

About Workforce Employee

The Workforce Employee™ self-service application enables you to use a Web browser such as Microsoft Internet Explorer to access HR, payroll and benefit information.

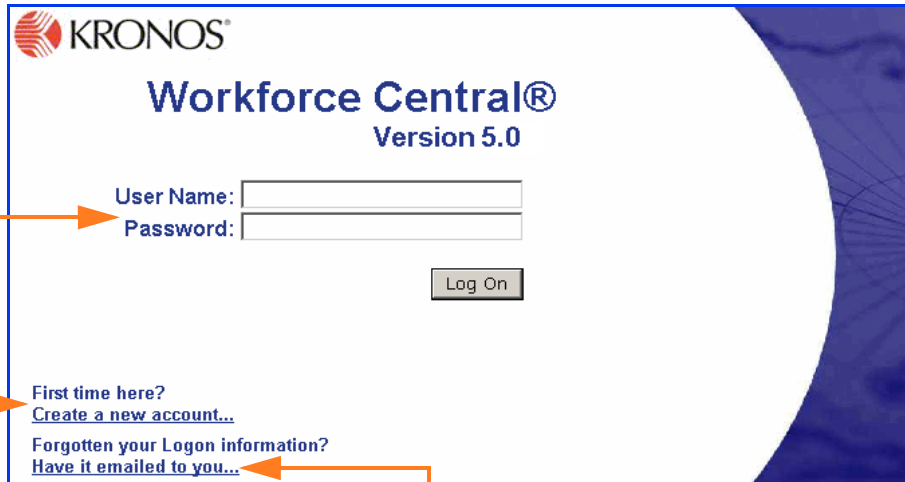
Note
The Workforce Employee home page can be configured to fit your company's needs and to accommodate your security profile. As a result, the home page that appears after you log on may not look like the home page described. Contact your System Administrator for more information.

Logging On to Workforce Employee

You log on to Workforce Employee by entering the appropriate Web address in Internet Explorer, and then entering your user name and password. Contact your System Administrator for more information.

User Name and Password

If you have an account for the self-service application, enter your user name and password, and then click Log On or press Enter.



Create a new account...

If this is your first time accessing Workforce Employee, click this link to setup your account.

Have it emailed to you...

If you forget your logon information, click this link to have it e-mailed to you.

Employee Home Page

You can use the Employee Home Page to view and modify personal, company, benefit, and payroll information. The Employee Home Page has three general areas: Company Banner, Left Side Bar, and the Work Area.

Left Side Bar

Contains a personal Welcome Message, Logon Information, and Employee Notifications such as company surveys or approvals for training requests.



Company Banner

Contains your company name, company messages (scrolling message banner) and the Home, Log Off, Customize, and About links. The Home link takes you to the start page, which is the page that appears first each time you log on. You can specify the start page by using the Customize link. If you are a manager, you will also see the Go to Manager Home Page link.

Work Area

Contains icons that are divided into three sections: Company Information, My Information, and Review My Information. Double-click the icons to access the pages for viewing and modifying personal, company, benefit, and payroll information. See the following for a brief explanation of each icon within each section.

Company Information



Company Directory
Find an employee in your company using the Search feature.



Company Handbook
View company information such as the company policy and procedures, company benefits and holidays, and time off information if your company has an online company handbook.



Suggestions and Awards
Submit a suggestion to your company or nominate an employee for an award. Add a professional license or membership for yourself.



Job Openings
View a list of job openings, or start the application process for an open position within the company.

My Information



Time Off
Request time off, view and edit your requests, view your requests in calendar format, or calculate current accruals.



Personal Information
View or edit your personal and health information.



Address and Phone
View, add, edit, or delete your address(es) or phone number(s).



Emergency Contacts
View, add, edit, or delete your emergency contacts.



Email Address
View, add, edit, or delete your e-mail address(es).



Direct Deposit
View, add, edit, or delete your direct deposit account(s).



Tax Withholdings
View, edit, or undo changes to your W-4 elections.



Change Password
Change your password for logging on to Workforce Employee.



Life Events
Add, edit, or delete your benefit and personal information associated with life events. During Open Enrollment, add, edit, or delete your benefit enrollment and coverage information in the benefit plans for which you are eligible or enrolled.



Training
Access your training profile or the company course catalog, and/or request an approval to take a course.



Time and Attendance
Enter your time data, review and edit your time sheet, depending your company requirements. This icon is available if you are using Workforce Timekeeper.

Review My Information



Personal Profile
Review your personal profile that contains your name, address, phone number, marital status, and so on .



Current Benefits
Review your benefit enrollment and coverage information for insurance/savings plans.



Earnings History
Review the earnings for each of your paychecks.



W-2 Review
Review your most recent W-2 forms.



Paycheck Calculator
Estimate how changes to your current paycheck will affect your net pay.