

*Proliant*TM



ReadyPay OnlineTM

Employee Self Service

Employee Guide

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

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

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

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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](#).

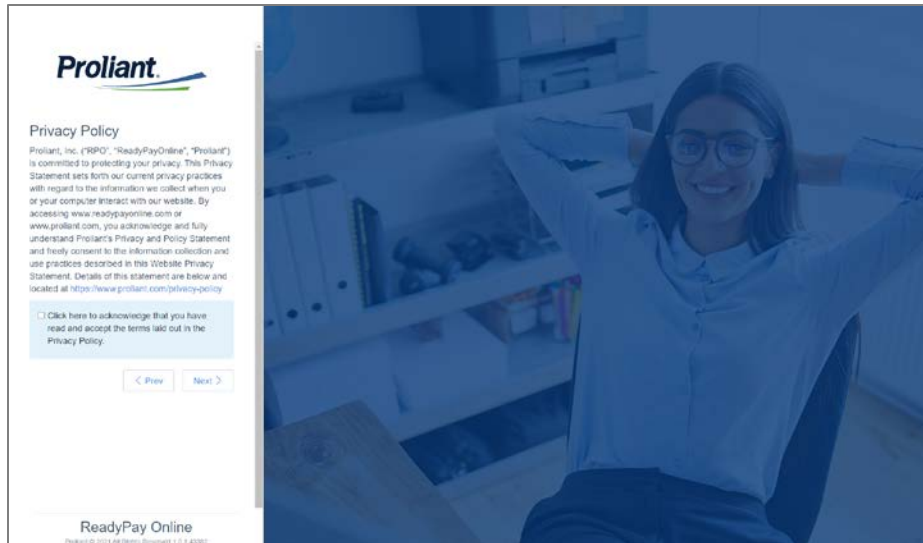
When you access the login portal for the first time you will need to verify you are on the “Employee Login” page. If this says “Administrator”, simply click the “Switch Account” option.

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.

Proliant

Create Account

Fill in the fields below to create your user account.
All fields are required.

Company ID

Last Name

SSN (All 9 digits)

Zip Code (First 5 Digits)

➔

Proliant

Username

Password requirements:
Password must be at least 6 characters long with at least 1 uppercase letter, or 1 digit (0-9), or 1 special character (ex: !@#%\$).

Password

Confirm Password

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

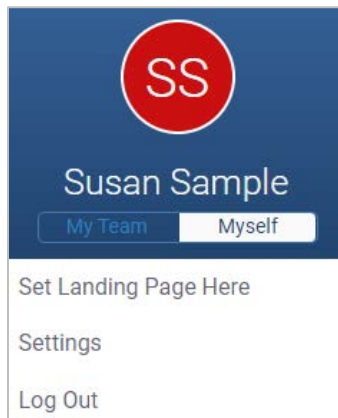
Profile Icon

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."

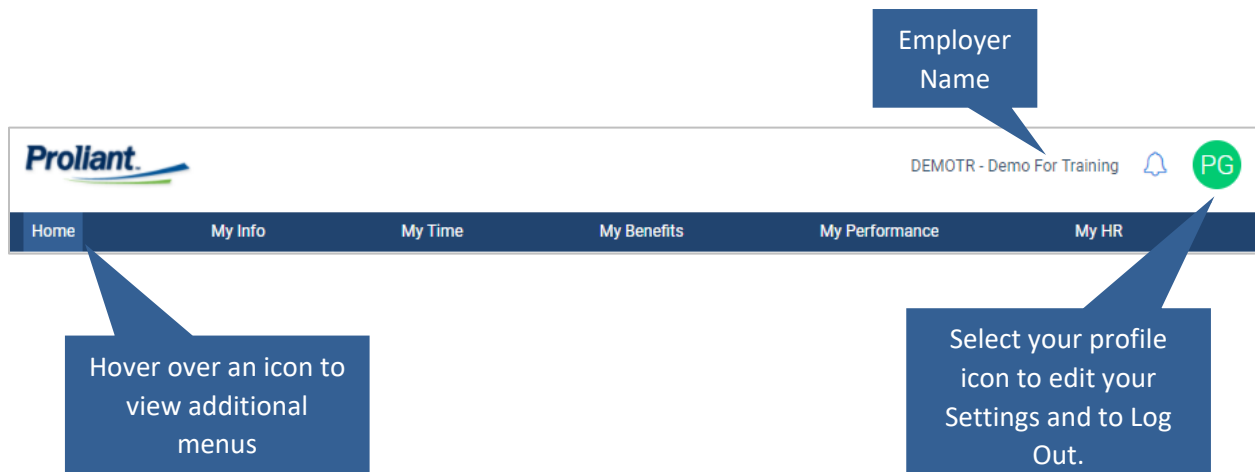


System Navigation

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.

