

Employer Set Up of Employee Portal Credentials

- Select Employees from Menu (left side of screen)

CLIENT COMPANY

P Pieper Payroll

- Dashboard
- Company
- Employees**
- Check Calculator
- Payrolls
- Check Finder
- Reports
- Task Queue

Payroll Today

Regular Payroll 08/28/2023 - 1 **Processed**

Regular Payroll 09/13/2023 **Not Started**

Regular Payroll 09/25/2023 **Not Due**

Date	Time	Event
08/28/2023 - 1	08/24/2023	08/24/2023
08/24/2023	08/24/2023	08/24/2023

Published Reports

- Payroll Register (S109)
- Deductions Report (S181)
- Payroll Summary Rpt 1 (S193)
- Direct Deposit (S211)
- Invoice (S257) (S257)
- Check Stub Detail (S2590)
- Input Worksheet (S351)
- Time Off Register (S760)

Agenda

Today ← → Thursday, September 07, 2023-Thursday, September 14, 2023

Date	Time	Event
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The list of current Employees will appear

- Select Employee to for credential set up
- Click on Employee Information Badge/Card

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Dashboard
Company
Employees
Check C
Payrolls
Check Finder
Reports
Task Queue

Employees

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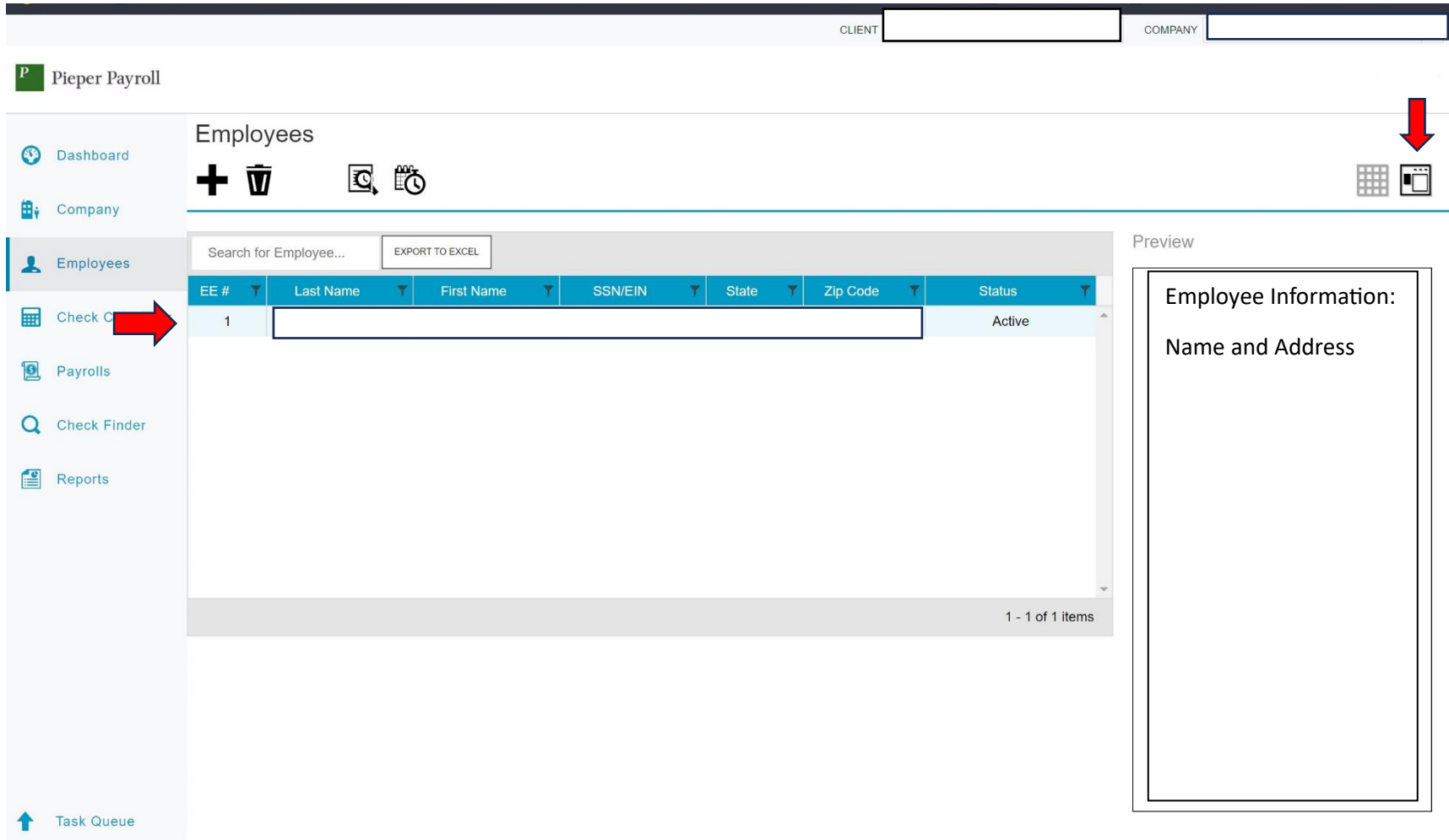
Search for Employee... EXPORT TO EXCEL

