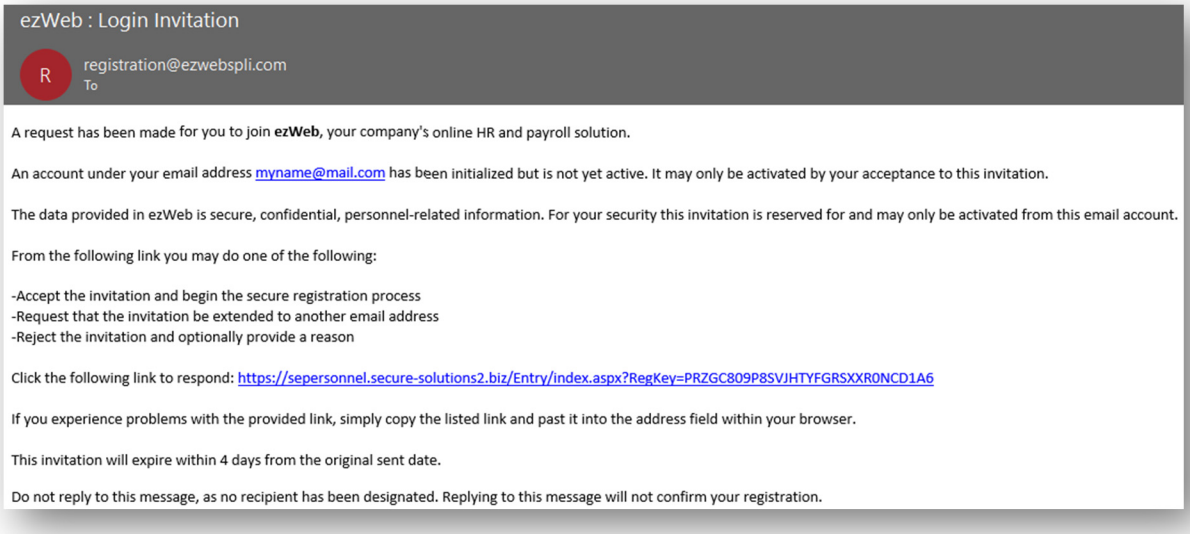
ezWeb Registration and User Guide for Clients

An invitation will be generated by the SPLI ezWeb Team and sent to your email address. Make sure to check your "**Spam/Junk**" folder if you are unable to find the invitation in your inbox. Once the email is received, click on the link provided. **Note:** The invitation will **expire** in **4 days** from the original date sent.



ezWeb : Login Invitation

R registration@ezwebspli.com
To

A request has been made for you to join **ezWeb**, your company's online HR and payroll solution.

An account under your email address myname@mail.com has been initialized but is not yet active. It may only be activated by your acceptance to this invitation.

The data provided in ezWeb is secure, confidential, personnel-related information. For your security this invitation is reserved for and may only be activated from this email account.

From the following link you may do one of the following:

-Accept the invitation and begin the secure registration process
-Request that the invitation be extended to another email address
-Reject the invitation and optionally provide a reason

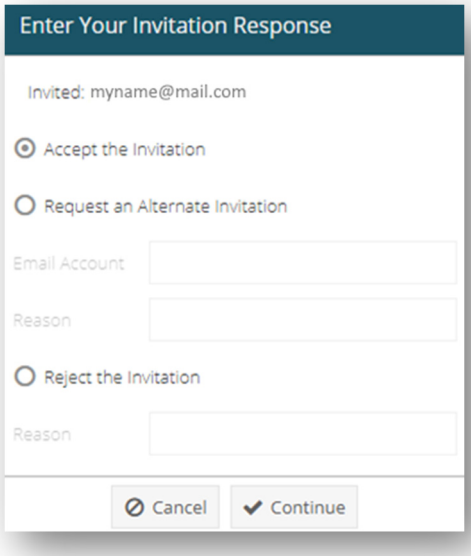
Click the following link to respond: https://sepersonnel.secure-solutions2.biz/Entry/index.aspx?RegKey=PRZGC809P8SVJHTYFGRSXXR0NCD1A6

If you experience problems with the provided link, simply copy the listed link and past it into the address field within your browser.

This invitation will expire within 4 days from the original sent date.

Do not reply to this message, as no recipient has been designated. Replying to this message will not confirm your registration.

Enter Your Invitation Response – Click 'Continue' to accept the invitation. Alternatively, you can request the invitation be extended to a different email account.



