One Suite Solution, Every Day!

PayMaster HCM - Not Just For Pay Day!

Payroll
Time & Labor
Human Resources
And more….

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Back to Work

Janet's company has just been **converted** from Evolution into PayMaster HCM. Janet gets her coffee and heads into the office...

The Employees Are Coming?!

If only they had their own access?!

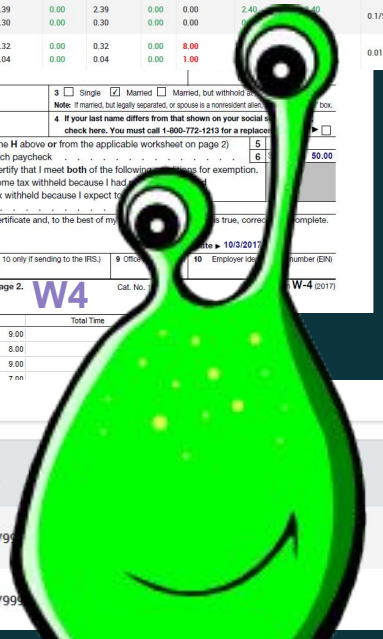
Hi Janet!

PTO Balances

W4

Timesheet

Deductions



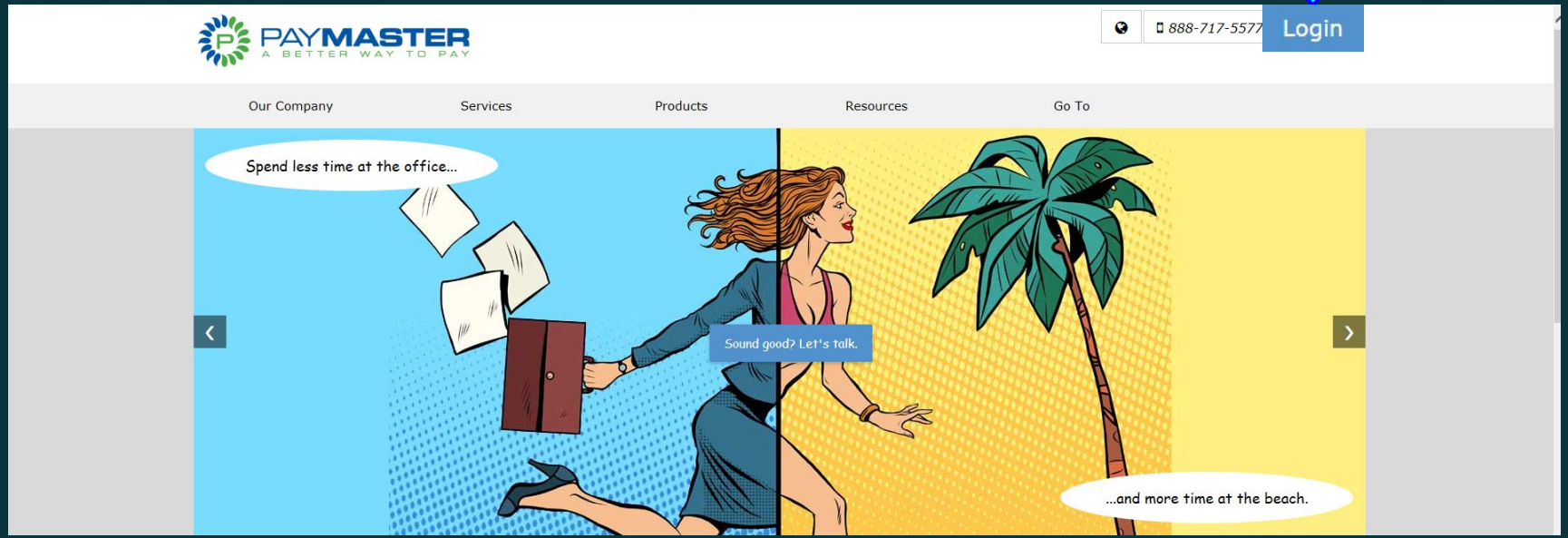
Great News Janet!

Janet! Don't you know the employees have access to their accounts online and on their phone!

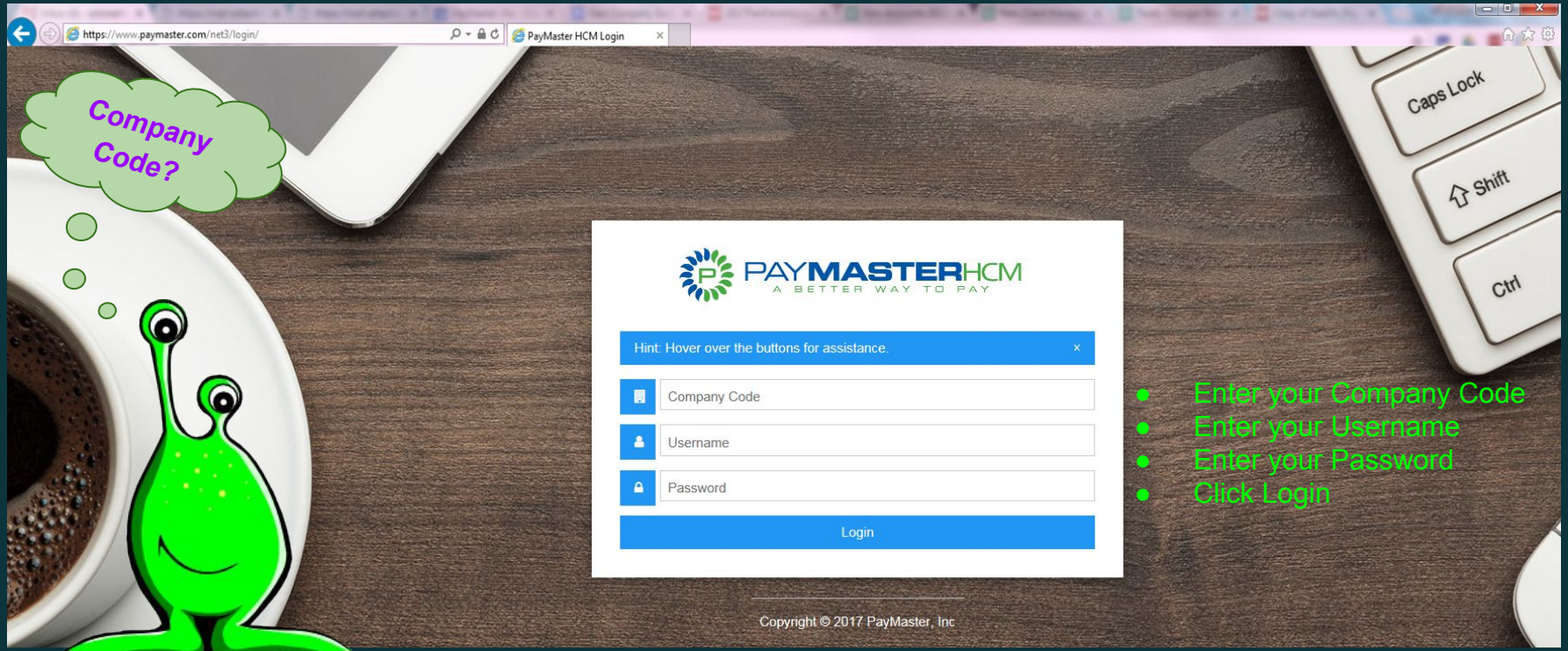
REALLY?!

Go To PayMaster's Website

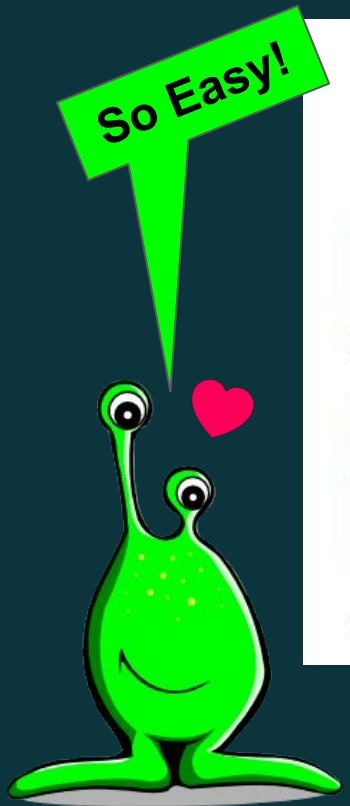
★www.paymaster.com



Your Employees Will Use the Same Link



Easily Lookup Your Login Info!



PAYMASTERHCM
A BETTER WAY TO PAY

Hint: Hover over the buttons for assistance. ×

Enter the email address associated with your PayMaster HCM account.

Email Address msmith01@aol.com

Lookup

< Back to login

- Hover over the button
- Enter your e-mail address
- Click on Lookup

You Will Receive an Email With the Requested Information

PAYMASTER
A BETTER WAY TO PAY

Company Code/Username Lookup Service

Greetings,

According to our records, you recently requested a company code or username from PayMaster. If you did not make such a request, please report the occurrence using the following Google Form:

https://docs.google.com/forms/d/e/1FAIpQLSeO_84Vho7t_hu7XTbqYHVAQXnDT005aVJ5JtbNvZtbdsjNVA/viewform?usp=sf_link

We located 1 account(s) based on the email address provided.

