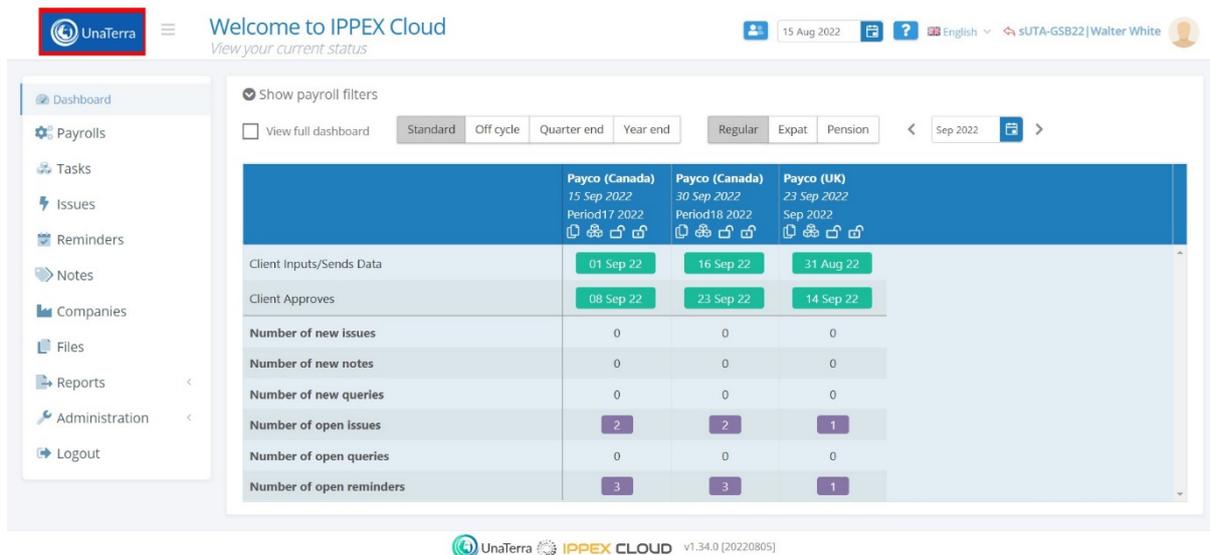


# An introduction to our global payroll platform, IPPEX

The Ippex Cloud Platform is the environment in which Unaterra process your payrolls. In order to provide the necessary inputs and to check and review your data, you need to have access to the platform.

When you first log in, you should see this view:



The screenshot shows the IPPEX Cloud dashboard. At the top, it says "Welcome to IPPEX Cloud" and "View your current status". The user profile is "sUTA-GSB22|Walter White" with a date of "15 Aug 2022". The dashboard includes a left-hand navigation menu with items like Dashboard, Payrolls, Tasks, Issues, Reminders, Notes, Companies, Files, Reports, Administration, and Logout. The main panel displays "Show payroll filters" and a table of payroll data.

	Payco (Canada) 15 Sep 2022 Period 17 2022	Payco (Canada) 30 Sep 2022 Period 18 2022	Payco (UK) 23 Sep 2022 Sep 2022
Client Inputs/Sends Data	01 Sep 22	16 Sep 22	31 Aug 22
Client Approves	08 Sep 22	23 Sep 22	14 Sep 22
Number of new issues	0	0	0
Number of new notes	0	0	0
Number of new queries	0	0	0
Number of open issues	2	2	1
Number of open queries	0	0	0
Number of open reminders	3	3	1

At the bottom of the dashboard, it says "UnaTerra IPPEX CLOUD v1.34.0 [20220805]"

Menu items are on the left.

User profile, calendar and employee search can be found on the top line.

Task list across all your payrolls are in the main panel.

Let's look at the dashboard in more detail:

☑ Show payroll filters

View full dashboard

Standard Off cycle Quarter end Year end Regular Expat Pension

< Sep 2022 >

	Payco (Canada) 15 Sep 2022 Period17 2022	Payco (Canada) 30 Sep 2022 Period18 2022	Payco (UK) 23 Sep 2022 Sep 2022
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Cycle through different periods with the **date selector**.

The list of **tasks** is presented on the left. By default, this is a list of your tasks only. If you want to see the full list of tasks for the payroll, click the 'View full dashboard' **toggle**.

**Metrics** are maintained for the number of new and open issues, notes and queries.

	Payco (Canada) 15 Aug 2022 Period15 2022	Payco (Canada) 31 Aug 2022 Period16 2022	Payco (UK) 25 Aug 2022 Aug 2022
Client Inputs/Sends Data	01 Aug 22	17 Aug 22	02 Aug 22
Client Approves	08 Aug 22	24 Aug 22	16 Aug 22

Each payroll task has a **due date**. As the date approaches the task becomes orange. On the due date it will have an exclamation mark, and after the due date it will be red. Once it's complete it will have a white background.