

# One Suite Solution, Every Day!

PayMaster HCM - Not Just For Pay Day!

Payroll  
Time & Labor  
Human Resources  
And more....



# 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!

## BALANCES PTO Balances

TIME OFF	ACCRUED TO	CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SOI	PENDING APPROVAL	PROJECTED ACCRUAL	PROJECTED BALANCE	ACC
Sick	10/16/2017	Hrs: 2.39 Days: 0.30	0.00	2.39	0.00	0.00	2.40	0.00	0.175
Vacation	10/16/2017	Hrs: 0.32 Days: 0.04	0.00	0.32	0.00	8.00	1.00	0.00	0.013

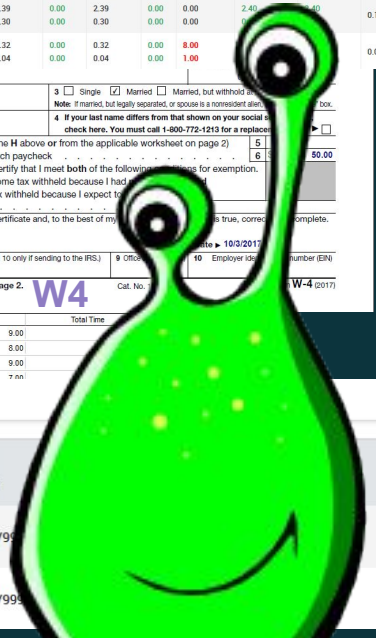
**W-4**  
Form Department of the Treasury Internal Revenue Service  
1 Your first name  
2 Your last name  
3  Single  Married  Married, but without a common-law spouse  
4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1215 for a replacement card.  
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) 6 5  
6 Additional amount, if any, you want withheld from each paycheck 6 50.00  
7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption:  
• Last year I had a right to a refund of all federal income tax withheld because I had no other federal income tax liability.  
• This year I expect a refund of all federal income tax withheld because I expect to have no other federal income tax liability.  
If you meet both conditions, write "Exempt" here.  
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, the information is true, correct, and complete.  
Employee's signature (This form is not valid unless you sign it.) Marvin Smith  
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)  
Agency Act and Paperwork Reduction Act Notice, see page 2. W4 Cat. No. W-4 (2017)

**W4 Timesheet**

Date	From	To	Department	Regular	Total Time
Mon 10/16/2017	06:00a	05:00p	1	9.00	
Tue 10/17/2017	07:00a	03:00p	1	8.00	
Wed 10/18/2017	08:00a	05:00p	1	9.00	
Thu 10/19/2017	07:00a	07:00a	1	7.00	

## DEDUCTIONS

SEQ	DEDUCTION	BEGIN DATE	END DATE
1	EE ER 401k <b>Deductions</b>	12/31/1900	12/31/9999
2	EE ER Dental 125	04/01/2017	12/31/9999





# Great News Janet!

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





# Go To PayMaster's Website

★ [www.paymaster.com](http://www.paymaster.com)





# Your Employees Will Use the Same Link

Company Code?

**PAYMASTERHCM**  
A BETTER WAY TO PAY

Hint: Hover over the buttons for assistance. x

Company Code

Username

Password

Login

- Enter your Company Code
- Enter your Username
- Enter your Password
- Click Login

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# Easily Lookup Your Login Info!

So Easy!



Hint: Hover over the buttons for assistance. ×

Enter the email address associated with your PayMaster HCM account.

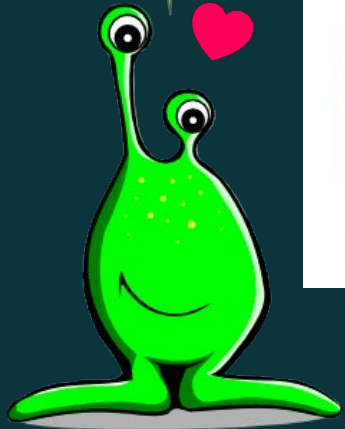


Email Address

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



## Company Code/Username Lookup Service

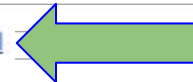
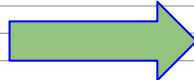
Greetings,

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](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	<b>Stefanie's Sweet Salon</b>
Company Code	<b>SS1</b>
Username	<b>MSmith01</b>
Account Locked	No
Forgot Password?	<a href="#">Reset Password</a>
Company Portal	<a href="#">Go to Company Portal</a>
Still Having Trouble?	<a href="#">Request Help</a>



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

PayMaster, Inc.

