



Performance Payroll

NEW Employee Portal User Guide

EMPLOYEE PORTAL USER GUIDE

Overview

The **NEW Employee Portal** is an update to our current ESS (employee self-service) portal. The **NEW Employee Portal** is a web-based portal offering employees access to their payroll information via the Internet. Through the **NEW** portal, employees can:

- View and print payroll vouchers and W-2's
- Access their demographic data
- Request time off and view time off balances

The **NEW Employee Portal** can be used on computers, tablets and mobile devices. Our applications are designed to leverage the features of the most current browser versions. For the best possible experience, we recommend that you use one of the browsers listed below:



For all current ESS users, the transition from our current ESS portal to our **NEW Employee Portal** will be **seamless**. All historical information has been retained, the only change is the updated look and feel of the new site and the **NEW URL**, which should be provided to all employees and updated as one of their “favorite or saved” sites. All current user id's and passwords remain the same. The **NEW URL** follows:

<https://performancepayroll.evolutionpayroll.com/ess#/login>

The remainder of this document is designed to be a guide that can be provided to your employees to assist them in using our **NEW Employee Portal**.

To Login - Your default user name and password is listed below:

User Name: 2339 first initial + last name (note: lowercase on all)

Password: last name + last 4 on SSN

Please enter both and then click the Secure Login button 

Logging into the Employee Portal via a Computer

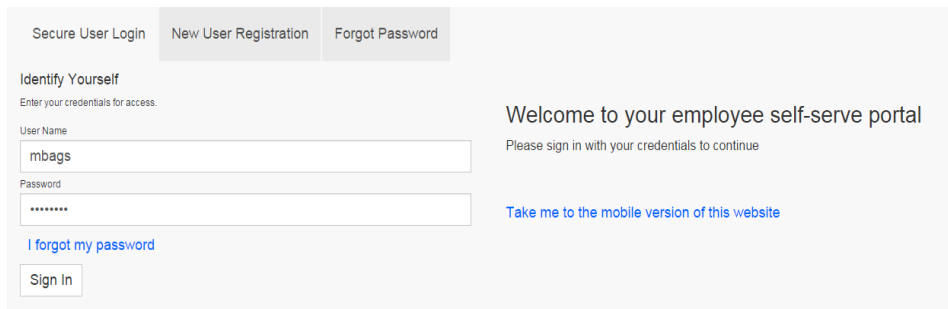
Open a Web browser and enter the following provided NEW URL to the Employee Portal:

<https://performancepayroll.evolutionpayroll.com/ess#/login>

or by going to the Performance Payroll web site and Clicking on the link in the Employee Self Service Link, as shown below:



Once entered, the Login screen opens to the Secure User Login tab.



Secure User Login | New User Registration | Forgot Password

Identify Yourself
Enter your credentials for access.

User Name
mbags

Password

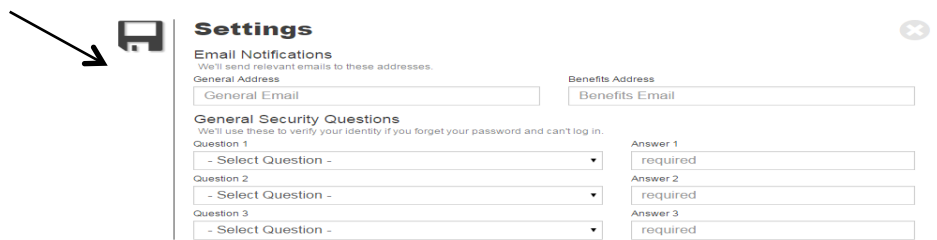
[I forgot my password](#)

Sign In

Welcome to your employee self-serve portal
Please sign in with your credentials to continue

[Take me to the mobile version of this website](#)

Enter your **User Name** and **Password** and Click the **Sign In** box, which will result in setting up Security Questions and saving them using the Save icon, in the top left corner:



Settings

Email Notifications
We'll send relevant emails to these addresses.

General Address
General Email

Benefits Address
Benefits Email

General Security Questions
We'll use these to verify your identity if you forget your password and can't log in.

