



PAYROLL UPLOAD PROCESSING SYSTEM (PUPS)

DIOCESE OF BROOKLYN

310 Prospect Park West, Brooklyn, New York 11215

Who's Where Payroll Upload User Guide

Step 1: How do I access Who's Where software?

A Who's Where account has been created for every pastor and principal in the Diocese.

- This account was mailed to each pastor via their diocesan email account. The email was from Rose Mitchell (rmitchell@diobrook.org)
- For questions regarding Who's Where accounts, please contact the PUPS Team Hotline at 718 399-5915 during normal business hours.

Step 2: To sign onto Who's Where:

From the computer used for payroll, go to the webpage www.whoswhereonline.org

Enter your log-in and password.

Step 3: How do I upload the payroll data file into Who's Where?

Within Who's Where, the ***Upload and Process*** selections will enable you to upload your data and keep your data in sync.

1. On the Menu Bar under **Payroll Processing**, select **Upload and Process**.
2. Click **Browse** to locate your payroll import file.
3. Browse to the location of your payroll file. (*Note: This is the location where you saved the file within QuickBooks.*)
4. Select the file.
5. Click **Open**.
6. Enter a *Default Pay Period Start Date* if a start date is not included in your file. If a *Default Pay Period Start Date* is entered and you have a start date in your file, the date in your file will override the one entered here.
7. Click **Upload Pay File**.
8. After your upload processes, you will be brought to one of the following screens:
 - a. If the import has errors or warnings, you will be redirected to the **Review Last Upload** page. These items will need to be addressed before you review payroll information.
 - b. If the import included new employees, a **New Employee Wizard** will direct you through steps to setup your new employees. For plans that have immediate enrollment dates you will be able to enroll employees in this process.
 - It is important to select the Position and Employee Type that most accurately depicts the new employee.
 - c. If the import was successful but has an eligible employee who needs to be enrolled, you will be redirected to the **Home** page. Employee eligibility will need to be addressed before you review payroll information.
 - d. If the import was successful, you will be redirected to the **Create Invoice** page.
 - a. You have successfully uploaded the payroll data to Who's Where.
 - b. You don't need to create an invoice. Click on **Home** on the Menu Bar.

IMPORTANT POINT: Any time you process a payroll or modify a prior completed payroll, it is essential that the information entered into Quick Books is then uploaded into Who's Where.