



ReadyPay OnlineTM

Employee Self Service

Employee Guide

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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.

Proliant.

Welcome to ReadyPay™ Online

Login to your account

Username

Password

Login

[Forgot your password or user name ?](#)

Don't have an account? [Register](#)

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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.

Proliant.

Create myReadyPay User Account

Fill in the fields below to create your user account. All fields are required.

Company ID User Name

Last Name Password

SSN (all 9 digits) Confirm Password

Zip Code (First 5 Digits)

Password requirements:
Password must be at least 6 characters long, and contain at least one special character (ex: !@\$%) or one digit (0-9).

[Return to Login Page](#) [Register](#)

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

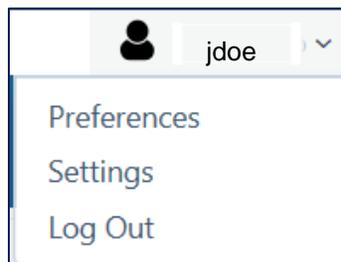
You may set up various viewing preferences within the system. Click on the arrow next to your name in the top right section of the screen to access Preferences.



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.

The screenshot shows the top navigation bar of the Proliant system. The bar is dark blue with a white header area. The header area contains the Proliant logo on the left, the text "Sample Co" in the center, and the user name "JOHN DOE" with a dropdown arrow on the right. Below the header, there are two main navigation sections: "Home" with a house icon and "Myself" with a person icon. A blue callout box labeled "Client Name" points to the "Sample Co" text. Another blue callout box points to the "Home" section with the text "Click on section to access additional data pages." A third blue callout box points to the dropdown arrow next to "JOHN DOE" with the text "Click the [dropdown arrow] to Log Out or edit Preferences and Settings."

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.

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
	11/13/2015	Reg	5.77	50.20	46.36	46.36	
	11/13/2015	Reg	67.15	584.21	482.90	482.90	
	10/30/2015	Reg	60.93	530.09	441.04	441.04	
	10/16/2015	Reg	57.87	503.47	420.44	420.44	
	10/02/2015	Reg	63.85	555.50	460.68	460.68	
	09/18/2015	Reg	60.90	529.83	440.84	440.84	
	09/04/2015	Reg	74.23	645.80	530.53	530.53	

Check Information

Check Number: 11/13/2015 | Period Begin: **11/09/2015** | Net Pay: **46.36**
 Paid On: **11/13/2015** | Period End: **11/11/2015** | Net Check: **0.00**

Earnings				Deductions		
Earning	Description	Hours	Amount	Deduction	Description	Amount
Reg	Regular	5.77	50.20			
Totals		5.77	50.20			

Employee Taxes				Employer Taxes			
Tax	Description	Taxable	Amount	Tax	Description	Taxable	Capped
FITW	Federal Income Tax	50.20	0.00	FLSUI	Florida SUI	50.20	0.00
FL	Florida SITW	50.20	0.00	FUTA	Fed Unemployment	50.20	0.00
MED	Medicare	50.20	0.73	MED-R	Medicare - Employer	50.20	50.20
MED-HI	Medicare - Additional	50.20	0.00	SS-R	OASDI - Employer	50.20	50.20
SS	OASDI	50.20	3.11				
Totals			3.84				

Direct Deposits	
Account	Amount

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.

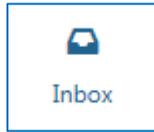
The screenshot shows a web interface with a dark blue header containing navigation icons for Home, Inbox, Myself, and Attendance. Below the header, there are tabs for 'Last Check', 'Links & Documents' (which is selected), and 'Account Settings'. The 'Links & Documents' section is divided into two columns. The left column, titled 'Links', contains two items: 'Company Picnic is Next Week! See Brent Kinney for Details.' with a URL 'https://www.proliant.com' and 'Attendance on Demand' with a URL 'https://paydayusa.attendanceondemand.com/ess/DEFAULT' and a label 'AOD'. The right column, titled 'Documents / Forms', contains one item: 'EE Handbook' with a revision date of 'Revised 11/2012'.

Account Settings

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

The screenshot shows the 'Account Settings' section of the portal. It features a dark blue header with navigation icons for Home, Inbox, Myself, and Attendance. Below the header, there are tabs for 'Last Check', 'Links & Documents', and 'Account Settings' (which is selected). The 'Account Settings' section is divided into two columns. The left column, titled 'Update Password', contains three input fields labeled 'Old Password', 'New Password', and 'Confirm', and a 'Change Password' button. The right column, titled 'Email Address', contains two input fields labeled 'Email Address' and 'Confirm', and a 'Change Email Address' button.

