

## **Employer Online Payroll Processing Instructions**

12-17-2019

**Note: this procedure outlines the process for Employers to follow for entering payroll and retrieving reports and printing checks. Employees can use our self-service portal at <http://ee.birchwoodpayroll.com> and can register themselves with a printed check stub.**

**1) Go to our Employer Payroll Login at**

**<http://er.birchwoodpayroll.com/>**

**2) Enter your username. The initial password is ‘ChangeMe#123’. After logging in, please change this. Please also set up Multi-Factor Authentication, if desired.**

**3) Click on Dashboard in the upper left. If you do not enter your own payroll, skip to Step 15.**

The screenshot shows the Birchwood Payroll Inc. dashboard. The left sidebar contains navigation links: Dashboard, Company, Employees, Check Calculator, Payrolls, Check Finder, Reports, and Task Queue. The main content area is titled 'Payroll Today' and lists three payroll dates: Regular Payroll 10/18/2019, Regular Payroll 10/25/2019, and Regular Payroll 11/01/2019. Below this list is a calendar icon with a checkmark. The 'Agenda' section below features a calendar navigation bar with 'Today', left and right arrows, and 'Thursday, ' followed by a table with 'Date' and 'Time' headers.

**4) Click on the Next Payroll Check Date under ‘Payroll Today’**

**5) Confirm the Check Date and enter any Payroll**

**Check comments on the bottom of this screen to appear on all the checks. Click on 'Hide' to the right of Payroll Settings when done.**



Dashboard

Company

Employees

Check Calculator

Payrolls

Check Finder

Reports

## Payroll Timeline



### Payroll 12/06/2019 - 1

#### Payroll Settings

← Hide

Check Date\*

Run #\*

12/06/2019

1

Payroll Type

Actual Call In Date

Regular

Blocks

Time Off Accrual

Agency Payments

Accruals Only

Checks

Reports

ACH

Billing

Liabilities

Deposits

Payroll Check Comment

Wishing you a very happy holiday!!



Select EEs

## 6) Confirm the Pay Period Start and End Dates

Click on the box labeled **CREATE CHECKS** on the right side, or on some screens at the very bottom .

Birchwood Payroll, Inc.  
Make Payroll So Easy

Dashboard  
Company  
Employees  
Check Calculator  
Payrolls  
Check Finder  
Reports

Payroll Timeline  
Payroll 12/06/2019 - 1

Check Batch 4 - Settings

Creation Options

Start Date\* 11/16/2019 End Date\* 11/29/2019

Frequency Bi-Weekly

Employee Types All

Employee Filter --Select Template--

Template --Select Template--

Checks per EE 1 Check Types Regular

Create 945 Checks  
 Calculate Scheduled EDs

Include  
 Standard Hours  
 Salary Pay  
 Payroll Defaults  
 Time Off Requests

Time Clock Import Options

Time Clock Source File Choose file

File Format Comma Delimited

Date Field Format 2 Digit Year (mm/dd/yy)

