

Omega Business Solutions – Web Edition

Omega Business Solution's Web Edition was designed with the intent on Omega clients being able to report payroll hours online at their convenience. Web Edition allows clients to enter in payroll hours, process reports, and take some of the burden of worrying about paper being in the fax machine. With Omega's Web Edition, you will feel at ease knowing that your payroll is completed with just a few clicks of the mouse!

Frequently Asked Questions (FAQ's):

Q. Is there an additional fee for using Web Edition?

A. No! There is no additional fee for using Web Edition; in fact...we encourage it!

Q. Do I have access to older data prior to using the Web Edition?

A. Yes!!! Omega's Web Edition stores all of the data from our back office database so that you will have access to all of your data prior to starting Web Edition.

Q. Is my company's data secured?

A. Yes, all of your employee's data is secured through a 128-bit SSL encryption.

Q. Do I still need to send my new hire paperwork to Omega?


A. Yes. In order for an employee to display in Web Edition, Omega must receive all completed new hire paperwork 24 hours prior to payroll submission.

Q. Will I be able to key enter new employees on Web Edition?

A. No, at this time you are not able to key in new employees on Web.

Processing payroll via Web Time Entry

Processing payroll via Web Time Entry is very straight-forward and custom tailored to your needs. In the following instructions, you will receive instructions that may not pertain to your company. Please skip them and proceed to the next step that does pertain specifically to your

company. Throughout this instruction manual, you will see the tip light bulb  these little tips will help to make the process a little easier during your Web Time Entry session.

Web Time Entry Instructions

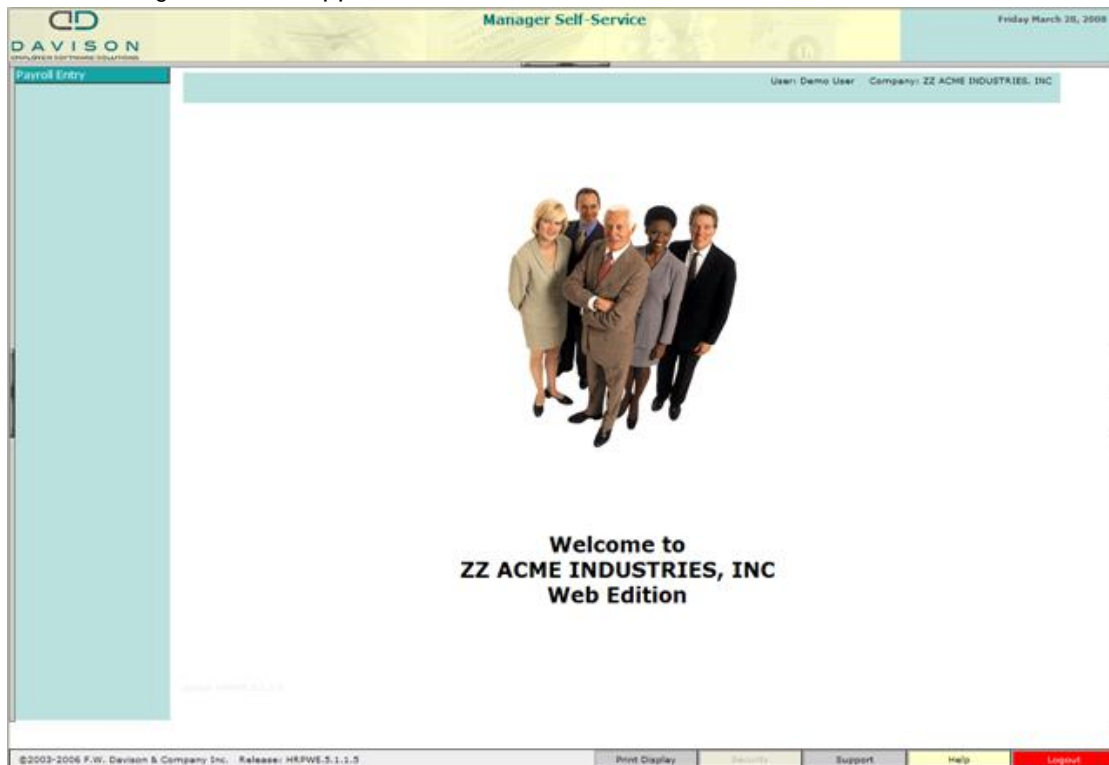
1. Log into HRP Web by using www.omegapeo.com and clicking the  button.
2. Click on Manager Login



