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:

					Welcome Test Testing - DEMO	PATRO	
🖌 Home 👖 🛛 Company 😂	Employe	es 🔒	Payroll 🙍 F	Reports	🕛 Timekeeping 🥞 H	R	
me / Company / Enter Payroll Setup							
Enter Payroll Setup You must select an	d save at l	east one earning	g code before you car	n use th	e 'Enter Payroll' form.		
Additional Options							
Show Dept. only		Earning Code	Description				
□ Show Location and Dept.		011	Regular Hours				
Pay Numbers for Secondary Checks		012	Overtime Hours				
🗌 Rate ID		013	Vacation Hours		he highlighted ones are the most common, we suggest you "check"		
Use Decimal Hours		014	Holiday Hours		iose boxes. Select others as		
		Sick Hours		ded for your company pay			
		016	PTO ← 🗕	сур	types		
		021	Commission				
		022	Bonus				
		023	Direct Tips				
		024	Allocated Tips				
		025	Misc. Pay				
		026	Held Tips				
		027	Indirect Tips		Scroll down and also		
		031	Overtime Level 2		select (071) Pay		
		043	Deduction/Adjustmen	-	Override		

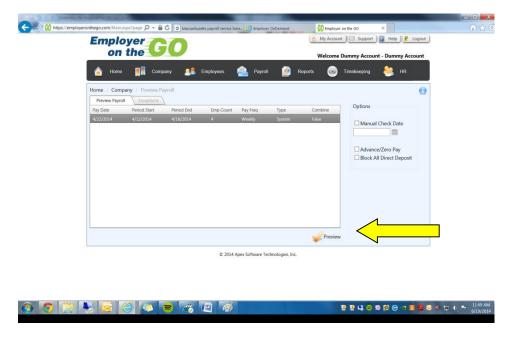
On pay grid employees can be sorted by last name, first name, or employee ID.

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

Home / Payroll / Ent	ter Payroll					0
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Employee ID .	Last Name	First Name	Pay Type	Pay Rate	Reg Hours	Pay Override
00000001	Jordan	Michael	Hourly	23.00	20:00	
00000002	Brady	Tommy	Salary	1,200.00		
00000003	Ortiz	David	Hourly	34.00	40:00	
00000004	Hamm	Mia	Salary	500.00		
				Subtotals:	60:00	
		Total Hours:	60:00 T	otal Amount: 5	0.00	
					Same	Add Cancel
					Save	du Carcer
		*******		MM MARK		
		© 2014	Apex Software Technolog	ies, Inc.		

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.

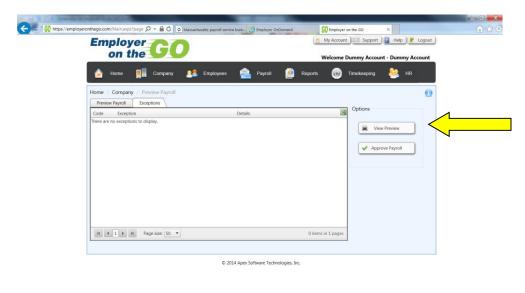


The preview report will be generated for you to view.

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Protect Pays		Period End 4/38/2014	Emp Count	Pay Freq Weskly ng Preview Report.	Type System Plesse Walt	Combine Faire	Options Manual Check Da Advance/Zero Pa Block All Direct D	y
						Preview		
			© 2014	Apex Software Tec	hnologies, Inc.			

After you click ok, this next screen will appear.

Click on the Preview Payroll button.



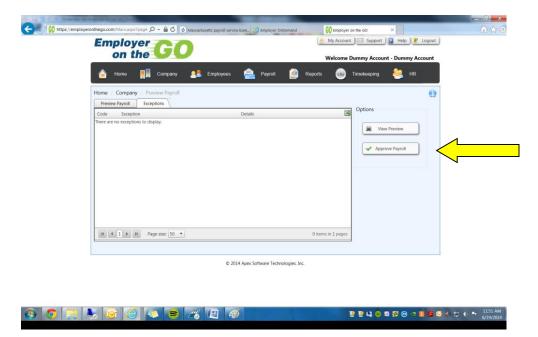


This screen will appear.