Question 1
- Select Question -

Question 2
- Select Question -

Question 3
- Select Question -

Answer 1
required

Answer 2
required

Answer 3
required

Save

Upon clicking the **Save**  button, the Employee Portal **Dashboard** Opens.

Dashboard

Performance Payroll Hudson Harmonicas
Macon Money


Home Menu Contact Settings Ex

Your Info	Pay	Resources	Time Off																		
Macon M Money 123 Galvan Dr. Fort Mill, SC 29607 919 765 4390 dhudson@performancepayroll.com Emp# 3 Hired 11/20/1996	<table border="1"> <thead> <tr> <th>Checks</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>10/31/2014</td> <td>€</td> </tr> <tr> <td>10/31/2014</td> <td>€</td> </tr> <tr> <td>11/01/2013</td> <td>€</td> </tr> <tr> <td>2007</td> <td>W2</td> </tr> </tbody> </table>	Checks	Gross	10/31/2014	€	10/31/2014	€	11/01/2013	€	2007	W2	Web Clock Time Card & TI... BlueChoice HealthPlan Performance Payroll Website	<table border="1"> <thead> <tr> <th>Type</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>78.00</td> </tr> <tr> <td>Sick 2</td> <td>199.37</td> </tr> <tr> <td colspan="2" style="text-align: center;">+</td> </tr> </tbody> </table>	Type	Balance	Vacation	78.00	Sick 2	199.37	+	
Checks	Gross																				
10/31/2014	€																				
10/31/2014	€																				
11/01/2013	€																				
2007	W2																				
Type	Balance																				
Vacation	78.00																				
Sick 2	199.37																				
+																					

The employee's first and last name appears in the header, for example, Macon Money, and the following navigation is used in the application:

Button	Description
	Home button. Click this button from anywhere within the Employee Portal to return to the Dashboard.
	Menu button. Click this button to access shortcuts to screens within the Employee Portal.
	Help button. Displays contact information for payroll and HR assistance. An ESS Contact and/or HR user must be set up for contact information to display here.
	Settings menu. Click to update email addresses, passwords, and change extra security questions.
	Exit the program.


Your Info

Click on the **Your Info** button in the Menu or the **Ellipsis**  to open your data





Your Info ⋮



Macon M Money
 123 Galvan Dr.
 Fort Mill, SC 29607
 919 765 4390
 dhudson@performancepayroll.com
 Emp# 3 Hired 11/20/1996

Your detailed information will be shown:



Hudson Harmonicas
Macon Money

Update Info Current Info

First Name: Middle Initial: Last Name:

Address:

City: State: Zip Code:

Phone: Email: Date Of Birth:

Additional Info

Field	Value

* Information shown may contain updates pending approval by your supervisor.

Federal Tax

Marital Status:

Dependents: Additional: \$ %

State Tax (SC)

Marital Status:

Dependents: Additional: \$ %

Printable Forms

Direct Dep

Federal W4

State W4

Performance Payroll - Confidential and Proprietary

5

Pay

The **Pay** tile displays the employee's last three check stubs as well as the most recent annual tax form generated for the employee:

Checks	Gross
10/31/2014	
10/31/2014	
11/01/2013	
2007	W2

Click the **Eye** Button next to the check date to display the gross amount of that check

Checks	Gross
10/31/2014	\$800.00
10/31/2014	\$800.00
11/01/2013	
2007	W2

Click on the check date, for example, **10/31/2014** to display and download the paystub for that check date. Likewise, click the W-2 link to display the download of the most recent W-2.

Preview

Earnings		Deductions						
Description	Location / Job	Rate	Hours/Piece/Current	Year To Date	Description	Current	Year To Date	
Regular	3	50.00	0.00	400.00	800.00	Fed (M/13) (727.00)	74.65	74.65
Regular	4	50.00	0.00	400.00	0.00	OASDI (775.00)	48.05	48.05
MEMOS		0.00				Medicare (775.00)	11.24	11.24
401K ER Pension Match	1/971/3	0.00	0.00	40.00	40.00	SC (1/2) (727.00)	29.24	29.24
ER Health Premium	1/971/3	0.00	0.00	40.00	40.00	Savings	100.00	100.00
401K Match	1/971/3	0.00	0.00	60.00	60.00	Misc Deduction	150.00	150.00
		0.00				401k EE Deduction	48.00	48.00
		0.00				Pre-Tax Vision Plan	25.00	25.00
Total Earnings			0.00	800.00	800.00	Total Deductions	486.18	486.18
NET PAY		413.82			100.00	Check Amount	313.82	313.82