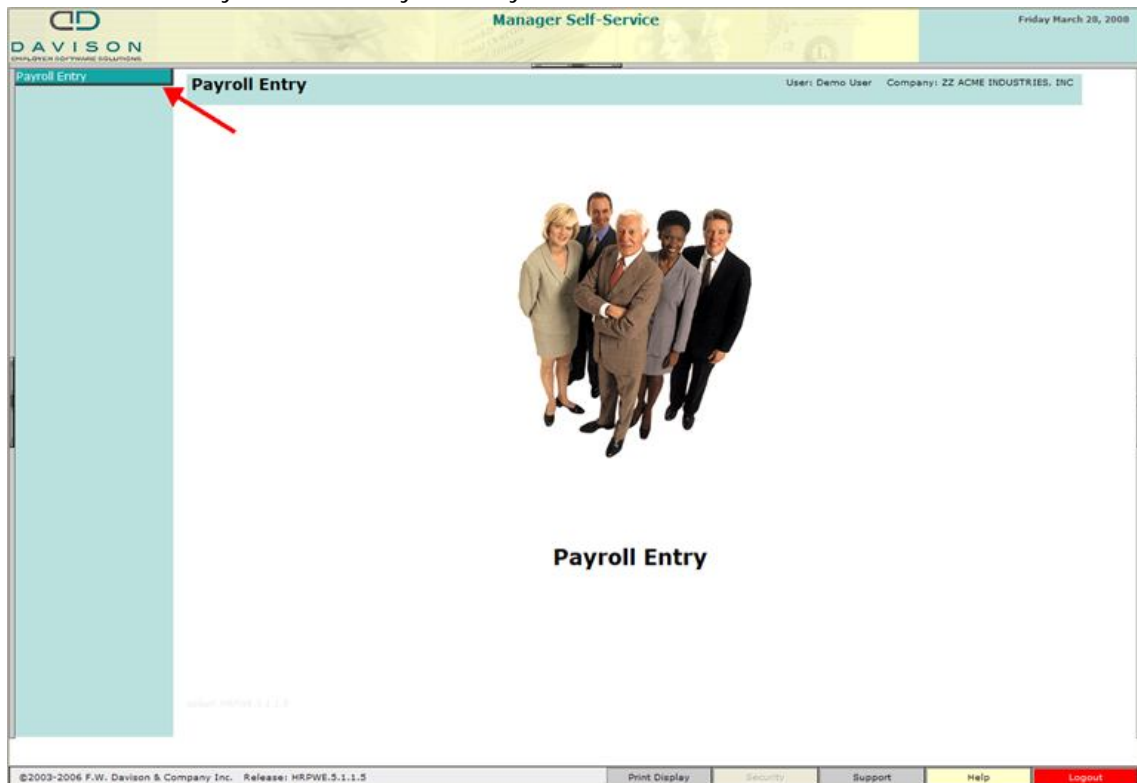
3. Login using your username and password and clicking the Login button located at the bottom left hand corner of the login screen



4. The following screen will appear.



5. For web time entry, select the Payroll Entry button on the left hand side of the screen



6. The menu will then expand and give you new selections to make. At this point, select Timesheet Entry

- Payroll Entry
- Timesheet Entry
- Payroll Reports

7. Your next screen will display a choice for the available timesheets for your client by clicking on the drop down menu, select the correct timesheet.

Timesheet Entry

Timesheet Selector

Available Timesheets Select One ▼

Select One

20081 - 0 - 03/28/2008

8. Begin punching in the payroll by clicking in the cells to the right of the name of the employee

Timesheet Entry

User: Demo User Company: ZZ ACME INDUSTRIES, IN

Timesheet Selector

Available Timesheets Select One ▼

Batch Details

Break Code	Batch Number	Deadline Date	Deadline Time
0	20081	03/28/2008	15:00:00

Batch ● Daily ● Detail ●

Submit Batch 20081 Payroll Notes Report for Batch: 20081

Name	T	Regular Pay	Overtime	Sick	Vacation	Bonus	Det Hrs	Det Amt	Ded Amt	Id
Boss John A	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Y10007
Office Betty B	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	W10005
Office Betty C	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	X10006
Office John A	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V10004
Owner John A	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	R10000
Owner John B	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	S10001
Sales Betty A	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	M09877
Sales John A	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	L09876
Worker John A	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Z10008
Worker John B	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A10009
Worker John C	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	B10010
Worker John D	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C10011
Worker John E	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	D10012
Worker John F	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	E10013

Lock First Column

Page Index: Boss ▼ Displaying 14 rows

Save



TIP – To key faster, you can press the Tab key and tab through all of the cells rather than click, type, click type!