Company Name	**Stefanie's Sweet Salon**
Company Code	**SS1**
Username	**MSmith01**
Account Locked	No
Forgot Password?	Reset Password
Company Portal	Go to Company Portal
Still Having Trouble?	Request Help

PayMaster, Inc.
www.paymaster.net | Didn't request this email? Please let us know.

This is what you or your employees will receive after clicking Lookup

There is even a link to go directly to your company's login page

Welcome Email

Employees will receive a welcome email as long as ***you*** provide us with their email address!

Move to Inbox | More

Your account for the Stefanie's Demo Company Employee Portal is ready! Stefanie x

PayMaster <si@paymaster.net>
to me

8/29/16

Minnie Mouse,

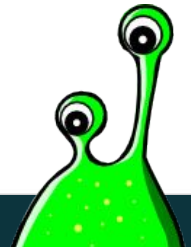
An account has been created for you on the Stefanie's Demo Company Employee Portal. Your account can be used to retrieve paystubs, W-2s and more! If you have any questions about the authenticity of this email, please consider that we're, PayMaster (http://www.paymaster.net -- http://www.urlvoid.com/scan/paymaster.net), linking you to a website with a safe reputation (Login - - http://www.urlvoid.com/scan/saashr.com) that has been registered for over a decade. If you still have questions, inquire with your direct manager or someone in your company's Payroll/HR department. Otherwise, before attempting to log in, please consider the following:

- If you attempt to log into your new account and are immediately informed that your account is locked, then you've exceeded the new account grace period. As a security precaution, all new accounts need to be logged into within 15 days of creation or after a grace period reset. If that doesn't happen and you attempt to login for the first time after 15 days have passed, the account in question will be automatically locked. If that's happened to you, contact your direct manager or your company's Payroll/HR department for further support.
- In an effort to protect your information, the Stefanie's Demo Company Employee Portal uses two-factor authentication. In short, that means that during your initial login, you'll have to provide your company's employee portal with at least one way (out of three) in order for you to receive virtual codes; i.e., codes that will be sent to you anytime you try to login from an unknown device/location. Although you're only required to provide one delivery method for virtual codes, we strongly recommend providing many, all three if possible.

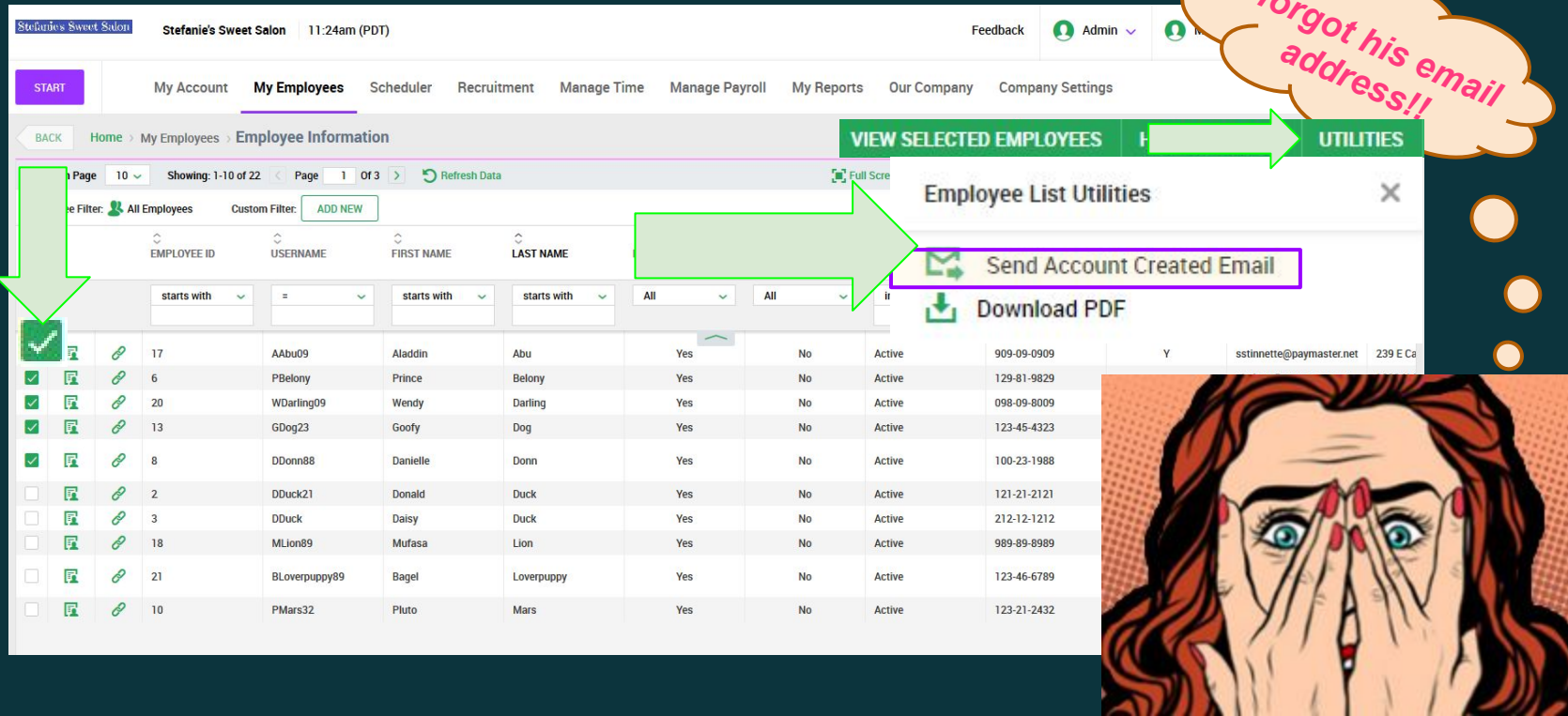
In order to continue setting up your account, click the Login link and use the following credentials when prompted:

- Username = MMouse89
- Password = Last 9 Digits Of Social Security

If you have any questions, please contact your direct manager or your company's Payroll/HR department for further support.



Send Out Welcome Emails Yourself!



Pay Statements

My Reports>Payroll>Pay Statement History

That's great! Can employees do this?

Stefanie's Sweet Salon | Stefanie's Sweet Salon | 9:58am (PDT)

START | My Account | My Employees | Scheduler | Recruitment | Manage Time | Manage Payroll | My Reports

My Saved Reports
HR
Time & Labor
Payroll
System
Scheduler

Form W2s (Summary)
General Ledger (Summary)
General Ledger (Summary)
Input Worksheet
Labor Distribution
Pay Statement (Benefit Cov
Pay Statement History
Pay Statement History (Sur

Stefanie's Sweet Salon | Stefanie's Sweet Salon | 10:00am (PDT)

START | My Account | My Employees | Scheduler | Recruitment | Manage Time | Manage Payr | My Reports

BACK | Home › My Reports › Payroll › Pay Statement History

Rows On Page 20 | Showing: 1-20 of 41 | Page 1 Of 3 | Refresh Data

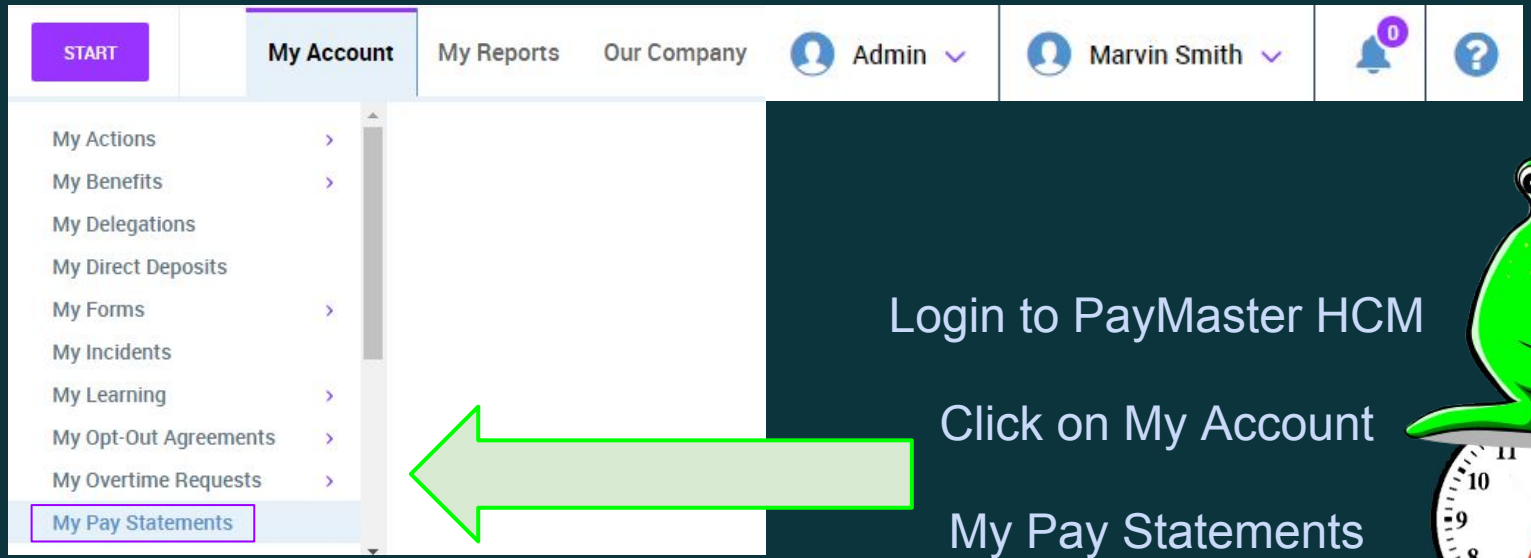
Pay Dates: Calendar Range | This Year | (01/01/2017 – 12/31/2017)

