# Process Payroll

*Utilize these instructions to process payroll in SwyftOps*

- Click Payroll from the left-hand side menu, then click "Process".

- Select the start and end date of your payroll cycle you wish to run.
  - Click into the dates, a calendar will appear.
  - Select the start and end dates – the selected timeframe will be highlighted.
  - When date range is accurate – click the green arrow in the upper right corner.

- Caregiver List.
  - Here you can adjust, change or add any payroll add-ons per CG.
  - To add any payroll add-ons which were also on the previous payroll cycle, click "Load Last Payroll" – these will populate.
  - Click the green arrow in the upper right corner.

- Travel Time & Mileage
  - Select the CG's desired to calculate the travel time and/or mileage.
  - Select all or select individually if needed.
  - Click Calculate.
  - Dialog Box – select to Calculate Travel Time, Travel Mileage, or both.
  - Click the green arrow in the upper right corner.

- Click the blue Process bar.
  - Warning box – Select Yes or No to continue.
  - Payroll has been run.

- A Payroll Detail Overlaps report will populate if shifts were built incorrectly or times were misreported
  - If this pops up, review for accuracy.
  - Full Payroll Report is available under Reports -> Payroll -> Payroll Report.
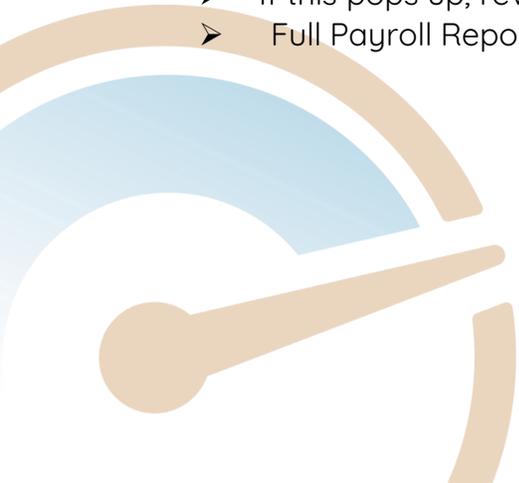
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