[www.paymaster.net](http://www.paymaster.net) | Didn't request this email? Please [let us know](#).





# Welcome Email

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



The screenshot shows an email client interface. At the top, there are navigation buttons: a back arrow, a folder icon, an information icon, a trash can icon, a 'Move to Inbox' button, a tag icon, and a 'More' dropdown menu. Below this is the email header: 'Your account for the Stefanie's Demo Company Employee Portal is ready!' followed by a yellow envelope icon and a red 'Stefanie' tab with a close 'x' icon. On the right of the header are icons for printing and image viewing. The sender is 'PayMaster <si@paymaster.net>' and the recipient is 'to me'. The date is '8/29/16' with a star icon and a reply dropdown. The body of the email starts with 'Minnie Mouse,' followed by a paragraph of text and a bulleted list. At the bottom right, there is a cartoon illustration of two green alien-like creatures with large eyes and long necks.

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!

Stefanie's Sweet Salon   Stefanie's Sweet Salon   11:24am (PDT)   Feedback   Admin

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

BACK   Home > My Employees > Employee Information   VIEW SELECTED EMPLOYEES   UTILITIES

Page 10   Showing: 1-10 of 22   Page 1 of 3   Refresh Data   Full Screen

Filter: All Employees   Custom Filter: ADD NEW

	EMPLOYEE ID	USERNAME	FIRST NAME	LAST NAME										
<input checked="" type="checkbox"/>	17	AAbu09	Aladdin	Abu	Yes	No	Active	909-09-0909	Y	sstinette@paymaster.net	239 E Ca			
<input checked="" type="checkbox"/>	6	PBelony	Prince	Belony	Yes	No	Active	129-81-9829						
<input checked="" type="checkbox"/>	20	WDarling09	Wendy	Darling	Yes	No	Active	098-09-8009						
<input checked="" type="checkbox"/>	13	GDog23	Goofy	Dog	Yes	No	Active	123-45-4323						
<input checked="" type="checkbox"/>	8	DDonn88	Danielle	Donn	Yes	No	Active	100-23-1988						
<input type="checkbox"/>	2	DDuck21	Donald	Duck	Yes	No	Active	121-21-2121						
<input type="checkbox"/>	3	DDuck	Daisy	Duck	Yes	No	Active	212-12-1212						
<input type="checkbox"/>	18	MLion89	Mufasa	Lion	Yes	No	Active	989-89-8989						
<input type="checkbox"/>	21	BLoverpuppy89	Bagel	Loverpuppy	Yes	No	Active	123-46-6789						
<input type="checkbox"/>	10	PMars32	Pluto	Mars	Yes	No	Active	123-21-2432						

Employee List Utilities

- Send Account Created Email
- Download PDF

I forgot his email address!!





# Pay Statements

My Reports>Payroll>Pay Statement History



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** Our

Home > My Reports > Payroll > Pay Statement History

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

Employee Filter: All Employees Pay Dates: Calendar Range This Year (01/01/2017 - 12/31/2017)

