

# **DarwiNet Employee Level**

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# **Welcome to the Help area for your online payroll system.**

This online payroll system is the most powerful and robust PEO/ASO online payroll system available. Your payroll information is available to you from any computer connected to the World Wide Web, 24 hours a day 7 days a week. Your payroll information is secured through SSL (Secured Socket Layer - 128bit Encryption). See our Online Security document for a detailed review of our security measures.

It is important to remember, while reading through these help pages, that this system has many features and options. Some of these features and options may or may not be currently available to you or may have different levels of access. If you have questions regarding features, utilities, or access, please speak with your employer.

Thank you for allowing us to serve you.



# Logging In

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The login page provides access to the employee's information. Your login page will look similar to the following:

The screenshot shows a login interface for the '7.30 Information Center'. On the left side, there are two input fields: 'User ID:' and 'Password:', each followed by a text box. Below these is a 'Log In' button. A yellow button with a question mark and the text 'Forgot your password?' is positioned below the 'Log In' button. At the bottom left, there is a version number 'Ver. 7.25.003' and an 'SSL Secure Click to Verify' logo. The main content area on the right features the heading 'Welcome to your 7.30 Information Center' and a prompt: 'Please enter your User ID and password (e.g. User ID: 010010001 password: password)'. Below this prompt is a horizontal line. Further down, it says 'Best experienced with:' followed by logos for 'Microsoft Internet Explorer' and 'Adobe Get Acrobat Reader'.

Please note that wording and colors may be different.

## Login

Enter your provided User ID and Password and click the Login button. After entering the correct User ID and Password you will be taken to the Employee Welcome screen. In the case that an invalid User ID and Password is entered three consecutive times, you will be provided with the Forgot Password page. In order to get back to the login page, the browser window must be closed and reopened.

## Forgot Password

Click on the Forgot Password button when you have forgotten your User ID or Password. After the button is clicked you will be presented with the page that is seen below. In order to use this functionality, you must have a valid email address that has been entered into the system.

## Forgot your password?

**Enter any one of the following items.**

The system will attempt to look-up your record and e-mail your username and password to the e-mail address that is in your profile.

UserID:	<input type="text"/>
EmployeeID:	<input type="text"/>
Social Security Number:	<input type="text"/>
Name (FirstName and LastName):	<input type="text"/>

  
Click here to proceed

The most efficient way to retrieve your password is to enter your User ID.



# Employee Welcome Screen

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After having logged in successfully the Employee Welcome Screen will appear. The screen will look similar to the one below:

While using this online system, **do not use the browsers Back/Forward buttons.**

## Welcome to your 7.30 Information Center

### Welcome & News


Welcome **James Winton**, to the Employee Self Service Center of **TIM**. Please make your selection from the menu on the left. If you encounter any problems, or if you have questions or suggestions, please [e-mail a message](#) or call 5135551212.

### Payroll Status

Your last Pay Check was [5/17/2004](#)

0 pending change requests.

### Local weather

Manhattan, KS  
Today's Forecast [WX.com](#)  
 **HI: 90 °F / 32 °C**  
**LO: 68 °F / 20 °C**  
Friday May 21, 2004  
Temp : 82 °F / 28 °C  
Humidity : 63%  
Barometer : 29.85  
Wind : 16 from the NE


Company Picnic this weekend.

### Manuals/Policies

[Hello](#)

### Personal

[Headline News](#)  
[Internet Search](#)

 Remember to click the LOGOUT button when you are finished - this is important to protect the privacy of your data. If you encounter any problems, or if you have questions or suggestions, please e-mail a message or call 5135551212.

This page can is divided in several parts:

- **Header bar:** This is the top most area of the screen. Navigational links are provided.
- **Welcome & News:** This area provides a welcome message and information on how to contact the Payroll Administrator.
- **Payroll Status:** Provides a quick link to your last pay stub and information regarding vacation and sick/personal time.

When the "Pending Change Request" value is greater than zero, the text in that line becomes a link. This link opens a new window and allows the user to see all PENDING requests. Pending requests are those requests that have been entered, but have not been transferred to the Payroll Administrator.

Request ID	Date	Change Requested
	Database Field Name	Old Value      New Value
<b>1272</b>	<b>4/15/2004 5:50:56 PM</b>	<b>EmployeeMaster</b>
	Middle	n/a      Brian
<b>1273</b>	<b>4/15/2004 5:51:37 PM</b>	<b>EmployeeAddresses</b>
	State	KA      KS

Each line that is shown in **bold** indicates a new change request. The following fields are displayed:

**Request ID** - The automated number assigned to this unique change request.

**Date** - The date and time the change was made.

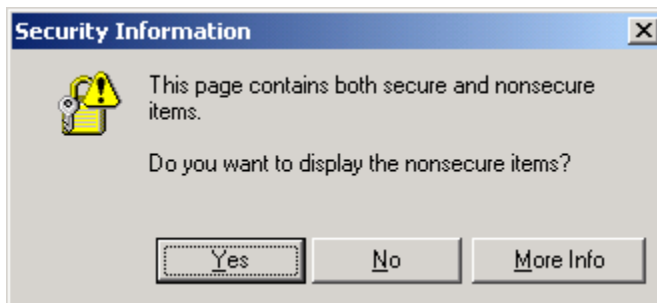
**Change Requested** - Table that is affected by the change.

**Database Field Name** - The field name or names that are being affected by the change request.

**Old Value** - The beginning value for the change request.

**New Value** - The new value submitted.

- **Local Weather:** Local weather is displayed based on your zip code. When loading the Welcome page you may receive a message like the following:



This poses no threat to your machine or your data. Simply click the Yes button and continue.

- **Personal:** The Personal items are pre-set links.
- **Other grids:** Other grids of information may be available. These will be established by your employer. In the image above you can see "Manuals/Policies" and "Private." When available, the item can be clicked on to navigate to that item.
- **To Do Items:** When ToDo items are present, they will appear on the right-hand side of the page. These are normally forms that are automatically created as a result of changes you have made to you payroll information.