Printing Pay Stubs

To print your stub, click on “Disk” icon. (See example below)

Preview

Macon M Money

Company: S0001-01
 Period Begin: 10/22/2014
 Number: 3
 Social Security#: [blank]
 Hire Date: 11/20/1996

Hudson Harmonicas

123 Beat Street
 Greenville SC 29607 802-555-1234

Fed OR addl 15%, SC OR \$10.00
 Sick 2 =166.02 HOURS
 Vacation=68.00 HOURS
 D04 Balance Paid \$300.00
 D01 Balance Paid \$160.00

Division: [blank]
 Branch: [blank]
 Department: 4
 Team: [blank]

Earnings					Deductions				
Description	Location/Job	Rate	Hours/Pct	Current	Year To Date	Description	Current	Year To Date	
Regular	3	50.00	0.00	400.00	800.00	Fed (M/4) (727.00)	74.65	74.65	
Regular	4	50.00	0.00	400.00	0.00	OASDI (775.00)	48.05	48.05	
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ER Health Premium	1/971/3	0.00	0.00	40.00	40.00	Savings	100.00	100.00	
401K Match	1/971/3	0.00	0.00	60.00	60.00	Misc Deduction	150.00	150.00	
		0.00				401k EE Deduction	48.00	48.00	
		0.00				Pre-Tax Vision Plan	25.00	25.00	
Total Earnings					0.00	800.00	Total Deductions	486.18	486.18
NET PAY		413.82	Total Direct Deposits		100.00	Check Amount	313.82	313.82	

A pop up window will appear. Click Open Radio Button. (See Example below)

Opening PayCheck.pdf

You have chosen to open:

PayCheck.pdf
 which is: Adobe Acrobat Document (3.2 KB)
 from: <https://performancepayroll.evolutionpayroll.com>

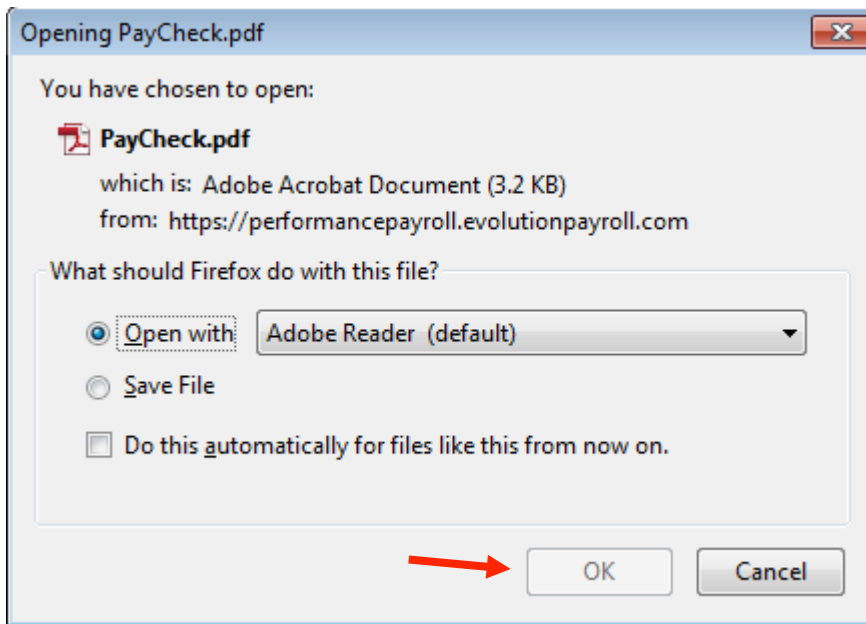
What should Firefox do with this file?

