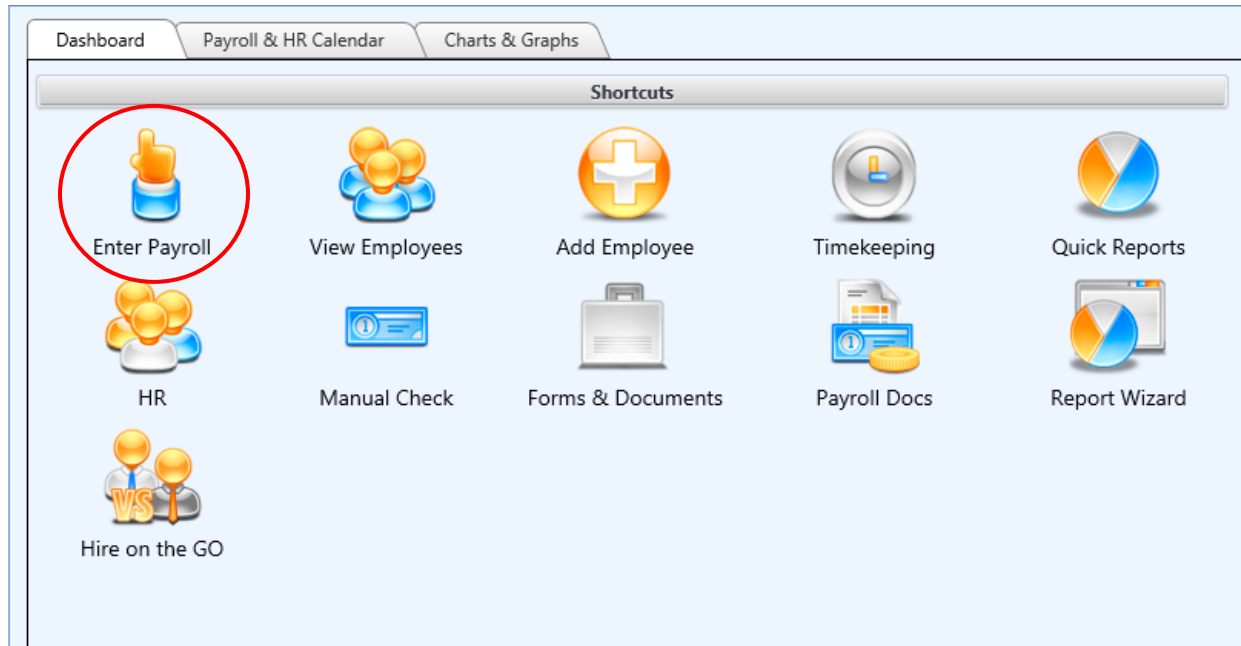
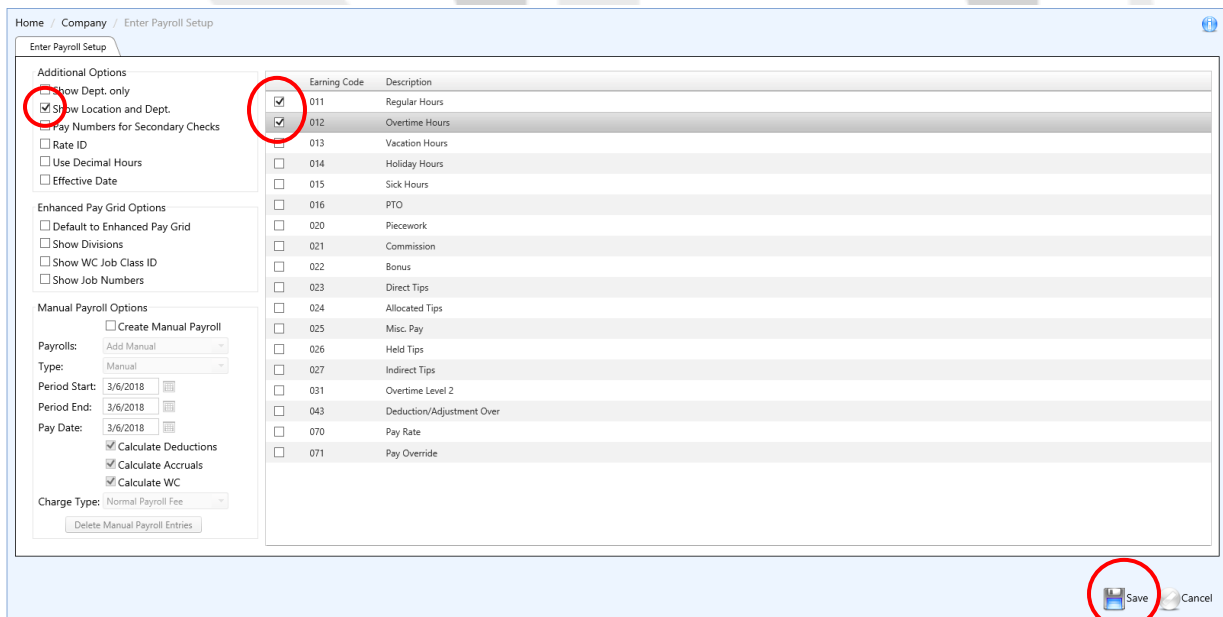


