P Pieper Payroll

Logging into Pieper Payroll

To log into the new Pieper Payroll online site, please click here:
https://pieperpayroll.evolutionpayroll.com/hcm#/

Your username is the 6-digit Access Code provided in your email

Your password is your 9-digit EIN number with no punctuation (e.g. 123456789)

Upon accessing our new online system for the first time, you will be prompted to establish 3 security questions that you will need to answer if you need to use the password recovery utility.

You can update your password at any time by using the "Settings" link in the top right hand corner.

After the initial set up, should you forget your password, you will need to use the "Forgot Password" link to reset your password.

Please sign in with your credentials to continue
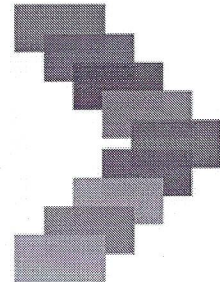
To Review and Print Reports

After logging in you will have access to your Dashboard. Here you will find a section titled "Published Reports" which will provide links directly to your most recently published reports for quick accessibility to review and/or print. The following reports will be available to you for easy access each pay period:

- Payroll summary
- Payroll register
- Deductions report (if there are deductions)
- 401k report (if there are 401k deductions)
- Time off register
- Input worksheet
- Check stub detail

To review and/or print the needed report, simply click on the link as provided on the Dashboard or select the "Reports" menu option on the left-hand side. The Reports Menu will provide you with a link called "Published Reports" where you can access all of your Published Reports from every payroll processed for your company.

Once you have selected the Published Reports screen, select the report you wish to review and click "Preview Report."

In this example, we have selected the Payroll Register. In order to save a copy of the report to a selected location, simply click on the "Save" icon to save a copy for easy access.

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From your desktop open the file (S109) to review the report.

You can print the report using the print icon on the top right.

![Pieper Payroll]

To View and Print your employee check stubs

The Check Stub Detail report is also listed in your Published Reports section. This report provides a snapshot of each employee check. Follow the same process as described above to download, save and print the Check Stub Detail report.

The report will print 1 page per employee and is intended for employee distribution, so they have a record of their pay. If an employee does not use direct deposit, and an amount is due you will need to write a local check for the net pay and give it to your employee along with this check stub.

Every employee will also have their own web portal where they will be able to access their 2019 and later check stubs, W2s, and other information you may want to post. Check stubs will be automatically posted to the portal whenever a payroll is completed.

Employee self-enrollment Instructions are provided separately.