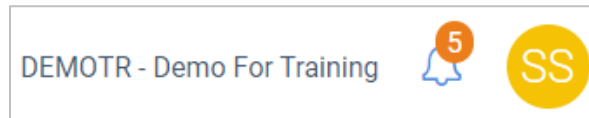


Automatic Log-Off

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.

The screenshot shows the Proliant HR dashboard for user Peter Gabriel. The top navigation bar includes 'Home', 'My Info', 'My Time', 'My Benefits', 'My Performance', and 'My HR'. The dashboard is divided into several panels:

- My Profile:** Displays the user's name (Peter Gabriel), Employee ID (3342), and addresses (Work: 1001 Abernathy Rd, Atlanta, GA 30328; Home: 888 Fentress Rd, Robbins, NC 27325). A 'Go to My Information' button is present.
- My Pay:** Shows a 'Current' tab with a net pay of \$160.68. It also displays the check date (Oct 06, 2021), pay period (Sep 15 - Sep 28), and hours (22.45). A 'Go to My Pay' button and a 'Links & Documents' link are included.
- My Benefits:** Features an illustration of a person at a computer and the text 'Choose Plans. A place to show your selected plans.' A 'Links & Documents' link is provided.
- My Time Off:** Shows 'PTO' with a balance of 32.00h. A 'Links & Documents' link is at the bottom.
- Company News:** Contains two items: 'Company-Wide Meeting' (scheduled for Friday at 9:00 am) and 'Company Picnic' (inviting users to a picnic in celebration of National Picnic Week). An illustration of a picnic basket is shown.
- Push Notifications:** Displays 'No Data Available' with the instruction to 'Update filters, refresh page or add data.'

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.

The screenshot shows a web application interface for an Employee Directory. At the top, there is a navigation bar with links: Home, My Info, My Time, My Benefits, My Performance, and My HR. Below the navigation bar, the page title is "Employee Directory" and there is a toggle for "Advanced Filters".

The main content area features a search bar with four input fields: "Name", "Emp Id", "Sort", and "Filter". Below the search bar are "Search" and "Clear" buttons. A list of employee names is displayed on the left side, with "Henry Aaron" selected. To the right of the selected name is a profile card for Henry Aaron, HR Director, which includes a profile picture and contact information:

Work Phone	N/A
Cell Phone	(555) 555-6666
Work Phone Ext	1111
Work Email	Test@demo.com
Location	1 - Atlanta
Department	30 - Operations

Below the profile card, there is a section for "Nickname" (Hank) and "Birthday" (Mar 10). At the bottom of the page, there is a pagination control showing "1" of "25" rows and "241 results | 10 pages".

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.

Home My Info My Time My Benefits My Performance My HR

Links & Documents

Links / Attachments

- handbook
-  PTO Policies
PTO Policies 2018
-  **Employee Handbook (6/2018)**
Employee Handbook (6/2018)
-  **Benefit Plan Overview**
Benefit Plans

Links	Documents / Forms
 Proliant	 handbook
 W4	 PTO Policies
 Employee Navigator	 Employee Handbook (6/2018)
 BerniePortal Login	 Benefit Plan Overview
 Internal Company Job Board	 Company Harrassment Policy
 401k Portal Login	
 IRS Approved Vendors	
 Paypoll	

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.

 **Warning**
Selected record has a pending Update request. Further changes to this record are not allowed until request is approved or cancelled.


PENDING APPROVALS ▼

- [Updated Taxes \(FITW\) \(22-Jan-2020 at 12:47\)](#) 

Personal Info

Demographics

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

Home	My Info	My Time	My Benefits	My Performance	My HR
Personal					
Demographics Department Dependents Emergency Contacts Taxes Direct Deposits Deductions Pay Rates					
Name		Personal Information		Employee Status	
		SSN 006-46-4453		View History	
Employee ID 3342		Birth Date 05/15/1965		Employee Status A - Active	
Last Name Gabriel		Gender Male		Hire Date 03/16/2016	
First Name Peter		Ethnicity		Rehire Date	
Middle Name		Marital Status		Term Date	
Salutation		Disability		Adj. Seniority Date	
Nickname		Veteran Status		Length Of Service 5.9 Year(s)	
Prior Last Name					
Suffix					
Address		Contact Info		Employee Type	
Address 1 888 Fentress Rd		Home Phone		View History	
Address 2		Work Phone Ext		Employment Type PT - Regular Part Time	
City Robbins		Cell Phone			
State NC - North Carolina		Work Email			
Zip 27325		Personal Email client.training@proliant.com			
County					
Country					
Save				Undo	

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.

