

Evolution Payroll Company Menu At a Glance



To Display the Company Menu


On the menu bar on the left side of the screen, click the **Company** menu item.



Result: The Company – Basics screen opens.



Company Menu



See the descriptions of the Company menu screens below.

Note: The data in the Company menu is currently read-only, however, it can be edited in Evolution Classic.

Overview

Company information, including settings and rules established by the company, can be viewed in the Company menu. The fields' values are taken from corresponding fields in Evolution Classic.

The Company menu screens provide details regarding your custom payroll experience including the basic organization details, the organizational level structure, available earnings and deductions through payroll, as well as state taxation details.

To switch to a different company, use the Selection pane on the right side of the screen – if it is not displayed, click on the **Selection** → flyout tab.

Evolution Payroll - Company Menu Screens

Screen	Description
Basics	The first screen that opens when the Company menu is accessed is the Company – Basics screen. There are additional Company menu items on the left side of the screen. Sections on the Basics screen include: Legal Address and Bank Accounts.
Organization Levels	The Company – Organization Levels screen displays the Division, Branch, Department, and Team organization level-specific information, if applicable, for this company. Each company level (previously known as D/B/D/T in Evolution Classic) may have their own payroll bank accounts. When a level is selected on the left, a Payroll Bank Account number, Tax Bank Account number, Billing Bank Account number, and Direct Deposit Account Bank number display on the right, if applicable.
E/D Codes	The Company – E/D Codes screen displays a list of the E/D Codes created and used by the company. These codes are assigned at the system level. Evolution Payroll uses E/D Codes to pay wages, subtract deductions, and apply memo adjustments.
States	The Company – States screen shows any state unemployment insurance rates and any local rates the company pays based on the states in which the company is set up to do business.