

## ESC's Technology Platform, powered by PrismHR client quick-start guide for processing payroll

- 1. Log in to PrismHR
- 2. Login: Login credentials will be provided by ESC's IT Team

## To Process Payroll

3. Click on "my payrolls", then click "process payroll"

ESC	MY COMPANY	MY EMPLOYEES	MY PAYROLL	.s ) 📄	*		۹ 🖌 🖉	8	1
ompany / Dashboard / H	lome		Company: (999	999) Demo PEC	O Client		¢	9	-
My Favorites			My Support Team						
Payroll Summary Time Sheet Entry Process Payroll Client Allocation Report			Payroll Sue Grimm sgrimm@myesc.	com	Eric	man Resources : Galdys Ildys@myesc.com			
Payroll Register Report New Hire			Benefits Julia Stephens jstephens@myes	ic.com		ies :hael Brown prown@myesc.com			
			My Employees						
Payroll Descrip	tion 18 WEEKLY	Pay Date 07/20/2018	Employee Name	Ext 889	Work 716-691-4455	Mobile 716-681-6699	Work Email mcichen@mvesc.com		
Payroll Descrip 01836 07-20-1					716-691-4455 716-555-2323		Work Email mcichon@myesc.com strongswimmer@noemail.cor	n	
ayroll Descrip 01835 07-20-1 01834 07-13-1 01833 07-06-1	18 WEEKLY 18 WEEKLY 18 WEEKLY	07/20/2018 07/13/2018 07/06/2018	Employee Name Allen, Barry Curry, Arthur Gordon, Barbara	889	716-691-4455	716-681-6699	mcichon@myesc.com strongswimmer@noemail.com darkwingz@secret.com	n	
Payroll Descrip 01836 07-20-1 01834 07-13-1 01833 07-06-1 01832 201832	18 WEEKLY 18 WEEKLY	07/20/2018 07/13/2018	Employee Name Allen, Barry Curry, Arthur Gordon, Barbara Kelly, Kristen	889 224	716-691-4455 716-555-2323	716-681-6699 716-555-4787	mcichon@myesc.com strongswimmer@noemail.com	n	
Payroll         Descrip           01836         07-20-1           01834         07-13-1           01833         07-06-1           01832         201832           01831         06-22-1	18 WEEKLY 18 WEEKLY 18 WEEKLY - 06-29-18 WEEKLY	07/20/2018 07/13/2018 07/06/2018 06/29/2018	Employee Name Allen, Barry Curry, Arthur Gordon, Barbara	889 224 886	716-691-4455 716-555-2323 716-691-4455	716-681-6699 716-555-4787 716-685-6010	mcichon@myesc.com strongswimmer@noemail.con darkwingz@secret.com kkelly@myesc.com	n	
Descrip           01836         07-20-1           01834         07-13-1           01833         07-06-1           01832         201832           01833         06-22-1           01830         201830           01832         201832	8 WEEKLY 18 WEEKLY - 06-29-18 WEEKLY 18 WEEKLY - 06-15-18 WEEKLY 18 WEEKLY	07/20/2018 07/13/2018 07/06/2018 06/29/2018 06/22/2018 06/15/2018 06/08/2018	Employee Name Allen, Barry Curry, Arthur Gordon, Barbara Kelly, Kristen Kyle, Selena LeBeau, Remy Murdock, Matthew	889 224 886 444	716-691-4455 716-555-2323 716-691-4455 716-252-4857	716-681-6699 716-555-4787 716-685-6010 716-123-1234	mcichon@myesc.com strongswimmer@noemail.con darkwingz@secret.com kkelly@myesc.com phoneemail@noemail.com cardshark@nomail.com fakeemail@noemail.com	n	
ayroll Descrip <u>11836</u> 07-20-1 <u>11831</u> 07-13-1 <u>01833</u> 07-06-1 <u>01831</u> 06-22-1 <u>01830</u> 201830 <u>01836</u> 06-08-1 <u>01825</u> 06-01-1	18 WEEKLY 18 WEEKLY 18 WEEKLY - 06-29-18 WEEKLY 18 WEEKLY 18 WEEKLY 18 WEEKLY 18 WEEKLY	07/20/2018 07/13/2018 07/06/2018 06/29/2018 06/22/2018 06/15/2018 06/08/2018 06/08/2018	Employee Name <u>Allen, Barry</u> Curry, Arthur Gordon, Barbara Kelly, Kristen Kyle, Selena LeBeau, Remy Murdock, Matthew Onhro, Test	889 224 886 444 354	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-555-2233	716-681-6699 716-555-4787 716-685-6010 716-123-1234 888-555-2141 716-524-5145	mcichon@myesc.com strongswimmer@noemail.con darkwingz@secret.com kkelly@myesc.com phoneemail@noemail.com cardshark@nomail.com fakeemail@noemail.com yhorrock@prismhr.com	n	
ayroll         Descrip           11335         07-20-1           01333         07-06-1           01333         07-06-1           01333         07-06-1           01332         201832           01831         06-22-1           01832         201833           01836         06-08-1           01825         06-01-1           01824         201824	IS WEEKLY IS WEEKLY O-6-29-18 WEEKLY IS WEEKLY IS WEEKLY IS WEEKLY IS WEEKLY IS WEEKLY IS WEEKLY O-52-25-18 WEEKLY	07/20/2018 07/13/2018 07/05/2018 06/29/2018 06/22/2018 06/08/2018 06/01/2018 05/25/2018	Employee Name Allen. Barry Curry, Arthur Gordon. Barbara Kelly, Kristen Kyle, Selena LeBeau, Remy Murdock. Matthew Onhro. Test Octerman, Johnathan	889 224 886 444 354 554	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-555-2233 716-454-5454	716-681-6699 716-555-4787 716-685-6010 716-123-1234 888-555-2141 716-524-5145 716-555-3344	mcichon@myesc.com strongswimmer@noemail.com darkwing2@scret.com kkelly@myesc.com phoneemail@noemail.com cardshark@nomail.com fakeemail@noemail.com yhorrocks@prismhr.com bigblue@nomail.com	n	
