2013

Employee Online

Business Software Help Desk
Table of Contents

Access the Website ................................................................................................................................. 3
Log In.......................................................................................................................................................... 3
Message Page ........................................................................................................................................... 5
Employee Directory ............................................................................................................................... 6
Forms ....................................................................................................................................................... 8
Home Address ......................................................................................................................................... 10
Emergency Info ...................................................................................................................................... 10
Leave Tracking ....................................................................................................................................... 11
Direct Deposit ......................................................................................................................................... 14
Check Stub ............................................................................................................................................... 14
Tax Information ....................................................................................................................................... 19
W-2 Info .................................................................................................................................................. 20
Historical Jobs ......................................................................................................................................... 21
License/Certificate ................................................................................................................................. 22
Education ............................................................................................................................................... 22
Insurance ............................................................................................................................................... 23
Other Benefits (Voluntary Benefits) ...................................................................................................... 25
Term Life Insurance .............................................................................................................................. 26
Access the Website

http://10.80.1.33/ifas7/emponline

Note: Do not use your regular Bi-tech login; the User Id will be your Employee Id and the Password will be your Social Security number, once you enter this information, the system will prompt you to change your password. Once you set your own password, please make sure you write it down because we won’t be able to retrieve it.

Log In
“Change Password” Screen will appear. (Only for the first time!)

You are now directed to Employee Online home page.
Menu Bar
Click: on each to populate screen.

Message Page is the Home Page Message Board. Administrators may post system updates and other information.
Employee Directory

Employee Directory, allows you to search for employees based on configurable search criteria by name and/or department.

Notice: Cut-Off dates can be displayed here.
See sample below...

Input: Employee name
Click: Search

User name will be displayed here.

Results Displayed here.
Forms

Click: for Forms Screen.

Note: Forms can be downloaded as a PDF file. Click: for details
See sample form below...

**Personal Information**

Note: All Personal Information will only display the actual user that is logged in.
Note: All information maps to data in the Employee Master (HREMEN) tables.

Note: Emergency contact information.
Pay Information

Leave tracking information can be accessed by clicking on either one of these two options.

Leave tracking screen provides easy access to the accrued leave info for the employee.
Click: Drop down arrow. Select: Leave Type

Click: Drop down arrow. Select: Years of Detail
Click: Submit

Details will populate
Direct Deposit

Direct Deposit info maps data from HRPYCA table.

Notice: Status will depend on cut-off dates.

Check Stub

Check stubs can be viewed, printed or saved as a PDF document by clicking on check date.
Example 1: Printing document.

Click: PrintView to print.
Example 2: Saving document as PDF format.

Click: PrintView to print.
Print Options will populate...

Select: Adobe PDF
Click: Print

Saving and naming your file...

Select: Desired folder (click drop down arrow or select from menu options).
Input: File name
Save PDF File As

Adobe Reader will populate displaying check stub.

Your document is now saved; you may retrieve it from your folder.
Tax Information

IRS Website populates see sample below...

Click: You will be directed to IRS.gov website to view/print W-4. (Screen maps to table HRPYMD)
W-2 Info

W-2 Screen will allow for employees to print ONE W-2 per year. Screen is currently not active...

Job Information

Current Position screen displays info related to present job positions, visible in 7i as HRPYPA or HRPYQP.
**Historical Jobs**

Sample Screen below...

Employment history will display. Click on Position # for details.

Position Details
License/Certificate

This screen maps from info in HREMEN tab.

Education

Screen maps from info in HREMES tab.
Benefits

Current benefits will display. Note: Screen is currently set up as "Read Only". Once screen is active and available for modifications; changes will not take effect until approved by Employee Benefits.

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Plan Name</th>
<th>Covered Individuals</th>
<th>Coverage Amt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>CORE HEALTH</td>
<td>n/a</td>
<td>n/a</td>
<td>Active</td>
</tr>
<tr>
<td>Dental</td>
<td>HUMANA DENTAL</td>
<td>n/a</td>
<td>n/a</td>
<td>Active</td>
</tr>
<tr>
<td>Vision</td>
<td>DAVIS V</td>
<td>n/a</td>
<td>n/a</td>
<td>Active</td>
</tr>
<tr>
<td>Disability</td>
<td>--</td>
<td>n/a</td>
<td>n/a</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Cancer</td>
<td>CANCER</td>
<td>n/a</td>
<td>n/a</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>LIFE INSURANCE</td>
<td>n/a</td>
<td>n/a</td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

Note: Status

Click for details
See sample below...

All Humana Dental Options will display see sample screen below...
Update Insurance Benefit Screen will populate; currently screen is set as “read only”.

Click to return to previous screen.

Insurance detailed information.

Notice: employee only has one voluntary benefit active. Click: for details.
Sample Screen below...

**Term Life Insurance**

Screen displays info about term life coverage for dependents from HRPYBE. Screen is currently not available.