

Employee Portal User Guide

Including instructions for Mobile Devices!

The Employee Portal is a Web-based portal offering employees access to their payroll information via the Internet.

Through the portal, employees can

- view and print payroll vouchers and W-2s
- access their demographic data, and
- view paid time-off balances.



Figure 1: Recommended Browsers

Our applications are designed to leverage the features of the most current computer browsers. For the best possible experience, we recommend that you use the browsers listed in Figure 1. (These are current browser versions as of this writing. Use these or later versions for best results.)

The Employee Portal can also be accessed from tablets and mobile devices (see page 7).

Topics in this User Guide include

- Logging on the Employee Portal, Settings and Dashboard Screens: pages 1 and 2.
- Navigation Buttons: pages 3 and 4.
- Dashboard Features: pages 3 through 6, including:
 - Your Info, Pay, Resources, Time Off, Messages, and Benefits.
- Mobile Device Support: pages 7 and 8.

Logging on the Employee Portal

1. Open a Web browser and enter this URL:

<https://savers.evolutionpayroll.com/ess>

The Login screen opens to the Secure User Login.

Have Questions or Need Help?

Call Savers Admin at
1-800-949-0311 or email
payroll@saversadmin.com.

2. Enter your Username and Password, and then click **Sign In**.

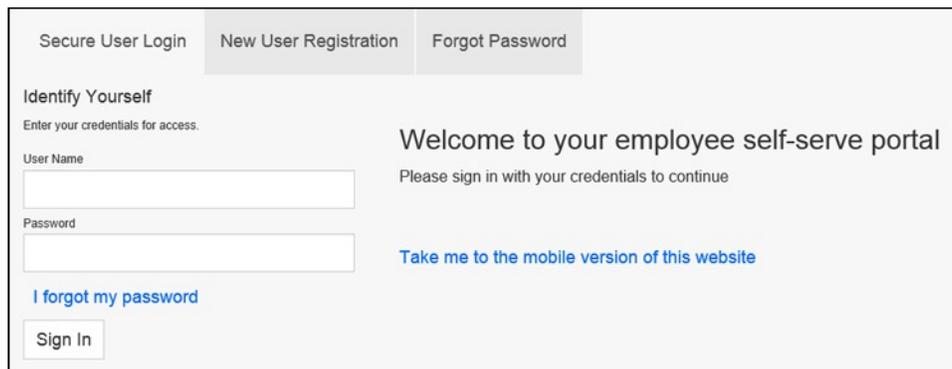
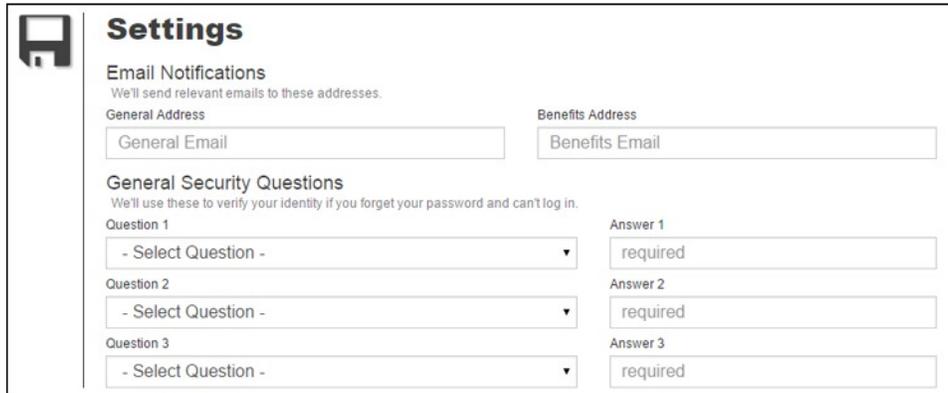


Figure 2: Login Screen

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The Settings Screen

Once you have logged on, the Settings screen opens (Figure 3). Here you will enter your email address and configure your Security Questions.



