ADP

EasyPayNet℠

» REFERENCE GUIDE

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» Welcome to EasyPayNet

Welcome to EasyPayNet, a complete, easy-to-use online payroll solution. This guide provides you with information and answers to your "how do I…?" and "where to I go to…?" questions.

The first section in this guide, *Getting Started*, covers system requirements, logging in for the first time and how to get the most out the EasyPayNet application. The next section, *Manage Your Employees*, covers everything about making permanent changes to your employees—from adding a new employee to changing an hourly rate. You also maintain company information such as department lists here. *Prepare Your Payroll* is the next section covering paying your employees and reviewing and submitting your payroll. The last section, *Work With Processed Payrolls*, contains the functions you need after your payroll is processed—such as running reports and printing checks.

» Getting Started

› EasyPayNet System Requirements

CPU:	IBM Compatible
	Pentium II/333 MHz or higher
Memory:	64 MB minimum available RAM
Operating System:	Microsoft Windows NT, Windows XP, Windows Vista or Windows 7
	(Mac is not supported)
Browser:	Microsoft Internet Explorer 5.5 or higher
	(Firefox is not supported)
Monitor:	1024 x 768 (recommended), 256 colors
Communication:	Cable, DSL, T1, or ISDN
Connectivity:	Internet Service Provider
Adobe Acrobat:	Adobe 5.0 or higher (For Electronic Reports, MICR or On-Site Check Printing)

› Tips to a Great Experience with EasyPayNet

1. We recommend you set your display to 1024x768.

2. To ensure you complete all the necessary information on the screens, scroll down on every screen when you see a scroll box.

3. There is a *Help* link at the top right corner on every page. Access this link for answers to "how to…?" and "where do I find…?" questions.

4. View the EasyPayNet Tutorials to learn how to complete common tasks. The tutorials can be accessed by clicking the *EasyPayNet Tutorials* link located in the Resources section of the EasyPayNet Home Page.

5. Submit your payroll by 3:00 PM local time of your service center to assure next day delivery.

6. For further information about our products and features, visit us at www.adp.com.

〉 **Logging in to EasyPayNet for the first time**

To access EasyPayNet the first time, follow these simple instructions:

1. Obtain the following items from your ADP Implementation Specialist or Service Representative:

    a. Temporary User Name

    b. Password of the Day*

    c. Company Code

    d. Service Center

2. Press your CAPS LOCK key. You will need to enter your first time login information in uppercase.

3. Access ADP EasyPayNet at https://easynet.adp.com using your browser. The ADP EasyPayNet Login Page appears along with a window containing a copyright notice.

4. Click on the link for **New Clients.**

5. Type the User Name and Password that you obtained in step 1 (Use upper case for all alpha characters). Then, click **Next**.

6. Complete all the information on the Registration page, including entering a new User Name and Password, choosing your Site Verification image and caption and completing the security response questions. Please note that your User Name must be a minimum of 8 and maximum of 20 alphanumeric characters. No spaces can be used in your permanent User Name. Your password must be a minimum of 8 and maximum of 20 alphanumeric characters. The security questions will be used to verify your User Name and Password should you forget either.

7. Click **Save**.

8. Please read all terms outlined in the copyright notice below the login window and choose the **Accept** option.

*The Password of the Day is only valid on the day specified by your ADP Representative

Note: Your password must contain at least one number, which cannot be the first or last character (a sample password is "EASY2PAY"). Your User Name and Password are highly confidential. You should take care to protect them (for example, don't share them with anyone, leave them in plain view or use passwords that are easily guessed).

Note: For times when you can't remember your Password or User Name, EasyPayNet enables you to securely look up your User Name and/or reset your Password. A link for each is found on the Log In Page.

〉 The EasyPayNet Home Page

The EasyPayNet Home Page is your starting point for all the tasks you need to do to maintain and complete your payroll. The home page is meant to give you a sense of where you are and where you can find information.   The Home Page is broken into four main sections—three for tasks and one for notifications. Each task section contains links for easy finding and completion of tasks. Additionally, there is a tab at the top of each task section which contains a drop-down list of all tasks for that section. The notification section is for information about past and coming events.

- **Manage Your Employees** - This section is where you make permanent changes to your employees—like adding a new employee, changing an address or making a permanent change to a salary or hourly rate. Also, this is where you maintain some of your company information such as lists of your departments or locations and benefit information.

- **Prepare Your Payroll** - This section is where you find all activities for running your current payroll—from verifying your payroll dates to entering your paychecks and reviewing and submitting your payroll. You only need to access those tasks that you need to make changes to.   For example, if you have no changes and all of your employees are set up with salaries or standard hours, verify the pay dates on the Home Page and go directly to the *Review & Submit* link, check your totals and submit your payroll.

- **Work With Processed Payrolls** - This section is where you can access your reports for payrolls you have previously processed and where you can create custom reports. Additionally, this is where you access Check Printing, if you print your own checks instead of having ADP print them for you.

- **Notifications -** This section is where you will find the confirmation information about your last processed payroll, important notices about upcoming events and information on new features being introduced in EasyPayNet.

Additional navigation links:

At the top right of every page of EasyPayNet there are additional navigation links. The links include:

- **Home** – This link returns you to the EasyPayNet Home Page.

- **Security & Users** – This is where you go to maintain your user profile, add additional users, change security roles and activate additional companies.

- **Switch Accounts** – This link only displays for users who have access to multiple companies. Use this link to change from one company to another.

- **Help** – This link is how you access EasyPayNet's online help to guide you through those "How do I…?" and "Where to I go to…?" questions.

- **Log Out** – This link is used to log out of EasyPayNet.

There are two additional areas at the bottom of the EasyPayNet Home Page:

- **Learn More About**- Links to get more information about other products and services ADP offers.

- **Resources** – Additional resources to help you use EasyPayNet and to manage your company's payroll activities.

〉 Security Levels

EasyPayNet enables users to be set up with different Security Levels, which give different capabilities. There are five Security Levels:

- **Administrator**-User has access to the entire product. This is the only user that can add and delete users.

- **Full Payroll**-User has access to the entire product and has many of the same privileges as the Administrator. However, this user cannot add or delete users and has view-only access to Department Lists, Locations Lists, User Defined Fields and Benefit Lists.

