Payroll

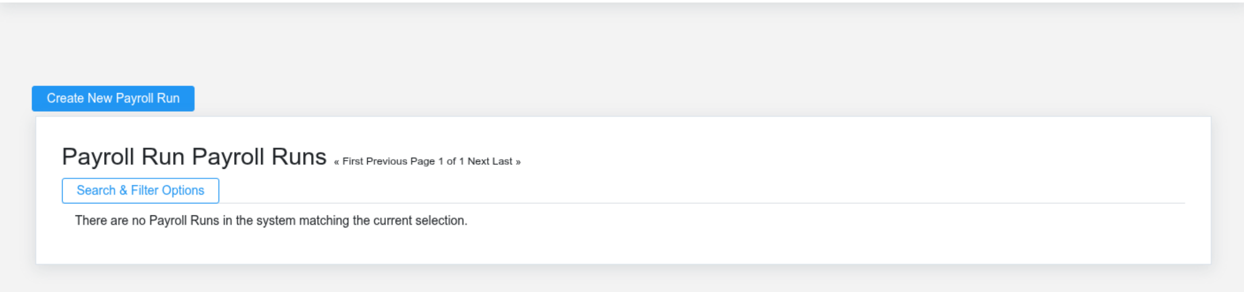
Brisk managed documentation

Start Here

Payroll

Payroll

Payroll overview



The Payroll workspace related to this reference article.

Payroll uses employee setup and approved time to calculate a pay-period result, obtain management approval, and post summarized payroll activity to accounting. Access is limited to superusers and department managers because pay rates, withholding, and employee earnings are sensitive.

Prepare payroll

Maintain a [Payroll Profile] for each employee who should be included. Confirm pay basis, rate, tax treatment, earning defaults, and deductions before starting the run. Review the pay-period dates and correct time-clock exceptions in the Time module so the run is calculated from complete source activity.

Process a payroll run

Create a [Payroll Run] with the period start, period end, and pay date. Calculate it, review each employee’s gross pay, withholding, and net pay, then resolve unexpected omissions or amounts at their source. Approve only after the organization’s review is complete. Posting creates the accounting journal entry and should occur once, after approval—not as a way to preview results.

Payroll controls

Confirm that period dates do not overlap a previous run, employee profiles are active and current, time entries are closed, and totals reconcile to the expected workforce. Restrict exports and printed output to authorized staff. If posting fails, investigate the error and current run state before retrying; do not create a manual journal entry unless payroll and accounting staff agree how duplicate posting will be prevented.

Core Records

Payroll Profiles

Payroll Profiles

Purpose and when to use this record

Maintain an employee's payroll setup, including pay basis, rates, tax treatment, earning defaults, and deduction choices.

