

1. Sign into your SurePayroll Account

- ☐ Write down your SurePayroll company code
- ☐ Visit the Employee List page to Access the employee IDs
- ☐ Write down the employee ID assigned to each person *(Save for Step 3)*
- ☐ If you need to change an employee ID, select “edit” and enter a new unique number
- ☐ Confirm your company utilizes code 01 for regular hours and code 02 for overtime

2. Sign into Homebase and Set Payroll Preferences

- ☐ Sign in to joinhomebase.com and click SETTINGS from the left menu and then “Store”
- ☐ Select “Paychex” as your payroll provider
- ☐ Click on “Team Rules” from top menu to set payroll period and schedule start date

3. Add Payroll IDs to Employees in Homebase

- ☐ Click TEAM from the left menu navigation
- ☐ Click the gear icon next to the employee’s name and enter the SurePayroll ID for the employee in the pop up window (must match the SurePayroll ID from Step 1)
- ☐ Save changes and repeat for each employee

Running Payroll Each Pay Period

- ☐ Sign into joinhomebase.com and click TIMESHEETS from the left menu
- ☐ Select the payroll date range and click the “Export” icon and choose SurePayroll
- ☐ Enter your four digit company code (and modify the default regular and overtime hours code of 01 and 02 if required)
- ☐ This will download a file to your computer that you will use with SurePayroll
- ☐ Login to SurePayroll and select “Import Time Clock File” and select the timesheet file from your download folder (It is a CSV file that starts with SurePayroll)
- ☐ Follow the on-screen instructions from SurePayroll to finish up. All done!