

Entering a New Employee

Log into the Pieper Payroll online site:

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

P Pieper Payroll		
Secure User Login		
Enter your oredentials for access User Name	Please sign in with your credentials to continue	
Password		
I forget my password Sign In		



Select Employees on the left sidebar. You will see a list of the current Employees.

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Р	Pieper Payroll											
•	Dashboard	Employe	es 🕅									
⊞,	Company	ΤW										
1	Employees	Search for E	mployee EXPORT T	D EXCEL								
		EE # 🛛 🍸	Last Name	▼ First Name	T	SSN/EIN	T	State 🔻	Zip Code	Υ	Status	.
	Check Calculator	1	Joseph	Lisa		***-**-6431		VT	00000		Active	^
		2	Antrochelli	Kenneth		***-**-4353		VT	0000		Active	
2	Payrolls	3	Hawthorne	Stephanie		***-**-8346		VT	00000		Active	
		4	Kelly	Leonard		***-**-4684		VT	00000		Active	
4	Check Finder	5	Johnston	Annie		***-**-3287		VT	00000		Active	
	Reports											
												~
											1 - 5 of 5 i	tems

Click on the large plus sign "+" to add a new Employee. A box will be displayed where you will enter the Employees SSN or EIN and then select "CHECK ID".

Add Emp	bloyee	×
Q	Let's start by checking the ID of the EE you want to add to see if it already exists in the system	
	Add Method OBasic OAdvanced	
	CHECK ID CANCER	-

The New Employee input form will be displayed.



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•	Dashboard	Employees	ľò					
₿;	Company							
r	Employees	SAVE CANCEL BASICS	Demographics			New Employee	Status	
	Check Calculator	ACA	OSSN* OEIN*	Employee Type *	EE Code *	Time Clock #	Status -	Current Hire Date *
-	Dauralla	CHILD SUPPORT	123-45-7777	W-2 *	7		Active *	
	Payrons	DIRECT DEPOSIT	First Name *	M.I.	Last Name *		Organizational Level	Employee Type *
Q	Check Finder	SCHEDULED E/DS					- Select Organizational Level -	N/A *
-		NOTES	Address 1 *				Worker's Compensation	Job
	керопз	PREVIOUS NEXT					- Select Worker's Compensatio *	- Select Job -
			Address 2					
						L	Pay Frequency *	Salan/Amount
			City *		State *	Zip Code *	Meakly *	Salary Amount
					•		Weekly	
			County		Phone	Extension	Rate 1 * Rate 2	Rate 3
							\$0.0000	
			Email				Taxation	
							Fed Marital Status *	Fed Exemptions *
			Birth Date	Gender *	Ethnicity *	Tribe	Single - 2019 and prior	• 0
			(m)	N/A T	Not Applicable T		W4 Total Dependents Tax Credit	W4 Other Income
1	Task Queue			187.5	not ppicable			

Enter the Employee Demographics information:

- Required fields are noted with an asterisk (*).
- Gender and Ethnicity although noted as required, can remain with the default Not Applicable (N/A).

Enter the Status information:

- Enter the Current Hire Date.
- Select Employee Type from the drop-down.

Enter the Pay information.

- Select the Pay Frequency
- Enter either the Salary amount or hourly Pay Rate.

Enter the Taxation information.

- For Federal Martial Status choose either "Standard Single or Married Filing Separately" or "Standard Married Filing Jointly". **No other marital status should be selected**.
- For State Marital Status in New Jersey select "Rate A" for "Standard Single or Married Filing Separately" or "Rate B" for "Standard Married Filing Jointly".
- Select "State" from the drop-down. Enter the employees State.
- Select "SUI" from the drop-down. Enter the employees State.



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Dashboard	Employees	. 16									E	# E
Company	SAVE CANCEL						Smith loe					
Employees	BASICS	Domographics					Sinti, SOE	Status				
Check Calculator	LOCAL	 SSN * OEIN * 	Er	mployee Type *		EE Code *	Time Clock #	Status *		Current Hir	re Date *	
		***-**-7777		W-2	٠	7		Active	v	03/13/20	024	
Payrolls	DIRECT DEPOSIT	First Name *		N	4.1.	Last Name *		Organizational Level		Employee	Type *	
Check Finder	SCHEDULED E/DS	Joe			К	Smith		- Select Organizational Level -	v	N/A		٠
	NOTES	Address 1 *						Worker's Compensation		Job		
керопз	PREVIOUS NEXT	123 Street						- Select Worker's Compensatio		- Select	Job -	
		Address 2						Deu				
								Frequency *		Salary Amo	ount	
		City *				State *	Zip Code *	Weekly	Ŧ			
		City				VT •	08877	Rate 1 * E	ate 2		Rate 3	
		County				Phone	Extension	\$23,0000	010 2		Hallo U	
		Email						Taxation			Ead Exampliane *	
								Standard Single Or Married Fili	va Senar		0	
		Birth Date	G	iender *		Ethnicity *	Tribe	Mid Talel Dependente Tay Oredit	iy sepai	-	0	
			m	N/A	٠	Not Applicable		vv4 rotal Dependents Tax Credit		w4 Other I	ncome	

When finished entering the Employee information click the blue SAVE button.



Add Direct Deposit Information

Double click on the Employee from the Employees list. This will bring up the Employee record.

