



Entering Payroll

Tutorial



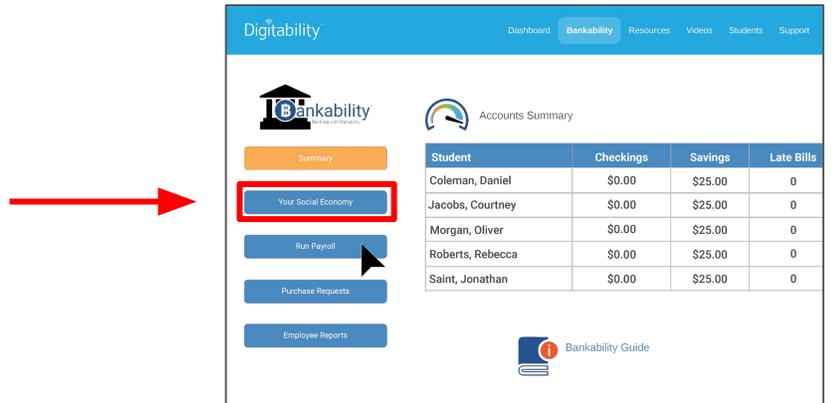
TechCrunch



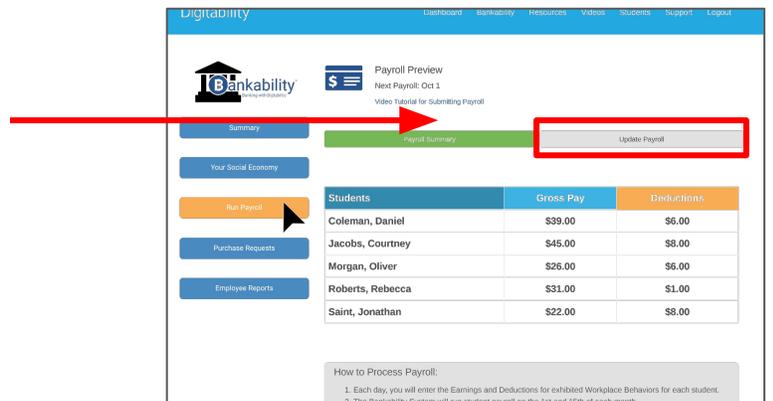
1. Log into your Digitability account and click on “[Bankability](#).”



2. From your Bankability menu on the left side of the page, click on “[Run Payroll](#)”.



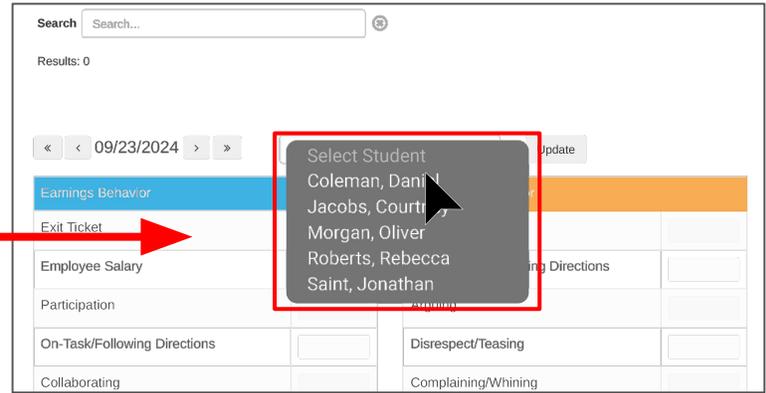
3. On the Run Payroll view, you will see two tabs. Click on the tab that is on the right side called “[Update Payroll](#)”



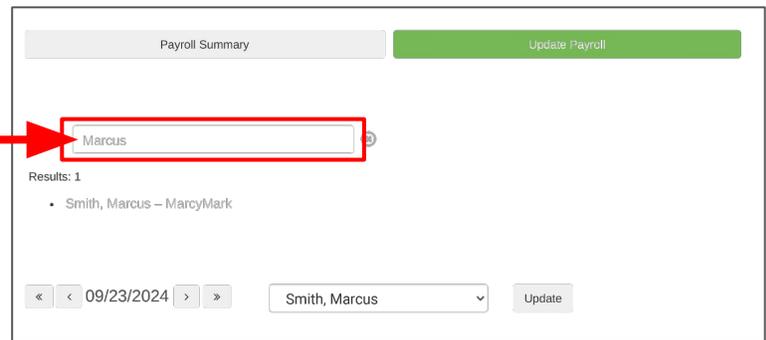
4. From your “Update Payroll” page, you can select a student by:

A. Use the drop down menu to locate any student on your roster. OR

B. Type the name of any student at your school site into the search field. Click on their name in the list populated based on your search below to begin entering dollars.



