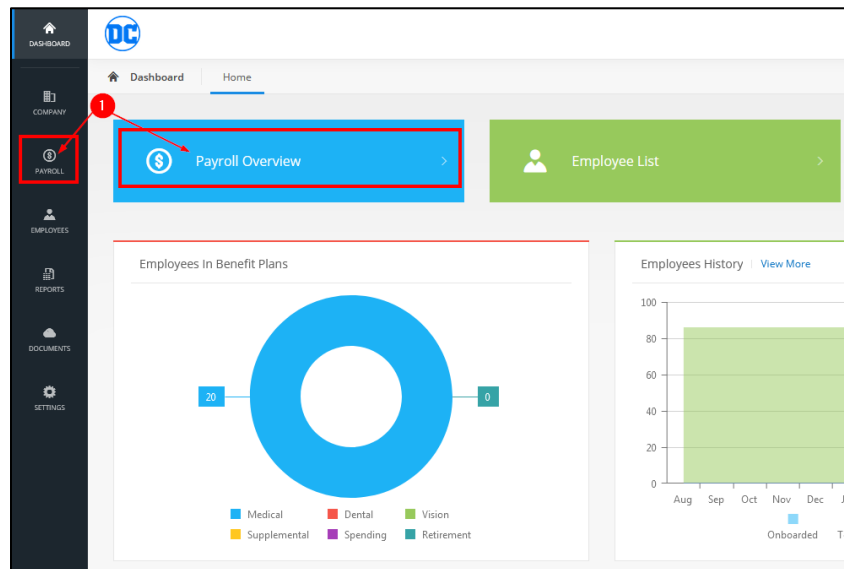


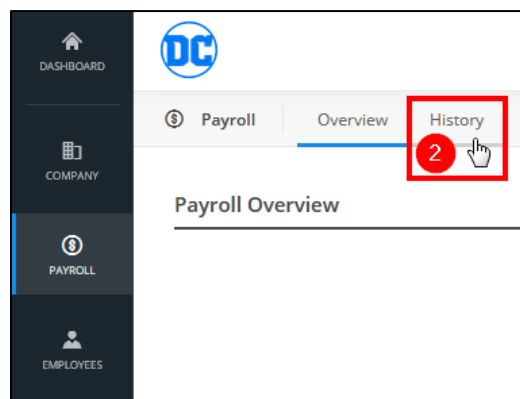
WORKLIO - FAQ

How to View Payroll Invoices

Step 1. Once inside the Worklio portal click on the PAYROLL or PAYROLL OVERVIEW button. Both will take you to the same page.

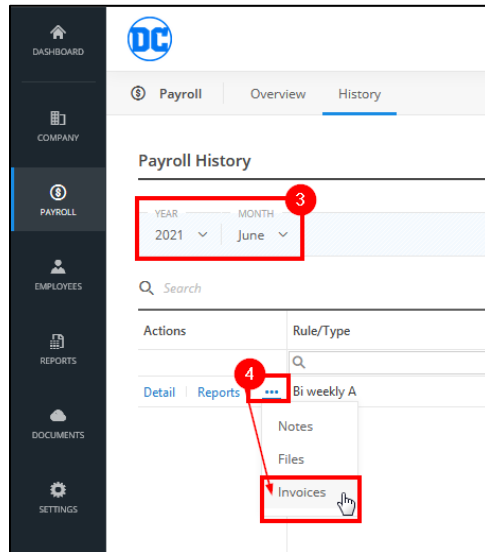


Step 2. Click on the HISTORY tab near the top of the page. (Note: the payroll overview page will likely be blank, this is normal.)



Step 3. Select the year and month for the invoice that you are looking for.

Step 4. Click on the 3 (...) dots next to the payroll cycle you want to view the invoice for. Then click on INVOICES.



Step 5. From here you can view the invoice, if you want to download a PDF copy you can click on DOWNLOAD.

Invoices

INVOICE NUMBER
210302990012

General

Invoice Number: 210302990012
 Due Date: 06/11/2021
 Pay Date: 06/11/2021
 Invoice Format: Basic
 Message:

Detail

5 Download

| Description | Amount |
|--------------------------------------|--------------------|
| Gross Wages | \$10,438.47 |
| Social Security Tax | \$644.63 |
| Medicare Tax | \$150.76 |
| Administration Fees | \$47.52 |
| GROSS PAYROLL AMOUNT | \$11,281.38 |
| Client Billing For Employer Benefits | \$2,235.75 |
| Less Returned Employee Deductions | -\$2,277.03 |
| Delivery Fee | \$11.50 |
| TOTAL INVOICE | \$11,251.60 |

*** Bi weekly A / Run #210302990012

CLOSE

Step 6. Click ok to SAVE the PDF.

