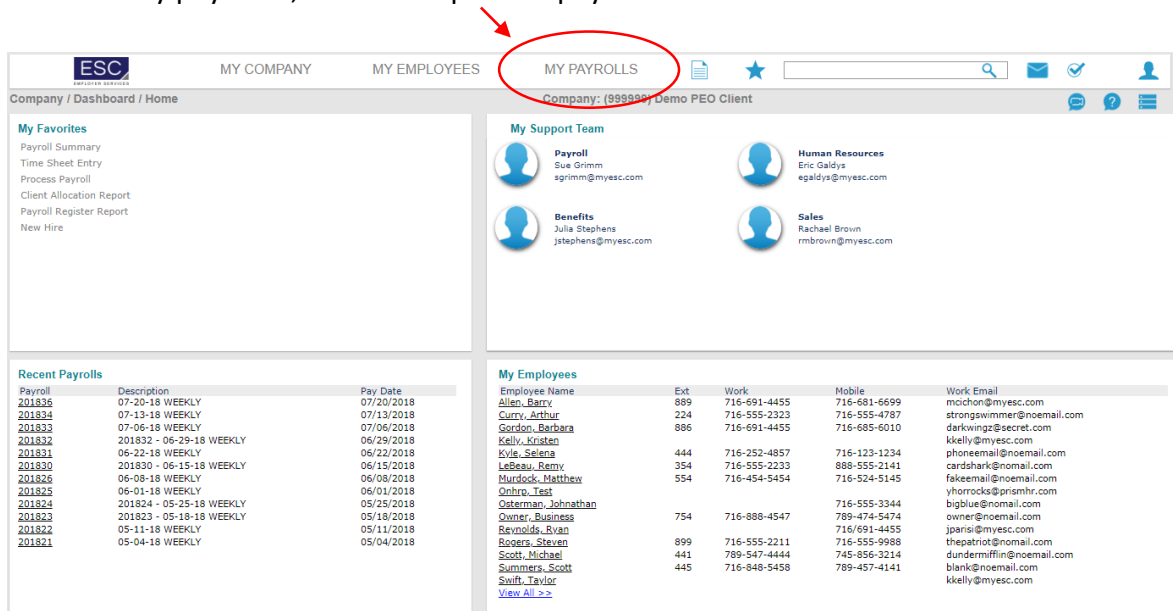


## ESC's Technology Platform, powered by PrismHR client quick-start guide for processing payroll

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

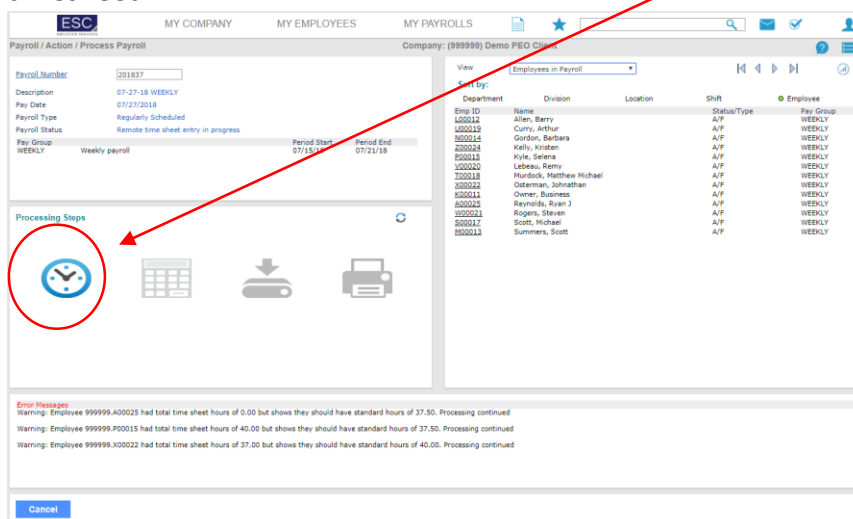
### To Process Payroll

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



The screenshot shows the ESC PrismHR dashboard. The top navigation bar includes 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS', with 'MY PAYROLLS' circled in red. Below the navigation bar, there are sections for 'My Favorites', 'My Support Team' (listing Payroll, Human Resources, Benefits, and Sales), 'Recent Payrolls' (a table of payroll records), and 'My Employees' (a table of employee details).

