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Running A Payroll In Worklio

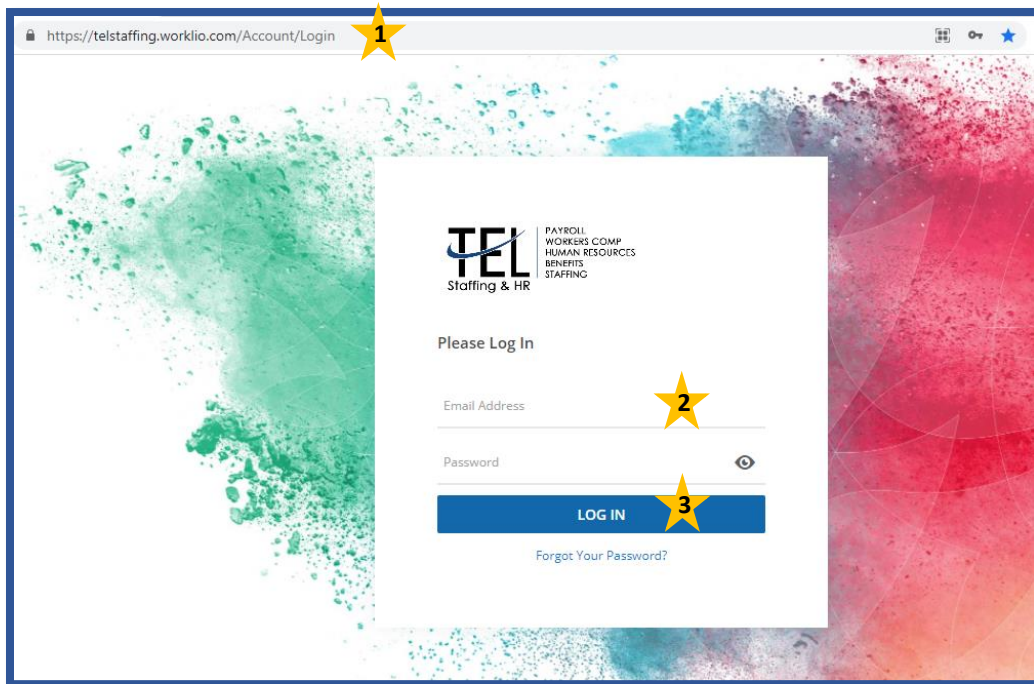
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ACCESSING WORKLIO

Accessing Worklio

1. Go to <https://telstaffing.worklio.com/Account/Login>
2. Enter Managerial Credentials
3. Click Login

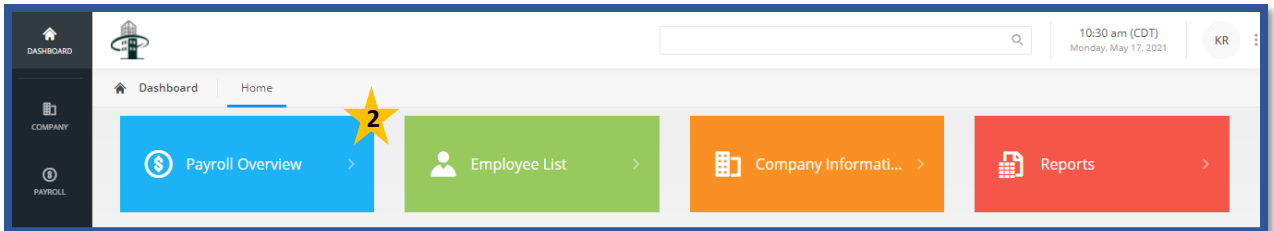


The screenshot shows a web browser window with the URL <https://telstaffing.worklio.com/Account/Login> in the address bar. The page features a white login form centered on a background of green and red watercolor splashes. The form includes the TEL Staffing & HR logo, the text "Please Log In", an "Email Address" input field, a "Password" input field with a toggle icon, a blue "LOG IN" button, and a "Forgot Your Password?" link. Three yellow stars with numbers 1, 2, and 3 are overlaid on the image to indicate the steps: star 1 is on the address bar, star 2 is on the email input field, and star 3 is on the "LOG IN" button.

