	Review Payroll	Edit Pay Period Dialog	Modal dialog	Closed

-	Edit Pay Period		
I	Period Start Date: *	Period End Date: *	
	Wed 10/06/2011	Wed 11/12/2011	
ì	Check Date: *		
ļ	Fri 11/17/2011		
0	Description: *		
	Pay Period Description		5
5	5		
ì			
ľ			
		Can	ncel • Save
		-	
1	UI Requirements:		

REQ124015:

The 'Edit Pay Period' modal dialog box is invoked when the user selects the 'Edit Pay Period' menu item from the options menu on the 'Review Payroll' screen.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State		
REQ123269	Review Payroll	Edit Pay Period (Period Start Date)	Calendar field	See details		
UI Requirements:						
REQ123272:	REQ123272:					
Validation on Save:						
If the user inputs a 'Period S	If the user inputs a 'Period Start Date' that is not on or before the 'Period End Date' display message PAYENTRY121 in the MMM.					
[variable - date]						

REQ123270: The 'Period Start Date' field is required. The value displayed in the 'Period Start Date' is equal to the period start date for the selected pay period in the 'Pay Period List'. For the 'Period Start Date', display value as "DDD MM/DD/YYYY". Refer to PNG UX Standard REQ49690 for specifics on date fields.

REQ123271:

Screen Validation: The 'Period Start Date' field is required. If the user removes the current 'Period Start Date' and does not select a 'Period Start Date' from the calendar or input a 'Period Start Date' display Flex Tool Tip REQ100.

#### REQ123273:

Validation on Save:

If the user inputs a start date or end date that creates a pay period longer than one year display message DATE 195 in the MMM.

[variable - start date]

[variable - end date]

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State			
REQ123279	Review Payroll	Edit Pay Period (Period End	Calendar field	See details			
		Date)					
UI Requirements:							
REQ123280:							
The 'Period End Date' field is required.							
The value displayed in the 'Period End Date' is equal to the period end date for the selected pay period in the 'Pay Period List'							
For the 'Period End Date', d	For the 'Period End Date', display value as "DDD MM/DD/YYYY".						

Refer to PNG UX Standard REQ49690 for specifics on date fields.
REQ123281: Screen Validation: The 'Period End Date' field is required. If the user removes the current 'Period End Date' and does not select a 'Period End Date' from the calendar or input a 'Period End Date' display Flex Tool Tip REQ100.
REQ123282: Validation on Save: If the user inputs a 'Period End Date' that is not after or equal to the 'Period Start Date' display message PAYENTRY121 in the MMM.
REQ123283: Validation on Save: If the user inputs a start date or end date that creates a pay period longer than one year display message DATE 195 in the MMM. [variable - start date] [variable - end date]

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State		
REQ123287	Review Payroll	Edit Pay Period (Check Date - checks)	Text (screen)	See details		
UI Requirements: REQ123288: If the pay period contains checks it is not editable, display the check date as "DDD MM/DD/YYYY"						

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State		
REQ123289	Review Payroll	Edit Pay Period (Check Date - no checks)	Calendar field	See details		
<b>UI Requirements:</b> REQ123291: Screen Validation: If the user removes the curre REQ100.	nt 'Check Date' and does not s	elect a 'Check Date' from the	calendar or input a 'Check Da	ate' display Flex Tool Tip		
REQ123294: Validation on Save: If the user inputs a check dat [variable - check date]	e that falls on a non-banking o	or company holiday display m	essage PAYENTRY345 in the	e MMM.		
REQ123293: Validation on Save: If the user inputs a check date that is considered a backdated payroll because the check date is on or before the system date (today's date) or because there is a processed payroll dated after this check date display the message PAYENTRY341. If the user clicks "Yes" continue with additional validation and use the backdated check in the payroll. If the user clicks "No" return them to the screen. Display this message first and before other messages displayed in the MMM. [variable – check date]						
REQ123292: Validation on Save: If the user inputs a check date that is greater than the payroll product end date display message PAYENTRY293 in the MMM. [variable – check date] [variable – payroll product end date]						
REQ123290: If the pay period does not co	EQ123290: f the pay period does not contain checks display the check date as an editable input field.					

The value displayed in the 'Check Date' is equal to the check date for the selected pay period in the 'Pay Period List' For the 'Check', display value as "DDD MM/DD/YYYY". Refer to PNG UX Standard REQ49690 for specifics on date fields.

REQ123295:

Validation on Save:

If the user is a PEO client and inputs a check date that is equal to the system date or the system date + 1 day display the message PAYENTRY311 in the MMM.

[variable – check date]

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State	
REQ123296	Review Payroll	Edit Pay Period (Description)	Text Box (Alpha-numeric)	See details	
UI Requirements:					
The value displayed in the '	Description' is equal to the de	scription for the selected pay i	period in the 'Pay Period List'	,	
This field spans two column	s. See Wireframe.				
1					
REQ123298:					
Screen Validation:					
If the user removes the current 'Description' and the 'Description' field is blank display Flex Tool Tip REQ100.					

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State

REQ123299	Review Payroll	Edit Pay Period (Save)	Button	Enabled	
UI Requirements:					
On 'Save', if the user made a Period List' and close the 'Ec	change to the 'Check Date' up lit Pay Period' dialogue box.	odate the selected pay period's	'Check Date' to reflect the new	w check date in the 'Pay	
REQ123301: On 'Save' close the 'Edit Pay Period' dialogue box and update the current pay period to reflect the changes to the 'Start Date', 'End Date', 'Check Date', and 'Description'.					
REQ123300: 'Save' appears in the action bar. See wireframe for placement. Refer to PNG UX Standard REQ49272 for specifics on Save.					
Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State	

REQ123307	Review Payroll	Edit Pay Period (Cancel)	Button	Enabled	
<b>UI Requirements:</b> REQ123309: If the user clicks "Cancel" close the "Edit Pay Period" Dialogue box and do not save any unsaved changes.					