ayroll         Descrip           01335         07-20-1           01334         07-13-1           01333         07-06-1           01831         06-22-1           01832         201832           01833         07-06-1           01832         201832           01832         201833           01825         06-01-1           01825         06-01-2           01822         201823           01823         201823	18 WEEKLY 18 WEEKLY 18 WEEKLY 18 WEEKLY 19 0-5-3-18 WEEKLY 19 WEEKLY 18 WEEKLY 18 WEEKLY 19 0-5-3-18 WEEKLY 0-5-3-18 WEEKLY 10-5-3-18 WEEKLY	07/20/2018 07/13/2018 07/06/2018 06/29/2018 06/29/2018 06/08/2018 06/08/2018 06/01/2018 05/15/2018 05/15/2018	Employee Name Allen. Barry Curry, Arthur Gordon, Barbara Kelly, Kristen Kyle, Selena LeBeau, Remy Murdock, Mathew Onhro, Test Osterman, Johnathan Osterman, Johnathan	889 224 886 444 354	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-555-2233	716-681-6699 716-555-4787 716-685-6010 716-123-1234 888-555-2141 716-524-5145 716-555-3344 789-474-5474	mcichan@myesc.com strongswimme@noemail.con darkwing2@secret.com kkelly@myesc.com phoneemail@noemail.com cardshark@nomail.com fakeemail@noemail.com yhorrocks@prismhr.com bigblue@nomail.com owmer@noemail.com	n	
ayroll         Descrip           01335         07-20-1           01334         07-13-1           01333         07-65-1           01332         201833           01331         06-22-1           01332         021830           01335         06-02-1           01325         06-01-1           01824         201824           01824         201823           01822         201813	IS WEEKLY IS WEEKLY O-6-29-18 WEEKLY IS WEEKLY IS WEEKLY IS WEEKLY IS WEEKLY IS WEEKLY IS WEEKLY O-52-25-18 WEEKLY	07/20/2018 07/13/2018 07/05/2018 06/29/2018 06/22/2018 06/08/2018 06/01/2018 05/25/2018	Employee Name Allen. Barry Curry, Arthur Gordon. Barbara Kelly, Kristen Kyle, Selena LeBeau, Remy Murdock. Matthew Onhro. Test Octerman, Johnathan	889 224 886 444 354 554	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-555-2233 716-454-5454	716-681-6699 716-555-4787 716-685-6010 716-123-1234 888-555-2141 716-524-5145 716-555-3344	mcichon@myesc.com strongswimmer@noemail.com darkwing2@scret.com kkelly@myesc.com phoneemail@noemail.com cardshark@nomail.com fakeemail@noemail.com yhorrocks@prismhr.com bigblue@nomail.com	n	
201835         07-20-7           201835         07-30-7           201833         07-66-7           201832         201832           201833         07-66-7           201832         201832           201833         06-22-7           201830         201830           201832         06-08-1           201825         06-01-1           201824         201824           201823         206-101-1           201824         201824           201823         205-11-1	18 WEEKLY 18 WEEKLY 18 WEEKLY 18 WEEKLY 18 WEEKLY 18 WEEKLY 18 WEEKLY 18 WEEKLY 05-25-18 WEEKLY 05-25-18 WEEKLY 10 5-25-18 WEEKLY 10 5-25-18 WEEKLY 10 WEEKLY	07/20/2018 07/13/2018 07/06/2018 06/29/2018 06/15/2018 06/03/2018 06/03/2018 05/22/2018 05/22/2018 05/18/2018 05/18/2018	Employee Name Allen, Barry Curry, Atthur Gordon, Barbara Kelly, Kristen Kyle, Selena LeBeau, Remy Murdock, Matthew Ontro, Test Ontro, Test Oxferman, Johnathan Owner, Business Beynolds, Evan	889 224 886 444 354 554 754	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-252-4857 716-555-2233 716-454-5454 716-888-4547	716-681-6699 716-555-4787 716-685-6010 716-123-1234 888-555-2141 716-524-5145 716-555-3344 789-474-5474 716/691-4455	mcichon@myesc.com strongswimmer@noemail.com darkwingz@secret.com kkelly@myesc.com phoneemail@noemail.com raksemail@noemail.com yhorrocks@prismhr.com bigblue@nomail.com owner@noemail.com juparis@myesc.com	n	