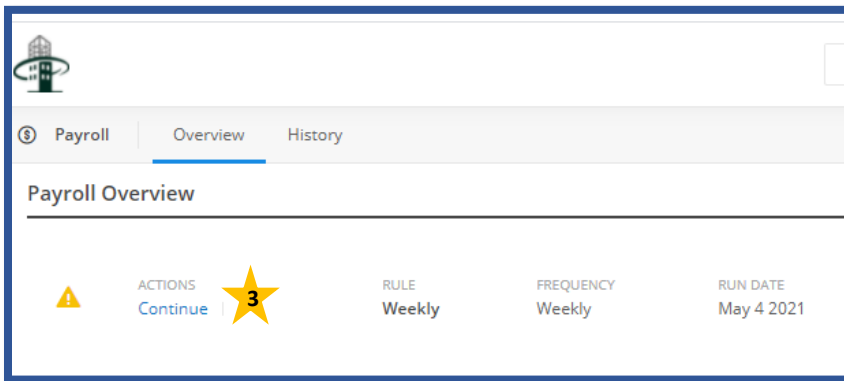
EDITING PAYROLLS

Editing Payrolls

- **Login to Worklio**
 - a. See Access Worklio
- **Click Payroll Overview** From the dashboard



- **Click Continue** under Actions menu



From the Time Entry Page:

***Important** – Changes made in the Time Entry page are temporary. All permanent changes must be sent to payroll@telstaffing.com prior to payroll effective date.

Add/Adjust Hours

1. **Locate Employee**
2. **Enter/Edit hours amount** in the “HRLY” column

The screenshot shows the 'Payroll Run / Time Entry' page with a table of employees. The table has columns: 'Actions', 'Employee Name', 'Employee ID', 'Comp Type', '#', 'Division', 'Location', 'Job Costing', 'WC', 'Rate', 'HRLY', and 'OT'. The 'HRLY' column is highlighted with a yellow star and the number '2'. The 'Employee Name' column has a search bar with a yellow star and the number '1'.

Actions	Employee Name	Employee ID	Comp Type	#	Division	Location	Job Costing	WC	Rate	HRLY	OT
	🔍	🔍	(All) 📄	🔍	(All) 📄	(All) 📄	🔍	(... 📄)	🔍	🔍	🔍
Split Remove ⋮	Jones, Veronica	8	Hourly	1	1 - Florida	Florida - Florida	FLPensacola_Accounting	8810	15.0000	40	8.5
Split Remove ⋮	Lopez, Thomas	5	Hourly	1	2 - Alabama	Alabama - Alabama	ALBirminghamC.Finish_	5215	15.0000	35	0
Split Remove ⋮	Lopez, Thomas	5	Hourly	1	2 - Alabama	Alabama - Alabama	ALBirminghamProj.Mgr_	5215	24.0000	5	

EDITING PAYROLLS

Add Deductions

1. **Locate Employee**
2. **Click Employee's Name**

Payroll Run / Time Entry (1/2) Actions

Cut Off Time: 05/04/2021 12:00 PM CDT

[Add Payline](#) [Add Pay Statement](#) [Timesheet Export](#) [Custom Import](#) [Clear Filters](#) [Select Column](#)

Actions	Employee Name	Employee ID	Comp Type	#	Division	Location	Job Costing	WC	Rate	HRLY	OT
	<input type="text" value="Q"/>	<input type="text" value="Q"/>	(All)	<input type="text" value="Q"/>	(All)	(All)	<input type="text" value="Q"/>	(...)	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>
Split Remove ...	Jones, Veronica	8	Hourly	1	1 - Florida	Florida - Florida	FLPensacola_Accounting	8810	15.0000	40	8.5
Split Remove ...	Lopez, Thomas	5	Hourly	1	2 - Alabama	Alabama - Alabama	ALBirminghamC.Finish_	5215	15.0000	35	0
Split Remove ...	Lopez, Thomas	5	Hourly	1	2 - Alabama	Alabama - Alabama	ALBirminghamProj.Mgr_	5215	24.0000	5	

3. **Click Deductions tab**
4. **Click Add Deduction**

Payroll Run Employee Detail

EMPLOYEE NAME: Jones, Veronica | PAY STATEMENT: Pay Statement 1

Payment Method: Net Pay Allocation

Earnings | **Deductions** | Gross Up

[Add Deduction](#)