# IV. Messages

Message ID	From Requirement	Message Type	Message Format	Message Template
Date 195 (edit pp, p end date - not longer than 1 year)	<b>REQ123283</b> Validation On Save - Longer Than 1 Year	Error	Multiple Message Manager	Error 1 (plain message)
Mossage Text:				

#### Message Text:

The period start date ([variable - period start date]) and period end date ([variable - period end date]) are more than one year apart. Pay periods cannot be longer than one year. Please adjust the period start and/or end date.

#### Variables:

[variable - period start date] = period start date [variable - period end date] = period end date

Message ID	From Requirement	Message Type	Message Format	Message Template
Date 195 (edit pp, p start date - not longer than 1 year)	<b>REQ123273</b> Validation On Save - Longer Than 1 Year	Error	Multiple Message Manager	Error 1 (plain message)
Magagera Tayti				

#### Message Text:

The period start date ([variable - period start date]) and period end date ([variable - period end date]) are more than one year apart. Pay periods cannot be longer than one year. Please adjust the period start and/or end date.

#### Variables:

[variable - period start date] = period start date [variable - period end date] = period end date

Message ID	From Requirement	Message Type	Message Format	Message Template
PAYENTRY121	REQ123282	Error	Multiple Message Manager	Error 1 (plain message)

(edit pay period, end date)	Validation On Save - Date			
Message Text: The Period Start date ( <date>) must be on or before the Period End date.</date>				
Variables: [variable - date ] = sta	art date			

Message ID	From Requirement	Message Type	Message Format	Message Template	
PAYENTRY121 (edit pay period, start date)	REQ123272 Validation On Save - Date	Error	Multiple Message Manager	Error 1 (plain message)	
Message Text: The Period Start date ( <date>) must be on or before the Period End date.</date>					
Variables: [variable - date ] = start date					

Message ID	From Requirement	Message Type	Message Format	Message Template
PAYENTRY293 (edit pay period, check date)	REQ123292 Validation On Save - Date	Error	Multiple Message Manager	Error 1 (plain message)
Message Text: The selected pay period cannot be used because the [variable – check date] check date is after the payroll cancel date of [variable – payroll product end date]. Use a pay				

period with a check date before the payroll cancel date.

#### Variables:

[variable - check date ] = check date [variable - payroll product end date] = payroll product end date

Message ID	From Requirement	Message Type	Message Format	Message Template
PAYENTRY311	REQ123295 Validation On Save	Error	Multiple Message Manager	Error 1 (plain message)

check date -			
PEO client)			
Message Text:			

A payroll must have a check date at least two days after today's date. The check date you selected ([variable – check date]) does not meet this requirement. Please enter a check date that is at least two days from today's date.

Variables:

[variable - check date ] = check date

Message ID	From Requirement	Message Type	Message Format	Message Template
PAYENTRY341 (edit pay period, backdated check date)	REQ123293 Validation On Save - Backdated Check	Error	Single	OK 2 (Ok and Cancel buttons)
Mossage Text	•	·	•	

Message Text:

The check date you entered ([variable – check date]) is considered a "backdated" payroll because it is on or before today's date or because a payroll dated after this check date has already been processed.

Are you sure you want to add this backdated check date [variable - check date]?

Y/N

# Variables:

[variable - check date ] = check date

Message ID	From Requirement	Message Type	Message Format	Message Template
PAYENTRY342 (delete pay period)	REQ122902 Function (Delete Pay Period)	Error	Single	OK 2 (Ok and Cancel buttons)
Message Text: You are about to delete this pay period. Is that what you want to do?				
Variables:				

Message ID	From Requirement	Message Type	Message Format	Message Template	
PAYENTRY343 (delete pay period)	REQ122988 Validate (Delete Pay Period)	Error	Single	Ok 1 (Plain Message)	
Message Text: You cannot delete this pay period. The pay period calendar must contain at least one pay period. Please contact your Paychex representative for assistance.					
Variables:					

Message ID	From Requirement	Message Type	Message Format	Message Template
PAYENTRY345	REQ123294	Warning	Multiple Message Manager	Error 1 (plain message)
(add pay period.	Validation On Save			
check date - non	- Non-banking			
bank)				
Message Text:				
This check date [variable – check date] falls on a non-banking day or company holiday.				
Variables:				
[variable - check date ] = check date				

Message ID	From Requirement	Message Type	Message Format	Message Template
REQ100 (edit pay period, description)	REQ123298 Screen Validation	Error	Flex Tool Tip	Error 1 (plain message)
Message Text: [variable - field name] is required information.				
Variables: [variable - field name	] = insert name of requ	ired field		

Message ID	From Requirement	Message Type	Message Format	Message Template
REQ100 (edit	REQ123281	Error	Flex Tool Tip	Error 1 (plain message)

pay period,	Screen Validation				
period end date)					
[variable - field name] is required information.					
Variables:					
[variable - field name]	= insert name of requi	ired field			

Message ID	From Requirement	Message Type	Message Format	Message Template
REQ100 (edit	REQ123291	Error	Flex Tool Tip	Error 1 (plain message)
pav period.	Screen Validation			
check date)				
Message Text:				
[variable - field name] is required information.				
Variables:				
[variable - field name] = insert name of required field				

Message ID	From Requirement	Message Type	Message Format	Message Template
REQ100 (edit pay period, period start date)	<b>REQ123271</b> Screen Validation - Date	Error	Flex Tool Tip	Error 1 (plain message)
Message Text:				
[variable - field name] is required information.				
[variable - field name] = insert name of required field				