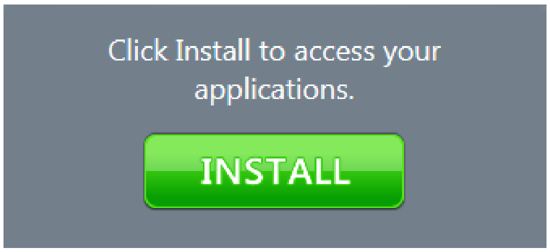
Kemper 1st Choice Payroll Client Training Guide

Contents

Login Instructions

To Login

1. Using a web browser such as Microsoft Internet Explorer or Google Chrome, browse to https://cloud.platinumpay.com
2. When asked to click the Install button to Install the XenApp Client



Once the install is complete proceed to log in with the login credential below. You will be prompted to change the password the first time you login.

Login Credentials

User Name:	985-{Company ID Number}-XXXXX
Password:	xxxxxxxx

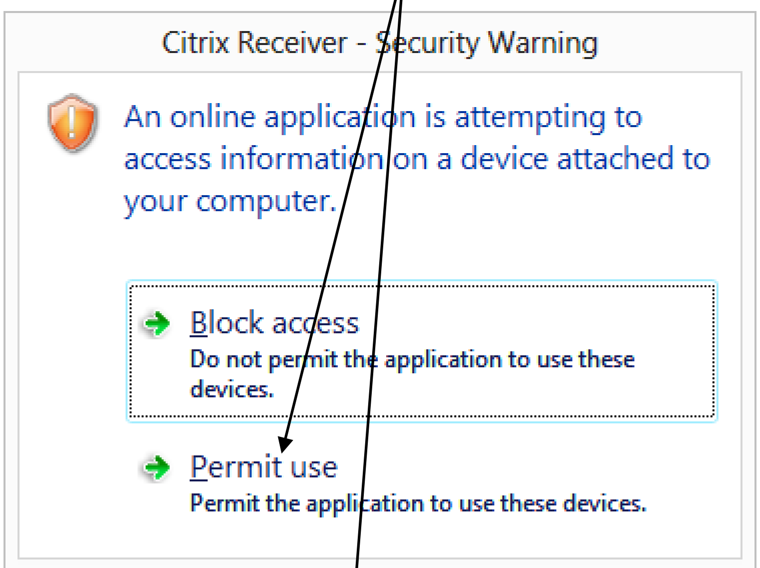
Password Rules:

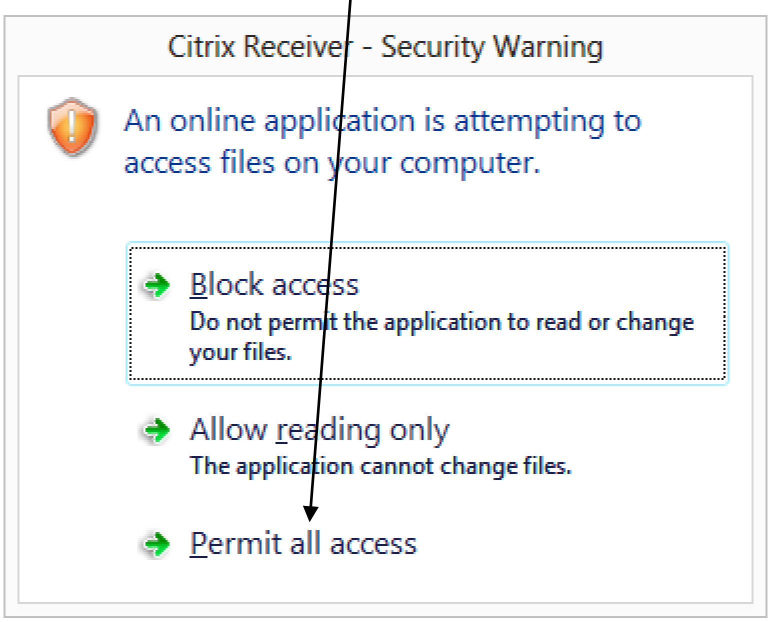
- Username and passwords are case sensitive
- The system will require password changes every 120 days
- Passwords must be at least 8 characters in length
- Passwords must contain 3 of the following 4 types:
- Passwords cannot resemble your user name or previous passwords
- Uppercase letters, Lowercase letters, Numbers, Symbols (special characters)

3. Next, click on the Platinum Pay Icon to launch the app.

When you click the icon this box will appear in the bottom left hand corner of your screen. Click it to run and choose Yes to allow if prompted.

4. When the app launches you will be asked **twice** to permit access to your computer. To ensure that the application runs correctly click permit access to all when prompted.





5. Once the app launches you will see the log in box appear. Use the credentials below to log into the application.

PlatinumPay Credentials

LID:	985
User Name:	880000-Admin1
Password:	ma91e

6. Once the app lanuches your done!

General Payroll Process

1. Employee Data: Make any employee additions or changes before starting payroll.
2. Payroll Entry: Enter all hours for appropriate payroll
3. Payroll Review and Submit: Review the payroll totals and employee hours for accuracy and submit payroll for processing.
4. Reports: Review received reports after processing is completed.

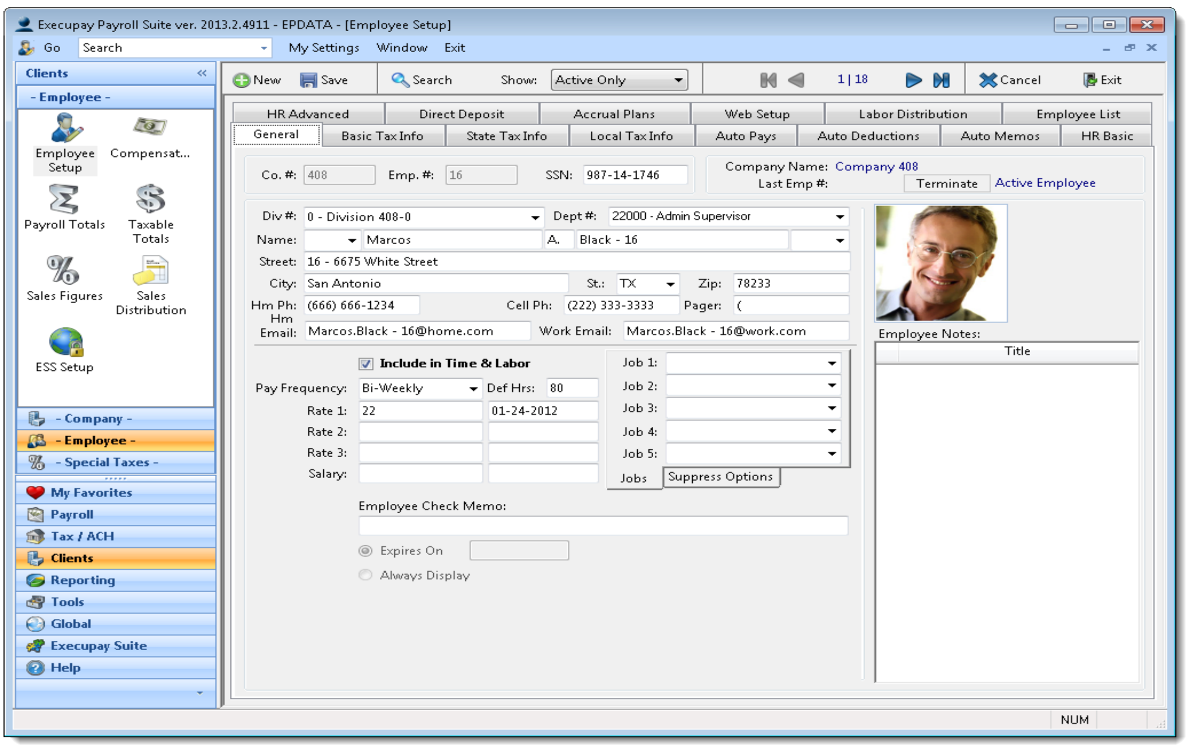
Employee Setup:

In this section, we will be covering the employee setup process as related to the setup of the company itself.

Accessing Employee Setup requires that there is a company created that employees can be added into. In order to create your first employee, select the, “Employee Setup” icon from the Employee drawer.

Begin with the creation of a new employee by entering the Co# and selecting “enter". A message box will appear saying “This Company has No Employees. Do you wish to start Adding Employees for this Company?” Select “yes” box. First employee number assigned will be 1. You can override to match client EE #’s if needed. Next EE# will increment from the last EE# saved in system.

See screen under the Employee drawer as illustrated below:



General Tab

Enter the SSN# in the box. All employees require a Div# and Dept #. If company setup only has Div 0, this will self-load on the employee setup screen. Choose a Department from drop down list as needed.

Complete all fields for Name, Street, City, etc. Now Click

If using ESS, always enter the email that will be used to send the registration letter in the “Work Email” field, regardless if a work email address or not.

Pay Frequency/Def Hrs will load based on the 1st frequency in company setup.

Rate 1/2/3 are for hourly rates of pay. Salary field is for the per payroll Salary amount.

When changing rates or salaries, a last raise date box will appear. This field defaults to the current date, if you do not enter a real raise date.

Job 1/2/3/4/5 is to set default Job numbers to a specific employee

Suppress Options Sub Tab: click in the box to activate each item.

TIP: If the State employee is in, requires hours to be reported, always click the "Add Auto Default Hrs" box.

Employee Check Memo: Enter a private note to be posted on employee check stub or DD voucher. You can choose an "Expires On" date for the memo so it will auto-stop from printing, or "Always Display".

Employee Notes: Right click in box and click box that says "Add new note". Enter a Title for the note. Double click in box to add a note. The Text Editor box will open. Type in notes and select "OK". Select "Save" at top of screen, and "Exit". This will take you back to where you started on the general tab.

Any saved employee notes will appear to the user during check entry. This is displayed every time a check is entered for the employee.

Basic Tax Info Tab

Federal Filing Status and Exemptions:

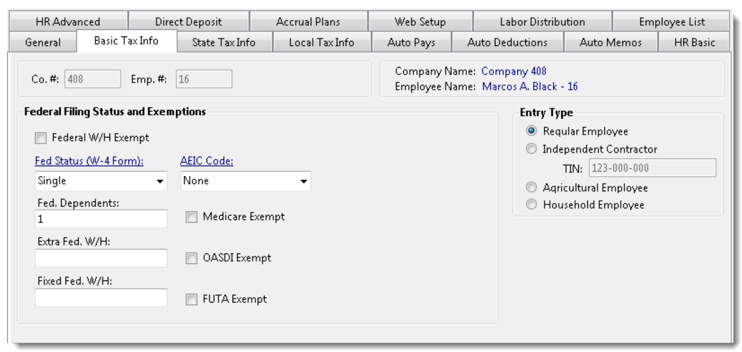
Enter info as provided for the employee from the W-4. To mark exempt from Fed W/H check mark the box.

