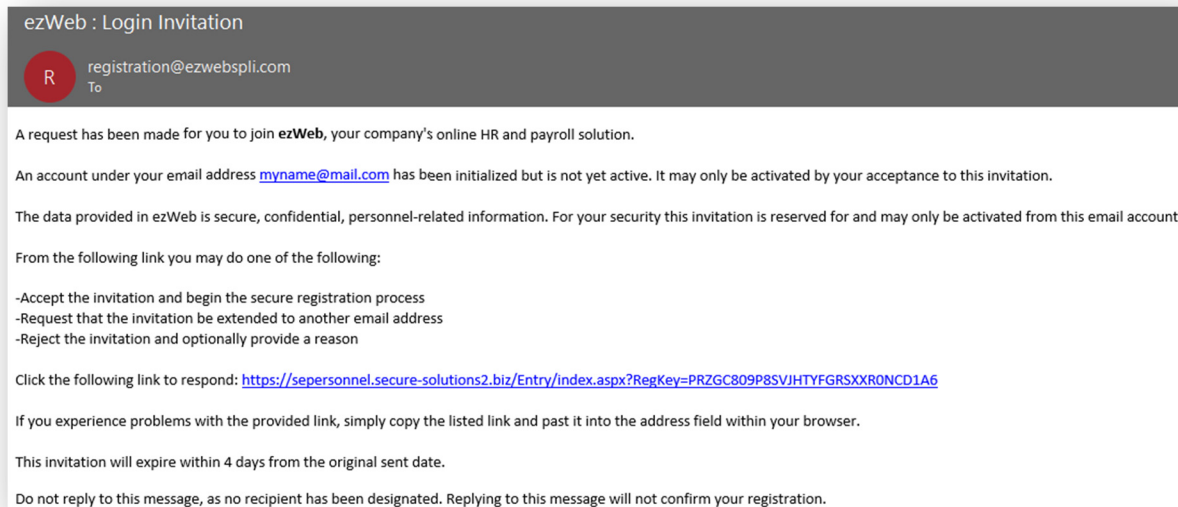




ezWeb Registration and User Guide for Clients

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.



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

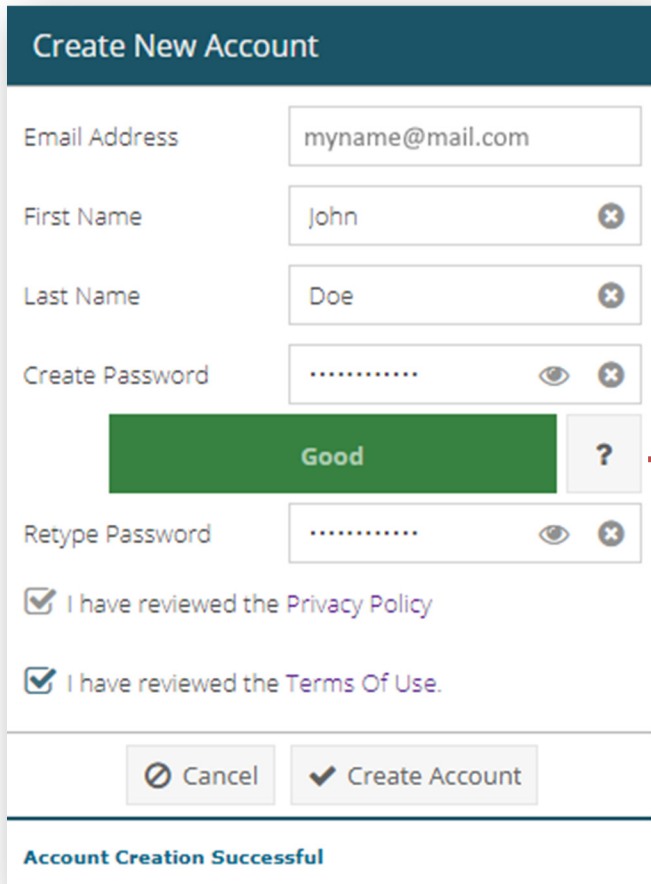
Email Account:

Reason:

Reject the Invitation

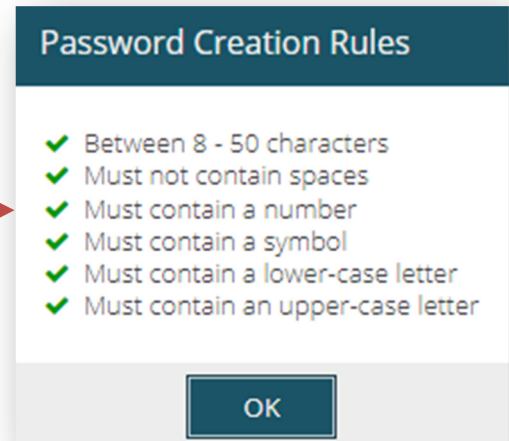
Reason:

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



The 'Create New Account' form includes the following fields and options:

- Email Address: myname@mail.com
- First Name: john
- Last Name: Doe
- Create Password: (with an eye icon to toggle visibility)
- Feedback: A green bar displays 'Good' and a question mark icon.
- Retype Password: (with an eye icon to toggle visibility)
- Privacy Policy: I have reviewed the Privacy Policy
- Terms Of Use: I have reviewed the Terms Of Use.
- Buttons: Cancel and Create Account
- Footer: Account Creation Successful

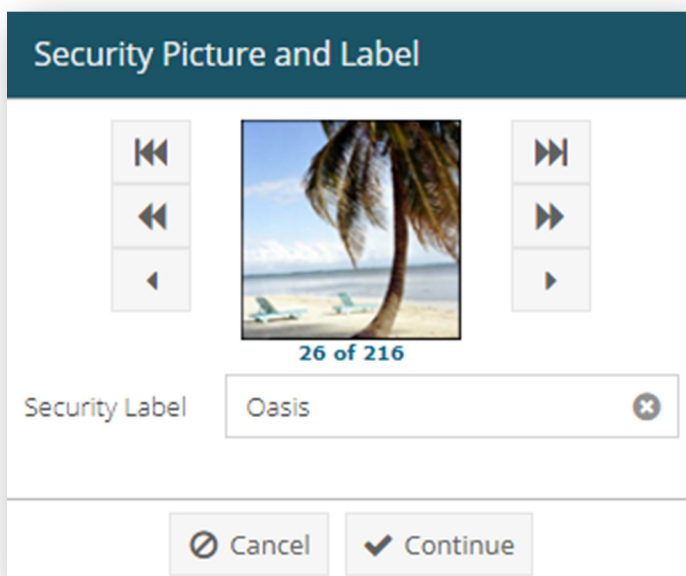


Password Creation Rules

- ✓ Between 8 - 50 characters
- ✓ Must not contain spaces
- ✓ Must contain a number
- ✓ Must contain a symbol
- ✓ Must contain a lower-case letter
- ✓ Must contain an upper-case letter