Inbox Menu

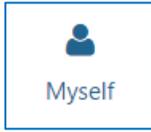


The Inbox menu allows you to read or view any notifications your employer has sent you. If you are a manager or supervisor, you will also view any pending changes you need to approve or deny.

The screenshot shows a web application interface. At the top is a dark blue navigation bar with four tabs: "Home" (house icon), "Inbox" (envelope icon), "Myself" (person icon), and "Attendance" (calendar icon). Below the navigation bar is a "Notifications" section with a sub-header "Notifications". Underneath is a table with the following columns: "Read", "Notification", "Category", "From", "To", and "Dismiss". The table body contains the text "No records to display."

Read	Notification	Category	From	To	Dismiss
No records to display.					

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.

Name	
Last Name	<input type="text" value="Doe"/>
First Name	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Salutation	<input type="text"/>
Nickname	<input type="text"/>
Prior Last Name	<input type="text"/>

Address	
Address 1	<input type="text" value="565 New Street"/> 
Address 2	<input type="text"/>
City	<input type="text" value="Albion"/>
State	<input type="text" value="New York"/> ▼
Zip	<input type="text" value="65496"/>
County	<input type="text"/>
Country	<input type="text"/>



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.

Address

Address 1	11 Front St		
Address 2			
City	Albany		
State	New York	Zip	65496
County			
Country			

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.

PENDING APPROVALS

 Updated **Employee Information** (05-Feb-2016 at 03:11) 

changed **City** from **Albion** to **Albany**

Personal

Demographics

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

The screenshot shows a web interface for an employee's personal information. At the top, there is a navigation bar with icons for Home, Inbox, Myself, and Attendance. Below this is a secondary navigation bar with tabs for Personal, My Pay, Goals, Competencies, Career Development, Reviews, Incidents, and My Changes. The main content area is titled 'Demographics' and includes sub-tabs for Dept/Position, Dependents, Emergency Contacts, Taxes, Direct Deposits, Deductions, and Pay Rates. The 'Demographics' section is divided into four main panels: Name, Personal Information, Address, and Contact Info. Each panel contains various input fields for text, dropdown menus, and checkboxes.

Name	
Last Name	Doe
First Name	John
Middle Initial	
Salutation	
Nickname	
Prior Last Name	

Personal Information	
SSN	xxx-xx-6888
Birth Date	
Gender	Male
Ethnicity	
Marital Status	
Disability	
Veteran Status	

Address	
Address 1	11 Front St
Address 2	
City	Albion
State	New York
Zip	65496
County	
Country	

Contact Info	
Home Phone	
Work Phone	
Cell Phone	
Work Email	jdoe@yourco.com
Personal Email	

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.

Home Inbox Myself Attendance

Personal My Pay Time Off Goals Competencies Career Development My Changes Reviews Incidents

Demographics **Dept/Position** Dependents Emergency Contacts Taxes Direct Deposits Deductions Pay Rates

Cost Centers			
Level	Cost Center	Supervisor?	Supervisor
Branch	900 - ADMINISTRATION	<input type="checkbox"/>	Sadie Hawkins
Dept		<input type="checkbox"/>	Sadie Hawkins
Location		<input type="checkbox"/>	
Position		<input type="checkbox"/>	

Pay

Pay Group

OT Exempt

Clock / Badge #

Tipped

Position

Job Title

Officer

Position Code

Supervisor

EEO Class

Work Comp

Union

Union

Application Date

Initiation Collected?

Dues Collected?

Transfers

Change Date

Change Reason

Dependents

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

The screenshot shows the 'Dependents' section of a self-service portal. At the top, there are navigation tabs: Home, Inbox, Myself, and Attendance. Below these are sub-tabs: Personal, My Pay, Goals, Competencies, Career Development, Reviews, Incidents, and My Changes. The main navigation bar includes Demographics, Dept/Position, Dependents (active), Emergency Contacts, Taxes, Direct Deposits, Deductions, and Pay Rates.