Employee Synchronization Custom #

Organizational Synchronization Full DBDT

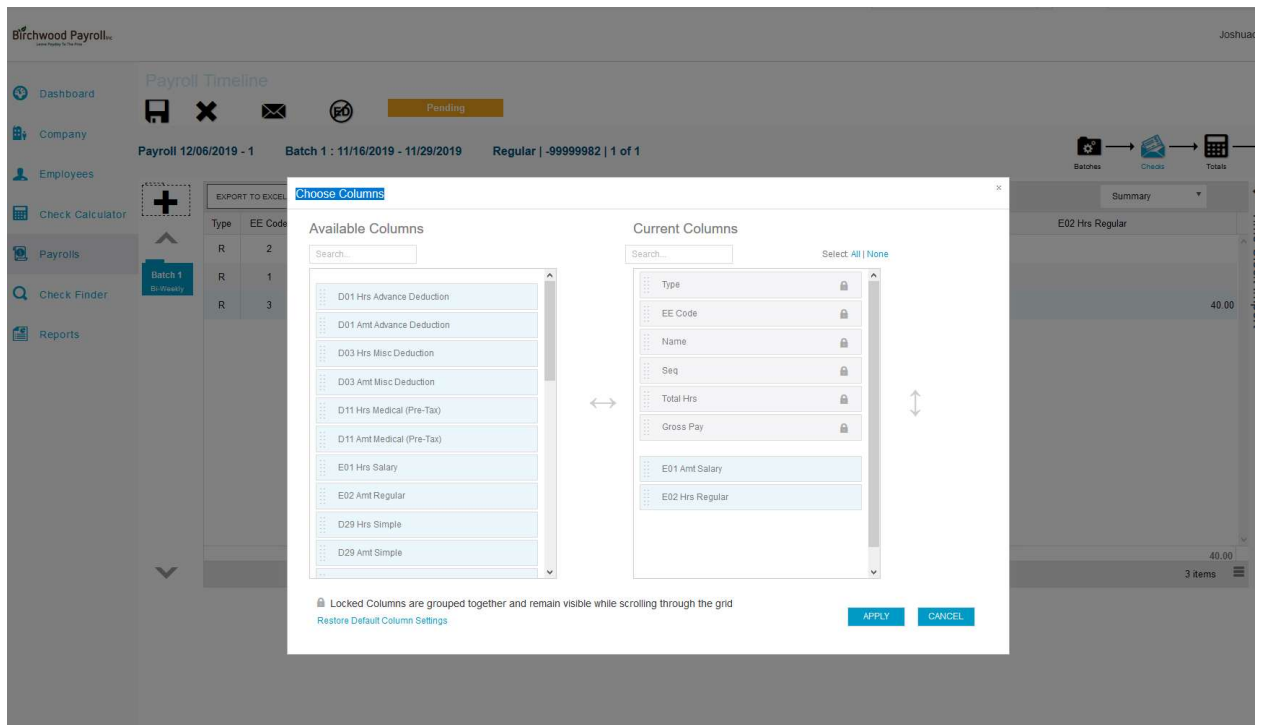
Job Codes

Apply Org Level

CREATE CHECKS

## 7) When it's done creating check, it will say 'checks successfully created'. Click OK.

*First Time users: The first time you go into this screen you want to tailor it. Click on the 3 Bars on the lower right of the screen, and screen pops up showing you the available field. It's recommended that Regular Hour, OT Hours, and Salary Amounts be displayed.*



**8) Enter in the appropriate hours for hourly employees and salary amounts for those on salary.**

**9)**

Payroll 10/25/2019 - 1    Batch 1 : 10/12/2019 - 10/18/2019    Regular | -99999940 | 1 of 1

EXPORT TO EXCEL    ADD CHECK    DELETE CHECK    Search Checks...    Group By: Company Number    Summary

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Salary	E01 Amt Salary	E02 Hrs Regular	E02 Amt Regular
R	2	Boston, Terrier	1	0.00	\$0.00				
R	1	Catacombs, Meow C.	1	0.00	\$0.00				

CREATE NEW CHECK

CHECK LINES  
MANUAL TAX  
FED OVERRIDES  
STATE OVERRIDES  
LOCAL OVERRIDES  
OPTIONS  
REVIEW

PREVIOUS    NEXT

2 - Boston, Terrier - 1 of 1    Check Serial # Check Type Sequence    RECALCULATE CHECK    PREVIEW ALD

-99999940    Regular    1 of 1

E/D Code	Description	Hrs/Pcs	Pay Rate	Amount	Rate #
DD1	Dir Dep - Net				
E02	Regular	23.00	\$10.00	\$230.00	

**10) When Complete, click on TOTALS on the right, followed by CALCULATE on the left side and the system will Pre-Process your checks. When Pre-processing is complete,, the results are displayed,**

**and you click on the little triangle to the left of the E/D Codes to see the breakdown of the calculation.**

**Calculation Results**  
Total Gross Pay: \$9,755.00  
Total Taxes: \$2,692.37

E/D Code	Description	Hrs/Pcs	Amount
E01	Salary	0.00	\$8,500.00
E02	Regular	40.00	\$840.00
E16	Cleaning	0.00	\$100.00
E03	Overtime	10.00	\$315.00

**E/D Detail For: E03 - Overtime**

EE Code	Employee Name	Hrs/Pcs	Amount
3	COURTNEY A P...	10.00	\$315.00

Description	Amount	Count
OASDI Tax	\$604.81	3
OASDI Taxable Wages	\$9,755.00	3
OASDI Gross Wages	\$9,755.00	3
Medicare Tax	\$141.45	3
Medicare Taxable Wages	\$9,755.00	3
Medicare Gross Wages	\$9,755.00	3
Federal Tax	\$1,936.35	3
Federal Taxable Wages	\$9,755.00	3
Federal Gross Wages	\$9,755.00	3
State (NH) Taxable Wages	\$9,755.00	3
State (NH) Gross Wages	\$9,755.00	3

**11) To review the checks or make any corrections, click on CHECKS again. At this point you can switch from ‘Summary’ to ‘Detail’ and select ‘Review’ and go through each employee’s check.**

**12) If you want to make any changes, go ahead and make the change and go back and repeat Step 10.**



**13) When you are satisfied the payroll is good, click on ‘FINISH’ on the right side, and click on ‘PROCESS PAYROLL’ on the bottom right side. If you would like further review of your payroll by our staff, then press ‘SUBMIT PAYROLL’ on the bottom left side, and we will review and process payroll later.**

Birchwood Payroll, Inc. Joshua Dion

Payroll Timeline

Dashboard Company Employees Check Calculator Payrolls Check Finder Reports

Payroll 12/06/2019 - 1 Batches Checks Totals Finish

**Submittal Options**

Blocks  Time Off Accrual

Agency Payments  Accruals Only

Checks

Reports

ACH

Billing

Liabilities

Deposits

Payroll Check Comments

Wishing all our employees a very happy holiday!!

