




# Welcome

This tutorial will set you up with the basics of our TJH Connect System. To start, please login to your TJH Connect dashboard.

← → C <https://connect.tjhpays.com/Account/AccountHome2.aspx>   

**TJH CONNECT** thomas milan  
[help](#) [logout](#)

**Dashboard**

Company #10 → This is your company number, remember to reference this with all inquiries.

+ Add Company To Profile → If you do business with multiple clients, you can add those companies to your profile and seamlessly switch between the companies.

Welcome to TJH Connect!  
We hope you'll find our online application as feature rich and user friendly as possible.  
Below you'll find the steps to processing your payroll as well as additional information to assist you throughout the process.

Company Info	Announcements	Alerts
<p>Company: Mel and Al's Automotive Inc. E-mail: payroll@melandalsauto.com Phone Number: 323-555-3654 Fax Number: 323-555-6594</p> <p>Contact Person: Mel Johnson (owner) E-mail: mel@melandalsauto.com Phone Number:</p>	<ul style="list-style-type: none"><li>• We will begin processing your year-end tax returns and employee W-2 forms in early January 2016.</li><li>• Please forward to us any notifications you have received from the IRS and the State regarding your tax rates and requirements for 2015.</li><li>• California Employers: Beginning January 1, 2016, the minimum wage will increase by \$1.00 to \$10.50 per hour.</li></ul> <p><a href="#">Click here for more information</a></p>	<p>* Device(s) waiting for approval.</p>

If you have an active or pending alert, that's going to show up here. In this case, I have a device waiting approval for Time & Attendance.

Payroll Processing: A Quick guide	Useful Links
<p>Step 1 Employees &gt; Manage Employees &gt; Select employee &gt; Add new employees, enter new rates, change W-4s, etc.</p> <p>Step 2 Departments &gt; Add new department, change titles, etc.</p> <p>Step 3 Pay Types &gt; Add new pay types, edit existing pay types, etc.</p> <p>Step 4 Deduction Types &gt; Add new deductions, employee garnishments, etc.</p> <p>Step 5 Time Attendance &gt; Review Time &gt; Update employee timecards, add breaks, etc.</p> <p>Step 6 Payroll &gt; New Payroll &gt; Update information, thoroughly review your changes, and Submit!</p>	<ul style="list-style-type: none"><li>• IRS</li><li>• W-4</li><li>• I-9</li><li>• W-9</li><li>• Minimum Wage Increase 2016</li></ul>

2016 TJH Payroll Calendar → To view what days banks or our offices are closed, refer to this calendar.

# Manage Employees I

Click on “Employees” to expand the tab to reveal more options and then click on “Manage Employees.”

← → <https://connect.tjhpays.com/Account/AccountHome2.aspx>

**TJH**CONNECT thomas milan  
help logout

Dashboard Dashboard

Company #10 + Add Company To Profile

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E-mail: payroll@melandalsauto.com  
Phone Number: 323-555-3654  
Fax Number: 323-555-6594

Contact Person: Mel Johnson (owner)  
E-mail: mel@melandalsauto.com  
Phone Number:

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[Click here for more information](#)

**Alerts**

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**Payroll Processing: A Quick guide**

Step 1 Employees > Manage Employees > Select employee > Add new employees, enter new rates, change W-4s, etc.  
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Step 4 Deduction Types > Add new deductions, employee garnishments, etc.  
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Step 6 Payroll > New Payroll > Update information, thoroughly review your changes, and Submit!

**Useful Links**

- IRS
- W-4
- I-9
- W-9
- Minimum Wage Increase 2016

2016 TJH Payroll Calendar

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<https://connect.tjhpays.com/employee/employee3.aspx>

# Manage Employees II – Personal Information

Here is where we can add employees, edit your employees personal information, edit their rates of pay and setup their payroll defaults.

The screenshot shows the 'Manage Employees' interface for 'Mel and Al's Automotive Inc.'. The left sidebar contains navigation links: Dashboard, Company, Employees (selected), Manage Employees, Invite Employees, Departments, Pay Types, Deduction Types, Payroll, Documents, Reports, and Time Attendance. The main content area has a header with 'TJH CONNECT' and user information 'Alex Rogers | help | logout'. Below the header, there's a 'Manage Employees' section with a 'Sort by...' dropdown and filter buttons: 'Active', 'Inactive', and 'All'. A list of employees is shown, with 'Karolina Bursova' highlighted. Clicking on a name opens a form for 'Personal Information', 'Payroll Information', and 'Payroll Defaults'. The 'Personal Information' tab is active, showing fields for First Name, Last Name, Social Security Number, Address, City, State, Zip Code, Birth Date, Start Date, Term Date, Active status, and Email Address. The 'Email Address' field is highlighted. At the bottom of the form are 'Save' and 'Cancel' buttons. A list of other employees is visible below the form: David Cheng, Ashley Connor, Alex Rogers, and Spencer Smith.

