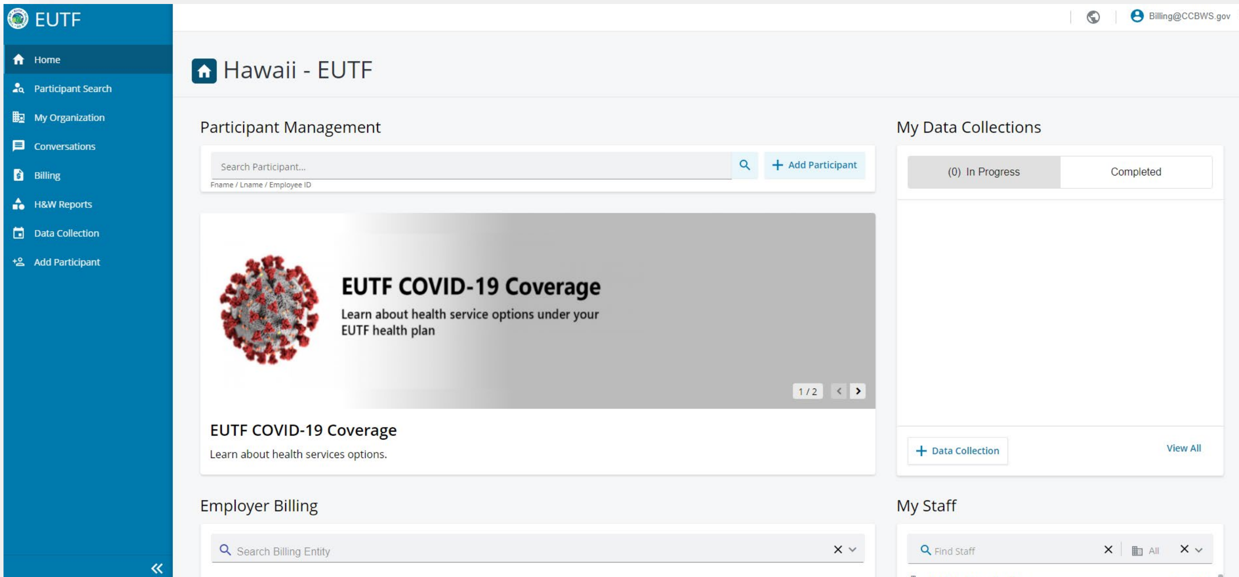
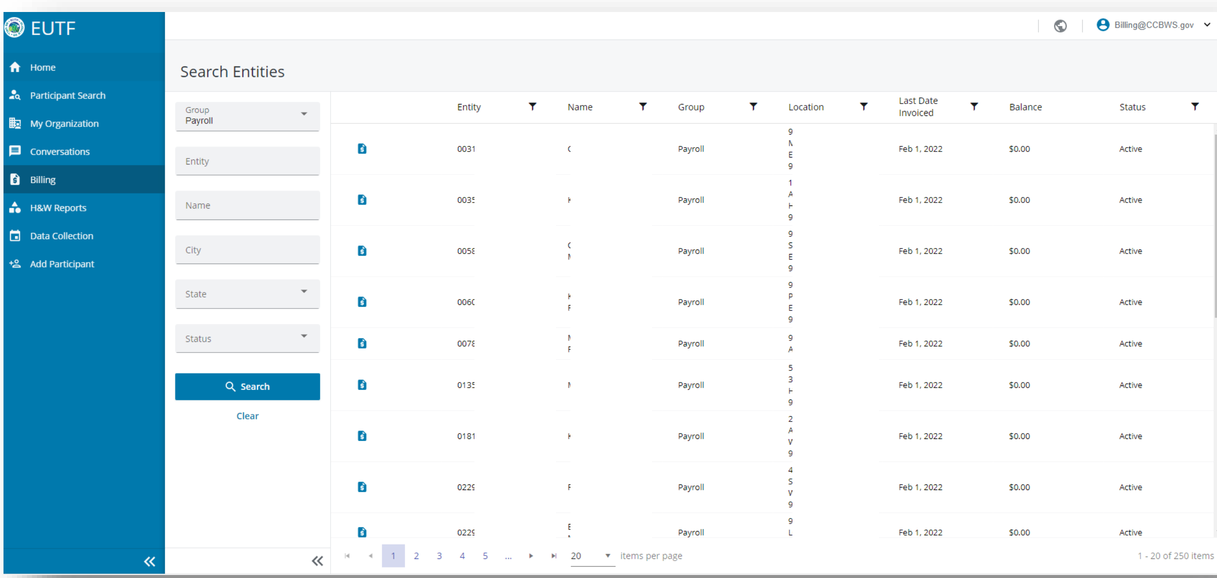
Instructions on how to access employee payroll information

