ReadyPay Online™

Employee Self Service

Employee Guide

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Proliant Inc. welcomes your comments. Return your feedback by using any of the means listed below.

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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: **IE9**
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 click **DOWNLOAD**. Click **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**. Click **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**. Click **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. Click **Save File**, then click on the executable (.exe) file in the next window to start the install. Next, click **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.

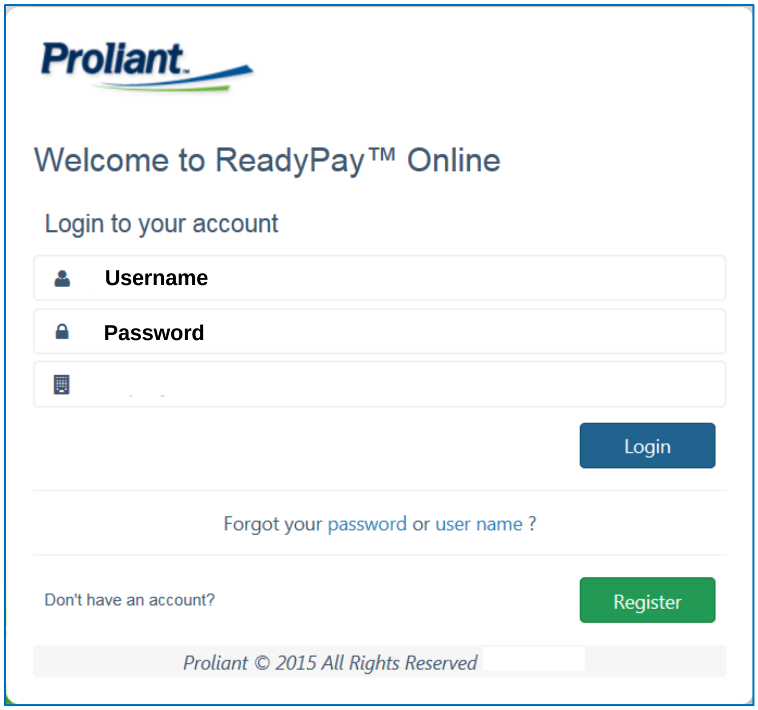
In addition, you should also do the following:

- *Open www.logmein123.com and* www.proliant.com *on the firewall*
- *Allow pop ups from www.readypayonline.com*

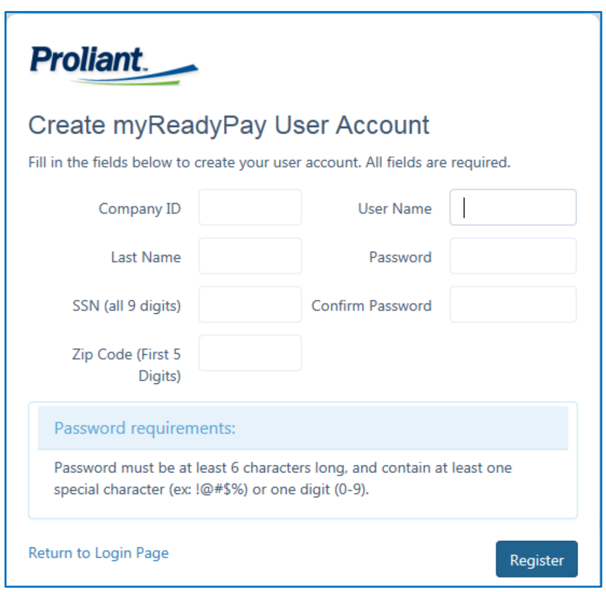
Registration and Log In

You may access ReadyPay Online log in screen from
https://www.readypayonline.com/Proliant/Login/Login.aspx

Logging into ReadyPay Online Employee Self Service requires an account with a unique username. The screen below is used when a username and password have already been created.



New users without usernames previously set up must click on **Register** on the screen above to set up a new account. You must have your client ID from your HR or Payroll Administrator and complete all fields.



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. Click Register – the screen updates to display an email address field
4. Enter a valid email address
5. Click 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

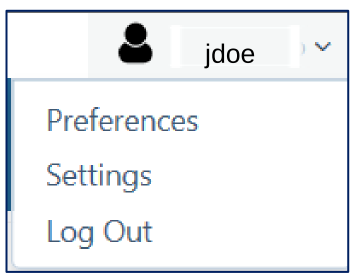
Preferences

You may set up various viewing preferences within the system. Click on the arrow next to your name in the top right section of the screen to access Preferences.

The preferences used for screen images within this guide are:

Sidebar = Horizontal and

Size = Medium.



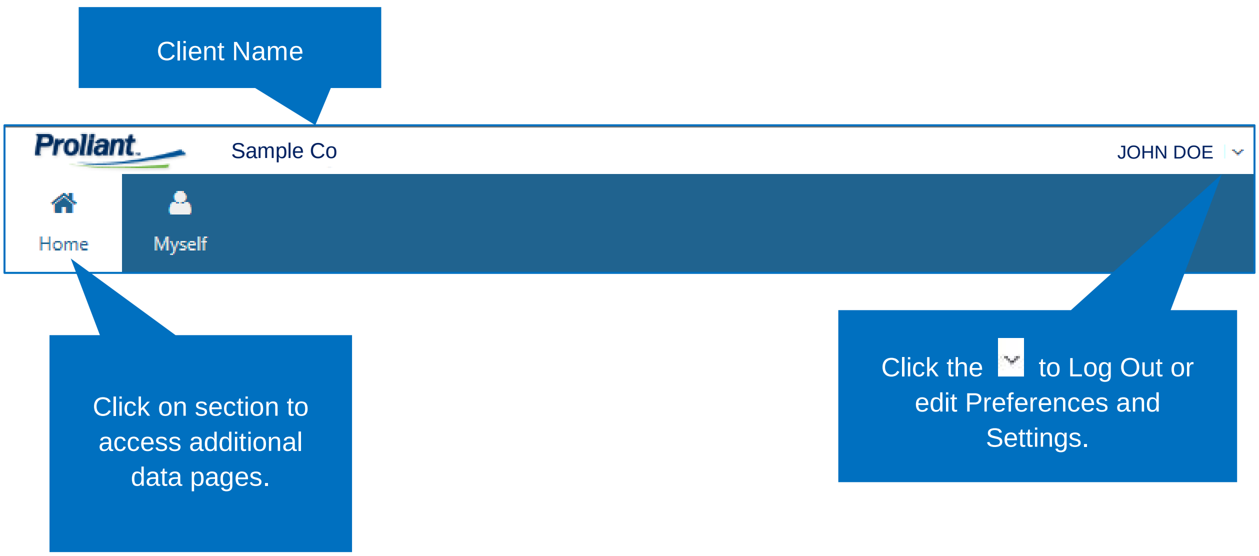
Skins	Select to change the color scheme.
Sidebar	Select to change main tabs to display Horizontally or Vertically as well as size of Large, Medium or Small
Layout	Choose full screen or box layout
Header	Choose for header to be fixed at top or bottom or screen
Restore to Default	Resets all selections above to default settings.

System Navigation

Click on 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.

Unless stated otherwise, the screen images in this guide represent basic Payroll service election.

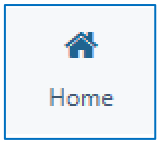
Certain menu items within this guide may not be visible to you based on the configuration your employer has elected to display to employees.



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.

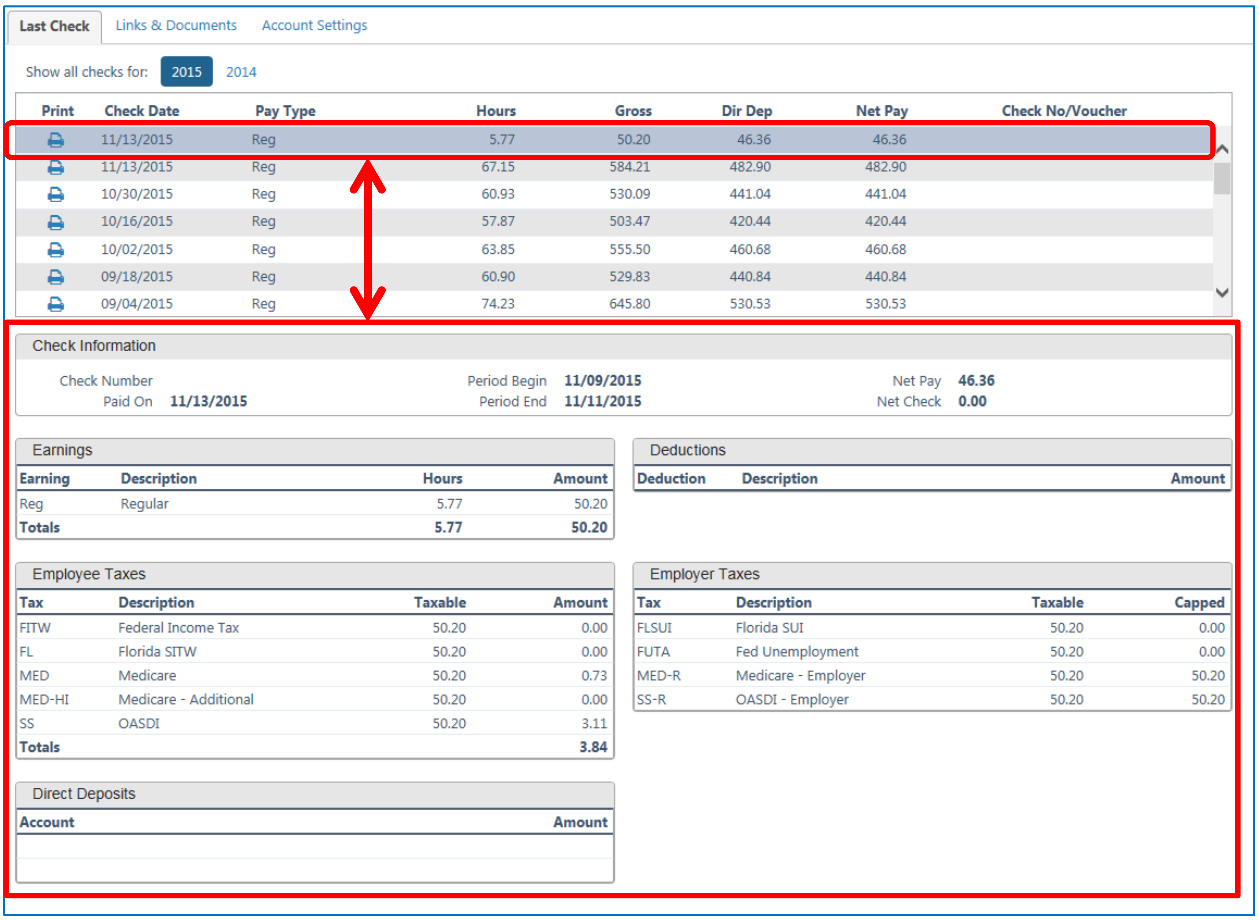
Home Menu



The Home menu holds check information, links and documents created by your employer, and access to update your account user settings.