Annotations:

- Here is where you can filter between currently active employees, inactive employees, or all of the employees
- You can easily add employees by clicking here and entering their first and last name
- Clicking on these names brings up that employee's information for which we can then edit.
- Be sure to click save once you're done with each employee
- Putting in an employees email will allow you to invite them to have access to their previous payroll stubs.

# Manage Employees III – Payroll Information

By changing the tab to payroll information, you can see the employee's rate of pay and their withholding information.

The screenshot displays the 'Manage Employees' interface for 'Mel and Al's Automotive Inc.' The left sidebar contains navigation links: Dashboard, Company, Employees (selected), Manage Employees, Invite Employees, Departments, Pay Types, Deduction Types, Payroll, Documents, Reports, and Time Attendance. The main content area shows a list of employees: Timothy Alvarez, Karolina Bursova, David Cheng, Ashley Connor, Alex Rogers, and Spencer Smith. Timothy Alvarez is selected, and the 'Payroll Defaults' tab is active. The 'Rate 1' field is highlighted with a red box and an annotation: 'This is where you can change the rates of the employee that is correlated to its pay type. In this case, Timothy only has one rate of pay at 17.00 an hour.' The 'Withholding' section is also highlighted with a red box and an annotation: 'Withholding information can be changed on a whim right above here'. The 'Department' dropdown is highlighted with a red box and an annotation: 'You can change what department the employee belongs to here'. The 'Save' and 'Cancel' buttons are visible at the bottom of the form.

https://connect.tjhpaysroll.com/employee/employee3.aspx

TJHCONNECT

Alex Rogers  
help logout

Home / Manage Employees

Manage Employees

Mel and Al's Automotive Inc.

Sort by... Active Inactive All + Add Employee

Timothy Alvarez

Karolina Bursova

Personal Information Payroll Defaults

Rate 1: 16.00

Rate 2: 0.00

Rate 3: 0.00

Rate 4: 0.00

Rate 5: 0.00

Federal Withholding:

Federal Allowance:

State Withholding:

State Allowance:

Alt. Employee ID:

Department:

Alt. Salary:

Married

2

Married

2

MECHANIC

Save Cancel

David Cheng

Ashley Connor

Alex Rogers

Spencer Smith

https://connect.tjhpaysroll.com/employee/employee3.aspx#PDDefaults

# Manage Employees IV – Payroll Defaults

This is where you can correlate an employee's specific pay type to the columns we have setup in TJHConnect.

← → ↻ <https://connect.tjhpays.com/employee/employee3.aspx> 🔍 ☆ ☰

**TJHCONNECT** Alex Rogers help logout

Dashboard Company Employees Manage Employees Invite Employees Departments Pay Types Deduction Types Payroll Documents Reports Time Attendance

Manage Employees Home / Manage Employees

Mei and Al's Automotive Inc.

Sort by... Active Inactive All + Add Employee

Timothy Alvarez

Karolina Bursova

Personal Information Payroll Information

Pay Type 1: 11 - REGULAR MECHANIC

Pay Type 1 Column: Regular Pay

Pay Type 2: 12 - OVERTIME MECHANIC

Pay Type 2 Column: Overtime

Pay Type 3:

Pay Type 3 Column:

Pay Type 4:

Pay Type 4 Column:

Pay Type 5:

Pay Type 5 Column:

Pay Type 6:

Pay Type 6 Column:

Pay Type 7:

Pay Type 7 Column:

Pay Type 8:

Pay Type 8 Column:

Pay Type 9:

Pay Type 9 Column:

Pay Type 10:

Pay Type 10 Column:

Pay Type 11: 21 - REGULAR OFFICE

Pay Type 11 Column:

Pay Type 12:

Pay Type 12 Column:

Save Cancel

David Cheng

# Invite Employees I

We can invite employees to see their pay stubs and YTD information if we have their email address in the system. To get started, click on “Invite Employees.”

← → ↻ <https://connect.tjhpays.com/Account/AccountHome2.aspx> 🔍 ⭐ ☰

**TJH CONNECT** thomas milan help logout

Dashboard

Company #10 [+ Add Company To Profile](#)

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E-mail: payroll@melandalsauto.com  
Phone Number: 323-555-3654  
Fax Number: 323-555-6594

Contact Person: Mel Johnson (owner)  
E-mail: mel@melandalsauto.com  
Phone Number:

**Announcements**

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- Please forward to us any notifications you have received from the IRS and the State regarding your tax rates and requirements for 2015.
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[Click here for more information](#)

**Alerts**

\* Device(s) waiting for approval.