4. The current pay period will auto-populate. Click on the clock icon to access the timesheet



5. Salaried employee hours will be auto-populated. Hourly employee hours will be keyed into the appropriate columns

			Payro	201	837	Weekly Pa	yroll	Star	t: 07/15/2018	End: 07/3	1/2018	Pay Date: 0	07/27/2018	• 📝 i 🕢 🗎	• ♥ ♡				
Employee	Name	Pay rate	Salary	FLSA Exempt	REGULAR	OVERTIME	VAC REG.	HOLIDAY	BONUS	Detail Hours	Detail Units	Detail Dollars	Total Tol Hours Un		Gross Pay	O/E O/D	L/R I	рто 🔊	1
L00012	Allen, Barry	21.00		exempt	37.50				100.00	8.00	onics	Dollars	45.50	100.00	1,055.50				1
	Curry, Arthur	25.00		0	32.00		8.00						40.00		1,000.00			•	1
	Gordon, Barbara	24.03		0	40.00								40.00		961.54				1
Z00024	Kelly, Kristen	o 16.00			40.00	5.00							45.00		735.50				1
	Kyle, Selena	25.00		0	32.00		8.00						40.00		1,000.00				1
V00020	Lebeau, Remy	36.05	•		40.00								40.00		1,442.31				1
T00018	Murdock, Matthew Michael	25.00		0	40.00								40.00		1,000.00				1
X00022	Osterman, Johnathan	21.00		0	37.00								37.00		777.00				1
кооо11	Owner, Business	48.71	•	•	37.50								37.50		1,826.92				
A00025	Reynolds, Ryan J	53.33	•	•	0.00														
W00021	Rogers, Steven	75.00	•	•	32.00		8.00						40.00		3,000.00	•		•	
S00017	Scott, Michael	37.50	0	0	40.00								40.00		1,500.00				2
M00013	Summers, Scott	18.00		0	40.00								40.00		720.00				1
	Totals for displa	yed emplo	yees (To	e de estu	448.00	5.00	24.00	0.00											
• 🗐 🔶				o do oniy)		5.00	24.00	0.00	100.00	8.00	0.00	0.00	485.00 0	.00 100.00	15,018.77 Payroll S	atistics			

- 6. When all hours are entered, click "finalize page" to finish payroll entry for all employees. To finalize payroll for an individual employee only, click the check box next to that employee and then click "finalize".
- 7. If, after finalizing the payroll, an entry error is detected, simply click "unfinalize", make the corrections, and click "finalize page" again.

			Payr	oll / Actio	n / Time Sh	eet Entry			Comp	any: (999	999) Dem	o PEO Clie	nt		1	0 🚍			
			Pay	roll 20	842	Weekly P	ayroll	Star	t: 07/29/2018	End: 08/	04/2018	Pay Date:	08/10/201	1	1 0 0	a 🖓			
Employee	Name	Pay rate	Salary	FLSA	REGULAR	OVERTIME	VAC REG.	HOLIDAY	BONUS	Detail Hours	Detail Units	Detail Dollars	Total	Total Units	Total Dollars	Gross Pay	O/E O/D	L/R PTO	81
100012	Allen, Barry	22.00		Exempt	0.00					Hours	Onits	Donars	1000	Units	Donars				
	Curry, Arthur	25.00		•	40.00								40.00			1,000.00			1
	Gordon, Barbara	24.03		•	40.00							1	40.00			961.54			1
Z00024	Kelly, Kristen	16.00			0.00							/							
✓ P00015	Kyle, Selena	25.00		•	0.00														1
✓ V00020	Lebeau, Remy	36.05	•		40.00						1		40.00			1,442.31	•		
<b>√</b> T00018	Murdock, Matthew Michael	25.00		•	0.00						/								1
✓ x00022	Osterman, Johnathan	21.00		•	0.00					1									
✓K00011	Owner, Business	48.71	•	•	37.50								37.50			1,826.92			1
✓W00021	Rogers, Steven	75.00	•	•	40.00					/			40.00			3,000.00	•		- <b>1</b>
	Scott, Michael	37.50	•	•	40.00								40.00			1,500.00			1
M00013	Summers, Scott	18.00		•	0.00														- <b>1</b>
	Totals for displaye	d employe	es (Fini	alized only)	237.50	*	0.00	0.00	0.00	0.00	0.00	0.00	237.50	0.00	0.00	9,730.77			
< (2) →																Payroll	tatistics		



8. After payroll entry is complete, click on the calculator icon to actually calculate the payroll

ESC	MY COMPANY	MY EMPLOYEES	MY PAYROLLS	🗈 ★ 📖	C	२ 🗠	$\mathbf{S}$	1
yroll / Action / Process Payı	llo		Company: (999999) Den	no PEO Client			9	8
	7-18 WEEKLY		View Sort by: Departmen	Employees in Payroll	• Location Shift	M 4 Þ	Employee	
ayroll Type Regu	/2018 art/scheduled te time sheet entry in progress	Period Star 07/15/1	Emp 10 10012 100012 100012 100012 100012 100012 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100012 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100020 100000 100000 100000 100000 100000 100000 100000 100000 100000 100000 100000 1000000	Name Aller, Barry Curry, Arthur Gordon, Jean Kyle, Selena Lebeau, Remy Murdock, Matthew Michael Oxterman, Jonathan Ovner, Buaness Reyndids, Kyan J Reyndids, Kyan J Scott, Michael Summers, Scott	Stahu Aif Aif Aif Aif Aif Aif Aif Aif Aif Aif	s/Type	Pay Grou WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY	
/arning: Employee 999999.P0001	5 had total time sheet hours of 40.00	but shows they should have standard h ) but shows they should have standard I ) but shows they should have standard I	nours of 37.50. Processing contin	ued				

9. Once the payroll is calculated, the payroll register can be viewed by clicking the "view" dropdown on the righthand side of the "My Payrolls" screen and selecting "Payroll Register Report.