This screenshot shows the 'Update Payroll' interface. At the top, there is a search bar labeled 'Search...' and a date selector set to '09/23/2024'. Below the search bar, a dropdown menu is open, displaying a list of student names: Coleman, Dani; Jacobs, Court; Morgan, Oliver; Roberts, Rebecca; and Saint, Jonathan. A red arrow points from the text in step 4A to the dropdown menu.

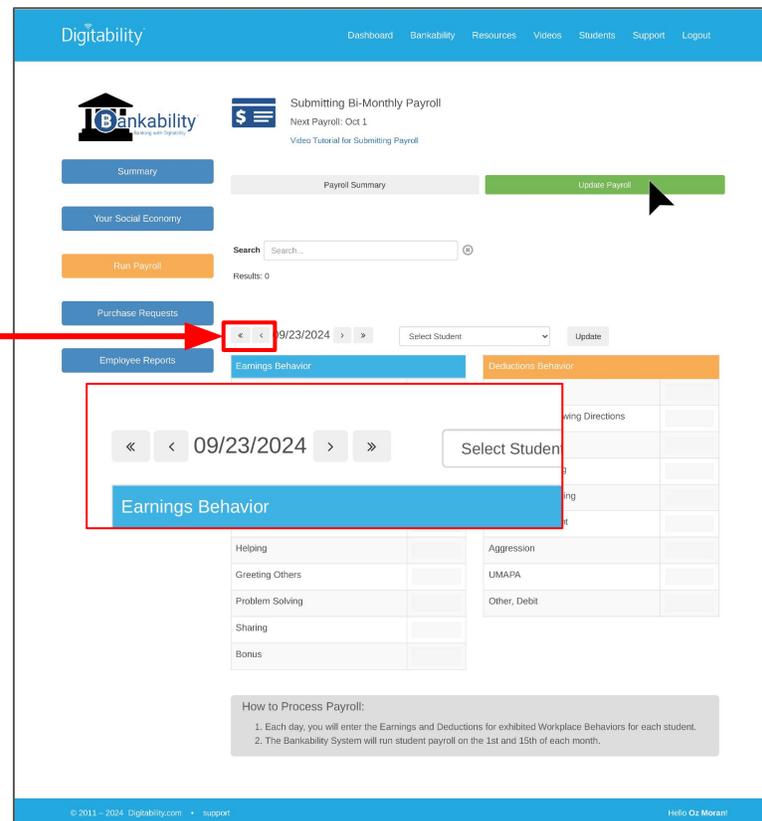


This screenshot shows the 'Update Payroll' interface with a search field containing the name 'Marcus'. Below the search field, the results list shows 'Smith, Marcus - MarcyMark'. A red arrow points from the text in step 4B to the search field.

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 back buttons located to the left of the date.

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

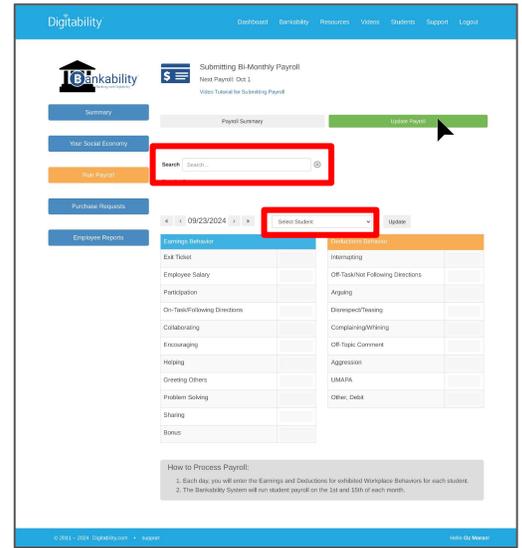


This screenshot shows the 'Update Payroll' page with the date navigation controls highlighted. The date is set to '09/23/2024'. A red arrow points from the text in step 5 to the date navigation buttons. Below the date selector, there is a dropdown menu for 'Select Student' and an 'Update' button. The 'Earnings Behavior' section is visible, showing a list of behaviors with input fields for each.