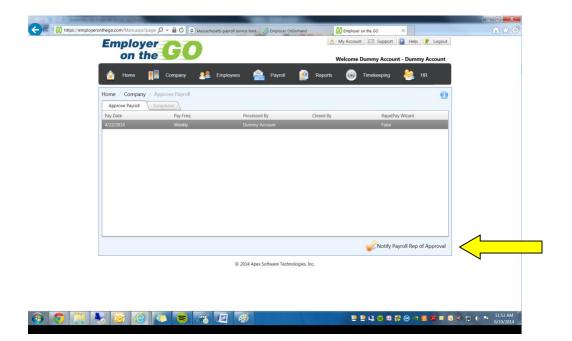


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1000	Main Report											
	Pay Frequency Pay Period: 04	y: Weekly 1/12/2014 to 04/18/2014	Check Date:	04/22/2014		Payro	oll Detail					
		Hours and Wag	95			axes		Deductions		Net Pay		ployer
	Type	Rate Pieces	Hours	Amount	Tax	Amount	Deduction	Amount	Match	Check Number	Liability	Amount
	Employee: Bra Pay Date: 04/22	ady, Tommy (00000002) 2014 (System)				Dept 0	0000001 - Main		Los: 00000	001 - Main	Div: 00000001	Main
	Regular Hours	\$30.00	40:00	1,200.00 \$1,200.00	Federal FICA Medicare MA State	12.60 74.40 17.40 44.00 5148.40	Advance Health	12.00 75.00 537.00	\$0.00 \$0.00 \$0.00	964.60 ***PEND***	FICA Medicare FUTA MA BUTA	74.40 17.40 7.00 94.65 51.03.68
	Employee: Hat Pay Date: 04/22	mm, Mia (0000004)					0000001 - Main		Loc: 00000	0001 - Main	Div: 00005001	- Main
	Regular Hours	\$12.50	40:00 40:00	500.00 \$500.00	Federal FICA Medicare MA State	23.20 26.65 6.23 13.10 569.62	Cel 125 SIMPLE IRA	67.00 25.00 592.00	\$0.00 \$0.00 \$0.00	338.48 ***PEND***	FICA Medicare FUTA MA SUTA	26.85 6.28 2.60 14.65 550.18
		dan, Michael (00000001)					0000001 - Main		Loc: 00001	1001 - Main	Div: 00000001	- Main
	Pay Date: 04/22 Regular Hours	2014 (System) 523.00	20:00 20:00	450.00 \$450.00	Federal FICA Medicare MA State	33.12 25.54 5.97 13.72 \$76.36	401K Cef 125 Reimbursement Miesge	12.80 47.99 961.79 10.00	\$0.00 \$0.00 \$0.00 \$0.00	329.86 ***PEND***	FICA Medicare FUTA MA SUTA	25.54 5.97 2.47 13.29 547 77
		tiz, David (00000003)				Dept 0	0000001 - Main	\$10.00	\$0.00 Los: 00000	001 - Main	Div: 00000001	- Main
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			42:00	\$1,360.00	FICA Medicare MA State	82 21 19 23 56 02 8270 18	SAIPLE IRA	68.00 8102.00	<u>\$0.00</u> \$0.00	***PEND***	Medicare FUTA MA SUTA	19.23 7.00 <u>39.55</u> 5145.75
						\$270.18						3145.73

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



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



This screen will appear, click on the send.

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	To: greg⊛paypluspayroll.com ▼	
	cc	
	Bcc: Subject: Approve Payroll Notification - (11780054) Dummy Account	
	Attachment:	
	The company has been cleared to Close by: Dummy Account - PayDate: 4/22/2014 - Pay Frequency: Weekly - Payroll ID: 11780054-20140422-035	
	Notify Payroll Rep of Approval	
L	~	
		11:54 AM
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If this email window does not show up you might want to change the pop up setting on your internet browser.

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L		<u> </u>	

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"

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

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