

EMPLOYEE ACCESS CENTER EMPLOYEE GUIDE

Employee Access Center is a web browser application that allows employees to view their employee records via a web browser and potentially update information.

This document will highlight the windows that an employee may be able to view based upon decisions made by the site administrator.

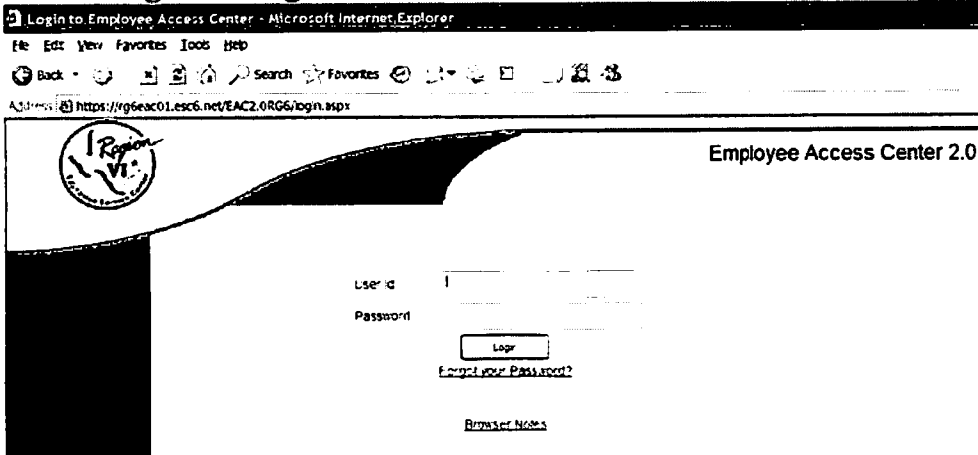
Employee Access is available November 1, 2007.

If you have any questions, please contact Michelle Hibner, Payroll Supervisor, at x 1611.

Employee Login Window

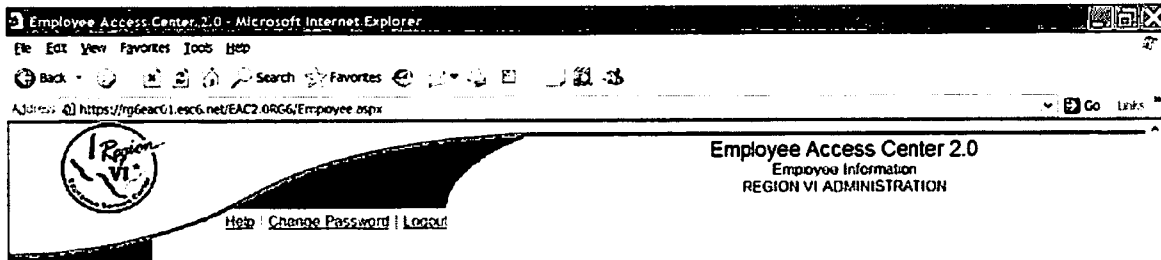
When your Web Master has added your EAC link, the employee can then logon to your Intranet and find the link to the Employee Access.

You will get the login screen.



You will log in using your employee Id number and your password will be the last 4 digit of your social security number.

The Help, Change Password and Logout Links



Each window of Employee Access Center will display the **Help**, **Change Password** and **Logout** links at the top of the

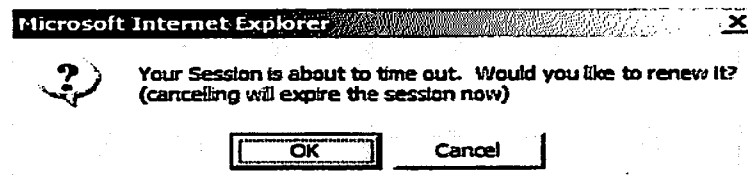
When accessed, the **Help** link will display information about the page currently be displayed.

The **Change Password** link allows the employee to change their password at any time.

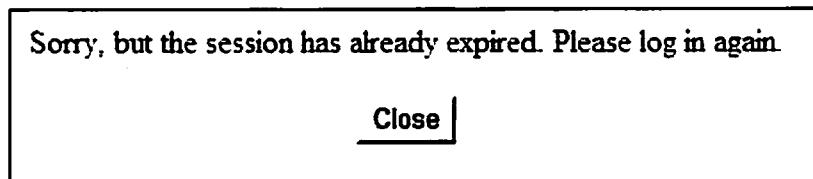
The **Logout** link will exit the employee from Employee Access Center.

Time Out

The Employee Access Center session is designed to time out after 15 minutes of inactivity. If that occurs, the employee can click on the **OK** button to renew their session.



However, if the employee does not renew their session in a timely manner, they will be told that the session has expired and be asked to log in again.



Employee Information Window

Employees may be allowed to input changes to certain portions of their employee record if allowed by the site administrators.