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O Dashboard	Employe	es C	õ									E	# 🖻
Employees	SAVE	CANCEL	6 - Smith, Joe K		*	>						6 - Smith, Joe	K.
Check Calculator	LABOR DEFAU	LTS	Demographics OEIN*		Employee Type *		EE Code *		Time Clock #	Hire Status Status *			
Payrolls	PAY FEDERAL		Eirst Name *		W-2	MLL	Last Name *			Current Hire Date *		Original Hire Date	
Reports	Finder STATE Joe LOCAL Address 1 * S CHILD SUPPORT				К	Smith			03/11/2024 Termination Date	Termination Date Rehire			
	DIRECT DEPO	SIT S/DS	78 First Street Address 2				Employee Type *					Yes	v
	DELIVERY EMPLOYEE PO	RTAL	City *				State *		Zip Code *	Full Time On Call From		On Call To	*
	PREVIOUS	NEXT	Manchester				VT Phone	•	09900 Extension	Benefits	<u> </u>		m
			Email							Healthcare Coverage " No ER Paid Ins/Not Eligible	×		
			Birth Date		Gender *		Ethnicity *		Tribe	Dependent Coverage *	×	Benefit Eligible	m
Task Queue				1	N/A	•	Not Applicable	*		Group Term Policy			

From the Navigation select "Direct Deposit" and then click the **ADD** button.

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0	Dashboard	Employees	l m												[
⊞,	Company		•	/													_
1	Employees	SAVE CANCEL PERSONAL		6 - Smith, Joe K.	T	>								6 - S	mith, Joe	e K.	
	Check Calculator	LABOR DEFAULTS	AD	0 CANCEL													1
9		ACA	ABA #	Bank Acc	count#* 🔻 🔻	Account Type *	Ŧ	Branch Identifier	Ŧ	Addenda	Ŧ	In Prenote *	Ŧ	Form on File *	Y Allow Hyph	ens * 🛛 🔻	
2	Payrolls	FEDERAL				Checking						No		No	No	·	•
Q	Check Finder	STATE															
-	-	LOCAL															
	Reports	CHILD SUPPORT															
		DIRECT DEPOSIT															
		SCHEDULED E/DS															
		DELIVERY															
		EMPLOYEE PORTAL															
		NOTES															
		PREVIOUS NEXT															
																	•
																1 items	1

Add the direct deposit information.

- ABA # (Bank Routing Number)
- Bank Account #
- Account Type select either "Checking" or "Savings."

Click the Blue **SAVE** button to save the information. The following Note will appear.



Set up a scheduled deduction?	×
A scheduled deduction needs to be set up for this account.	payments to be deposited into
	DO IT LATER SET UP NOW

Select "SET UP NOW". The Scheduled E/Ds BASIC screen will be displayed.

					CLENT ZZ	-SBJP - *Jeff's Sandbox	COMPANY ZZ-SBJ	P - Jeff's Sandbox
P Pieper Payroll								Karen 👻
Dashboard	Employees							
	+ 🗑 🖾	10						
Company								0.111
L Employees	PERSONAL CANCEL	6 - Smith, Joe *	•				6	- Smith, Joe
Check Calculator	LABOR DEFAULTS	ADD CANCEL EXPORT TO EXCEL HIDE I	NACTIVE E/DS					
Courselle	PAY	Code T Descrip	tion * 🛛 🔻	Calculation Method *	T Amount \$ T	Amount %	T Starting * T	Ending T
Payrons	FEDERAL			Fixed			03/13/2024	^
Q Check Finder	STATE	Basic Schedule Limits Threshold	ts					
_	LOCAL	Code	Description		Always Pay/Deduct		Deductions to Zero	
Reports	CHILD SUPPORT	- Select Code -	r		No	*	No	*
	DIRECT DEPOSIT	Priority	Calculation Link		Deduct Whole Check			
	SCHEDULED E/DS		- Select E/D Grou	ip - *	No	•		
	DELIVERY	Calculate Using			Send To			
	EMPLOYEE PORTAL	Method defined for this E/D		Ŧ	Client/Company			•
	NOTES	Calculation Method	Amount \$		Reference to Display on Check			
	PREVIOUS NEXT	Fixed	•					
		E/D Group	Amount %					
		- Select E/D Group -	*					~
								1 items

Enter the required **BASIC** information.

- From the "Code" drop down select "DD1 Direct Deposit Net".
- From the "Always Pay/Deduct" drop down select "All Payrolls".
- From the "Direct Deposit Account" drop down select the Account Number.

Click the Blue SCHEDULE button and the following screen will be displayed.



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O Dashboard	Employees	g, 10					
Employees	SAVE CANCEL	6 - Smith, Joe K.	· >				6 - Smith, Joe K.
Check Calculator	LABOR DEFAULTS ACA	ADD CANCEL	EXPORT TO EXCEL HIDE INACTIVE E/DS				
Payrolls	PAY FEDERAL	Code*▲ ▼ ▲ DD01	Description * Direct Deposit - Netpay	Calculation Method * Fixed	T Amount S T	Amount % T Starting 03/13/2	1* T Ending T 2024
Check Finder	STATE LOCAL CHILD SUPPORT DIRECT DEPOSIT	Basic Schedu Effective Starting 03/13/2024	2 Lints Thresholds	Affects Payrolis Affected All	•	Blocks Block Based On Custom Defined	×
	SCHEDULED E/DS DELIVERY EMPLOYEE PORTAL	Ending	m	Frequency Every Pay	•	Weeks blocked	
	PREVIOUS NEXT						
							1 items

• Enter the Effective Starting date. Use the "Current Hire Date" previously entered on the Employee input form.

Click the Blue **SAVE** button to save the Employee Record.