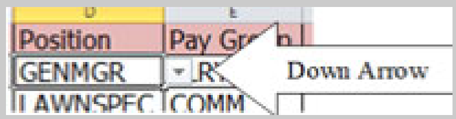
- If data is wrong in the Lookup Table, the whole master file payroll will be wrong.
- Be sure data is accurate! (New hires or transfers, terminations, salary changes, position changes, etc.)

SHEET RULES

Changes to existing team members	Add/Update the fields with the required data, then save changes.
Deleting team members	Highlight the entire row then hit delete on the keyboard. ***Do not right click and choose delete—this will make issues with formulas on the other tabs.**** The row can be reused with a new team member. You cannot delete rows.
Terminated team members	Do not remove a team member from the look up table if they have worked anytime during the pay period. Remove them after the pay period. (Do not forget to make a note in the right-hand column of the payroll recap that the team member is termed and the last day worked.) Example: If a Team Member termed on the 13th, leave team member listed on lookup table because they worked during the 1st-15th pay period. If they termed on the 31st, delete team member because they did not work during the pay period.

LOOKUP TABLE TAB (page 1 of 4)

COLUMN RULES

New Hire or Transfer	Add to the **BOTTOM** of the existing list. **Do not insert!** You will need to **highlight all rows** and **sort by the name** column for the names to appear correctly on the Payroll Recap Sheet.
Employee #	Enter employee number with an apostrophe and the 6-digit team member number. Example: '000000 Contact Payroll for the # if it is not on the ESF.
Team Member	Enter Last Name, First Name. Enter as it appears on the ESF.
Service Center	Enter service center number with an apostrophe and the 3-digit service center number. Example: SC 10 will be '010; SC 171 will be '171
Position	Place cursor in the position cell and click. A down arrow will appear. Click on the arrow and select the correct position for the team member. 

LOOKUP TABLE TAB (page 2 of 4)

COLUMN RULES CONTINUED

Pay Group	Place cursor in the position cell and click the mouse. A down arrow will appear (just like with Position). Click the arrow and select the right pay group for the team member.
Hourly Rate	**Only enter hourly rates for commissioned team members that get paid to do hourly work**. Enter the hourly rate that is reflected on their ESF, not their draw/guarantee amount.
Professional Fees	Enter the professional fees rate that is reflected on the ESF.
Draw/Guarantee	Enter the SEMI-Monthly guarantee or draw amount from the ESF. Example: If the team member has $2000 guarantee, then you will enter $1000. **DO NOT ENTER SALARIED OR HOURLY TEAM MEMBERS PAY RATES ON THIS SHEET.**
Hire Date	Enter the hire date that is on the ESF

- **Once all team members have been updated on the Lookup Table, follow the steps on the next page.**

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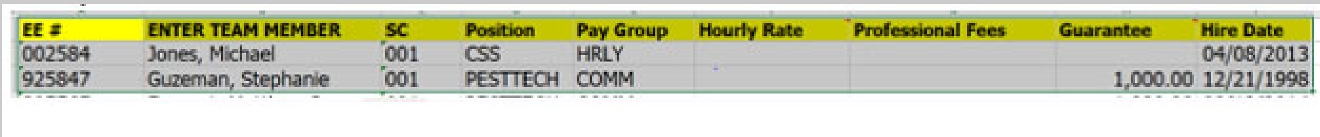
LOOKUP TABLE TAB (page 3 of 4)

FINAL STEPS FOR COMPLETING LOOKUP TABLE

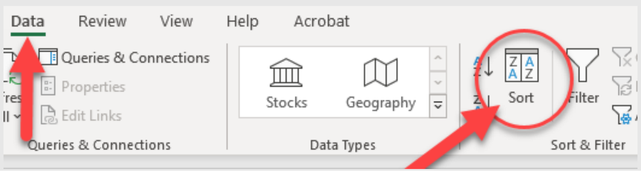
1. Highlight all data from column A through column I.

Example:



EE #	ENTER TEAM MEMBER	SC	Position	Pay Group	Hourly Rate	Professional Fees	Guarantee	Hire Date
002584	Jones, Michael	001	CSS	HRLY				04/08/2013
925847	Guzeman, Stephanie	001	PESTTECH	COMM			1,000.00	12/21/1998

2. Once highlighted, navigate to Data in the top menu bar. The sort icon will be in the middle of the menu ribbon options.



3. You will want to sort by the "ENTER TEAM MEMBER" column as reflected below. Then click OK.