The screenshot shows a web browser window titled "Employee Access Center 2.0 - Microsoft Internet Explorer". The address bar shows "https://172.30.254.154/EACL.OTR2/Employee.aspx". The page has a navigation menu on the left with links: "Employee Information", "Salary & Benefits", "Leave Information", "Payroll Checks", "Deposits & Benefits", and "Reports". The main content area is titled "Employee Information" and includes an "Update" link. The employee's details are as follows:

Employee ID:	50	Info Release:	No
First Name:	MIDGE	Phone Number:	281-360-0999
Last Name:	MOUSE	Work Phone:	281-577-2999
Previous Name:		Email Address:	
Address 1:	2911 SCYAMORE SPRINGS # 921		
Address 2:		Birth Date:	4/29/1955
City:	MURKOVILLE	Hire Date:	9/4/1979
State:	TX	Department:	001
Zip:	77240	Check Location:	1
Emergency Contact:	MCKEY MOUSE	Phone Number:	612-332-9999
Physician:		Phone Number:	
Spouse:		Phone Number:	

Below the employee information is a section titled "Tax Information" with an "Update" link. It includes a "FEDERAL" section with "Exempt: No" and a "TAX W-4 LINK" section with "No. of Dependents: 1".

The Update link displays, click on it to access a data entry screen wherein the user may change the applicable fields. This data is NOT immediately updated in the employee's record. This gives the HR personnel the ability to view the changes prior to updating the FinancePlus software.

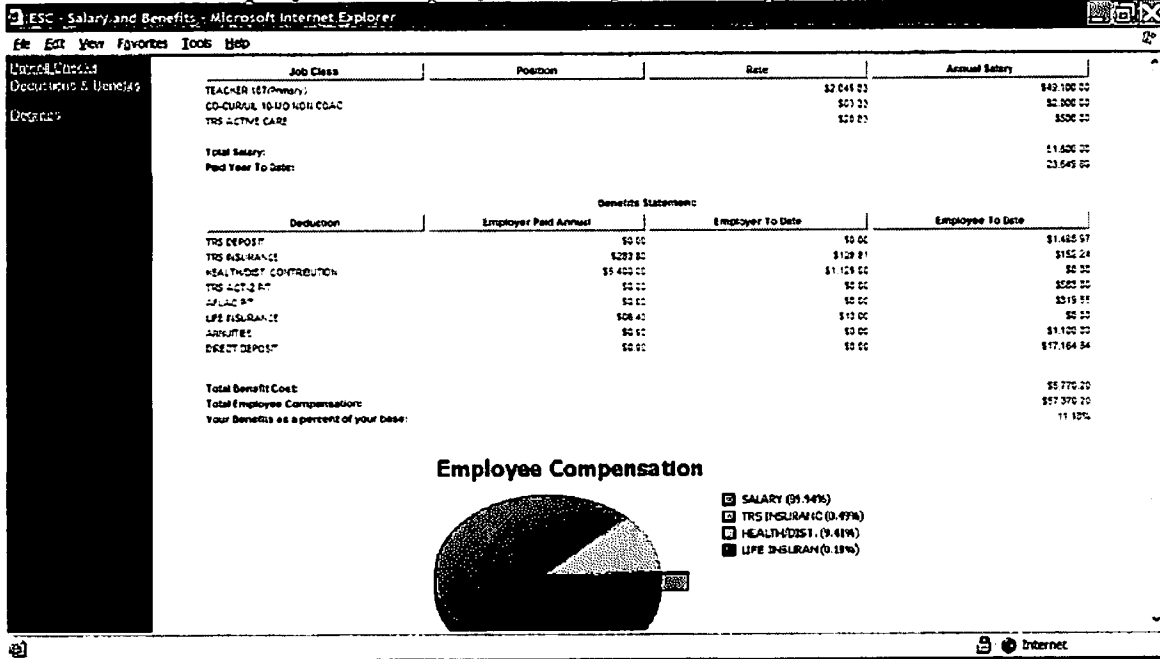
Every employee should add their Email address. By adding their Email address they can have their password e-mailed to them, if they should "forget their password".

The Tax W4 Link will take you to the IRS web site for the W4 form to fill out and return to payroll.

Salary and Benefit Information Window

This window is informational only and does not allow any updates.

The site will display the Employee Compensation pie chart below.



Click on the [Show Leave Banks](#) link to see leave bank balances as shown below:

Leave Banks				
Show Leave Calendar				
Code	Title	Balance	Taken YTD	Earned YTD
120	SICK LEAVE - TEACHER	7.0	4.0	11.0
310	EXTENDED SICK LEAVE (SIFE)	17.0	3.0	20.0
500	PROFESSIONAL LEAVE	0	5.0	5.0

Leave Disclaimer:
This information may not be up to date.

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Click on the title of the absence to display the attendance detail records.

