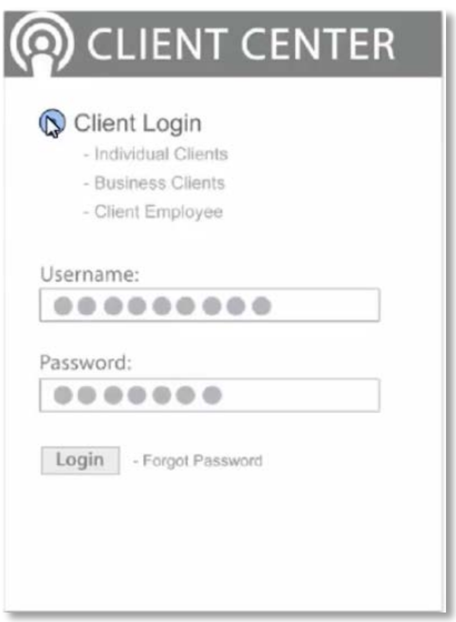
REMOTE PAYROLL CLIENT REFERENCE

Remote Payroll

This is an overview on entering your payroll information on your secure portal.

Logging In via the Client Center

1. Access our website **www.ockeraccounting.com**.
2. Select the *Client Login* option located in the Client Center.
3. Enter your *Username* and *Password*.
4. Click **Login.**



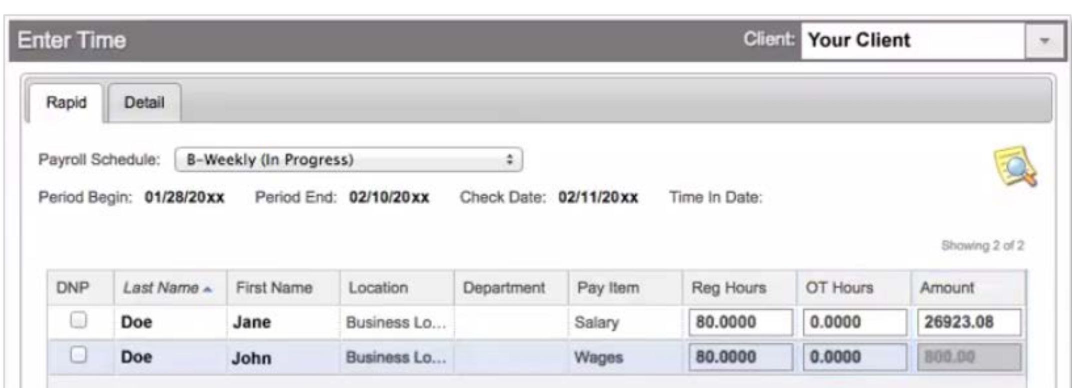
Notifications

1. When our firm has uploaded a new payroll worksheet you will receive a notification.
2. This can be viewed by clicking on **Messages** in the top left corner of your portal. You may also receive the notification via email.

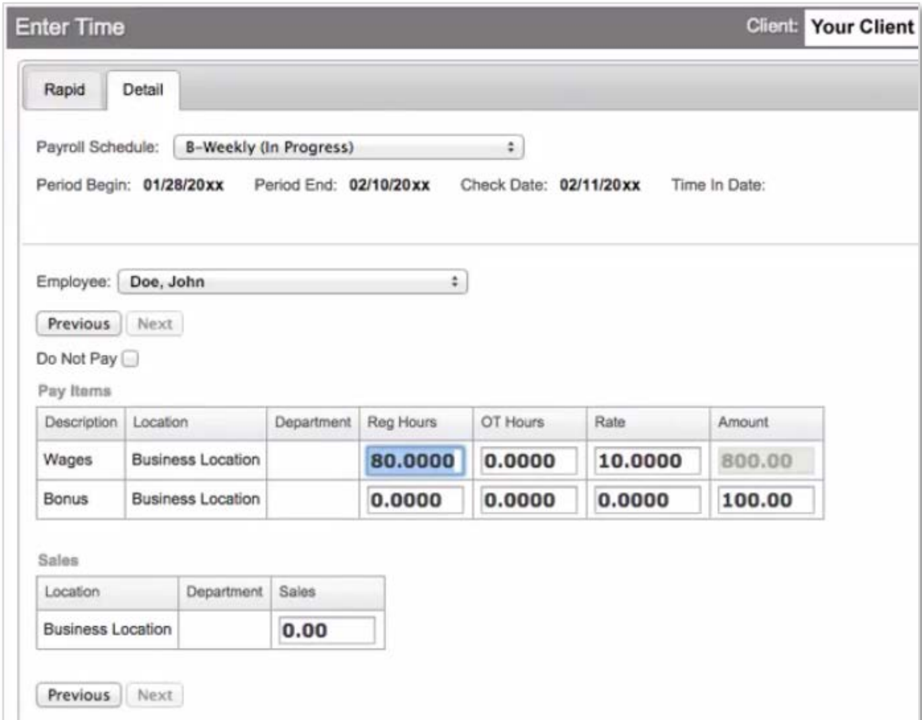
Entering Time

1. Once a new payroll worksheet has been uploaded to your portal you can enter time for your employees.
2. Click **Enter Time** in the top left corner.

