



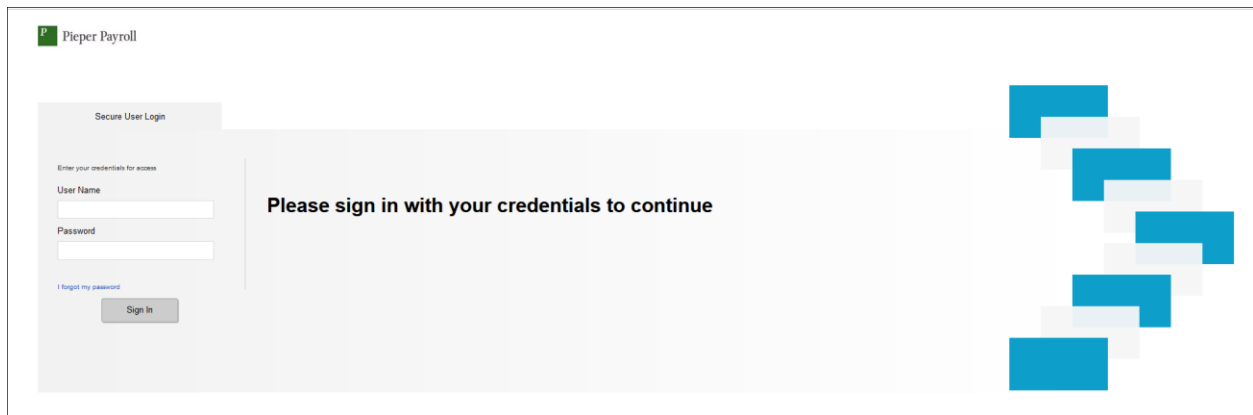
Entering a New Employee

Log into the Pieper Payroll online site:

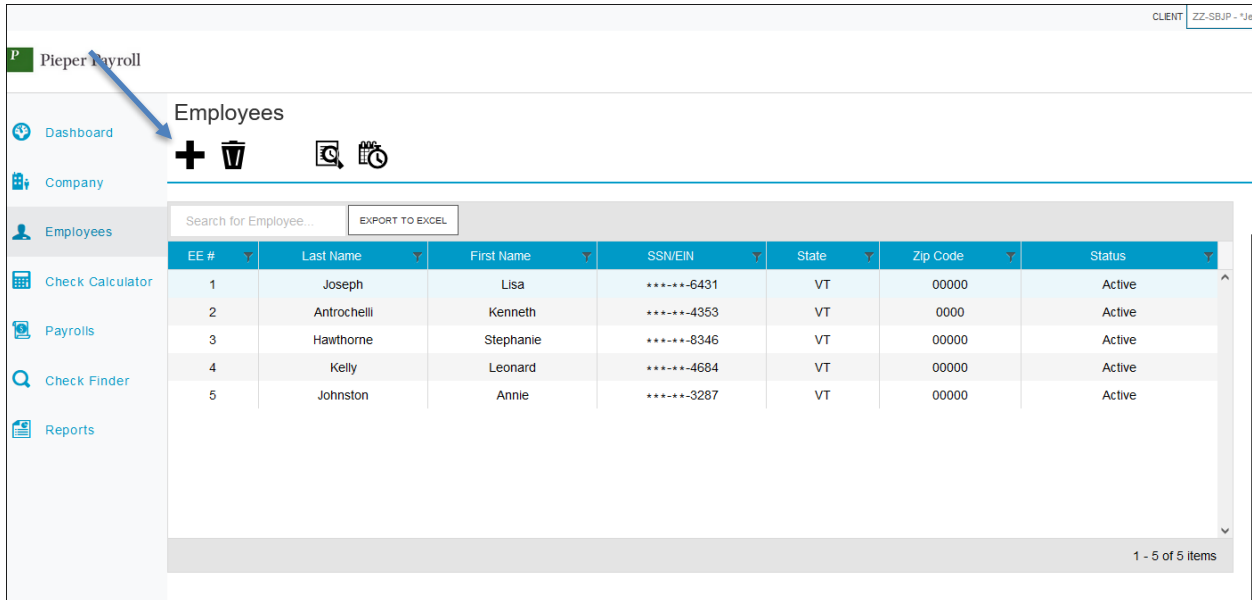
From Pieper Payroll website: <https://pieperpayroll.com/clients/>

