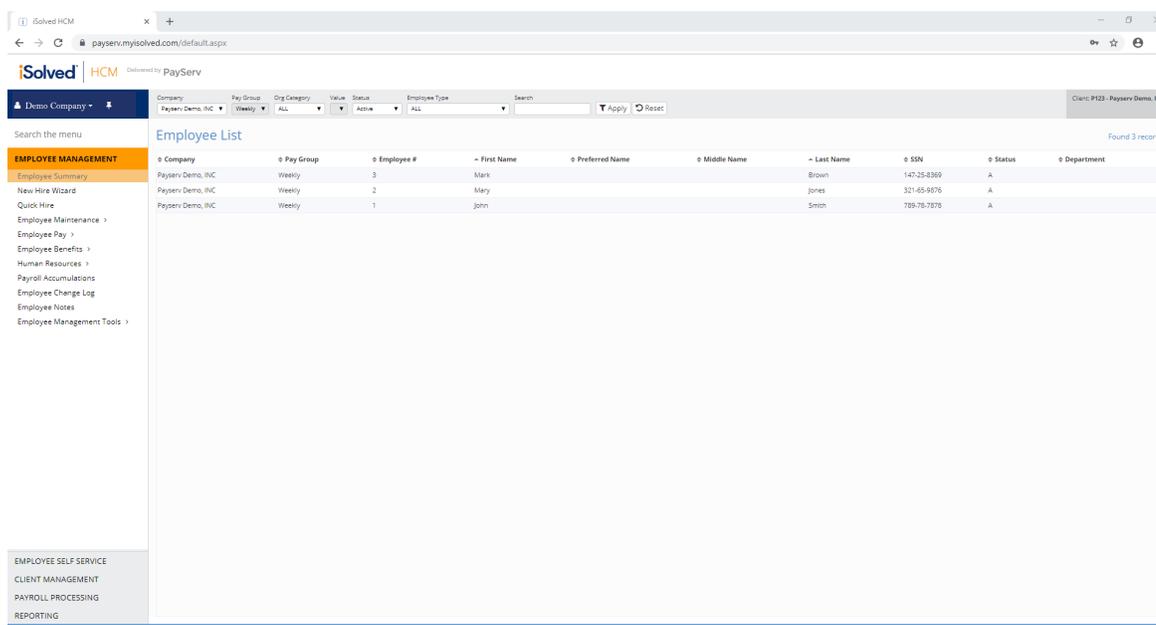


How To Submit Payroll

To log in, go to payservpayroll.com, click "Client Login"

Enter your User name and Password and then click Login.

Note*: To update employee information or to add a new employee, select the "Employee Management" tab.



The screenshot shows the iSolved HCM interface. At the top, there is a navigation bar with "iSolved HCM" and "Delivered by PayServ". Below this is a search bar and a "Client: P123 - Payserv Demo, INC" indicator. The main content area is titled "Employee List" and shows a table with 3 records. The table has columns for Company, Pay Group, Employee #, First Name, Preferred Name, Middle Name, Last Name, SSN, Status, and Department. The records are:

Company	Pay Group	Employee #	First Name	Preferred Name	Middle Name	Last Name	SSN	Status	Department
Payserv Demo, INC	Weekly	3	Mark			Brown	147-35-5369	A	
Payserv Demo, INC	Weekly	2	Mary			Jones	321-45-9876	A	
Payserv Demo, INC	Weekly	1	John			Smith	789-78-7878	A	

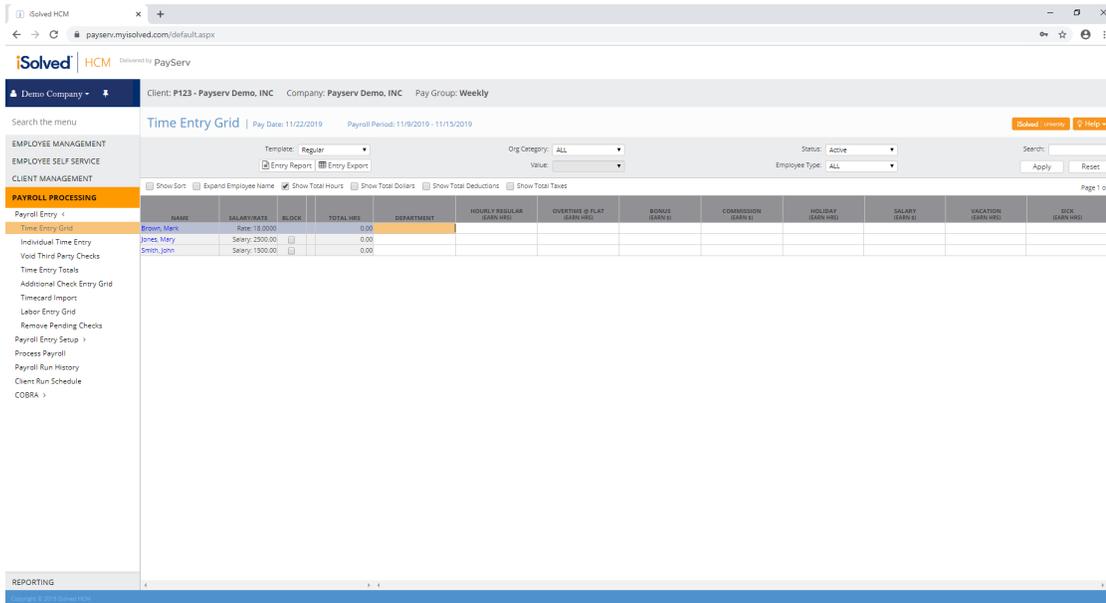
On the left side, there is a navigation menu with "EMPLOYEE MANAGEMENT" highlighted. Below the table, there is a footer with "EMPLOYEE SELF SERVICE", "CLIENT MANAGEMENT", "PAYROLL PROCESSING", and "REPORTING".

