REDEFINING THE WORLD OF PAYROLL + HR

Revised 10/23/2015

WEB PAY EMPLOYEE GUIDE

Client Resource

WWW.PAYLOCITY.COM

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WEB PAY

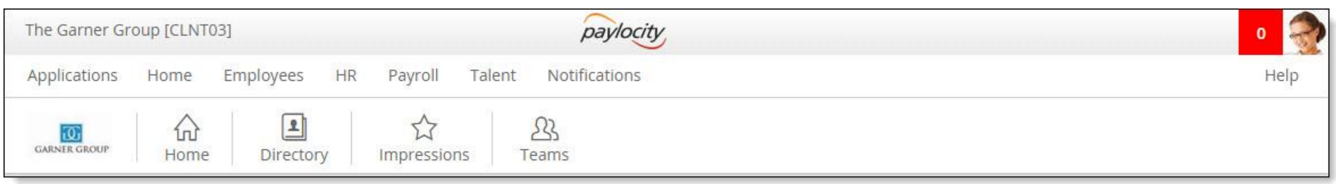
Use Web Pay self service and social collaboration to manage information and network with coworkers.

Users may not have access to all of the options described in this guide. Each company determines which options are available and each user's security group determines the display of information.

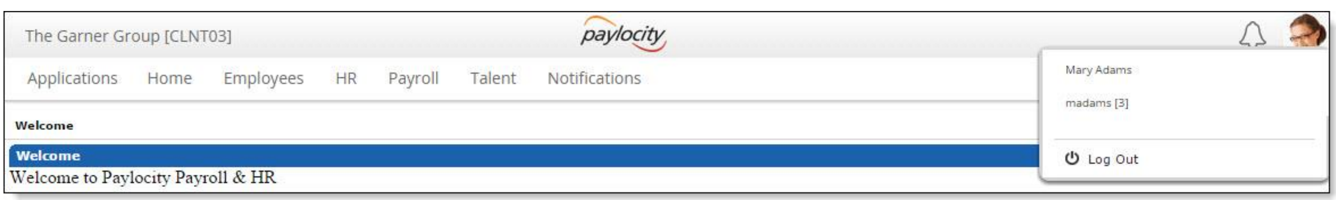
In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.

- Click the Paylocity logo in the middle of the header to return to the default home page.
- Access messages in the header section of the screen. The bell indicates there are no messages. When there are messages, the red box displays the number of messages.
- Click **Help** to view help text for each screen.

- Use the self service portal or the menus across the top of the application to navigate through Web Pay.
- Select **Self Service Portal** from the Applications menu.
- Use the search filter options to find specific employees.
- Select **Home** to access the self service portal.
- Select Directory to view all employees.
- Select Impressions to view impression badges received by employees.
- Select Teams to view the company's team structure.



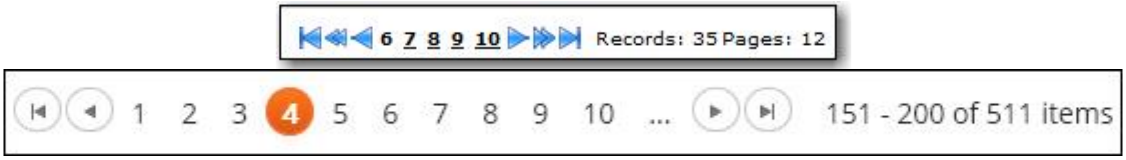
- Select **Return to Portal** from the Account Profile to return to the self service portal.
- Select **Log Out** from the Account Profile to log out of the application.



Multiple Pages of Information

When there are multiple pages of information, use the page numbers and arrow keys to view all available information.

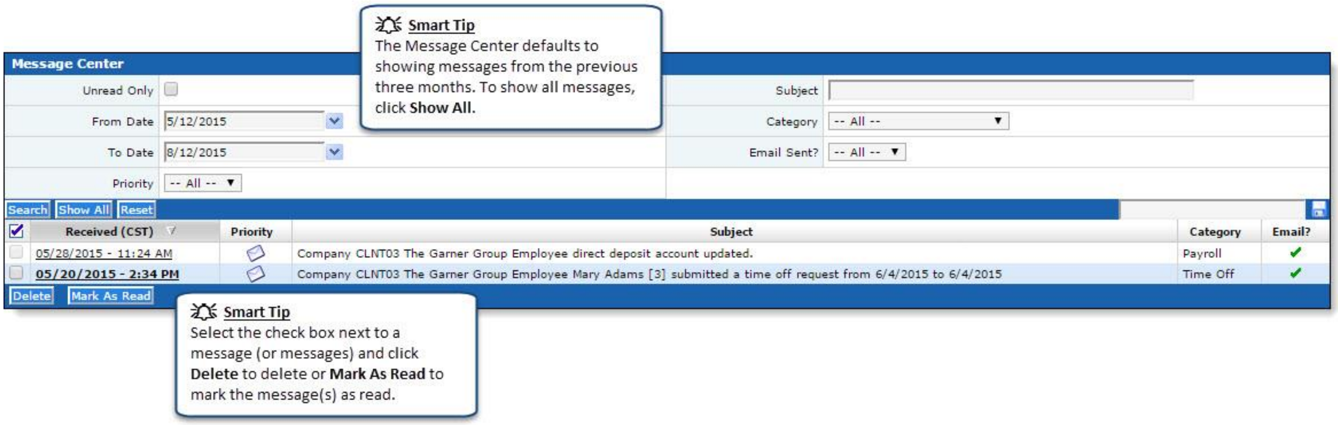
- Click the back arrow with an adjacent vertical line to access the first page.
- Click the multiple back arrows with an adjacent vertical line to access the prior set of pages.
- Click the back arrow to access the prior page.
- Click a page number to select a specific page.
- Click the forward arrow to access the next page.
- Click the multiple forward arrows with an adjacent vertical line to access the next set of pages.
- Click the forward arrow with an adjacent vertical line to access the last page.



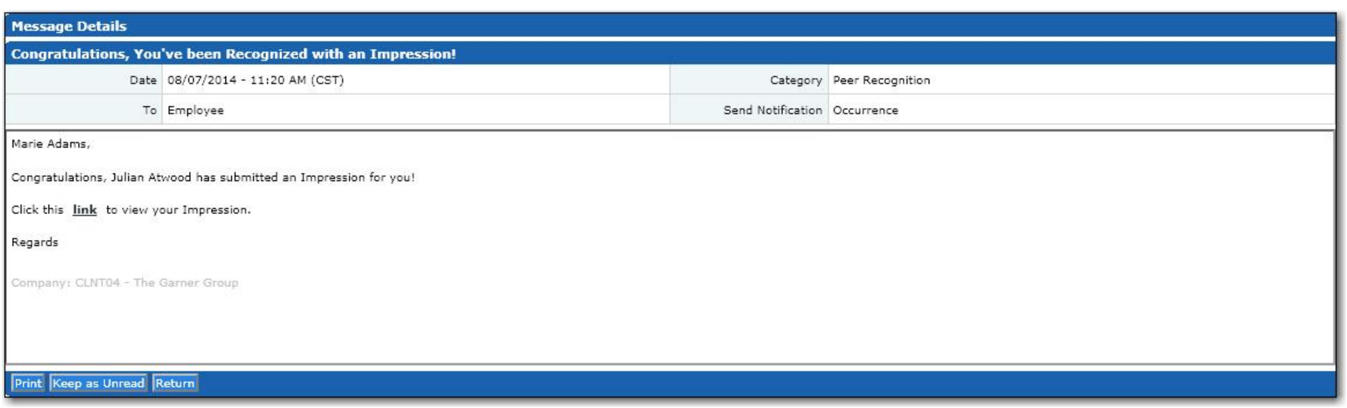
MESSAGE CENTER

View or delete messages.

- Click the **Received** link to view the message details.
- Check the box adjacent to the message and click **Delete** to delete the message.

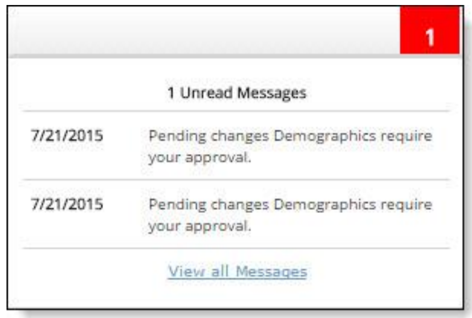


- Click the link to view additional details.
- Click **Print** to print the message.
- Click **Keep As Unread** to keep the message marked as an unread message.
- Click **Return** to return to the previous screen.



MESSAGES

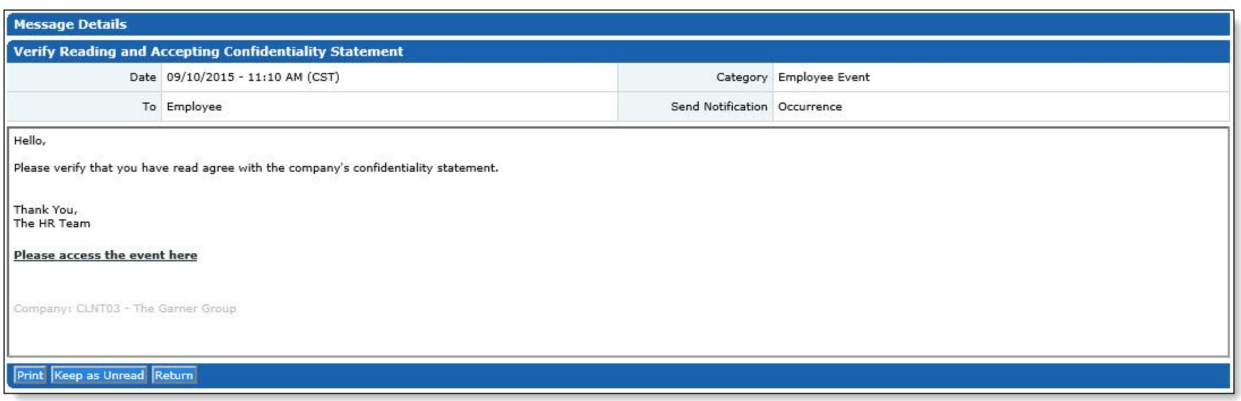
- View messages.
- Click **View all Messages** to access the Message Center.



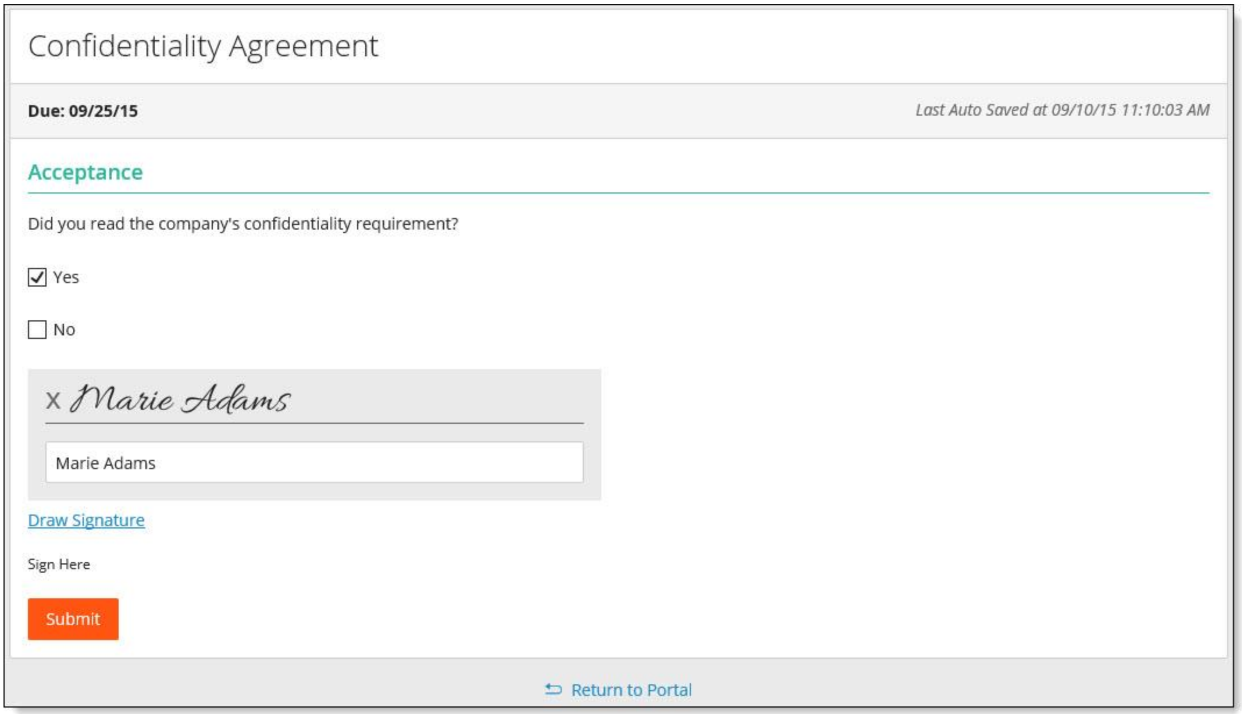
EVENT NOTIFICATION

When an Administrator launches an Event, the selected employee will receive a notification about the Event for completion.

- Click the **Please access the event here** link to display the Event.

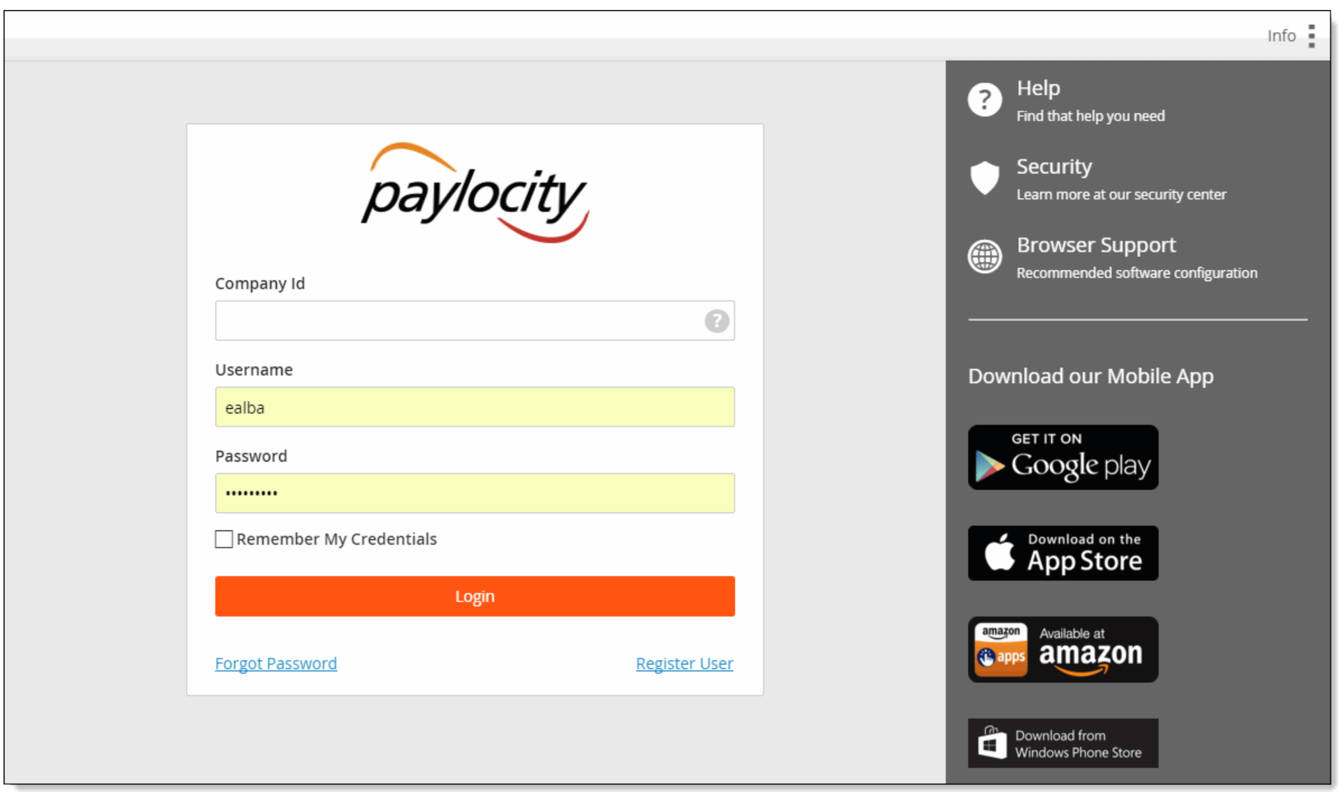


1. Fill out the required information within the Event.
2. Click **Submit**.



SIDEBAR MENU

Use the sidebar menu to access help or download mobile applications. Select **Security** to learn more about how Paylocity protects information.

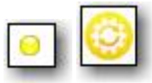


CHANGING INFORMATION

Users may be able to edit certain fields in Web Pay. All fields with a green icon adjacent to the field name or a green title are required and must be populated in order to save information in a screen.

Many of the changes made by employees are pending changes that will not take effect until a Company Administrator approves them.

Pending addition 

Pending change 

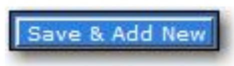
Pending deletion 

Saving Information

When finished entering information, use one of the save options to save the information.

Save the updated information and remain on the current screen.

Save the updated information and open a new screen to add additional information.

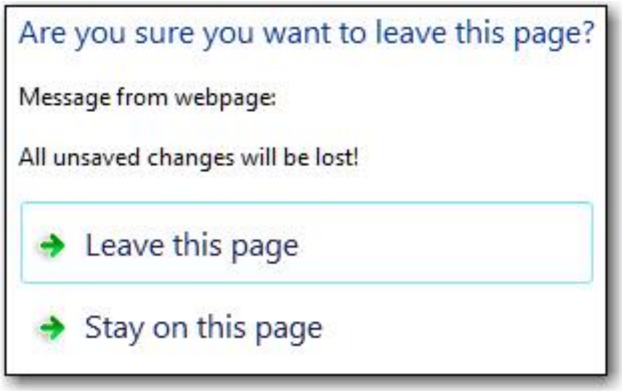


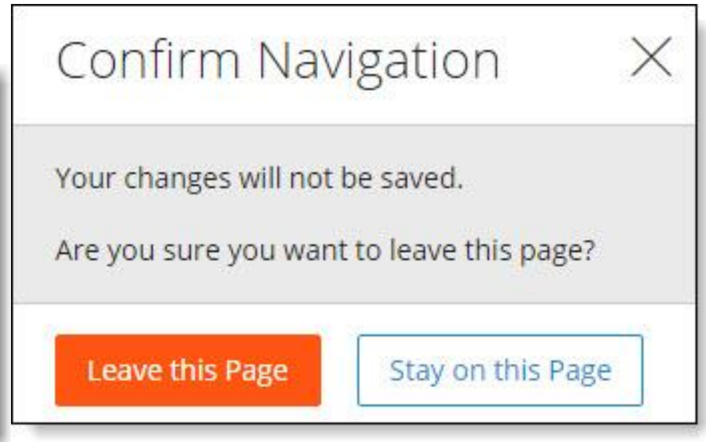
Save the updated information and return to the previous screen.

Save the updated information and close the current screen

Discard the changes and return to the previous screen.

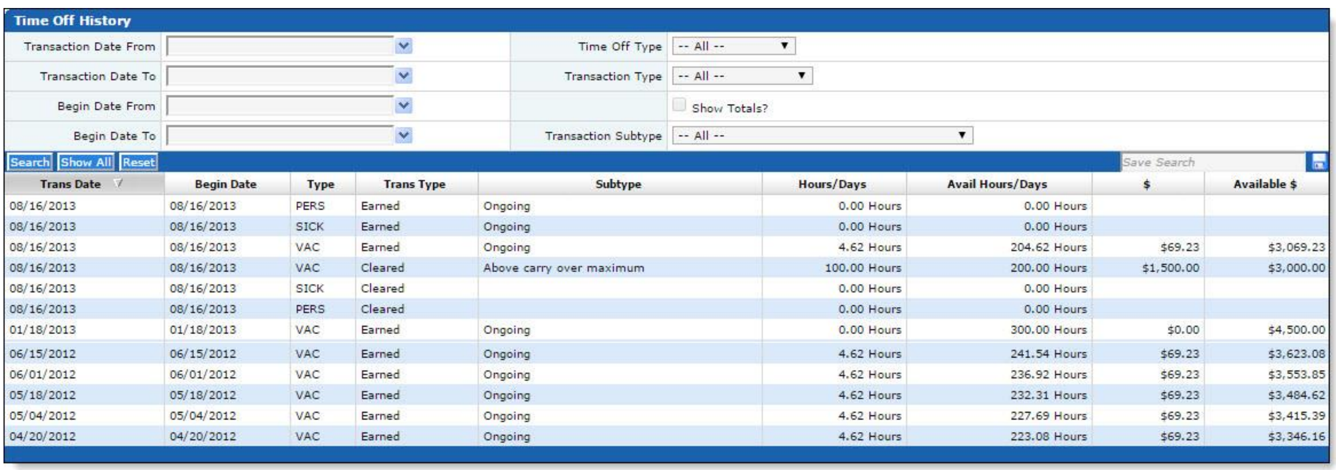
A warning will appear when navigating away from a screen where changes have been made but not saved.





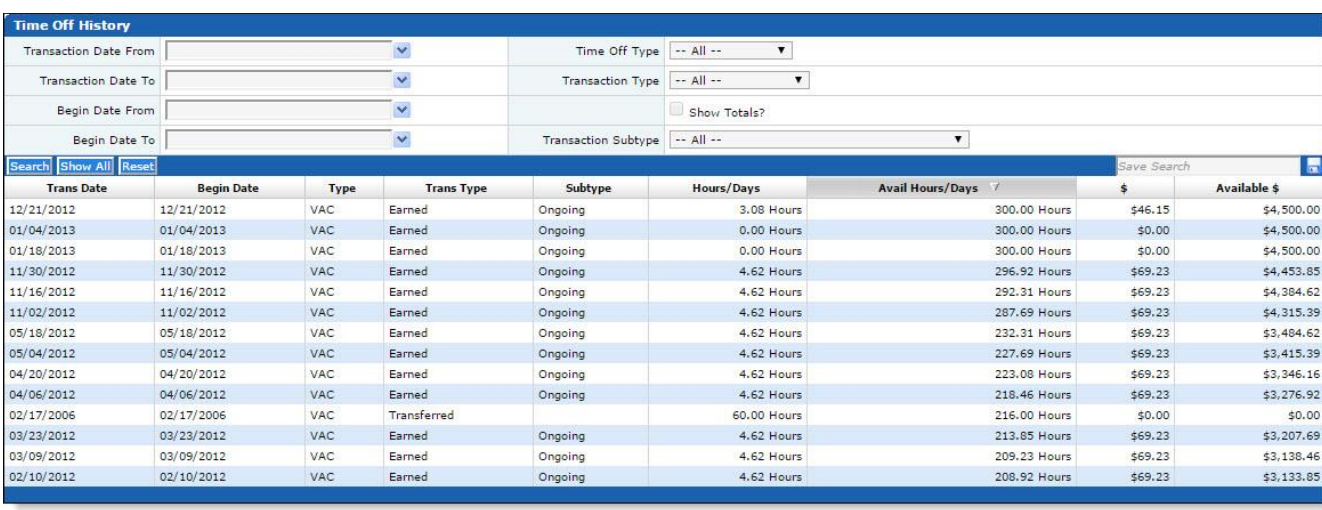
SORTING

List pages display information in columns that can be sorted. There will be a triangle adjacent to the column heading by which the system is sorting the information. The triangle will show the direction of the current sort.



Trans Date	Begin Date	Type	Trans Type	Subtype	Hours/Days	Avail Hours/Days	$	Available $
08/16/2013	08/16/2013	PERS	Earned	Ongoing	0.00 Hours	0.00 Hours		
08/16/2013	08/16/2013	SICK	Earned	Ongoing	0.00 Hours	0.00 Hours		
08/16/2013	08/16/2013	VAC	Earned	Ongoing	4.62 Hours	204.62 Hours	$69.23	$3,069.23
08/16/2013	08/16/2013	VAC	Cleared	Above carry over maximum	100.00 Hours	200.00 Hours	$1,500.00	$3,000.00
08/16/2013	08/16/2013	SICK	Cleared		0.00 Hours	0.00 Hours		
08/16/2013	08/16/2013	PERS	Cleared		0.00 Hours	0.00 Hours		
01/18/2013	01/18/2013	VAC	Earned	Ongoing	0.00 Hours	300.00 Hours	$0.00	$4,500.00
06/15/2012	06/15/2012	VAC	Earned	Ongoing	4.62 Hours	241.54 Hours	$69.23	$3,623.08
06/01/2012	06/01/2012	VAC	Earned	Ongoing	4.62 Hours	236.92 Hours	$69.23	$3,553.85
05/18/2012	05/18/2012	VAC	Earned	Ongoing	4.62 Hours	232.31 Hours	$69.23	$3,484.62
05/04/2012	05/04/2012	VAC	Earned	Ongoing	4.62 Hours	227.69 Hours	$69.23	$3,415.39
04/20/2012	04/20/2012	VAC	Earned	Ongoing	4.62 Hours	223.08 Hours	$69.23	$3,346.16

To change the sorting of displayed information, click the applicable column heading.

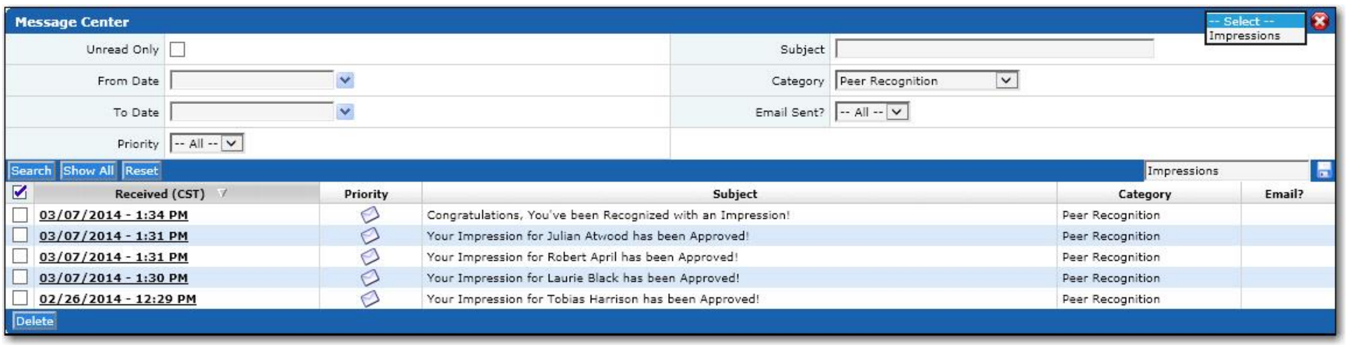


Trans Date	Begin Date	Type	Trans Type	Subtype	Hours/Days	Avail Hours/Days	$	Available $
12/21/2012	12/21/2012	VAC	Earned	Ongoing	3.08 Hours	300.00 Hours	$46.15	$4,500.00
01/04/2013	01/04/2013	VAC	Earned	Ongoing	0.00 Hours	300.00 Hours	$0.00	$4,500.00
01/18/2013	01/18/2013	VAC	Earned	Ongoing	0.00 Hours	300.00 Hours	$0.00	$4,500.00
11/30/2012	11/30/2012	VAC	Earned	Ongoing	4.62 Hours	296.92 Hours	$69.23	$4,453.85
11/16/2012	11/16/2012	VAC	Earned	Ongoing	4.62 Hours	292.31 Hours	$69.23	$4,384.62
11/02/2012	11/02/2012	VAC	Earned	Ongoing	4.62 Hours	287.69 Hours	$69.23	$4,315.39
05/18/2012	05/18/2012	VAC	Earned	Ongoing	4.62 Hours	232.31 Hours	$69.23	$3,484.62
05/04/2012	05/04/2012	VAC	Earned	Ongoing	4.62 Hours	227.69 Hours	$69.23	$3,415.39
04/20/2012	04/20/2012	VAC	Earned	Ongoing	4.62 Hours	223.08 Hours	$69.23	$3,346.16
04/06/2012	04/06/2012	VAC	Earned	Ongoing	4.62 Hours	218.46 Hours	$69.23	$3,276.92
02/17/2006	02/17/2006	VAC	Transferred		60.00 Hours	216.00 Hours	$0.00	$0.00
03/23/2012	03/23/2012	VAC	Earned	Ongoing	4.62 Hours	213.85 Hours	$69.23	$3,207.69
03/09/2012	03/09/2012	VAC	Earned	Ongoing	4.62 Hours	209.23 Hours	$69.23	$3,138.46
02/10/2012	02/10/2012	VAC	Earned	Ongoing	4.62 Hours	208.92 Hours	$69.23	$3,133.85

SEARCH FILTERS

Search options are available to expand or limit the amount of information displayed.

- Select or enter the required criteria in one or more fields.
- Click the **Search** button to display all information that matches the required criteria.
- Verify the results in the display section.
- To save the search results for future use, enter a name for the search in the **Save Search** field and click the **Save** icon.
- Once the search has been saved, users can select the saved search from the **Select Saved Search** drop down.
- To delete the saved search, select the saved search from the drop down and click the **Delete** icon.
- Click **Show All** to display all information.



SELF SERVICE PORTAL

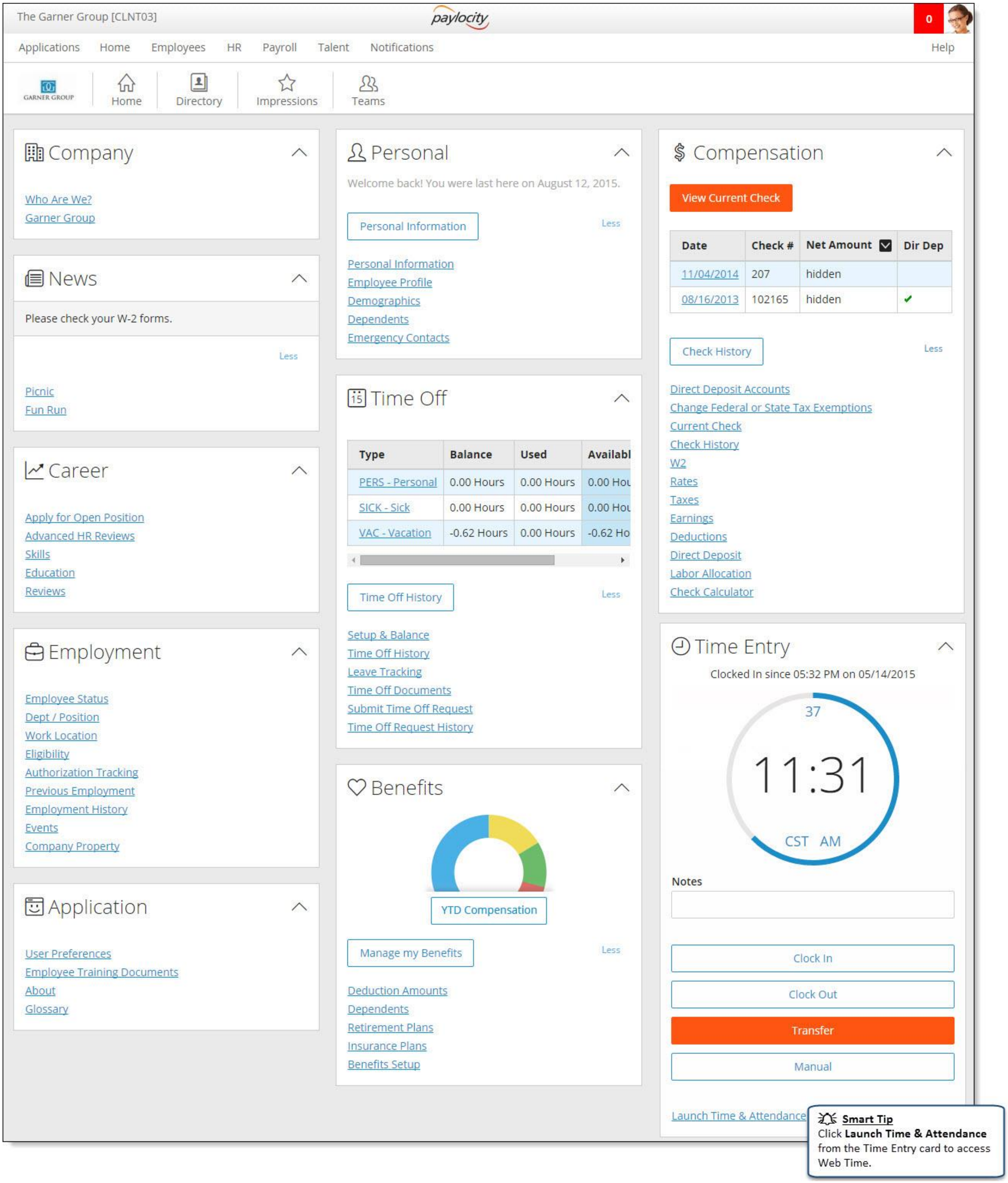
SELF SERVICE PORTAL

Self service portal information is organized into tablet-friendly cards. Each company may configure their own display and access.

- Click the icon to expand or collapse the card.
- Click **Less** to hide information in the card.
- Click **More** to display all information.

Use the self service portal to manage Web Pay information.

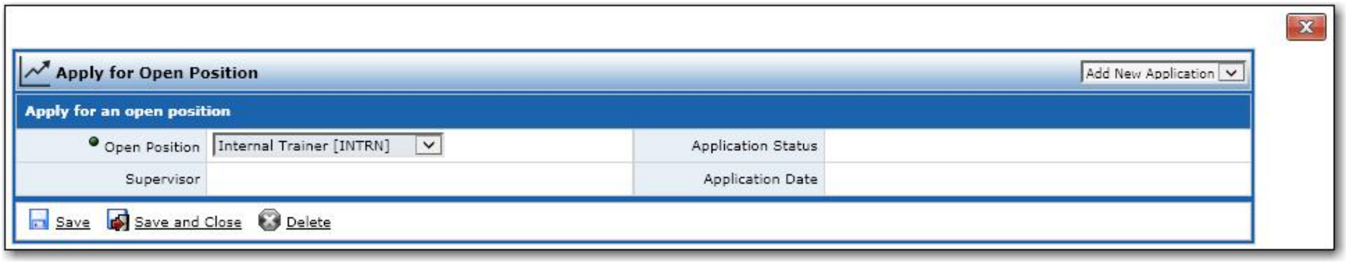
- Click the boxes or the links to access associated Web Pay screens.


The Garner Group [CLNT03]
paylocity
0
Applications Home Employees HR Payroll Talent Notifications
Help
GARNER GROUP
Home
Directory
Impressions
Teams
Company
Who Are We?
Garner Group
News
Please check your W-2 forms.
Less
Picnic
Fun Run
Career
Apply for Open Position
Advanced HR Reviews
Skills
Education
Reviews
Employment
Employee Status
Dept / Position
Work Location
Eligibility
Authorization Tracking
Previous Employment
Employment History
Events
Company Property
Application
User Preferences
Employee Training Documents
About
Glossary
Personal
Welcome back! You were last here on August 12, 2015.
Personal Information
Less
Personal Information
Employee Profile
Demographics
Dependents
Emergency Contacts
Time Off
Type Balance Used Availabl
PERS - Personal 0.00 Hours 0.00 Hours 0.00 Hou
SICK - Sick 0.00 Hours 0.00 Hours 0.00 Hou
VAC - Vacation -0.62 Hours 0.00 Hours -0.62 Ho
Time Off History
Less
Setup & Balance
Time Off History
Leave Tracking
Time Off Documents
Submit Time Off Request
Time Off Request History
Benefits
YTD Compensation
Manage my Benefits
Less
Deduction Amounts
Dependents
Retirement Plans
Insurance Plans
Benefits Setup
Compensation
View Current Check
Date Check # Net Amount Dir Dep
11/04/2014 207 hidden
08/16/2013 102165 hidden
Check History
Less
Direct Deposit Accounts
Change Federal or State Tax Exemptions
Current Check
Check History
W2
Rates
Taxes
Earnings
Deductions
Direct Deposit
Labor Allocation
Check Calculator
Time Entry
Clocked In since 05:32 PM on 05/14/2015
37
11:31
CST AM
Notes
Clock In
Clock Out
Transfer
Manual
Launch Time & Attendance
Smart Tip
Click Launch Time & Attendance from the Time Entry card to access Web Time.

APPLY FOR AN OPEN POSITION

Apply for an open position in the company. Click the **X** in the top-right corner of your screen to close this screen and return to the self service portal.

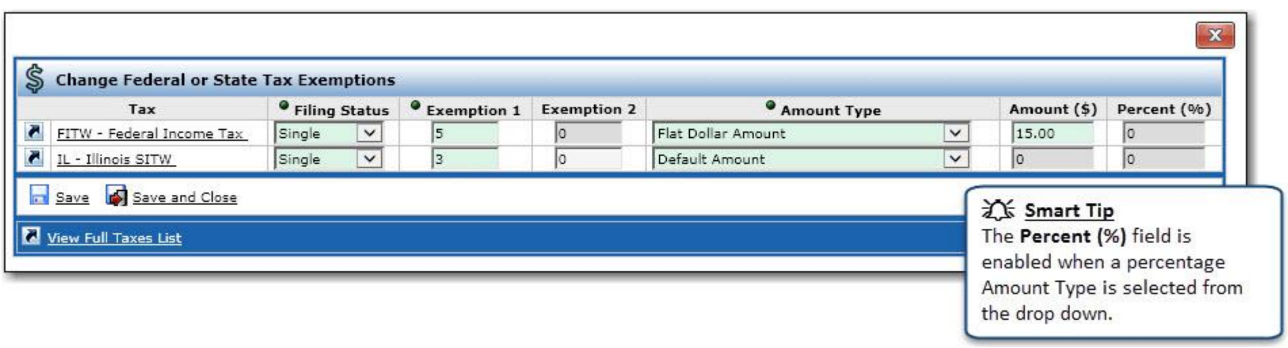
1. Select the Open Position from the **Open Position** drop down.
2. Click **Save and Close** to save the open position application and return to the main screen.



CHANGE FEDERAL OR STATE TAX EXEMPTIONS

View or change tax exemptions. Click the **Tax** link or **View Full Taxes List** to navigate to the Taxes screen. Click the **X** in the top-right corner of your screen to close this screen and return to the self service portal.

1. Select a **Filing Status** from the drop down.
2. Enter the number of exemptions in the **Exemption 1** field and in the **Exemption 2** field (*if applicable*).
3. The **Amount Type** defaults to Default Amount. If applicable, select another Amount Type from the drop down.
4. Enter an **Amount (S)**. This field is enabled when a dollar Amount Type is selected from the drop down.
5. Enter a **Percent (%)** as a whole number not as a decimal, (e.g., 10% should be entered as 10.00 instead of 0.10).
6. **Save** the updated information.

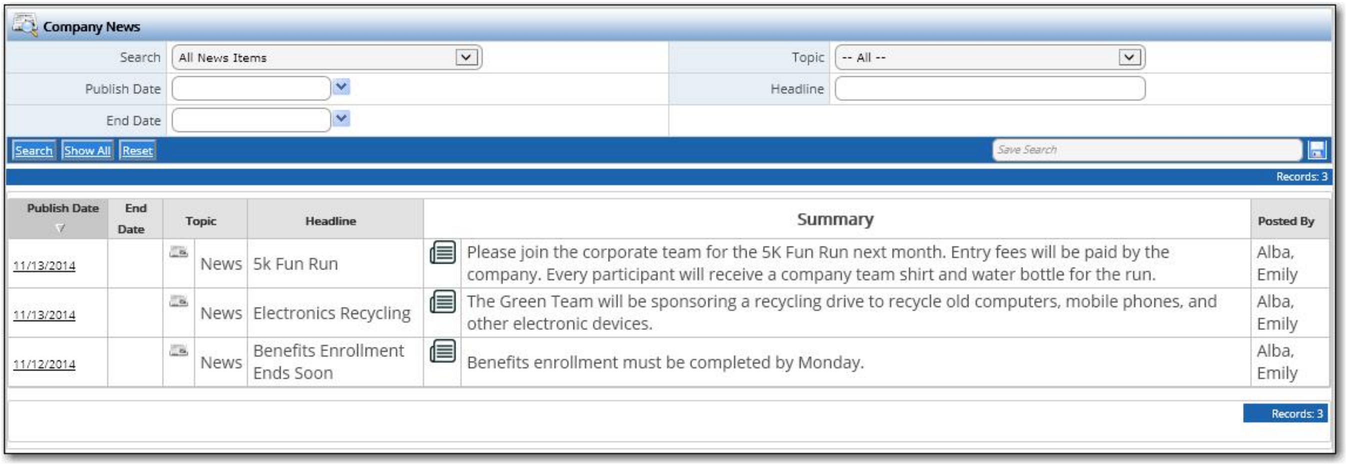


Important Notes

- The portal window displays federal and state tax information. Click the View Full Taxes List link to view or modify local taxes.

COMPANY NEWS ITEMS

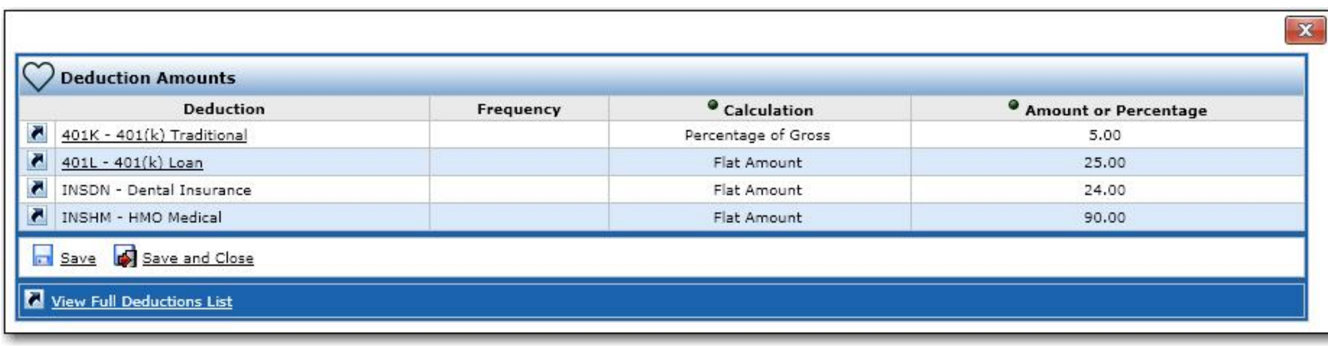
View all company news items. Click the **Publish Date** link to view the details.



DEDUCTION AMOUNTS

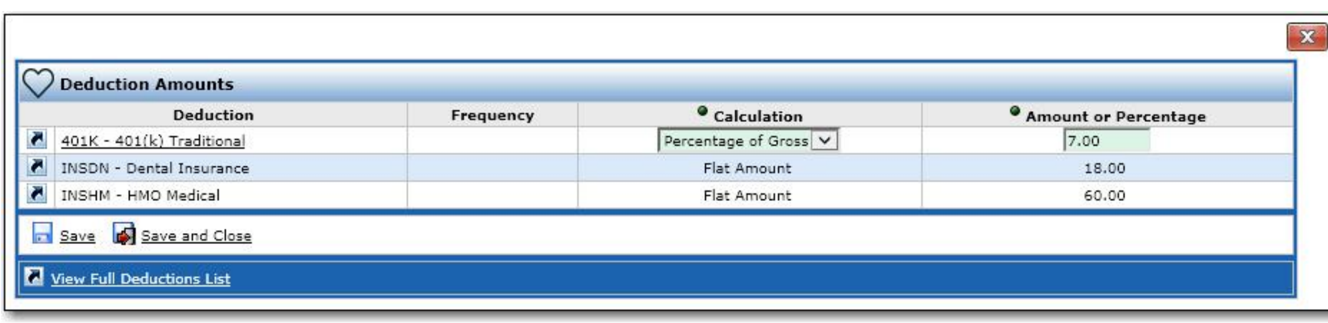
View deduction information. Click the **X** in the top-right corner of your screen to close this screen and return to the self service portal.

- Click the **Deduction** link or **View Full Deductions List** to navigate to the Deductions screen.



Depending on company configuration, users may be able to edit specific deductions.

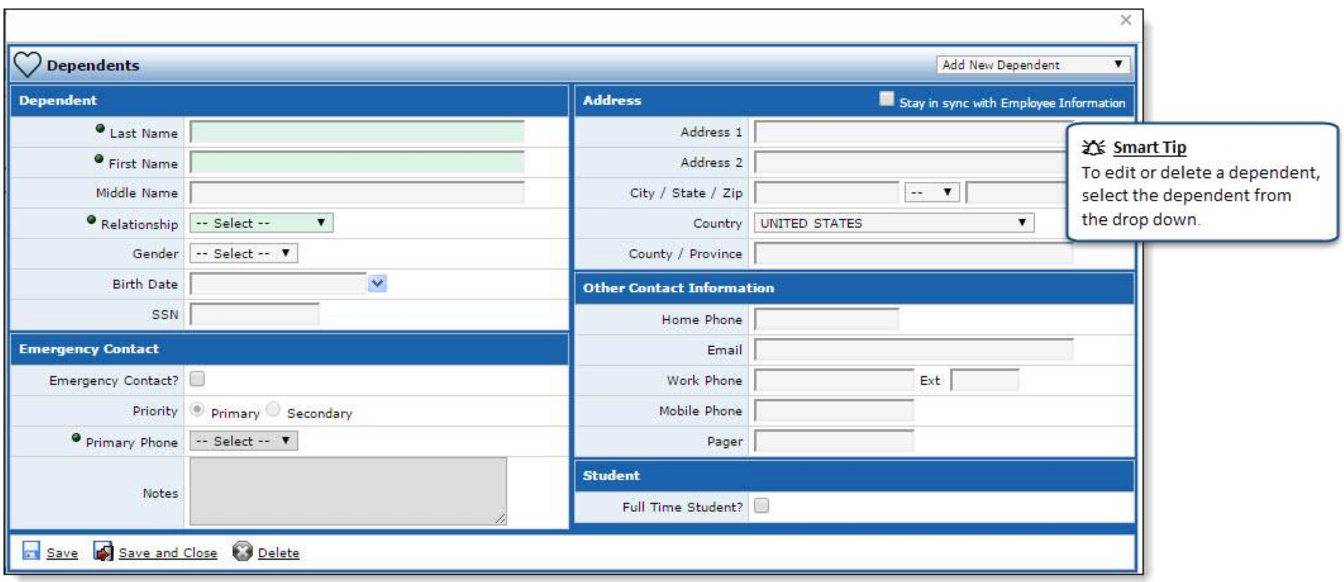
1. Select the applicable **Calculation** from the drop down.
2. Enter the applicable **Amount or Percentage**.
3. Click **Save and Close** to save the updated information and return to the self service portal.



DEPENDENTS

Add, edit, or delete dependent information. Click the **X** in the top-right corner of your screen to close this screen and return to the self service portal.

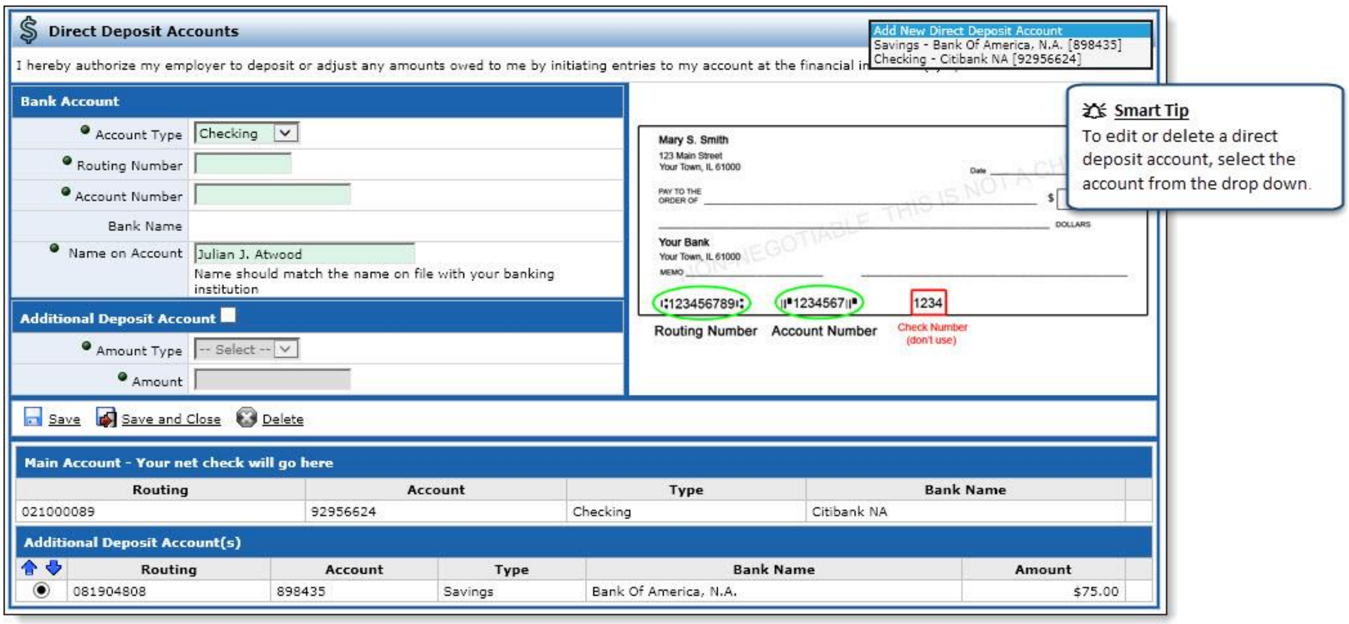
1. To add a new dependent, select **Add New Dependent** from the drop down.
2. Enter the **Last Name** (40 character limit), **First Name** (40 character limit), and **Middle Name** (20 character limit).
3. Select the **Relationship** from the drop down.
4. Select the **Gender** from the drop down.
5. Select or enter the **Birth Date**.
6. Enter the Social Security number in the **SSN** field.
7. Check the **Emergency Contact** box if the dependent is an emergency contact. This will enable the fields in the Emergency Contact section.
8. Select Primary or Secondary in the **Priority** field. Employees are permitted to have more than one primary and secondary emergency contact.
9. Select the **Primary Phone** from the drop down.
10. Enter additional information the **Notes** field (1000 character limit).
11. Check the **Stay in sync with Employee Information** box to automatically populate the dependent's address with the employee's information.
12. Enter the **Address**, **Phone**, and **Email** information.
13. Check the **Full Time Student** box, if applicable.
14. **Save** the updated information.



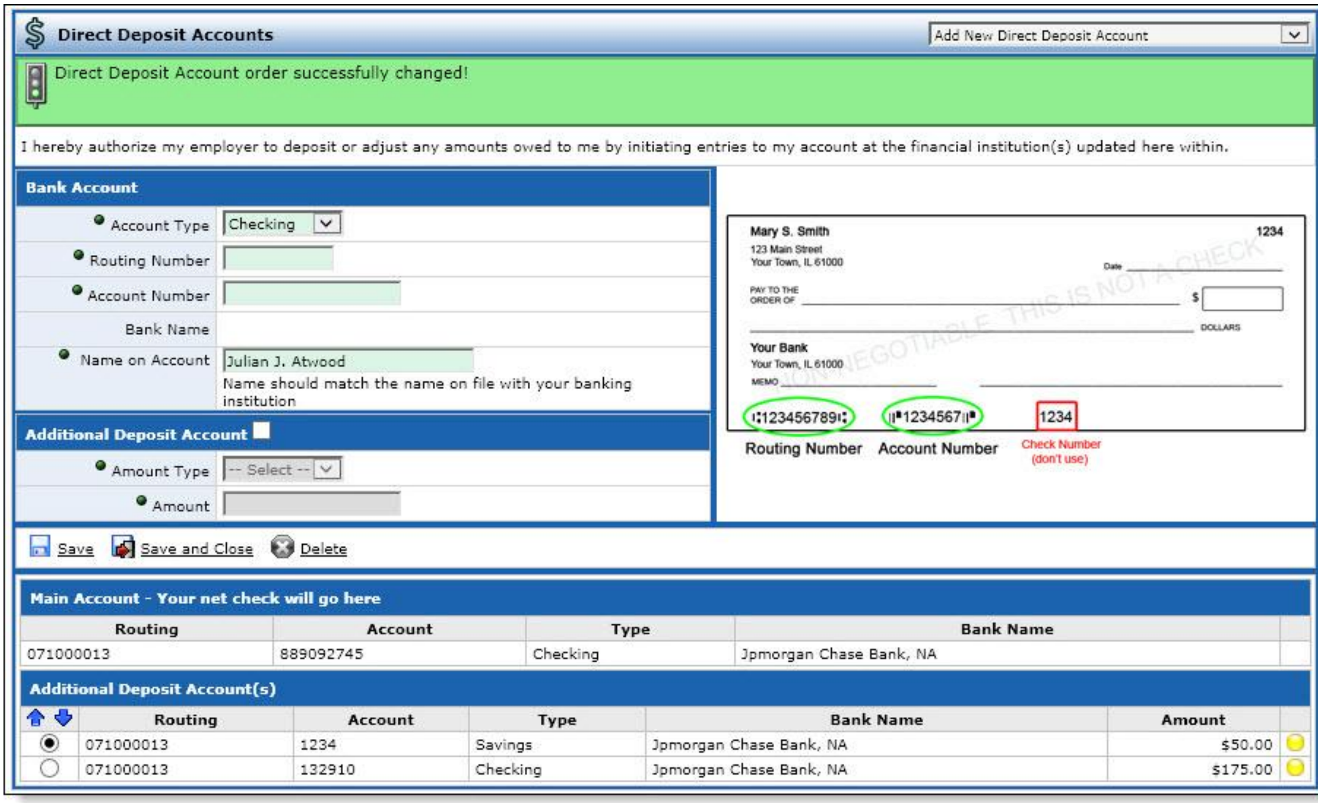
DIRECT DEPOSIT ACCOUNT

Add, edit, or delete direct deposit account information. Click the **X** in the top-right corner of your screen to close this screen and return to the self service portal.

