



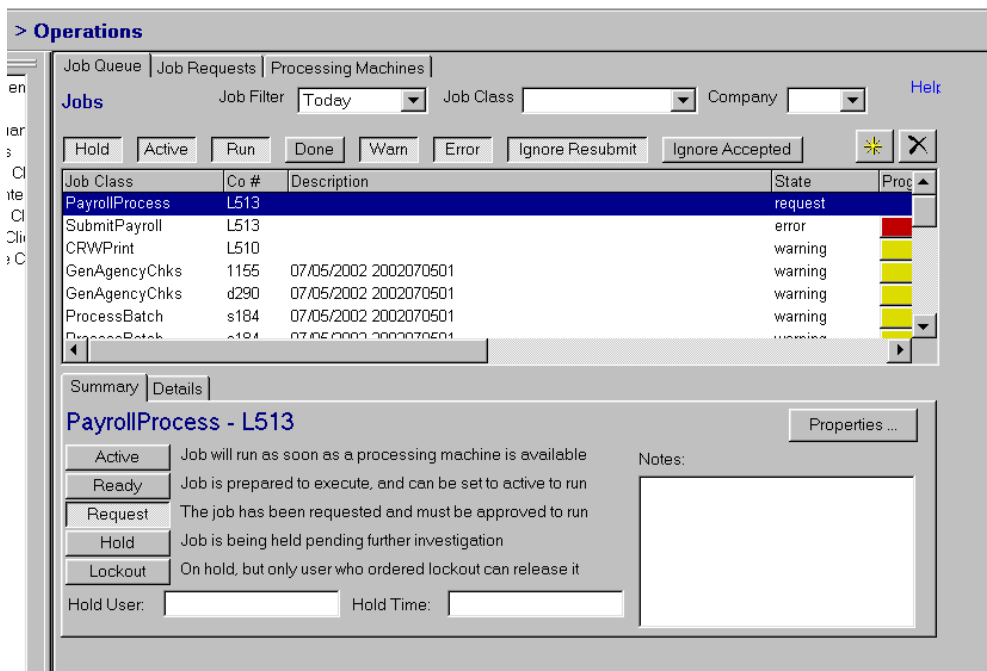
Watch the Job Queue!!

Several of our clients have experienced problems because they logged out of the Millennium software before their job finished. The result was a failed job and a client that wondered why their system never completed its task. Sometimes, the job was a Payroll Submission job and the result was a late payroll!!!

Millennium submits all actions as “jobs”. For example, when you add a new employee and you click on the “Add New Employee” button, a job is submitted that actually adds the employee to your data base. When you run a report, a job is submitted to print the report.

We advise all of our clients to watch their job queues to be sure that all jobs have successfully completed.

To access your job queue, on the left tree view, click on System, then click on Operations and you will a screen similar to the following:



You will notice that the “Job Queue” tab is the first option. On this screen you can watch the progress of your jobs and ensure that they have finished before you leave the payroll system.

Note: After you have entered your payroll information and you are ready to “submit” your payroll to us, it is **VERY** important that after you have submitted the payroll that you go to this screen and ensure that the “sync” process with Pay-Net is successful before you exit Millennium. If you exit Millennium before the “sync” process has finished, your payroll information will not be transmitted to Pay-Net.