

PAYROLL TUTORIAL PART1

Hello Everyone, so as you know going to show y'all how to run Payroll.

Now many people confuse payroll with Bill pay but it obviously false, you don't buy bank logs to run Payroll.

However, the gospel truth is, Payroll is both easy and hard at the same time, it involves time and if you can't sit behind PC for long, then this job isn't for you.

Now ever since I was born, I have never seen the payroll tut being posted in a pdf or taught for free as it mostly a face to face thing, so this is a new Record am setting here

So less talking and let start work.

SUMMARY

The whole idea of the payroll job is;

- 1. Get a company's staff directory or Employee list.**

- 2. Single out the Payroll officer or Human Resource
Email.**

- 3. Since there are many employees, take their emails one by one, use webmail to clone the emails.**

- 4. Now use the Webmail to send emails to the Payroll officer that your old bank account has being closed so you want to change your account info on file.**

5. He changes it and every weekly or monthly salary/wage goes directly into your client account, you get paid for doing nothing.

NOW LET DIVE INTO DETAILS.

1. Get a company's staff directory or Employee list

With getting a company's staff directory or email list, some people use

- <https://www.apollo.io/> or
- <https://www.zoominfo.com/> or
- <https://www.linkedin.com/>

Apart from the three websites above, you can also

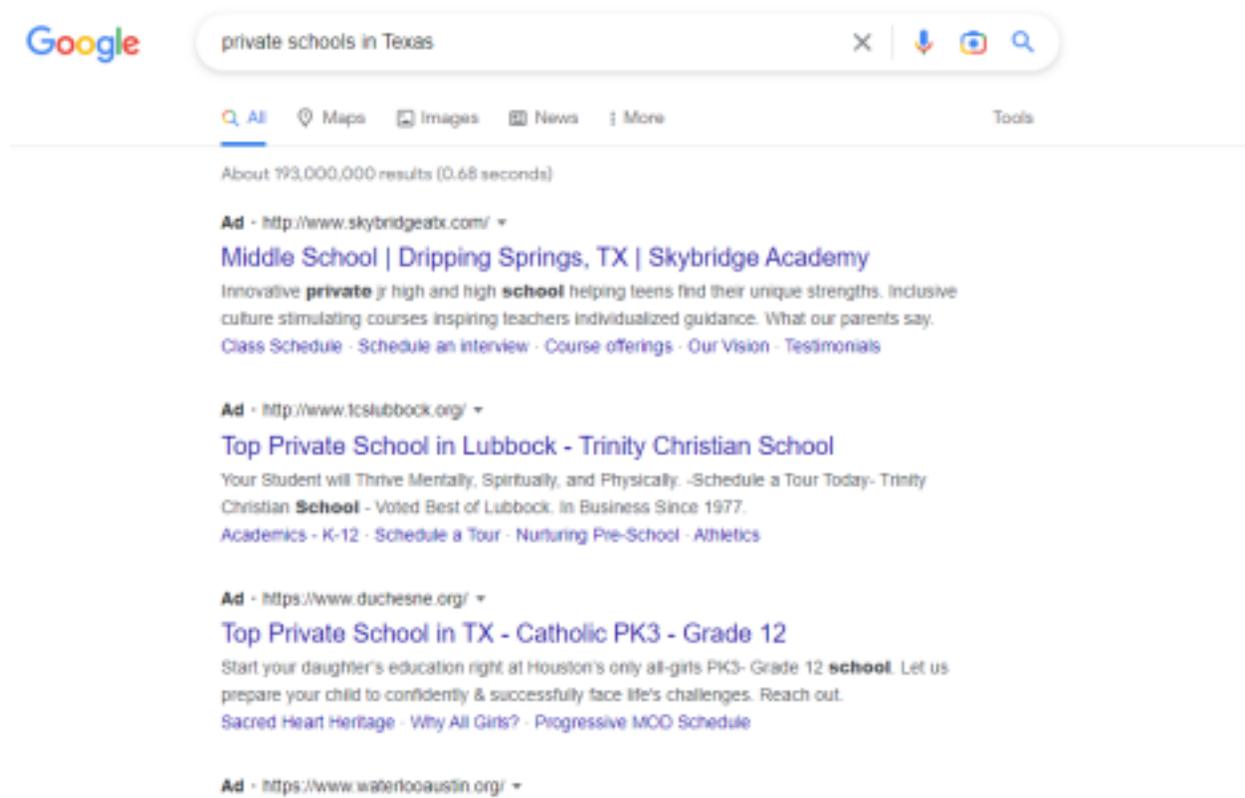
use

google to get payroll emails for free. Follow the step by step tut below;

How to get Company staff directory/emails Using Google

For this example, we are going to focus on School employees since there are over 1 MILLION plus schools in USA so you will have a lot choose to choose from.

