

**“Employer On Demand”**

**Pink Payroll – Using OnLine Payroll and Reports – How To**

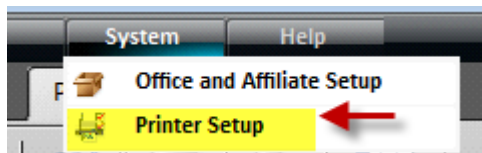
**Section 1: Introduction and Basics**

**Section 2: Additional How-Tos**

**Section I: Introduction and Basics**

In order to set up your computer for a first log on, please see the document titled, “Pink Payroll On Line - Employer on Demand –Computer Set Up”.

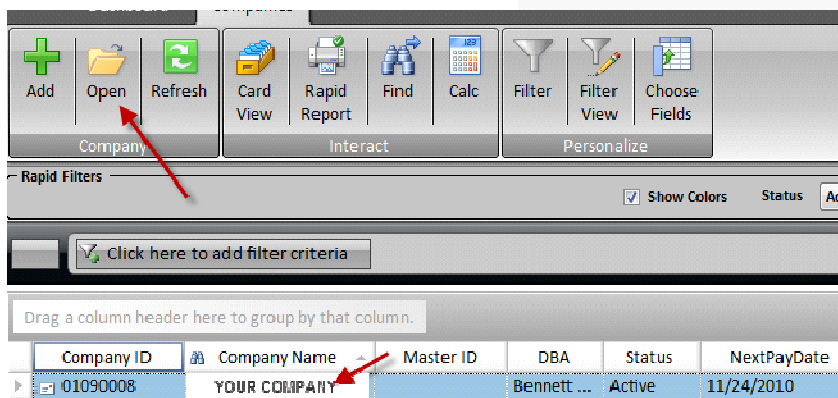
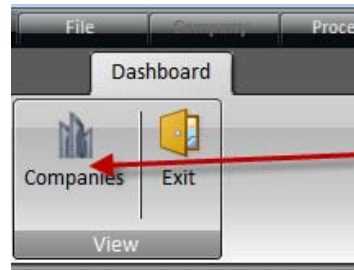
**Set up your Printer**



**Open your Company:**

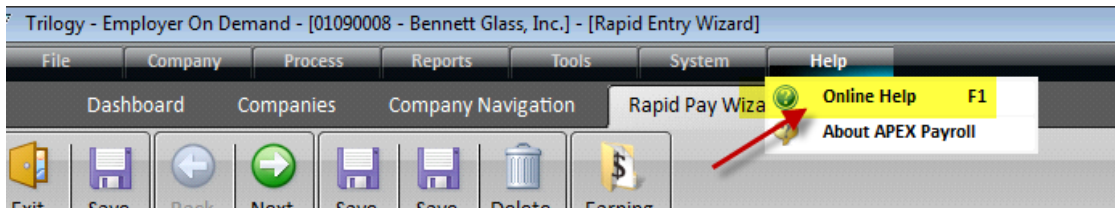
Choose “Companies”, then select your company:

Click on your company, and it will open.



**HELP FILE:**

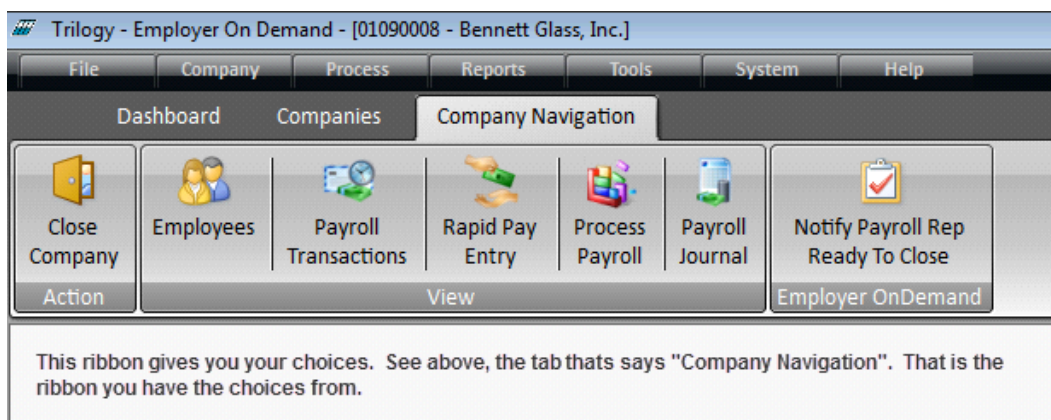
We have a very good online help system.



**NAVIGATION:**

The navigation is thru tabs and ribbons. When you open an item on the RIBBON, it creates a TAB above. You now work in the ribbon under the new tab.

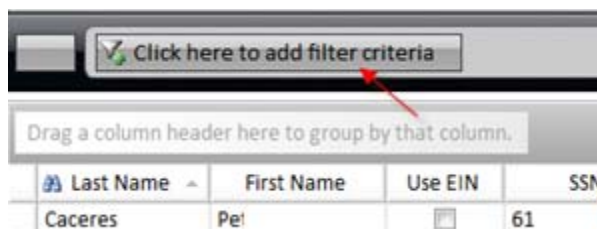
TIP: keep it simple. Close ribbons before moving into a new one to work.



