ReadyPay Online™

Employee Self Service

Employee Guide

For update requests of this user guide, please email client.training@proliant.com.

Contents

Disclosure Notice

Proliant Inc. has taken reasonable steps to make the information in this document accurate as of the time of printing. However, Proliant Inc. reserves the right to make changes to this information at any time without notice. Proliant Inc. shall not be held liable for errors or consequences from the use of this publication.

This document is intended to be used by Proliant Inc., its clients and employees with distribution outside this intention expressly prohibited. Reproduction of part or all of the contents in any form is prohibited other than for individual use only and may not be recopied and shared with a third party. The permission to recopy by an individual does not allow for incorporation of material or any part of it in any work or publication, whether in hard copy, electronic, or any other form. The personal data contained in the examples of this text is purely fictional and any resemblance to actual employees is purely coincidental.

Proliant Inc. welcomes your comments. Return your feedback by using any of the means listed below.

Proliant Inc.
1100 Abernathy Road
Suite 1000
Atlanta, GA 30328

Phone: 770-395-6615
Fax: 770-395-6617
www.proliant.com

ReadyPay Online Browser Requirements

For optimal use of ReadyPay Online, it is best to maintain browser versions that meet the minimum requirements below. It is recommended to always upgrade to the newest browser version(s) when available.

Microsoft Internet Explorer

Minimum version requirement: **IE10**
Current recommended version: **IE10 (available for Windows 7 & Vista only).**

Internet Explorer can be downloaded by going to http://windows.microsoft.com/en-US/internet-explorer/downloads/ie and following the prompt to **GET IT NOW** under the chosen IE version. You must first choose your language and operating system and then select **DOWNLOAD**. Select **Run** to begin and **Run** again to start the install. You will be asked to restart your machine upon successful installation.

Mozilla Firefox

Minimum version requirement: **3.6**
Current recommended version: **16.0.2**

Firefox 6 can be downloaded by going to http://www.mozilla.com/en-US/firefox/new and following the prompt to **Free Download**. Select **Run** to begin and **Run** again to start the install. There will be several user preference questions asked to set up the new browser. Once installed successfully, you will be asked to launch Firefox and **Finish**.

Google Chrome

Google Chrome can be downloaded by going to http://www.google.com/chrome?hl=en&brand=CHMI and following the prompt to **Download Google Chrome**. Select **Accept & Install**, and then **Run** to start the install. The browser window will open upon successful installation.

Apple Safari

Apple Safari can be downloaded by going to http://www.apple.com/safari/download and following the prompt to **Download Now** after selecting your operations system. Select **Save File**, then select the executable (.exe) file in the next window to start the install. Next, select **Run** to begin the install, agree to the terms and select your browser preferences. Once installed successfully, you will be asked to open Safari and Finish.

In addition, you should also do the following:

- *Open www.logmein123.com and www.proliant.com on the firewall*
- *Allow pop ups from www.readypayonline.com*

Registration and Log In

You may access the ReadyPay Online log in screen from https://www.readypayonline.com

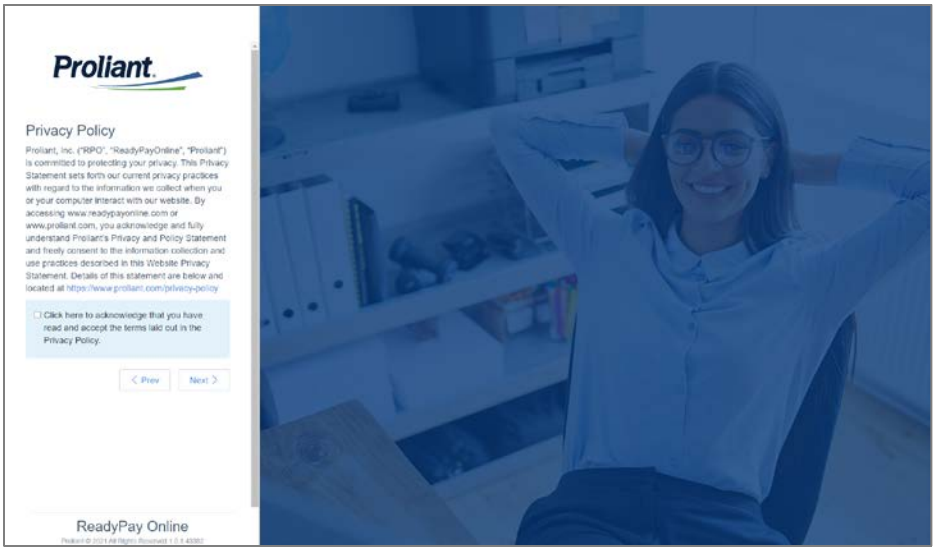
✔ **Expert Tip:**
You can also access Employee Self Service via the mobile app. Simply download the Proliant app from Google Play or the Apple App Store.

When you access the login portal for the first time you will need to verify you are on the "Employee Login" page. If this says "Administrator", simply click the "Switch Account" option.

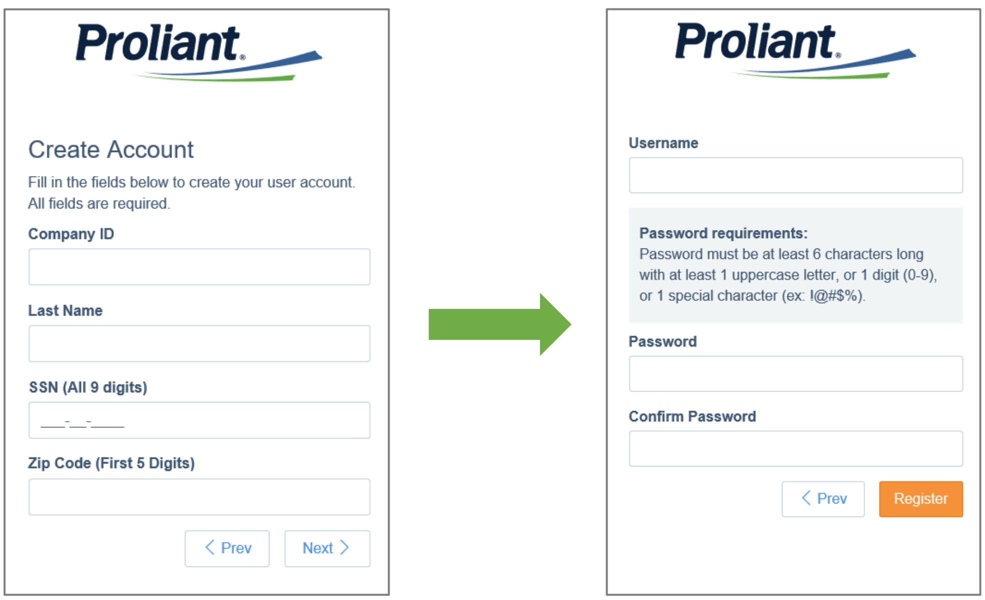
Logging into ReadyPay Online Employee Self Service requires an account with a unique username. You can use this screen to log into the system if you already have your credentials.

New users without usernames previously set up must select **Create Account** on the screen above to set up a new account. You must have your company ID from your HR or Payroll Administrator and complete all fields.

You must read and accept the Proliant Privacy Policy to continue.



You must have your company ID from your HR or Payroll Administrator and complete all fields. Then you will need to set up a unique username and password to proceed.



You need to set up a unique username and password to proceed.

1. Enter a username – it must be unique to the system, for example: **jsmith100**
2. Enter a password – it must be at least 6 characters and have at least one number or special character, for example: **mycheck2**
3. Select Register – the screen updates to display an email address field.
4. Enter a valid email address.
5. Select Validate Email Address – you will receive an email requiring you to validate the address.

You may access the system after these steps are complete.

Navigation

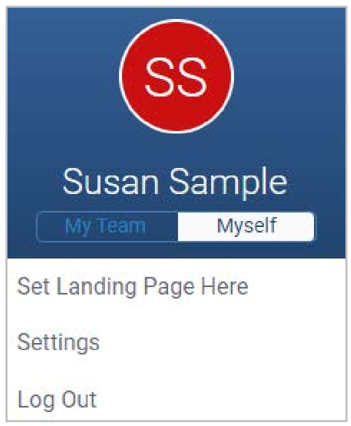
Profile Icon

There is an icon in the top right section of the screen that will display your first and last initials or your Profile Image if one has been uploaded.

Settings

You may update your password or the email address associated with your account any time. Click on your profile icon in the top right section of the screen to access Settings.

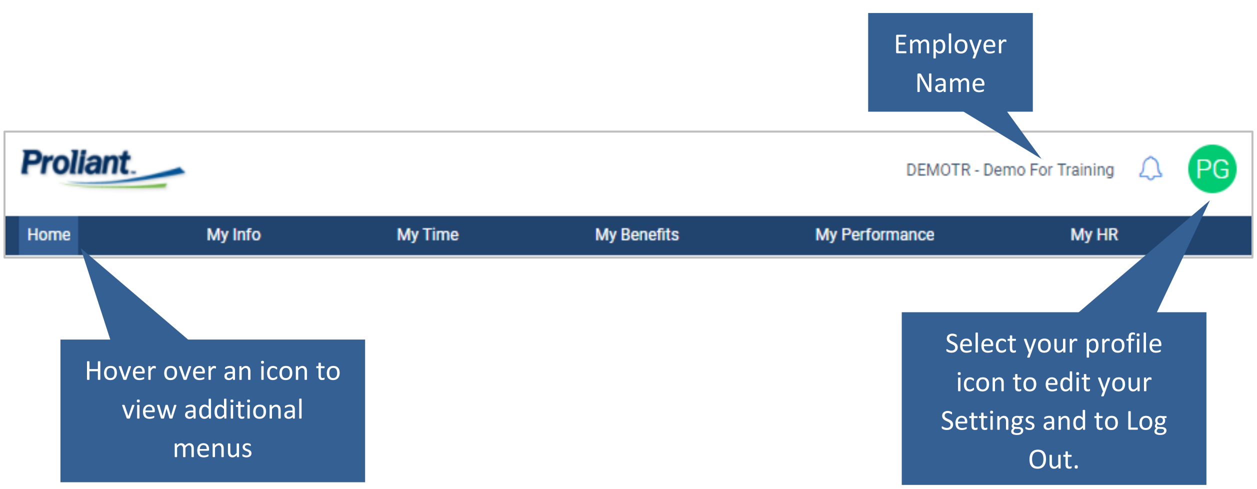
You also have the option to update the landing page that you will see when you first login to the system. To update, navigate to the page and then click “Set Landing Page Here.”



System Navigation

Select the icons in the blue ribbon bar at the top of the screen to move through the system. The modules that you can access depend on your security role and your company’s elected Proliant services.

✓ **Expert Tip:**
Certain menu items within this guide may not be visible to you based on the configuration your employer has elected to display to employees.



Automatic Log-Off

Users who are idle in the application for 15 minutes are automatically logged out and need to re-enter their login information to gain access to the system.

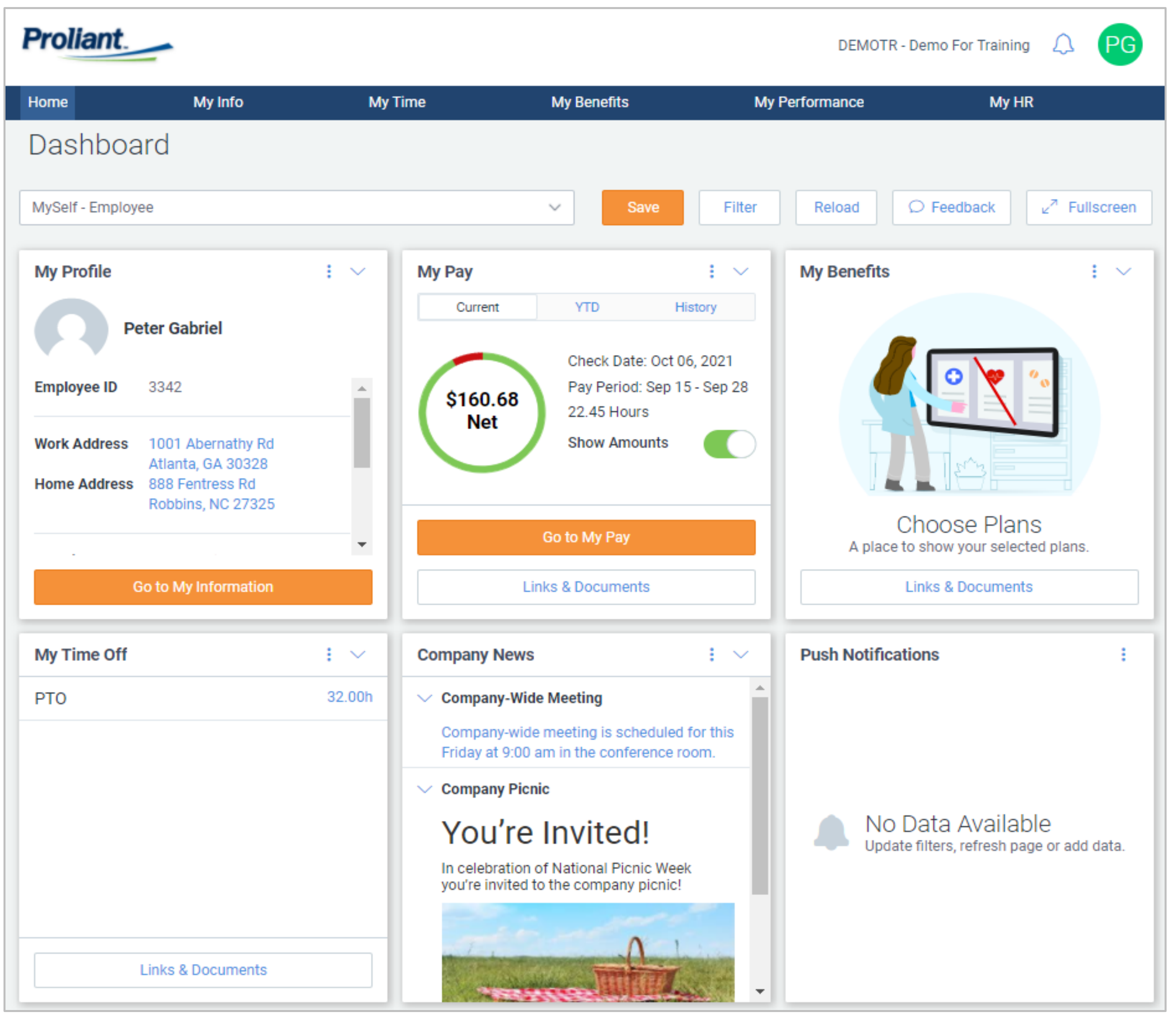
Notifications

Notifications will display any messages sent by your employer. Any new messages will display a bell icon at the top of the page next to your profile icon. Click the bell icon to view and access your notifications.