Process Payroll

1. Log into Employer on the Go
2. Click on “Enter Payroll”



3. Check off “Regular Hours,” “Overtime Hours,” and “Show Location and Dept.” Then click “Save” at the bottom of the screen.



The screenshot shows the 'Enter Payroll Setup' form. On the left, under 'Additional Options', the checkbox for 'Show Location and Dept.' is checked and circled in red. In the center, a table lists 'Earning Code' and 'Description' with checkboxes. The checkboxes for '011 Regular Hours' and '012 Overtime Hours' are checked and circled in red. At the bottom right, the 'Save' button is circled in red.




Earning Code	Description
<input checked="" type="checkbox"/> 011	Regular Hours
<input checked="" type="checkbox"/> 012	Overtime Hours
<input type="checkbox"/> 013	Vacation Hours
<input type="checkbox"/> 014	Holiday Hours
<input type="checkbox"/> 015	Sick Hours
<input type="checkbox"/> 016	PTO
<input type="checkbox"/> 020	Piecework
<input type="checkbox"/> 021	Commission
<input type="checkbox"/> 022	Bonus
<input type="checkbox"/> 023	Direct Tips
<input type="checkbox"/> 024	Allocated Tips
<input type="checkbox"/> 025	Misc. Pay
<input type="checkbox"/> 026	Held Tips
<input type="checkbox"/> 027	Indirect Tips
<input type="checkbox"/> 031	Overtime Level 2
<input type="checkbox"/> 043	Deduction/Adjustment Over
<input type="checkbox"/> 070	Pay Rate
<input type="checkbox"/> 071	Pay Override

- Enter in the hours worked by each employee and then click “save” at the bottom.

Employee ID	Last Name	First Name	Pay Type	Rate	Location	Department	Reg Hours	OT Hours
00000003	C	Neela	Hourly	8.00	00000001 - Main	00000001 - Marketing	25.00	
00000001	Jones	Mary	Hourly	20.00	00000001 - Main	00000001 - Marketing	10.00	
00000002	Sinatra	Frank	Salary	7,916.67	00000001 - Main	00000002 - Sales		
00000004	Stevens	Kristie	Hourly	10.00	00000001 - Main	00000002 - Sales	35.00	

Subtotals: 70.00


Total Hours: 70.00 Total Amount: \$0.00

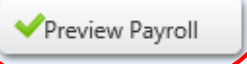
 Save
  Add
  Cancel

- Click “Preview Payroll” to begin the payroll process. On the next page, click on “Preview” to begin.

Manual Payroll

false

 Setup

 **Preview Payroll**

Location: - All - Dept: - All -

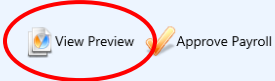
Name	Pay Type	Rate	Location
Neela	Hourly	8.00	00000001 - Main
Mary	Hourly	20.00	00000001 - Main

