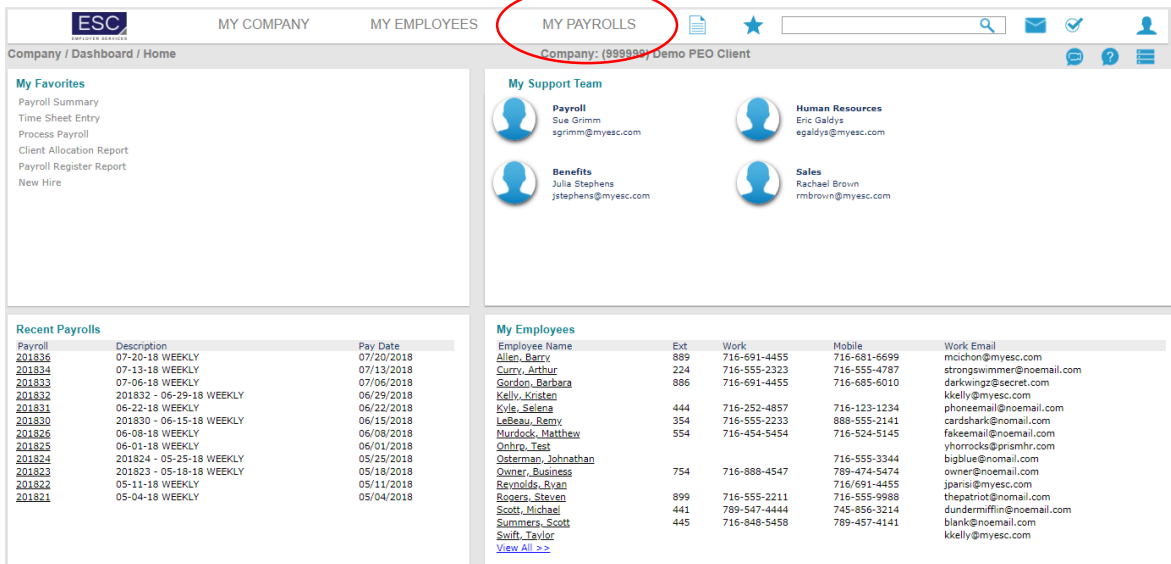


ESC's Technology Platform, powered by PrismHR client quick-start guide for processing payroll

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"



Company: (999999) Demo PEO Client

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)

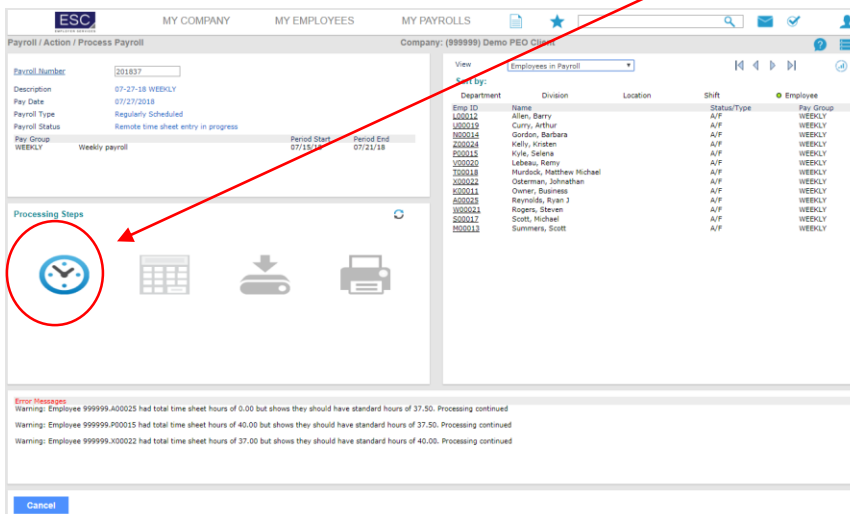
Recent Payrolls

Payroll	Description	Pay Date
201835	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
201829	06-08-18 WEEKLY	06/08/2018
201828	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	michon@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	444	716-252-4857	716-123-1234	phoneemail@noemail.com
LeBeau, Remy	354	716-555-2233	888-555-2141	cardshark@noemail.com
Murdock, Matthew	554	716-454-5454	716-524-5145	fakemail@noemail.com
Onhrp, Test				yhrocks@prsmhr.com
Osterman, Johnathan			716-555-3344	bigblue@noemail.com
Owner, Business	754	716-888-4547	789-474-5474	owner@noemail.com
Reynolds, Ryan J			716/691-4455	jpani@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

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



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: Remits time sheet entry in progress

Pay Group: WEEKLY

Period Start: 07/15/18

Period End: 07/21/18

Processing Steps

- Process Payroll (Clock icon)
- Timesheet
- Download
- Print

Employees in Payroll

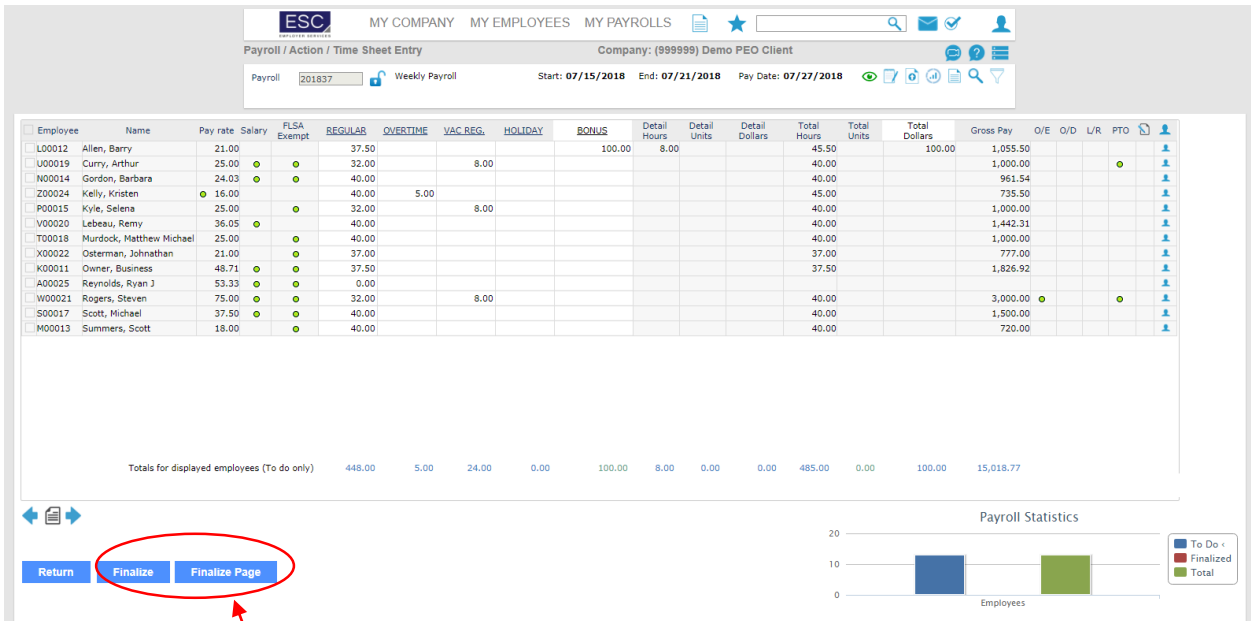
Emp ID	Name	Department	Division	Location	Shift	Status/Type	Pay Group
L00012	Allen, Barry					A/F	WEEKLY
L00019	Curry, Arthur					A/F	WEEKLY
H00014	Gordon, Barbara					A/F	WEEKLY
K00024	Kelly, Kristen					A/F	WEEKLY
E00015	Kyle, Selena					A/F	WEEKLY
V00020	LeBeau, Remy					A/F	WEEKLY
H00018	Murdock, Matthew Michael					A/F	WEEKLY
O00022	Osterman, Johnathan					A/F	WEEKLY
H00011	Owner, Business					A/F	WEEKLY
A00023	Reynolds, Ryan J					A/F	WEEKLY
H00024	Rogers, Steven					A/F	WEEKLY
S00012	Scott, Michael					A/F	WEEKLY
H00011	Summers, Scott					A/F	WEEKLY