1. To add a new direct deposit account, select **Add New Direct Deposit Account** from the drop down.
2. Select the applicable **Account Type** (Checking, Savings, or Pay Card) from the drop down.
3. Enter the nine digit ABA Transit **Routing Number** without dashes or spaces.
4. Enter the **Account Number** without spaces or symbols (17 character limit).
5. Enter the **Name on Account** (30 character limit).
6. If this is the main account, **Save** the updated information to deposit the entire paycheck to this main account. If this is an additional account, check the **Additional Deposit Account** box.
7. Select the **Amount Type** from the drop down to indicate whether the numeric value in the **Amount** field should be a Flat dollar amount, Percent, or Net Minus. Selecting Net Minus will issue a live check for the dollar amount entered into the **Amount** field with the balance being deposited into the corresponding bank account.
8. Enter the **Amount** based on the **Amount Type**.
9. **Save** the updated information. The specified amount will be deposited in each additional account listed and the net check will be deposited into the main account.

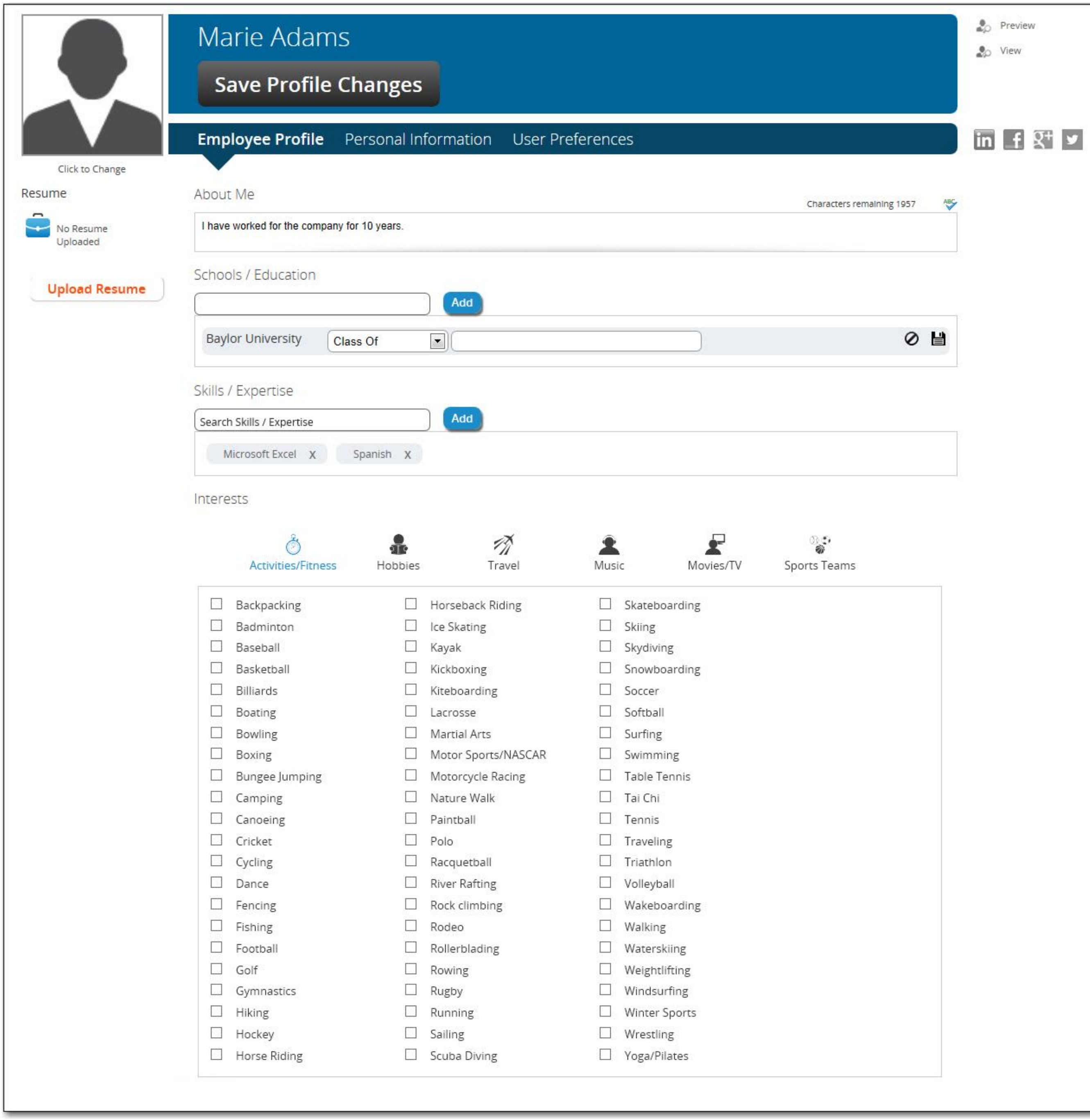


To change the order in which money is deposited into an additional deposit account, select the radio button adjacent to the applicable account **Routing** Number and click the blue up or down arrow to move the account.


Direct Deposit Accounts
Add New Direct Deposit Account
Direct Deposit Account order successfully changed!
I hereby authorize my employer to deposit or adjust any amounts owed to me by initiating entries to my account at the financial institution(s) updated here within.
Bank Account
Account Type Checking
Routing Number
Account Number
Bank Name
Name on Account Julian J. Atwood
Name should match the name on file with your banking institution
Additional Deposit Account
Amount Type -- Select --
Amount
Mary S. Smith
123 Main Street
Your Town, IL 61000
1234
Date
PAY TO THE ORDER OF
$
DOLLARS
Your Bank
Your Town, IL 61000
MEMO
NON-NEGOTIABLE THIS IS NOT A CHECK
123456789
1234567
1234
Routing Number
Account Number
Check Number (don't use)
Save
Save and Close
Delete
Main Account - Your net check will go here
Routing | Account | Type | Bank Name
071000013 | 889092745 | Checking | Jpmorgan Chase Bank, NA
Additional Deposit Account(s)
Routing | Account | Type | Bank Name | Amount
071000013 | 1234 | Savings | Jpmorgan Chase Bank, NA | $50.00
071000013 | 132910 | Checking | Jpmorgan Chase Bank, NA | $175.00

EDIT EMPLOYEE PROFILE

- Click the image to upload a new profile image. Select **Use Default Image** to return to the default image.
- Click **Preview** to preview the profile.
- Click **View** to view the profile that appears when users click Profile.
- Click the applicable icon to link a LinkedIn, Facebook, Google+, or Twitter profile to the employee profile.
- Click **Upload Resume** to upload a resume.
- Enter personal information in the **About Me** field. Click the spell check icon to check the spelling.
- Enter information in the **Schools/Education** search field to select an education option or enter education information in the field and click **Add** to add the education information to the employee profile. Make a selection from the **Class Of** drop down and enter additional information in the comments field. Users may edit, save, or delete education information by clicking the applicable icon.
- Enter information in the **Skills/Expertise** search field to select a skill or expertise or enter skills or expertise information in the field and click **Add** to add the information to the employee profile. Click the **X** to delete information.
- Check the box adjacent to those **Interests** that apply. Click the applicable section icon to add interests from the selected section.
- Click **Save Profile Changes** to save the updated information.



Important Notes

- When users add a new education option to their employee profile, the option will be available to every user in the company.
- When users add a new skill or expertise to their employee profile, the option will be available to every user in the company.

HIDE OR DISPLAY THE NET AMOUNT

Click the **Net Amoun**t icon to hide or display the **Net Amount** in the Compensation section of the self service portal.

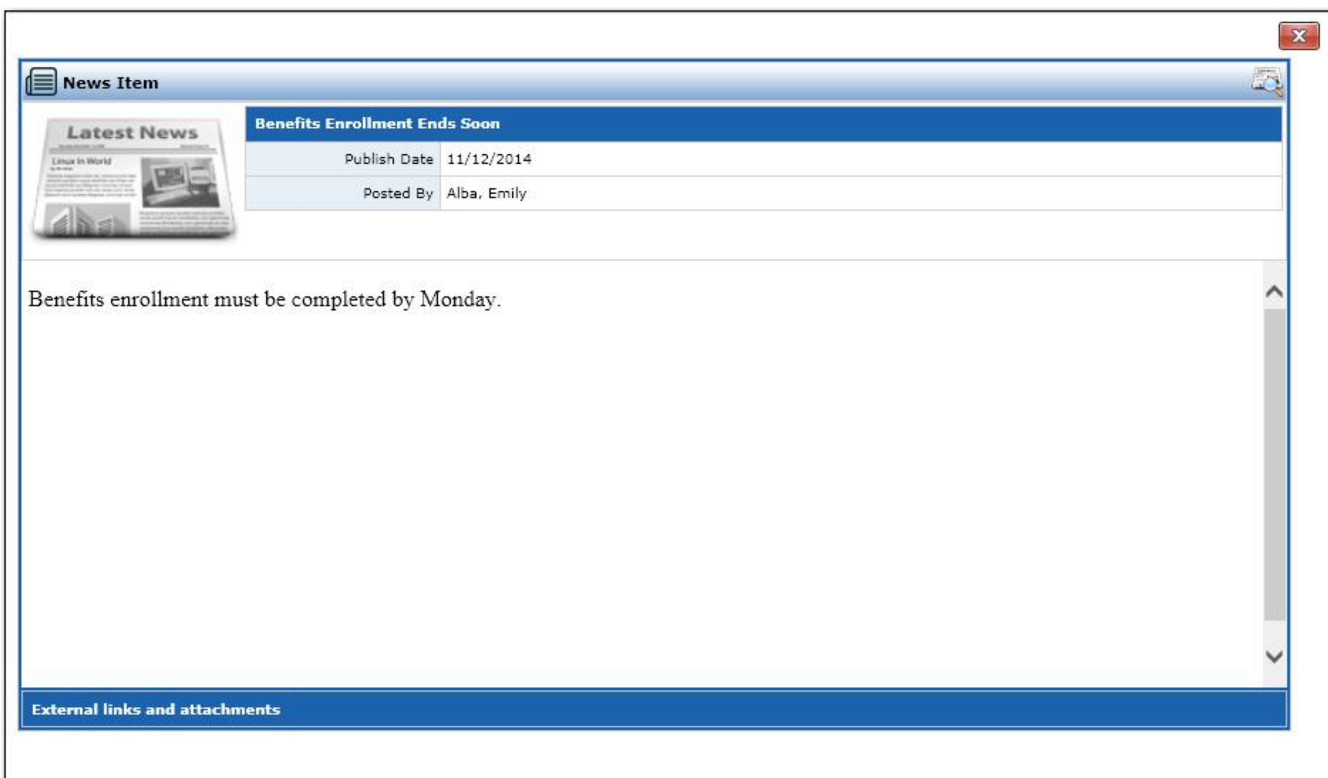
Date	Check #	Net Amount	Dir Dep
11/14/2014	103006	$615.08	✔
11/07/2014	102992	$615.07	✔

Date	Check #	Net Amount	Dir Dep
11/14/2014	103006	hidden	✔
11/07/2014	102992	hidden	✔

NEWS ITEM

View the company news item. Click the **X** in the top-right corner of your screen to close this screen and return to the previous screen.

- Use the arrows adjacent to the drop down to navigate from one news item to the next or select a specific news item from the drop down.
- Click the search icon located below the **X** to view a summary list of news items.

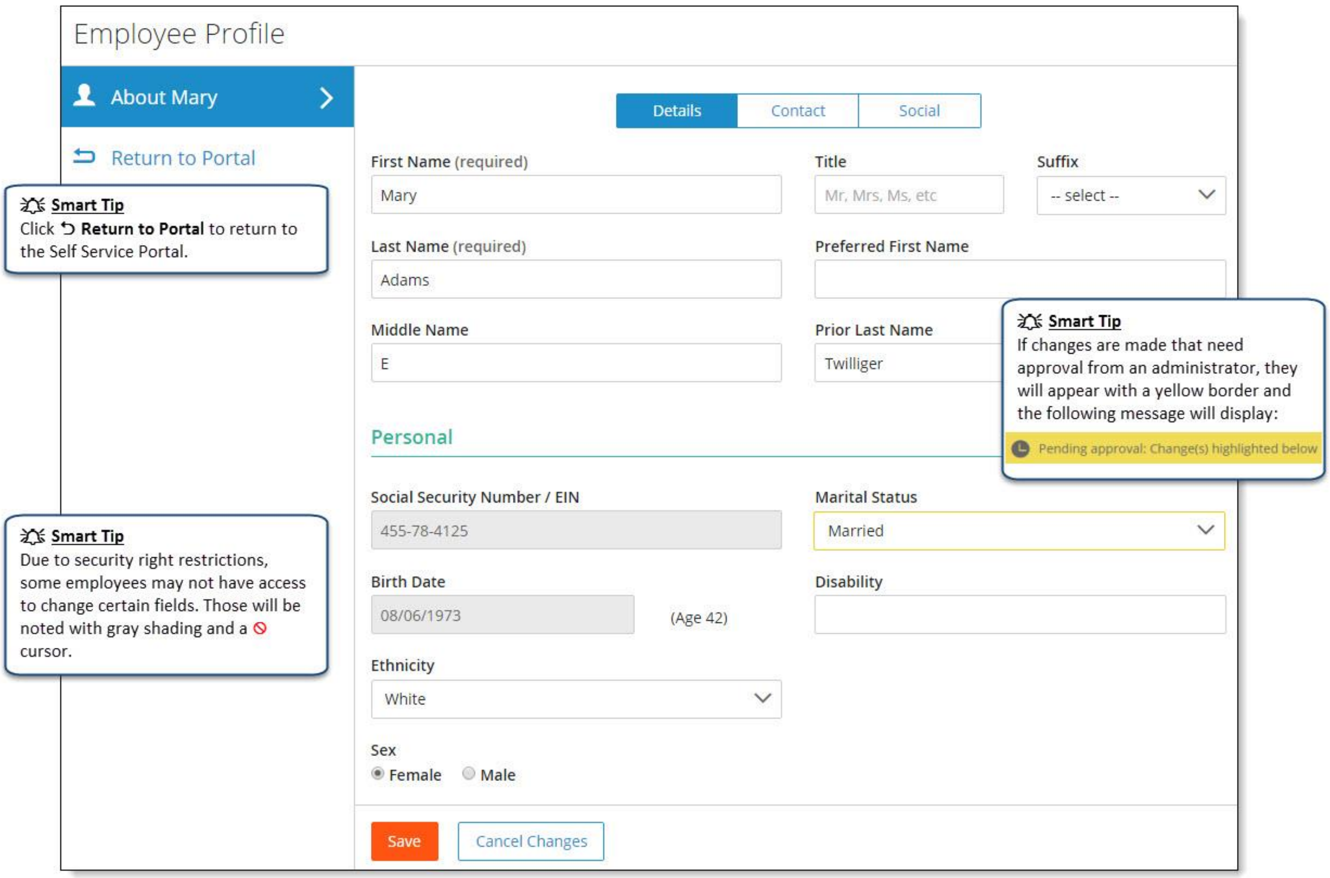


PERSONAL INFORMATION

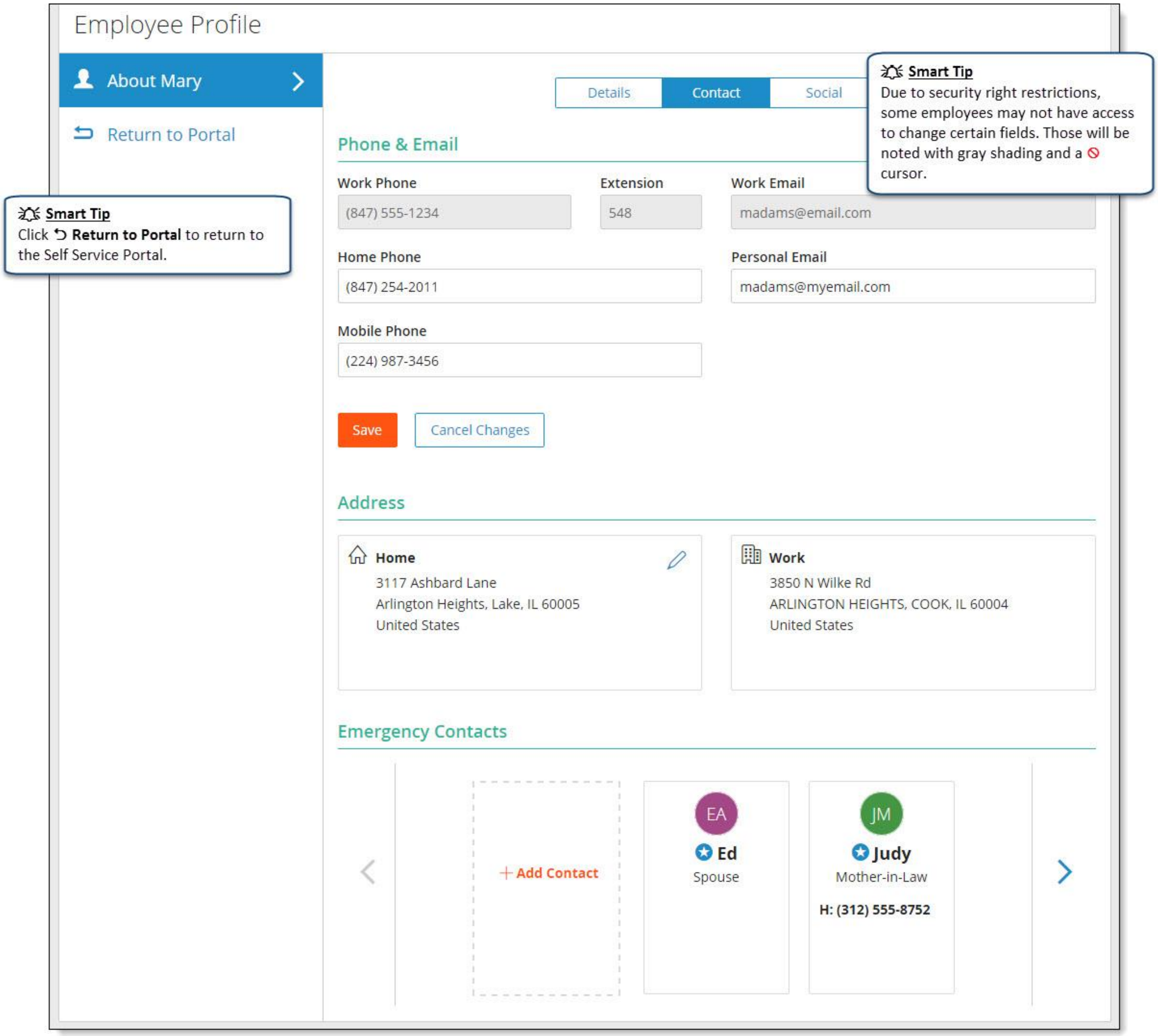
Click **Personal Information** to add or edit personal information from three available tabs:

- Details

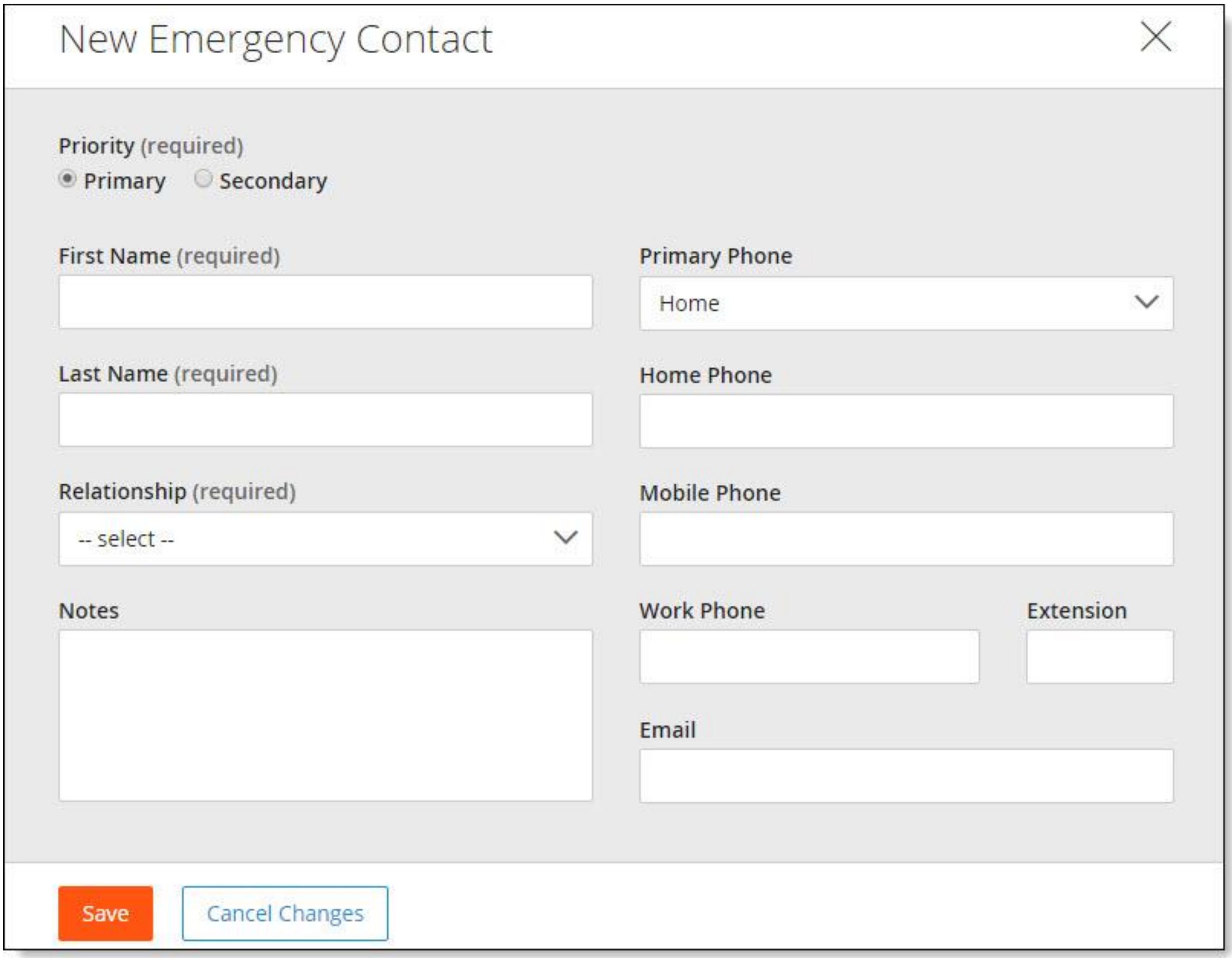
1. Enter your **First Name**, **Last Name**, and **Middle Name**.
2. Enter your preferred **Title** and select an applicable **Suffix**.
3. Enter a **Preferred First Name** and **Prior Last Name**.
4. In the Personal section, enter your **Social Security Number**, **Marital Status**, **Birth Date**, possible **Disability**, **Ethnicity**, and **Sex.**
5. To continue, click **Save**.



- Contact

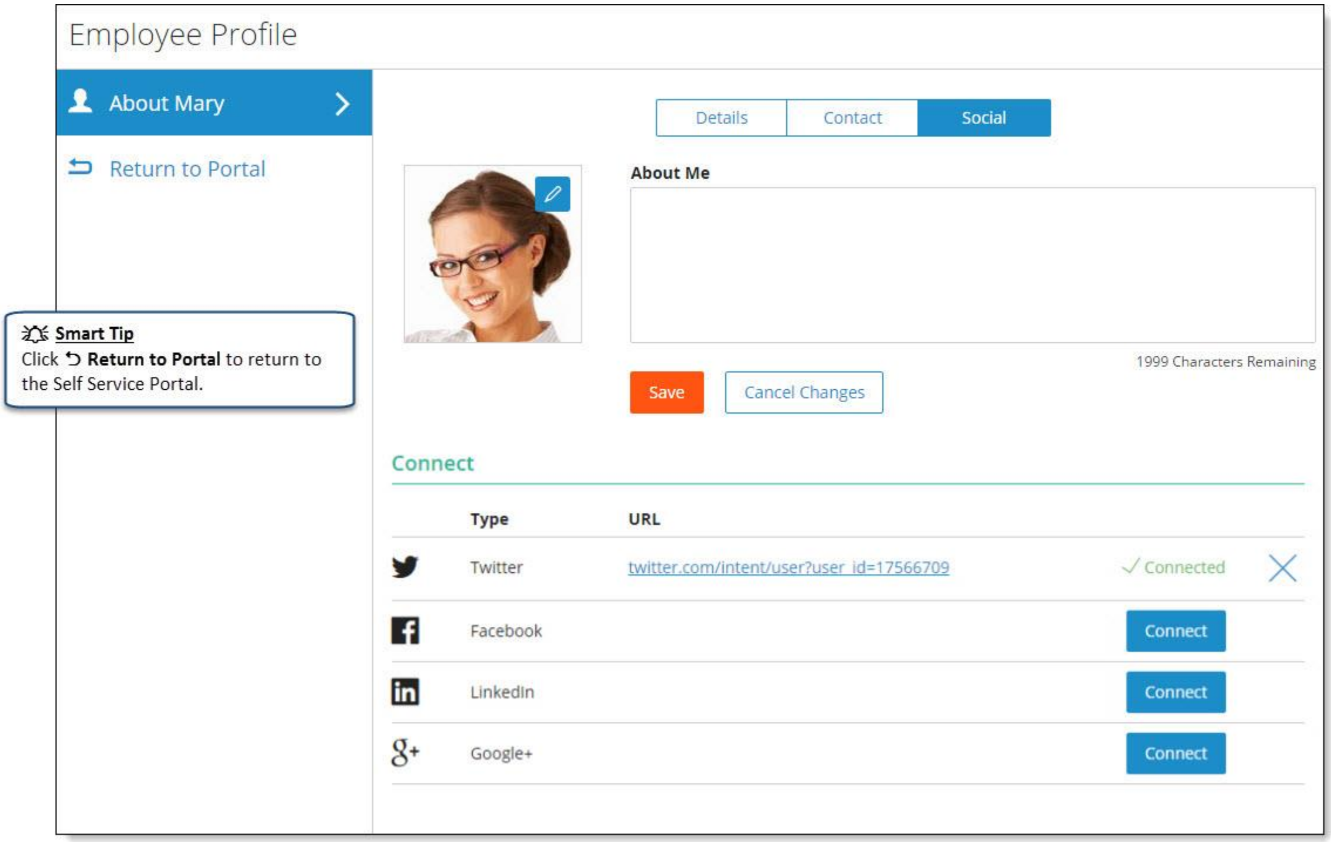


1. Enter applicable **Phone** and **Email**.
2. To edit an **Address**, click the Edit icon (🖉).
3. From the Emergency Contact area, you are able to:
   a. Click the **+ Add Contact** link to add an Emergency Contact.
   b. Click the contact's **Name** to edit an existing Emergency Contact.
4. Click **Save** when done editing.



- Social

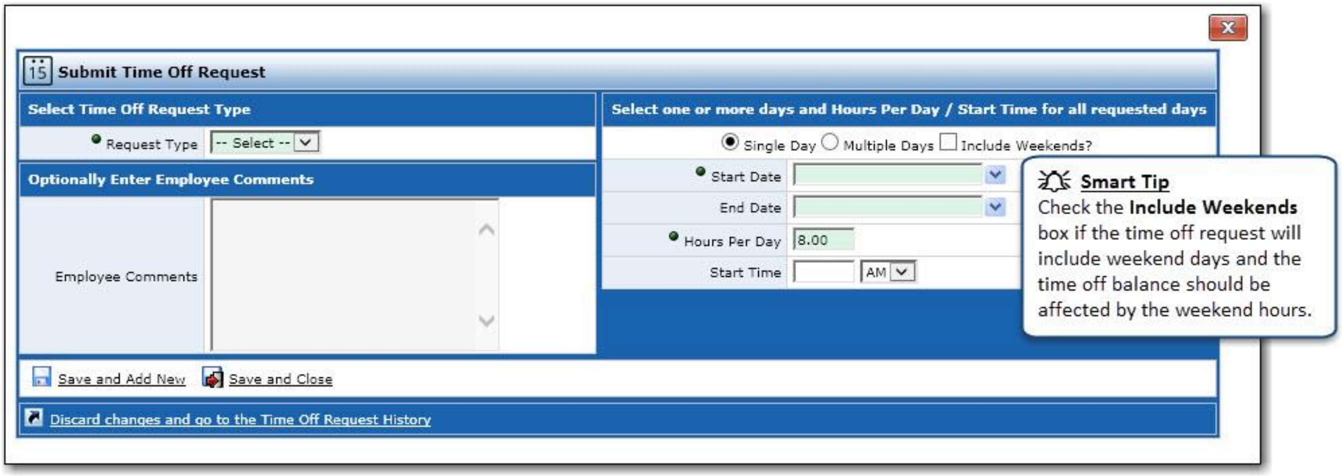
1. Update your Personal Image.
2. Enter information in the **About Me** section.
3. Click **Save** when done editing.
4. Click **Connect** to connect your Employee Profile with your social media accounts.


Employee Profile
About Mary
Return to Portal
Details
Contact
Social
About Me
1999 Characters Remaining
Save
Cancel Changes
Connect
Type
URL
Twitter
twitter.com/intent/user?user_id=17566709
Connected
Facebook
Connect
LinkedIn
Connect
Google+
Connect
Smart Tip
Click Return to Portal to return to the Self Service Portal.

SUBMIT TIME OFF REQUESTS

Submit time off requests. Click the **X** in the top-right corner of your screen to close this screen and return to the self service portal.

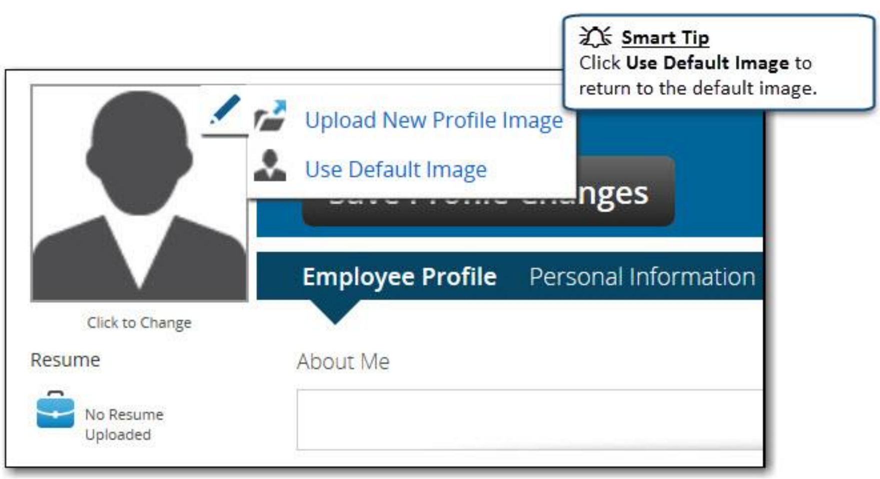
1. Select a **Request Type** from the drop down.
2. Enter additional information in the **Employee Comments** field.
3. Select the **Single Day** or **Multiple Days** radio button.
4. Select or enter the **Start Date**.
5. Select or enter the **End Date**.
6. Enter the **Hours Per Day**.
7. Enter the applicable **Start Time**.
8. Click **Save and Close** to submit the time off request.



For additional detail, click **Discard changes and go to the Time Off Request History** to access the Time Off Requests screen.

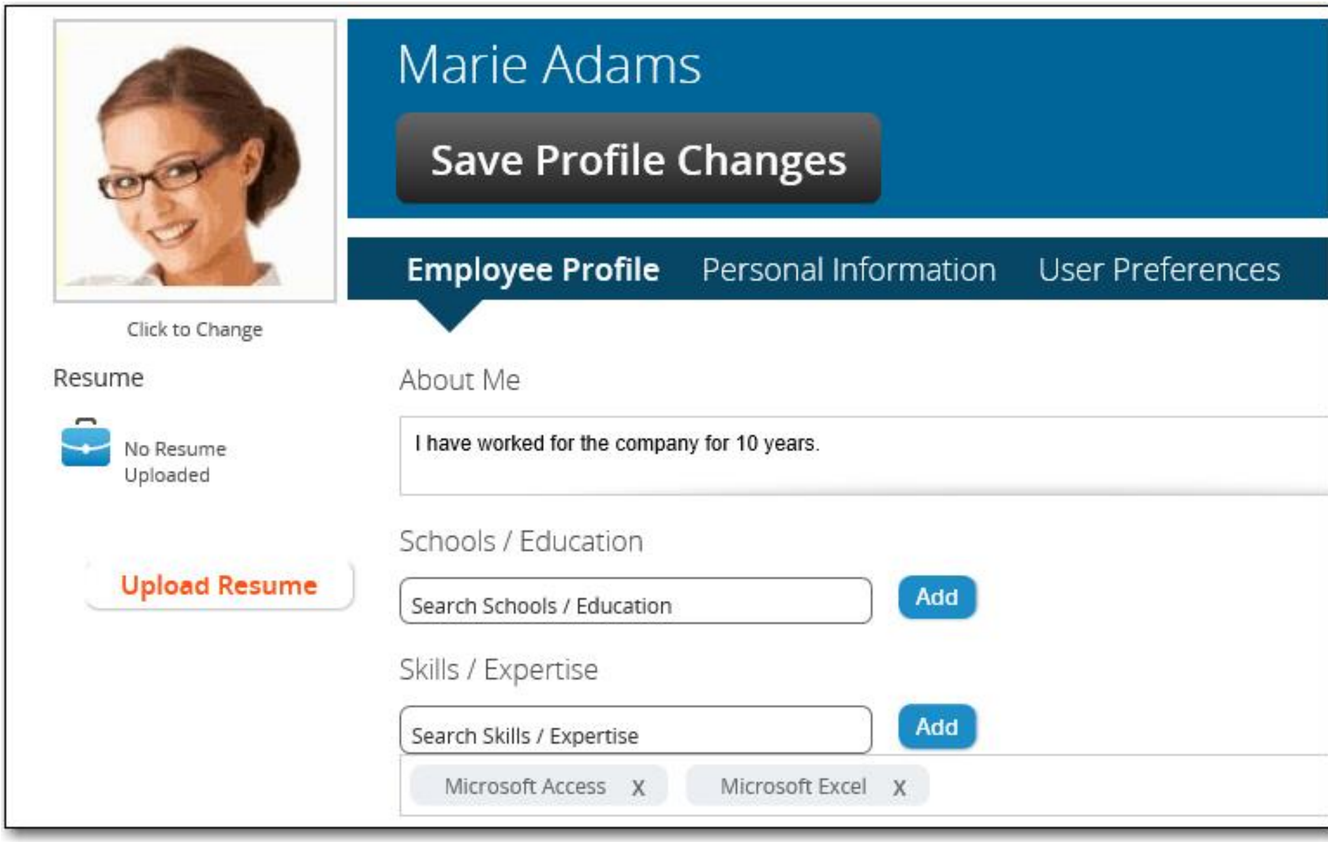
UPLOAD NEW PROFILE IMAGE

1. Click **Upload New Profile** Image.
2. Click **Select** to find the image.
3. Select the image and click **Open** to upload the image.



UPLOAD RESUME

1. Click **Upload Resume** to find the document.
2. Select the resume and click **Open** to upload the document.

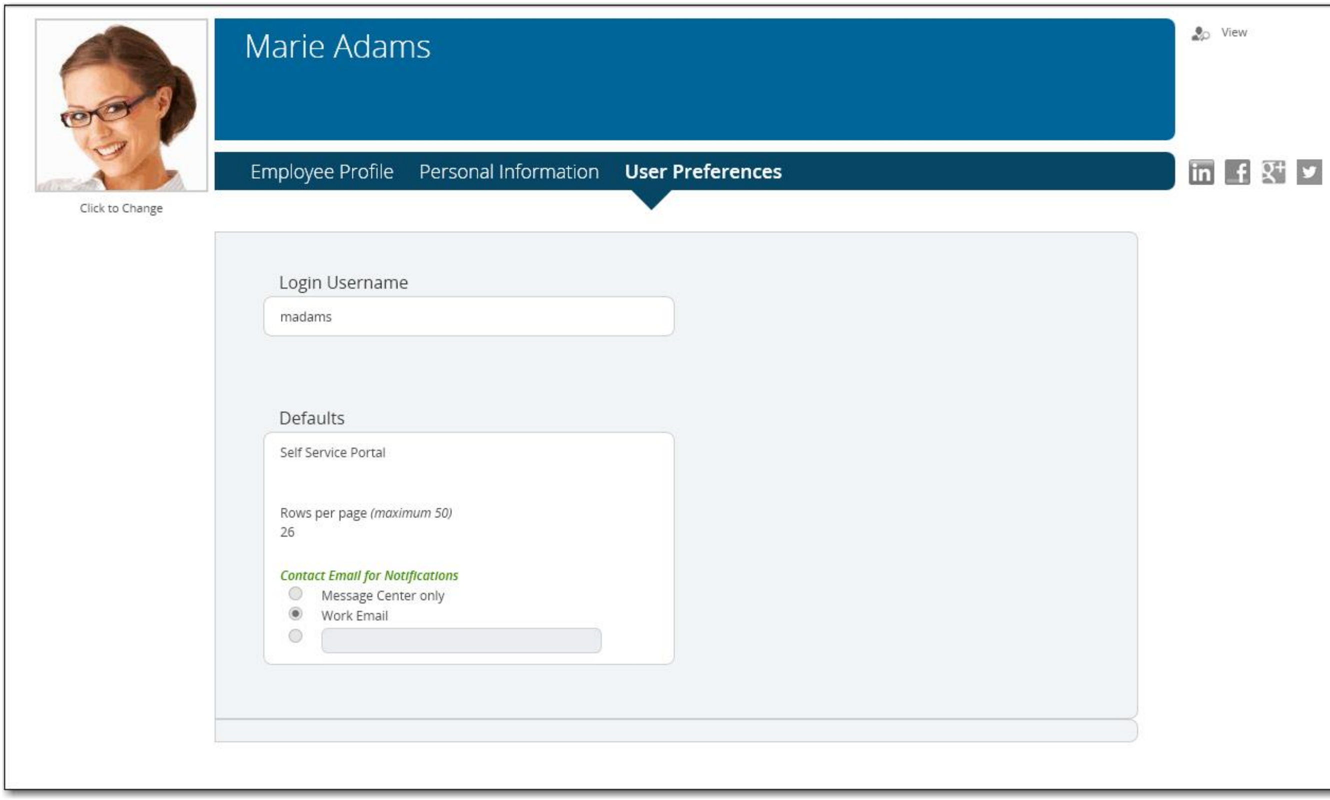


- Click **My Resume** to display the resume.
- Click the red **X** to delete the resume.

USER PREFERENCES

View preferences. Add or edit profile information.

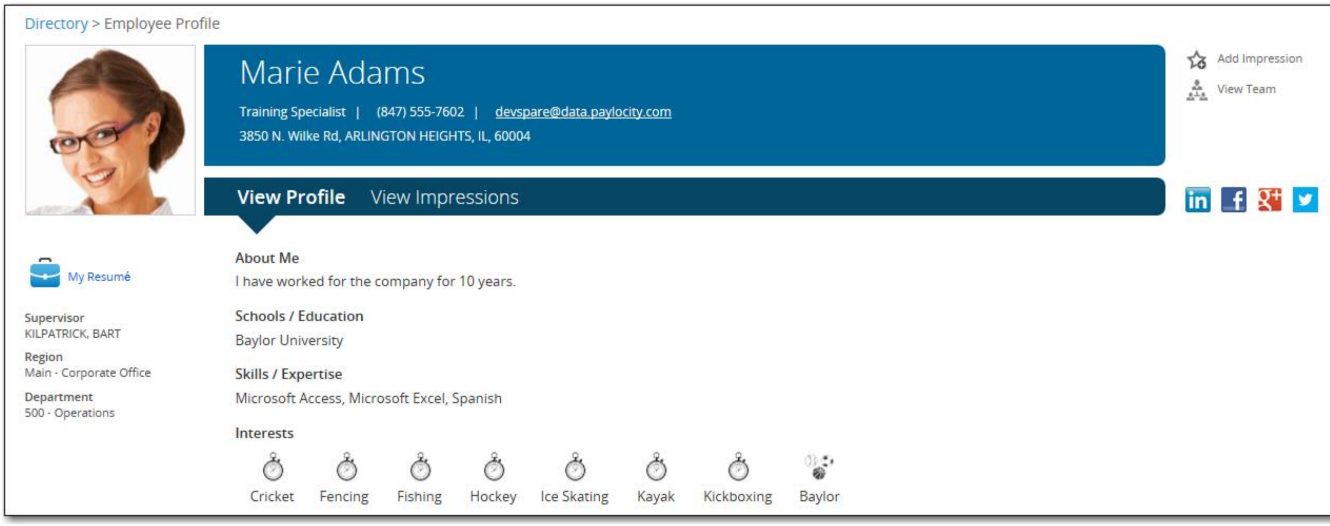
- Click the image to upload a personal image. Select **Use Default Image** to return to the default image.
- Click **View** to view the profile that appears when users click Profile in the Directory.
- Click the applicable icon to link a LinkedIn, Facebook, Google+, or Twitter profile to the employee profile.



VIEW PROFILE

View the employee profile.

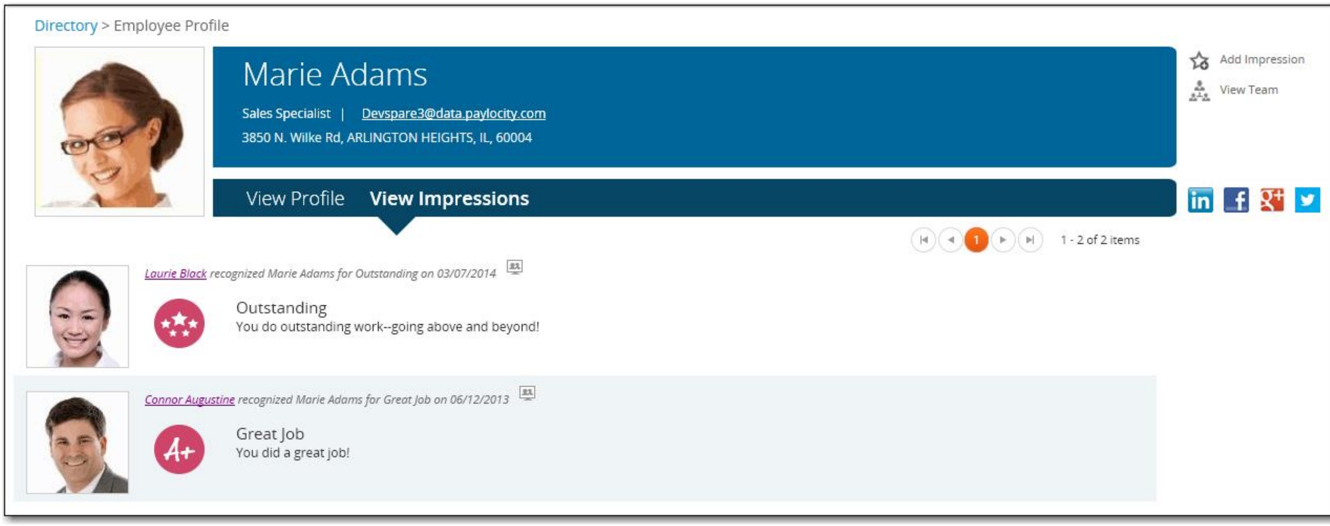
- Click the email link to send an email to the employee.
- Click **Add Impression** to submit an impression badge for the employee.
- Click **View Team** to view the employee's team.
- Click the applicable icon to access the linked profile.
- Click **View Impressions** to view the recognition impression badges the employee has received.
- Click **My Resume** to view the employee's resume.



VIEW IMPRESSIONS

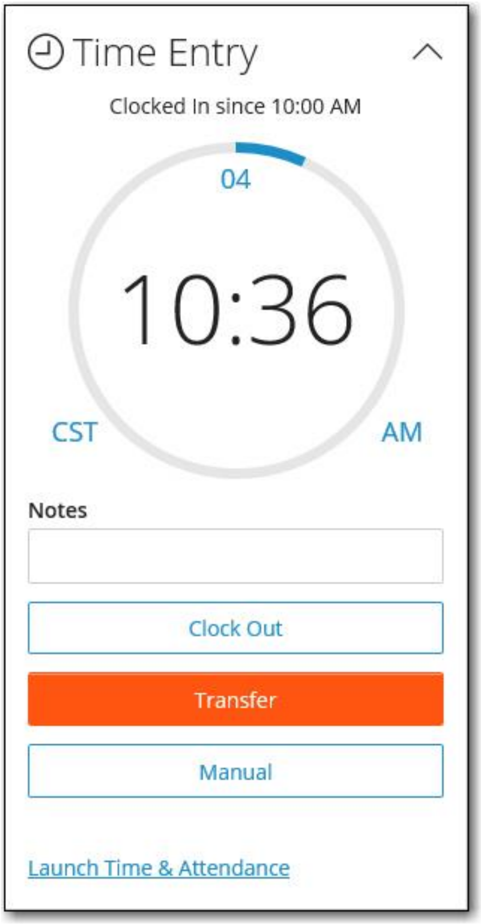
View the impression badges the employee has received. Depending on the company's configuration, supervisor approval of the impression badge may be required before the impression badge appears in this screen.

- Click the email link to send an email to the employee.
- Click **Add Impression** to submit an impression badge for the employee.
- Click **View Team** to view the employee's team.
- Click the applicable icon to access the linked profile.
- Click **View Profile** to view the employee's profile.

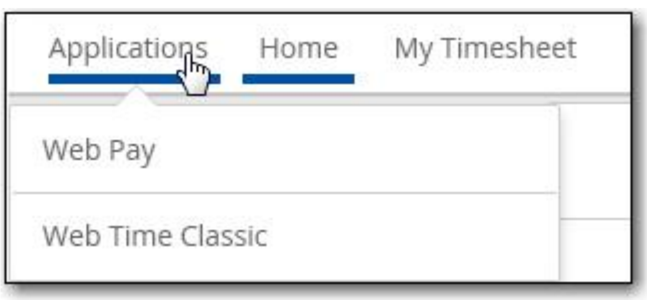


WEB TIME

- Select Web Time from the **Applications** menu or select **Launch Time & Attendance** in the Time Entry section of the self service portal.
- Clock in and out from the self service portal.



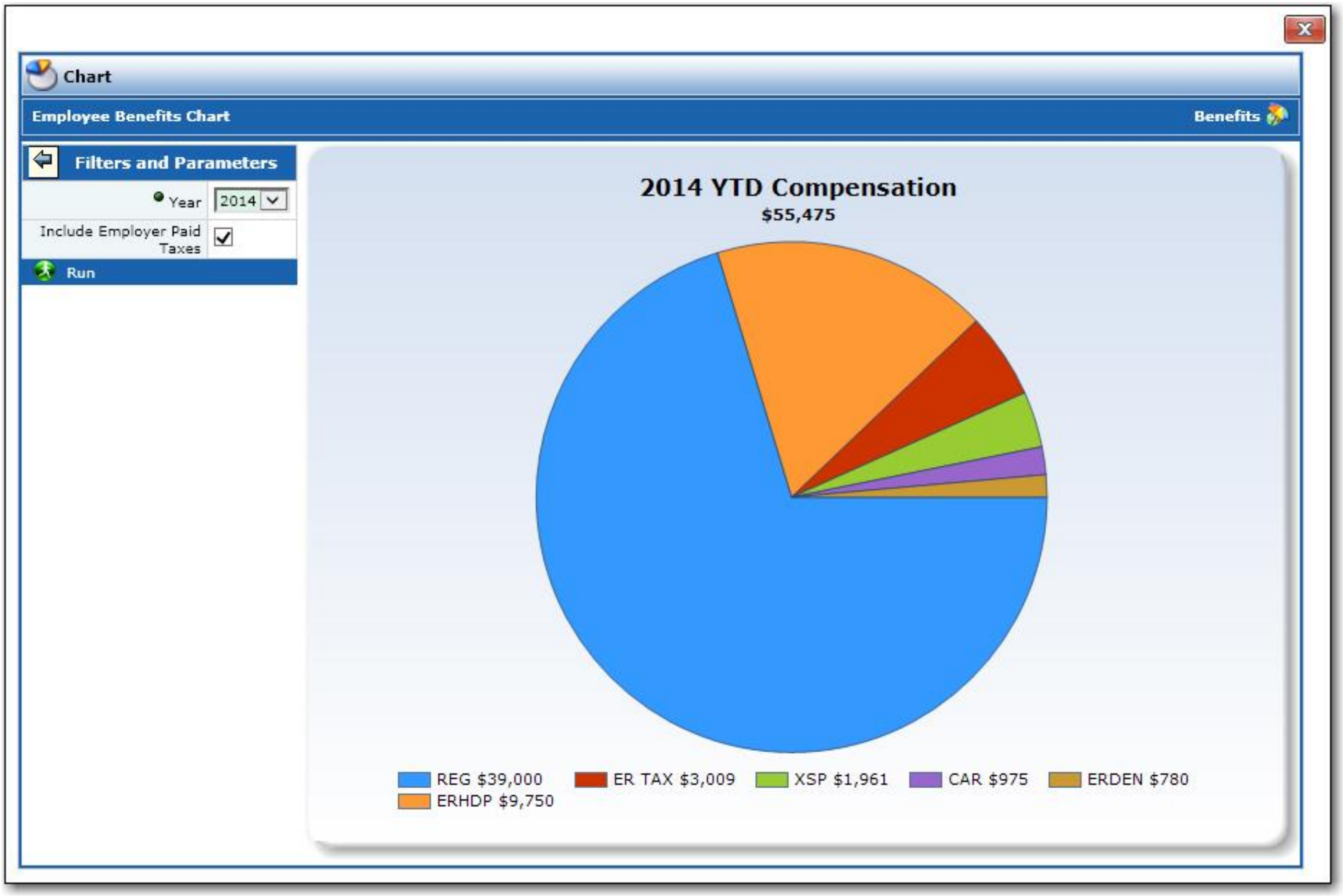
- To return to Web Pay, select Web Pay from the **Applications** menu.



YEAR TO DATE COMPENSATION

View year to date compensation. Click the **X** in the top-right corner of your screen to close this screen and return to the self service portal.

1. Select the **Year** from the drop down.
2. Check the **Include Employer Paid Taxes** box to display employer paid taxes in the chart.
3. Click the **Run** icon to display the information.



Important Notes

- The YTD Compensation Chart will display up to 12 sections of information including employer paid taxes. The largest earnings and/or deductions will display first. Additional earnings and deductions will be combined into a total section that appears as Other.
- The YTD Compensation Chart pulls data from payroll history based on check date. It does not project or annualize values based on insurance plan or recurring deduction/earning setup.

HOME

ABOUT

View product information and system requirements.

- Click the **Verify your system setup** button to confirm all system requirements are present and accurate to run the application. A green check will appear next to each option that meets the requirements.
- Adobe Reader is required to view and print pay stubs, reports, and other documents. Click the applicable link in this screen to download Adobe Reader.
- Users may be required to click the applicable link to download and run the installation program to enable Offsite Printing.

