

hh2 REMOTE PAYROLL EMPLOYEE INSTRUCTIONS

Recording Time on a Time Sheet Through a Browser

Website: <https://kierconstruction.hh2.com/WebApp/v2/Default.html>

Username: The employee's KIER email address

Password: hh2 will send the user an email to set up their account and password, and a second one to confirm. The employee must respond to both.

Select RP (Remote Payroll)

- Select your TIME SHEET.
- Select the proper PAYROLL GROUP (upper left of time sheet) for the time you are reporting.
- Select correct PAY PERIOD (top middle section).
- Choose JOB/COST CODES to add to time sheet (bottom left hand corner), if necessary.
- Choose DEPARTMENT for unallocated time (bottom left hand corner), if necessary.
- Enter time per day; Enter either Regular/OT/Holiday/Vacation/Sick/Bereavement.
- Select REFRESH in upper right-hand corner of time sheet to save.
- At the end of the pay period, select APPROVE when the time sheet is complete.
- The TIME SHEET will automatically re-route through the approval path.

Recording Time By Using the hh2 App: Download the [hh2 Remote Payroll App](#). The employee must enter "kierconstruction" in front of the extension that already appears, then enter their email address as their user name.

- Select your PAYROLL GROUP (top center).
- Select the correct PAY PERIOD (top middle section).
- Select WEEKLY TIMECARD.
- Select ADD CODES (lower left) to Add Jobs and Cost Codes., and select DONE (at center bottom).
- Click ADD (lower left).
- Future timecards will default to prior Jobs and Cost Codes that have been used. DELETE jobs and cost codes when they become obsolete.
- Enter hours by day (Regular, OT, Salary, Holiday, Vacation, Sick, Bereavement, etc.)
- Review your time carefully at the end of the work week prior to approval, confirming that the TOTAL hours are correct.
- APPROVE your time at the end of **each** week of the bi-weekly time period.
- Following the approval, return to the main menu and refresh your app.
- If the supervisor denies your time for any reason, you will be asked to RECLAIM your time, make the changes, and APPROVE your time once again.
- Refreshing the app is sometimes necessary to see the changes.)

Pay Stubs By Using the My Records hh2 App: Download the [My Records hh2 App](#). The employee must enter "kier construction" in front of the extension that already appears, then enter their email address as their user name, and the same password used in the hh2 App. Select the Date Range to review Pay Stubs.