

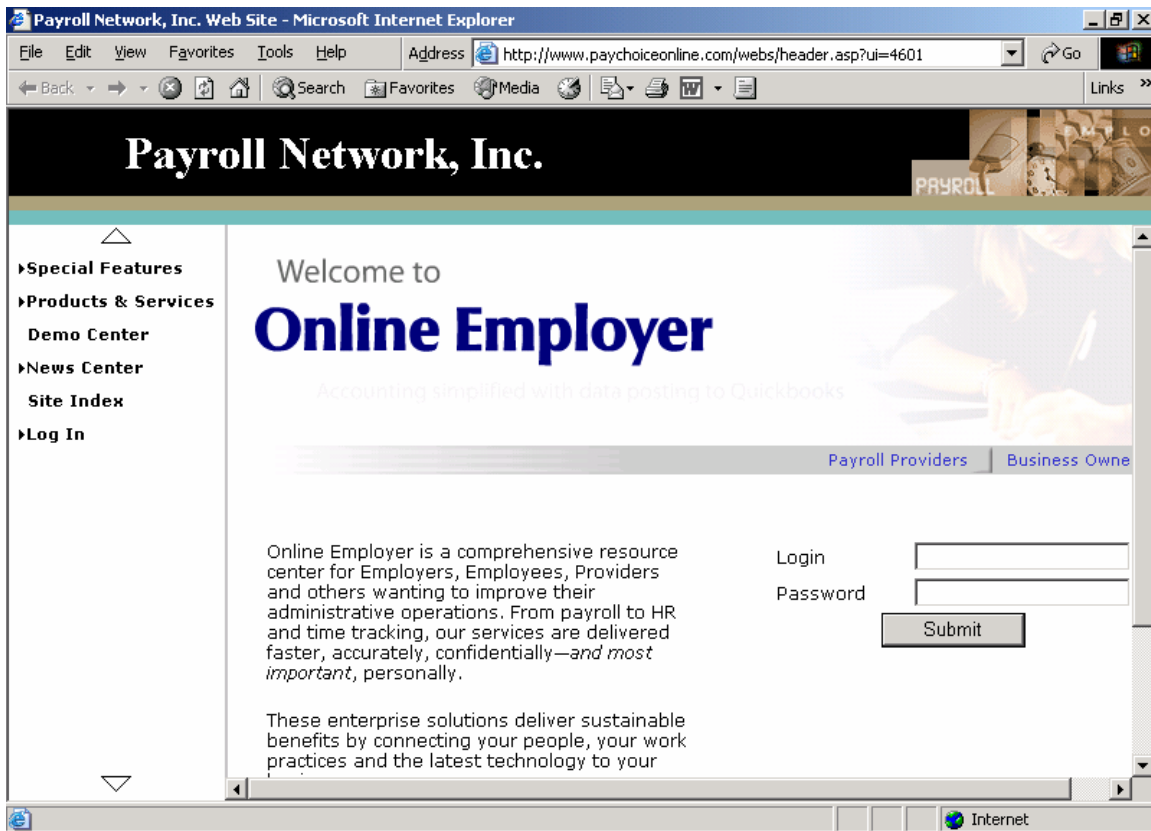


## PAYCHOICE ON-LINE CLIENT PROCEDURES (Internet Payroll)

1. Login to [www.payrollnetwork.com](http://www.payrollnetwork.com)
2. At top of screen select "Login to Services"
3. From Menu select PayChoice ON-LINE

### WELCOME TO ON-LINE EMPLOYER:

4. Login = \_\_\_\_\_
5. Password = payroll01
6. RESET PASSWORD = something unique for you to remember



# Information Center: Product Options

7. Select your company code/company name (double click on it)

The screenshot shows a Microsoft Internet Explorer browser window displaying the Payroll Network, Inc. website. The address bar shows the URL: http://www.paychoiceonline.com/webs/header.asp?ui=4601. The website header includes the company name "Payroll Network, Inc." and a "PAYROLL" logo. The main content area is titled "Home" and "Information Center". Below the "Information Center" heading, it says "No New Messages". The "Product Options" section is highlighted, showing a table with columns for "Payroll", "Code", and "Name".

