

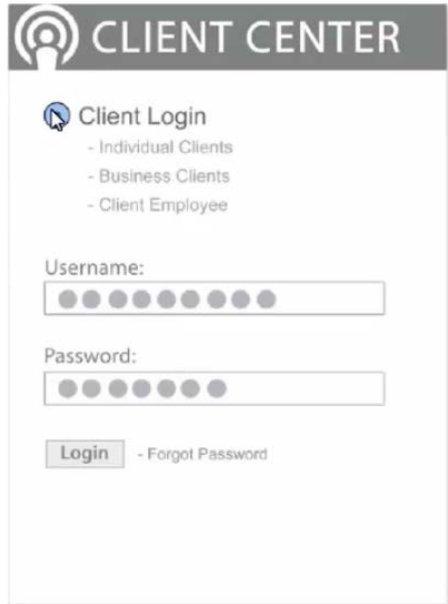
REMOTE PAYROLL CLIENT REFERENCE

Remote Payroll

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

Logging In via the Client Center

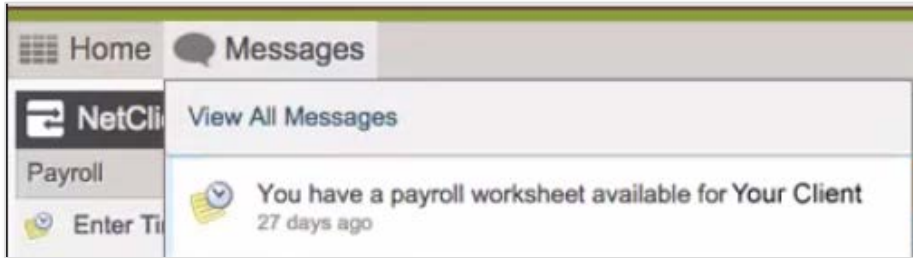
1. Access our website www.ockeraccounting.com.
2. Select the *Client Login* option located in the Client Center.
3. Enter your *Username* and *Password*.
4. Click **Login**.



The screenshot shows the 'CLIENT CENTER' login interface. At the top, there is a header with a logo and the text 'CLIENT CENTER'. Below this, the 'Client Login' section is visible, featuring three options: 'Individual Clients', 'Business Clients', and 'Client Employee'. Underneath, there are two input fields: 'Username:' and 'Password:', both containing masked characters (dots). At the bottom of the form, there is a 'Login' button and a link for 'Forgot Password'.

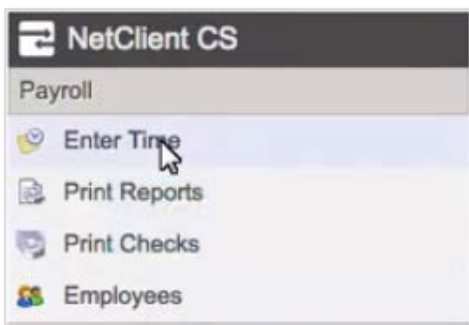
Notifications

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.



- 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.

The screenshot shows the 'Enter Time' application window for 'Your Client'. It features two tabs: 'Rapid' and 'Detail'. The 'Detail' tab is active, displaying the following information:

- Payroll Schedule:** B-Weekly (In Progress)
- Period Begin:** 01/28/20xx | **Period End:** 02/10/20xx | **Check Date:** 02/11/20xx | **Time In Date:**
- Employee:** Doe, John
- Navigation:** Previous, Next
- Do Not Pay:**
- Pay Items Table:**

Description	Location	Department	Reg Hours	OT Hours	Rate	Amount
Wages	Business Location		80.0000	0.0000	10.0000	800.00
Bonus	Business Location		0.0000	0.0000	0.0000	100.00
- Sales Table:**

Location	Department	Sales
Business Location		0.00
- Navigation:** Previous, Next


Entering Notes

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

General Notes

- Click **Enter Time**.

The screenshot shows the NetClient CS interface. On the left, a 'Payroll' menu is visible with the following options: Enter Time, Print Reports, Print Checks, and Employees. The 'Enter Time' option is highlighted. On the right, the 'Enter Time' window is open, showing the same payroll details as the previous screenshot. A magnifying glass icon is visible in the bottom right corner of the window.

