



Web Client

How to Enter Your Payroll

1. After logging into web payroll, on the upper left-hand side of the dashboard you will see “Payroll Today”. Click on the check date you want to work on.

CLIENT: A0002 - A Basic Sample Client COMPANY: A20003 - Basic Sample Client

Payroll Today

- Regular Payroll 09/10/2021
- Regular Payroll 09/24/2021
- Regular Payroll 10/08/2021

Agenda

Date	Time	Event
17 Friday September, 2021	10:15 AM-10:45 AM	Check for overtime
20 Monday September, 2021	2:00 AM-2:30 AM	ET- weekly to do list ready
21 Tuesday September, 2021	4:04 AM-4:34 AM	WSS payroll

Published Reports

- Payroll Register (S109)
- Excel Export Of Payroll Information (S1132)
- General Ledger (S183)
- Delivery Label (S184)
- Cover Letter (S193)
- Direct Deposit (S211)
- Check Reconciliation (S214)
- Tax Report For Payroll (S247)
- ACA FTE Report (S2711)
- Input Worksheet (S351)

Analysis

Cover Letter (S193)
Check Date: 03/30/2021-2, Period Range: 03/07/2021 TO 03/20/2021
Week #13
Total Net Payroll = \$34,032.41, Total Payroll Liability = \$55,005.48
Total Debited From Account = \$16,763.50

Checks \$18,208.55 = 48.73 %
Total Tax Deposit Checks \$2,396.26 = 6.41 %
Total Direct Deposits - Checks \$15,823.86 = 42.35 %
Total Agency \$120.00 = 0.32 %
Workers Comp Liability \$019.64 = 0.05 %

2A. 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 the **Hide** button to minimize them.

2B. 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 with your payroll. Click the **Hide** button to minimize them.

Dashboard Payroll Timeline

SAVE CANCEL

Company

Employees

Check Calculator

Payrolls

Check Finder

Reports

Payroll 10/23/2020 - 1

Payroll Settings

Check Date* 10/23/2020 Run # 1

Payroll Type Regular Actual Call In Date

Blocks

- Agency Payments
- Checks
- Reports
- ACH
- Billing
- Liabilities
- Deposits
- Time Off Accrual
- Accruals Only

Clock Import Options

Choose file

Format Comma Delimited

Field Format 2 Digit Year (mm/dd/yy)

Employee Synchronization

Organizational Synchronization

Full DBDT

Codes

Agency Org Level

Payroll Notes

Reporting Method: Remote

Check Date: Wednesday

Period Beg/End dates: Prior Thur-Wed

Frequency: Biweekly

Avg check count: 10

Payroll Notes

A. THIS WEEK'S PAYROLL:

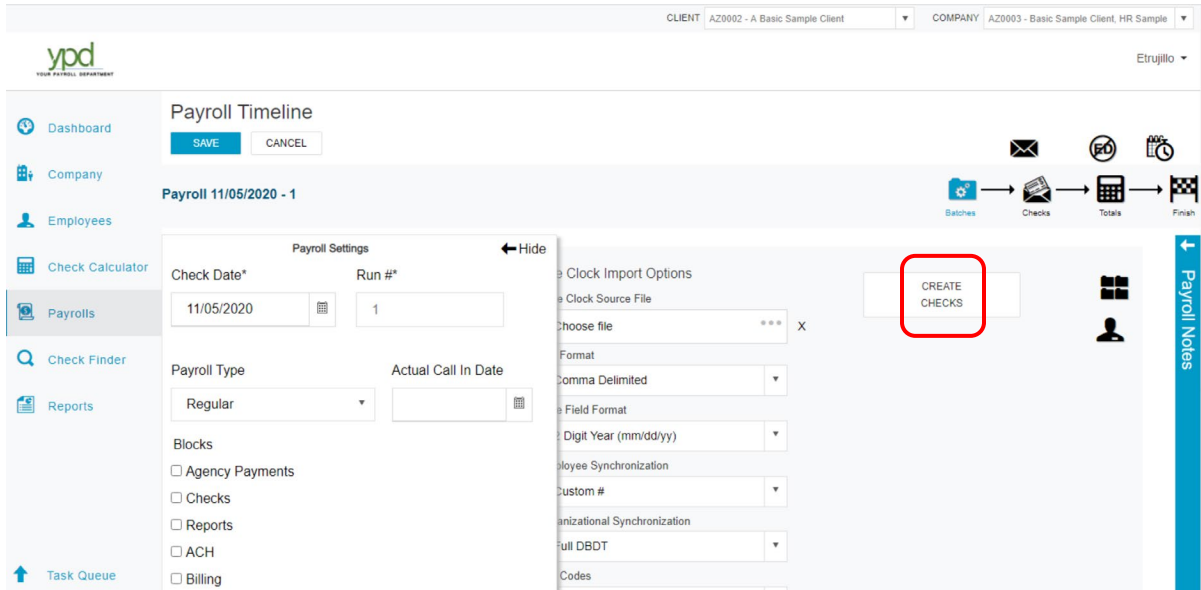
B. Primary rate (regular) = primary level rate
Rate 2 = S2 level

