

# **EOD - Employee Web Clock Login Demonstration for Clients**

Pink Payroll's Employee Self Service is Easy and Convenient



Smart Phone app for most smart phones makes it fun and quick to clock in or out & check their payroll, too.

## What you do:

Employee will provide Employer (then employer provides to Pink Payroll) with their email address. Our staff will enter this and activate either/or both the Web Timekeeping and Employee Reports (paystubs and W-2s).

### What employee does:

The employee will receive 2 emails instructing them to register with their own password.

If they do not receive the email or the registration is expired, please call us with a password (we prefer to use payroll1234), and we will activate the software without the emails. The employee should change this at first login.

## WebClock: What does the web page look like?

Direct your employee to pinkpayroll.com, then Employee Self-Service. The url will be <u>pinkpayroll.com/employee-</u> <u>login.html</u> . Select the "Employee Web Clock" for EMPLOYER ON DEMAND, where they enter their credentials:	Environment       Employer OnDemand         Log in to Online Timekeeping         Enter the required information below to log in to Online Timekeeping.
	User Name* Password* Log in Forget your User Hame2 Forget your Password2
Time Clock         My Profile         Logout           Time Clock for:         D:         eva (00000006)           Tuesday, December 27, 2011 09:08 PM	© 2009 - 2011 Apex Software Technologies, Inc. All Rights Reserved. Using this site means you accept these terms.
Time Clock Action       Previous Action         Action*:       Clock in (001)       Action:       Clock (002)         Division*:       Main (0000001)       Division:       Bookkeeping (0000002)         Location*:       Lusk Corporate (0000002)       Department:       Bookkeeping (0000002)         Job Itumber: <ul> <li>✓ Auto Log Out After Clock Action</li> <li>Required Fields*</li> <li>Autor</li> <li>Autor</li></ul>	If the employee is clocking in, the screen will look like this. This particular screen has more choices available than you might choose to. You can have even Job Numbers on the clock in. The employee may click on "My Profile" to change their password.



#### Paystubs & W-2s: What does the web page look like?

Direct your employee to pinkpayroll.com, then Employee Self-Service. The url will be <u>pinkpayroll.com/employee-login.html</u>. Select "Employee OnLine Pay History" and then the employee will enter their same credentials.

Select a check date and the screen as below will display.





User Name:*
Password:*
Log In
Forgot your User Name?
Forgot your Password?



PayStub Selection:

Your employees current name, address and federal and state filing status are displayed, along with current and YTD pay and check or direct deposit information.





Employer OnDemand Employee Self Service

Timesh Check Date:	Timesheet for: Da Check Date: 12/2/2011			ra (00000006)			Choose a check date 💌		
Earning Code	In Date	ln Time	Out Date	Out Time	Gross Hours	Division	processed. Location	Department	
Clock Time	11/17/2011	22:33	11/17/2011	23:50	01: <b>1</b> 7	Bookkeeping	Offsite Contractor	Bookkeeping	
Clock Time	11/14/2011	23:32	11/14/2011	23:47	00:15	Bookkeeping	Offsite Contractor	Bookkeeping	
Clock Time	11/14/2011	21:25	11/14/2011	22:36	01:11	Bookkeeping	Offsite Contractor	Bookkeeping	
				Total:	02:43				

Week 1 Total = 02:43

<u>TimeSheet Selection</u>: For current and prior periods, the employee may view their clock in out times and total hours as shown below.