Actions	Deduction Code	Paystub Descripti...	Type	Division
Edit Remove	(All)	<input type="text" value="Q"/>	(All)	(All)
	Shoes	Shoes	Flat Amount In D...	1 - Florid

20 50 100

5. **Select Deduction Code from drop-down list**
6. **Enter Employee Deduction Amount**
7. **DO NOT** check "Force to Deduct Full Amount" box
8. **Click Save**

Add Deduction

Deduction Code: 5

Paystub Description:

Type: Flat Amount In Dollars

Division:

Employee Deduction: \$ 6

Force to Deduct Full Amount 7

Employer Contribution: \$

Weekly / Run #210010120022 8

[SAVE](#) [CANCEL](#)

EDITING PAYROLLS

9. Click Close on Employee Detail Page

Payroll Run Employee Detail

Successfully Created

EMPLOYEE NAME: Jones, Veronica | PAY STATEMENT: Pay Statement 1

Payment Method: Net Pay Allocation

Earnings | Deductions | Gross Up

+ Add Deduction | Search | Clear Filters

Actions	Deduction Code	Paystub Description	Type	Division	EE Deduction	ER Contribution	EE Deduction Override	ER Contribution Ovr
Edit Remove	Shoes	Shoes	Flat Amount In Dollars	1 - Florida	-	-	\$42.00	
Edit Remove	Shoes	Shoes	Flat Amount In Dollars		-	-	\$2.00	

Page 1 of 1 (2 items)

ABC Construction LLC / Client #1012 > Weekly / Run #210010120022

CLOSE

Add Additional Pay Line

This is typically done for Employees with more than one position

1. **Locate Employee**
2. **Click the Ellipses (“...”) next to Employee’s name**
3. **Click Add Pay Line**

Payroll Run / Time Entry (1/2)

Cut Off Time: 05/04/2021 12:00 PM CDT

+ Add Payline | + Add Pay Statement | + Timesheet Export | + Custom Import | Search

Actions	Employee Name	Employee ID	Comp Type	#	Division	Location
Split Remove ...	Jones, Veronica	8	Hourly	1	1 - Florida	Florida - Florida
Split Remove ...	Montana, Paula	9	Salaried	1	1 - Florida	Florida - Florida
Split Remove ...	Montana, Tony	10	Hourly	1	1 - Florida	Florida - Florida

EDITING PAYROLLS

4. **Click Save**
 - a. No Changes need to be made to this page

Add Payline

Please select an employee and set specifications.

Employee Name

Pay Statement

... Weekly / Run #210010120022 ⓘ

SAVE ★ **4** CANCEL

In the Employee's New Pay Line that appears on the Time Entry Page

5. **Add Hours** amount to "HRLY" column
 - a. See Add/Adjust Hours – Pg. 2
6. **Change Job Costing** if necessary
 - b. See Change Job Costing – Pg. 6

Actions	Employee Name	Employee ID	Comp Type	#	Division	Location	Job Costing ★ 6	WC	Rate	HRLY ★ 5	OT
	<input type="text"/>	<input type="text"/>	(All) ▾	<input type="text"/>	(All) ▾	(All) ▾	<input type="text"/>	(... ▾)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Split Remove ...	Jones, Veronica	8	Hourly	1	1 - Florida	Florida - Florida	FLPensacola_Accounting	8810	15.0000	40	8.5
Split Remove ...	Lopez, Thomas	5	Hourly	1	2 - Alabama	Alabama - Alabama	ALBirminghamC.Finish_	5215	15.0000	35	0
Split Remove ...	Lopez, Thomas	5	Hourly	1	2 - Alabama	Alabama - Alabama	ALBirminghamProj.Mgr_	5215	24.0000	5	

Split Salaried PTO hours

1. **Locate Employee**
2. **Click Split** next to Employee's Name

Actions	Employee Name	Emp
	<input type="text"/>	<input type="text"/>
Split ★ 2 Remove ...	Jones, Veronica	
Split Remove ...	Lopez, Thomas	

EDITING PAYROLLS

3. **Select Pay Code** from the drop-down menu
 - a. Do Not change the Source Pay Code
4. **Add Hours** amount to "Hours" column
5. **Update Division / Location** if needed
6. **Click Save**

Split Payline

Employee Name: Jones, Veronica
 Employee ID: 8
 Compensation Type: Hourly

Select Source Pay Code from which we will subtract hours and setup new Paylines in table below. Lines with 0 Hours won't be saved.

