



Logging into Pieper Payroll

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

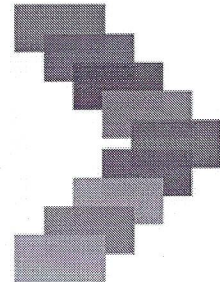
Your username is the 6-digit Access Code provided in your email

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.

A screenshot of the Pieper Payroll login page. It shows a 'Secure User Login' section with a 'Please sign in with your credentials to continue' message. There are input fields for 'User Name' and 'Password', and a 'Sign In' button. A black arrow points to the 'Sign In' button. The page also includes a 'Forgot my password?' link.



Pieper Payroll

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.

The screenshot displays the Pieper Payroll web application interface. At the top, the logo and name 'Pieper Payroll' are visible, along with user information: 'Client: SR Demo - J & B Bookend Solutions' and 'Company: SR Demo - J&B Bookend Solutions'. The main dashboard area is divided into several sections:

- Payroll Today:** A grid showing payroll dates and their corresponding statuses. The dates listed are 10/21/2018, 10/15/2018, 10/07/2018, 10/01/2018, 10/21/2018, 10/15/2018, 10/07/2018, and 10/01/2018.
- Published Reports:** A list of report types available for review and printing, including Payroll Summary, Payroll Register, Deductions Report, 401k Report, Time Off Register, Input Worksheet, and Check Stub Detail. A red arrow points to this section in the left-hand navigation menu.
- Agenda:** A calendar view for the week of Wednesday, December 26, 2018, to Monday, January 2, 2019. It lists events such as 'Payroll Starting', 'Lunch', and 'Payroll Ending' with their respective times.

The left-hand navigation menu includes options for Dashboard, Company, Employees, Payroll, and Reports. The 'Reports' menu item is highlighted, and an arrow points to the 'Published Reports' link within it. The bottom right corner of the dashboard features the 'Evolution' logo.



Pieper Payroll

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

Published Reports Defined Reports Ad Hoc Reports

Check Date	Hours	Check Amount	Report ID	Report Name	Type
10/06/2016	1	03/06/2017 - 03/16/2017	0183	Section 125 Roster	Roster
10/06/2016	5	03/06/2017 - 03/16/2017	0183	Earnings And Deductions	Report
10/06/2016	1	03/06/2017 - 03/16/2017	0183	General Ledger	Report
10/06/2016	1	03/06/2017 - 03/16/2017	0184	Delivery Label	Report
10/06/2016	1	03/06/2017 - 03/16/2017	0192	Cover Letter	Report
10/06/2016	1	03/06/2017 - 03/16/2017	0244	Excise Tax PICA Check Report	Report
10/06/2016	1	03/06/2017 - 03/16/2017	0247	Tax Waiver For Payroll	Report
10/06/2016	1	03/06/2017 - 03/16/2017	0257	Invoice (2257)	Report
10/06/2016	1	03/06/2017 - 03/16/2017	0292	Worked input document	Report
10/06/2016	1	03/06/2017 - 03/16/2017	0240	Employee Profiles	Report
10/06/2016	1	12/26/2016 - 01/06/2017	0190	Payroll Register	Report
10/06/2016	1	12/26/2016 - 01/06/2017	0187	Section 125 Report	Report
10/06/2016	1	12/26/2016 - 01/06/2017	0189	Earnings And Deduction	Report
10/06/2016	1	12/26/2016 - 01/06/2017	0188	General Ledger	Report
10/06/2016	1	12/26/2016 - 01/06/2017	0184	Delivery Label	Report

Page 1 of 12

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.

Published Reports Defined Reports Ad Hoc Reports

Reports List

page 1 of 12

#BR Demo Bill's Baseball Emporium

Payroll Register (S109)												
Check Date :		10/07/2016-1										
Period Range :		12/26/2016 TO 01/08										
Week Number :		Week #41										
Employee Name	Rate of Pay	Current Hours	Current Amount	Social Security Number	YTD Hours	YTD Amount	Salary Deductions Description	Current Amount	Frequency	Check Number	Check Date	Check Type
Division: North East - North East Division												
222-22-1089 - 2 - Wexel, Farah				VT VT			0.00		Bi-Weekly	3831	10/07/2016	Regular
06 Regular	15.00	40.00	600.00		220.00	3,300.00	07 HSA Family	255.77	1,790.30			21.00
05 Employer Mt	0.00	0.00	275.00		0.00	1,375.00	09 Life Insurance	4.00	28.00			4.93
05 Employer De	0.00	0.00	18.00		0.00	50.00						
Check Totals:		40.00	665.00		220.00	4,725.00		259.77	1,818.30			26.02
330-55-5210 - 3 - Barber, Myra				VT VT			0.00		Bi-Weekly	3832	10/07/2016	Regular

Pieper Payroll

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

Payroll Register (S109)

Check Date :	10/07/2016-1
Period Range :	12/26/2016 TO 01/08/2017
Week Number :	Week #41

Employee Name	Social Security Number	Salary	Frequency	Check Number	Check Date	Check Type
222-22-1089 - 2 - Wesel, Farah	VT VT	0.00	Bi-Weekly	3831	10/07/2016	Regular
00Regular	15.00	40.00	600.00	220.00	3,300.00	07 HSA Family
					255.77	1,790.39
						OASDI
						21.09

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

Payroll Register (S109)

Check Date :	10/07/2016-1
Period Range :	12/26/2016 TO 01/08/2017
Week Number :	Week #41

Employee Name	Social Security Number	Salary	Frequency	Check Number	Check Date	Check Type	Net Check
222-22-1089 - 2 - Wesel, Farah	VT VT	0.00	Bi-Weekly	3831	10/07/2016	Regular	314.21
00Regular	15.00	40.00	600.00	220.00	3,300.00	07 HSA Family	102.96
05 Employer Ms	0.00	0.00	275.00	0.00	1,375.00	09 Life Insurance	24.08
05 Employer De	0.00	0.00	16.00	0.00	50.00	Medicare	4.93
Check Totals:	40.00	685.00	220.00	4,725.00	259.77	1,819.39	127.04
330-55-3210 - 3 - Barber, Myra	VT VT	0.00	Bi-Weekly	3832	10/07/2016	Regular	772.44
00Regular	25.00	40.00	1,000.00	235.00	5,875.00	Federal (S0)	605.28
00Overtime	0.00	0.00	0.00	5.00	187.50	OASDI	313.88
						Medicare	73.41
						State VT (S0)	161.02
Check Totals:	40.00	1,000.00	240.00	6,062.50	0.00	0.00	1,154.19
330-55-3211 - 4 - Marcelino, Katherine	VT VT	0.00	Bi-Weekly	3833	10/07/2016	Regular	821.39
00Salary	0.00	0.00	0.00	0.00	5,600.00	Federal (M1)	1,107.72
00Regular	24.00	40.00	960.00	252.00	4,440.00	OASDI	582.96
						Medicare	131.66



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.

Earnings		Deductions	
Description	Amount	Description	Amount
Regular	50.60	Fed (US-01) (630.00)	50.60
		GA/SD (R30.00)	39.06
		Medicare (R03.00)	5.14
		VT (R01) (1630.00)	18.75
Total	50.60	Total	113.55

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.