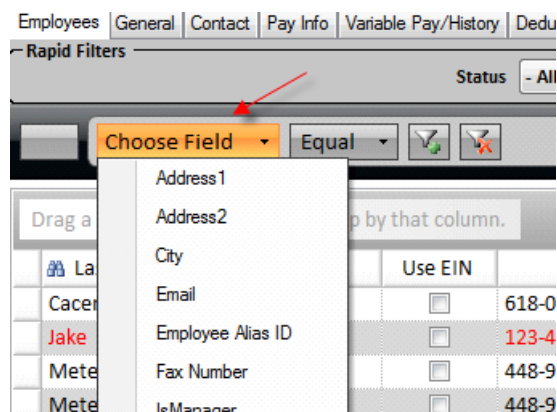
**FILTERING FOR DATA:**

The filtering is a very useful tool. You can easily find employees or other related data:

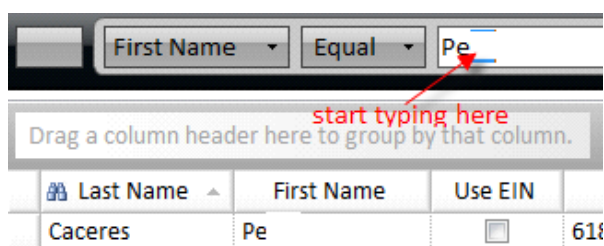
1) This button is in most screens:



2) Choose your filtering criteria:



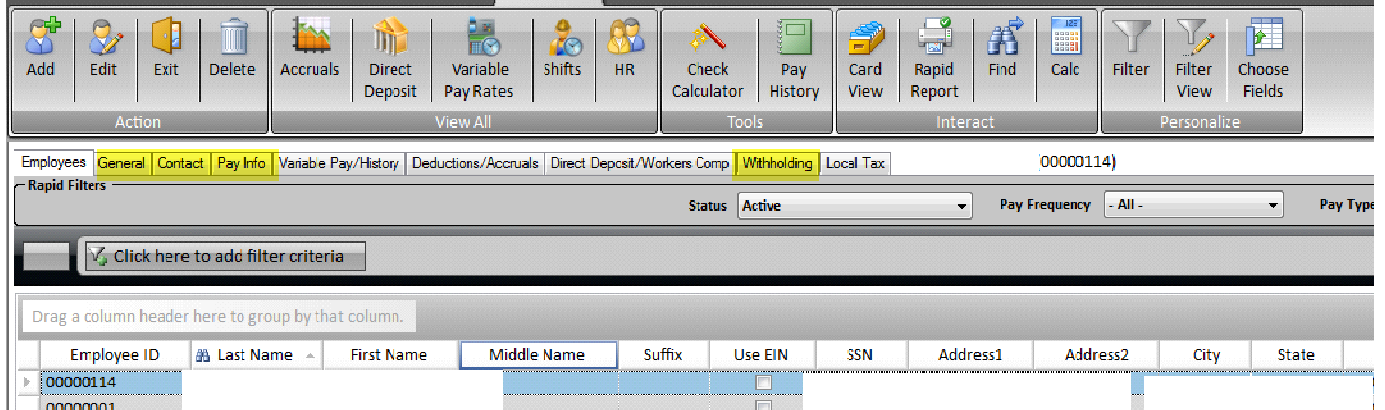
3) Start typing your selection



## EMPLOYEES

You may add or edit employees, here.

Direct Deposit – if you have access to the routing and account numbers, please be very careful. You are responsible for all changes you make resulting in deposits to employee accounts. We suggest you do not use this area for a while, and provide the Direct Deposit information to the Pink Payroll staff.



Add and Edit Employees – add or edit employee information here. That will speed up your payroll processing. Please fax or email the changes you make to the Pink Payroll staff, unless instructed not to do so.

These 4 tabs hold the basic information you will need to set up an employee.

General

Pay Info

Contact

Withholding

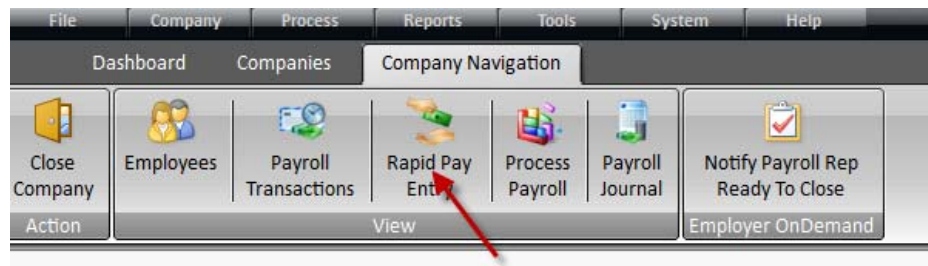
TIPS: Look at another employees set-up to see how to set up a new employee.

If you are setting up an HOURLY employee, look at an hourly. Same for SALARY.

