



Quick Guide to entering payroll via web

1. Log into web payroll.
2. Under “Payroll Today” in the upper left, click on the payroll date you want to work on.
 - On the left side of the screen, the *Payroll Settings* will be visible. These settings are pre-set in our system, you should not need to change anything. Click **Hide** button to minimize.
 - On the right side of the screen, *Payroll Notes* will be visible. This is where your CSR has noted items they need to keep an eye on while working on your payroll. Click **Hide** button to minimize.
3. Click on white “Create Checks” button. Depending on your screen size, this will be on the right or the bottom of your screen.
4. You will get a pop-up Status box that says “Status: Checks successfully created.” Click OK.
5. You will now see your list of employees and input columns. Enter the salaries/hours in the appropriate columns. Totals for each column appear at the bottom.
 - You can customize what columns you see by clicking on the icon with 3 horizontal lines at the bottom right corner. This will allow you to add, delete and sort which items you see.
 - Earning items start with an E or T code, deduction items start with a D code. Columns with “Amt” are for entering \$ amounts, “Hrs” are for entering hours.
 - If at any time you need to step away, click the blue SAVE button so you do not lose your work.
6. When you have completed entering the hours, click SAVE, then on the “Totals” icon in the upper right corner. Verify each category has the right totals.
 - a. If you need to see the detail under a category, click the arrow to the left of the E/D Code.
7. Scroll to review and **verify all of your totals**.
8. Click on the white “Pre-Process” button on the left-hand side of the screen to pre-process your payroll. This will calculate your taxes and other deductions.
 - a. While calculating, the orange “Pending” status will change to a teal “Pre-Processing” status. When the system is done calculating it will switch back to the orange “Pending” status.
9. Review your totals once again. *It is important to verify your totals after pre-processing.* Tax totals can also be reviewed.
10. Once you are sure all your information is correct, click on the “Finish” icon at the top right of the screen.
11. Then click the white “Submit Payroll” button at the bottom of the screen. You will receive a pop up that the payroll has been submitted to YPD for processing. *
12. Optional: After you have submitted your payroll, run a Payroll Register to keep for your records.

*Please note, you should always email payroll@yourpayrolldept.com or call 847-838-8888 with any changes/notes before you click the final submit button. Once you submit your payroll, we will process it on a first come, first served basis. Any changes to the payroll after you have submitted it are subject to correction fees so contact as soon as possible if you find an error.