# Personal

## Personal

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The Personal menu contains links added by the Payroll Administrator. These links can be hidden by following the instructions for Edit Personal Menu.



# Your Profile

## Your Info

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This page displays demographic information.


Employee ID	01.001.0001	Home Phone	(913) 555-6560
Last Name	Winton	Work Phone	
Middle Name		Employment Status	Full Time Regular
First Name	James	Department	001001
Address ID	PRIMARY	Position	ADMIN
Street	4509 West Geary Lane	Default JBS	
Address2		Ethnic Origin	Caucasian
ZIP	66502	Gender	Male
City	Manhattan	Marital Status	Married
State	KS	Nickname	
Country	USA	Alternate Name	
County		E-mail address	j_winton@thinkwareinc.com
Start Date	5/1/1995	Emergency Contact	Barbara Winton - Spouse
Org Hire Date	2/2/1990	Emergency Phone	(913) 555-3737
Birth Date	1/5/1955	SUTA State	KS
SocialSecNumber	746.43.8929	Workers Comp	KS8810

Click on the Edit button to open the fields to edit. Making a change to existing information will create a Change Request.

Enter any necessary changes and click the Save button. Please note, any field with a red exclamation mark are required fields. If a required field is left blank, the record cannot be saved.

After clicking the Save button you will be returned to the "Your Info" page. Changes show in red.

 Edit
 Undo

 Changes Exist

**You have updated the *highlighted* fields.**

Employee ID	01.001.0001	Home Phone	(913) 555-6560
Last Name	Winton	Work Phone	
Middle Name	Patrick	Employment Status	Full Time Regular
First Name	James	Department	001001
Address ID	PRIMARY	Position	ADMIN
Street	4509 West Geary Lane	Default JBS	
Address2		Ethnic Origin	Caucasian
ZIP	66502	Gender	Male
City	Manhattan	Marital Status	Married
State	KS	Nickname	
Country	USA	Alternate Name	
County		E-mail address	j_winton@thinkwareinc.com
Start Date	5/1/1995	Emergency Contact	Barbara Winton - Spouse
Org Hire Date	2/2/1990	Emergency Phone	(913) 555-3737
Birth Date	1/5/1955	SUTA State	KS
SocialSecNumber	746.43.8929	Workers Comp	KS8810
Additional Comments:			

To undo any changes that have been made simply click the Undo button. Changes can be undone up to the point that the Payroll Administrator transfers the changes for entry into the payroll system. Once the transfer is made, your changes will be locked from making any additional changes until a response to your change is received.

### Updating Your Address



Updates to your address cannot be completed on this page. To enter an address change you must go to the Addresses menu item.

## Additional Information

Additional Information is a user defined field configured by your employer to track data. The image below shows an example;

Favorite Holiday	License Renewal Date
<input type="text" value="A Z"/> <input type="button" value="Y"/>	<input type="text" value="A Z"/> <input type="button" value="Y"/>
July 4th	5/18/2005

If your employer has configured this data to be editable, click on the row containing the information to open the Additional Information grid.

 Back	 Edit
Favorite Holiday	July 4th
License Renewal Date	5/18/2005

Click on the Edit button to open the fields for editing.

Favorite Holiday	<input type="text" value="July 4th"/>
License Renewal Date	<input type="text" value="5/18/2005"/> <input type="button" value="↓"/> <input type="button" value="↑"/> <input type="button" value="📅"/>

Change the information in the fields that are editable and then click the Submit button to save your changes. Clicking the Cancel button will remove your changes without saving them.

## Removing Changes

Changes entered can be removed up until the time that your employer transfers the changes.

	
<b>You have updated the <i>highlighted</i> fields.</b>	
Favorite Holiday	July 4th
License Renewal Date	5/19/2005
Additional Comments:	

Clicking the Changes Exist button will display details and the status of the change request.

Click the Undo button to remove the changes that have been made.






# Addresses

- Update
- Undo
- Delete

The Address page allows you to enter more than one employee address, update existing address or delete an existing address. After clicking Addresses from the menu you will be presented with the following page:



Page: 1 of 1 (1 records)  Add

Address ID	Address Street 1	Address2	ZIP	City	State	Country
PRIMARY	4509 West Geary Lane		66502	Manhattan	KS	USA


The image above displays a partial page. More information is available when you scroll the page to the right.

## Update

To update the record, click on the line and then click on Edit. This will open the fields.

 Save  Cancel


**You are *updating* this record:**

Address ID	PRIMARY
Address Street 1	<input type="text" value="4509 West Geary Lane"/>
Address2	<input type="text"/>
ZIP	<input type="text" value="66502"/>
City	<input type="text" value="Manhattan"/> 
State	KS <input type="button" value="v"/>
Country	<input type="text" value="USA"/>
County	<input type="text"/>
Home Phone	<input type="text" value="9135556560"/>
Fax	<input type="text"/>
Additional Comments:	<input style="width: 100%; height: 50px;" type="text"/>

Make all necessary changes and then click the Save button. Changes will show in red.




**Undo**


After changes have been made to an address, you may Undo these changes any time, up until your employer transfers the changes. To delete a change click on the Addresses link from the menu. The page will display addresses with changes in red.

Page: 1 of 1 (1 records)  Add

Address ID	Address Street 1	Address2	ZIP	City
PRIMARY	4509 West Geary Lane	Suite 129	66502	Manhattan

Click on the row containing the address.

 Back  Edit  Undo

 Changes Exist

**You have updated the *highlighted* fields.**

Address ID	PRIMARY
Address Street 1	4509 West Geary Lane
Address2	Suite 129
ZIP	66502
City	Manhattan
State	KS
Country	USA
County	
Home Phone	(913) 555-6560
Fax	
Additional Comments:	

Click the Undo button. A confirmation message will display. Click OK to complete the Undo process. Click Cancel to stop the process.