We will set up the Direct Deposit area and deductions/advances for you. Only employers with 25+ employees will usually learn how to set up the more complex areas.

## ENTERING A PAYROLL:

**Rapid Pay Entry** is where you enter the payroll Details. (You can edit in the Payroll Transactions area, but that requires a bit of training.)



Choose the Template: Choose the drop down box to choose one of your templates. See the box below in yellow. **You MUST DO this step.**

Not all of the Earning Codes (Pay Types) listed below are for your companies use.

Choose NEXT in the Ribbon:

Include	Earning Code	Description	Sub Field	Deduct Whole C...	Cross Reference
<input type="checkbox"/>	010	Gross Hours		<input type="checkbox"/>	010 - Gross Hours
<input checked="" type="checkbox"/>	011	Regular Hours		<input type="checkbox"/>	011 - Regular H...
<input checked="" type="checkbox"/>	012	Overtime Hours		<input type="checkbox"/>	012 - Overtime ...
<input type="checkbox"/>	013	Vacation Hours		<input type="checkbox"/>	013 - Vacation ...
<input type="checkbox"/>	014	Holiday Hours		<input type="checkbox"/>	014 - Holiday H...
<input type="checkbox"/>	015	Sick Hours		<input type="checkbox"/>	015 - Sick Hours
<input checked="" type="checkbox"/>	016	PTO		<input type="checkbox"/>	016 - PTO
<input type="checkbox"/>	017	Comp Time		<input type="checkbox"/>	017 - Comp Time
<input type="checkbox"/>	018	Time and Rate		<input type="checkbox"/>	018 - Time and ...
<input type="checkbox"/>	020	Piecework		<input type="checkbox"/>	020 - Piecework

### Enter the Hours

**BASIC:**

Hourly: Most of the entries will be in "011 Regular Hours"

Salaried: Leave hours blank. If you want to change the salary, enter the revised salary as a "071 Pay Override"

We will explain to you your individual use of the Earning Codes we have chosen for you.

### Example:

TIPS: are report as a dollar amount.

Overtime: Enter the OT hours and the OT wage will calculate

No Salary: Enter a \$0 as "071 Pay Override" for a salaried person

### Using PTO, Vacation and Sick Hours:

ONLY use the Earning Codes that show up in your default. We have chosen these based on what you have assigned.

Enter the Hours USED. These will "pay" the hours. Thus, if there was an 80 hour payperiod and the employee worked 72 hours and had 8 hours of PTO. Enter 72 for "011 Regular" and 8 for "016 PTO". If your company had PTO set up to track, it will track the PTO hours used.

Issuing Two Checks to one Employee: Some employers will issue two checks, for example the second check for bonus or comission. At the Rapid Pay Entry Screen, select the box "Secondary Check". On the pay entry screen, on the drop down box, choose the check details, eg 11 – Secondary Check With Deductions (not usually chosen) 11 – Secondary Check Without Deductions (more typical, because you normally wouldn't want to deduct a garnishment or advance two times.

You may widen or reduce the columns, like a spreadsheet

Drag a column header here to group by that column.

You may "select a row" and move it right or left for better layout viewing.

Employee ID	First Name	Last Name	Middle Name	Pay Type	Pay Frequency	Pay Date	Period Start Date	Period End Date	Rate	(011)Regular Hours	(012)Overtime Hours	(016)
00000114				Hourly	Bi-Weekly	11/24/2...	11/6/2010	11/19/2010	\$13...	01:00		
00000115	Names removed			Hourly	Bi-Weekly	11/24/2...	11/6/2010	11/19/2010	\$23...	01:00		
00000112				Hourly	Bi-Weekly	11/24/2...	11/6/2010	11/19/2010	\$17...	01:00		
00000026			E.	Hourly	Bi-Weekly	11/24/2...	11/6/2010	11/19/2010	\$22...	01:00		
00000113				Hourly	Bi-Weekly	11/24/2...	11/6/2010	11/19/2010	\$12...	01:00		
00000011			C.	Salary	Bi-Weekly	11/24/2...	11/6/2010	11/19/2010	\$1,...			
00000111			R.	Salary	Bi-Weekly	11/24/2...	11/6/2010	11/19/2010	\$1,...			
00000001			M.	Salary	Bi-Weekly	11/24/2...	11/6/2010	11/19/2010	\$1,...			

### Verifying Totals and Saving

TIP: always "tab" to another field to save your entry.

See the lower left of the screen, you may check your totals with your worksheet.

You may also switch between minutes and decimals

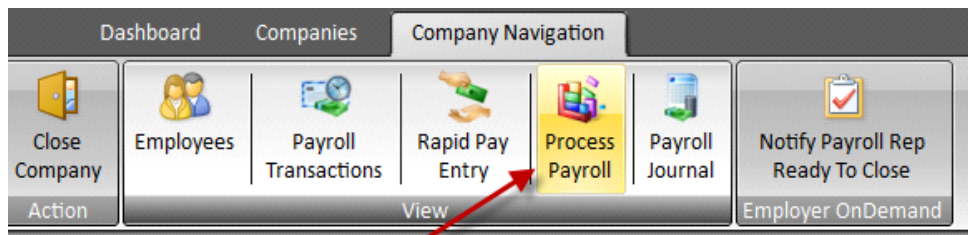
Save the payroll on the upper ribbon

Regular Hours	Overtime Hours	PTO	PW-HR	Total Hours
166	40	9	0	215

Use Decimal Totals

### Processing the Payroll

Choose Process Payroll on the Ribbon, then "Next" at the next screen.