Last Check

Your most recent check will be highlighted in the listing and details about the check will show in the lower portion of the screen. Every payroll, your paycheck information will update, providing you the means to see the details behind the calculation of your check as well as the option to print the statement or voucher.



Year Located above the checks listing will be multiple years (based on how much pay history has processed for you in the system). By clicking on a year, the checks paid to you for that year will display in the grid.

Viewing Details To see the details of a specific check, simply click on the VIEW button.

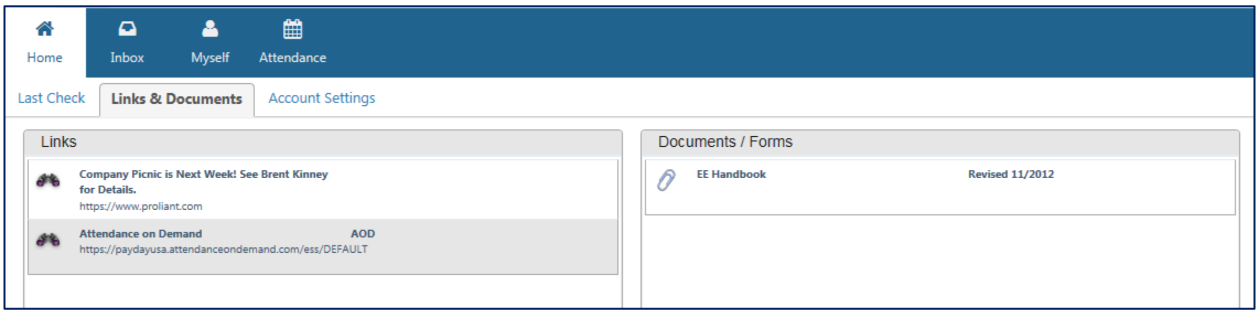
Printing a Voucher Click the button to display a copy of the selected check stub, which can either be saved as a PDF or printed.

Links & Documents

Your employer may provide you with specific websites that you may find useful and documents relevant to your employment.

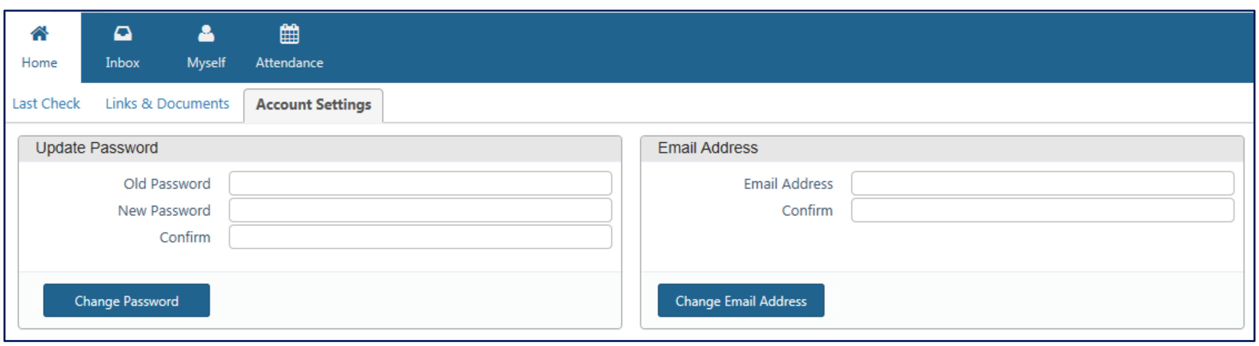
Links Your employer may provide links to external websites, such as a tool to find doctors within your insurance network or the website of the company timekeeping system. Access a link by clicking on its icon.

Documents Your employer may post change forms, direct deposit forms, employee handbooks or other employee-relevant information here for viewing or downloading.

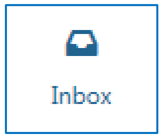


Account Settings

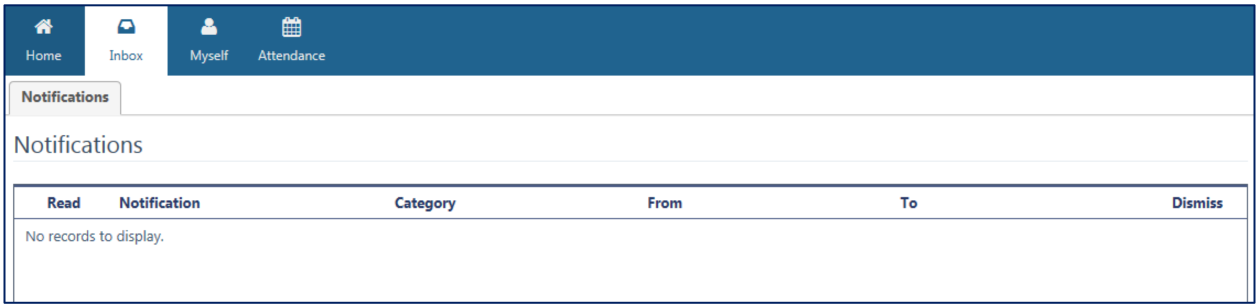
You may update your password or email address at any time.

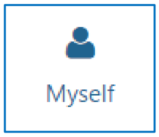


Inbox Menu



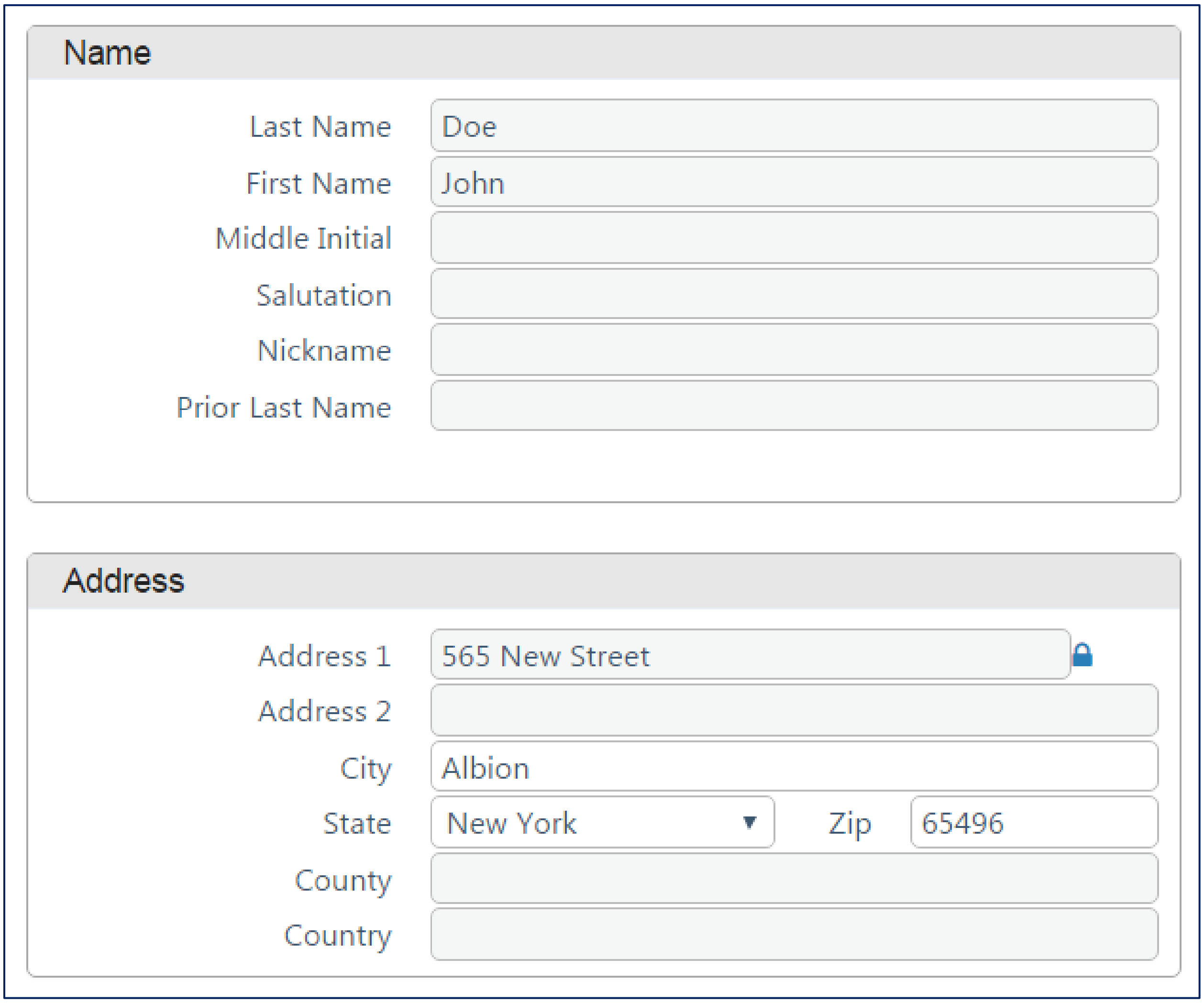
The Inbox menu allows you to read or view any notifications your employer has sent you. If you are a manager or supervisor, you will also view any pending changes you need to approve or deny.

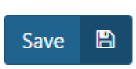


Myself Menu 

The **Myself** 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.

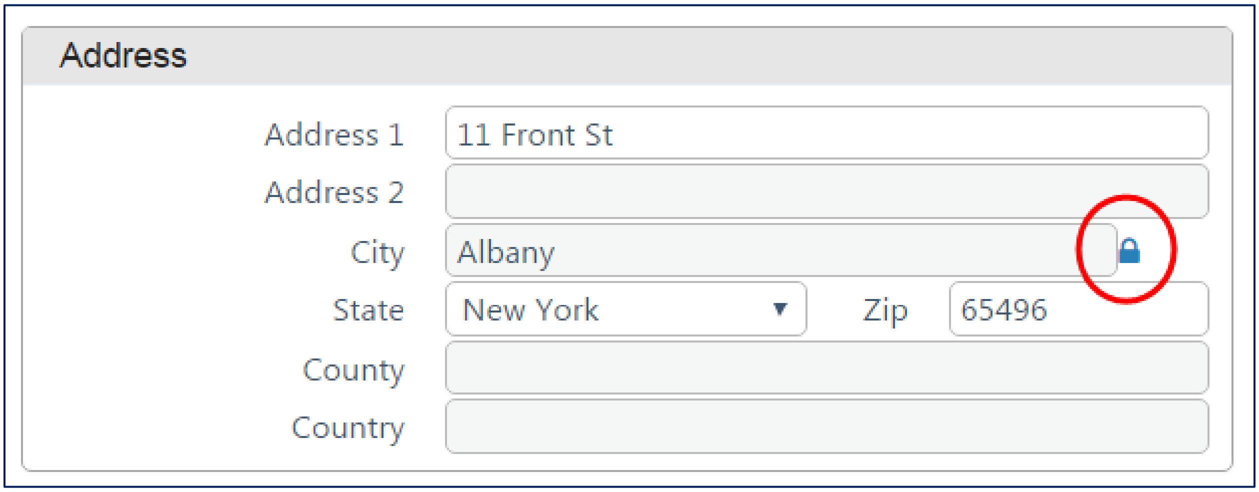
This symbol displays on fields that cannot be edited when hovering over the field.



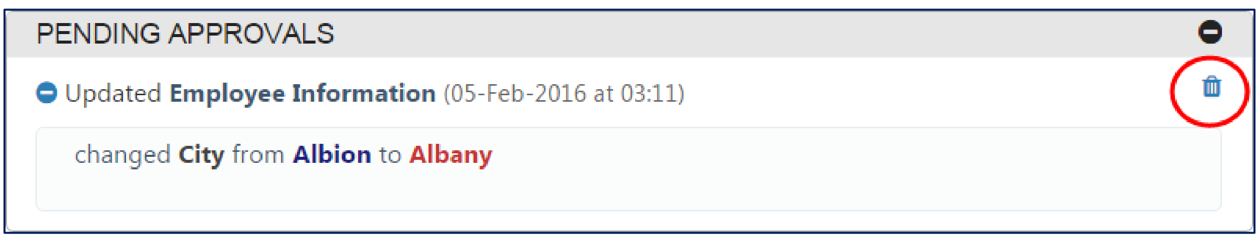


Be sure to save any changes that you make.

Some changes may require approval from a manager or administrator before they take effect. When you make a change that requires approval, a lock image will appear beside the item being changed. 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 declined.



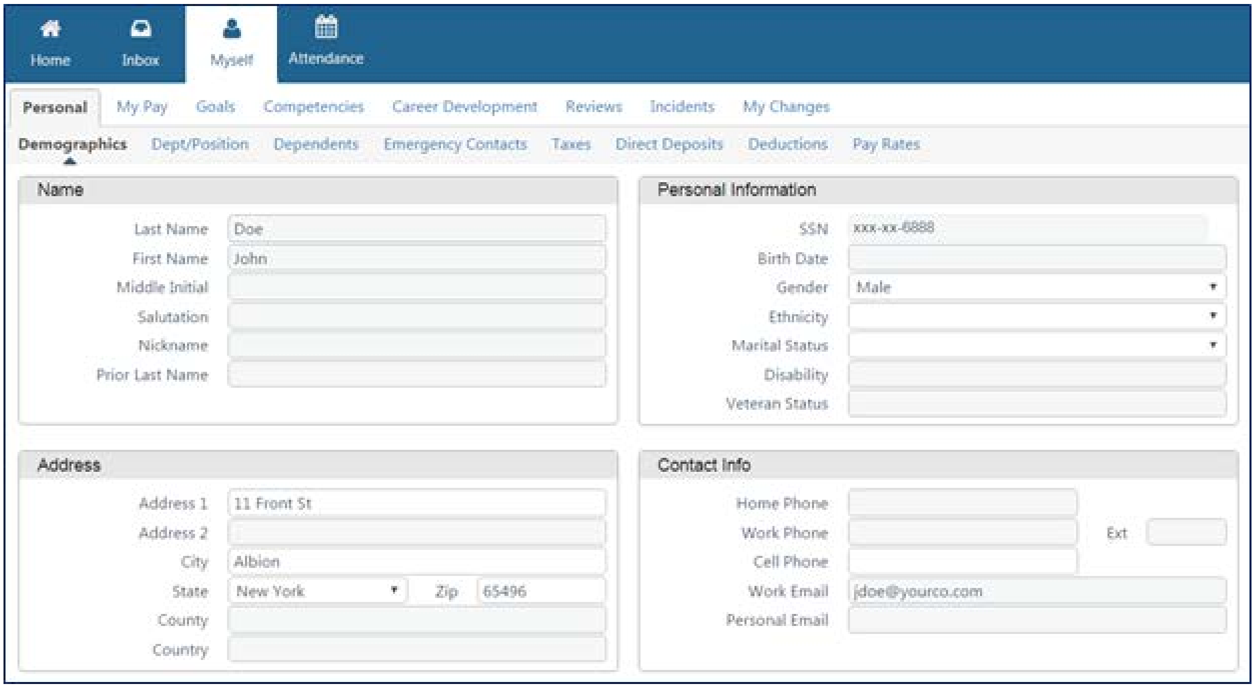
In addition, any changes that are waiting for approval will be shown at the top of the screen. You may cancel any change you have requested by clicking on the icon beside the change.