**Delete**

To delete an address, go to the Address Update form and click the Delete button. A confirmation will appear. Click the OK button to confirm the delete.

## Dependents

- Add Dependant
- Deleting a Dependent
- Updating a Dependents Information
- Undo

Dependent information can be managed by clicking on the **Your Profile** menu item, then clicking on **Dependents Info**.

First Name	Middle	Last Name	SSN	Birthdate	Gender	Relationship
Martha	Stewart	Winton	343.13.4344	4/6/1958	Female	Spouse
Susan	Young	Winton	439.88.4933	7/8/1990	Female	Daughter

## Add Dependent

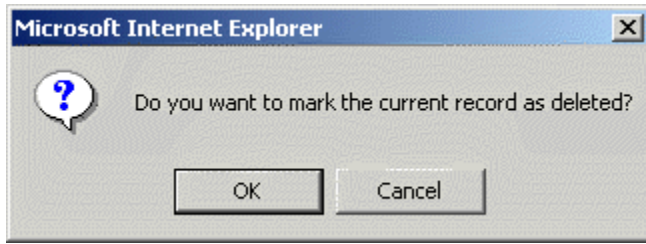
Click on the Add button at the top of the grid. This will open a form where the dependent's information can be added.

First Name	<input type="text"/>	!
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	!
SocialSecNumber	<input type="text"/>	!
Birth Date	<input type="text"/>	!
Gender	<input type="text"/>	!
Relationship	<input type="text"/>	!
Lives With EE	<input type="checkbox"/>	
Full Time Student	<input type="checkbox"/>	
Disabled	<input type="checkbox"/>	
Comment	<input type="text"/>	

Enter information into all required fields and any additional information desired. The fields with the red exclamation mark are required fields and the record cannot be saved without information in these fields. When adding an infant that does not yet have a Social Security Number, please use nine zeros.

## Deleting a Dependent

To delete a dependent, click on the row containing the dependent then click on the Delete button.  
A delete confirmation message box will appear:



Click the **OK** button to confirm the delete. Click the **Cancel** button to abort the process.


## Updating a Dependents Information

Click on the row containing the dependent to be updated. Then click on the Edit button.  
Make any needed changes and then click the Save button.  
Changes will be shown in red:

First Name	Middle	Last Name	SSN	Birthdate	Gender	Relationship
Martha	Stewart	Winton	343.13.4344	4/6/1958	Female	Spouse
Susan	Y	Winton	439.88.4933	7/8/1990	Female	Daughter

## Undo

Once a change is made, this change can only be undone by the user that created the change. From the Dependent List, click on the dependent where you would like to remove the changes. When the Dependent Information screen displays, click the **Undo** button. Click **OK** to confirm the deletion of the changes. Clicking the **Cancel** button aborts the Undo process.

 After making a change to dependant information you may be required to submit forms to your employer. These forms will be automatically generated and a prompt will appear to print these forms.

# Tax Status

The Employee Tax status screen will allow you to manage your tax information for Federal, State and City/Local taxes. After clicking Tax Status from the menu you will be presented with the following screen:

FederalTax		StateTax		LocalTax	
Marital Status	Exemptions	Additional	Estimated	YTD Federal	YTD
Married	2	\$0.00	\$0.00	\$0.00	
<b>Total</b>				<b>\$0.00</b>	

Please note the three tabs at the top: Federal Tax, State Tax and Local Tax. While any employee will have Federal Tax, it is possible that State Tax and Local Tax are not used. To navigate between the tabs, simply click on the desired tab and the page will refresh to display that information.

Each Tax Status can be updated and they are done using the same procedure.

1. Click on the tab that you want to edit. Note that in the case of Local Tax and State Tax, more than one entry may be available. Clicking on the tax line.
2. Click the Edit button to open the form.
3. Make any desired changes. Any field that contains a red exclamation mark is a required field.
4. Click the Save button to save your changes.

# Tax History

The payment history for State Tax and Local Tax can be viewed by clicking on the icon next to the State ID or the Local Tax ID.

FederalTax		StateTax		LocalTax	
State	Inactive	Marital Status			
Link KS	<input type="checkbox"/>	Single			
<b>Total</b>					

Click the Link button to view tax history.

## Direct Deposits

- Adding a Direct Deposit
- Updating Existing Direct Deposits
- Deleting Existing Direct Deposits

Some employers offer Direct Deposit to employees. Click on **Your Profile** and then click on **Direct Deposit**. A new page will display showing your existing direct deposits, if any exist.

Bank	Bank Transit	Account#	Account Type	Deposit Option	Pay Code	Amount	Percent
Bank of Kansas	052000452	4564565	CHECKING	Percentage-NET		\$0.00	100
<b>Total</b>						<b>\$0.00</b>	<b>100</b>

## Add New Direct Deposit

At the Direct Deposit list, click the Add button. This will open a form where the new deposit can be added. If the Add button does not exist, then you do not have permission to add direct deposits.

Employee ID	01.001.0001
Bank Name	<input type="text"/>
Bank Transit	<input type="text"/>
Bank Account	<input type="text"/>
Account Type	<input type="text"/>
Deposit Option	<input type="text"/>
Pay Code	<input type="text"/>
Amount	<input type="text" value="0.00"/>
Percent Rate	<input type="text" value="0"/>
Precheck	<input checked="" type="checkbox"/>
Inactive	<input type="checkbox"/>
Additional Comments:	<input type="text"/>

Please consult with your banking institution if you are uncertain about Bank Name, Bank Transit Number, Bank Account or Account Type.

The fields with a red exclamation are required fields. Omitting information from one of these fields will prevent the record from being saved.

### Field Parameters

The following information defines some fields.