Choose Process Only, then Start

Process/Close Payroll

Drag a column header here to group by that column.

Company Na...	Location	Pay Date	Next Pay Start	Next Pay End	Pay Day
Your Company	00000001 - ...	11/24/2010	11/6/2010	11/19/2010	0

Use the Manual Check Date if  
 a) your payroll falls on a weekend or Bank Holiday or  
 b) you want a different payroll date than the one scheduled AND the pay period (from/to) covers the regularly scheduled date

This is NOT for an extra payroll run

Record: 1 Of 1

**Options**

- Process Only
- Process and Close
- Close Only
- Advance/Zero Pay

**Processing Options**

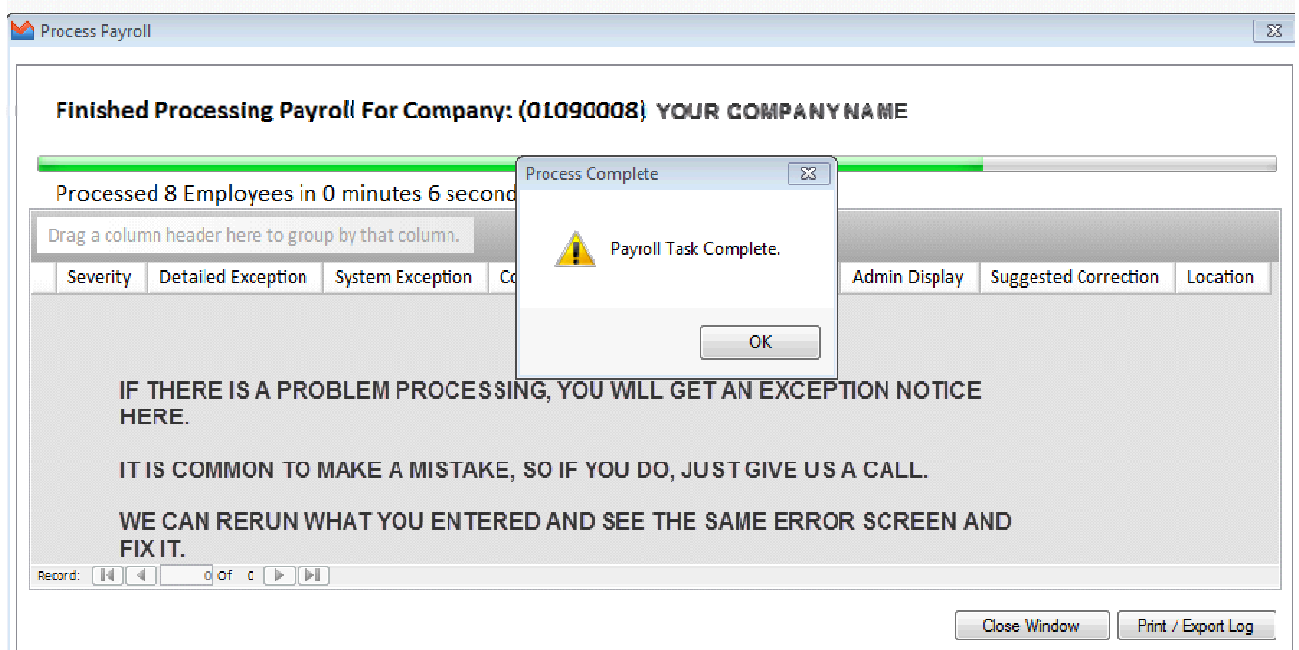
- Manual Check Date
- Use Manual Check Date For Direct Deposit
- Use Manual Check Date For Liabilities
- Block All Direct Deposit
- By Location
- Process Timekeeping Transactions

**Close Options**

- Block All Electronic Transfers
- Send E-Mail Notification

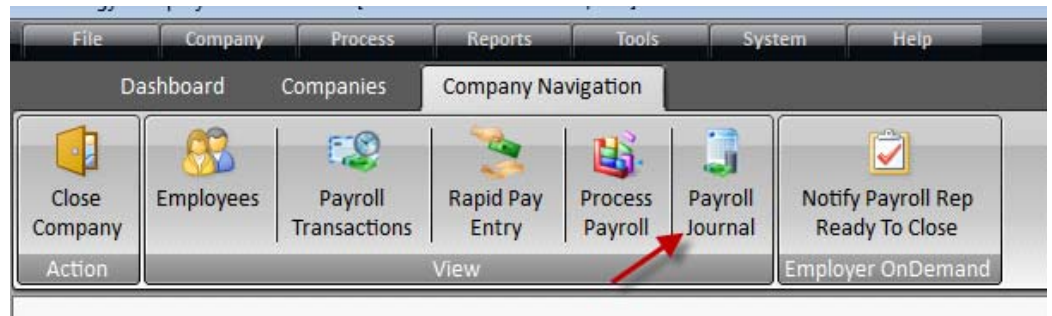
Cancel < Back Start >

Your payroll will process in a few seconds. Choose “Close Window” at the screen below.  
Please read the notes on possible problems, below in the picture:



### PREVIEW YOUR REPORTS IN THE “PAYROLL JOURNAL”

Select the Payroll Journal icon:



Your payroll records are created.



