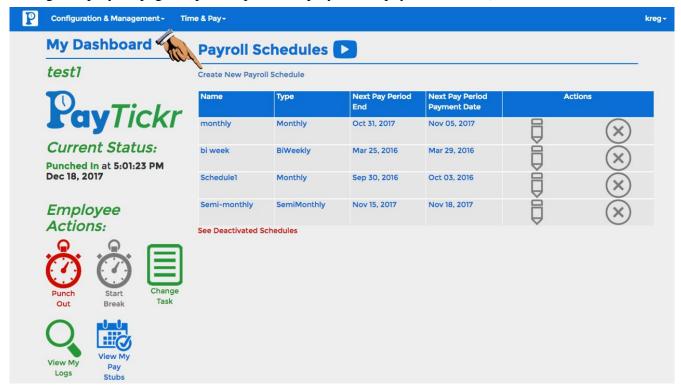
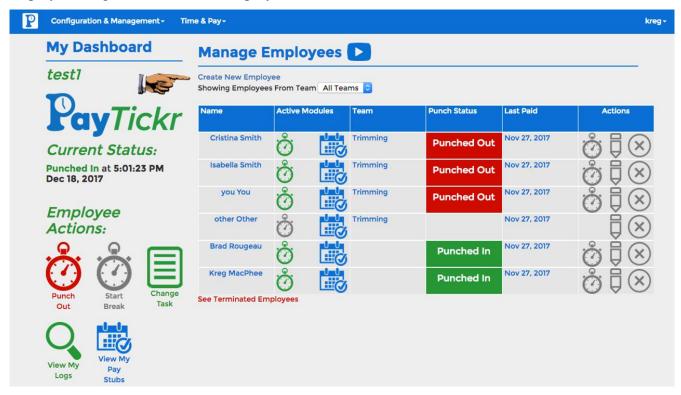
Company Setup

- 1) Under the 'Configuration and Management' tab, select 'Company Settings', then select 'Company Profile', and complete applicable information. See the page help video if more description is required. Remember to save changes.
- 2) Under the 'Configuration and Management' tab, select 'Company Settings', then select 'Payroll Schedule'. Create a Payroll Schedule by clicking the link. Administrators can create as many payroll schedules as needed. To run payroll on an employee the employee must be on a payroll schedule (see Manage Employees page/Step #6 to put an employee on a payroll schedule).

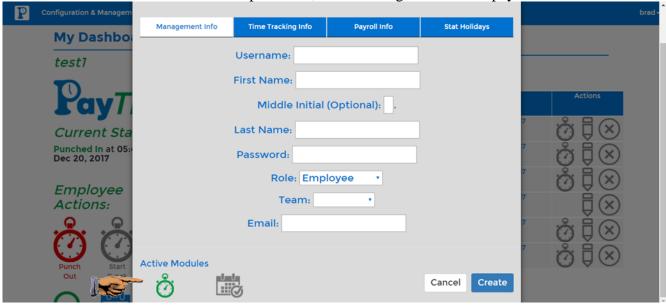


- 3) Under the 'Configuration and Management' tab, select 'Company Settings' then select 'Payroll Addictions and Deductions'. Add as many custom allowances, benefits, deductions, and garnishments as needed. See the page help video if more description is required.
- 4) (Optional, only needed if multiple employees in your company are paid stat holidays that are non-standard for any province.) Under the 'Configuration and Management' tab, select 'Company Settings' then select 'Stat Holiday Template'. Set your company's Stat Holiday Schedule, you may set up multiple templates as needed.
- 5) (Optional, only needed if you want employees split into teams for payroll reporting or to have team leaders manage hours for their team.) Under the 'Configuration and Management' tab, select 'Company Settings' then select 'Manage Teams'. Create teams, then add employees to the teams in Step #6. Admin can create zero or infinite number of teams, each team can have zero or infinite number of members. Each employee can be a member of zero or one team. See page help video if more description is required.

6) Under the 'Configuration and Management' tab, select 'Manage Employees'. Create your first employee using the 'Create New Employee' button.



If an employee does not need time tracking or will not be paid payroll, disable the unnecessary modules as shown below. Note that in the example below, time tracking is active and payroll is disabled.



Proceed through all four tabs (unless time tracking or payroll modules are disabled for this employee): Management Info, Time Tracking Info, Payroll Info, Stat Holidays. Complete information as needed. All fields on the active modules must be filled to create employees. See page help video if more description is required.