Payroll	Code	Name
	1365	DELEON & STANG CPAS
	1449	ENGTEL LLC
	1630	TELESOL LLC
	1672	TRUCKS ON CALL INC
	1706	BST PRINTING CORPORATION
	1714	WASHINGTON DC TECHNOLOGY COUNC
	1719	FOREVER FIT LLC
	1730	SLR HOLDINGS INC
	1732	DRS SMITH KINNARD & GILBERT PA
	1744	MERLISA LLC
	1752	VESTRY OF CHEVY CHASE PARISH
	1755	EMERALD TITLE & ESCROW INC
	1760	JEROME TRANSLATION GROUP INC
	1765	DULLES BAGGAGE SERVICES INC
	1767	GROWTH STRATEGIES INC

**Security Alert**

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

- ✓ The security certificate is from a trusted certifying authority.
- ✓ The security certificate date is valid.
- ⚠ The name on the security certificate is invalid or does not match the name of the site

Do you want to proceed?

Yes No View Certificate

**Security Information**

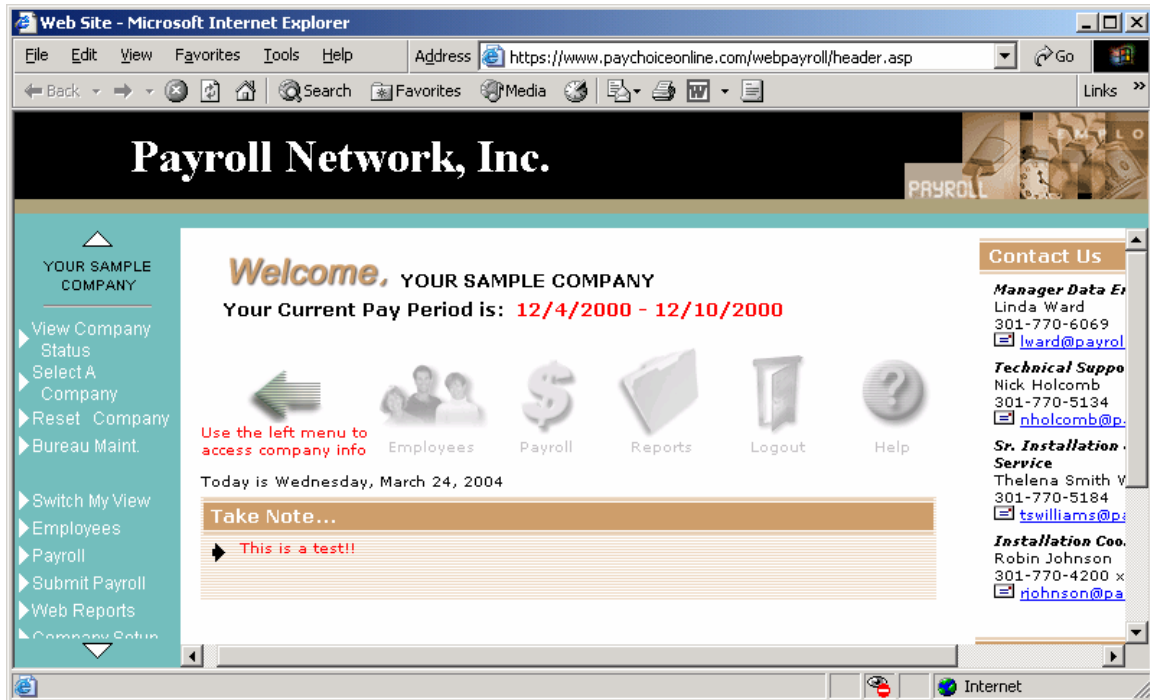
This page contains both secure and nonsecure items.

Do you want to display the nonsecure items?

Yes No More Info

# Payroll Network, Inc. / WELCOME, Your Company's Name

(Please review the dates on this screen before proceeding, if incorrect call PNI)

