

---

**payentry.com**<sup>tm</sup>

---




**MelonPays**


Complete payroll source.


- Web based payroll
- No software installation
- Upgrades and maintenance provided for you
- Secure connection via 128 bit SSL encryption
- Available anywhere, anytime


Company:


## ABC Company (ABC)


 **Payroll Entry ▶** Check Date: 2/24/2005  
Enter employee pay information for the current period, or review processed payroll information for past periods

 **Reports ▶**  
View and print employee and payroll reports. Note the Adobe Acrobat viewer is required.

 **Employee Information ▶**  
View and edit employee information including demographics, position, rates, deductions and taxes

 **Company Setup ▶**  
View and edit company information including demographics, departments, deductions, taxes, and bank accounts

 **Additional Options ▶**  
Account information including setup options, current status and usage.

 **Logout**

# New Employee Wizard

Includes Error Checking

**Error**

The following errors have occurred while processing this request:

**The data for record "" could not be saved**

The lastname field cannot be left blank  
The firstname field cannot be left blank  
The ssn field cannot be left blank

**New Employee**

This wizard will help you setup a new employee. Enter all the fields then click Add Employee to create the employee.

**Basic Information**

ID  Last Name  First Name  Middle

Address 1

Address 2

City  State  ZIP

Sex  Birth Date  SSN

**Department and Status Information**

Status  Hire Date  Worker Comp Code

Office  Department

**Rate Information**

AutoPay:  Hours Rate:  / hour, Default Hours:  / pay period

Salary Salary:  / pay period

None Base rate or salary will be setup later

Frequency:

**Tax Summary**

# Payroll in a Few Easy Steps

- 1) Verify Check Date
- 2) Follow the Arrows to Start
- 3) Enter Data and/or
- 4) Import time-clock files
- 5) Verify Totals
- 6) Submit for Processing
- 7) Receive Payroll

Check Date: 6/2/2005 [Change ▶](#)

---

### Payroll Overview

To process a payroll run, first start the period, then enter the pay data. After verifying the data, submit the payroll for processing. Follow the steps below to enter and submit all necessary data. The checkmarks on the left show the progress for this payroll run.

The payroll is currently in the **Open** state. The payroll is available for pay data entry.

- 1. Start Payroll ▶**  
Begin payroll cycle by creating all batches and populating them with checks and pay data
- 2. Payroll Batches ▶**  
Enter pay information for each employee, including additional checks
- 3. Submit Payroll ▶**  
Submit the completed payroll to the service bureau for processing

Use the check calculator to enter manual checks when the payroll is Scheduled or Open:

**Check Calculator ▶**  
Create a manual check and calculate the net amount on the fly



---

### Additional Information

Payroll Notes

# Options for Keying Data

- Batch Pay Entry
  - For quick data entry
- Employee Pay Entry Screen
  - For overrides, extra checks, view real-time gross-to-net


	Batch	Description	Status	Period Dates	Pay Entry	Verify	
	Boston	Employees in Boston	Open	5/15/2005 5/28/2005	<a href="#">Employee Pay Entry</a> ▶ <a href="#">Batch Pay Entry</a> ▶	<a href="#">Totals</a> ▶ <a href="#">Register</a> ▶	<a href="#">Close</a> ▶ <a href="#">Restart</a> ▶
	NY	Employees in New York	Open	5/15/2005 5/28/2005	<a href="#">Employee Pay Entry</a> ▶ <a href="#">Batch Pay Entry</a> ▶	<a href="#">Totals</a> ▶ <a href="#">Register</a> ▶	<a href="#">Close</a> ▶ <a href="#">Restart</a> ▶
<a href="#">Add New Batch</a> ▶							