Last Name	First Name	DOB	Relationship	Phone
Doe	Jane	02/03/2009	Child	
Doe	Jim	01/16/2007	Child	

Below the table is a 'Dependents' form with the following fields:

- First Name: Jane
- Middle Name: (empty)
- Last Name: Doe
- Relationship: Child (dropdown)
- Gender: Female (dropdown)
- Address 1: (empty)
- Address 2: (empty)
- City: (empty)
- State: (dropdown)
- Zip: (empty)
- Country: (empty)
- SSN: 888-88-8888
- Birth Date: 02/03/2009
- Smoker: (checkbox)
- Telephone: (empty)

At the bottom of the form are buttons for 'Save', 'Add', 'Undo', and 'Delete'.

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.

The screenshot shows the 'Emergency Contacts' section of a self-service portal. At the top, there are navigation tabs: Home, Inbox, Myself, and Attendance. Below these are sub-tabs: Personal, My Pay, Goals, Competencies, Career Development, Reviews, Incidents, and My Changes. The main navigation bar includes Demographics, Dept/Position, Dependents, Emergency Contacts (active), Taxes, Direct Deposits, Deductions, and Pay Rates.

Contact Name	Relationship	Home Phone	Work Phone
Jill Doe	Spouse	(777) 555-5555	(555) 777-7777

Below the table is an 'Emergency Contact Information' form with the following fields:

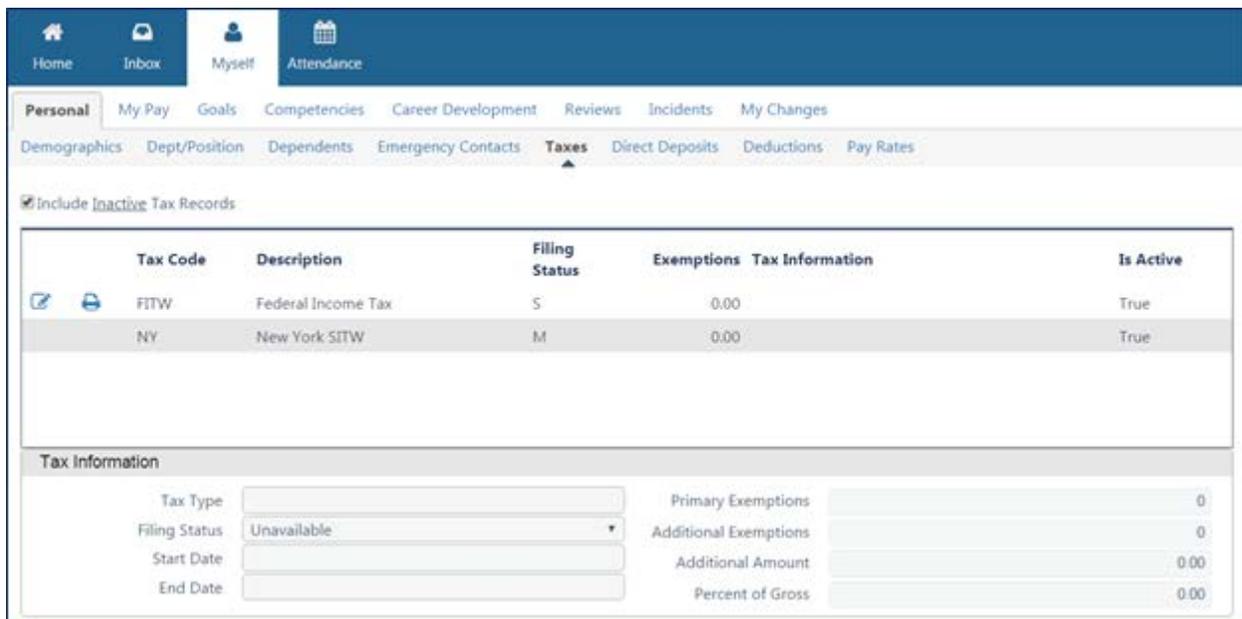
- Name: Jill Doe
- Relationship: Spouse
- Home Phone: (777) 555-5555
- Work Phone: (555) 777-7777
- Cell Phone: (757) 575-7755
- Address 1: (empty)
- Address 2: (empty)
- City: (empty)
- State: (dropdown)
- Zip: (empty)
- Country: (empty)

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.