The screenshot shows the 'Settings' page with a navigation icon on the left. The main content is divided into two sections: 'Email Notifications' and 'General Security Questions'. Under 'Email Notifications', there are two text input fields: 'General Email' and 'Benefits Email'. Under 'General Security Questions', there are three dropdown menus for selecting questions and three corresponding text input fields for answers, each labeled 'required'.

Figure 3: Settings Screen

1. Enter your email address in both the General Address and Benefits Address fields. This will allow you to receive notifications relevant to your payroll.
2. Select three General Security Questions from the drop-down lists, and then enter your answers in the corresponding Answer fields on the right.
3. Click the **Save**  button in the left-hand Navigation pane. The Employee Portal Dashboard will open.

The Dashboard Screen

The Dashboard (Figure 4) is considered the “home page” of the portal site.



The screenshot shows the 'SaversAdmin' dashboard for 'Gerald Montgomery' at 'Area Health Services, Inc.'. The top navigation bar includes icons for Home, Menu, Contact, Settings, and Exit. The main content area is divided into four columns: 'Your Info', 'Pay', 'Resources', and 'Time Off'. The 'Your Info' column shows personal details for Gerald R. Montgomery. The 'Pay' column shows a list of checks with dates and amounts. The 'Time Off' column shows a list of time off entries with types and balances. A 'Messages' section is visible at the bottom.

Type	Balance
Sick	67.50
Vacation	54.75
Wellness	8.00

Figure 4: Sample Dashboard Screen

Areas of the Dashboard include: Employee Identification, Navigation Buttons, Your Info, Pay, Resources, Time Off, and Messages. (Some Dashboards may also include a Benefits area, depending on how your employer’s information is configured.) These Dashboard areas and the Navigation Buttons are explained on the following pages.

The Dashboard and Navigation Buttons

In this section, the Dashboard has been divided into eight areas as shown in Figure 5. These areas are detailed below.

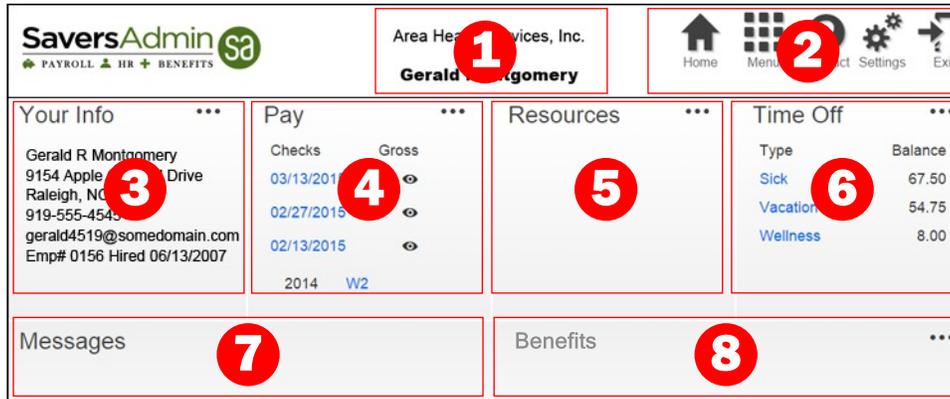


Figure 5: Areas of the Dashboard are explained below and on the pages that follow.

Area 1: Employee Identification Area

The employees' first and last name displays in the header when logged on the Portal.

Area 2: Navigation Buttons

The buttons in the upper right corner of the Dashboard are detailed in Table 1, below. These buttons are used to navigate the application. One of the Navigation Buttons is the Menu Button, which, when clicked, opens a sub-menu containing a set of additional buttons. Those sub-menu buttons are detailed on the following page.

Button Name	Description
	Home Button. Click from anywhere within the Employee Portal to return to the Dashboard.
	Menu Button. Click to open a sub-menu of shortcuts to other screens within the Employee Portal. The sub-menu is detailed on the following page.
	Help Button. Click to display contact information for payroll and HR assistance. (Contacts must be programmed at the employer level to display.)
	Settings Button. Click to update your email addresses, passwords, and modify your security questions.
	Exit Button. Click to exit the Employee Portal.