See the totals below to see if the Gross Pay matches what you expected. You may also see employees individual details by selecting (highlighting) an employee then choosing one of the tabs: Details, Wages/Taxes, etc.

By selecting an Employee below, you can view their details in one of these tabs

Preview Report has your user friendly Payroll Journal to approve

Your recent pay date is selected to view

Employee ID	Last Name	First Name	Pay Date	Record Type	Record Status	Locked	Net Pay	Gross Pay	Base Pay Rate	Taxes	Deductions
00000113			11/24/2010	System	New	<input type="checkbox"/>	\$421.88	\$480.00	\$12.00	\$58.12	\$0.00
00000114	Employee names here		11/24/2010	System	New	<input type="checkbox"/>	\$811.39	\$1,040.00	\$13.00	\$228.61	\$0.00
00000112			11/24/2010	System	New	<input type="checkbox"/>	\$287.43	\$315.00	\$17.50	\$27.57	\$0.00
00000026			11/24/2010	System	New	<input type="checkbox"/>	\$1,173.38	\$1,408.00	\$22.00	\$234.62	\$0.00
00000115			11/24/2010	System	New	<input type="checkbox"/>	\$457.02	\$552.00	\$23.00	\$94.98	\$0.00
00000111			11/24/2010	System	New	<input type="checkbox"/>	\$1,351.53	\$1,900.00	\$1,900.00	\$548.47	\$0.00
00000011			11/24/2010	System	New	<input type="checkbox"/>	\$1,521.83	\$1,900.00	\$1,900.00	\$378.17	\$0.00
00000001			11/24/2010	System	New	<input type="checkbox"/>	\$1,500.77	\$1,900.00	\$1,900.00	\$399.23	\$0.00
								\$7525.23	\$9495.00		\$1969.77

Choose "Preview Report" to view your report to approve.

You may print export email or fax to Pink Payroll

### Payroll Detail

Pay Frequency: Bi-Weekly  
Pay Period: 11/06/2010 to 11/15/2010 Check Date: 11/24/2010

Pink Payroll  
www.pinkpayroll.com  
(858)547-3595

Hours and Wages				Taxes		Deductions			Net Pay	Employer		
Type	Rate	Pieces	Hours	Amount	Tax	Amount	Deduction	Amount	Match	Check Number	Liability	Amount
Employee: 00000114												
Pay Date: 11/24/2010 (System)												
Regular Hours	\$13.00		30.00	1,040.00	Federal	112.08				811.39	FICA	64.48
					FICA	64.48				***PEND***	Medicare	15.08
					Medicare	15.08					FUTA	8.32
					CA State	24.93					CA SUTA	64.48
					CA SDI	11.44						8150.96
						3228.61						
Employee: 00000113												
Pay Date: 11/24/2010 (System)												
Regular Hours	\$12.00		40.00	480.00	Federal	10.89				421.88	FICA	28.76
					FICA	28.76					Medicare	6.96
					Medicare	6.96						110.13
					CA State	5.43						12.74
					CA SDI	5.28						98.70
						26.24						692.46

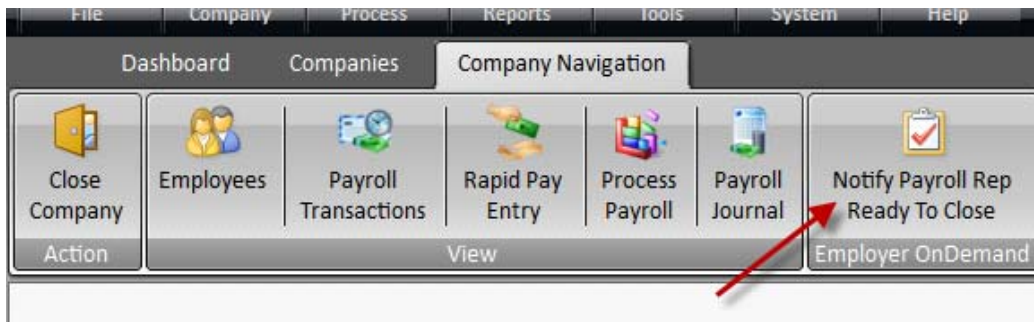
You will find this section on the last page, at the bottom of the page:

<b>Company Totals:</b> <table border="1"> <tr> <td>Regular Hours</td> <td>0.00</td> <td>166.00</td> <td>6,275.00</td> </tr> <tr> <td>Overtime Hours</td> <td>0.00</td> <td>40.00</td> <td>1,320.00</td> </tr> <tr> <td></td> <td></td> <td>206.00</td> <td>\$7,595.00</td> </tr> </table>	Regular Hours	0.00	166.00	6,275.00	Overtime Hours	0.00	40.00	1,320.00			206.00	\$7,595.00	<b>Total # of Pays: 7</b> <table border="1"> <tr> <td>Federal</td> <td>731.02</td> </tr> <tr> <td>FICA</td> <td>470.89</td> </tr> <tr> <td>Medicare</td> <td>110.13</td> </tr> <tr> <td>CA State</td> <td>196.01</td> </tr> <tr> <td>CA SDI</td> <td>83.56</td> </tr> <tr> <td><b>Employee Taxes</b></td> <td><b>\$1,591.60</b></td> </tr> </table>	Federal	731.02	FICA	470.89	Medicare	110.13	CA State	196.01	CA SDI	83.56	<b>Employee Taxes</b>	<b>\$1,591.60</b>	<b>Total # of Employees: 7</b> <table border="1"> <tr> <td><b>Net Pay</b></td> <td><b>\$6,003.40</b></td> </tr> <tr> <td><b>Employer Taxes</b></td> <td><b>\$692.46</b></td> </tr> </table>	<b>Net Pay</b>	<b>\$6,003.40</b>	<b>Employer Taxes</b>	<b>\$692.46</b>
Regular Hours	0.00	166.00	6,275.00																											
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		206.00	\$7,595.00																											
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<b>Employer Taxes</b>	<b>\$692.46</b>																													

You may sign and fax or scan /email to us.  
You may also email the report along with sending us the Notification to Close

Signature

**APPROVE YOUR PAYROLL:**



Your payroll is approved for the hours and total pay. We will still review the taxes and the detail to make sure it is correct.

**SEND THE APPROVAL TO US:**

**IN THE BODY OF THE EMAIL**

**YOU MUST TYPE:**

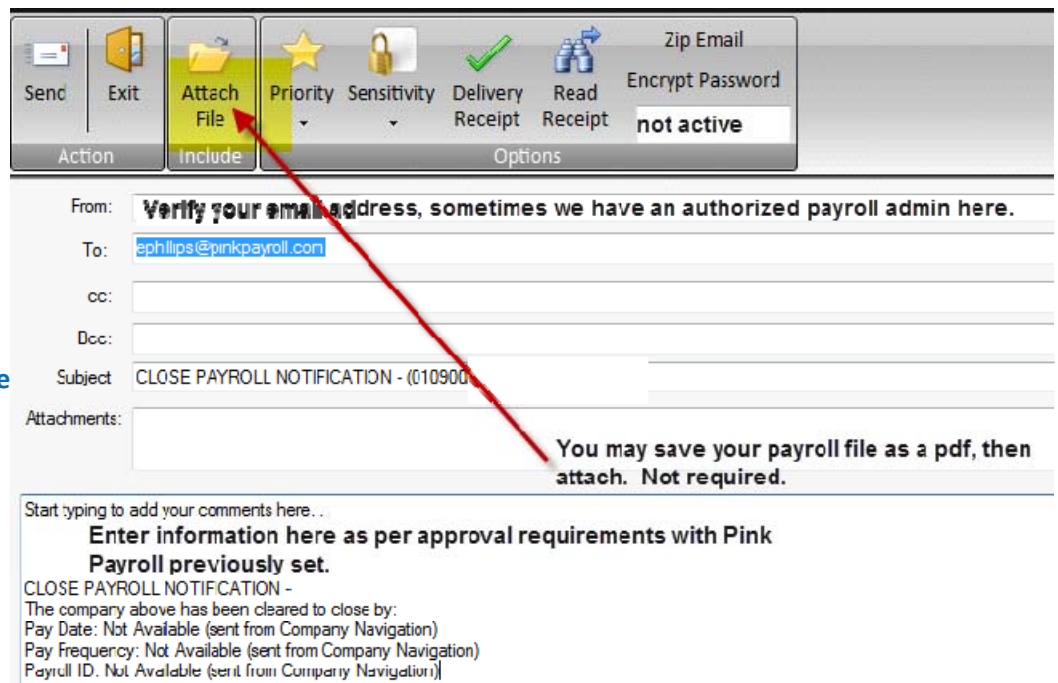
**GROSS WAGES \$ \_\_\_\_\_.**

**NET WAGES \$ \_\_\_\_\_.**

**That way, the payroll we close**

**Will match the last payroll**

**You entered.**



**WHAT IS NEXT:**



Every client will have a procedure set up with us. Based on whether additional approval or review is needed, that will be completed by Pink Payroll.

**PINK PAYROLL WILL PROCESS AND CLOSE YOUR PAYROLL.** You will be notified that payroll is complete

After payroll completion, your reports will be sent to you as usual. You may discontinue receiving reports from us, and print or retrieve your own reports.