Tax Code	Description	Filing Status	Exemptions	Tax Information	Is Active
 	FITW	Federal Income Tax	S	0.00	True
	NY	New York SITW	M	0.00	True

Tax Information

Tax Type	<input type="text"/>	Primary Exemptions	<input type="text" value="0"/>
Filing Status	Unavailable	Additional Exemptions	<input type="text" value="0"/>
Start Date	<input type="text"/>	Additional Amount	<input type="text" value="0.00"/>
End Date	<input type="text"/>	Percent of Gross	<input type="text" value="0.00"/>

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.

The screenshot shows a web interface for managing direct deposits. At the top, there are navigation tabs: Home, Inbox, Myself, and Attendance. Below these are sub-tabs: Personal, My Pay, Goals, Competencies, Career Development, Reviews, Incidents, and My Changes. A secondary row of tabs includes Demographics, Dept/Position, Dependents, Emergency Contacts, Taxes, **Direct Deposits** (which is active), Deductions, and Pay Rates. A checkbox labeled 'Include ~~Inactive~~ Direct Deposits' is present. Below this is a table with columns: Priority, Routing, Account, Type, Amount, and Is Active. The table currently contains the text 'No records to display.' Below the table is a 'Direct Deposit' form with the following fields: Priority (99), Routing No. (123123123), Bank Name (empty), Account No. (1111222233334444), Re-enter Acct No. (empty), Account Type (Checking), Start Date (03/04/2009), and End Date (12/31/2100). To the right of the form are two questions: 'Do you want your entire check deposited to this account?' with radio buttons for Yes (selected) and No, and 'If no, how much do you want to deposit each pay?' with a dropdown menu set to 'Flat Amount' and a value of 100.00.

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.

The screenshot displays the 'Deductions' section of an employee self-service portal. At the top, there is a navigation bar with icons for Home, Inbox, Myself, and Attendance. Below this is a secondary navigation bar with tabs for Personal, My Pay, Goals, Competencies, Career Development, Reviews, Incidents, and My Changes. A third navigation bar contains links for Demographics, Dept/Position, Dependents, Emergency Contacts, Taxes, Direct Deposits, Deductions (which is highlighted), and Pay Rates.

Below the navigation, there is a checkbox labeled 'Include Inactive Deductions'. The main content area features a table with the following columns: Code, Description, Start Date, End Date, Amount, YTD, and Comments. Two rows are visible:

Code	Description	Start Date	End Date	Amount	YTD	Comments
01	PreTax Medical	03/04/2009	12/31/2100	48.00		
22	125 Dental Insurance	03/04/2009	12/31/2100	6.15		

Below the table, there are two panels. The left panel, titled '01 - PreTax Medical', shows the following details:

- Rate/Amount: 48.00
- Calc Code: Flat
- Frequency: Every Period
- Start Date: 3/4/2009
- End Date: 12/31/2100
- Last Taken
- Year to Date