Personal

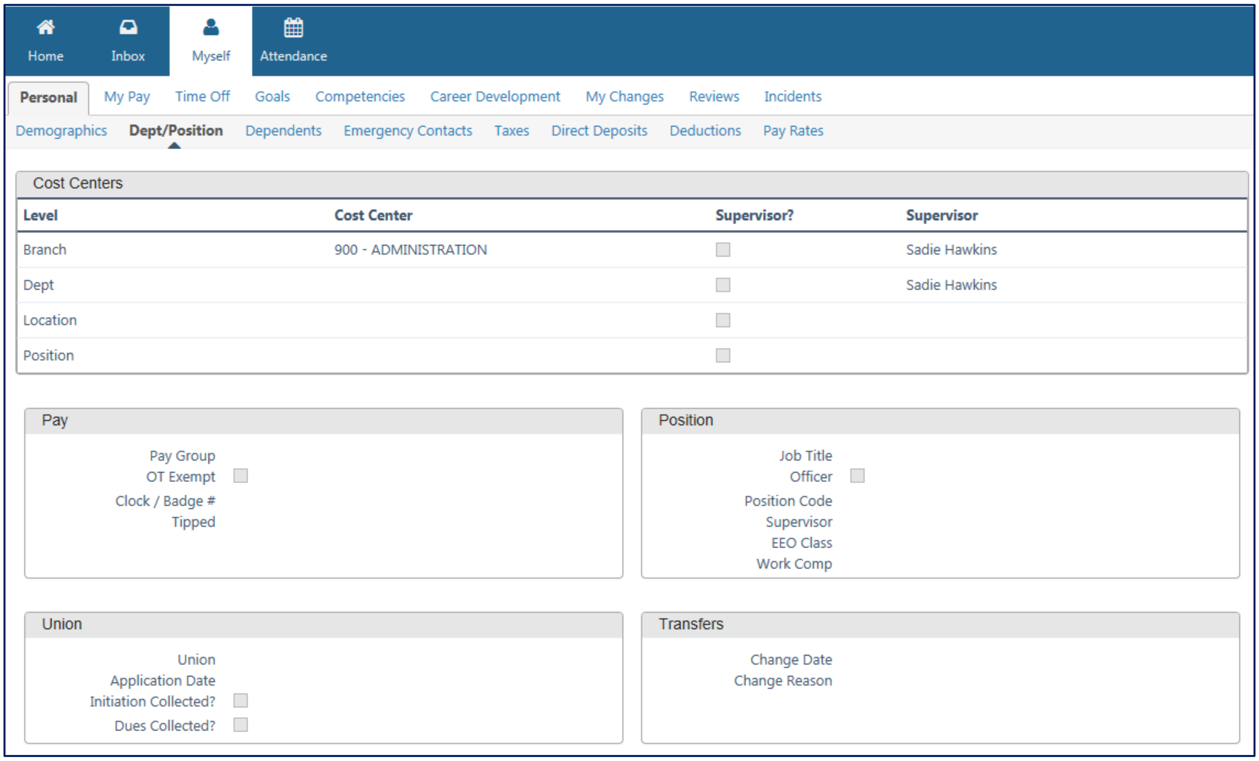
Demographics

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



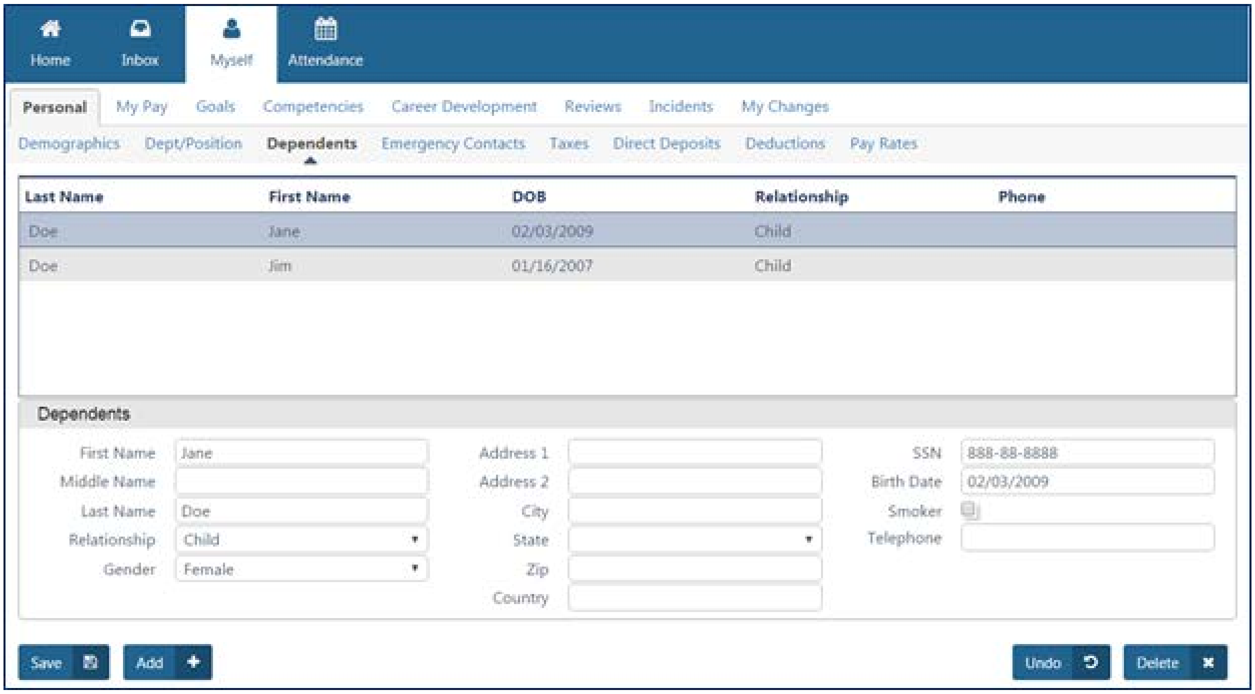
Dept/Position

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.



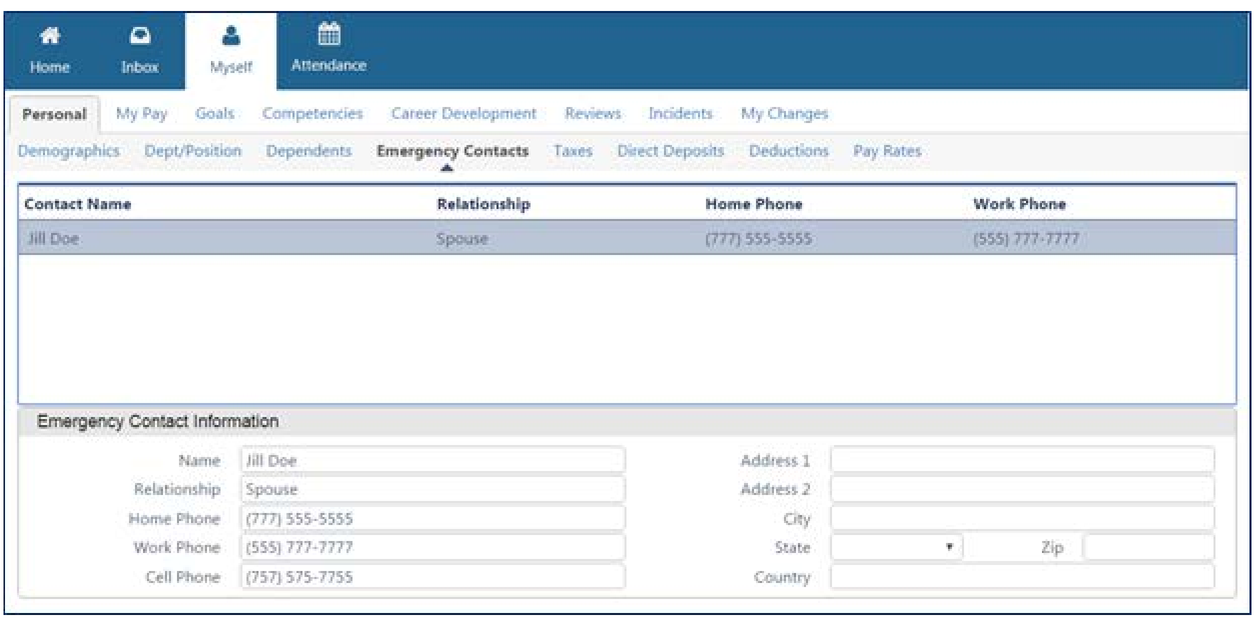
Dependents

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



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.

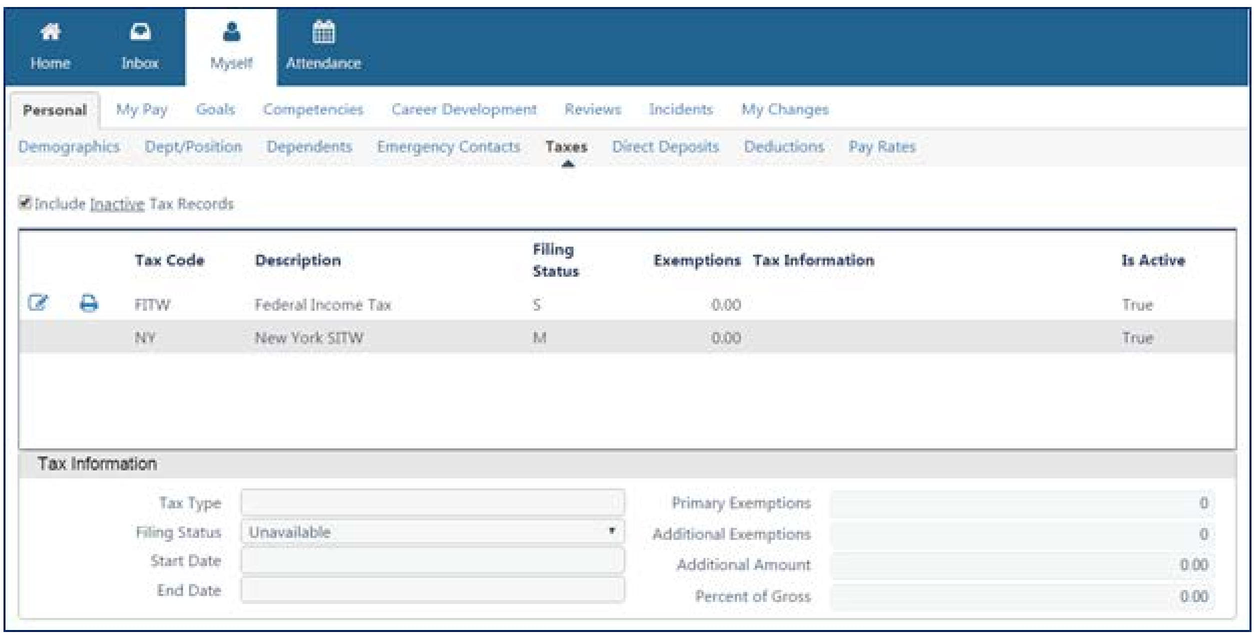


Taxes

Any time you update your W4 tax elections, your employer will update the payroll system so your most recent elections are displayed here. From this screen, you can pull up a “dummy” copy of your existing W4 based on the information that is displayed. To do this, simply click on the button next to the tax code.

If you need to change your elections, you may click on the button, and a W4 will be displayed with your demographic information already filled in. You can then print and fill out the form and return it to your employer. If your employer allows you to make electronic changes, the form will open and prompt you to enter your new elections. To sign the form, simply click the checkbox on the Signature line, enter your Employee Self Service password, and then enter the Date. Click **Save** to submit your change request.

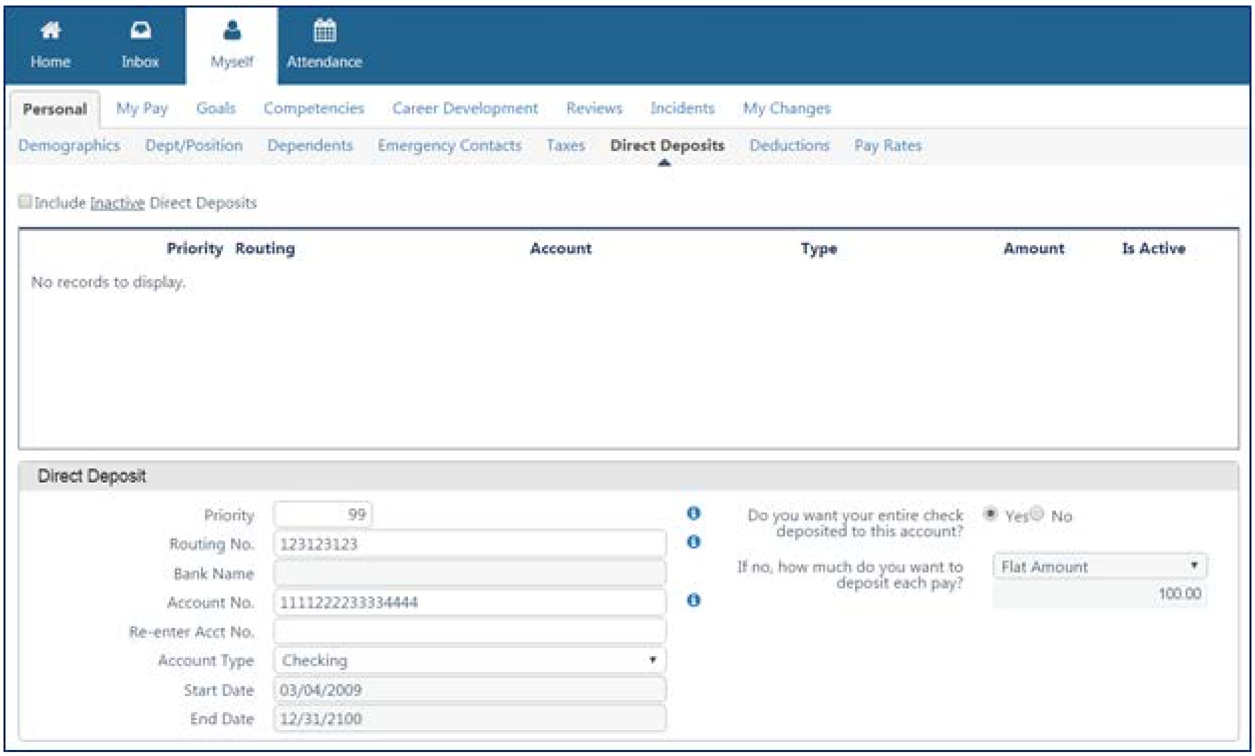
If your employer has stored your historical tax changes, you can see the history by marking the box to ‘Include Inactive Tax Records’ above the tax code listing.