C. Vacation calculated on wages less commission, training, education, bonus

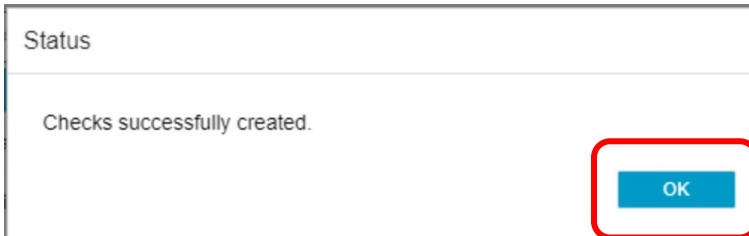
Agency/401K



3. Once those are minimized, click on “Create Checks”. Depending on your screen size, this will be on the right or the bottom of your screen.



4. You will get a pop-up that says “Status: Checks successfully created”. Click “OK”.





- 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.

Payroll Timeline

SAVE CANCEL Pending

Payroll 11/05/2020 - 1 Batch 1 : 10/18/2020 - 10/31/2020 Regular | -99977033 | 1 of 1

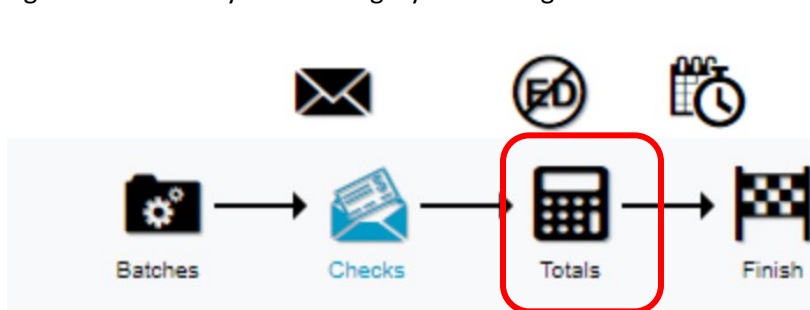
Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Regular	E01 Amt Regular	E02 Hrs Salary	E02 Amt Salary
R	1554	Advanced, Jimmy	1	0.00	\$0.00				
R	600	Anvil, Sally P.	1	0.00	\$0.00				
R	1582	Atoms, Jackie B.	1	0.00	\$0.00				
R	1580	Bartender, Joe	1	0.00	\$0.00				
R	1585	Bartender, Joe	1	0.00	\$0.00				
R	1553	Basic, Johnny	1	0.00	\$0.00				
R	1583	Blanco, Cuauhtemoc	1	0.00	\$0.00				
R	000625	Bond, James	1	0.00	\$0.00	0.00	\$0.00		
R	1468	Card, Post	1	0.00	\$0.00				
R	1579	Chat, Onboarding J.	1	0.00	\$0.00				
R	1466	Cmarch, Mary Kav	1	0.00	\$0.00				
Totals				160.00	\$48,650.92	160.00	\$0.00		\$48,650.92

53 Items

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.

- 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. Scroll to review and verify all of your totals.





- a. If you need to see the detail under a category, click the arrow to the left of the E/D Code.

E/D Code	Description	Hrs/Pcs	Amount
DDS	Direct Depos...	0.00	\$217.93
E01	Regular	250.00	\$3,600.00

E/D Detail For: E01 - Regular

EE Code	Employee N...	Hrs/Pcs	Amount
46	Cuauhtemo...	40.00	\$400.00
60	Tim Bell	40.00	\$400.00
600	Sally P Anvil	40.00	\$1,200.00
614	Jane Bithmo...	40.00	\$400.00
66	Smith John	10.00	\$0.00

7. **IMPORTANT STEP:** Once the totals are reviewed, click on the “Pre-Process” button on the left-hand side of the screen to pre-process your payroll.

The screenshot shows the 'Payroll Timeline' page in the ypod system. The status is 'Pending'. The payroll period is 11/05/2020 - 1, and the batch is 10/18/2020 - 10/31/2020. The 'Calculation Results' section shows a 'Total Gross Pay' of \$58,362.92. A 'PRE-PROCESS' button is highlighted with a red box. Below this is a table of payroll items for 'Batch 1' (Bi-Weekly).