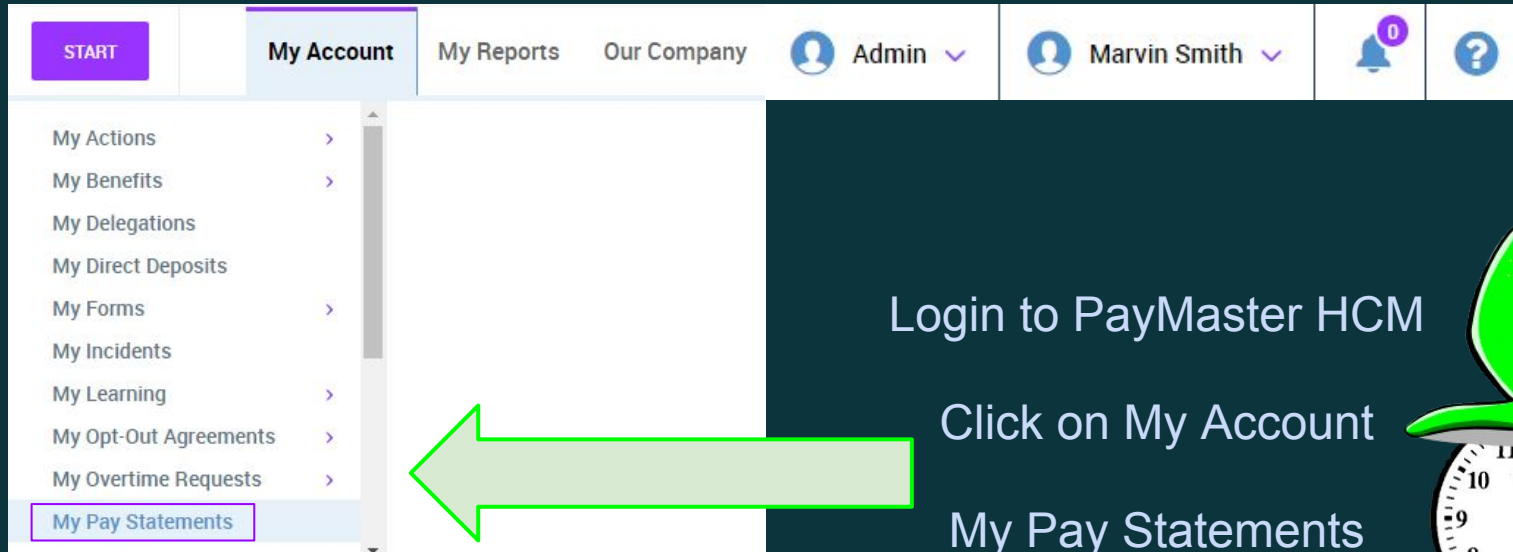
Click here to group columns

<input type="checkbox"/>	<input type="checkbox"/>	FIRST NAME	LAST NAME	#	PAY STUB NO.
<input type="checkbox"/>	<input type="checkbox"/>	Daisy	Duck		-122
<input type="checkbox"/>	<input type="checkbox"/>	Mickey	Mouse		-127
<input type="checkbox"/>	<input type="checkbox"/>	Jasmine	Raja		-130
<input type="checkbox"/>	<input type="checkbox"/>	Donald	Duck		-138
<input type="checkbox"/>	<input type="checkbox"/>	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:



START    My Account    My Reports    Our Company    Admin    Marvin Smith    0    ?

- My Actions >
- My Benefits >
- My Delegations
- My Direct Deposits
- My Forms >
- My Incidents
- My Learning >
- My Opt-Out Agreements >
- My Overtime Requests >
- My Pay Statements**