Home	My Info	My Time	My Benefits	My Performance	My HR			
Personal	Demographics	<u>Department</u>	Dependents	Emergency Contacts	Taxes	Direct Deposits	Deductions	Pay Rates
Level	Cost Center	Supervisor?	Supervisor					
Location	49 - Location 25	<input type="checkbox"/>						
Department	20 - Finance	<input type="checkbox"/>	Employee, Test M (730140)					
Region	200 - NorthEast	<input type="checkbox"/>						
FLSA	Non-Exempt - Non-Exempt	<input type="checkbox"/>						
Example	Test - Test	<input type="checkbox"/>						
Pay			Position			Union		
Pay Group			Job Title			Union		
<input type="checkbox"/> OT Exempt			<input type="checkbox"/> Officer			Application Date		
Clock / Badge #			Position Code			<input type="checkbox"/> Initiation Collected?		
Tipped			Job Code			<input type="checkbox"/> Dues Collected?		
			Supervisor			Transfers		
			EEO Class			Change Date		
			Work Comp			Change Reason		

Dependents

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

Home		My Info		My Time		My Performance				
Personal		Demographics	Department	Dependents	Emergency Contacts	Taxes	Direct Deposits	Deductions	Pay Rates	>
Last Name	First Name	DOB	Relationship	Phone						
Sample	Steve	03/01/1991	Spouse	(777) 888-9988						
Dependents										
First Name	Address 1		SSN							
Steve	123 Main Street		987-65-4321							
Middle Name	Address 2		Birth Date							
M			03/01/1991							
Last Name	City		Telephone							
Sample	Raleigh		(777) 888-9988							
Relationship	State		<input type="checkbox"/> Smoker							
Spouse	NC - North Carolina									
Gender	Zip									
Male	27513									
	Country									
Save	Add						Undo	Delete		

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.

Home	My info	My Time	My Benefits	My Performance	My HR				
Personal	Demographics	Department	Dependents	<u>Emergency Contacts</u>	Taxes	Direct Deposits	Deductions	Pay Rates	
Contact Name	Relationship		Home Phone	Work Phone					
Jill Gabriel	Spouse								
Emergency Contact Information									
Name (Required)			Address 1						
<input type="text" value="Jill Gabriel"/>			<input type="text" value="123 Main St"/>						
Relationship (Required)			Address 2						
<input type="text" value="Spouse"/>			<input type="text"/>						
Home Phone			City						
<input type="text"/>			<input type="text" value="Raleigh"/>						
Work Phone			State						
<input type="text"/>			<input type="text" value="NC - North Carolina"/>						
Cell Phone			Zip						
<input type="text" value="(444) 555-4547"/>			<input type="text" value="27513"/>						
Email Address			Country						
<input type="text" value="jill@email.com"/>			<input type="text"/>						
<input type="button" value="Save"/>			<input type="button" value="Add"/>			<input type="button" value="Undo"/>			<input type="button" value="Delete"/>

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.

Home My Info My Time My Benefits My Performance My HR

Personal Demographics Department Dependents Emergency Contacts **Taxes** Direct Deposits Deductions Pay Rates

> Links / Attachments

Show Active Only

Tax Code	Description	Filing Status	Exemptions	Tax Information	Is Active
Federal Taxes					
FITW	Federal Income Tax	S	N/A		Yes
MED	Medicare	N/A	0		Yes

Tax Information

Tax Type
Federal Withholding Tax Additional Amount: \$0.00

Filing Status
S - Single/Married Withhold Higher Single Rate Percent of Gross: 0.00

Start Date
08/27/2021 Other Income: 0.00

End Date
12/31/2100 Deductions: 0.00

Tax Credits: 0.00

Valid filing status codes are
S,M,H,NRA,NRA-S,NRA-M,NRA-H

M = Married
S = Single or Married Filing Separately
H = Head of Household
NRA = NonResident Alien

