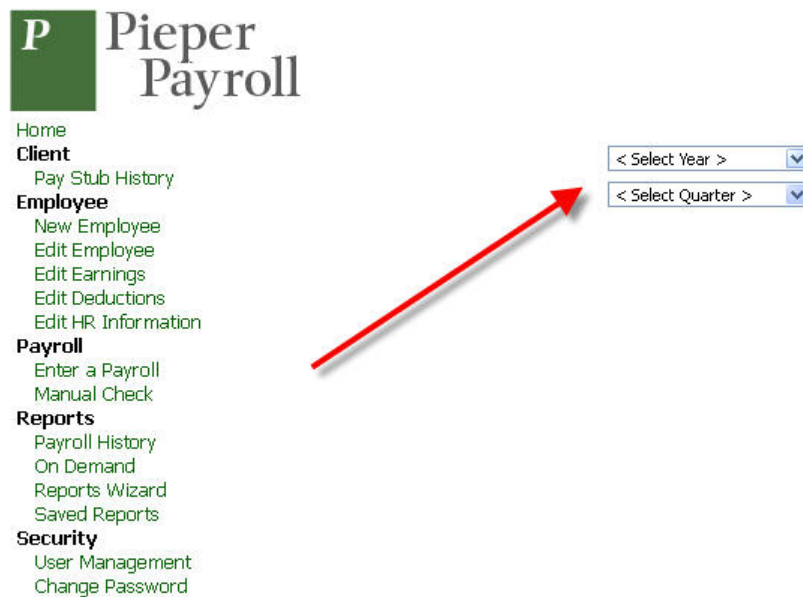


To Access the Quarterlies and Year End Reports

- 1) Once you are presented with the main menu select 'Quarterlies' under reports.



- 2) You will be presented with two drop downs where you can select year and quarter.



- 3) Once you have selected the year and quarter that you would like to view you will be presented w/ a list of of the reports available for that period (4Q12 shown). Note: Year end reports are always shown under the 4th quarter.



Pieper Business Services LLC

- Home
- Client**
 - Pay Stub History
- Employee**
 - New Employee
 - Edit Employee
 - Edit Earnings
 - Edit Deductions
 - Edit HR Information
- Payroll**
 - Enter a Payroll
 - Manual Check
- Reports**
 - Payroll History
 - On Demand
 - Reports Wizard
 - Saved Reports
- Security**
 - User Management
 - Change Password

2012
 4

Report To View	
<input type="button" value="Select"/>	940
<input type="button" value="Select"/>	941
<input type="button" value="Select"/>	NJ-927
<input type="button" value="Select"/>	NJW3
<input type="button" value="Select"/>	W2
<input type="button" value="Select"/>	W2 Blind
<input type="button" value="Select"/>	W3
<input type="button" value="Select"/>	WR-30

- 4) Your available quarterly payroll reports are highlighted as shown below.
- a. The '940' is your annual federal unemployment report
 - b. The '941' is your 4Q quarterly federal payroll tax return
 - c. The 'NJ-927' is you quarterly NJ payroll tax return and includes NJ unemployment taxes
 - d. The 'WR-30' is your NJ unemployment wage reporting return. This is frequently requested by Worker compensation carriers as part of an annual audit.

Note: Clients that operate in another state, our have a presence in multiple states, will see those states in place of, or in addition to, the NJ reports.

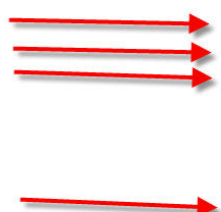


Pieper Business Services LLC

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 - On Demand
 - Reports Wizard
 - Saved Reports
- Security**
 - User Management
 - Change Password

2012
 4

Report To View	
<input type="button" value="Select"/>	940
<input type="button" value="Select"/>	941
<input type="button" value="Select"/>	NJ-927
<input type="button" value="Select"/>	NJW3
<input type="button" value="Select"/>	W2
<input type="button" value="Select"/>	W2 Blind
<input type="button" value="Select"/>	W3
<input type="button" value="Select"/>	WR-30



- 5) Your available yearend reports are shown below.
- a. With the exception of the W2 form all of the year end forms are employer copies and no action is required.
 - i. If you do not receive a hard copy of the employee forms from us then these then you will need to print the W2s and distribute them to your employees.
 - ii. If you normally receive print copies of your payroll then we will be sending you hard copies of your yearend reports including employee W2 forms.
 - b. The 'NJW3' form is your copy of the NJ W-3 annual wage reconciliation form that we filed. If you are in another state, or are in multiple states, they will be shown as well.
 - c. The 'W2' form is for you to print and distribute to your employees (unless we mail hard copies to you). Each employee has 4W2 entries on a page.
 - d. The 'W2 Red' is the employer copy of the employee W2 forms. For reference. They are shown as 2 employees per page.
 - e. The 'W3' form is your copy of the Federal annual reconciliation of wages.

Note: If you are enrolled as a web client (no printed reports) and have administered your employees to be able to login to view their paystubs they will also have access to their W2 form.

Pieper Payroll Pieper Business Services LLC

Home
Client
 Pay Stub History
Employee
 New Employee
 Edit Employee
 Edit Earnings
 Edit Deductions
 Edit HR Information
Payroll
 Enter a Payroll
 Manual Check
Reports
 Payroll History
 On Demand
 Reports Wizard
 Saved Reports
Security
 User Management
 Change Password

2012
 4

Report To View	
Select	940
Select	941
Select	NJ-927
Select	NJW3
Select	W2
Select	W2 Blind
Select	W3
Select	WR-30

- 6) To access additional functions return to 'Home' in the main menu.

Pieper Payroll Pieper Business Services LLC

Home
Client
 Pay Stub History
Employee
 New Employee
 Edit Employee
 Edit Earnings
 Edit Deductions
 Edit HR Information
Payroll
 Enter a Payroll
 Manual Check
Reports
 Payroll History
 On Demand
 Reports Wizard
 Saved Reports
Security
 User Management
 Change Password

2012
 4

Report To View	
Select	940
Select	941
Select	NJ-927
Select	NJW3
Select	W2
Select	W2 Blind
Select	W3
Select	WR-30

7) To leave the application, select logout on the upper right corner.

To Logout

P Pieper
Payroll

- Home
- Client
- File 990 History
- Employee
 - New Employee
 - ESB Employee
 - ESB Earnings
 - ESB Deductions
 - ESB HR Information
- Payroll
 - Enter a Payroll
 - Manual Check
- Reports
 - Payroll History
 - Quarterlies
 - On Demand
 - Reports Wizard
 - Saved Reports
- Security
 - User Management
 - Change Password

Pieper Business Services LLC

Logout
Halo, Jeff Pieper!