- Go on google and search for ‘Private Schools in Texas or Tucson or New York or Washington or any state that
-



comes to mind. An example is shown below

- Still on Google, scroll down and click on **MORE PLACES.**

The screenshot shows a Google search interface. The search bar contains the text "private schools in Texas". Below the search bar, there are two search results for private schools in Texas. The first result is "St. Mark's School Of Texas" with a 4.1 star rating and 26 reviews. The second result is "Fort Worth Country Day (FWCD) School" with a 3.7 star rating and 19 reviews. To the right of the search results is a map of Texas with a red pin indicating the location of "St. Mark's School". Below the search results, there is a "More places" button with a right-pointing arrow, which is highlighted by a green arrow. Below the "More places" button, there is a link to a Niche website: "https://www.niche.com > ... > Best High Schools > Private > 2023 Best Private High Schools in Texas - Niche". The link text includes "Results 1 - 25 of 452 — 2023 Best Private High Schools in Texas ; St. Mark's School of Texas · Rating 4.68 out of 5.75 reviews ; The Awty International School · Rating ... St. Mark's School of Texas · The Awty International School · Greenhill School". Below the link, there is a "People also ask" section.

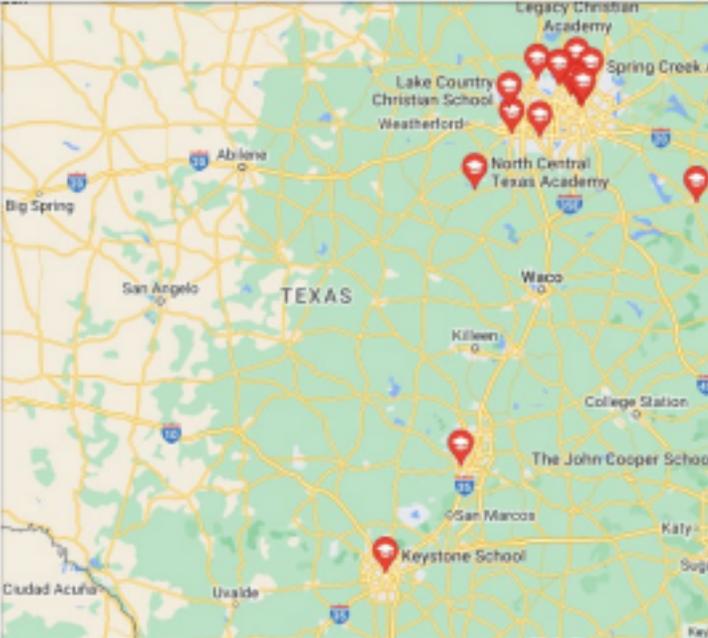
- So this will come next, you can choose any of the schools, every state you search for will come with schools, every city you search for will also come with schools. so you have a lot of options to choose from. Sometimes you have to try over 5 schools to get what you looking for.

