



Employee Portal

**User Guide
with Management Instructions**

Introduction

Employee Self Service is designed for employers who would like for their employees to have online access to view their information (Pay stubs, W-2 Forms, Exemption Information, Current Pay Rate, Paid Time Off). Other features include time off requests and W-4 information changes.

Employee Self Service can be used on tablets and mobile devices. For the best possible experience, we recommend that you use one of the browsers listed below.



Logging In

Login by clicking the **Employee Portal** button at www.payrollmadeeasy.com. Enter your User Name and Password and then click the **Sign In** Button.


Secure User Login	New User Registration	Forgot Password
-----------------------------------	---------------------------------------	---------------------------------


Identify Yourself
Enter your credentials for access.

User Name


Password

[I forgot my password](#)

Upon your initial login, you will be required to set up security questions. Once entered click the Save  button.



Settings



Email Notifications

We'll send relevant emails to these addresses.

General Address

Benefits Address

General Security Questions

We'll use these to verify your identity if you forget your password and can't log in.

Question 1

Answer 1

Question 2

Answer 2

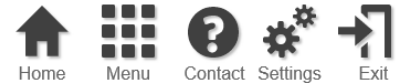
Question 3

Answer 3

Dashboard



The Devlin Group, Inc.
Holly Andrews



<p>Your Info ⋮</p> <p>Holly A Andrews 1627 Lincoln Lane Apt A High Point, NC 27265 holly@thedevlingroup.com Emp# 9 Hired 07/29/1999</p>	<p>Pay ⋮</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-size: small;">Checks</th> <th style="text-align: left; font-size: small;">Gross</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">11/02/2012</td> <td style="font-size: small;">👁</td> </tr> <tr> <td style="font-size: small;">12/09/2011</td> <td style="font-size: small;">👁</td> </tr> <tr> <td style="font-size: small;">12/09/2011</td> <td style="font-size: small;">👁</td> </tr> </tbody> </table>	Checks	Gross	11/02/2012	👁	12/09/2011	👁	12/09/2011	👁	<p>Resources ⋮</p> <p>Payroll Solutions Forms</p>	<p>Time Off ⋮</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-size: small;">Type</th> <th style="text-align: left; font-size: small;">Balance</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">PTO</td> <td style="font-size: small;">68.00</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 10px 0;"> <div style="border: 1px dashed #ccc; width: 60px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">+</div> </td> </tr> </tbody> </table>	Type	Balance	PTO	68.00	<div style="border: 1px dashed #ccc; width: 60px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">+</div>	
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<p>Messages ⋮</p> <p>Annual Staff Meeting on November 30</p>	<p>Benefits ⋮</p> <p style="text-align: center; font-size: small;">No Current Benefits</p>																

Employee Identification

The employee's first and last name displays in the header when logged into the portal.

Navigation Buttons

There are several buttons in the upper right corner of the Dashboard used to navigate the application.



Home

1. Click the **Home** button from anywhere in the application to return to the Dashboard.



Your Info



Pay



Menu



Messages



Resources



Time Off

2. Click the **Menu** button to access additional menu buttons to the screens on which to enter information to be displayed on the Dashboard.

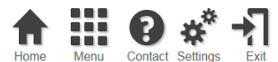


Your Info

3. Click the **Your Info** button to view the information displayed in the Your Info section on the Dashboard from wherever you are in the application. The information on this screen can only be edited by management.



The Devlin Group, Inc.
Holly Andrews



Your Info Holly A Andrews 1627 Lincoln Lane Apt A High Point, NC 27265 holly@thedevingroup.com Emp# 9 Hired 07/29/1999	...	Pay Checks 11/02/2012 12/09/2011 12/09/2011 Gross ● ● ●	...	Resources Payroll Solutions Forms	...	Time Off Type PTO Balance 68.00 +
Messages Annual Staff Meeting on November 30	...	Benefits No Current Benefits		...		



Pay

- Click the **Pay** button to view the information displayed in the Pay section on the Dashboard, from wherever you are in the application.