- To add a row for an employee click the Det Hrs at the end of the row.

Timesheet Entry User: Demo User Company: ZZ ACME INDUSTRIES, INC

Timesheet Selector
Available Timesheets:

Batch Details
Break Code: 0 Batch Number: 20081 Deadline Date: 03/28/2008 Deadline Time: 15:00:00

Batch: Daily Detail

Name	T	Regular Pay	Overtime	Sick	Vacation	Bonus	Det Hrs	Det Amt	Ded Amt	Id
Boss John A	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Y10007
Office Betty B	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	W10005
Office Betty C	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	X10006
Office John A	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V10004
Owner John A	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	R10000
Owner John B	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	S10001
Sales Betty A	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	M09877
Sales John A	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	L09876
Worker John A	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Z10008
Worker John B	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A10009
Worker John C	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	B10010
Worker John D	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C10011
Worker John E	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	D10012
Worker John F	<input checked="" type="radio"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	E10013

- After clicking on the Det Hrs hyperlink, the Timesheet Detail Entry page will display.

Timesheet Detail Entry User: Demo User Company: ZZ ACME INDUSTRIES, INC

Timesheet Selector
Available Timesheets:

Batch Details
Break Code: 0 Batch Number: 20081 Deadline Date: 03/28/2008 Deadline Time: 15:00:00

Batch: Daily Detail

Boss John A

Date	Hours/Amt	Pay Code	Pay Rate	Delete

- To create the new row, click

- A new row will display.

Date	Hours/Amt	Pay Code	Pay Rate	Location Code	Division Code	Department	Project Code	Job Code	Delete
03/22/2008		ADJUST TO MINIMUM	1.0000	MAIN		Select One		5606 SUPERVISOR SALARY	Delete

- Key in the hours that you would like to pay either in a different code or in a different department. This example shows new pay code.

The screenshot shows a payroll entry screen for 'Boss John A'. At the top, there are buttons for 'Batch' (Daily, Detail), 'Submit Batch 20081', 'Payroll Notes', and 'Report for Batch: 20081'. Below is a table with the following columns: Date, Hours/Amt, Pay Code, Pay Rate, Location Code, Division Code, Department, Project Code, Job Code, and Delete. The first row has the date '03/22/2008', a blank 'Hours/Amt' field, a dropdown menu for 'Pay Code' (currently showing 'ADJUST TO MINIMUM'), a 'Pay Rate' of '1.0000', 'Location Code' 'MAIN', 'Division Code' blank, 'Department' 'Select One', 'Project Code' blank, 'Job Code' '5606 SUPERVISOR SALARY', and a 'Delete' button. The dropdown menu is open, showing a list of pay codes including: ADVANCE, ALLOCATED TIPS, AUTO ALLOWANCE, BEREAVEMENT, BONUS, BONUS2, BONUS3, BONUS4, BONUS SUPPLEMENTAL, COMMISSION, COMMISSION2, COMMISSION3, COMMISSION4, COMMISSION5, COMMISSION SUPPLEMENTAL, DOUBLETIME, EXPENSE REIMB, HOLIDAY, HOLIDAY SUP, JURY DUTY, MILEAGE, NON CASH PAYMENT, OVERTIME, OVERTIME SUPPLEMENTAL, OTHER EARNINGS, PIECE WORK PAY, PAID TIME OFF, REGULAR PAY, and REG1.

- From this point, the pay rate, location code, division code, department code, project code and job code can all be changed by clicking in the cell and using the drop-down menu and selecting the pre-populated codes for your company.



TIP – If your company needs additional location code, division code, department code, project code and job codes, please contact your Omega representative to add them on the go!

- If another row is needed, simply click the **New Detail Row** button and repeat.
- If no other rows are needed, click the **Continue** button to get back to the main screen.
- After clicking **Continue**, you will receive the this notification stating that the timesheet has been updated



- Click the OK button and proceed keying in the hours as necessary.
- You may also key in one-time deductions into the time sheet by clicking the link under Ded Amt.

