

Employer on the Go Instructions

URL: **www.EmployerOnTheGo.com** (can be used on any tablet, phone or computer)

Enter Username: **(enter username)**

Enter Password: **(enter password)**

Accept Agreement

First time logging on set up your two security questions

Click CONTINUE

Dashboard contains icons to enter payroll/Add and edit Employees/Payroll Docs and Reports

Payroll & H/R Calendar contains your payroll processing calendar

Charts & Graphs will give you payroll statistics

To Enter Payroll click on icon in the dashboard and then select pay types (Regular/OT/Bonus/Tips, etc)

Click SAVE

Your first time, you will be required to select Pay Types that you most commonly use:

My Account Support Help Logout

Welcome Test Testing - DEMO PAYROLL

Home Company Employees Payroll Reports Timekeeping HR

Home / Company / Enter Payroll Setup

Enter Payroll Setup

You must select and save at least one earning code before you can use the 'Enter Payroll' form.

Additional Options

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

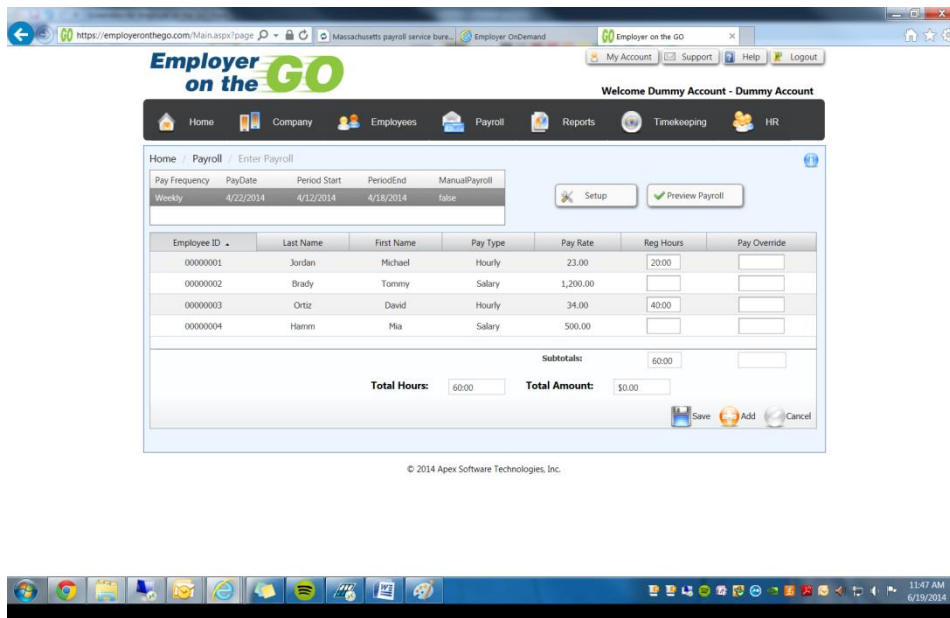
Earning Code	Description
<input type="checkbox"/> 011	Regular Hours
<input type="checkbox"/> 012	Overtime Hours
<input type="checkbox"/> 013	Vacation Hours
<input type="checkbox"/> 014	Holiday Hours
<input type="checkbox"/> 015	Sick Hours
<input type="checkbox"/> 016	PTO ←
<input type="checkbox"/> 021	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

The highlighted ones are the most common, we suggest you "check" those boxes. Select others as needed for your company pay types