Fed status: from drop down list select (Single or Married).

Fed. Dependents: enter number of dependents

Extra Fed. W/H: enter whole dollar amount, or if percentage enter as a decimal (0.10 = 10%)

Fixed Fed. W/H: whole dollar amount, or if percentage enter as a decimal (0.10 = 10%)



NOTE: You can choose Extra or Fixed Fed. W/H – not both

Entry Type:

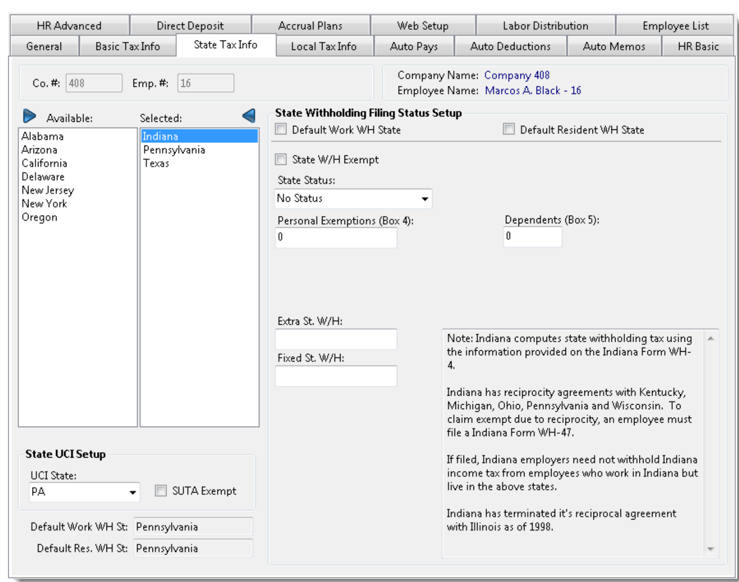
All employees are defaulted to "Regular Employee" = taxable W2 employee.

You can also choose Independent Contractor, Agricultural Employee or Household Employee.

State Tax Info Tab

If company setup only has one State, then all employees will automatically be defaulted to that State. If company is a multi-state, then all States the company has will appear in the "Available" list.

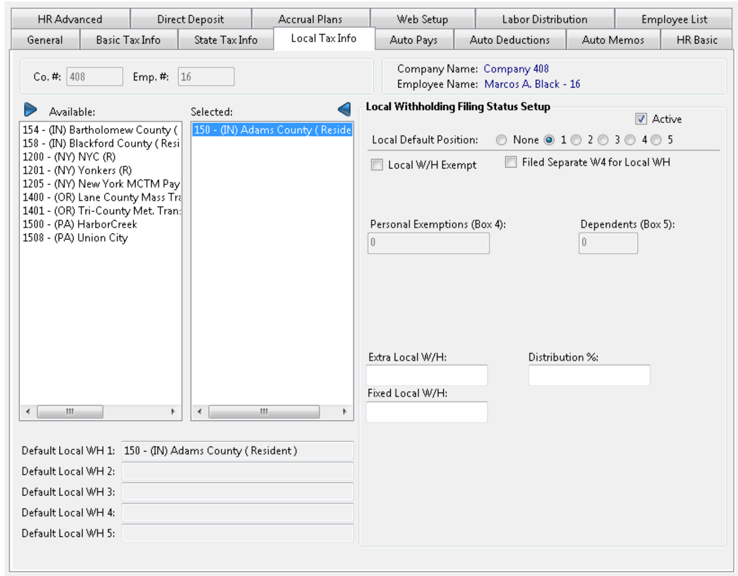
To add an employee into a State, click on State under the "Available" list and click on the blue arrow. This will move the state to the "Selected" list. Once a State is Selected, then you can click the boxes as it applies for Default Work WH State, Default Resident WH State, and UCI State. Next to the State UCI setup is the SUTA Exempt box if needed.



Local Tax Info Tab

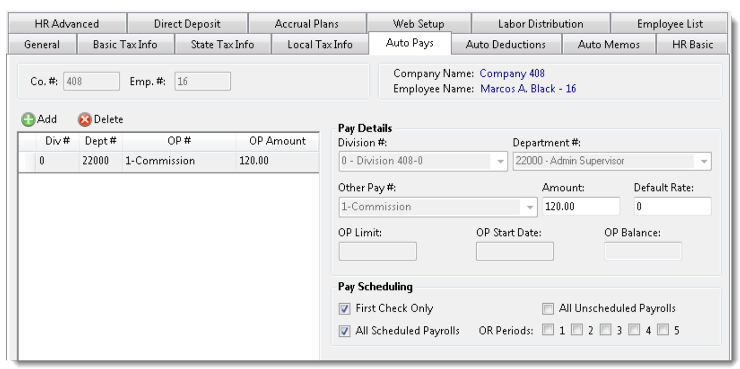
If company has Locals setup, then they will all appear in the “Available” list. To add a local to an employee, click on the local under the “Available” list and click on the blue arrow. This will move the local to the “Selected” list. Now choose the default position for the local in question.

NOTE: If no locals appear in list, go to Company Setup, and add locals to the client.



Auto Pays Tab

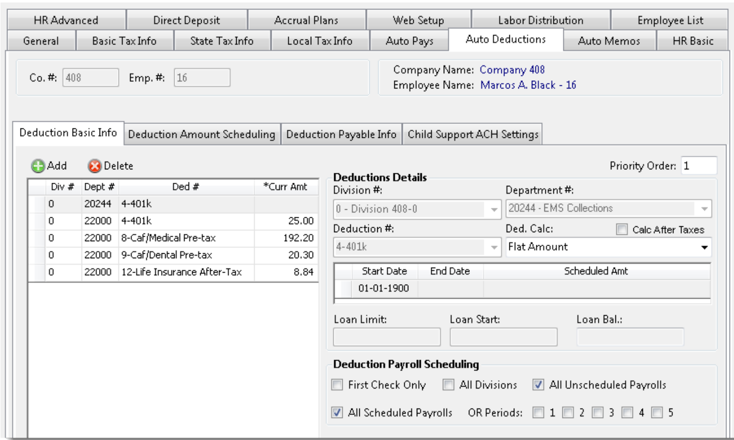
This tab is to schedule automatic pays to an employee, outside of the regular salary. Click on the “Add” button. Choose the Div/ Dept (these always will default to the employee’s default Div/Dept). Select the Other Pay Code # from drop down list. The Amount field is for a fixed dollar amount, and Default Rate field is for an Hourly Rate of Pay. OP Limit is to record a limit for the code, OP start date and OP Balance is used if a balance is required.



Pay Scheduling

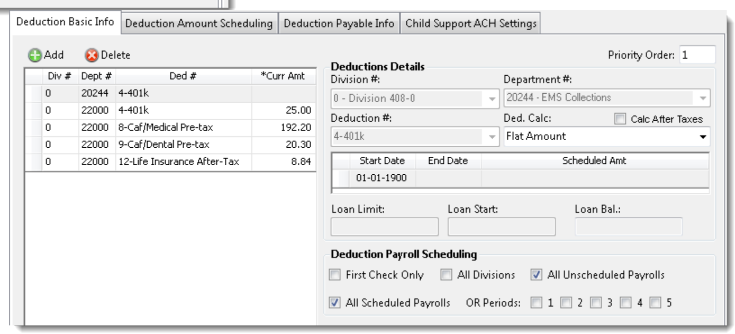
A pay code can be scheduled to happen on:
First check Only – if client uses multiple checks per employee
All Unscheduled Payrolls – Payrolls run outside of the regular payroll frequency built in Company CRM.
All Scheduled Payrolls – Payrolls run based on the CRM frequency calendar.
Periods: Period 1 – 5 (this is how many possible pay periods in the month)

Auto Deductions



This tab is to schedule automatic deductions that will be taken out of an employee's check.

Deduction Basic Info Subtab



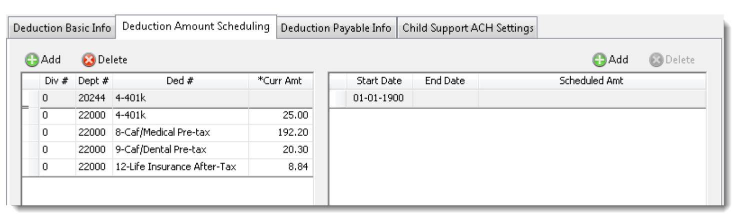
To add a new deduction to an employee, click the "Add" button. Fields will open to enter the data. Choose the Div/ Dept (these always will default to the employee's default Div/Dept). Select the Deduction Code # from drop down list. Select the Ded. Calc from the drop down list, Flat Amount is always the default.
Start date defaults to 01-01-1900, this can be overridden as needs, when true day that the deduction is to start. The scheduled amount is the per payroll deduction amount. When Limit tracking is turned on, you can enter a limit for the deduction and start date. The Loan Balance will self populate
NOTE: If you have created your own calc's, and clicked to display in list, they will appear in the DedCalc drop down list.

The default is always all scheduled payrolls. The Period code is used as a default value when setting up auto deductions. A deduction code can be scheduled to happen on:

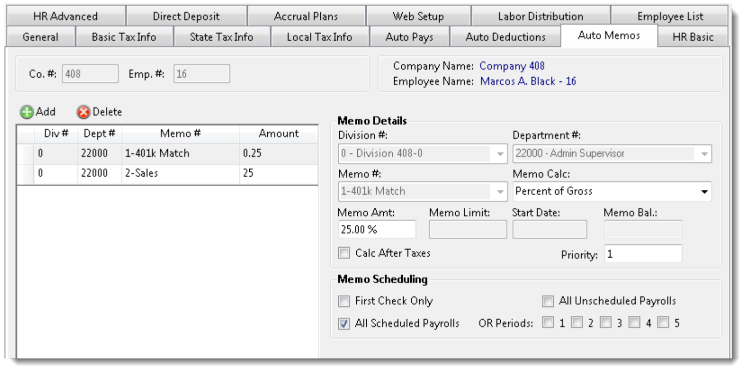
First check Only – if client uses multiple checks per employee
All Unscheduled Payrolls – Payrolls run outside of the regular payroll frequency built in Company CRM.
All Scheduled Payrolls – Payrolls run based on the CRM frequency calendar.
Periods: Period 1 – 5 (this is how many possible pay periods in the month)

Deduction Amount Scheduling Subtab

In this area you can schedule the Start Date, End Date and Amount for the specific deduction.