This will bring you to the "Employee Summary" section where you can filter by department, status, pay group or even company. You can also run an individual search on the right side of the screen or just browse your entire employee list on a single page (as shown).

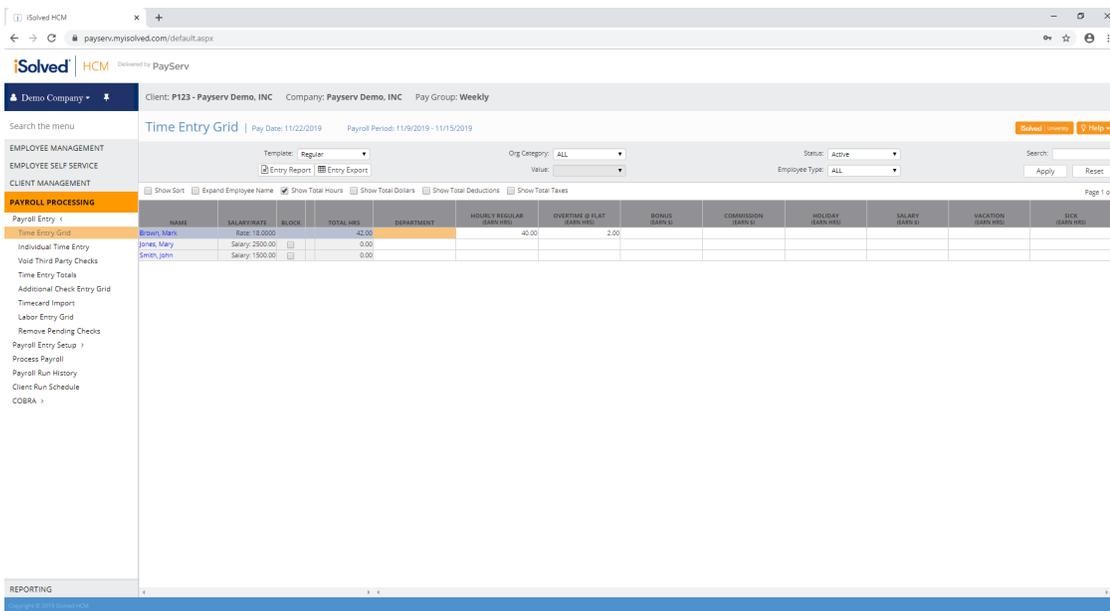
Additionally, if you have hired any employees in the current pay period, they can be added by selecting "Quick Hire" in this same section.

Once your employee information is added and up to date, you are now ready to process payroll.

1. Go to "Payroll Processing" then click the "Payroll Entry" tab and select "Time Entry Grid".

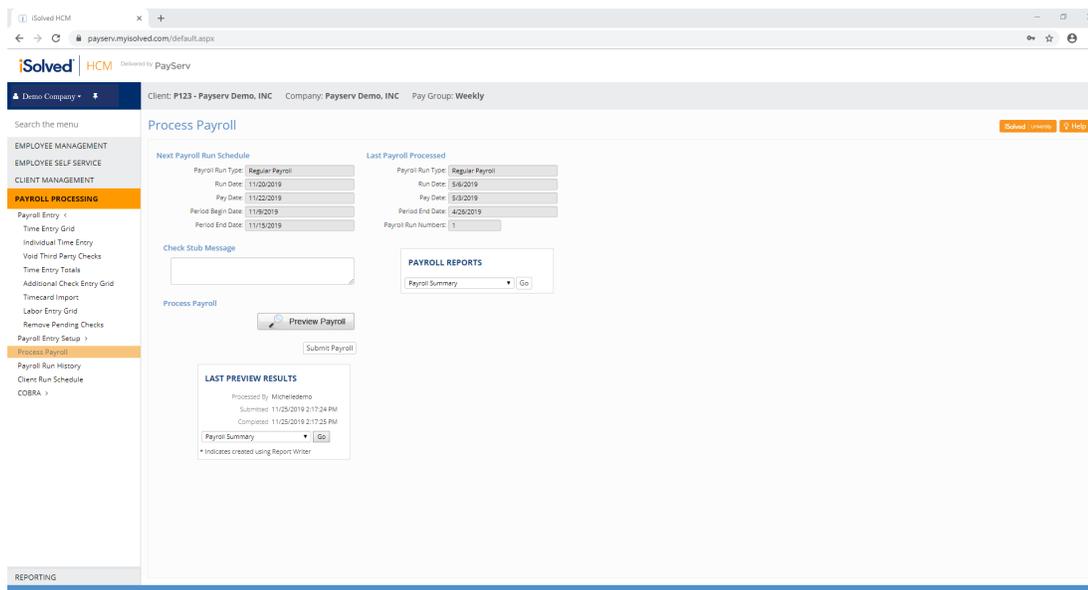


2. Enter in any hours for hourly employees, **salary employees will automatically get paid unless you click on the "block" box.**



3. If there is a need to create a manual check or create an additional check (one time bonus, commission or reimbursement), this is completed through the 'Individual Time Entry' menu item. We recommend contacting us at 845-624-8458 to walk you through completing this for the first time.

4. When you are done entering hours and are ready to begin processing payroll, click on the “process payroll” tab.



5. You will want to run a pre-process preview to verify that all checks are calculated properly.

To do this:

Click on  to view all reports **before** you submit your payroll.

- I. Review the “Payroll Summary” report to see TOTAL funding required for payroll.
- II. Review the “Payroll Register” report to view employee level totals.

6. After you have reviewed all the data and are ready to process the payroll

7. Click on "Submit Payroll"

This completes the Submit Payroll Process.