Open with: Adobe Reader (default)

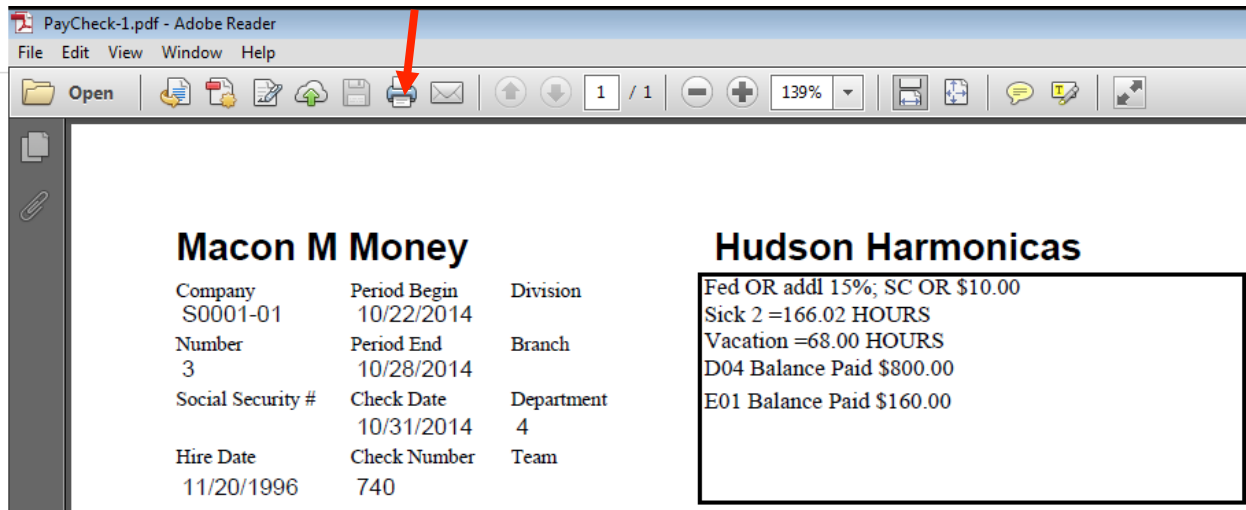
Save File

Do this automatically for files like this from now on.

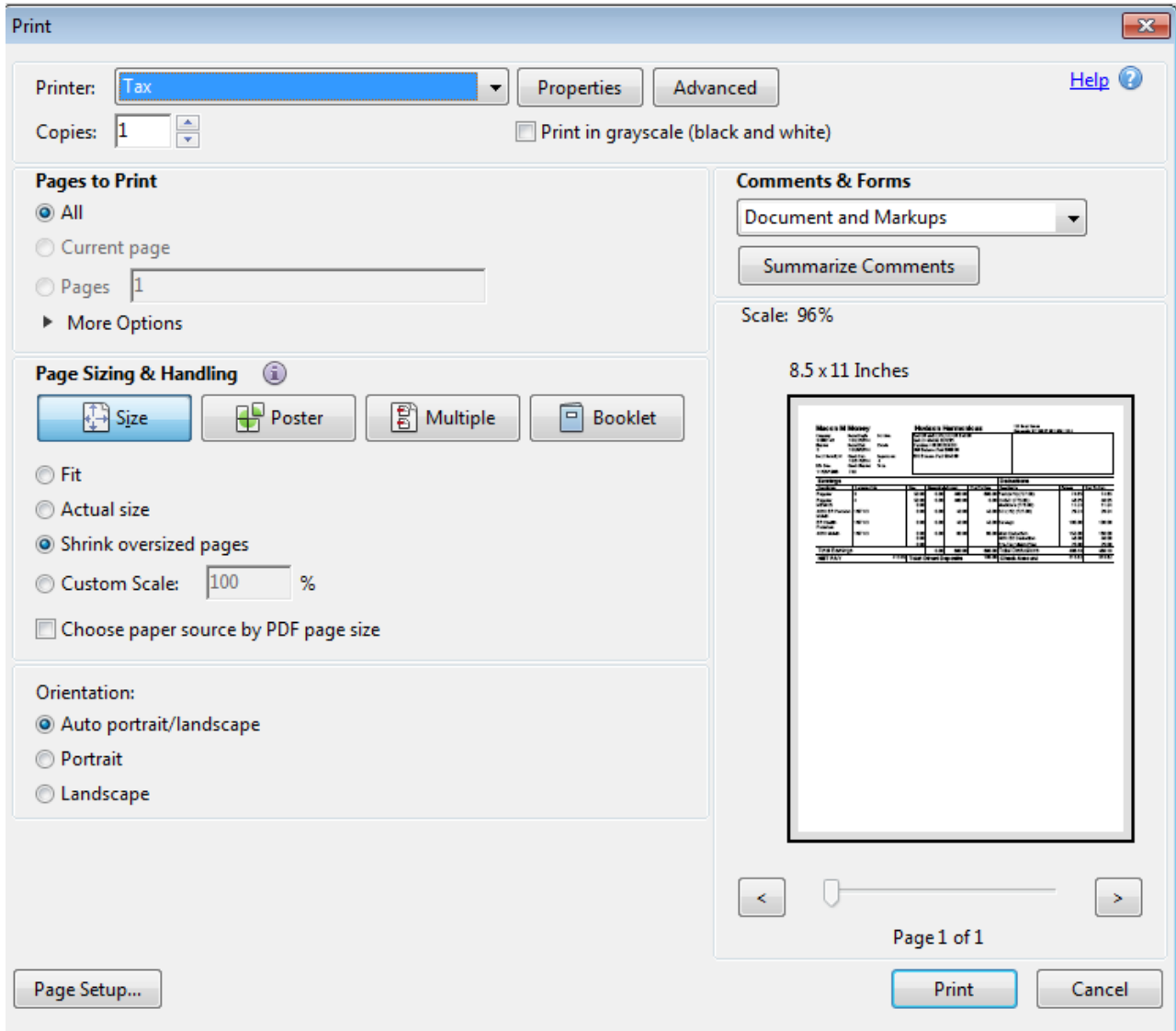
Once you click on “Open with”, then click OK button.