Direct Deposits

Your direct deposit accounts and elections are displayed on this screen. If your employer has stored historical direct deposit information, you can see the history by marking the box to ‘Include Inactive Direct Deposits’ above the accounts listing.

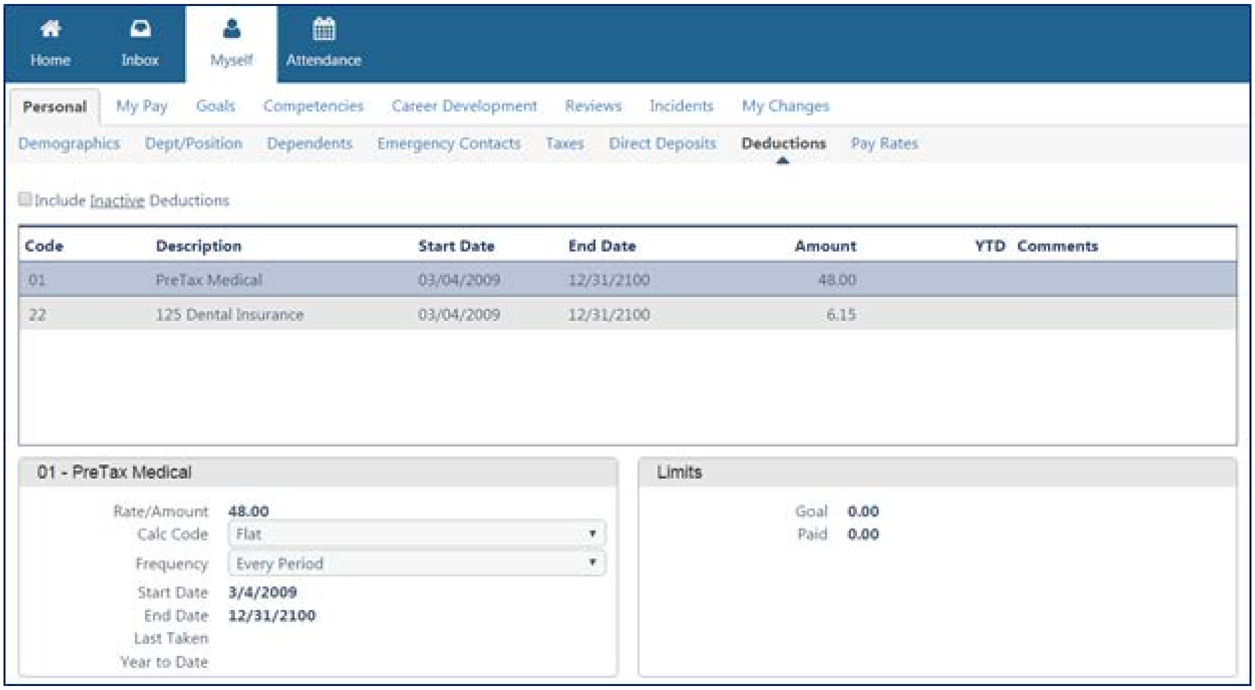
If your employer allows you to make electronic changes, you may update your account information on this screen. If the account listed should no longer be used, you may click **Delete** to remove it from your record. If you are simply changing the amount going to the account, update the applicable fields. To add a brand new account, click **Add** and enter your new account and amount information into the applicable fields. For all changes, a Direct Deposit Authorization will appear below the account information. You must click the checkbox acknowledging your agreement before you can **Save** your new information.



Deductions

The amounts being taken from your paycheck to cover items such as insurance, loans, and retirement funds will be listed here. You can see the amount being withheld, 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.

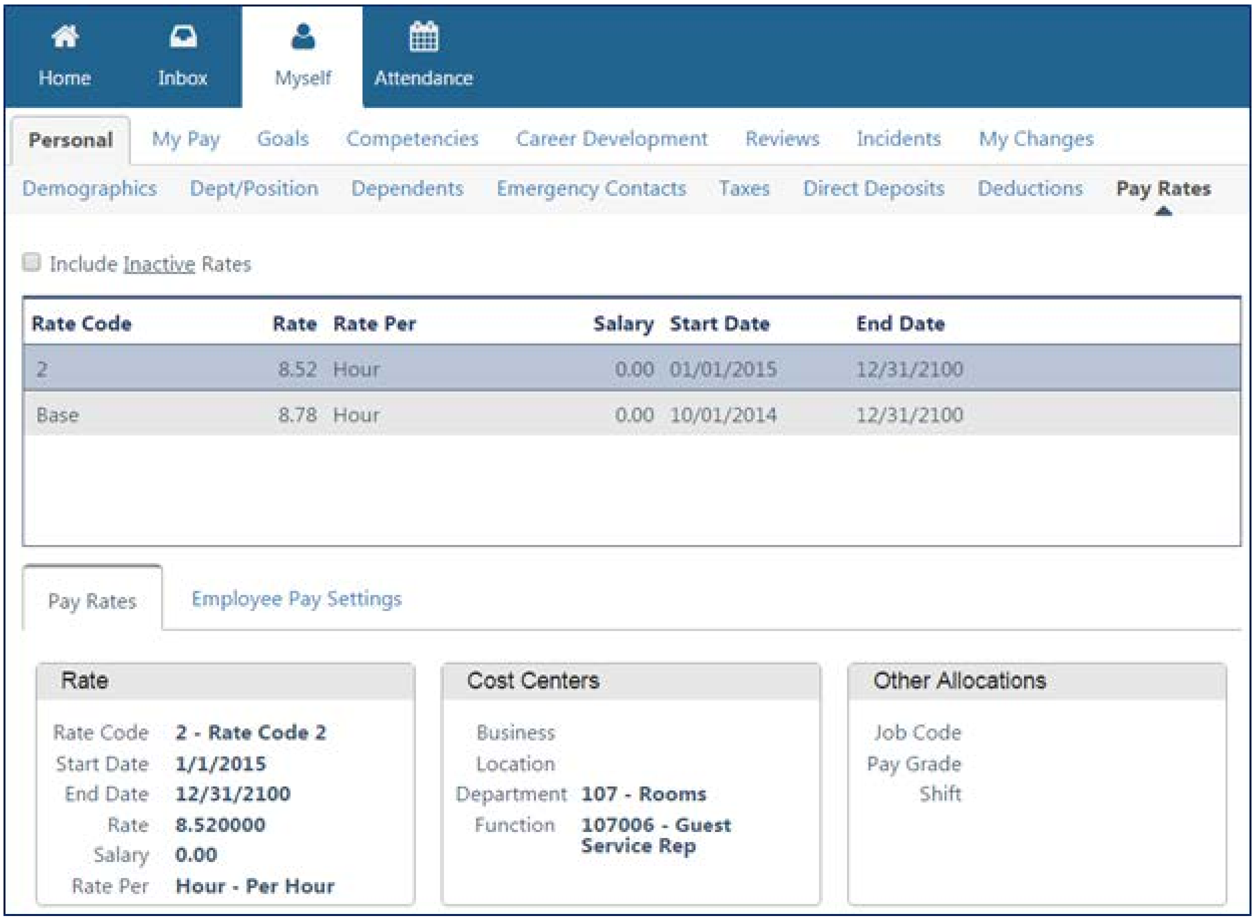
If your employer has stored historical deduction changes, you can see the history by marking the box to 'Include Inactive Deductions' above the deduction code listing.



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 and tax frequency and hours associated with your salary, if applicable.

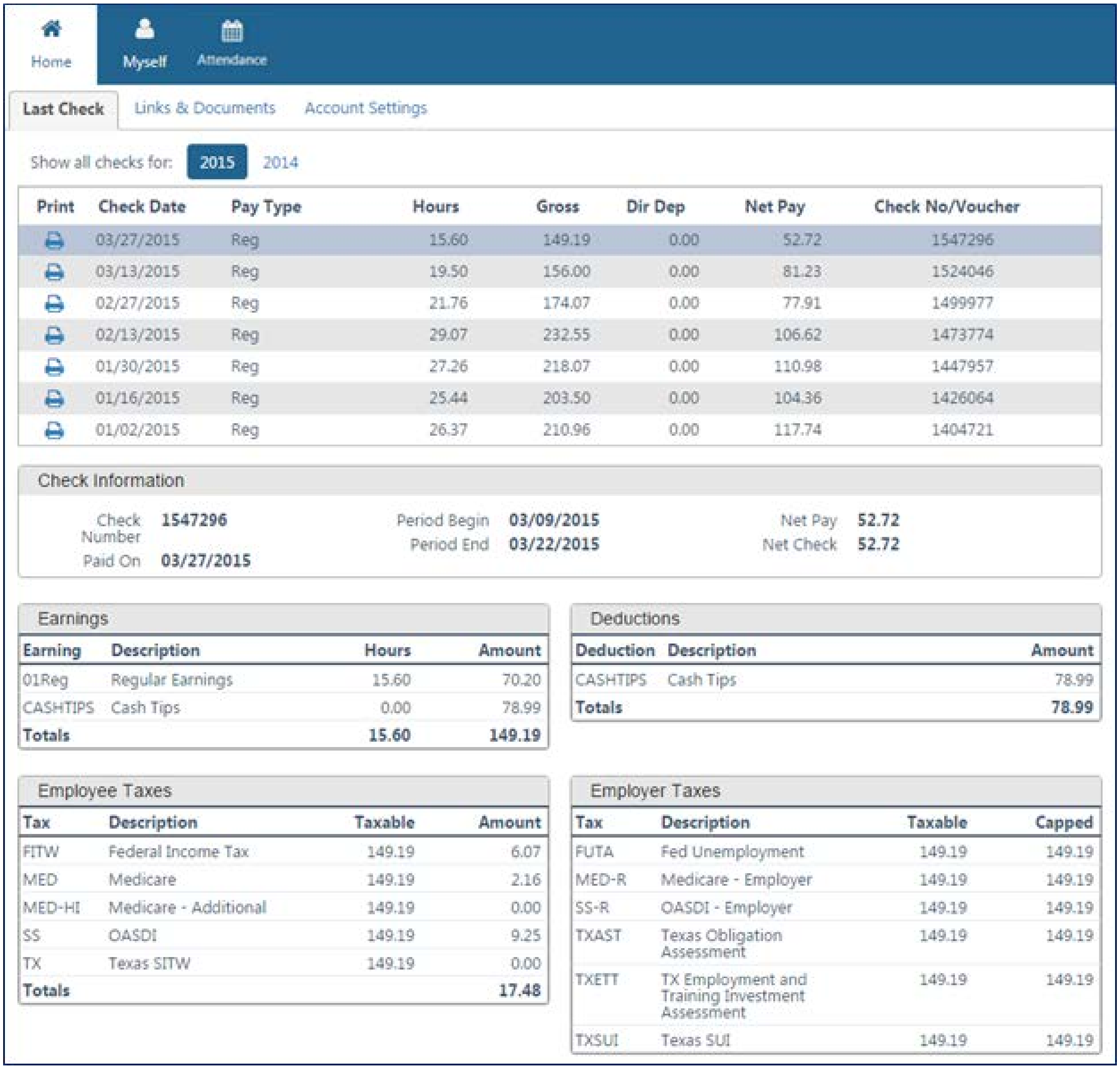
If your employer has stored historical rate changes, you can see the history by marking the box to 'Include Inactive Rates' above the rates listing.