Click here to grouped columns

ALL	FIRST NAME	LAST NAME	#	PAY STUB NO
Employee Last: Stefanie's Sweet Salon Ungroup				
Daisy	Duck	-122		
Mickey	Mouse	-127		
Jasmine	Raja	-130		
Donald	Duck	-138		
Daisy	Duck	-83		

The employer has access to all pay statements within their security rights…

After Logging In... Follow These Steps To View Your Pay Statement:



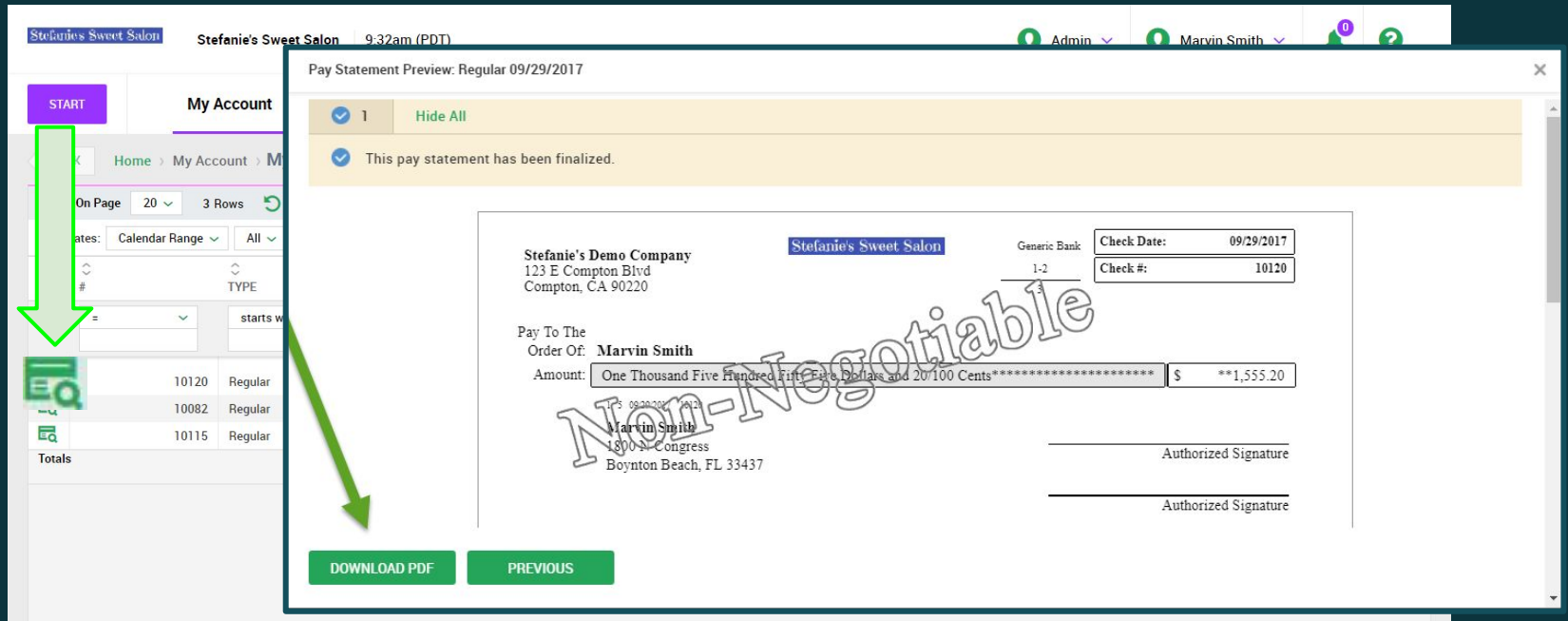
Login to PayMaster HCM

Click on My Account

My Pay Statements

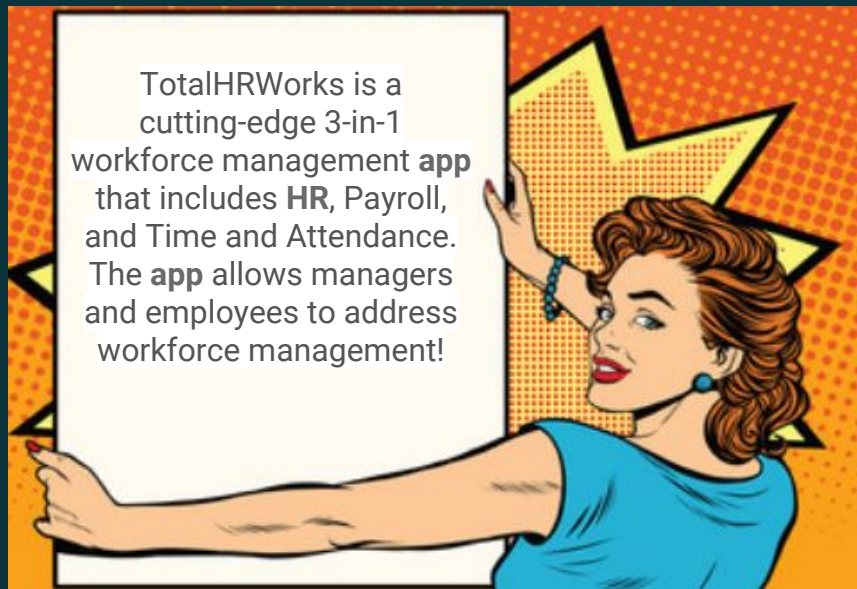
Home > My Account > Pay Statements

- Click the Preview Pay Statement Icon
- Then you can download a copy and print it out for yourself



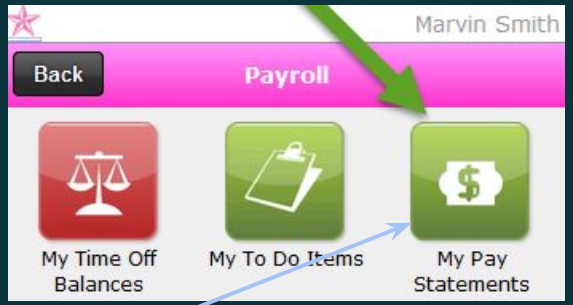
Download the Total HR Works App

Available in Google Play or the Apple App Store



I Can View My Pay Statements On My Phone!

- Download TotalHR Works App
- Click On Payroll
- Then Click on My Pay Statements