# Batch Pay Entry

Batch: Boston - Employees in Boston

Check Date: 6/2/2005

Employee: Filter: Batch Boston Sort: Name Page Length: 30

ID	Name	Autopay	EReg	EOT	EVac	ESick	DReim		
			Hours	Hours	Hours	Hours	Amount		
1	Beck, Jonathan Paul	<input type="checkbox"/> Pay \$1600.00	40.00	0.00	0.00	0.00			<a href="#">Details</a> ▶ <a href="#">New</a> ▶
3	Berube, Brian Peter 	<input type="checkbox"/> Pay 80.00 Hours	80.00	2.00	0.00				<a href="#">Details</a> ▶ <a href="#">New</a> ▶
6	French, Jennifer	<input checked="" type="checkbox"/> Pay \$2352.00	0.00	0.00	0.00				<a href="#">Details</a> ▶ <a href="#">New</a> ▶
4	Goldberg, William	<input checked="" type="checkbox"/> Pay \$7000.00	0.00	0.00	0.00				<a href="#">Details</a> ▶ <a href="#">New</a> ▶
7	Marshall, Shaun	<input type="checkbox"/> Pay 80.00 Hours	80.00	1.75	0.00				<a href="#">Details</a> ▶ <a href="#">New</a> ▶
8	Rajamets, Tiina	<input checked="" type="checkbox"/> Pay \$1854.00	0.00	0.00	0.00				<a href="#">Details</a> ▶ <a href="#">New</a> ▶
9	Reig, Marina	<input checked="" type="checkbox"/> Pay \$3215.00	0.00	0.00	0.00		45.50		<a href="#">Details</a> ▶ <a href="#">New</a> ▶
10	Ruddy, John	<input checked="" type="checkbox"/> Pay \$960.00	0.00	0.00	0.00				<a href="#">Details</a> ▶ <a href="#">New</a> ▶

- Quickly enter hours/dollars

# Check Calculator

Menu ▶ Payroll ▶ Batches ▶ **Check Calculator** Help | Preferences | Log

**Smith, Michael D (2)** Check Date: 6/2/2005

Dept 200-300	Rate	Amount/Per	Salary	Accrual	Hours
SSN 012-34-5678	Base	25	0000	Sick	1.56
Freq B				Test	7.00
Status A				Vac	101.55
Type RFT					

---

**Check Data Entry**

Autopay: Pay 80.00 Hours      Tax Frequency: Default  
 Block Automatic Pays      Override FITW % 0 SITW % 0  
 Block Deductions       Supplemental Tax Rates  
 Block Direct Deposits       Net to Gross: 0

Code	Description	Hours	Rate	Amount	
EReg	Regular	8.00	0.0000	0.00	Remove
<input style="width: 100%;" type="text"/> <span style="float: right;">Add</span>					

Recalculate Check   
 Undo Changes   
 Cancel

---

**Calculated Check**

Earnings				Deductions			Taxes			
Code	Description	Hours	Amount	Code	Description	Amount	Code	Description	Taxable	Amount
Reg	Regular	8.00	200.00	<i>(no deductions)</i>			FITW	Federal Income Tax	200.00	0.00
		<b>8.00</b>	<b>200.00</b>				MED	Medicare	200.00	2.90
							SS	OASDI	200.00	12.40
										<b>15.30</b>

Direct Deposits			Totals		Employer Taxes			
Transit	Account	Amount	Net Pay:		Code	Description	Taxable	Amount
<i>(no direct deposits)</i>				<span style="border: 1px solid black; padding: 2px;">184.70</span>	MED-R	Medicare - Employer	200.00	0.00
			Net Check:	<span style="border: 1px solid black; padding: 2px;">184.70</span>	SS-R	OASDI - Employer	200.00	0.00
					FUTA	Fed Unemployment	200.00	0.00