3. On the *Rapid* tab enter regular hours, OT hours, view the amounts calculated and mark the employees as *DNP*, if applicable.



4. For additional items such as tips and bonuses, click the *Detail* tab. The *Detail* tab will display additional items present on the employee and give you the ability to enter the necessary hours or amounts.



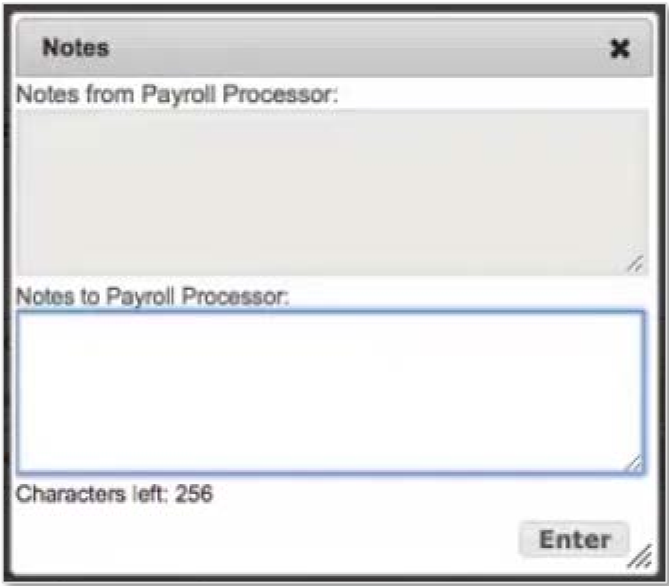
Entering Notes

You can enter general notes about the payroll or employee specific notes.

General Notes

1. Click **Enter Time.**

2. Click the  icon on the right.
3. Enter general notes such as questions on data entry or new items that need to be added to the payroll.



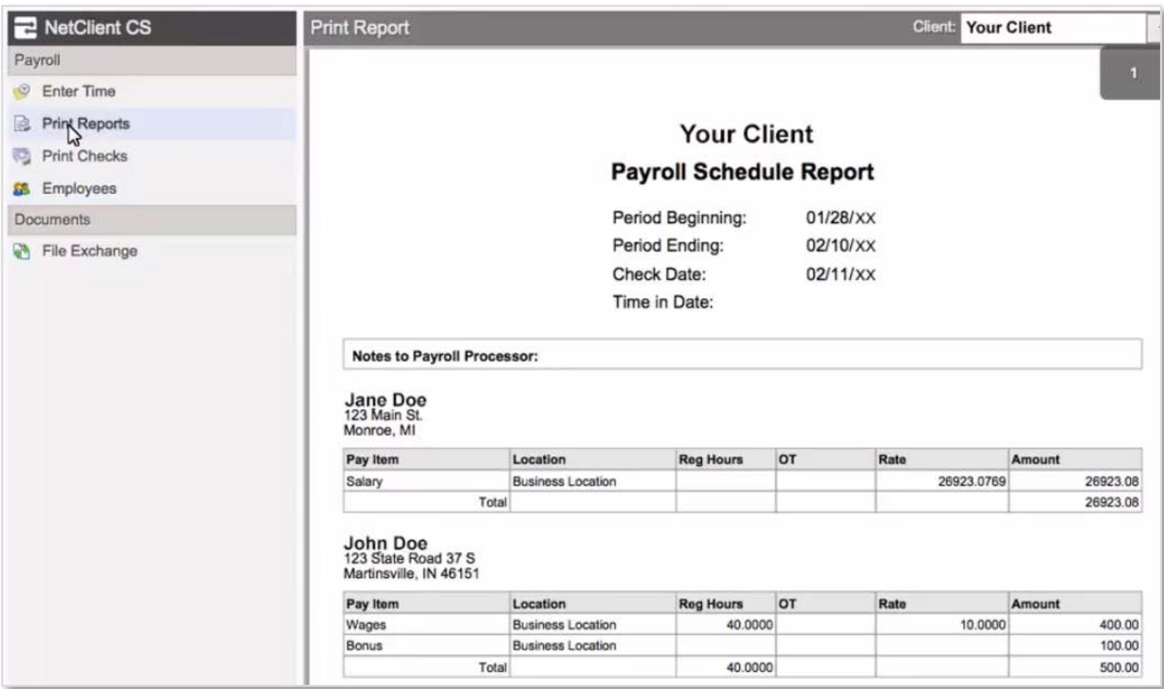
Employee Specific Notes

1. Click **Employees.**
2. Select the appropriate employee and click on the *Notes* tab.
3. Enter notes such as information regarding pay raise or adding/changing deduction or pay items.

