Entering a Payroll

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

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

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.

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.

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8) Select pre-process report.

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

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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 thee or proceed to finalizing your payroll.

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

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

P **Pieper 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
FUTA		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

Deductions totals:

Deductions	Amount
401K	25.00
INS	16.75
MISC	500.00

Paylines:	4
Employees paid:	4
Active EE's not paid:	0

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

Hold Payroll	Approve Payroll	Cancel Payroll

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.