- Calculate impromptu checks
- Save manual checks to process w/payroll later

# Preprocess Register

- Verify data before submitting information

Preprocess Register			The Demo Company				Check Date: 01/21/2005				Page				
			Company (100)				Period: 01/02/2005 to 01/15/2005				1				
<b>Branch: 10</b>			<b>Department: 300</b>												
Merchant, Randolph P	Code Reg	Earning Regular	Hours 80.00	Rate	Amount 1730.77	Code FITW	Tax Federal Income Ta	Taxable 1509.15	Amount 152.72	Code 401k	Deduction EE 401k	Amount 138.46	Type Chk Date	Reg 01/21/2005	
Emp Id	4					MA	Massachusetts SIT	1509.15	75.91	401KL	401k Loan	36.00	Batch	B	
Salary	1730.77					MED	Medicare	1647.61	23.89	Dental	Pretax Dental	19.16	Net	1118.48	
						SS	OASDI	1647.61	102.15	Health	Pretax Health	64.00	Dir Dep	1118.48	
<b>Total Earnings</b>			<b>80.00</b>		<b>1730.77</b>	<b>Total Taxes</b>			<b>354.67</b>	<b>Total Deductions</b>		<b>257.62</b>	<b>Chk Amt</b>	<b>0.00</b>	
<b>Branch: 10</b>			<b>Department: 300 Total</b>												
Employees	1	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks	0
Female	0	Reg	Regular	80.00		1730.77	FITW	Federal Income Ta	1509.15	152.72	401k	EE 401k	138.46	Vouchers	1
Male	1						MA	Massachusetts SIT	1509.15	75.91	401KL	401k Loan	36.00	Net	1118.48
Chks & Vchrs	1						MED	Medicare	1647.61	23.89	Dental	Pretax Dental	19.16	Dir Dep	1118.48
Female	0						SS	OASDI	1647.61	102.15	Health	Pretax Health	64.00	Chk Amt	0.00
Male	1	<b>Total Earnings</b>			<b>80.00</b>	<b>1730.77</b>	<b>Total Taxes</b>			<b>354.67</b>	<b>Total Deductions</b>		<b>257.62</b>		
<b>Branch: 10 Total</b>															
Employees	1	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks	0
Female	0	Reg	Regular	80.00		1730.77	FITW	Federal Income Ta	1509.15	152.72	401k	EE 401k	138.46	Vouchers	1
Male	1						MA	Massachusetts SIT	1509.15	75.91	401KL	401k Loan	36.00	Net	1118.48
Chks & Vchrs	1						MED	Medicare	1647.61	23.89	Dental	Pretax Dental	19.16	Dir Dep	1118.48
Female	0						SS	OASDI	1647.61	102.15	Health	Pretax Health	64.00	Chk Amt	0.00
Male	1	<b>Total Earnings</b>			<b>80.00</b>	<b>1730.77</b>	<b>Total Taxes</b>			<b>354.67</b>	<b>Total Deductions</b>		<b>257.62</b>		
<b>Branch: 20</b>			<b>Department: 500</b>												
Mary R	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Type	Reg	
Emp Id	1	GTL	Group Term Life		0.46	FITW	Federal Income Ta	1263.23	142.68	401k	EE 401k	6.00	Chk Date	01/21/2005	
Salary	1307.69	Reg	Regular	64.00		1046.15	MED	Medicare	1269.23	18.40	Dental	Pretax Dental	9.65	Batch	B
		Sick	Sick	8.00	16.3461	130.77	MO	Missouri SITW	1263.23	47.00	GTL	Group Term Life	0.46	Net	953.37
		Vac	Vacation	8.00	16.3461	130.77	MO-K/	Kansas City, MO	1263.23	12.63	Health	Pretax Health	29.27	Dir Dep	953.37
							SS	OASDI	1269.23	78.69	Uway	United Way	10.00	Chk Amt	0.00
<b>Total Earnings</b>			<b>80.00</b>		<b>1308.15</b>	<b>Total Taxes</b>			<b>299.40</b>	<b>Total Deductions</b>		<b>55.38</b>			

**TimeImport - Generic**

---

**Basic Information**

Start Date

End Date

Service Level

---

**Properties**

The following properties will override any properties already configured in the system.

**General**

File Type

Employee ID is

**Columns**

	Column	Length	Divide By	Column	Length
EE ID	<input type="text" value="1"/>	<input type="text"/>	CC1	<input type="text"/>	<input type="text"/>
DET	<input type="text" value="2"/>	<input type="text"/>	CC2	<input type="text"/>	<input type="text"/>
DET Code	<input type="text" value="3"/>	<input type="text"/>	CC3	<input type="text"/>	<input type="text"/>
Hours	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	CC4	<input type="text"/>
Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>	CC5	<input type="text"/>
Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ov State (1)	<input type="text"/>
Rate Code	<input type="text"/>	<input type="text"/>		Ov Local (2)	<input type="text"/>
Begin Date	<input type="text"/>	<input type="text"/>		Ov Local (3)	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>		Ov Local (4)	<input type="text"/>
Shift	<input type="text"/>	<input type="text"/>		Job Code	<input type="text"/>
WCC	<input type="text"/>	<input type="text"/>		Comment	<input type="text"/>

Note: The column positions are one based, meaning the first column in the file is considered column 1.