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



The screenshot shows the 'Process Payroll' screen. The 'Processing Steps' section contains a clock icon circled in red, along with icons for a calendar, a download, and a printer. Below this section, there are error messages and a 'Cancel' button.

Emp ID	Name	Department	Division	Location	Shift	Status/Type	Pay Group
100014	Allen, Barry					A/F	WEEKLY
100019	Curry, Arthur					A/F	WEEKLY
100014	Gordon, Barbara					A/F	WEEKLY
200024	Kelly, Kristen					A/F	WEEKLY
100011	Kyle, Selena					A/F	WEEKLY
100000	LeBau, Remy					A/F	WEEKLY
100018	Murdock, Matthew Michael					A/F	WEEKLY
100002	Owner, Business					A/F	WEEKLY
100011	Owner, Business					A/F	WEEKLY
100003	Reynolds, Ryan J					A/F	WEEKLY
100011	Rogers, Steven					A/F	WEEKLY
100017	Scott, Michael					A/F	WEEKLY
100013	Summers, Scott					A/F	WEEKLY

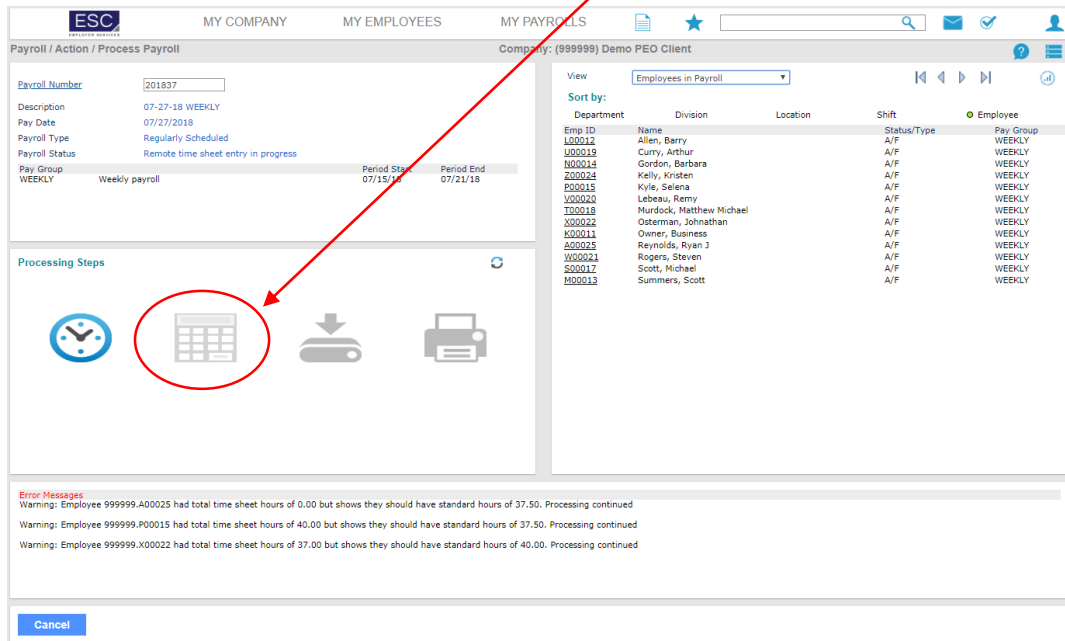
- Salaried employee hours will be auto-populated. Hourly employee hours will be keyed into the appropriate columns