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

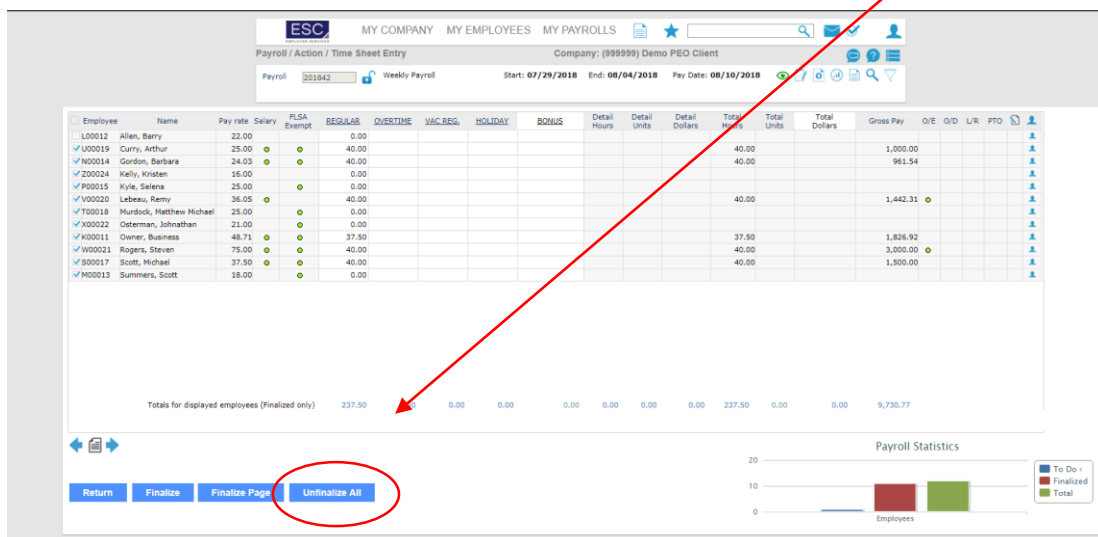
Cancel

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



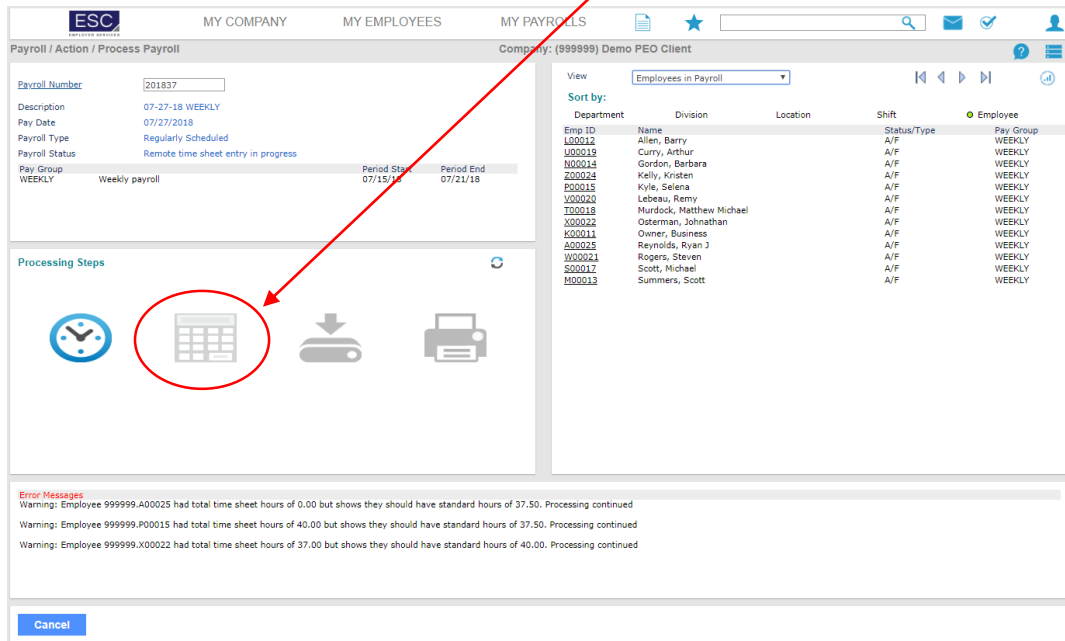
Employee	Name	Pay rate	Salary	FLSA Exempt	REGULAR	OVERTIME	VAC REG.	HOLIDAY	BONUS	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Gross Pay	O/E	O/D	L/R	PTO
L00012	Allen, Barry	21.00			37.50				100.00	8.00			45.50		100.00	1,055.50				
U00019	Curry, Arthur	25.00			32.00								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								40.00			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				
W00021	Rogers, 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	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

