Use this e-mail form or call for assistance or to request information about Paychex Online products and services, or to provide us with your feedback. If this is an urgent request please contact your branch by phone.

Branch Hours of Operation: Branch Telephone: Branch Fax:
Mon - Fri, 0:00 am - 0:00 pm ET   (000) 000-0000   (555) 555-5555

Select a Product or Service: *

[▼]

Hours of Operation: Telephone:

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:
00015555   1234

Comments: *

[ ]

Log-In

Username

Password

Sign-Up   Forgot Username/Password? • Log-In

Contact Us • Help • Learn More • Security • Legal

Contact Us

Use this e-mail form or call for assistance or to request information about Paychex Online products and services, or to provide us with your feedback. If this is an urgent request please contact your branch by phone.
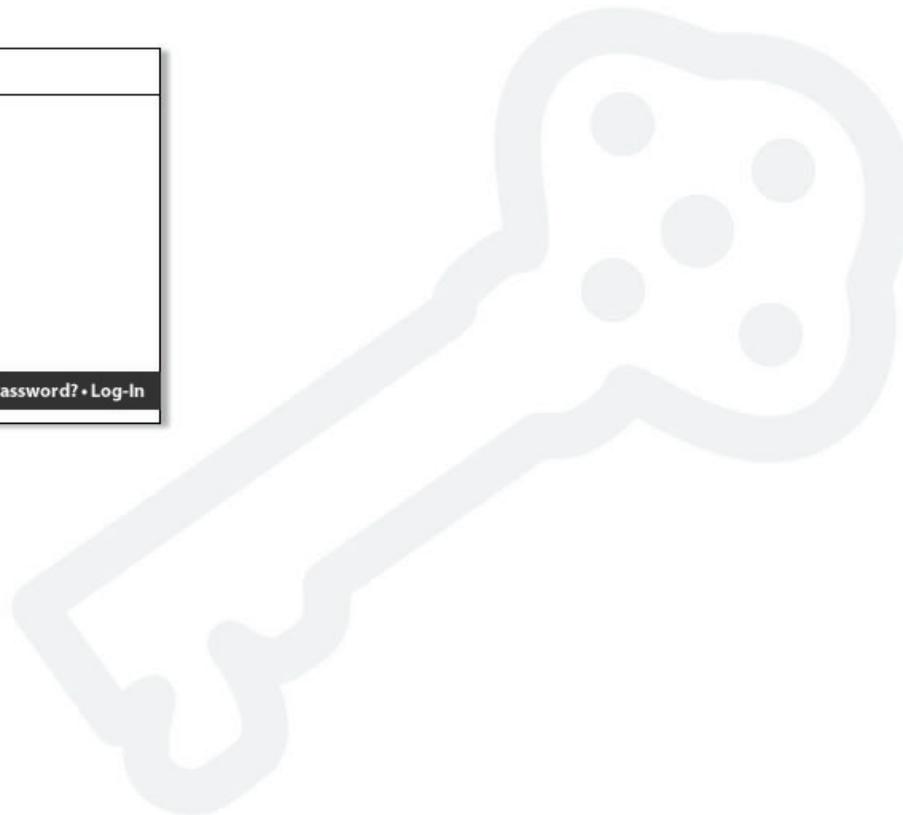
Log-In

Username

Dropdown default is blank

Select a Product or Service: *

[▼]

Password

Hours and Telephone blank

Hours of Operation: Telephone:

Select a Topic:

☐ Customer Service   ☐ Request Product Information

☐ Product Evaluation   ☐ General Comments

Sign-Up

First Name: *   Last Name: *

Telephone: *   Extension: Email Address: *
(###) ###-####

Client Number: Branch Number:

Comments: *

Cancel • Submit

Log-In

Username

Dropdown selected

Password

Hours and Telephone appear

Sign-Up

Contact Us

Use this e-mail form or call for assistance or to request information about Paychex Online products and services, or to provide us with your feedback. If this is an urgent request please contact your branch by phone.

Select a Product or Service: *

Flexible Spending Account ▾

Hours of Operation: Telephone:
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: *

Telephone: *   Extension: Email Address: *
(###) ###-####

Client Number: Branch Number:

Comments: *

Cancel • Submit

Contact Us • Help • Learn More • Security • Legal

Landing - Contact Us link

Sub Header

Messages - (2) • **Contact Us** • Help • Learn More • Security • Legal

Contact Us

Use this e-mail form or call for assistance or to request information about Paychex Online products and services, or to provide us with your feedback. If this is an urgent request please contact your branch by phone.

Branch Hours of Operation:	Branch Telephone:	Branch Fax:
Mon - Fri, 0:00 am - 0:00 pm ET	(000) 000-0000	(555) 555-5555

Select a Product or Service: *

Dropdown default is blank ▸

Hours of Operation: Telephone:

Hours and Telephone blank ▸

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

Contact Us

Use this e-mail form or call for assistance or to request information about Paychex Online products and services, or to provide us with your feedback. If this is an urgent request please contact your branch by phone.