Employee	Name	Pay rate	Salary	FLSA Exempt	REGULAR	OVERTIME	VAC REG	HOLIDAY	BONUS	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Gross Pay	O/E	O/D	L/R	PTO
L00012	Allen, Barry	21.00			37.50				100.00	8.00			45.50		100.00	1,055.50				
U00019	Curry, Arthur	25.00			32.00			8.00					40.00			1,000.00				
N00014	Gordon, Barbara	24.03			40.00								40.00			961.54				
Z00024	Kelly, Kristen	16.00			40.00	5.00							45.00			735.50				
P00015	Kyle, Selena	25.00			32.00			8.00					40.00			1,000.00				
V00020	Lebeau, Remy	36.05			40.00								40.00			1,442.31				
T00018	Murdock, Matthew Michael	25.00			40.00								40.00			1,000.00				
X00022	Osterman, Johnathan	21.00			37.00								37.00			777.00				
K00011	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			40.00								40.00			1,500.00				
M00013	Summers, Scott	18.00			40.00								40.00			720.00				
Totals for displayed employees (To do only)					448.00	5.00	24.00	0.00	100.00	8.00	0.00	0.00	485.00	0.00	100.00	15,018.77				

- 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”.
- If, after finalizing the payroll, an entry error is detected, simply click “unfinalize”, make the corrections, and click “finalize page” again.

Employee	Name	Pay rate	Salary	FLSA Exempt	REGULAR	OVERTIME	VAC REG	HOLIDAY	BONUS	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Gross Pay	O/E	O/D	L/R	PTO
L00012	Allen, Barry	22.00			0.00															
U00019	Curry, Arthur	25.00			40.00								40.00			1,000.00				
N00014	Gordon, Barbara	24.03			40.00								40.00			961.54				
Z00024	Kelly, Kristen	16.00			0.00															
P00015	Kyle, Selena	25.00			0.00															
V00020	Lebeau, Remy	36.05			40.00								40.00			1,442.31				
T00018	Murdock, Matthew Michael	25.00			0.00															
X00022	Osterman, Johnathan	21.00			0.00															
K00011	Owner, Business	48.71			37.50								37.50			1,826.92				
A00025	Reynolds, Steven	75.00			40.00								40.00			3,000.00				
S00017	Scott, Michael	37.50			40.00								40.00			1,500.00				
M00013	Summers, Scott	18.00			0.00															
Totals for displayed employees (Finalized only)					237.50		0.00	0.00	0.00	0.00	0.00	0.00	237.50	0.00	0.00	9,730.77				

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



Payroll / Action / Process Payroll Company: (999999) Demo PEO Client

Payroll Number: 201837

Description: 07-27-18 WEEKLY  
 Pay Date: 07/27/2018  
 Payroll Type: Regularly Scheduled  
 Payroll Status: Remote time sheet entry in progress

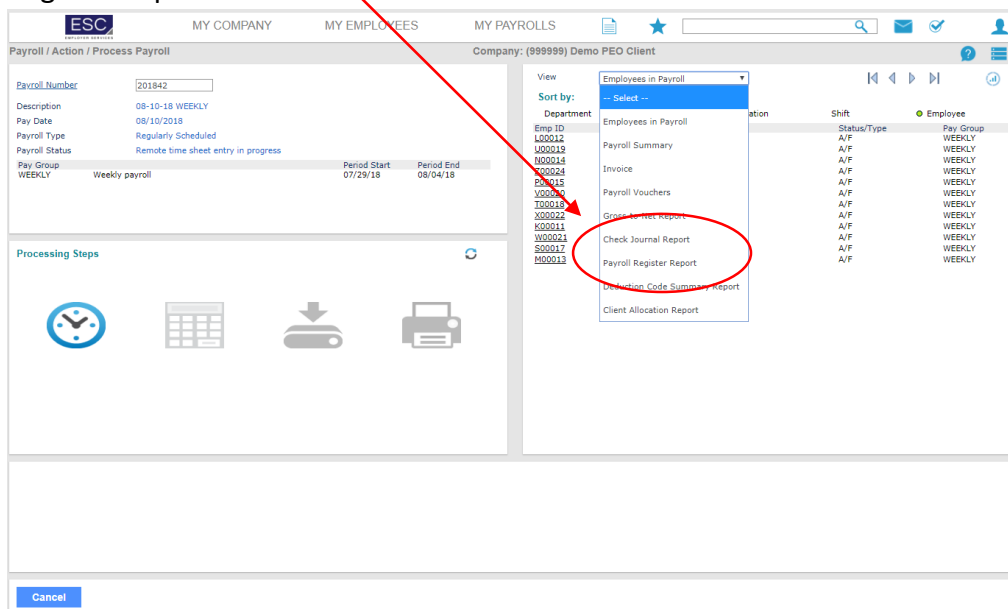
Processing Steps: [Clock icon] [Calculator icon] [Download icon] [Print icon]

