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

P Pieper Payroll		Pir	eper Payro	ll Demo Clien	t		
Home Client							
Pay Stub History		Mondau	January 27	2014			
Employee				, 2014			
New Employee	messages	payrolls	5				
Edit Employee	If you no longer wish to see one or more of the messages listed, select the			ts or select a pav			
Edit Earnings	'Remove' check box and click remove selected messages button.	view the lates	i payruii repur	ts or select a pay	ruii.		-
Edit Deductions	Remove Selected Messages					Enter/Add: [Aanual Checks
Edit Direct Deposit Edit HR. Information							
Edit HR Information Edit Tax Profile History		Pay Date	DE Data	Frequency	Status	LastSavedBy	Action
Payroll		Pay Date	PEDate	rrequency	Status	LastSaveuby	Action
Enter a Payroll		3/8/2013	3/2/2013	Weekly	Processed	jpieper on 3/4/2013 at 02:51 PM I	EST <u>View Reports</u>
Manual Check							
Reports							
Payroll History							
Quarterlies							
On Demand							
Reports Wizard Saved Reports							
Saved Reports Security		calenda					
User Management		calentia					
Change Password							OPTIONS
Change r assword							
		1					
		1					
		1					
		1					
		1					
		1					

- 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

P Pieper Payroll			Pieper Pa	yroll Demo Client
Home Temporary Changes Override/Hold Check Stub Message Next Check Number	Client number:	NEWJER	Client name:	Pieper Payroll Demo Client
Next Voucher Number Delivery Options	Payroll frequency:	Weekly		
	Payroll type:	Payroll label:		
	Period ending:	3/8/2014		-
	Pay date:	3/14/2014	•	_

Go To Pay Entry Grid

- 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.

P Pieper Payroll							Pir	eper Payro	ll Dema	Client					
Employee New Employee	0	Critical er		t corroct						Dour	oll froque	ncur	Wool	du	
Pay Other Employees	-	Warning,			8					5000 M	ayroll frequency: Weekly ay date: 3/14/2014			0.85	
Payroll					ee has multiple paylines.					100 m	uate: od ending	data	3/14/2		
View Payline Totals View/Approve Payroll Totals Reports		Calculate	ed withou	ut error.	ee has muicipie payiiries.					Fenc	a enaing	uate.	3/0/20	,14	
Pre-Process Report	Select All Payline Pay Type EE			EE	Name	REG	Hours	SALARY	OT	OTH/ER	HOL	VAC	SICK	REIMBR	BONUS
	Add		Type	100	Washington, George	REG	Hours	1000.00	UI	UTH/EK	HUL	VAL	SILK	REIMBR	BUNUS
				101		-							-	-	
	Add				Adams, John		0	1000.00							
	Add			102	Jefferson, Thomas	10.0000	40.00								
	Add			103	Madison, James	10.0000	40.00								
		t			Calculate Selected	Paylines		H	iold Payi	roll					

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.

P Pieper Payroll							Pi	eper Payro	oll Demo	Client					
Employee New Employee	😵 Crit	ical er	ror, mus	t correct.						Payr	oll freque	ency:	Week	ly	
Pay Other Employees Payroll	🔔 Wa	rning,	please r	review.						Pay	date:		3/14/20	014	
View Payline Totals	🚳 Loc	ked fi	om edit	, employe	e has multiple paylines.					Peric	od ending	date:	3/8/20	14	
View/Approve Payroll Totals Reports Pre-Process Report	60,000		d withou	ut error.											
		-	lect All												
	Payline P	-	Type	EE	Name	REG	Hours	SALARY	OT	OTH/ER	HOL	VAC	SICK	REIMBR	BONUS
	Add			100	Washington, George			1000.00							
	Add	-		101	Adams, John			1000.00							
	Add	•		102	Jefferson, Thomas	10.0000	40.00								
	Add	-		103	Madison, James	10.0000	40.00								
				-	Calculate Selected Pa	aylines			Hold Payro	bll					

8) Select pre-process report.

P Pieper Payroll							Pi	eper Payr	oll Demo	Client					
Employee New Employee	0	Critical	error, mus	t correct						Davr	oll froque	ancur	Weel	-h-	
Pay Other Employees			g, please r							10000000	Payroll frequency: Pay date:			1.40	
Payroll View Payline Totals					e has multiple paylines.					683334 5 .0	uate. od ending		3/14/2 3/8/20		
View/Approve Payroll Totals Reports Pre-Process Report		Calculat	ed withou Select All										-/-/-		
	Payline	Pay	Type	EE	Name	REG	Hours	SALARY	OT	OTH/ER	HOL	VAC	SICK	REIMBR	BONUS
	Add		✓	100	Washington, George			1000.00							
	Add		√	101	Adams, John			1000.00							
	Add		√	102	Jefferson, Thomas	10.0000	40.00								
	Add		1	103	Madison, James	10.0000	40.00								
					Calculate Selected P	aylines			Hold Payri	oll)				

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

P Pieper Payroll		Piep	er Payroll Demo Client	
		Payroll Pre-Proc	ess Report	
	Payroll frequency:	Weekly	Pay date:	3/14/2014
	Run number:	1	Period ending date:	3/8/2014
	Instructions:			
	To view the pre-process displayed.	report select the generate report button.	NOTE: This report may take	a few moments for results to be
	<u>Return to Payroll</u>			Generate Report

- 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

Р

- 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.