20. Now you can key in the one-time deductions that have been pre-determined during your client analysis.

Timesheet Deduction Entry User:

Timesheet Selector
Available Timesheets:

Batch Details

Break Code	Batch Number	Deadline Date	Deadline Time
0	200830	02/15/2008	15:00:00

Batch: Daily Detail

Miscellaneous2	<input type="text" value="0.00"/>
Tools & Equipment	<input type="text" value="0.00"/>
Uniforms	<input type="text" value="0.00"/>

21. Click the button to get back to the main screen.



It is a good idea to click the button often to make sure you do not lose any work!!!

22. Continue to key in the hours for your employees. Keep in mind that the Timesheet Entry screen only displays the 15 employees at a time. When you are ready to move to the next screen, you must use the drop down menu next to Page Index and select the next set of employees.

Timesheet Entry User: _____

Timesheet Selector: Available Timesheets: Select One

Batch Details: Break Code: 0, Batch Number: 200830, Deadline Date: 02/15/2008, Deadline Time: 15:00:00

Batch: Daily Detail Submit Batch 200830

Name	T	Regular Pay	Overtime	Sick	Vacation	Bonus	Det Hrs	Det Amt	Ded Amt	Id
Anderson Sam	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	R10336
Austin Stephen M	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	S10337
Barats Robert J	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	T10338
Branan Clifford	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	U10339
Branum Kenneth L	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V10340
Brown Bradley C	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Z10344
Cavin Terry W	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A10345
Colon Alexis S	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	B10346
Compton Hank L	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C10347
Cooper Amy L	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	D10348
Cruz Jose J	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	E10349
Daniel Jason S	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	F10350
Davis John L	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	G10351
Dawkins Rodney K	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	H10352
De La Garza Jean	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	T10866

Don't forget where you left off!

Lock First Column Displaying 15 rows

Anderson
Davis
Hutchins
Rhaal
Young

23. Once you've reached the end. Click the button to save all of your data.
24. You may enter any payroll notes that you might have (pay raises, minor maintenance items, etc.) by entering them under the Payroll Notes section.

You can access the Payroll Notes section at any time during your payroll entry session by clicking on the payroll notes button at the top of the payroll entry grid.

Timesheet Entry User: _____

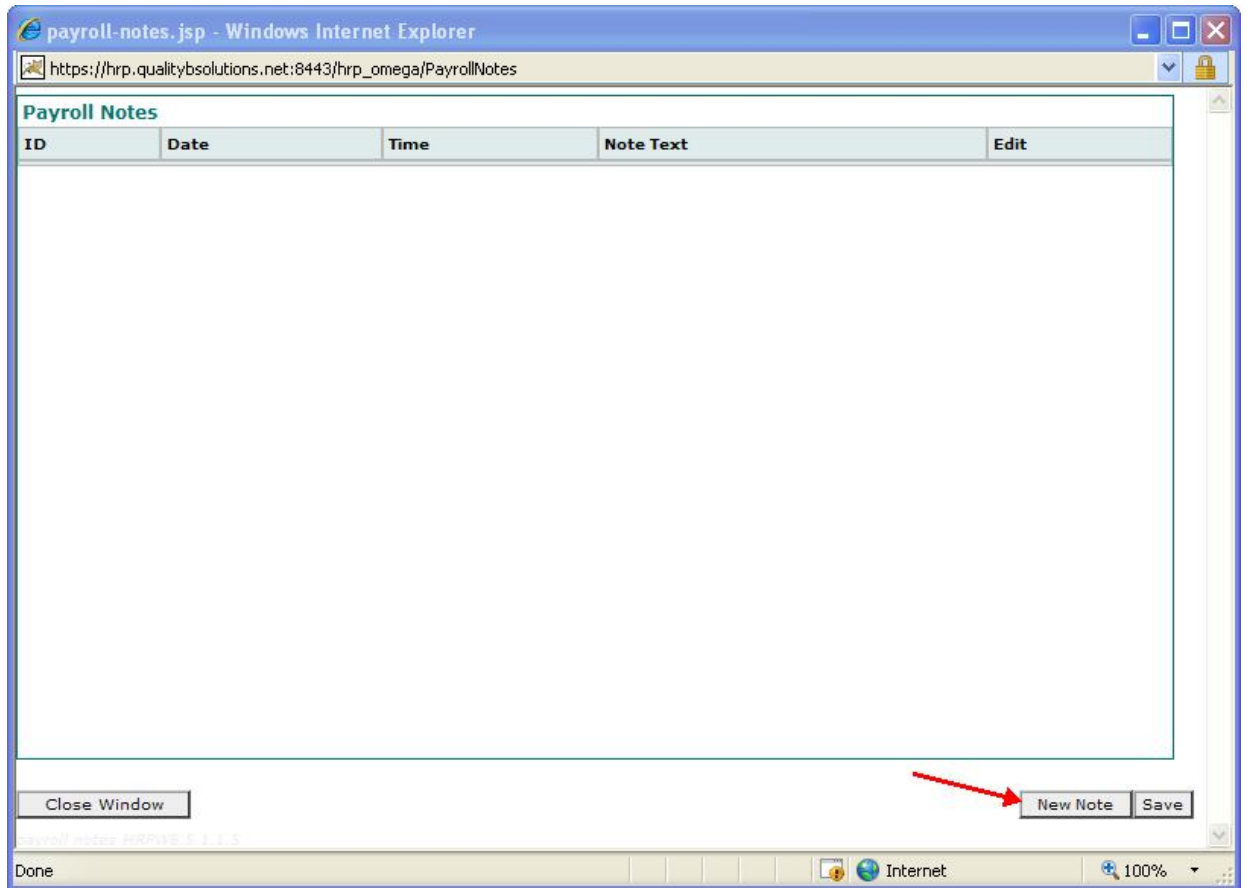
Timesheet Selector: Available Timesheets: Select One

