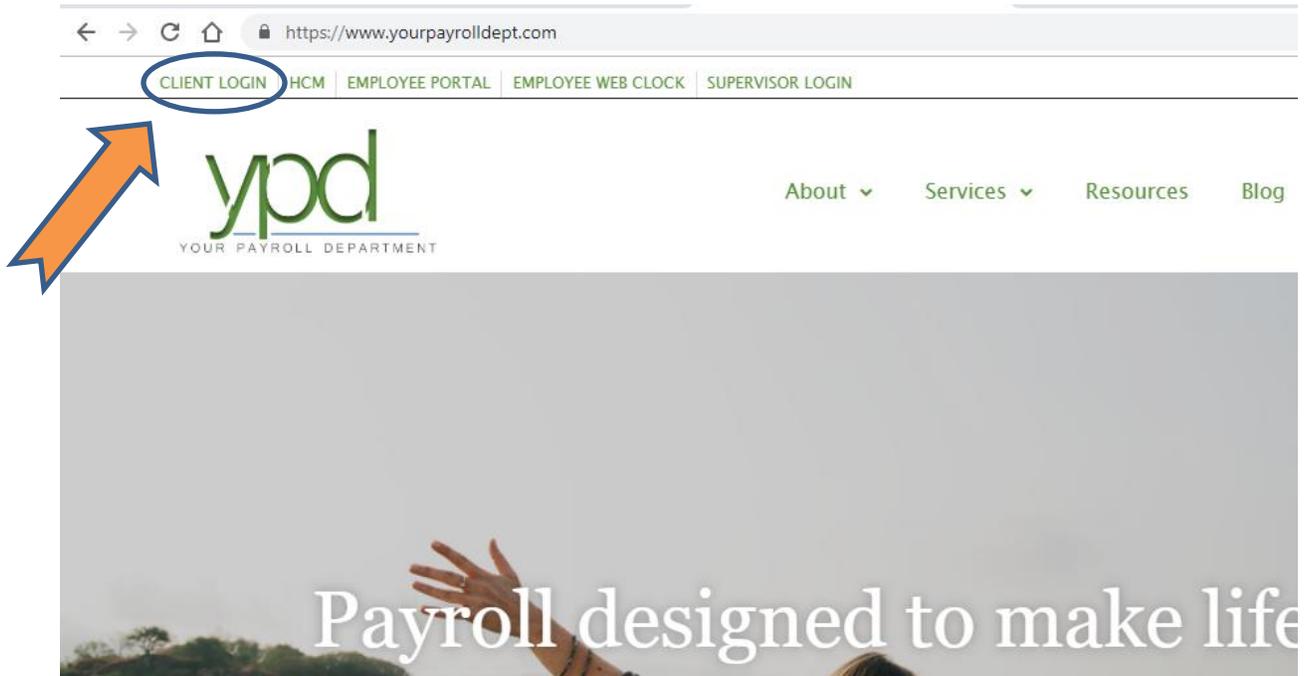




Web Client How to Add an Employee

Go to <https://www.kaizencpas.com/ypd>. In the upper left, click on CLIENT LOGIN.



Login to the employer portal:

USER ID:

PASSWORD:

Sign In

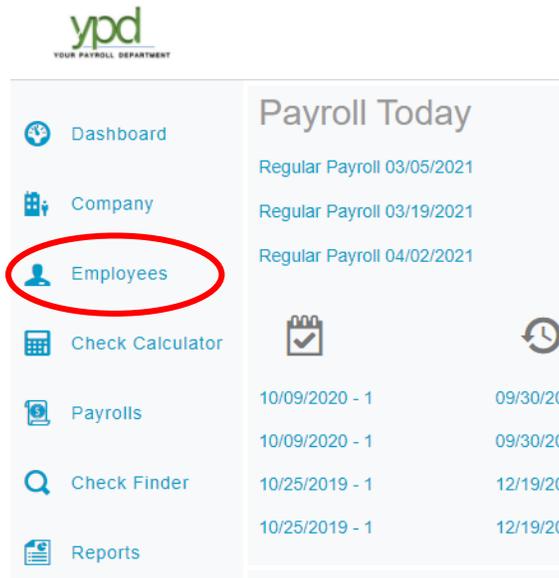
Username

Password

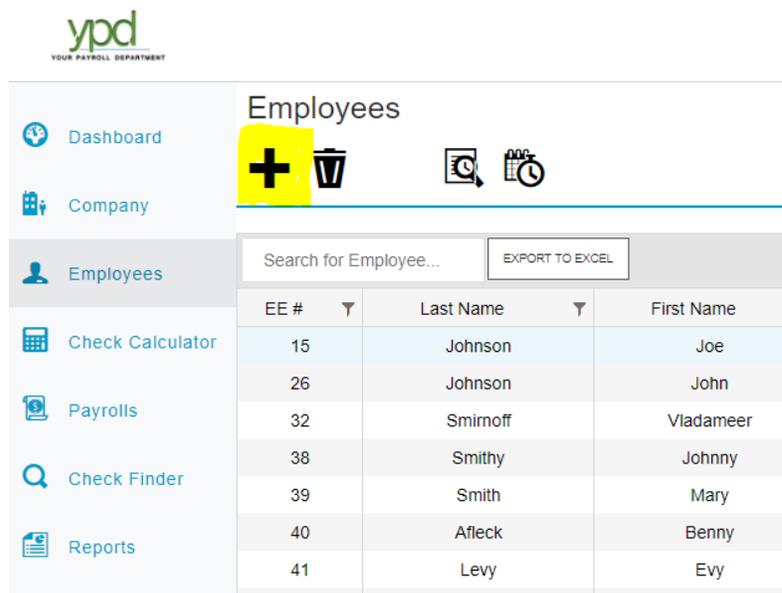
SIGN IN

[Forgot Password?](#)