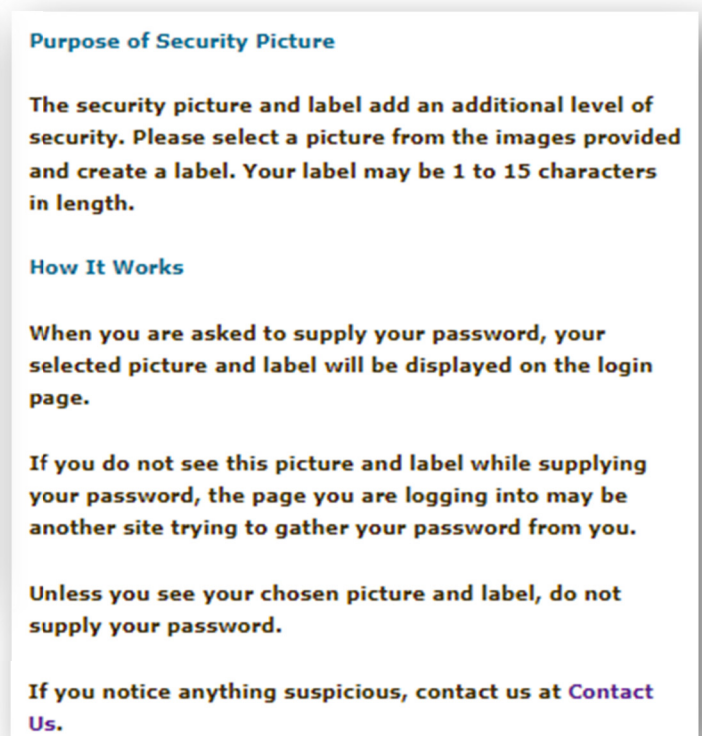
OK

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



The 'Security Picture and Label' form includes the following elements:

- Image gallery: A central image of a palm tree on a beach, with navigation arrows and '26 of 216' below it.
- Security Label: A text input field containing 'Oasis'.
- Buttons: Cancel and Continue



Purpose of Security Picture

The security picture and label add an additional level of security. Please select a picture from the images provided and create a label. Your label may be 1 to 15 characters in length.

How It Works

When you are asked to supply your password, your selected picture and label will be displayed on the login page.

If you do not see this picture and label while supplying your password, the page you are logging into may be another site trying to gather your password from you.

Unless you see your chosen picture and label, do not supply your password.

If you notice anything suspicious, contact us at [Contact Us](#).

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.

Security Question/Answer

Question: Name of First Pet?

Answer: Fido

Purpose of Security Question
The security question adds an additional layer of security. The following are instances of when you will be asked to supply this answer:

- During a first time login from a new computer to register your secure picture
- During the recovery of a lost password

Recommendations

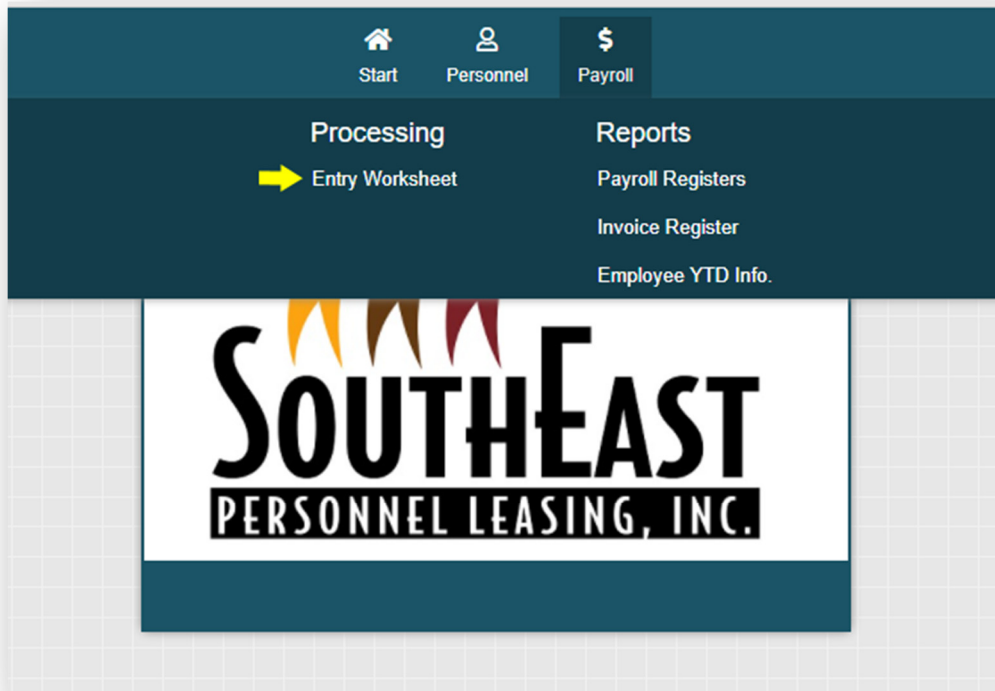
- Choose a question that has an answer you will not forget.
- Choose a question that cannot be easily determined with research.
- Your answer must be between 1 to 50 characters in length.
- Your answer is not case sensitive.
- Blank spaces will not be used as part of the answer verification.

