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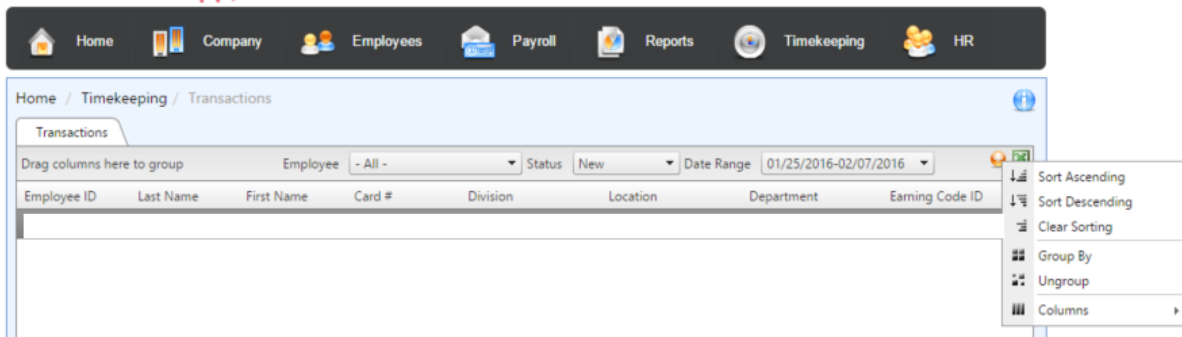
>> Employee In/Out Board - see who is clocked in

>> 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
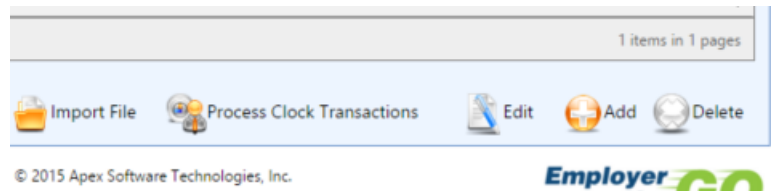
How to Monitor Time

>> 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 any time, 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 is:

EMPLOYEE WEB CLOCK

Employer on the Go

https://my.employeronthego.com/Login.aspx?PL=20101029