Enter Your Invitation Response

Invited: myname@mail.com

Accept the Invitation

Request an Alternate Invitation

Email Account

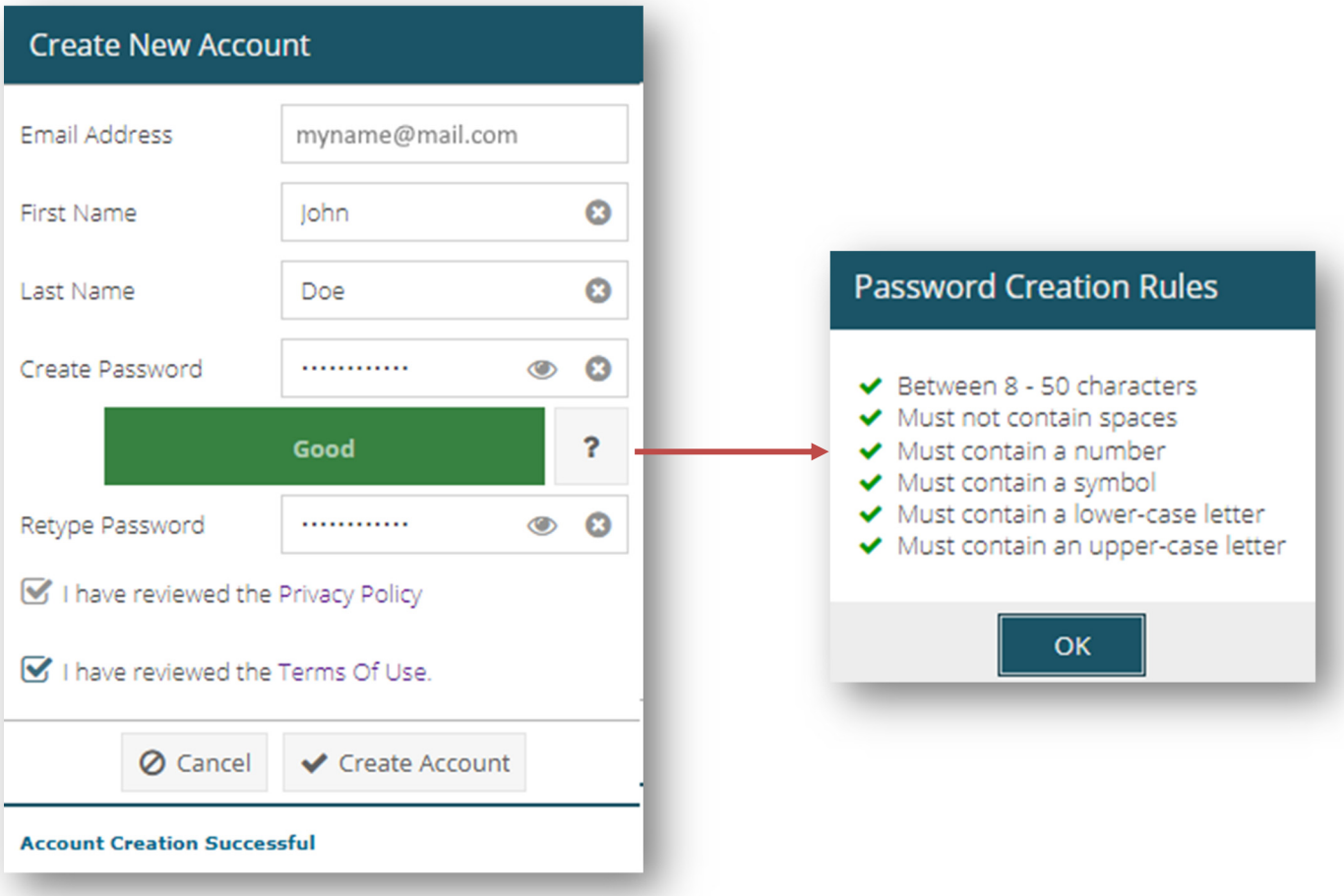
Reason

Reject the Invitation

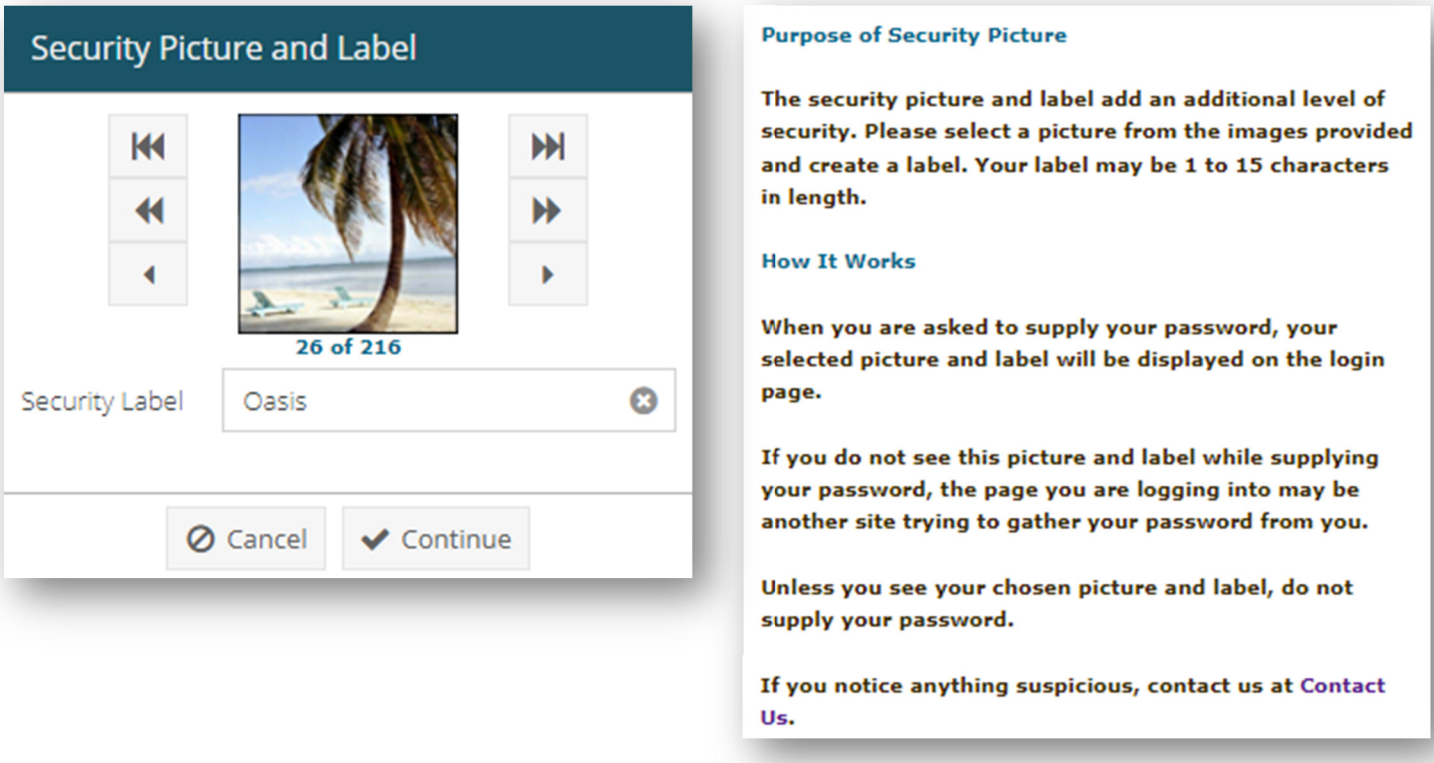
Reason

Cancel Continue

Create New Account – Enter the required information and click 'Create Account'



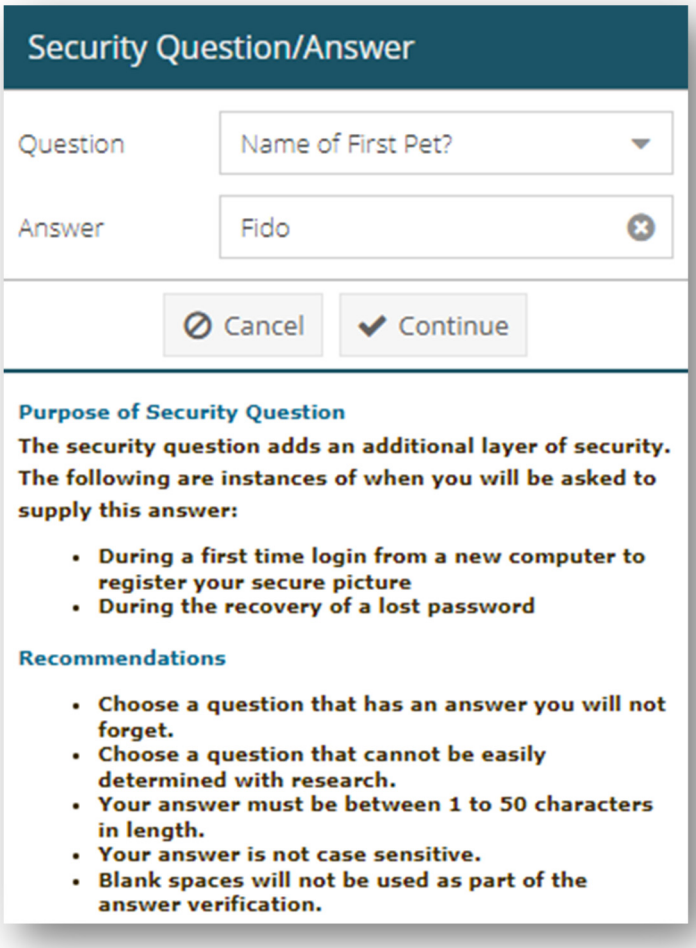
Security Picture and Label – Choose a Security Picture and type a Security Label and click 'Continue'



Security Question/Answer – Choose a Security Question and type an Answer and click 'Continue'

Make sure to choose an answer that you will not forget and keep your answer stored in a safe place. Additionally, when you are asked to supply your answer, it is not case sensitive, but it must contain all characters you set up during this step.

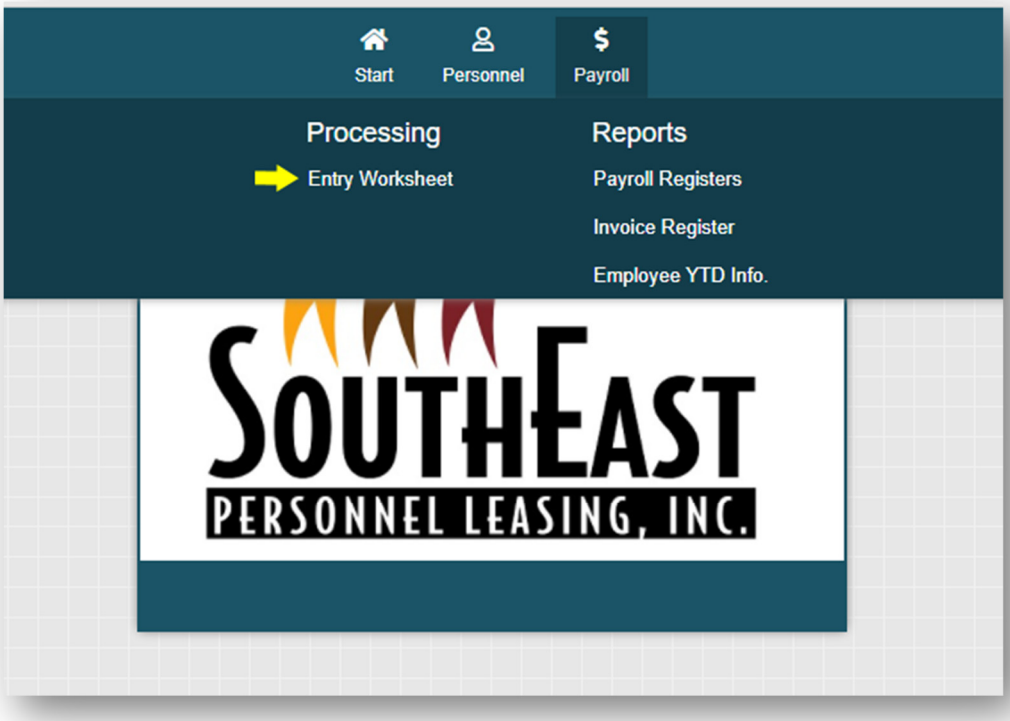
Note: If you delete your browsing history, log in from a new device, or initiate a password reset, you will be asked to supply your security answer.



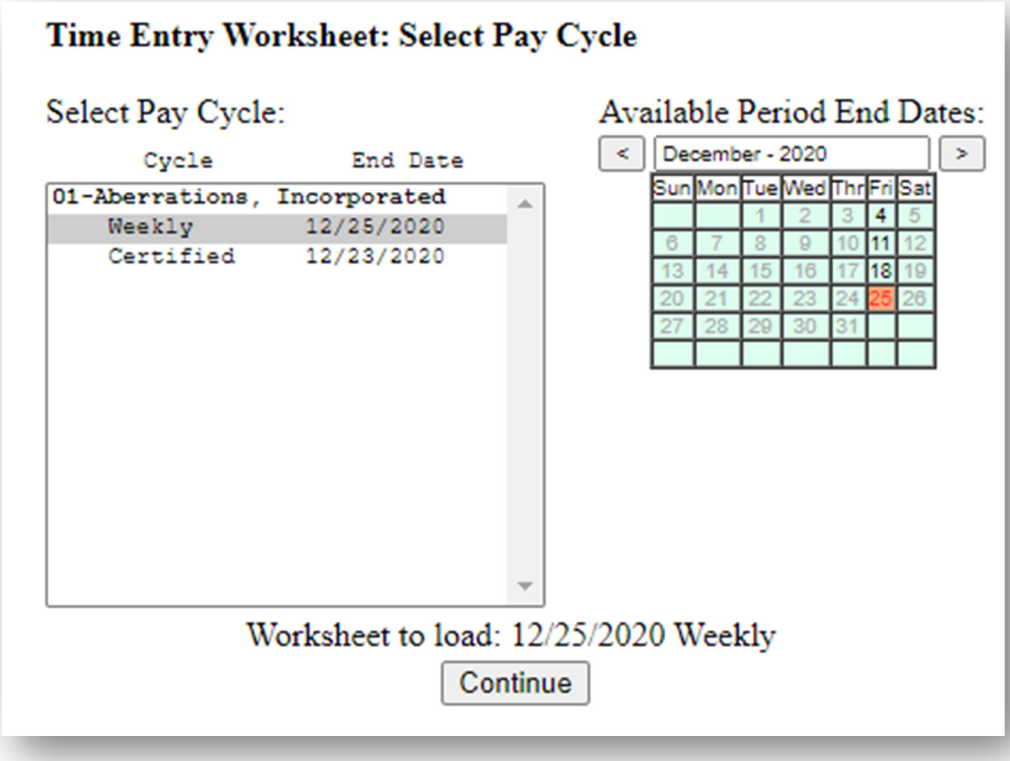
Your account is now ready to use.

How to Enter Payroll using ezWeb

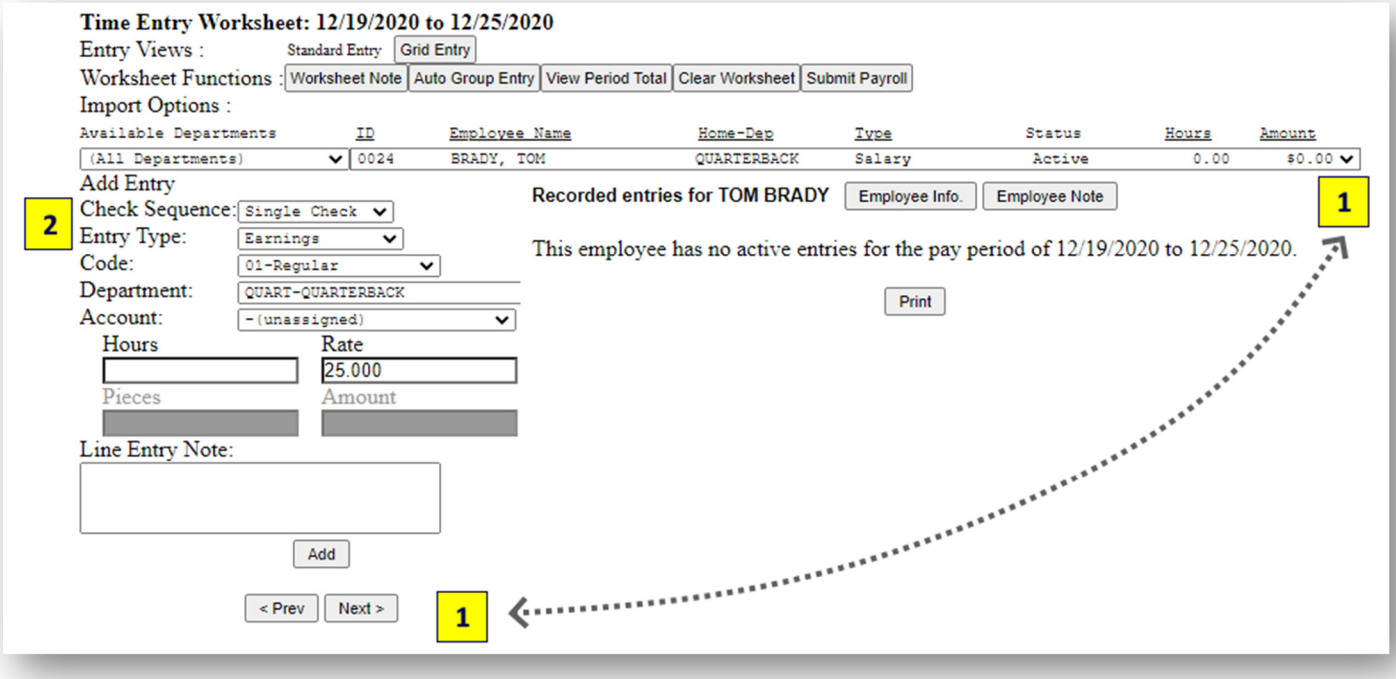
Login to ezWeb at http://spli.com/online.php then select Entry Worksheet under the Payroll menu.



If more than one company or pay cycle exists, select the appropriate cycle, and click Continue.



Enter hours/pay for each employee



1. **Select an employee**

   Use the drop down to select employees from the list. You can also click the < Prev or Next > buttons.

   (The employee list can be sorted by clicking any of the underlined headers above the drop down. You can also filter the employee list by selecting a department (if any) from the Available Departments drop down. When a department is selected, only employees associated with the selected department will be displayed in the list. Please note the employee list will always sort by the employee status first, regardless of other selections.)

2. **Select entry features.**

   Under Add Entry select the following;

   - Check Sequence: Is this the first (single) check or second, third, etc. check for this employee. See Additional Worksheet Functions for more instructions
   - Entry Type: Is this entry type an earning or a deduction? Other options may be listed, for example No Pay and Last Check. See Additional Worksheet Functions for complete instructions.
   - Code: Select a pay code that is appropriate with either the earning or deduction entry type selected previously. You may not have access to all entry types and codes. See your supervisor or contact your payroll technician if you need additional access.
   - Department and/or Account: Select the department and account for this entry. If you do not see department or account options, your company does not track earnings by department or account. Continue to the next step.

     The department entry box defaults to the employee's home department (if any). Modify the selection only if this entry should be tied to an alternate department. If you need to modify, add or delete departments or accounts contact your payroll technician before proceeding.

3. **Enter hours, rate, pieces or amount.**

   Depending on the entry type, enter the appropriate amounts for hours, rate, pieces or amount. Any field that does not apply to the entry type will be disabled. Depending on the entry type and how the system was originally set up, some fields may be either inaccessible or will automatically populate. Evaluate all fields before continuing.

4. **Click the Add button or Press <Enter>.**

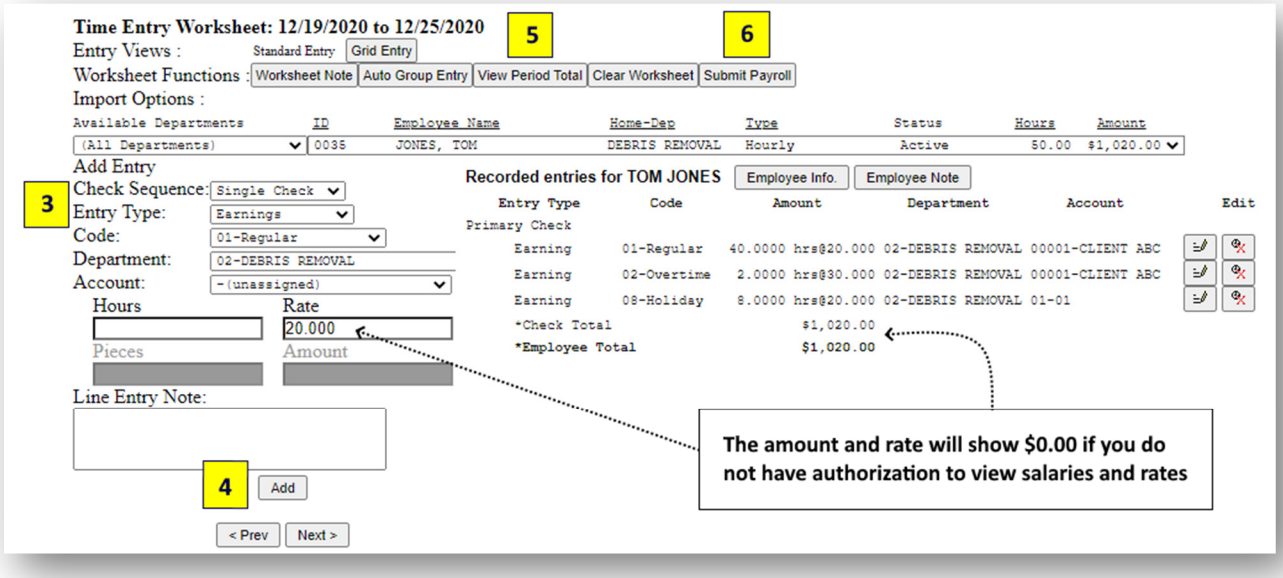
   After each entry, click the Add button or press the <Enter> key. This will save your entry and display it in the window on the right.

   At any time after the transaction has been added, you can log out. When you are ready, log back in to make any changes, add more entries and to complete the time worksheet.

   Complete remaining entries

   Return to step 3 to enter additional earnings for the selected employee.

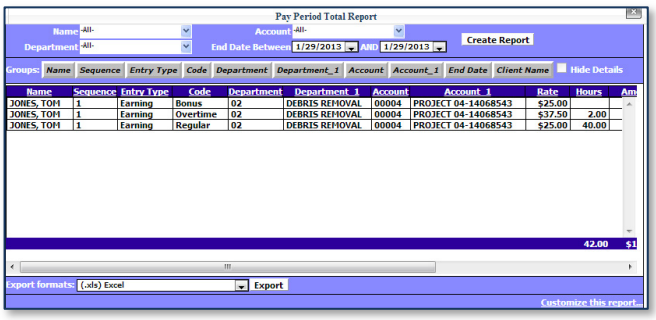
   Return to step 1 to select the next employee.



5. **Verify the worksheet.** View Period Total

   At any time, you can select the View Pay Period Total button to open a second window that displays current entries.

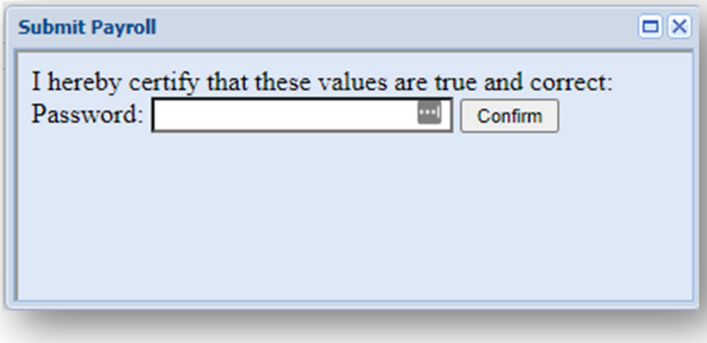
- You can sort the view to assist with your review by clicking on the column title.
- To simplify the report, select ☑ Hide Details.
- You can view each option by selecting the appropriate button. You can also view the data in Excel, a Comma Separated Value (CSV) file or even print. Select the Back button in the window, not your browser, to return to the time worksheet.



   Pay special attention to the totals and grand totals while verifying payroll

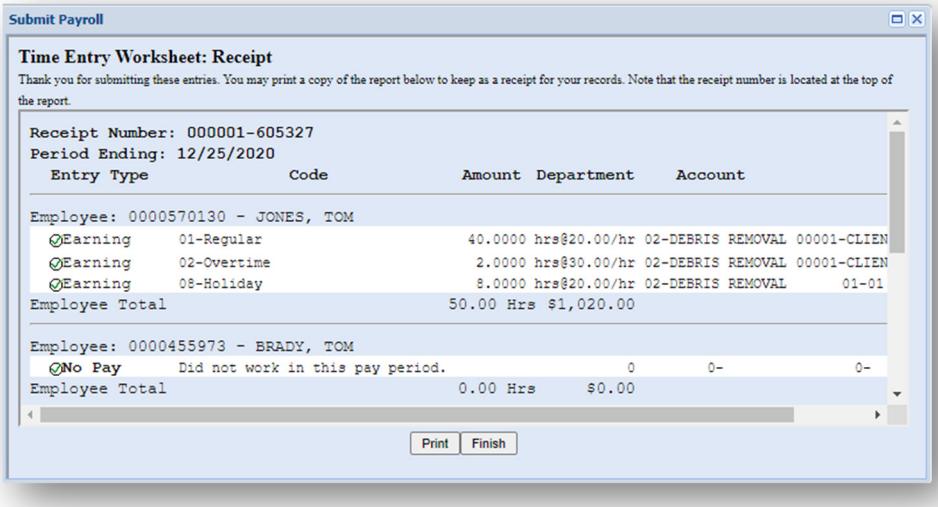
6. Submit the Payroll

When you are ready to commit payroll for processing, select the Submit Payroll button. Enter your password and click Confirm. If you receive a message that some employees have missing entries, see Additional Worksheet Functions for complete details.