About	
Application	Paylocity Payroll + HR
Version	15.3.7.180
Web Server	demo.paylocity.com / DEMOODDWEB1
Environment	Escher
Company ID	CLNT03
Product Type	
Product Type	Web Pay Entry
Licensed Users	1000000
System Requirements	
Recommended Browsers	Internet Explorer 8.0+ Firefox 3.0+ Chrome 8.0+ Safari 5.0+ Opera 10.0+
JavaScript	Required and Enabled - Version 1.1+
Cookies	Required and Enabled
SSL	Required
Adobe Reader	Required to view printable version of Employee Checks and some Reports: Click here to download the latest version.
Verify your system setup	

COPYRIGHT

View copyright information.

Copyright

Paylocity Web Pay is Copyright © by Paylocity Corporation 2003 - 2015. All rights reserved.

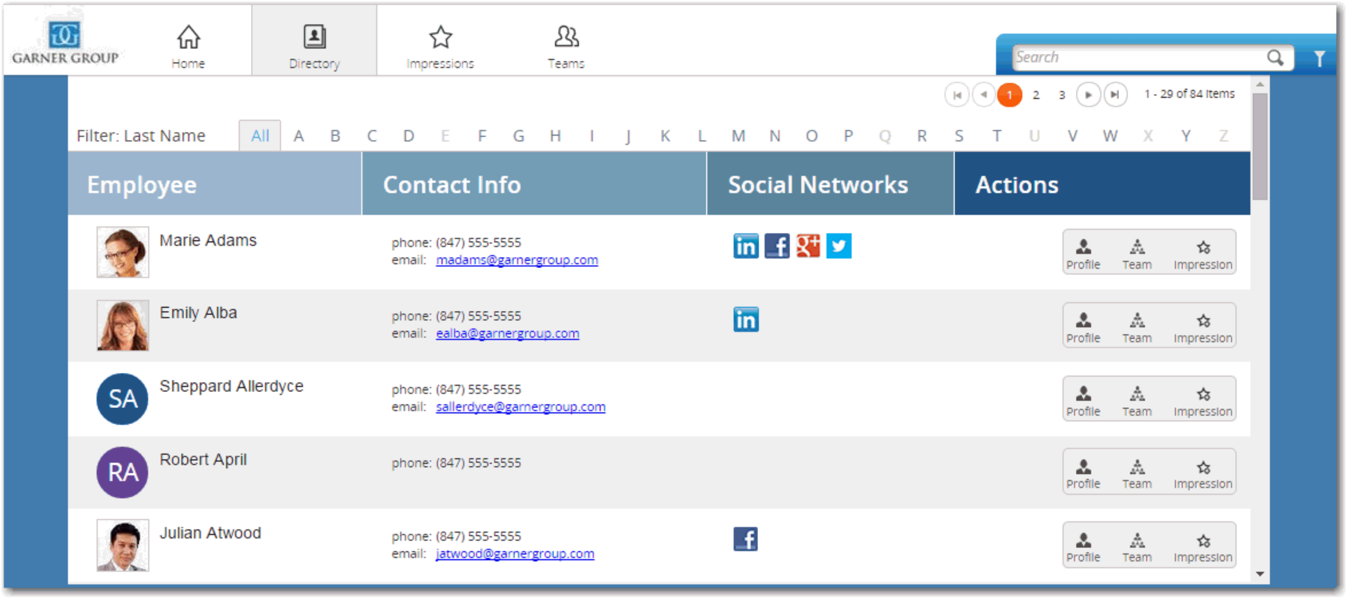
Open Source List

Product	Owner / Distributer	Available At
AutoMapper	Jimmy Bogard	https://github.com/AutoMapper/AutoMapper/blob/master/LICENSE.txt
ClosedXML	Manuel De Leon	https://closedxml.codeplex.com/license
Enyim.Caching	Robert Mircea	https://github.com/enyim/EnyimMemcached
ExcelDataReader	ExcelDataReader	https://exceldatareader.codeplex.com/license
FastMember	Marc Gravell	https://www.nuget.org/packages/FastMember
FJCore	Occipital Open Source	http://code.google.com/p/fjcore/
Independent JPEG Group Software	Thomas G. Lane	http://code.google.com/p/fjcore/
Java Advanced Imaging IO	Sun Microsystems	http://code.google.com/p/fjcore/
Jayrock	Atif Aziz	http://jayrock.berlios.de/
jQuery	The jQuery Foundation	http://jquery.com/
Jquery Print Element plug-in	Erik Zaadi	http://projects.erikzaadi.com/jQueryPlugins/jQuery.printElement/
Jquery Templates Plugin	Software Freedom Conservancy, Inc.	http://github.com/jquery/jquery-tmpl
JSON-js	Douglas Crockford	https://github.com/douglascrockford/JSON-js/
Knockout	Steven Sanderson	http://knockoutjs.com/
LiquidControls	VectorLight.Net	http://www.vectorlight.net/default.aspx
Log4net	Apache	http://logging.apache.org/log4net/
Newtonsoft.Json	James Newton-King	https://github.com/chrisntr/Newtonsoft.Json
Quartz.NET	Marko Lahma	http://www.quartz-scheduler.net/license.html
Style	Todd Fahrner	http://style.tigris.org/
Thinktecture.IdentityModel	Thinktecture	http://identitymodel.codeplex.com/
Thinktecture.IdentityServer	Thinktecture	http://startersts.codeplex.com
Web Protection Library	Microsoft	http://wpl.codeplex.com/
WiX	Microsoft	http://wixtoolset.org/about/license/

DIRECTORY

View employee contact information. Use the search filters to view specific employees.

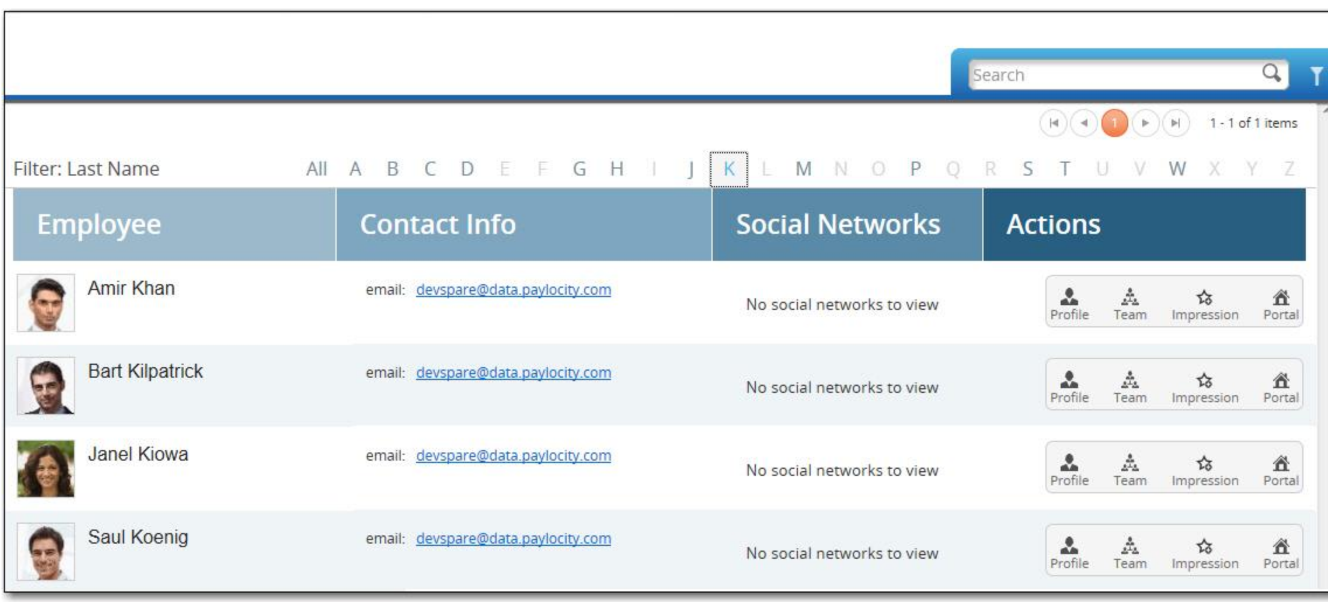
- Click the **Email** link to send an email to the employee.
- Click the **Social Networks** icon to access the linked profile.
- Click **Profile** to view the employee's profile.
- Click **Team** to view the employee's team.
- Click **Impression** to submit an impression badge for the employee.
- Click **Portal** to access the self service portal.



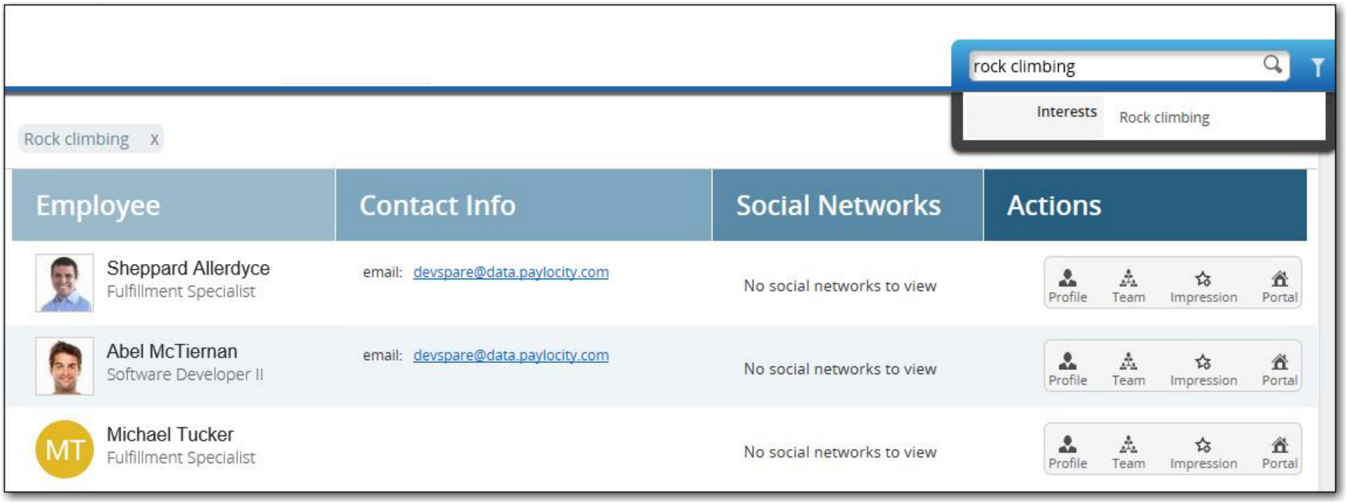
SEARCH FILTER OPTIONS

Search for employees in Web Pay self service and social collaboration.

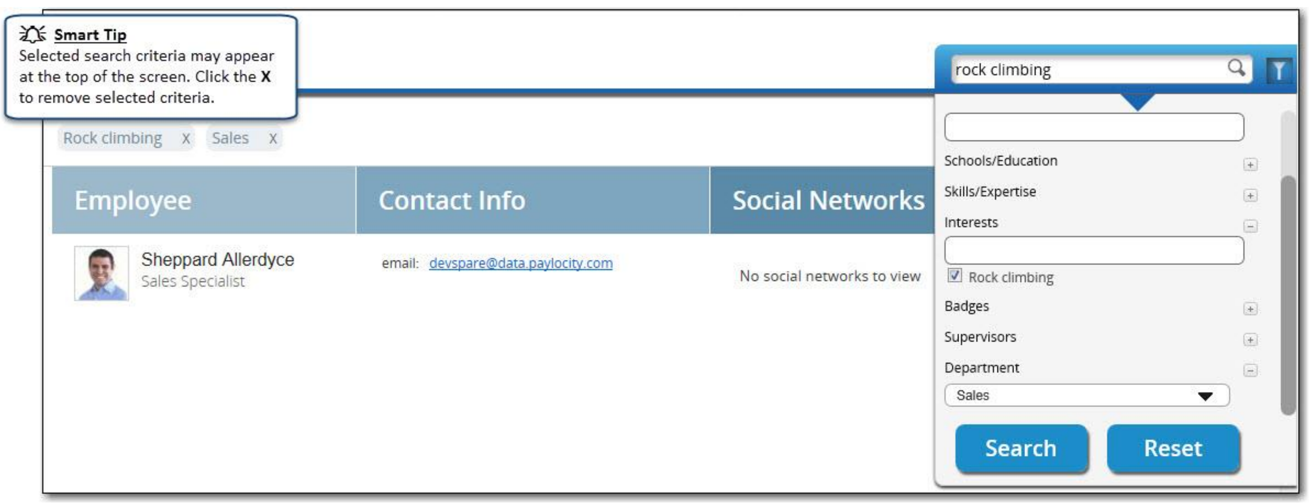
- Select a letter in the **Last Name Filter** to display only employees whose last name begins with the selected letter.
- Click **All** to display all employees.



- Enter the employee's name in the **Search** field to find a specific employee.
- Enter information in the **Search** field to find specific employees who match the search criteria.
- Selected search criteria may appear at the top of the screen. Click the **X** to remove selected criteria.



- Click the filter icon to use multiple search criteria.
- Enter the applicable criteria in each search field and click **Search**. Click **Reset** to clear the specified search criteria.

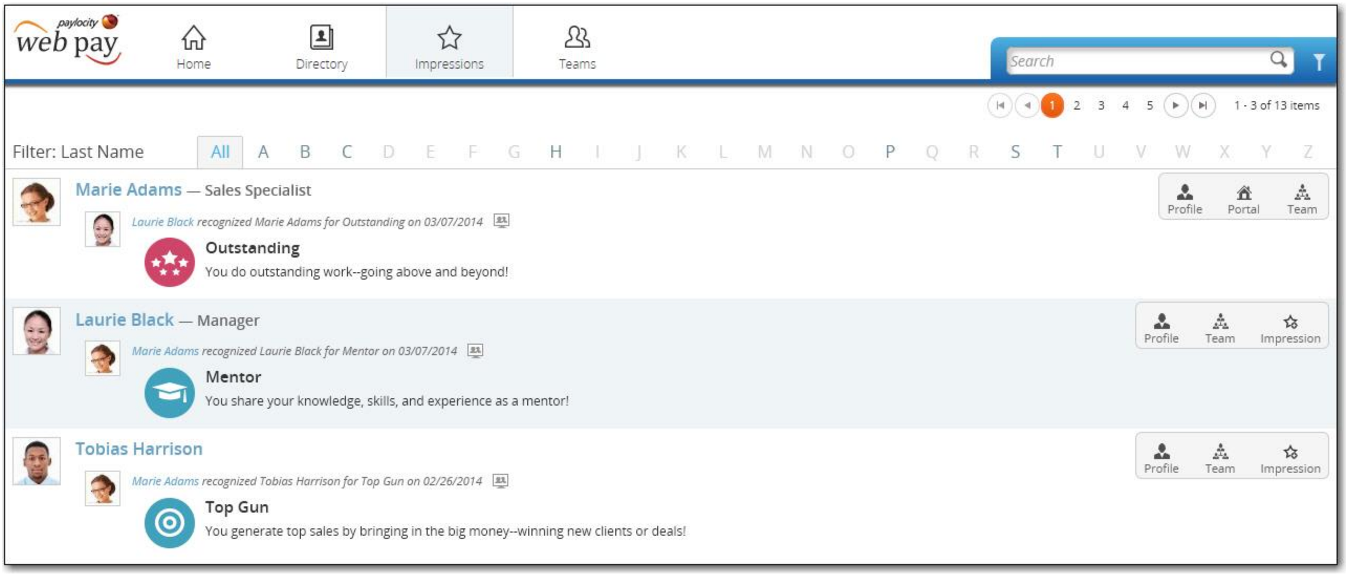


IMPRESSIONS

View employee impression badges. Use the search filters to view specific employees.

Depending on the company's configuration, supervisor approval of the impression badge may be required before the impression badge appears in this screen.

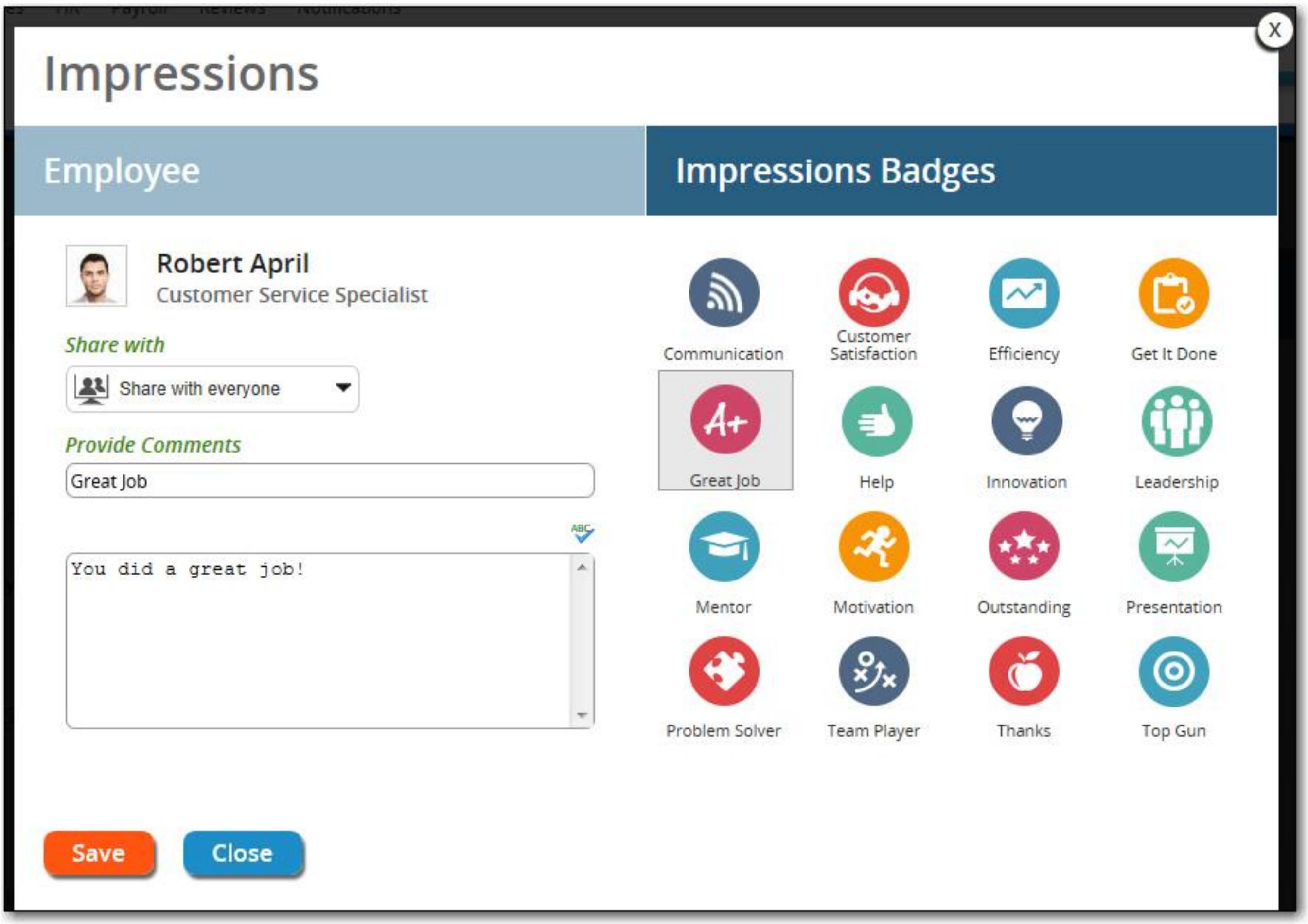
- Click **Profile** to view the employee's profile.
- Click **Portal** to access the self service portal.
- Click **Team** to view the employee's team.
- Click **Impression** to submit an impression badge for the employee.



SUBMIT AN IMPRESSION BADGE

Submit an impression badge to recognize a fellow employee for a job well done. Depending on the company's configuration, supervisor approval of the impression badge may be required.

1. Select the **Impression Badge**. The selected badge displays a default title and comments.
2. Select **Share with everyone** or **Share with employee only**.
3. Customize the title and comment information in the **Provide Comments** field. Click the spell check icon to check the spelling.
4. **Save** the updated information.



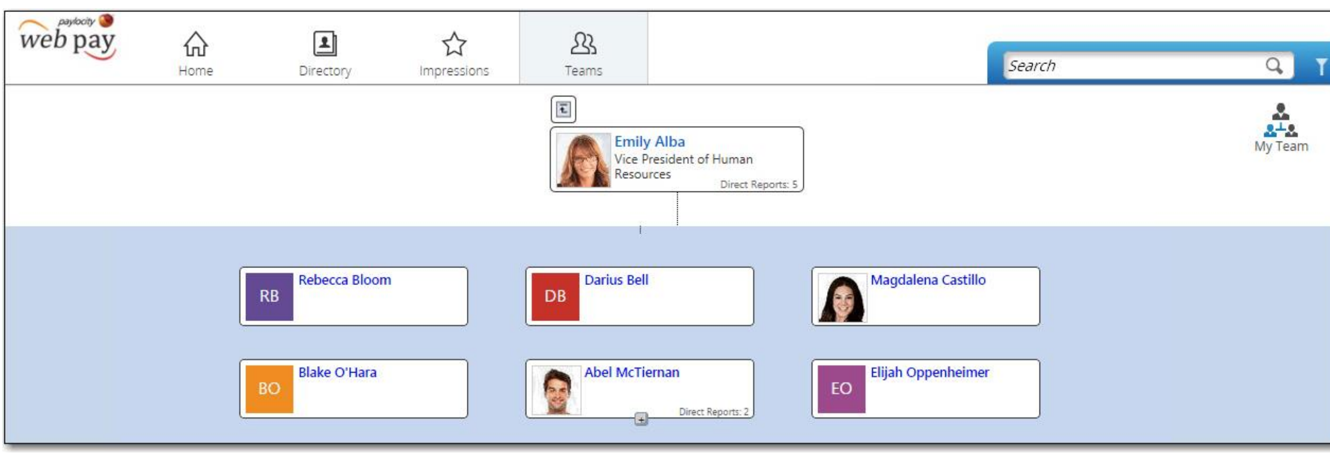
GLOSSARY

View payroll terms and calculations to assist with questions about paychecks. This screen cannot be edited.

TEAMS

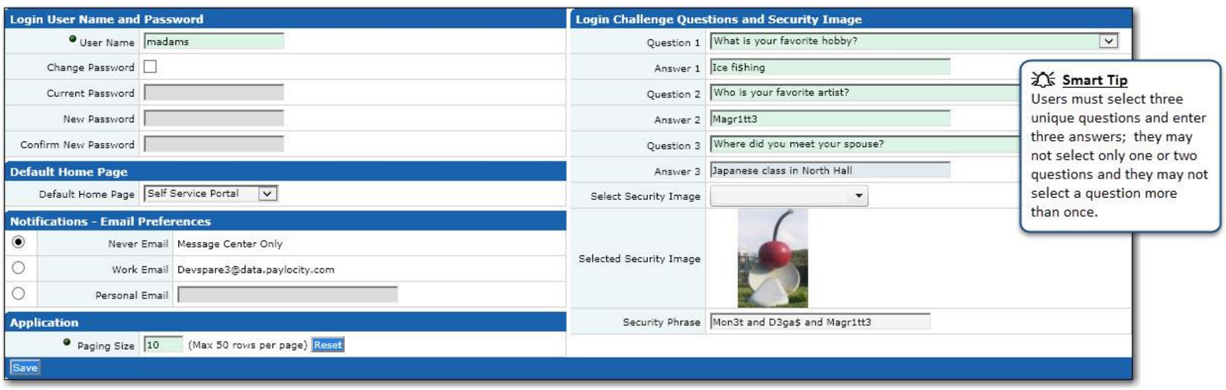
View employee teams. The company team structure appears based on information entered in the Supervisor field. Use the search filters to view specific employees.

- Users may click **My Team** to view their own team.
- Click the move up icon to move up one level.
- Click the plus (**+**) sign to display direct reports.
- Hover the mouse over the name to display additional details.

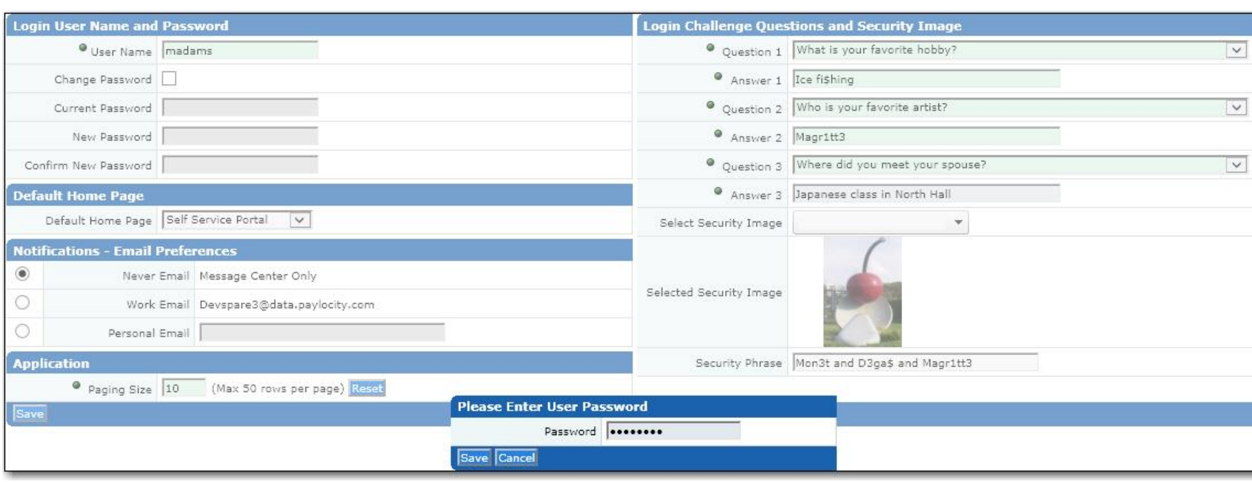


PREFERENCES

1. Enter the **User Name**.
2. To change the password, check the **Change Password** box.
3. Enter the **Current Password**.
4. Enter the **New Password** and enter the new password a second time in the **Confirm New Password** field.
5. Select the **Default Home Page** at login.
6. Select the applicable radio button to have notifications sent to the **Message Center only** or sent to the **Message Center and the specified email address**.
7. Select the number of rows that appear on a page in the **Paging Size** field.
8. Select a login challenge question from the **Question 1**, **Question 2**, and **Question 3** drop downs. Enter the answer to the respective login challenge question in the **Answer 1**, **Answer 2**, and **Answer 3** fields.
9. Select an image from the **Select Security Image** drop down. This image will appear on the login screen once the **Company Id** and **Username** are entered.
10. Enter a personal **Security Phrase**. This phrase will appear on the login screen once the **Company Id** and **Username** are entered.
11. **Save** the updated information.



Users may be required to enter their password when saving changes. Enter the **Password** and click **Save** to save the updated personal settings.

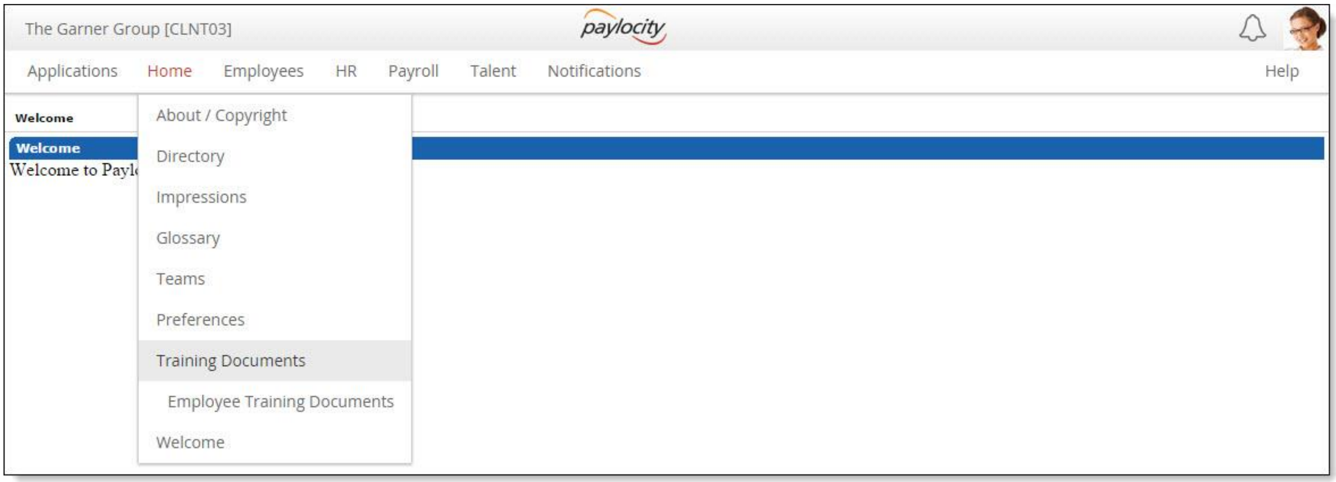


Important Notes

- Notifications are always sent to the Message Center.
- Users who establish challenge questions must select three unique questions and enter three answers. They may not select only one or two questions and they may not select a question more than once.

TRAINING DOCUMENTS

Access online training documents and videos.



WELCOME

This screen welcomes users to Web Pay. This screen cannot be edited.

EMPLOYEES

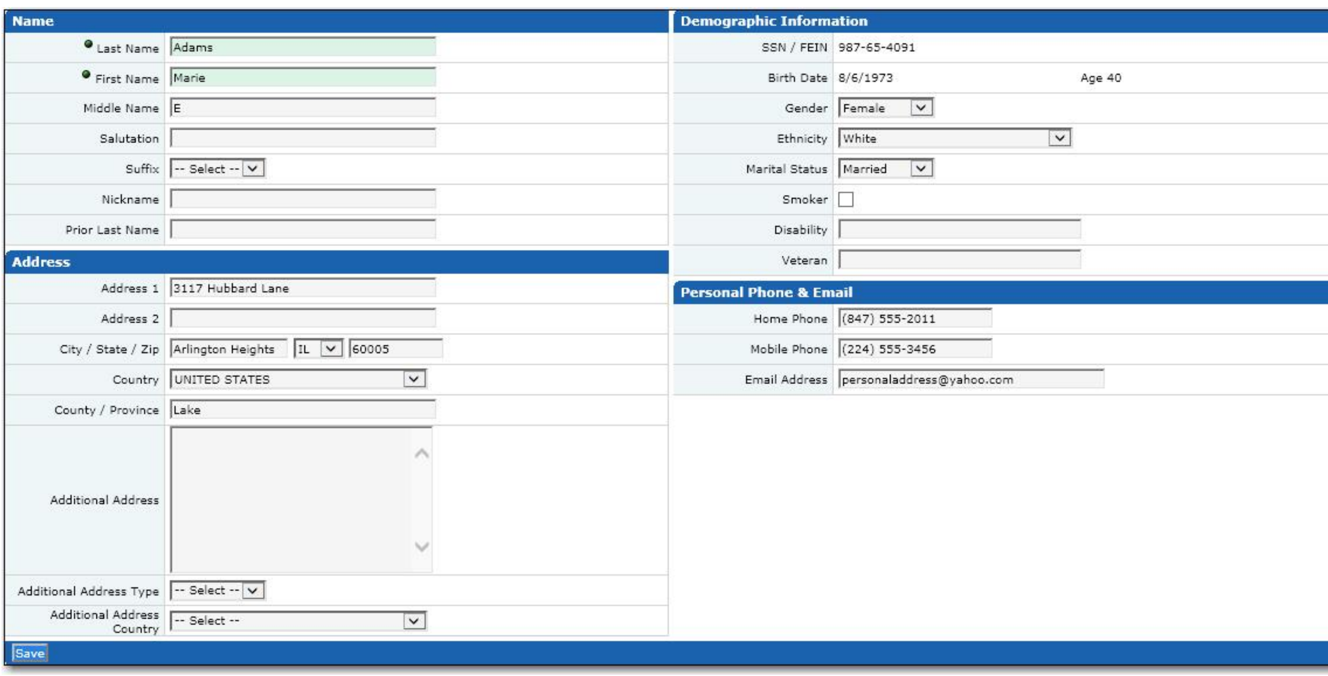
EMPLOYEE INFO

PERSONAL INFO

DEMOGRAPHICS

Add or edit general employee information.

1. Enter the **Last Name** (40 character limit), **First Name** (40 character limit), and **Middle Name** (20 character limit).
2. Enter a **Salutation** (10 character limit).
3. Select a **Suffix** from the drop down.
4. Enter a **Nickname** (20 character limit) and/or **Prior Last Name** (40 character limit).
5. Enter the **Address**, **Phone**, and **Email** information.
6. Select the **Gender** from the drop down.
7. Select the **Ethnicity** from the drop down.
8. Select the **Marital Status** from the drop down.
9. Check the **Smoker** box, if applicable.
10. Enter information in the **Disability** field (30 character limit).
11. Enter information in the **Veteran** field (30 character limit).
12. **Save** the updated information.



Important Notes

- Employees are not able to add or edit their own Social Security Number (**SSN**) or **Birth Date** information. Employees must contact the Company Administrator to make these changes.

IN THE ADDRESS SECTION

1. Enter the address in the **Address 1** field (30 to 50 character limit) and applicable address information in the **Address 2** field (30 to 50 character limit).
2. Enter the **City** (30 character limit), select the **State** from the drop down, and enter the **Zip Code**.
3. Select a **Country** from the drop down.
4. Enter the **County**.
5. Enter the applicable **Additional Address** (100 character limit).
6. Select the **Additional Address Type** from the drop down.
7. Select the **Additional Address Country** from the drop down.
8. Enter the **Home Phone** number and **Mobile Phone** number.
9. Enter the **Email** address (40 character limit).

Important Notes

- It may be necessary to enter the plus (**+**) sign before the phone number in order to save the phone number.
- The character limit for address fields may vary depending on the selected screen.

DEPENDENTS

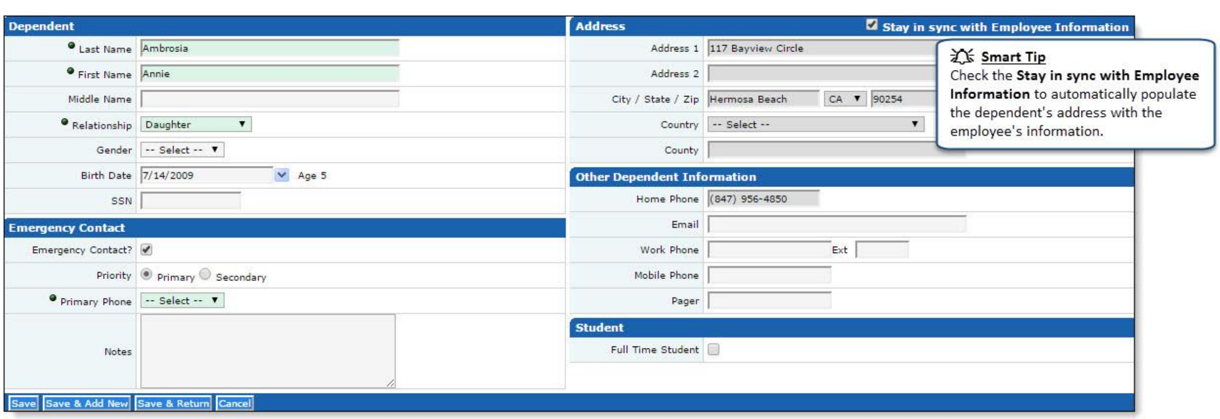
- Click the **Add** button to add a new dependent.
- Click the **Last Name** link to display or modify the dependent details.
- Check the box adjacent to the **Last Name** and click the **Delete** button to delete the dependent.

Dependents

	Last Name	First Name	Relationship	Gender	SSN	Birth Date
☐	Adams	Ben	Son	Male	987-65-4309	03/20/1999
☐	Adams	Ed	Husband	Male	987-65-4076	06/12/1970

Add Delete

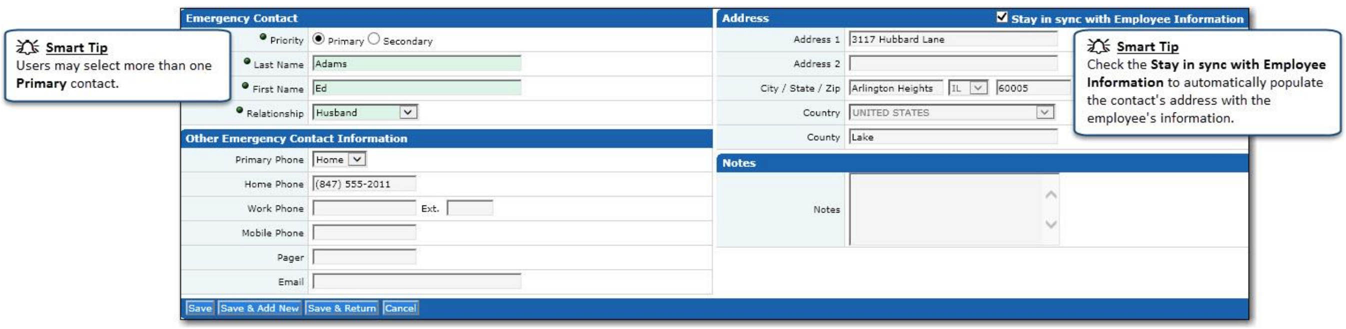
1. Enter the **Last Name** (40 character limit), **First Name** (40 character limit), and **Middle Name** (20 character limit).
2. Select the **Relationship** from the drop down.
3. Select the **Gender** from the drop down.
4. Select or enter the **Birth Date**.
5. Enter the Social Security number in the **SSN** field.
6. If the dependent is an emergency contact, check the **Emergency Contact** box and select the **Primary Phone** from the drop down.
7. Enter additional information the **Notes** field.
8. Enter the applicable **Address**, **Phone**, and **Email** information.
9. Check the **Full Time Student** box, if applicable.
10. **Save** the updated information.



EMERGENCY CONTACTS

- Click the **Add** button to add a new emergency contact.
- Click the **Last Name** link to display or modify the emergency contact details.
- Check the box adjacent to the **Last Name** and click the **Delete** button to delete the dependent.

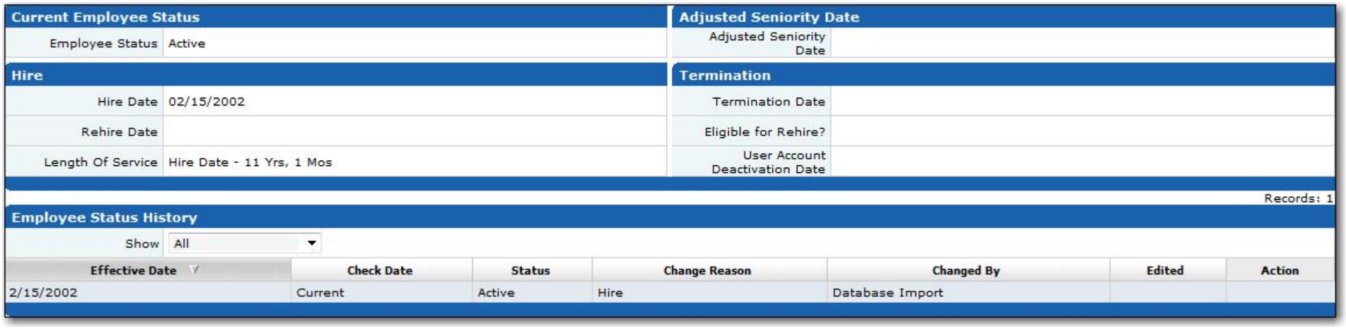
1. Select the **Priority**.
2. Enter the **Last Name** and **First Name**.
3. Select the **Relationship** from the drop down.
4. Select the **Primary Phone** from the drop down.
5. Enter the **Address**, **Phone**, and **Email** information.
6. Enter additional information in the **Notes** field (100 character limit).
7. **Save** the updated information.



WORK INFO

EMPLOYEE STATUS

View employee status information.



Current Employee Status

Employee Status	Active

Adjusted Seniority Date

Adjusted Seniority Date	

Hire

Hire Date	02/15/2002
Rehire Date	
Length Of Service	Hire Date - 11 Yrs, 1 Mos

Termination

Termination Date	
Eligible for Rehire?	
User Account Deactivation Date	

Records: 1

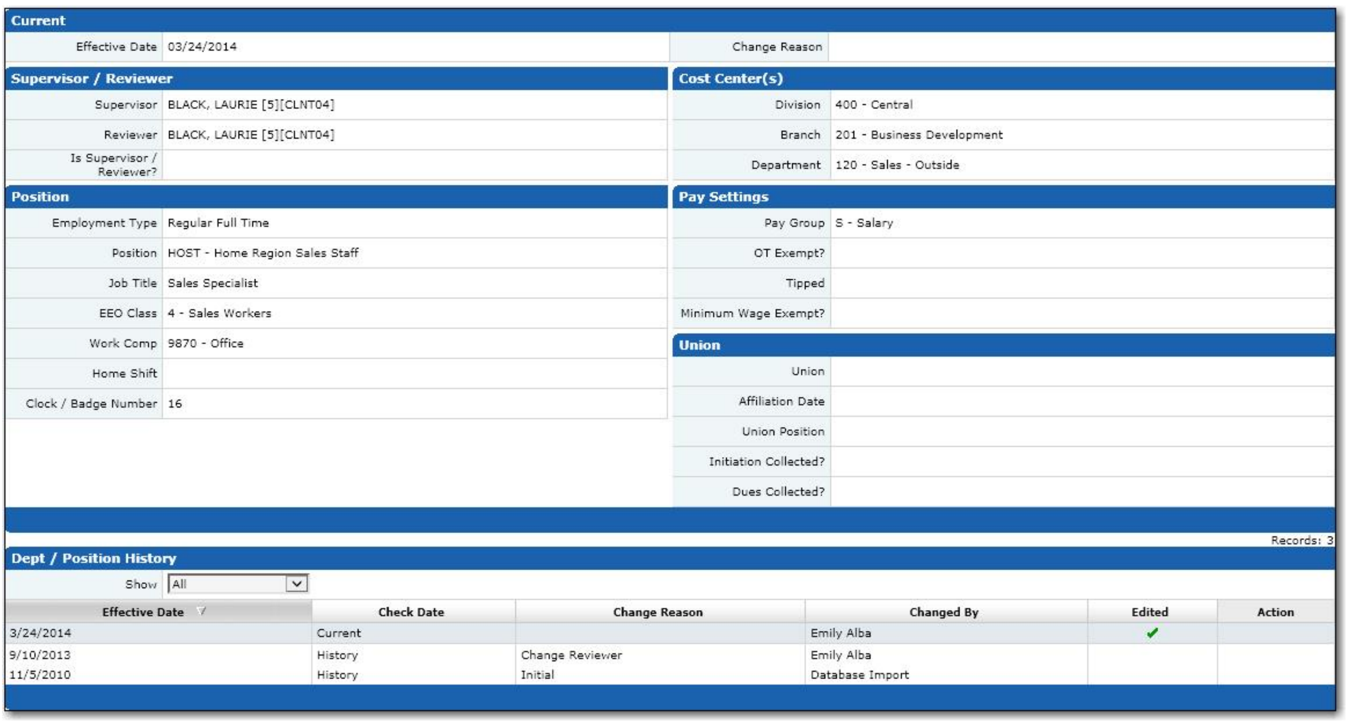
Employee Status History

Show All

Effective Date	Check Date	Status	Change Reason	Changed By	Edited	Action
2/15/2002	Current	Active	Hire	Database Import		

DEPT/POSITION

View supervisor, reviewer, position, home department cost center, pay settings, and union information.



Current

Effective Date	03/24/2014	Change Reason	

Supervisor / Reviewer

Supervisor	BLACK, LAURIE [5][CLNT04]
Reviewer	BLACK, LAURIE [5][CLNT04]
Is Supervisor / Reviewer?	

Cost Center(s)

Division	400 - Central
Branch	201 - Business Development
Department	120 - Sales - Outside

Position

Employment Type	Regular Full Time
Position	HOST - Home Region Sales Staff
Job Title	Sales Specialist
EEO Class	4 - Sales Workers
Work Comp	9870 - Office
Home Shift	
Clock / Badge Number	16

Pay Settings

Pay Group	S - Salary
OT Exempt?	
Tipped	
Minimum Wage Exempt?	

Union

Union	
Affiliation Date	
Union Position	
Initiation Collected?	
Dues Collected?	

Records: 3

Dept / Position History

Show All

Effective Date	Check Date	Change Reason	Changed By	Edited	Action
3/24/2014	Current		Emily Alba	✔	
9/10/2013	History	Change Reviewer	Emily Alba		
11/5/2010	History	Initial	Database Import		

WORK LOCATION

View work site information.

Work Location		Work Phone / Email / Mail Stop	
Work Location	-- Use default Company Address	Work Phone	(847) 555-1234 Ext
Address 1	3850 N. Wilke Rd	Mobile Phone	
Address 2		Pager	
City / State / Zip	ARLINGTON HEIGHTS IL 60004	Email	devspare@data.paylocity.com
Country	UNITED STATES	Mail Stop	
County	COOK		

Important Notes

- Temporary password resets are emailed to the work email address entered in the **Email** field.
- Employees can have notifications sent to this work email address in addition to having them sent to the Message Center.

ELIGIBILITY

View information regarding eligibility for work.

Work Authorization			
Work Authorization		Visa Type	
USCIS or Admission Number		Expiry Date	

I-9 Verification		SSN Verification	
I-9 Verified?		SSN	xxx-xx-1047
Date Verified		SSN Verified?	
Notes		Date Verified	
		Notes	

EMPLOYEE I-9 EMPLOYMENT ELIGIBILITY

Click **View** to review the I-9 work authorization document generated when the employee was hired.

Work Authorization			
Work Authorization	A citizen of the United States	Attested By	Emily Alba 1/1/0001
USCIS Number		Expiration Date	
Visa Type		I94 Admission Number	
Foreign Passport Number		Country of Issuance	

I9

Document Name	Received Date	Uploaded Date	Action
Generated I9 Document.pdf	01/16/2015	01/16/2015	View

Reports

- Audit Trail Detail

AUTHORIZATION TRACKING

View work authorization status.

- Click the **Date** link to display the details.

- Click the **Cancel** button to return to the main screen.

STATUTORY

- Assign employees to a Vets 100 or Vets 100A hiring location to be included in VETS-100/VETS-100A reports.

    1. Check the **Enable** box to enable the fields on this screen.
    2. Select a Hiring Location from the drop down.
    3. Select a **Job Category** from the applicable drop down.
    4. Select one or more **Covered Veteran** options.
    5. **Save** the updated information.
    6. Select either the Vets-100 or Vets-100A report in the Reports Library.
    7. Run the report to display the results. The report will appear in User Requested.

- Track medical coverage availability for states that require this information to be included in new hire reporting.

    1. Check the **Medical Coverage Available** box if the employee qualifies for medical benefits that can be used to cover the child.
    2. Select or enter the **Medical Coverage Date**.

Important Notes

- Medical coverage information must be populated before the first payroll that includes the new hire is processed.

Reports

- Audit Trail Detail
- VETS-100
- VETS-100A

PAYROLL SETUP

RATES

View pay rates or salary amounts. The display includes rate history and information on additional rates.

Rates

Show: All

Effective	Check Date	Change Reason	Pay Type	Salary	Rate / Per	Freq	Annual Salary	Auto Pay	Amount	%	Action
3/7/2014	Current	Merit Increase	Hourly	$0.00	20.0000 / Hour	W	$41,600.00	✔	1.0000	5.2632	
3/1/2013	History	Merit Increase	Hourly	$0.00	19.0000 / Hour	W	$39,520.00	✔	1.0000	5.5556	
3/4/2011	History	New Pay Grade	Hourly	$0.00	18.0000 / Hour	W	$37,440.00		2.1000	13.2075	
3/5/2010	History	Merit Increase	Hourly	$0.00	15.9000 / Hour	W	$33,072.00		0.9000	6.00	
3/6/2009	History		Hourly	$0.00	15.0000 / Hour	W	$31,200.00				

Records: 1

Additional Rates

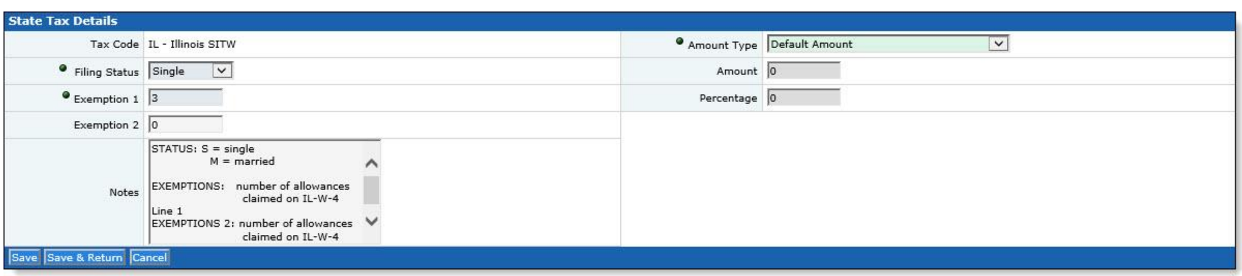
Show: Current and Future

Effective	Check Date	End Check Date	Change Reason	Rate	Rate / Per	Department	Job	Shift	Action
3/7/2014	Current			2 - Rate Code 2	23.5000 / Hour	Customer Service [100]			

TAXES

View or edit tax information.

- Click the **Tax Code** link to display or modify the details.
    1. Select a **Filing Status** from the drop down.
    2. Enter the number of exemptions in the **Exemption 1** field and the applicable number of exemptions in the **Exemption 2** field (*if applicable*).
    3. Select the applicable Amount Type if different from the Default Amount.
    4. Enter an **Amount**. This field is enabled when a dollar **Amount Type** is selected from the drop down.
    5. Enter a **Percentage** as a whole number not as a decimal (e.g., 10% should be entered as 10.00 instead of 0.10). This field is enabled when a percentage Amount Type is selected from the drop down.
    6. For State Taxes, enter the **Percentage Allocation** for the state selected.
    7. Designate the **SUI** from the drop down.
    8. **Save** the updated information.

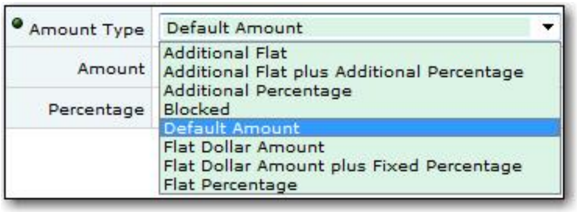


Taxes

	Tax Code	Filing Status	Exemptions 1	Exemptions 2	Type	Amount	Percentage	Pre-Filled Tax Forms
☐	FITW - Federal Income Tax	Single	1	N/A	Default	Default	Default	Federal W-4
☐	IL - Illinois SITW	Single	3	0	Default	Default	Default	

AMOUNT TYPES

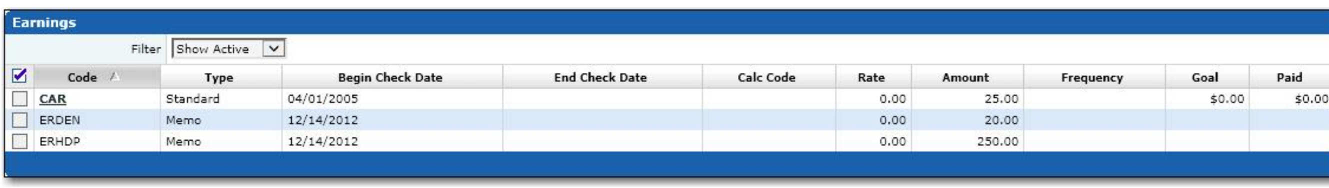
- **Additional Flat**: Add an additional flat dollar amount to what the employee should have withheld.
- **Additional Flat plus Additional Percentage**: Add an additional flat dollar amount and a percentage of taxable wages to what the employee should have withheld.
- **Additional Percentage**: Add a percentage of taxable wages to what the employee should have withheld.
- **Blocked**: No tax amount should be taken but the employee's wages are still reflected as taxable.
- **Flat Dollar Amount**: Withhold only the amount entered within the **Amount** field.
- **Flat Dollar Amount plus Fixed Percentage**: Withhold the amount entered within the **Amount** field and the percentage of taxable wages entered within the **Percentage** field.
- **Flat Percentage**: Withhold only the percentage of taxable wages entered within the **Percentage** field.



