Opening Weekly Payroll Reports

Once your payroll is processed, you will receive an email notice from Payroll4Construction.com indicating that your reports have been created and are available online. Accessing your reports online provides you with a secure download of your company's payroll information at any time. Follow the steps below to access your reports.

1 Go http://files.payroll4construction.com/login.

2 Log on to the website.
- In the *Client* field, enter your client number.
- In the *Password* field, enter the password you use to open your weekly payroll reports.
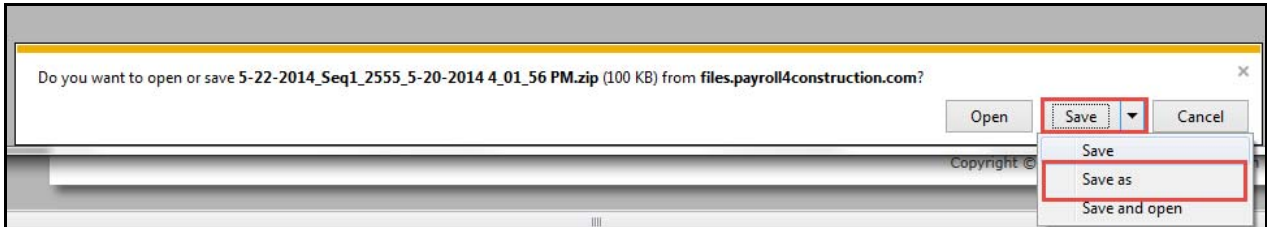- Click [Login].

The reports will be listed from oldest to newest. The payroll report file name will be as follows: check date_sequence number_client number_date and time created. In the example below, the payroll report file is 5-22-2014_Seq15_2555_5-20-2014_4_01_56_PM.zip.
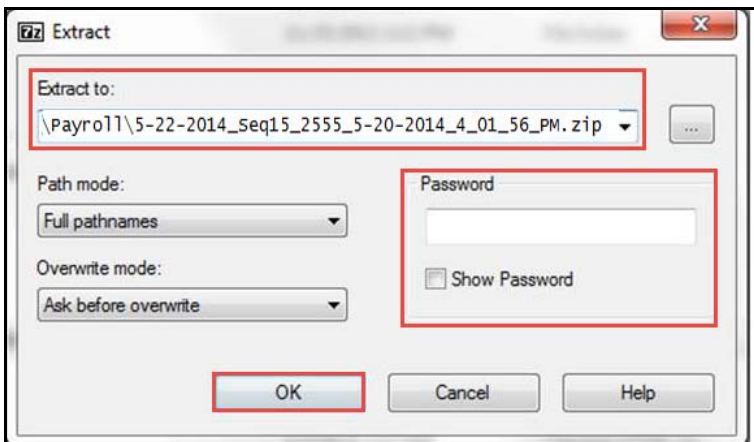
3 Download the reports.

- Click on the file you want to download. If you are using Internet Explorer, a message will display at the bottom of the window, asking if you want to open or save the file.
- Click the dropdown arrow next to the [Save] button and select "Save As."

Do you want to open or save **5-22-2014_Seq1_2555_5-20-2014 4_01_56 PM.zip** (100 KB) from **files.payroll4construction.com**?

Open | Save | ▼ | Cancel

Save
Save as
Save and open

- Choose the folder in which you would like to save the file.
- For all other web browsers, the file will automatically download into your Downloads folder.

4 Open the report.

- Open the folder the downloaded zipped folder was saved in.
- Right-click the zipped folder and select **7-Zip, Extract All.** The process to unzip the file will begin.
- On the Extract window in the *Password* field, enter the password you used to login to the website.
- Click [OK].

Extract

Extract to:
\Payroll\5-22-2014_Seq15_2555_5-20-2014_4_01_56_PM.zip ▼

Path mode:
Full pathnames ▼

Password

Overwrite mode:
Ask before overwrite ▼

☐ Show Password

OK | Cancel | Help

The extraction will begin and an unzipped folder will appear in the same location as the zipped folder. Your reports can now be accessed.