**Deposit Option** - Four options are available in the drop list:

- Percentage-GROSS = A designated percentage of your GROSS wages
- Percentage-NET = A designated percentage of your NET wages
- Dollars = A specific dollar amount
- Remainder = The remainder or ALL of your wages

**Pay Code** - Allows you to specify a particular pay code from which to take the wages and deposit. Leaving this value empty will use all wages earned.

**Amount** - When entering a value for Dollars in the Deposit Option, the specific Dollar Value must be entered here.

**Percent Rate** - When using Percentage of Gross or Percentage of Net, the percentage rate must be entered here.

**Precheck** - Instructs your employer to submit a test to your bank to ensure that the Direct Deposit is valid. By default, this value will be checked whenever a direct deposit is added or updated. After the first direct deposit, precheck is no longer needed.

**Inactive** - Can be used to temporarily suspend Direct Deposit.

**Additional Comments** - Allows you to enter any additional information for your employer.

When all required fields have been entered, click the Save button to save the record.

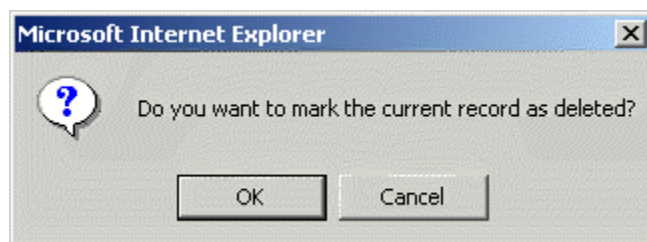
## Updating Existing Direct Deposits

At the list of direct deposits, click on the row containing the direct deposit. This will open the Direct Deposit Information screen.

To update the current direct deposit information, click on the Edit button. The fields will open for edit. Make changes and then click on Save.

### ● Deleting Existing Direct Deposits

To Delete the item, click the Delete button. A confirmation message will appear:



Click the **OK** button to continue the deletion process. Clicking the **Cancel** button aborts this process.





# Pay Codes

The Pay Codes screen allows you to view what pay codes have been assigned to you, the amount you are being paid and the history associated with these codes. This includes payroll codes that may not be active or does not have a history.

To view the Pay Codes screen, click on the **Your Profile** menu item, followed by clicking on the **Pay Codes** menu item. This will take you to the Pay Code list.

Pay Code	Description	Inactive	Type	Rate	PayUnit	ShiftCode	Frequency	YTD	Actions (quick link)
<a href="#">Link</a> BONUS	Bonus Pay	<input type="checkbox"/>	Other	\$26.00		TESTSH	Weekly	\$0.00	<a href="#">Link</a>
<a href="#">Link</a> HOURWK	Hourly Weekly	<input type="checkbox"/>	Hourly	\$23.00	Hourly	TESTS2	Weekly	\$5,760.00	<a href="#">Link</a>

As can be seen above, the only two pay codes that have a history are "Hourly Weekly" and "Overtime Hourly Weekly." Click on the Link button in the Pay Code column to view the History for a particular pay code. The history will show each transaction for the pay code.

Clicking on the icon in the Actions column will generate a drop down list:

**Transaction History** - This provides more detailed information about the pay history for payroll codes that appear on your pay stub.



**Pay Rate History** - This provides more detailed information about the pay-rate history for payroll codes that appear on your pay stub.

# Benefits

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The Benefits page offers a detailed account of the Benefits being paid by the employer. Click on the **Your Profile** menu item, followed by clicking the **Benefits** menu item.

When being provided with Benefits, a list of existing Benefit codes will be displayed.



















Benefit	Description	Inactive	Start Date	EndDate	Calc. Method
 <a href="#">DNTLFM</a>	Dental, Family	<input type="checkbox"/>	1/1/2000		Fixed Amount
 <a href="#">HMF49</a>	Human Emp Plus Family 30-49	<input type="checkbox"/>	1/1/2000		Fixed Amount
<b>Total</b>					

To view the Transaction History for a particular benefit, click the button in the Benefit column.

Payment ID	Check Number	Amount	Shift Code	Premium	Units	Check Date
2269	00002811	\$2.00		0	0	5/17/2004
2264	00002801	\$2.00		0	0	4/8/2004
2259	00002791	\$2.00		0	0	4/8/2004
2254	00002781	\$2.00		0	0	4/8/2004
<b>Total</b>		<b>\$8.00</b>				

# Deductions

The Deductions page offers a detailed account of the Deductions being processed during each payroll. Click on the **Your Profile** menu item, then click the **Deductions** menu item. This will display a list of all Deductions that have been paid. Please note that some deductions may be inactive. The Amount column will display a dollar amount for Deductions that are active. The example below shows a Deduction called CHILD. No value in the Amount column indicates that this deduction is inactive.

Deduction	Description	Inactive	Start Date	Calc. Method	Amount	Per Rate
  	 	 	 	 	 	
 <a href="#">CHILD</a>	<a href="#">Child Support</a>	<input type="checkbox"/>	<a href="#">1/1/1996</a>	<a href="#">Percent of Net Wages</a>	<a href="#">\$0.00</a>	
 <a href="#">DNTLFM</a>	<a href="#">Dental, Family</a>	<input type="checkbox"/>	<a href="#">1/1/2000</a>	<a href="#">Fixed Amount</a>	<a href="#">\$28.00</a>	
 <a href="#">HMFM49</a>	<a href="#">Human Emp Plus Family 30-49</a>	<input type="checkbox"/>	<a href="#">1/1/2000</a>	<a href="#">Fixed Amount</a>	<a href="#">\$18.75</a>	
 <a href="#">UNIFOR</a>	<a href="#">Uniforms</a>	<input type="checkbox"/>	<a href="#">1/1/1996</a>	<a href="#">Fixed Amount</a>	<a href="#">\$0.00</a>	
<b>Total</b>						

To view the Transaction History for a particular Deduction, click the Link button in the Deduction column.

