

CERF Web-Based County Payroll Upload Instructions

Prerequisites

Compatible platforms:

Platform	Operating System	Browsers and Java Environment
Windows	<ul style="list-style-type: none"> • 2000 Professional SP4 .and above 	<ul style="list-style-type: none"> • Internet Explorer 6.0 and above • Firefox 2.0 * • Firefox 3.0 * • Sun JRE 5/1.5.07 and above
Mac	<ul style="list-style-type: none"> • Mac OS X 10.2.8 	<ul style="list-style-type: none"> • Safari 1.0 and above
Linux	<ul style="list-style-type: none"> • OpenSuse 10.1 • Red Hat Enterprise Linux 5 	<ul style="list-style-type: none"> • Firefox 1.5 and above
Solaris	<ul style="list-style-type: none"> • Solaris 10 	<ul style="list-style-type: none"> • Mozilla 2.0 and above
Antivirus	Any antivirus software.	McAfee Virus Scan, Norton Antivirus, CA Antivirus, Symantec endpoint security, Bit Defender Antivirus Kaspersky Anti-Virus, ESET Nod32, AVG Anti-Virus, Viper Antivirus, F-Secure Anti-Virus, Trend Micro, and others

Initial Set-up

This process will need to be run initially on any computer being used for transmitting payroll uploads.

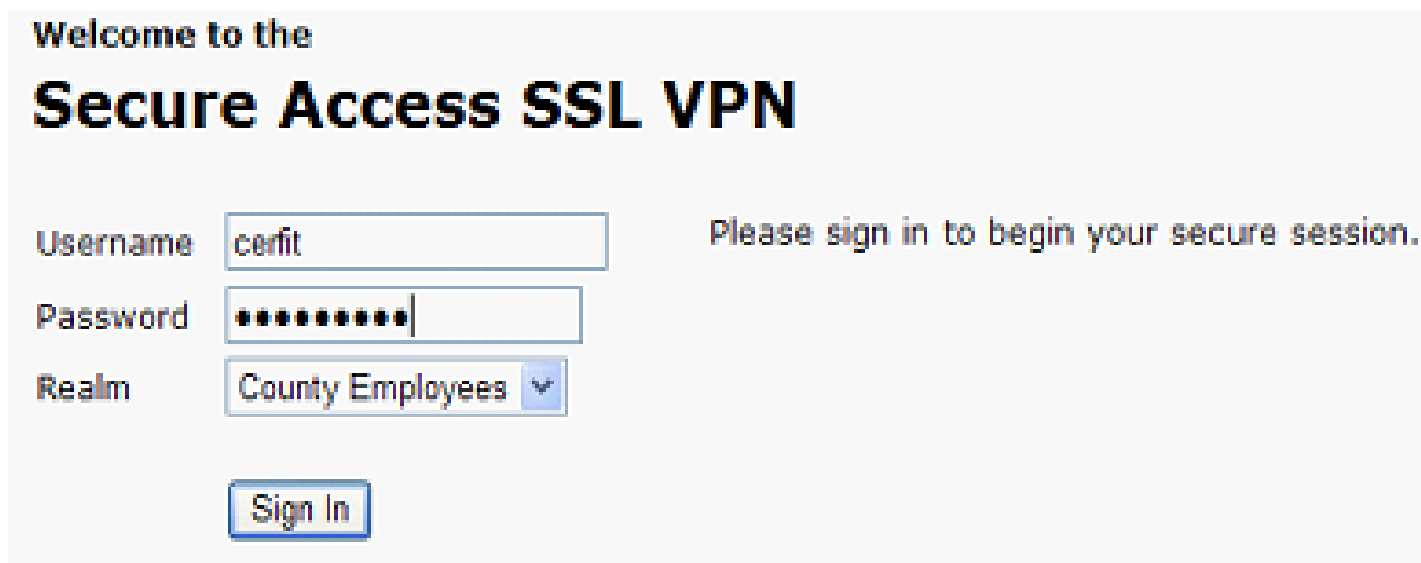
- Access the Internet
- Go to www.mocerf.org
- Click on the Cerf Periodic Payroll Uploads link.
- A new window will open with a security warning. Check the box “Always trust content from Juniper Networks, Inc.”
- Click “Yes.”