ESC	MY COMPANY	MY EMPLOYEES	MY PAYROLLS	🗎 ★ 🗔		۹ 🖌	S
roll / Action / Process Payr	ll		Company: (99999	9) Demo PEO Client			2
y Date 08/10 iyroll Type Regul	-18 WEEKLY	Period Start Period End 07/29/15 08/04/18	Emp 1 L0001 U0000	by: - Select - Partment Employees in Payroll 2 Payroll Summary 4 Invoice 5 Payroll Vouchers 5 Cost in Hert Report	ation	Id     d       Shift       Status/Type       A/F       A/F	Employee     Employee     Pay Group     WEEKLY     WEEKLY     WEEKLY     WEEKLY     WEEKLY     WEEKLY     WEEKLY     WEEKLY     WEEKLY     WEEKLY
rocessing Steps			O <u>5000</u>	13 Payroll Register Report	Report	A/F A/F	WEEKLY
			_				

- 10. If an error is detected while viewing the payroll register report, repeat steps 4 8.
- 11. All payrolls need to be finalized and calculated by your current payroll deadline for ESC to begin processing.



## To Access Invoices and Other Standard Payroll Reports

12. After your payroll has processed, it will be added to the list of recent payrolls on your

ESC/	MY COMPANY	MY EMPLOYEES	MY PAYROLLS		🔺 🗆		۹ ۲			1
Company / Dashboard / Hon	ne		Company: (999999) D	emo PEO (	Client			9	2	-
My Favorites			My Support Team							
Payroll Summary Time Sheet Entry Process Payroll			Payroll Sue Grimm sgrimm@myesc.com			Human Resources Eric Galdys egaldys@myesc.com				
Client Allocation Report Payroll Register Report New Hire			Benefits Julia Stephens istephens@myesc.com			Sales Rachael Brown rmbrown@myesc.com				
Recent Payrolls			ly Employees							
Recent Payrolls Payroll Description			<b>ly Employees</b> mployee Name	Ext	Work	Mobile	Work Email			
Payroll Description 201836 07-20-18	WEEKLY	Pay Date E 07/20/2018 A	imployee Name Ilen, Barry	889	716-691-4455	716-681-6699	mcichon@myesc.com			
Payroll         Description           201836         07-20-18           201834         07-13-18           201833         07-06-18	WEEKLY	Pay Date 07/20/2018 A 07/13/2018 0 07/06/2018 0	imployee Name Ilen, Barry urry, Arthur ordon, Barbara	889 224				mail.com		
Payroll         Description           201836         07-20-18           201831         07-13-18           201832         07-06-18           201832         201832           201832         201832           201831         06-22-18	NEEKLY NEEKLY NEEKLY 06-29-18 WEEKLY NEEKLY	Pay Date 07/20/2018 4 07/06/2018 0 07/06/2018 0 06/22/2018 8	mployee Name llen. Barry urry, Arthur ordon. Barbara elly. Kristen yle, Selena	889 224 886 444	716-691-4455 716-555-2323 716-691-4455 716-252-4857	716-681-6699 716-555-4787 716-685-6010 716-123-1234	mcichon@myesc.com strongswimmer@noe darkwingz@secret.co kkelly@myesc.com phoneemail@noemai	mail.com m I.com		
Payroll         Description           201835         07-20-16           201833         07-06-18           201833         07-06-18           201832         201832           201831         06-22-18           201830         201830 - 01	WEEKLY WEEKLY WEEKLY 06-29-18 WEEKLY WEEKLY 06-15-18 WEEKLY	Pay Date 07/20/2018 07/19/2018 07/06/2018 06/29/2018 06/29/2018 06/15/2018	mployee Name llen, Barry urry, Arthur ordon, Barbara elly, Kristen yle, Selena Beau, Remy	889 224 886 444 354	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-555-2233	716-681-6699 716-555-4787 716-685-6010 716-123-1234 888-555-2141	mcichon@myesc.com strongswimmer@noe darkwingz@secret.cc kkelly@myesc.com phoneemail@noemai cardshark@nomail.cc	mail.com m I.com m		
Payroll         Description           201835         07-20-18           201835         07-13-18           201833         07-06-18           201832         201832-0           201831         06-22-18           201832         201830-0           201832         021830-0	WEEKLY WEEKLY NEEKLY NEEKLY WEEKLY NE-15-18 WEEKLY WEEKLY	Pay Date 07/20/2018 87/13/2018 07/06/2018 06/22/2018 06/22/2018 8 06/15/2018 8	mployee Name llen.Barry urry, Arthur ordon.Barbara elly.Kristen vle.Selena eBeau.Remy urdock.Matthew	889 224 886 444 354	716-691-4455 716-555-2323 716-691-4455 716-252-4857	716-681-6699 716-555-4787 716-685-6010 716-123-1234	mcichon@myesc.com strongswimmer@noe darkwingz@secret.cc kkelly@myesc.com phoneemail@noemai cardshark@nomail.cc fakeemail@noemail.c	mail.com m l.com om com		
Payroll         Description           201336         07-20-18           201331         07-13-18           201332         07-06-18           201332         201332           201333         06-22-18           201330         201330           201325         06-08-18           201325         06-08-18	WEEKLY WEEKLY NEEKLY NEEKLY WEEKLY NE-15-18 WEEKLY WEEKLY	Pay Date 07/20/2018 07/20/2018 07/06/2018 06/22/2018 06/22/2018 06/32/2018 06/06/2018 06/06/2018	mployee Name lien.Barry, urry, Arthur ordon. Barbara eliv. Kristen vie. Selena eBeau, Remy urdock. Matthew hnp. Test	889 224 886 444 354	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-555-2233	716-681-6699 716-555-4787 716-685-6010 716-123-1234 888-555-2141	mcichon@myesc.com strongswimme@noe darkwingz@secret.co kkelly@myesc.com phoneemail@noemail.co fakeemail@noemail.co fakeemail@noemail.co	mail.com m l.com om com		