## 125 Balances

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If you have been enrolled in a 125 Deduction/Cafeteria Plan, you will be able to track your payments and balances on the 125 Balances page. If you are unsure of what this is or if you are enrolled, please contact your employer or Administrator.

When you have a qualified 125 Deduction, your balance can be viewed by going to the 125 Balances link under the Your Info menu item.







To view the specifics about a particular 125 Deduction, click on the row containing that deduction.

## License Information

Some careers require special licenses or certifications. These items can be managed using the License Information page. To manage these items, click on **Your Profile**, followed by clicking on **License Info**.

License ID	License Description	License Number	Effective Date	Expiration Date
DRIVER	Driver's License	4231278784874	7/7/1998	7/7/2002

To add a new license, click the Add button.







EmployeeID	01.001.0001
License ID	<input type="text"/> !
License Description	<input type="text"/>
License Number	<input type="text"/> !
Effective Date	<input type="text"/>   
Expiration Date	<input type="text"/>   

Add your information. The fields with a red exclamation mark are required fields. The record cannot be saved if these fields are not entered.

The LicenseID drop down list will contain all license/certification types that are managed by your employer. Please contact your employer if you do not see your particular type listed.

## Update License Info

When something about your license or certification changes, the existing item can be easily updated. From the License List, click on the row containing the specific item to be updated. Click the Edit button.

EmployeeID	01.001.0001
License ID	DRIVER
License Description	Driver's License
License Number	4231278784874
Effective Date	7/7/1998   
Expiration Date	7/7/2002   

Save any changes made.



# Benefits

## New Enrollment

New Enrollment is designed to allow newly hired employees to enroll in benefit plans for which they are eligible. After clicking on New Enrollment from the menu, a list of plans to choose from will be displayed or a message indicating why enrollment is not available will be seen.

When the employee has plans available, a screen similar to the following will be seen:

**Welcome John Martin** Refresh | Hide menu | Home | Contact Us | Help | About | Logout

### New Enrollment Plan

**Welcome to Employee NEW Enrollment. This page allows you to input your Enrollment (Benefit) selections**

Each Type must be accessed and configured before you can complete the process. Tabbed items listed in **red** have not yet been completed. When all tabbed items are complete, you will be presented with a form at the bottom of the page that will allow you to provide your employer with an electronic signature. You must enter your Social Security Number, system Password and click the box that provides affirmation that you have entered the data accurately.

<b>Summary</b>	<b>DENTAL</b>	<b>HEALTH</b>	<b>Dependents</b>	<b>Beneficiaries</b>
----------------	---------------	---------------	-------------------	----------------------

Benefit	PlanCoverageSelected	StartDate	BenefitsBegin
DENTAL	Level,EE + S	11/1/2002	11/1/2002
HEALTH	Level 1,EE + S	11/1/2002	11/1/2002
Dependents	SELECTED		
Beneficiaries	INPUT REQUIRED		

Remove

In this situation, the employee is eligible for Dental and Health packages. The Remove button provides the ability to remove ALL entries that have been made so that the selection process may be started again.

The image below provides an example of how the Selection page will appear. Please keep in mind that these are just examples and the plans available to you will be different.

DarwiNet Employee Level

Summary	DENTAL	HEALTH	Dependents	Beneficiaries
---------	--------	--------	------------	---------------

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Plan: DENTAL

Select	Plan	Coverage Option	Start Date	Benefits Begin	Your monthly Cost	Employer Contribution	More Info
<input type="radio"/>	DENTAL	Level,EE	11/1/2002	11/1/2002	\$20.00	\$5.00	
<input type="radio"/>	DENTAL	Level,EE + 1	11/1/2002	11/1/2002	\$30.00	\$5.00	
<input checked="" type="radio"/>	DENTAL	Level,EE + S	11/1/2002	11/1/2002	\$35.00	\$5.00	
<input type="radio"/>	DENTAL	Level,Family	11/1/2002	11/1/2002	\$115.00	\$5.00	
<input type="radio"/>	WAIVED						

Use the radio button to the left of the grid to make the appropriate selection. Once the selection is made, click the Submit button to save your selection.

After clicking the Submit button, this tabbed item will be shown in black, indicating that the selection is completed. Continue this process until all RED tabs are completed.

In some cases, the employer must have the Primary Care Physician (PCP) code for the plan. Typically the plan's web site will display the codes. When this value is required, the program will ask you for the code:

<input checked="" type="radio"/>	AMERICAN HEALTH	Level 1,Family	2/1/2003	4/1/2003	\$0.00	\$450.00	<input type="text"/>	
----------------------------------	-----------------	----------------	----------	----------	--------	----------	----------------------	--

Some plans require Dependents and/or Beneficiaries. When a dependent is covered by the plan, the Dependents tab will show. Click on the tab to select the dependents that will be covered by the plan.

Summary	DENTAL	HEALTH	Dependents	Beneficiaries
---------	--------	--------	------------	---------------

Name	SSN	Birthdate	Relationship	Plan	Coverage
Martin,Alice	265987654	12/31/1967	Spouse	AMERICAN HEALTH	<input checked="" type="checkbox"/>
				WAIVED	<input type="checkbox"/>

Once the dependents are selected, click the Submit button.



Other plans require beneficiaries. Click the Beneficiaries tab to enter the needed information. Provisions have been made to allow for the entry of a person other than a dependent. Each of the drop lists can be manually edited by clicking inside the white area of the form.

Please enter beneficiaries for these plans: **AMERICAN HEALTH**

Delete	Last Name	First Name	SSN	Birthdate	Relationship
✖	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once at least one Beneficiary exists, the drop lists can be used to enter similar information in a more timely fashion. Alternately, the Replicate button can be used. This is the left-most button shown at the bottom of the Beneficiary list.

**Adding Additional Beneficiaries**

Use the Add button to add additional Beneficiaries. When all Beneficiaries have been added click the Submit button. This function will go through a series of checks to ensure that the beneficiaries contain the correct information. Warning messages will appear if something is out of the ordinary. Otherwise, you are now ready to submit your plan selections.