Auto Memos Tab



Memos are amounts that need to be displayed or tracked, but will not impact the Employees pay. It is only informational. Memos display after the deductions (designated with an M in front of the code) on pay stubs and reports.

To add a new memo to an employee, click the "Add" button. Fields will open to enter the data. Choose the Div/ Dept (these always will default to the employee's default Div/Dept). Select the Memo Code # from drop down list. Select the Memo Calc from the drop down list, Flat Amount is always the default. (Most likely memos have a custom calculation that is built based on clients specific needs)

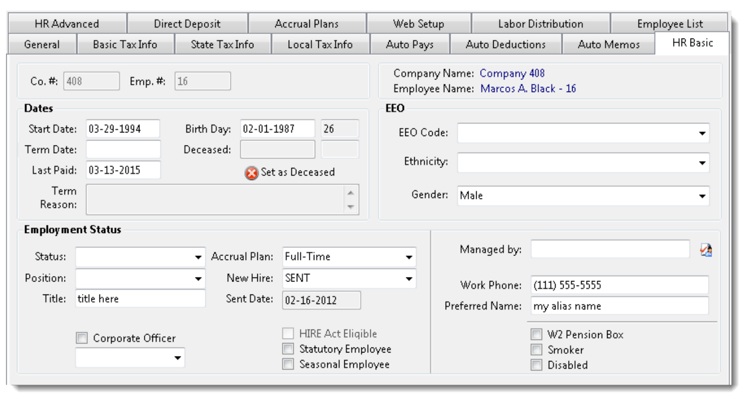
NOTE: If you have created your own calc's, and clicked to display in list, they will appear in the Memo Calc drop down list.

Memo Amount is the per payroll amount, Memo limit is the limit for this code, Start date is the first date to start and the Memo Balance is calculated every payroll by limit less per payroll amount.

The default is always all scheduled payrolls. The Period code is used as a default value when setting up auto memos. A memo code can be scheduled to happen on:

- First check Only – if client uses multiple checks per employee
- All Unscheduled Payrolls – Payrolls run outside of the regular payroll frequency built in Company CRM.
- All Scheduled Payrolls – Payrolls run based on the CRM frequency calendar.
- Periods: Period 1 – 5 (this is how many possible pay periods in the month)

HR Basic Tab



Currently most data on this screen is informational for reporting only, except for Deceased, Accrual Leave Status, which affects tax calculations, W2's and accrual balances.

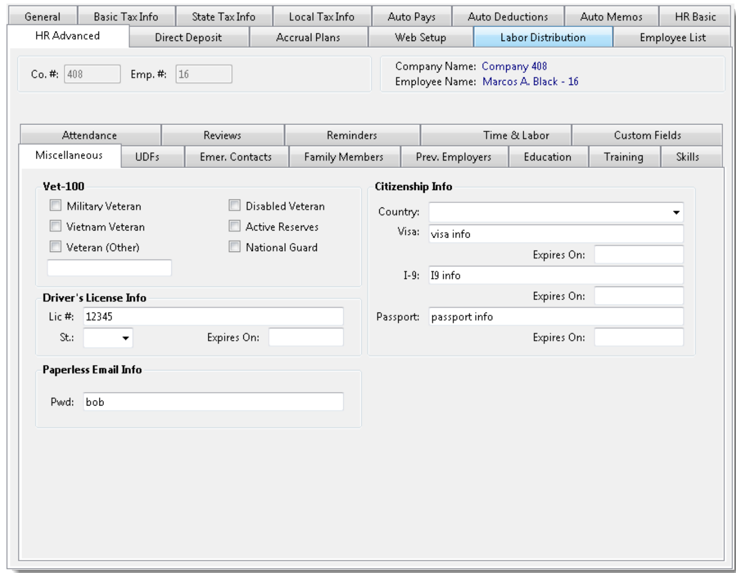
The Start Date is also used for Anniversary accruals. Birth Date is also used for catch up limits when the rules depend on age (EX: 401K catch up if over 50 yrs old)

The Managed By field works in conjunction with MSS (Manager Self Service) on the online portal for posting of manager info.

HR Advanced Tab

Information on these screens are mostly for reporting purposes. Some of these sub-tabs are also located on your "Today" screen in PlatinumPay\Platinum HR, or have icons of their own. In this case, information can be entered in either place and will populate automatically in both.

The following sub-tabs appear on the Today screen: Reminders, Reviews, & Renewals, as well as Birthday and Anniversary dates.

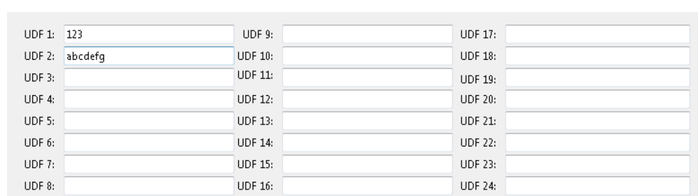


Miscellaneous Subtab

Contains fields for Vet-100, Citizenship, and Drivers License

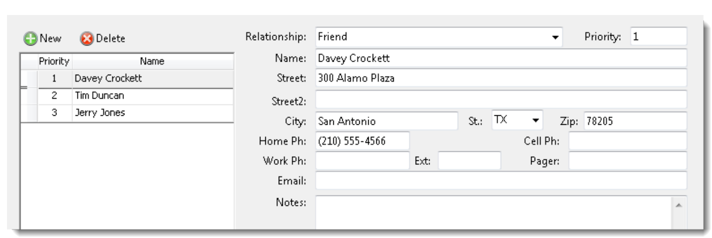
UDFs Subtab

User Defined Fields can be setup for specific client data, often used when a field doesn't already exist in the software for data in question.



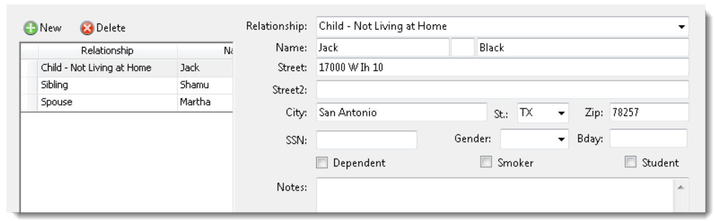
Emergency Contacts Subtab

Employee Emergency contact information can be entered by Bureau, client, or the employee that has ESS access online. Any data entered from ESS will automatically populate.



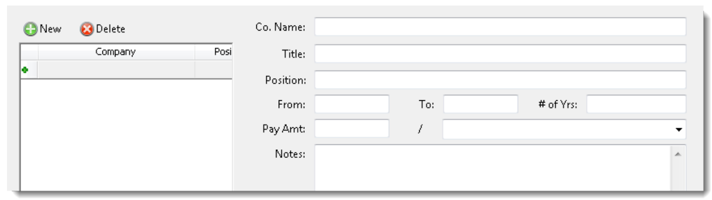
Family Members Subtab

Family members can be entered by Bureau, client, or the employee that has ESS access online. Any data entered from ESS will automatically populate.



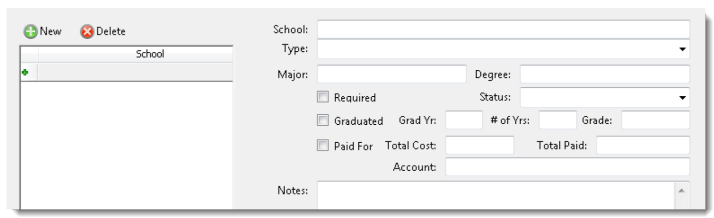
Previous Employers Subtab

Previous Employers can be entered by Bureau or client.



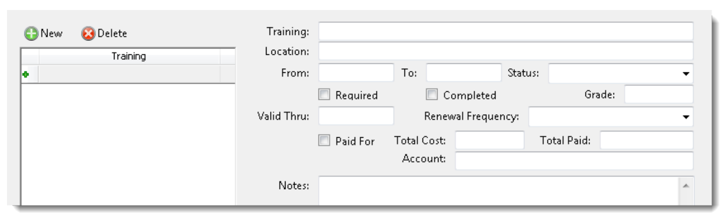
Education Subtab

Education can be entered by Bureau or client.



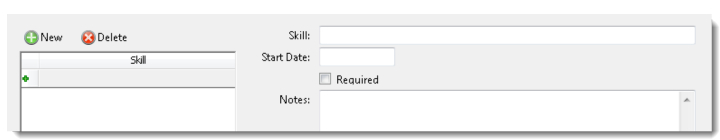
Training Subtab

Training information can be added by Bureau or client. This field populates to the "Today" screen 30 days before date listed in the "Valid Thru" field as a reminder.



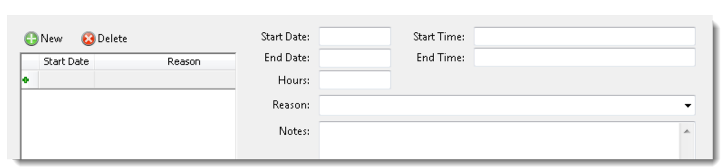
Skills Subtab

Skills can be added by Bureau or client.



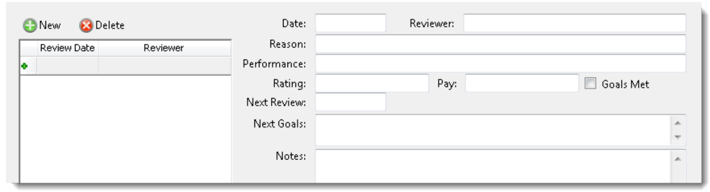
Attendance Subtab

Attendance information can be added by Bureau or client.



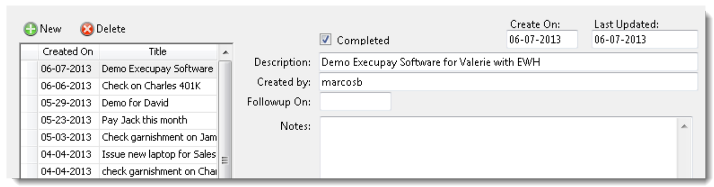
Reviews Subtab

Review information can be added by Bureau or client. This field populates to the “Today” screen 30 days before date listed in the “Next Review Date” field as a reminder.