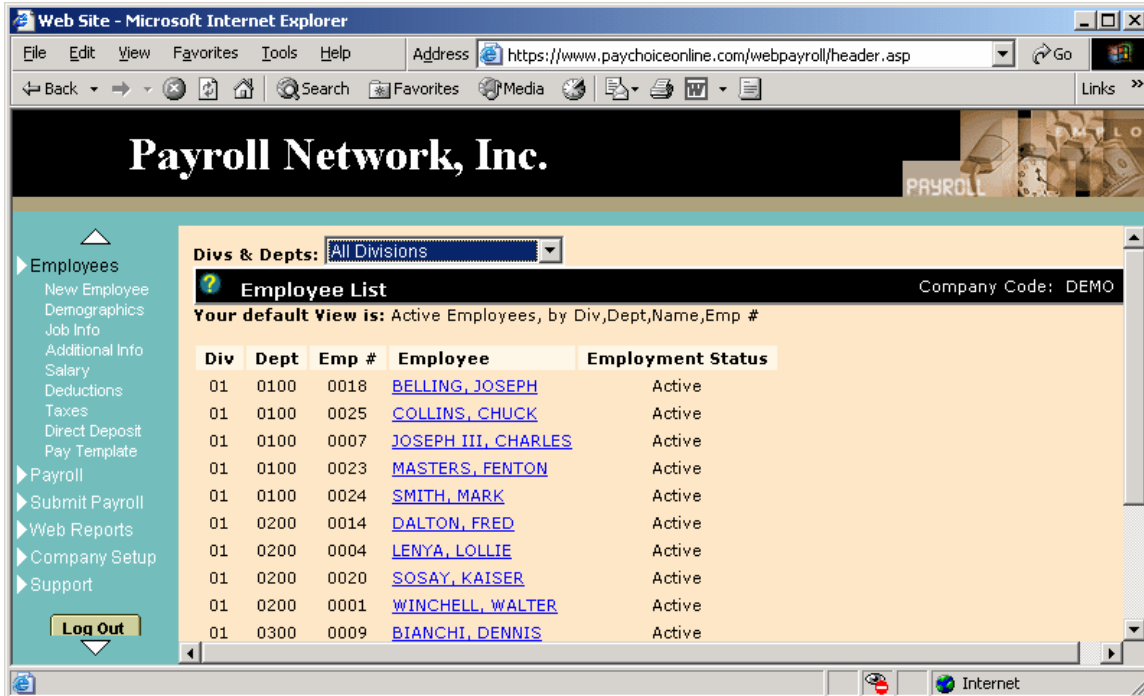


## **MENU** (Left side of screen)

- View Company Status
- Reset Company
- Switch View
- **EMPLOYEES** (Create a Pay Template/Add Earnings and/or Deductions)
- **PAYROLL** (Pay Data/Timesheet)
- **WEB REPORTS**
- **SUBMIT PAYROLL**

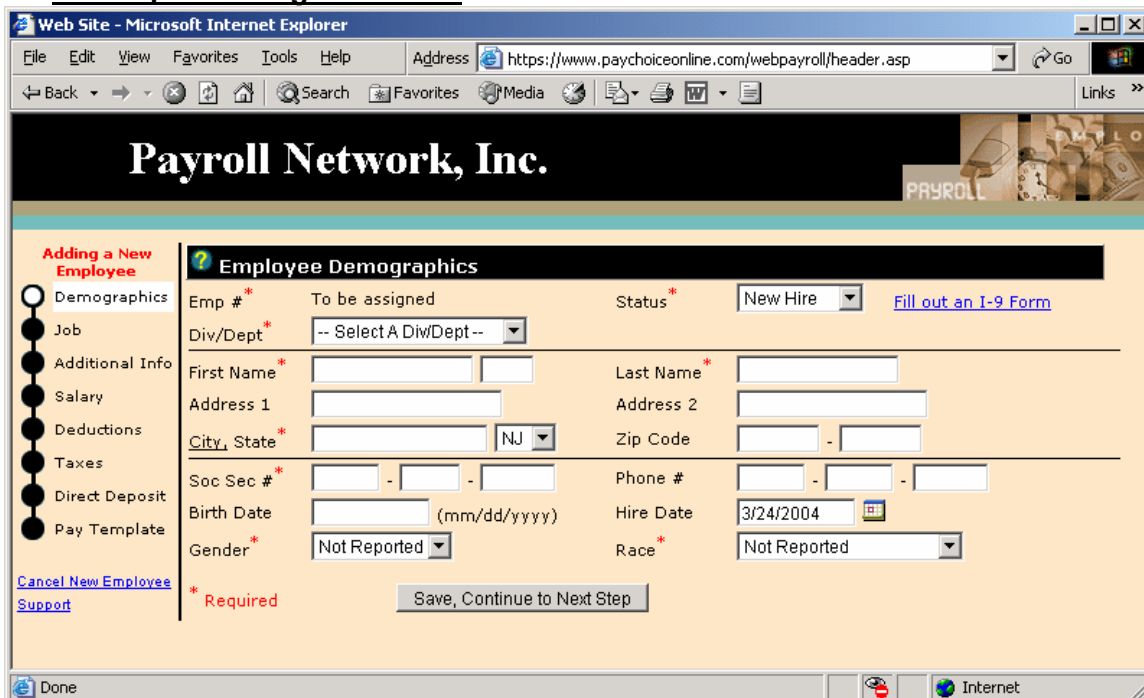
- **EMPLOYEES:**

**NOTE: All New Hires and Master file Changes should be done prior to entering any worked hours, bonus, etc. under Payroll.**