Batch Details: Break Code: 0, Batch Number: 200830, Deadline Date: 02/15/2008, Deadline Time: 15:00:00

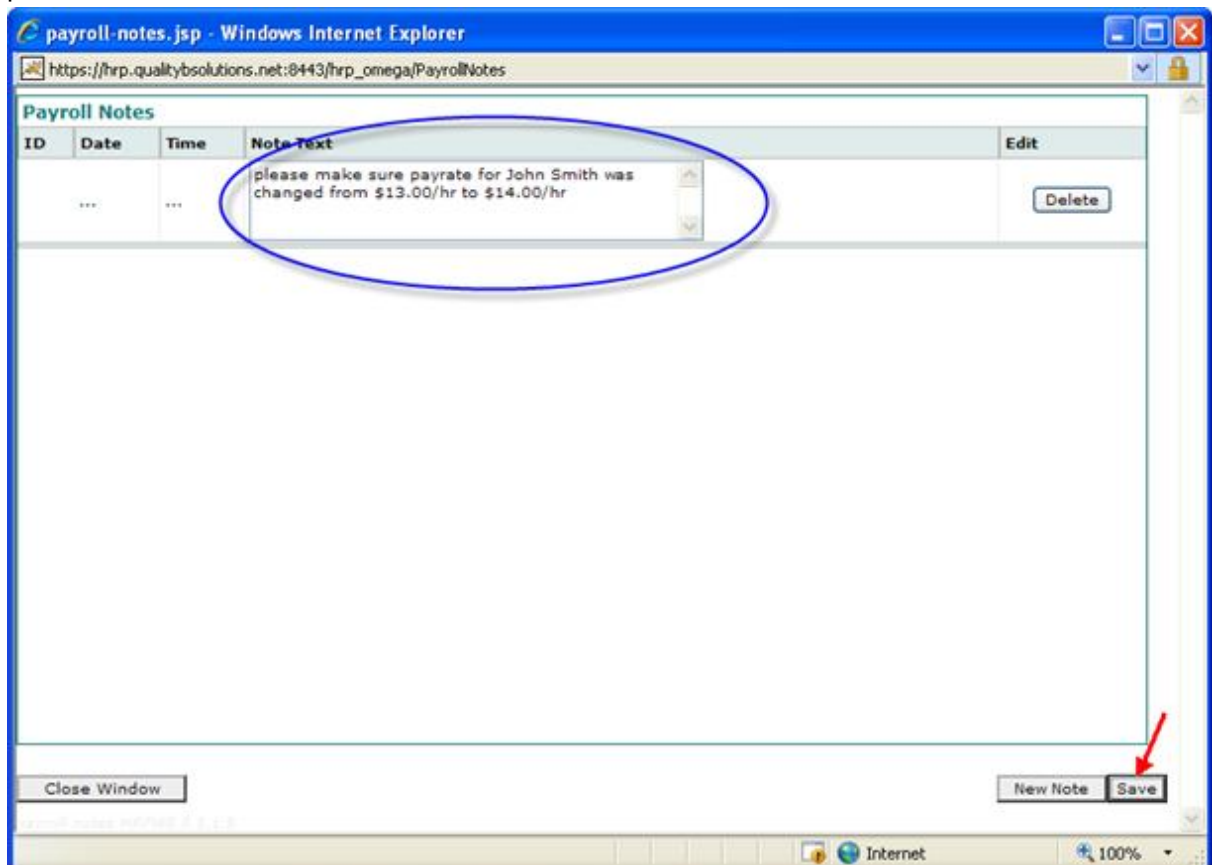
Batch: Daily Detail

Name	T	Regular Pay	Overtime	Sick	Vacation	Bonus	Det Hrs	Det Amt	Ded Amt	Id
Young Barry Q	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Y10367
Young Eric Q	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	W10365

25. Once the Payroll Notes button has been clicked, a new window will pop up. To create a new note, click the New Note button at the bottom right hand corner of the screen.



26. You will notice that the Note Text portion of the window will open up. Save the note by clicking on the Save button. Delete the note by clicking the delete button. Once you either saved or deleted, click the Close Window button to proceed.



27. Now that the payroll entry has been completed, you will want to check your work. You can do so by clicking the Report for Batch button at the top of the screen.

Timesheet Entry

User: Company: BROWN BROS, INC

Timesheet Selector

Available Timesheets: ▼

Batch Details

Break Code	Batch Number	Deadline Date	Deadline Time
0	200830	02/15/2008	15:00:00

Batch: Daily Detail

Name	T	Regular Pay	Overtime	Sick	Vacation	Bonus	Det Hrs	Det Amt	Ded Amt	Id
Anderson Sam	●						40.00	15.00	0.00	R10336
Austin Stephen M	●	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	S10337
Barata Robert J	●	32.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	T10338
Branan Clifford	●	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	U10339
Branum Kenneth L	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V10340
Brown Bradley C	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Z10344
Cavin Terry W	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A10345
Colon Alexis S	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	B10346
Compton Hank L	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C10347
Cooper Amy L	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	D10348
Cruz Jose J	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	E10349