Error Messages:

- Warning: Employee 999999.A00025 had total time sheet hours of 0.00 but shows they should have standard hours of 37.50. Processing continued
- Warning: Employee 999999.P00015 had total time sheet hours of 40.00 but shows they should have standard hours of 37.50. Processing continued
- Warning: Employee 999999.X00022 had total time sheet hours of 37.00 but shows they should have standard hours of 40.00. Processing continued

Cancel

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”.



Payroll / Action / Process Payroll Company: (999999) Demo PEO Client

Payroll Number: 201842

Description: 08-10-18 WEEKLY  
 Pay Date: 08/10/2018  
 Payroll Type: Regularly Scheduled  
 Payroll Status: Remote time sheet entry in progress

Processing Steps: [Clock icon] [Calculator icon] [Download icon] [Print icon]

View: Employees in Payroll

Sort by: -- Select --

- Employees in Payroll
- Payroll Summary
- Invoice
- Payroll Vouchers
- Check Journal Report
- Payroll Register Report
- Client Allocation Report

Cancel

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 home screen.

Company / Dashboard / Home

Company: (999999) Demo PEO Client

**My Favorites**

- Payroll Summary
- Time Sheet Entry
- Process Payroll
- Client Allocation Report
- Payroll Register Report
- New Hire

**My Support Team**

- Payroll**: Sue Grimm (sgrimm@myesc.com)
- Human Resources**: Eric Galdys (egaldys@myesc.com)
- Benefits**: Julia Stephens (jstephens@myesc.com)
- Sales**: Rachael Brown (rbrown@myesc.com)

**Recent Payrolls**

Payroll	Description	Pay Date
201836	07-20-18 WEEKLY	07/20/2018
201835	07-13-18 WEEKLY	07/13/2018
201833	07-06-18 WEEKLY	07/06/2018
201832	201832 - 06-29-18 WEEKLY	06/29/2018
201831	06-22-18 WEEKLY	06/22/2018
201830	201830 - 06-15-18 WEEKLY	06/15/2018
201826	06-08-18 WEEKLY	06/08/2018
201825	06-01-18 WEEKLY	06/01/2018
201824	201824 - 05-25-18 WEEKLY	05/25/2018
201823	201823 - 05-18-18 WEEKLY	05/18/2018
201822	05-11-18 WEEKLY	05/11/2018
201821	05-04-18 WEEKLY	05/04/2018

**My Employees**

Employee Name	Ext	Work	Mobile	Work Email
Allen, Barry	889	716-691-4455	716-681-6699	mcichon@myesc.com
Curry, Arthur	224	716-555-2323	716-555-4787	strongswimmer@noemail.com
Gordon, Barbara	886	716-691-4455	716-685-6010	darkwingz@secret.com
Kelly, Kristen				kkelly@myesc.com
Kyle, Selena				phoneemail@noemail.com
LeBeau, Remy				cardshark@noemail.com
Murdoch, Matthew	554	716-454-5454	716-524-5145	fakeemail@noemail.com
Ohno, Test				yhorrocks@prismhr.com
Osterman, Johnathan				bigblue@noemail.com
Owner, Business	754	716-888-4547	789-474-5474	owner@noemail.com
Reynolds, Ryan				jpansi@myesc.com
Rogers, Steven	899	716-555-2211	716-555-9988	thepatriot@noemail.com
Scott, Michael	441	789-547-4444	745-856-3214	dundermifflin@noemail.com
Summers, Scott	445	716-848-5458	789-457-4141	blank@noemail.com
Swift, Taylor				kkelly@myesc.com

