



REMOTE PAYROLL

INSTRUCTIONS

Remote Payroll Data Entry

Remote Check Printing

On-Line Web Employee Views

Remote Payroll Data Entry

The payroll data that you record in your private, personalized, and secure web portal is automatically encrypted so your data is safe as it travels over the Internet. Each payroll period you will receive an e-mail message telling you when your payroll timesheet is available on your private portal. After you receive that e-mail message, please complete the following steps to record payroll data for the current pay period.

Accessing Remote Payroll Data Entry

- 1) From www.mwhco.com, select **MWH Payroll Services** from the left menu and then click on "Login".
- 2) Enter your **Login and Password**, as provided to you, and click the **Login** button.
 - If you are accessing your web portal for the first time, click on the **My Account** link in the upper right corner of the screen to change your assigned password to a more secure password that only you will know.
 - Enter your new password, then type it again to confirm.
 - Click the **Finish** button to update. (If you forget your password, you will need to contact us to reset).
 - Click the **My Main View** button in the upper right corner of the screen to return to the Home page.
- 3) Click on your company name link under the **Open Payroll** for: text:
 - The navigation pane that appears on the left includes links to the pages available.
 - The data-entry pane that appears on the right is where you will enter/edit payroll data, notes, etc.

General Information

The General Information page should open automatically, or you can click the **General Information** link:

- The **Notes from Payroll Processor pane** at the top of the General Information page is a read-only pane where we will post notes or important information you need to know before entering your payroll data. Please be sure to review all information in the **Notes from Payroll Processor pane** each time you access Remote Payroll Data Entry.
- Below the **Notes from Payroll Processor** pane you will find the **Period Beginning Date**, the **Period End Date**, and the **Check Date** for the current payroll.
- The **Notes to Payroll Processor** data-entry pane can be used to enter any general questions or comments you would like to communicate back to us. We will check this field before processing your payroll.
- Click the **Update** button at the bottom of the page, to save any information entered.

Short Form Payroll Entry

Click the **Short Form Payroll Entry** link:

- Short Form Payroll Entry allows very quick and efficient one-screen timesheet entry.

- Enter time data for each employee listed. Click the **Update** button to save the information.
- To reset (clear) any information you've entered, click the **Reset** button. Important: Reset will clear all information on the form, not just the field or employee row you're on, that has been entered from the last time you clicked **Update**.
- To revise information entered for a particular employee, go to that field and enter the corrected information and then click the **Update** button again.
- To change an employee's permanent information (such as address, phone number and so forth), click the employee's name under Employee Navigation, enter the information and click the **Update** button. You may scroll through employees using the **Previous** and **Next** buttons. Click the **Short Form Payroll Entry** link again to return to the quick data-entry form.

Extended Short Form

Click the **Extended Short Form** link:

- Extended Short Form entry is a second data entry option. It allows one-screen time and deduction entry by department.
- Enter appropriate information for each employee listed. Click the **Update** button to save the information.
- Reset and revise information as described under Short Form Payroll Entry above.
- Change an employee's permanent information as described under Short Form Payroll Entry above.

View Printable Report

Click the View **Printable Report** link:

- This report displays some general employee information and allows you to review data entered for the current payroll period.
- You may print a copy of the report before entering data to use as a worksheet. Right-click anywhere on the report and then choose **Print** from the menu.
- To print a copy of the report after completing data entry for the current payroll period, again right-click anywhere on the report and then choose **Print** from the menu.

Employee Navigation

Click on each employee's name listed:

- Employee Navigation is a third data entry option, allowing you to scroll through each employee individually to enter time, deductions or change employee information.
- Enter appropriate information for each employee. Click the **Update** button to save the information.
- Use the **Previous** and **Next** buttons to easily scroll through employee screens.
- Paychecks are automatically generated for salaried employees.

Important! If you do not wish to generate a paycheck for a salaried employee, mark the checkbox labeled DNP on the salary line.

- Use the **Notes** pane to enter any special check requirements for the employee, to describe any updated W-4 data or deduction requirements. (It's also a good idea to make a note of any information you've updated for the employee.)
- Reset and revise information as described under Short Form Payroll Entry above.

Add New Employee

Important! An Employee Information sheet is required before any new employee may receive a paycheck. If a new employee does not appear in the navigation pane and they are to receive a paycheck for the **current** pay period, do the following:

Click the **Add New Employee** link:

- A New Employee screen will display.
- Enter the employee's name, address, and personal information.
- Use the **Other Information** pane to record W-4 information, wage types, rates and amounts for the first check, and any other relevant information for the new employee.
- Click the **Finish** button to save the new employee's record. The new employee's name will now appear as a link under Employees added.
- In the **Notes to Payroll Processor** pane tell us when the Employee Information sheet was submitted.

Save & Continue Later

Click the **Save & Continue** later button.

- You may initiate multiple sessions of payroll data entry for the current payroll period using this option.
- Data previously entered will be saved until the next session.
- You must click **Complete Payroll** to finish data entry and initiate processing.

Complete Payroll

Important! Click the **Complete Payroll** button **ONLY** when all payroll data entry for the current payroll period is complete. Please refer to the Payroll Processing Schedule you received for cutoff dates and times for payroll data submission.

Click the **Complete Payroll** button.

- Payroll data entry will be locked-down and an automatic e-mail message will be sent to MWH Services, Inc. letting us know that your payroll data is ready for processing.
- The Status on under Remote Payroll Data Entry on the Home page will now read "Remote Payroll Data Entry has been completed."
- If updates to payroll data are necessary after payroll is complete and your payroll data has been retrieved, you must contact your assigned Payroll Specialist immediately. A re-run fee will apply.

Remote Check Printing

If you have selected this service, electronic checks/vouchers are posted to your secure portal after payroll has been processed. You will receive an email message telling you that the latest checks have been posted and are ready for printing.

Accessing Remote Check Printing

1. From www.mwhco.com, select **MWH Payroll Services** from the left menu and then click on "Login".
2. Enter your Login and **Password**, as provided to you, and click the **Login** button.
3. Click on the **Payroll checks for <pay date>** link under the **Checks for <your client name>** text.
 - Checks/vouchers will display in Adobe Reader.
 - Navigate to a properly set up printer loaded with blank check stock, and print.
 - Checks will remain on your private, secure portal until you delete them. Delete by clicking on the **Delete** link to the right of the checks.

WebEmployee On-Line Employee Check and W-2 Views

If you have selected this service, electronic payroll check and W-2 views are posted to secure, personal employee portals, called WebEmployee portals, after payroll is processed. They may be viewed and/or printed anytime, from anywhere, the employee has access to their portal from the Internet. An instruction sheet that you can distribute to employees is also provided on your *NetClient* portal.