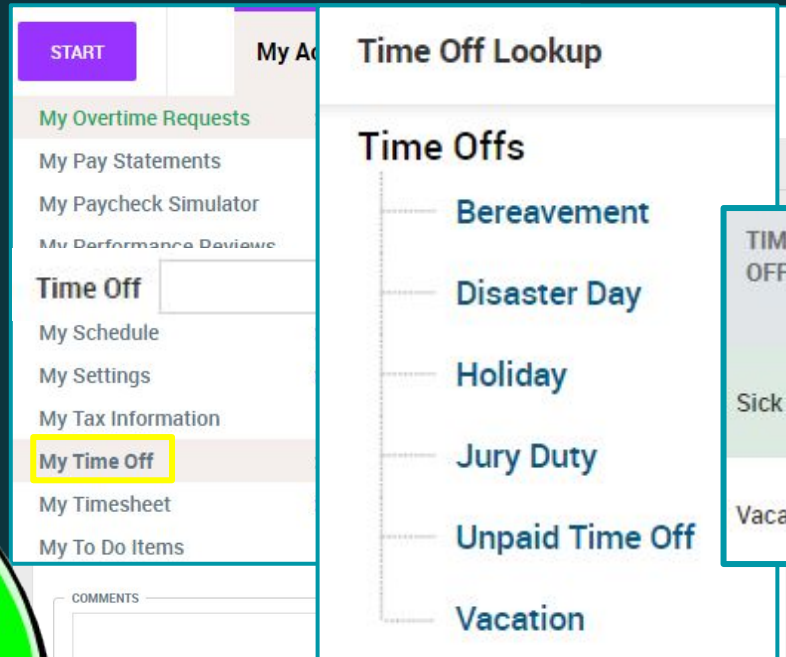


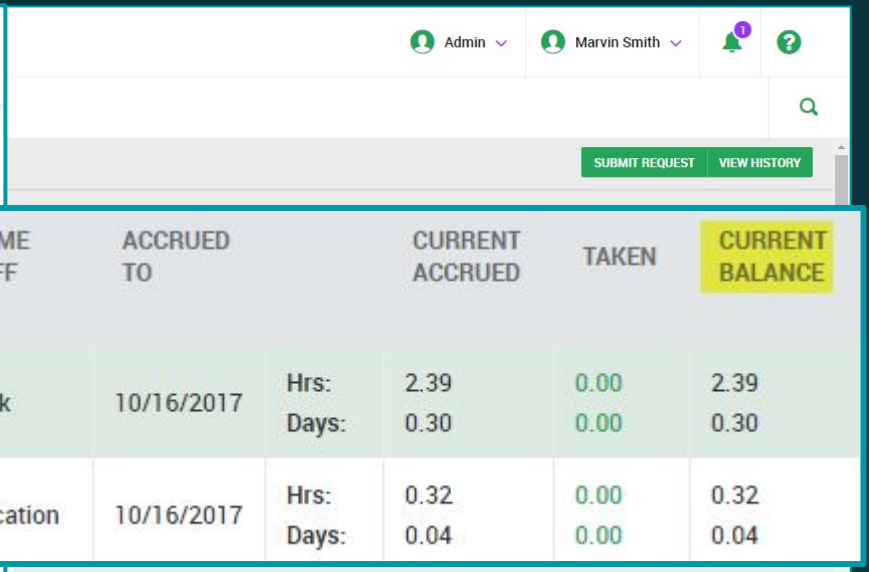
Time Off Requests And PTO Balances

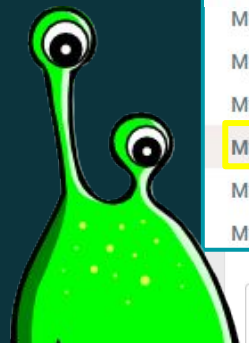
Janet, I need off for Halloween... I am going to be a Payroll Specialist!

Marvin Request Time Off in HCM

Time off requests for employee is also found
under My Account > Time Off

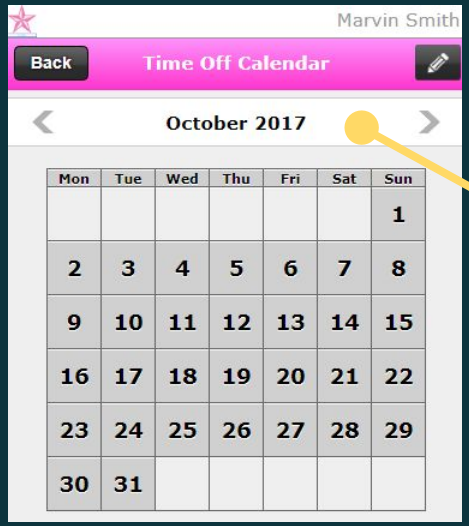


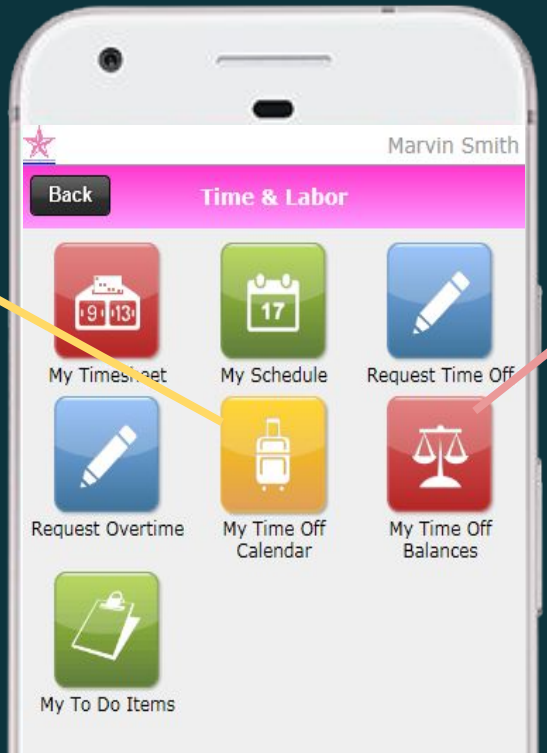


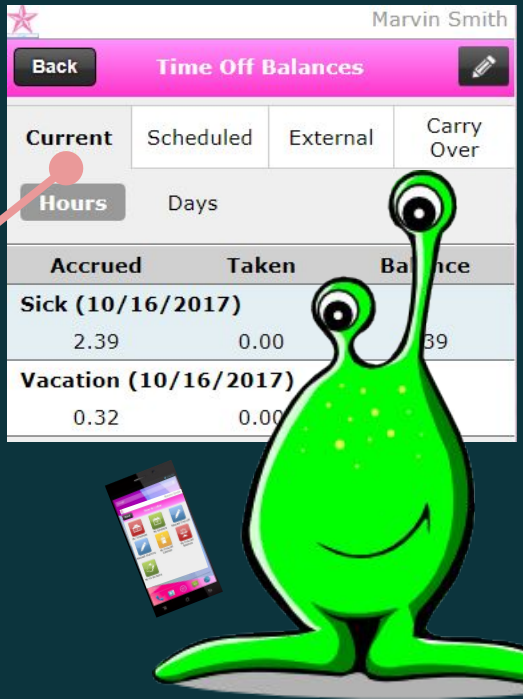


Time Off Requests...

Employees can do this via the mobile app! So convenient!







Employers Can Export Time Off Into Their Calendars

START | My Account | My Employees | Scheduler | Recruitment | Manage Time | Manage Payroll | My Reports | Our Company | Company Settings

BACK | Home › My Reports › Time & Labor › Time Allocation › Time Off Calendar | SAVE SETTINGS | LOAD SAVED SETTINGS | EXPORT

Refresh Data | [Default] | Settings | Filter | Export

Selected Year: 2017 | Employee Filter: All Employees | Time Off Filter: All Time Offs | Time Off To Display: Authorized | Pending Approval | First Week Day: Monday | Cost Center Filter: All Cost Centers

JANUARY

MON	TUE	WED	THU	FRI
26	27	28	29	30
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3

APRIL

MON	TUE	WED	THU	FRI
27	28	29	30	31

Export Report

Available Export Formats

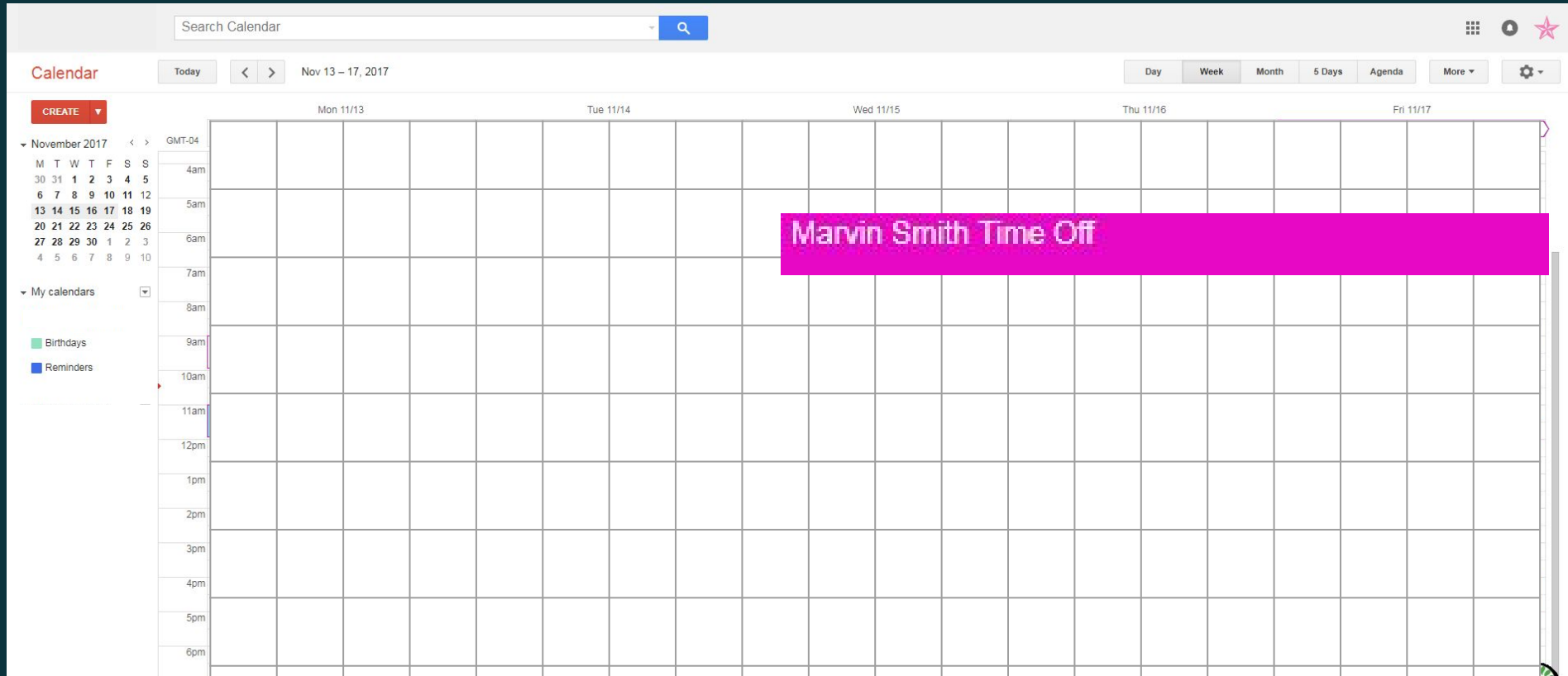
.pdf	PDF	Acrobat Reader	.pdf
.html	HTML (Paged)	HTML (Paged)	.html
.ics	ICalendar	ICalendar	.ics