EARNINGS

View regularly scheduled recurring earnings.

- Click the **Code** link to display its details.



Earnings

Filter: Show Active

Code	Type	Begin Check Date	End Check Date	Calc Code	Rate	Amount	Frequency	Goal	Paid
CAR	Standard	04/01/2005			0.00	25.00		$0.00	$0.00
ERDEN	Memo	12/14/2012			0.00	20.00			
ERHDP	Memo	12/14/2012			0.00	250.00			

- Click the **Cancel** button to return to the main screen.

Earnings Details

Earning Code	CAR - Auto Allowance
Earning Type	Standard
Frequency	-- All --
Amount	25.00

Calculation

Rate	0.00
Calculation Code	
Hours / Units	0.00
Rate Code	
Pay Period Minimum	0.00
Pay Period Maximum	0.00

Agency Info

Agency	
Miscellaneous Info	

Effective Date

Effective Date	6/3/2006
Begin Check Date	6/3/2006
End Check Date	

Distribution

Job Code	
Department	

Limits

Goal	0.00
Paid to Date	0.00
Annual Maximum	0.00
Paid Year to Date	375.00

Automatic Employee Record Updates

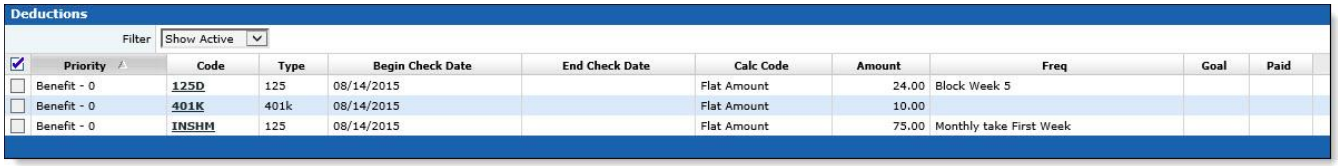
Source	None

Cancel

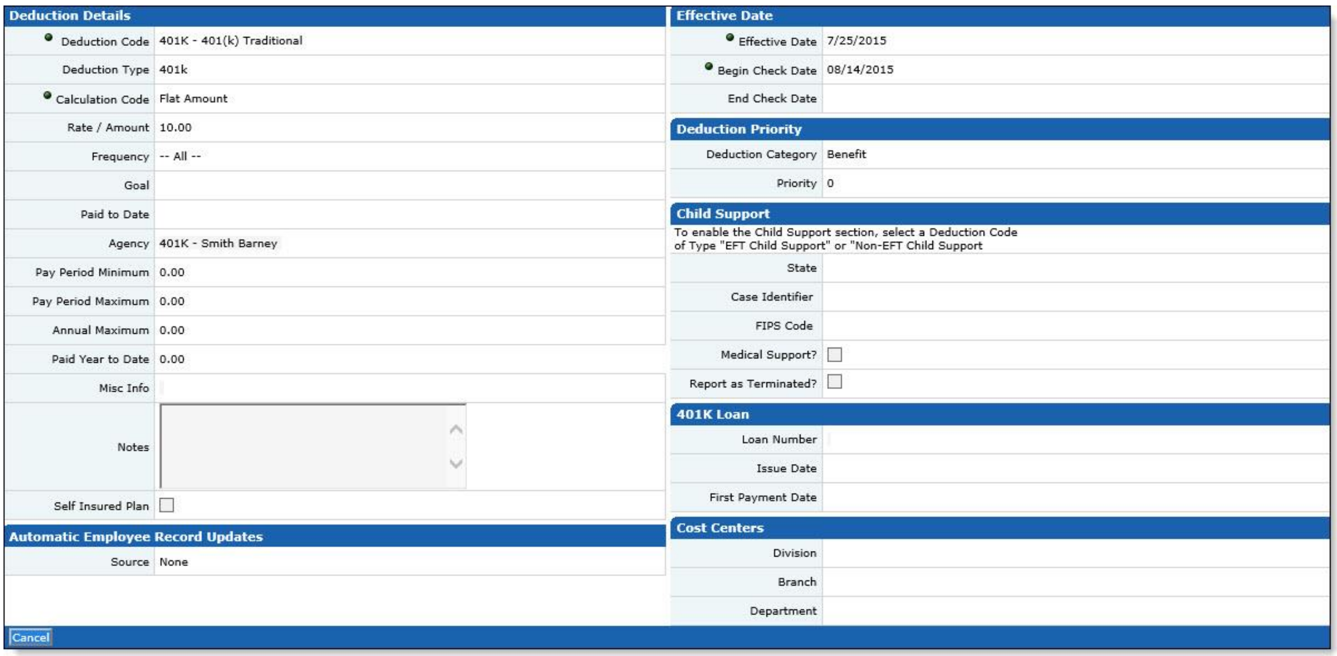
DEDUCTIONS

View regularly scheduled recurring deductions.

- Click the **Deduction Code** link to display its details.



- Click the **Cancel** button to return to the main screen.



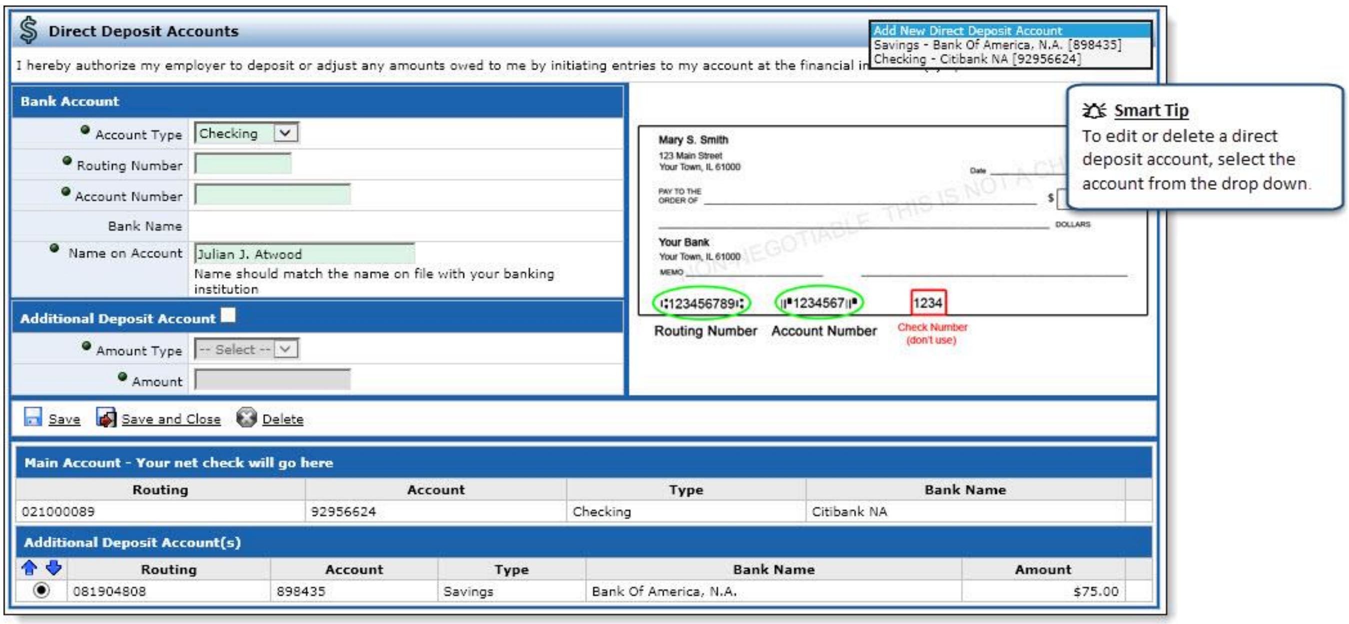
Important Notes

- Users may be able to edit deductions in the self service portal. Changes made by employees will not take effect until a Company Administrator approves them.

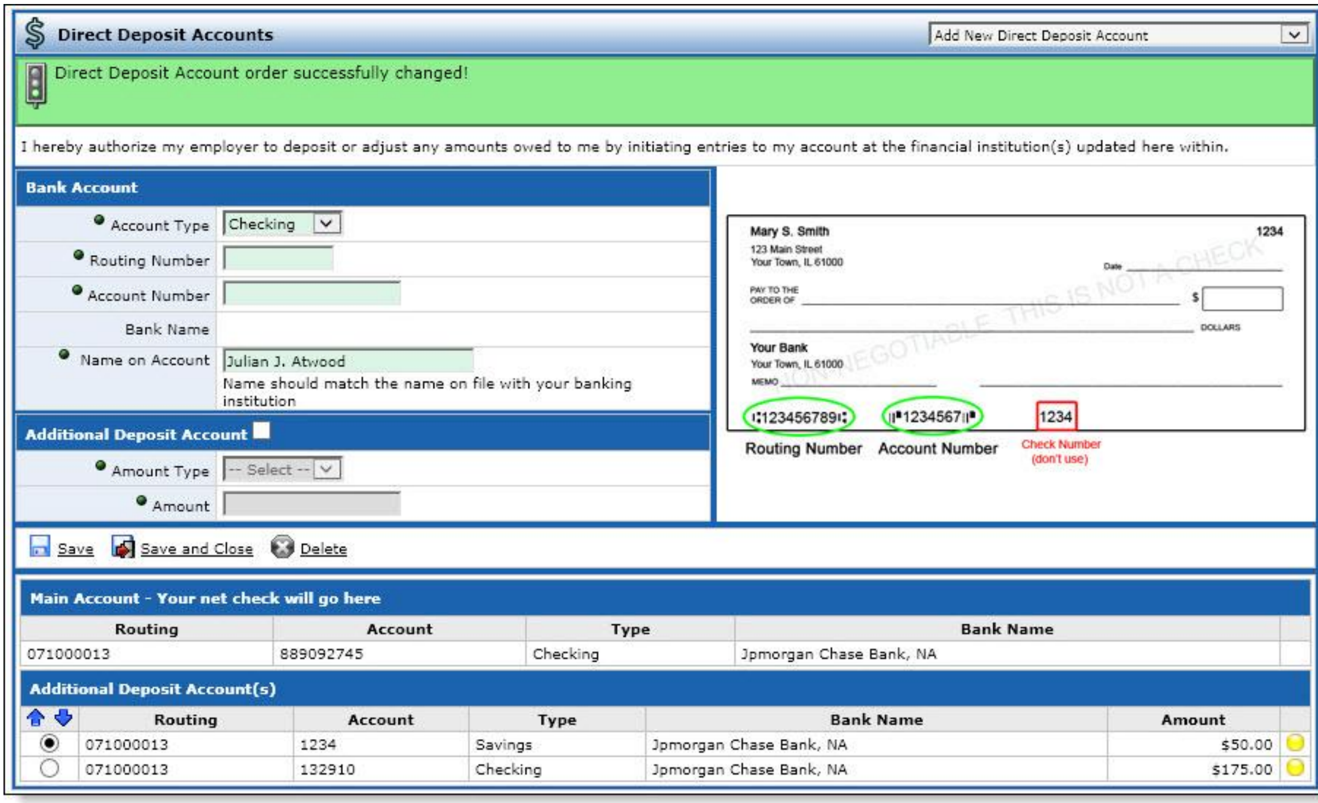
DIRECT DEPOSIT

Add, edit, or delete direct deposit account information. Click the **X** in the top-right corner of your screen to close this screen and return to the self service portal.

1. To add a new direct deposit account, select **Add New Direct Deposit Account** from the drop down.
2. Select the applicable **Account Type** (Checking, Savings, or Pay Card) from the drop down.
3. Enter the nine digit ABA Transit **Routing Number** without dashes or spaces.
4. Enter the **Account Number** without spaces or symbols (17 character limit).
5. Enter the **Name on Account** (30 character limit).
6. If this is the main account, **Save** the updated information to deposit the entire paycheck to this main account. If this is an additional account, check the **Additional Deposit Account** box.
7. Select the **Amount Type** from the drop down to indicate whether the numeric value in the **Amount** field should be a Flat dollar amount, Percent, or Net Minus. Selecting Net Minus will issue a live check for the dollar amount entered into the **Amount** field with the balance being deposited into the corresponding bank account.
8. Enter the **Amount** based on the **Amount Type**.
9. **Save** the updated information. The specified amount will be deposited in each additional account listed and the net check will be deposited into the main account.



To change the order in which money is deposited into an additional deposit account, select the radio button adjacent to the applicable account **Routing** Number and click the blue up or down arrow to move the account.

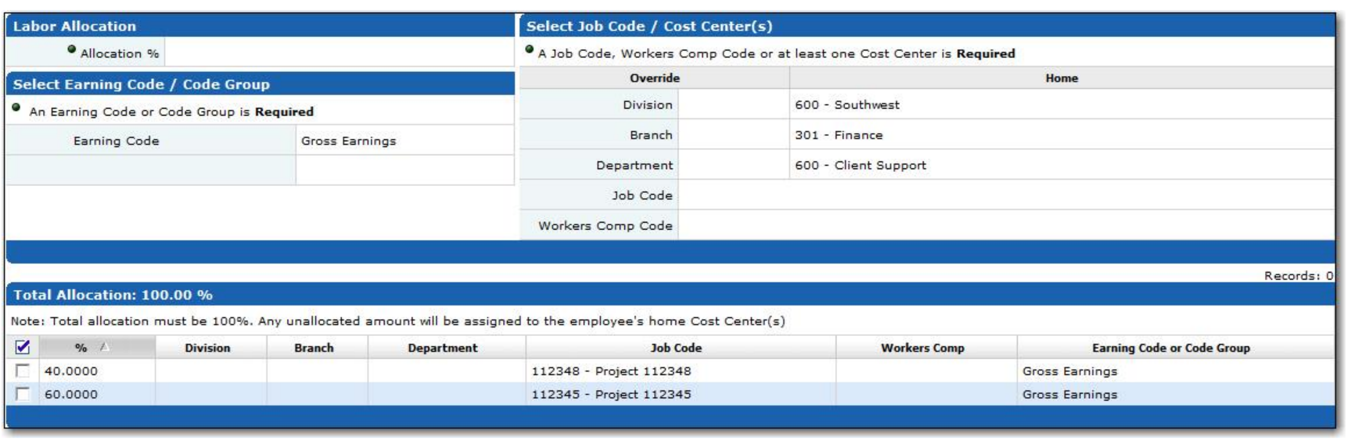


Important Notes

- The system will not allow an incorrect **Routing Number** to be saved.
- Selecting Net Minus will issue a live check for the dollar amount entered into the **Amount** field with the balance being deposited into the corresponding bank account.

LABOR ALLOCATION

View specific distribution of wages.



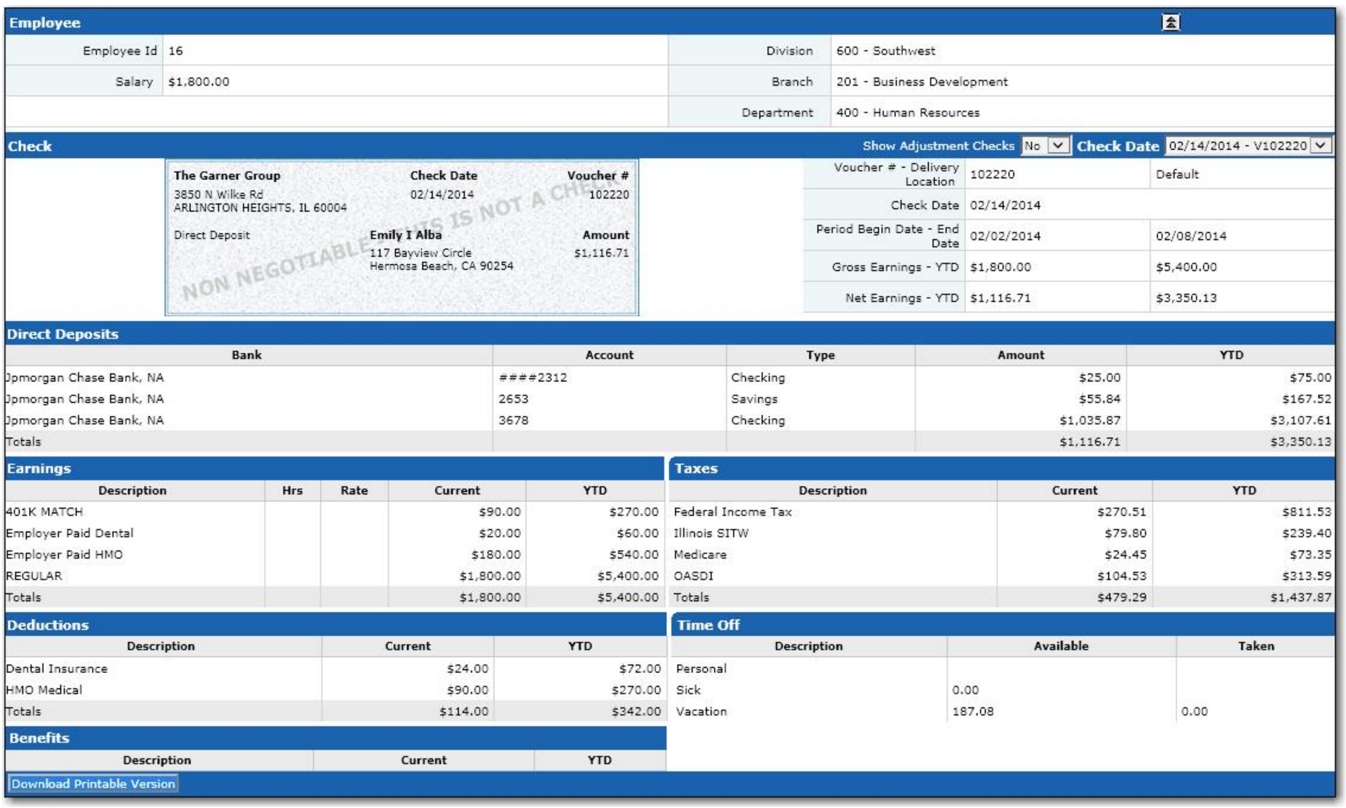
PAY HISTORY

CURRENT CHECKS

View current check information. Users are able to print a pay stub by clicking the **Download Printable Version** button on the bottom of this screen.

To view a paycheck or direct deposit voucher issued prior to the current check, click the **Check Date** drop down and select the applicable check date to display the check or voucher.

The Employee section, which displays the **Employee Id** and **Department**, can be expanded or collapsed by clicking the double arrows. The **Check** or **Voucher #**, **Delivery Location**, **Check Date**, **Period Begin** and **End Dates**, **Gross Earnings**, **Gross YTD**, **Net Earnings**, and **Net YTD** are displayed in the Check section. Depending on the company's configuration, the bottom sections of the screen will display applicable details about Direct Deposits, Earnings, Deductions, Benefits, Taxes, and Time Off.



Employee

Employee Id	16	Division	600 - Southwest
Salary	$1,800.00	Branch	201 - Business Development
		Department	400 - Human Resources

Check Show Adjustment Checks No **Check Date** 02/14/2014 - V102220

The Garner Group
3850 N Wilke Rd
ARLINGTON HEIGHTS, IL 60004
Check Date 02/14/2014
Voucher # 102220
Direct Deposit
Emily I Alba
117 Bayview Circle
Hermosa Beach, CA 90254
Amount $1,116.71
NON NEGOTIABLE THIS IS NOT A CHECK

Voucher # - Delivery Location	102220	Default
Check Date	02/14/2014	
Period Begin Date - End Date	02/02/2014	02/08/2014
Gross Earnings - YTD	$1,800.00	$5,400.00
Net Earnings - YTD	$1,116.71	$3,350.13

Direct Deposits

Bank	Account	Type	Amount	YTD
Jpmorgan Chase Bank, NA	####2312	Checking	$25.00	$75.00
Jpmorgan Chase Bank, NA	2653	Savings	$55.84	$167.52
Jpmorgan Chase Bank, NA	3678	Checking	$1,035.87	$3,107.61
Totals			$1,116.71	$3,350.13

Earnings

Description	Hrs	Rate	Current	YTD
401K MATCH			$90.00	$270.00
Employer Paid Dental			$20.00	$60.00
Employer Paid HMO			$180.00	$540.00
REGULAR			$1,800.00	$5,400.00
Totals			$1,800.00	$5,400.00

Taxes

Description	Current	YTD
Federal Income Tax	$270.51	$811.53
Illinois SITW	$79.80	$239.40
Medicare	$24.45	$73.35
OASDI	$104.53	$313.59
Totals	$479.29	$1,437.87

Deductions

Description	Current	YTD
Dental Insurance	$24.00	$72.00
HMO Medical	$90.00	$270.00
Totals	$114.00	$342.00

Time Off

Description	Available	Taken
Personal		
Sick	0.00	
Vacation	187.08	0.00

Benefits

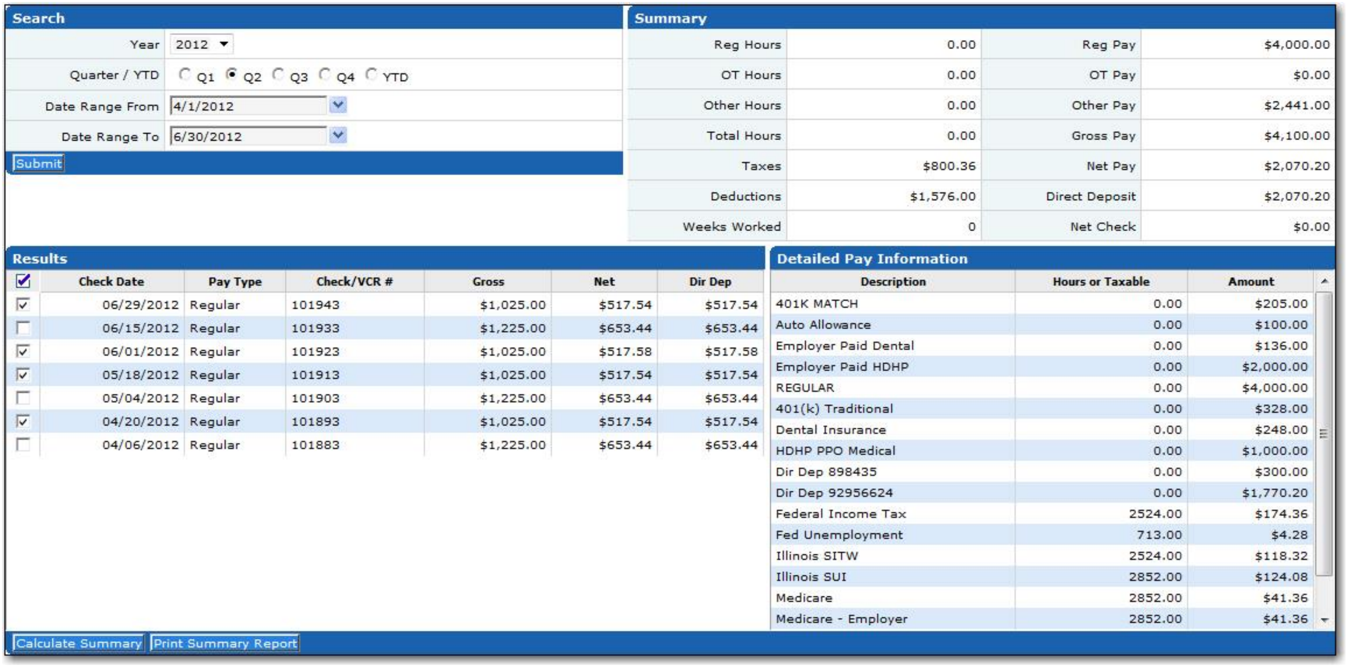
Description	Current	YTD

Download Printable Version

CHECK HISTORY

Search for checks in a specific date range.

- Select a **Date Range From** and **Date Range To**, populating the checks to display.
- Click the **Submit** button to display the results.
- To summarize only certain checks in the specified date range, check the box adjacent to the applicable checks in the Results section.
- Click the **Calculate Summary** button to display the sum totals of the selected checks in the Summary and Detailed Pay Information sections.
- Click the **Print Summary Report** button to print a copy of the Check History Summary Report.



W2

View and print W2s that have been processed by Paylocity.

- Click the **Tax Year** link to view or print a copy of the W2.

W2

Tax Year	Fed Wages	Fed Witholding	SS Wages	SS Witholding	Medicare Wages	Medicare Witholding
2012	$40,268.00	$6,740.06	$42,698.00	$1,793.33	$42,698.00	$619.12
2011	$3,220.00	$564.62	$3,400.00	$142.80	$3,400.00	$49.30
2011	$46,380.00	$8,229.68	$48,900.00	$2,053.80	$48,900.00	$709.06

- Close the PDF file to return to the main screen.

Copy C - FOR EMPLOYEE'S RECORDS ONLY **2012** OMB No. 1545-0008

a Control number PROC1 1	1 Wages, tips, other comp. 40,268.00	2 Federal income tax withheld 6,740.06
b Employer ID number 00-5554442	3 Social security wages 42,698.00	4 Social security tax withheld 1,793.33
	5 Medicare wages and tips 42,698.00	6 Medicare tax withheld 619.12

c Employer's name, address, and ZIP code
The Garner Group
3850 N Wilke Rd
ARLINGTON HEIGHTS, IL 60004

d Employee's social security number 987-65-4321

e Employee's name, address, and ZIP code
Emily I Alba
117 Bayview Circle
Hermosa Beach, CA 90254

7 Social security tips 0.00	8 Allocated tips 0.00	9 Advance EIC payment 0.00
10 Dependent care benefits 0.00	11 Nonqualified plans 0.00	

12a	D	2,430.00
12b	DD	11,032.00
12c		
12d		

13 Statutory employee | Retirement plan X | 3rd-party sick pay

14 Other

15 State Employer's State ID#		16 State wages, tips, etc.	17 State income tax
IL	0000000000000	40,268.00	2,013.40

18 Local wages, tips, etc.	19 Local income tax	20 Locality name
N/A	N/A	N/A

Form W-2 Wage and Tax Statement Dept. of the Treasury - IRS

This information is being furnished to the IRS. If you are required to file a tax return, a negligence penality/other sanction may be imposed on you if this income is taxable and you fail to report it.

Printed by Paylocity Payroll
Page 2 of 2

1099

View and print 1099s that have been processed by Paylocity.

- Click the **Tax Year** link to view or print a copy of the 1099.

1099

Tax Year	Gross Wages	Federal Witholding	State Witholding
2011	$2,000.00	$0.00	$0.00
2009	$6,050.00	$0.00	$0.00
2008	$16,704.06	$0.00	$0.00
2007	$24,940.00	$0.00	$0.00
2006	$18,700.00	$0.00	$0.00
2005	$36,000.00	$0.00	$0.00

- Close the PDF file to return to the main screen.

VOID CORRECTED

PAYER'S's name, address, and ZIP code, and telephone no.
BENJAMINS BACKYARD BBQ
123 HAMBURGER LANE
ARLINGTON HEIGHTS IL, 60005

(847) 555-5555

PAYER'S Federal identification number: 00-0000000
RECIPIENT'S identification number: 557-89-6521
RECIPIENT'S's name: Contractor Constance
Street address (including apt. no.): 111 E Independence Way
City, state, and ZIP code: Arlington Heights IL, 60005
Account number (optional): PROC1 23
2nd TIN not.
15a Section 409A deferrals $
15b Section 409A income $

1 Rents $
2 Royalties $
3 Other income $
4 Federal income tax withheld $
5 Fishing boat proceeds $
6 Medical and health care payments $
7 Nonemployee compensation $ 2000.00
8 Substitute payments in lieu of dividends or interest $
9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale
10 Crop insurance proceeds $
11
12
13 Excess golden parachute payments $
14 Gross proceeds paid to an attorney $
16 State tax withheld
17 State/Payer's state no.
18 State Income $

OMB No. 1545-0115
2011
Form 1099-MISC

Miscellaneous Income

Copy A For Internal Revenue Service Center

File with Form 1096.

For Privacy Act and Paperwork Reduction Act Notice, see the 2010 General Instructions for Certain Information Returns.

Form 1099-MISC

Department of the Treasury - Internal Revenue Service

VOID CORRECTED

PAYER'S's name, address, and ZIP code, and telephone no.
BENJAMINS BACKYARD BBQ
123 HAMBURGER LANE
ARLINGTON HEIGHTS IL, 60005

(847) 555-5555

PAYER'S Federal identification number: 00-0000000
RECIPIENT'S identification number: 557-89-6521
RECIPIENT'S's name: Contractor Constance
Street address (including apt. no.): 111 E Independence Way
City, state, and ZIP code: Arlington Heights IL, 60005
Account number (optional): PROC1 23
2nd TIN not.
15a Section 409A deferrals $
15b Section 409A income $

1 Rents $
2 Royalties $
3 Other income $
4 Federal income tax withheld $
5 Fishing boat proceeds $
6 Medical and health care payments $
7 Nonemployee compensation $ 2000.00
8 Substitute payments in lieu of dividends or interest $
9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale
10 Crop insurance proceeds $
11
12
13 Excess golden parachute payments $
14 Gross proceeds paid to an attorney $
16 State tax withheld
17 State/Payer's state no.
18 State Income $

OMB No. 1545-0115
2011
Form 1099-MISC

Miscellaneous Income

Copy B For Recipient

This is important tax information and is being furnished to the Internal Revenus Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Form 1099-MISC

Department of the Treasury - Internal Revenue Service

BENJAMINS BACKYARD BBQ
123 HAMBURGER LANE
ARLINGTON HEIGHTS IL, 60005

(847) 555-5555

PROC1 23

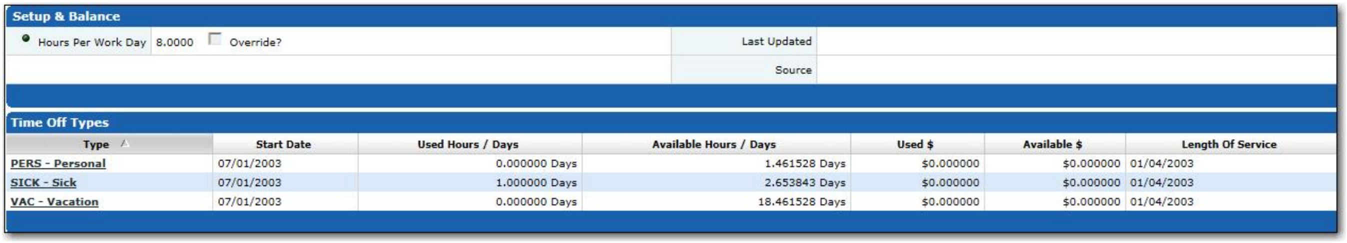
Contractor Constance
111 E Independence Way
Arlington Heights IL, 60005

TIME OFF

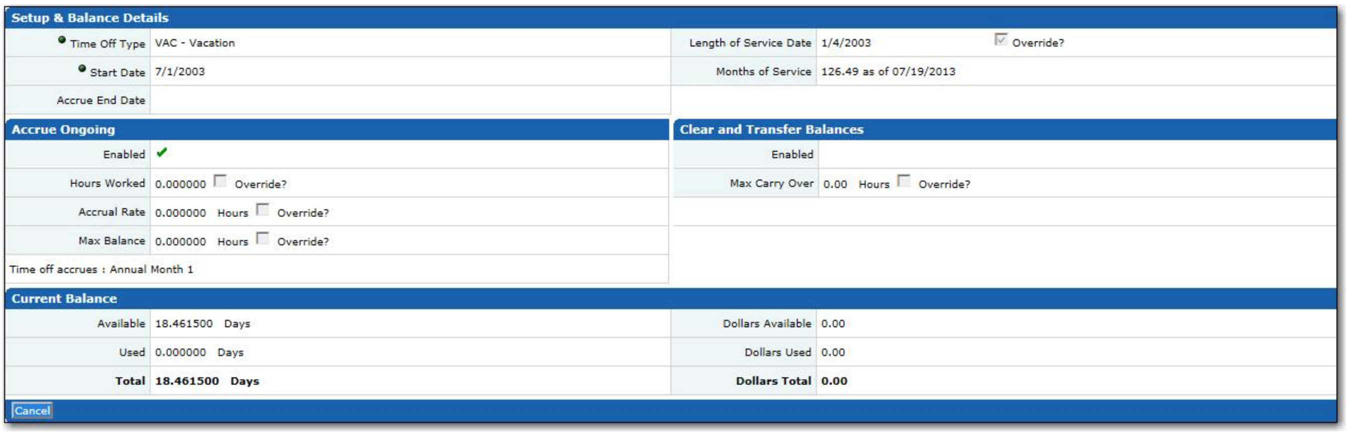
SETUP & BALANCE

View time off information.

- Click the **Type** link to display the details.



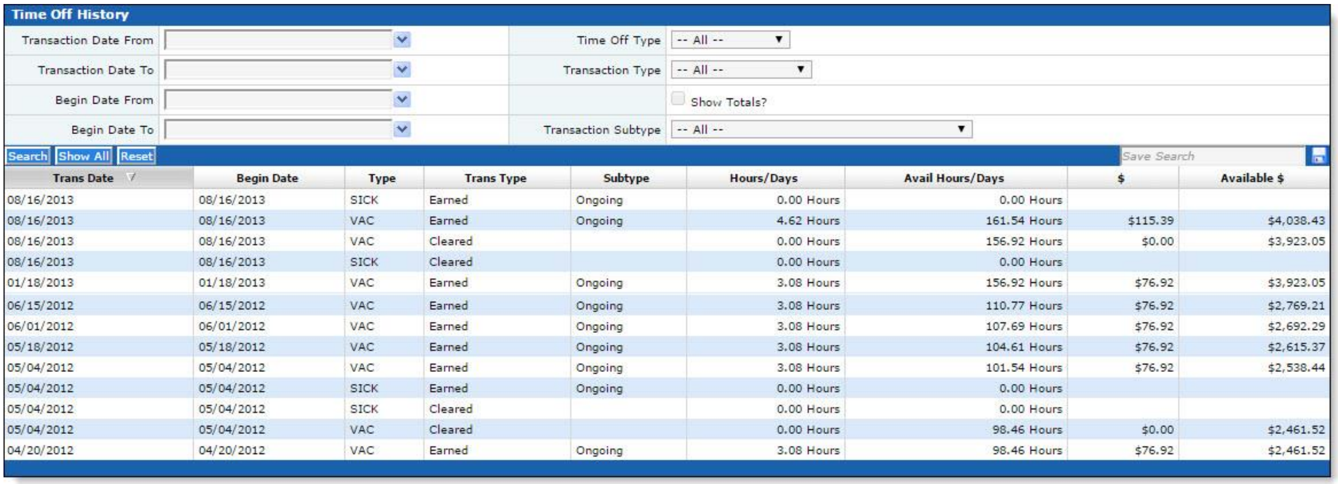
- Click the **Cancel** button to return to the main screen.



TIME OFF HISTORY

View time off benefits earned and used per payroll and any manual adjustments made in Web Pay. Users can search for time off based on selected date ranges and/or types and display totals.

- Click the **Trans Date** link to view the details.



Time Off History

Transaction Date From		Time Off Type	-- All --
Transaction Date To		Transaction Type	-- All --
Begin Date From			Show Totals?
Begin Date To		Transaction Subtype	-- All --

Search Show All Reset Save Search

Trans Date	Begin Date	Type	Trans Type	Subtype	Hours/Days	Avail Hours/Days	$	Available $
08/16/2013	08/16/2013	SICK	Earned	Ongoing	0.00 Hours	0.00 Hours		
08/16/2013	08/16/2013	VAC	Earned	Ongoing	4.62 Hours	161.54 Hours	$115.39	$4,038.43
08/16/2013	08/16/2013	VAC	Cleared		0.00 Hours	156.92 Hours	$0.00	$3,923.05
08/16/2013	08/16/2013	SICK	Cleared		0.00 Hours	0.00 Hours		
01/18/2013	01/18/2013	VAC	Earned	Ongoing	3.08 Hours	156.92 Hours	$76.92	$3,923.05
06/15/2012	06/15/2012	VAC	Earned	Ongoing	3.08 Hours	110.77 Hours	$76.92	$2,769.21
06/01/2012	06/01/2012	VAC	Earned	Ongoing	3.08 Hours	107.69 Hours	$76.92	$2,692.29
05/18/2012	05/18/2012	VAC	Earned	Ongoing	3.08 Hours	104.61 Hours	$76.92	$2,615.37
05/04/2012	05/04/2012	VAC	Earned	Ongoing	3.08 Hours	101.54 Hours	$76.92	$2,538.44
05/04/2012	05/04/2012	SICK	Earned	Ongoing	0.00 Hours	0.00 Hours		
05/04/2012	05/04/2012	SICK	Cleared		0.00 Hours	0.00 Hours		
05/04/2012	05/04/2012	VAC	Cleared		0.00 Hours	98.46 Hours	$0.00	$2,461.52
04/20/2012	04/20/2012	VAC	Earned	Ongoing	3.08 Hours	98.46 Hours	$76.92	$2,461.52

- Click the **Return** button to return to the main screen.

Manual Adjustment Details

Time Off Type	VAC	Created By	Emily Alba [*]
Transaction Type	M - Manual Adjustment	Created Date/Time	03/19/2013 - 11:49:54 AM
Transaction Subtype	A - Adjustment	Process Id	2013040501
Notes			

Manual Adjustment

	Starting Hours	Change	Adjusted Hours		Starting Dollars	Change	Adjusted Dollars
Available	177.85 Hours	+8.00	185.85 Hours	Available	8,003.08		8,003.08
Used	8.00 Hours		8.00 Hours	Used	360.00		360.00
Total	**185.85 Hours**		**193.85 Hours**	**Total**	**8,363.08**		**8,363.08**

Return

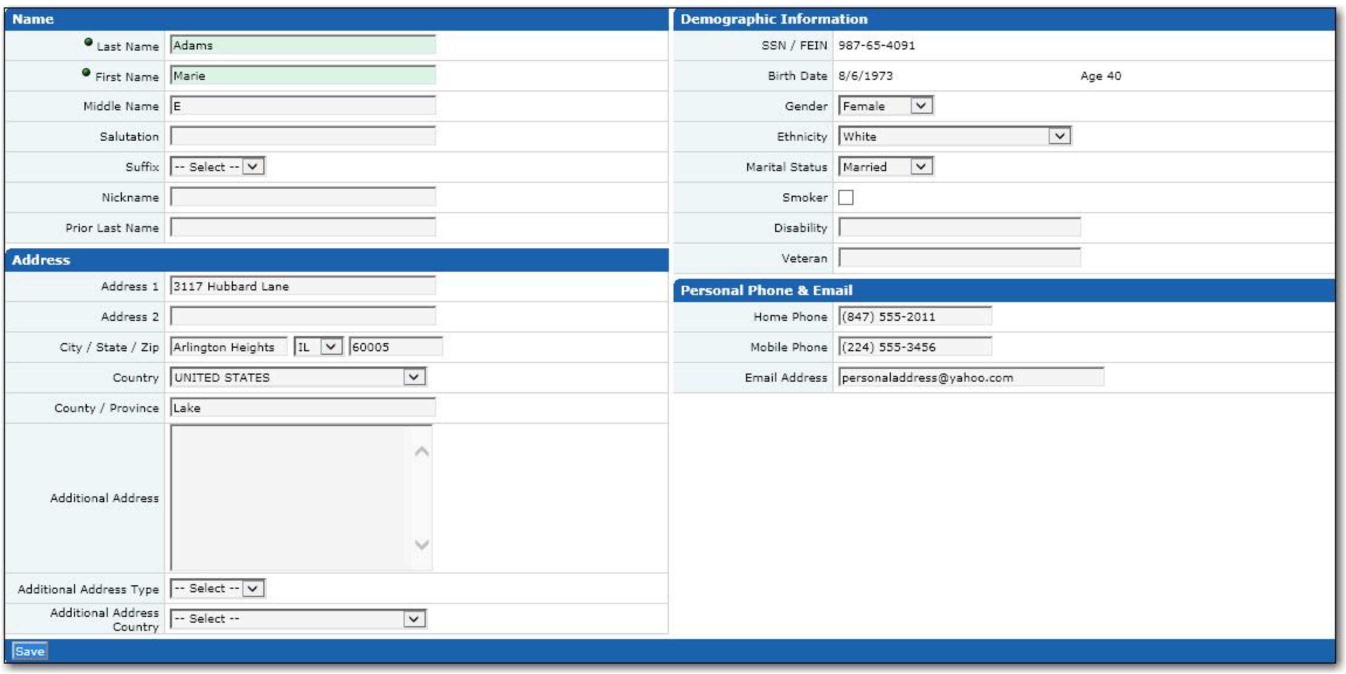
HUMAN RESOURCES

PERSONAL INFO

DEMOGRAPHICS

Add or edit general employee information.

1. Enter the **Last Name** (40 character limit), **First Name** (40 character limit), and **Middle Name** (20 character limit).
2. Enter a **Salutation** (10 character limit).
3. Select a **Suffix** from the drop down.
4. Enter a **Nickname** (20 character limit) and/or **Prior Last Name** (40 character limit).
5. Enter the **Address**, **Phone**, and **Email** information.
6. Select the **Gender** from the drop down.
7. Select the **Ethnicity** from the drop down.
8. Select the **Marital Status** from the drop down.
9. Check the **Smoker** box, if applicable.
10. Enter information in the **Disability** field (30 character limit).
11. Enter information in the **Veteran** field (30 character limit).
12. **Save** the updated information.



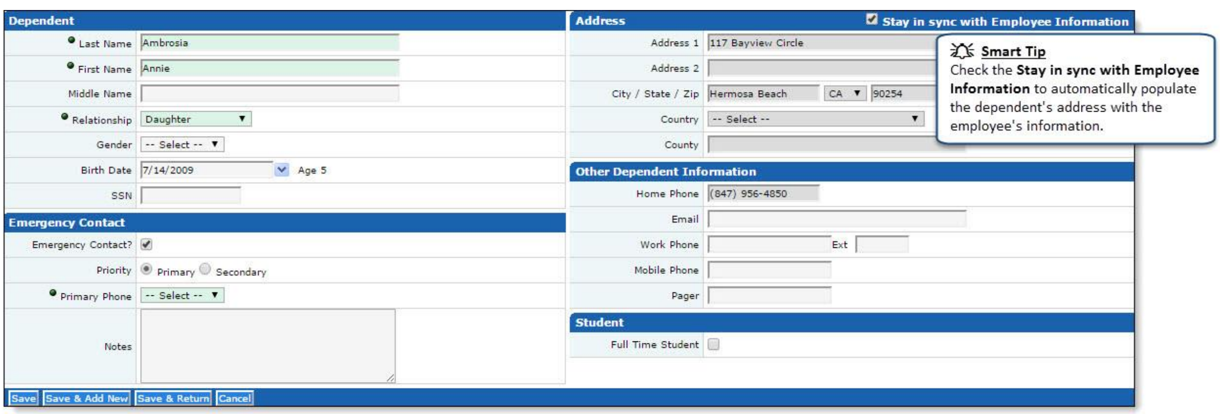
Important Notes

- Employees are not able to add or edit their own Social Security Number (**SSN**) or **Birth Date** information. Employees must contact the Company Administrator to make these changes.

DEPENDENTS

- Click the **Add** button to add a new dependent.
- Click the **Last Name** link to display or modify the dependent details.
- Check the box adjacent to the **Last Name** and click the **Delete** button to delete the dependent.

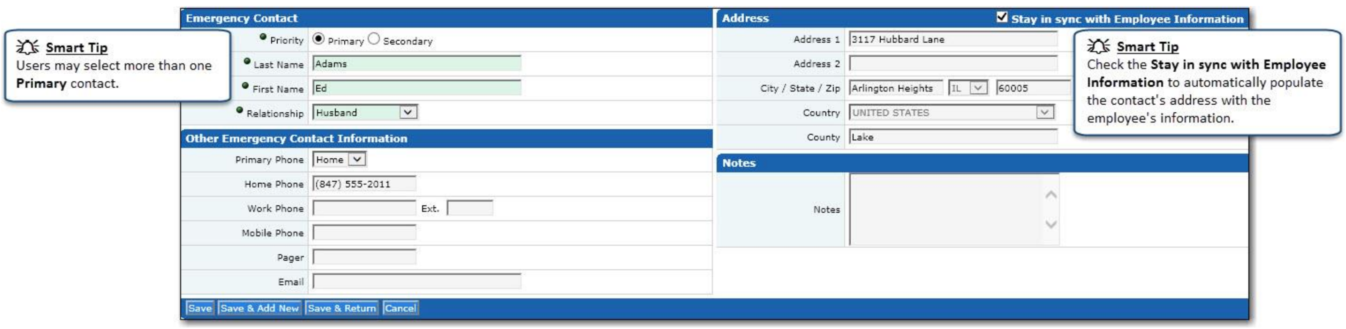
1. Enter the **Last Name** (40 character limit), **First Name** (40 character limit), and **Middle Name** (20 character limit).
2. Select the **Relationship** from the drop down.
3. Select the **Gender** from the drop down.
4. Select or enter the **Birth Date**.
5. Enter the Social Security number in the **SSN** field.
6. If the dependent is an emergency contact, check the **Emergency Contact** box and select the **Primary Phone** from the drop down.
7. Enter additional information the **Notes** field.
8. Enter the applicable **Address**, **Phone**, and **Email** information.
9. Check the **Full Time Student** box, if applicable.
10. **Save** the updated information.



EMERGENCY CONTACTS

- Click the **Add** button to add a new emergency contact.
- Click the **Last Name** link to display or modify the emergency contact details.
- Check the box adjacent to the **Last Name** and click the **Delete** button to delete the dependent.

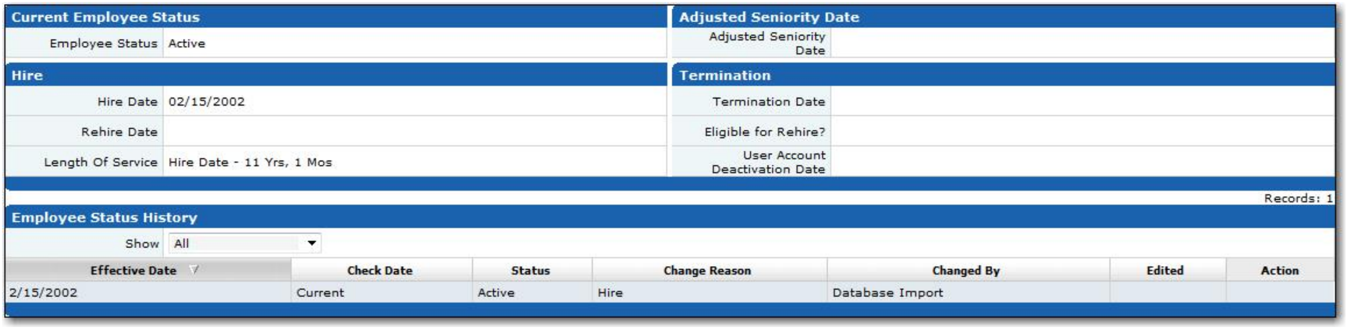
1. Select the **Priority**.
2. Enter the **Last Name** and **First Name**.
3. Select the **Relationship** from the drop down.
4. Select the **Primary Phone** from the drop down.
5. Enter the **Address**, **Phone**, and **Email** information.
6. Enter additional information in the **Notes** field (100 character limit).
7. **Save** the updated information.



WORK INFO

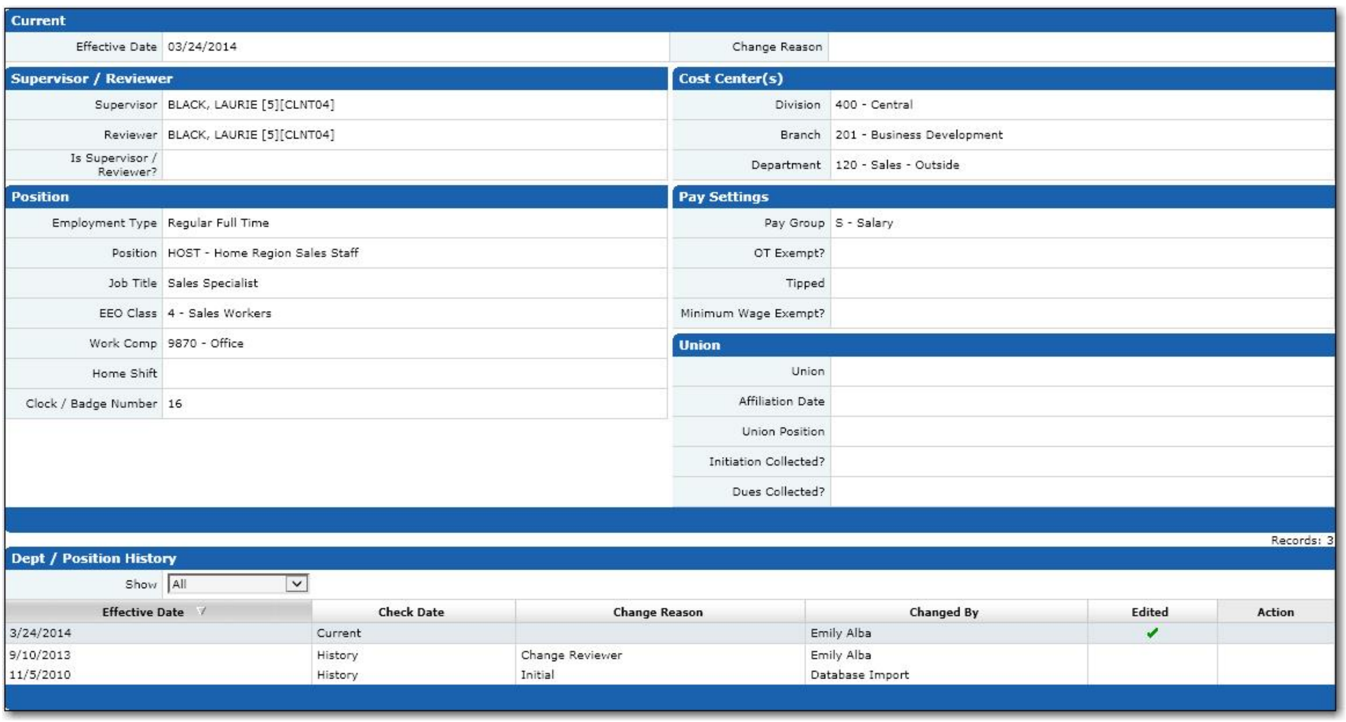
EMPLOYEE STATUS

View employee status information.



DEPT/POSITION

View supervisor, reviewer, position, home department cost center, pay settings, and union information.



WORK LOCATION

View work site information.

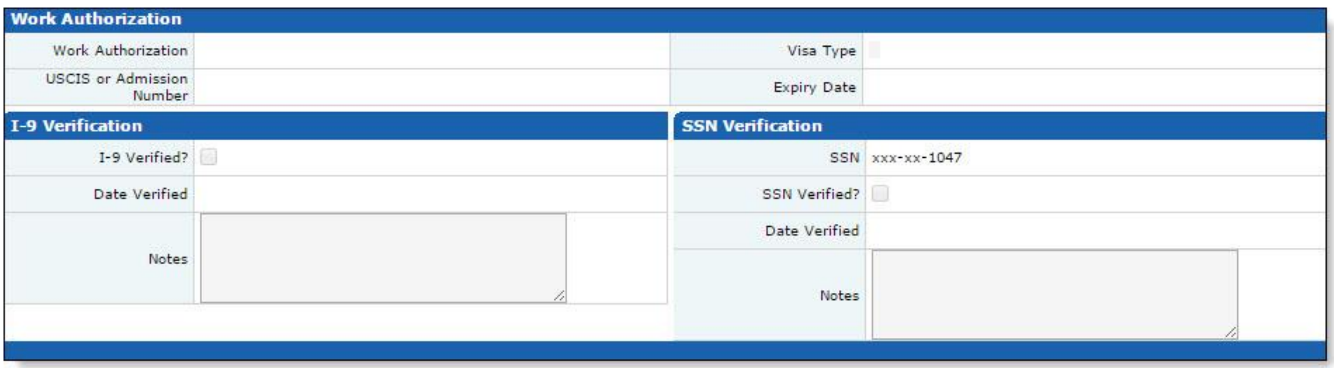
Work Location		Work Phone / Email / Mail Stop	
Work Location	-- Use default Company Address	Work Phone	(847) 555-1234 Ext
Address 1	3850 N. Wilke Rd	Mobile Phone	
Address 2		Pager	
City / State / Zip	ARLINGTON HEIGHTS IL 60004	Email	devspare@data.paylocity.com
Country	UNITED STATES	Mail Stop	
County	COOK		

Important Notes

- Temporary password resets are emailed to the work email address entered in the **Email** field.
- Employees can have notifications sent to this work email address in addition to having them sent to the Message Center.

