



EPAY- Payroll Company “Direct Reporting”

Example: Toast Asbury Park, LLC FEIN 273625544 Hartford Policy

Company Search 

Company: Toast Asbury Par.. 

Company Information

General Information

Parent Company:

Company ID: 55222

* Company Name: Toast Asbury Park, LLC

* Federal Tax ID: 273625544


[\[edit\]](#)


EFT Payments

Email History

Policies

Employees

Company Search 

Company: Toast Asbury Par.. 

Company Information

General Information

Parent Company:

Company ID: 55222

* Company Name: Toast Asbury Park, LLC

* Federal Tax ID: 273625544

Prior FEIN

Current Policy: [Click Here to See Current Policy](#)

* Is Payroll Company: No

[\[edit\]](#)

Clone

Add Note

Save

Cancel

Delete

EFT Payments

Email History

Policies

Carrier	Policy Number	Renewal Sequence	Effective	Expires	Bind	Status	Paid Premium	Adjustments	Refunds	Expense Constant	
Hartford 2	76WBGAE9S3S	1	01/01/2020	01/01/2021	01/10/2020	CURRENT	0.00	0.00	0.00	0.00	Edit

New Policy

Renew Policy

When a *Billing Type shows Direct Reporting we will need to change the:

*Payroll Frequency and suppress the first check date and place a note in EPAY stating true Payroll Freq.

General Information

Policy ID: 33592 [View Audit Logs](#)

Company: Toast Asbury Park, LLC

Status: CURRENT [Resend Notice](#)

* Carrier: Hartford 2

* Policy Number: 76WBGAE9S3S

Renewal Sequence:

* Billing Type: Direct Reporting

Update *Payroll Frequency to Yearly and click Save.

The diagram illustrates the steps to update the payroll frequency. It shows two versions of a form side-by-side. The left form has the 'Payroll Frequency' dropdown set to 'Bi-Weekly'. The right form has it set to 'Yearly'. Arrows indicate the transition from the left form to the right form. Below the forms is a row of buttons: 'Add Note', 'Save', 'Cancel', and 'Delete'. An arrow points from the 'Save' button on the right form to this row of buttons.

* Payroll Frequency:	Bi-Weekly
* Effective Date:	01-01-2020
Bind Date:	01-10-2020
* Expiration Date:	01-01-2021
* First Check Date:	01-17-2020

* Payroll Frequency:	Yearly
* Effective Date:	01-01-2020
Bind Date:	01-10-2020
* Expiration Date:	01-01-2021
* First Check Date:	01-17-2020

Buttons: Add Note, Save, Cancel, Delete

After clicking Save click the Edit Check Date Schedule button

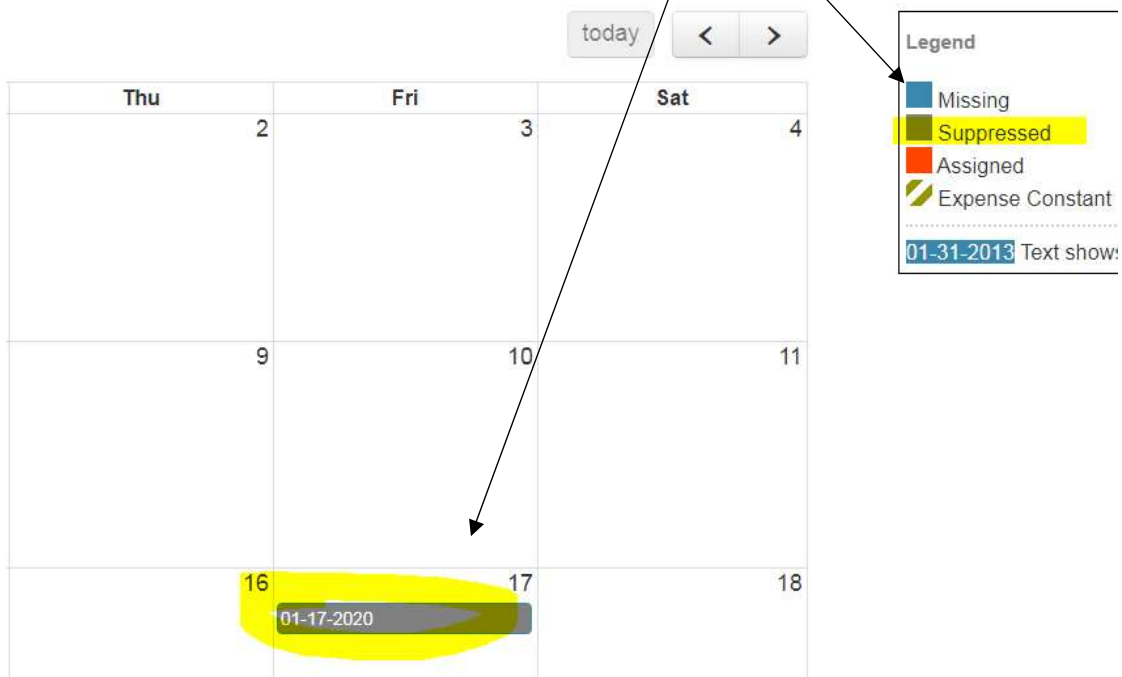
The diagram shows a form with the same fields as the previous one, but with the 'Payroll Frequency' set to 'Yearly'. Below the form is a checkbox labeled 'Reset Check Date Schedule:'. An arrow points from this checkbox to a button labeled 'Edit Check Date Schedule'.

* Payroll Frequency:	Yearly
* Effective Date:	01-01-2020
Bind Date:	01-10-2020
* Expiration Date:	01-01-2021
* First Check Date:	01-17-2020

Reset Check Date Schedule: ☐

Edit Check Date Schedule

Locate the first check date 1/17/2020 for this example and suppress. Once suppressed the color of the bar will turn to the grey color found in the Legend.



Add Note in EPAY to show True payroll frequency:

