

Creating Payroll- SERVICE PURCHASES

Note: Instructions in this section will help guide you in creating reports for Service Purchases. Quick Steps begin the 2nd step of the process after transitioning from the *Payroll Reporting* screen.

NOTE: PERSLink retrieves the Service Purchase Amount from employer's current enrollment

1. Enter **Total Purchase Payment Reported**
2. Verify if any corrections need to be made to the Service Purchase Amount and update within the template
3. When you are ready to submit the report, click the **Create Report** button at the top.