



# Online Payroll Enrollment Form

ProPay's online payroll system gives you access to your employee and payroll information through our safe, secure login. Our state-of-the-art system gives you the freedom to make changes, view payroll and employee data, and even submit your payroll from anywhere 24 hours a day/7 days a week. To get started, simply fill out this form and fax it to your payroll specialist at 480.945.1525. Please note that usernames must be alphanumeric and common usernames such as "John" or "Tom" may not be available. If you would like additional users, you must fill out a separate form for each.

Company Name: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_ Requested Username: \_\_\_\_\_

**Select the feature(s) from the list below that you would like each user to have access to; please check all that apply:**

- Full Access** -- User will have full access to all features of ProPay's online payroll system.
- New Hires/Employee Info Changes** -- Includes the options below
  - New Hires                       Tax Filing Records                       Personal Information                       Employee Overview
  - Work Data Record
- Human Resources** -- Includes the options below
  - Terminations                       Pay Rate Changes                       Job Change                       Status Type Change
  - Rehire                       Standard Pay Rate                       Labor Allocations                       Skills Data Record
  - Skill Codes                       ACH                       Direct Deposit Authorization
- Benefits** -- Includes the options below
  - Benefits Summary                       Flex Spending                       Paid Time Off                       Employee Dependents
  - Beneficiaries                       401k Summary                       Health Data Records
- Payroll Entry** -- Includes the options below
  - Timesheet Entry                       Payroll Approval                       Timesheet Upload                       Recurring Deductions
- Check History** -- Includes the options below
  - Batch Inquiry                       Payroll Inquiry                       Check Stub                       W-2 Reprint
- Reviews** -- Includes the options below
  - Appraisers                       Configuration                       Staff Discipline                       Staff Discipline History
  - My Goal Review                       My Goal History                       My Performance History                       My Discipline History
  - My Perf. Review                       Staff Goal Set                       Performance Review                       PR EE Rank Report
  - Staff Goal History                       Performance Factors                       Goal Levels                       Staff Performance History
  - Job Factors                       Performance Levels                       PR Job Factors Report                       PR EE Assignment Report
  - Goal Review
- Reports** -- Includes the options below
  - Payroll Reports                       Report Status                       Invoice Summary                       Report Library
  - HR Reports                       Active Employees                       Employee Census W/C                       Employee Birthday Report
  - Employee Census                       PTO Summary                       Employer 401k                       Employee Census Dept

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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www.professionallpayrolls.com