Fayroll         Description           201835         07-20-18           2018351         07-20-18           2018352         0210832           2018352         201832           2018351         06-22-18           201830         201830           201832         201830           201835         06-08-18           201824         201824           201825         06-01-18           201824         201823 - 0	WEEKLY WEEKLY WEEKLY WEEKLY 05-15-18 WEEKLY WEEKLY WEEKLY WEEKLY 5-15-18 WEEKLY 5-18-18 WEEKLY	Pay Date 07/20/2018 07/20/2018 07/20/2018 06/23/2018 06/22/2018 06/22/2018 06/22/2018 06/08/2018 06/08/2018 06/08/2018 06/08/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/2018 06/22/20	moloyee Name llen, Barry urry, Arthur Barbara Bily, Kinsten Vie, Selena Besau, Remy urdock, Matthew hhro, Test sterman, Johnathan wmer. Business	889 224 886 444 354 554	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-555-2233	716-681-6699 716-555-4787 716-685-6010 716-123-1234 888-555-2141 716-524-5145 716-555-3344 789-474-5474	mcichon@myesc.com strongswimmer@noe darkwingz@secret.cc kkelly@myesc.com phoneemail@noemai cardshark@nomail.cc fakeemail@noemail.c	mail.com m l.com om com com		
Payroll         Description           201835         07-20-18           201835         07-20-18           201831         07-06-18           201832         201832           201831         06-22-18           201832         021830           201832         06-81-8           201832         06-81-8           201825         06-01-18           201824         201824           201825         05-01-18           201824         201824           201822         201823	WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY S-18-18 WEEKLY WEEKLY WEEKLY	Pay Date 07/20/2018 07/05/2018 07/05/2018 06/29/2018 06/29/2018 06/29/2018 06/25/2018 06/01/2018 06/01/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/20	moloyee Name lies.Barry urry, Arthur ordon.Barbara eliv.Kristen vie.Selena BEBau.Remy urdock.Matthew nhro.Test sterman.Johnsthan wmcif.Business swindls.Ryan	889 224 886 444 354 554 754	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-555-2233 716-454-5454 716-888-4547	716-681-6699 716-555-4787 716-685-6010 716-123-1234 888-555-2141 716-524-5145 716-524-5145 716-523-344 789-474-5474 716/691-4455	mcichon@myesc.com strongswimmer@noe darkwingz@sceret.co kkelly@myesc.com phoneemail@noemail.co fakeemail@noemail.co fakeemail@noemail.com owner@noemail.com owner@noemail.com jpansi@myesc.com	mail.com m I.com om com com		
Fayroll         Description           201835         07-20-18           2018351         07-20-18           2018352         0210832           2018352         201832           2018351         06-22-18           201830         201830           201832         201830           201835         06-08-18           201824         201824           201825         06-01-18           201824         201823 - 0	WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY S-18-18 WEEKLY WEEKLY WEEKLY	Pay Date         Pay Date           07/202016         1           07/01/2018         0           07/05/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0           06/32/2018         0	molores Name lles.Barry wr.Arthur ordon.Barbara ello.Kinkten Me.Kinkten Messau.Ramy wrdoś.Hakthaw hrtp.Test sterman_Johnsthan wmr.R.Jisiness wrolds.Rvan opers.Steven	889 224 886 444 354 554 754 899	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-555-2233 716-454-5454 716-888-4547 716-555-2211	716-581-6699 716-585-4787 716-685-6010 716-123-1234 888-555-2141 716-524-5145 716-555-3344 789-474-5474 716/591-4455 716-555-938	mcichon@myesc.com strongswimmer@noe darkwingz@scort.cc kkelly@myesc.com phoneemail@noemail.cc fakeemail@noemail.co yhoprocks@prismhr.c bigblue@nomail.com owne@noemail.com owne@noemail.com thepatrio@nomail.co	mail.com m l.com om com com		
Payroll         Description           201835         07-20-18           201835         07-06-18           201831         07-06-18           201832         201832           201831         06-22-18           201832         021830           201832         06-318           201825         06-01-18           201825         06-01-18           201824         201824           201825         06-01-18           201824         201824	WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY WEEKLY S-18-18 WEEKLY WEEKLY WEEKLY	Pay Date 07/20/2018 07/15/2018 07/05/2018 06/29/2018 06/29/2018 06/29/2018 06/25/2018 06/01/2018 06/01/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/18/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/2018 05/12/20	moloyee Name lies.Barry urry, Arthur ordon.Barbara eliv.Kristen vie.Selena BEBau.Remy urdock.Matthew nhro.Test sterman.Johnsthan wmcif.Business swindls.Ryan	889 224 886 444 354 554 754 899	716-691-4455 716-555-2323 716-691-4455 716-252-4857 716-555-2233 716-454-5454 716-888-4547	716-681-6699 716-555-4787 716-685-6010 716-123-1234 888-555-2141 716-524-5145 716-524-5145 716-523-344 789-474-5474 716/691-4455	mcichon@myesc.com strongswimmer@noe darkwingz@sceret.co kkelly@myesc.com phoneemail@noemail.co fakeemail@noemail.co fakeemail@noemail.com owner@noemail.com owner@noemail.com jpansi@myesc.com	mail.com m l.com om com com		

