PayOut USA, Inc.
New Employee Set-up Instructions

When a new employee comes on to the online payroll system with PayOut USA, Inc. there are a number of things that occur. PayOut USA, Inc. will be responsible for setting up the initial Employee Information.

1. Go to the website, www.payoutusa.com.

2. Sign on the employee side using your user id and password that has been assigned.

3. Click on the link View Employee Information and verify that your personal information is correct. If errors are found you can correct most of them on the site yourself by clicking on the Update button. If there is something that needs to be corrected that you do not have access to, then your payroll administrator can access any other information, or you can call or e-mail PayOut USA, Inc. and we will take care of it. Click on the **Home** button to return to the home page when complete. If any of the information that needs to be changed is W4 related, then a new copy of the W4 must be faxed to PayOut USA, inc. at 850-201-0881 or Info@payoutusa.com.
    a. This is where you can update your user id and password to one of your choosing. Click on the update button to get to the update screen for all of your information that you have the ability to update.

4. From the home page, click on the link Current Time Sheet. This is where you will need to add your work time each pay period. We suggest keeping up with it as you go through the period, rather than waiting until the end of the period.
    a. If this is the first time to this page, more than likely there are no time records listed.
    b. Click on the pull down menu to select a project – Task. Your organization may only have one to choose from.
    c. Click the pull down menu for Enter Work Date, or type in the work date that you want to enter time for.
    d. Enter the hours and quarter hours worked for that project and date.
    e. Check the overtime box if this time is truly overtime. It must be entered separately from regular hours to calculate correctly and must be approved by your supervisor or payroll administrator.
    f. Comments are optional, these will show up on time reports and on your timesheet reports, not on any pay stubs or forms.
    g. Click the Add Time Record button to enter this record and it will show in the top of the page along with total hours you have entered for the period. **(Note: if you are a salaried employee, the hours you enter do not affect your pay, it is for reporting purposes only. However you must enter at least one time record per pay period or no payroll will be created for you for the period.)**
    h. After you have entered time, if there is an error, you must delete that record and reenter it. The records will be sorted by date, so it does not matter if you delete a date and reenter it after other dates are entered.

i. Repeat this process until all time for the period is entered.
j. Once all time for the period is entered and meets your approval, click on the Post for Approval button to submit your time for payment at the end of the payroll period. After it is submitted you will not be able to update any records or add records for this period. If you need to make changes you can contact your payroll administrator to unlock your records and allow you to make changes.
k. Click on the **Home** button when complete.

5. If you are a supervisor, you will have a link on this page that says Employees' Current Time Sheets. This will give you access to all employees time sheets that you supervise if this option has been set up in the system. You will also have the ability to unlock an employee's time sheet for updates after they have posted them for approval. You will also have all the other abilities to add and delete time records for the employees you supervise.

6. From the home page, click on Previous Time Sheets link. If you have previous time sheets you will be taken to a page that lists dates that you have submitted time sheets that you can select to view and print, or download to an excel spread sheet.

7. From the home page, click on Current Pay Receipt link. If you have a pay Receipt in the system, your most recent one will show up for you viewing and printing.

8. From the home page, click on Previous Pay Receipts link. If you have previous pay receipts you will be taken to a page that lists dates that you have pay receipts that you can select to view and print, or download to an excel spread sheet.

9. When you are finished in the system, click on the Sign Off link, which will return you to the PayOut USA, Inc. home page and close all records.