Login to PayMaster HCM

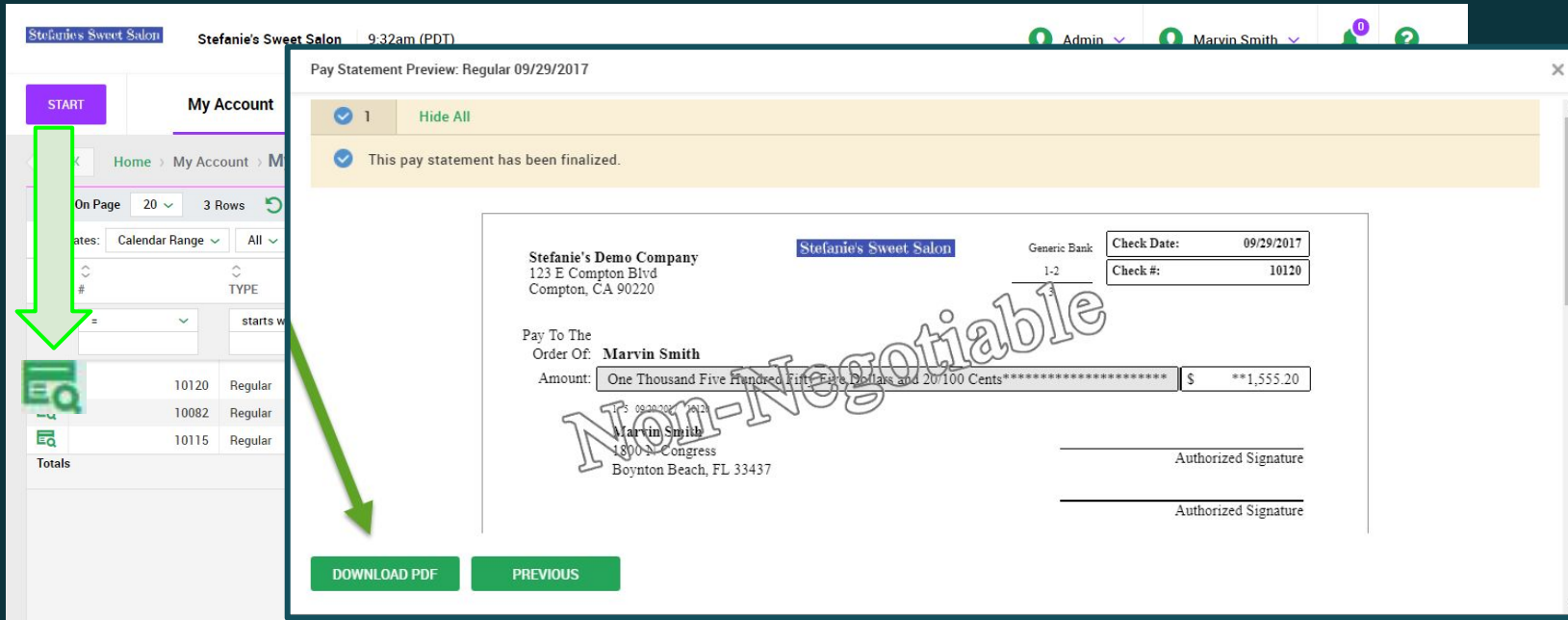
Click on My Account

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



Stefanie's Sweet Salon Stefanie's Sweet Salon 9:32am (PDT) Admin Marvin Smith

START My Account

Home > My Account > M

On Page 20 3 Rows

Dates: Calendar Range All

#	TYPE	starts w
10120	Regular	
10082	Regular	
10115	Regular	
Totals		

EQ

Pay Statement Preview: Regular 09/29/2017

1 Hide All

This pay statement has been finalized.

Stefanie's Demo Company Stefanie's Sweet Salon Generic Bank

123 E Compton Blvd  
Compton, CA 90220

1-2

Check Date: 09/29/2017

Check #: 10120

Pay To The  
Order Of: **Marvin Smith**

Amount: One Thousand Five Hundred Fifty-Five Dollars and 20/100 Cents\*\*\*\*\* \$ \*\*1,555.20