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

Company / Dashboard / Home

Company: (999999) Demo PEO Client

**My Favorites**

- Payroll Summary
- Process Payroll
- Client Allocation Report
- Payroll Register Report
- New Hire

**My Support Team**

- Payroll**: Sue Grimm (sgrimm@myesc.com)
- Human Resources**: Eric Galdys (egaldys@myesc.com)
- Benefits**: Julia Stephens (jstephens@myesc.com)
- Sales**: Rachael Brown (rbrown@myesc.com)

**Payroll / View / Payroll Reports**

Company: (999999) Demo PEO Client

**Payroll Reports**

Payroll Number: 201842

Date	Time	Report Title	Class	User Id	User Name	Job
08/13/2018	07:59:02		Payroll Report	mcichon	Mike Cichon	0
08/13/2018	07:59:02	Benefits Billing Report	Report	mcichon	Mike Cichon	14773
08/13/2018	07:59:02	Allocation Report	Report	mcichon	Mike Cichon	0
08/13/2018	07:59:02	Gross-To-Net Report	Payroll Report	mcichon	Mike Cichon	14769
08/13/2018	07:59:02	Payroll Check Journal	Report	mcichon	Mike Cichon	14775
08/13/2018	07:59:02	Unpaid Employees	Payroll Report	mcichon	Mike Cichon	14774
08/13/2018	07:59:01	Payroll Delivery Sheet	Report	mcichon	Mike Cichon	14768
08/13/2018	07:59:01	Invoice	Invoice	mcichon	Mike Cichon	14772
08/13/2018	07:59:01	Payroll Register	Payroll Report	mcichon	Mike Cichon	14770
08/13/2018	07:59:01	Consolidated PDF Reports	Consolidate	escdemo		

