Remote Payroll Entry Instructions and Other Applications
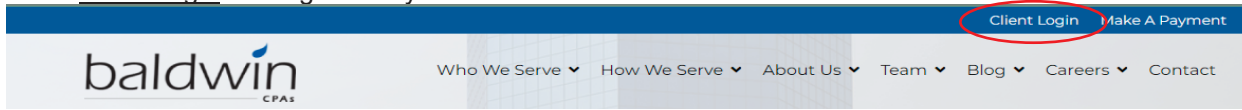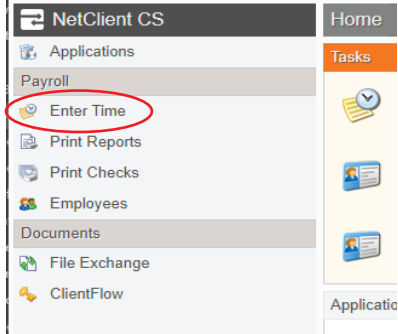
Go to www.baldwincpas.com
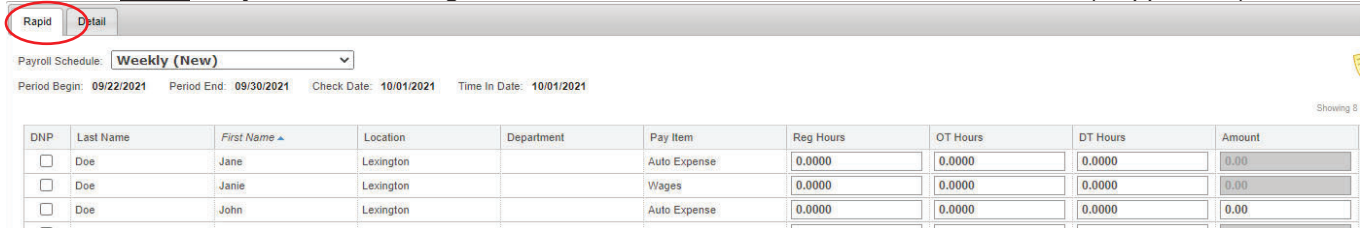
Go to Client Login and log in with your created ID and Password

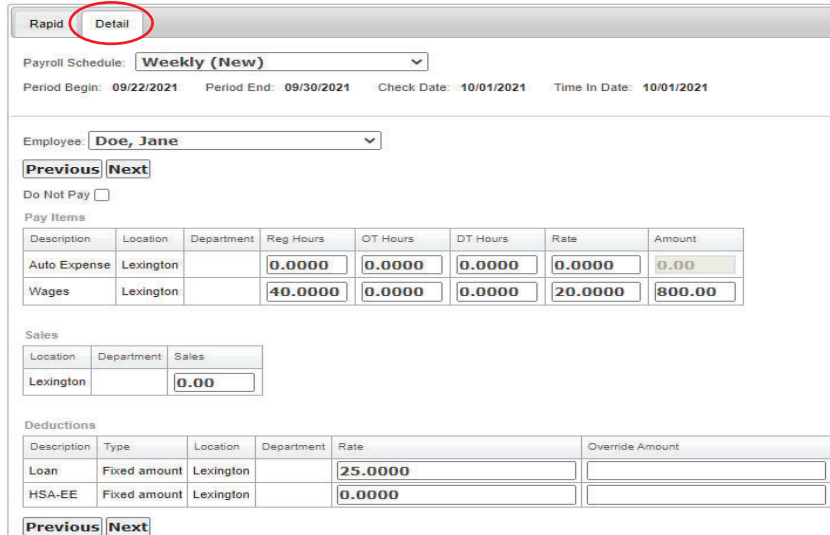Once logged in, go to Enter Time.

From the Rapid tab you can enter Regular Hours, Overtime Hours, and Double Time Hours (if applicable)

From the Detail Tab you can see more. Ex: different locations (if applicable), reimbursement, bonus, deduction items, etc.


Enter your hours and any changes.
If you make changes that need to be permanent to rates, deductions, etc. Please advise your processor so they can make the changes in our software as well.

You can then save this work and come back to it later. Or complete payroll to send to us.
Once completed, an email will go out to your processor letting them know your hours are ready.

***We also have options available where the employee can enter their own time into Remote Payroll Entry (without seeing other employees) and then a manager can review and complete. Contact us if you may be interested in this feature.**

Print Reports: This allows you to see the most recent payroll submitted to us.
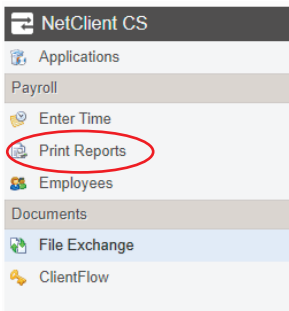

Employees Application: Here you can edit or change employee information.
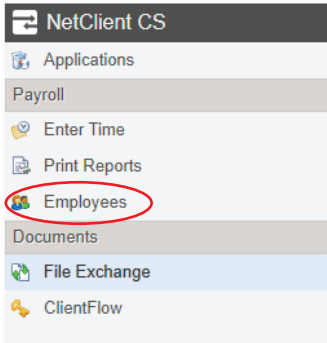
- Change address'
- Change allowances
- Add, remove, or change locations & departments
- Add last pay raise dates
- Mark them inactive
- Add notes to the employee
- And more

File Exchange: Here you can upload information securely to us using the Upload feature. Such as new hire paperwork, banking information, etc.
**We also offer secured LeapFile emails (preferred method). Contact me directly for more information.
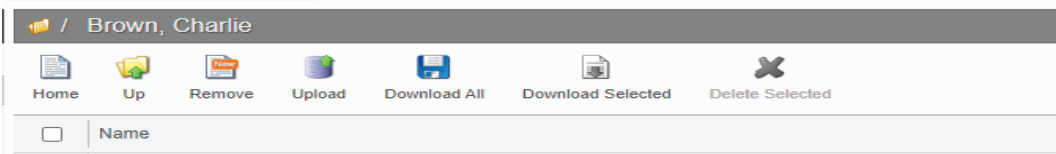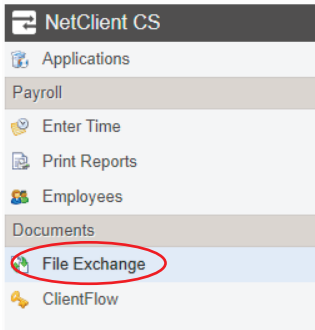
Client Flow: This is where you will find all documents that have been published out to you, such as Payroll Reports & Payroll Tax Returns.