- **Limited Payroll** - User has limited access to the product. User cannot submit payroll and has view-only access to Department Lists, Locations Lists, User Defined Fields and Benefit Lists.

- **Data Entry**-User has limited access to the product. User cannot view rate, salary, or year-to-date information, view dollar amounts, enter adjustments, generate personnel reports, submit a payroll, or view or change any option in Department Lists, Locations Lists, User Defined Fields and Benefit Lists.

- **Reviewer (boss)**-User has access to many parts of the product but can only view the information (except to change his or her own password).

To assign a security level to a user:

1. Click the **Security & Users** link located at the top right corner in EasyPayNet.
2. Select the user name from the *Select A User* list.
3. From the **Client Associations** tab, select one of the security levels from the drop-down list.
4. Click **Save**.

〉 Changing your Password

Passwords should not be shared. Each EasyPayNet user should have their own password. Any user can change his or her password.

To change your password:

1. Click the **Security & Users** link located at the top right corner in EasyPayNet
2. Click the **Change Password** button.

3. Type in your current password for verification.

4. Type in a new password in the *Password* and *Confirm Password* fields and click **OK**. Your password has been changed.

❯ **Masking Social Security Numbers and Bank Account Information**

The security of your employees' information is extremely important. To help protect this information, sensitive data is diplayed in a "masked" status by default.   All but the last four digits of Social Security numbers are replaced with "xxx." Also, if you use ADP's Full Service Direct Deposit, the entire Routing/ABA number and all but the last four digits of bank account numbers of an employee's direct deposit bank account are replaced with "xxx." Users with the security level of Administrator can change the status of a user's masking.

To change the masking option for Social Security Numbers or bank accounts:

1. Click the **Security & Users** link located at the top right corner in EasyPayNet

2. Select the user name from the *Select a User* list.

3. From the **Client Associations** tab, select a SSN masking option from the *SSN Display* dropdown menu.*****

   a. **Restricted**—Social Security Numbers will not display throughout EasyPayNet for this user.

   b. **Partial**—Only the last four digits of Social Security Numbers will display throughout EasyPayNet for this user.

   c. **Full**—Social Security numbers will display in full for this user.

4. Also from the **Client Associations** tab, select a bank account masking option from the *Bank Info Display* dropdown menu.*

   a. **Restricted**—Bank Transit/ABA numbers are masked and only the last four digits of the bank account number will display of employee direct deposit information shown in EasyPayNet.

   b. **Full**—Transit/ABA numbers and bank account numbers are displayed in full (option only available for a user with a security level of *Administrator*)

5. Click **Save**.

***Due to the sensitive nature of Social Security Numbers and bank accounts, ADP recommends that you choose the Partial or Restricted option for SSN display and the Restricted option for bank account display.**

❯ **Setting Up a New User**

There are times when you may want to give multiple users access to work on a payroll account. EasyPayNet allows for multiple users to be set up. Different security levels are available for users, depending on what functions and access is needed for the new user. Any user with a security level of ***Administrator*** can set up another user.

To set up a new user:

1. Click the **Security & Users** link located at the top right corner in EasyPayNet.

1. Click the **Add User** button at the bottom of the page.

2. Assign a User Name.

3. Select a User Role.

4. Select a SSN Masking option.*

5. Select a Bank Account Display option (applicable only for clients using ADP's Full Service Direct Deposit).*

6. Type a temporary password for the user's first time log in.

7. Click **Save User**.

*_Due to the sensitive nature of Social Security Numbers and bank account information, ADP recommends that you choose the Partial or Restricted option for SSN display and the Restricted option for bank account display._

» Manage Your Employees

Your employees' permanent information is maintained in the _Manage Your Employees_ section on the EasyPayNet Home Page. All permanent changes—like address changes, exemption changes, new permanent salaries or pay rates—are changed here.

› Employee List

The Employee List displays all of your employees and separates them into one of the following statuses: Active, Terminated, Leave of Absence or Other. You can define the order in which your employees appear in the Employee List and which employee status' display.

To customize the Employee List:

1. From the _Manage Your Employees_ section of the EasyPayNet Home Page, click the **Modify General Profile** link.

2. You can sort by Employee Name, ID or Department by choosing one of the options from the drop-down menu below the list.

3. To change the order (ascending or descending) click on the arrow next to the sort option.

4. To hide any category (Active, Terminated…), click the at the top of the Employee List. Click it again to unhide it.

5. To change the order of the categories, click and drag the category to the position you want it to be in.

› Adding a New Employee

EasyPayNet provides a New Employee Wizard to guide you through the required steps to add a new employee. All required fields are indicated with a red triangle .

To add a new employee:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click the **Add a New Employee** link.

2. If your company uses divisions, select a division that the new hire is to be added to.

3. EasyPayNet will generate an employee number automatically. Accept this number OR type in a unique employee number.

4. In the **General Profile** tab enter the employee information such as name, address and SSN. Click the **Next** button.

5. In the **Pay Profile** tab enter the employee information such as rate, salary, and pay frequency. Click the **Next** button.

6. In the **Withholdings** tab enter the employee tax and deduction information. Click the **Activate This Employee** button. Your new employee is now activated and added to the Employee List.

› Terminating an Employee

You can terminate an employee in EasyPayNet by following the steps below. When you terminate an employee, you must choose to either pay the employee with the current payroll or not. By default, employees who have been set-up with a salary or standard hours have these amounts pre-populated in the Pay Detail and ezEntry screen. If you are terminating an employee and *do not* wish to pay them with the current payroll or change the amount of their salary or standard hours, you will need to access their pay records in Pay Details and make the appropriate change. After an employee's status is changed to Terminated and a payroll has processed, you can only add a manual check or void a check. If you need to issue a live check, the employee must first be rehired.

To terminate an employee *without* pay:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click the **Modify General Profile** link.

2. Select the employee you want to terminate from the Employee List.

3. Select *Terminated* from the drop-down list in *Status* field in the upper right corner of the screen.

4. Enter the *Termination Date* and *Termination Reason* (optional).

5. Click on the **OK** button.

6. Click on the **Payroll** tab and access **Pay Details** (ezEntry will not list the employee or pay amount). Select your terminated employee and remove any amounts under Earnings.

To terminate an employee *with* pay:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click the **Modify General Profile** link.

2. Select the employee you want to terminate from the Employee List.

3. Select *Terminated* from the drop-down list in *Status* field in the upper right corner of the screen.

4. Enter the *Termination Date* and *Termination Reason* (optional).

5. Click on the **OK** button.

6. Click on the **Payroll** tab and access **Pay Details** (ezEntry will not list the employee or pay amount). Select your terminated employee and change the amount under Earnings as needed.

7.

Note: During the first payroll of a new year, all terminated employees from the previous year are purged from EasyPayNet. If you want to carry a terminated employee into the new year, you must rehire that employee in EasyPayNet prior to the first payroll of the new year.

› Changing an Employee's Tax Jurisdiction (Tax Transfer)

When an employee moves from one tax jurisdiction to another and you change his or her tax information, a process called a "tax transfer" occurs. A tax transfer creates a new employee number that stores all wage and tax data up to that point in time. The employee maintains their existing employee number going forward. At the end of the year the employee receives a W-2 for each different tax jurisdiction.

To change an employee's tax jurisdiction:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click on the **Modify General Profile** link**.**

2. Access the employee you want to change from the Employee List.

3. Make any needed changes to the employee in the **General Profile** and **Pay Profile** tabs.

4. Make the needed change to tax jurisdictions in the **Withholdings** tab.

5. When the confirmation window appears, click **OK** if this is a true tax change for the employee –OR- click **Cancel** and contact your ADP Service Team if the employee was originally hired under the wrong taxes and needs to be corrected.

Note: If your employee was originally set up with incorrect tax jurisdictions and needs to be corrected, *do not do a tax transfer*. Instead, please contact your ADP Service Team.

〉 Changing Federal/State/Local Tax Information

You can change the amount of federal, state and local taxes withheld for an employee by changing the withholding options and amounts. Changes are applied as permanent amounts until changed again.

To change a tax amount:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click on the **Modify Withholdings** link.

2. Select the employee you want to change from the Employee List.

3. If you are changing a state or local tax, select the new jurisdiction.

4. Click on the Federal, FICA, State, etc. option as needed.

5. Select one of the following *Override Options*:

   a. **No Override** - Taxes will be calculated based on the taxing jurisdiction's tax tables.

   b. **Do Not Withhold (W4 Exempt)** -- No taxes will be withheld, but the employee's wages are still taxable.

   c. **Additional Dollars** – An additional amount above the amount calculated based on the taxing jurisdiction's tax tables will be taken.

   d. **Flat Dollar** – A specified amount of tax is withheld instead of the using the taxing jurisdiction's tax tables.

   e. **Flat Percentage** – Taxes are calculated using a specified percentage instead of using the taxing jurisdiction's tax tables.

6. Change the marital status and allowances for federal, state and local as needed.

〉 Adding a Vendor or Contractor

Periodically, you may hire an independent contractor to perform work for your company. Unlike official employees of your company, a contractor or vendor receives a 1099 Form at the end of the year instead of a W-2. In EasyPayNet, you hire a vendor or independent contractor the same way you hire an employee.

To add a vendor or independent contractor:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click the **Add a New Employee** link.

2. If your company uses divisions, select a division where the vendor or independent contractor is to be added.

3. Change the *Payee type* to *Vendor/1099.*

4. EasyPayNet will generate an employee number automatically. Accept this OR type in a unique employee number.

5. In the **General Profile** tab enter the employee information such as name, address and EIN. Click the **Next** button.

6. Complete the **Pay Profile** information. Click the **Next** button.

7. Complete the **Withholdings** information. Click the **Activate This Employee** button. Your Vendor or Contractor is now activated and added to your Employee List.

Note: When you pay the vendor or independent contractor you pay them under a 1099 earnings column. If you do not have a 1099 earning column, contact your ADP Service Team.

〉 Changing an Hourly Rate

To permanently change an hourly rate:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click on the **Modify Pay Profile** link.

2. Select the employee you want to change from the Employee List.

3. Go to the *Hourly Rate* field and type in the new rate.

〉 Changing a Salary

To permanently change a salary:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click on the **Modify Pay Profile** link.

2. Select the employee you want to change from the Employee List.

3. Go to the *Salary* field and type in the new salary.

〉 Setting Up Direct Deposit

If you have established direct deposit for your payroll through your ADP representative, you need to add your employees' bank transit ABA number(s), account number(s) and type of account (checking or savings) information. EasyPayNet can accommodate up to 9 partial direct deposits plus the Net Pay per employee. For security reasons, bank routing/ABA numbers and account numbers display in a masked state (i.e. with all but the last four digits replaced by "x").

To set-up direct deposit for an employee:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click on the **Modify Pay Profile** link.

2. Select the employee you want to add direct deposit information for from the Employee List.

3. To have the entire Net Pay direct deposited, check the **Active** box on the *Net Pay* line, select the type of account and complete the *Transit-ABA* and *Account #* fields with the employee's bank account information.

– OR –

To have a partial amount deposited, check the **Active** box on one of the subsequent lines, select the type of account and complete the *Transit-ABA*, *Account #* and *Amount* fields.

Note: Once bank information is changed and saved, the entire bank routing/ABA number and all but last four digits of the bank account number are masked.

〉 Activating/Deactivating Deductions for an Employee

The deductions available in EasyPayNet are set up by your ADP representative. Once set up, you can activate/deactivate for employees as needed.

To permanently activate a deduction for an employee:

1. From the *Manage Your Employees* section of the Home Page, click on the **Modify Withholdings** link.

2. Select the employee you want to change from the Employee List.

3. Click on the box next to the deduction you want to activate.

4. Complete the amount field to the right of the deduction name.

    *   Dollar amounts have 2 decimal places (for example, key 25 or 25.00 for $25.00, .25 for $.25).

    *   Percentages have 2 decimal places (for example, key 25 for 25.00% and 10.5 for 10.50%).

    *   Cents per Hour have 2 decimal places but are keyed *without* decimal places (for example, 125 for $1.25).

