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.

		🖶 Home	Notifications	볼 User Managemen	nt Hello,
Test Client name					
What would you like to do?					
Submit Payroll Data					
View Billing and Policy Info					
Enter or Change Banking Info					

3. Click Manually Enter Payroll Data

				🖀 Home	Notifications	嶜 User Management	Hello, f
Submit Payroll Data							
Option 1 Manually Enter Payroll Data	-						
Option 2							
Upload a Payroll File							
Download Payroll Template	I						

4. Choose a check date, click Continue

				# Home	☑ Notifications	😝 End Client Manageme
Manual Payroll Entry						
Client Nam	Test Client name					
Policy Number Policy Terr	02/01/2018 to 02/07/2019					
* Check Dat	MM/DD/YYYY					
						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.

	Client Name Test C	lient name					
	Policy Term 02/01	2018 to 02/07/2019					
	Check Date 02/1	.4/2018 / Edit					
lass Codos on this Polis							
uss codes on this Folic	-y						
State	·y	Class Code			Effective Date		Expiration Date
State MA	-y 881	Class Code 0 - Clerical Office Employees Ot	her		Effective Date 02/01/2018		Expiration Date 02/07/2019
State MA	-y 881	Class Code 0 - Clerical Office Employees Otl	her		Effective Date		Expiration Date 02/07/2019
State MA ayroll Data for This Che	eck Date	Class Code 0 - Clerical Office Employees Ot	her		Effective Date		Expiration Date
Stote MA ayroll Data for This Che	ss sck Date Nome *	Class Code 0 - Clerical Office Employees Ott	her Class Code	Wages @	Effective Date 02/01/2018 Overtime @	Tips 😡	Expiration Date 02/07/2019 Action
State MA Jyroll Data for This Che Employee N	eck Dote	Class Code 0 - Clerical Office Employees Ott Employee ID © 12345	Closs Code MA - 8810	Wages 🛛	Effective Date 02/01/2018 Overtime 0	Tips 😡	Expiration Date 02/07/2019 Action

- 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	â
Michael Penguin	Png2	MA - 8810 *	5400	0	0	â
Jonathan Walrus	Wal3	MA - 8810 •	900	80	67	Ô
0		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.



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.

A Warning					
There are unassigned Key Indi	viduals that are asso	ciated with this p	olicy.		
Who is a Key Individual and w	hat does Included / E	xcluded refer to?			
A Key Individual is a business	owner (in a proprieto	rship), partner (in	a partnership), corporate officer or member/manager (in a corporation) who owns and controls a business. Key l	individuals are often* excluded from mandate	ory Workers
*If you are unclear on who sho	and be included or ex	cluded from More	verage as well, bour included and Excluded key individuals need to be specifically identified as their premium ma vers Compensation coverage in your organization, contact your insurance agent or provider.	ay be calculated amerently than normal empl	ioyees.
Please assian the Key Individu	als to employees by t	byping the approp	riate employee's name in the Name/Number on Pavroll has below. If the Key Individual is not yet on navroll or ne	ever going to be on navroll please select the	appropriate optic
from the Status drop-down bo	X.	it has a set of the se		frei geing to be on payron, piedee beleet ale	appropriate optic
Please note: the payroll data is	s not saved until the k	Key Individual assi	ignment is completed, and the <i>Submit</i> button is clicked. If you click out of the screen or let the session expire with	hout clicking the Submit button, your payroll o	data upload will
Please note: the payroll data is lost.	s not saved until the I	Key Individual assi	ignment is completed, and the <i>Submit</i> button is clicked. If you click out of the screen or let the session expire with	hout clicking the <i>Submit</i> button, your payroll (data upload will
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Please note: the payroll data is Iost. sssign Key Individu ey Individuals Name on Policy Test Officer	Inc	State MA	Ignment is completed, and the <i>Submit</i> button is clicked. If you click out of the screen or let the session expire with Name/Number on Payroll Type to find the employee	hout clicking the <i>Submit</i> button, your payroll Status Unassigned	data upload will i
Please note: the payroll data is Iost. sssign Key Individu ey Individuals Name on Policy Test Officer	s not saved until the H Lals	State MA	Ignment is completed, and the <i>Submit</i> button is clicked. If you click out of the screen or let the session expire with Name/Number on Payroll Type to find the employee	hout clicking the <i>Submit</i> button, your poyroll Status Unassigned	*

8. Successful upload message

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

	# Home Z Notifications (+ End C	Client Managem
) Thank you!		
pur payroll file has been successfully uploaded. ere is some additional information resulting from your upload: - This payroll upload needs to be reviewed and approved by an administrator - You will resulte your invoice for this premium an 02/15/2018. - Upload date/time: 02/14/2018 10.01:17 AM - Your confirmation number: 55920		
Estimated premium \$7.60* Download Details		
Catinated premium is subject to change pending Carrier Administrator final approval. Nick here to view details of other files you have uploaded.		