09/29/2017 10120  
Marvin Smith  
1870 S. Congress  
Boynton Beach, FL 33437

Authorized Signature

Authorized Signature

DOWNLOAD PDF PREVIOUS





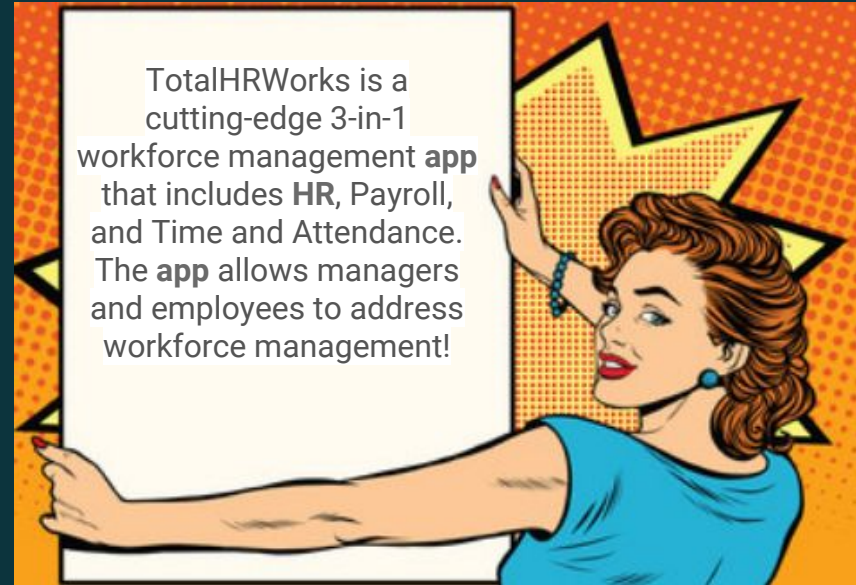
# Download the Total HR Works App





Available in Google Play or the Apple App Store

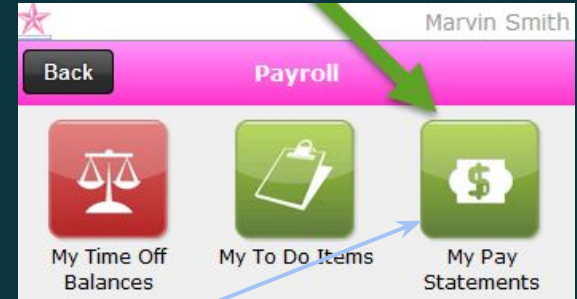


Thanks Janet!



# 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

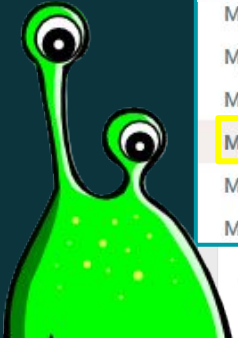
**Time Off Lookup**

Admin | Marvin Smith

**Time Offs**

- Bereavement
- Disaster Day
- Holiday
- Jury Duty
- Unpaid Time Off
- Vacation

TIME OFF	ACCRUED TO		CURRENT ACCRUED	TAKEN	CURRENT BALANCE
Sick	10/16/2017	Hrs:	2.39	0.00	2.39
		Days:	0.30	0.00	0.30
Vacation	10/16/2017	Hrs:	0.32	0.00	0.32
		Days:	0.04	0.00	0.04



# Time Off Requests...



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

Marvin Smith

Time Off Calendar

October 2017

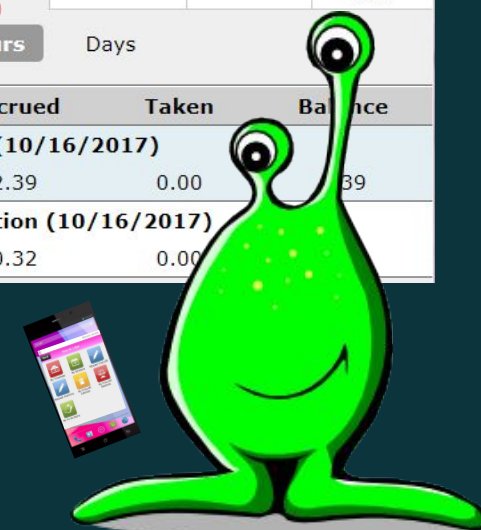
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Marvin Smith

Time Off Balances

Current	Scheduled	External	Carry Over
Hours	Days		
Accrued	Taken	Balance	
<b>Sick (10/16/2017)</b>			
2.39	0.00	39	
<b>Vacation (10/16/2017)</b>			
0.32	0.00		





# 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
3	4	5	6	7
8	9	10	11	12
13	14	15	16	17
18	19	20	21	22
23	24	25	26	27
28	29	30	1	2

### Export Report

Available Export Formats

	PDF	Acrobat Reader	.pdf
	HTML (Paged)	HTML (Paged)	.html
	<b>ICalendar</b>	<b>ICalendar</b>	<b>.ics</b>

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?



Search Calendar

Calendar

GMT-04

	Mon 11/13	Tue 11/14	Wed 11/15	Thu 11/16	Fri 11/17
4am					
5am					
6am					
7am					
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					

November 2017          
30 31 1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 1 2 3  
4 5 6 7 8 9 10

My calendars

- Birthdays
- Reminders

Marvin Smith Time Off



You can do so much  
more!

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



MORE?!



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

Home > My Employees > Forms > I9s

VIEW SELECTED

ADD NEW I9

New I9

Please select employee(s) for new I9 form.