13. Click on the payroll number and a list of standard reports will pop up.

No.         Operation         Payroll Report         moldhom         Mike Clohon         14759         D           08/12/2018         07/159/02         Gress Tr-Net Report         moldhom         Mike Clohon         14775         D         D           08/12/2018         07/159/02         Unpaid Employee         Payroll Report         moldhom         Mike Clohon         14775         D         D           08/12/2018         07/159/02         Unpaid Employee         Payroll Report         moldhom         Mike Clohon         14775         D         D           08/12/2018         07/159/01         Unpaid Employee         Payroll Report         moldhom         Mike Clohon         14775         D         D           08/12/2018         07/159/01         Invoice         moldhom         Mike Clohon         14775         D         D           08/12/2018         07/159/01         Payroll Report         moldhom         Mike Clohon         14770         D         D           08/12/2018         07/159/01         Payroll Reports         Consolidate         excdemo         Hile Clohon         14770         D         D         D         D         D         D         D         D         D         D         D         D	Parolities     My Support Team       real Bistammary cease Report of Inspired Report wither     Parolities       Parolities     Par		ESC/		MY COMPANY	MY EMPLOYEES		MY PAYROLLS	🗎 🛨			9	$\sim$	V	
real summary teas Payral Halcaction Report rel Report wire Payroll New / Payrol Netports Payroll New / Payrol Netports Payroll New / Payrol Netports Payroll Report Payroll Report	rrel Sammary cass Payrall exists Albacation Report rel Report with with the Cohon 14775 b 0 06/13/2018 07/39/02 Report Tale Company: (999999) Demo PEO Client Payroll Report Payroll Report Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/02 Report Tale Company: (999999) Demo PEO Client Payroll Report Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/02 Report Tale Company: (999999) Demo PEO Client Payroll Report Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/02 Report Tale Company: (999999) Demo PEO Client Payroll Report Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/02 Report Tale Company: (999999) Demo PEO Client Payroll Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/02 Report Tale Company: (999999) Demo PEO Client Payroll Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/02 Report Tale Company: (999999) Demo PEO Client Payroll Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/02 Report Tale Company: (999999) Demo PEO Client Payroll Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 06/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 00/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 00/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 00/13/2018 07/39/01 Delivery Sheet Report michon Mile Cohon 14775 b 0 0 00/13/2018 07/39/01 Delivery Sheet Report michon	mpan	y / Dashboard	/ Home			(	Company: (999999) De	emo PEO Client					9 9	
seeds Reput rul Allocation Report rul Reports Hite Payroll Reports Payroll Report Payroll Report Payro	cess Rayel rel Allocation Rapert rel Register Report rel Herie Payroll / View / Payroll Report Payroll Number 201842 Payroll Number 201842 Payroll Report Payroll Repo	y Fav	orites				My Su	oport Team							
Denotity Interdential state and Interdential state Interdential state and Interdential state Interdential state	Benefits Includes Statems         Sales RatalBown Includes Backabown Payroll / View / Payrol Report           Payroll / View / Payrol Reports         Company: (99999) Demo PEO Client           Payroll Reports         Company: (99999) Demo PEO Client           Payroll Report         User Id 08/12/018         User Id 07/15/10/2         Sales RatalBown Includes Backabown Includes Backabown           08/12/018         07/15/10/2         Event Id 08/12/018         User Id 0	ocess ient A ayroll I	Payroll Ilocation Report Register Report					Sue Grimm		Eric Galdys					
Payroll / View / Payroll Reports       Company: (999999) Demo PEO Client         Payroll Report       User Manne       Sobiation         Date       Time       Report Table       Ob         06/13/2018       07/359/02       Benefits Bling Report       Report       michon       Mike Cichon       14772       D         06/13/2018       07/359/02       Benefits Bling Report       Report       michon       Mike Cichon       14772       D       O         06/13/2018       07/359/02       Desembration       Report       michon       Mike Cichon       14772       D       O         06/13/2018       07/359/02       Desembration       Report       michon       Mike Cichon       14772       D       O         06/13/2018       07/359/02       Payroll Report       michon       Mike Cichon       14772       D       O         06/13/2018       07/359/01       Payroll Report       Report       michon       Mike Cichon       14772       D       O         06/13/2018       07/359/01       Payroll Report       Report       michon       Mike Cichon       14772       D       O         06/13/2018       07/359/01       Payroll Report       Report       michon       Mike Cichon	Company: (999999) Demo PEO Client         Payroll Reports         Payroll Report       User 1d       Use	w Hir	e					Julia Stephens							
Pyroll Number         201942           Date 0413/2018         Time 799002         Report Table Pyroll Report         User Id	Payroll Number         201942           Date Date 0413/2018         Time 799/02         Report 100/13/2018         Offen 07/19/02         Report 100/13/2018         User Id Version         User Id Version         User Id Version         User Id Version         User Id Version         User Id Version         Version         0         0           08/13/2018         07/19/02         Benefits Billing Report         Report         mcichon         Nike Ochon         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0		Payroll / View /	Payroll Report	rts		(		emo PEO Client						
Date         Time         Report         Class         User Id         <	Date         Time         Report Title         Class         User Id         User Id <thuser id<="" th=""> <thuser id<="" th="">         Use</thuser></thuser>														
		Ce 184 184 185 185 185 185 185 185 185 185 185 185	Date 08/13/2018 08/13/2018 08/13/2018 08/13/2018 08/13/2018 08/13/2018 08/13/2018 08/13/2018 08/13/2018	Time 07:59:02 07:59:02 07:59:02 07:59:02 07:59:02 07:59:02 07:59:01 07:59:01 07:59:01	Benefits Billing Report Allocation Report Gross-To-Net Report Payroll Check Journal Unpaid Employees Payroll Delivery Sheet Invoice Payroll Register				Payroll Report Report Report Payroll Report Report Payroll Report Invoice Payroll Report	mcichon mcichon mcichon mcichon mcichon mcichon mcichon	Mike Cichon Mike Cichon Mike Cichon Mike Cichon Mike Cichon Mike Cichon Mike Cichon Mike Cichon		0 14773 0 14769 14775 14774 14768 14772 14770		
Close															
Close															