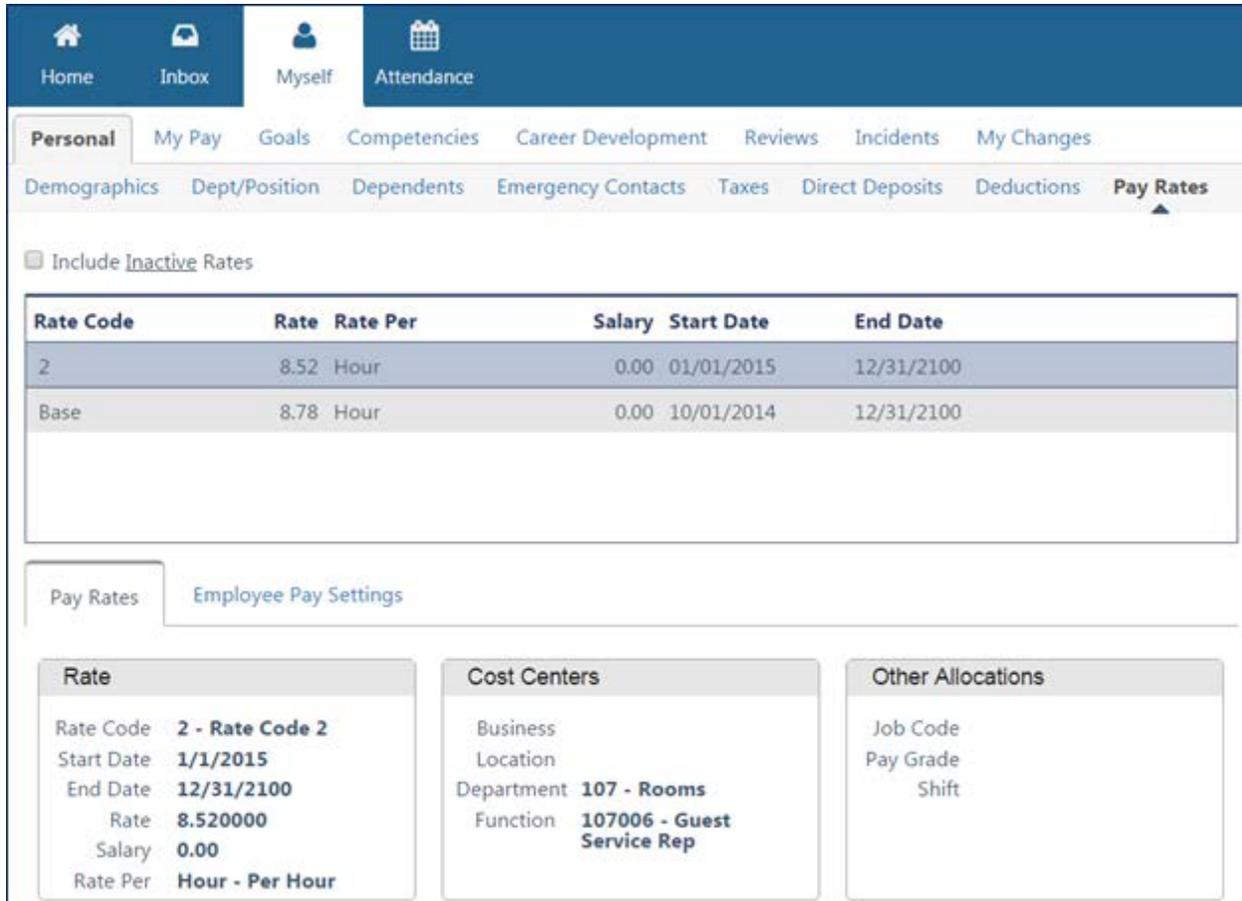
The right panel, titled 'Limits', shows the following information:

- Goal: 0.00
- Paid: 0.00

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.



Include Inactive Rates

Rate Code	Rate	Rate Per	Salary	Start Date	End Date
2	8.52	Hour	0.00	01/01/2015	12/31/2100
Base	8.78	Hour	0.00	10/01/2014	12/31/2100

Pay Rates Employee Pay Settings

Rate

Rate Code **2 - Rate Code 2**

Start Date **1/1/2015**

End Date **12/31/2100**

Rate **8.520000**

Salary **0.00**

Rate Per **Hour - Per Hour**

Cost Centers

Business

Location

Department **107 - Rooms**

Function **107006 - Guest Service Rep**

Other Allocations

Job Code

Pay Grade

Shift

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.

Home
Myself
Attendance

Personal
My Pay
My Changes

Last Check
Check History
W-2 / 1099
W-2 Instructions
Statements / Notifications

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.

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 ▼

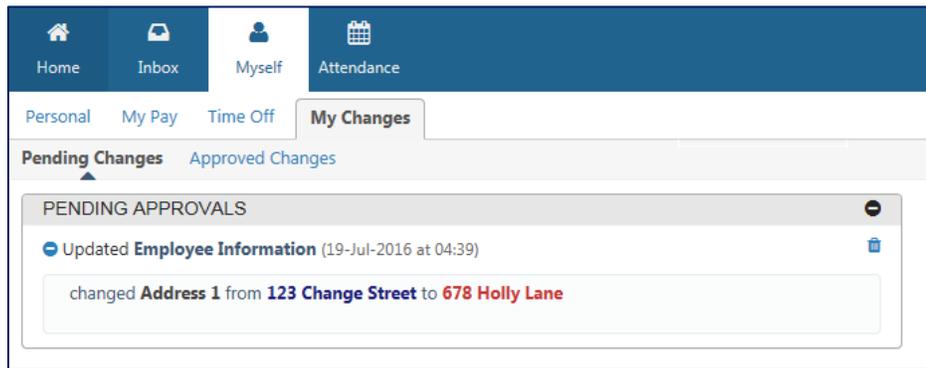
Click the  button next to a specific check date to display a copy of the check stub, which can be saved as a PDF or printed.