Home Menu

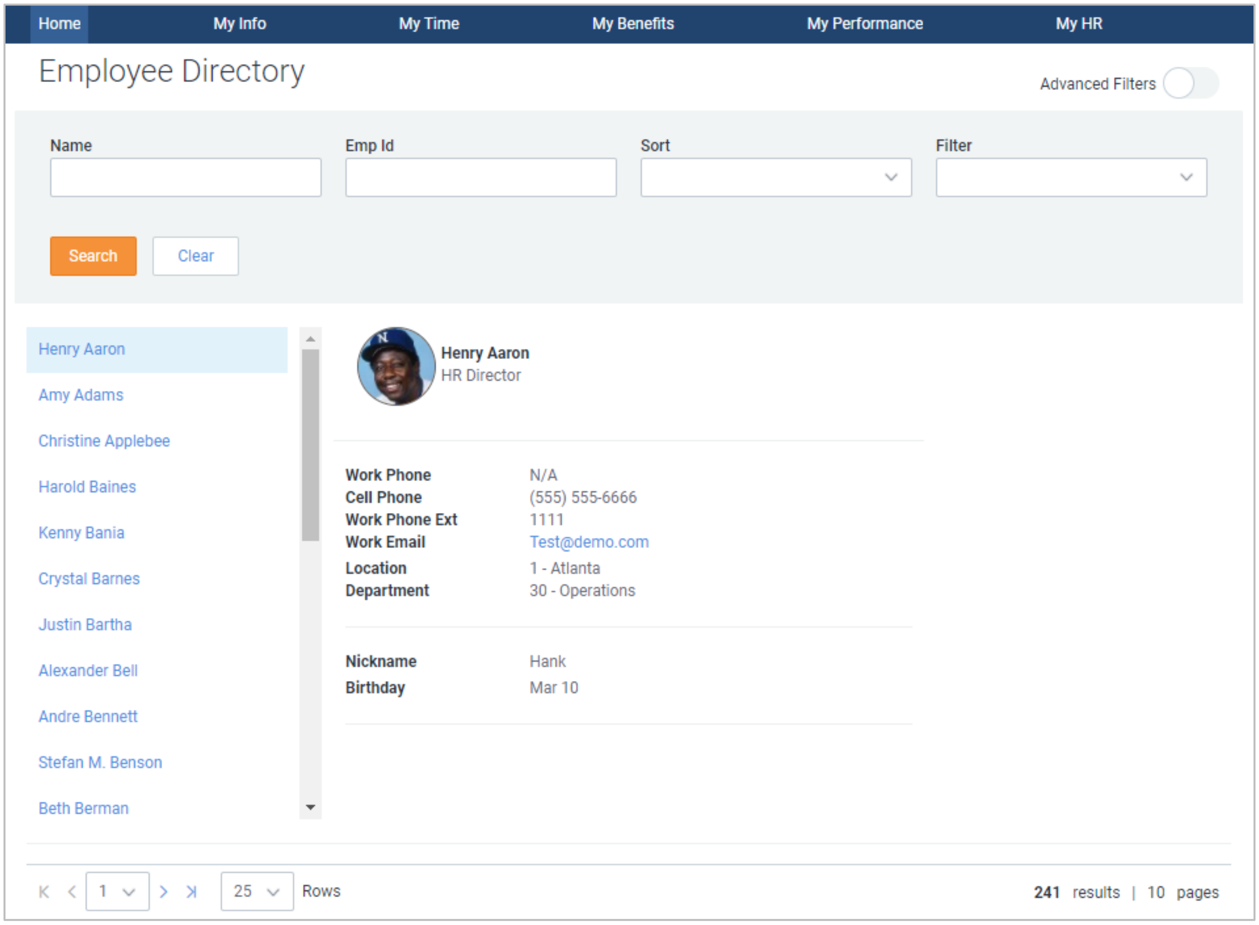
Dashboard

The Dashboard provides you a quick glance at various features as configured by your employer. Certain panels in the image below may not be visible to you.



Employee Directory

Your employer may allow you access to an Employee Directory where you can view other employees contact, and other information. If available, this is located under Home | Employee Directory.



Links & Documents

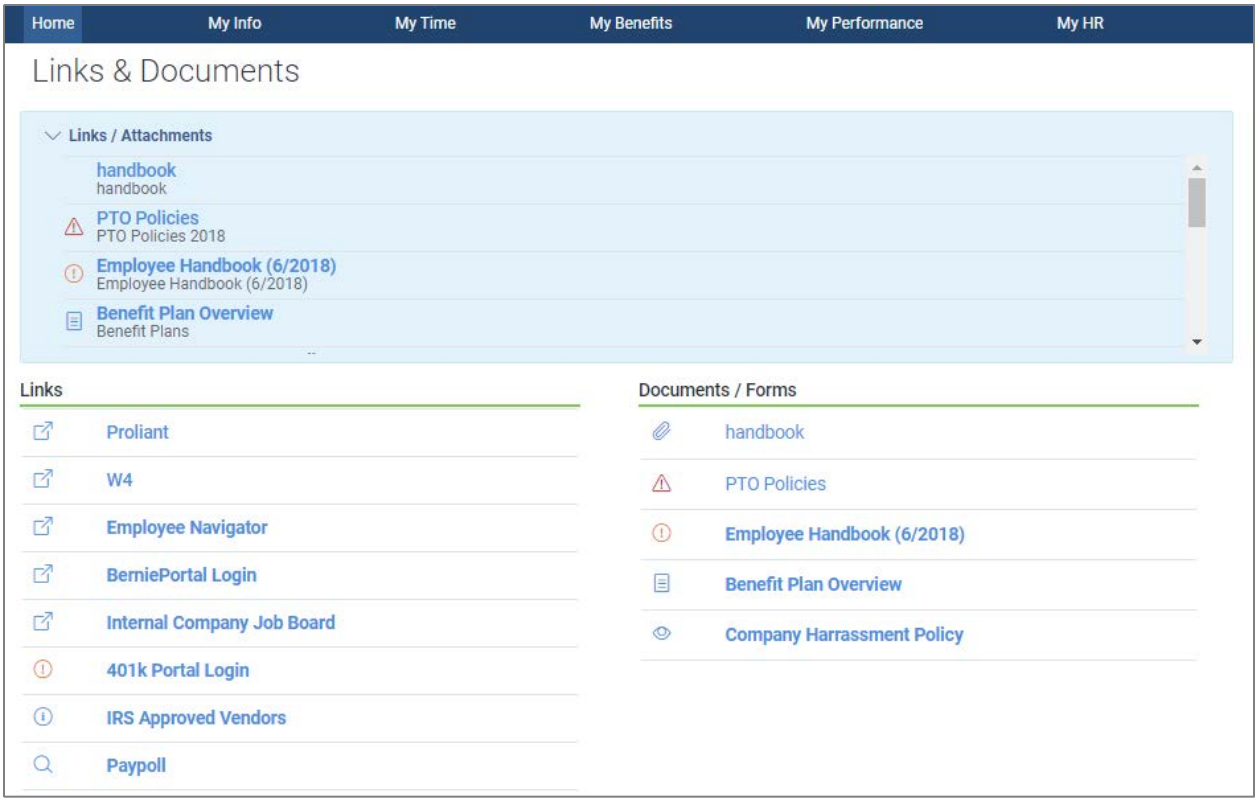
Your employer may provide you with specific websites that you may find useful and documents relevant to your employment under Home | Links & Documents.

Links

Your employer may provide links to external websites, such as a tool to find doctors within your insurance network or the website of the company timekeeping system. Navigate to this link by selecting its title.

Documents

Your employer may post change forms, direct deposit forms, employee handbooks or other employee-relevant information here for viewing or downloading. Access a document by selecting its title.



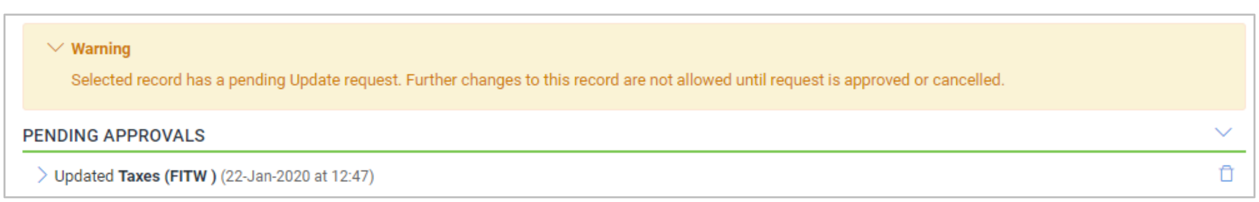
My Info

The **My Info** module allows you to view your address, pay rates, deductions, taxes, direct deposits, historical pay data, and other information. Some employers allow employees to update information directly. Editing may be blocked for some or all fields.

This symbol displays on fields that cannot be edited when hovering over the field.

Be sure to save any changes before leaving a screen.

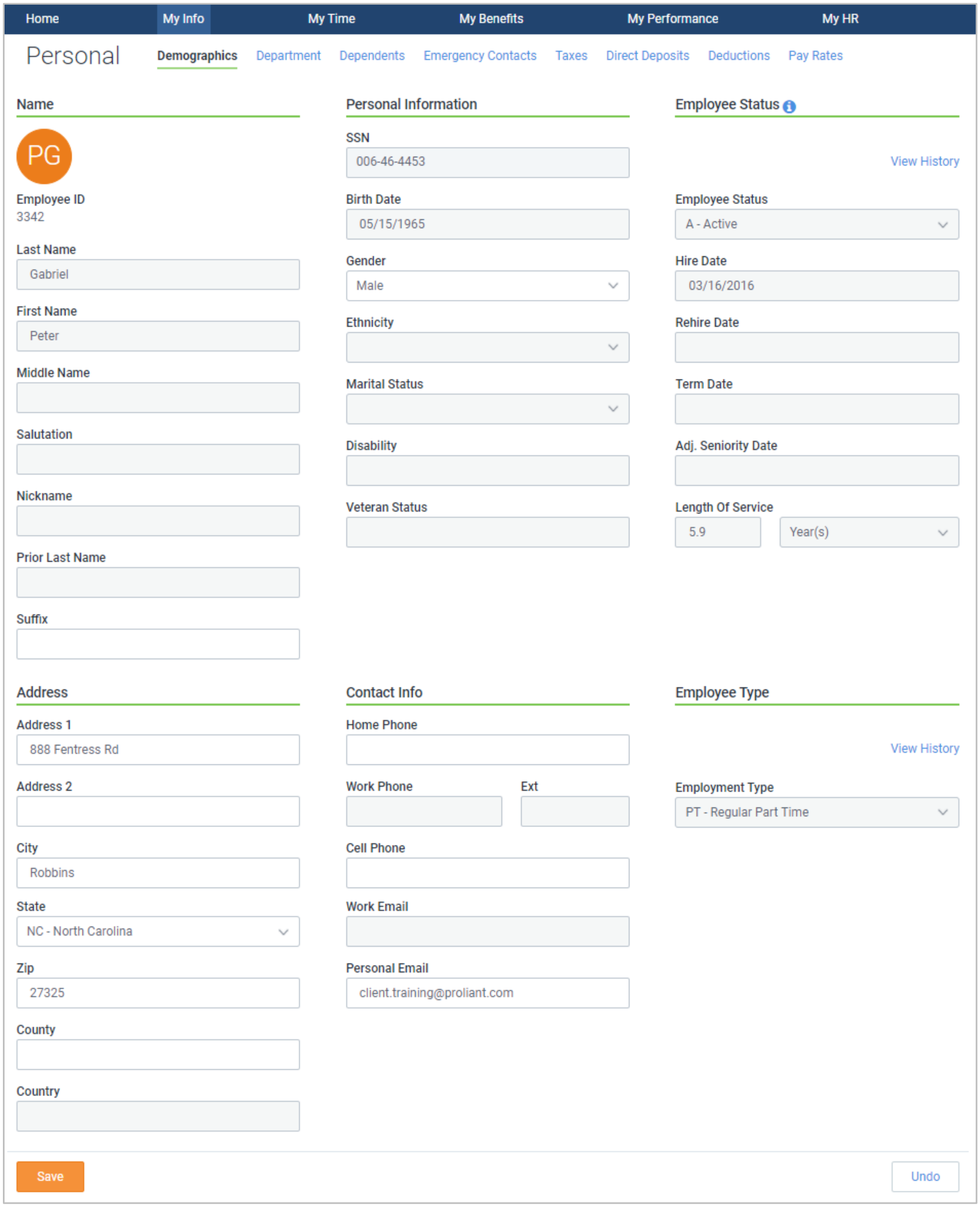
Some changes may require approval from a manager or administrator before they take effect. The record will update when your supervisor or the system administrator approves the change. You cannot make any further changes to that item until the change has been approved or rejected. Fields that require approval upon save display a Pending Approvals alert at the top of the screen. You may cancel any change you have requested by selecting the icon beside the change.



