



## REMOTE PAYROLL CLIENT REFERENCE

### Remote Payroll

This is an overview on entering your payroll information on your secure portal.

### Logging In via the Client Center

1. Access our website [www.ockeraccounting.com](http://www.ockeraccounting.com).
2. Select the *Client Login* option located in the Client Center.
3. Enter your *Username* and *Password*.
4. Click **Login**.

Client Login

Username

Password

Login

[Forgot Your Password?](#)

#### FAYETTEVILLE OFFICE

4148 Lincoln Way East  
Fayetteville, PA 17222

Ph/Fx 717.352.3737

#### MCSHERRYSTOWN OFFICE

526 Main Street  
McSherrystown, PA 17344

Ph/Fx 717.637.5457

#### WAYNESBORO OFFICE

18 North Oller Avenue  
Waynesboro, PA 17268

Ph/Fx 717.762.3161

#### LEOLA OFFICE

198 East Main Street  
Leola, PA 17540

Ph/Fx 717.556.0007



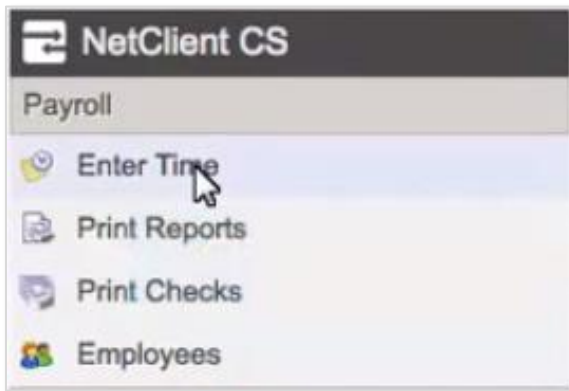
## Notifications

1. When our firm has uploaded a new payroll worksheet you will receive a notification.
2. This can be viewed by clicking on **Messages** in the top left corner of your portal. You may also receive the notification via email.



## Entering Time

1. Once a new payroll worksheet has been uploaded to your portal you can enter time for your employees.
2. Click **Enter Time** in the top left corner.



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3. On the *Rapid* tab enter regular hours, OT hours, view the amounts calculated and mark the employees as *DNP*, if applicable.

DNP	Last Name	First Name	Location	Department	Pay Item	Reg Hours	OT Hours	Amount
<input type="checkbox"/>	Doe	Jane	Business Lo...		Salary	80.0000	0.0000	26923.08
<input type="checkbox"/>	Doe	John	Business Lo...		Wages	80.0000	0.0000	800.00

4. For additional items such as tips and bonuses, click the *Detail* tab. The *Detail* tab will display additional items present on the employee and give you the ability to enter the necessary hours or amounts.

Description	Location	Department	Reg Hours	OT Hours	Rate	Amount
Wages	Business Location		80.0000	0.0000	10.0000	800.00
Bonus	Business Location		0.0000	0.0000	0.0000	100.00

Location	Department	Sales
Business Location		0.00

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## Entering Notes

You can enter general notes about the payroll or employee specific notes.

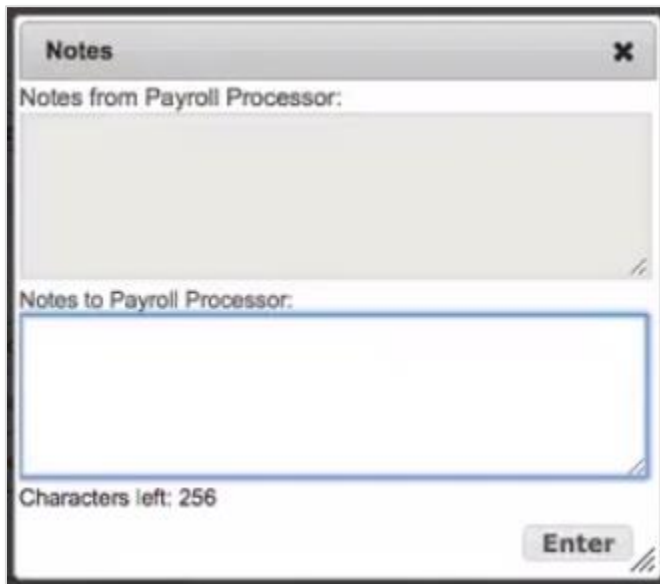
### General Notes

1. Click **Enter Time**.



2. Click the  icon on the right.

3. Enter general notes such as questions on data entry or new items that need to be added to the payroll.



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## Employee Specific Notes

1. Click **Employees**.
2. Select the appropriate employee and click on the *Notes* tab.
3. Enter notes such as information regarding pay raise or adding/changing deduction or pay items.



## Review Payroll

1. After all of the hours have been entered, verify the information by reviewing the payroll schedule report.
2. Click **Print Reports**.



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3. Review the payroll schedule report to verify the hours have been entered correctly.

The screenshot shows the NetClient CS interface. The left sidebar has a 'Payroll' section with 'Print Reports' selected. The main area displays a 'Payroll Schedule Report' for 'Your Client' with the following details:

Period Beginning: 01/28/XX  
Period Ending: 02/10/XX  
Check Date: 02/11/XX  
Time in Date:

Notes to Payroll Processor:

**Jane Doe**  
123 Main St.  
Monroe, MI

Pay Item	Location	Reg Hours	OT	Rate	Amount
Salary	Business Location			26923.0769	26923.08
Total					26923.08

**John Doe**  
123 State Road 37 S  
Martinsville, IN 46151

Pay Item	Location	Reg Hours	OT	Rate	Amount
Wages	Business Location	40.0000		10.0000	400.00
Bonus	Business Location				100.00
Total		40.0000			500.00

4. Print or save the report using the icons in the lower right corner.



## Submit Payroll

1. After verifying the payroll schedule report, *submit* the payroll to our firm.
2. Click **Enter Time**.
3. Click **Complete Payroll** at the bottom of the screen.

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NetClient CS | Enter Time | Client: Your Client

Payroll Schedule: B-Weekly (In Progress)

Period Begin: 01/28/20xx | Period End: 02/10/20xx | Check Date: 02/11/20xx | Time In Date:

Showing 2 of 2

DNP	Last Name	First Name	Location	Department	Pay Item	Reg Hours	OT Hours	Amount
<input type="checkbox"/>	Doe	Jane	Business Lo...		Salary	80.0000	0.0000	26923.08
<input type="checkbox"/>	Doe	John	Business Lo...		Wages	80.0000	0.0000	800.00

Buttons: Complete Payroll, Save, Cancel

4. Our firm will then be notified that your payroll is ready for processing.

## Logging out

1. Click your *name* in the top right corner and select **Log Out**.

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