**Payroll Processing: A Quick guide**

Step 1 Employees > Manage Employees > Select employee > Add new employees, enter new rates, change W-4s, etc.  
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**Useful Links**

- IRS
- W-4
- I-9
- W-9
- Minimum Wage Increase 2016

2016 TJH Payroll Calendar

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<https://connect.tjhpays.com/employee/employee3.aspx>

# Invite Employees II

An employee will be sent an email with a link that they click that will walk them through creating an account. Once it's completed, they'd login to TJHConnect, but will only have access to their information.

← → ↻ 🔒 https://connect.tjhpays.com/employee/employeeAccess.aspx 🔍 ☆ ☰

**TJHCONNECT** 👤 thomas milan  
help logout

Company

**Employees** >

Manage Employees

**+ Invite Employees**

Departments

Pay Types

Deduction Types

Payroll >

Documents

Reports >

Time Attendance >

**Mei and AI's Automotive Inc.**

Allow your employees to see their individual check stubs and YTD information by sending them an invitation to join the site.

Sort by... ▾

● Active ● Inactive ● All

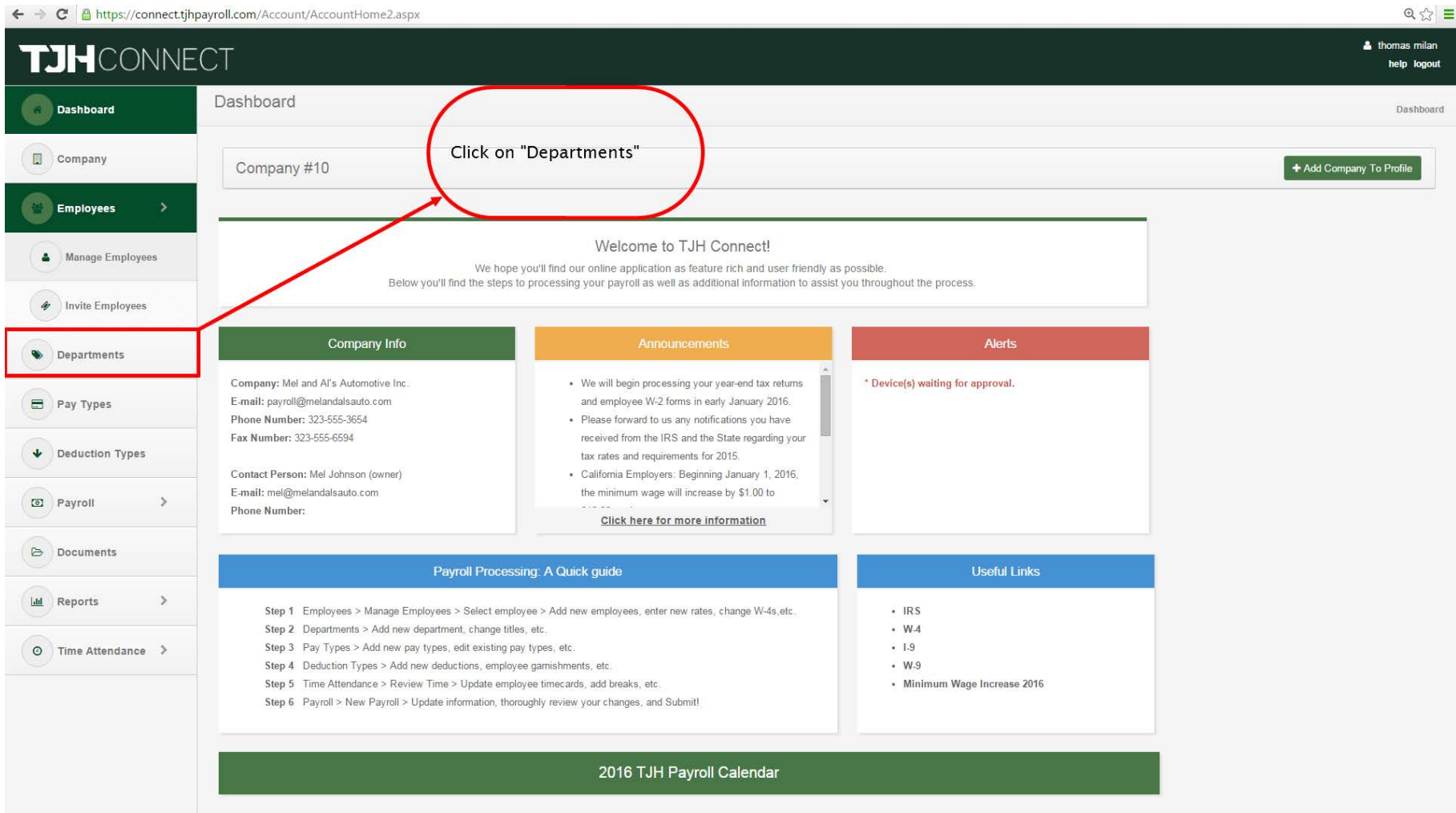
	Name	Email	Account Status	Action
<input type="checkbox"/>	Timothy Alvarez	TimmyAlv@gmail.com		<b>Invite Employee</b>
<input type="checkbox"/>	Karolina Bursova	Karolina.B@gmail.com		<b>Invite Employee</b>
<input type="checkbox"/>	David Cheng	David.Cheng227@hotmail.com		<b>Invite Employee</b>
<input type="checkbox"/>	Ashley Connor	Ashely.Connah@gmail.com		<b>Invite Employee</b>
<input type="checkbox"/>	Alex Rogers	alex@tjhpays.com		<b>Invite Employee</b>
<input type="checkbox"/>	Spencer Smith			<b>Invite Employee</b>

