

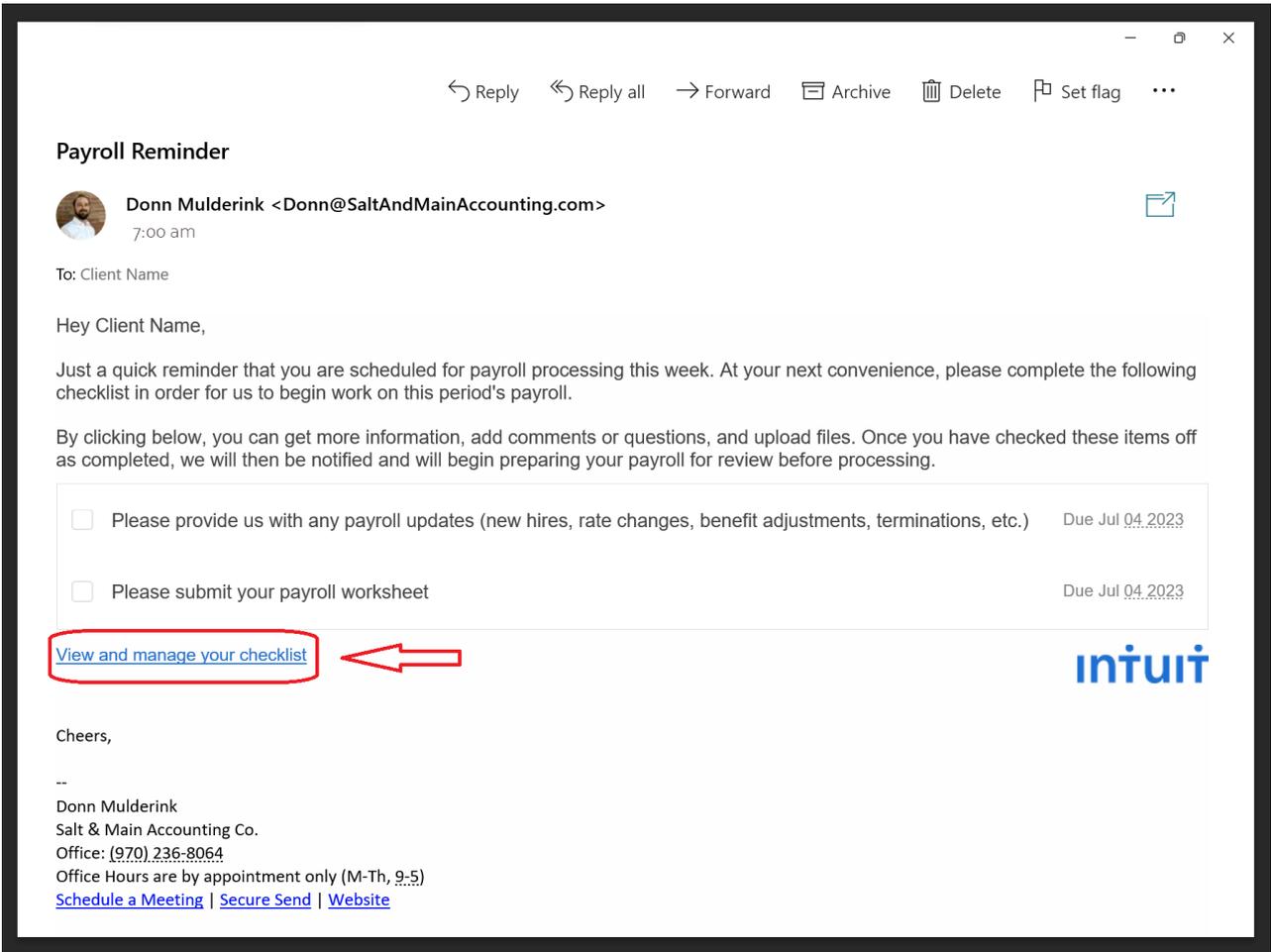
How to Submit Payroll

07/05/2023 4:30 pm EDT

Reminder emails:

Reminder emails will typically be sent out around 4-business days prior to the paycheck date. If you are not receiving reminders, please contact your account manager and ask them to set these up for you.

You will notice there are two tasks for you to complete (more or less, depending on the specific needs of your payroll). Click on the **View and manage your checklist** along the bottom of the task list.



Payroll Reminder

Donn Mulderink <Donn@SaltAndMainAccounting.com>
7:00 am

To: Client Name

Hey Client Name,

Just a quick reminder that you are scheduled for payroll processing this week. At your next convenience, please complete the following checklist in order for us to begin work on this period's payroll.

By clicking below, you can get more information, add comments or questions, and upload files. Once you have checked these items off as completed, we will then be notified and will begin preparing your payroll for review before processing.

- Please provide us with any payroll updates (new hires, rate changes, benefit adjustments, terminations, etc.) Due Jul 04, 2023
- Please submit your payroll worksheet Due Jul 04, 2023

[View and manage your checklist](#)

Cheers,

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Donn Mulderink
Salt & Main Accounting Co.
Office: (970) 236-8064
Office Hours are by appointment only (M-Th, 9-5)
[Schedule a Meeting](#) | [Secure Send](#) | [Website](#)

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Submit payroll by completing all tasks:

You will be brought to a secure login page where you can post comments, ask questions, and upload documents.

1. **Please provide us with payroll updates.** Comment here with any relevant updates like employee rate changes, new benefit enrollments, terminations, etc.
2. **Please submit your payroll worksheet.** Follow the instructions in the task, but you will notice that we include a blank payroll worksheet for you to download, fill out, and send back to us.

IMPORTANT:

We will not receive notification to begin working on your payroll until all these items are checked off as complete.



Salt & Main Accounting Co.

CLIENT: Demo Client Company, LLC

REQUESTED BY: Donn Mulderink

*Payroll: Check Date July 7, 2023

Review Timesheets & Ready Payroll

Please provide us with any payroll updates (new hires, rate changes, benefit adjustments, terminations, etc.) Completed today

For any updates, please comment below.

1

Client Name Please change John Doe's rate of pay to \$15/h effective with this payroll, thanks!

Please submit your payroll worksheet Completed today ✕

To submit your payroll worksheet, please do the following:

1. Download a copy of your payroll worksheet (attached below)
2. Enter all hours and pay into the worksheet for the pay period
3. Save a copy of the worksheet and attach it here to this task
4. Check this item off as complete

 XXXX PR01 - Payroll Worksheet V5.xlsx 22KB

C **Client Name** Here you go, thanks!

 Completed Payroll Worksheet.xlsx 22KB 1 minute ago

C [Comment](#) [Upload Files](#)

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Next Step...

Approving your Payroll Pre-Process