Add For\*

Single Employee

✓ Single Employee

Employee\*

Multiple Employees

OK

CANCEL

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





# Your Employees Will Be Notified!

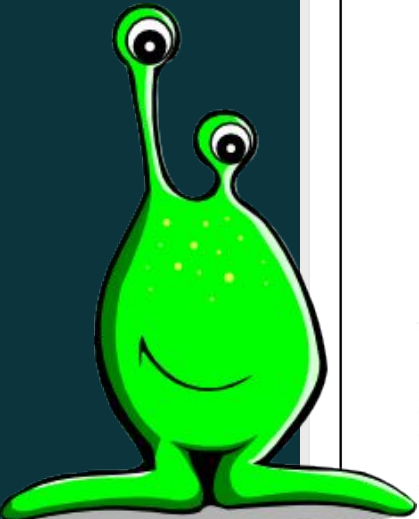
- You can have email notifications sent out when new forms are assigned to your employees.
- Your employee will see a notification under the My To-Do section or on the Bell Shortcut from anywhere in the system.

The screenshot shows a user interface for 'Sweet Salon' at 7:33am (PDT). The user is identified as Marvin Smith. A black jet airplane is overlaid on the screen with the text 'Work Smarter, Not Harder!' in purple. Two large purple arrows originate from the airplane: one points to a notification bell icon in the top right corner, and the other points to a 'Submit Form I9' notification in the 'MY TO DO ITEMS' section at the bottom right. The interface includes sections for 'QUICK START', 'SAVED REPORTS', and 'STICKY NOTE'. The 'SAVED REPORTS' table is visible below:

REPORT CATEGORY	REPORT NAME	SAVED AS NAME
Payroll	My Pay Statements	My Pay Statements



# 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: M:    **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  Your Full Name\*

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

Date

**I AGREE**    **CANCEL**

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

**Date** ▶

<b>8</b> Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	<b>9</b> Office code (optional)	<b>10</b> 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

### Process Withholding Form

Please select changes you want to apply.

	FIELD	CURRENT VALUE	CHANGE TO VALUE
<input checked="" type="checkbox"/>	Filing Status	Single	Married
<input checked="" type="checkbox"/>	# of Allowances	3	2
<input checked="" type="checkbox"/>	Additional Withholding	\$0.00	\$50.00
<input type="checkbox"/>	Withhold	Yes	Yes

Apply Changes As Of: 10/17/2017

Remove Future Date Settings

time Manage Payroll My Reports Our >

PROCESS WITHHOLDING FORM REJECT WITHHOLDING FORM ...

NOTES

No Notes Added

NEW NOTE

SUPPORTING DOCUMENTS

No Supporting Documents Uploaded

OMB No. 1545-0074  
**2017**  
holding is the IRS.  
2 Your social security number  
00-00-1000  
d, but withhold at higher Single rate.  
e is a nonresident alien, check the "Single" box.  
own on your social security card,  
2-1213 for a replacement card. ▶  
page 2) 5 2  
6 \$ 50  
s for exemption.  
nd  
ty.  
7

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.





# Tax Documents & Reports

Where are my quarterly reports?



Stefanie's Sweet Salon Stefanie's Sweet Salon 7:50am (PDT) Feedback Admin

START My Account My Employees Scheduler Recruitment Manage Time Manage Payroll My Reports Our Compa

BACK Home > My Dashboard

MAIN FUN START Edit Tabs

### QUICK LINKS

- My Reports
- Payroll
- Tax Documents**
- Our Company
- Service Provider Documents

### MY SAVED REPORTS

Rows On Page 50 5 Rows

Show:  Others' Settings

REPORT CATEGORY	REPORT NAME	SAVED AS NAME
Employee Lists	Employee List	All Active Employees
Payroll	Deductions Codes	Default
Payroll	Earnings Codes	Default
Payroll	View All Payrolls	Semi-Monthly
Payroll	View All Payrolls	Bi-Weekly

STICKY NOTE

MY TO DO ITE



# Janet Gets Her Quarterly Reports

Stefanie's Sweet Salon   Stefanie's Sweet Salon   7:50am (PDT)   Feedback   Admin   Minnie Mouse