**Submit Selections**

When all selections are complete, you will have to confirm your selections with the following information:

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**Employee Approval:**  I understand my enrollment elections may not be changed until the next Benefits Open Enrollment period unless a Life Event occurs that warrants a change. Live Events are defined as: Marriage, Divorce, Child Birth, Dependent Death, etc. I hereby confirm my selection by entering my Social Security Number and Login Password.

**CONFIRMATION FORM**

Social Security Number :  Login password :

---

Place a mark in the checkbox, enter your Social Security Number and enter your product Login Password and then click the Submit button. This will provide your employer with notification that you have completed your enrollment selections.

Should you decide to start over with your selections, click the Undo button on the New Enrollment page. This will remove all selections, dependents and beneficiaries. You may now start over.

## Open Enrollment

Open Enrollment is used by those employees that are re-enrolling in a plan (typically a yearly task) or for employees that have worked for the employer for a period of time and are enrolling in a plan for the first time.

Please consult your employer for more information regarding plans.

After clicking the Open Enrollment link, under Benefits, and if eligible to enroll in at least one plan, a screen similar to the following will be seen.

**Welcome to Employee OPEN Enrollment. This page allows you to input your Enrollment (Benefit) selections**

Each Type must be accessed and configured before you can complete the process. Tabbed items listed in **red** have not yet been completed. When all tabbed items are complete, you will be presented with a form at the bottom of the page that will allow you to provide your employer with an electronic signature. You must enter your Social Security Number, system Password and click the box that provides affirmation that you have entered the data accurately.

**Summary**    **DENTAL**    **HEALTH**

---

Plan: DENTAL

Select	Plan	Coverage Option	Start Date	Benefits Begin	Your monthly Cost	More Info
<input type="radio"/>	DENTAL	Level,EE	1/1/2003	1/1/2003	\$25.00	
<input type="radio"/>	DENTAL	Level,EE + 1	1/1/2003	1/1/2003	\$35.00	
<input type="radio"/>	DENTAL	Level,EE + S	1/1/2003	1/1/2003	\$40.00	
<input type="radio"/>	DENTAL	Level,Family	1/1/2003	1/1/2003	\$120.00	
<input type="radio"/>	WAIVED					

In this situation, the employee is eligible for Dental and Health packages. The Remove button provides the ability to remove ALL entries that have been made so that the selection process may be started again.

The image below provides an example of how the Selection page will appear. Please keep in mind that these are just examples and the plans available to you will be different.

Summary	DENTAL	HEALTH	Dependents	Beneficiaries			
Plan: DENTAL							
Select	Plan	Coverage Option	Start Date	Benefits Begin	Your monthly Cost	Employer Contribution	More Info
<input type="radio"/>	DENTAL	Level,EE	11/1/2002	11/1/2002	\$20.00	\$5.00	
<input type="radio"/>	DENTAL	Level,EE + 1	11/1/2002	11/1/2002	\$30.00	\$5.00	
<input checked="" type="radio"/>	DENTAL	Level,EE + S	11/1/2002	11/1/2002	\$35.00	\$5.00	
<input type="radio"/>	DENTAL	Level,Family	11/1/2002	11/1/2002	\$115.00	\$5.00	
<input type="radio"/>	WAIVED						

Use the radio button to the left of the grid to make the appropriate selection. Once the selection is made, click the Submit button to save your selection.

After clicking the Submit button, this tabbed item will be shown in black, indicating that the selection is completed. Continue this process until all **RED** tabs are completed.

In some cases, the employer must have the Primary Care Physician (PCP) code for the plan. Typically the plan's web site will display the codes. When this value is required, the program will ask you for the code:

<input checked="" type="radio"/>	AMERICAN HEALTH	Level 1,Family	2/1/2003	4/1/2003	\$0.00	\$450.00	<input type="text"/>	
----------------------------------	-----------------	----------------	----------	----------	--------	----------	----------------------	---

Enter the PCP code in the text box that is displayed.

Some plans require Dependents and/or Beneficiaries. When a dependent is covered by the plan, the Dependents tab will show. Click on the tab to select the dependents that will be covered by the plan.

Summary	DENTAL	HEALTH	Dependents	Beneficiaries	
Name	SSN	Birthdate	Relationship	Plan	Coverage
Martin,Alice	265987654	12/31/1967	Spouse	AMERICAN HEALTH	<input checked="" type="checkbox"/>
				WAIVED	<input type="checkbox"/>

Once the dependents are selected, click the Submit button.

Other plans require beneficiaries. Click the Beneficiaries tab to enter the needed information. Provisions have been made to allow for the entry of a person other than a dependent. Each of the drop lists can be manually edited by clicking inside the white area of the form.

Delete	Last Name	First Name	SSN	Birthdate	Relationship
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once at least one Beneficiary exists, the drop lists can be used to enter similar information in a more timely fashion. Alternately, the Replicate button can be used. This is the left-most button shown at the bottom of the Beneficiary list.

Use the Add button to add additional Beneficiaries. When all Beneficiaries have been added click the Submit button. This function will go through a series of checks to ensure that the beneficiaries contain the correct information. Warning messages will appear if something is out of the ordinary. Otherwise, you are now ready to submit your plan selections.

### Submit Selections

When all selections are complete, you will have to confirm your selections with the following information:

**Employee Approval:**  I understand my enrollment elections may not be changed until the next Benefits Open Enrollment period unless a Life Event occurs that warrants a change. Live Events are defined as: Marriage, Divorce, Child Birth, Dependent Death, etc. I hereby confirm my selection by entering my Social Security Number and Login Password.

**CONFIRMATION FORM**

Social Security Number :  Login password :

Place a mark in the checkbox, enter your Social Security Number and enter your product Login Password and then click the Submit button. This will provide your employer with notification that you have completed your enrollment selections.

