

Creating a Payroll Timesheet Batch

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Prior to using Payroll Timesheets, the Employee setup information must be completed in SedonaSetup. Please refer to the [Payroll Timesheets Setup](#) topic for instructions.

Working with Payroll Timesheet Batches is a three-step process; Creating a Timesheet Batch/Entering the Employee Timesheets, Exporting a Timesheet Batch and Posting the Timesheet Batch to the General Ledger.

To create a new Payroll Timesheet Batch, follow the instructions below and on the following pages.

1. From the Main Application Menu navigate to Payroll Interface and select the *Timesheets* menu option.

