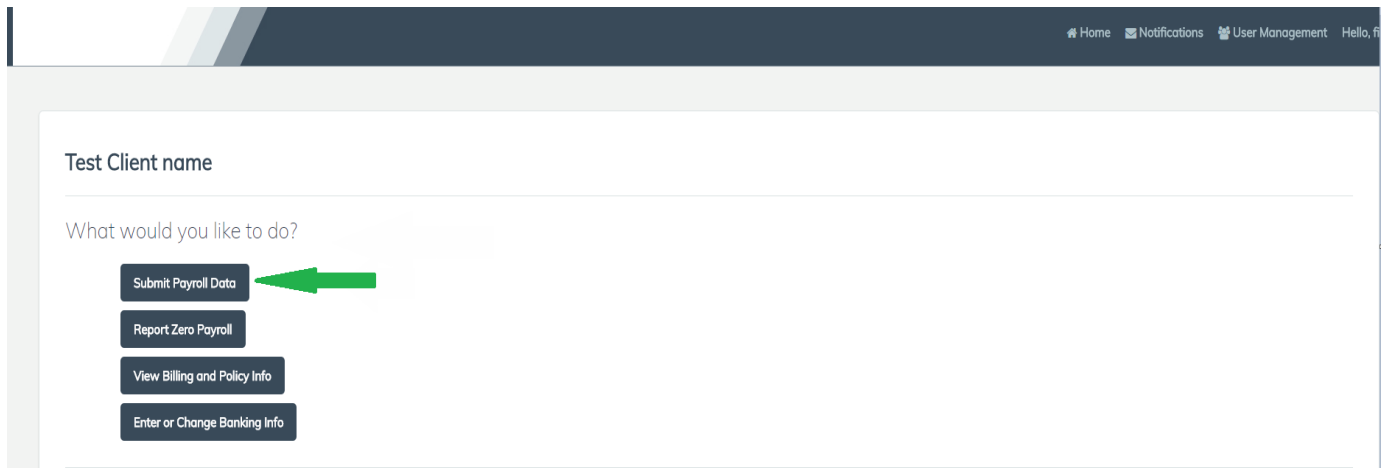


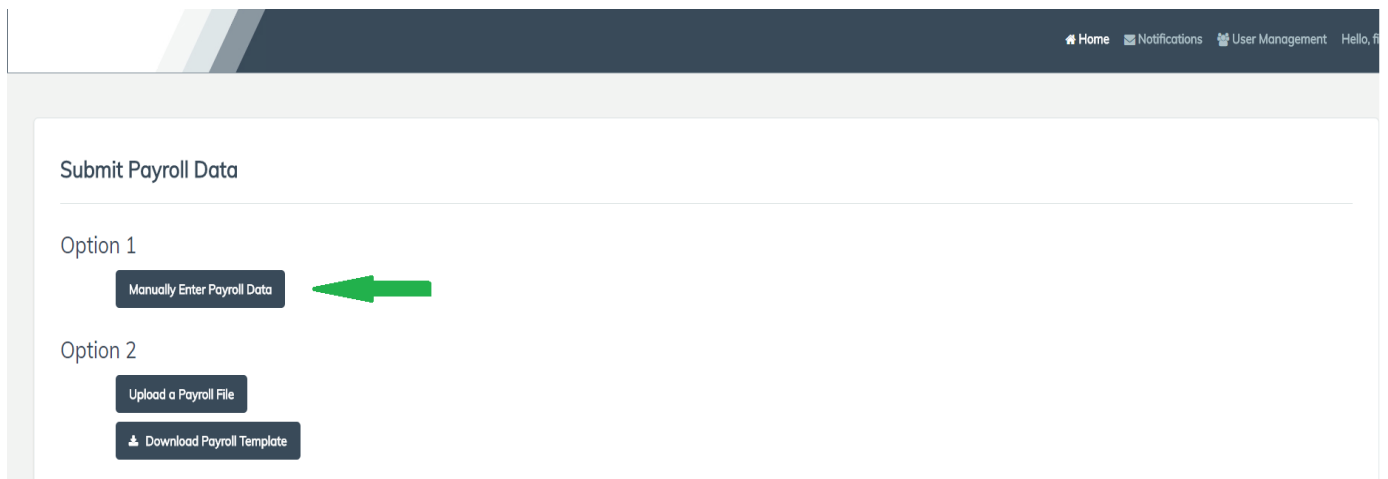
## Submitting Payroll Data with Manual Payroll Entry

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*



- Choose a check date, click *Continue*

Manual Payroll Entry

Client Name Test Client name  
 Policy Number Test Policy Number  
 Policy Term 02/01/2018 to 02/07/2019

Check Date

[Continue](#)

- Click (*Add Employee*) to create space for a new employee. Add employee details and payroll information. Repeat for as many employees as needed.
  - 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.