1. On the Home screen, select "**Billing**" on the left blue navigational bar.

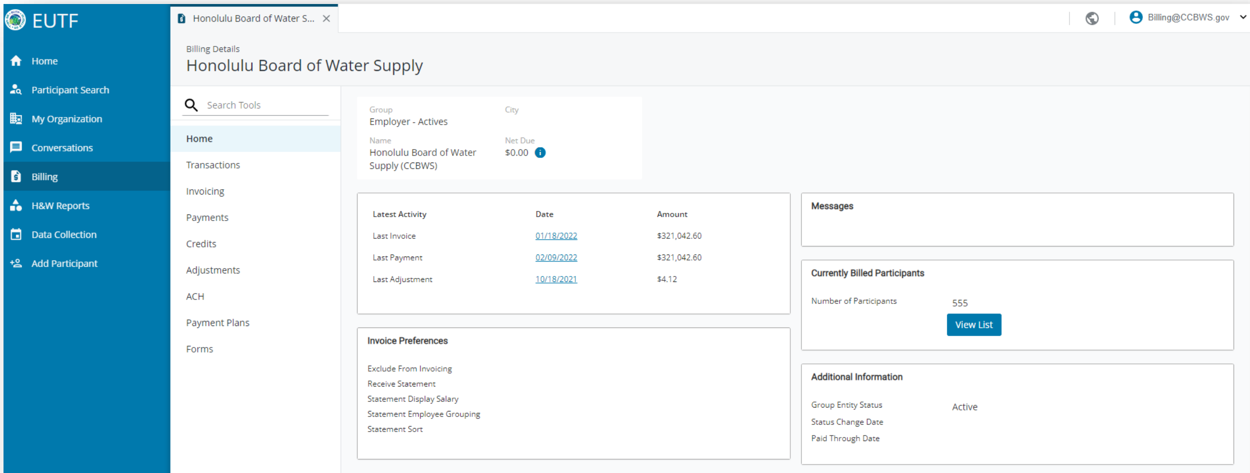


2. The Search Entities screen appears. Click on the "**Group**" field for a dropdown selection. To access employee payroll information, select "**Payroll**" and click enter or *Search*.

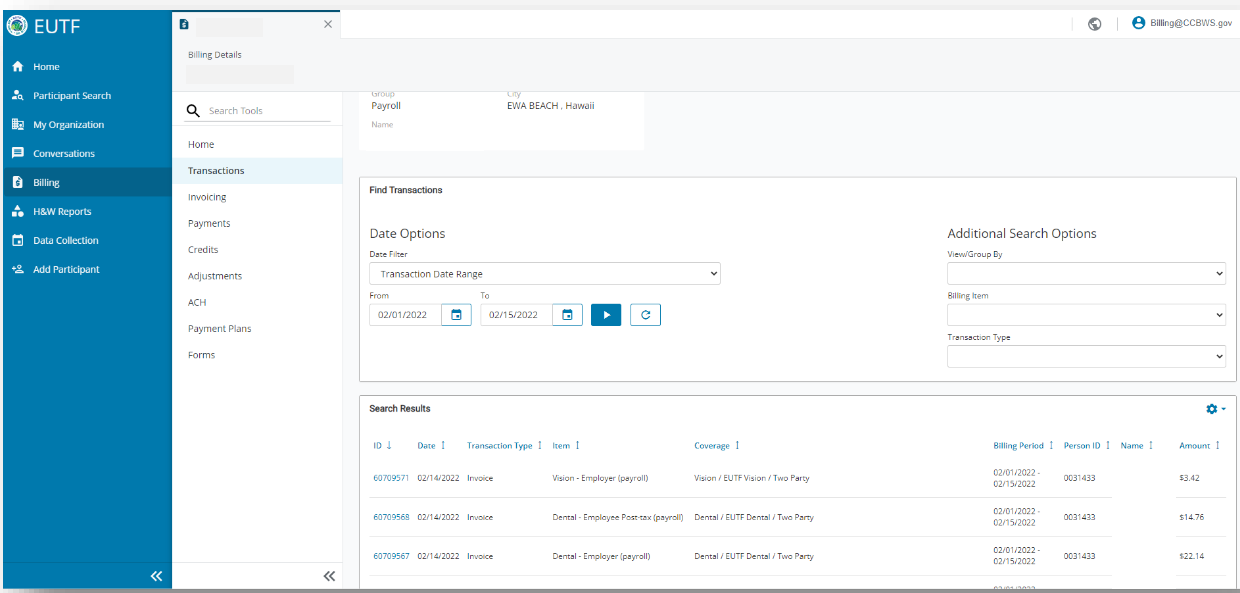
In this example, the payroll group for Honolulu Board of Water Supply is displayed. The Search Entities screen displays a maximum of 250 accounts. To find an employee that is not displayed, enter the name of the employee in the *Name* field. Click enter or *Search*. Then, click on the dollar sign icon to view the employee payroll information.



3. On the Payroll group home screen, click on *Transactions* on the left white navigational bar.



4. On the Transactions page, payroll transactions can be viewed by filtering the date range or by entering the "From" and "To" dates. In this example, the Transaction date range is from 2/1/22 to 2/15/22. The results reflect employee contributions (by payroll) and employer contributions, and by fund type (e.g. Medical/Drug, Dental, Vision).



The search results can be filtered further by selecting an item under the Additional Search Options: "View/Group By," "Billing Item," and "Transaction Type" drop down fields. Results can be downloaded onto an excel spreadsheet by clicking on the gear in the upper right corner of the *Search Results* panel.