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

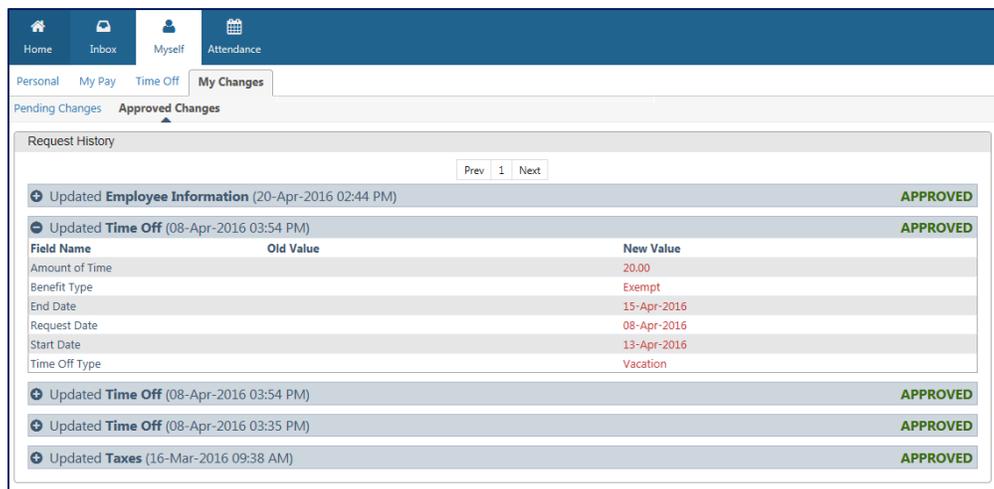
Pending Changes

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.

Online Tax Form Enrollment

IMPORTANT DISCLOSURES

PLEASE MAKE SURE YOU READ AND UNDERSTAND THESE DISCLOSURES PRIOR TO COMPLETING THE OPT IN PROCESS.

Paper Statement You are under no obligation to receive your tax form electronically. If you decide not to opt in to this program you will still receive your paper copies. Participation in electronic delivery is not mandatory.

Requesting a Paper Copy Once you opt into receiving your tax forms electronically, you will need to do the following if you need to obtain a paper copy. Email Doug Mittleider at hq@demo.com. Requesting a paper copy in the manner described above will not be treated as a withdrawal of consent, you will continue to receive your forms electronically until you withdraw from the program or a termination event occurs.

Scope and Duration of Consent By opting in, you will receive your tax forms electronically for any year(s) that have been published online for your company. You will continue to receive your tax forms electronically until you withdraw from the program or an event outlined in the notice of termination.

Notice of Termination You will no longer receive your tax forms electronically if MARY'S TEST COMPANY terminates its relationship with Proliant or cancels its subscription to myReadyPay, your employee portal.

Updating Information You are responsible for keeping your employer informed of any changes in your contact information. You can update your employer using the procedures outlined below. If your company allows you to request changes to your profile via myReadyPay then you will need to request updates via the website, otherwise we recommend following your outlined company policies to update your employee demographic data.

Hardware and Software Requirements In order to access and print your tax forms you will need access to the internet and ability to view PDF files. We recommend using Adobe Acrobat Reader (version 5.0 or higher). You can download the software for free by going to www.adobe.com/products/acrobat/readstep.html.

Note If you are not enrolled in this program you will continue to receive a paper copy of your tax form.

If you elect to make any changes to your enrollment status, we will send confirmation via email. If you do not receive the email, you can verify that the box is checked above.

Instructions If you would like to receive your W2/1099 electronically instead of a paper copy, click the **CLICK TO ENROLL** button below.

Currently NOT Enrolled [Click to Enroll](#)

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.

Online Payroll Statements
IMPORTANT DISCLOSURES
PLEASE MAKE SURE YOU READ AND UNDERSTAND THESE DISCLOSURES PRIOR TO COMPLETING THE OPT IN PROCESS.

What is a Direct Deposit Voucher/Statement? Each pay period you are paid, you receive a document outlining the wages and benefits paid. This document is either a paycheck or a voucher, if any of your net pay is paid via check, then it is considered a check, otherwise it is a voucher.

Physical Check You will always receive a physical check anytime your paycheck is not 100% Direct Deposit.

Hardware and Software Requirements In order to access and print your tax forms you will need a computer with a connected printer and with access to the internet. You will also need the Adobe Acrobat Reader software (v 5.0 or higher).