Google private schools in Texas

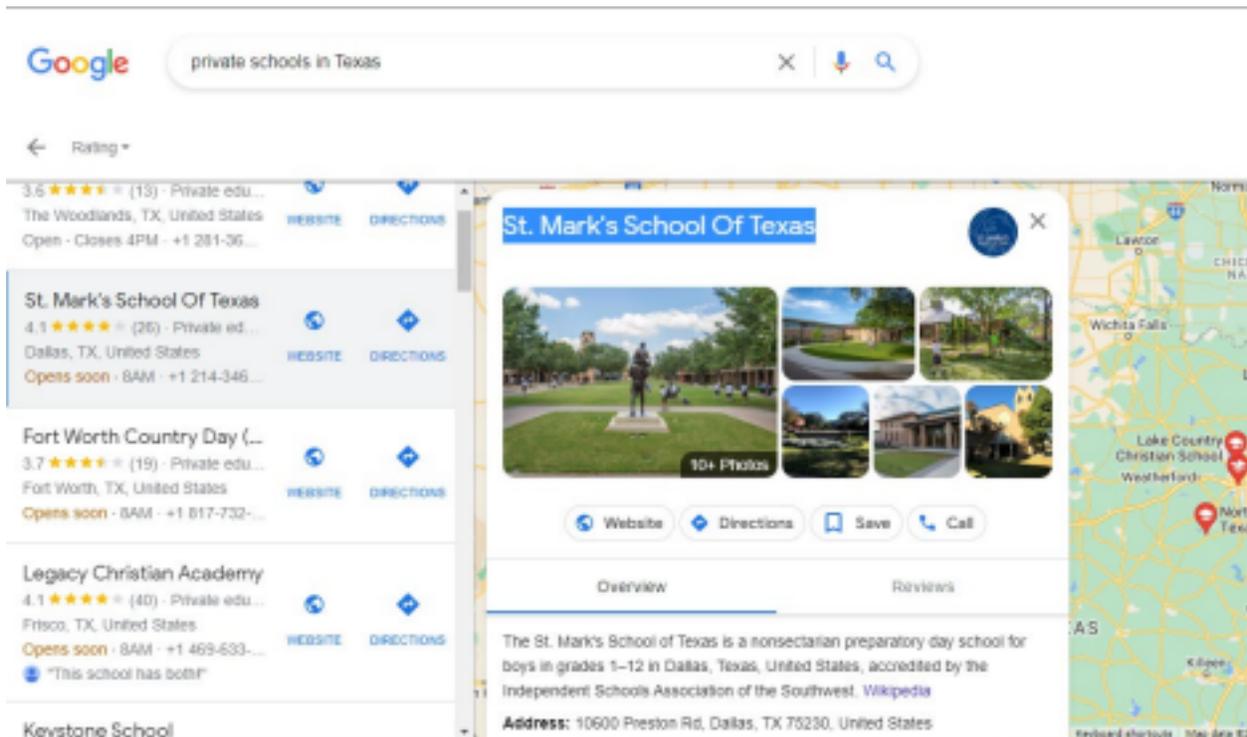
← Rating ▾

Black Friday might affect these hours

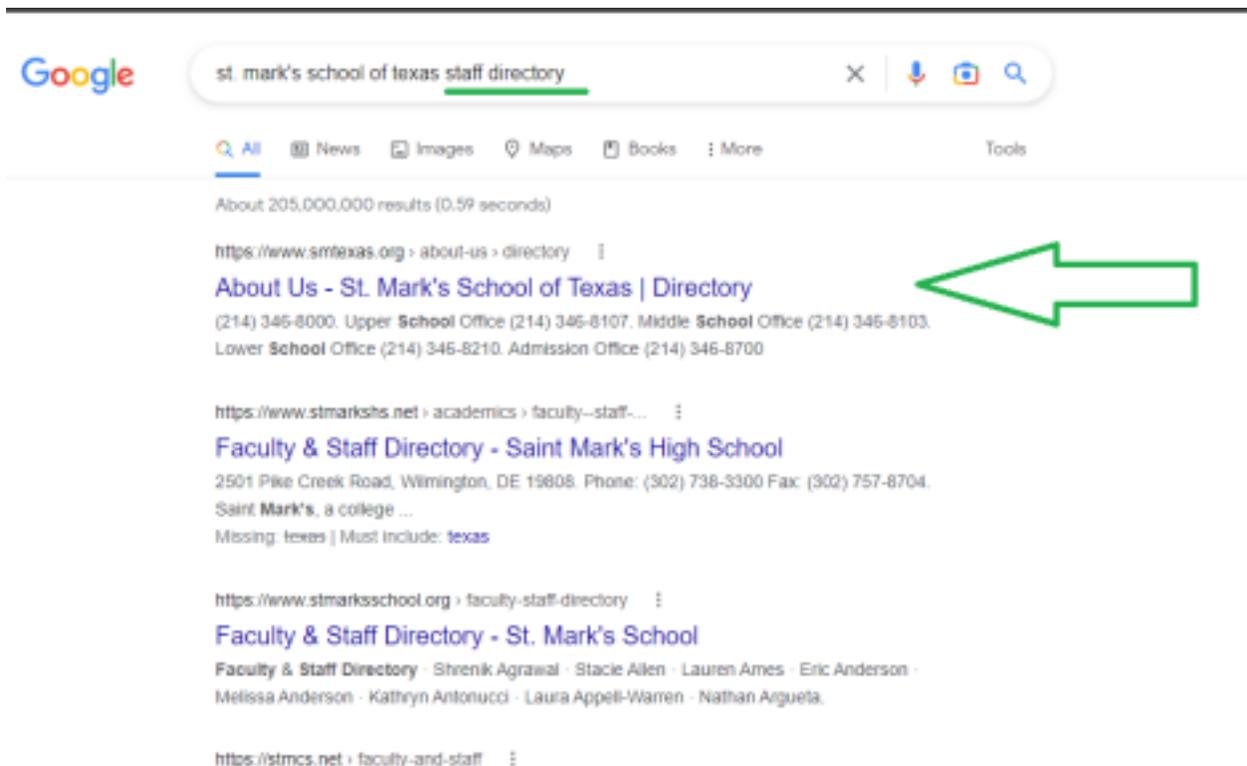
- The John Cooper School** ←
3.6 ★★★★★ (13) - Private edu...
The Woodlands, TX, United States WEBSITE DIRECTIONS
Opens soon - 7:30AM - +1 281-3...
- St. Mark's School Of Texas** ←
4.1 ★★★★★ (25) - Private edu...
Dallas, TX, United States WEBSITE DIRECTIONS
Closed - Opens 8AM - +1 214-3...
- Fort Worth Country Day (...)** ←
3.7 ★★★★★ (19) - Private edu...
Fort Worth, TX, United States WEBSITE DIRECTIONS
Closed - Opens 8AM - +1 817-7...
- Legacy Christian Academy** ←
4.1 ★★★★★ (40) - Private edu...
Frisco, TX, United States WEBSITE DIRECTIONS
Closed - Opens 8AM - +1 469-6...