14. Select the report you're looking for, or "invoice" to view your invoice for that particular payroll.



## Helpful Tips:

ESC's new technology platform has a powerful search function. You can search for a particular employee, screen, report, or tool utilizing the search bar.

If you use a particular report regularly, you can "favorite" it by clicking the star icon while the report is open, and it will appear in your "my favorites" list.

201336         07-20-18         VERKLY         07/20/2018         Allen, Barry           201834         07-13-18         WEEKLY         07/13/2018         Curry, Arthur           201832         07-06-18         WEEKLY         07/16/2018         Gordon, Barbara           201832         07-06-18         WEEKLY         07/06/2018         Gordon, Barbara           201832         01832         06-29-18         WEEKLY         06/29/2018         Kyls, Sciena           201833         06-22-18         WEEKLY         06/29/2018         Kyls, Sciena         201832           201832         201830         0-613-18         WEEKLY         06/07/15/2018         LeBeau, Remy           201826         06-06-08         WEEKLY         06/01/2018         Murdock, Matthew           201825         06-01-18         WEEKLY         06/01/2018         Onling, Test           201824         201824 - 05-25-18         WEEKLY         05/25/2018         Ostrman, Johnsthan           201824         201824 - 05-18-18         WEEKLY         05/25/2018         Owner, Eusiness	Permo PEO Cilent (C) 2
Payroll Summary Time Sheet Entry Orient Aniection Report         Payroll         Payroll           Client Aniection Report         Benefits         Suid Stephens           Payroll Register Report         New Hire         Employee         Employee           Recent Payrolls         Payroll Network         Payroll Network         Payroll Network           201335         07-20-18 WEEKLY         07/20/2018         Zillisi         Curry, Arthur Socion, Barbara           201331         07-63-18 WEEKLY         07/20/2018         Curry, Arthur Socion, Barbara         Curry, Arthur Socion, Barbara           201332         0-66-18 WEEKLY         06/22/2018         Curry, Arthur Socion, Barbara         Kelly, Kristen Kelly, Kristen Kelly, Kristen Kelly, Kristen Kelly, Kristen Social 201832         0-61-51 WEEKLY         06/08/2018         Curry, Arthur Socion, Barbara Social 201832         Curry, Arthur Social 201832         Social 201830         0-61-51 WEEKLY         06/08/2018         Social 201830         Network Murdock, Matthew Ourtock, Matthew Ourtock, Matthew Ourtock, Matthew         Ourtor, Test Social 201832         Octor, 51-51 WEEKLY         05/25/2018         Ourtor, Subienses	Eric Galdys egaldys@myesc.com Sales Rachael Brown
Recent Payrolls         Payroll         See Grain           Payroll Register Report         Recent Payrolls         Image: See Grain         Image: See Grain           Recent Payrolls         Image: See Grain         Image: See Grain         Image: See Grain         Image: See Grain           Recent Payrolls         Image: See Grain         Image:	Eric Galdys egaldys@myesc.com Sales Rachael Brown
New Hire         My Employees           Recent Payrolls         Payroll         Description         Payroll         Payroll <td>Rachael Brown</td>	Rachael Brown
Description         Pay Date         Employee Name           201835         07-02-18 WEEKLY         07/20/2018         Allen,Barry'           201835         07-02-18 WEEKLY         07/13/2018         Curry, Arthur           201835         07-06-18 WEEKLY         07/13/2018         Gurry, Arthur           201835         07-06-18 WEEKLY         07/13/2018         Gurry, Arthur           201835         02-06-18 WEEKLY         07/02/2018         Kelly, Kristen           201831         06-62-18 WEEKLY         06/22/2018         Kelly, Kristen           201832         06-15-18 WEEKLY         06/02/2018         Lebeau, Remy           201825         06-08-18 WEEKLY         06/08/2018         Murdock, Matthew           201825         06-08-18 WEEKLY         06/08/2018         Murdock, Matthew           201824         201824 - 05-18-18 WEEKLY         05/25/2018         Qaterman, Johnsthan           201824         201824 - 05-18-18 WEEKLY         05/35/2018         Qaterman, Johnsthan           201823         201824 - 05-18-18 WEEKLY         05/35/2018         Qaterman, Johnsthan	
201336         07-20-18 WEEKLY         07/20/2018         Allen, Barry,           201334         07-31-18 WEEKLY         07/13/2018         Curry, Arthur           201333         07-06-18 WEEKLY         07/06/2018         Gordon, Barbara           201332         201832         06-29-18 WEEKLY         06/29/2018         Kellen, Kirsten           201331         0-62-18 WEEKLY         06/29/2018         Kellena         201832           201332         201830         06-29-18 WEEKLY         06/29/2018         Kvie, Selena           201332         201830         06-15-18 WEEKLY         06/07/2018         Leena           201325         06-08-18 WEEKLY         06/07/2018         Murdock, Matthew           201325         06-01-18 WEEKLY         06/01/2018         Ontro, Test           201324         201824         05-18-18 WEEKLY         06/01/2018         Ontro, Test           201322         201824         05-18-18 WEEKLY         05/25/2018         Oxterma, Johnsthan           201324         201824         05-18-18 WEEKLY         05/25/2018         Oxterma, Johnsthan	