5. If the deduction has a balance or "goal amount" (for example the repayment of a loan) key the amount in the *Balance* field.

To permanently deactivate a deduction for an employee:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click on the **Modify Withholdings** link.

2. Select the employee you want to change from the Employee List.

3. Remove the check mark by clicking on the box next to the deduction you want to deactivate.

Note: If you need to add a new deduction or remove a deduction your company no longer uses, contact your ADP Service Team.

〉 Standard Hours

Setting employees up for Standard Hours enables you to have hours pre-populated in Pay Details and ezEntry each pay period for employees who work the same number of hours each pay period.

To set up Standard Hours:

1. Click the **Employees** tab. The Employee Home Page is shown.

2. Under the **Standard Hours** section, select an earning from the drop-down menu to apply the standard hours to.

3. From the Employee Home Page, click the **Modify Pay Profile** link.

4. Select the employee you want to set up standard hours for from the Employee List.

5. In the *Hours Per Payroll* field key the number of hours that you want automatically prefilled for this employee each payroll.

〉 Departments

You can create departments and assign your employees to these. Payroll information is then separated by department on your payroll reports. A two-digit alphanumeric code along with a 25 character name can be set up. When a department has been set up on the company level, the department appears in the department drop-down list in the employees' **Pay Profile**. Only users with a security level of ***Administrator*** can make updates to company departments.

To set up departments:

1. From the **Employees** tab drop-down menu, select **Department list**.

2. In the *Number* field, type a two-digit alphanumeric code.

3. In the *Name* field, type a department name.

4. Click **Save** .

To code an employee to a department:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click the **Modify Pay Profile** link.

2. Select the appropriate employee from the Employee List.

3. In the *Department* field, select the department from the drop-down list.

4. Click **Save**.

⟩ Benefits

EasyPayNet enables you to set up and store information about your company benefits such as health and dental insurance. This benefit information is only stored in EasyPayNet and does not transmit with your payroll information. Only users with a security level of *Administrator* can make updates to the Benefits page.

To set up benefits:

1. From the **Employees** tab drop-down menu, select **Benefits**.

2. In the *Provider Detail* section, key in a name of a *Provider* and click on the **Add** button.

3. In the *Benefit Detail* section, key in the *Name* of the benefit, select a *Type* from the drop-down list and select a *Provider* from the drop-down list (the list of providers are created in step 2 above).

4. Select a *Coverage* from those choices listed.

5. Click the **Add** button.

To change or delete benefit information:

1. From the **Employees** tab drop-down menu, select **Benefits**.

2. To modify or delete benefit information, select a benefit list, make the necessary changes and click the **Modify** or **Delete** button.

3. To change or delete a Provider, select a provider from the list, make the necessary changes and click the **Modify** or **Delete** button.

To assign benefit information to your employees:

1. From the *Manage Your Employees* section of the EasyPayNet Home Page, click the **Modify Pay Profile** link.

2. Select the appropriate employee from the Employee List.

3. In the *Benefits* section, choose a *Type* and *Coverage* from the drop-down lists.

4. Click **Save**.

⟩ New Hire Reporting

State agencies require specific information to be reported for all new hires. If you have signed up for ADP's New Hire Reporting Service, certain fields are required to be completed in EasyPayNet. Two company-level fields indicate if your company offers medical insurance to employees and to their dependents. Once completed, these fields only have to be changed if your company begins to or discontinues offering medical insurance to employees or dependents.

To change your Company level New Hire Reporting data:

1. From the **Employees** tab drop-down menu, select **Benefits**.

2. In the *Medical Insurance For Employees* field, make the appropriate selection from the drop-down menu indicating whether or not your company offers medical insurance to your employees.

3. In the *Medical Insurance for Dependents* field, make the appropriate selection from the drop-down menu indicating whether or not your company offers medical insurance to dependents of your employees.

4. Click **Save**.

Two employee-level fields are required to be completed each time you add a new employee or make certain changes to an employee. The fields, found on the **General Profile** screen under the *Employees* section, indicate if the individual employee is or will be eligible for medical insurance and their eligibility date for medical insurance.

› Miscellaneous Fields (User Defined Fields)

EasyPayNet allows additional fields to be created to store miscellaneous data or dates. This information resides in EasyPayNet, but does not transmit with the rest of the payroll data to ADP. Reports can be run with this data (see **Personnel Reports**).

To set up User Defined Fields:

1. From the **Employees** tab drop-down menu, select **User Defined Fields**.

2. In the *Field Label* field, key a name for the field you want to set up.

3. Click either the **Add Data Field** or **Add Date Field** buttons depending on whether your field is to be used to store data or dates.

To modify or delete a User Defined Field:

1. From the **Employees** tab drop-down menu, select **User Defined Fields**.

2. Select the field you want to modify or delete.

3. Either type over the name in the *Field Name* field and click the **Modify** button or click the **Delete** button.

› Reporting COBRA Payments

COBRA payments reported in EasyPayNet are submitted at the time of log-out from EasyPayNet, not upon transmitting a payroll.

To access the COBRA pages, select the COBRA Health Insurance option form the Employees tab drop-down menu or form the Employees Home Page. There are three tabs with COBRA information:

- **COBRA Payments** is where employer-paid COBRA payments are entered
- **COBRA Employees** is where the personal information of employees for whom COBRA Payments are made is maintained
- **Payments History** is where previously entered COBRA payments can be viewed, changed, deleted or voided

All COBRA payments that are reported to ADP display on the COBRA Payments page and have one of the three status':

- **Pending**—the payment has been entered in EasyPayNet but has not yet been transmitted to ADP.
- **Submitted**—the payment has been entered in EasyPayNet and transmitted to ADP.
- **Processed**—these payments have been entered in EasyPayNet, transmitted to ADP and ADP had processed the information with a payroll.

To record a COBRA payment:

1. From the **Employees** tab drop-down menu, select **COBRA Health Insurance**.
2. Enter the date the COBRA payment was made in the *Payment Date* field.
3. Enter the amount of COBRA payment made in the *Amount Paid* field next to the terminated employee.
4. Click **Save**.

To Void or Delete a COBRA Payment:

1. From the **Employees** tab drop-down menu, click on **COBRA Health Insurance**.
2. Click on the **Payments History** tab.
3. Click the **Void** or **Delete** button for the payment you wish to reverse or remove.