Direct Link: <https://pieperpayroll.evolutionpayroll.com/hcm#/>

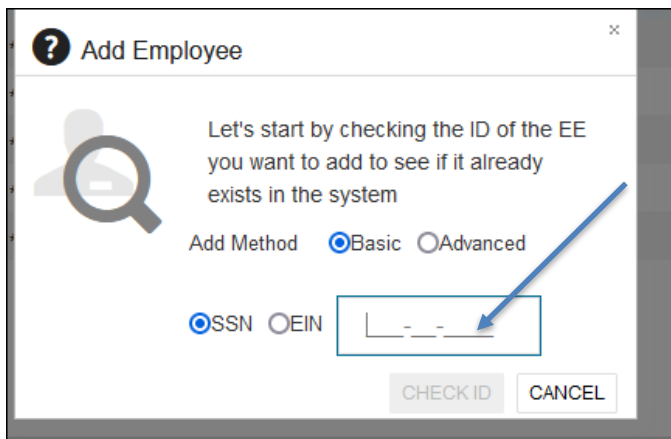
Enter your log in credentials, User Name and Password, that were provided by Pieper Payroll, then click on the “Sign In” box



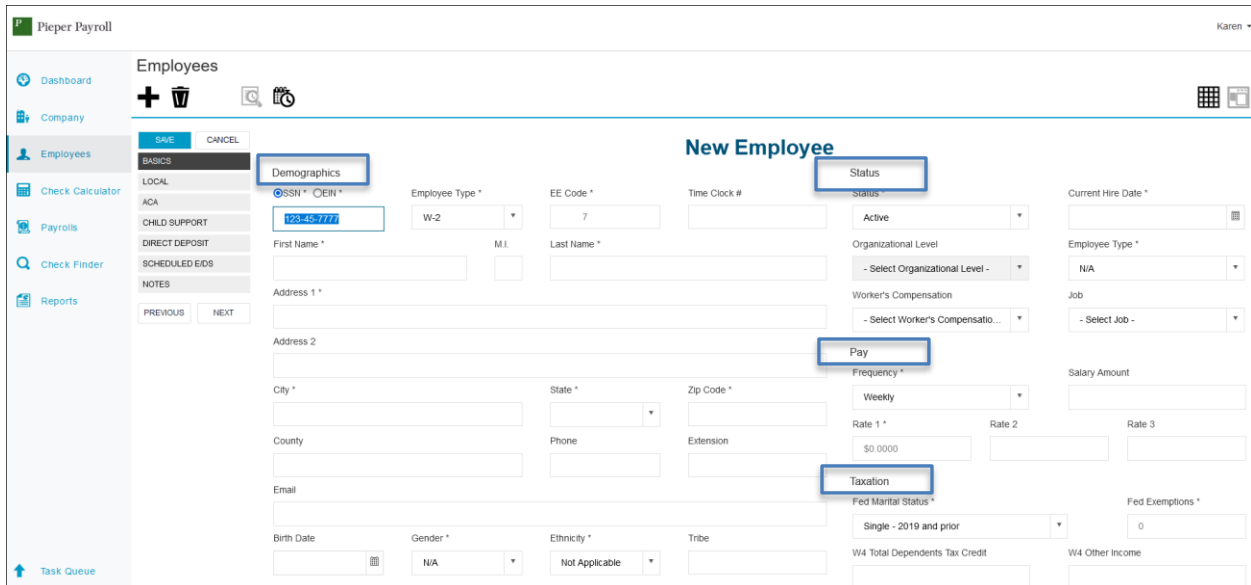
Select Employees on the left sidebar. You will see a list of the current Employees.



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**”.



The New Employee input form will be displayed.



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:

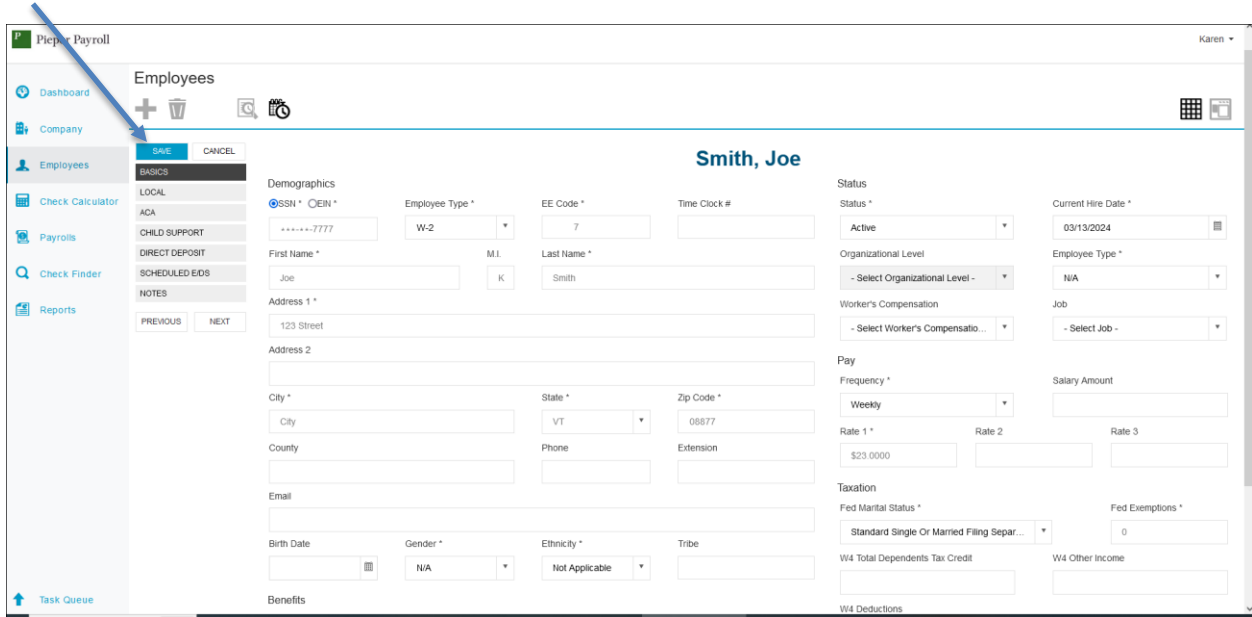
- Enter the Current Hire Date.
- Select Employee Type from the drop-down.

Enter the Pay information.

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

Enter the Taxation information.

- For Federal Marital 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.



Employees

Smith, Joe

SAVE CANCEL

Demographics

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

-----7777 W-2 7

First Name * M.I. Last Name *

Joe K Smith

Address 1 *

123 Street

Address 2

City * State * Zip Code *

City VT 08877

County Phone Extension

Email

Birth Date Gender * Ethnicity * Tribe

N/A Not Applicable

Status

Status * Current Hire Date *

Active 03/13/2024

Organizational Level

Employee Type *

- Select Organizational Level - N/A

Workers Compensation

Job

- Select Worker's Compensatio... - Select Job -

Pay

Frequency * Salary Amount

Weekly

Rate 1 * Rate 2 Rate 3

\$23.0000

Taxation

Fed Marital Status * Fed Exemptions *

Standard Single Or Married Filing Separ... 0

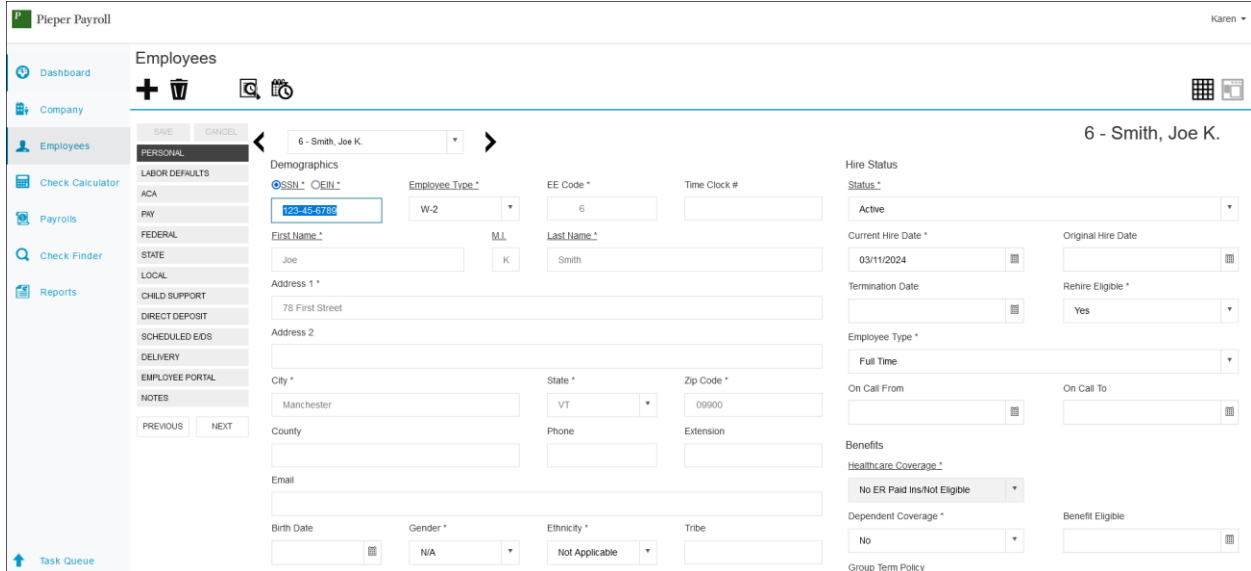
W4 Total Dependents Tax Credit W4 Other Income

