



EMPLOYEE PORTAL USER GUIDE



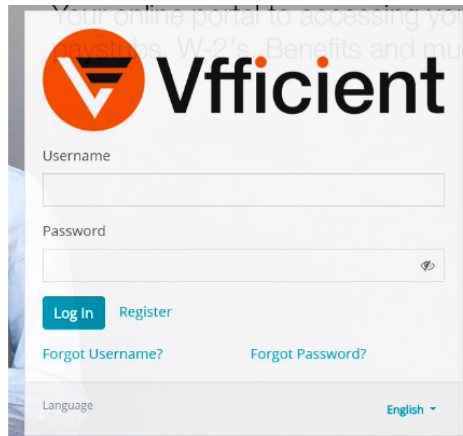
Welcome to Vfficient! This guide is designed to help users register, access, and navigate the employee self-service portal (ESSP). From the portal (dependent upon permissioned access), users can:

- Update personal information
- View and reprint payroll check stubs
- Adjust tax information and download W-2s
- Manage and request paid time off or vacation time
- Manage and enroll in employer-provided benefits

Note: Not all options shown and/or described in this guide may be available to each user through the ESSP, as configuration is dependent on the options chosen by the employer.

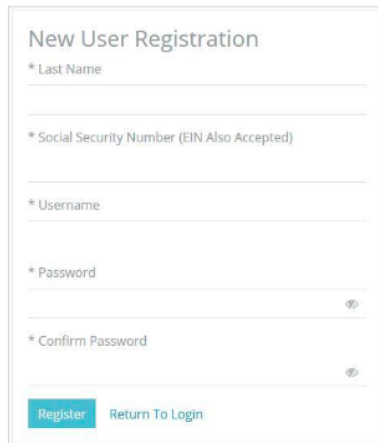
Employee Self-Service Portal Login and Registration

Open a new browser window or tab, and navigate to <https://vns-ep.prismhr.com/#/auth/login>
1. If the user already has a username and password, enter the appropriate information and click 'Log In'. To register, click 'Register'.

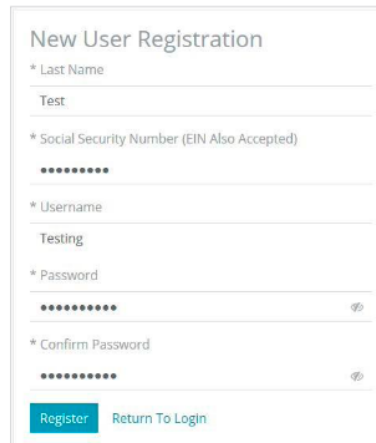


The screenshot shows the Vfficient login and registration interface. At the top, there is a header with the Vfficient logo and the text "Your online portal to accessing your...". Below the logo, there are two input fields: "Username" and "Password". The "Password" field has a toggle icon for visibility. Below the input fields are two buttons: "Log In" (in blue) and "Register" (in grey). There are also two links: "Forgot Username?" and "Forgot Password?". At the bottom, there is a "Language" dropdown menu set to "English".

a. To register, fill out all the items in the registration window, and click 'Register'. Note the requirements when creating a password. After registering, use the newly created username and password to be taken to the ESSP.

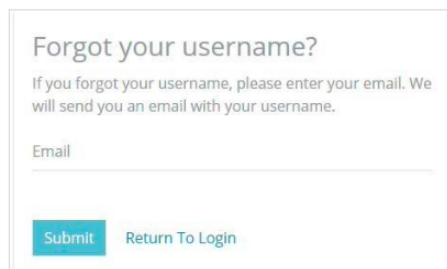


The screenshot shows the "New User Registration" form. It has the following fields: "* Last Name", "* Social Security Number (EIN Also Accepted)", "* Username", "* Password", and "* Confirm Password". Each field has a toggle icon for visibility. At the bottom, there are two buttons: "Register" (in blue) and "Return To Login" (in grey).

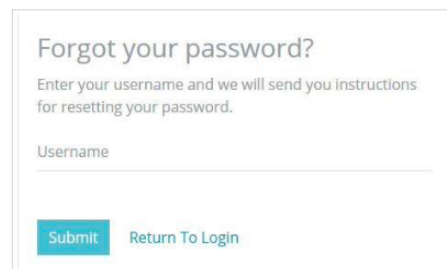


The screenshot shows the "New User Registration" form with test data entered. The fields are: "* Last Name" (Test), "* Social Security Number (EIN Also Accepted)" (*****), "* Username" (Testing), "* Password" (*****), and "* Confirm Password" (*****). At the bottom, there are two buttons: "Register" (in blue) and "Return To Login" (in grey).

