

## ESS & Timekeeping - Pink Payroll (EOD)

### Employer Instructions:

#### Access:

You have two different choices for access, depending on which site you were provided by Pink Payroll. You may find both links on <http://www.pinkpayroll.com/online-payroll>

Employer on the Go

<https://employeronthego.com/?PL=20101029>

Employer on Demand

<https://www.employerondemand.com/RDWeb/Pages/en-US/login.aspx?PL=20101029>

### General Instructions:

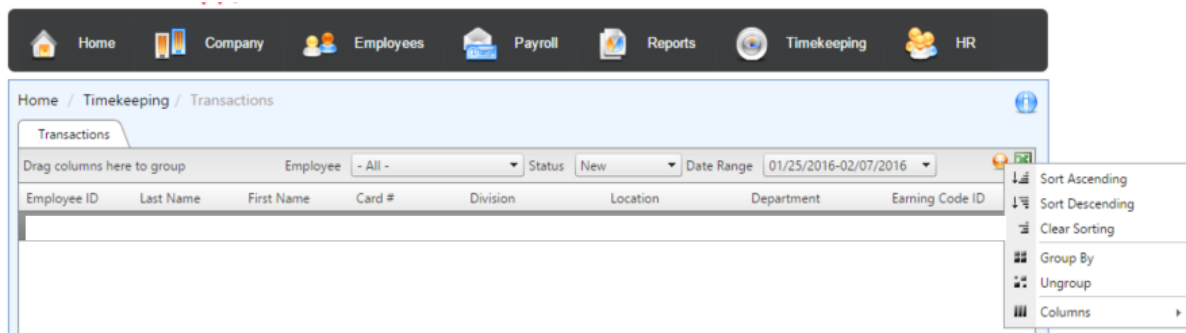
#### Timekeeping Menu

>> Transactions - this is where you edit employee's clocked time.

>> Use the scroll bar at the bottom to view all columns.

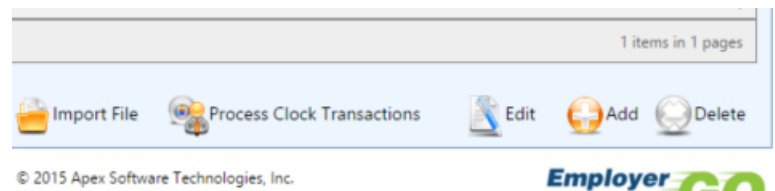
>> Use the "plus" or "Excel" buttons at the upper right to sort transactions, change how the screen is viewed or to export transactions to Excel.

>> Select the drop down arrows, Employee, New or Date Range to further customize current view



>> Employee In/Out Board - see who is clocked in

>> At the bottom, you will see "Process Clock Transactions". Please use this function before Previewing Payroll, so that your time transactions properly transfer over to be able to run a payroll



## How to Monitor Time

>> We can have one or more timekeeping reports emailed to you at a specified time, daily. You can review these reports, then edit the time in Payroll Transactions

>> You may run a report through Report Wizard at anytime, to check the clocked time

### Options:

>> Our system can round time to nearest 1 to 5 minutes (not suggested), show unpaid lunch or breaks, etc. There are other functions you can request. Most are not needed, as simple timekeeping is easy to manage on your end. Please ask your processor

### Processing Payroll

>> Once your time is correctly entered, and all edits made, you can preview your payroll

>> Make sure you have "processed clock transactions"

>> Do not enter hours in the Rapid Pay Wizard. They are already stored in the system

>> Simply "Preview Payroll". Review the Payroll Detail report. The Hours should match what is logged in timekeeping transactions.

>> Check regular and overtime, and all pay types.

>> See our separate instructions on approving your payroll

### **Training Employee:                    You may want to cut this section out and provide to employees**

Employees can find the link on our page at <http://www.pinkpayroll.com/employee-login>

For this version, the links are

Employee Web Clock Access, then see "Employer on Demand"

Webclock: <https://timekeeping.employerondemand.com/Mobile/Default.aspx>

Paystub Access:

Employer on Demand: <https://selfservice.employerondemand.com/Mobile/Default.aspx>

The same password works on both sites.