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.

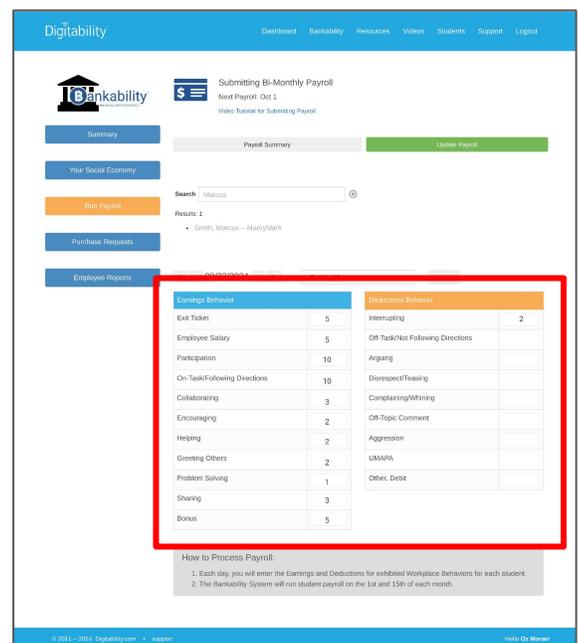
[Click here for more on using the Teacher & Student Dollar Trackers.](#)



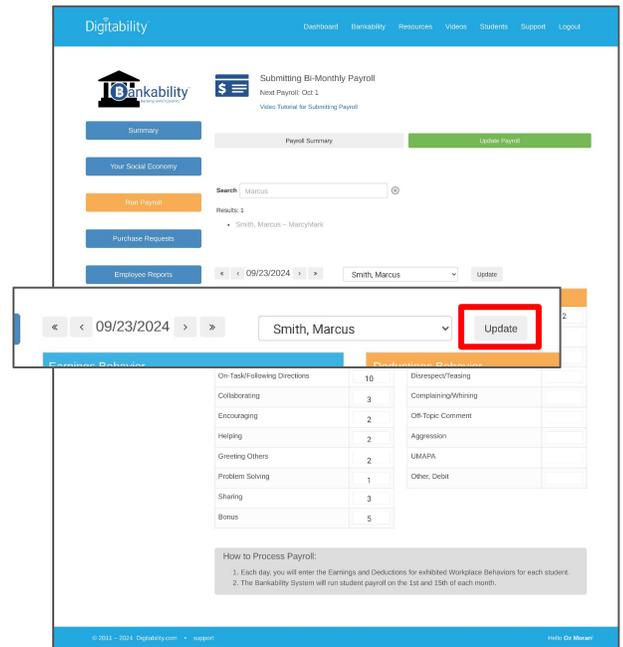
7. Use the number recorded on your dollar tracker to enter the amount of dollars a student will earn or have deducted.

- 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.



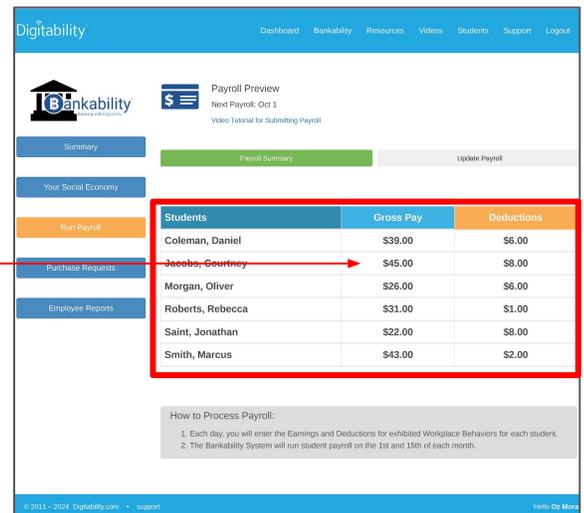
8. After earnings and deductions have been entered for all students, click on the “Update” button located next to the student name drop down button.



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