6. You will
to a page



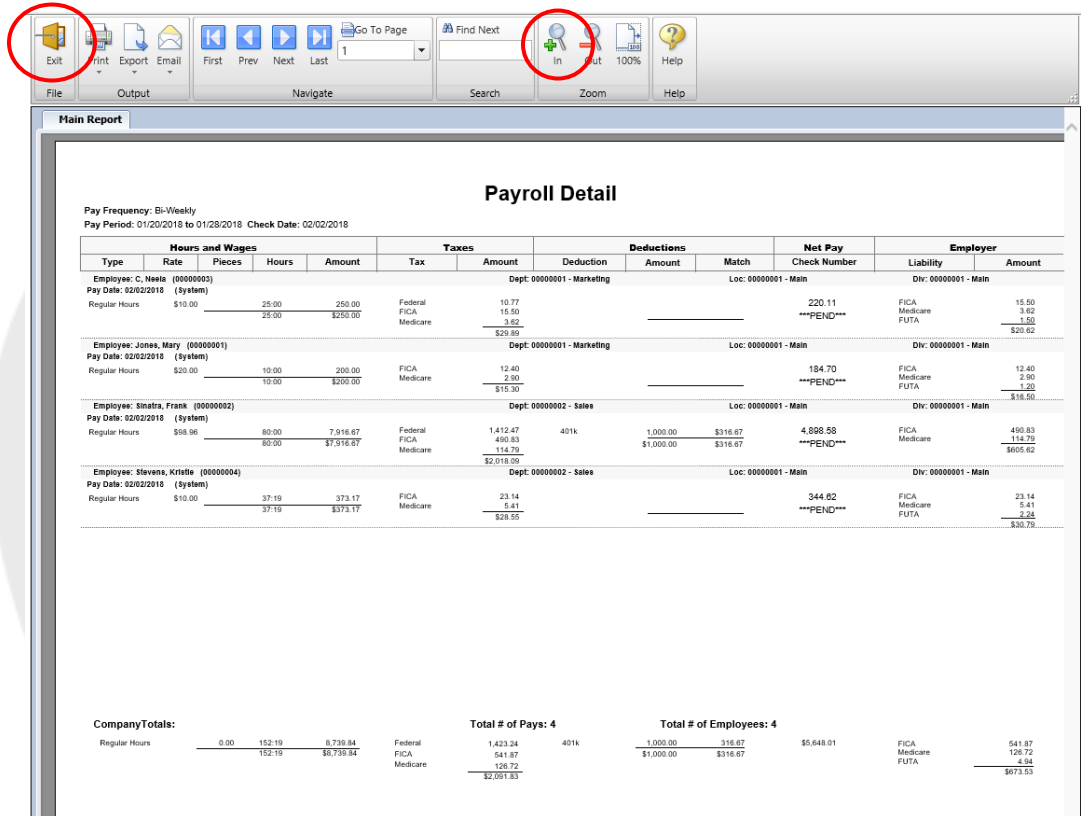
then be directed
with all
“Exceptions.”

Code	Exception	Details
1035	WARNING - Employee must have a hire date for accrual calculations	Check employee record for hire date Neela C
1035	WARNING - Employee must have a hire date for accrual calculations	Check employee record for hire date Mary Jones
7001	This Billing Transaction Code has no associated rate...this Transaction will not be billed.	100 Base Payroll - NOT BILLED - Rateline not found...or Zero amount!
7001	This Billing Transaction Code has no associated rate...this Transaction will not be billed.	104 Delivery - NOT BILLED - Rateline not found...or Zero amount!
7001	This Billing Transaction Code has no associated rate...this Transaction will not be billed.	105 Payroll Checks - NOT BILLED - Rateline not found...or Zero amount!
7001	This Billing Transaction Code has no associated rate...this Transaction will not be billed.	109 Employee Checks - NOT BILLED - Rateline not found...or Zero amount!
7001	This Billing Transaction Code has no associated rate...this Transaction will not be billed.	111 Per Employee ESS - NOT BILLED - Rateline not found...or Zero amount!
7001	This Billing Transaction Code has no associated rate...this Transaction will not be billed.	126 HR Per Employee - NOT BILLED - Rateline not found...or Zero amount!
7001	This Billing Transaction Code has no associated rate...this Transaction will not be billed.	127 Tax Service - NOT BILLED - Rateline not found...or Zero amount!
7001	This Billing Transaction Code has no associated rate...this Transaction will not be billed.	129 Applied For Status - NOT BILLED - Rateline not found...or Zero amount!



Review this page and look for any errors that need to be fixed before processing payroll. When you finish reviewing, click “View Preview” at the bottom of the page.