Daniel Jason S	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	F10350
Davis John L	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	G10351
Daskins Rodney K	●	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	H10352
De La Garza Jean	●	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	T10866

Click the button for the Report to display. The report will display in a new window.

Summary of Time Sheet Data for ZZ ACME INDUSTRIES, INC - Batch # 20081

Date: 03/28/2008
Time: 11:05:42

Employee Name	Employee ID	Total Hours/Amount	Total Deductions	Pay Detail	Pay Detail	Pay Detail	Pay Detail
Boss John A	Y10007	41.00 hrs		Regular Pay	Overtime		
Office Betty B	W10005	40.00 hrs		Regular Pay	Sick		
Office Betty C	X10006	40.00 hrs		Regular Pay	Overtime	Vacation	
Office John A	V10004	40.00 hrs		Regular Pay	Sick		
Owner John A	R10000	40.00 hrs		Regular Pay			
Owner John B	S10001	40.00 hrs		Regular Pay			
Sales Betty A	M09877	40.00 hrs		Regular Pay			
Sales John A	L09876	40.00 hrs		Regular Pay			
Worker John A	Z10008	40.00 hrs		Regular Pay	Overtime		
Worker John B	A10009	40.00 hrs		Regular Pay			
Worker John C	B10010	40.00 hrs		Regular Pay	Sick		
Worker John D	C10011	41.00 hrs		Regular Pay	Overtime		
Worker John E	D10012	40.00 hrs		Regular Pay			
Worker John F	E10013	40.00 hrs		Regular Pay			
Total : 20081	Total: 14	562.00 hours	0.00	Regular Pay	Overtime	Sick	Vacation
		\$0.00		\$00.00	14.00	40.00	8.00

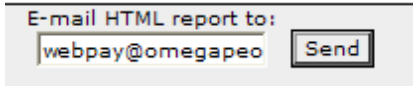
Report generated at 03/28/2008 - 11:05:42

The totals will be displayed at the bottom. The detail is displayed by employee in alphabetical order.


You have three options with this report, print, email, or save into Microsoft Excel.

Once this report is balanced, please email the report to webpay@omegapeo.com , by emailing to Omega, it gives Omega notification that the payroll is ready to finish processing.

Use the email window at the bottom of the screen to send the email.



E-mail HTML report to:
webpay@omegapeo Send

28. To submit the batch to Omega, click the  button.

Congratulations! Your payroll has now been submitted for processing.