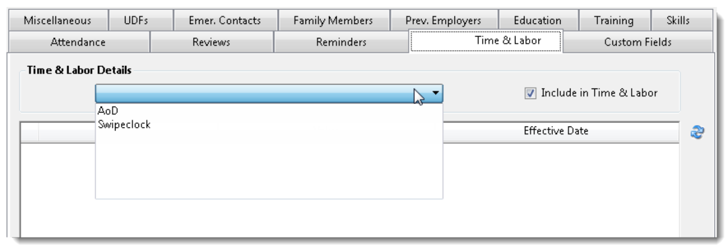
Reminders Subtab

Reminder information can be added by Bureau or client. This field populates to the “Today” screen 30 days before date listed in the “Follow up On” field as a reminder.



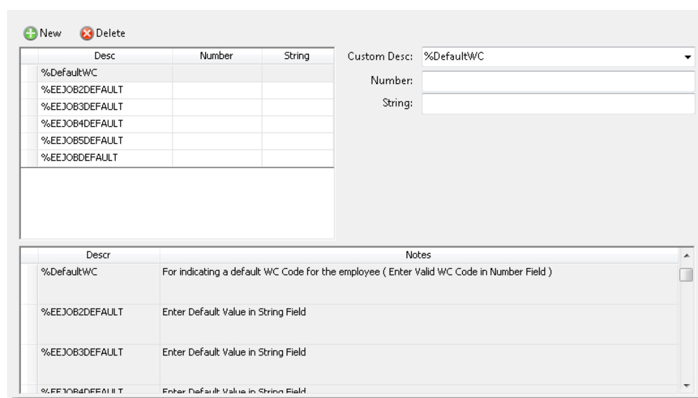
Time & Labor Subtab

Check box to “Include in Time & Labor” is on this screen. This works specifically with TLM Integration for Swipe Clock and AoD (Attendance on Demand) timekeeping systems.

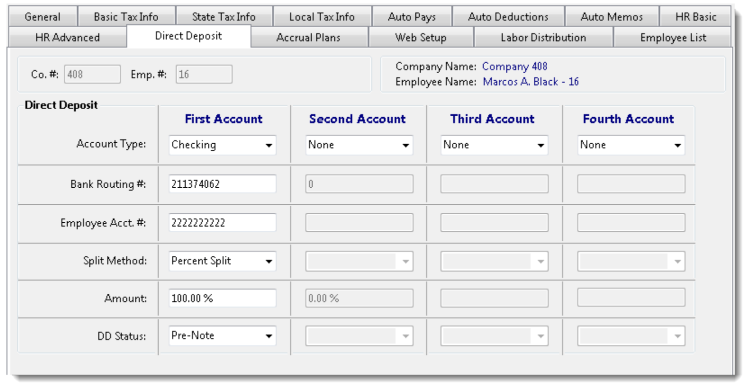


Custom Fields Subtab

Custom Fields can be added to the Employee level, which will override Company custom fields. (Ex: Company has Wk Comp set up by Dept, but a specific employee needs to be in a different Wk Comp code. The custom field is added to the EE to override the company Wk Comp dept setup)



Direct Deposit Tab



Employees have the option to send Direct Deposit (DD) funds to four different bank accounts. After all amounts are deposited, any remaining funds not being sent by DD will process as a live paper leftover check. All new accounts should be set to Pre-Note for account verification.

The system will take the Net pay and process it through DD account #1 first, and if any left over, it will filter through the remaining DD accounts and if needed, will create a left over check.

If you only have one DD account only, you would select Percent Split, and amount is 100%.

<u>Adding DD accounts:</u>

Select account type: Checking or Savings
Enter the 9 digit bank routing number (must begin with a 0, 1, 2, or 3)
Enter the account number (no spaces/symbols or special characters)
Select the Split method: Flat Split or Percent Split (flat is for a fixed dollar amount)
Enter the Amount: Either a fixed dollar amount or a fixed percentage
Select the DD Status: Pre-Note or Active (Pre-Note will issue a live paper check, but includes the banking info in your DD file to test the account with the bank for verification. Once file is created system will automatically switch to Active status)

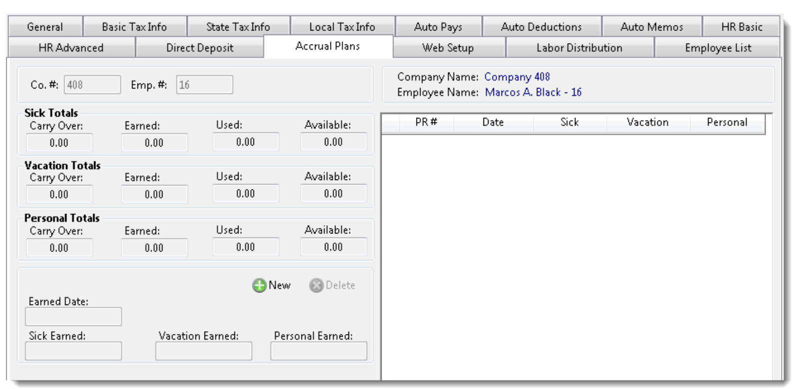
<u>Removing/Deleting DD accounts:</u>

If you need to take an employee off of DD, change ALL the account types to “None”. This will disable DD, but account information will be retained. Net Pay will now be a live paper check.

<u>Turn DD off one time only:</u>

If you need to turn DD off for one payroll only, do not change the Employee DD setup. Instead, there is an option on Payroll Details level that allows you to override DD so that a live check will be created instead on DD for that specific employee only, or all employees in that specific payroll, without altering the employee DD setup.

Accrual Plans Tab

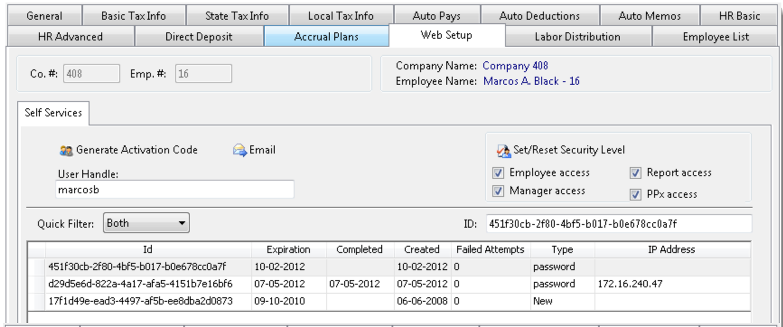


This screen is to view current accrual available balances for Sick/ Vacation / PTO and make manual adjustments to the earned balances. To adjust amounts earned, click on “New” at bottom. Enter the Earned Date, which varies on the accrual type, and enter earned hours, save and verify available amount is correct. Depending on the accrual type and earned date, the hour that are input may appear as Earned or Carry Over. They will be added to the available amounts in either case.

The automatic accrual amounts that are accrued with payroll are adjusted on the policy itself, located on the “Accrual Benefits” icon. To adjust the Used hours amounts, this must be done on a payroll.

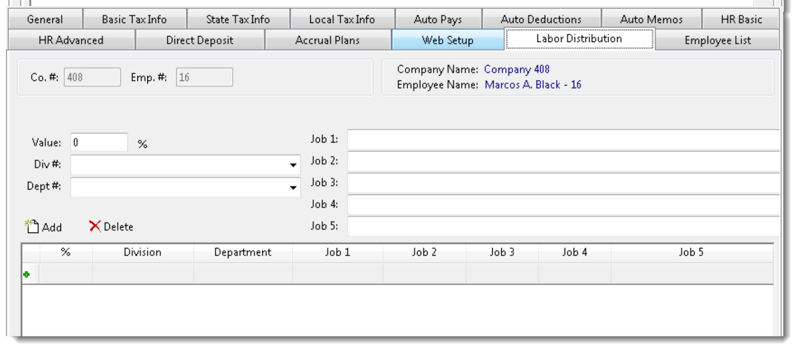
Web Setup Tab

You can view by Employee if they have completed their setup for ESS. It will show the User Name/Handle that the employee saved online so you can provide it if needed. There is also a check box for PPX activation on this screen.



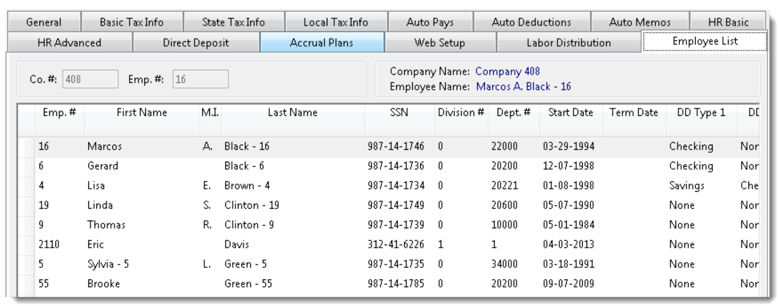
Labor Distribution Tab

This tab allows for the employee's salary or hours to be broken down by Div/Dept and all 5 job levels. If the distribution totals do not equal 100% whatever is left over, will automatically be coded to the employees home (default) Div/Dept from the Employee setup, general tab.