Your account is now ready to use.

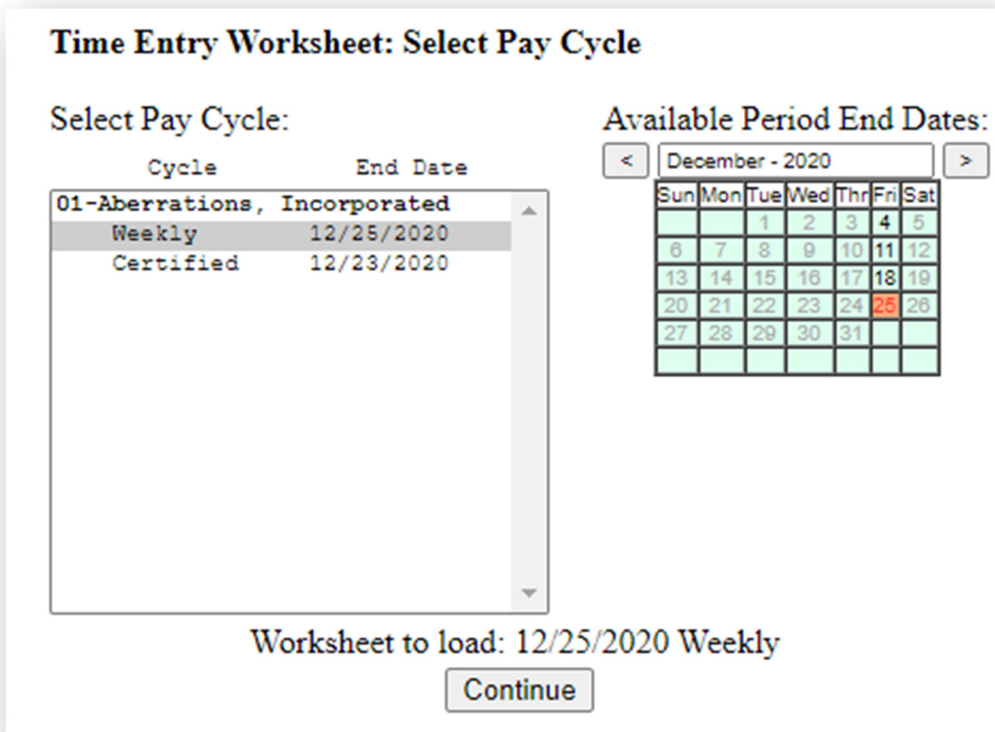


How to Enter Payroll using ezWeb

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

Time Entry Worksheet: 12/19/2020 to 12/25/2020
Entry Views : Standard Entry Grid Entry
Worksheet Functions : Worksheet Note Auto Group Entry View Period Total Clear Worksheet Submit Payroll
Import Options :

Available Departments	ID	Employee Name	Home-Dep	Type	Status	Hours	Amount
(All Departments)	0024	BRADY, TOM	QUARTERBACK	Salary	Active	0.00	\$0.00

Add Entry

2 Check Sequence: Single Check
Entry Type: Earnings
Code: 01-Regular
Department: QUART-QUARTERBACK
Account: -(unassigned)

Hours: Rate: 25.000
Pieces: Amount:

Line Entry Note:

Recorded entries for TOM BRADY Employee Info Employee Note
This employee has no active entries for the pay period of 12/19/2020 to 12/25/2020.