Simply click invite employee to send an email with instructions on how to register. They will only have access to their own pay stubs.



# Departments I

This is where we can add, edit, or delete departments within our company. Departments allow us to organize and separate our employees out.



The screenshot shows the TJH Connect dashboard. A red circle highlights the 'Departments' link in the left sidebar, with a red arrow pointing to it from the text 'Click on "Departments"' in the main content area. The dashboard includes a top navigation bar with the TJH Connect logo and user information (thomas milan, help, logout). The left sidebar contains links for Dashboard, Company, Employees, Manage Employees, Invite Employees, Departments, Pay Types, Deduction Types, Payroll, Documents, Reports, and Time Attendance. The main content area displays a welcome message, company information, announcements, alerts, a payroll processing guide, useful links, and a 2016 TJH Payroll Calendar.

Dashboard

Company #10

Click on "Departments"

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Company Info

Company: Mel and Al's Automotive Inc.  
E-mail: payroll@melandalsauto.com  
Phone Number: 323-555-3654  
Fax Number: 323-555-6594

Contact Person: Mel Johnson (owner)  
E-mail: mel@melandalsauto.com  
Phone Number:

Announcements

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[Click here for more information](#)

Alerts

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Payroll Processing: A Quick guide

- Step 1 Employees > Manage Employees > Select employee > Add new employees, enter new rates, change W-4s, etc.
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Useful Links

- IRS
- W-4
- I-9
- W-9
- Minimum Wage Increase 2016

2016 TJH Payroll Calendar



# Departments II

Departments are simple to add and edit.

← → ↻ 🔒 <https://connect.tjhpays.com/department/department2.aspx> 🔍 ☆ ☰

**TJH**CONNECT

thomas milan  
help logout

Company

Employees >

**Departments**

Pay Types

Deduction Types

Payroll >

Documents

Reports >

Time Attendance >

Mei and AI's Automotive Inc.

ID	Name	Actions
1	MECHANIC	<a href="#">Edit</a>
2	OFFICE	<a href="#">Edit</a>
3	SALES	<a href="#">Edit</a>
4	AlexTest	<a href="#">Edit</a>

[+ Add](#)

You can add a department by simply clicking here and giving that department a name.

Clicking on edit will allow you to change that departments name.

# Pay Types I

This is where we can add or edit pay types within our company.

The screenshot shows the TJH Connect web application interface. The left sidebar contains a navigation menu with the following items: Dashboard, Company, Employees, Manage Employees, Invite Employees, Departments, Pay Types (highlighted with a red box), Deduction Types, Payroll, Documents, Reports, and Time Attendance. The main content area displays a welcome message, company information, announcements, alerts, payroll processing steps, and useful links. A red circle highlights the text "Click on 'Pay Types'" in the main content area, and a red arrow points from the "Pay Types" link in the sidebar to this circle.