\*\*\*\*\*DEPARTMENT NUMBERS REQUIRED ON EMPLOYEES\*\*\*\*\*

**New Employee**, click on *EMPLOYEE, New Employee*. Save each screen record before proceeding to the next.



**Note: All Maryland Employees must be coded for a Local Tax Code.** Under Employee Taxes: choose **Save, Add AnotherTax**. From the drop down button, select **LOCAL**. At the top of the screen appears **LOCAL TAX CODE**. Select the County employee lives in. Example: Prince Georges = MDPRGR, Montgomery = MDMONT, etc. **SAVE**.

**Change an existing Employee**, click on *EMPLOYEE* and select from the **menu's category screen to be changed**.

*Example:* To change a "hourly rate or "salary", click on *EMPLOYEE, SALARY*

- Enter the "new hourly or salary" amount. LAST RAISE DATE = effective date of raise. If a NEW HIRE then the effective date = Hire Date.
- **SAVE**

*PAY Template/PAY GRID* must also be changed and **Saved**

The screenshot shows a web browser window with the URL <https://www.paychoiceonline.com/webpayroll/header.asp>. The page title is "Payroll Network, Inc." and the main content area is titled "Employee Salary".

**Employee Information:**  
Divs & Depts: All Divisions | Emp: BELLING, JOSEPH  
Div: 01 | Dept: 0100-STAFF | Emp #: 0018

**Salary Configuration:**  
Hourly Rate 1: 0.0000  
Hourly Rate 2: 0.0000  
Hourly Rate 3: 0.0000  
Salary (per pay check): 5000.00  
Overtime Paid:   
Recalc Annual Salary: \$260,000.00  
Last Raise Date: 2/2/2004  
Next Raise Date: 2/2/2005

**Pay Frequency and Hours:**  
Pay Frequency: Weekly  
Standard Hours (per pay check): 40.00 | Display Hrs:   
Employment Status: Full Time  
Shift: [Dropdown]

**Extra Earnings Table:**

Extra Earnings	Type	Amount
BONUS	\$ 13	-66.00
DRAW-NT	\$ 44	

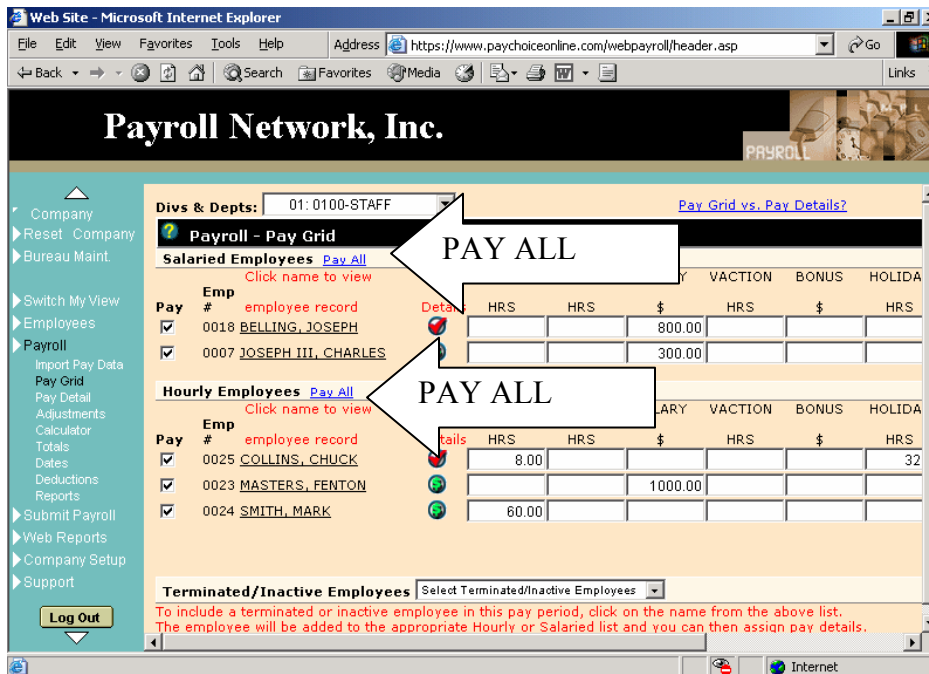
**Buttons and Links:**  
View Salary History | Save Changes | TAKE NOTE

**TAKE NOTE:** A Pay Template is set up for this employee. Make sure all pay changes made here are also made to the Pay Template.