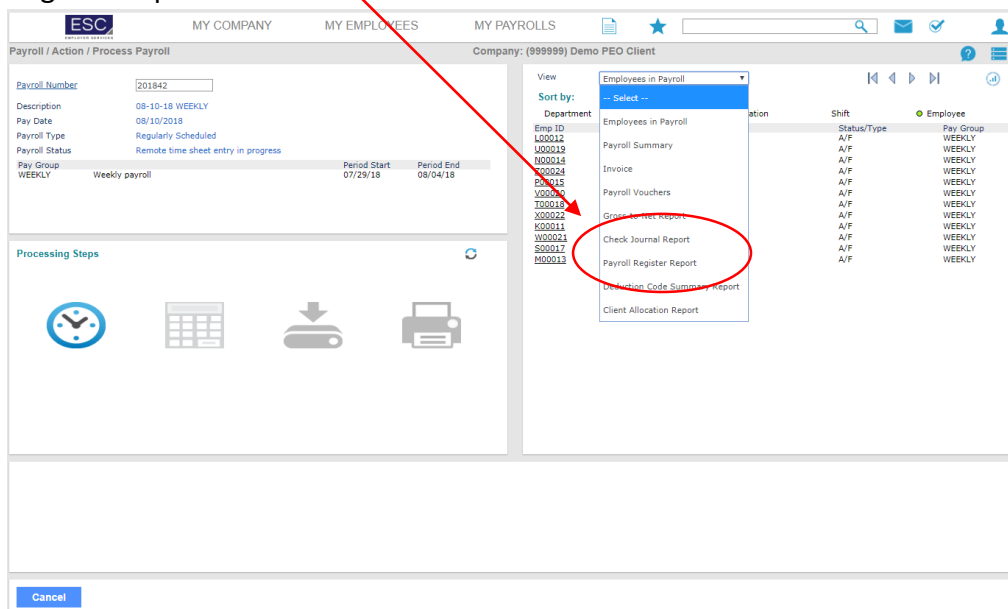
Description: 07-27-18 WEEKLY
 Pay Date: 07/27/2018
 Payroll Type: Regularly Scheduled
 Payroll Status: Remote time sheet entry in progress
 Pay Group: Weekly payroll

Processing Steps

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

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
 Pay Group: Weekly payroll

Processing Steps

View: Employees in Payroll

Sort by: -- Select --

Department: Employees in Payroll

Emp ID Name Division Location Shift Status/Type Pay Group

L00012 Allen, Barry A/F WEEKLY
 L00019 Curry, Arthur A/F WEEKLY
 N00014 Gordon, Barbara A/F WEEKLY
 Z00024 Kelly, Kristen A/F WEEKLY
 P00015 Kyle, Selena A/F WEEKLY
 X00020 Lebeau, Remy A/F WEEKLY
 T00018 Murdock, Matthew Michael A/F WEEKLY
 X00022 Osterman, Johnathan A/F WEEKLY
 L00011 Owner, Business A/F WEEKLY
 A00025 Reynolds, Ryan J A/F WEEKLY
 W00021 Rogers, Steven A/F WEEKLY
 S00017 Scott, Michael A/F WEEKLY
 M00013 Summers, Scott A/F WEEKLY

View: Employees in Payroll

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

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.