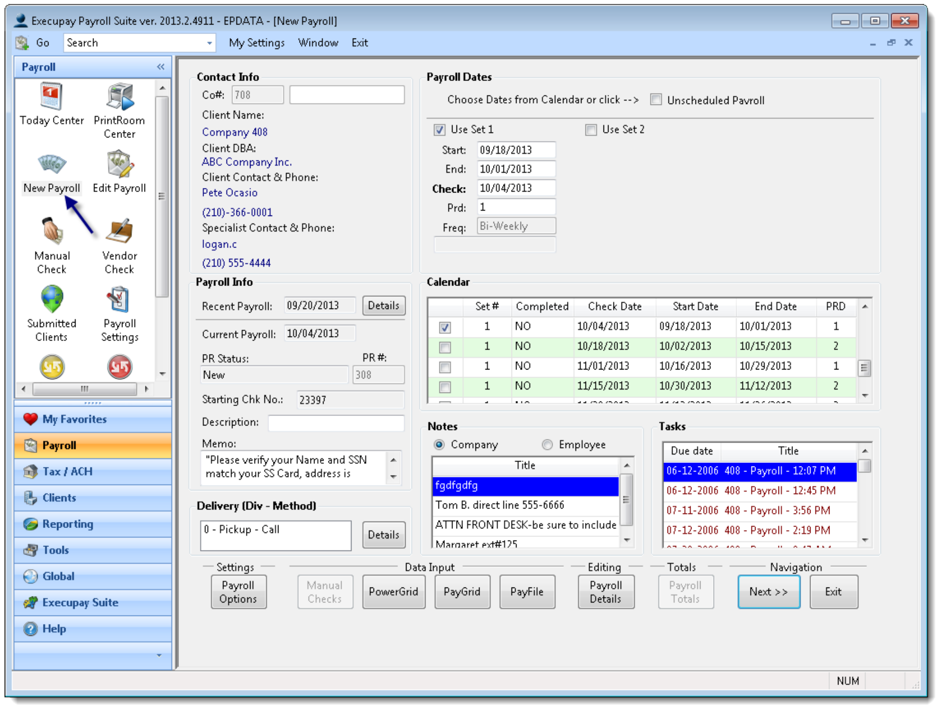
Employee List Tab

This is a view of the active Employee list for the Company that is loaded on the screen.

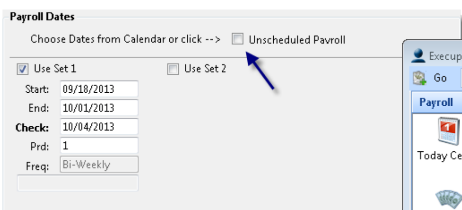


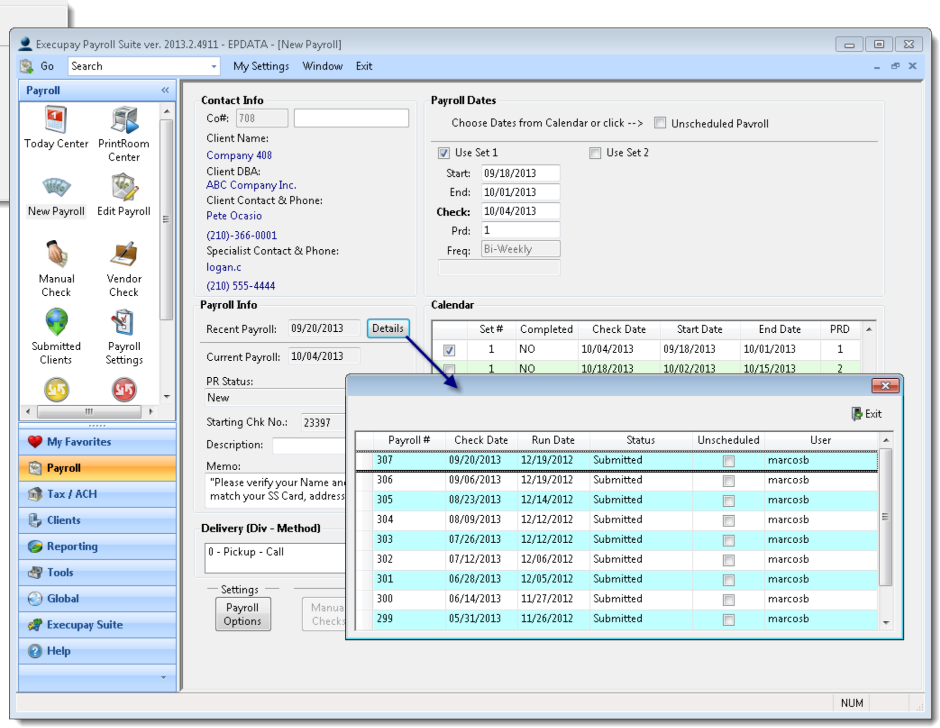
Payroll Processing

Select the 'New Payroll' icon. If the company has a password, you will need to enter the password before the payroll information will load.



The default information will automatically fill in for you. If this is not a normal payroll run (bonus run, etc.) make sure to mark the payroll as unscheduled so your calendar link will remain.

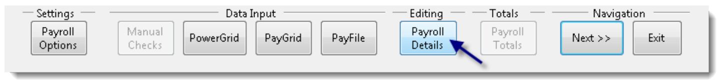


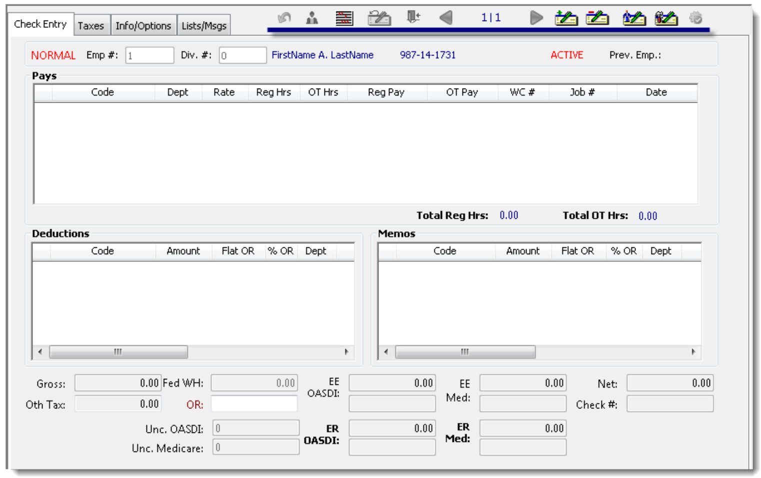


Clicking on the details in the payroll info section will bring up previous payroll history.

If you have more than one frequency with the same check date, you will receive a prompt to select your frequency. Since I chose to run payroll using the semi-monthly frequency (example above), that frequency is defaulted when selecting the period set.

To manually enter payroll, click on the payroll details. To enter payroll through a Powergrid, go to the PowerGrid Section on page 22.



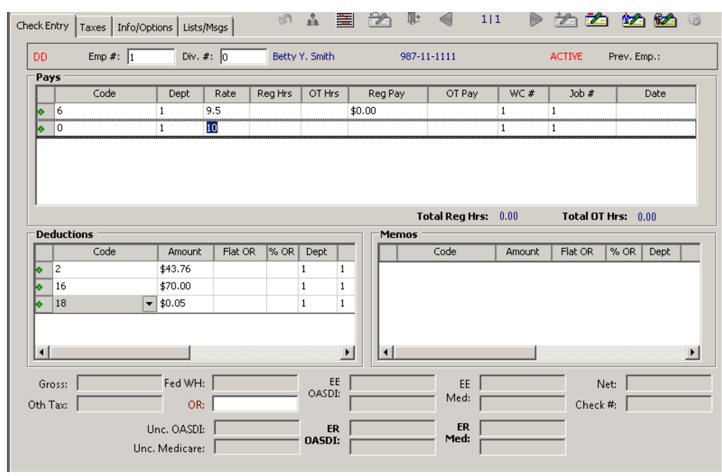


- The curved blue arrow will take you back to the payroll start screen.
- The blue person icon will take you to either the employee master or the EE QAC (quick add change).
- The grid icon will take you to the check listing. From there you can select any check that has been entered and view the check details or EEQTD/YTD totals.
- The check with that back arrow will allow you to void any EE or special checks.
- The green icon next to that will exit the payroll completely.
- If the EE has more than one check you can scroll through the checks using the left/right arrows.
- The check with the plus sign will add another check for the same EE.
- The check with the minus sign will delete out the currently viewed check.
- The check with the person is to create a normal check. When in check entry, the default is normal check. The check with the hammer allows you to enter a manual entry.
- The wheel icon will calculate check totals and number the checks/direct deposits.

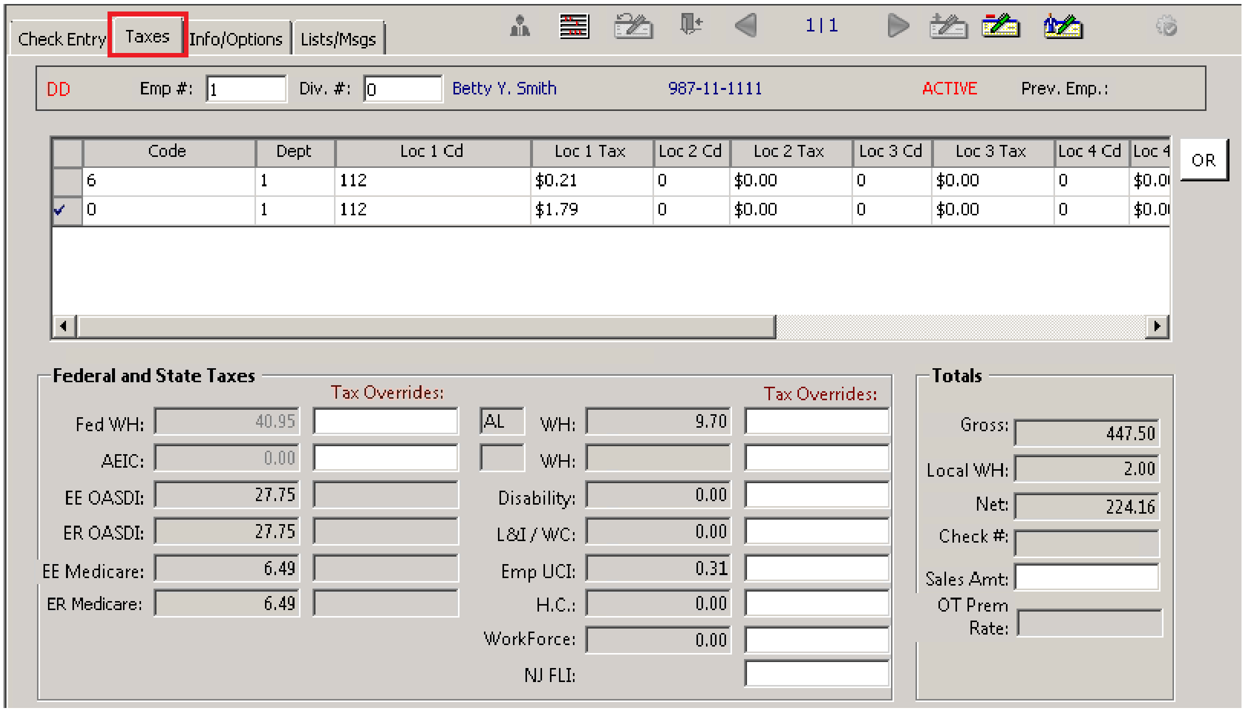
In order to load an employee, the following options are available:

- Enter the EE number and hit the Enter Key
- Double-click within the Emp# box to bring up the list of EEs

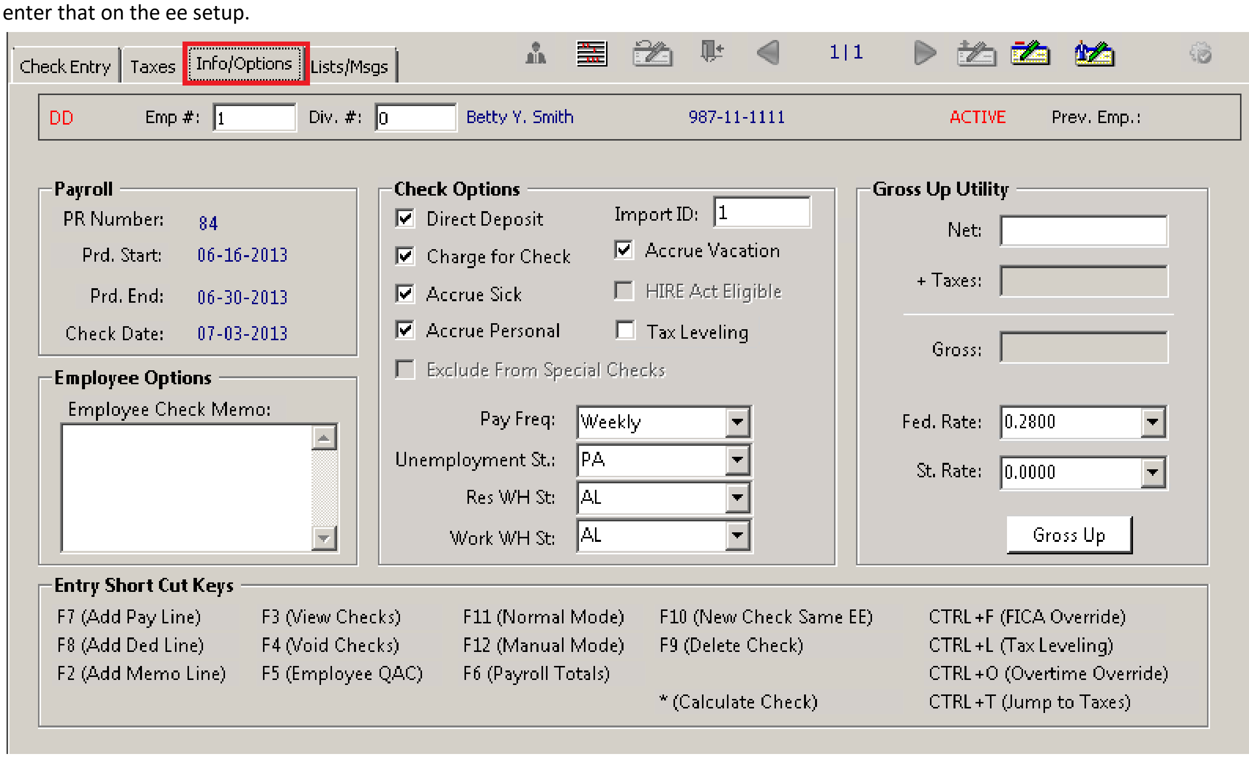
If the company has more than 1 division set up the system will go to the division # field. The division will default to the ee's default division. You can manually change if needed. Once you enter through that field the ee's info will show. All auto deductions/pays/memos will populate. The only rate that will show is the ee's rate 1 or the salary amount (if ee is salary). If an ee has a rate 2 or 3 set up on ee setup, you can use your up or down arrow keys to scroll through the rates. Once you enter your hours/pays/extra deductions, you can use your '*' key to calculate the check. You can also change the worker's comp # or job # if applicable. In the example below, these fields are set as a default for the dept/ee. Using your enter key will save the check and allow you to enter a new ee check.



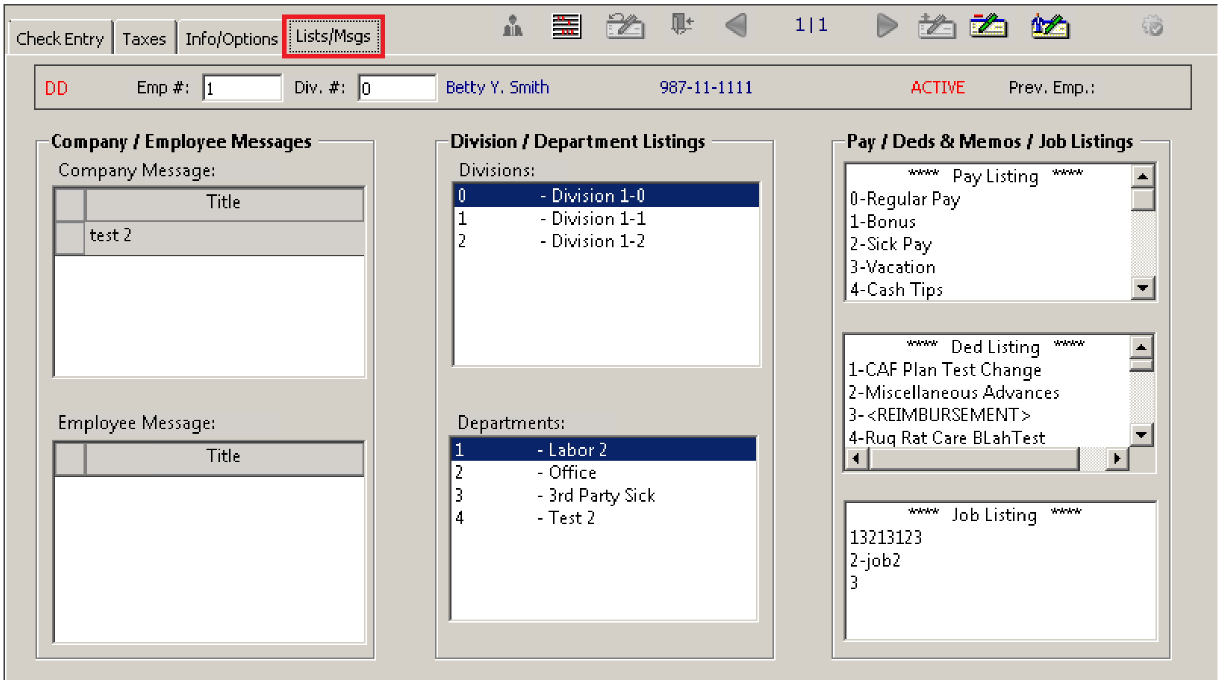
Once you have calculated your check you will see the taxes that have calculated.



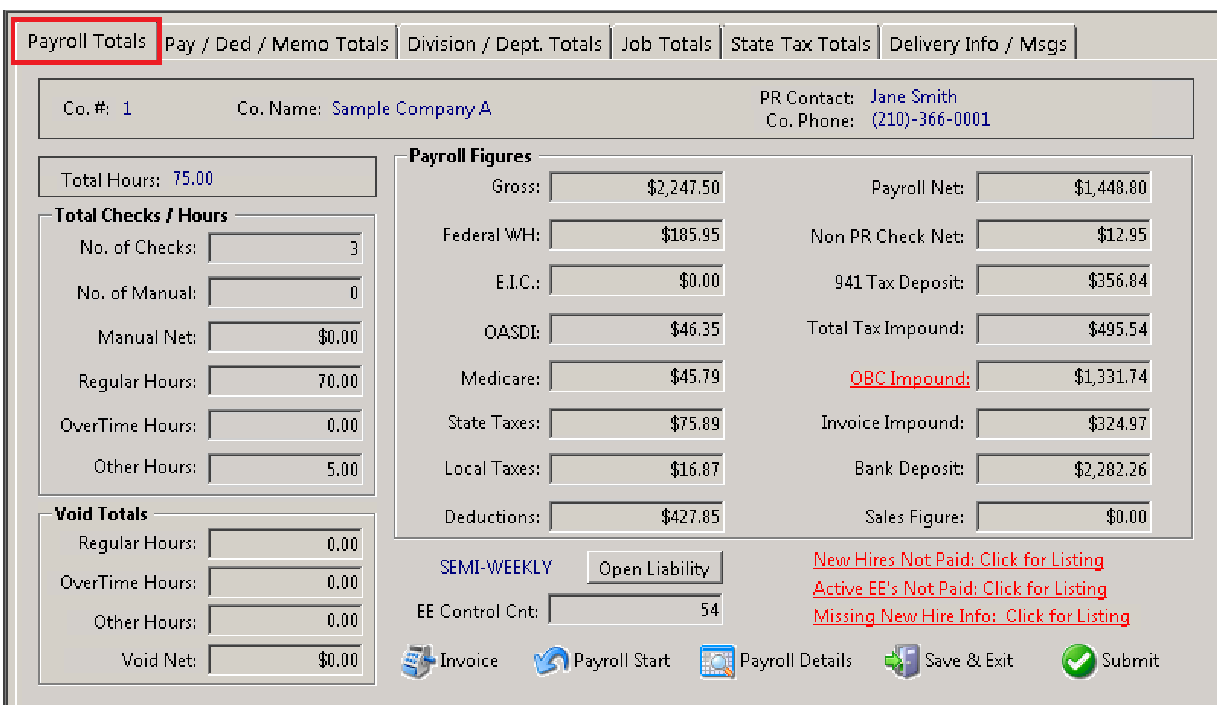
The info/options tab will allow you to create a live check instead of the ee having direct deposit. You can also change the pay frequency, unemployment state, and withholding state. You can also add a check memo for the ee here. If you add a check memo in the check, the memo will appear on all checks until the memo is deleted. If you want to add a check memo that has an expiration date, enter that on the ee setup.