Source Pay Code	Rate	Hours	Amount	Division	Location	W/C	State	Project	Position
HRLY	15	40.00	\$600.00	1 - Florida	Florida - Florida	8810	FL - Florida	Pensacola - Pensacola Apt Complex	Accounting - Accounting
HRLY	15	0	\$0.00	1 - Florida	Florida - Floric	8810	FL - Florida	Pensacola - Pe	Accounting - A
HRLY	15	0	\$0.00	1 - Florida	Florida - Floric	8810	FL - Florida	Pensacola - Pe	Accounting - A
HRLY	15	0	\$0.00	1 - Florida	Florida - Floric	8810	FL - Florida	Pensacola - Pe	Accounting - A
HRLY	15	0	\$0.00	1 - Florida	Florida - Floric	8810	FL - Florida	Pensacola - Pe	Accounting - A

Add 5 more Paylines

ABC Construction LLC / Client #1012 > Weekly / Run #210010120022

SAVE **CLOSE**

Change Job Costing

1. **Locate Employee**
2. **Click Job Costing Listing**

Payroll Run / Time Entry (1/2)

Cut Off Time: 05/04/2021 12:00 PM CDT

+ Add Payline | + Add Pay Statement | + Timesheet Export | + Custom Import | Search | Clear Filters | Select

Actions	Employee Name	Employee ID	Comp Type	#	Division	Location	Job Costing	WC	Rate	HRLY
Split Remove ...	Jones, Veronica	8	Hourly	1	1 - Florida	Florida - Florida	FLPensacola_Accounting	8810	15.0000	40
Split Remove ...	Lopez, Thomas	5	Hourly	1	2 - Alabama	Alabama - Alabama	ALBirminghamC.Finish_	5215	15.0000	35
Split Remove ...	Lopez, Thomas	5	Hourly	1	2 - Alabama	Alabama - Alabama	ALBirminghamProj.Mgr_	5215	24.0000	5

3. **Select Correct Position** from the drop-down list

EDITING PAYROLLS

4. Click Save

Edit Job Costing

Job Costing Code: | ⓘ FLPensacola_Accounting

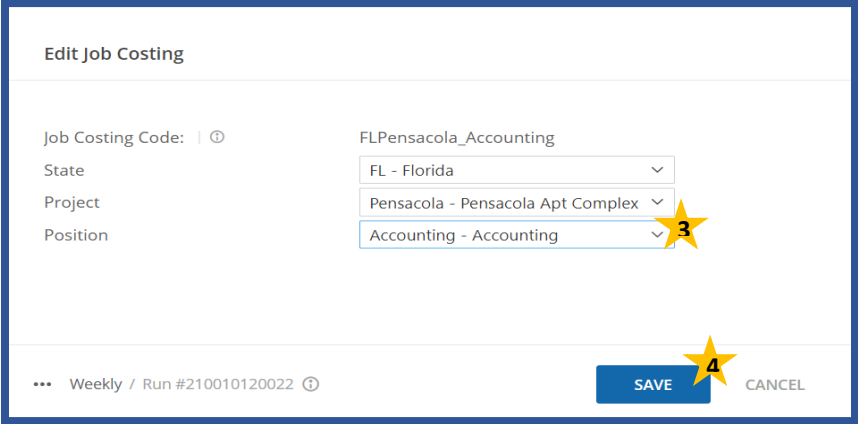
State FL - Florida

Project Pensacola - Pensacola Apt Complex

Position Accounting - Accounting

... Weekly / Run #210010120022 ⓘ

SAVE CANCEL



SUBMITTING PAYROLL

Submitting Payroll

Once all Payroll edits have been completed & the information is verified, your payroll is ready to be submitted.