A map of Texas with several red location pins indicating the positions of private schools. The pins are clustered in the northern and central parts of the state, corresponding to the schools listed in the left-hand panel. The map shows major highways and city names like San Antonio, Waco, and College Station.

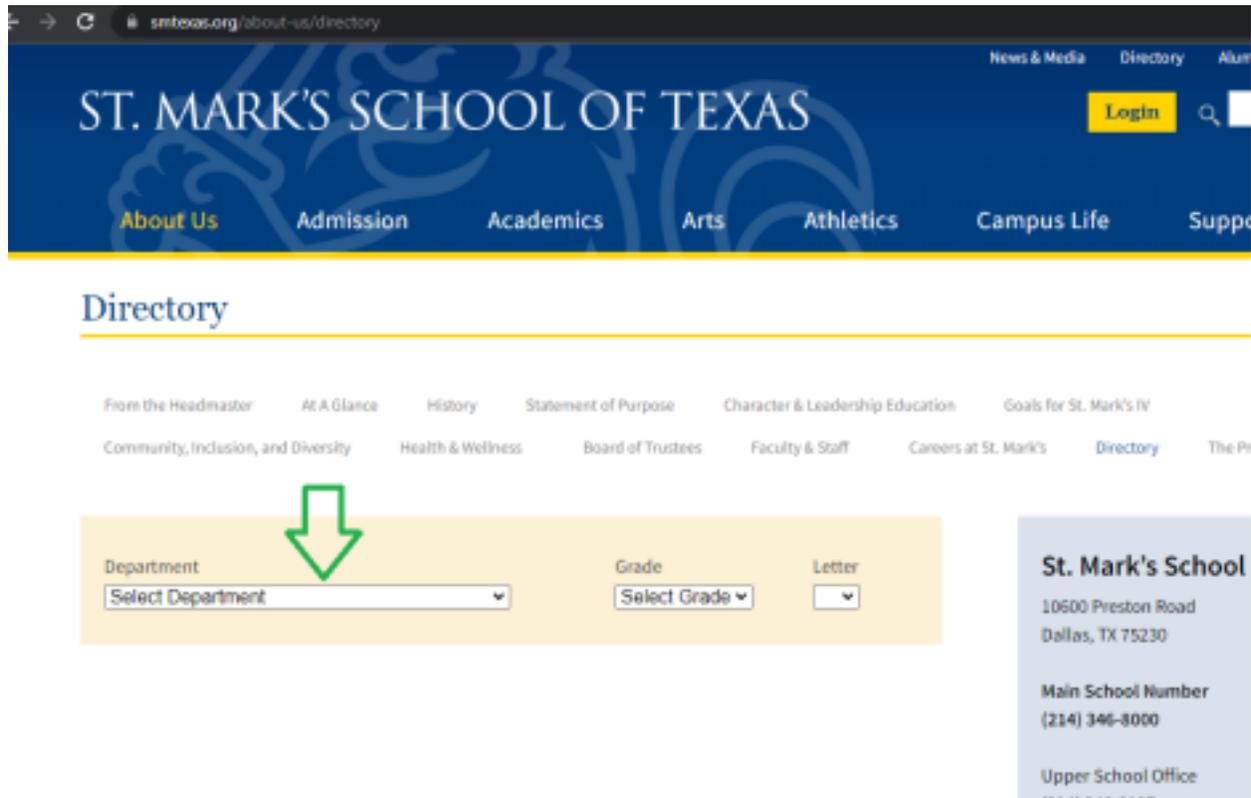
- So I clicked on a random school in the list. The full name will appear on the right side. Highlight and Copy the full name of the school, now open another google tab on your browser.



