



## “How To” Submit Payroll from Dominion Payroll Services

To log in, go to [dominionpayroll.net](https://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”

Company	Pay Group	Employee #	First Name	Middle Name	Last Name	SSN	Status	Division	Department	Organization
DEMO 1	Basic Payroll Group	1234	Sheldon	A	Cooper	222-33-4444	A	01 - Richmond Office	01 - Hourly	100 - Operations
DEMO 1	Hourly Employees	9999	Scott		DePalma	123-45-6789	A	01 - Richmond Office	01 - Hourly	100 - Operations
DEMO 1	Basic Payroll Group	4557	Jane	D	Doe	555-66-7777	A			
DEMO 1	Basic Payroll Group	5681	Jay		Gatsby	852-23-3698	A	01 - Richmond Office	02 - Salary	
DEMO 1	Basic Payroll Group	10000	Anthony		Hardison	123-45-6788	A			
DEMO 1	Basic Payroll Group	5678	Harry		Potter	123-45-6789	A	01 - Richmond Office	01 - Hourly	
DEMO 1	Basic Payroll Group	5678	John	E	Smith	123-45-6789	A			
DEMO 1	Basic Payroll Group	5687	John		Smith	123-45-6789	A	01 - Richmond Office	01 - Hourly	
DEMO 1	Hourly Employees	5685	Mary		Smith	122-12-1222	A	01 - Richmond Office	01 - Hourly	
DEMO 1	Basic Payroll Group	5682	Ringo		Starr	867-53-0900	A	01 - Richmond Office	02 - Salary	
DEMO 1	Basic Payroll Group	5686	Daggy		Taggart	222-43-3547	A	01 - Richmond Office	02 - Salary	
DEMO 1	Basic Payroll Group	5684	The	Soul	Train	111-11-1111	A	01 - Richmond Office		
DEMO 1	Basic Payroll Group	2345	Snow		White	333-44-5555	A			
DEMO 1	Basic Payroll Group	5683	Free		Willy	888-88-8888	A	01 - Richmond Office	02 - Salary	
DEMO 1	Basic Payroll Group	5680	Captain		Yossarian	888-65-1942	A	01 - Richmond Office	01 - Hourly	

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.



The screenshot shows the Dominion Payroll interface. The 'Time Entry Grid' is active for pay date 9/15/2015. The grid lists 15 employees with columns for Name, Salary/Rate, Block, Total Hrs, Test, Hourly Regular (Earn Hrs), Overtime @ Flat (Earn Hrs), Bonus (Earn \$), Commission (Earn \$), and Uniform Ded (Ded). All 'Total Hrs' and 'Hourly Regular' values are currently 0.00.

NAME	SALARY/RATE	BLOCK	TOTAL HRS	TEST	HOURLY REGULAR (EARN HRS)	OVERTIME @ FLAT (EARN HRS)	BONUS (EARN \$)	COMMISSION (EARN \$)	UNIFORM DED (DED)
Cooper, Sheldon A	Rate: 19.0000		0.00						
Doe, Jane D	Salary: 1000.00	<input type="checkbox"/>	0.00						
Gatsby, Jay	Salary: 2000.00	<input type="checkbox"/>	0.00						
Hardison, Anthony	Rate: 7.2500		0.00						
Potter, Harry	Rate: 32.0000		0.00						
Smith, John	Rate: 0.0000		0.00						
Smith, John E	Salary: 2100.00	<input type="checkbox"/>	0.00						
Starr, Ringo	Salary: 9000.00	<input type="checkbox"/>	0.00						
Taggart, Dagny	Salary: 3125.00	<input type="checkbox"/>	0.00						
Train, The Soul	Rate: 98.0000		0.00						
White, Snow	Rate: 25.0000		0.00						
Willy, Free	Salary: 3418.77	<input type="checkbox"/>	0.00						
Yossarian, Captain	Rate: 24.0385		0.00						