From the Time Entry Page:

1. Click Next

Payroll Run / Time Entry (1/2) Actions ▾

Cut Off Time: 05/04/2021 12:00 PM CDT

[Add Payline](#) |
 [Add Pay Statement](#) |
 [Timesheet Export](#) |
 [Custom Import](#) |
 [Search](#)
[Clear Filters](#) | [Select Columns](#)

Actions	Employee Name	Employee ID	Comp Type	#	Division	Location	Job Costing	WC	Rate	HRLY	OT	SAL-HRS	A
										Hours	Hours	Hours	
Split Remove	Jones, Veronica	8	Hourly	1	1 - Florida	Florida - Florida	FLPensacola_Proj.Mgr_	8810	15.0000	40			
Split Remove	Lopez, Thomas	5	Hourly	1	2 - Alabama	Alabama - Alabama	ALBirminghamC.Finish_	5215	13.0000	35			
Split Remove	Lopez, Thomas	5	Hourly	1	2 - Alabama	Alabama - Alabama	ALBirminghamC.Prep_	5215	13.0000	5			
Split Remove	Montana, Paula	9	Salaried	1	1 - Florida	Florida - Florida	FLPensacola_Accounting	8810	30.0000			32	\$
Split Remove	Montana, Tony	10	Hourly	1	1 - Florida	Florida - Florida	FLPensacola_Accounting	8810	14.5000	40			
Split Remove	Montana, Yovany	11	Hourly	1	1 - Florida	Florida - Florida	FLPensacola_Accounting	8810	20.0000	40			
Split Remove	Smith, Jacky	2	Salaried	1	1 - Florida	Florida - Florida	FLPensacola_Accounting	8810	37.5000			40	\$1,
Split Remove	Smith, John	1	Salaried	1	1 - Florida	Florida - Florida	FLPensacola_Proj.Mgr_	5606	50.0000			40	\$2,

20 50 100 Page 1 of 1 (10 items) 1

Weekly / Run #210010120021 **NEXT** **1** CLOSE

2. Review Information for accuracy

3. Click Finish

Payroll Run / Gross Pay Overview (2/2) Actions ▾

[Search](#) [Clear Filters](#)

Employee Name	Employee ID	Pay Statement	Payment Method	Hours	Gross Pay	Imputed Income	Reimbursements	Total
Home Division: Alabama				80.00	\$1,240.00	\$0.00	\$0.00	\$1,240.00
Lopez, Thomas	5	1	Net Pay Allocation	40.00	\$520.00	\$0.00	\$0.00	\$520.00
Smithson, Travis	3	1	Net Pay Allocation	40.00	\$720.00	\$0.00	\$0.00	\$720.00
Home Division: Florida				280.00	\$7,280.00	\$0.00	\$0.00	\$7,280.00
Jones, Veronica	8	1	Net Pay Allocation	40.00	\$600.00	\$0.00	\$0.00	\$600.00
Montana, Paula	9	1	Net Pay Allocation	40.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00
Montana, Tony	10	1	Net Pay Allocation	40.00	\$580.00	\$0.00	\$0.00	\$580.00
Montana, Yovany	11	1	Net Pay Allocation	40.00	\$800.00	\$0.00	\$0.00	\$800.00
Smith, Jacky	2	1	Net Pay Allocation	40.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Smith, John	1	1	Net Pay Allocation	40.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Smith, Tony	4	1	Net Pay Allocation	40.00	\$600.00	\$0.00	\$0.00	\$600.00
				360.00	\$8,520.00	\$0.00	\$0.00	\$8,520.00

