



## Web-based Payroll Instructions

### LOG IN

1. Go to [www.integritypayhub.com](http://www.integritypayhub.com)

2. Click on “Client Login”



3. Enter your User Name & Password - Using the information that was emailed to you from your payroll processor ([noreply@accountnantsworld.com](mailto:noreply@accountnantsworld.com))  
Note: If you save this page to your favorites you can skip the first steps.



User Name

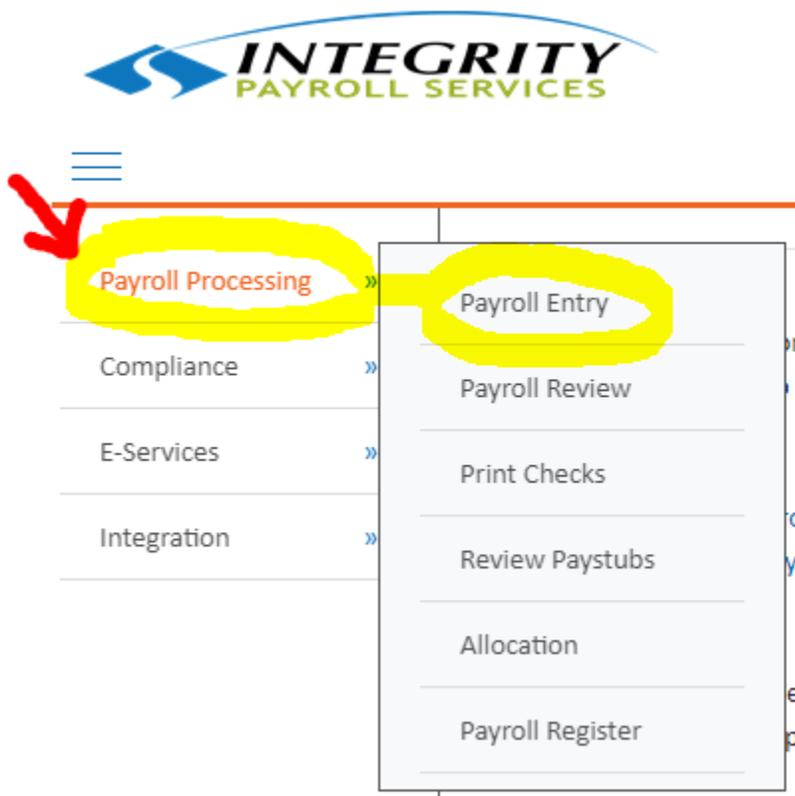
Password

[Forgot your password?](#)

#### 4. Start Payroll Relief Application – click on Payroll Relief



#### 5. Select Payroll Processing – Payroll Entry



## 6. Double check the pay date

Payroll Entry

Select Payroll:  Current  Approved Bi-weekly (6/12/2020)

Standard Bi-weekly Payroll for Period 5/19/2020-6/1/2020 and Pay Date 06/12/2020

Filter By: Employee Type: All Filter: Department Select... Apply Filter

## 7. Enter hours in appropriate columns

Payroll Entry

Select Payroll:  Current  Approved Bi-weekly (6/12/2020)

Standard Bi-weekly Payroll for Period 5/19/2020-6/1/2020 and Pay Date 06/12/2020

Filter By: Employee Type: All Filter: Department Select... Apply Filter

Show 250 Checks.  [Timesheet Options](#)

Pay	EE #	Employee	Location	CR		Reg Hrs	OT Hrs	Speci Hrs	Vac Hrs
				WK	Type				
<input checked="" type="checkbox"/>	118			0	S	80.00			
Totals :				0		80.00	0.00	0.00	0.00

## 8. Click Calculate – bottom of screen in black bar

Payroll Entry 

Select Payroll:  Current  Approved Bi-weekly (6/12/2020)

Standard Bi-weekly Payroll for Period 5/19/2020-6/1/2020 and Pay Date 06/12/2020

Filter By: Employee Type: All Filter: Department Select... Apply Filter

Show 250 Checks.  [Timesheet Options](#)

Pay <input type="checkbox"/>	EE #	Employee	Location	CR		Reg Hrs	OT Hrs	Speci Hrs	Vac Hrs	Sick Hrs	Pers Hrs	Hol Hrs	Bonus
				WK	Type								
<input checked="" type="checkbox"/>	118	[REDACTED]		0	S	80.00							
<b>Totals :</b>				0		80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Showing 1 to 1 of 1 Checks.