Display Information Header/Footer

Use Unicode

If you have problem opening file by clicking on the format above, do the following:
1. Right Click Desired Format And Choose 'Save Target As ...'
2. Save File To Disk
3. Open Saved File

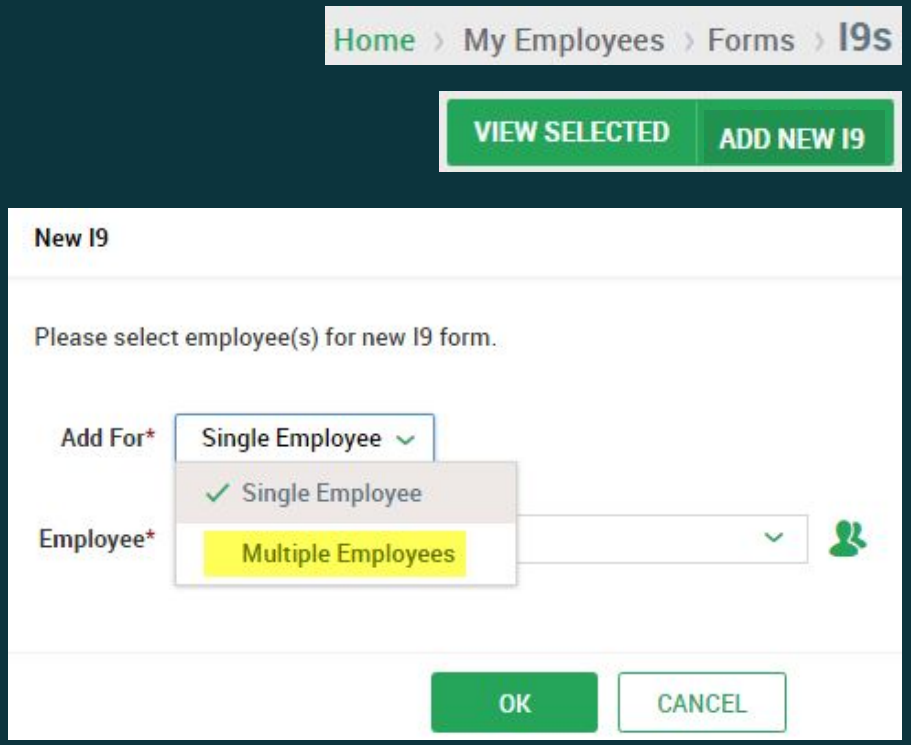
What Does That Mean?



You can do so much more!

Janet, make sure the employees can login and update their forms!!

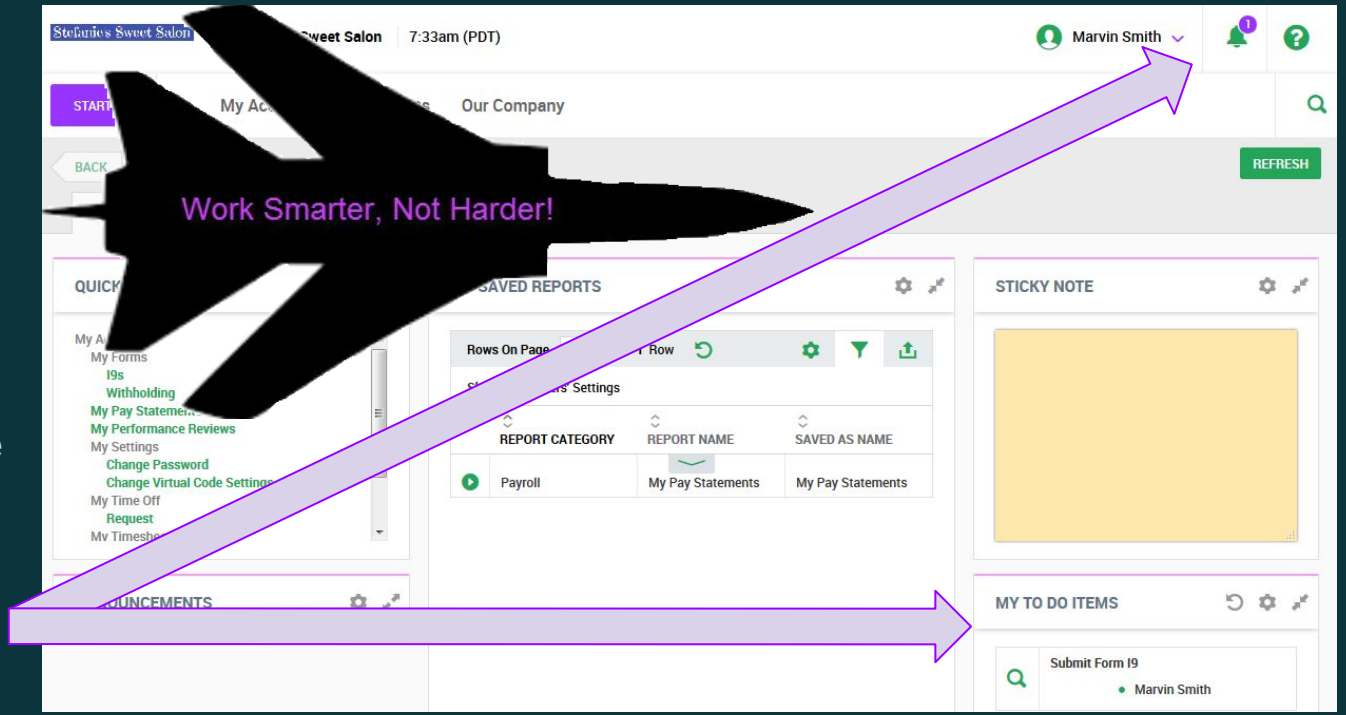
Janet, What About Marvin's New I-9?



Remember, you can add new forms to your employees all at once!

Your Employees Will Be Notified!

- You can have email notifications sent out when new forms are assigned to your employees.
- Your employee will see a notification under the My To-Do section or on the Bell Shortcut from anywhere in the system.



Marvin Follows Instructions

START | My Account | My Reports | Our Company

BACK | Home › My Account › My Forms › Withholding › Federal: W-4

SAVE | DOWNLOAD PDF | SUBMIT WITHHOLDING FORM

Employee: Ma

Submit Withholding Form

Please read all information below. Populating required fields and clicking 'I Agree' button below will submit this withholding form to HR department for further verification.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Signature: Marvin Smith — Your Full Name*

Password: [ ] Please type password you (sstinnette@paymaster.net) used for login to confirm

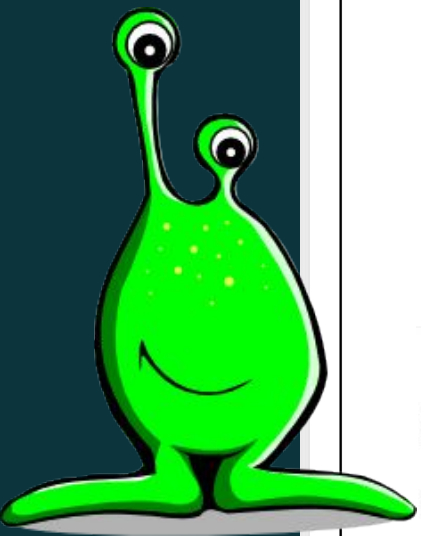
Date: 10/17/2017

I AGREE | CANCEL

Employee's signature
(This form is not valid unless you sign it.) ▶ Date ▶

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form W-4 (2017)



Process Forms Submitted by Your Employees

Amazing!

START

Manage Payroll | My Reports

PROCESS WITHHOLDING FORM | REJECT WITHHOLDING FORM

Process Withholding Form

Please select changes you want to apply.