Table 1: Navigation Buttons

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Area 2: Navigation Buttons *(continued from page 3)*

The buttons in the upper right corner of the Dashboard are detailed in Table 1, on page 3. One of the buttons is the Menu Button which, when clicked, opens a sub-menu containing a set of additional buttons. Those sub-menu buttons are detailed in Table 2, below.

Sub-Menu Button	Description
	Your Info Button. Displays the employee's personal information, including address, phone, email address, employee number, and hire date.
	Pay Button. Displays the employee's pay stub. The employee's W-2s and 1099s, where applicable, can also be viewed from this screen.
	Message Button. Displays optional messages from the employer. An optional feature can alert employers of pending time-off requests.
	Resources Button. Displays optional informational links entered by the employer; for example, links to benefit companies, tax websites, etc.
	Time Off Button. View time-off balances, sick time balances, etc. An optional feature facilitates the entry of time-off requests.
	Benefits Button. View a optional list of benefits in which the employee is enrolled. Also utilized if the employer uses the Portal for on-line enrollment.

Table 2: The Menu Button's sub-menu

Other buttons that may be seen within the portal are detailed in Table 3, below. Some are only available if optional features of the portal have been enabled by the employer.

Additional Buttons	Description
	Ellipsis Button. Click to open an expanded screen for an area of the Dashboard.
	Save Button. Click to save changes to information, or to submit Time-Off or Personal Info change requests, where available.
	Cancel or Trash Button. Click to cancel and discard changes, where available.
	Approve/Accept Button. Managers may click to approve or accept time-off requests and personal information changes, where available (optional feature).
	Decline/Reject Button. Managers may click to decline or reject time-off requests and personal information changes, where available (optional feature).
	Edit Button. Click to edit information on the Resources page, where available.

Table 3: Additional Buttons

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Please refer to Figure 5 on page 3 as you continue.

Area 3: Your Info

The Your Info area lists employee information. Click the ellipsis  on the Your Info title bar or the Your Info Button in the Menu list to open a detailed information screen.

Your Info ...

Gerald R Montgomery
9154 Apple Orchard Drive
Raleigh, NC 27610
919-555-4545
gerald4519@somedomain.com
Emp# 0156 Hired 06/13/2007

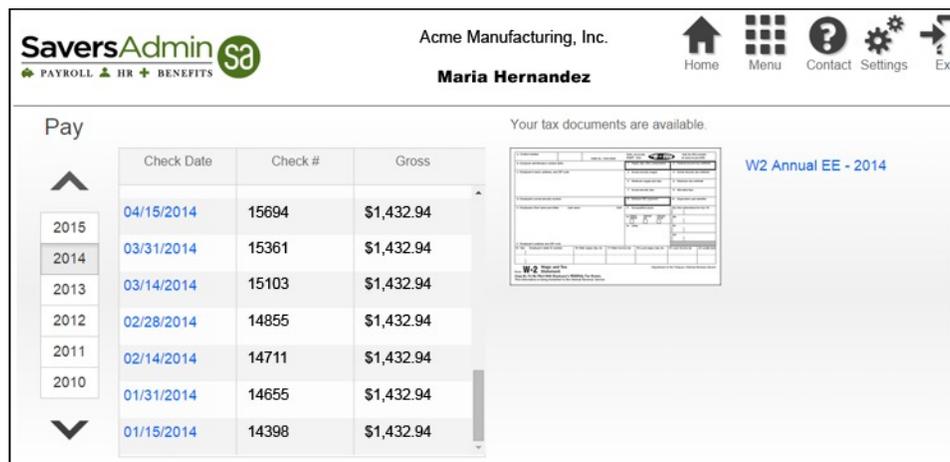
Area 4: Pay

The Pay area lists the employee's last three check stubs as well as the most recently generated annual tax form(s).

1. Click on a check date to display and download the pay stub for that check date.
2. Click the eye symbol  next to the check date to display the gross amount of that check.
3. Click the W-2 or 1099 link to display and download the most recent document.
4. Click the Pay Button in the Menu or the ellipsis  on the Pay title bar to open the pay screen, as shown in Figure 6.

Pay ...