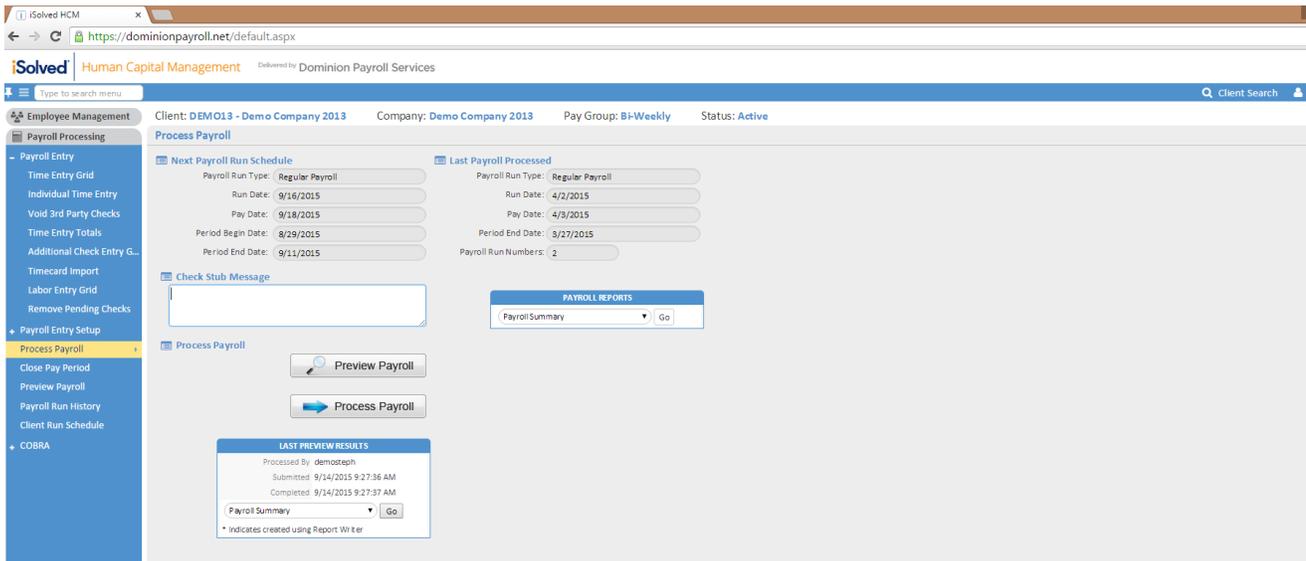
**2. Enter in any hours for hourly employees, Salary Employees will automatically get paid unless you click on the “block” box.**

The screenshot shows the Dominion Payroll interface with the 'Time Entry Grid' updated. Hours have been entered for several employees. The 'Block' column has checkboxes, with one checked for Gatsby, Jay.

NAME	SALARY/RATE	BLOCK	TOTAL HRS	TEST	HOURLY REGULAR (EARN HRS)	OVERTIME @ FLAT (EARN HRS)	BONUS (EARN \$)	COMMISSION (EARN \$)	UNIFORM DED (DED)
Cooper, Sheldon A	Rate: 19.0000		45.00		40.00	5.00			
Doe, Jane D	Salary: 1000.00	<input type="checkbox"/>	0.00				1000.00		
Gatsby, Jay	Salary: 2000.00	<input checked="" type="checkbox"/>	0.00					2000.00	
Hardison, Anthony	Rate: 7.2500		30.00		30.00				
Potter, Harry	Rate: 32.0000		35.00		35.00				
Smith, John	Rate: 0.0000		46.00		40.00	6.00			
Smith, John E	Salary: 2100.00	<input type="checkbox"/>	0.00						
Starr, Ringo	Salary: 9000.00	<input type="checkbox"/>	0.00						
Taggart, Dagny	Salary: 3125.00	<input type="checkbox"/>	0.00						
Train, The Soul	Rate: 98.0000		30.00		30.00				
White, Snow	Rate: 25.0000		40.00		40.00				
Willy, Free	Salary: 3418.77	<input type="checkbox"/>	0.00						
Yossarian, Captain	Rate: 24.0385		60.00		60.00				

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 processing 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 "  " 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 "  "

This completes the Submit Payroll Process.