Should you decide to start over with your selections, click the Undo button on the Open Enrollment page. This will remove all selections, dependents and beneficiaries. You may now start over.

## Enrollment Changes

Enrollment changes exist to allow the employee to change plan elections based on a Life Event Change that may occur. Clicking on Enrollment Changes will generate the following screen only when the employee is currently actively enrolled in a plan:

Welcome James Winton Refresh | Hide menu | Home | Contact Us | Help | About | Logout

### Enrollment Changes

Select	Event	Action(s) to be completed first
<input type="checkbox"/>	Child Birth	Enter new dependent
<input type="checkbox"/>	Child Adoption	Enter new dependent, Personal Info, Emergency Contact
<input type="checkbox"/>	Marriage	Enter new dependent, Personal Info, Emergency Contact
<input type="checkbox"/>	Divorce/Separation	Enter new dependent, Personal Info, Emergency Contact
<input type="checkbox"/>	Spouse/Child Death	Enter new dependent, Personal Info, Emergency Contact
<input type="checkbox"/>	Address Change	Update Personal Info
<input type="checkbox"/>	Dependent Status	Update dependent record

Create Use ToDo List  Event Date

Click on the box or boxes in the Select column to tell the program which changes you have recently encountered.

The "Create Use ToDo List" checkbox allows you to set reminders that some action has to be taken, like changing your address if you selected "Address Change."

Enter the Event Date. This can be a past, current or future change; however, you must follow the guidelines created by your employer for entering this information.

Click the Submit button and follow the screen prompts.

## Enrollment Status

Enrollment Status simply provides a list of plans, dependents and beneficiaries that have been selected. No data maintenance can be done from this screen. Click the tabs at the top of the page to view your various information.

Summary	DENTAL	HEALTH	Dependents	Beneficiaries
Benefit	PlanCoverageSelected	StartDate	BenefitsBegin	
DENTAL	Level,Family	1/1/2003	1/1/2003	
HEALTH	Level 1,Family	1/1/2003	1/1/2003	
Dependents	SELECTED			
Beneficiaries	SELECTED			

# Payroll

## Pay Stub

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You have the ability to view, save and print your current pay stub.

In order to view your stub, you will need to install the free Adobe Acrobat Reader. Acrobat Reader is free and allows the user to view PDF documents. If you need to install Acrobat Reader, click on the link below.



To see previous checks please click on the Check History link from the menu.

## Check History

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The Pay Stub link allows you to see your current pay stub; however it is possible to see previous checks by clicking on Check History. When the Check History page opens your page will look similar to the cut-away display below:

Date	Number	From	To	Gross Wages	Fed Tax	FICA Med
<a href="#">5/17/2004</a>	<a href="#">00002811</a>	<a href="#">5/10/2004</a>	<a href="#">5/17/2004</a>	\$0.10	\$0.00	\$0.00
<a href="#">4/8/2004</a>	<a href="#">00002801</a>	<a href="#">4/1/2004</a>	<a href="#">4/7/2004</a>	\$10.00	\$0.00	\$0.00
<a href="#">4/8/2004</a>	<a href="#">00002791</a>	<a href="#">4/1/2004</a>	<a href="#">4/7/2004</a>	\$10.00	\$0.00	\$0.00
<a href="#">4/8/2004</a>	<a href="#">00002781</a>	<a href="#">4/1/2004</a>	<a href="#">4/7/2004</a>	\$0.01	\$0.00	\$0.00
<b>Total</b>				<b>\$20.11</b>	<b>\$0.00</b>	<b>\$0.00</b>

Clicking on any line will open that check's pay stub.

In order to view your stub, you will need to install the free Adobe Acrobat Reader. Acrobat Reader is free and allows the user to view PDF documents. If you need to install Acrobat Reader, click on the link below.





## W-2

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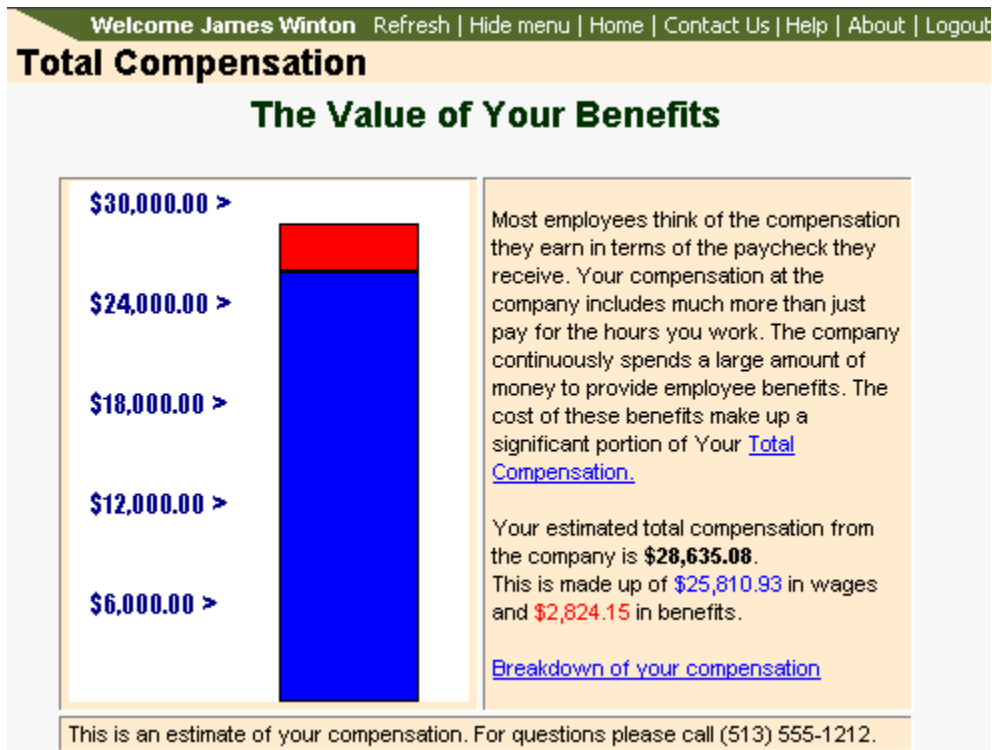
In order to view your W2, you will need to install the free Adobe Acrobat Reader. Acrobat Reader is free and allows the user to view PDF documents. If you need to install Acrobat Reader, click on the link below.