**Code Mapping**

Use the table to provide a mapping of codes in the timeclock file to codes on the company. When entering timeclock codes indicating a Deduction, Earning or Tax.

Timeclock Code	Company Code
(no mappings)	

# Universal Import

- Name the file
- Set up One-Time Mapping
- Choose File Type
- Choose Merge Options

# Reporting

- Standard Reports
  - Over 60 reports available on-site
  - Variety of date range choices (cross years)
- Output Options
  - Hard copies
  - Data files
  - E-mails
- Output Formats
  - PDF, Excel, Word, CSV, and many more

All Report Groups		
Request Area	Pickup Area	
All Reports - All Reports		
Title	SubTitle	Run
Payroll Register		<a href="#">Run</a> ▶
Year to Date Report		<a href="#">Run</a> ▶
Payroll Register with YTD		<a href="#">Run</a> ▶
Labor Distribution		<a href="#">Run</a> ▶
Certified Payroll		<a href="#">Run</a> ▶
Check Register		<a href="#">Run</a> ▶
Code Listing		<a href="#">Run</a> ▶
Direct Deposit Report		<a href="#">Run</a> ▶
3rd Party Sick Pay		<a href="#">Run</a> ▶
Goal Status		<a href="#">Run</a> ▶
Payroll Summary Report		<a href="#">Run</a> ▶
Accrual History		<a href="#">Run</a> ▶
Accrual Balance		<a href="#">Run</a> ▶
Fica Tip Credit		<a href="#">Run</a> ▶
Tip Allocation		<a href="#">Run</a> ▶
Tip Sign Off		<a href="#">Run</a> ▶
Workers Comp		<a href="#">Run</a> ▶
401k Report		<a href="#">Run</a> ▶
GL Journal Entry		<a href="#">Run</a> ▶
Compensation Detail		<a href="#">Run</a> ▶
Termination Listing		<a href="#">Run</a> ▶
Employee Listing		<a href="#">Run</a> ▶
Employee Profile		<a href="#">Run</a> ▶
Employee Deduction Listing		<a href="#">Run</a> ▶
GL Rules		<a href="#">Run</a> ▶
Calendar		<a href="#">Run</a> ▶
Tax Liability Variance		<a href="#">Run</a> ▶
Tax Liability Vs Deposits		<a href="#">Run</a> ▶