W4 Deductions

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

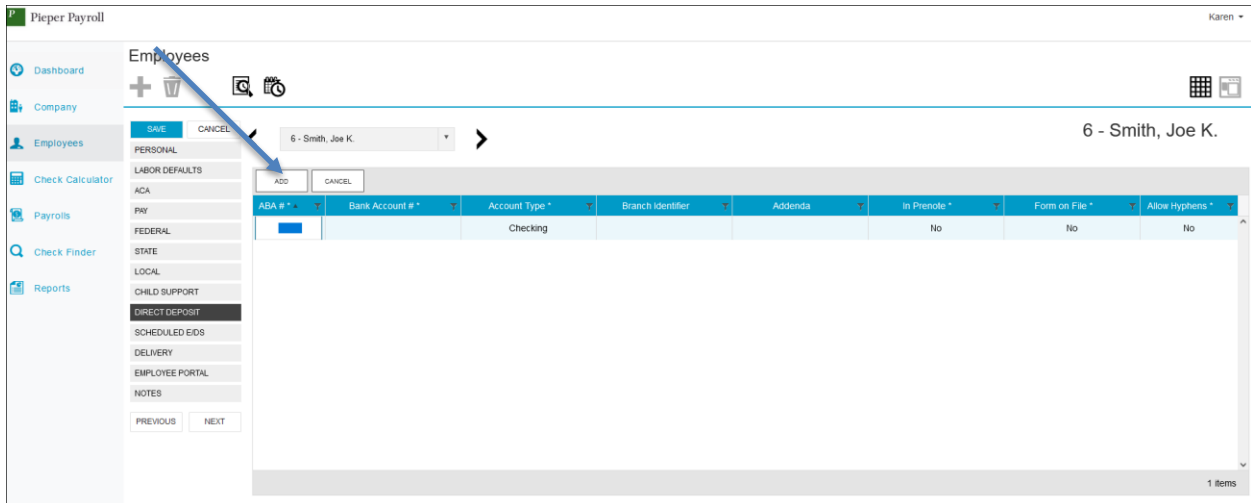
Add Direct Deposit Information

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



The screenshot shows the 'Employees' record for '6 - Smith, Joe K.'. The left-hand navigation menu has 'DIRECT DEPOSIT' highlighted. The main form area contains various fields for employee information, including Demographics, Hire Status, and Benefits. The 'DIRECT DEPOSIT' section is currently empty.

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

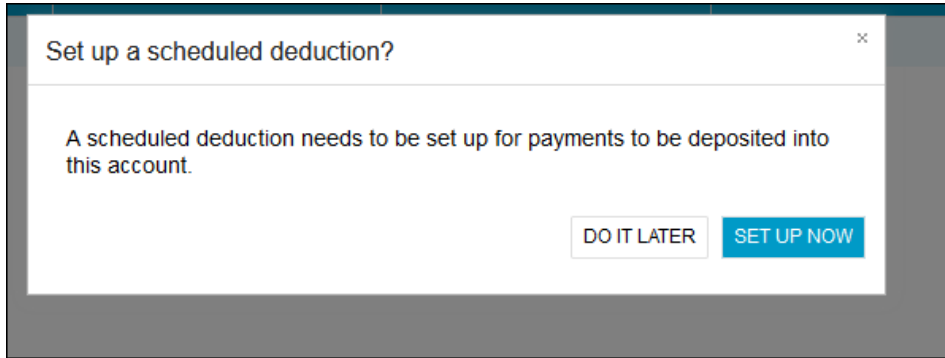


The screenshot shows the 'Employees' record for '6 - Smith, Joe K.'. The 'DIRECT DEPOSIT' tab is selected, and the 'ADD' button is highlighted with a blue arrow. Below the 'ADD' button, a table is visible with the following columns: ABA #, Bank Account #, Account Type, Branch Identifier, Addenda, In Prenote, Form on File, and Allow Hyphens. The table currently contains one row with the following values: ABA # (empty), Bank Account # (empty), Account Type (Checking), Branch Identifier (empty), Addenda (empty), In Prenote (No), Form on File (No), and Allow Hyphens (No).