Leave Code Detail					
Show Leave Calendar Show Leave Banks					
Description	From	To	Hours	Posted	Remarks
SICK LEAVE	2/1/1999	2/1/1999	8.0	Y	CALLED IN SICK L
SICK LEAVE- TEACHER	12/4/2000	12/4/2000	15.0	Y	L
MIKES PAY	6/12/2001	6/12/2001	1.0	Y	L

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The Check Information Window

https://172.30.254.154 - ESC - Pay Checks - Microsoft Internet Explorer

Employee Access Center 2.0
Payroll Check Information
MINNIE MOUSE

Help | Change Password | Logout

Employee Information
Salary & Benefits
Leave Information
Direct Checks
Deductions & Benefits
Degrees

Payroll Check Information

Check Number	Check Date	Pay Type	Manual/Void	Net Pay
V135800	6/5/2006	Direct Deposit		0.00
V135802	5/19/2006	Direct Deposit		0.00
V134779	5/5/2006	Direct Deposit		0.00
V133748	4/20/2006	Direct Deposit		0.00
V132777	4-5-2006	Direct Deposit		0.00
V131682	3/20/2006	Direct Deposit		0.00
V130570	3-3-2006	Direct Deposit		0.00
V129621	2/17/2006	Direct Deposit		0.00
V128676	2/3/2006	Direct Deposit		0.00
V127612	1/20/2006	Direct Deposit		0.00
V126583	1-5-2006	Direct Deposit		0.00
V125565	12/16/2005	Direct Deposit		0.00
V124557	12-5-2005	Direct Deposit		0.00
V123553	11/18/2005	Direct Deposit		0.00
V122556	11/4/2005	Direct Deposit		0.00
V121590	10/20/2005	Direct Deposit		0.00
V120590	10/5/2005	Direct Deposit		0.00
V119628	9/20/2005	Direct Deposit		0.00
V118751	9-2-2005	Direct Deposit		0.00
V117805	8/19/2005	Direct Deposit		0.00
V117035	8-5-2005	Direct Deposit		0.00

Done Internet

Click on a Check Number to display the check detail.

https://172.30.254.154 - ESC - Check Detail - Microsoft Internet Explorer

Employee Access Center 2.0
Paycheck Detail
MINNIE MOUSE

Help | Change Password | Logout

Employee Information
Salary & Benefits
Leave Information
Direct Checks
Deductions & Benefits
Degrees

Payroll Check Information

Detail for Voucher Number V135809

Check Date: 5/19/2006

Pay Type	Hours	Earnings
006-COACHING/ATHL	0.00	83.33
190-TRS HEALTH CONTR FIT	0.00	20.83
001-REGULAR SALARY W/O MEDC	0.00	2,045.83
Totals:	0.00	2,149.99

Deduction	Employee	Employer
FED TAX	257.39	0.00
1004-TRS DEPOSIT	136.27	0.00
1205-TRS INSURANCE	3.84	11.71
3010-HEALTH/DIST CONTRIBUTION	0.00	225.00
3012-TRS ACT-2 P/T	53.00	0.00
4073-AFLAC P/T	29.05	0.00
5011-LIFE INSURANCE	0.00	3.60
6010-ANNUITIES	100.00	0.00
2222-DIRECT DEPOSIT	1,560.44	0.00
Totals:	2,149.99	240.31

Net Pay: 0.00

Done Internet

Note: Only the most recent check will show Calendar-To-Date information.

Deduction and Benefits Window

Active deductions and benefits will be shown. The site administrator can also elect to display inactive deductions.

Deduction Title	Status	Employee Paid	Employee YTD	Employer Paid	Employer YTD
<u>BLUE CROSS/BLUE SHIELD</u>	ACTIVE	13.50	0.00	25.00	0.00
<u>LIFE INSURANCE</u>	ACTIVE	0.00	0.00	0.00	0.00
<u>RETIREMENT PLAN A</u>	ACTIVE	0.00	0.00	3.00%	0.00

Click on a deduction title to display its detail.

It provides a link to a vendor web site by displaying the More Information link.

Deductions and Benefits Information - Detail for Deduction Code 005						
Deduction Code:	005	Deduction Title:	BLUE CROSS/BLUE SHIELD	More Information		
Status:	<input type="text" value="ACTIVE"/>	Benefit Effective Date:				
Employee Paid:	13.50	Employer Paid:	25.00			
Max. Deduction:		Max. Benefit:				
		* Effective Date:	<input type="text" value="3/18/2008"/>			
		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>			
* - Field must be entered						
YOU ARE HEREBY ORDERED TO SURRENDER ALL BENEFITS.						
	Current	Month	Quarter	Year	Fiscal	Inception
Employee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67.50
Employer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Degrees Window

The Degree window is informational only and do not allow changes. An e-mail link is provided so the employee can send an e-mail if information needs to be updated.

Degrees							
Highest	Type	School	Date	Major	Minor	Credits	GPA
*	BACHELOR OF SCIENCE	MORAVIAN	5/12/1991	ART HISTORY		32.0	3.1