ePay Quick Guide

Welcome to the PeopleSoft Self Service Module – ePay and eBenefits

The PeopleSoft Self Service Module is based on PeopleSoft's pure Internet architecture, which provides powerful new functionality for Internet based access and integration.

The online flexibility of the PeopleSoft Self Service Module enables you to choose from a variety of individual components to access your own personal information within a secure PeopleSoft environment. This document will provide you with a brief introduction to the information that is available to you.

Logging in to the Self Service Module

It is recommended that you print this document for reference during your initial sign in. After printing this document, click here to enter the [Self Service Module](https://eben.prounlimited.com). (https://eben.prounlimited.com)

Initial Sign In

Once you have clicked on the hyperlink above, your browser will open and you will be brought to the Sign In screen. Enter your Username and Password as:

Username – Enter the first four letters of your last name (in all caps) **as it appears on your paycheck** and the last four digits of your social security number (i.e. Lisa Testing, SS# 941-23-4567 – entered as TEST4567, all caps). **Note:** If your last name contains less than four characters, use your last name (in all caps) and the last four digits of your social security number <u>only</u> (i.e. Tom Li, SS# 941-23-4567 – entered as LI4567, all caps).

Password – Enter your birth date in the MMDDYYYY! format (i.e. January 1, 1969 – entered as 01011969!).

The first time you enter the Self Service module, you will be required to change your password. You will see the following message, "***Your password has expired.***" Click on ***"Click here to change your password."***

Changing Your Password

       Current Password: Type in your current password
       New Password: Enter at least 8 characters (all caps), numbers or a combination of both
       Confirm Password: Re-enter your new password
       Click on **OK**
       Click on **Home** on the top of the page

If you need assistance, please contact the Help Desk at (800) 475-9178.

Navigating within the Self Service Module

Once you have successfully signed in, the system will display the self service home page. The self service module is similar to browsing the web. By making use of icons and hyperlinks, you will be able to explore all components of the self service module.

Displayed continuously throughout the self service module are three links on the top right of the web page.

Home: Clicking on the 'Home' icon will return you to the self service home page.

Help: Clicking on the 'Help' icon will display help information (if available) for that page.

Sign Out: Clicking on the 'Sign Out' icon will sign you out of the self service module.

The following functions are available to you from the self service home page:

ePay – View Paycheck

PeopleSoft ePay provides convenient online access to your payroll information. All employees of PRO Unlimited and its subsidiaries are given the opportunity to take advantage of the Self Service Module – ePay. Follow the simple steps below to access and view your paychecks via ePay.

View Paycheck
From the Self Service homepage click the icon View Paycheck, your current paycheck will be displayed.

Viewing Previous Paychecks
Click on **'View a Different Payment'** at the top of the page to see previous paychecks.
Choose the date of the paycheck you would like to view **(blue hyperlink)**.

Printing the Paycheck
Click the printer icon to print your paycheck. You may need to adjust the print margins of your browser. To do so, choose **File > Page Setup**. Change the Left, Right, Top and Bottom margins to .5, choose **OK**. Once changed, these settings will remain for future sessions.

View W-2 / W-2c forms

U.S. employees can view and print year-end forms and filing instructions, listed by tax year. The form and filing instructions open in a separate window when the employee clicks the corresponding document link.

eBenefits

The 'eBenefits' module allows employee's to review their benefit elections (i.e. medical, dental, vision, 401k accounts). The following icons are available to you from the self service home page: benefits summary, health plans, retirement plans and dependent beneficiaries.

By choosing one of these icons, the system will bring you to that components summary page. From the summary pages, you will be able to navigate within that component to retrieve additional detail.

Signing Out of ePay

When you are finished, click on **'Sign Out'** at the top of the page and close your browser.

Helpful Hint:

- Press F11 to view a Full Screen of your browser. Press F11 again to return the original view.

Download Complete User Guide

- You may download the complete user guide at www.hrconnection.com
  (user name: generalinformation / password: Info1099)

Reading Your Paycheck

1. Pay period begin and end dates.

2. Your name, address and Social Security Number. Please verify that this information is correct once you receive your first paycheck.

3. Exemptions you have claimed on your W-4. Federal and state may be different if you have claimed something different on your appropriate state withholding form.

4. Hours and earnings broken down to regular, overtime and double-time. First three columns indicate the current pay period and the last two columns indicate year to date figures.

5. All state taxes and federal taxes being withheld from your paycheck. Please note that you may have additional withholdings if you live in an area that requires city and/or county taxes.

   a. Fed Withholding – federal income tax
   b. Fed MED/EE – medicare health insurance
   c. Fed OASDI/EE – federal security disability insurance
   d. CA Withholng – state income tax
   e. CA OASDI/EE – state disability tax

6. Job Information broken down by week ending date and by regular pay, overtime and double-time. Our workweek is from Monday through Sunday.

7. Before-Tax Deductions indicate any deductions taken out of your paycheck pre-tax (i.e. 401(k), medical, dental, etc.).

8. After-tax deductions indicate any deductions taken out of our paycheck after taxes (legally required payments; i.e. garnishments or levies).

9. Total gross pay, federal taxable gross pay, total taxes, total deductions and net pay for this pay period on the first line and year to date totals on the second line.

10. Net pay for this pay period.

PROUnlimited

One Bay Plaza, Suite 350   Pay Group: 102-PrO Unlimited Svcs Non S   Advice #: **123456**

Burlingame, CA 94010

Pay Begin Date:	05/15/2000	
W/E Date:	05/21/2000	**1**
Advice Date:	05/25/2000	

John Doe	Employer: PrO Unlimited Services, Inc.	TAX DATA: Federal CA State	
123 Main Street	Location: PrO Unlimited Svcs Non Sun CA	Marital Status: Single S/M-2 inc	
San Francisco, CA 94123 **2**	Location No.: 00102	Allowances: 1 1	**3**
		Addl. Pct.:	
SSN: 123-45-6789		Addl. Amt.:	

HOURS AND EARNINGS / TAXES

Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Description	Current	YTD
Regular Earnings	23.0000	40.00	920.00	320.00	7360.00	Fed Withholding	362.42	1741.30
Overtime Pay	34.5000	11.50	396.75	47.50	1638.75	Fed MED/EE	8.70	18.98
Double Time	46.0000	8.00	368.00	8.00	368.00	Fed OASDI/EE	37.20	81.14
						CA Withholding	108.51	508.70
						CA OASDI/EE	11.79	52.24
		4					**5**	
Total:		59.50	1684.75	375.50	9366.75	Total:	528.62	2402.36

JOB INFORMATION / BEFORE-TAX DEDUCTIONS / AFTER-TAX DEDUCTIONS

Job No.	W/E Date	Type	Rate	Hours	Earnings	Description	Current	YTD	Description	Current	YTD
12345	05/21/2000	REG	23.00	40.00	920.00	401 (k) Deduction	101.09	562.01			
12345	05/21/2000	OTP	34.50	11.50	396.75						
12345	05/21/2000	OTD	46.00	8.00	368.00						
		6					**7**			**8**	
Total:			59.50	1684.75		Total:	101.09	562.01	Total:	0.00	0.00

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current: **9**	1684.75	1629.56	528.62	101.09	1055.04

MESSAGE:

YTD:	9366.75	8804.74	2402.36	562.01	6502.50
				NET PAY TOTAL	1100.94

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SAMPLE PAY STUB