Personal Info

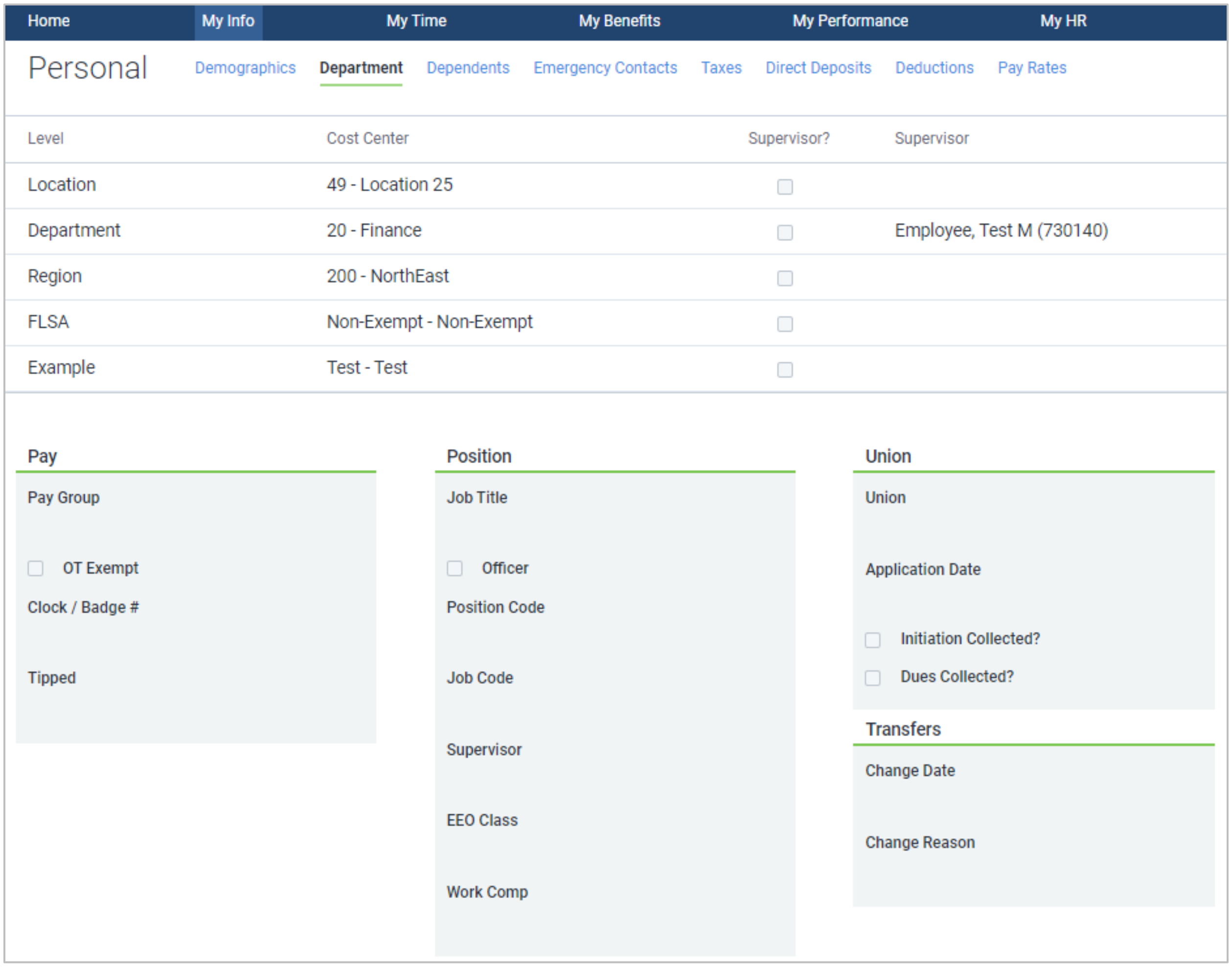
Demographics

This screen houses the most basic employee information, including your legal name, address, contact details, and other personal data.



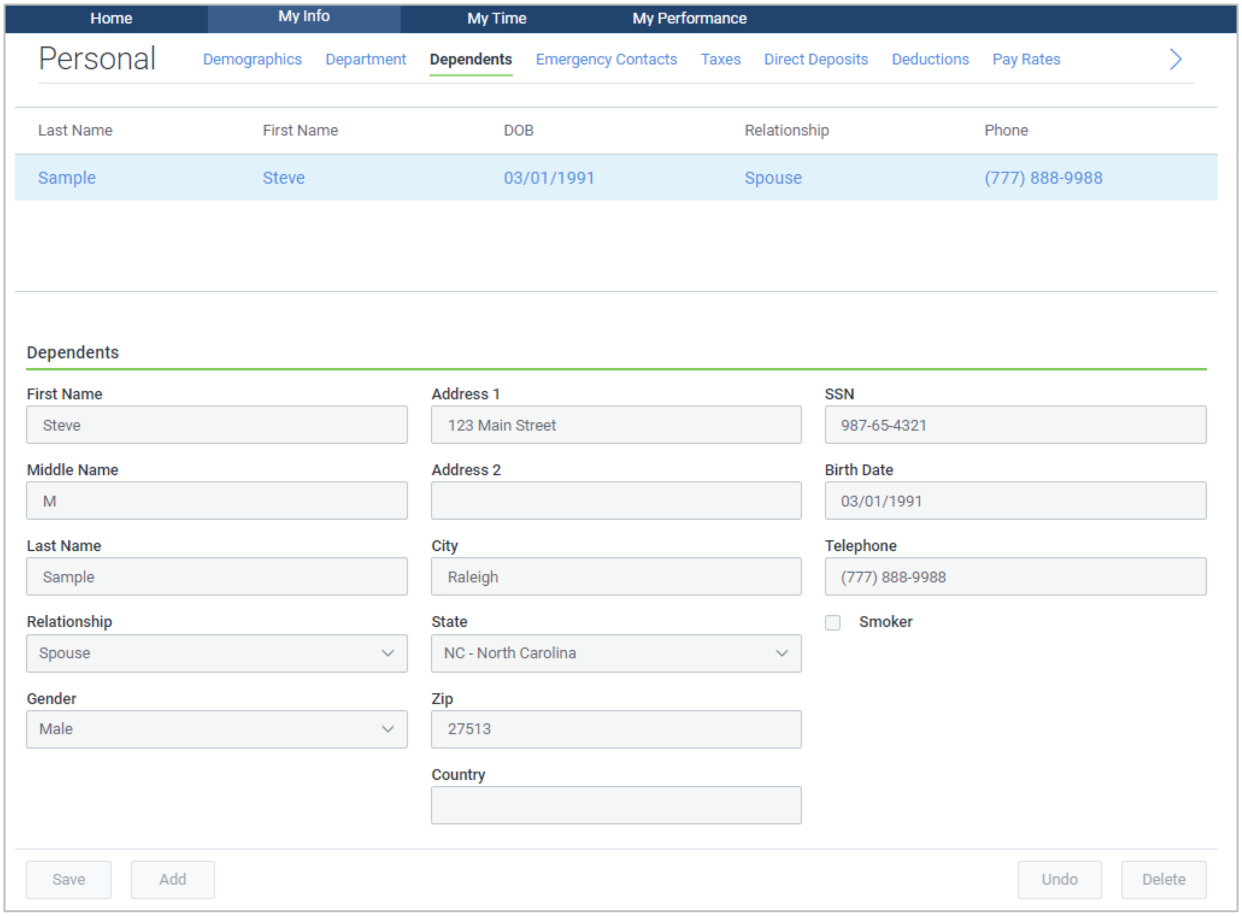
Department

The information found on this screen is primarily used by your employer to track information about the job you are assigned to do and to whom you report.



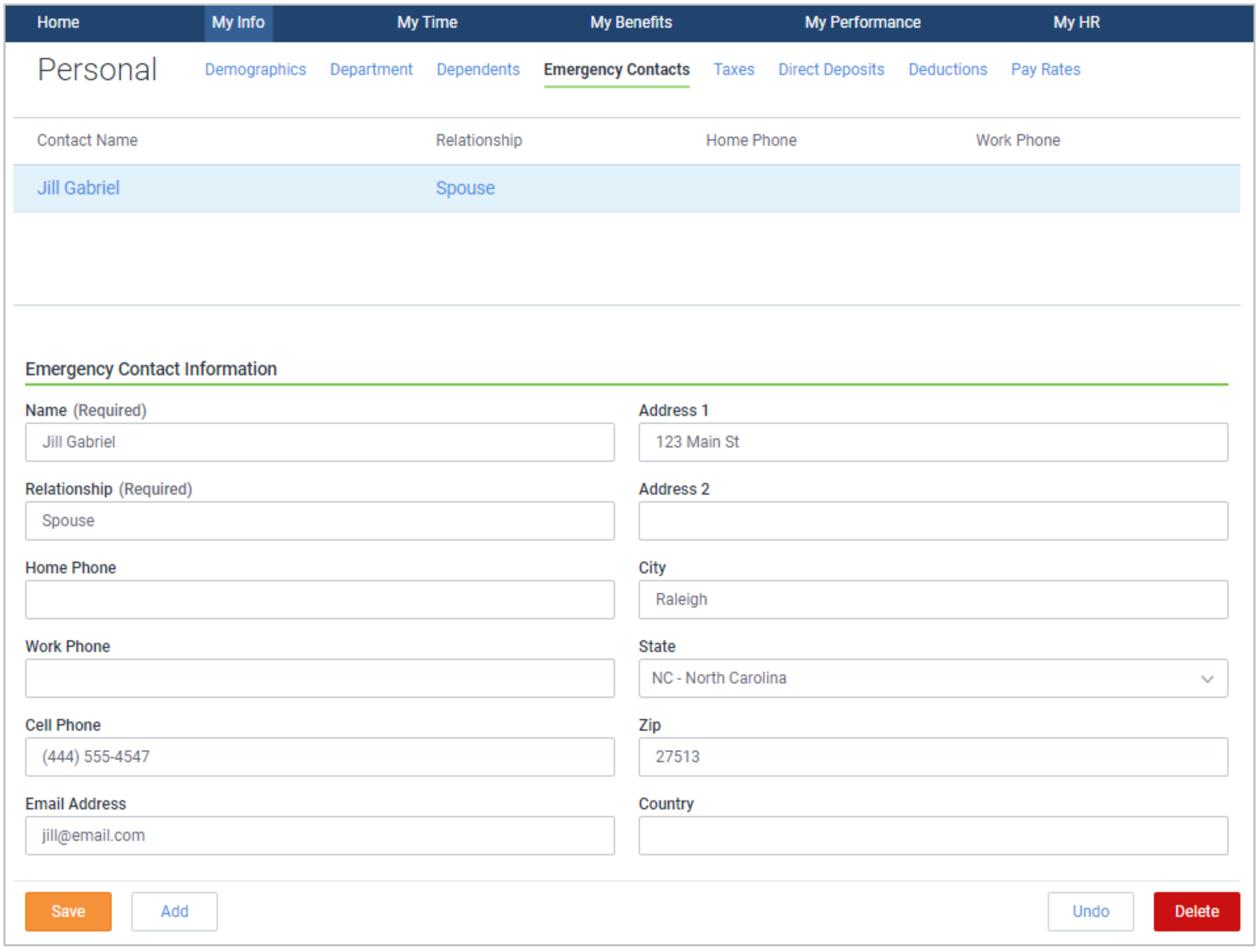
Dependents

This screen shows the dependents that you specified when enrolling in insurance benefits. Your employer may store this information for reporting purposes.



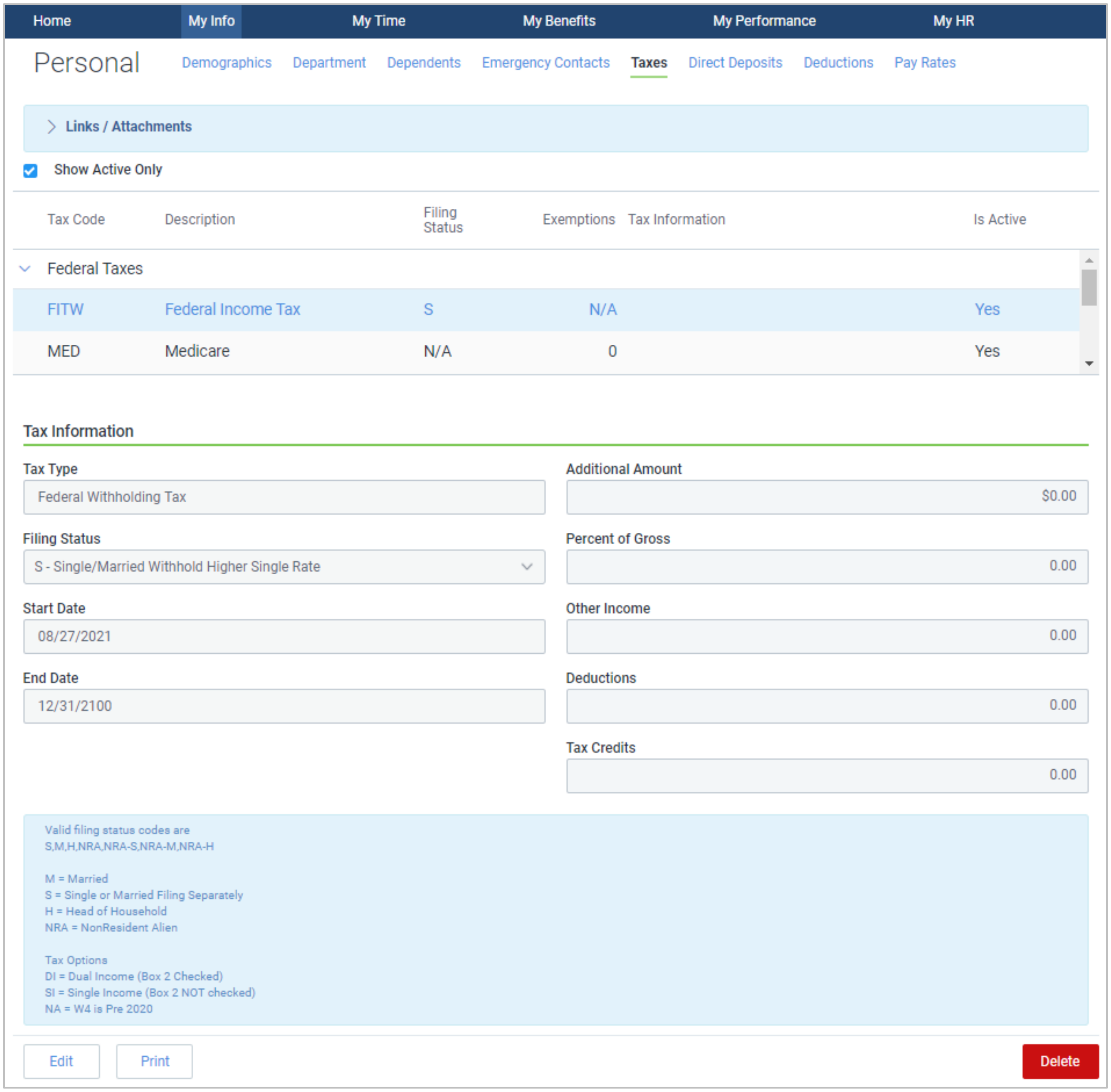
Emergency Contacts

It may be necessary for your employer to contact someone in case you are injured or sick on the job. Your employer may choose to store this information on this tab.