It will open in a PDF. Click Print Icon. (See Example below)

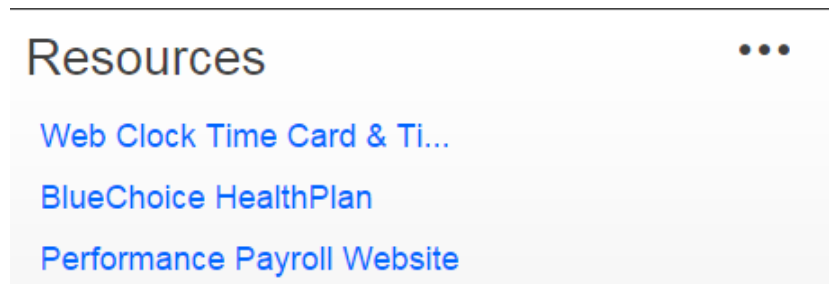


When you click on the “Print” Icon you will then click the “Print” button



Resources

The Resources section is set up by your Administrator and the tile provides links for employees to access information about company benefits quickly and easily.



Time Off

If you are using our Time Off tracking in the Employee Portal, then the **Time Off** tile shows the type, such as Vacation and Sick, along with their associated balances:



Type	Balance
Vacation	78.00
Sick 2	199.37

Click the Time Off type on the left-hand side of the screen to display the Balance, Pending, Accepted, Denied and Used time off for each type

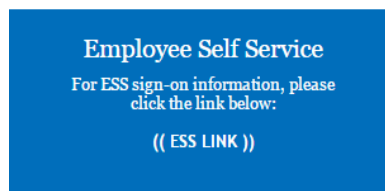
Time Off		+		Type	Balance	Pending	
				Vacation	78.00	62.00	
	Request Date	Status	Type	Start	End	Time	Notes
All							
Vacation	07/16/2015	Pending	Vacation	07/16/2015	07/16/2015	8.00	
Sick 2	07/09/2015	Denied	Vacation	07/21/2015	07/21/2015	8.00	going to the beach
	07/08/2015	Denied	Vacation	07/10/2015	07/10/2015	16.00	lake trip

Logging into the Employee Portal via a Mobile Device

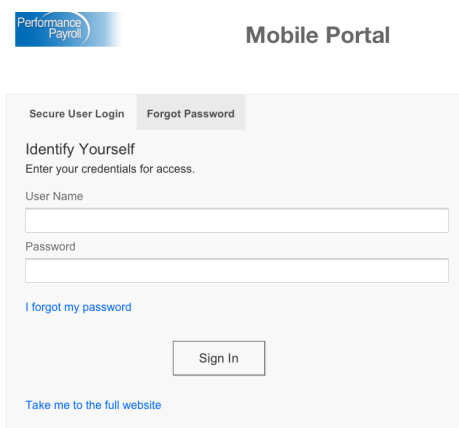
Open a Web browser and enter the following provided NEW URL to the Employee Portal:

<https://performancepayroll.evolutionpayroll.com/ess#/login>

or by going to the Performance Payroll web site and Clicking on the link in the Employee Self Service Link, as shown below:



Once entered, the Login screen opens to the Secure User Login tab. Note that it opens the Mobile Portal. *(If it does not open to the mobile portal click the link that says take me to the mobile version of the website.)*



Performance Payroll Mobile Portal

Secure User Login | Forgot Password

Identify Yourself
Enter your credentials for access.

User Name

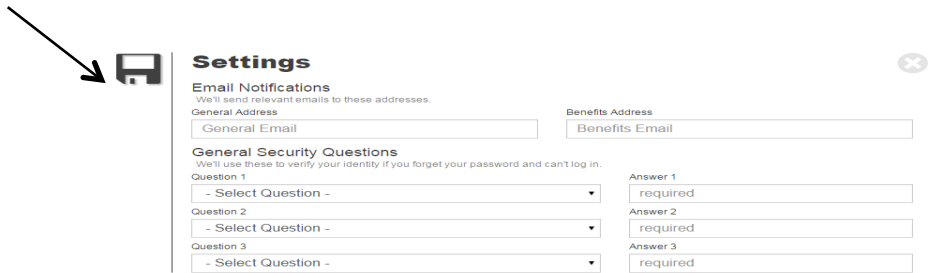
Password

[I forgot my password](#)

[Take me to the full website](#)

Note: At this point you can add an icon for this to the screen of your mobile device by using the “add to home screen” feature on your device.

Enter your **User Name** and **Password** and Click the **Sign In** box, which will result in setting up Security Questions and saving them using the Save icon, in the top left corner:



Settings

Email Notifications
We'll send relevant emails to these addresses.

General Address: Benefits Address:

General Email: Benefits Email:

General Security Questions
We'll use these to verify your identity if you forget your password and can't log in.

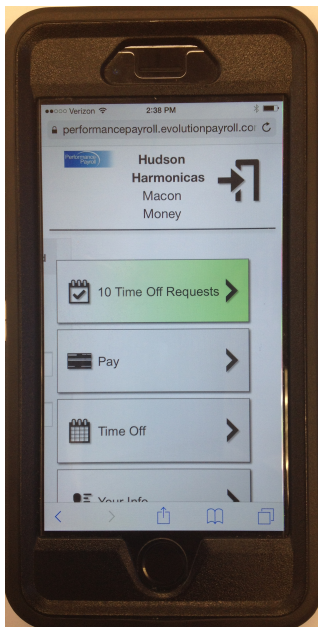
Question 1: Answer 1:

Question 2: Answer 2:

Question 3: Answer 3:

Upon clicking the **Save**  button, the Employee Portal **Dashboard** Opens.

Dashboard


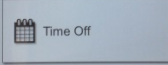

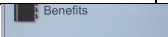
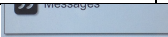
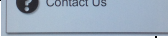
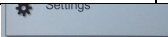


The employee's first and last name appears in the header, for example, Macon Money. Use the buttons to navigate to the desired area and use the icon in the upper right to return to the main screen.

*Be sure to have the most recent browser version



Mobile Dashboard Button Navigation

Button	Description
	<p>The Pay button displays the employee's last three check stubs as well as the most recent W2 or 1099.</p>
	<p>If you are using our Time Off tracking in the Employee Portal, then the Time Off button shows the type, such as Vacation and Sick, along with their associated balances and allows for time requests.</p>
	<p>Your personal information such as name address, rates of pay, withholdings, etc. is shown here</p>
	<p>If you are using the benefits module you will see your employee related benefit information here.</p>
	<p>Messages from your payroll administrator will appear here</p>
	<p>This button shows you contact information for your payroll administrator and allows you to contact them.</p>
	<p>The settings button allows you to change your password.</p>