	FIELD	CURRENT VALUE	CHANGE TO VALUE
☑	Filing Status	Single	Married
☑	# of Allowances	3	2
☑	Additional Withholding	$0.00	$50.00
☐	Withhold	Yes	Yes

Apply Changes As Of 10/17/2017

Remove Future Date Settings ☑

APPLY CHANGES | CANCEL

OMB No. 1545-0074

2017

Your social security number

00-00-1000

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

NOTES

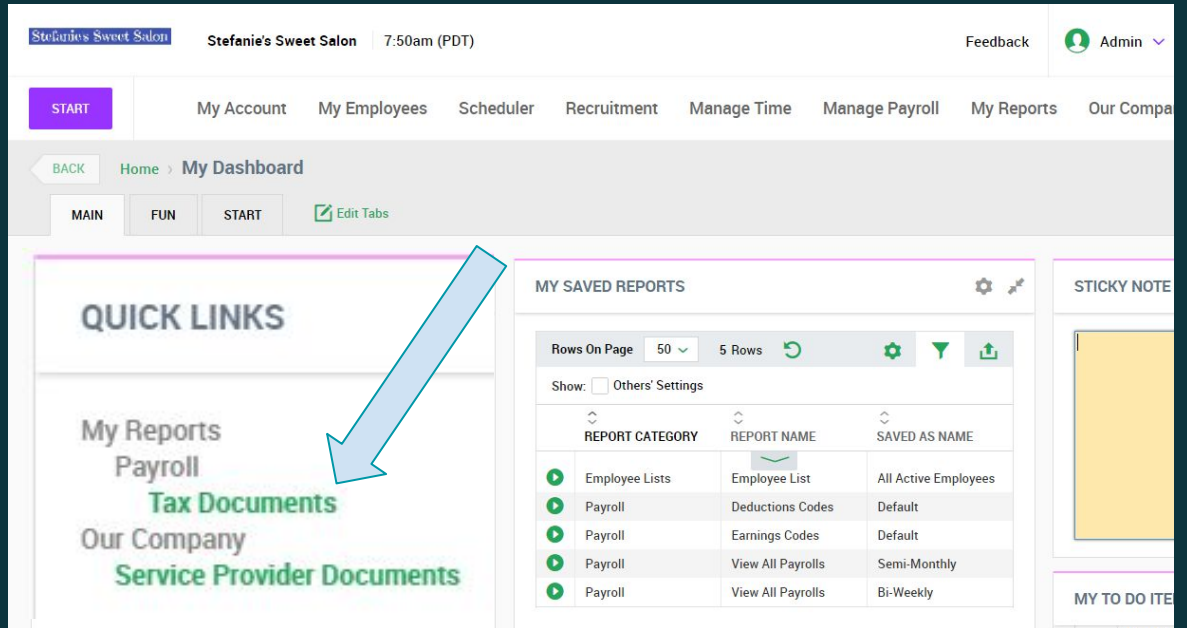
No Notes Added

NEW NOTE

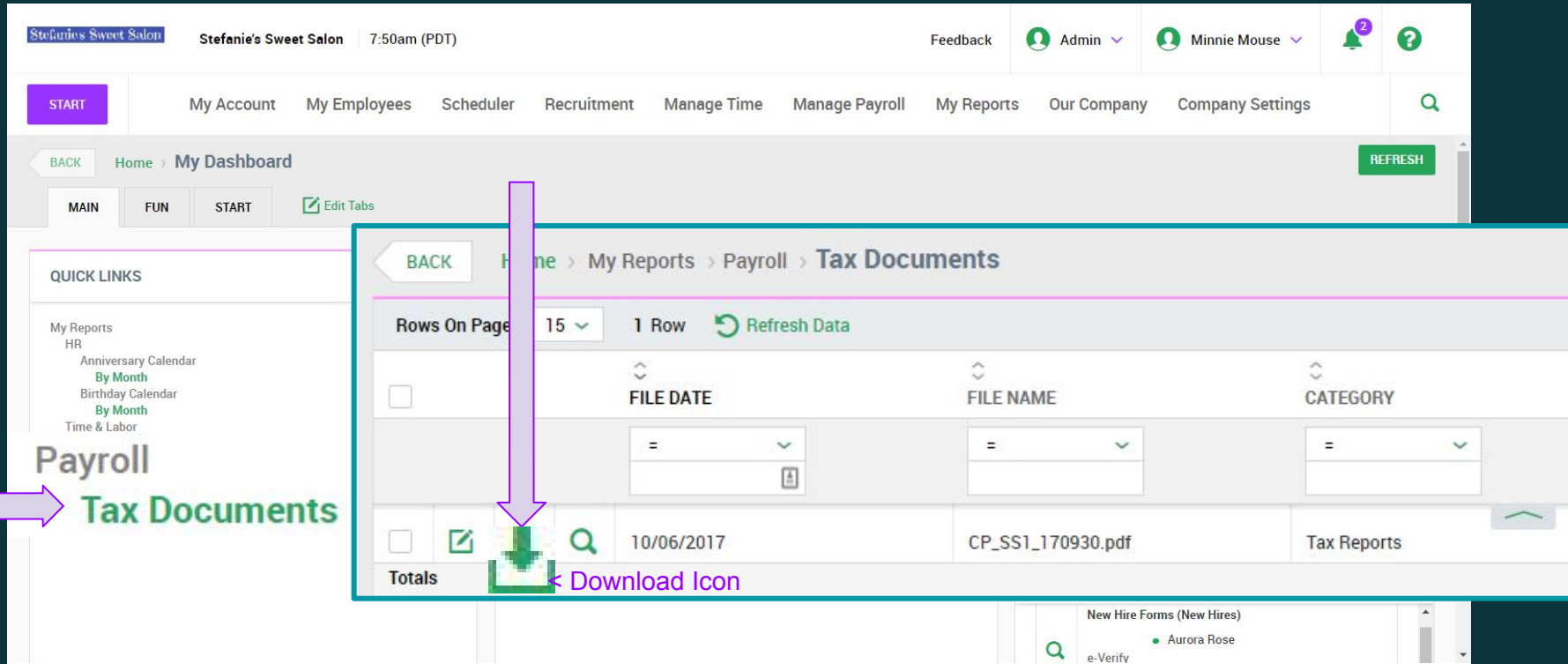
SUPPORTING DOCUMENTS

No Supporting Documents Uploaded

Tax Documents & Reports



Janet Gets Her Quarterly Reports



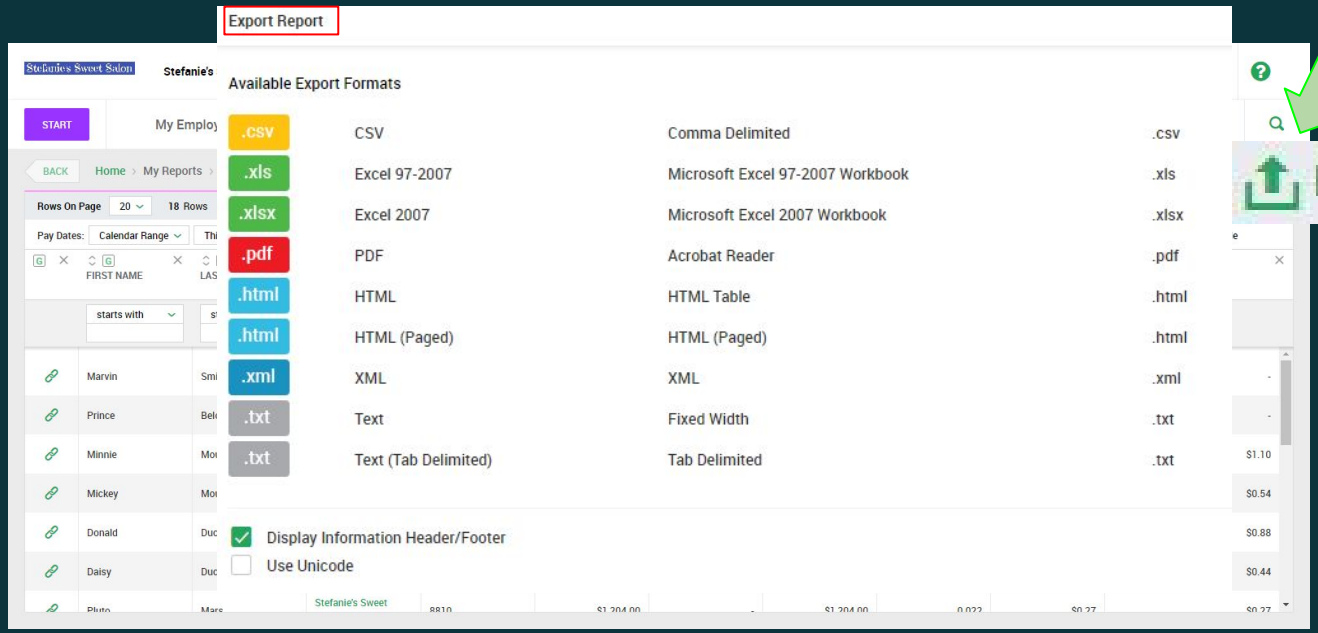
Reports

Where is Janet?! The Workers Comp auditors are here?! I need that report!

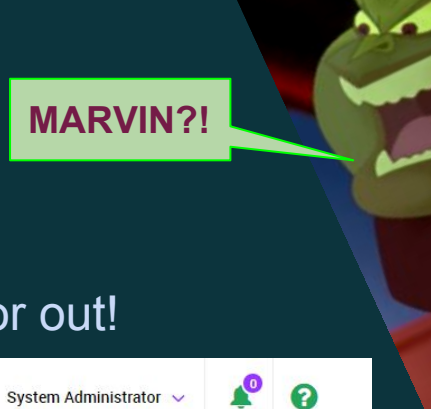
AUDIT

My Reports>Payroll>Workers' Comp

Don't forget you can EXPORT all of your reports into multiple formats!



Attendance Board



Quickly see which employees are currently clocked in or out!