Taxes

The elections for your Federal, State and Local withholdings display as applicable. Click to select a specific tax, and view details in the Tax Information section.



If your employer has stored your historical tax changes, you can see the history by de-selecting the ‘Show Active Only’ box.

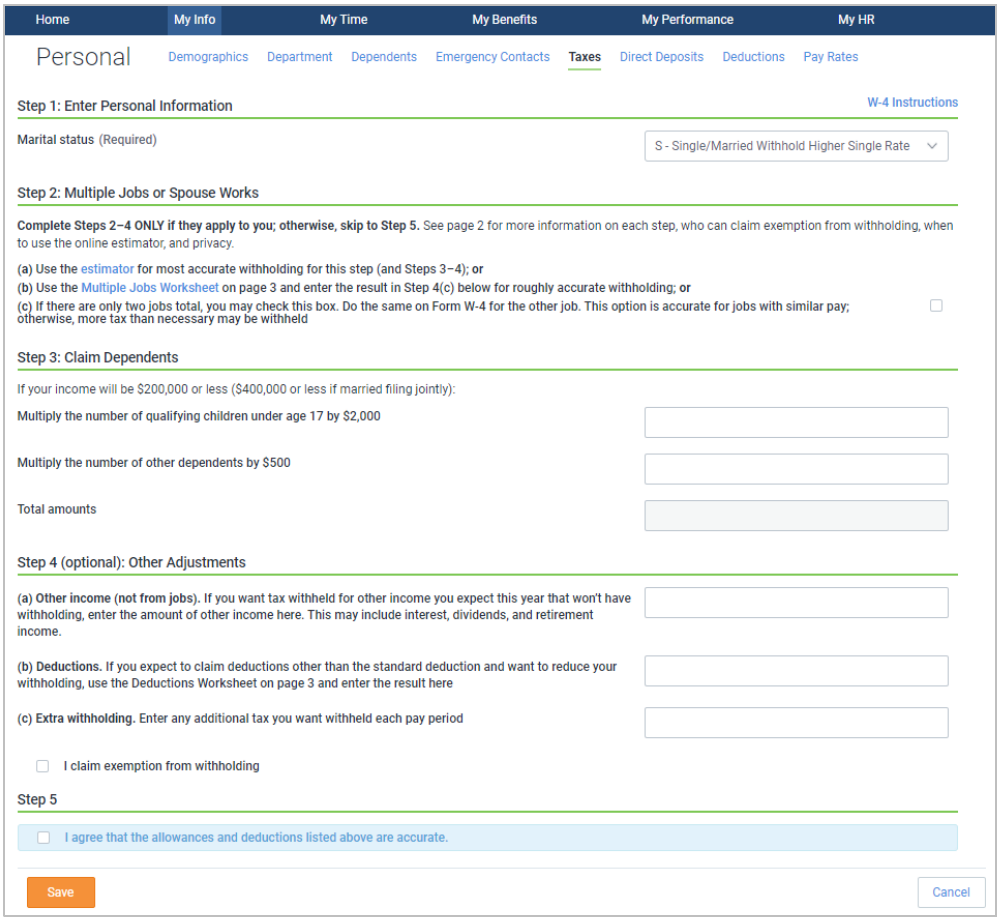
To change your elections, choose the tax code and select Edit in the lower left portion of the screen.

Editing Federal Income Tax Withholding

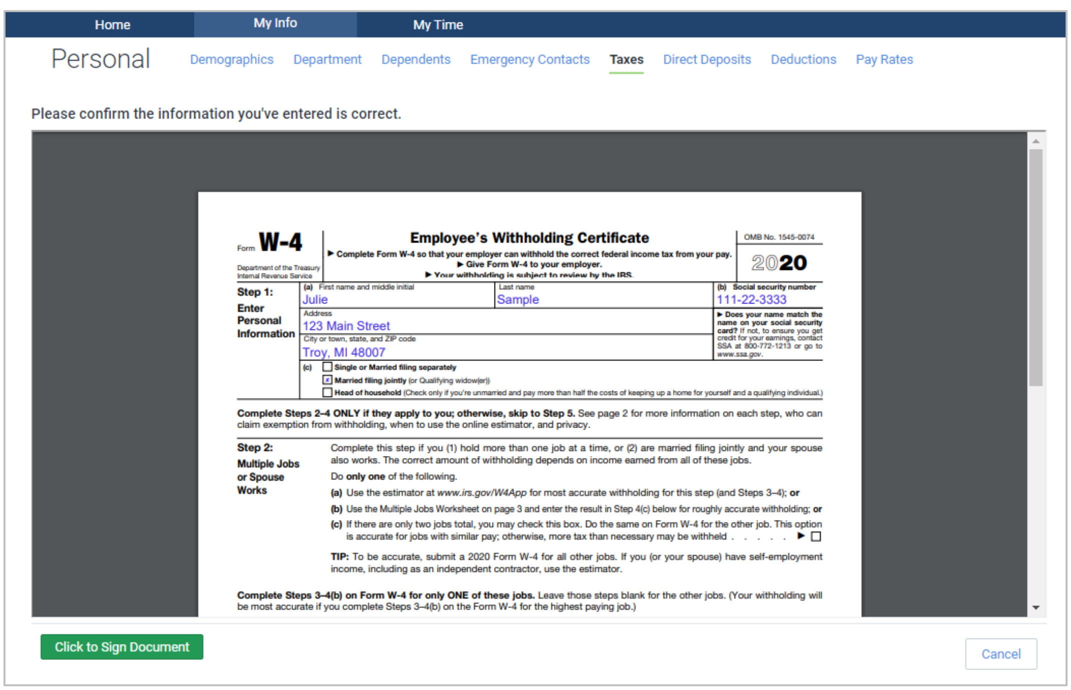
Select the "FITW – Federal Income Tax" line and click Edit.

Click the links to the **Estimator** or **Multiple Jobs Worksheet** on this page to view resources for completing Steps 2-4.

STEP	TASK
1	**Enter Personal Information** • Select your Marital Filing Status from the dropdown.
COMPLETE STEPS 2-4 ONLY IF APPLICABLE.	
2	**Multiple Jobs or Spouse Works** • You can check this box if you have multiple jobs, or if your spouse works. • You can use the IRS Tax Estimator application if you do not want to disclose that you have multiple jobs.
3	**Claim Dependents** • Enter the total amount in each box, if you are claiming dependents. • If not, leave these fields blank.
4	**Other Adjustments (Optional)** (a) **Other income (not from jobs)** If applicable, the Employee will enter the amount of any other income they expect this year that will not have withholding. (b) **Deductions** If the Employee will be claiming deductions other than the standard deduction, complete the Deductions Worksheet on page 3 of the W-4 instructions. Enter the amount from Step 4(b), line 5 of the Worksheet in this field. (c) **Extra Withholding** The Employee will enter any additional tax they would like withheld each pay period in this field. If you are claiming exemption from withholding, check the box "I claim exemption from withholding."
5	Check the box "I agree that the allowances and deductions listed above are accurate," and click Save.

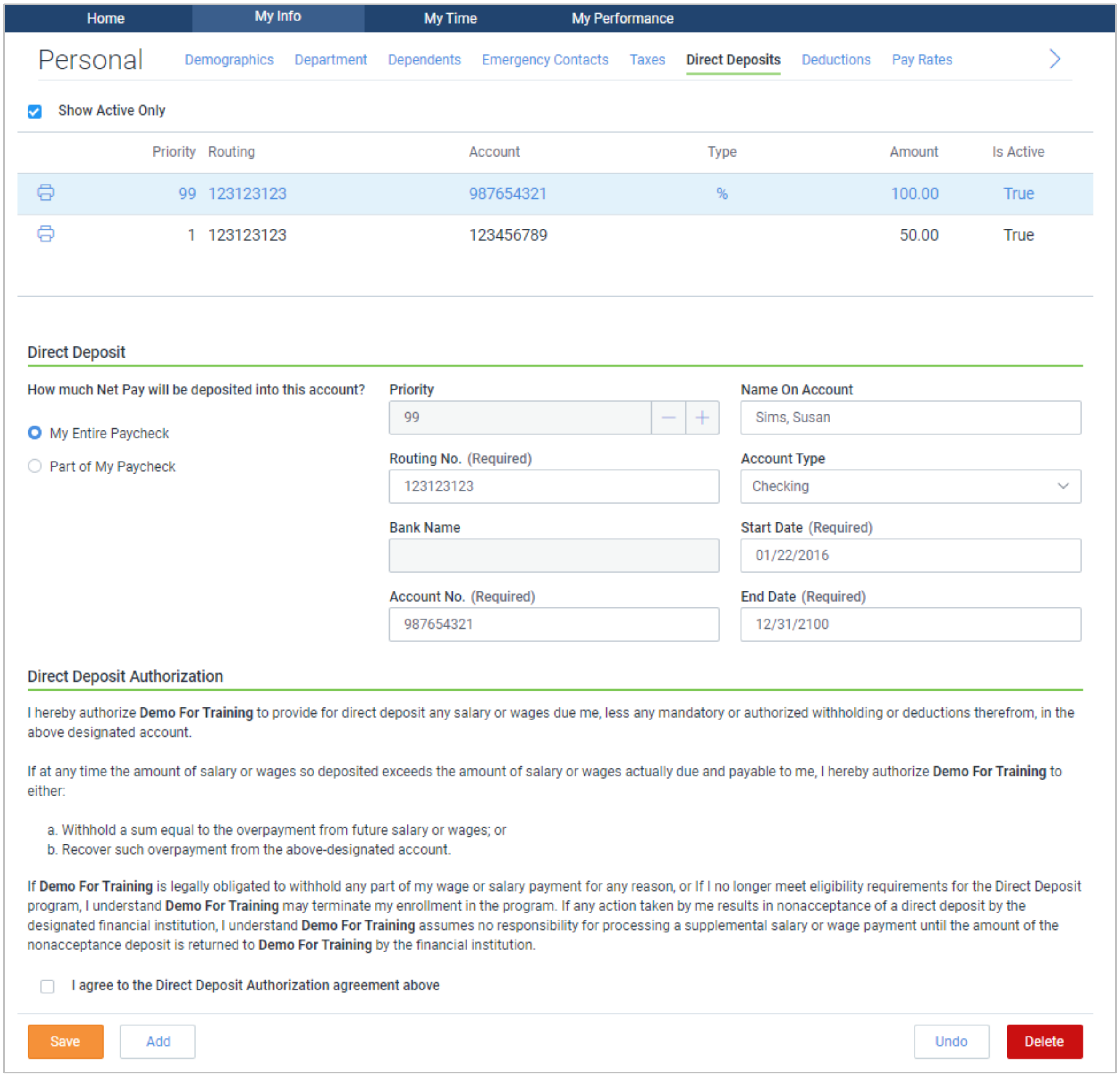


Review your Form W-4 to verify that the information you have entered is correct. Once confirmed, click the “Click to Sign Document button”.



Direct Deposits

Your direct deposit accounts and elections display here. If your employer has stored historical direct deposit information, you can see the history by de-selecting the box to 'Show Active Only' above the accounts listing.



If your employer allows you to make electronic changes, you may update your account information on this screen. If the account listed should no longer be used, you may end date the bank account.

If you are simply changing the amount going to the account, update the applicable fields.