1

< Prev Next > 1

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.

Time Entry Worksheet: 12/19/2020 to 12/25/2020

Entry Views : Standard Entry | Grid Entry

Worksheet Functions : Worksheet Note | Auto Group Entry | View Period Total | Clear Worksheet | Submit Payroll

Import Options :

Available Departments	ID	Employee Name	Home-Dep	Type	Status	Hours	Amount
(All Departments)	0035	JONES, TOM	DEBRIS REMOVAL	Hourly	Active	50.00	\$1,020.00

Add Entry

Check Sequence: Single Check

Entry Type: Earnings

Code: 01-Regular

Department: 02-DEBRIS REMOVAL

Account: -(unassigned)

Hours:

Rate: 20.000

Pieces:

Amount:

Line Entry Note:

Add

< Prev | Next >

Recorded entries for TOM JONES

Entry Type	Code	Amount	Department	Account
Earning	01-Regular	40.0000 hrs@20.000	02-DEBRIS REMOVAL	00001-CLIENT ABC
Earning	02-Overtime	2.0000 hrs@30.000	02-DEBRIS REMOVAL	00001-CLIENT ABC
Earning	08-Holiday	8.0000 hrs@20.000	02-DEBRIS REMOVAL	01-01
*Check Total		\$1,020.00		
*Employee Total		\$1,020.00		

The amount and rate will show \$0.00 if you do not have authorization to view salaries and rates

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 Period Total Report

Name: All | Account: All | End Date Between: 1/29/2013 - 1/29/2013 | Create Report

Groups	Name	Sequence	Entry Type	Code	Department	Department_1	Account	Account_1	End Date	Client Name	Hide Details	Rate	Hours	Am
	JONES, TOM	1	Earning	Bonus	02	DEBRIS REMOVAL	00004	PROJECT 04-14068543			<input checked="" type="checkbox"/>	\$25.00		
	JONES, TOM	1	Earning	Overtime	02	DEBRIS REMOVAL	00004	PROJECT 04-14068543			<input checked="" type="checkbox"/>	\$37.50	2.00	
	JONES, TOM	1	Earning	Regular	02	DEBRIS REMOVAL	00004	PROJECT 04-14068543			<input checked="" type="checkbox"/>	\$25.00	40.00	
													42.00	\$1