Scroll down and also select (071) Pay Override

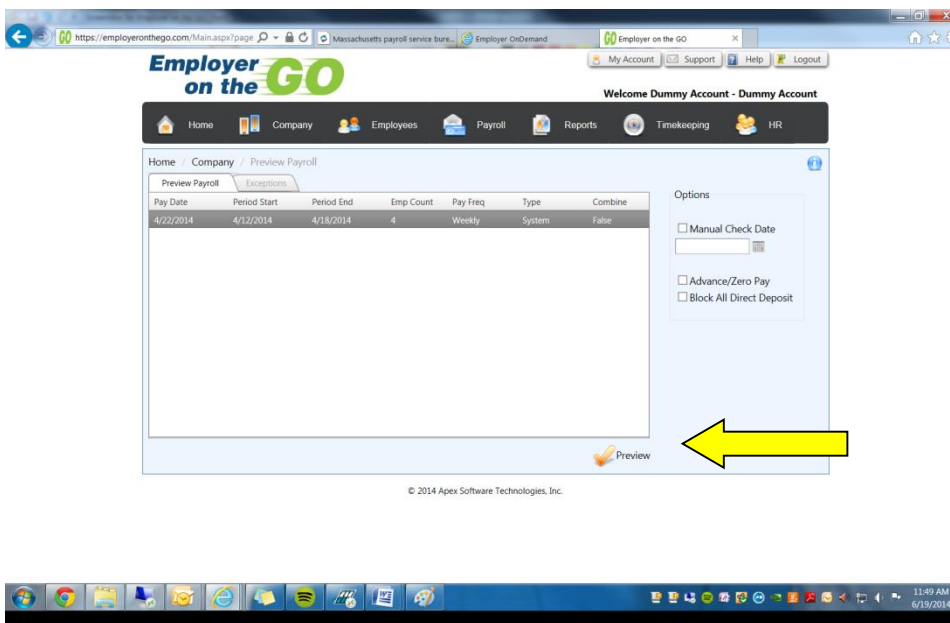
On pay grid employees can be sorted by last name, first name, or employee ID.

Enter Payroll - Enter Regular and Hourly Hours in grid. No hrs need to be entered for salaried employees. They will be paid automatically

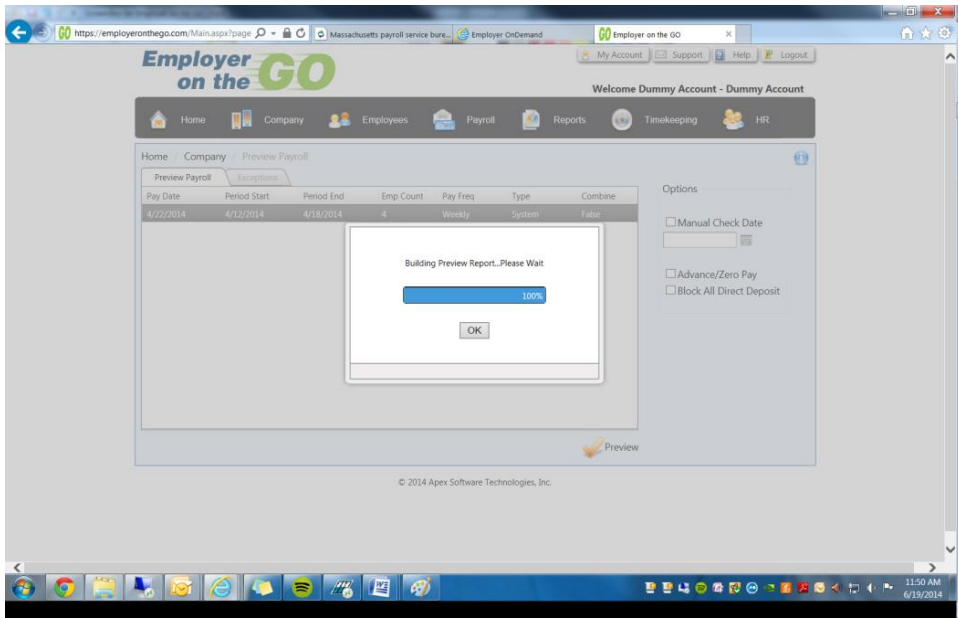


Preview Payroll - Click Preview Payroll to move on to the next screen.

This screen will appear and you should click on the yellow button at the bottom of the screen.