Dashboard

Company #10

Click on "Pay Types"

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Phone Number: 323-555-3654  
Fax Number: 323-555-6594

Contact Person: Mel Johnson (owner)  
E-mail: mel@melandalsauto.com  
Phone Number:

Announcements

- We will begin processing your year-end tax returns and employee W-2 forms in early January 2016.
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Alerts

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Payroll Processing: A Quick guide

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- I-9
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2016 TJH Payroll Calendar

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<https://connect.tjhpays.com/employee/employee3.aspx>

# Pay Types II

Now that we have our employees set up, lets go over how we can import those hours collected and import it to payroll.

https://connect.tjhpaysroll.com/payments/paytypes2.aspx

**TJHCONNECT** thomas milan help logout

Company  
Employees  
Departments  
**Pay Types**  
Deduction Types  
**Payroll**  
New Payroll  
Manual Check  
Continue Payroll  
Payroll History  
Documents  
Reports  
Time Attendance

Mei and Al's Automotive Inc.

It is not recommended that you add your own pay types at this time, but you can do so by clicking here and following the pattern **+ Add**

ID	Description	GL Number	Rate Number	PTF	
1	401K	2	0	-0.0100	<a href="#">Edit</a>
2	MED125	142	0	-0.0100	<a href="#">Edit</a>
11	REGULAR MECHANIC	116	1	1.0000	<a href="#">Edit</a>
12	OVERTIME MECHANIC	116	1	1.5000	<a href="#">Edit</a>
13	SALARY MECHANIC	116	1	1.0000	<a href="#">Edit</a>
14	VACATION MECHANIC	116	1	1.0000	<a href="#">Edit</a>
15	BONUS MECHANIC	116	0	-0.0100	<a href="#">Edit</a>
16	COMMISSION MECHANIC	116	0	-0.0100	<a href="#">Edit</a>
17	HOLIDAY MECHANIC	116	1	1.0000	<a href="#">Edit</a>
21	REGULAR OFFICE	216	1	1.0000	<a href="#">Edit</a>
22	OVERTIME OFFICE	216	1	1.5000	<a href="#">Edit</a>
23	SALARY OFFICE	216	1	1.0000	<a href="#">Edit</a>
24	VACATION OFFICE	216	1	1.0000	<a href="#">Edit</a>
25	BONUS OFFICE	216	0	-0.0100	<a href="#">Edit</a>
26	COMMISSION OFFICE	216	0	-0.0100	<a href="#">Edit</a>
27	HOLIDAY OFFICE	216	1	1.0000	<a href="#">Edit</a>
31	REGULAR SALES	316	1	1.0000	<a href="#">Edit</a>
32	OVERTIME SALES	316	1	1.5000	<a href="#">Edit</a>
33	SALARY SALES	316	1	1.0000	<a href="#">Edit</a>
34	VACATION SALES	316	1	1.0000	<a href="#">Edit</a>
35	BONUS SALES	316	0	-0.0100	<a href="#">Edit</a>
36	COMMISSION SALES	316	0	-0.0100	<a href="#">Edit</a>

Lets say we have an employee that earns 20 dollars an hours and we set their pay types as "Regular Office" and "Overtime Office." The PTF will multiply that rate, so that's why a regular rate is multiplied by 1.000x and an overtime rate is multiplied by 1.500x.

The rate number shows you what rate the pay type multiplies off of using the PTF as the factor

A PTF of -0.0100 just means you're directly inputting the gross amount like for a bonus.

https://connect.tjhpaysroll.com/payroll/payrollinput3.aspx

# Run Payroll I – Run a New Payroll

To actually run a payroll to pay our employees, click on “Payroll” and then “New Payroll”

← → ↻ 🔒 https://connect.tjhpays.com/account/acconthome2.aspx

**TJH CONNECT** demo user help logout

Dashboard

Company #10 [+ Add Company To Profile](#)

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Contact Person: Mel Johnson (owner)  
E-mail: mel@melandalsauto.com  
Phone Number:

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**Payroll Processing: A Quick guide**

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**Useful Links**

- IRS
- W-4
- I-9
- W-9
- Minimum Wage Increase 2016

2016 TJH Payroll Calendar

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https://connect.tjhpays.com/account/acconthome2.aspx#

# Run Payroll II – New Payroll Input Screen

This is your main payroll input screen. It's very intuitive in how to input and process your payroll but review below to see an explanation of what's going on.

← → ↻ 🔒 https://connect.tjhpays.com/payroll/payrollinput3.aspx

**TJHCONNECT** thomas milan help logout

Menu Payroll Input Home / Payroll / Payroll Input

Mei and Al's Automotive Inc.