Tax Options
DI = Dual Income (Box 2 Checked)
SI = Single Income (Box 2 NOT checked)
NA = W4 is Pre 2020

Edit Print Delete

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

Show Active Only

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 <ul style="list-style-type: none">Select your Marital Filing Status from the dropdown.
COMPLETE STEPS 2-4 ONLY IF APPLICABLE.	
2	Multiple Jobs or Spouse Works <ul style="list-style-type: none">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 <ul style="list-style-type: none">Enter the total amount in each box, if you are claiming dependents.If not, leave these fields blank.
4	Other Adjustments (Optional) <p>(a) Other income (not from jobs)</p> <p>If applicable, the Employee will enter the amount of any other income they expect this year that will not have withholding.</p> <p>(b) Deductions</p> <p>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.</p> <p>(c) Extra Withholding</p> <p>The Employee will enter any additional tax they would like withheld each pay period in this field.</p> <p>If you are claiming exemption from withholding, check the box “I claim exemption from withholding.”</p>
5	Check the box “I agree that the allowances and deductions listed above are accurate,” and click Save.

Home My Info My Time My Benefits My Performance My HR

Personal Demographics Department Dependents Emergency Contacts **Taxes** Direct Deposits Deductions Pay Rates

Step 1: Enter Personal Information W-4 Instructions

Marital status (Required) S - Single/Married Withhold Higher Single Rate

Step 2: Multiple Jobs or Spouse Works

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

(a) Use the estimator for most accurate withholding for this step (and Steps 3-4); or
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld

Step 3: Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Total amounts

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here

(c) Extra withholding. Enter any additional tax you want withheld each pay period

I claim exemption from withholding

Step 5

I agree that the allowances and deductions listed above are accurate.

Save Cancel

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

Home My Info My Time

Personal Demographics Department Dependents Emergency Contacts **Taxes** Direct Deposits Deductions Pay Rates

Please confirm the information you've entered is correct.

Form W-4 OMB No. 1545-0074

Employee's Withholding Certificate

Department of the Treasury Internal Revenue Service

► Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
 ► Give Form W-4 to your employer.
 ► Your withholding is subject to review by the IRS.

2020

Step 1: Personal Information

(a) First name and middle initial: **Julie** Last name: **Sample** (b) Social security number: **111-22-3333**

Address: **123 Main Street**
 City or town, state, and ZIP code: **Troy, MI 48007**

(c) Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. . . .

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Click to Sign Document Cancel



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.

Home My Info My Time My Performance

Personal Demographics Department Dependents Emergency Contacts Taxes **Direct Deposits** Deductions Pay Rates >

Show Active Only

Priority	Routing	Account	Type	Amount	Is Active
 99	123123123	987654321	%	100.00	True
 1	123123123	123456789		50.00	True

Direct Deposit

How much Net Pay will be deposited into this account?

My Entire Paycheck
 Part of My Paycheck

Priority: 99 -

Name On Account:

Routing No. (Required):

Account Type:

Bank Name:

Start Date (Required):

Account No. (Required):

End Date (Required):

Direct Deposit Authorization

I hereby authorize **Demo For Training** to provide for direct deposit any salary or wages due me, less any mandatory or authorized withholding or deductions therefrom, in the above designated account.

If at any time the amount of salary or wages so deposited exceeds the amount of salary or wages actually due and payable to me, I hereby authorize **Demo For Training** to either:

- a. Withhold a sum equal to the overpayment from future salary or wages; or
- b. Recover such overpayment from the above-designated account.

If **Demo For Training** is legally obligated to withhold any part of my wage or salary payment for any reason, or if I no longer meet eligibility requirements for the Direct Deposit program, I understand **Demo For Training** may terminate my enrollment in the program. If any action taken by me results in nonacceptance of a direct deposit by the designated financial institution, I understand **Demo For Training** assumes no responsibility for processing a supplemental salary or wage payment until the amount of the nonacceptance deposit is returned to **Demo For Training** by the financial institution.

I agree to the Direct Deposit Authorization agreement above

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.