- Enter your password and select Confirm to finalize the transaction.

- The next screen is a receipt for the time worksheet entries. You can print a copy of the receipt or log the receipt number for future reference. Since data is securely housed and can be accessed at any time, a printed report is only optional.



- Select Finish

7. Changing submitted hours

Even after you submit payroll, you can re-enter your Time Worksheet and make corrections.
Upon returning to the timesheet, a green check mark will be displayed next to all entries that have been submitted.

- To make a change, select the un-submit button, enter your password and make the necessary corrections.
- Select the Submit Payroll button again when you are ready.

If however, you log in and the timesheet is grayed out, the entries have been imported and processed. You will need to contact your payroll technician for any revisions.

That's it. You're done.

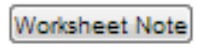
No need to notify us that your payroll hours are done; we will retrieve the timesheet online once you have submitted hours.

Additional Worksheet Functions

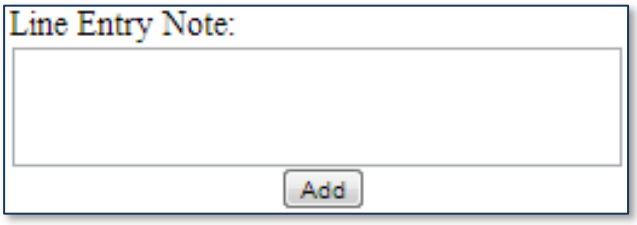
Notes

Three separate note sections allow you communicate special circumstances or specific outcomes for payroll with your payroll technician.

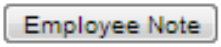
- Worksheet Note - The Worksheet Note function is located on the top of the worksheet. This should be used to communicate big picture items, for the entire worksheet (staff and/or company items).



- Line Entry Note - Each payroll entry can also have a note attached. For example, if you need a bonus check to reflect a specific net (take home) pay or you need to modify a rate for the next pay period.



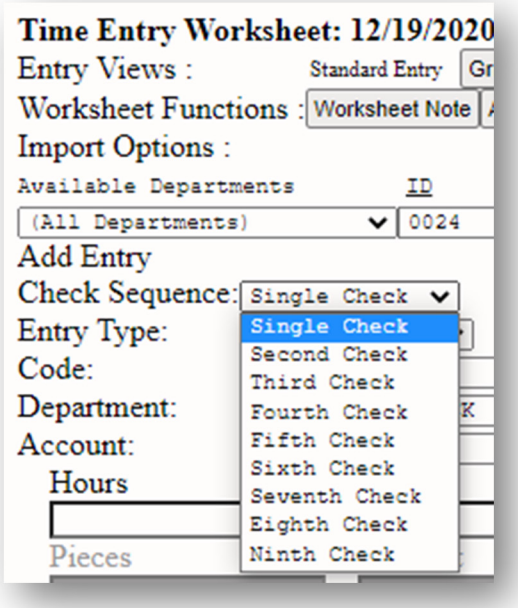
- Employee Note – Located in the recorded entries window, next to the Employee Info button. Use this feature to communicate changes to deductions, contributions or even a change in employment status.



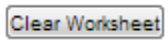
Report earnings on a separate check (Check Sequence)

For example, you will use this feature if you need a vacation check to be processed separately from the primary payroll check. If you are paying out multiple weeks of vacation, you can spread the hours over the appropriate amount of checks.

- Under Add Entry, select Second Check as the check sequence. All entries selected here will be printed on a second check. All taxes and deductions will be withheld as required by state and federal law.
- If there are any additional comments regarding this check, make sure to include a line entry note.

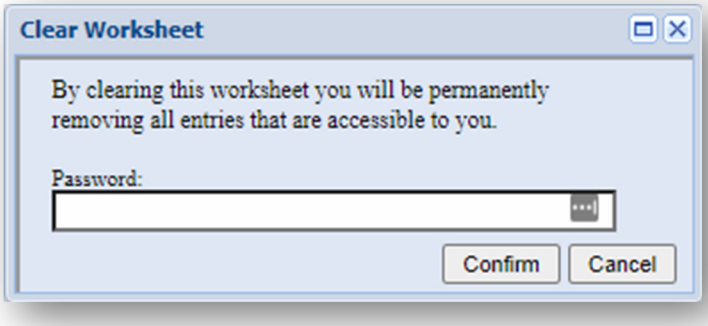


Clear Worksheet



The Clear Worksheet button will remove ALL entries on the time worksheet. The system will warn you that you will be permanently removing all entries.

This is a great feature to use during training. You can practice making entries and then clear the worksheet.



View Employee Information

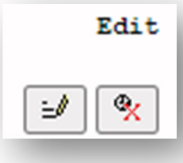
Employee Info.

The Employee Info button allows you to verify the status, current pay rate, pay history hire date, and standard hours of any employee before processing timesheets. If you do not have access to view specific data, but need to, contact your supervisor.

Edit

You can edit or delete each transaction.

