



I N T E G R A T E D B U S I N E S S S E R V I C E S

Client Login Instructions

Our Clients have the ability to directly enter employee and access Payroll and HR information utilizing the web.

Click on the link below or paste the link to a web browser:

<http://www.innovativeemployer.com>

Click on the Client Portal and then click on the Client Access tab.

Enter the following information at the Manager Login:

- Username: (provided by your manger or Innovative)
- Password: (provided by your manger or Innovative)

Access

Once logged in, click on the tabs in the upper left side of the screen. Some of the most frequently accessed screens are:

- Payroll Entry (when requested)
- Employee Inquires
 - Employee Overview, Payroll Summary, Paid Time Off, Check Stub, and W-2 reprint.
- Self Service Reports
 - HR Reports and Payroll Reports.
- Web Reports
 - Employee Roster, Batch Inquiry (Payroll), Employee Birthday Report, Employee Census & Employee Census W/C.

This is a live production database, so be careful when entering data as it will impact payroll. If you would like to explore entering hours on the timesheet, feel free. We can create or recreate it at any time upon your request.

Not working?

- If the site doesn't load, verify that [https](https://) was entered at the beginning of the web address and not [http](http://). [http](http://) is the default for the web browser, but adding an s at the end of [http](http://) indicates a secured site and [is](https://) required.
- If the screens and/or reports do not appear when attempting to access employee information, try removing the popup blocker.

If you have any questions, call Colleen at [727-323-7979](tel:727-323-7979) or colleen@innovativeemployer.com