The screenshot shows the ESC dashboard for a company named 'Demo PEO Client'. The 'Recent Payrolls' section is circled in red. Below is the data from this section:

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

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

The screenshot shows the 'Payroll Reports' modal window for payroll number 201842. Below is the data from this window:

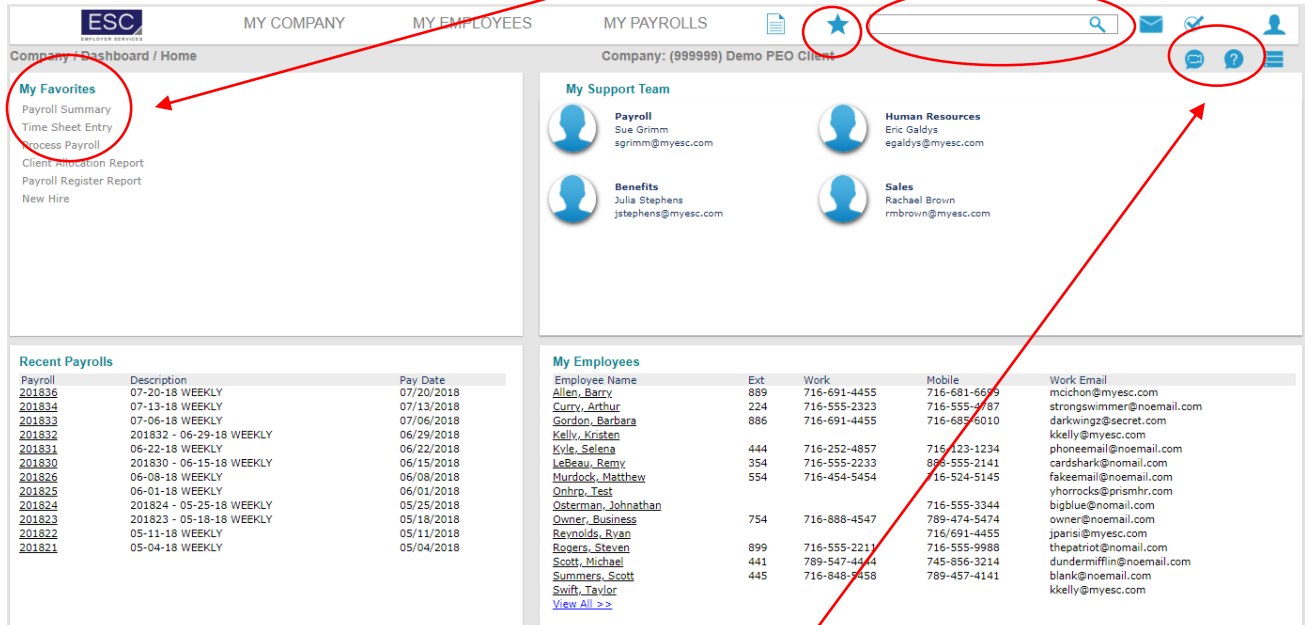
Date	Time	Report Title	Class	User Id	User Name	Job
08/13/2018	07:59:02		Payroll Report	mcichon	Mike Cichon	0
08/13/2018	07:59:02	Benefits Billing Report	Report	mcichon	Mike Cichon	14773
08/13/2018	07:59:02	Allocation Report	Report	mcichon	Mike Cichon	0
08/13/2018	07:59:02	Gross-To-Net Report	Payroll 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		

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 right navigation area, with a red arrow pointing to the 'My Favorites' section on the left side of the dashboard. The 'My Favorites' section lists items like Payroll Summary, Time Sheet Entry, and Process Payroll. Below this is the 'My Support Team' section with contact information for Payroll, Benefits, Human Resources, and Sales. The bottom left shows a 'Recent Payrolls' table, and the bottom right shows a 'My Employees' table. A help icon (question mark) is circled in the bottom right corner, with a red arrow pointing to the text below.

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.

Reminders:

Your first payroll in the new system will be processed by ESC as a final check. You will process all subsequent payrolls.

Your invoice report will be available in the system after your payroll has been processed by ESC. ESC conducts “office hours” twice weekly. Each Monday from 3:00 – 4:00 pm, ESC will be available to assist with payroll processing. Each Friday from 11:30 am – 12:30 pm, ESC will be available to assist with reporting. These office hours are conducted virtually via goto meeting. Login credentials are sent via email.