

# ●●●● online employer instructions

Welcome to AccuPay's online payroll system!

Before you get started, there are some technical things to do first. If you use Internet Explorer, go to the "Tools" link on your internet toolbar. Choose "internet options" and click the tab labeled "Privacy". Change the setting to "medium". Click "Sites" and then add the following web sites: [accupay.com](http://accupay.com), [onlineemployer.com](http://onlineemployer.com) & [paychoiceline.com](http://paychoiceline.com). Click "OK" and close the window. Go back to the "Tools" link and click "pop up blocker setting". You will need to add the following sites as allowed sites: [www.onlineemployer.com](http://www.onlineemployer.com), [www.paychoiceline.com](http://www.paychoiceline.com), [www2.paychoiceline.com](http://www2.paychoiceline.com), [www3.paychoiceline.com](http://www3.paychoiceline.com), [www4.paychoiceline.com](http://www4.paychoiceline.com), [www5.paychoiceline.com](http://www5.paychoiceline.com), [www6.paychoiceline.com](http://www6.paychoiceline.com).

Once you have completed the steps above, you are ready to log in to the online payroll system.

1. Go to [www.accupay.com](http://www.accupay.com) and click on "Online Employer" in the upper right of the homepage. A new window will open where you will enter the login information supplied by AccuPay. The first time you sign in the system will be required to change your password. Your password must be between 8 and 20 characters and include at least one of each of the following: upper and lower case letter, numeric digit, and punctuation character. Make sure you also fill in the security test question. Example: (Favorite color, Mothers maiden name, etc.) If you don't answer the question, your password will get locked out. Once you login, the system will default to payroll processing. The options available to your company will be listed to the left of your company name. Simply click on the option you wish to use (ie ViewChoice Reports, Payroll, Employee Services) Once you are sure the Payroll tab is selected, click your company name link (in blue).
2. When the payroll window opens, the system will welcome your company by name. Your processing dates will be listed below the welcome, please check for accuracy.
3. To Enter New Hires:
  - a. Click "Employees" on the left hand side of the screen. From the Employee menu select "Add New Emp." Enter as much of the employee information as you can. If there is a red star next to the information box, this information is required and must be entered before saving and continuing on to the next step. The new employee wizard will walk you through all the required screens needed by clicking the "save and continue to the next step" box at the bottom of the screen. It will not let you continue if a required field has not been filled in. Do not forget to assign all new Indiana employees a county code. The system will let you bypass that option. An employee will pay county taxes based on where he or she lived on Jan 1 of the current year – regardless of his or her current address. Call AccuPay if you have any questions.
4. Paying Employees:

- a. Click the "Payroll" link on the left hand side of the screen. From the Payroll menu, select "Pay Grid." This will bring up all active employees for your company. On the top line above the grid, there is a "Pay All" tab. Click on this tab to pay all salaried employees. (If this is not done prior to importing pay data, salaries will be deleted and over-written with any hours you may memo for salaried employees, such as vacation time taken, sick, etc.) **Always click "Save these pay changes" at the bottom of the screen.** Click the "Back to Menu" arrow at the top left of your screen when finished.
  - i. If you have temporary additional pay types that do not show on the grid or if you have to make temporary adjustments to deductions, go to the "Additional Pay Details" screen and make any changes or additions. Save your pay changes on every screen.
5. When finished entering the payroll, go to the "Submit Payroll" tab on the left hand side of the screen. Verify any employees not paid, save and continue to the next step.
6. Confirm payroll totals by entering the control numbers to verify there are no errors. Save and continue to the next step.
7. Verify the payroll dates are correct and enter a pay-stub message if you wish. Save and continue to the next step.
8. Verify the deductions are correct for the payroll you are submitting. Save and continue to the next step.
9. Review the reports that will be sent with your payroll. If there is an additional report you would like with this payroll, check the box next to the report, and that report will be generated with this payroll. Save and continue to the next step.
10. Run the preprocess report to confirm your payroll. The system will ask you to install Active X the first time you do this. Follow the directions to install. If there are problems, click on the cancel submit tab on the bottom left hand side of the screen and make your corrections. **If everything is correct, check the box next to the words "Submit payroll now"(if this is not done, the payroll will not transmit) then click on the submit payroll tab.** At this point you can also send us an email message as you submit payroll. Please use this feature to send AccuPay any special instructions for your payroll.

If submitted before 3:00 p.m., your payroll will be processed the same day and a new file will be ready in Online Employer by the following morning.

Finish by going to processing and send completed payroll. Make sure the box for your company is checked and send via FTP.

