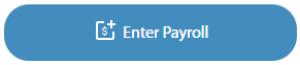
Employer on the Go Payroll Process:

Log on to Coregroupus.com
Click Clients
Click payroll, which will take you to Employer on the Go page or use this website or google Employer on the Go.

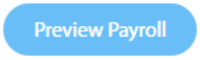
Employer on the Go Website
Website: https://www.employeronthego.com/Login.aspx

Enter your Username:
And Password:
And Authenticator (this must be set up before you can continue)

The first time you login, you must set your security questions up and change your password (I use a temporary password to get you in the first time).
It will then take you to the home page dashboard.

To enter payroll: 

Click on the enter payroll button. The first time you will need to click on the Setup Button to be able to put in earning codes. Once you put in all the earning codes that you will be using, hit the save button and it will take you back so you can enter the payroll.

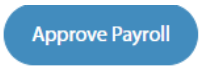


Enter the hours or dollar amounts needed for each employee once you have completed this then at bottom right click the save button then go back to the top and click preview payroll button.

It comes up to a page where it shows current pay date information. Click the Preview Button

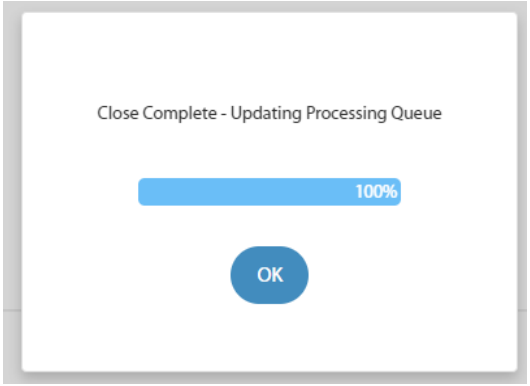
Once you click the Preview button, it will count to 100%, click the OK button. It will let you know if there are any errors. People not paid, or missing information. At this point you can fix anything that needs to be changed by going back to payroll and make the changes. You can see the estimated payroll expense amounts and view the preview if you choose. If all looks good, then click the Approved Payroll button. This approves the processing portion of payroll.

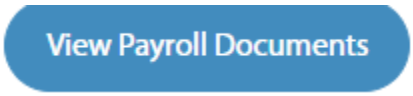
It will bring up an approve payroll button a second time. Click this button to complete the payroll. It will count to 100% again.



Once you click the OK button this time, it will close the payroll and come to the page where you can click the View Payroll Documents. As well as show you the Payroll Expense for the current payroll. You must

get this before you are complete. If you do not get where it counts to 100% twice then you are not completing the full payroll process.

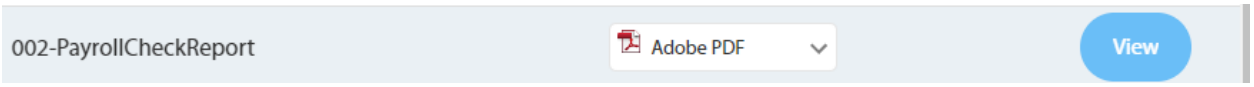




Once you click on View Payroll Documents, it will take you to the current payroll. If you have logged off and are coming back later, you can get to this page by clicking Payroll Docs from the home page.

You may need to change the date range, status or type depending on the documents you wish to view. This can be done by using the drop-down buttons. Once you have completed a payroll it becomes History for Status (once it has been pushed out on Core end).

Click the pay date you wish to see, once on the document page click on which report you need to view and then you can print accordingly. The plus button on the left side will expand to open all the reports to be seen. Anything you want to print needs to be in adobe. Click the View Button and the report will load.



Link to video: https://youtu.be/KAM-OtELlOY?si=xW49aWiovaB1-xSQ