# Total Compensation

The Total Compensation link provides a graphic representation of how benefits and wages are totaled. It is used to show how the benefits paid by your employer enhance your total income.

**This graph is an estimate and is based on a projected income calculation.**



# Time Reports



## Time Entry

Time entry allows you to enter time worked for a specific pay period. It will also allow you to enter business expenses. After entering time worked, you then release the timesheet to your payroll administrator. Using time entry should include instruction from your payroll administrator. It is important to know how to use this feature in accordance with your payroll administrator guide lines to insure accurate and successful time reporting.

Start by going to Time Reports>Time Entry.








This will show available timesheets created by your employer (there may be more than one). If the window indicates "No records exist in the current table", this will mean that no timesheets have been created yet.




In this example there is only one time sheet for use.

RDE ID	Profile Name	Date From	Date To	Status	Actions (quick link)
68	EENTER	6/8/2004	6/14/2004	New	 

To open the existing timesheet, click on the timesheet line. There are two types of timesheets. By Day (enter time for each day of the pay period), or By Total (enter the total time worked for the pay period).


This example is a By Total timesheet. Click on the line in the timesheet to open the fields to edit.

	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>		001001	ADMIN	
	Total	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		001001	ADMIN	 

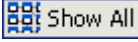
Not only can you enter time but you may also enter a business reimbursement. To enter a reimbursement, click on the  button. Add the desired reimbursement. Save the reimbursement then click  to return back to the timesheet. Enter any other desired information and then save the entry by clicking into a new line or by clicking the  button.

If needed, create an additional line by clicking on the Replicate Line button . 

## DarwiNet Employee Level

All information will be save if you need to return and finish at a later time. When you are satisfied with your timesheet, click the Release button. 

This will alert the payroll administrator that you have completed the timesheet.

To view timesheets that have been previously submitted, click on the  Show All button.

# Manual and Policies

## Manual and Policies

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The Manuals and Policies folder has been provided so that your employer can upload important documents and forms. Typically these items will be uploaded as an Adobe Acrobat file.

Acrobat Reader is free and allows the user to view PDF documents. If you need to install Acrobat Reader, click on the link below.



Click on the Manuals/Policies folder to expand the list. Click on the item to open. The item selected will open in the right side of the screen.



# Private

## Private

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The private menu is where the user can include personalized menu items or favorite web links. To add items to this area, see [Edit Private Menu](#).





# Update Settings

## Edit Personal Menu

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The Personal Menu contains links that can be added by the Payroll Administrator.

MenuSeq	Function	Hide
 110	 <u>Headline News</u>	 <input type="checkbox"/>
 120	 <u>Weather</u>	 <input type="checkbox"/>
 130	 <u>Internet Search</u>	 <input type="checkbox"/>

To hide the item from your menu, click on the item. Place or remove the checkmark by clicking in the checkbox and then click the Submit button.

## Edit Private Menu

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The Private Menu has been added to allow you to setup links to your favorite web sites. To edit the Private Menu click on Update Settings and then on Edit Private Menu.

To create a link in you Private Menu, click on the Add button.

MenuSeq	<input type="text" value="8001"/>
IconType	Document
MenuLevel	2
Function	<input type="text"/>
FunctionURL	<input type="text"/>
Access	<input type="text" value="View Only"/>
Hide	<input type="checkbox"/>

**MenuSeq:** The MenuSeq number determines the order of the menu items. The lower the number the higher in the menu (top-to-bottom) the item will display. All Private Menu items must fall in a range of 8001 to 8999. When adding a new item, the MenuSeq will increment in intervals of five. However, you may edit this number to reflect your desired placement of the menu item.

**Function:** The Function represents the name that will be displayed in your Private Menu.

**FunctionURL:** The FunctionURL is the actual link that you want to visit. This link can be to a web page, an email or an FTP sever. Please use proper address configuration when entering the link. For example use "http://www.thelink.com" instead of "thelink.com."

**Access:** This value does not need to be changed and can be left as the default value.

**Hide:** A Private Menu item can be hidden from the menu. To do this simply place a mark in the checkbox and click the Submit button.

## Update Password

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Update Password allows you to change your existing password. Since the pages you are viewing contain private and personal information, use suggested password creation techniques when creating your password.

Do not use any word that can be found in the dictionary

Do not use birth date

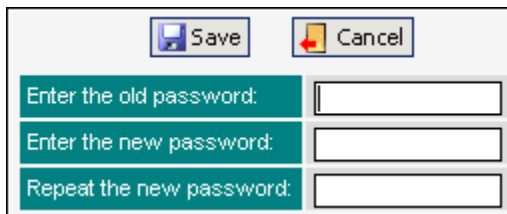
Do not use phone numbers

Do not use address numbers.

It is recommended that you use a combination of letters and numbers.

i.e. ball9bat - appl3p1e

To be able to change your password, you must know your existing password.



The screenshot shows a web form for updating a password. At the top, there are two buttons: 'Save' with a floppy disk icon and 'Cancel' with a red arrow icon. Below these are three input fields, each with a label on the left and a text box on the right. The labels are 'Enter the old password:', 'Enter the new password:', and 'Repeat the new password:'. The text boxes are empty.

Enter you old password and your new password twice then click the Submit button. Should you have a valid email address entered into the system, you will receive an email confirmation of the changed password.