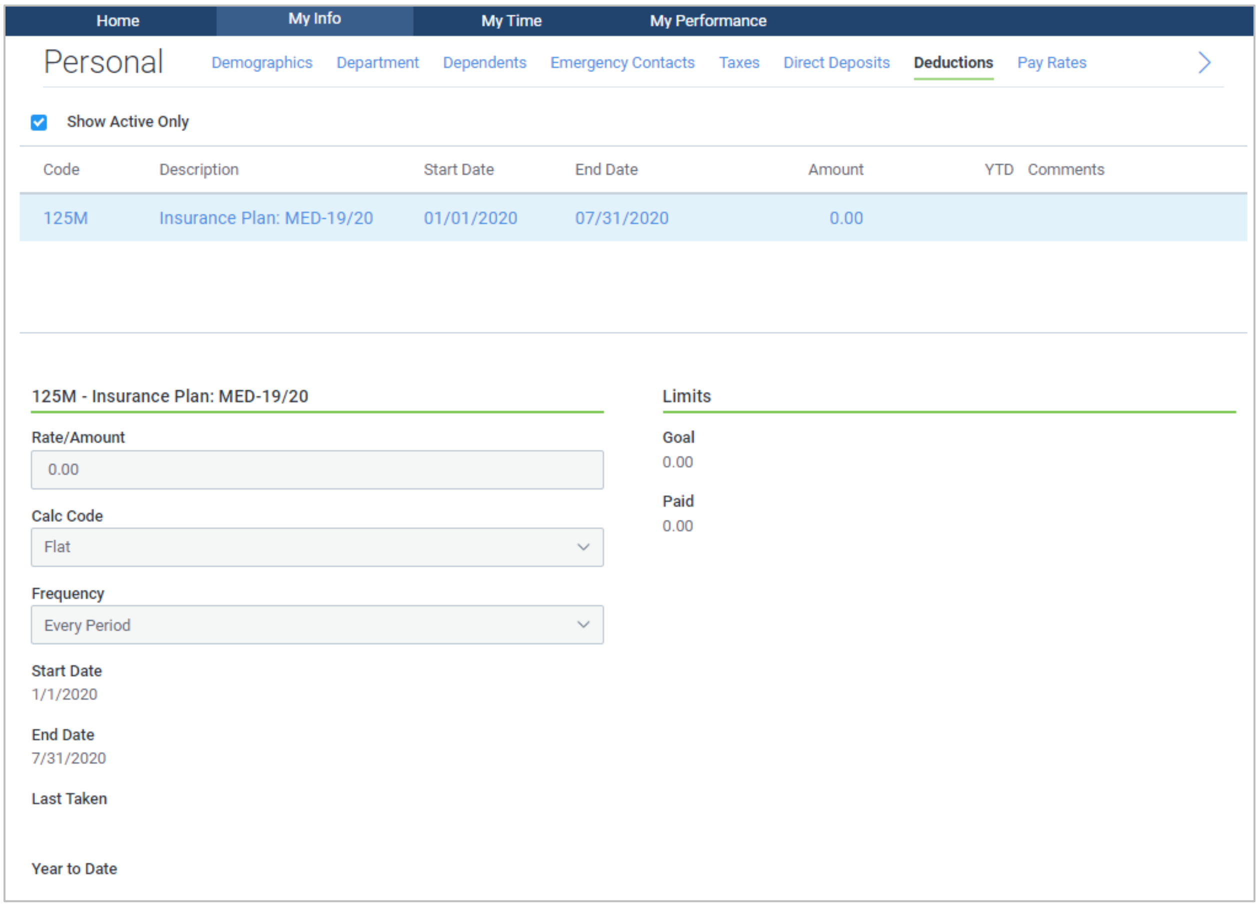
To add a brand new account, select **Add** and enter your new account and amount information into the applicable fields.

A Direct Deposit Authorization will always appear below the account information section. When making changes to any existing account information or adding new account information, you must check the box acknowledging your agreement before you can **Save** your new information.

Deductions

The amounts taken from your paycheck to cover items such as insurance, loans, and retirement funds are listed here. You can see the amount, the last time a deduction was taken, the amount withheld year-to-date (YTD) and any goal that may be set to stop the deduction.

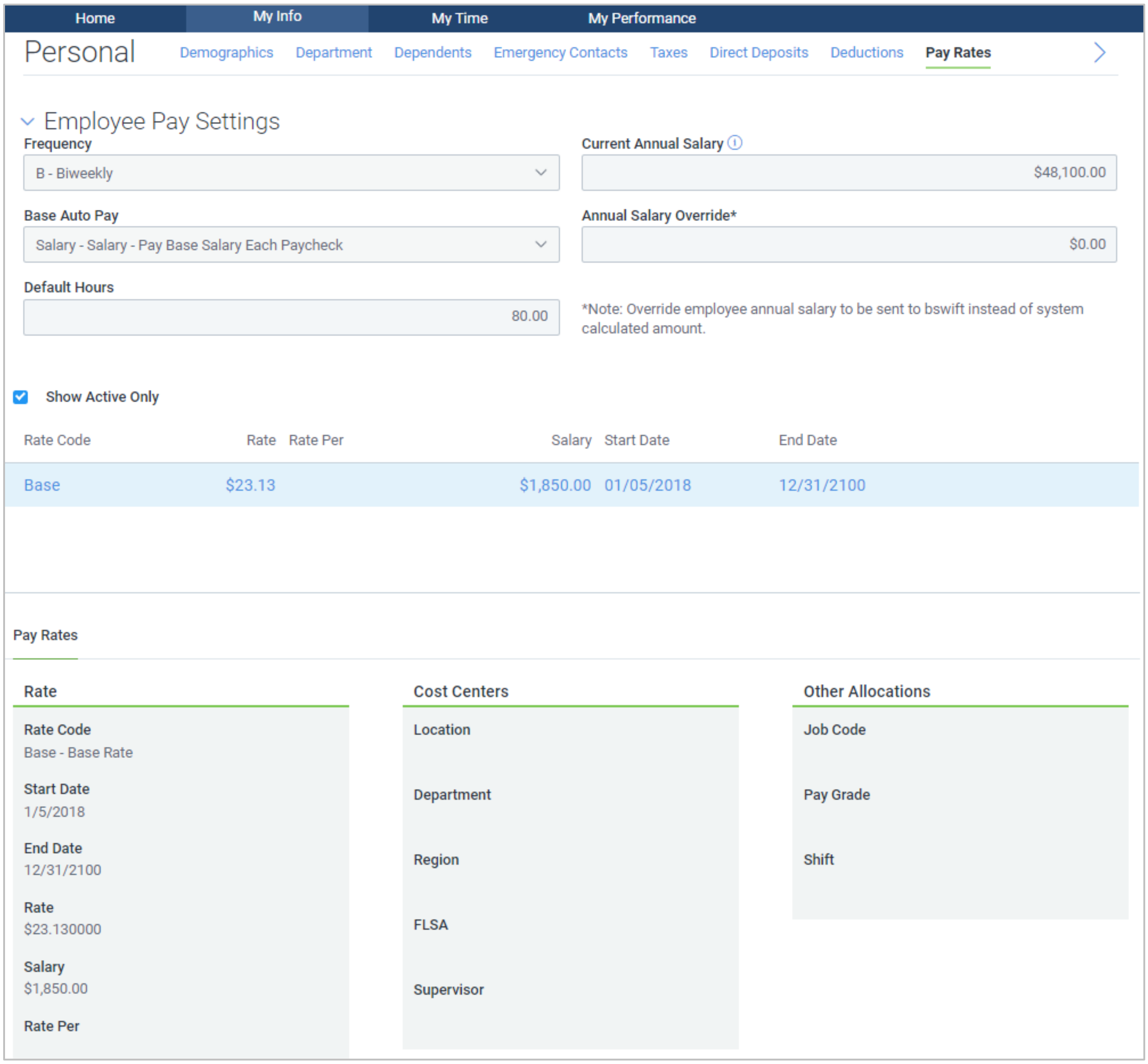
If your employer has stored historical deduction changes, you can see the history by de-selecting the box to 'Show Active Only' above the deduction code listing.



Pay Rates

The tab displays your hourly pay rate or salary. If you are paid different rates for different types of work, you will see more than one rate listed. Each rate may be associated with a specific job or department. Also listed under the Employee Pay Settings are your pay, tax frequency and hours associated with your salary, if applicable.

If your employer has stored historical rate changes, you can see the history by unchecking the Show Active Only box.

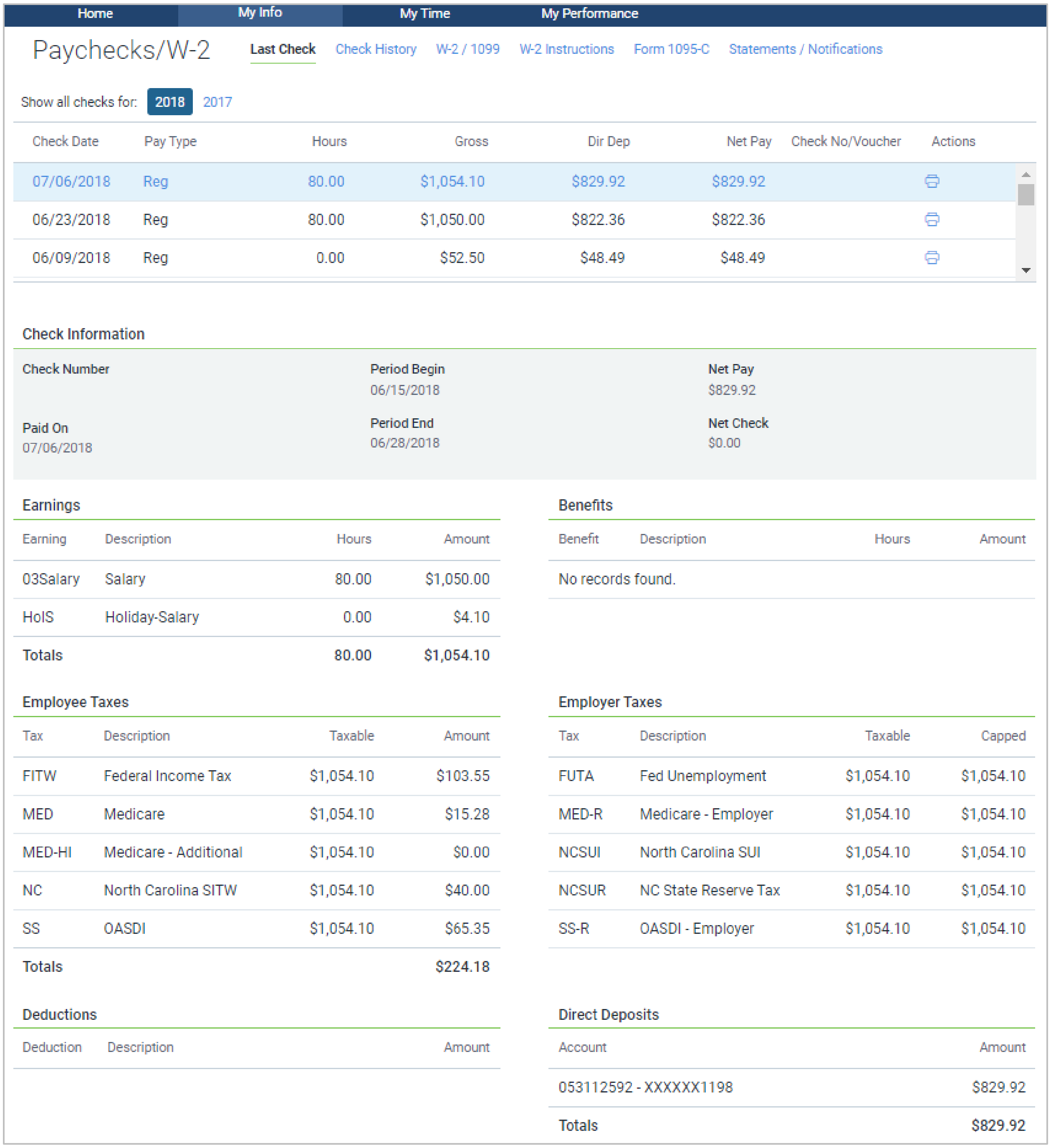


Paychecks/W-2

This section is where you can find your pay history, W-2's, and create Compensation Detail Reports. You may also have the ability to enroll to be paperless for your pay stubs and/or W-2.

Last Check

Your most recent check is highlighted in the listing, with details about the check shown in the lower portion of the screen. This information updates each check date, allowing you to see the details behind the calculation of your check and print a statement or voucher.



Home | My Info | My Time | My Performance

Paychecks/W-2 — Last Check | Check History | W-2 / 1099 | W-2 Instructions | Form 1095-C | Statements / Notifications

Show all checks for: 2018 2017

Check Date	Pay Type	Hours	Gross	Dir Dep	Net Pay	Check No/Voucher	Actions
07/06/2018	Reg	80.00	$1,054.10	$829.92	$829.92		
06/23/2018	Reg	80.00	$1,050.00	$822.36	$822.36		
06/09/2018	Reg	0.00	$52.50	$48.49	$48.49		

Check Information

Check Number	Period Begin 06/15/2018	Net Pay $829.92
Paid On 07/06/2018	Period End 06/28/2018	Net Check $0.00

Earnings

Earning	Description	Hours	Amount
03Salary	Salary	80.00	$1,050.00
HolS	Holiday-Salary	0.00	$4.10
Totals		80.00	$1,054.10

Benefits

Benefit	Description	Hours	Amount
No records found.			

