

# Entering a Payroll

- 1) Login
- 2) On your home page select enter a payroll

**Pieper Payroll**

Pieper Payroll Demo Client

Monday, January 27, 2014

**messages**

If you no longer wish to see one or more of the messages listed, select the 'Remove' check box and click remove selected messages button.

[Remove Selected Messages](#)

**payrolls**

View the latest payroll reports or select a payroll.

Enter/Add: [Manual Checks](#)

Pay Date	PE Date	Frequency	Status	LastSavedBy	Action
3/8/2013	3/2/2013	Weekly	Processed	pieper on 3/4/2013 at 02:51 PM EST	<a href="#">View Reports</a>

**calendar**

[OPTIONS](#)

- 3) Enter your period end date and pay date. These dates are usually pre-populated based on our payroll schedule. Note: Your payroll must always be entered 2 business days prior to your pay date due to EFT requirements.
- 4) Select Go to pay entry grid

**Pieper Payroll**

Pieper Payroll Demo Client

Home

**Temporary Changes**

Override/Hold  
Check Stub Message  
Next Check Number  
Next Voucher Number  
Delivery Options

Client number: NEWJER      Client name: Pieper Payroll Demo Client

Payroll frequency: Weekly

Payroll type:

Run scheduled payroll  
 Run other payroll

Payroll label:


Period ending:  ←

Pay date:  ←

←

## Entering a Payroll

- 5) Make a positive selection of the employees you would like to pay by checking their box in the 'Pay' column.
- 6) Salary employees will have their pay already entered. You can make a temporary override by entering a different number. Enter hours for hourly employees.



**Employee**  
New Employee  
Pay Other Employees

**Payroll**  
View Payline Totals  
View/Approve Payroll Totals

**Reports**  
Pre-Process Report

Pieper Payroll Demo Client

Payroll frequency: Weekly  
Pay date: 3/14/2014  
Period ending date: 3/8/2014

✖ Critical error, must correct.  
⚠ Warning, please review.  
🔒 Locked from edit, employee has multiple paylines.  
✔ Calculated without error.


Select All

Payline	Pay	Type	EE	Name	REG	Hours	SALARY	OT	OTH/ER	HOL	VAC	SICK	REIMBR	BONUS
Add	<input checked="" type="checkbox"/>		100	Washington, George			1000.00							
Add	<input checked="" type="checkbox"/>		101	Adams, John			1000.00							
Add	<input checked="" type="checkbox"/>		102	Jefferson, Thomas	10.0000	40.00								
Add	<input checked="" type="checkbox"/>		103	Madison, James	10.0000	40.00								

Calculate Selected Paylines

Hold Payroll

- 7) Calculate selected paylines and the system will process the pays for the employees that you had selected. An employee's payline will turn green when it has been calculated.



**Employee**  
New Employee  
Pay Other Employees

**Payroll**  
View Payline Totals  
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**Reports**  
Pre-Process Report

Pieper Payroll Demo Client

Payroll frequency: Weekly  
Pay date: 3/14/2014  
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Add	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	101	Adams, John			1000.00							
Add	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	102	Jefferson, Thomas	10.0000	40.00								
Add	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	103	Madison, James	10.0000	40.00								

Calculate Selected Paylines

Hold Payroll

## Entering a Payroll

8) Select pre-process report.

**P** Pieper Payroll

Pieper Payroll Demo Client

**Employee**  
New Employee  
Pay Other Employees

**Payroll**  
View Payline Totals  
View/Approve Payroll Totals

**Reports**  
Pre-Process Report

Critical error, must correct.  
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Payroll frequency: Weekly  
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Period ending date: 3/8/2014

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Calculate Selected Paylines      Hold Payroll

9) The following screen will be presented. Select generate report.

**P** Pieper Payroll

Pieper Payroll Demo Client

Payroll Pre-Process Report


Payroll frequency: Weekly      Pay date: 3/14/2014  
Run number: 1      Period ending date: 3/8/2014

**Instructions:**  
To view the pre-process report select the generate report button. NOTE: This report may take a few moments for results to be displayed.

[Return to Payroll](#)

## Entering a Payroll

- 10) This is the pre-process report screen. The pre-process report is a draft of your final payroll journal. The report is shown on the bottom of the screen and there is a green command bar above it. Select the export drop down and then select pdf.
- 11) Once the pdf is generated you can save it or print it
- 12) Review the pre-process report to make sure the payroll that has just been processed matches your intent.
- 13) After you are done select 'Return to Payroll' which will take you back to the payroll entry grid. You will be able to make changes there or proceed to finalizing your payroll.


