hh2 Pay Stub Setup Quick Guide

With hh2 Pay Stubs, users can effortlessly generate pay stubs, including balances for accruals like PTO, Vacation, or Sick time. This can be done through either the web or mobile app.

If at any time you find that you need additional hh2 Pay Stub instruction you can access our Pay Stub User Guide here, or you can contact support@hh2.com for further assistance.

Prerequisites

- You must be subscribed to either the hh2 HR product or the standalone Pay Stub module.
- The **user performing the setup must have the HR Admin site role**.
  To grant the HR Admin role:
  - Go to the **Home Page > User Setup Menu** in your hh2 portal.
  - Find the user who will be setting up Pay Stubs.
  - Edit the user's profile and assign the **HR ADMIN** role under the **Site Roles** section.
  - Save the changes.

Step 1: hh2 Synchronization Client Setup

To enable pay stub entities in your hh2 synchronization client (installed on your accounting server), a sync setup meeting is required. This meeting ensures entities such as **Employee Time, Pay Check, and Pay Check Fringe** are enabled.
Check for Configuration:

1. Log in to your hh2 portal.
2. Navigate to **Home Page > Accounting Sync** (under 'Your Company's Data').
3. Look for entities like **Employee Time, Pay Check, or Pay Check Fringe** as available filters. If these are not visible, please contact **support@hh2.com** to schedule a sync configuration meeting.

Step 2: Configure Pay Stub Module

Once the sync client is properly configured, further customization of the pay stub module may be necessary. Ensure the user configuring this has the **HR Admin** role as described above.

1. **Company Information Setup**

    - Go to **Home Page > System Settings > Company Information** to enter your **company name, address, phone number, and EIN** (if required by your state).
    - Optionally, you can add a **Company Logo** to display on employees' pay stubs.
2. **Pay Stub Settings**
    - Access **Pay Stub** or **HR module** (depending on your product).
    - Navigate to **System Settings > Pay Stubs Tab** to review and enable settings:
        - **Pay Stubs Access**: Allows employees to generate their pay stubs.
        - **YTD Addendum**: Display year-to-date units for pay.
        - **YTD Amounts**: Show year-to-date dollar amounts on the pay stubs.
        - **Fringes**: Include fringe benefits on pay stubs.

Step 3: Manage Pay Type Visibility (Optional)

Ensure that pay types or pay IDs are appropriately displayed or hidden on pay stubs.

- Go to the **Remote Payroll module** > **Pay Types Menu**.
- Set preferences for displaying **hourly rates, units, or YTD amounts** by pay type/ID.
- If you cannot access this menu (only HR subscribers), please contact **support@hh2.com**.

Step 4: Set Up Accrual Balances (Optional)

If you wish to show PTO, vacation, or similar balances:

1. Access **HR** or **PS module** > **Configuration Menu > Accruals**.
2. Add a new accrual:
    - **Accrual Name**
    - **Accruing Pay ID** (must be pay ID code).
    - **Decrementing Pay ID**
    - Enable **"Is shown on pay stub"** option.
3. Save changes to ensure accrual balances display on pay stubs.

NOTE: If your company allows for unused balances to roll over to the new year, there may be some additional configuration required

Step 5: Grant Pay Stub Access to HR Administrators (Optional)

If HR administrators need to view or generate pay stubs:

1. Go to **PS or HR module** > **Security Groups Menu**.
2. Set or validate the **Global HR Password** (separate from user login passwords).
3. Create one or more **Security Groups** (depending on different admin access needs).
4. Assign managers to groups, and grant permissions for **Employee Accruals** and **Employee Salary/Pay**.