Period Ending Date: 02/22/2016

Checks To Be Dated: 02/22/2016

Receive Method: ☐ Pick Up ☒ Delivery ☐ Email/Fax Back

Delivery Method: Courier - Next Day Noon (\$5.90)

ID	Alt. ID	Name	Dept.	Regular Pay	Overtime	Extra Pay Type	Extra Pay Type	Pay Total	Comment	Deductions	Actions
20	123456	Timothy Alvarez	0	10		Please sele		\$170.00	1 - ADVANCE	100.00	
4		Karolina Bursova	1	25		Please sele		\$400.00			
24		David Cheng	0	2		Please sele		\$40.00			
25		Ashley Connor	0	5		Please sele		\$115.00			
		Rate 1: \$23.00									
19		Alex Rogers	0	10	3	Please sele		\$362.50			
26		Spencer Smith	0			Please sele		\$0.00			
				52.00	3.00		0.00	1087.50			

1 to 6 of 6 rows 10

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**Annotations:**

- The very first thing we need to do is enter a Period ending date, a check date, and how you would like to receive your checks.
- To add a specific comment for an employee, click on this speech bubble in that employee's row.
- To pay an employee, simply fill in their hours in the correct columns. In this case we're paying Ashley 5 hours at \$23.00 per hour. You can verify her total pay this period at \$115.00
- Click on an employee's name to get more detailed information on what pay types are correlated to these columns.
- All of your totals can be viewed here
- Once your hours are all inputted, you can review everything in a nice, organized manner and then submit your payroll through.
- To add a specific deduction for an employee, click on this right angle arrow in that employee's row. Multiple deductions can be added.

# Run Payroll III – Edit Columns

If we were to click on a name in the Payroll input screen, this box to edit the Employee's input boxes will come up. Similar to the editing we did in the Payroll Defaults under "Manage Employees," this will change what pay type is associated with which column.

The screenshot shows the TJHCONNECT Payroll Input interface. A modal titled "Edit Employee Input Boxes" is open, allowing configuration of input boxes for an employee. The modal has three columns: "Column Name", "Display Input Box", and "Pay Type".

Column Name	Display Input Box	Pay Type
Regular Pay	<input checked="" type="checkbox"/>	21 - REGULAR OFFICE
Overtime	<input checked="" type="checkbox"/>	22 - OVERTIME OFFICE

Below the modal, a table lists employees with their input boxes and pay amounts. A red arrow points from the "Regular Pay" column of the modal to the "Regular Pay" column of the employee table.

ID	Alt. ID	Name	Dept.	Regular Pay	Overtime	Pay Type	Amount	Actions
20	123456	Timothy Alvarez	0	10		Please sele	\$170.00	
4		Karolina Bursova	1	25		Please sele	\$400.00	
24		David Cheng	0	2		Please sele	\$40.00	
25		Ashley Connor	0	5		Please sele	\$115.00	
19		Alex Rogers	0	10	3	Please sele	\$362.50	
		Rate 1: \$25.00						
26		Spencer Smith	0			Please sele	\$0.00	
				52.00	3.00	0.00	1087.50	

At the bottom of the modal, there are "Save" and "Cancel" buttons. A red box highlights the modal, and a red arrow points from the "Regular Pay" column of the modal to the "Regular Pay" column of the employee table.

Here you can change what input boxes are displayed and for which pay type they are associated with.



# Run Payroll IV - Manual Check I

Sometimes we come across a case where we'd like to pay out an employee immediately. We have a system, that will allow you to calculate a Manual Check that you can then use to write your own in-house check for the employee.

The screenshot displays the TJH Connect web application interface. The left sidebar contains a navigation menu with the following items: Dashboard, Company, Employees, Departments, Pay Types, Deduction Types, Payroll, New Payroll, Manual Check, Continue Payroll, Payroll History, Documents, Reports, and Time Attendance. The 'Manual Check' option is highlighted with a red box. A red arrow points from this box to a text box that says "Click on 'Payroll' and then click on 'Manual Check'". The main content area shows a dashboard for Company #10, including a welcome message, company information, announcements, payroll processing steps, and useful links.

Dashboard

Company #10

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We hope you'll find our online application as feature rich and user friendly as possible. Below you'll find the steps to processing your payroll as well as additional information to assist you throughout the process.