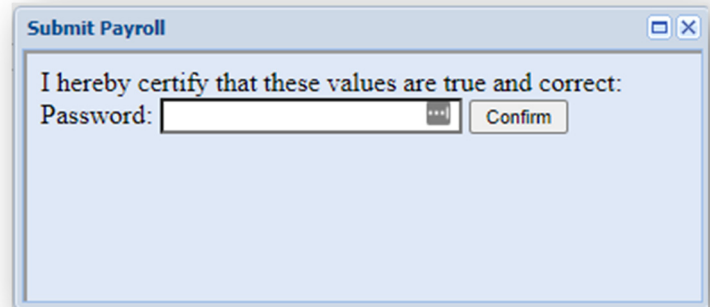
Export formats: [xls] Excel | Export

Customize this report

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

6. Submit the Payroll

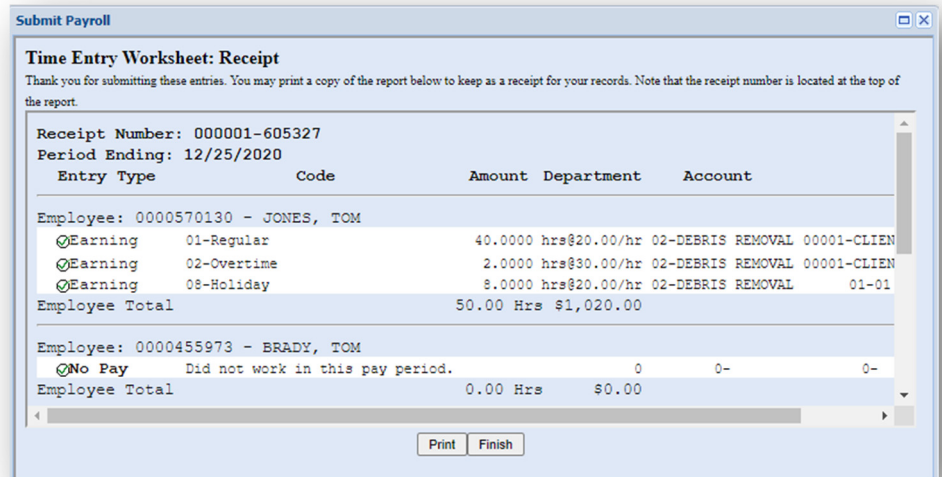
When you are ready to commit payroll for processing, select the Submit Payroll button. Enter your password and click Confirm. If you receive a message that some employees have missing entries, see Additional Worksheet Functions for complete details.



A dialog box titled "Submit Payroll" with a light blue background. It contains the text "I hereby certify that these values are true and correct:" followed by a "Password:" label, a text input field with a password icon, and a "Confirm" button.

- 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.



A screenshot of the "Submit Payroll" dialog box showing a "Time Entry Worksheet: Receipt". The receipt includes the following information:

Receipt Number: 000001-605327
Period Ending: 12/25/2020

Entry Type	Code	Amount	Department	Account
Employee: 0000570130 - JONES, TOM				
<input checked="" type="checkbox"/> Earning	01-Regular	40.0000 hrs@20.00/hr	02-DEBRIS REMOVAL	00001-CLIEN
<input checked="" type="checkbox"/> Earning	02-Overtime	2.0000 hrs@30.00/hr	02-DEBRIS REMOVAL	00001-CLIEN
<input checked="" type="checkbox"/> Earning	08-Holiday	8.0000 hrs@20.00/hr	02-DEBRIS REMOVAL	01-01
Employee Total		50.00 Hrs	\$1,020.00	
Employee: 0000455973 - BRADY, TOM				
<input checked="" type="checkbox"/> No Pay	Did not work in this pay period.			
Employee Total		0.00 Hrs	\$0.00	

Buttons: Print, Finish

- 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.

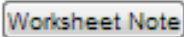
That's it. You're done.

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

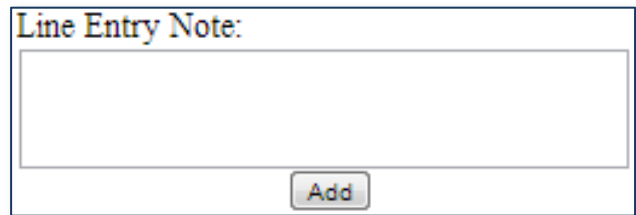
Additional Worksheet Functions

Notes

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

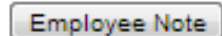
- **Worksheet Note** - The Worksheet Note function is located on the top of  the worksheet. This should be used to communicate big picture items, for the entire worksheet (staff and/or company items).

- **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.



A dialog box titled "Line Entry Note:" with a large empty text area and an "Add" button at the bottom right.

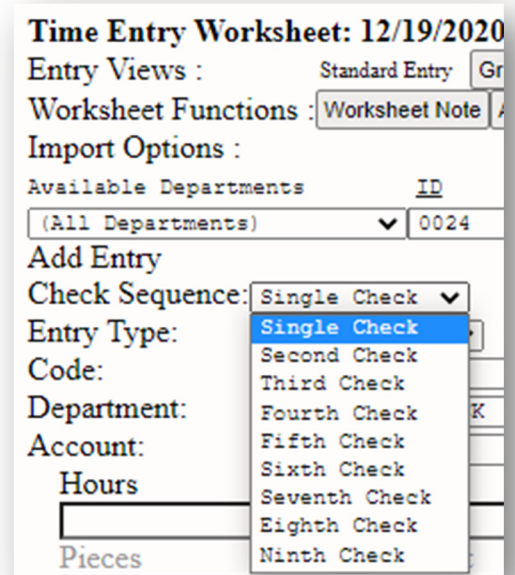
- **Employee Note** - Located in the recorded entries window, next to the Employee Info button. Use this feature to communicate changes to deductions, contributions or even a change in employment status.