Manual Payroll Entry

Client Name Test Client name  
 Policy Number Test Policy Number  
 Policy Term 02/01/2018 to 02/07/2019

Check Date  [Edit](#)

Class Codes on this Policy

State	Class Code	Effective Date	Expiration Date
MA	8810 - Clerical Office Employees Other	02/01/2018	02/07/2019

Payroll Data for This Check Date

Employee Name	Employee ID	Class Code	Wages	Overtime	Tips	Action
<input type="text" value="Test"/>	<input type="text" value="12345"/>	<input type="text" value="MA - 8810"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
			Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Submit](#) [Save for Later](#) [Clear](#)

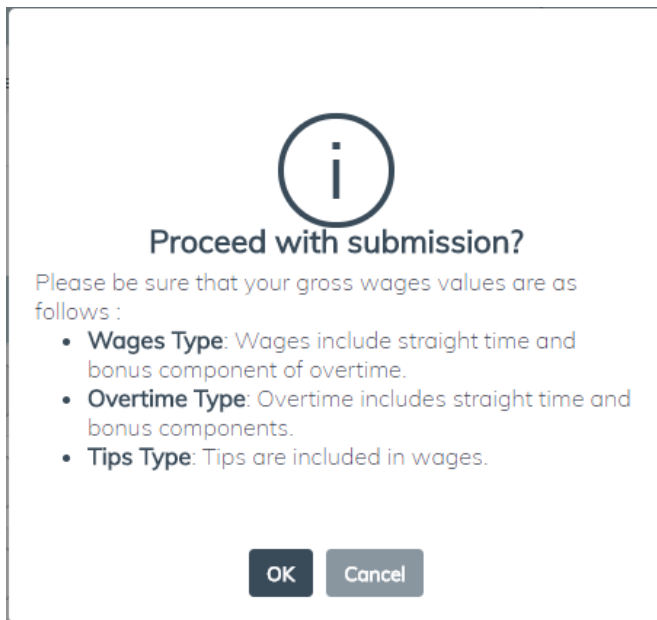
5. Payroll details should be entered as follows:
  - a. **The Gross Wages field should contain ALL pre-tax wages paid to the employee on the paycheck you are submitting, including all overtime and tips.**
  - b. **The Overtime field should contain both the straight and premium portions of the overtime 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*. The 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.

Warning

There are unassigned Key Individuals that are associated with this policy.  
Who is a Key Individual and what does Included / Excluded refer to?  
A Key Individual is a business owner (in a proprietorship), partner (in a partnership), corporate officer or member/manager (in a corporation) who owns and controls a business. Key Individuals are often\* excluded from mandatory Workers Compensation coverage; however, they may opt to be included in coverage as well. Both Included and Excluded Key Individuals need to be specifically identified as their premium may be calculated differently than normal employees.  
\*If you are unclear on who should be included or excluded from Workers Compensation coverage in your organization, contact your insurance agent or provider.  
Please assign the Key Individuals to employees by typing the appropriate employee's name in the Name/Number on Payroll box below. If the Key Individual is not yet on payroll or never going to be on payroll, please select the appropriate option from the Status drop-down box.  
Please note: the payroll data is not saved until the Key Individual assignment is completed, and the Submit button is clicked. If you click out of the screen or let the session expire without clicking the Submit button, your payroll data upload will be lost.

### Assign Key Individuals

Key Individuals

Name on Policy	Inc/Exc	State	Name/Number on Payroll	Status
Test Officer	Inc	MA	<input type="text" value="Test"/> Test / #12345	Unassigned

Save

## 8. Successful upload message

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

Thank you

Your payroll file has been successfully uploaded.

Here is some additional information resulting from your upload:

- This payroll upload needs to be reviewed and approved by an administrator
- You will receive your invoice for this premium on 02/15/2018.
- Upload date/time: 02/14/2018 10:01:17 AM
- Your confirmation number: 559320
- Estimated premium: \$7.60\*

Download Details

\* Estimated premium is subject to change pending Carrier Administrator final approval.

Click here to view details of other files you have uploaded.