Based on client number

Branch Hours of Operation:	Branch Telephone:	Branch Fax:
Mon - Fri, 0:00 am - 0:00 pm ET	(000) 000-0000	(555) 555-5555

Select a Product or Service: *

Dropdown selected

Payroll Services ▼

Hours and Telephone appear

Hours of Operation:	Telephone:
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

Contact Us

Hours of Operation:	Telephone:
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

Client Number: Branch Number:

00015555   1234

Comments: *

Cancel • Submit

Contact Us

Hours of Operation: Telephone:
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

Client Number: *   Branch Number:
00015555 (Acme Indu... ▼   1234

Configurable Dropdown

00025555 (Smith and ...
00035555 (Happy Lan...
00045555 (Ralphs Aut...

Cancel • Submit

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

Contact Us

Hours of Operati

Mon - Fri, 8:00 a

Select a Topic:

☐ Customer Ser

☐ Product Evalu

First Name: *

Joseph

Telephone: *

(555) 555-5555

Client Number: *

Comments: *

Client Number

	Type to filter	
	Client Number	Company
○	00015555	Acme Industries
○	00025555	Smith and Jones
○	00035555	Happy Landscaping
○	00045555	Ralphs Auto
○	00055555	Helens Quilt Shop
○	00065555	Crane Publications
○	00075555	King Polar Ice Cream Shoppe
○	00085555	Mike's Bikes and Cigars
○	00095555	Kramer's Bagels
○	00105555	Power Equipment and More
○	00115555	Buck's Slightly Used Dirigibles

Cancel • OK

Conf. Dropdown Dialog

Cancel • Submit

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.

November 17, 2011

Review Payroll

Payroll Totals

Description	Hours	Earnings	Other

Check Counts

Check Type	Count		Checks	Count
Number of Checks	0		Employees and Contractors With Checks	0
			Employees and Contractors Without Checks	0

Check Totals

Name		Description	Rate	Hours	Earnings	Other

Submit Payroll

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 ⑦   ⬍

UI 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 PDF 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

L1 ☰▾

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 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 ☰▾

Options ✕
Edit Pay Period
Delete Pay Period
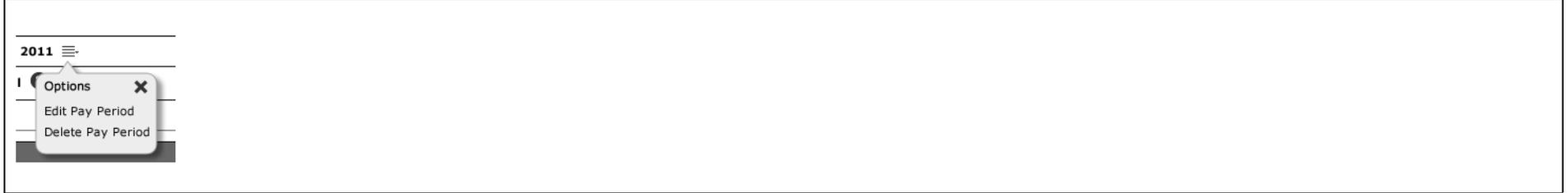
UI Requirements:
REQ122899:
Display the following menu items in the 'Options Menu :
- Edit Pay Period

- 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 Name	Screen Element	Element Type	Initial Value/State
REQ123062	Review Screen	Payroll Totals Shade	See details	Open

Payroll Totals

Description	Hours	Earnings	Other
1099 Misc. Comp	35	4,500.00	
Other Earning 1		70.00	
Regular		577.65	
Payroll Totals	35	5,147.65	

UI Requirements:

REQ123064:

Display the 'Payroll Totals' grid in the 'Payroll Totals' shade.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ122893	Review Payroll	Payroll Totals Grid	Table	N/A

Description	Hours	Earnings	Other
1099 Misc. Comp	35	4,500.00	
Other Earning 1		70.00	
Regular		577.65	
Payroll Totals	35	5,147.65	

UI Requirements:

REQ122920:

The sort order for the rows in the 'Payroll Totals' grid is alphabetical.

REQ123024:

If there is no data for any cell of 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.

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.

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

UI Requirements:
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

UI Requirements:
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

UI Requirements:

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:

REQ123018:

Display the text "Payroll Totals" in the last row of the 'Payroll Totals' grid in the 'Description' column.
Display the individual column totals for the 'Hours' and 'Earnings' columns in the last row of the 'Payroll Totals' grid.
Display all text in the last row of the 'Payroll Totals' grid in bold.
If there are no items in the 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 pay component and the 'Payroll Totals' row.
This line displays in all columns, see wireframe for placement.

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
Regular	2
Manual	1
Precalculated	1
Disability	1
Void	1
Number of Checks	6

Checks	Count
Employees and Contractors With Checks	2
Employees and Contractors Without Checks	0

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:

In the 'Check Type' grid display one row of data for each check type.