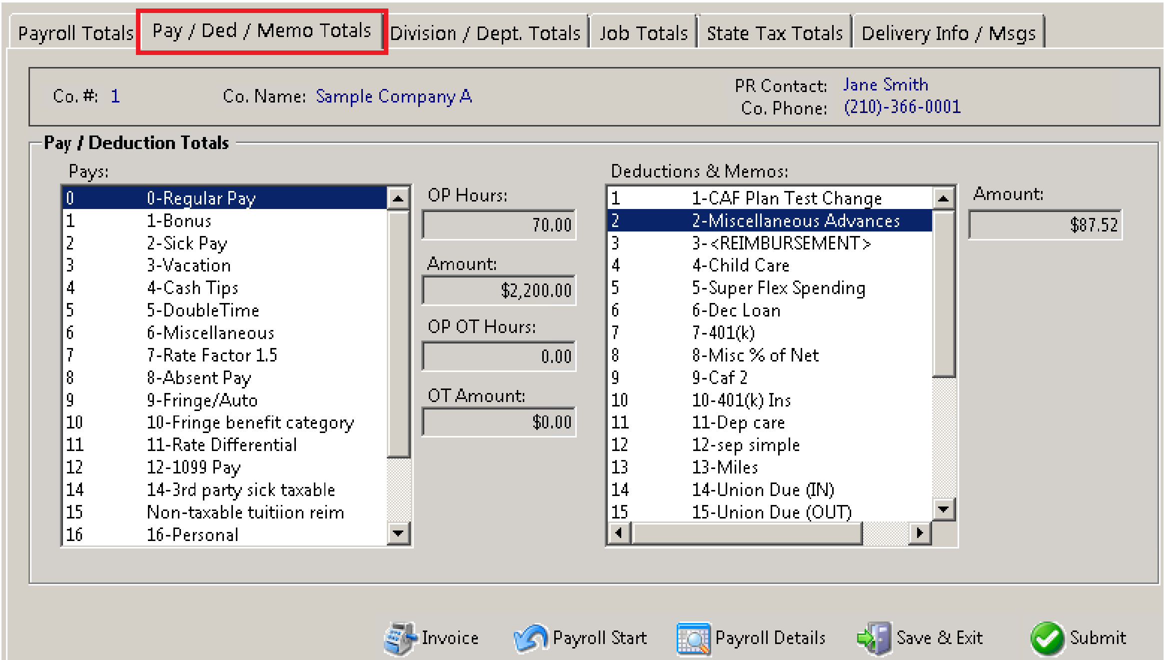
The lists/msgs tab will show co &ee messages. Pays, deductions, etc.



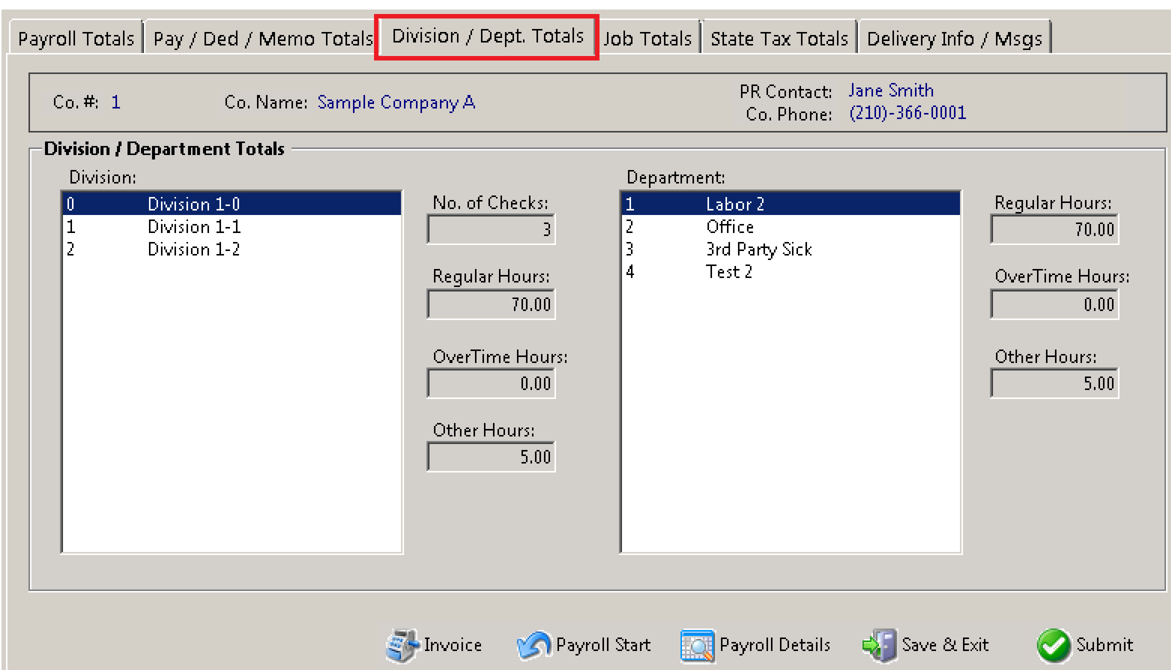
Once you have calculated your payroll totals, you will be able to see overall company totals. You will also see there are 3 red links on the bottom right corner. The new hires link will list any new hire that has never received a check. The active ees link will list all of the active ees that did not receive a check in the current payroll. The missing new hire link will tell you what ees are missing certain information that is needed before the ee can be reported as a new hire.



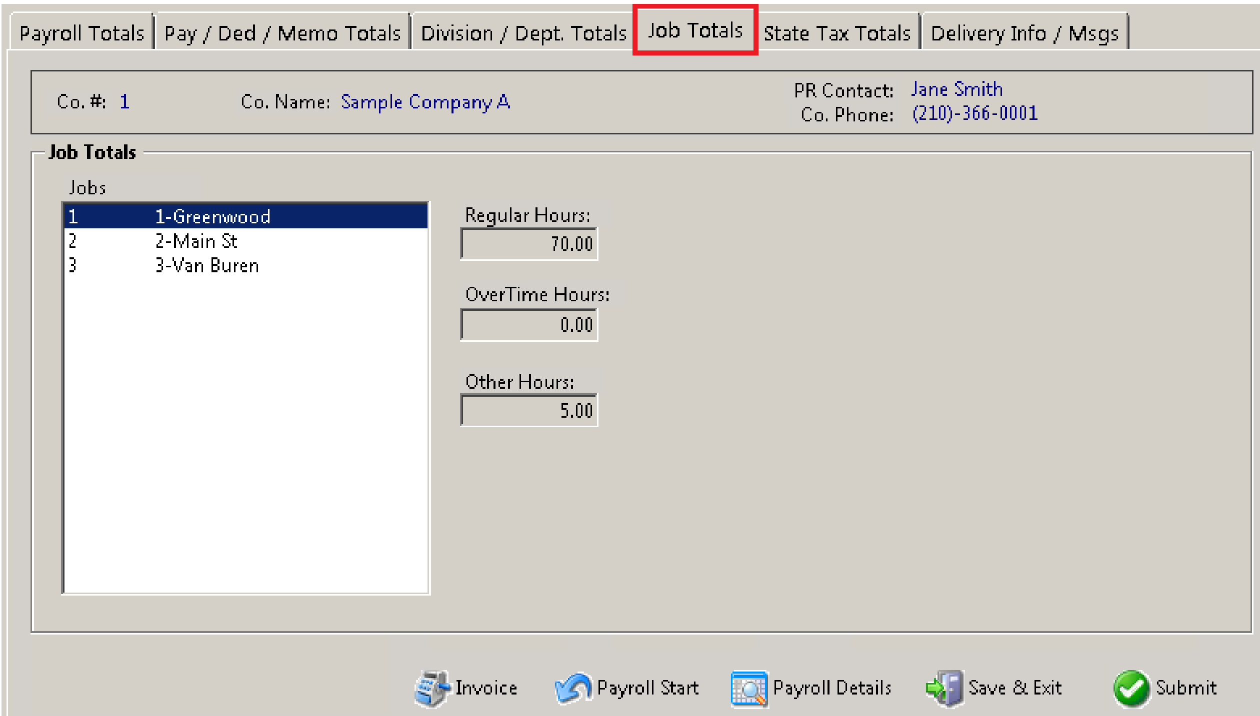
This screen will show company totals for any active pay/deduction



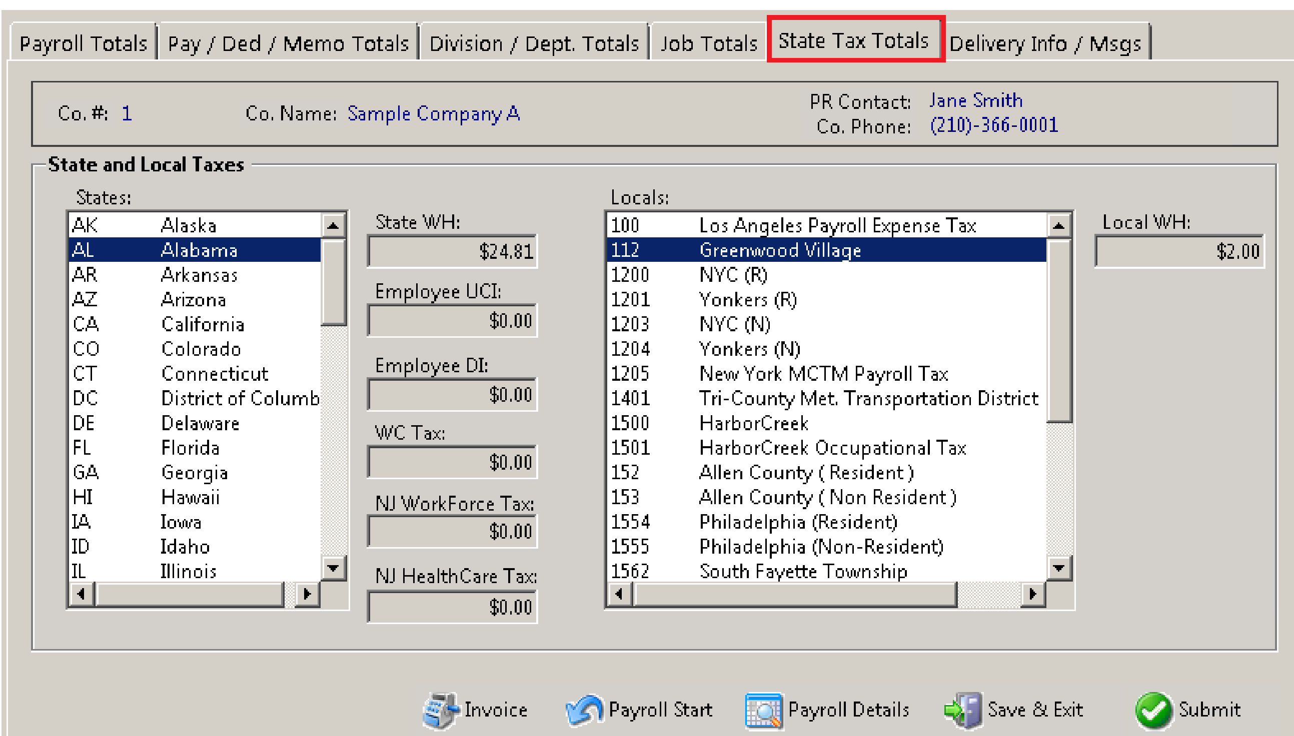
This screen will show division/department hour breakdown