E/D Code	Description	Hrs/Pcs	Amount
DDC	Direct Deposit - Che...	0.00	\$0.00
DDS	Direct Deposit - Savi...	0.00	\$0.00
E01	Regular	520.00	\$7,982.00
E02	Salary	0.00	\$48,658.92
E03	Overtime	0.00	\$0.00
E04	Rate #2	0.00	\$0.00
E11	Vacation	120.00	\$1,022.00
E21	Commission	0.00	\$500.00
E22	Bonus	0.00	\$200.00
E32	Mileage Reimburse...	0.00	\$0.00
M191	FFCRA ER Cost of ...	0.00	\$0.00
M4	ER Insurance Premi...	0.00	\$0.00

26 items

Totals by Check Type User Entries Separately

8. The orange “Pending” status on top will change to a teal “Pre-Processing” status. When the system is done calculating it will switch back to the orange “Pending” status.



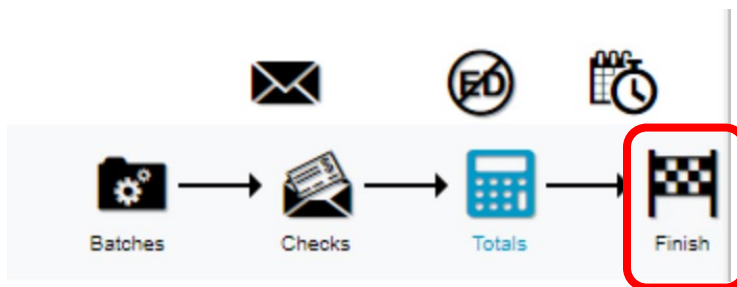
9. Once the system is done pre-processing the payroll, please review your totals once again. ***It is important to verify your totals after pre-processing.*** Tax totals can also be reviewed.

The screenshot shows the 'Calculation Results' page for payroll batch 1. It includes a sidebar with navigation options like Dashboard, Company, Employees, Check Calculator, Payrolls, Check Finder, and Reports. The main content area displays 'Total Gross Pay: \$58,362.92' and 'Total Taxes: \$17,466.31'. Below these are two tables: 'Totals' and 'Taxes'. The 'Taxes' table is highlighted with a red box. At the top right, there are icons for Batches, Checks, Totals, and Finish, with the 'Totals' icon also highlighted with a red box.

EID Code	Description	Hrs/Pcs	Amount
D15	HSA Catch up	0.00	\$720.00
D16	HSA Single	0.00	\$720.00
D20	Child Support	0.00	\$120.00
D31	Loan Repayment	0.00	\$50.00
D50	Uniforms	0.00	\$500.00
D54	Garnishment	0.00	\$80.32
DDC	Direct Deposit - Che...	0.00	\$18,104.64
E01	Regular	520.00	\$7,982.00
E02	Salary	0.00	\$48,658.92
E11	Vacation	120.00	\$1,022.00
E21	Commission	0.00	\$500.00
E22	Bonus	0.00	\$200.00

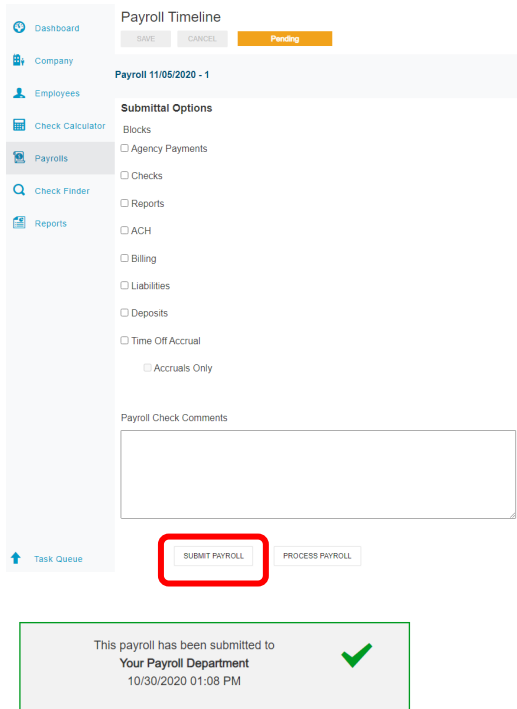
Description	Amount	Count
Federal Gross Wages	\$56,124.22	20
Federal Tax	\$9,857.35	18
Federal Taxable Wages	\$56,124.22	20
Medicare Gross Wages	\$56,781.77	20
Medicare Tax	\$823.34	20
Medicare Taxable Wages	\$56,781.77	20
OASDI Gross Wages	\$56,781.77	20
OASDI Tax	\$3,520.47	20
OASDI Taxable Wages	\$56,781.77	20
State (IL) Gross Wages	\$50,759.80	16
State (IL) IL-SUI Tax	\$506.93	15
State (IL) IL-SUI Tax	\$89.23	1

10. Once you are sure all your information is correct, click on the “Finish” icon at the top right-hand corner of the screen.





11. Then the click the “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.*



*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 to us, we will process it on a first come, first served basis. Any changes to the payroll after you have submitted it to us are subject to correction fees.

12. Optional: After you have submitted your payroll, run a Payroll Register to keep for your records.