EE #	Last Name	First Name	SSN/EIN	State	Zip Code	Status
1	<input type="text"/>					Active

1 - 1 of 1 items

Preview

Employee Information:
Name and Address



The Employee Information page will load

- Select the “Employee Portal” option from the menu

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Dashboard
Company
Employees
Check Calculator
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Reports
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Employees

SAVE CANCEL Employee Name

PERSONAL

LABOR DEFAULTS
ACA
PAY
FEDERAL
STATE
LOCAL
CHILD SUPPORT
DIRECT DEPOSIT
SCHEDULED E/DS
DELIVERY
TIME OFF ACCRUAL
EMPLOYEE PORTAL
NOTES

PREVIOUS NEXT

Demographics

SSN * EIN * Employee Type * EE Code * Time Clock #

W-2 1

First Name * M.I. Last Name *

Address 1 *

Address 2

City * State * Zip Code *

County Phone Extension

Email

Birth Date Gender * Ethnicity * Tribe

Hire Status

Status *
Active

Current Hire Date * Original Hire Date

08/13/2023

Termination Date Rehire Eligible *

Yes

Employee Type *
N/A

On Call From On Call To

Benefits

Healthcare Coverage *
No ER Paid Ins/No...

Dependent Coverage * Benefit Eligible

The Portal Credential page will appear

- Enter the assigned employee name (the name cannot be an email) and password, then the employee email.
- Save the information when completed

The screenshot displays the 'Employees' management interface. On the left is a navigation sidebar with options: Dashboard, Company, Employees, Check Calculator, Payrolls, Check Finder, Reports, and Task Queue. The 'Employees' section is active, showing a list of menu items: PERSONAL, LABOR DEFAULTS, ACA, PAY, FEDERAL, STATE, LOCAL, CHILD SUPPORT, DIRECT DEPOSIT, SCHEDULED E/DS, DELIVERY, TIME OFF ACCRUAL, EMPLOYEE PORTAL (highlighted), and NOTES. The main content area is titled 'Employees' and contains a '+', a trash icon, and a search icon. Below this is a 'CANCEL' button and a search box labeled 'Employee Name'. The 'Access' section includes 'EE Info *', 'Time Off *', and 'Benefits *', each with a 'Read Only' dropdown. The 'Settings' section includes 'Form on File' (set to 'No'), 'Format' (set to 'Both'), 'User Name', 'Password', 'Email', and 'Benefits Email' fields. A 'UNBLOCK ACCOUNT' button is also present. At the bottom, there is a 'Group Assignments' table with columns for Name, Type, and Assigned. Red arrows indicate the flow of data entry: from the '+' button to the 'Employee Name' field, then to the 'User Name' field, the 'Password' field, and the 'Email' field. A red arrow also points to the 'EMPLOYEE PORTAL' menu item in the sidebar.

