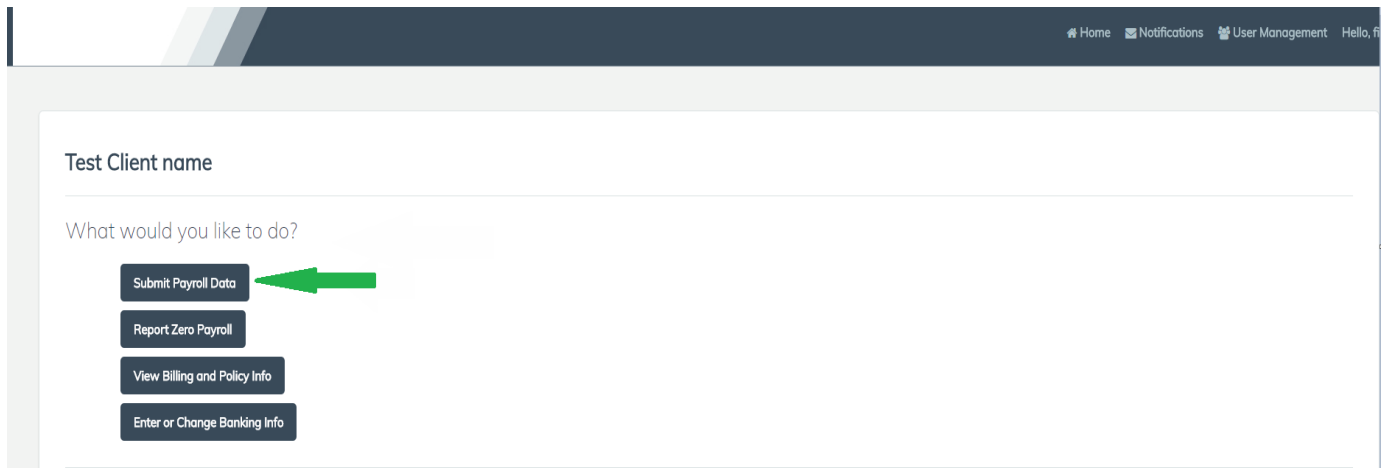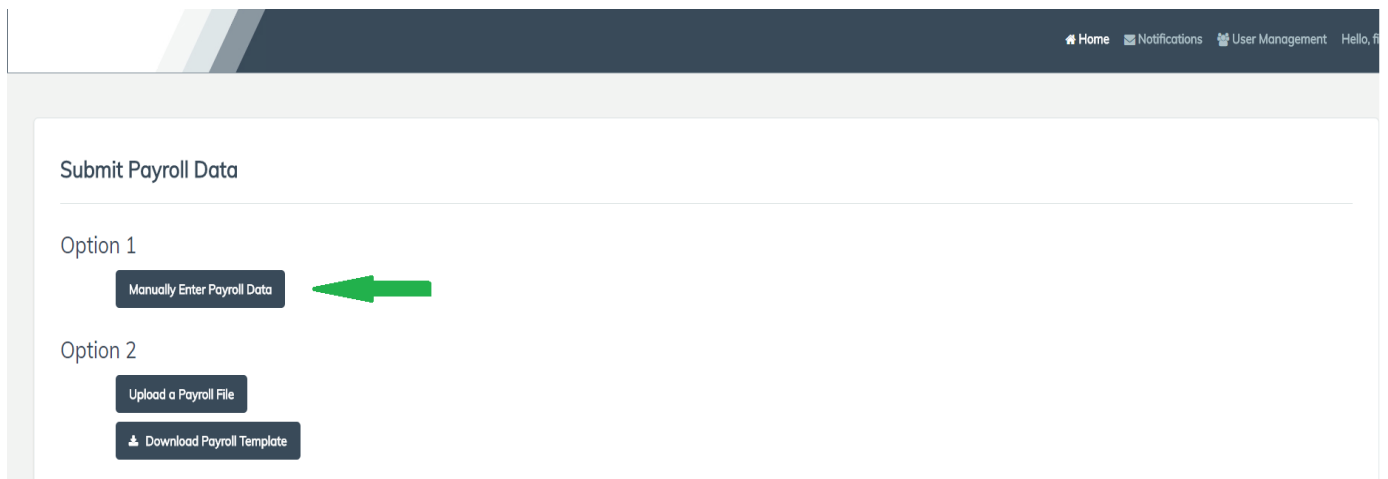# Submitting Payroll Data with Manual Payroll Entry

