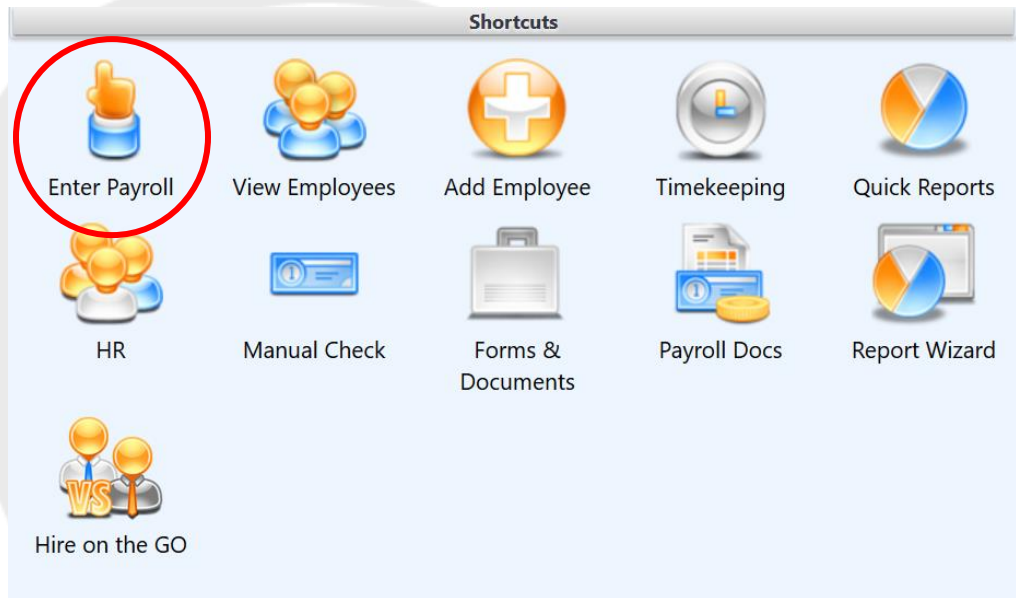




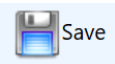
Add Multiple Departments/Locations to Employees on Enter Payroll Screen

1. Log into Employer on the Go and select “Enter Payroll” from the home page



2. Go to “Setup”

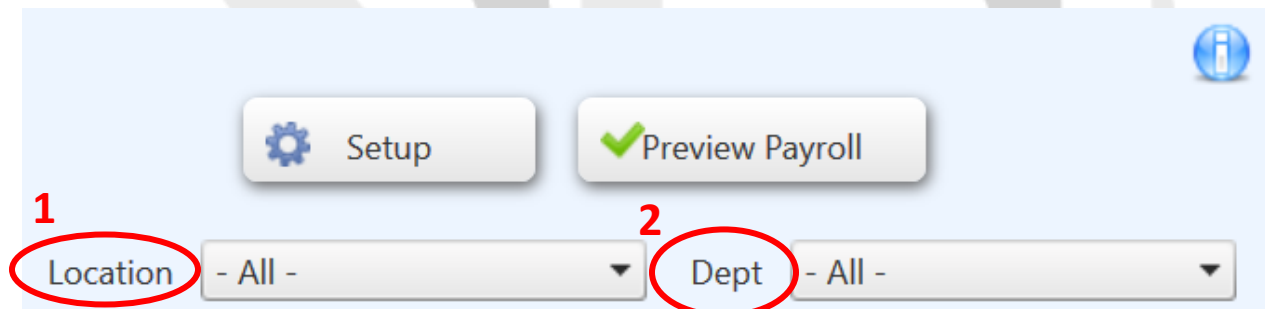
Pay Frequency	Pay Date	Period Start	Period End	Manual Payroll							
Bi-Weekly	2/3/2018	1/20/2018	1/28/2018	false	 Setup		 Preview Payroll				
					Location	- All -	Dept	- All -			
Employee ID	Last Name	First Name	Pay Type	Rate	Location	Department	Reg Hours	OT Hours	Direct Tips	Held Tips	
00000003	C	Neela	Hourly	8.00	00000001 - Main	00000001 - Marketing	100:00				
00000001	Jones	Mary	Hourly	20.00	00000001 - Main	00000001 - Marketing					
00000002	Sinatra	Frank	Salary	7,916.67	00000001 - Main	00000002 - Sales					
00000004	Stevens	Kristie	Hourly	10.00	00000001 - Main	00000002 - Sales					
00000006	Test	Email	Hourly	0.00	00000001 - Main	00000001 - Marketing					

3. Check off “Show Location and Dept.” and click  at the bottom of the screen.

Additional Options

- Show Dept. only
- Show Location and Dept.
- Pay Numbers for Secondary Checks
- Rate ID
- Use Decimal Hours
- Effective Date

4. You will now be able to filter employees based on their location and department. Remember that you have to select the location **first** then the department **second**.



1 - All -

2 - All -




Buttons: Setup, Preview Payroll

- To **add** multiple locations to an employee, first click on the employees name from the enter payroll screen (the entire row should be bolded when you click on their name.)

Employee ID	Last Name	First Name	Pay Type	Rate	Location	Department
00000003	C	Neela	Hourly	8.00	00000001 - Main	00000001 - Marketing ▼
00000001	Jones	Mary	Hourly	20.00	00000001 - Main	00000001 - Marketing ▼
00000002	Sinatra	Frank	Salary	7,916.67	00000001 - Main	00000002 - Sales ▼
00000004	Stevens	Kristie	Hourly	10.00	00000001 - Main	00000002 - Sales ▼
00000006	Test	Email	Hourly	0.00	00000001 - Main	00000001 - Marketing ▼

- Next, scroll down to the bottom of the screen and click “add”

Total Hours:
Total Amount:

 Save
  Add
  Cancel

- You should now see that the employee’s name is listed twice. You may now select the additional department that the employee works in from the drop down.

00000003	C	Neela	Hourly	8.00	00000001 - Main	00000001 - Marketing ▼	100:00			
00000003	C	Neela	Hourly	8.00	00000001 - Main	00000001 - Marketing ▼				
00000001	Jones	Mary	Hourly	20.00	00000001 - Main	Division	Location	Department	Rate per Hour	
00000002	Sinatra	Frank	Salary	7,916.67	00000001 - Main	00000001 - Main	00000001 - Main	00000001 - Marketing	0.00	
00000004	Stevens	Kristie	Hourly	10.00	00000001 - Main	00000001 - Main	00000001 - Main	00000002 - Sales	10.00	