



hh2 How to Setup and Manage Payroll Groups in hh2 Remote Payroll

Payroll groups in hh2 Remote Payroll are used to manage employees by organizing them into groups that streamline payroll management. You can control access to specific job information, cost codes, and pay rates within each payroll group.

If at any time you find that you need additional hh2 Payroll Group management or setup you can access our hh2 Remote Payroll User Guide [here](#), or you can contact support@hh2.com for further assistance.

Step 1: Understanding Payroll Groups

A payroll group is a way to organize employees who share similar job functions or need access to specific cost codes or pay type/pay ID codes. This helps streamline time tracking and payroll processing and prevents users from coding to jobs they should not have access to.

A piece to understand before heading into payroll group setup is the difference between job-specific and standard cost codes.

1. **Standard Cost Codes and Categories:** These are general cost codes that apply across multiple jobs and can be used by employees in various payroll groups for non-job-specific reporting. These come from your standard cost code or category template in your accounting system and are not tied to any one specific job.
2. **Job-Specific Cost Codes and Categories:** These are tied directly to specific jobs or projects. These come usually from the setup of the budget for each project and can be custom made for each job. Employees in a payroll group with job-specific cost codes can only report time for the codes listed on the project in the accounting system.

Step 2: Setting Up a Payroll Group

1. **Log in to hh2 Remote Payroll.**
2. Navigate to **the RP menu on the left** and select **Payroll Groups** under *Payroll Users & Groups*.
3. Click the **+** icon in the upper right to create a new group.
4. **Name your group** (e.g., "Field Technicians" or "Project XYZ Crew").

5. **Adjust the settings** by clicking on the settings tab in the new payroll group and enabling the options the group needs such as:
 - a. **Add/Remove Emp.** Allows the approval managers of the group to add or remove employees from the group as needed. This is helpful if you have employees hopping from crew to crew depending on the day.
 - b. **Enable Coding Fields for the Group** such as Jobs, Child Jobs (Extras), GL Accounts, Cost Codes, and Categories.
 - i. You will notice some of these have the option to 'require', which you will want to use for any field that should *always* be used in coding for the employees in this group.
 - c. You will see at the bottom of the settings two options:
 - i. **Default Coding** – This will allow the timekeepers in the group to code time directly to a pay type (such as vacation) without selecting a job and any coding. This is useful if you do not want vacation, holiday, or sick pay to be job costed.
 - ii. **Standard Cost Codes** – This will need to be selected if you intend on providing a set list of cost codes/categories that are always available regardless of the job someone is coding to. This will prevent the system from showing the group all job specific cost codes and categories that come from the projects budget and will only show the standard codes you assign for use.
6. **Setup the groups Approval Path** – This step is important! The approval path determines who enters time for the group, and subsequently who approves it until it makes it to the payroll managers for export. You can add a level of approval with the + plus icon or delete a level with the trashcan icon. Level one should be the person responsible for entering time; either for themselves (as an employee level) or for others (as a group manager or a job specific manager such as a Project Manager or Superintendent).
 - a. **IMPORTANT** – You must click '*Save Approval Path*' on the approval path setup tab in the payroll group setup for your changes to be saved. This is the only thing in the setup that will not save automatically.
7. **Assign employees** to the group by selecting them from the list of available employees. These assigned employees are the people who will have a time sheet in this group.
8. **Assign any group managers** – If you have setup your approval path with a group manager level (whether that is a crew manager or other type of *group* manager), you will see a new tab appear within the Payroll Group setup where you can assign the user or users necessary to the group manager roll for the Payroll Group.
9. **Assign Cost Codes and Categories:**
 - a. If you have selected to use standard cost codes in the settings, you can simply find and add the cost codes you want to always be available for coding, or you can **Grant All Access** if you want your full standard list of cost codes available to this group for coding. The same is true for the Categories assignment.

- b. If you have **not** selected the setting for standard cost coding, you can simply **Grant All Access** which will allow the timekeepers of the group to pull only from the specific job codes for the project they are coding time within. If you specifically assign cost codes and categories when not using standard coding, the assigned codes will only show if they are also setup on the project in your accounting system.

Step 3: Managing Payroll Groups

1. Editing a Payroll Group:

- To edit a payroll group, navigate to the Payroll Groups tab under Payroll Users & Groups in the RP menu.
- Select the payroll group you want to edit. From here, you can modify group settings, cost codes, and employee assignments.
- To update any approval paths, go to the Approval Path tab, make necessary adjustments (e.g., adding or removing approval levels or users), and remember to click Save Approval Path to save the changes.

2. Deactivating a Payroll Group:

- If you need to deactivate a payroll group, select the group from the Payroll Groups menu and uncheck the 'Is Active' checkbox. Ensure that employees from the group are reassigned to another group before deactivation to avoid any disruption in payroll processing. You will also want to ensure there is no active time for the current or future pay periods before you deactivate the group.