Employee Taxes

Tax	Description	Taxable	Amount
FITW	Federal Income Tax	$1,054.10	$103.55
MED	Medicare	$1,054.10	$15.28
MED-HI	Medicare - Additional	$1,054.10	$0.00
NC	North Carolina SITW	$1,054.10	$40.00
SS	OASDI	$1,054.10	$65.35
Totals			$224.18

Employer Taxes

Tax	Description	Taxable	Capped
FUTA	Fed Unemployment	$1,054.10	$1,054.10
MED-R	Medicare - Employer	$1,054.10	$1,054.10
NCSUI	North Carolina SUI	$1,054.10	$1,054.10
NCSUR	NC State Reserve Tax	$1,054.10	$1,054.10
SS-R	OASDI - Employer	$1,054.10	$1,054.10

Deductions

Deduction	Description	Amount

Direct Deposits

Account	Amount
053112592 - XXXXXX1198	$829.92
Totals	$829.92

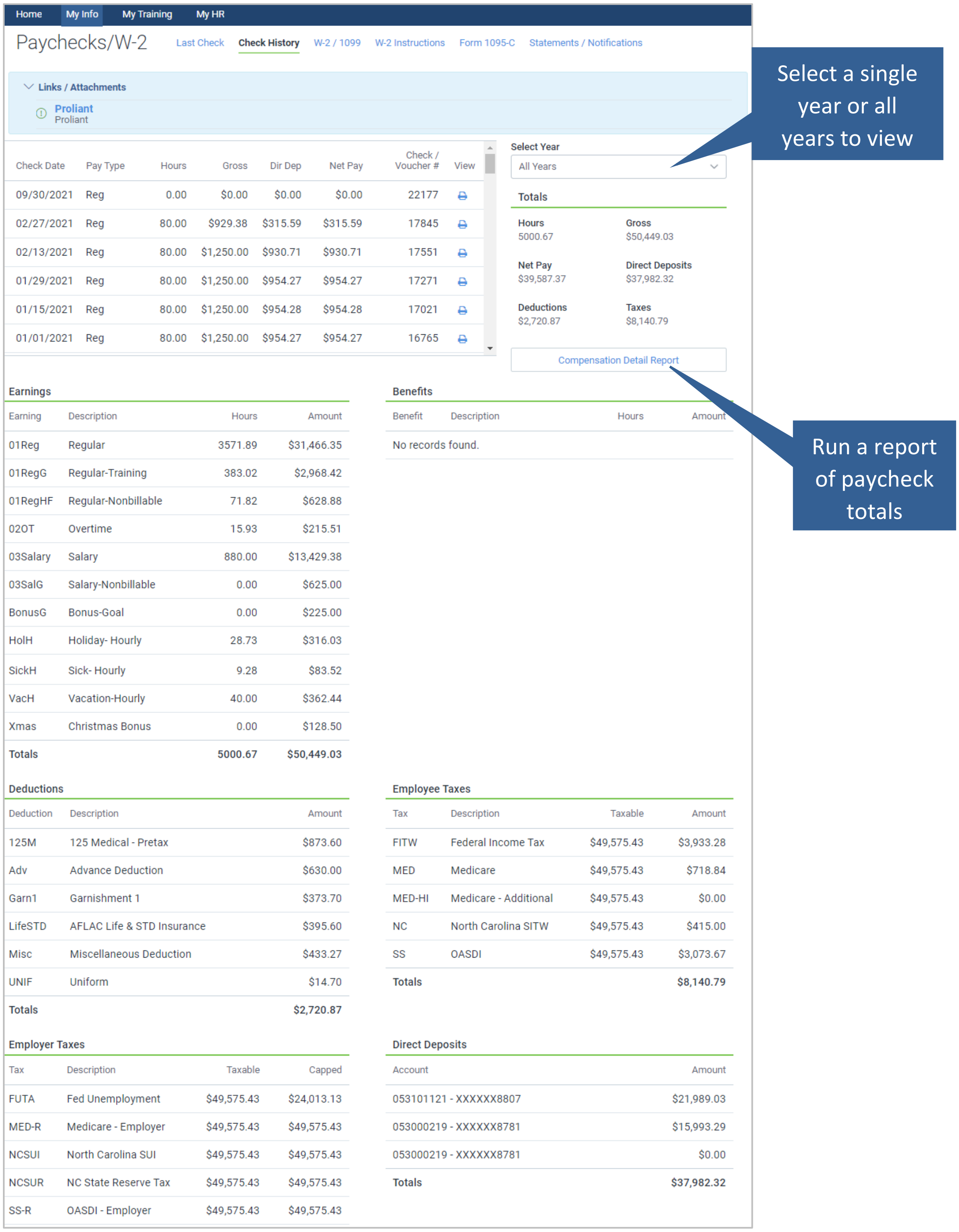
Check History

As your check stubs become available online, they display here for viewing or printing. From this screen you can also look at year-to-date amounts or print a report of total worked hours and compensation.

A drop-down list of the years in your pay history is located to the right of the check listing. Select a year to display the checks paid to you for that year, with totals at the bottom of the page.

Select the **Compensation Detail Report** button under the Totals section to open a report that can be saved as a PDF or printed. You may also select multiple checks in the list to run a report for those selected dates.

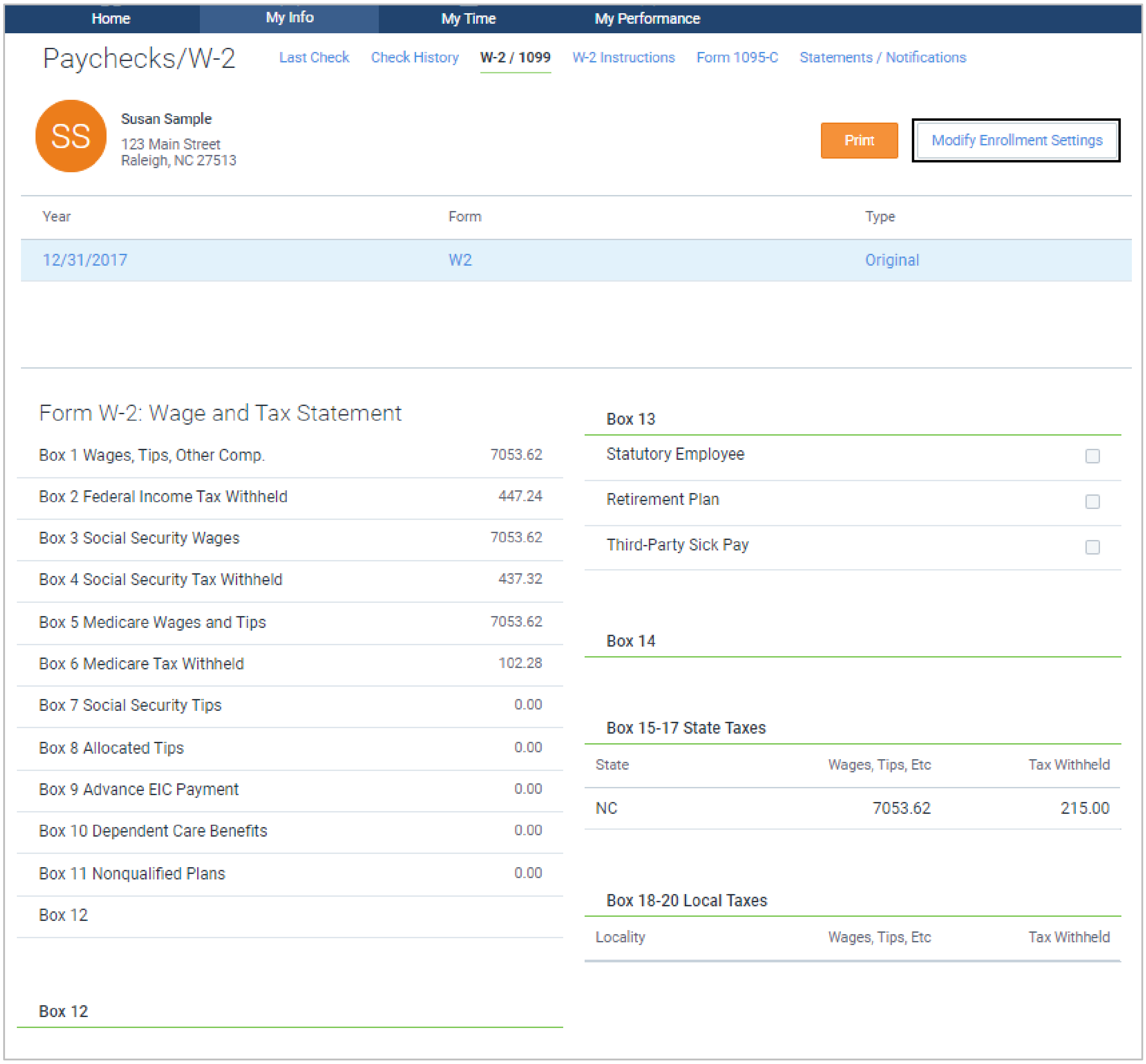
Select the printer icon next to a specific check date to display a copy of the check stub, which can be saved as a PDF or printed.



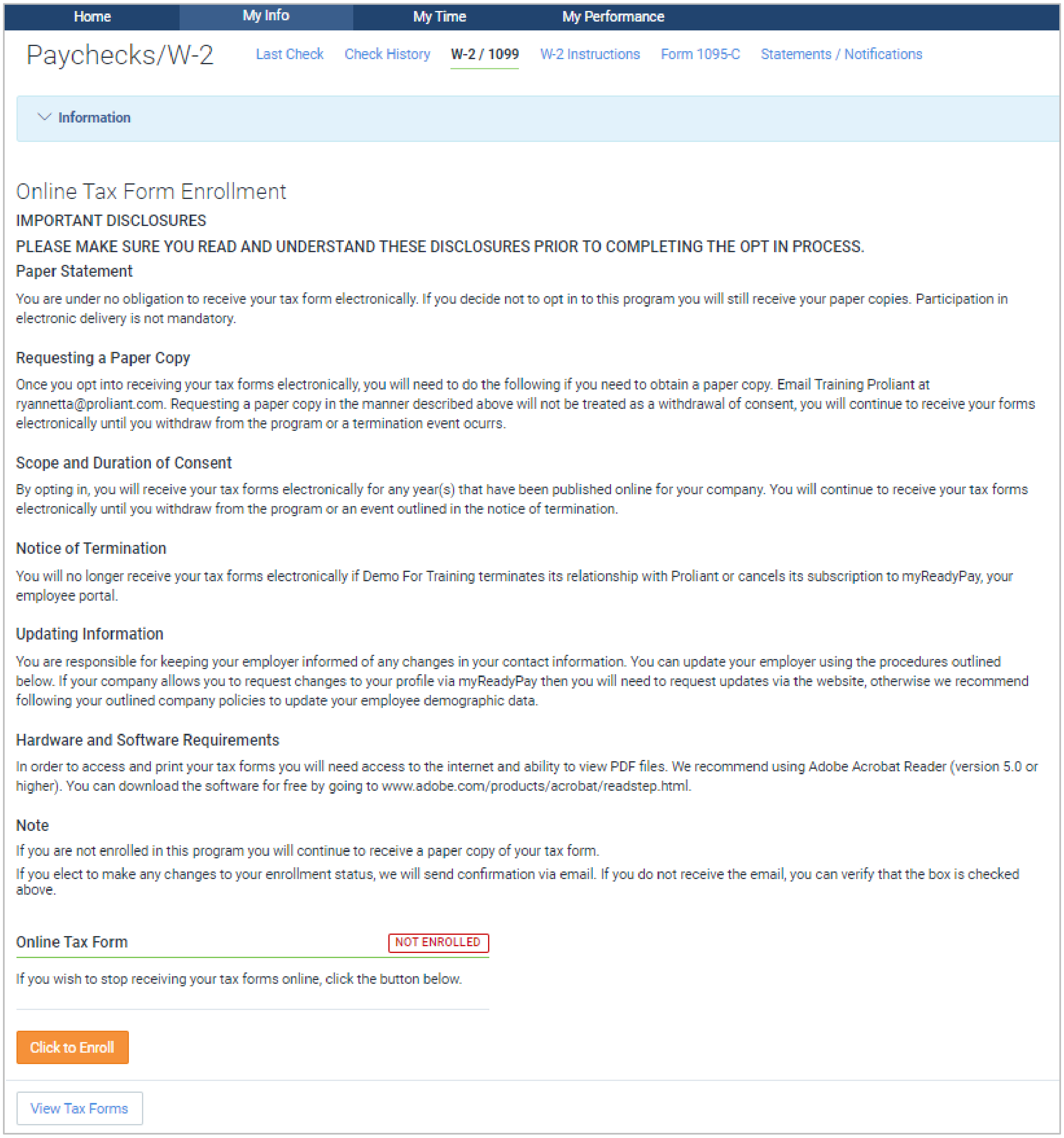
W-2/1099

Your W-2 or 1099 may be issued electronically and made available to you in Employee Self Service. Select a specific year to view the form's information and click the Print button to preview and print your form.

Click **Modify Enrollment Settings** to change your preferences for receiving your W-2 or 1099. If this is the first time visiting this page, you will default to the Enrollment Settings page until a selection is made.



To receive electronic tax documents, you must read the Important Disclosures and then **Click to Enroll** if you consent. You can withdraw consent at any time.