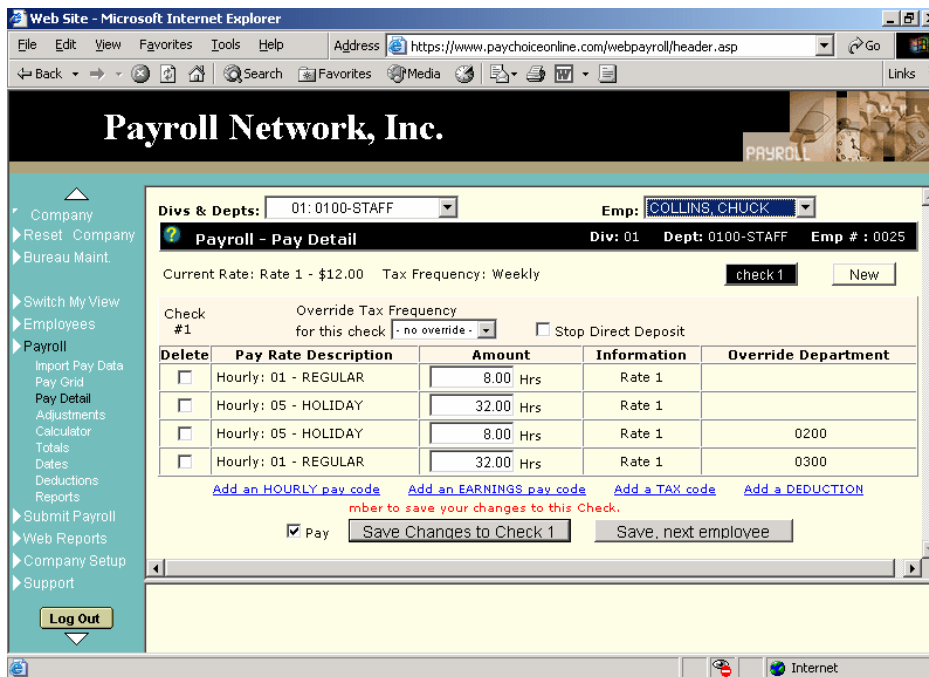
**Navigation:** Log Out

- **PAYROLL**  
TIMESHEET INFORMATION click on **PAYROLL**

▪ **PAY GRID**



▪ **PAY DETAIL**



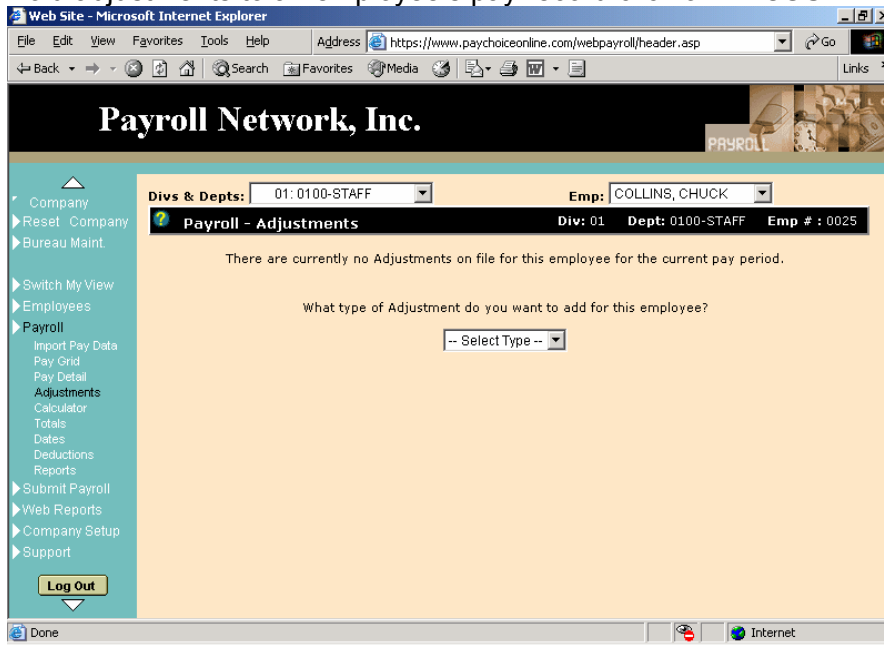
Salaried: To pay everyone that is “salaried” click on Pay All.