Restrictions / Limitations The only requirement for you to be eligible is: 100% of your paycheck must be direct deposited into one or more of your bank accounts. If you do enroll and your paycheck is not allocated 100% to direct deposit, you will continue to receive a physical check.

Additional Information If you elect to make any changes to your enrollment status, we will send confirmation via email. If you do not receive the email, you can verify that the box is checked below. Any modifications to your election status will take place on the 7/14/2016 check date.

Instructions Use the button below to update your election status for electronic voucher's as well as receiving email notifications when your statement is available.

Electronic Direct Deposit Vouchers: use the button below to enroll or withdraw from the program.
Currently NOT Enrolled [Click to Enroll](#)

Email Notifications: as an additional option, you can receive an email notification whenever your paycheck is available.
Not Subscribed [Click to Subscribe](#) [View My Pay Stubs](#)



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

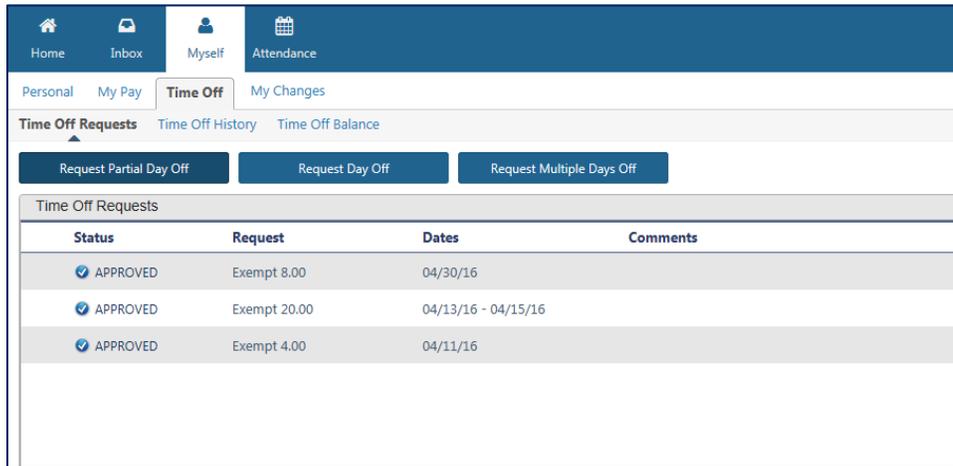
If you used an email address when registering your account on Employee Self Service, you can also enroll to receive Email Notifications when a new pay stub is available. You can unsubscribe at any time.

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

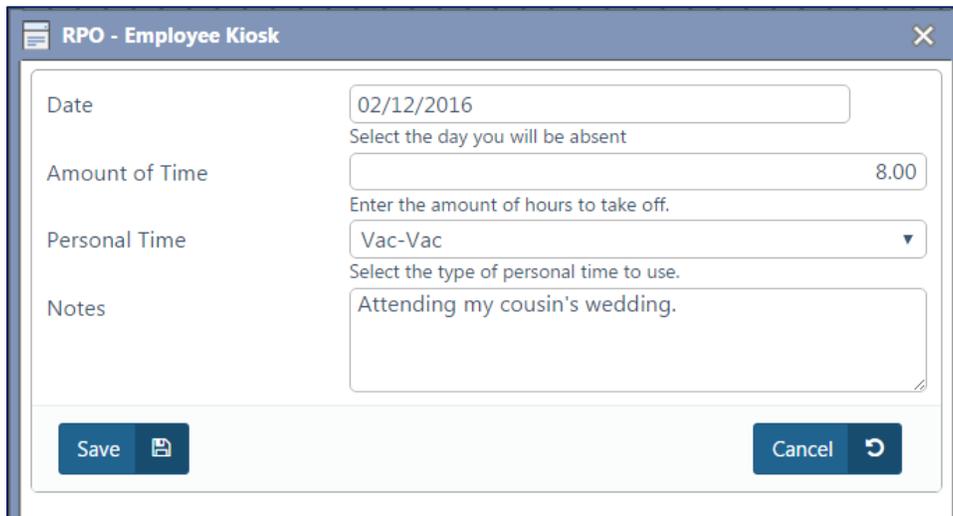
This screen allows you to select partial, full and multiple days off. Current requests that have not been processed in payroll display for easy viewing.