Weekly / Run #210010120021 BACK **FINISH** **3**

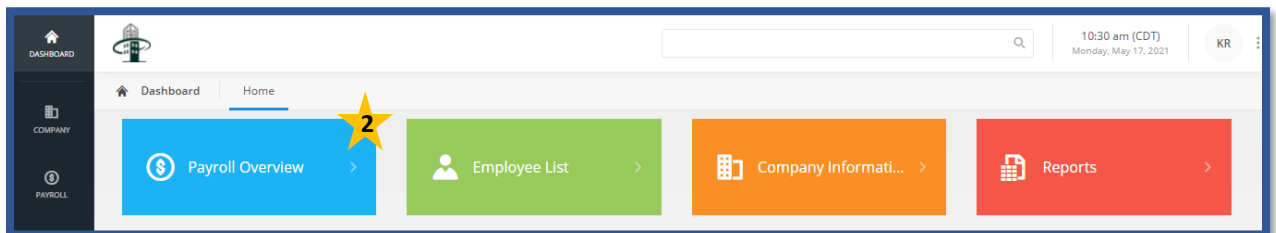
SENDING PAYROLLS FOR REVIEW

Sending Payroll for Review

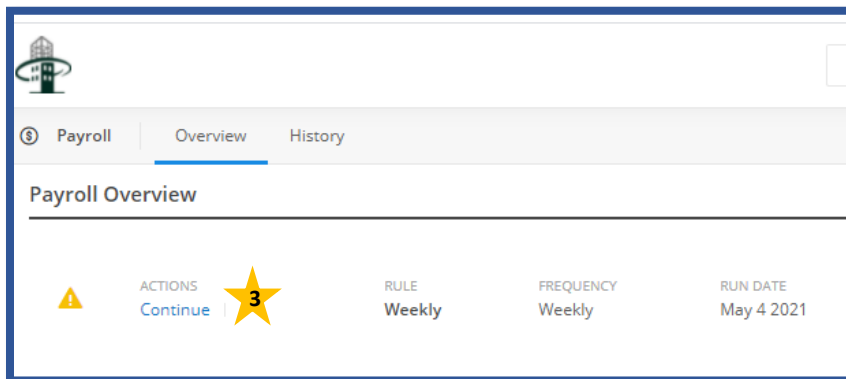
For Payrolls that must be reviewed by a manager before submission, there are two options for completing the payroll, as seen below. Please note the payroll must be in the “Overview” Stage in order to be passed for review.

To Email Manager Payroll Report for Review

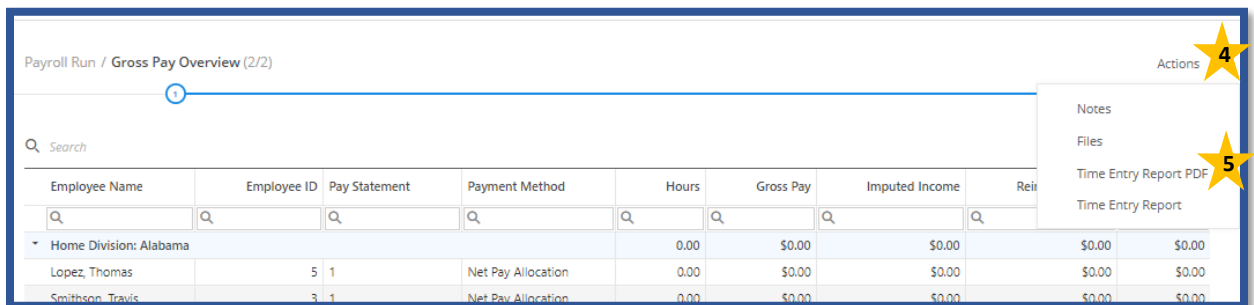
1. **Login to Worklio**
 - a. See Access Worklio
2. **Click Payroll Overview** From the dashboard



3. **Click Continue** under Actions menu



4. **Click Action** to open the drop-down menu
5. **Click Time Entry Report PDF**
 - a. The Payroll report will download to your desktop & can be emailed to appropriate individuals for review