If the user has forgotten their username or password, simply click the 'Forgot Username' or the 'Forgot Password' link, and follow the instructions. Please contact technical support (vfficientsupport@vensure.com) with any questions.

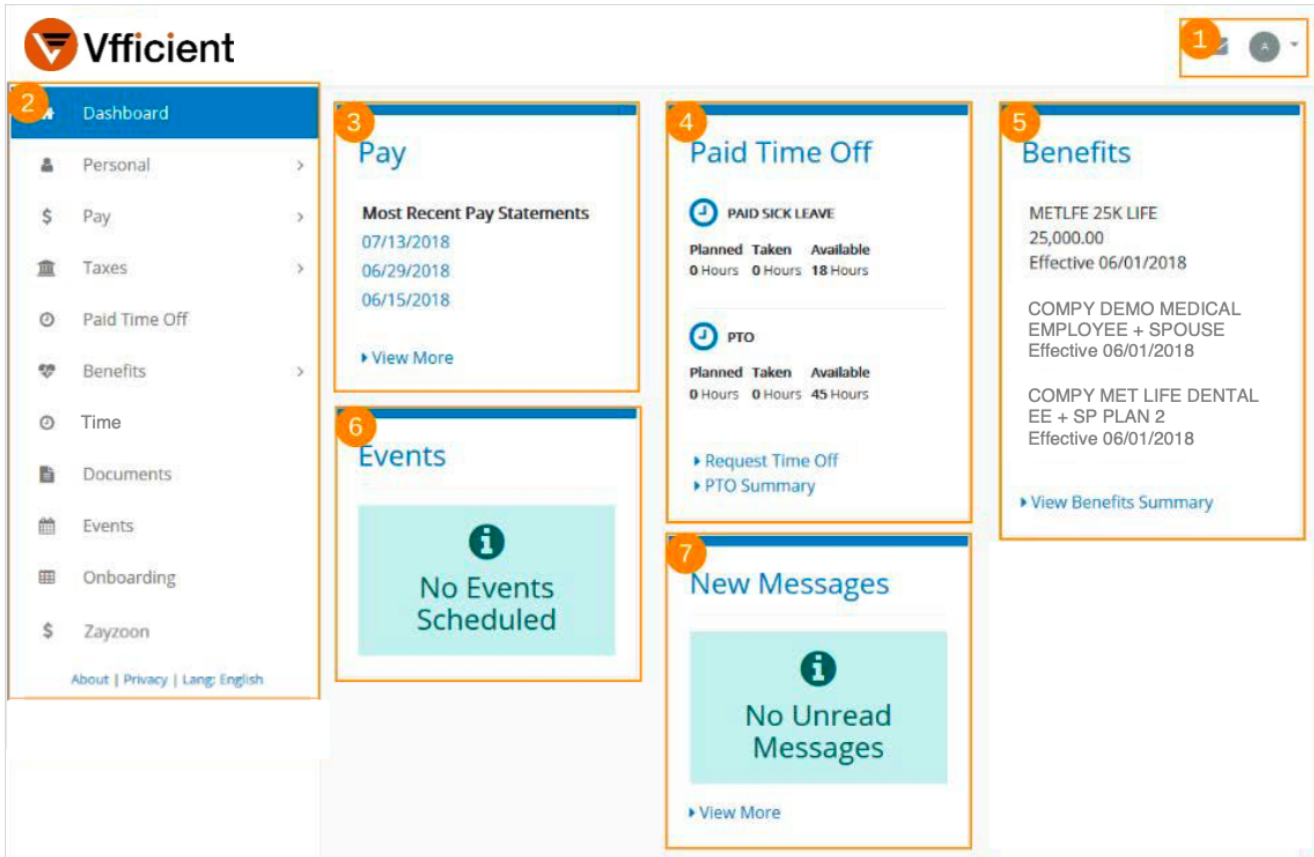


The screenshot shows the "Forgot your username?" form. It has the following text: "If you forgot your username, please enter your email. We will send you an email with your username." Below this is an "Email" input field. At the bottom, there are two buttons: "Submit" (in blue) and "Return To Login" (in grey).



The screenshot shows the "Forgot your password?" form. It has the following text: "Enter your username and we will send you instructions for resetting your password." Below this is a "Username" input field. At the bottom, there are two buttons: "Submit" (in blue) and "Return To Login" (in grey).