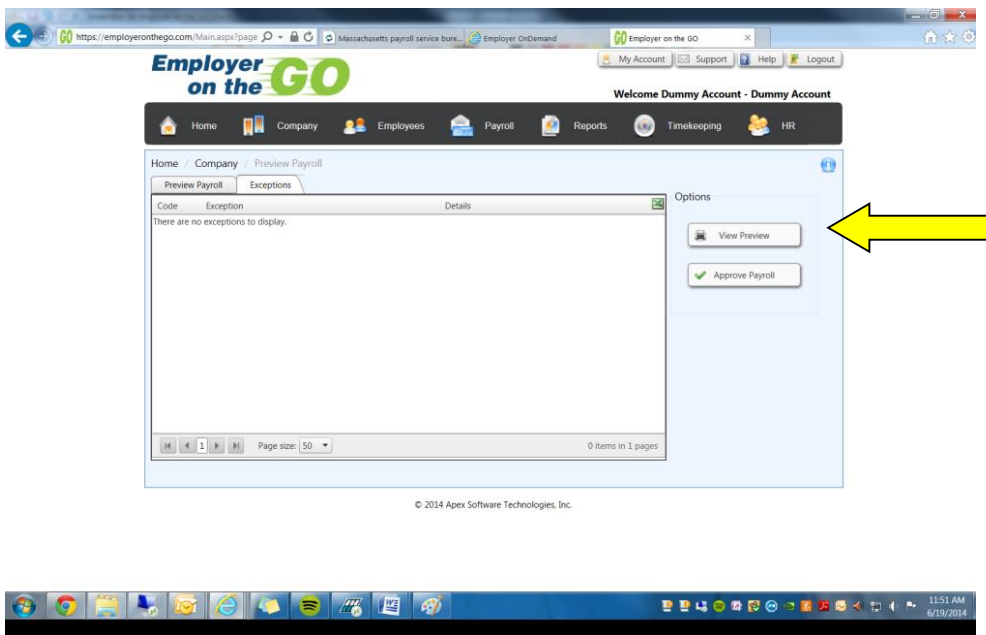


The preview report will be generated for you to view.

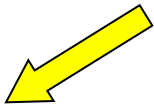


After you click ok, this next screen will appear.

Click on the Preview Payroll button.



This screen will appear.



Report Viewer

https://employeronthe-go.com/Main.aspx?page=... Massachusetts payroll service bure... Employer OnDemand Employer on the GO

File Print Export Email Output Navigate Go To Page Find Next In Out 100% Help

Main Report

Payroll Detail

Pay Frequency: Weekly
Pay Period: 04/13/2014 to 04/19/2014 Check Date: 04/22/2014

Hours and Wages				Taxes		Deductions		Net Pay		Employer		
Type	Rate	Pieces	Hours	Amount	Tax	Amount	Deduction	Amount	Match	Check Number	Liability	Amount
Employee: Brady, Tommy (00000002)												
Pay Date: 04/22/2014 (System)												
Regular Hours	8.00		40.00	1,200.00	Federal	12.80	Advance	12.00	00.00	954.60	FICA	74.40
			40.00	\$1,200.00	FICA	74.40	Health	78.00	80.00	***PENL**	Medicare	17.20
					MA State	11.40		97.20	00.00		MA SUTA	24.40
						46.00						133.88
						\$148.40						
Employee: Hanes, Ma (00000004)												
Pay Date: 04/22/2014 (System)												
Regular Hours	8.00		40.00	800.00	Federal	23.20	Car 125	67.00	80.00	338.48	FICA	26.56
			40.00	\$800.00	FICA	26.56	SMPLS SIA	29.00	80.00	***PENL**	Medicare	5.28
					MA State	6.28		362.00	00.00		FICA	1.28
						13.52					MA SUTA	14.48
						46.00						582.76
						\$55.12						
Employee: Jordan, Michael (00000001)												
Pay Date: 04/22/2014 (System)												
Regular Hours	8.00		20.00	480.00	Federal	33.12	401K	13.00	80.00	329.88	FICA	25.54
			20.00	\$480.00	FICA	25.54	Car 125	47.88	80.00	***PENL**	Medicare	5.87
					MA State	5.87		361.76	80.00		FICA	1.28
						13.72	Reimbursement	16.00	80.00		MA SUTA	147.77
						376.38	Marriage	10.00	80.00			147.77
						376.38		370.00	80.00			547.77
						\$148.40						
Employee: Oles, Daniel (00000003)												
Pay Date: 04/22/2014 (System)												
Regular Hours	8.00		40.00	1,200.00	Federal	112.80	Car 125	24.00	80.00	987.85	FICA	82.24
			40.00	\$1,200.00	FICA	82.24	SMPLS SIA	48.00	80.00	***PENL**	Medicare	19.28
					MA State	16.23		102.00	80.00		FICA	4.48
						66.52		102.00	80.00		MA SUTA	26.56
						46.00						133.88
						\$148.40						
						\$276.18						