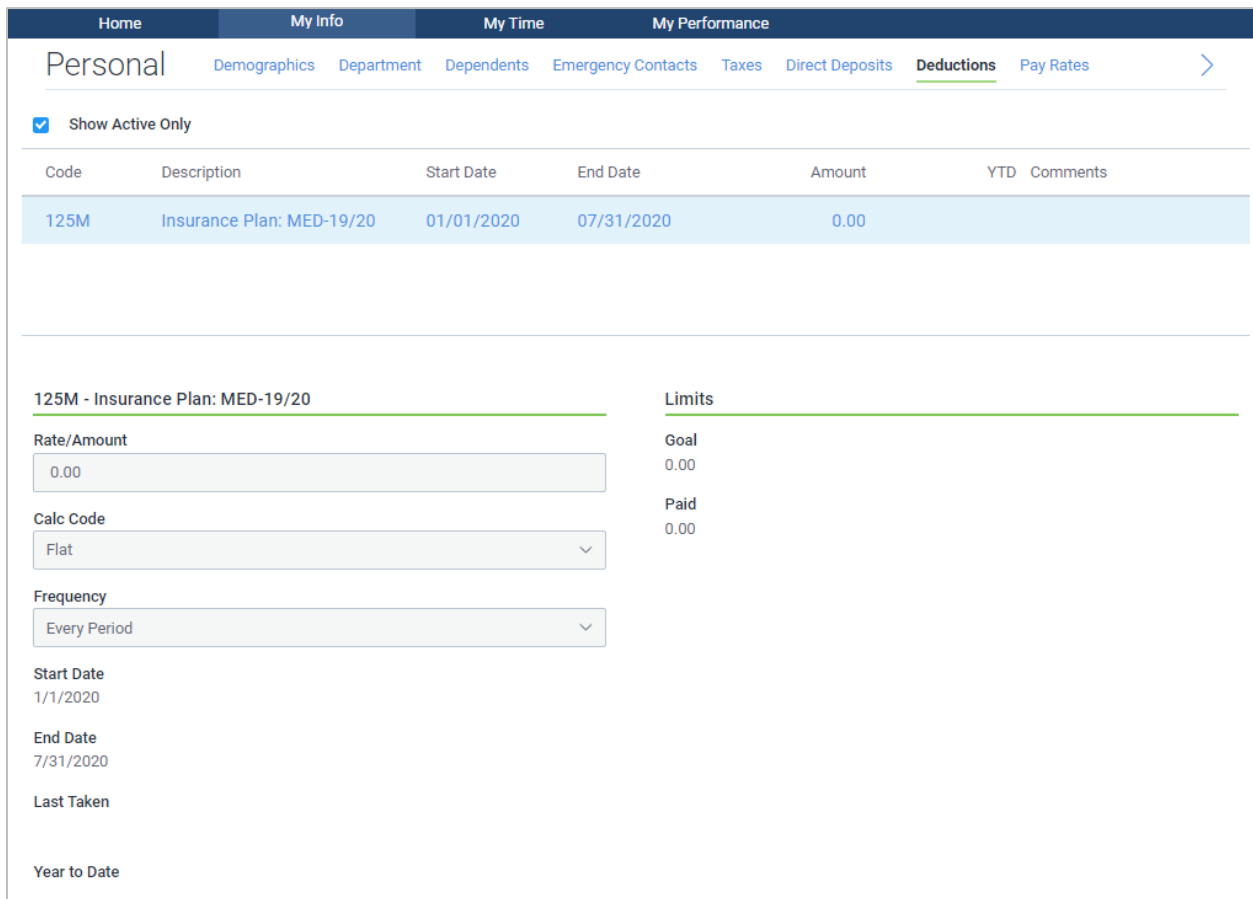
To add a brand new account, select **Add** and enter your new account and amount information into the applicable fields.

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.



Code	Description	Start Date	End Date	Amount	YTD	Comments
125M	Insurance Plan: MED-19/20	01/01/2020	07/31/2020	0.00		

125M - Insurance Plan: MED-19/20

Rate/Amount	0.00	Goal	0.00
Calc Code	Flat	Paid	0.00
Frequency	Every Period		
Start Date	1/1/2020		
End Date	7/31/2020		
Last Taken			
Year to Date			

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.

Home My Info My Time My Performance

Personal Demographics Department Dependents Emergency Contacts Taxes Direct Deposits Deductions **Pay Rates**

Employee Pay Settings

Frequency: B - Biweekly Current Annual Salary: \$48,100.00

Base Auto Pay: Salary - Salary - Pay Base Salary Each Paycheck Annual Salary Override*: \$0.00

Default Hours: 80.00 *Note: Override employee annual salary to be sent to bswift instead of system calculated amount.

