

# QUICK STEPS FOR PAYROLL WITH AN ACCRUAL

## 1. Begin New Payroll

- Log in to *IOIPay*
- Click on **Begin Payroll** and **Save**
- Enter **Check Date** and **Period End Date**
- Check **Processing Flags** (*Monthly & Fiscal*)
- (*Payroll will change to an open status*)

## 2. Employee Maintenance (if necessary)

- This will depend on any maintenance additions/changes to be entered

## 3. Hours & Dollars Entry

- Enter hours and amounts into the **Hours & Dollars** screens
- Balance payroll
- Run the **Preview Payroll**

*(Below are two recommended reports to review before submitting payroll)*

- 051 **Payroll Register**
- 008 **Payroll Recon Summary**

## 4. Finish and Process

- Run the **Accrual Administration**; remember to only run it once
- After running the accrual, the page will refresh to the **Finish/Process** screen
- Submit your payroll by clicking the **Save** button
- (*Payroll will then change to a closed status*)
- You will be able to review your reports through the **Report Archives** an hour after you submit your payroll.

**PAYROLLS PROCESSED AFTER 4 PM EST WILL BE COMPLETED EFFECTIVE THE FOLLOWING BUSINESS DAY**

### Customer Service

**888.697.0021**

7:30 a.m. – 7:00 p.m. EST  
Monday – Thursday

7:30 a.m. – 6:00 p.m. EST  
Friday

**IOIPay**<sup>®</sup>  
Payroll & Employer Services  
www.ioipay.com - (888) 697-0021