ELIGIBILITY

View information regarding eligibility for work.

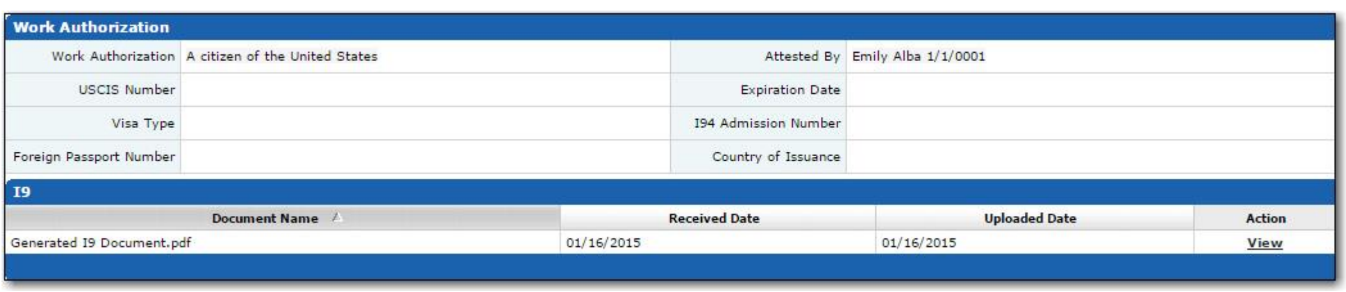


Work Authorization			
Work Authorization		Visa Type	
USCIS or Admission Number		Expiry Date	

I-9 Verification		SSN Verification	
I-9 Verified?		SSN	xxx-xx-1047
Date Verified		SSN Verified?	
Notes		Date Verified	
		Notes	

EMPLOYEE I-9 EMPLOYMENT ELIGIBILITY

Click **View** to review the I-9 work authorization document generated when the employee was hired.



Work Authorization			
Work Authorization	A citizen of the United States	Attested By	Emily Alba 1/1/0001
USCIS Number		Expiration Date	
Visa Type		I94 Admission Number	
Foreign Passport Number		Country of Issuance	

I9

Document Name	Received Date	Uploaded Date	Action
Generated I9 Document.pdf	01/16/2015	01/16/2015	View

Reports

- Audit Trail Detail

AUTHORIZATION TRACKING

View work authorization status.

- Click the **Date** link to display the details.

- Click the **Cancel** button to return to the main screen.

STATUTORY

- Assign employees to a Vets 100 or Vets 100A hiring location to be included in VETS-100/VETS-100A reports.
- Track medical coverage availability for states that require this information to be included in new hire reporting.

1. Check the **Enable** box to enable the fields on this screen.
2. Select a Hiring Location from the drop down.
3. Select a **Job Category** from the applicable drop down.
4. Select one or more **Covered Veteran** options.
5. Check the **Medical Coverage Available** box if the employee qualifies for medical benefits that can be used to cover the child.
6. Select or enter the **Medical Coverage Date**.
7. **Save** the updated information.
8. Select either the Vets-100 or Vets-100A report in the Reports Library.
9. Run the report to display the results. The report will appear in User Requested.

Important Notes

- Medical coverage information must be populated before the first payroll that includes the new hire is processed.

Reports

- Audit Trail Detail
- VETS-100
- VETS-100A

EMPLOYMENT

RATES

View pay rates or salary amounts. The display includes rate history and information on additional rates.

Rates

Show: All

Effective	Check Date	Change Reason	Pay Type	Salary	Rate / Per	Freq	Annual Salary	Auto Pay	Amount	%	Action
3/7/2014	Current	Merit Increase	Hourly	$0.00	20.0000 / Hour	W	$41,600.00	✔	1.0000	5.2632	
3/1/2013	History	Merit Increase	Hourly	$0.00	19.0000 / Hour	W	$39,520.00	✔	1.0000	5.5556	
3/4/2011	History	New Pay Grade	Hourly	$0.00	18.0000 / Hour	W	$37,440.00		2.1000	13.2075	
3/5/2010	History	Merit Increase	Hourly	$0.00	15.9000 / Hour	W	$33,072.00		0.9000	6.00	
3/6/2009	History		Hourly	$0.00	15.0000 / Hour	W	$31,200.00				

Records: 1

Additional Rates

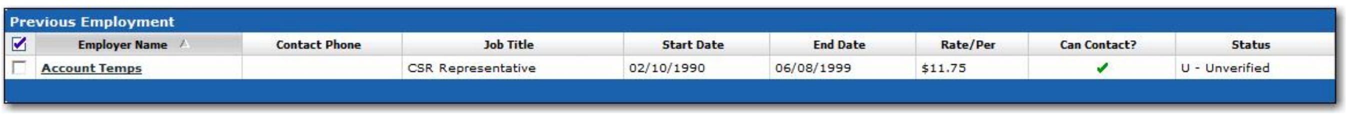
Show: Current and Future

Effective	Check Date	End Check Date	Change Reason	Rate	Rate / Per	Department	Job	Shift	Action
3/7/2014	Current			2 - Rate Code 2	23.5000 / Hour	Customer Service [100]			

PREVIOUS EMPLOYMENT

View employment history prior to being employed by the company.

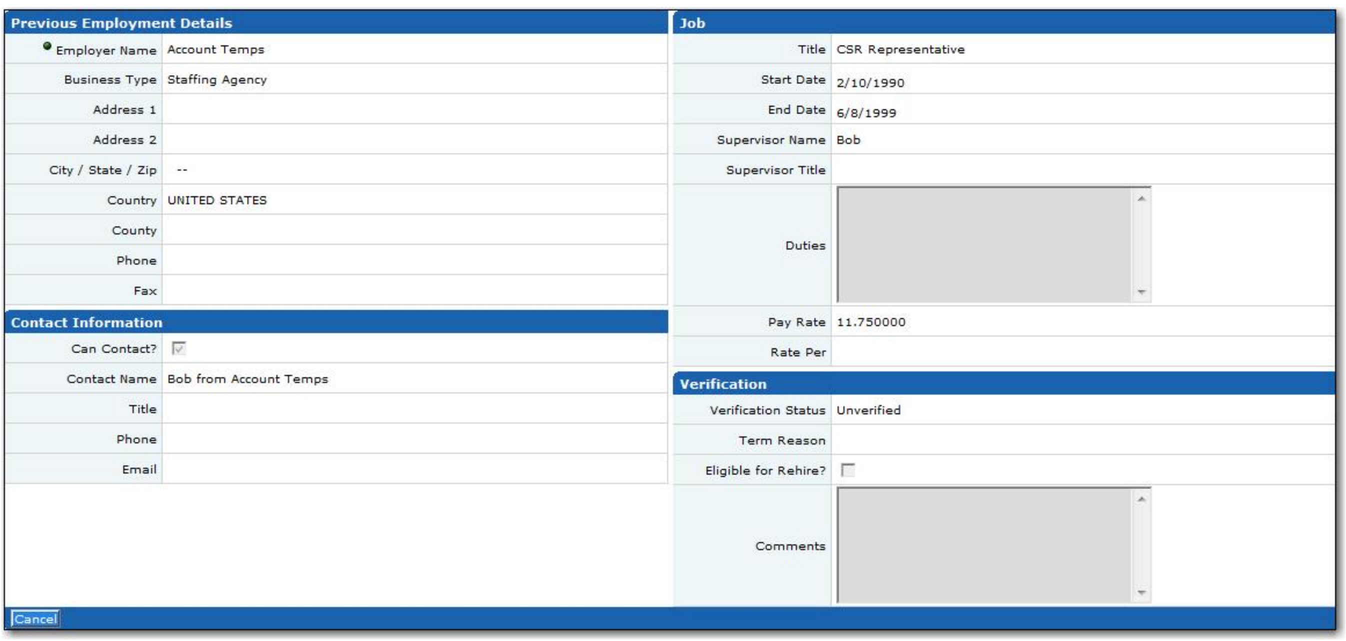
- Click the **Employer Name** link to display the details.



Previous Employment

Employer Name	Contact Phone	Job Title	Start Date	End Date	Rate/Per	Can Contact?	Status
Account Temps		CSR Representative	02/10/1990	06/08/1999	$11.75	✔	U - Unverified

- Click the **Cancel** button to return to the main screen.



Previous Employment Details

Employer Name	Account Temps
Business Type	Staffing Agency
Address 1	
Address 2	
City / State / Zip	--
Country	UNITED STATES
County	
Phone	
Fax	

Contact Information

Can Contact?	✔
Contact Name	Bob from Account Temps
Title	
Phone	
Email	

Job

Title	CSR Representative
Start Date	2/10/1990
End Date	6/8/1999
Supervisor Name	Bob
Supervisor Title	
Duties	
Pay Rate	11.750000
Rate Per	

Verification

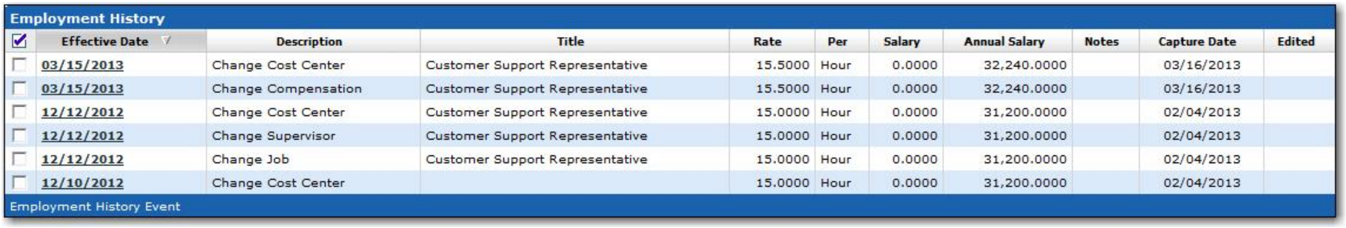
Verification Status	Unverified
Term Reason	
Eligible for Rehire?	
Comments	

Cancel

EMPLOYMENT HISTORY

The Employment History screen is a single page view of the employee's compensation and position history while employed by the company. Changes to the employee work information such as a job change, performance appraisal, new rate, or employment status change are automatically added to Employment History overnight.

- Click the **Effective Date** link to display the details.



Employment History

Effective Date	Description	Title	Rate	Per	Salary	Annual Salary	Notes	Capture Date	Edited
03/15/2013	Change Cost Center	Customer Support Representative	15.5000	Hour	0.0000	32,240.0000		03/16/2013	
03/15/2013	Change Compensation	Customer Support Representative	15.5000	Hour	0.0000	32,240.0000		03/16/2013	
12/12/2012	Change Cost Center	Customer Support Representative	15.0000	Hour	0.0000	31,200.0000		02/04/2013	
12/12/2012	Change Supervisor	Customer Support Representative	15.0000	Hour	0.0000	31,200.0000		02/04/2013	
12/12/2012	Change Job	Customer Support Representative	15.0000	Hour	0.0000	31,200.0000		02/04/2013	
12/10/2012	Change Cost Center		15.0000	Hour	0.0000	31,200.0000		02/04/2013	

Employment History Event

- Click the **Cancel** button to return to the main screen.

Employment History Details

Effective Date	3/15/2013	Changed By	Database Import
Description	Change Cost Center	Edited	
Change Reason		Notes	
Capture Date	03/16/2013		

Record Type: Change Cost Center

Division	600 - Southwest	Base Rate	15.50
Branch	301 - Finance	Rate Per	Hour - Per Hour
Department	600 - Client Support	Pay Frequency	W - Weekly
Supervisor	Bart Kilpatrick [2]	Annual Salary	32240.00
Job Title	Customer Support Representative		
Salary	0.00		

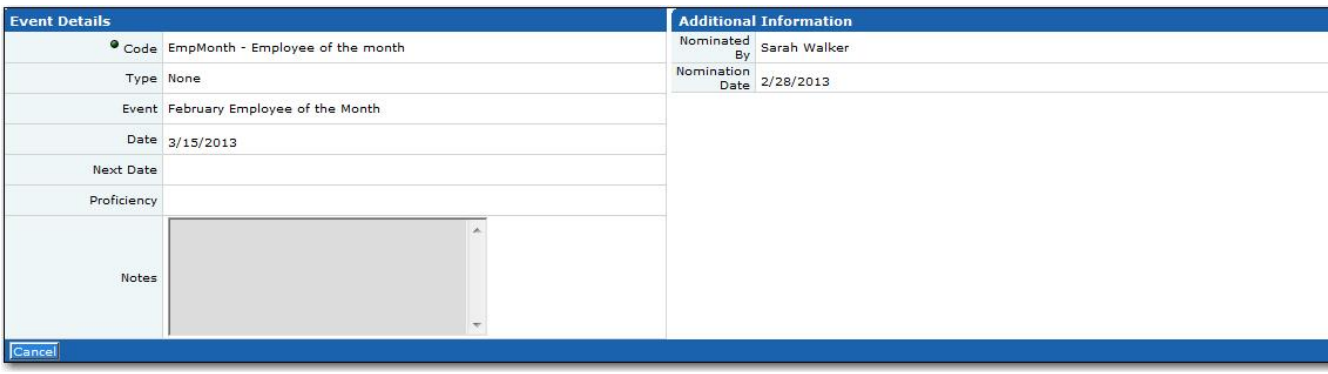
Cancel

EVENTS

View events, awards, or disciplinary actions.

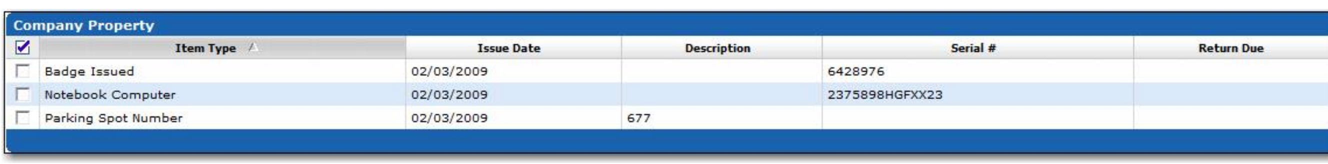
- Click the **Code** link to display its details.

- Click the **Cancel** button to return to the main screen.



COMPANY PROPERTY

View the company property that has been issued.



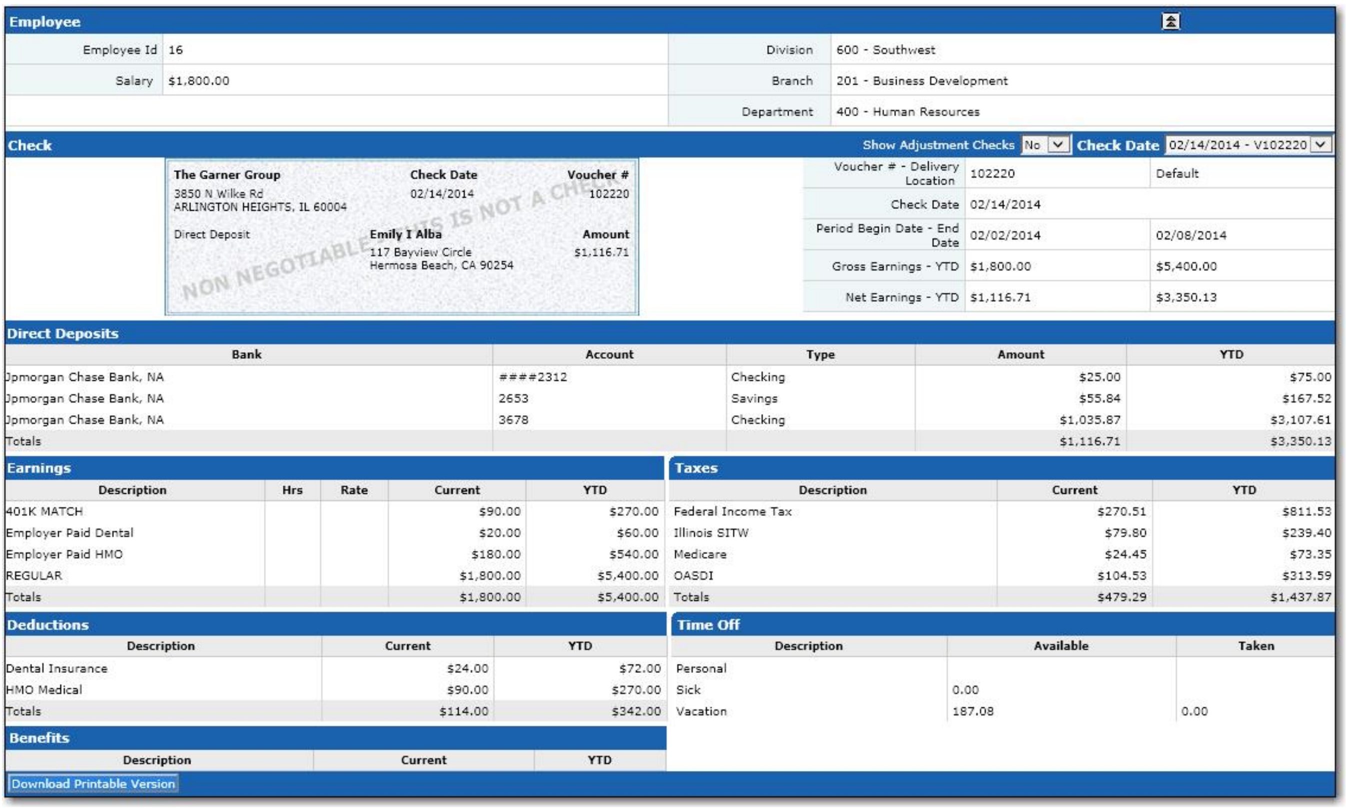
PAY HISTORY

CURRENT CHECKS

View current check information. Users are able to print a pay stub by clicking the **Download Printable Version** button on the bottom of this screen.

To view a paycheck or direct deposit voucher issued prior to the current check, click the **Check Date** drop down and select the applicable check date to display the check or voucher.

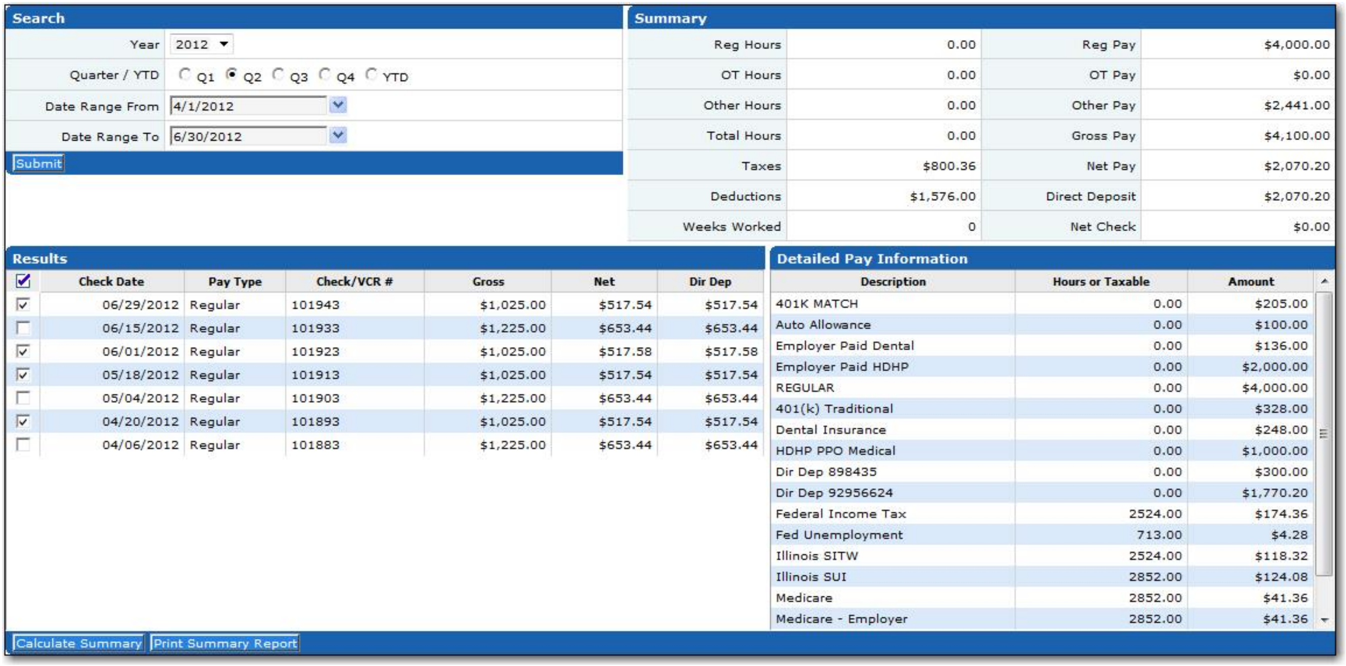
The Employee section, which displays the **Employee Id** and **Department**, can be expanded or collapsed by clicking the double arrows. The **Check** or **Voucher #**, **Delivery Location**, **Check Date**, **Period Begin** and **End Dates**, **Gross Earnings**, **Gross YTD**, **Net Earnings**, and **Net YTD** are displayed in the Check section. Depending on the company's configuration, the bottom sections of the screen will display applicable details about Direct Deposits, Earnings, Deductions, Benefits, Taxes, and Time Off.



CHECK HISTORY

Search for checks in a specific date range.

- Select a **Date Range From** and **Date Range To**, populating the checks to display.
- Click the **Submit** button to display the results.
- To summarize only certain checks in the specified date range, check the box adjacent to the applicable checks in the Results section.
- Click the **Calculate Summary** button to display the sum totals of the selected checks in the Summary and Detailed Pay Information sections.
- Click the **Print Summary Report** button to print a copy of the Check History Summary Report.



W2

View and print W2s that have been processed by Paylocity.

- Click the **Tax Year** link to view or print a copy of the W2.

W2						
Tax Year	Fed Wages	Fed Witholding	SS Wages	SS Witholding	Medicare Wages	Medicare Witholding
2012	$40,268.00	$6,740.06	$42,698.00	$1,793.33	$42,698.00	$619.12
2011	$3,220.00	$564.62	$3,400.00	$142.80	$3,400.00	$49.30
2011	$46,380.00	$8,229.68	$48,900.00	$2,053.80	$48,900.00	$709.06

- Close the PDF file to return to the main screen.

Copy C - FOR EMPLOYEE'S RECORDS ONLY **2012** OMB No. 1545-0008

a Control number PROC1 1	1 Wages, tips, other comp. 40,268.00	2 Federal income tax withheld 6,740.06
	3 Social security wages 42,698.00	4 Social security tax withheld 1,793.33
b Employer ID number 00-5554442	5 Medicare wages and tips 42,698.00	6 Medicare tax withheld 619.12

c Employer's name, address, and ZIP code
The Garner Group
3850 N Wilke Rd
ARLINGTON HEIGHTS, IL 60004

d Employee's social security number 987-65-4321

e Employee's name, address, and ZIP code
Emily I Alba
117 Bayview Circle
Hermosa Beach, CA 90254

7 Social security tips 0.00	8 Allocated tips 0.00	9 Advance EIC payment 0.00
10 Dependent care benefits 0.00	11 Nonqualified plans 0.00	

12a	D	2,430.00
12b	DD	11,032.00
12c		
12d		

13 Statutory employee | Retirement plan X | 3rd-party sick pay

14 Other

15 State Employer's State ID#		16 State wages, tips, etc.	17 State income tax
IL	0000000000000	40,268.00	2,013.40

18 Local wages, tips, etc.	19 Local income tax	20 Locality name
N/A	N/A	N/A

Form W-2 Wage and Tax Statement Dept. of the Treasury - IRS

This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty/other sanction may be imposed on you if this income is taxable and you fail to report it.

Printed by Paylocity Payroll
Page 2 of 2

1099

View and print 1099s that have been processed by Paylocity.

- Click the **Tax Year** link to view or print a copy of the 1099.

1099

Tax Year	Gross Wages	Federal Witholding	State Witholding
2011	$2,000.00	$0.00	$0.00
2009	$6,050.00	$0.00	$0.00
2008	$16,704.06	$0.00	$0.00
2007	$24,940.00	$0.00	$0.00
2006	$18,700.00	$0.00	$0.00
2005	$36,000.00	$0.00	$0.00

- Close the PDF file to return to the main screen.

VOID CORRECTED

PAYER'S's name, address, and ZIP code, and telephone no.
BENJAMINS BACKYARD BBQ
123 HAMBURGER LANE
ARLINGTON HEIGHTS IL, 60005
(847) 555-5555

1 Rents $
2 Royalties $
3 Other income $
OMB No. 1545-0115
2011
Form 1099-MISC
Miscellaneous Income
4 Federal income tax withheld $
Copy A For Internal Revenue Service Center
File with Form 1096.

PAYER'S Federal identification number 00-0000000
RECIPIENT'S identification number 557-89-6521
5 Fishing boat proceeds $
6 Medical and health care payments $

RECIPIENT'S's name
Contractor Constance
7 Nonemployee compensation $ 2000.00
8 Substitute payments in lieu of dividends or interest $
For Privacy Act and Paperwork Reduction Act Notice, see the 2010 General Instructions for Certain Information Returns.

Street address (including apt. no.)
111 E Independence Way
9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale
10 Crop insurance proceeds $

City, state, and ZIP code
Arlington Heights IL, 60005
11
12

Account number (optional)
PROC1 23
2nd TIN not.
13 Excess golden parachute payments $
14 Gross proceeds paid to an attorney $

15a Section 409A deferrals $
15b Section 409A income $
16 State tax withheld
17 State/Payer's state no.
18 State Income $

Form 1099-MISC
Department of the Treasury - Internal Revenue Service

VOID CORRECTED

PAYER'S's name, address, and ZIP code, and telephone no.
BENJAMINS BACKYARD BBQ
123 HAMBURGER LANE
ARLINGTON HEIGHTS IL, 60005
(847) 555-5555

1 Rents $
2 Royalties $
3 Other income $
OMB No. 1545-0115
2011
Form 1099-MISC
Miscellaneous Income
4 Federal income tax withheld $
Copy B For Recipient

PAYER'S Federal identification number 00-0000000
RECIPIENT'S identification number 557-89-6521
5 Fishing boat proceeds $
6 Medical and health care payments $

RECIPIENT'S's name
Contractor Constance
7 Nonemployee compensation $ 2000.00
8 Substitute payments in lieu of dividends or interest $
This is important tax information and is being furnished to the Internal Revenus Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Street address (including apt. no.)
111 E Independence Way
9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale
10 Crop insurance proceeds $

City, state, and ZIP code
Arlington Heights IL, 60005
11
12

Account number (optional)
PROC1 23
2nd TIN not.
13 Excess golden parachute payments $
14 Gross proceeds paid to an attorney $

15a Section 409A deferrals $
15b Section 409A income $
16 State tax withheld
17 State/Payer's state no.
18 State Income $

Form 1099-MISC
Department of the Treasury - Internal Revenue Service

BENJAMINS BACKYARD BBQ
123 HAMBURGER LANE
ARLINGTON HEIGHTS IL, 60005
(847) 555-5555

PROC1 23
Contractor Constance
111 E Independence Way
Arlington Heights IL, 60005

BENEFITS

RETIREMENT PLANS

View retirement plan information.

- Click the **Deduction** link to display the details.

Retirement Plans

	Deduction	Plan Name	Begin Check Date	End Check Date	% / Amount	Status
	401(k) Traditional	Principal 401k	07/25/2003		10.00	Active

- Click the **Match Details & Allocations** button to display the established match rules for the current Plan

Retirement Plan Details		Compliance Info	
Plan	P4500 - Principal 401k	Highly Compensated?	
Participation Status	Active Participant	Begin Date	
Eligibility Date	4/1/2002	End Date	
Matching Status		Owner?	
Eligible for Match?	☑	Ownership %	
Begin Check Date	4/1/2002	Owner Related?	
Contribution		**Make Up Over 50**	
Deduction	401K	Do Not Participate in Make Up	
Begin Check Date	07/25/2003	Eligibility Date	05/16/2021
End Check Date		Federal Limit	$5,500.00
Calculation Code		Calculation Code	
Contribution	10.00	Amount	
Match Details & Allocations			
Roth Contribution		**Roth Make Up Over 50**	
Roth Contribution		Eligibility Date	05/16/2021
Deduction		Federal Limit	$5,500.00
Begin Check Date		Calculation Code	
End Check Date		Amount	
Calculation Code			
Contribution			
Cancel			

- Click the **Return** button to return to the main screen.

Matching Rules For Principal 401k

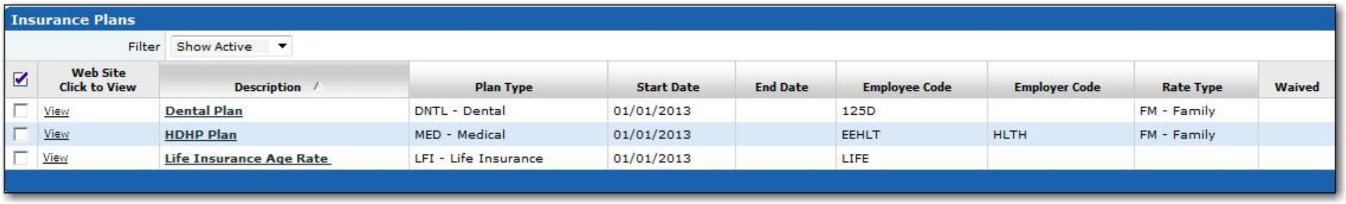
Employees	Range Type	Range From / To	Match Type	Match	Limit Types	Limit
Active Participants	% of Contribution	0.00 / 5.00	% of Contribution	100.00		5.00

Return

INSURANCE PLANS

View insurance plan information.

- Click the **View** link to access the plan web site.
- Click the **Description** link to display the details.

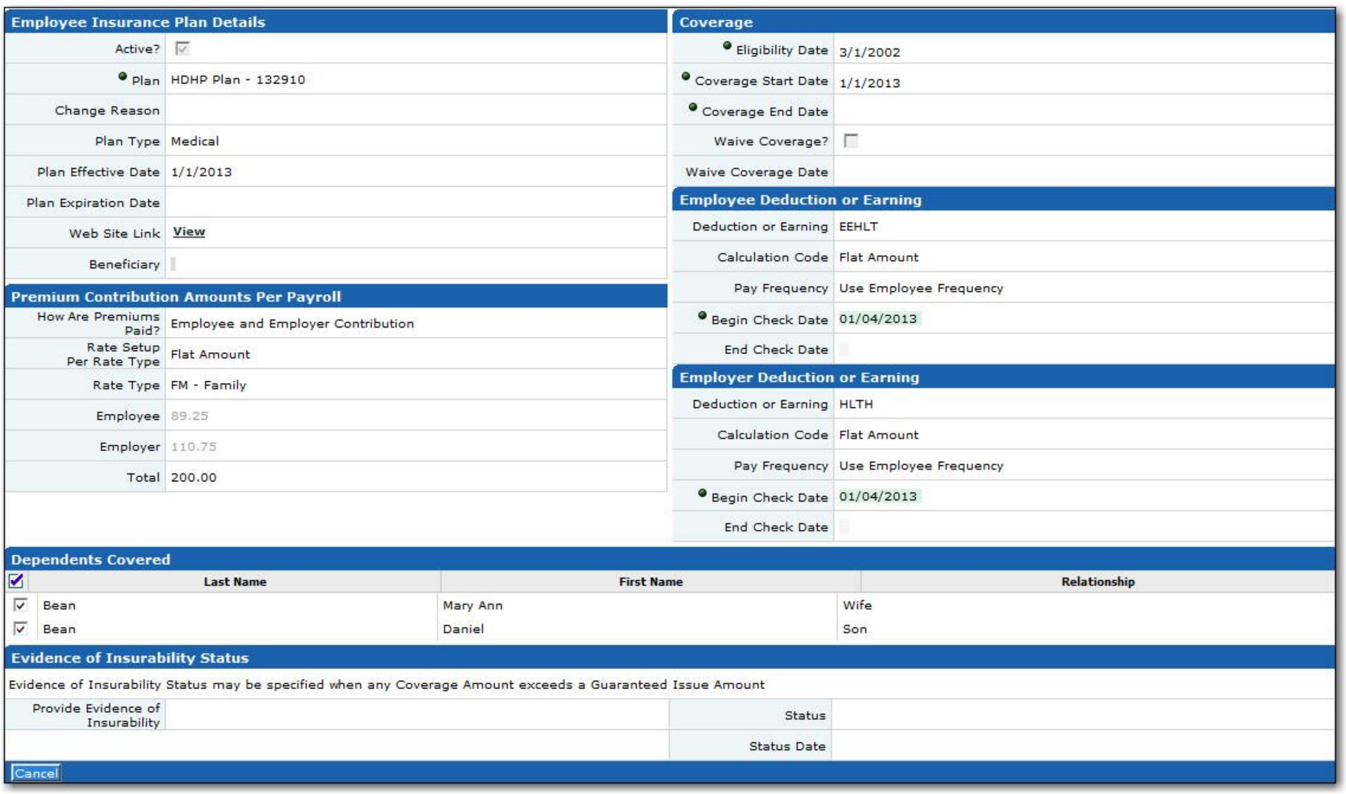


Insurance Plans

Filter: Show Active

Web Site Click to View	Description	Plan Type	Start Date	End Date	Employee Code	Employer Code	Rate Type	Waived
View	Dental Plan	DNTL - Dental	01/01/2013		125D		FM - Family	
View	HDHP Plan	MED - Medical	01/01/2013		EEHLT	HLTH	FM - Family	
View	Life Insurance Age Rate	LFI - Life Insurance	01/01/2013		LIFE			

- Click the **View** link to access the plan web site.
- Click the **Cancel** button to return to the main screen.



Employee Insurance Plan Details

Active?	
Plan	HDHP Plan - 132910
Change Reason	
Plan Type	Medical
Plan Effective Date	1/1/2013
Plan Expiration Date	
Web Site Link	View
Beneficiary	

Premium Contribution Amounts Per Payroll

How Are Premiums Paid?	Employee and Employer Contribution
Rate Setup Per Rate Type	Flat Amount
Rate Type	FM - Family
Employee	89.25
Employer	110.75
Total	200.00

Coverage

Eligibility Date	3/1/2002
Coverage Start Date	1/1/2013
Coverage End Date	
Waive Coverage?	
Waive Coverage Date	

Employee Deduction or Earning

Deduction or Earning	EEHLT
Calculation Code	Flat Amount
Pay Frequency	Use Employee Frequency
Begin Check Date	01/04/2013
End Check Date	

Employer Deduction or Earning

Deduction or Earning	HLTH
Calculation Code	Flat Amount
Pay Frequency	Use Employee Frequency
Begin Check Date	01/04/2013
End Check Date	

Dependents Covered

Last Name	First Name	Relationship
Bean	Mary Ann	Wife
Bean	Daniel	Son

Evidence of Insurability Status

Evidence of Insurability Status may be specified when any Coverage Amount exceeds a Guaranteed Issue Amount

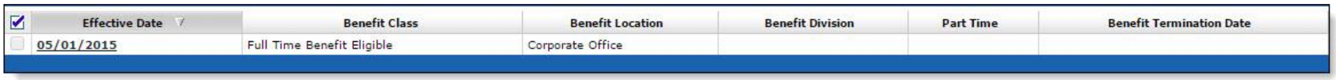
Provide Evidence of Insurability		Status	
		Status Date	

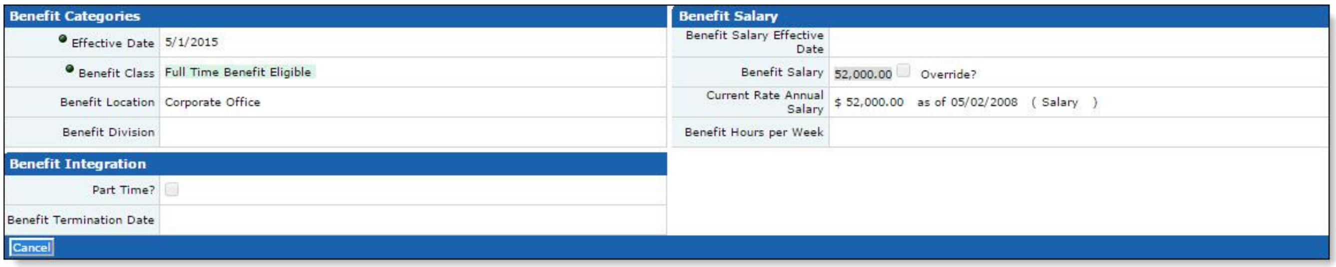
Cancel

BENEFITS SETUP

View setup values used for employee benefits integration and insurance plan settings.

- Click the **Effective Date** to view the selected benefit.





Important Notes

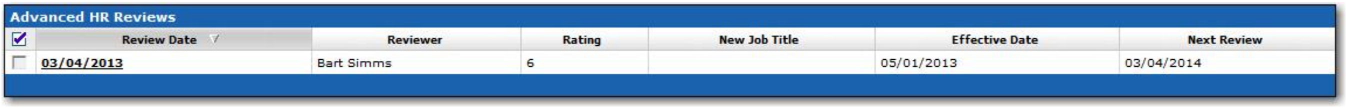
- This screen only appears when Web Benefits is enabled.

PERFORMANCE

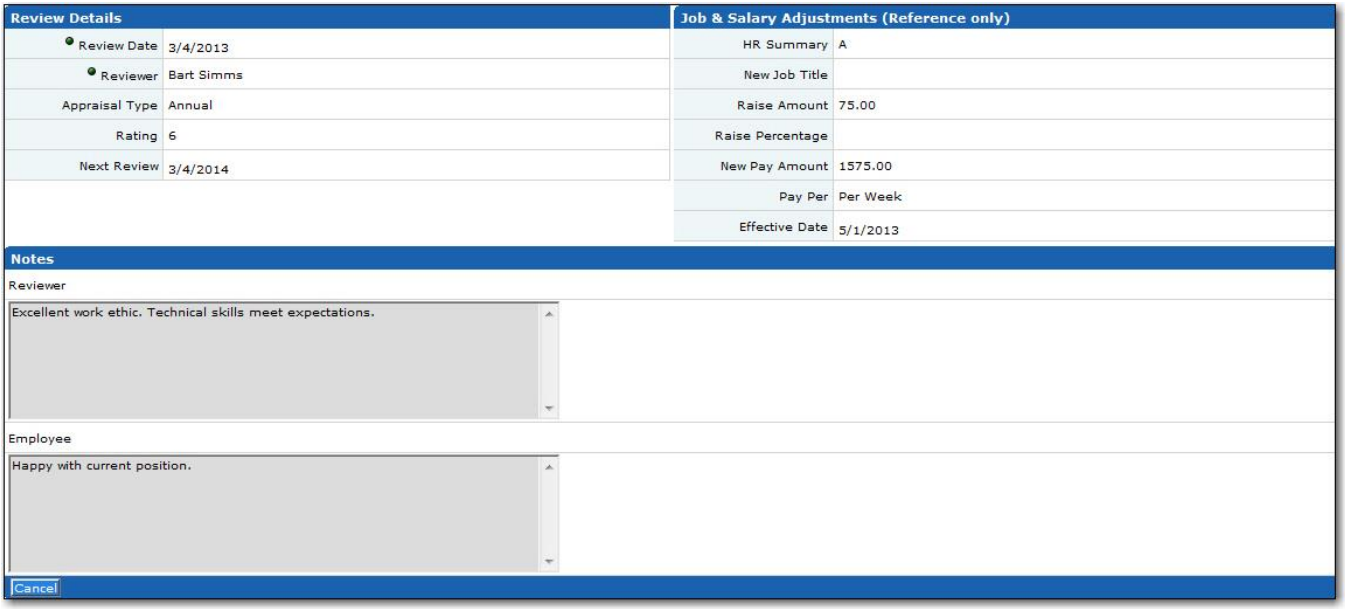
ADVANCED HR REVIEWS

View performance reviews.

- Click the **Review Date** link to display its details.



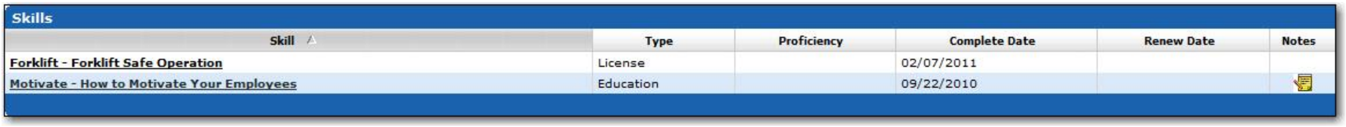
- Click the **Cancel button** to return to the main screen.



SKILLS

View skill information.

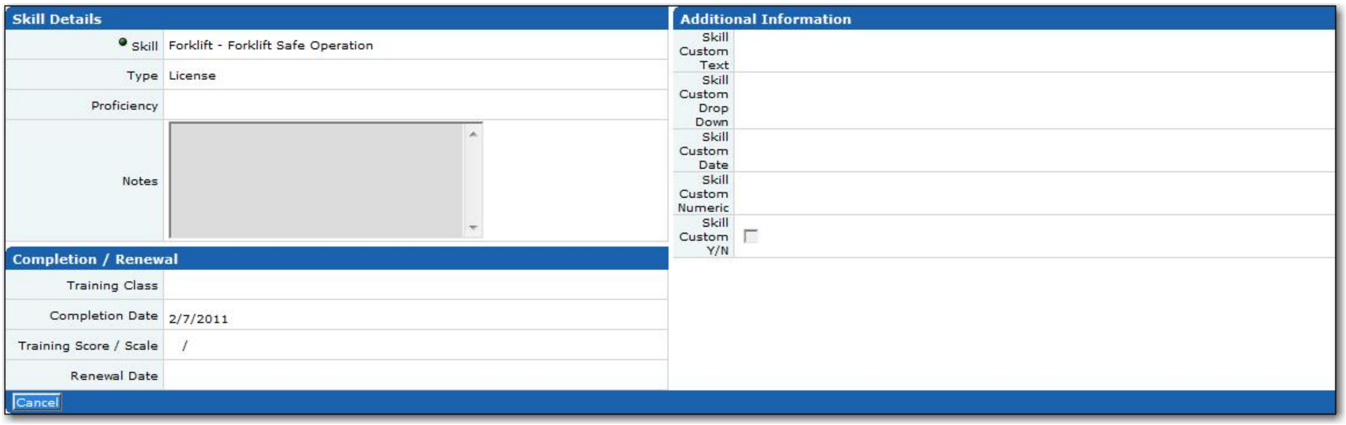
- Click the **Skill** link to display the details.



Skills

Skill	Type	Proficiency	Complete Date	Renew Date	Notes
Forklift - Forklift Safe Operation	License		02/07/2011		
Motivate - How to Motivate Your Employees	Education		09/22/2010		

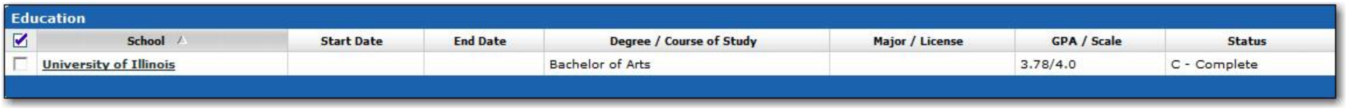
- Click the **Cancel** button to return to the main screen.



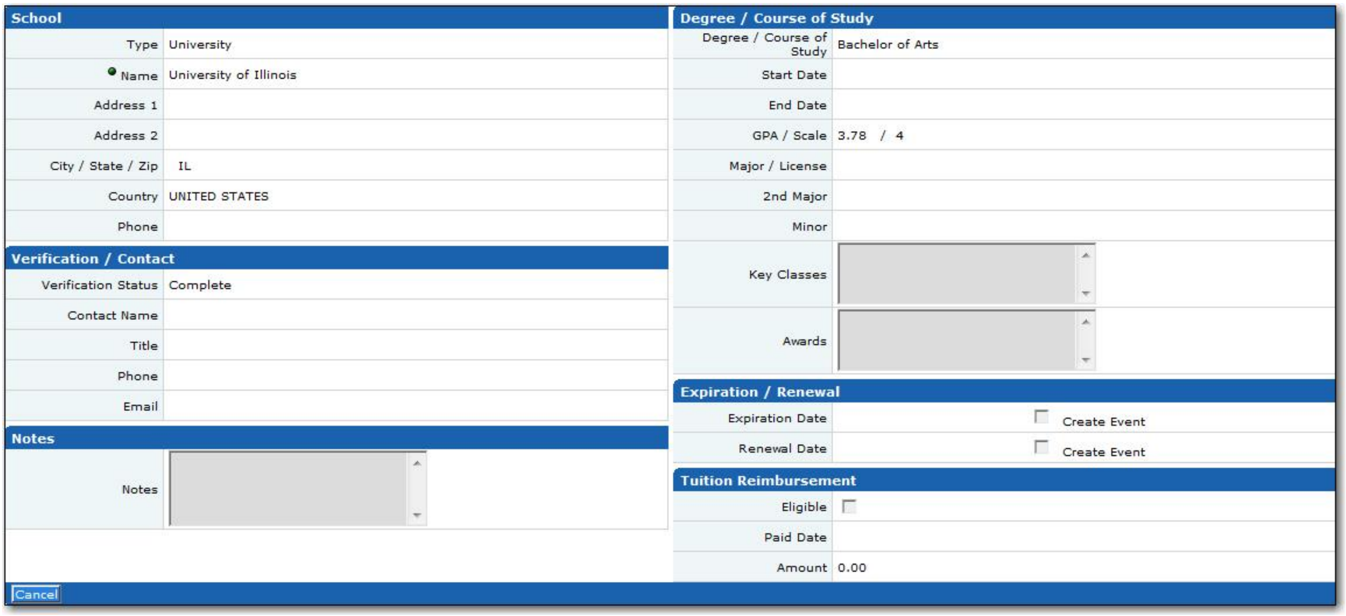
EDUCATION

View education information which may include classes taken while employed by the company and tuition reimbursement information.

- Click the **School** link to display the details.



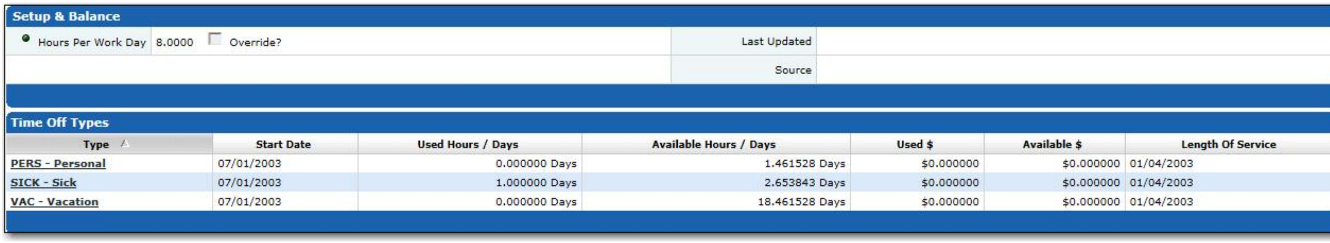
- Click the **Cancel** button to return to the main screen.



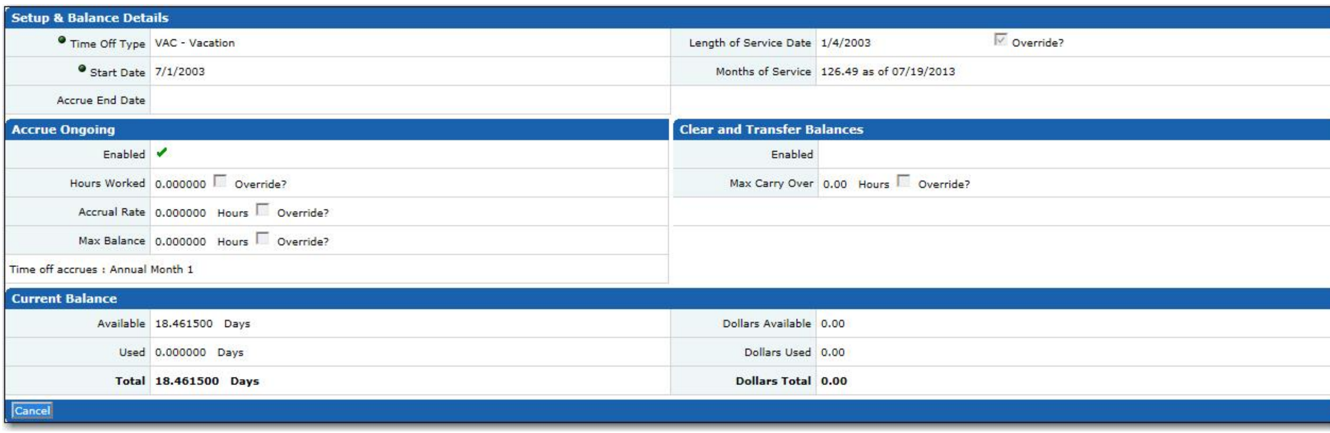
SETUP & BALANCE

View time off information.

- Click the **Type** link to display the details.



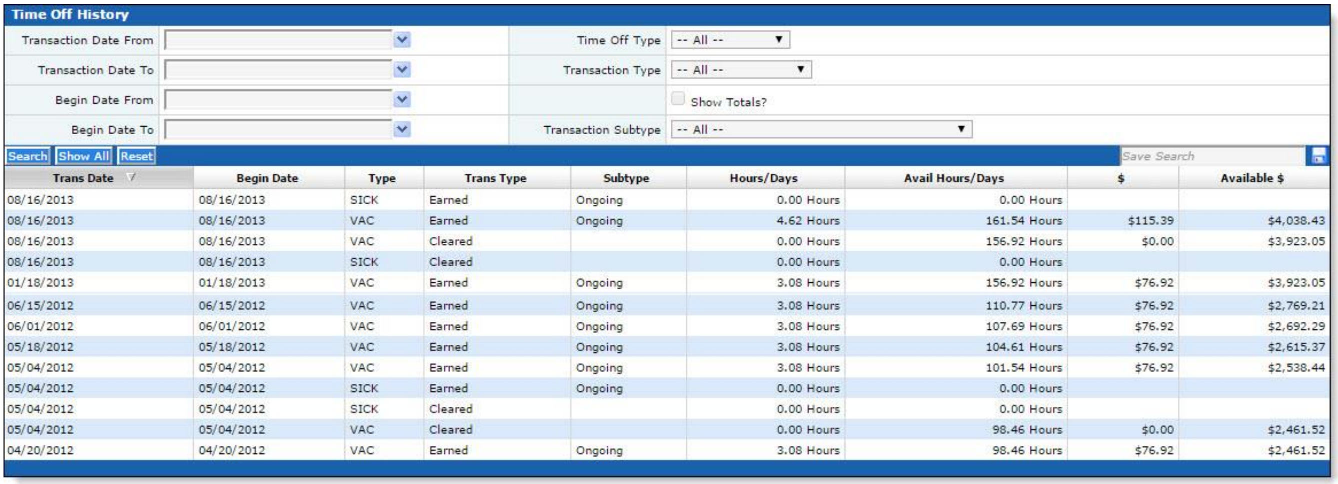
- Click the **Cancel** button to return to the main screen.



TIME OFF HISTORY

View time off benefits earned and used per payroll and any manual adjustments made in Web Pay. Users can search for time off based on selected date ranges and/or types and display totals.

- Click the **Trans Date** link to view the details.