Show Active Only

Rate Code	Rate	Rate Per	Salary	Start Date	End Date
Base	\$23.13		\$1,850.00	01/05/2018	12/31/2100

Pay Rates

Rate	Cost Centers	Other Allocations
Rate Code Base - Base Rate Start Date 1/5/2018 End Date 12/31/2100 Rate \$23.130000 Salary \$1,850.00 Rate Per	Location Department Region FLSA Supervisor	Job Code Pay Grade Shift

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		Net Pay			
		06/15/2018		\$829.92			
Paid On		Period End		Net Check			
07/06/2018		06/28/2018		\$0.00			
Earnings							
Earning	Description	Hours	Amount	Benefits			
03Salary	Salary	80.00	\$1,050.00	Benefit	Description	Hours	Amount
HolS	Holiday-Salary	0.00	\$4.10	No records found.			
Totals		80.00	\$1,054.10				
Employee Taxes							
Tax	Description	Taxable	Amount	Employer Taxes			
FITW	Federal Income Tax	\$1,054.10	\$103.55	Tax <th>Description</th> <th>Taxable</th> <th>Capped</th>	Description	Taxable	Capped
MED	Medicare	\$1,054.10	\$15.28	FUTA	Fed Unemployment	\$1,054.10	\$1,054.10
MED-HI	Medicare - Additional	\$1,054.10	\$0.00	MED-R	Medicare - Employer	\$1,054.10	\$1,054.10
NC	North Carolina SITW	\$1,054.10	\$40.00	NCSUI	North Carolina SUI	\$1,054.10	\$1,054.10
SS	OASDI	\$1,054.10	\$65.35	NCSUR	NC State Reserve Tax	\$1,054.10	\$1,054.10
Totals			\$224.18	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.

The screenshot displays the 'Paychecks/W-2' interface with the following components:

- Navigation:** Home, My Info, My Training, My HR. Sub-headers: Last Check, Check History, W-2 / 1099, W-2 Instructions, Form 1095-C, Statements / Notifications.
- Links / Attachments:** Proliant, Proliant.
- Check List:**

Check Date	Pay Type	Hours	Gross	Dir Dep	Net Pay	Check / Voucher #	View
09/30/2021	Reg	0.00	\$0.00	\$0.00	\$0.00	22177	🖨️
02/27/2021	Reg	80.00	\$929.38	\$315.59	\$315.59	17845	🖨️
02/13/2021	Reg	80.00	\$1,250.00	\$930.71	\$930.71	17551	🖨️
01/29/2021	Reg	80.00	\$1,250.00	\$954.27	\$954.27	17271	🖨️
01/15/2021	Reg	80.00	\$1,250.00	\$954.28	\$954.28	17021	🖨️
01/01/2021	Reg	80.00	\$1,250.00	\$954.27	\$954.27	16765	🖨️
- Select Year:** All Years (dropdown menu).
- Totals:**

Hours	5000.67	Gross	\$50,449.03
Net Pay	\$39,587.37	Direct Deposits	\$37,982.32
Deductions	\$2,720.87	Taxes	\$8,140.79
- Buttons:** Compensation Detail Report
- Earnings Table:**

Earning	Description	Hours	Amount
01Reg	Regular	3571.89	\$31,466.35
01RegG	Regular-Training	383.02	\$2,968.42
01RegHF	Regular-Nonbillable	71.82	\$628.88
02OT	Overtime	15.93	\$215.51
03Salary	Salary	880.00	\$13,429.38
03SalG	Salary-Nonbillable	0.00	\$625.00
BonusG	Bonus-Goal	0.00	\$225.00
HolH	Holiday- Hourly	28.73	\$316.03
SickH	Sick- Hourly	9.28	\$83.52
VacH	Vacation-Hourly	40.00	\$362.44
Xmas	Christmas Bonus	0.00	\$128.50
Totals		5000.67	\$50,449.03
- Deductions Table:**

Deduction	Description	Amount
125M	125 Medical - Pretax	\$873.60
Adv	Advance Deduction	\$630.00
Garn1	Garnishment 1	\$373.70
LifeSTD	AFLAC Life & STD Insurance	\$395.60
Misc	Miscellaneous Deduction	\$433.27
UNIF	Uniform	\$14.70
Totals		\$2,720.87
- Employer Taxes Table:**

Tax	Description	Taxable	Capped
FUTA	Fed Unemployment	\$49,575.43	\$24,013.13
MED-R	Medicare - Employer	\$49,575.43	\$49,575.43
NCSUI	North Carolina SUI	\$49,575.43	\$49,575.43
NCSUR	NC State Reserve Tax	\$49,575.43	\$49,575.43
SS-R	OASDI - Employer	\$49,575.43	\$49,575.43
- Employee Taxes Table:**