At a glance

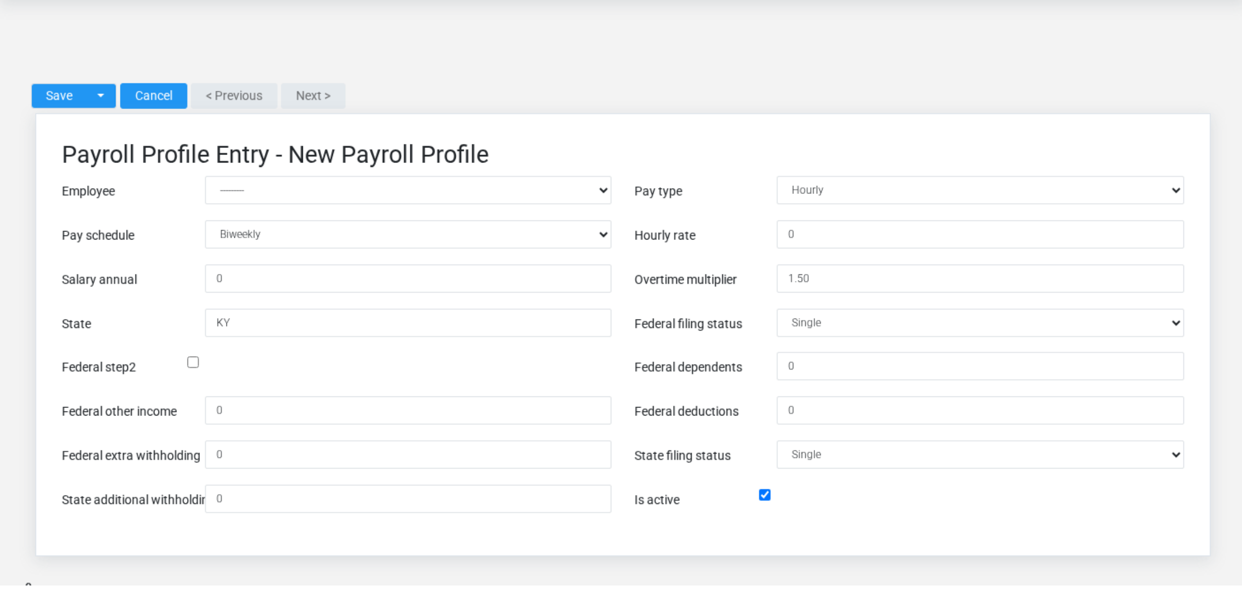
- **Identify it by: Federal Filing Status**, and **State Filing Status**.
- **Check its business context: Employee**.
- **Why care:** Payroll setup and run state affect employee pay, taxes, and accounting. Restrict changes to authorized payroll staff and verify them against the approved pay-period records.
- **Why care:** Availability and publication flags affect future use without erasing history. Prefer disabling an obsolete setup record when existing transactions still refer to it.

Before you begin

You need the Brisk permission for the action you are taking on payroll profiles. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Have valid **Employee** records ready first. Those selections determine where this Payroll Profile belongs and which later screens can find it.

Create a Payroll Profile



The Payroll Profiles create screen in the Brisk documentation demo.

Create a Payroll Profile only when the existing choices do not represent the policy or classification you need. Near-duplicate setup values split reporting and make later selection harder.

1. Select the business context first: **Employee**.
2. Enter the required identifying and operational values: **Employee**.
3. Review **Pay Type**, **Pay Schedule**, **Federal Filing Status**, **Federal Step2**, **State Filing Status**, and **Is Active** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Payroll Profile, then confirm **Federal Filing Status**, and **State Filing Status** on its detail page before continuing.

After saving: Open the screen that uses this choice and confirm the Payroll Profile appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Review Payroll Profile details

Use the detail page as the shared record of what this Payroll Profile currently means. Verify **Pay Type**, **Pay Schedule**, **Federal Filing Status**, **State Filing Status**, and **Is Active** before relying on it for a decision.

Follow **Employee** to determine whether the issue is on this Payroll Profile or on one of those linked records.

Next check: Open the screen that uses this choice and confirm the Payroll Profile appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

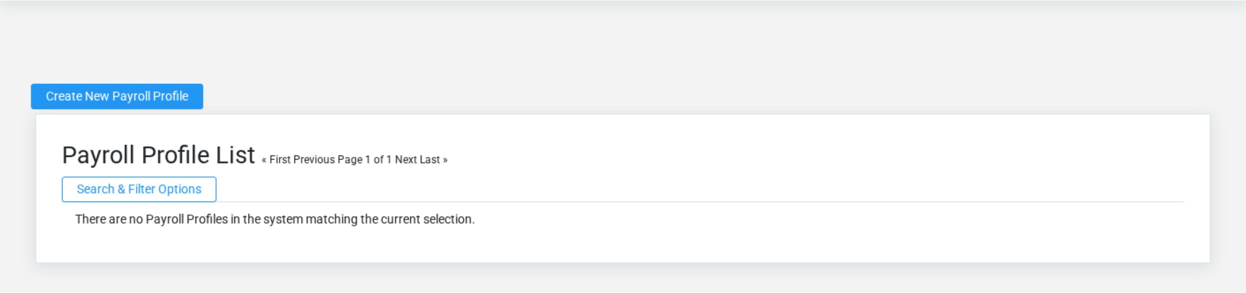
Edit an existing Payroll Profile

Edit this Payroll Profile when the underlying policy or classification changed. First determine whether historical transactions should retain the old value; if so, deactivate the old choice and create a new one.