Pieper Payroll								Piepei	r Payro	ill Demo Cli	ent					
						Pay	roll Pre-Process	Report								
	Run Insti	oll freque number: ructions:		Weekly 1	t the cer	aerate repo		Pay date Period er	nding d	ate: 3,	/14/2014 /8/2014	for results	to he			
	displa	ayed. <u>Return to</u>) Payroll						cport in		Genera	te Report]			
	oll Frequency			¢	iling	_ Find Ne		Excel PDF Word Un Date: 3/1	ess Ro 0/2014 3:	eport					Referenc	se Number: 1
		Earn Name	Rate / Arnount	Curr Hrs A	ent mount	Y Hrs	TD Amount	Tax Name	W-4	Current Amount	YTD Arnount	Ded Name	Current Amount	YTD Arnount	Desc	Amount
	shinaton. G		1000.00		1.000.00		1,000.00		M 2 B 2	85.38 62.00 14.50 17.31 1.00 4.68 3.80	85.38 62.00 14.50 17.31 1.00 4.68 3.80		500.00	500.00	Net Deposited	311.33 311.33
QT	D Gross: 1,000	0.00 G	ross:		1,000.00		1,000.00			188.67		EE Deds:	600.00			

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

P Pieper Payroll							Pi	eper Payro	II Demo	Client					
Employee	0	and the second sec		t correct.						Deres			i a canal		
New Employee Pay Other Employees	1	ntical er	ror, musi	t correct.						100000	oll freque	ency:	Week	лy	
Payroll	🔥 V	Varning,	please r	eview.						Pay	date:		3/14/2	014	
View Payline Totals	🙆 L	ocked fi	rom edit,	, employe	e has multiple paylines.					Perie	od ending	date:	3/8/20	14	
View/Approve Payroll Totals Reports Pre-Process Report			d withou elect All	ut error.									~		
	Payline	Pay	Type	EE	Name	REG	Hours	SALARY	OT	OTH/ER	HOL	VAC	SICK	REIMBR	BONUS
	Add			100	Washington, George			1000.00							
	Add			101	Adams, John			1000.00							
	Add			102	Jefferson, Thomas	10.0000	40.00								
	Add	V .	1	103	Madison, James	10.0000	40.00								
					Calculate Selected Pa	aylines			Hold Payn	oll)				

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 Temporary Changes	Pieper Payroll Demo Client												
Check Stub Message				Payroll frequency:	Weekly								
Next Check Number Next Voucher Number	Warning	! This payroll has not bee	n saved.	Pay date:	3/14/2014								
Delivery Options	Do not logout bef	ore selecting the "Hold Payroll" or	"Approve Payroll"	Period ending date:	3/8/2014								
Payroll Pay Entry Grid View Payline Totals		ton or your payroll data could be l	ost.										
Reports Pre-Process Report	Earnings totals:												
	Earnings	Hours	Amount	^									
	REG	80.00	800.00										
	SALARY	0.00	2000.00										
	от	0.00	0.00	~									
	Taxes totals: Taxes	Employee Amount	Employer Amount	^									
	FWT	307.91	10.00	Total gross:	2,800.00								
	SSEE	173.60		Total taxes:	946.60								
	5566	175.00		Total net:	1,651.87								
	Deductions totals:			Total direct deposit:	1,651.87								
				Total net checks:	0.00								
	Deduct 401K	tions	Amount 25.00	<u>^</u>									
	INS		16.75	Paylines:	4								
	MISC		500.00	Employees paid:	4								
	1125		000100	Active EE's not paid:	0								
		Approving and Holding a Payroll ca Hold Payroll	Cancel 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.

	Pieper Payroll				Pieper Payroll De	mo Client		÷	Hello, Martha W	Logou Vashingtor
Home			proval Confirmation ns! You've successfully submitted yo	our payroll, Yo	ur payroll reports will be a	vailable shortly.				
		Payroll inform	mation: Client number:	NEWJER						
1			Client Name: Pay frequency:	Pieper Payrol Weekly	I Demo Client					
			Run date: Period end date:	3/10/2014 3/8/2014						
			Pay date: Run sequence number:	3/14/2014 1						
		Debit:	Payroll debit:		1,651.87					
			Tax filing debit:		946.60					
			3rd party disbursement ACH:		0.00					
			Biling debit: Total debit amount:		20.00 2,618.47	Debit date: 3/14/2014				
			Total debit amount:		2,610.47	Debit date: 3/14/2014				
		Checks:								
			Net checks:		0.00					
			3rd party disbursement checks: Total check amount:		0.00 0.00					