Checks	Gross
03/13/2015	
02/27/2015	
02/13/2015	
2014	W2



Year	Check Date	Check #	Gross
2015	04/15/2014	15694	\$1,432.94
2014	03/31/2014	15361	\$1,432.94
2013	03/14/2014	15103	\$1,432.94
2012	02/28/2014	14855	\$1,432.94
2011	02/14/2014	14711	\$1,432.94
2010	01/31/2014	14655	\$1,432.94
	01/15/2014	14398	\$1,432.94

Figure 6: Pay Detail Screen

5. On the Pay Detail Screen, select the desired year in the left column to display pay dates and W-2 information for that year.
6. Click a check date to display a pay stub preview for that particular check date (see Figure 7 on page 6.)
7. Click the W-2 or 1099 links to display the most recent document for the time period selected. Click the Save Button  to download a copy of the document.

(Continued on page 6.)

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(Continued from page 5.)

Preview

Rhonda M Williamson Morehouse Systems, Inc. 8321 S. Second Street, Suite 300
Richmond, VA 23173 804-655-3555

Computer: GH083 Period Begin: 3/1/2014 Division: Sick = 32.15 Bal
Number: 00103 Period End: 3/15/2014 Branch: Vacation = 26.50 Bal
Social Security #: XXX-XX-1234 Check Date: 3/15/2014 Department: 0023
Hire Date: 09/27/2010 Check Number: 35812 Term:

Earnings					Deductions			
Description	Location / Job	Rate	Hours Paid	Current	Year To Date	Description	Current	Year To Date
Regular		28.00	78.65	2202.20	12823.06	Fed (S/D) (2380.00)	511.11	2920.63
Overtime		42.00	4.23	177.80	191.10	OASDI (2380.00)	147.56	869.38
PTO					1006.00	Medicare (2380.00)	34.51	203.31
						VA (S/D) (2380.00)	120.00	660.00
						Net Pay 96755XXXX	1566.82	9338.84
Total Earnings			82.88	2380.00	14022.16	Total Deductions	2380.00	14022.16
NET PAY			1566.82	Total Direct Deposits	0.00	Check Amount	1566.82	0.00

Figure 7: Pay Stub Preview Screen

8. Use the arrow buttons on the left-hand side of the Preview screen to zoom in and out.
9. Click the Save Button  to download a copy of the pay stub.

The remaining Dashboard sections, Areas 5 through 8, are optional. They may not appear on all Portal sites.

Area 5: Resources

The Resources area offers employers a means to provide employees with links and information relative to benefits and other contacts. Click the ellipsis in the Resources title bar or Resources in the Menu list to expand the information.

Area 6: Time Off

The Time Off area lists vacation/PTO and sick time balances based on the employer's time-off and accrual policies. Depending on the employer account settings, it may also provide time-off request history and time-off request options.

Area 7: Messages

The Messages area lists up to two optional messages from the employer; the messages will be visible to all employees.

Area 8: Benefits

The Benefits area can list benefit information for each employee. It is also utilized if the employer uses this Portal site as part of their open enrollment process.

Employee Portal: Mobile User Guide

The Employee Portal can be accessed on mobile devices as well as standard computers. The Mobile Portal is accessed using your device’s web browser; downloading a mobile application is not required.



Note: Prior to using the Mobile Portal, first-time users must access the Employee Portal using a standard computer and register their account. First-time registration from the Mobile Portal is not supported. See page 1 for registration assistance.

Supported Devices

The Mobile Portal is designed to leverage the features of mobile devices and browsers. As of this writing, the devices and browsers listed in Figure 8 are supported.

Logging into the Mobile Portal

Ensure that the user has registered as outlined above using a standard computer.