To view the payment History:

1. From the **Employees** tab drop-down menu, select **COBRA Health Insurance**.
2. Click on the **Payments History** tab

To change or terminated employee from the COBRA employee list:

1. From the **Employees** tab drop-down menu, select **COBRA Health Insurance**.
2. Click on the **COBRA Employees** tab.
3. Select the employee from the list of terminated employees and make the change to the appropriate field.
4. Click **Save.**

To add an employee to the list of COBRA employees:

1. From the **Employees** tab drop-down menu, select **COBRA Health Insurance**.

2. Click on the **COBRA Employees** tab.

3. Click on the **Add COBRA Employee** button.

4. Complete all required fields.

5. Click **Save.**

» **Prepare Your Payroll**

The *Prepare Your Payroll* section of EasyPayNet is where you complete the activities for your current payroll. There are 3 steps to completing your payroll—confirming your payroll schedule, entering pay information and reviewing & submitting your payroll. These steps are outlined on the Home Page as well as in the **Payroll** tab menu. You only need to access the tasks that you have changes for or data to input. For example, your Check Date, Period Beginning Date and Period Ending Date are displayed on the Home Page. If the dates are correct, you can move on to **Enter Pay** or **Review & Submit**.

Salaries and Standard Hours

For employees who have a salary or standard hours set up, EasyPayNet automatically prefills these amounts on the employee pay screens (**Pay Details** and **ezEntry**), eliminating the need to key in these amounts each payroll period. When changes are made to an employee, such as a new salary, new rate or changes to standard hours, EasyPayNet will automatically populate the pay screens with the new amounts, unless a change is first made directly to the pay screen for that employee (for example if an employee's salary amount is changed in their **Pay Profile**, the amount is automatically changed on the **Pay Details** and **ezEntry** screen. However, if the salary amount is changed in **Pay Details** or **ezEntry** and then a change is made to **Pay Profile**, the amount changed in **Pay Profile** will not change the **Pay Details** and **ezEntry** fields).

Steps for entering and submitting your payroll:

1. Access the ADP EasyPayNet Log In Page using your browser.

2. Type your User Name, Password, Company Code and Service Center. Login information is case sensitive. Click on the **Log In** button.

3. If needed, enter permanent company and employee changes (such as new departments, new salaries and hourly rates) by accessing the one of the quick links on the home page or the tab in the **Employees** section.

4. Review your Period Begin, Period End and Check Date shown on the Home Page. If any of the dates need to be changed, click on the **Edit Your Payroll Schedule** link on the Home Page (or from the Payroll tab drop-down menu)

5. Enter your employees' pay information for this period by accessing the **Enter Pay** link. (EasyPayNet remembers if you used **Pay Details** or **ezEntry** to enter your last payroll and will take you directly to that input

page. To go to the other, simply make your selection from the appropriate link on the Home Page or from the drop-down menu in the **Payroll** Tab.

6. Go to the **Review & Submit** link on the Home Page (or drop-down menu in the **Payroll** tab), review your entries and submit your payroll.

〉 Payroll Schedule

Your Payroll Schedule stores information about your payroll dates, scheduled deductions, and direct deposit.   It is where you go to make changes for your current payroll.

Payroll Schedule provides you with a convenient way to:

- View and edit the dates of your current pay period.

- Activate/deactivate deductions that affect all of your employees' checks (this affects only the first check if an employee receives multiple checks with the payroll).

- Suppress direct deposit for the entire payroll.

- Type a message the will appear on all employees' check stub.

- Order reports and supplies to be delivered with your payroll.

To add or modify information in Payroll Schedule:

1. From the *Prepare Your Payroll* section of the EasyPayNet Home Page, click the **Edit Your Payroll Schedule** link.

2. Click on the desired field and type in the appropriate information or make a section from the drop-down list.

〉 Activating/Deactivating Deductions for a Payroll

Deductions are set up per your specifications and normally do not need to be changed. However, at times, you may want to activate or deactivate deductions for the entire payroll due to special circumstances (for example, a bonus payroll). EasyPayNet enables you to activate or deactivate certain company level deductions with the current payroll. Once the current payroll has processed, the deductions return to the prior status.

To Activate/Deactivate deductions for the payroll:

1. From the *Prepare Your Payroll* section of the EasyPayNet Home Page, click the **Edit Your Payroll Schedule** link

2. Click on the box next to the deduction you want to activate or deactivate.

> ❭ **Enter Pay**

After you have made any company and employee changes and have confirmed your payroll dates and scheduled deductions, you are ready to enter your employee hours and earnings and any additional payroll entries. Any salary and standard hours that are set up for an employee will already be filled in for you. In the *Prepare Your Payroll* section, any changes you make affect the *current payroll only*. From the *Enter Pay* section links you can:

- Pay an employee hours or dollars

- Modify a particular employee's salary or hourly rate

- Create an additional check for an employee

- Override a deduction or tax for an employee

- Suppress direct deposit for an employee

- Make adjustments (e.g. enter manual (pre-paid) checks, void checks and precalculated checks)

- Enter third-party sick pay

There are two options for entering your pay data:

- ezEntry (all employees shown in a spreadsheet format)

- Pay Details (One employee at a time)

> ❭ **ezEntry**

ezEntry allows quick payroll entry by listing all employees in a spreadsheet format. Simply key the hour and/or dollar information for each employee. This option is ideal when:

- You want to quickly and easily key your payroll hours and earnings

- You have few or no hourly rate changes or additional checks

- You have few or no one-time deductions changes to make

To use ezEntry to enter your payroll:

1. From the *Prepare Your Payroll* section of the EasyPayNet Home Page, click the **Enter Pay** or **Enter pay checks** link or select **ezEntry** from the **Payroll** tab drop-down menu. (Note: EasyPayNet remembers whether you accessed **ezEntry** or **Pay Details** last and will take you to that entry screen from the **Enter Pay** or **Enter pay checks** links.)