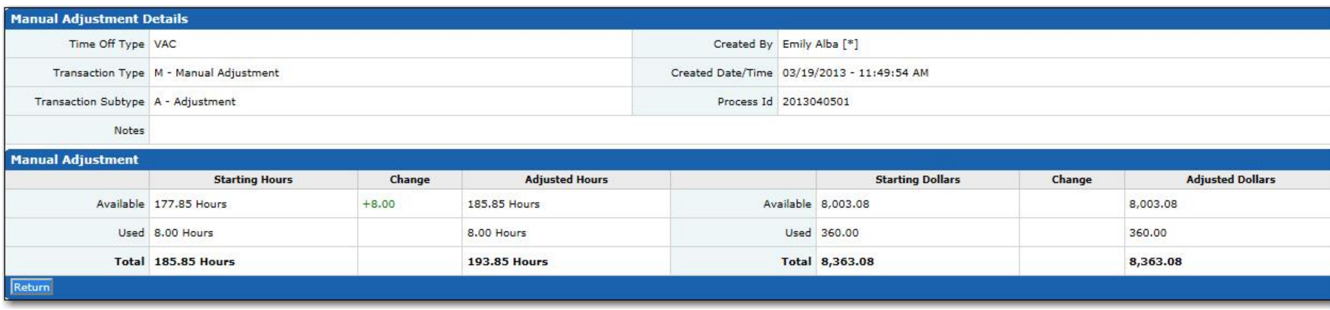
Time Off History

Transaction Date From		Time Off Type	-- All --
Transaction Date To		Transaction Type	-- All --
Begin Date From			Show Totals?
Begin Date To		Transaction Subtype	-- All --

Search Show All Reset Save Search

Trans Date	Begin Date	Type	Trans Type	Subtype	Hours/Days	Avail Hours/Days	$	Available $
08/16/2013	08/16/2013	SICK	Earned	Ongoing	0.00 Hours	0.00 Hours		
08/16/2013	08/16/2013	VAC	Earned	Ongoing	4.62 Hours	161.54 Hours	$115.39	$4,038.43
08/16/2013	08/16/2013	VAC	Cleared		0.00 Hours	156.92 Hours	$0.00	$3,923.05
08/16/2013	08/16/2013	SICK	Cleared		0.00 Hours	0.00 Hours		
01/18/2013	01/18/2013	VAC	Earned	Ongoing	3.08 Hours	156.92 Hours	$76.92	$3,923.05
06/15/2012	06/15/2012	VAC	Earned	Ongoing	3.08 Hours	110.77 Hours	$76.92	$2,769.21
06/01/2012	06/01/2012	VAC	Earned	Ongoing	3.08 Hours	107.69 Hours	$76.92	$2,692.29
05/18/2012	05/18/2012	VAC	Earned	Ongoing	3.08 Hours	104.61 Hours	$76.92	$2,615.37
05/04/2012	05/04/2012	VAC	Earned	Ongoing	3.08 Hours	101.54 Hours	$76.92	$2,538.44
05/04/2012	05/04/2012	SICK	Earned	Ongoing	0.00 Hours	0.00 Hours		
05/04/2012	05/04/2012	SICK	Cleared		0.00 Hours	0.00 Hours		
05/04/2012	05/04/2012	VAC	Cleared		0.00 Hours	98.46 Hours	$0.00	$2,461.52
04/20/2012	04/20/2012	VAC	Earned	Ongoing	3.08 Hours	98.46 Hours	$76.92	$2,461.52

- Click the **Return** button to return to the main screen.



Manual Adjustment Details

Time Off Type	VAC	Created By	Emily Alba [*]
Transaction Type	M - Manual Adjustment	Created Date/Time	03/19/2013 - 11:49:54 AM
Transaction Subtype	A - Adjustment	Process Id	2013040501
Notes			

Manual Adjustment

	Starting Hours	Change	Adjusted Hours		Starting Dollars	Change	Adjusted Dollars
Available	177.85 Hours	+8.00	185.85 Hours	Available	8,003.08		8,003.08
Used	8.00 Hours		8.00 Hours	Used	360.00		360.00
Total	**185.85 Hours**		**193.85 Hours**	**Total**	**8,363.08**		**8,363.08**

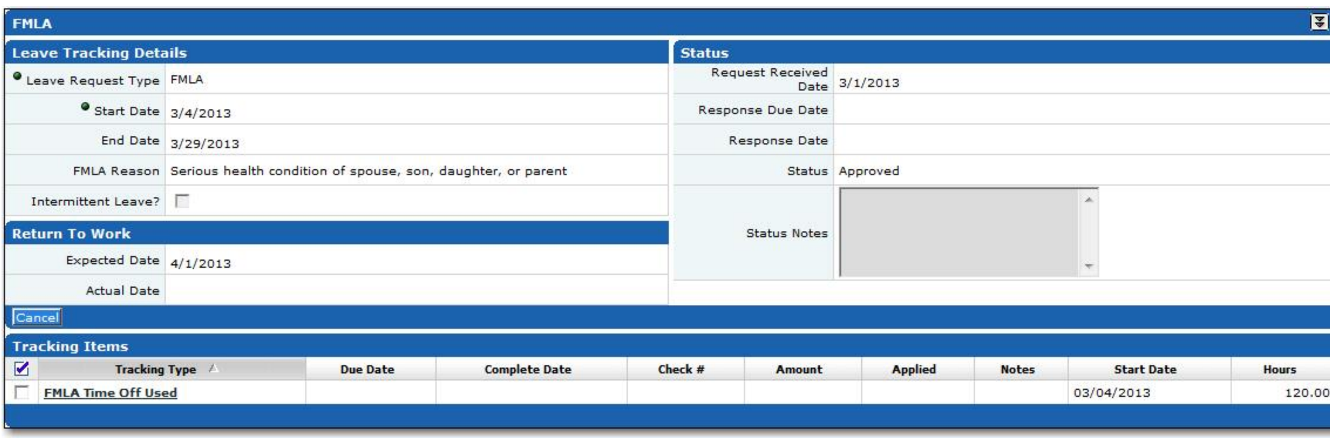
Return

LEAVE TRACKING

View information about leaves such as Family and Medical Leave Act (FMLA), disability leave, or military leave.

- Click the **Start Date** link to display the details.

- Click the **Tracking Type** link to display the details.

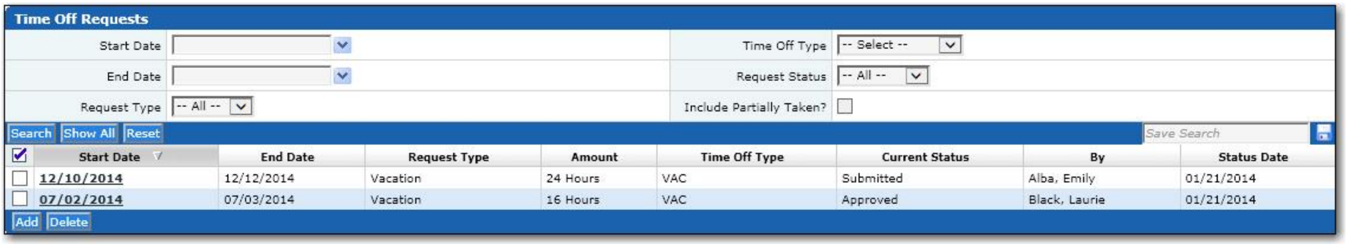


- Click the **Cancel** button to return to the main screen.

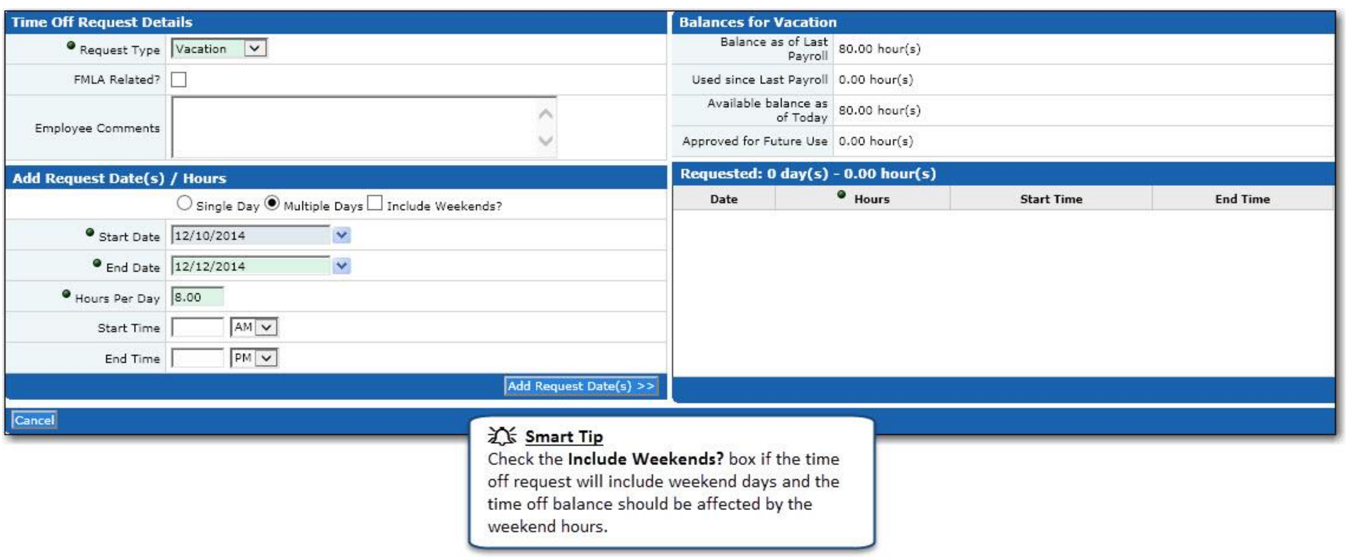
TIME OFF REQUESTS

Submit time off requests. User may also submit time off requests in the self service portal. Once a request is approved or declined, the employee receives a message in the Message Center and the new status appears in this screen.

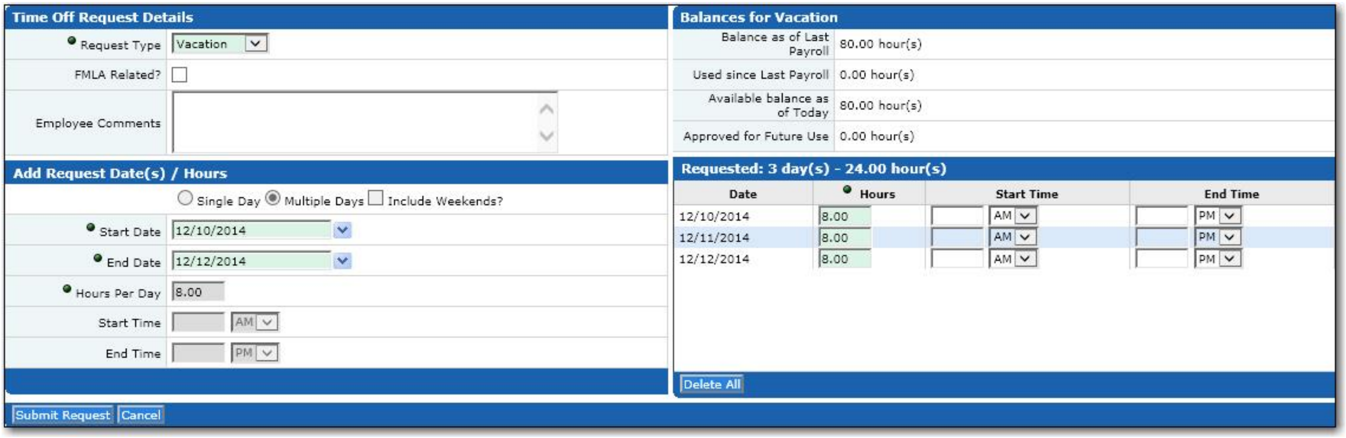
- Click the **Add** button to add a time off request.
- Click the **Start Date** link to display or modify the details.
- Check the box adjacent to the **Start Date** and click the **Delete** button to cancel the request.



1. Select a **Request Type** from the drop down.
2. Check the **FMLA Related** box if the time off request is related to FMLA leave.
3. Enter additional information in the **Employee Comments** field.
4. Select the **Single Day** or **Multiple Days** radio button.
5. Select or enter the **Start Date**.
6. Select or enter the **End Date**.
7. Enter the **Hours Per Day**.
8. Enter the applicable **Start Time** and **End Time**.
9. Click the **Add Request Date(s)>>** button.



10. Verify all information.
11. Click the **Submit Request** button.



Important Notes

- Time off accruals and self service must be implemented in order to use the Time Off Requests feature.

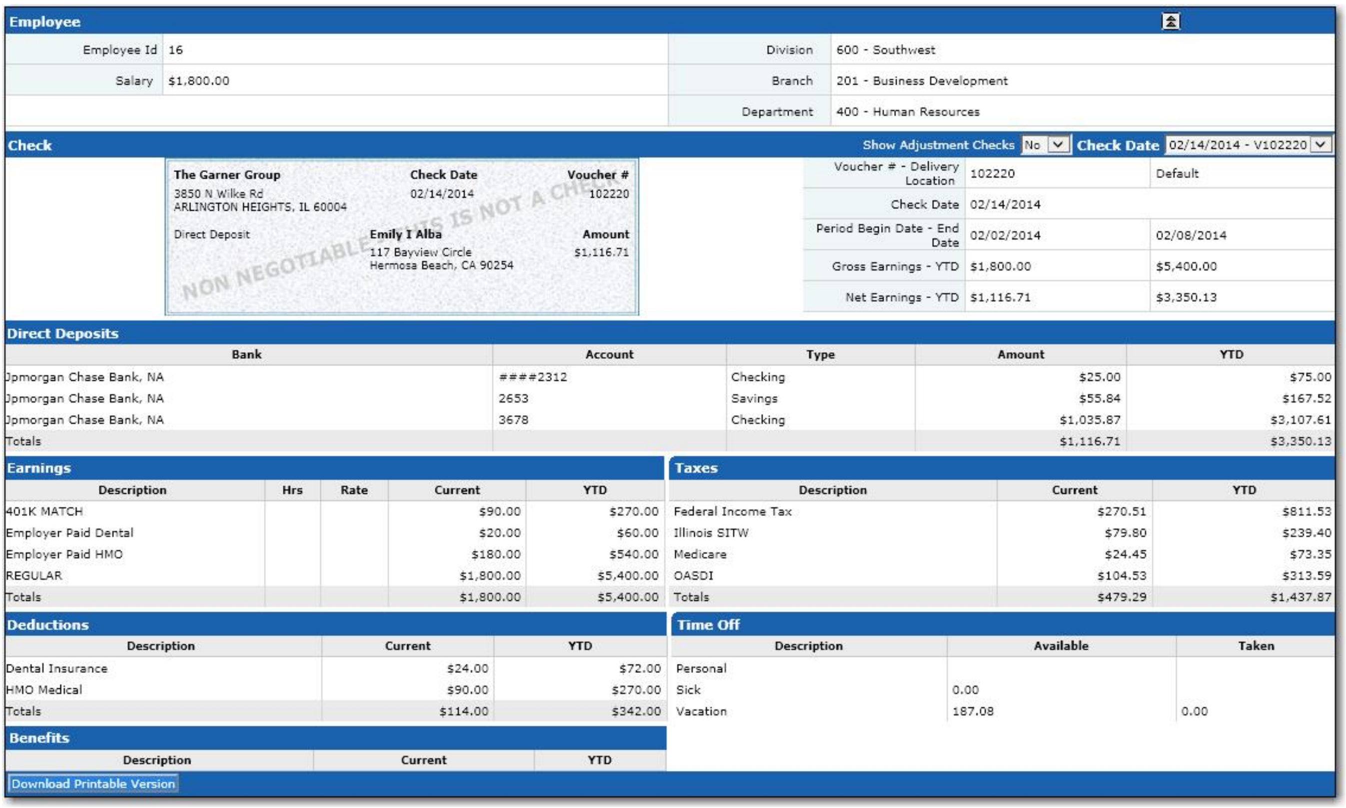
CURRENT CHECKS

CURRENT CHECKS

View current check information. Users are able to print a pay stub by clicking the **Download Printable Version** button on the bottom of this screen.

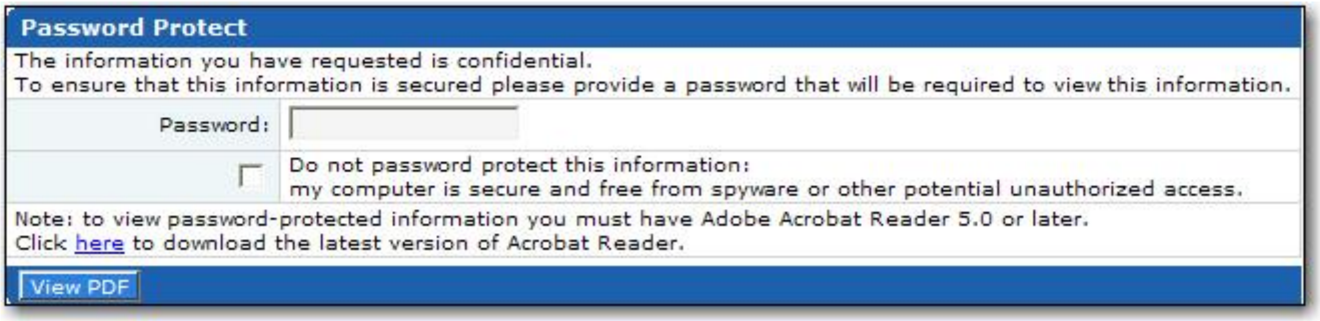
To view a paycheck or direct deposit voucher issued prior to the current check, click the **Check Date** drop down and select the applicable check date to display the check or voucher.

The Employee section, which displays the **Employee Id** and **Department**, can be expanded or collapsed by clicking the double arrows. The **Check** or **Voucher #**, **Delivery Location**, **Check Date**, **Period Begin** and **End Dates**, **Gross Earnings**, **Gross YTD**, **Net Earnings**, and **Net YTD** are displayed in the Check section. Depending on the company's configuration, the bottom sections of the screen will display applicable details about Direct Deposits, Earnings, Deductions, Benefits, Taxes, and Time Off.



PRINT A PAY STUB

1. Enter a **Password** to protect the PDF file or check the “Do not password protect this information: my computer is secure and free from spyware or other potential unauthorized access.” box.
2. Click the **View PDF** button.
3. Select the **Print** icon to print the check.



Important Notes

- Users who choose to password protect the PDF file will be required to enter the password a second time to view the PDF. The password will be required each time users access the file.
- The Password Protect screen cannot be disabled.

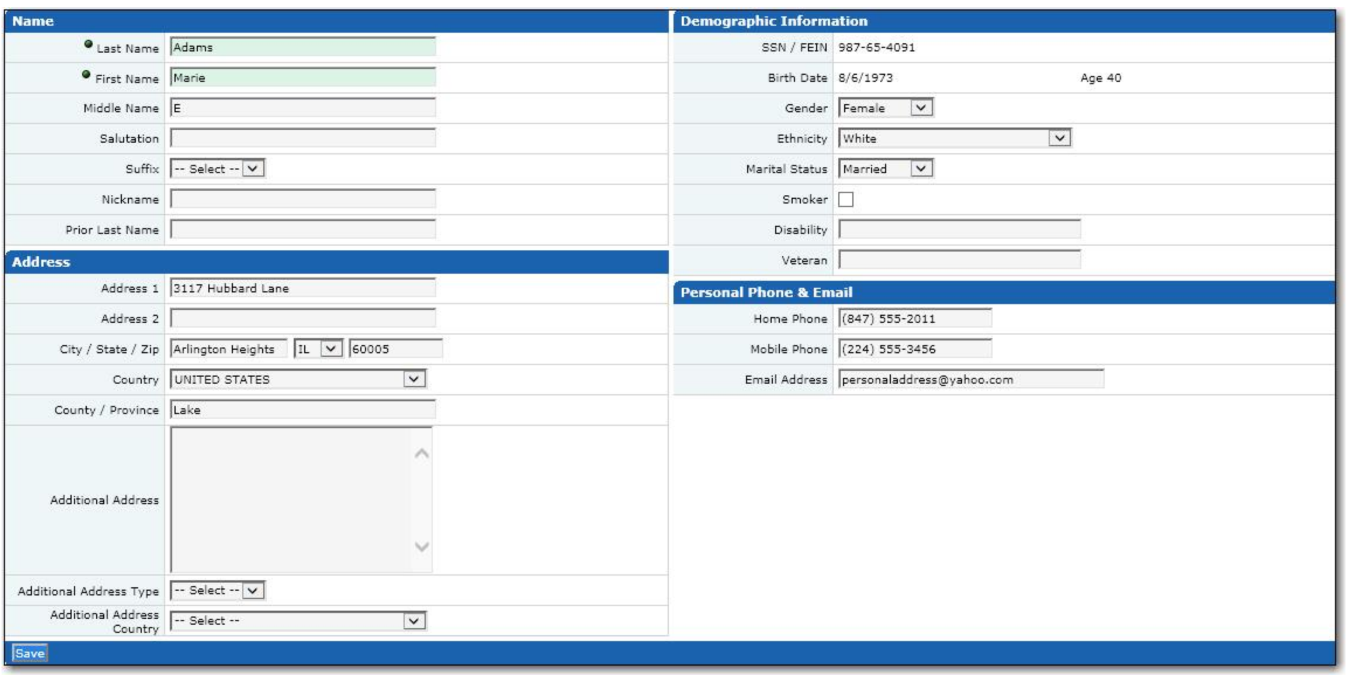
HR

PERSONAL INFO

DEMOGRAPHICS

Add or edit general employee information.

1. Enter the **Last Name** (40 character limit), **First Name** (40 character limit), and **Middle Name** (20 character limit).
2. Enter a **Salutation** (10 character limit).
3. Select a **Suffix** from the drop down.
4. Enter a **Nickname** (20 character limit) and/or **Prior Last Name** (40 character limit).
5. Enter the **Address**, **Phone**, and **Email** information.
6. Select the **Gender** from the drop down.
7. Select the **Ethnicity** from the drop down.
8. Select the **Marital Status** from the drop down.
9. Check the **Smoker** box, if applicable.
10. Enter information in the **Disability** field (30 character limit).
11. Enter information in the **Veteran** field (30 character limit).
12. **Save** the updated information.



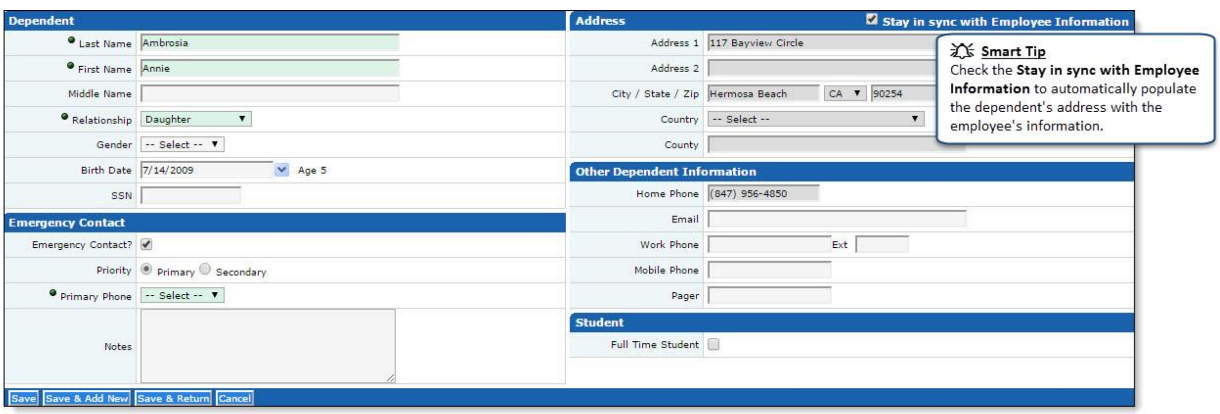
Important Notes

- Employees are not able to add or edit their own Social Security Number (**SSN**) or **Birth Date** information. Employees must contact the Company Administrator to make these changes.

DEPENDENTS

- Click the **Add** button to add a new dependent.
- Click the **Last Name** link to display or modify the dependent details.
- Check the box adjacent to the **Last Name** and click the **Delete** button to delete the dependent.

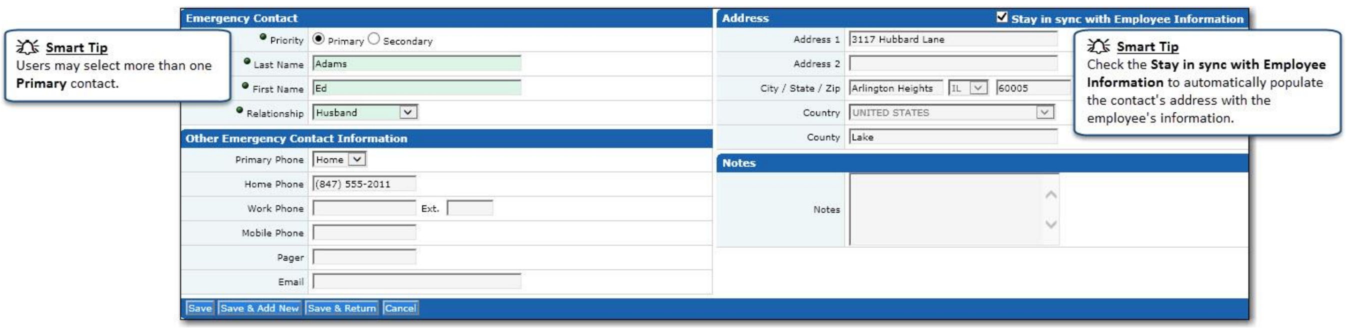
1. Enter the **Last Name** (40 character limit), **First Name** (40 character limit), and **Middle Name** (20 character limit).
2. Select the **Relationship** from the drop down.
3. Select the **Gender** from the drop down.
4. Select or enter the **Birth Date**.
5. Enter the Social Security number in the **SSN** field.
6. If the dependent is an emergency contact, check the **Emergency Contact** box and select the **Primary Phone** from the drop down.
7. Enter additional information the **Notes** field.
8. Enter the applicable **Address**, **Phone**, and **Email** information.
9. Check the **Full Time Student** box, if applicable.
10. **Save** the updated information.



EMERGENCY CONTACTS

- Click the **Add** button to add a new emergency contact.
- Click the **Last Name** link to display or modify the emergency contact details.
- Check the box adjacent to the **Last Name** and click the **Delete** button to delete the dependent.

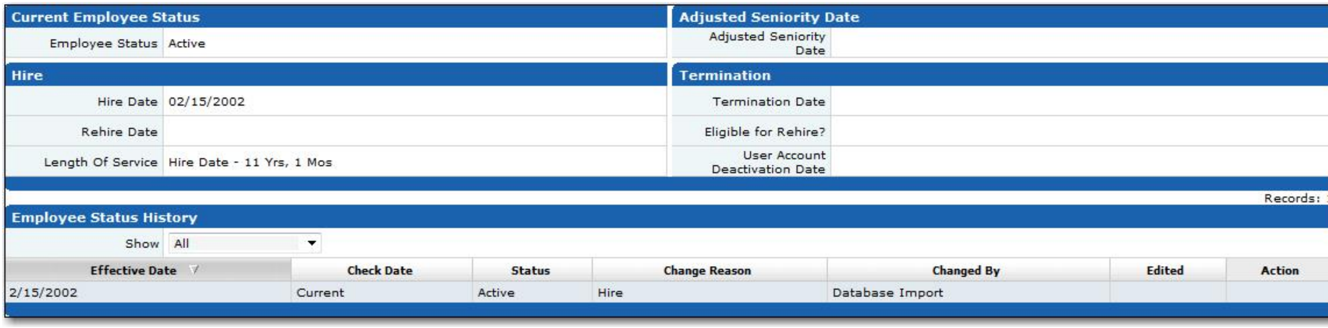
1. Select the **Priority**.
2. Enter the **Last Name** and **First Name**.
3. Select the **Relationship** from the drop down.
4. Select the **Primary Phone** from the drop down.
5. Enter the **Address**, **Phone**, and **Email** information.
6. Enter additional information in the **Notes** field (100 character limit).
7. **Save** the updated information.



WORK INFO

EMPLOYEE STATUS

View employee status information.



Current Employee Status

Employee Status	Active

Adjusted Seniority Date

Adjusted Seniority Date	

Hire

Hire Date	02/15/2002
Rehire Date	
Length Of Service	Hire Date - 11 Yrs, 1 Mos

Termination

Termination Date	
Eligible for Rehire?	
User Account Deactivation Date	

Records: 1

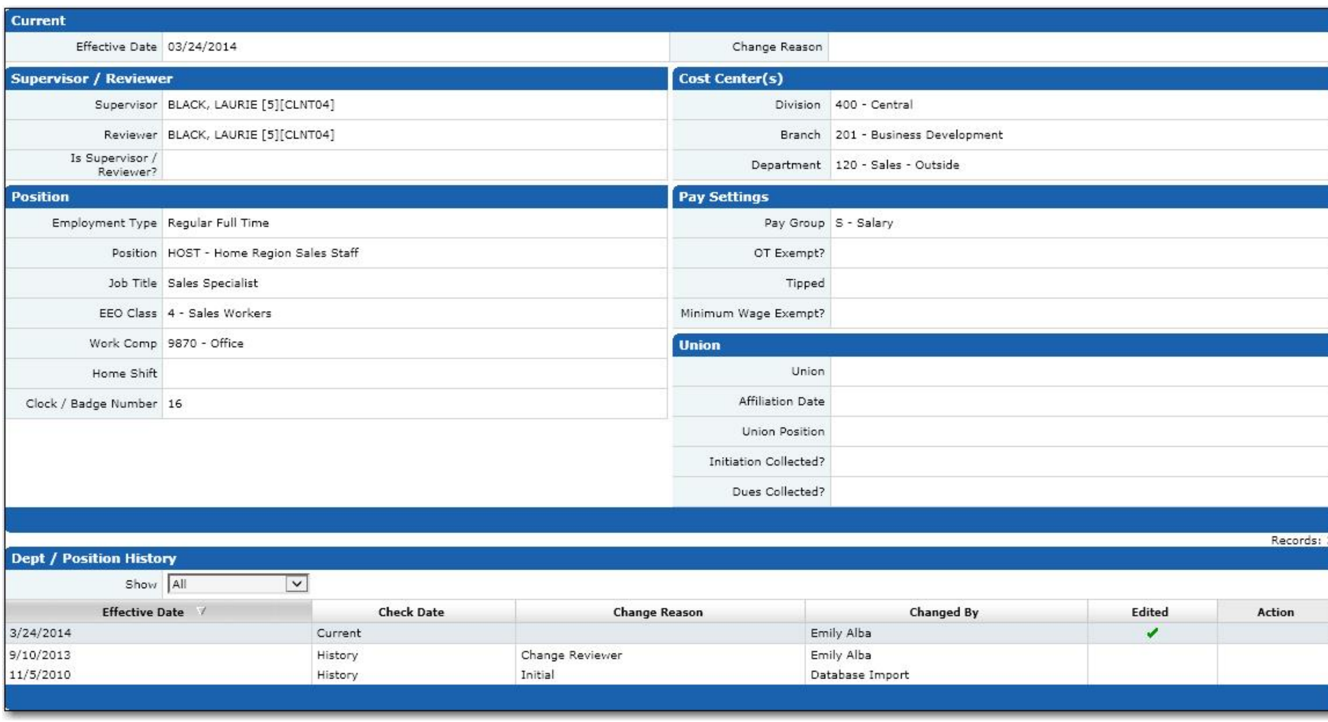
Employee Status History

Show All

Effective Date	Check Date	Status	Change Reason	Changed By	Edited	Action
2/15/2002	Current	Active	Hire	Database Import		

DEPT/POSITION

View supervisor, reviewer, position, home department cost center, pay settings, and union information.



Current

Effective Date	03/24/2014	Change Reason	

Supervisor / Reviewer

Supervisor	BLACK, LAURIE [5][CLNT04]
Reviewer	BLACK, LAURIE [5][CLNT04]
Is Supervisor / Reviewer?	

Cost Center(s)

Division	400 - Central
Branch	201 - Business Development
Department	120 - Sales - Outside

Position

Employment Type	Regular Full Time
Position	HOST - Home Region Sales Staff
Job Title	Sales Specialist
EEO Class	4 - Sales Workers
Work Comp	9870 - Office
Home Shift	
Clock / Badge Number	16

Pay Settings

Pay Group	S - Salary
OT Exempt?	
Tipped	
Minimum Wage Exempt?	

Union

Union	
Affiliation Date	
Union Position	
Initiation Collected?	
Dues Collected?	

Records: 3

Dept / Position History

Show All

Effective Date	Check Date	Change Reason	Changed By	Edited	Action
3/24/2014	Current		Emily Alba	✔	
9/10/2013	History	Change Reviewer	Emily Alba		
11/5/2010	History	Initial	Database Import		

WORK LOCATION

View work site information.

Work Location		Work Phone / Email / Mail Stop	
Work Location	-- Use default Company Address	Work Phone	(847) 555-1234 Ext
Address 1	3850 N. Wilke Rd	Mobile Phone	
Address 2		Pager	
City / State / Zip	ARLINGTON HEIGHTS IL 60004	Email	devspare@data.paylocity.com
Country	UNITED STATES	Mail Stop	
County	COOK		

Important Notes

- Temporary password resets are emailed to the work email address entered in the **Email** field.
- Employees can have notifications sent to this work email address in addition to having them sent to the Message Center.

ELIGIBILITY

View information regarding eligibility for work.

Work Authorization			
Work Authorization		Visa Type	
USCIS or Admission Number		Expiry Date	

I-9 Verification		SSN Verification	
I-9 Verified?	☐	SSN	xxx-xx-1047
Date Verified		SSN Verified?	☐
Notes		Date Verified	
		Notes	

EMPLOYEE I-9 EMPLOYMENT ELIGIBILITY

Click **View** to review the I-9 work authorization document generated when the employee was hired.

Work Authorization			
Work Authorization	A citizen of the United States	Attested By	Emily Alba 1/1/0001
USCIS Number		Expiration Date	
Visa Type		I94 Admission Number	
Foreign Passport Number		Country of Issuance	

I9

Document Name	Received Date	Uploaded Date	Action
Generated I9 Document.pdf	01/16/2015	01/16/2015	View

Reports

- Audit Trail Detail

AUTHORIZATION TRACKING

View work authorization status.

- Click the **Date** link to display the details.

- Click the **Cancel** button to return to the main screen.

STATUTORY

- Assign employees to a Vets 100 or Vets 100A hiring location to be included in VETS-100/VETS-100A reports.
- Track medical coverage availability for states that require this information to be included in new hire reporting.

1. Check the **Enable** box to enable the fields on this screen.
2. Select a Hiring Location from the drop down.
3. Select a **Job Category** from the applicable drop down.
4. Select one or more **Covered Veteran** options.
5. Check the **Medical Coverage Available** box if the employee qualifies for medical benefits that can be used to cover the child.
6. Select or enter the **Medical Coverage Date**.
7. **Save** the updated information.
8. Select either the Vets-100 or Vets-100A report in the Reports Library.
9. Run the report to display the results. The report will appear in User Requested.

Important Notes

- Medical coverage information must be populated before the first payroll that includes the new hire is processed.

Reports

- Audit Trail Detail
- VETS-100
- VETS-100A

EMPLOYMENT

RATES

View pay rates or salary amounts. The display includes rate history and information on additional rates

.

Rates

Show: All

Effective	Check Date	Change Reason	Pay Type	Salary	Rate / Per	Freq	Annual Salary	Auto Pay	Amount	%	Action
3/7/2014	Current	Merit Increase	Hourly	$0.00	20.0000 / Hour	W	$41,600.00	✔	1.0000	5.2632	
3/1/2013	History	Merit Increase	Hourly	$0.00	19.0000 / Hour	W	$39,520.00	✔	1.0000	5.5556	
3/4/2011	History	New Pay Grade	Hourly	$0.00	18.0000 / Hour	W	$37,440.00		2.1000	13.2075	
3/5/2010	History	Merit Increase	Hourly	$0.00	15.9000 / Hour	W	$33,072.00		0.9000	6.00	
3/6/2009	History		Hourly	$0.00	15.0000 / Hour	W	$31,200.00				

Records: 1

Additional Rates

Show: Current and Future

Effective	Check Date	End Check Date	Change Reason	Rate	Rate / Per	Department	Job	Shift	Action
3/7/2014	Current			2 - Rate Code 2	23.5000 / Hour	Customer Service [100]			

PREVIOUS EMPLOYMENT

View employment history prior to being employed by the company.

- Click the **Employer Name** link to display the details.

Previous Employment

Employer Name	Contact Phone	Job Title	Start Date	End Date	Rate/Per	Can Contact?	Status
Account Temps		CSR Representative	02/10/1990	06/08/1999	$11.75	✔	U - Unverified

- Click the **Cancel** button to return to the main screen.

Previous Employment Details

Employer Name	Account Temps
Business Type	Staffing Agency
Address 1	
Address 2	
City / State / Zip	--
Country	UNITED STATES
County	
Phone	
Fax	

Contact Information

Can Contact?	✔
Contact Name	Bob from Account Temps
Title	
Phone	
Email	

Job

Title	CSR Representative
Start Date	2/10/1990
End Date	6/8/1999
Supervisor Name	Bob
Supervisor Title	
Duties	
Pay Rate	11.750000
Rate Per	

Verification

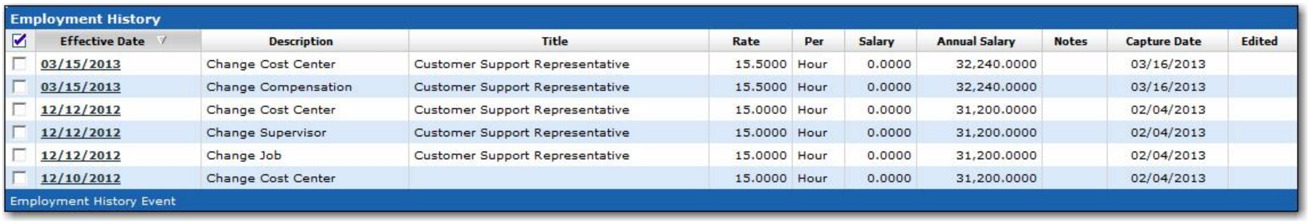
Verification Status	Unverified
Term Reason	
Eligible for Rehire?	☐
Comments	

Cancel

EMPLOYMENT HISTORY

The Employment History screen is a single page view of the employee's compensation and position history while employed by the company. Changes to the employee work information such as a job change, performance appraisal, new rate, or employment status change are automatically added to Employment History overnight.

- Click the **Effective Date** link to display the details.



Employment History

Effective Date	Description	Title	Rate	Per	Salary	Annual Salary	Notes	Capture Date	Edited
03/15/2013	Change Cost Center	Customer Support Representative	15.5000	Hour	0.0000	32,240.0000		03/16/2013	
03/15/2013	Change Compensation	Customer Support Representative	15.5000	Hour	0.0000	32,240.0000		03/16/2013	
12/12/2012	Change Cost Center	Customer Support Representative	15.0000	Hour	0.0000	31,200.0000		02/04/2013	
12/12/2012	Change Supervisor	Customer Support Representative	15.0000	Hour	0.0000	31,200.0000		02/04/2013	
12/12/2012	Change Job	Customer Support Representative	15.0000	Hour	0.0000	31,200.0000		02/04/2013	
12/10/2012	Change Cost Center		15.0000	Hour	0.0000	31,200.0000		02/04/2013	

Employment History Event

- Click the **Cancel** button to return to the main screen.

Employment History Details

Effective Date	3/15/2013	Changed By	Database Import
Description	Change Cost Center	Edited	
Change Reason		Notes	
Capture Date	03/16/2013		

Record Type: Change Cost Center

Division	600 - Southwest	Base Rate	15.50
Branch	301 - Finance	Rate Per	Hour - Per Hour
Department	600 - Client Support	Pay Frequency	W - Weekly
Supervisor	Bart Kilpatrick [2]	Annual Salary	32240.00
Job Title	Customer Support Representative		
Salary	0.00		

Cancel

EVENTS

View events, awards, or disciplinary actions.

- Click the **Code** link to display its details.

Events

Event Type	-- All --	Event Date From	
Event Code		Event Date To	
Description		Next Date From	
Event		Next Date To	

Search Show All Reset Save Search

Code	Type	Event	Event Date	Next Date	Proficiency	Notes
EmpMonth - Employee of the month	Recognition	Employee of the Month	04/01/2015			

- Click the **Cancel** button to return to the main screen.

Event Details

Code	EmpMonth - Employee of the month
Type	None
Event	February Employee of the Month
Date	3/15/2013
Next Date	
Proficiency	
Notes	

Additional Information

Nominated By	Sarah Walker
Nomination Date	2/28/2013

Cancel

COMPANY PROPERTY

View the company property that has been issued.

Company Property

☑	Item Type	Issue Date	Description	Serial #	Return Due
☐	Badge Issued	02/03/2009		6428976	
☐	Notebook Computer	02/03/2009		2375898HGFXX23	
☐	Parking Spot Number	02/03/2009	677		

PAY HISTORY

CURRENT CHECKS

View current check information. Users are able to print a pay stub by clicking the **Download Printable Version** button on the bottom of this screen.

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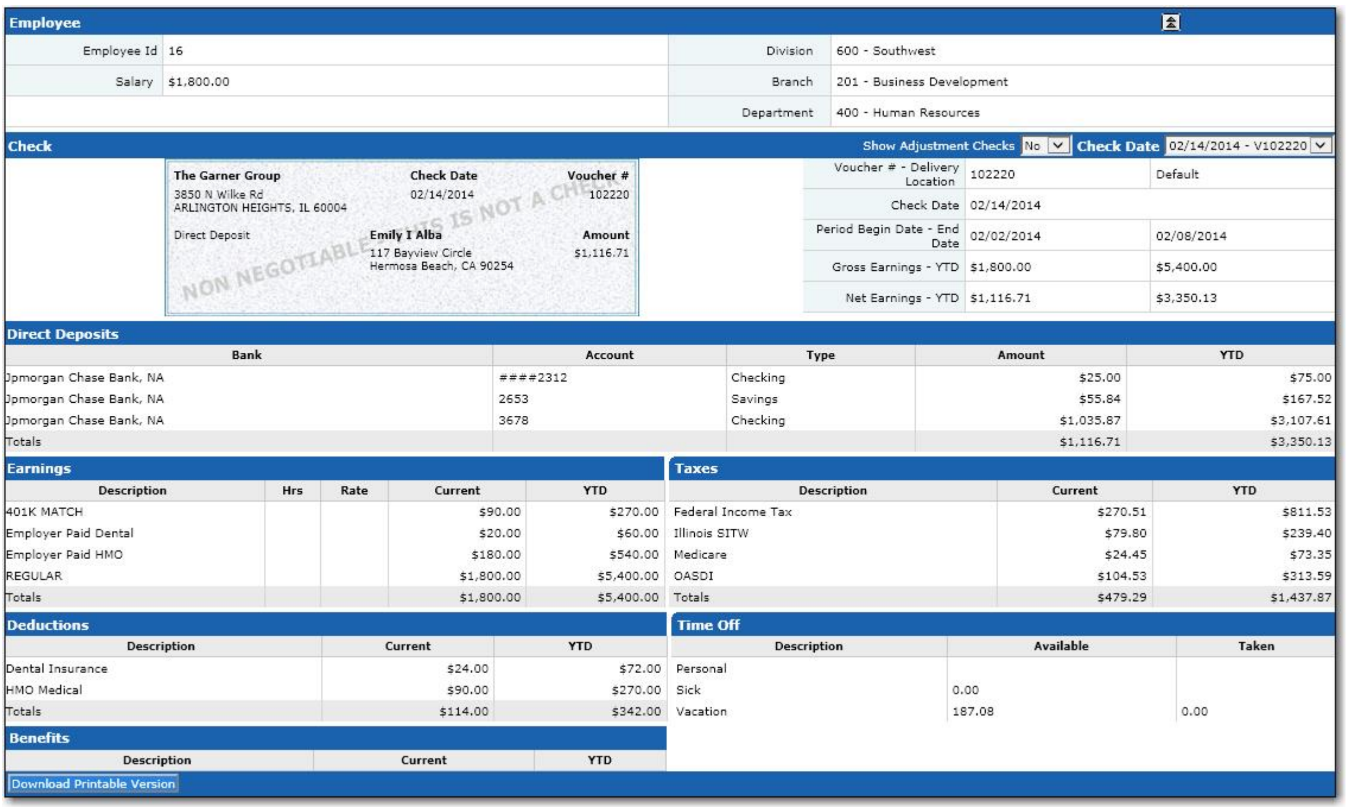
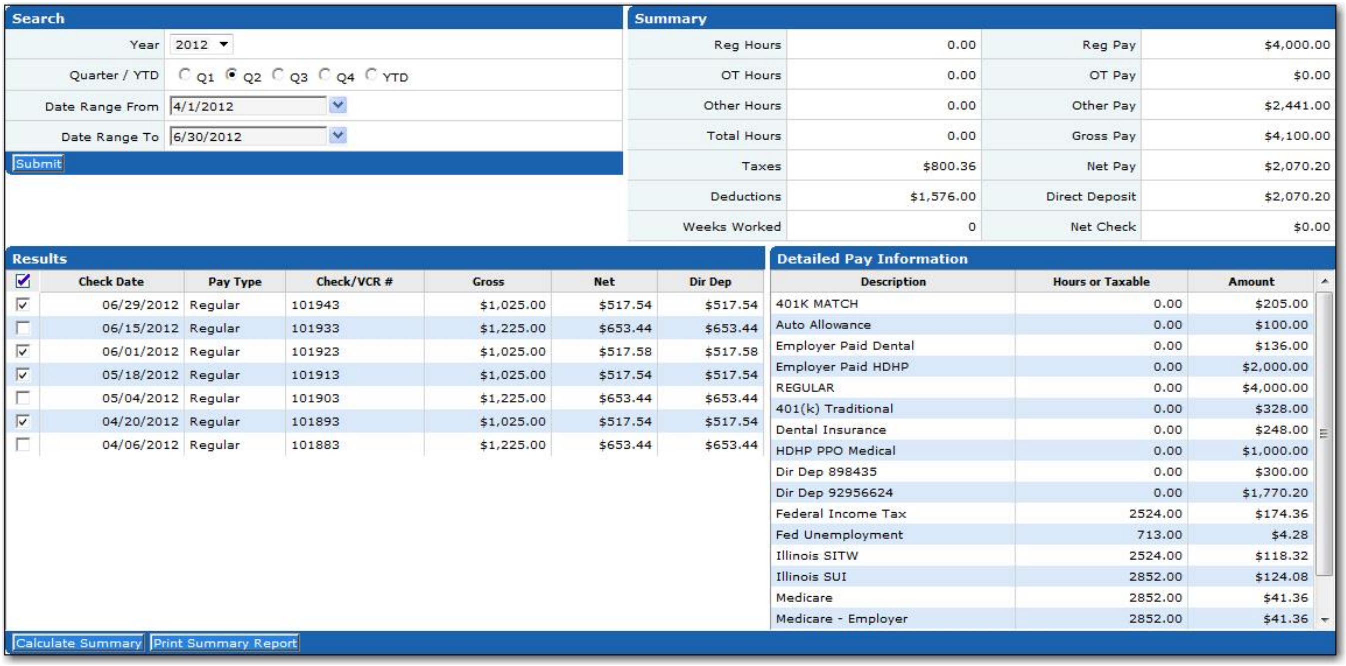


CHECK HISTORY

Search for checks in a specific date range.

- Select a **Date Range From** and **Date Range To**, populating the checks to display.
- Click the **Submit** button to display the results.
- To summarize only certain checks in the specified date range, check the box adjacent to the applicable checks in the Results section.
- Click the **Calculate Summary** button to display the sum totals of the selected checks in the Summary and Detailed Pay Information sections.
- Click the **Print Summary Report** button to print a copy of the Check History Summary Report.



Search

Year	2012
Quarter / YTD	Q1 Q2 Q3 Q4 YTD
Date Range From	4/1/2012
Date Range To	6/30/2012

Submit

Summary

Reg Hours	0.00	Reg Pay	$4,000.00
OT Hours	0.00	OT Pay	$0.00
Other Hours	0.00	Other Pay	$2,441.00
Total Hours	0.00	Gross Pay	$4,100.00
Taxes	$800.36	Net Pay	$2,070.20
Deductions	$1,576.00	Direct Deposit	$2,070.20
Weeks Worked	0	Net Check	$0.00

Results

	Check Date	Pay Type	Check/VCR #	Gross	Net	Dir Dep
☑	06/29/2012	Regular	101943	$1,025.00	$517.54	$517.54
☐	06/15/2012	Regular	101933	$1,225.00	$653.44	$653.44
☑	06/01/2012	Regular	101923	$1,025.00	$517.58	$517.58
☑	05/18/2012	Regular	101913	$1,025.00	$517.54	$517.54
☐	05/04/2012	Regular	101903	$1,225.00	$653.44	$653.44
☑	04/20/2012	Regular	101893	$1,025.00	$517.54	$517.54
☐	04/06/2012	Regular	101883	$1,225.00	$653.44	$653.44

Detailed Pay Information

Description	Hours or Taxable	Amount
401K MATCH	0.00	$205.00
Auto Allowance	0.00	$100.00
Employer Paid Dental	0.00	$136.00
Employer Paid HDHP	0.00	$2,000.00
REGULAR	0.00	$4,000.00
401(k) Traditional	0.00	$328.00
Dental Insurance	0.00	$248.00
HDHP PPO Medical	0.00	$1,000.00
Dir Dep 898435	0.00	$300.00
Dir Dep 92956624	0.00	$1,770.20
Federal Income Tax	2524.00	$174.36
Fed Unemployment	713.00	$4.28
Illinois SITW	2524.00	$118.32
Illinois SUI	2852.00	$124.08
Medicare	2852.00	$41.36
Medicare - Employer	2852.00	$41.36

Calculate Summary | Print Summary Report

W2

View and print W2s that have been processed by Paylocity.

- Click the **Tax Year** link to view or print a copy of the W2.

W2

Tax Year	Fed Wages	Fed Witholding	SS Wages	SS Witholding	Medicare Wages	Medicare Witholding
2012	$40,268.00	$6,740.06	$42,698.00	$1,793.33	$42,698.00	$619.12
2011	$3,220.00	$564.62	$3,400.00	$142.80	$3,400.00	$49.30
2011	$46,380.00	$8,229.68	$48,900.00	$2,053.80	$48,900.00	$709.06

- Close the PDF file to return to the main screen.

Copy C - FOR EMPLOYEE'S RECORDS ONLY **2012** OMB No. 1545-0008

a Control number PROC1 1	1 Wages, tips, other comp. 40,268.00	2 Federal income tax withheld 6,740.06
b Employer ID number 00-5554442	3 Social security wages 42,698.00	4 Social security tax withheld 1,793.33
	5 Medicare wages and tips 42,698.00	6 Medicare tax withheld 619.12

c Employer's name, address, and ZIP code
The Garner Group
3850 N Wilke Rd
ARLINGTON HEIGHTS, IL 60004

d Employee's social security number 987-65-4321

e Employee's name, address, and ZIP code
Emily I Alba
117 Bayview Circle
Hermosa Beach, CA 90254

7 Social security tips 0.00	8 Allocated tips 0.00	9 Advance EIC payment 0.00
10 Dependent care benefits 0.00	11 Nonqualified plans 0.00	

12a	D	2,430.00	13 Statutory employee / Retirement plan: X / 3rd-party sick pay
12b	DD	11,032.00	14 Other
12c			
12d			

15 State Employer's State ID#		16 State wages, tips, etc.	17 State income tax
IL	0000000000000	40,268.00	2,013.40

18 Local wages, tips, etc.	19 Local income tax	20 Locality name
N/A	N/A	N/A

Form W-2 Wage and Tax Statement Dept. of the Treasury - IRS

This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty/other sanction may be imposed on you if this income is taxable and you fail to report it.

Printed by Paylocity Payroll
Page 2 of 2

1099

View and print 1099s that have been processed by Paylocity.

- Click the **Tax Year** link to view or print a copy of the 1099.

1099

Tax Year	Gross Wages	Federal Witholding	State Witholding
2011	$2,000.00	$0.00	$0.00
2009	$6,050.00	$0.00	$0.00
2008	$16,704.06	$0.00	$0.00
2007	$24,940.00	$0.00	$0.00
2006	$18,700.00	$0.00	$0.00
2005	$36,000.00	$0.00	$0.00

- Close the PDF file to return to the main screen.

VOID CORRECTED

PAYER'S's name, address, and ZIP code, and telephone no.
BENJAMINS BACKYARD BBQ
123 HAMBURGER LANE
ARLINGTON HEIGHTS IL, 60005
(847) 555-5555

1 Rents $
2 Royalties $
3 Other income $
OMB No. 1545-0115
2011
Form 1099-MISC
Miscellaneous Income
4 Federal income tax withheld $
Copy A For Internal Revenue Service Center
File with Form 1096.

PAYER'S Federal identification number 00-0000000
RECIPIENT'S identification number 557-89-6521
5 Fishing boat proceeds $
6 Medical and health care payments $

RECIPIENT'S's name
Contractor Constance
7 Nonemployee compensation $ 2000.00
8 Substitute payments in lieu of dividends or interest $

For Privacy Act and Paperwork Reduction Act Notice, see the 2010 General Instructions for Certain Information Returns.