A check mark  will appear next to the employee’s name and also under Details.

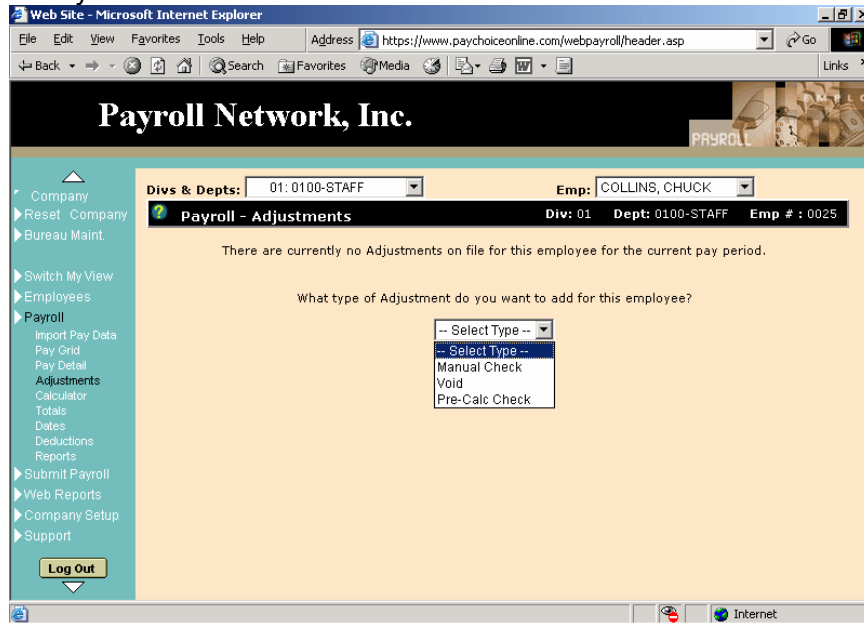
Hourly Employees enter number of hours worked during current pay period under the appropriate column. Make sure you have a check mark  next to the employee’s name. After all entries have been entered click on **Save these Pay Changes** button.

# ADJUSTMENTS

Manual/ Void adjustments to an employee's pay record click on **ADJUSTMENTS**.



Select the Dept/Div and the Employee to work with. From the selection menu choose the type of entry to record.



## ADJUSTMENTS

- MANUAL recording. Select the Dept/Div and the Employee to work. Enter in the assigned Check Number you will give to the employee. Enter in Gross to Net information. **Note: Under Taxes FI = FICA, MC= Medicare, FW = Federal, St= State, LC= Local.** Do not forget to enter in the Check Amount (Net) and click on **Add this Manual Check**. Click on **CONTINUE**. Click **Save Changes**.

To record another entry select from the top right (above Check Amount) **Add New Adjustment**.

- VOID recording. Select the Dept/Div and the Employee to work with. From the selection menu click on the **Check Number and Check Date** to be voided. The screen will be populated with the voided data. Click on **Add this Void**. Click on **CONTINUE**. Click **Save Changes**.

## -TOTALS

- ★ Always run a calculated tape on your regular, overtime, sick, vacation and or holiday hours, plus any extra dollar amounts due payable.

Before your payroll is sent for processing you must provide **Control Totals**. There should be **NO VARIANCES**. This allows you to double check for accuracy in keying. **SAVE CHANGES.**