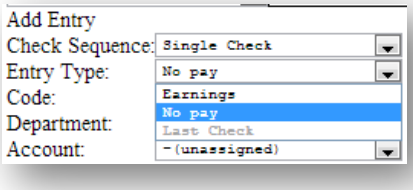
- Use Edit Entry to make any corrections.
- Use Remove Entry to remove the transaction completely.
- Make sure to select the Done button when complete.



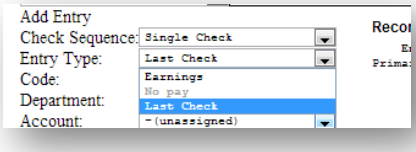
You can edit as often as you need before payroll is processed. Once your company's time worksheet is processed, the information will be in "view only" mode. The information for the current pay period will be loaded, but the access is restricted. If access is restricted, you will need to call us to make any necessary revisions.

Reporting "Do Not Pay" and "Last Check"

If you have employees that are not going to be paid for the current pay period, select Not Pay under Entry Type. Under the Code column you will need to select a reason why this employee is not being paid for the current pay cycle. Choose the description that is most applicable. Make sure to select the Add button to submit the entry.

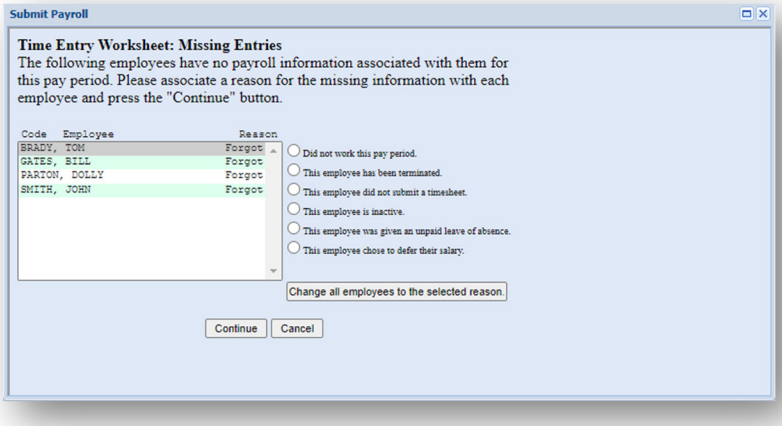


If this is the employee's last check, select Last Check under Entry Type. Last check is not accessible until earnings have been entered or No Pay has been selected. Add button to submit the entry. Normal termination processes will be initiated.



Missed entries on some employees

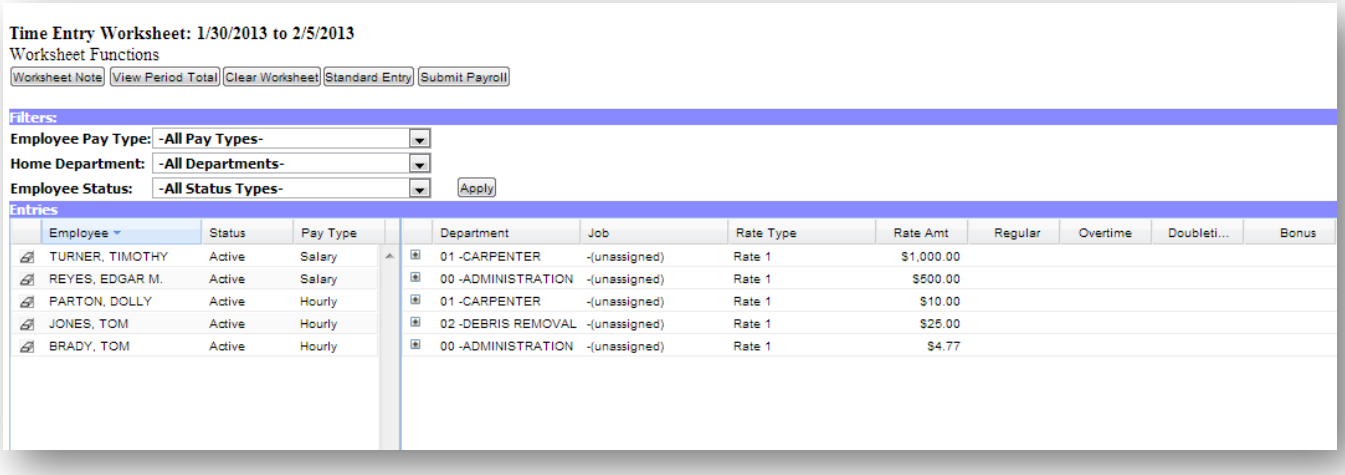
No need to worry about submitting payroll and forgetting employees. When you select Submit Payroll, the system will automatically review all employees. A window will appear showing all active employees that are missing data. To continue, you can either return to the original Entry Worksheet and complete your data input OR select an appropriate field with a reason for the missing entry. Then choose Submit Payroll after you approve the entries.



Grid Entry

Grid Entry

The Grid Entry is similar to a spreadsheet and can allow for quicker entry. You can click on Regular and type the hours and then tab over to Overtime, Doubletime, Bonus, etc. and enter additional hours or amounts. If you press enter it will allow you to move through the grid using the arrow keys. Once you are on the cell that you want, press enter to activate that cell.

The Grid Entry also allows you to filter the grid by the Employees Pay Type, Home Department, and Employee Status.

To return to standard entry, click the Standard Entry button Standard Entry