1. Open the detail page. Compare **Employee** with the supporting document or approved request.
2. Recheck **Pay Type**, **Pay Schedule**, **Federal Filing Status**, **State Filing Status**, and **Is Active**. These values are most likely to change employee pay, deductions, tax, and payroll accounting.
3. Save the change, return to the list, and confirm that the Payroll Profile now appears under the expected **Pay Type**, **Pay Schedule**, **Federal Filing Status**, **State Filing Status**, and **Is Active**.

After the change: Open the screen that uses this choice and confirm the Payroll Profile appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Find and review payroll profiles



The Payroll Profiles list screen in the Brisk documentation demo.

Use the Payroll Profiles list to find the correct record before opening or changing it. Compare **Federal Filing Status**, and **State Filing Status**. Records with similar names or numbers can still belong to different **Employee**.

- The initial order emphasizes **Last Name**, and **First Name**. Select a column heading when you need a different comparison.

Open the Payroll Profile whose **Federal Filing Status**, and **State Filing Status** match the task. If it is missing, clear the list filters and recheck **Pay Type**, **Pay Schedule**, **Federal Filing Status**, **State Filing Status**, and **Is Active** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 16 user-relevant fields for this Payroll Profile, including 1 linked-record selection and 4 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Employee	Yes	The employee associated with this payroll profile.
Pay Type	No	The pay type recorded for this payroll profile. Available values: Hourly, Salary.
Pay Schedule	No	The pay schedule recorded for this payroll profile. Available values: Weekly, Biweekly, Semimonthly, Monthly.
Hourly Rate	No	The hourly rate value recorded for this payroll profile.
Salary Annual	No	The salary annual value recorded for this payroll profile.
Overtime Multiplier	No	The overtime multiplier value recorded for this payroll profile.
State	No	Employee work state for withholding.
Federal Filing Status	No	The federal filing status recorded for this payroll profile. Available values: Single, Married Filing Jointly, Married Filing Separately, Head of Household.
Federal Step2	No	IRS Form W-4 Step 2 checked.
Federal Dependents	No	The federal dependents value recorded for this payroll profile.
Federal Other Income	No	The federal other income value recorded for this payroll profile.
Federal Deductions	No	The federal deductions value recorded for this payroll profile.
Federal Extra Withholding	No	The federal extra withholding value recorded for this payroll profile.
State Filing Status	No	The state filing status recorded for this payroll profile. Available values: Single, Married.
State Additional Withholding	No	The state additional withholding value recorded for this payroll profile.
Is Active	No	Whether this payroll profile is active.

What happens next

Open the screen that uses this choice and confirm the Payroll Profile appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Employee** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Pay Type**, **Pay Schedule**, **Federal Filing Status**, **State Filing Status**, and **Is Active**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Open **Employee** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.

Payroll Runs

Payroll Runs

Purpose and when to use this record

Review a payroll processing cycle, its pay period, employees, calculated totals, status, and posting state.