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

BACK   Home > My Dashboard   REFRESH

MAIN   FUN   START   Edit Tabs

BACK   Home > My Reports > Payroll > Tax Documents

Rows On Page 15   1 Row   Refresh Data

	FILE DATE	FILE NAME	CATEGORY
<input type="checkbox"/>	<input type="text" value="="/> <input type="text" value=""/>	<input type="text" value="="/> <input type="text" value=""/>	<input type="text" value="="/> <input type="text" value=""/>
<input type="checkbox"/>	10/06/2017	CP_SS1_170930.pdf	Tax Reports
Totals			

Payroll  
Tax Documents

Download Icon



# Reports

**AUDIT**

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





# My Reports > Payroll > Workers' Comp

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

**Export Report**

Stefanie's Sweet Salon   Stefanie's

**Available Export Formats**

Format	Description	File Extension
.CSV	Comma Delimited	.csv
.xls	Microsoft Excel 97-2007 Workbook	.xls
.xlsx	Microsoft Excel 2007 Workbook	.xlsx
.pdf	Acrobat Reader	.pdf
.html	HTML Table	.html
.html	HTML (Paged)	.html
.xml	XML	.xml
.txt	Fixed Width	.txt
.txt	Text (Tab Delimited)	.txt

Display Information Header/Footer  
 Use Unicode

Stefanie's Sweet   R81N   \$1,204.00   \$1,204.00   0.02?   \$0.27   \$0.27



# Attendance Board

MARVIN?!

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	-	10/06/2017	3.26	-	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\*

Body

Platform: Both

Active:  From: [calendar] To: [calendar]

Countdown:  To Date: [calendar] Time: [input] Using Interval: [input] Day: [dropdown]

Add To Dashboard Heading As: [dropdown]

Show As Pop Up On Login:

Show Marketplace Link:  (Classic Only)

VISIBLE TO

Group: [input] [search]

Security Profile: [dropdown] [search]

RELATED DOCUMENTS

Document #1: [input] [search]

Document #2: [input] [search]



Create your own personalized announcements!

# Create a Pop Up or Informational Header

Stefanie's Sweet Salon Stefanie's Sweet Salon 8:20am (PDT)

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

BACK Home > My Dashboard

Info (1) Hide All


**Open Enrollment**  
By Minnie Mouse

Don't forget, open enrollment began on October 1st! Be sure to click on My Account>Review/Select Benefits and then click Start Open Enrollment.

MAIN FUN START Edit Tabs

Informational Header

Open Enrollment



**Pops Up On Login**

Don't forget, open enrollment began on October 1st! Be sure to click on My Account>Review/Select Benefits and then click Start Open Enrollment. See HR for any issues, thanks!

Don't Show Me This Message Again

By Minnie Mouse  
10/10/2017 10:38a

OK

QUICK LINKS

My Reports  
Payroll  
Tax Documents  
Our Company  
Service Provider Documents

MY SAVED REPORTS

Rows On Page 50 5 Rows

Show:  Others' Settings

REPORT CATEGORY	REPORT NAME	SAVED AS NAME
-----------------	-------------	---------------

STICKY NOTE

[Empty sticky note area]

# How The Employee Enrolls:



That is easy!

Stefanie's Sweet Salon | Stefanie's Sweet Salon | 7:27am (PDT) | Admin | Marvin Smith

START | My Account | My Reports | Our Company

Home > My Account > My Benefits > Review/Select Benefits > Benefits Change Request

Marvin Smith: Open Enrollment | Oct 1 - Oct 31: 11/01/2017 - 11/01/2018 | New

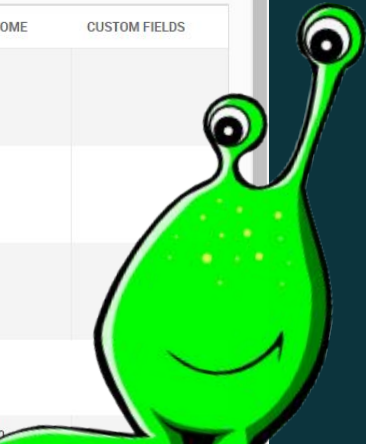
INSTRUCTIONS | HEALTH  | DENTAL  | VISION  | LIFE  | CONFIRM SELECTIONS

**START OPEN ENROLLMENT**

Prior to confirming your benefits make sure you review your selections. You may save/print your selections upon submission. If you have selected a coverage other than employee only you will be required to identify your dependents prior to submitting your request.

