Dominion Payroll™

"How To" Submit Payroll from Dominion Payroll Services

To log in, go to dominionpayroll.net, you'll probably want to Bookmark this page.

Enter your User name and Password and then click Login.

Note*: To **update employee** information or to **add a new employee**, select the "Employee Management" tab above "Payroll Processing"

This will bring you to the "Employee Summary" section where you can filter by department, status, pay group or even company. You can also run an individual search on the right side of the screen or just browse your entire employee list on a single page (as shown).

Additionally, if you have hired any employees in the current pay period, they can be added by selecting "Quick Hire" in this same section.

Once your employee information is added and up to date, you are now ready to process payroll.

1. Go to "Payroll Processing" then to "Time Grid Entry" under the "Payroll Entry" tab.

2. **Enter in any hours for hourly employees, Salary Employees will automatically get paid unless you click on the "block" box.**

3. If there is a need to create a manual check or create an additional check (one time bonus, commission or reimbursement), this is completed through the 'Individual Time Entry' menu item. We recommend contacting our customer service team to walk you through completing this at 877-377-7298 or 804-355-3430 until you're comfortable executing this on your own.

4. When you are done entering hours and are ready to begin proceesing payroll, click on the "process payroll" tab.
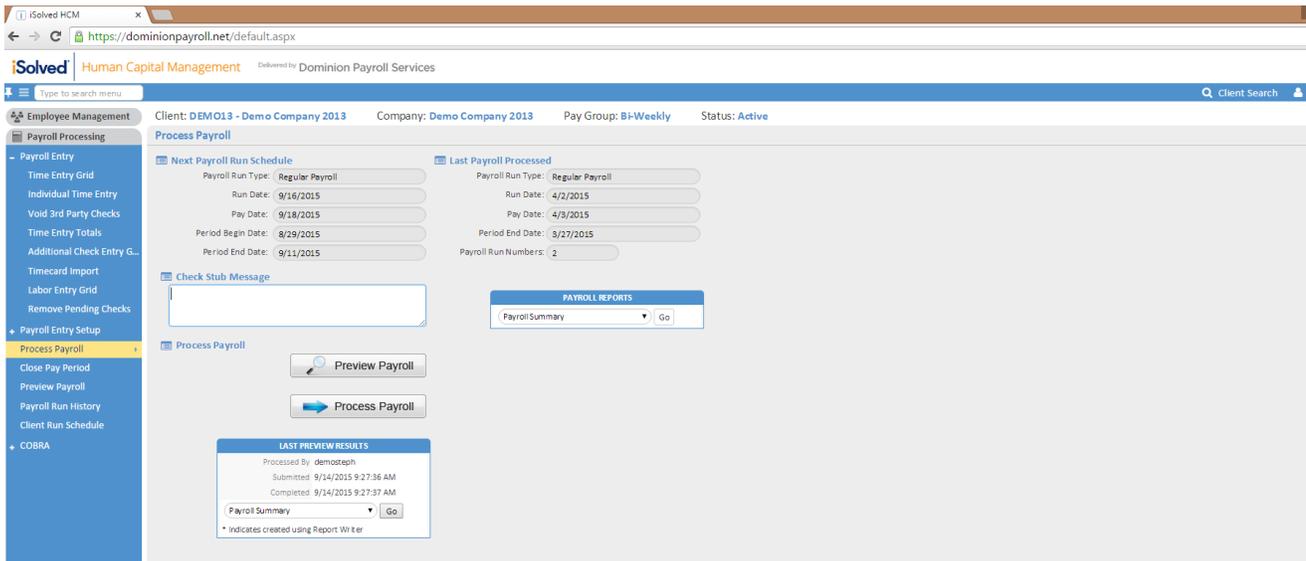
5. You will want to run a pre-process preview to verify that all checks are calculated properly. To do this:

Click on " Preview Payroll " to view all reports **before** you submit your payroll.

> I. Review the "Payroll Summary" report to see TOTAL funding required for payroll.
> II. Review the "Payroll Register" report to view employee level totals.

6. When you are comfortable with the data and ready to process the payroll, simply

Click on " Process Payroll "

This completes the Submit Payroll Process.