Client Payroll Instructions

Online Payroll Submission

1) Login
   - Click on the Payroll Entry tab located on the menu bar on the screen's left hand side.
   - Click on the Timesheet Entry tab.
   - Click on the pull down tab under Available Timesheets.

2) Enter Payroll
   - Enter the Hours/Amounts by employee in the appropriate column. Navigate by using the Tab Key on your keyboard or by clicking on the box you wish to input/change. Do not use the Enter Key on your keyboard unless you want to save information. Column Headings are customized by client. Some examples of Pay Codes are listed below:
     - REG – Regular
     - O/T – Overtime
     - PTO – Paid Time Off
     - VAC – Vacation
     - HOLS – Holiday
     - SICK – Sick
     - BONUS – Bonus
     - RETHR – Retro Hours (adjustments for previously missed hours)

   - Access additional pay codes by clicking on the 0.00 field in the "Ded Hrs" (Detail Hours) or the "Det Amt" (Detail Amount) column. On the following screen, enter the hours or amount in the Hours/Amt column. Then use the pull down menu to select the appropriate Pay Code. If necessary, click on the "New Row Detail" to create additional pay code entries. Note: if using the Shift Pay Code, you must also use the pull down menu to select the appropriate Shift Code.

3) Enter Deductions
   - Enter onetime employee deductions by clicking on the 0.00 field in the "Ded Amt" (Deduction Amount) column. On the following screen, enter the amount in the appropriate deduction field. Deductions are customized by client. Some examples are listed below:
     - ADV – Employee Advance
     - CELL – Cell Phone
     - CUNI – Uniforms
   - Click on Continue (on the lower right hand corner of the Deduction screen) or use the Enter Key from your keyboard.

4) Save Payroll
   - Click on Save (on the lower right hand corner of the Timesheet screen) or use the Enter Key from your keyboard.

5) Verify Input Accuracy
- Click on the Summary Report or the Totals Report tab (on the upper right hand side of the screen) and a report screen will pop-up. If the pop-up screen does not appear, remove the pop-up blocker on your Web Browser.
    - Verify against the report that the hours/amounts were entered correctly.
    - Verify by individual and/or by totals.

6) Submit the Payroll Batch to Innovative
- Click on the Submit Batch tab (to the left of the Totals Report tab) and then click OK.
    - After the batch is sent, the client can no longer make changes. Although our payroll department can continue to make changes up until the batch is posted.

Special Situations

Changes to Payroll after Submitting the Batch
Contact Innovative to make payroll changes after the batch is submitted.

Employee Not on the Timesheet
Contact Innovative to request employee additions to the timesheet. Verify that Innovative has been sent the “New Hire” information. Newly added employees will immediately appear on the Timesheets.

Unique Pay Code/Deduction not Available
Regarding payroll entry, we limited the available pay and deductions codes to those that are specific to your company. If you need additional codes, we can make them available within minutes.

If you have any questions, contact Customer Support at (800) 909-9098 or info@innovativeemployer.com