Navigating the Employee Self-Service Portal

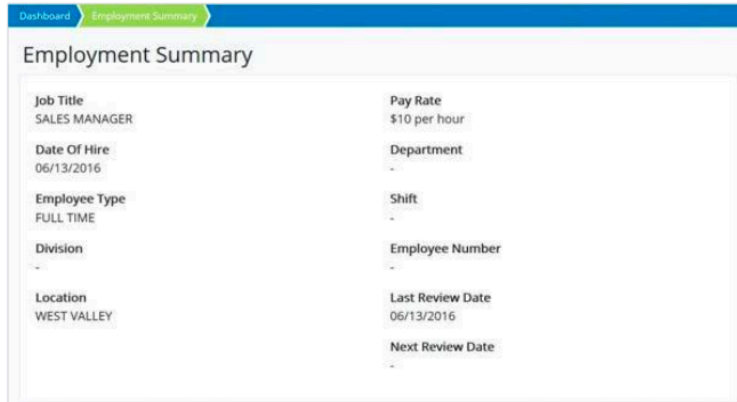


The screenshot shows the Vfficient Employee Self-Service Portal interface. The layout includes a top navigation bar with the Vfficient logo and a user menu (1). A left sidebar (2) contains a 'Dashboard' menu and various portal options like Personal, Pay, Taxes, Paid Time Off, Benefits, Time, Documents, Events, Onboarding, and Zayzoon. The main content area is divided into several sections: 'Pay' (3) showing 'Most Recent Pay Statements' with dates (07/13/2018, 06/29/2018, 06/15/2018) and a 'View More' link; 'Paid Time Off' (4) showing 'PAID SICK LEAVE' and 'PTO' with 'Planned', 'Taken', and 'Available' hours, and links for 'Request Time Off' and 'PTO Summary'; 'Benefits' (5) listing 'METLFE 25K LIFE', 'COMPY DEMO MEDICAL EMPLOYEE + SPOUSE', and 'COMPY MET LIFE DENTAL EE + SP PLAN 2' with their effective dates and a 'View Benefits Summary' link; 'Events' (6) displaying 'No Events Scheduled'; and 'New Messages' (7) displaying 'No Unread Messages' with a 'View More' link.

1.	User Menu	Change password or log out
2.	Dashboard Menu	Available portal options
3.	Pay	View check stubs by clicking the date or 'View More'
4.	Paid Time Off	Displays available time off. Click to request time off or view detailed information.
5.	Benefits	Displays enrolled benefits. Click to view detailed information.
6.	Events	Displays scheduled company events.
7.	Messages	Displays recent messages. Click to view full listing.

Personal Information

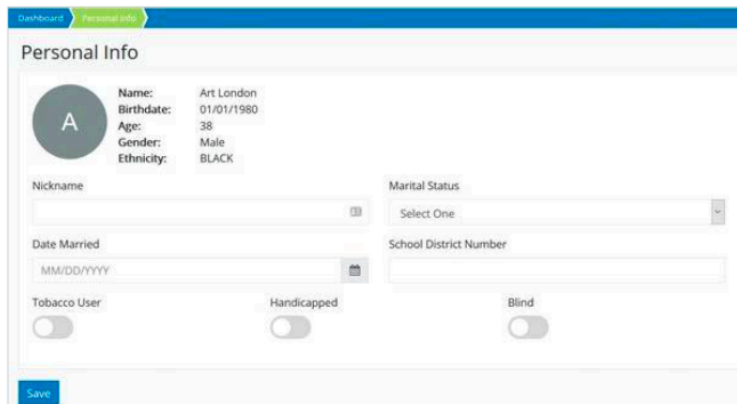
Note: Some users may be unable to edit information displayed on these pages. Managers will be able to make these edits.



The screenshot shows the 'Employment Summary' page with the following details:

Job Title SALES MANAGER	Pay Rate \$10 per hour
Date Of Hire 06/13/2016	Department -
Employee Type FULL TIME	Shift -
Division -	Employee Number -
Location WEST VALLEY	Last Review Date 06/13/2016
	Next Review Date -

On the Employment Summary page, users can view their current employment details, including Date of Hire, Position, and Pay Rate.



The screenshot shows the 'Personal Info' page with the following details:

Name: Art London
 Birthdate: 01/01/1980
 Age: 38
 Gender: Male
 Ethnicity: BLACK

Nickname:

Marital Status:

Date Married:

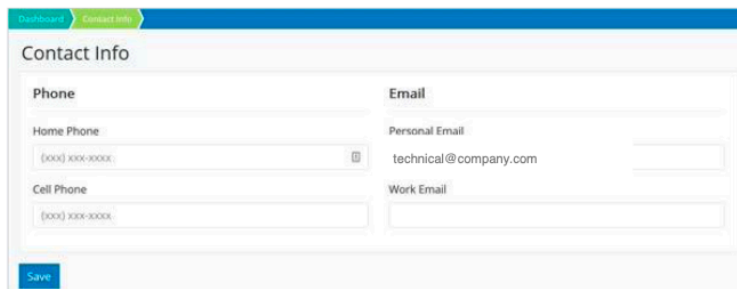
School District Number:

Tobacco User:

Handicapped:

Blind:

On the Personal Information page, users can view Personal Information, adjust marital status, or have a handicap of which the employer should be aware.