- Paste the name of the school and add “Staff Directory” to it. Mostly the result is the first Url on the page, click on it.



- Now some schools list all the employees on the page, some too ask you to choose the department first. They all work the same.



- At most times, Payroll is found at the Non-Academic section and under either the Administration or Business Office. So I clicked on the latter

The screenshot shows a web form with three dropdown menus: 'Department', 'Grade', and 'Letter'. The 'Department' dropdown is open, showing a list of departments. Two green arrows point to 'Non-Academic' and 'Business Office' in the list. The 'Grade' dropdown is set to 'Select Grade' and the 'Letter' dropdown is empty.

Department	Grade	Letter
Select Department	Select Grade	
Science		
Social Studies		
----- Non-Academic -----		
MS & US		
Administrative Team		
Admission Office		
Athletic Department		
Business Office		
Clerical Services		
Clinic		
College Counseling		
Development Office		
Headmaster's Office		
Library		
School Counseling		
Tech Support		
Inclusion, Diversity, and Human Resources		
Building and Grounds/Security Staff		
Food Service		

2. Single out the Payroll officer or Human Resource Email

- As you can see, Linda Smith is the Payroll Coordinator, so we will put down her Name, Number and the official Email address.

Department: Business Office Grade: Select Grade Letter: [v]

 Suzanne Townsend
Chief Financial Officer
Year Appointed: 2003
214-346-8120
University of Texas at Tyler - B.B.A.
Southern Methodist University - M.B.A.
townsends@smtexas.org

 Kristin Mlakar
Project Manager
Year Appointed: 2012
214-346-8118
mlakark@smtexas.org

 Linda Smith
Payroll and Benefits Coordinator
Year Appointed: 2012
214-346-8115
Smithl_@smtexas.org

 Cheray Williams
Accounts Payable Specialist
Year Appointed: 1995
214-346-8112
WilliamsC@smtexas.org



3. Since there are many employees, take their emails one by one

- Now all these are various departments in the school with their employees, click on any of them get the list of employees emails.

Department

Computer Science

Select Department

MS & US

Computer Science

English

Fine Arts

Foreign Language

Humanities

Library

Mathematics

Non-Departmental Electives

Physical Education

Science

History and Social Sciences

Lower

Computer Science

English

Fine Arts

Foreign Language

Humanities

Language Arts

Grade

Select Grade

Letter

214-346-8194

Miami University - B.S.

tholkingk@smtexas.org

- If it this department you want,you can save their names and emails each,there are many department so you have many to choose from.Using many guarantees the probability of some being successful.

Department	Grade	Letter
Computer Science	Select Grade	
 Stewart Mayer Makerspace Director Year Appointed: 2019 214-346-8364 Southern Methodist University - B.A. MayerS@smtexas.org		
 Kendall Murphy Computer Science Teacher; 5th Grade Sponsor Year Appointed: 2015 214-346-8291 Texas Christian University - B.S. murphyk@smtexas.org		
 Kurt Tholking Computer Science; MS Community Service; MS Basketball & Lacrosse Year Appointed: 2012 214-346-8194 Miami University - B.S. tholkingk@smtexas.org		

I know some lazy people won't try and be innovative to search for other addresses or state schools, if u don't search other schools and state, other 1000+ people who read this pdf will be doing the same thing as u, so be creative a bit.

✓ So now we have the Payroll officer's email. ✓ We

have several Employee emails to choose from.

- ❖ Next step will be to show you how to write a Mail to them to change your account information on file and also;

- ❖ Cloning the email to look like the employee email and sending to payroll email using a webmail software.

Will explain the Next two steps in the Part (2) of the tutorials. TO BE CONTINUED IN PART 2...

You can get your tools from these places;

1. <https://carder007.org/> - [for cc and debit cards]
2. <https://pois0ncc.ru/login.php> - [for cc and debit cards]
3. <https://shalom.ninja/> - [for cc and debit cards]
4. <https://yale.cm/> - [for cc and debit cards]

5. <https://blcklgs.io/> - [Bank logs with Email Access]