The screenshot shows the dashboard for Holly Andrews at The Devlin Group, Inc. The 'Pay' section is highlighted with a red box. It contains a table with the following data:

Checks	Gross
11/02/2012	👁
12/09/2011	👁
12/09/2011	👁

Other sections visible include 'Your Info', 'Resources', 'Time Off', 'Messages', and 'Benefits'.

- Select the year if applicable, to see previous years' checks.

Pay

The screenshot shows a detailed view of the Pay section. On the left, there is a year filter menu with the following options:

- 2015
- 2014
- 2013
- 2012
- 2011 (Selected)

The main table displays the following data:

Check Date	Check #	Gross
12/09/2011	-99998816	\$520.00
12/09/2011	-99998814	\$520.00
09/23/2011	9172	\$637.00
09/15/2011	9254	\$520.00
09/15/2011	-99999327	\$1,040.00
09/09/2011	9163	\$520.00
09/02/2011	9151	\$559.00
08/26/2011	9140	\$520.00

- W-2 and 1099 forms are also available from this area of the portal and can be clicked to view.

7. Click the check date to view the check stub for that payment date.

Preview

Holly A Andrews

Company DEMO Period Begin 10/21/2012 Division

Number 9 Period End 10/27/2012 Branch

Social Security # XXX-XX-7788 Check Date 11/2/2012 Department 300

Hire Date 7/29/1999 Check Number -99997761 Team

The Devlin Group, Inc.

PTO 64.00 Acer=64.00 Bal HOURS

1235 Perkins Drive Suite 1325
High Point NC 27282 336-555-8850

Earnings					Deductions			
Description	Location / Job	Rate	Hours/Piece	Current	Year To Date	Description	Current	Year To Date
Regular		13.00	40.00	520.00	520.00	Fed (S/2) (558.65)	47.31	47.31
Overtime		19.50	3.75	73.13	73.13	OASDI (588.31)	24.71	24.71
MEMOS		0.00				Medicare (588.31)	8.53	8.53
401(K) Employer Match		0.00	0.00	23.73	23.73	NC (S /0) (558.65)	33.00	33.00
		0.00				401(K) Employee Deduction	88.97	88.97
		0.00				401k Catch up	-59.31	-59.31
		0.00				Dental Insurance	4.82	4.82
		0.00				Direct Deposit 1XXXXX	445.10	445.10
Total Earnings				43.75	593.13	Total Deductions	593.13	593.13
NET PAY		445.10	Total Direct Deposits		445.10	Check Amount	0.00	0.00



Messages

8. Click the **Messages** button to view messages displayed in that section on the Dashboard, sent to the employee by management. The messages are displayed as links that direct the user to the item where action is required.

Management also receives system messages seen on the Dashboard regarding items needing approval.

Emp# 9 Hired 07/29/1999

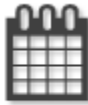
Messages

Annual Staff Meeting on November 30



Resources

- Click the **Resources** button to view links displayed in the Resources section on the Dashboard. These links are predefined by management and include website links and forms.



Time Off

- Click the **Time Off** button to view time off balances also displayed in the Time Off section on the Dashboard.

PAYROLL SOLUTIONS
Compensation Specialists+

The Devlin Group, Inc.
Holly Andrews


Home Menu Contact Settings Exit

Your Info	Pay	Resources	Time Off														
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Submitting a Time Off Request

To submit a Time Off Request:


- Click the large **Plus Sign** at the bottom of the Time Off section on the Dashboard. The Time Off Request screen opens.
- Select the type of Time Off Request being submitted (Personal, Sick, PTO, Vacation, etc.)
- Select the **Start Date** and **End Date** of the time period. Once the dates are entered, the days are listed in the list on the right, where the hours can be edited as needed. Each date is listed on a separate line and totaled at the bottom.
- Enter the **Hours per Day** requested.
- Select the **Include weekends** checkbox if the time request includes weekend days that would be normally worked.
- Enter any notes if applicable (optional).
- Edit hours on the right side of the screen if applicable.

8. Click the Save  button to submit for approval. Result: Management receives a message that time off has been requested and awaits approval.
9. Click Time Off on the Dashboard to view the status of Time Off Requests.