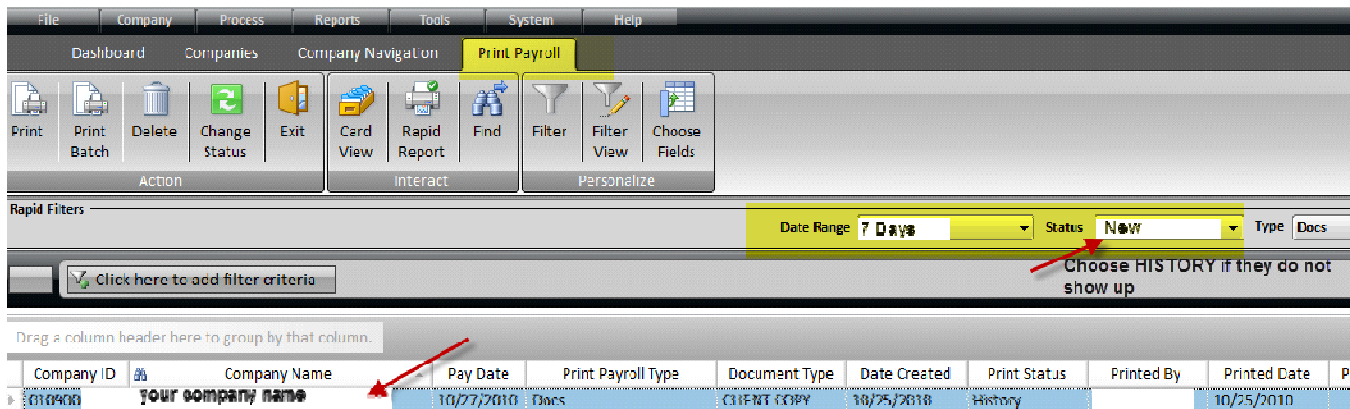
**REPORT RETRIEVAL**

Choose Repots, then Payroll Documents



Double click on your company report set. Notice the pay date, and other highlighted items

Choose HISTORY under Status, if the reports do not show up.



**Choose the method to retrieve your reports:**

Unselect the boxes for the other choices. You may need to scroll to the right to “uncheck” fax. Faxes are set up for New Hire reports, typically.

Note the email address, you may change here for this report set.

The 5 Reports you will need are shown in yellow, below.

Description	Locati...	Paydate	Payr...	Print	Post	Notificat...	Email	Fax	Email Address
001-PayrollCheckReport		10/27/20...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
002-PayrollSummaryReport		10/27/20...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003-CheckRegisterReport		10/27/20...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004-PayrollDetailReport		10/27/20...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
007-PayrollDetailReportEar...		10/27/20...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
008-PaidTimeOffDetailReport		10/27/20...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
009-InvoiceReport		10/27/20...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

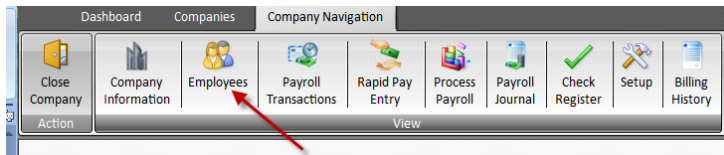
## Section 2: Additional How-Tos

### Table of Contents

- 1 – Advances – How to Set up for the Employee
- 2 – Advances – Running a payroll and adjusting the Advance amount
- 3 - Creating a Job and using in Rapid Pay Wizard

#### 1 – Advances – How to Set up for the Employee

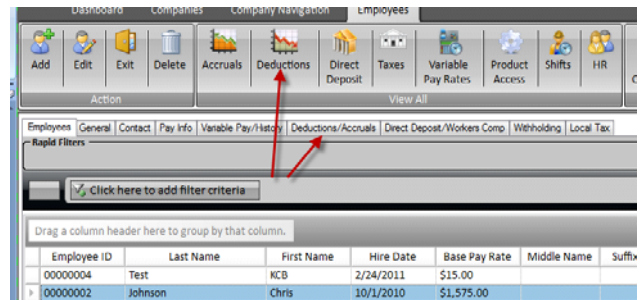
Open the Employees Button



You may then go to one of the two Deductions areas indicated by the arrows. To choose the one to the right, on the “tab”, you will first select the employee you will add the deduction to. For both options, use the Grid View.

This will show instructions using the option in the “tab” view.

Select “Edit”, then from the drop down arrow select “Advance”.



Deductions						
Deduct...	Effective	Calculation Method			Frequency	
Deduction N...	Deduction Type	W2Box	Calc Method	Freq	Priority	
ADV	Advance		Fixed Amount...	Every Pay	0	
Garn-FTBCA	Garnishment		% Of Net (%)	Every Pay	0	

We have not listed the columns you do not use, below. Do not fill in the fields unless listed here. Leave all defaults “as is”

Effective Date: choose date within the last pay dates covered (not paycheck date)

Calculation Method: Choose “Fixed Amount Each Pay (\$)” is most typical

Frequency: Every Pay

Amount: Enter the amount to deduct every time (you may override when you are in Rapid Pay Wizard)

Active: check the box

Start Date and End Date: can be left blank

Balance: Required. Total balance owed. It will only deduct up to the balance, then will stop

### 2 – Advances – Running a payroll and adjusting the Advance amount

The advance will automatically deduct, up to the Balance \$ amount entered in the employee screen. You may override this in the Rapid Pay Wizard. Add a checkmark next to Earning Code 043, then select “Next”

Select Adv or Advance from the drop down menu, then in the cell (043) row, type the amount you want to override the deduction with.