2. Type the earnings dollars or hours for each employee as appropriate. Up to ten digits and a decimal point and/or minus sign can be entered in each earning field. To indicate a negative number, type the minus sign before the amount. If you need to enter more information for a particular employee's payroll, select **Pay Details** from the **Payroll** tab drop-down menu. You can then return to the **ezEntry** screen later by selecting **ezEntry** from the **Payroll** tab drop-down menu.

3. When you have entered all your employee hours and earnings, click **Save**.

Note: Your totals are displayed at the bottom of each column. All entries are saved when you change pages or move to another screen.

Note: To customize your spreadsheet, click on **MIN** to minimize (hide) the column. Drag and drop columns to change the order in which they appear.

〉 Pay Details

Pay Details enables you to view all the earning and deduction information for each employee one at a time. This option is ideal when you have to:

- Pay second checks for employees.

- Assign labor distribution numbers.

- Make a lot of deduction changes for the current payroll.

- To pay vendors or third party checks.

To use Pay Details to enter your payroll:

1. From the *Prepare Your Payroll* section of the EasyPayNet Home Page, click the **Enter Pay** or **Enter pay checks** link or select **Pay Details** from the **Payroll** tab drop-down menu. (Note: EasyPayNet remembers whether you accessed **ezEntry** or **Pay Details** last and will take you to that entry screen from the **Enter Pay** or **Enter pay checks** links.)

2. Select the appropriate employee from the Employee List.

3. Key the earning dollars or hours as appropriate. To indicate a negative number, type the minus sign before the amount

4. Make any other entries needed for the employee:

    - To change the rate of pay for this payroll only, make the change in the *Hourly Rate* field

    - To pay hours at a 2nd rate of pay, click the **Create New Rate** button and key the rate of pay in the *Hourly Rate* field and key the hours in the appropriate earning field.

    - To create a second check, click the **Create New Check** button and key the earning dollars and hours as appropriate.

    - To override normal taxes or deductions for this payroll only, use the taxes and deduction fields to make your needed changes.

5. When you have made all entries for the selected employee click **Save** and then select the next employee from the Employee List.

Note: Changes made to the **ezEntry** or **Pay Details** screens only apply to the current payroll. To make permanent changes see the *Manage Your Employees* section.

❯ Clearing Hours and Salaries for a Payroll

By default, all salaries and standard hours for your employees are automatically populated in the ezEntry and Pay Details screens. There may be times when you do not wish to pay these amounts and want to clear all amounts (for example, you are processing a bonus payroll)

To clear salaries and hours for a payroll:

1. From the **Payroll** tab drop-down menu, select **ezEntry**.

2. For each earning column that contains any earnings amount you want to remove, click on the **CLR** button at the top of the column.

3. Click the **OK** button to confirm the entry. The column will be cleared of all amounts.

4. Review the *Totals* row to verify all amounts you wished to clear have been cleared.

❯ Changing An Hourly Rate for the Current Payroll

To override an employees permanent hourly rate only for the current payroll:

1. Click the **Payroll** tab and select **Pay Details**.

2. Select the employee you want to change the rate for from the Employee List.

3. Type the temporary hourly rate in the *Hourly Rate* field.

❯ Changing a Salary for the Current Payroll

To temporarily change a salary for the current payroll:

1. Click the **Payroll** tab and select **Pay Details** or **ezEntry**.

2. Select the employee you want to change the salary for.

3. Type the new amount in the *Salary* field.

Note: These changes will apply only to the current payroll. To make permanent salary or rate changes see ***Changing an Hourly Rate*** or ***Changing a Salary*** under the *Manage Your Employees* section.

❯ Creating an Additional Check for an Employee

At times, you may want to issue multiple checks for an employee within a single payroll (for example, issuing a bonus check). EasyPayNet allows you to issue up to nine checks for each employee per payroll.

To create an additional check for an employee:

1. Click the **Payroll** tab and select **Pay Details**.

2. Select the employee your want to issue the additional check to from the Employee List.

3. Click the **Create New Check** button at the bottom of the page.

4. Enter the amount for the appropriate hours and/or earnings.

5. If you want to override taxes for this check, take one of the following actions:

   - To omit a tax from being withheld FOR THIS CHECK ONLY, remove the checkmark next to the appropriate tax.

   - To override the tax with a flat amount FOR THIS CHECK ONLY, select "Exact" in the drop-down box next to the appropriate tax and enter the amount you want to have come out.

   - To include additional tax FOR THIS CHECK ONLY, select "Additional" in the drop-down box next to the appropriate tax and enter the amount of tax *in addition* to the normal amount you want to come out.

6. If you want to tax this check over a number of weeks *other than your normal pay period*, use the "Spread Taxes Over" drop-down at the bottom of the page.

7. Click **Save**.

〉 **Entering a Manual Check**

At times, you may need to record pay information for a manual or "pre-paid" check that you issued outside of ADP. When you enter the check information into EasyPayNet, the employee payroll and tax records are updated but no check is issued.

To enter a manual check:

1. From the *Prepare Your Payroll* section of the EasyPayNet Home Page, click the **Record Manual Checks** link.

2. Select the employee you want to record the manual check for from the Employee List.

3. Type the hours and/or dollar information in the appropriate earnings field.

4. Type the appropriate tax and deduction amounts in the *Withholdings* section.

5. Type the check number in the *Check #* field.

6. The net pay will be displayed in the *Net Pay* field. Verify the amount if correct.

7. Click **Save**.

〉 Voiding A Check

At times you may need to void pay information for a previously issued check. When you enter the void information into EasyPayNet, the employee payroll and tax records are updated. Checks issued within the current quarter are available to be voided. To void a check issue prior to the current quarter, contact your ADP representative.

To void a Check:

1. From the *Prepare Your Payroll* section of the EasyPayNet Home Page, click the **Void Checks** link.

2. Select the employee you want to void the check for from the Employee List.

3. Select the check you want to void from the list of issued checks that is displayed.

4. Click **Void This Check**.

Note: Voiding a check in EasyPayNet does not void a check with your bank, but only updates your employee pay and tax records. If you are voiding a direct deposit or an ADP Check ^{TM}, you must contact your ADP representative for the reversal of the net pay.

〉 Issuing a Pre-Calculated Check

At times, you may want to issue you a check with pre-figured tax, deduction and net amounts instead of having ADP calculate the values. When you enter a pre-calculated check, you enter all the gross, withholding and net information and a check is issued with these amounts.