DesktopModules/Reports/ReportViewer.aspx

11:52 AM 6/19/2014

You will need to exit from this screen in order to return to the previous page and approve the payroll.

https://employeronthe-go.com/Main.aspx?page=... My Account Support Help Logout

Employer on the GO

Welcome Dummy Account - Dummy Account

Home Company Employees Payroll Reports Timekeeping HR

Home / Company / Preview Payroll

Preview Payroll Exceptions

Code Exception Details

There are no exceptions to display.

Options

View Preview

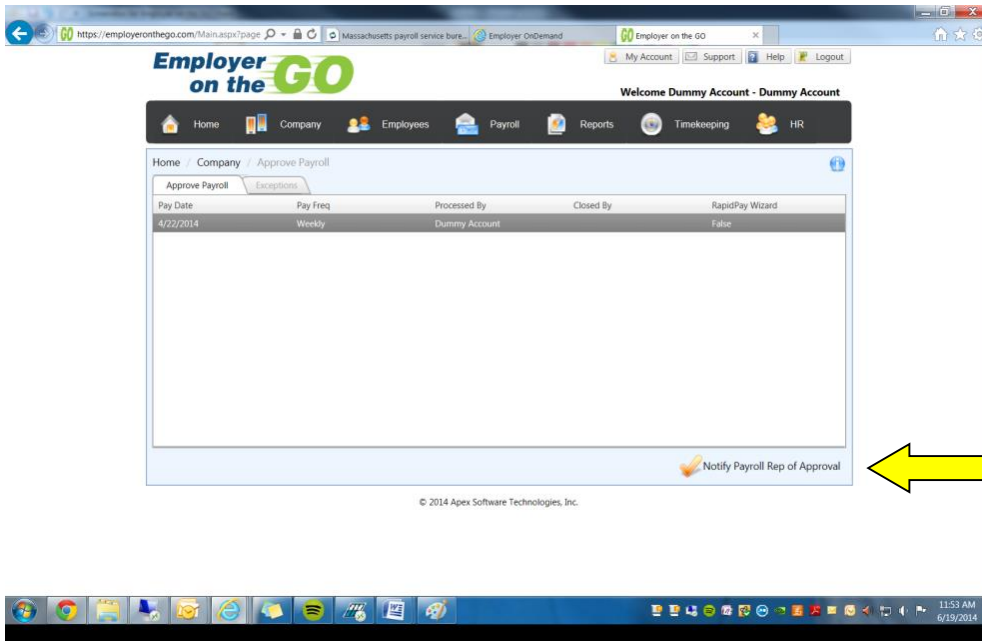
Approve Payroll

Page size: 50 0 items in 1 pages

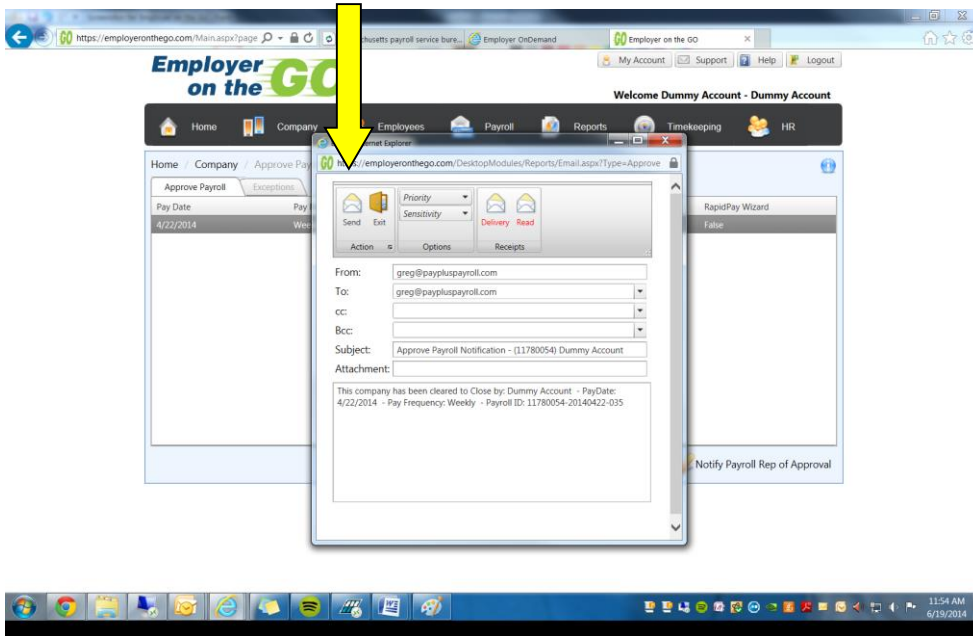
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11:51 AM 6/19/2014

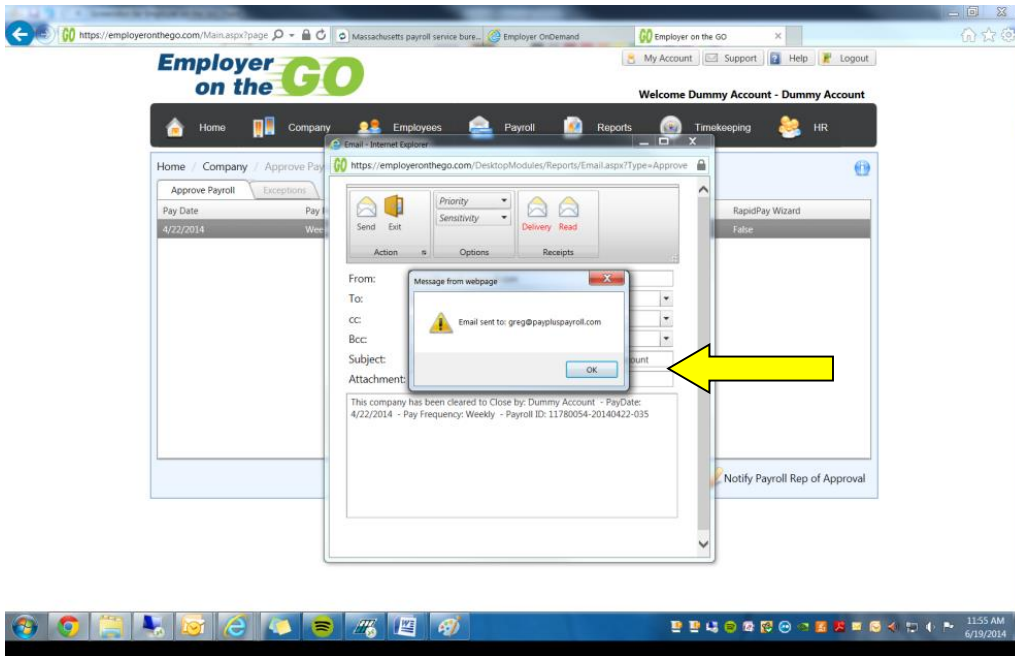
Notify your payroll specialist by clicking on the button at the bottom of the screen.



This screen will appear, click on the send.



If this email window does not show up you might want to change the pop up setting on your internet browser.