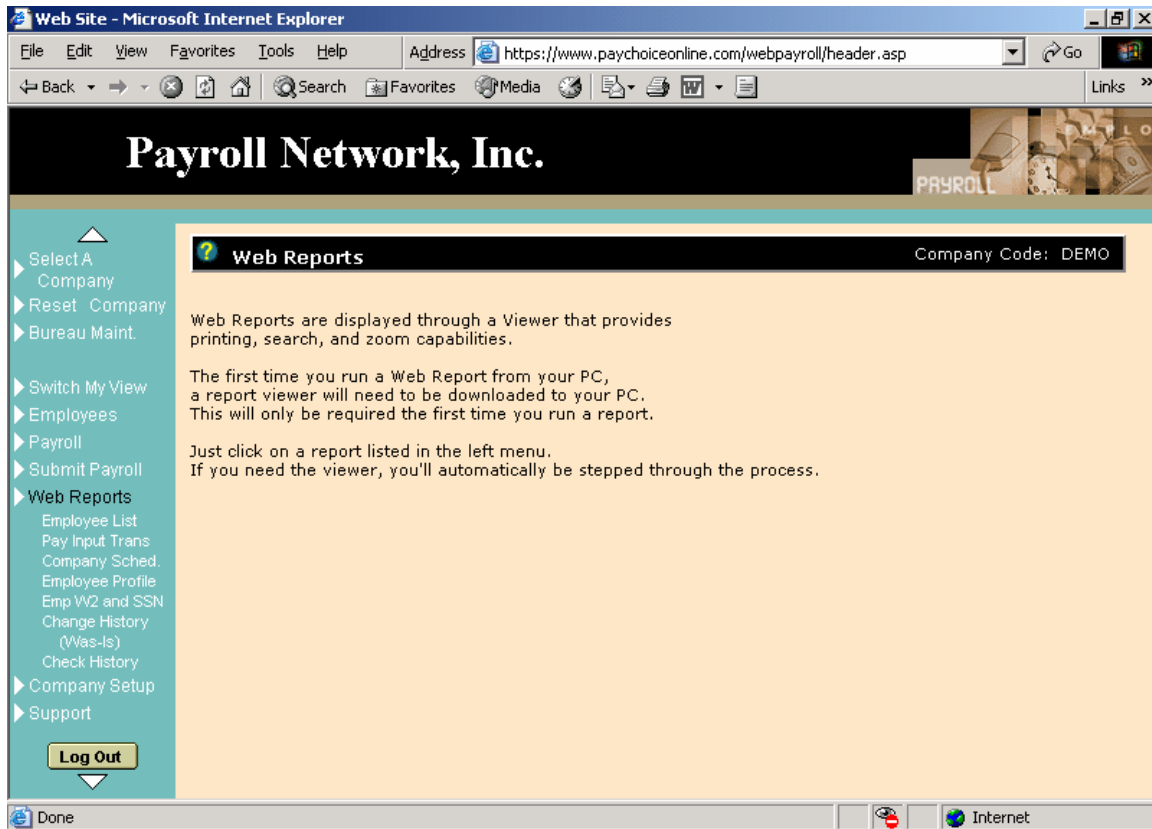
The screenshots illustrate the process of generating a payroll control totals report. The first screenshot shows the user interface with a message: "Please select a Department from the above pull-down list". The second screenshot shows the department selection dropdown menu with options: "01-: 0100-STAFF", "01-: 0200-OFFICE", and "01-: 0300-INDUSTRIAL". The third screenshot shows the completed payroll totals table.

Type	Earnings	Control Totals	System Totals	Variance
H 01-REGULAR		0.00	0.00 Hrs	0.00 Hrs
H 02-O/TIME		0.00	0.00 Hrs	0.00 Hrs
\$ 07-SALARY		0.00	\$0.00	\$0.00
H 03-VACTION		0.00	0.00 Hrs	0.00 Hrs
\$ 13-BONUS		0.00	\$0.00	\$0.00
H 05-HOLIDAY		0.00	0.00 Hrs	0.00 Hrs
H 06-PERSNAL		0.00	0.00 Hrs	0.00 Hrs
\$ 44-DRAW-NT		0.00	\$0.00	\$0.00
\$ 03-VACTION		0.00	\$0.00	\$0.00
\$ 06-PERSNAL		0.00	\$0.00	\$0.00