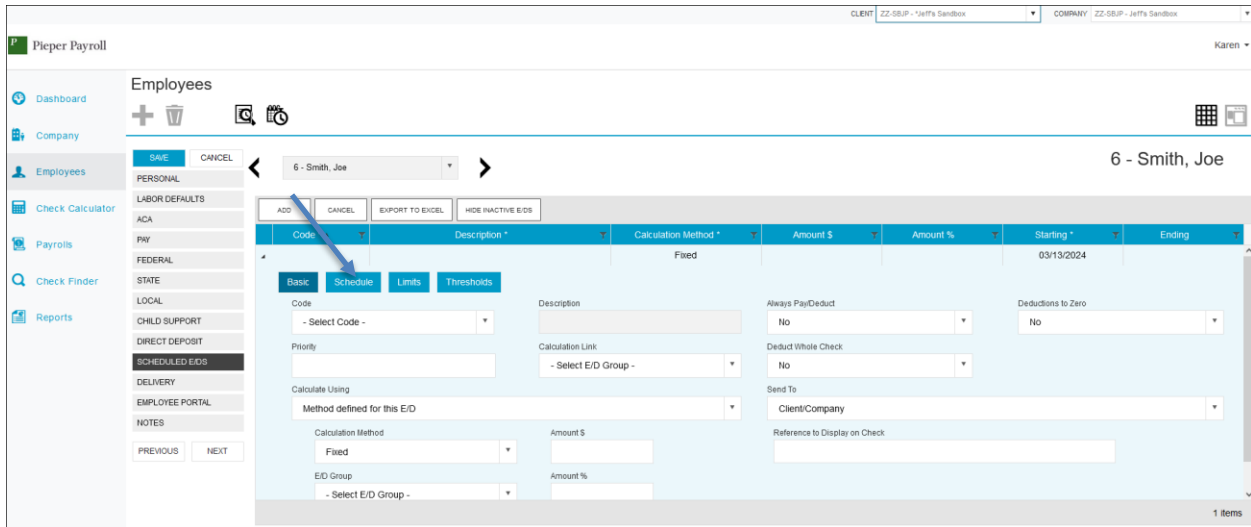
Add the direct deposit information.

- 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.



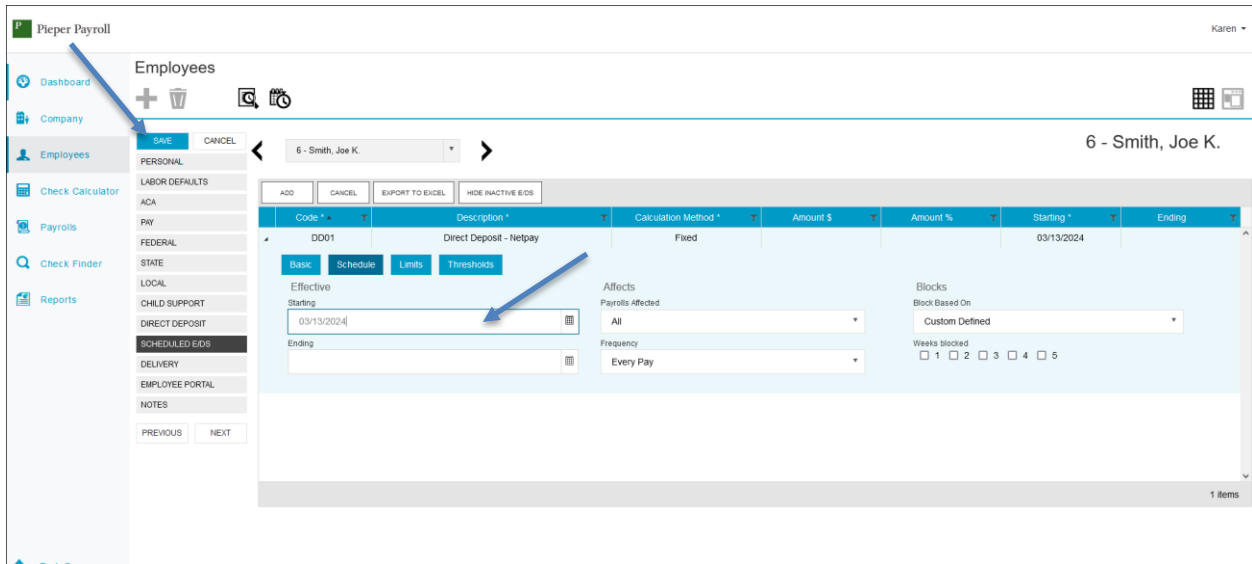
Select “**SET UP NOW**”. The Scheduled E/Ds **BASIC** screen will be displayed.



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.



- 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.