My Pay

Last Check

Your most recent check will be highlighted in the listing, with details about the check shown in the lower portion of the screen. This information will update each check date, allowing you to see the details behind the calculation of your check and print a statement or voucher.



Home | Myself | Attendance

Last Check | Links & Documents | Account Settings

Show all checks for: 2015 2014

Print	Check Date	Pay Type	Hours	Gross	Dir Dep	Net Pay	Check No/Voucher
	03/27/2015	Reg	15.60	149.19	0.00	52.72	1547296
	03/13/2015	Reg	19.50	156.00	0.00	81.23	1524046
	02/27/2015	Reg	21.76	174.07	0.00	77.91	1499977
	02/13/2015	Reg	29.07	232.55	0.00	106.62	1473774
	01/30/2015	Reg	27.26	218.07	0.00	110.98	1447957
	01/16/2015	Reg	25.44	203.50	0.00	104.36	1426064
	01/02/2015	Reg	26.37	210.96	0.00	117.74	1404721

Check Information

Check Number	**1547296**	Period Begin	**03/09/2015**	Net Pay	**52.72**
Paid On	**03/27/2015**	Period End	**03/22/2015**	Net Check	**52.72**

Earnings

Earning	Description	Hours	Amount
01Reg	Regular Earnings	15.60	70.20
CASHTIPS	Cash Tips	0.00	78.99
Totals		**15.60**	**149.19**

Deductions

Deduction	Description	Amount
CASHTIPS	Cash Tips	78.99
Totals		**78.99**

Employee Taxes

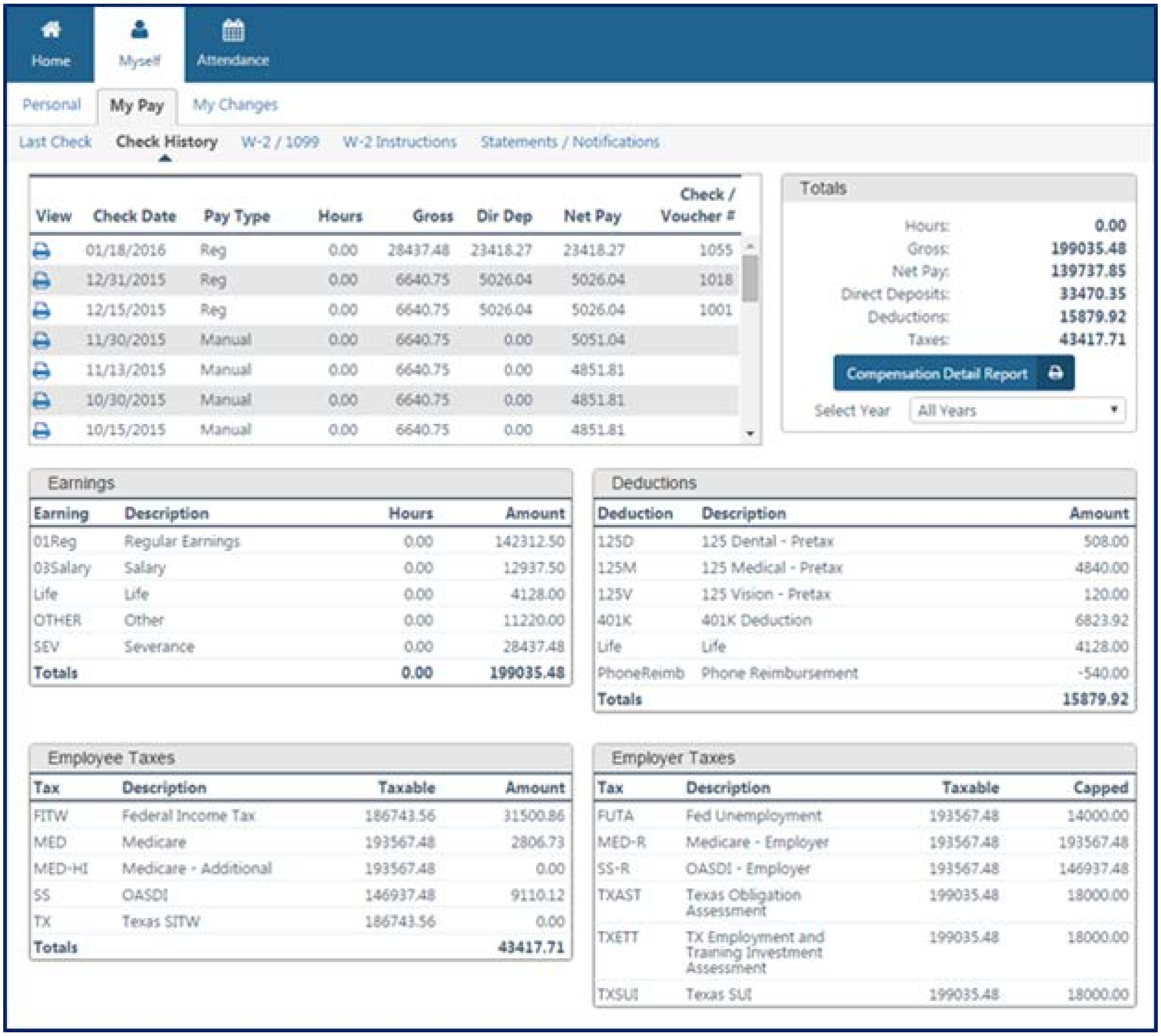
Tax	Description	Taxable	Amount
FITW	Federal Income Tax	149.19	6.07
MED	Medicare	149.19	2.16
MED-HI	Medicare - Additional	149.19	0.00
SS	OASDI	149.19	9.25
TX	Texas SITW	149.19	0.00
Totals			**17.48**

Employer Taxes

Tax	Description	Taxable	Capped
FUTA	Fed Unemployment	149.19	149.19
MED-R	Medicare - Employer	149.19	149.19
SS-R	OASDI - Employer	149.19	149.19
TXAST	Texas Obligation Assessment	149.19	149.19
TXETT	TX Employment and Training Investment Assessment	149.19	149.19
TXSUI	Texas SUI	149.19	149.19

Check History

As your check stubs become available online, they are placed into this area for viewing or printing, just as on the Last Check screen. From this screen you can also look at year-to-date amounts or print a report of total worked hours and compensation.



View	Check Date	Pay Type	Hours	Gross	Dir Dep	Net Pay	Check / Voucher #
	01/18/2016	Reg	0.00	28437.48	23418.27	23418.27	1055
	12/31/2015	Reg	0.00	6640.75	5026.04	5026.04	1018
	12/15/2015	Reg	0.00	6640.75	5026.04	5026.04	1001
	11/30/2015	Manual	0.00	6640.75	0.00	5051.04	
	11/13/2015	Manual	0.00	6640.75	0.00	4851.81	
	10/30/2015	Manual	0.00	6640.75	0.00	4851.81	
	10/15/2015	Manual	0.00	6640.75	0.00	4851.81	

Totals

Hours:	0.00
Gross:	199035.48
Net Pay:	139737.85
Direct Deposits:	33470.35
Deductions:	15879.92
Taxes:	43417.71

Compensation Detail Report

Select Year: All Years

Earnings

Earning	Description	Hours	Amount
01Reg	Regular Earnings	0.00	142312.50
03Salary	Salary	0.00	12937.50
Life	Life	0.00	4128.00
OTHER	Other	0.00	11220.00
SEV	Severance	0.00	28437.48
Totals		**0.00**	**199035.48**

Deductions

Deduction	Description	Amount
125D	125 Dental - Pretax	508.00
125M	125 Medical - Pretax	4840.00
125V	125 Vision - Pretax	120.00
401K	401K Deduction	6823.92
Life	Life	4128.00
PhoneReimb	Phone Reimbursement	-540.00
Totals		**15879.92**

Employee Taxes

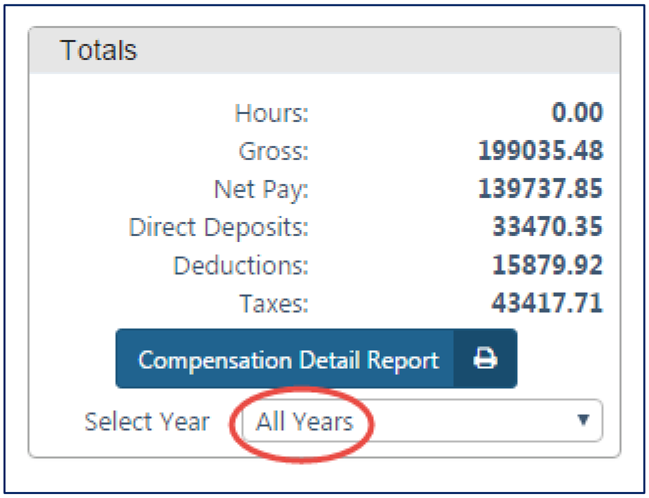
Tax	Description	Taxable	Amount
FITW	Federal Income Tax	186743.56	31500.86
MED	Medicare	193567.48	2806.73
MED-HI	Medicare - Additional	193567.48	0.00
SS	OASDI	146937.48	9110.12
TX	Texas SITW	186743.56	0.00
Totals			**43417.71**

Employer Taxes

Tax	Description	Taxable	Capped
FUTA	Fed Unemployment	193567.48	14000.00
MED-R	Medicare - Employer	193567.48	193567.48
SS-R	OASDI - Employer	193567.48	146937.48
TXAST	Texas Obligation Assessment	199035.48	18000.00
TXETT	TX Employment and Training Investment Assessment	199035.48	18000.00
TXSUI	Texas SUI	199035.48	18000.00

A drop-down list of the years in your pay history is located to the right of the checks listing. Select a year to display the checks paid to you for that year, with totals at the bottom of the page.