Report earnings on a separate check (Check Sequence)

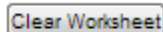
For example, you will use this feature if you need a vacation check to be processed separately from the primary payroll check. If you are paying out multiple weeks of vacation, you can spread the hours over the appropriate amount of checks.

- 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.



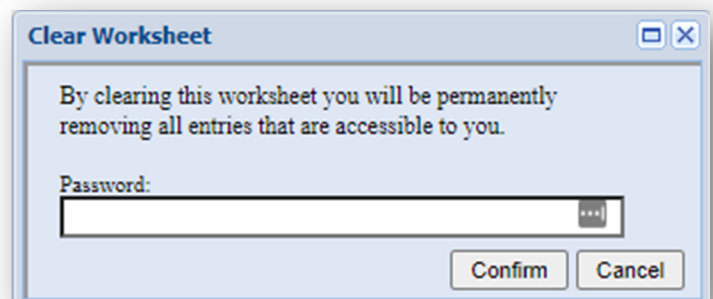
A screenshot of the "Time Entry Worksheet: 12/19/2020" interface. It shows various options like "Entry Views", "Worksheet Functions" (with "Worksheet Note" selected), "Import Options", and "Add Entry" section. The "Add Entry" section includes fields for "Check Sequence" (set to "Single Check"), "Entry Type" (set to "Single Check"), "Code", "Department", "Account", "Hours", and "Pieces". A dropdown menu is open for "Check Sequence" showing options from "Single Check" to "Ninth Check".

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.

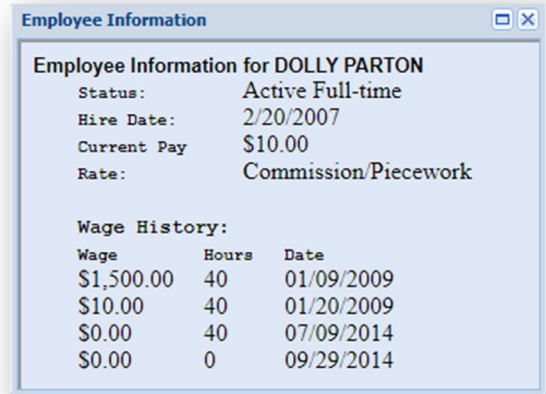


A dialog box titled "Clear Worksheet" with a warning message: "By clearing this worksheet you will be permanently removing all entries that are accessible to you." Below the message is a "Password:" field with a masked input box and "Confirm" and "Cancel" buttons.

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.



Employee Information for DOLLY PARTON



Status: Active Full-time
Hire Date: 2/20/2007
Current Pay: \$10.00
Rate: Commission/Piecework

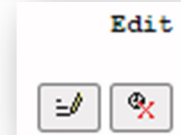
Wage History:

Wage	Hours	Date
\$1,500.00	40	01/09/2009
\$10.00	40	01/20/2009
\$0.00	40	07/09/2014
\$0.00	0	09/29/2014

Edit

You can edit or delete each transaction.

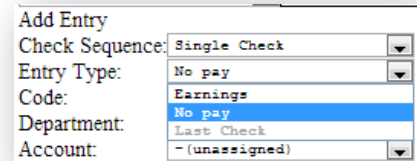
- Use Edit Entry  to make any corrections.
- Use Remove Entry  to remove the transaction completely.
- Make sure to select the Done button when complete.