The appropriate applications will be downloaded. **Note:** If a firewall message pops up, click “Allow.”

The initial set-up has been completed at this point.

Instructions for Uploading Payroll Data

- Enter user name (provided by CERF).
(For new username and password please contact CERF office)
- Enter password.
- Select “County Employees” from the Realm drop-down box.
- Click “Sign In.”



Welcome to the
Secure Access SSL VPN

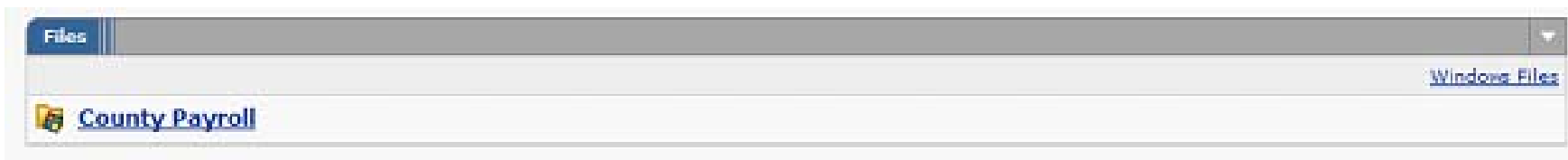
Username Please sign in to begin your secure session.

Password

Realm ▼

Instructions for Uploading Payroll Data (continued)

- Click on “County Payroll”



Instructions for Uploading Payroll Data (continued)

- Click on “Upload Files”



Instructions for Uploading Payroll Data (continued)

- Choose Browse to select the file you wish to upload.



The screenshot shows a dialog box titled "Files to Upload". It has a header bar with the title. Below the header, the "Upload to:" field is set to "\County Payroll". The "Files:" section contains a list with one item, "1.", followed by an empty text box and a "Browse..." button. Below the list, there is a "Save As:" field and a checkbox labeled "Uncompress .zip".

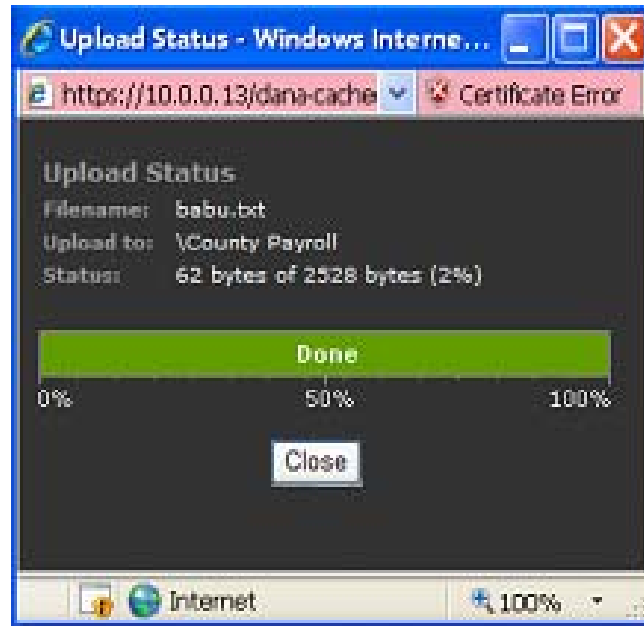
- Click "Upload" button.



The screenshot shows a dialog box titled "Upload Files?". It has a header bar with the title. Below the header, there are two buttons: "Upload" and "Cancel".

Instructions for Uploading Payroll Data (continued)

- You will see a window showing the upload in progress. Once it is done, click “Close.”



Instructions for Uploading Payroll Data (continued)

- You will see the file that was uploaded.

County Payroll			
Name	Type	Size	Modified
<input type="checkbox"/> 001_adair_20081101	File	62 Bytes	Thu Nov 13 09:41:49 2008

- Click “Sign Out” (top right corner)