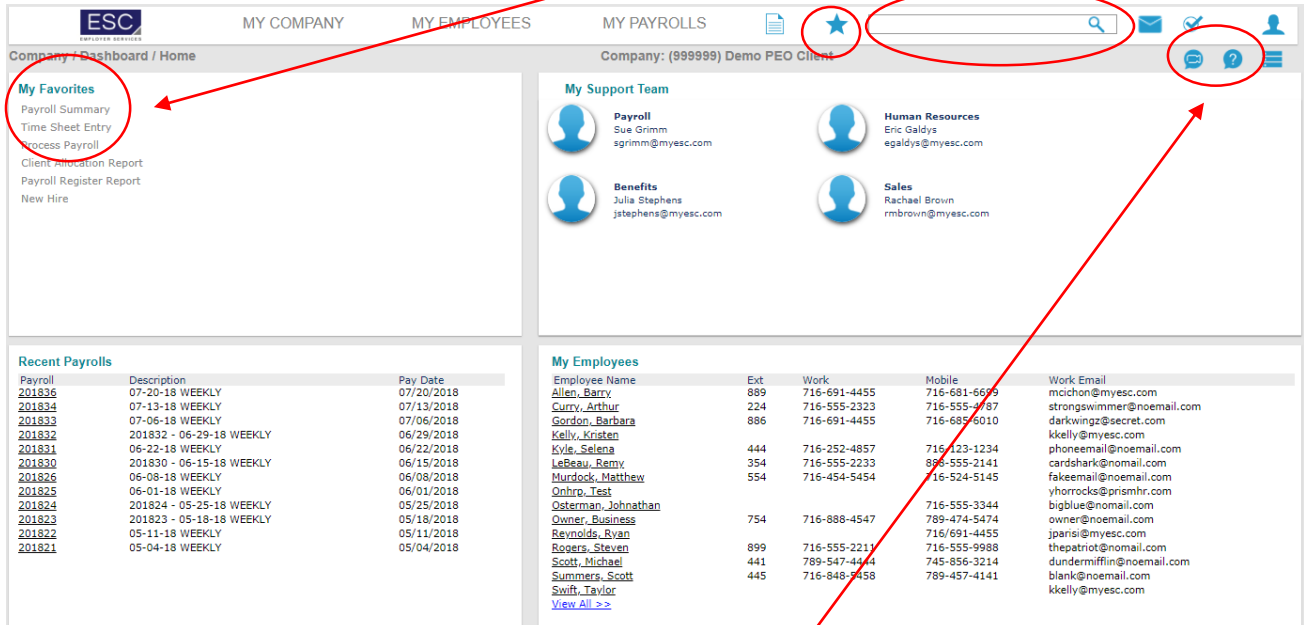
Close

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.



The screenshot shows the ESC dashboard interface. At the top, there are navigation tabs: MY COMPANY, MY EMPLOYEES, MY PAYROLLS, and a search bar. A star icon is circled in the top navigation bar, with a red arrow pointing to the 'My Favorites' section on the left. The 'My Favorites' section lists items like Payroll Summary, Time Sheet Entry, Process Payroll, Client Allocation Report, Payroll Register Report, and New Hire. In the top right corner, a search bar and a help icon (question mark) are circled with red arrows pointing to the text above and below, respectively. The main content area is divided into sections: 'My Support Team' (listing Payroll, Human Resources, Benefits, and Sales), 'Recent Payrolls' (a table of payroll records), and 'My Employees' (a table of employee details).

Payroll	Description	Pay Date
201836	07-20-18 WEEKLY	07/20/2018
201834	07-13-18 WEEKLY	07/13/2018
201833	07-06-18 WEEKLY	07/06/2018
201832	201832 - 06-29-18 WEEKLY	06/29/2018
201831	06-22-18 WEEKLY	06/22/2018
201830	201830 - 06-15-18 WEEKLY	06/15/2018
201828	06-08-18 WEEKLY	06/08/2018
201825	06-01-18 WEEKLY	06/01/2018
201824	201824 - 05-25-18 WEEKLY	05/25/2018
201823	201823 - 05-18-18 WEEKLY	05/18/2018
201822	05-11-18 WEEKLY	05/11/2018
201821	05-04-18 WEEKLY	05/04/2018

Employee Name	Ext	Work	Mobile	Work Email
Allen, Barry	889	716-691-4455	716-681-6699	mcichon@myesc.com
Curry, Arthur	224	716-555-2323	716-555-9987	strongswimmer@noemail.com
Gordon, Barbara	886	716-691-4455	716-689-6010	darkwingz@secret.com
Kelly, Kristen				kkelly@myesc.com
Kyle, Selena	444	716-252-4857	716-123-1234	phoneemail@noemail.com
LeBeau, Remv	354	716-555-2233	898-555-2141	cardshark@noemail.com
Murdoch, Matthew	554	716-454-5454	716-524-5145	fakeemail@noemail.com
Onhro, Test				yhorrocks@prismhr.com
Osterman, Johnathan			716-555-3344	bigblue@noemail.com
Owner, Business	754	716-888-4547	789-474-5474	owner@noemail.com
Reynolds, Ryan			716-691-4455	jparis@myesc.com
Rogers, Steven	899	716-555-2211	716-555-9988	thepatriot@noemail.com
Scott, Michael	441	789-547-4444	745-856-3214	dundermifflin@noemail.com
Summers, Scott	445	716-848-9458	789-457-4141	blank@noemail.com
Swift, Taylor				kkelly@myesc.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.