Company Info

Company: Mel and Al's Automotive Inc.  
E-mail: payroll@melandalsauto.com  
Phone Number: 323-555-3654  
Fax Number: 323-555-6594

Contact Person: Mel Johnson (owner)  
E-mail: mel@melandalsauto.com  
Phone Number:

Announcements

- We will begin processing your year-end tax returns and employee W-2 forms in early January 2016.
- Please forward to us any notifications you have received from the IRS and the State regarding your tax rates and requirements for 2015.
- California Employers: Beginning January 1, 2016, the minimum wage will increase by \$1.00 to

[Click here for more information](#)

Payroll Processing: A Quick guide

Step 1 Employees > Manage Employees > Select employee > Add new employees, enter new rates, change W-4s, etc.  
Step 2 Departments > Add new department, change titles, etc.  
Step 3 Pay Types > Add new pay types, edit existing pay types, etc.  
Step 4 Deduction Types > Add new deductions, employee garnishments, etc.  
Step 5 Time Attendance > Review Time > Update employee timecards, add breaks, etc.  
Step 6 Payroll > New Payroll > Update information, thoroughly review your changes, and Submit!

Useful Links

- IRS
- W-4
- I-9
- W-9
- Minimum Wage Increase 2016

2016 TJH Payroll Calendar

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<https://connect.tjhpaysroll.com/account/acounthome2.aspx#>



# Run Payroll V – Run a Manual Check

The manual check screen is similar to the Payroll input screen. As soon as you choose an employee and fill in the payroll information, simply click “calculate” to find out exactly how much to pay the employee.

← → ↻ 🔒 https://connect.tjhpays.com/payroll/manualcheck.aspx

**TJHCONNECT** thomas milan help logout

Company  
Employees  
Departments  
Pay Types  
Deduction Types  
**Payroll**  
New Payroll  
Manual Check  
Continue Payroll  
Payroll History  
Documents  
Reports  
Time Attendance

Mel and Al's Automotive Inc.

The very first thing we need to do is pick your employee and then the check date.

1 To calculate a check, first select an employee:

Employee: Timothy Alvarez Check To Be Dated: 02/22/2016

2 Review Employee Withholdings And Allowances

See Withholdings » To view an employee's withholding information, simply click here.

3 Accrual Totals As Of Last Payroll

No accrual balances

4 Enter Pay

Pay Type	Direct	Hours/Units	PTF	Rate	Gross	Deduction Type	Deduction Amount
17 - HOLIDAY MECHANIC	<input type="checkbox"/>	20.00	1.00	\$17.00	\$340.00	Select a deduction ty	0.00
22 - OVERTIME OFFICE	<input type="checkbox"/>	0.00	1.50	\$17.00	\$0.00		\$0.00
		Total Hours: 20.00			Total Gross: \$340.00		

Add Pay Add Deduction

5 Calculate Check

Calculate Click "Add Pay" to continue to add more Pay Types to this pay run.

Click "Add Pay" or "Add Deductions" to continue to add more Pay Types or Deductions to this pay run.

Just like with the Payroll Input screen, you're going to fill in all of the employee's hours and deductions.

Simply click a trashcan to delete that pay type or dedeuction

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# Run Payroll VI – Continue Payroll I

Sometimes we want to start a payroll and finish it off later when we have everything we need. All started New Payrolls are automatically saved and can be accessed by going to “Continue Payroll.”

The screenshot displays the TJH Connect web application interface. The left sidebar contains a menu with the following items: Dashboard, Company, Employees, Departments, Pay Types, Deduction Types, Payroll, New Payroll, Manual Check, Continue Payroll, Payroll History, Documents, Reports, and Time Attendance. The 'Continue Payroll' item is highlighted with a red box. A red circle is drawn around the text 'Click on "Payroll" and then click on "Continue Payroll"', with a red arrow pointing from the 'Continue Payroll' button to this text. The main content area shows a 'Dashboard' header with 'Company #10' and a '+ Add Company To Profile' button. Below this is a 'Welcome to TJH Connect!' message. The 'Company Info' section lists details for Mel and Al's Automotive Inc. The 'Announcements' section contains three bullet points about tax returns, IRS notifications, and minimum wage increases. The 'Payroll Processing: A Quick guide' section lists six steps for processing payroll. The 'Useful Links' section lists links to IRS, W-4, I-9, W-9, and Minimum Wage Increase 2016. The footer shows the copyright notice 'Copyright © 2016 | TJH Payroll™' and the URL 'https://connect.tjhpays.com/account/acounthome2.aspx#'. The browser address bar shows 'https://connect.tjhpays.com/account/acounthome2.aspx'.

Dashboard

Company #10

Welcome to TJH Connect!

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Phone Number:

**Announcements**

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- Please forward to us any notifications you have received from the IRS and the State regarding your tax rates and requirements for 2015.
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[Click here for more information](#)

**Payroll Processing: A Quick guide**

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**Useful Links**

- IRS
- W-4
- I-9
- W-9
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2016 TJH Payroll Calendar

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https://connect.tjhpays.com/account/acounthome2.aspx#

# Run Payroll VII – Continue Payroll II

Be careful on starting multiple new Payrolls without submitting them as they will continue to pile on as an “Active Payroll.” Be sure to delete any payroll not actively being worked on.