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"

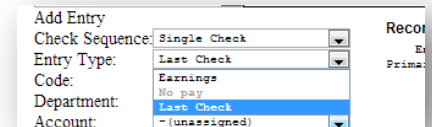
If you have employees that are not going to be paid for the current pay period, select Not Pay under Entry Type. Under the Code column you will need to select a reason why this employee is not being paid for the current pay cycle. Choose the description that is most applicable. Make sure to select the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



Add Entry

Check Sequence: Single Check
Entry Type: No pay
Code: Earnings
Department: Last Check
Account: -(unassigned)

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.

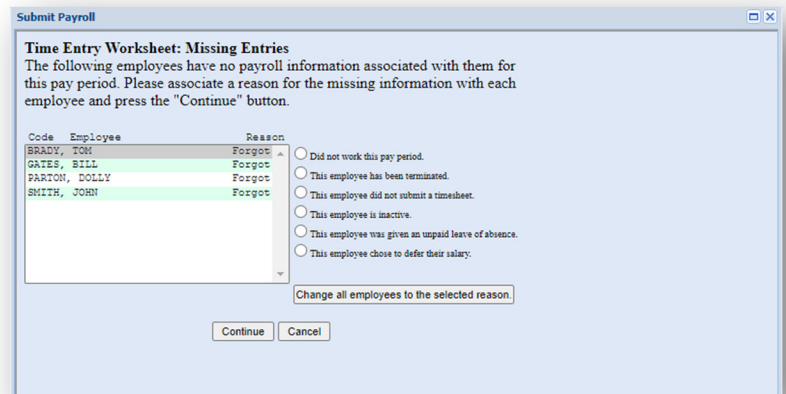


Add Entry

Check Sequence: Single Check
Entry Type: Last Check
Code: Earnings
Department: Last Check
Account: -(unassigned)

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.



Submit Payroll

Time Entry Worksheet: Missing Entries

The following employees have no payroll information associated with them for this pay period. Please associate a reason for the missing information with each employee and press the "Continue" button.

Code	Employee	Reason
	BRADY, TOM	Forgot
	GATES, BILL	Forgot
	PARTON, DOLLY	Forgot
	SMITH, JOHN	Forgot

Did not work this pay period.
 This employee has been terminated.
 This employee did not submit a timesheet.
 This employee is inactive.
 This employee was given an unpaid leave of absence.
 This employee chose to defer their salary.

Change all employees to the selected reason.

Continue Cancel

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](#)

Time Entry Worksheet: 1/30/2013 to 2/5/2013
Worksheet Functions
[Worksheet Note](#) [View Period Total](#) [Clear Worksheet](#) [Standard Entry](#) [Submit Payroll](#)

Filters:
Employee Pay Type:
Home Department:
Employee Status: [Apply](#)

Entries

Employee	Status	Pay Type	Department	Job	Rate Type	Rate Amt	Regular	Overtime	Doubleti...	Bonus
<input type="checkbox"/> TURNER, TIMOTHY	Active	Salary	<input type="checkbox"/> 01 -CARPENTER	-(unassigned)	Rate 1	\$1,000.00				
<input type="checkbox"/> REYES, EDGAR M.	Active	Salary	<input type="checkbox"/> 00 -ADMINISTRATION	-(unassigned)	Rate 1	\$500.00				
<input type="checkbox"/> PARTON, DOLLY	Active	Hourly	<input type="checkbox"/> 01 -CARPENTER	-(unassigned)	Rate 1	\$10.00				
<input type="checkbox"/> JONES, TOM	Active	Hourly	<input type="checkbox"/> 02 -DEBRIS REMOVAL	-(unassigned)	Rate 1	\$25.00				
<input type="checkbox"/> BRADY, TOM	Active	Hourly	<input type="checkbox"/> 00 -ADMINISTRATION	-(unassigned)	Rate 1	\$4.77				