# Pay History

- Current & prior year pay history
- Multiple date ranges for viewing

Check Date	Pay Type	Hours	Gross	Deds	Taxes	Dir Dep	Net Pay	Check Amt	Check #	Voucher #	Clr?	
1/1/2004	Reg	0.00	1,000.00	50.00	158.87	0.00	791.13	791.13	20004	0	No	<a href="#">Details</a>
1/15/2004	Reg	0.00	1,000.00	50.00	158.87	0.00	791.13	791.13	20006	0	No	<a href="#">Details</a>
1/29/2004	Reg	0.00	1,000.00	50.00	158.87	0.00	791.13	791.13	20008	0	No	<a href="#">Details</a>
2/12/2004	Reg	0.00	1,000.00	50.00	158.87	0.00	791.13	791.13	20010	0	No	<a href="#">Details</a>
2/26/2004	Reg	0.00	1,000.00	50.00	158.87	0.00	791.13	791.13	20012	0	No	<a href="#">Details</a>
3/11/2004	Reg	0.00	1,000.00	404.90	78.14	0.00	516.96	516.96	20014	0	No	<a href="#">Details</a>
3/25/2004	Reg	0.00	1,000.00	404.90	78.14	0.00	516.96	516.96	20020	0	No	<a href="#">Details</a>
4/8/2004	Reg	0.00	1,000.00	404.90	78.14	0.00	516.96	516.96	20022	0	No	<a href="#">Details</a>
4/22/2004	Reg	0.00	1,000.00	404.90	78.14	0.00	516.96	516.96	20024	0	No	<a href="#">Details</a>
5/6/2004	Reg	0.00	1,000.00	404.90	78.14	0.00	516.96	516.96	0	0	No	<a href="#">Details</a>
5/20/2004	Reg	0.00	1,000.00	404.90	78.14	0.00	516.96	516.96	20033	0	No	<a href="#">Details</a>
6/3/2004	Reg	0.00	1,000.00	404.90	78.14	0.00	516.96	516.96	20049	0	No	<a href="#">Details</a>
6/17/2004	Reg	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1101	No	<a href="#">Details</a>
6/17/2004	Reg	53.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1102	No	<a href="#">Details</a>
7/1/2004	Reg	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1114	No	<a href="#">Details</a>
7/15/2004	Reg	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1122	No	<a href="#">Details</a>
7/29/2004	Reg	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1133	No	<a href="#">Details</a>
7/29/2004	Reg	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1134	No	<a href="#">Details</a>
8/12/2004	Reg	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1146	No	<a href="#">Details</a>
8/26/2004	Reg	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1154	No	<a href="#">Details</a>
9/9/2004	Reg	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1165	No	<a href="#">Details</a>
9/23/2004	Reg	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1173	No	<a href="#">Details</a>
10/7/2004	Reg	80.00	1,000.00	96.80	143.78	0.00	759.42	759.42	20106	0	No	<a href="#">Details</a>

Totals											
Totals for period 1/1/2005 through 12/31/2005:											
Earnings				Deductions				Taxes			
Code	Description	Hours	Amount	Code	Description	Amount	Code	Description	Taxable	Capped	Amount
Sal	Salary	320.00	4,300.00	401k	401k	950.00	FITW	Federal Income Tax	16,215.20	16,215.20	2,093.92
BCBSFam	Blue Cross Blue Shield Family - Memo	0.00	3,080.00	BCBSFam	Blue Cross Blue Shield Family	1,320.00	MED	Medicare	17,165.20	17,165.20	248.90
Delta	Delta Dental - Memo	0.00	2,059.20	Delta	Delta Dental	514.80	SS	OASDI	17,165.20	17,165.20	1,064.24
4KER	401(k) Employer Match - Memo	0.00	31.20								
Bonus	Bonus	0.00	2,700.00								
Reg	Regular	520.00	12,000.00								
		<b>840.00</b>	<b>19,000.00</b>			<b>2,784.80</b>					<b>3,407.06</b>
Direct Deposits			Totals			Employer Taxes					
Transit	Account	Amount	Net Pay:			Code	Description	Taxable	Capped	Amount	
<i>(no direct deposits)</i>			Net Check:	<b>12,808.14</b>		<i>(no employer taxes)</i>					
Show totals for: <input checked="" type="radio"/> Predefined date range: 2005 YTD <input type="radio"/> Custom date range: 1/1/2005 through 12/31/2005 <input type="button" value="Recalculate"/>											

# Track Time Off Accruals

- Unlimited policies
- Track hours used & available
- Date sensitive
- Remote user can input updates

**Accruals**

To modify the accruals, edit the fields and click Save Changes.  
To remove a accrual, click the Remove button next to the accrual.  
To add a new accrual, fill in the fields in the bottom row and click Add.

Accrual	Used Hours	Avail Hours	Last Accrue	Start Date	End Date		
Sick - Sick	<input type="text" value="3.00"/>	<input type="text" value="1.56"/>	<input type="text" value="9/23/2004"/>	<input type="text" value="1/1/2003"/>	<input type="text" value="9/30/2004"/>	<b>Details</b> ▶	<input type="button" value="Remove"/>
Test - Test	<input type="text" value="0.00"/>	<input type="text" value="7.00"/>	<input type="text" value="5/19/2005"/>	<input type="text" value="4/7/2005"/>	<input type="text" value="12/31/2100"/>	<b>Details</b> ▶	<input type="button" value="Remove"/>
Vac - Vacation	<input type="text" value="0.00"/>	<input type="text" value="101.55"/>	<input type="text" value="6/2/2005"/>	<input type="text" value="1/1/2003"/>	<input type="text" value="12/31/2100"/>	<b>Details</b> ▶	<input type="button" value="Remove"/>
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="6/2/2005"/>	<input type="text" value="12/31/2100"/>		<input type="button" value="Add"/>