Open a Web browser on the mobile device and enter this URL:

<https://savers.evolutionpayroll.com/ess>

Operating System	Version	Supported Devices
iOS	4.x or higher* <small>* iOS 4 is not supported</small>	iPad 4G iPod touch 5 iPhone 5s iPad Air iPhone 5 iPhone 5c iPad Mini iPad 3G iPhone 4S
Android	4.0.x or higher	*All except Galaxy S series
Windows		

Figure 8: Supported Mobile Devices

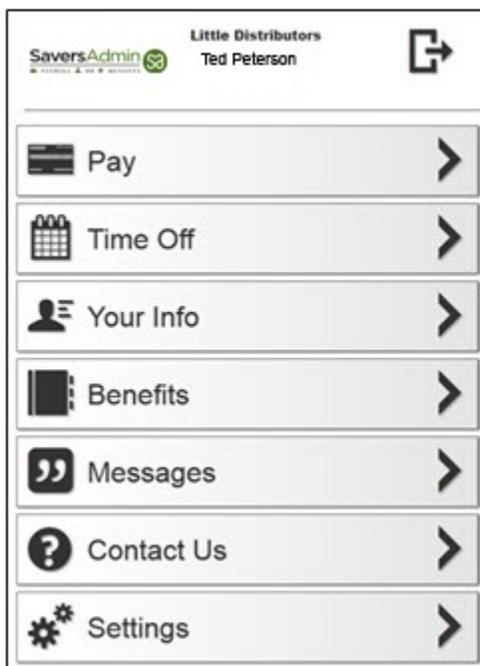


Figure 9: Mobile Portal Menu Tabs

On the login screen, enter the Username and Password, then click **Sign In**. Answer any security questions as prompted to do so, then click **Continue**.

There are also links on the login screen to help you reset a lost or forgotten password and to take you the full-size Employee Portal Website, if desired.

Mobile Employee Portal Menu

The header at the top of the Menu screen, see Figure 9, contains the Savers Admin logo, the employer’s name, employee’s name, and a Log Out button. Menu tabs to the various areas within the Portal, such as Pay, Time Off, Your Info, etc., appear below the header.

(Managers may also see additional Menu tabs used to approve employee time-off requests and demographic changes, if the employer’s site supports those options.)

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Pay Tab

Select the Pay tab to display recent information regarding Pay Stubs and W-2s or 1099 Forms.

1. Select the Check Date to view, save, or print the check stub for that date.
2. Select the View  button next to a check date to view the gross amount of the check.
3. Select the W-2 or 1099 link, where available, to view the electronic W-2 or 1099 for the most recent year.

Tip: Select the Menu  button at the top of the screen to return to the Menu from anywhere in the site.

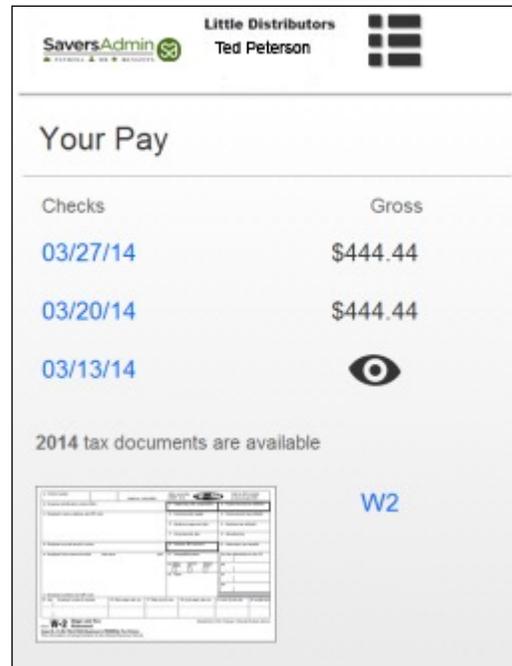


Figure 10: Your Pay Screen

Time Off Tab

View vacation/PTO and sick time balances based on the employer's time-off and accrual policies. Depending on the employer account settings, time-off request history and time-off request options may also be available.

Your Info Tab

Displays three sections listing the employee's Address, Tax Status and Dependents, and Pay Rate information.

Benefits Tab

Employee benefit information can be displayed. It is also utilized if the employer uses this Portal site as part of their open enrollment process (optional features).

Messages Tab

The Messages Tab can list up to two optional messages from the employer.

Contact Us Tab

The employer's Human Resource contacts are listed on the Contact Us Tab.

Settings Tab

Employees can update their password, email addresses and security questions from the Settings Tab.