To issue a pre-calculated check:

1. From the *Prepare Your Payroll* section of the EasyPayNet Home Page, click the Enter **Pre-calculated Checks** link.

2. Select the employee you want to issue the pre-calculated check to from the Employee List.

3. Type the hour and dollar information in the earning section.

4. If you use Labor Distribution, click *Labor Number*. A new set of earnings (all blank) will appear. Key additional earnings and labor number.

5. Type the tax and deduction information in the *Withholdings* section.

6. The net pay will be displayed in the *Net Pay* field. Verify the amount.

7. Click **Save**.

› Paycheck Calculator

The Paycheck Calculator enables you to get a gross-to-net or net-to-gross paycheck breakdown using your employee's tax and deduction data.   Links to the **Paycheck Calculator** are provided on the EasyPayNet Home Page, **Payroll** tab drop-down menu and on the **Manual Check** and **Pre-Calc Check** entry screens. Some employee information can be changed in order to calculate "what if" scenarios. Once the calculation is complete, the results can be committed as either a pre-calculated check or manual check, if desired.

To calculate a gross-to-net or net-to-gross breakdown:

1. From the *Prepare Your Payroll* section of the EasyPayNet Home Page, click the **Paycheck Calculator** link.

2. Select the employee you want the breakdown for from the **Employee List**.

3. In the **Calculation Options** section, select either **Calculate Gross Pay** or **Calculate Net Pay**.

4. The employee's current withholding information displays in the Calculation Options fields. Keep this information or change any field if desired. **Note:** Changing any field will not change an employee's permanent withholdings information.

5. Under the Withholdings section, use the drop-down list to choose one of the following:

   - **Taxes and Deductions** – Taxes and deductions that the employee is set up for will be used for the calculation. The deductions that will be used are indicated by the check mark in front of the deduction. To change the deductions to be used, check or uncheck the boxes in front of the deduction name.

   - **Taxes Only** – Only taxes will be used for the calculation.

   - **Deduction Cycle** – Allows you to choose the pay cycle and will base the calculation on the deductions scheduled for that pay cycle. For example, if a health deduction is scheduled to come out of the first payroll of the month only, and the deduction cycle of 2 is chosen, the health deduction will not be used in the calculation.

6. For a gross-to-net breakdown, enter the amount of the gross pay in the *Gross Pay* field. For a net-to-gross breakdown, enter the amount of net pay in the *Net Pay* field.

7. Click the **Calculate Net** or **Calculate Gross** button. The results are displayed.

To commit the results to a manual or pre-calculated check:

1. Use the steps above to calculate a gross-to-net or net-to-gross calculation.

2. Click the **Record Manual Check From Results** or **Create Pre-Calc Check From Results** button, depending on which you want to do.

3. Click **OK** to the message. The **Manual Check** or **Pre-Calc Check** entry screen will display with your results.

4. Make any needed changes to earnings or deductions. **Note:** Gross earnings will default to the "Other" earning code. You can change the earning code if desired.

5. *For manual check only*, input a check number.

6. Click **Save**. The manual or pre-calculated check with be processed the next time you submit a payroll.

Paycheck Calculator for New Employees:

When you add a new employee in EasyPayNet, their information is not updated to ADP's system until their first payroll is processed. Until that time, the Paycheck calculator can not be used for the new employee. Instead, a **Paycheck Calculator for New Employee** link is available on the **Paycheck Calculator** page which leads to a tool outside of EasyPayNet. Results from this calculator cannot be committed as a pre-calculated or manual check.

〉 Review & Submit

The **Review & Submit** page shows all information (including period beginning and ending dates, check date, quarter number, run number, pay of the month, pay of the quarter, and earning totals) that has been entered for the current cycle so it can be reviewed for accuracy before submitting your payroll to ADP. Seven different Payroll Summary Reports allow you to review and print the specific information you want to see. Also, you can order additional reports or supplies to be delivered with your payroll from this page. When you have verified your payroll data is complete and accurate, you can submit your payroll to ADP for processing.

Reviewing your payroll is an important step in your payroll cycle. This step gives you the opportunity to verify your payroll dates, ensure you have input all of your payroll hours and dollars and made all necessary changes. After reviewing your payroll entry details, the final step is to submit your payroll to ADP. Once you submit your payroll, ADP receives your information and processes the payroll. A confirmation number will be created for you to use for reference.

To review and submit your payroll:

1. From the *Prepare Your Payroll* section of the EasyPayNet Home Page, click the **Review & Submit** link.

2. Under **Payroll Summary Reports**, click on the link for the view you would like to see (for example, to view the total of the earnings you have keyed, select **Earnings Totals)**. The view will display on the right.

3. If you want to print the view, select the *Print This View* link located on the right side of the page.

4. If changes are necessary, make the needed changes and then return to **Review & Submit** for review.

5. From the **Review & Submit** page click the **Submit Payroll** button.

〉 Payroll Confirmation

Upon successful submission of your payroll, you will receive a payroll confirmation page containing information about the payroll you submitted including a confirmation number. This number is your verification of a successful transmission to ADP. The confirmation number will also display in the *Notifications* section on your EasyPayNet Home Page the next time you log in and will continue to display until you submit your next payroll.

» Work With Processed Payrolls

The *Work With Processed Payrolls* section of EasyPayNet allows users to access, view and print data and reports for payrolls that have previously been processed. To access the data, links are located in the *Work With Processed Payrolls* section of the EasyPayNet Home Page and options can also be located in the **Reporting & Printing** tab drop-down menu.   The options in this section include:

- **View Electronic Reports** – This is the ADP EasyPay Electronic Reports feature which allows users to view PDF versions of set-up, payroll and quarterly reports.

- **View personnel reports** – Allows user to view and print predefined reports and create custom reports.

- **View previously written checks** – The EasyPayNet Check View feature allows users to view employee check information for checks previously created.

- **Export Pay Data** – The Data Export feature allows users to export pay data as a CSV file.

- **Print Checks** – Allows users to print their own checks and vouchers.

- **Access General Ledger** – Allows user to access the ADP General Ledger Interface feature (InfoLink) in order to download payroll data into their QuickBooks application.