GROUP	PLAN	COVERAGE	DESCRIPTION	PREMIUM	FREQUENCY	ESTIMATED MONTHLY PREMIUM	TAXABLE INCOME	CUSTOM FIELDS
Health	Health Insurance HMO	Employee	-	\$50.00	Every Scheduled Pay	\$100.00	-	
Dental	Dental Insurance	Employee	-	\$0.00	Every Scheduled Pay	\$0.00	-	
Vision	Vision Insurance	EE	-	\$0.00	Every Scheduled Pay	\$0.00	-	
Life					Waived			
Total Estimated Monthly						\$100.00	\$0.00	

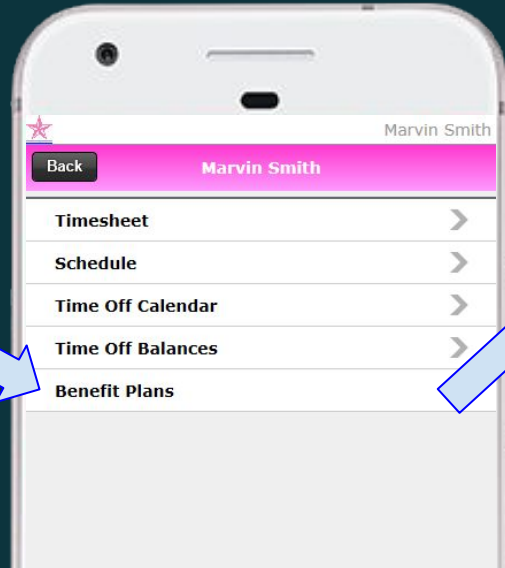
SAVE | PREVIOUS | **CONTINUE** | SUBMIT REQUEST | PRINT





# The Employee Can Review Selections Via the Mobile App Too!

I can show my  
mom my benefits!



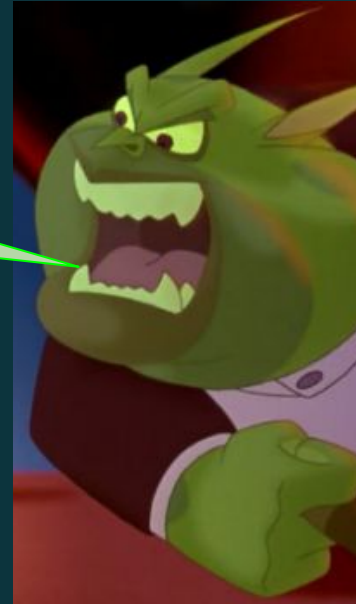
# General Ledger

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

The screenshot shows a software interface with a modal dialog box titled "Run Data Export". The dialog contains two dropdown menus: "Specific Payroll" and "Last Finalized". Below these is a prominent green button labeled "EXPORT". A purple arrow points from this button to a download icon in the bottom left corner of the main interface. The main interface shows a breadcrumb trail: "Home > Company Settings > System Data Export > Data Exports". Below the breadcrumb, there is a table with columns "SYSTEM" and "EXPORT TYPE". The first row shows "starts with" under both columns. The bottom left corner of the interface features a download icon and the text "Click to download".

Click to download

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



Specific Payroll ▾ Last Finalized ▾

- ✓ Last Finalized
- Currently Being Delivered
- Next Scheduled
- Next Scheduled (Open)

**Specific**

- Specific

**Finalized**

- Semi-Monthly 09/20/2017 Regular
- Regular 09/29/2017
- TEST-07/28/2017
- Bi-Weekly 07/21/2017 Regular
- Bi-Weekly 07/21/2017 Regular
- Stefanie Test-06/02/2017
- Training Payroll 1-05/27/2017

**All**

- Bi-Weekly 10/13/2017 Regular

EXPORT

Remember you have multiple options...

# Janet Can Now Go On Vacation...

Without worrying about work!

I Love PayMaster HCM!  
You Will Too!

Bye Janet! Have fun!





TLM

# As You Can See...

HR

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

Online  
Benefit  
Enrollment

Recruiting  
&  
Onboarding

Performance  
Reviews

Custom  
Integration

Save Time & Money

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