Tax	Description	Taxable	Amount
FITW	Federal Income Tax	\$49,575.43	\$3,933.28
MED	Medicare	\$49,575.43	\$718.84
MED-HI	Medicare - Additional	\$49,575.43	\$0.00
NC	North Carolina SITW	\$49,575.43	\$415.00
SS	OASDI	\$49,575.43	\$3,073.67
Totals			\$8,140.79
- Direct Deposits Table:**

Account	Amount
053101121 - XXXXXX8807	\$21,989.03
053000219 - XXXXXX8781	\$15,993.29
053000219 - XXXXXX8781	\$0.00
Totals	\$37,982.32

Select a single year or all years to view

Run a report of paycheck totals


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.

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](#)

 Susan Sample
123 Main Street
Raleigh, NC 27513

[Print](#) [Modify Enrollment Settings](#)

Year	Form	Type
12/31/2017	W2	Original

Form W-2: Wage and Tax Statement

Box 1 Wages, Tips, Other Comp.	7053.62	Box 13
Box 2 Federal Income Tax Withheld	447.24	Statutory Employee <input type="checkbox"/>
Box 3 Social Security Wages	7053.62	Retirement Plan <input type="checkbox"/>
Box 4 Social Security Tax Withheld	437.32	Third-Party Sick Pay <input type="checkbox"/>
Box 5 Medicare Wages and Tips	7053.62	Box 14
Box 6 Medicare Tax Withheld	102.28	
Box 7 Social Security Tips	0.00	Box 15-17 State Taxes
Box 8 Allocated Tips	0.00	State Wages, Tips, Etc Tax Withheld
Box 9 Advance EIC Payment	0.00	NC 7053.62 215.00
Box 10 Dependent Care Benefits	0.00	
Box 11 Nonqualified Plans	0.00	Box 18-20 Local Taxes
Box 12		Locality Wages, Tips, Etc Tax Withheld
Box 12		

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.

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

Information

Online Tax Form Enrollment

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

Paper Statement

You are under no obligation to receive your tax form electronically. If you decide not to opt in to this program you will still receive your paper copies. Participation in electronic delivery is not mandatory.

Requesting a Paper Copy

Once you opt into receiving your tax forms electronically, you will need to do the following if you need to obtain a paper copy. Email Training Proliant at ryannetta@proliant.com. Requesting a paper copy in the manner described above will not be treated as a withdrawal of consent, you will continue to receive your forms electronically until you withdraw from the program or a termination event occurs.

Scope and Duration of Consent

By opting in, you will receive your tax forms electronically for any year(s) that have been published online for your company. You will continue to receive your tax forms electronically until you withdraw from the program or an event outlined in the notice of termination.

Notice of Termination

You will no longer receive your tax forms electronically if Demo For Training terminates its relationship with Proliant or cancels its subscription to myReadyPay, your employee portal.

Updating Information

You are responsible for keeping your employer informed of any changes in your contact information. You can update your employer using the procedures outlined below. If your company allows you to request changes to your profile via myReadyPay then you will need to request updates via the website, otherwise we recommend following your outlined company policies to update your employee demographic data.

Hardware and Software Requirements

In order to access and print your tax forms you will need access to the internet and ability to view PDF files. We recommend using Adobe Acrobat Reader (version 5.0 or higher). You can download the software for free by going to www.adobe.com/products/acrobat/readstep.html.

Note

If you are not enrolled in this program you will continue to receive a paper copy of your tax form.
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 above.

Online Tax Form NOT ENROLLED

If you wish to stop receiving your tax forms online, click the button below.

[Click to Enroll](#)

[View Tax Forms](#)

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 your 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	Email Notifications NOT SUBSCRIBED
Use the button below to enroll or withdraw from the program.	As an additional option, you can receive an email notification whenever your paycheck is available.
Click to Enroll	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