# Earnings & Deductions

- Unlimited User Defined
- System Defined Taxability
- Auto Make-up Options
- Option to Print on Stub
- Attach to 3<sup>rd</sup> Party for easy Remittance
- Library of Calculation Codes (*Garnishments*) available
- Record ER Amounts (*Budgets, Renewals, Fringe Benefit Statements*)

Code	Description	Short Description	Rate Multiplier		
4KER	401(k) Employer Match	ER401	0.0000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>
BCBSFam	Blue Cross Blue Shield Family	BCBSFam	0.0000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>
BCBSSing	Blue Cross Blue Shield Single	BCBSSing	0.0000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>
Bonus	Bonus	Bonus	0.0000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>
Delta	Delta Dental	Delta	0.0000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>
Hol	Holiday	Hol	0.0000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>
OT	Overtime	OT	1.5000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>
Reg	Regular	Reg	0.0000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>
Sal	Salary		0.0000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>
Sick	Sick	Sick	0.0000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>
Vac	Vacation	Vac	0.0000	<a href="#">Details</a> ▶	<input type="button" value="Remove"/>

---

# Additional Benefits

- Tip Allocation
    - Date Sensitive
    - Calculation Options
  - Automatic GTL Calculation
  - Secure Printback capabilities
  - Auto Extend Calendar
    - One-time setup
    - Detailed Tracking
    - Easy Maintenance
  - Job Costing
  - Unlimited EE Direct Deposits
  - Smart Taxes
    - Date Sensitive
    - Up-to-Date Federal, State and Locals
  - Convenient Output
    - Print Checks in almost any order
    - Printback
-

---

# HR Features

- Five Levels of Organizational Setup
  - Track Education Levels
  - Track Dependents
  - Emergency Contacts
  - Events
  - EEOC Classification
  - Union Affiliation
  - Review Tracking
  - **ESS – Employee Self Service**
-

# Employee Self Service

- Login with SS# & Password
- Personal Data
- Company Comments or Announcements
- Payroll Data
- Company Data
  - Searchable EE Directory

The screenshot displays the Employee Self Service web application interface. On the left side, there is a sidebar with a 'Quick Links' section containing 'Home', 'Employee', and 'Company'. Below this, there are two announcement boxes: 'Ask about our direct deposit offers!' and 'Dont forget the company picnic on January 4th'. A blue arrow points from the 'Company' link in the sidebar to the 'Company Information' section of the main content area. The main content area features a breadcrumb trail 'You are here: Home' and a 'Home' header. Below the header, there are two main sections: 'Employee Information' (green header) and 'Company Information' (blue header). The 'Employee Information' section includes a description of human resources and payroll information and a 'View Employee Information' link. The 'Company Information' section includes a description of company-specific information and a 'View Company Information' link. A 'Log' button is visible in the top right corner.

# ESS – Employee Information

- Employees can:
  - Review personal data:
    - Pay History
    - Contact Information
    - Position & Earnings
    - Deductions
    - Taxes
    - Direct Deposit Information
    - Accruals

Quick Links

- [Home](#)
- [Employee](#)
- [Company](#)

Ask about our direct deposit offers!

Dont forget the company picnic on January 4th

You are here: [Home](#) ▶ [Employee](#)

## Employee Information

### Contact Information

Your contact information is used by your employer and/or coworkers to communicate with you. View other information.

[View Contact Information ▶](#)

### Position and Earnings

Position and earnings information includes your home department, employment status, position

[View Position and Earnings ▶](#)

### Deductions

Deductions includes all medical and other deductions withheld from your pay.

- You have **1 deduction** currently being withheld from your pay.

[View Deductions ▶](#)

### Taxes

Taxes includes all federal, state and local taxes that are withheld from your pay.