2D1834         07-13-18         WEEKLY         07/13/2018         Curry_Arthur           2D1833         07-06-18         WEEKLY         07/06/2018         Gordon_Barbara           2D1832         201832 - 06-29-18         WEEKLY         06/29/2018         Kelly_Kristen           2D1831         06-22-18         WEEKLY         06/22/2018         Kyle_Selana           2D1832         021830         06-15-18         WEEKLY         06/21/2018         LeEsau_Remv           2D1832         06-15-18         WEEKLY         06/13/2018         LeEsau_Remv           2D1832         06-08-18         WEEKLY         06/08/2018         Murdock_Matthew           2D1825         06-08-18         WEEKLY         06/08/2018         Murdock_Matthew           2D1825         06-01-18         WEEKLY         06/08/2018         Ontro_Test           2D1825         06-01-18         WEEKLY         05/08/2018         Ontro_Test           2D1824         201824 - 05-18-18         WEEKLY         05/25/2018         Owner_Business           2D1824         201824 - 05-18-18         WEEKLY         05/13/2018         Owner_Business	Ext Work Mobile Work Email 889 716-691-4455 716-681-6699 mcichon@mvesc.com
201332         201332         06-20-18 WEEKLY         06/29/2018         Kulys. Salema           201331         06-22-18 WEEKLY         06/22/2018         Kyls. Salema           201332         201330 - 06-15-18 WEEKLY         06/15/2018         LaBeau. Remy.           201335         06-01-18 WEEKLY         06/15/2018         Murdos. Matthew           201335         06-01-38 WEEKLY         06/00/2018         Murdos. Matthew           201325         06-01-18 WEEKLY         06/01/2018         Onlino. Test           201324         201824 - 05-25-18 WEEKLY         05/01/2018         Optimem. Johnsthan           201323         201823 - 05-18-18 WEEKLY         05/12/2018         Optimem. Johnsthan	224 716-555-2323 716-555-4/87 strongswimmer@noemail.com
201831         06-22-18 WEEKLY         06/22/2018         Kyls, Salena           201830         201830 - 06-15-18 WEEKLY         06/15/2018         LeBeau, Remy,           201826         06-08-18 WEEKLY         06/08/2018         Murdock, Matthew           201825         06-01-18 WEEKLY         06/01/2018         Ohrmo, Test           201824         201824 - 05-25-18 WEEKLY         05/01/2018         Ohrmo, Test           201823         201824 - 05-25-18 WEEKLY         05/16/2018         Osterma, Johnathan           201823         06-18-18 WEEKLY         05/16/2018         Osterma, Johnathan	886 716-691-4455 716-685 6010 darkwingz@secret.com
01330         201830 - 06-15-18 WEEKLY         06/15/2018         LeBaux, Berry           01826         06-08-18 WEEKLY         06/08/2018         Murdock, Matthew           01825         06-01-18 WEEKLY         06/01/2018         Onlng, Test           01824         201824 - 05-25-18 WEEKLY         06/01/2018         Osterman_Johnsthan           01823         201824 - 05-18-18 WEEKLY         05/12/2018         Osterman_Johnsthan           01823         201823 - 05-18-18 WEEKLY         05/18/2018         Owner, Business	kkelly@myesc.com
01826         06-08-18 WEEKLY         06/08/2018         Murdock, Matthew           01825         06-01-18 WEEKLY         06/01/2018         Ontro, Test           01824         201824 - 05-25-18 WEEKLY         05/25/2018         Osterman, Johnathan           01823         201823 - 05-18-18 WEEKLY         05/12/2018         Osterman, Johnathan           01823         201823 - 05-18-18 WEEKLY         05/12/2018         Owner, Dusiness	444 716-252-4857 716-23-1234 phoneemail@noemail.com 354 716-555-2233 896-555-2141 cardshark@nomail.com
01825         06-01-18         WEEKLY         06/01/2018         Ontro. Test           01824         201824 - 05-25-18         WEEKLY         05/25/2018         Osterman. Johnathan           01823         201823 - 05-18-18         WEEKLY         05/18/2018         Owner, Business	354 716-555-2233 896-555-2141 cardshark@nomail.com 554 716-454-5454 16-524-5145 fakeemail@noemail.com
01824         201824 - 05-25-18 WEEKLY         05/25/2018         Osterman, Johnathan           01823         201823 - 05-18-18 WEEKLY         05/18/2018         Owner, Business	vhorrocks@prismhr.com
01823 201823 - 05-18-18 WEEKLY 05/18/2018 Owner, Business	716-555-3344 bioblue@nomail.com
	754 716-888-4547 789-474-5474 owner@noemail.com
01822 05-11-18 WEEKLY 05/11/2018 Reynolds, Ryan	716/691-4455 jparisi@myesc.com
	899 716-555-2211 716-555-9988 thepatriot@nomail.com
Summers_Scott Swift, Taylor View All >≥	441 789-53-2217 /16-535-9988 thepartoi@nomail.com 441 789-547-444 745-856-3214 dundermifflin@noemail.com 445 716-848-9558 789-457-4141 blank@noemail.com

The platform also has a robust help section, to find instructions for any task you may be performing in the system.

There are also a number of video tutorials accessible to you.