SELECT EMPLOYER ▼

Upload **Calculate** Save Cancel



# 9. Review/Modify & Approve – click Report to view data. If correct click Approve.

Payroll Review

Select Payroll:  Current  Approved Bi-weekly (6/12/2020)

Standard Bi-weekly Payroll (#6) for Period 5/19/2020-6/1/2020 and Pay Date 06/12/2020 is pending approval

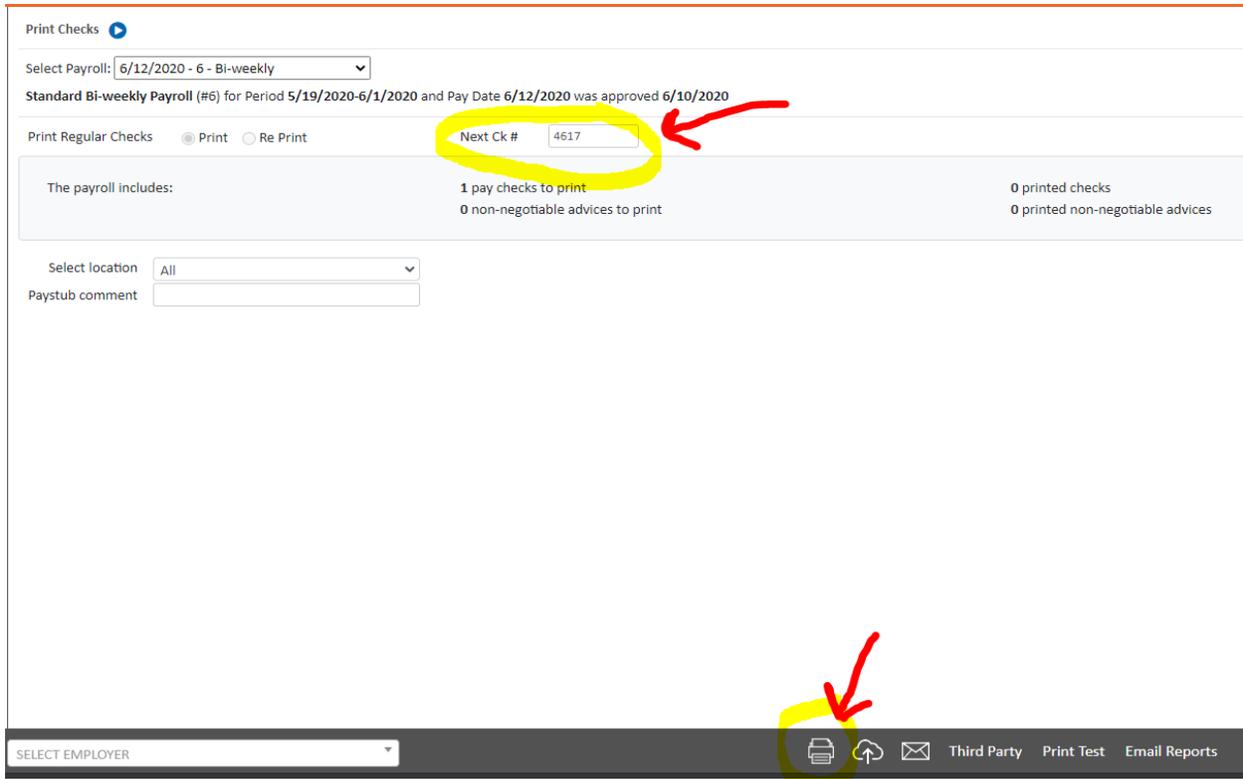
Payroll Summary	
Employees paid	1
Total Checks	1
Direct Deposit Checks	0
Handwritten Checks	0

Cost Of Payroll	
Federal W/H + FICA	\$414.51
State + Local W/H	\$129.06
Other Deductions	\$0.00
Direct Deposits	\$0.00
Net Checks	\$2,225.73
<b>Total Gross Pay</b>	<b>\$2,769.30</b>
FICA	\$211.85
FUTA	\$16.62
SUTA	\$55.39
Other Taxes	\$27.69
<b>Total Employer Taxes</b>	<b>\$311.55</b>
<b>Total Cost Of Payroll</b>	<b>\$3,080.85</b>

SELECT EMPLOYER

Details Modify Report Approve

# 10. Print checks (if necessary) – verify/enter the next check number and click print



A new window opens. Click the printer to print. When completed click either Print Later or Record Checks.