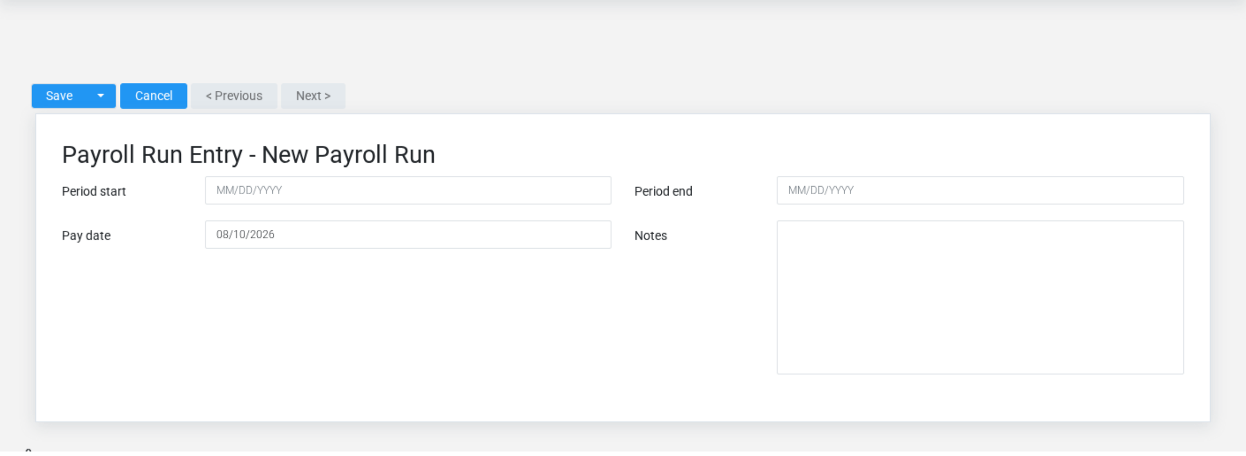
At a glance

- **Identify it by: Pay Date**, and **Status**.
- **Why care:** Payroll setup and run state affect employee pay, taxes, and accounting. Restrict changes to authorized payroll staff and verify them against the approved pay-period records.
- **Why care:** Status communicates workflow progress to other staff. Change it only when the underlying work, approval, payment, or handoff has actually occurred.

Before you begin

You need the Brisk permission for the action you are taking on payroll runs. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Create a Payroll Run



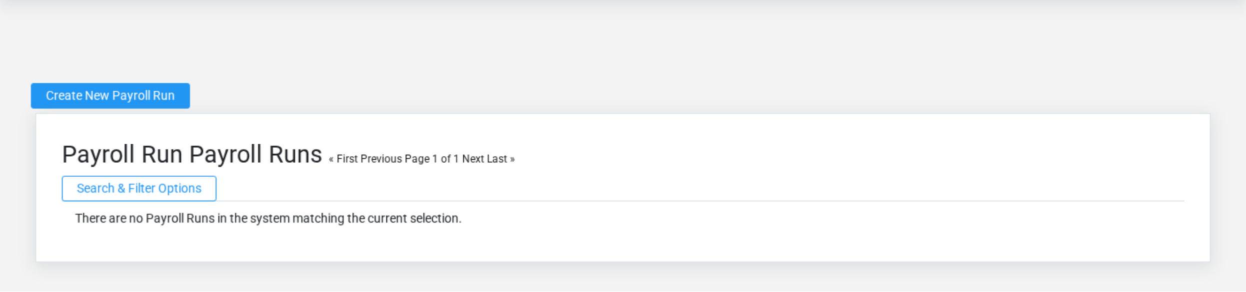
The Payroll Runs create screen in the Brisk documentation demo.

Create a Payroll Run only after confirming that the source document or operational event has not already been entered.

1. Select the business context first.
2. Enter the required identifying and operational values: **Period Start**, **Period End**, and **Pay Date**.
3. Review **Status** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Payroll Run, then confirm **Pay Date**, and **Status** on its detail page before continuing.

After saving: Review employee-level earnings, deductions, taxes, and net pay before posting; after posting, use the correction or reversal process instead of silently changing history.

Find and review payroll runs



The Payroll Runs list screen in the Brisk documentation demo.

Use the Payroll Runs list to find the correct record before opening or changing it. Compare **Pay Date**, and **Status**. Compare the full identifier rather than relying on a similar name.

- The initial order emphasizes **Pay Date**. Select a column heading when you need a different comparison.

Open the Payroll Run whose **Pay Date**, and **Status** match the task. If it is missing, clear the list filters and recheck **Status** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 5 user-relevant fields for this Payroll Run, including 0 linked-record selections and 1 controlled-choice field. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Period Start	Yes	Date recorded for period start on this payroll run.
Period End	Yes	Date recorded for period end on this payroll run.
Pay Date	Yes	Date recorded for pay date on this payroll run.
Status	No	Current status of this payroll run. Available values: Draft, Calculated, Approved, Posted.
Notes	No	Additional internal notes about this payroll run.

What happens next

Review employee-level earnings, deductions, taxes, and net pay before posting; after posting, use the correction or reversal process instead of silently changing history.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Period Start**, **Period End**, and **Pay Date** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Status**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Compare this Payroll Run with the source document or approved setup decision, then check the downstream screen where it is used.