# ESS - Pay History

- Employees can view and print their stubs

Payroll History

**Prior Checks**

The following checks have been issued:

Check Date	Pay Type	Hours	Gross	Deds	Taxes	Dir Dep	Net Pay	Check Amt	Check #	Voucher #	Clr?	
1/1/2004	Reg	80.00	2,080.00	62.40	619.07	0.00	1,398.53	1,398.53	20003	0	No	<a href="#">Details ▶</a>
1/15/2004	Reg	80.00	2,080.00	62.40	619.07	1,398.53	1,398.53	0.00	0	1007	No	<a href="#">Details ▶</a>
1/29/2004	Reg	80.00	2,080.00	62.40	619.07	1,398.53	1,398.53	0.00	0	1015	No	<a href="#">Details ▶</a>
2/12/2004	Reg	80.00	2,080.00	62.40	619.07	1,398.53	1,398.53	0.00	0	1023	No	<a href="#">Details ▶</a>
2/26/2004	Reg	80.00	2,080.00									
3/11/2004	Reg	80.00	2,080.00									
3/25/2004	*Reg	80.00	2,080.00									
4/8/2004	*Manual	48.00	1,248.00									

History Paycheck

**Check Details**

Check Date: 1/15/2004    Check Number: 0    Check Type: Reg

Earnings				Deductions			Taxes			
Code	Description	Hours	Amount	Code	Description	Amount	Code	Description	Taxable	Amount
Reg	Regular	80.00	2,080.00	401k	401k	62.40	MED	Medicare	2,080.00	30.16
4KER	401(k) Employer Match - Memo	0.00	62.40			<b>62.40</b>	SS	OASDI	2,080.00	128.96
		<b>80.00</b>	<b>2,080.00</b>				FITW	Federal Income Tax	2,017.60	357.09
							MA	Massachusetts SITW	2,017.60	102.86
										<b>619.07</b>

Direct Deposits			Totals		Employer Taxes			
Transit	Account	Amount	Net Pay:	Net Check:	Code	Description	Taxable	Amount
011000138	9451550678	1,398.53	<b>1,398.53</b>	<b>0.00</b>	MED-R	Medicare - Employer	2,080.00	0.00
		<b>1,398.53</b>			SS-R	OASDI - Employer	2,080.00	0.00
					FUTA	Fed Unemployment	2,080.00	0.00
					MAHI	MA Health Ins	2,080.00	0.00
					MASUI	Massachusetts SUI	2,080.00	0.00
					MAWD	MA Workforce Training	2,080.00	0.00

# ESS – Employee Information

**Contact Information**

**Name**

First Name

Middle Name

Last Name

**Mailing Address**

Address 1

Address 2

City  State  Zip

**Other Information**

Home Phone

Work Phone

Email

**Position and Earnings**

**Home Department**

Office  Department

**Status**

Status  Type

Hire Date  Rehire Date  Length of Service

Title

**Rates**

The following rates are currently effective:


Rate	Salary	Rate	/ Per
<b>2 - Rate 2</b>	0.00	27.5000	Hour - Per Hour
<b>Base - Base Rate</b>	1,600.00	20.0000	

**Fringe Benefits**

The following fringe benefits are currently effective:

Earning	Calc Code	Units	Rate Code	Rate	Amount	Frequency
<b>GTL - GTL-In</b>		90,000.00		0.0000	0.00	

# ESS – Employee Information




## Accruals

### Current Accruals

The following benefits are currently being accrued:

Benefit	Used Hours	Available Hours	Last Accrue Date
Sick - Sick	0.00	16.00	2/4/2005
Test - PTO	0.00	5.00	5/19/2005
Vac - Vacation	0.00	38.47	6/2/2005



## Taxes

### Current Taxes

The following taxes are currently being withheld:

Tax	Type	Filing Status	Exemptions	Exemptions 2
FITW - Federal Income Tax	Federal	S	2	
MED - Medicare	Federal	N/A		
SS - OASDI	Federal	N/A		
MA - Massachusetts SITW	State	S	1	0

---

**payentry.com**<sup>tm</sup>

---