Pieper Payroll Demo Client

Payroll Pre-Process Report

**Payroll frequency:** Weekly  
**Run number:** 1

**Pay date:** 3/14/2014  
**Period ending date:** 3/8/2014

**Instructions:**  
To view the pre-process report select the generate report button. NOTE: This report may take a few moments for results to be displayed.

Return to Payroll
Generate Report

1 of 1 of 1 Find | Next


Excel  
PDF  
Word

Access Report

Payroll Frequency: **Weekly**      Tax Filing      Run Date: 3/10/2014 3:10:55 PM      Reference Number: 1

	Earn Name	Rate / Amount	Current		YTD		Tax Name	W-4	Current Amount	YTD Amount	Ded Name	Current Amount	YTD Amount	Desc	Amount
			Hrs	Amount	Hrs	Amount									
<b>Washington, George</b>															
Emp: 100	SALARY	1000.00		1,000.00		1,000.00	FWT	M 2	85.38	85.38	MISC	500.00	500.00	Net	311.33
							SSEE		62.00	62.00				Deposited	311.33
							MEDC EE		14.50	14.50					
							NJW T	B 2	17.31	17.31					
							NJFLUF		1.00	1.00					
							SUI EE		4.68	4.68					
							NJDI		3.80	3.80					
OTD Gross: 1,000.00			Gross: 1,000.00		1,000.00				188.67		EE Deds: 500.00				

- 14) To finalize your payroll select 'View/Approve Payroll Totals'.


Pieper Payroll Demo Client

**Employee**

- New Employee
- Pay Other Employees

**Payroll**

- View Payline Totals
- View/Approve Payroll Totals

**Reports**

- Pre-Process Report

✖ Critical error, must correct.  
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**Payroll frequency:** Weekly  
**Pay date:** 3/14/2014  
**Period ending date:** 3/8/2014

# Entering a Payroll

- 15) The payroll totals page allows you to review a summary of your payroll.
- 16) After reviewing your totals and pending debits you have 3 choices...
  - a. 'Hold Payroll' allows you to save the payroll without finishing so you can return later.
  - b. 'Approve Payroll' will finalize the payroll
  - c. 'Cancel Payroll' will delete the entire payroll



Pieper Payroll Demo Client

- Temporary Changes**
  - Check Stub Message
  - Next Check Number
  - Next Voucher Number
  - Delivery Options
- Payroll**
  - Pay Entry Grid
  - View Payline Totals
- Reports**
  - Pre-Process Report

**Warning! This payroll has not been saved.**  
 Do not logout before selecting the "Hold Payroll" or "Approve Payroll" button or your payroll data could be lost.

Payroll frequency: Weekly  
 Pay date: 3/14/2014  
 Period ending date: 3/8/2014

**Earnings totals:**

Earnings	Hours	Amount
REG	80.00	800.00
SALARY	0.00	2000.00
OT	0.00	0.00

**Taxes totals:**

Taxes	Employee Amount	Employer Amount
FLTA		16.80
FWT	307.91	
SSEE	173.60	

**Total gross:** 2,800.00  
**Total taxes:** 946.60  
**Total net:** 1,651.87  
**Total direct deposit:** 1,651.87  
**Total net checks:** 0.00  
**Paylines:** 4  
**Employees paid:** 4  
**Active EE's not paid:** 0

**Deductions totals:**

Deductions	Amount
401K	25.00
INS	16.75
MISC	500.00

Approving and Holding a Payroll can take time... please do not click the buttons more than once.



## Entering a Payroll

- 17) After approving your payroll the system generates a summary of your bank debits.
- 18) Once your payroll is processed in our office all of your payroll reports are published on line.
- 19) Having completed your payroll you can either return to your home page by selecting 'Home' in the upper left corner or you can log out using 'Logout' in the upper right corner.
- 20) When you are done never 'X' out of the application. Always using the 'Logout' command.

**P** Pieper Payroll

Home

Pieper Payroll Demo Client

Logout  
Hello, Martha Washington

**Payroll Approval Confirmation**  
Congratulations! You've successfully submitted your payroll. Your payroll reports will be available shortly.

**Payroll information:**

Client number:	NEWJER
Client Name:	Pieper Payroll Demo Client
Pay Frequency:	Weekly
Run date:	3/10/2014
Period end date:	3/9/2014
Pay date:	3/14/2014
Run sequence number:	1

**Debit:**

Payroll debit:	1,651.87
Tax filing debit:	946.60
3rd party disbursement ACH:	0.00
Billing debit:	20.00
<b>Total debit amount:</b>	<b>2,618.47</b>

Debit date: 3/14/2014

**Checks:**

Net checks:	0.00
3rd party disbursement checks:	0.00
<b>Total check amount:</b>	<b>0.00</b>