



The Professional Payroll People

Online Payroll Enrollment Form

ProPay's online payroll system gives you access to your employee and payroll information through our safe, secure login. Our state-of-the-art system gives you the freedom to make changes, view payroll and employee data, and even submit your payroll from anywhere 24 hours a day/7 days a week. To get started, simply fill out this form and fax it to your payroll specialist at 480.945.1510. Please note that usernames must be alphanumeric and common usernames such as "John" or "Tom" may not be available. If you would like additional users, you must fill out a separate form for each.

Company Name: _____ Name: _____

Email: _____ Requested Username: _____

Select the feature(s) from the list below that you would like each user to have access to; please check all that apply:

Full Access - User will have full access to all features of National PEO's online payroll system.

New Hires/Employee Info Changes - Includes the options below

Applicant Tracking	OnHRP (Elec. Onboard)	New Hire	Tax Filing Record
Personal Information	Employee Overview	Work Data Record	

Human Resources - Includes the options below

Employee Termination	Employee Rehire	ACH	Direct Deposit Auth
Status-Type Change	Pay Rate Change	Standard Pay Rate	Labor Allocation
Job Change	Skills Codes	Skills Data Record	Payscale

Benefits - Includes the options below

Benefits Summary	Flex Spending	Paid Time Off	401k Summary
Beneficiaries	Employee Department	Health Data Records	

Payroll Entry - Includes the options below

Timesheet Entry	Recurring Deductions	Timesheet Upload	Payroll Approval
Net Pay Calculator			

Check History - Includes the options below

Batch Inquiry	Payroll Inquiry	Check Stub	W-2 Reprint
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Reports - Includes the options below

HR Reports	Payroll Reports	Report Status	Report Library
Active Employees	Employee PTO Current	Employee Census	Employee Census All
Employees Census Dept	Employee Census W/C	Employer 401k	Invoice Summary
OSHA Reports			

Supervisor Signature: _____ Date: _____

Print Name: _____ Title: _____

Phone: 480.362.1456 Fax: 480.945.1510 www.professionallpayrolls.com