- Click "Zoom In" at the top of the page to expand the view. Look over the Payroll Detail and make sure all information is correct. Once you are done viewing, click on "Exit."

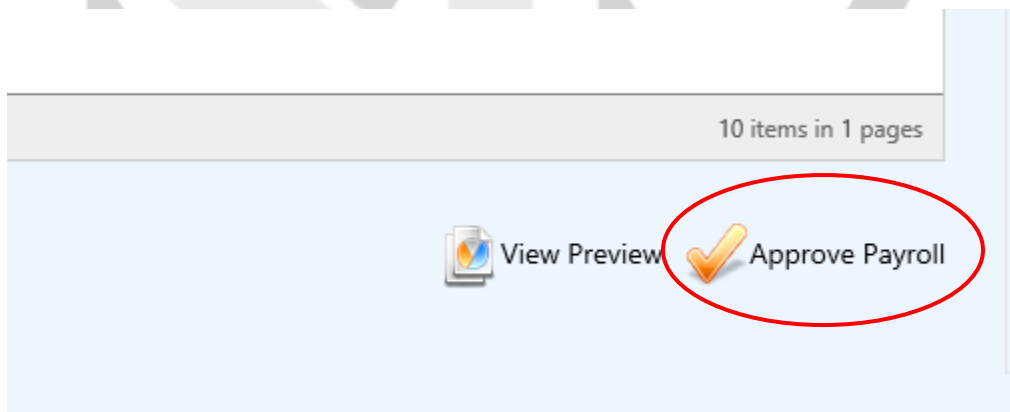


Payroll Detail

Pay Frequency: Bi-Weekly
 Pay Period: 01/20/2018 to 01/28/2018 Check Date: 02/02/2018

Hours and Wages					Taxes		Deductions		Net Pay		Employer	
Type	Rate	Pieces	Hours	Amount	Tax	Amount	Deduction	Amount	Match	Check Number	Liability	Amount
Employee: C. Neala (00000003)												
Pay Date: 02/02/2018 (System)												
Regular Hours	\$10.00		25.00	250.00	Federal	10.77				220.11	FICA	15.50
			25.00	\$250.00	FICA	15.50				***PEND***	Medicare	3.62
					Medicare	3.62					FUTA	1.50
						\$29.89						\$29.82
Employee: Jones, Mary (00000001)												
Pay Date: 02/02/2018 (System)												
Regular Hours	\$20.00		10.00	200.00	FICA	12.40				184.70	FICA	12.40
			10.00	\$200.00	Medicare	2.90				***PEND***	Medicare	2.90
						\$15.30					FUTA	1.20
												\$18.50
Employee: Sinatra, Frank (00000002)												
Pay Date: 02/02/2018 (System)												
Regular Hours	\$68.96		80.00	7,916.87	Federal	1,412.47	401k	1,000.00	\$316.67	4,898.58	FICA	400.83
			80.00	\$7,916.87	FICA	400.83		\$1,000.00	\$316.67	***PEND***	Medicare	114.79
					Medicare	114.79					FUTA	\$605.62
						\$2,018.99						\$30.79
Employee: Stevens, Kristle (00000004)												
Pay Date: 02/02/2018 (System)												
Regular Hours	\$10.00		37.19	373.17	FICA	23.14				344.62	FICA	23.14
			37.19	\$373.17	Medicare	5.41				***PEND***	Medicare	5.41
						\$28.55					FUTA	2.24
												\$30.79
CompanyTotals:												
Regular Hours	0.00		152.19	8,739.84	Federal	1,423.24	401k	1,000.00	316.67	\$5,648.01	FICA	541.87
			152.19	\$8,739.84	FICA	541.87		\$1,000.00	\$316.67		Medicare	128.72
					Medicare	128.72					FUTA	4.34
						\$2,091.53						\$973.53


