

## **Accessing Quarterly Tax Reports**

1) Go to www.pieperpayroll.com then navigate to your company portal and log in.

From Pieper Payroll website: <u>https://pieperpayroll.com/clients/</u> Direct Link: <u>https://pieperpayroll.evolutionpayroll.com/hcm#/</u>

Enter your log in credentials, User Name and Password, that were provided by Pieper Payroll, then click on the "Sign In" box

Secure User Login	
r Name Please sign in with your credentials to continue sword	
Sign In	

2) Select Published Reports on the Home page

Р	Pieper Payroll					1		CLR	ENT 000002 - Pieper Payroll
0	Dashboard	Payroll Toc Regular Payroll 10/13	iay		1	Processed	Agenda		
By	Company	Regular Payroll 10/27/2021				Not Due	Date	I Friday, October 15, 202	T-Friday, October 22, 2021
1	Employees	Regular Payroll 11/10	/2021	1		Not Due	Dale	Time	Even
	Check Calculator	~	0	10	e,	1			
0	Payrolls	10/13/2021 - 1 10/13/2021 - 1	10/12/2021	10/12/2021 10/12/2021	10/12/2021 10/12/2021				
Q	Check Finder	09/30/2021 - 1	09/28/ 21	09/28/2021	09/28/2021				
	Reports	09/30/2021 - 1	9 126/2021	09/28/2021	09/28/2021				
		Published Reports							
		Payroll Register (S10	9)						
		Deductions Report (S181)							
		Payroll Summary Rpt	1 (\$193)						
		Direct Deposit (S211)							
		Invoice (S257) (S257	)			<			
		Check Stub Detail (S:	2590)						
		Time Off Register (S7	(60)						
		Payroll Register (S10	9)						
		Deductions Report (S	(181)						
		NJ 927W Return-000	002 (\$1892)						
+	Task Queue								



3a) Type 'Tax' in the search box. Your quarterly & year-end reports will be displayed in chronological order.

3b) Alternatively, type the name of a return (e.g. 941, NJ 927, NJ WR-30 returns, W2, etc)

- 4) Select the report(s) you would like to download and then 'preview report'.
- 5) Download to your computer to save or print.