Click the **Compensation Detail Report** button under the Totals section to display a Compensation Detail report that can be saved as a PDF or printed. You may also click on multiple checks in the list to run a report for those selected dates.



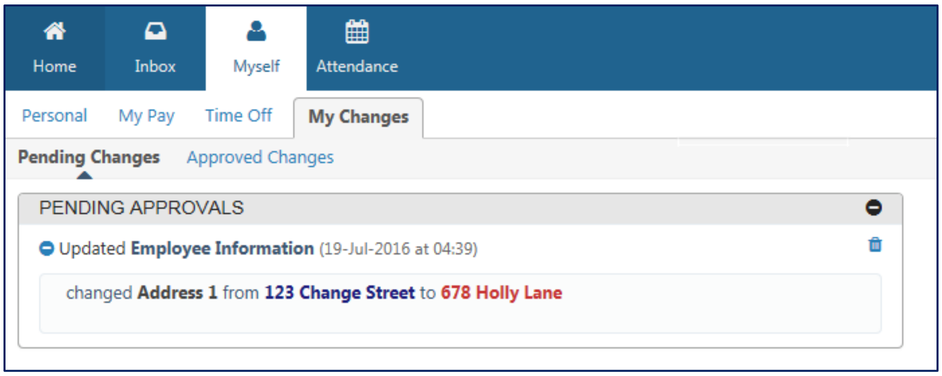
Click the button next to a specific check date to display a copy of the check stub, which can be saved as a PDF or printed.

View	Check Date	Pay Type	Hours	Gross	Dir Dep	Net Pay	Check / Voucher #
	01/18/2016	Reg	0.00	28437.48	23418.27	23418.27	1055
	12/31/2015	Reg	0.00	6640.75	5026.04	5026.04	1018
	12/15/2015	Reg	0.00	6640.75	5026.04	5026.04	1001
	11/30/2015	Manual	0.00	6640.75	0.00	5051.04	
	11/13/2015	Manual	0.00	6640.75	0.00	4851.81	
	10/30/2015	Manual	0.00	6640.75	0.00	4851.81	
	10/15/2015	Manual	0.00	6640.75	0.00	4851.81	

My Changes

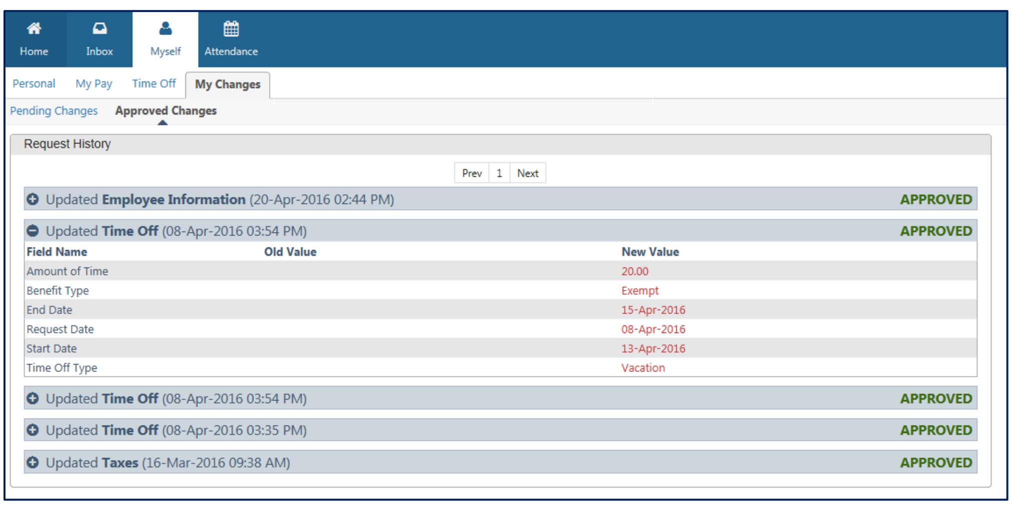
Pending Changes

If your employer allows you to make changes to your personal information, this screen will display any changes you have made that are waiting for approval. The button can be clicked next to any request you no longer want processed.



Approved Changes

This screen will display the results of any change requests you have submitted.

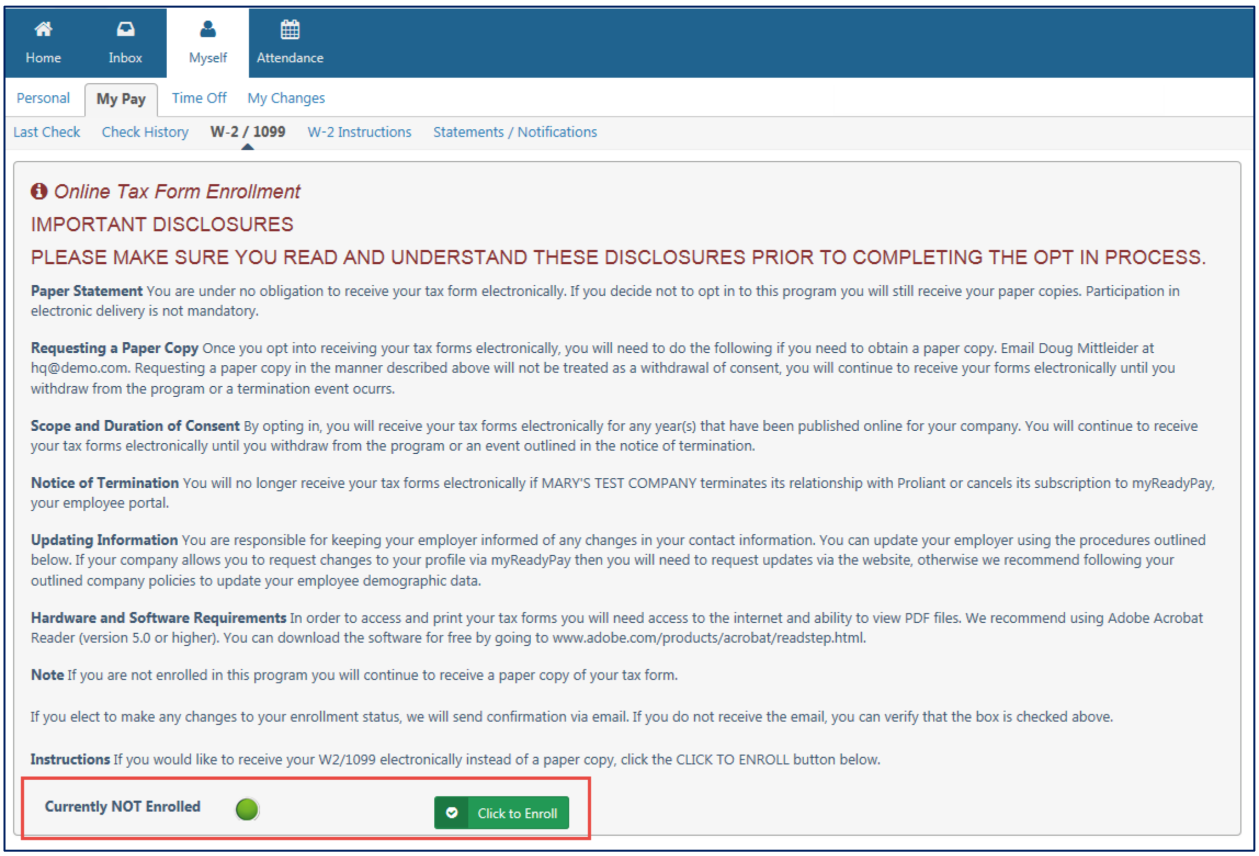


Additional Features

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.

