

Tips and Information for Payroll Contacts

Minutes Conversion

Non-exempt employees should record their starting time, time for lunch, quitting time and total hours worked for each workday. Time worked in partial hours should be calculated using the following schedule:

Minutes	Equivalent Decimal	Minutes	Equivalent Decimal	Minutes	Equivalent Decimal	Minutes	Equivalent Decimal
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.3	33	0.55	48	0.8
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.1	21	0.35	36	0.6	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.4	39	0.65	54	0.9
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.2	27	0.45	42	0.7	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.5	45	0.75	60	1.00

WebPayroll

Go to the Insperty Employee Service CenterSM at esc.insperity.com.

Under the **Products & Services** tab, click **Employment Administration**.

Select **Payroll Processing**.

Find the **Payroll Status** section in the middle of the page.

Select **Input** for the payroll date you wish to process.

To edit earning options, click an employee name on the payroll input screen. This will open the Default Pay Window. Click **Next** until you are complete, and then click **Done**.

Select **Verify Payroll**. Once at the WebPayroll verification screen, you have the option to view input, edit payroll, print the verification or submit payroll. To submit payroll for calculation, click **Submit Payroll**.

Submission Approval: Payroll needs to be submitted and approved by 3 p.m. CT two (2) business days prior to the pay date.

Please remember:

- Insert bonus/additional payroll
- Bonus payroll is paid intermittently and taxed at a supplemental rate
- Any additional payrolls for missed earnings over a specific pay period

Payroll Reports

Go to the Insperty Employee Service CenterSM at esc.insperity.com.

Under the **Products & Services** tab, click **Employment Administration**.

Under Employment Administration, click **Payroll Processing**.

Below **Create Bonus/Additional Payroll**, select **Payroll Reports**.

Additional Reports

Here, you can run standard reports or create custom payroll personnel reports. You can also view your employees' profiles and paid time off.

Go to the Insperty Employee Service Center at esc.insperity.com.

Under the **Products & Services** tab, click **Employment Administration**.

Click on **Reporting – New**.

New Hires

As your employer of record for payroll purposes, Insperty will report all new hires to the appropriate agencies on your behalf. For businesses located in states and municipalities with mandatory E-Verify requirements, Insperty will report all new hires using the E-Verify process within three days of the employee's date of hire. To help you remain compliant, Insperty must receive all new employee paperwork on or before the date of hire.

Forms Online

Go to the Insperty Employee Service Center at esc.insperity.com.

Employee Changes of Status form

Use this form, which is available online or as a PDF, to change employment information, such as job descriptions (title, department or worksite) and pay rate/change classification (pay increase or reduction). For pay reductions, please use the PDF version, following the instructions in red.

To find change of status forms:

Under **Forms & Policies**, select **Employment Administration > Company Administration**. From there, select the form you need.

Deduction Authorization form

Use this form for post-tax deductions (loans, advances, Aflac, etc.).

To find deduction authorization forms:

Under **Forms & Policies**, select **Enrollment Administration**.

There, you'll find the **Deduction Authorization** form.

Termination Report

This needs to be completed for all terminations, including layoffs. Your HR specialist is always available to help you with any questions or concerns you have about terminations.

To find termination forms:

Under **Forms & Policies**, click **Employment Administration > Employee Termination**.

There, you'll find the **Employee Termination** forms.

Client Changes

Client Changes of Status form: Use this form for any changes in address and Federal Employer Identification Numbers. It should also be completed when you add new payroll contacts or on-site supervisors.

Security Change Request: Use this to assign employees security roles, granting access to restricted information on the Employee Service CenterSM.

Employer Taxes

Insperty is responsible for filing employer taxes for the wages earned by the employees during the tenure of your contract.

W-2s: Insperty will mail W-2s to your employees' last known home address, postmarked no later than Jan. 31. Once posted, W-2s can also be viewed in the Employee Service Center. Insperty is also responsible for filing the W-3 transmittal with all wages earned during the Insperty contract period.

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