REQ123085:

Display the following column headings for the 'Check Counts' 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

UI Requirements:
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 follows:
- 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:

| void | 1 |
| Number of Checks | 6 |

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:
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.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ123137	Review Payroll	Checks Grid	Table	N/A

Checks	Count
Employees and Contractors With Checks	2
Employees and Contractors Without Checks	0

UI Requirements:
REQ123139:
In the 'Checks' grid, display the following column headings:
- 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
REQ123141	Review Payroll	Count	Column	N/A

UI Requirements:

REQ123143:

In the 'Count' column for 'Employees and Contractors With Checks', display the total number of employees and contractors who have a check in the selected pay period.

REQ138002:

If the number of 'Employees and Contractors With Checks" or 'Employees and Contractors Without Checks' is less than one display a 0 (zero).

REQ138003:

In the 'Count' column for 'Employees and Contractors Without Checks', display the total number of employees and contractors who have a check in the selected pay period.

REQ138005:

Align the contents of the 'Count' column to the right in the grid cell, see wireframe for placement.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ123146	Review Screen	Check Totals Shade	See details	Open

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	
		Regular			2,000.00	
		Other Earning 1			70.00	
		Check Totals			2,070.00	
Contractor J&Mr Independent K-11		1099		35	4,500.0	
		Check Totals		35	4,500.00	

UI Requirements:

REQ123147:

Display the 'Check Totals' grid in the 'Check Totals' shade.

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	
	DD	Regular			2,000.00	
		Other Earning 1			70.00	
		Check Totals			2,070.00	
Contractor J&Mr Independent K-11	▭	1099		35	4,500.0	
		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		----- 2.5% (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
REQ123177	Review Payroll	Name	Column	N/A

UI Requirements:
REQ123179:
Display the 'Name' value for the checks or group of checks for each employee or contractor.

REQ136107:
Format the 'Name' with the user-defined Primary Data and Secondary Data settings from the 'Payroll Entry' view screen.

Requirement Number	Screen Name	Screen Element	Element Type	Initial Value/State
REQ123198	Review Payroll	Check Icon	Icon	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	Earnings	Other
Regular	1.00	40	40.00	
Other Earning 1	0.00			25.00

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 | | ≡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	----- 2.5% (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
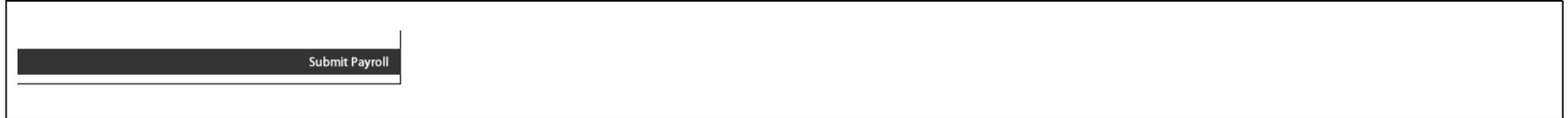
Submit Payroll

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

Period Start Date: * Period End Date: *
Wed 10/06/2011   Wed 11/12/2011

Check Date: *
Fri 11/17/2011

Description: *
Pay Period Description

Cancel • Save

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:

Validation on Save:

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 Date)	Calendar field	See details

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', 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

UI Requirements:

REQ123291:

Screen Validation:

If the user removes the current 'Check Date' and does not select a 'Check Date' from the calendar or input a 'Check Date' display Flex Tool Tip REQ100.

REQ123294:

Validation on Save:

If the user inputs a check date that falls on a non-banking or company holiday display message PAYENTRY345 in the MMM.

[variable - check date]

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 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:
REQ123297:
The value displayed in the 'Description' is equal to the description for the selected pay period in the 'Pay Period List'
This field spans two columns. See Wireframe.

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:

REQ123302:

On 'Save', if the user made a change to the 'Check Date' update the selected pay period's 'Check Date' to reflect the new check date in the 'Pay Period List' and close the 'Edit Pay Period' dialogue box.

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

UI Requirements:

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)	**REQ123283** *Validation On Save - Longer Than 1 Year*	Error	Multiple Message Manager	Error 1 (plain message)

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)	**REQ123273** *Validation On Save - Longer Than 1 Year*	Error	Multiple Message Manager	Error 1 (plain message)

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.

Variables:
[variable - date] = start 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.

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)

(edit pay period, check date - PEO client)	*- 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)

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 (add pay period, check date - non bank)	**REQ123294** *Validation On Save - Non-banking*	Warning	Multiple Message Manager	Error 1 (plain message)

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 required field

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

pay period, period end date)	*Screen Validation*			

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, check date)	**REQ123291** *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 required field

Message ID	From Requirement	Message Type	Message Format	Message Template
REQ100 (edit pay period, period start date)	**REQ123271** *Screen Validation - Date*	Error	Flex Tool Tip	Error 1 (plain message)

Message Text:

[variable - field name] is required information.

Variables:
[variable - field name] = insert name of required field