



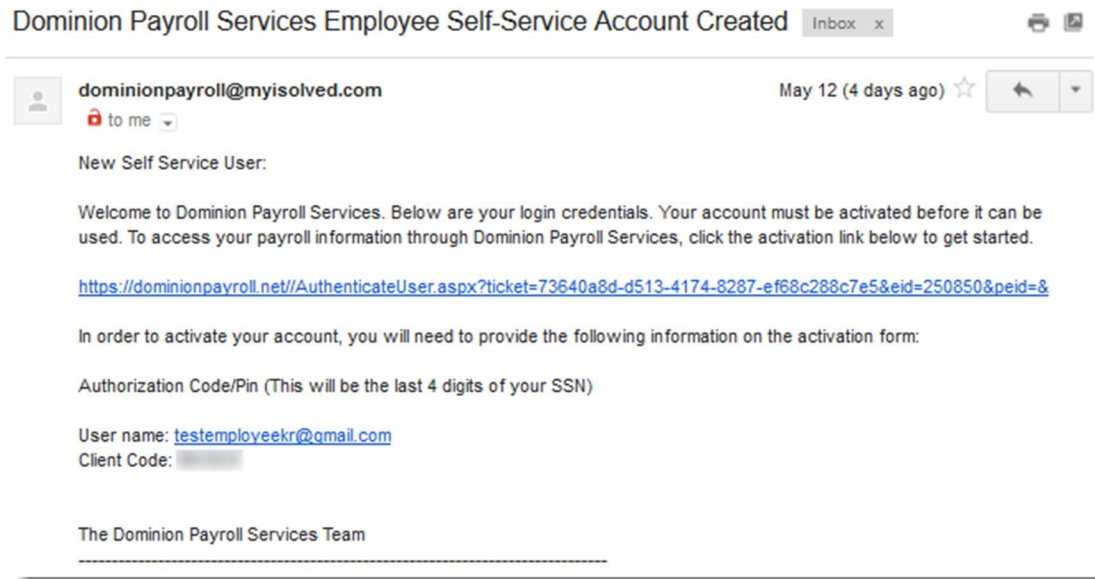
Employee User Guide



Dominion Payroll™
Empowering Your Business

Activating Your Account:

Welcome to Dominion Payroll! You should receive an activation email like the one below:



To activate your account:

1. Click on the link in the email*
2. Enter your Authorization Code (the last 4 digits of your Social Security Number)
3. Set a password following the given requirements
4. Select and answer a Security Challenge Question
5. Click Continue

**Note: the link in the Activation Email expires after 72 hours. If you are unable to activate your account within the 72-hour window, please contact your Payroll Administrator to have them send a new Activation Email.*



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Logging into Your Account:

Once you've activated your account, you can login at any time by going to www.dominionpayroll.net.

Username: your email address

Password: the one you created when you activated your account

If you are unable to login:

Click the "Forgot Password?" link below the login screen. This will send a link to your email to reset your password. If you're still unable to login, contact your Payroll Administrator.



Dominion Payroll™
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Viewing Your Pay Stubs:

From the menu on the left, select “Pay History”. You can now select the pay date for which you want to see the pay stub.

Select “View/Print Pay Stub” in order to download or print a PDF of your pay stub.

Search the menu

EMPLOYEE SELF SERVICE

Time >

Employee Welcome

Employee Messages

Pay History

W2/ACA/1099 Forms

Test EE
Employee#: 1 Status: Active

Pay Group: COMIXX
Hire Date: 10/25/2016

Hourly: ####.##
Work Location: RICHMOND, VA

Division:

Client: ktr100 - KTR Time
Company: KTR Time Der

Pay History

Year: 2017

Check Date	Gross Pay	Total Hours	Net Pay	Check Voucher #	Check Amount	Description	PR Run #
4/21/2017	80.85	11.00	70.55	1000	70.55	Regular Check	2
1/13/2017	73.50	10.00	64.62	1000	64.62	Regular Check	1

View/Print Pay Stub

Check Type: Regular Check

Gross Pay: 80.85

Check Date: 4/21/2017

Gross Wage: 80.85

Period End: 4/15/2017

Net Pay: 70.55

Period Begin: 4/2/2017

Check Amt: 70.55

Payroll Run #: 2

Check #: 1000

Test EE

CHARLOTTESVILLE, VA 22901

KTR Time Demo

Employee #: 1

Division

Soc Sec #: XXX-XX-1111

Fed Filing:

Fed Exemptions:

Fed Additional:

St Filing:

St Exemptions:

St Additional:

Earnings & Memos*

	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars
Hrly Regular			10.00	73.50
Sick	11.00	80.85	11.00	80.85

Deductions

	Curr Dollars	YTD Dollars
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Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC EE	5.01	80.85	9.57	154.35
MED EE	1.17	80.85	2.24	154.35
FEDERAL WH	3.66	80.85	6.59	154.35
VIRGINIA WH	0.46	80.85	0.78	154.35

Current Period Leave Accruals

	Hours Accrued	Hours Taken	Available Balance
PTO	0.00	0.00	40.00

Direct Deposit

Account	Deposit Amount
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Employer Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC ER	5.01	80.85	9.57	154.35
MED ER	1.17	80.85	2.24	154.35
FUTA ER	0.49	80.85	0.93	154.35
VIRGINIA SUI ER	2.08	80.85	3.97	154.35

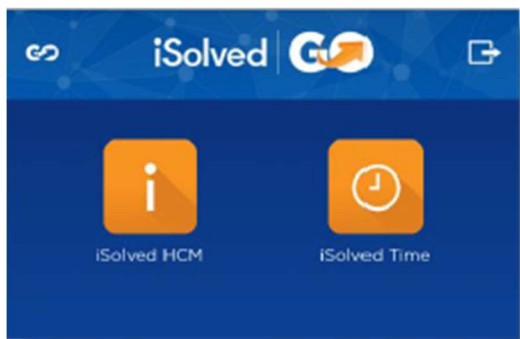


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Setting Up the Mobile App:

1. Download the “iSolved | Go” mobile app from your app store
2. Once the app is open, **select the Gear Icon** on the login page
3. Enter “dominionpayroll” in the Network Partner ID field and click Save. (You’ll only have to do this once to setup the account).
4. To log into the app, you will use your same login credentials that you use for www.dominionpayroll.net.*

**Note: You must activate your account following the instructions on Page 2 BEFORE accessing iSolved | Go.*



iSolved HCM – allows you to view your paystubs and request time off (if applicable)

iSolved Time – allows you to view your Time Card (if applicable)

Contact your Payroll Administrator for any other questions.