W-2 / 1099

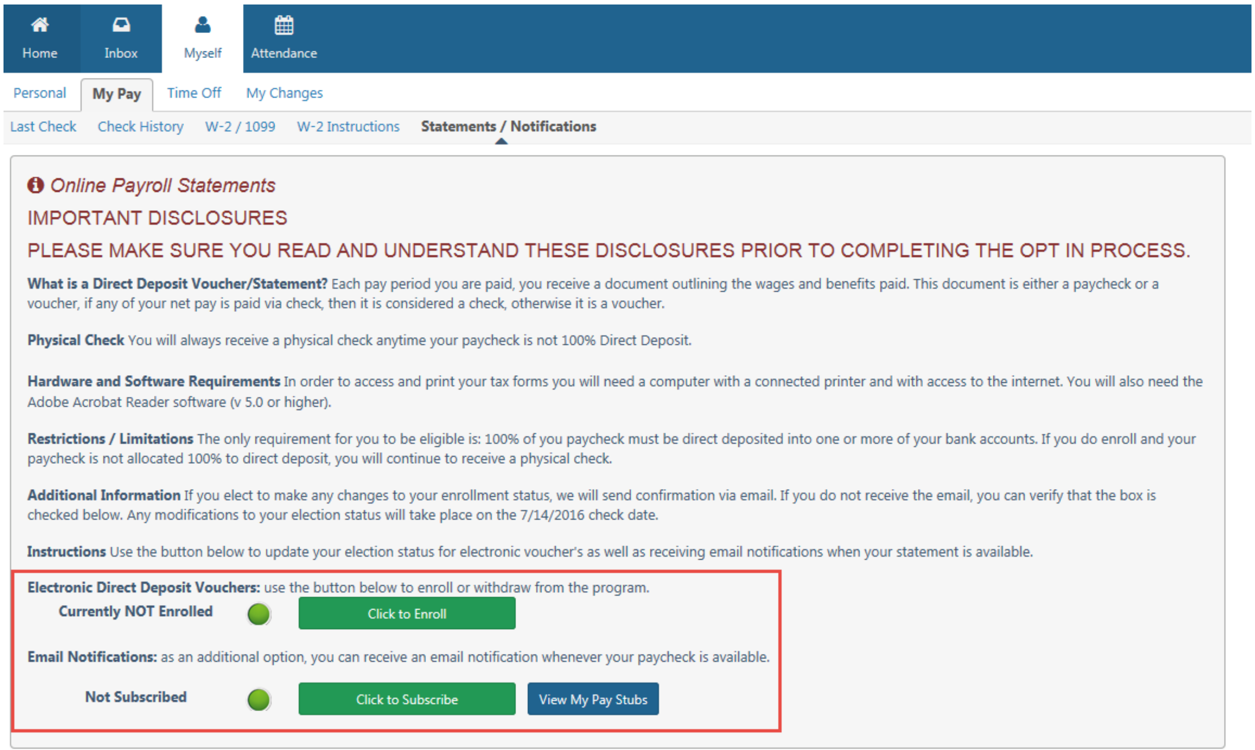
Your W-2 or 1099 may be issued electronically and made available to you in Employee Self Service. If available, the screen will appear under the **Myself | My Pay** menu. To receive electronic tax documents you will need to read the Important Disclosures and then **Click to Enroll** if you consent. You can withdraw consent at any time.



When forms are available, the screen will display the selected year's tax form with all box details. You may click the **Print Selected Tax Form** button to preview and print your form.

Statements / Notifications

One of the key features of the system is your ability to receive your pay stubs in an electronic format. You may enroll to receive Electronic Direct Deposit Vouchers if you would like to go paperless. Simply **Click to Enroll** if you would prefer not to receive paper direct deposit vouchers.



It is not necessary to enroll to receive your stub online. This simply turns off paper printing.

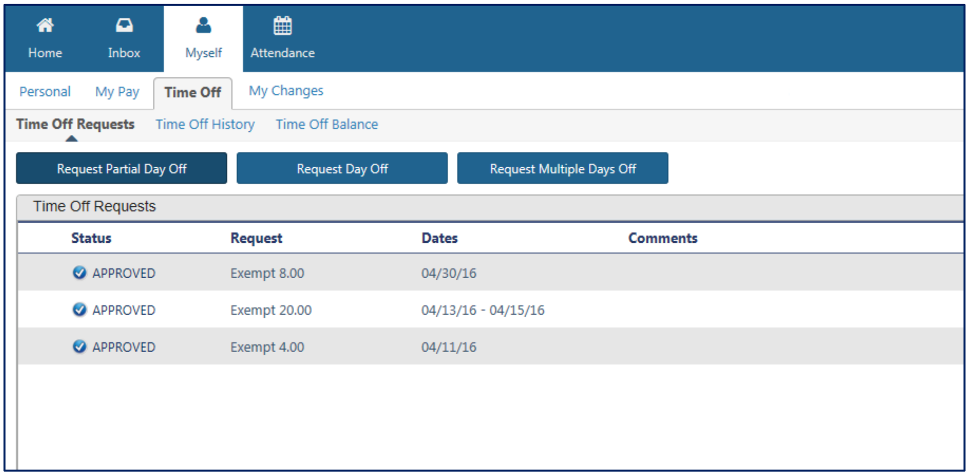
If you used an email address when registering your account on Employee Self Service, you can also enroll to receive Email Notifications when a new pay stub is available. You can unsubscribe at any time.

Time Off

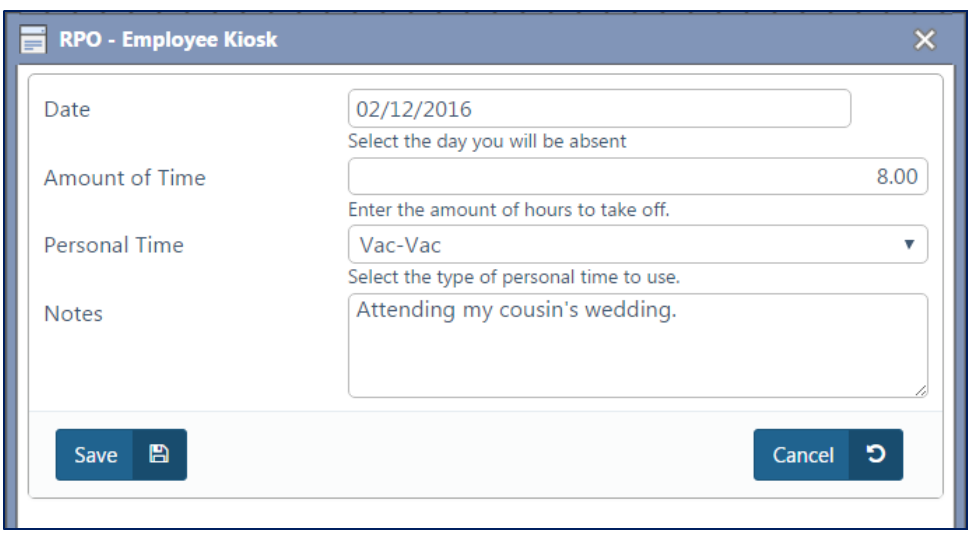
The **Time Off** menu and sub-menus only appear if your employer is using the Time Off feature of ReadyPay Online.

Time Off Requests

This screen allows you to select partial, full and multiple days off. Current requests that have not been processed in payroll display for easy viewing.

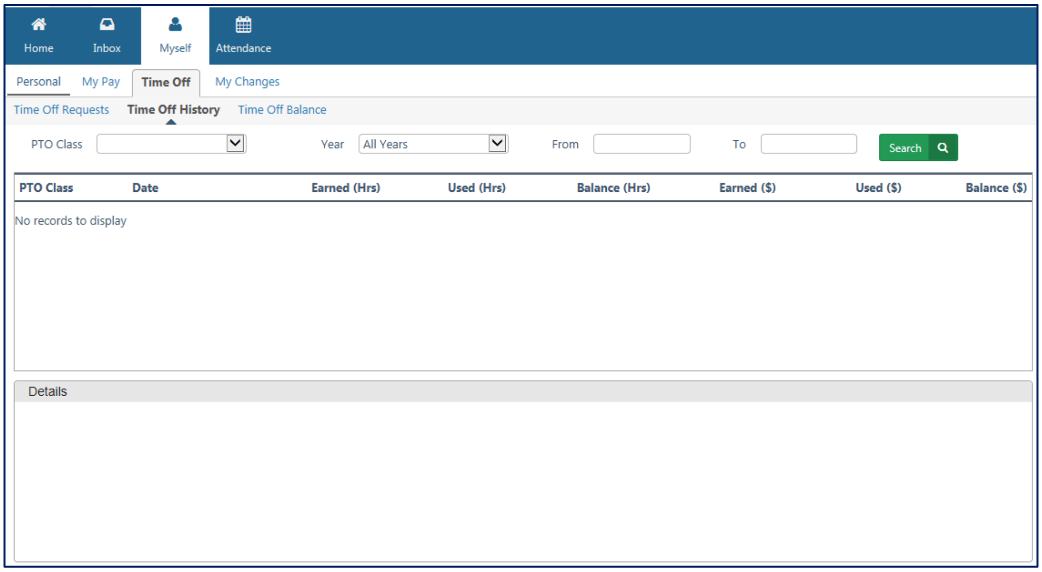


Click on the type of request you would like to make and complete the request in the box that appears. Then click **Save** to submit for approval. You can stop a request by clicking the button if your employer has not yet acted on the request. If you used an email address during Employee Self Service registration, you will receive an email when your request is approved or declined.



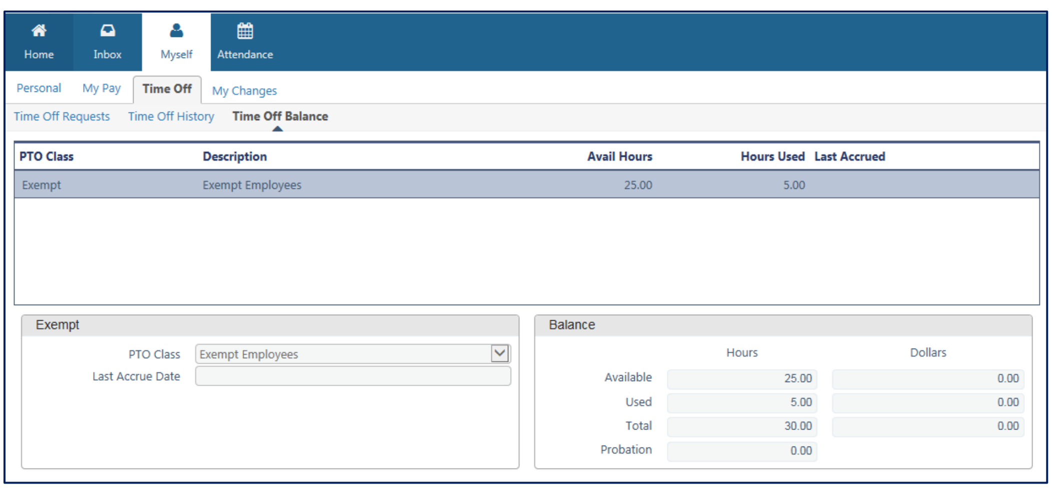
Time Off History

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). Click on a check date line to open further details at the bottom of the screen.



Time Off Balance

This screen displays your balance of sick or vacation time, as well as your time used. If you employer does not allow new employees to use their balances right away, you will also see any probation time earned.



Attendance

The **Attendance** menu and sub-menus only appear if your employer is using the Time & Labor feature of ReadyPay Online. This allows you to access the Web portal of the Time & Labor feature directly from Employee Self Service.