Company totals broken out by job

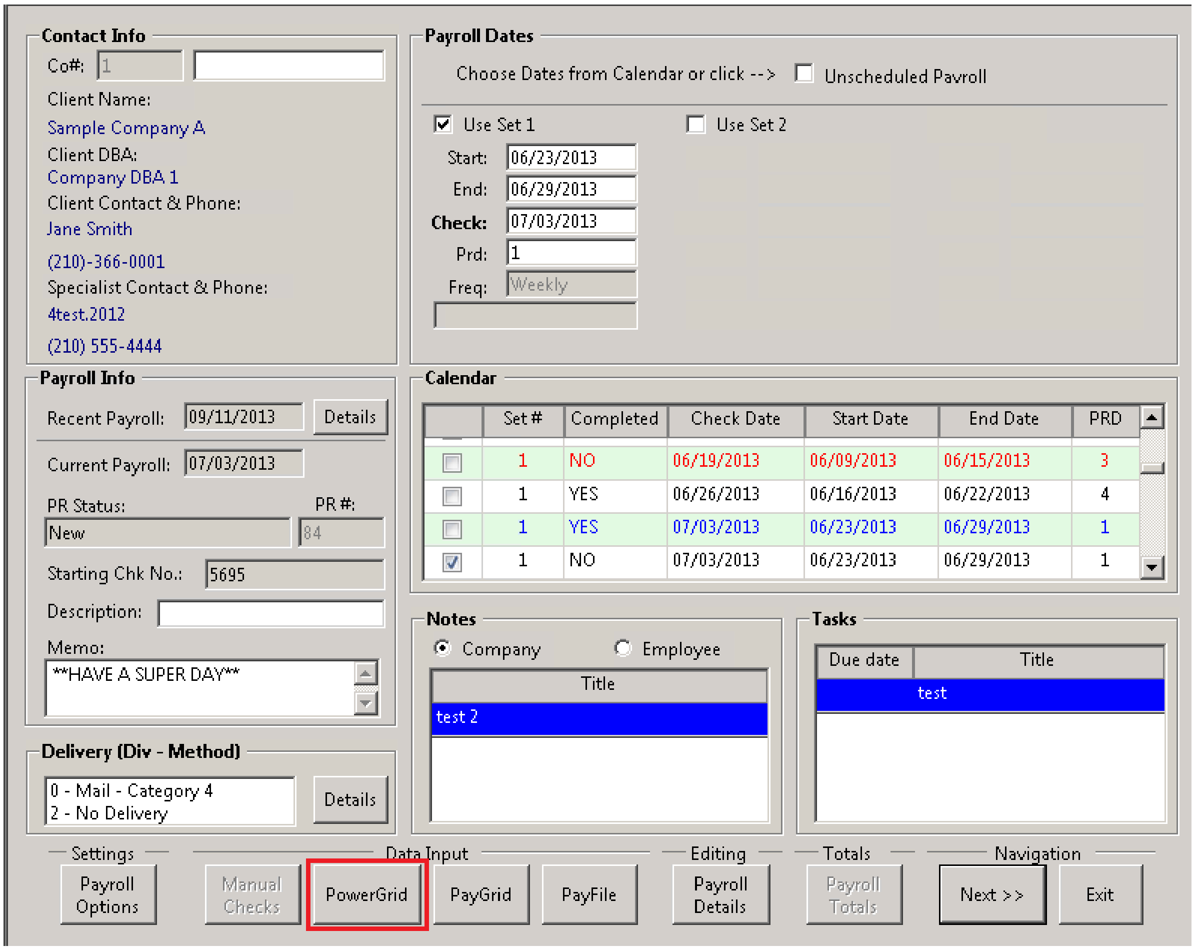


State & local taxes by locality

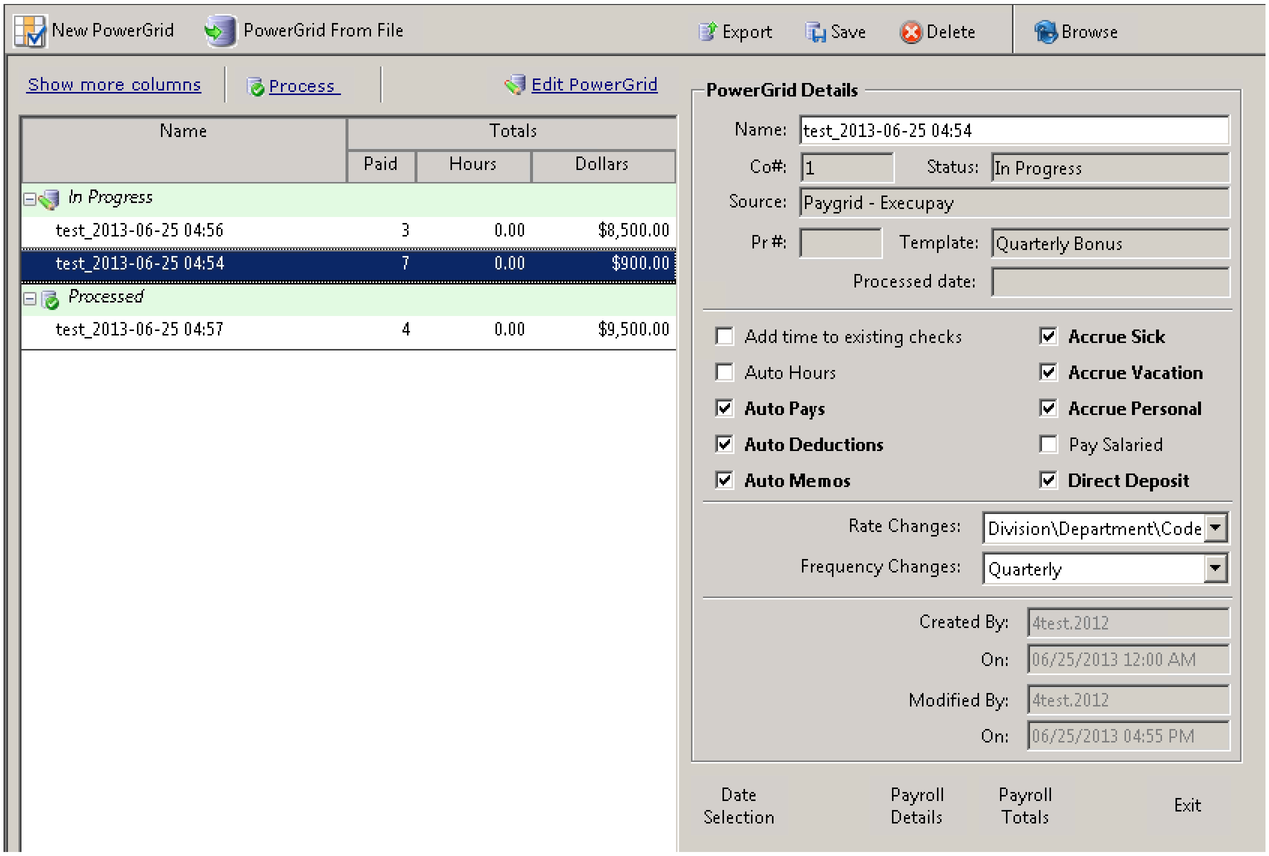


PowerGrid

The utilization of a PowerGrid allows the client to simplify entering payroll. PowerGrids can be built specifically for the standard payroll, bonus runs or specialty payrolls. This section assumes the PowerGrids have been constructed by the Service Bureau for the client's specific use. The PowerGrid Button is on the bottom portion of the screen after selecting "New Payroll" or "Edit Payroll."



If the client is utilizing an integrated Time Labor Management system, the PowerGrid information will be generated from the TLM System. You will find a selection "PowerGrid from TLM" on the top Portion of the screen. The client with a TLM System would make that selection and continue with the following steps:



Using this screen we can:

- Create new PowerGrid
- Edit previously created grids.
- Import payroll files directly to the grid.
- Import payroll data directly from TLM providers.
- Export PowerGrid to Execupay 2 file
- Export PowerGrid to PowerSheet Excel file
- Copy and Paste date directly from external sources (like comma separated file).
- Distribute hours according to Labor Distribution Setting (Employee Setup).
- Processing PowerGrids.
- Check all processing messages.

PowerGrid can have one of these possible statuses

- In Progress – PowerGrid is created but editing is not finish.
- Completed – PowerGrid is created and all editing are finish – ready to process
- Processed – PowerGrid is already processed.

To Process a PowerGrid within TLM follow these steps:

1. Select PowerGrid
2. Identify the PowerGrid to use (PowerGrid from TLM or a specially created one)
3. Be sure to select the appropriate categories to include for instance, be sure to add time to existing checks so you can perform edits, select Auto Hours if you have ee's who receive automatic hours (like salaried staff) and select Salary if you want salaried staff to be paid.

4. Select Finish Button.
5. Highlight the PowerGrid and select Edit Powergrid to check for accuracy. You may also double client on it to view the information.
6. Select Process Powergrid
7. Dialogue box will appear identifying the status of processing the PowerGrid and calculating checks. When both lines display “Done”, Select OK.
8. Select Payroll Totals so the system will calculate totals from the PowerGrid.
9. Save and Exit
10. Go to the Reporting Drawer.
11. Select Report Browser
12. Select a report determined to show balances. We recommend the Payroll Register and the Register Total Reports.
13. If any changes are necessary, go to the Edit Payroll icon. If everything is correct you are ready to submit your payroll. Follow the submit instructions with Step 19.
14. Select Payroll Details.
15. Select the Employee who needs revisions.
16. After making the revisions on the employee’s details, hit the * key to calculate the new payroll and select the enter button to clear the screen.
17. After all of your employee changes have been made, select the green check mark on the far right of the tool bar. This will complete the Payroll Totals with your changes.
18. Save and Exit if you wish to verify your changes by running another Payroll Register (Repeat Step 11 & 12.)
19. If you do not want to verify your changes, from the Edit Payroll Screen, select Submit.