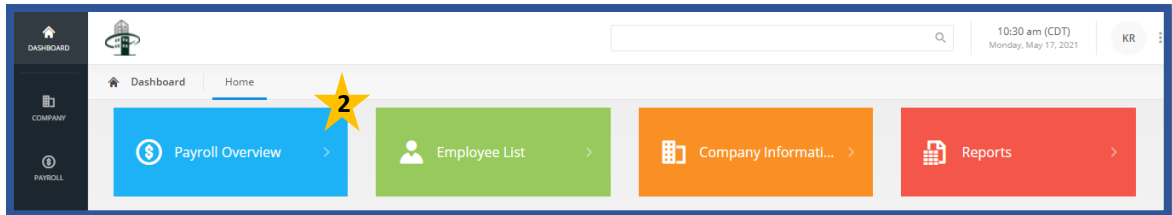


SENDING PAYROLLS FOR REVIEW

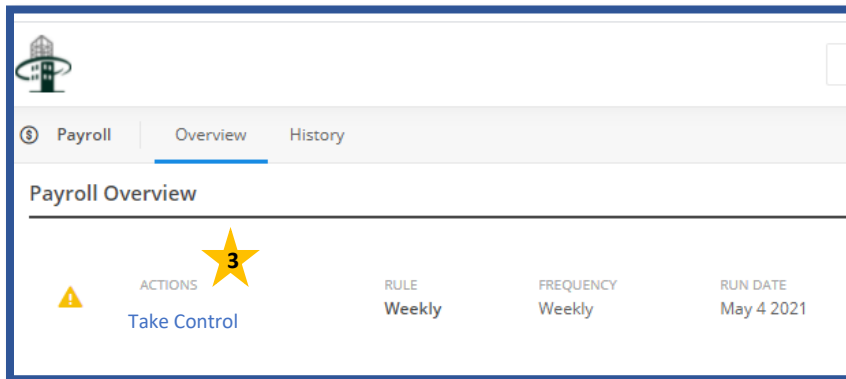
By Taking Control of Payroll

1. **Login to Worklio**
 - d. See Access Worklio

2. **Click Payroll Overview** From the dashboard



3. **Click Take Control** under Actions menu

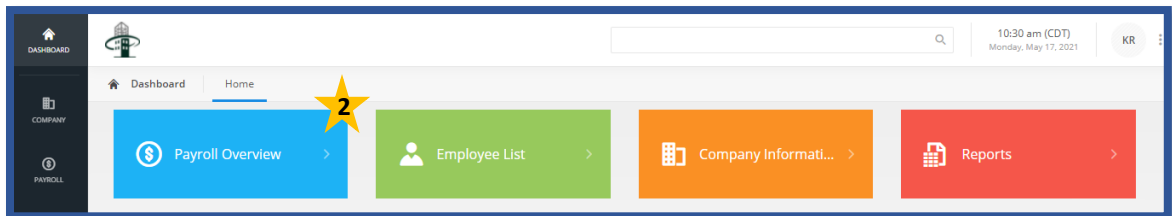


ACCESSING INVOICES & REPORTS

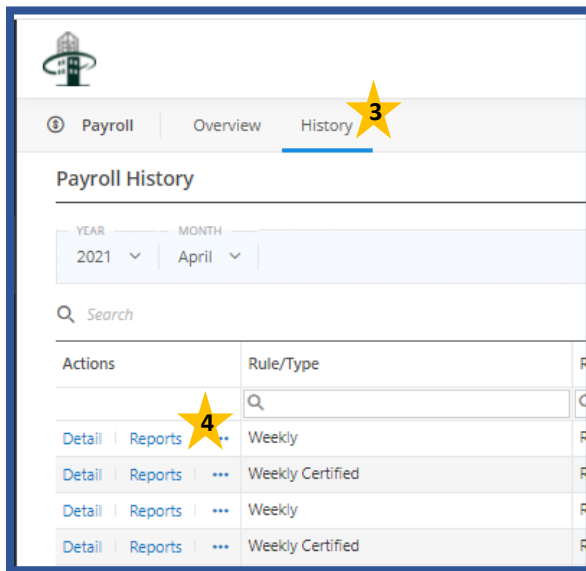
Accessing Payroll Invoices & Reports

Once TEL Staffing & HR has completed your payroll, you will receive an email stating your Payroll has been finalized & a direct link to your Worklio account. Your Managerial Level Username & Password will be required to view this information.

1. **Login to Worklio**
 - e. See Access Worklio
2. **Click Payroll Overview** From the dashboard



3. **Click History**
4. **Click Reports** for the desired Payroll



ACCESSING INVOICES & REPORTS

5. Click **Download** to download the desired report

Reports

Client ABC Construction LLC
Payroll ID 210010120014
Pay Period 4/17/2021 - 4/23/2021
Run Date 5/3/2021
Pay Date 4/30/2021
Contact Person Montana, Tony

[Download All](#) | [Print All](#) | [Search](#)

Actions	Description	Report Type
Download	Payroll Register	Payroll Register
Download	Deduction Register	Deduction/Benefit Register
Download	Job Cost Report	Job Costing Report - Client
Download	Job Cost Report	Job Costing Report - Client
Download	Payroll Recap - Client	Payroll Recap - Client
Download	#210010120014-0001	Invoice
Download	#210010120014-0002	Invoice

20 50 100 Page 1 of 1 (7 items) 1

*** Weekly / Run #210010120014 CLOSE