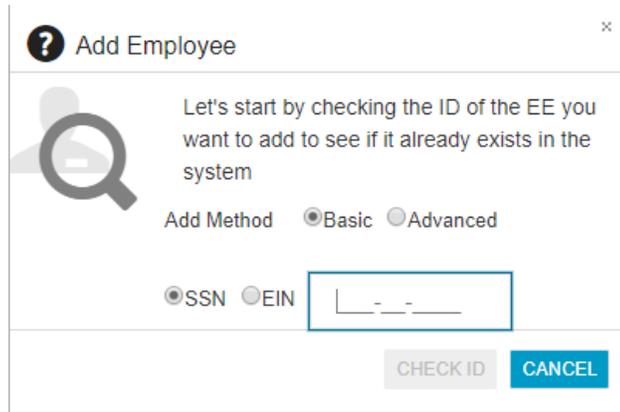
Click on the “Employees” button on the left-hand side of the screen:



Click the + symbol in the upper left-hand corner.



The Add Employee pop up will appear. Choose Basic and SSN, then enter the Social Security Number. Click "Check ID":



The next screen will let you fill in the employee information. The steps below will break down each section.

Demographics (left side-middle of screen): The SSN/EIN and EE Code fields will already be completed. Fill in all fields that are marked with an asterisk, and any other fields you feel necessary.

Bernard, Andrew

Demographics

<input checked="" type="radio"/> SSN * <input type="radio"/> EIN *	Employee Type *	EE Code *	Time Clock #
***-**-5878	W-2	720	
First Name *	M.I.	Last Name *	
Andrew		Bernard	
Address 1 *			
125 State St			
Address 2			
City *	State *	Zip Code *	
Plymouth	IL	60000	
County	Phone	Extension	
	(847) 838-8888		
Email			
AB@sharklasers.com			
Birth Date	Gender *	Ethnicity *	Tribe
01/15/1970	N/A	Not Applicable	
Benefits			
Healthcare Coverage *	Dependent Coverage *	Benefit Eligible	
No ER Paid Ins/Not Eligible	No		

Status/Pay (top right): Please see your CSR if you use multiple payrates.

Frequency will default to the correct option for your company.

Non-tipped hourly pay rate should be under Rate 1.

Tipped hourly pay rate should be under Rate 2.

If your employee is salary, enter the per payroll amount under Salary Amount.

Status

Status *	Current Hire Date *
<input type="text" value="Active"/>	<input type="text" value="03/17/2021"/>
Organizational Level *	Employee Type *
<input type="text" value="Hidden/Hidden/Direct Labor"/>	<input type="text" value="Full Time"/>
Worker's Compensation	Job
<input type="text" value="- Select Worker's Compensation -"/>	<input type="text" value="- Select Job -"/>

Pay

Frequency *	Salary Amount	
<input type="text" value="Bi-Weekly"/>	<input type="text"/>	
Rate 1 *	Rate 2	Rate 3
<input type="text" value="\$15.0000"/>	<input type="text" value="\$6.4000"/>	<input type="text"/>

Taxation (middle right): Taxation is very important and if filled out incorrectly can have a long term effect on both the company and employee. If you have any questions, please ask your CSR for assistance.

Federal: Please see the separate directions called *How To Enter Federal Taxation*.

State: State/SDI should both be the state that the employee lives in. SUI should be the state the company is located in. Fill in the Marital/Exemptions area based on the State W4 that your employee filled out.

Taxation

Fed Marital Status *	Fed Exemptions *	
<input type="text" value="Standard Married Filing Jointly"/>	<input type="text" value="0"/>	
W4 Total Dependents Tax Credit	W4 Other Income	
<input type="text" value="\$2,500.00"/>	<input type="text"/>	
W4 Deductions		
<input type="text"/>		
State *	SDI	SUI *
<input type="text" value="IL"/>	<input type="text" value="IL"/>	<input type="text" value="IL"/>
State Marital Status *	State Exemptions *	
<input type="text" value="Married"/>	<input type="text" value="2"/>	

VMR (bottom right): Please do not make any changes to this area.

VMR

Payroll Check Mail Box	EE Electronic Return Mail Box
<input type="text" value="- Select Mail Box -"/>	<input type="text" value="- Select Mail Box -"/>
EE Report Mail Box	2nd EE Report Mail Box
<input type="text" value="- Select Mail Box -"/>	<input type="text" value="- Select Mail Box -"/>

Please **SAVE** your employee at this point, using the blue Save button on the left hand side.

Employees

SAVE CANCEL

BASICS

LOCAL

ACA

CHILD SUPPORT

DIRECT DEPOSIT

SCHEDULED E/DS

TIME OFF ACCRUAL

NOTES

PREVIOUS NEXT

***Please note, if any field are incomplete, you will see a red “!” symbol and won’t be able to move on.

Your employee is now saved. You may update any other fields for them by navigating the employee menu on the left side. Be sure to click Save after editing each section.

Employees



SAVE CANCEL

PERSONAL

LABOR DEFAULTS

ACA

PAY

FEDERAL

STATE

LOCAL

CHILD SUPPORT

DIRECT DEPOSIT

SCHEDULED E/DS

DELIVERY

TIME OFF ACCRUAL

EMPLOYEE PORTAL

NOTES

PREVIOUS NEXT

*****Please note: We recommend that you contact us at payroll@yourpayrolldept.com or 847-838-8888 for assistance or to complete any changes regarding ACA, Child Support, Direct Deposit, other Scheduled E/Ds, Taxation or Time Off Accrual. Do not hesitate to contact us, we are here to help!**