## - **WEB REPORTS**

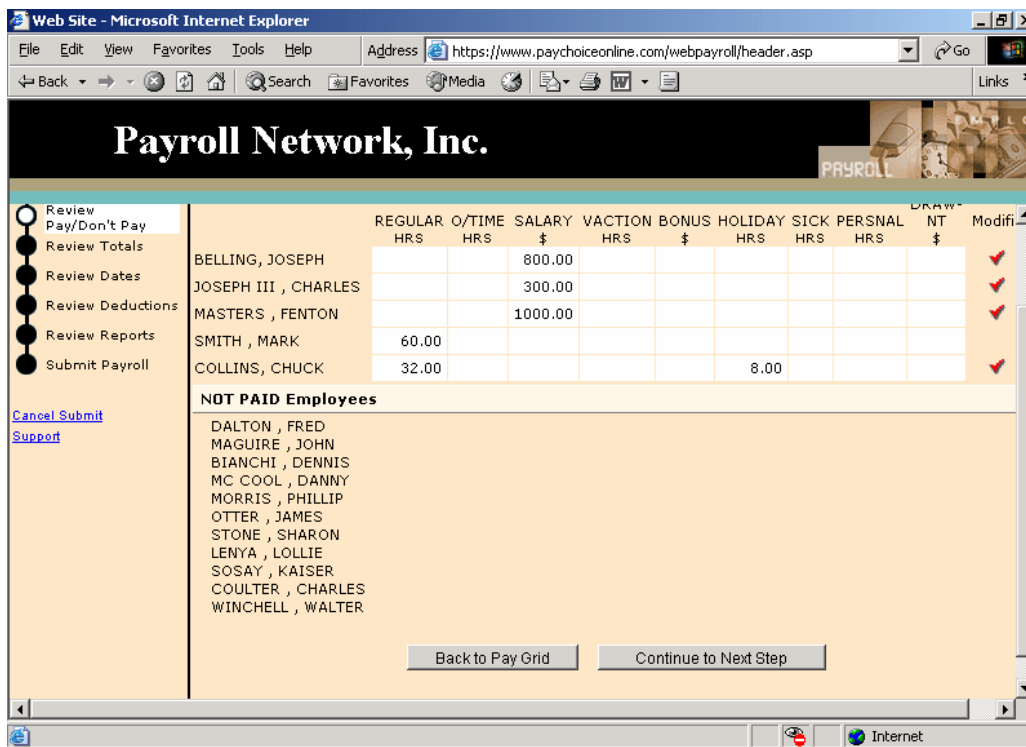
★ Remember to print out these reports each processing:

- **Change History** (employee master file)
- **Payroll Input Transaction** (keyed data)

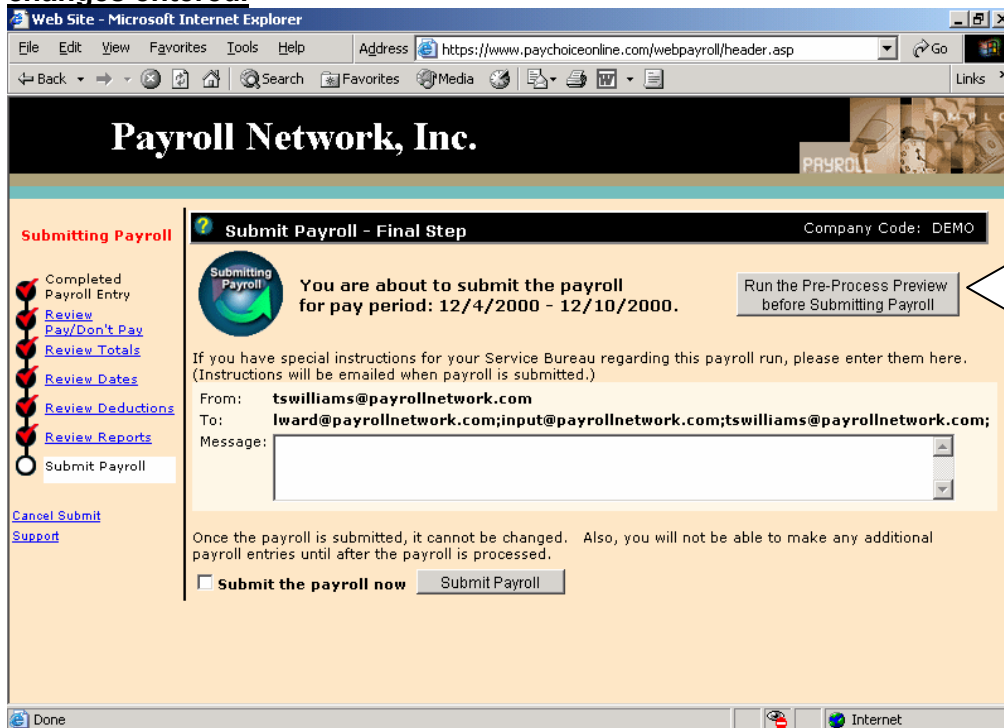


**- SUBMIT PAYROLL**

Review of what will be sent for processing. Click on **Continue to Next Step**. Enter in **Control Totals**. **Save**. **Select Continue to Next Step (three times)**. **STOP!**



In top right corner click on **Run the Pre-Process Preview**. This will show you Gross to Net. **Printout this Report**. **If for any reason your payroll is not received Payroll Network will need this report along with your Employee (master file) changes entered.**



**SUBMIT PAYROLL.** ...your files will be zipped along with an email and sent to Payroll Network for processing. ***(You can include a message to Customer Service for checking information on your behalf prior to releasing the payroll).***

Once the payroll has completed its process your **On-Line service is Refreshed** (updated) for next processing (***new period ending dates now appears on the Welcome page***).