W-2 Instructions

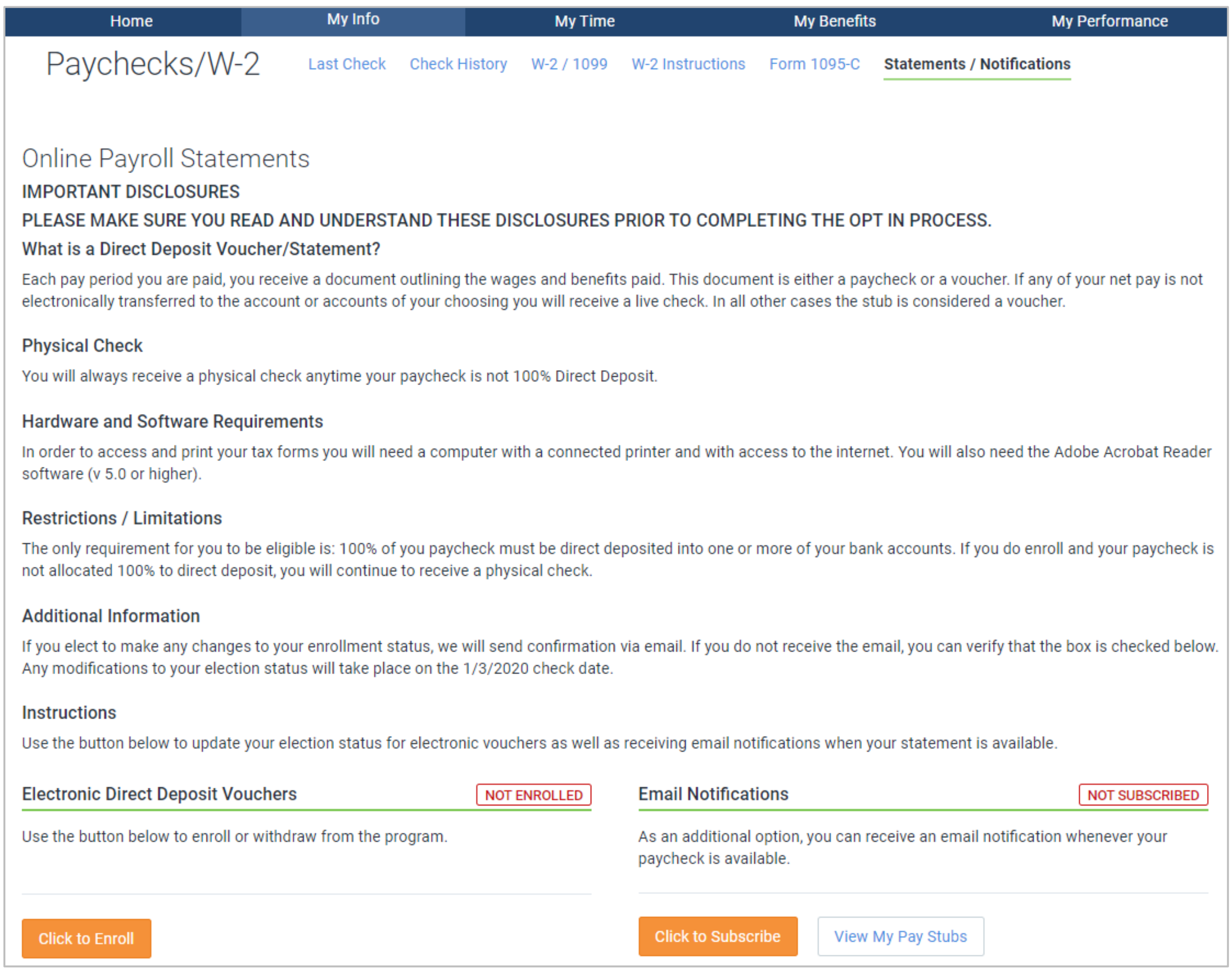
Click this tab to view more information on your W-2.

Statements/Notifications

If your employer prints paper pay stubs, you have the ability to elect to receive pay stubs electronically by enrolling in Electronic Direct Deposit Vouchers.

If you are enrolled in Electronic Direct Deposit Vouchers and are registered to Employee Self Service with an email address, you may additionally Subscribe to Email Notifications which will send an email when a new check stub is available. You can unsubscribe at any time.

✔ **Expert Tip:**
The email notification will contain an attached PDF of your paystub if system admin has configured it to do so. Otherwise you will receive just an email stating your paystub is available in your Employee Self Service Portal, and you will have to log in to view it.


Home | My Info | My Time | My Benefits | My Performance

Paychecks/W-2 | Last Check | Check History | W-2 / 1099 | W-2 Instructions | Form 1095-C | **Statements / Notifications**

Online Payroll Statements

IMPORTANT DISCLOSURES

PLEASE MAKE SURE YOU READ AND UNDERSTAND THESE DISCLOSURES PRIOR TO COMPLETING THE OPT IN PROCESS.

What is a Direct Deposit Voucher/Statement?

Each pay period you are paid, you receive a document outlining the wages and benefits paid. This document is either a paycheck or a voucher. If any of your net pay is not electronically transferred to the account or accounts of your choosing you will receive a live check. In all other cases the stub is considered a voucher.

Physical Check

You will always receive a physical check anytime your paycheck is not 100% Direct Deposit.

Hardware and Software Requirements

In order to access and print your tax forms you will need a computer with a connected printer and with access to the internet. You will also need the Adobe Acrobat Reader software (v 5.0 or higher).

Restrictions / Limitations

The only requirement for you to be eligible is: 100% of you paycheck must be direct deposited into one or more of your bank accounts. If you do enroll and your paycheck is not allocated 100% to direct deposit, you will continue to receive a physical check.

Additional Information

If you elect to make any changes to your enrollment status, we will send confirmation via email. If you do not receive the email, you can verify that the box is checked below. Any modifications to your election status will take place on the 1/3/2020 check date.

Instructions

Use the button below to update your election status for electronic vouchers as well as receiving email notifications when your statement is available.

Electronic Direct Deposit Vouchers NOT ENROLLED

Use the button below to enroll or withdraw from the program.

Click to Enroll

Email Notifications NOT SUBSCRIBED

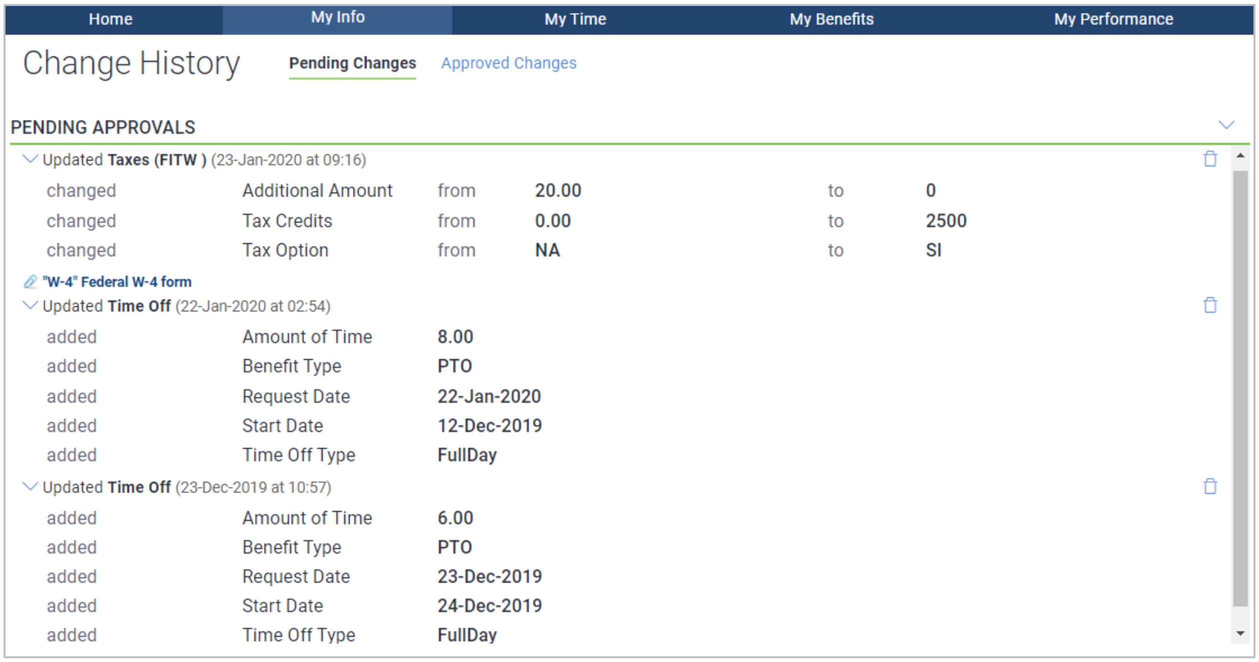
As an additional option, you can receive an email notification whenever your paycheck is available.

Click to Subscribe | View My Pay Stubs

Change History

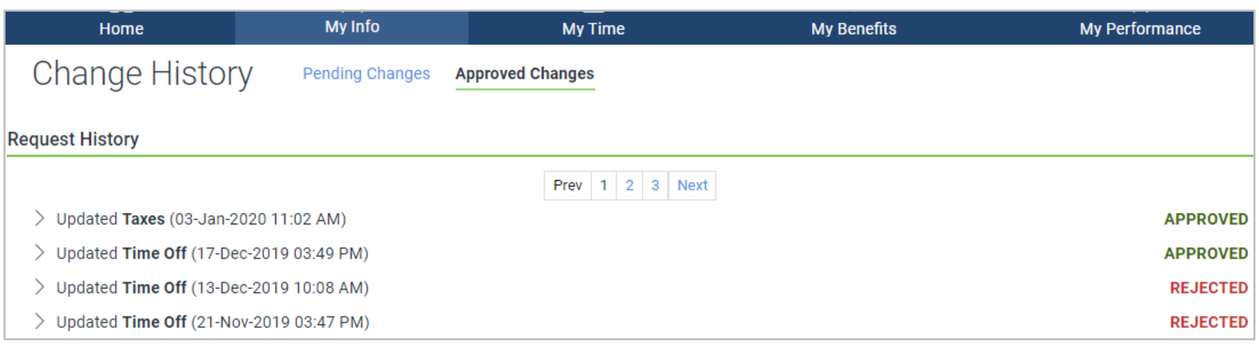
If your employer allows you to make changes to your information in Employee Self Service then you may see Change History under the My Info tab.

Pending Changes



Approved Changes

This screen will display any changes that were Approved or Rejected.



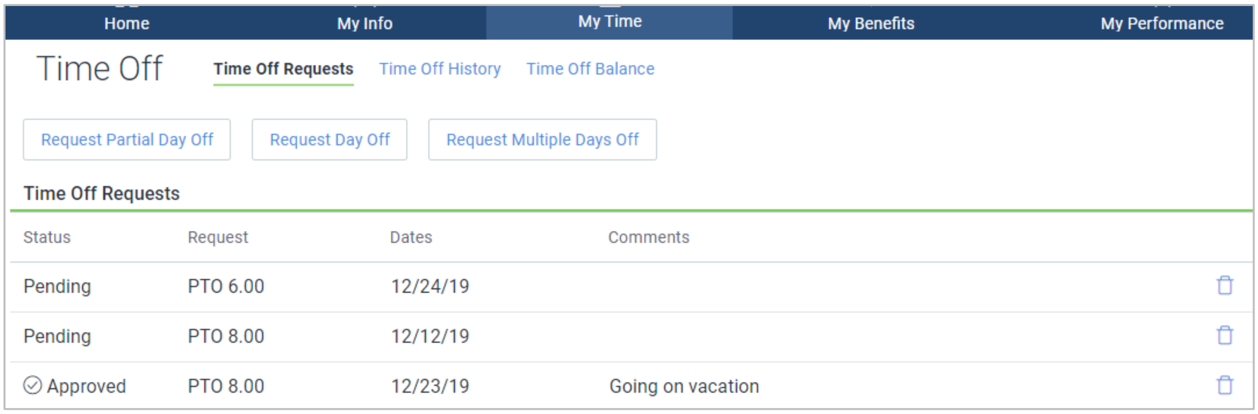
My Time

Time Off

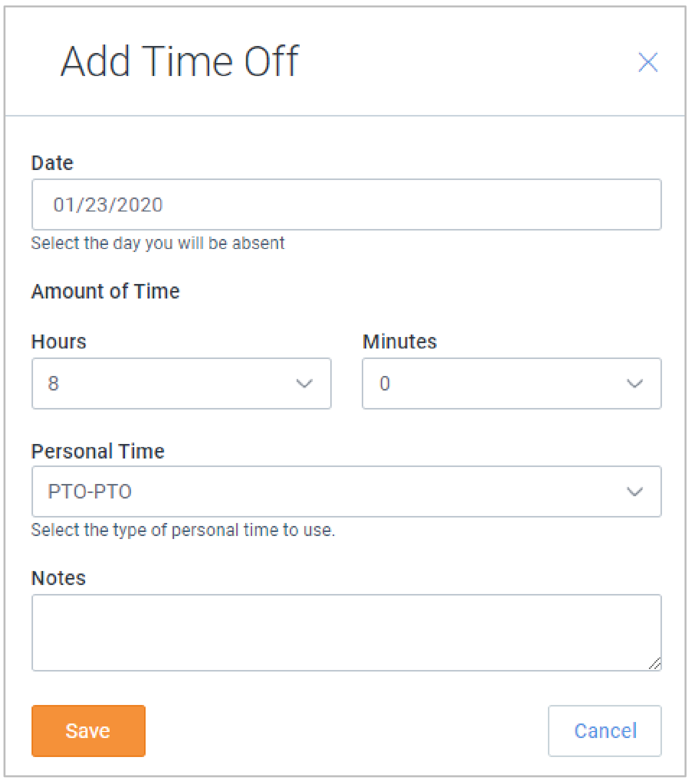
The **Time Off** menu and sub-menus only appear if your employer is using the Time Off feature in ReadyPay Online.

Time Off Requests

On this page you may request time off. You will also see any Pending, Approved or Rejected requests. You may also Cancel a Time Off Request by clicking on the trash can icon.

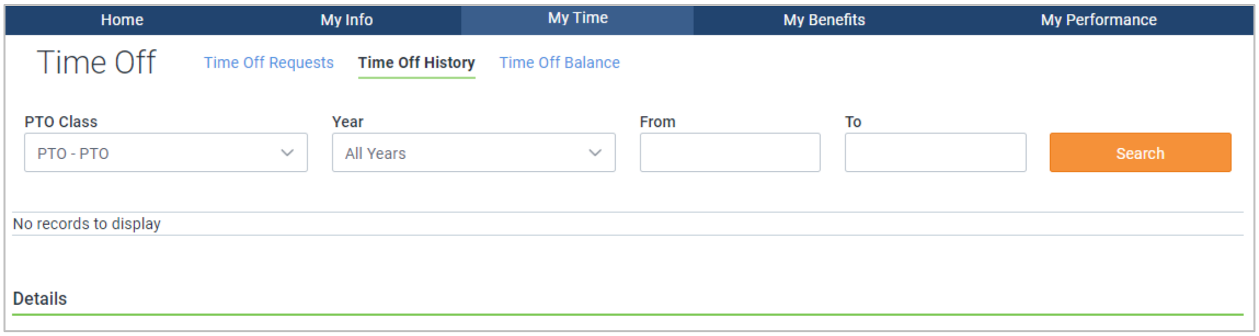


You may request a partial, single, or multiple days off. Click the appropriate button, enter the date(s), amount of time, and the type of personal time to use. Optionally enter any notes, and click Save to submit the request.



