Birchwood Payroll Inc

Leave Payday To The Pros

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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.**

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.

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- Dashboard
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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!!

elect 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 .

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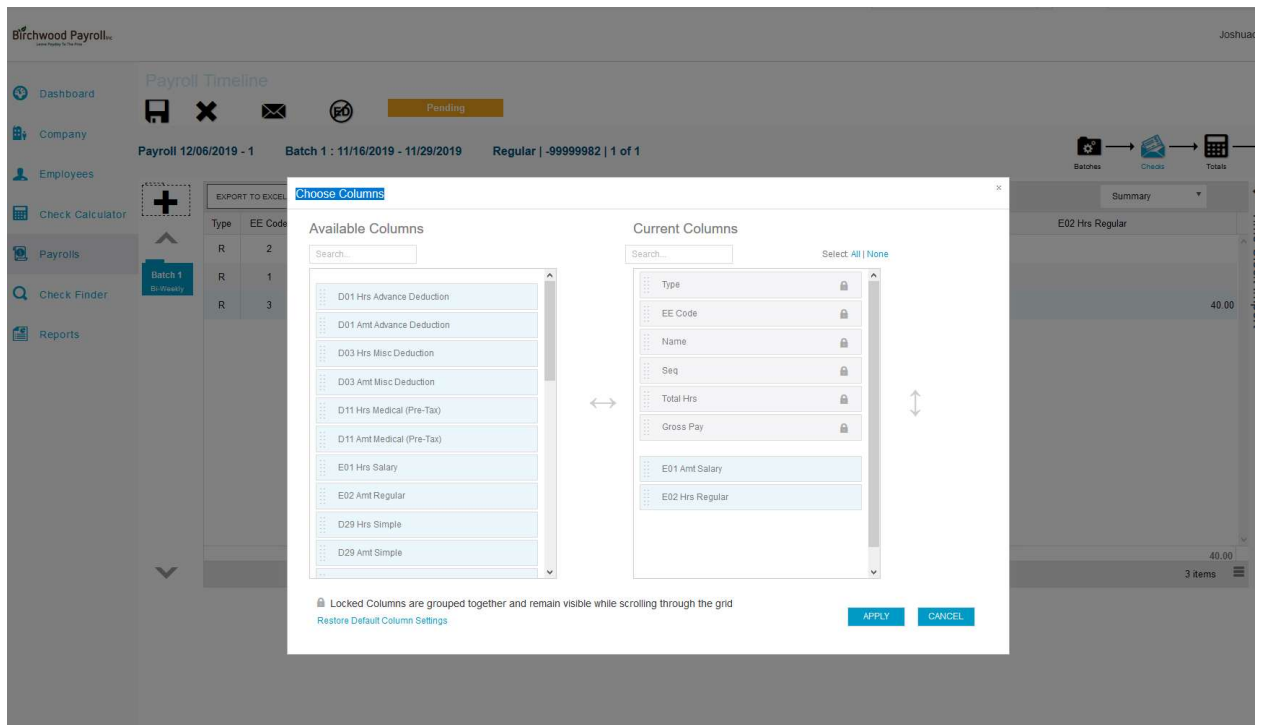
8) **Enter in the appropriate hours for hourly employees and salary amounts for those on salary.**

9)

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.

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.**

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.**

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

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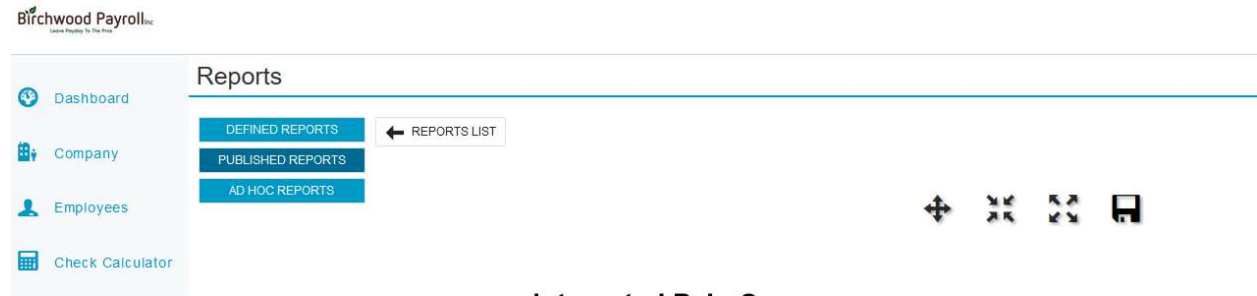
17) The first report under Published Reports are your Payroll Summary Instructions, which will give you the bottom line results. To print reports, go to the Published Reports screen and select on the left those reports you want to print, and they will be combined to one PDF when you press the DISK (that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

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Reports

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| DEFINED REPORTS |
| PUBLISHED REPORTS |
| AD HOC REPORTS |

Search for Report... | EXPORT TO EXCEL

PREVIEW REPORT →

	Check Date ▾	Run #	Check Period	Report # ▲	Report Name	Type
☑	12/06/2019	1	11/16/2019 - 11/29/2019	B328	Payroll Summary Instructions	Report
☑	12/06/2019	1	11/16/2019 - 11/29/2019	S109	Payroll Register	Report
☐	12/06/2019	1	11/16/2019 - 11/29/2019	S1750	Check Letter Bottom Stub (New) (S1750)	PRCheck
☐	12/06/2019	1	11/16/2019 - 11/29/2019	S184	Delivery Label	Report
☑	12/06/2019	1	11/16/2019 - 11/29/2019	S214	Check Reconciliation	Report
☑	12/06/2019	1	11/16/2019 - 11/29/2019	S247	Tax Report For Payroll	Report
☑	12/06/2019	1	11/16/2019 - 11/29/2019	S263	Employee Profiles	Report

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