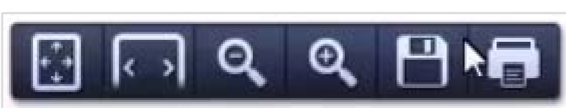
Review Payroll

1. After all of the hours have been entered, verify the information by reviewing the payroll schedule report.
2. Click **Print Reports.**

3. Review the payroll schedule report to verify the hours have been entered correctly.

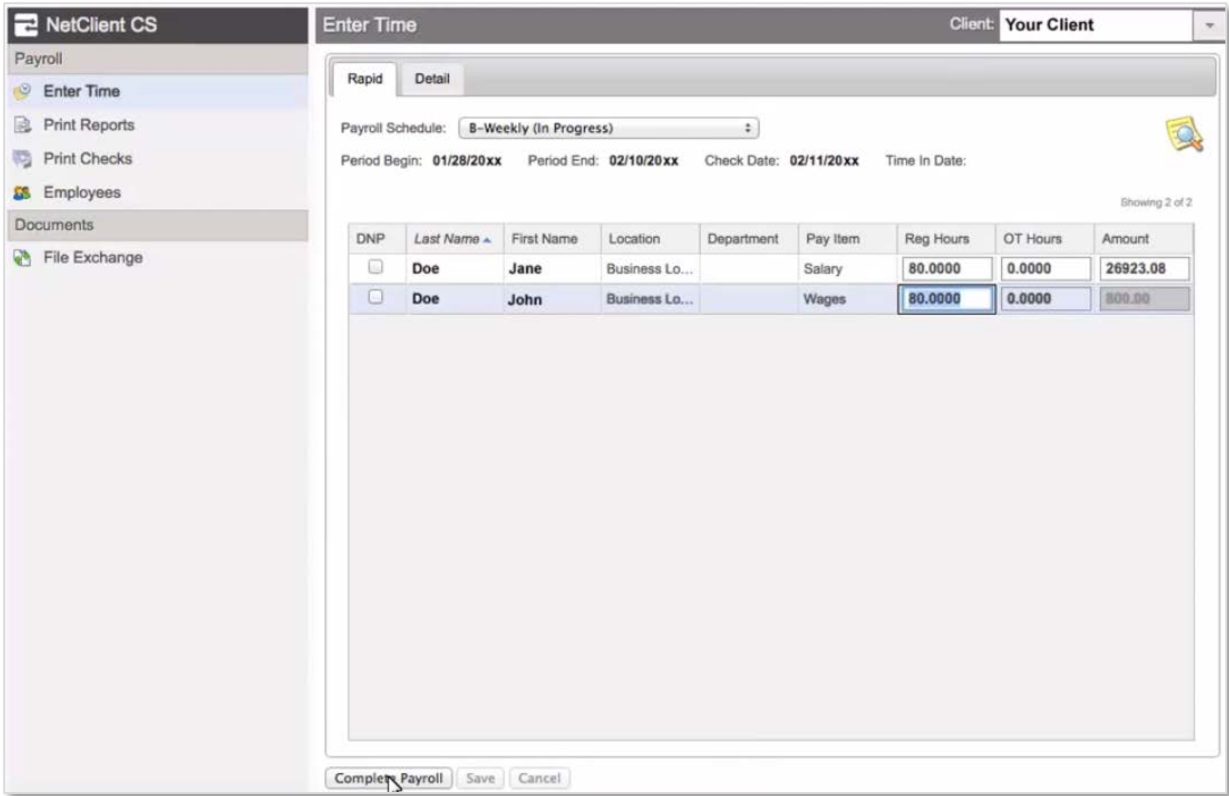


4. Print or save the report using the icons in the lower right corner.



Submit Payroll

1. After verifying the payroll schedule report, *submit* the payroll to our firm.
2. Click **Enter Time.**
3. Click **Complete Payroll** at the bottom of the screen.



4. Our firm will then be notified that your payroll is ready for processing.

Logging out

1. Click your *name* in the top right corner and select **Log Out**.