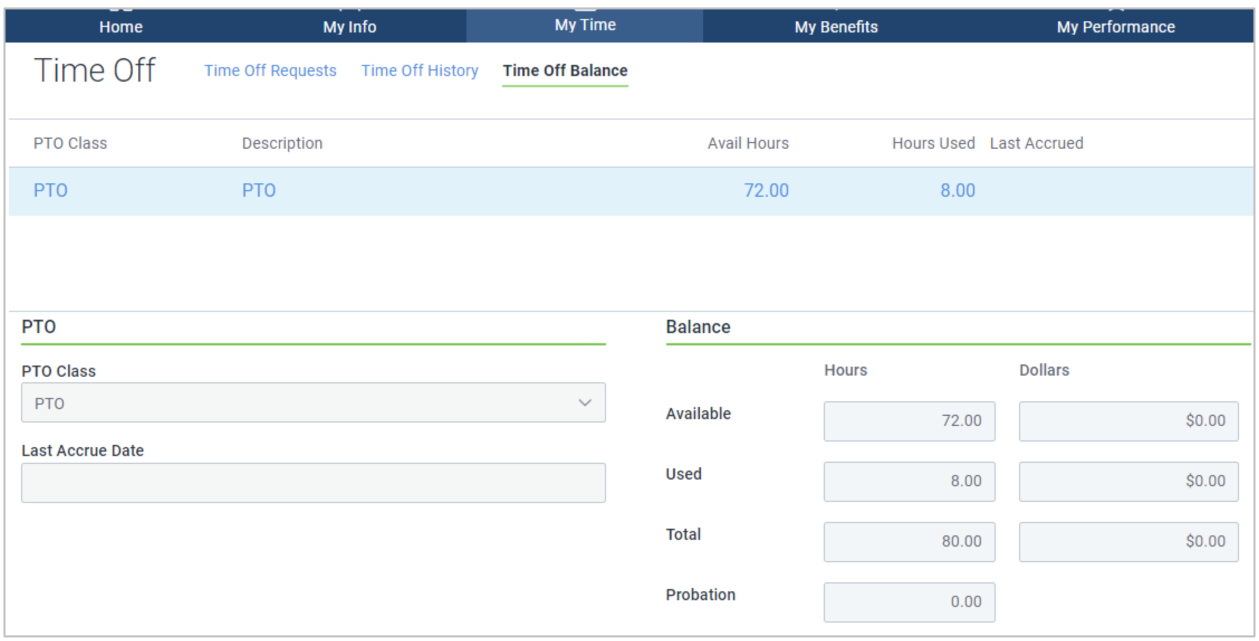
Time Off History

The screen displays a listing of your paid time off earned or used and your remaining balance by check date. This listing can be broken down by policy (PTO Class), by Year, or by date (From and To). Select a check date line to open further details at the bottom of the screen.



Time Off Balance

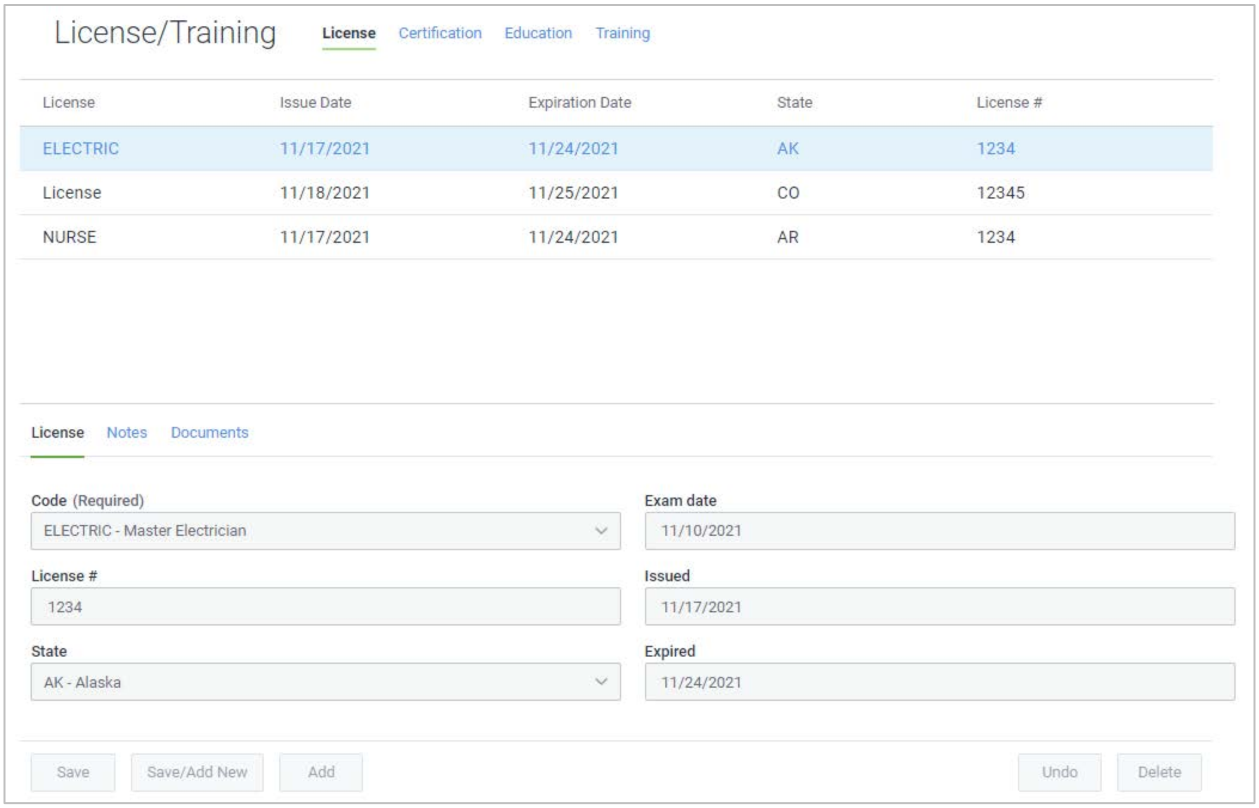
This screen displays your balance of sick and/or vacation time, as well as your time used. If your employer does not allow new employees to use their balances right away, you will also see any probation time earned.



My HR

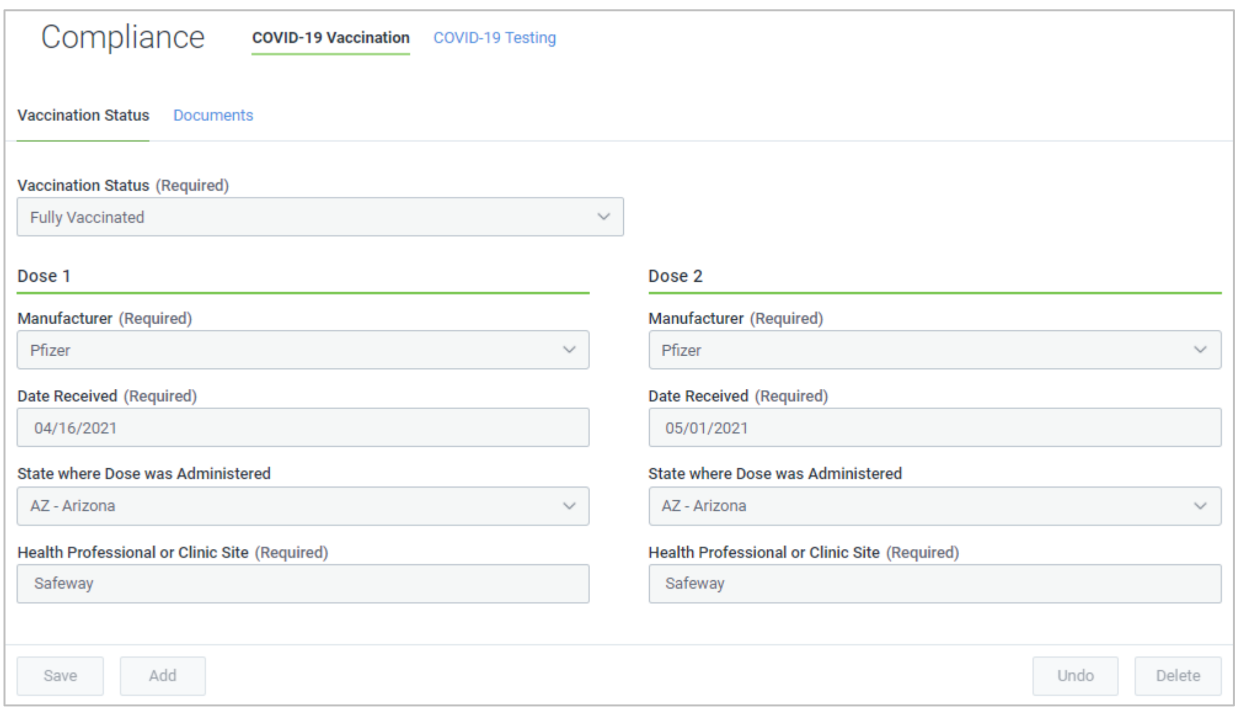
License/Certification/Education/Training

These screens display any license information, certifications received, education received or courses taken for HR purposes. These would include items such as drivers or occupational licenses, CPR certification, degrees received, or any course taken. Notes may be added to any item, and documentation can be uploaded to support the entry. Training entries can also have Course Information added to that tab.



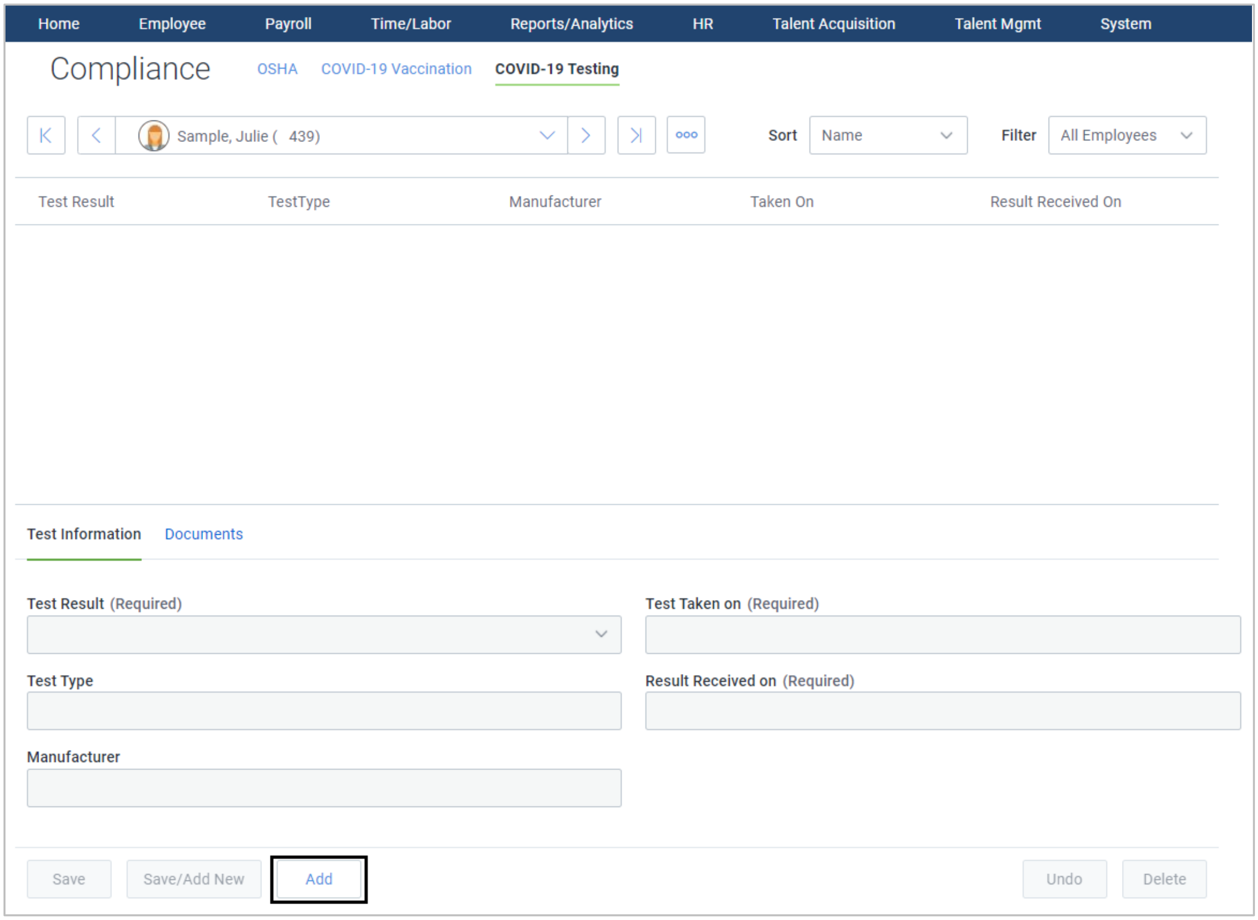
COVID-19 Vaccination

This page allows you to track and maintain a single record indicating vaccination status, and the ability to add corresponding documentation as attachments.



COVID-19 Testing

This page allows you to track testing status, and provides the ability to add corresponding documentation as attachments.



Additional Features

There are several features of the system that are employer-elected and may not be available to you when you log in. These features are described in this section.

✔ **Expert Tip:**
Contact your employer for your procedures regarding these features.

Benefits

The Proliant Benefits service allows employers to provide an electronic method for employees to complete benefit enrollment packages. This link takes you to your benefit election portal to complete the elections.

Attendance

Access this section through the My Time module. This allows you to access the web portal of the Time & Labor service directly from Employee Self Service.

My Performance & My Training

These two sections are related to performance management. You can access your coaching scores, goals, reviews, work incidents and career development through this module.