Stefanie's Sweet Salon | Stefanie's Sweet Salon | 12:15pm (PDT) | Feedback | Stefanie's Sweet Salon/Admin | System Administrator

START | My Employees | Scheduler | Recruitment | Manage Time | Manage Payroll | My Reports | Our Company | Company | Attendance Board

BACK | Home › My Reports › Time & Labor › Time Allocation › Attendance Board - Friday, October 06 2017, 12:15p (PDT)

Rows On Page 10 | Showing: 1-10 of 22 | Page 1 Of 3 | Refresh Data | Full Screen | [Default] | Settings | Filter | Select Columns | Export

Employee Filter: All Employees

FIRST NAME	LAST NAME	TIME OFF HOURS	ATTENDANCE STATUS	LAST START	LAST END	LAST DATE	TIME SINCE LAST IN	TIME SINCE LAST OUT	EMPLOYEE EIN
starts with	starts with	=	All	=	=	=	=	=	starts with
Minnie	Mouse	-	IN	06:34a	-	10/06/2017	5.69	-	Stefanie's Sweet Salon
Mickey	Mouse	-	IN	07:39a	-	10/06/2017	4.61	-	Stefanie's Sweet Salon
Donald	Duck	-	OUT	05:00a	11:00a	10/06/2017	-	1.26	Stefanie's Sweet Salon
Daisy	Duck	-	IN	09:00a	-	10/06/2017	3.26	-	Stefanie's Sweet Salon
Marvin	Smith	-	IN		09:00a		3.26	-	Stefanie's Sweet Salon
							4.26	-	Stefanie's Sweet Salon
Pete	Steamboat	-	IN	09:00a	-	10/06/2017	3.26	-	Stefanie's Sweet Salon
Oswald	Rabbit	-	OUT	-	-		-	-	Stefanie's Sweet Salon
Goofy	Dog	8.00	OUT	-	-		-	-	Stefanie's Sweet Salon
Jasmine	Raja	-	IN	10:00a	-	10/06/2017	2.26	-	Stefanie's Sweet Salon

Janet's Favorite Day

Benefits

Janet has nothing to worry about, PayMaster already set her up for success!

PayMaster is here to save the day!

Announcements

START | Manage Time | Manage Payroll | My Reports | Our Company | Company Settings

BACK | Home › Company Settings › Our Company › Announcements › Announcement | SAVE

Headline*

Font Family | Font Size

Body

Platform: Both

Active: From To

Countdown: To Date Time Using Interval: Day

Add To Dashboard Heading As

Show As Pop Up On Login

Show Marketplace Link (Classic Only)

VISIBLE TO

Group

Security Profile

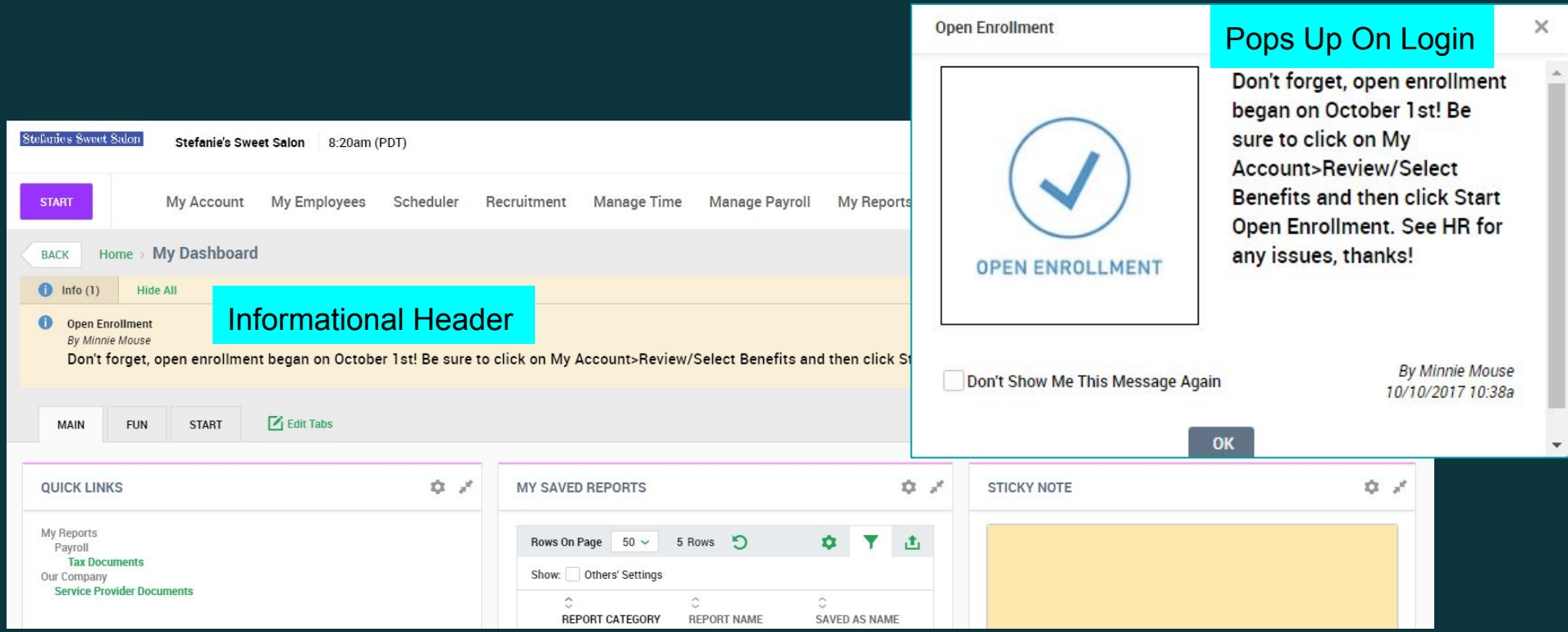
RELATED DOCUMENTS

Document #1

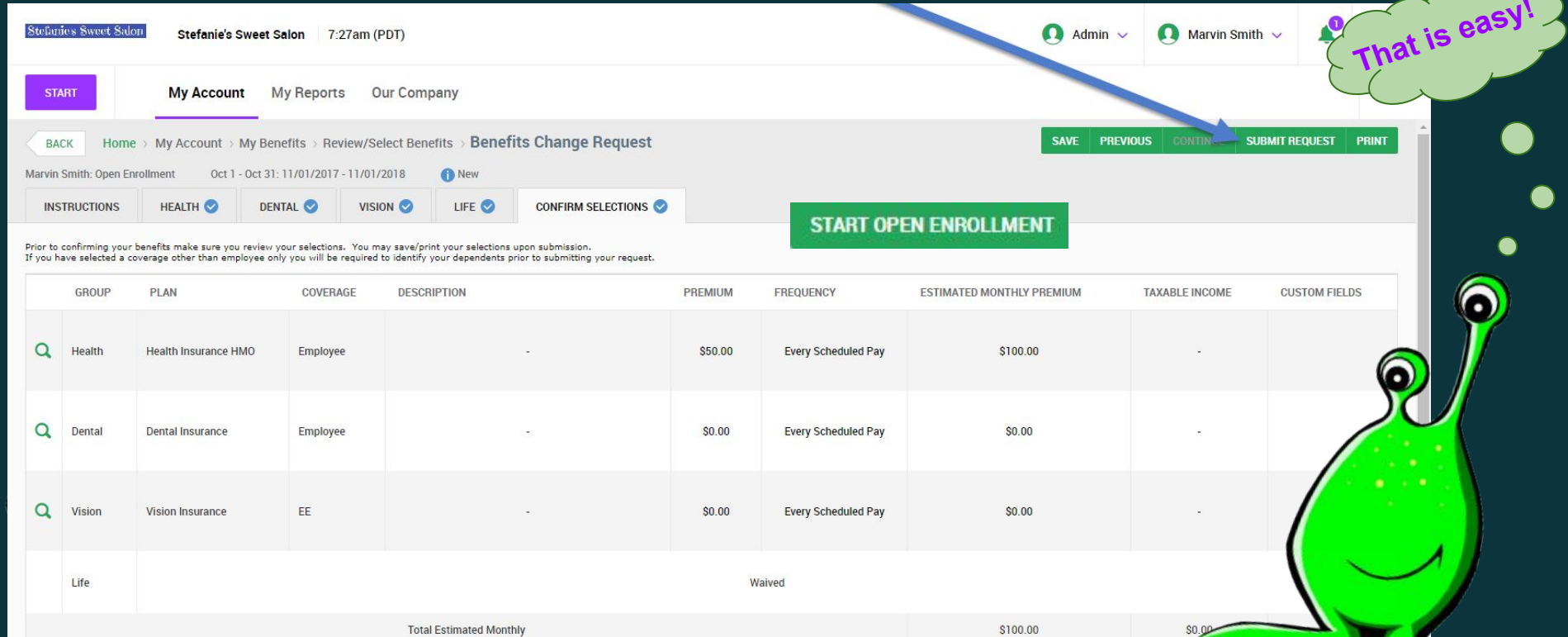
Document #2

Create your own personalized announcements!