Payroll Notes

**Once the payroll has been submitted, you will be unable to make any changes.**



## **PROCESSED PAYROLLS**

**14)Once the payroll has been processed, an email will be sent instructing you to login. If you processed the payroll yourself by pressing ‘Process Payroll’ earlier, you can simply refresh your browser on the Dashboard, and you should be able to see that the payroll has been processed.**

The screenshot shows the Birchwood Payroll, Inc. dashboard. On the left is a navigation menu with the following items: Dashboard, Company, Employees, Check Calculator, Payrolls, Check Finder, and Reports. The main content area is titled 'Payroll Today' and displays two payroll entries: 'Regular Payroll 12/06/2019 - 1' and 'Regular Payroll 12/20/2019'. The first entry has a green 'Processed' status, while the second has a dashed 'Not Due' status. Below these entries are five icons: a calendar with a checkmark, a clock, a box, a truck, and a target. The bottom section is titled 'Published Reports' and lists several report types: Payroll Summary Instructions (B328), Payroll Register (S109), General Ledger (S183), Delivery Label (S184), Check Reconciliation (S214), Tax Report For Payroll (S247), and Employee Profiles (S263). A left-pointing arrow is visible on the right side of this section.

**15) From the Dashboard, click on Reports on the left, and then ‘Published Reports’. If you are printing your own checks, check off the report on the left that says ‘Check Letter...’ and press Preview Report**

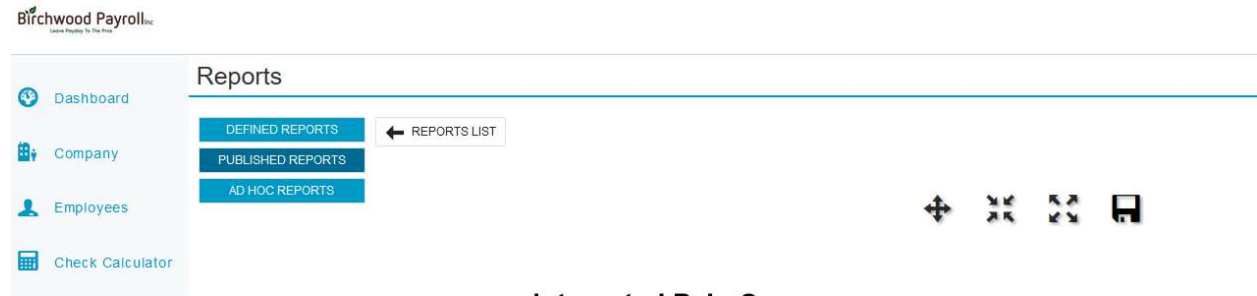
The screenshot displays the 'Reports' section of the Birchwood Payroll system. On the left is a navigation menu with options: Dashboard, Company, Employees, Check Calculator, Payrolls, Check Finder, and Reports. The main area shows a table of reports with the following data:

	Check Date	Run #	Check Period	Report #	Report Name	Type
<input type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	B328	Payroll Summary Instructions	Report
<input type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S109	Payroll Register	Report
<input checked="" type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S1750	Check Letter Bottom Stub (New) (S1750)	PRCheck
<input type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S184	Delivery Label	Report
<input type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S214	Check Reconciliation	Report
<input type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S247	Tax Report For Payroll	Report
<input type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S263	Employee Profiles	Report

At the bottom of the table, it indicates 'Page 1 of 1' and '1 - 7 of 7 items'. A 'PREVIEW REPORT' button is located to the right of the table.

**16)The Checks will display on screen. Press the DISK (it looks like an old fashioned Floppy Disk) button on the right, and this will either Open or Save the checks as a PDF that can then be printed out with Adobe Reader, using the Check Stock**

**that we provided to you. Employees will be able to register themselves with our self-serve employee portal once they've received a check stub.**



**17)The first report under Published Reports are your Payroll Summary Instructions, which will give you the bottom line results. To print reports, go to the Published Reports screen and select on the left those reports you want to print, and they will be combined to one PDF when you press the DISK (that old fashioned Floppy Disk again) button.**

## Reports

- [Dashboard](#)
- [Company](#)
- [Employees](#)
- [Check Calculator](#)
- [Payrolls](#)
- [Check Finder](#)
- [Reports](#)

- DEFINED REPORTS
- PUBLISHED REPORTS
- AD HOC REPORTS

Search for Report... EXPORT TO EXCEL

<input type="checkbox"/>	Check Date	Run #	Check Period	Report #	Report Name	Type
<input checked="" type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	B328	Payroll Summary Instructions	Report
<input checked="" type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S109	Payroll Register	Report
<input type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S1750	Check Letter Bottom Stub (New) (S1750)	PRCheck
<input type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S184	Delivery Label	Report
<input checked="" type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S214	Check Reconciliation	Report
<input checked="" type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S247	Tax Report For Payroll	Report
<input checked="" type="checkbox"/>	12/06/2019	1	11/16/2019 - 11/29/2019	S263	Employee Profiles	Report

Page 1 of 1 1 - 7 of 7 Items

PREVIEW REPORT →