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

Notes [X]

Notes from Payroll Processor:

Notes to Payroll Processor:

Characters left: 256

Enter

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.

NetClient CS

Payroll

- Enter Time
- Print Reports
- Print Checks
- Employees**

Employees

Find:

Showing 5 of 5

Name
Doe, John
Doe, Jane

Doe, John Client

Main Personal Payroll Taxes **Notes**

Notes

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.

Notes to Payroll Processor:

Jane Doe
123 Main St.
Monroe, MI

Pay Item	Location	Reg Hours	OT	Rate	Amount
Salary	Business Location			26923.0769	26923.08
Total					26923.08

John Doe
123 State Road 37 S
Martinsville, IN 46151

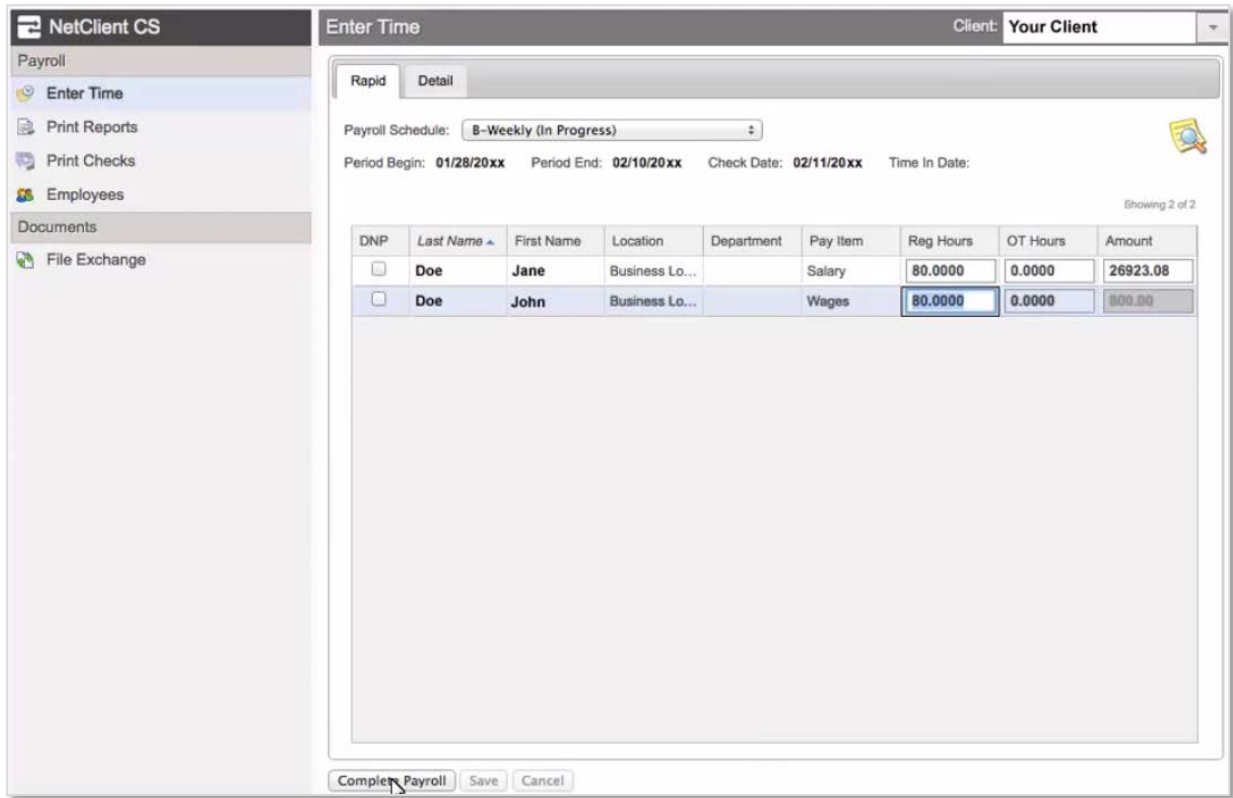
Pay Item	Location	Reg Hours	OT	Rate	Amount
Wages	Business Location	40.0000		10.0000	400.00
Bonus	Business Location				100.00
Total		40.0000			500.00

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**.