← → ↻ 🔒 https://connect.tjhpays.com/payroll/activepayroll.aspx

**TJHCONNECT** thomas milan help logout

Dashboard Company Employees Departments Pay Types Deduction Types **Payroll** New Payroll Manual Check Continue Payroll Payroll History Documents Reports Time Attendance

### Active Payroll

Home / Payroll / Active Payroll

Run User	Run Date	Check Dated	Period Ending	Payroll Type	Actions
Alex Rogers	2/18/2016	2/18/2016	2/18/2016	New	<span>Continue</span> <span>Delete</span>
thomas milan	2/22/2016	2/22/2016	2/22/2016	New	<span>Continue</span> <span>Delete</span>

You can see detailed information on the payroll run you would like to continue, including who ran it and on what date.

Hitting continue will shoot you back to the payroll input screen with all of the previous values you had stored before

Hitting Delete will get rid of that payroll and all of the saved work at that time

https://connect.tjhpays.com/payroll/payrollhistory.aspx

# Payroll History I

To see a history of the payrolls you have submitted to us, simply click Payroll History.

← → ↻ 🔒 https://connect.tjhpays.com/account/acounthome2.aspx

**TJH CONNECT** demo user help logout

Dashboard

Company #10 [+ Add Company To Profile](#)

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Contact Person: Mel Johnson (owner)  
E-mail: mel@melandalsauto.com  
Phone Number:

**Announcements**

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[Click here for more information](#)

**Payroll Processing: A Quick guide**

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- I-9
- W-9
- Minimum Wage Increase 2016

**2016 TJH Payroll Calendar**

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https://connect.tjhpays.com/account/acounthome2.aspx#

# Payroll History II

By clicking view, you can see exactly how the payroll was submitted to us on that specific period.

← → ↻ 🔒 https://connect.tjhpays.com/payroll/payrollhistory.aspx 🔍 ☆ ☰

**TJHCONNECT** thomas milan  
help logout

Dashboard

Company

Employees >

Departments

Pay Types

Deduction Types

**Payroll >**

New Payroll

Manual Check

Continue Payroll

**Payroll History**

**Documents**



















Reports >

Time Attendance >

Payroll History

Home / Payroll History

**Mel and Al's Automotive Inc.**

Run User	Run Date	Check Dated	Period Ending	Submit Date	Actions
demo user	8/1/2014	8/1/2014	8/1/2014	8/1/2014 8:46:12 PM	
thomas milan	8/21/2014			8/21/2014 9:14:56 AM	
thomas milan	10/7/2014	10/7/2014	10/7/2014	10/7/2014 3:02:17 PM	
thomas milan	10/8/2014	10/8/2014	10/8/2014	10/8/2014 4:47:08 PM	
thomas milan	10/8/2014	10/8/2014	10/8/2014	10/8/2014 4:55:29 PM	
thomas milan	10/8/2014	10/9/2014	10/9/2014	10/8/2014 4:57:06 PM	
thomas milan	10/10/2014	10/10/2014	10/10/2014	10/10/2014 9:41:31 AM	
thomas milan	10/10/2014	10/9/2014		10/10/2014 10:53:11 AM	
thomas milan	10/10/2014	10/9/2014	9/30/2014	10/10/2014 11:18:34 AM	
thomas milan	10/10/2014	10/2/2014	10/1/2014	10/10/2014 12:22:09 PM	
thomas milan	10/24/2014	10/8/2014	10/8/2014	10/24/2014 1:54:07 PM	
thomas milan	10/25/2014	10/23/2014	10/23/2014	10/25/2014 10:36:06 AM	
thomas milan	12/2/2014	12/3/2014	12/3/2014	12/2/2014 6:19:00 PM	
thomas milan	12/4/2014	12/4/2014	12/4/2014	12/4/2014 6:13:29 PM	
thomas milan	12/6/2014	12/6/2014	12/6/2014	12/6/2014 3:01:07 PM	
demo user	12/12/2014	12/19/2014	12/12/2014	12/12/2014 11:45:23 AM	
thomas milan	12/16/2014	12/2/2014	12/10/2014	12/16/2014 2:44:33 PM	
thomas milan	12/16/2014	12/3/2014	12/10/2014	12/16/2014 3:03:21 PM	

You can see a detailed report of your entire payroll history by clicking here

https://connect.tjhpays.com/documents/documents2.aspx