Time Off Illustrations





Time Off Request ×



PTO

Type	Accrued	Balance	Pending
PTO	73.00	68.00	16.00

Start Date 

End Date 

Hours Per Day

Minutes Per Day

Include Weekends

Breakdown

Type	Date	Hours	Minutes
PTO	06/03/2015	8	0
Total Time		8.00	

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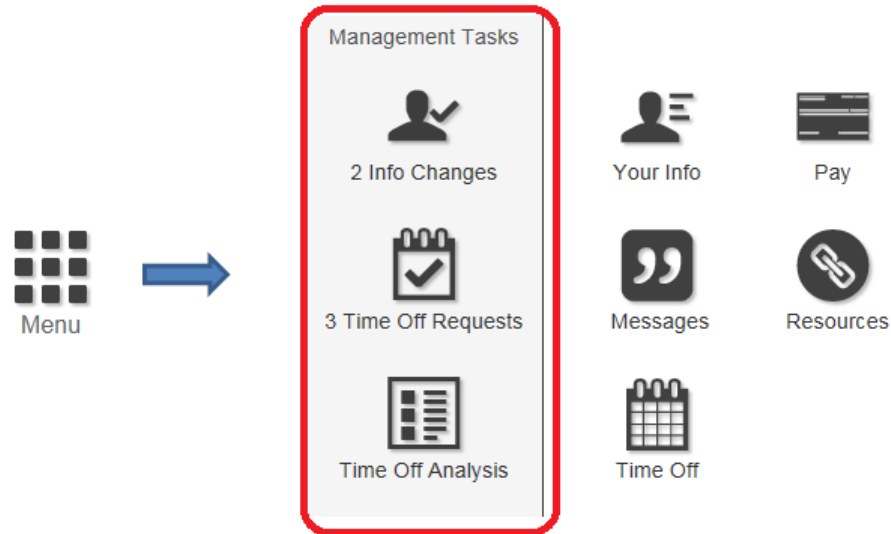
Employee Notes

Manager Response

Request Date	Status	Type	Start	End	Time	Notes
06/02/2015	Pending	PTO	06/02/2015	06/02/2015	8.00	Going out of town
04/30/2015	Pending	PTO	04/30/2015	04/30/2015	8.00	
04/29/2015	Approved	PTO	04/29/2015	04/29/2015	8.00	
10/23/2014	Approved	PTO	10/27/2014	10/27/2014	8.00	
10/23/2014	Approved	PTO	11/03/2014	11/03/2014	8.00	

Management Instructions

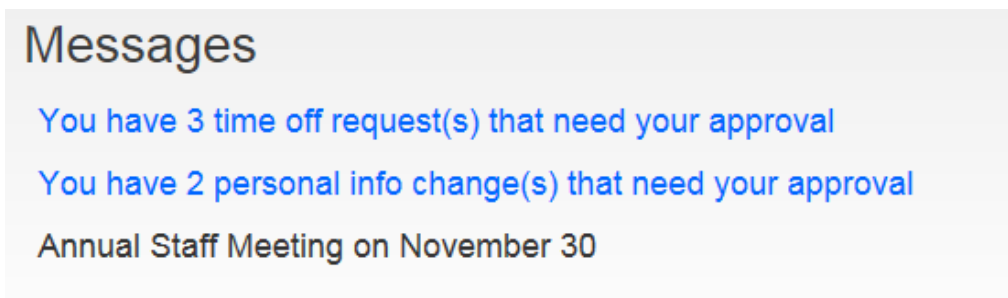
In addition to the items listed previously in this guide, Employee Self Service Managers have a few additional functions. Management will be able to approve employee changes (name, address, tax exemption, etc.), approve and analyze time off requests, add messages to employee portals and edit employee resource links.



From the Dashboard, click the **Menu** button. Employee Self Service Managers will have access to additional buttons.

Messages Section

Messages are created and updated as employees submit personal info change requests and time off requests via their Employee Self Service portal. The Group Managers view these messages as links in the Messages section of the Dashboard, on which they click to approve or reject the requests.



Time Off Requests

1. Click the applicable link in the Messages section or from the Management Tasks menu. The screen listing all of the pending Time Off Requests opens.