- Click on "Approve Payroll" at the bottom of the screen



10 items in 1 pages

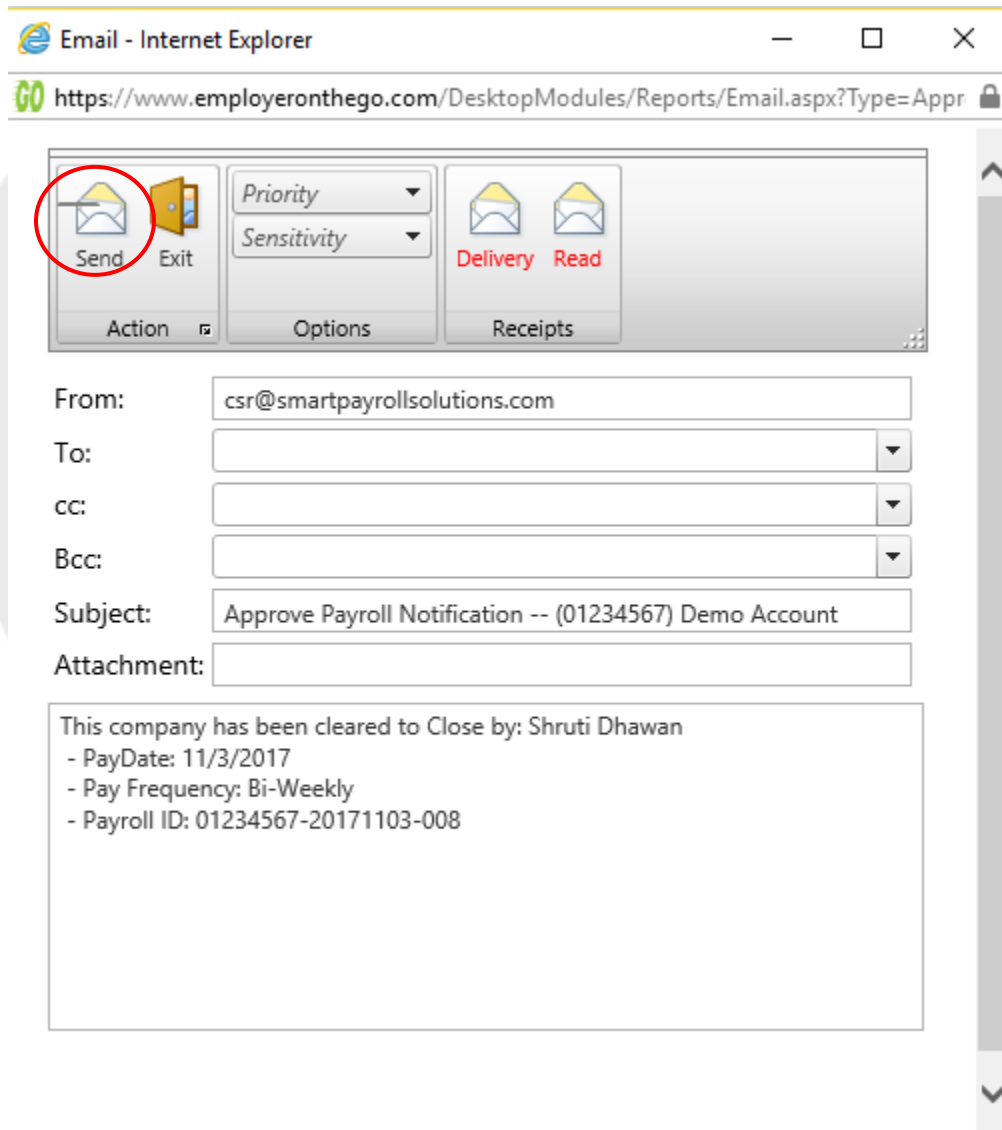
View Preview Approve Payroll

9. On the next page, click on “Notify Payroll Rep of Approval.”



✔ Notify Payroll Rep of Approval

10. This premade email will pop up on the next page. Make sure you have pop-up blocker turned off for this website to be able to view this screen, otherwise the premade email won't show up. Once you have entered in all the information into the email, click on "Send" at the top of the page.



Email - Internet Explorer

<https://www.employerontheho.com/DesktopModules/Reports/Email.aspx?Type=Appr>

Action **Options** **Receipts**

Send **Exit** **Priority** **Sensitivity** **Delivery** **Read**

From:

To:

cc:

Bcc:

Subject:

Attachment:

This company has been cleared to Close by: Shruti Dhawan
- PayDate: 11/3/2017
- Pay Frequency: Bi-Weekly
- Payroll ID: 01234567-20171103-008