Home	My Info	My Time	My Benefits	My Performance
Change History				
<u>Pending Changes</u>		Approved Changes		
PENDING APPROVALS				
<ul style="list-style-type: none"> Updated Taxes (FITW) (23-Jan-2020 at 09:16) <ul style="list-style-type: none"> changed Additional Amount from 20.00 to 0 changed Tax Credits from 0.00 to 2500 changed Tax Option from NA to SI *W-4* Federal W-4 form Updated Time Off (22-Jan-2020 at 02:54) <ul style="list-style-type: none"> added Amount of Time 8.00 added Benefit Type PTO added Request Date 22-Jan-2020 added Start Date 12-Dec-2019 added Time Off Type FullDay Updated Time Off (23-Dec-2019 at 10:57) <ul style="list-style-type: none"> added Amount of Time 6.00 added Benefit Type PTO added Request Date 23-Dec-2019 added Start Date 24-Dec-2019 added Time Off Type FullDay 				

Approved Changes

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

Home	My Info	My Time	My Benefits	My Performance
Change History				
Pending Changes		<u>Approved Changes</u>		
Request History				
Prev 1 2 3 Next				
<ul style="list-style-type: none"> > Updated Taxes (03-Jan-2020 11:02 AM) > Updated Time Off (17-Dec-2019 03:49 PM) > Updated Time Off (13-Dec-2019 10:08 AM) > Updated Time Off (21-Nov-2019 03:47 PM) 				APPROVED APPROVED REJECTED 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.

Home	My Info	My Time	My Benefits	My Performance
Time Off				
Time Off Requests Time Off History Time Off Balance				
<input type="button" value="Request Partial Day Off"/> <input type="button" value="Request Day Off"/> <input type="button" value="Request Multiple Days Off"/>				
Time Off Requests				
Status	Request	Dates	Comments	
Pending	PTO 6.00	12/24/19		
Pending	PTO 8.00	12/12/19		
Approved	PTO 8.00	12/23/19	Going on vacation	

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.

Add Time Off ✕

Date

Select the day you will be absent

Amount of Time

Hours: Minutes:

Personal Time

Select the type of personal time to use.

Notes

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.

Home My Info My Time My Benefits My Performance

Time Off [Time Off Requests](#) [Time Off History](#) [Time Off Balance](#)

PTO Class: PTO - PTO Year: All Years From: To: Search

No records to display

Details

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.

Home My Info My Time My Benefits My Performance

Time Off [Time Off Requests](#) [Time Off History](#) [Time Off Balance](#)

PTO Class	Description	Avail Hours	Hours Used	Last Accrued
PTO	PTO	72.00	8.00	

PTO

Balance		Hours	Dollars
PTO Class: PTO	Available	72.00	\$0.00
Last Accrue Date:	Used	8.00	\$0.00
	Total	80.00	\$0.00
	Probation	0.00	

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.

License/Training [License](#) [Certification](#) [Education](#) [Training](#)

License	Issue Date	Expiration Date	State	License #
ELECTRIC	11/17/2021	11/24/2021	AK	1234
License	11/18/2021	11/25/2021	CO	12345
NURSE	11/17/2021	11/24/2021	AR	1234

[License](#) [Notes](#) [Documents](#)

Code (Required)

Exam date

License #

Issued

State

Expired

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.

Compliance [COVID-19 Vaccination](#) [COVID-19 Testing](#)

[Vaccination Status](#) [Documents](#)

Vaccination Status (Required)

Dose 1

Manufacturer (Required)

Date Received (Required)

State where Dose was Administered

Health Professional or Clinic Site (Required)

Dose 2

Manufacturer (Required)

Date Received (Required)

State where Dose was Administered

Health Professional or Clinic Site (Required)

COVID-19 Testing

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

The screenshot shows a web application interface for COVID-19 Testing. At the top, there is a navigation bar with tabs: Home, Employee, Payroll, Time/Labor, Reports/Analytics, HR, Talent Acquisition, Talent Mgmt, and System. Below this, the 'Compliance' section is active, with sub-tabs for OSHA, COVID-19 Vaccination, and COVID-19 Testing. A search bar contains 'Sample, Julie (439)' and a 'Sort' dropdown is set to 'Name'. A 'Filter' dropdown is set to 'All Employees'. Below the search bar is a table with columns: Test Result, TestType, Manufacturer, Taken On, and Result Received On. The table is currently empty. Below the table, there are two tabs: 'Test Information' (selected) and 'Documents'. The 'Test Information' section contains several input fields: 'Test Result (Required)' (dropdown), 'Test Taken on (Required)' (text), 'Test Type' (text), 'Result Received on (Required)' (text), and 'Manufacturer' (text). At the bottom, there are buttons for 'Save', 'Save/Add New', 'Add' (highlighted with a red box), 'Undo', and 'Delete'.

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.