Management Tasks

Time Off Requests

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee	Start	Time	
		Holly Andrews	06/02/2015	8.00	
		Holly Andrews	04/30/2015	8.00	
		Michael Smith	04/30/2015	8.00	

Accept
 Reject
 Analyze

Holly Andrews PTO
8hrs
06/02/2015-06/02/2015

Going out of town

Recent Activity

PTO	06/02/2015-06/02/2015	8.00
PTO	04/30/2015-04/30/2015	8.00
PTO	04/29/2015-04/29/2015	8.00
PTO	11/03/2014-11/03/2014	8.00
PTO	10/27/2014-10/27/2014	8.00

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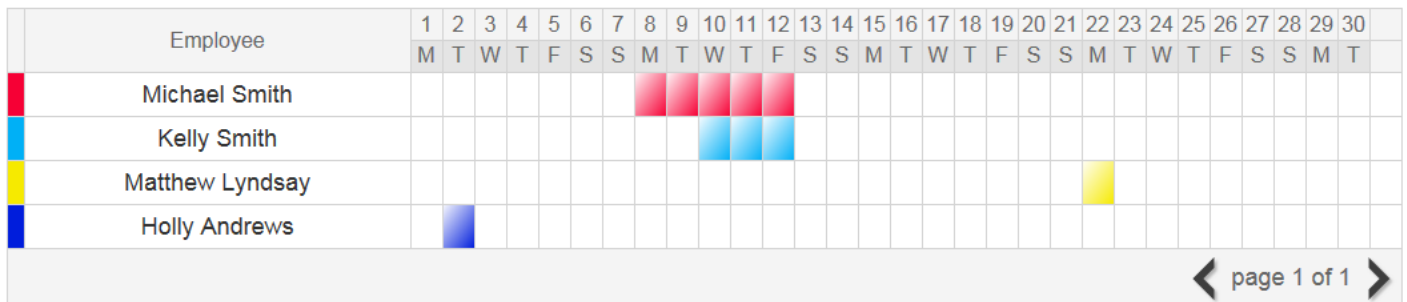
2. Select an employee from the list of employees on the left-hand side of the screen. The time off request appears on the right-hand side.
3. Also displayed is Recent Time Off Activity for that employee and any conflicts the request creates.
4. Click the Analyze button to view the Time Off Analysis screen to determine whether other employees are taking time off within the time requested.

Time Off Analysis



Chart View [Table View](#)

< June 2015 >



5. Click Accept or Reject OR
6. Click the employee's name on the right to open the Time Off Approval Screen and view the original request with a breakdown by date.



Time Off Approval

for: Holly Andrews



Plan	Balance	Approved	Pending
PTO	68.00	24.00	16.00

Start Date
04/30/2015

End Date
04/30/2015

Total Hours
8

Total Minutes
0

Breakdown

Date	Hours	Minutes
04/30/2015	8	0

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7. Make any applicable changes and approve or reject the Time Off Request.
8. Click the **Save** button in the Navigation panel on the left-hand side of the screen.
9. The employee receives an email notifying them that time off has been approved and the message disappears from the Manager's dashboard.

Personal Info Change Requests

1. Click the applicable link in the Messages section or from the Management Tasks menu. The screen listing all of the pending Employee Change Requests opens.

Management Tasks
Employee Changes

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee	Change Summary
		Brighton Devlin	W4
		Holly Andrews	W4
		Michael Smith	Addr

< page 1 of 1 >

Accept
 Reject

Change Details Holly Andrews

Field	Old Value	New Value
Federal Dependents	99	2

2. Click each employee to view the change details.
3. Click Accept or Reject .
4. Click the **Save** button in the Navigation panel on the left-hand size of the screen.

5. The employee receives an email that the Manager has approved the changes. The employee's information is automatically changed on the Employee Self Service portal, the message disappears from the Manager's Dashboard and the changes are posted in the payroll system.

Messages and Resource Information


Employee Self Service Managers have the ability to change the messages sent to other ESS users and the ability to change website links within the Resource menu.



Messages



Resources

1. Messages can be added, changed or deleted by simply editing the information in the Message 1 and Message 2 boxes.
2. Website information can be added, changed or deleted by clicking the  button in the Resources screen.



Exit

Click the **Exit** button to exit the application or just close the internet browser.