To submit payroll data:

1. Sign in to the pay as you go billing system.
2. Click *Submit Payroll Data* button on the *Home* page.

3. Click *Manually Enter Payroll Data*

4. Choose a check date, click *Continue*

5. Click ⊕ (*Add Employee*) to create space for a new employee. Add employee details and payroll information. Repeat for as many employees as needed.
   a. Up to 25 new employees can be added with each submission. If you need more than 25 employees added at one time, please contact your program administrator.
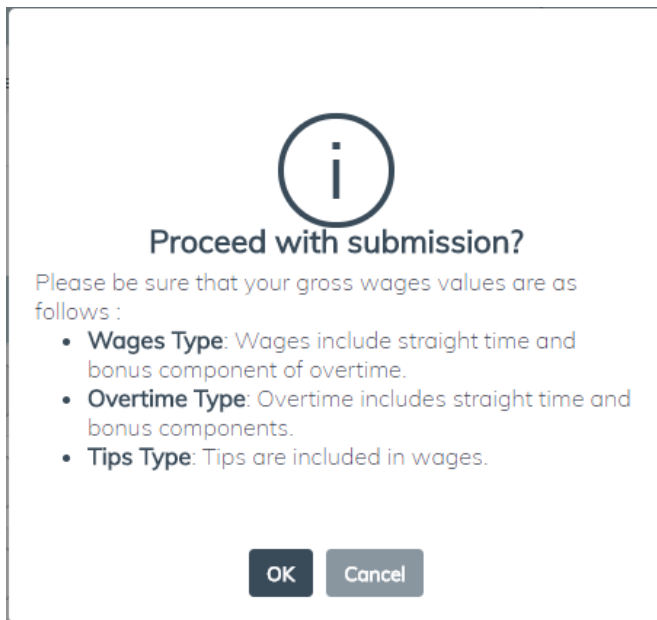
5. Payroll details should be entered as follows:

   a. **The Gross Wages field should contain ALL pre-tax wages paid to the employee on the paycheck you are submitting, including all overtime and tips.**

   b. **The Overtime field should contain both the straight and premium portions of the overtime amount (The full time and a half amount)**

   c. **Tips, if applicable should be entered in the tips field. If they are not applicable, this field can be left blank**

Payroll Data for This Check Date

Employee Name ▲	Employee ID ⇕	Class Code	Wages ❓	Overtime ❓	Tips ❓	Action
Test	12345	MA - 8810 ▾	0	0	0	
Sally Penguin	Png1	MA - 8810 ▾	1200	60	20	🗑
Michael Penguin	Png2	MA - 8810 ▾	5400	0	0	🗑
Jonathan Walrus	Wal3	MA - 8810 ▾	900	80	67	🗑
➕		Total	7500	140	87	

Submit   Save for Later   Clear

6. After completing your data entry, Click *Submit. T*he following pop-up will display. After confirming that your payroll has been entered correctly, click OK to complete your submission.

ⓘ

Proceed with submission?

Please be sure that your gross wages values are as follows :
- **Wages Type**: Wages include straight time and bonus component of overtime.
- **Overtime Type**: Overtime includes straight time and bonus components.
- **Tips Type**: Tips are included in wages.

OK   Cancel

7.   Assigning an Individual

Before data is processed, any individuals included or excluded that are not assigned to an employee and not set to Never on Payroll will trigger the Assign Included/Excluded Individuals screen. The person uploading will type in the name of the individual to see if there is a match to an employee in the payroll file. If no match, then the person can choose Not on this payroll. If the individual will not be passed in the payroll file, the individual can be set to Never on Payroll. Once finished the person will click Save.

8.   Successful upload message

Once the payroll data is processed, you will receive a message that the payroll file was successfully uploaded.