Street address (including apt. no.)
111 E Independence Way
9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale
10 Crop insurance proceeds $

City, state, and ZIP code
Arlington Heights IL, 60005
11
12

Account number (optional)
PROC1 23
2nd TIN not.
13 Excess golden parachute payments $
14 Gross proceeds paid to an attorney $

15a Section 409A deferrals $
15b Section 409A income $
16 State tax withheld
17 State/Payer's state no.
18 State Income $

Form 1099-MISC
Department of the Treasury - Internal Revenue Service

VOID CORRECTED

PAYER'S's name, address, and ZIP code, and telephone no.
BENJAMINS BACKYARD BBQ
123 HAMBURGER LANE
ARLINGTON HEIGHTS IL, 60005
(847) 555-5555

1 Rents $
2 Royalties $
3 Other income $
OMB No. 1545-0115
2011
Form 1099-MISC
Miscellaneous Income
4 Federal income tax withheld $
Copy B For Recipient

PAYER'S Federal identification number 00-0000000
RECIPIENT'S identification number 557-89-6521
5 Fishing boat proceeds $
6 Medical and health care payments $

RECIPIENT'S's name
Contractor Constance
7 Nonemployee compensation $ 2000.00
8 Substitute payments in lieu of dividends or interest $

This is important tax information and is being furnished to the Internal Revenus Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Street address (including apt. no.)
111 E Independence Way
9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale
10 Crop insurance proceeds $

City, state, and ZIP code
Arlington Heights IL, 60005
11
12

Account number (optional)
PROC1 23
2nd TIN not.
13 Excess golden parachute payments $
14 Gross proceeds paid to an attorney $

15a Section 409A deferrals $
15b Section 409A income $
16 State tax withheld
17 State/Payer's state no.
18 State Income $

Form 1099-MISC
Department of the Treasury - Internal Revenue Service

BENJAMINS BACKYARD BBQ
123 HAMBURGER LANE
ARLINGTON HEIGHTS IL, 60005
(847) 555-5555

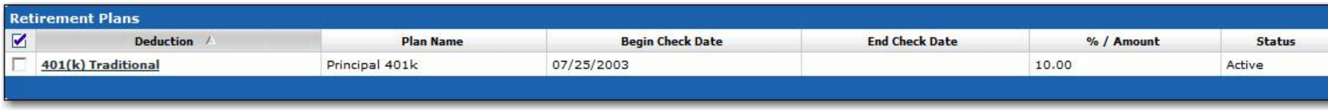
PROC1 23
Contractor Constance
111 E Independence Way
Arlington Heights IL, 60005

BENEFITS

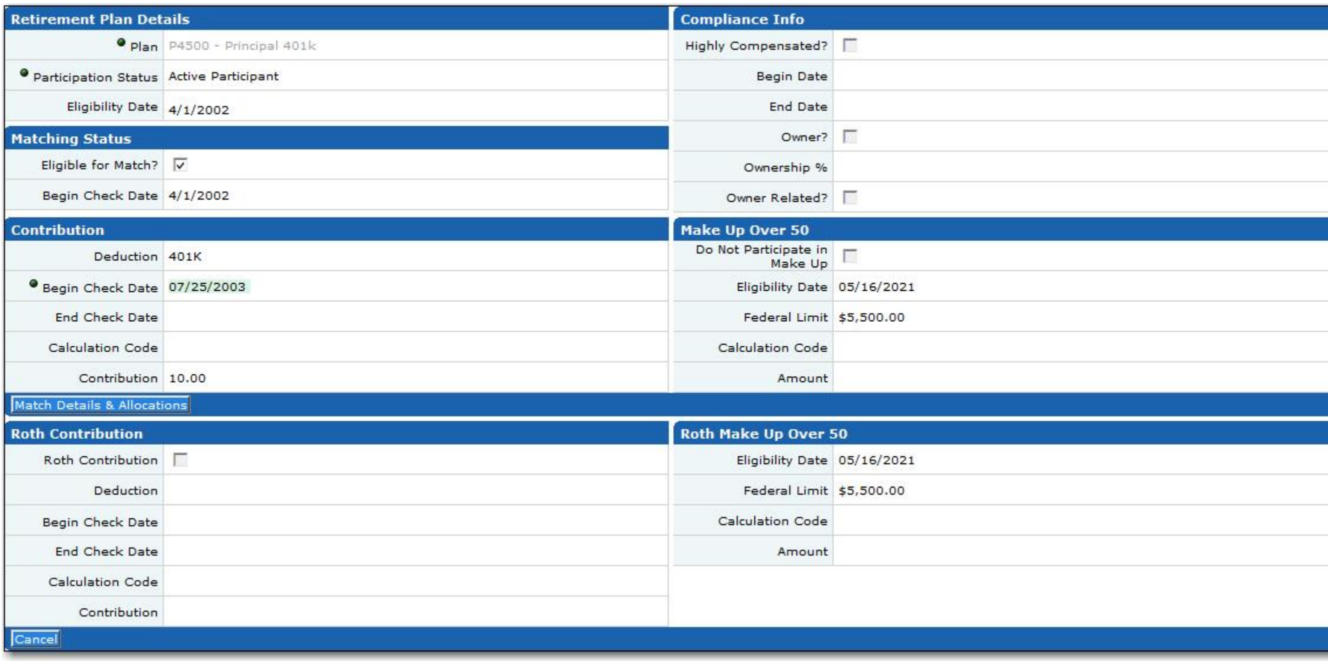
RETIREMENT PLANS

View retirement plan information.

- Click the **Deduction** link to display the details.



- Click the **Match Details & Allocations** button to display the established match rules for the current Plan

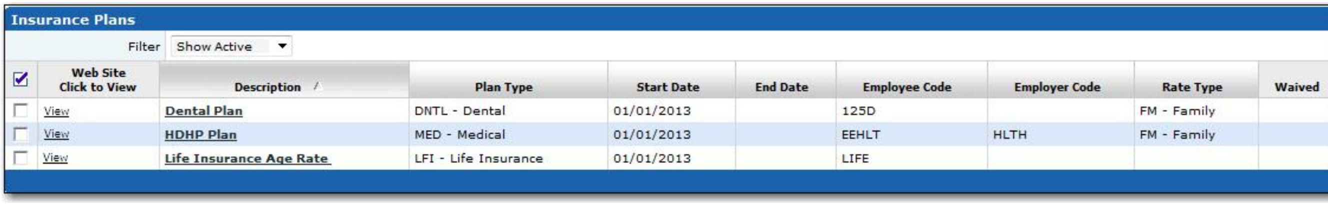


- Click the **Return** button to return to the main screen.

INSURANCE PLANS

View insurance plan information.

- Click the **View** link to access the plan web site.
- Click the **Description** link to display the details.

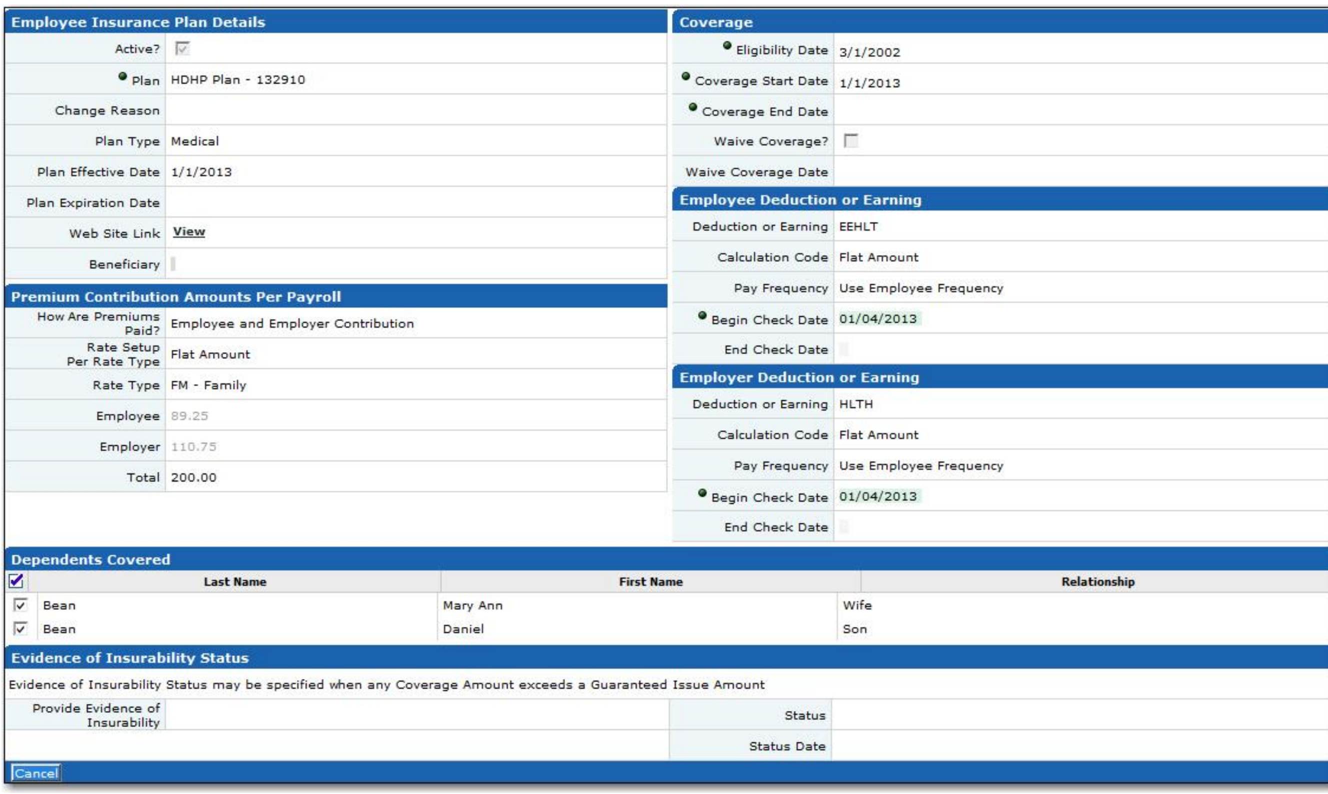


Insurance Plans

Filter: Show Active

Web Site Click to View	Description	Plan Type	Start Date	End Date	Employee Code	Employer Code	Rate Type	Waived
View	Dental Plan	DNTL - Dental	01/01/2013		125D		FM - Family	
View	HDHP Plan	MED - Medical	01/01/2013		EEHLT	HLTH	FM - Family	
View	Life Insurance Age Rate	LFI - Life Insurance	01/01/2013		LIFE			

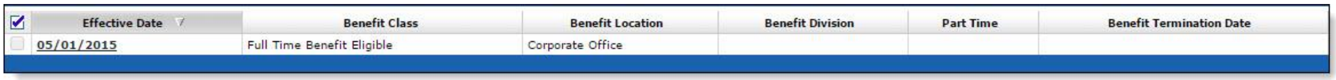
- Click the **View** link to access the plan web site.
- Click the **Cancel** button to return to the main screen.

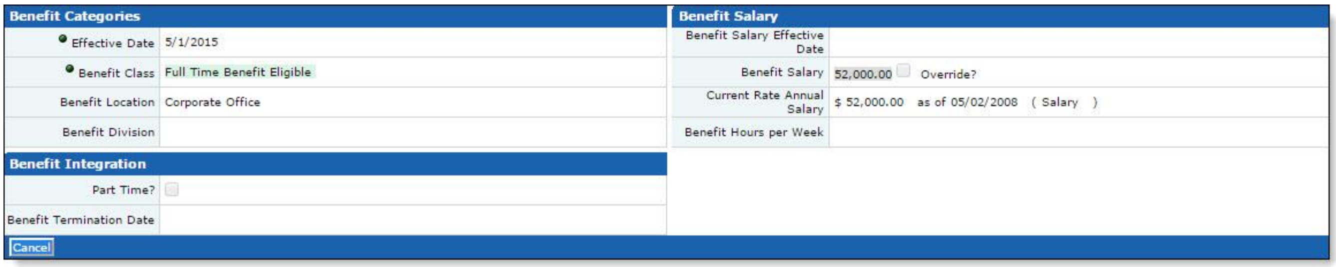


BENEFITS SETUP

View setup values used for employee benefits integration and insurance plan settings.

- Click the **Effective Date** to view the selected benefit.



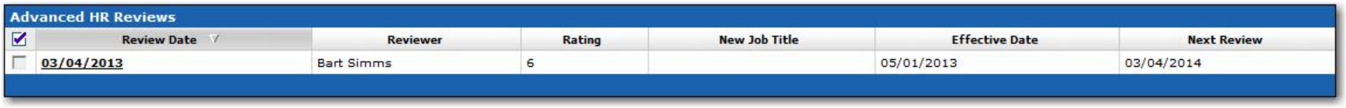


PERFORMANCE

ADVANCED HR REVIEWS

View performance reviews.

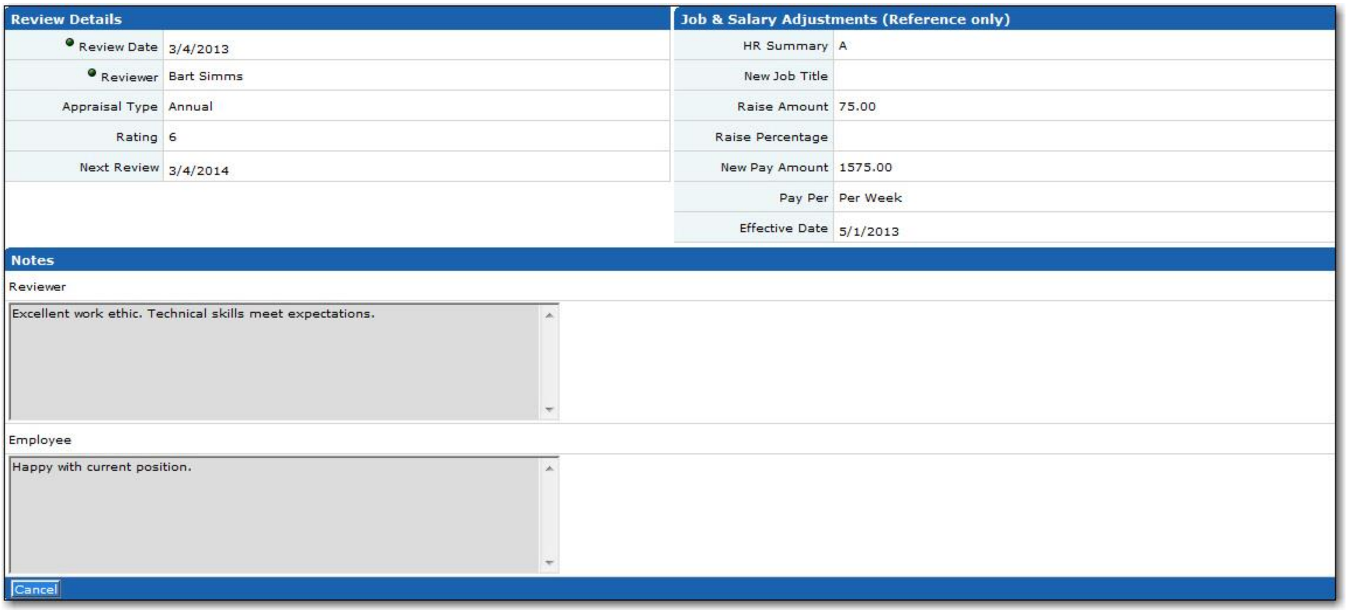
- Click the **Review Date** link to display its details.



Advanced HR Reviews

	Review Date	Reviewer	Rating	New Job Title	Effective Date	Next Review
	03/04/2013	Bart Simms	6		05/01/2013	03/04/2014

- Click the **Cancel button** to return to the main screen.



Review Details

Review Date	3/4/2013
Reviewer	Bart Simms
Appraisal Type	Annual
Rating	6
Next Review	3/4/2014

Job & Salary Adjustments (Reference only)

HR Summary	A
New Job Title	
Raise Amount	75.00
Raise Percentage	
New Pay Amount	1575.00
Pay Per	Per Week
Effective Date	5/1/2013

Notes

Reviewer

Excellent work ethic. Technical skills meet expectations.

Employee

Happy with current position.

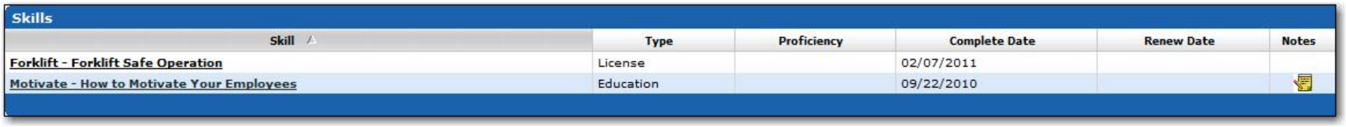
Cancel

TRAINING

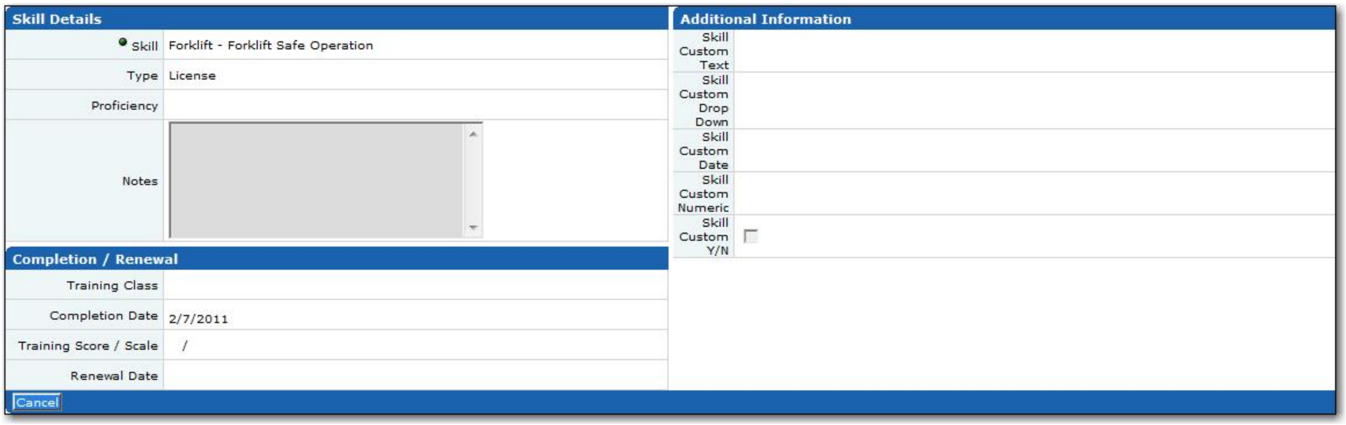
SKILLS

View skill information.

- Click the **Skill** link to display the details.



- Click the **Cancel** button to return to the main screen.

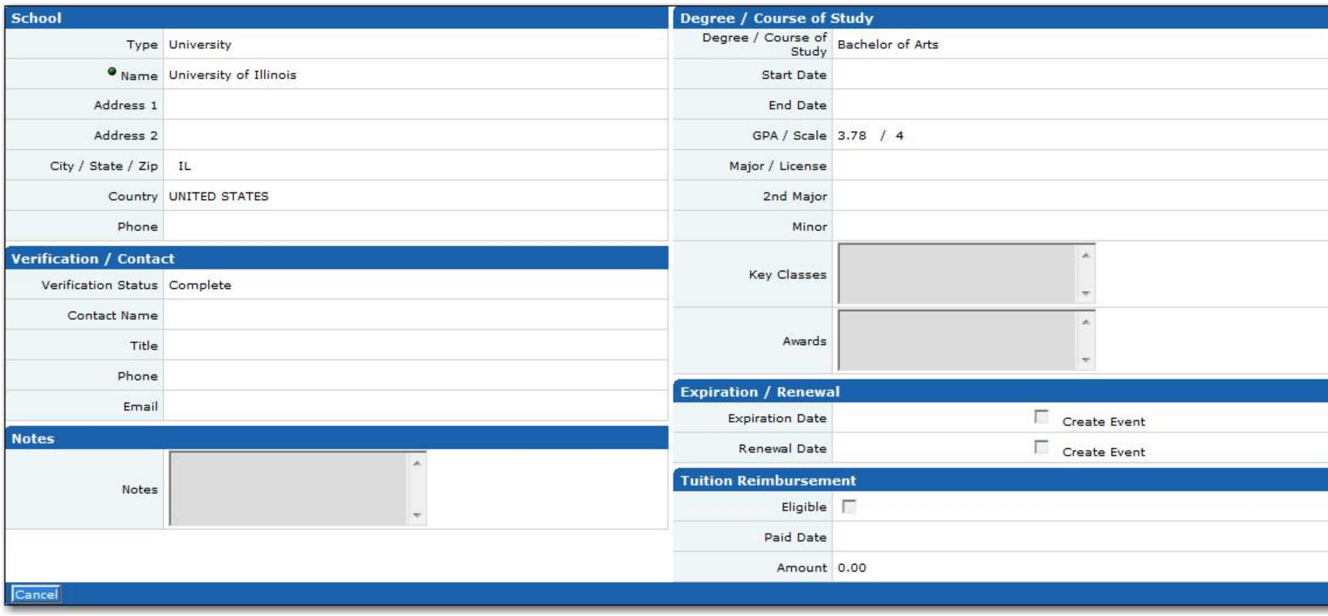


EDUCATION

View education information which may include classes taken while employed by the company and tuition reimbursement information.

- Click the **School** link to display the details.

- Click the **Cancel** button to return to the main screen.

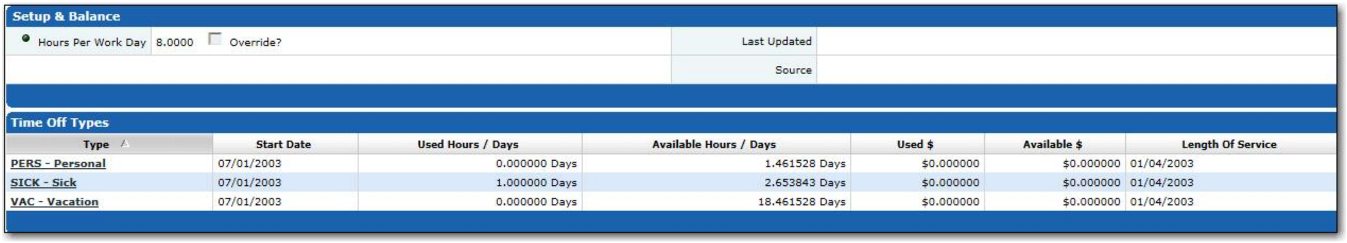


TIME OFF

SETUP & BALANCE

View time off information.

- Click the **Type** link to display the details.



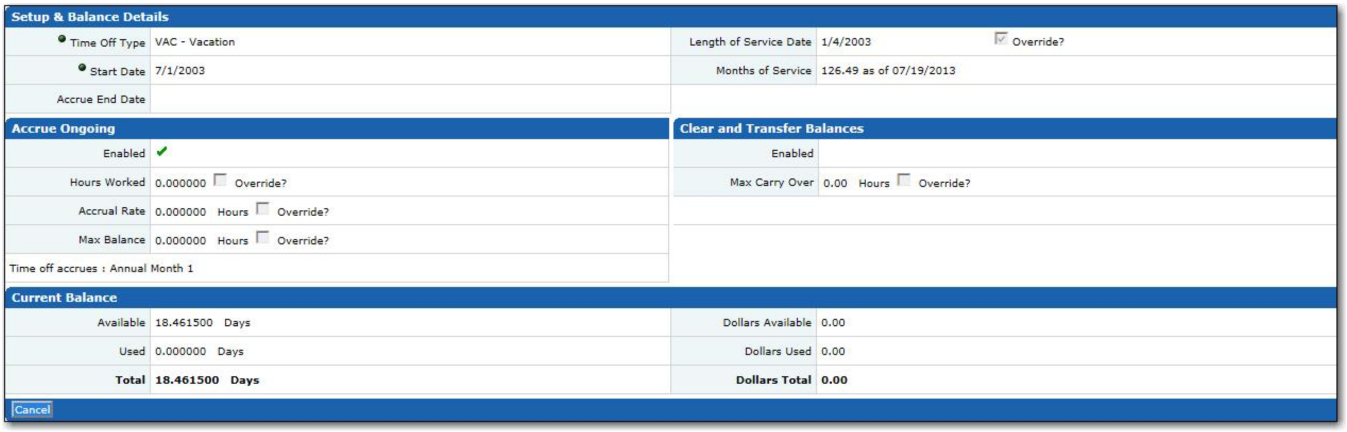
Setup & Balance

Hours Per Work Day	8.0000 Override?	Last Updated	
		Source	

Time Off Types

Type	Start Date	Used Hours / Days	Available Hours / Days	Used $	Available $	Length Of Service
PERS - Personal	07/01/2003	0.000000 Days	1.461528 Days	$0.000000	$0.000000	01/04/2003
SICK - Sick	07/01/2003	1.000000 Days	2.653843 Days	$0.000000	$0.000000	01/04/2003
VAC - Vacation	07/01/2003	0.000000 Days	18.461528 Days	$0.000000	$0.000000	01/04/2003

- Click the **Cancel** button to return to the main screen.



Setup & Balance Details

Time Off Type	VAC - Vacation	Length of Service Date	1/4/2003 Override?
Start Date	7/1/2003	Months of Service	126.49 as of 07/19/2013
Accrue End Date			

Accrue Ongoing

Enabled	✔
Hours Worked	0.000000 Override?
Accrual Rate	0.000000 Hours Override?
Max Balance	0.000000 Hours Override?

Time off accrues : Annual Month 1

Clear and Transfer Balances

Enabled	
Max Carry Over	0.00 Hours Override?

Current Balance

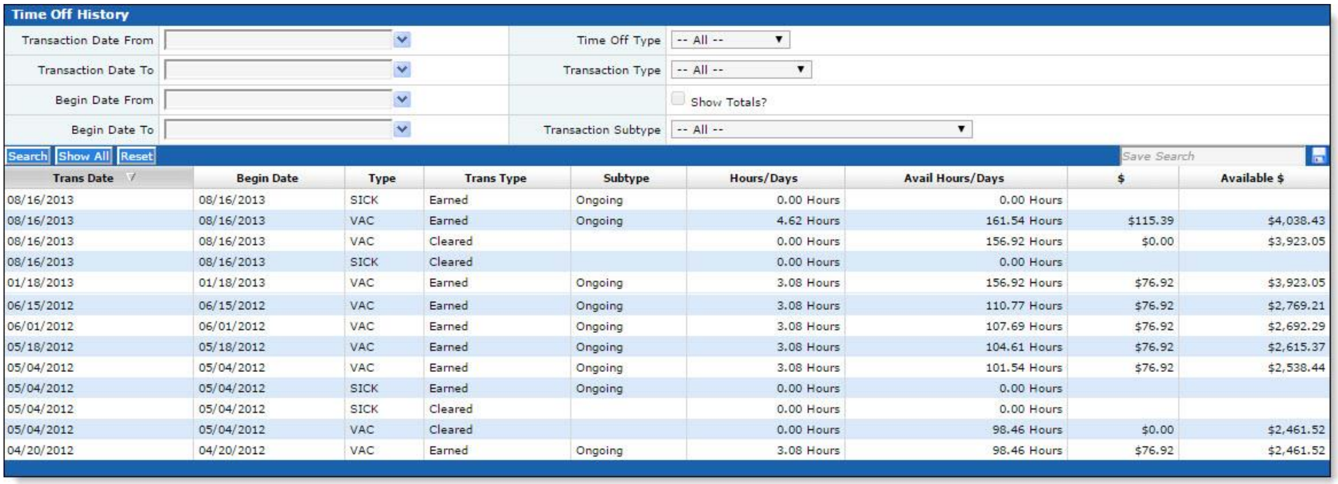
Available	18.461500 Days	Dollars Available	0.00
Used	0.000000 Days	Dollars Used	0.00
Total	**18.461500 Days**	**Dollars Total**	**0.00**

Cancel

TIME OFF HISTORY

View time off benefits earned and used per payroll and any manual adjustments made in Web Pay. Users can search for time off based on selected date ranges and/or types and display totals.

- Click the **Trans Date** link to view the details.



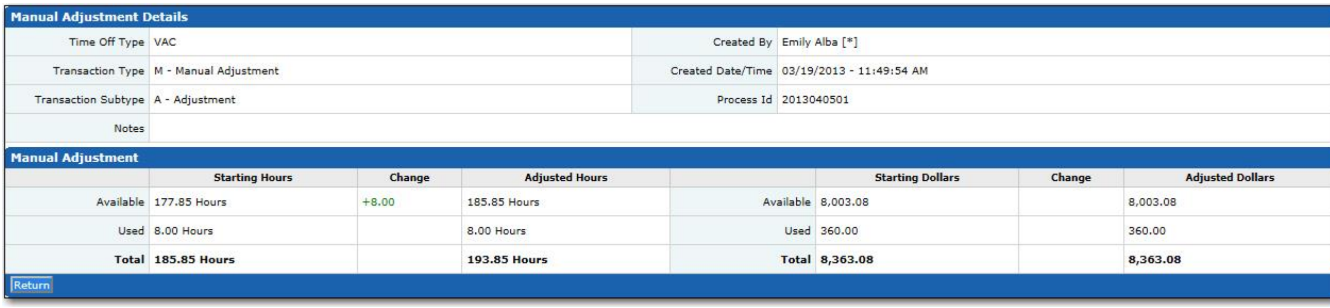
Time Off History

Transaction Date From		Time Off Type	-- All --
Transaction Date To		Transaction Type	-- All --
Begin Date From			Show Totals?
Begin Date To		Transaction Subtype	-- All --

Search Show All Reset Save Search

Trans Date	Begin Date	Type	Trans Type	Subtype	Hours/Days	Avail Hours/Days	$	Available $
08/16/2013	08/16/2013	SICK	Earned	Ongoing	0.00 Hours	0.00 Hours		
08/16/2013	08/16/2013	VAC	Earned	Ongoing	4.62 Hours	161.54 Hours	$115.39	$4,038.43
08/16/2013	08/16/2013	VAC	Cleared		0.00 Hours	156.92 Hours	$0.00	$3,923.05
08/16/2013	08/16/2013	SICK	Cleared		0.00 Hours	0.00 Hours		
01/18/2013	01/18/2013	VAC	Earned	Ongoing	3.08 Hours	156.92 Hours	$76.92	$3,923.05
06/15/2012	06/15/2012	VAC	Earned	Ongoing	3.08 Hours	110.77 Hours	$76.92	$2,769.21
06/01/2012	06/01/2012	VAC	Earned	Ongoing	3.08 Hours	107.69 Hours	$76.92	$2,692.29
05/18/2012	05/18/2012	VAC	Earned	Ongoing	3.08 Hours	104.61 Hours	$76.92	$2,615.37
05/04/2012	05/04/2012	VAC	Earned	Ongoing	3.08 Hours	101.54 Hours	$76.92	$2,538.44
05/04/2012	05/04/2012	SICK	Earned	Ongoing	0.00 Hours	0.00 Hours		
05/04/2012	05/04/2012	SICK	Cleared		0.00 Hours	0.00 Hours		
05/04/2012	05/04/2012	VAC	Cleared		0.00 Hours	98.46 Hours	$0.00	$2,461.52
04/20/2012	04/20/2012	VAC	Earned	Ongoing	3.08 Hours	98.46 Hours	$76.92	$2,461.52

- Click the **Return** button to return to the main screen.



Manual Adjustment Details

Time Off Type	VAC	Created By	Emily Alba [*]
Transaction Type	M - Manual Adjustment	Created Date/Time	03/19/2013 - 11:49:54 AM
Transaction Subtype	A - Adjustment	Process Id	2013040501
Notes			

Manual Adjustment

	Starting Hours	Change	Adjusted Hours		Starting Dollars	Change	Adjusted Dollars
Available	177.85 Hours	+8.00	185.85 Hours	Available	8,003.08		8,003.08
Used	8.00 Hours		8.00 Hours	Used	360.00		360.00
Total	**185.85 Hours**		**193.85 Hours**	**Total**	**8,363.08**		**8,363.08**

Return

LEAVE TRACKING

View information about leaves such as Family and Medical Leave Act (FMLA), disability leave, or military leave.

- Click the **Start Date** link to display the details.


FMLA

An employee must have a Length of Service of at least one year and must have worked a minimum of 1250 hours within the past year to be eligible for FMLA Leave. A company may calculate an FMLA year based on a rolling 12-month total or a calendar year.

FMLA Eligibility

Year Calculation	Rolling 12 Month
Length of Service	11 Yrs, 1 Mos
FMLA Eligible?	
Ineligibility Reason	

FMLA Hours

Total Hours	480.00 Override
Hours Used	120.00
Hours Available	360.00

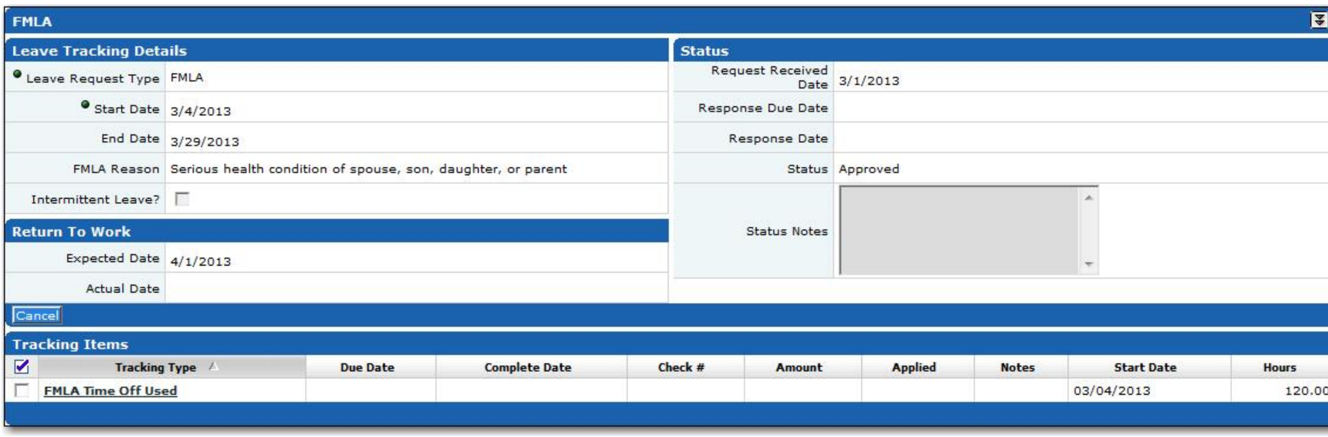
Non-FMLA Hours

Hours Used	0.00

Leave Tracking

Start Date	End Date	Request Type	FMLA Reason	Status
03/04/2013	03/29/2013	FMLA	Serious health condition of spouse, son, daughter, or parent	Approved

- Click the **Tracking Type** link to display the details.


FMLA

Leave Tracking Details

Leave Request Type	FMLA
Start Date	3/4/2013
End Date	3/29/2013
FMLA Reason	Serious health condition of spouse, son, daughter, or parent
Intermittent Leave?	

Return To Work

Expected Date	4/1/2013
Actual Date	

Status

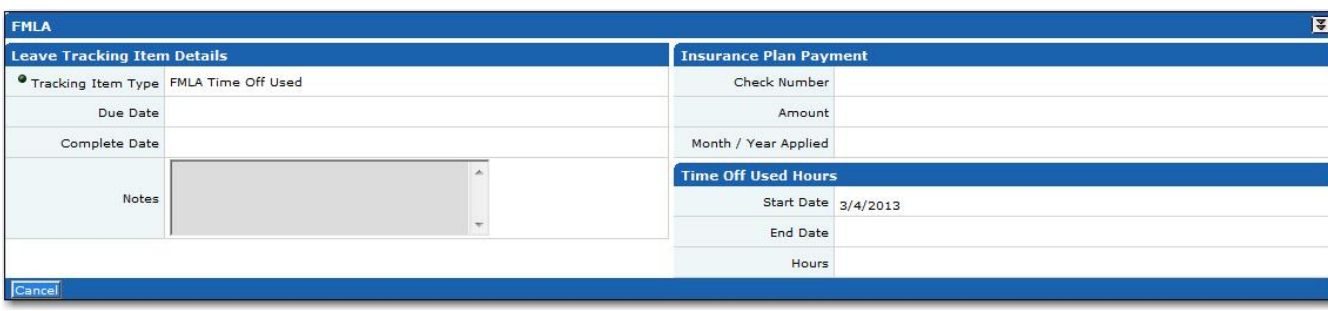
Request Received Date	3/1/2013
Response Due Date	
Response Date	
Status	Approved
Status Notes	

Cancel

Tracking Items

Tracking Type	Due Date	Complete Date	Check #	Amount	Applied	Notes	Start Date	Hours
FMLA Time Off Used							03/04/2013	120.00

- Click the **Cancel** button to return to the main screen.


FMLA

Leave Tracking Item Details

Tracking Item Type	FMLA Time Off Used
Due Date	
Complete Date	
Notes	

Insurance Plan Payment

Check Number	
Amount	
Month / Year Applied	

Time Off Used Hours

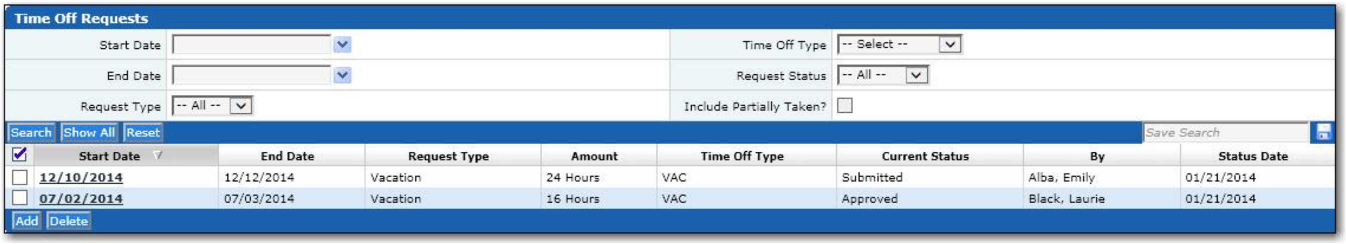
Start Date	3/4/2013
End Date	
Hours	

Cancel

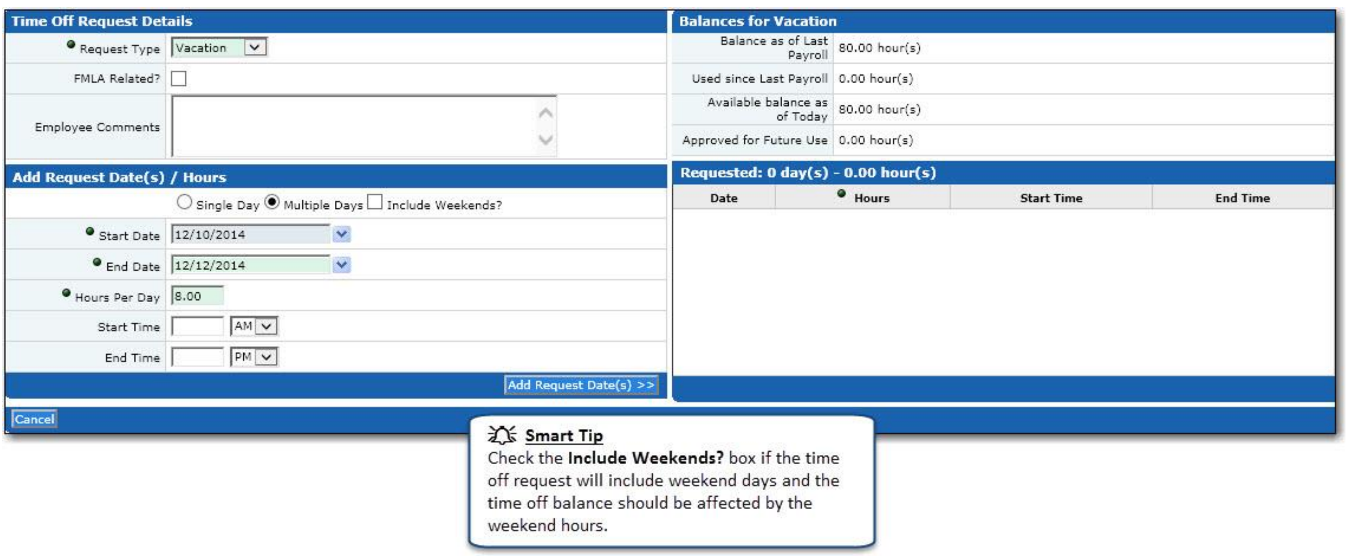
TIME OFF REQUESTS

Submit time off requests. User may also submit time off requests in the self service portal. Once a request is approved or declined, the employee receives a message in the Message Center and the new status appears in this screen.

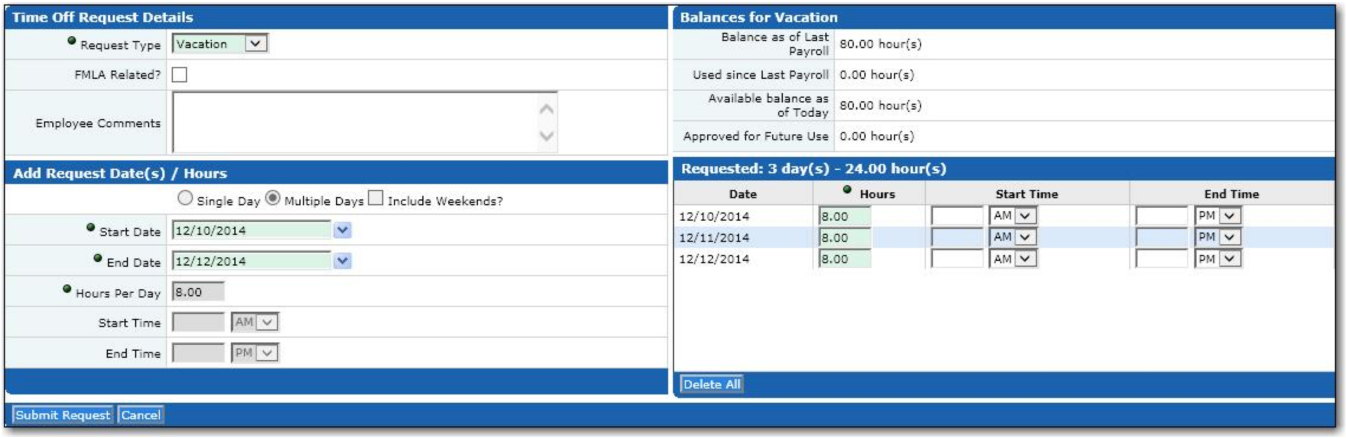
- Click the **Add** button to add a time off request.
- Click the **Start Date** link to display or modify the details.
- Check the box adjacent to the **Start Date** and click the **Delete** button to cancel the request.



1. Select a **Request Type** from the drop down.
2. Check the **FMLA Related** box if the time off request is related to FMLA leave.
3. Enter additional information in the **Employee Comments** field.
4. Select the **Single Day** or **Multiple Days** radio button.
5. Select or enter the **Start Date**.
6. Select or enter the **End Date**.
7. Enter the **Hours Per Day**.
8. Enter the applicable **Start Time** and **End Time**.
9. Click the **Add Request Date(s)>>** button.



10. Verify all information.
11. Click the **Submit Request** button.



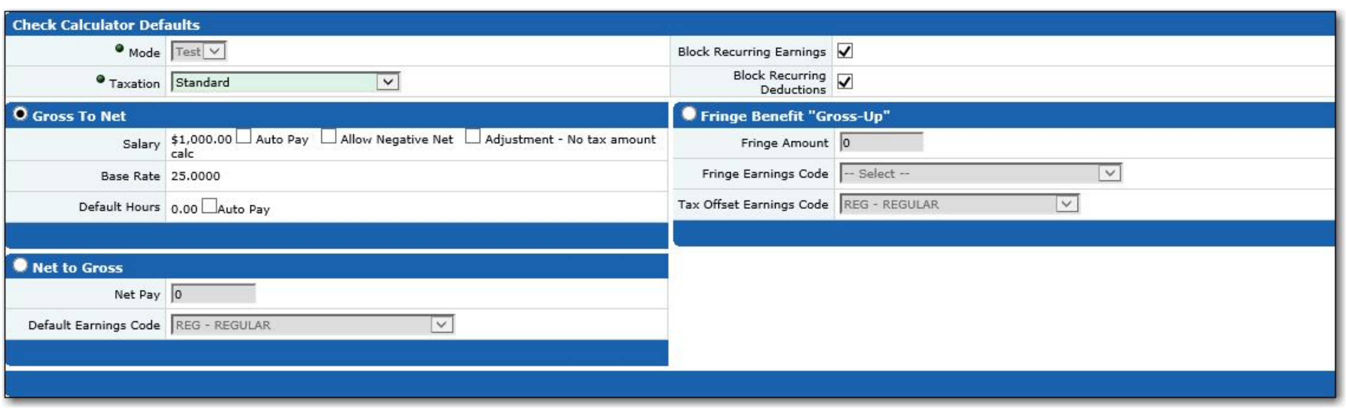
Important Notes

- Time off accruals and self service must be implemented in order to use the Time Off Requests feature.

CHECK CALCULATOR SETUP

Test possible payroll changes such as increasing the 401k contribution. View what the outcome of the check will be based on the changes made. Users are not able to save this test check.

1. Select Test **Mode** to test possible payroll changes
2. Select Standard, Use Supplemental Tax Rate, or Block All Income Tax Withholding from the **Taxation** drop down.
3. Clear the **Block Recurring Earnings** box to allow all recurring earnings. Use the Check Calculator Earnings screen to allow or block individual earnings.
4. Clear the **Block Recurring Deductions** box to allow all recurring deductions. Use the Check Calculator Deductions screen to allow or block individual deductions.
5. Select **Gross to Net** to calculate a check based on the employee's gross pay. Check the applicable box if the employee is to receive the base **Salar**y amount or **Default Hours** amount. If the employee is to receive hours other than default hours, paid with a different rate of pay, or a dollar amount other than the regular salary, click Earnings.
6. Check the **Allow Negative Net** box to prevent the Check Calculator from dropping deductions and taxes until net pay reaches zero or greater. Check the **Adjustment - No Tax amount calc** box to prevent the Check Calculator from calculating tax amounts when adjusting taxable wages.
7. Select **Net to Gross** to calculate a check based on a specific net pay amount. Enter the applicable **Net Pay** amount and select the **Default Earnings Code** for the gross pay.
8. Select **Fringe Benefit "Gross-Up"** to calculate a taxable fringe benefit when no other wages are being paid to the employee and the company will be paying the employee's portion of FICA. Enter the taxable **Fringe Amount**, select the **Fringe Earnings Code**, and select the **Tax Offset Earnings Code**.



Important Notes

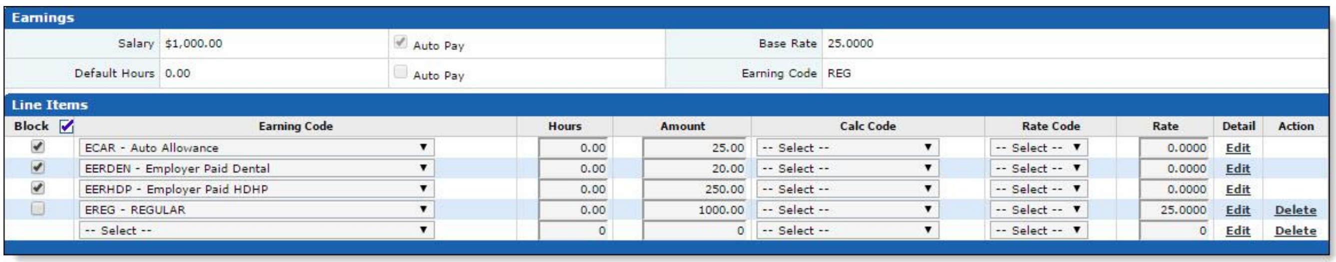
- The default Standard **Taxation** option calculates the check based on the employee's Federal and State Filing Status and Exemptions.
- Use Supplemental Tax Rate uses the IRS bonus taxation guidelines.
- Block All Income Tax Withholding blocks all established Federal and State taxes. Wages will be reported as taxable but no withholding will take place. This will not adjust the Social Security or Medicare taxes in any way.

EARNINGS

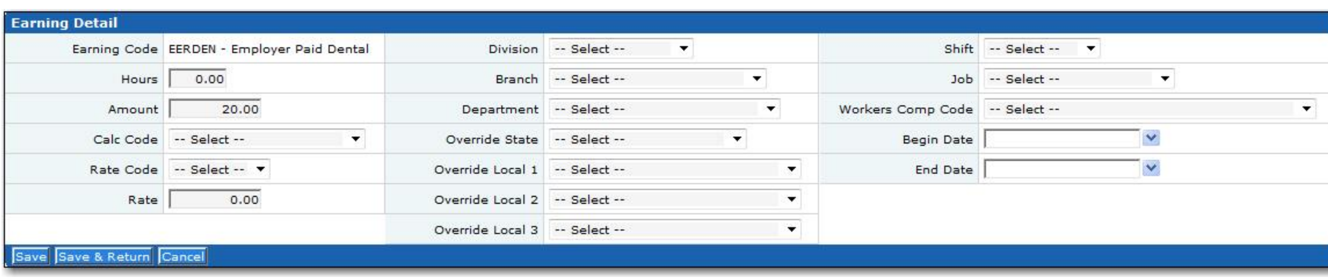
Configure the earning codes. When the Block Recurring Earnings box is checked in the Check Calculator Setup screen, all recurring earnings will have a check in the Block column.

The Line Items section will display recurring earnings established in the Earnings screen. Fields and Line Items in this screen may be enabled based on the setup.

- Check or clear the **Block** box adjacent to the Earning Code to individually block or unblock a recurring earning.
- To enter additional earnings for this check, select the applicable earning from the **Earning Code** drop down.
- Enter the applicable **Hours** or **Amount**.
- Select the applicable **Calc Code** from the drop down.
- Select the applicable **Rate Code** from the drop down.
- Enter the applicable **Rate**.
- Click the **Delete** link in the Action column to delete the Deduction.



- Click the **Edit** link in the Detail column to access the Earning Detail screen to enter additional information for an earning not available through the main Earnings screen. Users may be able to tie the earnings to a **Shift**, **Job**, and/or **Workers Comp Code** as well as enter a **Begin Date** and **End Date**. Users may also able to allocate wages between Cost Centers.

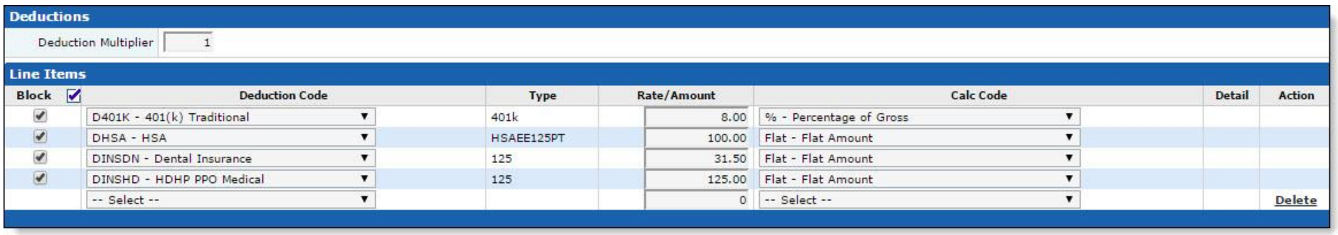


DEDUCTIONS

Configure the deduction codes. When the Block Recurring Deductions box is checked in the Check Calculator Setup screen, all recurring deductions will have a check in the Block column.

The Line Items section will display recurring deductions established in the Deductions screen. Fields and Line Items in this screen may be enabled based on the setup.

- Enter the **Deduction Multiplier**. The amounts listed in the Line Items section will be multiplied by the factor listed in this field.
- Check or clear the **Block** box adjacent to the **Deduction Code** to individually block or unblock a recurring deduction.
- To enter additional deductions for this check, select the applicable deduction from the **Deduction Code** drop down.
- Enter the applicable **Rate/Amount**.
- Select the applicable **Calc Code** from the drop down.
- Click the **Delete** link in the Action column to delete the Deduction.