The screenshot shows the 'Contact Info' page with the following details:

Phone

Home Phone:

Cell Phone:

Email

Personal Email:

Work Email:

On the Contact Information, users can see their current telephone/mobile and email contact information.

Note: The email address listed here will be used to send notifications, including password reset information.

Dashboard > Address

Address

RESIDENT MAILING W-2

* Address Line 1
4800 N Scottsdale

Address Line 2

* Zip
85251

* City
SCOTTSDALE

* County
MARICOPA

* State
AZ

Save

The Address section allows users to edit their physical address. By default, all correspondence will go to the resident address. If the user has a separate mailing address to which they would prefer tax forms be mailed, please click the appropriate option and make the adjustments.

Dashboard > Emergency Contacts

Emergency Contacts

Name	Relationship	Contact
Gayle London	Spouse	555-555-5555

Viewing 1 - 1 Of 1

Add

Emergency Contacts, allows users to add, edit, and remove emergency contacts

Dashboard > Emergency Contacts > Add

Add Emergency Contact

* Name

* Relationship

* Type

* Info

Add Cancel

Dashboard > Veteran Status

Veteran Status

Veteran

Vietnam Veteran

Disabled

Newly Separated

Other Protected

Service Medal Veteran

Save

Indicate Veteran Status in this section.

Pay

Dashboard > Pay History

Pay History Select Year 2018

Voucher Number	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Payment Type	Pay Date
000324	41736	\$800.00	\$63.35	\$129.69	\$606.96	C	07/13/2018
000300	41726	\$950.00	\$92.47	\$0.00	\$857.53	C	06/29/2018
000278	41716	\$800.00	\$63.35	\$129.69	\$606.96	C	06/15/2018
000267	41706	\$840.00	\$67.12	\$129.69	\$643.19	C	06/01/2018
000256	41696	\$800.00	\$75.60	\$0.00	\$724.40	C	05/18/2018
000146	41687	\$1,570.00	\$213.06	\$0.00	\$1,356.94	C	05/04/2018
000126	41678	\$800.00	\$75.60	\$0.00	\$724.40	C	04/20/2018

Viewing 1 - 7 Of 7

This screen shows the user's most recent checks. Navigate using the 'Select Year' and the page indicators. To view detailed check information, click the check row.

The Pay Detail section gives more information, including earnings, taxes withheld, and any deductions. Click the section name to display pay details.

Dashboard > Pay History > Pay Detail

Pay Detail

Pay Period: 06/28/2018 - 07/11/2018 #41736

Net Pay \$606.96

ACH Amount \$0.00

Check Amount \$606.96

Paid 07/13/2018 [View Check](#)

EARNINGS TAXES WITHHELD DEDUCTIONS

Description	Hours	Rate	Amount	Department	Location
REGULAR PAY	80.00	\$10.00	\$800.00		WEST

Viewing 1 - 1 Of 1

[Ok](#)

Click the 'View Check' button to generate a PDF copy of the check

Dashboard > Payroll Inquiry

Payroll Inquiry Select Year 2018

EARNINGS TAXES WITHHELD DEDUCTIONS

Description	Amount
REGULAR PAY	\$5,600.00
BONUS	\$740.00
COMMISSION	\$70.00
OVERTIME	\$150.00

Viewing 1 - 4 Of 4

In Payroll Inquiry, users can view Year-to-Date payroll, earnings, taxes withheld, and any deductions. Use the 'Select Year' to change the reporting year.

Taxes

View and adjust federal and state withholding information. After adjusting the values, click 'Save'.

Note: The employer may have this section set to view-only. Consult a manager in the instance edits are necessary.

To download a copy of the current/past year's W-2 form, use the dropdown menu to select the year of the W-2 and click the 'Download' button. The W-2 can then be viewed in the pop-up window, or downloaded.

Users who have not yet opted-in to the Early W-2 program can do so now by checking the box at the bottom of the page and clicking 'Enroll'.

Note: It is not required to enroll in the Early W-2 program to download the W-2 forms.

Users who have already signed up for Early W-2 will see their original election date here. Follow the same process as mentioned above to download the W-2.

Download a copy of the current/past year's 1095-C form, use the dropdown box to select the year of the 1095-C, and click the 'download' button.

The 1095-C will either be downloaded or display in a pop-up window.