Please type in the gross pay and net pay that you are approving. You will find that on the last page, in the totals area, of your Payroll Detail. We want this to insure the payroll we close is the one you approved, with no changes.

Once this is done your payroll specialist will receive an email letting them know your payroll has been entered and approved for processing.

Other Tool bars:

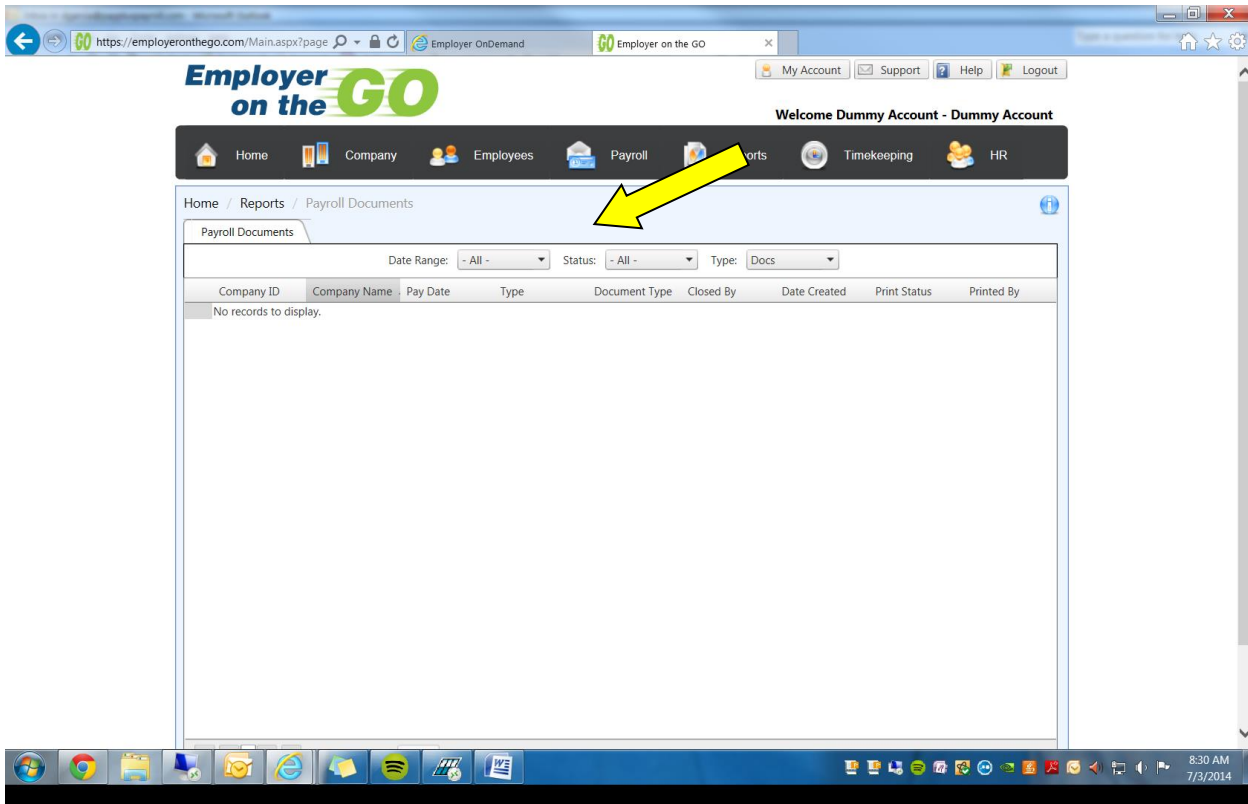
Employee Information - From the Employee Icon on the tool bar you can Enter Employee/Edit pay Information, address, deductions, direct deposit and withholding allowances.

Reports icon contains payroll documents, Quick Reports and Reports that you can build.

Payroll Documents will allow you to view the basic payroll reports that are generated with your payroll.



Just change the Date Range & Status to "All"





Quick payroll reports will allow you to print what you need, if you do not want all the reports printed.