Several of the options within this section are dependent upon users choosing additional services from ADP. If the link or item from the drop-down menu does not appear for you in EasyPayNet, and you are interested in the feature, contact your ADP representative.

› Personnel Reports

EasyPayNet provides two kinds of reports. The first reports are predefined reports that have been set up and are ready to be created. The second kind of report is a customizable report.

› Predefined Reports

EasyPayNet offers the ability to process and print 12 predefined reports. These reports can be manipulated to sort in a particular order. Filtering options allow users to choose which information is to be shown. The predefined reports include:

- Birth Date
- Department Report *
- EEO Table
- Employee List
- Employee Report *
- Hours and Earnings Report *

- Name and Address

- Phone List

- Rate and Review

- Seniority

- Termination

- e-time Employees

* These reports are used in conjunction with ezLaborManager (ezLM), an ADP time and attendance solution. If you use ezLM you can also download information into a CSV file.

To process a Predefined Report:

1. From the *Work With Processed Payrolls* section of the EasyPayNet Home Page, click the **Personnel Reports** link.

2. Select the report you want to run from the list on the left side of the page.

3. Complete the filter and sort information on the right side of the page.

4. Click on the **Generate Report** button.

5. To print a copy of the report, click on the **Print Report** button.

〉 Customized Reports

Up to fifteen customized reports that are based on the available fields in EasyPayNet can be created and saved. Employee information that has been added or changed will not appear on the report until after the payroll is submitted. To view information added or changed prior to submitting the current payroll, access the reports from the **Review & Submit** page.

To create a custom report:

1. From the *Work with Processed Payrolls* section of the EasyPayNet Home Page, click the **Personnel Reports** link.

2. Click **Create New Report** button.

3. Type a name for your custom report in the *Report Name* field. The name can be up to 20 characters.

4. Type a description of the new report in the *Description* field.

5. From the *Available* column, select the fields you want to appear in the report and use the right arrow to move them.

6. Select your filtering options in the *Filter* fields.

7. Click **Save** to save the report.

〉 CheckView

ADP CheckView saves you time and money by giving you instant access to historical paycheck information. With CheckView you are able to:

- Search and sort information by check number, division, last name, check type or employee number.

- Instantly access and view a single check, scroll through multiple checks, or examine checks from a specified range of dates.

- View individual paycheck information, or cumulative data from multiple checks.

To view a check by entering a check number:

1. From the *Work With Processed Payrolls* section of the EasyPayNet Home Page, click the **View Previously Written Checks** link.

2. Type the employee's check number in the *Check #* field.

3. Click the **Filter List** button.

4. Select the check shown in the **Check List**. A brief description of the check appears.

5. To print what appears on the **Checks List**, click the **Print** button.

If you do not know the check number, you can enter criteria that narrow down the number of checks that appear in **Check View**. Once you have the reduced list, you can find the check for which you are looking.

To view a check by selecting criteria:

1. From the *Work With Processed Payrolls* section of the EasyPayNet Homepage, click the **View Previously Written Checks** link.

2. Do any of the following combinations or enter information for only one of the following:

    o **Employee #** - Type the employee number.

    o **Last Name** - Type the employee's complete last name. To use a wildcard to display a list of employees whose last name begins with the same character or characters, type the first one, two, or three characters and an asterisk (e.g., SM* for Smith, Smythe, etc.).

    o **Check Type** - Select to define the check type (e.g., void, manual, etc.).

    o **Check Date Range** - Type dates in the *From* and *To* fields to limit the range of the search to around the check date. If no other selection criteria are made, then all checks within that date range are listed. If only a *From* date is entered, all checks starting with that check date appear. If only a *To* date is entered, all checks before or starting with that check date appear.

3. Click the **Filter List** button.

4. Select the check shown in the **Check List**. A brief description of the check appears.

5. To print what appears on the **Checks List**, click the **Print** button.

Note: This feature must be activated by your ADP Representative. If you are interested, please contact your representative.

❯ Electronic Reports

Electronic Reports allow you to view, print and download your payroll and quarterly reports on-line. Electronic Reports are available on the same day you process your payroll.

To access Electronic Reports:

1. From the *Work With Processed Payrolls* section of the EasyPayNet Home Page, click the **View Electronic payroll reports** link.

2. Click **Payroll** or **Invoice** next to the applicable check date, period ending date, quarter and week number.

3. To view the file before saving it, click **Open** t**his File from its current location**. Then click **OK**. The file will open in Acrobat Reader.

4. To save the file without viewing it first, click the option **Save this File to Disk**. Then click **OK**. Select a directory location for the file, rename it if desired and click **Save**.

Note: Before you can view your reports for the first time, you must have version 5.0 (or higher) of Adobe Acrobat installed on your PC. You can download this program from the internet.

Note: This feature must be activated by your ADP Representative. If you are interested, please contact your representative.

❯ Check Printing

The EasyPay Check Printing feature gives you the ability to print your checks and vouchers on your local laser printer. Once your payroll has processed, your checks and vouchers will be available for same-day printing.

Note: This feature must be activated by your ADP Representative. If you are interested, please contact your representative.

Note: In order to use the Check Printing feature, you must use ADP-approved pre-printed check and voucher stock. You can order these supplies directly from our preferred check vendor by clicking Check Supplies on the EasyPayNet Home Page.

To print checks and vouchers:

1. From the *Work With Processed Payrolls* section of the EasyPayNet Home Page, click the **Print Checks** link**.** The *Print Checks* screen appears with your last payroll. This payroll will appear in PDF format in Acrobat Reader.

2. If you are printing checks, you will be given the opportunity to change the starting check number and also to load the appropriate number of pre-printed check stock in your printer. Once you have loaded the checks, click **OK**.

Note: If you have to change the starting check number due to a paper jam or equipment failure, and you want an accurate check register, notify you ADP representative to update your reports accordingly

-OR-

If you are printing vouchers, you will be prompted to load the appropriate number of pre-printed voucher stock in your printer. Once you have loaded the vouchers, click **OK**.

A status bar appears at the bottom of the screen, informing you when the checks or vouchers have been sent to the printer, or when there are no checks or vouchers to print.

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