The screenshot shows the 'Time Off' section of the ReadyPay Online interface. At the top, there are navigation tabs: Home, Inbox, Myself, and Attendance. Below these are sub-tabs: Personal, My Pay, Time Off (selected), and My Changes. Under the 'Time Off' sub-tab, there are three buttons: 'Request Partial Day Off', 'Request Day Off', and 'Request Multiple Days Off'. Below these buttons is a table titled 'Time Off Requests' with the following data:

Status	Request	Dates	Comments
✓ APPROVED	Exempt 8.00	04/30/16	
✓ APPROVED	Exempt 20.00	04/13/16 - 04/15/16	
✓ APPROVED	Exempt 4.00	04/11/16	

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.



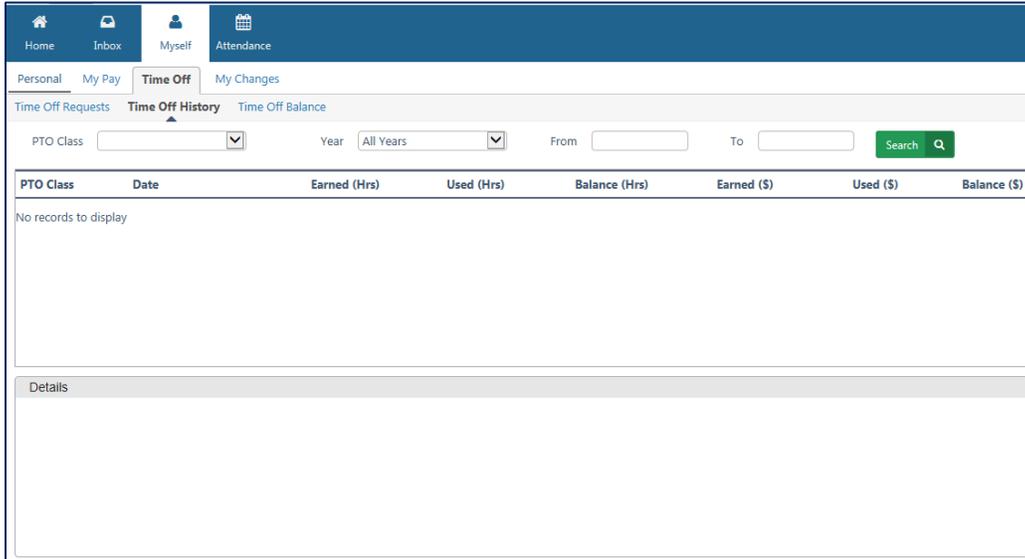
The screenshot shows the 'RPO - Employee Kiosk' form for submitting a time off request. The form contains the following fields:

- Date:** 02/12/2016 (with a note: 'Select the day you will be absent')
- Amount of Time:** 8.00 (with a note: 'Enter the amount of hours to take off.')
- Personal Time:** Vac-Vac (with a note: 'Select the type of personal time to use.')
- Notes:** Attending my cousin's wedding.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

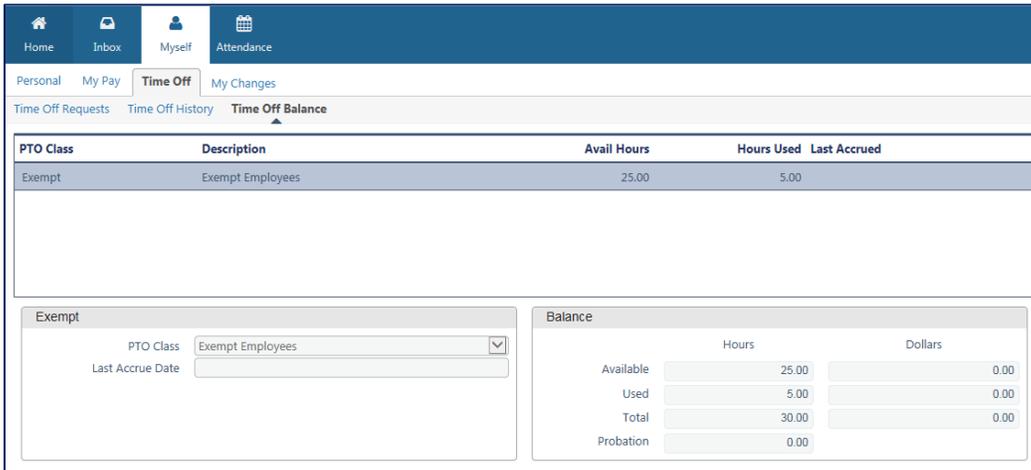
Time Off History

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.