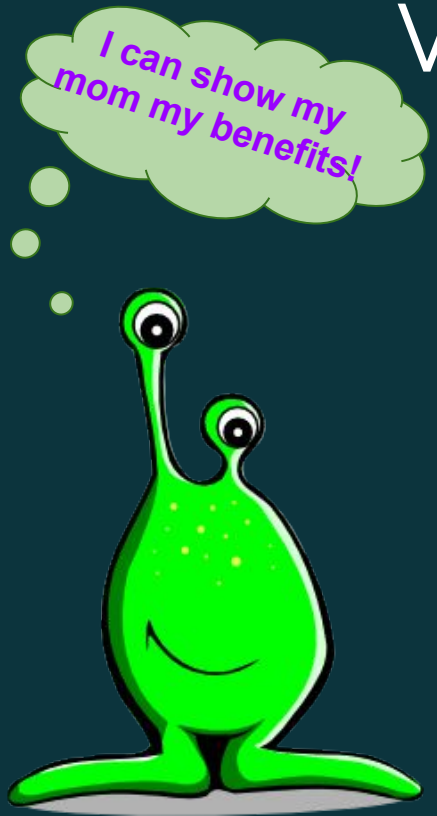
Create a Pop Up or Informational Header

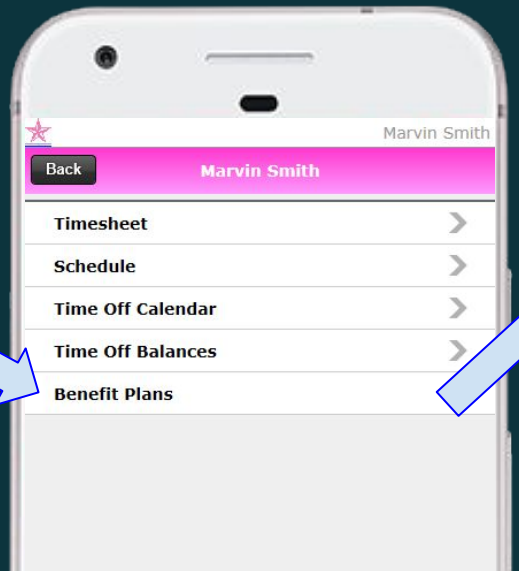


How The Employee Enrolls:



The Employee Can Review Selections Via the Mobile App Too!





General Ledger

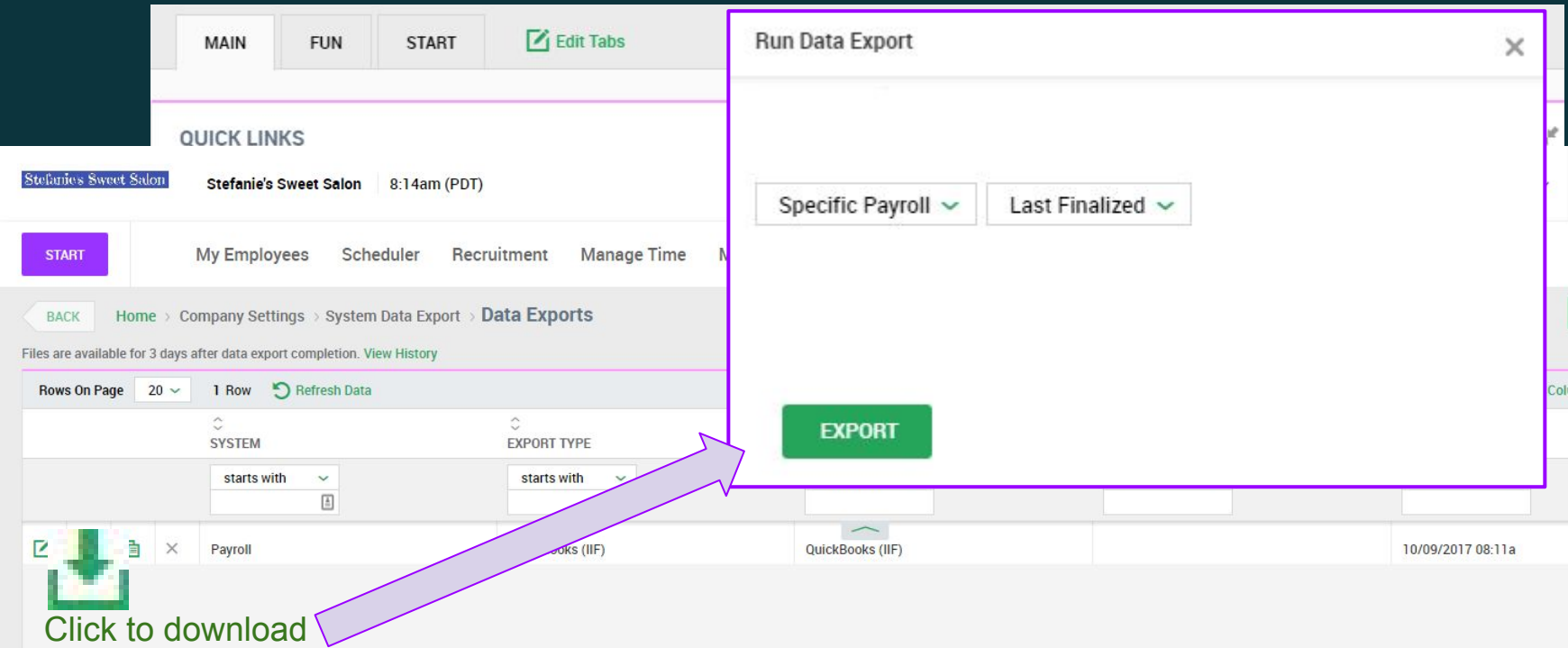
Friday night… Janet forgot…😢

I forgot to post my journal entries!

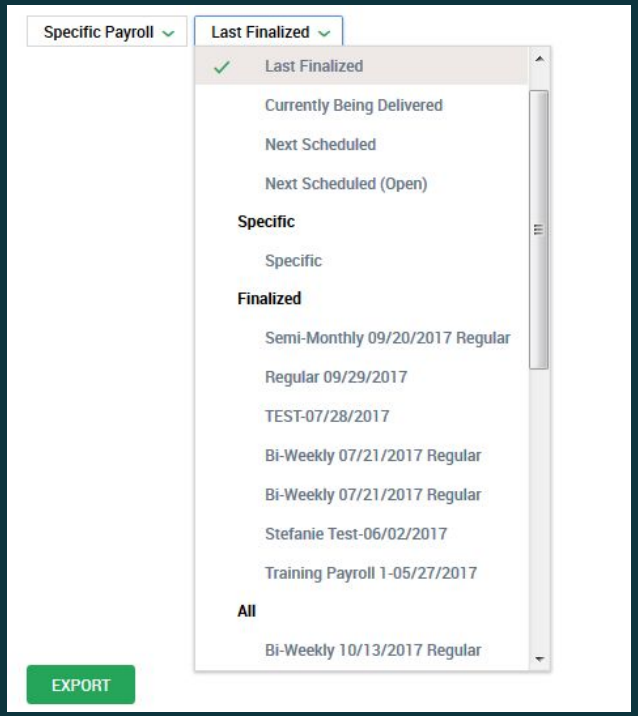
Janet! Don't be silly, our accountant or PayMaster can create the export file for you!!

How To Export Your Files:

Company Settings > System Data Export > Data Exports



Be Sure Your Last Finalized Payroll is the Correct Payroll for Your Export



Remember you have multiple options...

Janet Can Now Go On Vacation...

Without worrying about work!

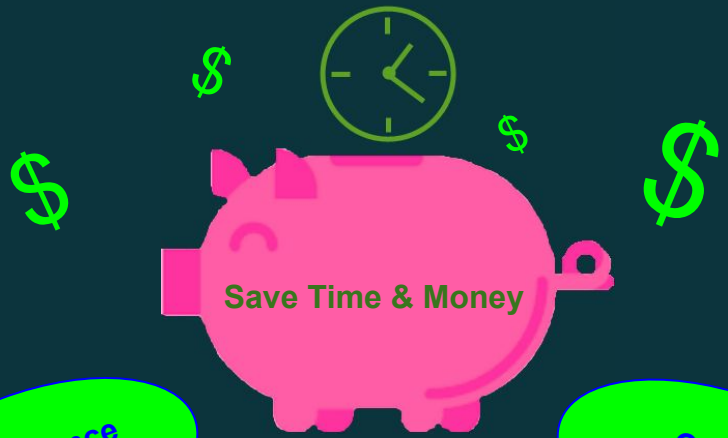
TLM

HR

As You Can See…

PayMaster HCM is for your every day use…
Not just for *payroll* day anymore!

Online Benefit Enrollment



Recruiting & Onboarding

Performance Reviews

Custom Integration

PAYROLL

One Suite Solution Every Day!

- New Hire Checklists
- Applicant Tracking
- Credential Tracking
- Property Management
- Incident Tracking
- Labor Distribution
- Scheduling
- Budgeting
- Compensation Module
- Performance Reviews
- Employee Opt-Out Agreements
- Job Board Posting
- Birthday Calendar
- Anniversary Calendar
- Custom Forms
- Workflow Questionnaires
- Succession Planning
- Employee Contracts
- Assets
- Overtime Requests
- Pay Grades
- Performance Development