



Entering Payroll Tutorial







TechCrunch





1. Log into your Digitability account and click on "<u>Bankability</u>."



2. From your Bankability menu on the left side of the page, click on <u>"Run</u> <u>Payroll</u>".

Bankability	Accounts Summ	ary		
Summary	Student	Checkings	Savings	Lat
	Coleman, Daniel	\$0.00	\$25.00	
Your Social Economy	Jacobs, Courtney	\$0.00	\$25.00	
	Morgan, Oliver	\$0.00	\$25.00	
Run Payroll	Roberts, Rebecca	\$0.00	\$25.00	
	Saint, Jonathan	\$0.00	\$25.00	
Employee Reports		Bankability Guide		

3. On the Run Payroll view, you will see two tabs. Click on the tab that is on the right side called "<u>Update Payroll"</u>





. Search Search. Results: 0 4. From your "Update Payroll" page, you can select a student by: « < 09/23/2024 > » date Exit Ticket Morgan, Oliver Roberts, Rebecca Α. Use the drop down menu to Employee Salary Directions locate any student on your Participation roster. OR On-Task/Following Directions Disrespect/Teasing Collaborating Complaining/Whining Β. Type the name of any student at vour school site into the search Payroll Summary field. Click on their name in the list populated based on your Marcus search below to begin entering Results: 1 Smith, Marcus – MarcyMark dollars. « < 09/23/2024 > » Smith, Marcus ~ Update

5. Once you have selected the student, you will navigate to correct date for each of the daily earnings entries.

For example, if today is the 14th of the month and you need to start entering dollars from the 1st of the month, you can use the <u>back buttons located to the left of the date</u>.

To scroll through the dates one day at a time, use the single arrow buttons. < To scroll through the dates by one week at at time, use the double arrows <<.

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Run Payton	Results: 0						
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6. Once the student and date are selected, enter the number of virtual dollars earned for each of the behaviors tracked.

If you have been approved for Level 2 by your coach, you can also add deductions for problematic behaviors to track self-regulation skills.

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Student Name	1	8/										15	1/5	14
Marcus	1													
Ches L.	111													
Ally	181 11													
Rylee	1111													
Aaron	Ш													
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Click here for more on using the Teacher & Student Dollar Trackers.

7. Use the number recorded on your dollar tracker to enter the amount of dollars a student will earn or have deducted.

- For example, if on September 15, Marcus earned \$10 for participating. You will enter 10 into the participation field.
- If he earned for other behaviors on the September 15th, you will enter them in this screen.
- If not, you will continue to scroll to September 16th and enter Marcus's earnings for that day.

NOTE: DO NOT enter all earning for the pay period into one day's entry. This will create an inaccurate data report for the student.

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	Employee Salary	Off-Task/Not Following Directions
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	On-Task/Following Directions	Disrespect/Teasing
	Collaborating	ComplainingWhining
	Encouraging	Off-Topic Comment
	Helping	Aggression
	Greeting Others	UMAPA
	Problem Solving	Other, Debit
	Sharing	
	Bonus	
	How to Process Payroll: 1. Each day, you will enter the Earnings and 2. The Banfability System will run student p	Deductions for exhibited Workplace Behaviors for each student, syndil on the 3st and 15th of each month.

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Smith Marcus

Update

8. After earnings and deductions have been entered for all students, click on the "<u>Update</u>" button located next to the student name drop down button.

9. This Selecting update will bring you back to your payroll preview where all current earnings and deductions for the next payday will be displayed.

Your payroll preview will display the gross earnings for the entire pay period and total deductions (if any).

Gross earnings and deductions will be deposited into your students bank accounts automatically on the 1st and 15th of each month. When reviewing their pay stubs, students will notice that 15% of their total earnings will be taken out for taxes.



ADDITIONAL TOPICS

- Pay Stubs
- Bank Statements
- Dollar Tracker

- Earning income
 - with Bankability
- Financial Routines