<input type="checkbox"/>	036	3rd Party Exempt
<input checked="" type="checkbox"/>	043	Deduction/Adjustm...
<input type="checkbox"/>	050	Time and Rate - Rep...

**\*\*DO NOT ENTER A NEGATIVE AMOUNT\*\***

Employee ID	First Name	Last Name	Middle Name	Suffix	Pay Type	Pay Frequency	Pay Date	Period Start Date	Period End Date	Rate	Deduction ID	(043)Deduction/Adj...
00000003	Melisa	Hehmann			Salary	Semi-Monthly	9/30/2011	9/16/2011	9/30/2011	\$2,...		
00000002	Chris	Johnson			Salary	Bi-Weekly	10/10/2...	9/21/2011	10/5/2011	\$1,...		\$165.00
00000001	Erica	Phillips			Hourly	Bi-Weekly	10/10/2...	9/21/2011	10/5/2011	\$21...	Deduction N...	Deduction Type
00000004	KCB	Test			Hourly	Bi-Weekly	10/10/2...	9/21/2011	10/5/2011	\$15...	PH-DEDUCT	Garnishment
											GENEDUCT	Advance
											ADV	Advance

Process and view the payroll, and you should see a

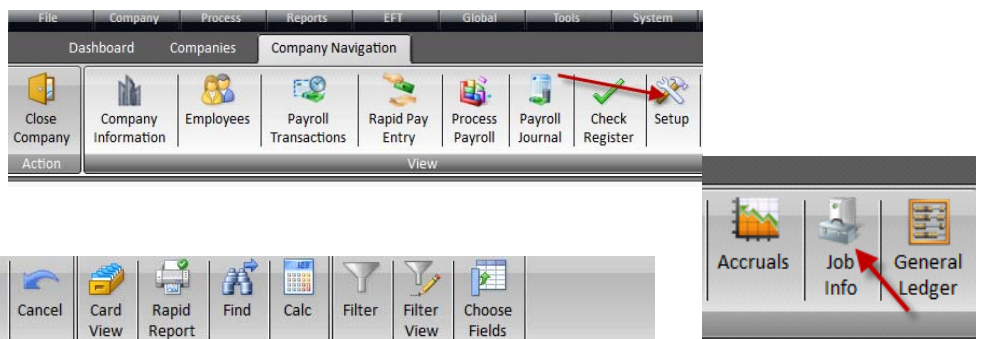
Common problems and solutions:

Balance is less than the Deduction amount: Increase balance in employee record

Net pay does not allow full deduction: Effective date is not within or prior to the current payroll period. Revise date in employee record.

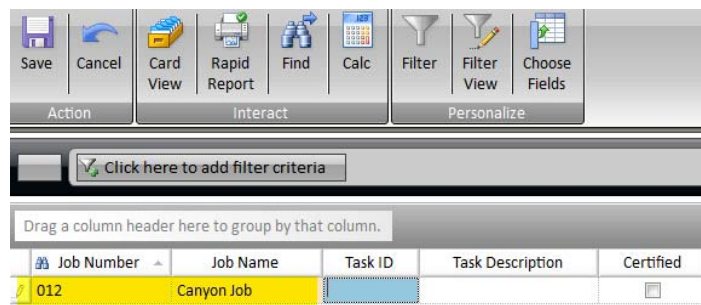
### 3 - Creating a Job and using in Rapid Pay Wizard

Open “SetUp”, then choose “Job Info”, then Job Numbers (not displayed)



Choose “Add”

At the minimum, you should type in a Job Number and a Job Name. Save.



Now in the Rapid Pay Entry, Select your Template, then check the box JobNumber. If you will do this every time, then save the Template in the ribbon above, before clicking Next.

In the pay entry screen, choose the Column Job Number, then from the dropdown arrow select the job to apply the hours to.

Employee ID	First Name	Last Name	Middle Name	Suffix	Pay Type	Pay Frequency	Pay Date	Period Start Date	Period End Date	Rate	Job Number	(011)Regular
00000003	Melisa	Hehm			Salary	Semi-Monthly	9/30/2011	9/16/2011	9/30/2011	\$2,...	Job Number	
00000002	Chris	Johnson			Salary	Bi-Weekly	10/10/2...	9/21/2011	10/5/2011	\$1,...	Job Number	
00000001	Erica	Phillips			Hourly	Bi-Weekly	10/10/2...	9/21/2011	10/5/2011	\$21...		
00000004	KCB	Test			Hourly	Bi-Weekly	10/10/2...	9/21/2011	10/5/2011	\$15...	115 - Canyon Job -	
											116 - Mercy Hospital -	

If you have a separate job you want to pay hours on, then highlight the person's name, press the "Insert" key on your keyboard. You may then tie wages to a different job.