Deductions

Deduction Multiplier 1

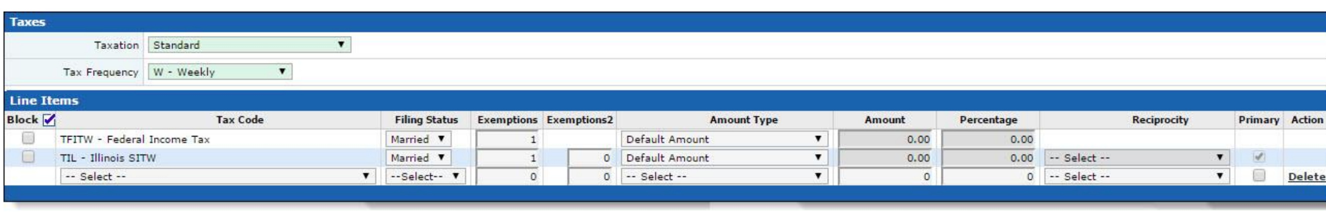
Line Items

Block	Deduction Code	Type	Rate/Amount	Calc Code	Detail	Action
✓	D401K - 401(k) Traditional	401k	8.00	% - Percentage of Gross		
✓	DHSA - HSA	HSAEE125PT	100.00	Flat - Flat Amount		
✓	DINSDN - Dental Insurance	125	31.50	Flat - Flat Amount		
✓	DINSHD - HDHP PPO Medical	125	125.00	Flat - Flat Amount		
	-- Select --		0	-- Select --		Delete

TAXES

Adjust the tax withholding taken on the check. Fields and Line Items in this screen may be enabled based on the setup.

- Select the **Taxation** and **Tax Frequency** from the respective drop downs to adjust the amounts withheld from this check.
- Check or clear the **Block** box adjacent to the **Tax Code** to individually block or unblock the tax code.
- To enter additional tax codes, select the applicable **Tax Code** from the drop down.
- If applicable, change the employee's **Filing Status** and **Exemptions** for this check only.
- Use the Amount Type drop down and the **Amount** and/or **Percentage** fields to designate a different amount and/or percentage to withhold for this check.
- Use the **Reciprocity** drop down and the **Primary** check box to designate how the state withholding should occur for this check.
- Click the **Delete** link in the Action column to delete the Tax Code.


Taxes

Taxation Standard

Tax Frequency W - Weekly

Line Items

Block	Tax Code	Filing Status	Exemptions	Exemptions2	Amount Type	Amount	Percentage	Reciprocity	Primary	Action
	TFITW - Federal Income Tax	Married	1		Default Amount	0.00	0.00			
	TIL - Illinois SITW	Married	1	0	Default Amount	0.00	0.00	-- Select --	✓	
	-- Select --	--Select--	0	0	-- Select --	0	0	-- Select --		Delete

PREVIEW/SUMMARY

View the Gross, Net, Earnings, Deductions, and Taxes of the check.

- Click the **Print Test Earnings Statement** button at the bottom of the screen to generate a printable report that displays the possible changes to the paycheck.

Preview / Summary

Gross $1,000.00 | Net $592.25

Earnings

Earning	Rate	Hours	Amount
REG	25.0000	0.00	1000.00
		Total: 0.00	$1,000.00

Deductions

Deduction	Amount
HSA	100.00
INSDN	31.50
INSHD	125.00
	Total: $256.50

Taxes

Tax	Taxable Wages	Amount
FITW	743.50	59.17
IL	743.50	35.20
MED	743.50	10.78
SS	743.50	46.10
		Total: $151.25

Print Test Earnings Statement

- Close this screen to return to the main screen.

The Garner Group
3850 N Wilke Rd
ARLINGTON HEIGHTS, IL 60004

Earnings Statement

Check Date	**April 24, 2013**
Period Ending	**April 20, 2013**
Net Pay	**592.25**
Check Number	

Marie E Adams
3117 Ashbard Lane
Arlington Heights, IL 60005

Employee Number **3**

Division	**400**
Branch	**401**
Department	**600**

Earnings	Rate	Hours	Amount
REG	25.00		1,000.00
Total Gross Pay			**1,000.00**

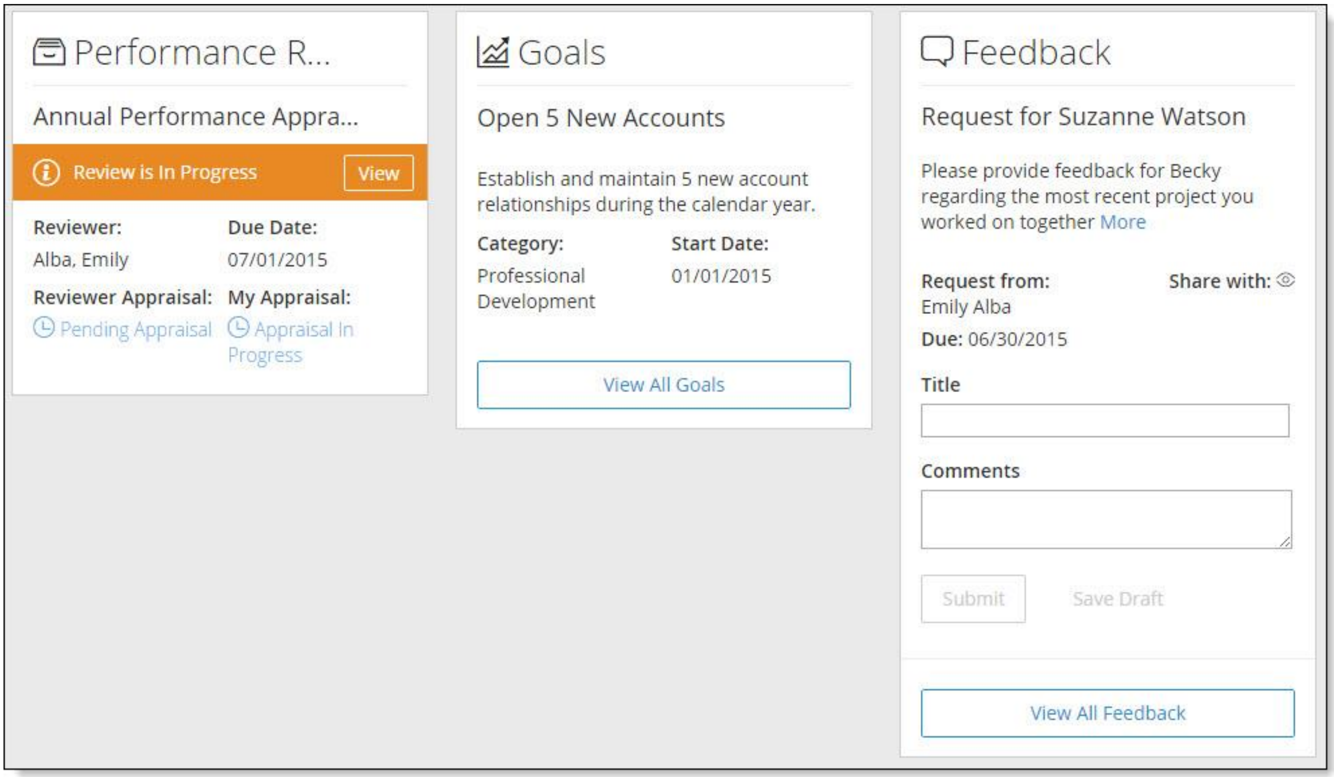
Deductions	Amount
HSA	100.00
INSDN	31.50
INSHD	125.00
Total Voluntary Deductions	**256.50**

Taxes	Filing Status	Amount
FITW	M-1	59.17
IL	M-1	35.20
MED		10.78
SS		46.10
Total Tax Withholding		**151.25**

MY PERFORMANCE REVIEW

Access performance reviews, goals, and feedback.

- Click **View** to complete the review or modify the details.
- Click **View All Goals** to add or edit goals.
- Click **View All Feedback** to view or provide feedback.



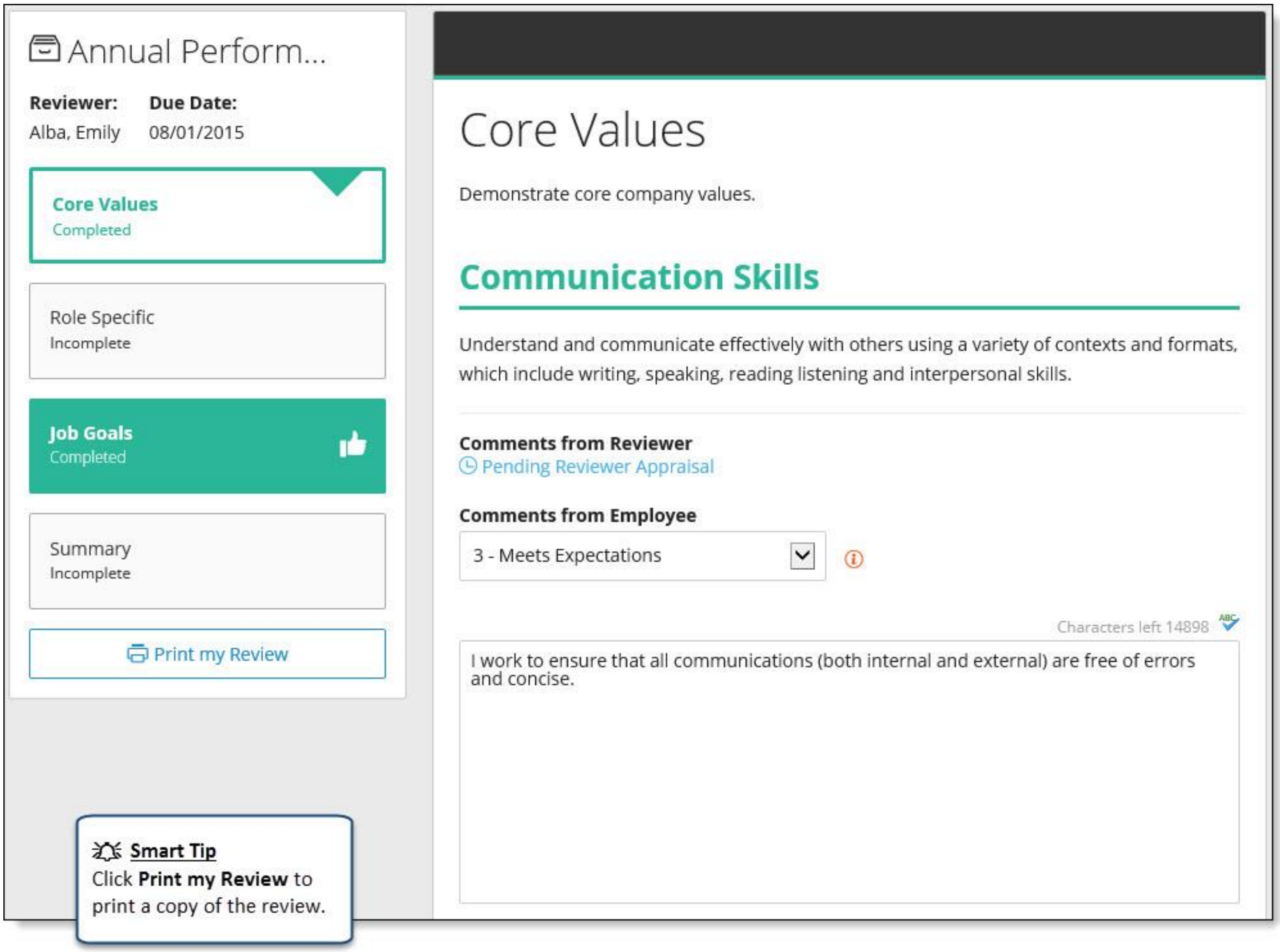
HOW TO COMPLETE A PERFORMANCE REVIEW AS AN EMPLOYEE

1. To begin, select **View** from My Performance Review.

2. Then navigate to the different portions of the review.

REVIEW ITEMS

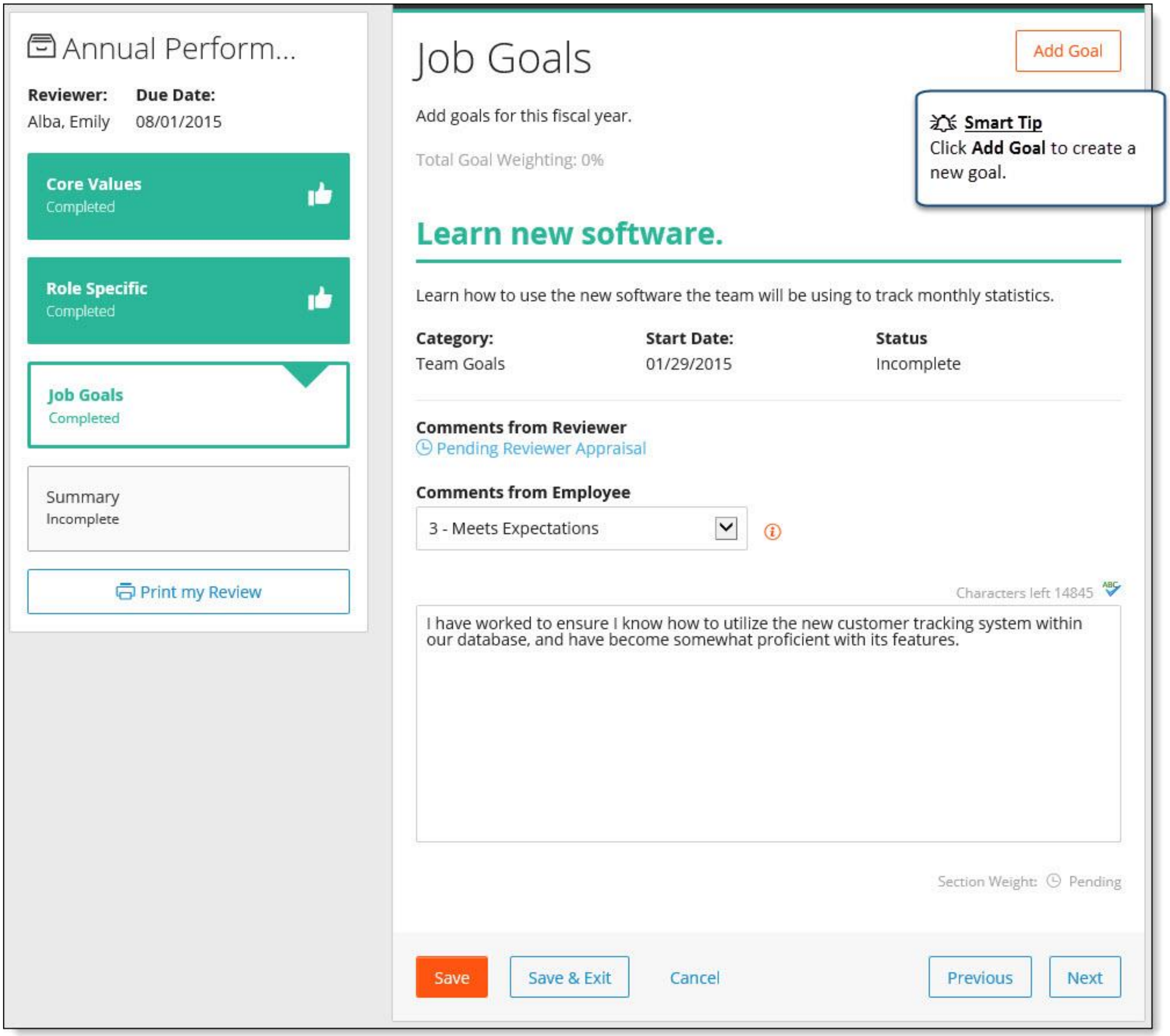
1. To navigate to a specific screen, click the desired tab.
2. Select a rating from the drop down.
3. Enter justification for the rating in the **Comments from Employee** field.
4. **Save** the updated information.
5. Complete each review items screen.



GOALS

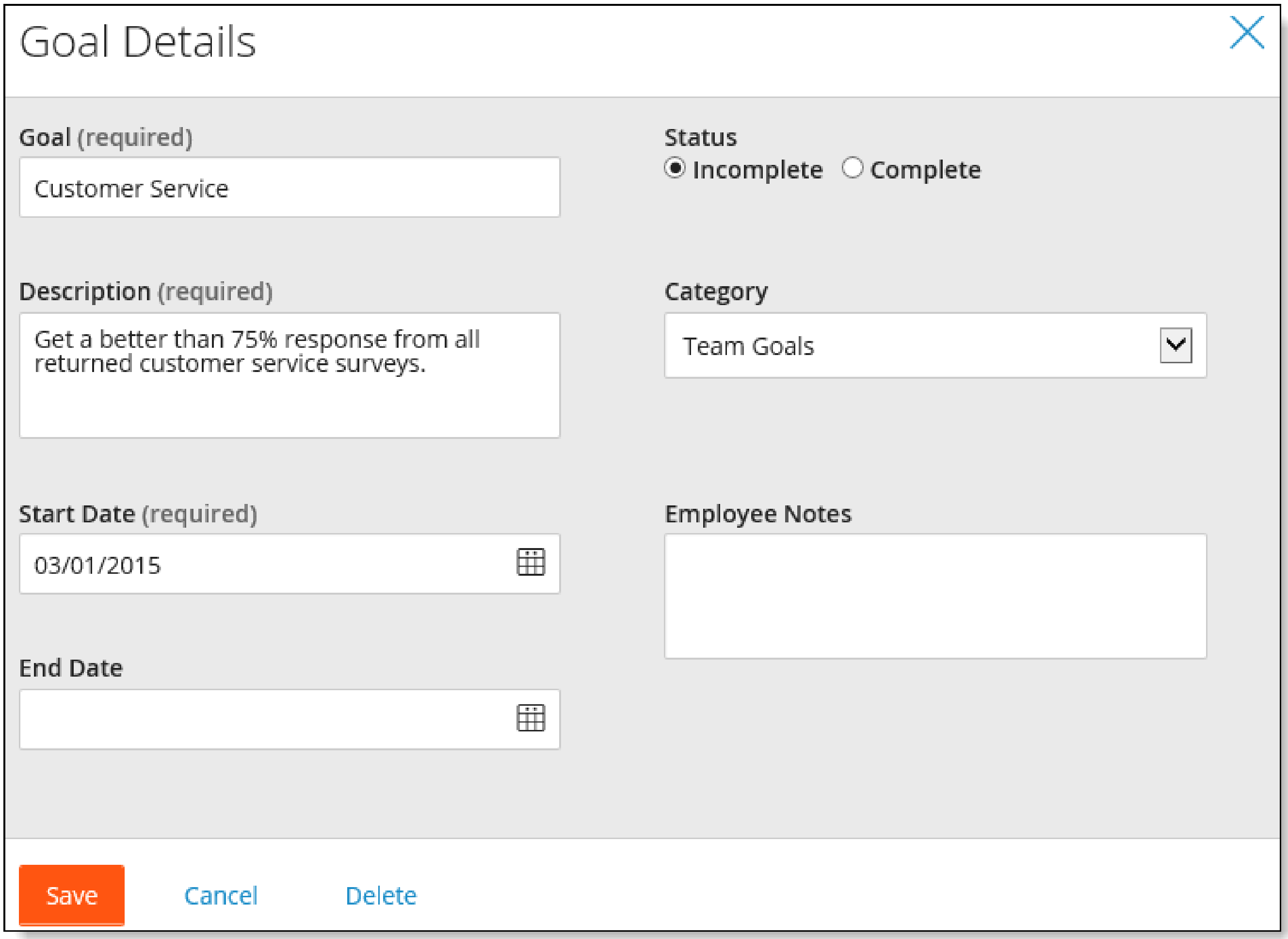
If selected by the Administrator during the Review Form Setup, the **Job Goals** tab imports existing, open goals and allows the employee to add to the goals list during the review process. Employees can select from:

- Input Comments for Existing Goals
    1. Select a rating from the drop down for each goal.
    2. Enter justification for the rating given in the Comments from Employee field.



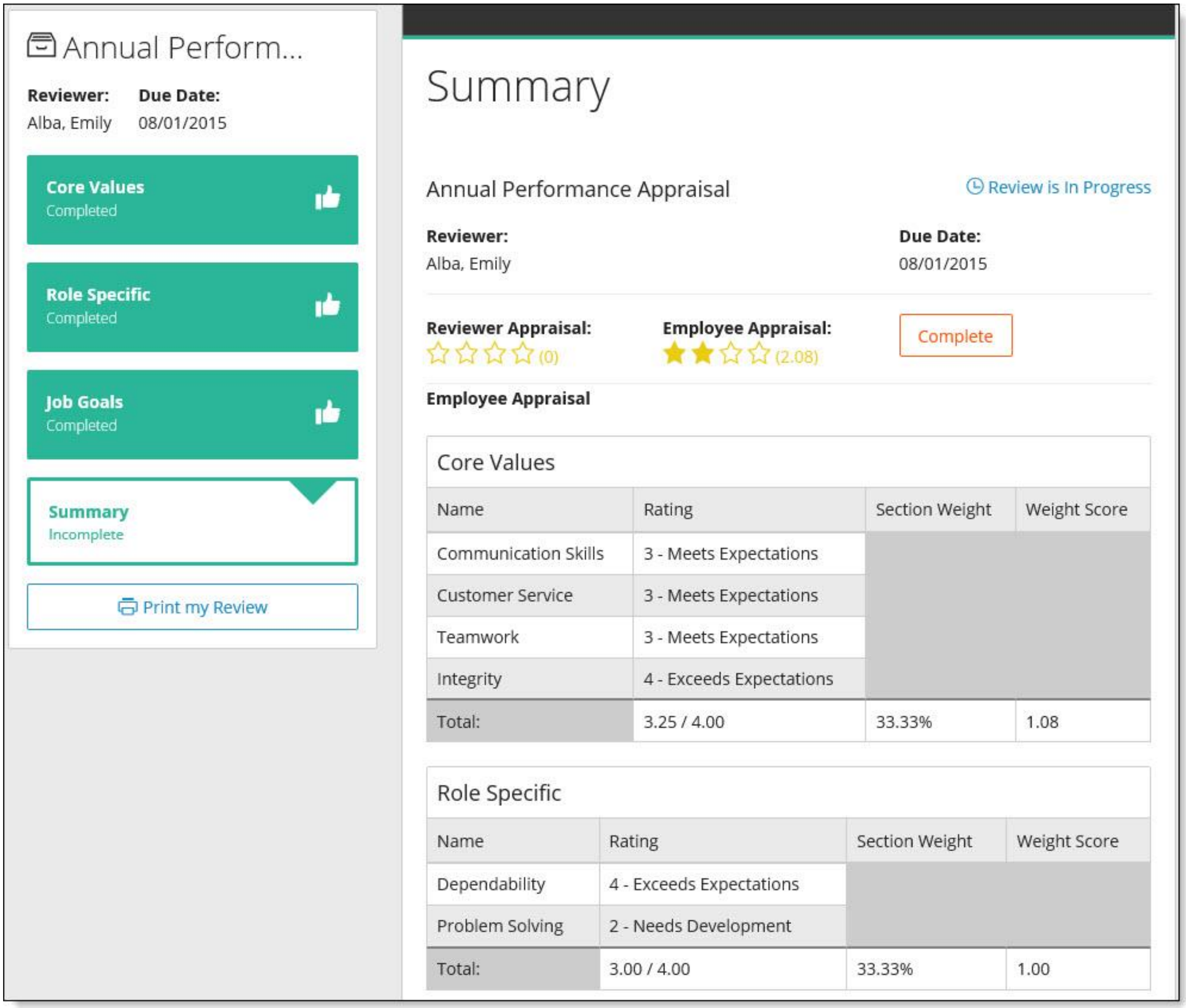
- Add a New Goal or Edit an Existing Goal

1. Enter the **Goal** name (100 character limit).
2. Enter the **Description** (8000 character limit).
3. Select or enter the **Start Date**.
4. Select or enter the applicable **End Date**.
5. Select the **Status**.
6. Select the goal **Category** from the drop-down.
7. Enter additional information in the **Employee Notes** field.
8. **Save** the updated information.



REVIEW SUMMARY

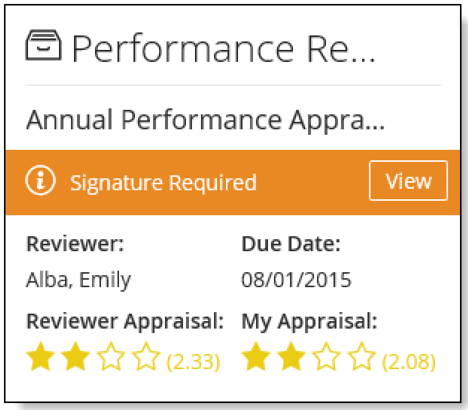
1. Verify the ratings.
2. Click **Complete** to complete the self appraisal and submit the review.



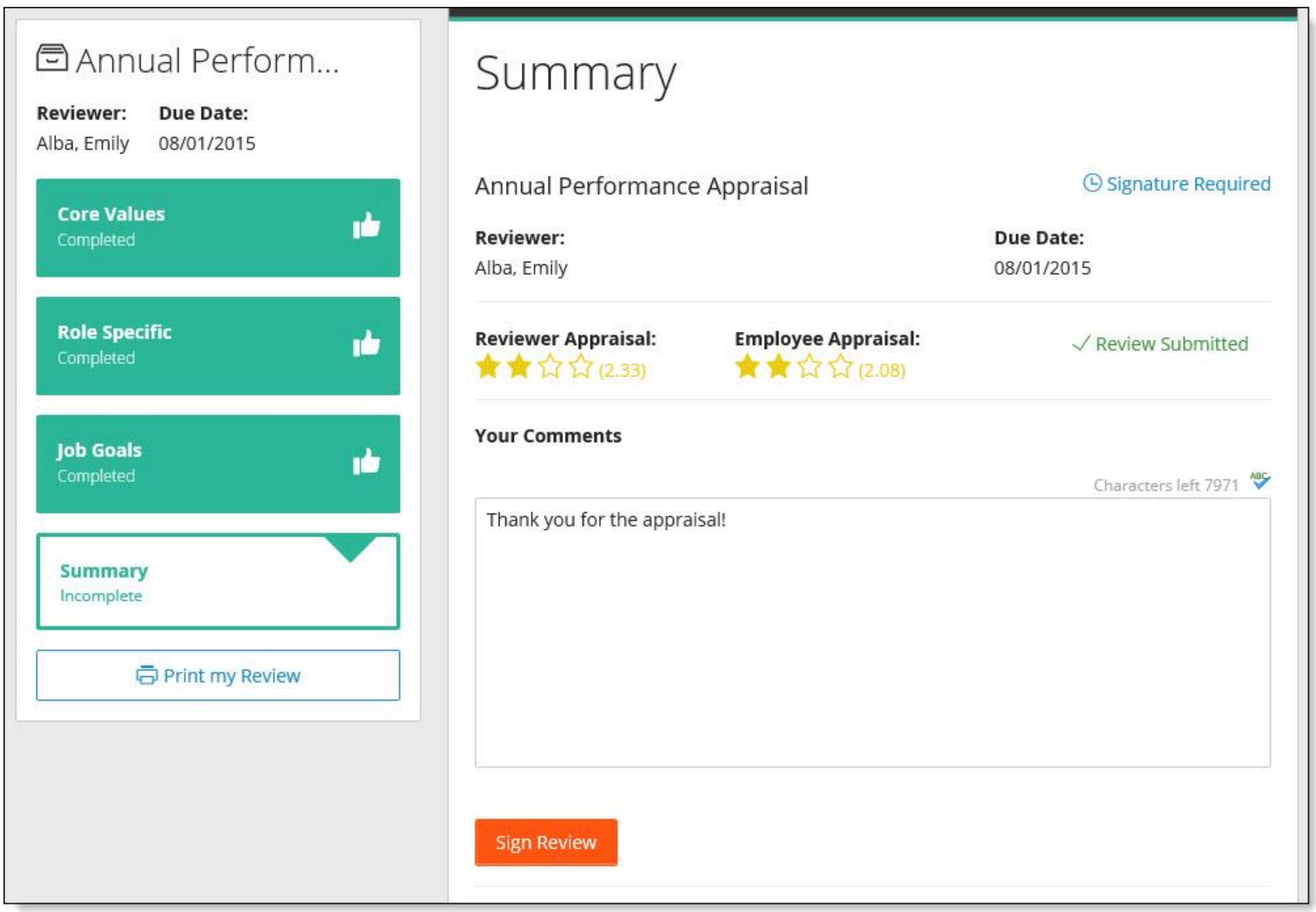
3. **Review Submitted** will appear once the review is submitted.
4. After the reviewer section is complete, the review may be returned to the employee to sign.

SIGN THE REVIEW

1. Select **View** from My Performance Review to sign the review.



2. Click **Employee** or **Reviewer** to view corresponding appraisal details.
3. Enter applicable information in the **Your Comments** field.
4. Click **Sign Review** to sign the performance review.

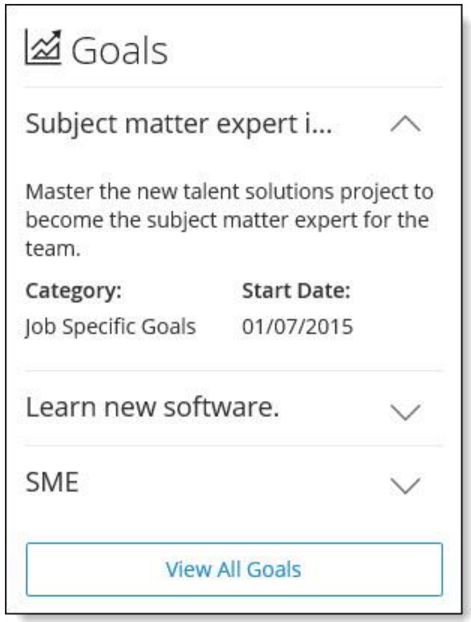


5. A confirmation message will display once complete.

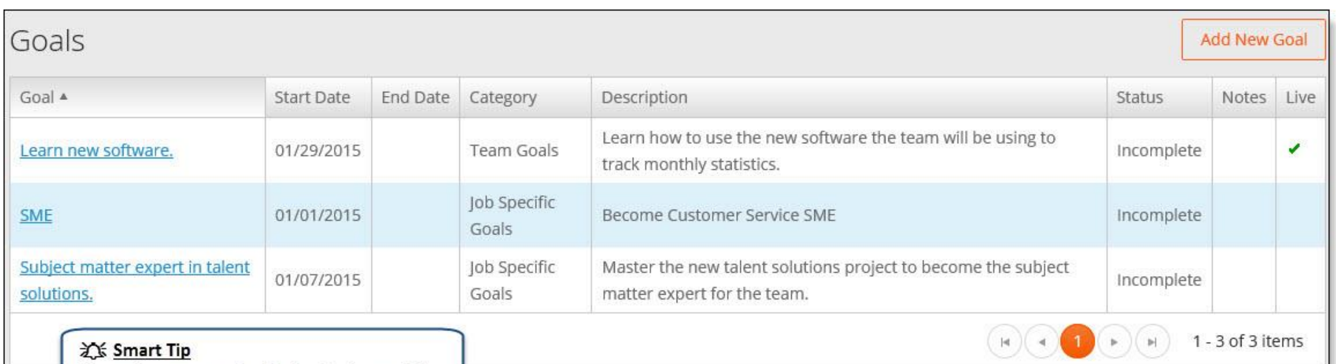
GOALS

Add or edit goals.

- Select **View All Goals** from My Performance Review to display the details.



- Click **Add New Goal** to add a goal.
- Click the **Goal** link to display or modify the details.



Goals

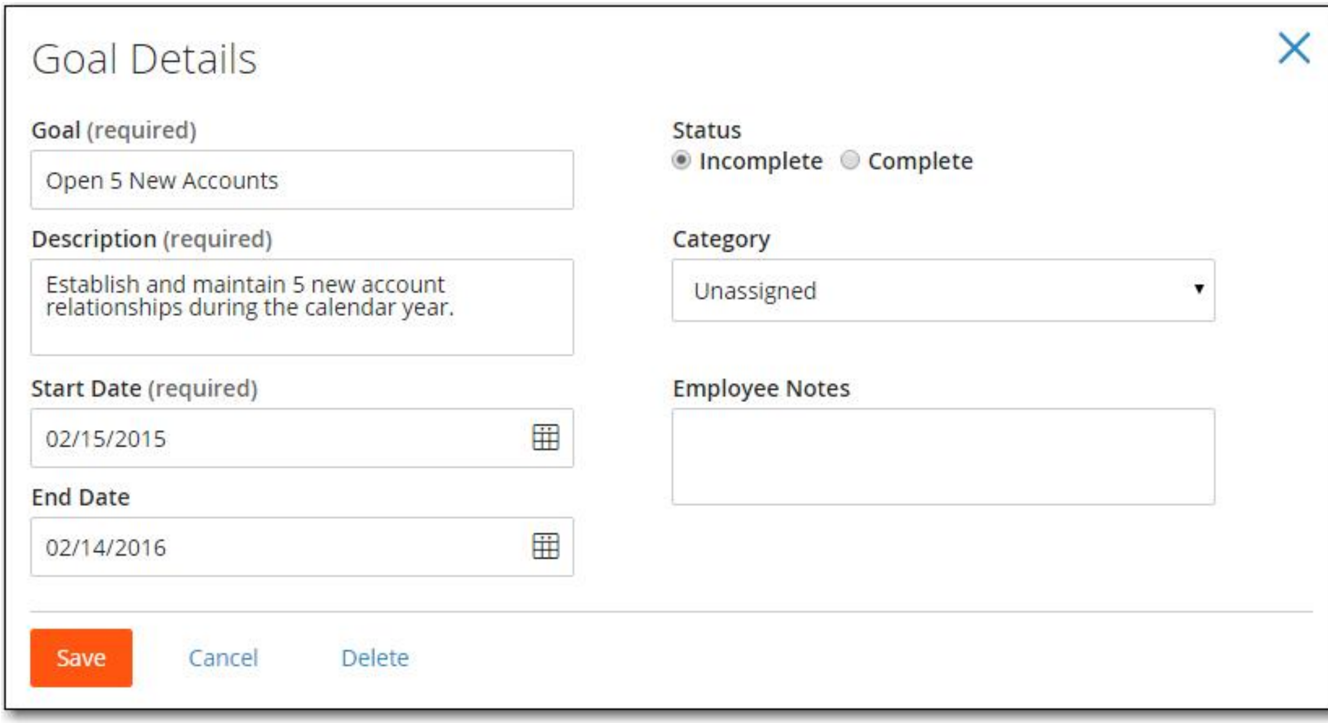
Add New Goal

Goal ▲	Start Date	End Date	Category	Description	Status	Notes	Live
Learn new software.	01/29/2015		Team Goals	Learn how to use the new software the team will be using to track monthly statistics.	Incomplete		✔
SME	01/01/2015		Job Specific Goals	Become Customer Service SME	Incomplete		
Subject matter expert in talent solutions.	01/07/2015		Job Specific Goals	Master the new talent solutions project to become the subject matter expert for the team.	Incomplete		

1 - 3 of 3 items

Smart Tip
If a goal was created with the **Reviewer Edit Only** box checked in the **Assign Goal to Employee Screen**, the employee will not be able to edit the goal.

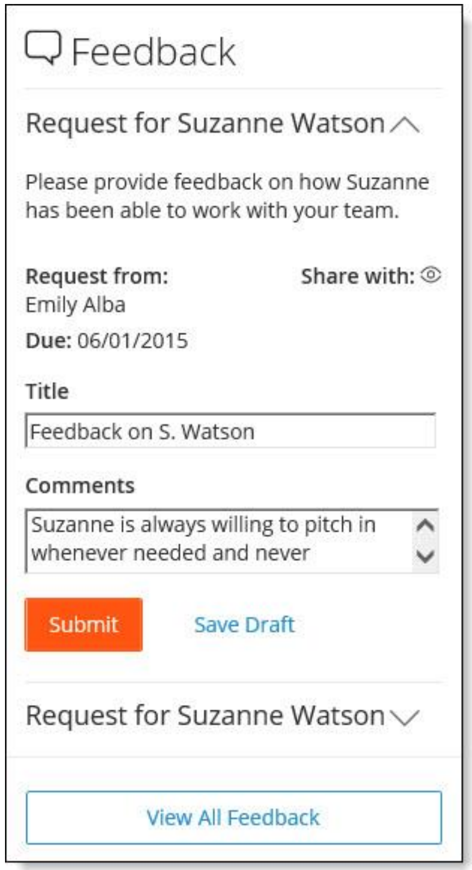
1. Enter the **Goal** (100 character limit).
2. Enter the **Description** (8000 character limit).
3. Select or enter the **Start Date**.
4. Select or enter the applicable **End Date**.
5. Select the **Status**.
6. Select the goal Category.
7. Enter additional information in the **Notes** field.
8. **Save** the updated information.
9. Click **Delete** to delete the goal.



FEEDBACK

Provide feedback for an employee.

- Provide feedback using My Performance Review.



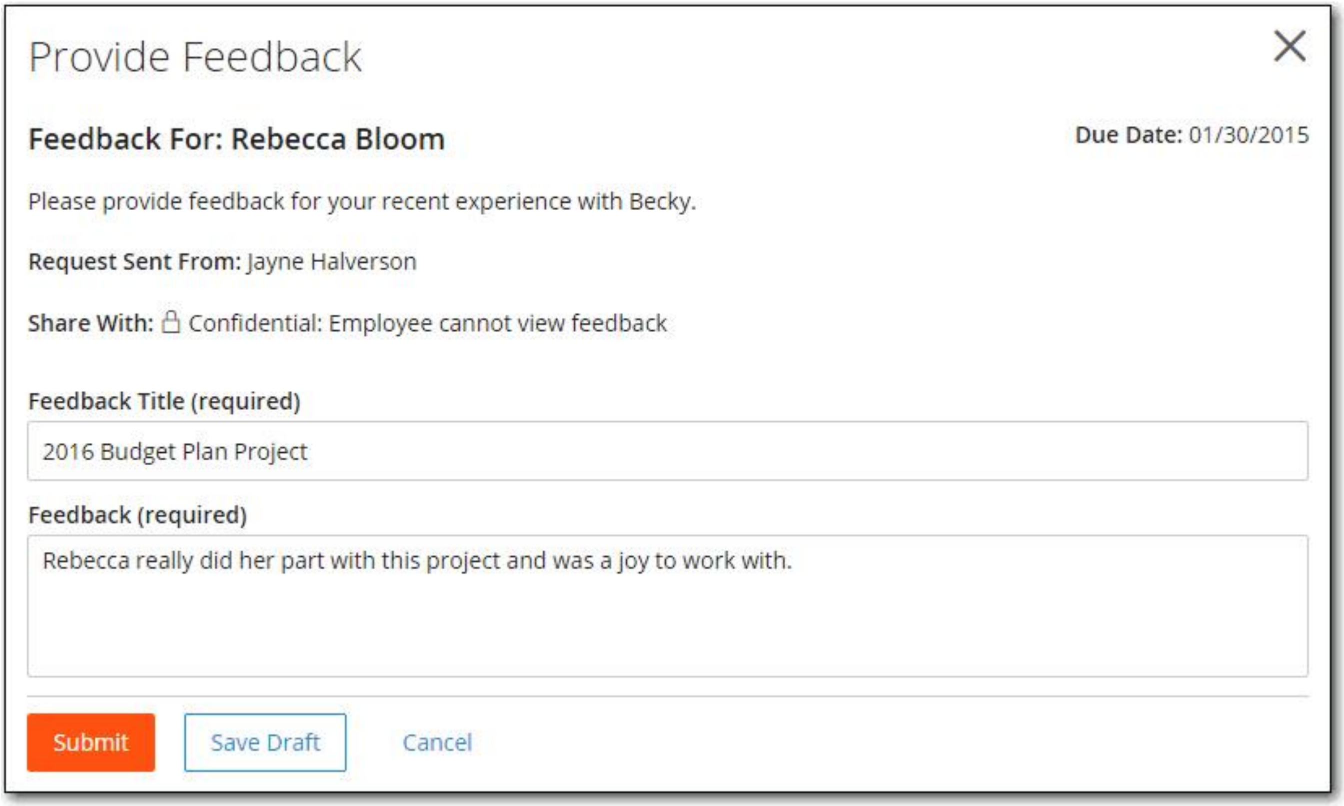
- Click **View All Feedback** to display all feedback.
  - Click the **View** link to view the submitted feedback.
  - Click the **Provide Feedback** link to provide feedback for the employee.

Feedback

Feedback	Feedback For	Request Sent From	Request Date	Due Date	Status	Share With	Feedback Date
View	Sheppard Allerdyce [89]	Jayne Halverson [99]	01/27/2015	01/30/2015	Complete		01/27/2015
Provide Feedback	Rebecca Bloom [18]	Jayne Halverson [99]	01/27/2015	01/30/2015	Pending		

1 - 2 of 2 items

1. Enter the **Feedback Title** (250 character limit).
2. Enter the **Feedback**.
3. Click **Save Draft** to save feedback without submitting.
4. Click **Submit** to submit the feedback. Once feedback has been submitted, it cannot be changed.

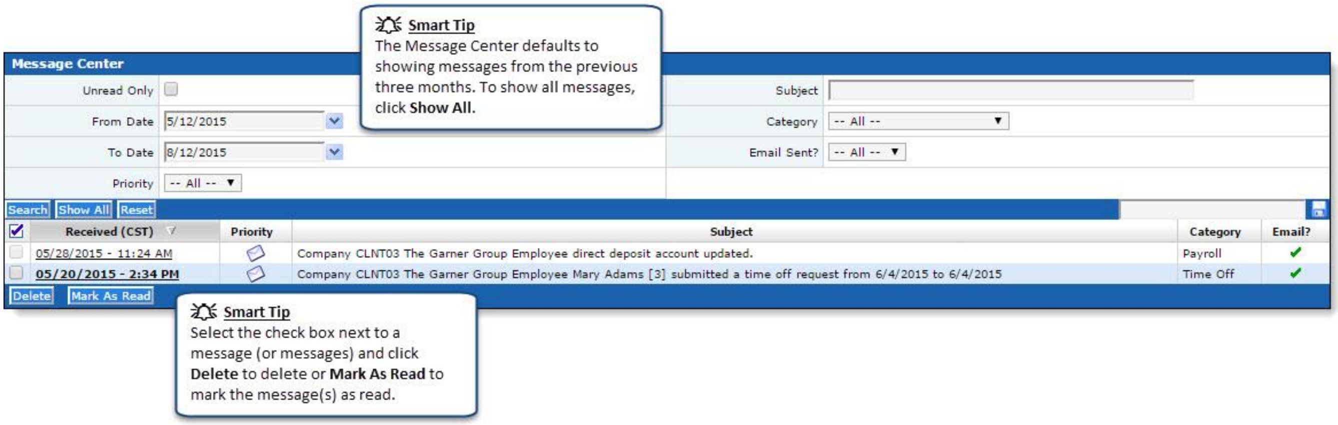


NOTIFICATIONS

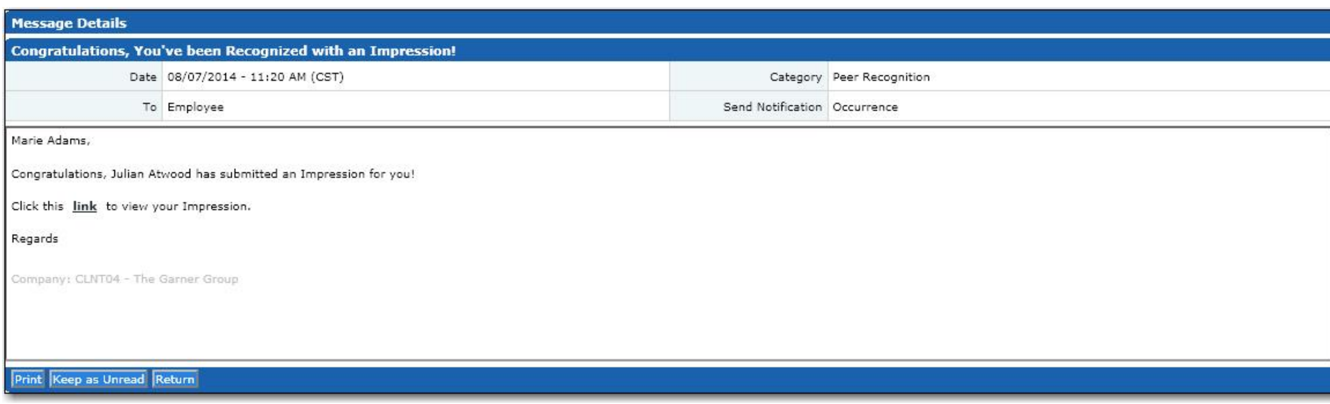
MESSAGE CENTER

View or delete messages.

- Click the **Received** link to view the message details.
- Check the box adjacent to the message and click **Delete** to delete the message.



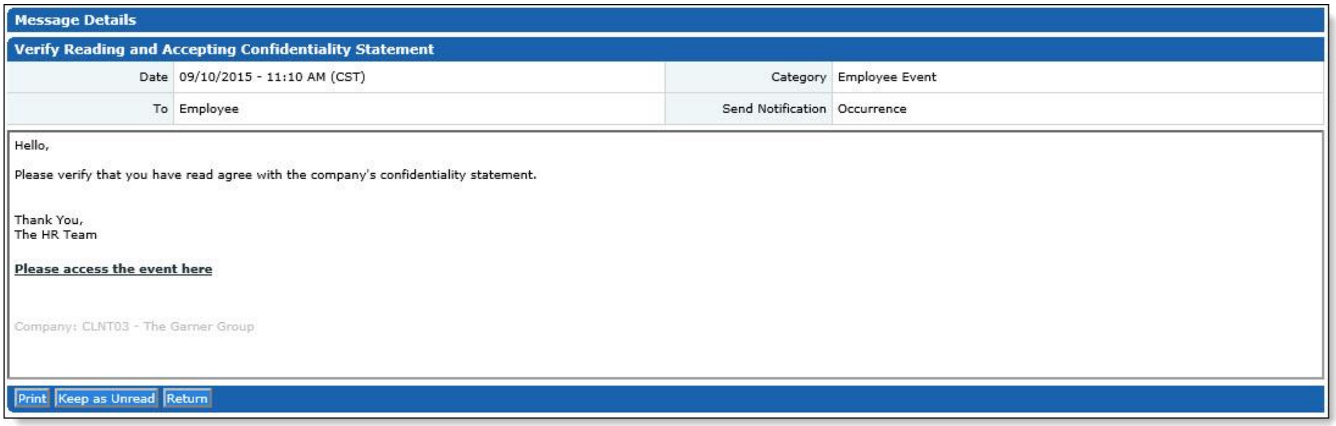
- Click the link to view additional details.
- Click **Print** to print the message.
- Click **Keep As Unread** to keep the message marked as an unread message.
- Click **Return** to return to the previous screen.



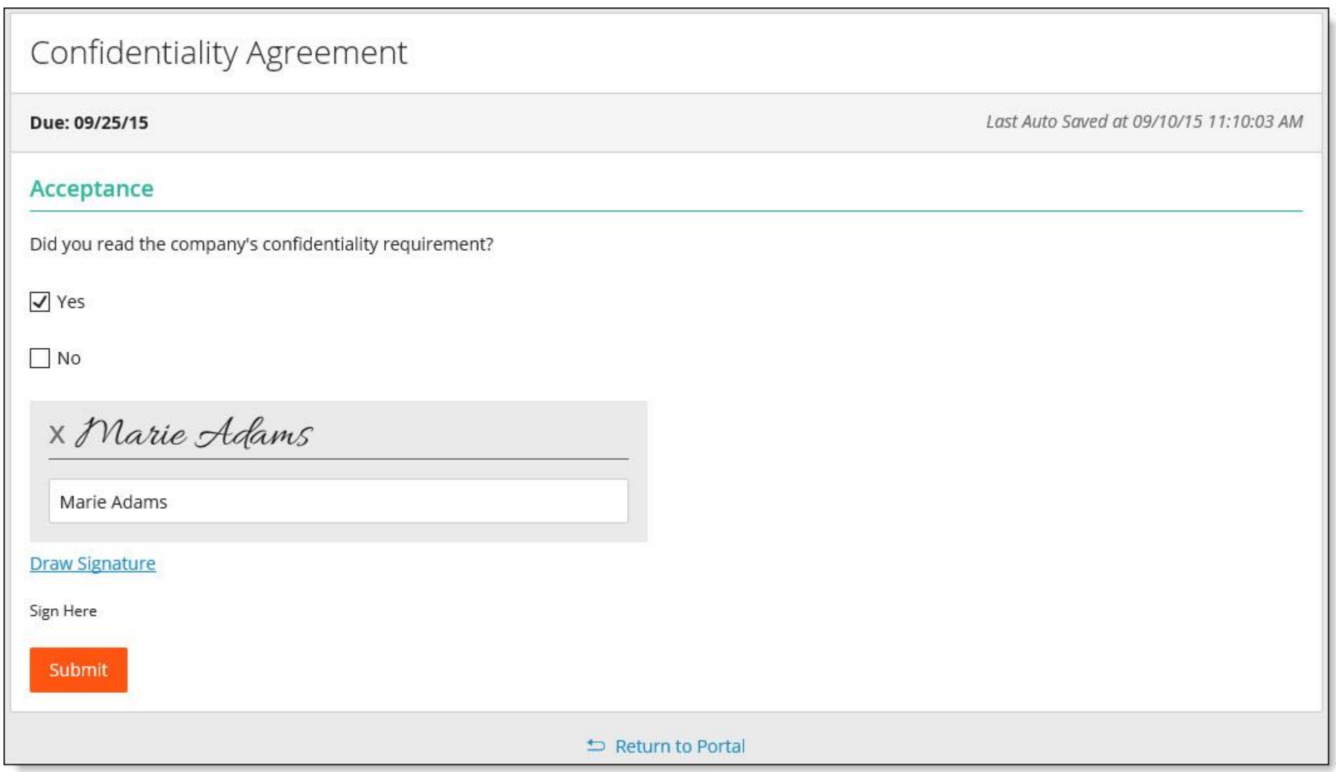
EVENT NOTIFICATION

When an Administrator launches an Event, the selected employee will receive a notification about the Event for completion.

- Click the **Please access the event here** link to display the Event.



1. Fill out the required information within the Event.
2. Click **Submit**.



B

Bi-Weekly: Pay frequency whereby employees are paid alternating weeks on the same day of the week. There are 26 pay periods per year. Ten months of the year there are two pay periods per month, with the remaining two months containing three pay periods.

C

Check Date: Each check generated has a date printed on it. It is that date which validates the check for cashing and thereby makes our client liable for the taxes.

D

Deduction: An amount that is or may be subtracted from an employee's paycheck. They can be taken pre-tax or after tax depending on the type of deduction. The employee must agree to have deductions withheld from their paycheck.

E

Employee: Person who performs services for another person or entity in return for compensation. The relationship must be legal as defined under common law.

Employer: Someone who hires and pays wages, thereby providing a livelihood to individuals who perform work. The employment relationship authorizes the employer to decide what to pay workers and what benefits to provide.

Exemptions: Personal exemptions reduce the employee's taxable income on the employee's Form 1040 (US Individual Income Tax Return). Withholding allowances free approximately the same amount of wages from income tax withholding and therefore approximate the employee's tax liability at the end of the year. Exemptions and allowances may be used synonymously. Exemptions are determined by the Federal W-4 Form that you must file with your employer annually.

F

Federal Income Tax (FIT): A withholding tax levied against employees. The amount of withholding varies with the amount of earnings, frequency of pay, number of claimed exemptions, and marital status.

Filing Status: Filing statuses are single, married filing jointly, married filing separately, head of household, or exempt. Employees must indicate their status. The employer must withhold according to the correct employee table.

Form W-2: Employers must file a Form W-2 to report the total amount of wages paid and taxes withheld for each employee in a calendar year.

Form W-4: The W-4 tells the employer how many withholding allowances the employee is claiming along with the employee's marital status; it also tells the employer if the employee claims exemption from withholding.

G

Gross Income: The compensation for services, including fees, commissions, fringe benefits, and similar items.

M

Minimum Wage: The lowest allowable hourly wage permitted by the government or a union contract for an employee performing a particular job.

O

Overtime: Time worked in excess of an agreed upon time for normal working hours by an employee in Illinois. Hourly or non-exempt employees must be compensated at the rate of one and one-half their normal hourly rate for overtime work beyond 40 hours in one workweek.

P

Pay Frequency: Refers to the regularity of pay for use by the system in determining the amount of payroll taxes to be withheld. Weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annually, and annually are possible pay frequencies.

Pay Period: The time duration within which the amount a worker has earned is determined so that the worker can be paid properly. (Period Begin through-Period End.)

Payroll Taxes: Taxes that are the responsibility of the employer.

S

Salary: A fixed compensation paid to an employee for services.

Semi-Monthly: Pay frequency having two pay periods a month and 24 pay periods per year.

State Income Tax Withholding (SITW): Income tax for the state withheld from employees.

T

Tips: An employee who receives cash tips of $20 or more in a month must report them to his employer by the 10th day of the following month. Employers are subject to FICA taxes on the reported tip income.

W

Workweek: A fixed and regularly recurring period of 168 hours - 7 consecutive 24 hour periods, as defined by the FLSA.